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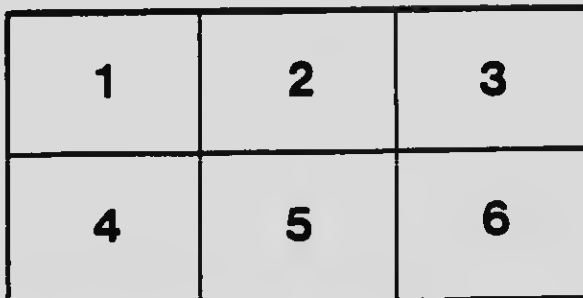
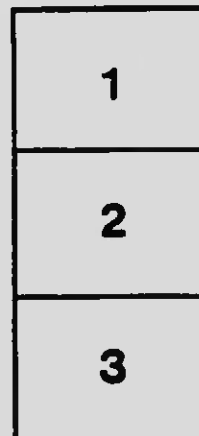
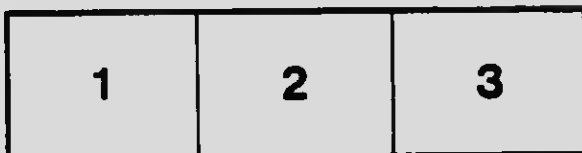
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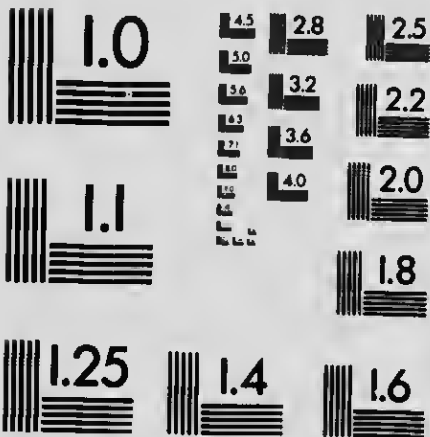
