

Contents

PREFACE	v
ACKNOWLEDGMENTS	ix

Speaking and Writing Colloquial American English

I	STANDARD PRONUNCIATION IN AMERICA	3
	The Practical Approach	4
	Adjusting to the Speech of Your Community	5
II	AN ANALYSIS OF RADIO SPEAKERS	7
	Comments on Prominent Radio Speakers	7
III	AMERICAN ENGLISH AND GERMAN SOUNDS	11
	Individual Sounds in American English	12
	English and German Vowel Sounds	14
	Impure English Vowels versus Pure German Vowels	15
	Final Counsel	16
	Practice Words and Sentences	16
	A Comparison of Typical English and German Speech Melodies	17
IV	DEFINITION OF COLLOQUIAL AMERICAN ENGLISH	20
V	THE USE OF CONTRACTIONS	22
	In Colloquial Informal Speech	22
	In Formal Literary English	24
VI	ELIMINATING THE RELATIVE PRONOUN IN RESTRICTIVE CLAUSES	26
VII	OMITTING THE CONJUNCTION <i>THAT</i> IN INDIRECT DISCOURSE (INDIREKTE REDE)	29
	Similar and other Omissions of <i>That</i> in <i>That</i> Clauses	30
VIII	THE USE OF PRESENT TENSE FORMS	32
	The Use of Present Tense Forms for Future Meaning	33
	The Use of the Present Tense in Subordinate Clauses with Future Meaning	33
IX	THE FUTURE TENSE. SHALL AND WILL, GOING	34
	Shall and Will and the English Purist	35
	Shall and Will are both Future and Modal Auxiliaries	37
	Future Action Expressed by the Progressive	38
	The Conjugation of the Verb <i>See</i> with <i>Shall</i> and <i>Will</i> , and <i>Going</i>	39
	The Future Progressive	41
X	THE SUBJUNCTIVE MOOD. SHOULD AND WOULD	43
	Present Action	43

	Past Action	43
	Passive Voice	45
	Present Subjunctive	45
xI	THE PRESENT PERFECT TENSE	47
xII	THE SEQUENCE OF TENSES IN INDIRECT DISCOURSE (INDIREKTE REDE)	50
xIII	THE PROGRESSIVE FORM OF THE VERB	52
	Definition of the Progressive and the Simple Forms	52
	Stylistic and Other Differences	55
	Misuse of the Progressive	56
	Wrong Use of the Simple Forms	57
xIV	ENGLISH AND GERMAN WORD ORDER	58
	Inversions in English	58
	Position of Adverbs in English	59
	Position of Two Adverbs, One of Time and One of Place	60
	Position of Two Adverbs, One of Place and One of Manner	60
	Position of Two Adverbs, One of Time and One of Manner	61
	Position of Three Adverbs, One of Time, One of Place, and One of Manner	61
	Position of Indirect and Direct Objects	62
	Position of Compound Verbs	62
xv	ABRIDGMENT OF CLAUSES TO PHRASES AND WORDS	64
	Relative Clause	64
	Subject Clause	64
	Genitive Clause	65
	Dative Clause	65
	Accusative Clause	65
	Clause of Time	65
	Clause of Manner Proper	65
	Manner Clauses of Modal Result and Pure Result	65
	Clause of Cause	66
	Clause of Condition or Exception	66
	Concessive Clause	66
	Clause of Means	66
xvi	ELIMINATING FLICKWÖRTER IN ENGLISH—"ALREADY ONCE AGAIN"	68
xvii	DIFFICULTY WITH SOME COMMON USAGES	70
	The Use of <i>That</i> and <i>Which</i> in Relative Clauses	70
	The Use of <i>Can</i> for <i>May</i>	71
	The Translation of the German "Man"	71
	The Teacher Was Given a Book	71
	I Am Afraid	72
xviii	CURRENT ESTABLISHED AMERICAN ENGLISH USAGE SOMETIMES OBJECTED TO BY PURISTS	73

