

It is an impression, which we cannot rid ourselves of if we would, when sitting by the body of a friend, that he has still a consciousness of our presence, — that though the common concerns of the world have no more to do with him, he has still a love and care of us. The face which we had so long been familiar with, when it was all life and motion, seems only in a state of rest. We know not how to make it real to ourselves, that the body before us is not a living thing.

Arthur was in such a state of mind, as he sat alone in the room by his mother, the day after her death. It was as if her soul had been in paradise, and was now holding communion with pure spirits there, though it still abode in the body that lay before him. He felt as if sanctified by the presence of one to whom the other world had been laid open, — as if under the love and protection of one made holy. The religious reflections that his mother had early taught him, gave him strength; a spiritual composure stole over him, and he found himself prepared to perform the last offices to the dead.

It is not enough to see our friends die, and part with them for the remainder of our days, — to reflect that we shall hear their voices no more, and that they will never look on us again, — to see that turning to corruption which was but just now alive, and eloquent, and beautiful with all the sensations of the soul. Are our sorrows so sacred and peculiar as to make the world as vanity to us, and the men of it as strangers, and shall we not be left to our afflictions for a few hours? Must we be brought out at such a time to the concerned or careless gaze of those we know not, or be made to bear the formal proffers of consolation from acquaintances who will go away and forget it all? Shall we not be suffered a little while a holy and healing communion with the dead? Must the kindred stillness and gloom of our dwelling be changed for the solemn show of the pall, the talk of the passers-by, and the broad and piercing light of the common sun? Must the ceremonies of the world wait on us even to the open graves of our friends?

When the hour came, Arthur rose with a firm step and fixed eye, though his whole face was tremulous with the struggle within him. He went to his sister, and took her arm within his. The bell struck. Its heavy, undulating sound rolled forward like a sea. He felt a violent beating through his whole frame, which shook him that he reeled. It was but a momentary weakness. He moved on, passing those who surrounded him, as if they had been shadows. While he followed the slow hearse, there was a vacancy in his eye as it rested on the coffin, which showed him hardly conscious of what was before him. His spirit was with his mother's. As he reached the grave, he shrunk back and turned deadly pale; but sinking his head upon his breast, and drawing his hat over his face, he stood motionless as a statue till the service was over.

He had gone through all that the forms of society required of him. For, as painful as the effort was, and as little suited as such forms were to his own thoughts upon the subject, yet he could not do any thing that might appear to the world like a want of reverence and respect for his mother. The scene was ended, and the inward struggle over; and now that he was left to himself, the greatness of his loss came up full and distinctly before him.

It was a dreary and chilly evening when he returned home. When he entered the house from which his mother had gone for ever, a sense of dreary emptiness oppressed him, as if his very abode had been deserted by every living thing. He walked into his mother's chamber. The naked bedstead, and the chair in which she used to sit, were all that was left in the room. As he threw himself back into the chair, he groaned in the bitterness of his spirit. A feeling of forlornness came over him, which was not to be relieved by tears. She, whom he had watched over in her dying hour

and whom he had talked to as she lay before him in death, as if she could hear and answer him, had gone from him. Nothing was left for the senses to fasten fondly on, and time had not yet taught him to think of her only as a spirit. But time and holy endeavors brought this consolation; and the little of life that a wasting disease left him, was passed by him, when alone, in thoughtful tranquillity; and amongst his friends he appeared with that gentle cheerfulness, which, before his mother's death, had been a part of his nature.\*

### Exercises.

Narration and Description may now be united in the history of

Moses	Elizabeth of England
Saul	Arabella Stewart
Elijah	Arabella Johnson
Elisha	Washington
Daniel	Jay
Judith	Marshall
Joshua	Franklin
Jephthah	Montezuma.

To the historical data which can be gleaned from any authentic source, the student may be permitted to add fictitious circumstances of his own invention.

In the same manner, he may present notices of any other character which may occur in the course of his reading or observation. He may also reverse the process of amplifying, and present an abridgement of the example.

### LXIV.

#### EPISTOLARY CORRESPONDENCE, OR LETTER WRITING.†

A Letter is, perhaps, one of the most common, as well as one of the most useful forms of composition, and there are few, who can read or write at all, who are not frequently called

\* It is recommended that the student be required to analyze this beautiful specimen of narration united with description, by presenting a list of the particulars which enter into the narrative and descriptive parts respectively.

