Observing the Rules of Mechanics

Mechanical errors in the use of capitalization, italics, quotation marks, apostrophes, hyphenation, number style, abbreviations, and spelling distract readers from the content of your writing. Heeding certain rules as you prepare the final copy of a paper will help ensure that your reader’s attention is focused not on preventable mechanical errors but on what you have to say.

29

CAPITALIZATION

29a Capitalize the first word of every sentence and of every line in conventional poetry.

Using a word processor saves time during revision.
Standardized tests present a major problem for minorities; they do not allow for cultural differences.
Whenas in silks my Julia goes
Then, then, methinks, how sweetly flows
That liquefaction of her clothes. . . .
—Robert Herrick,
“Upon Julia’s Clothes”

29b Distinguish between proper names, which require capitalization, and common names, which do not.

I left the assignment in my professor’s mailbox.
But: I left the assignment in Professor Sheldon’s mailbox.
I worked in summer stock to gain experience.
But: I worked at the Summer Festival Theater to gain experience.

29c In titles, capitalize the first and last words and all important words.

As a general rule, capitalize all nouns, pronouns, verbs, adjectives, and adverbs in titles. In addition, capitalize all prepositions and conjunctions of four or more letters. In words with two-part titles, the first word of the subtitle is also capitalized, regardless of the word’s length.
Zora Neale Hurston’s *Their Eyes Were Watching God*
Derrick Ashford’s “Eighteenth-Century Comedy on the Modern Stage”
Marya Mannes’s “TV Advertising: The Splitting Image”

**29d**

**Capitalize the names of people, races, nationalities, languages, and places, whether used as nouns or as adjectives.**

In American usage, the terms *black* and *white* are not capitalized. Native American, Hispanic, and Asian are capitalized.

- Thomas Paine
- Malaysia
- Nairobi

**29e**

**Capitalize the names of historical and cultural periods; historical, political, and cultural events; and documents.**

- the Age of Reason
- the Romantic Movement
- the Battle of Hastings

- the Emancipation Proclamation
- Elizabethan drama
- Prohibition

**29f**

**Capitalize the names of days, months, and secular and religious holidays.**

- Thursday
- September

- the Fourth of July
- Hanukkah

**29g**

**Capitalize the names of businesses and other organizations and government agencies and offices.**

- General Electric Company
- Phi Delta Kappa

- National Rifle Association
- United States Senate

**29h**

**Capitalize the names of schools, colleges, and universities; academic departments; specific sources; and degrees—but not general references.**

- Amherst College
- Thomas Jefferson High School
- Department of Education
- Sociology 245
- Bachelor of Arts

- [But college classes]
- [But high school teachers]
- [But department meeting]
- [But sociology course]
- [But baccalaureate degree]

**29i**

**Capitalize the names of religions and their followers and religious terms for sacred persons, books, and events.**

- God
- Buddha
- the Koran

- Islamic law
- Christian traditions
- the Immaculate Conception
Capitalize titles that precede proper names.

Doctor Erica Weinburg  Prime Minister Winston Churchill
Secretary of State James Baker  President Abraham Lincoln
Professor Leon Edel

A title used alone or following a proper name is not capitalized.

A college professor is the catalyst in a classroom.

Jimmy Carter, the former president, has contributed even in retirement to the benefit of the country.

Capitalize nouns designating family relationships only when they are used as proper names or when they precede proper names.

After arthroscopic surgery, Mother’s chances of leading a normal life improved.
I arrived at the apartment before Uncle Will got home from work.

Do not capitalize common nouns that name family relationships, even when the noun is preceded by a personal pronoun in the possessive case.
After arthroscopic surgery, my mother’s life improved.
I arrived at the apartment before my uncle got home from work.

Never underestimate the influence of brothers and sisters.

Capitalize A.M. and P.M. and A.D. and B.C.; capitalize the call letters of radio and television stations; capitalize abbreviated forms of business, organization, and document names. (Periods may or may not be required, according to convention; consult a dictionary.)

705 B.C.  ERA
A.D. 1066  WPFR radio
4:30 A.M.  KTVI television
4:30 P.M.  IBM

Capitalize the first word of a direct quotation if the quotation is a complete sentence or an interjection that can stand alone.

