

LITTLE BLUE BOOK NO. 681
Edited by E. Haldeman-Julius

Spelling Self Taught

Lloyd E. Smith



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SPELLING SELF TAUGHT

GENERAL PRINCIPLES

Before the invention and widespread use of printing, spelling was a matter of personal taste and caprice, and therefore a chaos. The solidifying of molten metal into type marked also the crystallization of the forms of words: spelling became standardized. Unfortunately for subsequent generations, it was not always standardized systematically. Irregularities seem almost to be the rule, so that the English language presents either an intriguing labyrinth or a hopeless puzzle to him who contemplates its seeming lack of uniformity. Inconsistency is most clearly shown in the *-ough* group of words, of which observe *though, thought, through, thorough, tough and trough*—six words representing six different sounds for the same combination of letters! By the changing of the initial letter *daughter* becomes *laughter*. *Colonel* sounds like *kernel*, and *sergeant* and *victual* presents a similar anomaly. But it is hardly necessary to cite examples, for the composite nature of our language is familiar enough to all of us

Many perhaps wish for a return of the days of freedom when spelling was a matter of personal preference. The need for correct spelling, according to recognized standards, should not be obscured by any petty irritation caused by its difficulties. The prime purpose of language

is to express ideas, to convey thoughts from one person to another. Correct spelling is but one of the phases of the use of language. It is possible for a perfectly grammatical sentence to be hopelessly muddled by poor spelling. Examples of it occur all too frequently.

A stenographer taking dictation might transcribe her notes thus: "A board director laughed over this tail." This is a crude example and would no doubt cause laughter elsewhere. At the same time, her misunderstanding of the second word has led her to write something that does not at all convey the meaning intended. She should have written: "A bored director laughed over this tale."

As an indication of the general carelessness of most people for niceties in spelling, the following announcement-slide thrown on the screen in a motion-picture theater, characterizing a player in a forthcoming feature, caused scarcely a titter to pass through the audience: "He prays on beautiful women." A local newspaper caption crediting an emigrant minister with being "formally of this city" was probably read without particular amusement by hundreds of readers. But, of course, spelling errors are not all of this particular class. These, perhaps, are due more to a misunderstanding of the meanings of the words involved.

In spite of its many absurdities, the English language does have rule and order. Spelling need not be altogether a matter of rote for industrious memories. Certain rules and principles have held and still do hold sway in determining the forms of hundreds of words,

and it is the purpose of this booklet to present them in concise and intelligible array. For we must spell, and spell correctly, however much we may decry the heterogeneous condition of a great many classes of words.

Meanwhile the scientific lexicographers and philologists are not idle. Movements have been and are afoot to "simplify" the spelling of English. In some cases the "simplification" does not seem very desirable; in other cases it is a great improvement. Its effects are far-reaching, and the tendency is clearly discernible wherever printed English is read. Progress in this direction is necessarily very slow, but sufficient indication of this tendency toward simplification is shown in such words as *plow*, *program*, *draft*, and *gage*. Their older forms (*plough*, *programme*, *draught*, *gauge*) still occur, naturally, but they are uncommon in comparison with the newer and shorter forms. On the other hand, *thru* for *through* and *thot* for *thought* have received very slight recognition.

At the same time, simplification is a tendency natural to the language without the added influence of simplified-spelling enthusiasts. Fanaticism creeps into every reform movement, as it has done into simplified spelling, but, fortunately, there is a sane tendency apart from studied reform. We now write *ink* and not *yncke*, although no board or society was responsible for this change from the cumbersome to the simple.

Although George Washington's reputation never suffered particularly from his abuse of

spelling, nowadays poor spelling is seldom excused, and Woodrow Wilson would hardly have escaped severe criticism had he committed such verbal crimes as *oppertunity*, *seperate*, *Presbeterian*, etc., which Washington did commit. Education is so universal today that misspelling of common words is not readily condoned; hence, we must spell correctly.

The first aid to correct spelling is correct pronunciation, the fact that many words are not spelled phonetically notwithstanding. A girl indulging the childhood perversion *dasmel* will never spell *damsel* correctly. If one says *abnoxious* he is not likely to write *obnoxious*, which he should write. Don't say *colyum*, but say it and spell it *column*. A clear appreciation of sound values, especially of the vowels, will help in avoiding such corruptions as *artichecture*, *acadimy*, *diphtheria*, and it will be more easy to distinguish between *ensor* and *censure*, *elude* and *allude*, *immigrant* and *emigrant*.

Next to the sound of a word is its *looks* as an aid to correct spelling. Careful readers can tell by the appearance of a word whether it is spelled correctly or not, because they have noted it so often in print that its proper form has accustomed itself to their eyes. So if spelling troubles you, take the time to do your reading more slowly, and note how the words are put together in type. Develop what is termed the proofreader's eye, so that *consede* will stare arrogantly from the page like a naughty boy in a prim dowager's orchard. Typographical errors are common in all kinds of printing from

the four- or five-dollar book down to the three- or two-cent newspaper, and especially in the latter. Yet they are passed over unseen by most readers, who read so fast that their eyes accept the general outline of a word for its precise construction and fail to distinguish such forms as these: *embarassment*, *occurence*, *disappear*, *reccomend*, *frolicing*, *ecstasy*; not to mention *decieve*, *judgemnt*, *extrordinary*, etc.

With sound and appearance safely accounted for, a word's meaning is the most necessary guide of all, especially where homonyms, or words having the same sound, are concerned. If you don't know the difference between *pray* and *prey*, *altar* and *alter*, *aisle* and *isle*, *ascent* and *assent*, to use a few more common examples, how in the world are you going to spell the right one the right way in the right place?

Then there is the mechanical aid to learning spelling, the rewrite method of golden school days! It does work, and where your memory fails to perform by ordinary persuasion, it is worth trying. The system is simplicity itself: merely "write out" several times, noting carefully the appearance of the letters in their proper order, any word or words you catch yourself misspelling. Most people find this tedious and irksome to their intellectual pride: only children need such methods. But pride can well be abandoned until one has the genuine right of pride in perfect orthography, and as for tedium, that is to be expected as a concomitant of any routine.

Most spelling guides suggest that one learn

to divide words into syllables correctly as an aid to spelling. It is an aid, it is true, but it almost amounts to saying, Learn to spell, for before one can divide any word into syllables it must be spelled correctly! If you once have the correct form of a word clearly in mind, it can often be "set" or "fixed" there in adamantine rigidity by noting the division of syllables. This is especially true of a double-consonant word like *ac-com-mo-date*, for example. But to some people this will seem useless learning, for few of us ever have occasion to divide words into syllables in the actual use of our language. In letter-writing it is possible to crowd the whole of a word at the end of a line or to carry all of it to the next line without violating either taste or standard, which applies to both penmanship and typewriting. But noting syllables is an added aid, if you need it. Do not despise any assistance, however small, and spelling, before long, will indeed be easy.

If you are fortunate enough to have an etymological background of Greek and Latin, one or the other or both, plus any modern language, or even a modern language by itself, you will thereby know something of roots, of the derivations of a great many English words. Their spelling, quite hit-or-miss to the uninitiated, will then appear to have a reasonable basis—an excuse, as it were. You will be able to associate the spelling of certain words with their roots, and where a root-ending changes you can note it more readily and remember it easily for the noting. Thus, *sacrilegious*, which

is often associated with *religious* and accordingly, misspelled *sacreligious*, will be seen to come from the Latin *sacer* (sacred) and *lego* (to pick), and to have relation to religion in the early sense of the word *sacrilege*, which formerly referred to the act of selling to a layman church property devoted to pious uses, and which continues to signify a felony under English law: the act of stealing sacred things from a church. A knowledge of early English pronunciation will explain the present English *-our* forms of such words as *honour*, *valour*, and so on, which were once accented on the final syllable, instead of on the first as now. These words came, of course, originally, from the Latin, and the *-or* ending is observed in America as the more natural and proper spelling; but, if you know the history of these words, you can afford to be amused, perhaps, at the making of the word *candour* to conform with the other words of this class, although it comes directly from the Latin without being sidetracked through the French (it was spelled with *-or* in the seventeenth century, changed to *-our* in the eighteenth).

While still considering roots, do you ever associate *courtesy* with *courtier* and *courtier* with *court*? Or the *opera* with the *operator* of a factory machine in so many counted *operations*? Or a *fane* with *profane* and *fanaticism*? Or *agony* with *antagonist* and *protagonist*? Compare also *adore*, *orifice*, and *oral*; *torpedo*, *torpid*, and *torpor*.

So much for general principles. There is one other class of misspellings that belongs under

the head of grammar, but can be mentioned here in passing. It includes the common error of using *don't* for *doesn't*, *done* for *did*, *its* for *it's*, and so forth. A clear understanding of the grammatical principles involved is the only cure for this phase of poor spelling

In passing to the rules and lists that follow, keep these general principles in mind. They apply just as much and just as well to words covered by rules as to those which must be learned literally "by heart." They apply especially to the exceptions to the rules, which should be scrutinized carefully in an endeavor to remember them by contrast. In utilizing the rules, remember that the classification is largely arbitrary, and although it is made possible by the large groups of words constructed on similar principles, the composite nature of our language is such that a word of similar form may very possibly have come into the language in quite a different manner, so that the rule, in such a case, would fail to apply. Obscure words and words of pedantic unfamiliarity have been omitted as a matter of course: when one needs to spell such words, it is not likely to be often enough to make reference to the dictionary a hardship.

A final word as to divided usage: where more than one form or manner of spelling is equally correct, personal preference can and does enter into the problem. Publishing houses establish their preference by a "house rule" which is consistently observed by their compositors and proofreaders. Individuals should adopt some such systematic arrangement by

deciding upon what to them seems to be the preferable form, and then they should follow it consistently. Wherever possible, preferred usage has been specified in this book, and unless you have some deep-seated prejudice against it, it is recommended that, in keeping with the progressive spirit of the language, you adopt the form or rule indicated as best. When indicating such preferred usage, every endeavor has been made to be fair and to eliminate personal preference.