† It is generally allowed, that epistolary writing, if not one of the highest, is one of the most difficult branches of composition. An *elegant* letter is much more rare than an elegant specimen of any other kind of writing. It is for this reason, that the author has deviated from the usual order practised by respectable teachers who give epistolary writing the first place in



upon to perform it. Under the head of Letter Writing, it is intended in this exercise to include all the forms of epistolary correspondence, whether in the shape of billets, notes, formal letters, or ceremonious cards, &c. It is proper to premise, that, whenever a letter is to be written, regard should be had to the usual forms of complimentary address, to the date, the superscription, and the closing. The folding, also, of the letter should not be disregarded. If it be true, that "trifles form the principal distinction between the refined and the unrefined," surely those trifles deserve some sort of consideration.

And, first, it is to be observed, that, whenever a *written* communication is made by one individual to another, the usages of society require that the *reply* should also be *written*; and that the same style of address should be preserved in both the communication and the reply. A different style, or form, seems to express a want of respect, or an arrogance of superior knowledge,—faults equally to be avoided in the intercourse of polished society.

If the letter is written in the *first* person, the reply should also be in the *first* person. Thus, when the letter begins

"Dear Sir,  
"I write to inform you," &c.,

the answer should be in the *first* person also; thus:

"Dear Sir,  
"I have received your letter," &c., or "Your letter informing me, &c., has been received, and I hasten to say," &c.

If the letter is written in the *third* person, thus:

"Mr. Parker has the honor of informing the Hon. Mr Brimmer," &c.,

the answer should also be in the *third* person; thus:

"Mr. Brimmer has received the letter of Mr. Parker," &c.

the attention of the student. He has deemed it expedient to reserve the subject for this part of the volume, and for the practice of the student who has been previously exercised in other attempts. At this stage of his progress, he may be profitably exercised in the writing of letters. The teacher may now require him to write notes, billets, and letters addressed to a real or fictitious person, announcing some event, or on some formal subject. The teacher cannot be too particular in his directions with regard to folding, sealing, &c., for early habits of negligence, or want of neatness, are with difficulty eradicated.

The name of the writer should always be subscribed to the letter when it is written in the *first* person, but never when it is written in the *third*. The date of the letter should also be written *at the beginning*, when the letter is written in the *first* person, and *at the end*, when it is written in the *third*. The address of the letter should be written under the signature, and towards the left side of the letter, when it is written in the *first* person, but not when it is written in the *third*.

A neat and well-written letter is a much more rare production than it ought to be. Few directions can be given with regard to the composition of a letter; but it is intended in this exercise to give some general directions with regard to the mechanical execution of letters, notes, and billets. And, first, with regard to Letters.

A letter should embrace the following particulars, namely. 1st. The date. 2d. The complimentary address. 3d. The body of the letter. 4th. The style, or complimentary closing. 5th. The signature; and, 6th. The address, with the title, if any.

The date should be written near the right hand upper corner of the sheet. The complimentary address follows, a little lower down, near the left hand side of the sheet. The body of the letter should be commenced very nearly under the last letter of the complimentary address. The style, or complimentary closing, should stand very nearly under the last letter of the body; the signature very nearly under the last letter of the style; and the address should be placed a little below the signature, and towards the left hand side of the sheet.



*Example 1st.*

## FORM OF A LETTER.

	Date. ~~~~~
Complimentary address. ~~~~~	
Body of the Letter. ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~ ~~~~~	
Style, or Complimentary Closing. ~~~~~	
	Signature. ~~~~~
Address, or Superscription. ~~~~~	
Title, if any. ~~~~~	

*Example 2d.*

## A LETTER, WITH ITS PARTS.

	(date.) <i>Boston, May 2d, 1843.</i>
(complimentary address.) <i>Dear Sir,</i>	(body of the letter.) <i>I have endeavored to present a few plain directions for letter-writing, which, I hope, will be sufficiently intelligible, without much labored explanation. If, however, I have unfortunately neglected any material point, I shall very gladly supply the deficiency, if you will have the kindness to mention it, either personally, or by note.</i>
	(style, or complimentary closing.) <i>Yours respectfully,</i>
	(signature.) <i>George C. S. Parker</i>
(the address, or superscription.) <i>Hon. James Harper.</i>	(title.) <i>Mayor of New York.</i>

In very formal letters, the address should precede the letter and the signature, so that the individual addressed may, at first sight, perceive that the communication is intended for him, before he has taken the trouble to read it through. In this case, also, the date should be written below, in the place of the address.