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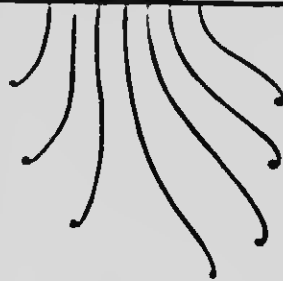
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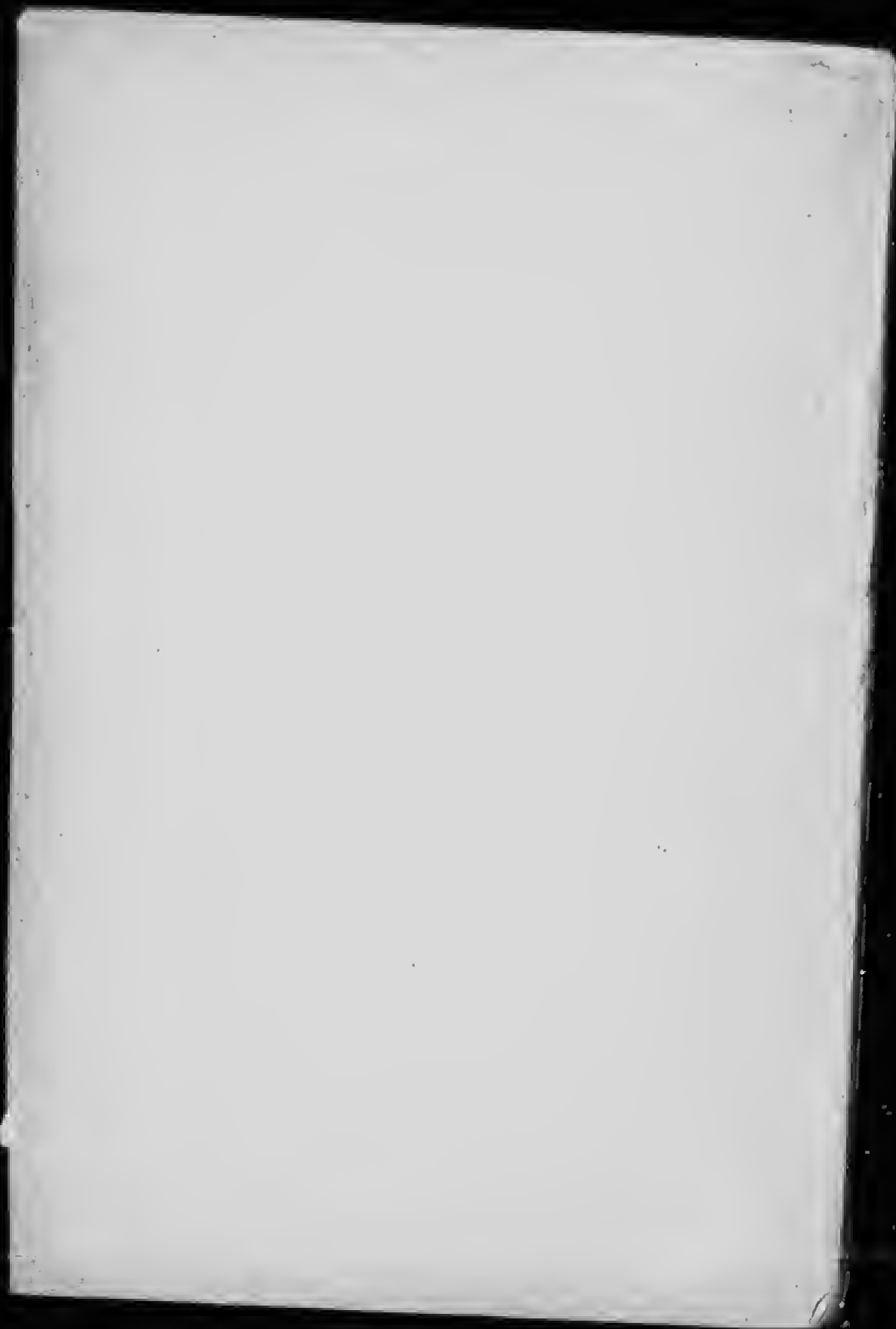
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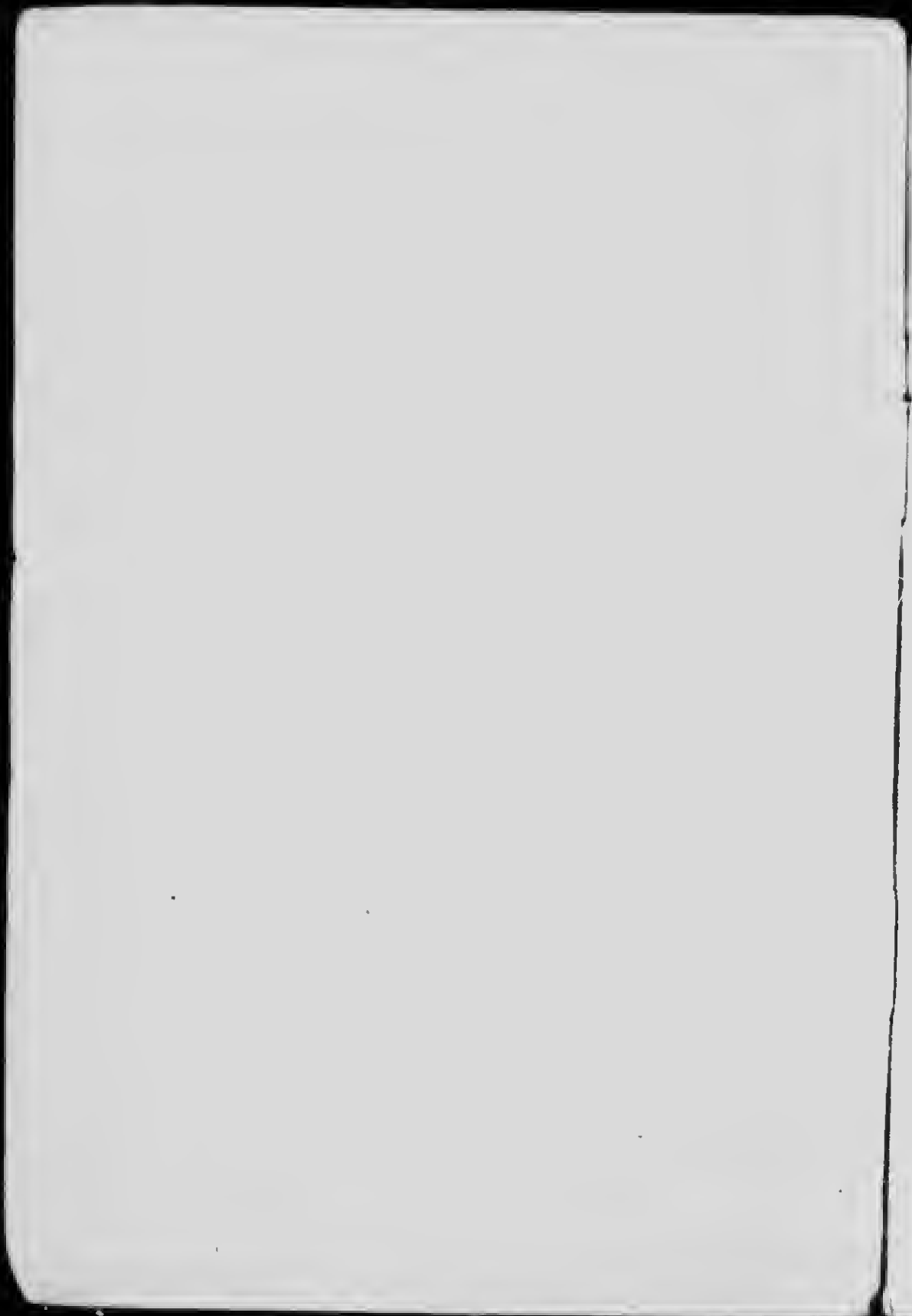


