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HILL'S

MANUAL OF

BUSINESS FORMS

AND GUIDE TO

CORRECT WRITING

SOCIAL. LEGAL. COMMERCIAL.

Silver Buckle Press

HILL'S MANUAL.

Western Bank Note & Eng. Co. Chicago. From A Photo. By Pratt, Boston.

Yr's Respectfully,
Thos. E. Hill.

Chicago, Moses Warren & Co.

HILL'S MANUAL

OF

SOCIAL & BUSINESS FORMS:

A

GUIDE TO CORRECT WRITING;

SHOWING HOW TO EXPRESS WRITTEN THOUGHT

Plainly, Rapidly, Elegantly and Correctly in Social and Business Life.

EMBRACING INSTRUCTION AND EXAMPLES IN

PENMANSHIP, SPELLING, USE OF CAPITAL LETTERS, PUNCTUATION, COMPOSITION, WRITING FOR THE PRESS, PROOF-READING, EPISTOLARY CORRESPONDENCE, NOTES OF INVITATION, CARDS, COMMERCIAL FORMS, LEGAL BUSINESS FORMS, FAMILY RECORDS, SYNONYMS, SHORT-HAND WRITING, DUTIES OF SECRETARIES, PARLIAMENTARY RULES, SIGN-WRITING, EPITAPHS, ENGRAVERS' INSCRIPTIONS, BOOK-KEEPING, JOB PRINTING, POSTAL REGULATIONS, WRITING POETRY, ETC., ETC.

BY THOS. E. HILL.

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To

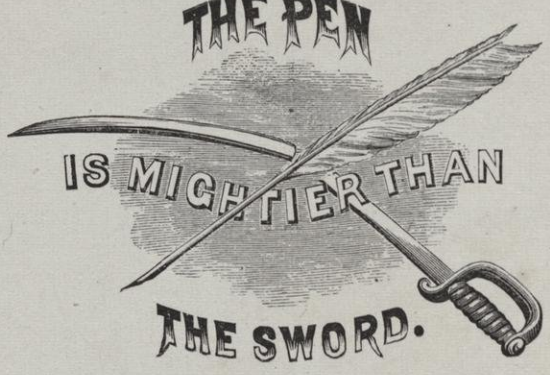
THE MILLIONS

WHO WOULD, AND MAY,

Easily and Gracefully Express Written Thought,

THIS WORK IS

RESPECTFULLY DEDICATED.


THE PEN
IS MIGHTIER THAN
THE SWORD.

PREFACE.

TO enable the writer, sitting easily and gracefully at the desk, to express thought plainly, rapidly, elegantly and correctly, is the object of this book.

There have been many excellent works heretofore given to the world treating on Penmanship, that admirably served their purpose in their specialty; but the student when done with their study, though proficient in chirography, was yet ignorant of how to use the same in the transaction of business.

Good books in abundance have been published on Grammar, Letter-writing, Composition, and various Business Forms, but, though proficient in a knowledge of their contents, the student, often left with a miserable Penmanship, shrinks from making use of this knowledge, because of the disagreeable labor attendant upon a cramped and detestable handwriting.

The result sought to be accomplished by this book is to give both a knowledge of easy, beautiful penmanship, and its correct application in the writing of a great variety of forms which enter into the every-day business and social relations of life, thus supplying the public with a text-book on writing and written forms, alike useful to all classes of society, and meeting an urgent demand heretofore unsupplied.

The Teacher of Penmanship will find its pages replete with information pertaining to the art of writing. As a treatise on Penmanship, it is more profusely illustrated than any work of the kind now before the public; and though condensed, it is yet sufficiently explicit in detail, and in the consideration of principles, to make the analysis of letters thoroughly understood by the student. The programme of exercises for a course of writing lessons, together with suggestions relating to the organization and management of the writing class, will be welcomed by young teachers, whose penmanship is sufficiently good to enable them to teach the art, but who fail of success through lack of knowledge of the course to be pursued in order to interest and entertain the class after it has assembled.

The Teacher of the public or private school will find abundant use for a manual of this kind in the school-room. The subject of letter-writing—an art almost universally neglected—should be a matter of daily exercise in the recitation-room. The correct form of writing the superscription, the complimentary address, the division into paragraphs, the complimentary closing, the signature, and folding of the

letter; the letters of introduction, of recommendation, excuse, sympathy, and business —all these practical epistolary forms, such as enter into the every-day transactions of life, should be thoroughly taught in our schools.

The gathering of news for the press, the rules and typographical marks for proof-reading, the names of types, posters, hand-bills, visiting and business cards, notes of invitation, etc.—all these exercises and more, can be introduced with great benefit to pupils. In short, nearly every chapter of this Manual, much of which has never been published before in any form, can be used to supply practical lessons in the school-room.

In the business walks of life, a work of this kind has long been required. In penmanship, use of capital letters, punctuation, letter-writing; the forms of notes, bills, orders, receipts, checks, drafts, bills of exchange, articles of agreement, bonds, mortgages, deeds, leases, and wills; in selecting the kind of type in which to print the hand-bill or card; the marking letters; the law of the different States concerning the limitation of actions, rates of interest, usury, and amount of property exempt from forced sale and execution,—all this and much more contained herein, will be of especial service for reference in the transaction of business.

By the lady, much will be found in a Manual of this kind that will particularly serve her in the writing of her social forms. As a text-book and self-instructor in writing, it admirably serves to give her that delicate and beautiful penmanship which pleases the eye as does fine music the ear. The rules of composition, writing for the press, the letter-writing, the marriage anniversaries, the notes of invitation to the cotton, paper, leather, wooden, tin, silk and other weddings; the fancy alphabets for needle-work; the postal regulations, dictionaries of common Christian names, and synonyms, abbreviations, foreign words and phrases, the rules for writing poetry and the poetic selections—all these will meet her especial favor.

The mistress of the household will find here the form of the testimonial suitable to be given the servant upon his or her departure to seek a situation elsewhere. The mother will find the written excuse to the teacher for the non-attendance of her child at school; the servant, the form of letter when applying for a situation; and the bashful, blushing maiden, the cautious, carefully worded letter, that will aid her in giving expression to the hitherto closely guarded secrets of the heart.

The sign-painter has daily use for a reference book of this kind, arranged and adapted, as it is, to the comprehension and wants of the knights of the pencil and brush, with the rules of punctuation, prepared for his especial use, and abundant examples of signs, so as to enable him not only to paint the letters and words beautifully, but to punctuate the same correctly. In this department is given a large number of plain and fancy alphabets, together with illustrations of one hundred and twenty different kinds of lettering. The elegant specimens of penmanship and pen-flourishing, including round-hand writing, old English, German-text, and orna-

mental script letters, will particularly please, presenting, as they do, much that is entirely new, calculated to aid the young sign-painter in doing his work elegantly and correctly.

The artist in lettering on marble finds in this work a chapter presenting tombstone inscriptions and epitaphs, giving the modern and best forms of wording by which to perpetuate the memory of the departed. More especially will this be valued by the marble-worker as giving him the grammatical wording of the inscription, the abbreviation of words, and their correct punctuation. The grand and costly monument, designed to stand for a thousand years, to be gazed upon by multitudes, and the record that it bears to be read by millions! How important that, in this conspicuous place, in such enduring form, the inscription, in grammar, capitalization, and punctuation, should be given absolutely correct. The ornamental scripts, with the plain and fancy alphabets, will also admirably serve the wants of marble-workers. This chapter will likewise assist the mourner who is desirous of selecting an appropriate inscription to mark the last resting place of the departed.

The reader will appreciate the forms herein relating to inscriptions suitable for use by the engraver, when marking the spoon, the ring, the cane, the watch, the modest birth-day gift, or the costly wedding present. The engraver will more especially value these examples, from the fact that they enable the customer to select at once the words desired, and the style of lettering in which they shall be executed; while the forms of punctuation and arrangement of wording will teach the youngest apprentice at the bench how to execute the same correctly.

The secretary of the public meeting, the presiding officer, every member of the assemblage; in fact, every American citizen that aspires to discharge the duties of a freeman, will be aided by the chapter on parliamentary rules, the forms of resolutions appropriate for various occasions, petitions to public bodies, etc.

The writer who would express thought more rapidly than can be done by the ordinary method, will discover in the department devoted to short-hand, the necessary copies and instruction to enable the student to write the same with accuracy, rapidity and ease.

The chapter assigned to the writing of poetry, and the dictionary of rhymes, will instruct and aid a certain class; while the poetic selections will be valued by all lovers of poetry, as presenting some of the most beautiful and charming poems in existence.

In short, the varied character of this work appeals alike to the wants of the old and young of all classes. Realizing this, the book is launched on the sea of literature with the confident belief that it is demanded, and that it will accomplish its mission of usefulness.

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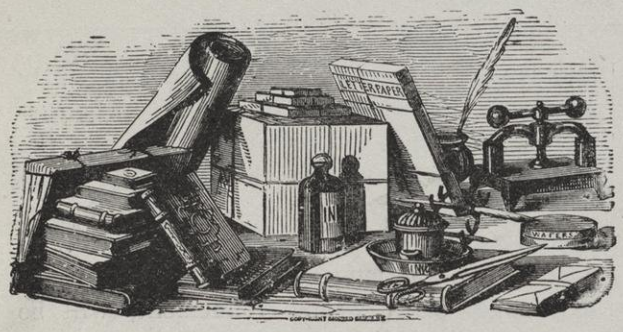


WRITING.

WRITING is the art of placing thought, by means of written characters, upon any object capable of receiving the same. The origin of this art is completely veiled in obscurity, no history giving authentic account of its first introduction and use. Its first recorded mention is in the Bible, wherein it is said, referring to the preparation of the Ten Commandments by Moses on Mount Sinai, that "The Tables were *written* on both their sides."

Fifteen hundred years before Christ, Cadmus, the Phœnician, had introduced letters into Greece, being sixteen in number, to which several were afterwards added. It is certain that the Greeks were among the very earliest of the nations of the earth to invent and make use of written characters for the record of ideas, which could be clearly interpreted by succeeding generations; though the invention of the art came from the advancing civilization of mankind, and had its origin with various nations; at first in the form of hieroglyphics, or picture writing, which characters have, as mankind progressed, been simplified, systematized, and arranged in alphabets, giving us the various alphabetical characters now in use.

Writing and penmanship, though nearly synonymous terms, are quite different in meaning. Writing is the expression of thought by certain characters, and embraces penmanship, spelling, grammar and composition.

PENMANSHIP is the combination of peculiar characters used to represent the record of thought; and having, since its first invention, continued to change its form down to the present time, so it is probable the style of penmanship will continue to change in the future. The great defect existing in the present system of penmanship is the superabundance of surplus marks, that really mean nothing. This fault, along with our defective alphabet, consumes in writing, at present, a great amount of unnecessary time and labor. Thus, in writing the word *Though*, we make twenty-seven motions, whereas, being but two sounds in the word, we actually require but two simple marks.

That style of writing whereby we use a character to represent each sound, is known as phonography, which system of penmanship enables the penman to write with the rapidity of speech. The phonetic or phonographic system of spelling, wherein each sound is represented by a character, gives us the nearest approach to a perfect alphabet in existence, and is the method of spelling and the style of writing to which we will, beyond question, ultimately attain.

It has been found extremely difficult, however, to suddenly change a style of alphabet in general use in a living language; and the mass of the American and English people will, without doubt, use the present style of penmanship,

with various modifications, many decades in the future. To the perfection of that system in general use, in the English and American method of writing, which the present generation will be most likely to have occasion to use throughout their lifetime, this work is directed, as having thus the most practical value; though Short-hand is illustrated elsewhere.

System of Penmanship.

Two styles of penmanship have been in use, and each in turn has been popular with Americans in the past fifty years; one known as the round hand, the other as the angular writing. The objection attaching to each is, that the round hand, while having the merit of legibility, requires too much time in its execution; and the angular, though rapidly written, is wanting in legibility. The best teachers of penmanship, of late, have obviated the objections attaching to these different styles, by combining the virtues of both in one, producing a semi-angular penmanship, possessing the legibility of the round hand along with the rapid execution of the angular.

To the Duntons, of Boston, and the late P. R. Spencer, as the founders of the semi-angular penmanship, are the people indebted for the beautiful system of writing now in general use in the schools throughout the country.

Copies.

The copies, accompanied by directions in this book, will be found ample in number and sufficiently explicit in detail to give the student a knowledge of writing and flourishing. In acquiring a correct penmanship it is not the practice of many different copies that makes the proficient penman, but rather a proper understanding of a few select ones, for a few copies embrace the whole art.

As will be seen by an examination of the copy plates, each letter of the alphabet is made in a variety of styles, both large and small, succeeded by words alphabetically arranged in fine and coarse penmanship, which are excellently adapted to the wants of both ladies and gentlemen, according to the dictates of fancy in the selection of coarse and fine hand.

As a rule, however, the bold penmanship, indicating force of character, will be naturally adopted by gentlemen, while the finer hand, exhibiting delicacy and refinement, will be chosen by the ladies.

Principles.

The principles of penmanship, also represented, give the complete analysis of each letter, while the proper and improperly made letters, representing good and bad placed side by side, will have a tendency to involuntarily improve the penmanship, even of the person who makes a casual examination of the letters of the alphabet thus made in contrast.

The illustrations of curves, proportions and shades that accompany these directions should also be carefully studied, as a knowledge of these scientific principles in penmanship will be found of great service to the student in giving a correct understanding of the formation of letters.

Importance of Practice.

It is not sufficient, however, that the student merely study the *theory* of writing. To be proficient there must be actual *practice*. To conduct this exercise to advantage it is necessary to have the facilities for writing well. Essential to a successful practice are good tools with which to write. These comprise the following writing materials:

Pens.

Metallic pens have generally superseded the quill. They are of all styles and quality of metal, gold and steel, however, being the best. In consequence of its flexibility and great durability, many prefer the gold pen; though in point of fine execution, the best penmen prefer the steel pen, a much sharper and finer hair line being cut with it than with the gold pen.

Paper.

For practice in penmanship, obtain of the stationer five sheets of good foolscap paper. Midway from top to bottom of the sheet, cut the paper in two, placing one half inside the other. Use a strong paper for the cover, and sew the whole together, making a writing-book. Use a piece of blotting paper to rest the hand on. The oily perspiration constantly passing from the hand unfits the surface of the paper for receiving good penmanship. The hand should never touch the paper upon which it is designed, afterwards, to write.

Ink.

Black ink is best. That which flows freely, and is nearest black when first used, gives the most satisfaction. The inkstand should be heavy and flat, with a large opening, from which to take ink, and not liable to tip over. The best inkstand is made of thick cut glass, enabling the writer to see the amount of ink in the same, and shows always how deep to set the pen when taking ink from the stand. Care should be observed not to take too much ink on the pen; and the surplus ink should be thrown back into the bottle, and never upon the carpet or floor. Close the bottle when done using it, thus preventing rapid evaporation of the ink, causing it soon to become too thick.

Other Writing Materials.

An important requisite that should accompany the other writing materials is the pen wiper, used always to clean the pen when the writing exercise is finished, when the ink does not flow readily to the point of the pen, or when lint has caught upon the point. A small piece of buckskin or chamois skin, obtained at the drug store, makes much the best wiper. The student should be provided with various sizes of paper, for different exercises to be written, such as commercial forms, letters, notes of invitation, etc., with envelopes to correspond in size; together with lead-pencil, rubber, ruler, and mucilage. Thus provided with all the materials necessary, the writing exercise, which otherwise would be an unpleasant task, becomes a pleasure.

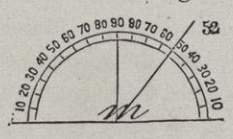
How to Practice.

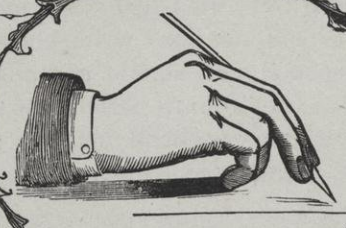
Having the necessary materials in readiness for writing, the student should set apart a certain hour or two each day for practice in penmanship, for at least one month, carefully observing the following directions:

See Plate 1. Carefully examine each copy on this plate. Devote one page in the writing book to the practice of each copy. Commence with copy No. 1. The practice of this copy is an important exercise for two reasons, being: first, to give sufficient angularity for rapidity in writing; and second, to give freedom of movement.

The student who carries a heavy, cramped hand, will find great benefit result from practicing this copy always at the commencement of the writing exercise. Rest the hand on the two lower fingers — never on the wrist, and rest the body and arm lightly upon the forearm. Assume thus a position whereby the pen can take in the entire sweep of the page, writing this exercise, in copy No. 1, from the left to the right side of the page, without removing the pen from the paper while making the same. The student may write both with pen and lead-pencil, and should continue the practice of this exercise until perfect command is obtained of the fingers, hand and arm; and all evidence of a stiff, cramped penmanship disappears.

Copy No. 2 is a contraction of copy No. 1, making the letter *m*. Great care should be used in writing this letter to make the several parts of the same, uniform in height, size, and slope; the downward slope of all the letters being at an angle of 52 degrees. See diagram illustrating slope of letters.





Position While Writing.

AN object early to be attained, is to acquire an easy, graceful and healthful position of body while sitting or standing, when writing. To obtain this, the writer should sit with the right side to the desk, using a table so high as to compel the body to sit erect.

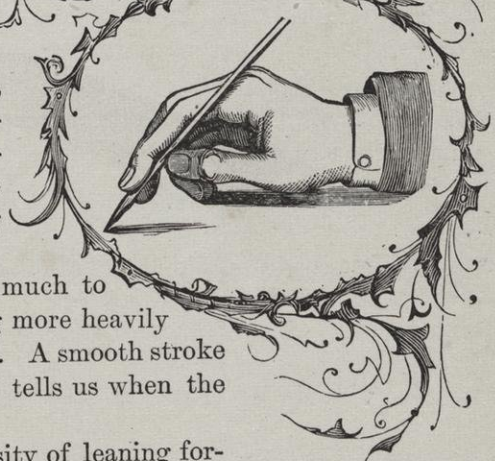
Rest the arm lightly upon the elbow and fore-arm, and the hand upon the two lower fingers, the wrist being free from the desk. Allow the body and head to incline sufficiently to see the writing, but no more.

Maintain a position such as will give a free expansion of the lungs, as such posture is absolutely indispensable to the preservation of health.

A desk or table, with a perfectly level surface, is best for writing. Where a decided preference is manifested for sitting with the left side, or square, to the desk, such position may be taken. If the desk slopes considerably, the left side is preferable.

Avoid dropping the body down into an awkward, tiresome position. If wearied with continued sitting, cease writing. Lay down the pen, step forth into the fresh air, throw back the arms, expand the chest, inflate the lungs, and take exercise. When work is again resumed, maintain the same erect position, until the habit becomes thoroughly fixed of sitting gracefully and easily, while engaged in this exercise.

Position for Sitting and Holding the Pen.



TO secure the correct slope of a plain, rapid penmanship, when writing, keep the paper at right angles with the arm, holding the same in position with the left hand, the edge of the paper being parallel with edge of the desk.

Hold the pen between the thumb and second finger, resting against the corner of the nail, with the forefinger on the back of the pen, for the purpose of steadying it; having the thumb sufficiently bent to come opposite the forefinger joint, the two last fingers being bent under, resting lightly on the nails.

Avoid dropping or rolling the hand and pen too much to one side, thereby causing one point of the pen to drag more heavily than the other, thus producing a rough mark in writing. A smooth stroke indicates that the pen is held correctly; a rough one tells us when the position is wrong.

Sit sufficiently close to the desk to avoid the necessity of leaning forward or sidewise in order to reach the same, and occupy a chair that gives support to the back, using a table large enough to comfortably hold all the writing materials that are necessary when writing.

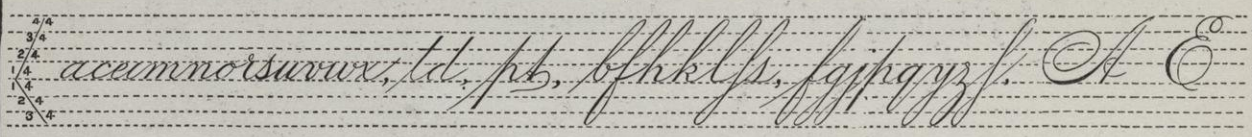
Copy No. 3 shows (see Plate I) the *m*, in words, and illustrates the distinction that should be made between the several letters, to make writing plain. See "Description of the Plates."

Legibility.

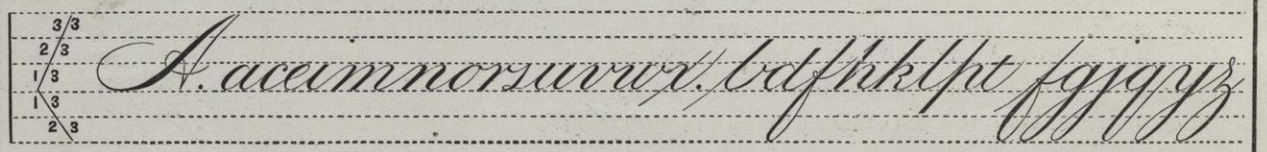
Legibility is of the greatest importance in penmanship; and care should be observed to make each letter very distinctly what it is designed to be. While practicing with a view to improvement, the student should beware of writing too fast. The copies are very simple, and are easily imitated by the student who may give the subject earnest attention and care.

Proportion of Small Letters.

The following diagrams represent the relative proportion of the capital and small letters. As will be seen in the diagram for the finer hand, there are eight lines, containing seven spaces. In the middle space are made the contracted letters which occupy one space, excepting *i* and *s*, which are a little higher. The *t*, *d* and *p* are each of the same height; *p* and *g* extend the same distance below the line. The loop letters are all of the same length above and below the line, the loop being two thirds the length of the letter. Capitals are of the same height as the loop letters above the line.

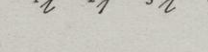


RELATIVE PROPORTION OF LETTERS IN LARGE, ROUND HAND.



Elements of Small Letters.

By examination of the small letters of the alphabet, it is seen that they can be resolved into a few fundamental elements (or principles, as they are called by many teachers), being five in number, as follows:



The 1st principle, *i*, is found in the following letters, viz: last of *a*, *d*, completely in the *i*, in the *p*, with the lower part omitted; last of the *g*, first of the *i* and *s*, completely in the *t*, completely in the *u* and last of *w*.

The 2nd principle, *i*, forms the first of *m*, *n* and upper part of *z*.

The 3rd principle, *i*, forms the lower part of *h*, the lower part of *k*, last of *m*, *n* and *p* and first of *u*, *w*, *x* and *y*.

The 4th principle, *o*, forms the first part of *a*, left of *c*, lower part of *d*, left of *e*, lower part of *f*, upper part of *g*, the whole of *o*, upper part of *q* and right of *s*.

The 5th principle, *l*, forms the upper part of *f, b, h, k* and *l*. Inverted, it forms the lower part of *g, j, y* and *z*.

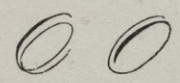
General Hints for Small Letters.

Be careful to close the *a* at the top, else it will resemble a *u*. Observe the distinction between the *n* and the *u*. The *t* and *d* are shaded at the top, and made square. The *t* is crossed one third the distance from the top. The loop is of uniform length in all loop letters. Avoid a loop in the upper part of *i* and *s*. The dot of the *i* should be at a point twice the height of the letter. Beware of making the extended letters crooked. The left hand mark of the loop letters should be straight, from the center of the loop to the line, sloping at an angle of 52 degrees. See diagram of slope. Figures are twice the height of the *m*.

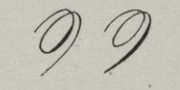
Principles of Capital Letters.

No. 1.

No. 2.



No. 3.



The capital stem (see No. 1) can be terminated at the bottom, as shown in the first character. Observe in Nos. 2 and 3 the disposition of shades, curves and parallel lines. Their application in capitals will be seen in the next column.

CAPITAL LETTERS.

THREE standard principles are used in the formation of Capital Letters, viz:

1 *I* 2 *O* 3 *D*

The 1st principle, *I*, called the capital stem, is found in *A, B, D, F, G, H, I, J, K, L, M, N, P, R, S, T, U, Y* and *Z*.

The 2nd principle, *O*, occurs in *C, D, E, K, M, O, R, U* and *V*.

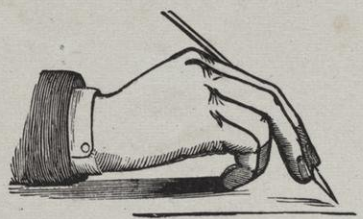
The 3rd principle, *D* is found in the upper part of *B, F, H, M, N, P* and *T*, and forms the first of *Q, U, V, W, X* and *Y*.

Capital letters, in a bold penmanship, are three times the height of the small letter *m*.

VIEWS OF THE CORRECT POSITION FOR HOLDING HAND AND PEN WHILE WRITING.

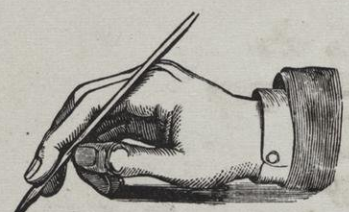
No. 1.

No. 1 Represents the first position to be taken, when placing the hand in correct position for writing. As will be seen, the hand is squarely on the palm, and not rolled to one side. The wrist is free from the desk, and the two lower fingers are bent under, resting upon the nails.



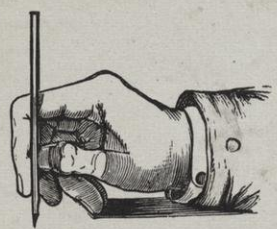
No. 2.

No. 2 Exhibits the hand elevated upon the two lower fingers, with the pen placed in correct position. The end of the large finger drops slightly beneath the penholder, giving a much greater command of the fingers than when it rests at the side or slightly on top of the holder.



No. 3.

No. 3 Shows another view of correct position. It will be seen that no space is shown between the pen and finger, the holder crossing the forefinger in front of the knuckle-joint. The thumb is sufficiently bent to come opposite the forefinger-joint, supporting the holder on the end of the thumb. The end of the large finger should be about three-quarters of an inch from the point of the pen.



No. 4.

No. 4 Represents the correct position when the pen is at the bottom of an extended letter below the line, the pen being, as shown, nearly perpendicular. With the holder held snugly beneath the forefinger and supported on the end of the thumb, the greatest command is thus given to the fingers.

No. 5.

No. 5 Exhibits the front view of the hand showing the position of the forefinger, which should rest squarely on the top of the holder. The large finger drops beneath the holder, which crosses the corner of the nail. The hand is held, as shown, squarely on the palm and not dropped to one side.

VIEWS REPRESENTING INCORRECT POSITIONS FOR HAND AND PEN WHILE WRITING.

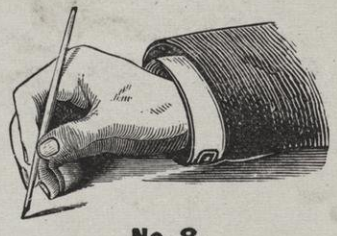
No. 6 Represents the evil effect of rolling the hand too much to one side, and holding all of the fingers so straight as to completely lose command of them. The result is a stiff, heavy, cramped penmanship, and rough marks, resulting from one point of the pen dragging more heavily than the other.

No. 6.

No. 7 Exhibits the pen "held so tightly that the hand is wearied and the letters look frightfully." The large finger should be straightened, and the end caused to drop lightly beneath the holder. The forefinger should be brought down snugly upon the holder, and the end of the thumb brought back opposite the forefinger joint. Loosen the fingers, grasping the holder therein just firm enough to guide the pen and no more.

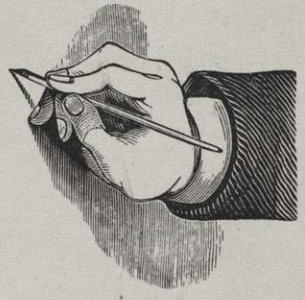
No. 7.

No. 8 Shows the result of dropping the hand too heavily upon the wrist and allowing it to roll to one side. The writer has thus lost command of the hand and arm, and the pen scratches, resulting from one point dragging more heavily than the other. The large finger should drop beneath the holder, and the hand should be brought up squarely upon the palm.



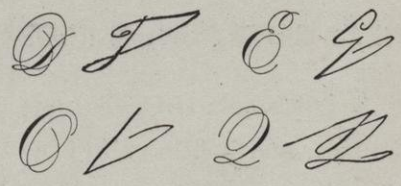
No. 8.

No. 9 Represents another bad position, with pen held too tightly. The writer loses a command of the fingers, in this case, by allowing the holder to fall below the knuckle-joint between the forefinger and thumb. All the fingers are likewise out of position.



No. 9.

The student should institute a rigid comparison between the correct and incorrect positions herewith shown, with an earnest resolve to reject the wrong and to hold fast that which is good.



As is exhibited in the above, those letters composed of curved lines present a grace and beauty not shown in those having straight lines and angles. As a rule, never make a straight line in a capital letter when it can be avoided.

NATURE'S RULES.

THERE are a few general principles in Nature that are applicable to penmanship. These principles are eternal, and will never change.

Curved Lines.

The first is that of curved lines. Those objects in Nature that we most admire possess a grace and fullness of curve which elicit our admiration. The edge of the flower curves. The trunk of the tree, the leaf, the bud, the dewdrop, the rainbow, —all that is beautiful in Nature, in fact, is made up of curved lines. The human countenance, rounded and flushed with the rosy hue of health, is beautiful. Wasted by disease and full of angles, it is less attractive. The winding pathway in the park, the graceful bending of the willow, the rounded form of every object that we admire, are among the many illustrations of this principle. This is finely shown in the engraving of birds and flowers at the head of this chapter.

The same applied to the making of capital letters is shown in the following, representing in contrast letters made of curves and straight lines:

Proportion.

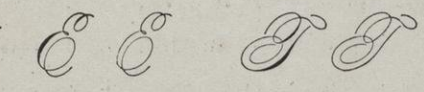
Another important principle is that of proportion. Any object, to present a pleasing appearance to the eye, should have a base of sufficient size and breadth to support the same. Nature is full of examples. The mountain is broadest at the base; and the trunk of every tree and shrub that grows upon its sides, is largest near the earth, the roots spreading broader than the branches.

The good mechanic builds accordingly. The monument is broadest at the base. The house has a foundation large enough for its support, and the smallest article of household use or ornament, constructed to stand upright, is made with reference to this principle of proportion, with base broader than the top. This principle, applied in capital letters, is shown by contrast of various letters made in good and bad proportion, as follows:

Letters should be constructed self supporting in appearance, with a foundation sufficiently broad to support that which is above.

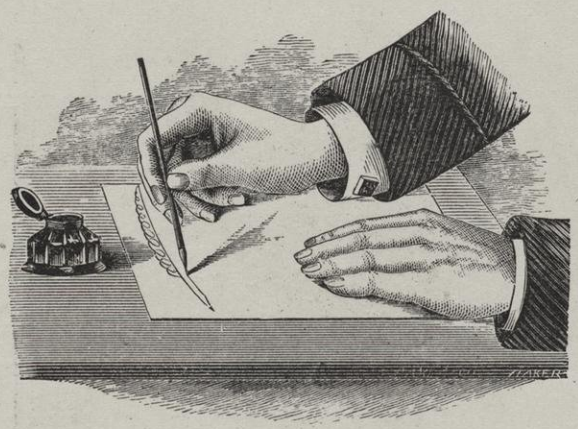
Contrast.

A very important principle, also, is that of contrast. Nature is again the teacher, and affords an endless variety of lessons. Scenery is beautiful that is most greatly diversified by contrast. That is more beautiful which is broken by mountain, hill, valley, stream, and woodland, than the level prairie, where nothing meets the eye but brown grass. The bouquet of flowers is beautiful in proportion to the many colors that adorn it, and the strong contrast of those colors. Oratory is pleasing when accompanied by changes in the tone of voice. Music is beautiful from the variety of tone. The city is attractive from contrast in the style of buildings; and the architecture of the edifice that is broken by striking projections, tall columns, bold cornice, etc., is beautiful from that contrast. Thus in penmanship. Made with graceful curves, and in good proportion, the letter is still more beautiful by the contrast of light and shaded lines, the heavy line giving life to the appearance of the penmanship. If desirous of observing this principle, care should be taken not to bring two shades together, as the principle of contrast is thus destroyed. The effect of shade is shown by the following letters in contrast.



In capitals, where one line comes inside another, it is important for beauty that the lines should run parallel to each other. The equi-distant lines of the rainbow, and the circles around the planets, are among Nature's illustrations. A uniformity of slope and height, in all letters should also carefully be observed.

Again, as the well-trimmed lawn and the cleanly kept park, with no unsightly weeds or piles of rubbish to meet the gaze, are objects of admiration, so the neatly-kept page of writing, marred by no blots or stains, is beautiful to the eye.



Position of the Hand in Flourishing.

In executing broad sweeps with the pen, and assuming a position that will give greatest command of the hand in flourishing, the position of the pen in the hand should be reversed; the end of the penholder pointing *from* the left shoulder, the pen pointing towards the body, the holder being held between the thumb and two first fingers, as shown above.

Plain Penmanship and Flourishing.

The chief merit of business penmanship is legibility and rapidity of execution. Without sacrificing these qualities, the student may add as much beauty as possible. The business penman should beware, however, of giving much attention to flourishing, its practice, aside from giving freedom with the pen, being rather to distract the mind from the completion of a good style of business writing. Especially in plain penmanship should all flourishing be avoided. Nothing is in worse taste, in a business letter, than various attempts at extra ornamentation.

To the professional penman, however, in the preparation of different kinds of pen work, a knowledge of scientific flourishing is essential to the highest development of the art.

The principles of curves, shades and proportion that govern the making of capital letters apply as well also in flourishing.

CORRECT POSITION

FOR STANDING

WHILE WRITING;

Showing Hands, Paper, and Position of the Feet.

THE desk at which the individual stands when writing, should slightly incline from the front upward. It should so project as to give ample room for the feet beneath, which should be so placed as to be at nearly right angles with each other, the right foot forward, the principal weight of the body resting upon the left. Incline the left side to the desk, resting the body upon the left elbow, as shown in the above engraving, thus leaving the right arm free to use the muscular or whole arm movement, as may be desired.

The desk should be so high as to cause the writer to stand erect, upon which the paper should be placed with the edge parallel with the desk.

Rest the body lightly on the forearm, and the hand upon the two lower fingers, the end of the penholder pointing towards the right shoulder. Practice, in the position herewith shown, either with lead-pencil or pen, upon waste paper, entirely regardless of the form of letters, until the pen can be held easily and correctly, and writing can be executed rapidly. Strike off-hand exercises, and the whole arm capitals, making each letter as perfectly as may be, the practice, however, being with special reference to acquiring the correct position, and freedom of movement.

Steady the paper firmly with the left hand, holding it near the top of the sheet, as shown in the illustration. Beware of soiling the paper with perspiration from the left hand.

CORRECT & INCORRECT

POSITION

FOR

SITTING and HOLDING

THE PEN.

HEREWITH are shown, in contrast, the correct and incorrect positions for sitting while writing; the upright figure representing the youth who sits erect, graceful and easy, holding the paper at right angles with the arm, steadying the same with the left hand.

As will be perceived, the correct position, here represented is at once conducive to health and comfort, being free from labored effort and weariness.

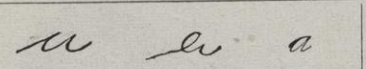
On the opposite side of the table sits a youth whose legs are tired, whose hands are wearied, and whose head and back ache from his struggles at writing. This boy will be liable to become, ere long, near-sighted, from keeping his eyes so close to his work. He will be round-shouldered, will have weak lungs, and will probably early die of consumption, caused from sitting in a cramped, contracted and unhealthy posture.

The bad positions liable to be assumed in writing, are, first, the one here shown; second, lying down and sprawling both elbows on the table; third, rolling the body upon one side, turning the eyes, and swinging the head, at the same time protruding and twisting the tongue every time a letter is made.

An earnest, determined effort should be made, when writing, to bring the body into an easy, graceful attitude, until the habit becomes thoroughly established.

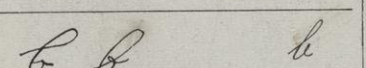
This illustration should be carefully studied by youth when learning to write; and *all* writers should give the matter attention.

SMALL LETTERS CONTRASTED, SHOWING PROBABLE FAULTS. RIGHT AND WRONG.



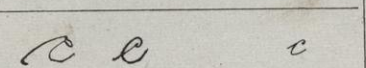
Wrong. **Right.**

1st *a* is not closed at the top. It resembles a *u*. 2nd *a* contains a loop and resembles an *e*.



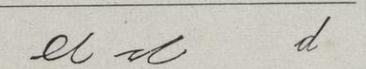
Wrong. **Right.**

1st *b* is crooked. 2nd *b* has a loop too long.



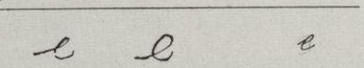
Wrong. **Right.**

1st *c* has the connecting line too high. 2nd *c* has a loop too large, causing it to resemble the *e*.



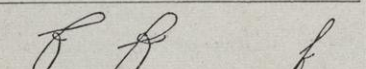
Wrong. **Right.**

1st *d* contains a loop at the bottom. 2nd *d* slopes too much.



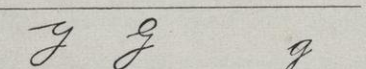
Wrong. **Right.**

1st *e*, loop too small. 2nd *e*, loop too large.



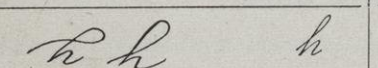
Wrong. **Right.**

1st *f* is crooked. 2nd *f* has a loop too long, top and bottom.



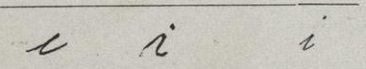
Wrong. **Right.**

1st *g* is left open at the top. It resembles a *y*. 2nd *g* contains a loop at the top.



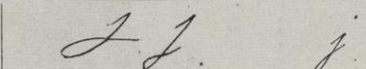
Wrong. **Right.**

1st *h* is crooked. 2nd *h* has a loop too long.



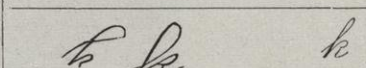
Wrong. **Right.**

1st *i* has no dot, and the lines unite too low. 2nd *i* has the dot too near the letter; the lines are not sufficiently united.



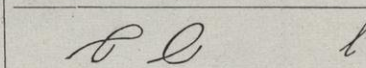
Wrong. **Right.**

1st *j* is crooked and contains too much loop at the bottom. 2nd *j*, loop too short.



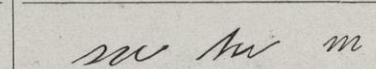
Wrong. **Right.**

1st *k* resembles an *h* and is crooked. 2nd *k*, loop too long; lower part spreads too much.



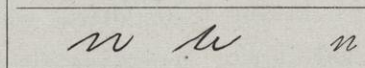
Wrong. **Right.**

1st *l* is crooked. 2nd *l*, loop too broad and too long.



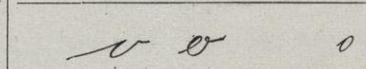
Wrong. **Right.**

1st *m* lacks uniformity of slope and appearance. 2nd *m* lacks uniformity of height, and too angular.



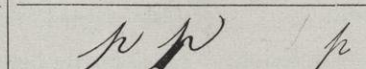
Wrong. **Right.**

1st *n* lacks uniformity of slope. 2nd *n* resembles a *u* with first part too high.



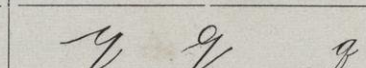
Wrong. **Right.**

1st *o* is left open at the top and resembles a *v*. 2nd *o* contains a loop.



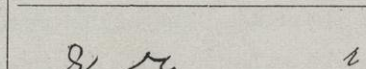
Wrong. **Right.**

1st *p* is crooked. 2nd *p* has been patched and is badly shaded.



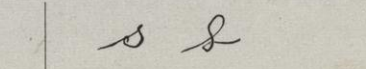
Wrong. **Right.**

1st *q* is left open at the top. 2nd *q* contains a loop in the top.



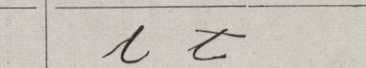
Wrong. **Right.**

1st *r* contains a loop. 2nd *r* is too flat.



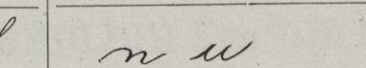
Wrong. **Right.**

1st *s* is too short. 2nd *s* contains a loop, top and bottom.



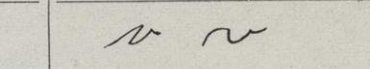
Wrong. **Right.**

1st *t*, not crossed, is too round at the bottom, with bad connecting line. 2nd *t* slopes too much.



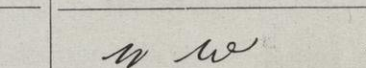
Wrong. **Right.**

1st *u* resembles an *n*. 2nd *u* is irregular in height.



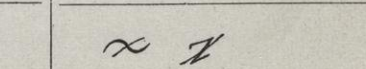
Wrong. **Right.**

1st *v* is too angular at the top and bottom. 2nd *v* spreads too much.



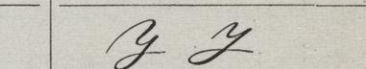
Wrong. **Right.**

1st *w* is too angular. 2nd *w* is irregular in height.



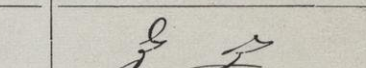
Wrong. **Right.**

1st *x* is spread too much. 2nd *x* is too angular.



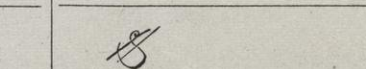
Wrong. **Right.**

1st *y* is too high in the first part. 2nd *y* slopes too much.



Wrong. **Right.**

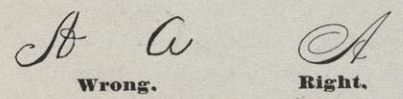
1st *z* has a loop at the top. 2nd *z* slopes too much.



Wrong. **Right.**

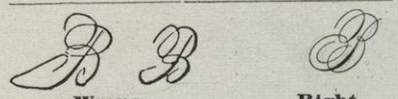
The dollar mark should have parallel lines being crossed by a character similar to the letter *S*.

CAPITALS CONTRASTED, SHOWING PROBABLE FAULTS. RIGHT AND WRONG.



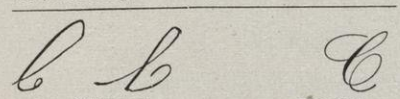
Wrong. **Right.**

1st *A* is too broad at the top. 2nd too much resembles the small *a*.



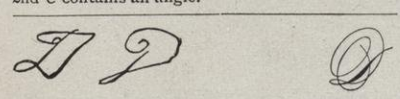
Wrong. **Right.**

1st *B* has a bad capital stem. 2nd *B*, like the first, is too large at the top.



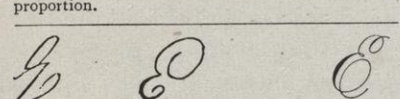
Wrong. **Right.**

1st *C* has the loop too large, with base too small. 2nd *C* contains an angle.



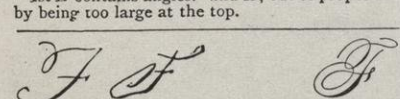
Wrong. **Right.**

1st *D* contains several angles. 2nd *D* is out of proportion.



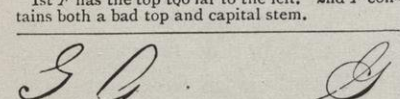
Wrong. **Right.**

1st *E* contains angles. 2nd *E*, out of proportion by being too large at the top.



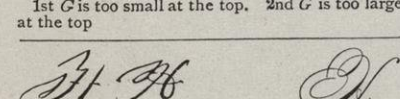
Wrong. **Right.**

1st *F* has the top too far to the left. 2nd *F* contains both a bad top and capital stem.



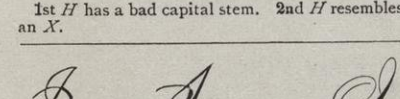
Wrong. **Right.**

1st *G* is too small at the top. 2nd *G* is too large at the top



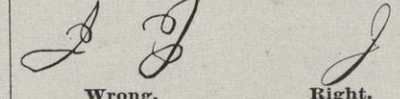
Wrong. **Right.**

1st *H* has a bad capital stem. 2nd *H* resembles an *X*.



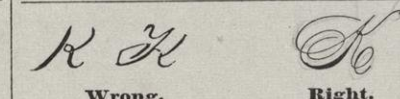
Wrong. **Right.**

1st *I* is too broad, and has the loop too large. 2nd *I* has a bad capital stem.



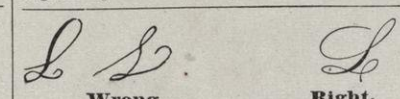
Wrong. **Right.**

1st *J* is crooked. 2nd *J* is too broad at the top, and contains a bad loop at the bottom.



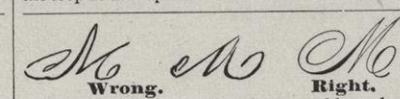
Wrong. **Right.**

1st *K* has a bad capital stem. 2nd *K* has an angular capital stem, and spreads too much.



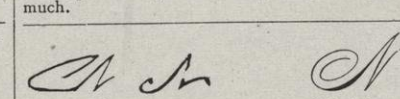
Wrong. **Right.**

1st *L* loop too large in upper part. 2nd *L* has the loop in the top too small.



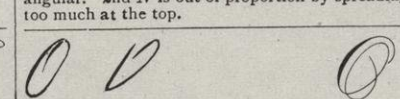
Wrong. **Right.**

1st *M* spreads too much at the top and has a bad capital stem. 2nd *M* is too close at the top, has a bad capital stem, the last *O* part spreading too much.



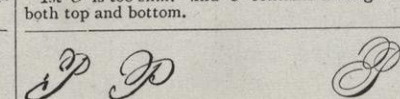
Wrong. **Right.**

1st *N* has a bad capital stem, being too long and angular. 2nd *N* is out of proportion by spreading too much at the top.



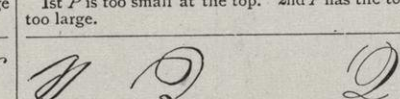
Wrong. **Right.**

1st *O* is too slim. 2nd *O* contains an angle at both top and bottom.



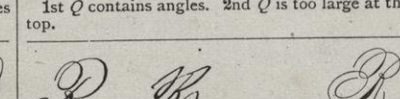
Wrong. **Right.**

1st *P* is too small at the top. 2nd *P* has the top too large.



Wrong. **Right.**

1st *Q* contains angles. 2nd *Q* is too large at the top.

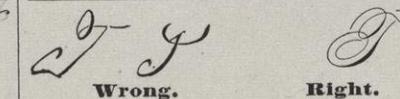


Wrong. **Right.**

1st *R* is too large at the top. 2nd *R* contains angles.

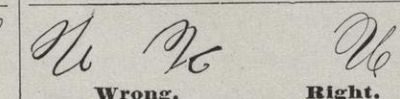
Wrong. **Right.**

1st *S* has the loop too small at the top. 2nd *S* has the loop too large at the top.



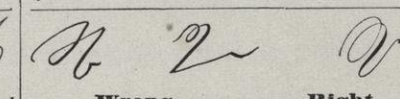
Wrong. **Right.**

1st *T* has a bad capital stem. 2nd *T* has a bad top.



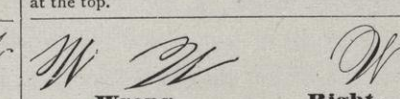
Wrong. **Right.**

1st *U* contains angles in the upper part. 2nd *U* spreads too much at the top.



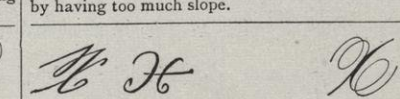
Wrong. **Right.**

1st *V* contains angles. 2nd *V* spreads too much at the top.



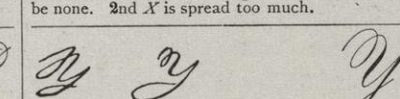
Wrong. **Right.**

1st *W* contains angles in the upper portion of the first of the letter. 2nd *W* is out of proportion by having too much slope.



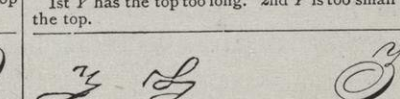
Wrong. **Right.**

1st *X* contains several angles where there should be none. 2nd *X* is spread too much.



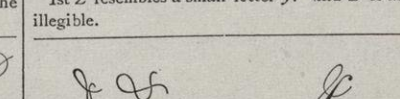
Wrong. **Right.**

1st *Y* has the top too long. 2nd *Y* is too small at the top.



Wrong. **Right.**

1st *Z* resembles a small letter *y*. 2nd *Z* is also illegible.



Wrong. **Right.**

1st character & is too slim. 2nd character spreads too much. Both slope badly.

DESCRIPTION OF THE PLATES.

EVERY Copy on Plates Nos. 1, 2, 3 and 4 should be written with care by all students desirous of improving their penmanship. Ladies can, if they wish, terminate with the finer hand, while gentlemen will end with the bolder penmanship.

Plate I.

Copy 1 is a free, off-hand exercise, calculated to give freedom and ease in writing. Observe to make an angle, top and bottom. A sufficient amount of practice on this copy, with pen or pencil, will break up all stiffness in the writing.

Copy 2 is the contraction of copy No. 1 into the letter *m*, giving a free, open, bold, business hand.

Copy 3 is composed of words of greater length, which should be written, if possible, by the student, from the beginning to the end of the word, without removing the pen from the paper until the word is finished. The words are composed principally of the letter *m*, which should be written with much care.

Copies 4 and 5 are the small letters of the alphabet. Carefully observe the shades, and the uniformity in slope of letters.

Copy 6 exhibits the figures, which are twice the height of small letters. The **7** and **8**, in script, extend one-half their length below the line.

Copies 7 and 8 are the capital letters of the alphabet, which are of the same height as the small letter *l*. There is usually but one shade in a letter. Observe the directions, given elsewhere, for the making of capitals, and guard against the probable faults, as there expressed. Study also, carefully, the principles of curves, proportion and shades, as applied in the making of capital letters.

The remainder of copies on Plates 1 and 2 should be written with the greatest care, "Perseverance" being the motto. Do not leave these copies until they are thoroughly mastered.

Plate III.

This plate is composed of copies similar to the others, the same principles being applicable in the making of the letters. As will be seen, this is a much more delicate hand, and is especially adapted to fine epistolary writing.

Plate IV.

Plate IV illustrates the form of writing a letter of introduction, and may be copied by the student as a specimen business letter.

Plate V.

This plate exhibits the off-hand capitals, which should be made purely with the arm movement, the hand resting lightly on the two lower fingers. Practice, at first, in making them with a lead-pencil on waste paper, will be found quite beneficial.

Plate VI.

The copies of Round Hand on this plate should be written with especial care, being the style suitable for headings, etc. Observe in the small letters that each is round, and every down mark shaded. The alphabet of German Text on this page will be found useful for ornamental work.

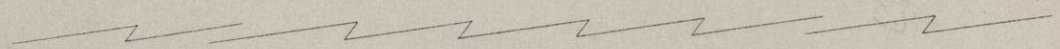
Plate VII.

Plate VII exhibits a variety of pen work, containing both fine and bold penmanship, and will be found a superior copy in which the student can display a knowledge of penmanship and flourishing.

Plate VIII.

Plate VIII is an original off-hand specimen of flourishing, the curves, proportion and shades in which should be carefully observed. (*See view of holding pen in flourishing*, page 27.)

PLATE I.

1. 

2. m mum men ment

3. mammon mammoth m n

4. a b c d e f g h i j k l m n o p

5. q r s t u v w x y z. & &c &c.

6. 1 2 3 4 5 6 7 8 9 0. 1st 2nd 3rd 4th 1873.

7. A B C D E F G H K L M N

8. O P Q R S T U V W X Y Z.

9. Albany. Boston. Chicago. Detroit.

10. Edinburgh. Florence. Gettysburg.

H. Gerlach lith. St. Louis. Edw. Mendel, Chicago.

11. Hartford. Indianapolis. Jackson.

12. K. London. Montreal. New York. O.

13. Pittsburg. Quincy. Rutland. S.

14. T U V W X Y Z. & &c. &co.

15. A man's manners shape his fortune.

16. Samples of my Business Writing.

17 My success this day, due to good Writing.

18. A beautiful Hand Writing is of itself an Ornament, and does Honor to the Executer. It is of that Value which cannot be bought or sold, but is obtained only by talents and application.

H. Gerlach lith. St. Louis.

Edw Mendel Chicago.

Blackboard Flourishing.

The plates, representing flourishing in white lines on dark groundwork, though designed to represent off-hand work upon the blackboard, will be found equally useful for practice with the pen. The figure of the Swan from Packard and Williams' "Gems of Penmanship" is a beautiful piece of flourishing, which finely illustrates how true to nature an object may be made with but very few strokes of the pen. As will be seen, the figures on these plates are composed wholly of curved lines.

TEACHING PENMANSHIP.

DURING the past twenty years great improvement has been wrought in the penmanship of our youth, by the general introduction of writing books into our common schools, containing engraved copy lines; and yet statistics show that vast numbers of people in every State in the Union are unable to write; and some of these are to be found in nearly every locality. A majority of these persons have passed their school days, but the necessity is none the less urgent with them for improvement in penmanship; and they would gladly avail themselves of the opportunity for receiving instruction, if a competent teacher were to open a Writing School in their vicinity.

There exists a general demand for good instructors in Writing throughout the country, and teachers who will properly prepare themselves for the profession, can have excellent remuneration for their services. It is true that many persons attempt to teach writing as a profession, who, through bad management and want of moral principle, deservedly fail; but the earnest, faithful, competent teacher is wanted, and will be well rewarded for his labor.

The "12 Lesson" System.

There are but twenty-six letters in the alphabet to write; fifty-two in all, capital and small letters. The principles from which these letters are formed are, in reality, very few; and to obtain a mastery of these principles is the object of giving instruction. Therefore, to acquire a knowledge of *how* to write, a large number of lessons is not absolutely necessary. The course of instruction may be so arranged as to very completely include all the principles pertaining to penmanship in twelve lessons; and the class may have such practice, each lesson being two hours in length, as will, with many pupils, completely change their penmanship in that time. It is not pretended that any one can *perfect* their writing in twelve lessons. Real ease and grace in penmanship is the result of months and years of practice; but a knowledge of *how* to practice, to impart which is the mission of the teacher, may be learned in a short time. In fact, most people are surprised to see how much may be accomplished in few lessons when the class is properly instructed.

Should, however, the teacher wish to give a more extended term of instruction, it is only necessary to drill longer upon each principle, with elaborate blackboard illustration to correspond. If the time and means of the student prevent the taking of the longer course, the shorter term may be made proportionately beneficial. Should the Twelve-lesson term be adopted by the traveling teacher, the following suggestions may be of service in the organization and management of a Writing class.

Having acquired proficiency in penmanship, and having good specimens of writing to exhibit, let the young teacher, desirous of establishing a Writing school, visit any locality where live a civilized people. While it is true that the more ignorant most greatly need the advantage of such instruction, it is nevertheless a fact that the more intelligent and educated the people of a community, the better will be the teacher's patronage.

How to Organize the Class.

Secure, if possible, a school-room provided with desks and a blackboard. It is no more than justice to present the directors and the teacher of the school, upon whom the responsibility of management of the school building rests, each with a scholarship in the writing class. Having obtained a school-room, the next thing to be done to secure success, is to thoroughly advertise the nature and character of the school, and the time of commencement. The teacher may do this in the following ways:

First, By having editorial mention made in all newspapers published in the vicinity.

Second, By posters, announcing the school, liberally distributed about the town.

Third, By circulars, giving full description of the school, sent to each house.

Fourth, By visiting each school-room, supposing the day schools to be in session, in the vicinity, and, having obtained permission to do so, addressing the pupils of the school, accompanied by blackboard illustrations, showing method of teaching, announcing terms, time of commencing school, etc., and

Fifth, By personally calling at every public business place, and as many private houses as possible, in the neighborhood, exhibiting specimens and executing samples of writing when practicable.

A lady or gentleman well qualified as a teacher, pursuing this plan will seldom fail of obtaining a large class. Having secured an established reputation as a good teacher, personal canvass afterwards is not so necessary. Personal acquaintance with the patrons of the school, however, is always one of the surest elements of success with any teacher.

If the school is held in a rural district, newspaper and printed advertising can be dispensed with. In the village or city it is indispensable.

It is unwise to circulate a subscription paper, the establishment of the school being made contingent upon the number of subscribers to the class. A better way is to announce the school *positively* to commence at a certain time and *certainly* to continue through the course, which announcement inspires confidence and secures a much larger class.

Ask no one to sign a subscription paper, or to pay tuition in advance. The fact of doing so argues that the teacher lacks confidence in the people, who, in turn, suspect the stranger that seeks advanced pay, and thus withhold their patronage. The better way is to announce that no subscription is required to any paper, and no tuition is expected in advance; that all are invited to attend the school, and payment of tuition may be made when students are satisfied of the worth of the school. The fairness of these terms will secure a larger attendance than could otherwise be obtained, and will induce the teacher to put forth the very best efforts to please the patrons of the school.

Commencing about the middle of the term to make collection, by good management on the part of the teacher, if the school has been really meritorious, all the tuition will be paid by the time the last lesson is reached.

How to Maintain Interest.

To secure the best attendance, and the most interest on the part of pupils, the school should be in session every evening or every day, Sundays excepted, until the close of the term. It is a mistaken idea that students do best receiving but one or two lessons per week. During the intervening time between lessons pupils lose their interest, and the probability is that the class will grow smaller from the beginning to the close, if the mind of the student is allowed to become pre-occupied, as it will be, with other matters that occur between lessons so far apart. On the contrary, a writing class that meets every day or evening, under the management of an enthusiastic, skillful master, will grow from the beginning in size and interest, and the student, like the daily attendant at the public school, will exhibit a good improvement, resulting from undivided

PLATE III.

1. a b c d e f g h i j k l m n o p q r s t

2. u v w x y z. 1 2 3 4 5 6 7 8 9 0. &c. &c. &co. &co.

3. A B C D E F G H I J K L M N

4. O P Q R S T U V W X Y Z. &c.

5. Sunday Monday Tuesday Wednesday Thursday

6. Friday Saturday Jan. Feb. March Apr. May

7. June July Aug. Sept. Oct. Nov. Dec. 1st 2nd 3rd

8. A fine penmanship suitable for Epistolary Writing.

9. Copies of Runninghand penmanship for Ladies.

10. Samples of penmanship adapted to Rapid Writing.

H. Gerlach lith. St. Louis. Edw. Mendel. Chicago.

PLATE IV.

Letter of Introduction.

New York, June 1st 1873.

Messrs. Moses Warren & Co.
Chicago, Ill.

Dear Sirs:

This will introduce to your honorable house, Mr. Winfield Success, of this city, who visits Chicago for the purpose of procuring a situation, as canvassing agent, for Hill's Manual.

From a knowledge of his honesty, industry, and steadiness of purpose, I think him such a person as you will be pleased to employ, if you need more canvassers. I therefore take great pleasure in recommending him to your favorable acquaintance.

Yours Very Respectfully,
Daniel Cunningham.

H. Gerlach lith. St. Louis. Edw. Mendel, Chicago.

attention to the study, from the time of commencement to the close.

Each pupil in the class should be provided with pen, ink, and a writing book. Practicing in the evening, each should be provided with a lamp, covered with a shade, throwing as strong light as possible on the writing.

For the writing book, use five sheets of best foolscap paper. Cut in two, midway from top to bottom of the sheet; put one half inside the other; cover with strong paper, and sew the whole together, the cover extending one inch above the writing paper.

How to Arrange Copies.

Slips are best for copies, as they slide down the paper and can be kept directly above the writing of the pupil while practicing. Twenty-four copies will be generally sufficient to occupy the time of most pupils during the term, and should be arranged to embrace all the principles and exercises it is necessary for the student to understand in writing plain penmanship.

The copies may be written or printed. Written, if well executed; printed, if the teacher can obtain them, suitably arranged for the twelve-lesson term, as they are thus more perfect than written copies are likely to be, and save the teacher the drudgery of writing copies. If printed, the copy should be a fine, elegant lithographic *fac simile* of perfect penmanship; —perfect, because it takes the pupil no longer to learn to make a correct than an incorrect letter. Numbered in the order of their succession, from one to twenty-four, these slips should be wrapped together in a package, which should be pasted on the inside, at the top of the cover, whence they can be drawn as required by the student. When the copy is finished, the slip should be placed at the bottom of the package.

The wrapper, holding the copies, should be sufficiently firm and tight to prevent the copies falling from their places when the book is handled. If the copies are kept by the pupil free from wrinkles and blots, an advantage of this arrangement is, that when the book is written through the copies are yet carefully preserved in their place, when new writing paper may be added to the book and the copies used again by the same pupil or by others.

Another plan is, for the teacher to keep the copies and distribute the same at the commencement of the lesson among the members of the class, and collect them at the close. When the teacher is short of copies, this plan may be pursued, though the other is the most systematic, and is attended with the least labor.

The most advanced and rapid penmen of the class, who write out their copies before the close of the term, may be furnished with copies of various commercial forms, for practice, in the last of the term.

Should a *second term* of lessons be given, those students who attend it should review the copies of the first term for about six lessons, after which they may be drilled in the writing of commercial forms, business letters, compositions, etc., according to the capacity and advancement of the pupil.

The copy should always be ready before the class assembles. The teacher should never be compelled to write a copy while the school is in session, especially if the class be large.

Commencement of the School.

The teacher having arranged to give a course of lessons in writing, should open the school at the hour appointed, even if there be no more than one pupil in attendance at the time of commencement, and should *conduct the term through*, unless insurmountable obstacles prevent. If the school possesses real merit the class will steadily increase in size, until a hundred pupils may be in attendance, even though but a half dozen were in the class at the opening lesson.

PROGRAMME OF EXERCISES FOR EACH LESSON.

First Lesson.

CALLING audience to order. Brief statement of what it is proposed to accomplish during the course of instruction. Assembling of the members of the class in front of the teacher, when each pupil, able to do so, should write a sample of penmanship, worded as follows: "*This is a sample of my penmanship before taking lessons in writing*," each signing name to the same.

Pupils should be urged to present the best specimen it is possible for them to write, in order that the improvement made may be clearly shown when the student writes a similar exercise at the close of the term.

Specimens written, assume position for sitting and holding pen, full explanation being given by the teacher concerning correct and incorrect positions. Commence writing on the second page, the first page being left blank on which to write the name of the owner of the book. Let the first be a copy composed of quite a number of extended letters, containing such words as, "*My first effort at writing in this book.*" Writing these words in the first of the term enables the pupils to turn back from the after pages and contrast their writing with their first efforts in the book, on an ordinarily difficult copy, thus plainly showing their improvement as they could not perceive it by commencing with the simplest exercise. Students are encouraged to much greater exertion when they can plainly see their improvement. Having covered the first page with their ordinary penmanship, let the class commence with Copy No. 2, shown on page 41, in the set of writing-school copies, while the teacher fully explains, from the blackboard, the object of the copy. Give half an hour's practice on position and freedom of movement, making frequent use of the blackboard in illustrating the principles for making letters. The blackboard is, in fact, indispensable to the teacher of penmanship.

Intermission of fifteen minutes. Criticism of position, explanation on blackboard of letter *m*, and practice on the letter by the class. Remarks by the teacher on the importance of a good handwriting, with brief outline of what the next lesson is to be.

Second Lesson.

Drill on position; criticism. Use a separate slip of paper for ten minutes' practice on freedom of movement for hand and arm. See that every pupil has the requisite materials. Explanation again of letter *m* as made in words mum, man, mim, etc. Thorough drill, and examination by teacher of each pupil's writing. *Intermission.* Writing of short words, with special reference to perfecting the letter *m*. Blackboard explanation of slope of letters, with illustrations showing importance of uniformity of slope, etc. Hints in reference to neatness, order, and punctuality, and encouragement, if the improvement of the class warrants the same. Love of approbation is one of the ruling organs of the mind. Nothing is more gratifying, when the student has done well, than to be appreciated; and the pupil is stimulated to much greater exertion, when receiving judicious praise from the teacher for work well performed. Prompt and early attendance of the class at the next lesson should be urged, and close by giving outline of next lesson. The teacher should gather and keep the books. Students may each care for their pens, ink, and light.

Third Lesson.

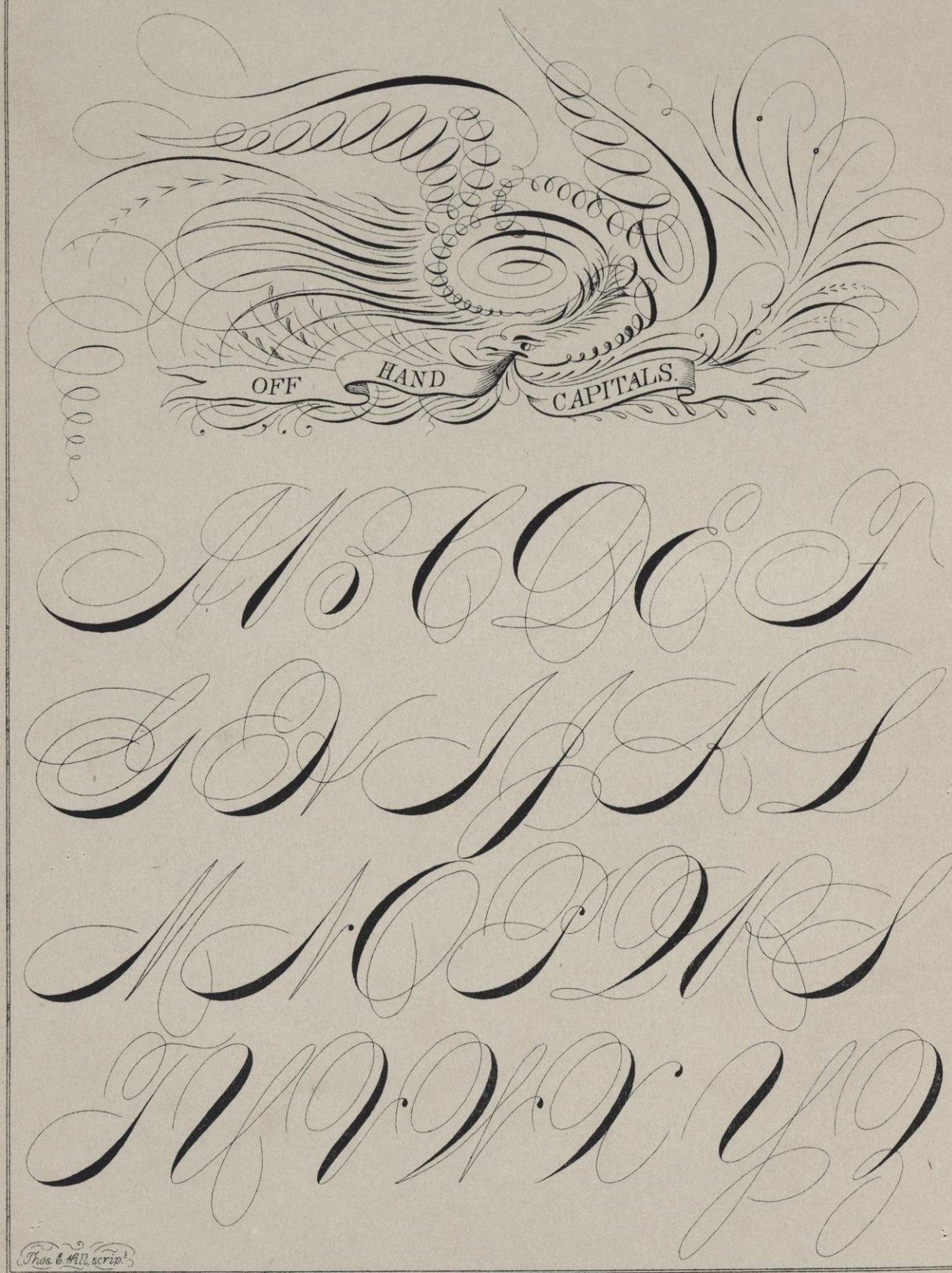
Drill in movement. Explanation of letter *o* on the blackboard, and letters in which it is made, such as *a*, *d*, *g*, *q*, *e*, etc., showing, also, faults liable to be made. Careful examination and criticism of the writing of every student in the class individually. Explanation of *t*, *d*, and *p*, on the board, showing probable faults, with other exercises at the discretion of the teacher. *Intermission.* Explanation of length, size, and form of loop letters, the class being supposed to be practicing similar exercises to those illustrated on the board. Explanation and illustration concerning the writing of all the small letters, representing on the board the principles upon which they are made. During the lesson, two hours in length, the students should always be engaged in writing, except at intermission, and while the attention of the class is engaged with the blackboard illustrations.

Fourth Lesson.

A few minutes' drill on freedom of movement. Explanation of position for sitting and holding the pen, showing faults. Illustrations on the blackboard of the fundamental principles for making capital letters, representing curves, proportion, shades, parallel lines, etc.; students practicing the principles on a loose piece of paper. Careful drill on the capital stem. Caution by the teacher that students do not write too fast. General practice on copies including the capital letters. Individual examination by the teacher of all the writing books. *Intermission.* Blackboard illustration, showing faults in the making of the principles; careful drill on position for sitting, holding pen, and freedom of movement. Representation by teacher of evil effects of cramped penmanship, and weariness resulting from sitting improperly. Earnest effort to induce every pupil to practice as much as possible between lessons, a premium being given to the member of the class who shows greatest improvement at the close of the lessons, and a premium to the best penman.

Fifth Lesson.

Five minutes' drill on off-hand movement, special attention being paid by the class to the position for sitting and holding the pen. Illustration by the teacher, on the blackboard, of capital letters from *A* to *M*, making each capital correctly, beside which should be made the same letter as the pupil is liable to make it, showing probable faults. Examination by the teacher of the writing in each book. *Intermission.* Urgent appeal by the teacher to students to secure the greatest possible excellence in writing, by practice both in and out of the school; showing not only the reputation acquired by receiving the premium in the class, but the lasting advantage resulting



Thos. E. Hill, scrip.

H. Gerlach, lith. St. Louis. Edw. Mendel, Chicago.

Specimens of Round Hand,

For Day Book and Ledger Headings

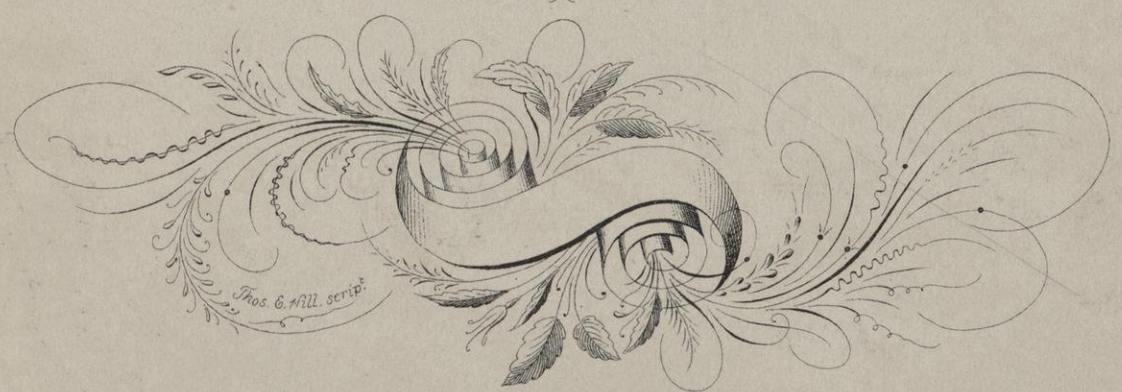
and all Forms where Legibility is Required.

German Text.

A B C D E F G H I J K L M N O P Q

R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z.



H. Gerlach lith. St. Louis.

Edw. Mendel Chicago.

from always being able to put thoughts beautifully and readily on paper. Blackboard illustrations, giving the capitals from *M* to *Z*, together with probable faults. Careful drill by pupils on capitals, accompanied by examination and criticism of each pupil by the teacher pleasantly suggesting a change where faults are visible, and praising all where improvement is plain.

Sixth Lesson.

General drill by the class on small letters and capitals. Review by the teacher of the capital stem on the blackboard and the making of all capitals in which it occurs. Examination by teacher of writing books. General remarks on punctuation, showing the importance of being able to punctuate correctly; followed by making each punctuation mark on the board, its use being explained by sentences written. Each student should give careful attention to all blackboard illustrations. Different sentences should be written, and the various members of the class required to punctuate the same, if possible, correctly. *Intermission.* Continued drill in penmanship. Special explanation of the capital letter *O* on the blackboard, showing faults liable to be made; that the height of the *O*, correctly formed, is twice its width, is made of a perfect curve, with parallel lines, only one down mark shaded. The teacher will then, on the board, make the capitals in which the same is found. Twenty minutes' practice by the class, applying the principle. Rest occasionally by the class, in which the teacher further illustrates exercises in punctuation.

Seventh Lesson.

Drill in penmanship, the teacher yet watching and exposing every fault to be seen in sitting and holding the pen; also any marked fault in penmanship; calling, however, no names of pupils that may be at fault. Blackboard illustration, showing the principle found in the upper part of *Q*, *W*, etc. Capitals made in which it occurs. Careful drill by pupils on this exercise. Criticism of writing in each book by the teacher. General remarks by the teacher on the use of capital letters, followed by illustrations on the board showing where capitals should be used. Steady practice in penmanship by the class, the pupils being cautioned to write with the utmost care, making it a point to write every letter perfectly, no matter how long it may take to execute the same, remembering that practice will bring rapid writing, but care alone, and attention to principles, will bring perfect penmanship. Brief drill by the class in off-hand penmanship, from copies on the board; wrist free from the desk, and forearm resting lightly on the desk. The teacher should remind the pupil of the importance of always holding the paper with the left hand, and having now nearly completed the seventh lesson, what is yet the fault with any member of the class? Students should ask themselves, "What lack I yet in my penmanship?" *Intermission.* Continued practice by the class. The pupils may rest while the teacher writes several sentences upon the board without capitals, the members of the class suggesting where capitals belong, and also being required to punctuate. Several words may be given for the students to practice next day, the student presenting the best specimen of the same, at the next lesson, to receive honorable mention.

Eighth Lesson.

Penmanship drill in the writing book. Blackboard illustration, showing any fault yet discovered by the teacher. General remarks on the importance of good penmanship, pecuniarily and intellectually, calculated to inspire the class with a due appreciation of their work. Students can generally write during the time the teacher is talking, except during blackboard illustration. The teacher will now give general remarks on the writing of business forms, concerning the value and use of promissory notes, bills, receipts, orders, checks, drafts, etc., following by writing a promissory note upon the board, accompanying the same by an explanation of the form in which a note should be written to draw six per cent., ten per cent., no per cent., etc. If sold to another person, how it should be endorsed, etc. After writing one hour, at each lesson, should follow *Intermission.* Continued practice in penmanship in the writing. Write one copy to the page, a plain hand, and never anything but what is found in the copy. It is a great mistake to practice many styles of penmanship. In so doing the ordinary pupil becomes proficient in none. Blackboard illustrations, during this lesson, on writing orders, receipts, bills, etc., requiring students to capitalize and punctuate the same. The teacher should urge, at the close of the lesson, the great importance of practice between lessons during the remainder of the term. To whom shall the premiums be given? That will greatly depend upon the practice out of the school-room.

Ninth Lesson.

Require every student to write one page in the writing book with the greatest care. The teacher should examine every book. What faults yet remain? Illustrate them on the board. More practice in the writing books. General remarks by the teacher on superscriptions, followed by illustrations on the blackboard. Illustrate why and where to place name on the envelope, together with name of town, county, state; where to place postage stamp, how to write straight. Illustrate and explain all the various titles used in addressing Kings, Queens, Presidents, Members of Congress, Governors, Judges, Lawyers, Physicians, Clergymen, Professors, etc., etc. *Intermission.* On a separate slip of paper the students may then each write the superscription they would use were they to address any official, military, or professional man. Continued practice in the writing book, the lesson closing by the teacher requesting each pupil to bring five sheets of note paper and five envelopes for practice in letter writing at the next lesson.

Tenth Lesson.

Twenty minutes' practice in writing books until all the members of the class have assembled. General remarks by the teacher on the subject of letter writing and commercial correspondence, explaining the various kinds of letters for different purposes, size of paper and envelopes required for each, and all the essentials necessary to writing any kind of a letter well. The teacher will then write a brief friendship letter upon the board, explaining where and how to write the dating, the complimentary address, body of the letter, complimentary closing, signature, division of subjects into paragraphs, etc. The stu-

dents should criticise the letter with reference to punctuation and capital letters, and when the subject is thoroughly understood by the class, let each pupil copy the letter from the board; the teacher in the meantime passing to the desk of each pupil, criticising and making suggestions to pupils that may require assistance. See that all copy the letter. This exercise is invaluable, and every student should be required, if possible, to master it. This lesson, well conducted by the teacher, will give each member of the class information that is worth vastly more than the cost of his tuition for the entire term. *Intermission.* Each member of the class should copy the letter once more. With all the corrections and suggestions that have now been made, many of the class will write the exercise very well. The letter finished, write superscription on envelope, the pupils writing such address as they may choose. At the close of the lesson, the students may take with them their envelopes and letter paper, for practice on the morrow, and the pupil that will present the most correctly and beautifully written letter, at the eleventh lesson, shall be awarded a premium of such character as the teacher may select. This will induce a great deal of practice in the next twenty-four hours in letter writing, and will be very beneficial to the class.

Eleventh Lesson.

General review in penmanship, with practice in writing book for half an hour, followed by writing of last specimens, as follows:

"*This is a specimen of my penmanship after taking lessons in writing,*" each scholar signing name to specimen. Each pupil should write two samples at the commencement of the course of lessons, and two at the close, one of the first to be put with one of the last for the student to keep, showing the advancement made in a course of lessons. The other first and last will be preserved by the teacher, as a memento of the pupil, and also to show, in other localities, the amount of improvement made by students in this and preceding classes. During this lesson the teacher will give general remarks on letters of introduction, and notes of invitation and acceptance, with illustrations on the blackboard, explaining the circumstances under which they are used. Before the recess, the teacher should appoint three ladies and three gentlemen of the class to assemble at intermission, and select three disinterested persons to examine specimens of the class, to determine who shall receive premiums at the last lesson. *Intermission.* Every pupil should write a last specimen. Most students will be surprised to see their advancement in penmanship in the past ten lessons, though no one can actually *see all* the improvement that has been made, as much of the time of the class has been occupied in explanation, thus placing a knowledge of correct writing in the *head.* In after months of practice it will come out at the *fingers.* The remaining blackboard illustrations of the lesson may relate to card writing; the teacher explaining the nature of business cards, wedding cards, visiting cards, and address cards; showing how they should be written, when used, etc. At the close of the lesson, an invitation should be extended to all the people of the neighborhood to be present at the closing exercises of the last lesson to witness the award of premiums, see the improvement of the class, etc.

Twelfth Lesson.

Students in their seats, and continued practice in the writing books. The teacher has had all the specimens of the class, first and last of each pupil, examined by a committee chosen for that purpose, along with writing books when thought necessary, each pupil's name on the specimen being covered by a small piece of paper pasted across the same. The knowledge of who takes the premiums, however, should be entirely kept from the class until the last minute, when the same is announced, amid a breathless silence, by the teacher. All the members of the class having assembled, the teacher will review the position for sitting, holding pen, kinds of materials to use, how to preserve materials, etc. He should dwell on the importance of frequent composition and letter writing, showing that the writing term, composed as it is of but twelve lessons, cannot be expected to make the student a finished penman in that course of time. That the object of the lessons has been to teach the members of the class *how* to learn; that it now simply remains for the pupils to build on their knowledge of the principles. Upon the blackboard, the teacher will then review the fundamental principles over which the class has passed, showing how the principles of curves, proportion, shades, and parallel lines will give elegance and grace to the letter. A few perfect and imperfect letters should again be contrasted together for the benefit of the class, and the entertainment of the audience present, the blackboard illustrations comprising the making of birds, eagles, swans, pens, etc., showing the application of the principles in all forms, as well as letters; thus impressing upon the class the necessity of careful attention to nature's rules, in the execution of beautiful penmanship. The teacher should be provided with a small writing desk, containing every article necessary for writing. This he should open before the class, and follow by showing the use for every article contained therein, the concluding remarks on penmanship being that students should provide themselves with every material necessary for composition and letter writing, thus making their practice in the future agreeable, and hence their continued improvement certain. Adverting now to the promise made in the early part of the term, that those students should be rewarded with honorable mention and premiums who had exhibited greatest improvement and excellence the teacher will explain the course pursued in the examination of writing by the committee, and after showing that perfect impartiality has been observed, he will announce the name of the person presenting the best letter, and present premium; following with the name of the pupil having made greatest improvement, concluding with the announcement of the student that is regarded the best penman in the class, accompanying the remarks by presentation of prizes. The exercises of the lesson should close with appropriate farewell remarks.

"Full many a Gem, of purest ray serene,
The dark unfathomed caves of Ocean bear,
Full many a flower is born to blush unseen
And waste its sweetness on the desert air."

"God pity them both! and pity us all,
Who vainly the Dreams of Youth recall.
For of all sad words of tongue or pen,
The saddest are these: It might have been."

Copyright secured.

Written and Flourished by Thos. E. Hill.

H. Gerlach. lith. St. Louis.

Edw. Mendel, Chicago.

PLATE VIII

Copyright secured.

H. Gerlach lith. St. Louis.

Edw. Mendel Chicago.

SUGGESTIONS TO TEACHERS.

A WRITING School conducted thus, according to the foregoing arrangement of lessons, the principles of penmanship being explicitly illustrated on the blackboard and taught by a thoroughly competent teacher, will be of great and lasting service to the community in which it is held, and will afford every member of the class a season of highly profitable enjoyment. Of course the success of the school mainly depends upon the teacher. The instructor is, in fact, the life and soul of the class. If he possess love of order, tact, versatility, knowledge of human nature, self-possession, with ability to illustrate, explain and entertain his class with story and anecdote pertaining to writing, he will find his classes large and the profession of teaching writing as profitable to himself and as beneficial to the public as any upon which he can enter.

Should teaching writing be chosen as a profession for a series of years, it is well for the teacher to select a dozen or twenty villages in which to teach, and give instruction in each of these localities, once or twice a twelvemonth for years in succession rather than teach over a very wide range of country. The teacher's reputation thus becomes established, the profession is dignified and ennobled; people knowing the worth of the school are free to patronize, and thus the avocation is made much more pleasant and profitable to the teacher.

The outline of instruction given for the foregoing series of lessons is but a brief epitome of what each lesson ought to be. The enumeration of subjects may guide the young teacher somewhat, but the whole should be greatly elaborated, and will be, by the ingenious teacher, as circumstances demand.

The usual charge for a course of instruction of 12 lessons is from $2 to $5 per pupil.

Teachers should furnish paper for students, and care for the books when not in use by the pupils. Students may take charge of the other materials required.

The strictest order should be maintained. No whispering ought to be allowed. Such stillness should reign in the school that every scratching pen may be distinctly heard.

To secure order the teacher will notice when the first evidence of restlessness begins to manifest itself in the class; certain students becoming tired of writing. If this uneasiness is allowed to continue twenty minutes, the school will be oftentimes a scene of confusion, but upon the first appearance of weariness, the attention of the class should be directed for a short time to the blackboard, or the time may be occupied for a little while by some story, humorous or otherwise, having a bearing upon writing; listening to which the students become rested, and proceed with their practice afterwards with pleasure.

Having invited the leading citizens of the town to visit the school, call upon them frequently for remarks to the class on the subject of writing. From the business and professional men who may thus address the class, the teacher and pupils may oftentimes gain many valuable ideas, the class will be encouraged, and better discipline will be secured. The great secret of preserving good order in school is to keep the mind of the students constantly employed with the work in hand.

The subjects pertaining to writing are abundant, and it becomes the teacher to study and present them to the class in familiar lectures as occasion demands. Many of the succeeding chapters of this book afford subject matter, from which the teacher of penmanship can obtain topics to discuss, that will entertain and instruct the class, while the instructor should, at the same time, be on the alert for practical subjects to illustrate his work, from whatever source they may be obtained. For example, how character can be told from penmanship; what faculties of mind are employed in the

execution of writing; why some pupils are naturally handsome penmen and others not; why Edward Everett should write elegantly and Horace Greeley with a scrawl; why gentlemen naturally write a large hand, and ladies fine, etc.

The effect of temperament on penmanship, and the result of using stimulants, should be thoroughly considered, and presented to the class. Students should be urged to avoid the use of tobacco as a noxious habit that lays the foundation for intemperance, and the use of strong drink as the destroyer of the soul; both tobacco and stimulants being also destructive to that steadiness of nerve essential to the execution of beautiful penmanship.

Many a boy may be deterred from an evil habit by the good example and advice of the teacher, admonishing him that superiority in penmanship and great excellence in life will come from being strictly temperate.

CONCLUDING SUGGESTIONS ON PENMANSHIP TO LEARNERS.

THIS book, as is designed, will fall into the hands of many who will never have an opportunity of receiving instruction from a professional teacher.

To practice penmanship to advantage, unaided by the teacher, students should provide themselves with necessary materials, as detailed elsewhere.

For the purpose of making steady progress in the acquisition of an elegant, plain penmanship, the student will be assisted by copying choice gems of poetry or prose, first writing each exercise on a separate slip of paper and afterwards transcribing the same in a book kept for the purpose. In the writing of original compositions and letters, each exercise should be copied as long as the student is desirous of improving in penmanship; the copy being always a great improvement upon the original, not only in penmanship, but in spelling, grammar, use of capital letters, and composition.

Writers should not rest satisfied until they have absolutely mastered a plain, rapid, and elegant penmanship. The art, being almost purely mechanical, is more easily acquired by some than others; but every person from eight years of age upwards, until the body becomes tremulous with age, having ordinary command of the hand, who will persevere in the attempt, can write a legible, easy penmanship.

Among the benefits arising from a good handwriting, some are shown in the following

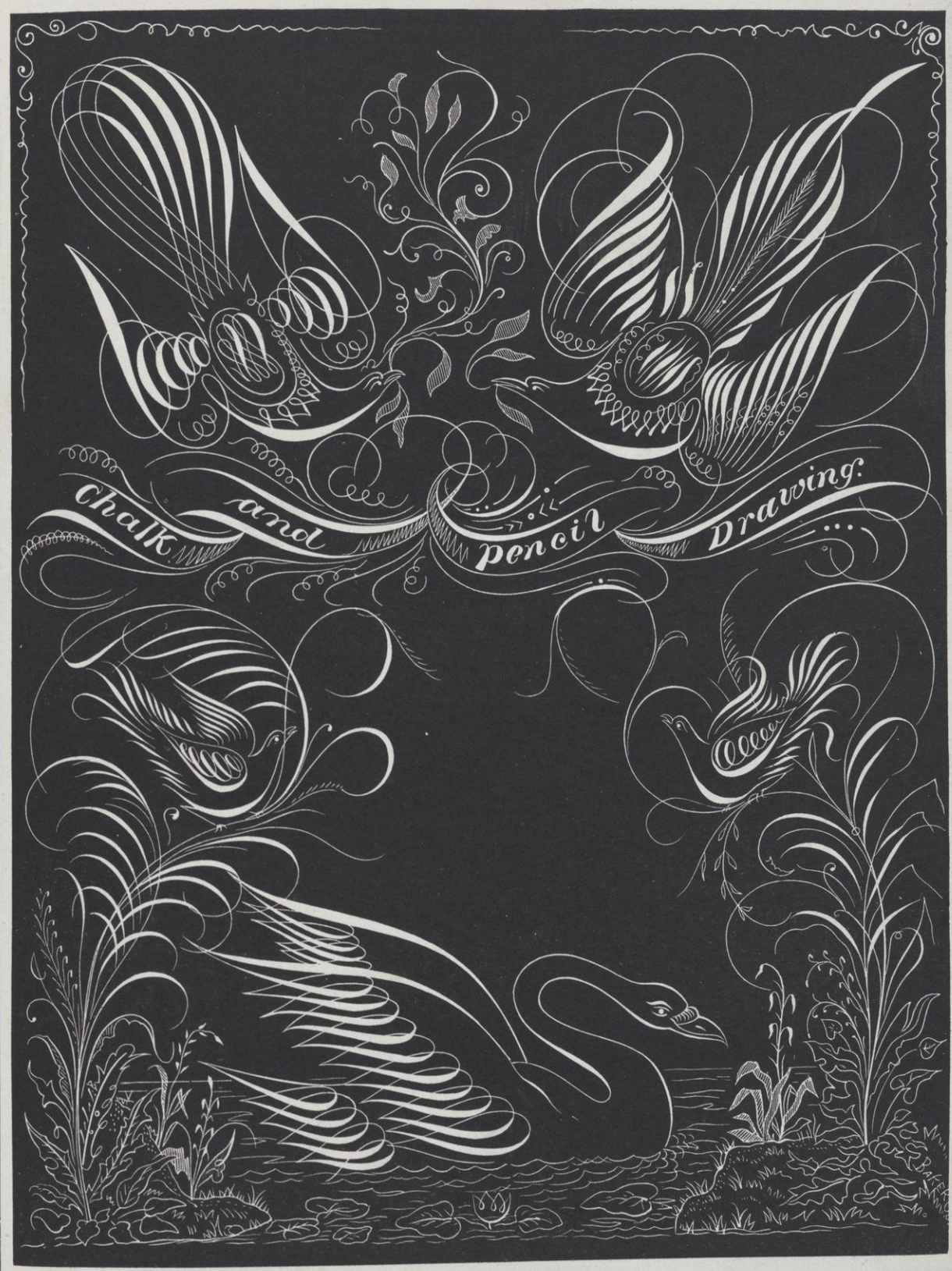
Reasons why we should write well.

Because, 1st. Good penmanship of itself adds greatly to our *happiness*. The consciousness to the lady or gentleman of being able to write a letter that shall win the admiration and praise of the friend to whom it is written is a source of unspeakable pleasure to the writer, and to possess this ability throughout our lifetime is to be proficient in an accomplishment which adds to our happiness, as does excellence in oratory, painting or music. Good writing is a fine art, and is to the eye what good language is to the ear.

2nd. Good writing is of great benefit to us *pecuniarily*. The person who may apply for a situation as teacher, clerk, or any position where intellectual ability is required, finds a beautifully written letter the best recommendation that can be sent when applying for that position. Hundreds of instances are on record, many doubtless within the knowledge of the reader, where lucrative situations have been obtained through good penmanship, that could never have been secured had the applicant not had a good handwriting.

And, 3rd. A mastery of the art of writing is of great service to us *intellectually*. Persons who can write well, taking pleasure in the practice, will write more than they otherwise would. Every time they write a word

Blackboard Flourishing
Thos. E. Hill. Scrip.


Chalk and pencil Drawing.

they spell it, and thus improve in spelling. Every time a sentence is written an application is made of grammar; and thus knowledge is obtained of how to speak correctly. The subject they write about they become familiar with; and thus, in the act of writing, they are intellectually improved. The most intelligent and influential in any community are those who can express thought most easily and correctly on paper.

COPIES FOR WRITING SCHOOL.

STANDARD copies for the twelve lessons may consist of the following script lines, though it is important that they be as perfectly prepared as the copies shown on Plates I, II, III and IV.

The extra practice, beyond the two copies assigned at each lesson, may be on a separate slip of paper, and should comprise the writing of the elements of letters, commercial forms, off hand capitals, letter writing, etc.

Students may join the class, at any time, up to the last half of the term. Whatever may be the time of commencement, however, each pupil should begin with the first copies, and write as many of them as time will permit. The occasional review of the principles, by the teacher, will enable the students that join last to understand them; though it is desirable, for the sake of practice, that each pupil commence, if possible, with the first lesson.

As will be seen by examination, the style of penmanship, for ladies and gentlemen, is equally large up to the 17th copy. Beyond that, the size for ladies is decidedly finer. Though important that ladies should be able to write a bold penmanship for business and other writing, the lady involuntarily chooses a more delicate handwriting, by which she thus expresses her natural delicacy and refinement of character.

First Lesson.

1. My first effort at writing in this book.

2.

Second Lesson.

3. n n m m u u m n n m m u u n

4. mum min mam mem mind ment

Third Lesson.

5. o a d g q e d t p b f l o a d g q e

6. a b c d e f g h i j k l m n

Fourth Lesson.

7. o p q r s t u v w x y z. & &c. &c.

8. A B C D E F G H I J K L M

Fifth Lesson.

9. N O P Q R S T U V W X Y Z.

10. America. Bavaria. Canada. Denmark.

Sixth Lesson.

11. England. France. Germany. Holland.

12. India. Japan. Kentucky. Lapland.

Seventh Lesson.

13. Mexico. Norway. Oregon. Pennsylvania.

14. Quito. Russia. Switzerland. Turkey.

Eighth Lesson.

15. Uruguay. Vermont Wyoming X. Y. Z.

16. A sample of my business penmanship.

Ninth Lesson.

17. By commendable deportment we gain esteem.

18. Commendations generally animate men.

Tenth Lesson.

19. Improvement should be the object of all.

20. Honor and shame from no condition rise.

Eleventh Lesson.

21. Learning is the ornament of youth.

22. Prosperity gains friends; adversity tries them.

Twelfth Lesson.

23. Running hand penmanship for business.

24. Samples of my off-hand, business writing

LADIES EPISTOLARY.

Ninth Lesson.

17. Emulation in acquiring knowledge is commendable. For value received.

18. In time of prosperity prepare for adversity. Sunshine and Storm.

Tenth Lesson.

19. Humiliation and repentance are ornaments of the Christian. Humiliation

20. Learn all that is possible to-day; you may require it to-morrow. Learn.

Eleventh Lesson.

21. Merit shall not go unrewarded. Trust to time and persevere. Persevere.

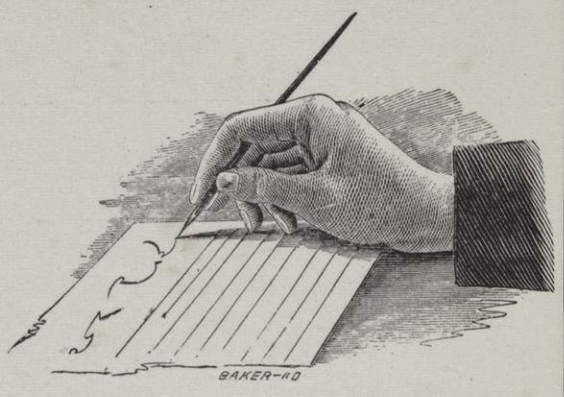
22. Nature unfolds a volume ever profitable for our study. Look and learn.

Twelfth Lesson.

23. This is a specimen of my hand-writing. Specimens of Penmanship.

24. Running-hand penmanship for Ladies Epistolary Writing. Writing

Short-Hand Writing.



Short-Hand for Business Purposes.

EVERY year adds proof, by the constantly increasing demand for it, how indispensable in a modern education is a knowledge of rapid writing. The young, by all means, should acquire it.

It may be used by the author in his study, the editor in his "sanctum," the clergyman in his library, the lawyer in his office — in fact, everywhere that writing is needed, the simplicity and dispatch of Short-hand make its value apparent.

The beginner should determine, at the outset, whether or not he will, for a time at least, do verbatim writing. If he wishes to do this, he must expect to give much time and close attention to it. The man or system that promises to give verbatim speed in a few weeks' time, is unworthy of confidence. It is useless to expect to be a good reporter and follow some other business at the same time. Reporting is a profession of itself, and requires the undivided attention of the person following it. If, however, the beginner, simply wishing relief from long-hand in his daily writing, is content with a rate of speed that gives a fully written and absolutely legible manuscript, a style that is easy to learn, write, read, and remember, let him take up the simplest style, master it thoroughly, and depend for speed upon perfect familiarity with the word-forms used, and the greatest facility in their execution, as in long-hand, and he will gain his object more easily and quickly than if he seeks it through shorter word-forms, which must necessarily be more difficult to learn and read. Very few people need to become verbatim reporters; every one, however, having much writing to do, can use a simple style of short-hand to advantage.

The grand principle upon which a system of short-hand should be built is that of phonetics. Every sound in the language should be represented by its individual sign, used for that sound and no other. As a simple sound is uttered by one impulse of the voice, so should the sign representing it be made by one movement of the hand; resulting in a single, simple sound being represented by a single, simple line. These lines should be of such a form that they may be easily joined, one to another, so that a word may be completely written without raising the pen. The most frequently occurring sounds should be represented by the most easily written signs; and all the sounds should be represented by such signs as will give a free, flowing, forward direction to the writing, without running either too far above or below the line upon which it is written. There should be a distinct line drawn between the simplest style for general use — which should contain no con-

tracted, irregular, or exceptional word-forms — and the more brief and complicated styles for the reporter's use.

Of the various systems of Short-hand, that called Tachygraphy (*Ta-kig-ra-fe*), a system invented and elaborated by D. P. Lindsley, of Andover, Mass., probably more nearly meets the requirements of the public than any now in use; the advantage of this system of Short-hand being, that it combines rapidity with completeness of detail in a very large degree. By permission of Mr. Lindsley we are enabled to present the following synopsis and illustrations from his work, "Elements of Tachygraphy," published by Otis Clapp, No. 3 Beacon St., Boston.

THE ALPHABET OF TACHYGRAPHY.

CONSONANTAL SIGNS.

SIGN.	NAME. SOUND.	SIGN.	NAME. SOUND.
	Be, b in bay.		The, th in they.
	Pe, p in pay.		Ith, th in oath.
	Ga, g in go.		Em, m in may.
	Ka, k in key.		En, n in nay.
	De, d in do.		Ing, ng in sing.
	Te, t in to.		El, l in lay.
	Ve, v in eve.		Ra, r in ray.
	Ef, f in if.		Wa, w in we.
	Zhe, z in azure.		Ya, y in ye.
	Ish, sh in show.		Ha, h in high.
	Ze, z in ooze.		Ja, j in jail.
	Es, s in so.		Cha, ch in each.

VOCAL SIGNS.

	E, e in eve.		ĭ, i in it; y in duty.
	A, a in ace.		
	Ai, ai in air.		ĕ, e in ebb.
	Ah, a in are.		ă, a in ask, at.
	Oo, o in do.		ŏŏ, oo in foot; u in full.
	O, o in ode.		ŭ, ŭ in us, fun, hut.
	Au, au in aught.		ŏ, o in on, or.
	Oi, oy in boy.		I, i in ice.
	Ow, ow in now.		Ew, ew in dew.

Entered according to Act of Congress, in the year 1870, by D. P. Lindsley in the Clerk's Office of the District Court of the District of Massachusetts.

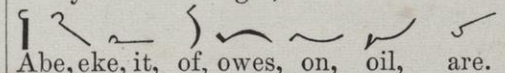
In writing Tachygraphy the pen should be held between the first and second fingers, and steadied by the thumb — as shown in the cut at the beginning of this chapter — so that such signs as | \ — may be easily made, without changing the position of the pen.

The alphabet should be thoroughly mastered by taking up the signs in pairs, and writing them many times, repeating the sound represented as the sign is made, so as to get the sound allied with the sign, and both well fixed in the mind. It will be noticed that all heavy signs represent vocal sounds, while nearly all the light signs represent whispered sounds.

The signs, | | \ \ )) ((⌒ ⌒, are always written downward;

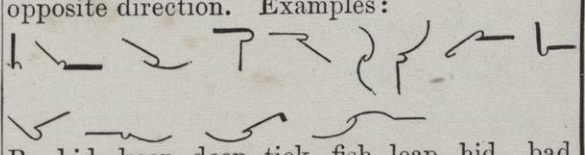
— — ⌒ ⌒ ⌣ ⌣ ⌒ ⌒, from left to right; / / /, either upward or downward, and ⌒ ⌒ ⌒, always upward.

In joining consonant signs with each other, acute angles should be made where possible, as they are more easily and rapidly made than obtuse angles. The joining of a vowel sign with a consonant, at its beginning, should always form an angle, thus:



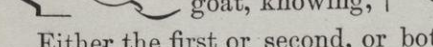
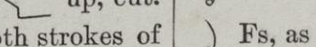
Abe, eke, it, of, owes, on, oil, are.

At the end of a consonant, the semi-circular vowels are written, either in their alphabetic form or as hooks on the consonant, whichever is most convenient and adds most to facility in writing. The vowels ∩ ∩ (distinguished mainly by size), are determined by their being written in the direction the hands of a clock move — turning far enough to the right to form a proper angle with the following sign; and ∪ ∪ (also distinguished mainly by size), are determined by their being written in the opposite direction. Examples:

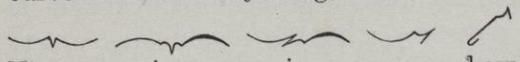


Be, kid, keen, deep, tick, fish, leap, hid, bad, car, tan, narrow, last.

The dash vowels should always form angles with consonant signs; ı ˎ are varied in their direction to facilitate this. Examples:

 goat, knowing,  up, cut.

Either the first or second, or both strokes of the vowel diphthongs may be made straight or curved to facilitate joining, thus:

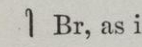


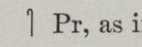
Nine, size, noise, now, hew.

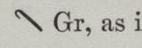
The other vowel signs do not vary from the alphabetic position, and must be disjoined when they will not form a proper angle.

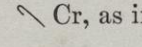
Disjoined vowels should be written to the left of upright and inclined, and above horizontal consonants, when the vowel sound precedes the consonant sound, and to the right of upright and inclined, and below horizontal consonants, when the vowel sound follows the consonantal.

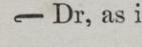
CONSONANTAL DIPHTHONGS.

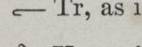
 Br, as in brow.

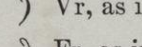
 Pr, as in prow.

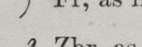
 Gr, as in grow.

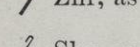
 Cr, as in crow.

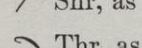
 Dr, as in draw.

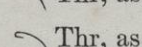
 Tr, as in try.

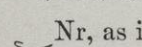
 Vr, as in over.

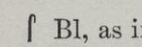
 Fr, as in free.

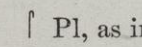
 Zhr, as in measure.

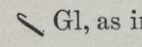
 Shr, as in shred.

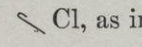
 Thr, as in other.

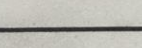
 Thr, as in three.

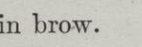
 Nr, as in owner.

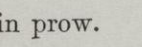
 Bl, as in blow.

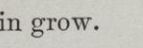
 Pl, as in plow.

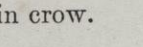
 Gl, as in glow.

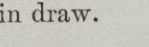
 Cl, as in clay.

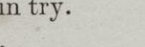
 Dl, as in meddle.

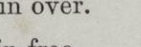
 Tl, as in settle.

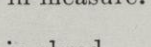
 Vl, as in evil.

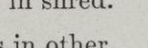
 Fl, as in fly.

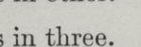
 Zhl, as in ambrosial.

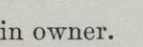
 Shl, as in special.

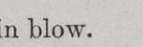
 Nl, as in kennel.

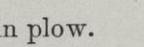
 Sp, as in spy.

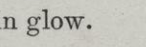
 Sk, as in sky.

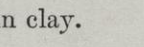
 St, as in stay.

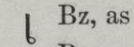
 Sf, as in sphere.

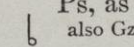
 Sm, as in smith.

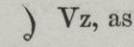
 Sn, as in snow.

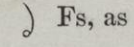
 Sl, as in slat.

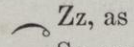
 Sw, as in sweet.

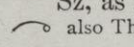
 Bz, as in hubs.

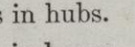
 Ps, as in hopes. also Gz, Ks, Dz, Ts, etc.

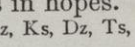
 Vz, as in loaves.

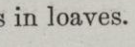
 Fs, as in roofs.

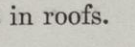
 Zz, as in mazes.

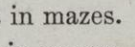
 Sz, as in masses. also Thz, Ths, etc.

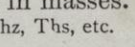
 Mz, as in hems.

 Nz, Ns, as in hens, hence.

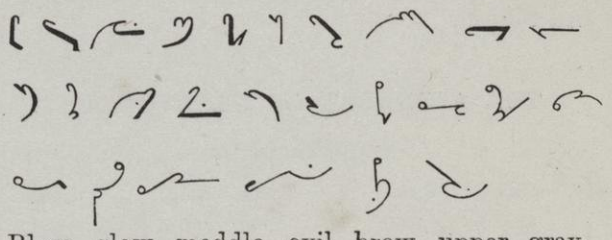
 Ngz, as in brings.

 Lz, Ls, as in owls, else.

 Rz, Rs, as in wars, horse.

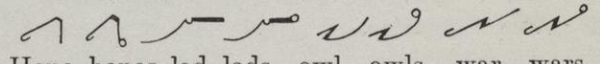
 Wh, as in when.

These signs, it will be observed, are not new ones, but modifications of those already learned. They should be used only where no vowel sound occurs between the consonant sounds. A few examples will explain their use quite fully.

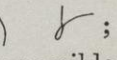


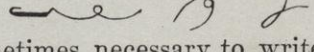
Blow, glow, meddle, evil, brow, upper, gray, meeker, draw, utter, over, free, measure, shred, other, owner, spy, stay, sphere, smith, snow, sleep, sweet, when, special, kennel.

Where the final consonant of a word is either s or z, preceded by a consonant, a circle is used for the s or z, thus:



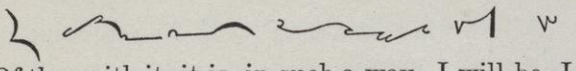
Hope, hopes, lad, lads, owl, owls, war, wars. When preceded by a vowel, use the alphabetic form for s and z.

The circle is also used between two consonants, and is then written on the outside of the angle formed by the consonants — when both are straight lines, as ; on the inside of the curve, where one is a curve and the other a straight line, as  ; and on the inside of both curves, when possible, as in



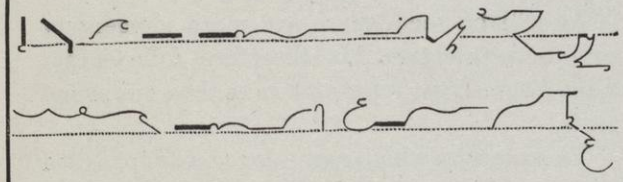
It is sometimes necessary to write the circle on the inside of one curve and outside of the other, as in

Two or more words, closely allied in sense, may be joined into a phrase, where the signs composing the words unite readily, thus adding to both the speed and legibility of the writing. Example;



Of the, with it, it is, in such a way, I will be, I have.

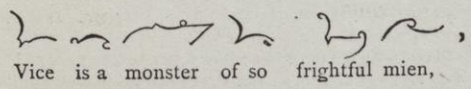
The first inclined or perpendicular consonant sign should rest upon the line — the other signs following in their proper direction. Example:



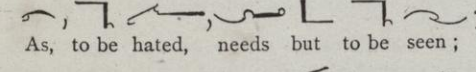
Seek always to form a free, flowing, graceful outline. The most easily written forms are the most beautiful, and *vice versa*.

We have given, of this system, only a synopsis of the fully written Common Style, but sufficient, however, to explain the merits and principles of Tachygraphy. Those who wish to fit themselves for verbatim writing are referred to the work entitled, "The Note Taker. A Treatise on the Second Style of Lindsley's Brief Writing, for the use of Lawyers, Editors, Reporters, Students, and all persons desirous of taking full notes in Courts of Record, Professional Schools, Seminaries, and Public Assemblies." Published by the firm to which we have before alluded.

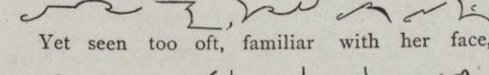
The following Extracts are from Pope's Essay on Man.



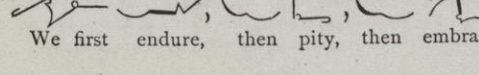
Vice is a monster of so frightful mien,



As, to be hated, needs but to be seen;

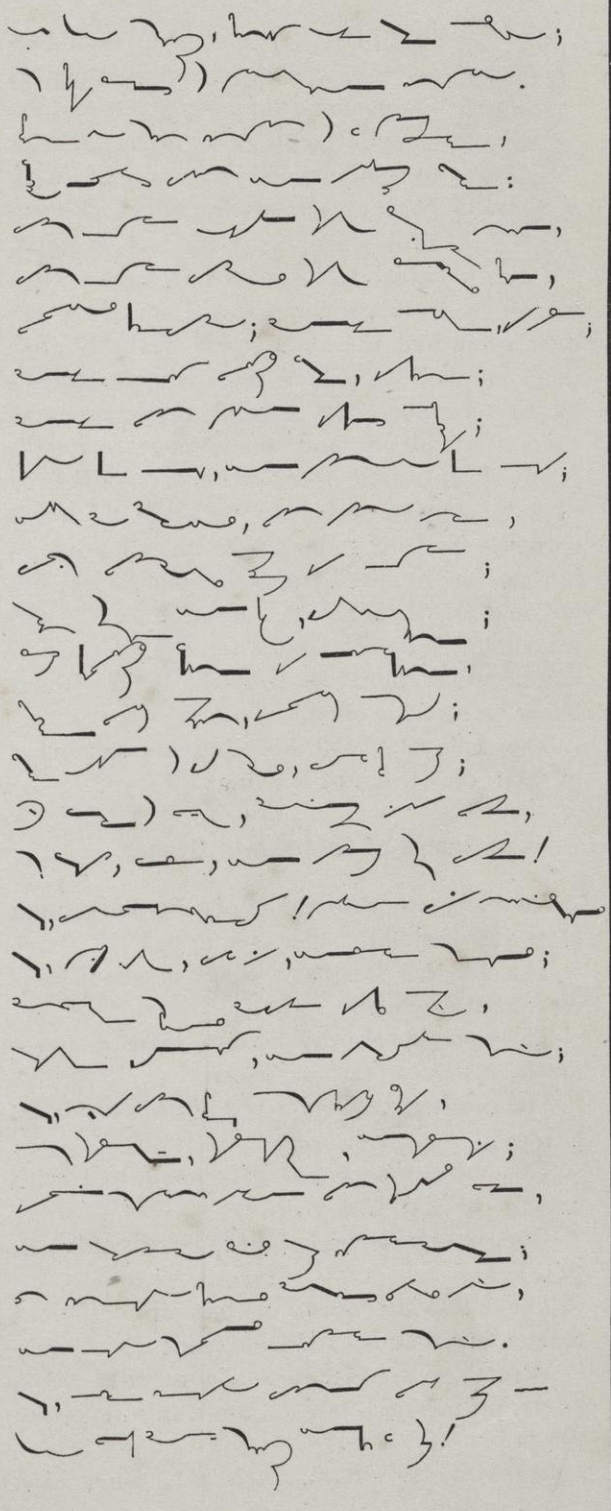


Yet seen too oft, familiar with her face,



We first endure, then pity, then embrace.

Pope's Essay on Man.—Second Epistle.



SPELLING.

BEAUTIFUL penmanship should be accompanied by correct spelling. If the person can possess but one accomplishment, it is, in fact, better to spell correctly than to write well. Nothing so mars the effect of beautiful chirography as bad spelling, which is the more conspicuous when set off by good penmanship. True, there are over a hundred thousand words in the English language, and we cannot reasonably be expected to remember the correct orthography of them all; and not until the phonetic system is received, by which every word is represented by a recognized sign, can we spell all words correctly without reference to the dictionary; but the few hundred words in general use are not so difficult to master. At any rate the writer should have at hand a reliable dictionary, and no word should go from the hand without being correctly spelled.

The following will aid students somewhat in their knowledge of spelling:

Names of Elementary Sounds.

An elementary sound is the simplest sound of the English language, as a, e, b, k.

The English language contains about forty elementary sounds.

These sounds are divided into three *classes*—*vocals*, *sub-vocals*, and *aspirates*.

The *vocals* consist of a pure tone only, as a, e, i, o, u.

The *sub-vocals* consist of tone united with breath; as b, d, l, m, n, r.

The *aspirates* consist of pure breath only; as p, t, k, f.

The following words contain the different elementary sounds of the language:

VOCALS.—N-*a*-me, b-*a*-ll, *a*-t, m-*e*, m-*e*-t, f-*i*-ne, p-*i*-n, s-*o*-ld, m-*o*-ve, n-*o*-t, m-*u*-te, p-*u*-ll, c-*u*-p, f-*ou*-nd.

SUB-VOCALS.—*B*-at, *d*-og, *g*-o, *j*-oy, *l*-ife, *m*-an, *n*-o, so-*ng*, ba-*r*, *th*-ose, *v*-oice, *w*-ise, *y*-es, *z*-one, a-*z*-ure.

ASPIRATES.—*F*-aith, *h*-at, ar-*k*, *p*-ine, *s*-un, *t*-ake, *th*-ink, *sh*-one, *ch*-ur-*ch*, *wh*-en.

Letters.

A letter is a *character* used to represent an elementary sound.

The English Alphabet contains twenty-six letters: A, a; B, b; C, c; D, d; E, e; F, f; G, g; H, h; I, i; J, j; K, k; L, l; M, m; N, n; O, o; P, p; Q, q; R, r; S, s; T, t; U, u; V, v; W, w; X, x; Y, y; Z, z.

As will be seen, there are more elementary sounds than letters. It therefore follows that some letters must represent more than one sound each.

Those letters which represent vocals are called *vowels*. They are *a*, *e*, *i*, *o*, *u*, and sometimes *w* and *y*.

Those letters which represent sub-vocals and aspirates are called *consonants*.

The sub-vocals and consonants are *b*, *d*, *g*, *l*, *m*, *n*, *r*, *v*, *z*.

The aspirates and consonants are *f*, *h*, *k*, *c*, *q*, *p*, *t*, *s*.

Rules for Spelling.

1. Words of one syllable ending in F, L, or S, preceded by a single vowel, double the final consonant; as STAFF, MILL, PASS; except IF, OF, AS, GAS, HAS, WAS, YES, IS, HIS, THIS, US, THUS.

2. Words ending in any other consonant except F, L, and S, do not double the final letter; except ADD, ODD, EGG, EBB, INN, ERR, PURR, BUTT, BUZZ, and some proper names.

3. Words of one syllable, and words accented on the last syllable, when end with a single consonant, preceded by a single vowel, double the final consonant before an additional syllable beginning with a vowel; as ROB, ROBBER; PERMIT, PERMITTING; but X final, being equivalent to KS, is an exception, and is never doubled.

4. A final consonant, when not preceded by a single vowel, or when the accent is not on the last syllable, should remain single before an additional syllable; as TOIL, TOILING; VISIT, VISITED. L and S are often doubled, in violation of this rule, when the accent is not on the last syllable; as TRAVEL, TRAVELLER; BIAS, BIASSED. It is better to write TRAVELER and BIASED.

5. Primitive words ending in LL reject one L before LESS and LY; as SKILL, SKILLESS; FULL, FULLY: but words ending in any other double letter, preserve it double before these terminations; as FREE, FREELY; ODD, ODDLY.

6. The final E of a primitive word is generally omitted before an additional termination beginning with a vowel; as RATE, RATABLE; FORCE, FORCIBLE; but words ending in CE and GE retain the E before ABLE and OUS; as PEACE, PEACEABLE; OUTRAGE, OUTRAGEOUS.

7. The final E of a primitive word is generally retained before an additional termination beginning with a consonant; as PALE, PALENESS; but when the E is preceded by a vowel it is sometimes omitted; as TRUE, TRULY: and sometimes retained; as SHOE, SHOELESS.

8. The final Y of a primitive word, when preceded by a consonant, is changed into I before an additional termination; as MERRY, MERRILY: but with a vowel before, the Y is not changed; as VALLEY, VALLEYS, and not VALLIES, as frequently written; and before ING the Y is retained to prevent the doubling of the I; as PITY, PITYING.

9. Compounds generally retain the orthography of the simple words of which they are composed; as ALL-WISE, BLUE-EYED.

10. Words ending in F or FE have V substituted for the F in forming the plurals: as WIFE, WIVES; KNIFE, KNIVES, etc., except when ending in FF.

11. Some words are spelt the same in both the singular and plural; as DEER, SHEEP, etc., in which instance, by placing A before the word, one is meant, and by using THE, more than one.

12. Some words are spelt altogether differently in the singular and plural; as MOUSE, MICE; GOOSE, GEESE.

13. In spelling words it is necessary to consider well the different sounds of each part of the word. Every separate sound in a word must have in it one of the following letters, A, E, I, O, or U. Take for ins ance, CONTEMPLATE, which consists of three different sounds, CON-TEM-PLATE; there are the letters O, E, and A, respectively, in each sound or syllable, as it is called, and each one gives the sound to its syllable. In dividing such words at the end of a line, you must not let the last letter be any one of the above-mentioned five vowels, but must divide according to the syllable.

Another rule to be observed in the spelling of words which have ING added to them, when such words end in E, the E must always be left out; as COME, COMING; DIVIDE, DIVIDING.

It is also found difficult when the letters I and E come together in a word, to know which is to be placed first. The following simple rule will obviate such difficulty: When I and E follow C in a word, the E is usually placed first; as RECEIVE, DECEIVE, CONCEIVE, etc.; in other instances the I comes before the E; as BELIEVE, RELIEVE, etc.

Words of Similar Pronunciation that are Spelled Differently.

Ail, Ale. Ail, unwell; Ale, a liquor.
All, Awl. All, everyone; Awl, shoemaker's tool.
Bear, Bare. Bear, wild animal; Bare, naked.
Bier, Beer. Bier, frame for carrying corpse; Beer, a malt liquor.
Bore, Boar. Bore, carried, or to make a hole; Boar, the male swine.
Birth, Berth. Birth, to be born; Berth, sleeping place.
Bee, Be. Bee, an insect; Be, is used in every other instance.
Call, Caul. Call, to visit, or shout after; Caul, the covering on the heads of some children when born.
Currant, Current. Currant, a fruit; Current, a stream.
Draft, Draught. Draft, commercial form, or current of air; Draught, to draw a load, or a drink.
Dear, Deer. Dear, not cheap, term of affection; Deer, an animal.
Fourth, Forth. Fourth, next after third; Forth, forward.
Four, Fore. Four, the number after three; Fore, the front.
Great, Grate. Great, large; Grate, fire support in the stove.
Hail, Hale. Hail, to shout after, frozen rain; Hale, vigorous.
Hear, Here. Hear, to understand; Here, in this place.
Hole, Whole. Hole, an opening; Whole, entire, complete.
I, Eye. I, myself, used thus it should always be a capital; Eye, organ of sight.
Know, No. Know, to understand; No, a denial.
Lief, Leaf. Lief, willingly; Leaf, part of a tree.
More, Moor, Moore. More, in addition; Moor, a piece of waste land; Moore, a man's name.
None, Nun. None, not any; Nun, a female who secludes herself from all worldly affairs.
Piece, Peace. Piece, a bit; Peace, quietness.
Pare, Pear, Pair. Pare, to peel; Pear, a fruit; Pair, two.
Rain, Rein, Reign. Rain, water falling from clouds; Rein, a strap for guiding a horse; Reign, to rule.
Reed, Read. Reed, a kind of tall grass; Read, the act of reading.
Red, Read. Red, a color; Read, past tense of read.
Sign, Sine. Sign, a token; Sine, a mathematical term.
There, Their. There, in that place; Their, a personal pronoun.
Tow, Toe. Tow, rope material; Toe, a part of the foot.
Vain, Vane. Vain, conceited; Vane, a weathercock.
Vice, Vise. Vice, wickedness; Vise, a blacksmith's tool.
Ware, Wear. Ware, goods, or earthen-ware; Wear, to make use of clothing.
Write, Wright, Rite, Right. Write, to use a pen; Wright, a man's name; Rite, a ceremony; Right, not wrong.
Wrote, Rote. Wrote, having written; Rote, to repeat from memory.
You, Yew, Ewe. You, yourself; Yew, a tree; Ewe, female sheep.
Blew, Blue. Blew, having blown; Blue, a color.
Made, Maid. Made, formed; Maid, female servant.
Pail, Pale. Pail, a vessel; Pale, white.

Words having prefixes and suffixes of different spelling, while having each the same or nearly the same pronunciation.

ible and able.

The following words end in *ible*. Most other words of similar pronunciation end in *able*.

Accessible,	Decoctible,	Fallible,
Admissible,	Deducible,	Feasible,
Appetible,	Defeasible,	Fencible,
Apprehensible,	Defectible,	Flexible,
Audible,	Defensible,	Forcible,
Coercible,	Depectible,	Frangible,
Collectible,	Deprehensible,	Fusible,
Comminuible,	Descendible,	Horrible,
Compatible,	Destructible,	Ignoscible,
Competible,	Digestible,	Illegible,
Comprehensible,	Discernible,	Immarcessible,
Compressible,	Discerptible,	Immiscible,
Conceptible,	Distractible,	Intelligible,
Conclusible,	Distensible,	Irascible,
Congestible,	Divisible,	Legible,
Contemptible,	Docible,	Miscible,
Contractible,	Edible,	Partible,
Controvertible,	Effectible,	Perceptible,
Convertible,	Eligible,	Permissible,
Convincible,	Eludible,	Persuasible,
Corrigible,	Expansible,	Pervertible,
Corrosible,	Enforcible,	Plausible,
Corruptible,	Evincible,	Possible,
Credible,	Expressible,	Producible,
Deceptible,	Extendible,	Quadrible,
Decerptible,	Extensible,	Reducible,

Referrible,	Resistible,	Sensible,
Reflexible,	Responsible,	Tangible,
Refrangible,	Reversible,	Terrible,
Regible,	Revertible,	Transmissible,
Remissible,	Risible,	Visible.
Reprehensible,	Seducible,	

The following words end in **able:**

Approvable,	Manifestable,	Solvable,
Blamable,	Movable,	Tamable,
Conversable,	Provable,	Tenable,
Dilatable,	Ratable,	Transferable,
Dissolvable,	Referable,	Unsalable,
Incondensable,	Reprovable,	Untamable,
Inferable,	Salable,	Untenable.

The following words in spelling begin with **Im.** Other words of similar pronunciation begin with **Em.**

Imbibe,	Immingle,	Implant,
Imboil,	Immit,	Implead,
Imbound,	Immix,	Impart,
Imbrue,	Immure,	Impose,
Imbrute,	Impact,	Impound,
Imbue,	Impale,	Impregnate,
Imburse,	Impassioned,	Impress,
Immanuel,	Impawn,	Imprint,
Immaculate,	Impeach,	Impromptu,
Immense,	Impearl,	Impugn,
Imminent,	Impel,	Impulse,
Immigrant,	Impen,	Impunity,
Immerge,	Imperil,	Imputable,
Immerse,	Impinge,	Impute.
Immigrate,		

ise and **ize.**

The following words terminate with *ise*. Other words of like pronunciation terminate with *ize*.

Advertise,	Criticise,	Exercise,
Advise,	Demise,	Exorcise.
Affranchise,	Despise,	Merchandise,
Apprise,	Devise,	Misprise,
Catechise,	Disfranchise,	Recognise,
Chastise,	Disguise,	Reprise,
Circumcise,	Divertise,	Supervise,
Comprise,	Emprise,	Surmise,
Compromise,	Enfranchise,	Surprise.

Words ending in **d, de, ge, mit, rt, se,** or **ss,** take **sion** in derivatives. Other words of similar pronunciation in their ending are usually spelled with **tion.**

Abscission,	Confession,	Divulsion,
Abstersion,	Confusion,	Emersion,
Adhesion,	Conversion,	Evasion,
Admission,	Declension,	Evulsion,
Cohesion,	Decursion,	Exesion,
Compulsion,	Depulsion,	Expulsion,
Condescension,	Dissension,	Impression,
Impulsion,	Recension,	Revulsion,
Incursion,	Recursion,	Tension,
Intrusion,	Remission,	Transcursion,
Propulsion,	Revision,	Version.

Exceptional words. Coercion, Suspicion, Crucifixion.

Words in **En.**

Encage,	Enfranchise,	Ensure,
Enchant,	Engender,	Entail,
Enchase,	Engorge,	Entangle,
Encircle,	Entrance,	Enthrone,
Enclose,	Enhance,	Entice,
Encroach,	Enjoin,	Entire,
Encumber.	Enlard,	Entitle,
Endamage,	Enlarge,	Entomb,
Endear,	Enlighten,	Entrap,
Endow,	Enlist,	Entreat,
Enfeeble,	Enroll,	Enure,

Words in **In.**

Inclasp,	Ingrain,	Intrust,
Incrust,	Ingulf,	Intwine,
Indict,	Inquire,	Inure,
Indite,	Insnare,	Inveigle,
Indorse,	Insure,	Inwheel,
Indue,	Interlace,	Inwrap,
Infold,	Interplead,	Inwreathe.
Ingraft,	Inthrall,	

Words ending in **eive.**

Conceive,	Deceive,	Perceive,
Receive,		

Words ending in **ieve.**

Achieve,	Relieve,	Sieve,
Aggrieve,	Reprieve,	Thieve.
Believe,	Retrieve,	

Nouns which change **f** or **fe** into *ves* in the plural.

Beeves,	Leaves,	Shelves,
Calves,	Lives,	Thieves,
Elves,	Loaves,	Wharves,
Halves,	Selves,	Wives,
Knives,	Sheaves,	Wolves.

Nouns ending in **f** or **fe** in which **s** is only used in the plural.

Briefs,	Turfs,	Woofs,
Chiefs,	Kerfs,	Hoofs,
Fiefs,	Surfs,	Roofs,
Griefs,	Fifes,	Proofs,
Mischiefs,	Strifes,	Beliefs,
Kerchiefs,	Safes,	Reliefs,
	Scarfs,	Gulfs.

Dwarfs.

Nouns ending in **eau, ieu,** and **ou,** terminate the plural in *x*.

Beaux,	Flambeaux,	Morceaux,
Bureaux,	Rondeaux,	Rouleaux,
Chapeaux,	Plateaux,	Tableaux,
Chateaux,	Bijoux,	

SPELLING BY SOUND.

A SYSTEM OF ORTHOGRAPHY, whereby superfluous letters could be dispensed with, educational reformers have long sought to introduce. Of these, the following method of Spelling by Sound was published some time since by the Hon. Joseph Medill, editor of the Chicago Tribune, its advantage over the strictly phonetic system being that the same alphabet is employed as that in general use, which makes it much easier to introduce. It is at the same time more agreeable to the eye. By this system the student can spell any word after learning the sounds, and the reader can readily pronounce any word when reading. The great advantages gained are less space used in writing, less time, correct pronunciation, and correct spelling.

The application of this system of spelling is shown as follows:

A Specimen of His System.

The extreme iregûlarities ov our orthografy hav long ben a sours ov inconvéniens and anoians. Men eminent az skolars and státsmen hav often pointed out theze absurdities ov speling. Yet the évil remanes. It encumbers our primary edûcásion and robs our yuth ov yeres ov time that shùd be dévóted tu the acquizision ov nolej. It impozes a burden upon the literary man thru life in the ûse ov súperflúus leters, and compels meny persons tu study speling from the crádle tu the grave or fale tu spel corectly. It iz a fereful barier tu foriners hu wish to lern our langwaje; and wors than aul, it hinders thousands ov persons from lerning tu rede and rite, and thus largly augments the ranks ov ignórans and depravity.

Theze évils ar so énormus in the agrégate that we fele compeled tu endors the words ov the distinguished President ov the American Filólojical Asósiásion, Prof. F. A. March, ûzed in hiz opening adres at the last anûal méting ov the Sósíety:

"It iz no ûse tu try tu caracterize with fiting epithets the monstrous speling ov the English langwaje. The time lost by it is a larj part ov the hole skule time ov the most ov men. Count the ours which éch person wásts at skule in lerning tu rede and spel, the ours spent thru life in képing up and perfecting hiz nolej ov speling, in consulting dicshunáries —a work that never ends—the ours that we spend in ríting sílent leters; and multiplying this time by the number ov persons hu speak English, and we hav a tótal ov milyuns ov yeres wásted by éch jenerásion. The cost ov printing the sílent leters ov the English langwaje iz tu be counted by milyuns ov dolors for éch jenerásion."

"Súner or láter English orthografy must be simplified and réformed." —Benjamin Franklin.

"I fele very hopeful that a begining wil be made before long in réforming, not indede everything but at lést sumthing in the unhistorical, unsistematic, unintelijible, untéchable, but by no menes unamendable speling now curent in England."—Prof. Max Muller.

In spéking ov the disgrásful state ov English orthografy and the best mode ov réforming it. the grate American lexicografer, Dr. Nóah Webster, in the intróducsion tu hiz Quarto Dicshunary, says:

"Nothing can be more disrepútable tu the literáry caracter ov a násion than the históry ov English orthografy, unles it is that ov our orthóepy." * * *

"Dr. Franklin compíled a dicshunary on hiz skeme ov réform, and prócúred típes tu be cast, which he ofered tu me with a vû tu engaje me tu prosecute hiz dezine. This ofer I declíned tu acsept; for I wos then, and am stil, convinsed that the skeme ov intródûcing nu caracters intu the langwaje is néther practicable nor expedient. Eny atempt ov this kind must sertenly fale of sucses."

"The mode ov asertáning the prónunsiasion ov words by marks, points or trifling olterásions ov the present caracters, semes tu be the ónly won which can be rédûsed tu practis."

"Delitful task! to rere the tender thaut,
Tu téch the yung ídéa hou tu shute,
Tu pore fresh instrucsion ó'er the mind,
Tu brethe the enlivening spirit, and tu fix
The jenerus purpos in the glóing brest."

"O, thautles mortals! ever blind tu fate,
Tu sune dejected and tu sune élate."

"Worth makes the man and want ov it the felo:
The rest is aul but lether or prúnela."

Where there iz a wil there iz a wa; and while the evil continûes the nesesity for orthógrafic réform wil never cese. If there ar eny among us hu hav tu litle regard for there óne children tu smuthe for them the path on which there infant fete must stumble, we conjure them in the name ov God and hûmanity tu beware ov the gráter sin ov crushing by opózing inflûens the rising hopes ov milyuns les fortunate, hu hav néther mony nor time tu squonder, but hu nede aul the ades posible tu enáble them tu take a pozisíon among the intelijent, vertûus and hapy sitizens ov our grate and glórius cuntry.

The foregoing will suffice to represent Mr. Medill's idea of simplified orthography. It is almost phonetic and yet preserves most of the analogies and peculiarities of the English language. He retains the general rule that *e* ending a word and preceding a consonant indicates that the vowel is "long." Thus he spells such words as

bel*ieve*,	beleve,	guide,	gide,	prove,	pruve,
rec*eive*,	reseve,	course,	corse,	proof,	prufe,
release,	relese,	pique,	peke,	through,	thru,
fierce,	férse,	chaise,	shaze,	school,	skule,
repeal,	repele,	paid,	pade,	door,	dore,
feel,	fele,	repair,	repare,	four,	fore,
sleeve,	sleve,	gauge,	gage,	boar,	bore,
league,	lege,	pear,	pare,	blow,	blo.

Where the *e* sound does not indicate the long vowel sound, he proposes to use accented vowels, viz.: á, é, í, ó, ú, and for the sound of *u* in full, should, etc., he uses ù: thus, fùl, shùd. For the broad sound of *a* heard in *ou*ght, *cau*ght, *aw*ful, *a*ll, br*oa*d, he employs *au* and spells them out; caut, auful, aul, braud, etc. For the terminals tion, sion, cian, scion, etc., he uses *sion*. He retains *ed* as the sign of the past tense, and *s* as that of the plural of nouns and singular of verbs. *Ble* as a terminal is also retained. *K* is written for *ch* in all words in which *ch* has the sound of *k*. Ex.: arkitect, monark, skule, etc. All double consonants are reduced to single ones, as only one of them is heard in pronunciation. In all words now spelled with *ck*, as back, beck, lick, rock, luck, he drops the *c* as being wholly superfluous. In words ending in ous, he omits the *o*, as in curius, spurius, and when *ou* has the sound *u* he also drops the *o*, as in duble, jurny. He retains *y* at the end of nouns in the singular, as copy, foly. He writes *f* for *ph* in alfabet, fonetics, flosofy, etc. He omits all silent vowels in digraphs, and writes

head,	hed	said,	sed,	tongue,	tung,
earth,	erth	heifer,	hefer,	sieve,	siv,
though,	tho,	leopard,	lepard,	built,	bilt,
phthisic,	tizic,	cleanse,	clens,	myrrh,	mer.

The proposed system is very easily written. After an hour's practice the pen runs naturally into it. The plan is one which would cost adults scarcely an effort to learn to write, and no effort at all to learn to read it. He thinks it is the simplest and most rational compromise with existing usage, prejudice, and etymologies, which can probably be devised with any hope of acceptance, and if accepted and adopted it would secure to the Anglo-American race throughout the world one of the simplest and best orthographies in existence.

CAPITAL LETTERS.

MANY people greatly disfigure their writing, and stamp themselves as illiterate, by the omission or improper use of capital letters.

What do we think of the man who, wishing to place his son in the care of a teacher, wrote a letter, introducing his boy, thus?

"deer sur yeW Bein a man of noleg i Wish tu Put Mi son in yure skull."

Or, of the mother who sends a line by her child to the boot and shoe merchant as follows?

"mister Grean Wunt you let mi Boay hev a Pare ov Esy toad shuz."

Fortunately the rules for using capitals are few, and once acquired, are easily remembered.

Rules for the Use of Capitals.

Begin every paragraph with a capital letter.

Begin every sentence following a period with a capital letter.

Begin each proper name with a capital letter.

Begin the names of places, as Boston, Newport, Niagara, with capital letters.

Begin the words, North, South, East, West, and their compounds and abbreviations, as North-east, S. W., with capital letters, when geographically applied.

Begin the names of the Deity and Heaven, or the pronoun used for the former, as, in His mercy — Thou, Father, etc., with capital letters.

Begin all adjectives formed from the names of places or points of the compass as English, Northern, each with a capital letter.

Begin each line of poetry with a capital letter.

Begin all quotations with a capital letter.

Begin all titles of books, and usually each important word of the title, as Hume's History of England, with capital letters.

Begin the name of any historical event, as the French Revolution, with capital letters.

The pronoun I and the interjection O must invariably be capital letters.

Begin names of the month, as June, April, with capital letters. Also the days of the week, as Monday, Tuesday, etc.

Begin all addresses, as Dear Sir — Dear Madam, with capital letters.

Capital letters must never be placed in the middle of a word.

PUNCTUATION.

WHILE the omission of punctuation may not mar the appearance of writing, as do bad spelling and improper use of capitals, its correct use is, nevertheless, essential to the proper construction of a sentence.

Very ludicrous, and sometimes serious mistakes result from improper punctuation. In the following sentence, the meaning is entirely changed by the location of the semicolon.

"He is an old and experienced hand; in vice and wickedness he is never found; opposing the works of iniquity he takes delight."

"He is an old and experienced hand in vice and wickedness; he is never found opposing the works of iniquity; he takes delight."

Punctuation Marks.

The following are the principal characters or points used in punctuation:

Comma	,	Exclamation	!	Hyphen	-
Semicolon,	;	Interrogation	?	Apostrophe	'
Colon	:	Dash	—	Quotation Marks	" "
Period	.	Ellipsis	. . . . .	Brackets	[ ]
Parenthesis	( )	The Caret	∧		

Rules for Punctuation.

The Comma (,). Wherever occurs a distinct natural division of a sentence; or where two or more words are connected, without the connecting word being expressed, the comma is used; as

"Dealer in hats, caps, boots, shoes, etc." "Hedges, trees, groves, houses, and people, all went rushing by." "Towering far above us stood the pines, silent, majestic, and grand." "Verily, verily, I say unto you."

The Semicolon (;) is used where a sentence consists of several members each constituting a distinct proposition, and yet having dependence upon each other; as

"Some men are born great; some acquire greatness; some have greatness thrust upon them." "Contributors: Will. M. Carleton; Wm. C. Bryant; B. F. Taylor; John G. Saxe." "Contents: Riches; Poverty; Religion."

The Colon (:) is used to divide a sentence into two or more parts, which, although the sense is complete in each, are not wholly independent; as

"Temperance begets virtue: virtue begets happiness." "Two questions grow out of the subject: 1st: What is the necessity of a classical education? 2d: How far can a classical education be made applicable to the ordinary business affairs of life?"

The Period (.) is placed at the end of every complete and independent sentence; before decimals; between pounds and shillings; after initial letters, and for abbreviations; as

"Man, know thyself." "Chas. Williams, M.D." "J. Q. Adams." "Genl. Supt. of C., B., and Q. R. R." "£25. 8s. 4d." "4.24 miles."

The Exclamation Point (!) denotes sudden or violent emotion; as

"O blissful days! Ah me! How soon ye passed!" "Charge, Chester, charge! On, Stanley, on!" "Great bargains! Clothing sold at forty per cent. below cost!" "Rejoice! Rejoice! the summer months are coming."

The Note of Interrogation (?) is used after every sentence in which a question is asked; as

"What season of the year do you enjoy most?"

It is also used to denote sneeringly the unbelief of the speaker; as

"His wise counsels (?) failed to accomplish their end."

Brackets [ ] *and Parentheses* ( ) are employed to enclose words thrown into a sentence by way of explanation, which could be omitted without injury to its construction; as

"I have met (and who has not) with many disappointments." "Eight (8) miles and one hundred (100) yards." "In conclusion, gentlemen, I am for the constitution, the whole constitution, and nothing but the constitution." [Great applause.]

The Dash (—) is used when the subject breaks off suddenly, and to show the omission of words, letters and figures; thus:

"I would — but ah! I fear it is impossible — I would — I *will* reform." "The pulse fluttered — stopped — went on — stopped again — moved — stopped."

"This agreement entered into this —— day of ——, 18—, between ———— of the first part, and ———— of the second part, witnesseth, etc."

The Hyphen (-) is employed as a character between two words to show that they are connected together as a compound word; thus:

Thirty-fold, super-heated, four-leaved, etc.

It is also used at the end of a syllable when the remainder of the word follows on the next line. Also in dividing a word to show its pronunciation; as

Pro-cras-ti-nate; val-e-tud-i-na-ri-an; co-op-e-rate.

The Ellipsis (. . . .) is used to represent the omission of words, syllables, and letters, and is sometimes represented by a dash; thus, k — g for king: occasionally by stars; thus, * * * *: and sometimes by periods; like these . . . . . The following examples illustrate its use.

"Mrs. W—— ——, of C——, is said to be the fortunate individual." "This was in 1850. * * * * Twenty years later, in 1870, we gather up, again, the thread of our discourse." "If he had married . . . . Ah, well! it was not so to be."

The Apostrophe (') is employed to distinguish the possessive case; thus:

"John's Book." "Superintendent's Office." "Wells' Grammar:"

And the omission of letters in the beginning or middle of a word, thus,

"I'll," for "I will." "Thou'lt," for "Thou wilt." "Prop'r," for "Proprietor." "In'st," for "Interest," etc.

See rules for punctuation, in the chapter relating to "Sign Painting."

The Caret (∧) is employed, in writing, to show where a word, or several words have been omitted in the sentence, and have been placed above the line; as

handmaid of e
"Temperance is the virtue." "Improvment."
∧ ∧

Quotation Marks (" ") are used by the writer to designate a word or sentence quoted or copied from another author; as

"Three things bear mighty sway with men,
The Sword, the Sceptre, and the *Pen*."

The Marks of Reference (* † ‡ § ‖ ¶) are used to call attention to notes of explanation at the bottom of the page. If many notes are used and these are all exhausted, they can be

doubled. Some writers use letters, and some figures, for reference.

Marks of Pronunciation.

For the purpose of giving inflection to certain words, or to designate the prolongation of occasional syllables in a word, the author frequently finds it convenient to use certain characters to denote such accents. To illustrate:

The Acute (á) gives the rising inflection; as
"Will you ríde?"

The Grave (à) the falling; as
"Will you wálk or rìde."

The Circumflex (â) indicates the rising and falling inflection in the same syllable; as,
"Machîne," Montreâl," etc.

The Macron (¯) placed above a letter designates a full, long vowel sound; as
"Fāte." "Hōme." "Nōte." "Ēve," etc.

A Breve (˘) denotes a short sound, when placed above a vowel; as
"Ă-dŏre." "Glŏ-rĭ-oŭs."

The Diæresis (ä) is used for the purpose of dividing a diphthong, or syllable into two distinct syllables; as
"Avengëd." "Belovëd."

Also when two vowels come together, this character is sometimes used to show that they are not contracted into a diphthong; as
"Coöperate." "Reïterate." "Reäppear."

The Cedilla (ç) is a mark placed under the c to denote that its sound is the same as the letter *s;* as
"Çhaise." "Façade."

The Tilde (ñ) placed over an n gives it the sound of *ny;* as
"Miñon." "Señor."

Marks Directing Attention.

The Index (☞) is used to call special attention to an important line or clause in the writing or printing, as:
"☞ Five per cent discount for cash."

The Asterism or Stars (⁂) is used to designate a general reference; as
"⁂ The teacher should make frequent use of the blackboard."

The Brace } is employed to unite two or more parts of speech or names that are brought into juxtaposition as

Gender { Masculine. Feminine, Neuter. Committee { Wm. Smith. John Brown.

A Paragraph (¶) is used by the author frequently to designate, in the middle of a sentence, when he re-reads his manuscript, those words that he wishes to have commence a paragraph. It shows where something new begins.

A Section (§) usually designates the smaller distinct parts of a book.

As references they are frequently used with numbers; thus:
"¶ 87. Wedding Ceremonies in Different Countries."
"§ 172. The Law of Usury in Different States."

Leaders (----) are employed to lead the eye from one portion of the page to another across blank space; as

	Page
London	123
Paris	84
New York	304

Underscoring.

Words and sentences that the writer desires should be emphatic are designated by lines drawn beneath the words that are to be emphasized. Thus one line indicates *italics*; two lines, SMALL CAPITALS; three lines, LARGE CAPITALS; four lines, *ITALIC CAPITALS.* The words

"To arms! to arms!! to arms!!! they cry,"

Underscored will appear in print thus —

"*To arms!* TO ARMS!! TO ARMS!!! they cry."

"Upward and upward we went! gradually the scene grew more and more entrancing! until at length, *faster,* RICHER, WILDER, *GRANDER* the weird objects came and went, fading away at last in the long dim distance."

GRAMMAR.

RAMMAR is the art of writing or speaking a language correctly. There are eight distinct parts of speech, named as follows: *Noun*, *Pronoun*, *Adjective*, *Verb*, *Adverb*, *Preposition*, *Conjunction* and *Interjection*.

THE NOUN is the name of an object, or some quality of the same; as *knife*, *horse*, *house*, *sharpness*, *speed*, *beauty*. Nouns are of two classes, proper and common. A proper noun is the name of an individual object; as *England*, *William*, *Washington;* and should always be capitalized. Names given to whole classes are common nouns; as *sea*, *land*, *army*, *tree*, *etc.*

A PRONOUN is a word that takes the place of a noun; as "*He* reads," "*She* studies," "*It* falls."

AN ADJECTIVE is a word used to describe a noun; as "*sweet* cider," "*educated* people," "*fast* horse."

THE VERB is a word that expresses action; as "He *runs*," "She *sleeps*," "It *falls*."

THE ADVERB tells how the action is performed, and modifies the meaning of verbs, adjectives, and other adverbs; as "He walks *rapidly*," "*Very* soon," "*More* pleasing," "*Directly* under," etc.

A PREPOSITION is a word that connects other words, and shows the relation between them; as "The snow lies *on* the ground," "He went *to* Europe."

A CONJUNCTION is a part of speech used to connect words and sentences together; as "Houses *and* Lands." "I walked in the meadows *and* in the groves, *but* I saw no birds, *nor* animals of any kind, *because* of the darkness."

AN INTERJECTION is a word used to express sudden or strong emotion; as *O! Alas! Ah!*

As a full consideration of the subject of grammar requires a volume of itself, it is not the purpose, therefore, of this book to enter into a detailed explanation of the use of the various parts of speech, along with the rules for applying the same. Fuller instruction relating to the proper construction of language may be obtained any of the various text books on grammar, which may be procured at the bookstores.

Mistakes Corrected.

The object in introducing the subject of grammar here is to call attention to the faults liable to be made by the writer and speaker unacquainted with a knowledge of the correct use of language. To illustrate: special care should be taken to use the plural verb when the plural nominative is used; as "Trees *grows*" should be "Trees *grow*." "Birds *flies*" should be "Birds *fly*." "Some flowers *is* more fragrant than others," should be "Some flowers *are* more fragrant than others."

Care should be exercised in the use of the adjective pronoun; as "*Them* men" should be "*Those* men."

The past tense of the word *do* is frequently improperly used; as "*I done* the example" should be "*I did* the example."

Care should be taken with words terminating with *ly;* as "Birds fly swift" should be "Birds fly *swiftly;*" "She sang beautiful" should be "She sang *beautifully;*" "He walks rapid" should be "*rapidly;*" "He talks eloquent" should be "*eloquently*."

The word *got* is frequently unnecessarily used; as "I have *got* the book" should be "I have the book."

The word *learn* is often wrongly used in place of teach; as, "Will you *learn* me to write?" should be "Will you *teach* me to write?"

The verbs *lay* and *lie* are frequently misused.

The following examples illustrate the distinction to be observed in their use. Thus, "I *lie* down; you *lie* down; he *lies* down." But "I *lay* down the book; you *lay* down the carpet; he *lays* down the rules."

The verbs *sit* and *set* are often used improperly. The following sentences illustrate the difference between them. Thus, "I *sit* down; you *sit* down; he *sits* down." "I *set* the table; you *set* the trap; and he *sets* the saw."

Care should be used not to have two negatives in a sentence when affirmation is meant; thus, "Do n't never tell a lie" should be "Never tell a lie;" "I can 't see nothing" should be "I can see nothing," or "I cannot see anything."

Slang Phrases and Profanity.

A man is known by the company he keeps. He is also known by his language. No amount of good clothes or outside polish can prevent a man from being regarded as vulgar and low-bred who is addicted to the use of profane words. The use of profanity plainly indicates that the person employing it has such a limited knowledge of words suitable to express ideas, that he is compelled to use vulgar language in order to convey his thought. And the same measurably is true of slang phrases. Such words as "*Level best*," "*Right smart*," "*Played out*," "*You bet*," "*Bottom dollar*," etc., while sometimes allowed among familiar acquaintances, are vulgarisms, and in all graver speaking and writing should be avoided.

The uniform use of a chaste, refined, and beautiful language is not only an index to a pure, clear, and cultivated intellect, but is always, to the lady or gentleman, one of the surest elements of success in any business where language is required.

Declamation of Original Compositions.

THE man or the woman in any community who can express ideas correctly, plainly, readily, with good voice and self possession; in the presence of others, wields always a commanding influence, provided this accomplishment is guided by good judgment, which teaches *what* to speak, *how* to speak, *when* to speak, and *where* to speak.

The correct and fluent expression of thought is largely a matter of practice. Our youth should be early taught to write their thoughts, and to declaim in public.

The writing of compositions in school is one of the most important of the studies pursued, and, with every student, in some form, should be among the daily exercises of the school-room; as in the writing of the composition are learned spelling, penmanship, punctuation, use of capital letters, grammar, and correct expression. And frequently, during the week, should the student declaim; the declamation being, generally, the student's own composition. Thus youth become accustomed to the speaking of their own thoughts correctly, and oftentimes eloquently.

This art, acquired under the guidance of an experienced teacher, will be of infinite service to the man in after life. And with the rapidly widening sphere of woman's work, the ability to speak well in public is equally desirable for her.

True, many people who have an ambition for public speaking do not awake to the necessity and importance of this subject until the period of their school days has long passed, when the conviction is likely to force itself upon their minds that they are too late. Such, however, need not be discouraged in their efforts towards the acquisition of a pleasing style of oratory. Let a debating club be established, of half a dozen or more persons, to meet regularly during the week at stated times, for the discussion of current topics of the day, either at a private residence, some hall chosen for the purpose, or at a school-room; the exercises of the occasion being interspersed with written essays by various members of the club, the whole to be criticised by critics appointed. A few weeks thus spent will oftentimes develop in the club several fluent essayists and speakers.

A rule ever to be acted upon by the student is, that whatever is worth doing at all is worth doing well. Aim always for the greatest excellence when commencing the study of any art or science.

WRITING AS AN AID TO EXTEMPORE SPEAKING.

THE ability to make an off-hand speech without the aid of manuscript, at once entertaining and instructive, is an accomplishment very much to be desired, and is one that can be acquired in most cases by the man or woman of average talent, who has the requisite amount of training for this purpose, accompanied by the necessary opportunities for intellectual culture. Such being the fact, the following suggestions may be opportune, as giving an outline of the requisites necessary for the production of a ready speaker.

First. The foundation of the discourse should be thoroughly fixed in the mind, and the order of succession in which the arguments are to follow.

Second. These should be so arranged that one thought should be the natural outgrowth of the other, and each idea should be so distinctly marked out as to be in readiness the moment it is wanted.

Third. The speaker should vividly feel all that he may design to speak, in order that clear ideas may be expressed. The mind should not, however, be so absorbed with the subject in hand as to prevent its acting readily in the development of the topic under consideration. It is possible for the feelings to become so vehement in their expression as to paralyze utterance from their very fullness.

Fourth. The feelings, in speaking, must be resolved into ideas, thoughts into images, to express which there must be suitable language. While the main idea should be firmly grasped, in its elucidation it should be separated into its principal members, and these again divided into subordinate parts, each under perfect command of the speaker, to be called upon and used at will, until the subject is exhausted.

Fifth. The full, complete, and ready use of the imagination is of the greatest importance to the extemporaneous speaker, which power may be greatly cultivated by reading the works of Walter Scott, Dickens, and other standard writers who excel in imaginative description. To hold up before the audience a clear, distinct outline of the subject in hand, and paint the picture in fitting language so vividly that the auditors will delightedly follow its progress, step by step, is the distinguishing excellence of the off-hand speaker. With many persons of real talent, the powers of imagination work too slowly to hold the attention of the audience. This hindrance, however, can be largely overcome by practice.

Sixth. The difficulty of embarrassment, which afflicts some people upon public appearance, is overcome by practice, and by having a perfectly distinct understanding of what is to be said, which consciousness tends to give confidence and self-possession. To obtain the ability to present this clear conception of the subject, the speaker should study logic, geometry, and kindred subjects, that arrive at conclusions through a process of analytical reasoning. The speaker should be able to think methodically, being able to decompose his thoughts into parts, to analyze these into their elements, to recompose, regather, and concentrate these again in a manner such as will clearly illustrate the idea sought to be conveyed.

Seventh. One of the most efficient aids to public speaking is the ability to write. The public speaker will do well to commence by writing in full what he is desirous of saying. He should, at the same time, make a study of the various masters of oratory. Writing gives great clearness to the expression of thought, and having plenty of time in its composition, the mind is able to look at the subject in every phase. With the main idea clearly defined and kept constantly in view, let the speaker examine the subject in every light, the different faculties of the mind concentrating upon a single

point. Thus, step by step, the subject is considered in all its bearings, the various details of the idea being completely studied, and the whole matter thoroughly developed, until the subject has reached its perfect form.

