

Messrs. Day & Rose,
Springfield,

Kindness of *Mass.*
Mr. J. Horn.

X. POSTAL CARDS

Many of the formalities of letter writing are dispensed with in the use of Postal cards, and no special attention paid to style. The address or postal direction of the person for whom it is intended is all that is allowed upon the face, or upper side of the card. Upon the back, or reverse side, the communication is written. The place where written, and date, together with the signature, should always appear with the communication. The Postal card should never be used for matters of a specially important or private nature. The Postal Department makes no provision for its return, in case of non-delivery at the place of destination.

XI. THE PROPER USE OF TITLES

Titles of respect and courtesy are of universal application, and are usually employed in polite intercourse, unless superseded by some professional or official title. To omit them in addressing others (except members of the Society of Friends), betrays in any case a want of delicacy and refinement, and in some instances amounts to an actual rudeness.

The titles, *Mr.*, *Master*, *Mrs.*, and *Miss*, are always prefixed to the name; so also, when writing to two or more persons, are *Messrs.*, the plural for gentlemen; and *Mmes.*, the plural for ladies; *Esq.* is always suffixed. No two of these titles can be annexed to the same name; nor can they be used in connection with literary, professional, or military titles, excepting in the following instances. When writing to a clergyman, whose surname alone is known to us, we may write "*Rev. Mr. —*" the *Mr.* being in this case regarded as a substitute for the Christian name, and if a married man has a professional or literary title