

**A PRACTICAL
COMMERCIAL
SPELLER**

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A practical commercial speller by Elizabeth F. Atwood

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ELIZABETH F. ATWOOD

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BY

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PREFACE

The following lessons contain a collection of words very frequently misspelled by pupils pursuing the commercial studies. They have been gathered wholly from notebooks in which the pupils have daily recorded words misspelled, not only in connection with the technical commercial branches but also in English work in all phases, — in history, civics, political economy, etc.

Suggestions as to the meaning and use of each word are given, but these are not to be considered full definitions.

The book contains one hundred and forty-six lessons, which are grouped thus :

One hundred lessons contain untechnical words often used in business letters, including common words often misspelled, common homonyms, and pairs of words which are easily confused.

Eight lessons contain lists of general business terms.

Eleven lessons contain terms used in various lines of business and in handling important kinds of goods.

One lesson contains a list of transportation terms.

Another lesson defines electrical terms.

Four lessons pertain to legal terms.

Systematic reviews are given and occasional dictation exercises are inserted.

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In the Appendix, for special drill, are given review lists of business terms and of common words frequently misspelled. There are lists of the states of the United States with their capitals, of the territories and other possessions, and of the leading cities; lists also of the leading foreign cities, lists of abbreviations and contractions, and lists of Christian names of men and women.

The quotations given with each lesson pertain to the making of strong and valuable men and women in the mercantile world, and it is suggested that they be learned in connection with the day's lesson.

Webster's International Dictionary has been used as authority in pronunciation and spelling. Webster, Worcester, the Century, and the Standard have been consulted for definitions.

ELIZABETH F. ATWOOD

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California

A PRACTICAL COMMERCIAL SPELLER

DIACRITICAL MARKS

Webster's International Dictionary

(FOR REFERENCE IN CONNECTION WITH EACH LESSON.)

Long Vowel Sounds

Long a, ā as in āle, fāte, lābor, or ē as in eight.

“ e, ē as in ēve, mēte, serēne.

“ i, ī as in īce, tīme, sīght, or ŷ as in mŷ.

“ o, ō as in ōld, nōte, bōld.

“ u, ū as in ūse, tūne, mūte.

The name of this diacritical mark (̄) is the m̄acron. It indicates the long sound of the vowel.

Short Vowel Sounds

Short a, ă as in ăm, ădd, făt.

“ e, ě as in ěnd, mět, pět.

“ i, ĭ as in ĭll, pĭn, pĭty, or ĳ as in dutĳ.

“ o, ȝ as in ȝdd, nȝt, tȝrrid.

“ u, ŭ as in ŭp, tŭb, stŭdy.

The name of this diacritical mark (̆) is the br̆ève. It indicates the short sound of the vowel.

TO THE
 APPOINTED

Other Vowel Sounds

â, as in delicate, senate, prefâce.	ô, as in ôbey, tôbaccô.
â, as in câre, shâre, pârent.	ô, as in ôrb, ôrder.
â (ah), as in fâr, arm, fâther.	o, or oo, or u, as in whô, fôod,
a, as in all, awe.	rudé.
â, as in dânce, âsk, grâss.	o, or ôo, or u, as in wôlf, bôök,
ê, as in êvent, dêpend, créate.	full.
ë, as in fërn, hër, ërmine.	û, as in ûnite, edûcation.
i, as in idea, tribunal.	û, as in ûrn, bûrn, fûrl.

Diphthongs

oi or oy (ô + i), as in oil, joy. ou, ow (â + o), as in out, owl.

Consonants

ġ (hard), as in ġo, ġreat.	ph (f), as in pharmacy.
ġ (soft), as in ġem, engine.	s, ç, çh, as in çell, machine.
k, e, eh, as in cat, ehorus.	

The name of this diacritical mark (·) is the cédil'la. It indicates a soft sound.

th, as in thin, through, wealth.	z or z, as in iz, haze.
th, as in then, though, them.	x = ks, as in vex.
n, as in no, man, wren.	z = gz, as in exact.
n, as in bank, linger, single.	

The principal accent is indicated by a heavy mark ('), and the secondary accent by a lighter mark ('), at the end of a syllable. The parts of a compound word are joined by a hyphen.

LESSON 1

Whatever bit of a wise man's work is honestly and benevolently done, that bit is his book or his piece of art. — RUSKIN.

feign	feign	to make a false show of, to pretend.
fain	fain	well-pleased, glad; apt, with joy, gladly.
prompt	prompt	ready, expeditious; to move to action, to remind.
indolent	in'do lent	idle, lazy.
explore	ex plore'	to search through or into, to examine thoroughly.
tepid	těp'id	moderately warm, lukewarm,
nourish	nour'ish	to feed and cause to grow, to cherish.
hostile	hos'tile	warlike, unfriendly, opposed.
opinion	o pin'ion	sentiment, persuasion, view.
seldom	sel'dom	rarely, not often.
distinguish	dis tin'guish	to mark, to discriminate, to discern.
extremely	ex treme'ly	in the utmost degree, exceedingly.
surprise	sur prise'	wonder, astonishment; to take un- wares.
descend	de scend'	to pass from a higher to a lower place.
anxiety	anx i'e ty	concern or solicitude respecting some thing or event which disturbs the mind.
essential	es sen'tial	necessary, indispensable.
evidence	ev'i dence	testimony, proof.
careful	care'ful	cautious, watchful, provident.
pierce	pierce	to force a way into or through, to penetrate.
fierce	fierce	furiously, violent, ferocious, savage.