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**20th Century Edition of Practical  
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### NOTE TO TEACHER.

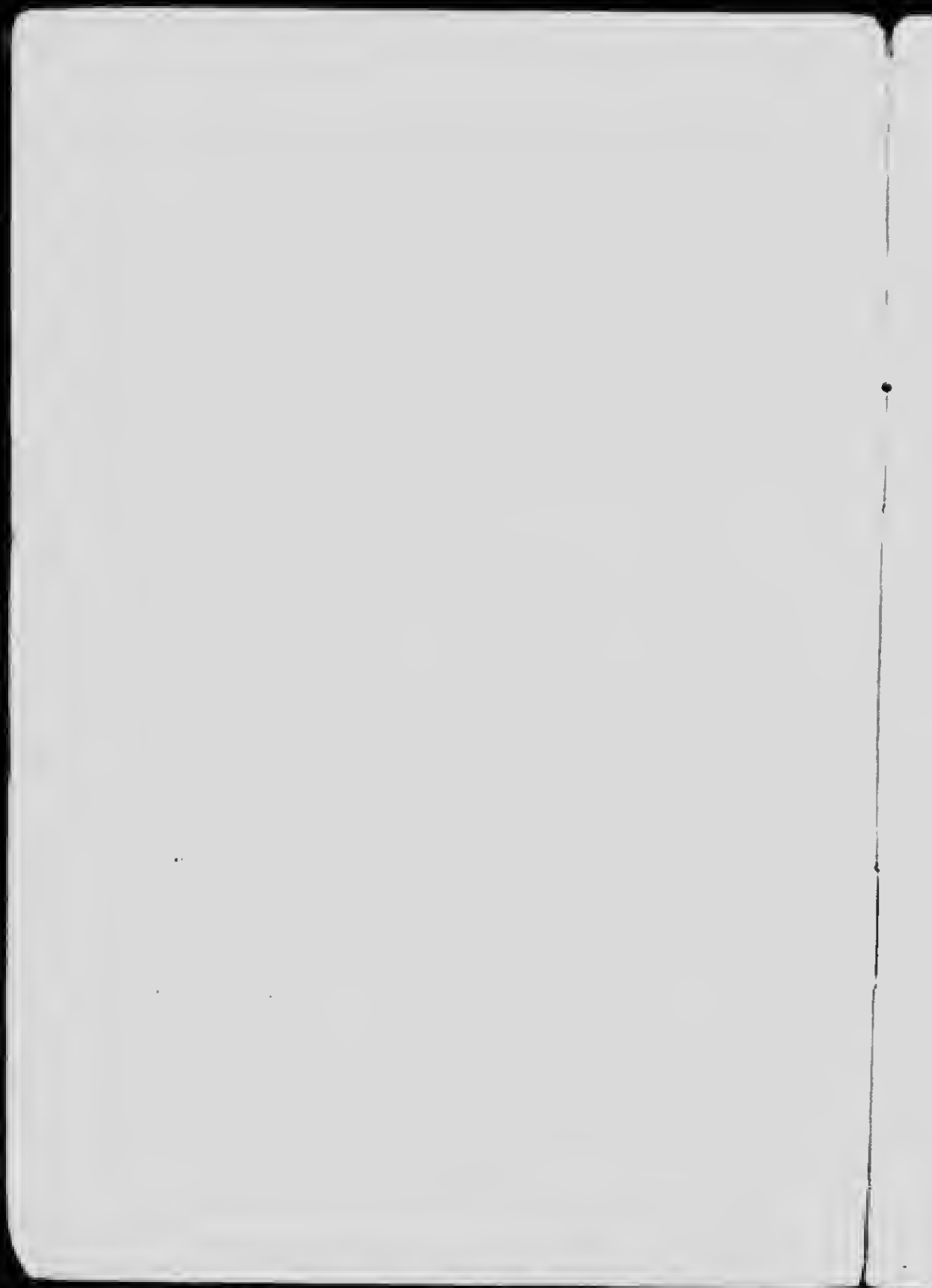
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The following pages, forming Part IV., are added to the 20th Century Edition of the Practical Speller. They are published in this form in order that pupils who are now using the previous edition may obtain this additional chapter without expense.

As the paging of these selections is uniform with the paging in the enlarged edition, both can be used in the same class without any inconvenience.

THE PUBLISHERS.





## PART IV.

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### The Parts of a Letter.

1.  
The Parts of a letter are
1. the heading,
  2. the address,
  3. the salutation,
  4. the body,
  5. the subscription.

Toronto, Ont.,

May 5, 901.

Miss Ellen Fletcher,

Denver, Colorado.

My dear Friend,—

Your letter of April 20th was duly received.

We are all sorry that you had to leave school. We spoke of you often yesterday, and wished that you were with us.

Our May-day picnic was held in a large grove just outside of the city. We gathered some beautiful wild flowers for our lesson this morning.

The teacher and all your friends in school join me in wishing you a pleasant vacation.

Hoping that you are already better, and will be able to write to me often, I am,

Very truly, your friend,

Helen Parsons.

2. The address is sometimes written at the end of the letter. Thus the preceding letter might have been concluded in this way:—

Hoping that you are already better, and will be able to write to me often, I am,

Very truly, your friend,

Helen Parsons.

Miss Ellen Fletcher,

123 Cascade Avenue,

Denver, Colorado.

3. In order to call special attention to the different parts of a neatly-written letter, the following letter is printed with the names of the separate parts indicated in small italic type.

Observe carefully :

- (a) The various items that make up each part.
- (b) The commas and the periods in the heading, in the address, in the salutation, and in the subscription.

Some prefer to punctuate the address with a colon, thus :—  
Joseph B. Morrison,  
Front St., Toronto, Ont. :—

4. If the body of the letter touches upon several different topics, each topic should be treated in a separate paragraph, as in the letter on pages 79 and 80.