CAPITAL AND HYPHEN

Capitalization and the use of the hyphen are phases of language that come under the head of spelling, certainly, but, when considered in another light, they belong also under the head of grammar. In some cases the use of capital or hyphen depends on grammar. A few general principles will undoubtedly be of service, no matter what the technical classification.

Elementary rules for the use of capitals are likely to be obvious to most people: (1) *Capitalize the first word of every sentence* (or of every group of words standing alone in the form of a sentence); (2) *Capitalize the first word of all direct quotations* (as in the two examples given in the third paragraph of this book, under General Principles); (3) *Capitalize the first word of every line of poetry*; (4) *Always capitalize "I" and "O" (but not "oh")*; (5) *Begin names of persons and places, and all such proper nouns, with a capital letter.*

But even these elementary rules are subject to much variation. The modern tendency is toward an elimination of arbitrary forms wherever consistent with coherence and intelligibility. The use of capitals is on the decrease, and the practise has been voiced in advice to the effect that capitals should be used only where expressly required, and nowhere else. Rule 1, above, holds always. Concerning Rule 2, notice that when a direct quotation is broken

in the middle, the second portion is not capitalized, thus: "*I am going,*" he said, "*if it doesn't rain.*" The second rule also applies to statements presented formally, though without quotation marks, like the five rules above, which are each begun with a capital letter, and as in this example: *The problem is, How can we do it?* Similarly, after introductory words like *whereas* and *resolved*, as in the statement of debatable propositions, the question is begun with a capital letter, as: *Whereas, We have found this to be so, be it therefore Resolved, That we shall . . .*

The third rule finds numerous exceptions in "free verse" which breaks more rules than this simple standard of conventional usage. Formal poetry observes it always. The fourth rule is without exception in English ("oh," however, is capitalized at the beginning of sentences, etc.).

As for Rule 5, it is all very well to specify the capitalization of proper names, until some inquisitive student demands to know just what and how many words *are* proper! In general it includes the names of people (and animals, when given a personal name) and the names of places (countries, states, cities, rivers, etc.). Combinations, such as Mississippi River and Elm Street, are commonly both capitalized in literary usage, but Mississippi *river* and Elm *street* are quite correct. In names of this sort, and in names of corporations, boards, committees, and so on, personal taste can be indulged without serious danger of violating customary standards. Thus, either *Board of Public Works*,

or *board of public works* is correct, although the latter should be reserved for more general references and the former for a specific reference to one particular board. Within a given composition, article, or book, such words as President, Government, Congress, and so forth, may or may not be capitalized, depending largely on the degree of emphasis desired. Whatever style is followed should be followed consistently throughout a given work, that is all. Sometimes common nouns are capitalized for emphasis, aside from personification (see below), as, for example, in a short description of Gratitude, the word Gratitude may be capitalized throughout. A great many common nouns, too, have been derived from proper names, and, with their specific force lost, they are no longer capitalized. In this class are words like these: *pasteurize*, *china*, *utopia*, *volt*, etc. However, *Pasteur* (name of the man), *China* (name of the country), *Utopia* (name of the book), and *Volta* (name of the man), are all capitalized.

In brief summary of scattered points, the following may be noted:

COMMON NOUNS: Write *the city of New York*, but *New York City*; *the river Nile*, but *the Nile River*; and write *the New York Public Library is the largest library* (not *Library*).

ADJECTIVES: When not a part of a proper name, adjectives modifying proper names are not capitalized, thus: Write *great Lake Huron*, but *the Great Lakes*; *the eighth regiment in line*, but *the Eighth Regiment* (its name).

Points of the compass used as adjectives (*north, south, east, west*, and their combinations) are not capitalized unless they are parts of names, thus: the *North Star*, but the *star north of Sirius*; and *south of us is Florida*, but *we are going to the South*.

PERSONIFICATION: In various forms of literature, particularly poetry, common nouns are sometimes personified in direct address, as they are in allegories where they are used as names of people, thus: *Big Business stalks across the land*; *Little Bad Boy was very wicked*; "and bid *Suspicion double-lock the door*."

THE DEITY: It is the usual practise to capitalize not only *God, Jesus Christ*, and the *Lord*, but also all nouns or pronouns, with modifying adjectives, that refer specifically to the Deity, thus: *the Father, the Son, and the Holy Ghost*; *Heavenly Father*; *give thanks to Him*, etc., but usage is divided in the matter of pronouns, especially the relatives (who, whose, etc.). Ordinarily, when near enough to a definite antecedent so that the divine reference is unmistakable, pronouns referring to the Deity are not capitalized.

SPECIFIC PROPER ADJECTIVES: A great many adjectives derived from proper nouns retain their capitals as long as their specific force is felt, thus: a *Roman* magistrate; the *English* language; *Shakespearian* tragedy. All adjectives derived from the names of countries, when used with reference to the people or their

language, are capitalized in English, thus: *French, Irish, Indian, Hindu, etc.*

TITLES OF POSITION: When used with the surname following, titles are always spelled out and capitalized, thus: President Coolidge, King George, ex-President Wilson (note the small letter in *ex-*), Professor Brown, Doctor Gray, Senator Adams, etc. Standing alone, such titles are capitalized only when they refer to a specific individual, as the *President* of the United States. When abbreviated, as *Dr. John*' Brown, they are capitalized the same as *Mr., Mrs., Mlle., etc.*

TITLES OF BOOKS, ETC.: Always capitalize the first and last words of a title, and also all other important words, thus: "Going Up," "Coming through the Rye," "As You Like It," "The Way of the World," "English as She is Spoke," etc. Articles (*a, an, the*) are included in a title of a book, play, story, etc., at the beginning (when they are a portion of the title) and capitalized. But it is the custom to leave them detached and uncapitalized when referring to newspapers and periodicals, thus: the *Saturday Evening Post*, or the *New York Times*. Specific portions of a given work are capitalized, as: "The Foreword takes the place of a preface, and gives careful instructions concerning the Table of Contents and Index, which are peculiar to this book." Note that the word *preface* is not capitalized, because it is not used specifically as the name of a section of this particular book.

PERSONAL NAMES: Only one hard and

fast rule applies for personal names, and that is to follow the practise of the person owning the name! Thus, whether to write *Henry Van Dyke* or *Henry van Dyke* depends on Henry's own manner of writing his own name. Where a man's personal habit is not known, it is customary to write all prepositional elements (*de, le, van, von, etc.*) in small letters. *Junior* and *Senior*, when abbreviated following a name, are supposed to be written with small letters, as *Robert Bruce, jr.*, but *Robert Bruce, Jr.* is fully as common in actual use. With names like *O'Brien, DuBois, MacIntyre, Mackenzie, Fitzgerald*, the personal preference is the only safe guide.

DIVISIONS OF TIME: Names of specific periods in history are commonly capitalized, as: the *Middle Ages*, the *Golden Age*, the *Renaissance*, the *Fifteenth Century*, etc. Names of holidays are also capitalized, as *Labor Day*, *Washington's Birthday*, *Independence Day*, etc., and, of course, days of the week and names of the month are capitalized always. Abbreviations such as *A. D.* and *B. C.* are capitalized, but *a. m.* and *p. m.* are commonly written with small letters in modern usage.

As a final word concerning capitals: *Be consistent.*

THE HYPHEN

Strictly speaking, there is only one place in English where the use of a hyphen is obligatory under all conditions. That is at the end of a line, when a word is divided and a portion carried over into the next line. Numerous examples occur at the right-hand edge of this

page. This division is not accidental, but must be made in accordance with the recognized division of the given word into syllables, which can be ascertained by referring to any standard dictionary. There are rules for this syllabic division, but, as mentioned earlier, the use of syllables is hardly a necessary part of most persons' speech or writing, so space will not be taken for these rules here.

The matter of compound words is a vigorously contested battleground for lexicographers. As with capitals, one rule is paramount: *Be consistent*. You cannot be very severely condemned for writing *short-story* or *short story* or *shortstory*, to adopt as an example a word-combination that is in a state of indecision, unless you write it one way on one page and another way on the next. Some compound words, such as *looking-glass*, are so firmly established that to tamper with them amounts to a misspelling, but others, such as *fellow-citizen*, are a matter of preference, context, or custom.

In general, omit the hyphen where it is not absolutely necessary to ease in reading or clearness in understanding. *Today* and *tomorrow* are now preferred without the hyphen, and such words as *cooperate*, *reestablish*, *re-elect*, *anticlimax*, and so on, are being written more and more without it. The use of diacritical marks, exclusive of the hyphen, over any letters in English words is slowly passing out of practise, as, for example, the dieresis sometimes written over the second *o* of *coöperate* when the hyphen is omitted. Similarly with foreign words, even though they require

the mark when a part of the original language, so that *role* is fast becoming as common and as correct as *rôle*.

Another use of the hyphen is common in literature, where it becomes not a part of spelling, but a punctuation mark. Two examples can be seen of this use in this very discussion (see *right-hand* and *word-combination*, above). Words closely related or meant to be closely associated are thus written with a hyphen or hyphens to insure clear understanding of the writer's meaning. Consider this sentence: A never to be forgotten scene is that master like artist pose with which he mimicked the brush in hand painting in of a deep sky blue color on the propped newspaper canvas. It is an extravagant example, but it makes fairly good sense with the addition of hyphens, thus: A never-to-be-forgotten scene is that master-like artist-pose with which he mimicked the brush-in-hand painting-in of a deep sky-blue color on the propped-newspaper canvas.