Eighth. The daily study of synonymous words and their meanings will give greater facility of expression. The mind should also be stored with a great variety of information on subjects pertaining to the arts and sciences, from which one can constantly draw in cases of emergency. It is impossible for the speaker to extemporize what is not in the mind. And further, all reading and study should be done with such care that every idea thus acquired will be so thoroughly wrought out as to be available when we wish to communicate our ideas to others.

Ninth. In public speaking, one of the great secrets of success is a knowledge of human nature. To acquire this the speaker should carefully study men — the passions and impulses that influence mankind — their phrenological characteristics, and know them as they are. To do this, he should freely mingle in society, interchanging ideas, and seeking every opportunity for the practice of extempore speaking.

Tenth. An important element necessary to success in the off-hand speaker is courage. While it is essential that he use choice and fitting language in the expression of ideas, let him not hesitate, when he has commenced a sentence, because he cannot readily call to mind the exact language necessary to beautifully clothe the thought. Push vigorously through to the end, even though at a sacrifice, for a time, of the most perfect forms of speech. This courage that dare stand up and speak a sentence ungrammatically even, is necessary to make the good speaker of the future.

Finally, while all cannot become equally proficient in oratory, the industrious student of average talent who earnestly resolves to win success as an extempore speaker, will find himself, in the majority of cases, in time, self-possessed in the presence of others. With ideas clear and distinct, vivified and quickened by imagination, clothed in fitting words and beautiful language, he will be enabled to instruct and entertain an audience in a manner vastly better than most people would suppose who may have listened to his maiden efforts in the commencement of his public speaking.

COMPOSITION.

TO be able to talk correctly, the student should first be able to write properly. Not only should penmanship be plain and easy, words rightly spelled, capitals correctly used, and sentences grammatically constructed and punctuated, but much depends, also, beyond that, upon the style of composition, mode of expression, and language used, whether it be acceptable to readers and hearers, or not.

As a rule, with the great sea of literature about us, the writer of to-day who is original and condenses ideas into the smallest space, whether in the sermon, book, business letter, or newspaper article, is much the most likely to have readers or hearers. The aim of the writer should therefore be, first, to say something new, presenting a subject fraught with original ideas; and second, to give those ideas in the fewest possible words consistent with agreeable expression.

"Why did you not make that article more brief?" said an editor to his correspondent.

"Because," said the writer, "I did not have time."

The idea sought to be conveyed, concerning brevity, is clearly shown in that answer of the correspondent. It is an easy matter to dress ideas in many words. It requires much more care, however, to clearly state the same idea in less words.

The chief merit of Shakespeare is the thought conveyed in few words; the meaning that we catch beyond the words expressed.

Those poets that will live in immortality have

written thus. The reader cannot fail to recognize the truth and thought conveyed in this stanza of Cowper's, beyond the words themselves:

"Judge not the Lord by feeble sense,
But trust Him for His grace;
Behind a frowning providence,
He hides a smiling face."

The idea expressed in these few lines brings up in long review the trials of a past life, and the recollection of sorrows and afflictions which we afterwards, not unfrequently, discovered to be blessings in disguise, and in reality seemingly designed for our best good.

There is much food for reflection in the following stanza from Gray's "Elegy":

"Full many a gem, of purest ray serene,
The dark, unfathomed caves of ocean bear;
Full many a flower is born to blush unseen,
And waste its sweetness on the desert air."

With this reading comes up the thought of those of our fellow men whom *we* know to be good, noble, and worthy, but whose names will go down to the grave unhonored and unknown.

Very plainly we see the meaning beyond the words in the following, also from Gray:

"Perhaps, in this neglected spot, is laid
Some heart, once pregnant with celestial fire—
Hand, that the rod of empire might have swayed,
Or waked to ecstasy the living lyre."

A similar idea is expressed by Whittier, though in fewer words:

"Of all sad words of tongue or pen,
The saddest are these, 'It might have been.'"

Both stanzas are deeply freighted with thought beyond what is expressed.

Those extracts, whether in prose or poetry, that are destined to go down to coming generations, are so laden with ideas and suggestions that in listening or reading, the scenes they suggest seem to move before us, and we forget words in contemplating that which the words describe.

Prose writings often contain gems of thought told very briefly, especially in the works of our best authors. In the following, from Irving's description of the grave, the reader becomes so absorbed in the picture portrayed that the words themselves are lost in the emotions they enkindle:

"O, the grave! the grave! It buries every error, covers every defect, extinguishes every resentment. From its peaceful bosom spring none but fond regrets and tender recollections. Who can look down upon the grave even of an enemy, and not feel a compunctious throb, that he should ever have warred with the poor handful of earth that lies mouldering before him.

"But the grave of those we loved — what a place for meditation! There it is that we call up in long review the whole history of virtue and gentleness, and the thousand endearments lavished upon us, almost unheeded, in the daily intercourse of intimacy; there it is that we dwell upon the tenderness, the solemn, awful tenderness of the parting scene — the bed of death, with all its stifled griefs, its noiseless attendants, its mute, watchful assiduities — the last testimonies of expiring love — the feeble, fluttering, thrilling — O how thrilling! — pressure of the hand — the last fond look of the glazing eye, turned upon us even from the threshold of existence — the faint, faltering accents struggling in death to give one more assurance of affection.

"Ay, go to the grave of buried love, and meditate! There settle the account with thy conscience for every past benefit unrequited, every past endearment unregarded, of that departed being who can never — never — never return to be soothed by thy contrition."

The Bible abounds in beautiful and expressive sayings, that reveal much in few words, as shown in the following:

"The wicked flee when no man pursueth." "Boast not thyself of to-morrow. Thou knowest not what a day may bring forth."

"A soft answer turneth away wrath." "Better is a dinner of herbs where love is, than a stalled ox and hatred therewith."

"Hope deferred maketh the heart sick." "Cast thy bread upon the waters, for thou shalt find it after many days."

Care should be taken to prune out the unnecessary words with an unsparing hand. Thus, in the sentence, "I have got back, having returned yesterday," it is better to say, "I returned yesterday."

Two young men, upon going into the army during the late civil war, were requested by their friends to telegraph at the close of any battle they might take part in, concerning their condition. At the close of the battle of Perryville, one telegraphed the following:

"PERRYVILLE, KY., Oct. 9, 1862.

"DEAR FRIENDS:

"As requested, I take the first opportunity after the late severe battle, fought at this place, to inform you that I came from the engagement uninjured.

"HENRY MOSELEY."

The other telegraphed as follows:

"PERRYVILLE, KY., Oct. 9, 1862.

"Uninjured.

"HIRAM MAYNARD."

Hiram well knew that his friends would hear immediately of the battle from the newspapers, and would learn from the same source that his regiment participated in the engagement. Their

next question would then be "How is Hiram?" To answer that, he had simply to telegraph one word. In a letter afterwards, he gave the particulars.

The following rules should be observed in writing:

First. Never use a word that does not add some new thought, or modify some idea already expressed.

Second. Beware of introducing so many subjects into one sentence as to confuse the sense.

Third. Long and short sentences should be properly intermixed, in order to give a pleasing sound in reading. There is generally a rounded harmony in the long sentence, not found in the short, though as a rule, in order to express meaning plainly, it is better to use short sentences.

Fourth. Make choice of such words and phrases as people will readily understand.

Rhetorical Figures.

THE beauty, force, clearness, and brevity of language are frequently greatly enhanced by the judicious use of rhetorical figures, which are named and explained as follows:

A **Simile** is an expressed comparison.

EXAMPLE — "Charity, *like the sun*, brightens every object on which it shines."

The **Metaphor** is an implied comparison, indicating the resemblance of two objects by applying the name, quality or conduct of one directly to the other.

EXAMPLES — "Thy word is a *lamp* to my feet." "Life is an *isthmus* between two eternities." "The morning of life." "The storms of life."

An **Allegory** is the recital of a story under which is a meaning different from what is expressed in words, the analogy and comparison being so plainly made that the designed conclusions are correctly drawn.

EXAMPLE — Thou hast brought a vine (the Jewish nation) out of Egypt; thou hast cast out the heathen and planted it. Thou preparedst room before it and didst cause it to take deep root, and it filled the land. The hills were covered with the shadow of it, and the boughs thereof were like the goodly cedars.— BIBLE.

In **Hyperbole,** through the effect of imagination or passion, we greatly exaggerate what is founded in truth, by magnifying the good qualities of objects we love, and diminish and degrade the objects that we dislike or envy.

EXAMPLES — "That fellow is so tall that he does not know when his feet are cold." "Brougham is a *thunderbolt*."

Personification consists in attributing life to things inanimate.

EXAMPLE — "*Hatred* stirreth up strife; but *love* covereth all sins."

A **Metonymy** (*Me-ton-y-my*) substitutes the name of one object for that of another that sustains some relation to it, either by some degree of mutual dependence or otherwise so connected as to be capable of suggesting it; thus cause is used for effect or the effect for the cause, the attribute for the subject or the subject for the attribute.

EXAMPLES — 1. Cause and effect; as "Extravagance is the *ruin* of many,"— that is, the *cause of ruin*.

2. Attribute and that to which it belongs; as "*Pride* shall be brought low"— that is, *the proud*.

A **Synecdoche** (*sin-ek-do-ke*) is a form of speech wherein something more or something less is substituted for the precise object meant, as when the whole is put for a part, or a part for the whole; the singular for the plural or the plural for the singular.

EXAMPLES — "His *head* is grey,"— that is, his *hair*. "The *world* considers him a man of talent,"— that is, the *people*.

Antithesis is the contrasting of opposites.

EXAMPLES — "*Sink* or *swim*, *live* or *die*, *survive* or *perish*, I give my hand and heart to this vote." "Though *deep* yet *clear*."

Irony is a form of speech in which the writer or speaker sneeringly means the reverse of what is literally said, the words being usually mockery uttered for the sake of ridicule or sarcasm. Irony is a very effective weapon of attack, the form of language being such as scarcely to admit of a reply.

EXAMPLE — "Have not the Indians been kindly and justly treated? Have not the temporal things, the vain baubles and filthy lucre of this world, which are too apt to engage their worldly and selfish thoughts, been benevolently taken from them; and have they not instead thereof, been taught to set their affections on things above?"

Paralipsis pretends to conceal what is really expressed.

EXAMPLE — "*I will not call him villain*, because it would be unparliamentary. *I will not call him fool*, because he happens to be chancellor of the exchequer."

Climax is the gradual ascending in the expression of thought, from things lower to a higher and better. Reversed, it is called *anticlimax*.

EXAMPLES—"A Scotch mist becomes a shower; and a shower, a storm; and a storm, a tempest; and a tempest, thunder and lightning; and thunder and lightning, heavenquake and earthquake." "Then virtue became silent, heartsick, pined away, and died."

Allusion is that use of language whereby in a word or words we recall some interesting incident or condition by resemblance or contrast.

EXAMPLES—"Give them the Amazon in South America and we'll give them the Mississippi in the United States."

After the signing of the Declaration of Independence, Hancock remarked to his fellow signers that they must all *hang* together. "Yes," said Franklin "or we shall all *hang separately*."

The allusion in this case turns to a *pun*, which is a play upon words.

EXAMPLE—"And the Doctor told the Sexton
And the Sexton *tolled* the bell."

A continued allusion and resemblance in style becomes a *parody*.

EXAMPLE—"'T is the last rose of summer, left blooming alone;
All her lovely companions are faded and gone;
No flower of her kindred, no rosebud is nigh,
To reflect back her blushes, or give sigh for sigh.
I'll not leave thee, thou lone one, to pine on thy stem;
Since the lovely are sleeping, go, sleep thou with them.
Thus kindly I scatter thy leaves o'er the bed
Where thy mates of the garden lie scentless and dead."

PARODY—"'T is the last golden dollar, left shining alone;
All its brilliant companions are squandered and gone;
No coin of its mintage reflects back its hue,
They went in mint juleps, and this will go too!
I'll not keep thee, thou lone one, too long in suspense;
Thy brothers were melted, and melt thou, to pence!
I'll ask for no quarter, I'll spend and not spare,
Till my old tattered pocket hangs centless and bare."

PUN—"Ancient maiden lady anxiously remarks,
That there must be peril 'mong so many *sparks:*
Roguish-looking fellow, turning to the stranger.
Says it 's his opinion she is out of danger."—*Saxe.*

Exclamation is a figure of speech used to express more strongly the emotions of the speaker.

EXAMPLES—"Oh! the depth of the riches both of the wisdom and the knowledge of God!"

"How poor, how rich, how abject, how august
How complicate, how wonderful is man!
Distinguished link in being's endless chain!
Midway from nothing to the Deity!
A beam ethereal, sullied and absorbed!
Though sullied and dishonored, still divine!
An heir of glory! a frail child of dust:
A worm! a god! I tremble at myself,
And in myself am lost."

Interrogation is a rhetorical figure by which the speaker puts opinions in the form of questions for the purpose of expressing thought more positively and vehemently without expectation of the questions being answered.

EXAMPLES—"He that planned the ear shall he not hear? He that formed the eye, shall he not see?" "O Death, where is thy sting? O Grave, where is thy victory?"

"But when shall we be stronger? Will it be the next week or the next year? Will it be when we are totally disarmed, and when a British guard shall be stationed in every house? * * * Is life so dear, or peace so sweet, as to be purchased at the price of chains and slavery?"

"Can storied urn or animated bust
Back to its mansions call the fleeting breath?
Can Honor's voice provoke the silent dust,
Or Flattery soothe the dull, cold ear of death?"

Euphemism (*u-fe-miz-em*) is a word or sentence so chosen and expressed as to make a disagreeable fact sound more pleasantly than if told in plain language.

EXAMPLES—"Deceased" for "dead;" "stopping payment," instead of "becoming bankrupt;" "falling asleep," instead of "dying;" "you labor under a mistake," for "you lie;" "he does not keep very correct accounts," instead of "he cheats when he can;" "she certainly displays as little vanity in her personal appearance as any young lady I ever saw;" for "she is an intolerable slattern."

"I see Anacreon laugh and sing;
His silver tresses breathe perfume;
His cheeks display a second spring
Of roses taught by wine to bloom."

Apostrophe like the exclamation is the sudden turning away, in the fullness of emotion, to address some other person or object. In this we address the absent or dead as if present or alive, and the inanimate as if living.

This figure of speech usually indicates a high degree of excitement.

EXAMPLES—"O gentle sleep,
Nature's soft nurse, how have I frighted thee,
That thou no more wilt weigh my eyelids down,
And steep my senses in forgetfulness?"

Thus King David, on hearing of the death of Absalom, exclaims, "O, my son Absalom, my son, my son!"

Ossian's Address to the Moon, is one of the most beautiful illustrations of the apostrophe.

"Daughter of heaven, fair art thou! The silence of thy face is pleasant. Thou comest forth in loveliness. The stars attend thy blue steps in the East. The clouds rejoice in thy presence, O Moon! and brighten their dark-brown sides. Who is like thee in heaven, daughter of the night? The stars are ashamed in thy presence, and turn aside their sparkling eyes. Whither dost thou retire from thy course, when the darkness of thy countenance grows? Hast thou thy hall like Ossian? Dwellest thou in the shadow of grief? Have thy sisters fallen from heaven? and are they who rejoiced with thee at night no more? Yes, they have fallen, fair light! and often dost thou retire to mourn. But thou thyself shall one night fail, and leave thy blue path in heaven. The stars will then lift their heads; they who in thy presence were astonished will rejoice."

"Thou lingering star with less'ning ray,
That lov'st to greet the early morn,
Again thou usher'st in the day
My Mary from my soul was torn.
O Mary! dear departed shade!"

Vision is a figure of rhetoric by which the speaker represents the objects of his imagination as actually before his eyes and present to his senses.

EXAMPLES—"Soldiers! from the tops of yonder pyramids, forty centuries look down upon you!"

"We behold houses and public edifices wrapt in flames; we hear the crash of roofs falling in, and one general uproar proceeding from a thousand different voices; we see some flying they know not whither, others hanging over the last embraces of their wives and friends: we see the mother tearing from the ruffian's grasp her helpless babe, and the victors cutting each others' throats wherever the plunder is most inviting."

Onomatopœia is the use of such word or words as by their sound will suggest the sense, as *crash*, *buzz*, *roar*, *etc.* Motion is thus easily imitated, as is also sound, and even the reflections and emotions.

EXAMPLES — "Away they went pell mell, hurry skurry, wild buffalo, wild horse, wild huntsmen, with clang and clatter, and whoop and halloo that made the forests ring." "The ball went *whizzing* past."

"While I nodded nearly napping, suddenly there came a tapping
As of some one gently rapping, rapping at my chamber door."

General Summary.

Dr. Blair's system of rhetoric sums up the most important qualities of style in the six following terms, being thus condensed by Kerl:

"*Purity*, *propriety*, and *precision* chiefly in regard to words and phrases; and *perspicuity*, *unity*, and *strength*, in regard to sentences. He who writes with *purity*, avoids all phraseology that is foreign, uncouth, or ill-derived; he who writes with *propriety*, selects the most appropriate, the very best expressions, and generally displays sound judgment and good taste; he who writes with *precision*, is careful to state exactly what he means — all that he means, or that is necessary, and nothing more; he who writes with *perspicuity*, aims to present his meaning so clearly and obviously, that no one can fail to understand him at once; he who observes *unity*, follows carefully the most agreeable order of nature, and does not jumble together incongruous things, nor throw out his thoughts in a confused or chaotic mass; and he who writes with *strength*, so disposes or marshals all the parts of each sentence, and all the parts of the discourse, as to make the strongest impression. A person's style, according as it is influenced by taste and imagination, may be *dry*, *plain*, *neat*, *elegant*, *ornamental*, *florid*, or *turgid*. The most common faulty style is that which may be described as being stiff, cramped, labored, heavy and tiresome; its opposite is the easy, flowing, graceful, sprightly, and interesting style. One of the greatest beauties of style, one too little regarded, is simplicity or naturalness; that easy, unaffected, earnest, and highly impressive language which indicates a total ignorance, or rather innocence, of all the trickery of art. It seems to consist of the pure promptings of nature; though, in most instances, it is not so much a natural gift as it *is the perfection of art*."

Laws of Language.

The following rules by Dr. Campbell, in reference to the construction of sentences and choice of words will be found of service.

1. When the usage is divided as to any particular words or phrases, and when one of the expressions is susceptible of different meanings, while the other admits of only one signification, the expression which is strictly of one meaning should be preferred.
2. In doubtful cases, analogy should be regarded.
3. When expressions are in other respects equal, that should be preferred which is most agreeable to the ear.
4. When none of the preceding rules takes place, regard should be had to simplicity.
5. All words and phrases, particularly harsh and not absolutely necessary, should be dismissed.
6. When the etymology plainly points to a different signification from what the word bears, propriety and simplicity require its dismission.
7. When words become obsolete, or are never used but in particular phrases, they should be repudiated, as they give the style an air of vulgarity and cant, when this general disuse renders them obscure.
8. All words and phrases which analyzed grammatically, include an imperfection of speech, should be dismissed.
9. All expressions which, according to the established rules of language, either have no meaning, or involve a contradiction, or according to the fair construction of the words, convey a meaning different from the intention of the speaker, should be dismissed.

Specific Directions.

PARAGRAPHS.—One or more sentences form a paragraph. When a deviation or change is made in the subject a new paragraph is commenced. The first line of each paragraph in writing should commence about one inch from the left side of the sheet. Preserve a space half an inch in width between the left of the writing and the edge of the sheet. Write as close to the right edge of the sheet as possible. When lack of space prevents the completion of a word on the line, place the hyphen (-) at the end of the line and follow with the remaining syllables on the next line. Words may be divided, but never divide syllables.

Rules of Construction.

1. The principal words in a sentence should be placed where they will make the most striking impression.
2. A weaker assertion or argument should not follow a stronger one.
3. The separation of the preposition from the noun which it governs, should be avoided.
4. Concluding the sentence with an adverb, preposition, or other insignificant word lessens the strength of the sentence.

ORDER OF ARRANGEMENT.—Young writers will find it well to prepare a memorandum of the subjects they wish to treat on a separate slip of paper, and the points they wish to make relating to each subject. Having the subjects clearly fixed in the mind, they should commence with the least important and follow through to the end, considering the most important at the close.

Dictionary of Synonyms.

ELEVEN THOUSAND SYNONYMOUS WORDS,

For the use of Writers and Speakers.

QUITE a common fault is that of using, when writing, the same word several times in a sentence. To avoid this inelegant repetition, the writer should give careful attention to the selection of different words having a similar meaning. Observe the following:

Example.

He is *accurate* in figures, *accurate* in grammar, *accurate* in spelling, *accurate* in writing.

IMPROVED.

He is *accurate* in figures, *correct* in grammar, *exact* in spelling, *precise* in writing.

See the word *accurate* in the dictionary, accompanied by synonymous words.

Example.

He made an excellent *address* in the morning, and his colleague made an excellent *address* in the evening.

IMPROVED.

He made an excellent *address* in the morning, and his colleague entertained the assemblage with an eloquent *speech* in the evening.

Example.

The patient *suffered* untold *agony* for years; during which time he *suffered* not only *agony* of body, but *agony* of mind.

IMPROVED.

The patient *suffered* untold *agony* for years; during which time he *endured* not only *torture* of body, but *anguish* of mind.

A

ABASE—humble, lower, degrade, depress, disgrace.

ABATE—lessen, reduce, subside, decrease, diminish.

ABBREVIATE—abridge, curtail, condense, compress, epitomize, lessen, reduce, shorten.

ABHOR—abominate, detest, hate, loathe.

ABILITY—capacity, power, skill, means, talent.

ABLE—capable, competent.

ABODE—dwelling, habitation, residence.

ABOMINATE—abhor, detest, hate, loathe.

ABRIDGE—contract, diminish, lessen, shorten.

ABSENT—abstracted, inattentive, heedless.

ABSORB—engross, engulf, imbibe, swallow.

ABSTAIN—forbear, refrain, withhold.

ABSTRUSE—hidden, obscure, difficult.

ABSURD—foolish, unreasonable, preposterous, ridiculous, silly.

ABUNDANT—ample, copious, plentiful.

ABUSIVE—insolent, offensive, scurrilous, disgraceful.

ACCEDE—acquiesce, agree, consent, assent, comply, yield.

ACCEPT—admit, receive, take.

ACCEPTABLE—agreeable, grateful, welcome.

ACCESSION—addition, augmentation, increase.

ACCOMMODATE—adjust, adapt, serve, suit, fit.

ACCOMPLICE—abettor, ally, assistant, accessory, associate.

ACCOMPLISH—complete, effect, achieve, fulfill, execute, realize, finish.

ACCOUNT—explanation, narration, description, recital.

ACCUMULATE—heap, collect, gather, amass.

ACCURATE—precise, nice, exact, correct.

ACCUSE—asperse, arraign, censure, impeach, defame, calumniate, detract, vilify.

ACHIEVE—execute, complete, fulfill, realize, accomplish, effect.

ACKNOWLEDGMENT—confession, concession.

ACKNOWLEDGE—confess, own, avow, grant.

ACQUAINT—inform, communicate, disclose, make known.

ACQUIESCE—comply, yield, consent, agree, assent, yield.

ACQUIRE—gain, attain, procure, win, obtain.

ACQUIREMENT—attainment, gain.

ACQUIT—free, pardon, forgive, discharge, clear.

ACTIVE—quick, nimble, agile, alert, prompt, industrious, busy, brisk, vigorous.

ACTUAL—real, certain, positive.

ACTUATE—impel, induce, move.

ACUTE—sharp, keen, subtle, shrewd, piercing, pointed, penetrating.

ADAPT—suit, fit, adjust, accommodate.

ADD—join to, put to, increase.

ADDRESS—speech, utterance, ability, courtship, skill, direction.

ADDITION—augmentation, increase, accession.

ADHERE—stick, cleave, hold, attach.

ADEPT—apt, quick, skillful, expert.

ADHERENT—disciple, follower, partisan.

ADHESION—sticking, attachment, adherence.

ADJACENT—close, near, adjoining, contiguous.

ADJOURN—postpone, defer, delay.

ADJUST—settle, fit, suit, adapt, accommodate.

ADMINISTER—give, execute, dispense, manage, supply, serve.

ADMIRATION—regard, esteem, wonder, surprise, amazement.

ADMISSION—entrance, access, admittance.

ADMIT—allow, permit, tolerate, concede, grant.

ADMONITION—warning, advice, counsel, reproof.

ADORN—deck, embellish, beautify.

ADROIT—agile, dexterous, clever, skillful.

ADULTERATE—corrupt, pollute, debase, defile.

ADVANCEMENT—progression, improvement.
ADVANTAGE—profit, benefit, use, good.
ADVENTURE—chance, casualty, contingency, incident, occurrence.
ADVERSARY—opponent, antagonist, enemy.
ADVERSE—unfortunate, hostile, contrary, repugnant, opposed.
ADVERT—notice, turn, regard, allude.
ADVISE—consult, consider, deliberate, admonish.
ADVOCATE—plead, argue, defend, support.
AFFABILITY—civility, courteousness, urbanity.
AFFABLE—civil, courteous, urbane, pleasing.
AFFAIR—business, concern, matter, transaction.
AFFECT—aim, assume, move, pretend, arrogate.
AFFECTING—feeling, touching, pathetic.
AFFECTION—love, fondness, attachment, kindness, tenderness.
AFFILIATE—adopt, receive, initiate, associate.
AFFINITY—relationship, kindred, alliance, conformity, attraction.
AFFIRM—assure, assert, aver, declare, protest.
AFFLICTION—pain, trouble, distress, grief, sadness, sorrow, tribulation, bereavement, calamity.
AFFLUENCE—plenty, abundance, riches, opulence, wealth, concourse, influx.
AFFORD—yield, grant, give, impart, spare.
AFFRIGHT—alarm, dismay, shock, terrify, appall, frighten, dishearten, intimidate.
AFFRONT—provoke, insult, outrage, offend.
AFRAID—fearful, terrified, timid, timorous.
AGED—elderly, old, senile, advanced in years.
AGENT—representative, deputy.
AGGREGATE—mass, collect, accumulate.
AGILE—alert, active, lively, quick, sprightly, nimble, brisk.
AGITATE—shake, disturb, move, discuss.
AGITATION—disturbance, trepidation, tremor.
AGONY—pain, distress, torture, anguish, suffering.
AGREE—accede, acquiesce, assent, consent, concur, comply.
AGREEABLE—suitable, acceptable, pleasing, grateful.
AGREEMENT—harmony, accordance, covenant, concurrence, contract, bargain.
AID—assist, help, succor, relieve.
AIM—aspire, endeavor, level, point.
AIR—aspect, manner, appearance, look, mien.
ALARM—fear, consternation, dread, apprehension, fright, terror, summons, surprise.
ALIENATE—transfer, withdraw, estrange.
ALLEGE—adduce, affirm, advance, assert.
ALLEVIATE—ease, abate, lessen, mitigate, relieve, diminish, soothe, lighten.
ALLIANCE—coalition, union, league, combination, confederacy.
ALLOT—distribute, apportion, assign, appoint.
ALLOWANCE—wages, pay, stipend, salary, permission, concession, grant.
ALLUDE—refer, suggest, hint, intimate.
ALLURE—tempt, entice, seduce, decoy, attract.
ALTER—change, vary, modify, re-arrange.
ALWAYS—ever, perpetually, constantly, continually, incessantly.
AMASS—gather, heap, collect, accumulate.
AMAZEMENT—astonishment, surprise, wonder, admiration.
AMBIGUOUS—obscure, doubtful, equivocal, uncertain.
AMENABLE—answerable, responsible, accountable.
AMEND—correct, improve, better, rectify, reform, mend.
AMENDS—recompense, restoration, reparation, restitution.
AMIABLE—lovely, kind, charming, delightful, obliging.
AMPLE—large, extended, spacious, copious, abundant, plenteous.
AMUSEMENT—entertainment, diversion, sport, pastime, recreation.
ANGRY—passionate, hot, irascible, hasty.
ANGUISH—pain, distress, suffering, agony.
ANIMATE—cheer, enliven, exhilarate, impel, incite, inspire, urge, encourage.
ANIMATION—life, spirits, liveliness, buoyancy, gayety, vivacity.
ANIMOSITY—hatred, enmity, malignity, hostility.
ANNEX—attach, affix, subjoin, add.
ANNOUNCE—proclaim, declare, advertise, publish.
ANNUL—destroy, revoke, abolish, cancel, repeal, annihilate.
ANSWER—reply, response, rejoinder.
ANSWERABLE—amenable, accountable, responsible.
ANTAGONIST—enemy, foe, opponent, adversary.
ANTECEDENT—previous, former, anterior, preceding, prior, foregoing.
ANTIPATHY—aversion, abhorrence, dislike, detestation, hatred.
ANXIETY—caution, care, perplexity, solicitude, uneasiness, disquietude.
APATHY—unfeelingness, indifference, insensibility, unconcern.
APERTURE—cavity, opening.
APOLOGY—defense, plea, excuse.
APPARENT—evident, clear, plain, visible, distinct.
APPEAL—invoke, refer, call upon.
APPEARANCE—aspect, look, air, manner, mien, semblance.
APPEASE—calm, soothe, allay, pacify, assuage, tranquilize.
APPLAUD—praise, approve, extol, commend.
APPLAUSE—acclamation, shouting, approval.
APPOINT—allot, fix, provide, order, prescribe, ordain, depute, constitute.
APPRAISE—value, estimate.
APPRECIATE—value, esteem, prize, estimate.
APPREHENSION—fear, terror, alarm, seizure, dread, suspicion, fright.
APPRISE—inform, acquaint, disclose.
APPROACH—admittance, access, avenue, passage.
APPROBATION—approval, concurrence, consent, sanction, confirmation.
APPROPRIATE—assume, usurp, set apart.
APPROPRIATE—peculiar, exclusive, adapted.
APPROVE—allow, like, applaud, esteem, commend.
ARBITRATOR—judge, umpire, arbiter.
ARCHIVES—annals, records.
ARDENT—hot, eager, passionate, fervent, fiery, vehement.
ARDUOUS—hard, difficult, laborious.
ARGUMENT—proof, reason, dispute.
ARISE—mount, ascend, rise, stand up.
ARRAIGN—charge, accuse, impeach.
ARRANGE—place, dispose, class, range.
ARROGANCE—assumption, self-conceit, pride, presumption, haughtiness.
ARTFUL—crafty, artificial, deceitful, cunning, dexterous.
ARTICULATE—speak, pronounce, utter.
ARTIFICE—deception, imposition, stratagem, cheat, deceit, finesse.
ATTITUDE—posture, gesture.
ATTRACT—charm, captivate, win, allure, draw, entice.
ATTRACTIONS—charms, allurements, enticements.
AUDACITY—impudence, boldness, hardihood, effrontery.
AUSPICIOUS—favorable, propitious, prosperous, lucky, fortunate.
AUTHENTIC—genuine, authorized, true.
AUTHORITY—power, dominion, force, sway, influence, ascendency.
AVARICE—greed, covetousness, cupidity.
ADVERSE—loath, unwilling, reluctant, repugnant, unfortunate, unfavorable.
AVERSION—dislike, antipathy, repugnance, abhorrence, detestation.
AVIDITY—eagerness, greediness.
AVOCATION—calling, trade, profession, office, business, employment, occupation.
AVOID—shun, elude, eschew.
AVOW—own, confess, recognize, acknowledge.
AWAKE—arouse, provoke, excite.
AWE—fear, dread, reverence.

B

BABBLING—idle talk, loquacity, chattering, prattling.
BACKWARD—loth, unwilling, reluctant, averse.
BAFFLE—confound, defeat, disconcert, elude, confuse.
BALANCE—settle, adjust, regulate, equalize.
BANTER—taunt, ridicule, deride, rally, joke, jest.
BARE—stripped, naked, destitute, uncovered, unadorned.
BARGAIN—purchase, cheapen, contract, buy.
BASE—mean, low, vile.
BASHFUL—shy, modest, timid, diffident.
BASIS—foundation, pedestal, ground, base.
BASTARD—spurious, illegitimate.
BATTLE—combat, fight, engagement.
BEAR—carry, bring forth, suffer, support, endure, sustain, undergo.
BEAT—hit, strike, defeat, overthrow.
BEAU—sweetheart, gallant, fop, dandy.
BEAUTIFUL—handsome, fine.
BEAUTIFY—embellish, decorate, adorn, deck, ornament.
BECOMING—suitable, comely, graceful, decent, befitting, meet, fit.
BEG—crave, beseech, entreat, ask, request, implore, solicit, supplicate.
BEGIN—originate, commence, enter upon.
BEGUILE—delude, mislead, deceive, amuse, impose upon.

BEHAVIOR—conduct, carriage, manner, deportment, address, demeanor.
BEHOLD—see, look, observe, view.
BEHOLDER—spectator, looker on, observer.
BELIEF—credit, faith, trust, certainty, confidence, reliance, conviction, opinion, assent.
BELOW—under, beneath.
BEND—lean, incline, distort, subdue, bow.
BENEATH—under, below.
BEQUEATH—devise, give by will.
BESEECH—solicit, crave, beg, implore, entreat, request, urge, supplicate.
BESTOW—grant, confer, give, present.
BETTER—improve, mend, reform, ameliorate.
BLAME—reprove, condemn, reproach, censure, reprehend, upbraid, inculpate.
BLAMELESS—unblemished, innocent, faultless, guiltless, spotless, irreproachable.
BLAST—desolate, destroy, wither up, split.
BLEMISH—flaw, spot, defect, fault, speck.
BLUNT—dull, uncouth, insentient, abrupt.
BLUNDER—error, mistake.
BOASTER—braggard, braggart, braggadocio, vaunter, blusterer.
BOASTING—parade, ostentation, vaunting.
BOISTEROUS—violent, furious, impetuous.
BOLD—courageous, daring, fearless, impudent, insolent, audacious.
BONDAGE—servitude, confinement, imprisonment, slavery,
BORDER—edge, verge, rim, brim, margin, brink, side.
BORE—pierce, penetrate, perforate.
BOUND—define, confine, restrict, terminate, limit, circumscribe.
BOUNTY—liberality, generosity, benevolence, beneficence.
BRAVE—bold, daring, heroic, courageous, undaunted, intrepid, fearless.
BREACH—gap, chasm, break, opening.
BREAK—destroy, batter, rend, dissolve, tame, demolish, shatter.
BREAKER—surge, billow, wave, sand-bank, covered rock.
BRIEF—short, concise, succinct, compendious, summary, epitomized.
BRIGHT—clear, shining, sparkling, brilliant, glistening, glittering, lucid, resplendent.
BRILLIANCY—brightness, radiance, splendor, luster.
BROAD—far-reaching, ample, large, extensive, wide.
BROIL—fight, quarrel, altercation, affray.
BRUISE—break, crush, squeeze, pound, compress.
BUILD—erect, establish, found, construct.
BULK—greatness, largeness, extent, magnitude, size, dimensions.
BURDEN—load, freight, weight, cargo.
BURNING—ardent, fiery, hot, scorching.
BURST—break, rend, crack, split.
BUSINESS—trade, occupation, calling, work, avocation, employment, profession.
BUSTLE—disorder, hurry, tumult, confusion.
BUT—except, still, however, save, nevertheless, yet, notwithstanding.
BUTCHERY—havoc, slaughter, massacre, carnage.
BUY—procure, bargain, obtain, purchase.

C

CABAL—coalition, combination, league, conspiracy, intrigue, plot.
CALAMITY—mishap, disaster, misfortune.
CALCULATE—count, number, compute, reckon, estimate.
CALL—exclaim, cry, invite, name, summon, subpœna.
CALLING—trade, occupation, profession, business, employment, avocation.
CALM—soothe, compose, tranquilize, pacify, appease, allay, assuage.
CANCEL—erase, destroy, abolish, repeal, annul, revoke.
CANDID—frank, open, artless, honest, ingenuous.
CAPABLE—able, fitted, competent, qualified, skillful.
CAPACITY—capability, faculty, ability, genius, talent.
CAPRICE—fancy, humor, freak, whim, notion.
CAPRICIOUS—notional, variable, fickle, changeable, fantastical, whimsical.
CAPTIVATE—charm, enslave, attract, enchant, enrapture, fascinate, take prisoner.
CAPTIVITY—servitude, confinement, bondage, imprisonment.
CAPTURE—prize, seizure.
CARE—anxiety, solicitude, regard, attention, management, concern, disquietude, worry.
CAREFUL—cautious, solicitous, attentive, provident, guarded, prudent, circumspect.
CARELESS—heedless, remiss, thoughtless, inattentive, negligent, unconcerned.
CARESS—fondle, endear, embrace, stroke, soothe.
CARNAGE—massacre, butchery, slaughter.
CARRIAGE—manner, behavior, mien, deportment, demeanor, walk, bearing.
CARRY—transport, convey, bear.
CAST—throw, hurl, turn, fling, direct.
CATCH—snatch, seize, lay hold of, grasp, capture, grip.
CAUSE—origin, source, reason, inducement.
CAUTION—advice, warning, notice, admonition, care, solicitude, circumspection.
CAUTIOUS—careful, wary, watchful, prudent, circumspect.
CEASE—leave off, desist, discontinue, stop.
CELEBRATED—honored, famous, illustrious, renowned.
CELEBRATE—praise, extol, commend, perpetuate.
CENSURE—rebuke, reprimand, condemnation, reproach, blame, stricture.
CEREMONY—form, rite, observance.
CERTAIN—manifest, actual, real, sure, constant.
CHAGRIN—vexation, mortification, fretfulness.
CHALLENGE—demand, defy, call, accuse, claim, object, except.
CHANCE—hazard, casual, fortuitous.
CHANGE—alteration, variety, mutation, conversion, vicissitude.
CHANGEABLE—uncertain, variable, fickle, mutable, inconstant, unsteady.
CHARACTER—manner, reputation, description, letter, mark, quality.
CHARITY—kindness, benevolence, good-will, liberality, beneficence, generosity.
CHARM—attract, bewitch, delight, enrapture, captivate, fascinate.
CHASTEN—correct, punish, afflict, chastise.
CHASTENESS—purity, continence, simplicity, chastity.
CHASTISE—correct, afflict, punish.
CHATTELS—effects, movable goods.
CHEAT—fraud, deception, stratagem, deceit, imposition.
CHEER—incite, comfort, gladden, encourage, exhilarate.
CHEERFULNESS—mirth, gladness, liveliness, sprightliness, gayety, jollity, comfort.
CHERISH—help, shelter, warm, nurture, foster.
CHIDE—scold, rebuke, reprove, reprimand.
CHIEFLY—mainly, principally, particularly, especially.
CHILDISH—simple, puerile, trifling.
CHILDHOOD—infancy, minority.
CHILDREN—offspring, issue, progeny.
CHOKE—stifle, smother, suffocate.
CHOICE—selection, election, option.
CHOOSE—prefer, select, pick, elect.
CIRCULATE—spread, pass, diffuse, propagate.
CIRCUMSCRIBE—limit, confine, enclose, bound.
CIRCUMSTANCE—event, incident, state, situation, condition.
CIRCUMSPECT—watchful, cautious, wary, particular, vigilant, prudent.
CIRCUMSTANTIAL—minute, particular, incidental, accidental.
CIVIL—obliging, polite, affable, courteous, complaisant, polished, well-bred.
CIVILIZATION—refinement, culture.
CLAIM—demand, pretension, right.
CLANDESTINE—secret, hidden, private.
CLASS—division, order, degree, rank.
CLEANSING—purifying, purging, cleaning.
CLEAR—free, pure, acquit, absolve, discharge, satisfy, vindicate, evident, apparent, obvious.
CLEARLY—distinctly, lucidly, plainly, manifestly, obviously, visibly.
CLEMENCY—mercy, mildness, lenity, kindness.
CLEVER—adroit, skillful, ready, expert.
CLIMB—mount, scale, ascend.
CLING—stick, hold, cleave, clasp, hang.
CLOSE—shut, firm, compact, concise, confined, near.
CLOTHES—raiment, garment, covering, attire, habiliments, apparel.
CLOUDED—obscured, variegated, dark, gloomy, overcast, sullen.
CLUMSY—awkward, unhandy, bungling, uncouth.
COADJUTOR—assistant, colleague, ally.
COALITION—conspiracy, league, union, combination.
COARSE—gross, inelegant, rough, rude, vulgar, unrefined.
COAX—flatter, wheedle, fawn, cajole.
COERCE—force, compel, restrain.
COGNOMEN—name, appellation, denomination.
COHERENT—consistent, adhesive, tenacious.
COINCIDE—harmonize, agree, concur.
COLD—reserved, chill, frigid, shy, unaffecting.
COLLEAGUE—ally, associate, partner, coadjutor.
COLLECTED—calm, placid, unruffled, composed, gathered.
COLLECTION—gathering, assemblage, contribution, group.

COLLOQUY—dialogue, conference, talk.
COLOR—dye, hue, tint, paint, tinge.
COMBINATION—union, league, coalition, conspiracy, alliance, confederacy.
COMELY—graceful, handsome, agreeable.
COMFORT—solace, console, encourage, enliven.
COMFORTLESS—wretched, desolate, forlorn.
COMIC—funny, ludicrous, ridiculous, laughable.
COMMAND—direction, behest, order, precept, injunction.
COMMANDING—dictatorial, imperative, authoritative, imperious.
COMMENCE—undertake, begin, originate.
COMMEND—praise, recommend, extol, applaud, approve, laud.
COMMENSURATE—sufficient, adequate, equal, proportionate.
COMMENT—utterance, explanation, exposition, annotation, note, observation, elucidation, remark.
COMMISERATION—feeling for, pity, compassion, condolence, sympathy.
COMMISSION—authorize, empower, enable.
COMMODIOUS—fit, suitable, convenient.
COMMODITY—goods, merchandise, wares.
COMMON—mean, vulgar, low, frequent, general, ordinary, usual.
COMMOTION—perturbation, tumult, disturbance.
COMMUNICATE—tell, report, make known, disclose, impart, reveal.
COMMUNICATION—commerce, intercourse, conference.
COMMUNION—fellowship, union, converse, intercourse.
COMMUTE—exchange, barter.
COMPACT—contract, agreement, covenant, firm, solid, close.
COMPANION—ally, accomplice, associate, comrade, friend, confederate, partner.
COMPANY—assembly, band, crew, corporation, congregation, association.
COMPASS—attain, enclose, invest, besiege, environ, encircle, consummate.
COMPASSION—tenderness, pity, sympathy, commiseration.
COMPENSATION—pay, amends, reward, remuneration, requital.
COMPETENT—suitable, fitted, qualified, able, capable, efficient, effective, skillful.
COMPETITION—rivalry, contest, emulation.
COMPLAINING—lamenting, bemoaning, murmuring, bewailing, regretting, repining.
COMPLAISANT—agreeable, affable, courteous, civil.
COMPLETE—conclude, fulfill, terminate, effect, accomplish, consummate, execute, finish.
COMPLEX—intricate, complicate, compound.
COMPLIMENT—extol, flatter, praise, congratulate.
COMPLY—agree, accord, accede, assent, yield, acquiesce, consent.
COMPOSE—put together, form, settle, soothe, calm, quiet, compound.
COMPREHEND—appreciate, embrace, include, understand, conceive, comprise.
COMPRESS—condense, bind, squeeze.
COMPULSION—constraint, force, restraint, coercion.
COMPUNCTION—regret, penitence, remorse, repentance, contrition.
COMPUTE—count, number, rate, estimate, calculate.
CONCEDE—yield, grant, allow, deliver, admit, surrender.
CONCEAL—hide, disguise, cover, secrete.
CONCEIT—imagination, fancy, notion, freak.
CONCEITED—vain, proud, egotistical, opinionated.
CONCEPTION—perception, knowledge, fancy, idea, imagination, notion.
CONCERN—care, interest, affair, business, regard, matter.
CONCERT—contrive, manage, adjust, consult.
CONCILIATE—win, reconcile, propitiate.
CONCLUDE—finish, terminate, close.
CONCLUSION—termination, end, inference.
CONCLUSIVE—convincing, decisive.
CONCORD—harmony, agreement, unity, amity, peace.
CONCUR—agree, coincide, approve, acquiesce.
CONDEMN—sentence, doom, blame, reproach, reprove.
CONDENSE—abbreviate, shorten, contract.
CONDESCENSION—humility, submission, deference.
CONDITION—rank, state, bond, case, compact, situation, stipulation.
CONDOLENCE—compassion, sympathy, commiseration.
CONDUCE—conduct, tend, lead, contribute.
CONDUCT—management, behavior, guidance, deportment.
CONFEDERATE—ally, accomplice, associate.
CONFER—give, bestow, discourse, grant.
CONFESS—acknowledge, grant, own, admit, avow, recognize, disclose.
CONFIDE—rely, trust, repose, depend.
CONFIDENT—impudent, bold, positive, dogmatical, absolute, assured.
CONFINED—limited, shut up, circumscribed, restrained, contracted, imprisoned.
CONFIRM—corroborate, establish, strengthen.
CONFLICT—contest, contention, fight, agony, combat, struggle, pang, warfare.
CONFORM—submit, yield, comply.
CONFUSE—stupefy, embarrass, abash, confound, disorder, perplex.
CONGRUITY—agreement, consistency.
CONJECTURE—guess, think, surmise, belief.
CONNECTED—related, joined, united.
CONNECTION—intercourse, union, commerce, association, communion.
CONQUER—subdue, vanquish, overcome, surmount.
CONSCIOUS—aware, sensible, apprised.
CONSENT—yield, agree, assent, acquiesce, comply, accede.
CONSEQUENCE—result, effect, inference.
CONSEQUENTLY—accordingly, hence, therefore, wherefore.
CONSIDER—ponder, deliberate, regard, reflect.
CONSIGN—entrust, commit, transfer, make over.
CONSISTENT—agreeing, consonant, accordant, firm.
CONSOLE—comfort, soothe, cheer.
CONSPICUOUS—prominent, noted, distinguished, illustrious.
CONSTANCY—perseverance, firmness, steadiness, stability.
CONSTANTLY—ever, continually, perpetually, unchangeably, incessantly.
CONSTRUCT—make, build, erect, form.
CONSULT—consider, deliberate, advise.
CONSUME—waste, destroy, absorb, complete.
CONSUMMATION—perfection, completion.
CONTAGIOUS—epidemic, infectious.
CONTAIN—hold, include, embrace, comprehend.
CONTAMINATE—pollute, defile, taint, corrupt, poison.
CONTEMN—scorn, despise, disdain.
CONTEMPLATE—consider, meditate, muse.
CONTEMPTIBLE—paltry, vile, mean, disdainful, despicable, disreputable, low.
CONTEND—quarrel, debate, contest, argue, vie, strive.
CONTENTION—strife, conflict, contest, combat, dispute, dissension.
CONTENTMENT—acquiescence, happiness, satisfaction, gratification.
CONTIGUOUS—near, approximating, adjacent.
CONTINUAL—perpetual, constant, incessant, unceasing, continuous.
CONTINUATION—continuance, duration.
CONTRACT—arrangement, bargain, agreement, compact, covenant.
CONTRACT—curtail, abbreviate, abridge, condense, reduce, shorten.
CONTRADICT—gainsay, deny, oppose.
CONTRARY—opposite, adverse, inimical.
CONTRIBUTE—assist, administer, aid, share.
CONTRITION—remorse, penitence, repentance, compunction, regret.
CONTRIVANCE—plan, device, means, scheme, invention.
CONTROL—subdue, restrain, check, govern, curb.
CONTROVERSY—argument, debate, disputation, contest.
CONVENE—call together, assemble, convoke.
CONVENIENT—handy, adapted, suitable.
CONVERSATION—dialogue, discussion, conference, colloquy.
CONVERSE—commune, speak, talk, discourse.
CONVEY—take, carry, bear, transport.
CONVICTION—persuasion, detection, satisfaction.
CONVIVIAL—agreeable, festal, social, sociable.
CONVOKE—gather, assemble, convene, call together.
COPIOUS—ample, full, abundant, exuberant, plenteous, beautiful.
CORDIAL—hearty, warm, sincere.
CORRECT—mend, amend, reform, better, improve, rectify.
CORROBORATE—establish, confirm, strengthen.
CORRUPTION—depravity, pollution, defilement, adulteration, contamination, depravity, infection, putridity.
COSTLY—expensive, precious, valuable.
COUNSEL—advice, instruction, exhortation.
COUNTERACT—change, defeat, oppose, hinder, frustrate, prevent.
COUNTENANCE—uphold, favor, encourage, support, sanction.
COUNTERFEIT—forged, feigned, false, spurious, imposture, imitation.

COUPLE—brace, pair, two, join, connect.
COURAGE—heroism, valor, bravery, firmness, intrepidity, fearlessness.
COURSE—mode, way, track, line, career, progress, method, passage, road, route, series, succession.
COURTEOUS—kind, civil, affable, polished, respectful, polite, well-bred.
COVENANT—arrangement, agreement, contract, pledge, stipulation.
COVERING—concealing, screening, sheltering, hiding, overspreading
COVETOUSNESS—greed, avarice, cupidity, inordinate desire.
COWARD—sneak, dastard, poltroon.
COWARDICE—fear, timidity, cowardliness.
CRAFTY—underhanded, cunning, artful, wily, deceitful, sly, subtle.
CRAVE—beg, pray, beseech, entreat, implore, request, solicit, supplicate.
CREATE—build, form, make, cause, invent, originate, shape, produce.
CRIME—evil, guilt, wickedness, vice, sin.
CRISIS—juncture, critical point.
CRITICISM—stricture, censure, review, remark, judgment.
CROOKED—bowed, turned, awry, bent, curved, disfigured, deformed.
CROSS—ill-tempered, fretful, peevish, spleeny, petulant, splenetic.
CRUEL—barbarous, brutal, inhuman, pitiless, inexorable, unmerciful, harsh.
CULTIVATION—advancement, civilization, improvement, refinement, tillage.
CURE—heal, restore, remedy.
CURIOUS—prying, inquisitive.
CURSE—imprecation, malediction, anathema, execration.
CURSORY—hasty, careless, slight, desultory, superficial.
CURTAIL—shorten, contract, abbreviate, abridge.
CUSTOM—habit, manner, usage, prescription, practice.

D

DAMAGE—injury, hurt, loss, detriment.
DAMPNESS—wet, moisture, humidity.
DANGER—hazard, peril, risk, venture.
DARING—bold, fearless, valorous, courageous, intrepid, brave.
DARK—dim, dismal, obscure, gloomy.
DATE—time, period, epoch, era, age.
DEAD—still, lifeless, inanimate, deceased.
DEADLY—fatal, mortal, destructive.
DEALING—trade, practice, commerce, traffic.
DEARTH—famine, need, scarcity, want.
DEBAR—deter, hinder, prevent, exclude, preclude.
DEBASE—lower, degrade, humble, disgrace.
DEBATE—argue, wrangle, dispute, controvert, contest.
DEBILITATE—impair, weaken, enervate, enfeeble.
DEBILITY—infirmity, weakness, incapacity, imbecility, feebleness.
DECAY—decline, consumption.
DECEASE—demise, death, departure of life.
DECEIT—fraud, duplicity, deception, cunning, artifice, guilt, trickery.
DECENT—comely, fit, seemly, becoming.
DECIDE—settle, resolve, fix, determine.
DECISION—sentence, determination, judgment, resolution, conclusion.
DECISIVE—ending, conclusive, convincing,
DECLARE—announce, pronounce, testify, proclaim, assure, assert, affirm.
DECLINE—droop, decay, shun, reject, repel, sink, refuse.
DECORATE—embellish, ornament, beautify, adorn.
DECOY—allure, tempt, seduce, entice, inveigle.
DECREASE—lessen, diminish, lower, subside, abate.
DEDICATE—devote, consecrate, set apart.
DEDUCTION—abatement, inference, conclusion.
DEED—action, exploit, achievement, feat.
DEFACE—mar, disfigure, destroy, mutilate.
DEFAME—slander, vilify, scandalize, calumniate.
DEFEAT—beat, baffle, conquer, overcome, overpower, overthrow, vanquish, frustrate.
DEFECT—want, flaw, blemish, imperfection.
DEFECTIVE—wanting, imperfect, deficient.
DEFENDER—protector, advocate, pleader, vindicator
DEFENCE—apology, excuse, justification, protection, vindication.
DEFER—delay, hinder, prolong, retard, postpone, protract, procrastinate.
DEFERENCE—respect, regard, condescension, submission, veneration.
DEFILE—taint, poison, vitiate, corrupt, contaminate, pollute.
DEFICIENT—lacking, wanting, imperfect.
DEFINITE—exact, precise, positive, certain, bounded, limited.
DEFRAUD—swindle, cheat, rob, deceive, trick.
DEGRADE—lower, disgrace, lessen, reduce, decry, depreciate, disparage.
DEGREE—rank, position, station, class, order.
DEJECTION—depression, melancholy, lowliness.
DELAY—hinder, defer, detain, prolong, protract, postpone.
DELIBERATE—slow, hesitating, considerate, thoughtful, cautious.
DELICATE—frail, fine, nice, tender, beautiful, weak, elegant, dainty.
DELIGHTED—pleased, glad, grateful, joyful.
DELIGHTFUL—sweet, lovely, delicious, charming, gladsome.
DELINEATE—describe, draw, paint, sketch, depict, represent.
DELINQUENT—criminal, offender.
DELIVER—give up, save, yield, utter, surrender, concede, rescue, transmit.
DELUDE—mislead, deceive, cheat, beguile.
DELUSION—cheat, illusion, deception, fallacy.
DEMAND—claim, require, ask.
DEMOLISH—overthrow, destroy.
DEMONSTRATE—illustrate, show, prove, manifest.
DENOMINATE—name, title, style, designate.
DENOTE—imply, signify, mark, betoken.
DENY—refuse, disown, contradict, oppose.
DEPARTURE—leaving, going away, forsaking, abandoning, exit.
DEPENDENCE—trust, reliance, confidence, connection.
DEPLORE—bemoan, bewail, lament, mourn.
DEPORTMENT—behavior, character, carriage, conduct, demeanor.
DEPRAVED—degraded, corrupt, abandoned, profligate, vicious, wicked.
DEPRECIATE—underrate, disparage, detract, undervalue, degrade, lower, traduce.
DEPRIVE—prevent, hinder, depose, divest, strip, abridge.
DEPUTE—authorize, appoint, constitute.
DEPUTY—agent, substitute, representative, delegate.
DERANGE—disarrange, discompose, disorder, confuse, disconcert.
DERIDE—mock, ridicule, make fun of, banter, laugh at.
DESCRIBE—illustrate, narrate, delineate, recount, relate, represent.
DESCRIPTION—account, illustration, narration, explanation, recital, relation, detail.
DESIGN—intend, plan, scheme, purpose, project, sketch.
DESIGNATE—name, show, point out, indicate, choose, distinguish, style.
DESIST—stop, leave off, discontinue, cease.
DESPERATE—desponding, hopeless, mad, careless, furious, regardless.
DESPICABLE—mean, vile, worthless, pitiful, outrageous, contemptible.
DESPISE—hate, scorn, loathe.
DESPOTIC—arbitrary, self-willed, absolute.
DESTINATION—point, location, design, fate, lot, purpose, appointment.
DESTITUTE—bare, forlorn, poor, scanty, forsaken, needy.
DESTROY—ruin, waste, demolish, consume, annihilate, dismantle.
DESULTORY—hasty, slight, loose, roving.
DETACH—sever, separate, disjoin, divide.
DETAIL—account, tale, description, narration, recital.
DETAIN—keep, restrain, confine, hold.
DETECT—find, discover, convict.
DETERMINE—fix, decide, bound, limit, settle, resolve, adjust.
DETERMINED—firm, resolute, decided, fixed, concluded, ended, immovable.
DETEST—hate, loathe, abhor, abominate.
DETESTABLE—hateful, loathsome, abominable, execrable.
DETRACT—defame, degrade, slander, vilify, calumniate, scandalize, derogate.
DETRIMENT—inconvenience, loss, injury, disadvantage, damage, hurt, prejudice.
DEVELOP—grow, unravel, clear, unfold, disclose, exhibit.
DEVIATE—stray, wander, err, digress, swerve.
DEVICE—design, scheme, plan, contrivance, invention, stratagem, show.
DEVOTE—give, apply, consecrate, set apart, dedicate.
DEVOUT—pious, holy, religious, prayerful.
DEXTERITY—adroitness, expertness, aptness, ability, skillfulness, skill, tact.
DIALECT—language, speech, tongue.
DICTATE—propose, direct, order, prescribe, instruct, suggest.
DIE—expire, depart, perish, languish, wither.
DIFFER—dispute, dissent, vary, contend, disagree.

DIFFERENT—unlike, various, diverse.
DIFFICULT—trying, arduous, hard, troublesome.
DIFFICULTY-obstacle, embarrassment, trouble, obstruction, perplexity, trial, impediment.
DIFFIDENT—retiring, fearful, bashful, distrustful, modest, hesitating.
DIGNIFIED—exalted, elevated, honored, stately.
DILIGENT—industrious, assiduous, laborious, active, persevering, attentive.
DIMINISH—shorten, curtail, decrease, abate, lessen, subside.
DIRECT—show, guide, conduct, manage, regulate, sway.
DIRECTION—command, address, order, superscription.
DIRECTLY—at once, quickly, instantly, immediately, promptly, instantaneously.
DISAGREE—dispute, dissent, differ, quarrel, vary.
DISAPPOINT—foil, defeat.
DISASTER—misfortune, calamity, mischance, mishap.
DISAVOW—disown, deny, disclaim, repudiate.
DISCARD—cast off, dismiss, discharge.
DISCERN—distinguish, discriminate, penetrate, behold, discover.
DISCERNIBLE—plain, evident, manifest, perceptible, apparent.
DISCLOSE—reveal, discover, divulge.
DISCONCERT—disorder, confuse, defeat, ruffle, fret, vex, unsettle, interrupt, derange.
DISCORD—contention, dissension, inharmony.
DISCOVER—make known, detect, communicate, reveal, impart, tell, disclose.
DISCREDIT—dishonor, scandal, disgrace, disrepute, ignominy, reproach.
DISCRETION—prudence, judgment.
DISDAIN—scorn, contempt, arrogance, pride, haughtiness.
DISEASE—sickness, distemper, malady, disorder.
DISGRACE—degrade, debase, dishonor, abase.
DISGUISE—cover, disfigure, conceal, dissemble.
DISGUST—loathing, nausea, dislike, aversion.
DISHONOR—shame, disgrace.
DISLIKE—antipathy, aversion, hatred, repugnance, contempt, abhorrence.
DISMISS—discharge, divest, discard.
DISORDER—confusion, bustle, tumult, malady, disease, distemper, irregularity.
DISPARAGE—lower, undervalue, degrade, detract, decry, depreciate.
DISPERSE—scatter, dissipate, spread, distribute, deal out.
DISPLAY—parade, exhibit, show, ostentation.
DISPLEASE—offend, anger, vex.
DISPOSE—regulate, place, arrange, order, adapt.
DISPUTE—contest, debate, quarrel, altercation, difference, controversy.
DISSEMINATE—spread, circulate, scatter, propagate.
DISSERTATION—discourse, essay, treatise, disquisition.
DISSIPATE—disperse, squander, waste, expend, consume, dispel.
DISTASTE—aversion, disgust, contempt, dislike, dissatisfaction, loathing.
DISTINCT—clear, obvious, different, separate, unlike, dissimilar.
DISTINGUISH—discriminate, see, know, perceive, discern.
DISTINGUISHED—noted, conspicuous, eminent, celebrated, illustrious.
DISTRESS—grief, sorrow, sadness, suffering, affliction, anguish, agony, pain, misery.
DISTRIBUTE—deal out, scatter, assign, allot, apportion, divide.
DISTRICT—locality, section, tract, region, territory, province, county, circuit.
DIVERSION—enjoyment, pastime, recreation, amusement, sport, deviation.
DIVIDE—separate, part, share, distribute.
DIVINE—suppose, conjecture, foretell, guess.
DIVULGE—disclose, impart, reveal, communicate, disclose, publish.
DOCILE—gentle, tractable, teachable, pliant, quiet, yielding.
DOCTRINE—belief, wisdom, dogma, principle, precept.
DOGMATICAL—positive, authoritative, arrogant, magisterial, confident.
DOLEFUL—awful, dismal, sorrowful, woeful, piteous, rueful.
DOUBT—suspense, hesitation, scruple, perplexity, uncertainty.
DOUBTFUL—unstable, uncertain, dubious, precarious, equivocal.
DRAG—pull, bring, haul, draw.
DREAD—fear, apprehension.
DREADFUL—fearful, awful, frightful, terrible, horrible.
DRESS—array, apparel, vestments, garments, attire.
DROOP—pine, sink, fade, languish, decline.
DUMB—mute, still, silent, inarticulate.
DURABLE—lasting, constant, permanent, continuing.
DUTIFUL—submissive, obedient, respectful.
DWELLING—home, house, abode, habitation, residence, domicile.

E

EAGER—earnest, excited, ardent, impetuous, quick, vehement.
EARN—acquire, win, make, gain, obtain.
EARTH—globe, world, planet.
EASE—rest, quiet, repose, lightness, facility.
ECONOMICAL—careful, frugal, close, saving, thrifty, sparing.
ECSTASY—happiness, joy, rapture, transport, delight, elevation, enthusiasm.
EDIFICE—building, fabric, structure.
EDUCATION—culture, cultivation, breeding, refinement, instruction, nurture, tuition.
EFFACE—destroy, obliterate, erase, expunge, eradicate.
EFFECT—consequence, purpose, result, event, issue, meaning, reality.
EFFECTS—things, goods, chattels, furniture, movables, property.
EFFICIENT—competent, capable, able, effectual, effective.
EFFORT—endeavor, essay, attempt, exertion, trial.
ELEGANT—graceful, lovely, beautiful, handsome.
ELIGIBLE—suitable, fit, worthy, capable.
EMBARRASS—trouble, entangle, puzzle, perplex, distress.
EMBELLISH—ornament, decorate, adorn, illustrate, deck, beautify.
EMBLEM—symbol, figure, type.
EMBRACE—hold, clasp, hug, comprehend, comprise, include, contain.
EMERGENCY—necessity, exigency, casualty.
EMOLUMENT—reward, profit, gain, advantage, lucre.
EMOTION—feeling, tremor, agitation, excitement.
EMPLOYMENT—occupation, trade, profession, business, avocation.
EMPOWER—enable, delegate, authorize, commission.
EMPTY—untenanted, vacant, void, evacuated, unfurnished, unfilled.
ENCHANT—beguile, charm, bewitch, fascinate, captivate, enrapture.
ENCOMIUM—eulogy, praise.
ENCOUNTER—quarrel, assault, attack, combat, engagement, meeting.
ENCOURAGE—cheer, animate, incite, stimulate. countenance, instigate, sanction, support.
ENCROACH—intrude, trespass, infringe.
END—finish, close, stop, extremity, termination, finish, sequel, cessation, consequence, death, purpose.
ENDEAVOR—aim, exertion, effort, attempt.
ENDLESS—unending, everlasting, perpetual, interminable, incessant, infinite, eternal.
ENDURANCE—submission, patience, fortitude, resignation.
ENEMY—adversary, opponent, antagonist, foe.
ENERGY—determination, force, efficacy, vigor, strength, potency, power.
ENERVATE—weaken, enfeeble, debilitate, unnerve, deteriorate.
ENGAGE—employ, enlist, fight, induce, pledge, promise, attract, win.
ENJOYMENT—happiness, joy, pleasure, gratification.
ENLARGE—extend, lengthen, widen, increase.
ENMITY—spite, hatred, hostility, malignity, animosity.
ENOUGH—ample, sufficient, plenty, abundance.
ENRAGE—excite, irritate, inflame, incense, aggravate, exasperate.
ENRAPTURE—charm, attract, captivate, fascinate, enchant.
ENTERPRISE—business, adventure, attempt, undertaking.
ENTERTAINMENT—pastime, amusement, sport, recreation, diversion, performance, banquet, feast.
ENTICE—tempt, decoy, seduce, allure, attract.
ENTIRE—full, whole, complete, perfect, total, integral.
ENTIRELY—perfectly, completely, wholly.
ENTITLE—style, designate, characterize, name, denominate.
ENTREAT—ask, solicit, crave, beg, beseech, implore, petition, supplicate.
ENVY—suspicion, jealousy, grudging.
EPITOMIZE—lessen, abridge, reduce, curtail, condense.
EQUAL—commensurate, adequate, uniform.
EQUITABLE—just, right, satisfactory, impartial, fair, reasonable, honest.
ERADICATE—exterminate, extirpate, root out.
ERASE—expunge, efface, obliterate, cancel.

ERECT—build, raise, found, construct, elevate, establish, institute, set up, raise.
ERROR—blunder, mistake, fault.
ESCAPE—elope, evade, elude, fly, avoid, pass.
ESSENTIAL—important, necessary, requisite, indispensable.
ESTEEM—respect, regard, value, appreciate, prize, love.
ESTIMATE—rate, compute, calculate, appraise, value, esteem, appreciate.
ETERNAL—perpetual, forever, endless, infinite, everlasting, immortal, continual.
EVADE—escape, elude, avoid, shun, prevaricate.
EVEN—smooth, level, plain, uniform, equal.
EVENT—incident, adventure, occurrence, issue, result, consequence.
EVER—always, constantly, forever, unceasingly, continually, incessantly.
EVIDENCE—proof, deposition, testimony, witness.
EVIL—sinful, wicked, bad.
EXACT—enjoin, demand, extract, extort.
EXACT—sure, strict, punctual, accurate, precise.
EXALTED—high, elevated, dignified, refined, raised, magnificent, sublime.
EXAMINATION—search, investigation, scrutiny, inquiry, research.
EXAMPLE—copy, precedent, pattern.
EXASPERATE—excite, irritate, provoke, vex, aggravate, enrage.
EXCEED—improve, outdo, excel, surpass, transcend.
EXCELLENCE—goodness, superiority, purity, perfection, eminence.
EXCEPT—but, besides, unless, object.
EXCHANGE—barter, trade, traffic.
EXCITE—provoke, arouse, stimulate, awaken, incite, irritate.
EXCULPATE—forgive, acquit, exonerate, absolve, justify.
EXCUSE—pretence, pretext, plea, subterfuge, apology, evasion.
EXECRABLE—hateful, contemptible, abominable, detestable.
EXEMPTION—freedom, privilege, immunity.
EXERCISE—practice, exert, carry on.
EXHAUST—empty, drain, spend.
EXIGENCY—necessity, emergency.
EXONERATE—clear, relieve, justify, acquit, absolve, forgive, exculpate.
EXPECTATION—belief, trust, hope, confidence, anticipation.
EXPEDIENT—fit, suitable, necessary, requisite.
EXPEDITE—hurry, hasten, quicken, accelerate.
EXPEDITIOUS—speedy, quick, prompt, diligent.
EXPEL—exile, banish, cast out.
EXPENSIVE—dear, costly, valuable.
EXPERIENCE—knowledge, trial, experiment, proof, test.
EXPERT—handy, ready, adroit, skillful, dexterous.
EXPLAIN—show, elucidate, unfold.
EXPLANATION—detail, description, account, relation, explication, recital.
EXPLICIT—clear, definite, plain, express.
EXPLOIT—feat, accomplishment, achievement, deed, performance.
EXPLORE—search, examine.
EXTEND—spread out, stretch out, enlarge, increase, distend, diffuse.
EXTENSIVE—wide, comprehensive, large.
EXTENUATE—palliate, lessen, diminish, excuse.
EXTERIOR—outward, outside, external.
EXTERMINATE—eradicate, destroy, extirpate.
EXTERNAL—outward, exterior.
EXTOL—commend, praise, laud, eulogize, admire, applaud.

F

FACETIOUS—amusing, jocular, comic, jocose.
FACT—incident, circumstance.
FACULTY—ability, gift, talent, power.
FAILING—weakness, frailty, imperfection, misfortune, miscarriage, foible, fault.
FAIR—clear, consistent, right, straight, impartial, honest, equitable, just.
FAITH—trust, belief, fidelity, credit.
FALLACIOUS—illusive, visionary, deceitful, delusive, fraudulent.
FALSEHOOD—falsity, falsification, fabrication, fiction, lie, untruth.
FAMILIAR—free, intimate, unceremonious.
FAMOUS—celebrated, eminent, renowned, distinguished, illustrious.
FANCIFUL—ideal, imaginative, capricious, fantastical, whimsical, hypochondriac.
FANCY—imagination, taste, whim, caprice, inclination, liking, notion, conceit, conception, humor, ideality.
FASCINATE—charm, attract, captivate, bewitch, enchant, enrapture.
FASHION—style, mode, custom, manner, way, practice, form, sort.
FASTEN—fix, hold, stick, annex, attach, affix.
FASTIDIOUS—particular, disdainful, squeamish.
FATE—destiny, chance, fortune, luck, doom, lot.
FAVOR—civility, support, benefit, grace.
FAVORABLE—auspicious, propitious, suitable.
FAULT—failing, shortcoming, error, blemish, imperfection, offence.
FAULTLESS—guiltless, blameless, spotless, innocent.
FEAR—alarm, dread, timidity, terror, fright, trepidation, apprehension.
FEARFUL—dreadful, horrible, terrible, awful, afraid, timid, timorous.
FEARLESS—daring, brave, intrepid, undaunted, courageous.
FEASIBLE—reasonable, plausible, practicable.
FEAT—exploit, trick, achievement, act, deed.
FEEBLE—frail, infirm, weak.
FEELING—sensation, sympathy, generosity, sensibility.
FELICITY—joy, delight, happiness, prosperity, bliss, blessedness.
FERTILE—fruitful, prolific, abundant, productive.
FERVOR—warmth, heat, ardor, vehemence, zeal.
FESTIVITY—joyfulness, happiness, gayety, festival.
FICKLE—unstable, changeable, variable, inconstant, capricious, impulsive.
FICTION—invention, lie, untruth, falsehood, fabrication.
FIDELITY—faith, honesty, loyalty.
FIERY—hot, fervent, impulsive, ardent, passionate, vehement.
FIGURE—shape, semblance, form, representation, statue.
FINE—delicate, nice, pretty, elegant, lovely, showy, beautiful.
FINISH—conclude, end, close, terminate, complete, perfect.
FIRM—ready, strong, immovable, solid, steady, sturdy, resolute, partnership.
FIRST—highest, chief, earliest, primitive, primary, pristine, original, commencement.
FITTED—suited, competent, qualified, adapted.
FLAG—droop, languish, pine, decline, faint.
FLAGITIOUS—wicked, flagrant, heinous, atrocious.
FLAVOR—taste, odor, fragrance.
FLAW—spot, stain, speck, crack, blemish, defect.
FLEETING—transient, transitory, swift, temporary.
FLEETNESS—swiftness, rapidity, quickness, velocity, celerity.
FLUCTUATE—vary, waver, change, hesitate, vacillate.
FOLLOWER—adherent, believer, disciple, partisan, pursuer, successor.
FONDNESS—affection, love, attachment, tenderness.
FORSAKE—desert, abandon, abdicate, leave, relinquish, quit.
FOOLISH—simple, stupid, silly, absurd, preposterous, irrational.
FORBEAR—refrain, spare, abstain, pause.
FORBID—deny, prohibit, interdict, oppose.
FORCE—oblige, compel, restrain.
FORCIBLE—powerful, strong, mighty, potent, cogent, irresistible.
FOREBODE—foretell, presage, prognosticate, augur, betoken.
FOREGOING—before, former, previous, prior, preceding, antecedent, anterior.
FOREGO—quit, give up, resign.
FORETHOUGHT—expectation, foresight, anticipation, premeditation.
FORFEITURE—penalty, fine.
FORGE—counterfeit, frame, invent, fabricate.
FORGIVE—absolve, pardon, remit, acquit, excuse.
FORLORN—forsaken, lost, lonely, destitute, deserted.
FORM—ceremony, observance, rite.
FORMAL—ceremonious, particular, methodical, exact, stiff, precise.
FORTUNATE—successful, lucky, prosperous.
FORTUNE—estate, portion, fate, success.
FORWARD—confident, eager, bold, ardent, immodest, ready, presumptuous, progressive.
FOSTER—keep, harbor, nourish, cherish, nurse.
FRAGILE—brittle, weak, frail, tender.
FRAILTY—weakness, unsteadiness, instability, failing, foible.
FRAME—fabricate, compose, contrive, invent, form, plan, adjust.
FRATERNITY—brotherhood, society.
FRAUD—cheat, imposition, deception, deceit, guile.
FREAK—whim, caprice, humor, fancy.
FREE—generous, liberal, candid, open, frank, familiar, unconstrained, unconfined, unreserved, munificent, bounteous.
FREE—deliver, liberate, clear, rescue, affranchise, enfranchise.

FREEDOM—liberty, independence, exemption, privilege, familiarity, unrestraint.
FREELY—spontaneously, unreservedly, cheerfully, frankly, liberally, unhesitatingly.
FREQUENTLY—often, repeatedly, commonly, generally, usually.
FRESH—new, recent, novel, modern, cool.
FRET—chafe, anger, gall, agitate, corrode, vex.
FRETFUL—captious, peevish, petulant, angry.
FRIENDLY—pleasant, kind, sociable, agreeable, amicable.
FRIGHT—panic, consternation, terror, alarm.
FRIGHTEN—terrify, scare, intimidate, affright, alarm, daunt.
FRIGHTFUL—horrid, horrible, terrible, terrific, dreadful, fearful.
FRUGAL—careful, economical, saving, prudent.
FRUITFUL—abundant, plentiful, fertile, productive, prolific.
FRUSTRATE—defeat, hinder, nullify, foil, disappoint.
FULLY—largely, amply, completely, copiously, abundantly.
FUTILE—useless, frivolous, trifling.

G

GAIN—obtain, get, win, attain, acquire, profit.
GAIT—bearing, mien, walk, carriage.
GALE—breeze, storm, tempest, hurricane.
GATHER—collect, muster, assemble, compress, fold, infer.
GAY—dashing, showy, merry, sprightly, fine, cheerful.
GENERALLY—usually, commonly, frequently.
GENEROUS—liberal, bounteous, beneficent, munificent, noble.
GENIUS—talent, intellect, ingenuity, capacity, ability, wisdom, taste.
GENTEEL—polite, refined, polished, mannerly, cultured.
GENTLE—tame, meek, mild, quiet, peaceable.
GENUINE—real, actual, authentic, unalloyed, unadulterated, true, natural.
GERMINATE—sprout, shoot, grow, bud, vegetate.
GESTURE—action, motion, posture, attitude.
GET—gain, attain, obtain, procure, realize, acquire, possess.
GIFT—donation, present, gratuity, benefaction, endowment, ability, talent.
GIVE—impart, confer, bestow, grant, consign, yield.
GLAD—happy, gay, cheerful, delighted, joyful, joyous, gratified.
GLANCE—sight, look, glimpse.
GLITTER—glisten, sparkle, shine, glare, radiate.
GLITTERING—glistening, shining, sparkling, bright, brilliant.
GLOOM—dark, sad, dim, dull, cloudy, sullen, morose, melancholy.
GLORY—fame, renown, praise, honor, reputation, brightness, splendor.
GRACEFUL—comely, genteel, becoming, elegant, neat.
GRAND—dignified, lofty, great, exalted, elevated, magnificent, majestic, glorious, splendid, superb, sublime.
GRANT—give, bestow, cede, concede, confer, sell, yield.
GRASP—gripe, seize, catch.
GRATEFUL—thankful, agreeable, delicious, pleasing.
GRATIFICATION—indulgence, happiness, enjoyment, pleasure, fruition.
GRAVE—slow, solemn, thoughtful, serious, important, sedate, thoughtful.
GREATNESS—size, bulk, magnitude, immensity, power, dignity, grandeur.
GREEDINESS—ravenousness, rapacity, voracity, covetousness, eagerness.
GRIEF—sadness, sorrow, regret, melancholy, distress, affliction, anguish.
GRIEVE—bemoan, bewail, afflict, lament, hurt, mourn, sorrow.
GROUP—cluster, collection, assemblage.
GROW—sprout, vegetate, proceed, increase.
GUARANTEE—warrant, vouch for, secure.
GUARD—protect, defend, shield, watch.
GUESS—suppose, conjecture, surmise, divine, think.
GUEST—stranger, visitor, visitant.
GUIDE—lead, direct, conduct, instruct, control, regulate.
GUILTY—depraved, wicked, sinful, criminal, debauched.

H

HALE—strong, robust, sound, hearty.
HANDSOME—fine, fair, pretty, graceful, lovely, elegant, beautiful, noble.
HAPPINESS—contentment, luck, felicity, bliss.
HARASS—tire, molest, weary, disturb, perplex, vex, torment.
HARBINGER—messenger, precursor, forerunner.
HARD—near, close, unfeeling, inexorable, arduous, difficult, firm, hardy, solid.
HARDENED—unfeeling, obdurate, insensible, callous.
HARDIHOOD—boldness, presumption, audacity, effrontery, bravery, daring.
HARDLY—barely, scarcely, with difficulty.
HARDSHIP—affliction, oppression, grievance, injury.
HARM—evil, injury, damage, hurt, misfortune, ill, mishap.
HARMLESS—gentle, unoffending, inoffensive, innocent.
HARMONY—unison, concord, melody, agreement, accordance.
HARSH—rough, stern, severe, rigorous, austere, morose.
HASTEN—hurry, expedite, accelerate, quicken.
HASTINESS—dispatch, speed, hurry, rashness, precipitancy.
HASTY—rash, angry, quick, cursory, passionate.
HATE—dislike, abjure, detest, abhor, loathe, abominate.
HATEFUL—odious, contemptible, execrable, detestable, abominable, loathsome.
HAUGHTINESS—vanity, self-conceit, arrogance, pride, disdain.
HAZARD—trial, venture, chance, risk, danger, peril.
HEADSTRONG—self-willed, stubborn, forward, violent, obstinate, venturesome.
HEAL—restore, cure, remedy.
HEALTHY—well, sound, wholesome, salutary, salubrious.
HEAR—hearken, listen, watch, attend, overhear.
HEARTY—sincere, zealous, warm, strong, cordial, ardent, healthy.
HEAVINESS—sorrow, gloom, dejection, weight, gravity.
HEEDLESS—dilatory, thoughtless, negligent, remiss, careless, inattentive.
HEIGHTEN—raise, advance, improve, aggravate.
HEINOUS—wicked, sinful, flagrant, atrocious.
HELP—provide, serve, assist, aid, relieve, support, succor.
HENCE—from, thence, so, accordingly, therefore, wherefore, consequently.
HEROIC—bold, noble, brave, fearless, valiant, courageous, intrepid.
HEROISM—valor, boldness, courage, bravery, gallantry, fortitude.
HESITATE—pause, falter, wait, delay, scruple, doubt, demur, stammer.
HIDDEN—obscure, mysterious, secret, covert, concealed.
HIDEOUS—awful, frightful, horrible, ghastly, grim, grisly.
HILARITY—jollity, joviality, mirth, merriment, cheerfulness, gayety.
HINDER—interfere, impede, embarrass, retard, prevent, oppose, stop, thwart, obstruct.
HOLD—keep, occupy, maintain, retain, detain, grasp, possess.
HONESTY—honor, fidelity, frankness, integrity, probity, purity, justice, sincerity, rectitude, uprightness, truthfulness.
HONOR—exalt, dignify, respect, adorn, revere, esteem, venerate, reverence.
HOPE—desire, belief, trust, confidence, expectation, anticipation.
HOPELESS—desponding, dejected, despairing.
HORRIBLE—dreadful, terrible, terrific, fearful, frightful, awful.
HOSTILE—unfriendly, opposite, contrary, repugnant.
HOSTILITY—enmity, opposition, animosity, ill-will, unfriendliness.
HOUSE—domicile, dwelling, home, habitation, family, race, quorum.
HOWEVER—notwithstanding, nevertheless, but, yet, still.
HUMBLE—meek, lowly, subdued, submissive, modest, unpretending, unassuming.
HURRY—hasten, expedite, precipitate.
HURTFUL—annoying, injurious, detrimental, mischievous, pernicious, prejudicial.
HYPOCRISY—dissimulation, pretence, deceit.

I

IDEA—notion, thought, conception, imagination, perception.
IDLE—unoccupied, unemployed, inactive, indolent, still, lazy, slothful.
IGNORANT—untaught, unskilled, uninformed, unlettered, unlearned, illiterate.
ILLNESS—sickness, disorder, disease, malady.
ILLUSION—falsity, deception, mockery.
IMAGINE—think, suppose, fancy, conceive, deem, contrive, apprehend.
IMBECILITY—weakness, languor, feebleness, infirmity, debility, impotence.
IMITATE—follow, copy, mimic.

IMMATERIAL—unimportant, insignificant, inconsiderable, inconsequential, uncorporeal, unsubstantial, unconditioned, spiritual.
IMMEDIATELY—directly, instantly.
IMMENSE—vast, huge, enormous, prodigious, unlimited.
IMMODEST—impudent, bold, indelicate, shameless, indecent, unchaste.
IMPAIR—lessen, weaken, injure, decrease.
IMPART—grant, bestow, communicate, reveal, disclose, divulge.
IMPATIENT—uneasy, restless, eager, hasty.
IMPEACH—censure, reproach, arraign, accuse.
IMPEDE—hinder, delay, obstruct, retard.
IMPEDIMENT—obstruction, obstacle, hinderance.
IMPEL—urge, force, incite, induce, instigate, animate, encourage.
IMPENDING—imminent, threatening.
IMPERATIVE—commanding, authoritative, imperious, despotic.
IMPERFECTION—wanting, blemish, fault, defect, failing, frailty, foible, weakness.
IMPERIOUS—commanding, haughty, domineering, imperative, proud, lordly, over bearing, tyrannical.
IMPERTINENT—rude, quarrelsome, intrusive, insolent, meddling, troublesome, irrelevant.
IMPETUOUS—hasty, rough, violent, vehement, forcible, boisterous.
IMPLICATE—involve, entangle, embarrass.
IMPLORE—beg, beseech, ask, entreat, supplicate, solicit, request.
IMPLY—mean, signify, denote, infer, involve.
IMPORTANCE—weight, moment, signification, consequence.
IMPOSTURE—deceit, deception, cheat, fraud, imposition, counterfeit, artifice.
IMPRECATION—execration, curse, malediction, anathema.
IMPROVE—cultivate, correct, reform, rectify, amend, advance.
IMPUDENT—insolent, bold, rude, saucy, impertinent, uncouth, shameless, immodest.
IMPUTE—charge, attribute, ascribe.
INABILITY—disability, weakness, impotence.
INACTIVE—sluggish, lazy, idle, slothful, inert, drowsy.
INADEQUATE—insufficient, incompetent, unable, incapable.
INATTENTIVE—negligent, heedless, careless, inadvertent, thoughtless, dilatory, remiss.
INCESSANTLY—constantly, continually, unremittingly, unceasingly.
INCIDENT—contingency, event, circumstance.
INCITE—provoke, excite, stimulate, arouse, encourage, animate, aggravate.
INCLUDE—contain, enclose, comprise, embrace, comprehend.
INCOMMODE—molest, disturb, inconvenience, trouble, annoy.
INCOMPETENT—inapt, insufficient, incapable, inadequate, unsuitable.
INCONSISTENT—incongruous, ridiculous, contrary, absurd.
INCONSTANT—unstable, uncertain, fickle, variable, changeable, versatile.
INDECENT—unbecoming, impudent, immodest, indelicate.
INDICATE—show, mark, point out, reveal.
INDIFFERENT—passive, neutral, regardless, unconcerned, impartial.
INDIGENCE—poverty, need, want, penury.
INDIGENOUS—native.
INDIGNATION—temper, anger, displeasure, contempt, resentment, wrath.
INDISCRETION—imprudence, folly, injudiciousness.
INDISPENSABLE—important, essential, necessary.
INDISPUTABLE—undeniable, indubitable, unquestionable, incontrovertible, conclusive, settled.
INDISTINCT—confused, ambiguous, doubtful, dark.
INDUCE—persuade, lead, influence, urge, instigate, actuate.
INDUSTRIOUS—diligent, persevering, laborious, assiduous, active.
INEVITABLE—unavoidable, certain.
INEXORABLE—immovable, unyielding, relentless, implacable.
INEXPEDIENT—unsuitable, unfit, inconvenient.
INFECT—taint, corrupt, defile, contaminate, pollute.
INFERENCE—deduction, conclusion.
INFERIOR—less, lower, secondary, subservient, subordinate.
INFESTED—disturbed, troubled, plagued, annoyed.
INFINITE—boundless, unbounded, illimitable, unlimited, immense, eternal.
INFIRM—weak, sickly, decrepit, feeble, debilitated, imbecile.
INFLUENCE—authority, power, credit, favor, sway, persuasion.
INFORMATION—notice, intelligence, counsel, advice, instruction.
INGENIOUS—inventive, talented, skillful.
INGENUITY—capacity, genius, invention, skill, talent.
INHABIT—dwell, occupy, reside, stay, abide, sojourn.
INHERENT—innate, inborn, inbred.
INHUMAN—cruel, barbarous, savage, brutal,
INIQUITOUS—unjust, evil, wicked, nefarious.
INJUNCTION—order, command, mandate, precept.
INJURE—harm, hurt, impair, damage, deteriorate.
INNATE—natural, inherent, inbred, inborn.
INNOCENT—pure, blameless, guiltless, faultless, inoffensive, harmless, spotless.
INORDINATE—immoderate, excessive, intemperate, irregular.
INQUISITIVE—curious, enquiring, anxious, prying.
INSANITY—derangement, craziness, madness, lunacy, mania.
INSENSIBILITY—dullness, apathy, indifference, stupidity, torpor, imperceptibility.
INSIDIOUS—deceitful, sly, crafty, cunning, subtle, treacherous.
INSIGNIFICANT—worthless, meaningless, inconsiderable, trivial, unimportant.
INSINUATE—hint, suggest, intimate.
INSOLENT—insulting, abusive, rude, haughty, saucy, offensive, impertinent.
INSPIRE—animate, invigorate, cheer, enliven, exhilarate, suggest.
INSTIGATE—tempt, incite, urge, encourage, impel, stimulate, move.
INSTIL—infuse, implant, sow.
INSTRUCTION—education, teaching, precept, suggestion, advice, counsel.
INSUFFICIENT—inadequate, incapable, incompetent, unfit, unsuitable, unable.
INSULT—abuse, affront, outrage, contempt, insolence, indignity.
INTEGRITY—purity, probity, truthfulness, uprightness, honesty.
INTELLECT—understanding, genius, ability, capacity, talent.
INTELLIGENCE—intimation, understanding, information, notice, knowledge, intellect.
INTEMPERATE—excessive, immoderate, inordinate.
INTEND—purpose, mean, design.
INTERCEDE—mediate, interpose, interfere.
INTERLINE—insert, alter, add, correct.
INTERMISSION—cessation, stop, rest, vacation, interruption.
INTERMIT—abate, suspend, subside, forbear.
INTERPOSE—mediate, interfere, interpose, intermeddle.
INTERPRET—explain, demonstrate, elucidate, expound, decipher.
INTERROGATE—examine, question, inquire.
INTERVAL—space, interstice, time.
INTERVENING—coming between, interposing, intermediate.
INTIMIDATE—frighten, alarm, daunt, scare.
INTOXICATION—infatuation, inebriety, drunkenness.
INTRACTABLE—perverse, obstinate, stubborn, ungovernable, uncontrollable, unmanageable.
INTREPID—fearless, undaunted, bold, daring, valiant, courageous, brave.
INTRINSIC—real, true, inherent, essential, inward, genuine.
INTRODUCTORY—preliminary, previous, prefatory.
INTRUDE—invade, infringe, encroach, obtrude, entrench.
INTRUST—confide, commit.
INVADE—enter, attack, intrude, encroach, infringe.
INVALID—weak, sick, infirm, feeble, null, void.
INVALIDATE—weaken, injure, destroy, overthrow.
INVECTIVE—censure, abuse, railing, reproach, satire.
INVENT—feign, fabricate, frame, conceive, discover, devise.
INVEST—enclose, surround, confer, adorn, array, endow, endue.
INVESTIGATION—search, examination, inquiry, scrutiny, research.
INVETERATE—obstinate, confirmed, constant, confirmed, fixed.
INVIGORATE—restore, strengthen, fortify.
INVINCIBLE—unyielding, unconquerable.
INVOLVE—envelope, enwrap, entangle, implicate.
IRASCIBLE—irritable, hasty, fiery, hot, angry.
IRE—anger, temper, passion, wrath, resentment.
IRONY—ridicule, sarcasm, satire, burlesque.

IRRATIONAL—unreasonable, absurd, foolish, silly.
IRREFRAGABLE—undeniable, indisputable, incontrovertible, unquestionable.
IRRITATE—plague, anger, tease, excite, provoke, aggravate, exasperate.
IRRUPTION—opening, bursting forth, invasion, inroad.
ISSUE—offspring, progeny, end, result, sequel, egress, evacuation, effect, consequence.

J

JADE—harass, weary, tire, dispirit.
JEALOUSY—suspicion, envy, emulation.
JEST—fun, joke, sport.
JOCOSE—funny, witty, merry, pleasant, jocular, waggish, facetious.
JOCUND—joyful, lively, merry, gay, sprightly, sportive, vivacious, light-hearted, mirthful.
JOIN—unite, add, combine, adhere, close, confederate, league.
JOKE—rally, sport.
JOLLITY—hilarity, mirth, merriment, gayety, festivity, joviality.
JOURNEY—travel, trip, voyage, tour.
JOY—happiness, delight, gladness, charm, rapture, ecstasy, exultation, felicity, pleasure, transport.
JUDGMENT—sentence, decision, doom, opinion, discernment, discrimination, penetration, intelligence, sagacity.
JUST—exact, accurate, correct, honest, barely, upright, righteous, equitable, incorrupt.
JUSTIFY—defend, excuse, absolve, maintain, clear.
JUSTNESS—exactness, accuracy, correctness, equity, propriety.

K

KEEN—sharp, penetrating, piercing, cutting, acute, shrewd.
KEEP—hold, detain, support, retain, maintain, guard, reserve, sustain.
KIND—indulgent, compassionate, tender, lenient, gentle, affable, courteous, benignant, bland.
KIND—sort, manner, class, race, species, way, genus.
KNOWLEDGE—understanding, learning, perception, erudition, skill, acquaintance.

L

LABOR—toil, work, strive, drudge, exert.
LAMENT—sorrow, mourn, complain, deplore, bewail, grieve, regret.
LANGUAGE—tongue, speech, dialect, idiom.
LANGUID—weary, weak, faint, exhausted, dull, drooping.
LARGE—comprehensive, capacious, extensive, big, great, huge.
LASSITUDE—prostration, weariness, languor, enervation, fatigue.
LAST—latest, hindmost, final, ultimate, end.
LASTING—durable, continuous, continual, forever, permanent, perpetual, eternal.
LATENT—unseen, hidden, secret.
LAUDABLE—praiseworthy, commendable.
LAUGHABLE—droll, ridiculous, comical, mirthful.
LAVISH—profuse, wasteful, extravagant.
LAZY—indolent, idle, slothful inactive.
LEAN—bend, incline, totter, waver.
LEARNING—intelligence, knowledge, erudition, science, literature, information.
LEAVE—abandon, desert, resign, relinquish, bequeath.
LEGITIMATE—real, legal, lawful, genuine.
LENGTHEN—protract, extend, continue, draw out.
LESSEN—diminish, decrease, abate, reduce, subside, shrink, degrade.
LET—allow, permit, suffer, leave, hire.
LETHARGIC—dull, tired, weary, heavy, drowsy, sleepy.
LEVEL—even, smooth, plain, flat.
LEVITY—giddiness, gayety, vanity, fickleness, lightness.
LIABLE—exposed, responsible, subject.
LIBERAL—benevolent, generous, munificent, charitable.
LIBERATE—free, set free, deliver, release.
LIBERTY—freedom, permission, license, leave, exemption, privilege.
LIE—deception, untruth, fabrication, fiction, falsehood.
LIFE—being, energy, vitality, vivacity, briskness.
LIFELESS—deceased, dead, inanimate, inactive, stale, flat, dull.
LIFT—raise, elevate, exalt, hoist.
LIGHT—illuminate, enlighten, kindle, nimble.
LIKE—probable, similar, uniform, resembling.
LIKENESS—resemblance, picture, portrait.
LIKING—inclination, attachment, fondness, affection.
LINGER—wait, delay, loiter, saunter, hesitate, tarry, lag.
LIQUID—fluid, liquor.
LISTEN—hearken, attend, hear, overhear.
LITTLE—small, diminutive.
LIVE—exist, subsist, dwell, abide, reside.
LIVELY—active, energetic, brisk, nimble, jocund, merry, sprightly, vigorous.
LODGE—accommodate, entertain, shelter, harbor.
LOFTINESS—height, haughtiness, stateliness, elevation, dignity, pride.
LOITER—lag, saunter, linger.
LONELY—dreary, lonesome, solitary, retired.
LOOK—see, behold, view, inspect, appearance.
LOOSE—unconnected, open, unrestrained, dissolute, licentious, unjointed.
LOSS—injury, damage, waste, detriment.
LOT—share, portion, fate, fortune, destiny.
LOUD—noisy, vociferous, clamorous, turbulent, vehement.
LOVE—liking, affection, fondness, kindness, attachment, esteem, adoration.
LOVELY—attractive, amiable, charming, elegant, handsome, delightful, fine, beautiful.
LOVER—beau, wooer, suitor.
LOVING—kind, affectionate, tender, attentive, amorous.
LOW—humble, mean, base, abject, debased, dejected, despicable.
LOWER—humble, humiliate, debase, degrade.
LUCKY—successful, fortunate, prosperous.
LUDICROUS—amusing, comical, droll, laughable.
LUNACY—mania, derangement, insanity, madness.
LUXURIANT—excessive, voluptuous, abundant, exuberant.
LUXURY—profusion, abundance, excess.

M

MAGNIFICENT—noble, grand, glorious, sublime, splendid, superb.
MAGNITUDE—size, greatness, bulk.
MAINTAIN—sustain, keep, support, help, continue, assert, defend, vindicate.
MALADY—evil, disease, affliction, disorder, distemper.
MANAGE—control, direct, conduct.
MANDATE—command, charge, order, injunction.
MANGLE—cut, lacerate, tear, mutilate, maim.
MANIFEST—evident, clear, apparent, obvious, open, plain.
MARGIN—edge, verge, rim, brim, brink, border.
MARK—stamp, impress, imprint, brand, show, observe.
MARRIAGE—matrimony, wedlock, nuptials.
MARVEL—wonder, prodigy, miracle.
MASSIVE—large, ponderous, heavy, bulky.
MASTER—achieve, overcome, surmount, conquer.
MATURE—perfect, complete, ripe.
MAXIM—saying, adage, proverb.
MEAN—abject, low, despicable, miserly, sordid, penurious, niggardly.
MEANING—sense, import, signification, intention, purpose, design.
MEANWHILE—meantime, interim, intervening.
MECHANIC—artisan, artificer.
MEDDLE—interpose, interfere, interrupt.
MEDIATE—intercede, interpose.
MEEK—mild, soft, gentle, humble.
MEET—assemble, join, fit, becoming.
MEETING—assembly, company, auditory, congregation.
MELANCHOLY—sadness, distress, depression, dejection, gloom, grief.
MELODY—harmony, happiness, unison, concord.
MELT—dissolve, soften, liquify.
MEMORY—remembrance, reminiscence, recollection.
MEND—improve, repair, rectify, correct.
MERCIFUL—mild, tender, gracious, benignant, compassionate, forgiving.
MERCILESS—hard-hearted, pitiless, cruel, unmerciful.
MERCY—pity, clemency, compassion, lenity.
MERRY—happy, gay, joyous, cheerful, lively, mirthful, sportive, sprightly, vivacious.
MESSENGER—bearer, carrier, harbinger, forerunner, precursor.
METAPHOR—similitude, trope, allegory, emblem, symbol.
METHOD—order, manner, mode, rule, system, plan, regularity.
MIGHTY—strong, powerful, great, potent.
MILD—meek, gentle, kind, easy, sweet, tender, mellow.
MINDFUL—heedful, observant, attentive.

MINISTER—contribute, supply, administer.
MIRTH—merriment, joy, hilarity, cheerfulness, vivacity, jollity.
MISCHIEF—damage, harm, hurt, misfortune, injury.
MISERLY—stingy, covetous, penurious, niggardly, avaricious.
MISFORTUNE—calamity, harm, disaster, mishap, ill luck.
MISTAKE—error, blunder, misconception.
MISUSE—ill-treat, pervert, misapply, abuse.
MITIGATE—lessen, alleviate, ameliorate, abate, appease, assuage, soothe, mollify.
MODEL—pattern, copy, sample, mould, specimen.
MODERATION—temperance, sobriety, frugality, forbearance, modesty.
MODERN—recent, late, new, novel.
MODEST—quiet, retiring, reserved, diffident, bashful, unassuming.
MODIFY—re-arrange, change, alter, extenuate, moderate.
MOLEST—annoy, vex, tease, trouble, disturb, incommode.
MOLLIFY—ease, appease, moderate, mitigate, assuage, soften.
MOROSE—sour, sullen, gloomy, peevish, forbidding.
MOTIVE—incentive, reason, cause, principle.
MOURN—grieve, lament, sorrow, bewail, bemoan.
MOVE—change, pass, stir, influence, persuade, incite, actuate, instigate, impel.
MUNIFICENT—bounteous, bountiful, generous, beneficent, plentiful, liberal.
MUSE—study, ponder, wonder, think, reflect, meditate, contemplate.
MUTABLE—changeable, unsteady, inconstant, fickle, wavering, unstable, variable, alterable, irresolute.
MUTILATE—deface, injure, destroy, deprive, mangle, maim.
MUTINOUS—turbulent, seditious, insubordinate.
MYSTERIOUS—hidden, obscure, dim, mystic, latent, dark.

N

NAKED—exposed, nude, unclothed, uncovered, simple, plain.
NAME—cognomen, appellation, title, reputation, credit, denomination.
NARROW—contracted, confined, limited, curtailed, close.
NATIVE—indigenous, genuine, intrinsic.
NEAR—adjoining, adjacent, close, contiguous.
NECESSARY—needful, expedient, indispensable, essential, important, requisite.
NEED—poverty, want, penury, indigence.
NEFARIOUS—evil, wicked, unjust, wrong, iniquitous.
NEGLIGENT—careless, heedless, remiss, neglectful, inattentive.
NEW—fresh, late, modern, novel.
NIGH—close, adjoining, near, contiguous, adjacent.
NOBLE—distinguished, elevated, exalted, illustrious, great, grand.
NOISY—boisterous, turbulent, clamorous, high, loud, sounding.
NOTED—renowned, distinguished, conspicuous, celebrated, eminent, notorious, illustrious.
NOTICE—warning, information, intelligence, advice.
NOTION—thought, opinion, sentiment, whim, idea, conception, perception.
NOTORIOUS—celebrated, distinguished, noted, public, conspicuous, renowned.
NOTWITHSTANDING—nevertheless, however, in spite of, yet.
NOURISH—feed, uphold, maintain, cherish, nurture, support.

O

OBDURATE—inflexible, unfeeling, callous, impenitent, hardened, insensible, obstinate.
OBEDIENT—submissive, compliant, yielding, dutiful, respectful, obsequious.
OBJECT—end, subject, aim.
OBJECT—oppose, except to, against.
OBLIGE—compel, coerce, bind, force, engage, favor, please, gratify.
OBNOXIOUS—offensive, liable, disagreeable, unpleasant, exposed.
OBSCURE—hidden, concealed, indistinct, difficult, dark, abstruse.
OBSERVANCE—ceremony, rite, form, attention, respect.
OBSERVANT—watchful, attentive, mindful, regardful.
OBSERVE—see, notice, watch, follow, remark, keep.
OBSOLETE—disused, old, worn-out, antiquated, ancient, old-fashioned.
OBSTACLE—impediment, obstruction, difficulty, hinderance.
OBSTINATE—stubborn, resolute, headstrong.
OBSTRUCT—impede, hinder, stop, prevent.
OBTAIN—gain, secure, get, win, acquire, procure, earn.
OBVIOUS—plain, apparent, open, clear, evident, visible, manifest.
OCCUPATION—work, profession, calling, trade, business, avocation, employment.
OCCUPY—keep, hold, use, possess.
OCCURRENCE—event, contingency, adventure, incident.
ODOR—smell, fragrance, scent, perfume.
OFFENSE—trespass, crime, injury, sin, outrage, insult, misdeed, wrong, transgression.
OFFENSIVE—mean, abusive, insulting, impertinent, insolent, rude, scurrilous, obnoxious, opprobrious.
OFFICIOUS—busy, active, forward, obtrusive, intrusive.
ONLY—solely, singly, alone, simply, merely.
OPEN—unravel, reveal, disclose, unlock.
OPENING—fissure, aperture, hole, cavity.
OPERATION—performance, agency, action.
OPINION—belief, idea, sentiment, notion.
OPINIONATED—stiff, obstinate, egotistical, conceited, stubborn, self-willed.
OPPONENT—opposer, adversary, foe, enemy, antagonist.
OPPOSITE—contrary, repugnant, adverse.
OPPROBRIOUS—reproachful, abusive, offensive, insolent, insulting, scandalous, scurrilous.
OPPROBRIUM—shame, disgrace, reproach, infamy, ignominy.
ORATION—speech, sermon, lecture, discourse, address, harangue.
ORDAIN—appoint, invest, order, prescribe.
ORDER—brotherhood, fraternity, rank, method, succession, series, degree, genus.
ORDER—mandate, injunction, command, precept.
ORDERLY—precise, regular, systematic, methodical
ORDINARY—usual, common.
ORIGIN—rise, cause, source, foundation, beginning, descent, fountain.
ORIGINAL—primitive, first, pristine, primary.
ORNAMENT—decorate, beautify, adorn, deck, embellish.
ORNATE—decorated, adorned, embellished, bedecked, garnished.
OSTENTATION—parade, display, show, boast.
OUTRAGE—insult, injure, affront, violence.
OUTWARD—extraneous, apparent, extrinsic.
OVERBEARING—repressive, haughty, impertinent, lordly.
OVERCOME—vanquish, conquer, surmount, subdue.
OVERFLOW—fill, inundate, deluge, abound.
OVERSIGHT—mistake, error, misapprehension, inattention.
OVERWHELM—overpower, crush, upturn, overthrow, subdue.
OWNER—holder, proprietor, possessor, master.

P

PACIFY—calm, still, quiet, conciliate, soothe.
PAIN—distress, afflict, torture, torment, suffer, hurt.
PAINT—portray, represent, depict, sketch, color, describe, delineate.
PAIR—join, two, couple, brace.
PALE—fade, wan, white, pallid, fair.
PALPABLE—gross, plain, discernible, perceptible, apparent.
PALPITATE—tremble, throb, beat, flutter, gasp, pant.
PANG—torture, torment, distress, agony, anguish, sorrow.
PARDON—acquit, free, forgive, discharge, release, remit, clear.
PARSIMONIOUS—mean, frugal, miserly, avaricious, penurious, niggardly.
PART—share, portion, division, piece, concern, action.
PARTICULAR—individual, exact, appropriate, circumstantial, peculiar, specific, exclusive, punctual, distinct.
PARTICULARLY—principally, chiefly, mainly, especially, distinctly, specifically.
PARTISAN—disciple, adherent, follower.
PARTNER—associate, accomplice, colleague, coadjutor.
PASSION—desire, feeling, love, anger, excitement.
PASSIONATE—hot, angry, irascible, hasty, excitable.
PASSIVE—submissive, unresisting, patient, resigned.
PATHETIC—affecting, moving, touching.
PATIENCE—endurance, resignation, fortitude.

PATIENT—resigned, composed, enduring, calm, passive, an invalid.
PEACEABLE—quiet, calm, tranquil, serene, mild, gentle.
PEEVISH—fretful, disagreeable, petulant, cross, captious, irritable.
PENALTY—punishment, pain, fine, forfeiture, chastisement.
PENITENCE—contrition, remorse, compunction, repentance.
PENURIOUS—parsimonious, sparing, miserly, niggardly, beggarly.
PENURY—want, poverty, indigence, distress, need.
PERCEIVE—observe, discern, distinguish.
PERCEPTION—belief, conception, sentiment, idea, sensation, notion.
PEREMPTORY—positive, arbitrary, dogmatical, absolute, despotic.
PERFECT—done, complete, finished.
PERFIDIOUS—false, treacherous, faithless.
PERFORATE—penetrate, pierce, bore.
PERFORM—execute, effect, accomplish, produce, achieve, fulfill.
PERFUME—odor, smell, scent, fragrance, exhalation.
PERIOD—circuit, date, age, epoch, era.
PERMIT—allow, suffer, consent, admit, tolerate, yield.
PERNICIOUS—noisome, destructive, ruinous, mischievous, hurtful, noxious.
PERPETUAL—uninterrupted, unceasing, incessant, constant, continual.
PERPLEX—bewilder, annoy, involve, confuse, molest, puzzle, harass, embarrass, entangle.
PERSEVERE—endure, persist, insist, continue, pursue, prosecute.
PERSPICUITY—clearness, brilliancy, transparency.
PERSUADE—urge, induce, influence, exhort, entice, prevail upon.
PERVERSE—stubborn, unmanageable, crooked, cross, untractable.
PESTILENTIAL—destructive, mischievous, epidemical, infectious, contagious.
PETITION—prayer, supplication, request, suit, entreaty.
PICTURE—likeness, image, effigy, representation.
PIOUS—spiritual, devout, godly, religious.
PIQUE—offense, grudge, dislike, malice, spite, rancor.
PITY—sympathy, commiseration, compassion, condolence, mercy.
PLACE—position, site, ground, post.
PLACID—still, calm, gentle, quiet, tranquil, serene.
PLAGUE—perplex, embarrass, tantalize, annoy, importune, vex, torment.
PLAIN—perceptible, discernible, manifest, obvious, clear, apparent, evident, distinct.
PLAN—design, contrivance, scheme, arrangement, device, project, stratagem.
PLEASANT—cheerful, vivacious, agreeable, gay, facetious, jocular, witty.
PLEASE—gratify, satisfy, humor, delight.
PLEASURE—satisfaction, happiness, enjoyment, joy, delight.
PLEDGE—pawn, deposit, security, hostage, earnest.
PLENTIFUL—bounteous, abundant, copious, exuberant, plenteous, ample.
PLIANT—lithe, limber, yielding, bending, supple, flexible, pliable.
PLIGHT—predicament, situation, state, condition, case, conjuncture.
PLOT—plan, arrangement, conspiracy, combination, project, scheme, intrigue.
POLITE—courteous, well-bred, polished, civil, refined, genteel, affable.
POLITENESS—good manners, courtesy, civility, good breeding, suavity.
POLITIC—wise, careful, artful, civil, cunning, prudent.
POLLUTE—corrupt, taint, defile, contaminate, infect.
POMPOUS—lofty, stately, ostentatious, showy, magnificent, dignified.
PONDER—study, reflect, think, muse, consider.
PORTION—piece, part, quantity, share, division, dower, fortune.
POSITIVE—confident, certain, real, dogmatic, sure, absolute.
POSSESS—keep, hold, have, enjoy, occupy.
POSTPONE—retard, delay, prolong, protract, defer, procrastinate.
POSTURE—figure, gesture, position, action, attitude.
POTENT—powerful, strong, mighty, vigorous, forcible.
POVERTY—want, need, penury, indigence, suffering.
PRACTICABLE—possible, feasible, available.
PRACTICE—custom, style, form, manner, use, habit.
PRAISE—eulogize, applaud, laud, admire, commend.
PRAYER—application, suit, petition, request, entreaty, supplication.
PRECARIOUS—uncertain, doubtful, dubious, equivocal, unreliable.
PRECEDENCE—priority, superiority, preference.
PRECEDING—anterior, previous, prior, antecedent, former, foregoing.
PRECEPT—maxim, rule, principle, injunction, law, doctrine, mandate, command.
PRECIOUS—choice, costly, valuable, expensive; uncommon, rare.
PRECISE—careful, particular, exact, accurate, correct, nice.
PRECLUDE—intercept, prevent, hinder, obviate.
PREDICAMENT—condition, position, situation, plight.
PREDICT—prophesy, foretell.
PREDOMINANT—prevalent, controlling, overruling, prevailing, supreme.
PREDOMINATE—prevail, rule over.
PREFERENCE—advancement, choice, priority.
PREJUDICE—bias, injury, hurt, disadvantage.
PRELIMINARY—previous, introductory, antecedent, preparatory.
PREPARE—arrange, qualify, equip, fit, make ready.
PREPOSTEROUS—impossible, absurd, foolish, ridiculous.
PREROGATIVE—privilege, immunity.
PRESCRIBE—dictate, ordain, appoint.
PRESERVE—uphold, maintain, protect, spare, save.
PRESSING—urgent, emergent, crowding, importunate, forcing, squeezing.
PRESUME—guess, suppose, surmise, think, conjecture, believe.
PRESUMING—forward, presumptuous, arrogant.
PRETEXT—excuse, pretence, pretension.
PRETTY—lovely, beautiful, fine, agreeable.
PREVAILING—dominant, ruling, overcoming, prevalent, predominating.
PREVENT—impede, obstruct, hinder, obviate, preclude.
PREVIOUS—before, prior, anterior, preliminary, introductory.
PRICE—cost, expense, value, worth.
PRIDE—self-esteem, arrogance, haughtiness, conceit, ostentation, loftiness, vanity.
PRIMARY—elemental, original, first, pristine.
PRINCIPAL—main, chief, capital, head, leading, important.
PRINCIPLE—motive, doctrine, tenet, element, constituent part.
PRINT—impress, stamp, mark.
PRIOR—before, previous, former, antecedent, preceding, anterior.
PRIORITY—preference, precedence, pre-eminence.
PRISTINE—original, primitive, first.
PRIVACY—seclusion, solitude, secrecy, retirement, loneliness.
PRIVILEGE—prerogative, right, advantage, immunity, exemption.
PROBABILITY—supposition, likelihood, chance.
PROBITY—reliability, uprightness, honesty, integrity, veracity.
PROCEED—progress, arise, advance, emanate, issue.
PROCEEDING—transaction, course, progression, work.
PROCLAIM—declare, publish, announce, tell, advertise, promulgate.
PROCLIVITY—liking, tendency, proneness, inclination.
PROCURE—obtain, acquire, gain.
PRODIGAL—lavish, extravagant, wasteful.
PRODIGIOUS—great, astonishing, vast, large, amazing, monstrous.
PROFANE—secular, irreverent, impious, irreligious.
PROFESSION—calling, employment, business, vocation, work, labor.
PROFICIENCY—advancement, progress, improvement.
PROFIT—gain, advantage, emolument, benefit.
PROFLIGATE—depraved, wicked, corrupt, sinful, vicious, abandoned.
PROFUSE—lavish, wasteful, prodigal, extravagant.
PROGENY—descendants, offspring, race, issue.
PROJECT—invent, design, plan, scheme.
PROLIFIC—productive, fertile, fruitful.
PROLIX—tiresome, tedious, long, diffuse.
PROLONG—extend, delay, protract, postpone, retard, procrastinate.
PROMINENT—eminent, conspicuous, distinguished.
PROMISE—agreement, engagement, assurance, declaration, word, obligation, pledge.
PROMOTE—raise, forward, encourage, advance.
PROMPT—quick, active, ready, assiduous.

PRONOUNCE—say, speak, utter, declare, affirm, articulate, enunciate.
PROOF—evidence, testimony, argument.
PROPAGATE—multiply, increase, disseminate, diffuse, circulate, spread, extend.
PROPENSITY—liking, inclination, proneness, tendency, bias.
PROPER—fit, right, suitable, appropriate, just.
PROPITIOUS—favorable, auspicious.
PROPITIATE—conciliate, appease, reconcile.
PROPORTIONATE—equal, adequate, commensurate.
PROPOSE—offer, apply, tender, purpose, bid, intend.
PROSPECT—view, landscape, survey.
PROSPECTIVE—future, foreseeing, hereafter, forward.
PROSPEROUS—fortunate, lucky, flourishing, successful.
PROTECT—maintain, uphold, guard, shield, defend, cherish, foster, patronize.
PROTRACT—withhold, retard, delay, prolong, defer, postpone.
PROUD—haughty, assuming, arrogant, lofty, vain, conceited.
PROVERB—maxim, saying, adage.
PROVIDE—procure, furnish, supply, prepare.
PROVIDENT—cautious, prudent, economical, careful.
PROVISO—requirement, condition, stipulation.
PROVOKE—excite, irritate, enrage, aggravate, exasperate, tantalize.
PRUDENCE—forethought, carefulness, wisdom, judgment, discretion.
PUBLISH—announce, promulgate, proclaim, advertise, declare.
PUERILE—infantile, boyish, juvenile, childish.
PULL—bring, haul, draw, drag.
PUNCTUAL—prompt, particular, exact.
PUNISH—whip, chastise, correct, discipline.
PURSUE—follow, prosecute, chase, persist, continue, persevere.
PUZZLE—confound, perplex, bewilder, embarrass, entangle.

Q

QUACK—impostor, pretender, empiric, charlatan.
QUALIFIED—capable, fit, competent, adapted.
QUARREL—fight, affray, riot, battle, contest, contention, altercation, dispute, tumult.
QUERY—question, interrogatory, inquiry.
QUESTION—ask, examine, doubt, dispute, consider, inquire, interrogate.
QUESTIONABLE—suspicious, doubtful.
QUICK—rapid, active, lively, swift, prompt, expeditious, brisk.
QUIET—calm, repose, tranquillity, rest, ease, peaceable, placid, still.
QUIT—depart, leave, resign, abandon, forsake, relinquish.
QUOTA—rate, share, proportion.
QUOTE—copy, relate, cite, adduce.

R

RACE—lineage, family, breed, course, generation.
RADIANCE—light, brightness, brilliancy, glory.
RAGE—indignation, anger, fury.
RAISE—heighten, elevate, exalt, erect, collect, propagate.
RANK—class, degree, place, position.
RANSOM—purchase, free, redeem.
RAPACIOUS—voracious, ravenous, greedy.
RAPIDITY—swiftness, speed, celerity, fleetness, agility, velocity.
RAPTURE—joy, delight, transport, ecstacy.
RARE—scarce, uncommon, singular, excellent, unusual, incomparable, raw.
RASH—impulsive, hasty, thoughtless, violent, headstrong.
RATE—price, quota, proportion, ratio, value, degree, assessment.
RAVENOUS—voracious, greedy, rapacious.
RAY—dawn, beam, gleam, streak, glimmer.
REAL—certain, true, genuine, positive, actual.
REALIZE—reach, procure, achieve, consummate, accomplish, effect.
REASON—purpose, proof, motive, argument, origin, understanding.
REASONABLE—fair, probable, moderate, just, equitable, honest, rational.
REBUKE—reprimand, reproach, reproof, censure.
RECANT—revoke, recall, renounce, withdraw, retract, abjure.
RECEDE—retire, retrograde, retreat, fall back.
RECITE—repeat, rehearse.
RECKON—count, number, estimate, calculate, compute.
RECLAIM—reform, recover, correct.
RECOLLECTION—remembrance, reminiscence, memory.
RECOMPENSE—satisfaction, pay, price, reward, remuneration, equivalent.
RECONCILE—propitiate, conciliate.
RECRUIT—repair, retrieve, replace, recover.
RECTIFY—mend, improve, correct, amend, reform.
REDEEM—restore, rescue, recover, ransom.
REDRESS—relief, remedy.
REFER—propose, suggest, allude, intimate, hint.
REFINED—graceful, genteel, polished, polite, elegant.
REFORM—correct, amend, rectify, improve, better.
REFRACTORY—unmanageable, unruly, contumacious, perverse.
REFRAIN—forego, forbear, abstain, spare.
REGALE—refresh, entertain, feast, gratify.
REGARD—respect, esteem, value, reverence, mind, heed.
REGARDLESS—careless, negligent, indifferent, unconcerned, unobservant, heedless.
REGION—section, quarter, district, country.
REGRET—sorrow, complaint, lament, grief.
REGULATE—control, rule, direct, govern, dispose, adjust.
REHEARSE—detail, repeat, recite, recapitulate.
REJECT—refuse, deny, decline, repel.
REJOINDER—response, answer, reply.
RELIANCE—trust, belief, confidence, repose, dependence.
RELIEVE—assist, help, succor, alleviate, aid, mitigate, support.
RELIGIOUS—pious, devout, holy.
REMAIN—continue, stay, abide, tarry, sojourn.
REMAINDER—rest, residue, remnant.
REMARK—comment, observation, note.
REMINISCENCE—recollection, remembrance.
REMISS—heedless, negligent, careless, inattentive, thoughtless.
REMIT—send, transmit, liberate, abate, forgive, pardon, relax.
REMORSE—penitence, distress, contrition.
RENEW—revive, refresh, renovate.
RENOUNCE—leave, resign, abdicate, abandon, forego, relinquish, quit.
RENOWN—fame, reputation, celebrity.
REPAIR—improve, retrieve, recover, restore.
REPARATION—restitution, amends, restoration.
REPEAL—cancel, annul, revoke, abolish, abrogate, destroy.
REPEAT—detail, rehearse, recite.
REPETITION—tautology, prolixity, iteration, reiteration.
REPLENISH—supply, fill, refill.
REPOSE—ease, sleep, rest, quiet.
REPROACH—blame, reprove, censure, condemn, upbraid, reprimand.
REPUGNANCE—aversion, abhorrence, antipathy, dislike, hatred.
REPUGNANT—hostile, adverse, opposite, contrary.
REPUTATION—repute, fame, honor, character, renown, credit.
REQUEST—solicit, ask, demand, entreat, beg, beseech, implore.
REQUISITE—important, necessary, essential, expedient.
RESEARCH—investigation, study, examination, inquiry.
RESEMBLANCE—similarity, semblance, similitude, likeness.
RESIDENCE—home, abode, house, dwelling, domicile.
RESIDUE—leavings, remainder, rest.
RESIGN—yield, abdicate, renounce, relinquish, forego.
RESIGNATION—patience, endurance, submission, acquiescence.
RESIST—endure, oppose, withstand.
RESOLUTION—firmness, determination, fortitude, courage, decision.
RESORT—visit, frequent, haunt.
RESPECT—esteem, regard, deference, attention, consideration, good-will, estimation.
RESPECTFUL—deferential, dutiful, obedient, civil.
RESPITE—delay, suspension, interval, reprieve.
RESPONSE—reply, answer, rejoinder.
RESPONSIBLE—amenable, answerable, accountable.
REST—quiet, ease, repose, intermission, stop, cessation, others, remainder.
RESTORE—cure, renew, return, repay, rebuild.
RESTRAIN—confine, repress, restrict, coerce, limit, constrain.
RESTRICT—limit, circumscribe, hold, bind.
RESULT—effect, issue, ultimate, consequence, event.
RETAIN—hold, detain, keep, reserve.
RETARD—hinder, defer, protract, postpone, delay, procrastinate, prolong, prevent, impede.
RETIRE—recede, withdraw, retreat, secede.
RETRACT—annul, take back, revoke, recant, recall.
RETRIEVE—renew, recover, regain.

REVEAL—impart, divulge, communicate, disclose, expose.
REVENGE—vindicate, avenge.
REVERE—adore, worship, reverence, venerate.
REVIEW—examine, survey, notice, revision.
REVIVE—enliven, renew, reanimate, refresh, renovate.
REVOKE—cancel, annul, abolish, repeal, abrogate, efface, retract.
REWARD—recompense, remuneration, compensation, satisfaction.
RICHES—wealth, opulence, affluence.
RIDICULE—deride, banter, laugh at.
RIDICULOUS—droll, absurd, ludicrous, preposterous, unreasonable, improbable.
RIGHT—correct, just, honest, proper, privilege, claim, direct, straight, immunity.
RIGHTEOUS—just, godly, upright, honest, incorrupt, virtuous.
RITE—form, custom, ceremony, observance.
ROAD—path, way, course, route.
ROAM—wander, ramble, stroll, range, rove.
ROOM—chamber, apartment, space, place.
ROUGH—harsh, uncivil, rude, uncouth, unmannerly, unpolished, rugged, severe, stormy.
ROUND—globular, spherical, circuit, orb, tour.
ROUTE—path, coarse, way, road.
RUDE—rough, impertinent, coarse, impudent, unpolished, saucy, bold, disagreeable.
RULE—authority, government, law, regulation, custom, maxim, habit, precept, guide.

S

SACRED—holy, divine, devoted.
SAD—sorrowful, mournful, dejected, gloomy, melancholy.
SAGACITY—perception, penetration, acuteness, discernment.
SALARY—wages, pay, stipend, hire, reward, remuneration.
SANCTION—maintain, sustain, uphold, support, ratify, countenance.
SAPIENT—discreet, wise, sage, sagacious.
SARCASM—satire, irony, ridicule.
SATISFACTION—compensation, remuneration, contentment, reward, atonement.
SAVING—prudent, economical, thrifty, frugal, close, sparing, stingy, penurious.
SAYING—adage, maxim, proverb, by-word, relating, speaking, uttering, communicating.
SCANDAL—disgrace, reproach, discredit, baseness, infamy.
SCARCE—uncommon, unusual, singular, rare.
SCATTER—disseminate, dissipate, spread, disperse.
SCENT—odor, smell, perfume, fragrance.
SCOFF—ridicule, sneer, jeer, jibe, belittle.
SCOPE—object, tendency, aim, drift.
SCRUPLE—hesitate, doubt, fluctuate.
SCRUPULOUS—truthful, upright, correct, careful, conscientious, cautious.
SCRUTINIZE—search, examine, investigate.
SCURRILOUS—disgusting, abusive, offensive, insulting, insolent.
SEARCH—inquiry, examination, scrutiny, pursuit, investigation,
SECEDE—withdraw, retire, recede.
SECLUSION—quietude, privacy, solitude, retirement, loneliness.
SECONDARY—subordinate, inferior.
SECRET—hidden, quiet, still, concealed, latent, mysterious, clandestine.
SECULAR—temporal, worldly.
SECURE—safe, certain, confident, sure, procure, warrant.
SECURITY—pledge, warranty, deposit, defence, guard, protection.
SEDATE—serene, unconcerned, calm, unruffled, still, composed, quiet.
SEDUCE—decoy, betray, attract, allure.
SEE—examine, look, behold, observe, perceive, view.
SENSE—idea, feeling, meaning, judgment, import, reason.
SENSITIVE—keen, susceptible, appreciative.
SENTENCE—mandate, judgment, decision, period, phrase, proposition.
SENTIMENT—expression, opinion, notion, feeling.
SEPARATE—dissociate, detach, disengage.
SETTLE—determine, fix, establish, arrange, adjust, regulate.
SETTLED—conclusive, decided, confirmed, established.
SEVER—separate, disjoin, divide, detach.
SEVERAL—sundry, different, various, diverse.
SEVERE—cold, stern, harsh, sharp, rigid, cruel, heartless, rough, strict, unyielding, austere, rigorous.
SHAKE—shiver, quiver, shudder, quake, agitate, totter.
SHAME—dishonor, disgrace, ignominy.
SHAMELESS—insolent, impudent, immodest, indelicate, indecent.
SHAPE—form, fashion, mould.
SHARE—divide, distribute, apportion, participate, partake.
SHARPNESS—shrewdness, penetration, keenness, acuteness, sagacity, cunning.
SHELTER—shield, defend, screen, harbor, protect, cover.
SHINE—illumine, glisten, gleam, glitter, glare.
SHINING—bright, glittering, radiant, glistening, brilliant.
SHOCKING—disgusting, terrible, dreadful, horrible.
SHORT—brief, concise, scanty, defective, brittle.
SHORTEN—lessen, contract, abridge, reduce, curtail.
SHOW—display, exhibition, parade, representation, spectacle, sight, pomp.
SHOWY—grand, ostentatious, gay, gaudy, fine, sumptuous.
SHREWD—sharp, acute, keen, precise.
SHUN—evade, avoid, elude.
SICKLY—unwell, sick, ill, diseased, indisposed.
SIGN—indication, omen, symptom, signal, note, mark, token.
SIGNIFY—imply, express, betoken, denote, declare, utter, intimate, testify.
SILENCE—quietude, stillness, muteness.
SILENT—dumb, mute, speechless, still.
SILLY—ridiculous, foolish, absurd, stupid, dull, weak, simple.
SIMILARITY—resemblance, likeness, similitude.
SIMPLE—weak, silly, artless, foolish, unwise, stupid, plain, single.
SIMPLY—solely, merely, only.
SINCE—for, as, inasmuch, after.
SINCERE—true, honest, frank, upright, incorrupt, plain.
SINGULAR—particular, eccentric, odd, strange, remarkable, rare, scarce.
SITUATION—place, position, employment, site, locality, case, condition, plight.
SKILLFUL—expert, adroit, adept, dexterous, accomplished.
SLANDER—defame, vilify, calumniate, detract.
SLAVERY—servitude, bondage, captivity.
SLENDER—slight, slim, fragile, thin.
SLOW—tardy, dilatory, tedious, dull.
SMALL—little, minute, diminutive, narrow, infinitesimal.
SMOOTH—easy, mild, bland, even, level.
SMOTHER—suffocate, stifle, suppress, conceal.
SNARLING—surly, snappish, waspish.
SOBER—grave, temperate, moderate, abstemious.
SOCIAL—sociable, companionable, convivial, familiar.
SOCIETY—fellowship, company, congregation, association, community.
SOFT—flexible, ductile, pliant, yielding, mild, compliant.
SOLICIT—request, ask, entreat, implore, beg, beseech, supplicate, importune.
SOLICITATION—entreaty, invitation, importunity.
SOLICITUDE—care, anxiety, earnestness.
SOLID—enduring, firm, hard, substantial.
SOLITARY—sole, alone, only, lonely, desolate, remote, retired.
SOOTHE—quiet, compose, calm, appease, tranquilize, pacify, assuage.
SORROW—trouble, grief, affliction.
SORT—order, kind, species.
SOUND—tone, firm, whole, hearty, healthy, sane.
SOUR—tart, acid, acrimonious, sharp.
SOURCE—head, origin, fountain, cause, spring, reason.
SPACIOUS—large, capacious, ample.
SPARKLE—glitter, glisten, shine, glare, radiate, corruscate.
SPEAK—utter, talk, articulate, pronounce, converse, say, tell, recite, relate.
SPECIES—order, kind, class, sort.
SPECIFIC—definite, particular, special.
SPECIMEN—sample, pattern, model.
SPECTATOR—beholder, observer, auditor.
SPEECH—oration, address, harangue, lecture, sermon.
SPEECHLESS—dumb, silent, mute.
SPEND—expend, exhaust, squander, dissipate, waste.
SPHERE—orb, circle, globe.
SPIRITED—quick, animated, ardent, vivacious, active.
SPIRITUAL—ethereal, immaterial, unearthly, incorporeal.
SPITE—pique, malice, grudge, malignity, hate.
SPLENDID—superb, magnificent, grand, sublime, heavenly.
SPLENDOR—magnificence, brightness, luster, brilliancy.
SPLENETIC—peevish, melancholy, morose, sullen, gloomy, fretful.
SPORT—play, game, amusement, pastime, diversion, recreation.

SPOTLESS—faultless, unblemished, blameless, unsullied, clear, untarnished, pure, innocent, stainless.
SPREAD—distribute, diffuse, circulate, expand, disperse, disseminate, propagate, scatter, dispense, sow.
SPRING—leap, arise, start, proceed, emanate, flow, jump, issue.
SPRINKLE—besprinkle, bedew, water, scatter.
SPROUT—vegetate, bud, germinate.
STABILITY—fixedness, continuity, steadiness, firmness.
STAIN—mar, soil, tarnish, blemish, blot, flaw, spot, speck, tinge, color, discolor.
STAMMER—hesitate, stutter, falter.
STAMP—mark, print, impress.
STANDARD—test, rule, criterion.
STATE—situation, condition, position, plight, predicament.
STATION—place, situation, position, post.
STAY—dependence, reliance, staff, prop, abide, remain, continue, delay, hinder, support.
STERILITY—barrenness, unfruitfulness.
STERN—unfeeling, severe, austere, strict, cold, rigid, rigorous.
STILL—quiet, calm, silent, appease, assuage, lull, pacify.
STIMULATE—arouse, excite, incite, urge, impel, encourage, instigate.
STOCK—supply, collection, fund, accumulation, store, provision, cattle.
STOP—rest, intermission, vacation, cessation, delay, impede, hinder, check.
STORY—tale, anecdote, incident, memoir.
STRAIGHT—direct, immediate.
STRANGE—unusual, curious, singular, odd, surprising, eccentric.
STRATAGEM—deception, cheat, artifice, fraud, trick, imposture, delusion.
STRENGTH—potency, authority, power, force, might.
STRICT—precise, exact, particular, accurate, nice, severe, harsh, rigorous, stern.
STRIFE—disagreement, discord, dissension, contest.
STRONG—able, powerful, stout, vigorous, firm, muscular, robust, hardy.
STYLE—custom, mode, manner, phraseology, diction.
SUBDUE—vanquish, overcome, subjugate, conquer, subject, surmount.
SUBJECT—control, liable, exposed, object, matter, material.
SUBJOIN—attach, connect, affix, annex.
SUBLIME—lofty, elevated, great, exalted, grand, magnificent.
SUBMISSIVE—obedient, yielding, humble, compliant.
SUBORDINATE—subject, subservient, inferior.
SUBSISTENCE—livelihood, sustenance, living, maintenance, support.
SUBSTANTIAL—reliable, strong, solid, stout, real, responsible.
SUBSTITUTE—agent, representative, exchange, change.
SUBTLE—sly, artful, cunning, deceitful, crafty, wily, perfidious, insidious, arch, acute, fine.
SUBTRACT—withdraw, deduct, take from.
SUBVERT—ruin, overthrow, reverse, controvert, invert, reverse.
SUCCESSFUL—prosperous, lucky, winning, fortunate.
SUCCESSION—series, order, continuance.
SUCCOR—defend, help, aid, assist, relieve.
SUDDEN—unexpected, unanticipated, unlooked for, hasty.
SUFFER—endure, tolerate, bear, permit, allow.
SUFFOCATE—smother, choke, stifle.
SUFFICIENT—plenty, abundance, enough, competent, adequate.
SUFFRAGE—vote, ballot, aid, voice.
SUGGEST—propose, insinuate, hint, allude, intimate.
SUITABLE—appropriate, fit, becoming, agreeable, expedient.
SUITOR—beau, wooer, lover, petitioner.
SUMMON—cite, call, invite, bid, convoke.
SUNDRY—several, different, various, diverse.
SUPERFICIAL—shallow, flimsy, slight.
SUPERSEDE—supplant, overrule, displace.
SUPPLICATE—solicit, entreat, beg, beseech, ask, implore.
SUPPORT—maintain, uphold, sustain, defend, encourage, second, prop, protect, favor, forward, cherish, assist, endure.
SURE—reliable, confident, certain, infallible.
SURMISE—presume, suppose, think, believe, guess, conjecture.
SURMOUNT—subdue, overcome, vanquish, conquer.
SURPASS—beat, outdo, excel, exceed, outstrip.
SURPRISE—astonishment, admiration, wonder, amazement.
SURRENDER—yield, resign, deliver, give up.
SURROUND—encompass, enclose, encircle, environ.
SURVEY—review, prospect, retrospect.
SUSPENSE—hesitation, doubt, uncertainty.
SUSPICION—apprehension, distrust, jealousy.
SUSTAIN—carry, bear, support, uphold, maintain.
SUSTENANCE—livelihood, maintenance, support, living.
SWIFTNESS—speed, rapidity, velocity, fleetness, quickness, celerity.
SYMBOL—illustration, type, figure, emblem, metaphor.
SYMMETRY—proportion, harmony.
SYMPATHY—compassion, condolence, agreement, commiseration.
SYMPTOM—evidence, token, indication, sign, mark, note.
SYSTEM—order, method.

T

TALENT—faculty, endowment, ability, capability, gift, intellectuality.
TALK—conference, discourse, chat, conversation, communication, sermon, lecture, dialogue, colloquy.
TANTALIZE—plague, tease, provoke, irritate, taunt, torment, aggravate.
TASTE—perception, discernment, judgment, flavor, savor, relish.
TAX—duty, assessment, rate, toll, tribute, contribution, custom.
TEDIOUS—wearisome, slow, tiresome, tardy.
TELL—inform, communicate, reveal, disclose, acquaint, mention, impart, state, talk, report, inform.
TEMPER—mood, humor, temperament, disposition.
TEMPERATE—moderate, abstemious, abstinent, sober.
TEMPORAL—worldly, mundane, sublunary, secular.
TEMPORARY—uncertain, fleeting, transitory, transient.
TEMPT—allure, induce, entice, attract, decoy, seduce.
TENDER—propose, offer, bid.
TENDERNESS—fondness, love, humanity, affection, benignity.
TENET—belief, dogma, doctrine, principle, position, opinion.
TERMS—conditions, words, expressions, language.
TERMINATE—close, complete, finish, end.
TERRIBLE—awful, frightful, fearful, shocking, terrific, horrible.
TERROR—alarm, fear, dread, consternation, apprehension, fright.
TEST—experiment, proof, experience, trial, standard, criterion.
TESTIFY—prove, declare, swear, signify, witness, affirm.
TESTIMONY—proof, evidence.
THEREFORE—wherefore, accordingly, thence, then, hence, so, consequently.
THINK—consider, deliberate, meditate, ponder, conceive, contemplate, imagine, surmise.
THOUGH—allow, while, although.
THOUGHT—contemplation, meditation, fancy, idea, supposition, reflection, conception, conceit.
THOUGHTFUL—anxious, considerate, careful, attentive, discreet, contemplative.
THOUGHTLESS—inconsiderate, indiscreet, careless, foolish, hasty, unthinking.
THROW—heave, cast, hurl, fling.
TIME—period, season, age, date, duration, era, epoch.
TIMELY—opportune, seasonable, early.
TIRED—wearied, fatigued, harassed.
TITLE—name, appellation, claim.
TOKEN—emblem, sign, indication, symptom, mark, note.
TOLERATE—permit, allow, suffer.
TORTUOUS—tormenting, crooked, twisted, winding.
TOTAL—complete, whole, entire, gross, sum.
TOUCHING—moving, pathetic, affecting.
TOUR—round, circuit, journey, jaunt, ramble, excursion, trip.
TRACE—clue, track, mark, vestige.
TRADE—occupation, avocation, calling, labor, business, dealing, traffic.
TRADUCE—injure, condemn, depreciate, censure, degrade, calumniate, detract, decry.
TRANQUILLITY—stillness, peace, quiet, calm.
TRANSACT—manage, conduct, negotiate.
TRANSCEND—surpass, excel, outdo, exceed.
TRANSPARENT—clear, pellucid, pervious, translucent.
TRANSIENT—brief, fleeting, short.
TRANSPORT—delight, rapture, ecstacy.
TREACHEROUS—insidious, faithless, dishonest, perfidious, heartless.
TREPIDATION—palpitation, emotion, agitation, trembling, tremor.

TRESPASS—violation, offense, misdemeanor, transgression.
TRIAL—endeavor, attempt, effort, experiment, test, proof, temptation.
TRICK—cheat, fraud, deception, artifice, imposture, stratagem, jugglery
TRIFLING—insignificant, inconsiderable, unimportant, light, futile, petty, frivolous.
TRIP—journey, jaunt, tour, ramble, excursion, voyage.
TROUBLE—anxiety, vexation, adversity, affliction, sorrow, distress.
TROUBLESOME—annoying, disturbing, vexing, perplexing, teasing, harassing, importunate, irksome.
TRUE—honest, candid, sincere, reliable, plain, upright.
TRUTH—fidelity, veracity, candor, faithfulness, honesty.
TRY—endeavor, attempt.
TURBULENT—raging, tumultuous, seditious, mutinous, riotous.
TURN—revolve, whirl, twist, wheel, circulate, wind, gyrate, contort, bend, distort.
TYPE—illustration, symbol, figure, emblem, mark.

U

ULTIMATE—latest, last, final, end.
UMPIRE—judge, arbitrator, arbiter.
UNBELIEF—incredulity disbelief, skepticism, infidelity.
UNBLEMISHED—faultless, blameless, spotless, irreproachable, stainless, untarnished.
UNCEASINGLY—eternally, perpetually, always, constantly, continually.
UNCHANGEABLE—unalterable, immutable.
UNCOMMON—singular, unusual, rare, unique, infrequent, choice, scarce.
UNCONCERNED—careless, regardless, uninterested, indifferent.
UNCOVER—reveal, expose, strip, discover.
UNDAUNTED—courageous, fearless, bold, intrepid.
UNDENIABLE—indisputable, incontrovertible, unquestionable.
UNDER—subordinate, lower, beneath, below, inferior, subject, subjacent.
UNDERSTANDING—conception, comprehension, perception, faculty, sense, intelligence, reason, intellect.
UNDETERMINED—uncertain, irresolute, hesitating, wavering, unsteady, doubtful, fluctuating, vacillating.
UNFAITHFUL—untruthful, faithless, dishonest, disloyal, treacherous, perfidious.
UNFOLD—explain, divulge, reveal, unravel, develop, expand, open, display.
UNHANDY—ungainly, uncouth, clumsy, awkward.
UNHAPPY—distressed, miserable, unfortunate, afflicted, wretched.
UNIFORM—even, alike, equal, same.
UNIMPORTANT—trivial, trifling, immaterial, insignificant, petty, inconsiderable.
UNLEARNED—uninformed, unlettered, ignorant, illiterate.
UNLIKE—distinct, dissimilar, different.
UNLIMITED—infinite, boundless, unbounded, illimitable.
UNQUESTIONABLE—undeniable, indubitable, indisputable, incontrovertible.
UNRAVEL—unfold, disentangle, extricate, reveal.
UNRELENTING—unforgiving, hard-hearted, inexorable, relentless.
UNRULY—unmanageable, refractory, uncontrollable, ungovernable.
UNSEASONABLE—ill-timed, untimely, unfit, unsuitable, late.
UNSETTLED—doubtful, undetermined, vacillating, unsteady, wavering.
UNSPEAKABLE—unutterable, inexpressible.
UNSTABLE—inconstant, mutable, vacillating, changeable, wavering.
UNTIMELY—inopportune, unseasonable, premature, unsuitable,
UNWILLING—loth, backward, disinclined, disliking, reluctant, averse.
UPBRAID—reprove, censure, blame, reproach.
UPROAR—noise, confusion, bustle, tumult, disturbance.
URBANITY—courtesy, affability, suavity, civility
URGE—press, incite, impel, instigate, stimulate, animate, encourage.
URGENT—importunate, pressing, earnest.
USAGE—habit, fashion, custom, treatment, prescription.
USE—practice, custom, habit, usage, service, advantage, utility
USUALLY—generally, commonly
UTILITY—use, service, benefit, advantage, convenience, usefulness.
UTTERLY—perfectly, completely, fully.

V

VACANT—void, empty, devoid, unused.
VAGUE—unsettled, indefinite.
VAIN—conceited, useless, idle, fruitless, ineffectual.
VALEDICTORY—farewell, taking leave.
VALUABLE—expensive, costly, precious, useful, worthy, estimable.
VALUE—price, worth, rate, appreciation, estimation, account, appraise, assess, compute, regard, respect.
VANITY—pride, haughtiness, arrogance, conceit.
VANQUISH—subdue, overcome, slay, conquer, confute, subjugate.
VARIABLE—transitory, fickle, capricious, unsteady, changeable, versatile, wavering.
VARIATION—deviation, change, variety, vicissitude.
VARIETY—diversion, change, difference.
VARIOUS—sundry, different, diverse.
VEHEMENT—hot, eager, fiery, ardent, passionate, violent, impetuous.
VELOCITY—speed, celerity, swiftness, fleetness, rapidity, quickness.
VENERATE—worship, respect, reverence, adore.
VERACITY—honesty, integrity, truth.
VERBAL—oral, vocal.
VESTIGE—evidence, mark, trace, track.
VEXATION—chagrin, uneasiness, trouble, sorrow, mortification.
VICINITY—locality, neighborhood, nearness, section.
VIEW—picture, prospect, landscape, survey, see, look, behold.
VIGOROUS—robust, active, energetic, powerful, agile, potent, forcible.
VIOLENT—turbulent, boisterous, impetuous, furious.
VIRTUE—chastity, purity, goodness, efficacy.
VISIBLE—apparent, discernible, evident, plain, distinct, manifest, doubtless, obvious.
VISIONARY—fanatic, enthusiast, dreamer, imaginary, fanatical.
VOLATILITY—lightness, levity, flightiness, giddiness, liveliness, sprightliness.
VOUCH—assure, warrant, affirm, aver, protest, attest.
VULGAR—ordinary, common, low, mean.

W

WAGES—stipulation, hire, pay, salary, allowance.
WAKEFUL—vigilant, attentive, watchful, observant.
WANDER—roam, stroll, rove, range, ramble, journey.
WANT—indigence, need, poverty, lack.
WARE—goods, merchandise, commodity.
WARLIKE—military, martial.
WARMTH—fervor, ardor, cordiality, animation, heat, vigor, glow, zeal, fervency, vehemence.
WARNING—notice, advice, monition, caution.
WARY—discreet, guarded, watchful, cautious, circumspect.
WASTE—loose, dissipate, spend, expend, consume, lavish, squander.
WASTEFUL—profuse, extravagant, lavish, prodigal.
WATCHFUL—cautious, vigilant, careful, circumspect, attentive, observant, wakeful.
WAVER—hesitate, vacillate, fluctuate, scruple, to be undetermined.
WAY—plan, method, course, manner, system, means, fashion, road, route.
WEAK—infirm, feeble, enfeebled, debilitated, enervated.
WEALTH—opulence, affluence, riches.
WEAKNESS—debility, feebleness, frailty, infirmity, languor, failing, imbecility, silliness, folly
WEARINESS—languor, lassitude, tediousness, fatigue.
WEARY—annoy, distress, harass, jade, tire, vex, perplex, subdue.
WEDDING—marriage, nuptials.
WEIGHT—load, burden, heaviness, gravity, importance, signification.
WELCOME—desirable, agreeable, grateful, acceptable.
WHEREFORE—consequently, accordingly, so, then, thence, hence, therefore.
WHITEN—blanch, fade, bleach.
WHOLE—undivided, complete, entire, perfect, total, sum, uninjured.
WICKED—sinful, guilty, unjust, flagrant, impious, atrocious, criminal, villainous, depraved, outrageous.
WILY—cunning, artful, subtle, crafty.
WISDOM—foresight, prudence, knowledge, understanding.
WITHDRAW—retreat, recede, retire, take back, go back, retrograde.
WITHHOLD—forbear, refrain, refuse, hinder, keep back.
WONDER—astonishment, marvel, surprise, admiration, amazement.
WONDERFUL—strange, curious, astonishing, surprising, marvelous, admirable.
WORTHY—estimable, deserving, meritorious.
WRETCHED—unhappy, miserable.
WRITER—author, scribe.

Y

YEARLY—annually.
YET—but, however, notwithstanding, still, nevertheless.
YIELD—comply, conform, concede, allow, produce, permit, resign, surrender.

Z

ZEAL—warmth, ardor, fervor, enthusiasm.
ZEALOUS—concerned, earnest, ardent, fervent, anxious, enthusiastic, warm.

LETTER WRITING.

YOU have thoughts that you wish to communicate to another through the medium of a letter. Possibly you have a favor to bestow. Quite as likely you have a favor to ask. In either case you wish to write that letter in a manner such as to secure the respect and consideration of the person with whom you correspond.

The rules for the mechanical execution of a letter are few; understanding and observing the rules already considered for composition, the writer has only to study perfect naturalness of expression, to write a letter well.

Style and Manner.

The *expression* of language should, as nearly as possible, be the same as the writer would speak. A letter is but a talk on paper. The *style* of writing will depend upon the terms of intimacy existing between the parties. If to a superior, it should be respectful; to inferiors, courteous; to friends, familiar; to relatives, affectionate.

Originality.

Do not be guilty of using that stereotyped phrase,

Dear Friend:

I now take my pen in hand to let you know that I am well, and hope you are enjoying the same great blessing.

Be original. You are not exactly like any one else. Your letter should be a representative of yourself, not of anybody else. The world is full of imitators in literature, who pass on, leaving no reputation behind them. Occasionally originals come up, and fame and fortune are ready to do them service. The distinguished writers of the past and present have gone aside from the beaten paths. Letter writing affords a fine opportunity for the display of originality. In your letter be yourself; write as you would talk.

PARTS OF A LETTER.

Date.

Complimentary address.

Body of the Letter.

Complimentary closing.

Signature.

Name.

Address.

Purity of Expression.

Bear in mind the importance, in your correspondence, of using always the most chaste and beautiful language it is possible to command, consistent with ease and naturalness of expression. Especially in the long letters of friendship and love — those missives that reveal the heart—the language should show that the heart is pure. Let your letter be the record of the fancies and mood of the hour; the reflex of your aspirations, your joys, your disappointments; the faithful daguerreotype of your intellectuality and your moral worth.

You little dream how much that letter may influence your future. How much it may give of hope and happiness to the one receiving it. How much it may be examined, thought of, laughed over and commented on; and when you suppose it has long since been destroyed, it may be brought forth, placed in type, and published broadcast to millions of readers.

When, in after years, the letter you now write is given to the world, will there be a word, an expression, in the same that you would blush to see in print?

Write in the spirit of cheerfulness. It is unkind to the correspondent to fill the sheet with petty complainings, though there are occasions when the heart filled with grief may confide all its troubles and sorrows to the near friend, and receive in return a letter of sympathy and condolence, containing all the consolation it is possible for the written missive to convey.

The length of letters will depend upon circumstances. As a rule, however, business letters should be short, containing just what is necessary to be said, and no more.

Form.

To be written correctly according to general usage, a letter will embrace the following parts: 1st, the date; 2nd, complimentary address; 3rd, body of the letter; 4th, complimentary closing; 5th signature; 6th, superscription.

The above shows the position of the several parts of an ordinary letter.

Position of the Various Parts.

The following position of the several parts of a letter should be observed:

1. Write the date near the upper right hand corner of the sheet.
2. Commence the complimentary address on the line next beneath one inch from the left side of the sheet.
3. The body of the letter should be commenced nearly under the last letter of the complimentary address.
4. Begin the complimentary closing on the line next beneath the body of the letter, one half of the distance from the left to the right side of the page.
5. The center of the signature may be under the last letter of the complimentary closing.
6. The name and address of the person written to should come on the line beneath the signature, at the left of the sheet.

The Complimentary Address.

Of late years it has become common, in business letters, instead of giving name and address at the close, to write the same at the commencement; thus,

To the Business Man.

MR. WILLIAM B. ASHTON,
Washington, D. C.
Dear Sir:
Your note of the 1st inst. received, etc.

To the Married Woman.

MRS. HELEN E. KING,
Baltimore, Md.
Dear Madam:
Enclosed find check for, etc.

To the Unmarried Woman.

MISS HARRIET A. KENDALL,
Lowell, Mass.
In reply to your favor of the 4th ult., etc.

NOTE.—It is customary to address the married woman by the name which she uses on her cards. It is optional with the lady whether she uses her own name, "Mrs. Helen E. King," or that of her husband, "Mrs. Chas. H. King."

FORM OF A LETTER.

(*Date.*)
Olney, England, June 16, 1769.

(*Complimentary Address.*)
My Dear Friend:

(*Body of the Letter.*)
I am obliged to you for your invitation, but being long accustomed to retirement, which I was always fond of, I am now more than ever unwilling to visit those noisy scenes which I never loved, and which I now more than ever abhor. I remember you with all the friendship I ever professed, which is as much as I ever entertained for any man.

I love you and yours. I thank you for your continued remembrance of me, and shall not cease to be their and your

(*Complimentary Closing.*)
Affectionate Friend,

(*Signature.*)
William Cowper.

(*Name.*)
To Joseph Hill,

(*Address.*)
London.

Kinds of Paper to Use.

Be particular to use a sheet appropriate in shape to the purpose for which it is employed. Paper is now manufactured of every size adapted to the wants of any article written. The names of the various kinds of paper in general use are *Legal-cap*, *Bill-paper*, *Foolscap*, *Letter-paper*, *Commercial-note*, *Note-paper* and *Billet*.

In the writing of all *Legal Documents*, such as wills, taking of testimony, articles of agreement, etc., legal cap is generally used, characterized by a red line running from top to bottom of the sheet.

For *Bills*, paper is commonly ruled expressly for the purpose, and generally bears the name and business advertisement of the person using the same, at the top.

When writing *Notes*, *Orders*, *Receipts*, *Compositions*, *Petitions*, *Subscription Headings*, *etc.*, foolscap paper is used.

For the ordinary friendship letter or other

long letter, it is best to use letter paper, which in size is four-fifths the length of foolscap.

The common *Business Letter* should be so brief as generally to require but one page of commercial note, which is somewhat narrower and shorter than letter paper.

Note and billet paper are the smallest sheets made, being suitable for *Notes of Invitation*, *Parents' Excuses* for children to teachers, and other written exercises that are very brief.

Etiquette of Letter Writing.

As a rule, every letter, unless insulting in its character, requires an answer. To neglect to answer a letter, when written to, is as uncivil as to neglect to reply when spoken to.

In the reply, acknowledge first the receipt of the letter, mentioning its date, and afterwards consider all the points requiring attention.

If the letter is to be very brief, commence sufficiently far from the top of the page to give a nearly equal amount of blank paper at the bottom of the sheet when the letter is ended.

Should the matter in the letter continue beyond the first page, it is well to commence a little above the middle of the sheet, extending as far as necessary on the other pages.

It is thought impolite to use a half sheet of paper in formal letters. As a matter of economy and convenience for business purposes, however, it is customary to have the card of the business man printed at the top of the sheet, and a single leaf is used.

In writing a letter, the answer to which is of more benefit to yourself than the person to whom you write, enclose a postage stamp for the reply.

Letters should be as free from erasures, interlineations, blots and postscripts as possible. It is decidedly better to copy the letter than to have these appear.

A letter of introduction or recommendation, should never be sealed, as the bearer to whom it is given ought to know the contents.

Titles.

IT is customary, in the heading of petitions to persons in official positions, in the complimentary address of a letter, and in superscriptions, to give each their proper title. These are divided into titles of respect, military, and professional titles.

Titles of respect are:—*Mr.*, from *Master; Mrs.*, from *Mistress; Miss*, from the French *De-moi-selle; Esq.*, from *Esquire*, an English Justice of the Peace, or member of the legal profession, but applied very indiscriminately to males throughout this country generally.

Two titles of the same class should not be applied to the same name. Thus, in addressing John Smith, do not say *Mr.* John Smith, *Esq.;* though we may say *Mr.* John Smith, or John Smith, *Esq.*

If the profession of the person addressed be known, the professional title alone should be used. If the person be entitled to two titles the highest is given.

Titles of respect are usually placed before the name; as *Mr.*, *Hon.*, *Rev.*, *Dr.*, and military titles.

Professional titles sometimes precede and sometimes follow the name; as *Dr.* John Smith, or John Smith, *M.D.; Prof.* John Smith, or John Smith, *A.M.*

The following list illustrates the various titles used for the different ranks, among individuals, either in the complimentary address or superscription on the envelope.

To Royalty.

