

**PUNCTUATION AND LETTER-WRITING:  
CONTAINING, ALSO, THE RULES FOR  
THE USE OF CAPITAL LETTERS. A  
PRACTICAL TREATISE FOR THE CLASS-  
ROOM AND THE PRIVATE STUDENT**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649418237

Punctuation and Letter-Writing: Containing, Also, the Rules for the Use of Capital Letters. A Practical Treatise for the Class-Room and the Private Student by Albert N. Raub

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*A Practical Treatise for the Class-Room and the Private Student.*

BY

ALBERT N. RAUB, A. M., PH. D.,

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"PRACTICAL RHETORIC," "STUDIES IN ENGLISH AND AMERICAN  
LITERATURE," "METHODS OF TEACHING,"  
"SCHOOL MANAGEMENT," ETC.

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PHILADELPHIA :  
RAUB & CO.

EdueT 768.87.733

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WILLIAM RUTTER COMPANY,  
BOOK MANUFACTURERS,  
SEVENTH AND CHERRY STREETS, PHILA.

## PREFACE.

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THIS little work is a reprint of Part I. of the author's *Practical Rhetoric*. It is published in this form for the convenience of those especially who may never have an opportunity to pursue the study of Rhetoric proper, and yet who will find it necessary almost daily to make practical application of the rules for punctuation, letter-writing, and the use of capital letters in their ordinary correspondence.

The book does not aim to tell the writer what to say, for that would be impossible, but it shows him how to express his thoughts and arrange his language in accordance with the best approved modern usage.

The work is designed for the use of all that have letters to write, whatever their position in life, and the author trusts that it may be found a valuable help to every one that may have occasion to consult its pages.

A. N. B.

NEWARK, DELAWARE, July 1, 1887.





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CAPITAL LETTERS,  
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AND  
LETTER-WRITING