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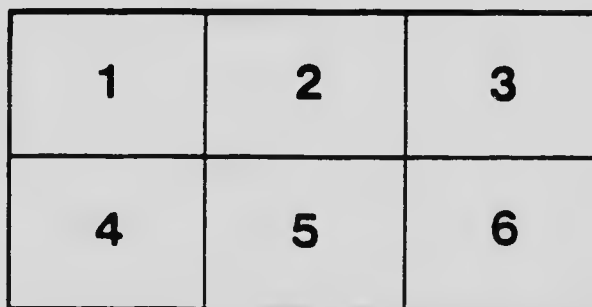
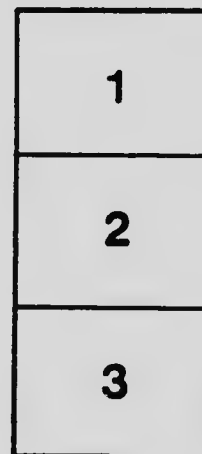
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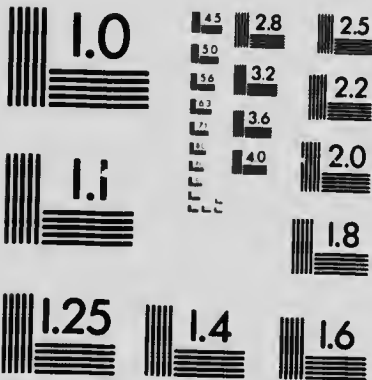
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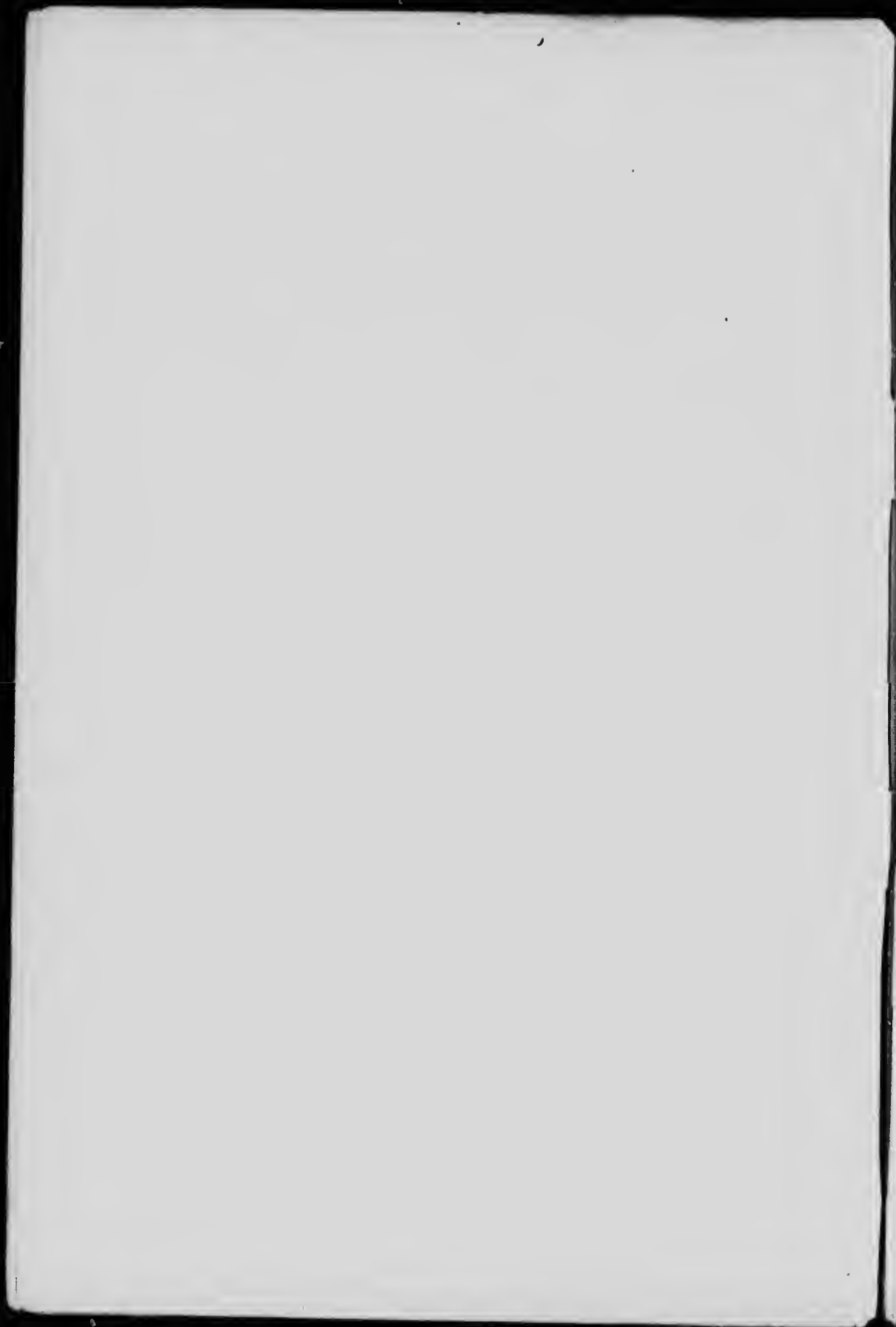
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HOW TO SPEAK AND WRITE
THE
ENGLISH LANGUAGE