"*To the* King's *Most Excellent Majesty.*"
"*To the* Queen's *Most Excellent Majesty.*"
"*To his Royal Highness*, Albert Edward, Prince of Wales."

In like manner all the other members, male and female, of the Royal family are addressed.

To Nobility.

"*To his Grace* the Duke of Argyle."
"*To the Most Noble* the Marquis of Westminster."
"*To the Right Honorable* the Earl of Derby."
"*To the Right Honorable* Lord Viscount Sidney."
"*To the Honorable* Baron Cranworth."

The wives of noblemen have the same titles as their husbands; thus,

"*To her Grace* the Duchess of Argyle."
"*To the Most Noble* the Marchioness of Westminster."
"*To the Right Honorable* the Countess of Derby."
"*To the Right Honorable* the Viscountess Sidney."
"*To the Honorable* the Baroness Cranworth."

The title of *Honorable*, in Great Britain, is applied to the younger sons of noblemen (the elder son taking, by courtesy, the title next in rank below that of his father.) It is also given to members of parliament and to certain persons holding positions of honor and trust.

To Baronets.

"*Sir* Walter Scott, Bart."

To Knights.

"*Sir* William Armstrong, Kt."

Ellsworth's "Text Book on Penmanship" gives the following classification of the various titles used in the United States.

Titles of Honor, Profession and Respect.

"*His Excellency* Richard Roe,"	President of the United States, Governor of any State, or Minister to Foreign Countries.
"*Honorable* Richard Roe."	Vice President, Senators and Representatives of the U. S., Lieut. Gov. of State, State Senators and Representatives, Judges, Mayors, and Heads of Executive Departments of the General Government.
"*Rev.* Richard Roe, D.D."	Doctor of Divinity.
" Richard Roe, LL.D."	Doctor of Laws.
" Richard Roe,"	Minister of the Gospel.
"*Dr.* Richard Roe,"	Physician and Surgeon.
"*Prof.* Richard Roe,"	Professor or teacher of any art or science.
"Richard Roe, *Esq.*."	Member of the legal Fraternity.
"*Mr.* Richard Roe."	Non-professional gentleman.
"Richard Roe,"	Plain signature.
"Richard $\overset{\text{his}}{\underset{\text{mark}}{\times}}$ Roe,"	Unable to write his own name.

Superscriptions.

ENVELOPES that are perfectly plain, for ordinary letter writing, are regarded as in much the best taste. Ladies do well to use white. Buff, light straw color, or manila answer for business purposes, though it is always in good taste to use white.

The upper side of the envelope is that containing the flap. Care should be observed, in writing the superscription on the letter, to have the same right side up.

Extensive practice enables business men to write comparatively straight upon the envelope, without the aid of a line. The inexperienced penman may be aided in writing on the buff colored envelope by lead pencil lines, which should never be used, however, unless completely erased by rubber after the ink is dry.

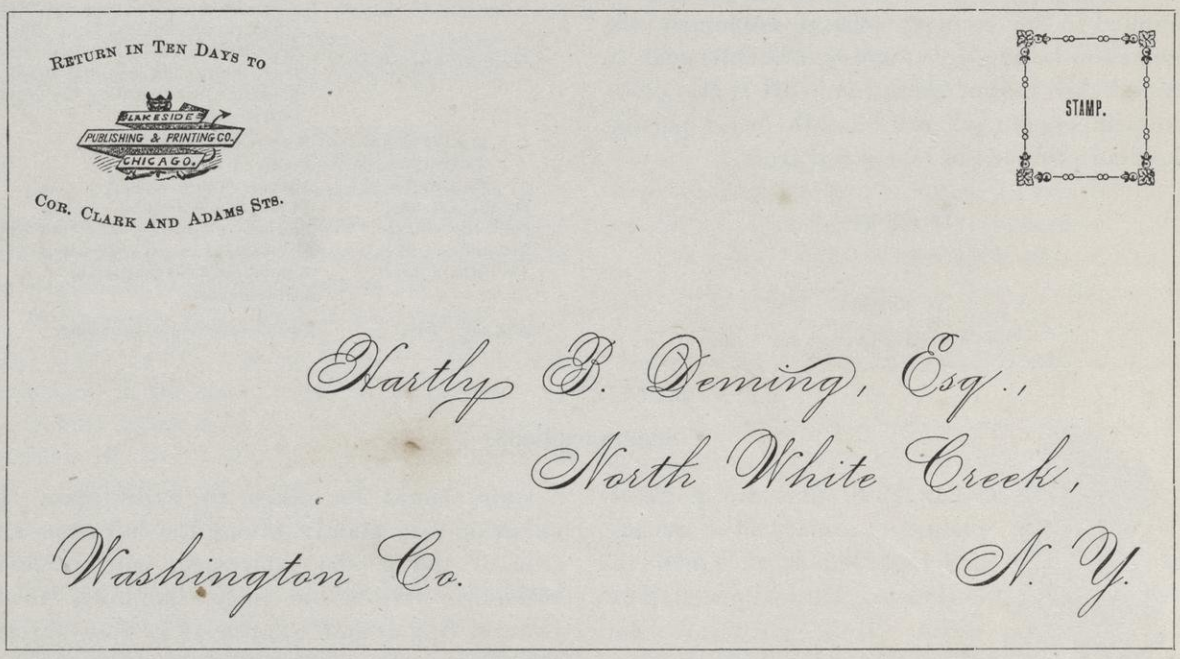
Care should be taken to write upon the envelope very plainly, giving the full name and title of the person addressed, with place of residence written out fully, including town, county, State, and country if it goes abroad. The designation of the street, number, drawer, etc., when written upon the letter, is explained elsewhere.

For light colored envelopes, a piece of paper a little smaller than the envelope may be ruled with black ink over the blue lines, thus, and placed inside.

A scrap of paper, ruled like this, when placed
inside a light-colored envelope, will enable the
person writing on the same to trace distinctly
these lines, and thus write the superscription
straight.

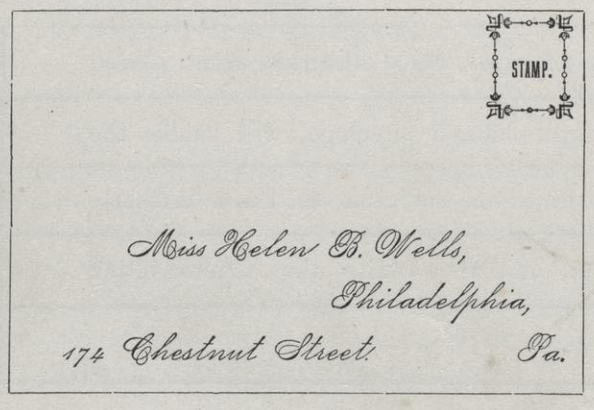
In writing the superscription, commence the name a little to the left of the center of the envelope. The town, on a line beneath, should extend a little to the right of the name. The State, next below, should stand by itself still further to the right. The county may be on the same line with the State, towards the left side of the envelope; thus,

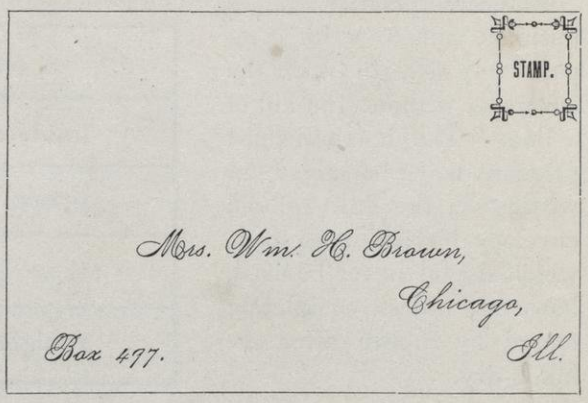
FORM OF SUPERSCRIPTION ON ENVELOPES.



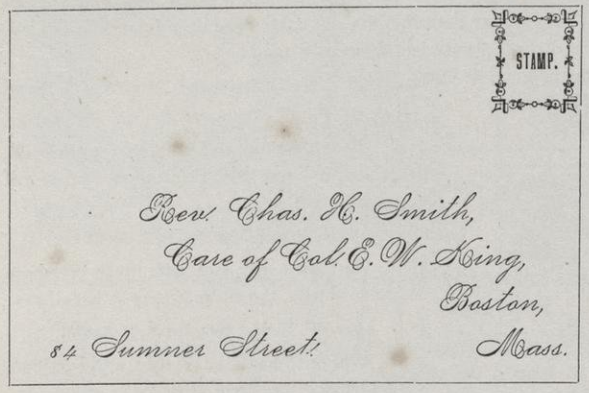
For the convenience of the mailing clerk in handling the letter, the postage stamp should be placed at the upper right hand corner of the envelope.

If the town is a large metropolis, the county may be omitted. In that event the street and number are usually given, or the post office box. Each should be written very conspicuously upon the envelope, for the convenience of the post office clerk and the mail carrier; thus,

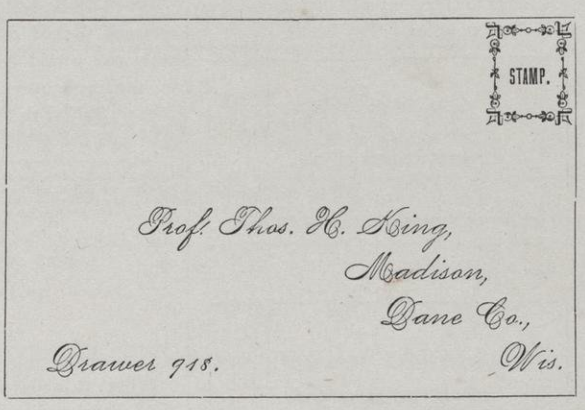




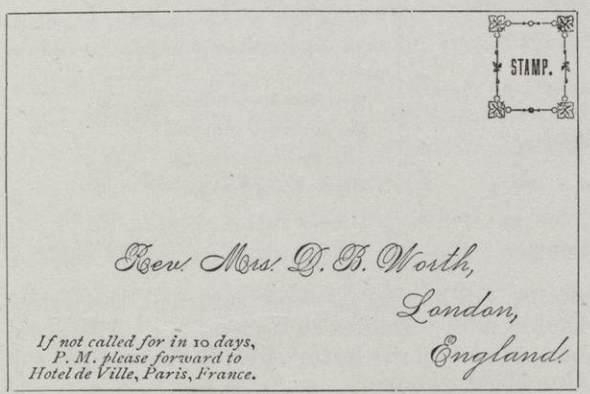
If written in the care of any one, the following may be the form:



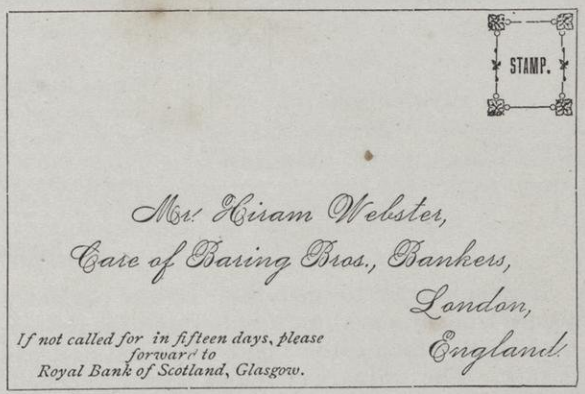
It is usually safest, in nearly all cases, to give the county, even if the town is well known; thus,



If, after remaining in the office at its destination a certain length of time uncalled for, the writer is desirous of having the letter forwarded or returned, the same may be indicated upon the outside of the envelope; thus,

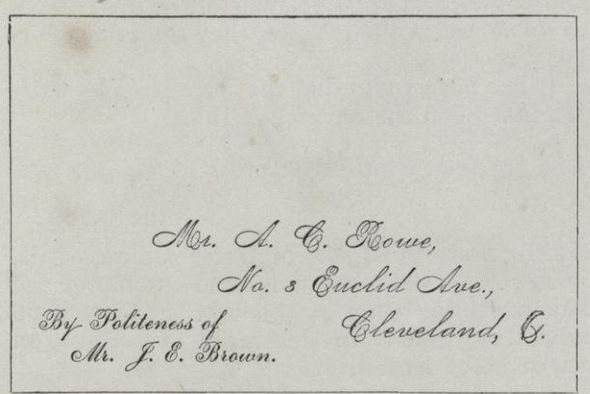


Tourists, when receiving letters abroad, frequently have their letters directed in the care of the bankers with whom they deal when on the continent, the form of superscription being thus:



Letter Sent by a Private Party,

Acknowledging on the envelope obligation to the person carrying the same.



Letter to a Person in the Immediate Vicinity

Sent by carrier, but not through the mail.

SUPERSCRIPTIONS.

A letter to Germany will be superscribed somewhat as follows:

Stamp.

JOHN KOENIG, Esq.,
SPANDAU,
Near Berlin, Prussia. *PRUSSIA.*

Letter from Germany:

Stamp.

Mr. KARL SCHULZE,
BLOOMINGTON,
McLEAN CO.,
United States of America. *ILLINOIS.*

The county, town, etc., on a letter to Ireland, is shown on the envelope as follows:

Stamp.

Mr. PATRICK McGUIRE,
ENNISKILLEN,
County of Fermanagh. *IRELAND.*

When it is desired to have the letter returned, if not called for, sooner than it otherwise would be, the direction may be so specified upon the upper left hand corner, similar to the following:

If not called for in 10 days, return to W. B. KEEN, COOKE & CO., Booksellers, CHICAGO, ILLINOIS.

Stamp.

GEN. H. B. COOKE,
SARATOGA SPRINGS,
NEW YORK.

Where it is desired to express the title of the husband, on a letter or note of invitation to the husband and wife, the following form may be used:

His Excellency and Mrs. U. S. Grant.
Governor and Mrs. Wm. H. Brown.
Hon. and Mrs. D. B. Henderson.
Rev. and Mrs. Chas. H. Smith.
Professor and Mrs. K. A. Benson.

Where a letter is addressed to a husband and wife, each of whom have a title, the address may read as follows:

Drs. John E. and Jane H. Brown.

To a man and woman, engaged as partners in business, but unmarried, the address may read:

Mr. Wm. H. Smith and Miss Mary H. Boone.

Or, *Wm. H. Smith and Mary H. Boone.*

To a husband and wife, where the wife, alone, has the title, the superscription will read:

Mr. J. B. and Mrs. Dr. E. L. King.

To a husband and wife, each of whom have a title, the address may be as follows:

Rev. W H. and Mrs. Dr. A. B. Smith.

Where the wife has a title, and is, alone, addressed, the form may be·

Rev. Mrs. Chas. D. King.

Or, *Rev. Mrs. Jane E. King.*

Or, *Rev. Jane E. King.*

If the lady's husband, alone, has the title, the address will properly read:

Mrs. Rev. Chas. D. King.

If the lady is unmarried, and is a minister of the gospel or physician, her address may read:

Rev. Miss Mary Williams.

Or, *Rev. Mary Williams.*

Miss Dr. Helen E. Snow.

Or, *Dr. Helen E. Snow.*

Suggestions.

If people wish to have their letters perfectly secure from observation it is better to seal them with wax, which cannot be broken without exposure. The ordinary envelope is easily opened, and sealed again, leaving no trace of the fact; though a very heavy fine is imposed as a penalty on any one convicted of opening a letter, that is not authorized to do so.

In the United States, a letter not called for within a certain length of time is then advertised, after which it is held thirty days, when, no owner being found, the letter is forwarded to the Dead-Letter Office at Washington, where it is opened. If the address of the person who wrote the letter can there be learned, the letter is then returned to the writer.

If the name or address be written or printed upon the envelope, instead of going to the Dead-Letter Office, the letter will be returned to the writer at the expiration of thirty days. If desirous of having it sooner returned, the writer should add, "Return in 5 days," or "10 days," etc., as seen in the letter of W. B. Keen, Cooke & Co., shown above.

It is safest for persons sending letters to place stamps upon the envelopes themselves, and not depend upon postmasters or their clerks to do so, as, in their haste, they sometimes forget directions.

It has been suggested that the State be written first upon the envelope; thus,

MISSOURI,
CORNING,
JOHN SMITH.

As the State to which the letter is directed, is, however, no more conspicious at the top of the superscription than at the bottom, there is no advantage gained in this mode of address, on the score of legibility.

Business Letters.

IN letters of business, use as few words as possible.

2. Business letters should be promptly answered.

3. Use a clear, distinct writing, avoiding all flourish of penmanship or language.

4. Come at once to your subject, and state it so clearly that it will not be necessary to guess your meaning.

5. Give town, county, State and date explicitly. It is frequently of great importance to know *when* a letter was written.

6. 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.

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

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

9. 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, or binding in a letter-file adapted to the purpose. The possession of a letter sometimes prevents litigation and serious misunderstanding.

Ordering Goods.

In ordering goods, state very explicitly the amount, kind, quality, color, shape, size, etc., and on what terms wanted. Whether you wish the same sent by freight or express, and *what* express. Much inconvenience is experienced among business men because of a neglect to designate explicitly what is wanted.

Should the writer wish to make suggestions, ask questions, or add other matter to the letter which is foreign to the subject, such words should be placed entirely separate from the order. Of fifty or a hundred letters received to-day by the merchant, that one which is mixed up with complaints, enquiries, etc., will probably be laid over till tomorrow, or until time can be spared to read it through. Had the order been explicitly stated, and the suggestions placed elsewhere, the goods would have been forwarded immediately. It is, in fact, better to write the order on a separate sheet from the other matter.

Send your order, also, early enough to give yourself plenty of time in which to receive the goods before they are needed.

Books, being a common article ordered, may be taken as an example showing the importance of giving a careful description of the goods wanted. To illustrate: be explicit in giving name of book, name of author, by whom pub-

lished, style of binding, price at which it is advertised, etc. Thus, a careless person ordering of Harper & Brothers a United States History will say, "Send me a United States History." Of course the first query of the shipping clerk is, "*Whose* history?" There are many histories of the United States published by as many different authors, and the clerk is liable to send the one not wanted, in which case the person ordering is very likely to unjustly blame Harper & Brothers.

If the writer should say, "Send me a copy of Willard's History of the United States, by Emma Willard, published by A. S. Barnes & Co., bound in cloth," there would be no liability to mistake. The following will serve as sample forms.

Form of Letter Ordering Books.

ROCKFORD, ILL., March 1, 1873.

MESSRS. JANSEN, MCCLURG & Co.,
Chicago, Ill.,

Dear Sirs:

Enclosed find draft for $48.75, for which please send, by American Express,

10	Tennyson's Poems,	Published by Harper & Bros.	$1.25	$12.50
10	Thirty Years in the Harem.	" " " "	1.50	15.00
10	Literature and Art, by T. Fuller.	" Fowler & Wells.	1.00	10.00
5	Getting on in the World, Mathews.	S. C. Griggs & Co.	2.25	11.25
				$48.75

Thanking you for the promptitude with which you have filled my orders heretofore, I am,

Very Respectfully,
CASH DOWN.

Form of an Order to a Dry Goods Merchant.

April 5, 1873.

MESSRS. A. T. STEWART & Co.,
New York,

Dear Sirs:

Enclosed find Post Office Order for $25, for which please send, by American Express, the following goods:

2	Lancaster table spreads ($3.50)	$ 7.00
4 prs.	Alexandre Kid Gloves ($2.50), No. 6½, Brown, Green, Yellow, Black.	10.00
8 yds.	Calico, Brown with small figure (25c.)	2.00
12 "	" White " " pink dot "	3.00
2	Linen Handkerchiefs (50c.)	1.00
4 prs.	Ladies' Cotton Hose (50c.), No. 9,	2.00
		$25.00

Direct to

MRS. MARY WILSON,
ELKHART, IND.

From a Young Man Commencing Business, to a Wholesale House, with Order.

RACINE, WIS., Aug. 10, 18—.

MESSRS. FIELD, LEITER & Co.,
Chicago, Ill.,

Dear Sirs:

Having recently commenced business for myself, with fair prospects of success, I shall be pleased to open an account with your house, and trust it will be to our mutual advantage. Should you think favorably of the matter, you will please fill the accompanying order with the least possible delay and on your best terms.

For testimonials, I refer you to Carson, Pirie, Scott & Co., of your city, by whom I have been, until recently, employed; but as this is my first transaction with your house, upon forwarding me an invoice of goods and deducting your usual discount for cash, I will remit a sight draft on the First National Bank of your city, for the amount, by return mail. Expecting your usual prompt attention, I am,

Yours Respectfully,
HENRY MAYNARD.

Reply from Wholesale House, with Invoice.

CHICAGO, Aug. 12, 18—.

MR. HENRY MAYNARD,
Racine, Wis,

Dear Sir:

We take pleasure in sending this day, by your order, the enclosed invoice of goods, amounting to $1,400, subject to 5 per cent discount prompt cash.

Your references being entirely satisfactory, we have no hesitation in opening an account and allowing you our best terms. Trusting that the goods, which are shipped by express, will arrive safely and meet your favor, we are,

Yours Truly,
FIELD, LEITER & CO.

Requesting Information Concerning the Opening of a Store.

BOSTON, MASS., Sept. 18, 18—.

CHAS. H. WILLIAMS, ESQ.,
Bennington, Vt.,

Dear Sir:

My partner and myself being desirous of establishing a branch store in th Clothing trade, I take the privilege of a friend in asking you to send me the number of Clothing stores already in your village, and such other information as may be necessary, concerning the feasibility of establishing our business in your place. An early reply will greatly oblige,

Yours Very Truly,
WM. B. HOPKINS.

Answer to the Foregoing.

BENNINGTON, VT., Sept. 20, 18—.

MR. WM. B. HOPKINS,
Boston, Mass.,

Dear Sir:

I have taken occasion to enquire in relation to the extent and number of Clothing stores in this place, and am happy to inform you that, while that department of trade is very fairly represented, there seems to be a good opening for a first class store, such as your house would undoubtedly establish.

There is also a large store just vacated, in the center of the village, one of the best locations in the town, which can be had at reasonable rent. Hoping that you may carry out your design of locating here, and trusting that you may realize your expectations, I am,

Yours Truly,
CHAS. H. WILLIAMS.

Enquiry Concerning Real Estate.

SPRINGLAKE, MICH., Sept. 4, 18—.

MESSRS. S. TOWN & SON,
Aurora, Ill.,

Dear Sirs:

Having heard much said in praise of your beautiful city, particularly concerning railroad privileges, church and educational advantages, I have concluded to make your town my permanent place of abode, if I can locate myself aright, inasmuch as I have a large family to educate, and the numerous lines of railway radiating from your city will afford me the desired accommodations in my traveling agency.

My object in writing you at present is to learn your best terms for a residence containing not less than ten rooms, having from six to ten acres of land attached, situated not over a mile from the post office. An immediate answer will oblige,

Your Obedient Servant,
HARVEY B. WILCOX.

Answer to the Foregoing.

AURORA, ILL., Sept. 10, 18—.

MR. HARVEY B. WILCOX,
Springlake, Mich.,

Dear Sir:

Your letter of the 4th instant is received and contents noted. Agreeable to your request, we have carefully examined our list of real estate for sale, and find that we can accommodate you, if the price is satisfactory. We have two places on our list that very nearly answer your description, either of which we think would please you. One contains eleven acres, with large brick house, a good barn and other out-buildings. The place is well supplied with fruit trees, and the grounds about the house very handsomely laid off; distance from the post office, about three-quarters of a mile; price, $16,000. The other includes four acres, house of wood, barn and all necessary buildings very complete; the whole occupying a very commanding and beautiful location, distant about half a mile from the business center; price, $11,000.

We shall be happy to show you these places, or any others at our command, when you visit our town, and trust that such inducements may be offered you when you examine the advantages of residence here, as will fully confirm your already favorably expressed opinion of our city. Hoping to meet you soon, we are

Yours, Very Respectfully,
S. TOWN & SON.

Letter Complaining of Error in a Bill.

TROY, N. Y., June 10, 18—.

MESSRS. H. B. CLAFLIN & Co.,
New York,

Dear Sirs:

Upon examining bill accompanying your last lot of goods, I find that I am charged with four dozen pairs of cotton hose which I never ordered nor received. I enclose the bill and copy of the invoice of goods, that the error may be corrected. I am, gentlemen,

Yours, Very Respectfully,
H. B. MOORE.

Answer to the Foregoing.

NEW YORK, June 11, 18—.

MR. H. B. MOORE,
Troy, N. Y.,

Dear Sir:

We regret that you were put to any trouble by the carelessness of a clerk, who, having proved himself incompetent, has left our service. We enclose the correct bill to you, and offer our apologies for the error.

Truly Yours,
H. B. CLAFLIN & CO.

An Application for a Situation on a Railway.

DAVENPORT, IA., Jan. 15, 18—.

HON. B. C. SMITH,

Dear Sir:

Understanding that you are a shareholder in some of the principal railways, and on intimate terms with several of the directors, I venture to solicit your kind interest in behalf of my eldest son, William, now in his twentieth year. His education has been varied and useful, and his character, so far as I know, is above reproach.

For several years he has expressed a desire to enter the employ of a railroad company, and under the circumstances I venture to write to you, in the hope that, should you have it in your power to oblige me, you will kindly intercede in his favor. By so doing you will confer a lasting obligation both on him and me. I remain, sir,

Your Ob'd't Servant,

Recommending a Successor in Business.

MILWAUKEE, WIS., Dec. 24, 18—.

MESSRS. BELL & HARDY,

Dear Sirs:

We flatter ourselves that there are many friends among our connection who will regret that we are on the point of relinquishing business. In doing so our premises and stock of goods will be transferred to the hands of Messrs. Williams & Co., who will in future carry on the business on the same approved system and extensive scale as ourselves, provided they can rely upon receiving the patronage of our connection; in the hope of which, it is our pleasure and duty to present these gentlemen to your notice. We can not speak too highly of the confidence we feel in their liberal mode of conducting mercantile transactions; and, in the hope that they may be honored with the same countenance received by ourselves from your respected firm, we beg to sign ourselves,

Your Most Obedient Servants,
HOPE, GOOD & CO.

Notice of having Forwarded Goods.

SOUTH HAVEN, MICH., Sept. 1, 18—.

MESSRS. HAGER, SPIES & Co.,
Chicago, Ill.,

Dear Sirs:

According to your order, I have shipped you this day, per Steamer Morning Star,

200 baskets Peaches. (Marked H. S. & Co.)
10 bbls. Sweet Potatoes. " " "
12 " Apples. " " "

Trusting that these will prove as satisfactory as those heretofore sent and bring as good a price, I am,

Respectfully Yours,
A. M. GOODFELLOW.

Requesting a Friend to Make Purchases.

KANKAKEE, ILL., Jan. 1, 18—.

DEAR MARY:

I am going to trespass on your kindness by requesting you to make a few purchases for me. Enclosed find twenty dollars and memorandum of what I want.

My household duties, combined with the objection I have to leaving my children at this season of the year in the care of servants, very closely confines me to my home, and is my excuse for troubling you.

We are in usual health, and I hope this note will find your family all well. With kind regards to Mr. Webster, and love to children, I remain,

Your Sincere Friend,
HELEN D. WELLS.

To Mrs. May Benson,
— Michigan Ave., Chicago.

Requesting Settlement of Account.

Memphis, Tenn., Oct. 9, 18—.

Hiram Baxter, Esq.,
Nashville, Tenn.,
Sir:

I enclose your account. I shall feel obliged by your settlement at an early date, as I have several heavy payments to make.

Trusting that you will excuse my troubling you, I am,

Yours Respectfully,
DELOS HARTWELL.

Reply to the Preceding.

Nashville, Tenn., Oct. 12, 18—.

Delos Hartwell, Esq.,
Memphis, Tenn.,
Sir:

As I am unable to send you the money for settlement of our account, without inconvenience, I enclose my acceptance for thirty days, which I trust you will be able to use.

Yours Truly,
HIRAM BAXTER.

Urging Payment of Rent.

Columbus, O., March 11, 18—.

Mr. D. P. Hoyt,
Dear Sir:

I have waited patiently for your convenience in the payment of rent for the house you are at present occupying. As, however, you have now been my tenant for four months without meeting any of the payments, which were to be made monthly, I feel obliged to remind you of the fact that there are now $80 due to me.

Trusting that you will give the subject your immediate attention, I am,

Yours Truly,
WEBSTER GREEN.

Letter to a Pioneer Settler in the West.

Toledo, Ohio, July 19, 18—.

Mr. Martin Fuller,
Dear Sir:

I take the liberty, though a stranger, of addressing you a few lines relative to the inducements for new settlers in your section of the country, having been recommended to do so through our mutual friend, Artemas Carter.

As I have sold out my business in this city for ten thousand dollars, I am anxious to invest the proceeds in a large farm in a young State, feeling satisfied that a new country, like that you are now in, offers attractions for young and energetic men not found in the old cities.

You will much oblige me by giving information concerning climate, soil, water, timber, and other inducements for settling in your vicinity. Trusting that doing so will not seriously trouble you, and that I may hear from you soon, I remain,

Yours Very Respectfully.
CHAS. W. CANFIELD.

Answer to the Foregoing.

Big Stranger, Kansas, Aug. 15, 18—.

Mr. Chas. W. Canfield,
Toledo, Ohio,
Dear Sir:

Your welcome letter was received yesterday. I can assure you that I will be only too happy to furnish you all the information you desire relative to the prospects in this portion of Uncle Sam's domains.

I have now been two years in this place, and I can truly say that these years have been the happiest of my life. True, we have endured some hardships incident to pioneer life; but the glorious freedom from the frivolities of fashion, and the formalities of aristocratic life, common to the old towns in the East, together with the pleasure one takes in making new improvements, all have combined to render our family perfectly delighted with the country.

For a quarter of the money in your possession, you can purchase all the land you will desire to cultivate; the remainder you can loan hereabouts, on bond and mortgage, at good interest.

The climate here is healthy and invigorating; the soil good, with running streams in sufficient abundance to water most of the farms. Plenty of building material and fuel can be had in the timber skirting the streams; and the prospect for the ultimate opening of the land in this section to a ready market, through several lines of railway now in contemplation, is very flattering. At present, however, the nearest station to my farm, on the stage route, is Chesterfield, thirty-four miles distant, at which place I will take great pleasure in meeting you, with my team, at any time you may appoint.

A very excellent farm, adjoining mine, can be bought for five dollars ($5) per acre. One corner of the land is crossed by a never-failing stream, with considerable timber along the same.

You will have to rough it for a little while after you arrive; but the neighbors will all turn out to aid in getting up your log house, after which you will be at home "under your own vine and fig tree."

We have two rooms in our house, and till your house is completed we will give one of them to your family. It will seem a little odd at first, for a fashionable family of six or eight persons to occupy one room, with wolf and deer skins for quilts and coverlets; but, by-and-by, when the young ladies find they are in just as good style as anybody else, they will dismiss their fastidiousness, and think it jolly fun. These privations, that we at first endure, are necessary, perhaps, to enable us to appreciate the fine homes which we all expect to have in the good time coming. Hoping to have the pleasure of welcoming yourself and family as neighbors, I am,

Yours Very Truly,
MARTIN FULLER.

Applications for Situations.

Letters answering Advertisements.

THE following advertisements, taken from metropolitan papers, are but samples of hundreds of such to be seen every day in the advertising columns of the leading daily newspapers, in the great cities; showing that abundant opportunities constantly offer for obtaining employment, the positions to be secured, however, by letters making application for them.

As a hundred different persons will sometimes make application for one position which will be given to the individual writing the best letter, everything else being equal, this illustrates in a striking manner the importance of being able to write a letter elegantly and correctly.

WANTED.

Miscellaneous.

WANTED—AN EDITORIAL ASSISTANT ON A literary paper. A thoroughly competent lady preferred. Address D 71, Herald office, New York.

WANTED—IN A GRAIN COMMISSION HOUSE, a smart lad for office work; must be a good penman. Address, in own handwriting, stating age and salary expected, W 32, Ledger office.

WANTED—A YOUNG LADY CLERK IN A DRY goods store. Must be accustomed to the business. Address, with refference, B 80, Picayune Office.

WANTED—AN ASSISTANT BOOKKEEPER, ONE who writes neatly and rapidly; willing to work for moderate salary and who can bring A No. 1 recommendations. Address, stating experience and particulars, X. Y. Z., Bulletin Office.

WANTED—AN EXPERIENCED BOOKKEEPER in a bank. Address, with references, Z 61, Journal office.

WANTED—LADY COPYIST, ABLE TO WRITE A bold, distinct hand. Salary good. Address, in applicant's own handwriting, COPY, Republican office.

WANTED—A COMPETENT SALESMAN TO SELL pianos—one who has experience and good references. Address, stating salary expected, PIANOS, Tribune office.

WANTED—AN ACCOMPLISHED, EDUCATED young lady as a companion, to travel for six months in Europe, with a gentleman, wife and daughter. Must be a ready writer, a good conversationalist, and possess vivacity and pleasing manners. Wardrobe furnished, and money to pay all expenses. Address Z. B. M., Commercial office, stating where an interview can be had.

Answer to an Advertisement for an Assistant Editor.

Maplewood, Mass., April 1, 18--.

Dear Sir:

Observing the enclosed advertisement in this morning's "Herald," I improve the opportunity by writing you an application for the place, as I am at present disengaged.

I graduated four years ago at Mrs. Willard's Seminary, Troy, N. Y., since which time I conducted the literary department of Frank Leslie's "Magazine of Fashion" up to October last, when failing health, resulting from too close confinement, compelled me to travel abroad; from which journey, principally through England and France, I have just returned, with health completely restored.

I beg to refer you to Mr. Leslie for testimonials. Being exceedingly fond of literary pursuits, I shall be happy to occupy the position you offer, if mutually agreeable.

Yours Most Respectfully,

Harriet Sibley. (May Myrtle.)

General Directions.

Letters in reply to advertisements should be written immediately, else you may be too late.

Paste the advertisement at the head of your letter, thus it will be known exactly what your communication has reference to.

It is not necessary to speak much in praise of yourself, but you may state your reference, your experience, and qualifications fitting you for the position, the whole being told as briefly as possible.

Write your application yourself, your handwriting and the manner of expressing yourself being the test by which the advertiser judges you. If you have written testimonials copy the same, marking them as such, and enclose the copy.

From a Boy Applying for a Clerkship.

PHILADELPHIA, PA., Nov. 4, 18—.
879 Market Street.

DEAR SIR:

I notice in this morning's "Ledger," your advertisement of "a boy wanted in a grain commission house," which position I take the first opportunity to apply for.

I am fourteen years old, have been at school the most of the time, winters, for the past seven years, and understand bookkeeping and conducting correspondence pretty well, having assisted my father much of the time while he was in the coal trade, which was about three years.

I am perfectly willing and ready to take my coat off and go right to work at handling grain or anything else in your line.

I refer you to Mr. Ira Belden, Coal Dealer, at 56 Benton street, who has always known me.

I will board at home, and will try to earn for you five dollars a week.

Very Respectfully Yours,
JOHN CLANCY.

From a Young Lady Applying for a Clerkship in a Store.

182 Murray St., BUFFALO, N. Y., May 19, 18—.

DEAR SIR:

I take the earliest opportunity of replying to the enclosed advertisement.

I have been for the past two years in the employ of Bennett & Hawley, Dry Goods Dealers, 492 Camden street, until the dissolution of their firm, about four weeks ago. I beg to refer you, for testimonials, to Mr. Chas. H. Bennett, of the firm of Snow, Williams & Bennett, 178 Harvard street, should you entertain my application.

Your very Obedient Servant,
MARY H. BENSON.

Answering an Advertisement for a Book-keeper.

1184 Longworth St., CINCINNATI, O., May 1, 18—.

DEAR SIR:

In reply to your advertisement in to-day's "Commercial" for a clerk or assistant bookkeeper, I beg to offer my services to your firm.

I have been in the employ of Mr. Wm. H. Wilson for the past four years, until he sold out his business a few days ago, having kept the books of his house during the time.

He permits me to refer to him for any testimonial of character or ability which you may require.

Should my application meet your views it will be my earnest endeavor to faithfully and punctually fulfill the duties required. I have the honor to remain,

Yours Very Respectfully,
HOMER BUXTON

Answering an Advertisement for a Cook.

48 Wentworth Ave., PITTSBURGH, PA.,
March 17, 1873.

MRS. D. N. HASKINS,

Respected Madam:

Seeing an advertisement in this morning's "Press" for a good plain and fancy cook, I take the opportunity to apply for the situation.

I have been with my present mistress, Mrs. Burton, for three years, and only leave because she has rented her house for the summer, to make an extended visit among her relatives in New England.

I shall remain here until Tuesday next, unless I find a place sooner, and Mrs. Burton will give you any information you may desire regarding my capacity.

I remain, Very Respectfully,
SARAH E. WESTON.

Answer to an Advertisement for a Chambermaid.

(*Advertisement pasted in.*)

No. —— St., NASHVILLE, TENN.,
Feb. 14, 18—.

DEAR MADAM;

In answer to the above advertisement, I beg to state that I am about to leave my present situation, as Mrs. Harrington, with whom I have been for the past six years, is about breaking up housekeeping; and I take the opportunity to apply for the position you offer.

Mrs. Harrington assures me that she will take pleasure in recommending me to any person who may apply to her concerning my industry and trustworthiness.

MARGARET BALLENTINE.

Application for a Situation as Gardener.

No. —— 7th St., NEW YORK,
June 10, 18—.

DEAR SIR:

Understanding that you want a gardener, I beg to offer myself as a candidate to fill the place. I have had constant experience for ten years, both in nursery grounds and private gardens, and am thoroughly acquainted with the management of the greenhouse and hothouse.

The enclosed testimonials from gentlemen for whom I have worked, will, I trust, prove satisfactory. My last employer, Mr. Snow, I would like to have you see personally, concerning my fitness for the position.

I am a married man, thirty-three years of age. If favorable to my application, please address as above, and oblige,

Your Obedient Servant,
JAMES H. HARPER.

Application for a Situation as Coachman.

178 —— St., Boston,
April 10, 18—.

Mr. John H. Williams,
Dear Sir:

Having been informed that you are in want of a coachman, I take the liberty of enclosing you the accompanying testimonials, to which I ask your attention. Though reared in Deerfield, I have been in Boston for the past fourteen years, having constantly had charge of horses during that time, as I did on the farm before leaving home.

As further evidence of my ability, I may mention that I had chief charge of the Tremont Street Livery Stable until the death of the owner, Mr. Paxton, after which the stock was sold and the stable closed.

Should my application meet your favor, I shall be glad to engage as your coachman, and will do all in my power to merit your approval.

Yours Respectfully,
HIRAM WILDER.

Application from a Governess Answering an Advertisement.

(*Advertisement pasted in.*)

No. 784 —— St., Troy, N. Y.,
July 18, 18—.

Mrs. C. B. Williams,
Dear Madam:

In answer to the above, I would say that I am seeking such a situation as you offer. My present term of teaching will close August 15th, at which time I would be ready to enter upon the work of superintending the education of your daughters.

I have, for several years, taught the higher English studies, besides German, Latin, and Drawing. For testimonials, I beg to refer you to the principal of my school, Rev. H. B. Watson.

Hoping that I may hear from you soon, and that we may make an arrangement mutually satisfactory, I remain,

Very Respectfully Yours,
HELEN B. CHANDLER.

Requesting the Character of a Governess.

No. 84 ———— St., Troy, N. Y.
July 19, 18—.

Rev. H. B. Watson,
Principal, Glenhaven Seminary.
My Dear Sir:

Having inserted an advertisement in the papers requiring the services of a governess competent to instruct my two daughters, I will esteem it a great favor if you will inform me concerning the ability of Miss Chandler to give instructions in the higher English studies, German and Drawing, she having referred me to you.

I am especially desirous of securing the services of a young lady whose moral influence will guard my children from danger — one whose amiability of character will make her a pleasant companion as well as teacher. I am much pleased with the appearance of Miss Chandler, and, if your report is favorable, I shall not hesitate to perfect an engagement with her at once.

Yours Very Respectfully,
CLARA B. WILLIAMS.

Favorable Reply to the Foregoing.

Glenhaven Seminary, N. Y..
July 21, 18—.

Mrs. Clara B. Williams
Dear Madam:

Your letter of enquiry in regard to Miss Chandler, is before me, in reply to which it affords me much pleasure to bear testimony to the high moral character and superior intellectual culture of which she is possessed. During five years' residence in our family she has ever been as one of our own household, and I can thus speak understandingly of her merits. She is thoroughly conversant with the higher English branches, and is quite fluent in Latin and German. Should you complete an engagement with her I feel confident you will have every reason for being pleased with having done so.

Very Truly Yours,
HARVEY B. WATSON.

Unfavorable Reply to the Foregoing.

Glenhaven Seminary, N. Y.,
July 21, 18—.

Mrs. Clara B. Williams,
Dear Madam:

In reply to your polite enquiries I am sorry to say that the educational acquirements of Miss Chandler, I fear, will not be up to the standard you require. While she has taught the higher English for some years, knowing, as I do, the proficiency of your daughters, I doubt if she is capable of advancing them in their studies. Another very unfortunate fault of which she is possessed, which causes me to dispense with her services at the close of the present term, is her failure to sufficiently command her temper. In other respects I have nothing to say to her prejudice.

Regretting that I cannot give a more favorable reply to your letter, I remain, Your Most Obedient Servant,
HARVEY B. WATSON.

Answering an Advertisement for an Apprentice to a Dressmaker.

[Advertisement pasted in.]

Mrs. Harriet Munson, Chicago, Ill., Aug. 1, 18—.
Dear Madam:

In answer to the above I respectfully apply for the situation.

Though I never took up the business as a trade, I have long been in the habit of doing all the dressmaking for our family and feel myself competent to do all plainer kinds of sewing neatly and rapidly.

Having recently, by the death of an only brother, been thrown upon my own resources, I am thus induced to seek a position which I think I will enjoy.

Hoping that you will accept my services, I remain,

Very Respectfully Yours,
PAMELIA HARRISON.

Answer to an Advertisement for a Music Teacher.

Walnut Grove Academy, Mass.,
June 9, 18—.

Col. H. B. Darling.
Dear Sir:

Seeing your advertisement in to-day's Journal, I write to offer my services as music teacher in your family.

I am a graduate of Music Vale Seminary, and have taught a music class in this institution for the past three terms. My training has been with special reference to teaching the piano, the guitar, and vocal music.

I am permitted by Professor Weston, the teacher of music in the Academy, to refer to him for any testimonial of ability. I am,

Yours Very Respectfully,
AMELIA D. PORTER.

Answering an Advertisement for an Apprentice to a Printer.

Troy Grove, Ill.,
Feb. 4, 18—.

Mr. A. B. Cook,
Dear Sir:

Having seen your advertisement in the last *Eagle*, I would respectfully apply for the position for my son Henry who is anxious to learn printing. He is well versed in the common English branches, having been regular in attendance at the public school for the past seven years. He is now fifteen.

I would like to have you take him on trial for a few weeks, and, if he pleases you, will arrange to have him remain until he masters the trade. Respectfully Yours,
Z. K. HENDERSON.

Letters of Recommendation.

KNOWLEDGE of persons recommended, of their fitness and capacity for the work they engage in, is always essential, before they can be conscientiously commended to others.

A letter of recommendation should be written in a plain hand, in as few words as can be used to express the idea distinctly.

A recommendation, after considering the moral character of the individual, should relate directly to the work of which the person makes a specialty.

An individual giving a recommendation is, in a certain sense, responsible for the character and ability of the person recommended; hence, certificates of character should be given with caution and care.

Recommending a Salesman.

SYRACUSE, N. Y., April 10, 18—.

MESSRS. DUTTON & BROWN,

Dear Sirs:

Your favor of the 4th inst., relative to the ability of Mr. Benjamin Walker, is received. We take great pleasure in testifying to his high moral worth and his business capacity. He was in our employ for four years, as a salesman, during which time his affability and uniform courtesy to customers, coupled with his truthful representations in regard to goods, made him a universal favorite.

Accurate in accounts, ready and graceful as a penman, attentive and kind to all, he is a most useful man in the counting room, and the firm securing his services may be congratulated on their good fortune.

Very Truly Yours,

SMITH & PAXTON.

Recommending a Schoolmistress.

GLEN DALE SEMINARY,
March 1, 18—.

GEN. A. B. COTTRELL,

Dear Sir:

It gives me pleasure, in reply to your note of the 24th ult., to most cordially recommend Miss Fannie Chapman to the position of teacher of your village school.

As a graduate of this Seminary, and subsequently as a teacher, much of the time conducting the various classes alone, she has proven herself thoroughly competent to conduct a school under almost any circumstances.

Though very amiable, she is a strict disciplinarian, and thoroughly conversant with the ordinary branches of an English education.

Yours Respectfully,

DELOS SIMPSON,
Principal Glen Dale Seminary.

Recommending a Book-keeper.

WHITEHALL, N. Y., Sept. 10, 18—.

Mr. Ransom Fellows having been in my employ for the past two years as a bookkeeper, it gives me great pleasure to testify to his ability. He is an upright, conscientious, exemplary young man, a good penman and accountant, and a most faithful clerk. He leaves my employ voluntarily, with my best wishes.

MARTIN BIGELOW.

Recommending a Waiter.

TREMONT HOUSE, CHICAGO,
Aug. 11, 18—.

Arthur Brooks, who has been in my employ for two years, has given entire satisfaction, both to myself and guests, as a table waiter. Honest, obliging, and neat, it affords me pleasure, as he now leaves my employ, to commend him as a first-class hotel waiter.

BROWN PORTER,
Steward Tremont House.

Recommending a Cook.

HARRISBURG, PA., Dec. 20, 18—.

This is to certify that Catharine Miller did the cooking for my family some ten months, to my entire satisfaction, serving me both as a plain and fancy cook. She is very attentive to her work, and strictly honest and reliable.

MYRA D. ROWE.

Recommending a Washerwoman.

NEW ORLEANS, LA., May 7, 18—,

This certifies that Hannah Webber, who has been employed in my laundry for the past year, is an excellent washer and ironer, understanding fine starching, crimping, polishing, etc.

HELEN MAYDWELL.

Recommending a Porter.

CHARLESTON, S. C., Sept. 18, 18—.

Donald Kennedy, the bearer of this, has been in my employ, as a porter, for the last eighteen months. He is a strong, honest, reliable man, and always very punctual, careful, and faithful in the discharge of his duty.

JOHN H. BLISS.

Declining to Recommend a Cook.

SAVANNAH, GA., Oct. 10, 18—.

MRS. BALLARD:

In reply to your note of enquiry, I decline to recommend Bridget Mallory. She is both dishonest and addicted to intemperance.

HENRIETTA SANFORD.

Letters of Sympathy.

EXPRESSIONS OF CONDOLENCE.

A LETTER of sympathy and condolence, though unpleasant to write, may afford inexpressible comfort to a friend in the hour of affliction.

Make your letter as brief, but earnest and sincere, as possible.

Do not commit the mistake of insinuating that the misfortune is the fault of your friend. Better leave the letter unwritten.

Admit the loss. Do not attempt to make light of it. If you are satisfied that it will eventuate in a blessing, you may gently point the way, but with a full admission of the present deep affliction.

To a friend on the Death of a Husband.

NEWARK, O., Oct. 18, 18—.

DEAR FRIEND:

I know that no words can make amends for the great loss you have sustained. I deeply realize, from having passed through a similar bereavement, that expressions of condolence wholly fail to restore the loved and lost one, yet I cannot but hope that the heartfelt sympathy of a sincere friend will not be deemed intrusion on your grief.

It has well been said, that "we weep for the loved and lost because we know that our tears are in vain." I would ease your sorrow, and yet I know not how. We can only acknowledge that the affliction is God's will. Over in the beautiful land to which I trust your life companion has gone, we may not doubt, he is free from the pains that he so long endured here; and when *we* gather at the river, is it not a sweet consolation to think, that among the loved and lost he may meet you on the other side?

Commending you to Him who doeth all things well, I remain, in the tenderest friendship,

Your Sincere Friend,
WINFIELD BROWN.

To MRS. CLARA WAYLAND,
Columbus, O.

Reply to the Foregoing.

COLUMBUS, O., Oct. 20, 18—.

MY DEAR FRIEND:

I can scarcely express to you how grateful I am for your sympathizing letter, yet the loss of my husband has so prostrated me that I am hardly able to write this reply.

My friends assure me that time will reconcile me to my great bereavement. Yes, time, and the great consolation that you speak of, which comes from the hope that we will meet our friends in a world where partings are no more, will, I trust, enable me to bear my sorrow. God bless you for your thought of me in the dark hours, and your sweet words of consolation.

Your Friend,
CLARA WAYLAND.

To a Friend on the Death of a Mother.

EVANSVILLE, TENN., Oct. 16, 18—.

FRIEND ALBERT:

I have just learned, on my return from a visit in the far west, of the death of your mother. Having suffered the loss of my mother when a child, I know how to sympathize with you in your affliction; though, fortunately for you, your mother lived to guide the footsteps of her boy till manhood's years had crowned his intellect with judgment, and fixed moral principles. It can truly be said, that in the training of her family, in the church, in the social circle, she always did her duty nobly, and was an ornament to society. Ripened in years, and fully prepared for another state of existence, she passes on now to enjoy the reward of a life well spent on earth.

Restored to maidenhood prime, we cannot doubt that in the flowery walks of spirit life she is the same good woman that we knew so well here.

Truly Yours,
HARTLEY JONES.

To A. H. STEWART,
Belle Plain, Miss.

To a Friend on the Death of a Brother.

LEXINGTON, MO., Dec. 10, 18—.

DEAR HENRY:

I have learned of the death of your brother with profound regret. I condole with you most sincerely on the sad event, and if sympathy of friends can be any consolation under the trying circumstances, be assured that all who knew him share in your sorrow for his loss. There is, however, a higher source of consolation than earthly friendship, and commending you to that, I remain,

Yours Faithfully,
SANFORD F. BARTON.

To a Friend, on the Death of a Wife.

BURLINGTON, IA., Nov 10, 18—.

MY DEAR DELWIN:

I know that this letter will find you filled with grief at the loss of your dear wife. You have, indeed, suffered a great affliction. A more faithful partner never lived, and few men, I venture to say, ever enjoyed more domestic tranquility than yourself.

A true wife, and a devoted mother! No higher eulogy can be pronounced upon any woman. How the little motherless children will miss her tender care! How those fragile little girls will miss her sweet presence at the evening hour, when she sat by the bedside and listened to their innocent prayers, soothing their little spirits as they dropped off to sleep! Truly the great central sun of your household has gone down, and I most truly, deeply sympathize with you in your affliction.

Let us hope, however, in the language of Scripture—"I go to prepare a place for you"—that in the golden summer of another life, children, mother and father will gather again in a sweet reunion, where partings are unknown.

Though the days are dark now, spring will come once more. Thus, I trust, pleasant days will come again for you and yours.

Send both of the little girls to our home for a month's visit, and come yourself as soon as you can find time to do so. My previously arranged departure, to-morrow, prevents my visiting you.

Your Friend,
S. B. OSGOOD.

To D. B. MAXWELL,
Henderson, Kentucky.

To a Friend, on the Death of a Sister.

AUBURN, N. Y., July 16, 18—.

DEAR FRIEND:

I have learned, with sorrow, of the death of your sister Helen. Though I never knew her personally, I knew her so well through you, that it seems as if I, myself, had lost a very near and intimate friend. I recollect her from that sweet face and gentleness of manner, as I saw her once in your company, that impressed me with the belief that she was one of the angelic ones of earth.

I know how deeply you must have grieved at her death. No one could mourn her loss so truly as yourself. Younger than you, frail and delicate, her guardianship entrusted to yourself, confiding everything to you, it was natural that to a sister's affection should be added also, almost a mother's love for your gentle sister Helen. She died, too, at a time when life was, apparently, all blossoming before her. How hard to reconcile ourselves to the loss of dear kindred, when their continued presence is so necessary to our happiness. But may we not hope that the same sweet voice, and gentle confiding heart, that was so dear to sister and kindred here, is waiting for you in the summer land. "Not dead, but gone before."

The loss of near friends thus calls for our contemplation of another life toward which we are all tending. You and I, dear M., have talked these matters over often. I know you expect to meet her on the other side; so do I. Believing that your faith in that golden, sunny Future, which you and I have so often considered, will sustain you, I am,

Your ever Faithful Friend,
JAS. D. HENRY.

To a Friend, on the Death of a Daughter.

HARTFORD, CONN., Nov. 14, 18—.

MY DEAR FRIEND:

It is with profound sorrow that I have heard of the death of dear Mary. While you have lost a dutiful and affectionate daughter, I have lost one of the dearest friends on earth. Outside of yourself, I am confident no one could more fully appreciate her loss than myself. We were so much together that I can hardly reconcile myself to the thought that I can no more meet her here. True, her death teaches us that, sooner or later, we must all make the journey across that mystic river. The angels called, and, in the ways of an all-wise Providence, it was best that she should go. We all have the ordeal to pass. Fortunate it would be if all could be as certain of being among the exalted angels as was our darling Mary. I will come and see you soon. *A propos*, I send you this little poem, "The Covered Bridge."

Your Friend, MYRA.

THE COVERED BRIDGE.

Tell the fainting soul in the weary form,
There 's a world of the purest bliss,
That is linked, as the soul and form are linked,
By a Covered Bridge, with this.

Yet to reach that realm on the other shore
We must pass through a transient gloom,
And must walk, unseen, unhelped, and alone,
Through that Covered Bridge — the tomb.

But we all pass over on equal terms,
For the universal toll
Is the outer garb, which the hand of God
Has flung around the soul.

Though the eye is dim, and the bridge is dark,
And the river it spans is wide,
Yet Faith points through to a shining mount,
That looms on the other side.

To enable our feet in the next day's march
To climb up that golden ridge,
We must all lie down for one night's rest
Inside of the Covered Bridge.

To a Friend, on the Death of an Infant.

PEMBERTON, MISS., Nov. 18, 18—.

MY DEAR FRIEND:

I realize that this letter will find you buried in the deepest sorrow at the loss of your darling little Emma, and that words of mine will be entirely inadequate to assuage your overwhelming grief; yet I feel that I must write a few words to assure you that I am thinking of you and praying for you.

If there can be a compensating thought, it is that your darling returned to the God who gave it, pure and unspotted by the world's temptations.

The white rose and bud, I send, I trust you will permit to rest upon your darling's pillow.

With feelings of the deepest sympathy, I remain, dear friend,

Yours Very Sincerely,
MARION BRADSHAW.

To a Friend, on a Sudden Reverse of Fortune.

HANNIBAL, MO., Aug. 18, 18—.

FRIEND STEWART:

I regret to hear of your sudden and unexpected heavy loss, and hasten to offer you, not only my earnest sympathy, but aid in whatever way I can assist you.

I know your energy and hopeful spirit too well to believe that you will allow this to depress or discourage you from further effort. Perhaps there is, somewhere, a blessing in this reverse. I have had my dark days, but I learned to trust the truth of that little stanza of Cowper:

"Judge not the Lord by feeble sense,
But trust him for His grace;
Behind a frowning Providence
He hides a smiling face."

The child learns to walk after many falls, and many of our richest and most prosperous men have attained their eminence and wealth only by the experience resulting from failure.

I predict that you will build on your ruins a brilliant future. How can I serve you? Let me know; by so doing, I shall understand that you have not ceased to value my friendship.

Sincerely Your Friend,
HERBERT D. WRIGHT.

To ROB'T H. STEWART,
Singleton, Me.

Letters of Congratulation.

LETTERS of Congratulation are very properly written upon receiving intelligence of the sudden prosperity of a near and intimate friend.

They should be written as soon as possible after the occasion that calls them forth.

These letters will admit of an abundance of good-natured merriment.

Do not indulge in over-praise, or too much flowery exaggeration, lest your friend may doubt your sincerity.

No envy or discontent should show itself in such a letter. Nor should the same be marred by advice, bad news, the expression of any doubt, or any unfavorable prediction calculated to throw a cloud over the happiness of your friend.

Form of Letter Congratulating a Friend upon Election to Office.

Troy, N. Y., Feb. 1, 1873.

My Dear Friend Callie:

My newspaper informs me that the people of your County have shown their good judgment by selecting you to represent them as Superintendent of Public Schools. It affords me unfeigned pleasure to hear of the choice falling upon yourself. I am confident that no person in your district could fill the place more worthily.

Accept my congratulations.

Yours Truly,

S. D. Willing.

To Miss Callie M. Spencer,
Cedar Grove, Ill.

Congratulating a Friend upon Receiving a Legacy.

APPLETON, WIS., Jan. 1, 18—.

FRIEND GEORGE:

I have learned to-day, through our friend Charlie Goodwin, of your good fortune in receiving a very material addition to your worldly possessions. Good; I congratulate you. I know of no one who more justly deserves good fortune, and of no person who will use it more worthily. You would be ever the same to me, whether good or ill success should attend your pathway. As it is, I take a friend's delight in congratulating you upon your fortune.

Your Friend,

DANIEL TEMPLETON.

Congratulating a Gentleman upon his Marriage.

KINGSTON, CANADA, April 4, 18—.

DEAR WILL:

I have just received a little missive, which informs me of two happy hearts made one. I wish you much joy. You have my earnest congratulations on the event, and good wishes for a long and serenely happy married life. May each succeeding year find you happier than the one before.

God bless you and yours, and surround you ever with His choicest blessings.

Your Friend,

JOHN K. BUELL.

Congratulating a Friend upon the Birth of a Son.

GRACELAND, FLA., Jan. 3, 18—.

DEAR CLARK:

Accept my warmest congratulations upon the birth of your son. May his years be long in the land which the Lord giveth him. May he honor his father and his mother, and be the blessing and support of their declining years. I anticipate holding the young gentleman on my knee, and will be over to see you in a few days.

My kindest regards to Mrs. Henry. I remain,

Faithfully Your Friend,

DEB. HARTWELL.

Congratulating a Friend upon the Twenty-fifth Anniversary of the Wedding Day.

DARTMOUTH, N. H., March 5, 18—.

MY DEAR MR. BANCROFT:

I acknowledge the receipt of a kind invitation to be present at the celebration of the twenty-fifth anniversary of your marriage. I have since learned that large numbers of your friends were present on the occasion, presenting you with an abundant and varied collection of silver, and other elegant and appropriate gifts.

I congratulate you and your good wife upon passing the signal station indicating a quarter of a century of blissful wedded life. That you may both live to allow your friends to celebrate your golden and diamond wedding, is the hope of

Your Sincere Friend,

PERRY OLMSTED.

Congratulating a Lady upon her Approaching Marriage.

BANGOR, ME., Dec. 2, 18—.

DEAR CATHERINE:

Two beautiful cards on my table advise me of your approaching nuptials. Allow me to congratulate you upon the choice of such a noble man, to whom you are to entrust your life's happiness. That the midday and evening of your married life may be as cloudless and beautiful as the morning, is the earnest wish of

Your Loving Friend,

NELLIE GRANT.

Congratulating a Friend on Passing a Successful School Examination.

UTICA, N. Y., April 6, 18—.

DEAR HELEN:

I was greatly pleased to hear, through our friend Mary, that you had, through diligent application, passed through the prescribed course of study in the Aurora public schools, and had graduated with honors. Knowing how deeply interested your parents and relatives have been in your success, it is particularly gratifying to have you reward them by the achievement of such rapid progress. Accept my best wishes for your future success.

Your Friend,

DELLA MAYNARD.

Congratulating an Author upon the Success of his Book.

MARENGO, VA., May 7, 18—.

FRIEND KEMPLE:

I have just finished an attentive examination of your most valuable book, and cannot wonder, after a careful reading, that it is meeting so large a sale. The world is greatly indebted to you for presenting in such an attractive form the amount of useful information you have collected within its pages.

Thanking you for the benefit I have obtained from its perusal, I remain,

Yours Truly,

SILAS ACKLEY.

Congratulating a Friend upon Obtaining a Business Situation.

ASHBURY, PA., June 8, 18—.

FRIEND JOHN:

I am greatly pleased to learn that, notwithstanding the general dullness of business, you have succeeded in obtaining a clerkship. I doubt not your firm will regard themselves fortunate in securing your services. In the meantime, accept my congratulations upon your success.

Hoping that your stay may be permanent and prosperous, I am,

Yours Truly,

CHARLES BELSHAW.

JOHN BELDEN.

Letters of Introduction.

LETTERS of Introduction should be written very plainly, and should be brief, as the person introduced is compelled to wait while the letter is being read.

In introducing a person in a business capacity, state distinctly what is his business; if a professional man, his profession, and your knowledge or information of his ability.

The letter of introduction should be left unsealed. It would be great discourtesy to prevent the bearer from seeing what you have written.

As in letters of recommendation, the person giving a letter of introduction is, in a measure, responsible for the character and ability of the person introduced. Hence such letters should be guardedly written, or given with full knowledge of the person they introduce.

That the person receiving such a letter may know at a glance its character, the letter should, on the envelope, be addressed thus:

Chas. D. Kingsbury, Esq.,
478 Broadway,
New York
Introducing
Wm. H. Brown,
of Cleveland, O.

Presenting the letter of introduction at the private house, send it by the servant to the person addressed, accompanied with your card.

At the business house, send the letter to the counting room, accompanied by your card.

Introducing one Gentleman to Another.

NORWAY, MAINE, July 9, 18—.

FRIEND WILLIAM:

The bearer of this, Mr. Sterling Hepworth, is a dry-goods merchant in our town, who visits your city for the purpose of making purchases for his fall trade. Mr. H. is a heavy dealer in his line, pays cash for all he buys, and expects the discount accompanying cash payment. Any favor you can render him by introduction to your leading wholesale houses, or otherwise, will be appreciated by Mr. Hepworth, and acknowledged by

Your Friend,
WALTER KIMBALL.

WILLIAM DARLING.

Introducing one Lady to Another.

ROME, GA., Aug. 10, 18—.

DEAR ANNABEL:

I take this occasion to introduce to you the bearer of this letter, Mrs. Pemberton, who is on a visit to her relatives in your city. Mrs. P. is my very dear friend, of whom you have often heard me speak. Believing that your acquaintance with each other would be mutually agreeable, I have urged her to call upon you during her stay. Any attention you may bestow on her, during her visit, will be highly appreciated by

Your Friend,
DELIA MAYBORNE.

Introducing a Young Musician to a Lady Friend.

SALEM, MASS., Sep. 12, 18—.

MRS. STEPHEN HAWKINS,
Dear Friend:

The bearer, Miss Serena Snow, visits your city for the purpose of pursuing a musical education, being as yet undetermined whom she will choose as an instructor. Any advice and assistance you may render will be highly appreciated by her, and duly acknowledged by her parents, who have great confidence in your judgment in matters pertaining to music.

Trusting that you will find it agreeable to aid my young friend, I remain,

Yours Sincerely,
MARY A. BARNET.

Introducing an Officer to a Brother Officer.

HOLYOKE, MASS., Sept. 17, 1870.

DEAR CAPTAIN:

My old time comrade, Capt. H. M. Benson, visits your town for the purpose of attending the Army Reunion on the 27th. As he will remain some little time, I commend him to your brotherly care. Believing that your acquaintance will be mutually agreeable, I remain,

Fraternally Yours,
T. M. SEYMOUR.

CAPT. A. M. BELLOWS.

Introducing a Gentleman seeking a Clerkship.

DENVER, COL., Oct. 13, 18—.

FRIEND PATTERSON:

This letter will introduce to you my young friend, Morgan Hatfield, who has been in my employ as a clerk for the past eighteen months, and whom I would still retain, had not the disposing of a portion of my business rendered his services, with those of others of my clerks, unnecessary.

Believing that your wide influence would very materially aid him in securing a good position in the dry-goods trade in your city, I presume upon the acquaintance of an old friend in thus writing you. For reference you can use my name.

Believing that any assistance you render the young man you will not afterwards regret, I am,

Your Friend,
HERBERT HOPKINS.

A. B. PATTERSON, ESQ.

Introducing a Sister to a Schoolmate.

SALEM, OREGON, Nov. 14, 18—.

DEAR FRIEND:

This will be brought you by my sister Callie, of whom you have heard me talk so much. No words of mine are necessary in introducing you. I have told you both so much of each other that you are already acquainted. I bid you love each other as well as I love you both.

Affectionately Yours,
JENNIE.

MISS LIZZIE BRAYTON.

Introducing a Clerk to an Old Fellow Clerk.

SILVER CITY, NEW MEXICO, Dec. 18, 18—.

DEAR HAL:

My friend and fellow clerk, Wm. Bell, will spend a week in your city, and wants to look at the desk where you and I stood, side by side, so long. You will find him a genial, friendly fellow, and will most assuredly not regret my sending him to you.

Ever Your Friend,
CON. BALDWIN.

HALBERT STEBBINS.

Introducing a Student to the Writer's Mother.

SAN FRANCISCO, CAL., Feb. 2, 18—.

DEAR MOTHER:

The bearer of this is my college chum, Harry Worthington. Being about to visit his parents at San Jose, I have persuaded him to stop over one train to see you and sister Kate. Harry is in the same class with myself, and is, I can assure you, a splendid fellow. Of course, you and Kate will treat him so finely as to make him, perhaps, stay longer than one day. He will tell you all the news.

Your ever Affectionate Son,
SAMMY DOBBIN.

Introducing a Friend to a Member of Congress.

DOVER, DEL., Mar. 3, 18—.

HON. D. B. GRAHAM,
Respected Sir:

The bearer, Mr. D. H. Harmon, is the son of Mrs. Lieut. W. H. Harmon, of this town, whose husband was killed at the battle of Iuka, bravely defending the flag. This young man has just graduated from one of our best schools, and at my suggestion visits Washington, thinking to acquaint himself with the condition of things at the Capital, and, if the same could be obtained, would gladly occupy a clerkship for a time. Should it be in your power to grant him such a favor, it will be warmly appreciated by his mother and myself. I remain,

Yours Respectfully,
V. H. MARTIN.

Introducing a Literary Lady to a Publisher.

BATON ROUGE, LA., March 4, 18—.

MR. WARREN H. WEBSTER,
Dear Sir:

The bearer, Mrs. Lydia Huntington, visits New York for the purpose of conferring with some publisher relative to introducing her first book to the public. She is a lady of well known reputation and acknowledged talent throughout the South, and will, I feel sure, assume prominent rank ere long in the literary world. I take the liberty of an old friend to ask of you a consideration of her claims.

Yours Very Respectfully,
B. H CAMPBELL.

Introducing a Daughter about to make a Visit.

CHARLESTON, S. C., May 6, 18—.

MY DEAR MRS. HAMILTON:

In compliance with your oft repeated request, I send my daughter to spend a few weeks of her vacation in your delightful country home, trusting that her visit may be as delightful for her and yourself as mine was a year ago. Anticipating a visit from you all, ere the close of the present summer, I remain,

As ever, your Devoted Friend,
MARY DAVENPORT.

Letters of Advice.

"YOUR life has been a success," said an individual to an old and prosperous business man. "To what do you attribute your success?" "To an admonition given me by my father, when a boy, which was this:

"'First, to attend strictly to my own business. Second, to let other people's business alone. Observing this, I incurred no ill will by intermeddling with others, and I saved my time for the development and improvement of my own business."

Be very sparing of letters of advice. As a rule, you will have enough to do to attend to your own affairs, and as a general thing, advice even when solicited is liable to give offence.

If however, you are asked to give an opinion, you may plainly state it. Do not give it however as a law, nor feel offended if your advice is disregarded.

Beware of giving advice from selfishness. Sooner or later your motive will be discovered. Let your admonition be alone for the interest and welfare of your friend. If you expect, however, to be benefited by the course which you advise the person to pursue, you may frankly state so.

Advising a Young Lady to Refuse Gifts from Gentlemen.

Monroeville, O., Feb. 2, 18——.

My Dear Caroline:

Your letter of the 28th ult. is before me. I regret to learn that you accepted of a bracelet at the hands of Wm. Spencer. By all means return it. In its acceptance you place yourself under obligations to him, as you would to any one from whom you accept presents, unless you render an equivalent.

Nothing will more surely injure a young lady's reputation than the acceptance of many presents from different young men. When married, the gifts of your husband will come hallowed with his affection. Until then, refuse gifts from all gentlemen. I am,

Your Sincere Friend,

Harriet McInhill.

Letter of Advice to a Young Man to beware of Bad Company.

WASHINGTON, D.C., Jan 1, 18—.

MY DEAR YOUNG FRIEND:

I observe by the tone of your last letter, that you are becoming very intimate with Henry Hubbard and Barney McIntosh. I need not tell you that your letter has given me much uneasiness. These young men are bad characters, and you cannot continue your association with them, without contaminating your morals.

I am an old man, and I write this, my boy, with a most earnest desire for your happiness. You have acquired a fine education, and have entered upon your profession with every prospect of success. You have a widowed mother to support, and an orphaned sister looking to you for guidance. It becomes you therefore to maintain a reputation unsullied, and obtain a good credit, which to a young man in the commencement of a business career, is equal to a large capital of itself.

Association with these young men will certainly carry you downward. They are both without employment, they drive fast horses, they wear flash jewelry, they frequent gambling houses, they both use intoxicating drink, chew tobacco, and talk profane language. What would you think of another that might be seen in their company? People will judge you as you would judge any one else. There is much truth in the old proverb, "A man is known by the company he keeps," and I would have your company such as will reflect the highest honor upon yourself.

I have written this letter earnestly and strongly, for I believe your good judgment will take it kindly; and I trust, when you sincerely reflect upon the matter, you will at once dismiss that class of associates from your company.

Your earnest Well-Wisher
and Sincere Friend,
DAVID CLINE.

Advising a Young Man against a Hurried Marriage.

RUTLAND, VT., April 5, 18—.

FRIEND CHARLES:

You ask me if you will not act the wiser part by marrying Miss Manchester at once, and settling yourself permanently; and yet you inform me that it has been but three weeks since you first made her acquaintance. You may possibly be in jest, and perhaps in earnest; in either case, as you ask my advice, I can but give it.

The choosing of a life companion, dear Charles, is a too serious matter to be so hastily decided. The selection of a partner for a dance or a ride may be of little moment. The choice of an associate for business may be determined in a short time; but the acceptance of a partner for life requires the most serious deliberation. You should take ample time for the study of the character, temperament, disposition and accomplishments of the lady whom you choose to be the sharer of your labors, joys, sorrows, reverses and prosperity.

Upon this step hangs a large share of your happiness in life. Do not act too hastily. Trusting however, that I will some day see you happily married and settled, I am as ever.

Your most Sincere Friend,
GEORGE BACHELDOR.

Advice to a Gentleman on the Subject of Health.

BOSTON, MASS., May 6, 18—.

MY DEAR FRIEND:

Yours of the 2nd inst. is before me. I am pleased with the prospect that you report in your business, but regret that you should feel discouraged about your health. You ask me what you had better do; I will answer.

The first great secret of good health is good habits; and the next is *regularity* of habits. They are briefly summed up in the following rules:

1.—*Sleep.* Give yourself the necessary amount of sleep. Some men require five hours of the twenty-four; others need eight. Avoid feather beds. Sleep in a garment not worn during the day. To maintain robust health, sleep with a person as healthy as yourself, or no one.

2.—*Dress.* In cold weather, dress warmly with underclothing. Remove muffler, overcoat, overshoes, &c., when remaining any considerable length of time in a warm room. Keep your feet warm and dry. Wash them, in warm water, two or three times a week. Wear warm stockings, large boots, and overshoes when in the snow or wet. Wear a light covering on the head, keeping it always cool.

3.—*Cleanliness.* Have always a pint or quart of water in the sleeping room. In the morning after washing and wiping hands and face, then wet, with the hands, every part of the body. Cold water will not be disagreeable when applying it with the bare hands. Wipe immediately; follow by brisk rubbing over the body. The whole operation need not take over five minutes. The result of this wash is, the blood is brought to the surface of the skin and made to circulate evenly throughout the body. You have opened the pores of the skin, allowing impurities in the body to pass off, and have given yourself in the operation, a good vigorous morning exercise. Pursue this habit regularly, and you will seldom take cold.

4.—*Inflation of the Lungs.* Five minutes spent in the open air, after dressing, inflating the lungs, by inhaling as full a breath as possible, and pounding the breast during the inflation, will greatly enlarge the chest, strengthen the lung power, and very effectually ward off consumption.

5.—*Diet.* If inclined to be dyspeptic, avoid mince pie, sausage, and other highly seasoned food. Beware of eating too freely of soups; better to eat food dry enough to employ the natural saliva of the mouth in moistening it. If inclined to over-eat, partake freely of rice, cracked wheat, and other articles that are easily digested.

Eat freely of ripe fruit, and avoid excessive use of meats. Eat at regular hours, and lightly near the hour of going to bed. Eat slowly. Thoroughly masticate the food. Do not wash it down with continual drink while eating. Tell your funniest stories while at the table, and for an hour afterwards. Do not engage in severe mental labor directly after hearty eating.

6.—*Exercise.* Exercise, not too violent, but sufficient to produce a gentle perspiration, should be had each day in the open air.

7.—*Condition of Mind.* The condition of the mind has much to do with health. Be hopeful and joyous. To be so, avoid business entanglements that may cause perplexity and anxiety. Keep out of debt. Live within your income. Attend church. Walk, ride, mix in jovial company. Do as nearly right as you know how. Thus conscience will always be at ease. If occasionally disappointed, remember that there is no rose without a thorn, and that the darkest clouds have a silver lining; that sunshine follows storm, and beautiful spring follows the dreary winter. Do your duty, and leave the rest to God who doeth all things well.

Hoping to hear of your continued prosperity and recovery of health, I am,

Your very Sincere Friend,
ALLEN MATLOCK. SIBLEY JOHNSON, M. D.

Advice to an Orphan Boy.

ARLINGTON, N. C., June 7, 18—.

MY DEAR CHARLIE:

I received your letter last evening. I was greatly pleased to hear that you have secured a position with Colby, Henderson & Co., and that your sisters are comfortably situated in their new homes. You ask me for advice as to what you shall do to maintain the good opinion of your employers, and thus ultimately, prosperously establish yourself.

This desire that you evince to please is one of the very best evidences that you *will* please. Your question is very commendable. How can you succeed? That should be the great question with all young men. It is best answered, perhaps, by the reply of the wealthy and honored old man who gave this advice to his grandson:

"My boy, take the admonition of an old man who has seen every phase of human life.

"If I could give you but one precept to follow, it would be, *Keep good company.* But, adding more, I will say:

"Be truthful; you thus always have the confidence of others.

"Be temperate; thus doing, you preserve health and money.

"Be industrious; you will then be constantly adding to your acquisitions.

"Be economical; thus you will be saving for the rainy day.

"Be cautious; you are not then so liable to lose the work of years.

"Be polite and kind; scattering words of kindness, they are reflected back upon yourself, continually adding to your happiness."

Observe these directions and you will prosper. With many wishes for your success, remember I am always

Your Friend,
ABEL MATLOCK.

Letters of Excuse.

LETTERS of Excuse should be written as promptly as may be.

Any damage that may have been caused by yourself, you should, if possible, repair immediately, with interest.

In apologizing for misconduct, failing to meet an engagement, or for lack of punctuality, always state the reason why.

By fulfilling every engagement promptly, discharging every obligation when due, and always being punctual, you thereby entirely avoid the necessity for an excuse.

Any article borrowed by measure, be certain to return in larger quantity and better quality, to make up the interest. To fail to make good that which has been borrowed is the certain loss of credit and business reputation in the neighborhood where you live. No letter of apology can make amends for neglecting to pay your debts.

Apologizing for a Broken Engagement.

FREDERICK, MD., July 13, 18—.

MY DEAR MISS MERTON:

I fear that you will feel injured at my failure to keep my appointment this evening. You will, however, I know, forgive me when I explain. When about to proceed to your residence my horse, being very restive, became so frightened at an object by the roadside as to cause his runaway, throwing me violently to the ground, breaking an arm, and completely demolishing my carriage. Regretting my failure to keep my engagement, I am yet rejoiced that the accident occurred before you had entered the carriage.

Trusting that my excuse is a sufficient apology, I remain,

Your Faithful Friend,

ALBERT BIGBEE.

Apologizing for Failure to Pay Money Promptly.

DANBY, N. Y., July 11, 18—.

MR. D. B. FRISBIE,

Dear Sir:

I very much regret that the failure of H. Cole & Son, will prevent my payment of your note on the 20th instant, without serious inconvenience to myself. I shall be able to pay it, however, promptly on the 25th. Should the five days delay seriously incommode you, please write me at once, and I will aim to procure the money from another source.

Your Obedient Servant,

DANIEL FRAZIER.

Excuse to a Teacher for Non-attendance of Child at School.

WEDNESDAY MORNING, Sept. 4, 18—.

MISS BLAKE:

You will please excuse Gertrude for non-attendance at school yesterday afternoon, she being detained in consequence of a severe headache.

Very Respectfully,

MARCIA BARROWS.

Apology for Breaking a Business Engagement.

MONTICELLO, ILL., Oct. 15, 18—.

MR. PAUL D. WARREN,
Kensington.

Dear Sir:

I very much regret being compelled to apologize for not meeting you at the railroad meeting in Salem last Saturday, as I agreed to do. The cause of my detention was the sudden and severe illness of my youngest child, whose life for a time we despaired of. Please write me the result of the meeting. Hoping that the arrangements we anticipated were perfected, I am

Yours Truly,

SOLOMON KING.

Apology for Delay in Returning a Book.

KENTLAND, IND., Nov. 19, 18—.

MY DEAR AMY:

You must excuse my long delay in returning your book. The truth is, it has been the rounds for several to read, though it has not been out of our house. When I had nearly finished its reading, Aunt Mary became interested in its contents and read it through. Her glowing description of the character of the work caused mother to peruse it; so that we have kept it from you several weeks. We feel very grateful to you, however, for furnishing us such an intellectual feast, and hope to have the pleasure of doing you a like favor.

Truly Your Friend,

LIZZIE BRAINARD.

Letters Asking Favors.

IT is to be hoped that you will not often be compelled to write a letter asking a favor.

Do not urge your claims too strongly. Should you be refused, you would feel the more deeply humiliated.

In conferring a favor, avoid conveying the impression that the recipient is greatly under obligation to you. Rather imply that the granting and accepting of the favor is mutually a pleasure.

Letters refusing a favor should be very kindly worded, and while expressing regret at your inability to comply with the request, state the reason why.

Requesting the Loan of a Book.

WEDNESDAY MORNING, Jan. 1, 18—.

DEAR BERTHA: Will you be so kind as to loan me, for a few days, "How I Found Livingstone"? By so doing, you will greatly oblige,

Your Friend,
NANNIE WHITE.

Reply Granting the Favor.

WEDNESDAY MORNING, Jan. 1, 18—.

DEAR NANNIE: I send you the book with pleasure, and hope you will enjoy its perusal as much as I did. I shall be over to see you next Thursday afternoon.

Affectionately Yours,
BERTHA.

Requesting a Loan of Money.

LISBON, ILL., Feb. 2, 18—.

FRIEND BAKER: Will you do me the kindness to loan me one hundred dollars until Wednesday of next week? Having several large collections to make during the next three days, I may return the loan before then.

Yours Truly,
GEORGE HASKINS.

Answer Refusing the Request.

LISBON, ILL., Feb. 2, 18—.

FRIEND HASKINS: I regret that all the money I have at liberty I am compelled to use this afternoon; else I would comply with your request with pleasure.

Respectfully,
JOHN BAKER.

Requesting a Letter of Introduction.

SPRINGFIELD, MASS., March 4, 18—.

FRIEND RICH: I start for Boston to-morrow, to make arrangements for our Excursion. I shall arrange to have the journey extend as far as the Holy Land. Be so kind, if you please, as to give me a letter of introduction to Prof. Wm. Kidder, whom I hope, also, to enlist in the scheme.

With warmest regards to your family, I remain,

Very Truly Yours,
HENRY FRENCH.

Reply Granting the Request.

SPARTA, R. I., March 6, 18—.

DEAR FRENCH: I enclose, with pleasure, the letter to Prof. Kidder, who, I think, will be pleased to join us. Wishing you much success. I am

Yours Truly,
BARTON RICH.

Requesting the Loan of an Opera Glass.

THURSDAY AFTERNOON, April 7, 18—.

DEAR MABEL: Accompanied by cousin Fred and Jennie Masters, I am going to the theater to-night, and in behalf of Fred I wish you would loan me your opera glass for the evening.

BECKIE HOWELL.

Answer Refusing the Request.

THURSDAY, April 7, 18—.

DEAR BECKIE: Charlie Hackney called and borrowed my glass about an hour since. Otherwise I would take the greatest pleasure in granting your request. Wishing you a delightful evening, I am,

Your Devoted Friend,
MABEL GALE.

Requesting the Loan of a Pistol.

FRIDAY MORN., May 8, 18—.

FRIEND GODARD: Please loan me your pistol this forenoon, and oblige

JOHN OGDON.

Reply Granting the Request.

FRIDAY, May 8, 18—.

FRIEND JOHN: Accept the pistol. Beware that you do not get hurt. I shall want it to-morrow.

Truly Yours,
BEN GODARD.

Letters Accompanying Gifts.

USUALLY, in sending gifts, it is customary to accompany the same with a prettily written note. Such letters, with their answers, are very brief, and are usually written in the third person, unless among relatives or very intimate friends.

Though a reply should be given immediately, no haste need be made in repaying the gift, else it would seem that you feel the obligation, and will experience relief by paying the debt.

Accompanying a Betrothal Gift of a Ring.

No. 84 Eldridge Court, Jan. 1, 18—.

Dear Annie:

Will you accept the accompanying ring, and wear it as a pledge of the undying affection of

Yours Constanily,

WILLIAM.

Reply to the Foregoing.

No. 8 ——— St., Jan. 2, 18—.

Dear William:

Your beautiful gift is on my finger, where it will be ever worn as a token of your love.

Yours Truly,

ANNIE.

Form of Letter Accompanying Photographs.

Rochland, Va, Oct 20, 18—

Dear Helen:

Will you accept the accompanying photographs of husband, May, Jennie, and your humble servant, in lieu of the visit that we anticipated making you this month?

We want the photos of all your family to make our album complete, and I shall watch the mail, expecting to get them. Hoping to hear from you soon, I remain,

Your Friend,

Emily Gerry

Answer to the Foregoing.

JACKSON, MISS., Oct. 25, 18—.

DEAR EMILY:

I regret that we are not to have the anticipated visit from you this spring. We are very thankful for the photographs, however, if we can do no better. We regard them very life-like in expression and truthful in representation. When baby is a few weeks older we will group ourselves together, and you shall see us as we are.

Our love to all your family, and remember me as

Your Constant Friend,
HELEN STANFORD.

Accompanying a Book sent by the Author.

SPRINGDALE, N. J., June 1, 18—.

Miss Harmon will please accept the accompanying volume as a token of the high esteem and regard of the Author.

ARTHUR WELLS.

MISS MARTHA HARMON.

Answer to the Foregoing.

No. 9 ——— ST., Aug. 2, 18—.

Miss Harmon presents her regards to Mr. Wells, and accepts with much gratification his highly esteemed and valuable gift.

MARTHA HARMON.

ARTHUR WELLS, ESQ.

Accompanying a Bouquet of Flowers to a Lady.

Will Miss Beveridge honor Mr. Haines by carrying the accompanying flowers to the concert this evening?

Answer to the Foregoing.

Miss Beveridge's compliments and thanks to Mr. Haines. His beautiful and fragrant gift will be a welcome addition to her toilet for this evening.

Accompanying a Birthday Gift.

BELVIDERE, ILL., Dec. 10, 18—.

FRIEND DAVID:

Sixty years ago, to-day, you and I exchanged birthday greetings, then in our twentieth year. How the years have flown by since then, sprinkling our heads with snow, and finally covering them with white! You will please accept this staff as an evidence that time cannot dim the unchanging friendship of

Your Friend,
JOSEPH BARLOW.

Answer to the Foregoing.

FREEPORT, ILL., Dec. 10, 18—.

MY FRIEND JOSEPH:

Your very valuable and welcome gift came to-day. I lean on it, and look back. The noonday of our life has passed. Gradually we are descending the slope towards the going down of our life's sun. It is appointed for all to reach life's meridian, stand there for a little while, and go down on the other side. Youth may not be recovered here, but I doubt not that we may be young again in that bourne towards which we are fast passing. During my remaining years I will cherish your gift. Accept my warmest thanks, and remember me as

Your Constant Friend,
DAVID BINNINGER.

Accompanying a Donation to a Clergyman.

TO THE REV. WASHINGTON SMITH,
Pastor of the —th St. M. E. Church.

Dear Sir:

Will you confer upon us the great pleasure of appropriating to your own use the accompanying check? It is presented by your many friends in your congregation, as a slight token of the very high esteem in which you are held by the people, as a Christian gentleman and a most eloquent and instructive preacher.

Trusting that its acceptance will afford you as much pleasure as is given us in the presentation, we are,

Very Respectfully,

MARTIN FULLER,
WM. B. KING,
CHAS. H. SNOW. } Com. of Presentation.

Answer to the Foregoing.

ST. LOUIS, MO., Jan. 1, 18—.

MESSRS. MARTIN FULLER, WM. B. KING AND CHAS. H. SNOW.

Gentlemen:

Your very kind and courteous letter, accompanied by your valuable testimonial, is received, for which please accept my grateful acknowledgments. The gift itself, however, is not more valued than the golden words of sympathy and encouragement that accompany its presentation. Trusting that, through God's blessing, I may be able to serve the generous donors as acceptably in the future as your testimonial leads me to suppose I have in the past, I am,

Your very Obedient Servant,
WASHINGTON SMITH.

Accompanying a Gift to a Superintendent upon Retirement.

CHICAGO, ILL., Feb. 2, 18—.

MR. ARTHUR P. STEVENS,

Dear Sir:

The undersigned, employees of the Northwestern Sheet Lead and Zinc Works, deeply regretting your departure from among us, desire your acceptance of the accompanying memorial, in testimony of our affection and respect for you as a gentleman and a mechanic, and as a faint expression of our appreciation of your kindly efforts to render our connection with this manufactory, not only pleasant and agreeable to ourselves, but profitable to the company.

Deeply regretting that our connection must be severed, we shall gratefully remember our association in the past, and hope always to be held in pleasurable remembrance by you.

(SIGNED BY THE EMPLOYEES.)

Answer to the Foregoing.

CHICAGO, ILL., Feb. 3, 18—.

TO THE EMPLOYEES OF THE NORHWESTERN SHEET LEAD AND ZINC WORKS.

Gentlemen:

I am in receipt of your kind letter and testimonial. Wherever fortune may cast my lot, I shall never cease to remember the pleasant associations of the past few years, and the many kind attentions I have received at your hands. If our relations and labors have been pleasant, I do not forget that they were largely made so by your always generous efforts and willing co-operation.

I will ever cherish your beautiful gift as a memorial of our pleasant years together, and can only wish that each of you, when occupying positions of trust, may be as warmly supported and as ably assisted by those in your charge, as I have been since my connection with yourselves. Thanking you for this testimonial and your generous words of approval, I remain,

Your Friend,
ARTHUR P. STEVENS.

LETTERS OF FRIENDSHIP AND RELATIONSHIP.

WRITE letters to friends and relatives very often. As a rule, the more frequent such letters, the more minute they are in giving particulars, and the longer you make them, the better.

The absent husband should write a letter at least once a week. Some husbands make it a rule to write a brief letter home at the close of every day.

The absent child need not ask "Do they miss me at home?" Be sure that they do. Write those relatives a long letter, often, descriptive of your journeys and the scenes with which you are becoming familiar.

And, if the missive from the absent one is dearly cherished, let the relatives at home remember that doubly dear is the letter from the hallowed hearthstone of the home fireside, where the dearest recollections of the heart lie garnered. Do not fail to write very promptly to the one that is away. Give all the news. Go into all the little particulars, just as you would talk. After you have written up matters of general moment, come down to the little personal gossip that is of particular interest. Give the details fully about Sallie Williams marrying John Hunt, and her parents being opposed to the match. Be explicit about the new minister, how many sociables you have a month, and the general condition of affairs among your intimate acquaintances.

Don't forget to be very minute about things at home. Be particular to tell of "bub," and "sis," and the baby. Even "Major," the dog, should have a mention. The little tit-bits that

are tucked in around, on the edge of the letter, are all devoured, and are often the sweetest morsels of the feast.

Let the young, more especially, keep up a continual correspondence with their friends. The ties of friendship are thus riveted the stronger, and the fires of love and kind feeling, on the altar of the heart, are thus kept continually burning bright.

From a Husband, Absent on Business, to his Wife.

DETROIT, MICH., Feb. 1, 18—.

MY DEAR HENRIETTA:

I have been to the end of my journey, and am now homeward bound. Another week, and I hope to kiss my wife and babies, and tell them that this is my last journey of the winter. One or two journeys next spring, and then I am done traveling away from home. What better news can I write you than this? Yes, perhaps I have better news yet, which is, that I have completed such arrangements, during my absence from you this time, as will greatly increase my income without it being necessary for me to travel.

Isn't that pleasant? How I long to get home and tell you all about it. At present, when not closely engaged in business, I am busy thinking of many improvements that we will make around our home next summer, being the very changes that you have so long desired, but which our means hitherto have not permitted us to make.

Kiss Sammie and Tillie for me, and accept many kisses for yourself. I will write you from Cleveland, if not before. Good night.

Your ever Loving Husband,

WM. TILDEN.

From a Young Lady to a Schoolmate just Married.

GALVA, ILL., Dec. 26, 18—.

DEAR MINNIE:

I have just heard, through our mutual friend and former schoolmate, Nellie Crandall, that you are the first of our school-girl circle who has taken upon herself the cares and duties of married life.

Thus one by one, I expect, our little band of joyous, happy girls, so short a time ago together, will drop away into happy homes, which, if they do not make them, they will at least adorn.

And so you are married. Well, I had some intimation, months ago, that such an event might sometime take place, but really I did not think you would change your name so soon. Mrs. Charles Blackwell! — well, that *does* sound a little odd, I confess, but then it is a pretty name, nevertheless. I assure you I am impatient to meet you, and witness how you dignify the name.

Accept my most sincere good wishes for your future happiness, and tell your husband that he must be prepared to feel an interest in the welfare of all your old friends, especially

Your Friend,
CALLIE BROWN.

From a Young Girl, at Boarding School, to her Mother.

Hopeville Female Seminary,
Oct 1, 18—

Dear Mother:

I want you to write me a letter at once, asking me to come home and see you. O dear! I am so homesick! You know, mother, this is the first time I was ever away from you so long. You must let me come right home, or I will certainly die of home-sickness.

Your Miserable Child,

Ella Bennett.

To Mrs. D. C. Bennett.

Answer of the Mother.

NEW YORK, Oct. 3, 18—

MY DEAR CHILD:

I am sorry that you should urge me to grant you such an unreasonable request. Of course, nothing could please me better than to have my darling little Ella sitting on my lap at this very moment, but think how seriously the absence from your school, now, would derange all your recitations for this term. You must not think of it; recollect that all your brothers and sisters have been away at school, and always remained until the vacations. It is true that you, being the youngest, have been petted more than the rest, but it would be very unfortunate to have my indulgence interfere with your studies. You know that you are the idol of our hearts; for that very reason you should endeavor to become proficient in those branches of study that will render you an accomplished lady.

Believe me, my dear child, you will find school more pleasant every day, as you get better acquainted with your schoolmates; and, through improvement in your studies, you will steadily grow in favor with your teachers.

I will write Mrs. Mayhew to render your tasks as light as possible at first, and I have no doubt she will do all in her power to aid you.

Only a few weeks remember, and you will be home for a long vacation, which will be all the more delightful for the privation you are at present undergoing. Your father, brothers and sisters all unite with me in sending you their love.

I remain, my dear child,

Your Affectionate Mother,

NANCY BENNETT.

TO ELLA BENNETT,
Hopeville Female Seminary.

From an Absent Wife to her Husband.

ARGYLE, N. Y., March 2, 18—.

DEAREST LOVE:

I am at last safely under uncle's roof, having arrived here last evening, baby and myself both well, but really very tired. We had no delay, except about two hours at Buffalo. Uncle met me at the depot with his carriage, and in fifteen minutes from the time of my arrival, I was cosily seated in my room, which was all in readiness for me.

Uncle and aunt seem greatly pleased with my coming, and both are loud in their praise of the baby. They very much regret that you could not have come with me, and say they intend to prevail on you to make them a visit when I am ready to go home.

Baby looks into my eyes once in a while and says, solemnly, "Papa, papa!" I do actually believe he is thinking about home, and wants to keep up a talk about you. Everybody thinks he looks like his papa.

By day after to-morrow I will write a long letter. I want you to get this by the first mail, so I make it short. With dearest love I am

Your Wife,

CAROLINE.

Answer to the Foregoing.

MICHIGAN CITY, IND., March 7.

DEAR WIFE:

I was indeed rejoiced to hear of your safe arrival, having had no little anxiety for you, which is relieved by the receipt of your letter.

I miss you very much, the house looks so dreary without your loved presence; but I am, nevertheless, glad that you are making your visit, as the journey, I trust, will be beneficial to your health.

Kiss baby for me. Only by his absence do I know how much I have enjoyed my play with our little Charlie.

Don't take any concern about me. Enjoy your visit to the utmost extent. In one of my next letters I will write whether I can go East and return with you.

Remember me to uncle and aunt.

Your ever Faithful Husband,

ARCHIBALD.

From a Servant in the City, to her Parents in the Country.

NEW YORK, June 1, 18—.

MY DEAR PARENTS:

I take the first opportunity, since I arrived in the city, to write to you. It was a sore trial, I assure you, to leave home, but since coming here I have been quite contented, and I am getting so well accustomed to my work, that I begin to like my place very much.

Mr. and Mrs. Benedict, are both very kind to me. The family consists of father, mother and three children, the youngest being a little boy three years old; a beautiful little fellow, that always reminds me of brother James. Eliza, the oldest girl is thirteen, and Martha is eleven. They are both very kind to me, and do so much about the house that it helps me very considerably.

Mr. Benedict is a clothing merchant in the city, and I judge, is in very good circumstances. The girls are attending school at present. All the family are very regular in their attendance at church.

For the first few days here, everything seemed very strange. I hardly knew what to make of so much noise and so many people on the streets. I have now, however, become accustomed to the multitudes, and would, I presume, consider my native village very dull indeed, compared with the bustle and activity of the city.

I realize every day, dear parents, the worth of your good advice to me, which I never knew the value of so much before; thanking you for the same I will always endeavor to follow it.

Give my love to Johnny, Mary, Jimmy and all enquiring friends. I shall anxiously look for a letter from you. Write me in the care of Solon Benedict, No.——, Thirteenth Street.

Your dutiful and Affectionate Daughter,

BETSEY ANN FAIRBANKS.

TO MR. AND MRS. H. K. FAIRBANKS,
Swallow Hill, Pa.

The Mother's Reply.

SWALLOW HILL, PA., June 7, 18—.

DEAR BETSEY:

Your letter which has been received, affords great pleasure and satisfaction to your father and myself. Nothing could give our hearts greater happiness than to know of your enjoyment and firm purpose to do right. Now that you are removed from all parental restraint, it is of the most vital importance that you implicitly rely upon the religious precepts which have been instilled into your mind, and that you daily pray to God for guidance and mercy.

We are greatly pleased that you are well situated with Mr. and Mrs. Benedict; in return for their kindness you must be honest, industrious, kind and obliging; doing your duty always faithfully, which will be a real satisfaction to yourself as well as to your employers.

Several of the neighbors, who have called, have wished to be remembered to you; Mary and Jimmy unite with your father and myself in sending you love.

We shall constantly pray for your continued protection and prosperity. I remain, dear Betsey,

Your Affectionate Mother,

HARRIET FAIRBANKS.

Letter from a Father Remonstrating with his Son.

DANBURY, CONN., July 7, 18—.

MY DEAR SON:

I am sorry to learn that you are not inclined to be as strict in your line of duty as you should be. Remember my son, that a down-hill road is before you, unless you rouse yourself and shake off immediately the habits of dissipation that are fastening themselves upon you. Be sure, dear boy, that nothing but sorrow and shame can come of bad company, late hours, neglect of duty, and inattention to the obligations of morality. I am willing to think that you have not given this matter sufficient thought heretofore; that your actions are the result of thoughtlessness rather than a disposition to do wrong.

But be forewarned in time. You must change your course of action immediately or incur my severe displeasure.

I urge this, my boy, for your sake. Remember that my happiness is bound in your own, and that nothing could give me greater pleasure than your prosperity. I trust that it will not be necessary for me to use more severe language than this.

Your Anxious Father,
RUDOLF MATHEWS.

The Son's Reply.

BOSTON, MASS., June 9, 18—.

DEAR FATHER:

I realize that I need the good advice contained in your letter. I am aware, as I stop and think of my conduct, that I have given you reason for anxiety, but I intend, by attention to my business hereafter, and a complete reformation of my habits, to give you no occasion for concern about me in the future. Believe me, I love and respect you too much to intentionally wound your feelings, or to bring down your gray hairs with sorrow.

Excuse me, dear father, for having given you this uneasiness, and trust me as

Your Affectionate and Repentant Son,
CHARLES MATHEWS.

From a Married Man to a Friend about to Marry.

ATLANTA, GA., Aug. 20, 18—.

FRIEND BATCHELDER:

Can it be possible? Am I right, or am I dreaming? Has it come to this at last? You, Batchelder Button, you cynic, railer against women, the unalterable, unchangeable bachelor—is it possible that you have at last been captured, and have surrendered all your ordnance, heavy guns, and small arms to the enemy?

What a defeat! That large strong heart of yours all crumbling to pieces, and surrendering to Cupid's battery!

Well, now seriously, my friend, from my point of view, I think you have done a very sensible thing. The man who goes the journey alone through life, lives but half a life. If you have found the woman fitted by temperament and accomplishments to render your pathway through life the joyous one that the married state should be, you are certainly to be congratulated for awakening to the true sense of your condition, though rather late in the day.

Though but slightly acquainted with Miss Howell, I have formed a very favorable idea of her intelligence and worth, which opinion, I believe, is generally shared by those who know her best. I doubt not, with her your married life will be a continually happy one.

Your Friend,
HERBERT TRACEY.

From a Young Man who has Recently Entered College.

HARVARD COLLEGE, MASS., May 18, 18—.

DEAR FATHER:

I am happy to inform you that I passed my examination with credit, if I am to believe the commendation bestowed upon me by Dr. H——.

I was very agreeably surprised, soon after my arrival, to meet my former schoolmate, Hartley Montague, who is one of the most respected and influential in his class, with whom I am, as formerly, on quite intimate terms. Many things are quite new to me here. The society is very much mixed, and I cannot tell just where my level is, but I trust I shall be able to follow the good advice of my parents, and always do credit to myself and my relatives, who have labored so assiduously to advance me to this position.

I thank you for the check you so kindly sent me, which was fully adequate to cover all expenses of entrance, and leave me a surplus sufficient for the rest of the term.

Love to dear mother and sisters. Hoping to meet you all at our forthcoming commencement, I am,

Your Affectionate Son,
BARFORD D. CLAY.

Descriptive Letter.

From a Young Man at the "Old Home," to his Parents in the West.

CAMBRIDGE, N. Y., June 10, 1873.

DEAR PARENTS:

Agreeable to your request, I take the first opportunity after my visit to the "old home," and a hurried call upon our relatives, to write you how I found the people and scenes that you knew so well, in the days lang syne, and that I remember as a boy.

I arrived at Cambridge in a ninety minutes' ride from Troy. What a great change in traveling! When last I was here, it was a day's journey from Troy, by stage coach. To-day, New York, in time, is nearer to our old home than Troy was then; and Troy, after traveling among the thriving, driving cities of the great West, seems like a wayside village, instead of the great metropolis that it once seemed to be; though it is a beautiful, growing, wealthy manufacturing city to-day, nevertheless. It is not that the villages and cities that we once knew grow less, but by observation and comparison we class them where they belong.

At Cambridge I secured a livery team for a three days' sojourn among the scenes of my boyhood. Up the Battenkill. Could it be that this was the great river in which my parents were in such constant fear of their boy being drowned? Was this the Mississippi of my childhood? Alas! that I had floated down the Ohio river to the real Mississippi, that I had been up the Missouri, two thousand miles from its mouth, and that I had navigated the Father of Waters, from its fountain-head to its outlet, in the Gulf of Mexico.

Had the Battenkill been drying up? Not at all. Though a brook, comparatively, there are the same mill-dams, the same trout-holes, and the same bending willows by its side; and the first to meet me among our old neighbors was uncle Nat, the same old jolly fisherman, returning from his daily piscatorial excursion, with a small string of trout. Uncle Nat complains bitterly of the scarcity of fish at present in the river, caused, he says, by "them city chaps" from Troy, New York and Albany, who are in the habit of sojourning during the summer months, in the hotels among the mountains hereabouts.

Stopping first at uncle Henry's, I visited the old homestead towards evening on the day of my arrival. Whatever may be said about the village and rivers growing smaller, it must certainly be admitted that the mountains, hills, and rocks hold their own. Up there, on the hillside, was "the old house at home," which I had not seen for fifteen years. I went up the walk. There were the maples that I assisted father in planting, twenty years ago—great spreading trees now. There was the same rosebush that mother and I cared for sixteen years ago. No other evidence of the flowers and shrubbery that mother so much delighted in remained about the premises.

I had learned that the place had passed into the hands of an Irishman named Sweeny, so I rapped at the front door, and was met by Mrs. S., from whom I obtained permission to stroll around the place. "Oh, yes," said the kind-hearted woman, "go all about, and when Mr. Swainy comes, he'll go wid ye."

So I strolled in the quiet evening hour, alone, among the scenes of my childhood, where we boys picked stones, and played ball in the summer; and slid down hill, and chopped firewood in the winter. The barn was the same old barn. I clambered to its old girt beam, and sat looking down on the haymow where I had jumped, hundreds of times, into the hay below. I climbed to the box, close under the rafters, where we boys used to keep doves. The same box is there yet. I went down into the stables, where we hunted hens' eggs. Apparently, the same speckled hens are there now. And down around the barn are the same old maples, and willows beside the brook.

I went out to the fields. What immense tracts of land I thought these ten-acre fields, when I was a boy! The same orchards are there. The old Jones sweet-apple tree is dead, however, and none of the trees are looking thrifty. I took a drink from the upper spring, in the Barnes lot, which tasted just as cool as ever, and getting down on my hands and knees to drink seemed like old times. I saw a woodchuck and several squirrels, in my walk, and heard the same old caw, caw, of the crows, which brought back the past the most vividly of anything I had heard.

Returning, and looking through the house, I found almost everything changed. Two American, and three Irish families had occupied it since we left, and each, evidently thinking that they would soon leave, did not pretend to make any improvements for their successors to enjoy. To sum up the description of the house — it has never been painted since we left; the door yard fence is gone; the wood-house has been removed; the out-door cellar has caved in; the wagon-house leans so badly it is liable to fall over at any time; the house itself, in a few years, will go the way of the fences; and most of the out buildings are already gone. Nearly every American family that once lived here has gone West; the population of the vicinity, at the present time, being largely made up of Irish. Another generation, and, it is probable, scarcely an American will be left to tell the tale. Though sorrowing to see the wreck of our old home, I am greatly enjoying the visit. The scenery is truly beautiful; though, unfortunately, the people here know nothing of its beauties, and it takes us some years on the level plains of the West to learn to appreciate it.

One thing must be said of the people here, however, especially the Americans that are left — they take their full measure of enjoyment. With continuous snow four months in the year, the winter is made up of sleigh-riding to parties and festal occasions; the sunshine of spring is the signal for maple sugar making, and sugaring-off parties; the hard work of summer is broken up by fishing, berrying, and frequent excursions to various parts of the country; the fall is characterized by apple parings and corn huskings; so that with their maple sugar, berries, cream, trout, honey, and pumpkin pies, they are about the best livers and happiest people I ever met. I never knew till I returned that they enjoyed themselves so well.

I will continue the record of my visit in my next.

Yours Affectionately,

ALFRED T. WEEKS.

Descriptive Letter.

From a Young Lady Visiting Chicago, to her Parents in the East.

CHICAGO, ILL, June 1, 1873,

DEAR PARENTS:

Having been the rounds among our relatives here, I seat myself to give you something of an idea of this wonderful city, in many respects one of the most remarkable on the face of the earth, having a population, to-day, of over 300,000.

You have heard so much of the city that I must give you a brief sketch of its history.

The first white man ever known to have set foot on the spot where Chicago now stands, was a French missionary, from Canada, named Pierre Jacques Marquette, who, with two others having been on a missionary tour in the southern part of Illinois, when homeward bound was detained at this place in the fall of 1673, in consequence of the severe cold, until the following spring. That was two hundred years ago.

The first settler that came here was Point-au-Sable, a St Domingo negro, who, in 1796, commenced a few improvements — seventy-seven years since. Au-Sable soon afterwards removed to Peoria, Ill., his improvements passing into the hands of one Le Mai, a Frenchman, who traded considerably with the Indians. The first permanent settler here was John Kinzie, who came over from St. Joseph, Michigan, and commenced his improvements in 1804; sixty-nine years ago. Mr. Kinzie was, indeed, what Romulus was to Rome, the founder of the city. There was a fort built that year, a block house made of logs, a few rods southwest of what is now known as Rush street bridge. Mr. Kinzie had a house near the south end of the bridge; which bridge, of course, had no existence in those days. An employe of Mr. Kinzie named Ouilmette, a Frenchman, had a cabin little west of Mr. Kinzie; and a little further west was the log cottage of one Burns, a discharged soldier. South of the fort, on the south side, a Mr. Lee had a farm, in the low swamp lands, where now stands the heart of the business center of the city, and his cabin was a half mile or so down the river.

For a quarter of a century the growth of the village was remarkably slow, as shown by the fact, that, in 1830, there were but twelve houses in the village, with three suburban residences on Madison street, the entire population, whites, half breeds, and negroes, making about one hundred. That was forty years ago.

I should have told you that Chicago has a river, which is doubtless the cause of the wonderful commercial growth of the place, of late years, which, at the time of its discovery, was two hundred feet wide, and twenty feet deep, with banks so steep, that vessels could come up to the water's edge, and receive their lading. A half mile or more, from the mouth of the river, the stream divides; that portion north of the stream, being known as the North Side; that between the forks, the West Side; and that south of the river, the South Side.

At that time, the North Side was covered with a dense forest of black walnut and other trees, in which were bears, wolves, foxes, wild cats, deer and other game in great abundance; while the South Side, now the business center, was a low, swampy piece of ground, being the resort of wild geese and ducks. Where the court house stands, was a pond, which was navigable for small boats. On the banks of the river, among the sedgy grass, grew a wild onion, which the Indians called Chikago, and hence the name of the city.

On a summer day, in 1831, the first vessel unloaded goods at the mouth of the river. In 1832, the first frame house was built, by Geo. W. Dole, and stood on the southeast corner of Dearborn and South Water streets. At an election for township trustees in 1833,—just forty-one years since, there were twenty-eight voters. In 1840, there were less than 5,000 people in the place. Thus you see this city, now the fifth in the order of the population in the United States, has grown from 5,000 to 300,000 in thirty-three years.

It is needless for me to describe the wonderfully rapid up-building of the city since the fire. You have heard all about it. What I want to tell you more especially is concerning our relatives. Uncles John, William and James, you recollect perhaps, all came here in 1836. They worked that summer for different parties, and until the next spring when, in the summer of 1837, each of the men they had labored for failed, uncle John had due him $150. Fortunately, as he thought, he was able to settle the claim at fifty cents on the dollar, and with the $75, he left the place in disgust, and went to work for a farmer in Dupage County, a little distance west of Chicago. Uncle William, could not get a cent. He even proposed to take $50 for the $175 that were due him, but cash could not possibly be obtained. He finally settled his claim by taking six acres of swampy land on the South Side, which he vainly tried to sell for several years that he might leave the city, but, unable to do so, he continued to work in Chicago. Uncle James took fifteen acres in settlement of his claim, which he also found it impossible to sell, his experience being about the same as that of uncle William. Well, now the luck begins to come in. Uncle William got independent of his land by and by, but sold, at last an acre for money enough to put up one of the most elegant residences you ever beheld. He sold afterwards another acre for money with which he bought a farm three miles from the court house, that is now worth $500,000. With two acres more, he got money enough to put up five business blocks, from which he gets a revenue, each year, sufficient to buy several farms.

Uncle James' experience is almost exactly similar to uncle William's He has sold small portions of his land at various times, re-investing his money in real estate, until he is worth to-day about $2,000,000. Uncle William is said to be worth about the same amount. Uncle John came in from the country a few years ago, and in various capacities, is working for his brothers around the city, being to-day a poor man; but will, I presume, be just as rich in eternity, as uncles James and William.

All have interesting families of intelligent children, among whom I have almost terminated one of the most delightful visits I ever made. Such in brief is the history of Chicago, and a sketch of two of its sample rich men, who were made wealthy in spite of themselves.

In my next I will describe the parks and boulevards about the city. Till then adieu.

Your Affectionate Daughter,

AMELIA SPARLAND.

Letters of Love.

OF all letters, the love letter should be the most carefully prepared. Among the written missives, they are the most thoroughly read and re-read, the longest preserved, and the most likely to be regretted in after life.

IMPORTANCE OF CARE.

They should be written with the utmost regard for perfection. An ungrammatical expression, or a word improperly spelled, may seriously interfere with the writer's prospects, by being turned to ridicule. For any person, however, to make sport of a respectful, confidential letter, because of some error in the writing, is in the highest degree unladylike and ungentlemanly.

NECESSITY OF CAUTION.

As a rule, the love letter should be very guardedly written. Ladies, especially, should be very careful to maintain their dignity when writing them. When, possibly, in after time the feelings entirely change, you will regret that you wrote the letter at all. If the love remains unchanged, no harm will certainly be done if you wrote with judgment and care.

AT WHAT AGE TO WRITE LOVE LETTERS.

The love letter is the prelude to marriage, a state that, if the husband and wife be fitted for each other, is the most natural and serenely happy; a state, however, that none should enter upon until, in judgment and physical development, both parties have completely matured. Many a life has been wrecked by a blind, impulsive marriage, simply resulting from a youthful passion. As a physiological law, man should be twenty-five, and woman twenty-three, before marrying.

APPROVAL OF PARENTS.

While there may be exceptional cases, as a rule, correspondence should be conducted only with the assent and approval of the parents. If it is not so, parents are themselves generally to blame. If children are properly trained, they will implicitly confide in the father and mother, who will retain their love until they are sufficiently matured to choose a companion for life. If parents neglect to retain this love and confidence, the child, in the yearning for affection, will place the love elsewhere, frequently much too early in life.

TIMES FOR COURTSHIP.

Ladies should not allow courtship to be conducted at unseasonable hours. The evening entertainment, the walk, the ride, are all favorable for the study of each other's tastes and feelings. For the gentleman to protract his visit at the lady's residence until a late hour, is almost sure to give offence to the lady's parents, and is extremely ungentlemanly.

HONESTY.

The love letter should be honest. It should say what the writer means, and no more. For the lady or gentleman to play the part of a coquette, studying to see how many lovers he or she may secure, is very disreputable, and bears in its train a long list of sorrows, frequently wrecking the domestic happiness for a life-time. The parties should be honest also in the state-

ment of their actual prospects and means of support. Neither should hold out to the other wealth or other inducements that will not be realized, as disappointment and disgust will be the only result.

MARRYING FOR A HOME.

Let no lady commence and continue a correspondence with a view to marriage, for fear that she may never have another opportunity. It is the mark of judgment and rare good sense to go through life without wedlock, if she cannot marry from love. Somewhere in Eternity, the poet tells us, our true mate will be found. Do not be afraid of being an "old maid." The disgrace attached to that term has long since passed away. Unmarried ladies of mature years are proverbially among the most intelligent, accomplished, and independent to be found in society. The sphere of woman's action and work is so widening that she can to-day, if she desires, handsomely and independently support herself. She need not, therefore, marry for a home.

INTEMPERATE MEN.

Above all, no lady should allow herself to correspond with an intemperate man, with a view to matrimony. She may reform him, but the chances are that her life's happiness will be completely destroyed by such a union. Better a thousand times, the single, free, and independent maidenhood, than for a woman to trail her life in the dust, and bring poverty, shame, and disgrace on her children, by marrying a man addicted to dissipated habits.

MARRYING WEALTH.

Let no man make it an ultimate object in life, to marry a rich wife. It is not the possession, but the *acquisition* of wealth, that gives happiness. It is a generally conceded fact that the inheritance of great wealth is a positive mental and moral injury to young men, completely destroying the stimulus to advancement. So, as a rule, no man is permanently made happier by a marriage of wealth; while he is quite likely to be given to understand, by his wife and others, from time to time, that whatever consequence he may attain, it is all the result of his wife's money. Most independent men prefer to start, as all our wealthiest and greatest men have done, at the foot of the ladder and earn their independence. Where, however, a man can bring extraordinary talent or distinguished reputation, as a balance for his wife's wealth, the conditions are more nearly equalized. Observation shows that those marriages prove most serenely happy where husband and wife, at the time of marriage, stand, socially, intellectually, and pecuniarily, very nearly equal. For the chances of successful advancement and happiness in after life, let a man wed a woman poorer than himself rather than one that is richer.

POVERTY.

Let no couple hesitate to marry because they are poor. It will cost them less to live after marriage than before, one light, one fire, etc., answering the purpose for both. Having an object to live for, also, they will commence their accumulations after marriage as never before. The young woman that demands a certain amount of costly style, beyond the income of her betrothed, no young man should ever wed. As a general thing, however, women have common sense, and, if husbands will perfectly confide in their wives, telling them exactly their pecuniary condition, the wife will live within the husband's income. In the majority of cases where men fail in business, the failure being attributed to the wife's extravagance, the wife has been kept in entire ignorance of her husband's pecuniary resources. The man who would be successful in business, should not only marry a woman who is worthy of his confidence, but he should at all times advise with her. She is more interested in his prosperity than anybody else, and will be found his best counselor and friend.

CONFIDENCE AND HONOR.

The love correspondence of another should be held sacred, the rule of conduct being, to do

to others as you wish them to do to you. No woman, who is a lady, will be guilty of making light of the sentiments that are expressed to her in a letter. No man, who is a gentleman, will boast of his love conquests, among boon companions, or reveal to others the correspondence between himself and a lady. If an engagement is mutually broken off, all the love letters should be returned. To retain them is dishonorable. They were written under circumstances that no longer exist. It is better for both parties to wash out every recollection of the past, by returning to the giver every memento of the dead love.

HOW TO BEGIN A LOVE CORRESPONDENCE.

Some gentlemen, being very favorably impressed with a lady at first sight, and having no immediate opportunity for introduction, make bold, after learning her name, to write her at once, seeking an interview, the form of which letter will be found hereafter. A gentleman in doing so, however, runs considerable risk of receiving a rebuff from the lady, though not always. It is better to take a little more time, learn thoroughly who the lady is, and obtain an introduction through a mutual acquaintance. Much less embarrassment attends such a meeting, and having learned the lady's antecedents, subjects are easily introduced in which she is interested, and thus the first interview can be made quite agreeable.

The way is now paved for the opening of a correspondence, which may be done by a note inviting her company to any entertainment supposed to be agreeable to her, or the further pleasure of her acquaintance by correspondence, as follows:

148 —— St., July 2, 18—.

Miss Myra Bronson:

Having greatly enjoyed our brief meeting at the residence of Mrs. Powell, last Thursday evening, I venture to write to request permission to call on you at your own residence. Though myself almost entirely a stranger in the city, your father remembers, he told me the other evening, Mr. Williams of Syracuse, who is my uncle. Trusting that you will pardon this liberty, and place me on your list of gentlemen acquaintances, I am,

Yours Very Respectfully,
HARMON WILLIAMS.

Favorable Reply.

944 — St July 2, 18—.

Mr. Harmon Williams,

Dear Sir.

It will give me much pleasure to see you at our residence next Wednesday evening. My father desires me to state that he retains a very favorable recollection of your uncle, in consequence of which he will be pleased to continue your acquaintance.

Yours Truly,
MYRA BRONSON.

Unfavorable Reply.

944 —— St., July 2, 18—.

Miss Myra Bronson, making it a rule to receive no gentlemen visitors upon such brief acquaintance, begs to decline the honor of Mr. Williams' visits.

Harmon Williams, Esq.

An Invitation to a Place of Public Amusement.

462 —— St., April 4, 18—.

Miss Farrington:

May I request the very great pleasure of escorting you to Barnum's Museum, at any time which may suit your convenience? To grant this favor will give me very much pleasure. No pains will be spared by myself to have you enjoy the occasion, and I will consult your wishes, in every particular as to time of calling for you and returning. Waiting an early reply to this, I remain,

Most Sincerely,
CHAS. STEVENSON.

Reply Accepting.

876 —— St., April 7, 18—.

Mr. Stevenson,

Dear Sir: I thank you for your very kind invitation, which I am happy to accept. I will appoint next Monday evening, at which time, if you will call for me, at our house, I will accompany you.

Yours Sincerely,
CLARA FARRINGTON,

Reply Refusing.

876 —— St,, April 4, 18—.

Mr. Stevenson,

Dear Sir: I am grateful to you for your very polite invitation, but as I should go only with my own family, were I to attend any place of amusement, I am unable to avail myself of your kindness. Thanking you, I remain,

Yours Truly,
CLARA FARRINGTON.

Reply with Conditions.

876 —— St., April 4, 18—.

Mr. Stevenson,

Dear Sir: I shall be most happy to visit Barnum's Museum with you, but will prefer being one of a company in which yourself is included, such also being the wish of my mother who sends her kind regards. A visit from you, at our house, next Tuesday evening, will enable us to decide upon the time of going.

Very Sincerely,
CLARA FARRINGTON.

Love at First Sight.

96 —— St., June 1, 18—.

Dear Miss Hawley:

You will, I trust, forgive this abrupt and plainly spoken letter. Although I have been in your company but once, I cannot forbear writing to you in defiance of all rules of etiquette. Affection is sometimes of slow growth, but sometimes it springs up in a moment. I left you last night with my heart no longer my own. I cannot, of course, hope that I have created any interest in you, but will you do me the great favor to allow me to cultivate your acquaintance? Hoping that you may regard me favorably, I shall await with much anxiety your reply. I remain,

Yours Devotedly,

BENSON GOODRICH.

Unfavorable Reply.

694 —— St., June 1, 18—.

Mr. Goodrich,

Sir: Your note was a surprise to me, considering that we had never met until last evening, and that then our conversation had been only on common-place subjects. Your conduct is indeed quite strange. You will please be so kind as to oblige me by not repeating the request, allowing this note to close our correspondence.

MARION HAWLEY.

Favorable Reply.

694 —— St., June 1, 18—.

Mr. Goodrich,

Dear Sir: Undoubtedly I ought to call you severely to account for your declaration of love at first sight, but I really cannot find it in my heart to do so, as I must confess, that, after our brief interview last evening, I have thought much more of you than I should have been willing to have acknowledged had you not come to the confession first. Seriously speaking, we know but very little of each other yet, and we must be very careful not to exchange our hearts in the dark. I shall be happy to receive you here, as a friend, with a view to our further acquaintance. I remain, dear sir,

MARION HAWLEY.

A Lover's Good-bye before starting on a Journey.

104 —— St., May 10, 18—.

My Darling Minnie:

I go west to-morrow on business, leaving my heart in your gentle keeping. You need be at no expense in placing a guard around it, for I assure you, that as surely as the needle points towards the pole, so surely my love is all yours. I shall go, dearest, by the first train, hoping thereby to return, just one train sooner, which means that not an hour, not a minute longer will I be absent from you, than is imperatively necessary. Like the angler, I shall "drop a line" frequently, and shall expect a very prompt response, letter for letter. No credit given in this case; business is business, I must have prompt returns.

Ever Faithfully Yours,

WINFIELD BAKER.

Reply to the Foregoing.

814 —— St., May 10, 18—.

Dear Winfield:

I have had my cry over your letter—a long hard cry. Of course, I know that does not help the matter any. I suppose you must go, but I shall be *so* lonely while you are gone. However, you promise that you will return, at the earliest moment, and that is one little ray of sunshine that lines the cloud. Shall we be enough happier after your return, to pay for this separation? Thinking that we may be, I will let that thought sustain me. In the meantime, from this moment, until your return, I will think of you, *just once*, ——a long drawn out thought.

Yours Affectionately,

MINNIE LA SURE.

Letter asking an Introduction through a Mutual Friend.

912 —— St., April 2, 18—.

Friend Henry:

I am very desirous of making the acquaintance of Miss Benjamin, with whom you are on terms of intimate friendship. Will you be so kind as to give me a letter of introduction to her? I am aware that it may be a delicate letter for you to write, but you will be free, of course, to make all needed explanations in your letter to her. I will send her your letter, instead of personally calling upon her myself, thus saving her from any embarrassment that may result from my so doing. By granting this favor, you will much oblige,

Yours Very Respectfully,

WM. H. TYLER.

Reply.

117 —— St., Apr. 2, 18—.

Friend Tyler:

Enclosed, find the note you wish. As you will observe, I have acted upon your suggestion, of giving her sufficient explanation to justify my letter. Your desire to please the lady, coupled with your good judgment, will, I doubt not, make the matter agreeable.

Truly Yours,

HENRY PARSONS.

LETTER OF INTRODUCTION.

Dear Miss Benjamin: This will introduce to you, my friend, Wm. Tyler, who is very desirous of making your acquaintance, and having no other means of doing so, asks the favor of me, of writing this note of introduction, which he will send you, instead of calling himself, thus leaving you free, to grant him or not, an interview. Mr. Tyler is a gentleman I very highly respect, and whose acquaintance, I think, you would not have occasion to regret. Nevertheless, you may not regard this a proper method of introduction, in which case, allow me to assure you, I will entertain the same respect for yourself, if you will frankly state so, though it would be gratifying to Mr. Tyler and myself to have it otherwise. With sincere respect, I am,

Very Respectfully,

HENRY PARSONS.

To the Father of the Lady.

Burlington, Ia., Jan. 1, 18—.

Respected Sir:

I take this means of consulting you, on a subject, that deeply interests myself, while it indirectly concerns you; and I trust, that my presentation of the matter will meet with your approval.

For several months, your daughter, Mary, and myself, have been on intimate terms of friendship, which has ripened into affection, on my part, and I have reason to think, that my attentions are not indifferent to her. My business and prospects are such, that I flatter myself, I can provide for her future, with the same comfort that has surrounded her under the parental roof. Of my character and qualifications, I have nothing to say; I trust they are sufficiently known to you, to give confidence in the prospect of your child's happiness.

Believing that the parents have such an interest in the welfare of the daughter, as makes it obligatory upon a lover to consult their desires, before taking her from their home, I am thus induced to request you to express your wishes upon this subject.

I shall anxiously await your answer.

Your very Obedient Servant,

DANIEL HARRISON.

To Wm. Franklin, Esq.,
184 —— St.

Favorable Reply.

184 —— St., Jan. 1, 18—.

My Dear Mr. Harrison:

I very highly appreciate the manly and honorable way in which you have addressed me in reference to my daughter Mary.

Believing you to be honest, industrious, ambitious to do well, and possessed of excellent moral character, I unite with Mrs. Franklin in the belief that our darling child may very safely trust her happiness to your protecting care.

If agreeable and convenient to you, we shall be happy to have you dine with us to-morrow.

Very Sincerely Yours,

WM. FRANKLIN.

To Mr. Daniel Harrison.

Unfavorable Reply.

184 —— St

Dear Sir:

Highly appreciating the straightforward and gentlemanly manner in which you have written me concerning a subject that every parent has an interest in, I am compelled to inform you that, though my daughter has treated you with much friendliness as she is accustomed to with all her friends, she will be unable to continue with you a love acquaintance with a view to marriage, owing to a prior engagement with a gentleman of worth and respectability, which contract she has had no occasion to regret.

Fully sensible of your most excellent qualities, and the compliment paid in your selection of her, my daughter unites with me in the wish that you may meet with a companion in every way calculated to ensure your happiness.

Yours Very Respectfully,

WM. FRANKLIN.

To Mr. Daniel Harrison.

Reply to a Young Man that uses Tobacco.

662 —— St., July 18, —.

Mr. Bannister,

Dear Sir:

I am in receipt of your courteous letter, containing a declaration of love. I will be frank enough with you to admit, that, while I have been sensible of your affectionate regard for me for some months, I also have cherished a growing interest in you. In truth, to make a candid confession, I most sincerely love you. I should, perhaps, say no more, but I feel it due to you, as well as to myself, to be strictly honest in my expression, lest we foster this growing love, which, under present conditions, must be broken off.

I have always admired your natural ability; I appreciate you for your industry; I respect you for your filial conduct towards your parents. In fact, I consider you quite a model young man, were it not for one habit, which has always been, heretofore, a very delicate subject for me to speak of, fearing that it might give you offense. But, believing it best that I be true to my convictions and state my objections plainly, I thus freely write them.

I have reference to the use of tobacco. Apparently, this is a little thing. I am aware that ladies generally consider it beneath their notice, but so thoroughly convinced am I that it is one of the most destructive habits, sapping the morality and vigor of our young men, that I could never consent to wed a man addicted to its use, my reasons being as follows:

It would impoverish my home. Only ten cents a day expended for a cigar, in a lifetime of forty years, with its accumulations of interest, amounts to over four thousand dollars! The little sum of eleven cents per day, saved from being squandered on tobacco and properly put at interest, amounts in that time to $5,160! No wonder that so many homes, the heads of which use tobacco, are without the comforts of life.

It might wreck my happiness. It is a well known physiological fact that the use of tobacco deadens the sense of taste; that water and all common drinks become insipid and tasteless when tobacco is used, so that the person using the same involuntarily craves strong drink, in order to *taste* it. Therein lies the foundation of a large share of the drunkenness of the country. Observation proves that, while many men use tobacco that are not drunkards, almost every drunkard is a user of tobacco, having nearly always formed the habit from the use of this narcotic weed.

It would surround me with filth. To say nothing of the great drain on the physical health by the constant expectoration of saliva, thus ruining the health of many robust constitutions, could not endure the fetid breath of the tobacco user. I sicken at the sight of the brown saliva exuding from between the lips; physiology proving that, with tobacco chewers, nearly all the waste fluids from the body pass through the mouth. I am immediately faint at the thought of dragging my skirts through spittle in a railway car, or any place where it is thrown upon the floor; I turn with disgust at the atmosphere—God's pure, fresh air—that is tainted with the stench of tobacco smoke.

It would corrupt my husband's morals. All the associations of tobacco are bad. It is true that many good men use tobacco. It is also a truth that nearly every man that is bad is addicted to its use. To smoke, in peace, the man must resort to the place where others smoke. In that room are profanity, obscene language, and every species of vulgarity. There may be, occasionally, an exception. The fact is patent, however, that, in the room in which vulgarity and obscenity prevail, there is always tobacco smoke in the air, and the vile spittle on the floor.

You will forgive me for speaking thus plainly. I love you too well to disguise my feelings on the subject. I could not possibly constantly love a tobacco user, for the reasons that I have given.

While I devotedly love you, I cannot consent that you should bestow your affections upon a person that would instinctively repel you. Believing therefore, under the circumstances, that our further correspondence should cease, I remain,

Your Friend and Well-wisher,

MARIETTA WILCOX.

Letter to an Entire Stranger.

478 —— St., Jan. 1, 18—.

Miss Henderson:

I beg to apologize for addressing you thus, being an entire stranger; but having the misfortune to be unknown to you is my excuse for this strange proceeding, which, I am well aware, is entirely at variance with the rules of etiquette. I have for two Sabbaths seen you at church and I am frank to confess that your appearance has made so deep an impression upon me as to make me extremely desirous of forming our acquaintance. I am, at present, a clerk in the ribbon department at Smith & Brown's store. Will you do me the great favor of allowing this to commence a friendship, which, I trust, will never be regretted by yourself. Please deign to give me at least a single line in reply to this, and oblige,

Your Sincere Admirer,

WESLEY BARNUM.

Unfavorable Reply.

Mr. Barnum,

Dear Sir:

I considerably question whether it is due to propriety to answer your note at all. But as you might fear that your letter had miscarried, and thus be induced to write again, it is best, probably, for me to make an immediate reply, and thus settle the affair entirely, and relieve you, possibly, of further suspense. It will be impossible for me to recognize you, or to think under any circumstances, of permitting an acquaintance to be commenced by such an introduction as you seem to deem sufficient. More especially should I regret allowing a friendship to be formed by recognitions in the hours of divine service in church, while the mind should be employed in religious observances. You will, therefore, please understand that I am not favorable to further recognition, nor to a continuance of correspondence.

AMELIA HENDERSON.

Reply More Favorable.

355 —— St., June 10, 18—.

Mr. Barnum,

Dear Sir:

I am in receipt of your note, and must confess that I am surprised at your request. I am entirely opposed to commencing, on general principles, an acquaintance with such an introduction and consider it very improper, especially to allow it to originate in church during the hours of divine service. Were it not that I think your meaning kind and your intentions good, I would return your letter unanswered. As it is, I will take your request under consideration, and, if I think best to grant it, you may know of the fact by my recognition at the close of the service in the Sabbath school.

Respectfully,

AMELIA HENDERSON.

An Advertisement in a Morning Paper.

PERSONAL.—Will the lady, who rode up Broadway last Thursday afternoon, about two o'clock, in an omnibus, getting out at Stewart's, accompanied by a little girl dressed in blue suit, please send her address to D. B. M., Herald office.

REMARKS.

It is useless to advise people never to reply to a personal advertisement like the above. To do so is like totally refusing young people the privilege of dancing. People will dance, and they will answer personal advertisements. The best course, therefore, is to properly direct the dancers, and caution the writers in their answers to newspaper personals. If the eye of the young lady referred to meets the above advertisement, she will possibly be indignant at first, and will, perhaps, resolve to pay no attention to it. It will continue to occupy her attention so much, however, and curiosity will become so great, that, in order to ease her mind, she will at last give her address; in which case she makes a very serious mistake; as any lady replying to a communication of such a character, giving her name and residence to a stranger, places herself to great disadvantage. Should her communication never be answered, she will feel mortified ever afterwards, that she committed the indiscretion of replying to the advertisement at all; and should the person she addresses prove to be some worthless fellow who may presume to press an acquaintance upon the strength of her reply, it may cause her very serious perplexity and embarrassment.

It is clearly evident, therefore, that she should not give her name and address as requested; and yet, as the advertisement may refer to a business matter of importance, or bring about an acquaintance that she will not regret, she may relieve her curiosity on the subject by writing the following note in reply:

THE REPLY.

(*Advertisement pasted in.*)

D. B. M.:

I find the above advertisement in the "Herald" of this morning. I suppose myself to be the person referred to. You will please state your object in addressing me, with references.

Address A. L. K., Herald office.

It is probable that the advertiser, if a gentleman, will reply, giving his reasons for requesting the lady's address, with references, upon receiving which, the lady will do as she may choose relative to continuing the correspondence; in either case, it will be seen that she has in no wise compromised her dignity, and she retains the advantage of knowing the motive and object that prompted the advertisement, while she is yet unknown to the advertiser.

Great caution should be exercised in answering personals. The supposition is, if the advertiser be a gentleman, that he will honorably seek an interview with a lady, and pay court as gentlemen ordinarily do. Still, an occasion may happen to a man, who is in the highest sense a gentleman, wherein he sees the lady that he very greatly admires, and can learn her address in no other way without rendering himself offensive and impertinent; hence, the apparent necessity of the above personal advertisement.

Instances have also occurred where gentlemen, driven with business, and having but little time to mingle in female society, or no opportunity, being strangers comparatively, desirous of forming the acquaintance of ladies, have honestly advertised for correspondence, been honestly answered, and marriage was the result.

Those advertisements, however, wherein Sammy Brown and Coney Smith advertise for

correspondence with any number of young ladies, for fun, mutual improvement, "and what may grow out of it, photographs exchanged," etc., young ladies should be very wary of answering. Instances have been known where scores of young ladies, having answered such an advertisement, could they have looked in upon those young men, a week afterwards, would have seen them with a pile of photographs and letters, exhibiting them to their companions, and making fun of the girls who had been so foolish as to answer their advertisement.

It is true that no one but the meanest kind of a rascal would be guilty of such a disgraceful act as to advertise for and expose correspondence thus, and it is equally true that the young lady who gives the advertiser the opportunity to ridicule her shows herself to be very foolish.

Personal Advertisement.

PERSONAL.—A gentleman, a new comer in the city, having a sufficiency of this world's goods to comfortably support himself and wife, is desirous of making the acquaintance of a lady of middle years, with a view to matrimony. Address, in the strictest confidence, giving name, residence, and photograph, H. A. B., Station H, Post Office.

THE REPLY.

To H. A. B.,

Sir:

I am led to suppose, from the reading of the above, that it is dictated in sincerity, by a desire to meet with a lady who would be treated with candor and respect. I have at present no acquaintance to whom I am inclined to give a very decided preference, nor have I ever had any very distinct ideas on the subject of marriage. I am free, however, to confess that, should circumstances favor my acquaintance with a gentleman whom I could honor and respect, I might seriously think of a proposal. Believing that you wish, as you intimate, this letter in confidence, I will say that I am — years old, am in receipt of —— annually, from property that is leased. I have been told that I was handsome, though others, probably, have a different opinion. Of that fact, you must be the judge. I am entirely free to select whomsoever I may choose. My social standing, I trust, would be satisfactory, and my accomplishments have not been neglected. It is not necessary that I should write more. I shall be happy to correspond with you with a view to better acquaintance, when, if mutually agreeable, an introduction may take place. You desire me to send name, address, and photograph, which, I trust you will perceive, would be improper for me to do. It is due to myself, and, under certain circumstances, to you, that I should be very guarded as to the manner of my introduction. A letter addressed to M. A. L., Station A, Post Office, will reach me.

I sign a fictitious name, for obvious reasons.

Respectfully,

NANCY HILLIS.

A Gentleman makes a Frank Acknowledgment.—Gushing with Sentiment, and Running over with Poetry.

WHITE MOUNTAINS, N. H., Oct. 1, 18—.

MY DEAR MARY:

One by one the brown leaves are falling, reminding us that the golden summer that we have so delightfully loitered through approaches its close. How thickly our pathway has been strewn with roses; how fragrant have been the million blossoms; how sweetly the birds have sung; how beautiful have been the sunny days; how joyous have been the starry nights! Dear M., I do not need to tell you that this delightful summer has been to me one grand elysian scene. I have gazed on, and dreamed of thy beauty. I have been fed by thy sparkling repartee and merriment; I have drank at the fountain of thy intellectuality; but the feast is ended, and gradually the curtain is falling. Dear, beautiful summer! So beautiful to me, because of thy loved presence. And standing now on the threshold of a scene all changed, I take a last, fond, long, lingering look on the beautiful picture that will return to me no more; and yet who knows, but on in that great eternity we may live again these Eden hours.

"Like a Foundling in slumber, the summer day lay
On the crimsoning threshold of Even,
And I thought that the glow through the azure-arched way,
Was a glimpse of the coming of Heaven.
There together we sat by the beautiful stream;
We had nothing to do but to love and to dream
In the days, that have gone on before.
These are not the same days, though they bear the same name,
With the ones I shall welcome no more.

But it may be the angels are culling them o'er,
For a Sabbath and Summer forever.
When the years shall forget the Decembers they wore,
And the shroud shall be woven, no, never!
In a twilight like that, darling M. for a bride,
Oh! what more of the world could one wish beside,
As we gazed on the river unroll'd
Till we heard, or we fancied, its musical tide,
Where it flowed through the Gate-way of Gold?"

Dearest, you must forgive my ardent expressions in this letter. With a temperament gushing to the brim and overflowing with sentiment and rhapsody, I have passed the fleeting summer in thy charming presence, in one continual dream of poesy. I cannot now turn back to the solemn duties before me, without telling you what trembled on my tongue a thousand times, as we gathered flowers together and wove our chaplets in the sunny days gone by. Dear, darling Mary, *I love you, I adore you.* How often in the beautiful moonlight nights, as we strolled among the lilacs and the primroses, have I been on the verge of clasping your jeweled hand and telling you all my heart. But, Oh! I did not quite dare; the hours were so delightful, even as they were. Fearing that I might be repulsed, I chose to accept the joy even that there was, rather than run the risk of losing it all.

How many a morning, have I arisen and firmly resolved, that, ere another day, I would know my fate! But ah! the twilight would fall, and the evening hour would pass by, and I never completely dared to risk the result of a declaration. The morrow I knew would be joyous if I bridled my impulse; it might not be if I made a mistake. But the dream has passed by. To-morrow, I bid adieu to these sylvan groves, the quiet meadows, and the gurgling brooks, to go back to the prose duties of business. And now, at the close of this festal season, as I am upon the verge of going, having nothing to lose and everything to gain, I have told you my heart. I have not the slighest idea what your reply will be. You have been to me one continual puzzle. If your answer is adverse, I can only entertain the highest respect for you ever in the future; and memory shall keep alive the recollection of the most blissful summer I have ever known. If your reply is favorable—dearest, may I fondly hope that it will be!—then opens before me a great volume of happiness, of which this joyous summer has been but the opening chapter.

Dear M., may I come again and see you, and address you henceforth as a lover? The messenger that brings you this, will return again in an hour for your answer. I need not tell you what an hour of suspense this will be to me. Upon your reply hangs my future. If your reply is favorable, I shall tarry another day, and will

you grant me a long interview, as I have much to talk over with you? If unfavorable, please return this letter with your note. Accept my warmest thanks for the entertainment which I, in common with others, have received at your hand in the past; and if I may not sign myself your devoted lover, I shall at least, I trust, have ever the pleasure of subscribing myself,

Your Sincere Friend,
CLARENCE HARRINGTON.

Favorable Reply.

DEAR CLARENCE:

I shall not attempt, in this, to answer your missive with the same poetic fervor that colors your letter from beginning to end. While it is given you to tread the emerald pavements of an imaginative Eden, in my plainer nature, I can only walk the common earth.

I fully agree with you in your opinion of the beautiful summer, just passed. Though in seasons heretofore many people have been here from the cities, I have never known a summer so delightful. Yes, Clarence, these three months have been joyous, because—shall I confess it—because *you* have been here. I need not write more. You have agreed to stay another day; I shall be at home this afternoon, at two o'clock, and will be happy to see you.

Yours Very Truly,
MARY SINGLETON.

To a Lady, from a Gentleman, Confessing Change of Sentiment.

844 —— ST., April 2, 18—.

MISS MARION THORNTON:

Your note accusing me of coldness is before me. After spending several hours in a consideration of this subject, to determine what is my duty, I have concluded that it is decidedly best for me to be perfectly frank with you, and give my reasons for a change of sentiment.

I do not think we could live happily together if we were married, because, from disparaging remarks I have heard you make concerning people that are not wealthy, I think you would be entirely dissatisfied with my circumstances; and the further fact that you allow your mother to do all the drudgery of the household, you sitting in the parlor entertaining gentlemen and affecting to have no knowledge of housekeeping, is proof that our tastes would not accord in home matters. I consider it just as honorable, and just as important, that young ladies should do something to support themselves as that young men should. If the opportunities are not as great for them to go abroad, they can, at least while at home, learn to be good in sewing, cooking, and housekeeping, and thus be prepared when opportunities offer, to make prudent, economical, tidy housewives. I do not under-value the importance of being proficient in the lighter accomplishments which go to make a lady at ease in society; but I vastly more prize the lady who knows how to get an excellent breakfast early in the morning, who is not only a model of neatness herself, but relieves her mother in household duties, keeping her younger brothers and sisters clean and orderly.

I have admired and loved you for your musical talent, and your fine conversational powers, but as I could not keep the necessary servants to enable you constantly to gratify those talents to the exclusion of the more substantial duties, I feel that our marriage would be a mistake for both of us.

You asked my reason for my changing love, I have reluctantly, yet plainly, stated it. Hoping however, that you may always be happy in life, I am,

Your Friend,
CLINTON HOLMES.

Reply to a Young Man addicted to Intemperance.

669 ..... St., Nov. 7, 18.....

Mr. Spellman,

Dear Sir:

Your kind invitation to accompany you to the opera, to-morrow evening, is received. Under ordinary circumstances, I would be delighted to go with you, believing you, at heart, to be really a most excellent gentleman. I regret to add, however, that I have undoubted evidence of the fact that you are becoming addicted to the use of the wine cup. I regard it entirely unsafe for any young lady to continue an intimacy with a young man upon whom is growing the habit of intemperance. With an earnest prayer for your reformation, ere it be too late, I beg you to consider our intimacy at an end.

Respectfully,
Helen Sanford.

One Way of Breaking the Ice.

584 —— St., July 1, 18—.

My Dear Friend Caroline:

I returned yesterday, from a brief trip into Canada, my journey being most agreeable, only one little episode breaking the monotony, as I neared home, which was this: in the next seat behind me in the car sat a young couple who were evidently regretting that their ride was so near an end. Though buried in my reading, I could not avoid hearing much that they said. One question asked by the young man made a striking impression on my mind. "Maggie," said he, "we have now been acquainted a good while; you know me, and I know you. I do not need to tell you that I love you with all my heart; now do you love me?"

I knew the young fellow had taken that occasion, when the cars were thundering along, so that he might not be knocked down by the beating of his own heart. I confess to have been guilty of eavesdropping then. I listened intently for the lady's answer, but just at that moment, as my ill luck would have it, another train came thundering by us, and her voice was drowned in the noise. I got to thinking like this suppose you and I were riding thus, and I should ask precisely the same question; what would be your reply? I am very curious to know what your answer would be, and shall await a letter from you, with much anxiety.

Most Truly Yours,

ROLAND MILLS.

An Offer of Marriage.

248 —— St., Dec. 10, 18—.

Dearest Bertha:

I have intended, O how many times! when we have been together, to put the simple question which I intend this note shall ask; but although apparently a very easy matter to ask the hand in marriage of one I so deeply love as yourself, it is no easy task. I therefore write what I have never found courage in my heart to speak. Dearest, will you bestow upon me the great happiness of permitting me to call you mine? If I have spoken this too boldly, you will forgive; but I fondly hope that you will not be indifferent to my appeal. I trust, if you answer this in the affirmative, that you will never regret doing so. Anxiously awaiting your answer, I remain,

Yours Affectionately,

HARLAN DEMPSTER.

Favorable Reply.

367 —— St., Dec. 10, 18—.

Dear Sir:

Your proposal is quite unexpected to me, but it is made with such candor and frankness that I can take no offence. I cannot, in this note, give you a definite reply. Marriage is a very serious matter; and while I regard you with the greatest favor, I desire to consult my near relatives, and consider the subject myself carefully for a few days, ere I give you a final answer. I think I can assure you, however, that you may *hope*.

Very Sincerely,

FANNIE KIMBALL.

Letter from a Young Man who Proposes Marriage and Emigration.

482 —— St., April 16, 18—.

Dear Clara:

You have doubtless heard of my intention to go West in the coming month. Though surrounded here with my relatives and all the many friends of my boyhood, I have an intense desire to try my fortune amid new scenes, feeling that the fetters that now bind me and seem to hinder my upward progress, will then be broken.

I shall sunder my ties with some regrets, but to commence my business career as I am desirous of doing, I must make the sacrifice; in doing so, I do no more than thousands have done before me. In the great broad fields of the growing West, a young man of resolution, ambition, honesty, temperance, and perseverance cannot fail, I believe, to better his condition much more rapidly than he can here; you will, I think, coincide with me in this opinion.

Dear Clara, of all my farewells, none will be so sad to me as that I shall bid to you. Dear, dear Clara, you cannot be indifferent to the fact that I have long devotedly loved you; and, at the hour of parting, I feel that I cannot go without telling you my heart, and asking you if I may not have your love in return. And now, while I am asking, will you not take me with my heart, and in turn allow me to be your protector through life?

Dearest, I am going to press my suit still further. Will you not be mine before I go, and accompany me on my journey? I know this is asking a great deal of you. To accept of this proposition is to take you from a home of affluence, where you are surrounded with every desired comfort. I have no right to ask the sacrifice; and yet I have resolved to make bold before I go, and tell you all. If you accept my offer and will consent to cast your fortunes with me out in the great Sea of the Hereafter, I can assure you that no trouble or sorrow will come to you through me, and that, as you will be my dear, dear companion and sacred trust, so will I be to you all that lover and husband can be.

Now, dearest, if you will accept my future as your own, and place yourself by my side, accepting the sorrow and partaking of the joy that is in store for me, you will make me the happiest of men. If you assent, God grant that you may never regret your faith. Do not decide the question hastily. The sacrifice is such, in leaving home and kindred, that you may not accept of my proposal even though you love. When you have fully determined, however, please send the answer, which I shall most anxiously await. Ever dear Clara,

Your Affectionate,

HENRY ADAMS.

Reply.

172 —— St., April 16, 18—.

Dear Henry:

I can make a reply to your candid question at once. I do not need to deliberate upon it long. I love you; I confide in you. I will trust you; I will go with you; I will accept the love and the future you offer. You may have many joys; you may experience some sorrows. I will share and bear them all with you, trusting that patient, earnest, willing effort may crown our labors with success. Believing that God will guide and prosper us, I can only add, hoping to see you soon, that I am

Ever Yours,

CLARA DUNHAM.

Wedding Cards and Invitations.

WEDDING CARDS.

IF the lady who marries resides with her parents, with relatives, guardians, or friends, and the marriage receives the approval of those parties, the ceremony usually takes place at the residence of the bride, or at the church where she generally attends; a reception being held at her residence soon afterwards or upon the return from the bridal tour.

Some parties prefer to marry very quietly, having but few guests at the wedding. Others make more elaborate display, and observe the time as an occasion of general rejoicing. Where many guests are invited, it is customary to issue notes of invitation to those persons whose attendance is desired, accompanied by wedding cards bearing the name of the bride and groom. The form of wording such notes and cards has changed but little for several years, though the *style* in which such wording appears, changes frequently.

Two methods are pursued in preparing the invitations and cards: one being to have them neatly printed from type; the other, and more expensive manner, is to have them engraved and printed in the metropolis, by a card-engraver, who makes an exclusive business of preparing such cards.

The later style for cards and notes of invitation is to have the most of the wording in a light script, upon very fine, white, billet paper, and the cards upon thin bristol-board, sometimes long, and frequently nearly square, according to fancy.

The following cards and notes of invitation, while expressing the suitable wording, do not, in all cases, represent the size of the card or note of invitation. They are of various sizes, according to fancy, and generally a little larger than here illustrated.

In sending the note of invitation, it is customary to inclose the cards in the same envelope. In cases where no guests are invited, yet it is desired to inform the acquaintances throughout the country of the marriage, it is usual to inclose the cards alone. Formerly, it was common to use but one card, having Mr. & Mrs. Chas. H. Smith in the center of the card, while the lady's maiden name was placed upon the lower left-hand corner. Of late, it is regarded more in style to use two cards, one considerably larger than the other; the larger bearing the names, Mr. & Mrs. Chas. H. Smith, the smaller, the lady's name alone, thus:

Mr. & Mrs. Chas. H. Smith.

Hattie M. Maynard.

If it is definitely decided where the future permanent residence of the newly wedded couple is to be, it is proper to place the name of the town and state, at the lower left-hand corner of the larger card, as shown herewith.

Mr. & Mrs. Chas. H. Smith,

NEWARK, N J.

Invitations to the Wedding.

THE following, are among the many of the various styles of notes of invitation to the wedding ceremony. The form shown here, is printed on paper about the width, but a little shorter than, commercial note paper, the wording being on the lower half of the sheet. In the center of the upper half of the sheet is the monogram, composed of the initial letters of the surnames of the bride and groom, blended together. This monogram is also printed upon the flap of the envelope containing the invitation and cards. The accompanying is the note of invitation issued by Mr. & Mrs. D. Collins, on the occasion of the marriage of their daughter, M. Louise, to Jay H. Sabray; the ceremony taking place at their residence. Two cards accompany this note, one reading *Mr. & Mrs. Jay H. Sabray*, the other, *M. Louise Collins.*

Actual size of one form of Note of Invitation This dotted line shows the fold.

Mr. & Mrs. D. Collins

Request the pleasure of your Company at the Marriage of their Daughter,

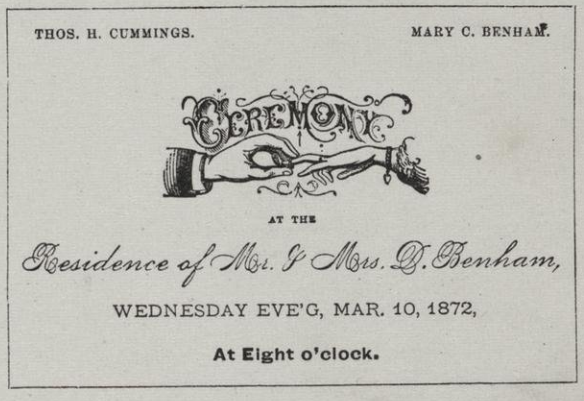
M. Louise to Jay H. Sabray,

Thursday, September 19th, '72, at 8 o'clock, P. M.

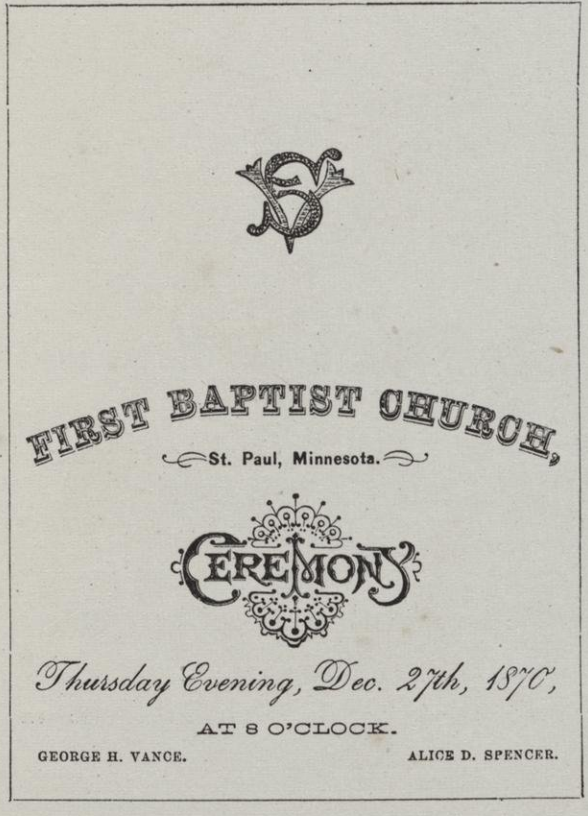
AT THEIR HOME, ATLANTA, GA.