Mr. Bennett remarked, “Though ornate by present standards, Baroque sculpture remains aesthetically pleasing.”
Carla, surprised by the harsh criticism, responded, “Oh.”

Exercise
Supply capitalization in the following sentences, noting the rule that guides each correction.

1. the elizabethan period, a cultural and aesthetic awakening in england, began roughly a century after the italian renaissance.
2. Yom Kippur, the holiest Jewish holiday, was observed on Thursday, September 15, this year.

3. Although my mother and aunt Beatrice are both normally critical television viewers, they both love *The Young and the Restless*.

4. An MBA from Harvard is an excellent passport to a lucrative job on Wall Street or with a Fortune 500 firm.

5. Students in French secondary schools are expected to learn English as well as one other foreign language.

6. James Baker, the Secretary of State, travels extensively in Europe and the Middle East for the Department of State.

7. The Reverend Thomas R. Fitzgerald serves as President of St. Louis University, a Catholic university enrolling over eleven thousand students.

8. Who was it who said, “I cried all the way to the bank”?

9. The abbreviation IRA could refer to the Irish Republican Army, the International Reading Association, or an Individual Retirement Account.

10. Dorothy Parker once described Katharine Hepburn’s performance in a play with this caustic sentence: “She ran the whole gamut of emotions from a to b.”

---

**ITALICS**

In print, *italics*, slanted type, is used to give words distinction or emphasis. In handwritten or typed manuscript, the same effects are achieved using underlining.

**Italicize the titles of books, periodicals, newspapers, pamphlets, plays, films, television series (but not individual programs), radio programs, long poems, long musical compositions, record albums, paintings, and sculpture.**

- Marcel Proust’s *Swann’s Way* (book)
- The *Washington Post* (newspaper)
NCTE’s *Essentials of English* (pamphlet)
Oscar Wilde’s *The Importance of Being Ernest* (play)
Sidney Pollack’s *Out of Africa* (film)
Norman Lear’s *All in the Family* (television program)
Casey Kasem’s *Top-Twenty Count Down* (radio program)
Walt Whitman’s *Leaves of Grass* (long poem)
Tchaikovsky’s *The Nutcracker Suite* (long musical composition)
Paul Simon’s *Graceland* (album)
Pablo Picasso’s *Three Musicians* (painting)
George Segal’s *Girl in Doorway* (sculpture)

30b **Italicize the names of individual ships, trains, airplanes, and spacecraft.**

Jacques Cousteau’s *Calypso* (ship)
the *Orient Express* (train)
*Air Force One* (airplane)
*Voyager 1* (spacecraft)

30c **Italicize foreign words and phrases.**

Confined to a hospital bed, Rachel had to vote *in absentia.*

Many foreign terms have been assimilated into standard usage and, as a result, do not require italics. Consult a dictionary for guidance.

30d **Italicize words used as words, letters used as letters, numbers used as numbers, and symbols used as symbols.**

French contains two variations of *you,* one formal and one informal.
The letters *a* and *e* used to be printed *æ.*
Make sure that you distinguish your *1s* from your *7s.*
The ampersand, &, is unacceptable in formal prose.

30e **Italicize words selectively for emphasis.**

In formal prose, this is not considered good usage.

Jason played the song *twenty-three* times in a row!

31 **QUOTATION MARKS (“/”)**

*Quotation marks* are most commonly used to set off direct quotations, but they have a mechanical use as well.

31a **Use quotation marks with the titles of brief works or parts of complete works.**

“Winning Hearts Through Minds” in *Time* (article)
Ernest Hemingway’s “Old Man at the Bridge” (short story)
Gerard Manley Hopkins’s “God’s Grandeur” (poem)
Exercise

Insert italics (underlining) and quotation marks in the following sentences. Remember to place them accurately in relation to other punctuation.

