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IN THE following treatise, the different constructions in language are made the basis of classification. Instead of being at once taught all the uses of the comma, or of any other mark, we are told how to fully punctuate such constructions as the Series, the Participial Phrase, the Adjective Phrase, etc. The diagram on the following page gives a synopsis of the plan of arrangement, and also serves as an index.*

The entire subject is considered under six heads:—

1. Marks to be used at the Close of a Sentence.
2. Punctuation of Simple Sentences.
3. Punctuation peculiar to Complex Sentences.
4. Punctuation peculiar to Compound Sentences.
5. Punctuation of Independent Expressions.
6. Unclassified Cases.

*How to find the Rule for Punctuating a Passage.—If the passage you want to punctuate is a Couplet, you will look under Simple Sentences, and Compound Elements, in the diagram. There you will find the Couplet, and the page where you are to look for the rules relating to such a construction. Having found the page, you read the rules, one after another, till you find the one that fits the case you have in hand. If you want to learn whether any mark should be placed after a Series, find the page where the rules for the Series begin, and you will see that the first group of rules are given to tell how the terms of a series are to be separated, the second to tell what marks should precede the series, and the third to tell what marks should follow it. Here you will find your rule.

If your passage is an Adjective Clause, it will come under Complex Sentences, and will be easily found. If you want to know what mark to use in separating Coordinate Clauses, look under Compound Sentences, etc.

If you do not understand grammar well enough to distinguish the clauses, phrases, etc., that make up a sentence, you must carefully read the instruction at the head of each division, and also the examples, comparing them with the rules they are meant to illustrate. Persevering practice of this kind will soon give you a success that will be gratifying indeed.
A SIMPLE sentence is one that contains but a single proposition.

A Proposition is a group of words containing a subject and predicate.

Ex.—A good man will love his neighbor.

PRINCIPAL ELEMENTS.

The Subject and Predicate of a sentence are called its principal elements.

The Grammatical Subject is the word of which something is predicated in the sentence.

The Grammatical Predicate is the word or words that predicate something of the subject.

A Complex Subject is the grammatical subject taken together with the words and phrases that limit it.

Ex.—The old man of the mountains appeared on the scene.

A Compound Subject consists of two or more simple or complex subjects all having one and the same predicate.

Ex.—Honesty, truthfulness, and industry are indispensable qualities of a good character.

A simple sentence with a compound subject or predicate is sometimes called a Partially Compound Sentence.

The subject and predicate of a sentence are so intimately related that they should not ordinarily be separated by any mark of punctuation. Sometimes, however, it becomes necessary to separate them, as will be shown by the following:—
Punctuation Peculiar to

**COMPLEX SENTENCES.**

When two or more propositions are joined in one sentence, each proposition is called a clause, or member. A Complex Sentence contains one or more subordinate clauses. A Subordinate Clause is one that limits a word in some other clause.

Ex.—We left the body where we found it.

### ADJECTIVE CLAUSES.

#### RULES.

103. When the Adjective Clause is restrictive, it is **not** usually set off.

104. The Restrictive Adjective Clause is **set off by the comma**.

   (a) When the relative word has a compound antecedent consisting of separated parts.

   (b) When the relative is immediately followed by an inclosed expression, especially when its antecedent is limited by an adjective.

   (c) Whenever the meaning would be made uncertain by the omission of the point.

105. Adjective Clauses, when not restrictive, should be **set off by the comma**, in all ordinary cases.

106. The Descriptive Adjective Clause, when it constitutes one of the principal divisions of a sentence, and is subdivided by the comma, should be **set off by the semicolon**.

107. When Adjective Clauses are combined coordinately, they are separated according to the rules for coordinate clauses in compound sentences.

Examples illustrating this rule will be found under "Compound Sentences."
Compound Sentences are made up of principal clauses coördinately combined.

Ex.—Fools make feasts, and wise men eat them.

They will be considered under three heads: Coördinate Clauses, Supplementary Clauses, and Important Divisions.

Supplementary Clauses are regarded as principal clauses, but they approach more nearly to subordinate clauses than do others of their class. They are additive in their nature, being appended to a sentence to express some after-thought,—an inference, illustration, or remark; or to answer some expectation raised by a preceding clause, etc.

**COÖRDINATE CLAUSES.**

The rules for separating coördinate clauses apply to the couplet and series alike.

When, in a series of clauses, no conjunction occurs between any of the clauses but the last two, that conjunction, if it be the word “and”, may be regarded as joining the entire series; for it shows that they are all equal in rank, and coördinately combined.

**RULES.**

150. A comma should precede a Couplet or Series of Coördinate Clauses used as the object of a transitive verb, or in predicate with the verb “To be.”

151. The comma should separate Coördinate Clauses, when they are closely related in sense, especially when they are joined by a conjunction, and not subdivided by the comma.