Combinations, with or without the hyphen, which are accepted as standard are listed below. The list is by no means exhaustive, but it gives several of the commoner words.

brother-in-law	battleship	railroad
daughter-in-law	foreman	railway
father-in-law	airman	typewritten
mother-in-law	newborn	man-of-war
sister-in-law	semicolon	banknote
son-in-law	together	blue print
midday	parcel post	candlepower
midnight	post office	footnote
tonight	fellow citizen	goodby
today	city editor	watercolor
tomorrow	rear admiral	waterpower
airship	commander in chief	woodwork

All numbers from *twenty-one* up, with the exception of tens and hundreds, are always written with a hyphen, thus: *ninety-three*, *eighteen hundred and sixty-five*, *forty-four*, etc. Military titles, such as *commander in chief*, are officially written without hyphens, though often with them in popular usage.

WORD GROUPS

1. EI AND IE

When the diphthong *ei* or *ie* is sounded like long *e* (as in *chief*), the following rule governs the spelling: After *c* comes *ei*, after any other letter *ie*. Two guide words can be used to assist the memory: (1) *Celia*, in which *e* follows *c*, and *i* another letter; and (2) *police*, in which *e* again follows *c*, and *i* some other letter. Or there is a little verse: "If the letter *c* you spy, Place the *e* before the *i*." Note also that some noun-derivatives from *ei* verbs end in *-eption* (*receive*, *reception*; *deceive*, *deception*). Whereas, if they were spelled with *ie* the noun-ending would have to be *-iption*.

EXCEPTIONS: There is just one word in which *e* follows the consonant *l* in an *ei* combination, and that is *leisure*. There is just one word in which *i* follows *c* in an *ie* combination, and that is *financier*. More or less common exceptions to the general rule (remember all this applies only to words in which *ei* or *ie* is sounded like long *e*) are: *either*, *neither*, *seize*, *weird*, *sheik*, *inveigle*, *plebeian*, *obeisance*, *weir*. Of these, *seize*, *weird*, and *leisure* (above) are the only true common exceptions, for the other words have or have had a variant pronunciation of the *ei*, so that the long-*e* rule doesn't hold. Beware of *siege* and *besiege*, which are regular and follow the rule. *Species* and *glacier* are also only seeming exceptions, for in the first an *sk* sound for the *c* destroys

the rule's force, and in the second the same occurs while preferred pronunciation destroys the long-*e* sound of the last syllable unless it is strongly stressed.

When the diphthong *ei* is sounded like long *a* (as in *feign*), *ei* is the rule. There are no common exceptions. Examples: *their, rein, vein, sleigh, neighbor, eight, feint, skein.*

When the diphthong *ei* is sounded like long *i* (as in *height*), *ei* is the rule. There are only seeming exceptions in such words as *die, lie, tie, cried, relies*, etc., while in *fiery* the pronunciation is not strictly a long *i* alone. Examples: *kaleidoscope, eider-down, sleight, heigh-ho, seismograph, stein, meistersinger*, etc. Note that if *either* and *neither* are pronounced as though the first syllables contained long *i*, they may be spelled correctly under this rule instead of being remembered as exceptions to the long-*e* rule above. Occasionally *ei* has the sound of short *i*, and is commonly seen in *foreign, sovereign, counterfeit, forfeit, surfeit, heifer* (short *e*).

When the *i* and *e* are sounded separately (as in *alien, quiet*) the spelling presents no difficulties. In some words *ie* has the sound of short *e* (as in *friend*), particularly in the *-cient* ending (*ancient, efficient*, etc.) when the *-end* or *-ent* ending should aid the memory.

This group of words is a large one and is probably the chief source of nightmares for the "indifferent" speller. For guidance and drill a good-sized list of the commoner words is appended to this section. Go over them carefully,

noting which rule applies to each word, or, if it is an exception, note its spelling until you *know* it.

achieve	financier	mischief	seizure
alien	foreign	neigh	series
ancient	forfeit	neighbor	sheik
apiece	freight	neither	shield
belief	friend	niece	shriek
believe	frieze	obeisance	shrieve
besiege	frontier	perceive	siege
bier	geisha	piebald	sienna
brief	glacier	piece	sieve
ceiling	grief	pied	skein
chief	grieve	pier	sleigh
conceit	handkerchief	piece	sleight
conceive	heifer	piety	sovereign
conscience	heigh-ho	plebeian	species
counterfeit	height	priest	stein
deceit	heinous	quiet	surfeit
deceive	heir	receipt	their
deficient	hygiene	receive	thief
deign	inconceivable	reign	tier
deity	inveigh	rein	tierce
cider-down	inveigle	relief	veil
eight	kaleidoscope	relieve	vein
either	kerchief	reprieve	view
feign	leisure	retrieve	weigh
feint	lief	review	weight
fief	liege	seignior	weir
field	lien	seine	weird
fiend	lieu	seismograph	wield
fierce	meistersinger	seize	yield
fiery	mien	seizin	

2. CEDE, CEED AND SEDE

This group is small in one respect, though large in another. Three words only end in *-ceed*, namely, *exceed*, *proceed* and *succeed*. There is only one in *-sede*: *supersede*. Under this same heading might be included words in *-cess*, as *excess*, *process*, *recess*, *success*, etc.

The root is from the Latin signifying *to go* or *to yield*, as in *accede*, *secede*, *recede*, etc.

3. CE AND SE

The *-ce* or *-se* ending is an outstanding difference between the past and the present, or between English and American usage. The *-ce* ending has no logical etymological support, for the roots of these words all indicate *-se*, and their derivatives in English all take *s* instead of *c*, even where the *c* is used in the root-word. Thus *defence* (when spelled this way) becomes *defensive*.

The rule is, in words with this *-ense* ending, to spell them with *-se*, as *defense*, *expense*, *license*, *offense*, *pretense*. Do not confuse words ending in *-ence*, which is a noun-ending for derivatives from certain adjectives, as *competence*, *beneficence*, *magnificence*, etc.

The word *practise* may be mentioned here as a case analogous to these words. Careful spellers like to reserve *practice* for the noun, and use *practise* for the verb. The present tendency seems to be to use *practise* throughout.

Prophecy and *prophecy*, however, retain their differentiation as noun and verb respectively.

4. ALWAYS OR

As mentioned under General Principles, another English *practise* is to spell a great many nouns ending in an *-or* sound with *-our*, as *honour*, *colour*, and so on. This is fast becoming archaic and, when the words are so spelled

in America, the practise is usually an indication of faddishness. Always spell these words with *-or*:

arbor	counselor	labor	succor
ardor	endeavor	languor	tumor
behavior	favor	neighbor	valor
candor	flavor	odor	vapor
clamor	glamor	rumor	
color	harbor	savior	
councilor	honor	savor	

Glamour still maintains considerable preference over *glamor*, because of its derivation, from the Scotch, although the latter spelling is being used to make the *-or* ending uniform in this class of words. *Saviour* is also retained when used with particular reference to Jesus Christ.

5. ABLE AND IBLE

Words ending in *-able* or *-ible* present a trying problem to nearly all spellers, be they naturally poor or naturally good. There is unfortunately no hard-and-fast rule for the guidance of spellers, save the injunction: *Memorize*. For the classical scholar, one rule may serve to help with some of these words: Words of Anglo-Saxon origin usually take *-able*, while words of Latin origin (even if they come through the French) usually take *-ible*.

Thus, *eat* and *laugh*, which are Anglo-Saxon monosyllables, become *eatable* and *laughable*. But *edible* and *risible* are from roots imbedded in classical Latin.

Some of the commoner words in *-able* are:

abatable	computable	favorable
acceptable	conceivable	forgettable
accountable	confirmable	forgivable
achievable	conformable	formidable
adaptable	conquerable	governable
adjustable	considerable	honorable
admirable	consolable	hospitable
adorable	consumable	imaginable
advisable	contestable	imitable
affable	controllable	immutable
affirmable	creditable	impeachable
agreeable	culpable	impeccable
allowable	damageable	imperturbable
amenable	damnable	impregnable
amendable	debatable	improbable
amiable	definable	inalienable
amicable	demonstrable	incurable
answerable	deniable	indefatigable
applicable	deplorable	indomitable
approachable	describable	inevitable
approvable	desirable	inexorable
assailable	despicable	inflammable
assessable	determinable	inhabitable
assignable	detestable	inscrutable
attachable	discountable	invariable
attainable	discoverable	invulnerable
attributable	dispensable	irremediable
available	disputable	irrevocable
avoidable	distinguishable	justifiable
avowable	dividable	knowable
bankable	drinkable	lamentable
bearable	durable	laudable
blamable	eatable	laughable
breakable	endurable	liable
capable	enjoyable	likable
challengeable	enviable	limitable
changeable	equable	lovable
chargeable	equitable	mailable
charitable	estimable	malleable
comfortable	exceptionable	manageable
commemorable	excitable	marketable
commendable	excusable	marriageable
commensurable	execrable	measurable
communicable	explainable	memorable
companionable	explicable	movable
comparable	extricable	navigable
compliant	fashionable	negotiable

notable	quenchable	sufferable
objectionable	quotable	suitable
observable	readable	supportable
obtainable	receivable	surmountable
palatable	recognizable	sustainable
palpable	reconcilable	taxable
parable	recoverable	teachable
pardonable	redeemable	tenable
passable	redoubtable	terminable
payable	refutable	tolerable
peaceable	reliable	traceable
penetrable	remarkable	transferable
perishable	removable	transportable
placable	renewable	unfathomable
pliable	reparable	unquestionable
ponderable	reputable	unreasonable
portable	respectable	valuable
practicable	returnable	venerable
preferable	salable	veritable
profitable	seizable	vulnerable
provable	separable	warrantable
punishable	serviceable	
qualifiable	sociable	

Some of the commoner words in *-ible* are:

accessible	destructible	perceptible
adducible	digestible	perfectible
admissible	divisible	permissible
apprehensible	edible	plausible
audible	eligible	possible
coercible	expansible	receptible
collectible	expressible	reducible
combustible	extensible	reprehensible
compatible	fallible	resistible
comprehensible	feasible	responsible
compressible	flexible	reversible
conducible	forcible	risible
contemptible	horrible	sensible
convertible	indelible	susceptible
convincible	intelligible	tangible
corrigible	invincible	terrible
corruptible	irascible	transmissible
credible	irrepressible	vendible
deducible	legible	visible
defeasible	ostensible	
defensible	passible	

It will be observed that the words in *-able* are much more numerous than those in *-ible*, so that, whenever in absolute doubt about the proper ending the odds are always in favor of *-able!*

Note that the silent *e* is retained in such words as *peaceable*, *serviceable*, *manageable*, etc., to preserve the soft sound of the *c* or *g*, which would otherwise become hard before *a*. However, it is not kept before *i*, which has the same softening quality as *e*, as *intelligible*.