If desirous of giving information of the time of return from the bridal tour, and an invitation to receptions afterwards, the address is omitted on the larger card, and a third card may accompany the other two, worded as follows:

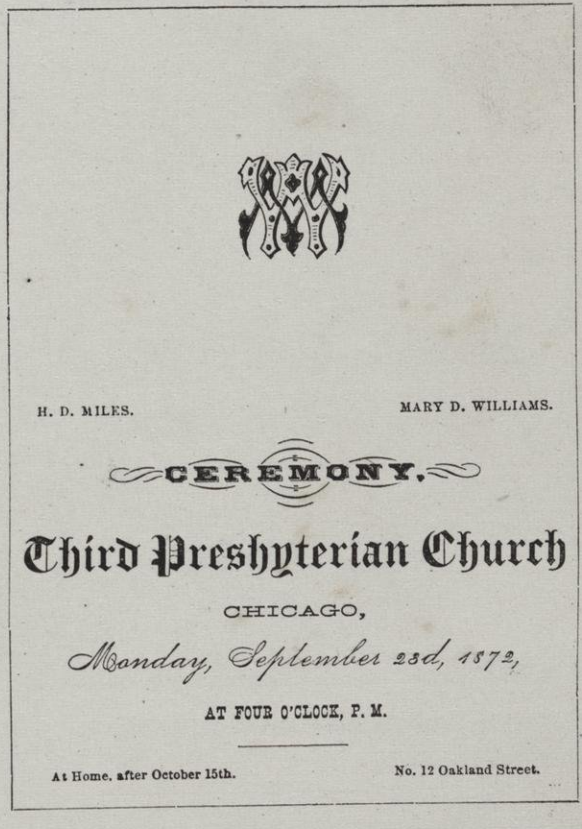
This style of invitation, printed on a fine card about the size of a large envelope, is frequently employed. If desirous of using colored cardboard, a light olive or pink tint is sometimes admissible, though white is always in best taste.



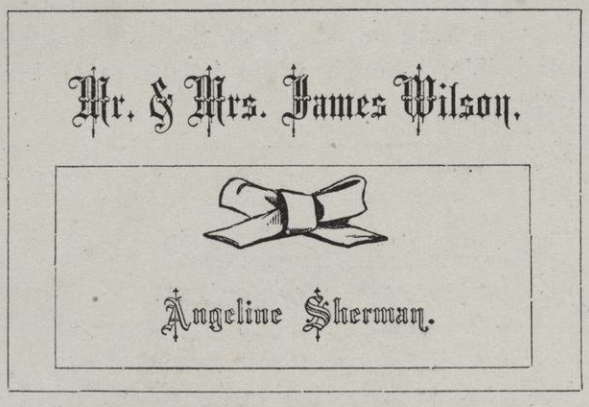
This style of invitation, requiring no cards, is frequently used:



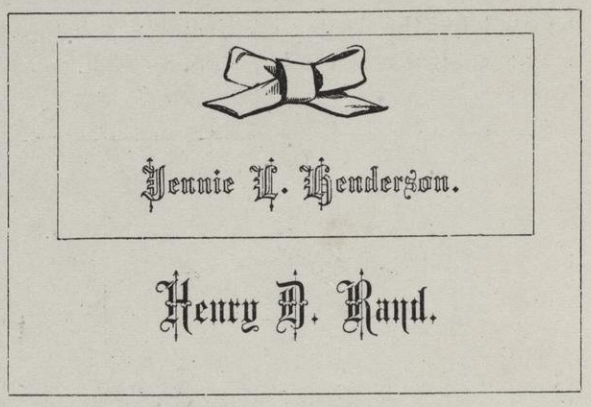
The following note, announcing, "At Home," after October 15, requires no cards:



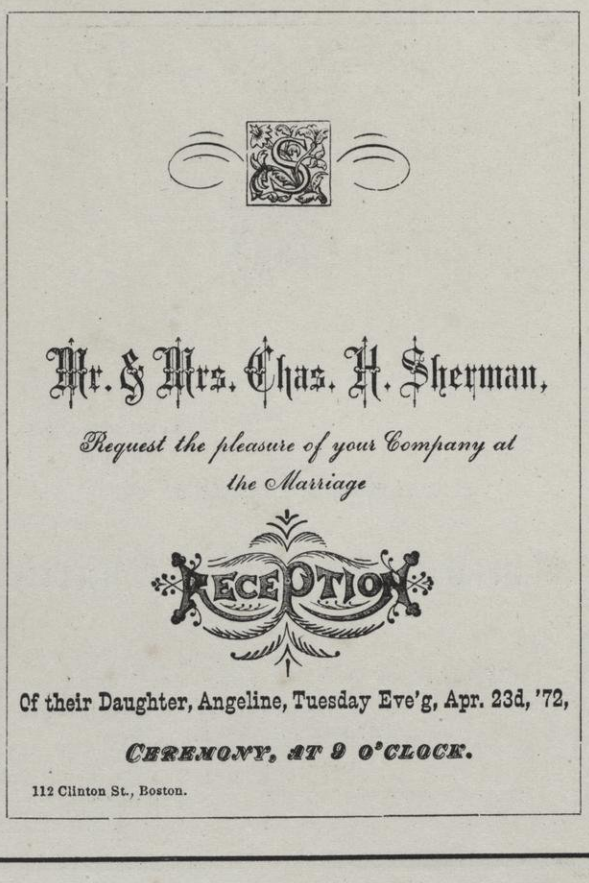
The cards are often made in this proportion, and fastened with a ribbon, thus:



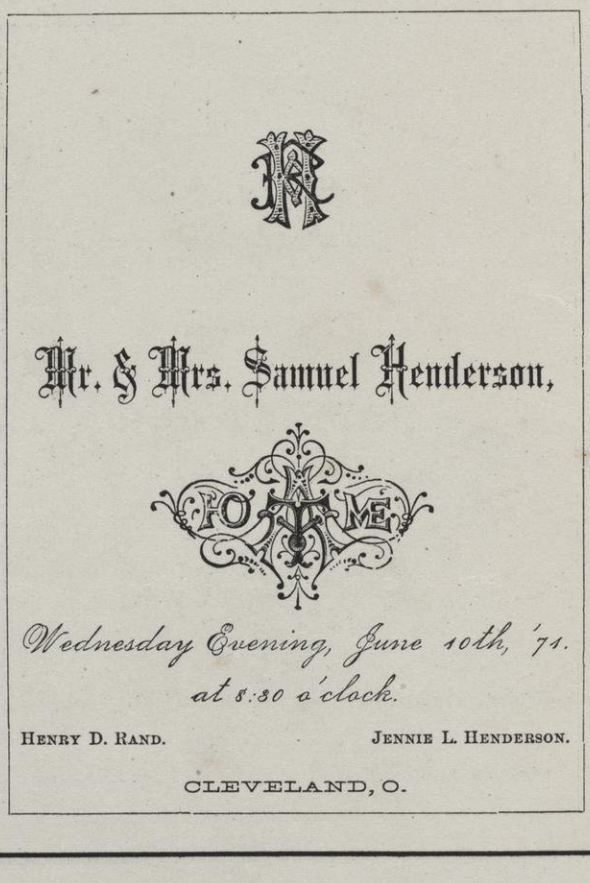
Not unfrequently the cards are fastened at the top, as shown in this illustration:



The following invitation is accompanied by the cards shown above, fastened by a ribbon in the center. The larger card bears the names of Mr. and Mrs. James Wilson; the other, the name of the bride, Angeline Sherman.



The succeeding invitation is issued by the parents of the bride, the reception taking place at their residence, after the ceremony at church. As with the other invitations, this is also accompanied by the monogram.



WEDDING CEREMONIES.

FOR

Notes of INVITATION TO WEDDINGS AND PARTIES.

See Preceding Pages.

HAVING resolved upon marriage, the lady will determine when the ceremony shall take place.

No peculiar form of ceremony is requisite, nor is it imperative that it be performed by a particular person. In the United States, marriage is regarded as a civil contract, which may be entered into by a simple declaration of the contracting parties, made in the presence of one or more witnesses, that they, the said parties, do respectively contract to be husband and wife.

In consequence of the recognized vast importance of marriage to the parties contracting the same, long usage has established the custom, almost universally, of having the ceremony performed by, or in presence of, a clergyman or magistrate.

To be entitled to contract marriage, the following requisites are necessary: 1st, That they be willing to marry; 2d, That they be of sound mind; 3d, That they have arrived at the age allowed by law; 4th, That neither of the parties is married already to another who is living, and from whom such party has not obtained a divorce from the bonds of matrimony; and 5th, That the parties are not so nearly related by consanguinity, as to prohibit their marriage, by the laws of the State in which the marriage is contracted.

In most of the States, the common law requires that the male be fourteen and the female twelve years of age, before the marriage can take place. In certain States, seventeen for males and fourteen for females; in others, the age for males is eighteen, for females, fourteen.

Formerly in certain Eastern States, parties intending to marry were required by statute to record a notice of such intent with the town clerk for three weeks, at the expiration of which time, if no objection was interposed, the clerk was authorized to give a certificate to that effect, and the clergyman or magistrate was empowered to perform the ceremony. In various States, the law requires that parties intending marriage shall previously obtain from the city or town clerk, a certificate of their respective names, occupations, ages, birth-places, and residences upon receipt of which, any clergyman or magistrate is authorized to perform the ceremony.

In several States of the Union, the consent of the parents or guardians is required, before the proper officer can issue a license, if the male be under twenty-one years, or the female under eighteen

In some of the States, a license to marry must first be procured of the city, town, or county clerk, empowering the clergyman or magistrate to marry the contracting parties, which is worded as follows:

Marriage License.

—State of— .....

—County of— .....

The people of the State of ....., *to any person legally authorized to solemnize Marriage,* **GREETING:** *You are hereby authorized to join in the holy bonds of Matrimony, and to celebrate the rites and ceremonies of Marriage, between* **Mr.** ....., *and* **M** ....., *according to the usual custom and laws of the State of* ....., *and you are required to return this license to me within thirty days, from the celebration of such Marriage, with a Certificate of the same, appended thereto, and signed by you, under the penalty of One Hundred Dollars.*

Seal.

Witness ....., *Clerk of our said Court and the Seal thereof, at his office, in* ....., *in said County, this day of* ....., *A. D.,* ..... *187*.....

.....

County Clerk.

State of ....., } **County.** } *S. S.*

I, ...

a ....., *hereby certify that on the* ..... *day of* ....., *187*....., *I joined in Marriage,* **Mr.** ....., *and* **M** ....., *agreeable to the authority given in the above License, and the customs and laws of this State.*

Given under my hand and seal, this ..... *day of* ....., *A. D., 187*.....

.....

SEAL.

The Ceremony.

The license procured, the ceremony of marriage may take place wherever it best suits the convenience of the parties marrying, and may be performed by a clergyman, justice of the supreme court, judge of an inferior court, justice of the peace, or police justice; one or more witnesses being present to testify to the marriage. The clergyman or magistrate may visit the candidates for matrimony at a private residence, hotel, hall, church, or other place; or the parties may call upon the clergyman at his residence, or visit the magistrate in his office, where the rite may be performed. When the ceremony is conducted by the magistrate, the following is the usual form.

Form of Marriage.

(*The man and woman rising, the justice will say to the man:*)

"Will you have this woman to be your wedded wife, to live together after God's ordinance, in the holy estate of Matrimony, to love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, keep thee only unto her, so long as you both shall live?"

(*Then addressing the woman, the justice will say:*)

"Will you have this man to be your wedded husband, to live together after God's ordinance, in the holy estate of Matrimony, to love, honor, and keep him, in sickness and in health, and forsaking all others keep thee only unto him so long as you both shall live?"

(*The parties answering in the affirmative, the justice will then instruct them to join hands, and say:*)

"By the act of joining hands you take upon yourselves the relation of husband and wife, and solemnly promise and engage, in the presence of these witnesses, to love, honor, comfort, and cherish each other as such, so long as you both shall live; therefore, in accordance with the laws of the State of ————, I do hereby pronounce you husband and wife."

Short Form of Marriage.

(*The justice will instruct the parties to rise and join hands, and then say:*)

"By this act of joining hands you do take upon yourselves the relation of husband and wife, and solemnly promise and engage, in the presence of these witnesses, to love and honor, comfort and cherish each other as such, as long as you both shall live; therefore, in accordance with the laws of the State of ————, I do hereby pronounce you husband and wife."

The form used by clergymen is essentially the same, though the wording may vary slightly to suit the occasion and conform to the rites of the church under which the parties marry.

The marriage license is returned by the magistrate or clergyman to the clerk that granted it, for record. At the time of procuring the license, however, the bridegroom or other person should obtain a blank marriage certificate, usually furnished by the clerk, which should be filled by the clergyman or magistrate at the close of the ceremony, certifying to the marriage of the parties; which certificate should be always preserved by the husband and wife, as proof of marriage, if necessary, when they have removed to other parts of the country.

The following is the form of the marriage certificate:

Marriage Certificate.

State of ....., ... County.

THIS CERTIFIES

That .....*of* .....*in the State of* .....*and* .....*of* .....*in the State of* .....
were at .....*in the said County, by me joined together in*

HOLY MATRIMONY,

On the....., day of....., in the year of our Lord, One Thousand Eight Hundred and Seventy....

IN PRESENCE OF

....

.....

Marriage Notices, etc.

ASIDE from the entertainments of guests at the residence of the bride, the expenses of the marriage are entirely borne by the groom, who is understood to be the winner of the prize. If the parties marrying are wealthy and of undoubted standing and respectability in society, they can appropriately celebrate the nuptial ceremony in an expensive manner, the occasion being taken by the relatives and friends as an opportunity for the making of every description of present to the bride and groom. If, however, the parties move in the humbler walks of life, an expensive bridal tour, and very great display at the wedding, are not advisable. It is much better for the newly wedded couple to commence life in a manner so plain and modest that succeeding years cannot fail to steadily increase their wealth and give them better opportunities. People always more highly respect those persons who steadily go upward, no matter how slowly, than those that attempt a display beyond their ability honestly to maintain.

To legally marry in the United States, only a few incidental expenses are really necessary. Of these, the license costs, in different States, from one to two dollars, and the magistrate, for performing the ceremony, is allowed by law to charge two dollars. While no law regulates the price, it is customary to quietly present the clergyman five dollars or more, according to the ability and liberality of the groom. In giving notice of the marriage to the newspaper, it is courtesy always to enclose, with the same, a dollar bill.

The wording of the marriage notice will depend upon circumstances. If the parties have a large circle of acquaintances, to whom they desire to offer an apology for not having invited them to the wedding, they will announce, with the notice, that no general invitation was extended, thus:

MARRIED.

LEONARD—REYNOLDS.—In this city, at the residence of the bride's father, January 1, 1873, by the Rev. Chas. G. Robinson, rector of Christ Church, Mr. Theron D. Leonard and Mrs. A. B. Reynolds, daughter of Wm. Fairbanks, Esq., all of Philadelphia. No cards.

Other marriage notices, according to circumstances, will read as follows:

In this city, by the Rev. H. A. Henderson, CHARLES H. WILLIAMS and MYRA B. COOLEY, both of Chicago.

On Tuesday, the 7th inst., by the Rev. Dr. Belmont, at the residence of the bride's uncle, Harvey Baker, Esq., Cyrus E. Maynard, of New York, and Miss Lizzie H. Wentworth, of Cleveland, Ohio.

On Thursday, January 20th, at the residence of Mr. Asa Sprague, 144 Mayberry St., Anton D. Miller, of St. Joseph, Mich., and Harriet A. Sprague, of this city.
St. Joseph papers please copy.

At the Leland House, Springfield, Ill., January 30, by the Rev. J. L. Stoddard, Stephen M. Byron, of Detroit, Mich., and Carrie D. Paine, of Springfield, Ill.

On the evening of the 30th, at the Revere House, by Winfield Gardner, Miss Emma Brown to William Wedgewood, all of this city.

In this city, on Monday, at the residence of the bride's father, Mr. H. A. Waldron and Miss Agnes E. Willett.

The ceremonies took place at the residence of Henry Willett, Esq., on Beverly Place, yesterday morning at nine o'clock, only a select company of friends being present. The happy couple departed at once on their wedding tour, with New York as their main point of destination. Their visit will be protracted until the middle of next month, when, upon their return, Mr. Waldron will assume the secretaryship of the Great Western Mutual Insurance Company, of this city, to which position he has been recently called by the directors of the Company.

Invitations to Receptions and Parties.

PRINTED ON CARDS AND CIRCULARS.

Mr. & Mrs. Charles Simmonds,

RECEIVE FRIENDS,

Wednesday Evening, May 10th,

At 8 o'clock.

Mr. & Mrs. W. H. Bartlett,

HOME

BURLINGTON,

Friday Evening, Sept. 20th,

At 8 1-2 o'clock.

S

Dr. & Mrs. William Stewart,

RECEPTION

Wednesday Eve'g, Nov. 10th, '71,

AT EIGHT O'CLOCK.

G. C. H.

GRAND CENTRAL HOTEL

Hop,

THURSDAY EVENING, JAN. 4TH, 1871.

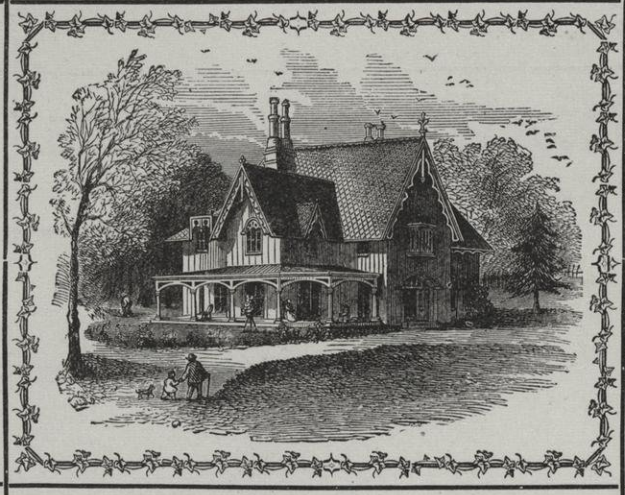
COMPLIMENTARY.

Mr. _____,

Yourself and Ladies are Cordially Invited.

Committee of Arrangements:

D. O. LEWIS, WM. W. BROWN, D. B. SNOW,
HIRAM D. KING, CHAS. WILSON, H. E. POTWIN.



Family Records.

How to Prepare the Register; giving Names of the Family, Births, Marriages and Deaths.

DURING LIFE, a carefully prepared record of the family, which should be arranged by the head of the household, is of great convenience for reference. This register should contain the name, birth, marriage, and death of each member of the family. It may be kept in the Bible, on a paper prepared especially for the purpose, suitable for framing, or in any manner whereby the same may be preserved. It may also contain brief biographical sketches of members of the family.

IN preparing the register, care should be taken to give the names of the family in full, the town and state where each was born, and date of birth; the state and town where each died, and date of death; town and state where each married, and date, together with the name of the officiating clergyman, or magistrate, and of one or more witnesses to the marriage. In proving claims to pensions, or heirship to estates, this is frequently of great importance. Observe carefully the form of record shown on the opposite page.

BIOGRAPHY OF CHILDREN.

GUARDIANS and parents are also recommended to prepare in a book of blank pages, made for the purpose, a biographical sketch of each child under their charge, noting peculiarities of birth, attending physician, color of hair, eyes, &c., when born; strength of constitution, subsequent disposition, age at which the child first walks, talks, reads, writes, first attends school, and so on upwards until the child is able to take up the record itself.

THE child's record should be made very full and explicit for many reasons, the principal being that it may be of great service to the future biographer of the child; while the physiologist may draw an important lesson by a comparison between the habits of infancy and those of mature years. This record will certainly be a matter of value to the family, and like the infant-picture, it will be of especial interest to the man and woman as a daguerreotype of their early years.

FAMILY REGISTER.

NAMES.	BIRTHS.	DEATHS.
HENRY DANIEL BAKER.	May 2, 1800, at Concord, N. H.	Dec. 8, 1850, at Rome, N. Y.
MARY EMILY BAKER.	June 7, 1810, at Troy, N. Y.	
CHILDREN.		
WILLIAM WARD BAKER.	August 6, 1834, at Rome, N. Y.	June 9, 1862, at Detroit, Mich.
HIRAM KING BAKER.	April 14, 1837, at Rome, N. Y.	
WALTER HENRY BAKER.	July 2, 1839, at Rome, N. Y.	
MARY EMILY BAKER.	May 10, 1842, at Rome, N. Y.	April 17, 1869, at Rome, N. Y.
SARAH ADOLINE BAKER.	Nov. 18, 1845, at Detroit, Mich.	Feb. 6, 1855, at Detroit, Mich.
CHAS. ALBERT DOW BAKER.	Oct. 4, 1848, at Detroit, Mich.	

MARRIAGES.

NAMES.	By Whom Solemnized.	Names of Witnesses.
HENRY DANIEL BAKER and MARY EMILY MUNSON.	By the Rev. A. H. BURLING, June 2, 1831, At Troy, New York.	*In Presence of* { A. D. BAKER, MARY E. SHERMAN, CYNTHIA BENSON.
CHILDREN.		
WILLIAM WARD BAKER and BERTHA JANE CORBETT.	By the Rev. D. P. SMITH, Sept. 1, 1859, At Saratoga Springs, N. Y.	*In Presence of* { HANNAH E. HOLMES, THOS. E. ANDREWS, W. H. BURTON.
WALTER HENRY BAKER and ALICE ANN BAILEY.	By the Rev. ARTHUR BROWN Sept. 4, 1865, At Rome, New York.	*In Presence of* { D. R. NEWELL, SELDEN MARSHALL, SUSAN MAYNARD.
MARY EMILY BAKER and MYRON BURTON ELDRIDGE.	By the Rev. D. O. SMITH, Aug. 16, 1865, At Detroit, Michigan.	*In Presence of* { CAPT. O. D. KEMPLE, MALVINA SIMPSON, HARRIET PUTNAM.
CHAS. A. D. BAKER and FLORENCE PERCY BRIGGS.	By WM. M. KELLOGG, J. P., March 4, 1872, At St. Louis, Missouri.	*In Presence of* { ANNA E. MOORE, CHAS. D. WELLS, ABIGAIL MINARD.

Marriage Anniversaries.

GOLD, SILVER AND OTHER WEDDINGS.

FASHION has established the custom, of late years, of celebrating certain anniversaries of the marriage, these being named as follows:

The celebration at the expiration of the first year is called the COTTON wedding; at two years comes the PAPER; at three, the LEATHER; at the close of five years comes the WOODEN; at the seventh anniversary the friends assemble with the WOOLEN, and at ten years comes the TIN. At twelve years the SILK AND FINE LINEN; at fifteen the CRYSTAL wedding. At twenty, the friends gather with their CHINA, and at twenty-five the married couple, that have been true to their vows for a quarter of a century, are rewarded with SILVER gifts. From this time forward, the tokens of esteem become rapidly more valuable. At the thirtieth anniversary, they are presented with PEARLS; at the fortieth, come the RUBIES; and at the fiftieth, occurs the celebration of a glorious GOLDEN wedding. Beyond that time the aged couple are allowed to enjoy their many gifts in peace. If, however, by any possibility they reach the seventy-fifth anniversary, they are presented with the rarest gifts to be obtained, at the celebration of their DIAMOND wedding.

In issuing the invitations for celebrating these anniversaries, it is customary to print them on a material emblematical of the occasion. Thus, thin wood, leather, cloth, tin-foil, silk, silver and gold paper, and other materials are brought into use.

Of course, those who accept of such an invitation, and partake of the hospitalities of the host and hostess, are expected to contribute to the collection of gifts that will grace the occasion.

The form of invitation for such an anniversary is represented in the following:

1860. 1872.

SILK WEDDING.

Mr. & Mrs. O. N. Wells,

At Home

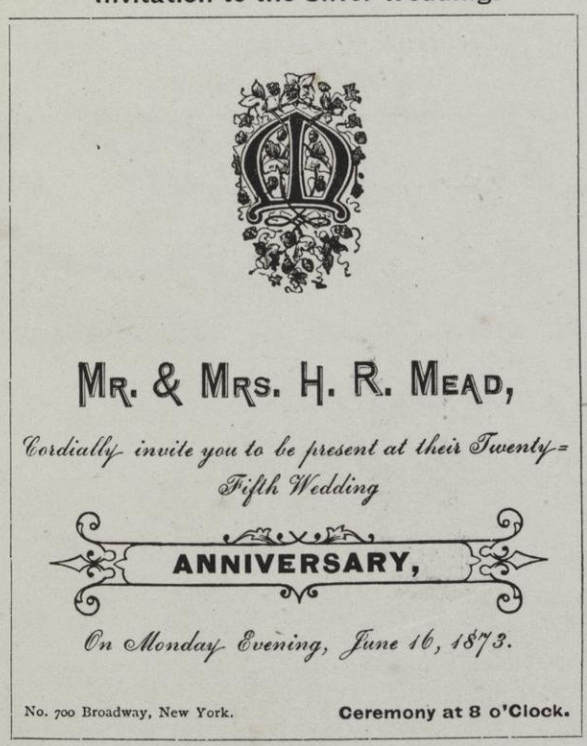
Friday Evening, February 3rd, 1872.

COUNCIL BLUFFS, IOWA.

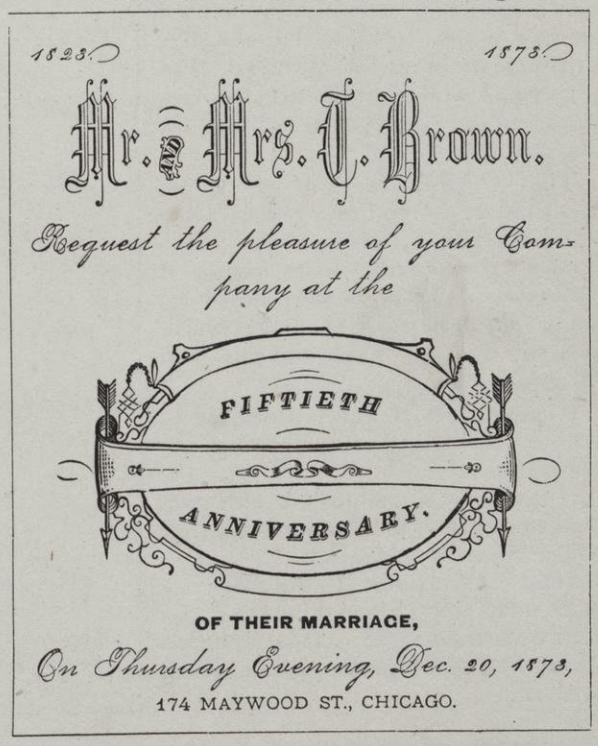
Invitation to the Crystal Wedding.

Invitation to the China Wedding.

Invitation to the Silver Wedding.



Invitation to the Golden Wedding.



Notes of Invitation to Parties

AND ELSEWHERE.

NOTES of invitation to a large party are usually printed and displayed in a style similar to the annexed, being always worded in the third person. If written, and among intimate friends, a more familiar style may be adopted.

Invitations should be written or printed upon a whole sheet of small note-paper, and should be issued at least a week before the time appointed for the party, so that, if necessary, a suitable dress may be obtained. For a costume ball or masquerade, two weeks is the usual time allowed for preparation.

The letters R. S. V. P. are sometimes put at the end of a note. They stand for the French phrase, "*Répondez s'il vous plaît*"—an answer, if you please. It is better, however, when an answer is particularly desired, to say, "An answer will oblige."

It is courtesy to reply promptly to a note of invitation requesting an answer.

If no reply is requested and you send no regrets, it is understood that you accept the invitation.

Send invitations to persons in your own city or neighborhood, by your own messenger. It is regarded a violation of etiquette to send them by mail.

Invitation to an Intimate Friend.

Mrs. Langford may write to her intimate friend, Miss Burling, as follows:

June 7th, 1873.

Dear Lizzie:

We are to have a little social party on Wednesday evening next, which will be very incomplete without you. Please come, and bring your cousin with you. He will not, I trust, require a more formal invitation, as he knows he will be very welcome.

Your Friend,

Harriet Langford.

Wednesday Evening.

Invitation to a Lawn Soiree.

MR. & MRS. HARRINGTON.

MR. D. C. HARRINGTON.

Request the pleasure of your company, at a Lawn Sciree, Friday evening, from half past seven to half past ten o'clock, June 20th, 1872, weather permitting.

R. S. V. P.

Invitation to an Evening Party.

Mrs. Langford requests the pleasure of Mr. and Mrs. Bell's company on Thursday evening, 7th inst., at seven o'clock.

No. —— St., Dec. 1st.

Answer Accepting the Invitation.

Mr. and Mrs. Bell accept, with pleasure, Mrs. Langford's kind invitation for Thursday evening, the 7th inst.

No, —— St., Dec. 2d.

Answer Declining the Invitation.

Mr. and Mrs. Bell regret that it will not be in their power to accept Mrs. Langford's kind invitation for Thursday evening, the 7th inst.

No. —— St., Dec. 2d.

Invitation to a Dinner Party.

Mr. Conklin presents his warm regards to Mr. Belden, and requests the pleasure of his company to dinner, on Thursday next (18th), at 5 o'clock. Mr. Conklin expects the pleasure, also, of receiving Mr. Wilbur, of Buffalo.

An answer will oblige.

No. ——— St., June 16, 18—.

Answer Accepting the Invitation.

Mr. Belden presents his kind regards to Mr. Conklin, and accepts, with pleasure, his polite invitation for Thursday next.

No. ——— St., June 17, 18—.

Answer Declining the Invitation.

Mr. Belden regrets that a previously arranged business engagement will prevent his accepting Mr. Conklin's kind invitation for to-morrow. Mr. Belden has delayed answering until to-day, hoping to effect a change of appointment, but has learned this forenoon that no change can be made without serious disappointment to others.

No. ——— St., June 17, 18—.

HALLOWEEN

Gertrude, Willie and Carrie Hall's

COMPLIMENTS FOR

Monday Evening, October 31, 1873.

No. 481 MARBLE STREET.

Mr. & Mrs. Harvey Blossom's

COMPLIMENTS FOR

Monday Evening, Sept. 21st, 1873.

DANCING.

Refreshments will be Served at Ten o'Clock.

Familiar Invitation to a Wedding.

No.————St., Dec. 12, 18—.

DEAR HATTIE:

I have issued but few invitations for our Aggie's wedding, as we desire to be almost entirely private; but the presence of a few dear friends will give us all pleasure. Can we count you among those few? The ceremony will be at seven, on Tuesday evening next, December 18th, and at eight we will receive the other invited guests.

Hoping to see you early, I am,

Yours Affectionately,

BERTHA HANSON.

Answer Accepting the Invitation.

No.————St., Dec. 13, 18—.

MY DEAR BERTHA:

I accept with great pleasure your kind invitation to Aggie's wedding, and will be punctual. I most earnestly pray that she may be very happy in her new life and home. Please give her my kindest love and best wishes.

Your Friend,

HATTIE HARMON.

Answer Declining the Invitation.

No.————St., Dec. 13, 18—.

MY DEAR BERTHA:

My recent great bereavement must plead my excuse for not attending the wedding of your dear daughter Aggie. I would not cloud the festal scene by my heavy weeds of mourning, and I could not lay them aside, even for an hour, while the wound in my heart is so fresh with grief.

Deeply regretting that I cannot attend, I can only wish Aggie, in her new relations, the joyous life of happiness she so richly deserves.

Your Sincere Friend,

HATTIE HARMON.

The following exhibits the size of paper, and the wording of a Funeral Notice, in common use in the metropolitan cities, where it is impossible, frequently, for all the friends to know of the death.

Funeral Notice.

Yourself and family are respectfully invited to attend the funeral of

William Comstock,

from his late residence, on Oak Street, near Monroe, to-morrow afternoon, at three o'clock.

A discourse, by the Rev. A. W. Kendall, will be delivered, at the First Baptist Church, immediately before the funeral.

Pittsburgh, Nov. 7, 1874.

Invitation to a Picnic.

The Young Ladies of Mt. Hope Seminary

Solicit the presence of Yourself and Friends

AT THEIR

Annual Reunion and Picnic

ON THE GROUNDS OF

HON. WM. STEVENSON, NEAR KENWOOD,

Friday Afternoon, Oct. 5th,

AT TWO O'CLOCK.

Invitation to a Ball.

FIRST ANNUAL BALL

OF THE

Philadelphian Society,

Wednesday Evening, Nov. 8, '74,

AT

CONTINENTAL HOTEL.

Invitation to a Festival.

Fête Champêtre,

ON THE GROUNDS OF

Henry Mitchell, Esq.

SPRINGDALE,

WEDNESDAY AFTERNOON, JUNE 10, 1874.

Entrance Ticket, 50 Cents.

The above cards may be displayed in this manner, but for actual use should be about four times larger.

Visiting and Business Cards.

FOUR kinds of cards are in general use, viz.: Wedding, Autograph or Visiting, Address, and Business cards. The wedding has already been described. The visiting card is used principally by the lady in her calls among acquaintances in the city. The address card is also frequently used for the same purpose, and is useful to present when it may be desired to open future correspondence. The business card is valuable for advertising purposes. They are illustrated on the following pages. In the autograph card, Chas. H. Briggs will write his name as follows:

Chas. H. Briggs.

His wife will write her name:

Mrs. Chas. H. Briggs.

His daughters will add Miss to their names, thus:

Miss Edith W Briggs.

Or the name may be without the Miss, thus:

Emily A. Briggs.

The address card may read thus:

Mrs. Chas. H. Briggs.

18 Beverly Place.

Or it may read thus:

Mrs. Chas. H. Briggs.

Appleton, Wis.

Autograph cards should be used only among those acquaintances to whom the residence is well known. Business cards should contain upon their face the name, business, address and references, if references are used.

NOTE.—A former rule of etiquette, not now so much observed, was for the eldest daughter, only, to prefix "Miss" to her name.

Form for a Professional Card.

Chas. H. Briggs, M.D.

140 WEDGEWOOD ST.,

Reference:
Dr. N. S. Davis.

CHICAGO, ILL.

Ornamental Business Card.

MOSES WARREN & CO.,

Publishers.

WESTERN AGENTS APPLETONS' CYCLOPEDIA.

S. E. Cor.
State and Washington Sts.,
CHICAGO, ILL.

Large Ornamental Business Card.

DARNELL, TAYLOR & CO.,

LONG ESTABLISHED.

Merchant Tailors,

ONLY THE BEST.

No. 189 Sumner Street,

Presented by WM. H. RUSSELL.

BOSTON.

Card Containing Two Advertisements.

C. C. TEMPLE, Paper Hanger, Kokomo.

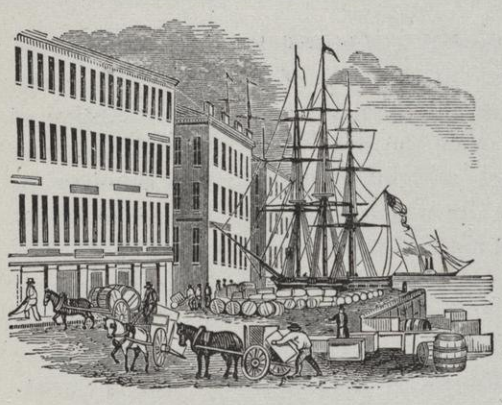
Will. N. Stewart,

Decorator.

Mourning Card.

Mrs. Angeline Henderson.

Calhoun Place.



Commercial Forms.

NOTES, BILLS, ORDERS, CHECKS, DRAFTS, RECEIPTS, Etc., Etc.

IN the transaction of business, it becomes necessary for all persons to occasionally write various business forms. Among those in most frequent use are Receipts, Orders, Bills of Articles Purchased, Promissory Notes, Checks, Drafts, etc.

To better understand these, it is well to be acquainted with the meaning of the various commercial terms to be constantly seen in our general reading.

Definition of Commercial Terms.

$—— means *dollars*, being a contraction of U. S., which was formerly placed before any denomination of money, and meant, as it means now, United States Currency.

£—— means *pounds*, English money.

@ stands for *at* or *to*. ℔ for *pound*, and bbl. for *barrel;* ℔ for *per* or *by the*. Thus, Butter sells at 20@30c ℔ ℔, and Flour at $8@12 ℔ bbl.

% for *per cent* and ♯ for *number*.

May 1.—Wheat sells at $1.20@1.25, "seller June." *Seller June* means that the person who sells the wheat has the privilege of delivering it at any time during the month of June.

Selling *short*, is contracting to deliver a certain amount of grain or stock, at a fixed price, within a certain length of time, when the seller has not the stock on hand. It is for the interest of the person selling "short," to depress the market as much as possible, in order that he may buy and fill his contract at a profit. Hence the "shorts" are termed "bears."

Buying *long*, is to contract to purchase a certain amount of grain or shares of stock at a fixed price, deliverable within a stipulated time, expecting to make a profit by the rise of prices. The "longs" are termed "bulls," as it is for their interest to "operate" so as to "toss" the prices upward as much as possible.

Promissory Notes.

A promissory note is a promise or engagement in writing to pay a specified sum at a time therein limited, or on demand, or at sight, to a person therein named, or his order or assigns, or to the bearer. The person making the note is called the drawer or maker.

A note is void when founded upon fraud. Thus, a note obtained from a person when intoxicated, or obtained for any reason which is illegal, cannot be collected. A note given upon Sunday is also void in some States.

Notes bear interest only when it is so expressed; after they become due, however, they draw the legal rate of the State. Notes payable on demand or at sight, draw no interest until after presentation or demand of the same has been made, unless they provide for interest from date on their face; they then draw the legal rate of interest of the State.

If "with interest" is included in the note, it

draws the legal rate of the State where it is given, from the time it is made.

If the note is to draw a special rate of interest higher than the legal, but not higher than the law allows, the rate must be specified.

If the note is made payable to a person or order, or to a person or bearer, to a person or his assigns, or to the cashier of an incorporated company, such notes are negotiable.

When transferring the note, the indorser frees himself from responsibility, so far as the payment is concerned, by writing on the back, above his name, "Without recourse to me in any event."

When a note is made payable at a definite period after date, three days beyond the time expressed on the face of the note (called days of grace) are allowed to the person who is to pay the same, within which to make such payment. Notes payable on demand are not entitled to days of grace.

If a note is payable at a bank, and is held there on the day upon which it falls due, until the usual hour for closing, ready for receiving payment thereon, no further demand upon the maker is necessary, in order to charge the indorser. The demand must, in all cases, be made upon the last of the days of grace; a demand before that time passing for nothing as against the indorser.

The days of grace, which must be computed according to the laws of the State where the note is payable, are to be reckoned exclusive of the day when the note would otherwise become due, and without deduction for Sundays or holidays; in which latter case, by special enactments in most of the States, notes are deemed to become due upon the secular day next preceding such days. Thus, a note, due upon the twenty-fifth day of December, is payable on the twenty-fourth, as the day when due is Christmas day; if the twenty-fourth chance to be Sunday, it is due upon the twenty-third.

In order to charge an indorser, the note, if payable at a particular place, must be presented for payment at the place upon the very day it becomes due; if no place of payment be named, it must be presented, either to the maker personally, or at his place of business, during business hours, or at his dwelling house, within reasonable hours; if payable by a firm, a presentment may be made to either of the partners, or at the firm's place of business; if given by several persons jointly, not partners, the demand must be made upon all. If the note has been lost, mislaid, or destroyed, the holder must still make a regular and formal demand, offering the party at the same time, a sufficient indemnity in the event of his paying the same.

Negotiable Note.

$500. Chicago, Ill., Jan. 1, 18....

Three months after date, I promise to pay to Charles Miller, or order, Five Hundred dollars, for value received.

Orson Kendall.

Form for Pennsylvania and New Jersey.

$200. Philadelphia, Pa., July 2, 18....

For value received, I promise to pay to the order of Arthur Bennett, Two Hundred dollars, ninety days after date, without defalcation.

Hiram Wentworth.

Note not Negotiable.

$500. Buffalo, N. Y., Oct. 2, 18....

Nine months after date, for value received, I promise to pay Harvey Baldwin, Five Hundred dollars.

Barton King.

Note for Two or More Persons.

$1,000. Clinton, Ia., April 4, 18....

We, or either of us, promise to pay to the order of Winfield Judson, One Thousand dollars, for value received.

Thos. Armstrong.
John A. Bruce.

Note on Demand.

$100. Northampton, Mass., March 1, 18....

On demand, I promise to pay Clinton Briggs, or order, One Hundred dollars, value received, with interest.

McRea Brown.

Joint Note.

$700, 50/100 Springfield, Ill., May 10, 18__.

One year after date, we jointly, but not severally, promise to pay Smith Fairbanks, or order, Nine Hundred and 50/100 dollars, for value received, with interest at ten per cent.

Paul Kenyon.
Jacob Hawkins.

Note Payable by Installments.

$700. NASHVILLE, TENN., Feb. 10, 18—.

For value received, I promise to pay to Simon Butterfield, or order, Seven Hundred dollars, in manner following, to wit: Two Hundred dollars in one month from date; Two Hundred dollars in two months; and Three Hundred dollars in three months, with interest on the several sums as they become due. CALEB PRINDLE.

Judgment Note.

For value received, I promise to pay to Delos Anderson of Buffalo, or order, Three Hundred dollars, with interest, on the first day of April next. And further, I do hereby empower any attorney of the Court of Common Pleas of Erie County, or of any Court of Record in New York, or elsewhere, to appear for me, and after a declaration filed therefor, to confess a judgment against me in the above sum, as of last, next, or any other subsequent term, with costs of suits, release of errors, etc., with stay of execution until said first day of April next.

Witness my hand and seal, at Buffalo, N. Y., this first day of October, in the year one thousand eight hundred and seventy-two.

Signed, sealed, and delivered, in presence of HIRAM DOWNER, MARTIN FOSS. HENRY COBB. SEAL

Note in Missouri.

$400. ST. JOSEPH, MO., June 1, 18—.

Three months after date, I promise to pay to Orson Barber, Four Hundred dollars, for value received; negotiable and payable, without defalcation or discount. MURRY SIMPSON.

Note Payable in Merchandise.

$1,500. CHESTER, VT., July 14, 18—.

For value received, on or before the first day of October next, we promise to pay H. Miller & Co., or order, Fifteen Hundred dollars, in good merchantable White Wheat, at our warehouse in this city, at the market value on the maturity of this note.

ARMSTRONG & PHELPS.

Form of a Note for Indiana.

$100 50/100. INDIANAPOLIS, IND., March 1, 18—.

On demand, for value received, I promise to pay Clinton Briggs, or order, One Hundred and 50-100 dollars, with interest; payable without any relief whatever from valuation or appraisement.

DANIEL BURLINGAME.

DUE-BILLS.

Form of Due-Bill Payable in Money.

$100. ROCHESTER, N. Y., Oct. 2, 18—.

Due Walter W. Kimball, or order on demand, One Hundred dollars, value received. C. T. MARSH.

Payable in Flour.

$400. KALAMAZOO, MICH., Feb. 1, 18—.

Due on demand, to Sanford Burton, Four Hundred dollars, in Flour, at the market value when delivered. Value received.

CHAS. H. WALKER.

Payable in Money and Merchandise.

$200. KEOKUK, IA., May 19, 18—.

Due, on the 10th of June next, to A. B. Condit, or order, One Hundred dollars in cash, and One Hundred dollars in merchandise from our store, BELDEN, GREEN & CO.

Payable in Merchandise.

$20. WEST ARLINGTON, VT., April 9, 18—.

Due Wright Marsh, Twenty Dollars, in merchandise from our store.

R. T. HURD & CO.

STATE LAWS RELATING TO RATES OF INTEREST, AND PENALTIES FOR USURY.

States and Territories.	Legal Rate of Interest	Rate allowed by Contract.	Penalties for Usury.
	per cent	per cent.	
Alabama	8	8	Forfeiture of entire interest.
Arizona	10	Any rate.	
Arkansas	6	10	Forfeiture of prin'l and int.
California	10	Any rate.	
Colorado	10	Any rate.	
Connecticut	7	7	Forfeiture of excess of int.
Dakota	7	12	Forfeiture of entire interest.
Delaware	6	6	Forfeiture of principal.
Dist. of Columbia.	6	10	Forfeiture of entire interest.
Florida	8	Any rate.	
Georgia	7	12	Forfeiture of entire interest.
Idaho	10	24	Fine and imprisonment.
Illinois	6	10	Forfeiture of entire interest.
Indiana	6	10	Forfeiture of excess of int.
Iowa	6	10	Forfeiture of entire interest.
Kansas	7	12	For. of ex. of int. above 12%.
Kentucky	6	10	Forfeiture of entire interest.
Louisiana	5	8	Forfeiture of entire interest.
Maine	6	Any rate.	
Maryland	6	6	Forfeiture of excess of int.
Massachusetts	6	Any rate.	
Michigan	7	10	For. of ex. of int. above 7%.
Minnesota	7	12	No Usury Law in this state.
Mississippi	6	10	Forfeiture of excess of int.
Missouri	6	10	Forfeiture of entire interest.
Montana	10	Any rate.	
Nebraska	10	12	Forfeiture of entire interest.
Nevada	10	Any rate.	
New Hampshire.	6	6	For. of thrice the ex. & costs
New Jersey	7	7	Forfeiture of entire interest.
New Mexico	6	Any rate.	
New York	7	7	Forfeiture of contract.
North Carolina	6	8	Forfeiture of entire interest.
Ohio	6	8	For. of excess above 6%.
Ontario, Canada.	6	Any rate.	
Oregon	10	12	
Pennsylvania	6	6	Forfeiture of excess of int.
Quebec, Canada.	6	Any rate.	
Rhode Island	6	Any rate.	
South Carolina	7	Any rate.	
Tennessee	6	10	Forfeiture of excess of int.
Texas	8	12	Forfeiture of excess of int.
Utah	10	Any rate.	
Vermont	6	6	Forfeiture of excess of 'int.
Virginia	6	6 *	Forfeiture of entire interest.
Wash. Territory.	10	Any rate.	
West Virginia	6	6 *	Forfeiture of excess of int.
Wisconsin	7	10	Forfeiture of entire interest.
Wyoming	12	Any rate.	

* Except in cases defined by Statutes of the State.

STATE LAWS RELATING TO LIMITATION OF ACTIONS.

LIMIT OF TIME IN WHICH ACTION MAY BE BROUGHT ON THE FOLLOWING:

States and Territories.	Assault and slander.	Open Acc'ts.	Notes.	Judgment.	Sealed and witnessed Instruments.
	Years.	Years.	Years.	Years.	Years.
Alabama	1	3	6	20	10
Arkansas	1	3	5	10	10
California	1	2	4	5	5
Colorado	1	6	6	3	3
Connecticut	3	6	6	20	17
Dakota	2	6	6	20	20
Delaware	1	3	6	20	20
District of Columbia	1	3	3	12	12
Florida	2	4	5	20	20
Georgia	1	4	6	7	20
Idaho	2	2	4	5	5
Illinois	1	5	10	20	10
Indiana	2	6	20	20	20
Iowa	2	5	10	20	10
Kansas	1	3	5	5	15
Kentucky	1	2	15	15	15
Louisiana	1	3	5	10	20
Maine	2	6	20*	20	20
Maryland	1	3	3	12	12
Massachusetts	2	6	20*	20	20
Michigan	2¶	6	6	10	10
Minnesota	2	6	6	10	6
Mississippi	1	3	6	7	7
Missouri	2	5	10	20	10
Montana	3	5	10	10	4
Nebraska	1	4	5	5	10
Nevada	2	2	4	5	4
New Hampshire	2	6	6	20	20
New Jersey	2§	6	6	20	16
New Mexico	1	6	10	10	10
New York	2	6	6	20	20
North Carolina	3†	3	3	10	10
Ohio	1	6	15	15	15
Ontario (U. Canada)	2	6	6	20	20
Oregon	2	6	6	10	20
Pennsylvania	1	6	6	20	20
Quebec (L. Canada)	1, 2	5	5	30	30
Rhode Island	1	6	6	20	20
South Carolina	2	6	6	20	20
Tennessee	1	6	6	10	6
Texas	1	2	4	10	5‡
Utah	1	2	4	5	7
Vermont	2	6	14*	8	8
Virginia	1	5‖	5	10	20
Washington Territory	2	3	6	6	20
West Virginia	1	5 ‖‖	10	10	10
Wisconsin	2	6	6	20	20
Wyoming	1	6	15	15	15

* Promissory notes in Massachusetts, Maine and Vermont barred in six years, unless signed by attesting witnesses.

† Slander, 6 months.

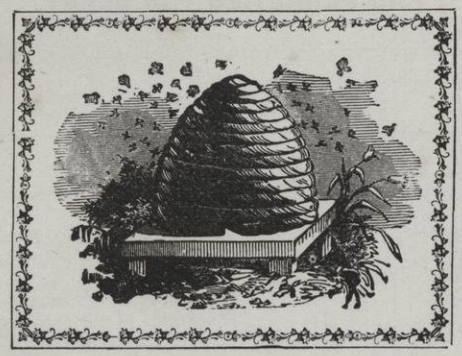
‡ Seals abolished.

¶ Slander, 6 years.

§ Assault, 4 years.

‖ Store accounts, 2 years.

‖‖ Store accounts, 3 years.



Rates of Interest.

Showing Accumulations of Interest on Moneys for Days, Months and Years.

HOW TO COMPUTE INTEREST ON ANY AMOUNT OF MONEY AT ANY RATE PER CENT.

On the following page will be found several valuable Interest Tables, giving the principal legal rates of interest as adopted by the various States in the Union, and the means by which the interest, at any rate, on any amount of money, can be almost instantly computed.

Explanation of Interest Tables.

By reference to the table on the following page, the *time* or number of days, months, and years, will be found at the top of the columns; and the *amount* of money upon which interest is computed, in the left hand column.

Thus: If we wish to find the interest on $1,108 for one year, 3 months, and 29 days, at 7 per cent we trace from *amounts* towards the right, and from *time*, downwards; resulting as shown in the accompanying example.

EXAMPLE.

Inter'st on	$1000	for	1 year	at	7	per cent.	$70.00
" "	100	"	1 "	"	7	" "	7.00
" "	8	"	1 "	"	7	" "	56
" "	1000	"	3 m'ths	"	7	" "	17.50
" "	100	"	3 "	"	7	" "	1.75
" "	8	"	3 "	"	7	" "	14
" "	1000	"	29 days	"	7	" "	5.64
" "	100	"	29 "	"	7	" "	56
" "	8	"	29 "	"	7	" "	05
Interest on the Amount							$103.20

To find the interest for more than one year multiply by the number of years. For $20, $40, $60, etc., multiply the interest on $10, by 2, 4, and so on. The same rule applies for hundreds or thousands. The interest at five per cent is one-half of ten per cent; hence, divide by 2. The interest at 12 per cent is double 6 per cent; hence, multiply by 2. Other rates will be found thus by division and multiplication.

TABLES OF INTEREST.

INTEREST AT SIX PER CENT.

Am't.	DAYS. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	MONTHS. 1	2	3	4	5	6	7	8	9	10	11	Year. 1
	INTEREST.																																								
$1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	2	3	3	4	4	5	5	6	6
$2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	3	4	5	6	7	8	9	10	11	12
$3	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	3	5	6	8	9	11	12	14	15	17	18
$4	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	4	6	8	10	12	14	16	18	20	22	24
$5	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	3	5	8	10	13	15	18	20	23	25	28	30
$6	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	6	9	12	15	18	21	24	27	30	33	36
$7	0	0	0	0	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	4	7	11	14	18	21	25	28	32	35	39	42
$8	0	0	0	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	4	4	4	8	12	16	20	24	28	32	36	40	44	48
$9	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	4	5	9	14	18	23	27	32	36	41	45	50	54
$10	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	10	15	20	25	30	35	40	45	50	55	60
$100	2	3	5	7	8	10	12	13	15	17	18	20	22	23	25	27	28	30	32	33	35	37	38	40	42	43	45	47	48	50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00
$1.000	17	33	50	67	83	1.00	1.17	1.33	1.50	1.67	1.83	2.00	2.17	2.33	2.50	2.67	2.83	3.00	3.17	3.33	3.50	3.67	3.83	4.00	4.17	4.33	4.50	4.67	4.83	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00

INTEREST AT SEVEN PER CENT.

Am't.	DAYS. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	MONTHS. 1	2	3	4	5	6	7	8	9	10	11	Year. 1
	INTEREST.																																								
$1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	2	2	3	4	4	5	5	6	6	7
$2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	4	5	6	7	8	9	11	12	13	14
$3	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4	5	7	9	11	12	14	16	18	19	21
$4	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	5	7	9	12	14	16	19	21	23	26	28
$5	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	6	9	12	15	18	20	23	26	29	32	35
$6	0	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	7	11	14	18	21	25	28	32	35	39	42
$7	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	8	12	16	20	25	29	33	37	41	45	49
$8	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5	9	14	19	23	28	33	37	42	47	51	56
$9	0	0	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	11	16	21	26	32	37	42	47	53	58	63
$10	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	6	6	12	18	23	29	35	41	47	53	58	64	70
$100	2	4	6	8	10	12	14	16	18	19	21	23	25	27	29	31	33	35	37	39	41	43	45	47	49	51	53	54	56	58	1.17	1.75	2.33	2.92	3.50	4.08	4.67	5.25	5.83	6.42	7.00
$1.000	19	38	58	78	97	1.17	1.36	1.56	1.75	1.94	2.14	2.33	2.53	2.72	2.92	3.11	3.31	3.50	3.69	3.89	4.08	4.28	4.47	4.67	4.86	5.06	5.25	5.44	5.64	5.83	11.67	17.50	23.33	29.17	35.00	40.83	46.67	52.50	58.33	64.17	70.00

INTEREST AT EIGHT PER CENT.

Am't.	DAYS. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	MONTHS. 1	2	3	4	5	6	7	8	9	10	11	Year. 1
	INTEREST.																																								
$1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	3	3	4	5	5	6	7	7	8
$2	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	4	5	7	8	9	11	12	13	15	16
$3	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	4	6	8	10	12	14	16	18	20	22	24
$4	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	5	8	11	13	16	19	21	24	27	29	32
$5	0	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	7	10	13	17	20	23	27	30	33	37	40
$6	0	0	0	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	8	12	16	20	24	28	32	36	40	44	48
$7	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	4	5	9	14	19	23	28	33	37	42	47	51	56
$8	0	0	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	11	16	21	27	32	37	43	48	53	59	64
$9	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	6	6	12	18	24	30	36	42	48	54	60	66	72
$10	0	0	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	6	6	7	13	20	27	33	40	47	53	60	67	73	80
$100	2	4	7	9	11	13	16	18	20	22	24	27	29	31	33	36	38	40	42	44	47	49	51	53	56	58	60	62	64	67	1.33	2.00	2.67	3.33	4.00	4.67	5.33	6.00	6.67	7.33	8.00
$1.000	22	44	67	89	1.11	1.33	1.56	1.78	2.00	2.22	2.44	2.67	2.89	3.11	3.33	3.56	3.78	4.00	4.22	4.44	4.67	4.89	5.11	5.33	5.56	5.78	6.00	6.22	6.44	6.67	13.33	20.00	26.67	33.33	40.00	46.67	53.33	60.00	66.67	73.33	80.00

INTEREST AT TEN PER CENT.

Am't.	DAYS. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	MONTHS. 1	2	3	4	5	6	7	8	9	10	11	Year. 1
	INTEREST.																																								
$1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	2	3	3	4	5	6	7	8	8	9	10
$2	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	3	5	7	8	10	12	13	15	17	18	20
$3	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	3	5	8	10	13	15	18	20	23	25	28	30
$4	0	0	0	0	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	7	10	13	17	20	23	27	30	33	37	40
$5	0	0	1	1	1	1	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	5	5	8	13	17	21	25	29	33	38	42	46	50
$6	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	6	6	12	18	23	29	35	41	47	53	58	64	70
$7	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	5	6	6	13	20	27	33	40	47	53	60	67	73	80
$8	0	0	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6	6	6	6	7	15	23	30	38	45	53	60	68	75	83	90
$9	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	17	25	33	42	50	58	67	75	83	92	1.00
$10	0	1	1	1	1	2	2	2	3	3	3	3	4	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8	8	8	17	25	33	42	50	58	67	75	83	92	1.00
$100	3	6	8	11	14	17	19	22	25	28	31	33	36	39	42	44	47	50	53	56	58	61	64	67	69	72	75	78	81	83	1.67	2.50	3.33	4.17	5.00	5.83	6.67	7.50	8.33	9.17	10.00
$1.000	28	56	83	1.11	1.39	1.67	1.94	2.22	2.50	2.78	3.06	3.33	3.61	3.89	4.17	4.44	4.72	5.00	5.28	5.56	5.83	6.11	6.39	6.67	6.94	7.22	7.50	7.78	8.06	8.33	16.67	25.00	33.33	41.67	50.00	58.33	66.67	75.00	83.33	91 67	100.00

BANK FORMS.

Importance of Keeping a Bank Account.

TO business men or women, the keeping of a bank account is a matter of very considerable convenience, as well as benefit to themselves. If much business is done, money is constantly accumulating, which is easily deposited, and is usually more secure from burglary in a reliable bank than elsewhere. It is true that money will sometimes be lost, through the robbery or failure of a bank; but of all the chances for loss which business people have to contend with, that by failure of banks is the least; while it is found that the practice of depositing each day's accumulations in a bank, having the same in readiness to draw whenever wanted, as a whole, works greatly to the advantage of people doing a large amount of business.

Of course, where the deposits are large, and the rates of interest are good, the banker is considerably benefited by having the use of the money. Bankers, however, realize their indebtedness to the customer, and in various ways, through their acquaintance and influence with wealthy men, often render such aid to their patrons in a time of need, as enables them to carry forward certain enterprises that would be found oftentimes very difficult to accomplish without such aid.

If it is intended, when depositing money in a bank, to allow the same to remain for several weeks or months, the banker will usually give the person so depositing a "Certificate of Deposit;" if, however, it is desired to draw the money out frequently, while daily, perhaps, adding more, the banker will present the depositor with a Pass Book, a Check Book, and Deposit Tickets. The Deposit Ticket is a blank form, which the customer will fill up, indicating when, as well as the amount, and kind of funds deposited. The following exhibits the form of a deposit ticket. That printed in Roman type represents the printed matter on the same; the wording in script illustrates what is written by the depositor, thus:

Deposit Ticket.

Deposited in THIRD NATIONAL BANK,

By *George Smith.*

NEW YORK, *June 8,* 1873.

Currency		$5,500
Checks		
	2,000	
	500	2,500
		$8,000

The Pass Book.

The Pass Book is a memorandum book, in which the receiving teller of a bank enters the date and amount of deposits. On the opposite page is shown the amounts drawn out. From time to time a balance is struck, showing the amount of deposits then in bank. The following shows the ordinary form of keeping the bank account:

Dr. THIRD NATIONAL BANK IN *ac.*				WITH GEORGE SMITH.			*Cr.*
1873.				1873.			
June 8	To Cash	8,000				800	10
" 10	"	1,400				400	15
" 15	"	300				560	
July 7	"	150				1,010	
" 20	"	5,000				3,000	
		14,850		*Aug.* 7	Balance	9,079	75
					5 Vouch's ret'd	14,850	
Aug. 7	Balance	9,079	75				

The Check Book is a book of blank orders, or checks as they are called, with a margin on which to make a memorandum of date, amount, and to whom the check is given. When the check is filled, it goes to the bank where the individual giving the check deposits money, while the memorandum remains in the book. An idea of the check book may be obtained from the following:

Form of a Check Book.

No. 1.		
A. D. Brown,		
Clerk Hire.		
June 16, 1873.	800	10
No. 2.		
N. Y. Independent,		
for Advertising.		
July 1, 1873.	400	15
No. 3.		
Am. Ex. Company,		
Freight acc.		
July 8, 1873.	560	
No. 4.		
Brown & Jones,		
Ribbons and Laces,		
July 21, 1873,	1,010	
No. 5.		
Williams & Kent,		
Silks.		
August 7, 1873.	3,000	

No. 1. *New York, June 16,* 1873.

THIRD NATIONAL BANK,

Pay to A. D. Brown, *or Order,*

Eight Hundred ..... $\frac{10}{100}$ *Dollars,*

$800\frac{10}{100}$ *George Smith.*

No. 2. *New York, July 1,* 1873.

THIRD NATIONAL BANK,

Pay to New York Independent, or Order,

Four Hundred ..... $\frac{15}{100}$ *Dollars,*

$400\frac{15}{100}$ *George Smith.*

No. 3. *New York, July 8,* 1873.

THIRD NATIONAL BANK,

Pay to American Express Co., or Order,

Five Hundred and Sixty $\frac{00}{100}$ *Dollars,*

$560. *George Smith.*

No. 4. *New York, July 21,* 1873.

THIRD NATIONAL BANK,

Pay to Brown & Jones, or Order,

One Thousand and Ten $\frac{00}{100}$ *Dollars,*

$1,010. *George Smith.*

No. 5. *New York, August 7,* 1873.

THIRD NATIONAL BANK,

Pay to Williams & Kent, or Order,

Three Thousand ..... $\frac{00}{100}$ *Dollars,*

$3.000. *George Smith.*

BILLS OF EXCHANGE.

A Bill of Exchange is an order addressed to some person at a distance, directing him to pay a certain amount to the person in whose favor the bill is drawn, or to his order. A merchant in Chicago, owing a sum of money for goods to a merchant in London, instead of remitting money or goods to the amount of the debt, goes into the bank and buys from the banker, who keeps an account in London, a bill of exchange for the amount, and sends it to his creditor; in this way the creditor gets payment from a person in his own city, generally a banker, who keeps an account with some American banker for the purpose of paying such drafts.

Letters of Credit have come largely into use, of late years, with tourists abroad, though Bills of Exchange are yet frequently used by persons who wish to travel in foreign countries. Thus, if A, an American, wishes to travel over Europe, he estimates the expense of the journey, and finds it to be, perhaps $3,000. To carry this with him, in gold, would be unsafe and troublesome. He, therefore, goes to a banker and gets a bill of exchange for a thousand dollars, which is the amount he thinks he may require while in England. The banker also having money deposited in Paris, perhaps, and also in Vienna, he takes a bill for a thousand on a bank in each of those places. With these bills in his possession, he commences his journey, with only money in his pocket sufficient to pay the incidental expenses of the trip, and draws on the London, Paris, and Vienna bankers as occasion requires. The object of this arrangement is to secure travelers against loss, the bankers affording this accommodation to merchants and travelers for a percentage, which is paid them when they sell the bill of exchange.

In issuing these bills of exchange, it is customary for the banker to issue a set of two or three, worded nearly alike. One of these is kept by the purchaser, to be presented by him to the foreign banker, the other two are transmitted by mail, at different times, to the same bank. Thus, if the first bill is lost, the second or third, that go by mail, will still be available, and the holder can obtain the money without being subjected to the delay of writing to America for another bill. These bills are worded as follows:

Set of Foreign Bills of Exchange.

1 *Chicago, Ill., July* 10, 18—.

Exchange for **£200.** *Sixty days after sight, of this our* FIRST OF EXCHANGE *(second and third of the same tenor and date unpaid), pay to the order of Abel Cummings, Two Hundred Pounds Sterling, value received, and charge the same to*

Henry Greenebaum & Co.

To the Union Bank of London, No. 840. *London, Eng.*

2 *Chicago, July* 10, 18—.

Exchange for **£200.** *Sixty days after sight, of this our* SECOND OF EXCHANGE *(first and third of the same tenor and date unpaid), pay to the order of Abel Cummings, Two Hundred Pounds Sterling, value received, and charge the same, without further advice, to*

Henry Greenebaum & Co.

To the Union Bank of London, No. 840. *London, Eng.*

3 *Chicago, July* 10, 18—.

Exchange for **£200.** *Sixty days after sight, of this our* THIRD OF EXCHANGE *(first and second of the same tenor and date unpaid), pay to the order of Abel Cummings, Two Hundred Pounds Sterling, value received, and charge the same, without further advice, to*

Henry Greenebaum & Co.

To the Union Bank of London, No. 840. *London, Eng.*

DRAFTS.

A draft may properly be called an inland bill of exchange. It is customary for the bankers in all large cities, to make deposits with bankers in other large cities, and also for the banks in the interior towns to make deposits with some one bank in the nearest metropolis. Thus, the bankers of Milwaukee, Chicago, and St. Louis, have deposits in New York, so that any person wishing to pay a certain sum of money to another person, East, has only to step into a bank and purchase a draft for the amount on New York, which he sends by mail to the creditor, who can usually get the amount the draft calls for, at the nearest bank.

The banker, as with bills of exchange, charges a certain commission to pay him for his trouble, which is termed "Exchange." There being less liability to lose these inland bills, only one is usually issued. The merchant in the interior town, or other person, wishing to send money to Milwaukee, St. Louis, Cincinnati, or any other

large city, can generally buy, of their home bank, drafts, thus, on the nearest metropolis, by the payment of the exchange.

The object in purchasing a draft is to avoid the danger of loss when sending money from one part of the country to another. Such form is worded as follows, and is known as a bank draft.

Form of a Bank Draft.

$150. No. 84.

First National Bank,

Aurora, Ill., May 5, 187 .

Pay to the order of Allen C. Green,

One Hundred and Fifty Dollars.

DUPLICATE UNPAID.

E. A. Bradley, Cashier.

To Union Nat. Bank, Chicago.

In making collections of money, drafts are frequently used, which are usually sent through the banks. A sight draft is used where the person upon whom it is drawn is expected to pay the debt immediately. In the time draft the same is made payable in a certain number of days.

Sight Draft.

$400. CINCINNATI, O., June 10, 18—.

At sight, pay to the order of Higgins & Co., Four Hundred dollars, value received, and charge the same to our account.

To B. L. SMITH, Milwaukee, Wis. POLLOK BROS. & CO.

Time Draft.

$50. MEMPHIS, TENN., April 4, 18—.

Thirty days after date, pay to the order of Cobb & Co., Fifty dollars, value received, and charge to our account.

To HARMON, MOSHER & Co., A. B. MOORE & CO.

Buffalo, N. Y.

Acceptance.

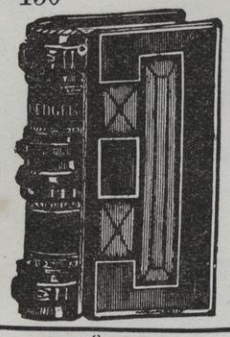
The acceptance of a draft is effected by the drawee, or the person upon whom the same is drawn, if he consents to its payment, writing across the face of the draft, thus: "Accepted, June 12, 1873. B. L. Smith."

DAYS OF GRACE.

Three Days of Grace are allowed upon Promissory Notes and Bills of Exchange in the following States, according to laws in force, January 1, 1875:

Colorado,	Louisiana,	New Hampshire,	South Carolina,
Dist. of Columbia,	Maine,	New Jersey,	Texas,
Florida,	Maryland,	New York,	Utah,
Illinois,	Massachusetts,	North Carolina,	Vermont,
Indiana,	Michigan,	Ohio,	Virginia,
Iowa,	Minnesota,	Oregon,	West Virginia,
Kansas,	Missouri,	Rhode Island,	Wisconsin.
Kentucky,	Nebraska,		

NOTE.— In States not enumerated here, the Commercial Laws of the States regulate in regard to Grace, Protest and Notice.



Forms of Book-Keeping.

RULES, DIRECTIONS, AND FORMS FOR KEEPING BOOKS OF ACCOUNT.

EVERY person having occasion to keep an account with others, is greatly benefited by a knowledge of book-keeping. There are two systems of keeping books in use: one known as SINGLE ENTRY; the other, as DOUBLE ENTRY.

In this chapter it is the design to give simply an outline of Single Entry, a method of keeping books which answers every purpose with the majority of people, besides being a system so plain and simple as to be readily comprehended.

The books used in Single Entry are generally a Day-book, in which are recorded each day's sale of goods, or labor performed, and money, service, or goods received; and a Ledger, in which the sum total of each transaction is put in its proper place, so arranged as to show, on a brief examination, how the account stands. These books, of different sizes, may be found at the bookstores; though, in case of necessity, they can easily be made with a few sheets of foolscap paper, ruled as hereafter shown.

Persons having many dealings with customers should use a Day-book, in which is written each transaction; these being afterwards transferred to the Ledger. Where, however, accounts are few, the account may be made complete in the Ledger, as shown in several forms on the following page.

In making charges in a book and giving credit, it is necessary to keep clearly in mind whether the person of whom we write *gives* or *receives*. If the individual *gives* he is a *creditor*, which is designated by the abbreviation, **Cr.** If the person receives, he is a *Debtor*, the sign of which is **Dr.** In the passage from the creditor *to* the debtor of any article, we get the word "**To,**" with which the creditor commences the account. In the reception *by* a debtor of an article from a creditor, we get the word "**By.**"

The following forms show the manner of keeping an account by Arthur Williams, a merchant, with Chas. B. Strong, a farmer, who buys goods and settles his bills, usually, at the end of every month; in the meantime taking to the store various kinds of produce, for which the merchant gives credit according to the market value. Mr. Williams keeps two books, a Day-book and Ledger.

DAY BOOK.

Saturday, July 10, 1875. 14

	Chas. B. Strong,	*Dr.*		
66	*To* 1 *lb. Tea,*	$1.25		
	" 10 " *Sugar,* 10*c.*	1.00	2	25

Monday, July 19, 1875. 38

	Chas. B. Strong,	*Dr.*		
66	*To* 20 *Yds. Calico,* 10*c.*	2.00		
	" 1 *Scoop Shovel,*	1.25	3	25
		Cr.		
	By 2 *Bu. Potatoes,* 80*c.*	1.60		
66	" 10 *Lbs. Butter,* 25*c.*	2.50	4	10

Saturday, July 24, 1875. 80

	Chas. B. Strong,	*Dr.*		
66	*To* 1 *Pr. Rubber Boots,*			
	Per D. Wilcox,	7.00	7	00

Friday, July 30, 1875. 84

	Chas. B. Strong,	*Cr.*		
66	*By Cash, to Balance Account,*		8	40

LEDGER.

Dr. *Charles B. Strong.* *Cr.* 66

1875						1875					
July	10	To D	14	2	25	July	19	By D	38	4	10
"	19	" "	38	3	25	"	30	" "	84	8	40
"	24	" "	80	7	00						
				12	50					12	50

Remarks Concerning the Ledger.

AS will be seen by the example in the Ledger, the first column contains months; second, day of the month; third, "To D" means To Day-book. In the fourth column, the 14, 38, and 80 refer to the No. of the page in the Day-book which by reference fully explains the transaction. The fifth and sixth columns contain the totals of each purchase or sale as recorded in the Day-book. The Ledger should have an index in the first part which, under the head of S, will contain "*Strong, Chas. B.*," opposite which is the number 66, showing that Strong's account may be found on page 66 of the Ledger. When the account is balanced and closed, a sloping line is drawn down the space containing the least writing and double lines are made beneath the totals, indicating that the account is "closed."

The Day-Book.

In the foregoing example only Chas. B. Strong's account is shown on a page of the Day-book. This is, however, a long book usually, each page being of sufficient length to contain the accounts of several customers. At the top of each page, the day of the week, day of the month, and year, should always be written. If the day's entries commence in the middle of the page, write the day of the week and day of the month distinctly above the first, and thus at the beginning of each day's entries.

When the total of the entry on the Day-book is transferred to the Ledger, the No. of the page in the Ledger where the account is kept, is placed beside the entry in the Day-book, which shows that the account has been "posted" to the Ledger.

Importance of Book-Keeping.

STRANGE as it may seem, there are but very few people who can keep the simplest form of account correctly. Most individuals are evidently deterred from learning correct forms, from the supposition that the art of book-keeping is difficult to master. The fact is, however, all the book-keeping necessary to be understood by people having few accounts, is very easily learned, as will be seen by studying, for a little time, the accompanying forms.

The importance of this knowledge cannot be over-estimated.

THE MERCHANT

who is successful in business, keeps his accounts in a form so condensed and clear, that his assets and liabilities can be determined in a few minutes of examination.

THE FARMER

who would be prosperous keeps his books in such a manner, that he can tell at a glance what product is most profitable to raise, what he owes, and what is due him from any source.

THE MECHANIC

who keeps himself free from litigation, and conducts his business successfully, has his dealings all clearly expressed in his accounts, and settles with his customers, if possible, once a month.

THE TREASURER

of an association, whose accounts are clear, explicit, and correct, is justly appreciated for the evident honesty of the financial exhibit, and is selected for other places of responsibility and trust.

THE HOUSEKEEPER

who avoids misunderstandings with her servants, has her account written so clearly that no mistake is made, and no ill feeling is thus engendered in her settlements.

ALL PERSONS,

in short, who have occasion to keep accounts with others, should have a plain condensed form, which will show at a glance how the account stands.

The accompanying forms show the correct methods of keeping accounts in the Ledger, according to the established principles of book-keeping by Single Entry.

Farmer's Account with the Merchant.—Chas. B. Strong, having but few accounts, requires only the Ledger in which to keep them. He records his transactions with the merchant as follows:

Dr. ARTHUR WILLIAMS. Cr.

1875					1875.				
July	19	To 2 Bu. Potatoes, 80c.	1	60	July.	10	By 1 Lb. Tea,	1	25
"	19	" 10 Lbs. Butter, 25c.	2	50	"	10	" 10 " Sugar, 10c.	1	00
"	30	" CASH, TO BALANCE,	8	40	"	19	" 20 Yds. Calico, 10c.	2	00
					"	19	" 1 Scoop Shovel,	1	25
					"	24	" 1 Pair Rubber Boots,	7	00
			12	50				12	50

Farmer's Account with Hired Man.—A Memorandum in the back part of the Ledger should state the contract between the farmer and hired man. The Ledger shows how the account stands.

Dr. HENRY WELLS. Cr.

1875					1875.				
April	8	To 1 Pair of Boots,	7	50	July	8	By 4 Months Labor at 16.00	64	00
"	24	" Wm. Wells, for Clothing,	11	50	Aug.	31	" 2 " " " 10.00	20	00
May	18	" R. R. Ticket to Boston,	8	00	Sept.	8	" 8 Days " " 1.00	8	00
July	4	" Cash,	5	00					
Sept.	30	" NOTE AT 3 MOS. TO BAL.	60	00					
			92	00				92	00

Farmer's Account with Crops.—That the farmer may know the profit on any of his crops, he may keep an account as follows. In like manner, an account may be kept with any enterprise.

Dr. Acc't with Cornfield; 16 Acres. Cr.

1876.					1876.				
May	4	To 6 Days Plowing, 2.50	15	00	Oct.	12	By Stalks for Fodder,	30	00
"	10	" 2 " Harrowing, 2.00	4	00	"	18	" Husks for Beds,	20	00
"	14	" 4 " Planting, 1.00	4	00	"	20	" " " Mats,	8	00
"	14	" 3 Bu. Seed Corn, 50	1	50	1877.				
"	25	" 2 Days Cultivating, 2.00	4	00	Mar.	15	" 800 Bushels Corn, 50c.	400	00
June	15	" 2 " " 2.00	4	00					
Sept.	12	" 10 " Cutting, 1.00	10	00					
Nov.	2	" Husking and Cribbing,	30	00					
1877.									
Mar.	4	" Shelling 800 Bushels,	32	00					
"	15	" Cost of Taking to Market,	32	00					
May	4	" Interest on the Land,	51	20					
"	4	" PROFITS ON THE CROP,	270	30					
			458	00				458	00

Blacksmith's Account with Farmer where Day-book and Ledger are Kept.

When the account is not settled at the end of the month, it may be "closed," and the balance carried over into the next month, as follows:

Dr. JAMES H. WATSON. Cr.

1874.			*			1874.			*		
Aug.	12	To Shoeing 2 Horses,	7	4	00	Aug.	12	By 4 Bu. Potatoes, 60c.	7	2	40
"	18	" Repairing Wagon,	11	10	00	"	20	" 6 " Apples, 50c.	14	3	00
"	22	" Shoeing Horse,	15	2	00	"	24	" 1 Ton Hay,	15	7	00
"	24	" Mending Shovel,	17		50	Sept.	1	" BAL. TO NEW ACC.,		4	10
				16	50					16	50
Sept.	1	TO BAL. BRO'T DOWN,		4	10	Sept.	8	By 20 Lbs. Butter, 20c.	29	4	00
"	9	" Repairing Reaper,	30	8	00	"	17	" 2 Cds. Wood, 7.00	34	14	00
"	15	" Ironing Wagon,	42	17	00	"	30	" CASH, TO BALANCE,	50	11	10
				29	10					29	10

* The figures in this column refer to the number of the page in the Day-book; a book in which should be fully recorded each day's transactions.

Book-Keeping for Housekeepers.—The following form of account, with the servant, is applicable to all domestic affairs; such as accounts with grocerymen, boarders, etc.

Dr. MRS. ELLEN STRONG. Cr.

1873.					1873.				
June	17	To 8 Yds. Cotton Cloth, 10c.		80	June.	7	By Washing and Ironing,	1	50
"	24	" Cash,		75	"	14	" Washing and Cleaning,	2	00
"	27	" 4 pairs Stockings, 25c.	1	00	"	21	" Cleaning Windows,	3	00
"	28	" CASH, TO BALANCE,	5	45	"	28	" Washing and Ironing,	1	50
			8	00				8	00

Book-Keeping for Treasurers and Others.—Treasurers of Societies are shown the correct method of keeping their accounts in the following form:

Dr. Salem Lyceum in Acc't with Wm. Brown. Cr.

1872.					1872.				
Jan'y	7	To 6 Months Rent of Hall,	50	00	Jan.	1	By Cash from Last Year,	34	50
Mar.	8	" 2 Tons of Coal, 10.00	20	00	Mar.	10	" Dues,	140	00
April	10	" Lecture by J. Webb,	25	00	Nov.	10	" Initiation Fees,	94	00
Dec.	7	" Gas,	10	00	Dec.	1	" Dues	70	00
"	31	" 6 Months Rent of Hall,	50	00					
"	31	" BALANCE ON HAND,	183	50					
			338	50				338	50

ORDERS.

For Money.

Whitewater, Wis., Jan. 5, 18—.

Mr. D. B. Foster:

Please pay Geo. H. Stevens, or bearer, Five dollars, on my account.

Truman Gates.

For Merchandise.

AUSTIN, TEXAS, Dec. 1, 18—.

MR. J. M. HUNTER:

Please pay John Wilkins, Seventy-five dollars in merchandise, and charge to

GOODRICH & SMITH.

For Merchandise not Exceeding in Value a Specified Sum.

SANDUSKY, O., Aug. 9, 18—.

MESSRS. BROWN, JONES & CO.:

Please deliver to the bearer, W. H. Wing, such goods as he may desire from your store, not exceeding in value the sum of Fifty dollars, and charge the same to my account.

K. L. BAXTER.

For Goods Stored.

HANNIBAL, MO., April 11, 18—.

MESSRS. STEVENS, COBB & CO.:

Please deliver to B. Hooper, or order, One Hundred barrels of Flour, stored by me in your warehouse.

GEORGE WAKEFIELD.

RECEIPTS.

For Money on Account.

Received, Augusta, Ga., Nov. 15, 1872, of Warren Brown, Fifty dollars on account.

$50. Byron Dempster.

In Full of all Demands.

$100. Vicksburg, Miss., Aug 2, 18—.

Received of John H. Warfield, One Hundred dollars, in full of all demands to date.

Simon Butterfield

In Full of all Accounts.

$160. Little Rock, Ark., Nov 10, 18—.

Received of Barnard Pettibone, One Hundred and Sixty dollars, in full of all accounts.

Smith, Steele & Co.

For Money Advanced on a Contract.

$1,000. HENDERSON, KY., July 16, 18—.

Received of Harvey Maynard, One Thousand dollars in advance, on a contract to build for him a brick house at No. 1171 Walnut Street, St. Louis.

SMITH MERRIAM.

For Rent.

$200. RICHMOND, VA., Oct. 20, 18—.

Received of Walter B. Haskins, Three Hundred dollars, in full for one year's rent on dwelling at No. 794 Washington Street.

P. H. WATERMAN.

For a Note.

$500. CHARLESTON, S. C., Dec. 31, 18—.

Received of Goldwin Hubbard, his note at sixty days for Five Hundred dollars, in full of account.

MURRAY CAMPBELL.

For a Note of Another Person.

$200. PENSACOLA, FLA., May 2, 18—.

Received of Herbert Spencer, a note of Robt. Hatfield, for the sum of Two Hundred dollars, which, when paid, will be in full of all demands to date.

SAMPSON & COLLINS.

BILLS OF PURCHASE.

A Bill of Purchase is a statement of goods or wares bought at one time, embracing both the quantity and price of each article and the amount of the whole. If paid at the time of purchase, it should be receipted by the seller, as in the first of the following examples; if settled "by note" as in the second example, or if "charged on acc't," it may be so stated.

Forms of Bills of Purchase.

Racine, Wis., January 2, 1873

Mrs. Charles B. Smith,

Bought of Mary A. Cummings,

2 Leghorn Hats,	@ $1.87,	$3.74
2 Pair Gloves,	" 1.62,	3.24
2 Pair Silk Hose,	" 1.00,	2.00
		$8.98

Received Payment,

Mary A. Cummings.

Danbury, Ct., Dec. 2, 1872.

Mr. Wm. W. Wells,

Bought of David C. Hoyt,

24 Seamless Bags,	at .31,	$7.44
20 lbs. Brown Sugar,	" .07,	1.40
14 " Rice,	" .05,	.70
1 " Black Tea,	"	.75
		$10.29

Received Payment, by Note at 30 days.

David C. Hoyt,

per Wilder.

Legal Business Forms.

FORMS OF ARTICLES OF AGREEMENT, BONDS, BILLS OF SALE, DEEDS, LEASES, MORTGAGES, RELEASES, WILLS, ETC., ETC.

Articles of Agreement.

AN agreement is virtually a contract, by which a certain person, or persons, agrees or contracts to perform certain duties within a specified time.

It is of much importance, in all matters upon which may arise a difference of opinion, or misunderstanding, that contracts be reduced very explicitly to writing, thereby frequently saving the parties to the contract, a long and expensive law-suit. No particular form is necessary.

Agreements should show that they are made for a reasonable consideration, else they are void in law.

Unless it is expressly stipulated that the agreement is binding for a longer time, the contract expires at the end of one year.

While a signature, or marks, written with a pencil, if proven by witnesses, are good in law, it is always safest to execute the contract with pen and ink.

A discovery of fraud, or misrepresentation by one party to the agreement, or changing of the date, renders the contract void.

Every agreement should state most distinctly the time within which its conditions are to be complied with.

Copies of an agreement should always be prepared in duplicate, and each party to the agreement should retain a copy.

General Form of Agreement.

THIS AGREEMENT, made the First day of August, 18—, between Isaac E. Hill, of Irish Grove, County of Atchison, State of Missouri, of the first part, and Vard Blevins, of the same place, of the second part —

WITNESSETH, that the said Isaac E. Hill, in consideration of the agreement of the party of the second part, hereinafter contained, contracts and agrees to and with the said Vard Blevins, that *he will deliver, in good and marketable condition, at the village of Corning, Mo., during the month of September, of this year, One Hundred Tons of Prairie Hay, in the following lots, and at the following specified times; namely, twenty-five tons by the seventh of September, twenty-five tons additional by the fourteenth of the month, twenty-five tons more by the twenty-first, and the entire one hundred tons to be all delivered by the thirtieth of September.*

And the said Vard Blevins, in consideration of the prompt fulfillment of this contract, on the part of the party of the first part, contracts to and agrees with the said Isaac E. Hill, *to pay for said hay six dollars per ton, for each ton as soon as delivered.*

In case of failure of agreement by either of the parties hereto, it is hereby stipulated and agreed that the party so failing shall pay to the other, *One Hundred Dollars* as fixed and settled damages.

In witness whereof, we have hereunto set our hands the day and year first above written.

ISAAC E. HILL,
VARD BLEVINS.

Articles of Agreement for Warranty Deed.

ARTICLES OF AGREEMENT, made this seventh day of June, in the year of our Lord one thousand eight hundred and seventy-three, between Luther Henderson, of Sandy Hill, Washington County, State of New York, party of the first part, and William W. Stewart, of Jamaica, County of Windham, State of Vermont, party of the second part —

WITNESSETH, that said party of the first part hereby covenants and agrees, that if the party of the second part shall first make the payment and perform the covenants hereinafter mentioned on his part to be made and performed, the said party of the first part will convey and assure to the party of the second part, in fee simple, clear of all incumbrances whatever, by a good and sufficient Warranty Deed, the following lot, piece, or parcel of ground, viz: The west fifty-five (55) feet of the north half of lot number six (6), in block number three (3), Whitford's Addition to Chicago, as recorded at Chicago, Cook County, Illinois.

And the said party of the second part hereby covenants and agrees to pay to said party of the first part the sum of One Thousand Dollars, in the manner following: Three Hundred Dollars, cash in hand paid, the receipt whereof is hereby acknowledged, and the balance in three annual payments, as follows, viz: Two Hundred Dollars, June 7, 1874; Two Hundred Dollars, June 7, 1875; and Three Hundred Dollars, June 7, 1876; with interest at the rate of ten per centum, per annum, payable on the dates above specified, annually, on the whole sum remaining from time to time unpaid, and to pay all taxes, assessments, or impositions, that may be legally levied or imposed upon said land, subsequent to the year 1873. And in case of the failure of the said party of the second part to make either of the payments, or perform any of the covenants on his part hereby made and entered into, this contract shall, at the option of the party of the first part, be forfeited and determined, and the party of the second part shall forfeit all payments made by him on this contract, and such payments shall be retained by the said party of the first part, in full satisfaction and in liquidation of all damages by him sustained, and he shall have the right to re-enter and take possession of the premises aforesaid, with all the improvements and appurtenances thereon, paying said Wm. W. Stewart the appraised value of said improvements and appurtenances; said appraisement to be made by three arbitrators, one being chosen by each of the said parties, the other being chosen by the first two.

It is mutually agreed that all the covenants and agreements herein contained shall extend to and be obligatory upon the heirs, executors, administrators, and assigns of the respective parties.

In witness whereof, the parties to these presents have hereunto set their hands and seals, the day and year first above written.

Signed, sealed, and delivered in presence of HARTLY D. WELLS.

LUTHER HENDERSON, (L. S.)

WM. W. STEWART. (L. S.)

Agreement with Clerk for Services.

THIS AGREEMENT, made this fourteenth day of April, one thousand eight hundred and seventy-one, between Thomas Babcock of Ohio City, County of Cuyahoga, State of Ohio, party of the first part, and Perley White of Cleveland, County of Cuyahoga, State of Ohio, party of the second part —

WITNESSETH, that said Perley White agrees faithfully and diligently to work as clerk and salesman for the said Thomas Babcock, for and during the space of one year from the date hereof, should both live such length of time, without absenting himself from his occupation; during which time, he, the said White, in the store of said Babcock, of Ohio City, will carefully and honestly attend, doing and performing all duties as clerk and salesman aforesaid, in accordance and in all respects as directed and desired by the said Babcock.

In consideration of which services, so to be rendered by the said White, the said Babcock agrees to pay to said White the annual sum of twelve hundred dollars, payable in twelve equal monthly payments, each upon the last day of each month; provided that all dues for days of absence from business by said White, shall be deducted from the sum otherwise by the agreement due and payable by the said Babcock to the said White.

Witness our hands.

THOMAS BABCOCK,
PERLEY WHITE.

Agreement for Building a House.

THIS AGREEMENT, made the tenth day of April, one thousand eight hundred and seventy-two, between Jesse Perry of Germantown, County of Philadelphia, State of Pennsylvania, of the first part, and Abijah Howe, of the same town, county, and State, of the second part —

WITNESSETH, that the said Jesse Perry, party of the first part, for considerations hereinafter named, contracts and agrees with the said Abijah Howe, party of the second part, his heirs, assigns, and administrators, that he, the said Perry, will, within one hundred and twenty days, next following this date, in a good and workmanlike manner, and according to his best skill, well and substantially erect and finish a dwelling house on lot number six, in block number nine, in Solomon's addition to Germantown, facing on Talpehocken Street, which said house is to be of the following dimensions, with brick, stone, lumber, and other materials, as are described in the plans and specifications hereto annexed.

[*Here describe the house, material for construction, and plans in full.*]

In consideration of which, the said Abijah Howe does, for himself and legal representatives, promise to the said Jesse Perry, his heirs, executors, and assigns, to pay, or cause to be paid, to the said Perry, or his legal representatives, the sum of Eight Thousand Dollars, in manner as follows, to-wit: One Thousand dollars at the beginning of said work, one thousand dollars on the fifteenth day of May next, one thousand dollars

on the first day of June next, two thousand dollars on the first day of July next, and the remaining two thousand dollars when the work shall be fully completed.

It is also agreed that the said Jesse Perry, or his legal representatives, shall furnish, at his or their own expense, all doors, blinds, glazed sash, and window frames, according to the said plan, that may be necessary for the building of said house.

It is further agreed that in order to be entitled to said payments (the first one excepted, which is otherwise secured), the said Jesse Perry, or his legal representatives, shall, according to the architect's appraisement, have expended, in labor and material, the value of said payments, on the house, at time of payment.

For failure to accomplish the faithful performance of the agreements aforesaid, the party so failing, his heirs, executors, or assigns, agrees to forfeit and pay to the other party, or his legal representatives, the penal sum of Fifteen Hundred Dollars, as fixed and settled damages, within one month from the time of so failing.

In witness whereof, we have hereunto set our hands, the year and day first above written.

JESSE PERRY,
ABIJAH HOWE.

Agreement for Sale and Delivery of Personal Property.

ARTICLES OF AGREEMENT, made this eighteenth day of June, in the year of our Lord one thousand eight hundred and seventy-three, between Arthur Belden, of Salem, Washington County, New York, party of the first part, and Lemuel Baldwin, of Jackson, Washington County, New York, party of the second part —

WITNESSETH, That the said party of the first part hereby covenants and agrees, that if the party of the second part shall first make the payments and perform the covenants hereinafter mentioned on his part to be made and performed, the said party of the second part will, on or before the first day of August next, deliver, in a clean and marketable condition, twelve hundred pounds of wool, of his own production, at the wool house of Barnard & Cline, in Albany, New York. And the said party of the second part hereby covenants and agrees to pay to said party of the first part the sum of fifty-five cents per pound, in the manner following: one hundred dollars cash in hand paid, the receipt whereof is hereby acknowledged, and the balance at the time of delivery of said wool. And in case of the failure of the said party of the second part to make either of the payments, or perform any of the covenants on his part hereby made and entered into, this contract shall, at the option of the party of the first part, be forfeited and determined, and the party of the second part shall forfeit all payments made by him on this contract, and such payments shall be retained by the said party of the first part in full satisfaction and in liquidation of all damages by him sustained, and he shall have the right to take possession of said wool, remove, and sell the same elsewhere as he may deem for his interest.

It is mutually agreed that all the covenants and agreements herein contained, shall extend to and be obligatory upon the heirs, executors, administrators, and assigns of the respective parties.

In witness whereof, the parties to these presents have hereunto set their hands, the day and year first above written.

ARTHUR BELDEN,
LEMUEL BALDWIN.

BILLS OF SALE.

A Bill of Sale is a written agreement by which a party transfers to another, for a consideration on delivery, all his right, title, and interest in personal property.

The ownership of personal property, in law, is not considered changed until the delivery of such property, and the purchaser takes actual possession; though in some States a bill of sale is *primâ facie.* evidence of ownership, even against creditors, provided the sale was not fraudulently made, for the purpose of avoiding the payment of debts.

Juries have power to determine the fairness or unfairness of a sale, and upon evidence of fraud such bill of sale will be ignored, and declared void.

Common Form of Bill of Sale.

KNOW ALL MEN by this instrument, that I, Philetus Howe of Middlebury, Vermont, of the first part, for and in consideration of Four Hundred and Fifty Dollars, to me paid by Charles Rose of the same place, of the second part, the receipt whereof is hereby acknowledged, have sold, and by this instrument do convey unto the said Rose, party of the second part, his executors, administrators, and assigns, my undivided half of twenty acres of grass, now growing on the farm of Lorenzo Pease, in the town above mentioned; one pair of mules, ten swine, and three cows, belonging to me, and in my possession at the farm aforesaid: to have and to hold the same unto the party of the second part, his executors and assigns, forever. And I do, for myself and legal representatives, agree with the said party of the second part, and his legal representatives, to warrant and defend the sale of the afore-mentioned property and chattels unto the said party of the second part, and his legal representatives, against all and every person whatsoever.

In witness whereof, I have hereunto affixed my hand, this tenth day of June, one thousand eight hundred and seventy.

PHILETUS HOWE.

Bill of Sale of Personal Property.

KNOW ALL MEN by these presents, that I, John T. Hall, of Montgomery, Alabama, planter, in consideration of Six Hundred and Seventy-five Dollars ($675) to me in hand paid by Oscar D. Scott, of Montgomery, Alabama, the receipt whereof is hereby acknowledged, do hereby bargain, sell, and deliver unto the said Oscar D. Scott, the following property, to-wit —

Four mules @ $125	$500
Two sets Harness @ $20	40
Two Farm Wagons @ $35	70
One Corn Planter @ $20	20
Three Plows @ $15	45
Total	$675

To have and to hold the said goods and chattels unto the said Oscar D. Scott, his executors, administrators, and assigns, to his own proper use and benefit forever. And I, the said John T. Hall, do avow myself to be the true and lawful owner of said goods and chattels; that I have full power, good right, and lawful authority to dispose of said goods and chattels in manner as aforesaid; and that I will, and my heirs, executors, and administrators, shall Warrant and Defend the said bargained goods and chattels unto the said Oscar D. Scott, his executors, administrators, and assigns, from and against the lawful claims and demands of all persons.

In witness whereof, I, the said John T. Hall, have hereto set my hand this first day of April, in the year of our Lord, Eighteen Hundred and Seventy-three.

JOHN T. HALL.

BONDS.

A Bond is a written admission of an obligation on the part of the maker, whereby he pledges himself to pay a certain sum of money to another person or persons, at a certain specified time, for some *bona fide* consideration.

The person giving the bond is termed the *obligor;* the person receiving the same is called the *obligee.*

A bond, as defined above, is a single bond; but generally conditions are added to the bond, whereby the person giving the same must perform some specific act or acts, in which case the bond becomes void; otherwise it remains in full force and effect.

The penalty attached to the bond is usually sufficient to cover debt, interest, and costs, being generally placed at a sum twice the amount of the real debt, the fact being stated that such penalty is the sum fixed upon as liquidated or settled damages, in event of failure to meet payments according to conditions of the bond.

The bond may be so drawn as to have the penalty attach and appertain to either the obligor or obligee.

Though, under ordinary circumstances, the bond is in full effect, yet an act of Providence, whereby its accomplishment is rendered impossible, relieves the party obligated from an enforcement of the penalty.

Action on such instrument must be brought within twenty years after right of action accrues, or within such time as provided by the statutes of the different States.

Common Form of Bond.

KNOW ALL MEN by this instrument, that I, Jonas Clayton of Wilmington, Hanover County, State of North Carolina, am firmly bound unto Henry Morse of the place aforesaid, in the sum of one thousand dollars, to be paid to the said Henry Morse, or his legal representatives; to which payment, to be made, I bind myself, or my legal representatives, by this instrument.

Sealed with my seal, and dated this first day of July, one thousand eight hundred and seventy-three.

The condition of this bond is such that, if I, Jonas Clayton, my heirs, administrators, or executors, shall promptly pay the sum of five hundred dollars in three equal annual payments from the date hereof, with annual interest, then the above obligation to be of no effect; otherwise to be in full force and valid.

Sealed and delivered in presence of GEORGE DOWNING. } JONAS CLAYTON, L. S.

Bond of Cashier of a Bank.

KNOW ALL MEN by this instrument, that I, Nathaniel Howard of the town of San Antonio, County of Bexar, and State of Texas, am firmly bound to the First National Bank corporation of said town, county, and state, in the sum of One hundred thousand dollars, to be paid to the First National Bank corporation, or assigns, aforementioned; for which payment I bind myself, my heirs, executors, and administrators, by this instrument.

Sealed with my seal, and dated this third day of February, one thousand eight hundred and seventy-two.

Whereas, the above bounden Nathaniel Howard has been appointed Cashier of the First National Bank of San Antonio, aforementioned, by reason whereof, various sums of money, goods, valuables, and other property, belonging to said Bank corporation, will come into his custody;

Therefore, the condition of the above bond is such, that, if the said Nathaniel Howard, his executors or administrators, at the expiration of his time of service to said Bank, upon request to him or them made, shall deliver unto the said Bank corporation, or their agent, or their attorney, a correct account of all sums of money, goods, valuables, and other property, as it comes into his custody, as Cashier of said Bank, and shall pay and deliver to his successor in office, or any other person authorized to receive the same, all balances, sums of money, goods, valuables, and other property, which shall be in his hands, and due by him to said Bank corporation; and if the said Nathaniel Howard shall justly, honestly, and faithfully, in all matters, serve the said Bank corporation as Cashier, during his continuance in such capacity, then the above obligation to be of no effect; otherwise to remain valid and in full force.

Signed, sealed, and delivered in presence of JOHN STODDARD. } NATHANIEL HOWARD. [L. S.]

Bond to a Corporation.

KNOW ALL MEN by these presents, that I, Cornelius Burr, of West Chester, Chester County, State of Pennsylvania, am firmly bound unto the Chester County Beet Sugar Manufacturing Company, in the sum of Twenty Thousand dollars, to be paid to the said Company, or their assigns, for which payment to be made, I bind myself and representatives firmly by these presents.

Sealed with my seal, and dated this August first, eighteen hundred and seventy.

The condition of the above bond is such that, if I, the said Cornelius Burr, my heirs, administrators, or assigns, shall pay unto the said Chester County Beet Sugar Manufacturing Company, or assigns, Ten Thousand dollars, in two equal payments, viz.: Five Thousand dollars January first, 1871, and Five Thousand dollars July first next following, with accrued interest, then the above to be void; otherwise to remain in full force and effect.

Sealed and delivered in presence of CHARLES ROYCE. } CORNELIUS BURR. [L. S.]

CHATTEL MORTGAGES.

A Chattel Mortgage is a mortgage on personal property, given by a debtor to a creditor, as security for the payment of a sum or sums that may be due.

The mortgaged property may remain in the possession of either party, while such mortgage is in force. In order to hold the property secure against other creditors, the mortgagee (the person holding the mortgage) must have a true copy of the mortgage filed in the Clerk's or Recorder's office of the town, city, or county where the mortgagor (the person giving the mortgage) resides, and where the property is, when mortgaged.

In some States, a justice of the peace, in the voting precinct where such property mortgaged is located, must acknowledge and sign the mortgage, taking a transcript of the same upon his court docket, while the mortgage itself should be recorded, the same as real estate transfers.

Chattel Mortgage.

THIS INDENTURE, made and entered into this tenth day of March, in the year of our Lord one thousand eight hundred and seventy-two, between Amos W. Barber, of the town of Waukegan, of the County of Lake, and State of Illinois, party of the first part, and Alonzo W. King, of the same town, County, and State, party of the second part.

Witnesseth, that the said party of the first part, for and in consideration of the sum of Six hundred dollars, in hand paid, the receipt whereof is hereby acknowledged, does hereby grant, sell, convey, and confirm unto the said party of the second part, his heirs and assigns forever, all and singular, the following described goods and chattels, to wit:

Two four-year old cream-colored horses, one Chickering piano, No. 6132, one tapestry carpet, 16x18 feet in size, one marble-top center table, one Stewart cooking stove, No. 4½, one black walnut bureau with mirror attached, one set of parlor chairs (six in number), upholstered in green rep, with lounge corresponding with same in style and color of upholstery, now in possession of said Barber, at No. 8 State St., Waukegan, Ill.;

Together with all and singular, the appurtenances thereunto belonging, or in any wise appertaining; to have and to hold the above described goods and chattels, unto the said party of the second part, his heirs and assigns, forever.

Provided, always, and these presents are upon this express condition, that if the said Amos W. Barber, his heirs, executors, administrators, or assigns, shall, on or before the tenth day of March, A. D., one thousand eight hundred and seventy-three, pay, or cause to be paid, to the said Alonzo W. King, or his lawful attorney or attorneys, heirs, executors, administrators, or assigns, the sum of Six Hundred dollars, together with the interest that may accrue thereon, at the rate of ten per cent. per annum, from the tenth day of March, A. D. one thousand eight hundred and seventy-two until paid, according to the tenor of one promissory note bearing even date herewith for the payment of said sum of money, that then and from thenceforth, these presents, and everything herein contained, shall cease, and be null and void, anything herein contained to the contrary notwithstanding.

Provided, also, that the said Amos W. Barber may retain the possession of and have the use of said goods and chattels until the day of payment aforesaid; and also, at his own expense,

shall keep said goods and chattels; and also at the expiration of said time of payment, if said sum of money, together with the interest as aforesaid, shall not be paid, shall deliver up said goods and chattels, in good condition, to said Alonzo W. King, or his heirs, executors, administrators, or assigns.

And provided, also, that if default in payment as aforesaid, by said party of the first part, shall be made, or if said party of the second part shall at any time before said promissory note becomes due, feel himself unsafe or insecure, that then the said party of the second part, or his attorney, agent, assigns, or heirs, executors, or administrators, shall have the right to take possession of said goods and chattels, wherever they may or can be found, and sell the same at public or private sale, to the highest bidder for cash in hand, after giving ten days' notice of the time and place of said sale, together with a description of the goods and chattels to be sold, by at least four advertisements, posted up in public places in the vicinity where said sale is to take place, and proceed to make the sum of money and interest promised as aforesaid, together with all reasonable costs, charges, and expenses in so doing; and if there shall be any overplus, shall pay the same without delay to the said party of the first part, or his legal representatives.

In testimony whereof, the said party of the first part has hereunto set his hand and affixed his seal, the day and year first above written.

Signed, sealed and delivered in presence of ROBERT KENDALL. } AMOS W. BARBER. L. S.

Remarks.

When the person giving the mortgage retains possession of the property, it is customary to empower the party holding the mortgage with authority to take the goods and chattels mortgaged, into his possession at any time he may deem the same insufficient security for his claims; or if he shall be convinced that an effort is being made to remove such property, whereby he would be defrauded of his claim, or for any reason whatsoever, when he may deem it necessary to secure his claim, he can proceed to take possession of it; which property, after having given legal notice of sale, according to the law of the State governing the same, he is allowed to sell at public sale, to the highest bidder. Out of the money obtained therefrom, he can retain sufficient to liquidate his demand, and defray the necessary expenses, rendering the overplus unto the mortgagor.

Real Estate Mortgage to Secure Payment of Money.

THIS INDENTURE, made this nineteenth day of October, in the year of our Lord, one thousand eight hundred and seventy-one, between Benjamin Harrison, of Urbana, County of Champaign, and State of Illinois, and Helen, his wife, party of the first part, and Robert Fairchild, party of the second part.

Whereas, the said party of the first part is justly indebted to the said party of the second part, in the sum of Four Thousand dollars, secured to be paid by two certain promissory notes (bearing even date herewith) the one due and payable at the First National Bank in Champaign, Ill., with interest, on the nineteenth day of October, in the year one thousand eight hundred and seventy-two; the other due and payable at the First National Bank at Champaign, Ill., with interest, on the nineteenth day of October, in the year one thousand eight hundred and seventy-three.

Now, therefore, this indenture witnesseth, that the said party of the first part, for the better securing the payment of the money aforesaid, with interest thereon, according to the tenor and effect of the said two promissory notes above mentioned; and, also, in consideration of the further sum of one dollar to them in hand paid by the said party of the second part, at the delivery of these presents, the receipt whereof is hereby acknowledged, have granted, bargained, sold, and conveyed, and by these presents do grant, bargain, sell, and convey, unto the said party of the second part, his heirs and assigns, forever, all that certain parcel of land, situate, etc.,

[*Describing the premises.*]

To have and to hold the same, together with all and singular the Tenements, Hereditaments, Privileges, and Appurtenances thereunto belonging or in any wise appertaining. And also, all the estate, interest, and claim whatsoever, in law as well as in equity, which the party of the first part have in and to the premises hereby conveyed unto the said party of the second part, his heirs and assigns, and to their only proper use, benefit, and behoof. And the said Benjamin Harrison, and Helen, his wife, party of the first part, hereby expressly waive, relinquish, release, and convey unto the said party of the second part, his heirs, executors, administrators, and assigns, all right, title, claim, interest, and benefit whatever, in and to the above described premises, and each and every part thereof, which is given by or results from all laws of this State pertaining to the exemption of homesteads.

Provided always, and these presents are upon this express condition, that if the said party of the first part, their heirs, executors, or administrators, shall well and truly pay, or cause to be paid, to the said party of the second part, his heirs, executors, administrators, or assigns, the aforesaid sums of money, with such interest thereon, at the time and in the manner specified in the above mentioned promissory notes, according to the true intent and meaning thereof, then in that case, these presents and everything herein expressed, shall be absolutely null and void.

In witness whereof, the said party of the first part hereunto set their hands and seals the day and year first above written.

Signed, sealed, and delivered in presence of OTIS OBER, ANDREW AUSTIN. } BENJAMIN HARRISON. L. S.
HELEN HARRISON. L. S.

Proxy.

KNOW ALL MEN by these presents, that I, Winfield Bennett, do hereby constitute and appoint Hiram D. King attorney and agent for me, and in my name, place, and stead, to vote as proxy at the annual election for directors of the Chicago, Burlington and Quincy Railroad, at Chicago, Illinois, according to the number of votes I should be entitled to if then personally present, with power of substitution.

In witness whereof, I have hereunto set my hand and seal this eighth day of June, one thousand eight hundred and seventy-one.

Witness,
BARTON COOK. } WINFIELD BENNETT. (L. S.)

DEEDS.

An instrument in writing, by which lands and appurtenances thereon are conveyed from one person to another, signed, sealed, and properly subscribed, is termed a deed. A deed may be written or printed on parchment or paper, and must be executed by parties competent to contract.

The law provides that an acknowledgment of a deed can only be made before certain persons authorized to take the same; these including, in different states, Justices of the Peace, Notaries, Masters in Chancery, Judges and Clerks of Courts, Mayors of Cities, Commissioners of Deeds, etc. In certain states one witness is required to the deed besides the person taking the acknowledgment. In others, two witnesses are necessary. In other states none are required.

To render a deed valid, there must be a realty to grant, and a sufficient consideration.

To enable a person legally to convey property to another, the following requisites are necessary: 1st, He or she must be of sane mind; 2nd, Of age; and 3rd, He or she must be the rightful owner of the property.

The maker of a deed is called the grantor; the person or party to whom the deed is delivered, the grantee. The wife of the grantor, in the absence of any statute regulating the same, must acknowledge the deed, or else, after the death of her husband, she will be entitled to a one-third interest in the property, as dower, during her life. Her acknowledgment of the deed must be of her own free will and accord, and the Commissioner, or other officer, before whom the acknowledgment is taken, must sign his name as a witness to the fact that her consent was without compulsion.

Special care should be taken to have the deed properly acknowledged and witnessed, and the proper seal attached.

The deed takes effect upon its delivery to the person authorized to receive it.

Any alterations or interlineations in the deed should be noted at the bottom of the instrument, and properly witnessed. After the acknowledgment of a deed, the parties have no right to make the slightest alteration. An alteration after the acknowledgment, in favor of the grantee, vitiates the deed.

By a general Warranty Deed, the grantor agrees to warrant and defend the property conveyed against all persons whatsoever. A Quit Claim Deed releases what interest the grantor may have in the land, but does not warrant and defend against others.

Deeds, upon their delivery, should be recorded in the Recorder's office without delay.

Warranty Deed with Covenants.

THIS INDENTURE, made this eighteenth day of March, in the year of our Lord one thousand eight hundred and seventy-three, between Henry Botsford of Lee, County of Berkshire, State of Massachusetts, and Mary, his wife, of the first part, and Calvin Daggett of the same place, of the second part,

Witnesseth, that the said party of the first part, for and in consideration of the sum of Three Thousand Dollars in hand, paid by the said party of the second part, the receipt whereof is hereby acknowledged, have granted, bargained, and sold, and by these presents do grant, bargain, and sell, unto the said party of the second part, his heirs and assigns, all the following described lot, piece, or parcel of land, situated in the town of Lee, in the County of Berkshire, and State of Massachusetts, to wit:

[*Here describe the property.*]

Together with all and singular the hereditaments and appurtenances thereunto belonging or in any wise appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof; and all the estate, right, title, interest, claim, and demand whatsoever, of the said party of the first part, either in law or equity, of, in, and to the above bar-

gained premises, with the hereditaments and appurtenances: To have and to hold the said premises above bargained and described, with the appurtenances, unto the said party of the second part, his heirs and assigns, forever. And the said Henry Botsford, and Mary, his wife, parties of the first part, hereby expressly waive, release, and relinquish unto the said party of the second part, his heirs, executors, administrators, and assigns, all right, title, claim, interest, and benefit whatever, in and to the above described premises, and each and every part thereof, which is given by or results from all laws of this State pertaining to the exemption of homesteads.

And the said Henry Botsford and Mary Botsford, his wife, party of the first part, for themselves and their heirs, executors, and administrators, do covenant, grant, bargain, and agree, to and with the said party of the second part, his heirs and assigns, that at the time of the ensealing and delivery of these presents they were well seized of the premises above conveyed, as of a good, sure, perfect, absolute, and indefeasible estate of inheritance in law, and in fee simple, and have good right, full power, and lawful authority to grant, bargain, sell, and convey the same, in manner and form aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, and encumbrances of what kind or nature soever; and the above bargained premises in the quiet and peaceable possession of the said party of the second part, his heirs and assigns, against all and every person or persons lawfully claiming or to claim the whole or any part thereof, the said party of the first part shall and will warrant and forever defend.

In testimony whereof, the said parties of the first part have hereunto set their hands and seals the day and year first above written.

Signed, sealed, and delivered in presence of ABIAL KETCHUM. } HENRY BOTSFORD, L. S.
MARY BOTSFORD. L. S.

Quit-Claim Deed.

THIS INDENTURE, made the fourth day of July, in the year of our Lord one thousand eight hundred and seventy-one, between Oscar Joy, of Nashville, County of Davidson, State of Tennessee, party of the first part, and Lorenzo Fisher, of the same place, party of the second part,

Witnesseth, that the said party of the first part, for and in consideration of Eight Hundred dollars in hand, paid by the said party of the second part, the receipt whereof is hereby acknowledged, and the said party of the second part forever released and discharged therefrom, has remised, released, sold, conveyed, and quit-claimed, and by these presents does remise, release, sell, convey, and quit-claim, unto the said party of the second part, his heirs and assigns, forever, all the right, title, interest, claim, and demand, which the said party of the first part has in and to the following described lot, piece, or parcel of land, to wit:

[*Here describe the land.*]

To have and to hold the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest, and claim whatever, of the said party of the first part, either in law or equity, to the only proper use, benefit, and behoof of the said party of the second part, his heirs and assigns forever.

In witness whereof, the said party of the first part hereunto set his hand and seal the day and year above written.

Signed, sealed, and delivered in presence of AZRO HOLLIS. } OSCAR JOY. SEAL.

Long Form Quit-Claim Deed — Homestead Waiver.

THIS INDENTURE, made the fourteenth day of October, in the year of our Lord one thousand eight hundred and seventy-two, between Park Converse, of Burlington, County of Des Moines, State of Iowa, party of the first part, and Elbridge Robinson, of the same place, party of the second part,

Witnesseth, that the said party of the first part, for and in consideration of Four Thousand dollars in hand, paid by the said party of the second part, the receipt whereof is hereby acknowledged, and the said party of the second part forever released and discharged therefrom, has remised, released, sold, conveyed, and quit-claimed, and by these presents does remise, release, sell, convey, and quit-claim, unto the said party of the second part, his heirs and assigns, forever, all the right, title, interest, claim, and demand which the said party of the first part has in and to the following described lot, piece, or parcel of land, to wit:

[*Here describe the land.*]

To have and to hold the same, together with all and singular the appurtenances and privileges thereunto belonging, or in any wise thereunto appertaining; and all the estate, right, title, interest, and claim whatever, of the said party of the first part, either in law or equity, to the only proper use, benefit, and behoof of the said party of the second part, his heirs and assigns forever.

And the said Park Converse, party of the first part, hereby expressly waives, releases, and relinquishes unto the said party of the second part, his heirs, executors, administrators, and assigns, all right, title, claim, interest, and benefit whatever, in and to the above described premises, and each and every part thereof, which is given by or results from all laws of this State pertaining to the exemption of homesteads.

And the said party of the first part, for himself and his heirs, executors, and administrators, does covenant, promise, and agree, to and with the said party of the second part, his heirs, executors, administrators, and assigns, that he hath not made, done, committed, executed, or suffered, any act or acts, thing or things, whatsoever, whereby, or by means whereof, the above mentioned and described premises, or any part or parcel thereof, now are, or any time hereafter, shall or may be impeached, charged, or incumbered, in any way or manner whatsoever.

In witness whereof, the said party of the first part hereunto sets his hand and seal the day and year first above written.

Signed, sealed, and delivered in presence of GERRY HOBBS. } PARK CONVERSE. L. S.

STATE OF IOWA, } ss.
DES MOINES COUNTY. }

I, Gerry Hobbs, a Justice of the Peace in and for the said County, in the State aforesaid, do hereby certify that Park Converse, who is personally known to me as the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and seal, this fourteenth day of October, A. D. 1872.

GERRY HOBBS, L. S.
Justice of the Peace.

Release.

KNOW ALL MEN by these presents, that I, Arthur Babcock of Logansport, of the County of Cass, and State of Indiana, for and in consideration of One dollar, to me in hand paid, and for other good and valuable considerations, the receipt whereof is hereby confessed, do hereby grant, bargain, remise, convey, release, and quit-claim unto Barton McInhill of Logansport, of the County of Cass, and State of Indiana, all the right, title, interest, claim, or demand whatsoever, I may have acquired in, through, or by a certain Indenture or Mortgage Deed, bearing date the tenth day of September, A. D. 1870, and recorded in the Recorder's office of said County, in book A of Deeds, page 84, to the premises therein described, and which said Deed was made to secure one certain promissory note, bearing even date with said Deed, for the sum of Six Hundred dollars.

Witness my hand and seal, this sixth day of August, A. D. 1873.

ARTHUR BABCOCK. L. S.

STATE OF INDIANA, } ss.
CASS COUNTY. }

I, Archibald Clinton, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Arthur Babcock, personally known to me as the same person whose name is subscribed to the foregoing Release, appeared before me this day in person, and acknowledged that he signed, sealed, and delivered the said instrument of writing as his free and voluntary act, for the uses and purposes therein set forth.

NOTARIAL SEAL.

Given under my hand and seal, this sixth day of August, A. D. 1873.

ARCHIBALD CLINTON, N. P.

LANDLORD AND TENANT.

A person leasing real estate to another is termed a landlord; the person occupying such real estate is known as a tenant. The person making the lease is known in law as the lessor; the person to whom the lease is made, as the lessee. No particular form of wording a lease is necessary. It is important, however, that the lease state, in a plain, straightforward manner, the terms and conditions of the agreement, so that there may be no misunderstanding between the landlord and tenant.

It is essential that the lease state all the conditions, as additional verbal promises avail nothing in law. It is held, generally, that a written instrument contains the details, and states the bargain entire, as the contracting parties intended.

The tenant can sub-let a part, or all, of his premises, unless prohibited by the terms of his lease.

A lease by a married woman, even if it be upon her own property, at common law, is not valid; but, by recent statutes, she, in many States, may lease her own property and have full control of the same; neither can the husband effect a lease that will bind her after his death. His control over her property continues only so long as he lives.

Neither a guardian nor a minor can give a lease, extending beyond the ward's majority, which can be enforced by the lessee; yet the latter is bound unless the lease is annulled.

If no time is specified in a lease, it is generally held that the lessee can retain possession of the real estate for one year. A tenancy at will, however, may be terminated in the Eastern States by giving three months' notice in writing; in the Middle and Southern States, six months; and in the Western States, one month; though recent statutes, in some States, have somewhat modified the above.

The lease that specifies a term of years without giving the definite number is without effect at the expiration of two years. A lease for three or more years, being signed by the Com-

missioner of Deeds, and recorded in the Recorder's office, is an effectual bar to the secret or fraudulent conveyance of such leased property; and it further obviates the necessity of procuring witnesses to authenticate the validity of the lease.

Duplicate copies of a lease should always be made, and each party should retain a copy of the same.

A new lease invalidates an old one.

A landlord misrepresenting property that is leased, thereby subjecting the tenant to inconvenience and loss, such damages can be recovered from the landlord by deduction from the rent.

A lease on property that is mortgaged ceases to exist when the person holding such mortgage forecloses the same.

A landlord, consenting to take a substitute, releases the first tenant.

Where there is nothing but a verbal agreement the tenancy is understood to commence at time of taking possession. When there is no time specified in the lease, tenancy is regarded as commencing at the time of delivering the writings.

If it is understood that the tenant is to pay the taxes on the property he occupies, such fact must be distinctly stated in the lease, as a verbal promise is of no effect.

Short Form of Lease for a House.

THIS INSTRUMENT, made the first day of May, 1872, witnesseth that Theodore Shonts of Asheville, County of Buncombe, State of North Carolina, hath rented from Tilgham Schnee of Asheville aforesaid, the dwelling and lot No. 46 Broadway, situated in said town of Asheville, for four years from the above date, at the yearly rental of Two Hundred and Forty dollars, payable monthly, on the first day of each month, in advance, at the residence of said Tilgham Schnee.

At the expiration of said above mentioned term, the said Shonts agrees to give the said Schnee peaceable possession of the said dwelling, in as good condition as when taken, ordinary wear and casualties excepted.

In witness whereof, we place our hands and seals the day and year aforesaid.

Signed, sealed, and delivered in presence of JOHN EDMINSTER, Notary Public.

THEODORE SHONTS, (L. S.)

TILGHAM SCHNEE. (L. S.)

Lease of Dwelling House for a Term of Years, with a Covenant not to Sub-let.

THIS INDENTURE, made this first day of May, 1873, between Hiram Wilcox, of Oxford, County of Benton, and State of Alabama, party of the first part, and Barton D. Maynard, of the same town, county, and state, party of the second part,

Witnesseth, that the said party of the first part, in consideration of the covenants of the said party of the second part, hereinafter set forth, does by these presents lease to the said party of the second part, the following described property, to wit: The dwelling house and certain parcel of land, situated on the south side of Main street, between Spring and Elm streets, known as No. 82 Main street.

To have and to hold the same to the said party of the second part, from the first day of May, 1873, to the thirtieth day of April, 1875. And the said party of the second part, in consideration of the leasing the premises as above set forth, covenants and agrees with the party of the first part to pay the said party of the first part, as rent for the same, the sum of One Hundred and Eighty dollars per annum, payable quarterly in advance, at the residence of said party of the first part, or at his place of business.

The said party of the second part further covenants with the party of the first part, that at the expiration of the time mentioned in this lease, peaceable possession of the said premises shall be given to said party of the first part, in as good condition as they now are, the usual wear, inevitable accidents, and loss by fire, excepted; and that upon the non-payment of the whole or any portion of the said rent at the time when the same is above promised to be paid, the said party of the first part may, at his election, either distrain for said rent due, or declare this lease at an end, and recover possession as if the same were held by forcible detainer; the said party of the second part hereby waiving any notice of such election, or any demand for the possession of said premises.

And it is further covenanted and agreed, between the parties aforesaid, that said Barton D. Maynard shall use the above mentioned dwelling for residence purposes only, and shall not sub-let any portion of the same to others, without permission from said Hiram Wilcox.

The covenants herein shall extend to and be binding upon the heirs, executors, and administrators of the parties to this lease.

Witness the hands and seals of the parties aforesaid.

HIRAM WILCOX, (L. S.)

BARTON D. MAYNARD. (L. S.)

Lease of Farm and Buildings Thereon.

THIS INDENTURE, made this first day of March, 1873, between Moses Waite of the town of Doylestown, State of Pennsylvania, of the first part, and Abijah Hazelton of the same place, of the second part,

Witnesseth, that the said Moses Waite, for and in consideration of the covenants hereinafter mentioned and reserved, on the part of the said Abijah Hazelton, his executors, adminis-

trators, and assigns, to be paid, kept, and performed; hath let, and by these presents doth grant, demise, and let, unto the said Abijah Hazelton, his executors, administrators, and assigns, all that parcel of land situate in Doylestown aforesaid, bounded and described as follows, to wit:

[*Here describe the land.*]

Together with all the appurtenances appertaining thereto. To have and to hold the said premises, with appurtenances thereto belonging, unto the said Hazelton, his executors, administrators, and assigns, for the term of five years from the first day of April next following, at a yearly rent of Eight Hundred dollars, to be paid in equal payments, semi-annually, as long as said buildings are in good tenantable condition.

And the said Hazelton, by these presents, covenants and agrees to pay all taxes and assessments, and keep in repair all hedges, ditches, rail, and other fences; (the said Moses Waite, his heirs, assigns, and administrators, to furnish all timber, brick, tile, and other materials necessary for such repairs.)

Said Hazelton further covenants and agrees to apply to said land, in a farmer-like manner, all manure and compost accumulating upon said farm, and cultivate all the arable land in a husband-like manner, according to the usual custom among farmers in the neighborhood; he also agrees to trim the hedges at a seasonable time, preventing injury from cattle to such hedges, and to all fruit and other trees on the said premises. That he will seed down with clover and timothy seed twenty acres yearly of arable land, ploughing the same number of acres each spring of land now in grass, and hitherto unbroken.

It is further agreed, that if the said Hazelton shall fail to perform the whole or any one of the above mentioned covenants, then and in that case the said Moses Waite may declare this lease terminated, by giving three months' notice of the same, prior to the first of April of any year, and may distrain any part of the stock, goods, or chattels, or other property in possession of said Hazelton, for sufficient to compensate for the non-performance of the above written covenants, the same to be determined, and amounts so to be paid to be determined by three arbitrators, chosen as follows: Each of the parties to this instrument to choose one, and the two so chosen to select a third; the decision of said arbitrators to be final.

In witness whereof, we have hereto set our hands and seals.

Signed, sealed, and delivered in presence of HARRY CRAWLEY.

MOSES WAITE, L. S.

ABIJAH HAZELTON. L. S.

Landlord's Agreement.

THIS certifies that I have let and rented, this first day of May, 1872, unto Dennis Holden, my house and lot, No. 18 North Front street, in the city of Philadelphia, State of Pennsylvania, and its appurtenances; he to have the free and uninterrupted occupation thereof for one year from this date, at the yearly rental of Twelve Hundred dollars, to be paid monthly in advance; rent to cease if destroyed by fire, or otherwise made untenantable.

JONAS WHEELOCK.

Tenant's Agreement.

THIS certifies that I have hired and taken from Jonas Wheelock, his house and lot, No. 18 North Front street, in the city of Philadelphia, State of Pennsylvania, with appurtenances thereto belonging, for one year, to commence this day, at a yearly rental of twelve hundred dollars, to be paid monthly in advance; unless said house becomes untenantable from fire or other causes, in which case rent ceases; and I further agree to give and yield said premises one year from this first day of May, 1872, in as good condition as now, ordinary wear and damage by the elements excepted.

Given under my hand this day.

DENNIS HOLDEN.

Notice to Quit.

To CHANDLER PECK,

Sir: Please observe that the term of one year, for which the house and land, situated at No. 14 Elm street, and now occupied by you, were rented to you, expired on the first day of May, 1873, and as I desire to repossess said premises, you are hereby requested and required to vacate the same.

Respectfully Yours,

DENSLOW MOORE.

NEWTON, MASS., May 4, 1873.

Tenant's Notice of Leaving.

DEAR SIR:

The premises I now occupy as your tenant, at No. 14 Elm street, I shall vacate on the first day of May, 1873. You will please take notice accordingly.

Dated this first day of February, 1873.

CHANDLER PECK.

To DENSLOW MOORE, Esq.

PARTNERSHIP.

An agreement between two or more persons to invest their labor, time and means together, sharing in the loss or profit that may arise from such investment, is termed a partnership.

This partnership may consist in the contribution of skill, extra labor, or acknowledged reputation upon the part of one partner, while the other, or others, contribute money, each sharing alike equally, or in fixed proportion, in the profits, or an equal amount of time, labor and money may be invested by the partners, and the profits equally divided; the test of partnership being the joint participation in profit, and joint liability to loss.

A partnership formed without limitation is termed a general partnership. An agreement entered into for the performance of only a particular work, is termed a special partnership; while the partner putting in a limited amount of capital, upon which he receives a corresponding amount of profit, and is held correspondingly responsible for the contracts of the firm, is termed a limited partnership, the conditions of which are regulated by statute in different states.

A partner signing his individual name to negotiable paper, which is for the use of the partnership firm, binds all the partners thereby. Negotiable paper of the firm, even though given on private account by one of the partners, will hold all the partners of the firm when it passes into the hands of holders who were ignorant of the facts attending its creation.

Partnership effects may be bought and sold by a partner; he may make contracts; may receive money; endorse, draw, and accept bills and notes; and while this may be for his own private account, if it apparently be for the use of the firm, his partners will be bound by his action, provided the parties dealing with him were ignorant of the transaction being on his private account; and thus representation or misrepresentation of a partner having relation to business of the firm, will bind the members in the partnership.

An individual lending his name to a firm, or allowing the same to be used after he has withdrawn from the same, is still responsible to third persons as a partner.

A partnership is presumed to commence at the time articles of copartnership are drawn, if no stipulation is made to the contrary and the same can be discontinued at any time, unless a specified period of partnership is designated in the agreement; and even then he may withdraw by giving previous notice of such withdrawal from the same, being liable, however, in damages, if such are caused by his withdrawal.

Should it be desired that the executors and representatives of the partner continue the business in the event of his death, it should be so specified in the articles, otherwise the partnership ceases at death. Should administrators and executors continue the business under such circumstances, they are personally responsible for the debts contracted by the firm.

If it is desired that a majority of the partners in a firm have the privilege of closing the affairs of the company, or in any way regulating the same, such fact should be designated in the agreement; otherwise such right will not be presumed.

Partners may mutually agree to dissolve a partnership, or a dissolution may be effected by a decree of a Court of Equity. Dissolute conduct, dishonesty, habits calculated to imperil the business of a firm, incapacity, or the necessity of partnership no longer continuing, shall be deemed sufficient causes to invoke the law in securing a dissolution of partnership, in case the same cannot be effected by mutual agreement.

After dissolution of partnership, immediate notice of the same should be given in the most public newspapers, and a notice likewise should be sent to every person having special dealings with the firm. These precautions not being taken, each partner continues liable for the acts of the others to all persons who have no knowledge of the dissolution.

Partnership Agreement.

THIS Agreement made this tenth day of June, 187—, between Charles R. Field, of Salem, Washington County, N. Y., of the one part, and David G. Hobart, of the same place, of the other part, witnesseth:

The said parties agree to associate themselves as copartners, for a period of five years from this date, in the business of buying and selling hardware and such other goods and commodities as belong in that line of trade; the name and style of the firm to be "Field & Hobart."

For the purpose of conducting the business of the above named partnership, Chas. R. Field has, at the date of this writing, invested Five Thousand Dollars as capital stock, and the said David G. Hobart has paid in the like sum of Five Thousand Dollars, both of which amounts are to be expended and used in common, for the mutual advantage of the parties hereto, in the management of their business.

It is hereby also agreed by both parties hereto, that they will

not, while associated as copartners, follow any avocation or trade to their own private advantage ; but will, throughout the entire period of copartnership, put forth their utmost and best efforts for their mutual advantage, and the increase of the capital stock.

That the details of the business may be thoroughly understood by each, it is agreed that during the aforesaid period, accurate and full book accounts shall be kept, wherein each partner shall record, or cause to be entered and recorded, full mention of all moneys received and expended, as well as every article purchased and sold belonging to, or in anywise appertaining to such partnership ; the gains, profits, expenditures and losses being equally divided between them.

It is further agreed that once every year, or oftener, should either party desire, a full, just and accurate exhibit shall be made to each other, or to their executors, administrators, or representatives, of the losses, receipts, profits and increase made by reason of, or arising from such copartnership. And after such exhibit is made, the surplus profit, if such there be resulting from the business, shall be divided between the subscribing partners, share and share alike.

Either party hereto shall be allowed to draw a sum, the first year, not exceeding six hundred dollars per annum, from the capital stock of the firm, in monthly installments of fifty dollars each ; which amount may be increased by subsequent agreement.

And further, should either partner desire, or should death of either of the parties, or other reasons, make it necessary, they, the said copartners, will each to the other, or, in case of death of either, the surviving party to the executors or administrators of the party deceased, make a full, accurate and final account of the condition of the partnership as aforesaid, and will, fairly and accurately, adjust the same. And also, upon taking an inventory of said capital stock, with increase and profit thereon, which shall appear or is found to be remaining all such remainder shall be equally apportioned and divided between them, the said copartners, their executors or administrators, share and share alike.

It is also agreed that in case of a misunderstanding arising with the partners hereto, which cannot be settled between themselves, such difference of opinion shall be settled by arbitration, upon the following conditions, to-wit: Each party to choose one arbitrator, which two thus elected shall choose a third ; the three thus chosen to determine the merits of the case, and arrange the basis of a settlement.

In witness whereof the undersigned hereto set their hands the day and year first above written.

CHARLES R. FIELD.
DAVID G. HOBART.

Signed in presence of
ABEL SMITH.
MYRON BROWN.

WILLS.

The legal declaration of what a person determines to have done with his property after death, is termed a Will.

All persons of sufficient age, possessed of sound mind, excepting married women in certain States, are entitled to dispose of their property by will. Children at the age of fourteen, if males, and females at the age of twelve, can thus dispose of personal property.

No exact form of words is necessary in order to make a will good at law ; though much care should be exercised to state the provisions of the will so plainly that its language may not be misunderstood.

The person making a will is termed the testator (if a female, a testatrix).

A will is of no force and effect until the death of the testator, and can be cancelled or modified at any date by the maker.

The last will made annuls the force of all preceding wills.

The law regards marriage and offspring resulting, as a *primâ facie* evidence of revocation of a will made prior to such marriage, unless the wife and children are provided for by the husband, in some other manner, in which case the will remains in full force.

To convey real estate by will, it must be done in accordance with the law of the State or country where such land is located ; but personal property is conveyed in harmony with the law that obtains at the place of the testator's residence.

There are two kinds of wills, namely, written and verbal or nuncupative. The latter, or spoken wills, depending upon proof of persons hearing the same, generally relate to personal property only, and are not recognized in all the States, unless made within ten days previous to the death. Verbal or unwritten wills are usually unsafe, and even when well authenticated, often make expensive litigation ; hence the necessity of having the wishes of the testator fully and clearly defined in a written will.

To give or make a devise of property by will and subsequently dispose of the same, without altering the will to conform to such sale, destroys the validity of the entire will.

A will made by an unmarried woman is legally revoked by marriage; but she can take such legal steps in the settlement of her property, before marriage, as will empower her to dispose of the same as she may choose, after marriage.

No husband can make a will that will deprive the wife of her right of dower in the property; but the husband can will the wife a certain amount in lieu of her dower, stating it to be in lieu thereof. Such bequest, however, will not exclude her from her dower, provided she prefers it to the bequest made in the will. Unless the husband states distinctly that the bequest is in lieu of dower, she is entitled to both.

Property bequeathed must pay debts and incumbrances upon the same before its distribution can be made to the legatees of the estate.

Though property may be willed to a corporation, the corporation cannot accept such gift unless provision is made for so doing in its charter.

A will may be revoked by marriage, a codicil, destruction of the will, disposing of property devised in a will, or by the execution of another will.

The person making a will may appoint his executors, but no person can serve as such executor if he or she be an alien at the time of proving of the will, if he be under twenty-one years of age, a convict, a drunkard, a lunatic, or an imbecile. No person appointed as an executor is obliged to serve, but may renounce his appointment by legal written notice signed before two witnesses, which notice must be recorded by the officer before whom the will is proved.

In case a married woman possesses property, and dies without a will, her husband is entitled to administer upon such property in preference to any one else, provided he be of sound mind.

Any devise of property made to a subscribing witness is invalid, although the integrity of the will in other respects is not affected.

In all wills the testator's full name should be made at the end of such will. If he be unable to write, he may have his hand guided in making a mark against the same. If he possesses a sound mind, and is conscious at the time of the import of his action, such mark renders the will valid.

Witnesses should always write their respective places of residence after their names, their signatures being written in the presence of each other and in the presence of the testator.

It should be stated also, that these names are signed at the request of, and in the presence of the testator, and in the presence of each other.

Different States require a different number of witnesses. To illustrate, Missouri, Illinois, Ohio, Kentucky, Arkansas, North Carolina, Tennessee, Iowa, Utah, Texas, California, New Jersey, Delaware, Indiana, Virginia, and New York require *two* subscribing witnesses.

The States of Florida, Mississippi, Maryland, Louisiana, Georgia, South Carolina, Wisconsin, Oregon, Minnesota, Michigan, Massachusetts, Rhode Island, Connecticut, Maine, New Hampshire, and Vermont demand *three* witnesses to authenticate a will.

Witnesses are not required to know the contents of a will. They have simply to know that the document is a will, and witness the signing of the same by the testator.

Proof of signature of the testator by the oath of two reputable witnesses, is sufficient to establish the validity of a will in the State of Pennsylvania; no subscribing witnesses being absolutely demanded.

CODICILS.

An addition to a will, which should be in writing, is termed a codicil.

A codicil is designed to explain, modify, or change former bequests made in the body of the will. It should be done with the same care and precision as was exercised in the making of the will itself.

General Form of Will for Real and Personal Property.

I, Warren P. Holden, of the town of Bennington, County of Bennington, State of Vermont, being aware of the uncertainty of life, and in failing health, but of sound mind and memory, do make and declare this to be my last will and testament, in manner following, to wit:

First. I give, devise and bequeath unto my oldest son, Lucius Denne Holden, the sum of One Thousand dollars, of bank stock, now in the First National Bank of Troy, New York, and the farm owned by myself in the town of Arlington, consisting of one hundred and forty acres, with all the houses, tenements, and improvements thereunto belonging; to have and to hold unto my said son, his heirs and assigns, forever.

Second. I give, devise and bequeath to each of my daughters, Fanny Almira Holden and Hannah Oriana Holden, each One Thousand dollars in bank stock, in the First National Bank of Troy, N. Y., and also each one quarter section of land, owned by myself, situated in the town of Mount Pleasant, Iowa, and recorded in my name in the Recorder's office in the County where such land is located. The north one hundred and sixty acres of said half section is devised to my eldest daughter, Fanny Almira.

Third. I give, devise and bequeath to my son, Emory Randor Holden, Five shares of Railroad stock in the Troy and Boston Railroad, and my one hundred and sixty acres of land and saw mill thereon, situated in Muskegon, Michigan, with all the improvements and appurtenances thereunto belonging, which said real estate is recorded in my name in the County where situated.

Fourth. I give to my wife, Mary Leffenwell Holden, all my household furniture, goods, chattels, and personal property, about my home, not hitherto disposed of, including Six Thousand dollars of bank stock in the First National Bank of Troy, New York, Fifteen shares in the Troy and Boston Railroad, and the free and unrestricted use, possession, and benefit of the home farm, so long as she may live, in lieu of dower, to which she is entitled by law; said farm being my present place of residence.

Fifth. I bequeath to my invalid father, Walter B. Holden, the income from rents of my store building at 144 Water St., Troy, New York, during the term of his natural life. Said building and land therewith to revert to my said sons and daughters in equal proportion, upon the demise of my said father.

Sixth. It is also my will and desire that, at the death of my wife, Mary Leffenwell Holden, or at any time when she may arrange to relinquish her life interest in the above mentioned homestead, the same may revert to my above named children, or to the lawful heirs of each.

And lastly. I nominate and appoint as executors of this my last will and testament, my wife, Mary Leffenwell Holden, and my eldest son, Lucius Denne Holden.

I further direct that my debts and necessary funeral expenses shall be paid from moneys now on deposit in the Savings Bank of Bennington, the residue of such moneys on deposit to revert to my wife, Mary Leffenwell Holden, for her use forever.

In witness whereof, I, Warren P. Holden, to this my last will and testament, have hereunto set my hand and seal, this tenth day of September, eighteen hundred and sixty-seven.

Signed, sealed, and declared by Warren P. Holden, as and for his last will and testament, in the presence of us, who, at his request, and in his presence, and in the presence of each other, have subscribed our names hereunto as witnesses thereof.

LUTHER O. WESCOTT,
Manchester, Vt.
HARTLEY B. HAWLEY,
Bennington, Vt.
DANIEL R. BOTTOM,
Bennington, Vt.

WARREN P. HOLDEN. L. S.

Codicil.

Whereas I, Warren P. Holden, did, on the tenth day of September, one thousand eight hundred and sixty-seven, make my last will and testament, I do now, by this writing, add this codicil to my said will, to be taken as a part thereof.

Whereas, by the dispensation of Providence, my daughter, Fanny Almira, has deceased February third, eighteen hundred and sixty-eight, and whereas, a son has been born to me, which son is now christened Francis Allen Holden, I give and bequeath unto him my gold watch, and all right, interest, and title in lands and bank stock and chattels bequeathed to my deceased daughter, Fanny Almira, in the body of this will.

In witness whereof, I hereunto place my hand and seal, this first day of January, eighteen hundred and seventy.

Signed, sealed, published, and declared to us by the testator, Warren P. Holden, as and for a codicil to be annexed to his last will and testament. And we, at his request, and in his presence, and in the presence of each other, have subscribed our names as witnesses thereto, at the date hereof.

HARTLEY B. HAWLEY,
Bennington, Vt.
REUBEN T. HURD,
Arlington, Vt.
DANIEL R. BOTTOM,
Bennington, Vt.

WARREN P. HOLDEN. L. S.

Shorter Form of Will.

I, Alvin B. Adams, of the city of Pittsburg, in the County of Alleghany, and State of Pennsylvania, being of sound mind and memory and understanding, do make my last Will and Testament, in manner and form following:

First. I give, devise and bequeath to my wife, Mary, her heirs and assigns forever, one half of all my property, real, personal, and mixed, of what nature and kind soever, and wheresoever the same shall be at the time of my death; the same to be in lieu of her dower at common law.

Second. I give, devise and bequeath unto such of my children as may be living at the time of my death, one half of all my property, real, personal, and mixed, of what nature and kind soever, and wheresoever the same shall be at the time of my death, to be divided among them, share and share alike.

Third. I hereby direct and empower my executor to sell and dispose of all my personal property to the highest bidder at auction, as soon as practicable after my decease, and to sell my real estate at auction or private sale, as it may in his judgment seem most advantageous, or for the interest of my said devisees.

Fourth. I direct that the net avails of my real and personal property, so disposed of as aforesaid, and converted into money, shall be divided and paid to my said devisees within one year after my decease.

Fifth. I hereby appoint my wife, Mary, guardian of the person and estate of such of my children as may be minors at the time of my death.

Sixth. I hereby appoint William H. Adams executor of this my last Will and Testament.

In witness whereof, I, Alvin B. Adams, the testator, have, to this my last Will and Testament, set my hand and seal this tenth day of April, A. D., 1865.

Signed, sealed, published, and declared, by the above named Alvin B. Adams, as and for his last Will and Testament, in the presence of us, who have hereunto subscribed our names at his request, as witnesses thereto, in the presence of the said testator and of each other.
WINFIELD D. BROWN,
CHARLES CAMPBELL.
JOHN DOE.

ALVIN B. ADAMS. (L. S.)

Form of a Will Where Property is Left to Wife Absolutely.

THIS is the last will and testament of me, Thomas Wedgewood, made this 18th day of September, 1872, in Chicago, County of Cook, and State of Illinois, as follows:

I bequeath all my lands, tenements, and hereditaments, and all my household furniture, ready money, securities for money, money secured by life assurance, goods, and chattels, and all other parts of my real and personal estate and effects whatsoever and wheresoever, unto my wife, Clara Wedgewood, her heirs, administrators, and assigns, to and for her and their absolute use and benefit, according to the nature and quality thereof respectively, subject only to the payment of my just debts, funeral and testamentary expenses, and the charge of proving and registering this my Will. And I appoint my said wife executrix of this my Will, and hereby revoke all other wills.

In witness whereof, I hereunto set my hand and seal, the day and year above mentioned.

Signed, sealed, published, and acknowledged by the said Thomas Wedgewood as and for his last Will and Testament, in the presence of us, who, in his presence, and at his request, and in the presence of each other, have subscribed our names hereunto as witnesses thereof.
SOLON W. WATSON,
CHAS. D. SNYDER.

THOS. WEDGEWOOD, (L. S.)

Form of Will with Entire Property Left to Wife, for Life or Widowhood, with Disposition of the Same after Her Marriage or Death, Provision being made for Maintaining Children, etc. Legacies to Executors.

Realizing the uncertainty of life, I, Charles W. Freeman of Kenosha, in the County of Kenosha, and State of Wisconsin, make this last Will and Testament, while in the possession of sound mind and memory, this 14th day of August, 1870.

I give, devise and bequeath unto my executors, hereafter named, all my estate and effects that I may die possessed of or entitled to, upon trust, to be, as soon as conveniently can be, after my decease, sold and converted into money, and the proceeds invested in one or other of the public funds, and the dividends arising therefrom to be paid, yearly each and every year, unto my wife, Harriet D. Freeman, during the term of her natural life, should she so long continue my widow; the first yearly payment thereof to commence and be payable at the expiration of the first year after my decease, if my wife remains a widow.

Upon her second marriage, I direct that one third of all moneys from my estate, set apart for her use by my executors, be given her for her use and behoof forever, to control as she may choose, and the remaining two thirds I will to be given to my children, to be divided equally among all my children by my said wife, the share of each child to be paid on his or her respectively attaining the age of lawful majority; and I direct that the dividends arising therefrom shall be applied, at the discretion of my executors, towards the maintenance and

education of my said children, until they shall severally and respectively attain the said age. And in case any or either of my said children shall happen to die under lawful majority, then I give and bequeath the share or shares of him, her, or them, so dying, unto the survivor or survivors of them.

And I nominate and appoint my wife, Harriet D. Freeman, my eldest son, Clinton W. Freeman, and Walter C. Kimball, and the survivor of them, and the executors or administrators of such survivor, to be the executors of this my will, and in consideration of the trouble thus imposed on them, I do hereby give and bequeath unto each of my said executors the legacy or sum of five hundred dollars, free of legacy duty and all other deductions. And hereby revoking all former or other wills by me at any time made, I, the said Charles W. Freeman, to this which I declare to be my last will and testament, set my hand and seal.

Signed by the said testator Charles W. Freeman, and acknowledged by him to be his last will and testament, in the presence of us, present at the same time, and subscribed by us in the presence of the said testator and of each other.

CHAS. W. FREEMAN. (L. S.)

BARNARD MCDOLE,
RICHARD WILSON,
HIRAM FLEMING,

Nuncupative Will.

In the matter of the nuncupative will of Jonas Lyman, deceased.

On the first day of July, in the year one thousand eight hundred and seventy-one, Jonas Lyman, being in his last sickness, in his dwelling, situate in Burlington, Iowa, at 84 Huron street in the presence of the subscribers, did declare his last will and wishes concerning the disposition of his property, in the following words, viz.:

He desired that his seven hundred dollars in the First National Bank of Burlington, and two hundred dollars in the hands of Silas Holmes, should be given to his mother. He also expressed a desire to have Silas Holmes act as his executor, to collect the same as soon as possible, with interest due, paying the entire amount, when collected, to his mother. He also said, "All my other property I want my mother to have for her separate use, except my house and lot where I live, which I will to my sister Mary."

At the time the said Jonas Lyman stated the foregoing as his will, he was of sound mind and memory, and desired us to bear witness that such was his wish and desire.

Reduced to writing by us, this tenth day of July, in the year one thousand eight hundred and seventy-one.

ABIAL GOODING,
ARTEMAS WHITE,
PETER H. SMITH.

Affidavit to the Foregoing.

STATE OF IOWA, } ss.
COUNTY OF LEE. }

Personally appeared before me, George Hartwell, Clerk of the Court of Probate for said County, Abial Gooding, Artemas White, and Peter H. Smith, who deposed that they were present on the first day of July, A. D. 1871, at the dwelling of the said Jonas Lyman, situate at 84 Huron street, Burlington, Iowa, and did hear Jonas Lyman utter what is specified in the foregoing writing; that he wished them to witness that it was his last will; and that, at the time he was of sound mind and memory, to the best of their knowledge and belief.

Sworn and subscribed before me, this 12th day of July, A.D. 1871. GEORGE HARTWELL, *Clerk.*

A Short Form of Will, Conveying the Entire Real and Personal Property to the Wife of the Testator.

A will which bequeaths all the property of the testator, real and personal, wheresoever it may be, carries with it property acquired after its publication, without a repetition of any formalities.

The question in relation to a bequest in such cases, is one of intention, not of power. The following will of Onslow Peters, the legality of which was tested, and sustained by the courts, was found to be amply sufficient in length for the purpose for which it was designed. It read as follows:

I, Onslow Peters, do make and publish this my last will and testament, hereby revoking all former wills by me made.

I bequeath all my property, real and personal, wheresoever the same may be, to my beloved wife, Hannah P. Peters.

I appoint my said wife the executrix of this my last will and testament. My will is that my said wife shall not be required to give any bonds or security to the judge of probate for the faithful execution of the duties of executrix.

In witness whereof, I have hereunto set my hand and seal, this thirteenth day of September, A. D. eighteen hundred and thirty-eight.

CLAUSES FOR INSERTION IN WILLS.

Cancelling Debts That are, or May be, Due.

Whereas, there are certain sums of money due me, upon mortgages, bills, and otherwise, from persons hereafter named (naming them), it is my will that such indebtedness, immediately after my death, shall be cancelled by my executors. And I do hereby release those persons aforesaid from the payment of all debts due.

Desiring that Difference of Opinion about Provisions of the Will be Settled by Arbitrators.

It is my desire that, if any dispute, question, or controversy shall happen, concerning any bequest or other matter in this, my will, such question shall be referred to the arbitration of my friends, A. D. and C. L., with provision for them to choose an umpire; but should they not be able to act in the matter, then I desire that my wife and eldest son shall each appoint an arbitrator or arbitrators, with the power of choosing a third arbitrator; and what a majority of them shall determine therein, shall be binding upon all and every person or persons therein concerned.

Providing that the Wife shall have the Custody of the Children, and Appointing a Guardian in Case of her Death.

And in case I shall leave any child or children, at the time of my death, my will is that my wife shall have the guardianship of them during their minority; and in case of her death, during the minority of said children, then I desire that my friend, D. M., shall have the guardianship of them during their minority; should he refuse, I will that A. J. shall take such supervision and guardianship.

SUBSCRIPTION PAPERS.

A subscription heading should be written very plainly and as briefly as may be and express the object for which the money is subscribed. The following, with variations to suit the circumstances, will give the reader a general idea of the manner of preparing such a form:

Form of a Subscription Heading.

(*Here give Town, State and Date.*)

We, the undersigned, agree to pay the sums set opposite our respective names, for the purpose of defraying the expenses necessary to the appropriate celebration, in this city, of our National Independence, on the coming Fourth of July

Names.		*Names.*	
William H. Knickerbocker,	$50.00	*Daniel W. Cunningham,*	$25.00

Exemptions from Forced Sale.

ABSTRACT OF STATE LAWS.

Showing Property Exempt from Attachment, or Levy and Sale on Execution,

IN FORCE JANUARY 1st, 1875.

Alabama.—*Home worth* $2,000, *and Personal Property.*—The personal property of any resident of this State, to the value of $1,000, to be selected by such resident, shall be exempted from sale on execution, or other final process of any court, issued for the collection of any debt contracted since the adoption of the present constitution (1868.) Every nomestead not exceeding eighty acres of land, the dwelling and appurtenances thereon to be selected by the owner, not in village, town, or city or in lieu thereof, at the option of the owner, any lot in a city, town, or village, with the dwelling and appurtenances thereon, owned and occupied by any resident of the State, and not exceeding the value of $2,000, shall be exempted from sale on execution, or any other final process from court, since the adoption of the present constitution.

Arkansas.—*Home worth* $5,000, *and Personal Property,* $2,000. One hundred and sixty acres of land, or one town or city lot, being the residence of a householder or head of a family, the appurtenances and improvements thereto belonging, to the value of $5,000, and personal property to the value of $2,000.

California.—*Home worth* $5,000, *and Personal Property.*—The homestead not exceeding $5,000 in value, if declaration of homestead is properly filed in the recorder's office of the county where situate, by a husband or wife, or other head of a family, is exempt from execution, except in the following cases: 1st, where the judgment was obtained before the declaration of homestead, 2d, on judgments for liens of mechanics, laborers, or vendors of the land; 3d, on debts secured by mortgage on the land, executed by husband and wife, or an unmarried claimant; 4th, on debts secured by mortgage on the land before the declaration of the homestead. The other exemptions are chairs, tables, desks and books, to the value of $200; necessary household, table and kitchen furniture, including one sewing machine and one piano in actual use in a family, or belonging to a woman; stoves, stove pipe and stove furniture; wearing apparel, beds, bedding, and bedsteads, and provisions sufficient for one month; farming utensils or implements of husbandry; also two oxen, or two horses, or two mules, and their harness, one cart or wagon, and food for such oxen, etc., for one month; all seed, grain, or vegetables, actually provided for planting or sowing within the ensuing six months, not exceeding $100 in value; tools of a mechanic or artisan necessary to his trade: notarial seal and records of a notary; instruments and chest of a surgeon, physician, surveyor, dentist, necessary to their profession, with their scientific and professional libraries; the law professional libraries and office furniture of attorneys and judges, and libraries of ministers of the gospel; the cabin or dwelling of a miner not exceeding $500 in value; also his sluices, pipes, hose, windlass, derricks, cars, pumps, tools, implements, and appliances necessary for mining operations, not exceeding $500 in value; and two horses, oxen, or mules, and harness, and food of horses, etc., for one month, when necessary to be used in any rhim windlass, derrick, car, pump or hoisting gear; two horses, oxen, or mules, with harness, and hack. carriage, cart, etc., by which a cartman, drayman, peddler, teamster, etc. earns his living, and the horse, vehicle, and harness of a physician or minister of the gospel, with food for one month; four cows with their sucking calves, and four hogs with their sucking pigs; poultry, not exceeding $50 in value; earnings of debtor for services rendered within thirty days before levy, necessary for the use of his family residing in the state, supported by his labor; shares in a homestead corporation not exceeding $1,000 in value, when the holder does not own a homestead; all benefits of life insurance whose annual premiums do not exceed $500; fire engines. etc., of fire companies; arms and accoutrements required to be kept by law; court houses, jails, and buildings, and lots, cemeteries, and certain other public property.

Colorado.—*Home worth* $2,000, *and Personal Property.*—There is exempted a homestead worth not to exceed $2,000, and to the head of a family owning and occupying the same, there are exempted various articles of personal property, according to the size of the family, such as is usually determined by the statutes. The tools, working animals, books, and stock in trade, not exceeding $300 in value, is exempted to any person not the head of a family, when used and kept for the purpose of carrying on a business or trade.

Connecticut—*No Home exempted. Personal Property of the following value:* Necessary apparel and bedding, household furniture necessary for supporting life, arms, military equipments, implements of the debtor's trade, one cow, ten sheep (not exceeding in value $150), are protected, and certain specified amounts of family stores, one stove, the horse, saddle and bridle, buggy and harness (not exceeding in value $200), of any practising physician or surgeon, one sewing machine in use, one pew in church in use, and a library (not exceeding in value $500), one boat used in fishing, not exceeding $200 in value.