1. Paul Conrad won Pulitzer Prizes for editorial cartooning when he worked for two different publications: the Denver Post and the Los Angeles Times.
2. Grammies for best song and best album went to Tina Turner for What’s Love Got to Do With It? and Private Dancer, respectively.
3. To demonstrate aerodynamic possibilities, engineers developed the Gossamer Albatross, an airplane propelled by peddling.
4. Blattela germanica is an eloquent sounding term to use when you mean cockroach!
5. Stuart called here sixteen times while you were gone this weekend.
6. On your final charts, please write female and male rather than ♂ and ♀.
7. A View to a Death, a pivotal chapter in Golding’s novel Lord of the Flies, offers a vision of primitive, ritualistic execution.
8. In an article titled A Man With Titanic Vision, Discover magazine honored Bob Ballard as its 1986 Scientist of the Year.
9. Many American musicals have plays as their source, among them Hello, Dolly (The Matchmaker), My Fair Lady (Pygmalion), and Cabaret (I Am a Camera).
10. Kurtz, a character in Conrad’s novel The Heart of Darkness, has re-emerged in T. S. Eliot’s Hollow Men, a brief poem, and Apocalypse Now, a long film.
32  APOSTROPHES (')

The *apostrophe* has three general uses: to indicate the possessive case of nouns and some pronouns, to indicate the omission of letters and numbers, and to indicate the plural of letters, numbers, and words used as words.

32a  Use an apostrophe and an *s* to form the possessive of a singular noun, a plural noun not ending in *s*, or an indefinite pronoun.

  Oprah Winfrey’s guests
  somebody’s car
  the men’s dressing room
  a month’s rental fee
  Harry Jones’s first flight

32b  Use only an apostrophe, without an *s*, to form the possessive of a plural noun ending in *s*.

  scientists’ projections
  the Joneses’ first flight

32c  To show joint possession, add an apostrophe and an *s* to the last name in the group. To show individual possession, add an apostrophe and an *s* to each name in the group.

  Lerner and Loewe’s musical reputation [Joint possession]
  Shakespeare’s and Marlowe’s dramatic innovations [Individual possession]

32d  Use an apostrophe to show the omission of letters and numbers.

  couldn’t  could not  there’s  there is
  I’ll  I will (or I shall)  the ’84 Olympics  the 1984 Olympics

32e  Use only an *s* to form the plurals of numbers, letters, and words used as words.

  Kirsten received four *10s* during the final round of competition.
  Her *s*’s look like *8s*.
  His writing was cluttered with *very*, *really*, and *especially*.

33  HYPHENATION (-)

*Hyphens* are used for two purposes: to divide a multisyllable word at the end of a line and to join two or more words of a compound.

33a  Hyphenate a word that must continue on a new line
Place hyphens between the syllables of words that must be divided (if necessary, consult a dictionary to see where a break may be made). Do not break one-syllable words or leave fewer than three letters at the end or beginning of any line. Do not hyphenate proper names.

The hurricane battered the coastline, damaging property in four cities.

33b

**Hyphenate compound words according to convention; consult a dictionary.**

Some compound words are hyphenated; others are “closed up,” written as one word; still others are written as two words.

<table>
<thead>
<tr>
<th>Hyphenated</th>
<th>Closed Up</th>
<th>Two Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>sister-in-law</td>
<td>applesauce</td>
<td>wedding ring</td>
</tr>
<tr>
<td>razzle-dazzle</td>
<td>blackboard</td>
<td>living room</td>
</tr>
<tr>
<td>master-at-arms</td>
<td>landowner</td>
<td>free fall</td>
</tr>
</tbody>
</table>

33c

**Hyphenate words that precede a noun and combine to modify it.**

- heart-to-heart talk
- off-the-cuff comments
- never-ending problems

When the modifiers follow the noun, no hyphens are necessary.

- The comments were off the cuff.
- His problems were never ending.

33d

**Hyphenate compound numbers ranging from twenty-one to ninety-nine; hyphenate fractions.**

- a test score of sixty-seven
- two-thirds of the voters

33e

**Hyphenate words using the prefixes all-, ex-, and self-; hyphenate words using the suffix -elect.**

- all-consuming pride
- self-motivated student
- ex-wife
- secretary-elect of the city council

33f

**Hyphenate a compound consisting of a prefix and a proper noun.**

- anti-Iranian
- pre-Enlightenment
- un-American
- post-Kantian

33g

**Hyphenate words formed with a prefix if the unhyphenated form would be a homonym, a word with the same spelling and pronunciation but a different meaning.**

- re-cover (to cover again)
- recover (to regain)
- re-lease (to lease again)
- release (to let go)
NUMBERS

Spell out numbers that can be expressed in one or two words.

