
The Written Word II

BASED ON THE *NEW*
AMERICAN HERITAGE
DICTIONARY

The
Written
Word II

**BASED ON THE NEW
AMERICAN HERITAGE
DICTIONARY**

oughton Mifflin Company • Boston

Copyright © 1983 by Houghton Mifflin Company. All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Houghton Mifflin Company unless such copying is expressly permitted by federal copyright law. Address inquiries to Permissions, Houghton Mifflin Company, 2 Park Street, Boston, MA 02108.

Library of Congress Cataloging in Publication Data
Main entry under title:

The Written word II.

1. English language—Usage. 2. English language—Grammar—1950—. 3. Report writing. I. Houghton Mifflin Company. II. American Heritage dictionary.

PE1460.W75 1983
ISBN 0-395-34029-2

808'.042

83-8509

Houghton Mifflin Company

Reference Division

Margery S. Berube
Director of Editorial Operations

Mark H. Boyer
Project Editor

Diane J. Neely
Traffic Coordinator

Pamela B. DeVinne Kaethe Ellis Anne H. Soukhanov
Editors

Contributing Editors

Rachel Lucas

Lawrence O. Masland

Bruce Bohle

Eden Force Eskin

Matthew Gurewitsch

Linda Hodgkinson

Art Directors

Geoffrey Hodgkinson

Mark Mulhall

Introduction

The Written Word II is a clear, concise guide to the skills necessary for using language effectively: grammar, meaning, spelling, usage, writing, and research procedures. This new edition also incorporates many features concerned with those writing problems most frequently encountered in the office and the classroom.

The first section of *The Written Word II*, “The Mechanics of Writing,” analyzes the overall structural aspects of writing; this section provides you with the appropriate tools to use grammar and style correctly. Significant new features in this section include an expanded “Usage Glossary” based on the recommendations of *The American Heritage Dictionary*’s celebrated Usage Panel, chapters on compounding words and writing numbers, handy lists of foreign words and phrases, prefixes and suffixes and their meanings, and a sound map for poor spellers.

“How it is Written,” the second part of *The Written Word II*, gives you various samples of styles of writing and types of written materials ranging from résumés to business letters and research papers. New features here include chapters on writing the minutes of a meeting, the format of a formal report, the preparation of an index, and proofreading. This section also includes a discussion of the planning and

research required for writing an extended paper or report and an expanded guide to basic reference works.

Another new feature of *The Written Word II* is the "Appendixes" section. These charts and tables provide a wealth of useful information ranging from the most commonly used abbreviations to rules for metric conversions and an international currency table.

The Written Word II, in short, is an invaluable reference work for all those people who wish to develop the ability to write effectively. The editors hope that the materials contained in this book will help you express yourself clearly to others.

Contents

THE MECHANICS OF WRITING

Guide to spelling	3
Rules for dividing words, dates, and numbers	
Commonly misspelled words and their correct divisions	
Words with confusing endings	
A sound map for poor spellers	
 Punctuation	 44
Apostrophe	
Brackets	
Colon	
Comma	
Dash	
Ellipses	
Exclamation point	
Hyphen	
Parentheses	
Period	
Question mark	
Quotation marks	
Semicolon	
Virgule (also called <i>slant</i> , <i>slash</i> , and <i>solidus</i>)	
 Capitalization	 57
 Italics	 63

Word Compounding	65
Rules for open, hyphenated, and solid compounds	
Commonly confused compounds	
Numbers	77
Basic rules of standard English grammar	83
What is grammar?	
Traditional and new grammar	
Verbs	
Nouns	
Pronouns	
Adjectives	
Adverbs	
Prepositions	
Conjunctions	
Words into sentences	106
What is a sentence?	
Declarative sentences	
Subject	
Verb	
Predicate	
Direct object	
Modifying the subject	
Modifying the predicate	
Indirect object	
“To be” and other linking verbs	
Predicate adjective	
Predicate nominative	
Sentences beginning with “there”	
Passive voice sentences	
Auxiliary verb	

Words into sentences	106
Interrogative sentences	
Indirect questions	
Exclamations	
Commands	
Sentence fragments	
 Sentence structure and patterns	 121
Coordinate elements	
Multiple subjects	
Multiple verbs	
Multiple objects—direct and indirect	
Clauses—subordinate and independent	
Compound sentences	
Run-on sentences	
Comma splice	
Fused sentences	
Complex sentences	
Compound-complex sentences	
Subordinate clauses as subjects, objects, modifiers	
Periodic sentences	
Phrases and verb forms	
Apposition	
Object complement	
Verb forms in noun position	
Participles and other modifiers	
Dangling modifiers	
Absolute construction	
Parenthetical remarks	
 Sentences into paragraphs	 143
The opening paragraph	
Transitional paragraphs	
Concluding paragraphs	
 Usage glossary	 148