*(Heading.)*

120 St. John St., Quebec, P.2.,

Dec. 17, 1900.

*(Address.)*

Joseph B. Morrison,

Front St., Toronto, Ont.

*(Salutation.)*

My dear Sir,

*(Body of the letter.)*

Allow me to introduce to you my friend, Cyrus Montgomery, a distinguished teacher of this place, who proposes to visit the public schools of your city for the purpose of making himself acquainted with the sys-

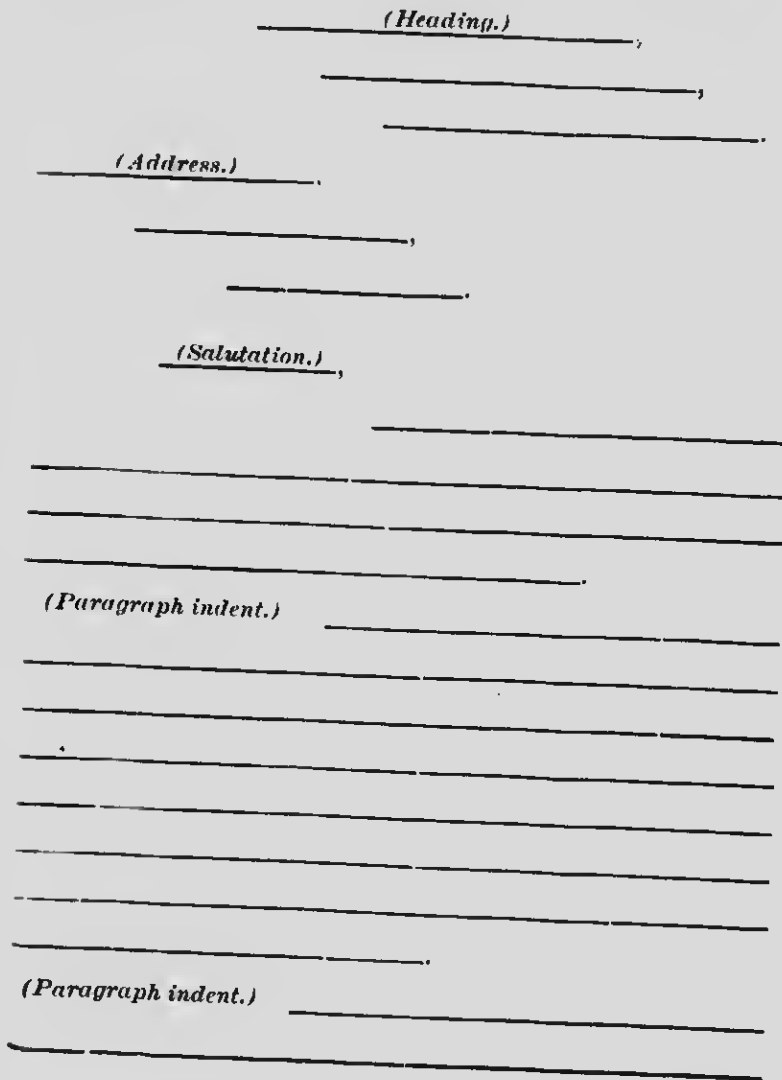
tem of instruction which is followed in Ontario. He is one whose life thus far has been devoted to the cause of education, and whose efforts have been a blessing to hundreds of young people. Any assistance, therefore, that you may be able to offer Mr. Montgomery in the prosecution of his investigations will be of service to the public as well as a personal favor to me.

(Subscription.)

Yours ver y truly,

Frank G Carpenter.

5. Here is a diagram showing the proper position of each part of the letter, the indents, and the paragraph divisions.







considerable experience as book-keeper in a large house in Montreal. I beg leave to offer myself to you for the position.

I am able to show you papers from my late employers, vouching for my ability and for my integrity. Will you be so kind as to name a time when I may venture to ask a personal interview?

Very respectfully yours.

J. Gregg Henderson.

Venice, Italy.

August 13, 1901.

Dear Gertie:

When the little children in Venice wish to take a bath, they just go down to the front steps of the house and jump off and swim in the street. Yesterday I saw a nurse standing on the front steps, holding one end of a string, and the other was tied to a little fellow who was swimming up the street. When he went too far, the nurse pulled in the string

and got her baby home again. Then I met another youngster, swimming in the street, whose mother had tied him to a post by the side of the door, so that when he tried to swim away to see another boy, who was tied to another post up the street, he couldn't, and they had to sing out to one another over the water.

There must be lots of pleasant things to do at Andover, and I think you must have had a beautiful summer there.

Pretty soon, now, you will go back to Boston. Do go into my house when you get there, and see if the doll and her baby are well and happy, but do not carry them off. Then make the music-box play a tune, and remember

Your affectionate uncle,

James.

8. (a) Write a letter of recommendation for a personal friend.
- (b) Write an application for a position as teacher in a neighboring town.
- (c) Write a note of thanks for some favor received.
- (d) Write, extending an invitation to a friend to dine with you.
- (e) Write a note acknowledging the receipt of a check for services.

