

PITMAN'S  
SHORTHAND  
NEW COURSE



PITMAN'S SHORTHAND  
NEW COURSE

*NEW ERA EDITION*

*Isaac Pitman*

## COPYRIGHT

This edition of Sir Isaac Pitman's system of Shorthand is the exclusive copyright of Sir Isaac Pitman & Sons Ltd., and it will be an infringement of such copyright if matter from it be reproduced in any publication without written permission.

ALL RIGHTS RESERVED

SIR ISAAC PITMAN & SONS LTD.

PITMAN HOUSE, BOUVERIE STREET, CARLTON, MELBOURNE

PITMAN HOUSE, PARKER STREET, KINGSWAY, LONDON, W.C.2

THE PITMAN PRESS, BATH

20-25 BECKETT'S BUILDINGS, PRESIDENT STREET, JOHANNESBURG

ASSOCIATED COMPANIES

PITMAN MEDICAL PUBLISHING COMPANY LTD.

46 CHARLOTTE STREET, LONDON, W.1

PITMAN PUBLISHING CORPORATION

20 EAST 46TH STREET, NEW YORK, N.Y. 10017

SIR ISAAC PITMAN (CANADA) LTD.

(INCORPORATING THE COMMERCIAL TEXT BOOK COMPANY)

PITMAN HOUSE, 381-383 CHURCH STREET, TORONTO

# PREFACE

**I**SAAC PITMAN published the first edition of his shorthand system in 1837. He spent half a century improving it, and the great work has since been continued by several generations of expert writers and teachers.

Millions have used this system as a means of earning a livelihood, and today, throughout the world, wherever accurate and immediately legible recording of spoken English is required, in Parliaments and Congresses, in the Courts of Justice, and in offices of every size and sort, there is Pitman's Shorthand, doing what no machine can do, reproducing speech, the whole speech and nothing but the speech (with whatever helpful notes the intelligent recorder may choose to append to the speech), in a form that can be read like a book as soon as it is written or ten years afterwards. No system has been tested for so long or by so many writers of such a wide diversity of natural aptitude; and no system has won so high a reputation in the crucible of experience.

## DISTINCTIVE FEATURES OF THE SYSTEM

Isaac Pitman devised his system after a profound and epoch-making study of the phonetic structure of the English language. The system is a result of his scientific analysis. Systems before Pitman, and even some systems in use today, could achieve speed only through the laborious memorization of hundreds of special forms and arbitrary abbreviations. In Pitman's Shorthand, speed and facility of writing and safety of reading are achieved by following a coherent and comprehensive scheme: each individual sound has its sign, and sounds of the same family have signs with an appropriate family likeness, so that, after a little practice, the signs seem to produce themselves like snapshots from the sounds, and the sounds themselves seem to speak from the written page.

**Handwriting Motion Inadequate.** The consonants of the language are represented by a series of simple strokes, selected to provide the most facile joinings with one another. Because these strokes do not follow the slope of ordinary longhand writing, they can be formed with complete distinctiveness when they are joined together and written with great speed. The purpose of shorthand is to represent letters as briefly and as distinctively as possible. *The adoption of a uniform slope in a shorthand system would result in a confusing similarity*

*of consonants*, and the hand of the writer would be retarded because of the necessity for careful and laborious representation of fine distinctions.

**Pairing of Consonants.** In certain cases consonants are paired because of their similarity of sound. The first consonant in the pair is pronounced lightly (as “S”) and is unvoiced, and the second consonant in the pair is the corresponding heavy sound (as “Z”) and is voiced. The same stroke is used for both consonants, but for the first consonant a light stroke is written, and the second stroke of the pair is written with a slight pressure of the pen. *This avoids the necessity of employing different strokes to represent similarly sounded consonants.* If, for instance, half- and double-length strokes were used to represent these pairs, valuable shorthand abbreviating material would be lost, which in Pitman’s Shorthand is used to represent the addition of letters and even whole syllables. *The use of this device thus saves time and labour for the shorthand writer and involves no extra penmanship.*

**Elimination of Vowel Signs.** Words are represented by a complete shorthand outline of their consonants. Short forms, or “word signs,” are few in number. Circles, loops and hooks are used for the representation of frequently occurring and natural combinations of consonants in English words. In the application of this abbreviating material the presence or absence of a vowel is indicated, and it is unnecessary to write signs for the vowel sounds. *Here again the shorthand writer is saved much time and labour.* A series of disjoined vowel signs is provided for insertion where necessary, such as in isolated words, or proper names.

**Position Writing.** Position writing is a simple and effective device for the indication of vowels. Writing a word above, on, or through the line, according to its first vowel sound, *is another means of expressing sound without actual writing, and it is a device highly prized by the fastest writers.* Generations of the best writers in the world have proved that the most effective means of securing compact, swift and legible shorthand outlines is through complete representation of the consonants, and that the insertion of the vowel signs is a needless waste of the writer’s labour.

**Summary.** In Pitman’s Shorthand the amount of actual writing has been reduced to a minimum because of the scientific use of the stenographic abbreviating material. Circles, loops, hooks, halving and doubling are devices used for the representation of syllables, and not for the formation of an alphabet. An adequate skill in shorthand

writing is developed through the application of the abbreviating principles of the system. These devices are few in number, and they are easily understood and applied. Writers do not have to resort to such doubtful expedients as memorizing large numbers of specially contracted forms or writing only the first part of words, in order to keep pace with a speaker. They are able to develop their skill in accurate note taking without arbitrary memorization and with a minimum of labour. The simple principles of the system permit its writers to maintain and increase their skill, to their own satisfaction and to the satisfaction of those whose utterances they undertake to record.

### **FEATURES OF THE BOOK**

This book presents the principles of Pitman's Shorthand in a logical arrangement. The principles are stated briefly and simply, and each statement is followed by an adequate amount of application. The work of the teacher is made easier by dividing the principles into small units of construction.

An unusual feature of the book is the wealth of drill material provided for each unit of instruction. The amount of this material is more than that appearing in any shorthand textbook previously issued. The exercises have been so compiled that they are similar in subject matter to the material dictated to students in later stages of the study of the subject. The development of skill in reading and writing these exercises is therefore of great importance, for they provide practice as valuable to the student as the dictation he will receive when the principles have been completed. Realization of this will encourage the student and will stimulate rapid progress. The exercises provide a cumulative review of the principles and of the short forms.

In the application of the principles a vocabulary of the two thousand commonest words has been used. Less frequently occurring words are used occasionally, however, to provide additional illustrations and to demonstrate in the exercises the application of a principle to similar words. These additional words are always well within the average student's vocabulary.

Most of the exercises are in shorthand. Reading correct shorthand is invaluable to the student, and the reading approach makes it possible to prevent students from writing or seeing incorrectly written outlines, and in this way assists them to write accurately from the start. The shorthand exercises are also useful for home preparation and from Chapter IX onwards longhand exercise or dictation material is included.

Dictation is always interesting to the student, and teachers will find *Graded Dictation Studies* of great use to them when used side by side with the NEW COURSE. In this book there is a wealth of dictation material arranged so as to correspond accurately with the chapters of the NEW COURSE and at the same time progressively graded by word-frequency. Complete practice for dictation purposes is also given in the whole vocabulary of each chapter of the NEW COURSE, including short forms, phrases and word lists.

The very frequently used words expressed in shorthand by some logical principle of abbreviation are introduced in their appropriate places in the text and are also given in three alphabetically arranged lists at the end of the volume. The first list gives those short forms that are included in the text and these all come within the two thousand commonest words. The second list gives additional short forms occurring in the first ten thousand commonest words, and the third list a few others which do not occur in the ten thousand commonest words. It will be noticed that for all ordinary purposes the first list is adequate and in fact represents between 50 and 60 per cent of average matter.

When the book has been completed *A Student's Review of Pitman's Shorthand* will be found most useful for a re-learning of the principles by a quite different approach and also provides abundant material for reading and dictation. The *Second Session Dictation Course*, *Elementary Examination Speed Tests* and *Business Letters for Dictation* will be found of value for the further development of skill in writing shorthand for business purposes. Literature available for reading in shorthand is listed in the *Pitman Shorthand and Typewriting Catalogue*. *Pitman's Office Training* published weekly includes many shorthand pages and regular articles for the guidance of the shorthand writer, and further shorthand reading material will be found in the monthly issues of *Pitman's Business Education*.

## NOTE

Readers of this book will be interested in the note on Maori pronunciation, and in the lists of Australian and New Zealand place names which appear on pages 173-184

# CONTENTS

CHAPTER	PAGE
PREFACE . . . . .	iii
INTRODUCTION . . . . .	viii
I. FIRST SIX CONSONANTS; <i>ā</i> AND <i>ǣ</i> . . . . .	1
II. NEXT EIGHT CONSONANTS; <i>ō</i> AND <i>ŷ</i> . . . . .	4
III. NEXT EIGHT CONSONANTS . . . . .	6
IV. FIRST-PLACE VOWELS . . . . .	9
V. THIRD-PLACE VOWELS . . . . .	13
VI. TWO FORMS FOR <i>R</i> . . . . .	17
VII. DIPHTHONGS AND <i>H</i> . . . . .	23
VIII. <i>S</i> CIRCLE . . . . .	31
IX. <i>St</i> AND <i>Str</i> LOOPS; <i>Ses</i> AND <i>Sw</i> CIRCLES; VOWEL INDICATION . . . . .	41
X. HALVING; DOWNWARD <i>L</i> ; ABBREVIATED <i>W</i> . . . . .	54
XI. DOUBLE CONSONANTS . . . . .	68
XII. <i>N</i> AND <i>F</i> HOOKS . . . . .	89
XIII. <i>-Shun</i> HOOK . . . . .	106
XIV. COMPOUND CONSONANTS; TICK AND DOT <i>H</i> . . . . .	116
XV. HALVING AND DOUBLING . . . . .	126
XVI. PREFIXES AND SUFFIXES . . . . .	139
XVII. DIPHONES; MEDIAL <i>W</i> ; <i>SH</i> , <i>R</i> , AND <i>S</i> . . . . .	149
XVIII. FIGURES; COMPOUND WORDS; INTERSECTIONS . . . . .	156
SHORT FORMS . . . . .	163
INDEX . . . . .	185



## INTRODUCTION

**S**HORTHAND is the art of representing spoken sounds by written signs. Pitman's Shorthand provides a way of representing every sound heard in English words.

Ordinary longhand spelling is seldom phonetic. Pitman's Shorthand is phonetic; that is, words are generally written as they are sounded and not according to ordinary longhand spelling. With certain exceptions no signs are used that are not wanted to represent the sound.

The following illustrations show how to think of the words when writing shorthand—

<i>palm</i> is <i>p-ah-m</i>	<i>wrought</i> is <i>r-aw-t</i>
<i>pale</i> is <i>p-ay-l</i>	<i>coal</i> is <i>k-oh-l</i>
<i>key</i> is <i>k-ee</i>	<i>tomb</i> is <i>t-oo-m</i>

With the exception of *worsted* (the woollen material) and a few proper names, e.g. *Worcester*, if an R appears in the spelling of a word it always appears in the shorthand. Words that include a "silent R" in some pronunciations of English are thus made much easier to read, e.g. *iron*, *park*.

The shorthand characters should be made as neatly and as accurately as possible. The size of the shorthand strokes in this book is a good standard to adopt in your own writing. The signs join readily with one another and they can be written with great speed when practised sufficiently. Resist the temptation to sacrifice accurate formation for speed. Speed in writing will naturally follow the practice of neat and accurate writing.

# CHAPTER I

## PITMAN'S SHORTHAND ALPHABET







### 1. The First Six Consonants

The sounds heard in English words are, in Pitman's Shorthand, divided into—

Twenty-four Consonants    Twelve Vowels    Four Diphthongs

A shorthand sign is provided for each of these sounds.

The first six consonants are represented by straight strokes written downward—

<i>Letter</i>	<i>Sign</i>	<i>Name</i>	<i>As in</i>
P		pee	pay, ape, up
B		bee	bay, Abe, be
T		tee	Tay, ate, it
D		dee	day, aid, do
CH		chay	chest, etch, which
J		jay	jest, edge, age

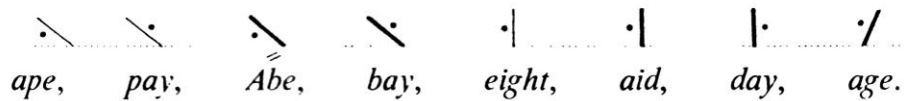
The arrows indicate the direction in which the strokes are written. They are never written in any other direction.

NOTE: These consonants form pairs: *p* and *b*, *t* and *d*, *ch* and *j*. In each pair a *light* sound is represented by a *light* stroke, and a corresponding *heavy* sound is represented by a *heavier* stroke.

### 2. Vowel $\bar{a}$

Vowels are represented by dots and dashes written alongside the consonant strokes. When a vowel comes *before* a consonant, it is placed *before* the stroke (left side); when a vowel comes *after* a consonant, it is placed *after* the stroke (right side).