6. O INSTEAD OF OU

This class is similar to *-or* and *-our* (Section 4), in that the present tendency toward simplification favors *o* for *ou* in such words as *mold*, *molt*, *gormand*, etc. *Mold* has a more secure foothold than *molt* for *moult*, which retains a trace of the older *oo* sound in its pronunciation.

However, *moustache* has become *mustache* in good standing, dropping the *o* instead of the *u*, because of its pronunciation. This elimination-tendency is justified by the present form of such words as *bold* and *gold* which were formerly spelled *bould* and *gould*.

7. A INSTEAD OF AU

This is a class similar to the previous one, involving such words as *caldron* and *stanch*. *Launch* and words of similar kind, however, cling very persistently to the *u*, so that it is not yet permissible, in good usage, to drop it. *Caldron* is all right, however.

Other words which are being slowly but surely simplified in an analogous way are

gage (for *gauge*), *gild* (for *guild*), *just* (for *joust*), *harken* (for *hearken*), *stedfast* (for *steadfast*), etc.

8. ID AND IN

Chemists are keeping up with this simplifying tendency by revising the majority of technical terms used in their science, particularly the names of elements and compounds ending in *-ide* or *-ine* (which are being pronounced nowadays with short *i*, unstressed). Analogous words that do not necessarily belong to chemistry are following suit. The final *e* is dropped, and with it the optional long *e* sound for the *i*. Words of this class are very numerous, but many of them are not in common use. A few of them follow; to avoid misunderstanding, it might be noted that in chemistry both *-id* and *-in* are likely to occur as endings for the same stem (*iodid*, *iodin*; *chlorid*, *chlorin*).

*alkalin	chlorid	iodin	ptomain
anilin	chlorin	morphin	quinin
arsin	cocain	nicotin	stearin
benzin	cyanid	oxid	strychnin
bromid	fluorid	paraffin	*sulfid
bromin	fluorin	peroxid	sulphid
cafein	glycerin	phosphid	
carbide	iodid	phosphin	

The starred forms, *alkalin* and *sulfid*, are not in as good standing as the others.

9. ISE AND IZE

English usage maintains the *-ise* ending in practically every case, while in America a great many words having this ending, and sounding the *s* like *z*, substitute the *z* and make the

ending *-ize*. This practise is becoming more and more prevalent, so that *surprize* is not uncommon, although *surprise* is very firmly established. *Advertise*, on the other hand, maintains its place without difficulty, so firmly rooted is its *-ise*. There is no rule: the forms preferred must be memorized. It is well to remember that the present tendency favors *-ize*.

These words are commonly spelled with *-ise* in the United States:

advertise	demise	enterprise	premise
advise	despise	excise	reprise
*apprise	devise	exercise	revise
*catechise	disfranchise	exorcise	rise
chastise	disguise	franchise	supervise
circumcise	emprise	improvise	surmise
comprise	enfranchise	merchandise	*surprise

Of course, words in which the ending is not pronounced like *-ize* do not come under the rule (as *promise*). For the starred forms above, *-ize* is fast coming into vogue. *Analyze*, *assize*, *criticize*, and *tranquilize* are already fairly well established. As a general rule, it is safe to spell all other words of this class (unless of rare occurrence, and therefore likely to be doubtful) with *-ize*, as *civilize*, *memorize*, *naturalize*, etc.

10. ER INSTEAD OF RE

Words which formerly ended in *-re*, but with a distinct *-er* sound, are now preferred with the *-er* spelling. Common examples are:

accouter	liter	miter	sepulcher	somber
caliber	luster	ocher	saber	specter
center	meager	reconnoiter	scepter	theater
fiber	meter			

Exceptions occur where the *-re* is retained to preserve the hard sound of *c* or *g*:

acre	massacre
lucre	mediocre
nacre	ogre

11. IN OR EN

Shall we write *inclose* or *enclose*? This perpetual question, in the case of this particular word, has no answer. Both forms are supported by about equal authority, with perhaps a shade of added favor for *enclose*, although the Government Printing Office uses *inclose*.

Words well established with *en-* are:

engage	enfranchise	entomb
enchant	engross	entreat
encircle	engulf	entrench
enclose	enjoin	entrust
encompass	enlighten	entwine
encounter	enrapture	enveil
encumber	enshrine	envelop (verb)
endow	ensnare	enwrap
endure	enthrall	enwreathe
enforce	entitle	

Words commonly spelled with *in-* are:

invest	inwrought	indorse	ingrain	inscribe
inweave	incase	in角度	inlay	install
inwind	incrust	ingraft	inquire	insure

12. ANT, ENT; ANCE, ENCE

There is no sure rule for determining whether a noun or adjective in *-ant* or *-ent* (those familiar with Latin might remember that *-ant* is usually derived from first-conjugation Latin verbs, while *-ent* is derived from the other conjugations), but if you know how to spell the

common noun or adjective it is fairly safe to spell the *-ance* or *-ence* derivative to match. Thus, *attendant* becomes *attendance*, but *competent* becomes *competence*. There are one or two exceptions, of which *confidant* is perhaps the most notable; but here *confidence* comes from the adjective *confident*, so that the rule holds in effect.

For certain nouns in *-ense* instead of *-ence*, see Section 3.

13. PED OR PEDE

Generally, when the suffix *-ped* is used the sound of the vowel *e* is short (as in *red*), and when *-pede* is used the *e* is long (as in *rede*). Some authorities advocate dropping the final *-e* in all cases, but it seems advisable to keep the *-e* where the inner vowel is long, as is the etymological custom of the English language.

Thus: *quadruped* and *biped*, but *centipede* and *millipede* (*milleped*, however, is recommended).

For *-cede* and *-sede*, see Section 2.

14. CT OR X

There are some words ending in *-tion*, derived usually from words in *-ct*, which keep the *ct* and merely add *-ion*. The combination *-ction* is then pronounced like *-xion*, which has led to the use of that spelling in some cases. This seems to be another instance of English usage as opposed to American practise. To spell all such forms with *-ction* is the rule in this country: *deflection*, *rejection*, *connection*, *dejection*, etc. *Complexion* is an exception.

Some business houses have an analogous hab-

it of writing *thanx* for *thanks*, which is not to be tolerated. The letter *x* is properly not very prominent in English words.

15. FINAL O OR OE

Monosyllables that are not nouns, but which end in long *-o*, have no final *-e*, as *go*, *no*, *so*, *lo*, etc. But monosyllables that are nouns commonly add a silent *e*, as in *doe*, *foe*, *shoe*, *toe*, *hoe*, etc. Similarly, with words of more than one syllable, whether nouns or not (practically all are nouns), a final *o*-syllable has no *e*, as in *grotto*, *canto*, *tomato*, *potato*, *piano*, etc. However, when these words form their plurals difficulties arise. See the Formation of Plurals (Section 1, WORD BUILDING AND CHANGING).

There are one or two exceptions, particularly the little noun *woe*, which is quite commonly and correctly spelled *wo*. The practise is carried into its derivatives, as *woful*.

16. AI AND IA

Careful attention to pronunciation should abolish any difficulty with *ai* and *ia*. The former, *ai*, is commonly pronounced as though it were one letter, with either the sound of long *a* (*wait*), or the sound of unstressed *e* or *i*. The latter occurs when it is in an unstressed syllable, as in *villain*, *chieftain*, *captain*, *certain*, etc. *Villian* would be pronounced *vill-yan*.

The other diphthong, *ia*, is usually pronounced as two letters, thus: *brilliant*, *ruffian*, *Christian*, etc.

17. AMME AND ETTE

French words that have become anglicized

ordinarily retain the endings *-amme* and *-ette*, but a few of these words are being shortened to a simple *-am* or *-et*. *Cigaret* has not yet become so familiar as *cigarette*, but it is on the way. *Croquette* will probably be kept to distinguish it from *croquet*. But in a few more or less common instances, the simpler form is now preferred.

Examples of words in which the French ending is dropped are:

epaulet	palet	quartet
gram	program	omelet

Other words of French origin, as *cheque*, are being simplified in other ways, as *check*.

18. æ AND œ TO E

Latin derivatives containing the diphthong æ, and in some cases œ, are now being spelled with an *e* only in place of the diphthong, the pronunciation being unchanged. Æ is retained in proper classical names, as Æsop, Æschylus, Ætna, etc. But in common nouns, even when the diphthong is initial, as in ægis, *e* alone is preferred, as *egis*.

