ORDER

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FAA CORRESPONDENCE MANUAL

July 12, 1985

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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RECORD OF CHANGES

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CHANGE TO BASIC	SUPPLEMENT			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL
1									

FOREWORD

This order prescribes basic correspondence standards for the Federal Aviation Administration (FAA). It incorporates in one order all requirements and guidelines regarding the preparation of agency correspondence and supersedes the provisions of Order DOT 1325.2B, DOT Correspondence Manual, in the FAA except as outlined herein.

General instructions to be followed in the preparation of correspondence at nearly every level in the agency are contained in Chapter 2, Memorandums, and Chapter 3, Letters. However, specific exceptions are contained in Chapter 4, Congressionals; Chapter 5, Administrator's Correspondence; Chapter 6, Secretarial Correspondence; and Chapter 7, White House Correspondence. Refer to these chapters when preparing these types of correspondence.

This manual was developed by the Aeronautical Center Secretaries Work Group with assistance from other FAA secretarial personnel. It represents the first time a manual of this kind was written by the people who use it the most.

L Beel

Acting Director of Management Systems

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CHAPTER 1. GENERAL

1. PURPOSE. This manual provides basic correspondence standards for the Federal Aviation Administration (FAA).

2. DISTRIBUTION. This order is distributed to all secretaries and typists in the agency.

3. CANCELLATION. The following orders are canceled:

a. Order 1000.21, Approval and Use of Acronyms and Nicknames, dated April 11, 1968.

b. Order 1360.6, FAA Edition of the U.S. Government Correspondence Manual, dated October 23, 1969.

c. Order 1360.9B, Information Requirements of DOT Secretarial Representatives, dated June 7, 1971.

d. Order 1360.11, Correspondence with State and Local Officials, dated September 2, 1970.

e. Order 1360.12, Limitations on Use of Abbreviations and Acronyms, dated August 31, 1970.

f. Order 1360.15, DOT Correspondence Manual, dated September 9, 1980.

4. EXPLANATION OF CHANGES.

a. A complete agency correspondence manual is provided in lieu of using Departmental correspondence procedures and supplemental agency requirements. Specific instructions relative to Departmental correspondence will be contained in a separate chapter when the new Departmental correspondence manual is published.

b. Several chapters in this manual contain figures which outline correspondence requirements in an illustrative format. As a result, no standard directives paragraphing is presented. This formatting eliminates the need for duplicative text and figures and avoids any possible inconsistencies. The use of bolding and underlining in these illustrations is for emphasis only with the exception of **Subject:** line references (ACTION and INFORMATION). In addition, the text is formatted with right justification. This typing format may be used but is not required in the typing of agency correspondence. Correspondence which will be signed by the Administrator must not have the right margin justified.

c. Correspondence is typed in a modified block style with paragraphs single spaced regardless of length or number of paragraphs. Major paragraphs are not numbered in correspondence having subparagraphs.

d. Slashes instead of dashes are used to separate each element in a date when it is typed in figures; e.g., 5/8/85 instead of 5-8-85.

e. The signature element on memorandums follows the body of the correspondence. The pound sign (#) is not used at the bottom of memorandums.

f. Memorandums are used for correspondence within the Federal Government.

g. The use of the letterhead memorandum format is restricted to White House correspondence only.

h. The **ATTN:** and **THRU:** lines on memorandums are typed flush with the left margin.

i. Only the original writer's identification line and the last retyped/rewritten identification line are shown on the new carbon copies when correspondence is retyped or rewritten.

j. The time limit for reply to routine correspondence is changed from 10 to 15 working days from date of receipt in the action office unless a different due date is specified.

k. Material on punctuation, compounding, and other style practices is added as appendixes.

5. CORRESPONDENCE GOALS.

a. The agency goal is to provide timely, responsive, and high-quality correspondence at a reasonable cost. Correspondence should be clear, concise, and positive in tone. Avoid sending long letters or memorandums. Include necessary explanatory detail as an enclosure to a letter or as an attachment to a memorandum.

b. It is an FAA goal to provide prompt, complete, and factual information to Members of Congress, congressional committees, and their staff members. The highest priority will be given to congressional inquiries and requests. Replies will be concise, objective, and courteous.

6. GUIDELINES.

a. Distribution to New Employees. Managers and supervisors will assure new secretaries and typists are provided a copy of this manual as well as the publications mentioned in paragraph 7.

b. Correspondence with State and Local Officials. Except for routine, day-to-day communications, provide the Special Projects Staff (AOA-10) with one information copy of correspondence to Governors, mayors, and other State and local government officials. Prepare for the signature of the Secretary of Transportation correspondence to State and local officials on issues affecting more than one administration or issues of a particularly controversial nature.

c. Information Requirements of DOT Regional Representatives of the Secretary. Regional/center directors and heads of offices and services will send information copies of pertinent correspondence and information on major issues which directly impact Department of Transportation (DOT) affairs to the appropriate Regional Representative. They will also afford each Regional Representative the opportunity to attend significant meetings that take place within his/her region by advising the Regional Representative, in a timely fashion, of such scheduled meetings. This principally will involve correspondence with State and local governments, other Federal agencies, industry, and aviation groups. Internal documents of a policy nature that would involve such activities will also be furnished.

d. Signature Level. Address replies to correspondence to the same organizational level or lower as that of the signer.

e. Avoidance of Discriminatory Language. Do not block effective communications by using discriminatory language. Apply the following guidelines as a minimum:

(1) Refer to the person's job title or organizational position rather than the sex of the person holding the job.

(2) When a sentence makes sense without using a pronoun, delete it from the sentence. Use the plural form so subsequent pronouns are in the third person. **One** and **person** can often replace a gender-related pronoun. Use a slash between gender-related pronouns which cannot be avoided; e.g., his/her. Use **and** or **or** for a change of pace; e.g., his or her.

7. CORRESPONDENCE GUIDES.

a. Appendixes. Appendixes 1 through 8 outline information involving forms of address, punctuation, hyphenation, spelling, compounding, capitalization, abbreviations, numerals, and other style practices. Follow the Government Printing Office Style Manual, which is available from the U.S. Government Printing Office, when these appendixes do not answer specific questions.

b. Form and Guide Letters. Predrafted form and guide letters are recognized throughout the Government as an essential aid in speeding service and reducing administrative costs. See General Service Administration (GSA) records management handbook "Form and Guide Letters" which is available from local GSA Distribution Centers, national stock number 7610-00-117-8777.

c. Guides on Correspondence. A number of guides are available that will help the writer improve clarity, simplicity, and readability such as GSA records management handbooks "Plain Letters," national stock number 7610-00-205-1091, and "Correspondence Management," national stock number 7610-00-187-3858, both available from local GSA Distribution Centers.

8. CHANGES TO BASIC STANDARDS. Changes to basic standards contained in this order require the approval of the Director of Management Systems. Supplementation of this order to outline local guidance and instructions may be required.

9. FORMS. The forms and stationery used in the preparation of FAA correspondence are listed in Chapter 12.

10.-19. RESERVED.

FIGURE 2-1. MARGINS, DATE, SPECIAL MAILING INSTRUCTIONS, AND REPLY TO ATTN. OF:

SPECIAL DELIVERY--REGISTERED

Memorandum

U.S. Department of Transportation
Federal Aviation Administration

Subject: INFORMATION: Margins, Date, Special Mailing Instructions, and **Reply to Attn. of:**

Date: (stamp or type date here when signed)

From: Manager, Airway Facilities Division, ASO-400

Reply to Attn. of: Hanes:FTS 246-1234

To: Manager, Airway Facilities Division, AEA-400

Use memorandums for correspondence within the Federal Government.

a. The margins for a memorandum are:

(1) Left margin: Begin typing two spaces after the colons in the left captions.

(2) Right margin: Approximately 1 1/8 inches to prevent typing into the ladder on the official file copy.

(3) Bottom margin: Approximately 1 1/2 inches.

b. The date is stamped or typed two spaces after the **Date:** caption by the office in which the memorandum is signed. If typed, spell out the month and show the date and year in numerals. Do not use **st, th,** or **rd** with the numerals. Examples:

Date: July 1, 1984 **Date:** JUL 1 1984

c. Special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED, and REGISTERED), when required, are typed in all capital letters and centered above **MEMORANDUM** in the top right corner.

d. The **Reply to Attn. of:** caption is used when the originating office prepares a memorandum that will be signed in another office. Leave the line blank when identification is not desired by the signing official. When used, the caption contains the last name and telephone number or extension of the originator as shown above. It is typed two spaces after the **Reply to Attn. of:** caption.

Shirley J. Scott

Attachment
Correspondence Manual

FIGURE 2-2. SUBJECT: LINE

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: **Subject:** Line

Date: NOV 30 1985

From: Manager, Airports Division, ACE-600

Reply to Attn of: Murray:FTS 758-4321

To: Manager, Airports Division, ANE-600

The **Subject:** line is typed two spaces after the **Subject:** caption. Keep the subject short, preferably no more than 10 words. If more than one line is needed, type succeeding lines flush with the first line. Capitalize the first letters of all words in the **Subject:** line except articles, prepositions, and conjunctions. Indicate at the beginning of the **Subject:** line whether the memorandum is for ACTION: (action is required of the addressee) or INFORMATION: (information is provided and no action is required of the addressee). Example:

Subject: ACTION: FAA Correspondence Manual

a. When replying to correspondence, use the same subject as the incoming correspondence followed by a semicolon, an identification of the incoming correspondence using the sender's routing symbol, and the date of the incoming correspondence; e.g., ANE-3 Memo of 11/17/84. When information is provided as a result of an ACTION: memorandum, the **Subject:** line of the reply should indicate INFORMATION: rather than ACTION:. Example:

Subject: INFORMATION: FAA Correspondence Manual;
ANE-3 Memo of 11/17/84

b. When a second memorandum is written to the same person on the same subject before receiving a reply, use the same subject as the first memorandum followed by a semicolon and the identification information of the sender of the first memorandum.

c. When several memorandums have been exchanged on the same subject, use the identification information of the latest memorandum only.

d. Correct obvious errors in the **Subject:** line; e.g., capitalization and typographical errors.

Arthur M. Smith

Arthur M. Smith

FIGURE 2-3. FROM: LINE

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: **From:** Line

Date: JUL 17 1984

From: Manager, Management Systems Division, AEA-60

Reply to Attn. of: Snider:FTS 667-6789

To: Manager, Management Systems Division, AAL-60

The **From:** line contains the title and routing symbol typed two spaces after the **From:** caption as shown above.

a. To avoid typing into the **Reply to Attn. of:** caption, a lengthy **From:** line is continued on a second line and indented two spaces from the left margin as shown below:

From: Manager, National Airway Engineering
Field Support Sector, APM-150

b. A multiple **From:** line is shown as follows:

From: Manager, Flight Standards Division, AEA-200
Manager, Air Traffic Division, AEA-500

c. When an individual is detailed to a position as the result of a personnel action, use the term **Acting** before the title in the **From:** line. Example:

From: Acting Manager, Management Systems Division, AEA-60

d. When an individual is acting in another position without a personnel action, the **From:** line will reflect the title of the incumbent, and the person authorized will sign for the incumbent (see example below).

Wallace Renzu
for George T. Bolin

FIGURE 2-4. TO: LINE

INFORMATION: To: Line November 8, 1984

Manager, Flight Programs Division, AVN-200 Smith:FTS 749-6802

Manager, Aircraft Maintenance and
Engineering Division, AVN-300

For addressees within the Department of Transportation (DOT), type the title and routing symbol two spaces after the To: caption as shown above.

For addressees outside the DOT, type the full address two spaces after the To: caption. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Use capitalized and unpunctuated two-letter State abbreviations for inside addresses. Type the ZIP Code two spaces to the right of the State abbreviation. Example:

To: Internal Revenue Service
400 NW. 4th Street
Oklahoma City, OK 73101

For memorandums going outside the DOT, the return address is typed below MEMORANDUM in the top right corner. For an example, see figure 2-6.

a. For multiple addressees, the To: line contains the titles and routing symbols. A checkmark is placed to the right of the appropriate line to indicate which office will receive that copy. Examples:

To: Director of Budget, ABU-1
Director of Civil Rights, ACR-1 ✓
Director of Personnel and Technical Training, APT-1

To: Manager, Training Methods and Operations Branch, AAC-910 ✓
Manager, Air Traffic Branch, AAC-930
Manager, Airway Facilities Branch, AAC-940

CONCURRENCES	
RTG. SYMBOL	AVN-220
INITIALS/SIG.	A. L. Carver
DATE	11/6/84
RTG. SYMBOL	AVN-201
INITIALS/SIG.	[illegible]
DATE	11/7/84
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	

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FIGURE 2-4. TO: LINE (CONTINUED)

2

b. When identical memorandums are forwarded to all-inclusive groups, use the following multiple-address method. Write the routing symbol of each addressee in the upper right corner of the appropriate copy. Examples:

To: Division and Staff Managers

To: Regional and Center Directors

To: Supervisors

To: Associate Administrators
Heads of Offices and Services
Regional and Center Directors

c. When an identical original memorandum is required for two or more persons, prepare an original for each addressee and only one set of file copies. Type a list of the addressees on all internal copies or, if the list is too long, attach it to the file copies.

d. If the correspondence does not apply to one or more of the group, it is permissible to exclude them. Examples:

To: Regional and Center Directors
(except Southern Region)

To: Division and Staff Managers
(except Procurement Division and FAA Academy)

e. When writing to the Administrator, the Deputy Administrator, the Secretary, or the Deputy Secretary, use the title only in the To: ine.

Original signed by
Michael P. Jones

Michael P. Jones

cc:
AVN-200

AVN-220:AJCarson:jal:FTS 749-4728:11/6/84

IDENTICAL MEMORANDUMS TO:

AVN-200
AFO-200
ASF-300

FIGURE 2-5. ATTN: AND THRU: LINES

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: ATTN: and THRU: Lines

Date: NOV 9 1984

From: Manager, Airway Facilities Division, ANE-400

Reply to Attn of: Autry:FTS 836-3311

To: Manager, Airway Facilities Division, ASW-400
ATTN: Manager, Program and Planning Branch, ASW-420

Avoid using ATTN: and THRU: lines whenever possible. However, follow these guidelines when their use is required.

a. When sending a memorandum to the attention of another office, type ATTN: flush with the left margin on the first line below the To: line in all capital letters followed by a colon as shown above.

b. When sending a memorandum through another office, type THRU: flush with the left margin on the first line below the To: line followed by a colon as shown below:

To: Manager, Policy Branch, ALG-110
THRU: Manager, Policy and Plans Division, ALG-100

OR

To: Director, Acquisition and Materiel Service, ALG-1
THRU: Manager, Policy and Plans Division, ALG-100
Manager, Policy Branch, ALG-110

John Q. Jones

John Q. Jones

FIGURE 2-6. BODY OF A MEMORANDUM, PARAGRAPHING, AND SUCCEEDING PAGES

US Department of Transportation
Federal Aviation Administration

Memorandum

Western-Pacific Region
P.O. Box 92007
Worldway Postal Center
Los Angeles, CA 90009

Subject: INFORMATION: Body of a Memorandum, Paragraphing, and Succeeding Pages

Date: January 13, 1985

From: Manager, Accounting Division, AWP-20

Reply to Attn of: Fannin:FTS 966-7608

To: Ms. Janice E. Penney
General Services Administration
819 Taylor Street
Fort Worth, TX 76102

The body of a memorandum begins two lines below the last line of the To: caption. **All memorandums are single spaced with double spacing between paragraphs regardless of length or number of paragraphs.** Begin each main paragraph flush with the left margin. Do not number main paragraphs.

a. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) Subparagraphs are lettered and numbered as follows: a., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a memorandum. Example:

paragraph 1a(1)(b)

(2) Subparagraphing may vary to meet special requirements.

b. Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page.

FIGURE 2-6. BODY OF A MEMORANDUM, PARAGRAPHING, AND SUCCEEDING PAGES (CONTINUED)

2

c. Type succeeding page(s) on plain bond paper. Beginning with the second page, type the page number in numerals seven lines from the top and flush with the right margin. Continue the text of the memorandum two lines below the page number.

Ralph J. Dawson
Ralph J. Dawson

FIGURE 2-7. SIGNATURE BLOCK

U.S. Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: Signature Block

Date: July 29, 1984

Reply to Attn of: Clark:FTS 384-9969

From: Manager, Logistics Division, AGL-50
Manager, Civil Aviation Security Division, AGL-700

To Manager, Logistics Division, ANM-50

The signature block (name of the signer) is typed five lines below the last line of the body of the memorandum flush with the left margin in initial capital letters.

When the memorandum is from more than one person, the first signature block is typed flush with the left margin and the second signature block begins five spaces to the right of center. The first signer's name will correspond with the first title and routing symbol in the **From:** line, and the second signature block will contain the second signer's name.

Robert P. Adams
Robert P. Adams

Donald F. Fikes
Donald F. Fikes

FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS

U.S. Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: Attachment and Separate Cover Notations

Date: June 28, 1984

From: Manager, Aircraft Certification Division, ANM-100

Reply to Attn of: Hilliard:FTS 446-4193

To: Manager, Aircraft Certification Division, ANE-100

The notation **Attachment** is used for memorandums. Attachment notations are typed two lines below the signature block and **flush with the left margin.** When more than one attachment is involved, identify each attachment by number in the upper right corner; e.g., Attachment 1, Attachment 2. When there is more than one lengthy attachment, use tabs to identify each attachment by number.

a. Note attachment(s) identified in the body of the memorandum as follows:

Attachment	OR	2 Attachments

b. Note attachment(s) not identified in the body of the memorandum as follows:

Attachment Form Letters Handbook	OR	2 Attachments Form Letters Handbook Plain Letters Handbook

c. Note multiple copies of the attachment(s) identified in the body of the memorandum in parentheses as follows:

Attachment (2)	OR	2 Attachments (2)

d. Note multiple copies of the attachment(s) not identified in the body of the memorandum in parentheses after identification of the attachment as follows:

Attachment Form Letters Handbook (2)	OR	2 Attachments Form Letters Handbook (2) Plain Letters Handbook

FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS (CONTINUED)

2

e. All attachments are identified below the attachment notation if all of the attachments are not identified in the body of the memorandum. Example:

2 Attachments
Form Letters Handbook
Plain Letters Handbook

When documents referred to in the body of a memorandum are sent separately from the memorandum, type **Separate Cover** two lines below the attachment notation (or two lines below the signature block if there is no attachment) and flush with the left margin. On the next line, type titles or descriptions of the documents which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover
Airman Information Manual
Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover
Airman Information Manual (2)

b. When the material is mailed, include a copy of the memorandum. If being sent other than first class, type **Letter Enclosed** on the face of the envelope or package to conform with U.S. Postal Service regulations.

William J. Smith
William J. Smith

2 Attachments
Form Letters Handbook
Plain Letters Handbook (2)

Separate Cover
Airman Information Manual (2)
Air Traffic Handbook

FIGURE 2-9. CARBON COPY NOTATIONS

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: INFORMATION: Carbon Copy Notations

Date: AUG 11 1985

From: Manager, Management Systems Division, AAL-60

Reply to Attn of: Willingham:FTS 907-271-1122

To: Manager, Management Analysis Division, AMS-500

This figure gives instructions for completing the carbon copy notations.

a. Carbon copy distribution notations are shown on the original of the memorandum only if the addressee has a need to know who received a copy of the memorandum. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing cc: flush with the left margin and two lines below the signature block, attachment notation, or separate cover notation followed by the names or routing symbols of the recipients. Example:

cc:
AWP-60
ASW-60
AAL-60

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AWP-60/ASW-60/AAL-60

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies. Example:

cc:
AWP-60
ASW-60
AAL-60 (Control 60-5-6)

FIGURE 2-9. CARBON COPY NOTATIONS (CONTINUED)

2

e. Note when attachments are not furnished to recipients of copies of the memorandum in the carbon copy notation as follows:

cc:
AWP-60 w/o attachments
ASW-60
AAL-60

Gary L. Breeden

cc:
AWP-60
ASW-60

FIGURE 2-10. RESPONSE BLOCK

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: ACTION: Response Block

Date: (stamp or type date here when signed)

From: Manager, Simulation Systems Branch, ACT-240

Reply to Attn of: English:FTS 482-1905

To: Manager, Systems Simulation and Analysis Division, ACT-200

A response block is provided when approval or disapproval is required. The possible responses and a date line are typed in initial capital letters flush with the left margin, beginning four lines below the signature block and any attachment and/or carbon copy notations. The response block is triple spaced. The approving official will sign on the appropriate line.

If it is necessary to start another page solely for the response block, a notation clearly indicating the date and subject of the memorandum is typed at the top of the page as shown on the following page.

James D. Yargee

Approved: _____

Disapproved: _____

Date: _____

FIGURE 2-10. RESPONSE BLOCK (CONTINUED)

2

Date: (insert date of the memorandum requesting approval here when signed)
Subject: Response Block

Approved: _____

Disapproved: _____

Date: _____

FIGURE 2-11. WRITER'S IDENTIFICATION LINE AND CONCURRENCES

INFORMATION: Writer's Identification Line and Concurrences

(stamp or type date here when signed)

Manager, Air Traffic Division, ASW-500

Smith:FTS 734-4506

Manager, Air Traffic Division, AGL-500

This figure gives instructions for completing the writer's identification line and the concurrences block the first time a memorandum is typed.

a. The writer's identification line is shown on all internal carbon copies of the memorandum. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension, and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the last line of typing. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

b. If word processing equipment is used, type WP: and the document name (or number) in parentheses at the end of the identification line. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84 (WP:Document Name or Number)

c. To obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbols in the succeeding blocks. Coordinating officials will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

d. If a memorandum is rewritten or retyped, see figure 2-13.

John P. Jones

cc:
AWP-300
ALG-300
ASW-500

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

CONCURRENCES
RTG. SYMBOL ASW-510
INITIALS/SIG. RC Smith
DATE 7/1/84
RTG. SYMBOL ASW-60
INITIALS/SIG. [illegible]
DATE 7/1/84
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE

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FIGURE 2-12. HOW TO ASSEMBLE A MEMORANDUM FOR SIGNATURE

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: ACTION: How to Assemble a Memorandum for Signature

Date: (stamp or type date here when signed)

From: Director of Management Systems, AMS-1

Reply to Attn of: Alexander:FTS 426-7189

To: Director, Aeronautical Center, AAC-1

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the memorandum, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original memorandum and any attachments are not stapled until after signature. Attachments are clipped to the original in the sequence they are mentioned in the memorandum. If the memorandum is mailed through the U.S. Postal Service (USPS), an addressed, franked envelope or a franked window envelope of the appropriate size is next.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voided official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of attachments that accompany the original.

(3) Any incoming correspondence and background information.

c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.

d. Information copies and any attachments are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy mailed through the USPS. Be sure to include copies of any attachments if appropriate.

Arthur J. Brown

FIGURE 2-12. HOW TO ASSEMBLE A MEMORANDUM FOR SIGNATURE (CONTINUED)

US Department of Transportation
Federal Aviation Administration

800 INDEPENDENCE AVENUE, SW.
WASHINGTON, DC 20591
AMS-1

Memorandum

US Department of Transportation
Federal Aviation Administration

Subject: INFORMATION: How to Assemble a Memorandum for Signature

Date

From: Director of Management Systems, AMS-1

Reply to Attn of: Reid:FTS 426-7189

To: Ms. Janice E. Penney
General Services Administration
819 Taylor Street
Fort Worth, TX 76102

This figure shows the correct way to assemble an outgoing memorandum for signature.

Arthur J. Brown

1. Original
2. Attachments, if any, in sequence mentioned in memorandum
3. Envelope, if required

ORIGINAL MEMORANDUM

AMS-410
AMS-400
AMS-2
6/27/84

1. Official file copy
2. Attachments, if any
3. Incoming correspondence, if any
4. Background, if any, including previous correspondence

OFFICIAL FILE COPY

FAA Form 1360 14 6-81

OFFICIAL FILE COPY

READING FILE COPY (IF ANY)

1. Information copy, if any
2. Attachments, if necessary
3. Envelope, if required

INFORMATION COPY (OR COPIES)

FIGURE 2-13. RETYPED OR REWRITTEN MEMORANDUMS

INFORMATION: Retyped or Rewritten Memorandums (stamp or type date here when signed)

Director of Management Systems, AMS-1 Jones:FTS 426-8020

Director of Personnel and Technical Training, APT-1

This figure shows the official file copy when a memorandum is retyped or rewritten.

a. The original identification line and the last retyped/rewritten identification line are shown on the new carbon copies when a memorandum is retyped or rewritten. Draw a diagonal line through all voided official file copies and staple them behind the new one. Do not cut or fold the new official file copy. Destroy all other copies of the old memorandum. Each of the following examples could pertain to either retypes or rewrites.

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Retyped:AMS-400:msj:FTS 426-7092:4/20/84 (WP:Document Name or Number)

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Rewritten:AMS-400:DBDunn:msj:FTS 426-7092:4/20/84

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Rewritten per AMS-1:AMS-410:AMJones:dak:FTS 426-8020:4/20/84

b. Recoordination is not required when a memorandum is retyped for minor errors (such as spelling and typographical errors) or when it is rewritten and the change is directed by a level of authority over all organizational elements coordinating on the original memorandum; e.g., AAD-1 changes an AMS-1 memorandum which was coordinated with ABU-1 and ALG-1. Type the routing symbols, coordinating officials' names, and dates of previous coordinations in the appropriate blocks of the ladder of the new official file copy and continue coordination as appropriate.

c. Recoordination is required by those coordinating on the original memorandum when a major change in content is made. The routing symbols of all who coordinated on the original file copy are listed on the ladder of the new official file copy.

John B. Smith

cc:
AMS-1

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Retyped:AMS-400:msj:FTS 426-7092:4/20/84

CONCURRENCES	
RTG. SYMBOL	AMS-410
INITIALS/SIG.	AMJones
DATE	4/19/84
RTG. SYMBOL	AMS-400
INITIALS/SIG.	D.B.Cooper
DATE	4/20/84
RTG. SYMBOL	AMS-2
INITIALS/SIG.	L.G.Marks
DATE	4/21/84
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	

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FIGURE 3-1. WHEN TO WRITE A LETTER

U.S. Department of Transportation
Federal Aviation Administration

Southwest Region
Arkansas Louisiana
New Mexico Oklahoma
Texas

P.O. Box 1689
4400 Blue Mound Road
Fort Worth Texas 76101

(stamp or type date here when signed)

Mr. Bob L. Moore
67 South Tanglewood
Fort Worth, TX 76169

Dear Mr. Moore:

Use the letter format:

a. When writing to organizations, businesses, or individuals outside the Federal Government.

b. Where protocol dictates (Members of Congress, Cabinet officers, Governors, mayors, etc.).

c. When writing a personal or private letter to individual Federal Aviation Administration employees on such matters as retirement, commendation, congratulations, or condolence.

Sincerely,

Betty B. Wright
Manager, Administrative Services Division

FIGURE 3-2. HOW TO PREPARE A LETTER

US Department
of Transportation
Federal Aviation
Administration

Mike Monroney
Aeronautical Center

P O Box 25082
Oklahoma City Oklahoma 73125

JUL 26 1984

SPECIAL DELIVERY--CERTIFIED

Ms. Opal J. Marshall
Chairperson, MacArthur Aviation
and Associates
1534 North Broadway
Oklahoma City, OK 73169

Dear Opal:

Preparation of a Letter

The following guidelines apply when preparing a letter:

a. Spacing may vary between the date and address or the date and special mailing instructions to allow for balanced placement on the page. However, when possible, space the address to accommodate the use of a window envelope.

b. The margins for a letter are:

(1) Left margin: In line with the left edge of the letterhead caption.

(2) Right margin: Approximately 1 1/8 inches to prevent typing into the ladder of the official file copy.

(3) Bottom margin: Approximately 1 1/2 inches.

NOTE: The margins on short letters may vary for good placement on the page.

c. The date is stamped or typed four lines below the letterhead caption and flush with the left margin by the office in which the letter is signed. If typed, spell out the month and show the date and year in numerals. Do not use st, th, or rd with the numerals. Examples:

April 27, 1984 APR 27 1984

d. Special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED, and REGISTERED), when required, are typed in all capital letters a minimum of two lines below the date flush with the left margin. Do not use window envelopes for registered mail.

FIGURE 3-2. HOW TO PREPARE A LETTER (CONTINUED)

2

e. The address begins at the left margin, a minimum of two lines below the date. If special mailing instructions are necessary, begin the address two lines below those instructions. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Capitalized and unpunctuated two-letter State abbreviations may be used for inside addresses. Type the ZIP Code two spaces to the right of the State name or abbreviation.

f. The salutation is typed flush with the left margin two lines below the last line of the address followed by a colon.

g. Subject line, if used, is centered two lines below the salutation. Capitalize the first letters of all words except articles, prepositions, and conjunctions.

h. The body of the letter begins two lines below the salutation or subject line. All letters are single spaced with double spacing between paragraphs regardless of length or number of paragraphs. Begin each main paragraph flush with left margin. Do not number main paragraphs. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) Subparagraphs are lettered and numbered as follows: a., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a letter. Example:

paragraph 1h(1)(b)

(c) Subparagraphing may vary to meet special requirements.

(2) Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page.

(3) Type succeeding pages on plain bond paper. Beginning with the second page, type the page number in numerals seven lines from the top and flush with the right margin. Continue text of letter two lines below page number.

i. Begin the complimentary close flush with left margin two lines below the last paragraph.

FIGURE 3-2. HOW TO PREPARE A LETTER (CONTINUED)

3

j. The signature block is typed five lines below the complimentary close flush with the left margin. It contains the name (on the fifth line) and the title (on the sixth line) in initial capital letters. Do not use routing symbols with titles. When any line of the signature block goes past the center of the page, continue on a second line that is indented two spaces.

(1) When an individual is detailed to a position as a result of a personnel action, use the term **Acting** before the title in the signature block. Example:

Jean M. Johnson
Acting Manager, Air Traffic Branch

(2) When an individual is acting in another position without a personnel action, the signature block will reflect the name and title of the incumbent, and the person authorized will sign **for** the incumbent (see example below) unless the letter is a denial of a Freedom of Information Act request. In such instances, the **Acting** signature block is used.

Sincerely,

Jack A. Reid

for Linda M. Black
Manager, National Airway Engineering
Field Support Sector

FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS

U.S. Department of Transportation
Federal Aviation Administration

Northwest Mountain Region
Colorado, Idaho, Montana
Oregon, Utah, Washington
Wyoming

17900 Pacific Highway South
C-68966
Seattle, Washington 98168

August 17, 1984

Mr. James L. Proctor
6887 Exchange Boulevard
Seattle, WA 98145

Dear Mr. Proctor:

The notation **Enclosure** is used for letters. Enclosure notations are typed two lines below the signature block and **flush with the left margin.** When more than one enclosure is involved, identify each enclosure by number in the upper right corner; e.g., Enclosure 1, Enclosure 2. When there is more than one lengthy enclosure, use tabs to identify each enclosure by number.

a. Note enclosure(s) identified in the body of the letter as follows:

Enclosure	OR	2 Enclosures

b. Note enclosure(s) not identified in the body of the letter as follows:

Enclosure Form Letters Handbook	OR	2 Enclosures Form Letters Handbook Plain Letters Handbook

c. Note multiple copies of the enclosure(s) identified in the body of the letter in parentheses as follows:

Enclosure (2)	OR	2 Enclosures (2)

d. Note multiple copies of the enclosure(s) not identified in the body of the letter in parentheses after identification of the enclosure as follows:

Enclosure Form Letters Handbook (2)	OR	2 Enclosures Form Letters Handbook (2) Plain Letters Handbook

FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS (CONTINUED)

2

e. All enclosures are identified below the enclosure notation if all of the enclosures are not identified in the body of the letter. Example:

2 Enclosures
Form Letters Handbook
Plain Letters Handbook

When documents referred to in the body of a letter are sent separately from the letter, type **Separate Cover** two lines below the enclosure notation (or two lines below the signature block if there is no enclosure) and flush with the left margin. On the next line, type titles or descriptions of the documents which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover
Airman Information Manual
Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover
Airman Information Manual (2)

b. When the material is mailed, include a copy of the letter. If being sent other than first class, type **Letter Enclosed** on the face of the envelope or package to conform with U.S. Postal Service regulations.

Sincerely,

Floyd E. Borrego

Floyd E. Borrego
Manager, Human Resource Management Division

2 Enclosures
Form Letters Handbook
Plain Letters Handbook (2)

Separate Cover
Airman Information Manual (2)
Air Traffic Handbook

FIGURE 3-4. CARBON COPY NOTATIONS, WRITER'S IDENTIFICATION LINE, AND CONCURRENCES

(stamp or type date here when signed)

Mrs. Jane J. Perry
1789 Brookville Avenue
Riverside, CA 92509

Dear Mrs. Perry:

This figure gives instructions for completing the carbon copy notations, writer's identification line, and concurrences block the first time a letter is typed.

a. Carbon copy distribution notations are shown on the original of the letter only if the addressee has a need to know who received a copy of the letter. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing cc: flush with the left margin and two lines below the signature block, enclosure notation, or separate cover notation followed by the names or routing symbols of the recipients. Example:

cc:
AAA-1
AAL-1
AWP-1

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AAA-1/AAL-1/AWP-1

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies. Example:

cc:
AAA-1
AAL-1
AWP-1 (Control 1-6-5)

CONCURRENCES
RTG. SYMBOL AWP-22
INITIALS/SIG. [illegible]
DATE 6/8/84
RTG. SYMBOL AWP-20
INITIALS/SIG. [illegible]
DATE 6/9/84
RTG. SYMBOL AWP-10
INITIALS/SIG. J.K. Matthews
DATE 6/9/84
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE

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FIGURE 3-4. CARBON COPY NOTATIONS, WRITER'S IDENTIFICATION LINE, AND CONCURRENCES (CONTINUED)

2

e. Note when enclosures are not furnished to recipients of copies of the letter in the carbon copy notation as follows:

cc:
AAA-1 w/o enclosures
AAL-1
AWP-1

f. The writer's identification line is shown on all internal carbon copies of the letter. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the last line of typing. Example:

AWP-70:RRRoads:olk:FTS 966-5678:7/1/84

g. If word processing equipment is used, type WP: and the document name (or number) in parentheses at the end of the identification line. Example:

AWP-22:BBBlack:lmm:FTS 966-4333:5/8/85 (WP:Document Name or Number)

h. To obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbols in the succeeding blocks. Coordinating officials will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

i. If letter is rewritten or retyped, see figure 3-6.

Sincerely,

Jim L. Kelly
Director, Western-Pacific Region

cc:
AAA-1
AAL-1
AWP-1 (Control 1-6-5)

AWP-22:BBBlack:lmm:FTS 966-4333:6/8/84 (WP:Document Name or Number)

FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE

U.S. Department of Transportation
Federal Aviation Administration

Southern Region

P. O. Box 20636
Atlanta, Georgia 30320

August 16, 1984

Mr. Lee J. Brooks
211 Main Street
Atlanta, GA 30367

Dear Lee:

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the letter, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original letter and any enclosures are not stapled. Enclosures are clipped to the original in the sequence they are mentioned in the letter. Any courtesy copies should be next, followed by an addressed, franked envelope or window envelope of the appropriate size.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voided official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of enclosures that accompany the original.

(3) Any incoming correspondence and background information.

c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.

d. Information copies and any enclosures are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy that goes outside the Department of Transportation. Be sure to include copies of any enclosures if appropriate.

Sincerely,

Anita K. Harris

Anita K. Harris
Manager, Airway Facilities Division

FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE (CONTINUED)

US Department of Transportation
Federal Aviation Administration

P.O. BOX 25082
OKLAHOMA CITY, OK 73125
AAC-1

US Department of Transportation
Federal Aviation Administration

Mike Monroney Aeronautical Center

P.O. Box 25082, Oklahoma City, Oklahoma

Ms. Brooke M. Johnson
5683 South Kingsgate
Oklahoma City, OK 73189

Dear Ms. Johnson:

This letter shows the correct way to assemble an outgoing letter for signature.

Sincerely,

Brian L. Jordan
Director, Aeronautical Center

CONCURRENCES	
RTG SYMBOL	AAC-66
INITIALS/SIG	
DATE	6/20/84
RTG SYMBOL	AAC-60
INITIALS/SIG	
DATE	
RTG SYMBOL	AAC-2
INITIALS/SIG	
DATE	6/3/84

ORIGINAL LETTER

1. Original
2. Enclosures, if any, in sequence listed in letter (clipped to original)
3. Courtesy copy, if any
4. Envelope

OFFICIAL FILE COPY

1. Official file copy
2. Enclosures, if any
3. Incoming correspondence, if any
4. Background, if any, including previous correspondence

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READING FILE COPY (IF ANY)

INFORMATION COPY (OR COPIES)

1. Information copy, if any
2. Enclosures, if necessary
3. Envelope, if required

FIGURE 3-6. RETYPED OR REWRITTEN LETTERS

(stamp or type date here when signed)

Ms. Jane M. Pace
6713 Sand Lake Road
Anchorage, AL 99504

Dear Ms. Pace:

This figure shows the official file copy when a letter is retyped or rewritten.

a. The original identification line and the last retyped/rewritten identification line are shown on the new carbon copies when a letter is retyped or rewritten. Draw a diagonal line through all voided official file copies and staple them behind the new one. Do not cut or fold the new official file copy. Destroy all other copies of the old letter. Each of the following examples could pertain to either retypes or rewrites.

AAL-530:AMJones:dak:FTS 632-8020:4/19/84
Retyped:AAL-500:msj:FTS 632-7092:4/20/84 (WP:Document Name or Number)

AAL-530:AMJones:dak:FTS 632-8020:4/19/84
Rewritten:AAL-500:DMDunn:msj:FTS 632-7092:4/20/84

AAL-530:AMJones:dak:FTS 632-8020:4/19/84
Rewritten per AAL-1:AAL-530:AMJones:dak:FTS 632-8020:4/20/84

b. Recoordination is not required when a letter is retyped for minor errors (such as spelling and typographical errors) or when it is rewritten and the change is directed by a level of authority over all organizational elements coordinating on the original letter; e.g., AAD-1 changes an AMS-1 letter which was coordinated with ABU-1 and ALG-1. Type the routing symbols, coordinating officials' names, and dates of previous coordinations in the appropriate blocks of the ladder of the new official file copy and continue coordination as appropriate.

c. Recoordination is required by those coordinating on the original letter when a major change in content is made. The routing symbols of all who coordinated on the original official file copy are listed on the ladder of the new official file copy.

Sincerely,

John B. Smith
Manager, Air Traffic Division

cc:AEA-500/AGL-500/AAL-500

AAL-510:AMJones:dak:FTS 632-8020:4/19/84
Retyped:AAL-500:msj:FTS 632-7092:4/20/84

CONCURRENCES
RTG. SYMBOL: AAL-510
INITIALS/SIG.: AMJones
DATE: 4/19/84
RTG. SYMBOL: AAL-500
INITIALS/SIG.: DM Dunn
DATE: 4/19/84
RTG. SYMBOL: AAL-2
INITIALS/SIG.: K R Martin
DATE: 4/20/84
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG.
DATE
RTG. SYMBOL
INITIALS/SIG
DATE

FAA Form 1360-14 (6-81)

OFFICIAL FILE COPY

*U.S. GPO: 1983-674-547

FIGURE 3-7. IDENTICAL LETTERS

(stamp or type date here when signed)

Mr. Paul R. James
16 Main Street
Houston, TX 76849

Dear Paul:

When an identical letter is written to two or more persons, prepare an original for each addressee and only one set of file copies. Type a list of the addressees on all internal copies or, if the list is too long, attach it to the file copies.

Sincerely,

Don B. Wilson
Manager, Financial Services Division

cc:
ACT-30

ACT-32:JRHarris:ppw:FTS 482-4607:8/9/84

IDENTICAL LETTERS TO:

Mr. John L. Smith
1324 South MacArthur
Oklahoma City, OK 73119

Ms. Jane M. Wilson
8544 North Alexander
Dallas, TX 76789

CONCURRENCES	
RTG SYMBOL	ACT-32
INITIALS/SIG.	JRHarris
DATE	8/9/84
RTG SYMBOL	ACT-60
INITIALS/SIG	L.A. Alaska
DATE	8/10/84
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG.	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG.	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	

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FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL CORRESPONDENCE

US Department of Transportation
Federal Aviation Administration

Mike Monroney Aeronautical Center

P.O. Box 25082
Oklahoma City, Oklahoma 73125

(stamp or type date here when signed)

The Honorable David L. Boren
United States Senate
Washington, DC 20510

(see Appendix 1, Forms of Address, for Members of Congress)

Dear Senator Boren:

The following guidelines apply when preparing congressional correspondence.

a. The deadline for preparing a response to a congressional letter is 5 working days from date of receipt at an office/facility unless a different due date is specified. An interim response is required if an appropriate answer cannot be obtained in that period of time. It must state approximately when a full answer will be made and the reason for the delay. An interim response is required within the 5-day deadline.

b. When a Member of Congress writes as a chairperson or member of a committee, address the reply to him/her as chairperson or member of the committee rather than as an individual Member of Congress.

c. When a letter is received from a staff member of a Member of Congress, address the reply to the Member of Congress or to the chairperson/member of the committee rather than to the staff member. Reference the staff member's name in the opening paragraph.

d. When a staff member writes on behalf of a deceased Member of Congress, address the reply to the Administrative Assistant to the late (full name of deceased Member of Congress).

e. When a constituent's letter results in an inquiry from more than one Member of Congress, send an original and letterhead tissue (courtesy) copy to each Member. Indicate in each letter the name(s) of the other Member(s) who have received or will be receiving an identical response, when possible.

f. When a letter is signed by more than one Member of Congress, send an identical original and letterhead courtesy copy to each Member. Indicate that each Member received an identical response.

g. Do not use an attention line in congressional correspondence. However, use an attention line on the envelope if the Member of Congress asks that the reply be sent to the attention of a particular staff member.

FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL CORRESPONDENCE (CONTINUED)

2

h. The constituent's letter, which is returned to the Member of Congress, is counted as an enclosure. Type **Transmitted Correspondence** on the original and all copies of the letter.

i. Correspondence which will be signed by the Administrator must not have the right margin justified.

Sincerely,

Ruth A. Marshall
Director, Aeronautical Center

Enclosure
Transmitted Correspondence

FIGURE 4-2. COPY REQUIREMENTS

US Department of Transportation
Federal Aviation Administration

Southern Region

P. O. Box 20636
Atlanta, Georgia 30320

The Honorable Albert J. Jackson
United States Senator
111 South Lowe
Atlanta, GA 30301

(see Appendix 1, Forms of Address, for Members of Congress)

Dear Senator Jackson:

Prepare the following copies when replying to congressional correspondence:

a. Member of Congress. Letter original and letterhead tissue with any enclosures and the transmitted correspondence. If the Member requests the reply be addressed to his/her district office or directly to the constituent, send one letterhead tissue, a copy of any enclosures, and a copy of the transmitted correspondence to the Member's Washington office.

b. Administrative Staff (AOA-3). Two readable, reproducible copies if the reply is signed by the Administrator or the Deputy Administrator OR one readable, reproducible copy if the reply is signed at other levels. (AOA-3 will accept machine-reproduced copies.) Attach a copy of any enclosures to one copy marked for AOA-3. If the correspondence was received by the region or center directly from the Member of Congress, attach a copy of the incoming correspondence to the AOA-3 copy.

c. Executive Secretariat (S-10). One reproduced "xeroxed" copy of the signed original with a copy of any enclosures marked for S-10 if the correspondence is also controlled by S-10 and signed at any level other than the Secretary (S-1) or the Deputy Secretary (S-2). If the reply is signed by S-1 or S-2, provide one readable copy for S-10. All S-10 copies must be sent to AOA-3.

d. Official File. The official file copy with a copy of any enclosures and the incoming corespondence. If the reply is signed by S-1 or S-2, prepare an additional official file copy with no coordination in the ladder.

e. Reading File. One readable copy marked for the reading file of the signer if the reply is signed at a level other than the Administrator or the Deputy Administrator.

FIGURE 4-2. COPY REQUIREMENTS (CONTINUED)

2

f. Other Information Copies. As determined necessary by the action office, one readable copy for any office, service, region, or center with a copy of any enclosures and the incoming correspondence.