- thirty-two source cards
- twenty-six thousand dollars
- five million voters
- fourteen hundred miles

Use digits for numbers that would require three or more words if spelled out.

- 319 graduates (not three hundred and nineteen)
- 101 pages (not one hundred and one)

Spell out a number that begins a sentence, or revise the sentence so that it does not open with a number.

- Not: 412 art dealers attended the convention.
- But: Four hundred and twelve art dealers attended the convention.
- Or: There were 412 art dealers at the convention.

Use digits for addresses, dates, divisions of books and plays, dollars and cents, identification numbers, percentages, scores, and times.

- 2300 North 12th Street (address)
- 11 January 1912 or January 11, 1912 (dates)
- 700 B.C., A.D. 700 (dates)
- Chapter 17, Volume 2, Act 1, Scene 2 (divisions of books and plays)
- $7.95, $1,230,000, $4.9 million (dollar amounts)
- 34-77-2248, UTC 41 69490 (identification numbers)
- 81 percent, 3 percent (percentages)
- 117 to 93 (scores)
- 6:10 A.M., 2:35 P.M. (times)

ABBREVIATIONS

Abbreviations, shortened forms of words, should be used sparingly. Any abbreviations you use should be familiar to your readers, and they must be appropriate to the writing context. To double-check conventional abbreviations, consult a dictionary.

Abbreviate titles that precede or follow people’s names.

- Wiliam D. Grenville, Jr.
- Judith Haverford, Ph.D.
- Ms. Abigail Hample
- Rebecca Blair, M.D.
- Dr. Terence McDonald
- the Rev. Stephen Pierson
**35b** Use standard abbreviations and acronyms for names of organizations, corporations, and countries. Many of these abbreviations do not require periods.

- *Organizations:* AFL-CIO, YMCA, FBI
- *Corporations:* GTE, NBC, GM
- *Countries:* USA, (or U.S.A.), UK (or U.K.)

**35c** Before using an abbreviation that might be unfamiliar to some readers, spell out the complete name or term at its first appearance.

Idaho State University—located in Pocatello, Idaho—is a state-supported university serving over three thousand students. ISU offers especially strong programs in health-related professions.

**35d** Use standard abbreviations with times, dates, and specific numbers. Use the dollar sign with specific amounts.

- Note the placement of the abbreviations *A.M.*, *P.M.*, *B.C.*, and *A.D.*
- $1,245.78
- 500 B.C.
- 11:20 A.M.
- A.D. 496
- 4:15 P.M.
- part no. 339 (or No.)

**35e** Use standard abbreviations in works-cited entries.

(See “Documenting Sources” in Chapter 14.)

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>editor, edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>rev.</td>
<td>revised</td>
</tr>
<tr>
<td>rpt.</td>
<td>reprint</td>
</tr>
<tr>
<td>trans.</td>
<td>translator, translated by</td>
</tr>
<tr>
<td>vol.</td>
<td>volume</td>
</tr>
</tbody>
</table>

**35f** Use Latin abbreviations sparingly in prose.

<table>
<thead>
<tr>
<th>Latin Abbreviation</th>
<th>English Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>cf.</em> <em>(confer)</em></td>
<td>compare</td>
</tr>
<tr>
<td><em>e.g.</em> <em>(exempli gratia)</em></td>
<td>for example</td>
</tr>
<tr>
<td><em>et al.</em> <em>(et alii)</em></td>
<td>and others</td>
</tr>
<tr>
<td><em>etc.</em> <em>(et cetera)</em></td>
<td>and others, and so on</td>
</tr>
<tr>
<td><em>i.e.</em> <em>(id est)</em></td>
<td>that is</td>
</tr>
<tr>
<td><em>n.b.</em> <em>(nota bene)</em></td>
<td>note well</td>
</tr>
</tbody>
</table>
In most writing, do not abbreviate business designations (unless the company does), units of measurement, days of the week, months, courses of instruction, divisions of books and plays, geographical names (except in addresses), or personal names.