The long vowel *ā* is represented by a heavy dot—

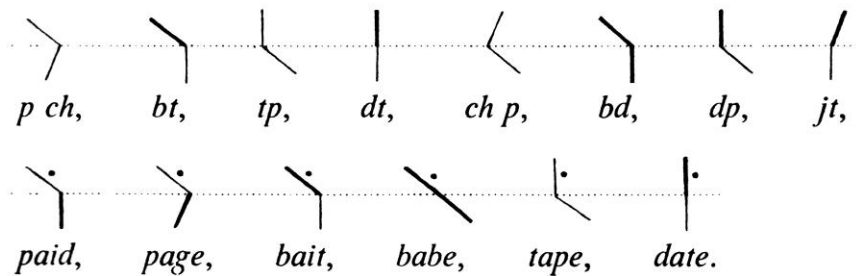

  
*ape, pay, Abe, bay, eight, aid, day, age.*

Write the consonant stroke first, and then place the vowel sign. Two light dashes underneath an outline indicate that the word represented begins with a capital letter.

NOTE: There are three places alongside a stroke in which vowels may be written—beginning, middle, and end, or first, second, and third place. The dot for long *ā* is written in the middle place, and it is therefore called a “second-place vowel.”

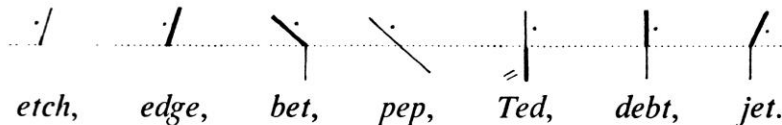
### 3. Joining of Consonants

Consonants are joined without lifting the pen, as in longhand. Begin the second where the first ends, and write the stroke in its proper direction. Note that the first stroke rests on the line.


  
*p ch, bt, tp, dt, ch p, bd, dp, jt,*  
*paid, page, bait, babe, tape, date.*

### 4. Vowel ě

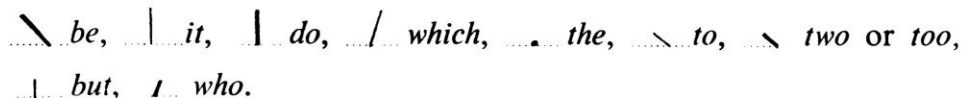
Short *ě* is represented by a light dot, and is a second-place vowel—


  
*etch, edge, bet, pep, Ted, debt, jet.*

NOTE: The first stroke rests on the line. Write the consonant outline first, and then place the vowel sign.

### 5. Short Forms for Common Words

A few very frequently used words, such as *be, it, the, to*, are expressed in shorthand by a single sign. These short forms promote speedy writing, and they should be thoroughly memorized—


  
*be, it, do, which, the, to, two or too,*  
*but, who.*

**6. Phrasing**

As an aid to rapid writing, shorthand words may often be joined. This is called phrasing. Outlines should be phrased only when they join easily and naturally, as shown in the examples throughout this textbook. The first word in a phrase is written in its normal position—

*to do, but which.*

A small tick *at the end* of a word represents *the*. The tick is written either upward or downward, whichever forms the sharper angle but, whether written upward or downward, its angle to the line of writing is always the same—

*to the, be the, do the, which the, pay the, paid the.*

**7. Punctuation**

The following special punctuation marks are used in shorthand—

x      ṗ      !      =      ←      { }  
*full stop, question, exclamation, hyphen, dash, parenthesis.*

Other signs are written as in longhand.

**Exercise 1**

1. *to do*    2. *to do*    3. *to do*    4. *to do*  
 5. *to do*    6. *to do*    7. *to do*  
 8. *to do*    9. *to do*    10. *to do*    11. *to do*  
 12. *to do*

## CHAPTER II

### 8. The Second Group of Consonants

The next four pairs of consonants are curves, and they are written downward—

Letter	Sign	Name	As in	Short Form for
F		ef	few, safe, for	
V		vee	view, save, have	have ...
TH		ith	<i>th</i> igh, <i>ba</i> th, <i>th</i> ink	think ...
TH		thee	thy, bathe, them	them ...
S		ess	seal, ice, us	
Z		zee	zeal, eyes, was	was ...
SH		ish	she, wish, shall	shall ...
ZH		zhee	measure, treasure, usual	usual/ly ...

(a) they, say, fade, faith, shape, bathe, shade.

(b) fed, fetch, death, shed, essay.

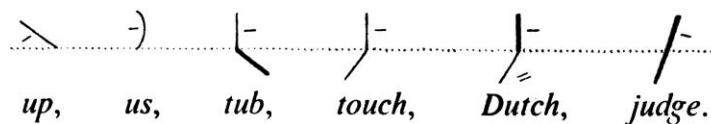
### 9. Vowels $\bar{o}$ and $\bar{u}$

Long  $\bar{o}$  is represented by a heavy dash, and is a second-place vowel—

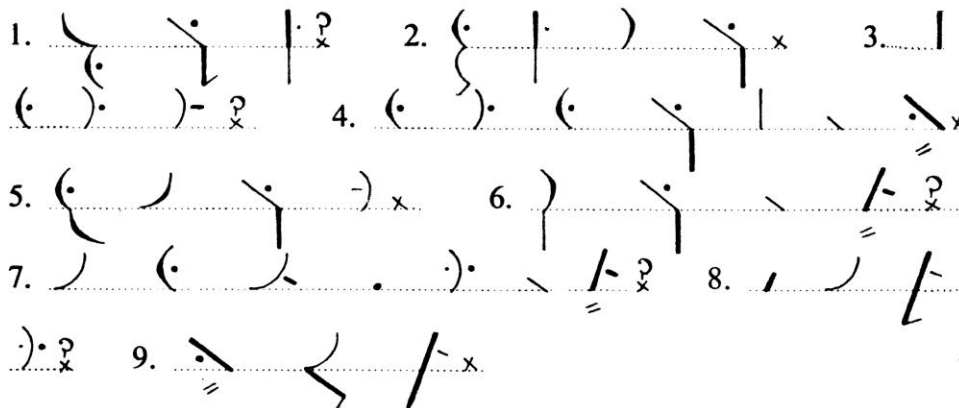
toe, oat, bow, Joe, foe, oath, so, owes,

show, showed, boat, both, vote.

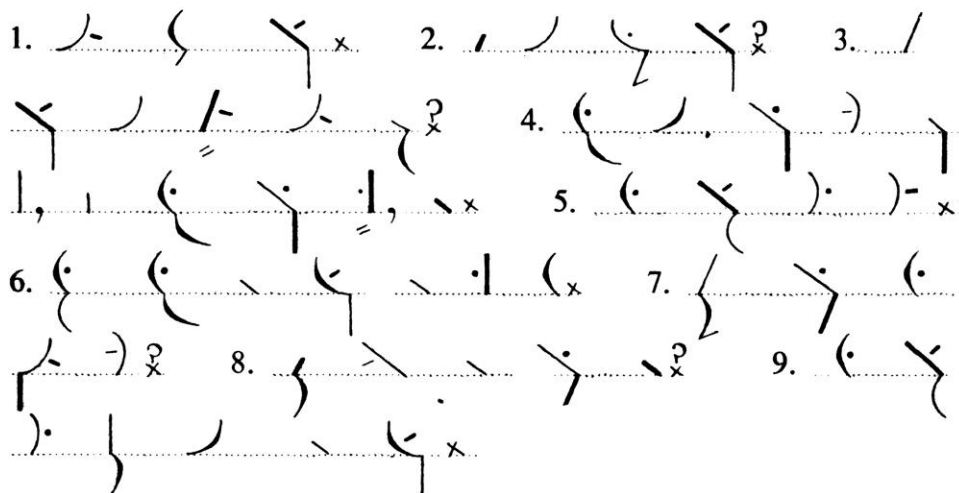
Short ŭ is represented by a light dash, and is a second-place vowel—



**Exercise 2**



**Exercise 3**



## CHAPTER III

### 10. The Next Eight Consonants

The next eight consonants are all written forward. They are all light strokes except *g* and *ng*—

Letter	Sign	Name	As in	Short Form for
K	↗↘	kay	cane, leak, come	come _____
G	↗↘	gay	gain, league, give	give or given _____
M	↗↘	em	may, seem, him	him _____
N	↗↘	en	nay, seen, no	
NG	↗↘	ing	long, sing, thing	thing _____
L	↗↘	el	lay, coal, will	lord _____
W	↗↘	way	weigh, aware, we	we _____
Y	↗↘	yay	youth, yellow, yes	

When a vowel comes *before* a horizontal stroke it is written *above* the stroke; when a vowel comes *after* a horizontal stroke it is written *below* the stroke.

(a) *ache, egg, gay, keg, cake, aim, may, make,*  
*came, game, gum, comb, no, know, name, neck.*

(b) *ail, lay, laid, led, lake, delay, low, load,*  
*below, love, luck, lung, coal, goal, mail.*







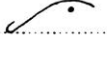
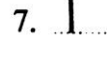
(c) *way, weigh, woe, web, wed, wedge, yoke, yellow.*

(d) *take, check, joke, became, beg, shake, folk,*  
*shame, thumb, lunch, bunch, change, length, tongue.*


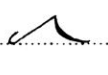



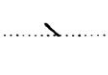
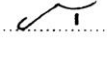
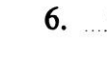
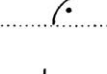
In a phrase, the stroke *l* is used to represent the word *will*—

*it will, which will, who will, they will, it will be,*  
*it will have, they will be, they will have, etc.*

**Exercise 4**

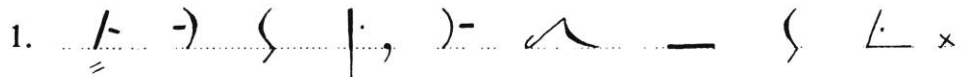
1.  →  x  
 2.  x  
 3.  x  
 4.  x  
 5.  x  
 6.  x  
 7.  x


**Exercise 5**

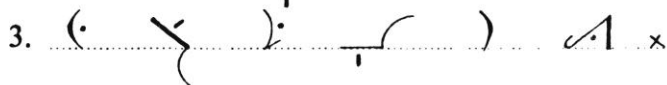
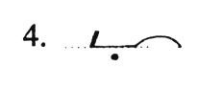
1.  x  
 2.  x  
 3.  x  
 4.  x  
 5.  x  
 6.  x  
 7.  x  
 8.  x  
 9.  x

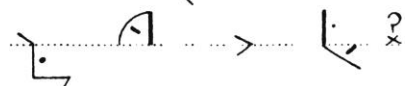
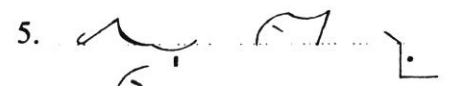




Exercise 6



1. 

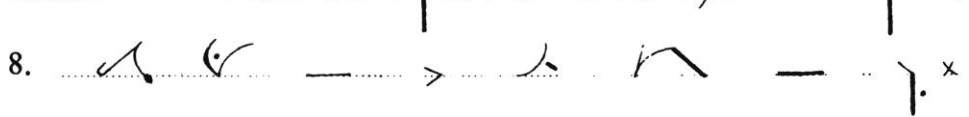
2. 

3.  4. 

 5. 

 6. 

 7. 

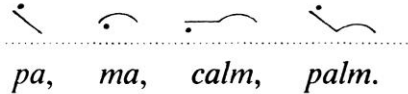
8. 

## CHAPTER IV

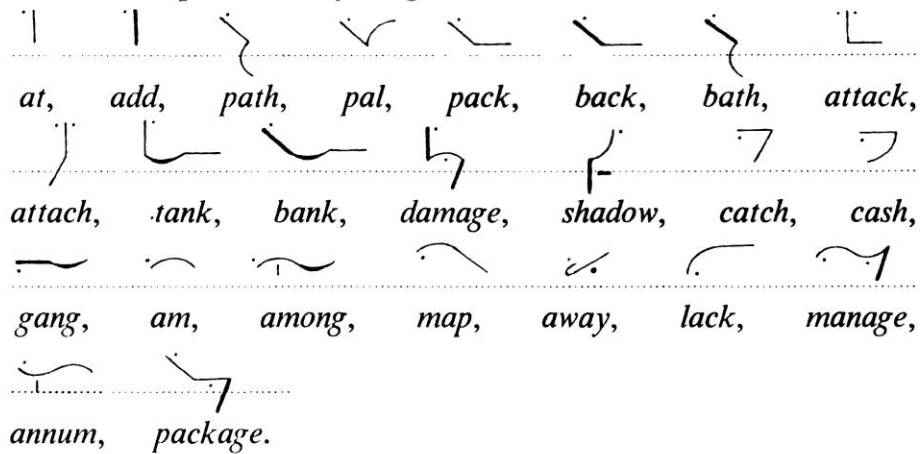
### 11. First-place Vowels

The next four vowels are written in the *first* place, that is, at the beginning of a stroke. When the *first* vowel in a word is a *first-place* vowel, the outline is written in *first* position, that is, the first down-stroke or upstroke in the outline is written *above* the line. First-position outlines consisting of horizontal strokes are written above the line.