Sincerely,

Mark A. Cartwright
Director, Southern Region

Enclosure
Transmitted Correspondence

cc:
Washington Office

FIGURE 4-3. CARBON COPY NOTATIONS

August 25, 1984

The Honorable John Jones
Member, United States House of
Representatives
301 Rochester Avenue
Dallas, TX 76101

(see Appendix 1, Forms of Address, for Members of Congress)

Dear Mr. Jones:

The following guidelines apply to carbon copy notations on congressional correspondence:

a. On the original of the letter and the letterhead tissue, a carbon copy notation is permissible when the reply is sent to the district office of the Member of Congress. Example:

cc:
Washington Office

b. On all carbon copies of the letter except the letterhead tissue, show the other carbon copy notations.

(1) Copies controlled by the Executive Secretariat (S-10) and/or the Administrative Staff (AOA-3) are shown as follows:

cc:
AOA-3 (Control A840815022)
S-10 (Control 8408130056)

(2) Copies received by the region or center directly from the Member of Congress are shown as follows:

cc:
AOA-3

CONCURRENCES
RTG SYMBOL ASW-500
INITIALS/SIG. C. E. Jones
DATE 8/23/84
RTG SYMBOL ASW-2
INITIALS/SIG. J.A. Dobr
DATE 8/24/84
RTG SYMBOL
INITIALS/SIG.
DATE
RTG SYMBOL
INITIALS/SIG.
DATE
RTG SYMBOL
INITIALS/SIG.
DATE
RTG SYMBOL
INITIALS/SIG.
DATE
RTG SYMBOL
INITIALS/SIG.
DATE
RTG SYMBOL
INITIALS/SIG.
DATE

FAA Form 1360-14 (6-81) OFFICIAL FILE COPY *U.S. GPO: 1983-674-547

FIGURE 4-3. CARBON COPY NOTATIONS (CONTINUED)

2

(3) Additional copies for another office, service, region, or center are noted below the last notation as shown below:

cc:
Washington Office
AOA-3 (Control A840815022)
S-10 (Control 8408130056)
ANM-1

Sincerely,

Original signed by
Raymond J. Naranjo

Raymond J. Naranjo
Director, Southwest Region

Enclosure
Transmitted Correspondence

cc:
Washington Office
AOA-3 (Control A840815022)
S-10 (Control 8408130056)
ANM-1
ASW-1

ASW-500:CEJones:saa:FTS 379-4056:8/23/84 (WP:Document Name or Number)

FIGURE 5-1. ADMINISTRATOR'S CORRESPONDENCE--LETTERS

U.S. Department of Transportation
Federal Aviation Administration

Office of the Administrator

800 Independence Ave S.W.
Washington D.C. 20591

(stamp or type date here when signed)

Mr. Kevin Bond
234 East Hightower Street
Oklahoma City, OK 73132

Dear Mr. Bond:

Letters for the signature of the Administrator or the Deputy Administrator or letters of special interest to them that are signed by others are controlled by and routed through the Administrative Staff (AOA-3).

a. If information from a region or center is needed to respond to correspondence designated for the Administrator's signature, the Federal Aviation Administration headquarters office of primary interest shall obtain the required information and prepare the final response. All interim replies to such correspondence are prepared by the FAA headquarters office of primary interest and are signed by the appropriate Associate Administrator or office/service head.

b. If a letter is signed outside the Office of the Administrator, but controlled by AOA-3, forward one readable copy of the response to AOA-3. The AOA-3 control number is shown on this copy.

c. The following are suggested opening statements for correspondence referred by AOA-3 for signature of another official.

(1) Thank you for your letter of (date) to the (Administrator) (Deputy Administrator). (He/she) has asked (us) (me) to reply to you regarding (subject). (NOTE: If it's a late response, eliminate the date.)

(2) The Administrator has asked me to thank you for your expression of interest in (subject).

d. If a letter is signed by the head of an office and deemed of sufficient interest to the Administrator or the Deputy Administrator, forward two readable copies to AOA-3.

Use the following guidelines when preparing a letter for the signature of the Administrator or the Deputy Administrator.

a. Prepare the letter on Office of the Administrator letterhead. Forward an official file copy and two readable copies with the letter. **All copies must be identical to the original.** Approval letters are signature mail and the same number of copies are required.

FIGURE 5-1. ADMINISTRATOR'S CORRESPONDENCE--LETTERS (CONTINUED)

2

b. Do not use an attention line.

c. Do not use the personal pronoun "I" unless requested by the Administrator's office; this permits an official other than the Administrator to sign the letter without rewriting. The use of the pronoun "we" is permitted.

d. The signature block is typed five lines below the complimentary close. Enclosure notations are typed two lines below the title.

e. Do not show copy distribution on originals.

f. Do not staple originals or courtesy copies.

g. Do not justify the right margin.

h. Attach a readable copy of the incoming letter, background information, and any enclosures to one of the copies if the correspondence is not controlled by AOA-3.

i. Attach all voided official file copies. Return the letter originally intended for signature including any notes from the Office of the Administrator or Deputy Administrator.

j. Limit concurrences to one for each office, service, region, or center involved, including the preparing element. **The initials and surname are required**. Other levels may initial in the space below or to the left of the ladder of the official file copy.

k. The originating office shall retain all information copies to be distributed outside the office except those for AOA-3 and higher offices. Upon receipt of the dated and stamped official file copy, the originating office indicates date signed, signing official, and routes information copies.

l. Detach mail control slips, route slips, and any other material not pertinent to the correspondence.

m. If a briefing memorandum is necessary, limit it to one page where practical. Do not repeat the content of the related letter in the briefing memorandum. Give significant background information; reasons for the action proposed; pertinent policies, laws, or precedents; concurrences or views of other officials; and possible alternatives. Briefing memorandums are signed by Associate Administrators, heads of offices and services, or their deputies or designated alternates.

Sincerely,

Donald D. Engen
Administrator

FIGURE 5-2. ADMINISTRATOR'S CORRESPONDENCE--MEMORANDUMS

US Department of Transportation
Federal Aviation Administration

Memorandum

Subject: ACTION: Administrator's Correspondence--Memorandums

Date: (stamp or type date here when signed)

From: Administrator

Reply to Attn of:

To: Associate Administrator for Administration

Memorandums for the signature of the Administrator or the Deputy Administrator are prepared according to the guidelines in figure 5-1.

a. Type the title only in the **From:** line.

b. Leave the **Reply to Attn. of:** block blank except when writing to the Secretary. In this case, type the drafter's name and telephone number in the block.

c. Use the title only in the **To:** line. Do not use a routing symbol with the title.

Donald D. Engen

CHAPTER 7. WHITE HOUSE CORRESPONDENCE

70. DEFINITIONS.

a. White House correspondence is all correspondence sent to or prepared for the signature of the President or White House staff members and all correspondence referred from or controlled by the White House for direct reply or appropriate handling. The time limit for reply is 9 working days from date of receipt in the action office unless a different due date is specified.

b. White House bulk mail is correspondence referred by the White House that is not controlled by the Administrative Staff (AOA-3). The time limit for reply is 15 days from date of receipt in the action office.

71. TIME LIMITS. If the due date for a reply to controlled White House mail cannot be met, the action office prepares an interim response which includes the best possible estimate as to when a complete reply can be expected. If the Secretary or Deputy Secretary will sign the final response, the interim response may be signed by the action office unless otherwise specified. If the final response is signed within a Federal Aviation Administration (FAA) element, the acknowledgment is signed within the same organization. The action office may sign the interim response, as appropriate.

72. COPY REQUIREMENTS. Copy requirements for White House correspondence are as follows:

a. The standard copies prescribed for all correspondence as explained in figure 3-5.

b. One readable courtesy copy. Additional copies are prepared if requested or if it is certain they are needed.

c. One readable copy of the proposed reply for the Executive Secretariat (S-10).

d. One readable copy of the proposed reply for AOA-3 OR two readable copies if the reply is signed by the Administrator or the Secretary.

73.-79. RESERVED.

FIGURE 7-1. TRANSMITTAL MEMORANDUM FOR WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE

U.S. Department of Transportation
Office of the Secretary of Transportation

Assistant Secretary for Administration

400 Seventh Street, S.W.
Washington, D.C. 20590

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)
Director, Agency Liaison
Presidential Correspondence
The White House

SUBJECT: (state your subject)

This transmits the proposed reply. Summarize the background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed draft.

This format is called a formal memorandum and normally used only when writing to the White House. The words "enclosed" and "enclosure" are used in formal memorandums.

* Ruth Drinkard Knouse
Director, Executive Secretariat *

Enclosure

FIGURE 7-2. PROPOSED REPLY FOR WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE

P R O P O S E D R E P L Y

Dear Mr. Bond:

Correspondence to be signed at the White House (President's) level is prepared as outlined below:

a. Type the letter in double-spaced draft form on plain white bond. Type the words **PROPOSED REPLY** in all capital letters in the upper right corner, leaving one space between each letter. This proposed reply is sent by transmittal correspondence (see figure 7-1).

b. Return the White House correspondence after reproducing a copy for the action office's official file. Make a notation **Original of incoming correspondence returned to White House** on the official file copy.

c. Show the name and address of the recipient two lines below the signature block, flush with the left margin, approximately nine lines below the complimentary close.

Sincerely,

(do not type a signature block
or title unless specified in the
instructions received)

Mr. J.R. Bond (addressee)
2020 Delta Lane
Atlanta, GA 30320

FIGURE 7-3. TRANSMITTAL MEMORANDUM FOR WHITE HOUSE (VICE PRESIDENT'S) CORRESPONDENCE

U.S. Department of Transportation
Office of the Secretary of Transportation

Assistant Secretary for Administration

400 Seventh Street, S.W.
Washington, D.C. 20590

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)
Office of the Vice President

SUBJECT: (state your subject)

This is the transmittal letter used by the Executive Secretariat (S-10) to send the Administrator's reply to the Office of the Vice President. Summarize background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed letter to the Vice President.

This format is called a formal memorandum and normally used only when writing to the White House. The words "enclosed" and "enclosure" are used in formal memorandums.

*

Ruth Drinkard Knouse
Director, Executive Secretariat *

Enclosure

FIGURE 7-4. MEMORANDUM TO BE USED AS AN ENCLOSURE TO THE VICE PRESIDENT'S REPLY TO CONSTITUENT

U.S. Department of Transportation
Federal Aviation Administration

Office of the Administrator

800 Independence Ave., S.W.
Washington, D.C. 20591

(stamp or type date here when signed)

MEMORANDUM TO: The Vice President

SUBJECT: (state your subject)

This is a letter that the Vice President's office uses to enclose with a short letter from the staff member back to the constituent. This reply is always in final form (not draft) and is always written to the Vice President and not to the constituent. This reply is signed by the Administrator and transmitted through the Executive Secretariat (S-10). Do not justify the right margin.

Donald D. Engen
Administrator

FIGURE 7-5. WHITE HOUSE REFERRALS FOR DIRECT REPLY

U.S. Department of Transportation
Federal Aviation Administration

800 Independence Ave., S.W.
Washington, D.C. 20591

(stamp or type date here when signed)

Mr. J.R. Bond
2020 Delta Lane
Atlanta, GA 30320

Dear Mr. Bond:

White House referrals for direct reply are prepared according to the following guidelines.

a. When replying to Presidential mail, do not use phrases containing the word referred, indirect or impersonal phrases, or phrases which mention the White House as though it were a person. Use the following phrases:

(1) President (surname) has asked me to thank you for . . . .

(2) Thank you for your letter of January 1, 1984, to President (surname) . . . .

(3) On behalf of President (surname), thank you for . . . .

b. When it is inappropriate to express appreciation, use:

(1) President (surname) has asked me to reply to . . . .

(2) Your letter of January 1, 1984, to President (surname) was received . . . .

c. Furnish the White House a copy of the reply when requested to do so or if, in the opinion of the action office, the reply is of unexpected interest or significance. In such cases, attach a readable copy of the incoming letter to the White House copy of the outgoing letter. Prepare this copy of the reply on letterhead tissue.

Sincerely,

Glenn R. Wright
Associate Administrator for Air Traffic

CHAPTER 8. TELECOMMUNICATIONS

80. USE. Telegrams and other forms of message transmittals are used for correspondence when both speed and a written record are essential. Use telecommunications **only when necessary**.

81. MESSAGE STYLE. Use the following standards of style when preparing messages.

a. Omit the articles **a**, **an**, and **the** unless they are needed for clarity or unless they are part of a quoted passage.

b. Type numerals as Arabic numerals. Use numerals and the slash mark when writing fractions rather than the typewriter fraction. Write compound numbers with a hyphen. Examples:

2 1/2 1984-85

c. Keep punctuation to a minimum and use only as needed for clarity. Do not use words such as **Stop**, **Comma**, **Quote**, or **Period**. When open punctuation is specified, do not use any punctuation.

d. Avoid use of unnecessary words such as **Mr.** or **Please**.

e. Use standard agency abbreviations. Use other abbreviations only when it is certain they will not cause confusion.

f. Do **not** underscore for emphasis (underscoring is not transmitted).

g. Do **not** use the following symbols since they are not on the keyboard of a teletype machine and must be spelled out: +, %, *, @, or °.

h. Use all capital letters.

82. PREPARATION OF STANDARD FORM 14 (SF-14). Fill in all applicable spaces on the first page of a message. Start typing succeeding pages two lines below the **TO:** caption; the top portion need not be repeated. Prepare the same copies as prescribed for a memorandum or letter. Attach material to be facsimiled (an exact copy of the original document transmitted by wire service) to the SF-14. This material should be an unstapled, readable copy in good condition. Tissue copies are not accepted.

a. Name of Agency. Type **FEDERAL AVIATION ADMINISTRATION** (**FAA** for within agency), name of office or organizational unit, mailing address, city, State, and ZIP Code.

b. Precedence.

(1) Type **ROUTINE** for messages that need not reach the addressee by close of the current workday.

(2) Type **PRIORITY** for messages that must reach the addressee before the close of the current workday. (See figure 8-6 for time zone map.) Normally, a priority message reaches its destination within 4 to 6 hours. However, if delivery time is critical, type a note at the bottom center of the page. Example:

ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM EST

c. Security Classification. If the message is not classified, type **UNCLAS** in the security classification block. If message is classified, see Order 1600.2B, National Security Information.

d. Accounting Classification. Leave blank unless a **COLLECT** or **CHARGE TO** message.

e. Date Prepared. Type the month, day, and year using numbers only; e.g., 5/14/84.

f. Type of Message. Check **SINGLE**, **BOOK**, or **MULTIPLE ADDRESS** as appropriate.

(1) Single. Check **SINGLE** when sending a message to one addressee only.

(2) Book. Check **BOOK** when sending identical messages to two or more addressees and each **need not** be informed of the other recipients. When the addressee **must not** be informed of other recipients, insert the phrase **(PROTECT TO EACH ADDRESSEE AS A SINGLE ADDRESSEE)** in parentheses immediately above the list of addressees.

(3) Multiple Address. Check **MULTIPLE ADDRESS** when each addressee **must** be informed of the other addressees. Type the names, addresses, **and** the message on the SF-14.

g. Name and Telephone Number. Type the name and routing symbol of the writer of the message. Type the complete telephone number, FTS or commercial.

h. Message to be Transmitted. Do not type beyond the dotted guideline.

(1) Address.

(a) For action addressees, begin the list two spaces to the right of the **TO:** caption. Type in capital letters, block style, single spaced, with open punctuation. Double space between multiple addresses. If the printed **TO:** caption is followed by instructions (see figure 8-1), begin the list of addressees two lines below the **TO:** caption.

(b) For information recipients, type **INFO:** two lines below the end of the action addressees and begin the list of information addressees two spaces to the right using the same format as for action addresses.

(c) Always include the ZIP Code for addresses outside the Federal Government.

(d) Include the telephone number of the facsimile machine to which the message will be sent for facsimile messages sent outside the FAA. Include a confirmation telephone number when confirmation of receipt is desired. These telephone numbers are typed to the right of the address (see figure 8-5).

(2) Body. Begin the body of the message flush with the left margin two lines below the last line of the address. Use all capital letters. Block paragraphs, double space text, and triple space between paragraphs.

i. Signature. Type the full name and routing symbol of the signing official in capital letters five lines below the last line of the body of the message flush with the left margin. If the message is going outside the Federal Aviation Administration, type the signer's title and routing symbol in capital letters on the second line and **FEDERAL AVIATION ADMINISTRATION** on the third line.

j. Copy Distribution. On the carbon copies **only**, type cc: flush with the left margin two lines below the last line of the signature element. Begin the list of recipients on the next line flush with the left margin and include information addressees to receive copies by mail rather than by wire. Send information copies through the mail when speed is not essential.

k. Identification Line. Show this line on carbon copies as illustrated in chapters 2 and 3.

l. Page Number and Number of Pages. Show the individual page number and total number of pages in the appropriate blocks on the SF-14.

m. Message Delivery. Hand-carry message to the telecommunications center.

83. REFERENCE. See Order 1770.6, Communications Control Center Handbook, and subsequent revisions for instructions on preparation of General Notice (GENOT) and Regional Office Notice (RENOT). See Order 7930.2A, Notice to Airmen (NOTAMS), and subsequent revisions for instructions on preparation of NOTAMS.

84.-89. RESERVED.

FIGURE 8-1. SAMPLE SF-14 TO OTHER FAA OFFICES

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FAA CENTRAL REGION 601 EAST 12TH STREET KANSAS CITY, MO 64106	ACTION: PRIORITY INFO: ROUTINE	UNCLAS
ACCOUNTING CLASSIFICATION	DATE PREPARED 8/15/84	FILE
FOR INFORMATION CALL		
NAME JIM C. JAMES, ACE-64C	PHONE NUMBER 749-4459	TYPE OF MESSAGE ☐ SINGLE ☒ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: (PROTECT TO EACH ADDRESSEE AS A SINGLE ADDRESS)

FAA EASTERN REGION (AEA-60)
NEW YORK NY

FAA GREAT LAKES REGION (AGL-60)
DES PLAINES IL

INFO: FAA HQ WASH DC (AMS-400)

THIS FIGURE ILLUSTRATES THE PROPER WAY TO PREPARE A MESSAGE TO OTHER FAA OFFICES. THE TEXT OF THE MESSAGE BEGINS 2 LINES BELOW THE LAST ADDRESS LINE.

TRIPLE SPACE BETWEEN PARAGRAPHS OF THE TEXT.

JOHN Q. DOE, ACE-60

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION
1	1	UNCLAS

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-5760

14-100

☆ GPO : 1981 O - 341-525 (6801)

FIGURE 8-2. SAMPLE CHARGE TO SF-14

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FEDERAL AVIATION ADMINISTRATION NEW ENGLAND REGION 12 NEW ENGLAND EXECUTIVE PARK BURLINGTON, MA 01803	ACTION: ROUTINE INFO:	UNCLAS
ACCOUNTING CLASSIFICATION SEE BELOW	DATE PREPARED 10/4/84	FILE
FOR INFORMATION CALL		
NAME SUZANNE M. ADAMS, ANE-30	PHONE NUMBER 392-4443	TYPE OF MESSAGE ☒ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

CHARGE TO: TYSON TITLE COMPANY 14509 SOUTH PARKWAY DALLAS TX 76359
PHONE 217-712-2727

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: KINGS AIRLINES INC
55-69 KINGSWAY
LONDON WC2R ODP

THIS FIGURE ILLUSTRATES THE PROPER WAY FOR THE ORIGINATOR TO PREPARE A CHARGE TO TELEGRAPHIC MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A NON-FAA LOCATION.

CHARGE TO MESSAGES ARE SENT TO ORGANIZATIONS OR INDIVIDUALS AT ANY ADDRESS IN THE WORLD WHEN ARRANGEMENTS FOR PAYMENT WERE MADE WITH AN INDIVIDUAL OR ORGANIZATION LOCATED WITHIN THE 50 STATES, CANADA, OR PUERTO RICO.

COMPLETE MAILING ADDRESS AND TELEPHONE OF THE CHARGE TO INDIVIDUAL OR ORGANIZATION IS REQUIRED TO ENSURE THE MESSAGE IS CHARGED TO THE PROPER INDIVIDUAL OR ORGANIZATION.

ADAM J. SANDERS
MANAGER, BUDGET DIVISION, ANE-30
FEDERAL AVIATION ADMINISTRATION

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION
1	1	UNCLAS

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-36.306

Previous editions usable NSN 7540-00-484-5060

14-108
* GPO : 1981 O - 341-526 (5501)

FIGURE 8-3. SAMPLE COLLECT SF-14

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FEDERAL AVIATION ADMINISTRATION WESTERN-PACIFIC REGION P.O. BOX 92007 WORLDWAY POSTAL CENTER LOS ANGELES, CA 90009	ACTION: PRIORITY INFO:	UNCLAS
ACCOUNTING CLASSIFICATION COLLECT	DATE PREPARED 9/9/84	FILE
FOR INFORMATION CALL		
NAME MARK K. ALEXANDER, AWP-24	PHONE NUMBER 536-7229	TYPE OF MESSAGE ☐ SINGLE ☒ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: RICHARD E SMITH 213-123-1234
190 WEST IMPERIAL AVENUE
GRAND PRAIRIE TX 75050

BELL HELICOPTER TELEX 748229 BELLHCTP FTW
ATTN MONTY JONES
P O BOX 3069
FORT WORTH TX 76101

THIS FIGURE ILLUSTRATES THE PROPER WAY FOR THE ORIGINATOR TO PREPARE A COLLECT TELEGRAPHIC MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A NON-FAA LOCATION.

COLLECT MESSAGES ARE SENT TO ORGANIZATIONS OR INDIVIDUALS WHO HAVE PREVIOUSLY AGREED TO PAY THE CHARGES WITHIN THE 50 STATES, CANADA, OR PUERTO RICO. THE COMPLETE TELEPHONE NUMBER PLUS AREA CODE OR TELEX NUMBER IS LISTED IMMEDIATELY FOLLOWING THE NAME IN THE ADDRESS LINE.

JONATHAN L. BANKS
MANAGER, ACCOUNTING DIVISION, AWP-20
FEDERAL AVIATION ADMINISTRATION

ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM CST

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION
1	1	UNCLAS

STANDARD FORM 14
REVISED 11-68
GSA FPMR (41 CFR) 101-26.206

Previous editions usable NSN 7540-00-634-2046

14-108

☆ GPO : 1981 O - 341-635 (0401)

FIGURE 8-4. SAMPLE SF-14 OF A FACSIMILE MESSAGE SENT WITHIN FAA

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FAA SOUTHERN REGION P.O. BOX 20636 ATLANTA, GA 30320	ACTION: PRIORITY INFO:	UNCLAS
ACCOUNTING CLASSIFICATION	DATE PREPARED 8/25/84	FILE
FOR INFORMATION CALL		
NAME EDWARD K. MARTIN, ASO-14	PHONE NUMBER 246-1010	TYPE OF MESSAGE ☒ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: FAA HQ WASH DC (APT-10)

TRANSMIT THE ATTACHED 5 PAGES VIA FACSIMILE.

JAMES N. BARRETT, ASO-10

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION
1	6	UNCLAS

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-2068

14-108

* GPO : 1981 O - 341-526 (6501)

FIGURE 8-5. SAMPLE SF-14 OF A FACSIMILE MESSAGE SENT OUTSIDE FAA

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE	SECURITY CLASSIFICATION
FEDERAL AVIATION ADMINISTRATION NORTHWEST MOUNTAIN REGION 17900 PACIFIC HIGHWAY SOUTH, C-68966 SEATTLE, WA 98168	ACTION: PRIORITY INFO:	UNCLAS
ACCOUNTING CLASSIFICATION	DATE PREPARED 8/19/84	FILE
FOR INFORMATION CALL		
NAME JENNIFER L. BATES, ANM-23	PHONE NUMBER 392-2904	TYPE OF MESSAGE ☒ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO: SMITH AVIATION (MACHINE NUMBER: 213-536-6935)
1349 BAKER ROAD (CONFIRMATION NUMBER: 213-536-6900)
LOS ANGELES CA 90009

TRANSMIT THE ATTACHED 5 PAGES VIA FACSIMILE.

JOHN K. ALEXANDER
MANAGER, ACCOUNTING DIVISION, ANM-20
FEDERAL AVIATION ADMINISTRATION

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION
1	6	UNCLAS

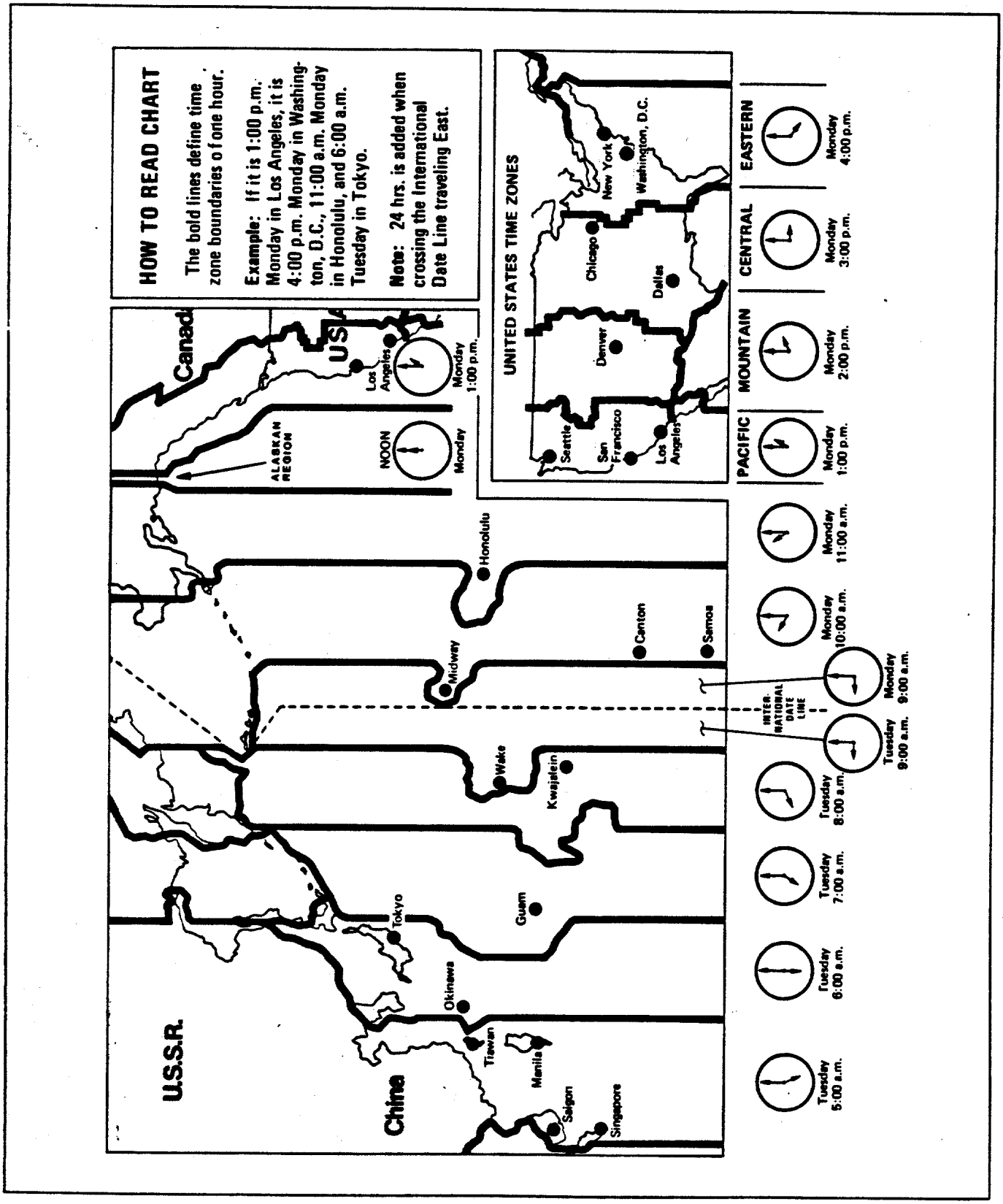
STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions unable NSN 7540-00-634-3768

14-108

* GPO : 1981 O - 341-526 (6501)

FIGURE 8-6. TIME ZONE MAP



CHAPTER 9. COORDINATION

90. GENERAL.

a. Coordination is the procedure by which the action office ensures a coordinated response prior to presentation for approval and/or signature. Coordination of outgoing correspondence:

(1) Will be held to a minimum and will be effected by the quickest and most informal method appropriate for action.

(2) Will be effected with only those offices having a vital or substantive interest in the subject matter.

(3) Shall not be requested merely for courtesy or informational purposes.

(4) Will be accomplished by the originating office during draft stages to avoid revisions of final copy when practicable.

(5) Will be effected without delay. The urgency of responding will determine the length of time allowed for coordination. Normally, coordination will be conducted within 1 working day. However, if the urgency of the correspondence dictates, this time will be reduced.

b. When coordinating correspondence, the following definitions apply:

(1) Concurrence. Indicates agreement with the concept of the response.

(2) Concurrence with Comment. Indicates agreement with the concept of the response, but it should be revised to avoid an incorrect, unresponsive, or misleading statement.

(3) Nonconcurrence. Indicates disagreement with the concept of the response.

91. METHODS OF COORDINATION.

a. Sequential. Send the correspondence to one office at a time for signature on the same official file copy.

b. Simultaneous. Send a copy of the correspondence to each coordinating official at the same time. The coordinating official should coordinate with the originator by telephone or personal visit to resolve any differences. If coordination is performed in this manner, notation should be made on the ladder of the official file copy.

c. Telephonic. In instances where the originating office and the coordinating office are distances apart, coordination by telephone is advisable. Read the correspondence to the coordinating official and request oral approval. Note on the ladder of the official file copy that coordination was obtained by telephone.

92. COORDINATION PROCEDURES.

a. Concurrence. If the correspondence in question is acceptable, the coordinating official will legibly write his/her initials, surname, and the date in the appropriate block on the ladder on the official file copy. Promptly send the correspondence to the next coordinating office (or the originating office as appropriate) by whatever means necessary to meet the deadline date.

b. Concurrence with Comment. If the comment proposes a change, clear the comment with the originating office and any previous coordinating offices. The originating office will retype the correspondence to incorporate the change. If the comment does not suggest a change in the correspondence, but provides additional information or is of a sensitive nature, attach the comment to the outgoing correspondence and return it to the originating office.

c. Nonconcurrence. If at all possible, disagreements should be resolved. If they are not, state the differences and reasons on a briefing note and return it with the correspondence to the originating office.

d. Unresolved Issues. The originating office shall resolve all nonconcurrences and comments made by coordinating offices before transmittal of the correspondence. If comments cannot be adopted or nonconcurrences resolved, refer the matter to the next level of supervision, preferably with an explanatory summary. The summary should clearly define the comment(s) and/or nonconcurrences not adopted or resolved and the reasons for such nonadoption or nonresolution.

93.-99. RESERVED.

CHAPTER 10. CORRESPONDENCE MAIL CONTROL

100. GENERAL.

a. Correspondence mail control refers to any system used to record the receipt, location, and disposition of correspondence. The type of control system may vary to meet the needs of the individual office. However, it should provide the amount of control required to ensure a prompt response and limit the number of points controlling the same piece of correspondence.

b. Mail Control Forms. Some of the forms used to control mail are shown in figures 10-1, 10-2, and 10-3.

c. Control of White House Referrals. From time to time, the White House staff conducts surveys of response time to correspondence it has referred. White House correspondence control points are responsible for keeping data on the volume of mail referred from the White House and the dates of receipt of letters and dispatch of replies. This data must be kept for 6 months.

FIGURE 10-1. SAMPLE OF FAA FORM 1770-5, MAIL CONTROL

FROM	DATE-CORRESP.	CONTROL NO.
APT-1	7/1/84	1-7-5
SUBJECT	DATE RECD.	SUSPENSE DATE
Employee Assistance Program	7/6/84	7/20/84
	TO	DATE
REMARKS	1 ASW-10	7/6/84
Please prepare reply for ASW-1 signature.	2	
	3	
ACTION TAKEN	4	
☐ NO ACTION NECESSARY		
DATE ACKNOWLEDGED ____ BY ____		
DATE ANSWERED 7/21/84 BY ASW-1/10	5	
OTHER ____		

FAA Form 1770-5 (1-72) MAIL CONTROL FORMERLY FAA FORM 1828

Numbering systems may vary.

FIGURE 10-2. SAMPLE OF ADMINISTRATIVE STAFF (AOA-3) MAIL CONTROL FORM

ADMINISTRATOR'S CORRESPONDENCE CONTROL AND INFORMATION SYSTEM
ACTION TRANSMITTAL FORM

RUN DATE:

ACTION OFFICE: APT-1 (Only office specified as the action office should respond to the letter.)

CONTROL NUMBER: A840825015

SUBJECT DESCRIPTION: AIRWAY SCIENCE PROGRAM

SIGNATURE LEVEL: APT-1

ORIGINATOR:
NAME: JOHNSON ANDREW

TYPE: U.S. SENATOR

ROUTING SYMBOL:

CORRESPONDENT: GOODRICH

CORRESPONDENCE DATE: 08/20/84 **ACTION DATE:** 08/24/84

SUSPENSE DATE: 08/31/84 (If no due date is specified, appropriate action is determined by action office.)

MESSAGE:

THIS CORRESPONDENCE WILL _____ BE MICROFILMED.

PROPOSED COORDINATION OFFICES:

INFORMATION COPIES: (Denotes offices to which AOA-3 sent copies of the incoming letter. The originating office determines which offices receive copies of response. AOA-3 receives a copy of response to correspondence controlled by them.)

AOA-1 AAM-1 AOA-10

ANALYST: ROGERS CAROLYN

PHONE NUMBER: 426-5012

NOTE: The control number is assigned as follows: The letter is a designator for the FAA; the next two digits are the fiscal year; the next two digits are the month; the next two digits are the day; and the last three digits indicate the consecutive number assigned to that piece of correspondence on that day.

FIGURE 10-3. SAMPLE OF EXECUTIVE SECRETARIAT (S-10) CONTROL FORM

ACTION OFFICE
FAA

TO:	FEDERAL AVIATION ADMIN (FAA)
FROM:	EXECUTIVE SECRETARIAT (S-10)
CONTROL NUMBER:	8408150026
SUBJECT:	LTR FROM LARRY J. QUINCY CONCERNING TRAINING AS AN AIR TRAFFIC CONTROL SPECIALIST
ACTION:	PREPARE FOR THE FEDERAL AVIATION ADMIN SIGNATURE A REPLY TO THE ATTACHED LETTER FROM LARRY J. QUINCY DATED 84/08/13.
DUE DATE:	00/00/00.
COORDINATION:	NA
DISTRIBUTION:	S-10
ANALYST:	MARGARET SMITH PHONE NUMBER: 426-4290

IF YOU ARE UNABLE TO PROVIDE THE REQUIRED INFORMATION, PLEASE ADVISE YOUR ANALYST NO LATER THAN 24 HOURS AFTER THE RECEIPT OF THIS DOCUMENT. THIS LETTER SHOULD REMAIN WITH INCOMING CORRESPONDENCE AND BE RETURNED WITH YOUR REPLY. YOUR PROMPT ACTION IS APPRECIATED.

COMMENTS:

84/08/16 10:25 A.M.

NOTE: The control number is assigned as follows: The first two digits are the fiscal year; the next two digits are the month; the next two digits are the day; and the last four digits indicate the consecutive number assigned to that piece of correspondence on that day.

101. CORRESPONDENCE ACKNOWLEDGMENT. When circumstances prevent meeting a deadline, an interim reply is made. The interim reply should include the best possible estimate of when a complete reply is expected. FAA Form 1360-15, Correspondence Acknowledgment, may be used in lieu of an interim reply memorandum/letter. These acknowledgment forms may not be used for letters controlled by AOA-3 (see paragraph 102).

FIGURE 10-4. SAMPLE OF FAA FORM 1360-15, CORRESPONDENCE ACKNOWLEDGMENT (FRONT SIDE)

U.S. Department of Transportation
Federal Aviation Administration

Postage and Fees Paid
Federal Aviation Administration
DOT 515

U.S. MAIL

P.O. BOX 25082
OKLAHOMA CITY, OK 73125
AAC-300

Official Business
Penalty for Private Use $300

MR JOHN JONES
1825 NORTH KELLEY
OKLAHOMA CITY OK 73106

FIGURE 10-5. SAMPLE OF FAA FORM 1360-15, CORRESPONDENCE ACKNOWLEDGMENT (BACK SIDE)

CORRESPONDENCE ACKNOWLEDGMENT

We have received your correspondence dated 9/1/84 concerning

your request for a copy of the Airman Directory

☒ You may expect a reply by 10/1/84
☐ We referred your communication for direct reply to you, to:

☐

FROM: (Name of FAA organization and routing symbol) DATE 9/5/84

Data Services Division, AAC-300

FAA Form 1360-15 (10-81) SUPERSEDES PREVIOUS EDITION

102. CRITERIA FOR CONTROL. Correspondence from the following individuals or their staff members is controlled, if action is required.

a. The President and Vice President.

b. Heads of Executive Offices of the President.

c. Cabinet Officers and heads of independent agencies.

d. U.S. Senators and Representatives.

e. Mayors, State Governors, State senators, and State representatives.

f. Foreign equivalents of the above.

g. Prominent citizens including leaders in industry, finance, labor, politics, law, education, and research.

h. The Administrator and the Deputy Administrator.

i. The Secretary and the Deputy Secretary.

103. TIME LIMITS FOR REPLIES. Listed below are the time limits for replies to the various types of correspondence. The handling of these types of correspondence is expedited as appropriate.

a. Freedom of Information Act Requests. Reply within 10 working days from date of receipt in the action office.

b. Privacy Act Requests. Reply within 10 working days from date of receipt in the action office.

c. Administrator's Correspondence. Reply within 10 working days from date of receipt in the action office unless a different due date is specified.

d. Congressional Correspondence. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

e. White House Correspondence.

(1) Correspondence Controlled by AOA-3. Reply within 9 working days from date of receipt in the action office unless a different due date is specified.

(2) Correspondence Not Controlled by AOA-3 or Bulk Mail. Reply within 15 working days from date of receipt in the action office.

f. Secretarial Correspondence.

(1) Correspondence Controlled by AOA-3 Prepared for the Signature of the Secretary or the Deputy Secretary and Correspondence Controlled by AOA-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

(2) Correspondence Not Controlled by AOA-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 10 working days from date of receipt in the action office.

g. All Other Correspondence. Reply within 15 working days from date of receipt in the action office unless a different due date is specified.

104.-109. RESERVED.

CHAPTER 11. ENVELOPES AND MAILING

110. POSTAGE AND FEES PAID MAIL. Mail pieces carrying the statement **Postage and Fees Paid, Federal Aviation Administration** may not be used for personal mail. Postage-paid items are not furnished to private persons or firms for their submission of information or reports required by law; however, business reply envelopes, cards, and labels may be enclosed in mail to sources outside the Government when the information desired is primarily of interest to the Government.

111. COSTS. Substantial savings are realized by avoiding use of envelopes larger than necessary. A close fit will provide the least chance for damage.

ENVELOPE	MATERIAL
At least 4 1/4" up to 9 1/2"	1 to 5 sheets of letter-size bond folded in thirds
At least 5 1/2" up to 11"	5 to 10 sheets of letter-size bond folded in half
9 1/2" x 12"	10 or more sheets of letter-size bond unfolded

a. The U.S. Postal Service (USPS) considers all envelopes weighing 12 ounces or less as first-class mail unless they are endorsed to a lower-priced class.

b. Small parcels and flats (envelopes larger than letter size) weighing over 12 ounces to be sent first class or given priority (airmail) service for delivery within the United States must be endorsed **First Class** or **Priority**.

c. Unendorsed mail weighing over 12 ounces but less than 16 ounces is classified as third class; unendorsed mail weighing 16 ounces or more is processed as fourth-class parcel post.

NOTE: If uncertain about an article which must be expedited, endorse it **First Class** or **Priority**.

112. ROUTING SYMBOLS. For regional offices, Washington offices, and the centers, the importance of using correct routing symbols cannot be overemphasized.

a. Include the routing symbol when providing addresses to correspondents and in response to telephone inquiries.

b. Type or write routing symbols immediately **below** the return address in the upper left corner of the envelope or mailing label.

113. AIRMAIL. If not using an airmail envelope, clearly mark the envelope **Airmail** on both front and back for mail being sent outside the United States which requires a response.

114. REGISTERED MAIL.

a. International mail (for delivery outside the 50 States or U.S. possessions) requiring a return receipt must be sent as registered mail.

b. Window and padded (Jiffy) envelopes are prohibited.

c. Paper tape should be used. Nylon filament or scotch tape cannot be used in sealing registered mail because rubber stamp impressions rub off easily on nonabsorbent tapes.

d. Registration numbers are generally affixed by the local mailroom or post office, and completion of appropriate forms requesting registered mail service would depend upon their requirements. The exception would be an office having an assigned block of numbers. PS Form 3811, Return Receipt, is used for delivery within the 50 States or U.S. possessions; and PS Form 2865, Return Receipt, is used for international mail. See figure 11-1.

115. EXPRESS MAIL. Use of the contractor designated by the General Services Administration is mandatory and shall be used instead of USPS Express Mail. * At low rates, the contractor provides overnight delivery **DESK TO DESK** throughout the United States (including Hawaii and Alaska) for urgent letters and packages not exceeding 50 pounds. USPS Express Mail shall be used only for addresses containing post office box numbers. This service is to be used * only when time of delivery is critical. For additional information, contact your headquarters, region, or center Logistics Division.

116. LETTER-SIZE WINDOW ENVELOPES.

a. Window envelopes shall be used to the maximum extent possible to save separate addressing of envelopes with resultant delay, expense, and errors.

b. The address must be the **ONLY** thing visible in the window.

c. A 1/4-inch clearance between the address and window edges is desirable. Shifting of the insert cannot cover or hide any part of the address.

d. Window envelopes cannot be used for registered or confidential mail.

117. SEPARATE COVER. A package containing material identified in a letter or memorandum as being sent under separate cover should have a copy of the correspondence enclosed. Its inclusion is shown on the face of the package with a **Letter Enclosed** notation if the package is sent other than first class to conform to USPS regulations.

118. ADDRESSING ENVELOPES FOR USPS OPTICAL CHARACTER RECOGNITION (OCR).

a. For Best Service.

(1) Capitalize everything in the address.

(2) Eliminate all punctuation. The hyphen is an element in the ZIP+4 code which consists of a five-digit ZIP Code followed by a hyphen and four digits.

(3) Use the common address and State abbreviations found in appendix 3.

b. Points to Remember.

(1) The envelope must be no smaller than 3 1/2 inches by 5 inches and no larger than 6 1/8 inches by 11 1/2 inches.

(2) Script-like or artistic types should not be used.

(3) A uniform left margin should be used.

(4) An attention line, if it cannot be avoided, would be placed on the second line of the address.

(5) Two spaces should be allowed between the State abbreviation and the ZIP Code.

(6) Mail will be delivered to the address immediately above the bottom line when a box number and a street address appear on separate lines.

c. Location of the Address. The entire address is located within an imaginary rectangle, which is the OCR read area, on the front of the mail piece formed by the following boundaries.