<table>
<thead>
<tr>
<th>Not</th>
<th>But</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co., Inc.</td>
<td>Company, Incorporated</td>
</tr>
<tr>
<td>lb, tbs.</td>
<td>pound, tablespoon</td>
</tr>
<tr>
<td>Fri., Oct.</td>
<td>Friday, October</td>
</tr>
<tr>
<td>psych., Eng.</td>
<td>psychology, English</td>
</tr>
<tr>
<td>chap., vol.</td>
<td>chapter, volume</td>
</tr>
<tr>
<td>L.A., VA</td>
<td>Los Angeles, Virginia</td>
</tr>
<tr>
<td>Wm., Robt.</td>
<td>William, Robert</td>
</tr>
</tbody>
</table>

**Exercise**

Insert necessary apostrophes and hyphens in the following sentences. In addition, correct the number style and forms of abbreviations.

1. 6 members of the committee returned the questionnaire, refusing to comment on MSUs drug testing program.

2. The suicide that ends Act four of *Hedda Gabler* shocked many narrow minded critics.

3. Doctor Connelly, a graduate of U. of TX at Austin, spoke to our faculty on Oct. 15, 1986.

4. To attract first rate teachers to our public schools, we will have to increase teachers salaries.

5. Stephen Sondheims *Sunday in the Park with George* presents a neo Impressionist view of human relations and art.

6. Karin was delighted to receive 2 8s and 2 9s on her performance until she realized that 15s were possible.

7. The post Civil War period was a time of exploitation and manipulation in the South.
8. The Rams won the game thirty-six to seven, having passed for one hundred and fifty four yards and having made seventy four percent of the games interceptions.

9. My father in laws Social Security check ($24967) covers slightly over two thirds of his monthly expenses.

10. The president elect of the N.C.T.E. felt that her work would require working with a state of the art computer and printer, so she bought the pair.

**Exercise**

Revise the following paragraph so that it is mechanically correct and consistent with conventional usage. Errors in capitalization, italics, quotation marks, apostrophes, hyphenation, number style, and abbreviations are present in the paragraph.

1600 Pennsylvania Ave., Washington, District of Columbia, is perhaps the *most famous* address in the U.S. At that site is the “White House,” the residence of the President and his family. The design for the Original house was selected by Pres. Washington and Pierre L’Enfant, the french born designer of the city, and the cornerstone was set on Oct. 13, 1792. In 1814, the building was razed during a Battle of the war of 1812, and in subsequent years the interior of the structure had to be rebuilt. But the original design was heavily modified. As Mrs. John N. Pearce notes in *The White House: A Historic Guide* Ever changing personalities and styles of living and building have inspired the continuing metamorphosis that has marked the history of the White House. Over the years, the “White House” has served as both the official and the private residence of the first family. The 1st floor’s rooms are used for public functions like Receptions and State Dinners, and its expansive, public rooms are decorated with such famous artwork as Gilbert Stuarts portrait George Washington. The limited access rooms on the second and third floors are used by the presidents family and friends. In all, the “White House” has one hundred and thirty-two rooms.
SPELLING

Errors in spelling, like other mechanical errors, interfere with communication because readers notice and are distracted by them. To avoid such distractions in your writing, develop good spelling habits. If you are a naturally good speller, then you have only to refresh your memory of common spelling rules. If you are a weak speller, then you need to hone your spelling skills.

Do not worry about spelling while you are planning and working on early drafts of your papers. If you interrupt your writing to check the spelling of a word, you might lose a thought that you cannot recapture. Instead make a mark near the word in question—a checkmark in the margin, the abbreviation sp. above the word, or a circle around the word—and continue your writing. Then, when your final draft is complete, look up the spelling of the words you have marked. This approach—checking spelling during revision—will allow you to write with a sense of continuity and attend to potential problems before typing your final copy.

Review Spelling Rules

Form plurals according to the pattern of the singular word.