## Example 3d.

## A FORMAL LETTER.

To the Hon. Mr. Brimmer,  
Mayor of Boston.  
Sir,

The public schools of this  
commonwealth are under great obligations to you  
for your late munificent benefaction. That  
you may long live to witness, and to rejoice in  
the widely extended influences of that benefac-  
tion is the ardent wish of,

Sir,

Yours very respectfully,  
Rich'd. G. Parker.

Boston, Aug. 3d, 1843.

The folding\* of a letter, though in itself a thing of appa-  
rently trivial importance, is still deserving of attention. The  
following will be more intelligible than written directions.

\* Official documents and very formal letters have, sometimes, but two  
folds; and these are made by doubling over the top and bottom parts of the  
whole sheet, or open letter, in the manner in which papers are generally  
kept on file. The whole is then enclosed in an envelope.

## Example 4th.

This Cut represents the folding of a Letter.

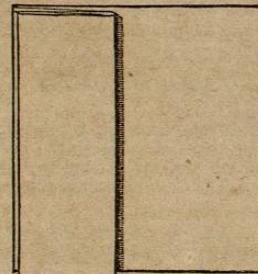
No. 1. The Letter before it is folded.

Boston, Feb. 9, 1844.  
Dear Sir,  
Your letter of the 7th  
has been duly received, and  
I shall, at my earliest leisure,  
attend to the business to  
which you have therein called  
my attention.  
Yours respectfully,  
John Smith.  
Mr. Richard Roe.

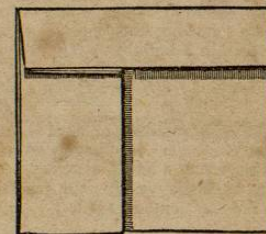
No. 2. The first fold, one fourth part of  
the first leaf turned over.

Boston,  
Dear Sir,  
Your  
has been duly  
I shall at my  
attend to the  
which you h  
my attention  
Yours, r  
Mr. Richard

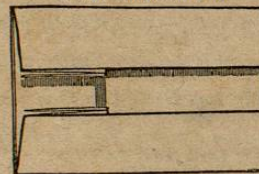
No. 3. The second fold; the folded part  
turned over so as to meet the left  
side of the sheet.



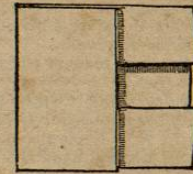
No. 4. The third fold.



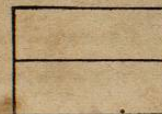
No. 5. The fourth fold



No. 6. The fifth fold.



No. 7. The letter closed. No. 8. The letter sealed. No. 9. The letter directed.



Richard Roe,  
Boston.



## TITLES.

In the superscription of a letter, the title of Honourable is generally given by courtesy to the Vice-President of the United States; to the Lieutenant-Governor of a State; to the Senators and Representatives of the United States; to the Senators of the respective States, and to the Judges of all the courts; to the Mayor of a city; to the Heads of Departments, &c. In addressing the President of the United States, the Governor of a Commonwealth, or an Ambassador of the United States, the title "His Excellency"\* is generally used. †

\* See *Antonomasia*, page 82.

† No titles are formally recognized by law in this country, except in Massachusetts, where the legal title of the Governor is "His Excellency," and that of the Lieutenant-Governor, "His Honor;" and, therefore, as it is stated above, it is *by courtesy* only, that the usage has obtained. As it is possible that this volume may fall into the hands of some individuals who are curious to know something of the forms of address in the mother country, the following directions are extracted from the grammar of Mr. Lennie, published in Edinburgh a few years ago.

"Directions for Superscriptions and Forms of Address to Persons of every Rank.

[The superscription, or what is put on the outside of a letter, is printed in Roman characters, and begins with *To*. The terms of address used in beginning either a letter, a petition, or verbal address, are printed in Italic letters, immediately after the superscription. The blanks are to be filled up with the real name and title.]

"To the King's Most Excellent Majesty, — *Sire*, or *May it please your Majesty*. Conclude a petition, or speech, with, — Your Majesty's most Loyal and Dutiful Subject.

To the Queen's Most Excellent Majesty, — *Madam*, or, *May it please your Majesty*.

To his Royal Highness, Frederick, Duke of York, — *May it please your Royal Highness*.

In the same manner address every other member of the Royal Family, male or female.