Dakota—*Home of* 80 *Acres, with buildings, or house, and one half acre in a village or city, and Personal Property.*—The householder is entitled to a homestead consisting of not more than eighty acres of land with buildings and appurtenances thereon, and personal property aggregating in value not to exceed $1,500, which personal property is defined by statute.

Delaware—*No Home exempted. Personal Property,* $275.—Family library, family pictures, Bible, school books, seat of pew in church, lot in cemetery, wearing apparel of debtor and family, and tools, implements and fixtures necessary to carry on business worth not over $75. Head of family, in addition to the above, is allowed on other personal property not enumerated above, $200.

District of Columbia.—*No Home exempted. Personal Property of the following value:* The following property of a householder is exempt from distraint, attachment, or sale on execution, except for servants' or laborers' wages due: Wearing apparel, household furniture to the amount of $300; provisions and fuel for three months; mechanics' tools or implements of any trade, to the value of $200, with stock to the same amount; the library and implements of a professional man or artist, to the value of $300; a farmer's team and other utensils, to the value of $100; family pictures and library, in value $400.

Florida.—*Farm, or House and Lot, and Personal Property.*—Homestead of one hundred and sixty acres of land and improvements, if in the country; a residence and one-half acre of ground, if in a village or city; together with $1,000 worth of personal property. An additional sum of $1,000 worth of property is exempt from all debts incurred prior to May 10, 1865.

Georgia.—*Home worth* $2,000, *and Personal Property.*—Each head of a family, or guardian, or trustee, of a family of minor children, is entitled to a homestead of realty to the value of $2,000 in specie, and personal property to the value $1,000 in specie, to be valued at the time they are set apart.

Idaho.—*Home worth* $3,000, *and Personal Property.*—The head of a family, being a householder, either husband or wife, may select a homestead not exceeding in value $2,000; while furniture, teams, tools stock, and other personal property enumerated by statute, to the value of $300 or more, according to valuation, shall be exempt from execution, except upon a judgment recovered for its price, or upon a mortgage thereon.

Illinois.—*Home worth* $1,000, *and Personal Property.*—Lot of ground and buildings thereon, occupied as a residence by the debtor, being a householder and having a family, to the value of $1,000. Exemption continues after the death of the householder for the benefit of widow and family, some one of them occupying the homestead until youngest child shall become twenty-one years of age, and until death of widow. There is no exemption from sale for taxes, assessments, debt or liability incurred for the purchase or improvement of said homestead. No release or waiver of exemption is valid, unless in writing, and subscribed by such householder and wife (if he have one), and acknowledged as conveyances of real estate are required to be acknowledged. The following articles of personal property owned by the debtor, are exempt from execution, writ of attachment, and distress for rent: The necessary wearing apparel of every person; one sewing machine; the furniture tools, and implements necessary to carry on his trade or business, not exceeding $100 in value; the implements or library of any professional man, not exceeding $100 in value; materials and stock designed and procured for carrying on his trade or business, and intended to be used or wrought therein, not exceeding $100 in value; and also, when the debtor is the head of a family and resides with the same; necessary beds, bedsteads, and bedding, two stoves and pipe, necessary household furniture, not exceeding in value $100, one cow, calf, two swine, one yoke of oxen, or two horses in lieu thereof, worth not exceeding $200, with the harness therefor, necessary provisions and fuel for the use of the family three months, and necessary food for the stock hereinbefore exempted for the same time; the bibles, school books and family pictures; the family library, cemetery lots, and rights of burial, and tombs for the repositories of the dead; one hundred dollars' worth of other property, suited to his condition in life, selected by the debtor. No personal property is exempt from sale for the wages of laborers or servants. Wages of a laborer who is the head of a family cannot be garnisheed, except the sum due him be in excess of $25.

Indiana.—*Home, and Personal Property of the following value:* Any resident householder has an exemption from levy and sale under execution, of real or personal property, or both, as he may select, to the value of $300. The law further provides that no property shall be sold by virtue of an execution for less than *two thirds* of its appraised cash value. The provisions of this law can be waived in contracts. To do this, the note or contract should read: "*Payable without any relief whatever from valuation or appraisement laws.*"

Iowa.—*Farm of* 40 *Acres, or House and Lot in City and Personal Property.*—The homestead must embrace the house used as a home by the owner thereof, and if he has two or more houses thus used by him, at different times and places, he may select which he will retain as a homestead. If within a town plat it must not exceed one-half acre in extent, and if not in a town plat it must not embrace in the aggregate more than forty acres. But if when thus limited, in either case its value is less than $500, it may be enlarged till its value reaches that amount. All wearing apparel kept for actual use, and suitable to the condition of the party, and trunks to contain the same, one shot-gun, or rifle, the proper tools, instruments, or books of any farmer, mechanic, surveyor, clergyman, lawyer, physician, teacher or professor; the horse or team consisting of not more than two horses or mules, or two yoke of cattle and wagon with harness, by use of which any physician, public officer, farmer, teamster, or other laborer, habitually earns his living. All private libraries, family Bibles, portraits, pictures, musical instruments, and paintings not kept for sale. If the debtor is the head of a family there is further exempt, two cows, one calf, one horse, fifty sheep, their wool and goods manufactured therefrom, six stands of bees, five hogs, and all pigs under six months; the necessary food for all animals exempt for six months; all flax raised by the defendant on not exceeding one acre; one bedstead and necessary bedding for every two in the family; all cloth manufactured by the defendant, not exceeding 100 yards in quantity; household and kitchen furniture not exceeding $200 in value; all spinning-wheels, one sewing-machine, looms, and other instruments of domestic labor kept for actual use; the necessary provisions and fuel for the use of the family for six months; a pew in church, and a lot in burying-ground not exceeding one acre. The printer has exempted the necessary type, presses, etc., for his office to the value of $1,200. The earnings of a debtor for personal services, or those of his family, at any time within ninety days next preceding the levy are also exempt from attachment and execution. None of the foregoing exemptions are for the benefit of a single man not the head of the family, nor of non-residents, nor of those who have started to leave the state, but their property is liable to execution, with the exception of ordinary wearing apparel and trunks to contain the same; and, in the latter case, of such wearing apparel and such property as the defendant may select, not to exceed $75, to be selected by the debtor and appraised. But no exemptions shall extend to property against an execution issued for the purchase money thereof.

Kansas.—*Home of* 160 *Acres of Farm Land, or House and One Acre in a Village or City, and Personal Property.*—A homestead to the extent of one hundred and sixty acres of farming land, or of one acre within the limits of an incorporated town or city, occupied as a residence by the family of the owner, together with all the improvements on the same, shall be exempt from forced sale under any process of law, and shall not be alienated except by joint consent of husband and wife, when that relation exists. No value is affixed to the homestead. It may be worth a million dollars. No personal property is exempt for the *wages of a servant, mechanic, laborer, or clerk.* Every person residing in this State, and being the head of a family, shall have exempt from seizure upon attachment or execution, or other process issued from any court in this State: Family bible, school books, and family library; family pictures and musical instruments used by the family; all wearing apparel of the family; all beds, bedsteads and bedding used by the debtor and his family; one cooking stove and appendages, and all other cooking utensils, and all other stoves and appendages, necessary for the use of the debtor and his family; one sewing machine, spinning wheel, and all other implements, and all other household furniture not herein enumerated, not exceeding $500; two cows, ten hogs, one yoke of oxen, and one horse or mule, or in lieu of one yoke of oxen and one horse or mule, a span of horses or mules, and twenty sheep and their wool; necessary food for the support of the stock for one year; one wagon, two plows, drag, and other farming utensils not exceeding $300; grain, meat, vegetables, groceries, etc., for the family for one year; the tools and implements of any mechanic, miner, or other person, kept for the purpose of carrying on his business, and in addition thereto stock in trade not exceeding $400 in value; library, implements, and office furniture of any professional man.

Kentucky.—*Home worth* $1,000, *and Personal Property.*—On all debts or liabilities created after the first day of June, 1866, so much land, including the dwelling house and appurtenances, as shall not exceed in value $1,000; one work beast or yoke of oxen, two cows and calves, five sheep; wearing apparel, and the usual household and kitchen furniture, of about the value of $100; also one sewing machine.

Louisiana.—*Home of* 160 *Acres of Land, and Personal Property, in all worth* $2,000.—One hundred and sixty acres of land, with buildings and improvements thereon, occupied as a residence, and *bona fide* owned by the debtor, having a family, a person or persons dependent upon him for support; together with personal property, making in all a value not exceeding $2,000.

Maine.—*Home worth* $500, *and Personal Property.*—There is exempted a lot of land, dwelling house, etc., not exceeding $500 in value; necessary apparel; a bed, bedstead, and bedding for every two members of a family; one cooking stove, all stoves used for warming buildings, and other necessary furniture to the value of $50; one sewing machine for use, not exceeding $100 in value; all tools necessary for the debtor's occupation; all Bibles and school books for use of the family; one copy of the Statutes of the State, and a library not exceeding $150 in value; one cow and one heifer, two swine, ten sheep, and the wool and lambs from them; one pair of working cattle, or instead thereof, one pair of mules, or two horses not exceeding $300 in value; all produce of farms until harvested; corn and grain for use of debtor and family, not exceeding thirty bushels; all potatoes raised or purchased for use in family; one barrel of flour; a sufficient quantity of hay to winter all exempted stock; all flax raised for use, on one-half acre of land; lumber to the amount of $10, twelve cords of fire-wood, five tons of anthracite coal, fifty bushels of bituminous coal, and all charcoal for use in the family; one pew in meeting-house where debtor worships; one horse-sled or ox-sled, $20 in value; one harness worth $20 for each horse or mule; one cart or truck wagon, one harrow, one plow, one yoke, two chains, and one mowing machine; for fisherman, one boat not exceeding two tons burthen.

Maryland.—*No Homestead Exemption, but Personal Property.* The property exempted is the personal property *actually necessary* for the sustenance of the family, and the implements or tools *necessary* to earn a livelihood, and wearing apparel. The constitution of the State directs the legislature to pass laws exempting from judicial sales property not exceeding $500. One hundred dollars is the amount fixed and exempted in pursuance of this constitutional requirement. (The exact language of the law is, "all wearing apparel, books, and the tools of mechanics.")

Massachusetts.—*Home worth* $800, *and Personal Property.* Every householder, having a family, is entitled to an estate or homestead, to the extent in value of $800, in the farm, or lot of land, and buildings thereon, owned, or rightly possessed by lease or otherwise, and occupied by him as a residence. The necessary wearing apparel; one bedstead, bed, and the necessary bedding, for every two persons of the family; one iron stove used for warming the dwelling house, and fuel not exceeding the value of $20, procured and designed for the use of the family; one sewing machine, of a value not exceeding $100, in actual use by such debtor, or the family of the debtor; other household furniture necessary for him and his family, not exceeding $100 in value; the Bibles, school books, and library used by him or his family, not exceeding $50 in value; one cow, six sheep, one swine, and two tons of hay; the tools, implements, and fixtures necessary for carrying on his trade or business, not exceeding $100 in value; materials and stock, designed and procured by him, and necessary for carrying on his trade or business, and intended to be used or wrought therein, not exceeding $100 in value; provisions necessary, and procured and intended for the use of the family, not exceeding $50 in value; the boat, fishing tackle, and nets of fishermen, actually used by them in the prosecution of their business, to the value of $100; the uniform of an officer or soldier in the militia, and the arms and accoutrements required by law to be kept by him.

Mississippi.—*Home worth* $2,000, *and Personal Property.*—On debts contracted after September 1, 1870, only eighty acres of land to the head of every family, being a housekeeper; to a resident of any incorporated town, being the head of a family, and a housekeeper, $2,000 worth of real property, comprising the proper homestead. It is understood that on debts contracted before September, 1870, the exemptions of the code of 1857 are applicable, viz: One hundred and sixty acres of land, homestead, $1 500; tools of a mechanic, agricultural implements of a farmer, implements of a laborer; wearing apparel; books of a student, libraries, books and maps; two horses or mules (the new exemption gives an additional mule or horse, making two exemptions), one hundred and fifty bushels of corn, four cows and calves, eight hundred pounds of pork, twenty bushels of wheat; one yoke of oxen, one wagon; furniture, $250.

Missouri.—*Home worth* $1,500 *to* $3,000, *and Personal Property.* Married men are allowed a homestead of one hundred and sixty acres of land to the value of $1,500. In cities of forty thousand inhabitants or over, homesteads shall not include more than eighteen square rods of ground, nor exceed in value $3,000. In cities of less size, homestead shall not include over thirty square rods, nor exceed $1,500 in value. Personal property to the value of *not less* than $300 to the heads of families. Before 1865, certain property of husband, but *not* that acquired by *purchase* after marriage, was exempt from liabilities of wife incurred before marriage. Since statute of 1865, husband is so liable.

Michigan.—*Home worth* $1,500, *and Personal Property.*—Any quantity of land, not exceeding forty acres, and the dwelling house thereon, with its appurtenances, to be selected by the owner thereof,

and not included in any recorded town plat, city or village, or, instead thereof, at the option of the owner, a quantity of land not exceeding in amount one lot, being within a recorded town plat, or city, or village, and the dwelling house thereon, and its appurtenances, owned and occupied by any resident of the State, not exceeding in value $1,500. Household furniture to amount of $250; stock in trade, a team, or other things which may be necessary to carry on the pursuit of particular business, up to $250; library and school books not exceeding $150; to a householder, ten sheep, two cows, five swine, and some minor things. There are some other exemptions beside a homestead, but they are trivial.

Minnesota.—*Home of Eighty Acres in Farm Lands, or House and Lot in Village or City, and Personal Property.*—Eighty acres of land selected as a homestead, or a lot and dwelling house thereon, in any incorporated town plat, city, or village, being a homestead; the family Bible, family pictures, school books, or library, and musical instruments; all wearing apparel of the debtor and his family, all beds, bedsteads, and bedding kept and used by the debtor and his family; all stoves and appendages put up or kept for the use of the debtor and his family; all cooking utensils, and all other household furniture not herein enumerated, not exceeding $500 in value; three cows, two swine, one yoke of oxen and a horse, or in lieu of one yoke of oxen and a horse, a span of horses or mules, twenty sheep and the wool from the same, either in the raw material, or manufactured into cloth or yarn; the necessary food for all the stock mentioned in this section, for one year's support, either provided or growing, or both, as the debtor may choose; also, one wagon, cart, or dray, one sleigh, two plows, one drag, and other farming utensils, including tackle for teams, not exceeding $300 in value; the provisions for the debtor and his family necessary for one year's support, either provided or growing, or both, and fuel necessary for one year; the tools and instruments of any mechanic, minor or other person, used and kept for the purpose of carrying on his trade, and in addition thereto, stock in trade not exceeding $400 in value. Also the library and implements of any professional man. All of which articles hereinbefore intended to be exempt shall be chosen by the debtor, his agent, clerk, or legal representative, as the case may be; one sewing machine; the earnings of minor children. None of these articles of personal property are exempt from execution or attachment for the purchase money thereof.

Montana.—*Home worth* $2,500, *and Personal Property.*—A homestead not exceeding in value $2,500; in a city or village not to exceed one-quarter of an acre, or farm land not exceeding eighty acres; the debtor taking his choice selecting either, with all improvements thereon included in the valuation. The lien of a mechanic, laborer, or mortgage lawfully obtained upon the same, is not affected by such exemption. In addition to the homestead, personal property to the value of $1,400, and more, according to value of articles enumerated by statute, is allowed to the householder occupying the same.

Nebraska.—*Home worth* $500, *and Personal Property.*—A homestead consisting of any quantity of land not exceeding one hundred and sixty acres, and the dwelling house thereon, and its appurtenances, to be selected by the owner thereof, and not included in any incorporated city or village; or, instead thereof, at the option of the owner, a quantity of contiguous land, not exceeding two lots, being within an incorporated town, city or village, and according to the recorded plat of said incorporated town, city or village; or, in lieu of the above, a lot or parcel of contiguous land not exceeding twenty acres, being within the limits of an incorporated town, city or village, the said parcel or lot of land not being laid off into streets, blocks and lots, owned and occupied by any resident of the State, being the head of a family, shall not be subject to attachment, levy, or sale upon execution, or other process issuing out of any court in this State, so long as the same shall be occupied by the debtor as a homestead. All heads of families who have neither lands, town lots nor houses entitled to exemption as a homestead, under the laws of this State, shall have exemption from forced sale on execution the sum of $500 in personal property. Other personal property is exempted, which is enumerated by statute.

Nevada.—*Home worth* $5,000, *and Personal Property.*—The husband, wife, or other head of the family, is entitled to a homestead not exceeding in value $5,000, and a debtor has exempted from attachment personal property not exceeding in value $1,500, enumerated in the statute.

New Hampshire.—*Home worth* $500, *and Personal Property.* Homestead to the value of $500; necessary apparel and bedding, and household furniture to the value of $100; Bibles and school books in use in the family; library to the value of $200; one cow, one hog and one pig, and pork of same when slaughtered; tools of occupation to the value of $100; six sheep and their fleeces; one cooking stove and its furniture; provisions and fuel to the value of $50, and one sewing machine; beasts of the plow, not exceeding one yoke of oxen, or a horse, and hay not exceeding four tons.

New Jersey.—*Home worth* $2,000 *and Personal Property.*—Lot and buildings thereon, occupied as a residence and owned by the debtor, being a householder and having a family, to the value of $1,500. Personal property to the amount of $200, owned by a resident head of a family, appraised by three persons appointed by the sheriff; and the widow or administrator of a deceased person may claim the same exemption of $200 as against the creditors.

New York.—*Home worth* $1,000, *and Personal Property.*—Homestead to the value of $1,000, owned and occupied by debtor, being a householder and having a family. In addition to the household articles usually enumerated as exempt from the sale under execution, and the tools of any mechanic, not exceeding $25 in value, there are exempted necessary household furniture and working tools; team and food for said team for a period not exceeding ninety days; professional instruments, furniture and library owned by any person being a householder, or having a family for which he provides, to the value of not exceeding $250, and a sewing machine. Such exemption does not apply to any execution issued on a demand for purchase money of such furniture, tools or team, or the food of said team, or professional instruments, furniture or library, sewing machine, or the articles now enumerated by law; nor to any judgment rendered for a claim accruing for work and labor, performed in a family as a domestic; nor to any judgment obtained in any court in the City of New York, for work, labor or services done or performed by any female employee, when such amount does not exceed the sum of $15 exclusive of costs.

New Mexico.—*Home worth* $1,000; *Provisions*, $25; *Furniture*, $10; *Tools*, $20.—Real estate to the value of $1,000 is exempt in farm if the heads of families reside on the same; also the clothing, beds, and bed clothing necessary for the use of the family, and firewood sufficient for thirty days, when actually provided and intended therefor; all Bibles, hymn books, Testaments, and school books, used by the family, and family and religious pictures; provisions actually provided, to the amount of $25, and kitchen furniture to the value of $10, both to be selected by the debtor; also tools and implements belonging to the debtor that may be necessary to enable him to carry on his trade or business, whether agricultural or mechanical, to be selected by him, and not to exceed $20 in value. Real estate when sold must be first appraised by two freeholders of the vicinity, and must bring two-thirds of the appraised value.

North Carolina.—*Home worth* $1,000; *Personal Property*, $500.—Every homestead, and dwellings and buildings used therewith, not exceeding in value $1,000, to be selected by the owner thereof: or, in lieu thereof, at the option of the owner, any lot in a city, town or village, with the dwellings used thereon, owned and occupied by any resident of the State, and not exceeding the value of $1,000. Personal property to the value of $500.

Ohio.—*Home worth* $1,000, *and Personal Property.*—There is exempted by law the family homestead, not exceeding in value $1,000; the wearing apparel of such family; beds, bedsteads, bedding necessary for the use of the family; one stove and pipe, fuel sufficient for sixty days. In case the debtor is not the owner of a homestead, he is entitled to hold, exempt from levy and sale, personal property not exceeding $500, in addition to the chattel property as aforesaid.

Ontario, Canada.—*Grants that are Free, and Homesteads in the possession of actual settlers*, in the Algoma and Nippissing Districts, and certain lands between the River Ottawa and Georgian Bay, are exempt from seizure, while in personal property, beds, bedding, and wearing apparel of the debtor and his family, household furniture, provisions, farm stock, tools and implements, to the value of $60, are exempt from seizure.

Oregon.—*Personal Property.*—Books, pictures, and musical instruments, to the value of $75; wearing apparel to the value of $100, and if a householder, to the value of $50 for each member of the family; tools, implements, apparatus, team, vehicle, harness, or library, when necessary in the occupation or profession of a judgment debtor, to the amount of $400; if the judgment debtor be a householder, ten sheep with one year's fleece, two cows, five swine, household goods, furniture, and utensils, to the value of $300. No article of property is exempt from execution issued upon a judgment for the purchase price.

Pennsylvania.—*Real or Personal*, $300.—Property, either real or personal, to the value of $300. The exemption may be waived in note or contract.

Quebec, Canada.—*Personal Property enumerated as follows*, is exempt from forced sale, being used and owned by the debtor: Bed, bedding, and bedstead; necessary apparel for himself and family; set of table and stove furniture; all spinning wheels and weavers' looms in use in the family; one ax, one gun, one saw, six traps, fish-nets in common use; and ten volumes of books; fuel and food for thirty days, worth $20; one cow, four sheep, two hogs, with necessary food for thirty days; tools and instruments used in his trade to the value of $20; fifteen hives of bees, and wages and salaries not yet due; besides certain other properties granted by the courts.

Rhode Island.—*No Home Exempted, but Personal Property.* The law exempts from sale on execution the household furniture, and family stores of a housekeeper, provided the same do not exceed in value $200; all the necessary wearing apparel of a debtor and his family; one cow, one hog, the tools or implements of a debtor's profession to the value of $50. There is no homestead exemption.

South Carolina.—*Home worth* $1,000; *Personal Property* $500.—There is exempt from sale and execution in the State a homestead not exceeding in value $1,000. Household furniture, beds, and bedding, family library, arms, carts, wagons, farming implements, tools, cattle, work animals, swine, goats and sheep, not to exceed in value in the aggregate the sum of $500; in addition thereto all necessary wearing apparel.

Tennessee.—*Home worth* $1,000, *and Personal Property.*—The homestead, consisting of the dwelling house, outbuildings, and land appurtenant, to the value of $1,000; also personal property to the value of $500.

Texas.—*Home worth* $5,000, *and Personal Property*—To every citizen, householder, or head of a family, two hundred acres of real estate, including homestead, in the country, or any lot or lots in a town or city, used as a homestead, not to exceed $5,000 in value at the time of their designation as a homestead, (subsequent increase in value by improvements or otherwise does not subject it to forced sale); household and kitchen furniture, $500. To every citizen not the head of a family, one horse, saddle and bridle; all wearing apparel, and tools, books, and apparatus of his trade or profession: also five cows, twenty hogs; one year's provisions, and in case of death of husband, the court will set aside to the widow and children other property or money to the value of the foregoing exemptions, if the estate has not got the specific articles exempted.

Utah.—*Home worth* $1,000, *and Personal Property. To each member of the family*, $250.—To the head of the family is allowed a homestead not exceeding in value $1,000, to be selected by the debtor, and personal property to the value of $700 or more, according to the value of articles exempt by statute; aside from the homestead each member of the family is allowed $250. No property shall be exempt from sale on a judgment received for its price, on a mechanic's lien, or a mortgage thereon.

Vermont.—*Home worth* $500, *and Personal Property.*—Homestead to the value of $500, and products; such suitable apparel, bedding, tools, arms, and articles of furniture as may be necessary for upholding life; one sewing machine kept for use; one cow, the best swine, or the meat of one swine; ten sheep, and one year's product of said sheep in wool, yarn or cloth; forage sufficient for keeping not exceeding ten sheep and one cow through one winter; ten cords of firewood, twenty bushels of potatoes; such military arms and accoutrements as the debtor is required by law to furnish; all growing crops, ten bushels of grain, one barrel of flour, three swarms of bees and hives, together with their produce in honey; two hundred pounds of sugar, and all lettered gravestones; the Bibles and all other books used in a family; one pew or slip in a meeting house or place of religious worship; live poultry not exceeding in amount or value the sum of $10; the professional books and instruments of physicians, and the professional books of clergymen and attorneys at law, to the value of $200; and also one yoke of oxen or steers, as the debtor may select, or two horses, kept and used for team work, and such as the debtor may select, in lieu of oxen or steers, but not exceeding in value the sum of $200, with sufficient forage for the keeping of the same through the Winter; provided, however, the exemption, as to one yoke of oxen or steers, and the forage therefor, is not to extend to any attachment issued on any contract made on or before the twenty-first day of November, 1859, or the exemption as to two horses and the forage therefor, on or before the first day of December, 1866, or any execution issued on a judgment founded on any such contract.

Virginia.—*Home and Personal Property*, $2,000.—Every householder or head of a family shall be entitled to hold exempt from levy his real and personal property, or either, including money or debts due him, to a value not exceeding $2,000, to be selected by him. The personal property exempted is defined by the statute of the State.

West Virginia.—*Home worth* $1,000, *and Personal Property.*—Homestead to the value of $1,000 is exempt, where the property of that value is devised or granted to debtor, being a husband or parent, and resident in the State, as a homestead; and where he, previously to contracting the debt or liability has placed a declaration of his intention to keep the property as a homestead on the land records of the county in which the real estate is situate. Personal property to the value of $300 is also exempted, provided debtor is a resident and a parent.

Washington Territory.—*Home worth* $1,000, *and Personal Property.*—To each householder, being the head of a family, a homestead worth $1,000, while occupied by such family. All wearing apparel, private libraries, family pictures and keepsakes; to each householder, one bed and bedding, and one additional bed and bedding for every two additional members of the family, and other household goods of the coin value of $1,500; two cows and their calves, five swine, two stands of bees, twenty-five domestic fowls, and provisions and fuel for six months. To a farmer, one span of horses and harness, or two yoke of oxen, and one wagon, with farming utensils not exceeding $200 coin value. To attorneys and clergymen, their libraries valued at not to exceed $500, with office furniture and fuel. Small boats and firearms kept for use, not exceeding $50 in coin value; parties engaged in lightering, two lighters and a small boat, valued at $250; the team of a drayman.

Wisconsin.—*Farm of Forty Acres, or House and Lot in Village or City, and Personal Property.*—A homestead consisting of any quantity of land not exceeding forty acres, *used for agricultural purposes*, and the dwelling house thereon and its appurtenances, to be selected by the owner thereof, and not included in any town plat, or city, or village, or instead thereof, at the option of the owner, a quantity of land not exceeding in amount one-fourth of an acre, being within a recorded town plat, or city, or village, and the dwelling-house thereon, and its appurtenances, owned and occupied by any resident of the State, shall not be subject to forced sale on execution, or any other final process from a court, for any debt or liability contracted after January 1, 1849. Family Bible, family pictures, or school books; library of debtor, but not circulating libraries; wearing apparel of debtor and family; all stoves put up and kept for use, all cooking utensils, and all other household furniture not herein enumerated, not exceeding $200 in value; two cows, ten swine, one yoke of oxen and one horse, or a span of horses or mules; ten sheep and the wool from same, either raw or manufactured; the necessary food for above stock for a year's support; one wagon, cart, or dray, one sleigh, one plow, one drag, and other farming utensils, including tackle for teams, not exceeding $50 in value; provisions and fuel for one year; tools and implements or stock in trade of a mechanic or miner, or other person, not exceeding $200 in value; library or implements of any professional man not exceeding $200 in value; all moneys from insurance of exempt property; earnings of all persons for sixty days next preceding the issuing of any process; all sewing machines kept for use; any swords, plate, books, or other articles, presented by Congress or the members thereof.

Wyoming.—*Home worth* $1,500, *and Personal Property.*—A homestead consisting of a house and lot in a village or city, or land not exceeding one hundred and sixty acres, the value not in either case exceeding $1,500, is allowed to a householder occupying the same. Also the following property of a householder being the head of a family, is exempt. Wearing apparel, family Bibles, pictures, school books, cemetery lots, bedding, furniture, provisions, and such other articles as the debtor may select, not exceeding in value $500. Tools, team, or stock in trade of a mechanic, miner, or other person, kept and used for the purpose of carrying on his business or trade, not exceeding $300, are exempt. Library, instruments and implements of any professional man, worth not more than $300. The person claiming exemption must be a *bona fide* resident of the territory.

METRIC SYSTEM OF WEIGHTS AND MEASURES.

The following system of Measures and Weights, owing to its complete decimal character, and the consequent freedom from labor it affords in calculation, by converting one denomination into another, has been adopted by most European nations.

Its use has also been legalized in the United States, and its ultimate adoption, as a uniform system of measurement and weight, by all the civilized countries, it is believed, will be only a matter of time.

MEASURES OF CAPACITY.

		Dry Meas'e		Liquid Measure.			
		Peck	Bus.	Gills.	Pints	Qrts.	Gals.
Centilitre.	$\frac{1}{100}$ of a litre	.....	.....	.07	.....	.....	.....
Decilitre..	$\frac{1}{10}$ of a litre	.....	.....	.70	.176	.....	.....
Litre.....	Unit of capacity.....	.....	.....	.....	1.76	0.88	0.22
Dekalitre.	10 litres.....	1.1	.....	.....	.....	.....	2.20
Hectolitre	100 litres.....	.....	2.75	.....	.....	.....	22.01

WEIGHTS.

			Equiv. in English Weigh		
		Weight or quantity of water at maximum density.	Troy Grains.	Avoird. Ounces.	Pound.
Milligramme..	$\frac{1}{1000}$ of a gramme.	1 millimetre.....	.0154	.....	.....
Centigramme..	$\frac{1}{100}$ of a gramme.	10 millimetre.....	.1543	.....	.....
Decigramme...	$\frac{1}{10}$ of a gramme.	$\frac{1}{10}$ cubic centimetre.	1.543	.....	.....
Gramme.....	Unit of weight.....	1 cubic decimetre.	15.43	.....	.....
Dekagramme..	10 grammes..	10 cubic decimetre.	.....	.3527	.....
Hectogramme..	100 grammes..	100 decimetre.....	.....	3.527	.....
Kilogramme...	1,000 grammes..	1 litre.....	.....	.....	2.2046
Myriagramme..	10,000 grammes..	10 litre.....	.....	.....	22.046
Quintal.....	100,000 grammes..	1 hectolitre.....	.....	.....	220.46
Millier or Tonneau.....	1,000,000 grammes..	1 cubic metre...	.....	.....	2204.6

MEASURES OF LENGTH.

		Equivalents in English Standard Measures.					
		Inches.	Feet.	Yards.	Rods.	Furlongs.	Miles
Millimetre.	$\frac{1}{1000}$ of a metre	0.0394	.....	.....	.....	.....	.....
Centimetre.	$\frac{1}{100}$ of a metre	0.3937	.....	.....	.....	.....	.....
Decimetre..	$\frac{1}{10}$ of a metre	3.937	.....	.....	.....	.....	.....
Metre.....	Unit of measure	39.37	3.28	1.09	.....	.....	.....
Dekametre.	10 metres..	393.7	32.80	10.94	1.99	.....	.....
Hectometre	100 metres.	.....	328.	109.37	19.9	.497	.....
Kilometre..	1,000 metres..	.....	3280.	1093.63	199.	.....	.62
Myriametre	10,000 metres..	.....	.....	.....	.....	.....	6.21

MEASURES OF SURFACE.

	Equivalent in English Standard Measures.					
	Inches	Square Feet.	Square Yards.	Square Poles.	Roods.	Acres.
Square Centimetre....	.155	.....	.....	.....	.....	.....
Square Decimetre.....	15.50	.107	.....	.....	.....	.....
Square Metre.....	1,550.06	10.76	1.20	.....	.....	.....
Sqr. Dekametre, or Are.....	.....	.....	119.60	3.95	.099	0.247
Hectare.....	.....	.....	11,960.33	395.38	9.88	2.47

United States Postal Laws.

Rates of Postage — Suggestions on Transmitting Mail — Review of Postal Regulations.

POSTAL LAWS IN FORCE, MARCH 1, 1876.

Mailable matter is divided into three classes, viz —

1. Letters. 2. Regular printed matter. 3. Miscellaneous matter.

First class. — This class embraces all correspondence, wholly or partly in writing, except *book*-manuscript and corrected proof-sheets passing between authors and publishers, local or drop letters and U. S. Postal cards. The postage on such *first class* matter throughout the United States is THREE CENTS for each half ounce or fraction thereof.

Second class. — This class embraces all matter exclusively in print, and regularly issued at stated periods from a known office of publication, without addition by writing, mark or sign. The postage on second class is as follows:

On all newspaper and periodical publications issued weekly or oftener, two cents a pound or fraction thereof. On all newspaper and periodical publications issued *less* frequently than once a week, three cents a pound or fraction thereof. (See remarks relating to newspapers that go free, etc., page 179.)

Third class. — This class embraces all pamphlets, occasional publications, transient newspapers, magazines,* handbills, posters, unsealed circulars, prospectuses, books, book-manuscript, proof-sheets, corrected proof-sheets, maps, prints, engravings, blanks, flexible patterns, articles of merchandise, sample cards, phonographic paper, letter envelopes, postal envelopes and wrappers, cards, plain and ornamental paper, photographic representations of different types, seeds, cuttings, bulbs, roots, scions, and all other matter which may be declared mailable by law, and all other articles not above the weight prescribed by law which are not, from their form or nature, liable to destroy, deface, or otherwise injure the contents of the mail-bag, or the person of any one engaged in the postal service. Postage, one cent for each ounce or fraction thereof.

All packages of matter of the third class must be so wrapped or enveloped, with open sides or ends, that their contents may be readily and thoroughly examined by postmasters without destroying the wrappers; but seeds, and other articles liable, from their form or nature, to loss or damage unless specially protected, may be inclosed in unsealed bags or boxes which can readily be opened for examination of the contents and reclosed; or sealed bags, made of material sufficiently transparent to show the contents clearly, without opening, may be used for such matter. No writing will be permitted upon articles of this class, or their wrappers or envelopes, except the address of destination. Any other writing in or upon any package or article of this class will subject it to letter rates of postage. Matter of the third class inclosed in sealed envelopes notched at the ends or side, or with the corners cut off, cannot be mailed except at letter postage rates. Matter of the second and third classes, containing any writing whatever, except the address, will be charged with letter postage.

SUGGESTIONS TO THE PUBLIC.

Post all letters, etc., as early as practicable, first tying circulars in bundles with the addresses all in one direction.

Make the address legible and complete, give name of Post Office, County and State, and number of house, if in a street.

Letters for places abroad should have the name of the country, as well as county and town or city.

Dropping a letter into the letter box, see that it falls well in and does not stick in the passage.

Never send money through the post, except by money order or draft.

When complaint is made of letters lost, miscarried or delayed, state when, where and by whom posted, the exact words of the address, etc.; and in case of delayed letters, send the envelope.

Sign full name and address to all letters to insure their return in case they miss their destination.

Return to Post Office all letters addressed to hotels and other places where letters are received, as soon as it is evident that they are not to be called for.

The Following Classes of Letters are not Advertised.

Drop Letters, unless a three cent Postage Stamp is affixed.

Letters bearing requests to be returned to writers, or bearing the name and address of the writer.

Letters returned from the Dead Letter Office to writers.

Circulars, packets containing printed documents, speeches, and other printed matter.

Official letters from any department of the government.

* Publications regularly issued at intervals of not more than 31 days are classed with newspapers, and rated with postage accordingly.

FOREIGN POSTAGE TABLES, IN FORCE, MARCH 1, 1876.

Showing the Rates of Postage

Chargeable in the United States, on Letters, Newspapers, etc., sent in the Mails to Foreign Countries.

By the action of the Postal Convention held at Berne, Switzerland, 5 cents became the uniform charge on written matter, weighing half an ounce, in the following countries: Germany, Austria, Hungary, Belgium, Denmark, Egypt, United States of America, Great Britain, Greece, Italy, Luxembourg, Norway, The Netherlands, Portugal, Roumania, Russia, Servia, Sweden, Switzerland and Turkey.

After January 1, 1876, the rate in France and Spain becomes uniform with that of the others.

Countries or places of Destination.	Ordinary Letters.			Postal cards each.	Registered Letters.		Newspapers.		Other Printed Matter.		Samples of Merchandise.	
	Condition of Payment.	Limit of Payment.	Postage for ½ ounce.		Registration fee on letters.	Registration fee on other articles.	Limit of weight for a single paper.	Postage on each paper.	Weight of a single packet.	Postage charge for each weight or fraction thereof.	Weight of a single packet.	Postage charge for each weight or fraction thereof.
			CTS.	CTS.	CTS.	CTS.	OZ.	CTS.	OZ.	CTS.	OZ.	CTS.
Africa, west coast of, Br. Possessions, Br. mail	Optional	Destination	15		12		4	4	2	4	2	4
Foreign Possessions, Br. mail	Compulsory	Port of debarkation.	15				4	4	2	4	2	4
Aspinwall, N. G., direct mail	do	do	5		8		*	2	2	2		
Australia, except New South Wales, via San Francisco	do	do	5				*	2	2	2		
Belgium	Optional	Destination	5	2	8	8	4	2	2	2	2	2
Bermuda, direct mail	Compulsory	Port of debarkation.	5				*	2	2	2		
Bolivia, British mail via Colon	do	do	17		8		4	4	4	10	4	10
Borneo, British mail via Southampton	do	do	27				4	6	2	5	2	5
Br. mail via Brindisi	do	do	33				4	8	2	8	2	8
Brazil, direct mail	do	Destination	15		10	10			1	2		
Burmah, German mail	Optional	do	17		8		2	5	2	5	2	5
Canada, including New Brunswick and Nova Scotia	Compulsory	do	3	1	8		1	1	1	1	8	10
Cape of Good Hope, British mail	do	do	27		12		4	4	2	4	2	4
Private ship from England.	do	do	11		12		4	4	2	4	2	4
Chili, Br. mail via Colon	do	Port of debarkation.	17		8		4	4	4	10	4	10
" British mail via Southampton	Optional	Destination	27		12		4	4	2	5	2	5
" via Brindisi	do	do	33		12		4	8	2	8	2	8
Cuba, direct mail	do	do	5				*	2	2	2		
Denmark	do	do	5	2	8	8	4	2	2	2	2	2
East Indies, British mail via Southampton	do	do	21		12		4	4	2	5	2	5
Ecuador, closed mail via Panama	Compulsory	do	20				4	2	4	4		
Br. mail via Colon	do	Port of debarkation.	17		8		4	4	4	10	4	10
Egypt	Optional	Destination	5	2	8	8	4	2	2	2	2	2
Falkland Islands, British mail via Southampton	do	do	15		16		4	4	2	4	2	4
Fiji Islands, direct, via San Francisco	Compulsory	Port of debarkation.	5				*	2	2	2		
France	Optional	Destination	9†		10		4	3	4	6	4	6
Germany and Austria	Compulsory	do	5	2	8	8	4	4	2	2	2	4
Gibraltar British mail via Southampton	do	do	8		8		4	2	2	4	2	2
Great Britain, Ireland and Scotland	do	do	5	2	8	8	4	2	2	2	2	2
Greece	do	do	5	2	8	8	4	2	2	2	2	2
Guatamala, direct mail	do	do	10				*	2	1	1		
Guiana, British, French and Dutch via St. Thomas	do	do	13		8		4	4	4	10	4	10
Hawaiian Kingdom, direct mail	do	do	6				1	1	4	4		
Holland	Optional	do	5	2	8	8	4	2	2	2	2	2
Hong Kong and Chinese ports of Canton, Swatow, Amoy, and Foo-Chow via San Francisco.	Compulsory	do	10				*	2	4	10		
(Hindoostan, except Ceylon,) German mail	Optional	do	17		8		2	5	2	5	2	5
Italy	do	do	5	2	8	8	4	2	2	2	2	2
Jamaica, direct mail	Compulsory	Port of debarkation.	5				*	2	2	2		
Japan, direct mail via San Francisco	do	Destination	15		10		4	4	2	4	2	4
Br. mail via Southampton	Optional	do	27		12		4	4	2	5	2	5
Br. mail via Brindisi	do	do	33		12		4	8	2	8	2	8
Liberia, British mail via Southampton	do	do	15		12		4	4	2	4	2	4
Mexico, direct by sea	Compulsory	Port of debarkation.	10						1	2		
by land routes	do	Front'r line	3				1	1	1	1		
Morocco, British mail	do	Port of debarkation.	15				4	4	2	4	2	4
Newfoundland	do	Destination	6	2	5		*	2	2	2	2	2
New South Wales, direct mail	do	do	12		10		*	2	4	4	4	4
British mail via Southampton	do	do	15		12		4	4	2	5	2	5
British mail via Brindisi	do	do	20		12		4	8	4	8	2	8
New Zealand, direct mail	do	do	12		10		*	2	4	4		
British mail via Southampton	do	do	15		12		4	4	2	5	2	5
British mail via Brindisi	do	do	21		12		4	8	2	8	2	8
Norway	Optional	do	5	2	8	8	4	2	2	2	2	2
Panama, direct mail	Compulsory	Port of debarkation.	5		8		*	2	2	2		
Peru, British mail via Colon	do	do	17		8		*	4	4	10	4	10
Poland	Optional	Destination	5	2	8	8	4	2	2	2	2	2
Portugal	do	do	5	2	8	8	4	2	2	2	2	2
Russia	do	do	5	2	8	8	4	2	2	2	2	2
Sandwich Islands, (see Hawaiian Kingdom.)												
Shanghai, direct from San Francisco	Compulsory	do	5		8		*	2	2	2		
Sierra Leone, British mail via Southampton	Optional	do	15		12		4	4	2	4	2	4
Spain, Br. mail via France	Compulsory	do	12†	2	8	8	4	2	2	2	2	2
St. Helena, British mail	Optional	do	27		12		4	4	2	4	2	4
Sweden	do	do	5	2	8	8	4	2	2	2	2	2
Switzerland	do	do	5	2	8	8	4	2	2	2	2	2
Turkey	do	do	5	2	8	8	4	2	2	2	2	2
Turk's Island, British mail via St. Thomas	Compulsory	Port of debarkation.	13		8		4	4	4	10	4	10
Venezuela, direct mail	do	do	10						1	2		
British mail via St. Thomas	do	do	13		8		4	4	4	10	4	10
West Indies, direct mail	do	do	5				*	2	2	2		
British mail via St. Thomas	do	do	13		8		4	4	4	10	4	10

* Not Limited.

† Will be 5 cents after January 1, 1876.

POSTAL REGULATIONS, IN FORCE, MARCH 1, 1876.

Digest of Decisions and Instructions, compiled from the latest Official Records of the United States Post Office Department.

QUESTIONS ANSWERED.

DUTIES AND REQUIREMENTS OF POSTMASTERS.

WHERE POSTMASTER MUST LIVE.

Every postmaster shall reside within the delivery of the office to which he is appointed.

WHAT POSTMASTERS ARE EXEMPT FROM.

The new Postal Code exempts Postmasters from serving on juries and militia duty, but not from working the public roads.

WHAT IS REQUIRED OF POSTMASTERS.

Postmasters are required to examine all matter passing by mail at less than letter rates of postage, to see that it is properly rated and to detect fraud.

POSTMASTERS IN COURT.

There is no postal law or regulation relieving a Postmaster, summoned as a witness in a civil or criminal case, from obeying the order of the court.

HOLIDAYS.

Postmasters are required to keep their offices open for business every day except Sunday, during the usual business hours of the place.

POSTMASTERS CANNOT GIVE CREDIT.

Postmasters cannot give credit for postage, nor deliver any letter, newspaper, pamphlet, magazine, or other package unless the postage thereon is paid.

Postmasters in Office.

The office of "Town Councilman" is one of a class which the Executive order intends shall not be held by Postmasters whose salaries are $1,000 and upwards.

MAILING LETTERS.

A Postmaster is not required to mail letters after the regular time for closing the mail, nor should he delay a mail after the time fixed for its departure for the purpose of mailing or registering letters deposited after the closing of the mails.

POSTMASTERS AND LOTTERIES.

No Postmaster shall act as agent for any lottery, or under any color of purchase, or otherwise, vend lottery tickets; nor shall he receive or send any lottery scheme, circular or ticket, free of postage; and for any violation of the provisions of this section the person offending shall forfeit and pay fifty dollars.

POSTMASTER DETAINING LETTERS.

Any Postmaster who shall unlawfully detain in his office any letter or other mail matter, the posting of which is not prohibited by law, with intent to prevent the arrival and delivery of the same to the person to whom it is addressed, shall, on conviction thereof, forfeit and pay not exceeding five hundred dollars, and be imprisoned not exceeding six months, and he shall be forever thereafter incapable of holding the office of Postmaster.

POST OFFICE BOXES.

Postmasters are forbidden, by law, to assign a Post Office box to any one till the rent has been paid in advance, for at least one quarter. They are responsible to the Department for all box rents, whether collected or not. Persons claiming to own boxes in Post Offices may take them away, but so long as they permit them to remain, parties using them must pay the rent. If parties using boxes refuse to pay the rent, the Postmaster must put their mail in the general delivery.

POSTAL LAWS RELATING TO NEWSPAPERS.

NEWSPAPERS WITH WRITING ON THEM.

Postage should be charged at the mailing office, on a package of papers with writing on them, at the rate of three cents for each half ounce or fraction thereof.

MARKS AND CHARACTERS.

There is no objection to a simple mark designed to call attention to any article in printed matter, or the correction of a mere typographical error.

SUITABLE WRAPPERS.

No newspapers will be received to be conveyed by mail, unless they are sufficiently dried and inclosed in proper wrappers.

NEWSPAPERS FOR SALE.

Contractors and mail-carriers may carry newspapers outside of the mail for sale or distribution among subscribers, but when they are placed in a Post-Office for delivery, postage must be charged and collected.

WRITING ON CIRCULARS.

The addition of a date, in writing, to a circular, subjects it to letter postage. There is no objection to an address being written on the circular as well as on the envelope, provided both addresses are the same.

PAPERS FOR GRATUITOUS CIRCULATION.

Papers printed for gratuitous circulation cannot be sent in the mails to persons residing in the county where they are printed and published, without being prepaid at the rate of transient printed matter.

UNSEALED CIRCULARS.

Unsealed circulars dropped into a letter-carrier office, for distribution within the delivery of the same office, whether by carrier, through the box, or general delivery, are subject to postage at the rate of one cent each circular, to be prepaid by postage stamps affixed.

Newspapers Refused.

When a newspaper regularly sent by mail has been refused by a subscriber, or not called for by him for one month, the Postmaster at the office of delivery should write a statement of the facts to the Postmaster at the mailing-office, to be conveyed by him to the publisher.

CIRCULARS IN NEWSPAPERS.

It is a violation of the postal laws to inclose handbills, advertisements, or any other such matter in the regular issues of a newspaper sent to subscribers; and such inclosures subject the entire package to letter rates of postage, and the sender to a fine of five dollars for each offense.

WHAT ARE NEWSPAPERS?

A newspaper is defined to be any printed publication issued in numbers, and published at short intervals of not more than a month, conveying intelligence of passing events. It generally consists of a sheet, but may be composed of two or more sheets of paper.

NEWSPAPERS THAT GO FREE.

One copy of a newspaper to each actual subscriber residing within the county where the same is printed, in whole or in part, and published, shall go free through the mails; but the same shall not be delivered at letter-carrier offices, or distributed by carriers, unless postage is paid thereon.

POSTAGE ON DAILY PAPERS.

Daily newspapers deposited in a letter-carrier office for delivery by the office or its carriers, are subject to a postage of one cent each paper, to be prepaid by postage stamps affixed. An exception is made in favor of weekly papers, which may be delivered at the postage rate of 2 cents a pound.

POSTAGE ON PUBLICATIONS.

After the first day of January, 1875, on all newspapers and periodical publications mailed from a known office of publication or news agency, and addressed to regular subscribers or news agents, postage shall be charged at the following rates: On newspapers and periodical publications issued weekly and oftener, two cents a pound, and fraction thereof.

Newspapers in Packages.

When packages of newspapers or periodicals are received at a Post-Office, directed to one address, and the names of the club to which they belong, with the postage for one quarter in advance, shall be handed to the Postmaster, it is his duty to deliver them to their respective owners. He is not, however, required to write the names upon such matter.

CHANGING POST-OFFICE ADDRESS.

When a subscriber to a newspaper pays postage in advance, and changes his Post-Office before the expiration of the time paid for, and orders his papers sent from the office of publication direct to his new office, it is the duty of the Postmaster at the latter office, upon being satisfied of the prepayment, to deliver it without further charge.

RESTRICTIONS.

Publishers of newspapers cannot send copies of their papers to other than regular subscribers, no matter whether the parties addressed live in the same county or not, without prepayment of postage.

BACK NUMBERS.

When a person subscribes for a newspaper or periodical, the back numbers of the current volume of such publication may be sent to the subscriber at quarterly rates.

SUPPLEMENTS.

A supplement must be printed with the intention and purpose only of supplying an omission in that particular issue of the newspaper to which it professes to be a supplement, and not for another distinct and separate use. A supplement should have direct relation to the paper supplemented, without which the paper would be incomplete.

WRITING ON NEWSPAPERS.

Publishers of newspapers and periodicals may print or write, upon their publications sent to regular subscribers, the address of the subscriber, and the date when the subscription expires, and may inclose therein bills and receipts for subscriptions thereto, without subjecting such publications to extra postage.

PAPERS FOR NEWSDEALERS.

Newsdealers may transmit and receive by mail such quantities of newspapers and periodicals as they may require, and pay the postage thereon as required, at the same rates, *pro rata*, as regular subscribers who pay quarterly in advance.

RETURNED PAPERS.

Newsdealers may return their newspapers, periodicals, etc., to publishers or other newsdealers, at the same rates of postage, and upon the same conditions that they receive them.

LAWS RELATING TO POSTAL CARDS.

Paper of any description pasted on the back of a postal card subjects it to letter postage.

POSTAL CARDS ONCE DELIVERED.

A delivered postal card, if again offered for mailing, with or without additional writing thereon, must be prepaid with a three cent stamp, or it cannot be forwarded.

POSTAL CARDS AND OTHER MATTER.

The enclosure of a postal card with the address or other matter written upon it in any package of transient matter, will subject the entire package to letter postage.

FORWARDING POSTAL CARDS.

Postal cards may be forwarded from one office to another at the request of the addressed without any additional charge for postage. If they have been delivered to the party addressed, and again placed in the mails, they are subject to letter postage.

What are Postal Cards?

Postal Cards are those only which are issued by the Department, with the stamp *imprinted* on them, and no card is entitled to pass by mail *as a postal card* which has not the imprinted stamp upon it.

ADVERTISING ON POSTAL CARDS.

A card impressed upon the face of a postal card is not allowable, and renders it unmailable, because the face side of a postal card is for the address only. There is no objection to a card being impressed upon the other side of a postal card.

POSTAL CARDS CAN BE USED BUT ONCE.

A postal card has served its purpose when it has once been transmitted by mail, and delivered to the party addressed, and it cannot be again transmitted *as a postal card*, but if remailed it becomes subject to the rate of postage that would be chargeable upon any other manuscript matter — 3 cents for each half ounce or fraction thereof.

SENDING POSTAL CARD FOR REPLY.

The mailing of two postal cards pinned or otherwise fastened together, one containing an inquiry, and the other in blank for a reply is impracticable, as the stamp on each must be canceled, thus rendering the one intended for reply useless. If so fastened together that the stamp on each cannot be canceled, they must be treated as a letter and held for postage.

OTHER MATTER WITH POSTAL CARDS.

The law authorizing the issue of postal cards, does not contemplate the addition of any matter other than a communication, which may be printed, or written with pencil or ink. If any matter is attached to a postal card, the card should be treated as a letter, and held for postage at the mailing office; but reaching the office of delivery, it should be treated as wholly unpaid, and double letter rates collected on delivery.

HEAVY PACKAGES.

BOOK PACKAGES.

Books in a package weighing more than four pounds are subject to letter postage when sent by mail.

POSTAGE ON MANUSCRIPT

Manuscript for publication in pamphlet form is subject to letter postage. Book manuscript and corrected proof only are entitled to be mailed at printed rates.

Articles of Merchandise.

By an act of Congress which became a law March 3, 1875, the postage on articles of merchandise was fixed as follows, viz.: One cent for each one ounce, or fractional part thereof, the weight to be limited to four pounds, as heretofore.

The law is that, "Mailable matter of the third-class shall embrace all pamphlets, occasional publications, transient newspapers, magazines, handbills, posters, unsealed circulars, prospectuses, books, book-manuscripts, proof-sheets, corrected proof-sheets, maps, prints, engravings, blanks, flexible patterns, articles of merchandise, sample cards, phonographic paper, letter envelopes, postal envelopes and wrappers, cards, plain and ornamental paper, photographic representations of different types, seeds, cuttings, bulbs, roots, scions, and all other matter which may be declared mailable by law, and all other articles not above the weight prescribed by law, which are not from their form or nature liable to destroy, deface, or otherwise injure the contents of the mail-bag, or the person of any one engaged in the postal service. All liquors, poisons, glass, explosive materials, and obscene books, shall be excluded from the mails."

WRITTEN MATTER AT LESS THAN LETTER RATES.

Mail matter, except postal cards, corrected proof-sheets and book manuscript, passing at *less* than letter rates of postage, must contain no writing other than the address. Any addition, in writing, subjects the package to letter postage.

OFFICIAL MATTER.

Packages of official matter sent *from* or mailed *to* the Executive Departments, at Washington, are considered as executive documents, and are not to be limited as to weight of packages to be carried in the mails.

CONCEALED MATTER.

Any person who shall inclose or conceal any letter, memorandum, or other thing in any mail matter not charged with letter postage, or make any writing or memorandum thereon, and deposit, or cause the same to be deposited, for conveyance by mail, at a less rate than letter postage, shall, for every such offense, forfeit and pay five dollars, and such mail matter or inclosure shall not be delivered until the postage is paid thereon at letter rates; but no extra postage shall be charged for a card printed or impressed upon an envelope or wrapper.

DUTIES AND REQUIREMENTS OF MAIL CARRIERS.

No extra postage or carriers' fees shall be charged or collected upon any mail matter collected or delivered by carriers.

PRIVATE COMPENSATION.

No person employed in the postal service shall receive any fees or perquisites on account of the duties to be performed by virtue of his appointment.

EXEMPTIONS.

All persons employed in any branch of the postal service shall be exempt from militia duty, and from serving on juries, or from any penalty for neglect thereof.

Letter Carriers on Holidays.

There is no provision in the postal laws or regulations relieving a mail carrier from performing his regular trips on holidays.

DUTIES OF ROUTE AGENTS.

It is the duty of Route Agents to receive and properly separate, and distribute all mail matter that may be received from the public up to the time of starting, except such matter as should be held for postage.

CARRYING LETTERS OUTSIDE THE MAIL.

A mail carrier cannot carry a letter outside the mail unless it be enclosed in a postage stamped envelope, except letters handed to him more than a mile from a post office, which he must deposit in the next office he reaches.

Registered Letters.

Registered letters can be sent to or from *any* post office in the United States, and are used in sending valuable papers, money, bonds, jewelry, or other articles of merchandise, when not convenient to send by express or otherwise. Full letter postage is required, at the rate of three cents per half ounce, in addition to a fee of ten cents for registering; the weight of each package being limited to four pounds. While the Government is not responsible for the loss of such packages, the great care observed in their transmission, by the system of a chain of receipts from all clerks, route agents, etc., through whose hands they pass, makes this mode of conveyance almost absolutely safe.

Penalty for Detaining Letters.

Any person employed in any department of the postal service, who shall unlawfully detain, delay, or open any letter, packet, bag, or mail of letters intrusted to him or which shall have come into his possession, and which was intended to be conveyed by mail or carried or delivered by any mail carrier, mail messenger, route agent, letter carrier, or other person employed in any department of the postal service, or forwarded through or delivered from any post office or branch post office established by authority of the Postmaster General; any such person who shall secrete, embezzle or destroy any such letter, packet, bag, or mail of letters, as aforesaid, which shall not contain any security for or assurance relating to money or other thing of value, every such person shall, on conviction thereof, for every such offense, forfeit and pay a penalty not exceeding five hundred dollars, or be imprisoned not more than one year, or both, at the discretion of the court.

MONEY ORDERS.

The Post Office Department is not responsible for the loss of registered letters, hence the only safe method of transmitting money by mail is by a money order, which can be obtained at the post office in any town in the United States, of considerable size.

PAYING MONEY BACK.

The Postmaster issuing a money order shall repay the amount of it upon the application of the person who obtained it, and the return of the order, but the fee paid for it shall not be returned.

CHANGING MONEY ORDER.

After a money order has been issued, if the purchaser desires to have it modified or changed, the Postmaster who issued the order shall take it back and issue another in lieu of it, for which a new fee shall be exacted.

WHEN A MONEY ORDER MUST BE PRESENTED.

No money order shall be valid and payable unless presented to the Postmaster on whom it is drawn within one year after its date: but the Postmaster General, on the application of the remitter or payee of any such order, may cause a new order to be issued in lieu thereof.

LIMIT OF AMOUNT IN MONEY ORDERS.

No money order shall be issued for more than fifty dollars, and the fees thereof shall be for orders not exceeding fifteen dollars, ten cents; exceeding fifteen and not exceeding thirty dollars, fifteen cents; exceeding thirty and not exceeding forty dollars, twenty cents; exceeding forty and not exceeding fifty dollars, twenty-five cents.

When a Money Order is Lost.

Whenever a money order has been lost, the Superintendent of the Money Order Department, upon application of the remitter or payee of such order, may cause a duplicate thereof to be issued, without charge, providing the party losing the original shall furnish a certificate from the Postmaster by whom it was payable that it had not been, and would not thereafter be paid, and a similar certificate from the Postmaster by whom it was issued that it had not been, and would not thereafter be paid.

WHO MAY COLLECT ON MONEY ORDER.

The payee of a money order may, by his written indorsement thereon, direct it to be paid to any other person, and the Postmaster on whom it is drawn shall pay the same to the person thus designated, provided he shall furnish such proof as the Postmaster may prescribe that the indorsement is genuine, and that he is the person empowered to receive payment; but more than one indorsement shall render an order invalid and not payable, and the holder, to obtain payment, shall be required to apply in writing to the Postmaster for a new order in lieu thereof, returning the original order, and making such proof of the genuineness of the indorsements as the Postmaster may require.

POSTAGE ON LETTERS.

The new postal law, which went into effect July 1st, 1873, prohibits the transmission by mail of any free matter whatever.

POSTAGE ON LETTERS FORWARDED.

Letters once taken from the Post Office by the proper parties cannot be forwarded without again being paid.

DOUBLE RATES.

A letter having reached its destination with less than one full rate paid thereon must be rated at double the prepaid rates, and collected on delivery.

WHAT LETTERS SHOULD BE FORWARDED.

A letter exceeding one-half an ounce in weight, deposited in a post office, prepaid one full rate (3 cents,) should be forwarded to its destination, charged with double the unpaid rate.

POSTAGE RATES.

No card containing a written communication can be sent by mail at less than letter rates, except postal cards, furnished by the Department, with postage stamps impressed upon them.

LETTERS WITH CANCELLED STAMPS.

When a letter having a stamp affixed which has been previously used, is placed in a post office, it should be held for postage, and at the proper time sent to the Dead Letter Office.

DROP LETTERS.

Drop Letter postage is 2 cents the half ounce at letter carrier offices, and 1 cent the half ounce at all other offices, and one additional rate for every additional half ounce or fraction thereof.

Unpaid Letters.

Letters upon which the postage is wholly unpaid should be sent to the Dead Letter Office; but when by inadvertence they reach their destination, double the prepaid rates should be collected on delivery.

LETTERS TO THE P. O. DEPARTMENT.

Stamps are furnished Postmasters to cover their official correspondence with the Department and with other Postmasters. Other persons writing to the Department on official business should be required to prepay postage at the usual rates.

WRITING ON THE OUTSIDE OF A LETTER.

To write anything in addition to the address, or print anything on the cover of a *letter* does not subject it to additional postage. But to write anything in addition to the address on the wrapper of a package of matter passing *at less than letter rates of postage*, or to enclose therein matter wholly or partly in writing, subjects the package to letter postage; but no additional charge should be made for a card printed or impressed on the wrapper.

PENALTIES FOR VIOLATING POSTAL LAWS.

RETARDING THE MAIL.

Any person who shall knowingly and willfully obstruct or retard the passage of the mail, or any carriage, horse, driver or carrier carrying the same, shall, on conviction thereof, for every such offense, forfeit and pay not exceeding one hundred dollars.

PRIVATE POST OFFICES.

Any person who shall, without authority of the Postmaster General, set up or profess to keep any office or place of business bearing the sign, name, or title of post office, shall forfeit and pay, for every such offense, not more than five hundred dollars.

USING OLD STAMPS.

Any person who shall use or attempt to use, in payment of the postage on any mail matter conveyed, by mail or otherwise, any postage stamp or stamped envelope, or any stamp cut from any such stamped envelope, which has been before used for a like purpose, shall forfeit and pay fifty dollars.

DESTROYING LETTER BOXES.

Any person who shall willfully and maliciously injure, tear down, or destroy any letter box, pillar-box, or other receptacle established by the Postmaster General for the safe deposit of matter for the mail or for delivery, or who shall willfully and maliciously assault any letter carrier, when in uniform, while engaged on his route in the discharge of his duty as a letter carrier, and any person who shall willfully aid or assist therein, shall, on conviction thereof, for every such offence, forfeit and pay not less than one hundred nor more than one thousand dollars, or be imprisoned not less than one nor more than three years, according to the circumstances and aggravation of the offense.

PUNISHMENT FOR OPENING LETTERS.

Any person who shall take any letter, postal card or packet which shall not contain any article of value or evidence thereof, out of a post office or branch post office, or from a letter or mail carrier, or which has been in any post office or branch post office, or in the custody of any letter or mail carrier, before it shall have been delivered to the person to whom it was directed, with a design to obstruct the correspondence, or pry into the business or secrets of another, or shall secrete, embezzle or destroy the same, shall, on conviction thereof, for every such offense, forfeit and pay a penalty not exceeding five hundred dollars, or be imprisoned at hard labor not exceeding one year, or both, at the discretion of the court.

MISCELLANEOUS.

When mails are received on Sunday, the office shall be kept open for one hour or more, if the public convenience requires it.

LETTERS TO FICTITIOUS PERSONS.

Letters addressed to fictitious persons or firms, or to no particular person or firm, are not deliverable, but should be returned to the Dead Letter Office at the end of each month.

LOCAL RATES OF POSTAGE.

Postmasters should charge all matter deposited in their offices for local delivery, on which the law fixes no specific

postage rate, with the same rate that similar matter would be subject to, if deposited for transmission by mail to another office.

LETTERS TO CLERKS.

Letters addressed to clerks, to the care of the company or firm employing them, should be placed in the box of the company or firm, if they do not object, and the box is large enough to accommodate the mail of all of them; if not the clerk's mail should be placed in the General Delivery.

TIME FOR MAILING LETTERS.

All letters brought to any post office half an hour before the time for the departure of the mail shall be forwarded therein; but at offices where, in the opinion of the Postmaster General, more time for making up the mails is required, he may prescribe accordingly, not exceeding one hour.

WRITING ON BUSINESS CARDS.

Any writing, other than the address, upon a *business* card, subjects the same to letter postage. Postal cards are issued by the Post Office Department only, and persons may print or write with pencil or ink on the blank side of them any communication they may choose, provided they do not violate the law in regard to obscene or scurrilous matter.

PRICE OF POSTAGE STAMPS.

Postage stamps shall not be sold for any larger sum than the value indicated on their face, nor stamped envelopes for more than is charged therefor by the Post Office Department for like quantities; and any person connected with the postal service who shall violate this provision shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined in any sum not less than ten nor more than five hundred dollars.

DIRECTIONS FOR SECURING

COPYRIGHTS,

Under the Revised Act of Congress which took effect Aug. 1, 1874.

PRINTED TITLE FOR ENTRY BEFORE PUBLICATION.

1. A printed copy of the title of the book, map, chart, dramatic or musical composition, engraving, cut, print, photograph, or a description of the painting, drawing, chromo, statue, statuary, or model or design for a work of the fine arts, for which copyright is desired, must be sent by mail, prepaid, addressed

LIBRARIAN OF CONGRESS,
WASHINGTON, D. C.

This must be done before publication of the book or other article.

COPYRIGHT FEES.

2. A fee of 50 cents, for recording the title of each book or other article, must be inclosed with the title as above, and 50 cents in addition (or $1 in all) for each certificate of copyright under seal of the Librarian of Congress, which will be transmitted by return mail.

WHAT IS REQUIRED TO PERFECT COPYRIGHT.

3. Within ten days after publication of each book or other article, two complete copies of the best edition issued must be sent, to perfect the copyright, with the address

LIBRARIAN OF CONGRESS,
WASHINGTON, D. C.

It is optional with those sending books and other articles to perfect copyright to send them by mail or express; but, in either case, the charges are to be prepaid by the senders. Without the deposit of copies above required, the copyright is void, and a penalty of $25 is incurred. No copy is required to be deposited elsewhere.

NOTICE OF COPYRIGHT TO BE GIVEN BY IMPRINT.

4. No copyright hereafter issued is valid unless notice is given by inserting in every copy published, on the title page, or the page following, if it be a book; or, if a map, chart, musical composition, print, cut, engraving, photograph, painting, drawing, chromo, statue, statuary, or model or design intended to be perfected as a work of the fine arts, by inscribing upon some portion of the face or front thereof, or on the face of the substance on which the same is mounted, the following words, viz.: *Entered according to act of Congress, in the year* ——, *by* ——, *in the office of the Librarian of Congress, at Washington.* Or thus: *Copyright*, 18——, *by A. B.*

The law imposes a penalty of $100 upon any person who has not obtained copyright who shall insert the notice "*entered according to act of Congress*," etc., or words of the same import, in or upon any book or other article.

TRANSLATIONS, ETC.

5. Any author may reserve the right to translate or to dramatize his own work. In this case, notice should be given by printing the words, *Right of translation reserved*, or *All rights reserved*, below the notice of copyright entry, and notifying the Librarian of Congress of such reservation, to be entered upon the record.

DURATION OF COPYRIGHT.

6. Each copyright secures the exclusive right of publishing the book or article copyrighted for the term of twenty-eight years. At the end of that time, the author or designer, or his widow or children, may secure a renewal for the further term of fourteen years, making forty-two years in all. Applications for renewal must be accompanied by explicit statement of ownership, in the case of the author, or of relationship, in the case of his heirs, and must state definitely the date and place of entry of the original copyright.

TIME OF PUBLICATION.

7. The time within which any work copyrighted may be issued from the press is not limited by any law or regulation, but depends upon the discretion of the proprietor. A copyright may be secured for a projected work as well as for a completed one.

ASSIGNMENTS.

8. Any copyright is assignable in law by any instrument of writing, but such assignment must be recorded in the office of the Librarian of Congress within sixty days from its date. The fee for this record is fifteen cents for every 100 words, and ten cents for every 100 words for a copy of the record of assignment.

COPIES, OR DUPLICATE CERTIFICATES.

9. A copy of the record (or duplicate certificate) of any copyright entry will be furnished under seal, at the rate of fifty cents each.

SERIALS OR SEPARATE PUBLICATIONS TO BE COPYRIGHTED SEPARATELY.

10. In the case of books published in more than one volume, if issued or sold separately, or of periodicals published in numbers, or of engravings, photographs, or other articles published with variations, a copyright is to be taken out for each volume of a book, or number of a periodical, or variety, as to size or inscription, of any other article.

COPYRIGHTS FOR WORKS OF ART.

11. To secure a copyright for a painting, statue, model or design intended to be perfected as a work of the fine arts, so as to prevent infringement by copying, engraving, or vending such design, a definite description must accompany the application for copyright, and a photograph of the same, at least as large as "cabinet size," must be mailed to the Librarian of Congress within ten days from the completion of the work.

FULL NAME OF PROPRIETOR REQUIRED.

12. Every applicant for a copyright must state distinctly the name and residence of the claimant, and whether the right is claimed as author, designer, or proprietor. No affidavit or formal application is required

IMPORTANT FACTS FOR USE IN PREPARING WRITTEN DOCUMENTS.

TABLES FOR REFERENCE.

Tabulated and Arranged for Writers and Speakers.

FOREIGN AND UNITED STATES GOLD COINS.

Their Weight, Fineness and Value as Assayed at the United States Mint.

NOTE.—The weight is given in Troy-ounces and decimals of the same; the fineness shows how many parts in 1000 are fine gold; the value is the intrinsic relative value, as compared with the amount of fine gold in United States coin.

COUNTRIES.	DENOMINATIONS.	Weight	Fineness.	Value
Australia	Pound of 1852	0.281	916.5	$5.324
"	Sovereign, 1855 and 1860	0.2565	916	4.857
Austria	Ducat	0.112	986	2.283
"	Sovereign	0.363	900	6.754
"	New Union Coin	0.357	900	6.642
Belgium	25 Francs	0.254	899	4.72
Bolivia	Doubloon	0.867	870	15.593
Brazil	Twenty Milreis	0.575	917.5	10.906
Central America	Two Escudos	0.209	853.5	3.688
" "	Four Reals	0.027	875	0.488
Chili	Old Doubloon	0.867	870	15.593
"	Ten Pesos	0.492	900	9.154
Denmark	Ten Thalers	0.427	895	7.90
Ecuador	Four Escudos	0.433	844	7.555
England	Pound or Sovereign, new	0.2567	916.5	4.863
"	" " average	0.2562	916	4.851
France	Twenty Francs, new	0.2075	899	3.858
"	" " average	0.207	899	3.847
Germany	Ten Thalers	0.427	895	7.90
"	Ten Mark	0.128	900	2.38
"	Krone (crown)	0.357	900	6.642
"	Twenty Mark	0.256	900	4.76
Greece	Twenty Drachms	0.185	900	3.442
Hindostan	Mohur	0.374	916	7.082
Italy	Twenty Lire	0.207	898	3.843
Japan	Old Cobang	0.362	568	4.44
"	" "	0.289	572	3.576
"	Yen (new, assumed)	0.535	900	9.956
Mexico	Doubloon, average	0.8675	866	15.53
"	" new	0.8675	870.5	15.611
"	Twenty Pesos (Max.)	1.086	875	19.643
"	" " (Repub.)	1.090	875	19.72
Naples	Six Ducacti	1.245	996	5.044
Netherlands	Ten Guilders	0.215	899	3.997
New Granada	Old Doubloon (Bogota)	0.868	870	15.611
" "	" " (Popayan)	0.867	858	15.378
" "	Ten Pesos	0.525	891.5	9.675
Peru	Old Doubloon	0.867	868	15.557
"	Twenty Sols	1.055	898	19.213
Portugal	Gold Crown	0.308	912	5.807
Prussia	New Crown (assumed)	0.357	900	6.642
Rome	2½ Scudi (new)	0.140	900	2.605
Russia	Five Rubles	0.210	916	3.976
Spain	100 Reals	0.268	896	4.964
"	80 "	0.215	869.5	3.864
Sweden	Ducat	0.111	875	2.237
"	Carolin, 10 frs	0.104	900	1.935
Tunis	25 Piastres	0.161	900	2.995
Turkey	100 "	0.231	915	4.369
Tuscany	7 Seguin	0.112	999	2.313
United States	Dollar	0.05375	900	1.00
" "	Quarter Eagle	0.13437	900	2.50
" "	Three Dollar	0.16125	900	3.00
" "	Half Eagle	0.26875	900	5.00
" "	Eagle	0.5375	900	10.00
" "	Double Eagle	1.075	900	20.00

United States Trade Dollar. Weight, 420 Grains; 900 Fine.

FOREIGN AND UNITED STATES SILVER COINS.

As Assayed at the United States Mint, the basis of valuation being $1.22½ per ounce of standard fineness.

NOTE.—Weight in Troy ounces; fineness in thousandths.

COUNTRIES.	DENOMINATIONS.	Weight	Fineness.	Value
Austria	Old Rix Dollar	0.902	833	$1.023
"	Old Scudo	0.836	902	1.026
"	Florin before 1858	0.451	833	.511
"	New Florin	0.397	900	.486
"	New Union Dollar	0.596	900	.731
"	Maria Theresa Dollar, 1780	0.895	838	1.021
Belgium	Five Francs	0.803	897	.98
Bolivia	New Dollar	0.801	900	.981
Brazil	Double Milreis	0.820	918.5	1.025
Canada	Twenty Cents	0.150	925	.189
"	Twenty-five Cents	0.1875	925	.236
Central America	Dollar	0.866	850	1.002
Chili	Old Dollar	0.864	908	1.068
"	New Dollar	0.801	900.5	.982
China	Dollar (English) assumed	0.866	901	1.062
"	Ten Cents	0.087	901	.106
Denmark	Two Rigsdaler	0.927	877	1.107
England	Shilling, new	0.1825	924.5	.23
"	" average	0.178	925	.224
France	Five Francs, average	0.800	900	.98
"	Two Francs	0.320	835	.364
Germany	One Mark	0.402	900	.19
"	New Thaler	0.595	900	.729
"	Florin before 1857	0.340	900	.417
"	New Florin, assumed	0.340	900	.417
Greece	Five Drachms	0.719	900	.881
Hindostan	Rupee	0.374	916	.466
Japan	Itzabu	0.279	991	.376
"	New Itzabu	0.279	890	.338
"	10 Sen (new coinage)	0.804	800	.985
Mexico	Dollar, new	0.8675	903	1.066
"	" average	0.866	901	1.062
"	Peso of Maximilian	0.861	902.5	1.055
Naples	Scudo	0.844	830	.953
Netherlands	2½ Guilders	0.804	944	1.033
Norway	Specie Daler	0.927	877	1.107
New Granada	Dollar of 1857	0.803	896	.98
Peru	Old Dollar	0.866	901	1.062
"	Dollar of 1858	0.766	909	.948
"	Half Dollar, 1835 and 1838	0.433	650	.383
"	Sol	0.802	900	.982
Prussia	Thaler before 1857	0.712	750	.727
"	New Thaler	0.595	900	.729
Rome	Scudo	0.864	900	1.058
Russia	Ruble	0.667	875	.794
Sardinia	Five Lire	0.800	900	.98
Spain	New Pistareen	0.166	899	.203
Sweden	Rix Dollar	0.092	750	1.115
Switzerland	Two Francs	0.323	899	.395
Tunis	Five Piastres	0.511	898.5	.625
Turkey	Twenty Piastres	0.770	830	.87
Tuscany	Florin	0.220	925	.276
United States	Dollar	0.859⅜	900	
" "	Half Dollar	0.400	900	
" "	Quarter Dollar	0.200	900	
" "	Dime	0.080	900	
" "	Half Dime	0.040	900	
" "	Three Cent	0.024	900	

The values of United States Silver Coins are not given owing to their fluctuation.

TABLES OF WEIGHTS, MEASURES, AND VARIATION OF TIME. *

WEIGHTS.

Troy.

24 grains (gr.) 1 pennyw'ht,—dwt.
20 dwts.....1 ounce,—oz.

3.2 grains, 1 carat, diamond wt.

By this weight gold, silver, and jewels only are weighed. The ounce and pound in this, are the same as in apothecaries' weight.

Apothecaries'.

20 grains.....1 scruple.
3 scruples.....1 drachm.
8 drs.....1 ounce.
12 ozs.....1 pound.

Avoirdupois.

16 drams (drs.) 1 ounce,—oz.
16 ozs.....1 pound,—lb.
25 lbs.....1 quarter,—qr.*
4 quarters.....100 weight,—cwt.
20 cwts.....1 ton.

* Formerly 28 lbs. were allowed to the quarter, but the practice is now nearly out of use excepting in the coal mines in Pennsylvania, the Eastern fish markets, and the U. S. Custom House.

Grains are the same in each of the above weights.

5,760 grains, apothecaries' or troy weight.....1 lb.
7,000 grains, avoirdupois weight.....1 lb.
Therefore, 144 lbs. avoir. equal 175 lbs. apoth. or troy.

Of Liquids.

1 gallon oil weighs 9.32 lbs. avoir.
1 gallon distilled water, 10 lbs.
1 gallon sea water, 10.32 lbs.
1 gallon proof spirits, 9.08 lbs.

Miscellaneous.

IRON, LEAD, ETC.

14 lbs.....1 stone.
21½ stones.....1 pig.
8 pigs.....1 fother.

BEEF, PORK, ETC.

200 lbs.....1 barrel.
196 lbs. (flour).....1 barrel.
100 lbs. (fish).....1 quintal.

MEASURES.

Dry.

2 pints.....1 quart,—qt.
8 quarts.....1 peck,—pk.
4 pecks.....1 bushel,—bu.
36 bushels.....1 chaldron.

1 United States standard (Winchester) bushel—18½ inches in diameter, and 8 inches deep—contains 2150.42 cubic inches.

Liquid or Wine.

4 gills.....1 pint—pt,
2 pints.....1 quart—qt.
4 quarts.....1 gallon—gal.
31½ gallons.....1 barrel—bbl.
2 barrels.....1 hogshead—hhd.
U. S. standard gallon.....231 cubic inches.
Beer gallon...282 " "
36 " " ....1 bbl.

Time.

60 seconds ...1 minute.
60 minutes.....1 hour.
24 hours.....1 day.
7 days.....1 week.
4 weeks.....1 lunar month.
28, 29, 30, or 31 days, } 1 calendar month.
30 days.....1 month, (in computing interest).
52 weeks and 1 day.... } 1 year.
12 calendar months... }
365 days, 5 hours, 48 minutes, and 49 seconds.....1 solar year.

Circular.

60 seconds.....1 minute,
60 minutes.....1 degree.
30 degrees.....1 sign.
90 degrees.....1 quadrant.
4 quadrants.....} 1 circle.
360 degrees.....}

A convenient method of finding the difference in time between two places, is to notice their distance apart in degrees of longitude, and allow 4 minutes to each degree, based on the following

CALCULATION:

1440 minutes.....1 day, or revolution of the earth.
1 revolution of the earth is 360 degrees; therefore,
1 degree.....4 minutes.

MEASURES.

Long.

DISTANCE.

3 barleycorns..1 inch,—in.
12 ins.....1 foot,—ft.
3 ft.....1 yard,—yd.
5½ yds.....1 rod,—rd.
40 rds.....1 furlong,—fur.
8 fur.....1 mile.

CLOTH.

2¼ inches.....1 nail.
4 nails.....1 quarter.
4 quarters.....1 yard.

MISCELLANEOUS.

3 inches.....1 palm.
4 inches.....1 hand.
6 inches.....1 span.
18 inches.....1 cubit.
21.8 inches.....1 Bible cubit.
2½ feet.....1 military pace.
3 feet.....1 common pace.

Square.

144 sq. ins.....1 sq. foot.
9 sq. ft.....1 sq. yard.
30¼ sq. yds.....1 sq. rod.
40 sq. rods.....1 rood.
4 roods.....1 acre.

Surveyors'.

7.92 inches.....1 link.
25 links.....1 rod.
4 rods.....1 chain.
10 square chains. } 1 acre.
160 square rods.... }
640 acres.....1 square mile

Cubic.

1728 cubic inches.....1 cubic foot.
27 cubic feet.....1 " yard.
128 cubic feet.....1 cord (wood.)
40 cubic feet...1 ton (shipping.)
2150.42 cubic in....1 standard bu.
268.8 " " ....1 " gal.
1 cubic ft., four-fifths of a bushel.

To find the number of bushels in a bin of any dimensions, find the number of cubic feet by multiplying the three dimensions of the bin in feet; deduct one-fifth, and the result is the number of bushels.

PAPER.

The Sizes in Inches.

Flat Writing-Papers.

Flat Letter.....10 x 16
Flat Cap.....14 x 17
Double Flat Letter.....16 x 20
Flat Foolscap.....13 x 16
Crown.....15 x 19
Folio Post.....17 x 22
Demy.....16 x 21
Medium.....18 x 23
Check Folio.....17 x 24
Bank Folio.....19 x 24
Double Cap.....17 x 28
Royal.....19 x 24
Super Royal.....20 x 28
Imperial.....23 x 31

Of the different sizes there are also several different weights of each size, as Demy 20, 22, 24, 26, and 28 lbs. per ream.

Stationers usually rule, cut and fold the sizes required to make the various styles of letter and note papers—a flat sheet making one, two or four sheets of letter or note paper.

Ledger Papers.

Flat Cap.....14 x 17
Crown.....15 x 19
Folio.....17 v 22
Demy.....16 x 21
Medium.....18 x 23
Royal.....19 x 24
Super Royal.....20 x 28
Imperial.....22 x 31
Elephant.....23 x 28

Book Papers.

The usual sizes of these, from the different American and English manufacturers, differ but little from the above, except to fill special orders.

Paper Counts.

24 sheets.....1 quire.
10½ quires.....1 token.
20 quires.....1 ream.
2 reams.....1 bundle.
5 bundles.....1 bale.

Units of Anything.

12 pieces.....1 dozen.
12 dozen.....1 gross.
12 gross.....1 great gross.
20 units.....1 score,

Legal Weights of Bushel, in Pounds;

Varying in different States, thus:

	Ill.	Ioa.	Wis.	Mich.	Ind.	Mo.	N. Y.	O.
Apples, dried	24	24	28	28	25	24	22	25
Barley	48	46	48	48	48	48	48	48
Beans, white	60	60	60	60	60	60	60	60
Buckwheat	52	52	40	42	50	52	48	52
Broom Corn Seed	46	46	46	46	46	46	46	50
Corn, shelled	56	56	56	56	56	56	56	56
Corn, ear	70	70	70	70	70	70	70	70
Flax Seed	56	56	56	56	56	56	56	56
Grass Seed, Blue	14	14	14	14	14	10	15	10
" Clover	60	60	60	60	60	60	60	62
" Hung'n	48	48	48	48	48	48	48	50
" Millet	50	45	50	50	..	50	..	50
" Red Top	14	14	14	14	14	14	14	14
" Timothy	45	..	..	..	..	45	45	45
Hemp Seed	44	44	44	44	44	44	44	42
Malt, Barley	34	36	38	38	38	38	34	34
Oats	32	33	32	32	32	35	32	30
Onions	57	57	57	56	57	57	57	56
" Top	28	28	28	28	28	28	28	25
Potatoes	60	60	60	60	60	60	60	60
" Sweet	55	55	54	55	55	50	55	55
Rye	56	56	56	56	56	56	56	56
Wheat	60	60	60	60	60	60	60	60

Difference of Time between Washington and other Cities of the World.

12.00 o'clock (noon) at.....WASHINGTON.
12.12 .. " .....P.M.....New York.
12.24 .. " ..... " .....Boston.
12.27 .. " ..... " .....Portland.
1.37 .. " ..... " .....St. John (N. F).
3.19 .. " ..... " .....Angra (Azores).
4.31 .. " ..... " .....Lisbon.
4.43 .. " ..... " .....Dublin.
4.55 .. " ..... " .....Edinburgh.
5.07 .. " ..... " .....London.
5.17 .. " ..... " .....Paris.
5.58 .. " ..... " .....Rome.
6.02 .. " ..... " .....Berlin.
6.14 .. " ..... " .....Vienna.
6.23 .. " ..... " .....Cape Town.
7.04 .. " ..... " .....Constantinople.
11.01 .. " ..... " .....Calcutta.
12.54 .. " .....A.M.....Pekin.
2.48 .. " ..... " .....Melbourne.
4.51 .. " ..... " .....Auckland.
8.58 .. " ..... " .....San Francisco.
9.40 .. " ..... " .....Salt Lake.
11.08 .. " ..... " .....New Orleans.
11.18 .. " ..... " .....Chicago.
11.52 .. " ..... " .....Buffalo.
12.00 .. " ....(noon).....Lima (Peru).

United States Land Measure.†

TOWNSHIP.

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

SECTION.

N. W.	N. E.
S. W.	S. E.

Each section has four quarter-sections, designated as above, each containing 160 acres.

† In Several States.

The township is six miles square, divided into 36 square miles or sections, numbered as above, each containing 640 acres.

SMALLER LAND DIVISIONS.

The following table will assist in making an estimate of the amount of land in fields and lots.

§ 10 rods x 16 rods..... 1 acre.
† 5 yards x 968 yards..... 1 "
‡ 220 feet x 198 feet..... 1 "
25 feet x 125 feet..... .0717 "
4356 sq. ft., .10 acre. 10890 sq. ft., .25 "
21780 " .50 " 32670 " .75 "

§ Or any two numbers whose product is 160.
† Or any two numbers whose product is 4,840.
‡ Or any two numbers whose product is 43,560.

* For Metric System of Weights and Measures, see page 175.

Weights of a Cubic Foot.

Metals.

WEIGHT OF A CUBIC FOOT.

Substance.	Lbs.	Oz.
Platina	1,218	12
Pure Gold*	1,203	10
Mercury	848	12
Lead	709	8
Pure Silver†	625	13
Steel	487	12
Tin	455	11
Cast Iron	450	7
Copper	547	4
Brass	543	12
Zinc	428	13

*The value of a ton of pure gold is $602,799.21.
†The value of a ton of silver is $37,704.84.
*$1,000,000 gold coin weigh 3,685.8 lbs. avordupois.
†$1,000,000 silver coin weigh 58,929.9 lbs. avordupois.

Earth, Stone, &c.

Substance.	Lbs.	Oz.
Italian Marble	169	4
Vermont Marble	165	9
Window Glass	165	2
Common Stone	157	8
Moist Sand	128	2
Clay	120	10
Brick	118	12
Mortar	109	6
Mud	101	14
Loose Earth	93	12
Anthracite Coal	89	12
Coke	62	8

Liquids.

Substance.	Lbs.	Oz.
Honey	90	10
Vinegar	67	8
Blood	65	14
Beer	64	10
Milk	64	8
Cider	63	10
Tar	63	7
Rain Water	62	8
Linseed Oil	58	12
Brandy	57	12
Ice	57	8
Alcohol	49	10

Groceries.

WEIGHT OF A CUBIC FOOT.

Substance.	Lbs.	Oz.
Sugar	100	5
Beeswax	60	5
Lard	59	3
Butter	58	14
Tallow	58	13
Castile Soap	56	15

Miscellaneous.

Substance.	Lbs.	Oz.
India Rubber	56	7
Pressed Hay	25	
Pressed Cotton	25	

Woods.

Substance.	Lbs.	Oz.
Lignum Vitæ	83	5
Ebony	83	5
Mahogany	66	7
White Oak	53	12
Beech	53	4
Ash	52	13
Red Hickory	52	6
Apple	49	9
Maple	46	14
Cherry	44	11
Shellbark Hickory	43	2
Pitch Pine	41	4
Chestnut	38	2
Birch	35	7
Cedar	35	1
White Poplar	33	1
Spruce	31	4
Yellow Pine	28	13
Butternut	23	8
Cork	15	...

Difference in Weight of Wood, Green and Dry.

GREEN.

Substance.	Lbs.	Oz.
English Oak	71	10
Beech	60	
Ash	58	3
American Pine	44	12

DRY.

Substance.	Lbs.	Oz.
English Oak	43	8
Beech	53	4
Ash	52	6
American Pine	30	11

Woods for Fuel.

Taking shellbark hickory as the highest standard of our forest trees, and calling that one hundred, other trees will compare with it in real value, for fuel, as follows:

Shellbark Hickory	100
Pignut Hickory	95
White Oak	84
White Ash	77
Dogwood	75
Scrub-Oak	73
White Hazel	72
Apple Tree	70
White Beech	69
Black Birch	65
Hard Maple	65
Black Walnut	62
Yellow Oak	60
White Elm	58
Red Oak	56
Red Cedar	56
Wild Cherry	55
Yellow Pine	54
Chestnut	52
Yellow Poplar	51
Butternut	43
White Birch	43
White Pine	30

Quantity of Seed to an Acre.

Wheat	1½ to 2 bu.
Rye	1½ to 2 "
Oats	3 "
Barley	2 "
Buckwheat	½ "
Corn, broadcast	4 "
Corn, in drills	2 to 3 "
Corn, in hills	4 to 8 qts
Broom Corn	½ bu.
Potatoes	10 to 15 "
Rutabagas	¾ lbs
Millet	¼ bu.
Clover, white	4 qt.
Clover, red	8 "
Timothy	6 "
Orchard Grass	2 bu.
Red Top	1 to 2 pk.
Blue Grass	2 bu.
Mix'd Lawn Grass, 1-2	"
Tobacco	2 oz.

Heat and Cold.

Degrees of heat above zero at which substances melt.

Substance.	Deg.
Wrought Iron	3,980
Cast Iron	3,479
Platinum	3,080
Gold	2,590
Copper	2,548
Steel	2,500
Glass	2,377
Brass	1,900
Silver	1,250
Antimony	951
Zinc	740
Lead	594
Tin	421
Arsenic	365
Sulphur	226
Beeswax	151
Gutta Percha	145
Tallow	97
Lard	95
Pitch	91
Ice	33

Degrees of cold above zero at which substances freeze.

Olive Oil	36
Water	32
Milk	30
Sea Water	28
Vinegar	28
Wines	20
Spirits of Turpentine	14

Degrees below zero at which the following freeze:

Brandy	7
Proof Spirit	7
Mercury	40
Cold experienced by Arctic Navigators	70
Greatest Artific'l Cold.	220

Degrees of heat above zero at which substances boil.

Ether	98
Alcohol	173
Water	212
Petroleum	306
Linseed Oil	640
Blood Heat	98
Eggs Hatch	104

Ages of Animals.

Animal.	Yrs.
Whale, estima'd	1,090
Elephant	400
Swan	300
Tortoise	100
Eagle	100
Raven	100
Camel	100
Lion	70
Porpoise	30
Horse	20
Bear	20
Cow	20
Deer	20
Rhinoceros	20
Swine	20
Wolf	20
Cat	15
Fox	15
Dog	10
Sheep	10
Rabbit	7
Squirrel	7

Rates of Speed

At which Birds Fly.

PER HOUR.

Birds.	Miles.
Hawks	150
Sparrows	92
Ducks	90
Falcon	75
Crows	25

Fair winds make their flight much more rapid.

Interest.

Money Doubles at Compound Interest as follows:

At 3	per cent. in	23	years.
" 4	" "	17	"
" 5	" "	14	"
" 6	" "	12	"
" 7	" "	10	"
" 8	" "	9	"
" 9	" "	8	"
" 10	" "	7	"

TABLE OF WAGES;

COMPUTED ON A BASIS OF TEN HOURS LABOR PER DAY.

Hours	$1.00	$1.50	$2.00	$2.50	$3.00	$3.50	$4.00	$4.50	$5.00	$5.50	$6.00	$6.50	$7.00	$7.50	$8.00	$9.00	$10	$11	$12
½	.1	.1¼	.1⅝	.2	.2½	3	.3⅛	.3¾	.4⅛	.4½	.5	.5½	.6	.6¼	.6⅝	.7½	.8⅓	.9	.10
1	.1⅝	.2½	.3⅛	.4⅙	.5	.6	.6⅝	.7½	.8⅓	.9⅙	.10	.11	.11⅝	.12½	.13⅓	.15	.16⅔	.18⅓	.20
2	.3⅓	.5	.6⅔	.8⅓	.10	.11⅔	.13⅓	.15	.16⅔	.18⅓	.20	.21⅔	.23⅓	.25	.26⅔	.30	.33⅓	.36⅔	.40
3	.5	.7½	.10	.12½	.15	.17½	.20	.22½	.25	.27½	.30	.32½	.35	.37½	.40	.45	.50	.55	.60
4	.6⅔	.10	.13⅓	.16⅔	.20	.23⅓	.26⅔	.30	.33⅓	.36⅔	.40	.43⅓	.46⅔	.50	.53⅓	.60	.66⅔	.73⅓	.80
5	.8⅓	.12½	.16⅔	.21	.25	.29⅙	.33⅓	.37½	.41⅔	.46	.50	.54⅙	.58⅓	.62½	.66⅔	.75	.83⅓	.91⅔	1.00
6	.10	.15	.20	25	.30	.35	.40	.45	.50	.55	.60	.65	.70	.75	.80	.90	1.00	1.10	1.20
7	.11⅔	.17½	.23⅓	.29⅙	.35	.41	.46⅔	.52½	.58⅓	.64⅙	.70	.76	.81⅔	.87½	.93⅓	1.05	1.16⅔	1.28⅓	1.40
8	.13⅓	.20	.26⅔	.33⅓	.40	.46⅔	.53⅓	.60	.66⅔	.73⅓	.80	.86⅔	.93⅓	1.00	1.06⅔	1.20	1.33⅓	1.46⅔	1.60
9	.15	.22½	.30	.37½	.45	.52½	.60	.67⅓	75	.82½	.90	.97⅓	1.05	1.12½	1.20	1.35	1.50	1.65	1.80
Days																			
1	.16⅔	.25	.33⅓	.41⅔	.50	.58⅓	.66⅔	.75	.83⅓	.91⅔	1.00	1.08⅓	1.16⅔	1.25	1.33⅓	1.50	1.66⅔	1.83⅓	2.00
2	.33⅓	.50	.66⅔	.83⅓	1.00	1.16⅔	1.33⅓	1.50	1.66⅔	1.83⅓	2.00	2.16⅔	2.33⅓	2.50	2.66⅔	3.00	3.33⅓	3.66⅔	4 00
3	.50	.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00	3.25	3.50	3.75	4.00	4.50	5.00	5.50	6.00
4	.66⅔	1.00	1.33⅓	1.66⅔	2.00	2.33⅓	2.66⅔	3.00	3.33⅓	3.66⅔	4.00	4.33⅓	4.66⅔	5.00	5.33⅓	6.00	6.66⅔	7.33⅓	8.00
5	.83⅓	1.25	1.66⅔	2.08⅓	2.50	2.91⅔	3.33⅓	3.75	4.16⅔	4.58⅓	5.00	5.41⅔	5.83⅓	6.25	6.66⅔	7.50	8.33⅓	9.16⅔	10.00
6	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	5.50	6.00	6.50	7.00	7.50	8.00	9.00	10.00	11.00	12.00

EXPLANATION.

The large figures at the top of the columns show the rate per week, while the smaller figures indicate the amount per hour or per day. Thus if it is desired to find the amount per hour when working for **$8.00** per week, we commence with the figure **1**, in the left hand column under the head of "hours," and trace towards the right till we reach the column headed by **$8.00**, where we find 13⅓ cents, the equivalent of one hour's labor at $8.00 per week. In like manner we find the price of several hours, one day, or several days.

To find wages at **$13, $14, $15, $16**, or more, per week, find the amount at **$6.50, $7, $7.50, $8**, etc., and multiply by **2**.

POPULATION AND GROWTH OF THE UNITED STATES.

States and Territories.	Area in square Miles.	Population. 1860.	1870.	1875.	Miles R.R. 1862.	1872.
States.						
Alabama	50,722	964,201	996,992	.....	805	1,671
Arkansas	52,198	435,450	484,471	.....	38	25
California	188,981	379,994	560,247	.....	23	1,013
Connecticut	4,674	460,147	537 454	.....	630	820
Delaware	2,120	112,216	125 015	.....	127	227
Florida	59,268	140,424	187 748	.....	402	466
Georgia	58,000	1,057,286	1,184,109	.....	1,420	2,108
Illinois	55,410	1,711,951	2,539,891	.....	2,998	5,904
Indiana	33,809	1,350,428	1,680 637	.....	2,175	3.529
Iowa	55,045	674,913	1,191 792	1,350,544	731	3,160
Kansas	81,318	107,209	364,399	528,349	.....	1,760
Kentucky	37,600	1,155,684	1,321,011	.....	567	1,123
Louisiana	41,346	708,002	726,915	857,039	355	539
Maine	31,776	628,279	626,915	.....	505	871
Maryland	11,184	687,049	780,894	.....	408	820
Massachusetts	7,800	1,231,066	1,457,351	1,651,912	1,285	1,606
Michigan*	56,451	749,113	1,184,059	1,334,031	853	2,235
Minnesota	83,531	172,023	439,706	598,429	.....	1,612
Mississippi	47,156	791,305	827,922	.....	862	990
Missouri	65,350	1,182,012	1,721,295	.....	838	2,580
Nebraska	75,995	28,841	123,993	246,280	.....	828
Nevada	112,090	6,857	42,491	52,540	.....	593
New Hampshire	9,280	326,073	318,300	.....	661	790
New Jersey	8,320	672,035	906,096	1,026,502	633	1,265
New York	47,000	3,880,735	4,382,759	4,705,208	2,728	4,470
North Carolina	50,704	992,622	1,071,361	.....	937	1,190
Ohio	39,964	2,339,511	2,665,260	.....	3,100	3,740
Oregon	95,244	52,465	90,923	.....	4	159
Pennsylvania	46,000	2,906,215	3,521,791	.....	3,006	5,113
Rhode Island	1,306	174,620	217,353	258,239	108	136
South Carolina	29,385	703,708	705,606	925,145	973	1,201
Tennessee	45,600	1,109,801	1,258,520	.....	1,253	1,520
Texas	237,504	604,215	818,579	.....	451	865
Vermont	10,212	315,098	330,551	.....	562	675
Virginia	40,904	1,219,630	1,225,163	.....	1,379	1,490
West Virginia	23,000	376,688	442,014	.....	361	485
Wisconsin	53,924	775,881	1,054,670	1,236,729	961	1,725
Total States	1,950,171	31,183,744	38,113,253	.....	32,120	59,587
Territories.						
Arizona	113,916	.....	9,658	.....	.....	.....
Colorado	104,500	34,277	39,864	.....	.....	392
Dakota	147,490	4,837	14,181	.....	.....	.....
District of Columbia	60	75,080	131,700	.....	*	*
Idaho	90,932	.....	14,999	.....	.....	.....
Montana	143,776	.....	20,595	.....	.....	.....
New Mexico	121,201	93,516	91,874	.....	.....	.....
Utah	80,056	40,273	86 786	.....	.....	375
Washington	69,944	11,594	23,955	.....	.....	.....
Wyoming	93,107	.....	9,118	.....	.....	498
Total Territories	965,032	259,577	442,730	.....	.....	1,265
Aggregate of the U.S.	2,915,203	31,443,321	38,555,983	00,000,000	32,120	60,852

* Last Census of Michigan taken in 1874.

* Included in the Railroad Mileage of Maryland.

Principal Countries of the World; Population, Area, Religion, and Government.

Countries.	Population.	Date of Census.	Area in Square Miles.	Inhabitants to Square Mile.	Capitals.	Population.	Prevailing Religion.	Form of Government.
China	446 500,000	1871	3,741 846	119.3	Pekin	1,648,800	Buddhic	Monarchy.
British Empire	226 817,108	1871	4,677,432	48.6	London	3,251,800	Protestant	Monarchy.
Russia	81,925,400	1871	8,003,778	10.2	St. Petersburg	667.000	Greek Church	Monarchy.
United States, with Alaska	38,925,600	1870	2,603,884	7.78	Washington	109,199	Protestant	Republic.
France	36 469,800	1866	204,091	178.7	Paris	1,825,300	Catholic	Republic.
Austria and Hungary	35,904,400	1869	240,348.	149.4	Vienna	833,900	Catholic	Monarchy.
Japan	34,785,300	1871	149,399.	232.8	Yeddo	1,554,900	Buddhic	Monarchy.
Great Britain and Ireland	31,817,100	1871	121,315.	262.3	London	3,251,800	Protestant	Monarchy.
German Empire	29,906,092	1871	160,207	187.	Berlin	825,400	Protestant	Empire. *
Italy	27,439,921	1871	118,847	230.9	Rome	244,484	Catholic	Monarchy.
Spain	16,642,000	1867	195,775	85.	Madrid	332,000	Catholic	Monarchy,
Brazil	10.000,000		3,253,029	3.07	Rio Janeiro	420,000	Catholic	Monarchy.
Turkey	16,463.000		672,621	24.4	Constantinople	1,075,000	Mohammedan	Monarchy.
Mexico	9,173,000	1869	761,526		Mexico	210,300	Catholic	Republic.
Sweden and Norway	5,921,500	1870	292,871	20.	Stockholm	136,900	Protestant	Monarchy.
Persia	5,000,000	1870	635,964	7.8	Teheran	120,000	Mohammedan	Monarchy.
Belgium	5,021.300	1869	11,373	441.5	Brussels	314,100	Catholic	Monarchy.
Bavaria	4,861,400	1871	29,292.	165.9	Munich	169,500	Catholic	Monarchy.
Portugal	3,995,200	1868	34,494.	115.8	Lisbon	224,063	Catholic	Monarchy.
Holland	3,688,300	1870	12,680	290.9	Hague	90,100	Protestant	Monarchy.
New Grenada	3,000,000	1870	357,157.	8.4	Bogota	45,000	Catholic	Republic.
Chili	2,000,000	1869	132,616	15.1	Santiago	115,400	Catholic	Republic.
Switzerland	2,669,100	1870	15,992	166.9	Berne	36,000	Protestant	Confederation.†
Peru	2,500,000	1871	471,838	5.3	Lima	160,100	Catholic	Republic.
Bolivia	2,000,000		497,321	4.	Chuquisaca	25,000	Catholic	Republic.
Argentine Republic	1,812,000	1869	871,848	2.1	Buenos Ayres	177,800	Catholic	Republic.
Wurtemburg	1,818,500	1871	7,533	241.4	Stuttgart	91,600	Protestant	Monarchy.
Denmark	1,784,700	1870	14,753	120.9	Copenhagen	162,042	Protestant	Monarchy.
Venezuela	1,500,000		368,238	4.2	Caraccas	47,000	Catholic	Republic.
Baden	1,461,400	1871	5,912	247.	Carlsruhe	36,600	Catholic	Grand Duchy.
Greece	1.457,900	1870	19,353	75.3	Athens	43,400	Greek Church	Monarchy.
Guatemala	1,180,000	1871	40,879	28.9	Guatemala	40,000	Catholic	Republic.
Ecuador	1,300,000		218,928	5.9	Quito	70,000	Catholic	Republic.
Paraguay	1,000,000	1871	63,787	15.6	Asuncion	48,000	Catholic	Republic.
Hesse	823,138		2,969	277.	Darmstadt	30,000	Protestant	Grand Duchy.
Liberia	718,000	1871	9,576	74.9	Monrovia	3,000	Protestant	Republic.
San Salvador	600,000	1871	7,335	81.8	San Salvador	15,000	Catholic	Republic.
Hayti	572,000		10,205	56.	Port au Prince	20,000	Catholic	Republic.
Nicaragua	350,000	1871	58,171	6.	Managua	10,000	Catholic	Republic.
Uruguay	300,000	1871	66,722	6.5	Monte Video	44,500	Catholic	Republic.
Honduras	350,000	1871	47,092	7.4	Comayagua	12,000	Catholic	Republic.
San Domingo	136,000		17,827	7.6	San Domingo	20,000	Catholic	Republic.
Costa Rica	165,000	1870	21,505	7.7	San Jose	2,000	Catholic	Republic.
Hawaii	62,950		7,633	80.	Honolulu	7,633	Protestant	Monarchy.

* Imperial Confederation. † Republican Confederation.

Area and Population of the Earth.

Divisions.	Area.	Population.	Pop. to Sq. Mile.
America	14,700,000	88,061,148	6
Europe	3,800,000	296,713,500	80
Asia	15,000,000	699,863,000	46
Africa	10,800,000	67,414,000	6
Oceanica	4,500 000	25,924,000	6
Total	48,800.000	1,177,975,648	24

All these collectively are estimated to speak 3,064 languages, and to possess about 1,000 different forms of religion.

The amount of deaths per annum is 33,333,333, or 91,954 per day, 3,730 per hour, 60 per minute, or 1 per second. This loss is compensated by an equal or greater number of births.

The average duration of life throughout the globe is thirty-three years. One-fourth of its population dies before the seventh year, and one-half before the seventeenth. Out of 10,000 persons only one reaches his hundredth year, only one in 500 his eightieth; and only one in 100 his sixtieth.

Another estimate of the earth's population, classified by race and religion, is as follows:

RACES.		RELIGIONS.	
Whites	550,000,000	Pagans	676,000,000
Mongolians	550,000,000	Christians	320,000,000
Blacks	173,000,000	Mohammedans	140,000,000
Copper Colored	12,000,000	Jews	14,000,000

THE CHRISTIANS are divided as follows:

Church of Rome.	Protestants.	Greek & East Church.
170,000 000	90,000,000	60,000,000

Oceans, Seas, Bays and Lakes.

Oceans.	*Sq. Miles.*
Pacific, about	80,000,000
Atlantic, "	40,000,000
Indian, "	20,000,000
Southern, "	10,000,000
Arctic, "	5 000 000

NOTE. The seas, bays, gulfs, etc., connected with each ocean, are included in the foregoing estimate. It may be proper to remark, however, that the exact superficial extent of the several oceans is not known with certainty, nor the exact proportion of land and water.

Seas.	*Length in Miles.*
Mediterranean, about	2,000
Caribbean "	1,800
China "	1,700
Red "	1,400
Japan "	1,000
Black "	932
Caspian "	640
Baltic "	600
Okhotsk "	600
White "	450
Aral "	250

Bays.	*Length in Miles.*
Hudson's, about	1,200
Baffin's "	600
Chesapeake "	250

Lakes.	*Length. Miles.*	*Width. Miles.*
Superior	380	120
Baikal	360	35
Michigan	330	60
Great Slave	300	45
Huron	250	90
Winnipeg	240	40
Erie	270	50
Athabasca	200	20
Ontario	180	40
Maracaybo	150	60
Great Bear	150	40
Ladoga	125	75
Champlain	123	12
Nicaragua	120	40
L. of the Woods	70	25
Geneva	50	10
Constance	45	10
Cayuga	36	4
George	36	3

The Highest Mountains of the World.

Names.	Country.	Feet.	Miles
Kunchainyunga (Himalayas)	Thibet	28,178	5½
Sorata, the highest in America	Bolivia	25,380	5
Illimani	Bolivia	21,780	4⅛
Chimborazo	Ecuador	21,444	4⅛
Hindoo-Koosh	Afghanistan	20,606	3¾
Cotopaxi, highest volcano in the world.	Ecuador	19,408	3½
Antisana	Ecuador	19,150	3½
St. Elias, highest in North America	British Poss.	18,000	3½
Popocotepetl, volcano	Mexico	17,735	3⅜
Mt. Roa, highest in Oceanica	Hawaii	16,000	3
Mt. Brown, highest peak Rocky Mtns.	Brit. America.	15,900	3
Mont Blanc, highest in Europe, Alps	Sardinia	15,766	3
Mt. Rosa, next highest peak of Alps	Sardinia	15,380	3
Limit of perpetual snow at the	Equator	15,207	2¾
Pinchinca	Ecuador	15,200	2¾
Mt. Whitney	California	15,000	2⅞
Mt. Fairweather	Russian Poss.	14,796	2¾
Mt. Shasta	California	14,450	2¾
Pike's Peak	Colorado	14,320	2¾
Demavend, highest of Elburz Mts., volc.	Persia	14,000	2⅝
Mt. Ophir	Sumatra	13,800	2⅝
Fremont's Peak, Rocky Mountains	Wyoming	13,570	2⅝
Long's Peak, Rocky Mountains	Colorado	13,400	2½
Mt. Ranier	Wash. Territ'y	13,000	2½
Mt. Ararat	Armenia	12,700	2⅜
Peak of Teneriffe	Canaries	12,236	2⅜
Miltsin, highest of Atlas Mountains	Morocco	12.000	2¼
Mt. Hood	Oregon	11,570	2¼
Mt. Lebanon	Syria	11.000	2⅛
Mt. Perdu, highest of Pyrenees	France	10,950	2
Mt. St. Helen's	Oregon	10,150	1⅞
Mt. Ætna, volcano	Sicily	10.050	1⅞
Monte Corno, highest of Appenines	Naples	9,523	1¾
Sneehattan, highest Dovrefield Mts.	Norway	8.115	1½
Mount Sinai	Arabia	8.000	1½
Pindus, highest in	Greece	7,677	1½
Black Mountain, highest in	N. Carolina	6,476	1¼
Mt. Washington, highest White Mts.	N. Hampshire	6,234	1¼
Mt. Marcy, highest in	New York	5,467	1
Mt. Hecla, volcano	Iceland	5,000	1
Ben Nevis, highest in Great Britain	Scotland	4,379	⅞
Mansfield, highest of Green Mts.	Vermont	4,280	⅞
Peaks of Otter	Virginia	4,260	⅞
Mt. Vesuvius	Naples	3,932	⅞
Round Top, highest of Catskill Mts.	New York	3,804	⅞

The Longest Rivers of the World.

Rivers.	Locality.	Rise.	Discharge.	Miles
Missouri	N. America	Rocky Mountains	Gulf of Mexico	4,500
Mississippi	N. America	Lake Itaska	Gulf of Mexico	3,200
Amazon	Brazil	Andes	Atlantic Ocean	3,200
Hoang-Ho	China	Koulkoun Mountains	Yellow Sea	3,000
Murray	Australasia	Australian Alps	Encounter Bay	3,000
Obi	Siberia	Altaian Mountains	Arctic Ocean	2,800
Nile	Egypt, Nubia	Blue Nile, Abyssinia	Mediterranean	2,750
Yang-tse-Kia	China	Thibet	China Sea	2,500
Lena	Siberia	Heights of Irkutsk	Arctic Ocean	2,500
Niger	Soudan	Base of Mt. Loma	Gulf of Guinea	2,300
St. Lawrence	Canada	River St. Louis	G'f St. Lawrence	1,960
Volga	Russia	Lake in Volhonsky	Caspian Sea	1,900
Maykiang	Siam	Thibet	Chinese Gulf	1,700
Indus	Hindostan	Little Thibet	Arabian Sea	1,700
Danube	Germany	Black Forest	Black Sea	1,630
Mackenzie	N. America	River Athabasca	Arctic Ocean	2,500
Brahmapootra	Thibet	Himalaya	Bay of Bengal	1,500
Columbia	N. America	Rocky Mountains	Pacific Ocean	1,090
Colorado	N. America	San Iaba	Gulf of Califor	1,000
Susquehanna	N. America	Lake Otsego	Chesapeake Bay.	400
James	N. America	Allegheny Mountains	Chesapeake Bay.	500
Potomac	N. America	Gr. Black Bone Mount'n.	Chesapeake Bay.	400
Hudson	N. America	Marsh nr. L. Champlain.	Bay of N. Y.	325

Historical Facts Relating to the United States.

Year Settled	States.	Where Settled.	By Whom.	Admit'd to the Union	Capitals.
1565	Florida	St. Augustine	Spaniards	1845	Tallahassee.
1607	Virginia*	Jamestown	English	1788†	Richmond.
1614	New York*	Manhattan	Dutch	1788†	Albany.
1620	Massachusetts*	Plymouth	English Puritans.	1788†	Boston.
1623	N. Hampshire*	Dover	English	1788†	Concord.
1624	New Jersey*	Bergen	Dutch and Danes.	1787†	Trenton.
1625	Maine	Bristol	English	1820	Augusta.
1627	Delaware*	Cape Henelopen.	Swedes and Finns.	1787†	Dover.
1633	Connecticut*	Windsor	From Massachu'ts	1788†	Hartford.
1634	Maryland*	St. Mary's	English	1788†	Annapolis.
1636	Rhode Island*.	Providence	English	1790†	Prov. & N'port
1663	NorthCarolina*	Albemarle	English	1789†	Raleigh.
1669	Wisconsin	Green Bay	French	1848	Madison.
1670	Michigan	Detroit	French	1837	Lansing.
1670	South Carolina*	Port Royal	English	1788†	Columbia.
1682	Pennsylvania.*	Philadelphia	English	1787†	Harrisburg.
1685	Arkansas	Arkansas Post	French	1826	Little Rock.
1690	Texas	San Antonia	Spaniards	1845	Austin.
1690	Indiana	Vincennes	French	1816	Indianapolis.
1699	Louisiana	Iberville	French	1812	New Orleans.
1711	Alabama	Mobile	French	1814	Montgomery.
1716	Mississippi	Natchez	French	1817	Jackson.
1720	Illinois	Kaskaskia	French	1818	Springfield.
1725	Vermont	Fort Dummer	From Massachu'ts	1791	Montpelier.
1733	Georgia*	Savannah	English	1788†	Atlanta.
1757	Tennessee	Fort London	From N. Carolina.	1796	Nashville.
1764	Missouri	St. Louis	French	1821	Jefferson City.
1769	California	San Diego	Spaniards	1850	Sacramento.
1775	Kentucky	Boonesboro	From Virginia	1792	Frankfort.
1788	Ohio	Marietta	From N. England.	1803	Columbus.
1811	Oregon	Astoria	From New York	1859	Salem.
1833	Iowa	Burlington	From N. England.	1846	Des Moines.
1846	Minnesota	St. Paul	From N. England.	1857	St. Paul.
1850	Kansas	Ft. Leavenworth.	Fr. N.E. & W. States.	1861	Topeka.
1861	Nevada	Washoe	From California	1864	Carson City.
1862	West Virginia	(See Virginia)	Formed fr. Va.	1862	Charleston.
1854	Nebraska		Fr. N.E. & W. States.	1867	Lincoln.

* The thirteen original States. † Date of adoption of Constitution.

Principal Exports of Various Countries.

ARABIA — Coffee, aloes, myrrh, frankincense, gum arabic.
ASIATIC ISLANDS — Pepper, cloves, nutmegs, ginger, camphor, coffee, etc.
BELGIUM — Grain, flax, hops, woolens, linens, laces, various manufactures.
BRAZIL — Cotton, sugar, coffee, tobacco, gold, diamonds, wheat, dye-woods.
CANADA, NOVA SCOTIA and NEW BRUNSWICK — Flour, furs, lumber, fish.
CAPE COLONY — Brandy, wine, ostrich feathers, hides, tallow.
CENTRAL AMERICA — Logwood, mahogany, indigo, cocoa.
CHILI — Silver, gold, copper, wheat, hemp, hides, sugar, cotton, fruits.
CHINA — Tea, silks, nankeens, porcelain, articles of ivory and pearl.
DENMARK — Grain, horses, cattle, beef, pork, butter, and cheese.
EASTERN, WESTERN and SOUTHERN AFRICA — Gold, ivory, ostrich feathers.
EGYPT — Rice, grain, linseed, fruits, indigo, cotton, sugar.
ECUADOR and NEW GRENADA — Coffee, cotton, indigo, fruits, sugar, cocoa.
FRANCE — Silks, woolens, linens, cottons, wine, brandy, porcelain, toys.
GERMANY — Linen, grain, various manufactures of silver, copper etc.
GREAT BRITAIN — Woolens, cottons, linens, hardware, porcelain, etc.
GREENLAND — Whale oil, whale bone, seal skins.
HINDOSTAN — Cotton, silks, rice, sugar, coffee, opium, indigo.
HOLLAND — Fine linens, woolens, butter, cheese, various manufactures.
ITALY — Silks, wines, grain, oil, fruits.
IRELAND — Linens, beef, butter, tallow, hides, potatoes, barley, etc.
JAPAN — Silk and cotton goods, Japanware, porcelain.
MEXICO — Gold, silver, logwood, cochineal, fruits.
PERSIA — Carpets, shawls, wine, silk, cotton, rice, rhubarb, guns, swords, etc.
PERU — Silver, gold, Peruvian bark, mercury, sugar, cotton, fruits.
RUSSIA — Hemp, iron, linen, grain, timber, furs, tallow, platina.
SPAIN and PORTUGAL — Silks, wool, wine, oil, fruits, salt, etc.
SWEDEN and NORWAY — Iron, steel, copper, timber, fish.
SWITZERLAND — Watches, jewelry, paper, laces, linen, cotton and silk goods, etc.
TURKEY — Grain, fruits, cotton, oil, wines, carpets, muslin, swords.
UNITED STATES — *Eastern States* — Lumber, beef, pork, fish, cottons, woolens, etc.
Middle States — Flour, wheat, salt, coal, cottons, woolens, etc.
Southern States — Cotton, rice, tobacco, corn, lumber, pitch, fruits.
Western States — Corn, wheat, lead, coal, iron, salt, lime, beef, pork.
VENEZUELA — Sugar, coffee, cocoa, cotton, indigo, fruits.
WEST INDIES — Sugar, rum, molasses, coffee, spice, cotton, indigo, fruits.

Presidents of the United States.

NAME.	Residence	Born.	Installed into Office.	Age at that time.	Term of Office.	Died.	Age at death
George Washington..	Va....	1732	1789	57	8 yrs...	Dec. 14, 1799	68
John Adams.....	Mass..	1735	1797	62	4 "	July 4, 1826	91
Thomas Jefferson....	Va....	1743	1801	58	8 "	July 4, 1826	83
James Madison.....	Va....	1751	1809	58	8 "	June 23, 1836	85
James Monroe.....	Va....	1758	1817	58	8 "	July 4, 1831	72
John Quincy Adams..	Mass..	1767	1825	58	4 "	Feb. 23, 1848	80
Andrew Jackson.....	Tenn..	1767	1829	62	8 "	June 8 1845	78
Martin Van Buren....	N. Y...	1782	1837	55	4 "	July 24, 1862	80
William H. Harrison.	Ohio ..	1773	1841	68	1 month.....	April 4, 1841	68
John Tyler.....	Va....	1790	1841	51	3 yrs. 11 mos..	Jan. 17 1862	72
James K. Polk...	Tenn..	1795	1845	49	4 "	June 15, 1849	54
Zachary Taylor.....	La....	1784	1849	65	1 y. 4 m. 5 d....	July 9, 1850	66
Millard Fillmore.....	N. Y...	1800	1850	50	2 y. 7 m. 26 d...	Mar. 8, 1874	74
Franklin Pierce.....	N. H..	1804	1853	49	4 yrs.....	Oct. 8, 1860	65
James Buchanan.....	Penn..	1791	1857	66	4 "	June 1, 1868	77
Abraham Lincoln.....	Ill.....	1809	1861	52	4 y. 1 m. 10 d...	Apr. 14, 1865	56
Andrew Johnson.....	Tenn..	1808	1865	57	3 y. 10 m. 20 d..	July 31, 1875	67
Ulysses S. Grant.....	Ill. ...	1822	1869	47	.....	.....	....

Height of Monuments, Towers, Etc.

NAMES.	PLACES.	FEET.
Pyramid of Cheops	Egypt	543
Antwerp Cathedral	Belgium	476
Strasburg Cathedral	France	474
St. Martin's Church at Landshut	Bavaria	456
Pyramid of Cephrenes	Egypt	456
St. Peter's Church	Rome	448
St. Paul's Church, London	England	404
Salisbury Cathedral	England	400
Cathedral at Florence	Italy	384
Cathedral at Cremona	Lombardy	372
Church at Fribourg	Germany	370
Cathedral of Seville	Spain	360
Cathedral of Milan	Lombardy	355
Cathedral of Utrecht	Holland	356
Pyramid of Sakkarah	Egypt	356
Cathedral of Notre Dame, Munich	Bavaria	348
St. Mark's Church	Venice	328
Assinelli Tower, Bologna	Italy	314
Trinity Church	New York	283
Column at Delhi	Hindostan	262
Porcelain Tower, Nankin	China	248
Church of Notre Dame	Paris	232
Bunker Hill Monument	Massachusetts	220
Leaning Tower of Pisa	Italy	202
Washington Monument	Baltimore	183
Monument, Place Vendome	Paris	153
Trojan Pillar Rome	Italy	151
Obelisk of Luxor, now in	Paris	110

Capacity of Large Rooms.

Estimating a person to occupy an area of 19.9 inches square.

CHURCHES.	Will Contain No. Persons.
St. Peter's, Rome	54,000
Cathedral, Milan	37,000
St. Paul's, Rome	32,000
St. Paul's, London	25,600
St. Petronio, Bologna	24,400
Cathedral, Florence	24,300
Cathedral, Antwerp	24,000
St. Sophia's, Constantinople	23,000
St. John's, Lateran	22,900
Notre Dame, Paris	21,000
Cathedral, Pisa	13,000
St. Stephen's, Vienna	12,400
St. Dominic's, Bologna	12,000
St. Peter's, Bologna	11,400
Cathedral, Vienna	11,000
St. Mark's, Venice	7,500

Opera-Houses and Theaters.

Barnum's Hippodrome, New York	8,433
Stadt Theater, New York	3,000
Academy of Music, Philadelphia	2,865
Carlo Felice, Genoa	2,560
Acad. of Music, Brooklyn	
Opera-House, Munich	2,307
Alexander, St. Petersburg	2,332
San Carlos, Naples	2,240
Adelphi Theater, Chicago	2,238
Imperial, St. Petersburg	2,160
La Scala, Milan	2,113
Academy of Paris, Paris	2,092
Covent Garden, London	2,684
Academy of Music, N. Y.	2,526
Boston Theater, Boston	2,972
Music Hall, Boston	2,585
Grand Opera-Hall, New Orleans	2,052
St. Charles Theater, New Orleans	2,178
Grand Opera-House, N. Y.	1,883
Booth's Theater, N. York	1,807
Opera-House, Detroit	1,790
McVicker's Theater, Chicago	1,786
Grand Opera-House, Chicago	1,786
Ford's Opera-House, Baltimore	1,720
National Theater, Washington	1,709
De Bar's Opera-House, St. Louis	1,696
California Theater, San Francisco	1,651
Euclid Ave. Opera-House, Cleveland	1,650
Opera-House, Berlin	1,636
Opera-House, Albany	1,404
Hooley's Theater, Chicago	1,373
Coulter Opera-House, Aurora, Ill	1,004
Opera-House, Montreal	928

Periods of Digestion.

Substance.	Hrs.	Min.
Rice, boiled	1	
Eggs, whipped, raw	1	30
Trout, fresh, fried	1	30
Soup, Barley, boiled	1	30
Apples, sweet, mellow, raw	1	30
Venison steak, broiled	1	45
Sago, boiled	1	45
Tapioca, boiled	2	
Barley, boiled	2	
Milk, boiled	2	
Liver, beef, fresh, broiled	2	
Eggs, fresh, raw	2	
Apples, sour, mellow, raw	2	
Cabbage, with vinegar, raw	2	
Milk, raw	2	15
Eggs, fresh, roasted	2	15
Turkey, domestic, roasted	2	30
Goose, wild, roasted	2	30
Cake, sponge, baked	2	30
Hash, warmed	2	30
Beans, pod, boiled	2	30
Parsnips, boiled	2	30
Potatoes, Irish, baked	2	30
Cabbage, head, raw	2	30
Custard, baked	2	45
Apples, sour, hard, raw	2	50
Oysters, fresh, raw	2	55
Eggs, fresh, soft boiled	3	
Beefsteak, broiled	3	
Mutton, fresh, broiled	3	
Mutton, fresh, boiled	3	
Soup, bean, boiled	3	
Chicken soup, boiled	3	
Dumpling, apple, boiled	3	
Oysters, fresh, roasted	3	15
Pork, salted, broiled	3	15
Porksteak, broiled	3	15
Mutton, fresh, roasted	3	15
Bread, corn, baked	3	15
Carrot, orange, boiled	3	15
Sausage, fresh, broiled	3	20
Oysters, fresh, stewed	3	30
Butter, melted	3	30
Cheese, old, raw	3	30
Oyster soup, boiled	3	30
Bread, wheat, fresh, baked	3	30
Turnips, flat, boiled	3	30
Potatoes, Irish, boiled	3	30
Eggs, fresh, hard boiled	3	30
Eggs, fresh, fried	3	30
Green corn & beans, boiled	3	45
Beets, boiled	3	45
Salmon, salted, boiled	4	
Beef, fried	4	
Veal, fresh, broiled	4	
Fowls, domestic, boiled	4	
Beef, old, salted, boiled	4	15
Pork, salted, fried	4	15
Pork, salted, boiled	4	30
Veal, fresh, fried	4	30
Cabbage, boiled	4	30
Pork, roasted	5	15
Suet, beef, boiled	5	30

Origin of Plants.

Substance.	Where Originated.
Apples	Europe.
Cucumbers	East Indies.
Chestnuts	Italy.
Citrons	Greece.
Celery	Germany.
Horse Radish	Southern Europe.
Nettles	Europe.
Oats	North Africa.
Onions	Egypt.
Pears	Europe.
Pines	America.
Pears	Egypt.
Peaches	Persia.
Parsley	Sardinia.
Quince	Isle of Crete.
Radish	China.
Rye	Siberia.
Spinach	Arabia.
Tobacco	Virginia.

Quantity of Seed to Plant a Garden.

Asparagus.—1 oz. produces 1,000 plants.
Asparagus Roots.—1,000 plants to bed 4 x 225 feet.
Beans.—1 qt. plants 150 ft. of row.
Beets.—1 oz. plants 150 ft. of row.
Cabbage.—1 oz. gives 2,500 plants.
Celery—1 oz. gives 7,000 plants.
Cucumber.—1 oz. for 150 hills.
Lettuce.—1 oz. gives 7,000 plants.
Melon.—1 oz. for 120 hills.
Onion.—Four pounds to the acre.
Radish.—1 oz. to 100 ft. of ground.
Spinage.—1 oz. to 250 ft. of row.
Squash.—1 oz. to 75 hills.
Tomato.—1 oz. gives 2,500 plants.
Turnip.—1½ pound to the acre.

CHRONOLOGY OF IMPORTANT EVENTS.

Before Christ.

The Deluge	2348
Babylon built	2247
Birth of Abraham	1993
Death of Joseph	1635
Moses born	1571
Athens founded	1556
The Pyramids built	1250
Solomon's Temple finished	1004
Rome founded	753
Jerusalem destroyed	587
Babylon taken by Jews	538
Death of Socrates	400
Rome taken by the Gauls	385
Paper invented in China	170
Carthage destroyed	146
Cæsar landed in Britain	55
Cæsar killed	44
Birth of Christ	0

After Christ.

Death of Augustus	14
Pilot, governor of Judea	27
Jesus Christ crucified	33
Claudius visited Britain	43
St. Paul put to death	67
Death of Josephus	93
Jerusalem rebuilt	131
The Romans destroyed 580,000 Jews and banished the rest from Judea	135
The Bible in Gothic	373
Horseshoes made of iron	481
Latin tongue ceased to be spoken	580
Pens made of Quills	635
Organs used	660
Glass in England	663
Bank of Venice established	1157
Glass windows first used for lights	1180
Mariner's compass used	1200
Coal dug for fuel	1234
Chimneys first put to houses	1236
Spectacles invented by an Italian	1240
The first English House of Commons	1258
Tallow candles for lights	1290
Paper made from linen	1302
Gunpowder invented	1340
Woolen cloth made in England	1341
Printing invented	1436
The first almanac	1470
America discovered	1492
First book printed in England	1507
Luther began to preach	1517
Interest fixed at ten per cent. in England	1547
Telescopes invented	1549
First coach made in England	1564
Clocks first made in England	1568
Bank of England incorporated	1594
Shakspeare died	1616
Circulation of the blood discovered	1619
Barometer invented	1623
First newspaper	1629
Death of Galileo	1643
Steam engine invented	1649
Great fire in London	1666
Cotton planted in the United States	1759
Commencement of the American war	1775
Declaration of American Independence	1776
Recognition of American Independence	1782
Bank of England suspended cash paym't	1791
Napoleon I. crowned emperor	1804
Death of Napoleon	1820
Telegraph invented by Morse	1832
First daguerreotype in France	1839
Beginning of the American civil war	1861
End of the American civil war	1865
Great fire in Chicago	1871

POPULATION OF THE PRINCIPAL CITIES OF THE WORLD,*

OUTSIDE OF THE UNITED STATES, HAVING 100,000 INHABITANTS AND OVER, ACCORDING TO THE LATEST AUTHORITIES.

Abbeokoota, Africa	100,000	Cairo, Egypt	282,348	Hull, England	121,596	Ooroomtsee, Toorkistan	150,000
Adrianople, Turkey	100,000	Calcutta, India	616,249	Hyderabad, India	200,000	Osaka, Japan	373,000
Agra, India	125,262	Canton, China	1,236,600	Joodpoor, India	150,000	Palermo, Italy	167,625
Ahmedabab, India	130,000	Cawnpore, India	108,799	Konigsberg, Prussia	106,296	Patna, India	284,132
Alexandria, Egypt	180,796	Chang-Choo, China	1,000,000	Leeds, England	259,201	Pesth, Hungary	201,911
Algiers, Africa	100,000	Cologne, Prussia	125,172	Liege, Belgium	111,853	Portsmouth, England	112,954
Amoy, China	250,000	Damascus, Turkey	120,000	Lille, France	154,749	Prague, Bohemia	157,123
Amsterdam, Holland	271,764	Delhi, India	152,406	Liverpool, England	493,346	Riga, Russia	102,043
Antwerp, Belgium	123,571	Dhar, India	100,000	Lucknow, India	300,000	Rotterdam, Holland	118,837
Bahia, Brazil	125,000	Dresden, Germany	156,024	Lyons, France	323,954	Rouen, France	102,649
Bangalore, India	140,000	Dublin, Ireland	245,722	Madras, India	427,771	Saigon, Anam	200,000
Bangkok, Siam	500,000	Dundee, Scotland	118,974	Manchester, England	383,843	Salford, England	124,805
Barcelona, Spain	189,948	Edinburgh, Scotland	196,500	Manila, Philippine Is	160,000	Seville, Spain	118,298
Bareilly, India	111,332	Erzroom, Turkey	100,000	Marseilles, France	300,131	Shang-Hai, China	395,000
Baroda, India	140,000	Fez, Morocco	100,000	Miako, Japan	500,000	Sheffield, England	239,947
Belfast, Ireland	174,394	Florence, Italy	114,363	Milan, Italy	196,109	Smyrna, Asia Minor	150,000
Benares, India	200,000	Foo-Choo, China	600,000	Montreal, Canada	107,225	Soo-Choo, China	2,000,000
Beyrout, Syria	100,000	Fyzabad, India	100,000	Moorshedabad, India	146,963	Stoke-upon-Trent, Eng	130,507
Bhurtpoor, India	100,000	Genoa, Italy	127,986	Moscow, Russia	368,103	Toulouse, France	113,229
Birmingham, England	343,696	Ghent, Belgium	126,203	Nagpoor, India	111,231	Triest, Austria	104,707
Bombay, India	816,562	Glasgow, Scotland	477,144	Nanking, China	400,000	Tunis, Africa	125,000
Bordeaux, France	194,241	Greenwich, England	167,632	Nantes, France	111,956	Turin, Italy	180,580
Bradford, England	145,827	Hamburg, Germany	224,974	Naples, Italy	418,968	Valencia, Spain	107,703
Breslau, Prussia	171,926	Han-Keoo, China	800,000	Newcastle-on-Tyne, Eng	128,160	Venice, Italy	118,172
Bristol, England	182,524	Havana, Cuba	205,676	Ningpo, China	400,000	Warsaw, Poland	243,512
Bucharest, Turkey	121,734	Herat, Afghanistan	100,000	Odessa, Russia	119,376	Yarkand, Toorkistan	125,000

* For population of several other large cities, see capitals of the principal countries of the world, page 187.

Population of the Principal Cities of the United States.

CITIES.	1870.	1860.	CITIES.	1870.	1860.	CITIES.	1870.	1860.
Adrian, Mich.	8,438	6,213	Hamilton, Ohio	11,081	7,223	Paterson, N. J.	33,579	19,586
Akron, Ohio	10,006	3,477	Hannibal, Mo.	10,125	6,505	Peoria, Ill.	22,849	14,045
Albany, N. Y.	69,422	62,367	Harrisburg, Pa.	23,104	13,405	Petersburg, Va.	18,950	18,266
Alexandria, Va.	13,570	12,652	Hartford, Conn.	37,180	17,966	Philadelphia, Pa.	674,022	565,529
Allegheny, Pa.	53,180	28,702	Haverhill, Mass.	13,092	9,995	Pittsburgh, Pa.	86,076	49,219
Allentown, Pa.	13,884	8,025	Hoboken, N. J.	20,297	9,659	Portland, Me.	31,413	26,341
Alton, Ill.	8,665	3,585	Houston, Texas	9,382	4,845	Portland, Oregon	8,293	2,868
Altoona, Pa.	10,610	3,591	Hudson, N. Y.	8,615	7,187	Portsmouth, N. H.	9,211	9,335
Atlanta, Ga.	21,789	9,554	Indianapolis, Ind.	48,244	18,611	Portsmouth, Ohio	10,592	6,268
Auburn, N. Y.	17,225	10,986	Jackson, Mich.	11,447	4,799	Portsmouth, Va.	10,492	9,480
Augusta, Ga.	15,389	14,875	Jacksonville, Ill.	9,203	5,528	Poughkeepsie, N. Y.	20,080	14,726
Aurora, Ill.	11,162	6,011	Janesville, Wis.	8,789	7,702	Providence, R. I.	68,904	50,066
Baltimore, Md.	267,354	212,418	Jersey City, N. J.	82,546	29,226	Quincy, Ill.	24,052	13,718
Bangor, Me.	18,289	16,400	Kansas City, Mo.	32,260	4,418	Racine, Wis.	9,880	7,822
Belleville, Ill.	8,146	7,527	Keokuk, Iowa	12,766	8,136	Raleigh, N. C.	7,790	4,780
Biddeford, Me.	10,282	9,349	Knoxville, Tenn.	8,682	6,000	Reading, Pa.	33,930	23,162
Binghamton, N. Y.	12,692	8,325	Lafayette, Ind.	13,506	9,387	Richmond, Ind.	9,445	6,623
Bloomington, Ill.	14,590	7,075	Lancaster, Pa.	20,233	17,630	Richmond, Va.	51,038	37,907
Boston, Mass.	250,526	202,977	Lawrence, Kansas	8,320	1,645	Rochester, N. Y.	62,386	48,204
Bridgeport, Conn.	18,969	13,299	Lawrence, Mass.	28,921	17,639	Rome, N. Y.	11,000	3,584
Brooklyn, N. Y.	396,099	266,661	Leavenworth, Kansas	17,873	7,429	Sacramento, Cal.	16,283	12,797
Buffalo, N. Y.	117,714	81,129	Lewiston, Me.	13,600	7,424	St. Joseph, Mo.	19,565	8,932
Burlington, Iowa	14,930	6,706	Lexington, Ky.	14,801	9,321	St. Louis, Mo.	310,864	160,773
Burlington, Vt.	14,387	7,713	Little Rock, Ark.	12,380	3,727	St. Paul, Minn.	20,030	10,400
Cambridge, Mass.	39,634	32,606	Lockport, N. Y.	12,426	13,523	Salem, Mass.	24,117	22,252
Camden, N. J.	20,045	14,358	Logansport, Ind.	8,950	2,979	Salt Lake City, Utah	12,854	8,207
Canton, Ohio	8,660	4,041	Louisville, Ky.	100,753	68,033	San Antonio, Texas	12,256	8,235
Chicago, Ill.	298,977	112,172	Lowell, Mass.	40,928	36,827	Sandusky, Ohio	13,000	8,408
Charleston, S. C.	48,956	40,467	Lynn, Mass.	28,233	19,083	San Francisco, Cal.	149,473	56,802
Charlestown, Mass.	28,323	25,065	Macon, Ga.	10,810	8,247	Savannah, Ga.	28,235	22,292
Chillicothe, Ohio	8,920	4,581	Manchester, N. H.	23,536	20,107	Schenectady, N. Y.	10,026	9,576
Chester, Pa.	9,485	4,631	Madison, Ind.	10,709	8,137	Scranton, Pa.	35,092	9,223
Cincinnati, Ohio	216,239	161,044	Madison, Wis.	9,176	6,611	Springfield, Ill.	17,364	9,320
Cleveland, Ohio	92,829	43,417	Mansfield, Ohio	8,029	4,581	Springfield, Mass.	26,703	15,199
Columbia, S. C.	9,298	8,052	Memphis, Tenn.	40,226	22,621	Springfield, Ohio	12,652	7,002
Columbus, Ohio	31,274	18,554	Milwaukee, Wis.	71,440	45,246	Steubenville, Ohio	8,107	6,154
Cohoes, N. Y.	15,357	8,799	Minneapolis, Minn.	13,066	2,563	Stockton, Cal.	10,966	3,679
Concord, N. H.	12,241	10,890	Mobile, Ala.	32,034	29,258	Syracuse, N. Y.	43,051	28,119
Council Bluffs, Iowa	10,020	2,011	Nashua, N. H.	10,543	10,065	Taunton, Mass.	18,629	15,376
Covington, Ky.	24,505	16,471	Nashville, Tenn.	25,865	16,988	Terre Haute, Ind.	16,103	8,594
Davenport, Iowa	20,038	11,267	Natchez, Miss.	9,057	6,612	Titusville, Pa.	8,639	438
Dayton, Ohio	30,473	20,081	New Albany, Ind.	15,396	12,647	Toledo, Ohio	31,584	13,768
Des Moines, Iowa	12,035	3,965	Newark, N. J.	105,059	71,941	Trenton, N. J.	22,874	17,228
Detroit, Mich.	79,577	45,619	New Bedford, Mass.	21,320	22,300	Troy, N. Y.	46,465	39,252
Dover, N. H.	9,294	8,502	Newburg, N. Y.	17,014	15,196	Utica, N. Y.	28,804	22,529
Dubuque, Iowa	18,434	13,000	Newburyport, Mass.	12,595	13,401	Vicksburg, Miss.	12,443	4,591
East Saginaw, Mich.	11,350	3,001	New Brunswick, N. J.	15,058	11,256	Washington, D. C.	109,199	61,122
Elizabeth, N. J.	20,832	11,567	New Haven, Conn.	50,840	39,267	Waterbury, Conn.	10,826	10,004
Elmira, N. Y.	15,863	8,682	New Orleans, La.	191,418	118,670	Watertown, N. Y.	9,336	7,562
Erie, Pa.	19,646	9,419	Newport, Ky.	15,087	10,046	Wheeling, W. Va.	19,280	14,083
Evansville, Ind.	21,830	11,484	Newport, R. I.	12,521	10,508	Williamsport, Pa.	16,030	5,564
Fall River, Mass.	26,766	14,026	New York, N. Y.	942,292	805,651	Wilmington, Del.	30,841	21,258
Fond du Lac, Wis.	12,764	5,450	Norfolk, Va.	19,229	14,620	Wilmington, N. C.	13,446	9,552
Fort Wayne, Ind.	17,718	9,000	Norwich, Conn.	16,653	14,048	Worcester, Mass.	41,105	24,960
Frederick, Md.	8,526	8,143	Ogdensburg, N. Y.	10,076	7,409	York, Pa.	11,003	8,605
Galesburg, Ill.	10,158	4,953	Omaha, Neb.	16,083	1,881	Zanesville, Ohio	10,011	9,229
Galveston, Texas	13,818	7,307	Orange, N. J.	9,348	8,877			
Georgetown, D. C.	11,384	8,733	Oshkosh, Wis.	12,643	6,086			
Grand Rapids, Mich.	16,507	8,084	Oswego, N. Y.	20,910	16,816			

☞ For Population of States, see page 187.

FINANCIAL HISTORY OF THE UNITED STATES;

Showing Expenditures and Debt of the Country during the various Political Administrations from the Founding of the Government to the present time; also Presidents and Vice Presidents.

Yr.	President.	Vice President.	Public Expenditures.	Public Debt.
1789	G. Washington	John Adams.....*F	.....	.....
1790	G. Washington	John Adams.....F	.....	.....
1791	G. Washington	John Adams.....F	$3,797 436 78	$75,463,476 52
1792	G. Washington	John Adams.....F	8,962,920 00	77,227,924 66
1793	G. Washington	John Adams.....F	6,479,977 97	80,352,634 04
1794	G. Washington	John Adams.....F	9,041,593 17	78,427,404 77
1795	G. Washington	John Adams.....F	10,151,240 15	80,747,587 39
1796	G. Washington	John Adams.....F	8,367,776 84	83,762,172 07
1797	John Adams..	Thomas Jefferson..F	8,625,877 37	82,064,479 33
1798	John Adams.	Thomas Jefferson..F	8,583,618 41	79,228,529 12
1799	John Adams..	Thomas Jefferson..F	11,002,396 97	78,408,669 77
1800	John Adams..	Thomas Jefferson..F	11,952,534 12	82,796,294 35
1801	Thos.Jefferson	Aaron Burr.....R	12,273,376 94	83,038,050 80
1802	Thos.Jefferson	Aaron Burr.....R	13,270,487 31	80,712,632 25
1803	Thos.Jefferson	Aaron Burr.....R	11,258,983 67	77,054,686 30
1804	Thos Jefferson	Aaron Burr.....t..R	12,615,113 72	86,427,120 88
1805	Thos.Jefferson	George Clinton.....R	13,598,309 47	82,312,150 50
1806	Thos.Jefferson	George Clinton.....R	15,021,196 26	75,723,270 66
1807	Thos.Jefferson	George Clinton.....R	11,292,292 99	69,218,398 64
1808	Thos.Jefferson	George Clinton.....R	16,762,702 04	65,196,317 97
1809	Jas. Madison..	George Clinton.....R	13,867,226 30	57,023,192 09
1810	Jas. Madison..	George Clinton.....R	13,309,994 49	53,173,217 52
1811	Jas. Madison..	George Clinton.....R	13,592,604 86	48,005,587 76
1812	Jas. Madison..	George Clinton.....R	22,279,121 15	45,209,737 90
1813	Jas. Madison..	Elbridge Gerry.....R	39,190,520 36	55,962,827 57
1814	Jas. Madison..	Elbridge Gerry†....R	38,028,230 32	81,487,846 24
1815	Jas. Madison..	John Gaillard.....R	39,582,493 35	99,833,660 15
1816	Jas. Madison..	John Gaillard.....R	48,244,495 51	127,334,933 74
1817	James Monroe	D. D. Tompkins....R	40,877,646 04	123,491,965 16
1818	James Monroe	D. D. Tompkins....R	35,104,875 40	103,466,633 83
1819	James Monroe	D. D. Tompkins....R	24,004,199 73	95,529,648 28
1820	James Monroe	D. D. Tompkins....R	21,763,024 85	91,015,566 15
1821	James Monroe	D. D. Tompkins....R	19,090,572 69	89,987,427 66
1822	James Monroe	D. D. Tompkins....R	17,676,592 63	93,546,676 98
1823	James Monroe	D. D. Tompkins....R	15,314,171 00	90,875,877 28
1824	James Monroe	D. D. Tompkins....R	31,898,538 47	90,269,777 77
1825	Jno. Q. Adams	John C. Calhoun...R	23,585,804 72	83,788,432 71
1826	Jno. Q. Adams	John C. Calhoun...R	24,103,398 46	81,054,059 99
1827	Jno. Q. Adams	John C. Calhoun...R	22,656,764 04	73,987,357 20
1828	Jno. Q. Adams	John C. Calhoun...R	25,459,479 52	67,475,043 87
1829	A. Jackson....	John C. Calhoun...D	25,044,358 40	58,421,413 67
1830	A. Jackson....	John C. Calhoun...D	24,585,281 55	48,565,406 50
1831	A. Jackson....	John C. Calhoun...D	30,038,446 12	39,123,191 68
1832	A. Jackson....	John C. Calhoun...D	34,356,698 06	24,322,235 18
1833	A. Jackson....	Martin VanBuren..D	24,257,298 49	7,001,698 83
1834	A. Jackson....	Martin VanBuren..D	24,601,982 44	4,760,082 08
1835	A. Jackson....	Martin VanBuren..D	17,573,141 56	37,513 05
1836	A. Jackson....	Martin VanBuren..D	30,868,164 04	336,957 83
1837	M. VanBuren..	R. M. Johnson.....D	37,265,037 15	3,308,124 07
1838	M. VanBuren..	R. M. Johnson.....D	39,455,438 35	10,434,221 14
1839	M. VanBuren..	R. M. Johnson.....D	37 614,936 15	3,573,343 82
1840	M. VanBuren..	R. M. Johnson.....D	28,226,533 81	5,250,875 54
1841	W.H.Harrison	John Tyler‡.....W	31,797,530 03	13,594,480 73
1842	John Tyler....	Wm. P Mangum..W	32,936,876 53	20,601,226 28
1843	John Tyler....	Wm. P. Mangum..W	12,118,105 15	32,742,922 00
1844	John Tyler....	Wm. P. Mangum..W	33,642,010 85	23,461,652 50
1845	Jas. K. Polk...	George M. Dallas..D	30,490,408 71	15,925,303 01
1846	Jas. K. Polk...	George M. Dallas..D	27,632,282 90	15,550,202 97
1847	Jas. K. Polk...	George M. Dallas..D	60,520,851 74	38,826,534 77
1848	Jas. K. Polk..	George M. Dallas..D	60,655,143 19	47,044,862 23
1849	Zach. Taylor..	Millard Fillmore§.W	56,386,422 74	63,061,858 69
1850	M. Fillmore...	Wm. R. King.....W	44,604,718 26	63,452,773 55
1851	M. Fillmore...	D. R. Atchison....W	48,476,104 31	68,304,796 02
1852	M. Fillmore...	D. R. Atchison....W	46,712,608 83	66,199,341 71
1853	Frank. Pierce.	Wm. R. King‖.....D	54,577,061 74	59,803,117 70
1854	Frank. Pierce.	D. R. Atchison.....D	75,473,170 75	42,242,222 42
1855	Frank. Pierce.	Jesse D. Bright.. ..D	66,164,775 96	35,586,956 56
1856	Frank. Pierce.	Jesse D. Bright.....D	72,726,341 57	31,972,537 90
1857	Jas. Buchanan	J. C. Breckenridge.D	71,274,587 37	28,699,831 85
1858	Jas. Buchanan	J. C. Breckenridge.D	82,062,186 74	44,911,881 03
1859	Jas. Buchanan	J. C. Breckenridge.D	83,678,642 92	58,496,837 88
1860	Jas. Buchanan	J. C. Breckenridge.D	77,055,125 65	64,842,287 88
1861	A. Lincoln.....	Hannibal Hamlin..R	85,387,313 08	90,580,873 72
1862	A. Lincoln.....	Hannibal Hamlin..R	565,667,563 74	524,176,412 13
1863	A. Lincoln.....	Hannibal Hamlin..R	899,815,911 25	1,119,772,138 63
1864	A. Lincoln.....	Hannibal Hamlin..R	1,295,541,114 86	1,815,784,370 57
1865	A. Lincoln.....	Andrew Johnson¶..R	1,906,433,331 37	2,680,647,869 74
1866	A. Johnson....	Lafayette S. Foster.R	1,139,344,081 95	2,773,236,173 69
1867	A. Johnson....	Benj. F. Wade.....R	1,093,079,655 27	2,678,126.103 87
1868	A. Johnson....	Benj. F. Wade.....R	1,069,889,970 74	2,611,687,851 19
1869	U. S. Grant....	Schuyler Colfax....R	584,777,996 11	2,588,452,213 94
1870	U. S. Grant....	Schuyler Colfax....R	702,907,842,88	2,480,672,427 81
1871	U. S. Grant....	Schuyler Colfax....R	691 680.858 90	2,353.211,332 11
1872	U. S. Grant....	Schuyler Colfax....R	682,525,270 21	2,253,251,328 78
1873	U. S. Grant....	Henry Wilson.....R	524,044,597 91	2,234,482,993 20
1874	U. S. Grant....	Henry Wilson.....R	236,863,048 86	2,251,690,468 43
1875	U. S. Grant ...	Henry Wilson** ...R	.....	.....
.....	.....	.....	.....	.....

NOTE.—Though the principles of the various administrations, from 1801 to 1829, are designated as Republican, it may be remarked that the principles of both the Democratic and Republican parties have materially changed since the establishment of these parties, which changes have been wrought by the new political issues that have from time to time sprung up in the history of the government.

* The political complexion of the different Presidential terms is indicated by a single letter opposite each year, defined as follows: *F*, Federalist; *R*, Republican; *D*, Democratic; *W*, Whig.

† Elbridge Gerry died November 13, 1814, and was succeeded by John Gaillard, Vice-President *pro tem.*

‡ Wm. H. Harrison died April 4, 1841, after being one month in office. John Tyler succeeded to the Presidency, and Wm. P. Mangum became Vice-President *pro tem.*

§ Zachary Taylor died July 9, 1850, being succeeded by Millard Fillmore; Wm. R. King succeeding to the Vice-Presidency the first half of the Presidential term, and David R. Atchison the last half.

‖ Wm. R. King died April 17, 1853; David R. Atchison becoming Vice-President *pro tem.* for the first half of the Presidential term, and Jesse D. Bright for the last half.

¶ Abraham Lincoln was assassinated by J. Wilkes Booth, April 14, 1865. Andrew Johnson succeeded to the Presidency; and Lafayette S. Foster to the Vice-Presidency the remainder of the first half of the Presidential term, and Benj. F. Wade the last half.

** Henry Wilson died November 22, 1875, and was succeeded by Thomas W. Ferry, Vice-President *pro tem.*

VOCABULARY OF "GIVEN" NAMES, FOR REFERENCE.

Names of Men, Alphabetically Arranged.

Aaron.
Abel.
Abiel.
Abijah.
Abner.
Abraham.
Abram.
Adam.
Addison.
Adelbert.
Adolphus.
Adoniram.
Alanson.
Alaric.
Albert.
Alexander.
Alexis.
Alfred.
Allan.
Alonzo.
Alpheus.
Alphonso.
Alvah.
Alvan.
Alvin.
Alwin.
Amariah.
Amasa.
Ambrose.
Ammi.
Amos.
Andrew.
Anselm.
Anson.
Anthony.
Antony.
Archibald.
Artemas.
Arthur.
Asa.
Asahel.
Asaph.
Asher.
Ashur.
Augustin.
Augustine.
Austin.
Augustus.
Azariah.

Barnabas.
Barnard.
Bartholomew.
Barton.
Basil.
Benjamin.
Beriah.
Bernard.
Bertram.
Bertrand.
Boniface.
Burnell.
Burton.
Byron.

Cadwallader.
Cæsar.
Caleb.
Calvin.
Casimir.
Cass.
Cassimer.
Cecil.
Chauncey.
Charles.
Christian.
Christopher.
Claudius.
Clarence.
Clark.
Claude.
Clement.
Columbus.
Conrad.
Constant.
Constantine.
Cornelius.
Cuthbert.
Cyprian.
Cyril.
Cyrus.

Dale.
Dan.
Dana.
Danforth.
Daniel.
Darius.
David.
Delos.
Delwin.
Demetrius.
Denis.
Dennis.
Derrick.
Dionysius.
Donald.

Earl.
Eben.
Ebenezer.
Edgar.
Edmund.
Edward.
Edwin.
Egbert.
Elbert.
Elbridge.
Eldred.
Eleazer.
Eli.
Eliab.
Elias.
Elihu.
Elijah.
Eliphalet.
Elisha.
Elizur.
Ellis.
Ellsworth.
Elmer.
Elmore.
Elnathan.
Emanuel.
Emery.
Emilius.
Emmerson.
Emmery.
Emory.
Enoch.
Enos.
Ephraim.
Erasmus.
Erastus.
Eric.
Ernest.
Erving.
Ethan.
Eugene.
Eustace.
Evan.
Everett.
Ezekiel.
Ezra.

Felix.
Ferdinand.
Fernando.
Festus.
Fletcher.
Forrest.
Francis.
Frank.
Franklin.
Frederic.
Frederick.

