

CONTENTS

PART I

CHAP.	PAGE	CHAP.	PAGE
I. The Sentence	13	III. Paragraphs	29
A Composition	14	Lie and Lay; Saw and	
How Names are Written	15	Seen	30
Questions	18	Abbreviations and Titles	30
Capitals in Poetry	18	May and Can; Their and	
Is and Are	19	There	31
II. I; Was and Were	21	The Hyphen	31
Study of a Picture	21	Study of a Picture	31
Days and Months; Has		The Comma	35
and Have	22	Themes for Stories	35
Quotation Marks	24	Summary of Rules	7
Contractions	24	IV. Simple Letter Writing	3.
Capitals	25	A Picture Study	46
The Exclamation Point	25	Miscellaneous Themes	40
Review of Rules and Defi-			
nitions	26		

PART II

I. Subject and Predicate	43	III. Gender	61
The Single Paragraph	45	Words that Assert	64
Kinds of Sentences	46	Case Forms	66
Planning Compositions	47	IV. The Adverb	69
II. Words Used as Names	50	Phrases	70
Common and Proper Nouns	51	The Preposition	73
Study of a Picture	52	The Conjunction	76
Words Used instead of		The Interjection	77
Names	52	V. Direct and Indirect Narra-	
Words that Limit or De-		tion	81
scribe	54	Letter Writing	82
The Articles	56	Business Forms	83
III. Number	59	Subjects for Composition	86