*Nobility*. To his Grace the Duke of —, *My Lord Duke, Your Grace*, or, *May it please your Grace*.

To the Most Noble the Marquis of —, *My Lord Marquis, Your Lordship*

To the Right Honourable —, Earl of —, *My Lord, Your Lordship*.

To the Right Honourable Lord Viscount —, *My Lord, May it please your Lordship*.

To the Right Honourable Baron —, *My Lord, May it please your Lordship*.

The wives of noblemen have the same Titles with their husbands, thus: To her Grace the Duchess of —, *May it please your Grace*.

To the Right Honourable Lady Ann Rose, — *My Lady, May it please your Ladyship*.

The titles of *Lord* and *Right Honourable* are given to all the sons of Dukes

The members of a house of representatives, or of a board of aldermen, taken collectively, should be addressed as "The Honourable," &c.

The title of Esquire is also given by courtesy in the superscription of a letter, to all gentlemen to whom we wish to show respect; but, when the title of Hon. or Honourable is

and Marquises, and to the eldest sons of Earls; and the title of *Lady* and *Right Honourable* to all their daughters. The younger sons of Earls are all *Honorables* and *Esquires*.

*Right Honourable* is due to Earls, Viscounts, and Barons, and to all the members of Her Majesty's Most\* Honourable Privy Council, to the Lord Mayors of *London, York, and Dublin*, and to the Lord Provost of *Edinburgh*, during the time they are in office; to the Speaker of the House of Commons; to the Lords Commissioners of the Treasury, Admiralty, Trade, and Plantations, &c.

The House of Peers is addressed thus, — To the Right Honourable the Lords Spiritual and Temporal of the United Kingdom of Great Britain and Ireland in Parliament assembled. *My Lords, May it please your Lordships*.

The House of Commons is addressed thus, — To the Honourable the Knights, Citizens, and Burgesses of the United Kingdom of Great Britain and Ireland in Parliament assembled. *Gentlemen*, or, *May it please your Honors*.

The sons of Viscounts and Barons are styled Honourable and Esquire; and their daughters have their letters addressed thus, — to the Honourable Miss or Mrs. D. B.

The king's commission confers the title of *Honorable* on any gentleman in a place of honor or trust; such as, the Commissioners of Excise, His Majesty's Customs, Board of Control, &c., Admirals of the Navy, Generals, Lieutenant-Generals, and Colonels in the Army.

All noblemen, or men of title, in the army and navy, use their title by *right*, such as *Honorable*, before their title of rank, such as *Captain, &c.*; thus the *Honorable Captain James James* of the —, *Sir, or Your Honor*.

*Honorable* is due, also, to the Court of Directors of the East India Company, the Governors and Deputy-Governors of the Bank of England.

The title *Excellency* is given to all Ambassadors, Plenipotentiaries, Governors in foreign countries, to the Lord-Lieutenant, and to the Lords Justices of the Kingdom of Ireland. Address such thus, —

To his Excellency Sir —, Bart., Her Britannic Majesty's Envoy Extraordinary, and Plenipotentiary to the Court of Rome, — *Your Excellency May it please your Excellency*.

The title *Right Worshipful*, is given to the Sheriffs, Aldermen, and Recorder of London; and *Worshipful*, to the Aldermen and Recorders of other Corporations, and to Justices of the Peace in England, — *Sir, or Your Worship*.

The Clergy are all styled *Reverend*, except the Archbishops and Bishops, who have something additional; thus, —

To his Grace the Archbishop of Canterbury, or, To the Most Reverend Father in God, Charles, Lord Archbishop of Canterbury, — *My Lord, or, Your Grace*.

To the Right Reverend Father in God, John, Lord Bishop of —, *My Lord, or, Your Lordship*.

\* The Privy Counsellors, taken collectively, are styled his Majesty's Most Honourable Privy Council.



used, that of Esquire is always to be omitted, on the principle that the greater contains the less. For the same reason, the title Mr. should never precede that of Esquire.\*

#### OF NOTES OF INVITATION.

Notes of invitation, except where a great degree of familiarity is used, are generally written in the third person, and on paper of smaller size, called billet paper. The answers should also be written in the third person, and the same forms of expression should be used, as those employed in the invitation. A departure from the form seems like arrogance of superior knowledge of propriety; but where an expression is manifestly out of place, or improper, the writer of the reply is by no means bound to sacrifice his own sense of propriety to the carelessness or the ignorance of the one who addresses him.