Gabriel.
Gail.
Gaius.
Gamaliel.
Gardner.
Garret.
George.
Gerald.
Gerard.
Gershom.
Gideon.
Gilbert.
Giles.
Given.
Goddard.
Godfrey.
Gregory.
Griffith.
Gustavus.
Guy.

Haman.
Hanford.
Hannibal.
Harold.
Harrie.
Harrison.
Heman.
Henry.
Herbert.
Herman.
Hezekiah.
Hiram.
Homer.
Horace.
Horatio.
Hosea.
Howard.
Howe.
Howell.
Hubert.
Hugh.
Hugo.
Humphrey.

Ichabod.
Immanuel.
Ingram.
Inigo.
Ira.
Irving.
Irwin.
Isaac.
Isador.
Isaiah.
Israel.
Ivan.

Jabez.
Jacob.
Jairus.
James.
Japeth.
Jared.
Jason.
Jasper.
Jay.
Jean.
Jedediah.
Jefferson.
Jeffrey.
Jeremiah.
Jeremy.
Jerome.
Jesse.
Jethro.
Job.
Joel.
John.
Jonah.
Jonas.
Jonathan.
Joseph.
Josephus.
Joshua.
Josiah.
Josias.
Jotham.
Joy.
Judah.
Julian.
Julius.
Justin.
Justus.

Kenneth.
King.
Kinnie.

Laban.
Lambert.
Langdon.
Laurence.
Lawrence.
Lafayette.
Lazarus.
Legrand.
Leander.
Lemuel.
Leo.
Leon.
Leonard.
Leonidas.
Leopold.
Leroy.
Levi.
Lewis.
Lincoln.
Linus.
Lionel.
Llewelyn.
Loami.
Lorenzo.
Lot.
Louis.
Lucian.
Lucius.
Ludovic.
Ludwig.
Luke.
Luther.
Lycurgus.
Lyman.
Lysander.

Madoc.
Madison.
Mahlon.
Manasseh.
Mansfield.
Marcellus.
Marcius.
Marcus.
Mark.
Marmaduke.
Martin.
Marvin.
Matthew.
Matthias.
Maurice.
Melvin.
Merton.
Merwin.
Maximilian.
Micah.
Michael.
Miles.
Milton.
Morgan.
Morris.
Moses.

Nahum.
Nathan.
Nathaniel.
Neal.
Neil.
Nehemiah.
Newton.
Nicolas.
Niles.
Noah.
Noel.
Norman.
Norton.

Obadiah.
Obed.
Octavius.
Octavus.
Oley.
Oliver.
Ona.
Orestes.
Orlando.
Orrion.
Oscar.
Osmond.
Oswald.
Othello.
Otto.
Owen.

Patrick.
Paul.
Peleg.
Peregrine.
Peter.
Philander.
Philemon.
Philip.
Philo.
Phineas.
Pius.
Pluto.
Pompey.
Pontus.

Queen.
Quincy.
Quintin.

Ralph.
Ransom.
Raphael.
Ray.
Raymond.
Reuben.
Reuel.
Reynold.
Richard.
Robert.
Roderic.
Roderick.
Rodman.
Rodolph.
Rodolphus.
Roger.
Roland.
Rollo.
Romeo.
Roswell.
Rowland.
Royal.
Rudolph.
Rudolphus.
Rufus.
Rupert.

Salem.
Salmon.
Samson.
Sampson.
Samuel.
Saul.
Seba.
Sebastian.
Sem.
Sereno.
Serenus.
Seth.
Shelden.
Sherman.
Sigismund.
Silas.
Silvanus.
Silvester.
Simeon.
Simon.
Solomon.
Solon.
Stephen.
Steven.
Sylvan.
Sylvanus.
Sylvester.

Tamer.
Taylor.
Thaddus.
Theobald.
Theodore.
Theodoric.
Theophilus.
Theron.
Thomas.
Thompson.
Timothy.
Titus.
Tobias.
Tristram.

Ulysses.
Umphrey.
Uranus.
Urban.
Uriah.
Urian.
Uriel.

Valentine.
Vard.
Vardemond.
Vernet.
Veronus.
Victor.
Vincent.
Virgil.
Vivian.

Wade.
Walter.
Washington.
William.
Willis.
Winfield.
Winfred.
Winton.

Zabdiel.
Zaccheus.
Zachary.
Zadok.
Zabadiah.
Zachariah.
Zedekiah.
Zelotes.
Zenas.
Zenia.
Zeno.
Zenos.
Zephaniah.
Zeri.
Zerus.

Names of Women, Alphabetically Arranged.

Abigail.
Achsa.
Ada.
Adaline.
Addie.
Adela.
Adelaide.
Adelia.
Adelina.
Adeline.
Adoline.
Adora.
Agatha.
Agnes.
Alethea.
Alexandra.
Alexandrina.
Alice.
Alicia
Almeda.
Almira.
Althea.
Alvaretta.
Alzina.
Amabel.
Amanda.
Amarilla.
Amelia.
Amy.
Angelica.
Angelina.
Angeline.
Ann.
Anna.
Annabel.
Anne.
Annette.
Antoinette.
Antonia.
Antonina.
Arabella.
Ardelia.
Ariana.
Aseneth.
Athena.
Augusta.
Aurelia.
Aurora.
Azalia.

Barbara.
Beatrice.
Beatrix.
Belinda.
Belle.
Bertha.
Bessie.
Betsey.
Beulah.
Blanch.
Blanche.
Bridget.

Camilla.
Capitola.
Caroline.
Carrie.
Cassandra.
Cassie.
Catharina.
Catharine.
Catherine.
Cecilia.
Cecily.
Cedelia.
Celeste.
Celestine.
Celia.
Charity.
Charlotte.
Chloe.
Christina.
Cicely.
Clara.
Clarice.
Clarissa.
Claudia.
Clementina.
Clementine.
Cleopatra.
Constance.
Cora.
Cordelia,
Corinna.
Cornelia.
Cynthia.

Darina.
Deborah.
Dele.
Delia.
Della.
Diana.
Dinah.
Dora.
Dorcas.
Dorinda.
Dorothy.
Doxie.

Edessa.
Edith.
Edna.
Effie.
Eleanor.
Electa.
Electra.
Elida.
Elinor.
Elisabeth.
Elizabeth.
Eliza.
Ella.
Ellen.
Ellie.
Eloise.
Elsie.
Elvira.
Eme.
Emeline.
Emily.
Emma.
Emmerett.
Eola.
Ercilla.
Ernestine.
Esmerelda.
Esther.
Estusia.
Etta.
Ettie.
Ethel.
Ethelind.
Ethelinda.
Eudora.
Eudosia.
Eugenia.
Eugenie.
Eunice.
Euphemia.
Eva.
Evangeline.
Eve.
Evelina.

Fama.
Fanny.
Fara.
Fatima.
Faustina.
Felicia.
Fidelia.
Flora.
Floralia.
Florena.
Florence.
Florenia.
Frances.
Francelia.
Fredrica.

Gabriella.
Genet.
Geneva.
Genevieve.
Genieve.
Georgiana.
Geraldine.
Gertie.
Gertrude.

Hagar.
Hattie.
Hannah.
Harriet.
Harriot.
Hebe.
Helen.
Helena.
Henrietta.
Hessa.
Hester.
Hesther.
Hilda.
Honora.
Honoria.
Hortensia.
Huldah.

Ida.
Imogene.
Inez.
Ionia.
Irene.
Isabel.
Isabella.
Isadora.

Jane.
Janet.
Jean.
Jeanne.
Jeannette.
Jemima.
Jennie.
Jenny.
Jerusha.
Jessie.
Joan.
Joanna.
Josepha.
Josephine.
Joyce.
Judith.
Julia.
Julianna.
Juliet.
Julietta.
Junietta.

Katharine.
Katherine.
Katie.
Katrina.
Keziah.
Kittie.

Larelda.
Laura.
Lauriet.
Laurietta.
Laurinda.
Lavinia.
Lena.
Leonora.
Letitia.
Lettice.
Lexie.
Libbie.
Lillian.
Lillie.
Lilly.
Lois.
Lorana.
Lou.
Louisa.
Louise.
Lucia.
Lucinda.
Lucrctia.
Lucy.
Lulu.
Lurelia.
Lurella.
Lureno.
Lurietta.
Lydia.

Mabel.
Madeline.
Maggie.
Mahala.
Malvina.
Marcella.
Marcia.
Margarct.
Maria.
Marie.
Marianne.
Marietta.
Marilla.
Marion.
Martha.
Mary.
Mathilda.
Matilda.
Maud.
May.
Meggie.
Mehetabel.
Mehitable.
Melicent.
Melissa.
Meta.
Metta.
Mildred.
Minnie.
Miranda.
Miriam.
Morella.
Myra.

Nancy.
Nannie.
Nanza.
Naomi.
Nellie.
Nettie.
Nina.
Nora.

Octavia.
Olive.
Olivia.
Ophelia.
Olympia.
Ora.
Orianna.
Oriet.
Orletta.
Othalia.
Orlinda.

Pansy.
Paulina.
Pauline.
Penelope.
Pera.
Perebel.
Perrine.
Pettie.
Phebe.
Philip.
Phœbe.
Phyllis.
Pina.
Polly.
Porcia.
Priscilla.

Rachel.
Rebecca.
Rebekah.
Rena.
Revella.
Rhoda.
Rosa.
Rosabel.
Rosalia.
Rosalie.
Rosalind.
Rosamond.
Rose.
Rosella.
Rosetta.
Roxana.
Roxie.
Ruth.

Salome.
Samantha.
Samima.
Sara.
Sarah.
Sarepta.
Selina.
Serena.
Sibyl.
Sibylla.
Sonora.
Sophia.
Sophronia.
Stella.
Surelia.
Susan.
Susanna.
Susannah.
Sylvia.

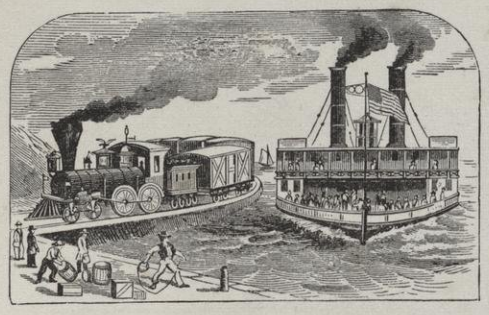
Tabitha.
Terine.
Theodora.
Theodosia.
Theresa.
Thomasine.
Tilda.
Tillie.
Tina.
Tryphena.

Ulrica.
Ureneo.
Uretta.
Urexie.
Ursula.
Uvenia.

Valeria.
Valina.
Victoria.
Victorine.
Viletta.
Viola.
Violet.
Viorene.
Virginia.
Vivian.

Welthy.
Wilhelmina.
Wincie.
Winnie.

Zella.
Zelia.
Zenobia.



Distances by Land and Water.

TIME REQUIRED IN THE TRANSMISSION OF MAIL MATTER.

IN estimating the length of time it will take for mail matter to reach any part of the United States, or any portion of the world, twenty miles per hour should be allowed by rail, and twelve miles per hour by steamer.

With time required in repeating messages, etc., one hour per thousand miles, on an average, may be allowed for the transmission of matter by telegraph.

DISTANCES FROM NEW YORK CITY TO

	Miles.
Adrian, Mich	775
Akron, Ohio	610
Albany, N. Y.	143
Alexandria, Va	238
Algiers, La	1551
Allegheny, Pa	434
Allentown, Pa	92
Alliance, Ohio	515
Alton, Ill	1060
Annapolis, Md	222
Ann Arbor, Mich	716
Atchison, Kansas	1368
Atlanta, Ga	1018
Auburn, N. Y	328
Augusta, Me	407
Augusta, Ga	887
Aurora, Ill	951
Baltimore, Md	188
Bangor, Me	482
Bath, Me	382
Baton Rouge, La	1320
Belfast, Me	424
Bellefontaine, Ohio	658
Binghamton, N. Y	215
Blackstone, Mass	272
Bloomington, Ill	1037
Boston, Mass	236
Bridgeport, Conn	59
Bristol, R. I	215
Bucyrus, Ohio	632
Buffalo, N. Y	433
Burlington, N. J	74
Burlington, Iowa	1122
Burlington, Vt	280
Cambridge, Mass	239
Camden, N. J	91
Canandaigua, N. Y	377
Carson City, Nevada	2800
Chambersburg, Pa	246
Charleston, S. C	874
Charlestown, Mass	235
Chattanooga, Tenn	980
Chicago, Ill	911
Chillicothe, Ohio	645
Cincinnati, Ohio	744
Circleville, Ohio	640
Cleveland, Ohio	581
Columbia, S. C	744
Columbus, Ohio	624
Concord, N. H	308
Covington, Ky	745
Cumberland, Md	364
Davenport, Iowa	1093
Dayton, Ohio	804
Denver City, Col	1980
Des Moines, Iowa	1251
Detroit, Mich	679
Dover, N. H	304
Dubuque, Iowa	1100
Dunkirk, N. Y	460
Easton, Pa	75
Elmira, N. Y	274
Erie, Pa	508
Evansville, Ind	1021
Fall River, Mass	180
Fitchburg, Mass	286
Fort Kearney, Neb	1598
Fort Wayne, Ind	763
Fredericksburg, Va	296
Galena, Ill	1083
Galesburg, Ill	1076
Galveston, Texas	1900
Georgetown, D. C	228
Hamilton, Ohio	766
Harrisburg, Pa	182
Hartford, Conn	112
Indianapolis, Ind	838
Jackson, Miss	1498
Jefferson City, Mo	1210
Jersey City, N. J	1
Kalamazoo, Mich	822
Knoxville, Tenn	868
Lafayette, Ind	903
Lansing, Mich	785
Lawrence, Mass	262
Leavenworth, Kansas	1393
Lexington, Ky	840
Lexington, Mo	1354
Little Rock, Ark	1430
Lockport, N. Y	507
Louisville, Ky	900
Lowell, Mass	261
Lynchburg, Va	404
Macon, Ga	1121
Madison, Wis	1049
Memphis, Tenn	1289
Meriden, Conn	94
Milledgeville, Ga	1100
Milwaukee, Wis	996
Mobile, Ala	1377
Montgomery, Ala	1193
Montpelier, Vt	454
Nashua, N. H	275
Nashville, Tenn	1085
New Albany, Ind	903
Newark, N. J	9
New Bedford, Mass	181
New Brunswick, N. J	32
Newburg, N. Y	53
New Haven, Conn	76
New Orleans, La	1550
Newport, Ky	744
Newport, R. I	162
Norwalk, Conn	45
Omaha, Neb	1455
Oswego, N. Y	237
Paterson, N. J	17
Peoria, Ill	1072
Petersburg, Va	378
Philadelphia, Pa	88
Pittsburgh, Pa	431
Portland, Me	344
Providence, R. I	193
Quincy, Ill	1176
Racine, Wis	976
Rahway, N. J	20
Raleigh, N. C	669
Reading, Pa	128
Richmond, Va	356
Rochester, N. Y	386
Rock Island, Ill	1093
Rome, N. Y	264
Roxbury, Mass	238
Sacramento, Cal	2900
St. Joseph, Mo	1385
St. Louis, Mo	1084
St. Paul, Minn	1441
Salem, Mass	252
Salt Lake City, Utah	2410
San Francisco, Cal	3038
Sandusky Ohio	642
Savannah, Ga	974
Scranton, Pa	142
Springfield, Ill	1062
Springfield, Mass	138
Springfield, Ohio	828
Stratford, Conn	37
Staunton, Va	486
Stonington, Conn	143
Syracuse, N. Y	302
Taunton, Mass	210
Tallahassee, Fla	1190
Terre Haute, Ind	912
Toledo, Ohio	742
Tonawanda, N. Y	463
Trenton, N. J	58
Troy, N. Y	148
Utica, N. Y	249
Vicksburg, Miss	1542
Washington, D. C	230
Wheeling, W. Va	522
Wilmington, Del	116
Wilmington, N. C	734
Worcester, Mass	192

DISTANCES BY WATER FROM NEW YORK CITY TO

	Miles.
Amsterdam	3510
Barbadoes	1906
Batavia	13066
Bermudas	660
Bombay	11574
Bordeaux	3310
Boston	310
Botany Bay	13294
Buenos Ayres	7110
Calcutta	12425
Canton	13600
Cape Horn	8115
Cape of Good Hope	6830
Chagres	2308
Charleston	750
Columbia River	15965
Constantinople	5140
Copenhagen	3640
Dublin	3225
Gibraltar	3300
Halifax	612
Hamburg	3775
Havana	1420
Havre	3210
Kingston	1640
Lima	11310
Lisbon	3175
Liverpool	3210
London	3375
Madras	11850
Malta	4325
Monrovia	3825
Naples	4330
New Orleans	2045
Panama	2358
Pekin	15325
Pernambuco	4760
Philadelphia	240
Quebec	1400
Rio Janeiro	3840
Sandwich Islands	15300
San Francisco	5858
St. Petersburg	4420
Singapore	12710
Smyrna	5000
Stockholm	4050
Tahiti	12225
Trieste	5130
Valparaiso	9750
Vera Cruz	2250
Washington	400
Round the Globe	25000

Foreign Words and Phrases.

THE following FOREIGN WORDS AND PHRASES are frequently met in reading:

LATIN WORDS AND PHRASES.

Ad captandum, For the purpose of captivating.
Ad infinitum, To an unlimited extent.
Ad libitum, At pleasure.
Alias, Otherwise.
Alibi, Elsewhere.
Alma mater, Gentle mother; often applied to the institution where one is educated.
Amor patriæ, Love of country.
Anglicè, In English.
Annus mirabilis, A year of wonders.
A priori, Beforehand; from previous knowledge.
Bona fide, In good faith; genuine.
Bis dat qui cito dat, He gives twice who gives promptly.
Beatæ memoriæ, Of blessed memory.
Cacoæthes Scribendi. A ridiculous fondness for writing.
Caput mortuum, The lifeless head.
Casus belli, A case for war.
Caveat, Let him beware.
Contra, On the other hand; against.
Contra bonos mores, Contrary to good manners.
De facto, In fact.
De jure, By right.
Detritus, Worn off.
Dramatis personæ, Characters of the play.
Ergo, Therefore.
Et id genus omne, And all of that sort.
Ex officio, By virtue of the office.
Exit, He (or she) goes out.
Exeunt omnes, They all go out.
Ex parte, On one side only.
Ex tempore, On the moment.
Facetiæ, Witty sayings.
Fac simile, An exact copy.
Fiat, Let it be done; a command.
Fiat justitia ruat cælum, Let justice be done though the heavens crash.
Finis, The end.
Genius loci, The genius of the place.
In propria persona, In person.
In transitu, On the way.
Imprimis, In the first place.
Impromptu, Off-hand.
Interim, In the mean time.
Item, Also.
Lapsus linguæ, A slip of the tongue.
Magna charta, The great charter.
Maximum, The greatest quantity.
Mens sana in corpore sano, A sound mind in a healthy body.
Meum et tuum, Mine and thine.
Minimum, The least quantity.
Ne plus ultra, The greatest extent attainable.
Nil desperandum, Never despair.
Nolens volens, Willing or not.
Noli me tangere, Touch me not.
Non compos mentis, Not of sound mind.
Non est inventus, Not to be found.
Non sequitur, It does not follow.
Nota bene, Mark well.
Nudum pactum, An invalid agreement
Nunc aut nunquam, Now or never.
Omnia vincit amor, Love conquers all things.
Onus probandi, Burden of proving.
Orator fit, poeta nascitur, The orator is made, but the poet is born.
Otium cum dignitate, Ease with dignity.
Pari passu, With equal pace.
Par nobile fratrum, A noble pair of brothers; two alike.
Passim, Everywhere.
Paterfamilias, Father of a family.
Peccavi, I have sinned.
Per capita, By the head.
Per diem, By the day.
Per fas et nefas, Through right or wrong.
Per se, By itself.
Poeta nascitur non fit, A poet is born, not made.
Prima facie, On the first view.
Pro et con, For and against.
Pro forma, For form's sake.
Pro tempore, For the time being.
Quondam, Former.
Quid nunc? What now?
Rus in Urbe, The country in town.
Semper idem, Always the same.
Sub rosa, Privately.
Sui generis, Of its own kind; unique.
Tempus fugit, Time flies.
Vale, Farewell.
Veni, vidi, vici, I came, I saw, I conquered.
Verbum sat, A word is enough.
Viva voce, By the living voice.
Vice versa, The case being reversed.

FRENCH WORDS AND PHRASES, with Pronunciation.

A BAS (*ah-bah*), Down with.
A BON CHAT BON RAT, To (or for) a good cat, a good rat.
A BON MARCHE (*ah-bong-mar-shai*), Cheap.
A CHEVAL (*ah-sheh-val*), On horseback.
AFFAIRE D'AMOUR (*ah-faire-dah-moor*), A love affair.
AFFAIRE D'HONNEUR (*ah-faire-don-ai-ur*), An affair of honor.
A GENOUX (*ah-ge-noo*), Upon the knees.
AIDE-TOI ET LE CIEL T'AIDERA, Help yourself and heaven will help you.
A LA MODE (*ah-lah-mod*), In the fashion.
A L'IMPROVISTE (*ah-lam-pro-vist*), Unawares.
AMATEUR (*ah-ma-tair*), An admirer of and unprofessional practitioner in any art.
AMOUR (*ah-moor*), Love.
A L'OUTRANCE (*ah-loo-trangsse*), To the utmost.
A PROPOS (*ah-pro-poe*), By the way; to the purpose.
A TOUT PRIX (*au-too-pree*), At any cost.
AU CONTRAIRE (*o-kong-trayre*), On the contrary.
AU FAIT (*o-fay*), All right; instructed.
AU REVOIR (*o-ruh-voo-ar*), Till we meet again.
AVANT COUREUR (*ah-vang-koo-rayre*), Forerunner.
A VOTRE SANTE (*au-vottr-sang-tai*), To your health.
BAS BLEU (*bah-bluhe*), Blue-stocking.
BEAU MONDE (*bo-mongde*), The gay world.

BELLES LETTRES (*bell-lay-tr*), Polite literature.
BLASE (*blah zai*), Time-worn, faded.
BIJOU (*be-joo*), A jewel, or gem.
BILLET-DOUX (*be-yay-doo*), A love letter.
BON GRE MAL GRE (*bon-grai-mai-grai*), Willing or not.
BONHOMIE (*bun-no-mee*), Good nature.
BONJOUR (*bong-joor*), Good day.
BON-MOT (*bong-mo*), A witticism.
BONSOIR (*bong-sooar*), Good night.
BON TON (*bong-tong*), High fashion.
BON VIVANT (*bong-vi-vang*), A high liver.
BONNE BOUCHE (*bun-booshe*), A tid-bit.
BONNE FOI (*bun-foo-ah*), Good faith.
CANAILLE (*kan-ayh*), The rabble.
CARTE BLANCHE (*kart-blansh*), Full power.
CE N'EST QUE LE PREMIER PAS QUI COUTE, It is only the first step that is difficult.
CHACUN A SON GOUT, Every one to his taste.
CHATEAUX EN ESPAGNE, Air-castles.
CHEF D'ŒUVRE (*shay-duhvr*), A masterpiece.
CHER AMI (*shair-ah-me*), Dear friend (male).
CHERE AMIE (*shayre-ah-mee*), Dear friend (female)
CI-DEVANT (*se-duh-vang*), Formerly.
COMME IL FAUT (*kom-ill-foh*), As it should be.
COMPAGNON DE VOYAGE (*kong-pang-yong*), Traveling companion.
CONTRETEMPS (*kongtr-tang*) Disappointment, accident.
COUP D'ETAT (*koo-daih-tah*), A stroke of policy.
COUP DE GRACE (*koo-de-grass*), The finishing stroke.
COUP D'ŒIL, A glance,
COUTE QU'IL COUTE (*koot-key-koot*), Cost what it may.
DEBUT (*dai-boo*), First appearance.
DENOUEMENT, (*dai-noo-mang*), solution; result.
DIEU ET MON DROIT, God and my right.
DOT (*doh*), A dowry.
DOUBLE ENTENDRE (*doo-bl-ang-tangdr*), Double meaning.
DOUX YEUX (*dooz-yuhe*), Tender glances.
ECLAIRCISSEMENT (*ai-klair-siss-mang*), Explanation.
ECLAT (*ai-klah*), Splendor; brilliancy.
ELITE (*ai-litt*), Choice; select.
EMBONPOINT (*ong-bong-poo-aing*), Plumpness; fatness.
EN AMI (*ang-ah-me*), As a friend.
ENCORE (*ong-kor*), Again.
ENIVRE (*ai-ne-vrai*), Intoxicated.
EN MASSE (*ong-mass*), In a body.
ENNUI (*ah-noo-e*), Weariness.
EN REVANCHE (*ung-ruh-vanghshe*), In return.
ENTENTE CORDIALE (*ong-tangte-kor-dyol*), Good understanding.
ENTREE (*ang-traie*), Entrance
ENTRE NOUS (*angtr-noo*), Between ourselves.
ESPRIT DE CORPS (*es-pree-duh-kor*), Pride of association.
FAUX PAS (*foe-paw*), False step; misconduct.
FETE (*fayte*), A festival.
FEU DE JOIE (*fuh-dh-joo-au*), Bonfire; illumination.
FOURGON (*foor-gong*), A heavy military wagon.
GUERRE A MORT (*gayre-ah-mohr*), War to death.
GENS D'ARMES (*jang-darm*), Soldier police.
HAUT TON (*ho-tong*). Highest fashion.
HONI SOIT QUI MAL Y PENSE, Shamed be he that evil thinks.
JE NE CHERCHE QU' UNE, I seek but one.
JE NE SAIS QUOI, I know not what.
JEU DE MOTS, A play upon words.
JEU D'ESPRIT (*juh-dess-pree*), A witticism.
LE BON TEMPS VIENDRA, There is a good time coming.
LETTRE DE CACHET, Letter under seal; a warrant.
L'HOMME PROPOSE ET DIEU DISPOSE, Man proposes and God disposes.
MALGRE MOI (*mal-grai-mooah*), In spite of myself.
MATINEE (*mah-te-naie*), A daytime entertainment.
MISE EN SCENE (*meeze-ang-seyne*), Putting on the stage; getting up.
NOM DE PLUME (*nong-duh-ploom*), Literary nickname.
NOUS VERRONS (*noo-vai-rong*), We shall see.
ON DIT (*ong-de*), It is said.
OUTRE (*oo-tray*), Extravagant; outlandish.
PAPIER MACHE (*pah-pyai-ma-shai*), Paper pulp prepared for use and ornament.
PAR EXEMPLE, For example.
PARVENU, An upstart.
PETIT (*puh-te*), Small, little; (feminine *petite*.)
PROTEGE (*pro-tai-hjai*), One protected by another; (feminine *protègèe*).
QUI VIVE (*ke viv*), (On the), On the alert.
RECHERCHE (*ruh-sher-sha*), Of rare attraction.
RESUME (*rai-zoo-mai*), A summary.
REVENONS A NOS MOUTONS, Let us return to our subject.
ROLE (*role*), Part in a drama or performance.
SANS-CULOTTES (*sang-ku-lott*), Tatterdemalions.
SANS FACON (*sang-fah-song*), Without formality.
SANS PEUR ET SANS REPROCHE, Without fear and without reproach.
SANS SOUCI (*sang-sou-se*), Without care.
SAUVE QUI PEUT, Save himself who can.
SAVANT (*sah-vang*), A man of science.
SAVOIR VIVRE. Good breeding.
SOI-DISANT (*soo-ah-de-zung*), Self-styled.
SOIREE (*soo-ah-raie*), An evening entertainment.
TANT MIEUX (*tang-myuhe*), So much the better.
TANT PIS (*tang-pee*), So much the worse.
TETE A TETE (*tayte-ah-tayte*), Face to face.
TOUT A VOUS (*toot-ah-voo*), Wholly yours.
TOUT ENSEMBLE (*too-ang-sangbl*), The whole together.
VIS A VIS (*vee-zah-vee*), Opposite.
VIVE LE ROI (*vivv-luh-roo-ah*), Long live the king.
VOILA TOUT (*voo-ah-lah-too*), That is all.

SPANISH WORDS AND PHRASES.

A Dios, Good bye.
Adobe, A sun-baked brick.
Alma mia, My dear.
Cañon, A deep gulch or gorge.
Carrai! Zounds!
Carrambo! Pest on it!
Chaparral, A thicket of shrub oak.
Corral, An inclosure for horses, etc.
Hacienda, A farm.
Hidalgo, An aristocrat.
La mentira tiene las piernas cortas, Lies have short legs.
Olla podrida, An incongruous mass.
Poco barba, poco vergüenza, Little beard, little shame.
Poco tiempo, In a little while.
Poco dinero, Little money.
Pronunciamento, A declaration.
Quien sabe? Who knows.
Señor, Mr. or Master.
Señora, Mrs. or Mistress.
Señorita, Miss.
Sierra, Chain of mountains.
Vamos! Let us go!

ITALIAN WORDS AND PHRASES.

Cantatrice, A singer.
Chiaroscuro, Light and dark shade in painting.
Conversazione, Social gathering.
Dilettante, A lover of the fine arts.
Dolce far niente, Pleasant idleness.
Giovine santo, vecchio diavolo, Young saint, old devil.
Impresario, A theatrical proprietor or manager.
Prima donna, First lady, or "star," in an opera.
Signor, Mr. or Master.
Signora, Mrs. or Mistress.
Signorina, Miss.
Virtù, Curious or fine.

List of Modern Abbreviations.

Abbreviations Alphabetically Arranged

For use in Writing.

A.A.G.—Assistant Adjutant General.
A.A.P.S.—American Association for the Promotion of Science.
A.A.S.—*Academiæ Americanæ Socius*, Fellow of the American Academy (of Arts and Sciences).
A.A.S.S.—*Americanæ Antiquarianæ Societatis Socius*, Member of the American Antiquarian Society.
A.B.—*Artium Baccalaureus*, Bachelor of Arts.
A.B.C.F.M.—American Board of Commissioners for Foreign Missions.
Abp.—Archbishop.
Abr.—Abridgment.
A.C.—*Ante Christum*, before Christ.
A.C.—Archchancellor.
Acct.—Account.
A.C.S.—American Colonization Society.
A.D.—*Anno Domini*, in the year of our Lord.
A.D.C.—Aide-de-camp.
Adj.—Adjective. Ad.—Advertisement.
Adjt.—Adjutant.
Adjt.-Gen.—Adjutant-General.
Ad lib.—*Ad libitum*, at pleasure.
Adm.—Admiral; Admiralty.
Adm. Ct.—Admiralty Court.
Admr.—Administrator.
Admx.—Administratrix.
Ad v.—*Ad valorem*, at (or on) the value.
Adv.—Adverb.
Æt.—*Ætatis*, of age; aged.
A.F. & A.M.—Ancient Free and Accepted Masons.
A.F.B.S.—American and Foreign Bible Society.
A.G.—Adjutant-General.
Alaska—Alaska Territory.
Agr.—Agriculture.
A.G.S.S.—American Geographical and Statistical Society.
Agt.—Agent.
A.H.—*Anno Hegiræ*, in the year of the Hegira.
A.H.M.S.—American Home Missionary Society.
Ala.—Alabama.
Ald.—Alderman.
Alex.—Alexander.
Alg.—Algebra.
Alt.—Altitude.
A.M.—*Anno mundi*, in the year of the world.
A.M.—*Artium Magister*, Master of Arts.
A.M.—*Ante meridiem*, before noon; morning.
Amb.—Ambassador.
Amer.—American.
AMM.—*Amalgama*, amalgamation.
Amt.—Amount.
An.—*Anno*, in the year.
An. A.C.—*Anno ante Christum*, in the year before Christ.
Anat.—Anatomy.
Anc.—Ancient; anciently.
And.—Andrew.
Ang.-Sax.—Anglo-Saxon.
Anon.—Anonymous.
Anth.—Anthony.
Aor. or aor.—Aorist.
A.O.S.S.—*Americanæ Orientalis Societatis Socius*, Member of the American Oriental Society.
Ap.—Apostle; Appius.
Ap.—*Apud*, in the writings of; as quoted by.
Apo.—Apogee.
Apoc.—Apocalypse.
App.—Appendix.
Apr.—April.
A.Q.M.G.—Assistant Quartermaster-General.
A.R.—*Anna Regina*, Queen Anne.
A.R.—*Anno regni*, year of the reign.
A.R.A.—Associate of the Royal Academy.
Ariz. Ter.—Arizona Territory.
Arg.—*Argumento*, by an argument drawn from such a law.
Arith.—Arithmetic.
Ark.—Arkansas.
A.R.R.—*Anno regni regis*, in the year of the reign of the king.
A.R.S.S.—*Antiquariorum Regiæ Societatis Socius*, Fellow of the Royal Society of Antiquaries.
Art.—Article.
A.S. or Assist. Sec.—Assistant Secretary.
A.S.A.—American Statistical Association.
A.S.S.U.—American Sunday-School Union.
Astrol.—Astrology.
Astron.—Astronomy.
A.T.—Archtreasurer.
A.T.S.—American Tract Society.
Ats.—At suit of.
Atty.—Attorney.
Atty.-Gen.—Attorney-General.
A.U.A.—American Unitarian Association.
Aub. Theol. Sem.—Auburn Theological Seminary.
A.U.C.—*Anno urbis conditæ*, or *ab urbe condita*, in the year from the building of the city (Rome).
Aug.—August.
Aur.—*Aurum*, gold.
Auth. Ver.—Authorized Version (of the Bible).
Av.—Average; Avenue.
Avoir.—Avoirdupois.
A.Y.M.—Ancient York Masons.
b.—Born.
B.A.—Bachelor of Arts.
Bal.—Balance.
Balt.—Baltimore.
Bar.—Baruch.
Bart. or Bt.—Baronet.
Bbl.—Barrel.
B.C.—Before Christ.
B.C.L.—Bachelor of Civil Law.
B.D.—*Baccalaureus Divinitatis*, Bachelor of Divinity.
Bds. or bds.—Boards (bound in).
Benj.—Benjamin.
Bk.—Book.
B.LL.—*Baccalaureus Legum*, Bachelor of Laws.
B.M.—*Baccalaureus Medicinæ*, Bachelor of Medicine.
Bost.—Boston.
Bot.—Botany.
Bp.—Bishop.
B.R.—*Banco Regis* or *Reginæ*, the King's or Queen's Bench.
Brig.—Brigade; Brigadier.
Brig.-Gen.—Brigadier-General.
Brit. Mus.—British Museum.
Bro.—Brother.
Br. Univ.—Brown University.
B.S.—Bachelor in the Sciences.
B.V.—*Beata Virgo*, Blessed Virgin.
B.V.—*Bene vale*, farewell.
C., Ch. or Chap.—Chapter.

C. or Cent.—*Centum*, a hundred.
cæt. par.—*Cæteris paribus*, other things being equal.
Cal.—California; Calends.
Can.—Canon.
Cant.—Canticles.
Cap. or c.—*Caput*, *capitulum*, chapter.
Caps.—Capitals.
Capt.—Captain.
Capt.-Gen.—Captain-General.
Cash.—Cashier.
ca. resp.—*Capias ad respondendum*, a legal writ.
ca. sa.—*Capias ad satisfaciendum*, a legal writ.
Cath.—Catherine.
C.B.—Companion of the Bath.
C.B.—*Communis Bancus*, Common Bench.
C.C.—Caius College; Account Current.
C.C.—Chancellor Commander.
C.C.C.—Corpus Christi College.
C.C.P.—Court of Common Pleas.
C.E.—Civil Engineer.
Cel. or Celt.—Celtic.
Cf. or cf.—*Confer*, compare.
C.G.—Commissary-General; Consul-General.
C.H.—Court-house.
Ch.—Church; Chapter; Charles.
Chanc.—Chancellor.
Chap.—Chapter.
Chas.—Charles.
Chem.—Chemistry.
Chr.—Christopher.
Chron.—Chronicles.
Cin.—Cincinnati.
C.J.—Chief-Justice.
Clk.—Clerk.
C.M.—Common Meter.
C.M.G.—Companion of the Order of St. Michael and St. George.
Co.—Company; county.
C.O.D.—Cash (or collect) on delivery.
Col.—Colonel; Colossians.
Coll.—Collector; Colloquial; College; Collection.
Colo.—Colorado.
Com.—Commerce; Committee; Commentary; Commissioner; Commodore.
Com. Arr.—Committee of Arrangements.
Comdg.—Commanding.
Comm.—Commentary.
Comp.—Compare; Compound.
Com. Ver.—Common Version (of the Bible).
Con.—*Contra*, against; in opposition.
Con. Cr.—Contra, credit.
Conch.—Conchology.
Cong.—Congress.
Conj. or conj.—Conjunction.
Conn. or Ct.—Connecticut.
Const.—Constable; Constitution.
Cont.—Contra.
Cor.—Corinthians.
Corol.—Corollary.
Cor. Sec.—Corresponding Secretary.
C.P.—Common Pleas.
C.P.—Court of Probate.
C.P.S.—*Custos Privati Sigilli*, Keeper of the Privy Seal.
C.R.—*Custos Rotulorum*, Keeper of the Rolls.
Cr.—Creditor; credit.
Crim. Con.—Criminal conversation; adultery.
C.S—Court of Sessions.
C.S.—*Custos Sigilli*, Keeper of the Seal.
Ct., cts.—Cent; Cents.
C. Theod.—*Codice Theodosiano*, in the Theodosian Code.
Cwt.—Hundredweight.
Cyc.—Cyclopedia.
d.—*Denarius* or *Denarii*, penny or pence.
d.—Died.
D.—Five hundred.
Dak.—Dakota.
Dan.—Daniel; Danish.
D.C.—*Da Capo*, again.
D.C.—District of Columbia.
D.C.L.—Doctor of Civil Law.
D.D.—*Divinitatis Doctor*, Doctor of Divinity.
Dea.—Deacon.
Dec.—December; Declaration.
Deg.—Degree or degrees.
Del.—Delaware; Delegate.
Del. or del.—*Delineavit*, he (or she) drew it.
Dep.—Deputy.
Dept.—Department.
Deut.—Deuteronomy.
D.F.—Dean of the Faculty.
Dft. or Deft.—Defendant.
D.G.—*Dei gratia*, by the grace of God.
D.G.—*Deo gratias*, thanks to God.
Diam.—Diameter.
Dict.—Dictator; Dictionary.
Dim.—Diminutive.
Disc.—Discount.
Diss.—Dissertation.
Dist.—District.
Dist.-Atty.—District-Attorney.
D.M.—Doctor of Music.
Do.—*Ditto*, the same.
Dols.—Dollars.
D.O.M.—*Deo optimo maximo*, to God, the best, the greatest.
Doz.—Dozen.
D.P.—Doctor of Philosophy.
Dr.—Debtor; Doctor.
D.S.—*Dal segmo*, from the sign.
d.s.b.—*Debit sans breve*.
D.T.—*Doctor Theologiæ*, Doctor of Theology.
D.V.—*Deo volente*, God willing.
Dwt.—Pennyweight.
E.—East.
ea.—Each.
E. by S.—East by South.
Eben.—Ebenezer.
Eccl.—Ecclesiastes.
Ecclus.—Ecclesiasticus.
Ed.—Editor; Edition.
Edm.—Edmund.
Edw.—Edward.
E.E.—Errors excepted.
e.g.—*Exempli gratia*, for example.
e.g.—*Ex grege*, from the flock; among the rest.
E.I.—East Indies or East India.
Eliz.—Elizabeth.
E. lon.—East longitude.
Encyc.—Encyclopedia.
E.N.E.—East-Northeast.
Eng.—England; English.
Ent.—Entomology.
Env. Ext.—Envoy Extraordinary.
Ep.—Epistle.
Eph.—Ephesians; Ephraim.
Esd.—Esdras.
E.S.E.—East-Southeast.
Esq.—Esquire.
Esth.—Esther.
et al.—*Et alii*, and others.
et seq.—*Et sequentia*, and what follows.
etc. or &c.—*Et cæteri*, *et cæteræ*, *et cætera*, and others; and so forth.
Ex.—Example.
Ex.—Exodus.
Exc.—Excellency; exception.
Exch.—Exchequer.
Exec. Com.—Executive Committee.
Execx.—Executrix.
Exr. or Exec.—Executor.
Ez.—Ezra.
Ezek.—Ezekiel.
E. & O. E.—Errors and omissions excepted.
Fahr.—Fahrenheit.
F.A.M.—Free and Accepted Masons.
Far.—Farthing.
F.A.S.—Fellow of the Antiquarian Society.
fcap. or fcp.—Foolscap.
F.D.—*Fidei Defensor* or *Defensatrix*, Defender of the Faith.
Fe.—*Ferrum*, iron.
Feb.—February.
Fec.—*Fecit*, he did it.
Fem.—Feminine.
F.E.S.—Fellow of the Entomological Society; of the Ethnological Society.
Ff.—The Pandects.
F.G.S.—Fellow of the Geological Society.
F.H.S.—Fellow of the Horticultural Society.
fi. fa.—*Fieri facias*, cause it to be done.
Fid. Def.—Defender of the Faith.
Fig.—Figure.
Fir.—Firkin.
Fla.—Florida.
F.L.S.—Fellow of the Linnæan Society.
Fol.—Folio.
For.—Foreign.
F.P.S.—Fellow of the Philological Society.
Fr.—Franc; francs; French.
Fr.—*Fragmentum*, fragment.
Fr.—Francis.
F.R.A.S.—Fellow of the Royal Astronomical Society.
F.R.C.S.L.—Fellow of the Royal College of Surgeons, London.
Fred.—Frederick.
F.R.G.S.—Fellow of the Royal Geographical Society.
Fri.—Friday.
F.R.S.—Fellow of the Royal Society.
Frs.—Frisian.
F.R.S.E.—Fellow of the Royal Society, Edinburgh.
F.R.S.L.—Fellow of the Royal Society, London.
F.R.S.L.—Fellow of the Royal Society of Literature.
F.S.A.—Fellow of the Society of Arts.
F.S.A.E.—Fellow of the Society of Antiquaries, Edinburgh.
Ft.—Foot; feet; Fort.
Fur.—Furlong.
F.Z.S.—Fellow of the Zoological Society.
G. or g.—Guineas.
G.A.—General Assembly.
Ga.—Georgia.
Gal.—Galatians; Gallon.
G.B.—Great Britain.

G.C.—Grand Chancellor.
G.C.—Grand Chapter.
G.C.B.—Grand Cross of the Bath.
G.C.H.—Grand Cross of Hanover.
G.C.L.H.—Grand Cross of the Legion of Honor.
G.E.—Grand Encampment.
Gen.—Genesis; General.
Gent.—Gentleman.
Geo.—George.
Geog.—Geography.
Geol.—Geology.
Geom.—Geometry.
Ger.—Germany; German.
G.L.—Grand Lodge.
Gl.—*Glossa*, a gloss.
G.M.—Grand Master.
G.O.—General Order.
Goth.—Gothic.
Gov.—Governor.
Gov.-Gen.—Governor-General.
G.R.—*Georgius Rex*, King George.
Gr.—Greek; Gross.
Gram.—Grammar.
Gro.—Gross.
Grot—Grotius.
h.a.—*Hoc anno*, this year.
Hab.—Habakkuk.
Hab. corp.—*Habeas corpus*, you may have the body.
Hab. fa. poss.—*Habere facias possessionem.*
Hab. fa. seis.—*Habere facias seisinam.*
Hag.—Haggai.
Ham. Coll.—Hamilton College.
H.B.C.—Hudson's Bay Company.
H.B.M.—His or Her Britannic Majesty.
H.C—House of Commons.
Hdkf.—Handkerchief.
h.e.—*Hoc est*, that is, or this is.
Heb.—Hebrews.
Her.—Heraldry.
Hf.-bd.—Half-bound.
Hg.—*Hydrargyrum*, mercury.
Hhd.—Hogshead.
Hist.—History.
H.J.S.—*Hic jacet sepultus*, Here lies buried.
H.L.—House of Lords.
H.M.—His or Her Majesty.
H.M.P.—*Hoc monumentum posuit*, erected this monument.
Hon.—Honorable.
Hort.—Horticulture.
Hos.—Hosea.
H.R.—House of Representatives.
H.R.E.—Holy Roman Emperor.
H.R.H.—His Royal Highness.
H.R.I.P.—*Hic requiescit in pace*, Here rests in peace.
H.S.—*Hic situs*, Here lies.
H.S.H.—His Serene Highness.
h.t.—*Hic titulus*, this title; *hoc titulo*, in or under this title.
h.v.—*Hoc verbum*, this word; *his verbis*, in these words.
Hund.—Hundred.
I, II, III.—One, two, three, or first, second, third.
Ia.—Iowa.
Ib. or ibid.—*Ibidem*, in the same place.
Ich.—Ichthyology.
Ictus.—*Jurisconsultus*, Counselor at Law.
Id.—*Idem*, the same.
Idaho.—Idaho Territory.
i.e.—*Id est*, that is.
I.H.S.—*Jesus hominum Salvator*, Jesus the Saviour of men.
ij.—Two (*medical*).
Ill.—Illinois.
In.—Inch; inches,
incog.—*Incognito*, unknown.
Incor.—Incorporated.
Ind.—Indiana; Index.
Ind. Ter.—Indian Territory.
Indef.—Indefinite.
Inf.—*Infra*, beneath or below.
in f.—*In fine*, at the end of the title, law, or paragraph quoted.
in lim.—*In limine*, at the outset.
in loc.—*In loco*, in the place; on the passage.
in pr.—*In principio*, in the beginning and before the first paragraph of a law.
I.N.R.I.—*Jesus Nazarenus, Rex Judæorum*, Jesus of Nazareth, King of the Jews.
Inst.—Instant, of this month; Institutes.
In sum.—*In summa*, in the summary.
Int.—Interest.
Interj.—Interjection.
in trans.—*In transitu*, on the passage.
Introd.—Introduction,
I.O.G.T.—Independent Order of Good Templars.
I.O.O.F.—Independent Order of Odd-Fellows.
I.O.U.—I owe you.
I.q.—*Idem quod*, the same as.
Isa.—Isaiah.
Isl.—Island.
I.S.M.—*Jesus salvator mundi*, Jesus the Saviour of the world.
Ital.—Italic; Italian.
IV.—Four or fourth.
IX.—Nine or ninth.
J.—Justice or Judge. JJ.—Justices.
j.—One (*medical*).
J.A.—Judge-Advocate.
Jac.—Jacob.
Jan.—January.
Jas.—James.
J.C.D.—*Juris Civilis Doctor*, Doctor of Civil Law.
J.D.—*Jurum Doctor*, Doctor of Laws.
Jer.—Jeremiah.
Jno.—John.
Jona.—Jonathan.
Jos.—Joseph.
Josh.—Joshua.
J.P.—Justice of the Peace.
J. Prob.—Judge of Probate.
J.R.—*Jacobus Rex*, King James.
Jr. or Jun.—Junior.
J.U.D. or J.V.D.—*Juris utriusque Doctor*, Doctor of both Laws (of the Canon and the Civil Law).
Jud.—Judith.
Judg.—Judges.
Judge-Adv.—Judge-Advocate.
Jul. Per.—Julian Period.
Jus. P.—Justice of the Peace.
Just.—Justinian.
J.W.—Junior Warden.
K.—King.
K.A.—Knight of St. Andrew, in Russia.
K.A.N.—Knight of Alexander Nevskoi, in Russia.
Kan.—Kansas.
K.B.—King's Bench.
K.B.—Knight of the Bath.
K.B.A.—Knight of St. Bento d'Avis, in Portugal.
K.B.E.—Knight of the Black Eagle, in Russia.
K.C.—King's Council.
K.C.—Knight of the Crescent, in Turkey.
K.C.B.—Knight Commander of the Bath.
K.C.H.—Knight Commander of Hanover.
K.C.S.—Knight of Charles III. of Spain.
K.E.—Knight of the Elephant, in Denmark.
K.F.—Knight of Ferdinand of Spain.
K.F.M.—Knight of St. Ferdinand and Merit, in Sicily.
K.G.—Knight of the Garter.
K.G.C.—Knight of the Grand Cross.
K.G.C.B.—Knight of the Grand Cross of the Bath.
K.G.F.—Knight of the Golden Fleece, in Spain.
K.G.H.—Knight of the Guelphs of Hanover.
K.G.V.—Knight of Gustavus Vasa, in Sweden.
K.H.—Knight of Hanover.
Ki.—Kings.
Kingd.—Kingdom.
K.J.—Knight of St. Joachim.
K.L. or K.L.A.—Knight of Leopold of Austria.
K.L.H.—Knight of the Legion of Honor.
K.M.—Knight of Malta.
K. Mess.—King's Messenger.
K.M.H.—Knight of Merit, in Holstein.
K.M.J.—Knight of Maximilian Joseph, in Bavaria.
K.M.T.—Knight of Maria Theresa in Austria.
Knick.—Knickerbocker.
K.N.S.—Knight of the Royal North Star, in Sweden.
Knt.—Knight.
K.P.—Knight of St. Patrick; Knight of Pythias.
K.R.C.—Knight of the Red Cross.
K.R.E.—Knight of the Red Eagle, in Prussia.
K.S.—Knight of the Sword, in Sweden.
K.S.A.—Knight of St. Anne, in Russia.
K.S.E.—Knight of *St. Esprit*, in France.
K.S.F.—Knight of St. Fernando, in Spain.
K.S.G.—Knight of St. George, in Russia.
K.S.H.—Knight of St. Hubert, in Bavaria.
K.S.J.—Knight of St. Januarius of Naples.
K.S.L.—Knight of the Sun and Lion, in Persia.
K.S.M. & S.G.—Knight of St. Michael and St. George in the Ionian Islands.
K.S.P.—Knight of St. Stanislaus, in Poland.
K.S.S.—Knight of the Southern Star, in Brazil.
K.S.S.—Knight of the Sword, in Sweden.
K.S.W.—Knight of St. Wladimir, in Russia.
K.T.—Knight of the Thistle; Knight Templar.
Kt.—Knight.
K.T.S.—Knight of the Tower and Sword, in Portugal.
K.W.—Knight of William, in the Netherlands.
K.W.E.—Knight of the White Eagle, in Poland.
Ky.—Kentucky.
L.—Fifty or fiftieth.
L.—*Liber*, book.
L, £, or l.—*Libra* or *Libræ*, pound or pounds sterling.
L, or £, s. d.—*Libræ, solidi, denarii*, Pounds, shillings, pence.
La.—Louisiana.
Lam.—Lamentations.

Lat.—Latitude; Latin.
Lb. or lb. *Libra* or *Libræ*, pound or pounds in weight.
L.C.—Lord Chancellor; Lord Chamberlain.
Liv.—*Livre*, book.
l.c.—Lower-case.
L.C.J.—Lord Chief-Justice.
L.D.—Lady-Day.
Ld.—Lord.
Ldp.—Lordship.
Leg.—Legate.
Legis.—Legislature.
Lev.—Leviticus.
Lex.—Lexicon.
L.I.—Long Island.
Lib.—*Liber*, book.
Lieut.—Lieutenant.
Lieut.-Col.—Lieutenant-Colonel.
Lieut.-Gen.—Lieutenant-General.
Lieut.-Gov.—Lieutenant-Governor.
Linn.—Linnæan.
Lit.—Literally; Literature,
LL.B.—*Legum Baccalaureus*, Bachelor of Laws.
LL.D.—*Legum Doctor*, Doctor of Laws.
l.l.—*Loco laudato*, in the place quoted.
loc. cit.—*Loco citato*, in the place cited.
Lon.—Longitude.
L.S.—*Locus sigilli*, place of the seal.
Lt.—Lieutenant.
LX.—Sixty or sixtieth.
LXX.—Seventy or seventieth.
LXX.—The Septuagint (Version of the Old Testament.)
LXXX.—Eighty or eightieth.
M.—*Meridies*, noon.
M.—*Mille*, a thousand.
M. or Mons.—*Monsieur*, Sir.
M.A.—Master of Arts.
Macc.—Maccabees.
Mad.—Madam.
Mad. Univ.—Madison University.
Maj.—Major.
Maj.-Gen.—Major-General.
Mal.—Malachi.
Man.—Manasses.
Mar.—March.
March.—Marchioness.
Marg.—Margin.
Marg. Tran.—Marginal Translation.
Marq.—Marquis.
Masc.—Masculine.
Mass.—Massachusetts.
Math.—Mathematics; Mathematician.
Matt.—Matthew.
Max.—Maxim.
M.B.—*Medicinæ Baccalaureus*, Bachelor of Medicine.
M.B.—*Musicæ Baccalaureus*, Bachelor of Music.
M.B.G. et H.—*Magna Britannia, Gallia et Hibernia*, Great Britain, France, and Ireland.
M.C.—Member of Congress.
Mch.—March.
M.D.—*Medicinæ Doctor*, Doctor of Medicine.
Md.—Maryland.
Mdlle.—*Mademoiselle*.
M.E.—Methodist Episcopal; Military or Mechanical Engineer.
Me.—Maine.
Med.—Medicine.
Mem.—Memorandum.
Mem.—*Memento*, remember.
Merc.—Mercury.
Messrs. or M M.—*Messieurs*, Gentlemen.
Met.—Metaphysics.
Metal.—Metallurgy.
Meteor.—Meteorology.
Meth.—Methodist.
Mex.—Mexico or Mexican.
M.-Goth.—Mœso-Gothic.
M.H.S.—Massachusetts Historical Society.
M.H.S.—Member of the Historical Society.
Mic.—Micah.
Mich.—Michigan.
Mil.—Military.
Min.—Mineralogy.
Min.—Minute.
Minn.—Minnesota.
Min. Plen.—Minister Plenipotentiary.
Miss.—Mississippi.
M.L.A.—Mercantile-Library Association.
MM.—Their Majesties.
MM.—*Messieurs*, Gentlemen.
MM.—Two thousand.
M.M.S.—Moravian Missionary Society.
M.M.S.S.—*Massachusettensis Medicinæ Societatis Socius*. Fellow of the Massachusetts Medical Society.
Mo.—Missouri; Month.
Mod.—Modern.
Mon.—Monday.
Mons.—*Monsieur*, Sir.
Mos.—Months.
Mont. Ter.—Montana Territory. [Police.
M.P.—Member of Parliament; Member of
M.P.P.—Member of Provincial Parliament.
M.R.—Master of the Rolls.
Mr.—Mister.
M.R.A.S.—Member of the Royal Asiatic Society; Member of the Royal Academy of Science.
M.R.C.C.—Member of the Royal College of Chemistry.
M.R.C.S.—Member of the Royal College of Surgeons.
M.R.G.S.—Member of the Royal Geographical Society.
M.R.I.—Member of the Royal Institute.
M.R.I.A.—Member of the Royal Irish Academy.
Mrs.—Mistress.
M.R.S.L.—Member of the Royal Society of Literature.
M.S.—*Memoriæ sacrum*, Sacred to the memory.
M.S.—Master of the Sciences.
MS.—*Manuscriptum*, manuscript.
MSS.—Manuscripts.
Mt.—Mount or mountain.
Mus. B.—Bachelor of Music.
Mus. D.—Doctor of Music.
M.W.—Most Worthy; Most Worshipful.
Myth.—Mythology.
N.—North; Number; Noun; Neuter.
n.—Note.
N.A.—North America.
Nah.—Nahum.
Nat.—Natural.
Nat. Hist.—Natural History.
Nath.—Nathanael or Nathaniel.
N.B.—New Brunswick; North British.
N.B.—*Nota Bene*, mark well; take notice.
N.C.—North Carolina.
N.E.—New England; Northeast.
Neb.—Nebraska.
Neh.—Nehemiah.
n.e.i.—*Non est inventus*, he is not found.
nem. con. or nem. diss.—*Nemine contradicente; nemine dissentiente*, no one opposing; unanimously.
Neut.—Neuter (gender).
Nev.—Nevada.
New Test. or N.T.—New Testament.
N.F.—Newfoundland.
N.G.—New Granada; Noble Grand.
N.H.—New Hampshire; New Haven.
N.H.H.S.—New Hampshire Historical Society.
Ni. pri.—*Nisi prius* (law).
N.J.—New Jersey.
n.l.—*Non liquet*, it does not appear.
N. lat.—North latitude.
N. Mex.—New Mexico.
N.N.E.—North-northeast.
N.N.W.—North-northwest.
N.O.—New Orleans.
No.—*Numero*, number.
Nol. pros.—*Nolens prosequi*, unwilling to prosecute.
Nom. or nom.—Nominative.
Non con.—Not content; dissenting (House of Lords).
Non cul.—*Non culpabilis*, Not guilty.
Non obst.—*Non obstante*, notwithstanding.
Non pros.—*Non prosequitur*, he does not prosecute.
Non seq.—*Non sequitur*, it does not follow.
Nos.—Numbers.
Nov.—November.
N.P.—Notary Public.
N.S.—New Style (after 1752); Nova Scotia.
N.T.—New Testament;
N.u.—Name or names unknown.
Num.—Numbers; Numeral.
N.V.M.—Nativity of the Virgin Mary.
N.W.—Northwest.
N.Y.—New York.
N.Y.H.S.—New York Historical Society.
O.—Ohio.
Ob.—*Obiit*, he or she died.
Obad.—Obadiah.
Obs.—Obsolete; Observatory; Observation.
Obt. or obdt.—Obedient.
Oct.—October.
O.F.—Odd-Fellow or Odd-Fellows.
Old Test. or O.T.—Old Testament.
Olym.—Olympiad.
Ont.—Ontario.
Or.—Oregon.
Orig.—Originally.
Ornith.—Ornithology.
O.S.—Old Style (before 1752).
O.T.—Old Testament.
O.U.A.—Order of United Americans.
Oxf.—Oxford.
Oxon.—*Oxoniensis*, *Oxonii*, of Oxford, at Oxford.
Oz.—Ounce.
P.—*Pondere*, by weight.
P. or p.—Page; Part; Participle.
Pa.—Pennsylvania.
Pal.—Palæontology.
Par.—Paragraph.
Par. Pas.—Parallel passage.

Parl.—Parliament.
Pathol.—Pathology.
Payt.—Payment.
Pb.—*Plumbum*, lead.
P.B.—*Philosophiæ Baccalaureus*, Bachelor of Philosophy.
P.C.—*Patres Conscripti*, Conscript Fathers; Senators.
P.C.—Privy Council; Privy Councilor.
P.D.—*Philosophiæ Doctor*, Doctor of Philosophy.
Pd.—Paid.
P.E.—Protestant Episcopal.
P.E.I.—Prince Edward Island.
Penn.—Pennsylvania.
Pent.—Pentecost.
Per or pr.—By the.
Per an.—*Per annum*, by the year.
Per cent.—*Per centum*, by the hundred.
Peri.—Perigee.
Pet.—Peter.
P.G.—Past Grand.
Phar.—Pharmacy.
Ph. B.—*Philosophiæ Baccalaureus*, Bachelor of Philosophy.
Ph.D.—*Philosophiæ Doctor*, Doctor of Philosophy.
Phil.—Philip; Philippians; Philosophy; Philemon.
Phila. or Phil.—Philadelphia.
Philem.—Philemon.
Philom.—*Philomathes*, a lover of learning.
Philomath.—*Philomathematicus*, a lover of the mathematics.
Phil. Trans.—Philosophical Transactions.
Phren.—Phrenology.
P.H.S.—Pennsylvannia Historical Society.
Pinx.—*Pinxit*, he (or she) painted it.
Pl. or plur.—Plural.
Plff.—Plaintiff.
P.M.—*Post Meridiem*, afternoon, evening.
P.M.—Postmaster; Passed Midshipman.
P.M.G.—Postmaster-General; Professor of Music in Gresham College.
P.O.—Post-Office.
Poet.—Poetical.
Pop.—Population.
Port.—Portugal or Portuguese.
P.P.—*Pater Patriæ*, the father of his country.
P.P.C.—*Pour prendre congé*, to take leave.
Pp. or pp.—Pages.
Pph. Pamphlet.
P.R.—*Populus Romanus*, the Roman people.
P.R.A.—President of the Royal Academy.
P.R.C.—*Post Romam conditam*, after the building of Rome.
Pref.—Preface.
Prep.—Preposition.
Pres.—President.
Prin.—Principally.
Prob.—Problem.
Prof.—Professor.
Pron.—Pronoun; Pronunciation.
Prop.—Proposition.
Prot.—Protestant.
Pro tem.—*Pro tempore*, for the time being.
Prov.—Proverbs; Provost.
Prox.—*Proximo*, next (month).
P.R.S.—President of the Royal Society.
P.S.—*Post scriptum*, Postscript.
P.S.—Privy Seal.
Ps.—Psalm or Psalms.
Pt.—Part; Pint; Payment; Point; Port.
P.t.—Post-town.
P. Th. G.—Professor of Theology in Gresham College.
Pub.—Publisher; Publication; Published; Public.
Pub. Doc.—Public Documents.
P.v.—Post-village.
Pwt.—Pennyweight; pennyweights.
Pxt.—*Pinxit*, he (or she) painted it.
Q.—Queen; Question.
q.—*Quasi*, as it were; almost,
Q.B.—Queen's Bench.
Q.C.—Queen's College.
Q.C.—Queen's Counsel.
q.d.—*Quasi dicat*, as if he should say; *quasi dictum*, as if said; *quasi dixisset*, as if he had said.
q.e.—*Quod est*, which is.
q.e.d.—*Quod erat demonstrandum*, which was to be proved.
q.e.f.—*Quod erat faciendum*, which was to be done.
q.e.i.—*Quod erat inveniendum*, which was to be found out.
q.l.—*Quantum libet*, as much as you please.
Q.M.—Quartermaster.
qm.—*Quomodo*, how; by what means.
Q.M.G.—Quartermaster-General.
q.p. or q.pl.—*Quantum placet*, as much as you please.
Qr.—Quarter.
Q.S.—Quarter Sessions.
q.s.—*Quantum sufficit*, a sufficient quantity.
Qt.—Quart.
qu. or qy.—*Quære*, inquire; query.
Quar.—Quarterly.
Ques.—Question.
q.v.—*Quod vide*, which see; *quantum vis*, as much as you will.
℞.—*Recipe*, take.
R.—*Regina*, Queen; *Rex*, King.
R.—River; Rood; Rod.
R.A.—Royal Academy; Royal Academician.
R.A.—Royal Arch.
R.A.—Royal Artillery.
RC.—*Rescriptum*, a Rescript, re-written.
R.E.—Royal Engineers.
Rec.—Recipe or Recorder.
Recd.—Received.
Rec. Sec.—Recording Secretary.
Rect.—Rector; Receipt.
Ref.—Reference.
Ref. Ch.—Reformed Church.
Reg.—Register; Regular.
Reg. Prof.—*Regius Professor*.
Regr.—Registrar.
Regt.—Regiment.
Rel.—Religion.
Rep.—Representative; Reporter.
Rev.—Reverend; Revelation (Book of); Review; Revenue; Revise.
Rhet.—Rhetoric.
R.I.—Rhode Island.
Richd.—Richard.
R.I.H.S.—Rhode Island Historical Society.
R.M.—Royal Marines; Royal Mail.
R.M.S.—Royal Mail Steamer.
R.N.—Royal Navy.
R.N.O.—*Riddare af Nordstjerne Orden*, Knight of the Order of the Polar Star.
Ro.—*Recto*, right-hand page.
Robt.—Robert.
Rom.—Romans (Book of).
Rom. Cath.—Roman Catholic.
R. P.—*Regius Professor*, the King's Professor.
R.R.—Railroad.
R.S.—Recording Secretary.
Rs.—*Responsum*, answer; *respondere*, to answer.
R.S.A.—Royal Society of Antiquaries; Royal Scottish Academy.
R.S.D.—Royal Society of Dublin.
R.S.E.—Royal Society of Edinburgh.
R.S.L.—Royal Society of London.
R.S.S.—*Regiæ Societatis Socius*, Fellow of the Royal Society.
Rt. Hon.—Right Honorable.
Rt. Rev.—Right Reverend.
Rt. Wpful.—Right Worshipful.
R.W.—Right Worthy.
R.W.O.—*Riddare af Wasa Orden*, Knight of the Order of Wasa.
S.—South; Saint; Scribe; Sulphur; Sunday; Sun; Series.
S.—*Solidus*, a shilling.
S.A.—South America; South Africa; South Australia.
s.a.—*Secundum artem*, according to art.
Sam.—Samuel.
Sansc.—Sanscrit.
S.A.S.—*Societatis Antiquariorum Socius*, Fellow of the Society of Antiquaries.
Sat.—Saturday.
Sax.—Saxon.
Sax. Chron.—Saxon Chronicle.
S.C.—*Senatus Consultum*, a decree of the Senate; South Carolina.
Sc.—*Sculpsit*, he (or she) engraved it.
sc. or scil.—*Scilicet*, namely.
Scan. Mag.—*Scandalum magnatum*, scandal; or *scandalum magnum*, great scandal.
S. caps.—Small capitals.
Schol.—*Scholium*, a note.
Schr.—Schooner.
Sci. fa.—*Scire facias*, make known (legal).
Sclav.—Sclavonic.
Sculp. or sculp.—*Sculpsit*, he (or she) engraved it.
S.D.—*Salutem dicit*, sends health.
S.E.—Southeast.
Sec.—Secretary; Second.
Sec. Leg.—Secretary of Legation.
Sec. leg.—*Secundum legem*, according to law.
Sec. reg.—*Secundum regulam*, according to rule.
Sect.—Section.
Sem.—*Semble*, it seems.
Sen.—Senate; Senator; Senior.
Sept.—September; Septuagint.
Seq.—*Sequentia*, following; *sequitur*, it follows.
Ser.—Series.
Serg.—Sergeant.
Serg.-Maj.—Sergeant-Major.
Servt.—Servant.
S.G.—Solicitor-General.
Shak.—Shakspeare.

S.H.S.—*Societatis Historiæ Socius*, Fellow of the Historical Society.
Sing.—Singular.
S. Isl.—Sandwich Islands.
S.J.—Society of Jesus.
S.J.C.—Supreme Judicial Court.
Skr.—Sanscrit.
S.L.—Solicitor at Law (Scot.)
S. lat.—South latitude.
S.M.—State Militia; Short Meter; Sergeant-Major; Sons of Malta.
S.M. Lond. Soc. Cor.—*Societatis Medicæ Londinensis Socius Correspondens*, Corresponding Member of the London Medical Society.
s. n.—*Secundum naturam*, according to nature.
Soc. Isl.—Society Islands.
Sol.—Solomon; Solution.
Sol.-Gen. Solicitor-General.
S. of Sol.—Song of Solomon.
S.P.—*Sine prole*, without issue.
S.P.A.S.—*Societatis Philosophicæ Americanæ Socius*, Member of the American Philosophical Society.
S.P.G.—Society for the Propagation of the Gospel.
Sp. gr.—Specific gravity.
S.P.Q.R.—*Senatus Populusque Romani*, the Roman Senate and people.
Sq. ft.—Square foot or square feet.
Sq. in.—Square inch or inches.
Sq. m.—Square mile or miles.
Sq. r.—Square rood or roods.
Sq. yd.—Square yard.
Sr.—Sir or Senior.
S.R.I.—*Sacrum Romanum Imperium*, Holy Roman Empire.
S.R.S.—*Societatis Regiæ Socius*, Fellow of the Royal Society.
S.S.—Sunday-school.
SS.—Saints.
SS. or ss.—*Scilicet*, to wit.
ss.—*Semis*, half.
S.S.C.—Solicitor before the Supreme Court (Scotland).
S.S.E.—South-southeast.
S.S.W.—South-southwest.
St.—Saint; Street; Strait.
Stat.—Statute.
S.T.D.—*Sacræ Theologiæ Doctor*, Doctor of Sacred Theology.
Ster. or Stg.—Sterling.
S.T.P.—*Sacræ Theologiæ Professor*, Professor of Sacred Theology.
Su.—Sunday.
Subj.—Subjunctive.
Subst.—Substantive.
Su.-Goth.—Suio-Gothic.
Sun. or Sund.—Sunday.
Sup.—Supplement; Superfine.
Supt.—Superintendent.
Surg.—Surgeon; Surgery,
Surg.-Gen.—Surgeon-General.
Surv.—Surveyor.
Surv.-Gen.—Surveyor-General.
Sus.—Susannah.
s. v.—*Sub verbo*, under the word or title.
S.W.—Southwest.
Syn.—Synonym; Synonymous.
T.—Territory.
T.—*Tutti*, all together.
T. or tom.—Tome, volume.
Ta.—*Tantalum* (Columbium).
T.E.—Topographical Engineers.
Tenn.—Tennessee.
Ter.—Territory.
Tex.—Texas.
Text. Rec.—*Textus Receptus*, the Received Text.
Th. or Thurs.—Thursday.
Theo.—Theodore.
Theol.—Theology; Theological.
Theoph.—Theophilus.
Thess.—Thessalonians.
Tho'.—Though.
Thos.—Thomas.
Thro'.—Through.
Tim.—Timothy.
Tit.—Titus.
T.O.—Turn over.
Tob.—Tobit.
Tom.—Volume.
Topog.—Topography; Topographical.
Tr.—Transpose; Translator; Translation.
Tr.—Trustee. Trs.—Trustees.
tr.—*Trillo*, a shake.
Trans.—Translator; Translation; Transactions.
Treas.—Treasurer.
Trin.—Trinity.
Tues. or Tu.—Tuesday.
Typ.—Typographer.
U.C.—*Urbis conditæ*, year of Rome.
U.E.I.C.—United East India Company.
U.J.C.—*Utriusque Juris Doctor*, Doctor of both Laws (Civil and Canon).
U.K.—United Kingdom.
ult.—*Ultimo*, last; of the last month.
Unit.—Unitarian.
Univ.—University.
U.S.—United States.
u.s.—*Ut supra* or *uti supra*, as above.
U.S.A.—United States Army.
U.S.A—United States of America.
U.S.M.—United States Mail.
U.S.M.—United States Marine.
U.S.M.A.—United States Military Academy.
U.S.N.—United States Navy.
U.S.N.A.—United States Naval Academy.
U.S.S.—United States Senate.
Utah—Utah Territory.
V.—Five or fifth.
V.—Violin. VV.—Violins.
v. or vid.—*Vide*, see.
v. or vs.—*Versus*, against; *Versiculo*, in such a verse.
Va.—Virginia.
Vat.—Vatican.
V.-C.—Vice-Chancellor.
V.D.M.—*Verbi Dei Minister*, Minister of God's Word.
Ven.—Venerable.
Ver.—Verse.
V.-G.—Vicar-General.
v.g.—*Verbi Gratia*, as for example.
VI.—Six or sixth.
VII.—Seven or seventh.
VIII.—Eight or eighth.
Vice-Pres. or V.P.—Vice-President.
Visc.—Viscount.
viz. or vi.—*Videlicet*, to wit; namely; that is to say.
Vo.—*Verso*, left-hand page.
Vol.—Volume.
V.R.—*Victoria Regina*, Queen Victoria.
Vt.—Vermont.
Vul.—Vulgate (Latin version of the Bible).
W.—West.
Wash. Ter.—Washington Territory.
Wed.—Wednesday.
West. Res. Coll.—Western Reserve College.
w.f.—Wrong font.
Whf.—Wharf.
W.I.—West India.
Wisc.—Wisconsin.
Wisd.—Wisdom (Book of).
Wk.—Week.
W. lon.—West longitude.
W.M.—Worshipful Master.
Wm.—William.
W.M.S.—Wesleyan Missionary Society.
W.N.W.—West-northwest.
Wpful.—Worshipful.
W.S.—Writer to the Signet.
W.S.W.—West-southwest.
Wt.—Weight.
W. Va.—West Virginia.
Wyo. Ter.—Wyoming Territory.
X.—Ten or tenth.
XI.—Eleven.
XII.—Twelve.
XIII.—Thirteen.
XIV.—Fourteen.
XV.—Fifteen.
XVI.—Sixteen.
XVII.—Seventeen.
XVIII.—Eighteen.
XIX—Nineteen.
XX.—Twenty.
XXX.—Thirty.
XL.—Forty.
XC.—Ninety.
X. or Xt.—Christ.
Xmas or Xm.—Christmas.
Xn. or Xtian.—Christian.
Xnty or Xty.—Christianity.
Xper or Xr.—Christopher.
Yd.—Yard.
y. or y^e.—The.
y^m.—Them.
y^n.—Then.
y^r.—Their; your.
y^s.—This.
y^t.—That.
Y.M.C.A.—Young Men's Christian Association.
Yrs.—Years; Yours.
Zach.—Zachary.
Zech.—Zechariah.
Zeph.—Zephaniah.
Zool—Zoology.
&.—And.
&c.—*Et cætera*, and the rest; and so forth.

Forms of Constitutions.

ARTICLES AND SECTIONS.

General Directions Relating to Constitutions and By-Laws.

Constitutions.

AS A BASIS of action in the government of an association of people, who propose to hold regular and frequent meetings, it becomes necessary to make a specific agreement by such association of the course of action they will pursue, and the rules by which they shall be governed in their deliberations. This agreement is termed a "CONSTITUTION."

In its preparation, care should be taken, while making it sufficiently explicit, to have the document as concise, clear and distinct as possible.

In the adoption of a constitution by an assembly, it is usually customary to consider it section by section. After it has been accepted, the secretary should make record of the constitution in a blank-book suitable for the purpose. This should be signed by the members of the society, who consent to accept of the same as their fundamental rule of action.

Amendments to the constitution should be made in the same book with convenient marks for reference showing where they may be found.

By-Laws.

When it is desired to add matter more clearly defining certain articles of the Constitution, such explanatory notes are termed 'BY-LAWS." When the Constitution is quite explicit, for most associations by-laws are unnecessary. If it is desirable, however, to be very minute in explanation, that members of an association may fully understand their rights and duties, by-laws are sometimes quite essential. When added, they should follow immediately after the Constitution.

Explanatory words giving the character of each article in the Constitution, may be placed above, or at the left side of the article, as shown in the following forms.

Prevention of Cruelty to Animals.

PREAMBLE.

CRUELTY to Animals being a prevailing fault, calculated to cultivate the baser passions of man's nature, it becomes necessary, in order to counteract the same, to take individual and united action in opposition thereto. The better to accomplish a reform in this direction, the undersigned agree to form an association, and be governed in their fundamental action by the following

CONSTITUTION

TITLE.

ARTICLE I. The title and name of this Society shall be "THE SACRAMENTO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS."

OBJECTS.

ARTICLE II. The objects of this Society are to provide effective means for the prevention of cruelty to animals within the limits of the City of Sacramento; to enforce all laws which are now or may hereafter be enacted for the protection of dumb animals, and to secure by lawful means the arrest, conviction and punishment of all persons violating such laws.

OFFICERS.

ARTICLE III. The officers of this Society shall be a President, six Vice-Presidents, a Counsel, a Secretary, a Treasurer, and an Executive Committee of nine persons, who shall constitute the Board of Directors. The President, Counsel, Secretary, and Treasurer shall be *ex-officio* members of the Executive Committee. The officers shall be elected annually by ballot, and shall hold their offices until others are elected to fill their places.

MEMBERS.

ARTICLE IV. Any person, male or female, may become a member of this Society upon election by the Society, or Executive Committee, and the payment of the sum of two dollars; and the annual membership fee shall not exceed that amount.

Sec. 2.—Any person may become a life-member of this Society, upon the payment to the Treasurer of the sum of twenty-five dollars.

ANNUAL MEETING.

ARTICLE V. The annual meeting of this Society shall be held on the first Thursday in April of each year, when the annual election of officers shall take place.

Sec. 2.—Every member of the Society who has been such for ten days or more, and who is not in arrears for dues, shall be entitled to vote at the said election.

Sec. 3.—At the annual meeting the Executive Committee shall present a general report of its proceedings during the past year, and the Secretary and Treasurer shall also present their annual reports.

Sec. 4.—Special meetings of the Society may be called by the President, (or in case of his absence or inability, by one of the Vice-Presidents), and shall be so called upon the written request of fifteen members. Notice of such meeting shall be inserted in at least two daily papers of the city of Sacramento.

COUNSEL.

ARTICLE VI. The Counsel shall be the legal adviser of the Society, its Officers and Executive Committee, and shall have general charge and conduct of all suits and proceedings instituted by or against it, or them, or either of them, or in which the Society may be interested. He shall receive for his services such pecuniary compensation, or fees, as shall be determined by the Executive Committee.

SECRETARY.

ARTICLE VII. It shall be the duty of the Secretary to keep minutes of all the proceedings of the Society and of the Executive Committee, and to record the same in the Society's books provided for that purpose; to conduct the correspondence and keep copies thereof, and to perform such other duties as are customary for such an officer, under the direction of the Executive Committee.

TREASURER.

ARTICLE VIII. The Treasurer shall have charge of all the funds belonging to the Society, and shall disburse the same under the direction of the Executive Committee. He shall, previous to the annual meeting of the Society, prepare and submit to the Executive Committee for audit, a detailed account of his receipts and disbursements during the past year, which annual account, duly audited, he shall present to the Society at its annual meeting.

AGENTS.

ARTICLE IX. The Executive Committee may appoint from time to time such special agents as it may deem advisable, and shall have the power to remove the same at its pleasure.

Sec. 2.—The appointment of every agent of the Society shall be in writing, and he shall receive such pecuniary compensation for his services as may be determined by the Executive Committee.

EXECUTIVE COMMITTEE.

ARTICLE X. The Executive Committee shall have the management, control and disposition of the affairs, property and funds of the Society, and shall have the power to fill for the unexpired term any vacancy that may occur in any of the offices of the Society or in its own body.

Sec. 2.—No member of the Executive Committee, except the Counsel and the Secretary, shall receive or derive any salary or pecuniary compensation for his services.

Sec. 3.—The Executive Committee shall hold meetings for the transaction of business at least once in every month, and at all such meetings five members shall constitute a quorum.

ALTERATIONS OR AMENDMENTS.

ARTICLE XI. This constitution may be altered or amended by a two-thirds vote of all the members present, at any regular or special meeting of the Society, provided such alteration or amendment has been proposed and entered on the minutes, together with the name of the member proposing it, at a previous meeting of the Society.

By-Laws.

HOURS OF MEETING.

ARTICLE I. The hours of assembling for the stated meetings of the Society shall be as follows: From the 1st of April until the 1st of October, at eight o'clock P. M., and from the 1st of October until the 1st of April, at half-past seven o'clock, P. M.

ADMISSION OF MEMBERS.

ARTICLE II. The names of all persons desiring admission to this Society shall be presented to the Secretary, who shall bring the same before the members of the Society for election at any regular meeting.

DUTIES OF AGENTS.

ARTICLE III. It shall be the duty of agents appointed to use their utmost efforts to secure kind and gentle treatment to all dumb animals, by rigid prosecution of violation of law relating to the same.

Sec. 2. The agent shall be empowered, and is expected to use his best efforts to distribute all tracts, papers and literature placed in his hands which may be calculated to accomplish the work for which the Society is organized.

Sec. 3. The agent is authorized, if in a locality where no Society exists, to organize an association to be governed by such officers, and such action as will most effectually abolish cruelty to animals.

At each regular meeting of the Society, the following shall be, after calling the meeting to order, and the opening exercises, the

Order of Business.

1. Reading of the minutes.
2. Report of the Board of Directors.
3. Reports of Standing and Special Committees.
4. Reports of officers.
5. Receiving communications and bills.
6. Admission of new members, and election of officers at the annual meeting.
7. New business.
8. Reports of the Secretary and Treasurer.
9. Adjournment.

CONSTITUTION OF A VILLAGE LYCEUM

PREAMBLE.

GROWTH and development of mind, together with readiness and fluency of speech, being the result of investigation and free discussion of religious, educational, political, and other topics, the undersigned agree to form an association, and for its government, do hereby adopt the following

CONSTITUTION.

Name and Object.

ARTICLE I. The name and title of this organization shall be

"The Cambridge Literary Association,"

and its object shall be the free discussion of any subject coming before the meeting for the purpose of diffusing knowledge among its members.

Officers of the Society.

ARTICLE II. The officers of the Association shall consist of a President, two Vice-Presidents, a Corresponding Secretary, a Recording Secretary, a Treasurer and a Librarian, who shall be elected annually by ballot, on the first Monday in January of each year, said officers to hold their position until their successors are elected.

Duties of the Officers.

ARTICLE III. It shall be the duty of the President to preside at all public meetings of the Society. The first Vice-President shall preside in the absence of the President, and in case of the absence of both President and Vice-President, it shall be the duty of the second Vice-President to preside.

The duty of the Secretary shall be to conduct the correspondence, keep the records of the Society, and read at each meeting a report of the work done at the preceding meeting.

The Treasurer shall keep the funds of the Society, making an annual report of all moneys received, disbursed, and amount on hand.

It shall be the duty of the Librarian to keep, in a careful manner, all books, records and manuscripts in the possession of the Society.

Appointment of Committees.

ARTICLE IV. There shall be appointed by the President, at the first meeting after his election, the following standing committees, to consist of three members each, namely: On lectures, library, finance, and printing, whose duties shall be designated by the President.

The question for debate at the succeeding meeting shall be determined by a majority vote of the members present.

Conditions of Membership.

ARTICLE V. Any lady or gentleman may become a member of this Society by the consent of the majority of the members present, the signing of the constitution, and the payment of two dollars as membership fee. It shall be the privilege of the Society to elect any person whose presence may be advantageous to the Society, an honorary member, who shall not be required to pay membership fees or dues.

Times of Meeting.

ARTICLE VI. This association shall meet weekly, and at such other times as a majority, consisting of at least five members of the association, shall determine. The President shall be authorized to call special meetings upon the written request of any five members of the Society, which number shall be sufficient to constitute a quorum for the transaction of business.

Collection of Dues.

ARTICLE VII. It shall be the duty of the finance committee to determine the amount of dues necessary to be collected from each member, and to inform the Treasurer of the amount, who shall promptly proceed to collect the same at such time as the committee may designate.

Parliamentary Authority.

ARTICLE VIII. The parliamentary rules and general form of conducting public meetings, as shown in HILL'S MANUAL, shall be the standard authority in governing the deliberations of this association.

Penalty for Violating Rules.

ARTICLE IX. Any member neglecting to pay dues, or who shall be guilty of improper conduct, calculated to bring this association into disrepute, shall be expelled from the membership of the Society by a two-thirds vote of the members present at any regular meeting. No member shall be expelled, however, until he shall have had notice of such intention on the part of the association, and has been given an opportunity of being heard in his own defense.

Alterations and Amendments.

ARTICLE X. By giving written notice of change at any regular meeting, this constitution may be altered or amended at the next stated meeting by a vote of two-thirds of the members present.

Calls for Public Meetings.

Forms of Wording in Calling Public Meetings.

AMONG the duties of the projector of a public meeting will be the writing of the "Call," which should be clear, distinct, and brief, yet sufficiently explicit to enable people to know when, where, and for what object they meet.

The following, which may be varied according to circumstances, will sufficiently illustrate the general form:

Democratic Rally!

AT THE COURT ROOM, Monday Evening, Nov. 7, at 8 o'clock. The DEMOCRATS OF PAXTON, WORKING MEN, BUSINESS MEN, AND CITIZENS GENERALLY, are *cordially invited* to be present. The meeting will be addressed by the HON. JOSIAH ADAMS, HON. T. M. BAXTER, AND OTHER ABLE SPEAKERS.

School Meeting.

The Friends of Education are requested to meet at the house of Solomon Biggs, in Walnut Grove, Saturday evening, Sep. 1st, at 7 o'clock, to take action relative to opening a public school in this vicinity. The meeting will consider the selection of directors, the location of the school building, and the propriety of opening a school this fall, before the building is complete.

Old Settlers' Reunion.

All persons in Adams and adjoining counties, who settled here prior to 1850, are requested to meet at the Court House, in Clinton, Saturday afternoon, June 10, at two o'clock, to make arrangements for an Old Settlers' Reunion, to be held at such place and time as the meeting shall determine.

Firemen's Review.

The entire Fire Department of this city is hereby notified to appear on dress parade, Saturday afternoon, at 1.30, on Broadway, between Green and Spruce streets, provided the weather is pleasant, and the streets dry. If the weather does not permit, due notice of postponement will be given.

GEO. H. BAKER,
Fire Marshal.

Woman Suffrage Convention.

The Friends of Woman Suffrage are invited to meet in mass convention, at Dixon's Hall, in Chester, June 14, at ten o'clock, A.M., at which time the session will commence, and continue two days, closing on Friday evening. Hon. Asa Cushing, Rev. H. W. Cooper, Mrs. Gardner, Mrs. Chas. Fuller, and other distinguished speakers will be present, and participate in the proceedings of the convention.

Hot for Horse Thieves!

All Citizens of Jonesville and surrounding country, favorable to protecting their stock from the depredations of thieves, are expected to be present at the Eagle School House, in District No. 10, on Saturday evening, July 12, at 8 o'clock, sharp, to aid in forming an association that will give horse and cattle thieves their just dues.

Railroad Meeting.

The Midland and Great Western Railroad Company are about locating their railway through this county, having surveyed three routes, one through Hastings, one by way of Brownsville, and the other through this village, passing up the river just east of Fuller's mill. The Company propose to take this route on one condition, namely: that we furnish depot grounds and right of way through this village.

Citizens of Pikeville! what action shall we take in this matter? Shall we have a railroad at our own doors, or be compelled henceforth to go ten miles to the nearest depot? Every citizen interested in the growth of our beautiful village is requested to be present at the Town Hall, next Tuesday evening, May 7, at half past seven o'clock, to consider this subject. Let there be a full expression from all the people at this meeting.

Fourth of July!

The liberty-loving citizens of Eagleville, who desire to participate this year at home in a genuine, old-fashioned Fourth of July celebration, such as will make the American Eagle proud of the village that bears his name, will meet at Allen's Hall next Saturday evening, at 8 o'clock, to consider the advisability of holding such celebration.

Shall We have an Agricultural Fair?

Agriculturists, Horticulturists, Mechanics, Artists and others, favorable to the establishment of an Agricultural and Mechanics' Fair, are desired to meet at the Town Hall, next Monday evening, June 20, at 8 o'clock, to take the necessary steps towards perfecting such organization.

Eight Hour Meeting.

All mechanics, artisans, laborers, and others, who favor making eight hours a legal day's work, that they may occasionally see their wives and children during the winter months, in the day time, are requested to meet in Boyd's Hall, Monday evening, June 14, at 8 o'clock, on which occasion the meeting will be addressed by that distinguished advocate of the rights of the working man, Hon. Archibald P. Green.

Temperance Convention.

The Friends of Temperance, independent of party or sect, are invited to meet in convention at Fullerton Hall in Fairbury, Wednesday, Oct. 9, at 10 A.M., to consider and discuss the means by which we may arrest the present increasing tide of intemperance in this vicinity, by which our youth are corrupted, our Sabbaths desecrated, and our homes impoverished and desolated.

Come up and help us, sons, husbands, fathers! Come up and aid us, daughters, wives, mothers! We want the influence of your presence.

Dr. Carr, the eloquent champion of temperance, will be with us. Mrs. Arnold, Mrs. John Berryman, Rev. Dr. Williams, and others will participate in the discussions of the convention, and Prof. Carter, the world-renowned musician, will add interest to the occasion by leading in the singing.

The convention will continue in session two days, being addressed Wednesday evening by Rev. H. D. Williams, and on Thursday evening, in the closing address, by Mrs. John Berryman.

Vermonters Attention!

All Vermonters, resident in this city and vicinity, who are favorable to holding a Vermonters' pic nic sometime during July or August, are requested to meet next Wednesday afternoon, June 15, at Judge Miller's office in Canton, to arrange time, place, and programme of exercises for that occasion.

RESOLUTIONS.

Appropriate for Many Occasions.

RESOLUTIONS are a brief, terse method of expressing the opinions and sentiments of a company of people relative to any subject which it is desirable to discuss or place on record.

They are applicable to nearly any subject, and should be characterized by the utmost brevity consistent with a clear expression of the idea sought to be conveyed.

Resolutions Complimenting a Teacher.

"At the close of Mr. Hall's writing school, lately in session at Springfield, which was very fully attended, numbering over one hundred pupils, Prof. Hamilton, Principal of Springfield Academy, offered the following preamble and resolutions, which were unanimously adopted:

"WHEREAS, Prof. Geo. B. Hall, in giving instruction in penmanship to a very large and interesting class in this place, has given most unbounded satisfaction as a teacher of writing, therefore:

"*Resolved*, That, as a teacher and penman he is pre-eminently superior, changing as he does the poorest scribblers almost invariably into beautiful penmen, during his course of lessons.

"*Resolved*, That his lectures on epistolary correspondence, punctuation, use of capital letters, and the writing of business forms, of themselves are worth infinitely more than the cost of tuition in his schools.

"*Resolved*, That we recommend him to the people of the entire country, as a teacher whose schools will be found a great intellectual good in any community so fortunate as to secure his services.

"*Resolved*, That, while we thank him for the very efficient instruction given this class here, we tender him a cordial invitation to visit our city again, professionally, at his earliest convenience."

Resolutions of Respect and Condolence.

On the Death of a Freemason.

"At a regular communication of Carleton Lodge, No. 156, A. F. and A. M., held Feb. 10, 18—, the following preamble and resolutions were unanimously adopted:

"WHEREAS, It has pleased the Great Architect of the Universe to remove from our midst our late brother Benjamin W. Rust: and

"WHEREAS, It is but just that a fitting recognition of his many virtues should be had: therefore be it

"*Resolved*, By Carleton Lodge, No 156, on the registry of the Grand Lodge of ——, of Ancient Free and Accepted Masons, that, while we bow with humble submission to the will of the Most High, we do not the less mourn for our brother who has been taken from us.

"*Resolved*, That, in the death of Benjamin W. Rust, this Lodge laments the loss of a brother who was ever ready to proffer the hand of aid and the voice of sympathy to the needy and distressed of the fraternity; an active member of this society, whose utmost endeavors were exerted for its welfare and prosperity; a friend and companion who was dear to us all; a citizen whose upright and noble life was a standard of emulation to his fellows.

"*Resolved*, That the heartfelt sympathy of this Lodge be extended to his family in their affliction.

"*Resolved*, That these resolutions be spread upon the records of the Lodge, and a copy thereof be transmitted to the family of our deceased brother, and to each of the newspapers of Carleton."

On the Death of a Member of any Society, Club, or Other Association.

"WHEREAS, in view of the loss we have sustained by the decease of our friend and associate, —— ——, and of the still heavier loss sustained by those who were nearest and dearest to him; therefore, be it

"*Resolved*, That it is but a just tribute to the memory of the departed to say that in regretting his removal from our midst we mourn for one who was, in every way, worthy of our respect and regard.

"*Resolved*, That we sincerely condole with the family of the deceased on the dispensation with which it has pleased Divine Providence to afflict them, and commend them for consolation to Him who orders all things for the best, and whose chastisements are meant in mercy.

"*Resolved*, That this heartfelt testimonial of our sympathy and sorrow be forwarded to the —— of our departed friend by the secretary of this meeting."

On the Death of a Clergyman.

"WHEREAS, the hand of Divine Providence has removed our beloved pastor from the scene of his temporal labors and the congregation who sat under his ministry, and profited by his example, are desirous of testifying their respect for his memory, and expressing their earnest and affectionate sympathy with the household deprived by this dispensation of its earthly head; therefore, be it

"*Resolved*, That we tenderly condole with the family of our deceased minister in their hour of trial and affliction, and devoutly commend them to the keeping of Him who looks with pitying eye upon the widowed and the fatherless.

"*Resolved*, That in our natural sorrow for the loss of a faithful and beloved shepherd, we find consolation in the belief that it is well with him for whom we mourn.

"*Resolved*, That while we deeply sympathize with those who were bound to our departed pastor by the nearest and dearest ties, we share with them the hope of a reunion in that better world where there are no partings, and bliss ineffable forbids a tear.

"*Resolved*, That these resolutions be transmitted to the family of the deceased, as a token of our respect and veneration for the Christian character of a good man gone to his rest, and of the interest felt by his late congregation in those he loved and cherished.

Resolutions Complimenting a Public Officer upon Retirement.

"WHEREAS, the retirement of our esteemed fellow citizen, —— ——, from the office of ——, presents a suitable opportunity for expressing the esteem in which we hold him as a faithful and courteous public servant; therefore, be it

"*Resolved*, That the thanks of this meeting and the community are due to ——, for the able and impartial manner in which he has uniformly performed his public duties, and that we sincerely regret his determination to retire from public life.

"*Resolved*, That he carries with him, on leaving the position which he has so satisfactorily filled, the regard and good wishes of all who had occasion to transact official business with him.

"*Resolved*, That his late associates in office regard his return to private life as a loss to them, while they sincerely hope that it will prove a gain to him, and trust that his future will be as bright and prosperous as he can anticipate or desire.

"*Resolved*, That the secretary of the meeting be requested to transmit to him the preamble and resolutions adopted on this occasion.

Resolutions Complimenting a Captain of a Steamer on a Successful Voyage.

"At a meeting of the cabin passengers of the steamship ——, Captain ——, arrived at this port from ——, on the — inst., the following preamble and resolution were unanimously adopted:

"In token of our grateful remembrance of the watchful seamanship and agreeable social qualities displayed by Captain —— and his officers during our late voyage from —— to this port; be it

"*Resolved*, That if skill in navigation, urbane and gentlemanly attention to the wants and wishes of the passengers, and a sound, swift, and comfortable vessel, are among the essentials of a pleasant voyage, then we have reason to congratulate ourselves on having crossed the sea in the good ship ——, Captain ——; that we tender to him, and to all the officers of the vessel, our thanks for the kindness with which they administered to our comfort; that we commend the ship, her appointments, her commander, and his subordinates, to the favor of the voyaging public, because we are of opinion that they deserve it; and, that we hereby request the gentleman acting as secretary of this meeting to see that a copy of this testimonial be placed in the hands of Captain ——."

(Signed by ——, etc.)

Resolutions Thanking a Conductor, and Commending a Railway.

"At a meeting of the passengers on the Palace Sleeping and Dining Car ——, nearing their journey's end, June 2, 1872, at ——, the following preamble and complimentary resolutions were unanimously adopted:

"WHEREAS, It has been the good fortune of the persons comprising this meeting to make a safe, quick, and most delightful passage from —— to ——, over the —— railroad; therefore be it

"*Resolved*, That our thanks are due, and are hereby tendered, to the Conductor of the Palace Car——, for the numerous favors received at his hand throughout the journey; and we commend him for the many gentlemanly and agreeable qualities which characterize him as a man, and eminently fit him for the position he now holds.

"*Resolved*, That commendation is especially due the railroad company for the excellent accommodations furnished travelers in their comfortable and luxurious coaches, and the superior condition of the track and road-bed, which is so smooth that the traveler rides over the same resting with almost as much ease and pleasure as when seated in his own parlor.

"*Resolved*, That the beauties of scenery and the curiosities of nature to be seen by the tourist over the road, together with safety in traveling, make the journey by this route one of the most picturesque, agreeable, and safe to be enjoyed on the continent, and as such we commend it to the traveling public."

Resolutions at a Temperance Meeting.

"Mr. Chairman: Your committee on resolutions respectfully submit the following: —

"WHEREAS, The saloons of this city are being kept open at all hours of the day and night, in violation of the ordinances governing the same; and

"WHEREAS, Drunkenness is evidently on the increase, in consequence of the total lack of necessary legal restraint, which should close their doors at proper hours of night, and Sundays; therefore, be it

"*Resolved*, That a committee of five be appointed by this meeting to investigate the extent of this violation, and report the same to the city council at their next meeting.

"*Resolved*, That we call upon the mayor, aldermen, and city marshal of this city to enforce the law relating to the sale of liquors, and we hereby remind them that the people will hold them to strict accountability for allowing the ordinances governing and restraining saloon keepers to be violated."

Resolutions on the Departure of a Clergyman.

"At a meeting of the Presbyterian society, held in the lecture room of their church, on Tuesday evening, the 10th instant, the following preamble and resolutions were adopted:

"WHEREAS, Our pastor, the Rev. Hiram G. Morgan, has received a call from the First Presbyterian church of ——, and, for the purpose of accepting the same, has tendered his resignation as pastor of the Presbyterian church in this city; and

"WHEREAS, We all realize that none but a selfish interest can prompt us to retain him, when a broader field with nobler opportunities is open to him; therefore, be it

"*Resolved*, That we accept the resignation which severs our relation as pastor and people with feelings of heartfelt sadness.

"*Resolved*, That the ten years of faithful service rendered by him to this society have been greatly blessed in upbuilding our church, increasing its membership, and creating feelings of Christian fellowship and good will among other denominations.

"*Resolved*, That for his ministering to the temporal wants of the poor, and the spiritual needs of all; for the tender solicitude and earnest sympathy which have always brought him to the bedside of the sick and dying; for his efforts in behalf of the education of the masses; and for his exertions to ameliorate the condition of suffering humanity at all times and under all circumstances, the members of this parish, and the people of this city, owe him a debt of gratitude which they can never repay.

"*Resolved*, That, in parting, our kindest wishes will ever attend him, and that we recommend him to the parish to which he is to minister as one worthy their full confidence and highest esteem.

_____
_____ } *Committee.*
_____

Resolutions on the Departure of a Sunday School Teacher.

"WHEREAS, Mr. Grant Watkins is about to remove from our midst and sever his connection with this school, in which he has so long and faithfully labored as teacher; therefore, be it

"*Resolved*, That we deeply regret the necessity of losing him in the Sunday School work, and most fervently wish for him a future of active usefulness in his chosen field of new associations and interests, ever praying that by a well ordered life and a Christian consecration he may at last unite, with all the truly faithful, in sweeter songs of redemption in the bright hereafter."

Resolutions Favorable to Forming an Association.

"Mr. Chairman: Your committee, to whom was referred the duty of preparing resolutions expressive of the sense of this meeting, beg leave to report the following:

"WHEREAS, Our county is being infected by a band of organized horse thieves and highwaymen, making property and human life insecure; and

"WHEREAS, The safety of the people demands that some immediate action be taken looking to the protection of life and property; therefore, be it

"*Resolved*, That an association of citizens favorable to such protection be formed, to be known and styled 'The Grant County Protective Association.'

"*Resolved*, That this association be governed by five directors, chosen by this meeting. Such directors to choose their president, secretary, and treasurer from their number, any one of whom, upon hearing of the loss of property belonging to any member of this association, shall have authority, upon consulting with two other directors, to take the necessary steps to recover the same, and punish the thief, the expenses of recovery not to exceed the value of said property.

"*Resolved*, That each member of this association shall pay to the treasurer two dollars, as membership fee, upon signing the constitution, and shall bear his share of the necessary expense incurred in recovering stolen property, and convicting thieves.

"*Resolved*, That a committee of three be appointed by this meeting to draft articles of association for the government of the society, regulating dues, times of meeting, etc., for each member to sign, essentially embodying the ideas expressed in these resolutions."

Resolutions Remonstrating against a Nuisance.

"*Resolved*, That the continuance of the bone boiling establishment and glue factory of Messrs. Smith & Jones in the midst of a densely populated neighborhood, is an intolerable nuisance, which is incompatible with the health and comfort of those who reside in the vicinity.

"*Resolved*, That a committee of three be appointed by the chair, whose duty it shall be to apprise the authorities of the existence and nature of the nuisance; and, in case such action shall not produce its abatement, then, to employ counsel, and take such other legal steps as the case may require."

Resolutions at a Stockholders' Meeting, in Favor of a Certain Route.

"*Resolved*, That the proposed railroad bridge of this company, at Jackson, be located north, rather than south, of the village, for these reasons:

"1. To build a bridge south of the town will necessitate placing a depot so far from the center of the village as to prevent the people of Jackson from patronizing the road, inasmuch as the South Western railway already has a depot near the center of the town.

"2. The south line will require more than double the amount of trestle work for the bridge.

"3. The right of way by the southern route is much the most expensive. Even with the purchase of the Jackson foundry grounds (which will remove the abrupt curve in the upper route), the right of way will cost less than by the south survey, to say nothing of bringing the depot nearer the center of the village, and lessening the expense of trestle work; therefore

"*Resolved*, That, for the foregoing and other reasons, the directors are recommended to take the northern instead of the southern route, for the proposed railway through the town of Jackson."

Resolution Instructing Members of the Legislature.

"*Resolved*, That we are opposed to the present oppressive law on our statute books relative to stock running at large, and we hereby pledge ourselves to vote for no candidate for either house of the legislature who is not pledged to its speedy repeal.

"*Resolved*, That the secretary is instructed to furnish a report of this meeting, together with this resolution, to such papers as will bring the subject most generally before the people."

Resolution of Thanks to the Officers of a Convention.

The following resolution, presented just before the close of a convention, is put by the member who makes the motion — it being personal to the presiding officer.

"*Resolved*, That the thanks of this convention are hereby given to the president, for the able, dignified, and impartial manner in which he has presided over its deliberations, and to the other officers for the satisfactory manner in which they have fulfilled the duties assigned to them."

PETITIONS.

A PETITION is a formal request or supplication, from the persons who present or sign the paper containing it, to the body or individual to whom it is presented, for the grant of some favor.

It is a general rule, in the case of petitions presented to Courts that an affidavit should accompany them, setting forth that the statements therein made, so far as known to the petitioner, are true, and that these facts, by him stated as within his knowledge and that of others, he believes to be true.

PETITIONS TO A CITY COUNCIL.

The people of a town or city very frequently have occasion to petition their town authorities or city government for the granting of favors or the enactment of laws.

The following are among the forms of petition to a City Council.

For Opening a Street.

TO THE MAYOR AND ALDERMEN OF THE CITY OF ————, IN COMMON COUNCIL ASSEMBLED.

Gentlemen: — The undersigned respectfully solicit your honorable body to open and extend Walnut street, which now terminates at Adams street, through blocks Nos. 10 and 12 in Hall's addition to ————, to Benton street, thereby making Walnut a nearly straight and continuous street for two miles, and greatly accommodating the people in that portion of the city.

(Here insert city, state, and date.)

[*Signed by two hundred tax-payers, more or less.*]

Remonstrating against a Nuisance.

TO THE MAYOR AND ALDERMEN OF THE CITY OF ————, IN COMMON COUNCIL ASSEMBLED:

Gentlemen: — Your petitioners respectfully represent that during the past summer John Jones has converted the barn located at No. 184 Monroe street, between Van Buren and Jackson into a slaughter house, which, with the decaying offal about the premises, produces a stench that is unbearable to the citizens living in that vicinity. In all respects the affair is a nuisance to the neighborhood, and we ask your honorable body to have the same removed.

(Here insert city, state, and date.)

[*Signed by one hundred persons, more or less, residing in the neighborhood.*]

Asking for a Policeman.

TO THE MAYOR AND ALDERMEN OF THE CITY OF ————, IN COMMON COUNCIL ASSEMBLED:

Gentlemen: — The undersigned citizens and tax payers of ————, feeling that life and property are very insecure after dark in portions of this town, respectfully ask your hon-

orable body to appoint a night policeman to have supervision of the streets and alleys from Harrison to Walnut streets, on Broadway.

(Here give city, state, and date.)

[*Signed by one hundred tax-payers, more or less.*]

PETITIONS TO THE STATE LEGISLATURE.

Petition from Farmers, asking for the extermination of the Canada Thistle.

TO THE HONORABLE THE SENATE AND HOUSE OF REPRESENTATIVES OF THE STATE OF ———, IN LEGISLATURE CONVENED:

The undersigned, citizens of ——— County, respectfully represent that this, and neighboring counties, are becoming infested with that pest, the Canada thistle. As yet they are not in sufficient quantity to be beyond control, but it is feared if they are allowed to go without restraint two years longer, they will be so spread as to make their extermination next to impossible. We, therefore, respectfully request your honorable body to take some action looking to their immediate subjection, thus saving the farming community from an evil which cannot be removed if allowed to exist much longer.

(Here give county, state, and date.)

[*Signed by one thousand farmers, more or less.*]

Petition from Farmers, relative to Stock running at large.

TO THE HONORABLE THE SENATE AND HOUSE OF REPRESENTATIVES OF THE STATE OF ———, IN LEGISLATURE CONVENED:

Your petitioners, residents and tax-payers of ——— County, respectfully represent to your honorable body that the farmers of this State are at present subjected to an immense drain on their resources, by being compelled to build thousands of miles of fence, not for their own use, but for the purpose of preventing the encroachment of others. At a low estimate, it is costing millions of dollars every year for this needless fencing. The man who wishes to keep stock may fence the necessary pasturage for the same, but to compel the farmer who does not have stock in any considerable quantity to keep up miles of fence, continually to rot down and be rebuilt, is an oppression which is causing many farmers to remain in poverty, who otherwise might be in comparatively independent circumstances.

We, therefore, petition you to enact a law that will prevent stock of every description from running at large.

(Here give county, state, and date.)

[*Signed by five hundred farmers, more or less.*]

Petition to the Governor, asking for Pardon.

TO JOHN M. PALMER, GOVERNOR OF THE STATE OF ILLINOIS:

The Petition of the undersigned Citizens respectfully represents:

That on the ninth day of July, 1871, John Jones, of the city of Chicago, was convicted before the Criminal Court, in said city of the crime of manslaughter, and sentenced therefor to the State prison at Joliet, where he now remains, for the term of twelve years: that the evidence upon which he was convicted, as will be seen by the summary appended, was not altogether conclusive: that previous to that time the said Jones had maintained the reputation of being a peaceable and upright man: and that his conduct since imprisonment, according to the letter of the warden, filed herewith, has been most exemplary. The said Jones has a family who need his support: and under the impression that the well-being of society will not be injured by his enlargement, and that the ends of justice, under the circumstances of the case, have been sufficiently answered, they respectfully implore executive clemency in his behalf.

(Here give town, state, and date.)

[*Signed by, etc., etc.*]

PUBLIC CELEBRATIONS.

A PLEASING variety in the routine of life is an occasional celebration. These are given often by certain societies, and comprise festivals, public dinners, picnics, excursions, reunions, etc.

Fourth of July.

A very appropriate day for a general celebration, in the United States, is the Fourth of July.

In preparing for such a celebration, it is first necessary to appoint suitable committees to carry out the details of the work incident to such an occasion. This is done by calling a meeting of the citizens at some public place, "*for the purpose of making arrangements for celebrating the forthcoming anniversary of American Independence!*" which meeting should organize in the usual form, by the appointment of president and secretary.

The meeting should consider the feasibility of such celebration, and, if it is deemed advisable to celebrate this anniversary, should appoint an executive committee of three, to have general supervisionof the whole affair, to be assisted by:

1. A finance committee, who will solicit the necessary funds.

2. A committee on grounds, to select a suitable place for holding the celebration, furnishing speakers' stand, seats for people, etc.

3. Committee on orator, who will provide speakers, reader of Declaration of Independence, etc.

4. Committee on music, to provide band, singing by the glee club, etc.

5. Committee on procession, who will induce the various societies, and a representation from the different trades, to appear in street procession, along with a representation of the different states in the Union.

6. Committee on military display, who will organize any military exhibition that may be thought advisable, take charge of firing guns, etc.

7. Committee on fireworks, who will attend to the arrangements for such exhibition in the evening.

8. Committee on amusements, whose especial duty it shall be to organize such street display of burlesque, etc., as will entertain and amuse the people.

The executive committee may appoint the president of the day, the necessary marshals, and arrange for additional attractions and novelties calculated to secure the success of the celebration.

Let these arrangements be made three or four weeks before the "Fourth." Now, let the executive committee thoroughly advertise the list of committees, and what it is proposed to accomplish. In the meantime, the finance committee should report to the executive what amount of money may be relied upon, and the committee on orator should report the names of their speakers, while the various other committees will report what the attractions are to be in their several departments.

Then the executive committee should prepare their posters and programmes, descriptive of what strangers from abroad will see who attend the celebration, and crowds of people will come from near and far.

It is not necessary for many people to be interested, at first, in the celebration, to make the same a success. The resolve by *one* person to have a grand celebration, who will call a public meeting, associate with himself two others, as an executive committee, and follow by the appointment of the necessary committees, publishing the whole to the world, and *going ahead*, will generally make a very successful celebration.

In the smaller towns so many committees may not be necessary, but having a good Executive Committee, the work is made much lighter, by being distributed among a good many persons, though it will always devolve upon two or three individuals to carry the affair through to a successful conclusion.

Public Dinners.

The same regulations, to a certain extent, as in the Fourth of July celebration, may be observed in other public entertainments, though it may not be necessary to have as many committees.

Where it is resolved to give a public dinner to a distinguished man, the first move is to extend to the person an invitation, as numerously signed as possible. If he accepts, he either fixes the day himself, or leaves that to the option of the party inviting him. In the latter case, they designate a time that will best suit his convenience.

Arrangements having been made thus far, committees may be appointed on table, invitations, toasts, etc., the affair being conducted according to the etiquette of such occasions.

Picnics and Festivals.

These social entertainments, which are usually conducted in the interest of certain societies, are mostly pleasant affairs in proportion as they are agreeably conducted by the managers.

They should be especially noticeable for the absence of all formality, jollity and mirth reigning supreme. If another committee is appointed, outside of the executive, let it be a committee on *fun*.

TOASTS AND SENTIMENTS.*

AMONG the delightful titbits that afford variety and merriment on certain festal occasions, may be toasts and sentiments, thus:

For a Christmas Dinner.

"Christmas hospitality: And the ladies who make it delightful by their *mincing* ways."

"The sports of the holidays: Sleighing the *Dears*, and taking comfort among the *Buffaloes*."

For the Thanksgiving Festival.

"Our opinion on the Eastern Question: We agree with Russia, that *Turkey* ought to be *gobbled*."

"The health of our venerable host: Although an American citizen, he is one of the best *Grand Seniors* that ever presided over *Turkey*."

"Thanksgiving: The magnetic festival that brings back erratic wanderers to the Old Folks at Home."

"The thanksgiving board: While it *groans* with plenty within, who cares for the whistling of the wind without."

"Thanksgiving: The religious and social festival that converts every family mansion into a Family Meeting House."

For the Fourth of July.

"The American Eagle: The older he grows the louder he screams, and the higher he flies."

"The Union of the States, and the Union of the Sexes: The one was the beginning of man's independence, the other is the end of it."

"Our Standard Sheet: It has often been badly mangled, and terribly scorched, but is, nevertheless, the noblest sheet that ever covered a hero on the bed of glory."

For a Wooden Wedding.

"Our Host and Hostess: The fire of affection they mutually kindled five years ago has not gone out; on the contrary, we are glad to see them *wooding up*."

"The Wooden Wedding of our Friends: And may all the children be *chips of the old block*."

"The Hero and Heroine of this Wooden Festival: May they flourish like green bay trees in their youth, and retain all their *pith* when they become elders."

For the Tin Wedding.

"The Golden Rule of Matrimony: Marry the first time for love—the second time for *Tin*."

"The Fair Bride: She blushed at her first marriage, but she shows more *metal* to-day."

"Tin Weddings: And the bright reflections to which they give rise."

For the Crystal Wedding.

"Crystal Weddings: The medium through which the bliss of enduring affection is *magnified*, *reflected*, and made *transparent* to everybody."

"The fifteenth year of Wedlock: A matrimonial *Stage*, chiefly remarkable for its *Tumblers*."

"Our Hospitable Hostess: And may it never be her fate to look on life 'as through a glass darkly.'"

"The New Married Couple: They will not find the friendship of their friends as brittle as their gifts."

For a Silver Wedding.

"A quarter of a century of Married Happiness: The best five-twenty bond in the world."

"The Bridal Pair: Their admirable performances in double harness well entitle them to the plate."

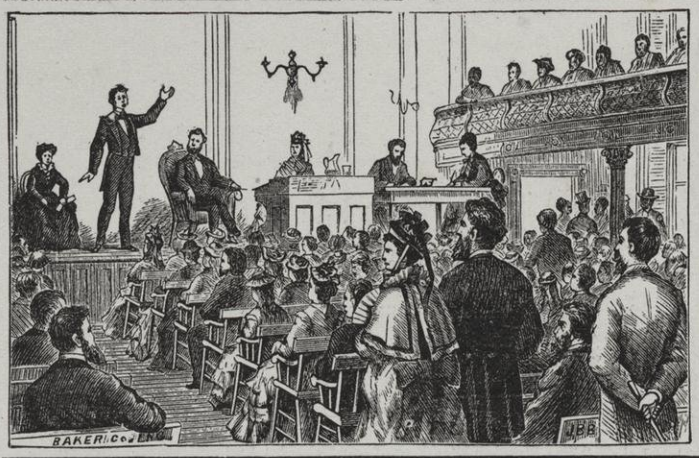
"Our Kind Entertainers: Know all men, by these presents, how sincerely we love them."

For the Golden Wedding.

"Matrimony's Pleasant Autumn: May it always bear golden fruit."

"The Bridegroom's Prize: Not toys of gold, but the more attractive metal by his side."

* Selected from Barber's "Ready-made Speeches."



Public Meetings.

HOW TO CALL, ORGANIZE AND CONDUCT PUBLIC ASSEMBLAGES.

Duties of Officers, Order of Business, Introduction of Resolutions, and Parliamentary Usages in the Government of Public Gatherings.

THE people of every community, in order to introduce laws, regulations, and organizations by which they shall be governed and benefited, find it necessary to meet from time to time in public assemblages. Thus, before a school can be established, it is necessary to have a meeting of the citizens, to take the preliminary steps towards obtaining the school. Before a church organization can be had, a meeting of persons favorable to such proceeding must first take place, to secure sufficient concert of action to accomplish the object. To obtain unity of sentiment, and harmony of action, in the carrying forward of any important enterprise, the people must be called together, and the minds of a sufficient number directed into the desired channel to effect the contemplated purpose.

In educating public sentiment, calling the people together, and introducing the resolutions that shall embody the sense of the meeting, much written business is required that may properly be considered here.

To show the manner in which a meeting is convened, called to order, organized, and conducted, we will take a political gathering as an example.

To illustrate: William Jones, who lives in the town of Monroe, being a zealous politician, is desirous of having a republican meeting in his town, just before election. He, therefore, consults with John Belden, Arthur Bennett, George Moody, and others, who have a certain influence, as to time and place. Arrangements are also made with two or three persons, accustomed to public speaking, to address the meeting.

Notice is then given, by written placards or printed posters, as follows:

"Republican Meeting.

ALL CITIZENS of Monroe, who favor the principles of the REPUBLICAN PARTY, are requested to meet on THURSDAY EVENING, OCT. 1st, at the TOWN HALL, at SEVEN O'CLOCK, to take such action as may be deemed best to promote the *Success of the Party* in the COMING ELECTION. The Meeting will be addressed by the HON. WILLIAM SPENCER, THOMAS HOPKINS, ESQ., and OTHERS."

The projectors assemble at the Hall early, and decide, from an examination of the audience, who will make a suitable presiding officer, and secretary, or these persons may be selected

previous to the meeting, with the understanding that they will be present.

Selection of Chairman.

Half or three-quarters of an hour is usually given from the time when the meeting is appointed, for general conversation, while the audience is assembling. At half-past seven, Wm. Jones steps forward, and says:

"The meeting will please come to order."

As soon as the audience becomes still, Mr. Jones continues:

"I move that Samuel Lockwood act as President of this meeting."

Mr. Arthur Belden says:

"I second the motion."

Then, Mr. Jones puts the question thus:

"It has been moved and seconded, that Mr. Samuel Lockwood act as President of this meeting. All in favor of the motion will manifest the same by saying, 'Aye.'"

As soon as the affirmative vote has been expressed, he will say:

"Those who are opposed will say, 'No.'"

If the "Ayes" predominate, he will say:

"The 'Ayes' have it. Mr. Lockwood will take the chair."

If, however, the 'Noes' are in the majority, he will say:

"The 'Noes' have it; the motion is lost."

Thereupon, he will nominate another person, or put the question upon the nomination of some one else.*

As soon as the chairman is chosen, he will take his place.

Appointment of Secretary.

Mr. Arthur Bennett then says:

"I move that Mr. Hiram Cooper act as Secretary of this meeting."

This motion being seconded, the Chairman puts the question, and declares the result.

* If considerable political excitement exists in the community, the opposite party will sometimes gather in large force, which is termed "packing" the meeting; will vote their own officers into place, and conduct the meeting according to their own wishes. When, however, a meeting is called in the interest of a certain political party, it is considered disreputable for another party to seek, through overwhelming force, to control the meeting in their own interest.

The meeting is now organized. The Chairman will direct the Secretary to read the call, or, if a copy of the call is not to be obtained, he will ask one of the projectors to state the object of the meeting.

Order of Business.

That speech being concluded, the President will say:

"You have heard the call, and understand its object; what is the further pleasure of the meeting?"

Mr. Jones, thereupon, says:

"I move that a Committee of three be appointed by the chair to draft resolutions expressive of the sense of this meeting."

This is seconded.

The Chairman then says:

"Gentlemen, you have heard the motion; are you ready for the question?"

If any one desires to speak against the motion, or has any remark to make, he arises, and says:

"Mr. Chairman."

The Chairman turns towards the speaker, and listens to him, and each in succession. When they are all done, or in case no one responds to the call, he puts the question in the previous form, and declares the result.

Committee on Resolutions.

The resolution being adopted, the Chairman says:

"I will appoint as such Committee—William Jones, Albert Hawkins, and Henry Peabody."

Where a motion is made moving the appointment of a committee, it is parliamentary usage to appoint, as the first person selected on such committee, the mover of the resolution.

The Committee withdraws to prepare the resolutions, or to examine those previously prepared for the purpose.

Upon the retirement of the Committee, the audience will call for the leading speakers of the evening to address the meeting. When the speeches are concluded, the Chairman of the Committee comes forward, and says:

"Mr. Chairman, the Committee report the following resolutions."

He then reads the resolutions, and gives them to the Secretary.

The Chairman now says:

"You have heard the resolutions. What shall be done with them?"

Arthur Bennett says:

"I move they be adopted."

The motion is seconded.

The Chairman then says:

"The question on the passage of the resolutions is now before the house. Are there any remarks to be made on the subject?" *

If no objections are made, the President will put the question, and declare the result. The formality of appointing a Committee on Resolutions may be avoided by the resolutions being introduced and read by one of the projectors of the meeting.

The resolutions adopted, and the speeches concluded, the Chairman will ask:

"What is the further pleasure of the meeting?"

Adjournment.

If there be no further business, some one moves an adjournment. As the question is not debatable the Chairman puts it direct. If carried, he says:

"The meeting is adjourned."

If thought best to convene another meeting, the Chairman will declare:

"The meeting is adjourned to the time fixed upon."

The foregoing, it will be seen, by varying the call, and changing the business to suit, will answer for most political gatherings, or any public meeting.

If it is desirable to make the proceedings public, it is the duty of the Secretary to fully write up the business of the meeting, and transmit the same to the nearest newspaper favorable to the cause. If the meeting be of sufficient importance, it may be well for him, immediately after being chosen to fill the position, to move the appointment of two Assistant Secretaries, who will aid him in writing up the proceedings for two or three newspapers.

* If there is a good deal of business before the meeting, the chairman may dispatch such business much more rapidly by immediately putting a question, when moved and seconded, without inviting remarks.

The Secretary's Report.

The Secretary's report of a meeting, will, of course, vary according to circumstances. In the record of the foregoing meeting, it would read as follows:

Pursuant to call, a meeting of the Republican citizens of Monroe was held in the Town Hall on Thursday evening, Oct. 10th, Samuel Lockwood being chosen president of the meeting, and Hiram Cooper appointed secretary.

On motion of Mr. William Jones, the chairman appointed as a committee on resolutions, Messrs Wm. Jones, Albert Hawkins, and Henry Peabody.

During the absence of the committee, the meeting was very ably addressed by Hon. W. Spencer, of Belmont, who reviewed the work that had been done by this party, in a speech of some forty minutes.

Mr. Spencer was followed by Thomas Hopkins, Esq., of Cambridge, in a half hour's speech, in which he particularly urged upon all Republicans the necessity of vigilant effort from this time forward till the election.

The committee on resolutions reported the following, which were unanimously adopted.

(*Here the Secretary inserts the Resolutions.*)

On motion, the meeting was adjourned.

Government of Conventions.

While the foregoing form is applicable, with suitable variations, to the management of ordinary public meetings, it is generally necessary in political conventions, which contain frequently a large number of delegates with a great diversity of interests to subserve, several candidates being often before the convention seeking position, to make first a temporary, and afterwards a permanent organization.

Comprised, as the convention is, of delegates, who are representatives from constituencies of different parts of the county, or state, the assemblage is a legislature of the party, and is governed by nearly the same rules. The strictest application of these rules is often necessary, in order to preserve decorum in its discussions, and dignity in its action.

A convention may be called, either by some committee appointed by previous conventions to make the call, or it may be convened by invitation of the leading friends of a particular

cause, or measure. The call should contain some general directions as to the mode of electing delegates.

The night before the convention a caucus is generally held in the several towns of the county, for the purpose of selecting delegates to attend the same. These delegates are sometimes instructed by the meeting to vote for certain men or measures, in the convention.

Two sets of officers are chosen in the convention — temporary, and permanent. The first is for the purpose of conducting the business preparatory to organization.

The temporary chairman is chosen in the manner heretofore designated. In selecting the permanent officers, it is usual to allow the delegation from each county, district or township, the right to name one member of the committee on permanent organization. In order to save time, it is common to appoint a committee, at the same time, on credentials, whose duty it is to ascertain if each delegate is entitled to vote in the convention.

During the interval that follows, it is customary, while the committees are engaged in their labors, to call upon various prominent men to address the gathering.

The officers recommended by the committee chosen for the purpose, are generally elected; the real business of the convention can now be performed.

It is customary to give the thanks of the convention to its officers just previous to adjournment. In that case, the member who makes the motion puts the question upon its adoption, and declares the result.

PARLIAMENTARY RULES.*

THE foregoing illustration of the method of conducting public meetings and conventions will give the reader a general idea of the mode of procedure in the organization and management of any public gathering; as many questions arise, however, concerning parliamentary usage on disputed questions, the following rules of order will be of interest to all persons who may have occasion to participate in the work of public meetings:

Duties of the President of a Meeting.

The presiding officer of a meeting should possess acuteness of hearing, a clear, distinct voice, positiveness of manner, self-possession, and a clear understanding of his duties, which are as follows:

First, if the meeting be temporary in its character, the president, having been appointed by the members of the congregation present, will, after taking the chair, proceed to state the object of the meeting, or call upon some member in the audience, who is supposed to know the object of the gathering, to do so.

SELECTION OF A SECRETARY.

Should no one move the appointment of a secretary, the president will suggest the necessity of a recording officer, and will call upon the meeting to nominate a suitable person for the position. Upon his nomination the chairman will put the same to vote and announce the result, as he will all motions and propositions properly presented, that may necessarily arise in the course of the proceedings.

In making a statement to the assembly, or putting a question, it is customary for the chairman to arise and stand while doing so, though he may retain his seat if much more convenient, while reading any communication or message to the meeting.

ORDER.

He should strictly maintain order, or call upon some one or more persons in authority to do so; should see that members of the meeting, while engaged in the presenting of motions or in debate, observe the order and decorum enjoined by parliamentary rules; should decide all questions of order; should appoint members of committees when required by motion to do so, and should not leave his chair unless the same be filled by a vice president (if there be one) or by the appointment of a *pro tempore* chairman.

QUORUM.

When presiding over a deliberative assembly, such as a council or legislature, his actions will be largely governed

* Parliamentary rules are called *parliamentary* from the fact that the rules and regulations that now govern public bodies, throughout this country, are substantially those that have been long in use by the British Parliament in England.

by the rules and regulations of the body itself. In such cases it is customary for the chairman to ascertain whether or not a quorum of members be present. Should such not prove to be the case within thirty minutes from the time appointed for the opening of the meeting, it will be in order to adjourn from lack of a quorum, though it will be proper to send an officer in authority to secure the attendance of a sufficient number of members to make a quorum, whereby business may be transacted.

At any time during the session, should it be ascertained that less than a quorum of members is in attendance, the chairman must announce the fact, and suspend the transaction of business, as the proceedings of the meeting are illegal when less than a quorum is present.

Should the meeting open with a quorum of members, some of whom should afterwards leave, and the fact be discovered when calling the yeas and nays upon any question, that a quorum is not present, the meeting should adjourn. It will be in order to take up the uncompleted business at the next meeting exactly at the same point it was when the absence of a quorum was ascertained at the preceding meeting.

SIGNING PUBLIC DOCUMENTS.

It is the duty of the presiding officer to place his signature to all documents and proceedings of the assembly, when necessary, in order to authenticate the same.

In general, the chairman being created by the meeting, as a representative of the members present, his duty is to obey their commands, and declare the will of the assemblage in a just and impartial manner.

Duties of the Secretary.

The secretary, upon taking the chair at a temporary meeting, will provide himself with the necessary stationery with which to note the proceedings on the occasion.

READING CALL, ETC.

He will, upon request of the president, read the call for the meeting, all communications, messages, and resolutions that may be offered; will furnish a copy of the proceedings for publication, if desirable, or for any person interested who may wish to examine the same; and will preserve the record of proceedings for presentation and examination at a subsequent meeting, if held.

WHAT TO MAKE RECORD OF.

The secretary of a deliberative assembly will, after reading the minutes of preceding meeting, make note of and enter upon his journal the substance of all proceedings and enactments passed by the assemblage. All discussions, motions proposed, and other matter not voted upon, are not entered. Such is the rule in legislative assembles. In other meetings it is frequently customary to present a report, not only of what is actually done, but also an outline of the discussions and proceedings in the meeting.

PRESERVATION OF IMPORTANT PAPERS.

The secretary should file all papers of importance, after having read the same, and being the custodian of all such, should never allow any member or other person to remove them without permission from or direction of the assembly.

CALLING ROLL AND SIGNING PAPERS.

He should call the roll when ordered, for the purpose of either noting the absentees or taking a vote of the yeas and nays. He will inform committees of their appointment, the nature of the business they are chosen to consider, will authenticate all proceedings, acts, and orders of the meeting by his signature, and will issue calls for special sittings.

It is customary for the secretary to stand while reading any extended document or calling the roll of members in large assemblages, and to retain his place throughout the session of the meeting unless some one be appointed *pro tempore* to act as secretary during his absence. Where one or several assistant secretaries are chosen, less inconvenience is occasioned by the temporary absence of the secretary.

The Treasurer.

The office of treasurer, while often distinct, is frequently coupled with that of secretary. This portion of his duty consists in entering in a book provided for the purpose, an account of all moneys received and disbursed in behalf of the body which he serves.

ORDERS TO PAY MONEY.

The rule is, to pay out no moneys without an order bearing the signatures of the president and secretary, or the chairman of a finance committee, who is empowered to audit bills, which orders the treasurer should carefully preserve as vouchers.

BONDS.

It is further customary to require bonds of such officer for the faithful performance of his duty, where any considerable amount of money is handled, he being also required to yield possession of his books to his successor, in good order.

The Committees.

All public bodies find it necessary, in order to systematize their work and expedite business, to appoint certain individuals of their number to have charge and control of certain departments of the work, relating to their deliberations.

SELECT AND STANDING COMMITTEES.

Where appointed for a particular occasion, the committee is known as and called a select committee; where appointed at the beginning of a session, to consider all matters of a certain nature, it is termed a standing committee.

COMMITTEE OF THE WHOLE.

A "committee of the whole" consists of all the members. As it is the duty of the *standing* and *select* committees to prepare measures to be acted upon by the full assembly, so it is the duty of the "committee of the whole" to consider and arrange the preliminaries of the business that the assembly is to consider. This committee can act with much less formality than is consistent with the customary forms of parliamentary usage in full assemblage.

Appointment of Committees.

The constitution and by-laws of an association usually provide for the appointment of standing committees, who sit permanently during the session. The members of such committees in deliberative assemblies, unless otherwise ordered, are appointed by the presiding officer.

The necessity of a select committee is usually suggested by some member of the assembly, who frequently moves that a certain number be appointed, either by the chairman or the meeting. Should this committee be appointed by the meeting, it is customary to select by majority vote one at a time, thus giving the assembly ample time to consider the fitness of each candidate for the proposed committee; though the entire number may be voted upon at once, if thought desirable, to save time.

CHAIRMAN OF A COMMITTEE.

While the members of the committee possess the right to select their chairman, it is a recognized courtesy to select the first person appointed on the committee as chairman of such committee.

The necessity of appointing a new committee is sometimes obviated, if there be already a committee appointed, by assigning the matter to be considered to such committee.

VARIOUS COMMITTEES.

In most legislative bodies the committees appointed by the presiding officer at the opening of the session, are sufficient in number to appropriately consider any subject that may be brought before the meeting. Thus, in the City Council, there is usually provision made for the appointment of a committee on "police," on "fire and water," on "abatement of taxes," on "streets and alleys," on "license," public grounds," etc. Committees are also appointed by legislative assemblies, whose duty it is to consider everything of a judicial character, matters relating to taxation, public institutions, etc. Any matter arising during the session, decidedly distinct in its character, and requiring considerable deliberation, is usually referred, by motion of one of the members of the assembly, to the committee having jurisdiction over that kind of business.

CALLING THE COMMITTEE TOGETHER.

When a committee is appointed, it is usual for the first named member to call such committee together as soon as possible, though it is not allowable for a committee to hold its meeting during the session of the main body, unless ordered to do so.

Committee Reports.

No order is necessary to require a committee to report. Whenever a conclusion is arrived at by the majority, a report should be made by the chairman of the committee to the main body. The minority of a committee can also present a report, by obtaining leave to do so. If a majority cannot be obtained, or an agreement made, the committee should report the fact and ask to be discharged. Upon being discharged, a new committee may be appointed as before, or the matter may be disposed of by the main body.

RECEIVING THE REPORT.

When a report is made, the chairman, or person appointed to present the report of the committee, rises in the assembly, and states to the presiding officer that the committee which he represents is ready to make their report concerning the matter which they have had under consideration. The person making this announcement may himself move that the report be received and (if a select committee) the committee discharged, though it is more usual for some other member of the assembly to make such motion. The question is then put by the presiding officer to the meeting, as to whether the report will be received then; or, if not then, a time is fixed upon when it will be received.

REPORT IN WRITING.

The person making the report usually presents the same in writing, reading the document in his place, after which he presents the report, and all papers relating to the subject, to the secretary; or the report may be given to the secretary to read, after which the meeting will consider the matter of its acceptance. As a rule, upon some one member of the meeting moving the acceptance of the report, the same being seconded, the presiding officer will announce the report accepted, without taking a vote thereon. If, however, decided objection is made, a vote by the meeting will be taken.

A report by a select committee being accepted, the committee is dissolved, though anything further arising on the question, the matter may be recommitted to the same committee. When accepting a report, it is common for a member to move that the report be accepted and the committee discharged.

Reports may be made by the simple expression of opinion by the committee, or by resolution or resolutions.

Committee of the Whole.

When it becomes necessary for the assembly to form itself into a committee of the whole, such action is taken on motion of some member of the meeting. The motion being carried, the presiding officer appoints a chairman of the committee, and himself takes a seat with the other members of the assembly, the chairman of the committee taking his seat with the clerk at the secretary's desk.

CHAIRMAN OF THE COMMITTEE OF THE WHOLE.

The chairman appointed by the presiding officer is usually accepted by the meeting, though the meeting possesses the power to select another chairman, should the members see fit to enforce the privilege, some one member of the meeting putting the question on the selection of another candidate.

QUORUM.

The same number is necessary in the committee of the whole to form a quorum as in the main body, and should the number be less than a quorum, the committee is compelled to rise, when the chairman informs the presiding officer that the committee is unable to transact business for want of a quorum.

DISSOLVING THE COMMITTEE.

While the committee of the whole is in session the president usually remains in the room, so that, should any disturbance

arise in the committee, he may take the chair, dissolve the committee, and restore the body to order. Should such action be taken, the motion must be put as before, that the committee may sit again.

The secretary makes no record in his journal of the proceedings of the committee, but only the report of such committee to the main body.

COMMITTEE OF THE WHOLE CANNOT ADJOURN.

A committee of the whole cannot adjourn; it must rise. Neither does it take the ayes and noes, nor take up the previous question.

If unable to finish the business before time for adjournment, the committee may rise; the presiding officer will resume the chair; the chairman of the committee will report progress and ask leave to sit again, which leave is usually granted upon motion.

REPORT TO THE MAIN BODY.

Should the subject be concluded, on motion the committee will rise, the president will resume his seat, and the committee will report its proceedings and conclusions to the main body, upon the motion of some member, as with other reports.

With the exception that members may speak as often as they can obtain the floor in committee of the whole, the same rules apply to the committee of the whole as govern the main body.

THE SECRETARY.

The assistant clerk usually acts as secretary of the committee of the whole, and the presiding officer of the main body may participate in the proceedings of the committee of the whole, along with the other members of the assembly.

EXAMINATION OF MATTER BEFORE THE COMMITTEE.

In the case of any communication referred to a committee, it is usual to proceed to have it read by the clerk, section by section, or paragraph by paragraph, he noting such suggestions as the members may see fit to make, and adding such amendments as may be thought best.

Should the paper originate in the committee, erasures and interlineations may be made on such paper, in such number as may be thought best, though a clean copy of the same should be made when completed. Should the paper originate outside of the committee, amendments and changes should be made on a separate sheet of paper. When the amendments are complete, the committee should rise, and report to the general assembly.

Duties of Members of a Meeting.

Having defined the duties of the officers and committees, it is equally important that members of the assembly also understand their duties and privileges.

EQUALITY OF MEMBERS.

An assemblage of citizens, meeting in deliberative assembly is, in the highest sense of the term, a representation of a free and independent people, standing, for the time, upon a plane of exact equality. Every member of the meeting will assume the position he is fitted to fill, and will win the esteem and respect of his associates there, in proportion to his worth, perhaps more nearly than anywhere else.

APPRECIATION OF EACH MEMBER'S ABILITY.

If well informed in parliamentary usage, the fact is very clearly seen. If possessed of a high degree of intellectual culture — if gifted with fluency of speech and readiness in debate — the fact is clearly shown on such an occasion as this. Wealth and poverty stand side by side. Eminence in position and lowliness of condition are lost sight of for the time, and the real worth of the speaker, and active participator in the public meeting, is revealed in the proceedings of the assembly.

The same rights being accorded to all, it therefore becomes each member to exhibit such deportment as will, in the highest degree, promote the harmony and efficiency of the meeting.

ORDER AND DEPORTMENT OF MEMBERS.

Upon calling the meeting to order, every member should, if possible, become seated, with head uncovered. The member wishing to speak will arise and address the presiding officer, when the president, upon hearing such address, will call the member by name, or indicate him by position, that the body may give attention to his remarks.

It is customary for a member to stand while speaking, if able to do so, and the rules of decorum forbid any unseemly conduct upon the part of other members, calculated to disturb the speaker, such as general conversation, laughing, hissing, or passing about the room between the speaker and the presiding officer.

Right to the Floor.

Two or more persons arising to speak at nearly the same time, the chairman will decide who was first up, by calling the name or otherwise indicating such person, whereupon he proceeds, unless he voluntarily withdraws in favor of another. In case the president is unable to decide the matter, it should be left for the meeting to determine who is entitled to the floor. Readiness of discernment, and promptness of decision, however, upon the part of the chairman, usually render this appeal unnecessary.

TREATMENT OF A DISORDERLY PERSON.

In cases of persistency in any improper course of action, or breaches of decorum, it is in order for any member of the assembly to make complaint of such offending member to the chairman, who names the offender, states in presence of the meeting the offence complained of, and offers the offender an opportunity for explanation of his conduct.

WITHDRAWAL FROM THE ASSEMBLY.

If the offence is of such grave character as to require the action of the meeting upon the same, the member so offending should withdraw, though the privilege may be given him of remaining. It is optional with the meeting whether the member be allowed to remain or not, while his conduct is being considered by the assembly. In no case, however, should he vote upon matters relating to himself. If he does so, the vote should not be received, as no person has a right to act as judge upon his own conduct.

KINDS OF PUNISHMENT INFLICTED.

After a due consideration of the offense, the assembly may reprimand the offender; may deprive him of the privilege of voting, or speaking, for a certain length of time; may compel him to apologize, or suffer expulsion; or, if deemed for the best interests of the assembly, may expel him from the association.

Speaking to the Question.

No one can speak more than once to the same question, without permission from the assembly, even though he may change his mind on the subject; when he obtains the floor, he may speak as long as he chooses, unless a regulation exists to the contrary. The person introducing the subject, however, after every one else wishing to speak on the matter has spoken, may close the debate.

MAKING EXPLANATION.

A member may, however, be permitted to make an explanation relating to any material part of his speech, though he is not allowed to review the same at length for the purpose of introducing additional arguments.

RESPECT DUE THE CHAIRMAN.

Upon the chairman rising to make any explanation or statement, the member occupying the floor at the time should resume his seat, giving the president an opportunity of being heard.

DESIGNATING MEMBERS OF THE ASSEMBLY.

The rule of a well conducted meeting, in order to prevent personalities, is to avoid calling any person by name during a debate in assembly; it being customary to designate the person referred to by number, or as the member from such a state, such a county or district, or "my opponent," "my colleague," or the member who spoke last, etc.

Impropriety of Personalities.

To secure continued harmony among members of a public assembly, everything of a personal nature should be studiously avoided. Any allusion to the personal appearance of another member, reference to his peculiarities, ridicule of his private opinions on political or religious matters, is all very ungentlemanly, and will, in the end, react to the injury of the person making the remarks. Such a course of action will sometimes make a lifelong enemy of the person alluded to. It is desirable for each member of the assembly to secure all the friends in the meeting it is possible to obtain; to do this, he should treat every member of the meeting as he would wish to be treated, under like circumstances. The speaker should confine himself closely to principles involved in the subject he is treating, though he may criticise the position taken by his adversary. Any personal allusions, however, should be of a courteous and complimentary character.

NECESSITY OF THE CHAIRMAN PRESERVING ORDER.

When a member fails to observe the rules of decency and decorum, becomes personal and offensive, it is the duty of the chairman to call the speaker immediately to order, and check such language. The neglect of a presiding officer to do this will frequently cause a body that meets in continuous session to become greatly demoralized, and cause it to lose its power and efficiency for good.

CALLING TO ORDER.

When a member is called to order by the president he should take his seat, unless allowed to explain. In case the meeting be appealed to, the question is decided without debate. If the body is not appealed to, the question shall be decided by the chair. If the decision be favorable, the speaker is allowed to proceed; if unfavorable, the speaker is not allowed to proceed without permission of the assembly.

Introducing the Business of a Meeting.

The officers and members of an assembly understanding their duties, they are then in readiness for the transaction of such business as may come before the meeting, or any work they may have met to consider.

In legislative assemblies, generally, the order of business is provided for in the by-laws of the association, and generally comes in the following order:

1. The secretary reads his record of the preceding meeting. 2. Reports of standing committees. 3. Reports of special committees. 4. Special orders. 5. Unfinished business. 6. New business.

Official Form of Conducting a Meeting.

The rapidity with which business may be transacted in a deliberative assembly will greatly depend upon the readiness of action, and executive ability of the presiding officer. If such officer be thoroughly informed in parliamentary usage, quick and positive in decision, the council or association that otherwise would be detained in discussions and business half the day or night, may have the same business dispatched in an hour.

PROMPTITUDE OF THE PRESIDING OFFICER.

The president should be promptly in his seat at the minute appointed, and should strictly enjoin upon members the necessity of punctuality. Thus, much time is gained in the early part of a meeting.

Upon taking the chair, the president will give the signal, and will say, "The meeting (or council, society, club, association, as the case may be) will please come to order."

READING OF THE MINUTES.

If a previous meeting has been held, and the record of the same has been kept by the secretary, the president will say:

"The secretary will please read the minutes."

The minutes of the preceding meeting should be as brief as possible, and plainly state the work transacted at the last meeting. At the close of their reading, the president will say:

"You have heard the minutes read; what action will you take on them?"

If the minutes are correct, some member will say: "I move the minutes stand approved." This motion is seconded, when the president says:

"It is moved and seconded that the minutes stand ap-

proved. All in favor of the motion manifest the same by saying 'Aye!'"

"Those of the contrary opinion, 'No!'"

The formality of a vote on the minutes is dispensed with in many associations, as follows:

At the close of the reading of the minutes, the president says:

"You have heard the reading of the minutes; what action will you take thereon?"

A member says, "I move that the minutes, as read, stand approved."

The president says, "If no objection is offered, the minutes will stand approved."

The president will then promptly call for reports of "standing committees," if there be a standing rule to that effect, "special committees," etc., reports, petitions, etc., from the members, passing in under each head.

New Business.

New business usually comes in under the head of communications or petitions, and is presented by some member rising to his feet and saying:

"Mr. president (or Mr. chairman)."

The attention of the president having been arrested, he will call the member by name, or designate his number, and announce his willingness for the member to proceed.

TWO PERSONS RISING AT THE SAME TIME.

If two members should rise at nearly the same time, the president will determine who was first up. If his opinion is appealed from, the matter will be decided by a majority vote of the meeting. Should there be a tie, the president will vote and determine the matter.

A member making a statement relating to some matter, or presenting a communication or petition in writing from some person or persons, such communication or petition should be signed by the petitioner or petitioners.

Presenting Petitions.

The member who presents a petition should be so informed of the character of his petition, as to be able to make a plain statement of the nature of its contents, and whether it is worthy of consideration or not.

The person presenting the petition, or some other member, may move that the communication be received, and referred to the committee having charge of that class of business. At the same time, he should give the paper to the secretary.

His motion being seconded, the president will say:

"If no objection is offered, the communication (*or petition*, as the case may be) is so referred.

The secretary makes note of the fact, and holds the paper in his custody, until given to the proper committee.

IMMEDIATE ACTION ON THE PETITION.

If it is desirable to have the petition acted upon at once, the person presenting it offers a motion to that effect, and upon its being seconded it is put to vote by the president, as follows:

"It has been moved and seconded that *(here the president should so distinctly state the question that all may understand the proposition before the meeting)*. All in favor of the motion will manifest the same by saying 'Aye!'"

When the ayes have voted, he will say:

"All opposed to the motion, 'No!'"

Or the motion having just been made, the president may say:

"It has been moved and seconded that *(here he states the question)* be passed. All in favor of the same, etc."

Calling the Ayes and Noes.

Frequently the member who makes a motion, for the purpose of placing the ayes and noes of each member on record, will say:

"I move the adoption of the resolution, and that the clerk call the ayes and noes thereon."

The president will then state the question, and say:

"The clerk will please call the ayes and noes."

As a rule, unless a motion receives a second, the question is not put to vote; the idea being that if a motion does not possess sufficient popularity to secure a second, it is not worth the while to take up the time of the assembly in putting the same to vote.

Stating the Question.

A motion that has been made and seconded, has next to be stated by the president. Until it is so stated, no action can be taken thereon, as it is not yet before the meeting for discussion. Having been stated, and being before the meeting, it can only be withdrawn by motion and second, the same as it was introduced.

EXPLANATION OF THE QUESTION.

Whenever any member fails to understand the question, the president should state the same for the information of the member, if desired.

The assembly can consider but one question at a time, which should be disposed of before another question can be introduced.

INTRODUCTION OF MOTIONS.

As a rule, to insure the passage of a resolution, it is safest for the person introducing the same to have the proposition plainly reduced to writing *(see chapter on resolutions)*. Thus the clerk or president having occasion to announce the motion, is much more likely to bring the matter clearly before the meeting.

Whether the proposition readily receive the sanction of the assembly or not will depend upon the following conditions:

1. The assembly should completely understand the objects, tendency, and character of the resolution, or

2. If the resolution relate to a matter of public interest, and is obviously a subject that requires immediate attention, and its passage will be of very decided benefit, an assembly will be apt to consider it favorably at once, and will be likely to take immediate action relating to its passage.

TEMPORARY SUPPRESSION OF THE QUESTION.

If, however, the body deem the proposition of no especial consequence, or wish more time for the investigation of the

subject, or an opportunity to make amendments and changes rendering it more acceptable, then they may cause its suppression, at least for a time, by some member moving that the question lie on the table. If this is seconded, this question takes precedence of any other before the assembly.

If this motion is decided in the affirmative, the main question, and all matters relating to it, is removed from before the meeting, until such time as it suits the convenience of the assembly to take the matter up.

If decided in the negative, the business relating to the principal motion before the house will proceed, as though the motion to "lie on the table" had not been made.

Previous Question.

A question may be postponed by moving the previous question, which is done as follows:

Upon a motion being made to adopt a resolution, it is allowable for a member to move that "the question be now put." This last motion, which is termed moving the previous question, becomes the immediate question before the house, and at once shuts off debate on the main question. When the friends of a measure are afraid to have the same discussed, it is common for them to move that "the question be now put;" hoping to have strength enough, if the resolution is not discussed, to carry their point. If their motion is carried, then the original question is put, and immediately disposed of.

It is common, also, for the party anxious to defeat a measure, being fearful that its discussion will make a favorable impression on the members, to move "that the question be now put;" their hope being that the members, being unacquainted with the resolution, will not consent to its adoption, until it has been more thoroughly discussed.

POSTPONEMENT OF THE QUESTION.

When it is decided that the question should not then be put, all further discussion of the original question is usually postponed for that day. This depends upon the standing rule of assembly, however. With some state legislatures it is the rule, if the question is decided in the negative, to resume the debate and proceed with the discussion.

Formerly, in the English parliament, when it was decided that the question be not put, the question could not be brought up again during the session. At the present time, however, the decision that the motion shall not be put, effects a postponement only until the next day.*

* "The operation of a negative decision is different in different assemblies; in some, as for example, in the house of representatives of congress, it operates to dispose of the principal or main question, by suppressing or removing it from before the house for the day; but in others, as in the house of representatives of Massachusetts, and in the house of assembly of New York (in the former by usage only, and in the latter by rule), the effect of a negative decision of the previous question is to leave the main question under debate for the residue of the sitting, unless sooner disposed of by taking the question, or in some other manner.

In England, the previous question is used only for suppressing a main question; the object of the mover is to obtain a decision of it in the negative; and the effect of such a decision, though in strictness only to suppress the question for the day, is, practically and by parliamentary usage, to dispose of the subject altogether. In this country, the previous question is used chiefly for suppressing debate on a main question; the object of the mover is to obtain a decision of it in the affirmative; and the effect of a decision the other way, though in some assemblies operating technically to suppress the main question for the day only, is, in general, merely to suspend the taking of the question for that day; either leaving the debate to go on during the residue of the day, or the subject to be renewed on the next or some other day. The operation of an affirmative decision is the same, in both countries, namely, the putting of the main question immediately, and without further debate, delay, or consideration." — *Cushing's Manual.*

Suppression of Questions.

When it is desirable to suppress a question, or prevent its passage, there are several plans resorted to by parliamentarians. Among these are:

1st. Moving an adjournment, which is immediately in order; and if the hour be late, will oftentimes be passed.

2d. Moving that the question be laid on the table for the present; the argument being that, on a subsequent occasion, the meeting will have more time and better opportunity to consider the merits of the question, and hence will be better informed concerning its merits.

3d. To secure, if possible, an indefinite postponement of the question, which virtually defeats it. If the maker of the motion for postponement is fearful that the question is so popular with the assembly that the members will not submit to an *indefinite* postponement, he will

4th. Aim to secure at least a postponement to a certain time in the future, hoping that it will be subsequently forgotten, or the pressure of business will be such that it cannot be taken up at the time appointed.

Or, the member, trusting to the unpopularity of the question, or the unwillingness of the meeting to pass a measure without due consideration, may move the "previous question," by

5th. Moving that the question be now put.

The member may suggest indefinite changes in the question, sufficient to show the importance of some amendment, and thereupon

6th. Move its reference to a committee having jurisdiction over that class of questions, or a select committee, as the case may be. If the question has been once considered in committee, it may be recommitted. Or the member may

7th. Move an amendment to the question, which will greatly change, modify, or weaken the force of the question.

Should all these means fail, and the question be put and carried, subsequent light on the subject may cause the members to change their opinions, in which case

8th. The question may be taken up at the next sitting or any subsequent meeting, and be reconsidered.

To Secure the Passage of a Question.

1st. The member introducing a question should have given the matter very careful and considerate attention; being thus thoroughly informed concerning its merits, and consequently able to fully illustrate and represent the claims of the measure he advocates.

2d. Personal acquaintance, conversation, and explanation with various members of the assembly relative to the question to be brought forward, will aid much in securing favorable consideration of the subject.

3d. The introduction of the motion when adjournment is

not probable, and, if possible at a time when there is not a sufficient amount of business before the meeting to make an excuse for laying the question on the table, will aid in having it passed.

4th. The motion being seconded, the member introducing the same should then obtain the floor, and properly present the claims of the question to the members of the assembly.

5th. If the meeting is adjourned, the question laid on the table, or the consideration of the motion postponed to a certain time, the motion should be promptly brought up at the first opportunity.

6th. Should the matter be referred to a committee, the privilege may be obtained of fully acquainting the committee with the claims of the question.

7th. Should the question be so amended as to entirely change the character of the original question, and thus passed, the member may subsequently, under another name, introduce a question embracing essentially the same principles, indirectly, as the original question, and perhaps secure for the proposition favorable consideration.

8th. Another trial. Subsequent events may so change the opinions of members of an assembly as to induce them to vote favorably upon a question that they have before rejected.

The Disposal of Questions.

Motions and *questions* while nearly synonymous in parliamentary usage, are somewhat different in meaning. To *move* that an act be passed, is termed a *motion*. The subject, however, to be acted upon, is called a *question*. The action of the assembly is termed a *resolution* or *vote*. The *motion* being put, and the *question* adopted by a vote of the assembly, the decision is then known as an ordinance, order, law, statute, resolution, etc., according to the character of the meeting.

To move the previous question by moving that the question be now put, if carried in the affirmative, causes the question to be put immediately, and is thus at once disposed of without further debate. If decided in the negative, the question was formerly disposed of for the session. At the present time, it disposes of the question for the day only. In some parliamentary bodies, according to the standing rules, the debate goes on.

The effect of securing a postponement of a question without date, is to suppress the motion entirely. If postponed to a certain day, it can be taken up on that day, or as soon as the business of that day is completed.

PUTTING THE QUESTION.

In putting a question to the assembly, after it has been carefully considered, altered, amended, etc., as the case may be, the presiding officer should ask if the assembly is ready for the question? If no further suggestions are offered by the members, the chairman will then state the question, and call for a vote of the members, in the first place on the affirmative, the form of which has been heretofore considered.

TAKING UP THE QUESTION.

A question having been postponed to a certain time, the member interested in the question has a right to insist, at the appointed time, that the question be taken up. No delay or debate is allowed on the matter of taking it up. The presiding officer will then put the motion whether the meeting proceed to take up the order of the day. If the decision be favorable, the members will proceed to consider the business appointed for the day.

Referring to a Committee.

If it be thought best to refer a question to a committee, it is done on motion. Such reference to a committee is termed a "commitment" of the question. If to a special committee, the chair may name such committee, or they may, upon request of the presiding officer, be appointed by the meeting. Frequently, the person moving that the question be referred, not desiring to be on the committee himself, will, with the motion, suggest the name of some one as chairman of the committee. If no objection is made, such person may be selected.

APPOINTMENT OF THE COMMITTEE.

