

BUSINESS SPELLER AND VOCABULARY

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Business Speller and Vocabulary by Edward H. Eldridge

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EDWARD H. ELDRIDGE

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AND VOCABULARY**

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BY

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ELDRIDGE'S BUSINESS SPELLER.
W. P. 19

PREFACE

In offering a new business speller, it seems desirable to indicate some of the features in which the book differs from other publications and to suggest methods in which it may be employed.

It is in some ways desirable that words in a spelling book should be presented in a manner as nearly like the way they appear in ordinary print as is possible. In endeavoring to do this there has been a tendency in recent years to neglect syllabication, that other great aid to spelling. In this book the words are divided into syllables, but, in order to retain the similarity to original print, hyphens are not inserted between the syllables.

It is undesirable to respell more than is necessary, for in respelling false ideas are given as to the proper spelling of the word. Only those words have been respelled where there would be doubt as to the pronunciation.

Some general principles regarding pronunciation of vowels are given in the beginning of the book, and an application of these principles has made it necessary to respell only a comparatively few words. No word has been respelled which is in strict conformity with these general principles, unless it is a word which is generally mispronounced.

Each lesson is given a separate page, and there is enough material in the book for a lesson a day for forty weeks. Attention is called to the fact that the words in the first sixty-four lessons are grouped in accordance with certain rules for spelling. While many words in English violate rules of spelling, a knowledge of the application of certain rules is a distinct aid to proper spelling. The reading of a rule is of very little use, but when fifty or one hundred words applying the rule are studied, the teacher, by calling repeated attention to the rule, may make it so emphatic that the student will thereafter apply it.

The book will be found unusually complete in the common business terms, and in the more common technical words used in the various occupations and professions.

A valuable feature of the book is an alphabetic list of all the words, with a number showing where the definition may be found. The use of this list will enable a student to look up quickly the spelling of any word he is not certain of, and will refer him to a definition of the word.

The definitions have been carefully selected and are much more complete than in the ordinary spelling book.

The author advises, where there is a daily lesson in spelling, that for the first four days of each week one of the regular lessons, consisting of twenty-five words, be used, and that on the fifth day the review following these lessons be employed. In these reviews, which consist of fifty words, the first column contains words which were in one of the four preceding lessons. The words in the second column are selected from any previous part of the book, and the third column consists of words to be looked up as to division of syllables, pronunciation, definitions, etc., in the dictionary.

Webster's New International Dictionary has been used in all cases as the standard for division of words and for pronunciation.

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GUIDE TO PRONUNCIATION

LONG VOWELS AND DIPHTHONGS

(Usually occurring in accented syllables)

ā	as in	āle, fāte, lābor.
ē	"	ēve, thēse, serēne.
ī	"	īce, sīght, īnspre.
ō	"	ōld, nōte, ōver, herō.
ū	"	ūse, pūre, dūty.
ōō	"	fōod, fōol, rude.
oi	"	oil, noīsy, avoid.
ou	"	out, thou, plow.

HALF LONG VOWELS

(Usually occurring in unaccented syllables)

ē	as in	senāte, delicāte, legislātive.
ē	"	ēvent, créate, sérène.
ō	"	ōbey, anatōmy, prōpose.
ū	"	ūnite, mūsician, formulāte.

SHORT VOWELS

ā	as in	ām, fāt, rāndom.
ē	"	ēnd, nēt, carpēt.
ī	"	īll, admīt, habīt.
ō	"	ōdd, nōt, fōrest.
ū	"	ūp, tūb, ūnder.
ōō	"	fōot, bōok, pūt.

OTHER VOWEL SOUNDS

ā	as in	cāre, párent, compāre.
ā	"	ārm, fār, fāther.
ā	"	āsk, grāss, dānce.
ē	"	evēr, pērvert, cīndār.
ō	"	ōrb, ōrder, law.
ō	"	sōft, dōg, gōd.
ū	"	ūrn, fūrl, concūr.
ū	"	French and German words, mentū, grūn.

OBSCURE VOWELS

(Occurring in unaccented syllables only)

ä	as in	ändl, husband, madäm.
â	“	sofâ, ideâ, âbound.
ë	“	recënt, decënt, noväl.
ö	“	cönnect, cöntrol, cömbina.
û	“	circûs, datûm, circûmstance.

OTHER SIGNS USED IN RESPELLING

- ŋ (like ng) as in bank, junction, single.
 g (always "hard") as in go, begin, great.
 th (voiceless) as in thin, through, wealth (not usually respelled).
 fh (voiced) " then, though, smooth (usually respelled).
 (tʃ) are used to indicate the changing of the t and d in these combinations to ch and j in ordinary speech, although many careful speakers aim to avoid it; as in culture, nature, verdure, gradual.
 n̄ is used to represent the nasal tone of the preceding vowel in words from the French and Portuguese, but is not itself sounded.

LENGTH OF VOWELS

(Vowels which conform with the following rules are not generally respelled.)

In accented syllables a vowel is usually

- Long (a) if it stands alone.
 (b) if at the end of a syllable.
 (c) if before a single consonant followed by e.

- Short (a) at the beginning of a syllable.
 (b) in the middle of a syllable unless the syllable ends with silent e.

In unaccented syllables the tendency is to lessen the *stress* on the vowels, although they frequently retain the same *quality* as vowels in similar positions in accented syllables. For illustration, a vowel which, from its position, would be "long" in an accented syllable, is usually "half long" in unaccented syllables. The "i," however, is nearly always "short," and "s" is often changed to "ä."