The same observations that were made with regard to the date of a letter addressed in the third person, apply also to

\* In the address on the outside of a letter, note, &c., when the residence of the person addressed is unknown, but it is known that he is an inhabitant of the town or city in which we write, the word "Present" is frequently introduced to supply the place of the residence.

To the very Rev. Dr. A. B., Dean of —, *Sir*.

To the Rev. Mr. Desk, or, To the Rev. John Desk. \*

The general address to clergymen is, *Sir*, and when written to, *Reverend Sir*. Deans and Archdeacons are usually called *Mr. Dean*, *Mr. Archdeacon*.

Address the Principal of the University of Edinburgh thus, — To the Very Rev. Dr. B., Principal of the University of Edinburgh, — *Doctor*; when written to, *Very Rev. Doctor*. The other Professors thus, — To Dr. D. R., Professor of Logic in the University of E., — *Doctor*. If a Clergyman say, — To the Rev. Dr. J. M., Professor of, &c., — *Reverend Doctor*.

Those who are not Drs. are styled *Esquire*, but not Mr. too; thus, — To J. P., Esq., Professor of Humanity in the University of Edinburgh, — *Sir*. If he has a literary title, it may be added. Thus, To J. P., Esq., A. M. Professor of, &c.

Magistrates, Barristers at Law, or Advocates, and Members of Parliament, viz. of the House of Commons (these last have *M. P.* after Esq.), and all gentlemen in independent circumstances, are styled *Esquire*, and their wives *Mrs.*"

\* It seems to be unsettled whether *Mr.* should be used after *Reverend*, or not. In my opinion (says Mr. Lennie) it should, because it gives a clergyman his own honorary title over and above the common one. May we not use the *Rev. Mr.* as well as the *Rev. Dr.*? Besides, we do not always recollect whether his name is *James*, or *John*, &c. *Mr.*, in such a case, would look better on the back of a letter than a long, ill-drawn dash, thus, *The Rev. — Desk*. In short, *Mr.* is used by our best writers after *Reverend*, but not uniformly. The words *To the*, not being necessary on the back of a letter, are seldom used; but, in addressing it in the inside, left hand corner, at the bottom, they are generally used.

notes of invitation. The date should be at the bottom of the note, and at the left hand. \*

#### Example 5th.

#### FORM OF NOTES OF INVITATION, WITH THE REPLY.

##### INVITATION FOR THE EVENING.

*Mrs. Smith<sup>†</sup> requests the pleasure of  
Mr. and Mrs. Chapman's company on  
Thursday Eve'g, the 5th inst.  
Beacon St.  
Aug. 2d.*

#### Example 6th.

##### THE REPLY.

*Mr. and Mrs. Chapman accept  
with pleasure Mrs. Smith's invitation for  
Thursday Evening, the 5th inst.<sup>‡</sup>  
Chestnut St.  
Feb. 12th.*

\* When notes or letters are addressed to gentlemen of the same name, they should be addressed, "The Messrs.," or, "Messrs.;" if to two single ladies, "The Misses," not the "Miss." Thus, "The Misses Smith, or, "The Misses Davies," not, "The Miss Smiths," nor "The Miss Davises."

† As the lady is generally considered the head of the tea-table, there seems to be a propriety in the invitation to tea, or the evening, coming from the lady of the house alone.

‡ Or, *Mr. and Mrs. Chapman regret that a previous engagement will*



## Example 7th.

## INVITATION TO DINNER.

Mr. Tyler requests the pleasure of  
the Hon. Mr. Otis's company at dinner on  
Saturday next, at 5 o'clock.  
Bowdoin Square,  
Wednesday, 13th July.

## Example 8th.

## THE REPLY \*

Mr. Otis accepts with pleasure Mr.  
Tyler's invitation to dinner on Saturday next,  
at 5 o'clock.  
Beacon Street,  
Thursday, 14th July.

give them of the pleasure of accepting Mrs. Smith's polite invitation for  
Thursday evening, the 5th inst.

The address of a gentleman to a lady's invitation may be: Mr. Chapman  
has the honor of accepting, &c., or, regrets that a previous engagement will  
prevent his having the honor, &c.

\* The latest and most approved style of folding notes, is to enclose them  
in an envelope, in the manner explained in reference to official docu-  
ments, in the note on page 188th. The envelopes, ready made, are fur-  
nished by the stationer. If not enclosed, they generally have two folds  
only; and in directing them, the open part, or leaves, of the note should be  
on the left side. When enclosed, but one fold is necessary.