▼ When words end in a consonant plus o, add -es.
- fresco
- motto
- tomato

Exceptions
- auto
- dynamo
- piano
- and other “music” terms, eg., cello

▼ When words end in a vowel plus o, add -s.
- cameo
- radio
- studio

▼ When words end in a consonant plus y, change the y to i and add -es.
- daisy
- remedy
- victory

▼ When words end in a vowel plus y, add -s.
- attorney
- key
- survey
When words end in s, ss, sh, ch, x, or z, add -es.
- bonus: bonuses
- overpass: overpasses
- wish: wishes
- buzz: buzzes

When words that are proper names end in y, add -s.
- the Bellamys
- the three Marys
- two Germanys

Add prefixes, such as dis-, mis-, non-, pre-, re-, and un-, without altering the spelling of the root word.
- similar: dissimilar
- spell: misspell
- restrictive: nonrestrictive
- historic: prehistoric
- capture: recapture
- natural: unnatural

Add suffixes according to the spelling of both the root word and the suffix.

When words end with a silent e and the suffix begins with a consonant, retain the e.
- achieve: achievement
- definite: definitely
- refine: refinement

Exceptions
- argue: argument
- awe: awful
- true: truly

When words end with a silent e and the suffix begins with a vowel, drop the e.
- accommodate: accommodating
- gripe: grievance
- size: sizable
- tolerate: tolerating

When words end with a silent e that is preceded by a “soft” c or g and the suffix begins with a vowel, retain the e.
- notice: noticeable
- trace: traceable
- change: changeable
- sing: singe
- outrage: outrageous
When a one-syllable word ends with a single consonant and contains only one vowel and the suffix begins with a vowel, double the final consonant.

- blot  blotted
- clip  clipping
- fit  fitting
- skip  skipper
- stop  stopping
- trip  tripped

**Distinguish between words spelled with *ie* and *ei*.**

The order of the vowels *ie* and *ei* is explained in this familiar poem:

```
Write i before e
Except after c
Or when sounded like ay
As in neighbor and weigh.
```

These are some exceptions to this rule:

- counterfeit  leisure
- either  neither
- foreign  seizure
- forfeit  sovereign
- height  weird

---

**36b Improving Your Spelling Skills**

**Use a full-sized dictionary to check meanings and spellings of words that are often mistaken for each other.**

A standard dictionary provides definitions that will help you distinguish between *affect* and *effect*, *elicit* and *illicit*, and other confusing word pairs.

**Use a spelling dictionary for easy reference when you know a word’s meaning but are unsure of its spelling.**

Spelling dictionaries contain lists of commonly used words with markings to indicate syllable breaks. These special dictionaries are helpful as quick references.

**Concentrate on the most troublesome parts of easily misspelled words.**

Give particular attention to the parts of words that lead to spelling errors—usually a single syllable or small cluster of letters.

- accidentally  desperate
- separate  secretary
- maintenance
Keep a record of words you have misspelled in your writing.

Most people have individual sets of words that they regularly use and regularly misspell. Use a note card, a sheet of paper, or a small notebook to record your personal list of troublesome words.

Carefully check the spelling of technical terms.

When your writing requires specialized language, verify the spelling of technical terms because their spelling is often tricky.

Use a spellchecker if you are using a word-processing program.

If you use a word processor to prepare your papers, take advantage of software that can check spelling. Although spelling programs are not without problems, they can be quite helpful.

Consult the following list of frequently misspelled words.