A few words of this class follow:

anemia	dieresis	homeopathy
anesthetic	encyclopedia	maneuver
archeology	esthetic	medieval
cesura	ether	pean
cyclopedia	fetid	subpena

19. G FOR GUE

There is a strong tendency to make words of the *catalogue* class end in *-g*, as *catalog*. As a matter of fact, *catalog* is the only one of

these words to make rapid headway, which is probably due to its adoption by several business houses. The simplification is a desirable one, and seems likely to come into recognized use in good time, but, for the present, it is best to retain the *-gue* ending in all cases in order to be safe.

The chief words of this group are:

catalogue	epilogue	prologue
decalogue	monologue	
dialogue	pedagogue	

20. F FOR PH

The simplified-spelling regulations require that *ph*, sounded like *f*, become *f*. This is not a new tendency in the language, for *frenzy*, to cite one example, used to be spelled *phrenzy*. Progressive chemists are using *sulfur* and allied words instead of *sulphur*. *Fantasy*, *fantasm* and *fantasia* are universally preferred to their corresponding *ph*-forms. *Fantom* is likely to supersede *phantom*. But this is as far as this reform has progressed, and it is not correct (yet) to substitute *f* for *ph* generally.

WORD BUILDING AND CHANGING

1. THE FORMATION OF PLURALS

Normal English nouns form their plurals by adding *-s* or *-es* to the singular. The addition of *-s* is almost universal, and always occurs when the pronunciation is perfectly easy without the addition of another syllable, save in a few words ending in a final vowel that is sounded long. Examples of this simple plural are frequent, even in this paragraph: *nouns, plurals, words, examples*. Exceptions to this simple *s*-rule are a number of nouns ending in long *o*, which must be committed to memory. The general rule of adding *-s* holds for nearly all other nouns ending in *-o*.

buffaloes (or -os)	heroes	tomatoes
cargoes	mosquitoes	torpedoes
desperadoes	motatoes (or -os)	vetoos
dominoes	negroes	viragoes
echoes	potatoes	volcanoos
embargoos		

And the commoner ones adding only *-s* are:

albinos	halos	punctilios
cameos	lassos	solos
dynamos	octavos	sopranos
folios	pianos	

Nouns ending in *-y* following a vowel (as *-ay, -ey*, etc.) form their plurals by adding *-s*; those ending in *-y* following a consonant (as *-ly, -ty*, etc.) form their plurals by changing the *-y* to *-i* and adding *-es*. Common examples of both classes follow (note that in the ending *-quy*, the *u*, though normally a vowel, has

a consonantal force with *q*, and the *-y* therefore changes to *-i* as though it were preceded by a consonant):

abbey—abbeys	enemy—enemies
academy—academies	ferry—ferries
actuary—actuaries	gipsy—gipsies
alley—alleys	journey—journeys
ally—allies	key—keys
army—armies	lady—ladies
attorney—attorneys	lily—lilies
boy—boys	mercy—mercies
buoy—buoys	monkey—monkeys
caddy—caddies	obloquy—obloquies
chimney—chimneys	pulley—pulleys
colloquy—colloquies	soliloquy—soliloquies
country—countries	spy—spies
cry—cries	tally—tallies
day—days	turkey—turkeys
ditty—ditties	valley—valleys
dolly—doilies	volley—volleys
donkey—donkeys	way—ways

Several nouns ending in *-f* or *-fe* change the *f* to *v* and add *-es*. There are also several exceptions which retain the *-f* and merely add *-s*. Memory is the only guide. The following are of common occurrence:

beef—beeves	loaf—loaves
belief—beliefs	proof—proofs
brief—briefs	roof—roofs
calf—calves	scarf—scarfs
chief—chiefs	self—selves
dwarf—dwarfs	sheaf—sheaves
elf—elves	shelf—shelves
grief—griefs	*staff—staffs
half—halves	thief—thieves
handkerchief—handkerchiefs	*turf—turfs
*hoof—hoofs	*wharf—wharfs
knife—knives	waif—waifs
leaf—leaves	wife—wives
life—lives	wolf—wolves

The starred forms occur with *-ves* in older

usage. Note that some derived verb forms become *-ve*, as *grieve*, *prove*, *halve*, *believe*, etc.

IRREGULAR NOUNS—This class, though somewhat numerous, is fortunately very familiar to most of us. No rule applies, but usage has made the forms almost second-nature to all those who use language to any degree. A few of the more obscure forms may need attention, but most of them will be recognized as childhood friends (and, occasionally, enemies!):

brother—brethren (brothers)	man-of-war—men-of-war
cannon—cannons (or -s)	monsieur—messieurs
child—children	mouse—mice
cow—kine (cows)	ox—oxen
deer—deer	pea—pease (peas)
die—dice (dies)	penny—pence (pennies)
fish—fish (fishes)	son-in-law—sons-in-law
foot—feet	spoonful—spoonfuls
goose—geese	sheep—sheep
handful—handfuls	talisman—talismans
louse—lice	tooth—teeth
madam—mesdames	trout—trout
man—men	woman—women

Brethren is an older form than *brothers*, and is now used independent of it and with a distinct meaning. *Kine* still occurs for *cows*, but usually in a poetic or archaic sense. *Dice* is commonly reserved for the little cubes used for gambling and various games, while *dies* is the normal plural for more than one *die* of the type used in casting metals, for instance. *Fish* as a plural refers to fish in bulk or in a large quantity, thought of as a whole, while *fishes* refers to a smaller number, thought of as separate entities. Though such compounds

as *man-of-war* and *brother-in-law* form plurals by changing the main word, such words as *handful* and *spoonful* (also *cupful*) have lost their compound value and are now recognized as complete words, so they add *-s* on the end to form their plurals (not *cupsful*). *Pease* is similar to the plural *fish*, and refers to *peas* collectively, *peas* signifying several individual seeds of a pile. *Pence* is the plural of *penny* in the English monetary system, but *pennies* is the normal American form. *Talisman* belongs to a class of *-man* words which do not become *-men* for the plural (as does *women*); compare *Germans* and *Frenchmen*.

LETTERS AND FIGURES — Occasionally it is desired to write the plural of the letter *b*, or of the figure 8. The rule is very simple: Add 's, thus, *b's*, *8's*, *27's*, *H's*.

PROPER NAMES—Plurals of people's names are generally subject to the ordinary rules for forming the plurals of common nouns. Add *-s* applies in most cases. When a noun ends in *-y* following a consonant, the *y* is sometimes changed to *i* and *-es* is added (as *Maries*), but the simpler addition of *-s* or *-es* is preferred, thus: *Alices*, *Marys*, *Murphys*, *Joneses*, *the Misses Brown*. Some authorities prefer 's (as the *Smith's*), but it is really best to reserve this form for the possessive case. The 's is used for plurals of common words used as the names of words, as in this sentence: "There are several *is's* in this paragraph." (Compare the plurals of letters and figures, immediately preceding.) Notice that *-es* is added whenever necessary for ease in pronunciation (*Joneses*).

FOREIGN WORDS—The composite nature of the English language makes a large number of foreign words, little changed from their native forms, inevitable. Some of these retain their native plurals, although most of them have become or are becoming anglicized. Thus, the starred forms in the list below (*) also form regular English plurals by adding *-s* or *-es* to the singular. In some of these cases of two plurals, the two plural forms have different meanings: consult a good dictionary.

As a general guide, Latin nouns ending in *-us* normally change that ending to *-i* to form the plural; those in *-a* become *-ae*; those in *-um* become *-a*; those in *-x* change *the -x* to *-c* and add *-es*. Greek nouns in *-is* normally change *the i* to *e*, becoming *-es*; those in *-on* become *-a*. French nouns in *-eau* add *-x* for the plural. *Genus* is a noteworthy exception: the plural is *genera*.

addendum—addenda

alga—algae

alumna—alumnae

alumnus—alumni

amanuensis—amanuenses

antithesis—antitheses

appendix—appendices

*automaton—automata

axis—axes

bacillus—bacilli

bacterium—bacteria

*bandit—banditti

*beau—beaux

billet doux—billets doux

candelabrum—candelabra.

chateau—chateaux

*cherub—cherubim

crisis—crises

criterion—criteria

curriculum—curricula

datum—data

desideratum—desiderata

ellipsis—ellipses

erratum—errata

fauna—faunae

*focus—foci

*formula—formulae

fungus—fungi

*genius—genii

genus—genera

hypothesis—hypotheses

iambus—iambi

*index—indices

larva—larvae

locus—loci

matrix—matrices

maximum—maxima

*medium—media

memorandum—memoranda	radix—radices
minimum—minima	*seraph—seraphim
momentum—momenta	stadium—stadia
nebula—nebulae	*stamen—stamina
oasis—oases	*stratum—strata
parenthesis—parentheses	synopsis—synopses
phenomenon—phenomena	tableau—tableaux
radius—radii	terminus—termini
*portmanteau—portmanteaux	vertebra—vertebrae

The plural of *genius* is *genii* when it means a spirit or demon, but *geniuses* when it refers to a person endowed with extraordinary ability and powers. Look up *stamen*, *stamens*, and *stamina*. Some nouns, like *insignia*, have no singular; others, like *rapids*, are rare in the singular.

SUMMARY—All regular English nouns form their plurals by adding *-s* or *-es* to the singular, depending on whether *-es* is necessary to make a pronounceable combination (nouns in *-y* following a consonant change the *y* to *i* and obey the rule, adding *-es*). In using this rule, remember not to add *more* than *-es*; for example, the plural of *gas* is *gases* (not *gasses*). The plural of *loss*, of course, is rightly *losses*. Words ending in silent *-e*, although having an extra syllable in the plural, add simply *-s*, naturally (*age, ages; lace, laces*).

