



Penmanship, Vertical Penmanship Elements of English Grammar, Elements of English Composition, Punctuation and Capitalization, Business Correspondence, Typesetting and Proofreading, Tabulating, Title-Page Composition, Civil Service Letter

By International Schools



RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 126 pages. Dimensions: 9.6in. x 7.2in. x 0.5in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1906 edition. Excerpt: . . . not to praise him. 86. A sentence beginning with and, or, for, but, or a similar connective is in reality a part of the preceding sentence; yet such sentences are often separated by periods from what precedes. In this way, long and complex constructions may be avoided, with a gain in force and in ease of comprehension. The period is to be preferred to the exclamation point at the end of an exclamatory statement or command, unless the emotion to be expressed is exceptionally strong. RULE XXIX. 87. Abbreviations. --A period should be used after every abbreviated word, but not after contracted words when the missing elements are replaced by a dash or an apostrophe. MSS. , p. , pp. . Dr. , Ph. P. , LP. P. , and Co. are abbreviations. Recd, cant, pay, t, f--n S--th, and Revd are contractions. 88. Arabic...

Reviews

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