<table>
<thead>
<tr>
<th>Abbreviate</th>
<th>Although</th>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence</td>
<td>Always</td>
<td>Artillery</td>
</tr>
<tr>
<td>Absurd</td>
<td>Amateur</td>
<td>Ascend</td>
</tr>
<tr>
<td>Accelerate</td>
<td>Ambiguous</td>
<td>Association</td>
</tr>
<tr>
<td>Accidentally</td>
<td>Ammunition</td>
<td>Athlete</td>
</tr>
<tr>
<td>Accommodate</td>
<td>Among</td>
<td>Athletics</td>
</tr>
<tr>
<td>Accomplish</td>
<td>Amount</td>
<td>Attempt</td>
</tr>
<tr>
<td>According</td>
<td>Analogous</td>
<td>Attractive</td>
</tr>
<tr>
<td>Accumulate</td>
<td>Analysis</td>
<td>Audible</td>
</tr>
<tr>
<td>Accustom</td>
<td>Analyze</td>
<td>Audience</td>
</tr>
<tr>
<td>Achievement</td>
<td>Annual</td>
<td>Authorities</td>
</tr>
<tr>
<td>Acoustics</td>
<td>Antecedent</td>
<td>Automobile</td>
</tr>
<tr>
<td>Acquaintance</td>
<td>Anxiety</td>
<td>Auxiliary</td>
</tr>
<tr>
<td>Acquitted</td>
<td>Apartment</td>
<td>Awkward</td>
</tr>
<tr>
<td>Across</td>
<td>Apparatus</td>
<td>Bachelor</td>
</tr>
<tr>
<td>Address</td>
<td>Apparent</td>
<td>Balance</td>
</tr>
<tr>
<td>Aggravate</td>
<td>Appearance</td>
<td>Balloon</td>
</tr>
<tr>
<td>Aggression</td>
<td>Appropriate</td>
<td>Barbarous</td>
</tr>
<tr>
<td>Airplane</td>
<td>Arctic</td>
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descendant
description
desirable
despair
desperate

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immediately  implement  impromptu  inadequate  incidentally  incredible  indefinitely  independent  indicted  indispensable  inevitable  influential  innocent  inoculate  intellectual  intelligence  intentionally  intercede  interested  interpret  interrupt  irreligious  irresistible  irresponsible  itself  judicial  khaki  knowledge  laboratory  legitimate  leisure  library  lightning  literature  loneliness  losing  magazine  magnificent  maintain  maintenance  maneuver  manual  manufacture  mathematics  mattress  meant  medicine  medieval  messenger  millionaire  miniature  minute  mischievous  misspelled  modifies  modifying  momentous  mosquitoes  mottoes  mountainous  pamphlet  parallel  parliament  participle  particularly  pastime  peaceable  perceive  perform  permissible  permissible  perseverance  ninety  ninth  noticeable  notorious  nowadays  obedience  obliged  obstacle  occasionally  occur  occurred  occurrence  official  omission  omit  omitted  opinion  opportunity  optimistic  organization  original  orthodox  outrageous  overrun

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Exercises

Use the following activities to help you eliminate any spelling problems that you happen to have. Keep in mind that your work will vary from that of other writers because individuals have individual difficulties with spelling.

1. Scan the list of frequently misspelled words (pages 576–581) and underline the words you know you have trouble spelling. Then write them on a 4” × 6” card for handy reference when you proofread your papers.

2. Review your graded papers from classes this term (or other recent samples of your writing), and make a list of the words you have misspelled. Include in this list any specialized terms that you frequently use.

3. Prepare a 4” × 6” card with a list of important names and terms used in your major and minor courses, especially those that present spelling problems. Include the names of writers, theorists, organizations, cities, titles, scientific terms, commonly used foreign phrases, and so on.
Observing the Rules of Mechanics: Review Exercise
Correct the mechanical errors in the following paragraph.

The civil war period in American history has had a tremendous impact on modern Culture, Science, Politics, and Economics—in fact, on almost all aspects of American life. Yet the real influences of the civil war are typically ignored because of the myths which Americans prefer to perpetrate. Who has not created a fictionalized view of antebellum culture based on Historical Novels like Margaret Mitchells Gone With The Wind, Harriet Beecher Stowes Uncle Toms Cabin, or Margaret Walkers Jubilee? Who has not been influenced by the mini series The North and the South, The Blue and the Gray, or Roots? Modern Americans have seen President Lincoln portrayed by dozens of actors, have seen reenactments of the battle of Gettysburg, and have witnessed the sea battles of the Iron ships: The Monitor and others. Who has not seen dramatized versions of soldiers—both from the north and the south—heading to their homes, with The Battle Hymn of the Republic or Dixie as background music. We have stored images of generals Lee and Grant, as often as not based on the idealized statuary of the Franklin Mints Civil War Chess Set. Yet few of us have seen the civil war through the disturbing Psychological perspective of Stephen Cranes The Red Badge of Courage. Few have acknowledged in any real way that the reconstruction depressed the southern economy, gave rise to the ku klux klan, and failed to solve the ideological problems that continued to divide the country long after the deaths of six-hundred and fifty thousand soldiers.