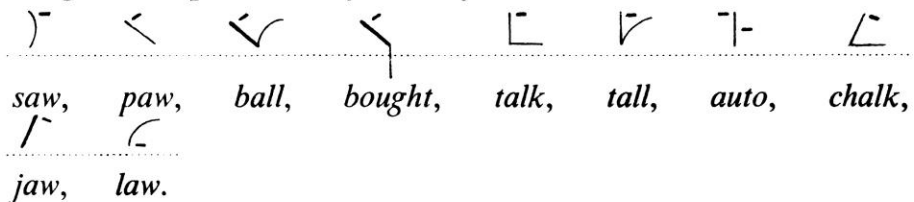
(a) Long *ah* is represented by a heavy dot—



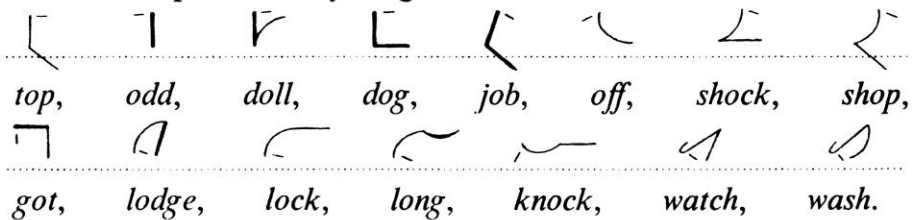
(b) Short *ă* is represented by a light dot—



(c) Long *aw* is represented by a heavy dash—



(d) Short *õ* is represented by a light dash—



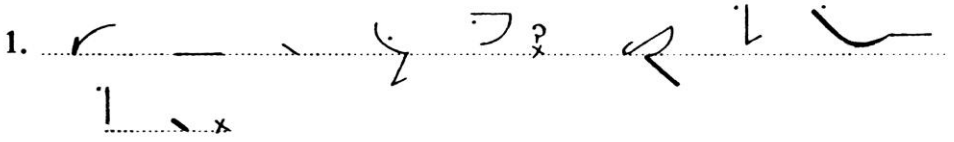
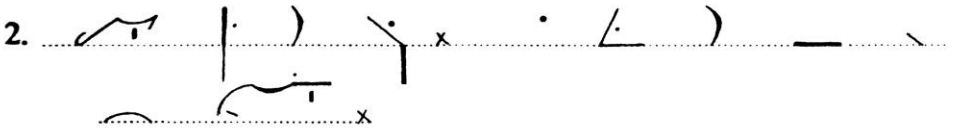
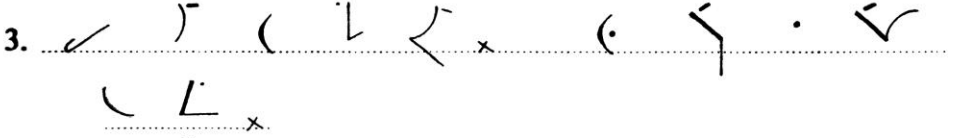
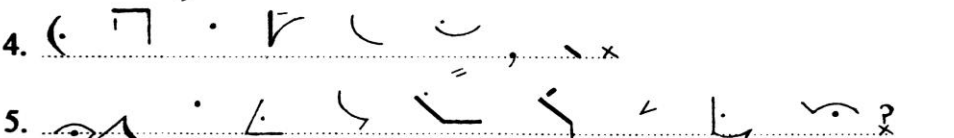
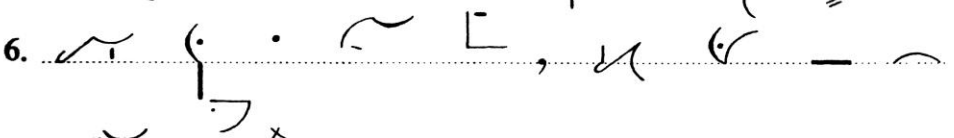
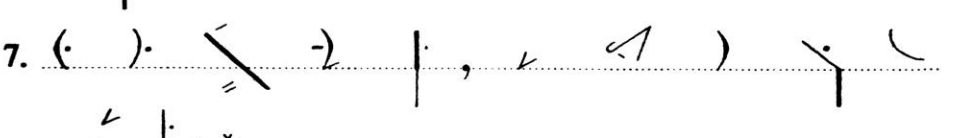
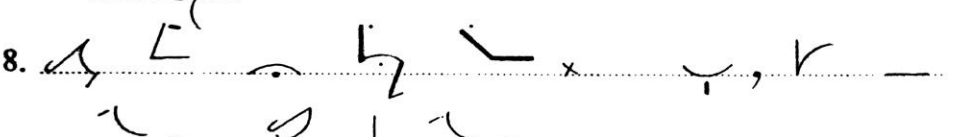
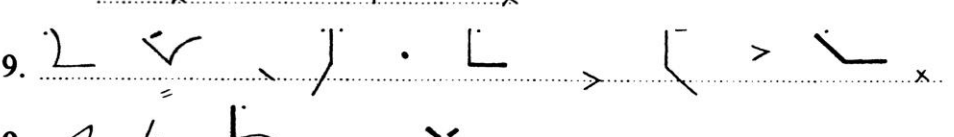
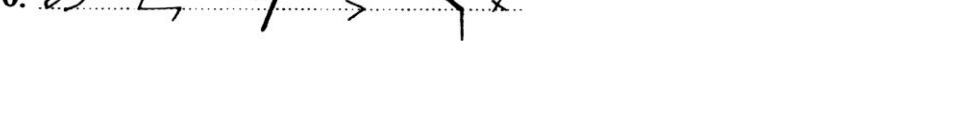

SHORT FORMS

for, a or an, of, on, had.

Phrases—

on the, but the (the signs for on and but slightly slanted).

Exercise 7

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

**Exercise 8**

1. . . f ( ) ) y 3/6 . t v < x

2. . . s ) - , ) - v b l ^ y x

3. ) . T - y , | } . k v

4. / ( ) [ A t v l > < ?

5. v . w - r ( . v l x

6. w ( w l - b , v - l x

7. i ( t v r l x a )

8. ( v l h > s , v ( l

9. A - y - i - a l < , ) -

10. v | - . w v , | ]

**12. Second Position**

When a *second-place* vowel is the *first* vowel in a word, the outline is written in *second* position, that is, the first downstroke or upstroke rests on the line—

*get, enough, Monday, engage, month, envelope,*
  
  
*cup, leg, debt, coal, take.*

**Exercise 9**

1. 29
2. x
3. x
4. x
5. x
6. x
7. 12 x
8. x
9. x
10. x

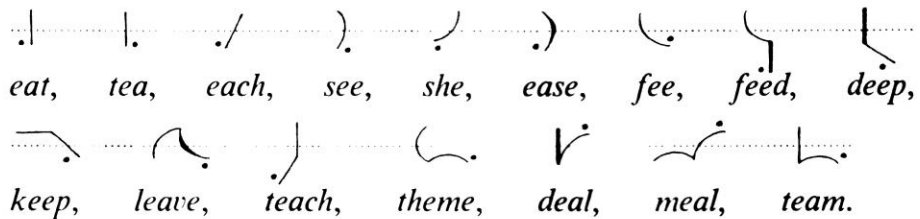
## CHAPTER V

### 13. Third-place Vowels

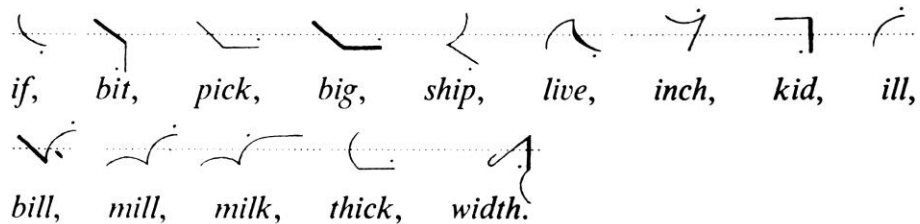
The last four vowels are written in the third place. When a third-place vowel comes between two strokes, it is put in third place before the second stroke.

When a third-place vowel is the first vowel in a word, the outline is written in third position, that is, the first downstroke or upstroke is written through the line.

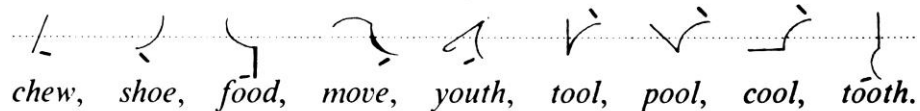
(a) Long  $\bar{e}$  is represented by a heavy dot—



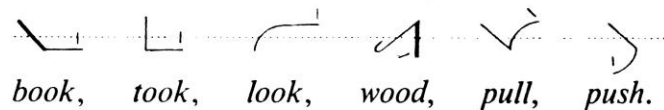
(b) Short  $\tilde{i}$  is represented by a light dot—



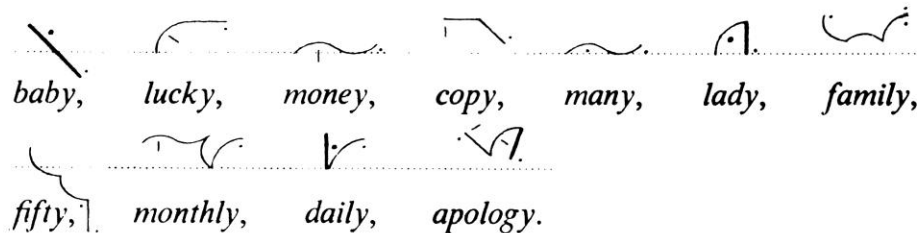
(c) Long  $\bar{o}$  is represented by a heavy dash—



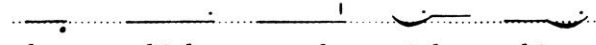
(d) Short  $\tilde{o}$  is represented by a light dash—




NOTE: The sound of  $y$  at the end of a word is represented by the light dot  $\check{y}$ .

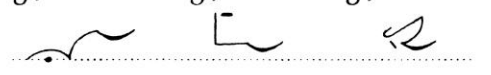


Where an outline consists only of horizontal strokes and the first vowel is a third-position vowel, the outline is written *on* the line—

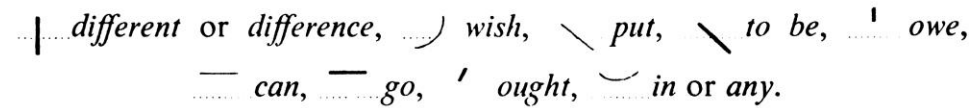
  
*key, kick, cook, ink, king.*

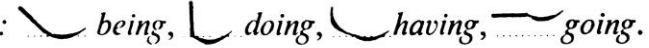
Drop the *i* vowel in the termination *-ing*—

  
*making, taking, leaving, living, looking, asking,*

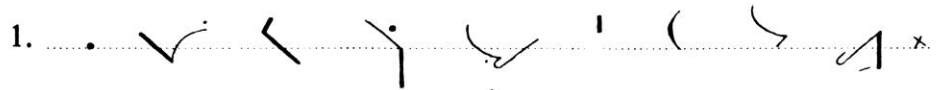
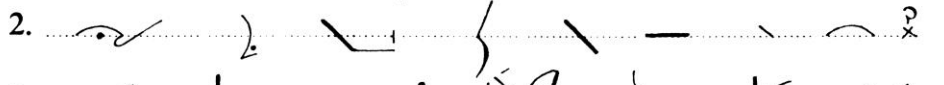

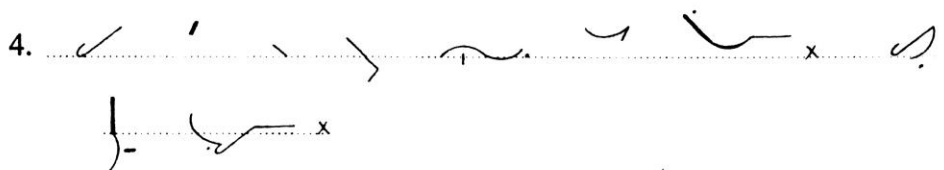

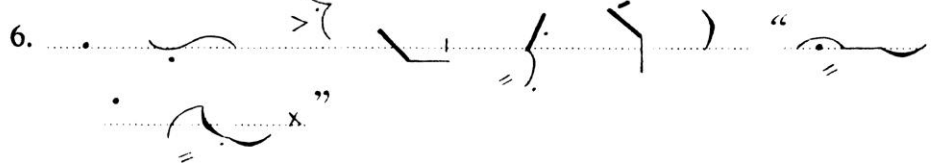
  
*mailing, talking, washing.*

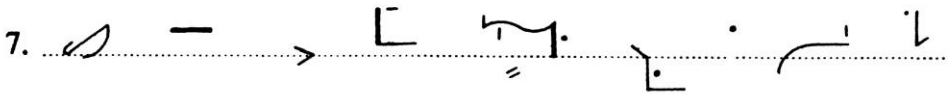

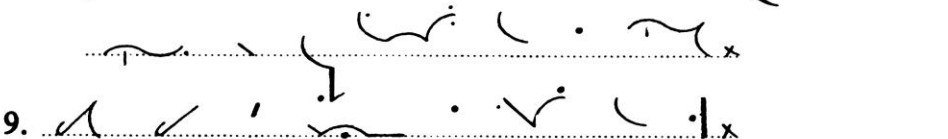
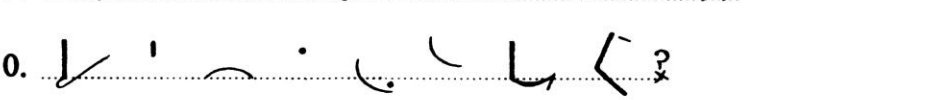
**SHORT FORMS**