2. VERB FORMS

PARTICIPLES IN *-ING*—Verbs which end in silent *-e* (as *hope, bite, deplore*), when *-ing* is added to form the present participle or gerund, drop the silent *-e*, thus: *hoping, biting, deploring*. A few exceptions occur when confusion between two words might result if the rule were followed, or where it is necessary

to keep the *e* to preserve pronunciation, as in *singe, singeing; dye, dyeing* (to distinguish them from *sing, singing; die, dying*). To prevent mispronunciation, the *e* is kept in words like *shoe, toe, hoe: shoeing, toeing, hoeing*. (*Shoing* tempts one to say *shoyng!*)

But in monosyllables and words with the final syllable accented, which have no *-e* ending—that is, ending in a single consonant preceded by a single vowel—the final consonant is doubled before *-ing* (*hop, hopping; sit, sitting; begin, beginning*). Notice that such words in which the final syllable is not accented do not double the consonant (*travel, traveling; revel, reveling*). Also, words ending in more than one consonant, add the *-ing* without change (*accept, accepting; experiment, experimenting*), or in a single consonant preceded by more than one vowel (*school, schooling*). Since *-x* is already a double consonant in effect, it is not doubled (*tax, taxing*), and *u* after *q* has consonantal force, so that *quit* comes under the rule (a monosyllable ending in a consonant preceded by a single vowel)—(*quit, quitting*).

Words in *-ie* follow the rule, save that when the *-e* is dropped, the *i* changes to *y* before *-ing* (*die, dying; lie, lying*).

Verbs ending in hard *-c*, preceded by a vowel, insert a *k* before adding *-ing* in order to keep the *c* hard (*frolic, frolicking; mimic, mimicking; traffic, trafficking*).

PAST PARTICIPLES—The rule to form the past participle or past tense of all regular English verbs is to add *-ed* to the infinitive (pres-

ent tense in regular verbs), unless it already ends in *-e*, when *-d* alone is added. In a few cases, where the final sound of the participle is like *-t*, *-t* is used in spelling the form, as in *spelt* for *spelled*, *burnt* for *burned*, etc. (Burnt is properly an adjective.) Simplified-spelling advocates use the *-t* in every case where the pronunciation allows it, as *talkt*, *distrest*, etc., but this is not a recognized practise.

In general, the rules for *-ing* forms apply here also. Monosyllables and words accented on the final syllable, ending in a consonant preceded by a vowel, normally double the consonant before adding *-ed*, thus: *hopped*, *skipped*, *occurred*, etc. Similarly, words not accented on the final syllable do not double the consonant, thus: *traveled*, *kidnaped*, etc. As with *-ing* forms, the other variations hold true for *-ed*. Compare: *taxed*, *quitted*, *frolicked*, *mimicked*, *accepted*.

Verbs ending in *-y* preceded by a consonant change the *-y* to *-i* and add *-ed*, thus: *cry*, *cried*; *fry*, *fried*; but, since they do not come under the rule, observe *dye*, *dyed*; *toy*, *toyed*; etc. Irregular verbs do not come under the rule, either (*fly*, *flew*), but it is worth noting that some of them in *-ay* change the *-y* to *-i* and add *-d*, thus: *pay*, *paid*; *lay*, *laid*; etc.

SINGULAR AND PLURAL—Verbs form their singulars and plurals very much like nouns, save that the singular forms of verbs (present indicative) end in *-s*, not the plurals. Thus, *cry* becomes *cries*, *fly* becomes *flies*, *dye* becomes *dyes*, *work* becomes *works*, and so on. Save in irregular verbs, the singular and plural

of the other tenses are alike, although, in those conjugated with an auxiliary, the auxiliary changes to show the form.

3. DERIVATIVE WORDS

SUFFIXES WITHOUT CHANGE — Words ending in more than one consonant, normally take suffixes without any variation in spelling, thus: *approach, approachable; cold, coldness;* etc. This has been noticed in the Verb Forms (above), as *pump, pumped, pumping,* etc.

Exceptions are *skill, skilful; will, wilful; full, fulness; install, instalment;* etc., although the double consonant in the derived form is also common.

SUFFIXES WITH DOUBLE CONSONANT— Monosyllables ending in a single consonant preceded by a single vowel double the final consonant before a suffix beginning with a vowel, thus: *run, runner; man, mannish; bag, baggage; hot, hotter; wit, witty;* etc. (as also in the verb forms *plan, planned, planning,* etc.).

The word *gas* is an important exception, following the rule in some derivative forms (*gassing, gassy*), the others having a single *s*, thus: *gases, gaseous,* etc.

Similarly, with words of more than one syllable, ending in a single consonant preceded by a single vowel and with the accent on the final syllable, double the consonant in derivative forms where the suffix begins with a vowel, thus: *occur, occurrence* (and verb forms, *refer, referred, referring,* etc.). But if the accent is thrown back to another syllable in the deriva-

tive, the rule does not hold, thus: *refer, reference; prefer, preferable*; etc. Also, in some *-able* forms, a single consonant is becoming the rule, as in *regrettable, forgettable*, etc.

Words ending in silent *-e*, or in a consonant preceded by more than one vowel, obviously do not come under the rule and add suffixes without change (save dropping of the silent *e*, thus: *feel, feeling; fool, foolery*; etc.) Similarly, words ending in a single consonant but with the accent on some other than the last syllable, do not ordinarily double the consonant, thus: *marvel, marvelous, marveling, marvelled*. But if the accent shifts to the consonantal-syllable in the derivative, then the consonant is doubled, thus: *tranquil, tranquillity* (exception: *civil, civility*).

SILENT E—As with verb forms, silent *e* at the end of a word is ordinarily dropped before suffixes beginning with a vowel. A great many examples are of common occurrence: *sale, salaale; rogue, roguisn; awe, awing; love, lovable; truc, truism; guide, guidance; use, usage; fleecce, fleecy*; etc. Some exceptions in verb forms are mentioned under the preceding section. One important exception to be mentioned here is *mile, mileage. Lineage, lineal* and *pineal* seem to be exceptions also, but they are justified by their derivation from Latin forms containing the *ea* combination. However, in words containing soft *c* or *g*, the silent *e* is kept to preserve this pronunciation, thus: *notice, noticeable; peace, peaceable; outrage, outrageous; advantage, advantageous*; etc.

Silent *e* at the end of a word, preceded by

a consonant, is commonly retained when a suffix beginning with a consonant is added. Examples are numerous: *hate, hateful; polite, politeness; manage, management; grace, graceful; taste, tasteless; pale, palely, paleness; vague, vagueness* (*u* silent); etc. In some words where mute *e* is preceded by another vowel, the *e* is dropped, as in *argue, argument; due, duly*; etc. Four important exceptions to the general rule in modern practise are *abridgment, acknowledgment, judgment* and *lodgment*, which do not retain the silent *e*.

Other exceptions are *nursling, wholly, and wisdom*.

FINAL Y—Final *y* preceded by a consonant is changed to *i* before a suffix beginning with some letter other than *i*, thus: *specify, specification; pity, pitiful; modify, modifier; busy, busier, business; dainty, daintiness; mercy, merciful*; but if the addition begins with *i*, as in *-ing* verb forms, the *y* is retained, as *specify, specifying*. *Babyhood* is an exception.

Words ending in *-y* and forming derivatives with the suffix *-ship*, commonly keep the *y*, as *lady, ladyship; secretary, secretaryship*; etc.

One-syllable adjectives forming noun-derivatives (chiefly) usually keep the *y*, thus: *sly, slyness; dry, dryness*; etc. *Dryly* and *slyly* occur also, but forms such as *drily* are not uncommon. *Dry*, however, follows the rule in *drier* and *driest* without exception.

Words ending in *-y* preceded by a vowel add suffixes without change, thus: *play, player; joy, joyfulness*; etc. Irregular verbs (*pay, paid*)

are important exceptions, and some other forms such as *daily*, *saith*, *staid*, etc. Also, *gaiety* and *gaily* are becoming more common than the older *gayety* and *gayly*.

4. IMPORTANT PREFIXES

Almost all English prefixes are from Latin prepositions, and a knowledge of their significance is of great assistance in spelling words and in telling similar words apart. The chief ones are explained below in some detail: students interested in derivations should look up the roots, for the stems of the examples given, in some good dictionary.

AB (A, ABS)—Signifies *from* or *away*. *Abduct* thus comes from Latin words signifying to *lead away* (*dux* means leader, from which such forms as *duke* and *duchess* originate).

absent	abrupt	abnormal
abduct	abdicate	abstract
absolute	avert	aboriginal
abhor	abstain	

ANTE (ANTI)—Signifies *before*, as in the often used Latin phrase *ante bellum* (before war). *Antecedent* thus comes from the Latin signifying to *go before*. Do not confuse this prefix, even when it is spelled *anti-* (as in *anticipate*) with a Greek prefix *anti-*, signifying *against* (as in *antidote*, *anticlimax*, *anti-slavery*, *antiseptic*, *antipodes*, *antithesis*, etc.)

antediluvian	anteroom	anterior
antecedent	antechamber	antique
anticipate	antedate	

CIRCUM—Signifies *about*, *around*. *Circumference* is derived from a combination meaning

to *bear around*, or *carry around*. Compare *circus*, *circle*.

circumference	circumlocution	circumambient
circumvent	circumspect	circumcise
circumnavigate	circumscribe	

INTER — Signifies *among*, *between*, *mutually*.

interval	interpose	interlude	interfere
interweave	interview	intervene	interrupt
intermediate	international	intercollegiate	intersect

DE—Signifies *from*, *down*, *away*. *Decapitate* therefore means to *take away the head* (*caput*, head).

debase	deface	debate	deject
decide	deform	debar	decamp
degrade	deflect	demerit	decrease
dethrone	decrease	detract	deceive

NON—Signifies, obviously, *not*.

nonsense	nondescript	nonpareil
nonentity	noncombatant	nonplus
noncommittal	nonconformity	
nonage	nonchalance	