CORRECTLY

.... BY

ROBERT GOLTMAN

Publisher of "Goltman's Manual of Practical Letterwriting," "Goltman's Manual of Practical Bookkeeping," etc., and Principal Goltman's Business College, Montreal

SPECIALLY ARRANGED FOR TEACHERS, STUDENTS

AND

Persons Speaking and Writing other Languages.

MONTREAL:
JOHN LOVELL & SON, LIMITED.

1903

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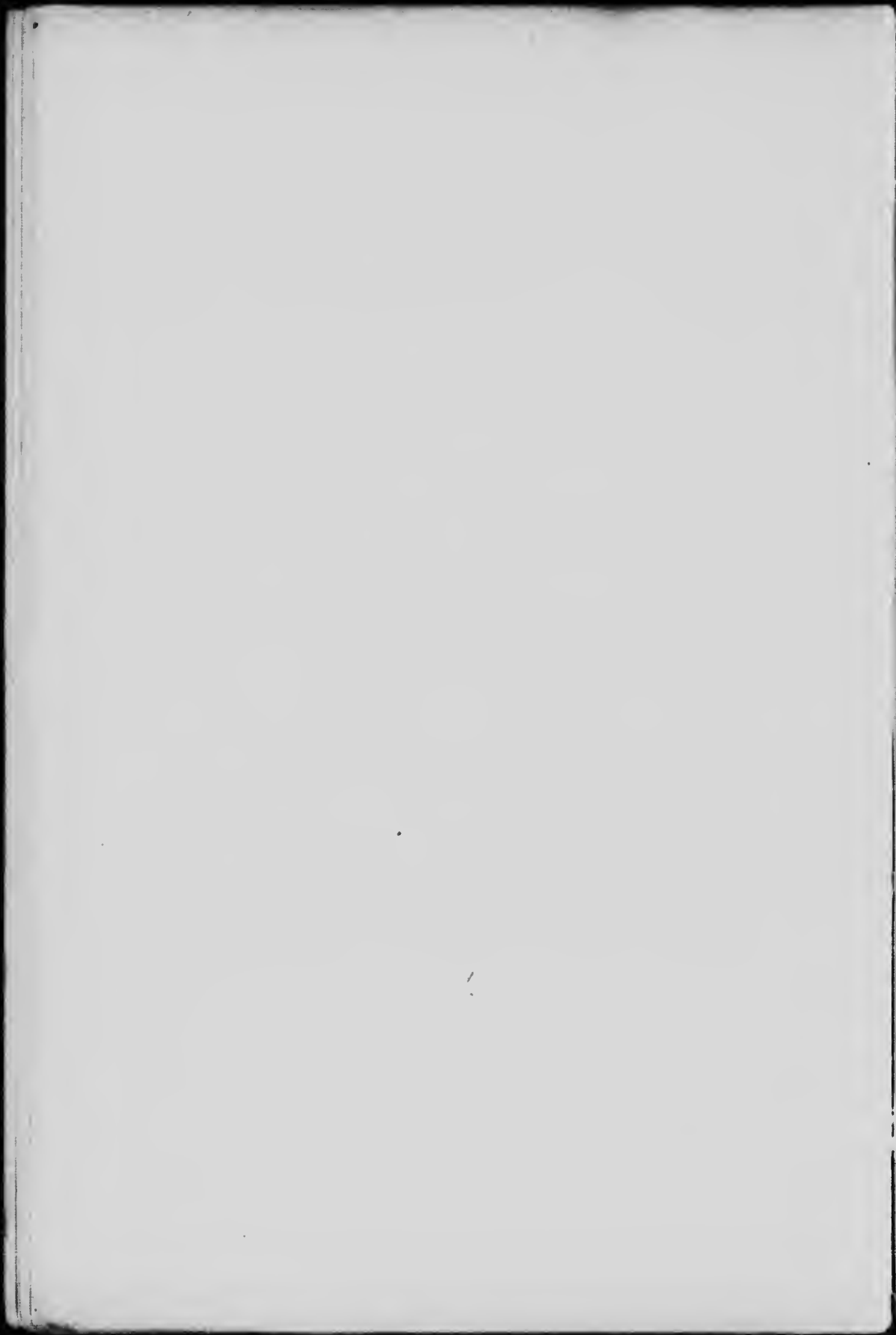
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PREFACE.

