
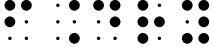




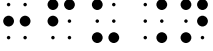











Examples

	Used	Not Used
ound	found  foundry 	'ounds 
ance	chancellor  Frances 	ancestor 
sion	confusion  expressionless 	Sion 
less	blessing  careless  unless 	less  lessee  lesson  unlessoned 

Used

Not Used

ount



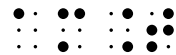
country



county



amount



Rountree



ence



fences



encephalitis



commencement



thence

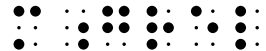


(See §a. below.)

ong



mongrel



congruous



pongee



incongruous



tongue



ful



carefully



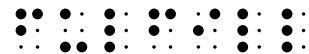
fully



cheerful



fulfill



unfulfilled



	Used	Not Used
tion ⠠⠠⠠⠠	diction ⠠⠠⠠⠠⠠⠠⠠⠠	—
	fractional ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
ness ⠠⠠⠠⠠	finesse ⠠⠠⠠⠠⠠⠠⠠	Nesselrode ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	business ⠠⠠⠠⠠⠠⠠⠠	(See §b. below.)
	Tennessee ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	
	(See §b. below.)	
ment ⠠⠠⠠⠠	memento ⠠⠠⠠⠠⠠⠠⠠	mental ⠠⠠⠠⠠⠠⠠
	comment ⠠⠠⠠⠠	
ity ⠠⠠⠠⠠	pity ⠠⠠⠠⠠⠠	hoity-toity ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
	deity ⠠⠠⠠⠠⠠	(See §c. below.)
ation ⠠⠠⠠⠠	(See §d. below.)	(See §d. below.)

	Used	Not Used
ally	rallying	ally
⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠
	usually	re-ally
	⠠ ⠠ ⠠ ⠠ ⠠ ⠠	⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠
	really	(See §c. below.)
	⠠ ⠠ ⠠ ⠠	

Exceptions

a. The contraction "ence" should be used when followed by "d" or "r." **Ex:**

commenced ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

silencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

Spencer ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

b. The contraction "ness" should be used in such easily read words as:

baroness ⠠ ⠠ ⠠ ⠠ ⠠

governess ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

lioness ⠠ ⠠ ⠠ ⠠ ⠠

but not where the root word ends in "en" or "in." **Ex:**

chieftainess ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

citizeness ⠠ ⠠ ⠠ ⠠ ⠠ ⠠ ⠠

c. The contractions "ity" and "ally" should not be used where "y" has been added to a base word. **Ex:**

fruity ⠠⠋⠗⠗⠏⠗⠏⠗⠏⠗⠏⠗ squally ⠠⠏⠗⠗⠗⠗⠗⠗⠗⠗⠗⠗⠗⠗⠗

d. The contraction "ation" should be used in preference to the letter "a" and the contraction "tion." **Ex:**

education ⠠⠑⠗⠗⠗⠗⠗⠗⠗⠗⠗ stationary ⠠⠏⠗⠗⠗⠗⠗⠗⠗⠗⠗⠗

ration ⠠⠗⠗⠗⠗⠗⠗