With regard to the sealing of a letter, if a wafer is to be  
used, care should be taken that it be not made too moist, for,  
in that case, it will not receive a good impression from the  
seal; and, moreover, is apt to give the letter a soiled appear-  
ance. But they who are particular about these matters  
always use wax in preference to wafers. \*

## FORMS OF CARDS.

Under the head of epistolary correspondence, may also be embraced  
the different forms of ceremonious cards, designed for morning calls, nup-  
tial ceremonies, &c. (As these are all supposed to be written or dictated  
by the individual who uses them, no title conceded by *courtesy* alone should  
ever be seen on them. Even the prefix of Mr. on a gentleman's card,  
savours of arrogance, for the literal meaning of the prefix is "Master."  
But the case is different on the card of a lady, and the prefix Mrs. (al-  
though it means "Mistress") is to be used, in order to distinguish her  
name from that of her husband. The question may arise, whether the  
residence should be inserted on the card. To this question a decided  
affirmative reply is given, although it is known to be at variance with not  
unfrequent usage. The omission of the residence seems to imply the  
belief, that the individual is a person of such distinction, that the knowledge  
of the residence is a matter of notoriety, and needs not to be mentioned.  
Now, in all the courtesies of life, the individual speaking of himself, should  
speak modestly and with humility; and, however distinguished he may  
be, he should be guilty of no arrogance of distinction. The insertion of  
the residence, therefore, is to be recommended on this ground alone, to  
say nothing of the possibility of mistake, arising from the bearing of the  
same name by two different families or by two different individuals.

In the cards of the young ladies of a family, the family name, with the

\* Lord Chesterfield, having received a letter sealed with a wafer, is said  
to have expressed strong disapprobation, saying, "What does the fellow  
mean by sending me his own *spittle*!" It is related, also, of Lord Nelson,  
that, in the very midst of the battle of Copenhagen, when the work of carnage  
and destruction was the hottest around him, and he judged it expedient to  
propose a cessation of hostilities, a wafer being brought to him to seal his  
communication to the Danish authorities, he rejected it, directing the wax  
and a taper to be brought, saying, "What! shall I send my own *spittle*  
to the Crown Prince?" In this latter case, however, *policy* might have been  
mingled with refinement; for a wafer seems to imply haste, and the sealing  
of his letter with a wafer would have implied a desire for a speedy cessa-  
tion of hostilities, which would have been construed into a necessity of the  
same, and have rendered his enemies confident of success, and unwilling to  
accede to the proposal. The coolness and deliberation implied in the seal-  
ing with wax, concealed from his enemies the knowledge of the condition  
of his fleet, and disposed them to comply with his wishes.

There is a kind of transparent glazed wafer very much in use at the  
present day; but even this seems to be obnoxious to the same objections.  
—it implies haste, which is inconsistent with the studied courtesies of  
polished life, and, moreover, involves the necessity of sending one's ow  
"*spittle*."



prefix of "Miss," is proper to be used *without the "Christian name,"* by the eldest of the single daughters. The Christian names of the younger daughters should be inserted. To illustrate by an example, suppose a gentleman, by the name of *Arthur S. Wellington*, resides with his family, a wife, and three daughters, *Caroline M., Catharine S., and Augusta P.* in *Tremont Street*. His card should be:

*Arthur S. Wellington,*  
*Tremont Street.*

that of his wife,

*Mrs. Arthur S. Wellington,*  
*Tremont Street.*

his eldest daughter's,

*Miss Wellington,*  
*Tremont Street.*

his second daughter's,

*Miss Catharine S. Wellington,*  
*Tremont Street.*

his third daughter's,

*Miss Augusta P. Wellington,*  
*Tremont Street.*

On the death, or marriage, of the eldest daughter, the second daughter becomes *Miss Wellington,\** &c.