The object of this book is to assist all, who do not know the principal rules of grammar, to write and speak correctly.

Thousands read and write much, but when speaking or writing make grammatical errors, of which they would be ashamed if corrected, owing to ignorance of the essential rules which will be found in the following pages.

A book on how to use correct English, written in a simple and brief manner, and containing in condensed form everything necessary to guide writers or speakers to write and speak with correctness upon any subject, has been a long-felt want, and the author has endeavoured to put before the public an edition that will answer the purpose for which it is intended.



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A BRIEF HISTORY OF THE ENGLISH LANGUAGE.

The English language is the descendent and representative of the Anglo-Saxon. It has lost very much of the inflection and very many of the words which belonged to the old language, and on the other hand, it has borrowed words very largely, to the extent of even half its vocabulary, from other languages, especially the French and the Latin. Yet all the inflections that remain in it, and most of its formative endings, the pronouns and particles and, in general, the words which are in most frequent and familiar use, have come to it from the Anglo-Saxon. The Saxons and the Angles, when they entered Britain, were brought into contact with a Celtic-speaking population. It is true that the Latin had been spoken by the dominant people in England during more than three centuries of Roman occupation; but it seems not to have established itself, as it did in Gaul and Spain, so as to supplant the native language of the country. It had rather the position which was afterwards held on the same

ground by its own child, the French, for more than two centuries after the Norman conquest. It was spoken by the ruling caste, while the mass of the people adhered to their own mother tongue, though they naturally received into it, as time passed on, a considerable number of words learned from their rulers. In Wales, which has retained the same population from Roman times, the vernacular idiom is not of Latin origin, nor is it very largely intermixed with Latin, it is true and genuine Celtic. The probability is, that the great body of those whose possessions passed into Anglo-Saxon hands spoke substantially the same language. This being so, it would not have seemed strange if the idiom of the conquered people had acted on that of the conquerors, so as to introduce a large Celtic element into Anglo-Saxon and English. But the fact is quite the contrary. The Celtic words in English are altogether few in number.

The introduction of Christianity among the Anglo-Saxons at the opening of the seventh century brought with it the study of the Latin. The cultivation of learning and letters belonged almost exclusively to ecclesiastics, with whom Latin was the professional language. Hence a number of Latin or Latinized Greek words, many of them con-

nected with church or religion, passed into the Anglo-Saxon.

The names of months were also borrowed from the Latin.

There is no language probably in which all the words are formed by its own processes from roots that originally belonged to it. What is peculiar to the English is not that it has words borrowed from other languages, but that it has so many of them; that a large part of its vocabulary is of foreign origin.

The French words, which have been ingrafted on the native English stock, are, with few exceptions, derived from the Latin, and when added to the almost equal number which have come directly from that language, they make, perhaps, four fifths of all our borrowed words. Much smaller, though still considerable, especially in scientific use, is the number of words taken from the Greek. The remainder of our foreign words can hardly exceed a twentieth part of the whole vocabulary, and are drawn from a great variety of sources—Celtic, Danish, Dutch, Hebrew, Arabic, Turkish, etc.

The English language is not spoken with uniformity by all who use it. Nearly every county in Britain has its local dialect, its peculiar words and

forms, which are used by the common people of the lower classes. This diversity is, in part, of long standing; in some points, it goes back even to Anglo-Saxon times. The English, as spoken by the common people of Ireland, has many peculiarities, both of sound and idiom, borrowed from the Gaelic which was once the language of the whole island. In America settlers from different parts of the mother country were brought together in the same colonies, so that no dialect of England or Scotland has been preserved in its distinctness on the new continent. At the same time, the migratory habits of the people have had the effect of securing a general uniformity of language in all parts of the country. With the exception of the negro dialect in the Southern States it can hardly be said that there are strongly marked local dialects in America.

THE FOLLOWING RULES SHOULD BE COMMITTED TO MEMORY IN ORDER TO WRITE AND SPEAK CORRECTLY:

1. Elder and eldest are applied to persons; older and oldest to things.

2. The comparative degree is used in comparing two things, as, sad, sadder; nice, nicer.

3. The superlative is used in comparing more than two things, and is formed by adding st or est, as, sad, saddest; nice, nicest.

4. Adjectives of more than two syllables are compared by prefixing more and most, as, more beautiful, most beautiful.

5. Hers, its, ours, yours, theirs, should never be written, her's, it's, our's, your's, their's; but hers, its, ours, etc.

6. Much is applied to things weighed and measured; many to those that are numbered.

7. Who is applied to persons, as, the man who.

8. Which is applied to inferior animals, and things without life, as, the lion which was tamed; the book which was found.

9. That is often used instead of who or which, and is applied to persons, animals, or things, as, the man that works; the book that was found.

10. The preposition should be placed immediately before the relative which it governs, as, To whom does this coat belong? Not, Whom does this coat belong to? To which you refer, not, which you refer to.