(f) Write a letter home to your friends from Bermuda Islands, where you have gone to spend the winter. State reasons for going—describe the climate of Bermuda—vegetation and fruits—amusements and pastimes—contrast with Canada—state when you will return.

9. Write two notes similar to the following:—

My dear Harry,—

Next Wednesday will be my birthday, and I propose to invite a few intimate friends to celebrate the event with me in the evening. Will you come? I am sure that we shall have a good time, so please say "yes."

Yours sincerely,

417 Rose Ave., Toronto.

JOE.

Mrs. Henry B. Wallace requests the pleasure of Mr. and Mrs. A. P. Stuart's company, Wednesday, June 16, from seven to ten o'clock.

245 Forest Ave., London.

10. Here are several envelopes with the address written upon them. Notice the items of the address, study the punctuation marks, and observe where the postage stamp should be placed. Notice the addresses that indicate the post-office box. In large cities letters are delivered at the house, and the name of the street and the number of the house are placed on the envelope.

Miss Emma Harris,  
Goderich,  
Ontario.  
Box 372.

John Harmon, Esq.,  
Weymouth,  
Digby Co.,  
N.S.

Mrs. H. C. Hilliard,  
Seeds,  
Quebec.  
Megantic Co.

E. B. Atwood, M.D.,

Richmond,

Zue.

Box 204.

11. Rule ten such envelopes in different shapes and sizes and address them carefully and plainly. The envelope should be a trifle larger than the letter to be enclosed. The latter should be neatly folded a little narrower than the envelope.

Take some newspapers or thin wrapping papers and cut pieces to the sizes of note and letter paper. Practise folding these until you can make a neat, well-folded letter that fits the envelope properly.

12. The following CAUTIONS will save a great deal of trouble and annoyance if they are carefully observed:—

(a) **Write very plainly. Do not scribble.** *Be very, very particular to write all proper names and all figures with extreme care.*

(b) **Do not crowd the words, especially near the end of a line.** If there is not quite room for a word in full-sized letters either begin on the next line or else divide the word and put a hyphen at the end of the line. A word

must not be divided except at the end of a syllable; for example, the word father must not be divided thus, fath-, but after the first syllable fa-; so farm- is a wrong division of farmer. Always reply to a letter promptly and make a note of the fact.

(c)

The most simple way in private correspondence is to write across the face of the envelope thus, "Answered Dec. 20th, '00." Preserve all letters for a reasonable time. It is better

(d)

to preserve every business letter in proper files. A business letter should be as short as possible, and so clearly expressed that there can be no mistaking the exact meaning intended. Do not mix up other matters in a business letter; stick rigidly to the point, and if necessary enclose another letter on the other subjects to be discussed.

#### DICTATION EXERCISE.

A long way down that limpid water, chill and bright as an iceberg, went my little self that day on man's choice errand—destruction. All the little fish seemed to know that I was one who had taken out God's certificate, and meant to have the value of it; every one of them was aware that we desolate more than replenish the earth. For a cow might come and look into the water, and put her yellow lips down; a kingfisher, like a blue arrow, might shoot through the dark alleys over the channel, or sit on a dipping withy-bough with his



beak sunk into his breast feathers ; even an otter might float down the stream, likening himself to a log of wood, with his flat head flush to the water top, and his oily eyes peering quietly ; and yet no panic would seize other life, as it does when a sample of man comes.

### THE USE OF CAPITAL LETTERS.

Begin with a capital letter :

**1. The first word of every sentence.**

- (a) Copy a page from a school Reader. Note carefully each capital letter as it occurs.
- (b) Write a passage from dictation and put in the capitals.
- (c) Copy down a short extract which you know by heart and insert all the capitals.

**2. The first word of every line of poetry.**

Memorize the following extracts and then copy them out from memory. Revise your writing by reference to the book.

- (a) Dare to be true ! Nothing can need a lie ;  
A fault which needs it most grows two thereby.
- (b) Who struggles with his baser part,  
Who conquers and is free,  
He may not wear a hero's crown  
Or fill a hero's grave ;  
But truth will place his name among  
The bravest of the brave.

**3. Every proper noun and every proper adjective.**

(a) Point out five proper names in the school Reader.

(b) Make adjectives from these six nouns:— England, Canada, France, George, Victoria, Elizabeth.

(c) Write the names of the days of the week and of the months of the year. Begin each with a capital; but observe that the names of the four seasons do not take capitals, nor do the words north, south, east, west, etc., except when they refer to certain districts or to the people living there. The wind is from the *north*. The *South* opposed the *North*.

**4. Common nouns personified.**

Study these examples:—

(a) Come, Evening, once again, season of peace;  
Return, sweet Evening, and continue long.

(b) O Death, where is thy sting? O Grave, where  
is thy victory?

(c) O sacred Truth! thy triumph ceased awhile  
And Hope, thy sister, ceased with thee to smile.

**5. All names applied to God and to Jesus Christ, and the pronouns he and thou when they stand for His name.**

(a) Such expressions as the Eternal One, the Supreme Being, the Almighty are examples. Select examples from the school Reader to illustrate this rule.

- (b) Glory to Thee, my God, this night,  
For all the blessings of the light ;  
Keep me, O keep me, King of Kings,  
Beneath Thine own almighty wings.

