

ROSS'S BUSINESS ENGLISH

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Ross's business English by J. Walter Ross

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**ROSS'S BUSINESS
ENGLISH**

UNIV OF
CINCINNATI

ROSS'S BUSINESS ENGLISH

A TREATISE ON ENGLISH AS IT
IS USED IN MODERN BUSINESS.
¶ FOR USE IN COMMERCIAL
DEPARTMENTS OF PRIVATE
AND PUBLIC SCHOOLS.

BY
J. WALTER ROSS

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P R E F A C E

The plan of presentation used in this book differs from that which is usually followed. The definition of a part of speech, its properties, and syntax are treated in the same chapter instead of in two or three different parts of the book. The advantage claimed for this plan is that it allows the student to concentrate his attention upon each part of speech a sufficient length of time to get it thoroughly fixed in mind. Again, this immediate following of syntax enables him to see *why* he should learn to discriminate between parts of speech and understand their properties.

By constant review the student's mind is kept refreshed upon the details of language organization and their logical relations to one another. This prevents the confusion so liable to result from the usual manner of treatment.

It will be seen that in order to carry out this plan consistently and effectively, it is necessary to present the parts of speech in a rather radically different order from that usually followed. It is hoped that this will not be hastily condemned for the reason that it is different; it is believed that unbiased consideration will show it to be as logical as it is unusual.

Much that is found in many grammars has been omitted in this book. Hair-splitting distinctions and technical questions have been purposely avoided. Our aim is to teach thoroughly those things which are essential to the writing of grammatically correct English.

In the exercises on punctuation, the paragraph instead of the single sentence is used. This affords a constant review of full stop marks and develops the sentence sense.

In the section on letter writing, the student is not only led by easy steps to a mastery of the mechanical makeup, but is also given valuable information bearing upon the general laws of business composition.

The material used in illustrations and exercises has been gathered from many sources. Only a small portion of it is original. In a few instances practically entire exercises have been appropriated from the works of the following authors: H. A. Hagar, Glen Arnold Grove, Carrie J. Smith and D. D. Mayne. For valuable ideas and material, we are also especially indebted to Edwin Herbert Lewis, Ph. D., LL. D., and H. I. Strang. Special acknowledgment is due to "Business Correspondence," published by The System Co., for ideas and material used in the lesson devoted to the selling letter.

THE AUTHOR.

ROSS'S BUSINESS ENGLISH

THE PARTS OF SPEECH

NOUNS

A **noun** is a word used to name something.

CLASSIFICATION OF NOUNS

A **common noun** is a name that applies to all objects of the same class:

The *firm* carries a full *line* of *boots, shoes, hats, and caps.*

He saw in the *window* a *box* of *paper, a book, some pens, a puzzle, and some magazines.*

A **proper noun** is the name of a particular person, place, or thing:

James and *John* visited *Chicago*. While there they stayed at the *Sherman Hotel*.

A proper noun should always begin with a capital letter.

Exercise 1

Classify the italicized nouns in the following sentences. Rewrite, capitalizing proper nouns:

1. The *course* consists of the *study* of *grammar, arithmetic, penmanship, bookkeeping, and law.*
2. We read in our *histories* of the *landing* of the *pilgrims.*

3. The *congregation* was in *tears*.
4. *England* has a large *army* and a powerful *navy*.
5. *George washington* was the first *president* of the *united states*.
6. Each *man* must take his *turn*.
7. He received a *letter* from *j. s. browning*, *bowling green*, *kentucky*.
8. We were talking with *senator johnson*.
9. A *book* entitled the *panama canal* has been written by *frederic j. haskin*.
10. It is the *duty* of the *united states* to establish and maintain a *government* in *cuba*, of some *sort*, as much as it is her *duty* to maintain a similar *government* in *alaska* or *missouri*.

CLASSIFICATION OF COMMON NOUNS

Common nouns are divided into four classes: **abstract**, **collective**, **verbal**, and **class**.

An **abstract noun** is the name of a quality, condition, or an action, considered abstractly; that is, apart from its natural connection:

He rendered valuable *assistance* in the *preparation* of the manuscript.

He is a man of academic *wisdom*.

Necessity is the certain *connection* between cause and effect.

The greatest *pleasure* I know is to do a good *action* by *stealth*, and to have it found out by accident.

Most abstract nouns are derived from other parts of speech; as, *assistance* from *assist*; *preparation* from *pre-
pare*; *wisdom* from *wise*; *necessity* from *necessary*; *pleasure* from *please*; *action* from *act*.

Exercise 2

Tell from what word each of the following abstract nouns is derived :

judgment	patriotism	brotherhood	wisdom
justice	length	agency	choice
simplicity	belief	imagination	deceit
unity	service	partnership	manhood
infancy	patience	occupation	freedom

Form abstract nouns from the following words :

move	high	king	see
speak	red	wide	brave
thieve	stupid	regular	noble
serve	child	deceive	relieve
prudent	master	friend	honest

A **collective noun** is the name of a collection of persons or things :

The *congregation* was in tears.

The shepherd was tending his *flock*.

The *committee* is ready to report.

The *fleet* returned to Spain.

Exercise 3

Name collective nouns that will embrace groups of each of the following individual nouns :

horse	bird	fish	pupil
bee	soldier	book	ship
ruffian	worshiper	man	sheep