It is more common, however, for the person interested in a measure, to move its reference to a committee, the presiding officer to appoint the same. If it be a select committee, it is in accordance with parliamentary rule for the presiding officer to appoint as chairman on the committee, the mover of the resolution.*

When a question is referred, the committee may be instructed by the assembly to take such course of action in the examination of the subject as is desired, and report upon the whole, or portions of the subject, as may seem advisable. A portion may be referred to one committee, and the remainder of the proposition, involving a different principle, may be given to another committee.

The clerk may give the bill to any member, but it is usual to hand it to the one first named on the committee.

PLACE OF MEETING.

The committee may meet where they please, unless ordered to meet in a certain place by the assembly; and can meet at such time as they desire, when the main body is not in session.

Any member of the main body may be present at the meeting of the committee, but cannot vote.

Amendments to the Question.

The committee having given their report to the meeting, or the question having been considered by the assembly itself, may lack yet a few essential points necessary to make the same what it should be when passed. To add these is what is termed amending the question.

DIVIDING THE QUESTION.

Mr. Cushing recommends where a question contains two or more parts that are so distinct from each other as to form separate propositions, some of which the assembly may favor, and the others not, that the motion be divided, and submitted in

* "Though the majority on a committee should be favorable to a measure, the minority may be of those who are opposed to it in some particulars. But those totally opposed to it should never be appointed: and if any one of that view be named, he should rise and state the fact, when the main body will excuse him from serving." — *Chairman's Assistant.*

parts to the assembly, for their approval or rejection. This is thought a more expeditious manner of disposing of the same than to add several amendments to the question, the result in the end being the same.

This division may be made by motion ; the mover designating in his motion the manner in which he would have the division made.

JUDGMENT OF THE ASSEMBLY.

It is, of course, for the presiding officer and the assembly to consider whether the question is of such a complicated nature as to require such division. As a rule, no division should be made, unless the parts are so separate and distinct that either alone would form a separate and distinct proposition.

BLANKS.

The member of an assembly who introduces a long and complicated question, containing several points, yet one so dependent on the other as not to be separable, may prepare his questions with blanks for the assembly to fill up.

The proposition before the meeting, in such case, may contain an outline of all that is required, while the members of the assembly will very readily fill the blanks with the time, amount, cost, or whatever they may wish to particularize.

Amendments.

Much time may frequently be saved in a deliberative assembly by the member who introduces a motion, carefully considering the question himself before presenting it, as well as learning the wishes of the members by private consultation. As this is not always practicable, however, many questions must first be made ready for being voted upon by being amended in the public assembly itself.

For the purpose of effecting such changes in a question as the members may desire, the question may be altered:

1st. By an amendment.

2d. By an amendment to an amendment.

As there must be a line drawn somewhere, parliamentary law prevents there being any more amendments to amendments than the foregoing ; but still more changes may be made in the proposition before the meeting, by alterations in the amendments.

AN AMENDMENT TO AN AMENDMENT.

To illustrate: John Smith, member of the assembly, says:

"I move that a committee of five be appointed by this meeting to collect funds for the poor of this town."

The motion being seconded, and the question stated by the chairman, William Jones says:

"I move an amendment; that this committee to collect funds consist of seven persons, to be appointed by the chair.

The amendment being seconded, and stated as before, James Brown says:

"I move an amendment to the amendment; that the chairman of this meeting appoint seven persons a committee to collect funds, to be used wholly in the interests of the poor of the west division of this city."

The question being again before the house as in the former case, Walter Harper says:

"I move another amendment; that one half of the funds collected go to the children's aid society, the other half to the general poor fund of the entire city."

The chairman here remarks that the last amendment is out of order, as there can be but one amendment to an amendment.

He further says:

"The amendment to the amendment is first in order. It is moved" *(here he states the amendment to the amendment, or calls upon the mover to do so, puts the question and declares the result).*

If the motion is lost, he says:

"The next question in order is the amendment to the question, *(here he states the amendment, and puts the same as before).* Should this be lost, he says:

"The question is now on the original motion." *(He here states the question, puts the motion as before, and announces the result.)*

Nature of Amendments.

Amendments cannot be made to privileged questions ; such as a motion to adjourn, the previous question, or to lay on the table.

An amendment to an amendment, even though greatly at variance with the amendment, will still be in order, it being left to the discretion of the assembly to determine whether they will change from their previous action.

SPEAKING TO AN AMENDMENT.

A member who may have spoken to the main question, may speak to the amendment, after the same is moved.

If it is desired to add to a sentence a new paragraph, it is important that the paragraph be very carefully considered, being made as perfect as possible, as it cannot be changed after being adopted in that form. Or, should it be resolved to strike out a paragraph, the same care should be taken to have the sentence as complete as may be, after the words are stricken out.*

COMMITMENT TO A COMMITTEE.

When a long and complicated question is before the house, if there be a standing committee, the easiest method of disposing of the question is to refer the same to such committee. If, however, the time of the convention will admit, and there be no other business appointed or occupying the present attention of the assembly, it will be in order for the members to immediately proceed to the disposal of the question, by the following process:

1st. By amendments striking out all unnecessary matter.

2d. By the addition of all essential matter.

3d. By combining two or three propositions, where it can be done, in one.

* When it is moved to amend by striking out certain words, and inserting others, the manner of stating the question is, first to read the whole passage to be amended, as it stands at present, then the words proposed to be struck out; next, those to be inserted; and lastly, the whole passage, as it will be when amended. And the question, if desired, is then to be divided, and put, first, on striking out. If carried, it is next on inserting the words proposed. If that be lost, it may be moved to insert others.—*Hatsall.*

4th. By voting separately on each distinct proposition, until all are disposed of.

WHAT AMENDMENTS ARE IN ORDER.

An amendment may be made to the question; and an amendment to that amendment is in order; but no amendment to the amendment of the amendment can be made.

If it is desired to introduce a change, it is best to state the objection to the amendment of the amendment, and, if possible, defeat such amendment, when another amendment may be introduced and possibly carried, in the place of the one defeated.

If an amendment has been accepted by the assembly, it cannot afterwards be altered or rejected, but the amendment may be so amended as to present the question in the desired shape.

Thus, if the amendment consist of *one*, *two*, *three*, and it is moved to insert *four*, and the motion prevails, *four* cannot afterwards be rejected, for it has been adopted in that form. Should it be moved to strike out *two*, *three*, and the motion be lost, *two*, *three*, cannot afterwards be stricken out, as the meeting resolved to allow them to remain.

The only alternative now left the meeting, should it seem very desirable to strike out *two*, *three*, is to make the proposition to strike out *one*, *two*, *three*, or the amendment may be to strike out *two*, *three*, *four*.

The rule in parliamentary practice is, that while certain words, which have been accepted or rejected, cannot afterwards be changed, such words may afterwards be adopted or rejected, if accompanied by other words.*

Inserting Clauses and Striking Out.

When it is proposed to amend by adding a certain paragraph, and such paragraph or words are rejected, such paragraph or words can only be subsequently added by the adding of other words with the same, thereby changing the sense of the words intended to be added.

When it is proposed to reject certain words or a paragraph, and the meeting vote to allow such words to remain, those words cannot afterwards be stricken out, unless other words be added with these words, thereby changing the sense of what it was before designed to strike out.

Amendments Changing the Question, by Striking Out Certain Words and Adding Others.

The following changes may be made in a proposition:

1. To strike out certain words and insert nothing in their place.

2. To insert other words in the place of those stricken out.

Amendments may then be made, striking out a part of the words added, with others, or adding words stricken out with others.

Fixing Time, Amount, Etc., by Amendments.

In determining the time at which the assembly shall convene in the future, or the number of anything desired, the rule is not in the amendment to fix the time and amount at so short a period or small an amount as to be certain to unite the members upon the proposition at first; as to adopt a *less* would preclude the adoption of a *greater;* but the vote is to be taken on the greater, and recede until a sufficient number of votes can be secured to carry the amendment.*

Privileged Questions.

Parliamentary usage has determined that when a question is being debated, no motion shall be received except the following, which are termed "privileged questions," and come in the following order:

1st. A question having been moved, seconded, and put by the chair, must be decided by a vote of the assembly before anything else is in order.

2d. A motion to adjourn takes precedence over all others, for the reason that, otherwise, the assembly might be compelled to continue in session, without such motion, an indefinite time against its will. This question, however, cannot be entertained after a question has been actually put. and while the members of the meeting are voting upon the same.

3d. An order of the day stands next in precedence. That is, a question that has been postponed to a certain hour; should the person interested in the question move that it be taken up and disposed of then, such motion is in order. Thus, if a question has been postponed to 9 o'clock, and at that time it is moved to take up that question, even though there be another question before the house, that motion must be received by the chair.

4th. The previous question stands next in order, and when moved and seconded, must be put. This question admits of no lesser motion, such as amendment or postponement to a certain time.

* When a motion for striking out words is put to the question, the parliamentary form always is, whether the words *shall stand as part* of a principal motion, and not whether they *shall be struck out*. The reason for this form of stating the question probably is, that the question may be taken in the same manner on a part as on the whole of the principal motion; which would not be the case if the question was stated on striking out; inasmuch as the question on the principal motion, when it comes to be stated, will be on agreeing to it, and not on striking out or rejecting it. Besides, as an equal division of the assembly would produce a different decision of the question, according to the manner of stating it, it might happen, if the question on the amendment was stated on striking out, that the same question would be decided both affirmatively and negatively by the same vote. The common, if not the only mode of stating the question, in the legislative assemblies of this country, is on *striking out*. — *Cushing's Manual.*

* In Senate, January 25, 1798, a motion to postpone until the second Tuesday in February, some amendments proposed to the constitution. The words "until the second Tuesday in February" were struck out by way of amendment. Then it was moved to add "until the first day of June." Objected, that it was not in order, as the question should first be put on the longest time; therefore, a shorter time decided against, a longer cannot be put to question. It was answered, that this rule takes place only in filling blanks for a time. But when a specific time stands part of a motion, that may be struck out as well as any other part of the motion; and when struck out, a motion may be received to insert any other. In fact, it is not till they are struck out, and a blank for the time thereby produced, that the rule can begin to operate, by receiving all the propositions for different times, and putting the questions successively on the longest. Otherwise, it would be in the power of the mover, by inserting originally a short time, to preclude the possibility of a longer. For till the short time is struck out, you cannot insert a longer; and if, after it is struck out, you cannot do it, then it cannot be done at all. Suppose the first motion had been to amend, by striking out "the second Tuesday in February," and inserting, instead thereof, "the first of June." It would have been regular then to divide the question, by proposing first the question to strike out, and then to insert. Now this is precisely the effect of the present proceeding; only, instead of one motion and two questions, there are two motions and two questions to effect it; the motion being divided as well as the question. — *Jefferson's Manual.*

AMENDMENT AND POSTPONEMENT.

If an amendment and postponement are proposed, the latter is put first, because, in case of postponement, the amendment, at the time appointed, may be then brought up, when the main question is again considered.

A motion for postponement being followed by one referring the question to a committee, the latter must be put first.

Reading Papers.

A motion being made relative to reading papers which relate to the principal question, must be put before the main question.

In referring to a committee, the order of the commitment is as follows:

1st. Committee of the whole.
2d. Standing committee.
3d. Special committee.

A motion being made and seconded cannot be withdrawn, though, if no one object, the chairman need not put the question.

A motion having been made and it being subsequently moved to commit the question, or to postpone, to amend, or to lay on the table, the motion to lay on the table comes first. That being lost, the next question is on the amendment. Next comes the postponement; then the commitment, and lastly, the putting of the question.

POSTPONEMENT.

If it is moved that a question be postponed to a certain time, the time appointed can be amended, and the amendment can be amended. The amendment to the amendment comes first, and the amendment before the main question.

It being moved to insert or strike out anything, and the matter to be inserted or stricken out being amended, the amendment must be put first.

DATES AND NUMBERS.

Blanks being filled with different sums or dates, the question is to be put first on the longest time and largest sum.

A disagreement between members should be disposed of before the putting of the main question.

An appeal from the decision of the chair, or a motion to withdraw a question, must be acted upon before the putting of the main question.

Orders of the Day.

When several questions have been postponed to a certain day, such questions are termed the orders of the day. Upon a motion being made on the day appointed, that the orders of the day be taken up, such motion takes precedence of any other question that may be introduced at the time, and being decided in the affirmative, must be first put. The questions are then considered in the order of their priority, in their appointment for that particular day.

A question which has been postponed to a certain hour, or which lies on the table, it is regarded discourteous to call up in the absence of the mover or against his wishes, provided the matter has reference to private and local concerns in his particular charge; especially if the delay of the question does not particularly interfere with the order of business before the general assembly.

Decisions as to Order.

Whenever, as is frequently the case, disagreements and questions of order arise among members of an assembly, and the chairman is appealed to as the arbitrator in such case, he will himself decide the matter, and the expression of his decision is in order before the transaction of other business. If, however, any member of the assembly objects to the ruling of the chair, he can appeal from the decision of the presiding officer, and have the matter decided by a vote of the meeting.

In such cases the presiding officer will put the question on the appeal as follows:

"*It is desired that an appeal be taken from the chair. Do the members of this meeting sustain the decision of the chairman?*"

The question is then before the assembly for consideration and debate, in which the chairman will take part if he desires to do so.

Vote of the Chairman.

As a rule in most assemblies, on ordinary questions, the chairman is not expected to participate in the debate, but simply to make statement of facts, maintain order, and facilitate the business of the meeting by affording information relative to questions in order, put questions, determine the vote, etc. While the chairman does not usually vote, he nevertheless retains the great advantage of being able to determine, if he chooses, in case of a tie vote, what the majority vote shall be.

A TIE VOTE.

In legislative assemblies, such as councils, legislatures, etc., the regulations of the code under which the assembly works sometimes give the presiding officer the privilege of voting only in case of a tie vote, and in that case he is compelled to vote. In all other meetings, the chairman may cast his vote when a ballot is taken. This privilege he does not usually exercise, however, unless he is desirous of making a tie, for the purpose of preventing the passage of a question.

AN EXAMPLE.

Thus, if there be eleven persons to vote besides the chairman, and the vote stands six for the adoption of the resolution and five against, the chairman may vote with the minority, and thus defeat the resolution by making the vote a tie.

HE MAY VOTE OR NOT.

Or, in case the vote is a tie, he may vote with the opponents of the measure, and thus defeat the proposition, or, if unwilling to have his vote go on record, he may decline to vote, as the question is defeated in either case.

Reading All Papers.

When papers are brought before the meeting, it is the conceded right of every member of the assembly to have them read at least once, before he can be compelled to vote on them, though no member should insist on the privilege of all papers, accounts, etc., being read, without the consent of the other mem-

bers. To do so would so trespass on the time of the assembly as to seriously prevent the transaction of business. If, however, it is evident that when a member calls for the reading of any document pertaining to the question, that his object is information, and not delay, the chairman may instruct the clerk to read the paper without a vote of the members, unless the same be objected to, in which case the question must be put.

READING SPEECHES.

Neither has a member a right to insist on the clerk reading any book pertaining to the subject, nor can the member himself claim the privilege of reading a document, even his own speech, without leave of the house, if the same be objected to. If the speaker, however, is earnestly desirous of affording more light on the subject, without consuming time unnecessarily, he is usually allowed to proceed, without objection.

If the time of the assembly be taken up with a large amount of business, it is customary to read the title of a petition or communication to be considered, and refer the same to the appropriate standing committee. If, however, any member of the assembly insists that the paper shall be read, his right is admitted to exist.

Proper Time for Speaking on a Question.

The usual plan of procedure in speaking to a question is as follows:

1st. A motion is made by a member.

2d. The motion is seconded by another member.

3d. The question is then stated to the meeting by the chairman, with the further remark, as follows:

"*The question is now before the meeting, what is your pleasure in reference to it.*"

The question is now in condition for debate. Every member has a right to the expression of his opinion once upon the subject, either for or against. He has also the privilege of talking as long as he chooses, even adjourning to the next day, and the next, in legislative assemblies, unless by common consent a regulation has been imposed, restricting the time of speaking to a certain period.

HINTS TO CEASE SPEAKING.

If, however, the person speaking fails to secure the attention of the house, it should be a sufficient evidence that his remarks are without influence and effect, and good judgment will dictate that he should resume his seat. If disorder is caused by his continuance in speaking, it is the duty of the chairman to preserve decorum in the meeting, by calling the speaker to order, and requesting him to take his seat.

The Member Entitled to Speak First.

As between several speakers who may wish to speak upon a question which has been introduced, the person making the motion is, by courtesy, entitled to speak first. The person moving an adjournment is entitled to speak first upon the reassembling of the meeting, after the adjournment; and of two members rising at the same time, the person opposing the question has a right to the floor before the member favoring the proposition.

LOSING THE RIGHT TO THE FLOOR.

A speaker having resigned his right to the floor, thereby forfeits his privilege of speaking any more to the question then under discussion, except by express permission of the assembly, unless for the purpose of offering some brief explanation in reference to his former remarks on the question.

The question having been put in the affirmative, and a vote taken on the same, any member who has not yet spoken may speak to the question before the negative is put. The coming of other members into the room after the affirmative of the question has been put, when the negative is under discussion, makes it necessary to put the affirmative again.

Times of Speaking.

As a rule, no member can speak more than once to the main question. Should the question be referred to a committee, however, he may speak on the report of the committee, though the question is the same as before.

Should there be an amendment, he may speak upon that, though it may involve essentially the same principles as the main question; and he may also speak upon an amendment to an amendment. Thus, a member desirous of speaking to a question again, may, by moving its reference to a committee, and the addition of amendments, obtain the floor several times, essentially upon the same question.

Suspension of Rules.

When it is discovered that a standing rule of the assembly is in conflict with a question of very considerable importance, which it is desirable should be acted upon, it has become the custom to suspend such rule, for the purpose of passing the question; such suspension taking place by motion, being seconded and passed by a majority vote.*

Taking a Vote.

There are several methods of putting a question to vote; these being by ballot, *viva voce*, by calling the yeas and nays, by raising of hands, by standing, and by dividing the house, one party going to one side of the room, the other to the opposite side.

The question is in all cases put first in the affirmative, and if the chairman cannot himself determine by either of the above methods, in consequence of there being a large number of persons present, he may appoint certain members to act as tellers, to take the vote in different divisions of the house, taking the affirmative vote first.

The method adopted will depend upon the number and character of the audience, and the size and convenience of the room in which the meeting convenes.

* It is usual, in the code of rules adopted in deliberative assemblies, and especially legislative bodies, to provide that a certain number exceeding a majority, as two thirds or three fourths, shall be competent to the suspension of a rule in a particular case; when this is not provided, there seems to be no other mode of disposing with a rule than by general consent. — *Cushing's Manual.*

Concluding Remarks.

The harmony and success of a public meeting will depend very largely upon the order preserved by the presiding officer.

If the assemblage be of a character where any trouble is to be apprehended, it is well for the projectors of the meeting to notify officers, having authority to preserve order, to be in attendance. The chairman, however, will greatly aid in the preservation of stillness, by requesting all persons in the room to come forward and be seated in his near presence. Let him see that every seat, if possible, is filled in front. A magnetic connection and sympathy exists between the presiding officer and the audience, when the congregation is placed closely around the chairman's desk, that is favorable for the president of a meeting. Seated near the chairman, the audience can more distinctly hear all that is said, they will take a greater interest in the meeting, and hence will observe better order.

HONORARY MEMBERS.

Veteran members of the meeting, and persons who have won honorable distinction in the cause that the meeting assembles to consider, distinguished past presiding officers, and other notabilities whose presence will lend dignity to the rostrum, the chairman may appropriately call to the stand, to occupy a seat beside him, all of which, well managed by the presiding officer, tends to give dignity, respectability, and influence to the proceedings of the assemblage.

The Ladies.

In the preparation of this work on parliamentary usages, the author has, for convenience sake, made reference to, and spoken only of, the masculine gender. Realizing, however, that the time is now at hand when the women of the country will take a much more active part in public affairs than they have done hitherto, this chapter is also prepared with special reference to the wants of conventions, and other assemblages, composed wholly, or in part, of ladies; the only change required in the wording being the personal pronouns, which make reference to the male sex.

Titles of Women who act as Officers.

When a woman acts as presiding officer of a meeting, the person addressing her should say, "Mrs. President," or "Miss President," as the case may be.

The presiding officer will designate the speaker, if a lady, by name, by number; or as the lady, the number, the delegate, the representative, etc., as may be most convenient.

The titles of clerk, secretary, recording officer, treasurer, etc., are the same, whether applied to ladies or gentlemen.

Adjournment.

If the meeting be a regular session of a legislature, or council, and it is moved and voted to adjourn, such adjournment is understood to be until the next regular meeting. If it is desired to meet before that, the meeting will adjourn to reassemble at the time specified.

If the meeting be not in regular session, it is necessary, if the business be unfinished at the time of adjournment, to adjourn to a certain time. If, however, the business for which the assembly was called is completed, and no subsequent assemblage is necessary, it is moved and seconded to adjourn, which being put by the president, and carried, the meeting is dissolved.

Writing for the Press.

IN writing for the Press, while being explicit, the writer should make the statement as brief as possible.

Though in ordinary conversation talk may be cheap, in the newspaper, words cost money. If sent by telegraph, they cost for transmission; time is consumed in their examination by the editor and proof-reader; money is expended in putting them in type; ink and paper must be furnished on which they make their impress; and time is to be occupied by the reader in their perusal; therefore, each word should convey as much significance as possible.

General Directions.

1. If, unavoidably, a long article is written relating to a variety of subjects, it is well to break the sameness of the appearance by *sub-heads*, scattered through the article, relating to different subjects considered in the composition.

2. Write very plainly, on white paper with black ink, taking care to write names of persons, dates and places, with the utmost distinctness.

3. Use sheets of paper about six by nine inches in size, numbered in their order if more than one sheet be used. Very large sheets, on the compositor's case, make it inconvenient for the type setter.

4. Write on but one side of the sheet. Thus the paper containing your communication may be, if necessary, cut into parts, and distributed among several compositors who will place your composition in type.

5. As a rule, in short news articles, never use the pronouns *I* or *you*. A plain, succinct record of the news is all that is required. If necessary for the writer to refer to himself, it is better to say "Our reporter" or "The writer."

6. Never waste time in complimenting the editor or his paper, when writing a letter for publication. Commence at once with the subject in hand, and close when you have done.

Local Reporting.

That kind of journalistic writing most easily taken up, and yet quite difficult to do well, is that of presenting in attractive form a judicious report of home news.

Much demand exists for more reportorial talent, especially on the country newspaper. Thousands of exciting incidents and events transpire, the details of which, written up for the press, would greatly edify the readers of the country journal, the editor of which, knowing nothing of the affair, is compelled to fill his paper with foreign news of less interest to his subscribers.

As a general rule, there is not sufficient local matter to be obtained, nor space to be filled, in the weekly country journal, to make it an object for the publisher to employ, at a weekly salary, a person whose exclusive business shall be collecting local news; and yet the editor is desirous of obtaining all the important home intelligence there is, and will willingly pay for such as he may publish, at the rate of from $1 to $5 per column, when an arrangement may be made for the correspondent to write regularly.

Of course no writer should expect compensation until it is clearly shown that his or her writings are of decided service to the paper in which they are published. When they become so, editors and publishers readily concede the fact, and are willing to pay what the articles are worth.

Important Reportorial Qualifications.

The reporter should be truthful. In writing of any event, great care should be taken to state the actual facts. To do this, the reporter should possess the energy to go to the scene of action, if possible, himself, and learn the exact condition of affairs. It is often unsafe to depend upon hearsay.

The reporter should carefully guard against allowing his own opinions to warp or bias his report of the sayings or doings of others, thus giving, almost without his being conscious of the fact, an untruthful representation. A plain, unvarnished report should be made, and nothing else.

Much discretion should be exercised in the personal mention of individuals. A dozen words, thoughtlessly written, may do irreparable injury to the reputation of an innocent person: a paragraph in praise may add to the life-long happiness and prosperity of the individual upon whom it is bestowed. As a general rule, while praise may be personally given, if wrongs exist, it is better to speak of them in general terms, rather than couple them with names of the individuals at fault; though, if the person be notoriously persistent in a course of wrong doing, justice demands newspaper exposure.

Subjects of Local and General Interest.

ITEMS FOR THE NEWSPAPER.

For the advantage of the inexperienced writer, making record of home news, the following partial list is given, containing subjects of general interest to the public.

Accidents. — When, where, to whom.

Excursions, Amusements, etc. — When, where; character of amusement, etc.

Births. — When, where, name of parents and sex of child.

Burglary. — When, where, by whom, amount stolen, etc.

Change of Business Firms. — When, and names of the parties.

Crops. — Present condition and future prospects.

Crime of any kind. — Names of offenders; nature of the crime.

Churches. — Change of pastors, revivals, election of church officers, etc.

Dissolutions of Partnership. — Names of parties, where going, what to do.

Deaths. — Who, when, where, cause.

Discoveries. — Of curiosities, or anything new or valuable.

Distinguished Arrivals. — At the hotels or elsewhere.

Divorces. — Who, when, where, cause. When and where married.

Elopements. — Names of parties and circumstances.

Election Intelligence. — Election takes place when, candidates to be, or are elected, etc.

Fires. — Whose property, when, where, cause, amount of insurance, names of companies insured in.

Facts and Figures. — Concerning any product raised in the vicinity, amount sold, profits, etc.

Festivals. — Held by whom, for what object, amount realized, etc.

Improvements. — By whom, where, and costs.

Inventions. — Patents granted to whom, what for, nature of the improvement.

Lectures. — Past, or to come; when, where, by whom, substance of what was said.

Marriages. — Who, when, where, by whom married, where gone on bridal tour.

Murders. — When, where, who, by whom, object of the murder, circumstances.

New Comers. — Their business, where located, where from, etc.

New Manufactures. — In prospect, when, where, by whom established, kind, etc.

New Buildings. — To be or built, erected by whom, for what purpose, cost, etc.

Price of Staple Commodities. — In the market, prospect for the future, etc.

Parties Leaving Town. — Who, when, where going, business going into.

Presentations. — By whom, to whom, where given, what presented, why.

Railroads. — New roads in prospect, profits of present roads, etc.

Sales of Real Estate. — By whom, to whom, who will occupy, amount paid, etc.

Shows, Exhibitions, Fairs. — Where, when, who gives them, character of entertainment.

Schools. — Facts and figures concerning them, change of teachers, improvements needed, etc.

Secret Societies. — Election of officers, prosperity and condition of the society.

Strange Phenomena. — In the heavens, in the elements, on or in the earth, where, when.

Suggestions of Improvements Needed. — Where, when, by whom, cost, etc.

Surgical Operations. — By whom performed, of what character, condition of patient.

Sickness. — Who sick, cause, by what physician attended, health of the community.

Telegraphs. — What new lines are to be established, present cost of telegraphing, etc.

Violation of Law. — Whereby parties are arrested and fined, what offense, when, where, etc.

Writing for the Metropolitan Press.

In every locality something will occasionally transpire the details of which will be of general interest to the public at large, in which case the publishers of papers in the large cities will esteem it a favor for some person to give them the facts.

Should the town in which the correspondent is stationed be sufficiently large, and the news frequently occurring important, the publisher will pay an accepted regular correspondent for news that he prints, from $1 to $10 per article, as may be agreed between publisher and correspondent.

Only such matter is desired for the metropolitan journal as will interest the people throughout the entire country. Of such news are facts concerning : — *Enactments of Law. Severe accidents. Fires. Crops. Murders. Elopements. Burglary. Schools. Churches. New manufactures. Railroads. Elections. Weather. Discoveries. Inventions. Strange phenomena. Important Statistics. Personal mention of distinguished persons, etc.*

RESULTS OF BAD PENMANSHIP.

Especial pains should be taken, when writing for the press, to write legibly. The error is very common with some authors and prominent men, of writing in a manner such as to seriously trespass upon the time and patience of printers and correspondents upon whom they inflict their penmanship.

This fault is a very serious one, and causes much waste of time and pecuniary loss to printers. Lawyers frequently prepare their briefs, clergymen their sermons, and others their copy, in a penmanship so entirely illegible as to compel several re-settings of much of the same, in type, before it is correct. Of course this loss of time must be borne by the compositor, and frequently, with those printers employed in setting type by the thousand, bad manuscript entails a loss in their earnings of several dollars per week.

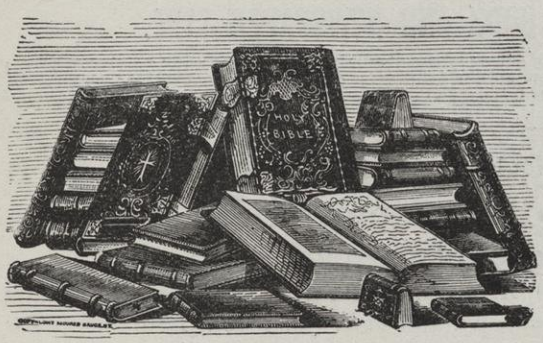
While to filch from the pocket of the printer in this manner may not be deemed so dishonorable as to steal his purse, the result is, however, all the same.

Again, business men who would regard it a great intrusion for another to trespass on their time for even a half hour, will show the discourtesy to write a letter to a correspondent which may consume hours and even days of his time in deciphering the same.

This evil would be less if it stopped here. Unfortunately, however, it goes beyond and afflicts the coming penmanship of our youth. The boy that will pick up the half consumed cigar and smoke out the balance of the stump, thinking that thereby he makes a man of himself, will look upon bad penmanship, when executed by distinguished men, as an evidence of genius, and is not unlikely to imagine himself a great man, because he imitates their pot-hooks and scrawls.

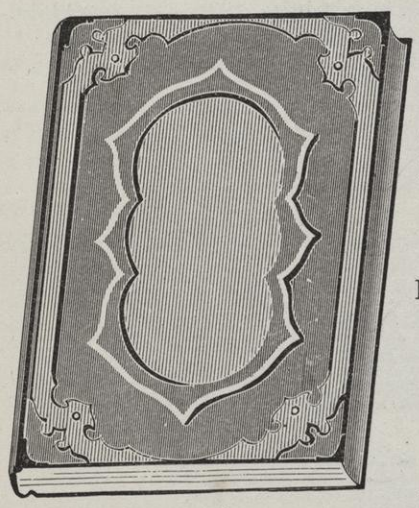
Eminent men are liable to have faults. If the error is an illegible penmanship, this defect is none the less a fault, because the man may have distinguished reputation and redeeming qualities in other directions.

Young writers should not therefore ape bad penmanship as an evidence of genius. Of two articles written for the newspaper, all things else being equal, that one stands much the best chance for publication which is most plain in penmanship. Let the young author see that the composition is not only correctly written, when prepared for the press, but that it is so perfectly legible that its merit may be readily seen upon examination.



BOOKS.

THE accompanying illustrations, upon this page, represent the principal sizes of books, namely: *Folio*, a long book; *Quarto* (*4to*), nearly square, (shape of HILL'S MANUAL); *Octavo* (*8vo*), the general size; and *Duodecimo* (*12mo*), a small book, as seen below.



FOLIO.

FOLIO.

The standard size of book paper is 25 x 38 inches; one half of the sheet being 19 x 25 inches, which folded in two leaves, having four pages, makes a book of the size called a *folio*.

QUARTO.

When the half sheet is folded in four leaves, making eight pages, it forms a *quarto* in size.

OCTAVO.

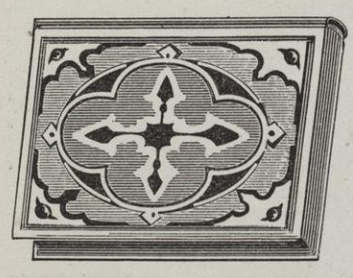
The half sheet folded again, eight leaves, sixteen pages, forms an *octavo*, or folded into sixteen leaves forms a *sixteenmo*.

DUODECIMO.

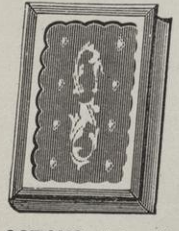
By folding the same into twelve leaves, making twenty-four pages, we have a *duodecimo*. Folded into eighteen leaves, or thirty-six pages, we form an 18*mo*; into 24 leaves, and we have a 24*mo*, &c.

The words Post, Crown, Demy, Royal, etc., used in connection, as Royal Octavo, designate the sizes of paper of which books are made. *See table, page* 185.

Modern facilities for the manufacture of paper enable publishers to have any desired size made to order, as has been done in the case of this book.



QUARTO, "4to."



OCTAVO, "8vo."

Duodecimo, "12mo."

The marks a, b, c; 1, 2, 3; 1*, 2*, 3*, 1A, &c., occasionally found at the bottom of a page, are what printers term *signature* marks, being printed for the direction of the binders in folding the sheets.

The art of covering books in a superior manner, was in use long before the art of printing was discovered, some of the most beautiful and elaborate binding being executed as early as the 11th century. Books, which were in manuscript, in those days, were few, and so very valuable that great care was taken in their preservation, jewelers and other artisans engaging in the manufacture and ornamentation of their covers.

With the advanced civilization of the 19th century, however, the superior machinery for book binding has not only cheapened the cost, but the facilities in some large establishments, are such as to enable manufacturers to elegantly bind, in muslin, one hundred and fifty copies per hour.

NAMES OF THE DIFFERENT SIZES OF BOOK AND NEWSPAPER TYPE.

The poetry and other matter occupying the lower portion of the following oblong spaces, it will be seen, are printed in a style much more open than the matter occupying the upper part of the space. This results from placing a thin piece of metal, called a *lead*, between the lines. Reading matter having these leads between the lines is called *leaded:* thus, the reading matter in the following spaces is what is termed *solid* and *leaded;* the upper portion being *solid*, and the lower part *leaded.*

This page contains a specimen of fourteen kinds of n

This page contains a specimen of fourteen kinds of newsp

This page contains a specimen of fourteen kinds of newspaper and book type, fr

This page contains a specimen of fourteen kinds of newspaper and book type, from Bri

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Tw

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica.

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E 1 2 3 4

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E F G 1 2 3 4 5 6 7 8 9 10

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E F G H I J K L M N O P 1 2 3 4 5 6 7 8 9 10 11 12

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z & 1 2 3 4 5 6 7 8 9 10

This page contains a specimen of fourteen kinds of newspaper and book type, from Brilliant to Two-line Small Pica. A B C D E F G H I J K L M N O P Q R S T U V W X Y Z & 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

BRILLIANT.

Experience proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade to which he is put, it will mainly be because he did not, at the outset, determine to be a master-workman. Good morals and steady industry are indispensable. Among the business habits, that are highly valued in the apprentice, are punctuality, order, neatness and dispatch. The boy who is promptly at his work in the morning soon wins the esteem of his employer. The lad who keeps the shop and store in a neat and orderly manner ere long becomes a valuable assistant, and the youth who, in addition to these qualifications, is active in the dispatch of business, is certain to make himself useful to those with whom he may engage. The boy should also recollect that ere long he may be called upon to fill the place of employer, if he is true to the trusts imposed upon him, while an apprentice and employee. To attain the highest success as a tradesman and worthy citizen, he should not only form these correct habits of business, but he should carefully cultivate and maintain a pure, untarnished morality; upon which rests all permanent happiness and success. To do this he should avoid bad associates, and thoroughly resolve, in the commencement, to be economical, prudent, temperate, truthful, and scrupulously honest.

THE FUTURE LIFE.

By Wm. C. Bryant.

How shall I know thee in the sphere which keeps
The disembodied spirits of the dead,
When all of thee that time could wither, sleeps
And perishes among the dust we tread?

PEARL.

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Will not thy own meek heart demand me there?
That heart whose fondest throb to me was given?
My name on earth was ever in thy prayer,
And wilt thou never utter it in heaven?

NONPAREIL.

Experience proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade to which he is put, it will mainly be because he did not at the outset determine to be a master-workman. Good morals and steady industry are indispensable. Among the business habits that are highly valued in the apprentice are punctuality, order, neatness and dispatch. The boy who is

The love that lived through all the stormy past,
And meekly with my harsher nature bore,
And deeper grew, and tenderer to the last,
Shall it expire with life, and be no more?

DIAMOND.

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For I shall feel the sting of ceaseless pain,
If there I meet thy gentle spirit not;
Nor hear the voice I love, nor read again,
In thy serenest eyes, the tender thought.

AGATE.

Experience proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny, and if he fail to acquire a master-knowledge of the trade to which he is put, it will mainly be because he did not at the outset determine to be a master-workman. Good morals and steady industry are indispensable. Among the business habits that are highly valued in the apprentice are punctuality, order, neatness and dispatch. The boy who is promptly at his work in the morning soon wins the esteem of his employer. The lad who keeps the shop and store in a neat and orderly manner ere long becomes a

In meadows fanned by heaven's life-breathing wind,
In the resplendence of that glorious sphere,
And larger movements of the unfettered mind,
Wilt thou forget the love that joined us here?

MINION.

Experience proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade to which he is put, it will mainly be because he did not at the outset determine to be a master-workman.

A happier lot than mine, and larger light,
Await thee there; for thou hast bowed thy will
In cheerful homage to the rule of right,
And lovest all, and renderest good for ill.

BREVIER.

EXPERIENCE proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade to which he is

For me, the sordid cares in which I dwell,
Shrink and consume my heart as heat the scroll,
And wrath has left its scar—that fire of hell
Has left its frightful scar upon my soul.

LONG PRIMER.

EXPERIENCE proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is

Shalt thou not teach me in that calmer home
The wisdom that I learned so ill in this—
The wisdom which is love—till I become
Thy fit companion in that land of bliss?

PICA.

EXPERIENCE proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of

GREAT PRIMER.

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BOURGEOIS.

EXPERIENCE proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade

Yet, though thou wearest the glory of the sky,
Wilt thou not keep the same beloved name,
The same fair, thoughtful brow, and gentle eye,
Lovelier in heaven's sweet climate, yet the same?

SMALL PICA.

EXPERIENCE proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclination of the tree. The upright, obedient, industrious lad will graduate a steady, skillful, and capable man, as unmistakably as the perverse, idling, careless boy will ripen into the lazy, dissolute fellow. The fact is, a boy is measurably the maker of his own destiny; and if he fail to acquire a master-knowledge of the trade to which he is put, it

ENGLISH.

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TWO LINE SMALL PICA.

Experience proves that the apprentice foreshadows the workman, just as surely as the bend of a twig foretells the inclina-

DIRECTIONS FOR READING PROOF.

TYPOGRAPHICAL MARKS

a/ Though several differing opinions exist as to the individual by whom the art of printing was first discovered, yet all authorities concur in admitting Peter Schoeffer to be the person who invented *cast metal types*, having learned the art of *cutting* the letters from the Gutenbergs; he is also supposed to have been the first who engraved on copper plates. The following testimony is preserved in the family, by Jo. Fred. Faustus, of Aschaffenburg:

'Peter Schoeffer, of Gernsheim, perceiving his master Fausts design, and being himself desirous ardently to improve the art, found out (by the good providence of God) the method of cutting (~~incidendi~~) the characters in a *matrix*, that the letters might easily be singly *cast*/ instead of bieng *cut*. He privately *cut matrices*| for the whole alphabet: Faust was so pleased with the contrivance, that he promised Peter to give him his only daughter Christina in marriage, a promise which he soon after performed.

But there were many difficulties at first with these *letters*, as there had been before with wooden ones, the metal being too soft to support the force of the impression: but this defect was soon remedied, by mixing a substance with the metal which sufficiently hardened it/

and when he showed his master the letters cast from these matrices,

EXEMPLIFIED.

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EXPLANATION OF THE CORRECTIONS.

MACKELLAR'S American Printer gives the following rules for correcting proof which will be found of convenience to all who write for the press:

A wrong letter in a word is noted by drawing a short perpendicular line through it, and making another short line in the margin, behind which the right letter is placed. (See No. 1.) In this manner whole words are corrected, by drawing a line across the wrong word and making the right one in the margin opposite.

A turned letter is noted by drawing a line through it, and writing the mark No. 2 in the margin.

If letters or words require to be altered from one character to another, a parallel line or lines must be made underneath the word or letter,—viz. for capitals, three lines; small capitals, two lines; and Italics, one line; and, in the margin opposite the line where the alteration occurs, *Caps*, *Small Caps*, or *Ital.* must be written. (See No. 3.)

When letters or words are set double, or are required to be taken out, a line is drawn through the superfluous word or letter, and the mark No. 4 placed opposite in the margin.

Where the punctuation requires to be altered, the correct point, marked in the margin, should be encircled.

When a space is omitted between two words or letters which should be separated, a caret must be made where the separation ought to be, and the sign No. 6 placed opposite in the margin.

No. 7 describes the manner in which the hyphen and ellipsis line are marked.

When a letter has been omitted, a caret is put at the place of omission, and the letter marked as No. 8.

Where letters that should be joined are separated, or where a line is too widely spaced, the mark No. 9 must be placed under them, and the correction denoted by the marks in the margin.

Where a new paragraph is required, a quadrangle is drawn in the margin, and a caret placed at the beginning of the sentence. (See No. 10.)

No. 11 shows the way in which the apostrophe, inverted commas, the star and other references, and superior letters and figures, are marked.

Where two words are transposed, a line is drawn over one word and below the other, and the mark No. 12 placed in the margin; but where several words require to be transposed, their right order is signified by a figure placed over each word, and the mark No. 12 in the margin.

Where words have been struck out, that have afterward been approved of, dots should be marked under them, and *Stet.* written in the margin. (See No. 13.)

Where a space sticks up between two words, a horizontal line is drawn under it, and the mark No. 14 placed opposite, in the margin.

Where several words have been left out, they are transcribed at the bottom of the page, and a line drawn from the place of omission to the written words (see No 15); but if the omitted matter is too extensive to be copied at the foot of the page, *Out, see copy*, is written in the margin, and the missing lines are enclosed between brackets, and the word *Out*, is inserted in the margin of the copy.

Where letters stand crooked, they are noted by a line (see No. 16); but, where a page hangs, lines are drawn across the entire part affected.

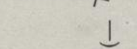
When a smaller or larger letter, of a different font, is improperly introduced into the page, it is noted by the mark No. 17, which signifies wrong font.

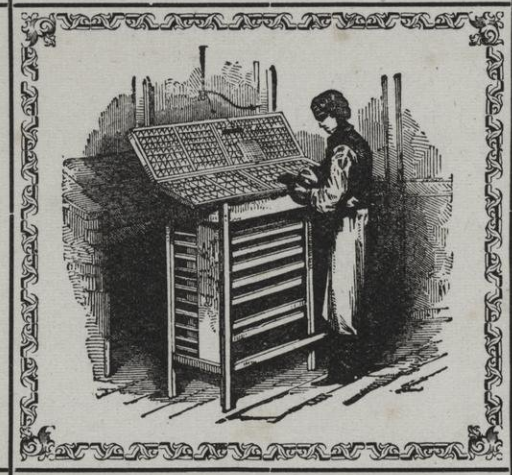
If a paragraph is improperly made, a line is drawn from the broken-off matter to the next paragraph, and *No* ¶ written in the margin. (See No. 18.)

Where a word has been left out or is to be added, a caret must be made in the place where it should come in, and the word written in the margin. (See No. 19.)

Where a faulty letter appears, it is marked by making a cross under it, and placing a similar one in the margin (see No. 20); though some prefer to draw a perpendicular line through it, as in the case of a wrong letter.

MARKS USED IN CORRECTING PROOF.

	Turn letter.
	Indent line one em quadrat.
	Take out ; expunge.
	The caret shows where the letter or word is omitted.
	Insert space.
	Less space.
	Close up entirely.
	Remove type, and insert a space, in place of what is removed.
	Take out type, and close up.
	Bad type.
	Push down space.
	Plane down a letter.
	No paragraph.
------	Placed under erased words, restores them.
Stet.	Written in the margin, restores a cancelled word or words that have dots under them.
¶	Begin a paragraph.
/	Letters stand crooked.
/-/	Should be a compound word.
⊏ or ⌊	Remove to the left.
⊐ or ⌋	Remove to the right.
	Carry higher up on page.
	Carry down.
	Three lines, beneath writing, denote capitals.
	Two lines, beneath writing, denote small capitals.
	One line, beneath writing, denotes italics.
w. f.	Wrong font type.
tr.	Transpose letters, words or sentences.
l. c.	Lower case, or small letters.
s. c.	Small capitals.
⊙	Period.
⊙	Colon.
?	Calls attention to some doubtful word or sentence.



Specimens of Types.

Names of Different Kinds of Type Used in Job Printing.

VERY much delay and vexation among printers and their customers is caused by a failure on the part of the printer to understand what kind of type the customer desires when a card, circular, or other specimen of job printing is ordered. To overcome this difficulty, a very large selection of the different kinds of job type is herewith shown, accompanied by the name of each kind. This arrangement will enable the printer and customer to come at once to an understanding as to the kind of type that should be used in the work ordered, and will thus oftentimes obviate the necessity of the printer re-setting the job.

To printers this chapter will be of great service, giving, as it does, a specimen of nearly all the standard styles of fine job type that have been issued of late years by the different type foundries in the United States.

Plain Card Types.

PEARL OLD STYLE.

HILL'S MANUAL OF BUSINESS FORMS, AND GUIDE TO CORRECT

PEARL GOTHIC.

HILL'S MANUAL OF BUSINESS FORMS, AND GUIDE TO

NONPAREIL OLD STYLE.

HILL'S MANUAL OF BUSINESS FORMS, AND GUIDE TO

NONPAREIL GOTHIC EXTRA CONDENSED.

HILL'S MANUAL OF BUSINESS FORMS, AND GUIDE TO CORRECT WRITING.

NONPAREIL TITLE.

HILL'S MANUAL OF BUSINESS FORMS AND GUID

BREVIER OLD STYLE.

HILL'S MANUAL OF BUSINESS FORMS, AND

BREVIER CELTIC, NO. 1.

Hill's Manual of Business Forms and Guid

LONG PRIMER LIGHT GOTHIC.

Hill's Manual of Business Forms and Guide to Correct

LONG PRIMER OLD STYLE ANTIQUE.

Hill's Manual of Business Forms and G

LONG PRIMER ANTIQUE.

Hill's Manual of Business Forms and

BREVIER CELTIC, NO. 2.

HILL'S MANUAL OF BUSINESS

BREVIER ANTIQUE EXTENDED.

HILL'S MANUAL OF B

BREVIER TITLE EXTENDED.

HILL'S MANUAL OF BUSIN

BREVIER DORIC, NO SHOULDER.

HILL'S MANUAL OF BUSINESS

LONG PRIMER HEAVY GOTHIC.

HILL'S MANUAL OF BUSINE

TWO LINE PEARL OLD STYLE.

HILL'S MANUAL OF BUSINESS

PICA ANTIQUE EXTRA CONDENSED.

HILL'S MANUAL OF BUSINESS FORMS AND GUIDE

PICA EXTRA CONDENSED.

HILL'S MANUAL OF BUSINESS FORMS AND GUIDE TO CORRECT

PICA CLARENDON CONDENSED.

Hill's Manual of Business Forms and G

PICA FRENCH CLARENDON EXTRA CONDENSED.

Hill's Manual of Business Forms and Guide to Correct Writing.

PICA ANTIQUE CONDENSED.

Hill's Manual of Business Forms and

PICA RUNIC.

HILL'S MANUAL OF BUSINESS FOR

PICA ALDINE.

Hill's Manual of Business Forms and

PICA GOTHIC CONDENSED.

Hill's Manual of Business Forms and Guide

PICA ANTIQUE POINTED.

Hill's Manual of Busines

PICA ANTIQUE EXTENDED.

Hill's Manua

PICA EGYPTIAN.

HILL'S MANUAL OF BUS

ENGLISH CELTIC CONDENSED.

HILL'S MANUAL OF BUSINESS FORMS AND

GREAT PRIMER CHAMFER.

HILL'S MANUAL OF BUSINESS FORMS AND

GREAT PRIMER LIGHT FACE CONDENSED.

Hill's Manual of Business Forms an

GREAT PRIMER OLD STYLE.

HILL'S MANUAL OF BUSINESS

GREAT PRIMER FRENCH CLARENDON.

Hill's Manual of Business Forms

GREAT PRIMER IONIC.

HILL'S MANUAL OF

TWO LINE PICA EXTRA CONDENSED GOTHIC, NO. 2.

Hill's Manual of Business Forms and Guide

Italic Card Types.

LONG PRIMER ITALIC GOTHIC.

HILL'S MANUAL OF BUSINESS FORMS AND

PICA LITHOGRAPHIC SLOPE.

HILL'S MANUAL OF BUSINESS

PICA VENETIAN.

HILL'S MANUAL OF BUSINESS

LONG PRIMER BOLD FACE ITALIC.

HILL'S MANUAL OF BUSINESS

PICA LAW ITALIC.

Hill's Manual of Business Forms

GREAT PRIMER OLD STYLE ITALIC.

Hill's Manual of Business Fo

GREAT PRIMER FULL FACE ITALIC.

Hill's Manual of Business

PICA BANK NOTE ITALIC.

HILL'S MANUAL OF BUSINE

GREAT PRIMER LITHOGRAPHIC ITALIC.

Hill's Manual of B

GREAT PRIMER BANK NOTE ITALIC.

HILL'S MANUAL OF B

TWO LINE SMALL PICA OPEN ITALIC.

HILL'S MANUAL of B

Text Card Types.

NONPAREIL OLD ENGLISH BLACK.

Hill's Manual of Business Forms and Guide to Correct Writing.

PICA CONDENSED BLACK SHADED.

Hill's Manual of Business Forms and Gu

LONG PRIMER OLD ENGLISH BLACK.

Hill's Manual of Business Forms and Guide

PICA AUGUSTIN TEXT.

Hill's Manual of Business Forms and Guide

PICA TUDORESQUE.

Hill's Manual of Business Forms and

PICA RIMMED BLACK SHADED.

Hill's Manual of Business and

PICA SLOPING BLACK.

Hill's Manual of Business Forms and Guide

PICA EXTENDED BLACK.

Hill's Manual of Business For

GREAT PRIMER SLOPING BLACK SHADED.

Hill's Manual of Business For

GREAT PRIMER TEXT.

Hill's Manual of Business Forms and Guide

TWO LINE SMALL PICA FANCY TEXT SHADED.

Hill's Manual of Business Forms and Guide

GREAT PRIMER BANK NOTE BLACK EX.

Hill's Manual of Business

DOUBLE SMALL PICA FANCY TEXT.

Hill's Manual of Business Forms and Guide

TWO LINE SMALL PICA TITLE OPEN.

Hill's Manual of Business Forms and

TWO LINE SMALL PICA TEUTONIC EXTENDED.

Hill's Manual of Busine

TWO LINE SMALL PICA TEUTONIC SHADED.

Hill's Manual of Busines

TWO LINE SMALL PICA RIMMED BLACK.

Hill's Manual of Busi

TWO LINE PICA COLLEGIATE.

Hill's Manual of Business F

TWO LINE PICA MEDIEVAL.

Hill's Manual of Business For

TWO LINE PICA EUREKA.

Hill's Manual of Business

DOUBLE ENGLISH EUREKA TEXT.

Hill's Manual of Busin

TWO-LINE ENGLISH RIMMED BLACK.

Hill's Manual of

DOUBLE ENGLISH OPEN CARD TEXT.

Hill's Manual of Business

DOUBLE GREAT PRIMER FANCY CARD TEXT.

Manual of Business Form

DOUBLE GREAT PRIMER TITLE TEXT.

Hill's Manual of Busin

DOUBLE GREAT PRIMER LITHOGRAPHIC TEXT.

Hill's Manual of Bu

FOUR-LINE SMALL PICA CARD TEXT.

Hill's Manual of Business Form

FOUR LINE OPEN CARD TEXT ORNAMENTED.

Manual of Business Forms

FOUR LINE PICA CARD TEXT OPEN.

Hill's Manual of Busine

DOUBLE PARAGON CHURCH TEXT.

Hill's Manual of

FOUR-LINE SMALL PICA BLACK SHADED.

Hill's Man

Script Card Types.

PICA GRAPHOTYPE.

Hill's Manual of Business Forms and Guide to

GREAT PRIMER PAYSON SCRIPT.

Hill's Manual of Business Forms

DOUBLE SMALL PICA GRAPHOTYPE.

Hill's Manual of Business Fo

TWO-LINE SMALL PICA BULLETIN SCRIPT.

Hill's Manual of B

TWO-LINE SMALL PICA HANCOCK SCRIPT.

Hill's Manual of Busine

DOUBLE PICA PENMAN SCRIPT.

Hill's Manual of Bu

DOUBLE GREAT PRIMER SCRIPT.

Hill's Manual of Bu

CANON SCRIPT.

Hill's Manual of

Ornamental Card Types.

MINION GOTHIC SHADED.

HILL'S MANUAL OF BUSINESS FORMS AND G

BREVIER ROUND GOTHIC SHADED.

HILL'S MANUAL OF BUSINESS FORMS, AND

LONG PRIMER ORNAMENTED.

Hill's Manual of Business Forms and Guide to

LONG PRIMER MONASTIC.

Hill's Manual of Business Forms, and Guide

LONG PRIMER RIMMED ROMAN.

HILL'S MANUAL OF BUSIN

PICA STALACTITE, CAPS AND SMALL CAPS.

Hill's Manual of Business Forms, and

PICA ORNAMENTED.

HILL'S MANUAL OF BUSINE

PICA FANTAIL.

Hill's Manual of Business Forms and Gu

PICA FRANCONIAN.

HILL'S MANUAL OF BUSINESS FORMS

PICA EGYPTIAN EXTENDED SHADED.

Hill's Manual of Business F

PICA ORNATE EXTENDED.

Hill's Manual of Busi

PICA OPEN EXTENDED.

HILL'S MANUAL

NEW AND STANDARD ALPHABETS,

REPRESENTING

Plain and Fancy Letters,

FOR THE USE OF

SIGN-WRITERS, MARBLE-WORKERS, ENGRAVERS AND OTHERS.

DIRECTIONS.

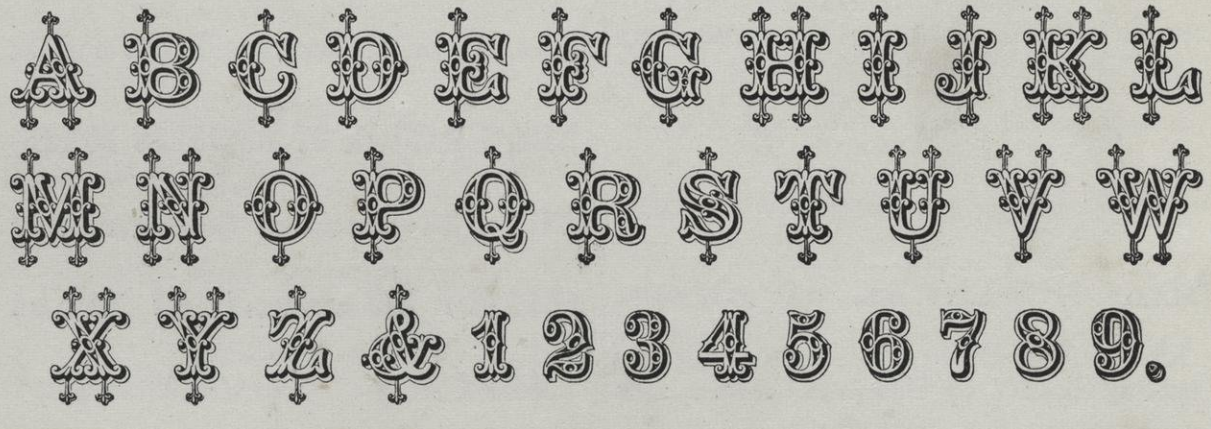
STUDENTS at Lettering should carefully observe the proportion of all Letters. The upper parts of B, E, K and S, it will be seen are a little smaller than the lower part of these letters. The difference in size between the upper and lower part of the S is shown, by observing this letter when turned bottom side up.

As will be seen in the following examples, with those letters having a fine line, the period and other punctuation marks are round; in the block and square letters, the period and kindred marks are square.

These alphabets, including the brush and marking letters, comprise the leading standard plain and fancy letters necessary for ordinary use.

The principles of script letters, together with copies of round hand, script, scroll work and flourishing, will be found in the first part of this book, in the chapter relating to penmanship.

CANON MINARET.



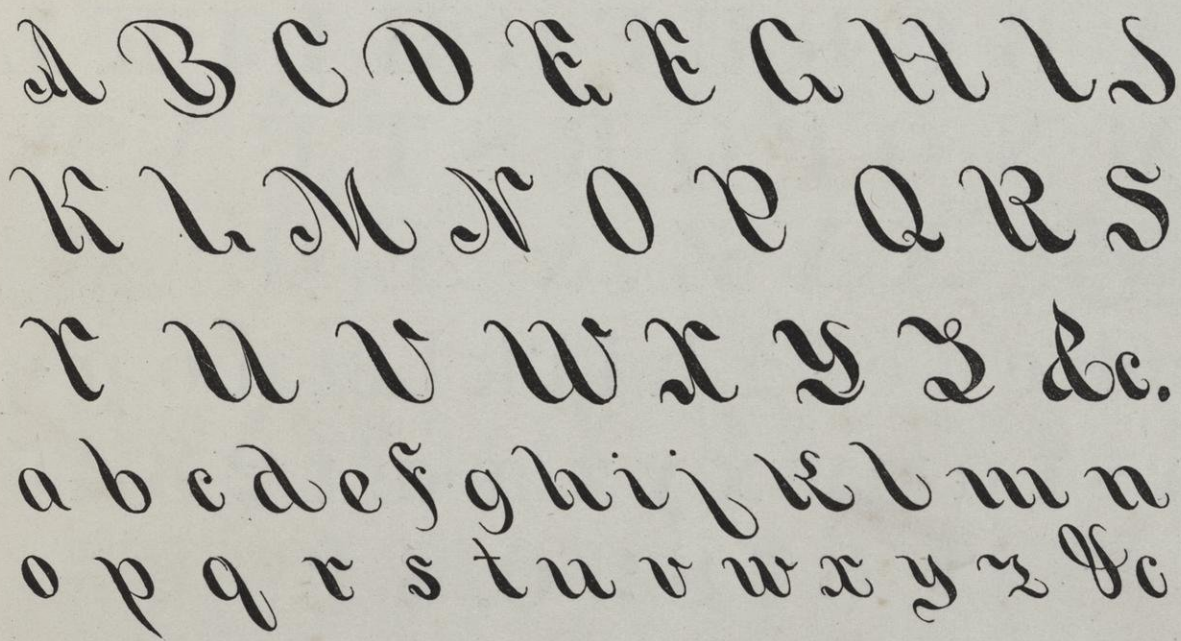
Marking Letters.

ITALIC.

A B C D E F G H I J K L
M N O P Q R T S U V W X
Y Z & Æ Œ.

a b c d e f g h i j k l m n o p q r
s t u v w x y z. (! ? : ; æ œ)

BRUSH LETTERS.



MARKING LETTERS.

ITALIC CONDENSED.

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z &.
a b c d e f g h i j k l m n o p q r s t
u v w x y z . ! ? 1 2 3 4 5 6 7 8 9 0

PLAIN ROMAN LETTERS.

A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z . & Æ Œ
a b c d e f g h i j k l m n o p q
r s t u v w x y z. æ œ 1 2 3 4 5
6 7 8 9 0. $ £

ANTIQUE POINTED EXTENDED.

A B C D E F G H I J K
L M N O P Q R S T U V
W X Y Z &.
1 2 3 4 5 6 7 8 9 0.

OLD STYLE ORNAMENTED.

A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z &.
a b c d e f g h i j k l m n o p q r s t
u v w x y z

DORIC.

A B C D E F G H I J K L M N O P
Q R S T U V W X Y Z ?
a b c d e f g h i j k l m n o p q r s
t u v w x y z & $ 1 2 3 4 5 6 7 8 9 0.

POINTED CONDENSED.

A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z & $ 1 2 3 4 5 6 7 8 9 0 ? .

OLD ENGLISH TITLE TEXT.

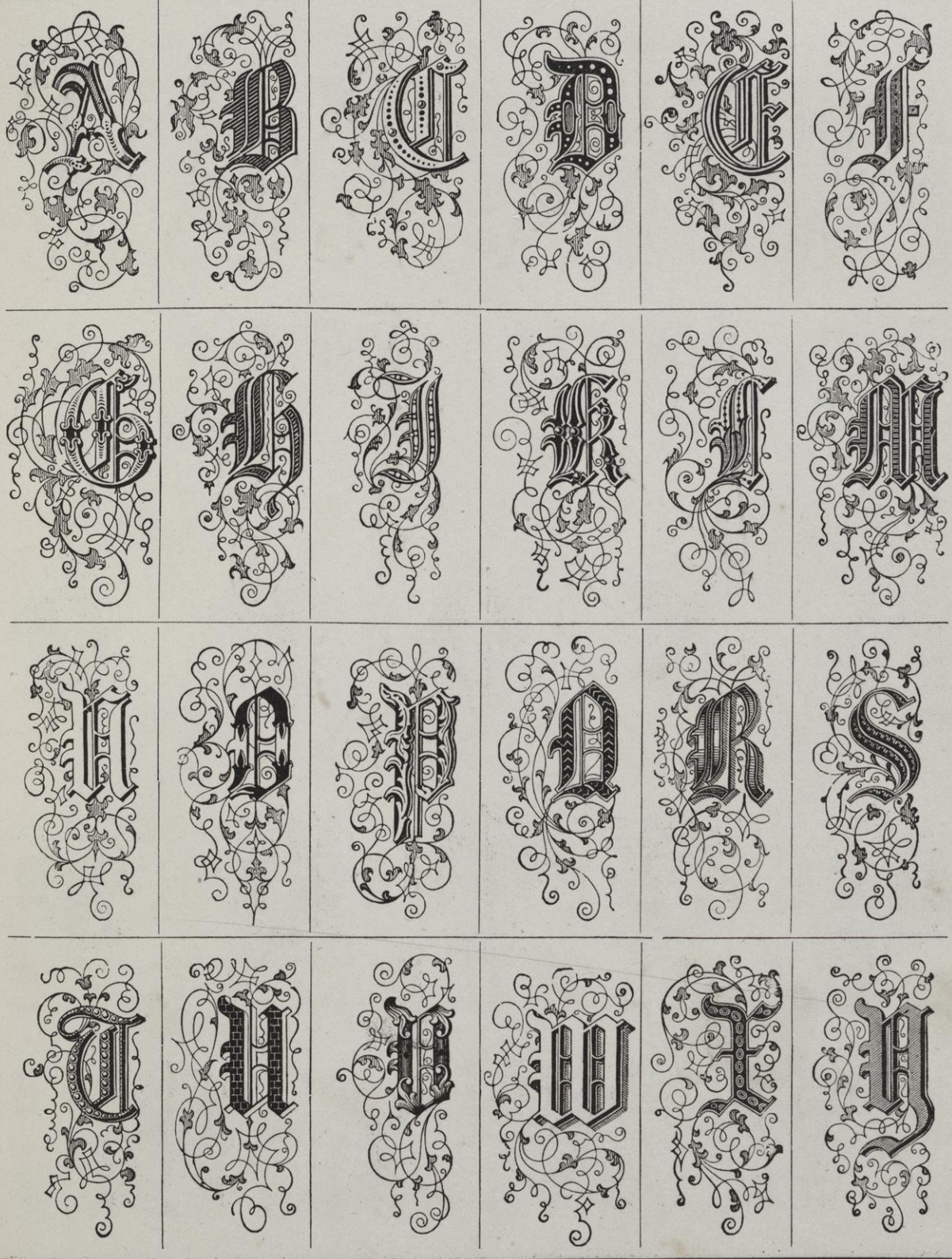
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

OLD ENGLISH FANCY TEXT.

A B C D E F G H I J K L M N O P Q
R S T U W X Y Z &.
a b c d e f g h i j k l m n o p q r s t u v w x y z.

MEDIEVAL.

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z C
a b c d e f g h i j k l m n o p q r s t u
v w x y z. 1 2 3 4 5 6 7 8 9 0.



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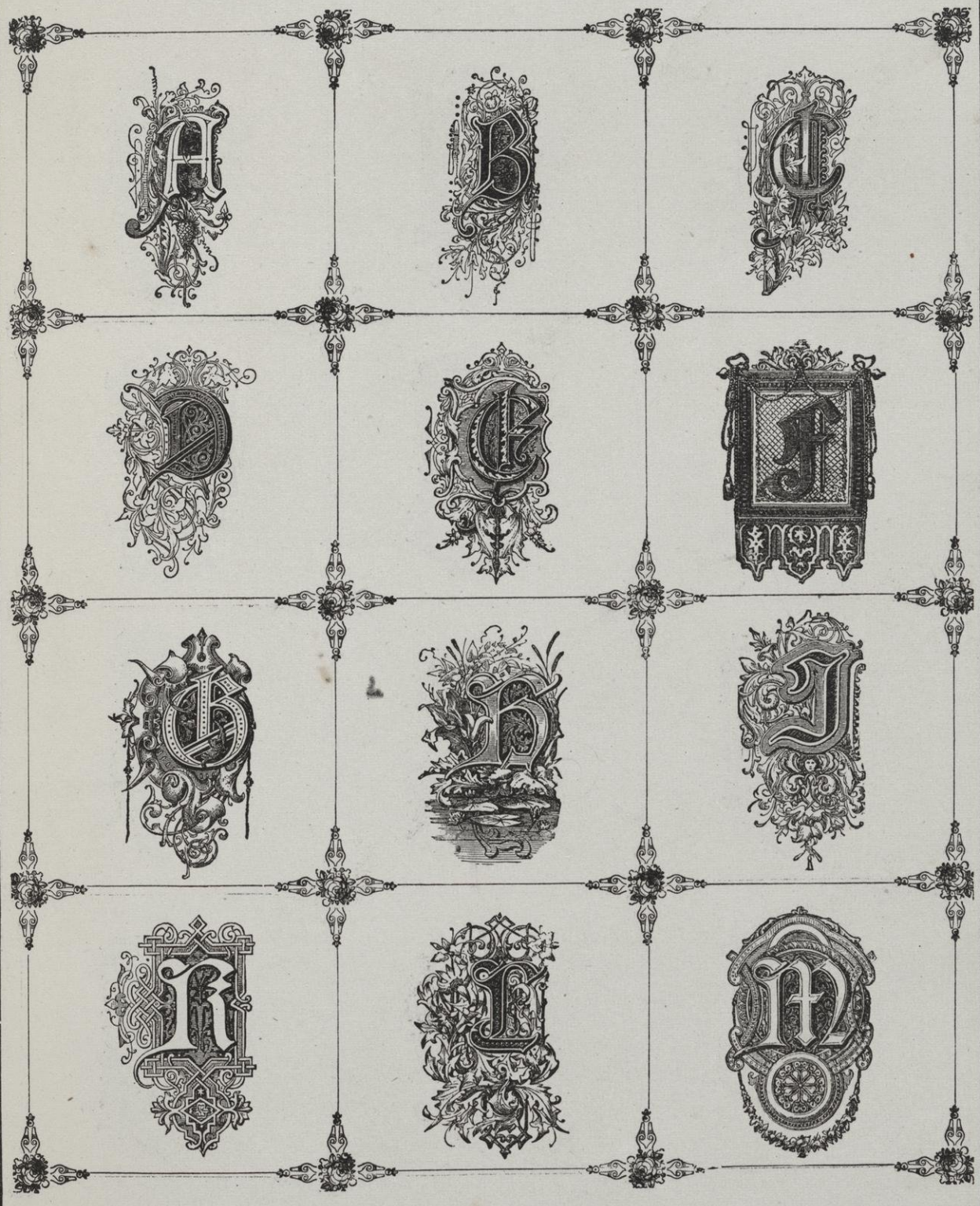
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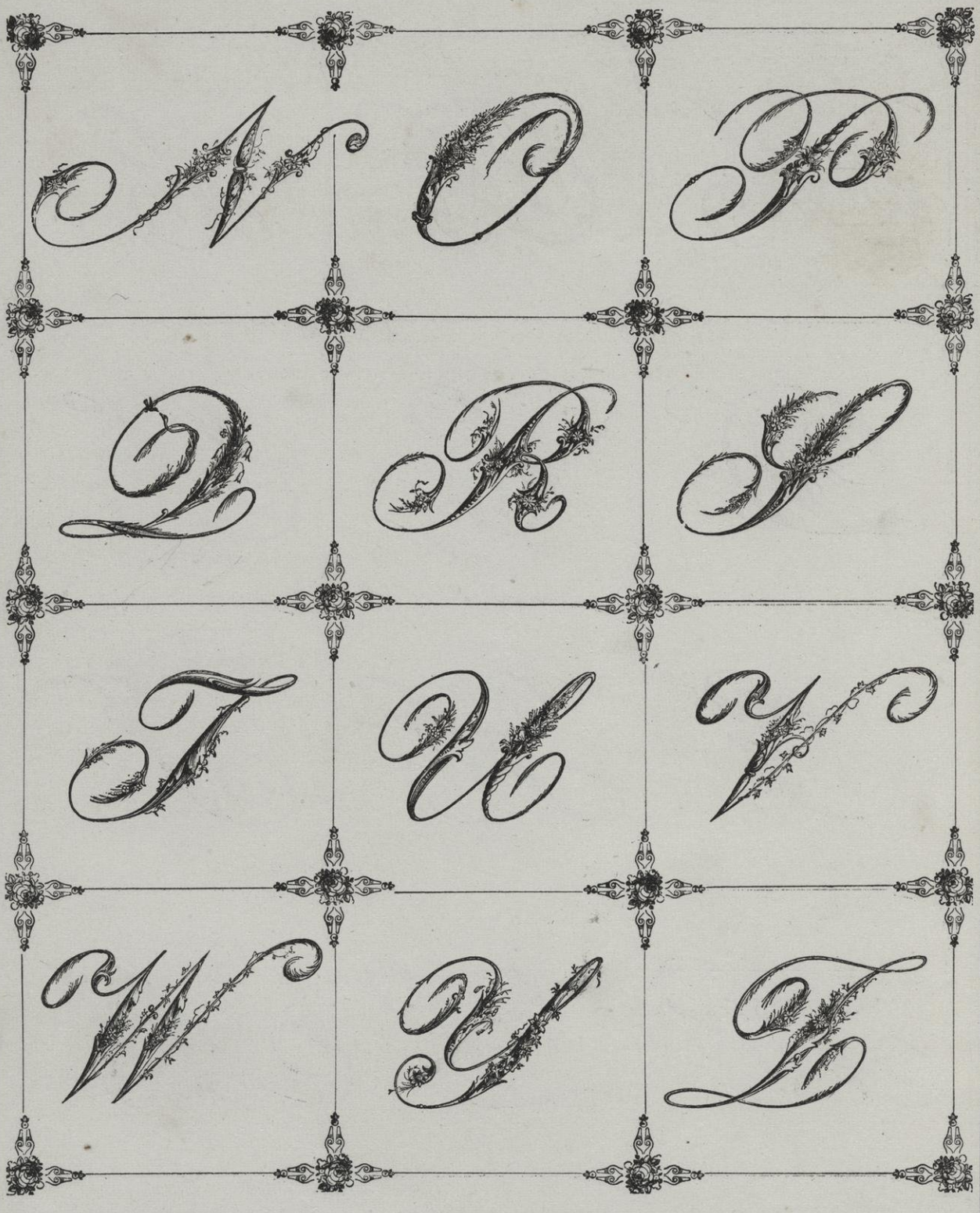
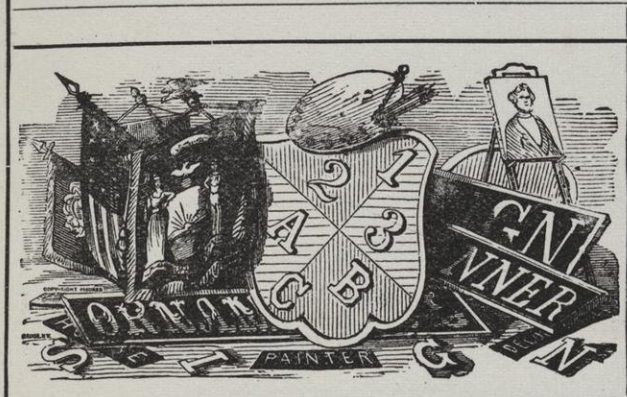




Sign Punctuation.

Illustrations of the Proper Wording and Punctuation of Sign Writing.

Unusually Large Marks are used to Distinctly Illustrate Punctuation.

The following samples of Signs will be found convenient by Sign Writers as showing correct punctuation.

BANK.

POST-OFFICE.

JOHN SMITH.

JOHN HENRY SMITH.

J. H. SMITH.

JOHN H. SMITH.

CHARLES SMITH. HENRY JONES.

C. SMITH & H. JONES.

SMITH & JONES.

The period (.) is used at the end of every sentence, even if it be but one word; as, *Bank. Merchant Tailor. John Smith. William Jones, Dealer in Hats, Caps and Furs.* The period is also used to show the omission of letters, at the last of a name or word, called abbreviation; as *Co.* for *Company; H. J. Smith* for *Henry James Smith.* In the abbreviation of *Chas., Wm., Thos., Jas., Robt., Bros.,* and *Saml.*, while the rule is to use the apostrophe, it is customary to use the period.

The comma (,) is used, in sign painting, to show the omission of words. This is shown in the following sentences:

Brown and West and Co. are Dealers in Paints and Oils and Glass, and so forth.

To avoid repeating the *and* we use the comma, thus:

Brown, West & Co., Dealers in Paints, Oils, Glass, &c.

The apostrophe (') is used to show the omission of letters, in the beginning or middle of a word, thus: *'t is* for *it is; 't were* for *it were;*

'73 for 1873; *comp'y* for *company; pack'g* for *packing; d's* for *days; m's* for *months; y's* for *years; gen'l ag't* for *general agent*, etc.

The apostrophe is also used to show the possessive, thus: *Brown's Bank.* If the owner's name terminates with an *s*, the apostrophe follows the *s;* as, *Wells' Bank, Briggs' Store.* If two or more persons are spoken of, in the possessive, the apostrophe follows the *s*; as, *Ladies' Entrance; Gents' Parlor; Tomlinson Brothers' Bank.* If, however, the person's name takes the character of an adjective, describing the article, no apostrophe is required; as, *Briggs House; Merchants Bank.*

This character (*&*) stands for *and*, and came originally from *Et.*, Etc. in script, the Latin abbreviation for *et cetera*—"and the rest." The first is used in connecting firm names, and the other at the end to avoid details. Thus, *Smith & Brown;* or *Smith, Brown & Co., Dealers in Groceries, Provisions, &c.*

Where the placing of a period or other mark, after a letter or figure, would decidedly injure the appearance of the same, good taste may suggest that such mark be omitted. See Nos. 44 and 42, page 253.

For other marks in punctuation, see page 52.

A light faced letter is used in the following advertisements, to illustrate the punctuation conspicuously.

NORTH AMERICA

FIRE & MARINE INSURANCE COMPANY,

ST. LOUIS, MISSOURI.

CAPITAL, - - - - $200,000.

OFFICERS:

J. HARTLEY WELLS, *Pres't.* DAVID BRIGGS, *Sec'y.*

S. & J.

EDITOR.

EDITOR'S ROOM.

SUPT'S OFFICE.

LADIES' PARLOR.

TREASURER'S OFFICE.

DRY GOODS.

MERCHANT TAILOR.

JONES SCHOOL.

BRIGGS HOUSE.

METROPOLITAN HOTEL.

JONES' STORE.

FRESH AND SALT MEATS.

FIRST NATIONAL BANK.

PROF. A. B. COOK.

DR. HENRY WING.

SAML. H. SMITH, M.D.

FIRE INS. COMP'Y.

A. M. EXPRESS CO.

AMERICAN PACK'G CO.

JONES BROS., WEST & HOYT.

PAGE BROS.' BLOCK.

WELLS, WADE BROS. & COOK.

Mc MICKEN & St. CLAIR.

St. CLAIR BROS.' EXCHANGE.

MEN'S AND BOYS' CLOTHING.
CHILDREN'S UNDERGARMENTS.

BENNETT & PETERS.
STOVES AND HARDWARE.

SMITH, JONES & BLACK.
HARDWARE, CUTLERY, ETC.

MRS. WM. HENRY WEST.
MILLINERY AND FANCY GOODS.

C. CLINTON BROWN,
ATTORNEY AND COUNSELOR.

De LAND & Mc GANN.

44 BROWN BROTHERS. 44

42 BRAINARD'S SONS. 42

C. S. BELDON, CLARK & CO.
DRUGGISTS' SUNDRIES.

F. BURT, SHAW & SONS,
REAL ESTATE AND LOAN AG'TS.

St. CLAIR BROS. & SONS,
GEN'L AGENTS.

D. O. WELLS, BRIGGS & SONS,
AG'TS N. W. MANUF'G CO.

HIRAM BROWN,
DEALER IN
BOOTS AND SHOES.

H. O. SMITH,
DEALER IN
LUMBER.

HOYT & WEBSTER,
DEALERS IN
PAINTS, OILS, GLASS, ETC.

WILLIAMS & CO.,
DEALERS IN
HATS, CAPS, FURS, ETC.

BRIGGS, WELLS & CO.,

WHOLESALE AND RETAIL DEALERS IN

BOOKS, WALL-PAPER & STATIONERY.

JONES, COX & CO.,

MANUFACTURERS AND DEALERS IN

HARDWARE, CUTLERY AND STOVES;

ALSO, GEN'L AG'TS FOR

AURORA SILVER-PLATE MANUF'G CO.

WEBB & GREEN,

GEN'L AG'TS FOR THE

N. W. MANUFACTURING COMPANY;

AND DEALERS IN

R. R. SUPPLIES, PIG IRON AND LEAD.

FIRE AND MARINE INSURANCE.

WESTERN INSURANCE COMPANY;

CLEVELAND, O.

PAID-UP CAPITAL, $2,000,000 IN U. S. BONDS.

CHARLES D. SMITH, AGENT.

A. E. SMALL. P. D. COOK.

SMALL & COOK,

ATTORNEYS AND COUNSELORS AT LAW;

ROOM 15, STEVENS BLOCK,

OFFICE HOURS: 9 TO 12 A. M. 2 TO 6 P. M. MILWAUKEE.

NORTHERN LIGHT, NO 8;

MANUFACTURED BY

FRIDLEY, ST. ANNE & BROTHER,

ELKHART, IND.

PATENTED, AUG. 1, 1870. RE-ISSUED, SEPT. 10, 1872.

SHNIEDEWEND, LEE & CO.,

ELECTROTYPERS;

MANUFACTURERS OF

LABOR-SAVING SLUGS, METAL FURNITURE, AND SUPERIOR FINISHED LEADS.

NO. 111 E. MADISON ST., CHICAGO, ILL.

ST. CLAIRE & MC CLURE,

SUCCESSORS TO HATCH BROS.;

HEADQUARTERS FOR THE

"COSMOPOLITAN," "STEWART," AND "WESTERN HOME," COOKING STOVES.

NO. 44 MAPLE ST., ST. LOUIS, MO.

PUSH ALONG! KEEP MOVING!

CHAS. MC GILL,

THE HOUSE-MOVER.

ADDRESS P. O. BOX 1,108, OR CALL AT 91 PECK AVE.,

SALEM, MASS.

BLACK BROS. & CO.,

WHOLESALE CLOTHING HOUSE;

HEADQUARTERS FOR

GENTS' FURNISHING GOODS AND FURS.

70 BROADWAY, UP STAIRS, ST. CROIX, ILL.

THE LARGEST GENTS' FURNISHING HOUSE IN THE WORLD.

OAK HALL CLOTHING EMPORIUM,

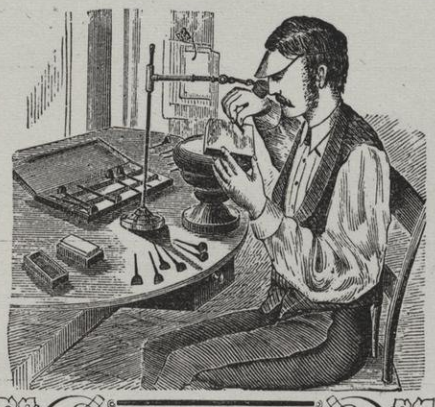
NOS. 148, 150, 152 AND 154 PRINDLE ST.

HOWARD'S LARGE OVEN,

AIR-TIGHT, SUMMER AND WINTER COOKING STOVE.

PAT'D MAY 4, 1871.

OSCAR D. HOWARD.



INSCRIPTIONS
FOR
ENGRAVERS
ON
METAL.

Engravers' Inscriptions.

Wording and Punctuation of Inscriptions for Engraving.

Forms of Wording, appropriate in marking Rings, Spoons, Pins, Coffin-Plates, Cane-Heads, Watches, Silverware, etc., for use in Presentation on the occasion of Weddings, Marriage Anniversaries, Birthdays, etc., etc.

STYLES OF LETTERING.

INSCRIPTIONS to be engraved on metal, should be in as few words as possible. It is important always that the person furnishing the copy to the engraver should write the words to be engraved in the plainest manner, not even omitting the punctuation. Care should be taken to plainly distinguish the I from the J, and other letters, that in script are likely to be taken for others. Special care should also be observed in spelling.

The following forms of wording, styles of lettering, punctuation, and arrangement of sentences will be found serviceable, both for the engraver and those persons who wish to have engraving executed.

Carrie Jane.	I. O. O. F.	Charles Horton.
MINE EVER.	To My Husband.	REMEMBER.
Mrs. D. Williams.	*To My Sister.*	FORGET ME NOT.

From a Friend.

Gift of Friendship.

A. F. A. M.

Mary.

Christmas, 1870.

Chas. O. Wilson;

From a Friend.

Susan.

XMAS. 1872.

C. D. Briggs & Minnie Buck.

July 7, 1871.

Martin Wells to May King.

December 26, 1869.

William H. Brown.

JANUARY 1, 1869.

Jas. H. Kendall.

Aged 25 y'rs, 3 m's.

OUR

Little Willie.

George K. Hoyt.

Born, May 12, 1835.

PRESENTED

—TO—

Hoyt L. Wilson;

BY

EMPLOYEES, CAR DEP'T,

N. W. R. R.

April 4th, 1873.

Chicago, Ill.

TESTIMONIAL

—TO—

Perry Knight;

FROM

HIS FRIENDS,

L. Jackson, W. W. Coy & H. Munson.

Buffalo, N. Y.,

November 1, 1868.

TO

Capt. A. Benson;

FROM

His Comrades of Co. E,

44th Regt., Ill. Vol's.

CHICAGO, ILL.

Jan. 1, 1863.

Mother;

From MARY.

CHRISTMAS, 1873.

Kittie;

FROM HER FATHER.

Lizzie D. Smith;

From Her Father. May 12, 1873.

Fannie W. Brown;

From Her Mother.

18th Birthday, June 10th, 1873.

Harvey D. Kent;

FROM

Father and Mother.

21st Birthday.

Mother;

From HER CHILDREN.

Christmas, 1872.

Mr. & Mrs. Jas. C. Black.

25th Anniversary Wedding;

August 17th, 1873:

FROM

THEIR MANY FRIENDS.

PRESENTED TO

Mr. & Mrs. R. Coy;

BY

Mr. & Mrs. Browning.

Apr. 1, 1868.

Mr. & Mrs. King;

FROM

Their Many Friends,

AS A TOKEN OF

Esteem and Respect.

Tomb-Stone Inscriptions.

Wording and Punctuation.

USUAL recent wording of Tomb-Stone Inscriptions is shown in the following. In comparison, it will be seen that the modern inscription is generally much more brief than that of the olden time. Formerly it was customary to chisel in rude letters epitomized biographical histories of the deceased on the tomb-stones that marked their last resting place. Among such are many quaint, curious and foolish inscriptions that, so far as perpetuating the memories of the deceased was concerned, had better never have been engraved on the headstones.

The lesson taught in these examples is, that the more concise the inscription, the more favorably coming generations will judge of the handful of dust that lies beneath the leaning tomb-stone. The most approved modern forms, accompanied by epitaphs, are shown herewith, together with the correct grammatical wording and punctuation of the same. The following appropriately accompany the inscription.

Brief Epitaphs.

Father.	Our Mother.	Charlie.
All is Well.	Gone Home.	Christ is my Hope.
Darling Sister.	Gone, but not Forgotten.	The Morning Cometh.
We will Meet again.	Rest, Darling Sister, Rest.	Dying is but Going Home.
Over in the Summer Land.	In after Time we'll meet Her.	There shall be no Night there.
Absent, not Dead.	Gentle, Sweet little Freddie.	They are not Dead.

Lillie.

She faltered by the wayside, and the Angels took her home.

Darling Freddie.

The Angels called Him.

Hon. M. Randall,

DIED

August 15, 1869. AGED 61 Years.

A Member of the U.S. Congress for 20 Years, he died as he lived, a pure and upright man.

MINNIE,

INFANT DAUGHTER OF

E. & M. Binninger,

DIED

Sept. 15th, 1873. AGED 1 Mo. & 15 D's.

Beneath this stone, in soft repose,
Is laid a mother's dearest pride;
A flower that scarce had waked to life
And light and beauty, ere it died.

MARY ELLEN,

WIFE OF

Chas. Williamson,

Born at Keene, N. H., Jan. 8, 1805.

Born into Spirit Life Sept. 6th, 1865.

NOT DEAD, BUT GONE BEFORE.

Wm. D. Hubbard,

Dec. 28th, 1873. Aged 92 Y's, 8 M's.

"Farewell to thee, my house of clay!
Long have we two been bound together,
But I forsake thy porch to-day,
And yield thee up to wind and weather.
Sleep, sleep at last! thy sleep shall be
My rest, my strength, my victory!"

TRUMAN MARTIN,

Aged 60 Years. August 2, 1870.

H. W. Billings.

December 1, 1872. Aged 36 Years.

Our Mother.

Died October 5, 1869. AGED 61 Years.

Harriet Theresa,

WIFE OF

F. D. Stevenson,

AGED 41 Years. Oct. 4, 1872.

"I Fear not Death."

CHARLES H.,

SON OF

Thos. & A. Smith,

DIED

December 25th, 1870. AGED 4 Y'S, 3 M'S & 4 D'S.

MINNIE B. PHELPS,

BORN INTO SUMMER LAND

Sept. 1st, 1872. Aged 19 Y's, 3 M's.

DARLING SISTER;

"Yet, though thou wear'st the glory of the sky,
We know thou'lt keep the same beloved name;
The same fair, thoughtful brow and gentle eye,
Lovelier in heaven's sweet climate, yet the same."

Little Johnny,

DIED

November 1st, 1871. AGED 5 Y's & 8 M's.

"'Tis a little grave, but O, have care,
For world-wide hopes are buried there,
How much of light, how much of joy,
Is buried with a darling boy."

SACRED

to the Memory of

S. F. Mannering,

WHO DEPARTED THIS LIFE

August 10, 1871. Aged 50 Years.

"I Fear not Death."

Mary L. Palmer,

ENTERED SPIRIT LIFE

September 9, 1872. Aged 38 Y's, 6 M's.

"O land beyond the setting sun!
O realm more fair than poet's dream!
How clear thy silvery streamlets run,
How bright thy golden glories gleam!
For well we know that fair and bright,
Far beyond human ken or dream,
Too glorious for our feeble sight,
Thy skies of cloudless azure beam."

Harvey J. Belden,

CAPT. OF

51st Regiment, Illinois Vols.,

Killed at the Battle of Perryville,

October 8th, 1863.

Aged 51 Y's, 6 M's, 10 D's.

Rev. G. Wells,

BORN, DIED,

Sept. 21st, 1841. Nov. 21st, 1872.

He Died as He Lived—a Christian.

Herbie:

The angels called him on a sunny day, August 15th, 1872.

AGED 5 Y'S, 6 M'S, 4 D'S.

"We shall all go home to our Father's house,
To our Father's house in the skies,
Where the hope of our souls shall have no blight,
And our love no broken ties:
We shall roam on the banks of the River of Peace,
And bathe in its blissful tide:
And one of the joys of our heaven shall be,
The little boy that died."

Selections for Tomb-Stones.

GLEANINGS FROM THE POETS.

Brief Extracts from the Best Poems, suitable to accompany Tomb-Stone Inscriptions.

EVERY inscription on tomb-stones may appropriately be accompanied by an epitaph, which should be expressive yet very brief. Formerly it was customary oftentimes to inscribe several stanzas of poetry upon the headstone. With the improved taste of later years, however, it is considered best to condense the epitaph into a few words, usually not exceeding four lines in length.

The following appropriate stanzas for epitaphs are culled from the best poems:

'We saw not the angels who met him there,
The gates of the city we could not see.
Over the river, over the river,
My darling stands waiting to welcome me."

"Amiable, she won all; intelligent, she charmed all; fervent, she loved all; and dead, she saddened all."

"He carries the lambs in his bosom."

"Rest in peace, thou gentle spirit,
Throned above —
Souls like thine with God inherit
Life and love."

"I love them that love me, and they that seek me early shall find me."

"Judge not the Lord by feeble sense,
But trust Him for His grace;
Behind a frowning providence,
He hides a smiling face."

"Not thus his nobler part shall dwell
A prisoner in this narrow cell;
But he, whom we now hide from men,
With youth renewed, shall live again."

"Death, thou art but another birth,
Freeing the spirit from the clogs of earth."

"Ay, hold it true, whate'er befall,
And feel it, when we sorrow most,
'T is better to have loved and lost,
Than to have never loved at all."

"Shed not for her the bitter tear,
Nor give the heart to vain regret;
'T is but the casket that lies here,
The gem that filled it sparkles yet."

"Sheltered and safe from sorrow."

"Ere sin could harm, or sorrow fade,
Death came with friendly care;
The opening bud to heaven conveyed,
And bade it blossom there."

"Happy infant, early blest!
Rest, in peaceful slumbers, rest."

"This lovely bud, so young, so fair,
Called hence by early doom,
Just came to show how sweet a flower
In Paradise would bloom."

"Suffer little children to come unto me."

"There, in the Shepherd's bosom,
White as the drifted snow,
Is the little lamb we missed one morn,
From the household flock below."

"Sweet flower, transplanted to a clime
Where never comes the blight of time."

"So the bird of my bosom fluttered up to the dawn,
A window was opened — my darling was gone!
A truant from time, from tears, and from sin,
For the angel on watch took the wanderer in."

"O Death! where is thy sting? O Grave! where is thy victory?"

"From meadows fanned by heaven's life-breathing wind,
In the resplendence of that glorious sphere,
And larger movements of the unfettered mind,
Come darling, oft, and meet me here."

"A happier lot than ours, and larger light, surrounds thee there."

"Gone to a land of pure delight,
Where saints immortal reign;
Infinite day excludes the night,
And pleasures banish pain."

"Though I walk through the valley of the shadow of death, I will fear no evil, for Thou art with me."

"Triumphant smiles the victor's brow,
Fanned by some angel's purple wing.
Where is, O grave, thy victory now?
And where, insidious death, thy sting?"

"Thy rod and Thy staff, they comfort me."

"Sweet is the scene when virtue dies!
When sinks a righteous soul to rest,
How mildly beam the closing eyes,
How gently heaves the expanding breast!"

"Here I lay my burden down,
Change the cross into the crown."

"I shall know the loved who have gone before,
And joyfully sweet will the meeting be,
When over the river, the peaceful river,
The angel of death shall carry me."

"Because I lived, ye shall live also."

"Life is real, life is earnest,
And the grave is not its goal;
'Dust thou art, to dust returnest,'
Was not spoken of the soul."

"Of such is the kingdom of Heaven"

"Dear is the spot where Christians sleep,
And sweet the strains that angels pour.
O! why should we in anguish weep?
They are not lost, but gone before."

"I am the resurrection and the life."

"From darkness and from woe,
A power like lightning darts;
A glory cometh down to throw
Its shadow o'er our hearts."

"Heaven's eternal year is thine."

"Known and unknown, human, divine,
Sweet darling hand and lips and eye;
Dear heavenly one, thou canst not die,
Mine, mine forever, ever mine."

"Death loves a shining mark."

"Life's duty done, as sinks the day,
Light from its load the spirit flies;
While heaven and earth combine to say,
How blest the righteous when he dies."

"He giveth his beloved sleep."

"Gone before us, O our brother,
To the spirit land!
Vainly look we for another,
In thy place to stand."

"Her children rise up and call her blessed."

"She was but as a smile,
Which glistens in a tear,
Seen but a little while,
But, oh! how loved, how dear!"

"We loved her."

"We only know that thou hast gone,
And that the same returnless tide,
Which bore thee from us, still glides on,
And we, who mourn thee, with it glide."

"There shall be no night there."

"Green be the turf above thee,
Friend of my better days;
None knew thee but to love thee,
Nor named thee but to praise."

"I know his face is hid
Under the coffin lid;
Closed are his eyes; cold is his forehead fair.
My hand that marble felt,
O'er it in prayer I knelt;
Yet my heart whispers that — he is not here."

"Far off thou art, but ever nigh;
I have thee still, and I rejoice."

"To us for sixteen anxious months,
His infant smile was given,
And then he bade farewell to earth
And went to live in heaven."

"Where immortal spirits reign,
There we shall meet again."

"Poetry is the blossom and fragrance of all human knowledge, human thoughts, human passions, emotions, language."—COLERIDGE.

THE GENTLE stillness of a spring-time evening, when, with heart attuned to the glories of the twilight scene, we listen enraptured to the closing song of busy nature, hushing to repose — *this is poetry!*

The coming storm, preceded by the rushing wind; the dark, angry, approaching clouds, capped with the flashing, darting lightning, with the low muttering, and anon the deep-toned thunder, coming nearer and nearer in its awful grandeur! To the lover of the grand and sublime — *this is poetry!*

The silvery quiet of the moonlight night, when we wander amid the jessamines and roses, with our darling, whispering words of love, and dreaming of the future — *this is poetry!*

The midnight hour in the attic, when, through the crevices of the roof and windows, we catch glimpses of the flashing lightning, and listen, slumber, and dream to the music of the pattering rain-drops on the roof — *this is poetry!*

The roaring cataract, the silvery rivulet, the towering mountain, the dark ravine, the opening rosebud, the cherub child, the waving grain, the modest violet, — *all breathe the music of poetry!*

The beautiful face, the gentle, thrilling pressure of the hand, the kettle singing for tea, the joyous meeting of the husband and wife on the return from labor at the twilight hour, the smile, the kiss — *all this is poetry!*

It flashes in the sky, it blossoms on the earth, it breathes music in the air, delighting the eye, charming the ear, and filling the soul with ineffable happiness — *all this is poetry!*

To appreciate, to comprehend, and to interpret this golden, sunny halo of beauty, is the gift of the poet.

Poetry is not necessarily told in rhyme. It is oftentimes revealed as beautifully in prose. B. F. Taylor illustrates this very strikingly in the following description of

The Old Church.

"Last evening we were walking leisurely along. The music of choirs in three churches came floating out into the darkness around us, and they were all new and strange tunes but one; and that one, it was not sung as we had heard it, but it awakened a train of long buried memories, that rose to us even as they were before the cemetery of the soul had a tomb in it. It

was sweet old 'Corinth' they were singing — strains that we have seldom heard since the rose-color of life was blanched — and we were in a moment back again to the old church; and it was a summer afternoon, and yellow sunbeams were streaming through the west windows, and the silver hair of the old deacon who sat in the pulpit was turned to gold in its light, and the minister, who, we used to think, could never die, so good was he, had concluded 'application' and 'exhortation,' and the village choir were singing the last hymn, and the tune was 'Corinth.'

"It is years — we dare not think how many — since then, and the prayers of 'David the son of Jesse' are ended, and the choir scattered and gone — the girl with blue eyes that sang alto, and the girl with black eyes that sang air; the eyes of one were like a June heaven at noon, and the other like the same heaven at night. They both became wives, and both mothers, and both died. Who shall say they are not singing 'Corinth' still, where Sabbaths never wane, and congregations never break up? There they sat, Sabbath after Sabbath, by the square column at the right of the 'leader,' and to our young ears their tunes were 'the very soul of music.' That column bears still their penciled names, as they wrote them in those days in life's June, 183—, before dreams of change had overcome their spirits like a summer's cloud.

"Alas! that with the old singers most of the sweeter tunes have died upon the air! But they linger in memory, and they shall yet be sung in the sweet reunion of song that shall take place by and by, in a hall whose columns are beams of morning light, whose ceiling is pearl, whose doors are gold, and where hearts never grow old. Then she that sang alto, and she that sang air, will be in their places once more."

More frequently, however, the poet gives expression to his emotions in rhyme, such form of expression having the advantage of musical sound, accompanied by sentiment. Unfortunately, however, much of that which passes for poetry is but rhyme, being devoid of sense or moral.

For the assistance and guidance of those who would correctly write poetry, we give herewith the rules of versification, accompanied by a vocabulary of rhymes, followed by a number of standard poems from the best authors, that are models in their respective kinds of verse.

Versification.

VERSIFICATION is the art of making verse. Verse is rhythmical language, keeping time like music; having syllables arranged according to accent, quantity, and generally rhyme; being so divided into lines as to promote harmony.

Two kinds of verse are in use by poets, namely, *blank verse* and *rhyme*. Rhyme is characterized by a similarity of sound at the end of one line with another; as

"Perhaps in this neglected spot is . . . . . laid
Some heart once pregnant with celestial . . . fire;
Hands, that the rod of empire might have . . swayed,
Or waked to ecstasy the living . . . . . lyre."

"The Assyrian came down like a wolf on the . . fold,
And his cohorts were gleaming with purple and gold."

Blank Verse.

Blank verse is the name given to a kind of poetry without rhyme, which was the form that the earlier poets almost entirely made use of. The poetry of the Greeks and Romans was generally without rhyme, and not until the Middle Ages, when introduced by the Goths from the North, did rhyme come into the Latin and the vernacular tongues of modern Europe.

Blank verse is particularly suited to the drama, and was very popular in the sixteenth century, during which time, and the beginning of the seventeenth century, Shakespeare wrote his plays. The following from Milton's "Paradise Lost" representing Eve's lament and farewell to Eden, written in 1667, illustrates the power of expression in blank verse:

"O unexpected stroke, worse than of death!
Must I thus leave thee, Paradise? thus leave
Thee, native soil! these happy walks and shades,
Fit haunt of gods? where I had hoped to spend,
Quiet though sad, the respite of that day
That must be mortal to us both. O, flowers
That never will in other climate grow,
My early visitation and my last
At even, which I bred up with tender hand
From the first spring bud, and gave ye names!
Who now shall rear thee to the sun, or rank
Your tribes, and water from the ambrosial fount?
Thee lastly, nuptial bower? by me adorn'd
By what to sight or smell was sweet! from thee
How shall I part, and whither wander down
Into a lower world, to this obscure
And wild? How shall we breathe in other air
Less pure, accustom'd to immortal fruits?"

Accent and Feet.

Upon careful observation, it will be seen that we involuntarily divide a line of rhythmical verse into meter, by a sort of keeping time with hands and *feet:* accenting at regular intervals certain syllables, thus giving the peculiar musical accompaniment which makes poetry attractive.

There are four kinds of feet in English verse called *Iambus*, *Trochee*, *Anapest* and *Dactyl*. The distinguishing characteristic of *Iambic* verse is, that we always accent the second syllable in reading the same; as "Behóld, how gréat."

The *Trochee*, like the Iambus, consists of two syllables, with the accent on the first syllable; as "Sée the dístant fórest dárk and wáving."

The *Anapest* has the first two syllables unaccented, and the last accented; as "O'er the lánd of the frée and the hóme of the bráve."

The *Dactyl* contains three syllables, with the accent on the first; as *dúrable*, *brávery*.

Meters.

Verse is also named according to the *number* of feet in each line; a foot in Iambic being two syllables. *Monometer* is a line of one foot; *dimeter*, of two feet; *trimeter*, of three feet; *tetrameter*, of four feet; *pentameter*, of five feet; *hexameter*, of six feet; *heptameter*, of seven feet; *octometer*, of eight feet.

Examples.

The following examples represent the *Iambic*, *Trochaic*, *Anapestic*, and *Dactylic*, in the different kinds of *meter*. A straight line (¯) over a syllable, shows that such syllable is accented. A curved line (˘) indicates the unaccented.

IAMBIC.—*One foot.*

"Thĕy gō
To sow."

IAMBIC.—*Two feet.*

"Tŏ mē | thĕ rōse
No longer glows,"

"Thĕir lōve | ănd āwe
Supply | the law."

IAMBIC.—*Three feet.*

"Blūe lĭght | nĭngs sĭnge | thĕ wāves,
And thunder rends the rock."

IAMBIC.—*Four feet.*

"Ănd cōld | ĕr stĭll | thĕ wĭnds | dĭd blōw,
And darker hours of night came on."

IAMBIC.—*Five feet.*

"Fŏr prāise | tōo dēar | lў lōv'd | ŏr wārm | lў sōught,
Enfeebles all internal strength of thought."

IAMBIC.—*Six feet.*

"Hĭs heărt | ĭs sād, | hĭs hōpe | ĭs gōne, | hĭs lĭght | ĭs pāssed;
He sits and mourns in silent grief the lingering day."

IAMBIC.—*Seven feet.*

"Thĕ lōf | ty hĭll, | thĕ hŭm | blĕ lāwn, | wĭth cŏunt | lĕss beaŭ | tĭes shīne;
The silent grove, the solemn shade, proclaim thy power divine."

NOTE.—It has become common in writing modern poetry to divide this kind of verse into four lines; alternate lines having four and three feet; thus,—

"The lofty hill, the humble lawn,
With countless beauties shine;
The silent grove, the solemn shade,
Proclaim thy power divine."

IAMBIC.—*Eight feet.*

O āll | yĕ pēo | plĕ, clāp | yŏur hānds, | ănd wĭth | trĭum | phănt vōic | ĕs sĭng;
No force the mighty pow'r withstands of God the universal King.

NOTE.—It is common at present to reduce this verse into lines of eight syllables, as follows,—

"O all ye people, clap your hands,
And with triumphant voices sing,
No force the mighty pow'r withstands
Of God the universal King."

Stanza—Long, Short, and Common Meter.

A *stanza* is a combination of several lines in poetry, forming a distinct division of the poem; thus,—

"The curfew tolls the knell of parting day,
The lowing herd winds slowly o'er the lea,
The ploughman homeward plods his weary way,
And leaves the world to darkness and to me."

A Verse.

Verse is but a single line of a stanza, thus,—

"The curfew tolls the knell of parting day."

Long Meter.

The long, short, and common meters are known by the number of feet or syllables found in them. Long meter stanzas contain in each line four Iambic feet, thus —

"Through every age, eternal God
Thou art our rest, our safe abode;
High was thy throne ere heaven was made,
Or earth, thy humble footstool, laid."

Short Meter.

Short meter stanzas contain three lines of six syllables, and one of eight syllables — the third line being the longest, and containing four Iambic feet, thus —

"Sweet is the time of Spring,
When nature's charms appear;
The birds with ceaseless pleasure sing
And hail the opening year."

Common Meter.

Iambic verse of seven feet, divided into two lines, the first containing four, and the latter three feet, makes what is known as common meter; thus —

"When all thy mercies, O, my God!
My rising soul surveys,
Transported with the view, I 'm lost
In wonder, love, and praise."

Each species of Iambic verse will admit of an additional short syllable; as

Ŭpŏn ă mōunt | ăin,
Bĕsīde ă fōunt | ăin.

Trochaic Verse.

The accent in *Trochaic* verse occurs on the first syllable. The foot consists of two syllables.

TROCHAIC.— *One foot.*

Chāngĭng.
Ranging.

TROCHAIC.— *Two feet.*

Fancў | viēwĭng,
Joys ensuing.

TROCHAIC.— *Three feet.*

"Whēn thў | heărt ĭs | mōurnĭng."
"Go where comfort waits thee."

TROCHAIC.— *Four feet.*

"Rōund ă | hōlў | călm dĭf | fūsĭng,
Love of peace and lonely musing."

TROCHAIC.— *Five feet.*

Āll thăt | wălk ŏn | fōot ŏr | rīde ĭn | chărĭŏts,
All that dwell in palaces or garrets.

TROCHAIC.— *Six feet.*

Ōn ă | mountăin | strĕtch'd bĕ | nēath ă | hōarў | willōw,
Lay a shepherd swain and viewed the roaring billow.

TROCHAIC.— *Seven feet.*

Hāstĕn | Lōrd tŏ | rēscūe | mē, ănd | sĕt mĕ | sāfe frŏm | trōublĕ,
Shame thou those who seek my soul, reward their mischief double.

TROCHAIC.— *Eight feet.*

NOTE.— Trochaic and Iambic are frequently found combined in one stanza.

Ōnce ŭp | ōn a | mĭdnight | drēary | whīle I | pōndered | wēak and | wēary
Over many a quaint and curious volume of forgotten lore.

Anapestic Verse.

Anapestic verse contains three syllables to the foot, with the accent on the last syllable.

ANAPESTIC.— *One foot.*

"Ŏn thĕ lānd,
Lĕt mĕ stānd."

ANAPESTIC.— *Two feet.*

"Bŭt hĭs coŭr | ăge 'găn fāil,
Fŏr nŏ ărts cŏuld ăvāil."

This form admits of an additional short syllable; as

"Bŭt hĭs coŭr | ăge găn fāil | hĭm,
For no arts could avail him."

ANAPESTIC.— *Three feet.*

Ŏ yĕ wōods | sprĕad yŏur brānch | ĕs ăpāce,
Tŏ yŏur deēpĕst rĕcēssĕs I hīe;
I wŏuld hīde wĭth thĕ bēasts ŏf thĕ chāse,
I wŏuld vānĭsh frŏm ĕvĕrў ēye.

ANAPESTIC.—*Four feet.*

Măy Ĭ gōv | ĕrn mў pāss | ĭōns wĭth āb | sŏlūte swāy,
Ănd grŏw wĭsĕr ănd bĕttĕr ăs lĭfe weărs ăwāy.

This measure admits of a short syllable at the end; as

Ŏn thĕ wārm | cheĕk ŏf yoŭth | smīles ănd rō | sĕs ăre blĕnd | ĭng.

Dactylic Verse.

In *Dactylic* verse the accent occurs on the first syllable of each successive three, being on the first, fourth, seventh, and tenth syllables.

DACTYLIC.—*One foot.*

Chēerfullў,
Fearfully.

DACTYLIC.—*Two feet.*

Fāthĕr ăll | glōrĭoŭs
O'er all victorious.

DACTYLIC.—*Three feet.*

Weărĭng ă | wāy ĭn hĭs | yoŭthfulnĕss,
Loveliness, beauty, and truthfulness.

DACTYLIC.—*Four feet.*

"Bŏys wĭll ăn | tĭcĭpāte, | lāvĭsh ănd | dĭssĭpāte,
Ăll thăt your būsў pāte hōarděd wĭth cāre;
And, in their foolishness, passion, and mulishness,
Charge you with churlishness, spurning your pray'r."

DACTYLIC.—*Five feet.*

"Nōw thŏu dŏst | wĕlcŏme mĕ, | wĕlcŏme mĕ, | frŏm thĕ dărk | sēa,
Land of the beautiful, beautiful land of the free."

DACTYLIC.—*Six feet.*

"Tīme, thōu ărt | ĕvĕr ĭn | mōtiŏn, ŏn | whēels ŏf thĕ | dāys, yĕars, ănd | āges,
Restless as waves of the ocean, when Eurus or Boreas rages."

DACTYLIC.—*Seven feet.*

"Oŭt ŏf thē | kĭngdŏm ŏf | Chrĭst shăll bĕ | gătherĕd, by | ăngĕls ō'er Sātăn vĭctōrĭoŭs,
All that offendeth, that lieth, that faileth to honor his name ever glorious."

DACTYLIC.—*Eight feet.*

Nĭmrŏd thĕ | hūntĕr wăs | mīghty ĭn | hūntĭng, ănd | fāmed ăs thĕ | rūlĕr ŏf | cĭtĭes ŏf | yōre;
Babel, and Erech, and Accad, and Calneh, from Shinar's fair region his name afar bore.

Other Kinds of Poetical Feet.

Besides the foregoing there are other kinds of feet that sometimes occur. These are named the *pyrrhic*, the *spondee*, the *amphibrach*, and the *tribrach*. The *pyrrhic* consists of two short and the *spondee* of two long syllables. The *amphibrach* contains three syllables, of which the first and third are short and the second long. The *tribrach* consists of three short syllables.

Examples.

PYRRHIC.—"Ŏn thĕ tall tree."
SPONDEE.—"The pāle mōōn."
AMPHIBRACH.—"Dĕlīghtfŭl, Dŏmēstĭc."
TRIBRACH.—"Nūmĕrablĕ, cōnqŭerablĕ."

Poetical Pauses.

The full effect in reading poetry is most completely given when a slight pause is made at the close of every line, even though the sense may not require a pause. Frequently a pause for sense is found in or near the middle of the line, particularly of long lines, in which it improves the rhythm, and brings out the meaning of the poem with much better effect. This pause is called the *cæsural* pause, and is shown in the following examples.

Cæsural Pause.

On her white breast | a sparkling cross she wore—
Which Jews might kiss | and infidels adore.
Her lively looks | a sprightly mind disclose,
Quick as her eyes | and as unfixed as those;
Favors to none, | to all she smiles extends,
Oft she rejects, | but never once offends.

"Then her cheek | was pale, and thinner | | than should be | for one so young;
And her eyes, | on all my motions, | | with a mute observance hung."

The *final pause* occurs at the end of each line whether the sense requires it or not, though

it should not be too distinctly marked, as it consists merely in a brief suspension of the voice without any change in tone or accent. The following example shows its effect.

Final Pause.

Ye who have anxiously and fondly *watched*
Beside a fading friend, unconscious *that*
The cheek's bright crimson, lovely to the view,
Like nightshade, with unwholesome beauty bloomed.

Varieties of Poetry.

SEVERAL leading kinds of poetry are named as follows: *Epic, Dramatic, Lyric, Elegiac, Pastoral, and Didactic.*

Epic Poetry.

Epic poetry pertains to the narrative, descriptive, and heroic in character, and is the highest and most difficult of poetry to write well. Among the best of the Epic poems may be mentioned, Homer's "*Iliad*" in Greek, Virgil's "*Æneid*" in Latin, and Milton's "Paradise Lost" in English.

Dramatic Poetry.

Dramatic poetry is also an elevated species of poetry, and takes nearly equal rank with the Epic. This kind of poetry includes the dramas, tragedies, comedies, melodramas, and operas.

Lyric Poetry.

Lyric poetry, as its name indicates, was the kind of verse originally written to be sung as an accompaniment to the lyre. This class of poetry is the oldest in the language of all nations, comprising, as it does, the songs of the people. In the Lyric are included the Songs, Hymns, Odes, and Sonnets.

Elegiac Poetry.

Elegiac poetry includes the elegies, such as Milton's "Lycidias," Tennyson's "In Memoriam," and poems of grave, solemn, and mournful character. Gray's "Elegy, Written in a Country Churchyard" is undoubtedly the most complete specimen of this class of poetry to be found in any language.

Pastoral Poetry.

In the early history of the world, throughout certain portions of Europe, a distinct occupation was that of the shepherd, whose duty was to care for the flocks, as they roamed in the valleys and among the hills. Leading thus a life of dreamy ease among the charms of nature, the shepherds of better culture took readily to the writing of verse, which poetry, usually descriptive of rustic life, became known as Pastoral poetry.*

This class of poetry includes the poems that relate to country scenes, and the quiet, the simplicity, and the happiness found in rural life.

Of these may be included, in modern poems, "The Old Oaken Bucket," "The Sower," "Twenty Years Ago," "Maud Muller," and others of like character.

Didactic Poetry.

Didactic poetry pertains chiefly to the meditative and instructive, and includes such poems as Bryant's "Thanatopsis," Campbell's "Pleasures of Hope," Thomson's "Seasons," Pope's "Essay on Man," and kindred poems.

Kinds of Poems.

VARIOUS kinds of poems are known by certain names, which are defined as follows:

Odes.—Sacred hymns, such as are sung in church.

Pæans.—Songs of praise and triumph.

Ballads.—An easy form of descriptive verse, written in such style as to be easily sung by the people, who may have little acquaintance with music.

* From the Latin word *pastor*, a shepherd.

Epigrams.— A short poem, witty and concise, treating of a single subject, usually ending with an unexpected, ingeniously expressed natural thought.

Sonnets.— The Sonnet is a poetical composition, consisting of fourteen lines, so constructed that the first eight lines shall contain but two rhymes, and the last six but two more; and so arranged that, in the first part, the first line is made to rhyme with the fourth, fifth, and eighth —the second rhyming with the third, sixth, and seventh, while in the second part, the first, third, and fifth; and the second, fourth, and sixth also rhyme with each other, as shown in the following:

Autumn.

"The blithe birds of the summer tide are flown;
Cold, motionless, and mute, stands all the wood,
Save as the restless wind, in mournful mood,
Strays through the tossing limbs with saddest moan.
The leaves it wooed with kisses, overblown
By gusts capricious, pitiless and rude,
Lie dank and dead amid the solitude;
Where-through it waileth, desolate and lone.
But with a clearer splendor sunlight streams
Athwart the bare, slim branches; and on high
Each star, in Night's rich coronal that beams,
Pours down intenser brilliance on the eye;
Till dazzled Fancy finds her gorgeous dreams
Outshone in beauty by the autumn sky."

Cantatas.—The Cantata is a musical composition, partaking of the nature of an anthem, being intermixed with airs and recitatives; and may be adapted to a single voice, or many.

Charades.—The Charade may be in either prose or poetry, and contains as a subject a word of two syllables, each forming a distinct word; these to be concealed in an enigmatical description, first separately and then together.

Canzonets.—A short song consisting of one, two, or three parts is termed a Canzonet. The following, of two parts, is an illustration.

BLACK EYES AND BLUE.

Black eyes most dazzle in the hall;
Blue eyes most please at evening fall.
The black a conquest soonest gain;
The blue a conquest most retain;
The black bespeak a lively heart
Whose soft emotions soon depart;
The blue a steadier flame betray,
That burns and lives beyond a day;
The black may features best disclose;
In blue may feelings all repose;
Then let each reign without control,
The black all MIND — the blue all SOUL.

Epitaphs.—An Epitaph is usually a stanza in poetry, which follows the inscription on a tombstone.*

Satires. — The Satire is a poem used in exposing folly and wickedness, in keen, cutting words; holding the same up to ridicule and contempt.

Parodies.—A ludicrous imitation of a serious subject, usually in rhyme, is termed a Parody, as follows —

"Hands that the rod of empire might have swayed —
Close at my elbow stir their lemonade."

Prologues.—The Prologue is a short poem, introductory to a play or discourse, usually recited before the performance begins.

Epilogues.—The Epilogue is a short poem, which frequently reviews the principal incidents of the play, delivered by one of the actors at the close of a dramatic performance.

Impromptus.—An Impromptu is a poetical composition, made at the moment, without previous study.

Acrostics.—An Acrostic is a stanza of several lines, the first letters of which, taken in their order from top to bottom, make a word or sentence.

Friendship, thou 'rt false! I hate thy flattering smile!
Return to me those years I spent in vain,
In early youth, the victim of thy guile,
Each joy took wing, ne'er to return again —
Ne'er to return; for, chilled by hopes deceived,
Dully the slow-paced hours now move along;
So changed the time, when, thoughtless, I believed
Her honeyed words, and heard her syren song.
If e'er, as me, she lure some youth to stray,
Perhaps, before too late, he 'll listen to my lay.

* See chapter on Epitaphs.

Vocabulary of Rhymes.

The Poet's Hand-Book in Making Rhyme.

HEREWITH will be found a Vocabulary of Rhymes, from "Walker's Rhyming Dictionary," exhibiting the various perfect and allowable rhymes, which are so arranged that any desired word in rhyme can be readily found.

AB.

Bab, cab, dab, mab, nab, blab, crab, drab, scab, stab. *Allowable rhymes*, babe, astrolabe, etc.

ACE.

Ace, dace, pace, face, lace, mace, race, brace, chace, grace, place, space, trace, apace, deface, efface, disgrace, displace, misplace, embrace, grimace, interlace, retrace, populace, etc. *Perfect rhymes*, base, case, abase, debase, etc. *Allowable rhymes*, grass, glass, etc., peace, cease, etc., dress, less, etc.

ACH.

Attach, detach, etc. *Perfect rhymes*, batch, match, etc. *Allowable rhymes*, fetch, wretch, etc.

ACK.

Back, cack, hack, jack, lack, pack, quack, tack, sack, rack, black, clack, crack, knack, slack, snack, stack, track, wrack, attack, zodiac, demoniac, symposiac, almanac. *Allowable rhymes*, bake, take, etc., neck, speck, etc.

ACT.

Act, fact, pact, tract, attract, abstract, extract, compact, contract, detract, distract, exact, protract, enact, infract, subtract, transact, cataract, *with the preterits and participles of verbs in* ack, *as* backed, hacked, etc. *Allowable rhymes*, *the preterits and participles of verbs in* ake, *as* baked, caked, etc.

AD.

Add, bad, dad, gad, had, lad, mad, pad, sad, brad, clad, glad, plad, chad, etc. *Allowable rhymes*, cade, fade, etc., glede, bead, read, etc.

ADE.

Cade, fade, made, jade, lade, wade, blade, glade, shade, spade, trade, degrade, evade, dissuade, invade, persuade, blockade, brigade, esplanade, cavalcade, masquerade, renegade, retrograde, serenade, ambuscade, cannonade, pallisade, etc. *Perfect rhymes*, aid, maid, braid, afraid, upbraid, etc., *and the preterits and participles of verbs in* ay, ey, and eigh, *as* played, obeyed, weighed, etc. *Allowable rhymes*, ad, bad, etc., bed, dead, etc., bead, mead, etc., heed, need, etc.

AFE.

Safe, chafe, vouchsafe, etc. *Allowable rhymes*, leaf, sheaf, etc., deaf, etc., laugh, staff, etc.

AFF.

Gaff, chaff, draff, quaff, staff, engraff, epitaph, cenotaph, paragraph, etc. *Perfect rhyme*, laugh. *Allowable rhymes*, safe, chafe, etc.

AFT.

Aft, haft, raft, waft, craft, shaft, abaft, graft, draft, ingraft, handicraft. *Perfect rhymes*, draught, *the preterits and participles of verbs in* aff *and* augh, *as* quaffed, laughed, etc. *Allowable rhymes*, *the preterits and participles of verbs in* afe, *as* chafed, vouchsafed, etc.

AG.

Bag, cag, fag, gag, nag, quag, rag, tag, wag, brag, crag, drag, flag, knag, shag, snag, stag, wrag, scrag, Brobdignag.

AGE.

Age, cage, gage, page, rage, sage, wage, stage, swage, assuage, engage, disengage, enrage, presage, appendage, concubinage, heritage, hermitage, parentage, parsonage, personage, pasturage, patronage, pilgrimage, villanage, equipage. *Allowable rhymes*, edge, wedge, etc., liege, siege, oblige, etc.

AID. *see* ADE.

AIGHT, *see* ATE.

AIGN, *see* ANE.

AIL.

Ail, bail, fail, hail, jail, mail, nail, pail, quail, rail, sail, tail, wail, flail, frail, snail, trail, assail, avail, detail, bewail, entail, prevail, retail, countervail, etc. *Perfect rhymes*, ale, bale, dale, gale, hale, male, pale, sale, tale, vale, wale, scale, stale, swale, whale, impale, exhale, regale, veil, nightingale, etc. *Allowable rhymes*, peal, steal, etc., bell, cell, etc.

AIM, *see* AME.

AIN.

Cain, blain, brain, chain, fain, gain, grain, lain, main, pain, rain, vain, wain, drain, plain, slain, Spain, stain, swain, train, twain, sprain, strain, abstain, amain, attain, complain, contain, constrain, detain, disdain, distrain, enchain, entertain, explain, maintain, ordain, pertain, obtain, refrain, regain, remain, restrain, retain, sustain, appertain. *Perfect rhymes*, bane, cane, dane, crane, fane, jane, lane, mane, plane, vane, wane, profane, hurricane, etc., deign, arraign, campaign, etc., feign, reign, etc., vein, rein, etc. *Allowable rhymes*, lean, mean, etc., queen, seen, etc., ban, can, etc., den, pen, etc.

AINT.

Faint, paint, plaint, quaint, saint, taint, acquaint, attaint, complaint, constraint, restraint, etc. *Perfect rhyme*, feint. *Allowable rhymes*, cant, pant, etc., lent, rent, etc.

AIR, *see* ARE.

AISE, *see* AZE.

AIT, *see* ATE.

AITH, *see* ATH.

AIZE, *see* AZE.

AKE.

Ake, bake, cake, lake, make, quake, rake, sake, take, wake, brake, drake, flake, shake, snake, stake, strake, spake, awake, betake, forsake, mistake, partake, overtake, undertake, bespake. *Perfect rhymes*, break, steak, etc. *Allowable rhymes*, back, rack, etc., beck, deck, etc., speak, weak, etc.

AL.

Cabal, canal, animal, admiral, cannibal, capital, cardinal, comical, conjugal, corporal, criminal, critical, festival, funeral, general, hospital, interval, liberal, madrigal, literal, magical, mineral, mystical, musical, natural, original, pastoral, pedestal, personal, physical, poetical, political, principal, prodigal, prophetical, rational, satirical, reciprocal, rhetorical, several, temporal, tragical, tyrannical, carnival, schismatical, whimsical, arsenal. *Allowable rhymes*, all, ball, etc., ail, mail, etc., ale, pale, etc.

ALD.

Bald, scald, emerald, etc. *Perfect rhymes*, *the preterits and participles of verbs in* all, aul, *and* awl, *as* called, mauled, crawled, etc.

ALE, *see* AIL.

ALF.

Calf, half, behalf, etc. *Allowable rhymes*, staff, laugh, etc.

ALK.

Balk, chalk, stalk, talk, walk, calk, etc. *Perfect rhyme*, hawk. *Allowable rhymes*, sock, clock, etc.

ALL.

All, ball, call, etc. *Perfect rhymes*, awl, bawl, brawl, crawl, scrawl, sprawl, squall. *Allowable rhymes*, cabal, equivocal, etc. *See* AL.

ALM.

Calm, balm, becalm, psalm, palm, embalm, etc., *whose plurals and third persons singular rhyme with* alms, *as* calms, becalms, etc.

ALT.

Halt, malt, exalt, salt, vault, assault, default, *and* fault, *the last of which is, by Pope, rhymed with* thought, bought, etc.

ALVE.

Calve, halve, salve, valve.

AM.

Am, dam, ham, pam, ram, cram, dram, flam, sham, swam, epigram, anagram, etc. *Perfect rhymes*, dam, lamb. *Allowable rhymes*, dame, lame, etc.

AME.

Blame, came, dame, same, flame, fame, frame, game, lame, name, tame, shame, inflame, became, defame, misname, misbecame, overcame, etc. *Perfect rhymes* aim, claim, maim, acclaim, declaim, exclaim, proclaim, reclaim. *Allowable rhymes*, dam, ham, etc., hem, them, etc., theme, scheme, etc., dream, gleam, etc.

AMP.

Camp, champ, cramp, damp, stamp, vamp, lamp, clamp, decamp, encamp, etc.

AN.

Ban, can, dan, man, nan, pan, ran, tan, van, bran, plan, scan, span, than, unman, fore-ran, began, trepan, courtezan, partisan, artisan, pelican, caravan, etc. *Allowable rhymes*, bane, cane, plain, mane, etc., bean, lean, wan, swan, etc., gone, upon, etc.

ANCE.

Chance, dance, glance, lance, trance, prance, entrance, romance, advance, mischance, complaisance, circumstance, countenance, deliverance, consonance, dissonance, extravagance, ignorance, inheritance, maintenance, temperance, intemperance, exhorbitance, ordinance, concordance, sufferance, sustenance, utterance, arrogance, vigilance, expanse, enhance.

ANCH.

Branch, stanch, blanch, ranch, hanch. *Perfect rhymes*, launch, paunch.

AND.

And, band, hand, land, rand, sand, brand, bland, grand, gland, stand, strand, command, demand, countermand, disband, expand, withstand, understand, reprimand, contraband, etc. *Allowable rhymes*, wand, fond, bond, etc., *and the preterits and participles of verbs in* ain *and* ean, *as* remained, leaned, etc.

ANE, *see* AIN.

ANG.

Bang, fang, gang, hang, pang, tang, twang, sang, rang, harangue, clang. *Allowable rhymes*, song, long, etc.

ANGE.

Change, grange, range, strange, estrange, arrange, exchange, interchange. *Allowable rhymes*, revenge, avenge, etc.

ANK.

Rank, blank, shank, clank, dank, drank, slank, frank, spank, stank, lank, plank, prank, rank, thank, disrank, mountebank, etc.

ANSE, *see* ANCE.

ANT.

Ant, cant, chant, grant, pant, plant, rant, slant, aslant, complaisant, displant, enchant, gallant, implant, recant, supplant, transplant, absonant, adamant, arrogant, combatant, consonant, cormorant, protestant, significant, visitant, covenant, dissonant, disputant, elegant, elephant, exorbitant, conversant, extravagant, ignorant, insignificant, inhabitant, militant, predominant, sycophant, vigilant, petulant, etc. *Allowable rhymes*, faint, paint, etc. *See* AINT and ENT.

AP.

Cap, gap, hap, lap, map, nap, pap, rap, sap, tap, chap, clap, trap, flap, knap, slap, snap, wrap, scrap, strap, enwrap, entrap, mishap, etc. *Allowable rhymes*, cape, tape, etc., cheap, heap, *and* swap.

APE.

Ape, cape, chape, grape, rape, scrape, shape, escape, mape, crape, tape, etc. *Allowable rhymes*, heap, keep, etc.

APH, *see* AFF.

APSE.

Lapse, elapse, relapse, perhaps, *and the plurals of nouns and third persons singular of the present tense in* ap, *as* caps, maps, etc., he saps, he laps, etc. *Allowable rhymes, the plurals of nouns and third persons singular of verbs in* ape *and* eap, *as* apes, he apes, heaps, he heaps, etc.

APT.

Apt, adapt, etc. *Rhymes, the preterits and participles of the verbs in* ap, *as* tapped, slapped, etc. *Allowable rhymes, the preterits and participles of the veros in* ape, *as* aped, escaped, etc.

AR.

Bar, car, far, jar, mar, par, tar, spar, scar, star, chair, afar, debar, unbar, catarrh, particular, perpendicular, secular, angular, regular, popular singular, titular, vinegar, scimitar, calendar, collender. *Perfect rhyme, the plural verb* are. *Allowable rhymes*, bare, prepare, etc., pair repair, wear, tear, war, etc., *and words ending in* er *or* or, *having the accent on the last syllable, or last but two.*

ARB.

Barb, garb, etc.

ARCE.

Farce, parse, Mars, etc. *Allowable rhyme*, scarce.

ARCH.

Arch, march, parch, starch, countermarch, etc.

ARD.

Bard, card, guard, hard, lard, nard, shard, yard, bombard, discard, regard, interlard, retard, disregard, etc., *and the preterits and participles of verbs in* ar, *as* barred, scarred, etc. *Allowable rhymes*, cord, reward, etc.

ARD.

Ward, award, reward, etc. *Allowable rhymes*, hard, card, *see the last article*, hoard, lord, bird, curd, *and the preterits and participles of the verbs in* ar, or, *and* ur, *as* barred, abhorred, incurred, etc.

ARE.

Bare, care, dare, fare, hare, mare, pare, tare, rare, ware, flare, glare, scare, share, snare, spare, square, stare, sware, prepare, aware, beware, compare, declare, ensnare. *Perfect rhymes*, air, hair, fair, lair, pair, chair, stair, affair, debonnair, despair, impair, repair, etc., bear, pear, swear, tear, wear, forbear, forswear, etc., there, were, where, ere, e'er, ne'er, elsewhere, whate'er, howe'er, howsoe'er, whene'er, where'er, etc., heir, coheir, their. *Allowable rhymes*, bar, car, etc., err, prefer, *and* hear, here, etc., regular, singular, war, etc.

ARES.

Unawares. *Rhymes*, theirs, *and the plurals of nouns and third persons singular of verbs in* are, air, eir, ear, *as* care, he cares, pair, he pairs, heirs, bear, he bears, etc. *The allowable rhymes are the plurals of nouns and the third persons singular of verbs which are allowed to rhyme with the termination* ars, *as* bars, cars, errs, prefers, etc.

ARF.

Scarf. *Allowable rhymes*, dwarf, wharf.

ARGE.

Barge, charge, large, targe, discharge, o'ercharge, surcharge, enlarge. *Allowable rhymes*, verge, emerge, gorge, forge, urge, etc.

ARK.

Bark, cark, clark, dark, lark, mark, park, shark, spark, stark, embark, remark, etc. *Allowable rhymes*, cork, fork, etc.

ARL.

Snarl, marl, parl. *Allowable rhymes*, curl, furl, etc.

ARM.

Arm, barm, charm, farm, harm, alarm, disarm. *Allowable rhymes*, warm, swarm, storm, etc.

ARN.

Barn, yarn, etc. *Allowable rhymes*, warn, forewarn, etc., horn, morn, etc.

ARN.

Warn, forewarn. *Perfect rhymes*, horn, morn, etc. *Allowable rhymes*, barn, yarn, etc.

ARP.

Carp, harp, sharp, counterscarp, etc. *Allowable rhyme*, warp.

ARSH.

Harsh, marsh, etc.

ART.

Art, cart, dart, hart, mart, part, smart tart, start, apart, depart, impart, dispart, counterpart. *Perfect rhymes*, heart, etc. *Allowable rhymes*, wart, thwart, etc., hurt, etc., dirt, flirt, etc., pert, etc.

ART (*sounded* ORT).

Wart, thwart, etc. *Perfect rhymes*, short, retort, etc. *Allowable rhymes*, art, sport, court, etc.

ARTH, *see* EARTH.

ARVE.

Barve, starve, etc. *Allowable rhymes*, nerve, deserve, etc.

AS.

Was. *Allowable rhymes*, has, as.

ASS.

Ass, brass, class, grass, lass, mass, pass, alas, amass, cuirass, repass, surpass, morass, etc. *Allowable rhymes*, base, face, deface, etc., loss, toss, etc.

ASE, *see* ACE.

ASH.

Ash, cash, dash, clash, crash, flash, gash, gnash, hash, lash, plash, rash, thrash, slash, trash, abash, etc. *Allowable rhymes*, wash, quash, etc., leash, etc.

ASH.

Wash, quash, etc. *Allowable rhymes*, cash, dash, etc.

ASK.

Ask, task, bask, cask, flask, mask.

ASP.

Asp, clasp, gasp, grasp, hasp. *Allowable rhymes*, wasp, etc.

AST.

Cast, last, blast, mast, past, vast, fast, aghast, avast, forecast, overcast, outcast, repast. *Perfect rhymes, the preterits and participles of verbs in* ass, *as* classed, amassed, etc. *Allowable rhymes, the preterits and participles of verbs in* ace, *as* placed, etc. *Nouns and verbs in* aste, *as* taste, waste, etc.

ASTE.

Baste, chaste, haste, paste, taste, waste, distaste. *Perfect rhymes*, waist, *and the preterits and participles of verbs in* ace, *as* faced, placed,

etc. *Allowable rhymes*, cast, fast, etc., best, nest, etc., *and the preterits and participles of verbs in* ess, as messed, dressed, etc.

AT.

At, bat, cat, hat, fat, mat, pat, sat, rat, tat, vat, brat, chat, flat, plat, sprat, that, gnat. *Allowable rhymes*, bate, hate, etc.

ATCH.

Catch, match, hatch, latch, patch, scratch smatch, snatch, despatch.

ATE.

Bate, date, fate, gate, grate, hate, tate, mate, pate, plate, prate, rate, sate, state, scate, slate, abate, belate, collate, create, debate, elate, dilate, estate, ingrate, innate, rebate, relate, sedate, translate, abdicate, abominate, abrogate, accelerate, accommodate, accumulate, accurate, adequate, affectionate, advocate, adulterate, aggravate, agitate, alienate, animate, annihilate, antedate, anticipate, antiquate, arbitrate, arrogate, articulate, assassinate, calculate, capitulate, captivate, celebrate, circulate, coagulate, commemorate, commiserate, communicate, compassionate, confederate, congratulate, congregate, consecrate, contaminate, corroborate, cultivate, candidate, co-operate, considerate, consulate, capacitate, debilitate, dedicate, degenerate, delegate, deliberate, denominate, depopulate, dislocate, deprecate, discriminate, derogate, dissipate, delicate, disconsolate, desperate, deprecate, educate, effeminate, elevate, emulate, estimate, elaborate, equivocate, eradicate, evaporate, exaggerate, exasperate, expostulate, exterminate, extricate, facilitate, fortunate, generate, gratulate, hesitate, illiterate, illuminate, irritate, imitate, immoderate. impetrate, importunate, imprecate, inanimate, innovate, instigate, intemperate, intimate, intimidate, intoxicate, intricate, invalidate, inveterate, inviolate, legitimate, magistrate, meditate, mitigate, moderate, necessitate, nominate, obstinate, participate, passionate, penetrate, perpetrate, personate, potentate, precipitate, predestinate, predominate, premeditate, prevaricate, procrastinate, profligate, prognosticate, propagate, recriminate, regenerate, regulate, reiterate, reprobate, reverberate, ruminate, separate, sophisticate, stipulate, subjugate, subordinate, suffocate, terminate, tolerate, temperate, vindicate, violate, unfortunate. *Perfect rhymes*, bait, plait, strait, wait, await, great. *Nearly perfect rhymes*, eight, weight, height, straight. *Allowable rhymes*, beat, heat, etc., bat, cat, etc., bet, wet, etc.

ATH.

Bath, path, etc. *Allowable rhymes*, hath, faith, etc.

ATHE.

Bathe, swathe, lathe, rathe.

AUB, *see* OB.

AUCE, *see* AUSE.

AUCH, *see* OACH.

AUD.

Fraud, laud, applaud, defraud. *Perfect rhymes*, broad, abroad, bawd; *and the preterits and participles of verbs in* aw, *as* gnawed, sawed, etc. *Allowable rhymes*, odd, nod, etc., ode, bode, etc., *also the word* load.

AVE.

Cave, brave, gave, grave, crave, lave, nave, knave, pave, rave, save, shave, slave, stave, wave, behave, deprave, engrave, outbrave, forgave, misgave, architrave. *Allowable rhyme, the auxilliary verb* have.

AUGH, *see* AFF.

AUGHT, *see* OUGHT.

AULT, *see* ALT.

AUNCH.

Launch, paunch, haunch, staunch, etc.

AUNCE, *see* ONSE.

AUNT.

Aunt, daunt, gaunt, haunt, jaunt, taunt, vaunt, avaunt. *Perfect rhymes*, slant, aslant. *Allowable rhymes*, want, etc., pant, cant, etc.

AUSE.

Cause, pause, clause, applause, because. *Perfect rhymes, the plurals of nouns, and third persons singular of verbs in* aw, *as* laws, he draws, etc. *Allowable rhyme*, was.

AUST, *see* OST.

AW.

Craw, daw, law, chaw, claw, draw, flaw, knaw, jaw, law, maw, paw, raw, saw, straw, thaw, withdraw, foresaw.

AWD, *see* AUD.

AWK, *see* ALK.

AWL.

Bawl, brawl, drawl, crawl, scrawl, sprawl, squall. *Perfect rhymes*, ball, call, fall, gall, small, hall, pall, tall, wall, stall, install, forestall, thrall, inthrall.

AWN.

Dawn, brawn, fawn, pawn, spawn, drawn, yawn, lawn, withdrawn.

AX.

Ax, tax, wax, relax, flax. *Perfect rhymes, the plurals of nouns, and third persons singular of verbs in* ack, *as* backs, sacks, etc., he lacks, he packs, etc. *Allowable rhymes, the plurals of nouns, and third persons singular of verbs in* ake, *as* cakes, lakes, etc., he makes, he takes, etc.

AY.

Bray, clay, day, dray, tray, flay, fray, gay, hay, jay, lay, may, nay, pay, play, ray, say, way, pray, spray, slay, spay, stay, stray, sway, affray, allay, array, astray, away, belay, bewray, betray, decay, defray, delay, disarray, display, dismay, essay, forelay, gainsay, inlay, relay, repay, roundelay, virelay. *Perfect rhymes*, neigh. weigh, inveigh, etc., prey, they, convey, obey, purvey, survey, disobey, grey. *Allowable rhymes*, tea, sea, fee, see, glee, etc.

AZE.

Craze, daze, blaze, gaze, glaze, maze, raze, amaze, graze. *Perfect rhymes*, raise, praise, dispraise, etc., praise, paraphrase, etc., *and the nouns plural, and third persons singular of the present tense of verbs in* ay, eigh, *and* ey, *as* days, he inveighs, he obeys, etc. *Allowable rhymes*, ease, tease, seize, etc., *and* keys, *the plural of* key, *also the auxiliaries* has *and* was.

E and EA, *see* EE.

EACE, *see* EASE.

EACH.

Beach, breach, bleach, each, peach, preach, teach, impeach. *Nearly perfect rhymes*, beech, leech, speech, beseech. *Allowable rhymes*, fetch, wretch, etc.

EAD, *see* EDE and EED.

EAF, *see* IEF.

EAGUE.

League, teague, etc. *Perfect rhymes*, intrigue, fatigue, etc. *Allowable rhymes*, Hague, vague, etc., leg, beg, etc., bag, rag, etc.

EAK, *see* AKE.

Beak, speak, bleak, creak, freak, leak, peak, sneak, squeak, streak, weak, tweak, wreak, bespeak. *Nearly perfect rhymes*, cheek, leek, creek, meek, reek, seek, sleek, pique, week, shriek. *Allowable rhymes*, beck, speck, etc., lake, take, thick, lick, etc.

EAL.

Deal, heal, reveal, meal, peal, seal, steal, teal, veal, weal, zeal, squeal, repeal, conceal, congeal, anneal, appeal. *Nearly perfect rhymes*, eel, heel, feel, keel, kneel, peel, reel, steel wheel. *Allowable rhymes*, bell, tell, etc., bale, tale, etc., bill, fill, etc., ail, fail, etc.

EALM, *see* ELM.

EALTH.

Health, wealth, stealth, commonwealth, etc.

EAM.

Bream, cream, gleam, seam, scream, steam, stream, team, beam, dream. *Perfect rhymes*, fleam scheme, theme, blaspheme, extreme, supreme. *Nearly perfect rhymes*, deem, teem, beseem, misdeem, esteem, disesteem, redeem, seem, etc. *Allowable rhymes*, dame, lame, etc., limb, him, etc., them, hem, etc., lamb, dam, etc. *See* AME.

EAN.

Bean, clean, dean, glean, lean, mean, wean, yean, demean, unclean. *Perfect rhymes*, convene, demesne, intervene, mien. *Nearly perfect rhymes*, machine, keen, screen, seen, green, spleen, between, careen, foreseen, serene, obscene, terrene, etc., queen, spleen, etc. *Allowable rhymes*, bane, mane, etc., ban, man, etc., bin, thin, begin, etc.

EANS, *see* ENSE.

EANT, *see* ENT.

EAP, *see* EEP and EP

EAR, *see* EER.

EARD.

Heard, herd, sherd, etc. *Perfect rhymes, the preterits and participles of verbs in* er, *as* erred, preferred, etc. *Allowable rhymes*, beard, *the preterits and participles of verbs in* ere, ear, *and* ar, *as* revered, feared, barred.

EARCH.

Search, perch, research. *Allowable rhymes*, church, smirch, lurch, parch, march, etc.

EARN, *see* ERN.

EARSE, *see* ERSE.

EART, *see* ART.

EARTH.

Earth, dearth. *Perfect rhymes*, birth, mirth, etc. *Allowable rhymes*, hearth, etc.

EASE, sounded EACE.

Cease, lease, release, grease, decease, decrease, increase, release, surcease. *Perfect rhyme*, peace. *Nearly perfect rhymes*, piece, niece, fleece, geese, frontispiece, apiece, etc. *Allowable rhymes*, less, mess, etc., lace, mace etc., miss, hiss, etc., nice, vice, etc.

EASH, *see* ESH.

EAST.

East, feast, least, beast. *Perfect rhymes, the preterits and participles of verbs in* ease, *as* ceased, increased, etc. *Nearly perfect rhyme*, priest. *Allowable rhymes*, haste, taste, etc., best, chest, etc., fist, list, etc., *and the preterits and participles of verbs in* ess *and* iss, *as* dressed, hissed, etc.

EAT.

Bleat, eat, feat, heat, meat, neat, seat, treat, wheat, beat, cheat, defeat, estreat, escheat, entreat, retreat. *Perfect rhymes*, obsolete, replete, concrete, complete. *Nearly perfect rhymes*, feet, fleet, gleet, greet, meet, sheet, sleet, street, sweet, discreet. *Allowable rhymes*, bate, grate, hate, etc., get, met, etc., bit, hit, etc. *See* ATE.

EATH.

Breath, death, etc. *Allowable rhymes*, heath, sheath, teeth.

EATHE.

Breathe, sheathe, etc. *Perfect rhymes*, wreath, inwreath, bequeath, beneath, underneath, etc. *Nearly perfect rhymes*, seethe, etc.

EAVE.

Cleave, heave, interweave, leave, weave, bereave, inweave. *Perfect rhymes*, receive, conceive, deceive, perceive. *Nearly perfect rhymes*, eve, grieve, thieve, aggrieve, achieve, believe, disbelieve, relieve, reprieve, retrieve. *Allowable rhymes*, give, live, etc., lave, cave, etc., *and* have.

EBB.

Ebb, web, etc. *Allowable rhymes*, babe, astrolabe, etc., glebe, etc.

ECK.

Beck, neck, check, deck, speck, wreck. *Allowable rhymes*, break, take, etc., beak, sneak, etc.

ECT.

Sect, abject, affect, correct, incorrect, collect, deject, detect, direct, disrespect, disaffect, dissect, effect, elect, eject, erect, expect, indirect, infect, inspect, neglect, object, project, protect, recollect, reflect, reject, respect, select, subject, suspect, architect, circumspect, dialect, intellect. *Perfect rhymes, the preterits and participles of verbs in* eck, *as* decked, checked, etc. *Allowable rhymes, the preterits and participles of verbs in* ake, *and* eak, *as* baked, leaked.

ED.

Bed, bled, fed, fled, bred, led, red, shred, shed, sped, wed, abed, inbred, misled. *Perfect rhymes*, said, bread, dread, dead, head, lead, read, spread, thread, tread, behead, o'erspread. *Allowable rhymes*, bead, mead, etc., blade, fade, etc., maid, paid, etc., *and the preterits and participles of verbs in* ay, ey, *and* eigh, *as* bayed, obeyed, weighed, etc.

EDE, *see* EED.

EDGE.

Edge, wedge, fledge, hedge, ledge, pledge, sedge, allege. *Allowable rhymes*, age, page, etc., siege, oblige, etc., privilege, sacrilege, sortilege.

EE.

Bee, free, glee, knee, see, three, thee, tree, agree, decree, degree, disagree, foresee, o'ersee, pedigree, he, me, we, she, be, jubilee, lee. *Nearly perfect rhymes*, sea, plea, flea, tea, key. *Allowable rhymes, all words of one syllable ending in* y, ye, *or* ie, *or polysyllables of these terminations having the accent on the ultimate or antepenultimate syllable.*

EECE, *see* EASE.

EECH, *see* EACH.

EED.

Creed, deed, indeed, bleed, breed, feed, need, meed, heed, reed, speed, seed, steed, weed, proceed, succeed, exceed. *Perfect rhymes*, knead, read, intercede, precede, recede, concede, impede, supersede, etc., bead, lead, mead, plead, etc. *Allowable rhymes*, bed, dead, etc., bid, hid, etc., made, blade, etc.

EEF, *see* IEF.

EEK, *see* EAK.

EEL, *see* EAL.

EEM, *see* EAM.

EEN, *see* EAN.

EEP.

Creep, deep, sleep, keep, peep, sheep, steep, sweep, weep, asleep. *Nearly perfect rhymes*, cheap, heap, reap, etc. *Allowable rhymes*, ape, rape, etc., step, nep, etc., hip, lip, etc.

EER.

Beer, deer, fleer, geer, jeer, peer, meer, leer, sheer, steer, sneer, cheer, veer, pickeer, domineer, cannoneer, compeer, engineer, mutineer, pioneer, privateer, charioteer, chanticleer, career, mountaineer. *Perfect rhymes*, here, sphere, adhere, cohere, interfere, persevere, revere, austere, severe, sincere, hemisphere, etc., ear, clear, dear, fear, hear, near, sear, smear, spear, tear, year, appear, besmear, disappear, endear, auctioneer. *Allowable rhymes*, hare, dare, etc., preter, deter, character, etc.

EESE, *see* EEZE.

EET, *see* EAT.

EETH, *see* EATH.

EEVE, *see* EAVE.

EEZE.

Breeze, freeze, wheeze, sneeze, squeeze, *and the plurals of nouns and third persons singular, present tense, of verbs in* ee, *as* bees, he sees. *Perfect rhymes*, cheese, these, etc. *Nearly perfect rhymes*, ease, appease, disease, displease, tease, seize, etc., *and the plurals of nouns in* ea, *as* teas, pleas, etc., *and the polysyllables ending in* es, *having the accent on the antepenultimate, as* images, monarchies, etc.

EFT.

Cleft, left, theft, weft, bereft, etc. *Allowable rhymes*, lift, sift, etc., *and the third persons singular, present tense, of verbs in* afe, aff, augh, *and* iff, *as* chafed, quaffed, laughed, whiffed, etc.

EG.

Egg, leg, beg, peg. *Allowable rhymes*, vague, plague, etc., league, teague, etc.

EIGH, *see* AY.

EIGHT, *see* ATE.

EIGN, *see* AIN.

EIL, *see* AIL.

EIN, *see* AIN.

EINT, *see* AINT.

EIR, *see* ARE.

EIT, *see* EAT.

EIVE, *see* EAVE.

EIZE, *see* EEZE.

ELL.

Ell, dwell, fell, hell, knell, quell, sell, bell, cell, dispel, foretell, excel, compel, befell, yell, well, tell, swell, spell, smell, shell, parallel, sentinel, infidel, citadel, refel, repel, rebel, impel, expel. *Allowable rhymes*, bale, sail, etc., heal, peal, etc., eel, steel, etc.

ELD.

Held, geld, withheld, upheld, beheld, etc. *Perfect rhymes, the preterits and participles of verbs in* ell, *as* swelled, felled, etc. *Allowable rhymes, the preterits and participles of verbs in* ale, ail, etc., heal, seal, etc. *as* empaled, waled, etc., healed, sealed, etc.

ELF.

Elf, pelf, self, shelf, himself, etc.

ELK.

Elk, whelk, etc.

ELM.

Elm, helm, realm, whelm, overwhelm, etc. *Allowable rhymes*, palm, film, etc.

ELP.

Help, whelp, yelp, etc.

ELT.

Belt, gelt, melt, felt, welt, smelt, pelt, dwelt. *Perfect rhyme*, dealt.

ELVE.

Delve, helve, twelve, etc.

ELVES.

Elves, themselves, etc. *Perfect rhymes, the plurals of nouns and third persons singular of verbs in* elf, *and* elve, *as* twelves, delves, shelves, etc.

EM.

Gem, hem, stem, them, diadem, stratagem, etc. *Perfect rhymes*, condemn, contemn, etc. *Allowable rhymes*, lame, tame, etc., team, seam, theme, fleam, etc.

EME, *see* EAM.

EMN.

Condemn, contemn, etc. *Perfect rhymes*, gem, hem, etc. *Allowable rhymes*, lame, tame, etc., team, seam, etc.

EMPT.

Tempt, exempt, attempt, contempt.

EN.

Den, hen, fen, ken, men, pen, ten, then, when, wren, denizen. *Allowable rhymes*, bane, fane, etc., mean, bean, etc.

ENCE.

Fence, hence, pence, thence, whence, defence, expense, offence, pretense, commence, abstinence, circumference, conference, confidence, consequence, continence, benevolence, concupiscence, difference, diffidence, diligence, eloquence, eminence, evidence, excellence, impenitence, impertinence, impotence, impudence, improvidence, incontinence, indifference, indigence, indolence, inference, intelligence, innocence, magnificence, munificence, negligence, omnipotence, penitence, preference, providence, recompense, reference, residence, reverence, vehemence, violence. *Perfect rhymes*, sense, dense, cense, condense, immense, intense, propense, dispense, suspense, prepense, incense, frankincense.

ENCH.

Bench, drench, retrench, quench, clench, stench, fench, trench, wench, wrench, intrench.

END.

Bend, mend, blend, end, fend, lend, rend, send, spend, tend, vend, amend, attend, ascend, commend, contend, defend, depend, descend, distend, expend, extend, forefend, impend, misspend, obtend, offend, portend, pretend, protend, suspend, transcend, unbend, apprehend, comprehend, condescend, discommend, recommend, reprehend, dividend, reverend. *Perfect rhymes*, friend, befriend, *and the preterits and participles of verbs in* en, *as* penned, kenned, etc. *Allowable rhymes, the preterits and participles of verbs in* ean, *as* gleaned, yeaned, etc.

ENDS.

Amends. *Perfect rhymes, the plurals of nouns and third persons singular, present tense, of verbs in* end, *as* ends, friends, he mends, etc.

ENE, *see* EAN.

ENGE.

Avenge, revenge, etc.

ENGTH.

Length, strength, etc.

ENSE (sounded ENZE).

Cleanse. *Perfect rhymes, the plurals of nouns, and third persons singular, present tense, of verbs in* en, *as* hens, fens, he pens, he kens, etc.

ENT.

Bent, lent, rent, pent, scent, sent, shent, spent, tent, vent, went, absent, meant, ascent, assent, attent, augment, cement, content, consent, descent, dissent, event, extent, foment, frequent, indent, intent, invent,

lament, misspent, o'erspent, present, prevent, relent, repent, resent, ostent, ferment, outwent, underwent, discontent, unbent, circumvent, represent, abstinent, accident, accomplishment, admonishment, acknowledgment, aliment, arbitrament, argument, banishment, battlement, blandishment, astonishment armipotent, bell potent, benevolent, chastisement, competent compliment, complement, confident, continent, corpulent, detriment, different, diffident, diligent, disparagement, document, element, eloquent, eminent, equivalent, establishment, evident, excellent, excrement, exigent, experiment, firmament, fraudulent, government, embellishment, imminent, impenitent, impertinent, implement, impotent, imprisonment, improvident, impudent, incident, incompetent, incontinent, indifferent, indigent, innocent, insolent, instrument, irreverent, languishment, ligament, lineament, magnificent, management, medicament, malcontent, monument negligent, nourishment, nutriment, occident, omnipotent, opulent, ornament, parliament, penitent, permanent, pertinent, president, precedent, prevalent, provident, punishment, ravishment, regiment, resident, redolent, rudiment, sacrament, sediment, sentiment, settlement, subsequent, supplement, intelligent, tenement, temperament, testament, tournament, turbulent, vehement, violent, virulent, reverent. *Allowable rhymes*, paint, saint, etc.

ENTS.

Accoutrements. *Perfect rhymes, the plurals of nouns, and third persons singular, present tense, of verbs in* ent, *as* scents, he assents, etc.

