

The system for signs for rhetorical errors are intended more especially for advanced classes. The principles given should receive careful attention.

5. *First attempts at composition writing* should be made in the teacher's presence, and with his assistance. The *suggestions given in connection with the lists of subjects* will assist in grading the work. In the more advanced classes pupils may be referred to the directions in the previous column, which give the *method pursued by most writers* in preparing essays, orations, sermons, etc.

6. *There are advantages* in writing both the original composition and the copy in this book on adjacent pages. Reserve the first page for an index of subjects. Write the original compositions on the left-hand pages continuously, and copy the compositions as corrected on the corresponding right-hand pages. This enables the teacher to determine by a glance from one page to the other whether the pupil has made the necessary corrections.

PUNCTUATION.

THE PERIOD [.]

RULE 1.—Insert a period after *every complete sentence* that is not an exclamation or a question.

Brevity is the soul of wit.
A soft answer turneth away wrath.
A merry heart maketh a cheerful countenance.

RULE 2.—Insert a period after *every abbreviated word*, and *every title or heading*.

Amt. Capt. Co. Col. Cr. Do. Doz. Dr. Esq. Gen. Gov. Hon. Mr. N. B. Prof. Supt. U. S. Viz.
The Hanging of the Crane. By H. W. Longfellow. Boston: James R. Osgood & Co.

Part 1. Exercises for Printing and Writing.

THE COMMA [,]

RULE 3.—Insert a comma after each word in a *series of words* alike in grammatical construction.

Hamilton, Porter, and Spencer, are high authorities in Philosophy.
Bryant's poetry is always heartful, bright, and vigorous.
Reputation, virtue, happiness, depends greatly on the choice of companions.
Arithmetic, Grammar, Geography, History, are my principal studies.

a. If the last word of the series is preceded by a conjunction, the comma is not inserted after it.

Hamilton, Porter, and Spencer are high authorities in Philosophy.
The sun, moon, planets, and stars are all in motion.
French, Latin, and Drawing are my principle studies.

b. If the words in the series are severally connected by a conjunction, the comma is not inserted after any of them.

Hamilton and Porter and Spencer are high authorities in Philosophy.
The earth and the air and the water teem with life.
The king was a brave and pious and patriotic man.

c. If only one word follows the series, a comma is not inserted after the last word.

The king was a brave, pious, patriotic man.
It was a dark, dismal, desolate region.
Rhetoric is an important, useful, interesting study.

d. If the series is composed of pairs of words, insert a comma after each pair.

Sink or swim, live or die, survive or perish, I give my hand and my heart to this vote.

Liberty and union, now and forever, one and inseparable.
Poverty and distress, desolation and ruin, follow a civil war.

RULE 4.—Insert a comma after each phrase or clause in a *series of phrases or clauses* alike in grammatical construction.

Regret for the past, grief for the present, and anxiety for the future, are plagues that trouble most men.

Speak as you mean, do as you profess, and perform what you promise.

RULE 5.—Insert commas to separate from the rest of the sentence *parenthetical words, phrases, and clauses*.

True eloquence, indeed, does not consist in mere speech.
Aristocracy is, in fact, the embodiment of pride.
The ship leaps, as it were, from billow to billow.
There is, it must be admitted, something attractive in such dreamy speculations.

RULE 6.—Insert a comma or commas to separate from the rest of the sentence *adverbs and adverbial phrases* when they are used as connectives, or to modify, not single words, but phrases or clauses.

On these facts, then, I then rested my argument.
I proceed, thirdly, to point out the better method.
Lastly, let me repeat what I stated at the beginning of my lecture.
His statements were, for the most part, in accordance with the facts.

RULE 7.—Insert a comma or commas to separate from the rest of the sentence a *relative clause* which simply explains the antecedent.

Thompson, who was blessed with a good memory, always recited his lessons perfectly.

Avoid rudeness of manners, which must hurt the feelings of others.
The girl was much attached to her teacher, who loved her dearly.

a. If the relative clause restricts the meaning of the antecedent, no comma is inserted.

The man who is faithfully attached to religion is worthy of confidence.
The printing-press is the lever which moves the world.
Turn not back from the good path on which you have entered.

RULE 8.—Insert commas to separate *words or phrases* contrasted with each other.

Strong proofs, not many words, produce conviction.
Measure your life by acts of goodness, not by years.
The student who understands a lesson, not the one who memorizes it, should be marked perfect.

RULE 9.—Insert a comma or commas to separate from the rest of the sentence a *word or clause denoting a person or thing addressed*.

Scholars, you must study your lesson.
Thank you, sir, for your attention.
I rise, Mr. President, to a point of order.
Allow me to suggest, my good friend, that you attend to your own business.

RULE 10.—Insert a comma to separate an *absolute clause* from the rest of the sentence.

The shower being over, we departed on our journey.
To confess the truth, I am to blame for the accident.
Generally speaking, his conduct has been honorable.

RULE 11.—Insert a comma to separate a *dependent clause* from the one on which it depends.

Dare to do right, whatever evil may surround you.
Make men intelligent, and they become good citizens.
Be studious and diligent, and you will become learned.

RULE 12.—Insert a comma before a *quotation* closely connected in grammatical construction with the preceding words.

Remember, "Of two evils, the less is always to be chosen."
A common remark is, "Time and tide wait for no man."
An important lesson is, "Learn to think and to discriminate."
The subject of the composition was, "Always speak the truth."

RULE 13.—Insert a comma after a *subject and its modifiers* only when it is necessary to prevent ambiguity.

To be proud and inaccessible, is to be timid and weak.
He who teaches, often learns more than his pupil.
He who stands on etiquette merely, shows his own littleness.
The streams of small pleasure fill the lake of happiness.

RULE 14.—Insert a comma or commas to separate, from each other, and from the rest of the sentence, *nouns, personal pronouns, and phrases, when in apposition*.

Scott, the great novelist, believed in Christianity.
I, a friend, will be with you soon.
The pupils of the school, bright boys and girls, were attending to their studies.
Hope, the balm of life, soothes us under every misfortune.