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OR

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BY JOHN BYGOTT

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*Master at the Secondary School and Lecturer in Commercial Subjects at
the Technical Institution, Luton; formerly Chief English Master
at Pitman's Metropolitan School, London;*

AND

A. J. LAWFORD JONES,

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*Authors of "The King's English and How to Write It," "English
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PREFACE.

BELIEVING that a simple guide to punctuation would find a ready field, we present this little work to the public. We have endeavoured to cultivate simplicity by giving only the more important general uses of each stop, for, in the case of the semicolon or comma, it would be possible to tabulate many more pedantic uses which might be found once in fifty pages of standard English. We hope that a happy selection of illustrative examples will lend brightness to our pages, for most of the illustrations have been culled from standard authors, not that these are always great authorities upon punctuation, but because we believe the striking sayings of Carlyle, Macaulay, or Ruskin will leave a more lasting impression than patchwork sentences "made to order."

The exercises should serve the double purpose of tests in punctuation and in composition. To work through them on the lines indicated will strengthen anyone's command over language, in addition to inculcating correctness in the use of stops. It is hoped that the hints on the punctuation

of Shorthand Notes and Commercial Correspondence will be useful to those for whom they are more particularly intended.

We sincerely thank the friends who have read the work in MS. or in proof, and to whom many valuable suggestions are due, particularly Messrs. B. de Bear, Principal of Pitman's Metropolitan School; J. Oakesmith, M.A., D Litt. (Lond.), of H.M. Civil Service; and F. Peacock.

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