11. To prevent too much of the hissing sound, the s after the apostrophe is generally omitted when the first noun has an s in each of its two last syllables, and the second noun begins with s, as, Righteousness' sake, Francis' book, Thomas' knife.

12. When a collective noun conveys unity of idea, the verb and pronoun should be singular; as, The management is to blame. The Company is represented by.

13. Neither requires nor after it.

14. Either requires or after it.

15. The passive participle is used after the verbs have and be, as, I have eaten my dinner; it was torn to pieces.

16. Two negatives in the same sentence are improper, thus: He cannot do anything, should be, He cannot do anything. She will never be no wiser. She will never be any wiser.

17. The distributive pronouns, each, every, either, neither, agree with nouns and verbs in the singular number only, as, each of them is satisfied; every boy is requested to be there; either of them is ready.

18. Tautology or the repetition of the same meaning in different words or phrases already fully expressed is improper.

HINTS ON CONVERSATION.

- Never interrupt a person who is speaking.
- Remember that all "slang" is vulgar.
- Never talk of things in which the company has no interest.
- Do not talk too fast, neither too slow.
- In conversing with people of rank, do not too frequently give them their title.
- Never talk upon subjects of which you know nothing, unless you wish to obtain information.
- Always look, but never stare, at those with whom you converse.
- The tone of the voice should be gentle and low.
- A loud voice is both disagreeable and vulgar.
- Long arguments are always tiresome.
- Never dwell too long upon one subject.
- Listen well to everything that is said to you.
- Praise your friends and leave it to your friends to praise you.
- Never praise unless you mean it.
- Speak your sentiments in as few words as possible.
- Always speak the truth.

Speak of the absent as you would if they were present and heard you.

Always speak politely, it costs nothing.

Think before you speak; speaking without thinking is like shooting without aiming.

Speak distinctly so that your hearers can understand every word.

Do not speak at random.

Speak naturally, never imitate the voice of another, or change your voice in company or before strangers for the sake of affectation, you will only be laughed at.

Avoid unnecessary movements of the hands and face when speaking.

Don't use big words out of place.

Don't do all the talking, give your friends a chance.

Don't be a verbose speaker.

HINTS FOR BUSINESS CORRESPONDENCE.

1. Mr. and Esq. should never be used together, such as Mr. A. Johnson, Esq. If Mr. is used omit the Esq.
2. In writing to a clergyman whose surname only is known, it is customary to address him as Rev. Mr. Brown.
3. In letters of business use as few words as possible.
4. Always write your name plainly.
5. Use a clear, distinct writing, avoiding all flourish of penmanship or language.
6. Come at once to your subject, and state it so clearly that it will not be necessary to guess your meaning.
7. Give town, country, province and date explicitly. It is frequently of great importance to know when a letter was written.
8. Read your letter carefully when finished, to see that you have made no omissions and no mistakes. Also carefully examine your envelope to see that it is rightly directed, with postage-stamp affixed.

9. Copy all business letters of your own, by hand, or with the copying-press made for the purpose.

10. Send money by Draft, P. O. Money Order or Express, taking a receipt thereof; thus you have something to show for money, guaranteeing against loss. Always state in your letter the amount of money you send, and by what means sent.

11. Write date, and by whom sent across the end of each letter received and file for future reference, fastening the letters together with rubber-bands, tape, or binding in a letter file adapted to the purpose. The possession of a letter sometimes prevents litigation and serious misunderstanding.

12. In writing to a person on a subject that does not directly interest him, and concerns only yourself, you should always enclose a stamp if you desire an answer. Do not expect a person to spend his time and pay postage besides when writing about something that interests only yourself.

13. Do not write such contractions as don't, can't, isn't, etc., but, do not, cannot, is not, etc." The word "and" should never be contracted "&" in the body of a letter.

