

no one can read without making one or more pauses before the end. For example :—

The art of letters is the method by which a writer brings out in words the thoughts which impress him.

I lately heard a man of thought and energy contrasting the modern want of ardour and movement with what he remembered in his own youth.

The great use of a college education is to teach a boy how to rely on himself.

In punctuation the following points are used :—

Comma	.	.	.	.	[,]
Semicolon	.	.	.	.	[;]
Colon	.	.	.	.	[:]
Period	.	.	.	.	[.]
Interrogation Point	.	.	.	.	[?]
Exclamation Point	.	.	.	.	[!]
Dash	.	.	.	.	[—]
Marks of Parenthesis	.	.	.	.	[()]
Apostrophe	.	.	.	.	[']
Hyphen	.	.	.	.	[-]
Marks of Quotation	.	.	.	.	[" " or ' ']

None of these points should be used exclusively or to excess; for each has some duty which no other point can perform. There are, however, a number of cases in which the choice between two points—as comma and semicolon, colon and semicolon—is determined by taste rather than by principle.

A student of punctuation should ask himself why in a given case to put in a stop rather than why to leave one out; for the insertion of unnecessary stops is, on the whole, more likely to mislead a reader than is the omission of necessary ones.

Perhaps the most intelligible, as well as the most compendious, method of giving a general idea of the principal uses of the several marks of punctuation is to enlarge a short sentence by making successive additions to it.

EXAMPLES.

1. John went to town.
2. John Williams went to the city.
3. Popular John Williams boldly went to the city of New York.

4. Popular and handsome John Williams boldly went to the City of New York.

1 to 4. Complete sentences requiring a period at the end (XV.). No other point possible, because words closely connected stand next to one another, and the construction is plain.

5. Popular, handsome John Williams boldly went to the city of New York.

5. Comma after "popular" in place of "and" (I. c.).

6. Popular, handsome, and wealthy John Williams boldly went to the city of New York.

6. Comma before "and," because each of the three adjectives stands in a similar relation to the noun (I. g.).

7. Popular, handsome, and wealthy John Williams, son of Samuel Williams, boldly went to the city of New York.

7. "Son of Samuel Williams" between commas, because in apposition with "John Williams" (II. a), and parenthetical (VI. a).

8. I assure you, gentlemen of the jury, that popular, handsome, and wealthy John Williams, son of Samuel Williams, boldly went to the city of New York.

8. "Gentlemen of the jury" between commas, because indicating to whom the whole sentence, one part as much as another, is addressed (III. c), and because parenthetical (VI. a).

9 (1). I assure you, gentlemen of the jury, that popular, handsome, and wealthy John Williams, son of Samuel Williams, went, with the boldness of a lion, to the city of New York.

9 (1). "With the boldness of a lion" between commas,—though its equivalent "boldly" (in 8) is not,—because the construction of an adverbial phrase is more uncertain than that of a single word (IV. a).

9 (2). I assure you, gentlemen of the jury, that popular, handsome, and wealthy John Williams, son of Samuel Williams, went with the boldness of a lion to the city of New York.

9 (2). Commas omitted after "went" and "lion" because disagreeable to the eye (see p. 491),—a practical reason which in this case overrules the theoretical reason for their insertion.