CONTENTS

xv

xi	AMERICAN SLANG, ITS USE AND ABUSE	76
xx	AMERICAN ENGLISH AND BRITISH ENGLISH	79
	The Difference in Vocabulary	80
	Some Differences in Pronunciation	81
	Differences in Speech Tune	82
	Some Differences in Spelling	83
xxi	DIFFERENCES IN PUNCTUATION BETWEEN ENGLISH AND GERMAN	84
	The Comma	85
	The Exclamation Point	86
	The Colon	87
xxii	SYLLABICATION AND TRENNSILBEN	88
xxiii	AN IMPORTANT HINT ON LEARNING ENGLISH	90
	A Word of Caution	91
xxiv	COMMON ERRORS OF GERMANS IN SPEAKING AND WRITING ENGLISH—ONE HUNDRED EXAMPLES WITH CORRECTIONS	92
	Wrong Use of Tenses	92
	Wrong Word Order	95
	Faulty Use of Prepositions	96
	Miscellaneous Mistakes in Grammar	97
	Miscellaneous Mistakes in Words	101

Social Forms and Social Customs in America

xxv	GREETINGS AND OTHER SOCIAL FORMS	107
	Shaking Hands	109
	Introductions and Leave-Taking	110
xxvi	MANNERS AND CUSTOMS IN PUBLIC PLACES AND IN HOMES	113
	In Restaurants and Hotels	114
	Table Manners	115
	Seating Arrangements at Table	116
xxvii	SOCIAL CALLS AND INVITATIONS	117
	Calling Cards	117
	Business Cards	118
	Letter Heads—Stationery	118
	Titles are Rarely used in America	118
	Answering Invitations	119
xxviii	LETTER WRITING	122
	Complimentary Close	124
xxix	TIPPING AND BRINGING FLOWERS	125
	Bringing Flowers to Your Hostess	126

Differences in National Characteristics and Temperament

xxx	THE PROBLEM OF NATIONAL CHARACTERISTICS AND TEMPERAMENT	129
xxxI	TAKE IT EASY	131
xxxII	SPEECH HABITS	133
	Restraint in the Use of Qualifying Adjectives and Adverbs	133
	Speech Intensity	133
xxxIII	PERSONAL DIGNITY OF GERMANS AND AMERICANS	135
	Affronts to One's Honor, Ehrgefühl	135
	Krachmachen, Krachschlagen, Anschauzen—"Blowing Up" and "Bawling Out"	136
	Differences in Attitude Toward Superiors and Inferiors, Employers and Employees	136
xxxIV	"HOW ARE YOU?"—"FINE" ("WIE GEHT'S?"—"NICHT BE-SONDERS")	139
	Repressing and Sharing Deep Emotions	139
xxxV	MAKING FRIENDS IN AMERICA	141
	The American Habit of "Kidding"	142
	The Friendly American Misinterpreted	142
	Talking Shop (Fachsimpeln) and Serious Conversation	142
	Talking Shop in Interviews	143
xxxVI	GERMAN GRÜNDLICHKEIT	144
xxxVII	AVOIDANCE OF CONTROVERSIAL TONE AND CONTRO-VERSY, RECHTHABEREI UND PRINZIPIENREITEREI	146
xxxVIII	LENGTH OF SPEECHES AND TALKS	149
xxxIX	FORM AND CONTENT, GEHALT UND FORM	151
xL	DECISIONS BY PRINCIPLES OR BY COMPROMISE	153
APPENDIX		157
	Synopsis of the verb "to build"	157
	Prepositions	159
	Trite or Hackneyed Phrases, Clichés	164
	Spelling and Pronunciation of Names and Foreign Words	167
	American and German Education	169
	Sources of Information on American Education	173
	Bibliography on the Contributions of the German Element to the United States	174
	Bibliography on the American Way, prepared and annotated by Virginia Harrington	175
	List of Books Frequently Quoted From or Consulted	179
INDEX		181