(1) 1 inch from the left edge

(2) 1 inch from the right edge

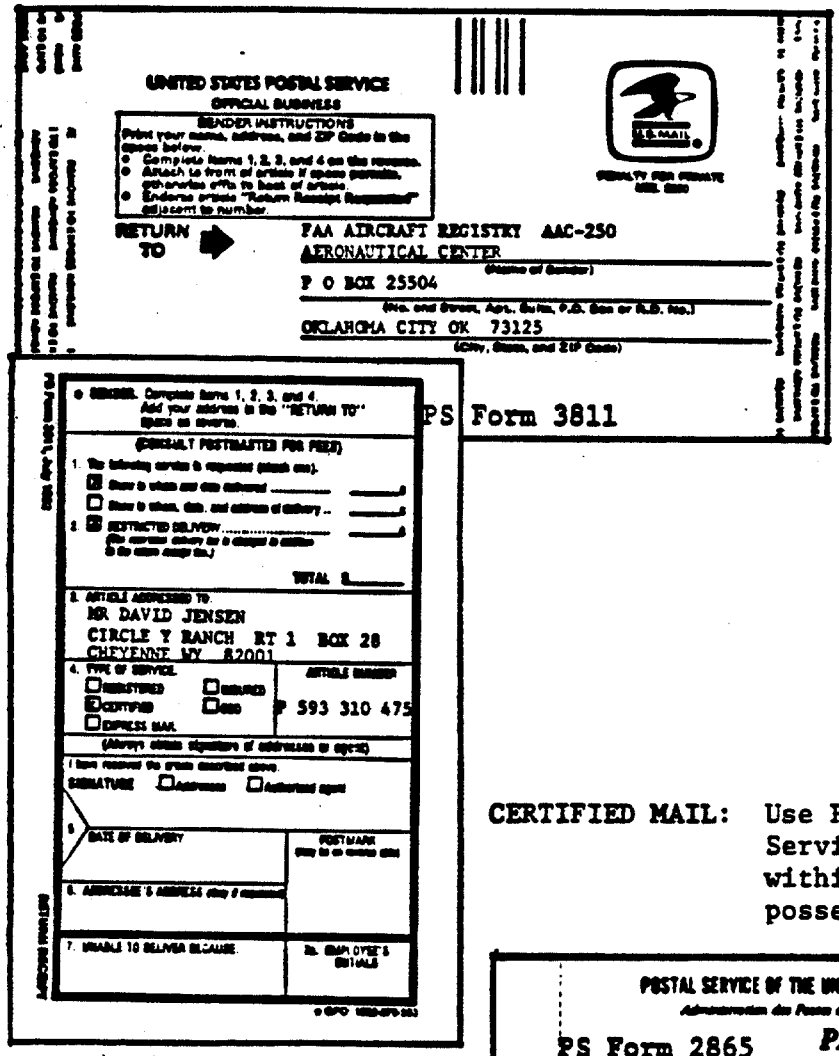
(3) 5/8 inch from the bottom edge (bottom line of rectangle)

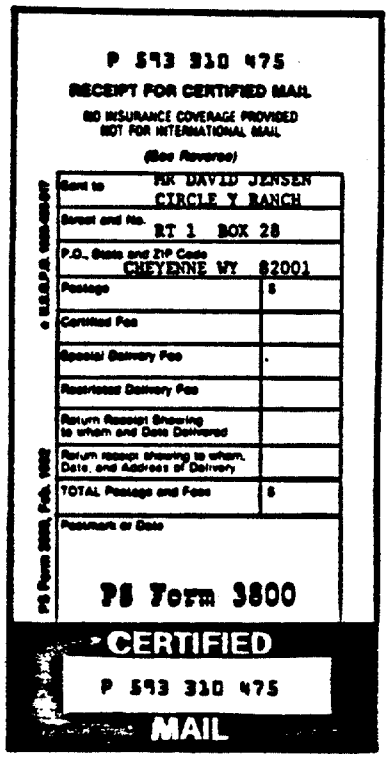
(4) 3 inches from the bottom edge (top line of rectangle)

119. REFERENCE. For additional information about mail procedures, see Order 1770.11B, Mail Management Standards and Procedures.

120.-129. RESERVED.

FIGURE 11-1. SAMPLE POSTAL SERVICE FORMS FOR CERTIFIED AND REGISTERED MAIL

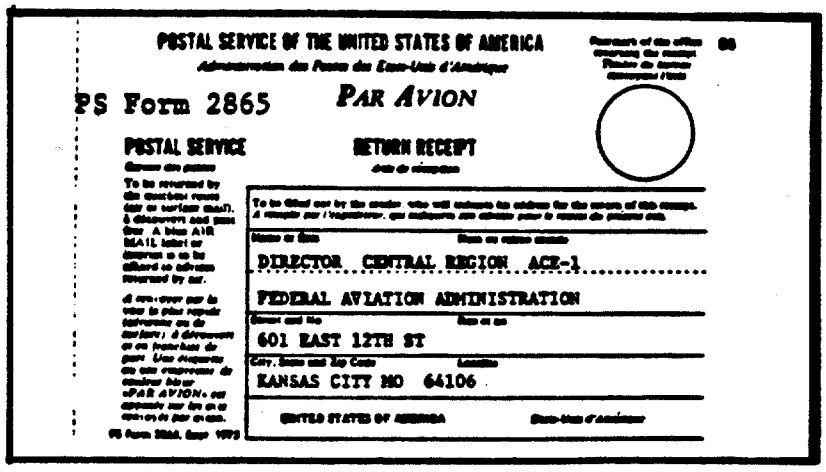




CERTIFIED MAIL: Use PS Form 3800 and PS Form 3811. Service is limited to delivery within the 50 States and U.S. possessions.

Precise instructions are given on each of the forms which are obtained from the post office or mailroom.

REGISTERED MAIL: Use PS Form 3811 to request service within the 50 States and U.S. possessions. Registration numbers are usually affixed by the post office or mailroom.



INTERNATIONAL MAIL (outside the 50 States and U.S. possessions) requiring a return receipt must be sent as registered mail. Use PS Form 2865 to request this service. Registration numbers are usually affixed by the post office or mailroom.

FIGURE 11-2. EXAMPLES OF ADDRESSES

FOR OCR ACCOMMODATION

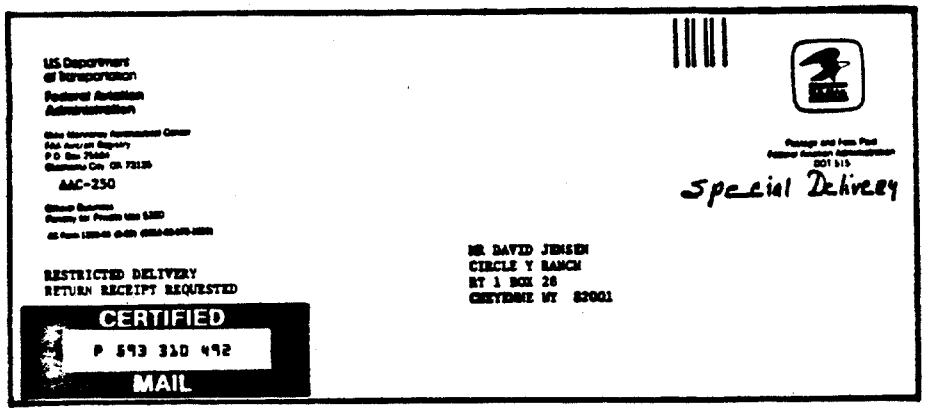
```
NAME OF RECIPIENT-----------------TOP LINE
INFORMATION/ATTENTION LINE--------NEXT LINE
DELIVERY ADDRESS------------------DELIVERY ADDRESS
POST OFFICE  STATE  ZIP CODE------LAST LINE
```

```
XYZ CORPORATION
ATTN JOHN JONES
1234 MAIN ST APT 204
ARLINGTON VA  22210
```

```
GRAND PRODUCTS INC
100 MAJOR ST
PO BOX 200-----------------MAIL WILL BE
PORTLAND OR  97214          DELIVERED HERE
```

FOREIGN MAIL

```
MR JOHN Q AIRMAN
VIA MOLITERNA 19
00178 ROMA-----------------POSTAL DELIVERY ZONE
ITALY----------------------COUNTRY MUST BE LAST
                             ITEM IN ADDRESS
```



Special Delivery
or Priority or
First Class
(for flats)
or Airmail
(outside U.S.)

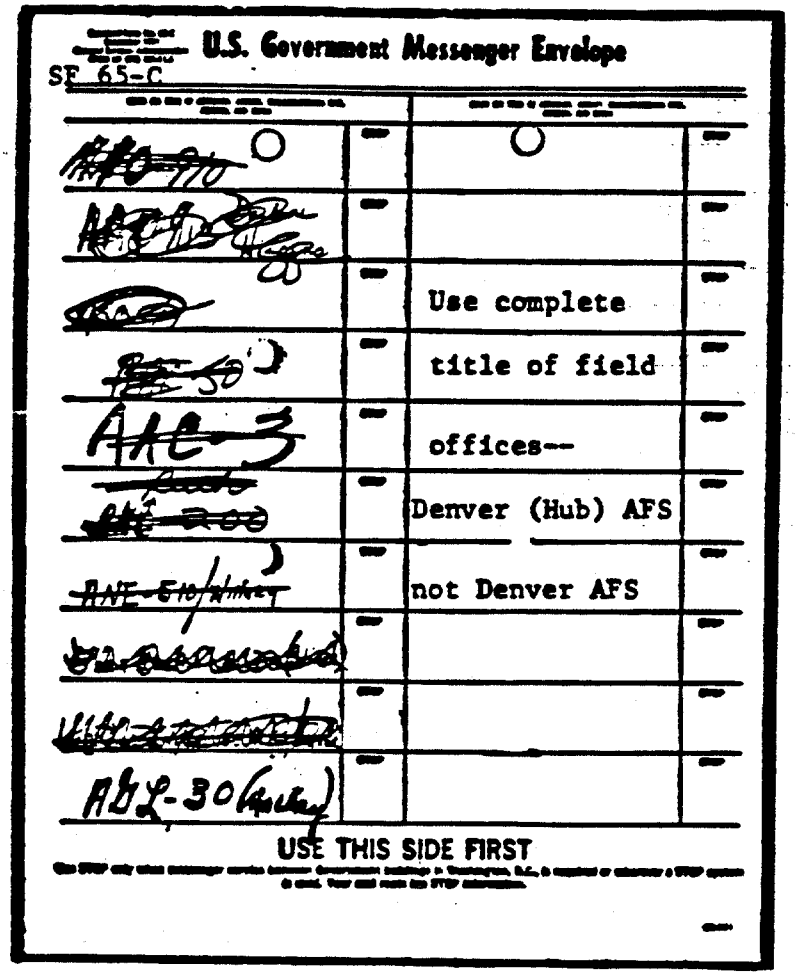
MAY TYPE, WRITE, STAMP,
OR USE STICKER

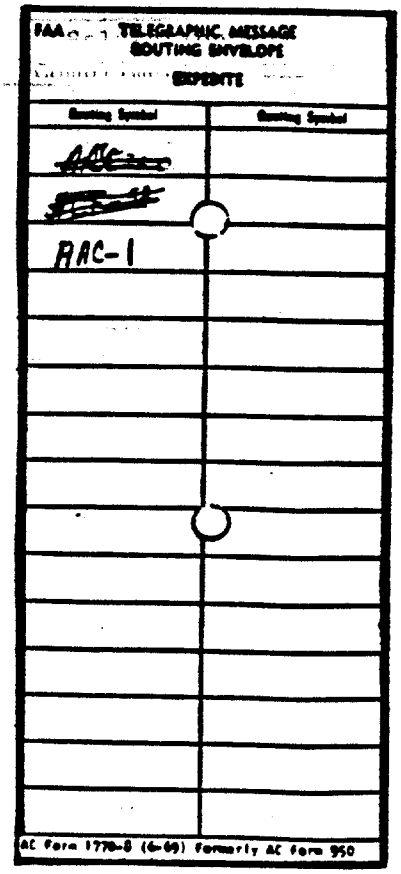
Optional services (special delivery and restricted delivery) and return receipt service should be shown on the face of the envelope.

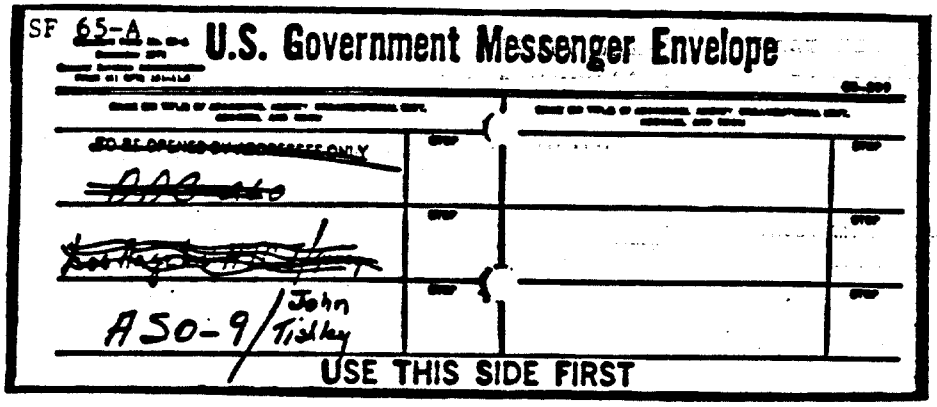
The complete title of an FAA office should be given.

```
MANAGER  SALT LAKE CITY (HUB) AFS
FEDERAL AVIATION ADMINISTRATION----------------or FAA to be included
2398 WEST NORTH TEMPLE                           as part of address
SALT LAKE CITY UT  84116
```

FIGURE 11-3. EXAMPLES OF MESSENGER ENVELOPES







These envelopes may be used for pouch mail and internal routes.

A direct pouch system is used for mail to Washington and regional offices and to the Technical Center and the Aeronautical Center.

Location identifiers are NOT to be used on these envelopes for internal routing: Salt Lake City ARTCC (not ZLC).

CHAPTER 12. STATIONERY AND FORMS

130. STATIONERY listed is used when preparing FAA correspondence.

	FIRST PAGE	SUCCEEDING PAGES
Original	Memorandum or Letter	Plain bond
Courtesy copy	Letterhead tissue	Plain white tissue
Official File Copy	FAA Form 1360-14	Plain yellow tissue
Information copies	Plain white tissue	Plain white tissue
Reading file copy	Plain white tissue	Plain white tissue

131. WASHINGTON OFFICE STATIONERY. These forms are available from the Department of Transportation warehouse, M-494.3.

WA FORM	NAME	UNIT OF ISSUE
1360-3.1	Letterhead, DOT/FAA seal	SH
1360-4.1	Letterhead tissue with carbon	SH
1360-5.1	Letterhead, Office of Administrator	SH
1360-6.1	Letterhead tissue with carbon, Office of Administrator	SH
1360-11	Envelope, white, 4 1/8 x 9 1/2 inches	HD
1360-12	Envelope, white, opaque, 4 1/8 x 9 1/2 inches	HD
1360-16	Envelope, Kraft, 9 1/2 x 12 inches	HD
1360-19	Envelope, Kraft, 10 x 14 inches	HD
1360-21	Envelope, Kraft, 12 x 16 inches	HD
1360-23	Mailing Label, gummed	PD
1360-30	Envelope, white, window, 4 1/8 x 9 1/2 inches	HD
1360-32	Envelope, white, window, 4 1/8 x 10 3/8 inches	HD
1360-34	Envelope, Business Reply, 3 7/8 x 8 7/8 inches	HD

132. FIELD OFFICE STATIONERY. These forms which require entry of the local address are available from the FAA Depot through normal supply channels.

FAA FORM	NAME	UNIT OF ISSUE	NATIONAL STOCK NUMBER
1360-1.1	Letterhead, DOT/FAA seal	HD	0052-00-587-0001
1360-3	Envelope, DOT/FAA, white, 4 1/8 x 9 1/2 inches	BX	0052-00-882-3000
1360-4	Envelope, DOT/FAA, window, 4 1/8 x 9 1/2 inches	BX	0052-00-890-8000
1360-6	Envelope, DOT/FAA, white, 4 1/2 x 10 3/8 inches	BX	0052-00-890-9000
1360-9	Envelope, DOT/FAA, Kraft, 9 1/2 x 12 inches	BX	0052-00-891-0000
1360-10	Envelope, DOT/FAA, Kraft, 11 x 13 inches	BX	0052-00-891-1000
1360-11	Envelope, DOT/FAA, Kraft, 12 x 16 inches	BX	0052-00-891-2000
1360-12	Mailing Label, DOT/FAA, 4 x 6 inches	PD	0052-00-865-3000
1360-42	Envelope, DOT/FAA, white, Business Reply 3 7/8 x 8 7/8 inches	BX	0052-00-877-1000

AC FORM	NAME	UNIT OF ISSUE	NATIONAL STOCK NUMBER
1360-32	Envelope, DOT/FAA, Kraft, 7 1/2 x 10 1/2 inches (no preprinted return address)	HD	0052-00-576-0000

133. AGENCYWIDE STATIONERY. These forms are available through normal supply channels. Standard/optional forms are also available from local GSA Distribution Centers.

FAA FORM	NAME	UNIT OF ISSUE	NATIONAL STOCK NUMBER
1360-1	Memorandum	HD	0052-00-867-0001
1360-14	Official File Copy	RM	0052-00-052-1002
1360-19	Approval Request Tab (pink signature tab)	PD	0052-00-031-4501
1360-30	Rush Tag (red)	SH	0052-00-890-1000
1360-35	FOIA Backer	SH	0052-00-849-6000
1360-36	Privacy Act Backer	SH	0052-00-856-4000
1360-39	Envelope, For Official Use Only, 9 1/2 x 12 inches (1,000 to BX)	BX	0052-00-871-1000
1360-48	Congressional Mail Backer	SH	0052-00-886-6000
1360-50	Administrator's Mail Backer	SH	0052-00-890-5000
1360-51	Background Tab Backer	EA	0052-00-652-7001
1770-5	Mail Control	SE	0052-00-407-5001
1770-6	Priority Mail--tag	EA	0052-00-602-7001

134. INFORMAL COMMUNICATION FORMS. Maximum use of these forms is encouraged to save materials and preparation time. The forms, available through normal supply channels, are self-explanatory and may be typed or handwritten.

FAA FORM	NAME	UNIT OF ISSUE	NATIONAL STOCK NUMBER
1360-15	Correspondence Acknowledgment	SH	0052-00-602-5003
1360-16	Transmittal Slip, folding	SH	0052-00-687-0000
1360-17	Route Slip, 4 x 5 1/4 inches	PD	0052-00-409-5000
1360-20	Postal Card, blank with indicia	SH	0052-00-695-3001
1360-33	Record of Visit, Conference, or Telephone Call	PD	0052-00-045-9001
1360-38	Reminder Memo	PD	0052-00-642-5001
1360-46	Note Pad, general use, DOT/FAA seal, 5 x 8 inches	PD	0052-00-884-6000
1360-49	Speed Memo	HD	0052-00-606-4001
STANDARD/OPTIONAL FORM			
SF-14	Telegraphic Message	PD	7540-00-634-3968
SF-63	Memorandum of Call (20 pads to PG)	PG	7540-00-634-4018
OF-41	Routing and Transmittal Slip, 5 1/4 x 8 inches (10 pads to PG)	PG	7540-00-935-5862

135. LEGEND.

BX	Box	HD	Hundred	PG	Package	SE	Set
EA	Each	PD	Pad	RM	Ream	SH	Sheet

136. REFERENCE. The current issue of the FAA Supply Catalog, Volume I, Section 3, Forms Cross-Reference Index, is a basic cross-reference index of forms and stationery stocked by the FAA Depot and available for requisitioning by FAA offices and facilities.

137.-139. RESERVED.

APPENDIX 1. FORMS OF ADDRESS

1. PURPOSE. This appendix provides conventional forms of written address, salutation, and complimentary close for letters (see chapter 3). Use them as shown whenever possible. Use them as patterns for other addresses.

2. GENDER VARIATIONS. The title Mr. is often shown in samples where it should be understood that Ms., Miss, or Mrs. would sometimes be applicable. When applicable, substitute the title Madam for Mr. before President, Vice President, Chairman, Secretary, Ambassador, and Minister. Use the title Senator for a female member of the Senate and Ms., Miss, or Mrs. for a female member of the House of Representatives, Senator-elect, or Representative-elect. When addressing an individual whose sex is not known, use the title M. See also footnotes 21 and 22 on page 33.

3. LIFETIME TITLES. A person once addressed as Governor, Judge, General, Honorable, His/Her Excellency, or a similar distinctive title may use the title through his or her lifetime.

4. INDEX.

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
THE WHITE HOUSE		
President	The President The White House Washington, DC 20500	Dear Mr. President: Respectfully,
Wife of the President	Mrs. (full name) The White House Washington, DC 20500	Dear Mrs. (surname): Sincerely,
Assistant to the President	The Honorable (full name) Assistant to the President The White House Washington, DC 20500	Dear Mr. (surname): Sincerely,
Former President	The Honorable (full name) (local address) 00000	Dear Mr. (surname): Sincerely,
THE VICE PRESIDENT		
The Vice President (formal address)	The Vice President United States Senate Washington, DC 20510	Dear Mr. Vice President: Sincerely,
The Vice President (informal address)	The Honorable (full name) The Vice President of the United States Washington, DC 20501	Dear Mr. Vice President: Sincerely,
The Vice President (as President of the Senate)	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
Former Vice President	The Honorable (full name) (local address) 00000	Dear Mr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
THE JUDICIARY		
The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, DC 20543	Dear Mr. Justice: Sincerely,
Retired Justice	The Honorable (full name) (local address) 00000	Dear Mr. Justice: Sincerely,
Presiding Justice	The Honorable (full name) Presiding Justice (name of court) (local address) 00000	Dear Mr. Justice: Sincerely,
Judge of a Court	The Honorable (full name) Judge of the (name of court; if a U.S. District Court, give district) (local address) 00000	Dear Judge (surname): Sincerely,
Clerk of a Court	Mr. (full name) Clerk of the (name of court; if a U.S. District Court, give district) (local address) 00000	Dear Mr. (surname): Sincerely,
Justice of the Peace	The Honorable (full name) Justice of the Peace (local address) 00000 or Justice of the Peace (name) District (local address) 00000	Dear Judge (Mr.) (surname): Sincerely, Dear Sir: Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Constable (or Sheriff)	Mr. (full name), Constable or The Constable of (district) (local address) 00000	Dear Mr. (surname): Dear Sir (Madam): Sincerely,
Lawyer	Mr. (full name) Attorney at Law (local address) 00000 or (full name) Esq. (local address) 00000	Dear Mr. (surname): Sincerely, Dear Mr. (surname): Sincerely,
United States Attorney	The Honorable (full name) United States Attorney (name) District of (State) (local address) 00000	Dear Mr. (surname): Sincerely,

THE CONGRESS

Senate

President of the Senate (see Vice President)	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
President pro tempore	The Honorable (full name) President pro tempore of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
United States Senator (in Washington, DC)	The Honorable (full name) United States Senate Washington, DC 20510 or	Dear Senator (surname): Sincerely,
(away from Washington, DC)	The Honorable (full name) United States Senator (local address) 00000	Dear Senator (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Senator-elect (in Washington, DC)	The Honorable (full name) Senator-elect United States Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,
	or	
(away from Washington, DC)	The Honorable (full name) United States Senator-elect (local address, if given) 00000	Dear Mr. (surname): Sincerely,
Former Senator	The Honorable (full name) (no title) (local address) 00000	Dear Senator (surname): Sincerely,
Majority Leader or Minority Leader	The Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510	Dear Senator (surname): Sincerely,
Committee Chairman	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510	Dear Mr. Chairman: Sincerely,
Chairman of a Joint Committee	The Honorable (full name) Chairman, Joint Committee on (name) Washington, DC 20510	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman[1]	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) United States Senate Washington, DC 20510	Dear Mr. Chairman: Sincerely,

[1]If the complete address exceeds five lines, omit the name of the parent committee from the letter. However, the complete address should always be included on the envelope.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Secretary of the Senate	The Honorable (full name) Secretary of the Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,
Secretary/Administrative Assistant to a Senator	Mr. (full name) Secretary/Administrative Assistant to The Honorable (full name) Washington, DC 20510	Dear Mr. (surname): Sincerely,
Chaplain of the Senate	The Reverend (full name) Chaplain of the Senate Washington, DC 20510	Dear (title)[2](surname): Sincerely,
Office of Deceased Senator	Mr. (full name) Administrative Assistant to the late (full name) United States Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,
House of Representatives		
Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515	Dear Mr. Speaker: Sincerely,
United States Representative (in Washington, DC)	The Honorable (full name) House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,
	or	
(away from Washington, DC)	The Honorable (full name) Member, United States House of Representatives (local address) 00000	Dear Mr. (surname): Sincerely,

[2]The title is Dr., Mr., etc., as appropriate. The title Reverend is not used with the surname alone but may be used with another title; e.g., Reverend Dr. Smith or Reverend Mr. Smith.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Representative-elect (in Washington, DC)	The Honorable (full name) Representative-elect House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,
	or	
(away from Washington, DC)	The Honorable (full name) Representative-elect (local address, if given) 00000	Dear Mr. (surname): Sincerely,
Former Representative	The Honorable (full name) (local address) 00000	Dear Mr. (surname): Sincerely,
Majority Leader or Minority Leader	The Honorable (full name) Majority (or Minority) Leader House of Representatives Washington, DC 20515	Dear Mr. (surname) Sincerely,
Committee Chairman	The Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman[3]	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely,
Clerk of the House	The Honorable (full name)[4] Clerk of the House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely,

[3]See footnote 1 on page 5.
[4]If the clerk's name is not known, use only the title in the address and Dear Sir or Madam in the salutation.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chaplain of the House	The Reverend (full name) Chaplain of the House of Representatives Washington, DC 20515	Dear (title)[5](surname): Sincerely,
Office of a Deceased Representative	Mr. (full name) Administrative Assistant to the late (full name) House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,
Resident Commissioner	The Honorable (full name) Resident Commissioner from (name of area) House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,
LEGISLATIVE AGENCIES		
Comptroller General (head of the General Accounting Office)	The Honorable (full name) Comptroller General of the United States General Accounting Office Washington, DC 20548	Dear Mr. (surname): Sincerely,
Public Printer (head of U.S. Government Printing Office)	The Honorable (full name) Public Printer U.S. Government Printing Office Washington, DC 20401	Dear Mr. (surname): Sincerely,
Librarian of Congress (head of the Library of Congress)	The Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr. (surname): Sincerely,

[5]See footnote 2 on page 6.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
EXECUTIVE DEPARTMENTS		
Member of the Cabinet (addressed as Secretary)	The Honorable (full name) Secretary of (name of Department)[6] Washington, DC 00000	Dear Mr. Secretary: Sincerely,
Attorney General (head of the Department of Justice)	The Honorable (full name) Attorney General Washington, DC 20530	Dear Mr. Attorney General: Sincerely,
Deputy Secretary of a Department	The Honorable (full name) Deputy Secretary for (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Under Secretary of a Department	The Honorable (full name) Under Secretary of (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary for (name of office) (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,
INDEPENDENT ORGANIZATIONS		
Director of the Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, DC 20503	Dear Mr. (surname): Sincerely,

[6]Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of the Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Postmaster General (head of the U.S. Postal Service)	The Honorable (full Name) Postmaster General Washington, DC 20260	Dear Mr. Postmaster General: Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title), (name of agency) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Head of a Major Organization within an Agency (if the official is appointed by the President)	The Honorable (full name) (title) (name of organization) (name of agency) Washington, DC 00000	Dear Mr. (surname): Sincerely,
President of a Commission	The Honorable (full name) President, (name of Commission) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Chairman of a Commission	The Honorable (full name) Chairman, (name of Commission) Washington, DC 00000	Dear Mr. Chairman: Sincerely,
Chairman of a Board	The Honorable (full name) Chairman, (name of Board) Washington, DC 00000	Dear Mr. Chairman: Sincerely,

OTHER GOVERNMENT AGENCIES

Commissioner of Internal Revenue	The Honorable (full name) Commissioner of Internal Revenue Department of the Treasury Washington, DC 20224	Dear Mr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
District Director of Internal Revenue	Mr. (full name) District Director of Internal Revenue (local address) 00000	Dear Mr. (surname): Sincerely,
AMERICAN MISSIONS		
American Ambassador	The Honorable (full name) American Ambassador (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Ambassador: (informal) Sincerely,
American Ambassador (with military rank)	(full rank) (full name) American Ambassador (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Ambassador: or Dear (rank) (surname): (informal) Sincerely,
Former American Ambassador	The Honorable (full name) (local address) 00000	Dear Mr. Ambassador: Sincerely,
American Minister	The Honorable (full name) American Minister (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,
American Minister (with military rank)	(full rank) (full name) American Minister (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
American Consul General or American Consul	(full name) American Consul General (or American Consul) (city), (country)	Dear Mr. (surname): Sincerely,
MISSIONS TO THE UNITED STATES		
Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (country) (local address) 00000	Excellency: (formal) Very truly yours, Dear Mr. Ambassador: (informal) Sincerely,
Foreign Minister in the United States	The Honorable (full name) Minister of (country) (local address) 00000	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,
Foreign Charge d'Affaires in the United States	Mr. (full name) Charge d'Affaires (local address) 00000	Sir (Madam): (formal) Very truly yours, Dear Mr. Charge d'Affaires: (informal) Sincerely,
THE ORGANIZATION OF AMERICAN STATES		
Secretary General of the Organization of American States	The Honorable (full name) Secretary General of the Organization of American States Pan American Union Washington, DC 20006	Sir (Madam): (formal) Very truly yours, Dear Mr. Secretary General: or Dear Mr. (Dr.) (surname): (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Assistant Secretary General of the Organization of American States	The Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union Washington, DC 20006	Sir (Madam): (formal) Very truly yours, Dear Mr. (Dr.) (surname): (informal) Sincerely,
United States Representative on the Council of the Organization of American States	The Honorable (full name) United States Representative on the Council of the Organization of American States Department of State Washington, DC 20520	Sir (Madam): (formal) Very truly yours, Dear Mr. (Dr.) (surname): (informal) Sincerely,

UNITED NATIONS

Communications to the United Nations are addressed to the United States Representative to the United Nations through the Department of State. Exceptions which are sent directly to the United States Representative include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Subject to exceptions, direct communication with the United Nations is inappropriate. When necessary, the communication should be sent to the Secretary General of the United Nations through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His (Her) Excellency (full name) Secretary General of the United Nations New York, NY 10017	Excellency: (formal) Very truly yours, Dear Mr. Secretary General: (informal) Sincerely,
United States Representative to the United Nations	The Honorable (full name) United States Representative to the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chairman, United States Delegation to the United Nations Military Staff Committee	The Honorable (full name) Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
Senior Representative of the United States to the General Assembly of the United Nations	The Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
Senior Military Advisor to the United States Delegation to the United Nations General Assembly	(full rank) (full name) Senior Military Advisor United States Delegation to the United Nations General Assembly New York, NY 10017	Dear (rank) (surname): Sincerely,
United States Representative to the Economic and Social Council	The Honorable (full name) United States Representative on the Economic and Social Council of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
United States Representative to the United Nations Disarmament Commission	The Honorable (full name) United States Representative on the Disarmament Commission of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
United States Representative to the Trusteeship Council	The Honorable (full name) United States Representative on the Trusteeship Council of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
STATE AND LOCAL GOVERNMENTS		
Governor of State	The Honorable (full name) Governor of (name of State) (local address) 00000	Dear Governor (surname): Sincerely,
Acting Governor of a State	The Honorable (full name) Acting Governor of (name of State) (local address) 00000	Dear Mr. (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (name of State) (local address) 00000	Dear Mr. (surname): Sincerely,
Secretary of State of a State	The Honorable (full name) Secretary of State of (name) (local address) 00000	Dear Mr. Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice Supreme Court of the State of (name) (local address) 00000	Dear Mr. Chief Justice: Sincerely,
Attorney General of a State	The Honorable (full name) Attorney General State of (name) (local address) 00000	Dear Mr. Attorney General: Sincerely,
Treasurer, Comptroller, or Auditor of a State	The Honorable (full name) State Treasurer (Comptroller) (Auditor) State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,
State Senator	The Honorable (full name) (name of State) Senate (local address) 00000	Dear Mr. (surname): Sincerely,
Speaker of the House of Representatives or the Assembly or the House of Delegates of a State[7]	The Honorable (full name) Speaker of the House of Representatives (or Assembly or House of Delegates) of the State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,
State Representative, Assemblyman, or Delegate	The Honorable (full name) (name of State) House of Representatives (or Assembly or House of Delegates) (local address) 00000	Dear Mr. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (name of city) (local address) 00000	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (name of city) (local address) 00000	Dear Mr. (surname): Sincerely,

[7] In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house legislature. Its members are classed as senators.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
ECCLESIASTICAL ORGANIZATIONS[8]		
Roman Catholic Church		
The Pope	His Holiness the Pope Vatican City Italy	Your Holiness: (formal) Sincerely, Most Holy Father: (usual) Sincerely,
Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (province) (local address) 00000	Your Eminence: (formal) Sincerely, Dear Cardinal (surname): (informal) Sincerely,
Archbishop	The Most Reverend (full name) Archbishop of (province) (local address) 00000	Your Excellency: (formal) Sincerely, Dear Archbishop (surname): (informal) Sincerely,
Bishop	The Most Reverend (full name) Bishop of (province) (local address) 00000	Your Excellency: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Monsignor[9]	The Right Reverend Monsignor (full name) (local address) 00000	Right Reverend Monsignor: (formal) Sincerely, Dear Monsignor (surname): (informal) Sincerely,

[8]Additional ecclesiastical information may be found in various current American almanacs.
[9]There are two classes of Monsignor: Domestic Prelates are addressed as The Right Reverend and Papal Chamberlains are addressed as The Very Reverend. The Official Directory will give the correct designations. In the absence of definite information, it is always courteous to address any Monsignor as The Right Reverend.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Monsignor[10]	The Very Reverend Monsignor (full name) (local address) 00000	Very Reverend Monsignor: (formal) Sincerely, Dear Monsignor (surname): (informal) Sincerely,
Priest	The Reverend[11] (full name) (add initials of order, if any) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,
Superior of a Sisterhood	The Reverend Mother Superior (name of institution) (local address) 00000	Dear Reverend Mother: (formal) Sincerely, Dear Mother (name): (informal) Sincerely,
Sister	Sister (full name) (name of organization) (local address) 00000	Dear Sister (full name): Sincerely,
Superior of a Brotherhood	Brother (name) Superior, (name of institution) (local address) 00000	Dear Brother: Sincerely,
Member of a Brotherhood	Brother (full name) (name of organization) (local address) 00000	Dear Brother (full name): Sincerely,

[10]See footnote 9 on page 17.
[11]In all cases, The Reverend should not be used with a surname only, such as The Reverend Smith. There must always be an intervening Christian name or initial or a title such as Dr., Mr., Ms., or Professor between The Reverend and the surname.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Protestant Episcopal Church[12]		
Bishop	The Right Reverend (full name) Bishop of (name) (local address) 00000	Right Reverend Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Archdeacon	The Venerable (full name) Archdeacon of (name) (local address) 00000	Venerable Sir: (formal) Sincerely, My Dear Archdeacon (surname): (informal) Sincerely,
Dean	The Very Reverend (full name) Dean of (church) (local address) 00000	Very Reverend Sir: (formal) Sincerely, Dear Dean (surname): (informal) Sincerely,
Canon	The Reverend (full name) Canon of (church) (local address) 00000	Reverend Sir: (formal) Sincerely, My Dear Canon (surname): (informal) Sincerely,
Rector	The Reverend (full name) The Rector of (name) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,
Priest	The Reverend (full name) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,

[12]The names of the clergy of the Episcopal Church may be found in the Episcopal Church Annual.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Clergy of Other Denominations		
Methodist Bishop	The Reverend (full name) Methodist Bishop (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Presbyterian Moderator	The Moderator of (name) (local address) 00000 or The Reverend (full name) Moderator of (name) (local address) 00000	My Dear Mr. Moderator: (formal) Sincerely, Dear (Dr. or Mr.) (surname): (informal) Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name) (local address) 00000	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name) (local address) 00000	Dear Rabbi (surname): Sincerely,
Mormon President[13]	The President Church of Jesus Christ of Latter Day Saints (local address) 00000	My Dear President: (formal) Sincerely, Dear President (surname): (informal) Sincerely,
Mormon Bishop[13]	Bishop (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000	Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Mormon Elder[13]	Elder (or Brother) (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000	Dear Elder (surname): Sincerely,

[13]The title Reverend is not used in either the Mormon Church or the Seventh-day Adventist. Mr. may be used for any of their ecclesiastical ranks or preferably Elder for their pastors.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Seventh-Day Adventist President[14]	The President General Conference of Seventh-Day Adventists (local address) 00000	My Dear Mr. President: (formal) Sincerely, Dear President (surname): (informal) Sincerely,
Seventh-Day Adventist Elder[14]	Elder (full name) General Conference of Seventh-Day Adventists (local address) 00000	Dear Elder (surname): Sincerely,
Minister, Pastor, or Rector (with doctoral degree)	The Reverend (full name) (title), (name of church) (local address) 00000	Dear Dr. (surname): Sincerely,
Minister, Pastor, or Rector (without doctoral degree)	The Reverend (full name) (title), (name of church) (local address) 00000	Dear Mr. (surname): Sincerely,
Chaplain (military services)	Chaplain (full name) (rank, service designation) (post office address of organization and station) (local address) 00000	Dear Chaplain (surname): Sincerely,

EDUCATIONAL INSTITUTIONS[15]

President of a University or College (with doctoral degree)	Dr. (full name) President, (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely,
President of a University or College (without doctoral degree)	Mr. (full name) President, (name of institution) (local address) 00000	Dear Mr. (surname): Sincerely,

[14]See footnote 13 on page 20.
[15]The names of the governing officials of American colleges and universities may be found in various current American almanacs.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
President of a Theological Seminary	The Very Reverend (full name) President, (name of institution) (local address) 00000	Dear President (surname) or Dear Dr. (surname): Sincerely,
President of a Religious School (Protestant)	The President of (name of institution) (local address) 00000 or The Reverend (full name) President of (name of institution) (local address) 00000	My Dear Sir (Madam): (formal) Sincerely, Dear Sir (Madam): (informal) Sincerely, or My Dear President (surname): (formal) Sincerely, Dear Dr. (surname): (informal) Sincerely,
Dean of a University or College (with doctoral degree)	Dr. (full name) Dean, School of (name) (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely,
Dean of a University or College (without doctoral degree)	Dean (full name) School of (name) (name of institution) (local address) 00000	Dear Dean (surname): Sincerely,
Professor (with doctoral degree)	Dr. (or Professor) (full name) Department of (name) (name of institution) (local address) 00000	Dear Dr. (surname): or Dear Professor (surname): Sincerely,
Professor (without doctoral degree)	Professor (full name) Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): Sincerely,
Professor in a Theological Seminary	The Reverend Professor (full name) (name of institution) (local address) 00000	Dear Professor (surname): or Dear Dr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Associate Professor or Assistant Professor	Mr. (full name) Associate (or Assistant) Professor Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): Sincerely,
Superintendents of Schools (State and local)	The Superintendent of (name) (local address) 00000 or Dr. (Mr. or Ms.) (full name) Superintendent of (name) Schools (local address) 00000	Dear Sir (Madam): Sincerely, or Dear Dr. (Mr. or Ms.) (surname): Sincerely,
Board of Education or Members, Board of Education (State and local)	The Board of Education or Mr. (Ms.) (full name) Member, (location) Board of Education (local address) 00000	Gentlemen: Sincerely, Dear Mr. (Ms.) (surname): Sincerely,
School Board or Member of School Board	The (location) School Board or Mr. (Ms.) (full name) Member, (location) School Board (local address) 00000	Gentlemen: Sincerely, Dear Mr. (Ms.) (surname): Sincerely,
Principal of a School	Mr. (Ms.) (full name) Principal of (school) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,
Teacher	Mr. (Ms.) (full name) (school) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
MILITARY[16]		
Army, Air Force, Marine Corps		
General, Lieutenant General, Major General, Brigadier General	(full grade, name, and abbreviation of service designation) (title) (post office address of organization and station)	Dear General (surname): Sincerely, 00000
Colonel, Lieutenant Colonel	(same as above)	Dear Colonel (surname): Sincerely,
Major	(same as above)	Dear Major (surname): Sincerely,
Captain	(same as above)	Dear Captain (surname): Sincerely,
First Lieutenant Second Lieutenant	(same as above)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer, Warrant Officer	(same as above)	Dear Mr. (surname): Sincerely,
Command Sergeant Major, Sergeant Major	(same as above)	Dear Sergeant Major (surname): Sincerely,

[16]Written forms of address are the same for female officers and female enlisted personnel as for their male counterparts. Medical Department personnel are addressed by their military titles, regardless of rank. Chaplains are addressed as Chaplain regardless of grade. The customs of the military in the matter of titles and addresses are followed for National Guard and Reserve officers on active military duty.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chief Master Sergeant, Senior Master Sergeant, Master Sergeant, Master Gunnery Sergeant, First Sergeant, Gunnery Sergeant, Technical Sergeant, Staff Sergeant, Sergeant First Class, Sergeant	(same as above)	Dear Sergeant (surname): Sincerely,
Corporal, Lance Corporal	(same as above)	Dear Corporal (surname): Sincerely,
Specialist, Classes 4 to 6	(same as above)	Dear Specialist (surname): Sincerely,
Private First Class, Private First Class Marines, Private	(same as above)	Dear Private (surname): Sincerely,
Recruit	(same as above)	Dear Recruit (surname): Sincerely,
Airman First Class, Airman, Basic Airman	(same as above)	Dear Airman (surname): Sincerely,
Retired Officer	(full grade) (full name) (abbreviation of service designation), Retired (local address) 00000	Dear (rank) (surname): Sincerely,
Navy, Coast Guard		
Admiral, Vice Admiral, Rear Admiral	(full grade, name, and abbreviation of service designation) (title) (post office address of organization and station) 00000	Dear Admiral (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Commodore	(same as above)	Dear Commodore (surname): Sincerely,
Captain	(same as above)	Dear Captain (surname): Sincerely,
Commander, Lieutenant Commander	(same as above)	Dear Commander (surname): Sincerely,
Lieutenant, Lieutenant (jg)	(same as above)	Dear Lieutenant (surname): Sincerely,
Ensign, Chief Warrant Officer, Warrant Officer	(same as above)	Dear Ensign (surname): Dear Chief Warrant Officer (surname): Dear Warrant Officer: (surname): Sincerely,
Chief Petty Officer	(same as above)	Dear Chief Petty Officer (surname): Sincerely,
Petty Officer First Class, Petty Officer Second Class, and Petty Officer Third Class	(same as above)	Dear Petty Officer (surname): Sincerely,
Seaman, Seaman Apprentice, and Seaman Recruit	(same as above)	Dear Seaman (surname): Sincerely,
Fireman, Fireman Apprentice, and Fireman Recruit	(same as above)	Dear Fireman (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Airman, Airman Apprentice, and Airman Recruit	(same as above)	Dear Airman (surname): Sincerely,
Construction Man, Construction Man Apprentice, Construction Man Recruit	(same as above)	Dear Construction Man (surname): Sincerely,
Hospitalman, Hospitalman Apprentice, Hospitalman Recruit	(same as above)	Dear Hospitalman (surname): Sincerely,
Dentalman, Dentalman Apprentice, Dentalman Recruit	(same as above)	Dear Dentalman (surname): Sincerely,
Stewardsman, Stewardsman Apprentice, Stewardsman Recruit	(same as above)	Dear Stewardsman (surname): Sincerely,
Retired Officer	(full grade) (full name) (abbreviation of service designation), Retired (local address) 00000	Dear (rank) (surname): Sincerely,

Service Academy Members

Army or Coast Guard--Cadet	Cadet (full name) (service designation) (local address) 00000	Dear Cadet (surname): Sincerely,
Navy--Midshipman	Midshipman (full name) (service designation) (local address) 00000	Dear Midshipman (surname): Sincerely,
Air Force--Air Cadet	Air Cadet (full name) (service designation) (local address) 00000	Dear Air Cadet (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Military Mail (Overseas)		
Army	Show full grade; full name, including first name and middle name or initial; social security account number; organization; APO number and post office through which the mail is to be routed. Example: General Kenneth A. O'Brien, Jr. 300-900-0241 801st Infantry Regt. APO New York 09801	
Air Force	Show full grade; full name, including first name and middle name or initial; social security account number; Postal Service Center (PSC) box number if served by PSC, or organization if not served by PSC (and box number, if appropriate); APO number and the post office through which the mail is to be routed. Examples: Personnel Served by PSC: Airman First Class James LaVar Green FR891-04-1978 PSC Box 913 APO New York 09109 Personnel Served by Unit Mail Room: Sergeant Montgomery Stanback FR-801-04-0278 124-24 Elect Instl. Sq., Box 139 APO San Francisco 96274	

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Navy and Marine Corps	Show full name, including first name and middle name or initial; rank or rating; service number; shore base organization unit with Navy number, or mobile unit designation or name of ship; and the fleet post office (FPO) through which the mail is to be routed. Examples: Navy: Mary D. Woodard QMSN 680 92 79 USN USS Irvin Wallace (DD 729) FPO San Francisco 96601 Mary D. Woodard, AQF-1, 319 04 02USN U.S. Naval Air Facility FPO New York 09521 USMC: Major William Lewis, 139042 USMCR Staff, Fleet Marine Force Pacific FPO San Francisco 96602 Lieutenant Joseph Woodard, 020478, USMC U.S. Marine Corps Air Facility FPO San Francisco 96672 Dependents Residing with Military Personnel: Miss Mary D. Woodard c/o Sergeant Paul L. Woodard, 021-04-1978 Company A, 1st Bn. 16th Inf. APO New York 09036	

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Military Mail (Within United States)		
Army and Air Force	Show grade; full name, including first name and middle name or initial; social security account number; organization; military installation, State, and the ZIP Code. Examples: Personnel Served by PSC: Sergeant Keith Watkins, FR212-03-1978 PSC Box 1978 Vandenberg AFB, CA 93437 Personnel Served by Unit Mail Room: Airman First Class Melvin C. Scott, FR 002-04-1978 1 Strat Aerosp Div., Box 107 Vandenberg AFB, CA 93437	
Navy and Marine Corps	Show full name, including first name and middle initial; rank or rating; service number; organization; military installation, and the ZIP Code. Examples: Navy: Bill Hennessee, SK2, 513 02 64 USN U.S. Naval Supply Depot Great Lakes, IL 60088 Marine Corp: Master Sergeant Bill Hennessee, 0204197 USMC Headquarters Battalion Headquarters U.S. Marine Corps Henderson Hall Arlington, VA 22214	

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
	Dependents Residing with Military Personnel: Master Darrell Hennessee c/o Sergeant William Hennessee, 081-32-1978 Company J. 9th Bn., 9th Inf. Fort Gordon, GA 30905	

CORPORATIONS, COMPANIES AND FEDERATIONS

A Company or Corporation	(name of company or corporation) (local address) 00000	Gentlemen: or Sirs: Sincerely
A Federation	(name of official) (title), (name of federation) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,

MEDICAL[17]

Physician	(full name), (appropriate abbreviation) (local address) 00000	Dear Dr. (surname): Sincerely,

Abbreviations[18]

C.B.	Bachelor of Surgery
D.O.	Doctor of Osteopathy
D.P.H.	Doctor of Public Health
M.B. (or B.M.)	Bachelor of Medicine
M.D.	Doctor of Medicine
Pod. D.	Doctor of Podiatry

[17]Titles may be used in connection with Dr. except M.D., D.D., or other degree letters that mean Doctor.

