

- p. 9, l. 3: *The Sallies of the Imagination*: flights of imagination.
- p. 9, l. 14: *Eclaircissement*: (French) clarification.
- p. 9, ll. 15–16: *that of a Compliment*: in the complemental style. The author has been contrasting the style he is describing with this 'former style' throughout. This chapter therefore very conveniently characterizes both complemental and 'perspicuous' styles.
- p. 9, l. 24: *equal*: uniform.
- p. 9, l. 27: *Periods*: sentences.
- p. 9, l. 30: *Strokes of Genius*: striking ideas or images.
- p. 9, l. 37: *servile Complaisance*: Complaisance was that part of politeness which consisted of pleasing others by deferring to their wishes or agreeing with their ideas. The author is suggesting that to take this too far is to be servile, i.e. to conduct oneself ignobly as if one were a slave.
- p. 10, l. 36: *Consonance*: assonance.
- p. 10, l. 37: *copious*: rich abundance of words, synonyms and repetitions, with a profusion of images, producing a diffuse style. This was a style favoured by Erasmus and other Elizabethan humanists, as well as the style of complemental letters.
- p. 12, l. 1: *banish from it all Common places*: This manual goes on to describe all the commonplaces that each class of letter is expected to repeat, much as John Hill did in Volume 1. The author also insists that letter writers should follow Horace's advice to say common things in a new way. What he must mean here, therefore, is: 'banish the common formulae and clichéd expressions' rather than banish the conventional ideas or sentiments they represent.
- p. 12, ll. 32–3: *the four Parts*: Letters were constructed on the model of orations, which had six parts: *exordium, narratio, divisio, confirmatio, refutatio* and *peroratio*. The writer is reducing these to four to suggest a more informal and flowing rendering of one's point or argument. It was a commonplace to say that a letter must be more informal than an oration.

Samuel Richardson, *Letters Written to and for Particular Friends, on the Most Important Occasions*

- p. 19, ll. 2–3: *Chapman ... Dealer*: country shopkeeper, corresponding with a middleman, who dealt in and distributed merchandise.
- p. 19, l. 3: *offering his Correspondence*: offering to have business relations – and by letter.
- p. 19, l. 12: *use me*: treat me.
- p. 20, ll. 9–10: *more favourable Usage*: In the eighteenth century, credit usually had to be extended for extremely long periods of time, and payment for goods and services was all too often hard to obtain. These two letters are promoting better business practices, by recommending punctual or prompt payment on the one hand, and more favourable terms in exchange on the other.
- p. 21, l. 11: *Engagements*: undertakings.
- p. 21, ll. 19–20: *Housekeeping*: provisions for household use.
- p. 22, l. 3: *I had saved Twenty Pounds in Service*: It was common for live-in maidservants who got bed and board to save their earnings to create a sort of dowry, which would enable them to marry a tradesman; or, alternatively, for a maidservant and footman, both of whom had saved their earnings, to marry and set up in trade together in or around London. This young maidservant has not done the saving that others had.