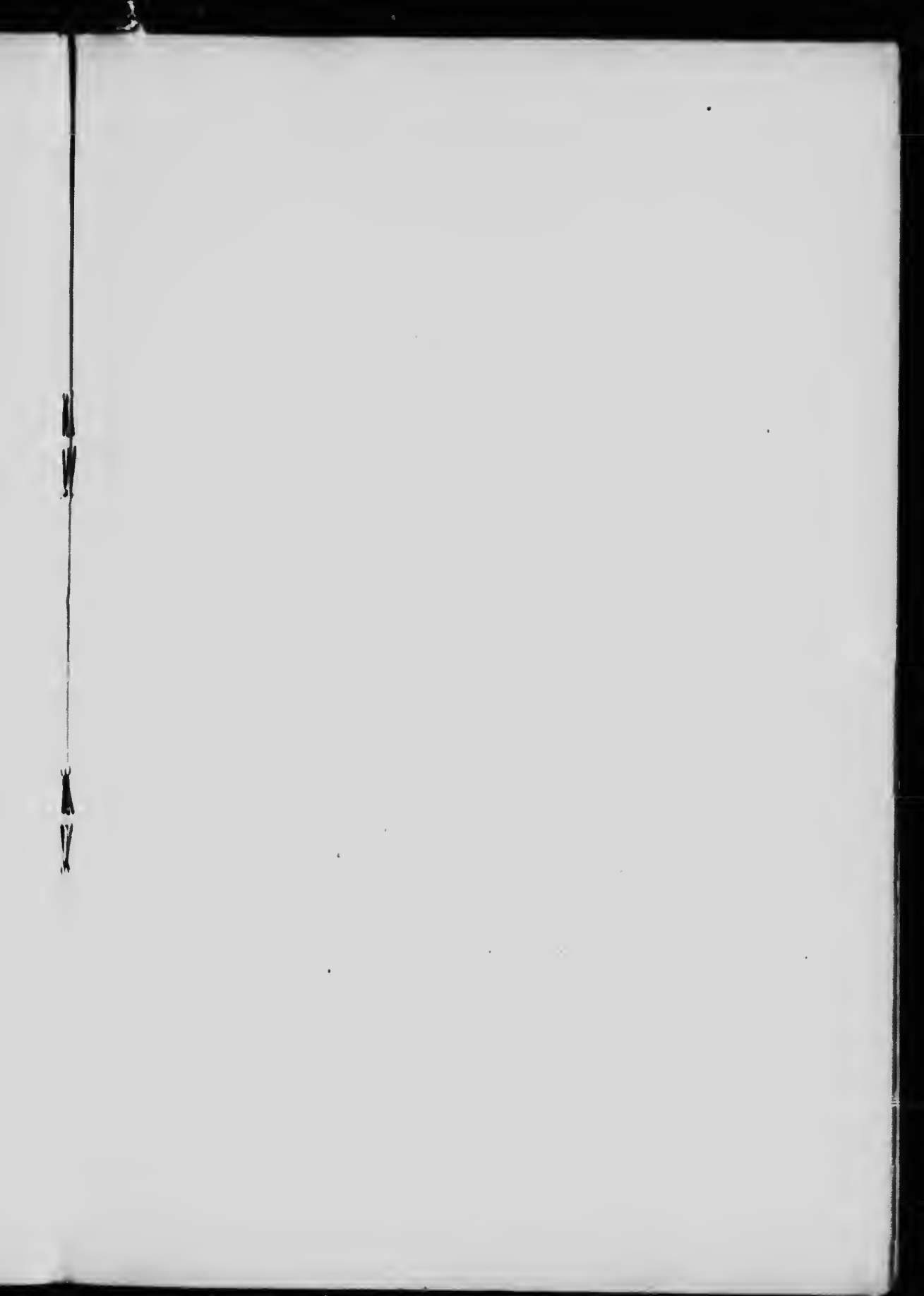
14. Be courteous in correspondence as well as in conversation. This has proved an important element in the success of many persons.

15. To save your correspondents trouble, and insure accuracy of address, an envelope with your own address printed upon it may be enclosed.

16. All business letters should be answered promptly. The man who always remits promptly and answers letters promptly is likely to please his correspondents and this helps one's business.

17. The repetition of a word in a letter should be avoided if possible.

18. Telegrams are so much used now in business that they should be plainly written so that they can be read correctly by the person who receives them. Many costly errors are recorded on account of writing carelessly and indistinctly.



HEARD EVERY DAY.

What is said.

I told the two of them to come.

I have forgot my purse.

He always done his work well.

I seen him to-day.

A widow woman lives in the lower flat.

Neither of them have money.

You know as well as me that she never said no such thing.

Where's my gloves?

You needn't put on Kids.

I had just laid down when the bell rung.

I wouldn't lose it for nothing.

Where are you going to?

I never said nothing to him.

HEARD EVERY DAY.

What should be said.

I told both of them (or them both) to come.

I have forgotten my purse.

He always did his work well.

I saw him to-day.

A widow lives in the lower flat.

Neither of them has money.

You know as well as I that she never said any such thing.

Where are my gloves?

You needn't put on Kid gloves.

I had just lain down when the bell rang.

I wouldn't lose it for anything.

Where are you going?

I never said anything to him.

I lay in bed until I am called.
He is not a competent party.
It is the beautifulest I ever seen.
It is not him I am thinking of, it is her.
She is the best looking of the two.
I have broke the glass.
He is very sick.
The number of students that attend our College
have increased this month.
Who did you send the money to?
Who do you live with?
James or William are going.
The Company are responsible.
The management are making arrangements.
It was me who sent the letter.
Mine is a more better suit.
I dont know nothing about it.
Neither you or your brother must come
You shouldn't take no chances.

I lie in bed until I am called.

He is not a competent person.

It is the most beautiful I ever saw.

It is not he I am thinking of, it is she.

She is the better looking of the two.

I have broken the glass.

He is very ill.

The number of students that attend our College has
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To whom did you send the money?

With whom do you live?

James or William is going.