EP.

Step, nep, etc. *Allowable rhymes*, leap, reap, etc., rape, tape, etc.

EPT.

Accept, adept, except, intercept, etc. *Perfect rhymes*, crept, slept, wept, kept. *Allowable rhymes, the preterits and participles of verbs in* ape, eep, *and* eap, *as* peeped reaped, shaped, etc.

ERR.

Err, aver, defer, infer, deter, inter, refer, transfer, confer, prefer, parterre, administer, wagoner, islander, arbiter, character, villager, cottager, dowager, forager, pillager, voyager, massacre, gardener, slanderer, flatterer, idolater, provender, theater, amphitheater, foreigner, lavender, messenger, passenger, sorcerer, interpreter, officer, mariner, harbinger, minister, register, canister, chorister, sophister, presbyter, lawgiver, philosopher, astrologer, loiterer, prisoner, grasshopper, astronomer, sepulcher, thunderer, traveler, murderer, usurer. *Allowable rhymes*, bare, care, etc., ear, fear, etc., bar, car, etc., sir, fir, her, etc.

ERCH, *see* EARCH.
ERCE, *see* ERSE.
ERD, *see* EARD.
ERE, *see* EER.

ERGE.

Verge, emerge, absterge, immerge. *Perfect rhyme*, dirge. *Nearly perfect rhymes*, urge, purge. surge. *Allowable rhymes*, barge, large, etc.

ERN.

Fern, stern, discern, concern. *Perfect rhymes*, learn, earn, yearn, etc. *Allowable rhymes*, barn, yarn, etc., burn, turn, etc.

ERSE.

Verse, hearse, absterse, adverse, averse, converse, disperse, immerse, perverse, reverse, traverse, asperse, intersperse, universe. *Perfect rhymes*, amerce, coerce, etc., fierce, tierce, pierce, etc. *Allowable rhymes*, farce, parse, Mars, etc., purse, curse, etc.

ERT.

Wert, advert, assert, avert, concert, convert, controvert, desert, divert, exert, expert, insert, invert, pervert, subvert. *Allowable rhymes*, heart, part, etc., shirt, dirt, etc., hurt, spurt, etc.

ERVE.

Serve, nerve, swerve, preserve, deserve, conserve, observe, reserve, disserve, subserve. *Allowable rhymes*, starve, carve, etc., curve, etc.

ESS.

Bless, dress, cess, chess, guess, less, mess, press, stress, acquiesce, access, address, assess, compress, confess, caress, depress, digress, dispossess, distress, excess, express, impress, oppress, possess, profess, recess, repress, redress, success, transgress, adulteress, bashfulness, bitterness, cheerfulness, comfortless, comeliness, dizziness, diocese, drowsiness, eagerness, easiness, embassadress, emptiness, evenness, fatherless, filthiness, foolishness, forgetfulness, forwardness, frowardness, fruitfulness, fulsomeness, giddiness, greediness, gentleness, governess, happiness, haughtiness, heaviness, idleness, heinousness, hoariness, hollowness, holiness, lasciviousness, lawfulness, laziness, littleness, liveliness, loftiness, lioness, lowliness, manliness, masterless, mightiness, motherless, motionless, nakedness, neediness, noisomeness, numberless, patroness, peevishness, perfidiousness, pitiless, poetess, prophetess, ransomness, readiness, righteousness, shepherdess, sorceress, sordidness, spiritless, sprightliness, stubbornness, sturdiness, surliness, steadiness, tenderness, thoughtfulness, ugliness, uneasiness, unhappiness, votaress, usefulness, wakefulness, wantonness, weaponless, wariness, willingness, willfulness, weariness, wickedness, wilderness, wretchedness, drunkenness, childishness. *Allowable rhymes*, mass, pass, etc., mace, place, etc.

ESE, *see* EEZE.

ESH.

Flesh, fresh. refresh, thresh, afresh, mesh. *Allowable rhymes*, mash, flash, etc.

ESK.

Desk. *Perfect rhymes*, grotesque, burlesque, etc. *Allowable rhymes*, mask, ask.

EST.

Best, chest, crest, guest, jest, nest, pest, quest, rest, test, vest, west, arrest, attest, bequest, contest, detest, digest, divest, invest, infest, molest, obtest, protest, retest, suggest, unrest, interest, manifest, etc. *Perfect rhymes*, breast, abreast, etc., *and the preterits and participles of verbs in* ess, *as* dressed, abreast, expressed, etc. *Allowable rhymes*, cast, fast, etc., haste, waste, etc., beast least, etc. *See* EAST.

ET.

Bet, jet, fret, get, let, met, net, set, wet, whet, yet, debt, abet, beget, beset, forget, regret, alphabet, amulet, anchoret, cabinet, epithet, parapet, rivulet, violet, counterfeit, coronet, etc. *Perfect rhymes*, sweat, threat, etc. *Allowable rhymes*, bate, hate, etc., beat, heat, etc.

ETCH.

Fetch, stretch, wretch, sketch, etc. *Allowable rhymes*, match, latch, etc., peach, bleach, etc.

ETE, *see* EAT.
EVE, *see* EAVE.
EUM, *see* UME.

EW.

Blew, chew, dew, brew, drew, flew, few, grew, new, knew, hew, Jew, mew, view, threw, yew, crew, slew, anew, askew, bedew, eschew, renew, review, withdrew, screw, interview, etc. *Perfect rhymes*, blue, clue, cue, glue, hue, rue, sue, true, accrue, ensue, endue, imbue, imbrue, pursue, subdue, adieu, purlieu, perdue, residue, avenue, revenue, retinue.

EWD, *see* EUD.
EWN, *see* UNE.

EX.

Sex, vex, annex, convex, complex, perplex, circumflex, *and the plurals of nouns, and third persons singular of verbs in* eck, *as* checks, he checks, etc. *Allowable rhymes*, ax, wax, etc., *and the plurals of nouns, and third persons singular of verbs in* ake, ack, eak, eke, ique, ike, etc. breaks, rakes, etc., he takes, he breaks, racks, he ekes, pikes, he likes, he pipes, etc.

EXT.

Next, pretext, *and the preterits and participles of verbs in* ex, *as* vexed, perplexed, etc. *Allowable rhymes, the preterits and participles of verbs in* ax, *as* waxed, etc.

EY, *see* AY.

IB.

Bib, crib, squib, drib, glib, nib, rib. *Allowable rhymes*, bribe, tribe, etc.

IBE.

Bribe, tribe, scribe, ascribe, describe, superscribe, prescribe, proscribe, subscribe, transcribe, inscribe. *Allowable rhymes*, bib, crib, etc.

ICE.

Ice, dice, mice, nice, price, rice, spice, slice, thrice, trice, advice, entice, vice, device. *Perfect rhymes*, rise, concise, precise, paradise, etc. *Allowable rhymes*, miss, kiss, hiss, artifice, avarice, cockatrice, benefice, cicatrice, edifice, orifice, prejudice, precipice, sacrifice, etc., piece, fleece, etc.

ICH, *see* ITCH.

ICK.

Brick, sick, chick, kick, lick, nick, pick, quick, stick, thick, trick, arithmetic, asthmatic, choleric, catholic, phlegmatic, heretic, rhetoric, schismatic, splenetic, lunatic, politic, empiric. *Allowable rhymes*, like, pike, etc., weak, speak, etc.

ICT.

Strict, addict, afflict, convict, inflict, contradict, etc. *Perfect rhymes, the preterits and participles of verbs in* ick, *as* licked, kicked, etc. *Allowable rhymes, the preterits and participles of verbs in* ike, eak, *as* liked, leaked, etc.

ID.

Bid, chid, hid, kid, lid, slid, rid, bestrid, pyramid, forbid. *Allowable rhymes*, bide, chide, parricide, etc., *and the preterits and participles of the verbs in* y *or* ie, *as* died. replied, etc., lead, bead. mead, deed, need, etc., *and the preterits and participles of verbs in* ee, *as* freed, agreed, etc.

IDE.

Bide, chide, hide, glide, pride, ride, slide, side, stride, tide, wide, bride, abide, guide, aside, astride, beside, bestride, betide, confide, decide, deride, divide, preside, provide, subside, misguide, subdivide, etc. *Perfect rhymes, the preterits and participles of verbs in* ie *and* y, *as* died, replied, etc., *and the participle* sighed. *Allowable rhymes*, bead, mead, etc., bid, hid, etc.

IDES.

Ides, besides. *Perfect rhymes, the plurals of nouns and third persons singular of verbs in* ide, *as* tide, he rides, etc. *Allowable rhymes, the plurals of nouns and third persons singular of verbs in* ead, id, *as* beads, he leads, etc., kids, he bids, etc.

IDGE.

Bridge, ridge, abridge, etc.

IDST.

Midst, amidst, etc. *Perfect rhymes, the second person singular, the present tense of verbs in* id, *as* thou biddest, thou hiddest, etc. *Allowable rhymes, the second persons singular of the present tense of verbs in* ide, *as* thou hidest, thou readest, etc.

IE, *or* Y.

By, buy, cry, die, dry, eye, fly, fry, fie, hie, lie, pie, ply, pry, rye, shy, sly, spry, sky, sty. tie, try, vie, why, ally, apply, awry, belie, comply,

decry, defy, descry, deny, imply, espy, outvie, outfly, rely, reply, supply, untie, amplify, beautify, certify, crucify, deify, dignify, edify, falsify, fortify, gratify, glorify, indemnify, justify, magnify, modify, mollify, mortify, pacify, petrify, purify, putrefy, qualify, ratify, rectify, sanctify, satisfy, scarify, signify, specify, stupefy, terrify, testify, verify, villify, vitrify, vivify, prophesy. *Perfect rhymes*, high, nigh, sigh, thigh. *Allowable rhymes*, bee, she, tea, sea, etc., pleurisy, chemistry, academy, apostasy, conspiracy, confederacy, ecstasy, democracy, embassy, fallacy, legacy, supremacy, lunacy, privacy, piracy, malady, remedy, tragedy, comedy, cosmography, geography, geometry, etc., elegy, certainty, sovereignty, loyalty, disloyalty, penalty, casualty, ribaldry, chivalry, infamy, constancy, fealty, cavalry, bigamy, polygamy, vacancy, inconstancy, infancy, company, accompany, dittany, tyranny, villainy, anarchy, monarchy, lethargy, incendiary, infirmary, library, salary, sanctuary, votary, auxiliary, contrary, diary, granary, rosemary, urgency, infantry, knavery, livery, recovery, robbery, novelty, antipathy, apathy, sympathy, idolatry, galaxy, husbandry, cruelty, enemy, blasphemy, prophecy, clemency, decency, inclemency, emergency, regency, progeny, energy, poverty, liberty, property, adultery, artery, artillery, battery, beggary, bribery, bravery, delivery, drudgery, flattery, gallery, imagery, lottery, misery, mystery, nursery, raillery, slavery, sorcery, treachery, discovery, tapestry, majesty, modesty, immodesty, honesty, dishonesty, courtesy, heresy, poesy, poetry, secresy, leprosy, perfidy, subsidy, drapery, symmetry, drollery, prodigy, policy, mutiny, destiny, scrutiny, hypocrisy, family, ability, activity, avidity, assiduity, civility, community, concavity, consanguinity, conformity, congruity, diuturnity, facility, falsity, familiarity, formality, generosity, gratuity, humidity, absurdity, activity, adversity, affability, affinity, agility, alacrity, ambiguity, animosity, antiquity, austerity, authority, brevity, calamity, capacity, captivity, charity, chastity, civility, credulity, curiosity, finery, declivity, deformity, duty, dexterity, dignity, disparity, diversity, divinity, enmity, enormity, equality, equanimity, equity, eternity, extremity, fatality, felicity, fertility, fidelity, frugality, futurity, gravity, hostility, humanity, humility, immanity, immaturity, immensity, immorality, immortality, immunity, immutability, impartiality, impossibility, impetuosity, improbity, inanity, incapacity, incivility, incongruity, inequality, indemnity, infinity, inflexibility, instability, invalidity, jollity, lenity, lubricity, magnanimity, majority, mediocrity, minority, mutability, nicety, perversity, perplexity, perspicuity, prosperity, privity, probability, probity, propensity, rarity, rapidity, sagacity sanctity, sensibility, sensuality, solidity, temerity, timidity, tranquillity, virginity, visibility, university, trumpery, apology, genealogy, etymology, simony, symphony, soliloquy, allegory, armory, factory, pillory, faculty, treasury, usury, augury, importunity, impunity, impurity, inaccuracy, inability, incredulity, indignity, infidelity, infirmity, iniquity, integrity, laity, liberality, malignity, maturity, morality, mortality, nativity, necessity, neutrality, nobility, obscurity, opportunity, partiality, perpetuity, prosperity, priority, prodigality, purity, quality, quantity, scarcity, security, severity, simplicity, sincerity, solemnity, sterility, stupidity, trinity, vacuity, validity, vanity, vivacity, unanimity, uniformity, unity, anxiety, gaiety, impiety, piety, satiety, sobriety, society, variety, customary, melody, philosophy, astronomy, anatomy, colony, gluttony, harmony, agony, gallantry, canopy, history, memory, victory, calumny, injury, luxury, penury, perjury, usury, industry.

IECE, *see* EASE.

IEF.

Grief, chief, fief, thief, brief, belief, relief, etc. *Perfect rhymes*, reef, beef, etc. *Nearly perfect rhymes*, leaf, sheaf, etc.

IEGE.

Liege, siege, oblige, disoblige, assiege, besiege.

IELD.

Field, yield, shield, wield, afield. *Nearly perfect rhymes*, *the preterits and participles of verbs in* eal, *as* healed, repealed, etc.

IEN, *see* EEN.

IEND, *see* END.

IERCE, *see* ERSE.

IEST, *see* EAST.

IEVE, *see* EAVE.

IFE.

Rife, fife, knife, wife, strife, life. *Allowable rhymes*, cliff, skiff, stiff, whiff, etc.

IFF, *see* IFE.

IFT.

Gift, drift, shift, lift, rift, sift, thrift, adrift, etc., *and the preterits and participles of verbs in* iff, *as* whiffed, etc.

IG.

Big, dig, gig, fig, pig, rig, sprig, twig, swig. *Allowable rhymes*, league, teague, fatigue, etc.

IGE, *see* IEGE.

IGH, *see* IE.

IGHT, *see* ITE.

IGN, *see* INE.

IGUE, *see* EAGUE.

IKE.

Dike, like, pike, spike, strike, alike, dislike, oblique. *Allowable rhymes*, leak, speak, antique, etc., lick, pick, etc.

ILL.

Bill, chill, fill, drill, gill, hill, ill, kill, mill, pill, quill, rill, shrill, fill, skill, spill, still, swill, thrill, till, trill, will, distill, fulfill, instill, codicil, daffodil, utensil. *Perfect rhymes*, *all words ending in* ile, *with the accent on the antepenultimate syllable*, *as* volatile, etc. *Allowable rhymes*, byle, chyle, file, feel, reel, etc., meal, peal, seal, etc., *and words in* ble, *having the accent on the antepenultimate as* suitable, etc.

ILD.

Child, mild, wild, etc. *Perfect rhymes*, *the preterits and participles of verbs of one syllable in* ile, *or of more syllables*, *provided the accent be on the last*, *as* piled, reviled, etc. *Allowable rhymes*, *the preterits and participles of verbs in* ill, *as* filled, willed, etc., *in* oil, *as* oiled, boiled, foiled, etc.

ILD.

Gild, build, rebuild, etc. *Perfect rhymes*, *the preterits and participles of verbs in* illed, *as* filled, willed, etc. *Allowable rhymes*, child, mild, *and their allowable rhymes*, *which see.*

ILE.

Bile, chyle, file, guile, isle, mile, pile, smile, stile, style, tile, vile, while, awhile, compile, revile, defile, exile, erewhile, reconcile, beguile. *Allowable rhymes*, oil, boil, etc., bill, fill, etc.

ILK.

Milk, silk, bilk, etc.

ILT.

Gilt, jilt, built, quilt, guilt, hilt, spilt, stilt, tilt.

ILTH.

Filth, tilth, etc.

IM.

Brim, dim, grim, him, rim, skim, slim, trim, whim, prim. *Perfect rhymes*, limb, hymn, limn. *Allowable rhymes*, lime, time, climb, etc., team, gleam, etc.

IMB, *see* IM.

IME.

Chime, time, grime, climb, clime, crime, prime, mime, rhyme, slime, thyme, lime, sublime. *Allowable rhymes*, brim, dim, maritime, etc.

IMES.

Betimes, sometimes, etc. *Perfect rhymes*, *the plurals of nouns and third persons singular*, *present tense*, *of verbs in* ime, *as* chimes, he rhymes, etc. *Allowable rhymes*, *the plurals of nouns*, *and third persons singular*, *present tense*, *of verbs in* eam *and* im, *as* dreams, brims, he swims, etc.

IMN, *see* IM.

IMP.

Imp, pimp, limp, gimp.

IMPSE.

Glimpse. *Rhymes*, *the plurals of nouns*, *and third persons present of verbs in* imp, *as* imps, he limps, etc.

IN.

Chin, din, fin, gin, grin, in, inn, kin, pin, shin, sin, spin, skin, thin, tin, win, within, assassin, javelin, begin. *Allowable rhymes*, chine, dine, etc., lean, bean, etc., machine, magazine, etc.

INCE.

Mince, prince, since, quince, rinse, wince, convince, evince.

INCH.

Clinch, finch, winch, pinch, inch.

INCT.

Instinct, distinct, extinct, precinct, succinct, etc., *and the preterits and participles of verbs in* ink, *as* linked, pinked, etc.

IND.

Bind, find, mind, blind, hind, kind, grind, rind, wind, behind, unkind, remind, etc., *and the preterits and participles of verbs in* ine, *as* refined. *Allowable rhymes*, rescind, prescind, *and the noun* wind, *as it is frequently pronounced*, *also the participles of verbs in* oin, *as* joined.

INE.

Dine, brine, mine, chine, fine, line, nine, pine, shine, shrine, kine, thine, trine, twine, vine, wine, whine, combine, confine, decline, define, incline, inshrine, intwine, opine, calcine, recline, refine, repine, superfine, interline, countermine, undermine, supine, concubine, porcupine, divine. *Perfect rhymes*, sign, assign, consign, design, etc. *Allowable rhymes*, bin, thin, tin, origin, join, loin, etc., *and polysyllables ending in* ine, *pronounced in*, *as* masculine, feminine, discipline, libertine, heroine, etc.

ING.

Bring, sing, fling, cling, ring, sling, spring, sting, spring, swing, wing, wring, thing, etc., *and the participles of the present tense in* ing, *with the accent on the antepenultimate*, *as* recovering, altering, etc.

INGE.

Cringe, fringe, hinge, singe, springe, swinge, tinge, twinge, infringe.

INK.

Ink, think, wink, drink, blink, brink, chink, clink, link, pink, shrink, sink, slink, stink, bethink, forethink.

INT.

Dint, mint, hint, flint, lint, print, squint, asquint, imprint.

IP.

Chip, lip, hip, clip, dip, drip, lip, nip, sip, rip, scrip, ship, skip, slip, snip, strip, tip, trip, whip, equip, eldership, fellowship, workmanship,

rivalship, *and all words in* ship, *with the accent on the antepenultimate. Allowable rhymes*, wipe, gripe, etc., leap, heap, etc.

IPE.

Gripe, pipe, ripe, snipe, type, stripe, wipe, archetype, prototype. *Allowable rhymes*, chip, lip, workmanship, etc.

IPSE.

Eclipse. *Rhymes, the plurals of nouns and third persons singular, present tense, of verbs in* ip, *as* grips, strips, etc. *Allowable rhymes, the plurals of nouns, and third persons singular, present tense, of verbs in* ipe, *as* gripes, wipes, etc.

IR, *see* UR.

IRCH, *see* URCH.

IRD, *see* URD.

IRE.

Fire, dire, hire, ire, lyre, mire, quire, sire, spire, squire, wire, tire, attire, acquire, admire, aspire, conspire, desire, inquire, entire, expire, inspire, require, retire, transpire, Tyre. *Perfect rhymes*, friar, liar, brier, *and nouns formed from verbs ending in* ie *or* y, *as* crier, dyer, *as also the comparative of adjectives of the same sounding terminations, as* nigher, shyer, etc.

IRGE, *see* ERGE.

IRL.

Girl, whirl, twirl. *Nearly perfect rhymes*, curl, furl, churl, etc,

IRM.

Firm, affirm, confirm, infirm. *Nearly perfect rhymes*, worm, term, etc.

IRST, *see* URST.

IRT, *see* URT.

IRTH.

Birth, mirth. *Perfect rhymes*, earth, dearth, *which see.*

ISS.

Bliss, miss, hiss, kiss, this, abyss, amiss, submiss, dismiss, remiss. *Allowable rhymes*, mice, spice, etc., peace, lease, etc.

IS, pronounced like IZ.

Is, his, whiz.

ISE, *see* ICE *and* IZE.

ISH.

Dish, wish, fish, cuish, pish.

ISK.

Brisk, frisk, disk, risk, whisk, basilisk, tamarisk.

ISP.

Crisp, wisp, lisp.

IST.

Fist, list, mist, twist, wrist, assist, consist, desist, exist, insist, persist, resist, subsist, alchemist, amethyst, anatomist, antagonist annalist, evangelist, eucharist, exorcist, herbalist, humorist, oculist, organist, satirist, etc., *and the preterits and participles of verbs in* iss, *as* missed, hissed, etc. *Allowable rhymes, the preterits and participles of verbs in* ice, *as* spiced, sliced, etc.

IT.

Bit, cit, hit, fit, grit, flit, knit, nit, pit, quit, sit, split, twit, wit, whit, writ, admit, acquit, commit, emit, omit, outwit, permit, remit, submit, transmit, refit, benefit, perquisite. *Allowable rhymes*, beat, heat, etc., bite, mite, light, etc.

ITCH *and* HITCH.

Ditch, pitch, rich, which, fitch, bitch, flitch, hitch, itch, stitch, switch, twitch, witch, bewitch, niche, enrich.

ITE *and* IGHT.

Bite, cite, kite, mite, quite, rite, smite, spite, trite, white, write, contrite, disunite, despite, indite, invite, excite, incite, polite, requite, recite, unite, reunite, aconite, appetite, parasite, proselyte, expedite. *Perfect rhymes*, blight, benight, bright, fight, flight, fright, height, light, knight, night, might, plight, right, tight, slight, sight, sprightwight, affright, alight, aright, foresight, delight, despite, unsight, upright, benight, bedight, oversight. *Allowable rhymes*, eight, weight, etc., bit, hit, etc., favorite, hypocrite, infinite, requisite, opposite, apposite, exquisite, etc.

ITH.

Pith, smith, frith.

ITHE.

Hithe, blithe, tithe, scythe, writhe, lithe. *Allowable rhyme*, with.

IVE.

Five, dive, alive, gyve, hive, drive, rive, shrive, strive, thrive, arrive, connive, contrive, deprive, derive, revive, survive. *Allowable rhymes*, give, live, sieve, forgive, outlive, fugitive, laxative, narrative, prerogative, primitive, sensitive, vegetive, affirmative, alternative, contemplative, demonstrative, diminutive, distributive, donative, inquisitive, lenitive, massive, negative, perspective, positive, preparative, provocative, purgative, restorative.

IX.

Fix, six, flix, mix, affix, infix, prefix, transfix, intermix, crucifix, etc., *and the plurals of nouns and third persons of verbs in* ick, *as* wicks, licks, etc. *Allowable rhymes, the plural of nouns and third persons singular, of verbs in* ike, *as* pikes, likes, etc.

IXT.

Betwixt. *Rhymes, the preterits and participles of verbs in* ix, *as* fixed, mixed, etc.

ISE *and* IZE.

Prize, wise, rise, size, guise, disguise, advise, authorize, canonize, chastize, civilize, comprise, criticise, despise, devise, enterprise, excise, exercise, idolize, immortalize, premise, revise, signalize, solemnize, surprise, surmise, suffice, sacrifice, sympathize, tyrannize, *and the plurals ofnouns, and third persons singular, present tense, of verbs ending in* ie *or* y, *as* pies, lies, he replies, etc. *Allowable rhymes*, miss, hiss, precipice, etc.

O, *see* OO *and* OW.

OACH.

Broach, croach, proach, abroach, approach, encroach, reproach. *Perfect rhyme*, loach. *Allowable rhymes*, botch, notch, etc., mutch, hutch, etc.

OAD, *see* AUD *and* ODE.
OAF, *see* OFF.
OAK, *see* OKE.
OAL, *see* OLE.
OAM, *see* OME.
OAN, *see* ONE.
OAP, *see* OPE.
OAR, *see* ORE.
OARD, *see* ORD.
OAST, *see* OST.
OAT, *see* OTE.
OATH, *see* OTH.

OB.

Fob, bob, mob, knob, sob, rob, throb. *Perfect rhymes*, swab, squab. *Allowable rhymes*, daub, globe, robe, dub etc,

OBE.

Globe, lobe, probe, robe, conglobe. *Allowable rhymes*, fob, mob, etc., rub, dub, etc., daub, etc.

OCE, *see* OSE.

OCK.

Block, lock, cock, clock, crock, dock, frock, flock, knock, mock, rock, shock, stock, sock. *Allowable rhymes*, oak, poke, cloak, etc., look, took, etc., buck, suck, etc.

OCT.

Concoct. *Rhymes, the preterits and participles of verbs in* ock, *as* blocked, locked, etc. *Allowable rhymes, the preterits and participles of verbs in* oak *and* oke, *as* croaked, soaked, yoked, etc.

OD.

Clod, god, rod, sod, trod, nod, plod, odd, rod, shod. *Allowable rhymes*, ode, code, mode, etc., *and the preterits and participles of verbs in* ow, *as* sowed, did sow, etc.

ODE *and* OAD.

Bode, ode, code, mode, rode, abode, corrode, explode, forbode, commode, incommode, episode, etc. *Perfect rhymes*, road, toad, goad, load, etc., *and the preterits and participles of verbs in* ow, *as* owed, showed, etc. *Allowable rhymes*, blood, flood, clod, hod, nod, broad, fraud, etc. *See* OOD.

OE, *see* OW.

OFF *and* OUGH.

Off, scoff, etc. *Perfect rhymes*, cough, trough, etc. *Allowable rhymes*, oaf, loaf, etc., proof, roof, etc. *See* OOF.

OFT.

Oft, croft, soft, aloft, etc., *and the preterits and participles of verbs in* off *and* uff, *as* ruff, scoffed, etc.

OG.

Hog, bog, cog, dog, clog, fog, frog, log, jog, etc. *Perfect rhymes*, dialogue, epilogue, agog, synagogue, catalogue, pedagogue. *Allowable rhymes*, rogue, vogue, etc.

OGUE.

Rogue, vogue, prorogue, collogue, disembogue. *Allowable rhymes*, bog, log, dialogue, etc.

OICE.

Choice, voice, rejoice. *Allowable rhymes*, nice, vice, rice, etc.

OID.

Void, avoid, devoid, etc., *and the preterits and participles of verbs in* oy, *as* buoyed, cloyed, etc. *Allowable rhymes*, hide, bide, ride, etc.

OIL.

Oil, boil, coil, moil, soil, spoil, toil, despoil, embroil, recoil, turmoil, disembroil. *Allowable rhymes*, isle, while, tile, etc.

OIN.

Coin, join, subjoin, groin, loin, adjoin, conjoin, disjoin, enjoin, purloin, rejoin. *Allowable rhymes*, whine, wine, line, etc. *See* INE.

OINT.

Oint, joint, point, disjoint, anoint, appoint, disappoint, counterpoint. *Allowable rhyme*, pint.

OISE.

Poise, noise, counterpoise, equipoise, etc., *and the plurals of nouns, and third persons singular, present tense, of verbs in* oy, *as* boys, cloys, etc. *Allowable rhymes*, wise, size, prize, *and the plurals of nouns, and third persons singular, present tense, of verbs in* ie, *or* y, *as* pies, tries, etc.

OIST.

Hoist, moist, foist. *Perfect rhymes, the preterits and participles of verbs in* oice, *as* rejoiced. *Allowable rhymes, the preterits and participles of verbs in* ice, *as* spiced.

OIT.

Coit, exploit, adroit, etc. *Allowable rhymes*, white, light, might, sight, mite, etc.

OKE.

Broke, choke, smoke, spoke, stroke, yoke, bespoke, invoke, provoke, revoke, etc. *Perfect rhymes*, choak, cloak, oak, soak, stroke. *Allowable rhymes*, stock, mock, etc., buck, luck, etc., talk, walk, etc., look, book, etc. *See* OCK *and* OOK.

OL.

Loll, doll, droll, extol, capitol, etc. *Allowable rhymes*, all, ball, etc., bawl, etc., hole, mole, etc., dull, mull, etc.

OLD.

Old, bold, cold, gold, hold, mold, scold, sold, told, behold, enfold, unfold, uphold, withhold, foretold, manifold, marigold. *Perfect rhymes, preterits and participles of verbs in* oll, owl, ole, *and* oal, *as* rolled, cajoled, foaled, bowled, etc.

OLE.

Bole, dole, jole, hole, mole, pole, sole, stole, whole, shole, cajole, condole, parole, patrol, pistole, etc. *Perfect rhymes*, coal, foal, goal, sole, bowl, droll, prowl, roll, scroll, toll, troll, control, enroll, etc, soul, etc., to roll, etc. *Allowable rhymes*, gull, dull, etc., bull, full, etc., loll, doll, etc., tool, cool, etc.

OLEN.

Stolen, swollen.

OLT.

Bolt, colt, jolt, holt, dolt, molt, revolt, thunderbolt. *Allowable rhymes*, vault, fault, salt, etc.

OLVE.

Solve, absolve, resolve, convolve, involve, devolve, dissolve, revolve.

OM, *see* UM.

OME.

Loam, dome, home, tome. *Perfect rhymes*, foam, roam, comb. *Allowable rhymes*, dumb, hum, come, bomb, etc., troublesome, etc. *See* OOM.

OMB, *see* OOM.

OMPT, *see* OUNT.

ON, *see* UN.

ON.

Don, on, con, upon, anon, etc. *Perfect rhymes*, gone, undergone, etc. *Allowable rhymes*, dun, run, won, etc., own, moan, etc., lone, bone, etc., Amazon, cinnamon, comparison, caparison, garrison, skeleton, union, jupon.

OND.

Pond, bond, fond, beyond, abscond, correspond, despond, diamond, vagabond, etc., *and the preterits and participles of verbs in* on, *as* donned, conned, etc. *Allowable rhymes, the preterits and participles of verbs in* one, oan, *and* un, *as* stoned, moaned, stunned, etc.

ONCE, *see* UNCE.

ONE.

Prone, bone, drone, throne, alone, stone, tone, lone, zone, atone, enthrone, dethrone, postpone, etc. *Perfect rhymes*, grown, flown, disown, thrown, sown, own, loan, shown, overthrown, groan, blown, moan, known. *Allowable rhymes*, dawn, lawn, etc., on, con, etc., none, bun, dun, etc., moon, boon, etc.

ONG.

Long, prong, song, thong, strong, throng, wrong, along, belong, prolong. *Allowable rhymes*, bung, among, hung, etc.

ONGUE, *see* UNG.

ONK, *see* UNK.

ONSE.

Sconse, ensconse, etc. *Allowable rhymes*, once, nonce, askance, etc.

ONT.

Font. *Perfect rhyme*, want. *Allowable rhymes*, front, affront, etc., confront, punt, runt, etc., *the abbreviated negatives*, won't don't, etc.

OO.

Coo, woo. *Nearly perfect rhymes*, shoe, two, too, who, etc., do, ado, undo, through, you, true, blue, flew, strew, etc. *Allowable rhymes*, know, blow, go, toe, etc.

OOD.

Brood, mood, food, rood, etc. *Nearly perfect rhymes, the preterits and participles of verbs in* oo, *as* cooed, wooed, etc. *Allowable rhymes*, wood, good, hood, stood, withstood, understood, brotherhood, livelihood, likelihood, neighborhood, widowhood, etc., blood, flood, etc., feud, illude, habitude, etc., *the preterits and participles of verbs in* ue *ana* ew, *as* brewed, strewed, etc., imbued, subdued, etc., bud, mud, etc., *and the three apostrophized auxiliaries*, would, could, should, *pronounced* wou'd, cou'd, shou'd, etc., ode, code, *and the preterits and participles of verbs in* ow, *as* crowed, rowed, etc., *also* nod, hod, etc.

OOF.

Hoof, proof, roof, woof, aloof, disproof, reproof, behoof. *Allowable rhymes*, huff, ruff, rough, enough, etc., off, scoff, etc.

OOK.

Book, brook, cook, crook, hook, look, rook, shook, took, mistook, undertook, forsook, betook. *Allowable rhymes*, puke, fluke, etc., duck, luck, etc., broke, spoke, etc.

OOL.

Cool, fool, pool, school, stool, tool, befool. *Allowable rhymes*, pule, rule, etc., dull, gull, etc., bull, pull, etc., pole, hole, etc.

OOM.

Gloom, groom, loom, room, spoom, bloom, doom, etc. *Perfect rhymes*, tomb, entomb, *and the city* Rome. *Nearly perfect rhymes*, whom, womb, etc. *Allowable rhymes*, come, drum, etc., bomb, thumb, clomb, etc., plume, spume, etc., *and* from, home, comb, etc.

OON.

Boon, soon, moon, noon, spoon, swoon, buffoon, lampoon, poltroon. *Allowable rhymes*, tune, prune, etc., bun, dun, etc., gone, don, etc., bone, alone, etc., moan, roan, etc. *See* ONE.

OOP.

Loop, poop, scoop, stoop, troop, droop, whoop, coop, hoop, etc. *Perfect rhymes*, soup, group, etc. *Allowable rhymes*, dupe, up, sup, tup, etc., cop, top, etc., cope, hope, etc.

OOR.

Boor, poor, moor, etc. *Perfect rhymes*, tour, amour, paramour, contour. *Allowable rhymes*, bore, pore, etc., pure, sure, etc., your, pour, etc., door, floor, etc., bur, cur, etc., sir, stir, etc.

OOSE.

Goose, loose, etc. *Nearly perfect rhymes, the nouns* deuce, use, etc., profuse, seduce. *Allowable rhymes*, dose, jocose, globose, etc., moss, toss, etc., us, pus, thus, etc.

OOT.

Root, boot, coot, hoot, shoot. *Nearly perfect rhymes*, suit, fruit, etc., lute, impute, etc. *Allowable rhymes*, rote, vote, etc., goat, coat, etc., but, hut, soot, etc., foot, put, etc., hot, got, etc.

OOTH.

Booth, sooth, smooth. *Allowable rhymes*, tooth, youth, sooth, uncouth, forsooth, etc. *Though these are frequent, they are very improper rhymes, the* th *in one class being flat, and in the other sharp.*

OOZE.

Ooze, noose. *Perfect rhymes*, whose, choose, lose. *Nearly perfect rhymes, the verbs*, to use, abuse, etc. *Allowable rhymes*, doze, hose, etc., buzz, *and* does, *the third person singular of* do, *with the plurals of nouns and third persons singular, present tense, of verbs in* ow, o, oe, ew, ue, *as* foes, goes, throws, views, imbues, flues, etc.

OP.

Chop, hop, drop, crop, fop, top, prop, flop, shop, slop, sop, stop, swop, top, underprop. *Allowable rhymes*, cope, trope, hope, etc., tup, sup, etc., coop, etc.

OPE.

Sope, hope, cope, mope, grope, pope, rope, scope, slope, tope, trope, aslope, elope, interlope, telescope, heliotrope, horoscope, antelope, etc., *and* ope, *contracted in poetry for* open. *Allowable rhymes*, hoop, coop, etc., lop, top, etc., tup, sup, etc.

OPT.

Adopt *rhymes perfectly with the preterits and participles of verbs in* op, *as* hopped, lopped, etc. *Allowable rhymes, the preterits and participles of verbs in* ope, upe, oop, *and* up, *as* coped, duped, hooped, cupped, etc.

OR.

Or, for, creditor, counsellor, confessor, competitor, emperor, ancestor, ambassador, progenitor, conspirator, successor, conqueror, governor, abhor, metaphor, bachelor, senator, etc., *and every word in* or, *having the accent on the last, or last syllable but two, as* abhor, orator, etc. *Allowable rhymes*, bore, tore, etc., boar, hoar, etc., pure, endure, etc., pur, demur, etc., stir, sir, etc.

ORCH.

Scorch, torch, etc. *Allowable rhymes*, birch, smirch, church, etc., porch, etc.

ORCE.

Force, divorce, enforce, perforce, etc. *Perfect rhymes*, corse, coarse, hoarse, course, discourse, recourse, intercourse, source, resource, etc. *Allowable rhymes*, worse, purse, etc., horse, endorse, etc.

ORD.

Cord, lord, record, accord, abhorred. *Allowable rhymes*, hoard, board, aboard, ford, afford, sword, etc., word, surd, bird, etc., *and the preterits and participles of verbs in* ore, ur, *and* ir, *as* bored, incurred, stirred, etc.

ORE.

Bore, core, gore, lore, more, ore, pore, score, shore, snore, sore, store, swore, tore, wore, adore, afore, ashore, deplore, explore, implore, restore, forbore, forswore, heretofore, hellebore, sycamore. *Perfect rhymes*, boar, gore, oar, roar, soar, four, door, floor, *and* o'er *for* over. *Allowable rhymes*, hour, sour, etc., pow'r *for* power, show'r *for* shower, etc., bur, cur, etc., poor, your, etc., abhor, orator, senator, etc. *See* OOR *and* OR.

ORGE.

Gorge, disgorge, regorge, etc. *Allowable rhymes*, forge, urge, dirge, etc.

ORK.

Ork, cork, fork, stork, etc. *Allowable rhymes*, pork, work.

ORLD.

World *rhymes perfectly with the preterits and participles of verbs in* url, *as* hurled, curled, etc.

ORM, *see* ARM.

Form, storm, conform, deform, inform, perform, reform, misinform, uniform, multiform, transform. *Allowable rhymes*, form (*a seat*) *and* worm.

ORN, rhyming with HORN.

Born, corn, morn, horn, scorn, thorn, adorn, suborn, unicorn, capricorn. *Allowable rhymes, the participles* borne (*suffered*), shorn, etc., *the verb* mourn, *the nouns* urn, turn, etc.

ORN, rhyming with MORN.

Born, shorn, torn, worn, lorn, love-lorn, sworn, forsworn, overborn, forlorn. *Perfect rhyme*, mourn. *Allowable rhymes*, born, corn, etc., urn, turn, etc.

ORSE, *see* ORCE.

Horse, endorse, unhorse. *Allowable rhymes*, worse, curse, etc., remorse, coarse, course, corse, etc.

ORST, *see* URST.

ORT, *see* ART.

ORT, rhyming with WART.

Short, sort, exhort, consort, distort, extort, resort, retort, snort. *Allowable rhymes*, fort, court, port, report, etc., dirt, shirt, etc., wort, hurt, etc.

ORT, rhyming with COURT.

Fort, port, sport, comport, disport, export, import, support, transport, report. *Allowable rhymes*, short, sort, etc., dirt, hurt, etc.

ORTH.

Forth, fourth. *Allowable rhymes*, north, worth, birth, earth, etc.

OSE, sounded OCE.

Close, dose, jocose. *Perfect rhymes*, morose, gross, engross, verbose. *Allowable rhymes*, moss, cross, etc., us, thus, etc.

OSE, sounded OZE.

Close, dose, hose, pose, chose, glose, froze, nose, prose, those, rose, compose, depose, disclose, dispose, discompose, expose, impose, inclose, interpose, oppose, propose, recompose, repose, suppose, transpose, arose, presuppose, foreclose, etc., *and the plurals of nouns and apostrophized preterits and participles of verbs in* ow, oe, o, etc., *as* rows, glows, foes, goes, etc. *Allowable rhymes, the verbs* choose, lose, etc., *and the plurals of nouns and third persons singular of verbs in* ow, *rhyming with* now, *as* cows, *and the word* buzz.

OSS.

Boss, loss, cross, dross, moss, toss, across, emboss. *Allowable rhymes, the nouns* close, dose, jocose, etc., *and* us, thus, etc.

OST.

Cost, frost, lost, accost, etc., *and the preterits and participles of words in* oss, *as* mossed, embossed, etc., *the verb* exhaust, *and the noun* holocaust. *Allowable rhymes*, ghost, host, post, compost, most, etc., coast, boast, toast, etc., bust, must, etc., roost, *and the preterits and participles of verbs in* oose, *as* loosed, etc.

OT, *see* AT.

Clot, cot, blot, got, hot, jot, lot, knot, not, plot, pot, scot, shot, sot, spot, apricot, trot, rot, grot, begot, forgot, allot, besot, complot, counterplot. *Allowable rhymes*, note, vote, etc., boat, coat, etc., but, cut, etc.

OTCH.

Botch, notch, etc. *Perfect rhyme*, watch. *Allowable rhymes*, much, such, etc.

OTE.

Note, vote, mote, quote, rote, wrote, smote, denote, promote, remote, devote, anecdote, antidote, etc. *Perfect rhymes*, boat, coat, bloat, doat, float, gloat, goat, oat, overfloat, afloat, throat, moat. *Allowable rhymes*, bout, flout, etc., hot, cot, etc., but, cut, etc., boot, hoot, etc.

OTH.

Broth, cloth, froth, moth, troth, betroth. *Perfect rhyme*, wrath. *Allowable rhymes*, both, loth, sloth, oath, growth, etc., forsooth, *the noun* mouth, *and the solemn auxiliary* doth, *to which some poets add* loathe, clothe, *but I think improperly. See* OOTH.

OU, *see* OO *and* OW.

OUBT, *see* OUT.

OUCH.

Couch, pouch, vouch, slouch, avouch, crouch. *Allowable rhymes*, much, such, etc., coach, roach, etc.

OUD

Shroud, cloud, proud, loud, aloud, crowd, overshroud, etc., *and the preterits and participles of verbs in* ow, *as* he bowed, vowed, etc. *Allowable rhymes, the preterits and participles of verbs in* ow, *as* owed, flowed, etc., blood, flood, bud, mud, etc.

OVE.

Wove, inwove, interwove, alcove, clove, grove, rove, stove, strove, throve, drove. *Allowable rhymes*, dove, love, shove, glove, above, etc., move, behoove, approve, disprove, disapprove, improve, groove, prove, reprove, etc.

OUGH, *see* OFF, OW, *and* UFF.

OUGHT.

Bought, thought, ought, brought, forethought, fought, nought, sought, wrought, besought, bethought, methought, etc. *Perfect rhymes*, aught, naught, caught, taught, etc., *sometimes* draught. *Allowable rhymes*, not, yacht, etc., note, vote, etc., butt, hut, etc., hoot, root, etc.

OUL, *see* OLE *and* OWL.

OULD.

Mould. *Perfect rhymes*, fold, old, cold, etc., *and the preterits and participles of verbs in* owl, ol, *and* ole, *as* bowled, tolled, cajoled, etc. *Allowable rhymes, the preterits and participles of verbs in* ull, *as* gulled, pulled, etc.

OUNCE.

Bounce, flounce, renounce, pounce, ounce, denounce, pronounce.

OUND.

Bound, found, mound, ground, hound, pound, round, sound, wound, abound, aground, around, confound, compound, expound, profound, rebound, redound, resound, propound, surround, etc., *and the preterits and participles of verbs in* own, *as* frowned, renowned, etc. *Allowable rhymes, the preterits and participles of verbs in* one, oan, *and* un, *as* toned, moaned, sunned, etc., *consequently* fund, refund, etc., *and* wound (*a hurt*), *pronounced* woond.

OUNG, *see* UNG.

OUNT.

Count, mount, fount, amount, dismount, remount, surmount, account, discount, miscount. *Allowable rhymes*, want, font, don't, won't, etc.

OUP, *see* OOP.

OUR.

Hour, lour, sour, our, scour, deflour, devour, etc., *rhymes perfectly with* bower, cower, flower, power shower, tower, etc., *pronounced* bow'r, tow'r, etc. *Allowable rhymes*, bore, more, roar, pour, tour, moor, poor, etc., pure, sure, etc., sir, stir, bur, cur, etc.

OURGE, *see* URGE.

OURNE, *see* ORN *and* URN.

OURS.

Ours *rhymes perfectly with the plurals of nouns and third persons present of verbs in* our, *and* ower, *as* hours, scours, deflours, bowers, showers, etc. *Allowable rhymes, the plurals of nouns and third persons present of verbs in* oor *and* ure, *as* boors, moors, etc., cures, endures, etc.

OURS.

Yours *rhymes perfectly with the plurals of nouns and third persons present of verbs in* ure, *as* cures, endures, etc. *Allowable rhymes*, ours, *and its perfect rhymes and the plurals of nouns and third persons present of verbs in* oor, ore, *and* ur, *as* boors, moors, etc., shores, pores, etc., burs, slurs, stirs, etc.

OURSE, *see* ORCE.

OURT, *see* ORT.

OURTH, *see* ORTH.

OUS, *see* US.

OUS, pronounced OUCE.

House, mouse, chouse, etc. *Allowable rhymes, the nouns* close, dose, jocose, etc., deuce, use, produce, etc., us, thus, etc., moose, *and the noun* noose.

OUSE, pronounced OUZE, *see* OWZE.

OUT.

Bout, stout, out, clout, pout, gout, grout, rout, scout, shout, snout, spout, stout, sprout, trout, about, devout, without, throughout, etc., *rhymes perfectly with* doubt, redoubt, misdoubt, drought, etc. *Allowable rhymes*, note, vote, etc., boat, coat, etc., lute, suit, etc., got, not, etc., nut, shut, hoot, boot, etc.

OUTH.

Mouth, south, *when nouns have the* th *sharp*, *The verbs* to mouth, to south, *may allowably rhyme with* booth, smooth, etc., *which see.*

OW, sounded OU.

Now, bow, how, mow, cow, brow, plow, sow, vow, prow, avow, allow, disallow, endow, etc. *Perfect rhymes*, bough, plough, slough (*mire*), etc., thou. *Allowable rhymes*, go, no, blow, sow, etc.

OW, sounded OWE.

Blow, stow, crow, bow, flow, glow, grow, know, low, mow, row, show, sow, strow, stow, slow, snow, throw, trow, below, bestow, foreknow, outgrow, overgrow, overflow, overthrow, reflow, foreshow, etc. *Perfect rhymes*, go, no, toe, foe, owe, wo, oh, so, lo, though, hoe, ho, ago, forego, undergo, dough, roe, sloe, *and the verb* to sew (*with the needle*). *Allowable rhymes*, now, cow, vow, do, etc. *See the last article.*

OWL, *see* OLE.

Cowl, growl, owl, fowl, howl, prowl, etc. *Perfect rhymes*, scowl, foul, etc. *Allowable rhymes*, bowl, soul, hoal, goal, etc., dull, gull, etc.

OWN, *see* ONE.

Brown, town, clown, crown, down, drown, frown, grown, adown, renown, embrown, etc. *Perfect rhyme*, noun. *Allowable rhymes*, tone, bone, moan, own, *and the participles*, thrown, shown, blown, etc.

OWSE, *see* OUSE.

Blouse. *Perfect rhymes*, brouse, trouse, rouse, spouse, carouse, souse, espouse, *the verbs* to house, mouse, etc., *and the plurals of nouns and third persons, present tense, of verbs in* ow, *as* brows, allows, etc. *Allowable rhymes*, hose, those, to dose, etc.

OX.

Ox, box, fox, equinox, orthodox, heterodox, etc. *Perfect rhymes, the plurals of nouns and third persons present of verbs in* ock, *as* locks, stocks, etc. *Allowable rhymes, the plurals of nouns, and third persons present of verbs in* oke, oak, *and* uck, *as* strokes, oaks, cloaks, sucks, etc.

OY.

Boy, buoy, coy, employ, cloy, joy, toy, alloy, annoy, convoy, decoy, destroy, enjoy, employ.

OZE, *see* OSE.

UB.

Cub, club, dub, drub, grub, rub, snub, shrub, tub. *Allowable rhymes*, cube, tube, etc., cob, rob, etc.

UBE.

Cube, tube. *Allowable rhymes*, club, cub, etc.

UCE.

Truce, sluice, spruce, deuce, conduce, deduce, induce, introduce, produce, seduce, traduce, juice, reduce, etc., *rhyme perfectly with the nouns* use, abuse, profuse, abstruse, disuse, excuse, misuse, obtuse, recluse.

UCH, *see* UTCH.

UCK.

Buck, luck, pluck, suck, struck, tuck, truck, duck. *Allowable rhymes*, puke, duke, etc., look, took, etc.

UCT.

Conduct, deduct, instruct, obstruct, aqueduct. *Perfect rhymes, the preterits and participles of verbs in* uck, *as* ducked, sucked, etc. *Allowable rhymes, the preterits and participles of verbs in* uke *and* ook, *as* puked, hooked, etc.

UD.

Bud, scud, stud, mud, cud, *rhyme perfectly with* blood *and* flood. *Allowable rhymes*, good, hood, etc., rood, food, etc., beatitude, latitude.

UDE.

Rude, crude, prude, allude, conclude, delude, elude, exclude, exude, include, intrude, obtrude, seclude, altitude, fortitude, gratitude, interlude, latitude, longitude, magnitude, multitude, solicitude, solitude, vicissitude, aptitude, habitude, ingratitude, inaptitude, lassitude, plenitude, promptitude, servitude, similitude, etc. *Perfect rhymes*, feud, feud, etc., *and the preterits and participles of verbs in* ew, *as* stewed, viewed, etc. *Allowable rhymes*, bud, cud, etc., good, hood, blood, flood, etc.

UDGE.

Judge, drudge, grudge, trudge, adjudge, prejudge.

UE, *see* EW.

UFF.

Buff, cuff, bluff, huff, gruff, luff, puff, snuff, stuff, ruff, rebuff, counterbuff, etc. *Perfect rhymes*, rough, tough, enough, slough (*cast skin*), chough, etc. *Allowable rhymes*. loaf, oaf, etc.

UFT.

Tuft. *Perfect rhymes, the preterits and participles of verbs in* uff, *as* cuffed, stuffed, etc.

UG.

Lug, bug, dug, drug, hug, rug, slug, snug, mug, shrug, pug. *Allowable rhymes*, vogue, rogue, etc.

UICE, *see* USE.

UISE, *see* ISE and USE.

UIE, *see* IE.

UKE.

Duke, puke, rebuke, etc. *Nearly perfect rhymes*, cook, look, book, etc. *Allowable rhymes*, duck, buck, etc.

UL and ULL.

Cull, dull, gull, hull, lull, mull, null, trull, skull, annul, disannul. *Allowable rhymes*, fool, tool, etc., wool, bull, pull, full, bountiful, fanciful, sorrowful, dutiful, merciful, wonderful, worshipful, *and every word ending in* ful, *having the accent on the antepenultimate syllable.*

ULE.

Mule, pule, yule, rule, overrule, ridicule, misrule. *Allowable rhymes*, cull, dull, wool, full, bountiful, etc. *See the last article.*

ULGE.

Bulge, indulge, divulge, etc.

ULK.

Bulk, hulk, skulk.

ULSE.

Pulse, repulse, impulse, expulse, convulse.

ULT.

Result, adult, exult, consult, indult, occult, insult, difficult. *Allowable rhymes*, colt, bolt, etc.

UM.

Crum, drum, grum, gum, hum, mum, scum, plum, stum, sum, swum, thrum. *Perfect rhymes*, thumb, dumb, succumb, come, become, overcome, burthensome, cumbersome, frolicsome, humorsome, quarrelsome, troublesome, martyrdom, christendom. *Allowable rhymes*, fume, plume, rheum, *and* room, doom, tomb, hecatomb.

UME.

Fume, plume, assume, consume, perfume, resume, presume, deplume.

UMP.

Bump, pump, jump, lump, plump, trump, stump, rump, thump.

UN.

Dun, gun, nun, pun, run, sun, shun, tun, stun, spun, begun. *Perfect rhymes*, son, won, ton, done, one, none, undone. *Allowable rhymes*, on, gone, etc., tune, prune, etc. *See* ON.

UNCE.

Dunce, once, etc. *Allowable rhyme*, sconce.

UNCH.

Bunch, punch, hunch, lunch, munch.

UND.

Fund, refund. *Perfect rhymes, the preterits and participles of verbs in* un, *as* shunned, etc.

UNE.

June, rune, untune, jejune, prune, importune, etc. *Nearly perfect rhymes*, moon, soon, etc. *Allowable rhymes*, bun, dun, etc.

UNG.

Clung, dung, flung, hung, rung, strung, sung, sprung, slung, stung, swung, unsung. *Perfect rhymes*, young, tongue, among. *Allowable rhymes*, song, long, etc.

UNGE.

Plunge, spunge, expunge, etc.

UNK.

Drunk, sunk, shrunk, stunk, spunk, punk, trunk, slunk. *Perfect rhyme*, monk.

UNT.

Brunt, blunt, hunt, runt, grunt. *Perfect rhyme*, wont (*to be accustomed*).

UP.

Cup, sup, up. *Allowable rhymes*, cope, scope, *and* dupe, group, etc.

UPT.

Abrupt, corrupt, interrupt. *Perfect rhymes, the participles of verbs in* up, *as* supped, etc.

UR.

Blur, cur, bur, fur, slur, spur, concur, demur, incur. *Perfect rhymes*, sir, stir. *Nearly perfect rhymes*, fir, etc. *Allowable rhymes*, pore, oar.

URB.

Curb, disturb. *Nearly perfect rhymes*, verb, herb, etc. *Allowable rhyme*, orb.

URCH.

Church, lurch, birch. *Nearly perfect rhymes*, perch, search. *Allowable rhyme*, porch.

URD.

Curd, absurd. *Perfect rhymes*, bird, word, *and the preterits and participles of verbs in* ur, *as* spurred. *Allowable rhymes*, board, ford, cord, lord, etc., *and the preterits and participles of verbs in* ore, oar, *and* or, *as* gored, oared, abhorred, etc., *also the preterits and participles of verbs in* ure, *as* cured, immured, etc. *See* URD.

URE.

Cure, pure, dure, lure, sure, adjure, allure, assure, demure, conjure, endure, manure, enure, insure, immature, immure, mature, obscure, procure, secure, adjure, calenture, coverture, epicure, investiture, forfeiture, furniture, minature, overture, portraiture, primogeniture, temperature. *Allowable rhymes*, poor, moor, power, sour, etc., cur, bur,

URF.

Turf, scurf, etc.

URGE.

Purge, urge, surge, scourge. *Perfect rhymes*, verge, diverge, etc. *Allowable rhymes*, gorge, George, etc., forge, etc.

URK.

Lurk, Turk. *Perfect rhyme*, work. *Nearly perfect rhymes*, irk, jerk, perk.

URL, *see* IRL.

Churl, curl, furl, hurl, purl, uncurl, unfurl. *Nearly perfect rhymes*, girl, twirl, etc., pearl, etc.

URN.

Burn, churn, spurn, turn, urn, return, overturn. *Perfect rhymes*, sojourn, adjourn, rejourn.

URSE.

Nurse, curse, purse, accurse, disburse, imburse, reimburse. *Perfect rhyme*, worse. *Allowable rhymes*, coarse, corse, force, verse, disperse, horse, etc.

URST.

Burst, curst, accurst, etc. *Perfect rhymes*, thirst, worst, first.

URT.

Blurt, hurt, spurt. *Perfect rhymes*, dirt, shirt, flirt, squirt, etc. *Allowable rhymes*, port, court, short, snort, etc.

US,

Us, thus, buss, truss, discuss, incubus, overplus, amorous, boisterous, clamorous, credulous, dangerous, degenerous, generous, emulous, fabulous, frivolous, hazardous, idolatrous, infamous, miraculous, mischievous, mountainous, mutinous, necessitous, numerous, ominous, perilous, poisonous, populous, prosperous, ridiculous, riotous, ruinous, scandalous, scrupulous, sedulous, traitorous, treacherous, tyrannous, venomous, vigorous, villainous, adventurous, adulterous, ambignous, blasphemous, dolorous, fortuitous, sonorous, gluttonous, gratuitous, incredulous, lecherous, libidinous, magnanimous, obstreperous, odoriferous, ponderous, ravenous, rigorous, slanderous, solicitous, timorous, valorous, unanimous, calamitous. *Allowable rhymes*, *the nouns* use, abuse, diffuse, excuse, *the verb* to loose, *and the nouns*, goose, deuce, juice, truce, etc., close, dose, house, mouse, etc.

USE, with the *s* pure.

The nouns use, disuse, abuse, deuce, truce. *Perfect rhymes*, *the verb* to loose, *the nouns*, goose, noose, moose. *Allowable rhymes*, us, thus, buss, etc.

USE, sounded UZE.

Muse, *the verbs* to use, abuse, amuse, diffuse, excuse, infuse, misuse, peruse, refuse, suffuse, transfuse, accuse. *Perfect rhymes*, bruise, *and the plural of nouns and third persons singular of verbs in* ew, *and* ue, *as* dews, imbues, etc. *Allowable rhymes*, buzz, does, etc.

USH.

Blush, brush, crush, gush, flush, rush, hush. *Allowable rhymes*, bush, push.

USK.

Busk, tusk, dusk, husk, musk.

UST.

Bust, crust, dust, just, must, lust, rust, thrust, trust, adjust, adust, disgust, distrust, intrust, mistrust, robust, unjust. *Perfect rhymes, the preterits and participles of verbs in* uss, *as* trussed, discussed, etc.

UT.

But, butt, cut, hut, gut, glut, jut, nut, shut, strut, englut, rut, scut, slut, smut, abut. *Perfect rhyme*, soot. *Allowable rhymes*, boot, etc., dispute, etc., boat, etc.

UTCH.

Hutch, crutch, Dutch. *Perfect rhymes*, much, such, touch, etc.

UTE.

Brute, lute, flute, mute, acute, compute, confute dispute, dilute, depute, impute, minute, pollute, refute, repute, salute, absolute, attribute, constitute, destitute, dissolute, execute, institute, irresolute, persecute, prosecute, prostitute, resolute, substitute. *Perfect rhymes*, fruit, recruit, etc. *Allowable rhymes*, boot, etc., boat, etc., note, etc., hut, etc.

UX.

Flux, reflux, etc. *Perfect rhymes, the plurals of nouns and third persons of verbs in* uck, *as* ducks, trucks, etc. *Allowable rhymes, the plurals of nouns and third persons of verbs in* ook, uke, oak, etc., *as* cooks, pukes, oaks, etc.

Y, *see* IE.

Selections from the Poets.

Many of the following Poems belong in the Galaxy of those Poetic Gems that Mankind will not allow to die.

ETERNAL JUSTICE.

BY CHARLES MACKAY.

THE man is thought a knave or fool,
Or bigot plotting crime,
Who, for the advancement of his race,
Is wiser than his time.
For him the hemlock shall distill,
For him the axe be bared;
For him the gibbet shall be built;
For him the stake prepared:
Him shall the scorn and wrath of men
Pursue with deadly aim;
And malice, envy, spite, and lies,
Shall desecrate his name.
But truth shall conquer at the last,
For round and round we run,
And ever the right comes uppermost
And ever is justice done.

Pace through thy cell, old Socrates,
Cheerily to and fro;
Trust to the impulse of thy soul
And let the poison flow.
They may shatter to earth the lamp of clay,
That holds a light divine,
But they cannot quench the fire of thought
By any such deadly wine;
They cannot blot thy spoken words
From the memory of man,
By all the poison ever was brewed
Since time its course began.
To-day abhorred, to-morrow adored,
So round and round we run,
And ever the truth comes uppermost,
And ever is justice done.

Plod in thy grave, gray Anchorite:
Be wiser than thy peers;
Augment the range of human power,
And trust to coming years.
They may call thee wizard, and monk accursed,
And load thee with dispraise;
Thou wert born five hundred years too soon
For the comfort of thy days.
But not too soon for human kind:
Time hath reward in store;
And the demons of our sires become
The saints that we adore.
The blind can see, the slave is lord;
So round and round we run
And ever the wrong is proved to be wrong,
And ever is justice done.

Keep, Galileo, to thy thought,
And nerve thy soul to bear;
They may gloat over the senseless words they wring
From the pangs of thy despair:
They may veil their eyes, but they cannot hide,
The sun's meridian glow;
The heel of a priest may tread thee down,
And a tyrant work thee woe;
But never a truth has been destroyed:
They may curse it and call it a crime;
Pervert and betray, or slander and slay
Its teachers for a time.
But the sunshine aye shall light the sky,
As round and round we run;
And the truth shall ever come uppermost,
And justice shall be done.

And live there *now* such men as these—
With thoughts like the great of old?
Many have died in their misery,
And left their thought untold.

And many live, and are ranked as mad,
And placed in the cold world's ban,
For sending their bright far-seeing souls
Three centuries in the van;
They toil in penury and grief,
Unknown, if not maligned;
Forlorn, forlorn, bearing the scorn
Of the meanest of mankind;
But yet the world goes round and round
And the genial seasons run,
And ever the truth comes uppermost,
And ever is justice done.

HEREAFTER.*

LAND beyond the setting sun!
O realm more fair than poet's dream!
How clear thy silvery streamlets run,
How bright thy golden glories gleam!

Earth holds no counterpart of thine;
The dark-browed Orient, jewel-crowned,
Pales, as she bows before thy shrine,
Shrouded in mystery so profound.

The dazzling North, the stately West,
Whose rivers flow from mount to sea;
The South, flower-wreathed in languid rest,
What are they all compared with thee?

All lands, all realms beneath yon dome,
Where God's own hand hath hung the stars,
To thee with humblest homage come,
O world beyond the crystal bars!

Thou blest hereafter! Mortal tongue
Hath striven in vain thy speech to learn,
And fancy wanders, lost among
The flowery paths for which we yearn.

But well we know, that fair and bright
Far beyond human ken or dream,
Too glorious for our feeble sight,
Thy skies of cloudless azure beam.

We know thy happy valleys lie
In green repose, supremely blest;
We know against thy sapphire sky
Thy mountain peaks sublimely rest.

And sometimes even now we catch
Faint gleamings from the far-off shore,
And still with eager eyes we watch
For one sweet sign or token more.

For oh, the deeply loved are there!
The brave, the fair, the good, the wise,
Who pined for thy serener air,
Nor shunned thy solemn mysteries.

There are the hopes that, one by one,
Died even as we gave them birth;
The dreams that passed ere well begun,
Too dear, too beautiful for earth.

The aspirations, strong of wing,
Aiming at heights we could not reach;
The songs we tried in vain to sing;
Thoughts too vast for human speech;

Thou hast them all, Hereafter! Thou
Shalt keep them safely till that hour
When, with God's seal on heart and brow,
We claim them in immortal power!

THE PLANTING OF THE APPLE TREE.

BY WILLIAM CULLEN BRYANT.

COME, let us plant the apple-tree!
Cleave the tough greensward with the spade;
Wide let its hollow bed be made;
There, gently lay the roots, and there
Sift the dark mold with kindly care,
And press it o'er them tenderly,
As round the sleeping infant's feet,
We softly fold the cradle sheet;
So plant we the apple-tree.

What plant we in this apple-tree?
Buds, which the breath of summer days
Shall lengthen into leafy sprays;
Boughs, where the thrush, with crimson breast,
Shall haunt, and sing, and hide her nest;
We plant, upon the sunny lea,
A shadow for the noontide hour,
A shelter from the summer shower,
When we plant the apple-tree.

What plant we in this apple-tree?
Sweets for a hundred flowery springs,
To load the May-wind's restless wings,
When, from the orchard-row, he pours
Its fragrance through our open doors;
A world of blossoms for the bee,
Flowers for the sick girl's silent room,
For the glad infant sprigs of bloom,
We plant with the apple-tree.

What plant we in this apple-tree?
Fruits that shall swell in sunny June,
And redden in the August noon,
And drop, as gentle airs come by,
That fan the blue September sky;
While children, wild with noisy glee,
Shall scent their fragrance as they pass,
And search for them the tufted grass
At the foot of the apple-tree.

*Published originally in Harper's Magazine.

And when, above this apple-tree,
The winter stars are quivering bright,
And winds go howling through the night,
Girls, whose eyes o'erflow with mirth,
Shall peel its fruit by cottage hearth,
And guests in prouder homes shall see,
Heaped with the orange and the grape,
As fair as they in tint and shape,
The fruit of the apple-tree.

The fruitage of this apple-tree
Winds, and our flag of stripe and star,
Shall bear to coasts that lie afar,
Where men shall wonder at the view,
And ask in what fair groves they grew;
And they who roam beyond the sea
Shall think of childhood's careless day,
And long hours passed in summer play,
In the shade of the apple-tree.

Each year shall give the apple-tree
A broader flush of roseate bloom,
And loosen, when the frost-clouds lower,
The crisp brown leaves in thicker shower;
The years shall come and pass, but we
Shall hear no longer, where we lie,
The summer's song, the autumn's sigh,
In the boughs of the apple-tree.

And time shall waste this apple-tree.
Oh, when its aged branches throw
Thin shadows on the sward below,
Shall fraud and force and iron will
Oppress the weak and helpless still?
What shall the tasks of mercy be,
Amid the toils, the strifes, the tears
Of those who live when length of years
Is wasting this apple-tree?

"Who planted this old apple-tree?"
The children of that distant day
Thus to some aged man shall say
And, gazing on its mossy stem,
The grey-haired man shall answer them:
"A poet of the land was he,
Born in the rude, but good old times;
'Tis said he made some quaint old rhymes,
On planting the apple-tree."

CLEON AND I.

BY CHARLES MACKAY.

CLEON hath a million acres,
Ne'er a one have I;
Cleon dwelleth in a palace,
In a cottage, I;
Cleon hath a dozen fortunes,
Not a penny, I;
Yet the poorer of the twain is
Cleon, and not I.

Cleon, true, possesseth acres,
But the landscape, I;
Half the charms to me it yieldeth,
Money cannot buy.
Cleon harbors sloth and dullness,
Freshening vigor, I;
He in velvet, I in fustian,
Richer man am I.

Cleon is a slave to grandeur,
Free as thought am I;
Cleon fees a score of doctors,
Need of none have I;
Wealth-surrounded, care-environed,
Cleon fears to die;
Death may come, he 'll find me ready,
Happier man am I.

Cleon sees no charm in Nature,
In a daisy, I;
Cleon hears no anthems ringing
In the sea and sky;
Nature sings to me forever,
Earnest listener, I;
State for state, with all attendants,
Who would change? — Not I.

HANNAH JANE. *

BY PETROLEUM V. NASBY.

SHE is n't half so handsome as when, twenty years agone,
At her old home in Piketon, Parson Avery made us one;
The great house crowded full of guests of every degree,
The girls all envying Hannah Jane, the boys all envying me.

Her fingers then were taper, and her skin as white as milk,
Her brown hair — what a mess it was! and soft and fine as silk;
No wind-moved willow by a brook had ever such a grace,
The form of Aphrodite, with a pure Madonna face.

She had but meagre schooling: her little notes, to me,
Were full of crooked pot-hooks, and the worst orthography;
Her "dear" she spelled with double *e*, and "kiss" with but one *s*;
But when one 's crazed with passion, what 's a letter more or less?

She blundered in her writing, and she blundered when she spoke,
And every rule of syntax, that old Murray made, she broke;
But she was beautiful and fresh, and I — well, I was young;
Her form and face o'erbalanced all the blunders of her tongue.

*Published originally in Harper's Magazine.

I was but little better. True, I 'd longer been at school;
My tongue and pen were run, perhaps, a little more by rule;
But that was all. The neighbors round, who both of us well knew,
Said — which I believed — she was the better of the two.

All's changed: the light of seventeen 's no longer in her eyes;
Her wavy hair is gone — that loss the coiffeur's art supplies;
Her form is thin and angular; she slightly forward bends;
Her fingers, once so shapely, now are stumpy at the ends.

She knows but very little, and in little are we one;
The beauty rare, that more than hid that great defect, is gone.
My *parvenu* relations now deride my homely wife,
And pity me that I am tied, to such a clod, for life.

I know there is a difference: at reception and levée,
The brightest, wittiest, and most famed of women smile on me;
And everywhere I hold my place among the greatest men;
And sometimes sigh, with Whittier's judge, "Alas! it might have been."

When they all crowd around me, stately dames and brilliant belles,
And yield to me the homage that all great success compels,
Discussing art and state-craft, and literature as well,
From Homer down to Thackeray, and Swedenborg on "Hell,"

I can 't forget that from these streams my wife has never quaffed,
Has never with Ophelia wept, nor with Jack Falstaff laughed;
Of authors, actors, artists — why, she hardly knows the names;
She slept while I was speaking on the *Alabama* claims.

I can 't forget — just at this point another form appears —
The wife I wedded as she was before my prosperous years;
I travel o'er the dreary road we traveled side by side,
And wonder what my share would be, if Justice should divide.

She had four hundred dollars left her from the old estate;
On that we married, and, thus poorly armored, faced our fate.
I wrestled with my books; her task was harder far than mine —
'T was how to make two hundred dollars do the work of nine.

At last I was admitted; then I had my legal lore,
An office with a stove and desk, of books perhaps a score;
She had her beauty and her youth, and some housewifely skill,
And love for me and faith in me, and back of that a will.

I had no friends behind me — no influence to aid;
I worked and fought for every little inch of ground I made.
And how she fought beside me! never woman lived on less:
In two long years she never spent a single cent for dress.

Ah! how she cried for joy when my first legal fight was won,
When our eclipse passed partly by, and we stood in the sun!
The fee was fifty dollars — 't was the work of half a year —
First captive, lean and scraggy, of my legal bow and spear.

I well remember, when my coat (the only one I had)
Was seedy grown and threadbare, and, in fact, most "shocking bad,"
The tailor's stern remark when I a modest order made:
"Cash is the basis, sir, on which we tailors do our trade."

Her winter cloak was in his shop by noon that very day;
She wrought on hickory shirts at night that tailor's skill to pay;
I got a coat, and wore it; but alas poor Hannah Jane
Ne'er went to church or lecture till warm weather came again.

Our second season she refused a cloak of any sort,
That I might have a decent suit in which t' appear in court;
She made her last year's bonnet do, that I might have a hat:
Talk of the old-time, flame-enveloped martyrs after that!

No negro ever worked so hard: a servant's pay to save,
She made herself most willingly a household drudge and slave.
What wonder that she never read a magazine or book,
Combining as she did in one, nurse, house-maid, seamstress, cook!

What wonder that the beauty fled that I once so adored!
Her beautiful complexion my fierce kitchen fire devoured;
Her plump, soft, rounded arm was once too fair to be concealed;
Hard work for me that softness into sinewy strength congealed.

I was her altar, and her love the sacrificial flame:
Ah! with what pure devotion she to that altar came,
And, tearful, flung thereon — alas! I did not know it then —
All that she was, and more than that, all that she might have been!

At last I won success. Ah! then our lives were wider parted:
I was far up the rising road; she, poor girl! where we started.
I had tried my speed and mettle, and gained strength in every race;
I was far up the heights of life — she drudging at the base.

She made me take each fall the stump; she said 't was my career;
The wild applause of list'ning crowds was music to my ear.
What stimulus had she to cheer her dreary solitude?
For me she lived on gladly, in unnatural widowhood.

She could n't read my speech, but when the papers all agreed
'T was the best one of the session, those comments she could read;
And with a gush of pride thereat, which I had never felt,
She sent them to me in a note, with half the words misspelt.

I to the Legislature went, and said that she should go
To see the world with me, and, what the world was doing, know.
With tearful smile she answered, "No! four dollars is the pay;
The Bates House rates for board *for one* is just that sum per day."

At twenty-eight the State-house; on the bench at thirty-three;
At forty every gate in life was opened wide to me.
I nursed my powers, and grew, and made my point in life; but she —
Bearing such pack-horse weary loads, what could a woman be?

What could she be? Oh, shame! I blush to think what she has been
The most unselfish of all wives to the selfishest of men.
Yes, plain and homely now she is; she 's ignorant, 't is true;
For me she rubbed herself quite out I represent the two.

Well, I suppose that I might do as other men have done —
First break her heart with cold neglect, then shove her out alone.
The world would say 't was well, and more, would give great praise to me,
For having borne with "such a wife" so uncomplainingly.

And shall I? No! The contract 'twixt Hannah, God, and me,
Was not for one or twenty years, but for eternity.
No matter what the world may think; I know, down in my heart,
That, if either, I 'm delinquent; she has bravely done her part.

There 's another world beyond this; and, on the final day,
Will intellect and learning 'gainst such devotion weigh?
When the great one, made of us two, is torn apart again,
I 'll kick the beam, for God is just, and He knows Hannah Jane.

THE MOTHERLESS TURKEYS.

BY MARIAN DOUGLAS.

THE white turkey was dead! The white turkey was dead!
How the news through the barn-yard went flying!
Of a mother bereft, four small turkeys were left,
And their case for assistance was crying.
E'en the peacock respectfully folded his tail,
As a suitable symbol of sorrow,
And his plainer wife said, "now the old bird is dead,
Who will tend her poor chicks on the morrow?
And when evening around them comes dreary and chill,
Who above them will watchfully hover?"
"Two each night I will tuck 'neath my wings," said the Duck,
"Though I 've eight of my own I must cover!"
"I have so much to do! For the bugs and the worms,
In the garden, 't is tiresome pickin';
I 've nothing to spare — for my own I must care."
Said then the Hen with one chicken.
"How I wish," said the Goose, "I could be of some use.
For my heart is with love over-brimming;
The next morning that 's fine, they shall go with my nine
Little yellow-backed goslings, out swimming!"
"I will do what I can," the old Dorking put in,
"And for help they may call upon me too,
Though I 've ten of my own that are only half grown,
And a great deal of trouble to see to;
But these poor little things, they are all head and wings,
And their bones through their feathers are stickin'!"
"Very hard it may be, but, Oh, do n't come to me!"
Said the Hen with one chicken.
"Half my care I suppose, there is nobody knows,
I 'm the most overburdened of mothers!
They must learn, little elves! how to scratch for themselves,
And not seek to depend upon others."
She went by with a cluck, and the Goose to the Duck
Exclaimed with surprise, "Well, I never!"
Said the Duck, "I declare, those who have the least care,
You will find are complaining forever!
And when all things appear to look threatening and drear,
And when troubles your pathway are thick in,
For some aid in your woe, O, beware how you go
To a Hen with one chicken."

BETSEY AND I ARE OUT. *

BY WILL M. CARLETON.

DRAW up the papers, lawyer, and make 'em good and stout;
For things at home are cross-ways, and Betsey and I are out.
We who have worked together so long as man and wife,
Must pull in single harness the rest of our nat'ral life.

"What is the matter?" say you. I vow! it's hard to tell:
Most of the years behind us we've passed by very well;
I have no other woman — she has no other man,
Only we've lived together as long as we ever can.

So I've talked with Betsey, and Betsey has talked with me;
And we've agreed together that we can't never agree;
Not that we've catched each other in any terrible crime;
We've been a gatherin' this for years, a little at a time.

There was a stock of temper we both had for a start;
Although we ne'er suspected 't would take us two apart;
I had my various failings, bred in the flesh and bone,
And Betsey, like all good women, had a temper of her own.

The first thing I remember whereon we disagreed,
Was somethin' concerning heaven — a difference in our creed.
We arg'ed the thing at breakfast — we arg'ed the thing at tea —
And the more we arg'ed the question, the more we did n't agree.

And the next that I remember was when we lost a cow;
She kicked the bucket, certain—the question was only—How?
I held my own opinion, and Betsey another had;
And when we were done a talkin', we both of us was mad.

And the next that I remember, it started in a joke;
But full for a week it lasted, and neither of us spoke.
And the next was when I scolded because she broke a bowl;
And she said I was mean and stingy, and had n't any soul.

And so that bowl kept pouring dissensions in our cup;
And so that blamed cow-critter was always a comin' up;
And so that heaven we arg'ed no nearer to us got;
But it give us a taste of somethin' a thousand times as hot.

And so the thing kept workin', and all the self-same way;
Always somethin' to arg'e, and somethin' sharp to say.
And down on us come the neighbors, a couple dozen strong,
And lent their kindest sarvice for to help the thing along.

And there has been days together—and many a weary week—
We was both of us cross and spunky, and both too proud to speak,
And I have been thinkin' and thinkin' the whole of the winter and fall,
If I can't live kind with a woman, why, then I wo n't at all.

And so I have talked with Betsey, and Betsey has talked with me,
And we've agreed together that we can't never agree;
And what is hers shall be hers, and what is mine shall be mine;
And I 'll put it in the agreement, and take it to her to sign.

Write on the paper, lawyer — the very first paragraph —
Of all the farm and live stock, that she shall have her half;
For she has helped to earn it, through many a dreary day,
And it's nothing more than justice that Betsey has her pay.

Give her the house and homestead; a man can thrive and roam,
But women are skeery critters, unless they have a home.
And I have always determined, and never failed to say,
That Betsey never should want a home, if I was taken away.

There 's a little hard money that 's drawin' tol'rable pay;
A couple of hundred dollars laid by for a rainy day;
Safe in the hands of good men, and easy to get at;
Put in another clause, there, and give her half of that.

Yes, I see you smile, sir, at my givin' her so much;
Yes, divorce is cheap, sir, but I take no stock in such.
True and fair I married her, when she was blithe and young;
And Betsey was al'ays good to me, except with her tongue.

Once, when I was young as you, and not so smart, perhaps,
For me she mittened a lawyer, and several other chaps;
And all of 'em was flustered and fairly taken down,
And I for a time was counted the luckiest man in town.

Once when I had a fever — I wo n't forget it soon —
I was hot as a basted turkey and crazy as a loon —
Never an hour went by when she was out of sight;
She nursed me true and tender, and stuck to me day and night.

And if ever a house was tidy, and ever a kitchen clean,
Her house and kitchen was as tidy as any I ever seen;
And I do n't complain of Betsey or any of her acts,
Exceptin' when we've quarrelled and told each other facts.

So draw up the paper, lawyer; and I 'll go home to-night,
And read the agreement to her and see if it 's all right.
And then in the mornin' I 'll sell to a tradin' man I know —
And kiss the child that was left to us, and out in the world I 'll go.

And one thing put in the paper, that first to me did n't occur —
That when I 'm dead at last she shall bring me back to her;
And lay me under the maples I planted years ago,
When she and I was happy, before we quarrelled so.

And when she dies, I wish that she would be laid by me;
And lyin' together in silence, perhaps we will agree;
And if ever we meet in heaven, I would n't think it queer
If we loved each other the better because we quarrelled here.

* From "Farm Ballads," by Will M. Carleton; published by Harper & Brothers.

HOW BETSEY AND I MADE UP.*

BY WILL M. CARLETON.

GIVE us your hand, Mr. Lawyer: how do you do to-day?
You drew up that paper — I s'pose you want your pay.
Don't cut down your figures; make it an X or a V;
For that 'ere written agreement was just the makin' of me.

Goin' home that evenin' I tell you I was blue,
Thinkin' of all my troubles, and what I was goin' to do;
And if my hosses had n't been the steadiest team alive,
They 'd 've tipped me over, certain, for I could n't see where to drive.

No — for I was laborin' under a heavy load;
No — for I was travelin' an entirely different road;
For I was a-tracin' over the path of our lives ag'in,
And seein' where we missed the way, and where we might have been.

And many a corner we 'd turned that just to a quarrel led,
When I ought to 've held my temper, and driven straight ahead;
And the more I thought it over the more these memories came,
And the more I struck the opinion that I was the most to blame.

And things I had long forgotten kept risin' in my mind,
Of little matters betwixt us, where Betsey was good and kind;
And these things flashed all through me, as you know things sometimes will
When a feller 's alone in the darkness, and everything is still.

"But," says I, "we 're too far along to take another track,
And when I put my hand to the plow I do not oft turn back;
And tain 't an uncommon thing now for couples to smash in two;"
And so I set my teeth together, and vowed I 'd see it through.

When I come in sight o' the house 't was some 'at in the night,
And just as I turned a hill-top I see the kitchen light;
Which often a han 'some pictur' to a hungry person makes,
But it don't interest a feller much that 's goin' to pull up stakes.

And when I went in the house, the table was set for me —
As good a supper 's I ever saw, or ever want to see;
And I crammed the agreement down my pocket as well as I could,
And fell to eatin' my victuals, which somehow did n't taste good.

And Betsey, she pretended to look about the house,
But she watched my side coat-pocket like a cat would watch a mouse;
And then she went to foolin' a little with a cup,
And intently readin' a newspaper, a-holdin' it wrong side up.

And when I 'd done my supper, I drawed the agreement out,
And give it to her without a word, for she knowed what 't was about;
And then I hummed a little tune, but now and then a note
Was bu'sted by some animal that hopped up in my throat.

Then Betsey, she got her specs from off the mantel-shelf,
And read the article over quite softly to herself;
Read it by little and little, for her eyes is gettin' old,
And lawyers' writin' ain 't no print, especially when it 's cold.

And after she 'd read a little, she gave my arm a touch,
And kindly said she was afraid I was 'lowin' her too much;
But when she was through she went for me, her face a-streamin' with tears,
And kissed me for the first time in over twenty years!

I don't know what you 'll think, Sir — I did n't come to inquire —
But I picked up that agreement and stuffed it in the fire;
And I told her we 'd bury the hatchet alongside of the cow;
And we struck an agreement never to have another row.

And I told her in the future I would n't speak cross or rash
If half the crockery in the house was broken all to smash;
And she said, in regards to heaven, we 'd try to learn its worth
By startin' a branch establishment and runnin' it here on earth.

And so we sat a-talkin' three-quarters of the night,
And opened our hearts to each other until they both grew light;
And the days when I was winnin' her away from so many men
Was nothin' to that evenin' I courted her over again.

Next mornin' an ancient virgin took pains to call on us,
Her lamp all trimmed and a-burnin' to kindle another fuss;
But when she went to pryin' and openin' of old sores,
My Betsey rose politely, and showed her out-of-doors.

Since then I don't deny but there 's been a word or two;
But we 've got our eyes wide open, and know just what to do;
When one speaks cross the other just meets it with a laugh,
And the first one 's ready to give up considerable more than half.

Maybe you 'll think me soft, Sir, a-talkin' in this style.
But somehow it does me lots of good to tell it once in a while;
And I do it for a compliment — 't is so that you can see
That that there written agreement of yours was just the makin' of me.

So make out your bill, Mr. Lawyer: don't stop short of an X;
Make it more if you want to, for I have got the checks.
I 'm richer than a National Bank, with all its treasures told,
For I 've got a wife at home now that 's worth her weight in gold.

*From "Farm Ballads," by Will M. Carleton; published by Harper & Brothers.

WEIGHING THE BABY.

BY ETHEL LYNN.

HOW many pounds does the baby weigh,
Baby, who came but a month ago;
How many pounds from the crowning curl
To the rosy point of the restless toe?

Grandfather ties the handkerchief's knot,
Tenderly guides the swinging weight,
And carefully over his glasses peers
To read the record, "Only eight!"

Softly the echo goes around,
The father laughs at the tiny girl;
The fair young mother sings the words,
While grandmother smooths the golden curl.

And stooping above the precious thing,
Nestles a kiss within a prayer;
Murmuring softly, "Little one,
Grandfather did not weigh you fair."

Nobody weighed the baby's smile,
Or the love that came with the helpless one;
Nobody weighed the threads of care
From which a woman's life is spun.

No index tells the mighty worth
Of a little baby's quiet breath!
A soft, unceasing metronome,
Patient and faithful unto death.

Nobody weighed the baby's soul,
For here, on earth, no weights there be
That could avail. God only knows
Its value in eternity.

Only eight pounds to hold a soul
That seeks no angel's silver wing,
But shrines it in this human guise—
Within so fair and small a thing.

Oh, mother, laugh your merry note,
Be gay and glad, but don't forget
From baby's eyes looks out a soul
That claims a home in Eden yet.

From the New York Ledger.

THE OLD OAKEN BUCKET.

BY SAMUEL WOODWORTH.

HOW dear to this heart are the scenes of my childhood,
When fond recollection presents them to view!
The orchard, the meadow, the deep-tangled wild-wood,
And every loved spot which my infancy knew;—
The wide-spreading pond, and the mill which stood by it,
The bridge, and the rock where the cataract fell;
The cot of my father, the dairy-house nigh it,
And e'en the rude bucket which hung in the well.
The old oaken bucket, the iron-bound bucket,
The moss-covered bucket which hung in the well.

That moss-covered vessel I hail as a treasure
For often at noon, when returned from the field,
I found it the source of an exquisite pleasure,
The purest and sweetest that nature can yield.
How ardent I seized it, with hands that were glowing!
And quick to the white-pebbled bottom it fell;
Then soon, with the emblem of truth overflowing,
And dripping with coolness, it rose from the well;
The old oaken bucket, the iron-bound bucket,
The moss-covered bucket, arose from the well.

How sweet from the green mossy brim to receive it,
As, poised on the curb, it inclined to my lips!
Not a full blushing goblet could tempt me to leave it,
Though filled with the nectar that Jupiter sips.
And now, far removed from the loved situation,
The tear of regret will intrusively swell,
As fancy reverts to my father's plantation,
And sighs for the bucket which hangs in the well;
The old oaken bucket, the iron-bound bucket,
The moss-covered bucket which hangs in the well.

ON THE OTHER SIDE.

WE go our ways in life too much alone;
We hold ourselves too far from all our kind;
Too often we are dead to sigh and moan;
Too often to the weak and helpless blind;
Too often, where distress and want abide,
We turn and pass upon the other side.

The other side is trodden smooth; and worn
By footsteps passing idly all the day.
Where lie the bruised ones that faint and mourn,
Is seldom more than an untrodden way;
Our selfish hearts are for our feet the guide
They lead us by upon the other side.

It should be ours the oil and wine to pour
Into the bleeding wounds of stricken ones;
To take the smitten, and the sick and sore,
And bear them where a stream of blessing runs;
Instead, we look about — the way is wide,
And so we pass upon the other side.

Oh, friends and brothers, gliding down the years,
Humanity is calling each and all
In tender accents, born of grief and tears!
I pray you, listen to the thrilling call;
You cannot, in your cold and selfish pride,
Pass guiltlessly by on the other side.

MAUD MULLER. *

BY JOHN G. WHITTIER.

MAUD Muller, on a summer's day,
Raked the meadow sweet with hay.

Beneath her torn hat glowed the wealth
Of simple beauty and rustic health.

Singing, she wrought, and her merry glee
The mock-bird echoed from his tree.

But, when she glanced to the far-off town,
White from its hill-slope looking down,

The sweet song died, and a vague unrest
And a nameless longing filled her breast—

A wish, that she hardly dared to own,
For something better than she had known.

The Judge rode slowly down the lane,
Smoothing his horse's chestnut mane.

He drew his bridle in the shade
Of the apple-trees to greet the maid,

And ask a draught from the spring that flowed
Through the meadow across the road.

She stooped where the cool spring bubbled up,
And filled for him her small tin cup.

And blushed as she gave it, looking down
On her feet so bare, and her tattered gown.

"Thanks!" said the Judge, "a sweeter draught
From a fairer hand was never quaffed."

He spoke of the grass and flowers and trees,
Of the singing birds and the humming bees;

Then talked of the haying, and wondered whether
The cloud in the west would bring foul weather.

And Maud forgot her brier-torn gown,
And her graceful ankles bare and brown,

And listened, while a pleased surprise
Looked from her long-lashed hazel eyes.

At last, like one who for delay
Seeks a vain excuse, he rode away.

Maud Muller looked and sighed: "Ah me!
That I the Judge's bride might be!

"He would dress me up in silks so fine,
And praise and toast me at his wine.

"My father would wear a broadcloth coat;
My brother should sail a painted boat.

"I'd dress my mother so grand and gay;
And the baby should have a new toy each day.

"And I'd feed the hungry and clothe the poor,
And all should bless me who left our door."

The Judge looked back as he climbed the hill,
And saw Maud Muller standing still:

"A form more fair, a face more sweet,
Ne'er hath it been my lot to meet.

"And her modest answer and graceful air
Show her wise and good as she is fair.

"Would she were mine, and I to-day,
Like her, a harvester of hay.

"No doubtful balance of rights and wrongs,
Nor weary lawyers with endless tongues,

"But low of cattle, and song of birds,
And health, and quiet, and loving words."

But he thought of his sister, proud and cold,
And his mother, vain of her rank and gold.

So, closing his heart, the Judge rode on,
And Maud was left in the field alone.

But the lawyers smiled that afternoon,
When he hummed in court an old love-tune.

And the young girl mused beside the well,
Till the rain on the unraked clover fell.

He wedded a wife of richest dower,
Who lived for fashion, as he for power.

Yet oft, in his marble hearth's white glow,
He watched a picture come and go;

And sweet Maud Muller's hazel eyes
Looked out in their innocent surprise.

Oft, when the wine in his glass was red,
He longed for the wayside well instead,

And closed his eyes on his garnished rooms,
To dream of meadows and clover-blooms;

And the proud man sighed with a secret pain,
"Ah, that I were free again!

"Free as when I rode that day
Where the barefoot maiden raked the hay."

She wedded a man unlearned and poor,
And many children played round her door.

But care and sorrow, and child-birth pain
Left their traces on heart and brain.

And oft, when the summer sun shone hot
On the new-mown hay in the meadow lot,

And she heard the little spring brook fall
Over the roadside, through the wall,

* From "Poems by Whittier;" published by Jas. R. Osgood & Co., Boston, Mass.

In the shade of the apple-tree again
She saw a rider draw his rein,

And, gazing down with timid grace,
She felt his pleased eyes read her face.

Sometimes her narrow kitchen walls
Stretched away into stately halls;

The weary wheel to a spinnet turned,
The tallow candle an astral burned;

And for him who sat by the chimney lug,
Dozing and grumbling o'er pipe and mug,

A manly form at her side she saw,
And joy was duty and love was law.

Then she took up her burden of life again,
Saying only, "It might have been!"

Alas for maiden, alas for Judge,
For rich repiner and household drudge!

God pity them both! and pity us all,
Who vainly the dreams of youth recall;

For of all sad words of tongue or pen,
The saddest are these: "It might have been!"

Ah, well! for us all some sweet hope lies
Deeply buried from human eyes;

And, in the hereafter, angels may
Roll the stone from its grave away!

ROCK ME TO SLEEP, MOTHER.

BY FLORENCE PERCY.

BACKWARD, turn backward, O Time, in your flight,
Make me a child again, just for to-night!
Mother, come back from the echoless shore,
Take me again to your heart as of yore;
Kiss from my forehead the furrows of care,
Smooth the few silver threads out of my hair;
Over my slumbers your loving watch keep —
Rock me to sleep, mother — rock me to sleep!

Backward, flow backward, O tide of the years!
I am so weary of toil and of tears —
Toil without recompense — tears all in vain —
Take them, and give me my childhood again!
I have grown weary of dust and decay —
Weary of flinging my soul-wealth away;
Weary of sowing for others to reap —
Rock me to sleep, mother — rock me to sleep!

Tired of the hollow, the base, the untrue,
Mother, O Mother, my heart calls for you!
Many a summer the grass has grown green,
Blossomed and faded, our faces between;
Yet with strong yearning, and passionate pain,
Long I to-night for your presence again.
Come from the silence so long and so deep —
Rock me to sleep, mother — rock me to sleep!

Over my heart, in the days that are flown,
No love like a mother's love ever has shone;
No other worship abides and endures —
Faithful, unselfish, and patient like yours;
None like a mother can charm away pain
From the sick soul and the world-weary brain.
Slumber's soft calm o'er my heavy lids creep —
Rock me to sleep, mother — rock me to sleep!

Come, let your brown hair just lighted with gold,
Fall on your shoulders again as of old;
Let it drop over my forehead to-night,
Shading my faint eyes away from the light;
For with its sunny-edged shadows once more
Happy will throng the sweet visions of yore —
Lovingly, softly, its bright billows sweep —
Rock me to sleep, mother — rock me to sleep!

Mother, dear mother, the years have been long,
Since I last listened to your lullaby song;
Sing, then, and unto my heart it shall seem,
Womanhood's years have been only a dream;
Clasped to your heart in a loving embrace,
With your light lashes, just sweeping my face,
Never hereafter to wake or to weep —
Rock me to sleep, mother — rock me to sleep!

KATIE LEE AND WILLIE GRAY.

TWO brown heads with laughing curls,
Red lips shutting over pearls,
Bare feet white, and wet with dew,
Two eyes black, and two eyes blue;
Little girl and boy were they,
Katie Lee and Willie Gray.

They were standing where a brook,
Bending like a shepherd's crook,
Flashed its silver, and thick ranks
Of green willows fringed its banks;
Half in thought and half in play,
Katie Lee and Willie Gray.

They had cheeks like cherries red;
He was taller — 'most a head;
She, with arms like wreaths of snow,
Swung a basket to and fro,
As they loitered, half in play,
Katie Lee and Willie Gray.

"Pretty Katie," Willie said —
And there came a flash of red
Through the brownness of his cheek —

"Boys are strong and girls are weak,
And I'll carry, so I will,
Katie's basket up the hill."

Katie answered with a laugh,
"You shall only carry half;"
And then, tossing back her curls,
"Boys are weak as well as girls."
Do you think that Katie guessed
Half the wisdom she expressed?

Men are only boys grown tall;
Hearts don't change much after all;
And when, long years from that day,
Katie Lee and Willie Gray
Stood again beside the brook,
Bending like a shepherd's crook—

Is it strange that Willie said—
While again a dash of red
Crossed the brownness of his cheek—
"I am strong and you are weak:
Life is but a slippery steep,
Hung with shadows cold and deep.

"Will you trust me, Katie dear—
Walk beside me without fear?
May I carry, if I will,
All your burdens up the hill?"
And she answered with a laugh,
"No, but you may carry half."

Close beside the little brook
Bending like a shepherd's crook,
Washing with its silver bands
Late and early at the sands,
Is a cottage, where to-day
Katie lives with Willie Gray.

In the porch she sits, and lo!
Swings a basket to and fro—
Vastly different from the one
That she swung in years agone;
This is long, and deep, and wide,
And has—rockers on the side!

NEVER AGAIN.

NEVER again will the roses blow
For us as the roses we used to know.

Oh! never again will the wide sky hold
Such wealth of glory and sunset gold;

And never again will I whisper, dear,
The pleasant fancies you smiled to hear;

And never again, at the day's decline,
Shall I sit with your little hand in mine,
And look at the beauty of sunset skies,
And the sweeter beauty of your sweet eyes.

Never again! for the dream is done
That a word, and a look, and a touch begun.

Love, if we *always* could dream, ah, then!
The words are as sad as "it might have been!"

For us, there is nothing but memory,
In the coming days, *of what could not be!*

Love, you are near me, and yet as far
As the round earth is from the furtherest star.

Kiss me and smile in my eyes once more,
Tho' your lips should quiver, and tears run o'er.

Put your hand in mine for one moment, one,
And then, good-bye, for the dream is done!

IF I SHOULD DIE TO-NIGHT.

IF I should die to-night,
My friends would look upon my quiet face
Before they laid it in its resting-place,
And deem that death had left it almost fair;
And, laying snow-white flowers against my hair,
Would smooth it down with tearful tenderness,
And fold my hands with lingering caress;
Poor hands, so empty and so cold to-night!

If I should die to-night,
My friends would call to mind, with loving thought,
Some kindly deed the icy hand had wrought;
Some gentle word the frozen lips had said;
Errands on which the willing feet had sped;
The memory of my selfishness and pride,
My hasty words, would all be put aside,
And so I should be loved and mourned to-night.

If I should die to-night,
Even hearts estranged would turn once more to me,
Recalling other days remorsefully.
The eyes that chill me with averted glance
Would look upon me as of yore, perchance
And soften, in the old, familiar way,
For who could war with dumb, unconscious clay?
So I might rest, forgiven of all, to-night.

Oh, friends, I pray to-night,
Keep not your kisses for my dead, cold brow.
The way is lonely, let me feel them now.
Think gently of me; I am travel worn;
My faltering feet are pierced with many a thorn.
Forgive, oh, hearts estranged, forgive, I plead!
When dreamless rest is mine I shall not need
The tenderness for which I long to-night.

THE LOST STEAMSHIP.

BY FITZ-JAMES O'BRIEN.

HO, there! fisherman, hold your hand!
Tell me what is that far away—
There, where over the Isle of Sand
Hangs the mist-cloud sullen and gray?
See! it rocks with a ghastly life,
Raising and rolling through clouds of spray,
Right in the midst of the breakers' strife—
Tell me, what is it, fisherman, pray?"

"That, good sir, was a steamer, stout
As ever paddled around Cape Race,
And many 's the wild and stormy bout
She had with the winds in that self-same place;
But her time had come; and at ten o'clock,
Last night, she struck on that lonesome shore,
And her sides were gnawed by the hidden rock,
And at dawn this morning she was no more."

"Come, as you seem to know, good man,
The terrible fate of this gallant ship,
Tell me all about her that you can,—
And here 's my flask to moisten your lip.
Tell me how many she had on board—
Wives and husbands, and lovers true—
How did it fare with her human hoard,
Lost she many, or lost she few?"

"Master, I may not drink of your flask,
Already too moist I feel my lip;
But I 'm ready to do what else you ask,
And spin you my yarn about the ship:
'T was ten o'clock, as I said, last night,
When she struck the breakers and went ashore,
And scarce had broken the morning's light,
Than she sank in twelve feet of water, or more.

"But long ere this they knew their doom,
And the captain called all hands to prayer;
And solemnly over the ocean's boom
The orisons rose on the troubled air:
And round about the vessel there rose
Tall plumes of spray as white as snow,
Like angels in their ascension clothes,
Waiting for those who prayed below.

"So those three hundred people clung,
As well as they could, to spar and rope;
With a word of prayer upon every tongue,
Nor on any face a glimmer of hope.
But there was no blubbering weak and wild—
Of tearful faces I saw but one,
A rough old salt, who cried like a child,
And not for himself, but the Captain's son.

"The Captain stood on the quarter-deck,
Firm but pale, with trumpet in hand,
Sometimes he looked on the breaking wreck,
Sometimes he sadly looked on land.
And often he smiled to cheer the crew—
But, Lord! the smile was terrible grim—
'Till over the quarter a huge sea flew,
And that was the last they saw of him.

"I saw one young fellow, with his bride,
Standing amidship upon the wreck;
His face was white as the boiling tide,
And *she* was clinging about his neck.
And I saw them try to say good-bye,
But neither could hear the other speak;
So they floated away through the sea to die—
Shoulder to shoulder, and cheek to cheek.

"And there was a child, but eight at best,
Who went his way in a sea we shipped,
All the while holding upon his breast
A little pet parrot, whose wings were clipped.
And as the boy and the bird went by,
Swinging away on a tall wave's crest,
They were grappled by a man with a drowning cry,
And together the three went down to rest.

"And so the crew went one by one,
Some with gladness, and few with fear;
Cold and hardship such work had done,
That few seemed frightened when death was near.
Thus every soul on board went down—
Sailor and passenger, little and great;
The last that sank was a man of my town,
A capital swimmer—the second mate."

"Now, lonely fisherman, who are you,
That say you saw this terrible wreck?
How do I know what you say is true,
When every mortal was swept from the deck?
Where were you in that hour of death?
How do you know what you relate?"
His answer came in an underbreath—
"Master, I was the second mate!"

THERE IS NO SUCH THING AS DEATH.

THERE is no such thing as death—
In Nature nothing dies;
From each sad remnant of decay
Some forms of life arise.
The little leaf that falls,
All brown and sere to earth,
Ere long will mingle with the buds
That give the flower its birth.

THE VAGABONDS. *

BY J. T. TROWBRIDGE.

WE are two travelers, Roger and I.
Roger's my dog — Come here, you scamp!
Jump for the gentleman, — mind your eye!
Over the table, — look out for the lamp! —
The rogue is growing a little old;
Five years we've tramped through wind and weather,
And slept out doors when nights were cold,
And ate and drank — and starved — together

We 've learned what comfort is, I tell you!
A bed on the floor, a bit of rosin,
A bit of fire to thaw our thumbs (poor fellow!
The paw he holds up there 's been frozen,)
Plenty of catgut for my fiddle,
(This out-door business is bad for strings,)
Then a few nice buckwheats, hot from the griddle,
And Roger and I set up for kings!

No, thank ye, sir, — I never drink;
Roger and I are exceedingly moral —
Are n't we, Roger? — See him wink!
Well, something hot, then, we won't quarrel,
He's thirsty, too, see him nod his head!
What a pity, sir, that dogs can't talk!
He understands every word that's said, —
And he knows good milk from water-and-chalk.

The truth is, sir, now I reflect,
I've been so sadly given to grog,
I wonder I 've not lost the respect
(Here 's to you, sir!) even of my dog;
But he sticks by, through thick and thin;
And this old coat, with its empty pockets
And rags that smell of tobacco and gin,
He 'll follow while he has eyes in his sockets.

There is n't another creature living
Would do it, and prove through every disaster,
So fond, so faithful, and so forgiving,
To such a miserable, thankless master!
No, sir! — see him wag his tail and grin!
By George! it makes my old eyes water!
That is, there 's something in this gin
That chokes a fellow. But no matter!

We 'll have some music, if you 're willing,
And Roger (hem! what a plague a cough is, sir!)
Shall march a little. — Start, you villain!
Stand straight! 'Bout face! Salute your officer!
Put up that paw! Dress! Take your rifle!
(Some dogs have arms, you see!) Now hold your
Cap while the gentleman gives a trifle,
To aid a poor, old, patriot soldier!

March! Halt! Now show how the rebel shakes,
When he stands up to hear his sentence.
Now tell us how many drams it takes
To honor a jolly new acquaintance.
Five yelps, — that 's five; he 's mighty knowing!
The night 's before us, fill the glasses! —
Quick, sir! I'm ill, — my brain is going! —
Some brandy, — thank you, — there, it passes.

Why not reform? That's easily said;
But I 've gone through such wretched treatment,
Sometimes forgetting the taste of bread,
And scarce remembering what meat meant,
That my poor stomach 's past reform;
And there are times when, mad with thinking,
I'd sell out heaven for something warm,
To prop a horrible inward sinking.

Is there a way to forget to think?
At your age, sir, home, fortune, friends,
A dear girl's love, — but I took to drink; —
The same old story; you know how it ends.
If you could have seen these classic features,
You need n't laugh, sir; they were not then
Such a burning libel on God's creatures;
I was one of your handsome men:

If you had seen HER, so fair and young,
Whose head was happy on this breast!
If you could have heard the song I sung
When the wine went round, you would n't have guessed
That ever I, sir, should be straying,
From door to door, with fiddle and dog,
Ragged and penniless, and playing
To you to-night for a glass of grog!

She 's married since; — a parson's wife:
'T was better for her that we should part,
Better the soberest, prosiest life
Than a blasted home and a broken heart.
Have I seen her? Once: I was weak and spent
On a dusty road: a carriage stopped:
But little she dreamed as on she went,
Who kissed the coin that her fingers dropped!

You 've set me talking, sir, I'm sorry;
It makes me wild to think of the change!
What do you care for a beggar's story?
Is it amusing? You find it strange?
I had a mother so proud of me!
'T was well she died before — Do you know
If the happy spirits in heaven can see
The ruin and wretchedness here below?

Another glass, and strong, to deaden
This pain; then Roger and I will start,
I wonder, has he such a lumpish, leaden,
Aching thing, in place of a heart?
He is sad sometimes, and would weep if he could,
No doubt remembering things that were, —
A virtuous kennel, with plenty of food,
And himself a respectable cur.

* From "The Vagabonds and Other Poems," by J. T. Trowbridge; published by Jas. R. Osgood & Co., Boston, Mass.

I'm better now ; that glass was warming.
You rascal ! limber your lazy feet !
We must be fiddling and performing
For supper and bed, or starve in the street.
Not a very gay life to lead, you think?
But soon we shall go where lodgings are free,
And the sleepers need neither victuals nor drink ;
The sooner the better for Roger and me !

TWO LITTLE PAIRS.

TWO little pairs of boots, to-night,
Before the fire are drying ;
Two little pairs of tired feet,
In a trundle bed, are lying ;
The tracks they left upon the floor
Make me feel much like sighing.

Those little boots with copper toes !
They run the livelong day ;
And oftentimes I almost wish
They were miles away ;
So tired am I to hear so oft
Their heavy tramp at play.

They walk about the new ploughed ground
Where mud in plenty lies ;
They roll it up in marbles round,
They bake it into pies,
And then, at night upon the floor,
In every shape it dries !

To-day I was disposed to scold,
But when I look to-night,
At those little boots before the fire,
With copper toes so bright,
I think how sad my heart would be
To put them out of sight.

For in a trunk up-stairs I 've laid
Two socks of white and blue ;
If called to put those boots away,
Oh God, what should I do ?
I mourn that there are not to-night
Three pairs instead of two.

I mourn because I thought how nice
My neighbor 'cross the way,
Could keep her carpets all the year
From getting worn or gray ;
Yet well I know she 'd smile to own
Some little boots to-day.

We mothers weary get, and worn,
Over our load of care ;
But how we speak to these little ones
Let each of us beware ;
For what would our firesides be to-night,
If no little boots were there ?

WHICH SHALL IT BE?

WHICH shall it be ? which shall it be ? "
I looked at John — John looked at me
(Dear patient John, who loves me yet
As well as though my locks were jet,)
And when I found that I must speak,
My voice seemed strangely low and weak.
" Tell me again what Robert said ; "
And then I listening bent my head.
" This is his letter : "
" I will give
A house and land while you shall live,
If, in return, from out your seven
One child to me for aye is given."

I looked at John's old garments worn,
I thought of all that John had borne
Of poverty and work and care,
Which I, though willing, could not share ;
I thought of seven mouths to feed,
Of seven little children's need,
And then of this.
" Come, John," said I,
" We'll choose among them, as they lie
Asleep ; " so walking hand in hand,
Dear John and I surveyed our band.
First to the cradle lightly stepped
Where Lilian the baby slept,
Her damp curls lay like gold alight
A glory 'gainst the pillow white.
Softly her father stooped to lay
His rough hand down in loving way,
When dream or whisper made her stir.
And huskily, John said, " Not her — not her."

We stooped beside the trundle bed,
And one long ray of lamp-light shed
Across the boyish faces, three,
In sleep so pitiful and fair ;
I saw, on Jamie's rough, red cheek,
A tear undried. Ere John could speak,
" He's but a baby, too," said I,
And kissed him as we hurried by.
Pale, patient Robbie's angel face,
Still in his sleep, bore suffering's trace.
" No, for a thousand crowns, not him,"
We whispered, while our eyes were dim.
Poor Dick ! bad Dick ! our wayward son,
Turbulent, reckless, idle one —
Could he be spared ? " Nay, He, who gave,
Bids us befriend him to his grave ;
Only a mother's heart can be
Patient enough for such as he ;
And so," said John, " I would not dare
To send him from her bedside prayer."
Then stole we softly up above,
And knelt by Mary, child of love.

"Perhaps for her 'twould better be."
I said to John. Quite silently
He lifted up a curl that lay
Across her cheek, in willful way,
And shook his head, "Nay, love, not thee,"
The while my heart beat audibly.
Only one more, our oldest lad,
Trusty and thoughtful, good and glad —
So like his father. "No, John, no —
I cannot, will not, let him go."

And so we wrote, in courteous way,
We could not give one child away;
And after that, toil lighter seemed,
Thinking of that of which we dreamed,
Happy, in truth, that not one face
Was missed from its accustomed place;
Thankful to work for all the seven,
Trusting the rest to One in Heaven.

THE LITTLE BOY THAT DIED.

BY JOSHUA D. ROBINSON.

I AM all alone in my chamber now
And the midnight hour is near,
And the faggot's crack, and the clock's dull tick,
Are all the sounds I hear;
And over my soul in its solitude
Sweet feelings of sadness glide;
And my heart and my eyes are full when I think,
Of the little boy that died.

I went one night to my father's house —
Went home to the dear ones all,
And softly I opened the garden gate,
And softly the door of the hall;
My mother came out to meet her son,
She kissed me, and then she sighed,
And her head fell on my neck, and she wept
For the little boy that died.

And when I gazed on his innocent face,
As still and cold he lay,
And thought what a lovely child he had been,
And how soon he must decay;
"O Death, thou lovest the beautiful!"
In the woe of my spirit I cried,
For sparkled the eyes, and the forehead was fair,
Of the little boy that died.

Again I will go to my father's house —
Go home to the dear ones all,
And sadly I'll open the garden gate,
And sadly the door of the hall;
I shall meet my mother, but, nevermore,
With her darling by her side;
And she'll kiss me and sigh, and weep again
For the little boy that died.

I shall miss him, when the flowers come,
In the garden where he played;
I shall miss him more by the fireside,
When the flowers have all decayed;
I shall see his toys and his empty chair,
And the horse he used to ride;
And they will speak, with silent speech,
Of the little boy that died.

I shall see his little sister again,
With her playmates about the door,
And I'll watch the children at their sports,
As I never did before;
And if, in the group, I see a child
That's dimpled and laughing-eyed,
I'll look to see if it may not be
The little boy that died.

We shall all go home to our Father's house —
To our Father's house in the skies,
Where the hope of our souls shall have no blight,
And our love no broken ties;
We shall roam on the banks of the River of Peace,
And bathe in its blissful tide;
And one of the joys of our Heaven will be
The little boy that died.

And therefore, when I'm sitting alone,
And the midnight hour is near,
And the faggot's crack and the clock's dull tick
Are the only sounds I hear,
O! sweet o'er my soul in its solitude
Are the feelings of sadness that glide,
Though my heart and my eyes are full when I think
Of the little boy that died.

HEAVEN BY LITTLES.

HEAVEN is not reached by a single bound;
But we build the ladder, by which we rise
From the lowly earth to the vaulted skies,
And we mount to its summit round by round.

I count these things to be grandly true!
That a noble deed is a step toward God —
Lifting the soul, from the common sod,
To a purer air and a broader view.

We rise by the things that are under our feet;
By what we have mastered of greed and gain,
By the pride deposed, and the passion slain,
And the vanquished ill that we hourly meet.

THERE 'S BUT ONE PAIR OF STOCKINGS TO MEND TO-NIGHT.

AN old wife sat by her bright fireside,
Swaying thoughtfully to and fro,
In an ancient chair whose creaky frame
Told a tale of long ago;
While down by her side, on the kitchen floor,
Stood a basket of worsted balls — a score.

The good man dozed o'er the latest news,
Till the light of his pipe went out,
And, unheeded, the kitten, with cunning paws,
Rolled and tangled the balls about;
Yet still sat the wife in the ancient chair,
Swaying to and fro in the fire-light glare.

But anon a misty tear-drop came
In her eye of faded blue,
Then trickled down in a furrow deep,
Like a single drop of dew;
So deep was the channel — so silent the stream·
The good man saw naught but the dimmed eye-beam.

Yet he marvelled much that the cheerful light
Of her eye had weary grown,
And marvelled he more at the tangled balls;
So he said in a gentle tone,
"I have shared thy joys since our marriage vow,
Conceal not from me thy sorrows now."

Then she spoke of the time when the basket there
Was filled to the very brim,
And how there remained of the goodly pile
But a single pair — for him.
"Then wonder not at the dimmed eye-light,
There 's but one pair of stockings to mend to-night.

"I cannot but think of the busy feet,
Whose wrappings were wont to lie
In the basket, awaiting the needle's time,
Now wandered so far away;
How the sprightly steps, to a mother dear,
Unheeded fell on the careless ear.

"For each empty nook in the basket old,
By the hearth there 's a vacant seat;
And I miss the shadows from off the wall,
And the patter of many feet;
'T is for this that a tear gathered over my sight
At the one pair of stockings to mend to-night.

"T was said that far through the forest wild,
And over the mountains bold,
Was a land whose rivers and dark'ning caves
Were gemmed with the rarest gold;
Then my first-born turned from the oaken door,
And I knew the shadows were only four.

"Another went forth on the foaming waves
And diminished the basket's store —
But his feet grew cold — so weary and cold —
They 'll never be warm any more —
And this nook, in its emptiness, seemeth to me
To give forth no voice but the moan of the sea.

"Two others have gone toward the setting sun,
And made them a home in its light,
And fairy fingers have taken their share
To mend by the fireside bright;
Some other baskets their garments fill —
But mine! Oh, mine is emptier still.

"Another — the dearest — the fairest — the best —
Was ta'en by the angels away,
And clad in a garment that waxeth not old,
In a land of continual day.
Oh! wonder no more at the dimmed eye-light,
While I mend the one pair of stockings to-night."

ABSENCE.

BY FRANCES ANNE KEMBLE.

WHAT shall I do with all the days and hours
That must be counted, ere I see thy face?
How shall I charm the interval that lowers
Between this time and that sweet time of grace?

Shall I in slumber steep each weary sense —
Weary with longing? Shall I flee away
Into past days, and with some fond pretence
Cheat myself to forget the present day?

Shall love for thee lay on my soul the sin
Of casting from me God's great gift of time?
Shall I, these mists of memory locked within,
Leave and forget life's purposes sublime?

O, how, or by what means may I contrive
To bring the hour that brings thee back, more near?
How may I teach my drooping hope to live
Until that blessed time, and thou art here?

I 'll tell thee; for thy sake, I will lay hold
Of all good aims, and consecrate to thee,
In worthy deeds, each moment that is told,
While thou, beloved one! art far from me.

For thee, I will arouse my thoughts to try
All heavenward flights, all high and holy strains;
For thy dear sake, I will walk patiently
Through these long hours, nor call their minutes pains.

I will this dreary blank of absence make
A noble task-time; and will therein strive
To follow excellence, and to o'ertake
More good than I have won, since yet I live.

So may this doomed time build up in me
A thousand graces, which shall thus be thine;
So may my love and longing hallowed be,
And thy dear thought, an influence divine.

ELEGY WRITTEN IN A COUNTRY CHURCHYARD.

BY THOMAS GRAY.

THE curfew tolls the knell of parting day;
The lowing herd winds slowly o'er the lea,
The plowman homeward plods his weary way,
And leaves the world to darkness and to me.

Now fades the glimmering landscape on the sight,
And all the air a solemn stillness holds,
Save where the beetle wheels his droning flight,
And drowsy tinklings lull the distant folds;

Save that, from yonder ivy-mantled tower,
The moping owl does to the moon complain
Of such as, wandering near her secret bower,
Molest her ancient, solitary reign.

Beneath those rugged elms, that yew-tree's shade,
Where heaves the turf in many a mouldering heap,
Each in his narrow cell forever laid,
The rude forefathers of the hamlet sleep.

The breezy call of incense-breathing morn,
The swallow twittering from the straw-built shed,
The cock's shrill clarion, or the echoing horn,
No more shall rouse them from their lowly bed.

For them no more the blazing hearth shall burn,
Or busy housewife ply her evening care;
No children run to lisp their sire's return,
Or climb his knees the envied kiss to share.

Oft did the harvest to their sickle yield,
Their furrow oft the stubborn glebe has broke;
How jocund did they drive their team afield!
How bowed the woods beneath their sturdy stroke!

Let not Ambition mock their useful toil,
Their homely joys, and destiny obscure;
Nor Grandeur hear, with a disdainful smile,
The short and simple annals of the poor.

The boast of heraldry, the pomp of power,
And all that beauty, all that wealth e'er gave,
Await, alike, the inevitable hour —
The paths of glory lead but to the grave.

Nor you, ye proud, impute to these the fault,
If memory o'er their tomb no trophies raise,
Where, through the long-drawn aisle and fretted vault,
The pealing anthem swells the note of praise.

Can storied urn, or animated bust,
Back to its mansion call the fleeting breath?
Can Honor's voice provoke the silent dust,
Or Flattery soothe the dull, cold ear of death?

Perhaps, in this neglected spot, is laid
Some heart, once pregnant with celestial fire —
Hand, that the rod of empire might have swayed,
Or waked to ecstasy the living lyre:

But Knowledge to their eyes her ample page,
Rich with the spoils of time, did ne'er unroll;
Chill Penury repressed their noble rage,
And froze the genial current of the soul.

Full many a gem, of purest ray serene,
The dark, unfathomed caves of ocean bear;
Full many a flower is born to blush unseen,
And waste its sweetness on the desert air.

Some village Hampden, that, with dauntless breast,
The little tyrant of his fields withstood —
Some mute, inglorious Milton here may rest,
Some Cromwell, guiltless of his country's blood.

The applause of listening senates to command,
The threats of pain and ruin to despise,
To scatter plenty o'er a smiling land,
And read their history in a nation's eyes,

Their lot forbade; nor circumscribed alone
Their growing virtues, but their crimes confined;—
Forbade to wade through slaughter to a throne,
And shut the gates of mercy on mankind;

The struggling pangs of conscious Truth to hide,
To quench the blushes of ingenuous Shame,
Or heap the shrine of Luxury and Pride
With incense kindled at the muse's flame.

Far from the maddening crowd's ignoble strife,
Their sober wishes never learnt to stray;
Along the cool, sequestered vale of life
They kept the noiseless tenor of their way.

Yet even these bones from insult to protect,
Some frail memorial still erected nigh,
With uncouth rhymes and shapeless sculpture decked,
Implores the passing tribute of a sigh.

Their names, their years, spelled by th' unlettered Muse
The place of fame and elegy supply;
And many a holy text around she strews,
That teach the rustic moralist to die.

For who, to dumb forgetfulness a prey,
This pleasing, anxious being e'er resigned, —
Left the warm precincts of the cheerful day,
Nor cast one longing, lingering look behind?

On some fond breast the parting soul relies,
Some pious drops the closing eye requires;
Even from the tomb the voice of Nature cries,
Even in our ashes live their wonted fires.

For thee, who, mindful of th' unhonored dead,
Dost in these lines their artless tale relate;
If chance, by lonely contemplation led,
Some kindred spirit shall enquire thy fate —

Haply, some hoary-headed swain may say,
"Oft have we seen him, at the peep of dawn,
Brushing, with hasty steps, the dews away,
To meet the sun upon the upland lawn.

"There, at the foot of yonder nodding beech,
That wreathes its old, fantastic roots so high,
His listless length at noontide would he stretch,
And pore upon the brook that babbles by.

"Hard by yon wood, now smiling, as in scorn,
Muttering his wayward fancies, he would rove;
Now drooping, woful-wan, like one forlorn,
Or crazed with care, or crossed with hopeless love.

"One morn I missed him on th' accustomed hill,
Along the heath, and near his favorite tree;
Another came,— nor yet beside the rill,
Nor up the lawn, nor at the wood was he;

"The next, with dirges due, in sad array,
Slow through the church-way path we saw him borne;—
Approach and read (for thou canst read) the lay,
Graved on the stone beneath yon aged thorn."

EPITAPH.

Here rests his head upon the lap of earth,
A youth to fortune and to fame unknown;
Fair Science frowned not on his humble birth,
And Melancholy marked him for her own.

Large was his bounty, and his soul sincere;
Heaven did a recompense as largely send:
He gave to misery all he had, — a tear;
He gained from Heaven — 'twas all he wished — a friend.

No farther seek his merits to disclose,
Nor draw his frailties from their dread abode, —
(There they, alike, in trembling hope repose,)
The bosom of his Father and his God.

YOU AND I.

IF we could leave this world behind —
Its gains and loss, its praise and blame,
Nor seeking place, nor fearing shame,
Some fair land quite forgotten find,
We might be happy, you and I,
And let this foolish world go by.

No paradise of love and bliss,
No dreams of youth in Eden bowers,
But some dear home of quiet hours,
Where all of life we would not miss,
But find some day sweet ere we die,
And let this cruel world go by.

It will not be — we are too weak
To snatch from Time and Life one day;
But, when they both have passed away,
O Love! we will each other seek
Where none can part us, none deny
This world and all its woes gone by.

LITTLE FEET.

BY FLORENCE PERCY.

TWO little feet so small that both may nestle
In one caressing hand —
Two tender feet upon the untried border
Of Life's mysterious land;

Dimpled and soft, and pink as peach-tree blossoms
In April's fragrant days —
How can they walk among the briery tangles
Edging the world's rough ways?

These white-rose feet, along the doubtful future,
Must bear a woman's load;
Alas! since woman has the heaviest burden,
And walks the hardest road.

Love, for a while, will make the path before them
All dainty, smooth and fair —
Will cull away the brambles, letting only
The roses blossom there.

But when the mother's watchful eyes are shrouded
Away from sight of men,
And these dear feet are left without her guiding,
Who shall direct them then?

How will they be allured, betrayed, deluded,
Poor little untaught feet —
Into what dreary mazes will they wander,
What dangers will they meet?

Will they go stumbling blindly in the darkness
Of Sorrow's tearful shades?
Or find the upland slopes of Peace and Beauty
Whose sunlight never fades?

Will they go toiling up Ambition's summit,
The common world above?
Or in some nameless vale securely sheltered,
Walk side by side in Love?

Some feet there be, which walk Life's track unwounded,
Which find but pleasant ways;
Some hearts there be, to which this life is only
A round of happy days.

But they are few. Far more there are who wander
Without a hope or friend
Who find their journey full of pains and losses,
And long to reach the end!

How shall it be with her, the tender stranger,
Fair-faced and gentle-eyed,
Before whose unstained feet the world's rude highway
Stretches so strange and wide?

Ah! who may read the future? For our darling
We crave all blessings sweet —
And pray that He, who feeds the crying ravens,
Will guide the baby's feet.

THE WANTS OF MAN.

BY JOHN QUINCY ADAMS.

IN 1841, a Washington correspondent of the Albany Evening *Journal*, writing of the distinguished individuals then in Washington, says:

"John Quincy Adams is one of the intellectual prodigies whose characters distinguish eras of time. An hundred years hence I doubt whether the American annals will show more than two names — Benjamin Franklin and George Washington — brighter than that of John Quincy Adams.

"Mr. Adams is now seventy-four years old. But years have made no impression upon his intellect. That is still fresh and vigorous. He is, as has been so frequently stated, always in his seat; always watching the course of business, and always ready to shed light upon the question before the House.

"The Hon. Mr. Morgan, whose seat is near to that of Mr. Adams, has obtained for me, with permission to publish in the *Journal*, a copy of the poem which I enclose. It was written in July, 1840, under these circumstances: — General Ogle informed Mr. Adams that several young ladies in his district had requested him to obtain Mr. A.'s autograph for them. In accordance with this request, Mr. Adams wrote the following poem upon 'The Wants of Man' each stanza upon a sheet of note paper. What American young lady would not set a precious value upon such an autograph from this illustrious statesman?"

THE WANTS OF MAN.

"Man wants but little here below,
Nor wants that little long."
— *Goldsmith's Hermit.*

I.

MAN wants but little here below,
Nor wants that little long."
'Tis not, with *me* exactly so;
But 'tis so in the song.
My wants are many, and, if told,
Would muster many a score;
And were each wish a mint of gold,
I still should long for more.

II.

What first I want is daily bread,
And canvas-backs, and wine;
And all the realms of nature spread
Before me, when I dine.
Four courses scarcely can provide,
My appetite to quell;
With four choice cooks from France, beside,
To dress my dinner well.

III.

What next I want, at princely cost,
Is elegant attire;
Black sable furs for winter's frost,
And silks for summer's fire,
And Cashmere shawls, and Brussels lace,
My bosom's front to deck,
And diamond rings my hands to grace,
And rubies for my neck.

IV.

And then I want a mansion fair,
A dwelling-house in style,
Four stories high, for wholesome air,
A massive marble pile;
With halls for banquets, and for balls,
All furnished rich and fine;
With stabled studs in fifty stalls,
And cellars for my wine.

V.

I want a garden, and a park,
My dwelling to surround,
A thousand acres (bless the mark!)
With walls encompass'd round,
Where flocks may range and herds may low,
And kids and lambkins play,
And flowers and fruit commingl'd grow
All Eden to display.

VI.

I want, when summer's foliage falls,
And autumn strips the trees,
A house, within the city's walls,
For comfort and for ease —
But here, as space is somewhat scant,
And acres rather rare,
My house in town, I only want,
To occupy — a square.

VII.

I want a steward, butler, cooks,
A coachman, footman, grooms;
I want a library of well-bound books,
And picture-garnished rooms,
Correggio's Magdalen and Night,
The Matron of the Chair;
Guido's fleet coursers in their flight,
And Claudes, at least a pair.

VIII.

Ay! and, to stamp my form and face
Upon the solid rock,
I want, their lineaments to trace,
Carrara's milk-white block,
And let the chisel's art sublime,
By Greenough's hand, display,
Through all the range of future time,
My features to the day.

IX.

I want a cabinet profuse
Of medals, coins and gems;
A printing-press, for private use,
Of fifty thousand *ems;*
And plants and minerals and shells,
Worms, insects, fishes, birds;
And every beast on earth that dwells
In solitude or herds.

X.

I want a board of burnish'd plate,
Of silver and of gold,
Tureens of twenty pounds in weight,
With sculpture's richest mold;
Plateaus, with chandeliers and lamps,
Plates, dishes, all the same;
And porcelain vases, with the stamps
Of Sevres and Angoulême.

XI.

And maples, of fair glossy stain,
Must form my chamber doors;
And carpets, of the Wilton grain,
Must cover all my floors;
My walls, with tapestry bedeck'd,
Must never be outdone;
And damask curtains must protect
Their colors from the sun.

XII.

And mirrors, of the largest pane,
From Venice must be brought;
And sandal-wood, and bamboo cane,
For chairs and tables bought;
On all the mantel-pieces, clocks
Of thrice-gilt bronze must stand
And screens of ebony and box
Invite the stranger's hand.

XIII.

I want — (who does not want?) — a wife,
Affectionate and fair;
To solace all the woes of life,
And all its joys to share.
Of temper sweet — of yielding will,
Of firm, yet placid mind,
With all my faults to love me still,
With sentiments refin'd.

XIV.

And, as Time's car incessant runs,
And fortune fills my store;
I want of daughters and of sons
From eight to half a score.
I want (alas! can mortal dare
Such bliss on earth to crave?)
That all the girls be chaste and fair —
The boys all wise and brave.

XV.

And when my bosom's darling sings
With melody divine,
A pedal harp, of many strings,
Must with her voice combine.
A piano, exquisitely wrought,
Must open stand, apart,
That all my daughters may be taught,
To win the stranger's heart.

XVI.

My wife and daughters will desire
Refreshment from perfumes,
Cosmetics for the skin require,
And artificial blooms.
The civet fragrance shall dispense,
And treasur'd sweets return,
Cologne revive the flagging sense,
And smoking amber burn.

XVII.

And when at night my weary head
Begins to droop and doze,
A southern chamber holds my bed
For Nature's soft repose;
With blankets, counterpanes, and sheet,
Mattress and bed of down,
And comfortables for my feet,
And pillows for my crown.

XVIII.

I want a warm and faithful friend
To cheer the adverse hour;
Who ne'er to flatter will descend,
Nor bend the knee to power —
A friend to chide me when I'm wrong,
My inmost soul to see;
And that my friendship prove as strong
For him, as his for me.

XIX.

I want a keen, observing eye,
An ever-listening ear,
The truth through all disguise to spy,
And wisdom's voice to hear;
A tongue to speak, at virtue's need,
In Heaven's sublimest strain;
And lips, the cause of Man to plead,
And never plead in vain.

XX.

I want uninterrupted health,
Throughout my long career;
And streams of never-failing wealth,
To scatter far and near —
The destitute to clothe and feed,
Free bounty to bestow,
Supply the helpless orphan's need,
And soothe the widow's woe.

XXI.

I want the genius to conceive,
The talents to unfold,
Designs, the vicious to retrieve,
The virtuous to uphold.
Inventive power, combining skill;
A persevering soul,
Of human hearts to mold the will,
And reach from pole to pole.

XXII.

I want the seals of power and place,
The ensigns of command;
Charged by the People's unbought grace,
To rule my native land —
Nor crown, nor scepter would I ask,
But from my country's will,
By day, by night, to ply the task,
Her cup of bliss to fill.

XXIII.

I want the voice of honest praise,
To follow me behind;
And to be thought, in future days,
The friend of human-kind,
That after ages, as they rise,
Exulting may proclaim,
In choral union, to the skies,
Their blessings on my name.

XXIV.

These are the wants of mortal man,
I cannot want them long —
For life itself is but a span,
And earthly bliss a song.
My last great want, absorbing all,
Is, when beneath the sod,
And summon'd to my final call,
The mercy of my God.

THE EVENING BELLS.

BY THOMAS MOORE.

THOSE evening bells, those evening bells!
How many a tale their music tells
Of youth, and home, and native clime,
When I last heard their soothing chime.

Those pleasant hours have passed away,
And many a heart that then was gay,
Within the tomb now darkly dwells,
And hears no more those evening bells.

And so it will be when I am gone;
That tuneful peal will still ring on,
When other bards shall walk these dells
And sing your praise, sweet evening bells.

WORDS FOR PARTING.

BY MARY CLEMMER AMES.

WHAT shall I do, my dear,
In the coming years, I wonder,
When our paths, which lie so sweetly near,
Shall lie so far asunder!
O, what shall I do, my dear,
Through all the sad to-morrows,
When the sunny smile has ceased to cheer,
That smiles away all sorrows!

What shall I do, my friend,
When you are gone forever?
My heart its eager need will send,
Through the years to find you, never.
And how will it be with you,
In the weary world, I wonder?
Will you love me with a love as true,
When our paths lie far asunder?

A sweeter, sadder thing,
My life for having known you;
Forever, with my sacred kin,
My soul's soul, I must own you;
Forever mine, my friend,
From June till life's December;
Not mine to have and hold,
Mine to pray for, and remember.

The way is short, my friend,
That reaches out before us;
God's tender heavens above us bend,
His love is smiling o'er us.
A little while is ours,
For sorrow or for laughter;
I'll lay the hand you love in yours,
On the shore of the hereafter.

THE SCULPTOR BOY.

CHISEL in hand stood a sculptor boy,
With his marble block before him: —
And his face lit up with a smile of joy
As an angel dream passed o'er him.
He carved that dream on the yielding stone
With many a sharp incision;
In Heaven's own light the sculptor shone,
He had caught that angel vision.

Sculptors of life are *we*, as we stand,
With our lives uncarved before us;
Waiting the hour when, at God's command,
Our life dream passes o'er us.
Let us carve it then on the yielding stone,
With many a sharp incision: —
Its heavenly beauty shall be our own —
Our lives, that angel vision.

THE CLOSING SCENE.

BY THOMAS BUCHANAN READ.

WITHIN the sober realm of leafless trees,
The russet year inhaled the dreamy air;
Like some tanned reaper, in his hour of ease,
When all the fields are lying brown and bare.

The gray barns looking from their hazy hills,
O'er the dun waters widening in the vales,
Sent down the air a greeting to the mills,
On the dull thunder of alternate flails.

All sights were mellowed and all sounds subdued,
The hills seemed further, and the stream sang low,
As in a dream the distant woodman hewed
His winter log with many a muffled blow.

The embattled forests, erewhile armed with gold,
Their banners bright with every martial hue,
Now stood like some sad, beaten host of old,
Withdrawn afar in Time's remotest blue.

On sombre wings the vulture tried his flight;
The dove scarce heard his sighing mate's complaint;
And, like a star slow drowning in the light,
The village church vane seemed to pale and faint.

The sentinel cock upon the hill-side crew —
Crew thrice — and all was stiller than before;
Silent till some replying warden blew
His alien horn, and then was heard no more.

Where erst the jay, within the elm's tall crest,
Made garrulous trouble round her unfledged young;
And where the oriole hung her swaying nest,
By every light wind, like a censer, swung.

Where sang the noisy martins of the eves,
The busy swallows circling ever near —
Foreboding, as the rustic mind believes,
An early harvest and a plenteous year;

Where every bird, that waked the vernal feast,
Shook the sweet slumber from its wings at morn,
To warn the reaper of the rosy east;
All now was sunless, empty, and forlorn.

Alone, from out the stubble, piped the quail;
And croaked the crow through all the dreary gloom;
Alone the pheasant, drumming in the vale,
Made echo in the distance to the cottage loom.

There was no bud, no bloom upon the bowers;
The spiders moved their thin shrouds night by night,
The thistle-down, the only ghost of flowers,
Sailed slowly by — passed noiseless out of sight.

Amid all this — in this most dreary air,
And where the woodbine shed upon the porch
Its crimson leaves, as if the year stood there,
Firing the floor with its inverted torch;

Amid all this, the center of the scene,
The white-haired matron, with monotonous tread,
Plied the swift wheel, and, with her joyless mien,
Sate like a fate, and watched the flying thread.

She had known sorrow. He had walked with her,
Oft supped, and broke with her the ashen crust,
And in the dead leaves still, she heard the stir,
Of his thick mantle trailing in the dust.

While yet her cheek was bright with summer bloom,
Her country summoned and she gave her all;
And twice war bowed to her his sable plume —
Re-gave the sword to rust upon the wall.

Re-gave the sword but not the hand that drew,
And struck for liberty the dying blow;
Nor him who, to his sire and country true
Fell 'mid the ranks of the invading foe.

Long, but not loud, the droning wheel went on,
Like the low murmur of a hive at noon;
Long, but not loud, the memory of the gone
Breathed through her lips a sad and tremulous tune.

At last the thread was snapped — her head was bowed;
Life dropped the distaff through her hands serene;
And loving neighbors smoothed her careful shroud,
While death and winter closed the autumn scene.

LOVE LIGHTENS LABOR.

A GOOD wife rose from her bed one morn,
And thought, with a nervous dread,
Of the pile of clothes to be washed, and more
Than a dozen mouths to be fed.
There 's the meals to get for the men in the field,
And the children to fix away
To school, and the milk to be skimmed and churned;
And all to be done this day.

It had rained in the night, and all the wood
Was wet as it could be;
There were puddings and pies to bake, besides
A loaf of cake for tea;
And the day was hot, and her aching head,
Throbbed wearily as she said:
"If maidens but knew what good wives know,
They would be in no haste to wed!"

"Jennie, what do you think I told Ben Brown?"
Called the farmer from the well;
And a flush crept up to his bronzed brow,
And his eyes half bashfully fell,
"It was this," he said — and coming near,
He kiss'd from her brow the frown; —
"'T was this," he said, "that you were the best,
And the dearest wife in town."

The farmer went back to the field, and the wife,
In a smiling and absent way
Sang snatches of tender little songs,
She 'd not sung for many a day.
And the pain in her head was gone, and the clothes
Were white as the foam of the sea;
Her bread was light and her butter was sweet,
And as golden as it could be.

"Just think," the children all called in a breath,
"Tom Wood has run off to sea!
He would n't, I know, if he only had
As happy a home as we."
The night came down, and the good wife smiled
To herself as she softly said:
"'T is so sweet to labor for those we love,
It 's not strange that maids will wed!"

BIRTH-SPOT MEMORIES.

BY GEORGE D. PRENTICE.

AH, how the silent memories of years,
Are stirring in my spirit. I have been
A lone and joyless wanderer. I have roamed
Abroad through other climes, where tropic flowers
Were offering up their incense, and the stars
Swimming like living creatures; I have strayed
Where the softest skies of Italy were hung,
In beautiful transparency, above,
And glory floating, like a lovely dream,
Over the rich landscape; yet dear fancy still,
'Mid all the ruder glow of brighter realms,
Oft turned to picture the remembered home,
That blest its earliest day-dreams. Must I go
Forth into the world again? I've proved its joys,
Till joy was turned to bitterness — I've felt
Its sorrows, till I thought my heart would burst
With the fierce rush of tears! The sorrowing babe
Clings to its mother's breast. The bleeding dove
Flies to her native vale, and nestles there,
To die amid the quiet grove, where first
She tried her tender pinion. I could love
Thus to repose, amid these peaceful scenes
To memory dear. Oh, it were passing sweet,
To rest forever on the spot,
Where passed my days of innocence — to dream
Of the pure streams of infant happiness,
Sunk in life's burning sands — to dwell
On visions faded, till my broken heart
Should cease to throb — to purify my soul
With high and holy musings — and to lift
Its aspirations to the central home
Of love, peace, and holiness in Heaven.

OH! WHY SHOULD THE SPIRIT OF MORTAL BE PROUD?

[The following poem was a particular favorite with Mr. Lincoln, and which he was accustomed occasionally to repeat. Mr. F. B. Carpenter, the artist, writes that while engaged in painting his picture at the White House, he was alone one evening with the President in his room, when he said: "There is a poem which has been a great favorite with me for years, which was first shown to me when a young man by a friend, and which I afterwards saw and cut from a newspaper and learned by heart. I would," he continued, "give a great deal to know who wrote it, but have never been able to ascertain." He then repeated the poem, and on a subsequent occasion Mr. Carpenter wrote it down from Mr. Lincoln's own lips. The poem was published more than thirty years ago, was then stated to be of Jewish origin and composition, and we think was credited to "Songs of Israel."]

OH, why should the spirit of mortal be proud?
Like a swift-fleeting meteor, a fast-flying cloud,
A flash of the lightning, a break of the wave,
Man passes from life to his rest in the grave.

The leaves of the oak and the willow shall fade,
Be scattered around and together be laid;
And the young and the old, and the low and the high,
Shall moulder to dust and together shall lie.

The infant a mother attended and loved,
The mother that infant's affection who proved;
The husband that mother and infant who blessed,
Each, all, are away to their dwellings of rest.

The maid on whose cheek, on whose brow, in whose eye,
Shone beauty and pleasure — her triumphs are by;
And the memory of those who loved her and praised,
Are alike from the minds of the living erased.

The hand of the king that the sceptre hath borne;
The brow of the priest that the mitre hath worn;
The eye of the sage and the heart of the brave,
Are hidden and lost in the depth of the grave.

The peasant, whose lot was to sow and to reap;
The herdsman, who climbed with his goats up the steep;
The beggar, who wandered in search of his bread,
Have faded away like the grass that we tread.

The saint who enjoyed the communion of heaven,
The sinner who dared to remain unforgiven,
The wise and the foolish, the guilty and just,
Have quietly mingled their bones in the dust.

So the multitude goes, like the flowers or the weed
That withers away to let others succeed;
So the multitude comes, even those we behold,
To repeat every tale that has often been told.

For we are the same our fathers have been;
We see the same sights our fathers have seen,—
We drink the same stream and view the same sun,
And run the same course our fathers have run.

The thoughts we are thinking our fathers would think;
From the death we are shrinking our fathers would shrink,
To the life we are clinging they also would cling;
But it speeds for us all, like a bird on the wing.

They loved, but the story we cannot unfold;
They scorned, but the heart of the haughty is cold;
They grieved, but no wail from their slumbers will come;
They joyed, but the tongue of their gladness is dumb.

They died, aye! they died: and we things that are now,
Who walk on the turf that lies over their brow,
Who make in their dwelling a transient abode,
Meet the things that they met on their pilgrimage road.

Yea! hope and despondency, pleasure and pain
We mingle together in sunshine and rain;
And the smiles and the tears, the song and the dirge,
Still follow each other, like surge upon surge.

'T is the wink of an eye, 't is the draught of a breath;
From the blossom of health to the paleness of death,
From the gilded saloon to the bier and the shroud,—
Oh, why should the spirit of mortal be proud?

ROLL CALL.

"CORPORAL Green!" the orderly cried;
"Here!" was the answer loud and clear,
From the lips of a soldier who stood near,
And "Here!" was the word the next replied.

"Cyrus Drew!"—then a silence fell—
This time no answer followed the call;
Only his rear man had seen him fall,
Killed or wounded, he could not tell.

There they stood in the failing light,
These men of battle, with grave, dark looks,
As plain to be read as open books,
While slowly gathered the shades of night.

The fern on the hill-side was splashed with blood,
And down in the corn, where the poppies grew,
Were redder stains than the poppies knew;
And crimson-dyed was the river's flood.

For the foe had crossed, from the other side,
That day in the face of a murderous fire,
That swept them down in its terrible ire;
And their life-blood went to color the tide.

"Herbert Kline!" At the call, there came
Two stalwart soldiers into the line,
Bearing between them this Herbert Kline,
Wounded and bleeding, to answer his name.

"Ezra Kerr!"—and a voice answered, "Here!"
"Hiram Kerr!"—but no man replied.
They were brothers, these two, the sad winds sighed,
And a shudder crept through the cornfield near.

"Ephraim Deane!"—then a soldier spoke:
"Deane carried our Regiment's colors," he said;
"Where our Ensign was shot, I left him dead,
Just after the enemy wavered and broke."

"Close to the road-side his body lies;
I paused a moment and gave him to drink;
He murmured his mother's name, I think,
And Death came with it and closed his eyes."

'T was a victory; yes, but it cost us dear,—
For that company's roll, when called at night,
Of *a hundred* men who went into the fight,
Numbered but *twenty* that answered "Here!"

OVER THE HILL FROM THE POOR HOUSE.*

BY WILL M. CARLETON.

I WHO was always counted, they say,
Rather a bad stick any way,
Splintered all over with dodges and tricks,
Known as the "worst of the deacon's six;"
I, the truant, saucy and bold,
The one black sheep in my father's fold,
"Once on a time," as the stories say,
Went over the hill on a winter's day—
Over the hill to the poor house.

Tom could save what twenty could earn;
But givin' was somethin' he ne'er could learn;
Isaac could half o' the Scriptures speak,
Committed a hundred verses a week;
Never forgot, an' never slipped;
But "Honor thy father and mother" he skipped.
So over the hill to the poor house.

* From "Farm Ballads," by Will M. Carleton; published by Harper & Brothers.

As for Susan, her heart was kind
An' good — what there was of it, mind ;
Nothin' too big an' nothin' too nice,
Nothin' she would n't sacrifice
For one she loved ; an' that 'ere one
Was herself, when all was said an' done.
An' Charley an' 'Becca meant well, no doubt,
But any one could pull 'em about.

An' all our folks ranked well, you see,
Save one poor fellow, and that was me
An' when, one dark an' rainy night,
A neighbor's horse went out of sight,
They hitched on me as the guilty chap
That carried one end o' the halter-strap.
An' I think, myself, that view of the case
Was n't altogether out o' place ;
My mother denied it, as mothers do,
But I 'm inclined to believe 't was true.

Though for me one thing might be said —
That I, as well as the horse, was led ;
And the worst of whisky spurred me on,
Or else the deed would have never been done.
But the keenest grief I ever felt,
Was when my mother beside me knelt,
An' cried an' prayed till I melted down,
As I would n't for half the horses in town.
I kissed her fondly, then and there,
An' swore henceforth to be honest and square.

I served my sentence — a bitter pill
Some fellows should take, who never will ;
And then I decided to "go out West,"
Concludin' 't would suit my health the best ;
Where, how I prospered, I never could tell,
But Fortune seemed to like me well.
An' somehow, every vein I struck
Was always bubblin' over with luck ;
An' better than that, I was steady an' true,
An' put my good resolutions through.
But I wrote to a trusty old neighbor, an' said,
"You tell 'em, old fellow, that I am dead,
An' died a Christian ; 't will please 'em more
Than if I had lived the same as before."

But when this neighbor he wrote to me,
"Your mother is in the poor house," says he;
I had a resurrection straight way,
An' started for her that very day ;
And when I arrived where I was grown,
I took good care that I should n't be known ;
But I bought the old cottage, through and through
Of some one Charley had sold it to ;
And held back neither work nor gold,
To fix it up as it was of old ;
The same big fire-place, wide and high,
Flung up its cinders toward the sky ;
The old clock ticked on the corner-shelf —
I wound it an' set it a-goin' myself ;
An', if everything was n't quite the same,
Neither I nor Manly was to blame ;
Then — over the hill to the poor house !

One bloomin', blusterin' winter's day,
With a team an' cutter I started away ;
My fiery nags was as black as coal ;
(They some'at resembled the horse I stole ;)
I hitched an' entered the poor house door —
A poor old woman was scrubbin' the floor ;
She rose to her feet in great surprise
And looked, quite startled, into my eyes ;
I saw the whole of her trouble's trace,
In the lines that marred her dear old face ;
"Mother !" I shouted, "your sorrows are done !
You 're adopted along o' your horse-thief son.
Come over the hill from the poor house !"

She did n't faint ; she knelt by my side,
An' thanked the Lord till I fairly cried.
An' maybe our ride was n't pleasant and gay,
An' maybe she was n't wrapped up that day ;
An' maybe our cottage was n't warm and bright ;
An' maybe it was n't a pleasant sight,
To see her agettin' the evenin's tea,
An' frequently stoppin' and kissin' me ;
An' maybe we did n't live happy for years,
In spite of my brothers' and sisters' sneers,
Who often said, as I have heard,
That they would n't own a prison bird
(Though they 're gettin' over that, I guess,
For all of them owe me more or less ;)

But I 've learned one thing, and it cheers a man
In always a-doin' the best he can :
That whether, on the big book, a blot
Gets over a fellow's name or not,
Whenever he does a deed that's white
It 's credited to him fair and right.
An' when you hear the great bugle's notes,
An' the Lord divides his sheep and goats ;
However they may settle my case,
Wherever they may fix my place,
My good old Christian mother, you 'll see,
Will be sure to stand right up for me.
So over the hill from the poor house !

A MESSAGE.

BY EBEN E. REXFORD.

You are dying, my friend!
YOUR bark will go drifting, ere breaking of day,
Toward the shores lying over the shadowy bay;
And at morn you will see, rising fair through the mist,
The hills which the sunshine eternal has kissed.

You are going away!
You will meet on the shores, which your vessel will find,
Dear friends who sailed outward, and left us behind;
You will know them, and clasp them, and kiss them once more,
Grown young again there, on the Beautiful Shore.

Dear friend, when you meet
The woman I loved, on the shore far away,
Will you give her the message I give you to-day?
You will know her, I know, by her face, that was fair
As the face of an angel, and beautiful hair.

And her eyes, like a star,
In a clear summer night, shining out through the dew,
Falling down, like a kiss, from the furthermost blue.
And her voice; when she greets you, you 'll know as of old,
Her voice, and her face in its tresses of gold.

O, tell her, my friend,
That I miss her so much since she left me that night,
When the mists of the sea drifted over my sight,
And hid her in shadows, so dense and so deep,
That, remembering the time, even now I must weep.

And tell her for me,
That I wait for the morn, which for her has begun,
When our ways, which were severed on earth, shall be one;
I shall come to her, over the wide solemn sea,
And clasp her, and claim her — that tell her for me.

Friend, you will not forget?
Already your bark is afloat on the tide,
That shall bear you out over the waters so wide;
At morn you will see her, and tell her for me,
That I love her, I miss her, this side of the sea.

CHANGES.

WHOM first we love, you know, we seldom wed.
Time rules us all. And life, indeed, is not
The thing we planned it out, ere hope was dead;
And then, we women cannot choose our lot.

Much must be borne which it is hard to bear;
Much given away which it were sweet to keep.
God help us all! who need, indeed, His care:
And yet, I know the Shepherd loves His sheep.

My little boy begins to babble now,
Upon my knee, his earliest infant prayer;
He has his father's eager eyes, I know;
And, they say, too, his mother's sunny hair.

But when he sleeps, and smiles upon my knee,
And I can feel his light breath come and go,
I think of one (Heaven help and pity me!)
Who loved me, and whom I loved, long ago;

Who might have been . . . . ah! what, I dare not think!
We are all changed. God judges for us best.
God help us do our duty, and not shrink,
And trust in Heaven humbly for the rest.

But blame us women not, if some appear
Too cold at times; and some too gay and light.
Some griefs gnaw deep. Some woes are hard to bear.
Who knows the past? and who can judge us right?

Ah! were we judged by what we might have been,
And not by what we are — too apt to fall!
My little child — he sleeps and smiles between
These thoughts and me. In heaven we shall know all.

WE PARTED IN SILENCE.

BY MRS. CRAWFORD.

WE parted in silence, we parted by night,
On the banks of that lonely river;
Where the fragrant limes their boughs unite
We met — and we parted forever!
The night-bird sung, and the stars above
Told many a touching story,
Of friends long passed to the kingdom of love,
Where the soul wears its mantle of glory.

We parted in silence,— our cheeks were wet,
With the tears that were past controlling;
We vowed we would never, no, never forget,
And those vows, at the time, were consoling;
But those lips that echoed the sounds of mine,
Are as cold as that lonely river
And that eye, that beautiful spirit's shrine,
Has shrouded its fires forever.

And now, on the midnight sky I look,
And my heart grows full of weeping;
Each star is to me a sealéd book,
Some tale of that loved one keeping.
We parted in silence,— we parted in tears,
On the banks of that lonely river;
But the odor and bloom of those bygone years
Shall hang o'er its waters forever.

RAIN ON THE ROOF.

BY COATES KINNEY.

WHEN the starry vapors gather over all the starry spheres,
And the melancholy darkness gently weeps in rainy tears,
'T is a joy to press the pillow of a cottage chamber bed,
And listen to the patter of the soft rain overhead.

Every tinkle on the shingles has an echo in the heart,
And a thousand dreary fancies into busy being start;
And a thousand recollections weave their bright hues into woof,
As I listen to the patter of the soft rain on the roof.

There in fancy, comes my mother, as she used to years agone,
To survey the infant sleepers ere she left them till the dawn.
I can see her bending o'er me, as I listen to the strain
Which is played upon the shingles by the patter of the rain.

Then my little seraph sister, with her wings and waving hair,
And her bright-eyed cherub brother — a serene, angelic pair,—
Glide around my wakeful pillow, with their praise or mild reproof,
As I listen to the murmur of the soft rain on the roof.

And another comes to thrill me with her eyes' delicious blue.
I forget, as gazing on her, that her heart was all untrue;
I remember that I loved her as I ne'er may love again,
And my heart's quick pulses vibrate to the patter of the rain.

There is naught in art's bravuras that can work with such a spell,
In the spirit's pure, deep fountains, where the holy passions swell,
As that melody of nature,— that subdued, subduing strain,
Which is played upon the shingles by the patter of the rain.

OVER THE RIVER.

BY NANCY AMELIA PRIEST.

OVER the river they beckon to me,
Loved ones who 've crossed to the farther side;
The gleam of their snowy robes I see,
But their voices are lost in the dashing tide.
There 's one with ringlets of sunny gold,
And eyes, the reflection of heaven's own blue;
He crossed in the twilight gray and cold,
And the pale mist hid him from mortal view.
We saw not the angels who met him there,
The gates of the city we could not see;
Over the river, over the river,
My brother stands waiting to welcome me.

Over the river, the boatman pale
Carried another, the household pet;
Her brown curls waved in the gentle gale,
Darling Minnie! I see her yet.
She crossed on her bosom her dimpled hands,
And fearlessly entered the phantom bark;
We felt it glide from the silver sands,
And all our sunshine grew strangely dark.
We know she is safe on the farther side,
Where all the ransomed and angels be,
Over the river, the mystic river,
My childhood's idol is waiting for me.

And I sit and think, when the sunset's gold
Is flushing river, and hill, and shore,
I shall one day stand by the water cold,
And list for the sound of the boatman's oar;
I shall watch for a gleam of the flapping sail,
I shall hear the boat as it gains the strand,
I shall pass from sight, with the boatman pale,
To the better shore of the spirit land.
I shall know the loved, who have gone before,
And joyfully sweet will the meeting be,
When over the river, the peaceful river,
The angel of death shall carry me.

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SCHUYLER COLFAX.

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(OVER.)

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