Picking a preposition	324
Prefixes and suffixes	331
Foreign words and phrases	341

HOW IT IS WRITTEN

Forms of Address	348
The Résumé	361
Format	
Looking for your first job	
The cover letter	
Business Letters	370
Full block	
Modified block	
Modified semiblock	
Executive	
Minutes of Meetings	378
Format	
Style	
Index	
Agenda	
Papers and Reports	382
Planning and research	
Basic research procedures	
The source materials	
Breaking down the topic	
Planning the work	
Taking notes	
Source cards	
Information cards	

Papers and Reports	382
Outlines	
Outline 1	
Outline 2	
Outline 3	
Relation of information cards to outline	
Formats	
Style points	
Headings	
The formal report	
Writing the paper	
Preparing footnotes	
Preparing a bibliography	
Preparing an index	
Proofreading	411
Proofreaders' marks	
Sample copy	
The Library	415
The card catalog	
Organization of the cards	
What do the cards tell you?	
Author cards	
Title cards	
Subject cards	
Organization of the library	
Dewey Decimal System	
Library of Congress System	
Library reference sources	
Indexes to newspapers and periodicals	
Indexes to material shorter than book length	
Bibliographies	
Guides to finding books	

Beyond the Library	438
Other kinds of libraries	
Company libraries	
Museum libraries	
College and university libraries	
Specialized collections	
Government and public institutions	
Private companies and agencies	
Trade magazines	
Interviews	
 Guide to Basic Reference	
Works	442
Encyclopedias	
General encyclopedias	
Special-purpose encyclopedias	
Dictionaries and word books	
General dictionaries	
Word books	
Special-purpose dictionaries	
English usage	
Editing and printing	
Almanacs and yearbooks	
Biography books	
Geography books	
Maps	
Business directories	
Business and secretarial handbooks	
Parliamentary procedure	
Computers and word processors	
Statistics	
Document anthologies	
Guides to trivia and curiosities	
Guides to audiovisual material	
Books of quotations	

APPENDIXES

A Abbreviations	456
B Weights and measures	467
C Guide to the metric system	470
D Metric conversion chart	471
E Symbols and signs	473
F Roman numerals	474
G National holidays	475
H Currency table	476
Index	483

The Mechanics of Writing



Guide to Spelling

To write correctly you must have (or find) the word. You must also know how to syllabicate it, because it is often necessary to divide the word at the end of a line. Words are divided only at the end of a syllable, and there are rules covering division for different situations that may arise.

It is always preferable to avoid division, but often this is not possible. Certain divisions are even done purposely: for example, in legal documents words are sometimes divided at the end of one page and carried over to the beginning of the next page to show the authenticity and continuity of that document.

Words are often divided according to pronunciation. Words that look alike may be syllabicated differently, and in other cases the syllabication may change according to the context of the sentence in which the words are used: for example, the words *project*, *progress*, *refuse*, *present*, *re-collect* and *recollect*.

If you do not know the syllabication of a word, look it up in your *Word Book* (Houghton Mifflin Company) which lists most of the words you will need. If the word is not there, you should then turn to your *American Heritage Dictionary* (Houghton Mifflin).

Words must of necessity be divided in order to justify the right-hand margin of printed material: this prevents a ragged right margin and presents a pleasing and attractive appearance to a typewritten (business) let-

ter. In the preparation of manuscript or copy for printing or publication and in transcription the following rules are generally followed and will aid you in this preparation.

Rules for dividing words, dates, and numbers

The rules that follow are intended to offer writers, editors, secretaries, and proofreaders a guide to traditional practice in word division. The general principles stated here reflect conservative practices followed by printers and publishers and not the comprehensive syllabication indicated in *The American Heritage Dictionary* and *The Word Book*, which reflects the phonetic structure of the word. However, word breaks indicated here will always coincide with one or more syllable divisions as shown in these other books.

1. Never divide a word of one syllable or a word that is pronounced as one syllable:

breadth	mashed	point	cough
horde	yipes	fringe	vibes

2. Words beginning or ending with a single-letter syllable should never be divided before or after the single letter:

ane-mia, *not* a-nemia or anemi-a
uto-pia, *not* u-topia or utopi-a

3. Words like *area*, *Ohio*, *ego*, *ogre* should not be divided at all, because no matter how the word is