

GRAMMAR GUIDELINES

THE FOLLOWING SUGGESTIONS MAY HELP YOU WHEN WORDING INVITATIONS.

When titles are used, the husband's title always comes first.

Doctor and Mrs. Warren T. Wilson
Judge and Mrs. Warren T. Wilson
Mr. and Mrs. Warren T. Wilson

Without title, the wife's name should come first.

Susan and John Adams

With children's names added, the father's name should come first, then the wife's name, followed by the children's names listed according to age (oldest first).

The John Hopkins Family
John, Teri, Lee and Anna Hopkins

A comma should always precede the use of suffixes.

(Jr., III, Sr., etc.)

Warren T. Wilson, Sr.
Warren T. Wilson, junior
John Lee Hopkins, III

Widow or Married Woman

Mrs. Daniel York
or
Emily York
(Never use "Mrs. Emily York" unless she is divorced.)

The proper use of fiancée or fiancé.

The woman who is engaged to be married is the fiancée.
The man who is engaged to be married is the fiancé.

Use of Plurals

When names end in "s", "x", "z", "ch" or "sh", add an "es" at the end.

Adams = Adamses
Wilcox = Wilcoxes
Menendez = Menendezes
Gingrich = Gingriches
Nash = Nashes

When names end in "o" or "y", add an "s" on the end.

Garbo = Garbos
Henry = Henrys

Only use an apostrophe to show ownership, never to form a plural.

Happy Holidays from The Halls - **is proper** (not The Hall's)
Come to the Halls' beach - **is proper** (not the Hall's)
Meet at Jane Hall's beach house - **is proper**

In many cases, the plural form of a name is not desirable.
The word "Family" may look and sound better.

The Jones Family