

When and How to Use the Titles Miss, Mrs., Ms., Mr., and Master

The Meaning and Use of “Miss”

This title is used as respect for ladies of all ages who are unmarried. When it is written there is no punctuation after the title. Example: Miss Ellen Baker

The Meaning and Use of “Mrs.”

This title is used as respect for a married or widowed woman. A widowed woman may choose to use this title along with their former husband’s name or with her first name. Example: Mrs. Robert Baker – or - Mrs. Ellen Baker. In today’s world, the preference is the title with her first name. There is a period after the title Mrs.

The Meaning and Use of “Ms.”

This title, if used, does not indicate a woman’s marital status. It is a good choice when you are not sure. When it is written, a period follows the title.

Example: Ms. Ellen Baker

The Meaning and Use of “Mr.” and “Master”

The title “Mr.” serves gentlemen over the age of 12, whether single or married. There is a period after the title. Example: Mr. Robert Baker

The title “Master” is used for a male up to the age of 12. This title is still used in America and, though correct, has become a less popular choice. There is no punctuation used. Example: Master Peter Thompson

Tips for Addressing Greeting Cards

If sending a Christmas card to a family, examples are:

The Robert Baker Family – (parents and all children)

Mr. and Mrs. Robert Baker – (a married couple)

Mr. Robert and Mrs. Ellen Baker – (a married couple)

Mr. and Mrs. Robert Baker – (parents and

Miss Sandy Baker and Master Timmy Baker - named children)

Mr. and Mrs. Robert Baker – (parents and named children)
Sandy and Timmy

Ms. Ann Thompson – (**unmarried lady**)

Mr. Jim Taylor and Mr. Grant Brown – (a married couple of the same gender)

Mr. Jim Taylor - (

Mr. Grant Brown- (another example of a male-gender married couple)

Mrs. Lisa Thomas and Mrs. Sherry Piper - (a married couple of the same gender)

Mr. Jim Taylor and Mr. Grant Brown – (the most common example of a married couple of the same gender)

Professional Titles

The Doctors Jones – (**a married couple both with the same professional title**)

Drs. Jane and Ray Jones – (a married couple both with the same professional title)

Dr. Jane Jones and Mr. Ray Jones – (**a married couple with only one having a professional title**)

The Reverend Paul Davis and Dr. Ann Davis – (a married couple, each with a different professional title)

Reminder: When making last names plural, just add “s” or “es” to the name. Do not add an apostrophe. Example: The Paul Smiths – The Fred Foxes. This would be used for signatures or return addresses.

A handy **tip** from **Tick-Tock**...Open a can of cranberry. Turn the can upside down and poke a hole. Use caution. The cranberry will slide out—without the effort.

Enjoy!