The Company is responsible.

The management is making arrangements.

It was I who sent the letter.

Mine is a better suit.

I don't know anything about it.

Neither you nor your brother must come.

You shouldn't take any chances.

I only saw her yesterday.
Do I speak correct?
He reads rapid.
Each of his brothers are in a good position.
I was to Ottawa.
What hotel are you stopping at?
Who does this belong to?
He walks quicker than me.
Is it her?
Are you mad?
Do you sweat much when you walk quick?
Is he the oldest son?
Dont put no paper in the basket.
He hasn't came in.
They would have went earlier.
There is none here.
I have wrote a letter.
Who is knocking? Me.
Was you at home last week.

I saw her only yesterday.

Do I speak correctly?

He reads rapidly.

Each of his brothers is in a good position.

I was at Ottawa.

At which hotel are you staying?

To whom does this belong?

He walks quicker than I.

Is it she?

Are you angry?

Do you perspire much when you walk quickly?

Is he the eldest son?

Don't put any paper in the basket.

He hasn't come in.

They would have gone earlier.

There are none here.

I have written a letter.

Who is knocking? I.

Were you at home last week?

He don't want to.
I just begun my work.
He is drunk.
I would of written.
He woke me up.
I have ate my dinner.
He laid on the sofa a long time yesterday.
He spit on the floor last evening.
I saw it in here.
I have a new pair of gloves.
Close the door.
He stops at that hotel
Where did you lay?
Ain't he pretty?
The public have no objection.
In them days.
Ain't you?
Let John and I go.
He is as good as me.

He doesn't wish to.

I just began my work.

He is intoxicated.

I would have written.

He awoke me.

I have eaten my dinner.

He lay on the sofa a long time yesterday.

He spat on the floor last evening.

I saw it here.

I have a pair of new gloves.

Shut the door.

He stays at that hotel.

Where did you lie?

Isn't he handsome.

The public has no objection.

In those days.

Aren't you.

Let John and me go.

He is as good as I.

She is as tall as him.
You are older than me,
Nobody said so but he.
John went out with James and I.
You are stronger than him.
Between you and I.
He gave it to John and I.
Me and him can carry it.
Her and her sister are coming.
Her and him are the same age.
Was it her?
If I was him.
Was it him?
I don't know who to ask.
The Old and the New Testament.
Who is taking tickets? Me.
His family are well.
He is six foot, three inches.
Has the bell rang?

She is as tall as he.
You are older than I.
Nobody said so but him.
John went out with James and me.
You are stronger than he.
Between you and me.
He gave it to John and me.
He and I can carry it.
She and her sister are coming.
She and he are the same age.
Was it she?
If I were he.
Was it he?
I don't know whom to ask.
The Old and New Testament.
Who is taking tickets? I.
His family is well.
He is six feet, three inches.
Has the bell rung?

It was them who passed.
He looks sick.
None is able to come.
They are better known than us.
I seen two deers at the circus.
The buffalo were caught.
The sheeps were killed.
Where did you order those well-made pants?
Who said that? Me.
Who is there? Me.
He speaks very fluent.
Which house do you live in?
Who do you think I seen yesterday?
That is her.
That is him.
Give me them books.
Who did it? Me.
The oldest son of Mr. —,
A pair of pants.

It was they who passed.

He looks ill.

None are able to come.

They are better known than we.

I saw two deer at the circus.

The buffaloes were caught.

The sheep were killed.

Where did you order those well-made trousers?

Who said that? I.

Who is there? I.

He speaks very fluently.

In which house do you live?

Whom do you think I saw yesterday?

That is she.

That is he.

Give me those books.

Who did it? I.

The eldest son of Mr. —,

A pair of trousers.

He should of went.
That kid knows too much.
Our dog is ill.
Willie is very sick.
I am finished.
Two and two makes four.
He is too fat.
It wasn't me.
I done this to-day.
Me and you know better.

He should have gone.
That child knows too much.
Our dog is sick.
Willie is very ill.
I have finished.
Two and two make four.
He is too stout.
It wasn't I.
I did this to-day.
You and I know better.