  
*different or difference, wish, put, to be, owe,*  
*can, go, ought, in or any.*


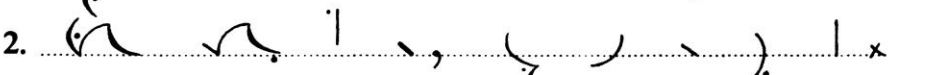

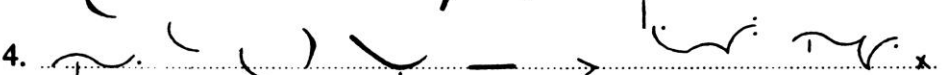
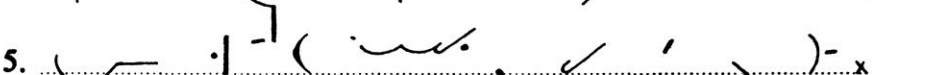
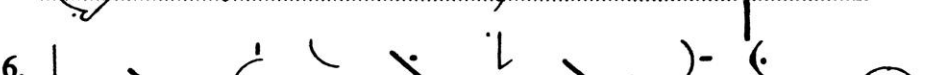
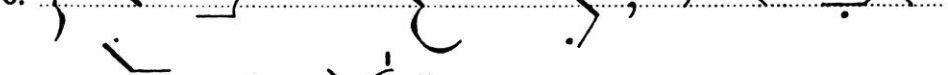
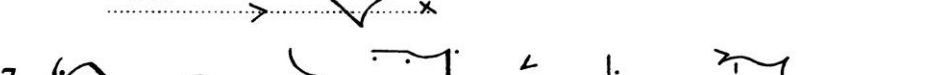

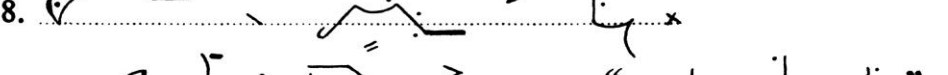
*Short Form Derivatives:*   
*being, doing, having, going.*

**Exercise 10**

1. 
2. 
3. 
4. 
5. 
6. 



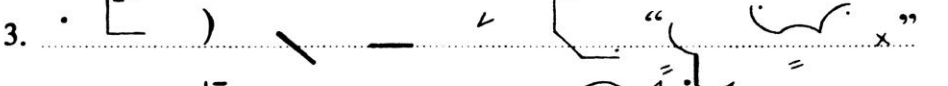

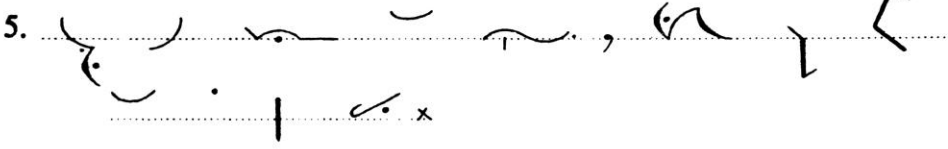
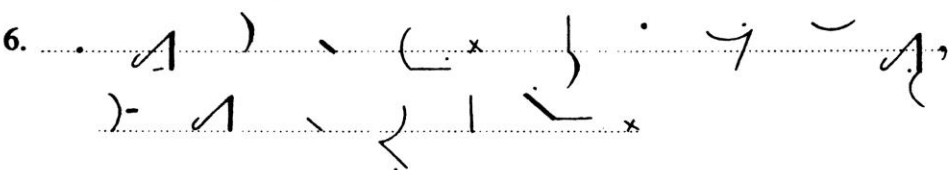
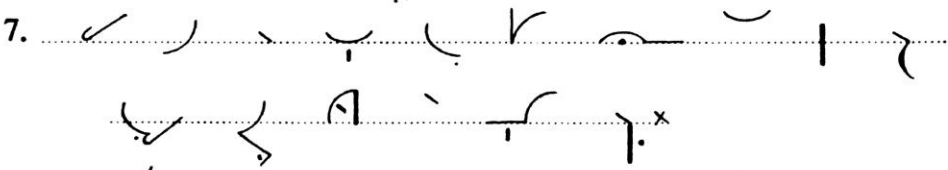
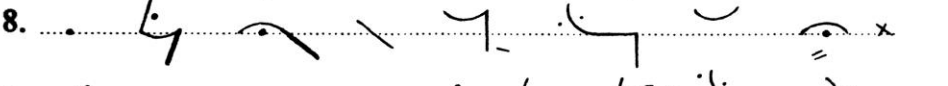
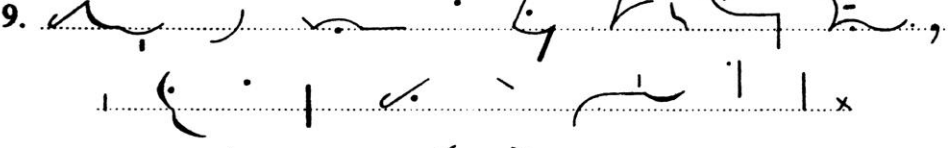
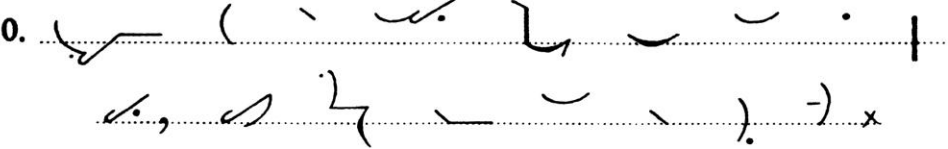
- 7. 
- 8. 
- 9. 
- 10. 

Exercise 11

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. 
- 9. 
- 10. 






Exercise 12

















- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. 
- 9. 
- 10. 

## CHAPTER VI







### 14. Two Forms for R

<i>Letter</i>	<i>Sign</i>	<i>Name</i>	<i>As in</i>
R		ray	raw, reach, carry
		ar	car, air, dare





When *r* begins a word use  as in—

          
*red, raw, road, route, rug, rush, ring, reach, ready,*  
        
*readily, retail, wrong, range, rank, relief, relieve.*

When a word begins with the combination “vowel-*r*” use  as in—

       
*air, arm, or, ear, early, army.*

### SHORT FORMS









 (up) *are*,  (up) *our* or *hour*,  (up) *and*,  (up) *should*.









NOTE: *Chay* and *Ray*: These strokes are somewhat similar, but they are different in slope and in the direction in which they are written. *Chay* is always written downward at a small angle from the vertical.

*Ray* is always written upward at a small angle from the horizontal.

For the inclusion of consonant *r* in shorthand writing, see Introduction, p. viii.

### Exercise 13

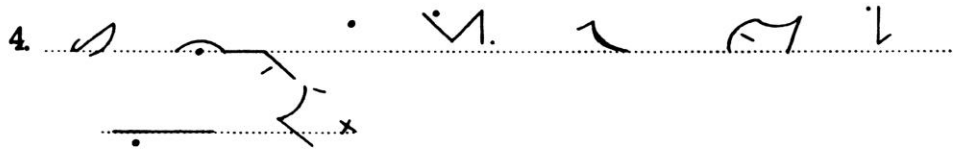
1.      
    x

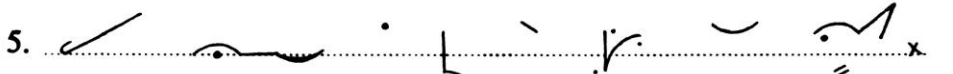
2.      
    x



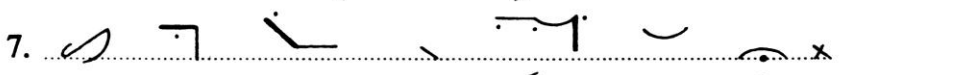


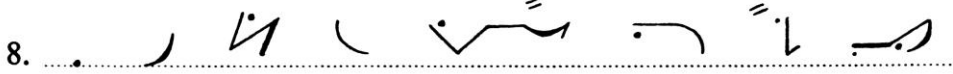


4. 

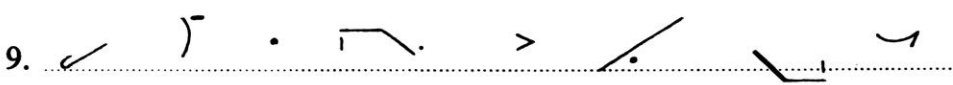
5. 

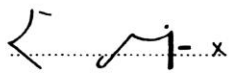
6. 

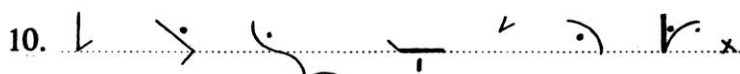
7. 

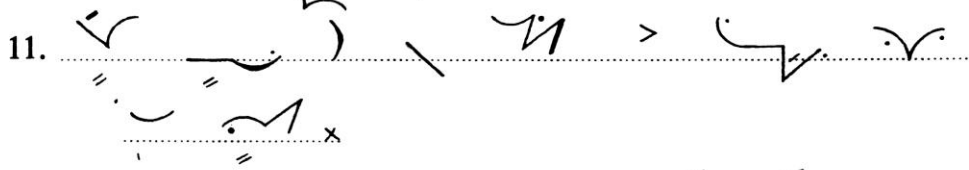
8. 

) 2/6 x

9. 



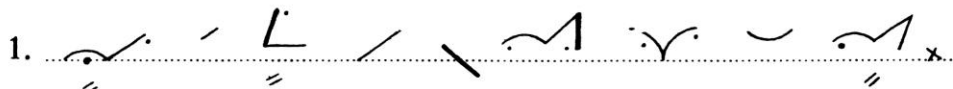
10. 

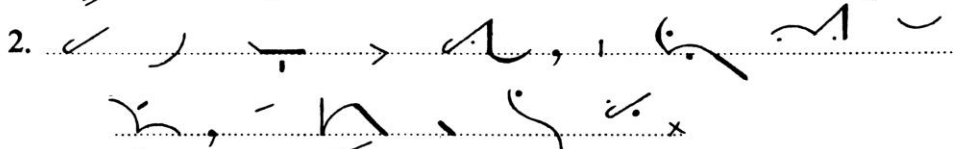
11. 

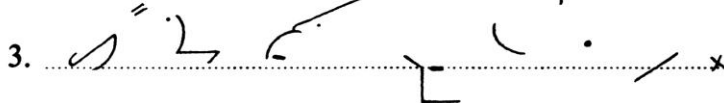
12. 



**Exercise 16**

1. 

2. 

3. 

4.

5.

6.

7.

8.

9.

10.

11.

## CHAPTER VII

### 17. Diphthongs

The four double vowels used in Pitman's Shorthand are *i*, *oi*, *ow*, and *u*, as heard in the words *I enjoy Gow's music*.

- (a) The diphthong *i* is represented by a small angular mark written as shown, in the first vowel place—

<i>pie,</i>	<i>pipe,</i>	<i>tie,</i>	<i>type,</i>	<i>die,</i>	<i>by,</i>	<i>buy,</i>	<i>time,</i>	<i>my,</i>
<i>wide,</i>	<i>lie,</i>	<i>like,</i>	<i>admire,</i>	<i>alive,</i>	<i>fire,</i>	<i>five,</i>	<i>tire,</i>	
<i>retire,</i>	<i>arrive,</i>	<i>pile,</i>	<i>bite,</i>	<i>dime,</i>	<i>rye,</i>	<i>knife,</i>	<i>mile,</i>	
<i>china,</i>	<i>shy,</i>	<i>ripe.</i>						

- (b) The diphthong *oi* is written as shown, in the first vowel place—

<i>boy,</i>	<i>joy,</i>	<i>enjoy,</i>	<i>toy,</i>	<i>boil,</i>	<i>boiler,</i>	<i>annoy,</i>	<i>coil,</i>
<i>toil,</i>	<i>coy,</i>	<i>alloy.</i>					

- (c) The diphthong *ow* is written as shown, in the third vowel place—

<i>cow,</i>	<i>out,</i>	<i>loud,</i>	<i>mouth,</i>	<i>row,</i>	<i>couch,</i>	<i>outlay,</i>	<i>lounge,</i>
<i>county.</i>							

- (d) The diphthong *u* is represented by a small semicircle written in the third vowel place—

<i>beauty,</i>	<i>duty,</i>	<i>failure,</i>	<i>cure,</i>	<i>endure,</i>	<i>cube,</i>	<i>bureau,</i>
<i>tube,</i>	<i>occupy.</i>					

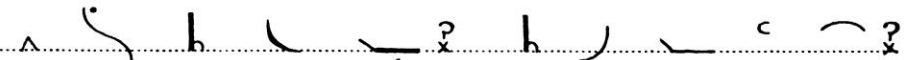
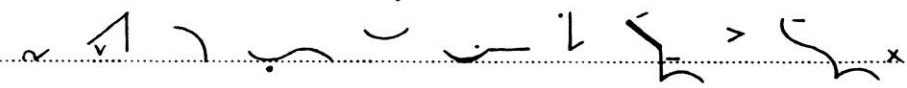


