



## Putnam s Correspondence Hand Book; A Work of Reference Designed to Promote Efficiency in Business Correspondence

By Eleanora Banks

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1915 Excerpt: .Note. Two or more vowels coming together and sounded separately belong to separate syllables; as, joy-ous, a-or-ta, pli-ant, pre-eminent. 4. Words pronounced as one syllable should not be divided, even though they contain more than one vowel; dreamed, marked, drowned, etc., should be treated as one syllable. 5. Words should be so divided as to show their correct pronunciation. Note that the words ma-jes-tic and maj-es-ty, frag-ile and fra-gil-i-ty, pro-duce, prod-uce, and the like, are differently divided according to pronunciation and emphasis. 6. The parts of a compound word which are themselves English words with meanings recognized in the compound are separated in syllabication. Example: Pine-apple is preferable to pineap-ple, schoolmaster is preferable to schoolmas-ter. 7. Words of Latin and Greek origin are divided according to sound; as, prac-ti-cal, con-do-lence, neces-sa-ry, ne-ces-si-tate. 8. Separate a prefix or a suffix from the primitive word if the pronunciation...



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