\* On wedding cards, or cards preceding a wedding, there is considerable diversity of opinion, whether the name of both the gentleman and the lady should be inserted, or whether that of the lady alone should be expressed. A decided opinion is, however, expressed, that the name of *the lady alone* belongs on the card. She is to be the future mistress of the house; over its internal arrangements she alone has (or should have) any control, and to her alone also, all visits of ceremony are directed. The same reasons, therefore, which exclude the name of the husband from the notes of invitation, seem to apply with equal force to the exclusion of the name of the future husband from the wedding cards. Thus, supposing that Mr. John Singleton and Miss Sarah Greenwood intend marriage, the wedding card should be expressed thus:

Miss Sarah Greenwood,  
At home on Tuesday Eve'g, at 8 o'clock.  
48 Winter Street

Another class of cards,\* called business cards, form a convenient mode of advertising, and are much used at the present day. Of these it will be sufficient to say, that they should be short, comprehensive, clear, and distinct. The card of an attorney or a counsellor at law will read thus:

*William Blackstone,*  
*Counsellor, (or Attorney,) at Law*  
*47 Court Street,*  
*Boston.*

Reference:

*Hon. John Dane,*  
*Nath'l Royall, Esq*

The card of a physician may be expressed in the following form.

*William Danforth, M. D., M. M. S.,*  
*57 Winter Street,*  
*Boston*

Reference:

*Dr. William Rand,*  
*" John Warren.*

\* There are some portions of this article, particularly those relating to ceremonious observances in epistolary correspondence, which may be deemed out of place in a volume professing to treat of grave composition. The author's apology for their introduction is the want he has long felt of something of the kind for the use of his own pupils. He confesses that he is alone responsible for *all* the directions and the suggestions in the introduction to the Exercise; and, while he is conscious that the attitude of a learner would become him better than that of a teacher in these points, he apologizes for his presumption by the statement, that he knows no source in print to which he can refer those who are desirous of information upon these topics. How he has thus supplied the deficiency, he leaves for others to judge. To those who have any thing to object to what he has advanced, he respectfully addresses the words of the Venesian poet:

— " Si quid novisti rectius istis,  
" Candidus imperti; si non, his utere mecum."

That the whole subject is important in an enlightened community, needs no stronger corroboration than the assertion of the author of *Waverley*, (see "*Ivanhoe*," Parker's edition, Vol. 1st, p. 169,) that "a man may with more impunity be guilty of an actual breach of good breeding or of good morals, than appear ignorant of the most minute point of fashionable etiquette."



The card of a commission merchant is as follows:

Horatio Gates,  
Commission Merchant,  
49 Water Street,  
New York.

Reference:

Samuel Good,  
Fiske & Rand,  
George W. Lawrence, } Esquires.

Example 9th.

A LETTER OF INTRODUCTION.

[N. B. It will be noticed, that it is not customary to seal a Letter of Introduction.]

Boston, April 19th, 1845

Dear Sir,

This will be handed to you by my friend, Mr. John Smith, who visits your city on business connected with his profession. Mr. Smith is one of the most distinguished members of the Suffolk Bar, and you will not fail to discover that he is as remarkable for his general scholarship, and the polish of his manners, as for his eminence in the legal profession. The attentions which you may please to show him for my sake, I have no doubt that you will be happy to continue for his own,—all of which shall be gratefully acknowledged and heartily reciprocated by

Yours respectfully,

Rich'd Roe.

John Doe, Esq.

Example 10th.

A LETTER OF CONDOLENCE.

Boston, April 19th, 1845.

Dear Friend,

I write this under the utmost oppression of sorrow; the youngest daughter of our friend Jones is dead! Never, surely, was there a more agreeable, and more amiable young person; or one who better deserved to have enjoyed a long, I had almost said, an immortal life! She had all the wisdom of age, and the discretion of a matron, joined with youthful sweetness and virgin modesty.

With what an engaging fondness did she behave to her father! How kindly and respectfully receive his friends! How affectionately treat all those, who, in their respective offices, had the care and education of her! She employed much of her time in reading, in which she discovered great strength of judgment; she indulged herself in few diversions, and those with much caution. With what forbearance, with what patience, with what courage, did she endure her last illness!

She complied with all the directions of her physicians; she encouraged her sister, and her father; and when all her strength of body was exhausted, supported herself by the single vigor of her mind. That, indeed, continued even to her last moments, unbroken by the pain of a long illness, or the terrors of approaching death; and it is a reflection which makes the loss of her so much the more to be lamented. A loss infinitely severe! more severe by the particular conjuncture in which it happened!

She was contracted to a most worthy youth; the wedding day was fixed, and we were all invited. How sad a change from the highest joy, to the deepest sorrow! How shall I express the wound that pierced my heart, when I heard Jones himself, (as grief is ever finding out circumstances to aggravate its affliction,) ordering the money he had designed to lay out upon clothes and jewels for her marriage, to be employed in defraying the expenses of her funeral!