SHORT FORMS

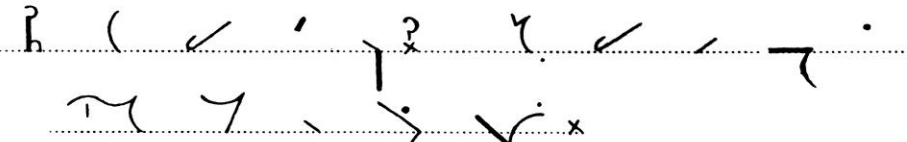
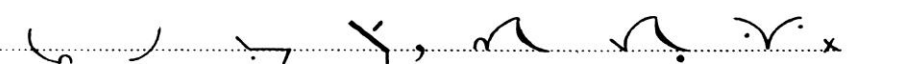
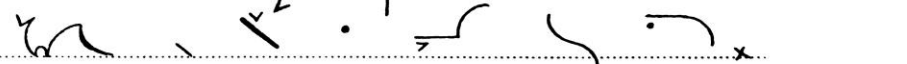

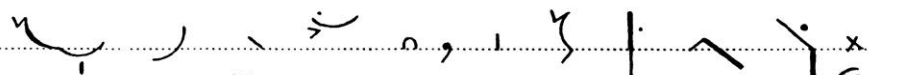

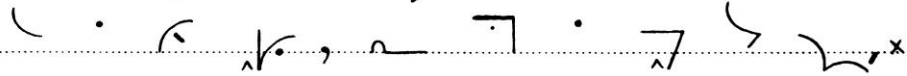

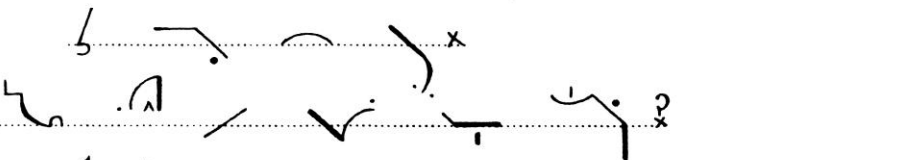

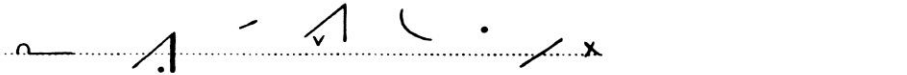

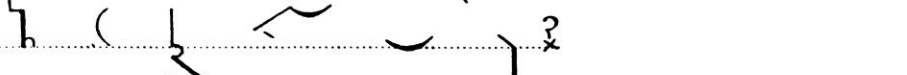

<sup>v</sup> I or eye, <sup>^</sup> how, <sup>L</sup> why, <sup>^</sup> beyond, <sup>o</sup> you, <sup>c</sup> with, <sup>c</sup> when,  
<sup>o</sup> what, <sup>o</sup> would, <sup>^</sup> me, <sup>^</sup> owing.

Exercise 17

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

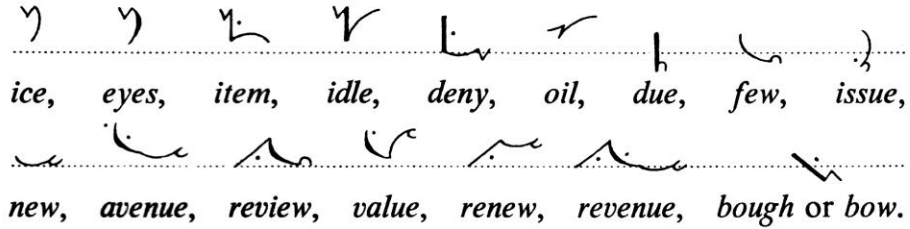
- 11. 
- 12. 

**Exercise 18**

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. 
- 9. 
- 10. 
- 11. 
- 12. 
- 13. 
- 14. 

**18. Joined Diphthongs**

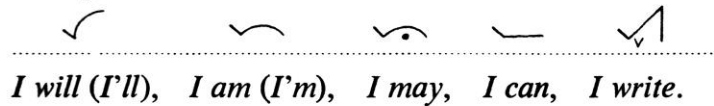
(a) The diphthong signs are joined to strokes when an easy joining can be made—



ice, eyes, item, idle, deny, oil, due, few, issue,  
new, avenue, review, value, renew, revenue, bough or bow.

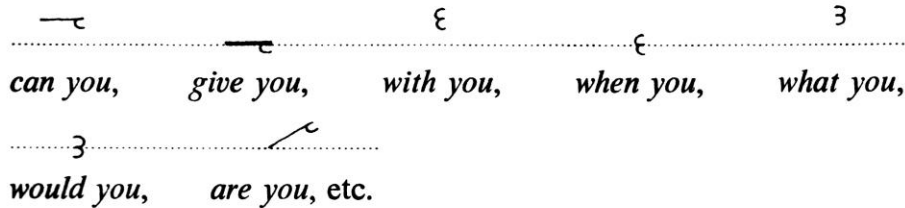
(b) The sign for *ow* is contracted in the word  now.

(c) The sign for *i* is contracted before *l*, *m*, *k*, and upward *r* to form such phrases as—



*I will (I'll), I am (I'm), I may, I can, I write.*

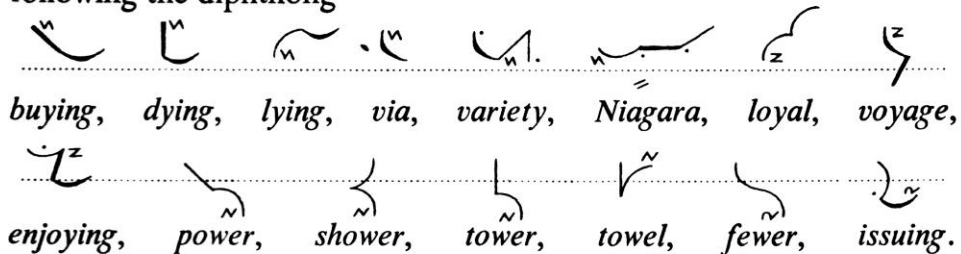
(d) The short form *you* is turned on its side to form the phrases—



can you, give you, with you, when you, what you,  
would you, are you, etc.

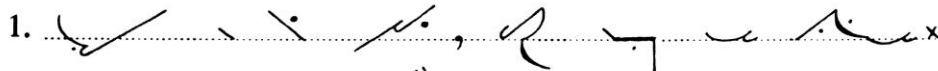
**19. Triphones**

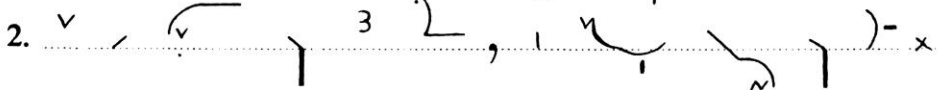
A small tick added to a diphthong sign indicates another vowel following the diphthong—

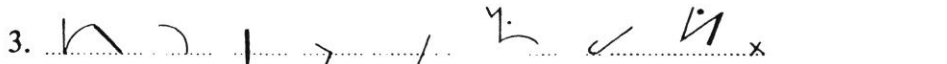


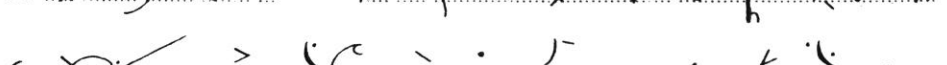



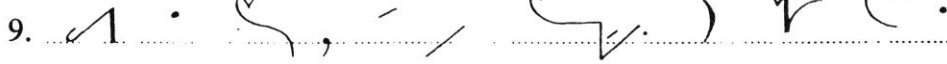



buying, dying, lying, via, variety, Niagara, loyal, voyage,  
enjoying, power, shower, tower, towel, fewer, issuing.



**Exercise 19**

1. 


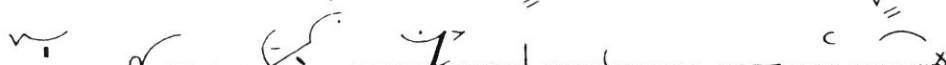
2. 

- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. 
- 9. 
- 10. 
- 11. 

Distinctive Outlines:  pure,  poor.

- 12. 
- 13. 

**Exercise 20**

- 
- 

(99)

**Exercise 21**

(122)

**20. Consonant H**

Letter	Sign	Name	As in
H		hay	he, high, hay
		hay	hope, happy, head

(a) When *h* is the only consonant stroke, or is followed by *k* or *g*, use the downward form—

*he, hay, high, hake, Haig,*

and also in the derivatives of words written with the downward *h*—

*highly, higher, highway, hayrick.*

(b) Use the upward form when *h* is joined to other consonants—

*happy, hope, head, heavy, hotel, hang, huge, hurry.*

(c) The word *hope* is contracted to the stroke *p* to form the phrases

*I hope, I hope you will, I hope you are, we hope,*  
  
*we hope you will, we hope you are, etc.*

(d) The word *he* is represented in the middle or at the end of a phrase by the short form . In other cases is used.

*if he, if he should, but he will.*









































































## CHAPTER VIII

### 21. S Circle

The very frequently occurring consonant *s*, and its corresponding heavy sound *z*, are represented by a small circle as well as by the strokes ) and )

The small circle joins easily to other consonant strokes at the beginning, in the middle, or at the end of a word. At the beginning of a word, the *s* circle is always read first; at the end of a word, the *s* circle is always read last.

The *s* circle is written inside a curve—

						
(a) <i>face,</i>	<i>these,</i>	<i>shoes,</i>	<i>loss,</i>	<i>knows,</i>	<i>names,</i>	<i>bills,</i>
						
<i>else,</i>	<i>anxious,</i>	<i>less,</i>	<i>months,</i>	<i>leaves,</i>	<i>shows,</i>	<i>lose,</i>
						
<i>miss,</i>	<i>arms,</i>	<i>ears,</i>	<i>nice,</i>	<i>size,</i>	<i>voice,</i>	<i>invoice,</i>
						
<i>announce,</i>	<i>advice,</i>	<i>news,</i>	<i>views,</i>	<i>refuse,</i>	<i>items,</i>	
						
<i>issues,</i>	<i>errors,</i>	<i>forms,</i>	<i>office,</i>	<i>affairs.</i>		
						
(b) <i>safe,</i>	<i>seem,</i>	<i>slow,</i>	<i>song,</i>	<i>silk,</i>	<i>sir,</i>	<i>small,</i>
						
<i>Sunday,</i>	<i>sense,</i>	<i>sale,</i>	<i>sales,</i>	<i>save,</i>	<i>saving,</i>	<i>sell,</i>
						
<i>selling,</i>	<i>sleep,</i>	<i>snow,</i>	<i>some,</i>	<i>soon,</i>	<i>sun,</i>	<i>since,</i>
						
<i>similar,</i>	<i>soil,</i>	<i>south,</i>	<i>sign,</i>	<i>salary.</i>		
						
(c) <i>message,</i>	<i>absence,</i>	<i>business,</i>	<i>cousin,</i>	<i>reason,</i>	<i>receive,</i>	



receiving, passing, dozen, inside, music, Wednesday.

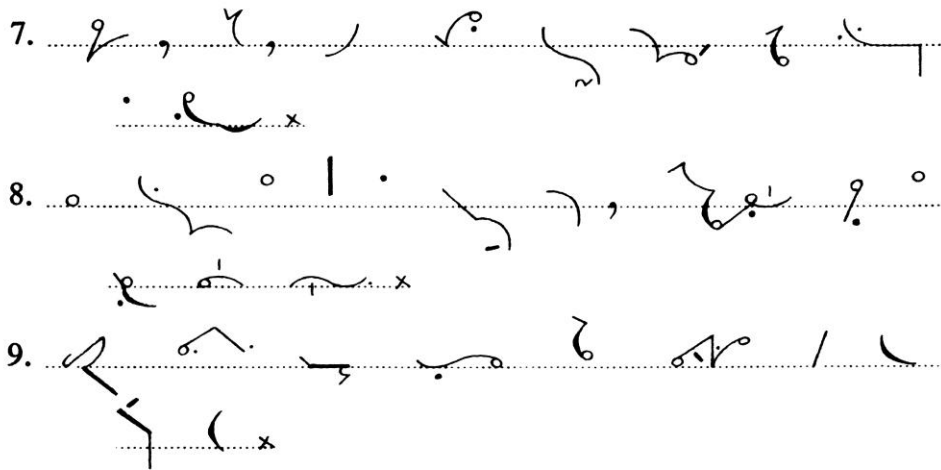
SHORT FORMS

o has or as, o his or is, e several, 6 those, 6 this, 6 thus.