[18]These abbreviations do not constitute a complete listing but consist of the most frequently used to serve as a guideline. Appropriate abbreviations may be found in a standard dictionary and other reference books available from General Services Administration. Reference should also be made to incoming correspondence, if any, for correct degree letters and titles.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Two Physicians	Drs. (full name) and (full name) (local address) 00000 or Drs. (same surname) (local address) 00000	Dear Drs. (surname) and (surname): Sincerely, or Dear Drs. (surname): Sincerely,
Dentist	(full name), (appropriate abbreviation) (local address) 00000	Dear Dr. (surname): Sincerely,
	Abbreviations[19] B.D.S. Bachelor of Dental Surgery D.D.S. Doctor of Dental Surgery D.M.D. Doctor of Dental Medicine M.D.S. Master of Dental Surgery	
Veterinarian	(full name), (appropriate abbreviation) (local address) 00000	Dear Dr. (surname): Sincerely,
	Abbreviations[19] B.V.Sc. Bachelor of Veterinary Science D.V.M. (or V.M.D.) Doctor of Veterinary Medicine	
Pharmacist	Mr. (or Ms.) (full name), (appropriate abbreviation) (local address) 00000 or (full name), (appropriate abbreviation) (local address) 00000	Dear Mr. (or Ms.) (surname): Sincerely, or Dear Dr. (surname): Sincerely,

[19]See footnote 18 on page 31.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
	Abbreviations[20] Phar.B. Bachelor of Pharmacy Phar.D. Doctor of Pharmacy Phar.M. Master of Pharmacy Ph.C. Pharmaceutical Chemist R.Ph. Registered Pharmacist	
Nurse	Mr. (or Ms.) (full name), (appropriate abbreviation) (local address) 00000	Dear Mr. (or Ms.) (surname): Sincerely,
	Abbreviations[20] L.P.N. Licensed Practical Nurse P.N. Practical Nurse R.N. Registered Nurse	

OTHER ADDRESSES

Single

A Man	Mr. (full name) (local address) 00000	Dear Sir: Sincerely, or Dear Mr. (surname): Sincerely,
An Unmarried Woman[21]	Ms. (full name) (local address) 00000	Dear Ms. (surname): Sincerely,
A Married Woman[22] or Widow	Mrs. (husband's full name) (local address) 00000 Ms. (given name and surname) (local address) 00000	Dear Mrs. (surname): Sincerely, or Dear Ms. (surname): Sincerely,

[20]See footnote 18 on page 31.
[21]Use Miss if that is known to be the addressee's preference.
[22]Use Ms. with given name and surname if that is known to be the addressee's preference.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Multiple[23]		
Two or More Men	Messrs. (surname) and (surname) (local address) 00000 or Mr. (full name) and Mr. (full name) (local address) 00000	Gentlemen: Sincerely, or Dear Mr. (surname) and Mr. (surname): Sincerely,
Two or More Men of the Same Name	Messrs. (given name) and (given name) (surname) (local address) 00000 or The Messrs. (surname) (local address) 00000	Dear Messrs. (surname): Sincerely, or Gentlemen: Sincerely,
Two or More Unmarried Women[24]	The Mses. (surname) and (surname) (local address) 00000 or Miss (full name) and (full name) (local address) 00000	Ladies (or Mesdames): Sincerely, or Dear Misses (surname) and (surname): Sincerely,
Two or More Women[24]	Ms. (full name) and Mrs. (full name) (local address) 00000	Ladies (or Mesdames): Sincerely,

[23]A letter to two or more persons may be addressed as illustrated or to only one of them when the latter is mentioned by name in the opening paragraph.
[24]When the names of both men and women occur in the inside address, the individual whose name appears first should be addressed first in the salutation.

APPENDIX 2. CAPITALIZATION

1. GENERAL. Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated, and then supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating them to the principles that are given. Also see the Government Printing Office Style Manual for other points on capitalization.

2. PROPER NOUNS.

a. Names of persons, places, and things. (See also paragraphs c-g.)

Capitalize names of persons, places, and things; and their derivatives which retain proper noun meanings.

John Macadam, Macadam family
Paris, Parisian
Italy, Italian
Rome, Roman
Capitol in Washington, D.C.

Do not capitalize names which have become common, or their derivatives which have general meanings.

macadamized
plaster of paris
italics, italicize
roman (type)
a State capitol

Capitalize city only when it is part of the name.

Oklahoma City

Do not capitalize city when it stands alone or precedes the name.

city of Oklahoma City, the city

A common noun or adjective forming an essential part of a proper name is capitalized.

State of Oklahoma

Do not capitalize the titles following names or used instead of names, except to indicate preeminence or distinction.

the manager of the FSS, the manager
but the President of the United States

Capitalize titles preceding names.

Chairman Jones
Mayor Adams

b. Common nouns used as proper nouns.

Capitalize common nouns used as parts of proper names and of titles.

Massachusetts Avenue
Federal Express
Cape of Good Hope

Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference.

the longest avenue
the express to Boston
the southernmost cape

Union Station	the railway station in Washington
Budget and Accounting Procedures Act	act of 1951
Appendix C	a part of appendix C
Column 2	in column 2, page 3, paragraph 3
Exhibit 107	a reprint of exhibit 107
the Versailles Treaty	the treaty of 1919

Capitalize common nouns when used alone as a well-known short form of a proper name.

Do not capitalize when used in a general sense.

British Commonwealth: the Commonwealth	a commonwealth of nations
Cherokee Nation: the Nation	a nation of warlike people
Union of South Africa: the Union	a union between families
United States: the States, the Nation	state's evidence

Capitalize plural forms of common noun when used as part of a proper name.

Do not capitalize when used in a general sense.

Seventh and I Streets	two old streets
Lakes Erie and Ontario	these inland lakes
State and Treasury Departments	executive departments

c. <u>Names of organized bodies</u>.

(1) Federal Government units.

Capitalize titles of the Federal Government and its units and their shortened forms. Capitalize other substitutes only to show distinction.

Do not capitalize when used in a general sense or when referring to other than a Federal Government unit.

The U.S. Government: the Federal Government, the National Government, the Government	democratic government, a federal union, two national governments, city government
U.S. Congress: 86th Congress the Senate, the House	a congress of citizens a senate or house unit in Iowa
Committee of the Whole: the Committee	committees of the Senate, a PTA committee
Department of Agriculture: the Department	any department of the government
Division of Grants: the Division	a division of the organization
Bureau of the Census: the Census Bureau, the Bureau	formation of a bureau, the census bureau in Laurel
Geological Survey: the Survey	a survey of minerals

Interstate Commerce Commission: the Commission	a commission on trade rights, interstate commissions
American Embassy: the Embassy	a foreign embassy, the consulate, the consulate general
Department of Defense: Military Establishment, Armed Forces	a defense establishment, armed forces exploring the area, also armed services
U.S. Army: the Army, Regular Army, the Infantry, 81st Regiment, Army Band	an army, Grant's army, infantrymen, the regiment, the March King's band
U.S. Navy: the Navy, Navy (Naval) Establishment, Marine Corps	naval shipyard, naval station corps of fighting men
non-Federal Government	nonfederal aid, federal facility, government building
	FAA headquarters, Washington headquarters, headquarters, headquarters building

"Administration" (capital A) should be used only as a part of the title "Federal Aviation Administration" to avoid confusion with the political term "the Administration." The term "agency" (small a) may be used to mean the total FAA organization. Do not use "Agency" (capital A) when referring to the FAA.

(2) International organizations.

Capitalize names of international organizations.	Do not capitalize when used in a general sense.
United Nations: the Security Council, the Assembly, the Secretariat, the International Court of Justice	united nations in the Middle East, a council of citizens, a town assembly, a secretariat for the director, a citizens' court
World Health Organization	funds for a health organization

(3) Names of other organized bodies. (For names of Federal Government units and international organizations, see paragraphs (1) and (2), preceding.)

Capitalize names of other organized bodies when used as titles.	Do not capitalize when used in a general sense.
Virginia Assembly, West Virginia House of Delegates	the assembly, the senate, the house of delegates in West Virginia
California State Highway Commission: Highway Commission of California	the highway commission, the commission for highway construction
Dutchland Railroad Company: the Dutchland Railroad	the railroad company, the railroad in Pennsylvania

d. Names of members of organized bodies.

Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense.	Do not capitalize when used in a general sense.
a Representative (Member of Congress)	a representative of a group
a Republican (member of a political party)	a republican form of government
a Catholic (member of the Catholic Church)	catholic (universal) interests

e. Official designations of countries, domains, and their divisions.

Capitalize names of countries and their divisions when used as proper names or as proper adjectives.	Do not capitalize when used in a general sense.
United States: the Republic, the Nation, the Union	a republic, two nations, national income, union of States (U.S.)
New York State: the Empire State	church and state
Dominion of Canada: the Dominion	a dominion of the Western Hemisphere
Province of Quebec: the Province	farming provinces of Canada
U.S.S.R. (Union of Soviet Socialist Republics): Cominform (Communist Information Bureau), Communist International	a socialist form of government, experiment in communism

f. Names of regions, localities, and geographic features.

Capitalize names of regions, localities, and geographic features when used as proper names.	Do not capitalize terms used to denote mere direction or position.
the North Atlantic States	north, south, east, west, northerly, northern, northward
the West, the Midwest	road to the west, a midwest direction
Equatorial Africa	equatorial countries
the Middle East (Asia)	middle east of the State
the Promised Land	a land of promise
the Continent	continental boundaries

g. Names of calendar divisions, holidays, historic events, and periods of time.

Capitalize names of months of the year and days of the week.

January, February, March
Monday, Tuesday, Wednesday

Do not capitalize names of the seasons or the words year and century when used with numbers.

fiscal year or fiscal year 1984
spring, summer, autumn, winter
the year 1960, the 20th century

Capitalize names of events and of holidays.

Battle of Lexington
War of 1812, World War II
Feast of the Passover
Fourth of July: the Fourth

Do not capitalize when used in a general sense.

the battle fought at Lexington
the war years, two major wars
a religious feast
on July the fourth, a national holiday

3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS.

a. Titles preceding names.

Capitalize titles preceding proper names.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee
ambassador at large

b. Titles following names, or titles used alone.

Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

Do not capitalize when used in a general sense, or when not indicating preeminence.

Burns Mason, president of the Potomac Railway, president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university

Caleb Johnson, vice president of the Exchange; the vice president of SDA

B. A. Rowland, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary, the Assistant Secretary, the Director, the Chief, or the Assistant Chief	secretaries of the military departments (part of the clerical staff), but Secretaries of the military departments (heads of Army, Navy, Air Force), the director, or chief, or assistant chief of the laboratory

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

Capitalize all words in titles of publications and documents, except **a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or, and nor.**	Do not capitalize when used apart from titles or in a general sense.
Statutes at Large, Revised Statutes	the applicable statutes
District Code	the code of the District
Bancroft's History	history books
Journal (House or Senate)	a journal of legislative action
American Journal of Science	a professional journal
Monograph 55, Research Paper 123	any monograph, a research paper by Sales
Senate Document 70, but Senate bill 416	a historical document from the Senate
House Resolution 68, but House bill 20	a committee resolution
Kellogg Pact, North Atlantic Pact	a pact between nations
Treaty of Ghent	the treaty signed at Ghent

5. THE DEFINITE ARTICLE.

Capitalize the word **the** when used as part of a name or title.	Do not capitalize when **the** is used adjectively or with titles of newspapers, periodicals, vessels, airships, or firm names.
The Dalles (Oregon)	the Dalles region
The Weirs (New Hampshire)	the Weirs streets
The Hague	the Hague Court; also the Netherlands
The Attorney General (if so written in copy)	the attorney general of Texas
	the Times, the Atlantic Monthly
	the Mermaid, the U-3
	the National Photo Company

6. PARTICLES IN NAMES OF PERSONS.

Capitalize particles in foreign names or titles--d', da, della, du, van, and von.

D'Orbigny
Da Ponte
Du Pont

Capitalize particles in anglicized names, even if preceded by a forename or title.

Justice Van Devanter
Samuel F. Du Pont
Reginald De Koven

Do not capitalize in foreign names when preceded by a forename or title.

Alcide d'Orbigny
Cardinal da Ponte
E. I. du Pont de Nemours & Company

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (personal usage)
Irenee du Pont (personal usage)

7. FIRST WORDS.

Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon.

The question is, Shall the bill pass?
He asked, "And where are you going"?

Lives of great men all remind us
We can make our lives sublime.
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Do not capitalize the first word of a fragmentary quotation.

He objected "to the phraseology, not to the ideas."

Do not capitalize the first word following a colon, an exclamation point, or question if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

APPENDIX 3. ACRONYMS/ABBREVIATIONS

1. GENERAL. Only well-known abbreviations or acronyms should be used. They should be avoided as much as possible in writing to persons who may not be familiar with the term.

a. When using an acronym or abbreviation, the phrase should first be spelled out followed by the acronym or abbreviation in parentheses. After this first definition of its meaning the acronym or abbreviation should be used without further explanation.

b. When writing to persons in FAA, well-known acronyms need not be defined if it is known that the recipient of the letter is familiar with the term.

2. CAPITALS, HYPHENS, PERIODS, AND SPACING.

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods.

c.o.d. H.R. 116 A.B. St. a.m. J.M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

NASA TWA DOD GMAC AFL-CIO USAF

3. GEOGRAPHIC TERMS.

a. You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing. Spell out United States when it is used as a noun or when it is used as an adjective in association with names of other countries.

U.S. Government
U.S. Congress
U.S. Department of Agriculture
U.S. Monitor Nantucket

U.S.S. Brooklyn (note abbreviation for ship)
but British, French, and United States Governments
United States-British talks

b. With the exceptions noted in paragraph a, preceding, the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. economy
U.S. attorney
U.S. attitude

but foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

c. Two-letter State and province abbreviations:

UNITED STATES

AL	Alabama	MD	Maryland	PA	Pennsylvania
AK	Alaska	MA	Massachusetts	RI	Rhode Island
AZ	Arizona	MI	Michigan	SC	South Carolina
AR	Arkansas	MN	Minnesota	SD	South Dakota
CA	California	MS	Mississippi	TN	Tennessee
CO	Colorado	MO	Missouri	TX	Texas
CT	Connecticut	MT	Montana	UT	Utah
DE	Delaware	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	WA	Washington
HI	Hawaii	NJ	New Jersey	WV	West Virigina
ID	Idaho	NM	New Mexico	WI	Wisconsin
IL	Illinois	NY	New York	WY	Wyoming
IN	Indiana	NC	North Carolina	DC	District of Columbia
IA	Iowa	ND	North Dakota		
KS	Kansas	OH	Ohio	GU	Guam
KY	Kentucky	OK	Oklahoma	PR	Puerto Rico
LA	Louisiana	OR	Oregon	VI	Virgin Islands
ME	Maine				

CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward Island
BC	British Columbia	NT	Northwest Territories	PQ	Quebec
LB	Labrador			SK	Saskatchewan
MB	Manitoba	NS	Nova Scotia	UT	Yukon Territory
NB	New Brunswick	ON	Ontario		

Other commonly used two-letter and three-letter abbreviations are:

BH	Bahamas	BWI	British West Indies	RP	Republic of Panama

NOTE: Two-letter and three-letter abbreviations are for expediting mail through the U.S. Postal Service and will be used ONLY on envelopes or inside addresses. Spell out the name in the body of a letter or memorandum.

4. ADDRESSES. Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name or a number may be used.

St.--Street	Sq.--Square	Dr.--Drive	NW.--Northwest
Ave.--Avenue	Blvd.--Boulevard	Ct.--Court	SW.--Southwest
Pl.--Place	Ter.--Terrace	Bldg.--Building	NE.--Northeast
			SE.--Southeast

NOTE: DO NOT ABBREVIATE county, fort, mount, point, and port.

5. NAMES AND TITLES.

a. Use abbreviations in firm names as they are shown on the firm's letterhead.

J. Dillard & Sons, Inc.

b. Where brevity in company names is required, the following abbreviations may be used:

Bro.--Brother	Co.--Company	Inc.--Incorporated	&--and
Bros.--Brothers	Corp.--Corporation	Ltd.--Limited	

c. Do not abbreviate Company and Corporation in names of Federal Government units.

Metals Reserve Company Commodity Credit Corporation

d. Use the following abbreviations after a name:

Jr., Sr.
2d, 3d, II, III (not preceded by a comma)

Degrees: M.A., Ph.D., LL.D.
Fellowships, orders, etc.: F.R.S., K.C.B.

e. Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title.

A.B. Jones, Jr.; not Jones, Jr., or Mr. Jones, Jr.
President J.B. Jones, Sr.

f. Do not use titles such as Mr., Mrs., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees.

John Jones, A.B., Ph.D.; not Mr. John Jones, A.B., Ph.D.
Dick Roe, M.D.; not Dr. Dick Roe, M.D.; or Mr. Dick Roe, M.D.
A. B. Jones, Jr., Esq.; not Mr. A. B. Jones, Jr., Esq.

g. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

John J. Jones, D.D., M.A., D. Lit.
Richard R. Row, C.S.C., Ph.D., LL.D.

6. PARTS OF PUBLICATIONS. Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

app., apps.--appendix, appendixes
art., arts.--article, articles
pt. pts.--part, parts
sec., secs.--section, sections

bull., bulls.--bulletin, bulletins
cl., cls.--clause, clauses
ch., chs.--chapter, chapters
col., cols.--column, columns
fig., figs.--figure, figures
no., nos.--number, numbers
p., pp.--page, pages
par., pars.--paragraph, paragraphs
pl., pls.--plate, plates
subch., subchs.--subchapter, subchapters
subpar., subpars.--subparagraph, subparagraphs
subsec., subsecs.--subsection, subsections
supp., supps.--supplement, supplements
vol., vols.--volume, volumes

7. TERMS RELATING TO CONGRESS. You may use the following abbreviations for the words Congress and session when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

82d Cong., 1st sess.
1st sess., 82d Cong.
Public Law 64, 74th Cong.

8. ACRONYMS.

a. Specialists tend to be dedicated to the language of their specialty, including its many acronyms. The use of acronyms may become a roadblock to a good, well-written communication, and comprehension is slowed when a reader has to stop and interpret. Use must be limited to internal correspondence which in turn should make us more aware of applying the same care and caution when writing to persons outside the agency. The meaning of acronyms used must be spelled out in the few instances where the complete avoidance is impractical.

b. If a determination is made to spell out an acronym, it would be written in lower case with the acronym in parentheses and in all caps.

airport traffic control tower (ATCT)

radar approach control (RAPCON)

but

Texas Instruments (TI) company name

National Airspace System (NAS) name of a specific system

c. After spelling out the acronym the first time, use acronym ONLY dropping the parentheses.

d. A complete list of approved FAA acronyms from Order 1000.15A, Glossary, is provided for quick reference following this appendix.

FAA ACRONYMS

A

AAS: airport advisory service
AC: advisory circular
ACEM: Aircraft Equipment Modification
ACFI: FAA Advisory Committee on Flight Information
ACIC: Areonautical Chart and Information Center (USAF)
ACW: Aircraft Control and Warning System
ADC: Air Defense Command
ADF: automatic direction finder
ADIS: automatic data interchange system
ADIZ: Air Defense Identification Zone
ADP: automatic data processing
ADSA: air derived separation assurance
AEEM: Airborne Electronic Equipment Modification
AFS: Aeronautical Fixed Service; Airway Facilities Sector
AFTN: Aeronautical Fixed Telecommunications Network
AGC: automatic gain control
AID: airport information desk
AIM: Airmen's Information Manual
AIREP: air report
AIRMET: Airmen's Meteorological Information
ALNOT: alert notice
ALS: approach lighting system
ALTRV: (See Central Altitude Reservation Function)
AMB: Aircraft Maintenance Base
AME: aviation medical examiner
AMIS: Aircraft Movement Information Service
API: air position indicator
ARP: airport reference point
ARSR: air route surveillance radar
ARTCC: air route traffic control center
ARTS: automated radar terminal system
ASB: Aircraft Services Base
ASDE: airport surface detection equipment
ASF: Aircraft Service Facility
ASR: airport surveillance radar
ATC: air traffic control (FAR Part 1)
ATCBI: air traffic control beacon interrogator
ATCRBS: Air Traffic Control Radar Beacon System
ATCSCC: ATC Systems Command Center
ATCT: airport traffic control tower
ATIS: Automatic Terminal Information Service
ATSCCP: Air Traffic Service Contingency Command Post
AVC: automatic volume control

B

BLUE: blind landing experimental unit
BUEC: backup emergency communications
BVD: beacon video digitizer

C

CAD: Central Aircraft Dispatch
CARF: Central Altitude Reservation Function
CAS: (1) calibrated airspeed (FAR Part 1); (2) collision avoidance system
CAT: clear-air turbulence
CCC: central computer complex
CD: common digitizer
CDC: computer display channel
CE: conspicuity enhancement
CERAP: combined center/RAPCON
CFCF: Central Flow Control Function
CIRVIS: communications instructions reporting vital intelligence sightings
CNI: communications-navigation-identification
CO/A: Change Order (Aircraft)
CO/E: Change Order (Electronics)
CONSO: consolan
CP: circular polarization
CRT: cathode-ray tube
CST: combined station/tower
CUE: computer updating equipment

D

DABS: discrete address beacon system
dBA: A-weighted sound pressure level
dB: decibel
DCC: display channel complex
DCD: double channel duplex
DCS: double channel simplex
DDM: difference in depth of modulation
DEW: Distant Early Warning Line
DEWIZ: Distant Early Warning Identification Zone
DF: direction finder
DME: distance measuring equipment
DH: decision height
DVFR: Defense Visual Flight Rules

E

EAC: expected approach clearance time
ECM: electronic counter measures
EFAS: En Route Flight Advisory Service
EFC: expected further clearance time
EHF: extremely high frequency
ELT: emergency locator transmitter
EMC: employee-management cooperation
EPI: expanded position indicator
EPNdB: (see effective perceived noise level)
EPNL: effective perceived noise level
EVSS: electronic voice switching system

F

FAA: Federal Aviation Administration
FAR: Federal Aviation Regulations
FAWS: Flight Advisory Weather Service
FDDL: frequency division data link
FDEP: flight data entry and printout equipment
FIAC: Flight Information Advisory Committee
FIPS: Federal Information Processing Standard
FIR: flight information region (ICAO)
FM: fan marker
FPDI: flight path deviation indicator
FSK: frequency shift keying
FSS: flight service station
FTC: fast time constant

G

GCA: ground controlled approach
GCI: ground controlled intercept
GDL: guidance light facility
GENOT: general notice
GHz: gigahertz
GPI: ground position indicator
GS: glide slope

H

H: homer
HAT: height above touchdown
HF: high frequency
HH: (see homer)
Hz: Hertz

I

IACC: U.S. Government Inter-Agency Air Cartographic Committee
IAGC: instantaneous automatic gain control
IAS: indicated airspeed (FAR Part I)
ICAO: International Civil Aviation Organization
IFF: identification friend or foe
IFR: instrument flight rules (FAR Part 91)
IFSR: international flight service receiving station
IFSS: international flight service station
IFST: international flight service transmitter station
ILAS: instrument low approach system
ILS: instrument landing system
IM: inner marker
IMC: instrument meteorological conditions
INREQ: information request
INT: intersection
IP: Initial point
ISLS: improved side lobe suppression

J

JATO: jet assisted takeoff

K

kHz: kilohertz

L

LANAC: laminar air navigation and anticollision
LDA: localizer-type directional aid
LDIN: lead-in light facility
LF: low frequency
L/MF: low-medium frequency
LMM: compass locator at middle marker
LOC: ILS localizer
LOM: compass locator at outer marker
LP: linear polarization

M

mA: milliampere
MAD: maintenance alert directive
MALS: medium intensity approach lights – 5000 cp
MAP missed approach procedure
MCA: minimum crossing altitude
MCL: Mid-Canada Line
MDA: minimum descent altitude (FAR Part 1)
MEA: minimum en route IFR altitude
MF: medium frequency
MH: (see homer)
MHz: megahertz
MLS: microwave landing system
MM: middle marker
MOCA: minimum obstruction clearance altitude
MODEM: modulator-demodulator
MRA: minimum reception altitude
MSL: mean sea level
MTI: moving target indicator
MUA: maximum usable altitude
MVA: minimum vectoring altitude

N

NAS: National Airspace System
NASP: National Airport System Plan
NATCOM: National Communications Center
NAVAID: air navigation facility
NCC: NORAD Control Centers
NCS: National Communication System
NFDC: National Flight Data Center
NFSG: National Field Support Group
NORAD: North American Air Defense Command
NOTAM: Notice to Airmen
NSD: Navigational Situation Display

O

OBS: omnibearing selector
OAW: off-airways weather station
OM: outer marker
OMNI: (see VOR)

P

PAM: pulse-amplitude modulation
PAR: precision approach radar
PCS: power conditioning system
PGP: Planning Grant Program
PIREP: pilot report
PNL: perceived noise level
PNLT: perceived noise level – tone corrected
PPI: plan position indicator
PRF: pulse repetition frequency
PT: procedure turn
PWI: (1) pilot warning instrument; (2) proximity warning indicator

R

RAIL: runway alignment indicator light
RAPCON OR RAPCO: radar approach control
RATCF: radar air traffic control facility
RBC: rotating beacon ceilometer
RBDE: radar bright display equipment
RCAG: remote center air/ground communication facility

RCC: rescue coordination center
RCO: remote communications outlet
REIL: runway end identification lights
RENOT: regional notice
RIS: reports identification symbol
RLA: restricted landing area
RMI: radio magnetic indicator
RML: radar microwave link
RMLR: radar microwave link repeater
RMLT: radar microwave link terminal
RNAV: area navigation
RTOL: reduced takeoff and landing
RTT: radio telemetering theodolite
RVO: runway visibility observer
RVR: runway visual range

S

SAFI: semiautomatic flight inspection system
SAGE: semiautomatic ground environment system (USAF)
SALS: short approach light system
SAMB: Secondary Aircraft Maintenance Base
SAR: search and rescue
SCAN: self-correcting automatic navigation
SDF: simplified directional facility
SECRA: Secondary Radar
SELCAL: selective calling system
SFL: sequenced flashing lights
SHF: super-high frequency
SHORAN: short range navigation
SID: standard instrument departure
SIF: selective identification feature
SIGMET: significant meteorological information
SLS: side lobe suppression
SMP: special maintenance project
SPANAT: Systems Planning Approach North Atlantic
SPAR: ILS system performance activity report
SSF: system support facility
SSO: self-sustained outlet
STAR: standard terminal arrival route
STC: sensitivity time control
STOL: short takeoff and landing

T

TACAN: tactical air navigation
TCH: threshold crossing height
TDDL: time-division data link
TDI: TACAN distance indicator
TP: terminating point
TRACAB or TRCAB: terminal radar approach control in tower cab. (See terminal radar approach control)
TRACON OR TRACO: terminal radar approach control
TROPO: tropospheric scatter station
TRS: theodolite recording system
TRSA: terminal radar service area
TVOR: terminal VOR
TWEB: transcribed weather broadcast equipment
TWS: track while scan

U

UDF: (See direction finder)
UHF: ultra high frequency
UVDF: (See direction finder)

V

(V_1): critical engine failure speed
VASI: visual approach slope indicator
VDF: (See direction finder)
VFR: visual flight rules (FAR Part 91)
VHF: very high frequency
VLF: very low frequency
VMC: visual meteorological conditions
VOR: very high frequency omnidirectional range
VORTAC: (see VOR and TACAN)
VOT: very high frequency omnidirectional range-test
V/STOL: vertical/short takeoff and landing
VTOL: vertical takeoff and land

W

WAE: (see employee – intermittent)
WMSC: Weather Message Switching Center
WOC: (see employee – WOC)
W/P: RNAV way point (FAR Part I)

Z

Z: zulu time

APPENDIX 4. PUNCTUATION

1. GENERAL. Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The Government Printing Office Style Manual treats punctuation in detail.

2. APOSTROPHE.

a. Use the apostrophe:

(1) To indicate contractions or omitted letters.

I've it's (it is) TV'ers

(2) To indicate the coined plurals of figures, letters, and symbols.

1890's p's and q's ATC's FAA's FSS's ILS's +'s

(3) To show possession. Add 's when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound.

officer's Mars' hostess' Co.'s Cos.' Jones' Joneses' Schmitz'

(a) To show possession in compound nouns, add the apostrophe or 's to the final word.

brother-in-law's secretary-treasurer's

(b) To show joint possession in nouns in a series, add the apostrophe or 's to the last noun.

soldiers and sailors' home

(c) To show separate possession in a series, add the apostrophe or 's to each noun.

John's, Thomas', and Henry's ratings

(d) To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun.

someone's desk somebody else's books others' homes

b. Do not use the apostrophe:

(1) To form the possessive of personal pronouns.

theirs yours hers its

(2) To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read.

twos and threes ifs, ands, and buts yeses and noes
do's and don'ts which's and that's

(3) To follow names of countries and other organized bodies ending in s or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s.

United States control United Nations meeting
merchants exchange children's hospital

(4) When acronym is in parentheses.

Federal Aviation Administration's (FAA)

3. BRACKETS.

a. Use brackets in pairs:

(1) To enclose a correction.

He arrived at 13 [12] o'clock.

(2) To supply something omitted.

Mr. Adams [arrived] late.

(3) To explain or to identify.

The president pro tem [Arnold] spoke briefly.

(4) To instruct or to add comment.

The report is as follows [read first paragraph]:

(5) To enclose sic when it is used to show that an error in a quotation has been recognized but not changed.

It's [sic] counterpart is missing.

b. Use a single bracket at the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

4. COLON. Use the colon:

a. To separate an introductory statement from explanatory or summarizing material that follows.

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.
Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

b. To introduce formal statements, questions, or quotations.

The committee stated the principle thus: In our foreign relations, people instead of governments are our first concern.
The following question came up for discussion: What policy should be adopted?
He said: [If the quotation is not more than one sentence, use a comma instead of a colon.]

c. To follow all salutations (formal and informal).

Dear Mr. Franklin:
Ladies and Gentlemen:
To Whom It May Concern:
Dear John:

d. To separate the hour and the minutes in clock time.

8:15 a.m. to 11:59 p.m. 8 a.m. to 11 p.m. 8:15 a.m. to 11:00 p.m.

e. To follow introductory headings which lead directly to subentries.

Policy:
General:
Salaries
Responsibilities
Specific:

f. To separate parts of citations.

Luke 4:3 Journal of Education 3:342-359

g. To indicate proportion (use double colon as ratio sign):

1:2::3:6

5. COMMA.

a. Use the comma:

(1) To separate words or figures that might otherwise be misunderstood or misread.

Instead of hundreds, thousands came.
To John, Smith was very helpful.

Out of each 20, 10 are rejected.
What the difficulty is, is not known.

(2) To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter.

I said, "Don't you understand the question?"
"I understand it," she replied, "but I disagree with the answer."
"Why?" he said.
"It's unreasonable!" she exclaimed.

(3) To indicate the omission of an understood word or words.

Then he was enthusiastic; now, indifferent.

(4) To separate a series of modifiers of equal rank.

It is a young, eager, and intelligent group.
but--He is a clever young man. (No comma when the final modifier is considered part of the noun modified.)

(5) To follow each of the members within a series of three or more when the last two members are joined by and, or, or nor.

horses, mules, and cattle
by the bolt, by the yard, or in remnants

neither snow, rain, nor heat
by 5, 10, or 20

(6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

(7) Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities, within a sentence.

Henry Smith, Jr., chairman
Washington, D.C., schools

Smith, Henry, Sr.

(8) To set off parenthetic words, phrases, or clauses.

It is obvious, therefore, that this office cannot function.
The atom bomb, developed by the Manhattan project, was first used in World War II.
but--The person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started that fire" is essential to identify the person.)
He therefore gave up the search.

(9) To set off words or phrases in apposition or in contrast.

Mr. Jay, attorney for the plaintiff, asked for a delay.
You will need work, not words.

(10) To separate the clauses of a compound sentence if they are joined by a simple conjunction such as **or**, **nor**, **and**, or **but**.

The United States will not be an aggressor, nor will it tolerate aggression by other countries.

(11) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

(12) To separate the title of an official and the name of his/her organization in the absence of the words **of** or **of the**.

Manager, Insurance Branch Chairman, Committee on Appropriations

(13) To separate thousand, millions, etc., in numbers of four or more digits.

4,230 50,491 1,000,000

(14) To set off the year when it follows the day of the month in a specific date within a sentence.

The reported dates of September 11, 1943, to June 12, 1955, were erroneous.

(15) To separate a city and state.

Cleveland, Ohio Washington, DC

b. Do not use the comma:

(1) To separate the month and year in a date.

Production for June 1955
On 5 July 1956 we dedicated the arsenal.
(Military form of date.)

(2) To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

1/2500 Motor No. 189463
1.9047 639-3201
page 2632 1727-1731 Broad Street
1450 kilocycles, 1100 meters (no comma unless more than four digits, radio only)

(3) To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A. H., & Sons)
There are other factors--time, cost, and transportation--but quality is the most important.

(4) To separate two nouns one of which indentifies the other.

The booklet "Infant Care" Wilson's boat The Maria

(5) To separate the name and the number of an organization.

Western Legion Post No. 12

6. DASH. Use the dash (two hyphens and no spaces):

a. To mark a sudden break or abrupt change in thought.

He said--and no one contradicted him--"The battle is lost."
If the bill should pass--which Heaven forbid!--the service will be wrecked.

b. To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib--" Q. Did you see--? A. No, sir.

c. To serve instead of commas or parentheses, if the meaning is clarified by the dash.

> These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

d. To introduce a final clause that summarizes a series of ideas. (See also paragraph 4a, preceding, for use of the colon.)

> Freedom of speech, freedom of worship, freedom from want, freedom from fear--these are the fundamentals of moral world order.

e. To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase.

> I recommend--
> That we accept the rules
> That we publish them

f. To serve instead of a colon when a question mark closes the preceding idea.

> How can you explain this?--"Fee paid, $5."

g. To precede a credit line or signature.

> Still achieving, still pursuing,
> Learn to labor and to wait.
> --Longfellow
> This statement is open to question.--Gerald H. Forsythe

7. EXCLAMATION POINT. Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence.

> How beautiful!
> "Great!" he exclaimed
> O Lord, save Thy people!
>
> Who shouted, "All aboard!"
> (question mark omitted)

8. HYPHEN. Use the hyphen:

a. To connect the elements of certain compound words. (See also appendix 6 on compound words.)

mother-in-law	self-control	walkie-talkie
ex-governor	H-bomb	quasi-academic

b. To indicate continuation of a word divided at the end of a line. (See also appendix 7 on word division.)

c. To separate the letters of a word which is spelled out for emphasis.

d-o-l-l-a-r-s

9. PARENTHESES.

a. Use parentheses:

(1) To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman)
Q. (Continuing.)
A. (Reads:)
The result (see figure 2) is most surprising.

(2) To enclose a parenthetic clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littre) nor in English dictionaries.

(3) To enclose an explanatory word that is not part of the statement.

The Erie (PA.) Ledger; but the Ledger of Erie, PA.

(4) To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

(5) To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetic reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (pl. 14, A, B).
The individual cavities show great variation. (See pl. 4.)
This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

b. Use a single parenthesis:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

10. PERIOD. Use the period:

a. To end a declarative sentence that is not exclamatory and to end an imperative sentence.

He works for Johnson & Sons, Inc.
Do not be late.

b. To end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the rocket was launched.
May we hear from you soon.

c. To indicate omission within a sentence, use three periods without spaces between; at the end of a sentence, four. This is called an ellipsis.

He called...and left.... He returned the next day.

d. To follow abbreviations unless by usage the period is omitted.

gal. NE. qt. but TVA USDA

NOTE: In abbreviations made up of single letters, no space is allowed between the period and the following letter except that one space is allowed after the periods following the initials in a proper name.

11. QUESTION MARK. Use the question mark:

a. To indicate a direct query even if not in the form of a question.

Did he do it?
He did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark.)

b. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

c. To express doubt.

He said the boy was 8(?) feet tall.

12. QUOTATION MARKS.

a. Use quotation marks:

(1) To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

The answer is "No."
"Your order has been received," they wrote.
He said, "John said 'No.'"
"John," said Henry, "why do you go?"
"The equipment will be forwarded promptly."

(2) To enclose any matter following the terms **entitled, the word, the term, marked, endorsed, or signed.** Do not use them to enclose expressions following the terms **known as, called, so-called,** etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An Act ...."
It was signed "John."
After the word "treaty," insert a comma.
The so-called investigating body.

(3) To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

(4) When a quotation of less than two lines is run into the text. (A quotation of more than two lines is blocked five spaces from the left and right margins of the text and **quotation marks are omitted.**)

b. Limit quotation marks, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his
certificate of naturalization by fraud be considered a
"bona fide" citizen of the United States?'"

c. Place punctuation inside or outside quotation marks as follows. Always type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside if they are a part of the quoted matter.

"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Is this what we call a "Correspondex"?
"Have you an application form?"
Who asked, "Why?"

13. SEMICOLON. Use the semicolon:

a. To separate independent clauses not joined by a conjunction or joined by a conjunctive adverb such as **hence, therefore, however, moreover,** etc.

The report is not ready today; it may be completed by Friday.
The allotment has been transferred to the Production Division; hence, construction of the partitions must be delayed.
The Director publicly commended us for our report; however, he later asked us to rewrite the conclusion.

b. To separate two or more phrases or clauses with internal punctuation.

Robert M. Roman, chairman of the union, will travel in most of southern Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.
If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.
Incidents occurred in Seattle, Washington; Denver, Colorado; and Boise, Idaho.

c. To separate statements that are too closely related in meaning to be written as separate sentences.

No; we receive one-third.
War is destructive; peace, constructive.

d. To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.
The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

NOTE: The semicolon is to be avoided where a comma will suffice.

APPENDIX 5. NUMERALS

1. GENERAL. Whether to express a number in figures or to spell it out is often a troublesome choice. This appendix covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figures and words. Further instructions as to the accepted method of writing numerals are found in the Government Printing Office Style Manual. The following suggestions offer overall guidance in choosing the best method of expressing a number.

a. Spell out numbers at the beginning of a sentence. If possible, do not begin sentence with routing symbols as they are alphabetical numerical codes used primarly for mail distribution. Numbers under 10 are to be spelled out except when expressing time, money, and measurement.

b. Use Arabic numerals rather than Roman numerals.

c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT.

a. Single numbers of less than 10 within a sentence.

six horses	five recommendations
three times as large	seven machine guns

b. When 2 or more numbers appear in a sentence and 1 of them is 10 or more, figures are used for each number.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.
Each of nine major commodities (five metal and four nonmetal) was in supply.

c. Numbers of less than 100 preceding a compound modifier containing a figure.

two 3/4-inch boards	but 120 8-inch boards
twelve 6-inch guns	

d. Round numbers and indefinite expressions.

a hundred cows, dollars, men	but 100-odd pupils, 250-fold
the early seventies	but the 1870's, not the '70's or 70's
in the eighties	
midsixties	but mid-1961
a thousand and one reasons	
less than a million dollars	

e. Numbers used with serious and dignified subjects and in formal writing.

The Thirteen Original States	in the year nineteen hundred and sixty-five
millions for defense but not one cent for tribute	

f. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred and twenty	fifty-two thousand one hundred and ninety-five
eight thousand and ninety-two	nine hundred and seventy-three thousand
eight hundred and eighty-two	

g. Fractions standing alone or followed by **of a** or **of an**.

one-half inch	three-fourths of an inch
one-half of a farm, **not** 1/2 of a farm	**not** 3/4 inch or 3/4 of an inch
	but 1/2 to 1 3/4 pages

h. Ordinal numbers less than 10th. (See also paragraph 3d following.)

First Congress	eighth parallel
ninth century	Second Street
	Ninth Avenue

3. <u>NUMBERS EXPRESSED IN FIGURES</u>.

a. Single numbers of 10 or more within a sentence.

50 ballots, guns, horses nearly 10 miles about 40 men

b. Serial numbers. (Commas are not used in serial numbers.)

Bulletin 725 pages 352-357 ME 5-9020 1900 19th Street 290 U.S. 325

c. Quantities, measures, and time.

(1) Ages.

6 years old 52 years 10 months 6 days a 3-year-old boy

(2) Dates.

June 1959; June 20, 1959
not June, 1959, or
June 20th, 1959
March 6 to April 15, 1959
not March 6, 1959, to
April 15, 1959

15 April 1960 (military)
4th of July, but Fourth of July, meaning the holiday
the 1st (day) of the month, but the last of April or the first of May, not referring to specific days
FY 1984 (without dash) or FY-84--either is acceptable

(3) Decimals. Place a zero before a decimal where there is no unit, except in market quotations. (See paragraph (5) following.) Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement.

0.25 inch 1.25 gage height 10.0 approximately 10 feet

(4) Degrees

longitude 77° 08'06''E.
(spaces omitted)
latitude 49° 26'16''N.

104° temperature
an angle of 57°
but two degrees of justice

(5) Market quotations.

4 1/2-percent bonds
Metropolitan Railroad, 109

Treasury bonds sell at 95
sugar, .03; not 0.03

(6) Mathematical expressions.

multiplied by 3

divided by 6

(7) Measurements.

7 meters, yards, miles, acres, bushels, but tenpenny nail, fourfold, three-ply
2 feet by 1 foot 8 inches by 1 foot 3 inches
8 by 12 inches
20/20 vision 2,500 horsepower 6-pounder
10 yards 6 acres 1 1/2 mile

(8) Money. (See also paragraphs 2d, preceding, and 4, following.)