**6. All titles of honor and respect.**

Study these examples :—

- (a) His Majesty King Edward the Seventh.  
(b) The Queen's Most Excellent Majesty.  
(c) His Excellency the Governor-General.

Write ten more examples of titles.

**7. All names of societies, parties, denominations, national events, etc.**

Study the following examples and add ten more to the list :—

Anglians, Roman Catholics, Odd Fellows,  
Magna Charta, Fenian Raid, Gulf Stream.

**8. The first word of a direct quotation, that is, one that forms a complete sentence by itself.**

- (a) Be careful how you apply the old proverb,  
"Honesty is the best policy."  
(b) The fox could not reach the grapes, so he said,  
"It does not matter, I know the grapes are  
small."

**9. The letters *I* and *O* are always written in capitals, but the word *oh* begins with a small letter, unless it comes under Rule 1 or Rule 2.**

- (a) Find illustrations of this rule in the preceding examples given under other rules.
- (b) There came a burst of thunder sound ; the boy, oh ! where was he ?
- (c) "Come back ! come back !" he cried in grief,  
 "Across this stormy water,  
 And I'll forgive your Highland chief,  
 My daughter ! oh, my daughter !"

10. The titles of books, the headings of chapters, etc., take capitals for the notional words and small letters for the connecting words, that is, the articles, prepositions, and conjunctions.

Study these examples :—

- (a) Song at the Feast of Brougham Castle, On the Extinction of the Venetian Republic, The Fate of Burns, The Girl at the Half-way House. These are the names of poems, essays, books.
- (b) Copy out from the school Reader ten titles of prose lessons and ten of poetical lessons.
- (c) Set down the title of a lecture, the name of a book, the subject of a chapter.

11. Wherever there is any doubt about the use of a capital letter it is safe to use a small letter.

*Something is left to the judgment of the writer in regard to very important words, but excess of capitals is to be avoided.*

## DICTATION EXERCISES.

## 12. Study the capitals in each extract.

(a) Once upon a time a clever barber in Germany had a pet starling that had learned to talk. The barber had the habit of repeating certain phrases over and over again, and the clever bird would repeat them also. "No man could have done that better," the barber would say when he had shaved a customer, or "I am the best barber in Germany." When he spoke of any plans for the future he would add, "If the fates are willing." And he often told one story that ended with the words, "By keeping bad company."

(b) The starling once flew away from his cage and joined some other starlings who were going to rob a farmer's grain field. But they were all caught in a net which the farmer had set for them. When the farmer came to take them out of the net he was astonished to hear one of the birds say, "No man could have done that better." "Who are you?" asked the farmer. "I am the best barber in Germany," replied the bird. "Then how came you here?" asked the farmer. "By keeping bad company," answered the bird. "Do you wish," said the farmer, "that I should let you go?" "If the fates are willing," answered the little starling.

(c) In time of summer, when animals are plagued with thirst, a lion and a wild boar came to a little spring to drink. But a dispute having arisen which of them should drink first, and a desperate fight ensuing,

the affair seemed likely to end in murder. After they had fought a considerable time, stopping for a short space in order to take breath, they spied some vultures waiting to devour the one which should first fall. This circumstance induced them to dismiss their enmity, saying, "It is better for us to become friends, than to be a prey to vultures and crows." The fable shows that it is better to put an end to strife and contention than to carry them to the point of involving all the parties in disgrace and ruin.

(d) For full two hours the procession of boats, borne on the current, steered silently down the St. Lawrence. The stars were visible, but the night was moonless and sufficiently dark. The general was in one of the foremost boats, and near him sat a young midshipman, John Robinson, afterwards professor of natural philosophy in the University of Edinburgh. He used to tell in his later life how Wolfe, with a low voice, repeated Gray's "Elegy in a Country Churchyard" to the officers about him. Probably it was to relieve the intense strain of his thoughts. Among the rest was the verse which his own fate was soon to illustrate :

"The paths of glory lead but to the grave."

"Gentlemen," he said, as his recital ended, "I would rather have written those lines than take Quebec." None were there to tell him that the hero is greater than the poet.

### Simple Rules for Spelling.

Some words end in SILENT e, such as sale, true, please, and bride.

**Rule I.**—Silent e is dropped when we add another syllable of which the first letter is a vowel.

*Examples.*—Sale, sal **able**; true, tru **ism**; please, pleas **ure**; bride, brid **al**.

(a) Add to each word in the following list one or more suitable suffixes beginning with a vowel, such as **—ing**, **—able**, **—ar**, **—er**, **—ous**, **—ible**, **—ate**, **—ant**, etc.:

Love, blame, force, reduce, pursue, reverse, ice, conspire, come, brute, sense, blue, nerve, false, stone, gape, rose, use.

(b) The following words also drop the SILENT e: du **ly**, tru **ly**, whol **ly**, aw **ful**, argu **ment**, judg **ment**, abridg **ment**, lodg **ment**, ac-knowledg **ment**, nurs **ling**, wis **dom**, wid **th**.

(c) Words ending in **—ie** drop the e and change the i into **y** before **—ing**.

*Examples.*—Die, dy **ing**; lie, ly **ing**; vie, vy **ing**; tie, ty **ing**.

**Rule II.**—Silent e is retained before a consonant.

*Examples.*—We write move-**ment**, sense-**less**, politic-**ly**. But under Rule I. we write mov **able**, sens **ible**, etc.