PER—Signifies *by*, *for*, *through*. An example of widely divided usage is the word for %—it is variously written *per centum*, *per cent.*, *per cent*, and *percent*. The last form is gaining headway as the preferred spelling. It means *per hundred*, or *by the hundred*, and some purists desire to keep it *per cent.*, showing that it is an abbreviation of the Latin *per centum*. The *per* is often used alone in English in such expressions as *per day*, *per week*, etc.

perpetuate	perspective	perspire	perambulate
perpetrate	permission	perforate	perchance
persecute	permeate	persevere	percolate
perceive	perusal	perennial	perfect

POST—Signifies *after, behind*. It occurs in its original form in several Latin phrases in common use in English, among them: *ex post facto* (arising after the fact); *post bellum* (after war); *post diem* (after day, usually a specified day); etc.

posterior	posterity
posthumous	postgraduate
postpone	postern
postscript	

PRE—Signifies *before*. When a person is a little *previous*, the full sense of the prefix is felt!

preface	preview	president	presage
prelude	prepaid	precedent	premium
precede	premature	preliminary	precocious
previous	precept	prehistoric	premeditate
prefix	predominate	preamble	precaution

PRO—Signifies *before, forward, instead of*. *Promote* is to move forward. *Pronoun* stands for or instead of a noun.

proceed	provide	promise	promenade
probate	project	profess	prominent
promulgate	pronoun	prospect	prosecute
protect	protrude	promote	propel

RE—Signifies *back, again, against*. *Return* is literally to *turn back*. *Rewrite* is to *write again*.

rebate	recede	reiterate	resign
reform	repeat	reply	retreat
return	review	reflect	recess
rewrite	revolve	reduce	repeal

SE—Signifies *without, apart, aside*. To *select* is to *pick apart* from the rest.

secede	seduce	separate
segregate	secure	select
seclude	secrete	

SUPER—Signifies *above, over, beyond*. Its full sense is felt in *superior*.

supersede	superstition
superlative	superstructure
superior	superficial
superintendent	superfluous
superb	

TRANS (TRA, TRAN)—Signifies *across, over, beyond, through*. Motion is often implied in this prefix, while rest is implied in **SUPER**. A *transatlantic* liner is one that *crosses* the Atlantic.

traduce	transpose	transfer	transparent
transgress	transpire	transplant	
translate	transact	transient	

CONTRA—Signifies *against, opposite*. *Contrary* gives it its full value.

contradict	contraception	contravene
contraband	contrast	contrary

AI (A, AC, AF, AG, AL, AN, AP, AR, AS, AT)—Signifies *to*. To *adhere* is to *stick to* something.

adhere	admit	appear	accent
adjacent	affect	approve	assert
affix	attempt	apply	attend

COM (CO, COL, CON, COR)—Signifies *with, together*. To *conform* is to *agree with*.

combine	confer	collect	concrete
contract	compete	conspire	concede
convene	commerce	conjure	concord
congregate	corrupt	contain	complex

DIS (DI, DIF)—Signifies *apart*. *Disperse*

conveys the sense at once: to spread *apart*, *separate*.

disgrace	disable	distract	digress
disappoint	disperse	disdain	dissolve
disappear	disapprove	different	dissuade

EX (E, EF)—Signifies *out, out of, away from, off, beyond*. Such combinations as *ex-president* make this prefix familiar; it is in its own form in *exofficio* (*out of or by virtue of office*).

exponent	evade	expire	effect
exceed	elate	extract	effort
expel	excursion	explain	emigrant
efface	exhaust	express	emissary

IN (IL, IM, IR)—Signifies *in, into, and sometimes not, without*. *Indecent* is *not decent*, but *invade* signifies to go or come *into*.

infuse	inspire	irrational	inherit
invade	illegible	immaterial	invite
ingress	illiberal	irregular	immediate
inhale	illogical	immoral	informal

SUB (SUC, SUF, SUG, SUP, SUR)—Signifies *under, below, near*. A *submarine* is a vessel that goes *under* the sea. A *substitute* is something put in place of the original, and hence *stands under*.

subconscious	subdivide	suburb	subjugate
subvert	suggest	success	suffix
support	suffice	suffer	suppose
suppress	supplant	subscribe	subordinate

5. SUFFIXES LY AND NESS

Nouns formed from adjectives commonly add *-ness* to the adjective, as *good, goodness*;

wicked, wickedness; ghastly, ghastliness; etc. Note that a final *-y*, preceded by a consonant, changes to *i* before the *-ness*. Adjectives ending in *-n* follow the rule, making a double *-ness*, as *mean, meanness; keen, keenness, etc.* (Notice that other words keep a double consonant the same way: *bookkeeper* and *withhold*—but *threshold*.)

Adverbs formed from adjectives commonly add *-ly* to the adjective, as *bad, badly; weary, wearily; beautiful, beautifully; etc.* Note again that a final *-y*, preceded by a consonant, changes to *i* before the *-ly*.

ODDS AND ENDS

1. TO, TOO, AND TWO

Two and *two* make four; but *to*, *too*, and *two* make TOO much trouble for poor spellers. *Two* is the numeral, and is easily remembered (compare *twice*, where the *w* is sounded). *To* is the preposition, and should give no trouble. But *too*, the adverb of degree, has *too* many *o*'s for some people to remember. Whenever anything is TOO much or TOO many, the *too* requires one more *o* to emphasize the added stress on the word!

2. WARD OR WARDS?

Prepositions in *-ward* (adverbs, *too*) are spelled interchangeably with or without a final *-s*. *Toward* is preferred, though, to *towards*, and likewise with *forward*, *backward*, etc.

3. FF, LL, SS

The letters *f* and *l*, at the end of monosyllables and following single vowels, are usually doubled to *ff* and *ll*. Examples: *off*, *all*, *staff*, *hill*, etc. EXCEPTIONS: *if*, *of*, *chef*, *clef*, *pal*, *sol*, *nil*. Words from foreign languages, such as *chef*, *clef*, and *sol*, are only apparent exceptions.

The letter *s*, at the end of monosyllables and following single vowels (save when it forms the possessive case or plural of a noun or the third person singular of a verb, as in *pa's*, *Jo's*, *has*, *was*, etc). is usually doubled to *ss*. Examples: *grass*, *press*, *hiss*, *miss*, *toss*, *guess*

(the *u* has consonantal force with *g* so the *e* is considered a single vowel). EXCEPTIONS: *as, gas, yes, his, thus, this, plus, pus, bus, us*. Observe that under the parenthetical exception above, these do not come under the rule: *has, was, is*.

The only other consonants ever so doubling at the end of English words are *b, d, g, m, n, p, r, t,* and *z*. Examples: *ebb, add, odd, egg, inn, jinn, err, burr, purr, butt, buzz, fizz, fuzz, jazz*. Notice that *let, net,* and *set* end in one *t* only.

4. FINAL CK

Monosyllables ending with a *k*-sound, with *c* following a vowel, normally end in *-ck*. Examples: *back, brick, sick, stick, rock,* etc. *Arc, tale, zinc* are exceptions. *Lac* and *sac* are apparent exceptions from other languages ("other languages" because these words usually come from the original Anglo-Saxon).

Words of more than one syllable, with *c* following any vowel save *i* or *ia*, also end in *-ck*. Examples: *hammock, hillock, wedlock*. EXCEPTIONS: *Almanac, havoc*. Where *c* follows *i* or *ia*, the ending remains *-c*. Examples: *public, music, maniac,* etc. *Derrick* is an exception.

5. THE APOSTROPHE

*It's its tail it's chasing.
You're your own master.
Who's whose master?*

Personal pronouns have no apostrophe, even in their possessive forms. Note that the forms

with an apostrophe are contractions of *it is*, *you are*, and *who is*, respectively.

The possessive case (genitive) of English nouns is normally formed by adding 's to the singular, unless it ends in -s, when the apostrophe alone (after the s) is generally preferred. Similarly, when the plural ends in -s, the apostrophe alone *after* the -s is sufficient (but observe *men's*, *children's*, etc.). This use of the apostrophe in the possessive case has led to the confusion in personal pronouns mentioned above, in the possessive forms of which no apostrophe is used, thus: *its*, *ours*, *theirs*, *his*, *hers*, *yours*, *whose*. Indefinite pronouns, however, form the possessive normally, as *someone's*, *one's*, etc. But some forms that were originally possessive have now become words by themselves, as *oneself* (not *one's self*), and so on.

The apostrophe, as in the contractions of *it is*, etc., above, is used to show the omission of one or more letters. Common examples are the elision of *do not* to *don't*, *does not* to *doesn't*, and so on, in speech. *Won't*, which is properly a contraction of *will not* (obsolete for *will not*), uses only one apostrophe, and is becoming common written without any, as *wont*, in spite of a possible confusion with the noun spelled the same way. Precise stylists in English write the forms *do n't*, *I'll*, *should n't*, etc., spaced apart, but it is good practise to write them as one word, with an apostrophe -n't. The omission of other letters is similarly shown: 'em, givin', 'cause, 'phone, etc.

See also WORD BUILDING AND CHANG-

ING, Section 1, for further uses of the apostrophe.

6. TRIPLETS TABOO

When forming derivative words in English, remember that triplets of the same letter are taboo, thus: *agreed* (not *agreeed*), *fully* (not *fullyy*), showing that the extra letter is dropped when making combinations that would triple it by following the rule. I can think of no word containing a triple row of the same letter, vowel or consonant, and I think it is safe to wager that there is none.

DRILL LISTS

For self-instruction and self-correction, the appended lists are offered. The smaller lists of words, grouped according to types or classes throughout the text of this book, are recommended as accessories to these. They include a great many words commonly misspelled, for one reason or another, and most people will find in them one or more personal bugbears. Quite possibly, also, numerous words are included which to some people will seem obvious and unnecessary. But if you can't imagine how some of these words can possibly be misspelled, don't criticize the list, but congratulate yourself on the fact that you, at least, don't know how to spell them *incorrectly*.

