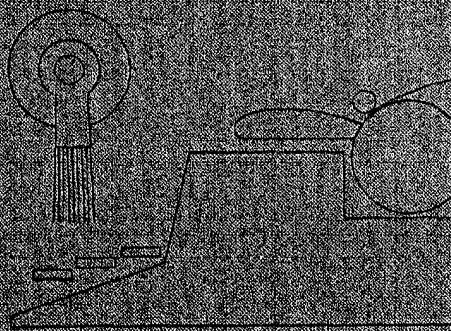


[illegible]

BOOK NO. 4 FROM June 1932 TO _____
 6 IN. X 9 IN./60 SHEETS/16 SUB. WHITE/GREGG RULED/NO. 43 8416
 THE MEAD CORPORATION DAYTON, OHIO 45402
 GRIPPER EDGED

RULES OF PUNCTUATION*

Use Of The Period

The period (.) is used after a declarative or an imperative sentence, after courteous requests, and after abbreviations and initials.

The order was shipped yesterday.
(declarative)

Ship the order immediately. (imperative)

Will you send me a copy of your latest bulletin?
Dr. Mrs. A.M.

Use Of The Comma

The comma (,) is used after an adverbial dependent clause when the dependent clause precedes the main clause. When the dependent clause does not begin the sentence, the comma is usually unnecessary.

After the director had read the minutes of the meeting, he called for the financial report.

The director called for the financial report after he had read the minutes of the meeting.

The comma is also used after a participial phrase or an absolute phrase at the beginning of a sentence, after an introductory infinitive phrase, and to set off parenthetical expressions, whether words, phrases, or clauses.

Use Of The Semicolon

The semicolon (;) is used to show a stronger separation between the parts of a sentence than does a comma. In most writing, however, the use of the semicolon should be avoided because it is generally too stiff and formal. If you use a great many semicolons, the chances are that you are either using them incorrectly, or you are writing sentences that are too long. Semicolons produce rather involved sentence patterns. Use them sparingly.

1. The semicolon is used to separate independent co-ordinate clauses closely connected in meaning when no co-ordinate conjunction is used.

The sales staff meets every other Tuesday; the production staff meets only once a month.

Use Of The Colon

The colon (:) indicates the strongest possible break within a sentence.

1. The colon is used before a list of items or details, before an appositive phrase or clause, and after the salutation of a business letter.

Please send out the following items:
No. 378, No. 315, and No. 57D.

Our company has always had this policy:
The customer is always right.

Dear Mr. Roe: Gentlemen:

Use Of Parentheses

Parentheses () are used to set off words, phrases, clauses, or sentences which are used by way of explanation, translation, or comment. Also use to enclose a number, letter, or symbol when used as an appositive.

His appointment (which will be announced next week) will be a surprise to many.

She ordered twelve (12) night stands for the hotel.

Use Of The Dash

The dash (—) is used to indicate an abrupt change of ideas, but should be used sparingly. The dash may also be used to indicate a summarizing thought or an afterthought added to the end of the sentence, and to set off a word or phrase repeated for emphasis.

Use Of The Question Mark

The question mark (?) is used after all interrogative sentences that ask direct questions.

Use Of The Exclamation Mark

The exclamation mark (!) is used after all exclamatory sentences—sentences that express surprise, emotion, or deep feeling. Also use after interjections or after statements which are commands or which imply need for immediate action.

Your answer was hard to believe!

Hurry! Send your order now!

Quotations

Quotation marks (" ") are used to enclose a direct quotation. Each part of an interrupted quotation begins and ends with quotation marks.

The inspector said, "Well, your case is not hopeless."

2. Quotation marks are used to enclose the titles of magazine articles, chapters of books, names of songs, titles of poems, and other titles. In typing or writing, underline the titles of books, magazines, operas, and any other works of art long enough to appear in book form. Underlining signifies italics for printing.

The New Yorker includes a section entitled "The Talk Of The Town."

*Reprinted from the *Instant Spelling Dictionary* published by Career Institute, 30 East Adams, Chicago, Ill. 60603

WZ 380
Keene 654 5351
Gaw 256

Solvent supplies

Yes Evans 369 - mess. of phosphorus?

L

A. Current RM - Commercial

1. Review Test. of all
suspicious ones 1st (as. diamin)
Then with TLV's
contaminants (benzene)

B. Exp. Use in Lab

(Safety Mktg. or - see safety chairman)

EAA

G J

ATG

E. Brew

W. Walden

J RC

NOTED

JUN 14 1972

E.E.S.

I. Ident. of New Part Legio.

EES central also for other

II. Review 5 Class

HM Comm

1. Known Hay Methyl
2. Those on TVC lists
3. Suspects

III Est. Criteria for 5 code class.

to Ident. of toxic contaminants in RM/and
otherwise non-toxic methyls (RM/and)

IV Develop & Maintain data on RM Comp. (RM)

V Comm. & changes (RM)

VI Comm. & Haswell (EES)

VII Data. Level of exposure in methyl range (W.W.)

VIII Data. Levels of facility emissions (ATG)
Supply customers with safe handling info (R. Kish.)
Develop. adequate data for handling methyls (RM)

W. W. D. com

Hubert } Report of Pacific survey
Morgan }

Hay Mat'l Comm.

EAA

JC

EES

WW