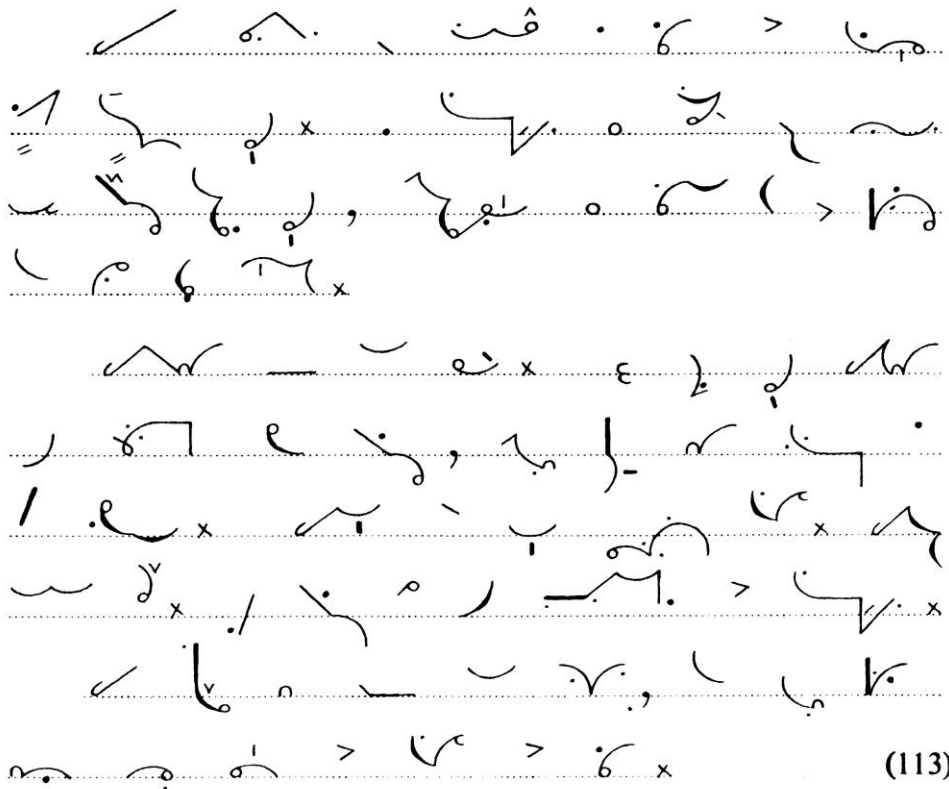
NOTE: <sup>o</sup> has the or as the, <sup>e</sup> is the.

Exercise 24

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.







**Exercise 25**


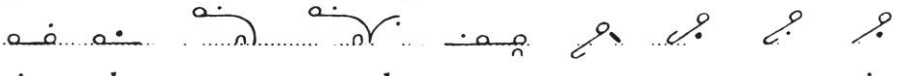



(113)

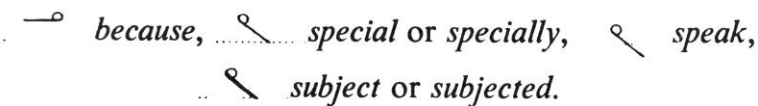
- 22.** The *s* circle is written with a left (anti-clockwise) motion to straight strokes.
- (a) This means that it is written on the right side of straight down-strokes—

  
*pass, days, copies, ladies, inches, piece, pages, choose,*  
  
*sat, said, sets, speech, such, sad, sit, city,*  
  
*cities, stay, spare, Saturday, side, suit, etc. (et cetera),*  
  
*outside, decide, Tuesday.*

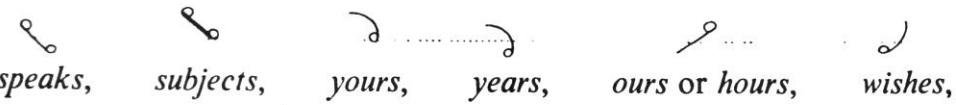
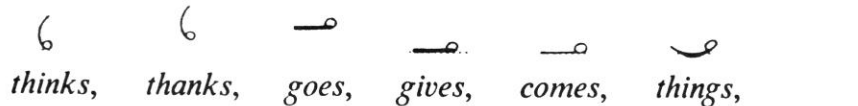

(b) It is written on the upper side of straight horizontal strokes and straight upstrokes—

  
*guess, looks, box, fix, folks, case, cause, sick, soak,*  
  
*six, sake, secure, securely, excuse, use, ways, yes, raise,*  
  
*house, carries, marries, varies, twice, sorry, series, service.*



### SHORT FORMS


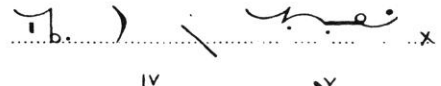
  
*because, special or specially, speak,*  
*subject or subjected.*


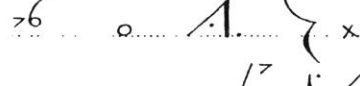
The *s* circle is added to short forms—

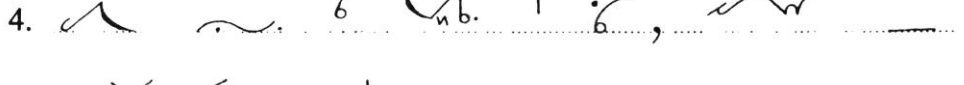

  
*speaks, subjects, yours, years, ours or hours, wishes,*  
  
*thinks, thanks, goes, gives, comes, things,*  
  
*differences, puts, etc.*


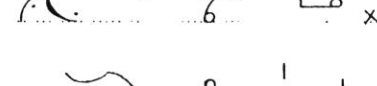
Exercise 26


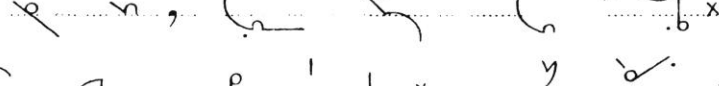
1.   


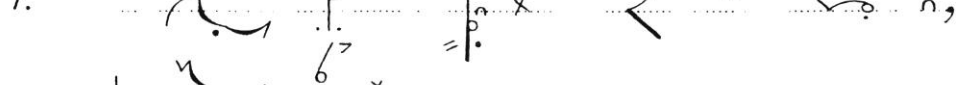

2.   


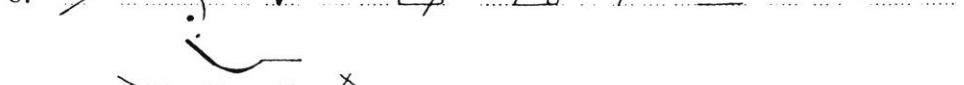

3.   




4.   




5.   


6.   


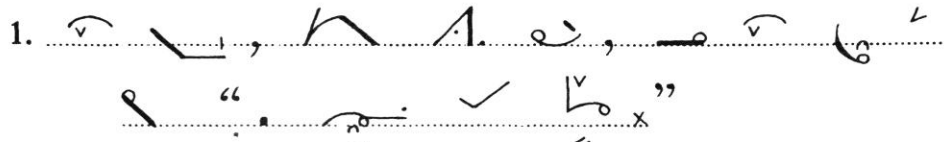
7.   


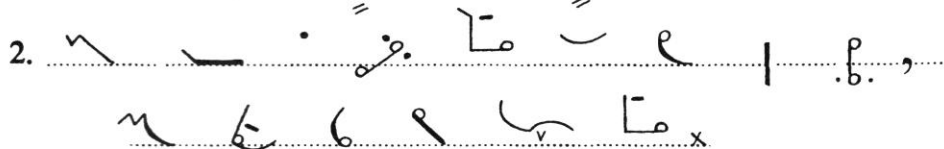
8.   


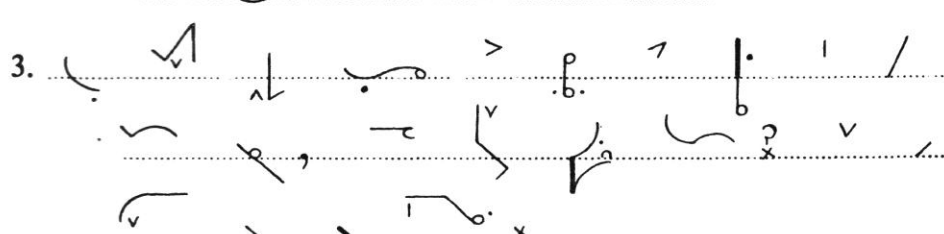
9.   


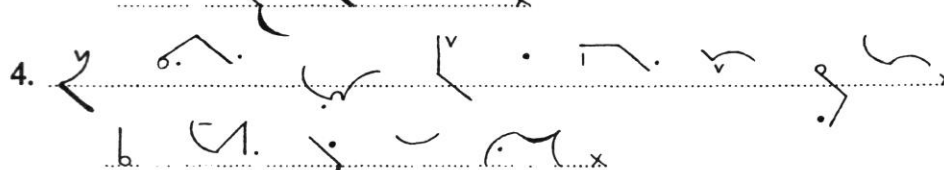
10.   


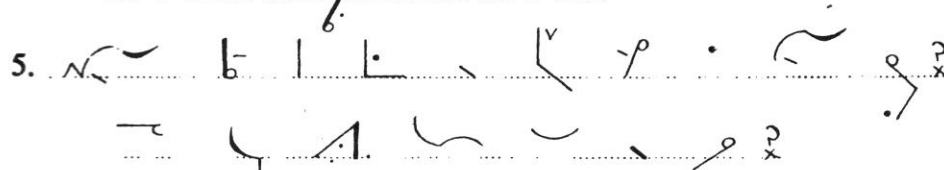
Exercise 27

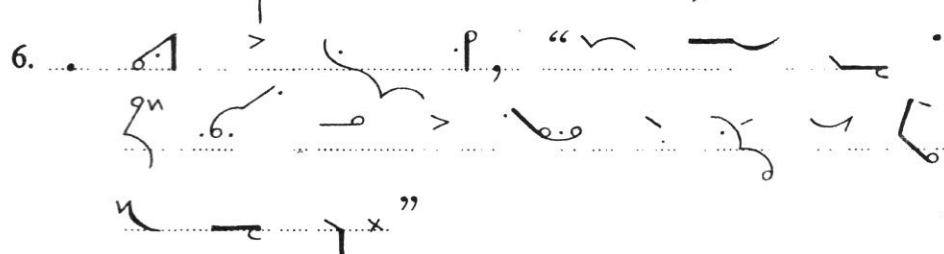
1. 

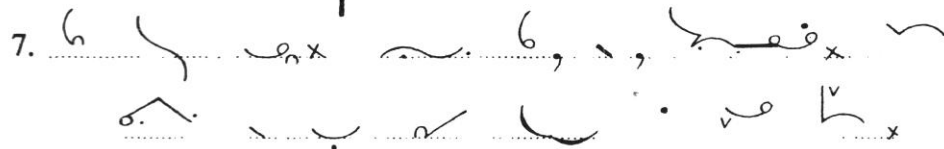
2. 

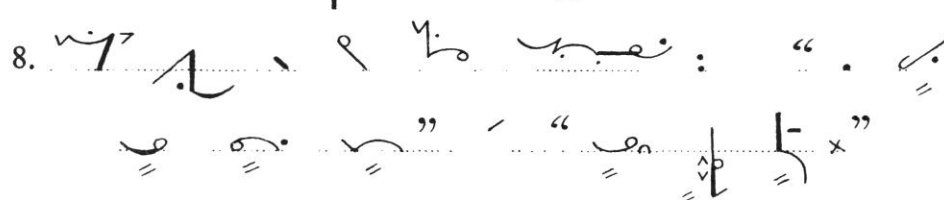
3. 

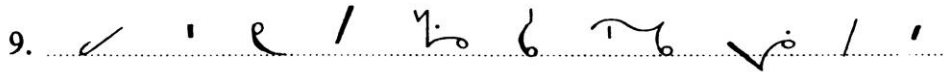
4. 


5. 

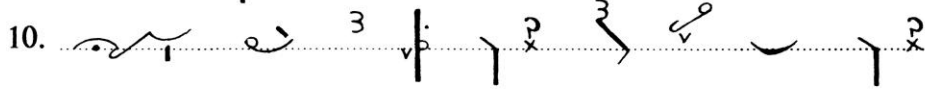
6. 

7. 

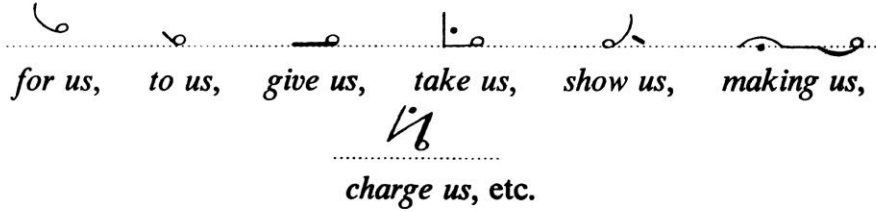

8. 

9. 



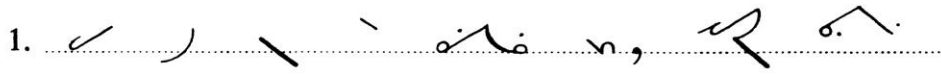
10. 

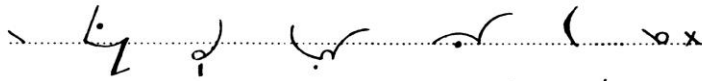
23. Final *s* circle represents the word *us* in such phrases as—

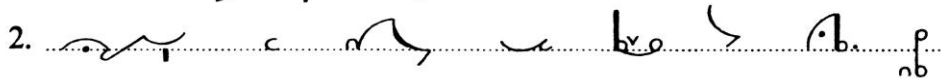
  
*for us, to us, give us, take us, show us, making us,*  
  
*charge us, etc.*

NOTE: <sup>6</sup> with us, <sup>e</sup> when is, <sup>6</sup> when is the, <sup>a</sup> what is,  
<sup>a</sup> what is the.