I. HOMONYMS.

These words paired or in triplets are sounded alike or very nearly alike. Careful pronunciation will aid in distinguishing many of them. They are often confused because of hazy ideas as to their meanings. Any unfamiliar or *vaguely* familiar forms should be verified at once in a good dictionary. Of course, this list doesn't pretend to be exhaustive; homonyms occur by the score that are not included here.

accept	all most	altar
except	almost	alter
advice	all ready	angel
advise	already	angle
affect	allude	ascent
effect	elude	assent
aisle	allusion	aught
isle	illusion	ought

beer	coral	gate
bier	corral	gilt
berth	corporal	guilt
birth	corporeal	grisly
board	corps	grizzly
bored	corpse	idle
born	currant	idol
borne	current	idyl
breach	deceased	incidence
breech	diseased	incidents
breath	decent	ingenious
breathe	descent	ingenuous
bridal	dissent	jam
bridle	desert	jamb
calendar	dessert	later
calender	device	latter
colander	devise	lead
canon	qual	led
cannon	duel	lessen
canvas	dyeing	lesson
canvass	dying	lightening
capital	emerge	lightning
capitol	immerge	loath
carat	emigrant	loathe
caret	immigrant	loose
carrot	exercise	lose
censer	exorcise	lumbar
ensor	extant	lumber
censure	extent	mantel
cession	fain	mantle
session	fane	medal
chord	feign	meddle
cord	faint	might
cite	feint	mite
sight	faun	miner
site	fawn	minor
cloths	forbear	missal
clothes	forebear	missile
coarser	formally	peace
courser	formerly	piece
complement	fort	pedal
compliment	forte	peddle
confidant	forth	pendant
confident	fourth	pendent
consul	funeral	persecute
council	funereal	prosecute
congress	gait	precede

proceed	reed	than
prescribe	respectfully	then
proscribe	respectively	their
principal	ring	there
principle	wring	they're
prophecy	rout	therefor
prophecy	route	therefore
raise	sleight	waist
raze	slight	waste
rap	stationary	waive
wrap	stationery	wave
read	straight	yoke
rede	strait	yolk

2. STUMBLING BLOCKS

This list includes some especially difficult words in more or less common use.

abyss	argument	comparative
academy	arraign	comparison
accidentally	ascendant	concede
accommodate	ascendency	conductive
acquaint	assassin	confectionery
acquiesce	assessor	conscientious
acquire	asthma	conscious
across	athletic	consummate
address	attorney	convalescent
adieu	auxiliary	corollary
adjacent	baccalaureate	correlate
admittance	bankruptcy	correspondent
adolescent	battalion	councilor
aeroplane	belligerent	cruiser
aghast	bouillon	cupboard
alignment	boundary	debtor
allegiance	business	decadence
all right	campaign	defendant
(not <i>alright</i>)	catarrh	definite
amphitheater	catechise	deity
analyze	chancellor	describe
analysis	coalesce	desperate
anniversary	cocoa	diaphragm
anonymous	coerce	diarrhea
apostrophe	column	diphtheria
appal	commemorable	disappear
apparatus	commentator	disappoint
arctic	committee	discern

dissipate	infinitesimal	occurrence
dreadnought	inflammable	omission
dyspepsia	insurrection	omniscient
eccentric	interrogate	operate
ecstasy	iridescent	opportunity
effervesce	irrelevant	pageant
efficacy	irresistible	panacea
eighth	jeopardy	parallel
embarrassment	keenness	parliament
emissary	knowledge	partner
erysipelas	laboratory	perform
etiquette	labyrinth	phlegm
exaggerate	lacerate	physician
excellent	lackadaisical	physiology
existence	larceny	playwright
extraordinary	larynx	pleurisy
fascinate	lascivious	pneumatic
felicitous	lavatory	pneumonia
firmament	lethargy	pontiff
flippancy	library	pontifical
forceful	literature	porcelain
foreign	loneliness	possession
fraudulent	luncheon	poultice
fricassee	macaroni	preference
gases	maintenance	prejudice
genealogy	marriage	preparation
government	masquerade	privilege
grammar	massacre	professor
guard	mattress	pronunciation
gullible	meanness	psychology
hackneyed	menagerie	pyramid
halleluiah	messenger	recommend
hemisphere	metallurgy	recruit
hemorrhage	millenium	reference
hindrance	mischief	reminiscence
homogeneous	misspell	reparation
hurricane	mistletoe	repetition
hypocrisy	moiety	reservoir
hypothesis	monastery	resistance
illicit	mortgage	restaurant
illiterate	necessary	resuscitate
inmaculate	neuralgia	rheumatism
immediately	noisome	rhubarb
incandescent	noticeable	sacrilegious
incidentally	nuisance	salary
independent	numskull	sanatorium
indictment	obedient	sanitarium
inertia	occasion	sapphire

sarsaparilla	strategy	typhoid
sassafras	subterranean	tyranny
scissors	superintendent	until
scythe	syllable	vaccinate
secretary	symmetry	valise
separate	synonym	vengeance
sergeant	tariff	village
sibyl	thermometer	villain
silhouette	till	viscera
sophomore	transgressor	visible
souvenir	trousseau	welfare
specimen	tuberculosis	yacht
sphere	turquoise	zoology

3. SOME PROPER NAMES

In general, proper names (especially the names of persons) must be spelled according to the custom or practise of family or vicinity. Some names that are fairly well known are, nevertheless, confused, as Samuel *Johnson* and Ben *Jonson*, Herbert *Spencer* and Edmund *Spenser*, Edgar *Allan Poe*, William *Shakespeare* (approved form), Thomas *Malory*, Thomas Babington *Macaulay*, Friedrich *Nietzsche*, George *Eliot*, Jane *Austen*, William *Makepeace Thackeray*, etc. Beware of *Tuesday*, *Wednesday*, and *February*. Notice carefully *Connecticut*, *Massachusetts*, *Pennsylvania*, *Mississippi*, *Tennessee*, *Missouri*; and *Cincinnati*, *Des Moines*, *Schenectady*, *Poughkeepsie*, *Milwaukee*; and *Allegheny*, *Niagara*, *Mediterranean*, *Hawaii*, *Britain*, and *Britannia*.

4. ABBREVIATIONS

A. D., B. C., a. m., and p. m., have already been mentioned. Abbreviations of the commoner academic degrees are: A. B., S. B. (sometimes B. S.), A. M. (M. A.), Ph. D., M. E.,

D. D., LL. D., M. S., etc. That little abbreviation for *and so forth* is worth noticing: *etc.*, standing for the Latin *et cetera*, so don't spell it *ect.*!

Abbreviations of the states of the United States, as officially recommended, follow:

Ala.	Ill.	N. C.	R. I.
Alaska	Ind.	N. Dak.	S. C.
Ariz.	Iowa	N. H.	S. Dak.
Ark.	Kans.	N. J.	Samoa
Cal.	Ky.	N. Mex.	Tenn.
Colo.	La.	N. Y.	Tex.
Conn.	Mass.	Nebr.	Utah
D. C.	Md.	Nev.	Va.
Del.	Me.	Ohio	Vt.
Fla.	Mich.	Okla.	W. Va.
Ga.	Minn.	Oreg.	Wash.
Guam	Miss.	P. I.	Wis.
Hawaii	Mo.	P. R.	Wyo.
Idaho	Mont.	Pa.	

P. I. and P. R. stand for Philippine Islands and Porto Rico (note spelling), respectively. The Virgin Islands of the United States have no abbreviation. Use of these abbreviations on mail is approved by the Post Office Department, but a great many business houses aid the expeditious handling of their mail by spelling out the names of states, etc., oftentimes in capitals. The practise is a good one, and avoids much confusion.

5. THIS WAY, PLEASE

A brief summary of divided usage follows. This book recommends that these rules be consistently followed, and, unless you have some objection so deep-seated that it is ineradicable, it is suggested that you adopt these forms as *your* style, for you can feel assured of ample backing to support your practise.

Spell *-our* words with *-or* (*honor*); see WORD GROUPS, Section 4.

Spell *-re* words with *-er* (*theater*); see WORD GROUPS, Section 10.

Spell *-ise* words with *-ize* (*criticize*), save in a few cases of established usage; see WORD GROUPS, Section 9.

Spell *ae* and *oe* diphthongs as *e* only (*subpena*); see WORD GROUPS, Section 18.

Of the following words, the form given here is recommended:

abridgment	encumbrance	kidnap
acknowledgment	envelop (verb)	lightning
airplane	epaulet	lodgment
almanac	fantasia	mask
ambassador	fantasy	midnight
amuck	forgettable	mold
analyze	fulfil	moult
ascendent	fulfilment	mustache
ax	fulness	namable
bark (vessel)	gage	omelet
boulder	gaiety	oneself
bun	gaily	paraffin
caldron	gelatin	pigmy
check (document)	gild (noun)	plow
clue	gipsy	practise
controller	glamor	program
cooperate	glycerin	regretable
cue	goodby	rhyme
debatable	gram	salable
dependent	gray	skilful
deposit	gruesome	syrup
develop	harken	today
development	hypotenuse	tomorrow
dike	indorse	tonight
dishabille	inquire	trousers
disk	instalment	vender
dispatch	instil	veranda
distil	insure	whisky
draft	jail	wilful
dulness	jeweler	woful
enclose	judgment	woolen

Of these, *airplane* is still making its way, but the opposition of the more cumbersome *aeroplane*, it seems, cannot last long. *Technic* has a strong following in some quarters, to supersede *technique*. Thus the progressive and persistent conductors of our language command us: *This way, please!* And it is both safe and advisable to go at least this far at their call.



