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Dear Reader:

If you will fill in and mail the card herewith, we will send you, charges prepaid for examination, PUTNAM'S MINUTE-A-DAY ENGLISH FOR BUSY PEOPLE, in flexible binding, with round corners and colored edges.

ALL OVER THE COUNTRY is spreading like wildfire a movement for BETTER ENGLISH. Not only throughout our vast educational system but more particularly in business and professional and social circles, is a concerted effort being made to have our common language correct and grammatical, to keep it melodious and beautiful. "BETTER-ENGLISH WEEK" is now an annual institution, but better still is to make every day a BETTER-ENGLISH DAY, which can easily be done by even the busiest people by the use of PUTNAM'S MINUTE-A-DAY ENGLISH. The importance of GOOD ENGLISH can not be over-estimated. The prizes of life will go to those who talk and write it ACCURATELY AND EFFECTIVELY.

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Very truly yours,

G. P. PUTNAM'S SONS

Correct English Is Necessary to Success in Life, Business, Professional or Social

Ambitious people therefore, must have, or must secure, a mastery of English. They must be able to avoid grammatical errors; they must know how to pronounce properly, and have pleasing articulation and enunciation; they must be able to spell correctly; and they must have an extensive vocabulary.

A Man Reveals Himself Instantly by His Conversation

Not only by what he says, but by how he says it, is he mentally catalogued by those with whom he comes into contact. If he is able in this way to create a favorable impression, it may be greatly to his advantage. Consider the man who has a head full of worth-while ideas; if he has the command of English necessary to express them fluently and forcefully; if he speaks grammatically; if he enunciates distinctly; if just the words he needs to express his exact meaning are at his instant command; then he can hardly fail to get his ideas across to those whom he may perhaps wish to impress with his ability to conduct difficult negotiations, to take charge of certain important work, to fill a desirable vacancy, or to hold a responsible office. Many a man holds an inferior position to-day who might long since have commanded a large salary, but for his defective use of English. Many a woman has been forced to content herself with a mediocre position in society, on account of bad grammar, displeasing enunciation, or inability to express herself correctly.

English Is the Outlet of Thought

The medium through which thought must express itself. As the power to express thought grows through a wider acquaintance with all phases of English expression, so grows the power to think, and therefore

Better Speech, Better Thoughts

Now comes this new and unique book, **Putnam's Minute-a-Day English**, prepared especially for the use of busy people who have no time to spare for study, who must absorb knowledge in an idle moment now and then. Those who can spare even a **Minute a Day** can use that minute profitably in enlarging their vocabularies, in finding better words with which to express their meaning, in improving their pronunciation or their grammar, or in practice in enunciation and articulation. **Putnam's Minute-a-Day English** is just the book, so brief, so concise, and so cleverly and attractively arranged, as to make it

An Invaluable Aid to Those Who Wish to Learn Quickly to Use Correct English

Putnam's Minute-a-Day English

For Busy People Who Realize the Importance of An Accurate and Effective Form of English Expression in Their Daily Contact with Others

Grammatical Expression

I wish I were in Dixie.
I wish he were alone.
I wish I were worth a million dollars.

123

ELIMINATE "KIND OF" AND "SORT OF"

Use very and rather.

PRACTICE

I feel very sorry.
The milk is rather sour.
My coffee is very sweet.
It is rather cold this morning.
He is rather tiresome.
I felt very certain that—
I think they are very fine people.
The wind is rather strong.
He seems rather clumsy at his work.

124

HOW TO USE SHALL AND WILL

SIMPLE FUTURE

I Shall

I shall go to New York to-morrow.
I shall meet you Wednesday afternoon.

[73]

The Left-Hand Page Above

shows the last part of Suggestion No. 122, and the whole of Suggestion No. 123, all from the section of Grammatical Expression. Suggestion No. 123 shown in full, deals with a very common habit among those who have not given close attention to the careful speaking of English, the use of "Kind of" and "Sort of" as a qualifying phrase instead of the better qualifying words "very" or "rather." Read over the practice sentences as they are given, then substitute temporarily the undesirable "kind of" or "sort of" and see how much smoother, how much more grammatical, how much more likely to receive attention from desirable people are the sentences where "very" or "rather" are used. Suggestion No. 124, continued on Page 74, deals fully with the use of "shall" and "will," another stumbling block for the novice in English.

This Book Gives One Not Only a Speaking Acquaintance, but an Intimacy, with Good English

Pronunciation

303

OUR A'S

A cultured person is known by the pronunciation of his a's.

Sound ā, as in āsk;
ǣ, as in ārm.