- (a) Add to each word in the following list one or more of these suffixes: —ness, —less, —ly, —ful, —some, —ment:—  
 Perverse, shame, amiable, move, blame, force, love, nerve, use, tire, whole, ~~judge~~, pale, lone, idle amaze, due, rue, blue, true, whole, awc.
- (b) Words ending in —ce, ge, —oe, —ye, and —ee also retain the silent e in certain cases, to preserve the proper pronunciation or to distinguish them from other words or to prevent two i's from being written together.
- (c) Distinguish dying and dyeing, singing and singeing, shoeing and shoeing, swinging and swingeing.
- (d) Add —able to the words peace, trace, service, notice; charge, change, marriage.  
 Add —ous to the words courage, outrage, advantage.  
 Add —ing to the words hoe, shoe; see, agree, flee; eye, dye.

**Rule III.**—Monosyllables with long vowel sounds do NOT double the last consonant, but otherwise the last consonant IS doubled before a suffix that begins with a vowel.

The application of the rule is easily understood by considering a few examples, and as several thousands of words follow the rule it is very useful to know it.



*Examples.*—Robe (long), robing ; but rob, robbing.

Sheep (long), sheepish ; but ship, shipping.

Weed (long), weeded ; but wed, wedding.

Soon (long), soonest ; but sun, sunning.

Ride (long), riding ; but rid, ridding.

(a) Add to the following words some ending beginning with a vowel :—Bear, bar ; beat, bet ; break, brag, hope, hop ; huge, hug ; plane, plan ; rote, rot ; stone, stun ; spite, spit ; out, in ; tune, tan ; stare, star ; wage, wag ; steep, step.

(b) Add **—ing** to mat, drip, net, spar, quit, bag, and jar.

Add **—ed** to rag, drug, web, flog, whiz, fag, wed.

Add **—y** to fin, sun, fun, knot, gum.

Add **—er** to run, tin, swim, spin, thin, span.

**Rule IV.**—Words of more than one syllable accented on the last syllable follow the same rule as monosyllables—(Rule III.)—before suffixes that begin with a vowel.

N.B.—This is merely the application of Rule III. to longer words and can be most easily understood by studying a collection of examples.

*Examples.*—Repeal, repealer, repealable ; but repel, repeller, repellent. Transmute, transmuting, transmutable, transmuted ; but transmit, transmitting, transmittible, transmitter. Compile, compiler, compiling ; but compel, compeller, compelling. Admire, admirer, admiring, admiration ; but admit, admitter, admitting, admittance.

- (a) By adding a syllable that begins with a vowel, form other words from these:—Deter, limit, expel, helmet, defer, lemon, occur, benefit, regret, bigot, omit, covet, begin, inhabit, forget, beggar.

NOTE. — Many words ending in single **I**, double the **I**, even though the stress does *not* fall on the final consonant. The words **bias**, **worship**, **kidnap**, **metal**, **humbug** also double the last consonant without the accent. However, many authorities prefer the simpler spelling and do not double the last consonant; thus we may write **travelling** or **traveling**, **worshipper** or **worshiper**, **biassed** or **biased**. The shorter form is preferable.

Rule V.—Words ending in **Y** with a CONSONANT before it change the final **Y** into **I** before a suffix.

*Examples.*—Bus **y**, bus **i**ness; den **y**, den **i**ed; glor **y**, glor **i**ous; beaut **y**, beaut **i**ful.

- (a) But if two **i**'s, *i.e.*, **ii**, would result, then we keep the **y**.

*Examples.*—Dr **y**, dr **y**ing, but dr **i**ness; bab **y**, bab **y**ish; cop **y**, cop **y**ist, cop **y**-ing, but cop **i**ed and cop **i**er.

- (b) When **s** is added the final **y** becomes **ie**.

*Examples.*—Tor **y**, tor **ie**s, but tor **y**ism; bab **y**, bab **ie**s, but bab **y**ism; sp **y**, sp **ie**s, but sp **y**ing and sp **i**ed; all **y**, all **ie**s, but all **i**ed and all **i**ance.

(c) Also proper names usually keep the **y**.

*Examples.*—The two Sall **y** s, the eight Henr **y** s, the Manl **y** s, the Dal **y** s and the Ponsonb **y** s. There are a few exceptions, as “The two Sicil **ie** s.”

(d) Several words change **y** to **e** before **-ous**, as beauteous, bounteous, duteous, miscellaneous, piteous, plenteous.

Add some appropriate suffixes, as many as you can, to each of the following words:—  
Arbitrary, controversy, defy, luxury, magnify, mercy, tidy, fly, try, vary, rosy, pity, pony, merry, Harry, hARRY, Sally, sally, Mary, marry, Ruby, ruby, fry, giddy, lady, Lily, lily, jelly, gallery, body, Daisy, daisy, poppy, army, worthy, supply, berry, carry, happy, greedy, necessity, seminary, propensity, magistracy, eccentricity, incendiary, effigy, apology, fury.