$0.75 or 75 cents
0.5 cent
$3.65

$3 (not $3.00) per 200 pounds
but $3.00 to $3.65

(9) Percentages.

23 percent 25.5 percent 0.5 percent or one-half of 1 percent
5 percentage points 50-50 (colloquial expression)

(10) Proportion.

1 to 4 1:62,500 1-3-5

(11) Time.

6 hours 8 minutes 20 seconds
10 years 3 months 29 days
but four centuries, three decades
10 o'clock or 10 p.m.
not 10 o'clock p.m. or 10:00 p.m.
10 p.m, 10:30 p.m.
but 10:00 p.m. to 10:30 p.m.
half past 4 or 4:30 a.m.
12 m. (noon) and 12 p.m. (midnight)
1300 (military time) not 1300 hours
any one year
four afternoons

(12) Unit modifiers.

5-day week 8-year-old wine 8-hour day 10-foot pole
but a two-story house a five-man board $20 million airfield

d. Ordinal numbers of 10th or more. (See also paragraph 2h, preceding.)

20th century
17th region
the 9th and 10th times
82d Congress
171st Street
20th Congressional District
200th Place
He represented the 1st, 4th, and 12th wards

e. Military units are always expressed in figures except at the beginning of a sentence. (Exception: Corps, which is expressed in Roman numerals.)

2d Infantry Division 323d Fighter Wing 5th Fleet
7th Air Force 9th Naval District XII Corps

4. LARGE NUMBERS. Large numbers are usually expressed in figures; however, numbers larger than a million which end in four or more zeros may be expressed in text by combining figures and words. In the examples which follow, preference is based on the ease with which the number can be grasped in reading.

Amount Expressed in Figures	Preferable in Text	Acceptable in Text
299,789,665.....	299,789,665	-
$1,200,390,180.....	$1,200,390,180	-
$12,000,000*.....	$12 million.....	12 million dollars
$1,000,000,000*.....	$1 billion.....	1 billion dollars or one billion dollars
3,250,000*.....	3.25 million.....	3 1/4 million or three and one-fourth million or three and one-quarter million
750,000,000*.....	750 million.....	3/4 billion or three-fourths of a billion or three-quarters of a billion
9,000,000 to 1,000,000,000*.....	9 million to 1 billion.....	nine million to one billion

*Correct for tabular work and for text when used with other numbers ordinarily written in figures, as "$12,000,000 and $9,250,600."

APPENDIX 6. COMPOUND WORDS

1. GENERAL. A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words, and thus aids readability and correct pronunciation. In this chapter, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms. Word forms are constantly changing. The correct form for use in the Government is found in the Government Printing Office Style Manual. A "Guide to Compounding" follows this appendix.

2. BASIC RULES.

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours	census taker	fellow citizen	palm oil
blood pressure	day laborer	living costs	patent right
book value	eye opener	mountain laurel	training ship

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

afterglow	cupboard	employee-year	right-of-way
bookkeeping	employee-hour	newsprint	workload

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound unless otherwise indicated for particular words.

coldbloodedness	ill-advisedly	praiseworthiness
footnoting	outlawry	railroader

3. SOLID COMPOUNDS.

a. When **any**, **every**, **no**, and **some** are combined with **body**, **thing**, and **where**, type as one word. Type as separate words **some one**, **every one**, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type **no one** as two words at all times.

anybody	anywhere	nobody	somebody
anyone, **but**	everybody	no one	someone
any one thing	everything	nothing	something
anything	everywhere	nowhere	

b. Type as one word compound personal pronouns.

herself	myself	ourselves	yourself
himself	oneself	themselves	yourselves

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast	southwest	south-southwest

4. UNIT MODIFIERS.

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent increase	Federal-State-local cooperation	long-term loan
Baltimore-Washington road	guided-missile program	lump-sum payment
drought-stricken area	large-scale project	multiple-purpose uses
English-speaking nation	law-abiding citizen	U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

Atomic energy power	life insurance company	social security pension
civil service examination	parcel post delivery	soil conservation measures
income tax form	real estate tax	special delivery mail
land bank load		

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in ly; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment	but ever-normal granary
heavily laden ship	ever-rising flood
unusually well preserved specimen	still-new car
very well defined usage	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	well-kept farm
often heard phrase	

d. Proper nouns used as unit modifiers, either in their basic or derived forms, retain their original form but the hyphen is printed when combining forms.

United States laws	Red Cross nurse	Swedish-American descent
Latin American countries	Winston-Salem regional office	Minneapolis-St. Paul region

e. Do not confuse a modifier with the word it modifies.

gallant serviceman	well-trained schoolteacher	American flagship
average taxpayer	wooden-shoe maker	but American-flag ship
but income-tax payer	tomato-canning factory	

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10-, and 16-foot boards	moss- and ivy-covered walls
2- by 4-inch boards but 2 to 4 inches wide	not moss and ivy-covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

en route student	per capita tax	prima facie evidence
ex officio member	per diem employee	

h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

article 3 provisions	grade A eggs	point 4 program
ward D patients	strontium 90 effects	

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

"blue sky" law	"good neighbor" policy	"tie-in" sale

5. PREFIXES, SUFFIXES, AND COMBINING FORMS.

a. Type compounds which contain prefixes or suffixes as one word without a hyphen except as shown in paragraphs b, c, and d following. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes co, de, pre, pro, and re.

agencywide	deemphasis	nationwide	semiofficial
antedate	extracurricular	northward	shell-like
anti-inflation	homestead	offset	thimble-eye
biweekly	Inverness-shire	preexisting	twofold
brass-smith	micro-organisms	reenact	ultra-atomic
cooperation	misstate	semi-independent	

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum	non-civil-service position	re-treat (treat again)
co-op	re-sort (sort again)	un-ionized

c. Type with a hyphen the prefixes **ex**, **self**, and **quasi**.

ex-governor	self-control	quasi-argument
ex-serviceman	self-educated	quasi-corporation
ex-trader	quasi-academic	quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab	but nongovernmental
pro-British	overanglicize
un-American	transatlantic
non-FAA	

6. NUMERICAL COMPOUNDS.

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

7-hour day	3-week vacation	but one hundred and twenty-one
6-footer	24-inch ruler	100-odd
10-minute delay	twenty-one	foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-one thirty-seconds	two one-thousandths
three-fourths of an inch	twenty-three thirtieths	two-thirds

7. IMPROVISED COMPOUNDS.

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course	let-George-do-it attitude
know-how	stick-in-the-mud
know-it-all	

b. When the noun form is printed in separate words, always hyphenate the corresponding verb form.

blue-pencil	cold-shoulder	cross-brace

8. COMPOUND WORDS PECULIAR TO THE FAA.

The space that follows is provided for any compound words used by your facility.

9. GUIDE TO COMPOUNDING. The Government Printing Office Style Manual outlines the rules for compounding in Government correspondence. The following is extracted from Chapter 7 of that manual. The abbreviations **adv.** (adverb), **n.** (noun), **v.** (verb), **u.m.** (unit modifier), **pref.** (prefix), **c.f.** (combining form), and **conj.** (conjunction) indicate function. Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen except as laid down in rules 6.16, 6.21, and 6.24 of the Government Printing Office Style Manual).

A

A
- BC's (n.)
- -B-C (u.m.)
- -bomb
- -day
- -flat
- -frame
- -pole
- -sharp

a
- borning, etc.
- foot
- while (adv.)

abdomino (c.f.)
- *all one word*

able
- -bodied (u.m.)
- -minded (u.m.)

about-face

above
- -cited (u.m.)
- deck
- -found (u.m.)
- -given (u.m.)
- ground (u.m.)
- -mentioned (u.m.)
- -named (u.m.)
- -said (u.m.)
- -water (u.m.)
- -written (u.m.)

absentminded

ace-high (u.m.)

acid
- fast
- -treat (v.)
- works

ack-ack

acre
- -foot
- -inch

actino (c.f.)
- *all one word*

addle
- brain
- head
- pate

add-on (u.m.)

adeno (c.f.)
- *all one word*

aero (c.f.)
- -otitis
- *rest one word*

afore
- *all one word*

Afro-American

after (c.f.)
- *all one word*

agar-agar

age
- less
- long
- -old (u.m.)
- -stricken (u.m.)
- -weary (u.m.)

ague
- -faced (u.m.)
- -plagued (u.m.)
- -sore (u.m.)

aide-de-camp

air
- bag
- base
- bill
- blast
- -blasted (u.m.)
- blown
- brake
- brush
- burst
- cargo
- -clear (u.m.)
- coach
- -condition (all forms)
- -cool (v.)
- -cooled (u.m.)
- course
- crew
- -dried (u.m.)
- -driven (u.m.)
- drome
- drop
- -dry (u.m., v.)
- fare
- -floated (u.m.)
- flow
- foil
- -formed (u.m.)
- frame
- freight
- gap
- glow
- hammer
- head
- hole
- hose
- lane
- lift
- #line (line for air)
- line (aviation)
- liner
- link
- locked
- mail
- mark (v.)
- marker
- mass
- minded
- park
- path
- photo
- port (all meanings)
- scoop
- show
- sleeve
- ship
- sick
- -slaked (u.m.)
- space
- speed
- stream
- strike
- strip
- #time (radio and TV)
- wave

alder-leaved (u.m.)

ale
- cup
- -fed (u.m.)
- glass

alkali#land

all
- -absorbing (u.m.)
- -aged (u.m.)
- -American
- -clear (n., u.m.)
- -fired (u.m.)
- -flotation (mining)
- -inclusive (u.m.)
- mark (printing)
- -out (u.m.)
- -possessed (u.m.)
- -round (u.m.)
- spice
- -star (u.m.)

allo (c.f.)
- *all one word*

almsgiver

along
- ship
- shore
- side

alpen
- glow
- stock

alpha
- -cellulose
- -iron
- -naphthol

also-ran (n., u.m.)

alto
- cumulus
- relievo
- stratus

amber
- -clear (u.m.)
- -colored (u.m.)
- -tipped (u.m.)

ambi (c.f.)
- *all one word*

amidships

amino
- #acid
- *as prefix, all one word*

ampere
- -foot
- -hour
- meter
- -minute
- -second

amphi (pref.)
- *all one word*

amylo (c.f.)
- *all one word*

anchor
- hold
- #light
- plate

angel
cake
-eyed (u.m.)
-faced (u.m.)
food
angio (c.f.)
all one word
angle
hook
meter
wing
Anglo (c.f.)
-American, etc.
rest one word
anhydr(o) (c.f.)
all one word
ankle
bone
-deep (u.m.)
jack
ant
eater
hill
ante (pref.)
#bellum, etc.
-Christian, etc.
#mortem
mortem
(nonliteral)
rest one word
antero (c.f.)
all one word
anthra (c.f.)
all one word
anthropo (c.f.)
all one word
anti (pref.)
-American, etc.
christ
god
-hog-cholera
(u.m.)
-icer, -imperial,
-inflation, etc.
-missile-missile
(u.m.)
missile,
personnel,
trust, etc.
-New#Deal, etc.
rest one word
antro (c.f.)
all one word
anvil
-faced (u.m.)
-headed (u.m.)
any
how
one
#one (one thing
or one of a
group)
place (adv.)
aorto (c.f.)
all one word
apo (pref.)
all one word
apple
cart
jack
juice
sauce
-scented (u.m.)
April-fool (v.)
aqua
culture
lung
marine
meter
puncture
tint
tone
aquo (c.f.)
-ion
rest one word
arc
-over (n., u.m.)
-weld (v.)
arch (pref.)
band
bishop
duke
enemy
-Protestant
archeo (c.f.)
all one word
archi (pref.)
all one word
archo (c.f.)
all one word
areo (c.f.)
all one word
aristo (c.f.)
all one word
arithmo (c.f.)
all one word
arm
band
bone
chair
hole
lift
pit
plate
rack
rest
-shaped (u.m.)
armor
-clad (u.m.)
-piercing (u.m.)
plate
-plated (u.m.)
arm's-length
(u.m.)
arrow
head
-leaved (u.m.)
plate
-shaped (u.m.)
shot
-toothed (u.m.)
arseno (c.f.)
all one word
art-colored (u.m.)
arterio (c.f.)
all one word
arthro (c.f.)
all one word
asbestos
-covered (u.m.)
-packed (u.m.)
ash
bin
can
-colored (u.m.)
-free (u.m.)
-gray (u.m.)
pan
pile
pit
tray
assembly
#line
#room
astro (c.f.)
all one word
attorney#at#law
audio
frequency
gram
meter
tape
visual
auri (c.f.)
-iodide
rest one word
authorship
auto (c.f.)
-objective
-observation
-omnibus
-ophthalmoscope
rest one word
awe
-bound (u.m.)
-filled (u.m.)
-inspired (u.m.)
some
ax
-adz
-grinding (u.m.)
hammer
head
-shaped (u.m.)
axletree
axo (c.f.)
all one word
azo (c.f.)
-orange
-orchil
-orseilline
rest one word

B

B-flat
baby
face (n.)
sit (v.)
back
ache
band
bite (v.)
bone
breaker
cap
chain
charge
-country (u.m.)
cross
date
down (n., u.m.)
drop
face
feed
fill
fire
flap
flash
flow
-focus (v.)
furrow
ground
hand
haul
-in (n., u.m.)
lash
list (v.)
log
lotter
packer (n.)
paddle (v.)
pay
payment
pedal (v.)
plate
rest
road
run
saw
scatter
set
shift
slide
space
spin
spread
staff
stage
stairs
stamp
stay
stitch
stop
strap
-streeter
stretch (n.)
string
strip (book)
stroke
-swath (v.)
swept
swing
tack
talk
tender
tenter
-titrate (v.)
track (v.)
trail
up (n., u.m.)
wall
wash
backer
-down
-off
-up
bag
-cheeked
(u.m.)
pipe
-shaped (u.m.)
baggage#room
bailout (n., u.m.)
bake
pan
stove
bald
faced
head (n.)
pate
ball
-like
park
(nonliteral)
#park (literal)
player
point (n., u.m.)
stock
ballot#box
band
cutter
saw
stand
string
-tailed (u.m.)
wagon
width
bandy
ball
-legged (u.m.)
bangup (n., u.m.)
bank
note
side (stream)
bantamweight
bar
post
tender
-wound (u.m.)
bare
-armed (u.m.)
back
bone
faced
foot
handed
legged
necked
worn
barge-laden (u.m.)
bark
cutter
peel
-tanned (u.m.)
barley
corn
mow
#water
barnstormer
barrel
head
-roll (v.)
-shaped (u.m.)
base
ball
ball#bat
line
#line (surveying)
-minded (u.m.)
basi (c.f.)
all one word
basketball
bas-relief
bat
blind
-eyed (u.m.)
fowl
wing
bath
mat
robe
tub
batswing (cloth)
battercake
battle
ax
dore
-fallen (u.m.)
front

ground
-ecarred (u.m.)
ship
stead
wagon
baybolt
beach
comber
head
wagon
bead
flush
roll
beak
head
iron
-shaped (u.m.)
beam
filling
-making (u.m.)
bean
bag
cod
-fed (u.m.)
pole
pot
setter
-shaped (u.m.)
stalk
bear
baiting
herd
hide
hound
off (n., u.m.)
trap
beater
-out
-up
beauty
-blind (u.m.)
-clad (u.m.)
#shop
beaverpelt
bed
chair
chamber
clothes
cord
cover
-fallen (u.m.)
fast
fellow
frame
pad
pan
plate
post
quilt
rail
ridden
rock
sheet
sick
side
sore
space
spread
spring
stand
stead
straw
bee
bread
-eater
herd
hive
beechnut
beef
eater
-faced (u.m.)
head
steak
tongue
bees
wax
wing
beetle
-browed (u.m.)
head
stock
before
-cited (u.m.)
hand
-mentioned (u.m.)
-named (u.m.)
behindhand
bell
-bottomed (u.m.)
crank
-crowned (u.m.)
hanger
hop
mouthed
ringer
wether
belly
ache
band
buster
button
fed (u.m.)
pinch
belowstairs
belt
-driven (u.m.)
saw
bench
fellow
-hardened (u.m.)
made (u.m.)
mark (nonliteral)
#mark (surveying)
warmer
bentwing (n., u.m.)
benzo (c.f.)
all one word
berry-brown (u.m.)
best
#man
seller (n.)
beta
-glucose
tron
between
decks
whiles
bi (pref.)
-iliac
rest one word
big
-eared (u.m.)
-eyed (u.m.)
head (ego)
horn (sheep)
-horned (u.m.)
-leaguer
mouthed
name (top rank) (n., u.m.)
bill
back
beetle
broker
fold
head
hook
poster
sticker
billet
-doux
head
billingsgate
bio (c.f.)
-aeration
-osmosis
rest one word
birchbark
bird
bath
bander
cage
call
catcher
-eyed (u.m.)
-faced (u.m.)
life
lime
lore
mouthed
seed
shot
watcher
bird's
-eye
#nest (literal) (n.)
-nest (n., u.m., v.)
birth
bed
day
mark
place
right
biscuit-shaped (u.m.)
bismuto (c.f.)
all one word
bitstock
bitter
-ender
head
sweet
-tongued (u.m.)
black
ball (nonliteral)
-bordered (u.m.)
damp
-eyed (u.m.)
face
fire
guard
jack
leg
list
mail
mark
-market (u.m., v.)
-marketeer
-marketer
mouthed
out (n., u.m.)
plate (printing)
print
-robed (u.m.)
shirted
snake
strap (n.)
top
blast
hole
plate
blasto (c.f.)
all one word
bleach
ground
works
blear
eye
-eyed (u.m.)
-witted (u.m.)
blepharo (c.f.)
all one word
blight-resistant (u.m.)
blind
-bomb (v.)
-flying (u.m.)
fold
-loaded (u.m.)
#man
spot
stitch
story
blink-eyed (u.m.)
blithe-looking (u.m.)
blitz
buggy
krieg
block
buster
head
hole (v.)
ship
blood
-alcohol (u.m.)
bath
beat
curdling
-drenched (u.m.)
-giving (u.m.)
guilty
-hot (u.m.)
hound
letting
mobile
-red (u.m.)
ripe
shed
shot
spiller
spot
stain
stock
stream
sucker
thirsty
-warm (u.m.)
bloody
-nosed (u.m.)
-red (u.m.)
blossom
-bordered (u.m.)
-laden (u.m.)
blow
back
by (n., u.m.)
cock
down (n., u.m.)
gun
hard (n.)
hole
iron
lamp
off (n., u.m.)
out (n., u.m.)
pipe
spray
through (u.m.)
torch
tube
up (n., u.m.)
blue
-annealed (u.m.)
beard (n.)
blood
bonnet
bottle
coat (n.)
-eyed (u.m.)
grass
-gray (u.m.)
-green (u.m.)
-hot (u.m.)
jack
jacket
nose
-pencil (v.)
point (oyster)
print
stocking
streak (nonliteral)
tongue (n.)
blunder
buss
head
blunt
-edged (u.m.)
-spoken (u.m.)
boar
spear
staff
board
rack
walk
boat
builder
crew
hook
head
loader
setter
side
swain
wright
bob
cat
sled
stay
bobby
pin
-soxer
body
bearer
bending
builder
-centered (u.m.)
guard
-mind
plate
bog
-eyed (u.m.)
trot (v.)
boil
down (n., u.m.)
off (n., u.m.)
out (n., u.m.)

boiler
-off
-out
plate
works
boiling # house
bold
face (printing)
-spirited (u.m.)
bolt
cutter
head
hole
-shaped (u.m.)
strake
bomb
drop
fall
shell
sight
thrower
-throwing (u.m.)
bondslave
bone
ache
black
breaker
-bred (u.m.)
-dry (u.m.)
-eater
-hard (u.m.)
head
lace
meal
set
shaker
-white (u.m.)
boobytrap
boogie-woogie
book
binder
case
dealer
fair
-fed (u.m.)
fold
-learned (u.m.)
-lined (u.m.)
list
lore
lover
mark
mobile
plate
rack
rest
sale
seller
shelf
stack
stall
stamp
stand
stitch
-stitching (u.m.)
-taught (u.m.)
wright
boom
-ended (u.m.)
town
truck
boondoggling
boot
black
hose
jack
lace
last
leg
lick
strap
bore
hole
safe
sight
bosom
-deep (u.m.)
-folded (u.m.)
-making (u.m.)
bottle
-fed (u.m.)
neck
-nosed (u.m.)
bottom # land
boughpot
bow
back
bent
grace
head
knot
legged
-necked (u.m.)
pin
shot
sprit
stave
string
wow
box
car
haul
head (printing)
truck
boxer
-off
-up
brachio (c.f.)
all one word
brachy (c.f.)
all one word
brain
cap
child
-cracked (u.m.)
fag
pan
sick
-spun (u.m.)
storm
-tired (u.m.)
wash
brake
drum
head
meter
shoe
brandnew (u.m.)
brandy
-burnt (u.m.)
wine
brass
-armed (u.m.)
-bold (u.m.)
-smith
works
brave
-looking (u.m.)
-minded (u.m.)
brazen
-browed (u.m.)
face
bread
basket
crumb
earner
fruit
liner
plate
seller
stuff
winner
break
away (n., u.m.)
ax
back (n., u.m.)
bone (fever)
down (n., u.m.)
-even (u.m.)
fast
fast # room
front
-in (n., u.m.)
neck
off (n., u.m.)
out (n., u.m.)
point
through (n., u.m.)
up (n., u.m.)
wind
breaker
-down
-off
-up
breast
band
beam
bone
-deep (u.m.)
-fed (u.m.)
-high (u.m.)
hook
mark
pin
plate
plow
rail
rope
breath
-blown (u.m.)
-tainted (u.m.)
taking
breech
block
cloth
loader
-loading (u.m.)
lock
pin
plug
sight
breeze
-borne (u.m.)
-lifted (u.m.)
-swept (u.m.)
bribe
-free (u.m.)
giver
taker
bric-a-brac
brick
bat
-built (u.m.)
-colored (u.m.)
kiln
layer
liner
mason
-red (u.m.)
setter
bride
bed
bowl
cake
chamber
cup
groom
knot
lace
maiden
stake
bridge
builder
head
pot
tree
briefcase
bright
-colored (u.m.)
-eyed (u.m.)
brilliant
-cut (u.m.)
-green (u.m.)
brine-soaked (u.m.)
bringer-up
bristle
cone (u.m.)
-pointed (u.m.)
broad
acre
ax
band (radio) (n., u.m.)
-beamed (u.m.)
brim
cast
cloth
head
leaf (n.)
-leaved (u.m.)
loom
minded
-mouthed (u.m.)
share (n., v.)
sheet (n.)
side
sword
wife
woven
broken
-down (u.m.)
-legged (u.m.)
-mouthed (u.m.)
bromo (c.f.)
all one word
bronchio (c.f.)
all one word
broncho (c.f.)
all one word
broncobuster
bronze
-clad (u.m.)
-covered (u.m.)
-red (u.m.)
broom
-leaved (u.m.)
-making (u.m.)
stick
brother
-german
hood
-in-law
brow
beat
point
post
brown
back
-eyed (u.m.)
out (n., u.m.)
print
brush
ball
holder
off (n., u.m.)
-treat (v.)
brusher
-off
-up
buck
eye
-eyed (u.m.)
horn
hound
passer
plate
pot
saw
shot
skinned
stall
stay
stove
tooth
wagon
wash
bucket-shaped (u.m.)
buff
-tipped (u.m.)
-yellow (u.m.)
bug
bear
bite
-eyed (u.m.)
buildup (n., u.m.)
built
-in (u.m.)
-up (u.m.)
bulb-tee (u.m.)
bulbo (c.f.)
all one word
bulk
head
-pile (v.)
weigh (v.)
bull
baiting
dog
doze
-faced (u.m.)
fight
frog
head
-mouthed (u.m.)
neck
nose
pen
ring
toad
-voiced (u.m.)
whack
whip
bullethead
bull's
-eye (nonliteral)
-foot
bumble
bee
foot
kite

bung
hole
start
burn
-in (n., u.m.)
out (n., u.m.)
up (n., u.m.)
burned-over (u.m.)
burner-off
burnt
-out (u.m.)
-up (u.m.)
bus
driver
fare
#girl
bush
beater
buck
fighter
-grown (u.m.)
hammer
-headed (u.m.)
-leaguer
ranger
whacker
wife
bustup (n., u.m.)
busy
body
-fingered (u.m.)
head
butt
-joint (v.)
saw
stock
strap
-weld (v.)
butter
ball
-colored (u.m.)
fat
fingers
head
milk
mouth
nut
print
-rigged (u.m.)
scotch
-smooth (u.m.)
wife
-yellow (u.m.)
button
-eared (u.m.)
-headed (u.m.)
hold
hole
hook
mold
buzzerphone
by
-and-by
-by
-the-way (n., u.m.)
-your-leave (n., u.m.)
rest one word

C

C
-sharp
-star
-tube
cab
driver
fare
#owner
stand
cabbagehead
cable-laid (u.m.)
caco (c.f.)
all one word
cage#bird
cake
baker
bread
-eater
mixer
-mixing (u.m.)
pan
walk
calci (c.f.)
all one word
calk-weld (v.)
call
back (n., u.m.)
down (n., u.m.)
-in (n., u.m.)
note
-off (n., u.m.)
out (n., u.m.)
-over (n., u.m.)
up (n., u.m.)
camshaft
camel
back (rubber)
-backed (u.m.)
driver
-faced (u.m.)
camel's-hair (u.m.)
camp
fire
ground
stool
can
capper
not
canalside
candle
bomb
-foot
-hour
lighter
lit
-meter
-shaped (u.m.)
stand
stick
wick
wright
candystick
cane
-backed (u.m.)
brake
crusher
cutter
canker
-eaten (u.m.)
-mouthed (u.m.)
cannonball
canvas-covered (u.m.)
cap
-flash (v.)
nut
screw
sheaf
shore
car
barn
break
builder
fare
goose
hop
lot
-mile
pool
port
sick
wash
carbo (c.f.)
all one word
carbol (c.f.)
all one word
carcino (c.f.)
all one word
card
case
-index (u.m., v.)
player
sharp
stock
cardio (c.f.)
-aortic
rest one word
care
free
-laden (u.m.)
taker
-tired (u.m.)
worn
carpet
bagger
beater
-cleaning (u.m.)
-covered (u.m.)
fitter
layer
-smooth (u.m.)
-sweeping (u.m.)
weaver
-weaving (u.m.)
web
woven
carpo (c.f.)
-olecranal
rest one word
carriage-making (u.m.)
carrot
-colored (u.m.)
head (nonliteral)
juice
top (nonliteral)
carry
all (n., u.m.)
around (n., u.m.)
back (n., u.m.)
forward (n.)
-in (n., u.m.)
out (n., u.m.)
cart
wheel (coin)
whip
wright
case
bearer
finding
hammer
harden
lot
mated
caser-in
cash-flow
cast
away (n., u.m.)
back (n., u.m.)
-by (u.m.)
off (n., u.m.)
out (n., u.m.)
-ridden (u.m.)
-weld (v.)
caster
-off
-out
castlebuilder (nonliteral)
cat
back
beam
block
call
-eyed (u.m.)
face (n.)
fall
footed
gut
head
hole
-ion
nap
nip
-o'-nine-tails
stitch
walk
catch
all (n., u.m.)
-as-catch-can (u.m.)
cry
penny
plate
up (n., u.m.)
weight
word
cater
corner
wauling
cat's
-eye (nonliteral)
-paw (nonliteral)
cattle
#boat
feed
-raising (u.m.)
yak
cauliflower
-eared (u.m.)
#ware
cave
dweller
-dwelling (u.m.)
#fish
-in (n., u.m.)
cease-fire (n., u.m.)
cedar-colored (u.m.)
celi (c.f.)
all one word
celio (c.f.)
all one word
cement
-covered (u.m.)
mason
-temper (v.)
census-taking (u.m.)
center
#field (sports)
head (printing)
most
-second
centi (c.f.)
all one word
centimeter-gram-second
centri (c.f.)
all one word
centro (c.f.)
all one word
cephalo (c.f.)
all one word
cerato (c.f.)
all one word
cerebro (c.f.)
-ocular
rest one word
cervico (c.f.)
-occipital
-orbicular
rest one word
cess
pipe
pit
pool
chaffcutter
chain
-driven (u.m.)
stitch
chair
fast
mender
person
-shaped (u.m.)
warmer
chalk
cutter
-white (u.m.)
chapfallen
chapelgoing
char
broiler
coal
pit
charge
#book
off (n., u.m.)
out (n., u.m.)
chattermark
cheapskate
check
bite
book
-in (n., u.m.)
list
mark
nut
off (n., u.m.)
out (n., u.m.)
passer (n.)
point
rack
rail
rein
ring
roll
rope

row
sheet
strap
string
up (n., u.m.)
washer
weigher
checker
-in
-off
-out
-up
cheek
bone
strap
cheerleader
cheese
burger
cake
cloth
curd
cutter
head
lip
parer
plate
chemico (c.f.)
all one word
chemo (c.f.)
all one word
cherry
-colored (u.m.)
stone
(nonliteral)
#stone (literal)
chestnut
-colored (u.m.)
-red (u.m.)
chicken
bill
-billed (u.m.)
#breast
breasted
feed
heart
pox
#yard
chief
#justice
-justiceship
#mate
child
bearing
bed
birth
crowing
hood
kind
life
-minded (u.m.)
ridden
wife
chill-cast (u.m., v.)
chin
band
-bearded (u.m.)
-chin
cloth
cough
-high (u.m.)
rest
strap
china
-blue (u.m.)
#shop
Chinatown
chipmunk
chiro (c.f.)
all one word
chisel
-cut (u.m.)
-edged (u.m.)
#maker
chitchat
chitter-chatter
chloro (c.f.)
all one word
chock
ablock
-full (u.m.)
chocolate
-brown (u.m.)
-coated (u.m.)
#maker
choir#master
choke
bore
damp
out (n., u.m.)
point
strap
chole (c.f.)
all one word
chondro (c.f.)
-osseous
rest one word
chop
-chop
stick
chowchow
Christ
-given (u.m.)
-inspired (u.m.)
chromo (c.f.)
all one word
chrono (c.f.)
all one word
chuck
hole
plate
wagon
chucklehead
chunkhead
churchgoer
churn
-butted (u.m.)
milk
cigar
case
cutter
-shaped (u.m.)
cigarette
#holder
#maker
-making (u.m.)
cine (c.f.)
all one word
circum (pref.)
arctic, pacific, etc.
-Saturnal, etc.
rest one word
cirro (c.f.)
all one word
cis (pref.)
alpine
atlantic
-trans (u.m.)
rest one word
city
-born (u.m.)
-bred (u.m.)
folk
#man
scape
clam
bake
shell
clampdown (n., u.m.)
clap
net
trap
clasphook
class-conscious (u.m.)
claw
bar
-footed (u.m.)
hammer
hatchet
-tailed (u.m.)
clay
bank
-colored (u.m.)
pan
pit
works
clean
-cut (u.m.)
handed
out (n., u.m.)
-shaved (u.m.)
-smelling (u.m.)
up (n., u.m.)
clear
cole
-cut (u.m.)
cut (forestry) (n., v.)
-eyed (u.m.)
-sighted (u.m.)
up (n., u.m.)
wing
cleft
-footed (u.m.)
-graft (v.)
cliff
dweller
-dwelling (u.m.)
hanger
side
top
-worn (u.m.)
climbpath
clinch-built (u.m.)
clink-clank
clinker-built (u.m.)
clip
-clop
-edged (u.m.)
sheet
clipper-built (u.m.)
cloak-and-dagger (n., u.m.)
clock
case
face
-minded (u.m.)
setter
watcher
clod
head
hopping
pate
close
bred
-connected (u.m.)
cross
-cut (u.m.)
down (n.)
-fertilize (v.)
fisted
handed
-knit
minded
mouthed
out (n., u.m.)
up (n., u.m.)
closed
-circuit (u.m.)
#shop
cloth-backed (u.m.)
clothes
bag
basket
brush
horse
pin
press
rack
cloud
base
burst
cap
-hidden (u.m.)
clover
bloom
leaf
seed
sick
club
foot
hand
haul
mobile
ridden
root
-shaped (u.m.)
co (pref.)
-op
exist, operate, etc.
rest one word
coach
-and-four
builder
whip
coal
bag
bed
bin
-black (u.m.)
breaker
dealer
digger
-faced (u.m.)
hole
-laden (u.m.)
#loader
pit
rake
sack (astron. only)
shed
ship
coastside
coat
hanger
rack
tailed
cob
head
meal
shed
web
cock
bill
brain
crow
eye
fight
head
pit
spur
sure
-tailed (u.m.)
up (n., u.m.)
cockleshell
cockscomb
cod
bank
fishing
head
pitchings
smack
coffee
break
cake
-colored (u.m.)
-growing (u.m.)
pot
cofferdam
coffin-headed (u.m.)
cogwheel
coin-operated (u.m.)
cold
blooded
-chisel (v.)
cuts
-draw (v.)
finch
-flow (v.)
-forge (v.)
frame
-hammer (v.)
-hammered (u.m.)
pack
-press (v.)
-roll (v.)
-rolled (u.m.)
-short (u.m.)
-shortness
-shoulder (v.)
type (printing)
-work (v.)
cole
seed
slaw
coli (c.f.)
all one word
collar
bag
band
bone
colo (c.f.)
all one word
color
bearer
blind
#blindness
fast
-free (u.m.)
#line
type (printing) (n.)
-washed (u.m.)
comb-toothed (u.m.)

come
-along (tool)
back (n., u.m.)
-between (n.)
down (n.)
-off (n., u.m.)
-on (n., u.m.)
-out (n.)
-outer
uppance
comic # book
commander # in # chief
common
place
sense (n.)
sense (u.m.)
weal
wealth
companionship
cone
-shaped (u.m.)
speaker
conference # room
Congressman # at # Large
contra (pref.)
-acting
-approach
-ion
rest one word
cook
off (n., u.m.)
out (n., u.m.)
shack
stove
cooped
-in (u.m.)
-up (u.m.)
cop
out (v.)
out (n.)
copper
-bottomed (u.m.)
-colored (u.m.)
head
-headed (u.m.)
nose
plate
-plated (u.m.)
works
copy
cat
cutter
desk
fitter
holding
reader
right
coral
-beaded (u.m.)
-red (u.m.)
cork
-lined (u.m.)
screw
corn
bin
bread
cake
cob
cracker
crib
crusher
cutter
dodger
-fed (u.m.)
husk
loft
meal
stalk
starch
corner
bind
post
corpsmember
costo (c.f.)
all one word
cotton
-clad (u.m.)
-covered (u.m.)
-growing (u.m.)
mill
mouth (snake)
packer
seed
sick
countdown (n., u.m.)
counter
check (banking)
septum
-off
act, propaganda, etc.
as combining form, one word
country
-born (u.m.)
-bred (u.m.)
folk
people
side
court
bred
-martial
ship
cousin
-german
hood
-in-law
cover
alls
let
side
up (n., u.m.)
cow
barn
bell
catcher
-eyed (u.m.)
gate
hand
herd
hide
hitch
lick
path
pen
pox
puncher
shed
sucker
crab
cake
catcher
eater
faced
hole
meat
stick
crack
down (n., u.m.)
jaw
pot
-the-whip (n., u.m.)
up (n., u.m.)
cradle
side
song
cranio (c.f.)
all one word
crank
case
-driven (u.m.)
pin
pit
shaft
crapehanger
crashdive (v.)
crawlup (n., u.m.)
crazy
bone
cat
cream
cake
-colored (u.m.)
creditworthiness
creek
bed
side
creep
hole
mouse
crepe # de # chine
crestfallen
crew
cut
member
cribstrap
crime
fighter
wave
crisscross
crook
all one word
crooked
-foot (n.)
-legged (u.m.)
-nosed (u.m.)
-toothed (u.m.)
crop
-bound (u.m.)
-haired (u.m.)
head
-year
cross
-appeal
arm
band
bar
beam
bearer
bedded
belt
bench
-bidding
bill (bird)
bill (legal)
bind
bolt
bond
bones
bred
breed
-bridge (v.)
-brush (v.)
-carve (v.)
-channel (u.m.)
-check
-claim
-compound (v.)
-connect (v.)
-country (u.m.)
-cultivate (v.)
current
-curve (math.) (n.)
cut
-date (v.)
-drain (v.)
-dye (v.)
-dyeing (n.)
-examine (v.)
-eye (n., u.m.)
-eyed (u.m.)
fall
feed
-fertile (u.m.)
-fertilize (v.)
-fiber (u.m.)
file
fire
flow
foot
-grained (u.m.)
hair
hand
hatch
haul
head
-immunity
-index (u.m.)
-interrogate (v.)
-interrogatory
-invite (v.)
legged
legs
-level (v.)
-license (v.)
lift (v.)
lock
lots
mark
member
patch
path
plow (v.)
-pollinate (v.)
-purpose (n.)
-question
rail
-reaction
-refer (v.)
-reference
road
row
-service
-shaft
-slide
-staff
-sterile
-stitch
-stone
-stratification
-sue (v.)
-surge (v.)
talk
tie
town
track
trail
tree
under (n., u.m.)
-vote
walk
web
wind
word
crow
bait
bar
foot
crow's
-foot (nonliteral)
-nest (nonliteral)
crownbar
crybaby
crypto (c.f.)
-Christian, etc.
rest one word
crystal
-clear (u.m.)
-girded (u.m.)
-smooth (u.m.)
cubbyhole
cumulo (c.f.)
all one word
cup
bearer
cake
ful
head
curb
side
stoner
cure-all (n., u.m.)
curly
head
locks (n.)
currycomb
cussword
custom
-built (u.m.)
-made (u.m.)
-tailored (u.m.)
cut
away (n., u.m.)
back (n., u.m.)
glass
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
rate (u.m.)
throat
-toothed (u.m.)
-under (u.m.)
-up (n., u.m.)
cutter
-built (u.m.)
-down
head
-off
-out
-rigged (u.m.)
-up
cuttlebone
cyano (c.f.)
all one word
cyclecar
cyclo (c.f.)
-olefin
rest one word
cysto (c.f.)
all one word
cyto (c.f.)
all one word

D

D
-day
-major
-plus-4-day
dairy
-fed (u.m.)
-made (u.m.)
damp
proofing
-stained (u.m.)
damping-off (n., u.m.)
dancehall
danger # line
dare
-all (n., u.m.)
devil
say
dark
-eyed (u.m.)
horse (nonliteral)
-skinned (u.m.)
dash
plate
wheel
data
bank
base
date
lined
mark
daughter-in-law
dawn
-gray (u.m.)
streak
day
beam
bed
break
-bright (u.m.)
dawn
dream
-fly (aviation) (v.)
-flying (u.m.)
going
lighted
lit
long (u.m.)
mark
side
star
-to-day (u.m.)
de (pref.)
-air
icer
-ion
centralize, energize, etc.
rest one word
dead
-alive
beat (n.)
born
-burn (v.)
-cold (u.m.)
-dip (v.)
-drunk (u.m.)
-ender
eye (n.)
-eyed (u.m.)
fall
head
-heated (u.m.)
-heater
-heavy (u.m.)
latch
load
lock
melt
pan
pay
-roast (v.)
weight (n., u.m.)
deaf
-mute
-muteness
death
bed
blow
day
-divided (u.m.)
-doom (v.)
house
-struck (u.m.)
trap
watch
-weary (u.m.)
deckhand
deep
-affected (u.m.)
-cut (u.m.)
-felt (u.m.)
-freeze (u.m., v.)
-frying (u.m.)
going
-grown (u.m.)
-laid (u.m.)
most
mouthed
-rooted (u.m.)
-seated (u.m.)
-set (u.m.)
-sunk (u.m.)
-voiced (u.m.)
deer
drive (n.)
-eyed (u.m.)
food
herd
horn
hound
meat
stalker
stand
dehydr(o) (c.f.)
all one word
demi (pref.)
-Christian, etc.
-incognito
rest one word
dermato (c.f.)
all one word
desert-bred (u.m.)
desk # room
dessertspoon
deutero (c.f.)
all one word
devil
-devil
dog (a marine)
-inspired (u.m.)
-ridden (u.m.)
dew
beam
cap
-clad (u.m.)
claw
damp
-drenched (u.m.)
drop
fall
-fed (u.m.)
-laden (u.m.)
lap
point
dextro (c.f.)
all one word
di (pref.)
all one word
dia (pref.)
all one word
diamond
back
-backed (u.m.)
-shaped (u.m.)
diazo (c.f.)
-oxide
rest one word
dice
cup
play
die
-away (u.m.)
back
case
-cast (u.m., v.)
caster
-cut (u.m., v.)
cutter
hard (n., u.m.)
head
proof (philately) (n.)
setter
sinker
-square (u.m.)
stock
diesel
-driven (u.m.)
-electric (u.m.)
dillydally
dim
-lighted (u.m.)
lit
out (n., u.m.)
diner-out
ding
bat
dong
dining # room
dinitro (c.f.)
spray
rest one word
dip
-dye (v.)
-grained (u.m.)
head
stick
dipper-in
direct
-connected (u.m.)
-indirect
direction-finding (u.m.)
dirt
-cheap (u.m.)
fast
-incrusted (u.m.)
plate
dirty
-faced (u.m.)
-minded (u.m.)
work
dis (pref.)
all one word
dish
cloth
pan
rack
rag
washer
wiper
disk
jockey
pack
plow
-shaped (u.m.)
ditch
bank
digger
rider
side
dittograph
dive-bomb (v.)
do
-all (n., u.m.)
-gooder
-little (n., u.m.)
-nothing (n., u.m.)
dock
hand
head
side
dog
bite
-bitten (u.m.)
breeder
cart
catcher
-drawn (u.m.)
-ear (v.)
-eared (u.m.)
face (soldier)
-faced (u.m.)
fall
fight
food
-headed (u.m.)
hole
leg
owner
race
shore
sled
-tired (u.m.)
tooth
-toothed (u.m.)
trick
trot
watch
-weary (u.m.)
doll
face
-faced (u.m.)
dollyhead
donkey
back
-drawn (u.m.)
-eared (u.m.)
doomsday
door
bed
bell
case
check
frame
head
jamb
knob
mat
nail
plate
post
-shaped (u.m.)
sill
step
stop
dope
passer
pusher
sheet
dorsi (c.f.)
all one word
dorso (c.f.)
-occipital
rest one word
double
-barrel (n., u.m.)
-barreled (u.m.)
-bitt (v.)
-breasted (u.m.)
-charge (v.)
check (n., v.)
checked (u.m., v.)
-chinned (u.m.)
cross (nonliteral)
deal (v.)
-decker
-distilled (u.m.)
-duty (u.m.)
-dye (v.)
-edged (u.m.)
-ender
-entendre
handed
-headed (u.m.)
header
-jointed
-leaded (u.m.)
-quick (u.m.)
talk
tone (printing)
tree
-trouble
-up (u.m., v.)
work
dough
-colored (u.m.)
face
-faced (u.m.)
head
mixer
nut
down
beat
by
cast
check
coast
come
-covered (u.m.)
crier
cry
curved
cut
dale
draft
drag
face
fall

feed
filled
flow
fold
grade
gradient
growth
hanging
haul
hill
lead
lock (n.)
look
most
payment
pour
rate
right
river
rush
shore
side
sitting
slip
slope
-soft (u.m.)
spout
stage
stairs
state
stream
street
stroke
sun (adv., u.m.)
swing
take
throw
thrust
town
trampling
trend
trodden
turn
valley
weigh
weight
wind

draft
age (allowance)
#age
-exempt (u.m.)
drag
bar
bolt
net
pipe
rope
saw
staff
wire
dragger
-down
-in
-out
-up
dragon
-eyed (u.m.)
#piece
drain
cleaner
pipe
plug
tile
draw
-arch (n.)
arm
back
bar
beam
bench
bolt
bore
bridge
cut
down (n., u.m.)
file
gate
gear
glove
head
horse
knife
knot
link
loom

net
off (n., u.m.)
out (n., u.m.)
pin
plate
point
sheet
span
stop
string
tongs
tube
drawer
-down
-in
-off
-out
drawing
#board
#room
dream
-haunted (u.m.)
lore
world
dressup (n., u.m.)
dressing#room
drift
#boat
bolt
meter
-mining (u.m.)
pin
wind
drill
case
-like
stock
drip
cock
-drip
-dry (u.m., v.)
sheet
stick
drive
away (n., u.m.)
belt
bolt
cap

head
-in (n., u.m.)
pipe
screw
drop
away (n., u.m.)
bolt
-forge (v.)
front
hammer
head
kick
leaf (n., u.m.)
leg
off (n., u.m.)
out (n., u.m.)
sonde
stitch
drug
-addicted (u.m.)
mixer
passer
pusher
seller
drum
beat
fire
head
stick
-up (n., u.m.)
dry
-burnt (u.m.)
clean
-cure (v.)
dock
-dye (v.)
-farm (v.)
farming (n., u.m.)
lot
-pack (u.m., v.)
-rotted (u.m.)
-salt (v.)
wash
duck
bill
-billed (u.m.)
blind

foot (tool)
-footed (u.m.)
pin
pond
walk
due
-in (n., u.m.)
out (n., u.m.)
duffelbag
dug
out (n.)
-up (u.m.)
dull
-edged (u.m.)
head
-looking (u.m.)
-witted (u.m.)
dumdum
dumb
bell
head
waiter
dump
car
cart
dunderhead
duo (c.f.)
all one word
dust
bag
bin
brush
cloth
-covered (u.m.)
fall
-gray (u.m.)
-laden (u.m.)
pan
storm
duty-free (u.m.)
dwelling#house
dye
mixer
stuff
works
dys (pref.)
all one word

E

ear
ache
cap
drop
drum
flap
guard
hole
lap
mark
phone
-piercing (u.m.)
plug
ring
screw
shot
sore
splitting
tab
wax
wig
witness
earth
bank
born
-bred (u.m.)

fall
fast
-fed (u.m.)
fill
grubber
#house
kin
lit
mover
nut
quake
-shaking (u.m.)
slide
-stained (u.m.)
wall
east
-central (u.m.)
going
-northeast
-sider
-southeast
Eastertide
easy
going
mark (n.)
-rising (u.m.)