Apply these sounds to

It is rāther a difficult tāsk.
The beggar asked ālms; they gave to him an ālmond. "Friend," said he, "the pālm belongs to you."
Blāst is about halfway between the Englishman's "blawst" and the American's "blāst."
Do not slip upon the bānānā peel.

304

WHEN C HAS THE SOUND OF K

Note c has the sound of k before a, o, and u.

PRACTICE

caterer
efficacy
logical
musical
physical

[177]

The Right-Hand Page Above

shows Suggestion No. 303 under the general heading of Pronunciation. The proper pronunciation of the letter "a" is considered by experts in the use of English to be exceedingly important, the unmistakable sign, in fact, of a cultured person. In Suggestion No. 304 is the simple rule which enables one to tell definitely whenever and wherever "c" has the sound of "k"; the list of words given for practice is continued on the next page. It is possible in the two pages shown above to give only an incomplete idea of the wide scope of the book, and of its wealth of information on the proper use of English, information which has been demonstrated to have a very practical value. Here are in all, 525 separate suggestions, grouped under main headings and sub-headings, every one of which is made almost immediately accessible by means of the comprehensive index.

Helps to Put Originality, Freshness and Sparkle, as Well as Accuracy and Effectiveness, into One's Speech

Here are hundreds of valuable suggestions and pointers founded upon the Law of Association, the Law of Emphasis, Correct Forms of Expression, and the Preferred Pronunciation and Spelling, each so arranged typographically as to impress its main detail upon the reader's mind like a flash, and to leave a permanent impression. Necessarily incomplete, the following summary gives but a bare idea of

What Is to Be Found in Putnam's Minute-a-Day English

1. Associated Words. Material for the enrichment of one's vocabulary; essential facts, together with numerous suggestions giving the fine distinction between pairs of words of similar meaning, and the differences between words of similar sound but quite different meaning. Very helpful to those who wish to be able to express themselves accurately, and to bring out fine shadings of thought.

2. Grammatical Expression. May and Might; Forming the Possessive Singular; Like and Love; Mad and Angry; Real and Very; Expect and Suppose; Affect and Effect; Either and Both; Set and Sit; Was and Were; Foot and Feet; Shall with questions; Eliminating "these kind" and "to be she"; Gender; Words in the singular which seem plural; Learn and Teach; Good and Well; Plurals formed by adding "S"; Forming plurals; Can and Could; "Its being He"; Lend and Loan; Shall and Will; When one word anticipates another; Its and It is; You and Me; You and I; when "Got" is correct; why "Had Ought" is incorrect; Lay and Lie; Facts about "Is," "Are," "Was," "Were." Altogether the commonest mistakes in English boiled down and made so clear and simple that they can be understood and assimilated at a glance.

3. Pronunciation. Correct accent of many words which are commonly spoken incorrectly, with syllables, words, and phrases for practice, arranged to be easily and quickly absorbed, together with special instructions which clarify and make the whole still easier to understand. The importance of Articulation and Enunciation; special groups of words for practice; the two sounds of "TH"; selections from literature which bring out special points about enunciation and give practice; proper pronunciation of many words often slurred or mispronounced, invaluable instructions, the following of which would immeasurably elevate one's standard of pronunciation. Only a bare idea can be given in this incomplete summary of the wealth of material on this important phase of English.

4. Spelling. Gives the words which are commonly misspelled, and easy rules for remembering the correct spelling, mostly by the Law of Association; with simple and condensed rules for spelling which assure correctness by their application to unfamiliar words.

5. Word-Stems. The English meaning of many words from other languages; the derivation of English words; special classifications giving numerous English words of different meanings, but derived from the same foreign words; a knowledge of derivation help greatly in the pronunciation and an understanding of the meaning, of English words.

6. Syllabication. How to separate words properly into syllables; Evening, Gardener, Extraordinary, Diamond, Aged, Auxiliary, and many other words, which are often slurred, and are difficult to separate, and at the same time to pronounce properly.

7. Spelling and Language Games. which will afford hours of entertainment for children and grown-ups and which will simultaneously instruct them in different phases of the proper use of English.

8. Complete Index to the Entire Volume, enabling practically any special point wished to be located immediately.

An Attractive and Durable Volume

Putnam's Minute-a-Day English is 4½ by 6½ inches in size, printed on book paper of good quality, and containing more than 300 pages, only two of which can be shown herewith. This special edition has round corners and colored edges, and is bound in flexible leatherette, a beautiful new binding material, with all the appearance of leather, and much more durable than either cloth or leather. It is light in weight, just right to be held in the hand, and of a suitable size to be slipped into travelling bag, or even into the coat pocket. It will last indefinitely and will prove to be to those who use it

A Source of Infinite Satisfaction