

CONTENTS

PART I

CHAPTER I

	PAGE
1. Planning and Writing a Story	1
2. Capitals and Punctuation	7
3. Divisions between Sentences	10
4. Choice of Words	13
5. Oral Narration : Colloquial Language	15
6. A Picture : "Home After the First Voyage"	18

CHAPTER II

7. Simple Explanation	19
8. The Paragraph : Unity in	23
9. Punctuation : The Comma	26
10. The Incomplete Sentence	29
11. Oral Composition : Planning a Speech	31
12. A Picture : "Breaking the Road"	34

CHAPTER III

13. Simple Description	36
14. The Indefinite and the Inaccurate Use of Words	40
15. The Loosely Constructed Sentence	45
16. The Paragraph : The Topic Sentence	47
17. Oral Description : Addressing the Audience	50
18. A Picture : "Oversleeping"	54

CHAPTER IV

19. Business Letters	56
20. Variations in the Form of Business Letters	60
21. Friendly Letters	62
22. Narration : Conversation	64
23. Direct and Indirect Narration	69
24. Punctuation : The Semicolon, the Colon, and the Dash	72
25. The Paragraph : Coherence	76
26. Oral Narration : The Speaker's Voice	82
27. A Picture : "Putting in the Finishing Touches"	86

CHAPTER V

28. Exposition	88
29. Common Errors in Grammar	92
30. Sentence Unity	94
31. The Paragraph : Emphasis	99
32. Oral Composition : How to Secure Emphasis	103
33. A Picture : "The Maids of Honour"	106
34. The Point of View, and the General Image	108
35. Order of Words to Promote Clearness	114
36. Repetition of Words	117
37. The Paragraph : Transition	120
38. Oral Composition : Holding Attention	123
39. A Picture : "The End of the Day"	127