-spoken (u.m.)
eavesdrop
ebbtide
edge
#plane
shot
ways
eel
cake
catcher
fare
pot
pout
spear
egg
beater (all meanings)
cup
eater
fruit
head (nonliteral)
hot (n.)
nog
plant
-shaped (u.m.)

shell
-white (u.m.)
eight
-angled (u.m.)
fold
penny (nail)
-ply (u.m.)
score
-wheeler
elbowchair
elder
#brother
brotherhood
brotherly
-leaved (u.m.)
electro (c.f.)
-optics
-osmosis
-ultrafiltration
rest one word
embryo (c.f.)
all one word
empty
handed
-looking (u.m.)

en
#banc
#gros
#route
encephalo (c.f.)
all one word
end
-all (n., u.m.)
bell
brain
gate
lap
long
-match (v.)
matcher
-measure (v.)
most
-shrink (v.)
ways
ender
-on
-up
endo (c.f.)
all one word
engine
#shop

-sized (u.m.)
work
#worker
#yard
entero (c.f.)
all one word
entry#book
envelope
#holder
#maker
epi (pref.)
all one word
equi (c.f.)
-gram-molar
rest one word
ere
long
now
erythro (c.f.)
all one word
even
glow
handed
minded
-numbered (u.m.)
song
-tempered (u.m.)
tide
ever
-abiding (u.m.)
bearing
blooming
-constant (u.m.)
-fertile (u.m.)
glade
going
green
lasting
more
-normal (u.m.)
-present (u.m.)
-ready (u.m.)
sporting (biol.)
which
every
day (n., u.m.)
#day (each day)
how
one (all)
#one (distributive)
#time
evil
doer
-eyed (u.m.)
-faced (u.m.)
-looking (u.m.)
minded (u.m.)
sayer
speaker
wishing
ex
#cathedra
cathedral
communicate
-Governor
#libris
#officio
#post#facto
#rights
-serviceman
-trader
extra
-alimentary
-American
bold
-Britannic
-condensed (u.m.)
curricular
-fine (u.m.)
hazardous
judicial
-large (u.m.)
-long (u.m.)
marginal
mural
ordinary
polar
-strong (u.m.)
territorial
vascular
eye
ball
bank
bar
blink
-blurred (u.m.)
bolt
brow
-conscious (u.m.)
cup
flap
glance
glass
hole
lash
lens
lid
mark
-minded (u.m.)
peep
pit
point
service
shade
shield
shot
sick
sight
sore
spot
-spotted (u.m.)
stalk
strain
string
tooth
wash
#weariness
wink
witness

F

F
-flat
-horn
-sharp
fable
#book
teller
face
about (n., u.m., v.)
-arbor (v.)
cloth
-harden (v.)
-hardened (u.m.)
lifting
mark
-on (n., u.m.)
plate
up (n., u.m.)
fact
finding
sheet
fade
away (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
fail-safe
faint
heart
-voiced (u.m.)
fair
ground
-lead (n., u.m.)
minded
play
-skinned (u.m.)
fairy
folk
hood
tale
faithbreaker
fall
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
-plow (v.)
-sow (v.)
trap
fallow#land
false
-bottomed (u.m.)
-faced (u.m.)
hood
-tongued (u.m.)
fame
-crowned (u.m.)
-thirsty (u.m.)
fan
back
bearer
fare
fold
foot
-jet
-leaved (u.m.)
marker
-shaped (u.m.)
-tailed (u.m.)
fancy
-free (u.m.)
-loose (u.m.)
-woven (u.m.)
-wrought (u.m.)
far
-aloft (u.m.)
away (n., u.m.)
-borne (u.m.)
-distant (u.m.)
-eastern (u.m.)
-famed (u.m.)
fetched
flung (u.m.)
gone
-off (u.m.)
-reaching (u.m.)
seeing
-seen (u.m.)
-set (u.m.)
sight
farm
-bred (u.m.)
hand
hold
people
place
stead
fashion
-led (u.m.)
#piece (naut.)
-setting (u.m.)
fast
-anchored (u.m.)
back
-dyed (u.m.)
going
hold
-moving (u.m.)
-read (v.)
-reading (u.m.)
#time (daylight saving)
fat
back
-bellied (u.m.)
-free (u.m.)
head
-soluble (u.m.)
father
-confessor
-in-law
fault
finder
slip
faux#pas
fear
-free (u.m.)
nought
-pursued (u.m.)
-shaken (u.m.)
feather
bed (v.)
bone
brain
edge
-footed (u.m.)
head
-leaved (u.m.)
stitch
-stitched (u.m.)
-stitching
-tongue (v.)
weight
wing (moth)
fed-up (u.m.)
feeble
-bodied (u.m.)
minded
feed
back (n., u.m.)
bag
bin
crusher
cutter
head
lot
mixer
pipe
rack
stuff
feeder
-in
-up
fellow
craft
ship
rest two words
felt
cutter
-lined (u.m.)
packer
fenbank
fencepost
fern
-clad (u.m.)
leaf
-leaved (u.m.)
ferro (c.f.)
-carbon-titanium
-uranium
rest one word
fever
less
-stricken (u.m.)
trap
-warm (u.m.)
fiber
-faced (u.m.)
glass
stitch
Fiberglas (copyright)
fibro (c.f.)
-osteoma
rest one word
fickleminded (u.m.)
fiddle
back
-faddle
head
-shaped (u.m.)
stick
string
field
ball
glass
goal
-strip
fierce
-eyed (u.m.)
-looking (u.m.)
fiery
-flaming (u.m.)
-hot (u.m.)
-red (u.m.)
-tempered (u.m.)
fig
bar
eater
leaf
shell
figure
head
-of-eight (u.m.)
#work (printing)
file
card
-hard (u.m.)
setter
-soft (u.m.)
fill
-in (n., u.m.)
out (n., u.m.)
-up (n., u.m.)

filler
cap
-in
-out
-up
film
cutter
goer
going
slide
strip
-struck (u.m.)
fin
back
-shaped (u.m.)
fine
-cut (u.m., v.)
-draw (v.)
-drawn (u.m.)
-featured (u.m.)
-looking (u.m.)
-set (u.m.)
finger
breadth
-cut (u.m.)
hold
hole
hook
mark
nail
parted
post
print
shell
spin
stall
tip
fire
arm
back (n.)
ball
bell
bolt
bomb
brand
brat
break
brick
-burnt (u.m.)
-clad (u.m.)
coat
cracker
crest
-cure (v.)
damp
-eater
fall
fang
fighter
guard
-hardened (u.m.)
hose
lit
pit
place
plow
plug
-polish (v.)
-red (u.m.)
-resistant (u.m.)
safe
side
spout
trap
truck
wall
warden
firm
-footed (u.m.)
-set (u.m.)
-up (n., u.m.)
first
-aider
-born (u.m.)
-class (u.m.)
comer
hand (u.m.)
-made (u.m.)
-named (u.m.)
-nighter
-rate (u.m.)
-rater
fish
back
bed
-bellied (u.m.)
bolt
bone
bowl
cake
eater
eye
-eyed (u.m.)
fall
-fed (u.m.)
food
garth
hook
-joint (v.)
kill
meal
mouth
plate
pond
pool
pot
pound
trap
weir
works
fisher
folk
people
fishyback (n., u.m.)
fit
out (n.)
strip
five
bar
fold
-ply (u.m.)
-pointed (u.m.)
-reeler
score
-shooter
flag
bearer
pole
post
-raising (u.m.)
ship
-signal (v.)
staff
stick
flame
-colored (u.m.)
-cut (v.)
out (n.)
thrower
flannelmouth
flap
cake
doodle
-eared (u.m.)
jack
flare
back (n., u.m.)
out (n., u.m.)
path
up (n., u.m.)
flash
back (n., u.m.)
bulb
card
cube
gun
lamp
pan
point
flat
back (bookbinding)
bed (printing)
-bottomed (u.m.)
car
-compound (v.)
fold
foot (n.)
hat
head
iron
nose
out (n., u.m.)
-rolled (u.m.)
sawn
top
-topped (u.m.)
woods
flax
drop
-leaved (u.m.)
-polled (u.m.)
seed
wife
flea
bite
-bitten (u.m.)
fleet
foot
-footed (u.m.)
wing
flesh
brush
hook
-pink (u.m.)
pot
fleur-de-lis
flight
crew
-hour
path
-test (v.)
flimflam
flip
-flap
-flop
-up (n., u.m.)
flood
cock
flow
gate
lamp
lighting
mark
tide
wall
floor
beam
cloth
head
lamp
mat
mop
space
stain
walker
-waxing (u.m.)
flour
bag
bin
#mill
sack
flow
chart
meter
off (n., u.m.)
sheet
through
flower
bed
bud
-crowned (u.m.)
#grower
-hung (u.m.)
pot
-scented (u.m.)
#shop
flue-cure (v.)
fluid
-compressed (u.m.)
extract (pharm.) (n.)
glycerate
fluo (c.f.)
all one word
fluoro (c.f.)
all one word
flush
-cut (u.m.)
-decked (u.m.)
-decker
gate
fluvio (c.f.)
all one word
fly
away
back
ball
-bitten (u.m.)
blow
blown
-by-night (n., u.m.)
catcher
eater
-fish (v.)
-fisher
-fisherman
#fishing
flap
-free (u.m.)
leaf
paper
sheet
speck
-specked (u.m.)
tier
trap
weight
wheel
winch
flying
#boat
#fish
foam
bow
-crested (u.m.)
-white (u.m.)
fog
born
bow
dog
eater
-hidden (u.m.)
horn
-ridden (u.m.)
fold
-in
up (n., u.m.)
folk
free (u.m.)
lore
song
follow
-on
through (n., u.m.)
up (n., u.m.)
follower-up
food
packer
sick
stuff
foolhardy
foolscap
foot
-and-mouth (u.m.)
ball
band
bath
blower
brake
breadth
bridge
-candle
fall
-free (u.m.)
gear
-grain
hill
hold
lambert
licker
lining
locker
loose
mark
note
pad
path
pick
plate
-pound
-pound-second
print
race
rail
rest
rope
scald
-second
slogger
sore
stalk
stall
step
stick
stock
stool
-ton
walk
wall

-weary (u.m.)
worn
for (pref.)
all one word
fore
-age
-and-aft (n., u.m.)
-and-after (n.)
-edge
-end
-exercise
rest one word
forest
-clad (u.m.)
-covered (u.m.)
#land
side
fork
head
lift
-pronged (u.m.)
-tailed (u.m.)
form
fitting
#work (printing)
forth
coming
right
with
fortuneteller
forty-niner
foul
#line
-looking (u.m.)
mouthed
-spoken (u.m.)
-tongued (u.m.)
up (n., u.m.)
foundry#proof (printing)
fountainhead
four
-bagger
-ball (u.m.)
-eyed (u.m.)
flusher
fold
-footed (u.m.)
-in-hand (n., u.m.)
-masted (u.m.)
-master
penny (nail)
-ply (u.m.)
score
some
square
-wheeler
fox
-faced (u.m.)
hole
hound
skinned
tailed
trot
fracto (c.f.)
all one word
frameup (n., u.m.)
free
booter
born
drop
-for-all (n., u.m.)
-grown (u.m.)
hand (drawing)
handed
hold
lance
loader
-minded
masonry
-spoken (u.m.)
standing (u.m.)
thinker
trader
wheel (u.m., v.)
wheeler (n.)
#will (n.)
will (u.m.)
freeze
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
freight
#house
-mile
#room
french-minded (u.m.)
fresh
-looking (u.m.)
-painted (u.m.)
frog
belly
eater
-eyed (u.m.)
face
mouth
nose
pond
tongue (medicine)
front
-end (u.m.)
-focused (u.m.)
runner
stall
-wheel (u.m.)
fronto (c.f.)
-occipital
-orbital
rest one word
frost
bite
bow
-free (u.m.)
-hardy (u.m.)
-heaving (u.m.)
-killed (u.m.)
lamp
fruit
cake
#fly
growing
#shop
stalk
frying#pan
fuel
#line
#oil
full
back
-bellied (u.m.)
blood
-bound (u.m.)
face
-fashioned (u.m.)
-flowering (u.m.)
-grown (u.m.)
-handed (u.m.)
-headed (u.m.)
-lined (u.m.)
#load
mouth
-strength (u.m.)
-time (u.m.)
fundraising
funlover
funnel
form
-shaped (u.m.)
fur
-clad (u.m.)
coat
-lined (u.m.)
-trimmed (u.m.)
fuseplug

G

G
-major
-man
-minor
-sharp
gabfest
gad
about (n., u.m.)
fly
gaff-topsail
gag
-check (v.)
root
gaugepin
gain
say
-sharing (u.m.)
galact(o) (c.f.)
all one word
gallbladder
galley
#proof (printing)
-west (u.m.)
galvano (c.f.)
all one word
game
bag
cock
gang
boss
plank
saw
gapeseed
garnet-brown (u.m.)
gas
bag
bomb
-driven (u.m.)
-fired (u.m.)
firing
fitter
-heated (u.m.)
-laden (u.m.)
lamp
lighted
line (auto)
#line (people queue)
lock
meter
works
gastro (c.f.)
-omental
rest one word
gate
leg (u.m.)
pin
post
tender
works
gay
cat
-colored (u.m.)
#dog
-looking (u.m.)
gear
case
-driven (u.m.)
fitter
-operated (u.m.)
set
shift
wheel
gelatin
-coated (u.m.)
-making (u.m.)
gelatino (c.f.)
bromide
chloride
gem
cutter
-set (u.m.)
#stone
genito (c.f.)
all one word
gentle
folk
-looking (u.m.)
-mannered (u.m.)
mouthed
-spoken (u.m.)
geo (c.f.)
all one word
germ-free (u.m.)
gerrymander
get
-at-able
away (n., u.m.)
off (n., u.m.)
-together (n., u.m.)
up (n., u.m.)
ghost
-haunted (u.m.)
write (v.)
giddy
brain
head
-paced (u.m.)
gilt-edge (u.m.)
gin-run (u.m.)
ginger
bread
-colored (u.m.)
snap
spice
give
-and-take (n., u.m.)
away (n., u.m.)
glacio (c.f.)
all one word
glad
-cheered (u.m.)
-sad
glass
blower
cutter
-eater
-eyed (u.m.)
-hard (u.m.)
works
glauco (c.f.)
all one word
glidepath
globetrotter
glosso (c.f.)
all one word
glow
lamp
meter
gluc(o) (c.f.)
all one word
glue
pot
stock
glycero (c.f.)
all one word
glyco (c.f.)
all one word
go
-ahead (n., u.m.)
-around (n., u.m.)
-as-you-please (u.m.)
-back (n., u.m.)
-between (n.)
by (n.)
cart
-devil (n.)
-getter
-getting (n., u.m.)
-off (n., u.m.)
goalpost
goat
-bearded (u.m.)
-drunk (u.m.)
-eyed (u.m.)
herd
goat's
-hair
-horn
God
-conscious (u.m.)
-fearing (u.m.)
-forsaken (u.m.)
-given (u.m.)
head
-man
-ordained (u.m.)
-sent (u.m.)
-sped (u.m.)
speed
-taught (u.m.)
god
child
daughter
father
head
hood
less
mother
parent
send
ship
son
sonship
goggle-eyed (u.m.)

goings-on
gold
beater
brick (swindle)
#brick (of real gold)
-bright (u.m.)
-brown (u.m.)
digger
-filled (u.m.)
foil
-inlaid (u.m.)
leaf
plate (v.)
-plated (u.m.)
-plating (u.m.)
smithing
-wrought (u.m.)
golden
-fingered (u.m.)
-headed (u.m.)
mouthed
good
bye
-fellowship
-for-nothing (n., u.m.)
-looker
-looking (u.m.)
-natured (u.m.)
#will (kindness)
will (salable asset)
goose
bone
-cackle
-eyed (u.m.)
flesh
-footed (u.m.)
herd
mouth
neck
pimples
rump
step
wing
gospel
like
-true (u.m.)
gourdhead
Government (U.S. or foreign)
-in-exile
-owned (u.m.)
wide
governmentwide (State, city, etc.)
grab
-all (n., u.m.)
hook
rope
grade
finder
mark
grain
-cut (u.m.)
-laden (u.m.)
mark
sick
gram
-fast (u.m.)
-meter
-molecular
-negative (u.m.)
-positive (u.m.)
grand
aunt
child, etc.
stand
grant-in-aid
grape
fruit
juice
-leaved (u.m.)
seed
stalk
vine
graphalloy
grapho (c.f)
all one word
grass
-clad (u.m.)
-covered (u.m.)
cutter
flat
-green (u.m.)
hop
nut
plot
roots (nonliteral)
#roots (literal)
widow
grave
clothes
digger
side
stead
gravel-blind (u.m.)
gray
back (n., u.m.)
beard (n.)
-clad (u.m.)
coat (n.)
-eyed (u.m.)
-haired (u.m.)
head
-headed (u.m.)
out (n., u.m.)
great
-aunt
coat
-eared (u.m.)
-grandchild, etc.
-headed (u.m.)
heart
mouthed
green
back (n., u.m.)
belt (community)
-clad (u.m.)
-eyed (u.m.)
gage (plum)
gill
grocer
horn
-leaved (u.m.)
sand (geology)
sick
stuff
sward
town (community)
#wood (literal)
wood (forest)
greyhound
gridiron
griddlecake
grip
sack
wheel
gross-minded (u.m.)
ground
hog
mass
nut
path
plot
-sluicer
speed
wave
#water
group-connect (v.)
grownup (n., u.m.)
grubstake
guard
plate
rail
guestchamber
guidepost
guided-missile (u.m.)
guider-in
gum
boil
chewer
digger
drop
-gum
lac
-saline (n.)
shoe
gun
bearer
blast
builder
cotton
crew
deck
fight
fire
flint
lock
paper
pit
play
point
powder
rack
-rivet (v.)
runner
shot
-shy (u.m.)
sight
stock
wale
gut
less
string
gutter
blood
-bred (u.m.)
snipe
spout
gymno (c.f.)
all one word
gyneco (c.f.)
all one word
gyro
#horizon
#mechanism
#pelorus
plane, compass, etc.

H

H
-bar
-beam
-bomb
-hour
-piece
hack
barrow
hammer
log
saw
hailstorm
hair
band
breadth
brush
-check (n.)
cloth
cut (n.)
do
dresser
-fibered (u.m.)
lock
pin
space (printing)
splitting
spring
streak
stroke (printing)
half
-and-half (n., u.m.)
-afraid
-alive
-angry
back (football)
-backed (u.m.)
-baked (u.m.)
blood (n.)
-bound (u.m.)
-bred (u.m.)
breed
caste
-clear
cock (v.)
cocked (nonliteral)
-dark
deck
-decked (u.m.)
-decker
-feed (v.)
-hourly (u.m.)
-life
#load
-loaded (u.m.)
-mast
-miler
-monthly (u.m.)
-on (n., u.m.)
pace
penny
-ripe
-shy
-sole (v.)
staff
stitch
-strength (u.m.)
title
tone (printing)
track
-true
-truth
-weekly (u.m.)
wit
-witted (u.m.)
-yearly (u.m.)
hallmark
ham
shackle
string
hammer
cloth
dress (v.)
-hard (u.m.)
-harden (v.)
-hardened (u.m.)
head
lock
toe
-weld (v.)
-wrought (u.m.)
hand
bag
ball
bank (v.)
barrow
bill
-bound (u.m.)
bow
brake
breadth
brush
-built (u.m.)
car
-carry (v.)
cart
-carve (v.)
clap
clasp
-clean (v.)
crank
cuff
-cut (v.)
-embroidered (u.m.)
-fed (v.)
fold
grasp
grenade
grip
guard
gun
-high (u.m.)
hold
hole
-in-hand (u.m.)
kerchief
-knit (v.)
-knitter
laid
-letter (v.)
lift (truck)
liner
made
-me-down (n., u.m.)
mix (v.)
mold (v.)
mower

off (n., u.m.)
out (n., u.m.)
pick (v.)
post
press
print
rail
reading
saw
scrape (v.)
set
shake
spade
spike
splice
split
spring
spun
-stamp (v.)
stand
stitch
stroke
stuff
-tailored (u.m.)
tap
tool
-tooled (u.m.)
-tooling (u.m.)
truck
weave
wheel
worked
woven
write (v.)
written
wrought
handie-talkie
handlebar
hang
dog
nail
net
out (n., u.m.)
up (n.)
hanger
-back
-on
-up
happy-go-lucky
hara-kiri
harborside
hard
-and-fast (u.m.)
back (beetle)
-baked (u.m.)
-bitten (u.m)
-boiled (u.m.)
case
core
fist (n.)
-handed
hat (n.)
head
-hit (u.m.)
-looking (u.m.)
mouthed
nose
pan
-pressed (u.m.)
-set (u.m.)
ship
spun
stand
tack
top (auto)
-won (u.m.)
#work
-working (u.m.)
wrought
hare
brain
foot
hound
lip
-mad (u.m.)
harness-making (u.m.)
harum-scarum
has-been (n.)
hashmark
hat
band
brim
brush
cleaner
pin
rack
rail
stand
hatchet-faced (u.m.)
haul
about (n., u.m.)
away (n., u.m.)
back (n.)
have-not (n., u.m.)
haversack
hawk
bill
-billed (u.m.)
-nosed (u.m.)
hawse
hole
pipe
hay
band
cap
cart
cock
fork
lift
loft
market
mow
rack
rake
rick
-scented (u.m.)
seed
stack
wire
hazel
-eyed (u.m.)
nut
he-man
head
ache
achy
band
bander
block
cap
chair
cheese
chute
cloth
dress
-ender
first
frame
gate
gear
hunter
lamp
ledge
lighting
liner
lock
long
mold
most
note
-on (u.m.)
phone
plate
post
quarters
rail
reach
rest
ring
rope
set
shake
sill
space
spin
spring
stall
stand
start
stick
stock
stream
strong
wall
waiter
wind
header-up
heal-all (n., u.m.)
heart
ache
aching
beat
block
blood
break
burn
deep
felt
free (u.m.)
grief
heavy
leaf
-leaved (u.m.)
nut
quake
seed
sick
sore
string
struck
throb
-throbbing (u.m.)
-weary (u.m.)
hearth
rug
warming
heat
drops
-resistant (u.m.)
stroke
treat (v.)
-treating (u.m.)
heaven
-inspired (u.m.)
-sent (u.m.)
heaver
-off
-out
-over
heavy
back
-duty (u.m.)
-eyed (u.m.)
-footed (u.m.)
handed
-looking (u.m.)
-set (u.m.)
#water
weight (n., u.m.)
hecto (c.f.)
all one word
hedge
born
breaker
hog
hop
pig
row
heel
ball
band
block
cap
fast
grip
pad
path
plate
post
print
ring
stay
strap
tap
helio (c.f.)
all one word
hell
bender
bent
born
bred
cat
-dark (u.m.)
diver
dog
fire
hole
hound
-red (u.m.)
ship
helpmeet
helter-skelter
hemstitch
hema (c.f.)
all one word
hemato (c.f.)
all one word
hemi (pref.)
all one word
hemo (c.f.)
all one word
hemp
seed
string
hen
bill
coop
-feathered (u.m.)
pecked
roost
hence
forth
forward
hepato (c.f.)
all one word
hepta (c.f.)
all one word
here
about
after
at
by
from
in
inabove
inafter
inbefore
into
of
on
to
tofore
under
unto
upon
with
herringbone
hetero (c.f.)
-ousia, etc.
rest one word
hexa (c.f.)
all one word
hi
-fi
jack
hide
-and-seek (n., u.m.)
away (n., u.m.)
out (n., u.m.)
high
ball
binder
born
bred
brow (nonliteral)
-caliber (u.m.)
-class (u.m.)
flier (n.)
flying (u.m.)
-foreheaded (u.m.)
handed
-hat (v.)
jinks
lander
#light (literal)
light (nonlit.)
-minded (u.m.)
-power (u.m.)
-pressure (u.m., v.)
-priced (u.m.)
#proof
-reaching (u.m.)
-rigger (n.)
rise (building)
road
#seas
-speed (u.m.)
stepper
-tension (u.m.)
-up (u.m.)
#water
higher-up (n.)
hill
billy
culture (farming)
side
top

hind
brain
cast
gut (n.)
head
leg
most
quarter
saddle
sight
wing
hip
bone
mold
shot
hippo (c.f.)
all one word
histo (c.f.)
all one word
hit
-and-miss (u.m.)
-and-run (u.m.)
-or-miss (u.m.)
hitchhiker
hoarfrost
hoary-haired (u.m.)
hob
goblin
nail
nob
hobbyhorse
hocus-pocus
hodgepodge
hog
back
-backed (u.m.)
-faced (u.m.)
fat
frame
hide
nose (machine)
-nosed (u.m.)
pen
sty
-tie (v.)
wash
-wild (u.m.)
hog's-back (geol.)
hogshead
hoistaway (n.)
hold
all (n., u.m.)
back (n., u.m.)
-clear (n., u.m.)
down (n., u.m.)
fast (n., u.m.)
off (n., u.m.)
out (n., u.m.)
up (n., u.m.)
holder
-forth
-on
-up
hole
-high (u.m.)
through
hollow
back (bookbinding)
-backed (u.m.)
-eyed (u.m.)
faced
-ground (u.m.)
holo (c.f.)
all one word
home
-baked (u.m.)
body
born
bred
brew
builder
comer
-fed (u.m.)
felt
folk
freeze (u.m., v.)
front
furnishings (n.)
grown
lander
life
made
plate
seeker
sick
spun
stead
stretch
town
woven
homeo (c.f.)
all one word
homo
#legalis
#sapiens
homo (c.f.)
-ousia, etc.
rest one word
honey
-colored (u.m.)
comb
dew
drop
eater
-laden (u.m.)
lipped
moon
mouthed
pot
sucker
sweet
honor#man
hood
cap
mold
wink
hoof
beat
mark
print
-printed (u.m.)
hook
ladder
nose
-nosed (u.m.)
pin
up (n., u.m.)
hooker
-off
-on
-out
-over
-up
hoopstick
hop
about (n., u.m.)
off (n., u.m.)
scotch
toad
hopper
burn
dozer
horehound
hormono (c.f.)
all one word
horn
bill
blende
blower
-eyed (u.m.)
pipe
stay
tip
hornyhanded
horse
back
breaker
car
cloth
dealer
fair
fight
flesh
hair
head
herd
hide
hoof
-hour
jockey
laugh
meat
mint
play
pond
power-hour
power-year
pox
race
#sense (n.)
shoe
thief
whip
hot
bed
blood
-blooded (u.m.)
brain
cake
-cold
dog
foot
head (n.)
-mix (u.m.)
pack
patch
plate
-press (v.)
rod (nonliteral)
-roll (v.)
-rolled (u.m.)
spot
-work (v).
houndshark
hourglass
house
breaking
broken
builder
cleaner
-cleaning (u.m.)
coat
dress
father
furnishing(s) (n.)
guest
hold
husband
mother
parent
pest
-raising (u.m.)
ridden
top
trailer
wares
warming
wife
wright
how
-do-you-do (n.)
ever
soever
hub
cap
-deep (u.m.)
humankind
humble
bee
-looking (u.m.)
mouthed
-spirited (u.m.)
humdrum
humero (c.f.)
-olecranal
rest one word
hump
back
-shouldered (u.m.)
humpty-dumpty
hunchback
hundred
fold
-legged (u.m.)
-percenter
-pounder
weight
hung-up (u.m.)
hunger
-mad (u.m.)
-worn (u.m.)
hurly-burly
hush
-hush
up (n., u.m.)
hydro (c.f.)
electric, plant, power, etc.
#station
rest one word
hygro (c.f.)
all one word
hyper (pref.)
-Dorian, etc.
rest one word
hypo (c.f.)
all one word
hystero (c.f.)
-oophorectomy
-salpingo-oophorectomy
rest one word

I

I
-bar
-beam
-iron
-rail
ice
berg
blind
#blindness
blink
block
bone
breaker
cap
-clad (u.m.)
-cold (u.m.)
-cooled (u.m.)
-covered (u.m.)
fall
#fishing
floe (island)
flow (current)
-free (u.m.)
melt
pack
plant
plow
quake
#water
ichthyo (c.f.)
all one word
ideo (c.f.)
-unit
rest one word
idle
headed
-looking (u.m.)
-minded (u.m.)
ileo (c.f.)
all one word
ilio (c.f.)
all one word
ill
-advised (u.m.)
-being (n.)
-born (u.m.)
-bred (u.m.)
#breeding (n.)
-doing (n., u.m.)
-fated (u.m.)
-humored (u.m.)
-looking (u.m.)
-treat (v.)
-use (v.)
-wisher
-wishing (u.m.)
in
-and-in (u.m.)
-and-out (u.m.)
-and-outer
-being (u.m.)
-flight (u.m.)
-house
-law (n.)
asmuch, sofar
#re, #rem, #situ, etc.
in (pref.)
active (u.m.)
depth (u.m.)
hospital (u.m.)
migration (u.m.)
service (u.m.), etc.

inch
-deep (u.m.)
-long (u.m.)
meal
-pound
-ton
index-digest
indigo
-blue (u.m.)
-carmine (u.m.)
Indo (c.f.)
chinese
-European, etc.
infra (pref.)
-anal
-auricular
-axillary
-esophageal
-umbilical
rest one word
inguino (c.f.)
all one word
ink
-black (u.m.)
mixer
pot
slinger
spot
-spotted (u.m)
stain
stand
well
inner
-city (u.m.)
#man
spring
ino (c.f.)
all one word
insect-borne (u.m.)
inter (pref.)
-American, etc.
rest one word
intra (pref.)
-atomic, etc.
rest one word
intro (pref.)
all one word
Irish
-American (u.m.)
-born (u.m.)
iron
back
-braced (u.m.)
clad
fisted
-free (u.m.)
handed
hard
-lined (u.m.)
mold
-red (u.m.)
shod
shot (mineral) (u.m.)
#shot (golf)
side
works
ironer-up
island
-born (u.m.)
-dotted (u.m.)
iso (c.f.)
-octane
-oleic
-osmosis
rest one word
ivory
-tinted (u.m.)
type (photog.)
-white (u.m.)
ivy
-clad (u.m.)
-covered (u.m.)

J

J-bolt
jack
ass
hammer
head
-in-the-box
knife
-of-all-trades
-o'-lantern
-plane (v.)
pot
rabbit
screw
shaft
snipe
stay
straw
tar
jam
nut
packed
jaw
bone
breaker
foot
-locked (u.m.)
twister
jay
hawk
walk
jelly
bean
roll
jerry
-build (v.)
builder
-built (u.m.)
jet
black (u.m.)
liner
port
-powered (u.m.)
prop
-propelled (u.m.)
stream
wash
jewel
-bright (u.m.)
-studded (u.m.)
jew's-harp
jib
head
-o-jib
stay
jig
-a-jig
back
-drill (v.)
saw
job
seeker
#shop
joggle#piece
joint#owner
joulemeter
joy
hop
killer
ride
stick
jump
off (n., u.m.)
rock
jungle
-clad (u.m.)
-covered (u.m.)
side
junkpile
jury
#box
-fixing (u.m.)
-rigged (u.m.)
juxta (c.f.)
-ampullar
-articular
rest one word

K

K
-ration
-term
keel
block
fat
haul
-laying (u.m.)
#line
keepsake
kerato (c.f.)
all one word
kettle
drum
stitch
key
bolt
hole
lock
note
punch
ring
seat
stop
word
kick
about (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
up (n., u.m.)
killjoy
kiln
-dry (u.m., v.)
eye
hole
rib
stick
tree
kilo (pref.)
gram-meter
voltampere
watthour
rest one word
kindheart
king
bolt
head
hood
hunter
pin
kins
folk
people
kiss-off (n., u.m.)
kite
flier
flying
knapsack
knee
-braced (u.m.)
brush
cap
-deep (u.m.)
-high (u.m.)
hole
pad
pan
strap
knick
knack
point
knight
-errant
head
hood
knitback
knob
kerrie
stick
knock
about (n., u.m.)
away (n., u.m.)
down (n., u.m.)
-knee (n.)
-kneed (u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
knocker
-off
-up
knot
hole
horn
know
-all (n., u.m.)
-how (n., u.m.)
-it-all (n., u.m.)
-little (n., u.m.)
-nothing (n., u.m.)
knuckle
bone
-deep (u.m.)
-kneed (u.m.)
Ku#Klux#Klan

L

L
-bar
-beam
-block
-shaped
-square
labio (c.f.)
all one word
laborsaving
lace
-edged (u.m.)
#edging
wing (insect)
-winged (u.m.)
worked
lackluster
ladder-backed (u.m.)
lady
beetle
finger
killer
ship
lake
bed
front
lander
shore
side
lameduck (nonliteral) (n., u.m.)
lamp
black
-blown (u.m.)
-foot
hole
-hour
#house
lighter
lit
post
shade
stand
wick

land
#base
-based (u.m.)
#bird
fall
fast
fill
flood
form
grabber
-grant (u.m.)
holding
lady
locked
look
lord
lubber
mark
mass
mine
-poor (u.m.)
right
scape
sick
side
slide
slip
spout
storm
wash
wire
wrack
lantern-jawed (u.m.)
lap
belt
-lap
robe
streak
weld (v.)
-welded (u.m.)
-welding (u.m.)
large
-eyed
-handed (u.m.)
-minded (u.m.)
mouthed
-scale (u.m.)
lark
-colored (u.m.)
spur
laryngo (c.f.)
all one word
last
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
string
late
-born (u.m.)
comer
-lamented (u.m.)
-maturing (u.m.)
latero (c.f.)
all one word
lath-backed (u.m.)
lathe-bore (v.)
latter
-day (u.m.)
most
laughingstock
laundry#room
law
-abiding (u.m.)
breaker
-fettered (u.m.)
giver
suit
lawnmower
lay
away (n., u.m.)
back (n., u.m.)
-by (n.)
down (n., u.m.)
-minded (u.m.)
off (n., u.m.)
on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
layer
-on
-out
-over
-up
lazy
bones
boots
legs
lead
-alpha
-burn (v.)
-filled (u.m.)
-gray (u.m.)
-in (n., u.m.)
line
#line (medical, naut. only)
off (n., u.m.)
out (n., u.m.)
leaden
-eyed (u.m.)
pated
-souled (u.m.)
leader#line
leaf
bud
-clad (u.m.)
-eating (u.m.)
-red (u.m.)
-shaped (u.m.)
stalk
lean
-faced (u.m.)
-looking (u.m.)
-to (n., u.m.)
leapfrog
lease
back (n., u.m.)
hold
leather
back
-backed (u.m.)
-bound (u.m.)
-brown (u.m.)
-covered (u.m.)
head
neck
side
leavetaking
lee-bow (v.)
leech
eater
#rope
left
-bank (v.)
#field (sports)
-hand (u.m.)
-handed (u.m.)
-hander
most
-sided (u.m.)
wing (political)
leg
band
puller
rope (v.)
lend-lease
lepto (c.f.)
all one word
let
down (n., u.m.)
off (n., u.m.)
up (n., u.m.)
letter
drop
gram
head
-perfect (u.m.)
press
space
leuc(o) (c.f.)
all one word
liberal-minded (u.m.)
lieutenant
#colonel
-colonelcy
#governor
-governorship
life
belt
blood
drop
float
giver
guard
hold
jacket
long
raft
ring
saver
-size (u.m.)
-sized (u.m.)
span
spring
stream
style
tide
vest
weary (u.m.)
lift-off (n., u.m.)
light
-armed (u.m.)
-clad (u.m.)
-colored (u.m.)
-drab (u.m.)
-draft (u.m.)
face (printing)
-footed (u.m.)
handed
house#keeping (nautical)
#housekeeping (domestic)
mouthed
-producing (u.m.)
ship
-struck (u.m.)
weight (n., u.m.)
-year
lighter-than-air (u.m.)
like
-looking (u.m.)
-minded (u.m.)
lily
handed
-shaped (u.m.)
-white (u.m.)
lime
juice
kiln
lighter
pit
quat
wash
linch
bolt
pin
line
-bred (u.m.)
-breed (v.)
casting
crew
cut (printing)
finder
up (n., u.m.)
walker
link
up (n., u.m.)
#up (v.)
lion
-bold (u.m.)
-headed (u.m.)
-maned (u.m.)
lip
read
service
stick
listener-in
litho (c.f.)
-offset
rest one word
little
-known (u.m.)
neck (clam)
-used (u.m.)
live
#load
long
stock
#wire
wire (nonliteral)
liver
-brown (u.m.)
-colored (u.m.)
wurst
living#room
loadmeter
loanword
lob
fig
lolly
lobster-tailed (u.m.)
lock
fast
hole
jaw
nut
out (n., u.m.)
pin
ring
step
stitch
up (n., u.m.)
washer
locker#room
lode
star
stuff
log
jam
roll
sheet
loggerhead
logo (c.f.)
all one word
long
-awaited (u.m.)
beard (n.)
-bearded (u.m.)
-billed (u.m.)
bow
cloth
-distance (u.m.)
-drawn (u.m.)
felt
hair (n.)
-haired (u.m.)
hand (nonlit.)
-handed (u.m.)
-handled (u.m.)
head (n.)
horn (cattle)
-horned (u.m.)
leaf
-leaved (u.m.)
-legged (u.m.)
legs (n.)
-lived (u.m.)
mouthed
-necked (u.m.)
nose (n.)
-nosed (u.m.)
-past (u.m.)
play (records)
playing (u.m.)
run (u.m.)
spun
standing (u.m.)
stitch
wave (radio)
ways
wool (sheep)
look
down (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
through (n., u.m.)
looker-on
loop
hole
stitch
loose
leaf (u.m.)
mouthed
-tongued (u.m.)
lop
-eared (u.m.)
sided
loud
mouthed
speaker (radio)
-voiced (u.m.)
love
born
-inspired (u.m.)
lorn
seat
sick
low
born
bred
brow (nonlit.)
browed (nonliteral)

-built (u.m.)
down (n., u.m.)
-downer
-lander
-lived (u.m.)
-lying (u.m.)
-power (u.m.)
-pressure (u.m.)
#water
lower
case (printing)
most
lug
bolt
mark
sail
lukewarm
lumber
jack
#room
lumbo (c.f.)
-ovarian
rest one word
lumen-hour
lung
-grown (u.m.)
motor
lying-in (n., u.m.)

M

M-day
macebearer
machine
-finished (u.m.)
gun
-hour
-made (u.m.)
#shop
#work
macro (c.f.)
all one word
mad
brain
cap
made
-over (u.m.)
-up (u.m.)
magnetite
-basalt
-olivinite
-spinellite
magneto (c.f.)
-optics
rest one word
mahjong
maid
#of#honor
servant
maiden
hair
head
hood
mail
bag
clad
clerk
guard
-order (u.m.)
pouch
truck
main
frame
mast
pin
sail
sheet
spring
stay
stream (nonliteral)
top
topmost
#yard
major
-domo
-leaguer
-minor
make
-believe (n., u.m.)
fast (n.)
ready (printing)
shift
up (n., u.m.)
weight
maker
-off
-up
making#up
mal (c.f.)
all one word
man
back
-child
-created (u.m.)
-day
eater
-fashion (u.m.)
-grown (u.m.)
handle
hater
-high (u.m.)
hole
hood
-hour
killer
kind
made (u.m.)
-minute
-of-war (ship)
rope
servant
-size (u.m.)
slaughter
slayer
stealer
stopper
trap
-woman
-year
manic-depressive
manifold
mantel
shelf
tree
many
-colored (u.m.)
-folded (u.m.)
plies
-sided (u.m.)
map
reader
tack
marble
head
-looking (u.m.)
-topped (u.m.)
-white (u.m.)
mare's
-nest
-tail
mark
down (n., u.m.)
off (n., u.m.)
shot
up (n., u.m.)
marker
-down
-off
-up
marketplace
marrowbone
marsh
buck
mallow (confection)
#mallow (plant)
mass
-minded (u.m.)
-produce (v.)
mast
-brown (u.m.)
head
master
#at#arms
mind
#of#ceremonies
ship
#workman
mat-covered (u.m.)
match
head
-lined (u.m.)
mark
safe
stick
maxi (n.)
maxi (pref.)
all one word
May
#Day
-day (u.m.)
pole
tide
may
be (adv.)
beetle
day (distress call)
hap
mealymouth
mean
-acting (u.m.)
-spirited (u.m.)
time (meanwhile)
#time (astronomical)
tone (u.m.)
while
meat
ball
cutter
-eater
-fed (u.m.)
hook
-hungry (u.m.)
packer
works
wrapper
mechanico (c.f.)
all one word
medico (c.f.)
all one word
medio (c.f.)
all one word
medium
-brown (u.m.)
-size(d) (u.m.)
weight (n., u.m.)
meek
-eyed (u.m.)
-spirited (u.m.)
meetingplace
megalo (c.f.)
all one word
melon
-laden (u.m.)
-shaped (u.m.)
melt
down (n., u.m.)
water
men
folk
kind
meningo (c.f.)
all one word
merry
-go-round
meeting
-minded (u.m.)
meshbag
meso (c.f.)
all one word
mess
hall
kit
tin
-up (n., u.m.)
meta (pref.)
all one word
metal
ammonium
-clad (u.m.)
-coated (u.m.)
-lined (u.m.)
works
meter
-amperes
gram
-kilogram
-kilogram-second
-millimeter
metro (c.f.)
all one word
mezzo
graph
relievo
soprano
tint
micro (c.f.)
-organism
rest one word
mid (c.f.)
-American, etc.
-April
day
-decade
-dish
-ice
-1958
-Pacific, etc.
-Victorian, etc.
rest one word
middle
-aged (u.m.)
breaker
brow (nonlit.)
-burst (v.)
buster
most
-of-the-roader
-sized (u.m.)
splitter
weight
midi (n.)
midi (pref.)
all one word
mighty-handed (u.m.)
mil-foot
mild
-cured (u.m.)
-spoken (u.m.)
mile
-long (u.m.)
-ohm
post
-pound
-ton
-wide (u.m.)
milk
-fed (u.m.)
head
shake
shed
sick
sop
-white (u.m.)
mill
cake
course
dam
feed
hand
-headed (u.m.)
pond
post
race
ring
stock
stream
wright
milli (c.f.)
gram-hour
rest one word
mincemeat
mind
-healing (u.m.)
reader
set (n.)
sight
mine
layer
ship
sweeper
thrower
works
mini (n.)
mini (pref.)
all one word
minor-leaguer
minute#book
mirror
-faced (u.m.)
scope
mis (pref.)
all one word
mist
bow
-clad (u.m.)