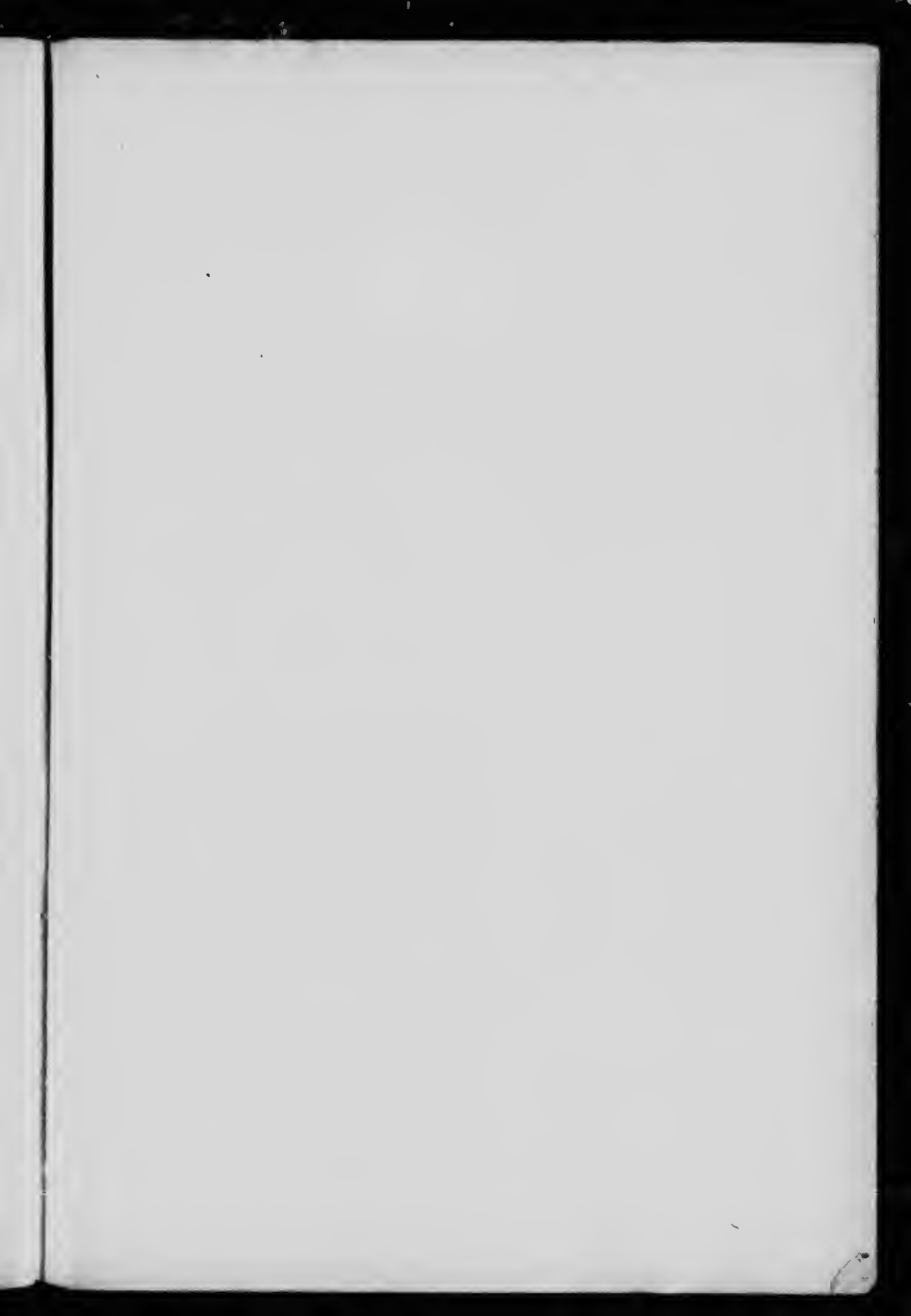
ABBREVIATIONS.

