

**A SCHOOL MANUAL:  
PREPARED FOR THE  
USE OF HIS PUPILS**

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A School Manual: Prepared for the Use of His Pupils by N. H. Morison

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N. H. MORISON.

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## ERRATA.

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- Page 18, line 10 from bottom, for christian read christen.  
" 26, Rule I., line 2, for conjunctions read conjunction.  
" 116, in running title, for ADVENAS read PAVPOARIONS.  
" 141, line 10 from bottom, for 13 read 14.  
" 150, bottom line, for 62 read 63.  
" 162, line 8 from top, for 1859 read 1867.

## TO MY PUPILS.

THIS little book has been written expressly and solely for you. The difficulty of obtaining any clear and concise rules for punctuation, and the want of uniformity in those given by different grammarians, first led me to prepare some for my own pupils, which were printed in 1855; and an experience of twelve years in using them has confirmed my views of their usefulness. The small edition then printed has been exhausted, and I reprint the book for your use, having entirely rewritten the rules, and added to the number of the solecisms. The article on capital letters has been greatly enlarged, and I hope some new light has been thrown on a subject which is a perpetual puzzle to the youthful learner, and a matter of no small difficulty to persons of mature thought. I have also added various matters to the book which I have found useful in school, some of which, printed on separate sheets, you have been accustomed to use. The "poems for recitation" are to guide the inexperienced, but not to prevent other selections by you; and the "course of reading" may be found useful by those who have no experienced director. I have repeatedly tried it with classes, and with the best results. Constantly applied to for advice on the subject of reading, I have prepared this list of books with some care; and, to prevent it from becoming too extensive, chapters only have been taken out of many important works. One great object has been to select such books only as you will find little difficulty in procuring. I think all of them can be found in the Mercantile Library.

The solecisms sprang from a list which I made of such errors of speech as I was most frequently in the habit of correcting. In this edition, I have endeavored to render more distinct the difference between *shall* and *will*; and to set in a clearer light the proper use of the subjunctive mood. There is no part of grammar which requires so nice a discernment, so delicate an appreciation

of shades of differences, as the proper use of our two futures, *shall* and *will*, and of the subjunctive mood.

I hope you will find what I have written useful in leading you to avoid the errors pointed out, and in guiding you to more correct forms of speech. It is not so much *general*, as it is *minute* and *exact*, knowledge, which distinguishes the true scholar. This is especially true with regard to a knowledge of one's own language. Every girl who has lived among well educated people will use forms of speech, which are, in general, correct; but, unless she has been well trained, she will make mistakes in the nicer parts of language. Now, it is correctness in these nicer and more doubtful parts of language, where use is divided, that marks the true scholar. Be careful, then, to note these differences of speech, to make your ear so familiar with the correct form as to be in no danger of using what is erroneous; and make yourselves acquainted with the proper reasons for your preference. That this book may aid you in this, by pointing out some errors, deciding some doubtful points, and leading you to feel, on all occasions, the importance of speaking correctly, is the earnest desire of your friend and teacher.

In preparing the rules for punctuation, I have consulted many books, but have generally adopted the views of Mr. John Wilson, whose work is, by far, the most exact and thorough that I have seen on that subject.

N. H. M.

BALTIMORE, *January*, 1867.



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## PART I.

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### PUNCTUATION.

PUNCTUATION is the art of dividing a written composition into sentences and parts of a sentence, so as to develop, as clearly as possible, the *meaning* of the writer. The art is *grammatical*, not *rhetorical*. The chief aim in pointing is to show the construction, and to bring out the sense, rather than to mark the pauses to be observed in reading. Incidentally, punctuation is a great aid to good reading.

### DEFINITIONS.

A SENTENCE is a collection of words making complete sense; and is either simple or compound.

A SIMPLE SENTENCE contains *one* subject and *one* predicate; as,

James weeps. Temperance preserves the health.

THE SUBJECT is that of which something is asserted, and may consist of *one* word or of *several* words; as,

*Alice* sleeps. *The Constitution of the United States* was adopted in 1788.

THE PREDICATE is that which is asserted of the subject. It *must* contain a finite verb; and *may* consist of the verb alone, or of a verb united with several other words and phrases; as,

The river flows. The river flows into the Sea.  
Courage is one of the noblest attributes of man.