-covered (u.m.)
fall
miter
#box
-lock (v.)
mix
blood
up (n.)
mixing#room
mizzenmast
mock
-heroic (u.m.)
up (n., u.m.)
mocker-up
mocking
stock
-up (u.m.)
mold
made (u.m.)
#shop
mole
catcher
-eyed (u.m.)
head
heap
hill
money
bag
changer
getter
grubber
lender
-mad (u.m.)
saver
monkey
-faced (u.m.)
nut
pod
pot
shine
mono (c.f.)
-ideistic
-iodo
-iodohydrin
-ion
-ousian
rest one word
month
end
long (u.m.)
moon
beam
bill
blind
#blindness
blink
born
-bright (u.m.)
calf
down
eye
face
gazing
glow
head
lighter
lit
-mad (u.m.)
path
rise
sail
set
shade
shine
shot
sick
struck
tide
walker
-white (u.m.)
moosecall
mop
head
stick
up (n., u.m.)
mopper-up
mopping-up (u.m.)
morningtide
mosquito
#boat
-free (u.m.)
moss
back
-clad (u.m.)
-green (u.m.)
-grown (u.m.)
head
-lined (u.m.)
most-favored-nation (u.m.)
moth
ball
-eaten (u.m.)
hole
mother
hood
-in-law
-of-pearl
moto (c.f.)
all one word
motor
bike
bus
cab
cade
car
coach
cycle
-driven (u.m.)
drome
jet
-minded (u.m.)
ship
truck
van
moundbuilder
mountain
-high (u.m.)
side
top
-walled (u.m.)
mouse
-brown (u.m.)
-eared (u.m.)
-eaten (u.m.)
hole
trap
mouth
-filling (u.m.)
-made (u.m.)
wash
muck
rake (v.)
sweat
muco (c.f.)
all one word
mud
bank
bath
cap
-colored (u.m.)
flat
flow
guard
head
hole
lark
sill
slinger
-splashed (u.m.)
stain
sucker
track
muddlehead
mule
back
skinner
multi (c.f.)
all one word
multiple-purpose (u.m.)
music
lover
-mad (u.m.)
musico (c.f.)
all one word
musk
melon
rat
mutton
#chop (meat)
chop (shape)
fist
head
myria (c.f.)
all one word
mytho (c.f.)
all one word
myxo (c.f.)
all one word

-N

nail
bin
brush
head
-headed (u.m.)
print
puller
rod
-shaped (u.m.)
-studded (u.m.)
name
-calling (u.m.)
-dropping (u.m.)
plate
sake
narco (c.f.)
all one word
narrow
heartedness
-mouthed (u.m.)
minded
naso (c.f.)
-occipital
-orbital
rest one word
native-born (u.m.)
navy-blue (u.m.)
near
-acquainted (u.m.)
-bordering (u.m.)
by
-miss
sighted
neat's-foot (u.m.)
neck
band
bone
-breaking (u.m.)
cloth
-deep (u.m.)
fast
guard
-high (u.m.)
hole
lace
mold
tie
necro (c.f.)
all one word
needle
bill
case
-made (u.m.)
point
-shaped (u.m.)
-sharp (u.m.)
worked
ne'er-do-well
neo (c.f.)
-Greek, etc.
rest one word
nephro (c.f.)
all one word
nerve
ache
-celled (u.m.)
-racked (u.m.)
net
ball
braider
-veined (u.m.)
nettle
fire
foot
some
neuro (c.f.)
all one word
never
-ending (u.m.)
more
theless
new
born
-car (u.m.)
comer
-created (u.m.)
fangled
-fashioned (u.m.)
-front (v.)
-made (u.m.)
-mown (u.m.)
-rich (u.m.)
newlywed
news
case
cast
clip
dealer
-greedy (u.m.)
letter
paper
paper#work
paper#worker
photo
print
reader
reel
sheet
stand
story
teller
nick
-eared (u.m.)
name
nickel
plate (v.)
-plated (u.m.)
-plating (u.m.)
type
night
-black (u.m.)
cap
-clad (u.m.)
clothes
club
dress
fall
-fly (aviation) (v.)
-flying (u.m.)
gown
-grown (u.m.)
hawk
long (u.m.)
mare
shade
shirt
side
tide
-veiled (u.m.)
walker
nimble
-fingered (u.m.)
footed
nimbostratus (clouds)
nine
fold
holes
-lived (u.m.)
penny (nail)
pin
score
nitro (c.f.)
-hydro-carbon
rest one word
no
-account (n., u.m.)
-fault
-good (n., u.m.)
-hitter (n.)
how
#man's land
-par (u.m.)
-par-value (u.m.)
-show (n., u.m.)
-thoroughfare (n.)
whit
noble
-born (u.m.)
-featured (u.m.)
heartedness
-looking (u.m.)
-minded (u.m.)
nol-pros (v.)

non
-civil-service (u.m.)
-European, etc.
-pros (v.)
#sequitur, etc.
-tumor-bearing (u.m.)
as prefix, one word
none
such
theless

noon
day
tide
north
-central (u.m.)
east
going
most
-northeast
-sider

nose
bag
bleed
bone
dive
down (n., u.m.)
gay
guard
-high (u.m.)
hole
-led (u.m.)
pipe
ring
-thumbing (u.m.)
up (n., u.m.)
wheel
notehead
notwithstanding
novel
-reading (u.m.)
#writer
-writing (u.m.)
nucleo (c.f.)
all one word

nut
breaker
-brown (u.m.)
cake
cracker
hatch
hook
pecker
pick
-shaped (u.m.)
shell
sweet

O

oak
-beamed (u.m.)
-clad (u.m.)
-green (u.m.)
-leaved (u.m.)
oar
-footed (u.m.)
lock
oat
bin
cake
-fed (u.m.)
meal
seed
oathbreaker
oblong
-elliptic (u.m.)
-leaved (u.m.)
-linear (u.m.)
-ovate (u.m.)
-shaped (u.m.)
-triangular (u.m.)
occipito (c.f.)
-otic
rest one word
ocean
-born (u.m.)
-girdled (u.m.)
going
side
-spanning (u.m.)
octo (c.f.)
all one word
odd
-jobber
-job man
-looking (u.m.)
-numbered (u.m.)
off
-and on (u.m.)
beat
cast
center (u.m.)
color (u.m.)
-colored (u.m.)
cut (printing)
day
-fall (v.)
-flavor (n., u.m.)
-flow
-go (n.)
going
grade
hand
-hours
loading
look
-lying (u.m.)
peak
print
put
-reckoning (n.)
saddle
scape
scour
scum
-season
set
shoot
shore
side
-sorts (n.)
spring
stage
street
take
-the-record (u.m.)
type
-wheel (n.)
-wheeler (n.)
-white (u.m.)
office
#boy
seeker
-seeking (u.m.)
oftentimes
ofttimes
ohm
-ammeter
meter
-mile
oil
cake
can
cloth
coat
cup
-driven (u.m.)
-fed (u.m.)
-forming (u.m.)
-harden (v.)
hole
meal
paper
proofing
seed
skinned
-soaked (u.m.)
spill
stove
-temper (v.)
tightness
old
-fashioned (u.m.)
-fogy (u.m.)
-growing (u.m.)
-looking (u.m.)
#maid
-maidish (u.m.)
#man
-new
style (printing)
timer
#woman
-young
oleo
#butter
#gear
#oil
#strut
as combining form, one word
olive
-brown (u.m.)
-clad (u.m.)
-drab (u.m.)
-growing (u.m.)
-skinned (u.m.)
wood
#wood (color)
omni (c.f.)
-ignorant
rest one word
on
-and-off (n., u.m.)
-go (n.)
going
noun, adjective, one word
once
-over (n.)
-run (u.m.)
one
-acter
-armed (u.m.)
-decker
-eyed (u.m.)
fold
-half
-handed (u.m.)
ness
-piece (u.m.)
self
-sided (u.m.)
-sidedness
signed (u.m.)
-step (dance)
-striper
time (formerly) (u.m.)
-time (one action) (u.m.)
-two-three
-way (u.m.)
onion peel
open
-air (u.m.)
-armed (u.m.)
-back (u.m.)
-backed (u.m.)
band (yarn)
cast
cut (mining)
-faced (u.m.)
handed
#house
minded
mouthed
#shop
side (u.m.)
-sided (u.m.)
worked
opera
goer
going
#house
ophthalmo (c.f.)
all one word
orange
ade
colored (u.m.)
peel
-red (u.m.)
stick
orchard#house
orderly#room
organo (c.f.)
all one word
ornitho (c.f.)
all one word
orrisroot
ortho (c.f.)
all one word
osteo (c.f.)
all one word
oto (c.f.)
all one word
out
-and-out (u.m.)
-and-outer (n.)
-loud (u.m.)
-Machiavelli, etc.
migration
-of-date (u.m.)
-of-door(s) (u.m.)
-of-State (u.m.)
-of-the-way (u.m.)
-to-out (u.m.)
as prefix, one word
outer
-city (u.m.)
#man
most
outward
-bound (u.m.)
-bounder
ovate
-acuminate (u.m.)
-oblong (u.m.)
ovato (c.f.)
-oblong
-orbicular
rest one word
oven
baked
dried
peel
over
age (surplus)
age (older) (n., u.m.)
all (all meanings)
-the-counter (u.m.)
as combining form, one word
owl-eyed (u.m.)
ox
biter
blood (color)
bow
brake
cart
cheek
eye
-eyed (u.m.)
gall
harrow
hide
horn
shoe
oxy (c.f.)
all one word
oyster
bed
root
seed
shell
-white (u.m.)

P

pace-setting
(u.m.)
pachy (c.f.)
all one word
pack
builder
cloth
horse
-laden (u.m.)
sack
saddle
staff
thread
up (n., u.m.)
packing#box
pad
cloth
lock
tree
paddlefoot
page
-for-page (u.m.)
#proof (printing)
painkiller
painstaking
paint
brush
mixer
pot
stained (u.m.)
pale
belly
-blue (u.m.)
buck
-cheeked (u.m.)
face (n.)
-faced (u.m.)
-looking (u.m.)
-reddish (u.m.)
paleo (c.f.)
-Christian, etc.
rest one word
pallbearer
palm
-green (u.m.)
-shaded (u.m.)
palmi (c.f.)
all one word
pan
-American, etc.
-broil (v.)
#ice
rest one word
Pan
#American
Union
(official name)
hellenic
panel-lined
(u.m.)
panic-stricken
(u.m.)
panto (c.f.)
all one word
panty hose
paper
back (n.)
#box
cutter
hanger
shell (n., u.m.)
-shelled (u.m.)
-thin (u.m.)
weight
-white (u.m.)
papier#mache
para (c.f. or pref.)
-aminobenzoic
-analgesia
-anesthesia
#red
rest one word
parcel-plate (v.)
parchment
-covered (u.m.)
#maker
-making (u.m.)
parieto (c.f.)
-occipital
rest one word
parimutuel
part
-finished (u.m.)
#owner
-time (u.m.)
-timer (n.)
#way
parti (c.f.)
all one word
party#line
parvi (c.f.)
all one word
pass
back (n.)
key
out (n., u.m.)
port
through
word
passenger-mile
passer(s)-by
passion
-driven (u.m.)
-feeding (u.m.)
-filled (u.m.)
paste
down (n., u.m.)
pot
up (n., u.m.)
patent-in-fee
path
breaker
finder
patho (c.f.)
all one word
patri (c.f.)
all one word
pattycake
pawnbroker
pay
back (n., u.m.)
check
day
dirt
off (n., u.m.)
out (n., u.m.)
roll
sheet
-TV
pea
coat
cod
-green (u.m.)
jacket
nut
shooter
-sized (u.m.)
stick
peace
-blessed (u.m.)
breaker
-loving (u.m.)
peach
bloom
blow (color)
-colored (u.m.)
pear-shaped
(u.m.)
pearl
-eyed (u.m.)
fishing
-pure (u.m.)
-set (u.m.)
-studded (u.m.)
-white (u.m.)
peat
-roofed (u.m.)
stack
pebble
-paved (u.m.)
-strewn (u.m.)
peeloff (n., u.m.)
peep
eye
hole
show
sight
pegleg
pellmell
pen
-cancel (v.)
head
knife
manship
point
pusher
rack
script-
-shaped (u.m.)
stock
trough
pencil
#box
-mark (v.)
penny
-a-liner
pincher
weight
winkle
worth
pent-up (u.m.)
penta (c.f.)
-acetate
rest one word
peptalk
pepper
corn
mint
pot
-red (u.m.)
per
cent
#centum
compound
(chemical)
current
(botanical)
#diem
salt (chemical)
#se
sulfide
peri (pref.)
-insular
rest one word
permafrost
pest
hole
-ridden (u.m.)
petcock
peternet
petro (c.f.)
-occipital
rest one word
pharmaco (c.f.)
-oryctology
rest one word
pharyngo (c.f.)
-esophageal
-oral
rest one word
phase
meter
out (n., u.m.)
-wound (u.m.)
pheno (c.f.)
all one word
philo (c.f.)
-French, etc.
rest one word
phlebo (c.f.)
all one word
phono (c.f.)
all one word
phospho (c.f.)
all one word
photo (c.f.)
-offset
-oxidation
-oxidative
rest one word
phreno (c.f.)
all one word
phrasemark
(music)
phyllo (c.f.)
all one word
phylo (c.f.)
all one word
physico (c.f.)
all one word
physio (c.f.)
all one word
phyto (c.f.)
all one word
piano
forte
graph
player
pick
aback
ax
lock
-me-up (n., u.m.)
off (n., u.m.)
over (n., u.m.)
#over (v.)
pocket
pole
shaft
up (n., u.m.)
picker-up
picket#line
pickle-cured (u.m.)
picture
#book
#writing
pie
bald
crust
-eater
-eyed
marker
pan
plant
-stuffed (u.m.)
piece
-dye (v.)
meal
mold
piezo (c.f.)
-oscillator
rest one word
pig
-back (v.)
-backed (u.m.)
-bellied (u.m.)
belly
-eyed (u.m.)
face
-faced (u.m.)
foot
-footed (u.m.)
headed
herd
out
pen
root
stick
sty
tailed
wash
pigeon
gram
hole
-toed (u.m.)
wing
piggyback
pike
-eyed (u.m.)
staff
pile
driver
-driving (u.m.)
hammer
up (n., u.m.)
woven
pill
pusher
rolling
taker
pillow
case
made
slip
pilot
#boat
#light
pin
ball
block
bone
case
cushion
-eyed (u.m.)
fall
feather
fire
fold
head
hold
hole
hook
lock
paper
point

prick
rail
setter
spot
stripe
-tailed (u.m.)
up (n., u.m.)
wheel
pinch
back
bar
beck
cock
fist
-hit (v.)
-hitter
penny
pine
apple
-bearing (u.m.)
-clad (u.m.)
-fringed (u.m.)
-shaded (u.m.)
pink
-blossomed (u.m.)
eye (n.)
-eyed (u.m.)
pipe
-drawn (u.m.)
dream
fitter
layer
lined
-shaped (u.m.)
stem
walker
welder
pisci (c.f.)
all one word
pistol-whipped (v.)
pistonhead
pit
-eyed (u.m.)
fall
head
-headed (u.m.)
hole
mark
-marked (u.m.)
-rotted (u.m.)
saw
side
pitch
-black (u.m.)
blende
#box
-colored (u.m.)
-dark (u.m.)
fork
hole
-lined (u.m.)
-marked (u.m.)
out (n., u.m.)
up (n., u.m.)
place
card
kick
plague-infested (u.m.)
plain
back (fabric)
-bodied (u.m.)
clothes (u.m.)
-headed (u.m.)
-looking (u.m.)
-spoken (u.m.)
woven (u.m.)
plane
-mile
-parallel (u.m.)
table (surveying)
plani (c.f.)
all one word
plano (c.f.)
all one word
plantlife
plate
-incased (u.m.)
layer
mark
#proof (printing)
-roll (v.)
-rolled (u.m.)
platy (c.f.)
all one word
play
-act (v.)
back (n., u.m.)
bill
broker
day
down (n., u.m.)
fellow
goer
going
ground
off (n., u.m.)
pen
reader
script
suit
thing
wright
#yard
pleasure
-bent (u.m.)
#boat
-seeking (u.m.)
-tired (u.m.)
-weary (u.m.)
pleo (c.f.)
all one word
pleuro (c.f.)
all one word
plow
back (n., u.m.)
-bred (u.m.)
hand
horse
pan
point
-shaped (u.m.)
share
shoe
sole
staff
#tail
wright
plug
hole
-in (n., u.m.)
tray
-ugly (n., u.m.)
plume-crowned (u.m.)
pluri (c.f.)
all one word
pluto (c.f.)
all one word
pneumato (c.f.)
-hydato-genetic (u.m.)
rest one word
pneumo (c.f.)
all one word
pock
mark
-marked (u.m.)
-pit (v.)
pocket
book (purse)
#book (book)
-eyed (u.m.)
knife
-sized (u.m.)
-veto (v.)
poet
-artist
-painter
pointblank
poison-dipped (u.m.)
pole
arm
-armed (u.m.)
ax
burn
cat
-dried (u.m.)
horse
-pile (v.)
setter
-shaped (u.m.)
sitter
-stack (v.)
star
timber
trap
-vault (v.)
politico (c.f.)
-orthodox
rest one word
poly (c.f.)
all one word
poor
-blooded (u.m.)
farm
-spirited (u.m.)
pop
corn
eye
gun
up (n., u.m.)
poppy
-bordered (u.m.)
cock
-red (u.m.)
seed
port
fire
folio
hole
hook
manteau
-mouthed (u.m.)
side
post
#bellum
#boat
card
-Christian, etc.
#diem
-free (u.m.)
haste
#hospital (military)
#meridiem
#mortem (literal)
mortem (non-literal)
#partum
#school (military)
audit, graduate, etc.
as prefix, one word
pot
ash
bellied
boil
eye
hanger
head
herb
hole
hook
hunter
latch
lid
luck
pie
pourri
rack
shot
whiskey
potato#field
poultry
#house
#keeper
-keeping (u.m.)
#raiser
-raising (u.m.)
#yard
pound
cake
-foolish (u.m.)
-foot
worth
powder
-blue (u.m.)
#house
#mill
#room
-scorched (u.m.)
power
-driven (u.m.)
-operated (u.m.)
pack
plant
praise
-deserving (u.m.)
-spoiled (u.m.)
worthiness
pre (pref.)
-Incan, etc.
president
-elect
#pro#tempore
press
#agent
-agentry
feeder
-forge (v.)
-made (u.m.)
mark
pack (v.)
plate
#proof (printing)
preter (pref.)
all one word
price
#cutter
-cutting (u.m.)
#fixer
-fixing (u.m.)
list
-support (u.m.)
prick
-eared (u.m.)
mark
seam
priest
hood
-prince
prime
#minister
-ministerial (u.m.)
-ministership
-ministry
prince
hood
-priest
print
cloth
out
script
printing
-in (n., u.m.)
-out (n., u.m.)
prison
-free (u.m.)
-made (u.m.)
prisoner-of-war (u.m.)
prize
fighter
taker
winner
-winning (u.m.)
pro
-Ally, etc.
#forma
#rata
#tem
#tempore
as prefix, one word
procto (c.f.)
all one word
profit
-and-loss (u.m.)
-sharing (u.m.)
prong
buck
-hoe (v.)
horn
-horned (u.m.)
proof
read
sheet
prop
jet
wash
proso (c.f.)
all one word
proto (c.f.)
-Egyptian, etc.
rest one word
proud
-looking (u.m.)
-minded (u.m.)
pseudo (c.f.)
-Messiah, etc.
-occidental
-official
-orientalism
-orthorhombic
-osteomalacia
-owner
rest one word
psycho (c.f.)
-organic
rest one word

ptero (c.f.)
all one word
public
-minded (u.m.)
-spirited (u.m.)
pug
nose
-pile (v.)
pull
back (n., u.m.)
#box
down (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
-push (u.m.)
through (n., u.m.)
up (n., u.m.)
puller
-in
-out
punch
bowl
card
-drunk (u.m.)
mark
-marked (u.m.)
out (n.)
pure
blood
bred
#line (biological)
purple
-blue (u.m.)
-clad (u.m.)
-colored (u.m.)
heart (wood)
push
button
card
cart
off (n., u.m.)
-pull (u.m.)
up (n., u.m.)
pussy
cat
foot
put
back (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
-put (n.)
-up (n., u.m.)
putter
-forth
-in
-off
-on
-out
-through
-up
pyo (c.f.)
all one word
pyro (c.f.)
all one word

Q

Q
-boat
-fever
quadri (c.f.)
-invariant
rest one word
quarter
-angled (u.m.)
back
-bloom (u.m.)
-bound (u.m.)
-breed (u.m.)
-cast (u.m.)
-cut (u.m.)
deck
-miler
pace
-phase (u.m.)
saw (v.)
staff
stretch
quartermaster
#general
-generalship
quasi
all hyphened
queen#bee
quick
-change (u.m., v.)
-drawn (u.m., v.)
freeze (u.m., v.)
lime
sand
set
silver
step
#time
-witted (u.m.)
quin (c.f.)
all one word
quit
claim
rent

R

rabbit
-backed (u.m.)
-eared (u.m.)
mouth
-mouthed (u.m.)
race
about (n., u.m.)
course
goer
horse
track
radarscope
radio
generally two words except the following forms
frequency
isotope
telegraph
telephone
radiumtherapy
rag
bolt
-made (u.m.)
sorter
tag
rail
car
guard
head
-ridden (u.m.)
road
setter
splitter
way#maker
rain
band
-beaten (u.m.)
bow
check
coat
drop
fall
-soft (u.m.)
spout
storm
wash
rakeoff (n., u.m.)
ram
jet
rod
shackle
ranch#hand
range
finder
#light
rider
rash
-brain (u.m.)
-headed (u.m.)
-hearted (u.m.)
-minded (u.m.)
rat
bite
catcher
hole
-infested (u.m.)
-tailed (u.m.)
-tight (u.m.)
trap
rate
-cutting (u.m.)
-fixing (u.m.)
payer
-raising (u.m.)
setting
rattle
brain
snake
trap
raw
boned
-edged (u.m.)
hide
-looking (u.m.)
razor
back
-billed (u.m.)
edge
-keen (u.m.)
-sharp (u.m.)
strop
razzle-dazzle
re (pref.)
-cover (cover again), -create (create again), etc.
-cross-examination
-ice
-ink
-redirect
rest one word
reading#room
readout (n.)
ready
-built (u.m.)
-handed (u.m.)
made (u.m.)
-mix (u.m.)
-witted (u.m.)
rear
guard
most
view (u.m.)
reception#room
recordbreaker
recti (c.f.)
all one word
recto (c.f.)
all one word
red
bait (v.)
-billed (u.m.)
-blooded (u.m.)
bone
buck
cap (porter)
coat (n.)
eye (n.)
-eyed (u.m.)
-faced (u.m.)
-haired (u.m.)
handed
head (n.)
-hot (u.m.)
-legged (u.m.)
#line (literal)
#man
out (n., u.m.)
-skinned (u.m.)
tape (nonliteral)
#tape (literal)
-throated (u.m.)
-yellow (u.m.)
religio (c.f.)
all one word
repair#shop
representative
#at#large
-elect
research#worker
resino (c.f.)
all one word
retro (c.f.)
-ocular
-omental
-operative
-oral
rest one word
rheo (c.f.)
all one word
rhino (c.f.)
all one word
rhizo (c.f.)
all one word
rhod(o) (c.f.)
all one word
rhomb(o) (c.f.)
all one word
rice
growing
#water
rich
-bound (u.m.)
-clad (u.m.)
-looking (u.m.)
ridge
band
pole
top
riffraff
rifleshot
rig
out (n., u.m.)
-up (n., u.m.)
right
about
about-face
-angle (u.m., v.)
-angled (u.m.)
#field (sports)
-handed (u.m.)
-hander
-headed (u.m.)
most
-of-way
wing (political)
rim
-deep (u.m.)
fire
lock
rock
ring
-adorned (u.m.)
-banded (u.m.)
-billed (u.m.)
bolt
giver
head
-in (n., u.m.)
lead (v.)
-necked (u.m.)
-off (n., u.m.)
pin
-porous (u.m.)
-shaped (u.m.)
side
sight
stand
stick
-tailed (u.m.)
-up (n., u.m.)
rip
cord
rap
roaring
sack
saw
snorter
tide
-up (n., u.m.)

river
bank
bed
flow
-formed (u.m.)
front
head
scape
side
wash
-worn (u.m.)
road
bank
bed
block
builder
head
hog
map
side
-test (v.)
-weary (u.m.)
rock
abye
bottom (nonlit.)
-climbing (u.m.)
fall (n.)
-fallen (u.m.)
fill
firm
pile
-ribbed (u.m.)
shaft
slide
rod-shaped (u.m.)
roebuck
roentgeno (c.f.)
all one word
roll
about (n., u.m.)
back (n., u.m.)
call
-fed (v.)
film
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
top
up (n., u.m.)
roller
-made (u.m.)
-milled (u.m.)
Romano (c.f.)
-canonical, etc.
-Gallic, etc.
roof
garden
top
tree
root
cap
-cutting (u.m.)
fast
hold
stalk
stock
rope
dance
layer
stitch
walk
rose
-bright (u.m.)
bud
head
-headed (u.m.)
-scented (u.m.)
-sweet (u.m.)
tan
#water
rotorship
rotten
-dry (u.m.)
-minded (u.m.)
rough
-and-ready (u.m.)
-and-tumble (n., u.m.)
cast (u.m., v.)
-coat (v.)
-cut (u.m.)
draw (v.)
dress (v.)
dry (u.m., v.)
-face (v.)
-faced (u.m.)
hew
-legged (u.m.)
-looking (u.m.)
neck
rider
setter
shod
-sketch (v.)
stuff
tailed
#work (n.)
work (v.)
wrought
rougher
-down
-out
-up
roughing-in (u.m.)
round
about (n., u.m.)
about-face
-faced (u.m.)
head
-made (u.m.)
mouthed
nose (tool)
out (n., u.m.)
robin (petition)
seam
table (panel)
-tailed (u.m.)
-topped (u.m.)
-tripper
up (n., u.m.)
rub
-a-dub
down (n., u.m.)
rubber
band
-down
-lined (u.m.)
neck
-off
-set (u.m.)
stamp (nonliteral) (n., u.m., v.)
#stamp (n.)
-stamped (u.m.)
ruby
-hued (u.m.)
-red (u.m.)
-set (u.m.)
-throated (u.m.)
rudder
head
hole
post
stock
rule#of#thumb
rum
-crazed (u.m.)
runner
seller
rumpus#room
run
about (n., u.m.)
around (n., u.m.)
away (n., u.m.)
back (n., u.m.)
by (n.)
down (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
through (n., u.m.)
up (n., u.m.)
runner-up
rush-bottomed (u.m.)
Russo (c.f.)
-Chinese, etc.
rest one word
rust
-brown (u.m.)
-eaten (u.m.)
proofing
-resistant (u.m.)
-stained (u.m.)
rye#field

S

S
-bend
-brake
-iron
-ray
-shaped
-trap
-wrench
saber
-legged (u.m.)
tooth
-toothed (u.m.)
sable-cloaked (u.m.)
Sabrejet
saccharo (c.f.)
all one word
sack
bearer
cloth
#coat
-coated (u.m.)
-making (u.m.)
-shaped (u.m.)
sacro (c.f.)
all one word
sad
-eyed (u.m.)
iron
-voiced (u.m.)
saddle
back
-backed (u.m.)
bag
bow
cloth
-graft (v.)
-making (u.m.)
nose
-nosed (u.m.)
sore
-stitched (u.m.)
tree
-wire (u.m.)
safe
blower
cracker
-deposit (u.m.)
guard
hold
sage
brush
leaf
-leaved (u.m.)
sail
cloth
-dotted (u.m.)
flying
sales
clerk
manship
people
person
salmon
-colored (u.m.)
-red (u.m.)
salpingo (c.f.)
-oophorectomy
-oophoritis
-ovariotomy
-ovaritis
rest one word
salt
cellar
-cured (u.m.)
mouth
pack
pan
peter
pit
pond
shaker
spoon
sprinkler
works
salver
form
-shaped (u.m.)
sample
#book
#box
-making (u.m.)
sand
bag
bank
bar
bath
bin
blast
blown
-built (u.m.)
-buried (u.m.)
-cast (u.m., v.)
culture
fill
flea
glass
heat
hill
-hiller
hog
hole
lapper
lot
paper
pile
pipe
pit
-pump (u.m., v.)
shoe
spit
storm
table
weld (v.)
-welded (u.m.)
-welding (u.m.)
sandy-bottomed (u.m.)
sangfroid
sans
#serif
#souci
sapphire
-blue (u.m.)
-colored (u.m.)
sarco (c.f.)
all one word
sashcord
satin
-lined (u.m.)
-smooth (u.m.)
sauce
dish
pan
sauer
braten
kraut
save-all (n., u.m.)
saw
back
belly
-billed (u.m.)
bones (n.)
buck
dust
-edged (u.m.)
setter
timber
tooth
-toothed (u.m.)
sax
cornet
horn
tuba
say
-nothing (n., u.m.)
-so (n.)
scale
bark
down (n., u.m.)
pan
-reading (u.m.)
scapegoat
scapulo (c.f.)
all one word
scar
-clad (u.m.)
face
-faced (u.m.)

scare
crow
head
scarfpin
scarlet
-breasted (u.m.)
-red (u.m.)
scatter
brain
good
scene
shifter
wright
schisto (c.f.)
all one word
schizo (c.f.)
all one word
school
bag
#board
bookish
bus
children
day
-made (u.m.)
ship
teacher
-trained (u.m.)
scientifico (c.f.)
all one word
scissor
bill
-tailed (u.m.)
-winged (u.m.)
scissors
hold
-shaped (u.m.)
#smith
sclero (c.f.)
-oophoritis
-optic
rest one word
score
card
sheet
scot-free
Scoto (c.f.)
-Britannic, etc.
scouthood
scrap
basket
works
scratch
brush
-brusher
-coated (u.m.)
screen
out (n., u.m.)
play
screw
ball
bolt
cap
down (u.m.)
-driven (u.m.)
driver
head
hook
jack
-lifted (u.m.)
nut
ship
-threaded (u.m.)
-turned (u.m.)
scrollhead
scuttlebutt
scythe-shaped (u.m.)

sea
#base
-based (u.m.)
-bathed (u.m.)
beach
-beaten (u.m.)
bed
#bird
-blue (u.m.)
#boat
-born (u.m.)
-bred (u.m.)
coast
-deep (u.m.)
dog
-driven (u.m.)
drome
-encircled (u.m.)
fare (food)
fighter
folk
food
front
goer
going
hound
lane
lift
mark
port
quake
#room
scape
#scout
scouting
shell
shine
shore
sick
side
stroke
#time (clock)
wall
wing
worn
worthiness
-wrecked (u.m.)
seam
blasting
rend (v.)
stitch
weld (v.)
-welded (u.m.)
seat
belt
-mile
second
-class (u.m.)
-degree (u.m.)
-foot
-guess (v.)
hand (adv., u.m.)
-rate (u.m.)
secretary
#general
-generalcy
-generalship
section #man
seesaw
seed
bed
cake
case
coat
kin
stalk

seer
band
hand
sucker
seismo (c.f.)
all one word
self
dom
hood
less
ness
same
reflexive prefix, use hyphen
sell
off (n., u.m.)
out (n., u.m.)
semi (pref.)
annual, arid, etc.
-armor-piercing (u.m.)
-Christian, etc.
-idleness, -indirect, etc.
send
off (n., u.m.)
out (n., u.m.)
senso (c.f.)
all one word
septi (c.f.)
all one word
septo (c.f.)
all one word
serio (c.f.)
all one word
sero (c.f.)
all one word
serrate
-ciliate (u.m.)
-dentate (u.m.)
service
-connected (u.m.)
servo
accelerometer
amplifier
control
mechanism
motor
system
sesqui (c.f.)
all one word
set
-aside (n., u.m.)
back (n., u.m.)
bolt
down (n., u.m.)
-fair (n.)
head
-in (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
pin
screw
-stitched (u.m.)
-to (n., u.m.)
up (n., u.m.)
setter
-forth
-in
-on
-out
-to
-up
seven
-branched (u.m.)

fold
penny (nail)
score
-shooter
-up (n.)
severalfold
shade
-giving (u.m.)
-grown (u.m.)
shadow
boxing
gram
graph
#line
shag
bark
-haired (u.m.)
shake
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
shallow
-draft (u.m.)
-headed (u.m.)
shame
-crushed (u.m.)
faced
shank
bone
#mill
shapeup (n., u.m.)
share
bone
broker
cropper
out (n., u.m.)
sharp
-angled (u.m.)
-cut (u.m.)
-edged (u.m.)
-freeze (u.m., v.)
-freezer
-looking (u.m.)
-set (u.m.)
shod
shooter
-tailed (u.m.)
-witted (u.m.)
shavehook
shear
pin
waters
shedhand
sheep
biter
crook
dip
faced
fold
gate
herder
hook
kill
-kneed (u.m.)
nose (apple)
pen
shank
shear (v.)
shearer (n.)
shed
sick
stealer
walk
-white (u.m.)
sheer
off (n., u.m.)
up (n., u.m.)

sheet
block
flood
rock
ways
shell
back
burst
fire
fishery
hole
-like
shocked
shelterbelt
shield-shaped (u.m.)
shilly-shally
shin
bone
guard
plaster
shiner-up
ship
breaker
broken
broker
builder
lap
mast
owning
-rigged (u.m.)
shape
side
wreck
shipping
#master
#room
shirt
band
waist
shoe
black
brush
horn
lace
pack
scraper
shine
string
tree
shootoff (n., u.m.)
shop
breaker
folk
lifter
-made (u.m.)
mark
-soiled (u.m.)
talk
walker
window
shore
#bird
#boat
fast
going
side
short
-armed (u.m.)
bread
cake
change (v.)
changer
-circuited (u.m.)
coming
cut (n., u.m., v.)
fall (n.)

-fed (u.m.)
hand (writing)
-handed (u.m.)
head (whale)
horn (n., u.m.)
-horned (u.m.)
-lasting (u.m.)
leaf (u.m.)
-lived (u.m.)
rib
run (u.m.)
sighted
staff
stop
wave (radio)
shot
gun
hole
put
star
shoulder-high (u.m.)
shovel
-headed (u.m.)
-nosed (u.m.)
show
card
case
down (n., u.m.)
off (n., u.m.)
place
through (printing) (n., u.m.)
up (n., u.m.)
shredout (n., u.m.)
shroud
-laid (u.m.)
plate
shunt-wound (u.m.)
shut
away (n., u.m.)
down (n., u.m.)
eye (n., u.m.)
-in (n., u.m.)
-mouthed (u.m.)
off (n., u.m.)
out (n., u.m.)
up (u.m.)
shuttlecock
sick
bay
bed
list
side
arms
band
bone
burns
car
check
-cut (u.m.)
dress (v.)
flash
head (printing)
hill
hook
kick
lap
#light (literal)
light (nonliteral)
#line (literal)
line (nonliteral)
long
note
plate
play
saddle
show
slip
splitting
step
stitch
-stitched (u.m.)
sway
swipe
track
walk
wall
-wheeler
winder
sight
hole
read
saver
seeing
setter
sign
off (n., u.m.)
-on (n., u.m.)
post
up (n., u.m.)
silico (c.f.)
all one word
silk
-stockinged (u.m.)
works
siltpan
silver
-backed (u.m.)
beater
-bright (u.m.)
-gray (u.m.)
-haired (u.m.)
-lead (u.m.)
-leaved (u.m.)
plate (v.)
-plated (u.m.)
point (drawing)
print
tip
-tongued (u.m.)
top
simon-pure (u.m.)
simple
-headed (u.m.)
-minded (u.m.)
-rooted (u.m.)
-witted (u.m.)
simulcast
sin
-born (u.m.)
-bred (u.m.)
singsong
single
bar
-breasted (u.m.)
-decker
-edged (u.m.)
handed
hood
-loader
-minded (u.m.)
-phase (u.m.)
-seater
stick
tree
sink
head
hole
Sino (c.f.)
-Japanese, etc.
sister
-german
hood
-in-law
sit
down (n., u.m.)
-downer
fast (n., u.m.)
up (n., u.m.)
sitter
-by
-out
sitting#room
sitzmark
six
-cylinder (u.m.)
fold
penny (nail)
-ply (u.m.)
score
-shooter
-wheeler
sizeup (n., u.m.)
skid
lift (truck)
road
skin
-clad (u.m.)
deep
diver
flint
-graft (v.)
skipjack
skirtmarker
skullcap
skunk
head
top
sky
-blue (u.m.)
gazer
-high (u.m.)
jacker
lift
look (v.)
rocket
sail
scape
scraper
shine
wave
slab-sided (u.m.)
slack
-bake (v.)
-filled (u.m.)
#water
slambang
slant-eyed (u.m.)
slap
bang
dab
dash
down (n., u.m.)
happy
jack
stick
-up (n., u.m.)
slate
-blue (u.m.)
-colored (u.m.)
works
slaughter
pen
-born (u.m.)
-deserted (u.m.)
holding
pen
#worker
Slavo (c.f.)
-Hungarian, etc.
sledge
-hammered (u.m.)
meter
sleep
-filled (u.m.)
talker
walker
sleepy
-eyed (u.m.)
head
-looking (u.m.)
sleetstorm
sleeveband
sleuthhound
slide
film
knot
sling
ball
shot
slip
along (u.m.)
back
band
case
cover
knot
-on (n., u.m.)
#proof (printing)
proof
ring
sheet
shod
sole
step
stitch
stream
-up (n., u.m.)
washer
slit
-eyed (u.m.)
shell
slop
-molded (u.m.)
seller
slope
-faced (u.m.)
ways
slow
belly
down (n., u.m.)
-footed (u.m.)
going
-motion (u.m.)
mouthed
poke
#time
up (n., u.m.)
-witted (u.m.)
slug
-cast (v.)
caster
slum
dweller
gullion
gum
lord
slumber-bound (u.m.)
small
#businessman
-hipped (u.m.)
mouthed
pox
-scale (u.m.)
sword
talk
town (u.m.)
smart
-alecky (u.m.)
-looking (u.m.)
-tongued (u.m.)
smashup (n., u.m.)
smearcase
smoke
-blinded (u.m.)
bomb
chaser
-dried (u.m.)
-dry (v.)
-dyed (u.m.)
-filled (u.m.)
jack
jumper
-laden (u.m.)
pot
screen
stack
smoking#room
smooth
bore
-browed (u.m.)
-cast (u.m.)
mouthed
-tongued (u.m.)
-working (u.m.)
snackbar
snail
-paced (u.m.)
-slow (u.m.)
snail's#pace
snake
bite
-bitten (u.m.)
-eater
-eyed (u.m.)
head
hole
pit
snap
back
dragon
head
hook
-on (n., u.m.)
out (n.)
ring
roll
shooter
shot
-up (u.m.)
snapper
-back
-up
snipe
bill
-nosed (u.m.)
sniperscope
snooperscope
snow
ball
bank
berg
blind
#blindness
blink

block
-blocked (u.m.)
blower
break
capped
-choked (u.m.)
clad (u.m.)
-covered (u.m.)
drift
fall
flake
melt
-melting (u.m.)
mobile
pack
pit
plow
scape
shade
shed
shine
shoe
sled
slide
slip
storm
suit
-topped (u.m.)
#water
-white (u.m.)
snuff-stained (u.m.)
so
-and-so
beit (n., conj.)
-called (u.m.)
-seeming (u.m.)
-so
soap
bubble
dish
flakes
rock
stock
suds
sober
-minded (u.m.)
sides
social
#work
#worker
socio (c.f.)
-official
economic, etc.
sod
buster
culture
#house
soda
jerk
#water
sofa
#maker
-making (u.m.)
-ridden (u.m.)
soft
ball
-boiled (u.m.)
head
-pedal (v.)
-shelled (u.m.)
-soap (nonliteral) (v.)
-soaper (nonliteral) (n.)
-spoken (u.m.)
tack
soldier-fashion (u.m.)
sole
cutter
plate
somato (c.f.)
all one word
some
day
how
one (anyone)
#one (distributive)
place (adv.)
time (adv., u.m.)
#time (some time ago)
what
son-in-law
song
fest
wright
sonobuoy
sooth
fast
sayer
sore
-eyed (u.m.)
foot (n.)
footed (u.m.)
head (n., u.m.)
sorry-looking (u.m.)
soul
-deep (u.m.)
-searching (u.m.)
sick
sound
-absorbing (u.m.)
#field
film
-minded (u.m.)
off (n., u.m.)
track
soup
bone
spoon
sour
belly
bread
dough (n.)
faced
-natured (u.m.)
-sweet
south
-born (u.m.)
-central (u.m.)
east
going
lander
paw
-sider
-southeast
west
soybean
sow
back
belly
space
band
bar
-cramped (u.m.)
mark
ship
#time
spade
-dug (u.m.)
foot
-footed (u.m.)
-shaped (u.m.)
span
-long (u.m.)
-new (u.m.)
Spanish
-Arab
-born (u.m.)
-speaking (u.m.)
spare
-bodied (u.m.)
rib
#room
spark
#plug (literal)
plug (nonliteral)
speakeasy (n.)
spear
cast
head
-high (u.m.)
-shaped (u.m.)
spectro (c.f.)
all one word
speech
-bereft (u.m.)
-read (v.)
speed
boating
letter
trap
up (n., u.m.)
spell
binding
down (n., u.m.)
-free (u.m.)
spend
-all (n.)
thrift
spermato (c.f.)
all one word
spermo (c.f.)
all one word
spheno (c.f.)
-occipital
rest one word
sphygmo (c.f.)
all one word
spice
-burnt (u.m.)
cake
-laden (u.m.)
spider
-legged
-spun (u.m.)
#web (n.)
web (u.m., v.)
spike
horn
-kill (v.)
-pitch (v.)
spin
back
off
spindle
-formed (u.m.)
head
-legged (u.m.)
legs
shanks
spine
bone
-broken (u.m.)
-pointed (u.m.)
spino (c.f.)
-olivary
rest one word
spirit
-born (u.m.)
-broken (u.m.)
#writing
spit
ball
fire
stick
splanchno (c.f.)
all one word
splay
footed
mouthed
spleen
-born (u.m.)
sick
-swollen (u.m.)
spleno (c.f.)
all one word
split
finger (crustacean)
fruit
mouth
saw
-tongued (u.m.)
up (n., u.m.)
spoilsport
spondylo (c.f.)
all one word
sponge
cake
diver
-diving (u.m.)
-shaped (u.m.)
spongio (c.f.)
all one word
spoolwinder
spoon
-beaked (u.m.)
-billed (u.m.)
bread
-fed (u.m.)
-shaped (u.m.)
ways
sporeformer
sporo (c.f.)
all one word
spot
-checked (u.m.)
-face (v.)
weld (v.)
welded (u.m.)
-welding (u.m.)
spray-washed (u.m.)
spread
-eagle (u.m., v.)
head
out (n., u.m.)
-set (v.)
spring
back (bookbinding)
bok
-born (u.m.)
buck
-clean (v.)
finger
-grown (u.m.)
halt
head
-plow (v.)
-plowed (u.m.)
tide (season)
trap
spritsail
spur
-clad (u.m.)
-driven (u.m.)
gall
-galled (u.m.)
-heeled (u.m.)
spy
glass
hole
tower
square
-bottomed (u.m.)
-built (u.m.)
-faced (u.m.)
flipper
head
-headed
-rigged (u.m.)
-set (u.m.)
shooter
squeeze
-in (n., u.m.)
out (n., u.m.)
up (n., u.m.)
squirrel-headed (u.m.)
stackup (n., u.m.)
staff-herd (v.)
stag
-handled (u.m.)
head
-headed (u.m.)
horn
-horned (u.m.)
hound
hunter
stage
coach
hand
-struck (u.m.)
stair
case
head
step
stake
head
out (n.)
stale-worn (u.m.)
stall
-fed (u.m.)
-feed (v.)
stand
by (n., u.m.)
down (n., u.m.)
fast (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
offish
out (n., u.m.)
pat
pipe
point
post
still (n., u.m.)
up (n., u.m.)
standard
bred
#time
staphylo (c.f.)
all one word
star
blind
bright
dust