He is a man of great learning and good sense, who has applied himself, from his earliest youth, to the noblest and most elevating studies: but all the maxims of fortitude which he has received from books, or advanced himself, he now absolutely rejects; and every other virtue of his heart gives place to all a parent's tenderness. We shall excuse, we shall even approve his sorrow, when we consider what he has lost. He has lost a daughter who resembled him in his manners, as well as his person; and exactly copied out all her father.

If you shall think proper to write to him upon the subject of so reasonable a grief, let me remind you not to use the rougher arguments of consolation, and such as seem to carry a sort of reproof with them; but those of kind and sympathizing humanity. Time will render him more open to the dictates of reason; for, as a fresh wound shrinks back from the hand of the surgeon, but by degrees submits to, and even requires the means of its cure, so a mind, under the first impressions of a misfortune, shuns and



rejects all arguments of consolation; but at length, if applied with tenderness, calmly and willingly acquiesces in them.\*

Very truly yours,  
GEORGE C. S. PARKER

Henry Dix, Esq.

*Exercises in Epistolary Writing.*

- A Letter to a friend announcing any event, real or imaginary.
- " " the inhabitants of the moon, or the stars, or a comet
  - " " any character in history.
  - " " any one in a foreign country.
  - " containing a journal of occurrences.
  - " " criticisms on works that have been read.
  - " " opinions on subjects discussed at any seminary
  - " " suggestions caused by daily studies.
  - " " requesting the acceptance of some present
  - " describing a sunrise at sea.
  - " " sunset "
  - " from Palestine, describing the country, &c.
  - " " England, " " "
  - " " France, " " "
  - " " Italy, " " "
  - " " Greece, " " "
  - " describing the personal appearance and style of preaching of
    - some eminent divine.
    - the Falls of Niagara.
    - the White Mountains.
    - Lake Erie, &c.
    - the Pyramids of Egypt.
    - Mount Vesuvius.

LXV.

REGULAR SUBJECTS.

ON A SUBJECT, AND THE METHOD OF TREATING IT.

In writing on a regular subject, the following directions are given by Mr. Walker, as suggestions for the different divisions, as well as for the systematic train of reflections.

\* This letter is an original of Pliny the Younger to Marcellinus, translated by Melmoth. The address, &c. has been altered to accommodate it to the purposes of this volume.

The definition; the cause; the antiquity, or novelty; the universality or locality; the effects; namely, the goodness or badness, or the advantages or disadvantages.

1st. If your subject require explanation, define it or explain it at large.

2nd. Show what is the cause of your subject; that is, what is the occasion of it, or what it is derived from.

3d. Show whether your subject be ancient or modern; that is, what was in ancient times, and what it is at present.

4th. Show whether your subject relates to the whole world, or only to a particular part of it.

5th. Examine whether your subject be good or bad; show wherein its goodness or badness consists, and what are the advantages or disadvantages that arise from it.\*

*Example.*

ON GOVERNMENT.

*Definition.* Government is the direction and restraint exercised over the actions of men in communities, societies, or states. It controls the administration of public affairs, according to the principles of an established constitution, a code of written laws, or by well-known usages; or it may be administered, as in some countries, by the arbitrary edicts of the sovereign. Government is the soul of society: it is that order among rational creatures which produces almost all the benefits they enjoy. A nation may be considered as a large family;—all the inhabitants are, as it were, relations; and the supreme power, wherever it is lodged, is the common parent of every individual.

*Cause.* The necessity of government lies in the nature of man. Interest and selfishness, unrestrained by salutary laws and restrictions, would be the controlling principle of every man's actions, uninfluenced by a proper regard for the rights of others. It is necessary, therefore, to have some restraint laid upon every man—some power which shall control him, and impel him to what is right, and deter him from what is wrong, and this power is government. To this restraint every one must submit; and if in such submission any one finds it necessary to give up

\* These directions are thus versified by Mr. Walker:

If first your subject definition need,  
Define your subject first, and then proceed;  
Next, if you can, find out your subject's cause,  
And show from whence its origin it draws:  
Ancient or modern may your subject be,  
Pursue it, therefore, to antiquity;  
Your subject may to distant nations roam,  
Or else relate to objects nearer home:  
The subject which you treat is good, or ill  
Or else a mixture of each principle:  
And ere your subject a conclusion know,  
The advantage or the disadvantage show.