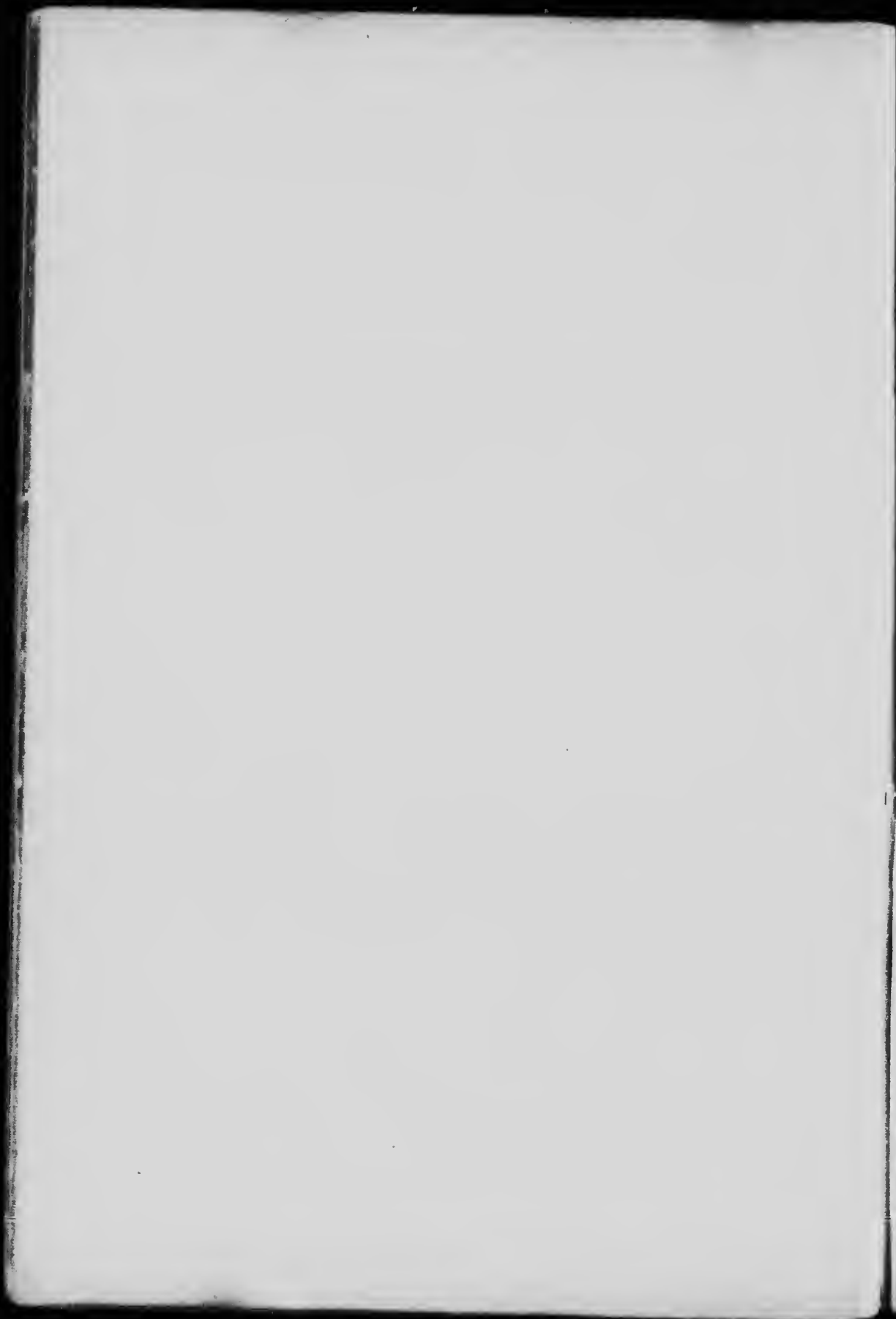
<i>Latin.</i>	<i>English.</i>
Ante Christum	A.C. or B.C. Before Christ
Artium Baccalaureus	A.B. or B.A. Bachelor of Arts
Anno Domini	A.D. In the year of our Lord
Artium Magister	A.M. or M.A. Master of Arts
Anno Mundi	A.M. In the year of the world
Ante Meridiem	A.M. In the forenoon
Baccalaureus Divinitatis	B.D. Bachelor of Divinity
Baccalaureus Medicinæ	B.M. Bachelor of Medicine
Chirurgiæ Magister	C.M. Master in Surgery
Divinitatis Doctor	D.D. Doctor of Divinity
Et Cætera	&c. And the rest; and so forth
Exempli gratia	e.g. For example
Id est	i.e. That is
Instante	Inst. Of the present (month)
Jesus Hominum Salvator	I.H.S. Jesus the Saviour of Men
Legum Doctor	LL.D. Doctor of Laws
Medicinæ Doctor	M.D. Doctor of Medicine
Nota Bene	N.B. Note well; Take notice
Philosophiæ Doctor	Ph.D. Doctor of Philosophy
Post Meridiem	P.M. In the afternoon
Post Scriptum	P.S. Postscript; something written after
Proximo	prox. In the next month
Regiæ Societatis Socius	F.R.S. Fellow of the Royal Society
Requiescat in pace	R.I.P. May he rest in peace
Scientiæ Doctor	Sc.D. Doctor of Science
Societatis Antiquariorum Socius	F.S.A. Fellow of the Society of Antiquaries

Ultima	Ult.	Last (month)
Victoria Regina	V.R.	Victoria the Queen

Aacct. Account	C.A.	Chartered Accountant
Bart. Baronet	C.B.	Companion of the Bath
Bp. Bishop	D.C.L.	Doctor of Civil or Canon Law
Capt. Captain	G.C.B.	Knight Grand Cross of the Bath
Col. Colonel	G.C.M.G.	Knight Grand Cross of St. Michael and St. George
Cr. Creditor		
Dr. Debtor. Doctor	G.C.S.I	Grand Commander of the Star of India
Do. or Ditto. The same		
J.P. Justice of the Peace	H.R.H. His or Her Royal Highness	
Knt. Knight	K.C.B.	Knight Commander of the Bath
K. G. Knight of the Garter	K.C.M.G.	Knight Commander of St. Michael and St. George
K.P. Knight of St. Patrick	K.C.S.I.	Knight Commander of the Star of India
K.T. Knight of the Thistle	M.P.	Member of Parliament
G. S. Old Style	M.S.	Manuscript—MSS. Manuscripts
P.C. Privy Council	S.S.C.	Solicitor before the Supreme Court
R.N. Royal Navy	W.S.	Writer to Her Majesty's Signet
U.S. United States		
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