

**THE CENTURY  
HANDBOOK  
OF WRITING**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649415366

The Century Handbook of Writing by Garland Greever & Easley S. Jones

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**GARLAND GREEVER & EASLEY S. JONES**

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**THE CENTURY HANDBOOK  
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**THE  
CENTURY HANDBOOK SERIES**

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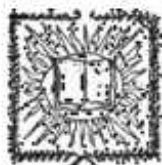
THE  
CENTURY HANDBOOK OF  
WRITING

BY  
GARLAND GREEVER

AND

EASLEY S. JONES

Revised Edition



NEW YORK  
THE CENTURY CO.  
1924

## PREFACE

This handbook treats essential matters of grammar, diction, spelling, mechanics; and develops with thoroughness the principles of sentence structure. Larger units of composition it leaves to the texts in formal rhetoric.

The book is built on a decimal plan, the material being simplified and reduced to one hundred articles. Headings of these articles are summarized on two opposite pages by a chart. Here the student can see at a glance the resources of the volume, and the instructor can find immediately the number he wishes to write in the margin of a theme. The chart and the decimal scheme together make the rules accessible for instant reference.

By a device equally efficient, the book throws upon the student the responsibility of teaching himself. Each article begins with a concise rule, which is illustrated by examples; then follows a short "parallel exercise" which the instructor may assign by adding an *s* to the number he writes in the margin of a theme. While correcting this exercise, the student will give attention to the rule, and will acquire theory and practice at the same time. Moreover, every group of ten articles is followed by mixed exercises; these may be used for review, or imposed in the margin of a theme as a penalty for flagrant or repeated error. Thus friendly counsel is backed by discipline, and the instructor has the means of compelling the student to make rapid progress toward good English.

Although a handbook of this nature is in some ways arbitrary, the arbitrariness is always in the interest of simplicity. The book does have simplicity, permits instant reference, and provides an adequate drill which may be assigned at the stroke of a pen.



100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200

# TABLE OF CONTENTS

## SENTENCE STRUCTURE

### COMPLETENESS OF THOUGHT

1. Fragments wrongly used as sentences
2. Incomplete constructions
3. Necessary words omitted
4. Comparisons not logically completed
5. Cause and reason
6. *Is when* and *is where* clauses
7. Undeveloped thought
8. Transitions
9. EXERCISE
  - A. Incomplete sentences
  - B. Incomplete constructions
  - C. Incomplete logic
  - D. Undeveloped thought and transitions

### UNITY OF THOUGHT

10. Independent ideas in one sentence
11. Excessive detail
12. Stringy sentences to be broken up
13. Choppy sentences to be combined
14. Excessive coördination
15. Faulty subordination of the main thought
16. Subordination thwarted by *and*
17. The *and which* construction
18. The comma splice
19. EXERCISE
  - A. The comma splice
  - B. One thought in a sentence
  - C. Excessive coördination
  - D. Excessive predication
  - E. Upside-down subordination

## CONTENTS

### CLEARNESS OF THOUGHT

#### REFERENCE

20. Divided reference
21. Weak reference
22. Broad reference
23. Dangling participle or gerund

#### COHERENCE

24. General incoherence
25. Logical sequence
26. Squinting modifier
27. Misplaced word
28. Split construction
29. EXERCISE
  - A. Reference of pronouns
  - B. Dangling modifiers
  - C. Coherence

#### PARALLEL STRUCTURE

30. Parallel structure for parallel thoughts
31. Correlatives

#### CONSISTENCY

32. Shift in subject or voice
33. Shift in number, person, or tense
34. Mixed constructions
35. Mixed imagery

#### USE OF CONNECTIVES

36. The exact connective
37. Repetition of connective with gain in clearness
38. Repetition of connective with loss in clearness
39. EXERCISE
  - A. Parallel structure
  - B. Shift in subject or voice
  - C. Shift in number, person, or tense
  - D. The exact connective
  - E. Subordinating connectives
  - F. Repetition of connectives