**Rule VI.**—Words ending in **Y** with a **VOWEL** before it keep the **Y** when other letters are added.

*Examples.*—Anno **y** s, anno **y** ing, anno **y** ed, anno **y** ance, anno **y** er; bo **y** ish, bo **y** hood, bo **y** s; buo **y** ant; buo **y** s, buo **y** aney; bu **y** s, bu **y** er, bu **y** ing; mone **y** s, mone **y** ed, mone **y** less, mone **y** er.

*Exceptions.*—The following words are irregular:—  
Laid, paid, said, unaid, unpaid, unsaid, staid, daily, gaily, drily, saith.

- (a) Add some appropriate suffixes, as many as you can, to each of the following words:—Abbey, pray, coy, alley, turukey, essay, employ, pay, joy, convey, monkey, journey, pulley, galley, envoy, delay, allay, grey, gay, prey.
- (b) Add **er, ed, ing, ish,** or **est,** as many as you can, to each of the following words:—Decay, defray, obey, survey, stray, portray, busy, easy, sleepy, lazy, happy, bury, weary, flurry, worry, tarry, envy, hurry, speedy,
- (c) Add as many appropriate suffixes as you can—not less than three—to each of the following words:—Fancy, employ, boy, convey, silly, supply, journey, penny, worthy, speedy, buy, dry, envoy, gallery, galley.

**Rule VII.**—In words that begin with **DIS** and **MIS,** notice whether the word or root to which the prefix is added begins with **S** or not. If not, then there will be only one **S,** not **SS.**

*Examples.*—From arm, disarm; but from spend, mispend; from take, mistake; but from state, misstate. So also with roots; distinguish, but dissuade; misuomer, but dissolve.

Missal, missile, mission, missive, misspell, mispend, misshape, misstate.

Disabuse, disappear, disagree, disallow, disobey, discuss, discover, dishonor.

Dissatisfy, dissect, dissimilar, dissyllable, dissipate, dissociate, dissolute, dissonant.

VIII.—The combinations EI and IE are troublesome. The following list contains most of the words in which they occur. No useful rule can be given:—

*ei.*

obisancee,	counterfeit,	neither,
conceive,	heifer,	reign,
conceit,	heigh-ko,	foreign,
deceive,	height,	sovereign,
deceit,	heinous,	rein,
perceive,	heir,	reindeer,
receive,	heiress,	freight,
receipt,	sheik,	seize,
ceiling,	their,	seine,
deign,	skein,	seignior,
eight,	sleigh,	veil,
either,	sleight,	vein,
eider,	leisure,	inveigle,
feint,	mullein,	inveigh,
feign,	kaleidoscope,	weir,
forfeit,	neigh,	weird,
surfeit,	neighbor,	weigh.

*ie.*

bier,	lief,	reprieve,
specie,	liege,	retrieve,
species,	believe,	priest,
glacier,	belief,	series,
superficies,	relieve,	grief,
financier,	relief,	grievous,

conscience,	chevalier,	friend,
grenadier,	cavalier,	shrievalty,
brigadier,	chandelier,	shriek,
soldier,	gondolier,	siege,
die,	lie,	aggrieve,
fie,	mien,	sieve,
fief,	premier,	cuirassier,
field,	niece,	tie,
fiend,	spaniel,	tier,
fieree,	pie,	sortie,
chief,	piebald,	frontier,
shield,	piece,	tierce,
mischief,	pier,	vie,
achieve,	pieree,	wield,
cashier,	croupier,	yield,
thief,	brief,	lien.

**IX.**—The following lists contain some exceptional words:—

Is, as, us, yes, this, thus, if, of, his, has, gas, was, clef, do not double the final consonant.

Butt, buzz, fuzz, add, odd, ebb, egg, err, purr, burr, inn, double the final consonant.

*Usually words of one syllable ending in f, l or s double the final consonant; but if they end in any other consonant it remains single.*

Liquefy, putrefy, rarefy, stupefy, take *o* instead of *i* before the suffix *fy*.

Academy, acorn, acoustic, acumen, acute, ocular,

ochre, do not double the **c** like most words beginning with **ac** and **oc**.

Abbot, abbey, abbreviate, double the **b**, while most words that begin with **ab** have single **b**.

Ire, iris, irk, iron, irony, irascible, iridium, iridescent, do not double the **r** like most words that begin with **ir**.

**X.**—Notice that the following words end in **UOUS**:—

am big'u ous	ard'u ous	as sid'u ous
con'gru ous	con spic'u ous	con tempt'u ous
con tig'u ous	con tin'u ous	de cid'u ous
fat'u ous	in gen'u ous	tort'u ous
in noc'u ous	mel lif'lu ous	per spic'u ous
pro mis'cu ous	sin'u ous	spir'it u ous
sumpt'u ous	su per'flu ous	tem pest'u ous
tu mult'u ous	unct'u ous	vo lupt'u ous

#### DICTATION EXERCISE.

Vague rumors are not to be relied on. The dialogue is not well adapted to a promiscuous assembly. You are not left alone to climb the arduous ascent. A tortuous path led to the summit of the mountain. The ship had a tempestuous passage. It would fatigue you to read the whole catalogue. Volcanoes bellow ere they disembogue. You should endeavor to acquire a perspicuous style. The aldermen sat down to a sumptuous banquet. An ingenuous man will despise the tricks of a demagogue. I liked the prologue of the play better than the epilogue. The Jews worship in the synagogue.