gazer
-led (u.m.)
lit
lite (gem)
nose (mole)
shake
shine
shoot
-spangled (u.m.)
stroke
-studded (u.m.)
#time
starchworks
stark
-blind (u.m.)
-mad (u.m.)
-naked (u.m.)
-raving (u.m.)
starter-off
startup (n., u.m.)
stat (pref.)
all one word
State
-aided (u.m.)
#line
-owned (u.m.)
state
hood
quake
side
station#house
stato (c.f.)
all one word
statute
-barred (u.m.)
#book
stay
-at-home (n., u.m.)
bar
bolt
boom
lace
log
pin
plow
sail
wire
steam
boating
car
-cooked (u.m.)
-driven (u.m.)
fitter
pipe
plant
power (n.)
#powerplant
-pocket (v.)
-propelled (u.m.)
roll (v.)
roller (u.m., v.)
ship
table
tightness
steamer#line
steel
-blue (u.m.)
-bright (u.m.)
-cased (u.m.)
clad
-framed (u.m.)
-hard (u.m.)
head
plate
works
steep
-rising (u.m.)
-to (u.m.)
-up (u.m.)
-walled (u.m.)
steeple
chase
-high (u.m.)
jack
top
stem
head
post
sickness
winder
stencil-cutting (u.m.)
steno (c.f.)
all one word
step
aunt
child, etc.
down (n., u.m.)
-in (n., u.m.)
ladder
off (n., u.m.)
-on (n., u.m.)
-up (n., u.m.)
stepping
-off (u.m.)
-out (u.m.)
stereo (c.f.)
all one word
stern
castle
-faced (u.m.)
-heavy (u.m.)
-looking (u.m.)
most
post
#wheel
-wheeler
sterno (c.f.)
all one word
stetho (c.f.)
all one word
stew
pan
pot
stick
-at-it (n., u.m.)
fast (n.)
-in-the-mud (n., u.m.)
out (n., u.m.)
pin
-to-it-iveness (n.)
up (n., u.m.)
sticker
-in
-on
-up
stiff
-backed (u.m.)
neck
-necked (u.m.)
still
-admired (u.m.)
birth
born
-burn (v.)
-fish (v.)
-hunt (v.)
-recurring (u.m.)
stand
stink
ball
bomb
damp
pot
stir
about (n., u.m.)
fry
-up (n., u.m.)
stitch
down (n., u.m.)
up (n., u.m.)
stock
breeder
broker
feeder
holding
jobber
judging
list
pile
pot
raiser
rack
-still (u.m.)
taker
truck
wright
stoke
hold
hole
stomach
-filling (u.m.)
-shaped (u.m.)
-sick (u.m.)
-weary (u.m.)
stomato (c.f.)
all one word
stone
biter
blind
brash
breaker
broke
brood
cast
-cold (u.m.)
crusher
cutter
-dead (u.m.)
-deaf (u.m.)
-eyed (u.m.)
hand (printing)
head
layer
lifter
mason
#proof (printing)
shot
#wall (n.)
wall (u.m., v.)
#writing
stony
-eyed (u.m.)
#land
stop
back (n.)
block
clock
cock
gap
hound
list
log
-loss (u.m.)
off (n., u.m.)
watch
storage#room
store
front
ship
storm
-beaten (u.m.)
cock
flow
-laden (u.m.)
-swept (u.m.)
-tossed (u.m.)
wind
storyteller
stout
-armed (u.m.)
heartedness
-minded (u.m.)
stove
brush
-heated (u.m.)
pipe
stow
away (n., u.m.)
down (n., u.m.)
straddle
back
-face (v.)
-legged (u.m.)
straight
away
-backed (u.m.)
-cut (u.m.)
edge
-edged (u.m.)
-faced (u.m.)
forward
head
-legged (u.m.)
#line
-lined (u.m.)
-out (n., u.m.)
-spoken (u.m.)
#time
-up (u.m.)
-up-and-down (u.m.)
strainslip
strait
-chested (u.m.)
jacket
laced
stranglehold
strap
-bolt (v.)
hanger
head
-shaped (u.m.)
watch
strato (c.f.)
all one word
straw
berry#field
boss
-built (u.m.)
hat
-roofed (u.m.)
splitting
stack
-stuffed (u.m.)
walker
-yellow (u.m.)
stray
away (n., u.m.)
#line
mark
stream
bank
bed
flow
head
lined
side
street
-bred (u.m.)
car
cleaner
-cleaning (u.m.)
sweeper
walker
strepto (c.f.)
all one word
stretchout (n., u.m.)
strike
breaker
-in (n., u.m.)
out (n., u.m.)
striker
-in
-out
string
course
halt
#proof (density)
ways
strip
cropping
tease
strong
-arm (u.m., v.)
back (nautical)
-backed (u.m.)
hold
#man
-minded (u.m.)
point (n.)
stub
runner
-toed (u.m.)
wing
stubble
#field
-mulch (u.m.)
stubbornminded
stucco-fronted (u.m.)
stuck
up (n., u.m.)
-upper
-uppish (u.m.)
stud
bolt
horse
mare
stupid
head
-headed (u.m.)
-looking (u.m.)
sturdy-limbed (u.m.)
stylo (c.f.)
all one word
sub (pref.)
-Himalayan, etc.
machinegun
#rosa, #specie, etc.
-subcommittee
polar, standard, etc.
rest one word
subject
-object
-objectivity

subter (pref.)
all one word
such-and-such
suck
-egg (n., u.m.)
hole
-in (n., u.m.)
sugar
cake
cane
-coat (v.)
-coated (u.m.)
-cured (u.m.)
loaf
plum
spoon
sweet
#water
works
sulfa (c.f.)
all one word
sulfo (c.f.)
all one word
sulfon (c.f.)
all one word
sullen
hearted
-natured (u.m.)
summer
-clad (u.m.)
-dried (u.m.)
-fallow (v.)
-made (u.m.)
tide
time (season)
#time (daylight saving)
sun
-baked (u.m.)
bath
-bathed (u.m.)
beam
blind
#blindness
bonnet
bow
break
burn
burst
-cured (u.m.)
dial
dog
down
dress
-dried (u.m.)
-dry (v.)
fall
fast
glade
glare
glass
glow
lamp
lit
quake
ray
rise
scald
set
shade
shine
-shot (u.m.)
shower
spot
stricken
stroke
struck
tan
#time (measure)
time (dawn)
up
sunny
-looking (u.m.)
-natured (u.m.)
super (pref.)
-Christian, etc.
#high frequency
-superlative
highway, market, etc.
Super Bowl
supra (pref.)
-abdominal
-acromial
-aerial
anal
-angular
-arytenoid
-auditory
-auricular
-axillary
-Christian, etc.
rest one word
sur (pref.)
all one word
sure
-fire (u.m.)
-footed (u.m.)
-slow
surf
-battered (u.m.)
#fish
-swept (u.m.)
swallow
pipe
-tailed (u.m.)
swampside
swan
-bosomed (u.m.)
dive
herd
mark
neck
song
swansdown
swash
buckler
plate
sway
back (n., u.m.)
-backed (u.m.)
bar
-brace (v.)
swearer-in
sweatband
sweep
back (aviation) (n., u.m.)
forward (aviation) (n., u.m.)
stake
through (n., u.m.)
washer
sweet
bread
-breathed (u.m.)
brier
faced
heart
meat
mouthed
-pickle (v.)
-sour
-sweet
swell
-butted (u.m.)
head
toad
swelled-headed (u.m.)
swept
back (n., u.m.)
forward (n., u.m.)
wing (n., u.m.)
swift
foot
-footed (u.m.)
-handed (u.m.)
-running (u.m.)
swill
bowl
tub
swimsuit
swine
-backed (u.m.)
bread
head
herd
pox
sty
swing
back (n., u.m.)
bar
dingle
stock
-swang
tree
swingle
bar
tree
switch
back
blade
gear
plate
plug
rail
tender
swivel
eye
-eyed (u.m.)
-hooked (u.m.)
sword
-armed (u.m.)
bearer
bill
fishing
play
-shaped (u.m.)
stick
syn (pref.)
all one word
synchro
cyclotron
flash
mesh
tron
Syro (c.f.)
-Arabian, etc.
phenician

T

T
-bandage
-beam
-boat
-bone
-cloth
-iron
-man
-rail
-scale (score)
-shape
-shaped
-shirt
-square
table
cloth
-cut (u.m.)
cutter
-cutting (u.m.)
fellow
-formed (u.m.)
-shaped (u.m.)
spoon
talk
top
tachy (c.f.)
all one word
tag
-affixing (u.m.)
lock
rag
sore
tail
band
-cropped (u.m.)
-ender
first
foremost
gate
head
-heavy (u.m.)
hook
lamp
pin
pipe
race
spin
stock
-tied (u.m.)
twister
-up (n., u.m.)
wheel
wind
tailor
-cut (u.m.)
made (u.m.)
-suited (u.m.)
take
-all (n.)
down (n., u.m.)
-home (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
up (n., u.m.)
taker
-down
-in
-off
-up
tale
bearer
carrier
teller
talkfest
talking-to (n.)
tall
-built (u.m.)
-looking (u.m.)
tallow
-faced (u.m.)
-pale (u.m.)
tally
#board
ho
#room
tame
-grown (u.m.)
-looking (u.m.)
tan
bark
works
tangent
-cut (v.)
-saw (v.)
tangle
foot
-haired (u.m.)
tank
ship
town
tap
bolt
dance
hole
net
off (n., u.m.)
-riveted (u.m.)
root
-tap
tape
string
-tied (u.m.)
taper
bearer
-fashion (u.m.)
-headed (u.m.)
tapestry
-covered (u.m.)
#maker
-making (u.m.)
#work
tapper-out
tar
-brand (v.)
brush
-coal (u.m.)
-dipped (u.m.)
-paved (u.m.)
pot
-roofed (u.m.)
works
tariff-protected (u.m.)
tarpaulin
-covered (u.m.)
#maker
-making (u.m.)
tarso (c.f.)
all one word
tasksetter
tattletale
tauro (c.f.)
all one word

tax
-burdened (u.m.)
eater
-exempt (u.m.)
-free (u.m.)
gatherer
-laden (u.m.)
paid
payer
-supported (u.m.)
taxi
auto
bus
cab
meter
stand
tea
ball
cake
cart
-colored (u.m.)
cup
dish
kettle
pot
-scented (u.m.)
spoon
taster
teamplay
tear
bomb
-dimmed (u.m.)
down (n., u.m.)
drop
-off (n., u.m.)
-out (n., u.m.)
pit
sheet
stain
-stained (u.m.)
teen
age (u.m.)
ager
teeter-totter
tele (c.f.)
all one word
teleo (c.f.)
all one word
tell
tale
truth
telo (c.f.)
all one word
tempest-rocked (u.m.)
temporo (c.f.)
-occipital
rest one word
ten
fold
penny (nail)
pins
tender
#boat
-faced (u.m.)
foot
-footed (u.m.)
footish
-handed (u.m.)
heart
loin
-looking (u.m.)
tenement #house
tent
-dotted (u.m.)
pole
-sheltered (u.m.)
terneplate
terra
#cotta
#firma
mara
terrace-fashion (u.m.)
test-fly (v.)
tetra (c.f.)
all one word
thanksgiving
thatch-roofed (u.m.)
theater
goer
going
thenceforth
theo (c.f.)
all one word
theologico (c.f.)
all one word
there
about(s)
above
across
after
against
among
around
at
away
before
between
by
for
fore
from
in
inafter
inbefore
into
of
on
through
to
tofore
under
until
unto
upon
with
thermo (c.f.)
all one word
thick
-blooded (u.m.)
head
lips
-looking (u.m.)
pated
set (n., u.m.)
skinned
skull (n.)
skulled
-tongued (u.m.)
wit
-witted (u.m.)
-wooded (u.m.)
-woven (u.m.)
thin
-clad (u.m.)
down (n., u.m.)
set (u.m.)
-voiced (u.m.)
thio (c.f.)
all one word
third
-class (u.m.)
-degree (u.m.)
hand (adv., u.m.)
#house
-rate (u.m.)
-rater
thistledown
thoraco (c.f.)
all one word
thorn
back
bill
-covered (u.m.)
-set (u.m.)
-strewn (u.m.)
thorough
-bind (v.)
bred
-dried (u.m.)
fare
going
-made (u.m.)
paced
pin
thought
-free (u.m.)
-out (u.m.)
-provoking (u.m.)
thousand
fold
-headed (u.m.)
-legged (u.m.)
legs (worm)
thrall
born
dom
-less
thread
bare
-leaved (u.m.)
worn
three
-bagger
-cornered (u.m.)
-dimensional (u.m.)
fold
-in-hand
-master
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
some
-spot
-square
-striper
throat
band
cutter
latch
strap
thrombo (c.f.)
all one word
through
out
put
throw
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
#line
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
-weight
thrust-pound
thumb
-made (u.m.)
mark
-marked (u.m.)
nail
print
screw
stall
string
sucker
tack
worn
thunder
bearer
blast
bolt
clap
cloud
head
peal
shower
storm
struck
thymo (c.f.)
all one word
thyro (c.f.)
all one word
tibio (c.f.)
all one word
tick
seed
tacktoe
tick
tock
ticket
-selling (u.m.)
#writer
tiddlywink
tide
flat
head
mark
-marked (u.m.)
race
table
-tossed (u.m.)
waiter
-worn (u.m.)
tie
back (n.)
down (n., u.m.)
-in (n., u.m.)
-on (n., u.m.)
-out (n., u.m.)
pin
-plater
up (n., u.m.)
tierlift (truck)
tiger
eye
-striped (u.m.)
tight
-belted (u.m.)
fisted
-fitting (u.m.)
lipped
rope
-set (u.m.)
-tie (v.)
wad
wire
tile
-clad (u.m.)
-red (u.m.)
setter
works
wright
tilt
hammer
up (n.)
timber
-built (u.m.)
head
-headed (u.m.)
jack
-propped (u.m.)
wright
time
born
card
clerk
clock
-consuming (u.m.)
frame
-honored (u.m.)
keep (v.)
killer
lag
lock
outs (n., u.m.)
pleaser
saver
server
sheet
slip
slot
span
-stamp (v.)
study
table
taker
waster
worn
tin
-bearing (u.m.)
-capped (u.m.)
-clad (u.m.)
cup
#fish (torpedo)
foil
horn
kettle
-lined (u.m.)
pan
plate
-plated (u.m.)
pot
-roofed (u.m.)
type
-white (u.m.)
tinsel
-bright (u.m.)
-clad (u.m.)
-covered (u.m.)
tintblock (printing)
tip
burn
cart
-curled (u.m.)
head
-in (n., u.m.)
most
off (n., u.m.)
staff
stock
tank
-tap
toe
top
-up (u.m.)

tire
changer
dresser
fitter
-mile
shaper
some
tit
bit
#for#tat
titano (c.f.)
all one word
tithe
-free (u.m.)
payer
right
title
-holding (u.m.)
winner
-winning (u.m.)
to
-and-fro
-do (n.)
toad
back
-bellied (u.m.)
blind
fish
-green (u.m.)
stool
tobacco
#grower
-growing (u.m.)
#shop
toe
cap
-in (n., u.m.)
-mark (v.)
nail
plate
print
toil
-beaten (u.m.)
some
-stained (u.m.)
-weary (u.m.)
worn
toilet#room
toll
bar
gate
gatherer
#line
payer
penny
taker
tom
cat
foolery
-tom
tommy
gun
rot
ton
-hour
-kilometer
-mile
-mileage
-mile-day
tone
-deaf (u.m.)
down (n., u.m.)
-producing (u.m.)
up (n., u.m.)
tongue
-baited (u.m.)
-bound (u.m.)
-free (u.m.)
-lash (v.)
#lashing
play
-shaped (u.m.)
shot
sore
tack
tied
tip
-twisting (u.m.)
tool
bag
builder
crib
dresser
fitter
-grinding (u.m.)
head
holding
kit
mark
plate
post
rack
setter
shed
slide
stock
tooth
ache
#and#nail
-billed (u.m.)
brush
drawer
mark
-marked (u.m.)
paste
pick
plate
powder
puller
-pulling (u.m.)
-set (u.m.)
-shaped (u.m.)
some
wash
top
cap (n.)
coat
cutter
-drain (v.)
dress (v.)
flight (u.m.)
full
gallant
(n., u.m.)
-graft (v.)
hat
-hatted (u.m.)
heavy
kick
knot
liner
mark
mast
milk
most
notch
(nonliteral)
rail
rope
sail
-secret (u.m.)
-shaped (u.m.)
side (naut.)
soil
topo (c.f.)
all one word
topsy-turvy
torch
bearer
#holder
lighted
lit
torpedo
#boat
#room
torquemeter
toss
pot
up (n., u.m.)
touch
#and#go
back (n., u.m.)
down (n., u.m.)
hole
-me-not (n., u.m.)
pan
reader
up (n., u.m.)
tough
-headed (u.m.)
-looking (u.m.)
-skinned (u.m.)
tow
away
head
mast
-netter
path
rope
tower
-high (u.m.)
-shaped (u.m.)
town
-bred (u.m.)
-dotted (u.m.)
folk
gate
going
hall
lot
ship
side
talk
-weary (u.m.)
towns
fellow
people
toy
-sized (u.m.)
town
tracheo (c.f.)
all one word
trachy (c.f.)
all one word
track
barrow
hound
layer
mark
-mile
side
walker
tractor-trailer
trade
#board
-in (n., u.m.)
-laden (u.m.)
-made (u.m.)
mark
off
tradespeople
traffic-mile
tragico (c.f.)
all one word
trail
blazer
breaker
-marked (u.m.)
side
sight
-weary (u.m.)
train
bearer
bolt
crew
-mile
shed
sick
stop
tram
-borne (u.m.)
car
rail
road
trans (pref.)
alpine
atlantic
-Canadian, etc.
pacific
uranic
rest one word
transit#time
trap
door
fall
shoot
trashrack
travel
-bent (u.m.)
-tired (u.m.)
-worn (u.m.)
trawlnet
treadwheel
treasure
-filled (u.m.)
#house
-laden (u.m.)
treaty
breaker
-sealed (u.m.)
tree
-clad (u.m.)
#line
-lined (u.m.)
nail
-ripe (u.m.)
scape
top
trellis-covered
(u.m.)
trench
back
coat
foot
mouth
-plowed (u.m.)
tri (c.f.)
-iodide
-ply (u.m.)
state, etc.
rest one word
tribespeople
tribo (c.f.)
all one word
tricho (c.f.)
all one word
trim
-cut (u.m.)
-dressed (u.m.)
-looking (u.m.)
trinitro (c.f.)
all one word
trip
-free (u.m.)
hammer
wire
triple
-acting (u.m.)
back (sofa)
branched (u.m.)
-edged (u.m.)
fold
-tailed (u.m.)
tree (n.)
trolley#line
troopship
tropho (c.f.)
all one word
tropo (c.f.)
all one word
trouble
-free (u.m.)
-haunted (u.m.)
shooter
some
truce
breaker
-seeking (u.m.)
truck
driver
-mile
stop
true
-aimed (u.m.)
-blue (u.m.)
born
bred
-eyed (u.m.)
-false
love (n., u.m.)
penny (n.)
#time
trunk
back
nose
trust
breaking
buster
-controlled (u.m.)
-ridden (u.m.)
truth
-filled (u.m.)
lover
seeker
-seeking (u.m.)
teller
try
-on (n., u.m.)
out (n., u.m.)
square
works
tube
-eyed (u.m.)
-fed (u.m.)
form (u.m.)
head
-nosed (u.m.)
works
tuberculo (c.f.)
all one word
tubo (c.f.)
-ovarian
rest one word
tumbledown
(n., u.m.)

tune
out (n., u.m.)
up (n., u.m.)
tunnel
-boring (u.m.)
-shaped (u.m.)
turbo (c.f.)
-ramjet (u.m.)
rest one word
turf
-built (u.m.)
-clad (u.m.)
-covered (u.m.)
turkey
back
-red (u.m.)
Turko (c.f.)
-Greek, etc.
rest one word
turn
about (n., u.m.)
about-face
again (n., u.m.)
around (n., u.m.)
back (n., u.m.)
buckle
cap
coat
cock
down (n., u.m.)
gate
-in (n., u.m.)
key
off (n., u.m.)
out (n., u.m.)
pike
pin
plate
screw
sheet
sole
spit
stile
stitch
table
-to (n.)
under (n., u.m.)
up (n., u.m.)
turned
-back (u.m.)
-down (u.m.)
-in (u.m.)
-on (u.m.)
-out (u.m.)
-over (u.m.)
turner-off
turtle
back
-footed (u.m.)
neck (u.m.)
twelve
fold
penny (nail)
score
twenty
-first
fold
-one
penny (nail)
twice
-born (u.m.)
-reviewed (u.m.)
-told (u.m.)
twin
#boat
born
-engined (u.m.)
fold
-jet (u.m.)
-motor (u.m.)
-screw (u.m.)
two
-a-day (u.m.)
-along (n.) (bookbinding)
-decker
-faced (u.m.)
fold
-handed (u.m.)
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-seater
some
-spot
-step (dance)
-striper
-suiter
-thirder
-up (n., u.m.)
-way (u.m.)
-wheeler
tympano (c.f.)
all one word
type
case
cast
cutter
face
foundry
-high (u.m.)
script
set
write (v.)
typho (c.f.)
all one word
typo (c.f.)
all one word
tyro (c.f.)
all one word

U

U
-boat
-cut
-magnet
-rail
-shaped
-tube
ultra (pref.)
-ambitious, -atomic, etc.
-English, etc.
high#frequency
-high-speed (u.m.)
#valorem, etc.
rest one word
un (pref.)
-American, etc.
called-for (u.m.)
heard-of (u.m.)
-ionized (u.m.)
self-conscious
sent-for (u.m.)
thought-of (u.m.)
rest one word
under
age (deficit)
age (younger) (n., u.m.)
#cultivation (tillage)
cultivation (insufficient)
#secretary
-secretaryship
as prefix, one word
uni (c.f.)
-univalent
rest one word
union
-made (u.m.)
#shop
unit-set (u.m.)
up
-anchor (u.m., v.)
-and-coming (u.m.)
#and#up
beat
coast
country
dip
end (v.)
grade
gradient
keep
lift
-over (u.m.)
rate
river
stairs
state
stream
swing
take
tight (n., u.m.)
#tight (v.)
-to-date (u.m.)
#to#date
town
trend
turn
wind
upper
case (printing)
#class
classman
crust (n., u.m.)
cut
most
urano (c.f.)
all one word
uretero (c.f.)
all one word
urethro (c.f.)
all one word
uro (c.f.)
all one word
used-car (u.m.)
utero (c.f.)
all one word

V

V
-connection
-curve
-engine
-neck
-shaped
-type
vacant
-eyed (u.m.)
-looking (u.m.)
-minded (u.m.)
vagino (c.f.)
all one word
valve
-grinding (u.m.)
-in-head (u.m.)
van
driver
guard
most
pool
vapor
-filled (u.m.)
-heating (u.m.)
vase-shaped (u.m.)
vaso (c.f.)
all one word
vegeto (c.f.)
all one word
vein
-mining (u.m.)
-streaked (u.m.)
vellum
-bound (u.m.)
-covered (u.m.)
velvet
-crimson (u.m.)
-draped (u.m.)
-green (u.m.)
-pile (u.m.)
venthole
ventri (c.f.)
all one word
ventro (c.f.)
all one word
vertebro (c.f.)
all one word
vesico (c.f.)
all one word
vibro (c.f.)
all one word
vice
#admiral
-admiralty
#consul
-consulate
#governor
-governorship
#minister
-ministry
-presidency
#president
-president-elect
-presidential
#rector
-rectorship
regal
-regency
#regent
royal
#versa
#warden
-wardenship
Vietcong
view
finder
point
vile-natured (u.m.)
vine
-clad (u.m.)
-covered (u.m.)
dresser
growing
stalk
vinegar
-flavored (u.m.)
-hearted (u.m.)
-making (u.m.)
-tart (u.m.)
violet
-blue (u.m.)
-colored (u.m.)
-eared (u.m.)
-rayed (u.m.)
#water
violin-shaped (u.m.)
virtue-armed (u.m.)
viscero (c.f.)
all one word
vitreo (c.f.)
all one word
vitro (c.f.)
-clarain
-di-trina
rest one word
vivi (c.f.)
all one word
volleyball
volt
ammeter
-ampere
-coulomb
meter
ohmmeter
-second
volta (c.f.)
all one word
vote
-casting (u.m.)
getter
-getting (u.m.)
vow
-bound (u.m.)
breaker
-pledged (u.m.)
vulvo (c.f.)
all one word

W

W
-engine
-shaped
-surface
-type
wage-earning (u.m.)
waist
band
belt
cloth
coat
-deep (u.m.)
-high (u.m.)
waiting
#man
#room
#woman
walk
around (n., u.m.)
away (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
walkie-talkie
wall
eyed
-like
-painting (u.m.)
paper
plate
-sided (u.m.)
walled
-in (u.m.)
-up (u.m.)
war
-disabled (u.m.)
-famed (u.m.)
fare
head
horse (nonliteral)
-made (u.m.)
path
ship
-swept (u.m.)
#time (clock)
time (duration)
ward
heeler
robe
ship
warm
blooded
-clad (u.m.)
up (n., u.m.)
warmed-over (u.m.)
warpsetter
wash
basin
basket
bowl
cloth
-colored (u.m.)
day
down (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
pot
rag
stand
tray
trough
tub
up (n., u.m.)
washed
-out (u.m.)
-up (u.m.)
waste
basket
leaf (bookbinding)
paper
word
watch
band
case
cry
dog
-free (u.m.)
glass
tower
word
water
bag
bank
bearer
-bearing (u.m.)
-beaten (u.m.)
-bind (v.)
bloom
buck
color
-colored (u.m.)
-cool (v.)
-cooled (u.m.)
course
dog
-drinking (u.m.)
drop
fall
-filled (u.m.)
finder
flood
flow
fog
-free (u.m.)
front
gate
head
hole
horse
-inch
-laden (u.m.)
lane
leaf
-lined (u.m.)
locked
log
mark
melon
meter
plant
pot
proofing
quake
-rot (v.)
scape
shed
shoot
side
-soak (v.)
-soaked (u.m.)
-soluble (u.m.)
spout
stain
wall
works
worn
watt
-hour
meter
-second
wave
-cut (u.m.)
form
guide
-lashed (u.m.)
length
mark
meter
-moist (u.m.)
-on (n., u.m.)
off (n., u.m.)
-swept (u.m.)
-worn (u.m.)
wax
-billed (u.m.)
chandler
cloth
-coated (u.m.)
-headed (u.m.)
#stone
-yellow (u.m.)
way
back (n., u.m.)
beam
down (n., u.m.)
farer
fellow
going
laid
lay
mark
post
side
-sore (u.m.)
-up (n., u.m.)
worn
weak
-backed (u.m.)
-eyed (u.m.)
handed
-kneed (u.m.)
minded
mouthed
weather
beaten
blown
-borne (u.m.)
break
cock
glass
going
-hardened (u.m.)
#house
-marked (u.m.)
most
proofing
-stain (v.)
strip
-stripped (u.m.)
worn
web
-fingered (u.m.)
foot
-footed (u.m.)
wedge
-billed (u.m.)
-shaped (u.m.)
weed
-choked (u.m.)
-hidden (u.m.)
hook
killer
week
day
end
-ender
-ending (u.m.)
long (u.m.)
-old (u.m.)
weigh
bridge
-in (n., u.m.)
lock
out (n., u.m.)
shaft
well
-being (n.)
-beloved (u.m.)
-born (u.m.)
-bound (u.m.)
-bred (u.m.)
-clad (u.m.)
-deserving (u.m.)
-doer
-doing (n., u.m.)
-drained (u.m.)
-drilling (u.m.)
#field
-grown (u.m.)
head
-headed (u.m.)
hole
-informed (u.m.)
-known (u.m.)
-looking (u.m.)
-meaner
-nigh (u.m.)
-off (u.m.)
-read (u.m.)
-set-up (u.m.)
-settled (u.m.)
side
-spoken (u.m.)
spring
stead
-thought-of (u.m.)
-thought-out (u.m.)
-to-do (u.m.)
-wisher
-wishing (u.m.)
-worn (u.m.)
welterweight
werewolf
west
-central (u.m.)
-faced (u.m.)
going
most
-northwest
-sider
wet
back
-cheeked (u.m.)
-clean (v.)
-nurse (v.)
pack
wash
whale
back
-backed (u.m.)
bone
-built (u.m.)
-headed (u.m.)
-mouthed (u.m.)
ship
wharf
#boat
hand
head
side
what
ever
-is-it (n.)
not (n.)
soever
-you-may-call-it (n.)
wheat
cake
-colored (u.m.)
ear
-fed (u.m.)
-rich (u.m.)
stalk
wheel
band
barrow
base
chair
-cut (u.m.)
going
horse (nonliteral)
#load
-made (u.m.)
plate
race
spin
stitch
-worn (u.m.)
wright
when
ever
-issued (u.m.)
soever
where
abouts
after
as
at
by
for
from
in
insoever
into
of
on
soever
to
under
upon
with
withal
wherever
which
ever
soever
whiffletree
whip
cord
crack
-graft (v.)
lash
-marked (u.m.)
post
saw

-shaped (u.m.)
socket
staff
stalk
stall
stick
stitch
stock
-tailed (u.m.)
whipper
-in
snapper
whirl
about (n., u.m.)
blast
pool
-shaped (u.m.)
wind
whisk
broom
#tail
whistlestop
white
back
beard (n.)
#book
(diplomatic)
cap (n.)
coat (n.)
-collar (u.m.)
comb (n.)
corn
-eared (u.m.)
-eyed (u.m.)
face
-faced (u.m.)
foot (n.)
-footed (u.m.)
handed
-hard (u.m.)
head
-headed (u.m.)
-hot (u.m.)
#line
minded
out (u.m., v.)
pot
-tailed (u.m.)
-throated (u.m.)
top (n.)
vein
wash
who
ever
soever
whole
-headed (u.m.)
-hogger
sale
some
whomsoever
wicker-woven
(u.m.)
wicket
keeper
keeping
wide
-angle (u.m.)
-awake (u.m.)
-handed (u.m.)
mouthed
-open (u.m.)
spread
-spreading (u.m.)
widow
#bird
hood
wife
beater
hood
killer
-ridden (u.m.)
wigwag
wild
cat (n.)
-eyed (u.m.)
fire
#land
life
#man
wind
will
-less
-o'-the-wisp
wilt-resistant
(u.m.)
wind (v.)
down (n., u.m.)
up (n., u.m.)
wind
bag
ball
blown
brace
breaker
burn
catcher
-chapped (u.m.)
chill
fall
fast
-fertilized (u.m.)
firm
flow
gall
-galled (u.m.)
hole
-hungry (u.m.)
jammer
lass
pipe
-pollinated (u.m.)
-rode (u.m.)
row
screen
-shaken (u.m.)
-shear (u.m.)
shield
shock
side
sleeve
sock
speed
stop
storm
stream
swept
worn
window
breaker
-breaking (u.m.)
-cleaning (u.m.)
-dressing (u.m.)
pane
peeper
-shop (v.)
-shopping (u.m.)
sill
#work
wine
bag
-black (u.m.)
-drinking (u.m.)
glass
growing
-hardy (u.m.)
pot
-red (u.m.)
seller
taster
tester
vat
wing
band
bar
beat
bolt
bone
bow
cut
-footed (u.m.)
handed
-heavy (u.m.)
-loading (u.m.)
-loose (u.m.)
nut
-shaped (u.m.)
-shot (u.m.)
span
-swift (u.m.)
tip
top
walker
wall
-weary (u.m.)
winter
-beaten (u.m.)
-clad (u.m.)
-fallow (v.)
-fed (u.m.)
feed
#green (color)
green (plant,
etc.)
-hardy (u.m.)
kill
-made (u.m.)
-sown (u.m.)
tide
-worn (u.m.)
wire
bar
-caged (u.m.)
-cut (u.m.)
cutter
dancer
draw (v.)
-edged (u.m.)
hair (dog)
-haired (u.m.)
less
#line
photo
puller
spun
stitch
-stitched (u.m.)
-tailed (u.m.)
tap
walker
works
-wound (u.m.)
wise
acre
crack
head (n.)
-headed (u.m.)
-spoken (u.m.)
wishbone
witch-hunting
(u.m.)
with
draw
hold
in
out
stand
within
-bound (u.m.)
-named (u.m.)
woe
begone
worn
wolf
-eyed (u.m.)
#fish
hound
pack
woman
folk
hood
kind
womenfolk
wonder
strong
-struck (u.m.)
wood
bark (color)
bin
bined
block
-built (u.m.)
-cased (u.m.)
chipper
chopper
chuck
cut
grub
hole
horse
hung (u.m.)
-lined (u.m.)
lot
-paneled (u.m.)
pile
-planing (u.m.)
print
pulp
ranger
rock
shed
side
stock
turner
-turning (u.m.)
-walled (u.m.)
wind (music)
wooden
head (n.)
-hulled (u.m.)
-weary (u.m.)
wool
fell
gatherer
grader
growing
head
-laden (u.m.)
-lined (u.m.)
pack
press
shearer
shed
sorter
stock
washer
wheel
-white (u.m.)
winder
woolly
-coated (u.m.)
-headed (u.m.)
-looking (u.m.)
-white (u.m.)
word
-blind (u.m.)
builder
catcher
-clad (u.m.)
-deaf (u.m.)
jobber
list
-perfect (u.m.)
play
seller
slinger
work
aday (n., u.m.)
-and-turn (u.m.)
away (n., u.m.)
bag
basket
bench
card
day
-driven (u.m.)
flow
folk
hand
-hardened (u.m.)
horse
-hour (u.m.)
housed
life
manship
out (n., u.m.)
pan
paper
people
place
saving
sheet
shoe
-shy (n., u.m.)
-shyness
slip
space
-stained (u.m.)
stand
stream
table
up (n., u.m.)
ways
-weary (u.m.)
week
worn
working
#load
#room
world
beater
-conscious (u.m.)
#consciousness
#line
#power
-self
-weary (u.m.)
worm
-eaten (u.m.)
-eating (u.m.)
hole
-riddled (u.m.)
-ripe (u.m.)
seed
shaft

worn
- **down** (u.m.)
- **out** (u.m.)
- **outness**

worrywart
worth
- **while** (u.m.)
- **whileness** (n.)

wrap
- **around** (n., u.m.)
- **-up** (n., u.m.)

wreath-crowned (u.m.)
wreck-free (u.m.)
wring
- **bolt**
- **staff**

wrist
- **band**
- **bone**
- **drop**
- **fall**
- **lock**
- **pin**
- **plate**
- **watch**

write
- **back** (n., u.m.)
- **-in** (n., u.m.)
- **off** (n., u.m.)
- **up** (n., u.m.)

writing # room
wrong
- **doer**
- **-ended** (u.m.)
- **-minded** (u.m.)
- **-thinking** (u.m.)

wrought-up (u.m.)
wry
- **bill**
- **-billed** (u.m.)
- **-faced** (u.m.)
- **-looking** (u.m.)
- **-mouthed** (u.m.)
- **neck**
- **-set** (u.m.)

X

X
- **-body**
- **-disease**
- **-virus**
- **-shaped**

x
- **# ray** (n.)
- **-ray** (u.m.)

xantho (c.f.)
all one word
xeno (c.f.)
all one word
xero (c.f.)
all one word
xylo (c.f.)
all one word

Y

Y
- **-chromosome**
- **-joint**
- **-level**
- **-potential**
- **-shaped**
- **-track**
- **-tube**

Yankee-Doodle
yard
- **arm**
- **-deep** (u.m.)
- **-long** (u.m.)
- **stick**
- **-wide** (u.m.)

yaw
- **meter**
- **-sighted** (u.m.)

year
- **day**
- **end**
- **-hour** (u.m.)
- **long** (u.m.)
- **-old** (u.m.)
- **-round** (u.m.)

yellow
- **back**
- **-backed** (u.m.)
- **-bellied** (u.m.)
- **belly**
- **-billed** (u.m.)
- **-headed** (u.m.)
- **-tailed** (u.m.)
- **-throated** (u.m.)
- **top**

yes
- **-man**
- **-no**

yester
- **day**
- **year**

yoke
- **fellow**
- **mating**
- **-toed** (u.m.)

young
- **eyed** (u.m.)
- **-headed** (u.m.)
- **-ladylike**
- **-looking** (u.m.)
- **-manlike**
- **-old**
- **-womanhood**

youthtide
yuletide

Z

Z
- **-bar**
- **-chromosome**

zero
- **axial**
- **-dimensional** (u.m.)
- **gravity**

zigzag
zinc
- **-coated** (u.m.)
- **-white** (u.m.)

zoo (c.f.)
all one word
zoologico (c.f.)
all one word
zygo (c.f.)
all one word
zygomatico (c.f.)
- **-orbital**

rest one word
zymo (c.f.)
all one word

APPENDIX 7. WORD DIVISION

1. GENERAL. When words must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in the Government Printing Office Style Manual, the Word Division Supplement to Government Printing Office Style Manual, and the dictionary.

2. DIVIDE WORDS.

a. After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical
sepa-rate not sep-arate
particu-lar not partic-ular
criti-cism not crit-icism

b. Between the members of solid compounds.

rail-road
proof-reader

c. At the hyphen in hyphenated compounds.

court-martial
above-mentioned

d. Between adjoining vowels in separate syllables.

estu-ary
gene-alogy
cre-ation

e. After prefixes of three or more letters.

ante-date
tri-color
inter-leaving
trans-portation

f. Before suffixes of three or more letters.

port-able
writ-ing

g. After the second consonant of double consonants ending a root word when followed by a suffix.

tell-ing
express-ing

h. Between double consonants that are doubled because a suffix is added.

remit-ted
thin-ning

i. After the consonant at the end of a syllable with a short vowel and before the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress
progress (noun) prog-ress
project (verb) pro-ject
project (noun) pro-ject

stenographer (noun) stenog-rapher
stenographic (adjective) steno-graphic

3. DO NOT DIVIDE WORDS.

a. At the ends of more than two consecutive lines.

b. At the end of a line when the part begun there does not suggest the whole word.

counter-offensive not coun-teroffensive

c. Of five or fewer letters, even though containing more than one syllable.

avoid begin into also every area

d. Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia proceeded period

e. Between a one- or a two-letter initial syllable and the rest of a word.

identity around behavior

f. When that word is the last word of a paragraph or on a page.

4. DO NOT SEPARATE CLOSELY RELATED WORD UNITS.

a. Avoid separating words in close association such as the elements of dates and of proper names; groups of initials and surnames; and abbreviated titles (Dr., Mrs., etc.,) and names.

(1) When it is necessary to divide a date, the year may be carried over to the next line.

(2) When it is necessary to divide a proper name, the surname may be carried over to the next line.

b. Do not separate figures, letters, or symbols from their accompanying words when used as a group.

Chapter III Article 14 1234 Fifth Street NW. $125.35

APPENDIX 8. SPELLING

1. GENERAL. This appendix carries a short list of preferred spelling forms, selected from those in the Government Printing Office Style Manual. Also it gives instructions on the formation of plurals, the doubling of consonants when suffixes are added, and the use of indefinite articles.

2. PREFERRED SPELLING.

abridgement
acknowledgment
adapter
adjuster
adviser
aging
aline
anesthetic
appall
ascendance
aye
barreled, barreling
beveled, beveling
biased
blond
boulder
brier
buses
caliber
cancel, canceling, cancellation
catalog
channeled, channeling
cigarette
coconut
combated, combating
connector
consignor
converter
conveyor
councilor
counseled, counselor, counseling
defense
descendant
development
diagramed, diagraming
dialed, dialing
dike
disk
draft
drought
employee
enclose
enclosure
entrust
equaled, equaling
esthetic
exhibitor
favor
focused, focusing
forbade
fulfill
fuse
gasoline
goodby
graveled, graveling
gray
intern
jeweled, jeweler, jeweling
judgment
kerosene
kidnaped, kidnaper, kidnaping
labeled, labeling
leveled, leveling
libeled, libeler, libeling
license
likable
maneuver
marshaled, marshaling
marvelous
medieval
meter
modeled, modeling
mold
nonplused
offense
penciled, penciling
percent
plow
practice
programmed, programmer, programming
reconnaissance
referable
signaled, signaling
skillful
stenciled, stenciling
subpoena
sulfur
theater
total, totaling
traveled, traveler, traveling,
visa, visaed
vitamin
willful
woolen
woolly
worshiper, worshiped, worshiping

3. PLURAL FORMS.

a. In forming the plurals of compound terms, make the significant word plural.

Significant word first

adjutants general
ambassadors at large
attorneys at law
attorneys general
brothers-in-law

Significant word in middle

assistant attorneys general
assistant chiefs of staff
assistant comptrollers general
deputy chiefs of staff

Significant word first

commanders in chief
heirs at law
notaries public
rights-of-way

Both words of equal significance

Bulletins Nos. 27 and 28; but
Bulletin No. 27 or 28
men buyers
women students

Significant word last

assistant attorneys
assistant commissioners
assistant secretaries
deputy sheriffs
lieutenant colonels
trade unions
vice chairmen
vice presidents

No word significant in itself

hand-me-downs
jack-in-the-pulpits

b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on
hangers-on
listeners-in
lookers-on
makers-up
passers-by

c. When neither word is a noun, make the last word plural.

also-rans
come-ons
go-betweens
higher-ups

d. To form the plural of nouns ending with **ful**, add **s** at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the mixture (one bucket filled five times)
five buckets full of earth (separate buckets)
three cupfuls of flour (one cup filled three times)
three cups full of coffee (separate cups)

e. The plurals of these words may cause difficulty.

addendum, addenda
appendix, appendixes
basis, bases
crisis, crises
curriculum, curriculums
datum, data
formula, formulas
maximum, maximums
medium, mediums, or media
memorandum, memorandums
minimum, minimums
minutia, minutiae
parenthesis, parentheses
phenomenon, phenomena
plateau, plateaus
stimulus, stimuli
synopsis, synopses

4. DOUBLED CONSONANTS. When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if (a) it ends a word of one syllable or (b) it ends an accented syllable.

bag, bagging
get, getting
red, reddish
rob, robbing
corral, corralled
transfer, transferred
but total, totaled
travel, traveled

5. INDEFINITE ARTICLES.

a. Use a before words beginning with consonants, except words beginning with a silent h. Also use a before words spelled with initial vowels that combine consonant and vowel sounds.

a procedure
a hotel
a humble man
a union
a European atlas
a one-sided argument
but an hour

b. Use an before words beginning with vowels, and words beginning with a silent h.

an order
an electric light
an initial
an herbseller
an honor

c. When a group of initials begins with b, c, d, g, j, k, p, q, t, u, v, w, y, or z, each having a consonant sound, the indefinite article a is used.

a BLS compilation
a CIO finding
a GAO limitation
a PHS project

d. When a group of initials begins with a, e, f, h, i, l, m, n, o, r, s, or x, each having a vowel sound, the indefinite article an is used.

an AEC report
an FCC (ef) ruling
an NSC (en) proclamation
an RFC (ahr) loan

CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1360.16 CHG 1

5/30/86

SUBJ: FAA CORRESPONDENCE MANUAL

1. PURPOSE. This change transmits revised pages to Chapter 7 and Chapter 11 of the FAA Correspondence Manual.

2. EXPLANATION OF CHANGES.

a. White House Correspondence. The change corrects the position of the signature block on correspondence from the Executive Secretariat to the White House to remain in the center.

b. Express Mail. Use of the contractor designated by GSA is mandatory and shall be used instead of USPS Express Mail for urgent letters and packages.

3. DISPOSITION OF TRANSMITTAL. This transmittal sheet should be retained.

Page Control Chart

Remove Pages	Dated	Insert Pages	Dated
93	7/12/85	93	5/30/86
94	7/12/85	94	7/12/85
95	7/12/85	95	5/30/86
96	7/12/85	96	7/12/85
145	7/12/85	145	7/12/85
146	7/12/85	146	5/30/86

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