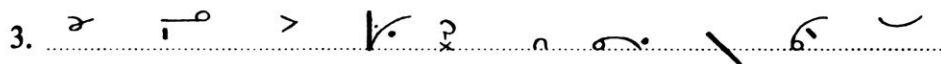
**Exercise 28**

1. 

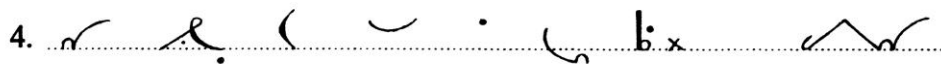


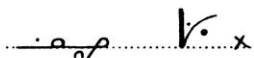
2. 



3. 



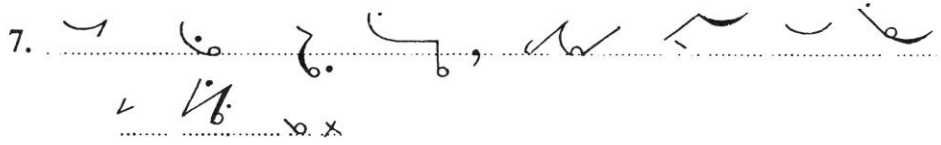
4. 

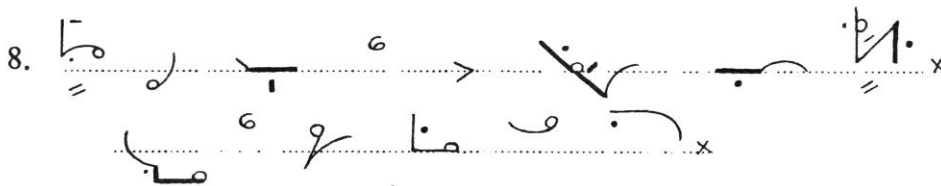


5. 

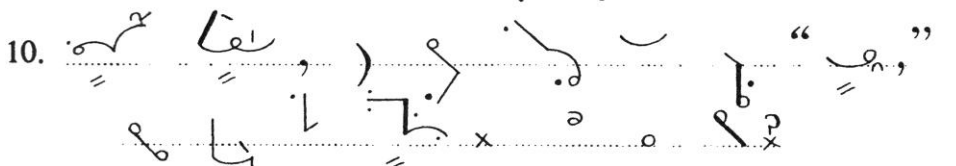


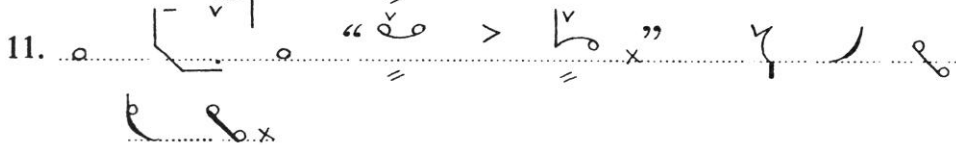
6. 

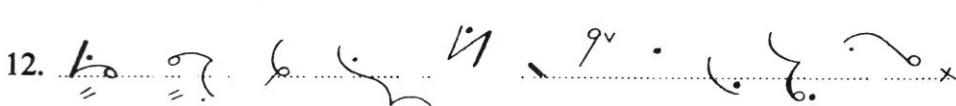
7. 

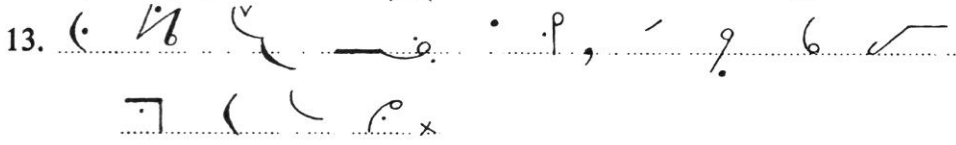
8. 

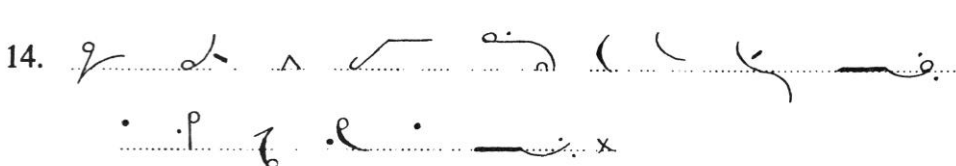
9. 

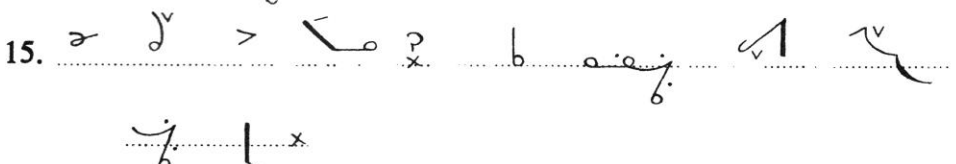
10. 

11. 

12. 

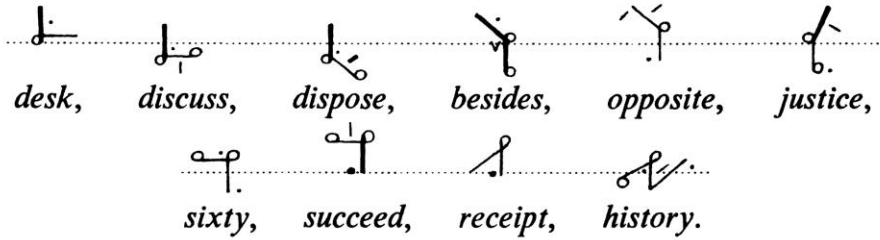
13. 

14. 

15. 

16. 

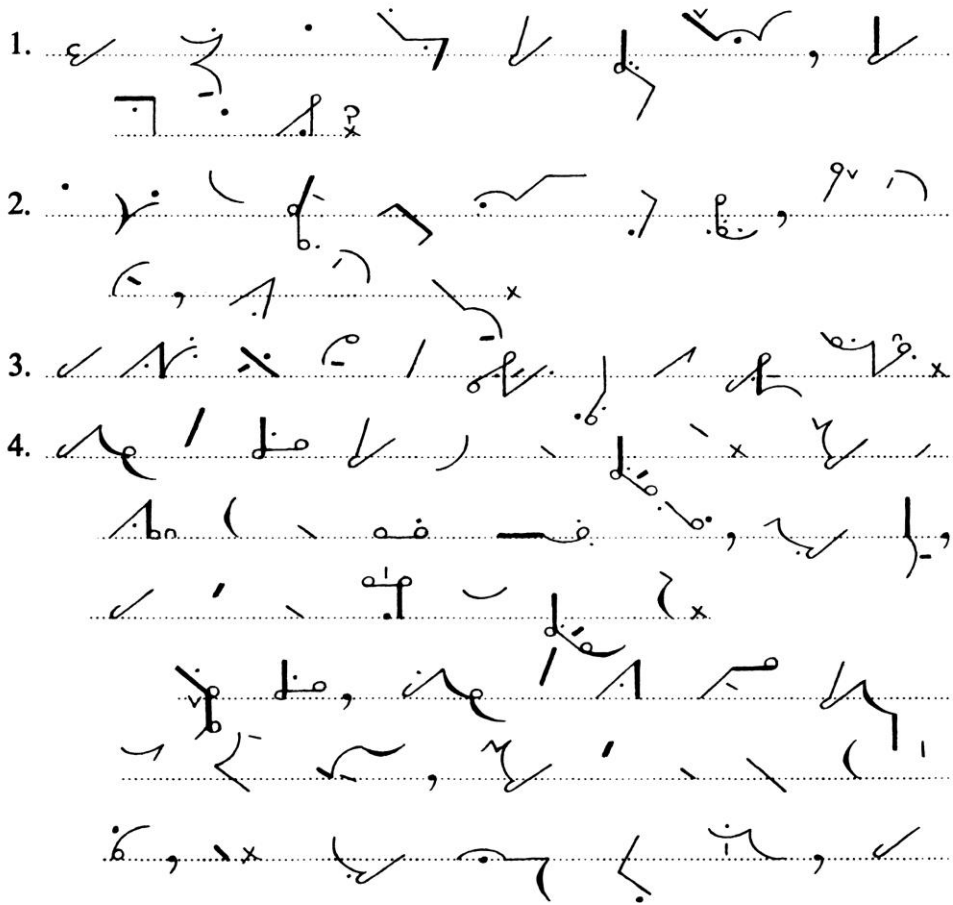
24. The *s* circle is written on the outside of the angle formed by two straight strokes—



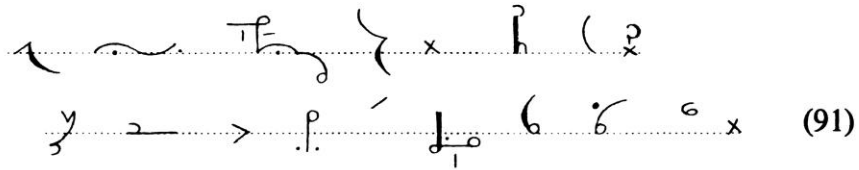
25. The circle at the beginning of a word represents *s* only.  
In the few words beginning with *z*, the stroke *z* is used—



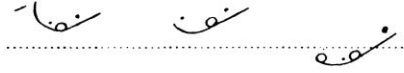
**Exercise 29**







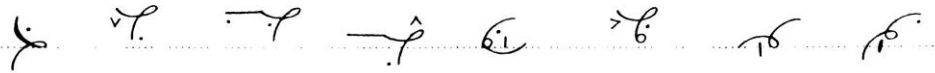
26. Upward *r* is used following the curve and circle in words like—



*officer, answer, sincere,*

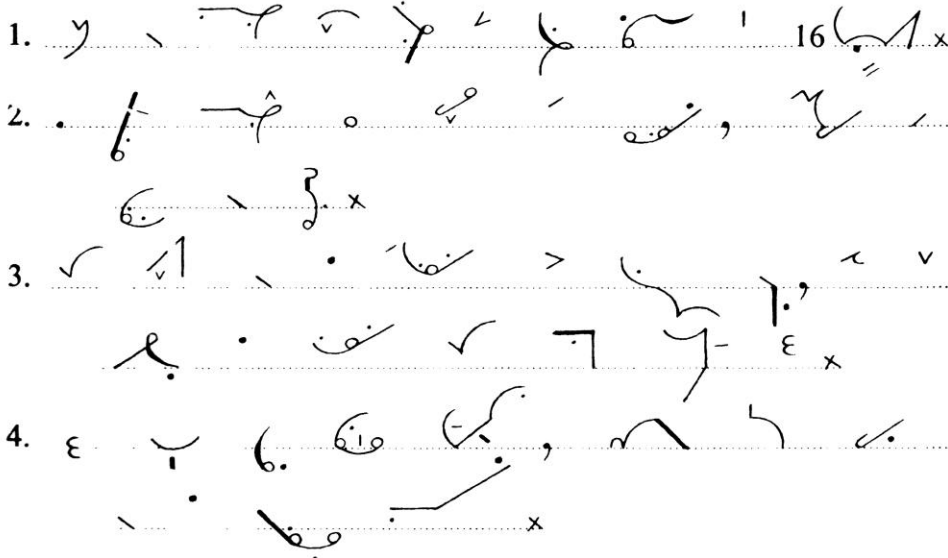
even though the words do not end with a vowel; because a much more swiftly written and readable outline is obtained in this way. (See p. 18.)

27. The stroke *l* may easily be written downward, and when it precedes or follows circle *s* attached to a curve it is written in the same direction as the circle—



*vessel, nicely, cancel, council, lesson, noiseless, muscle, loosely.*

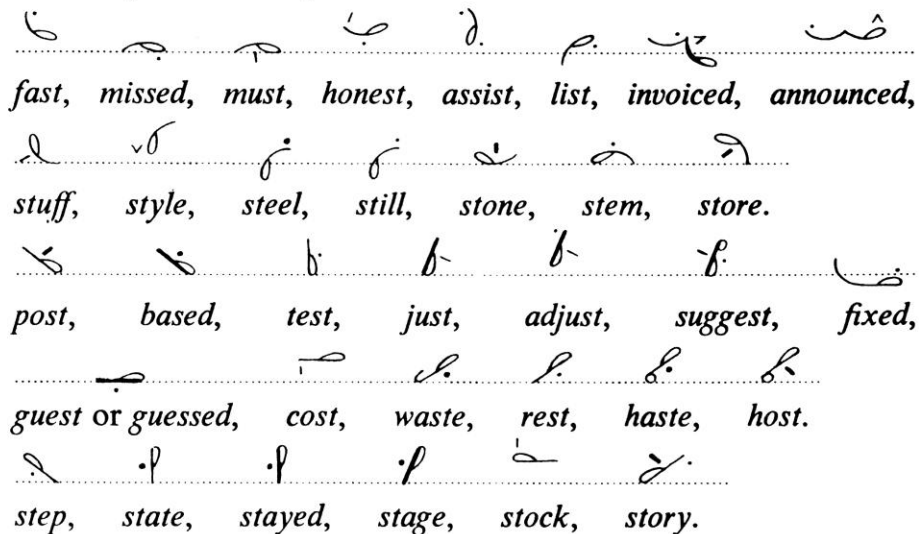
**Exercise 30**



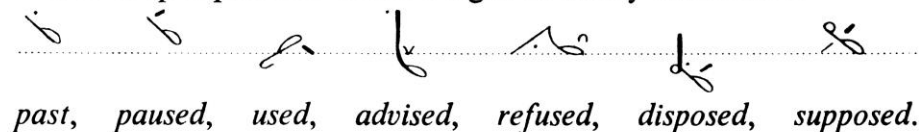
## CHAPTER IX

### 28. St Loop

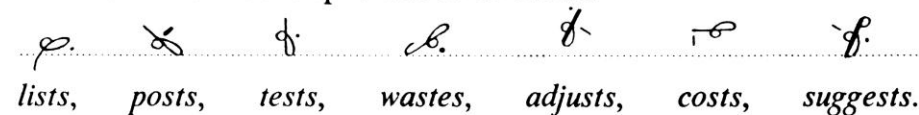
- (a) A small loop, written in the same direction as the *s* circle, represents *st* (called "stee")—



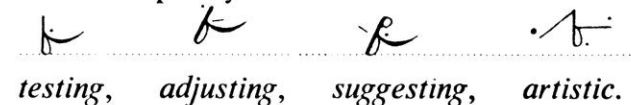
- (b) The *st* loop represents either a light or heavy final sound—



Final *s* circle after a *st* loop is added as shown—





- (c) The *st* loop may be written in the middle of a word—

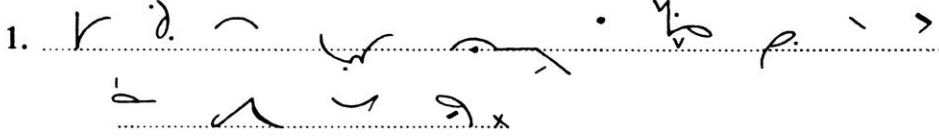
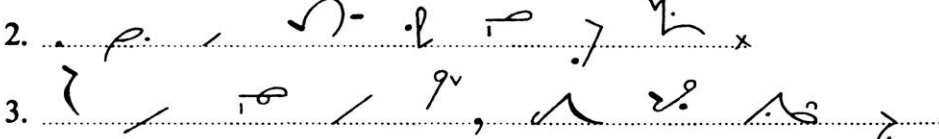
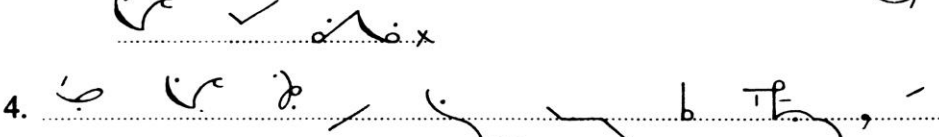
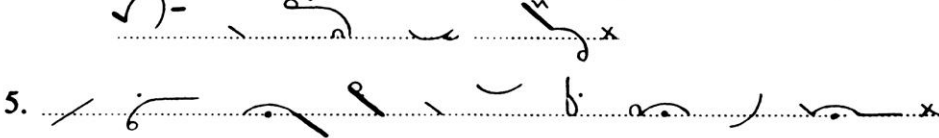
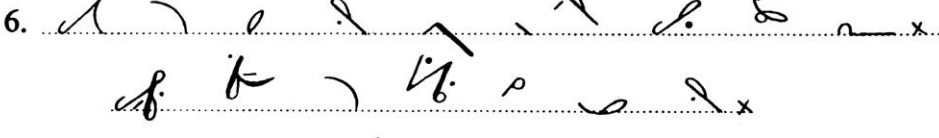
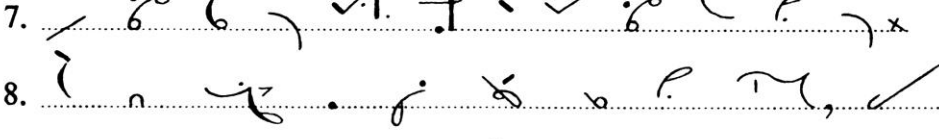
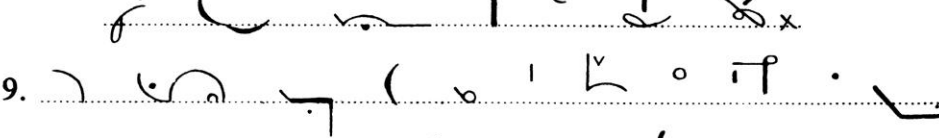
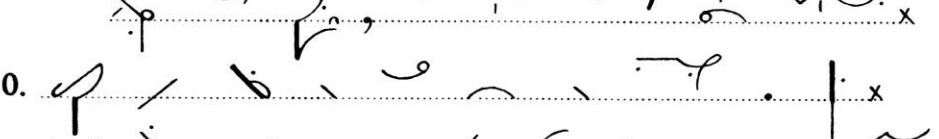
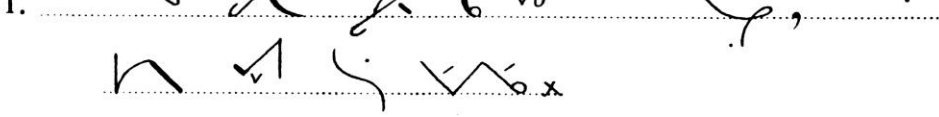




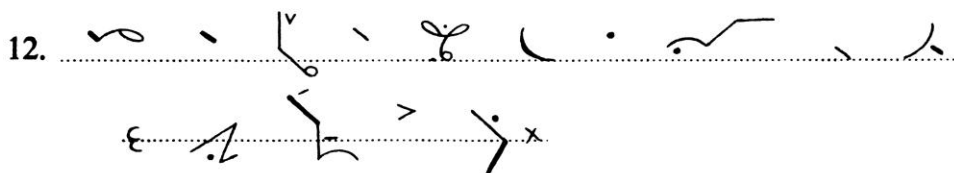
### SHORT FORMS

*l* first, *o* most, *u* influence, *u* influenced, *e* next, *^* all, *(* though.  
 NOTE: *{* although, *^* all right, *^* already, *^* always,  
*o* almost, *o*- also, *l* as fast as.

**Exercise 31**

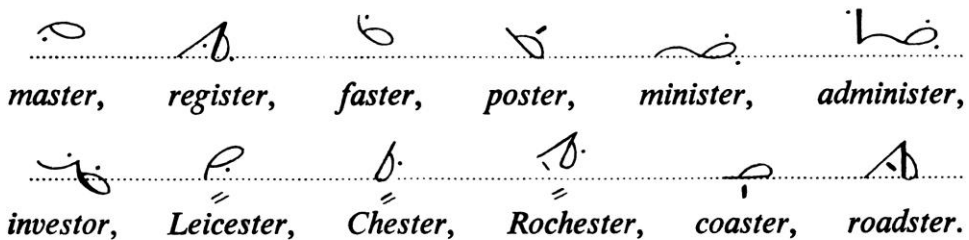
Distinctive Outlines:  cost,  caused.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 



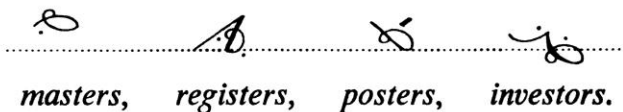
**29. Str Loop**

A large final loop, written in the same direction as the *s* circle, represents *ster*—

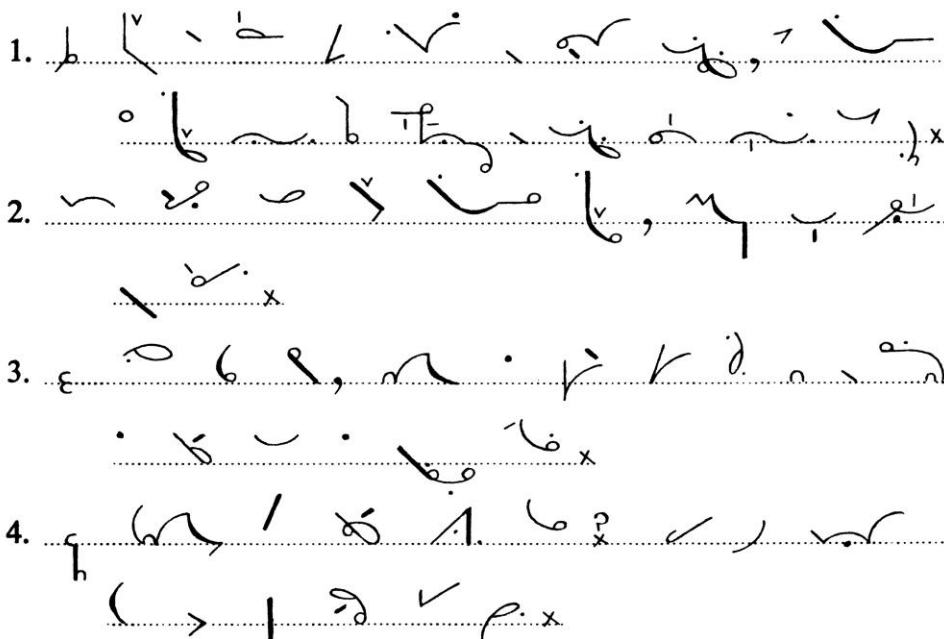


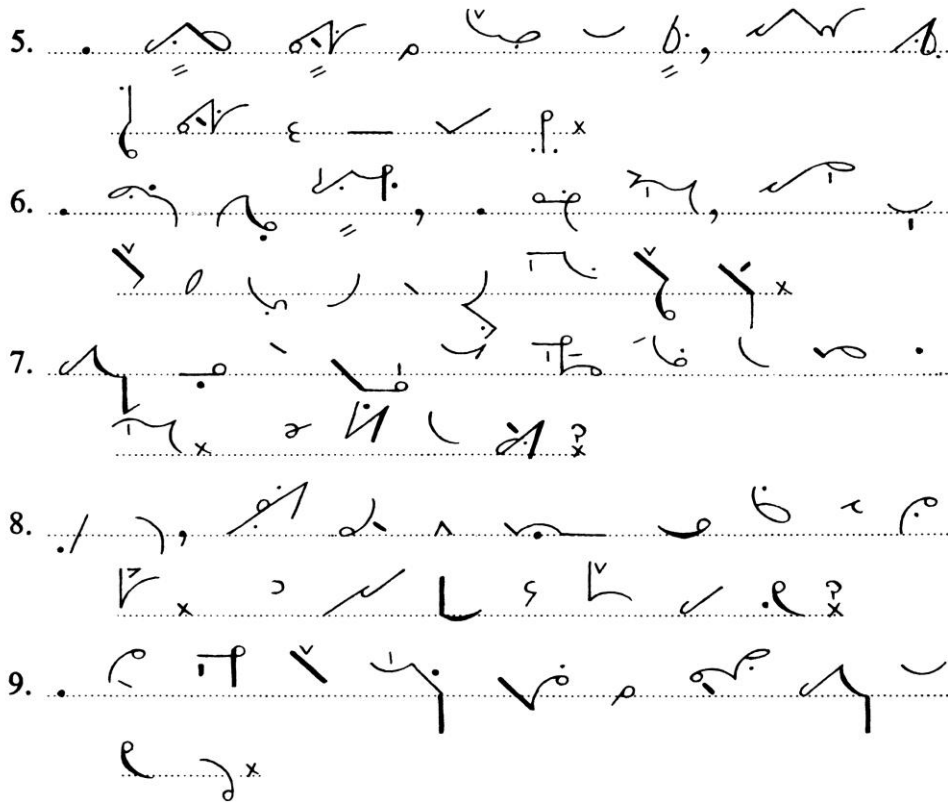
The *ster* loop is not used at the beginning of a word.

The *s* circle is added for such words as—



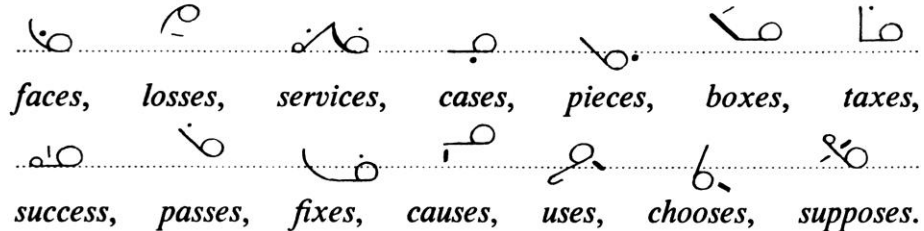
**Exercise 32**



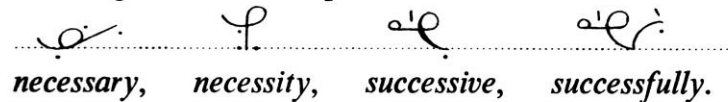


### 30. Ses Circle

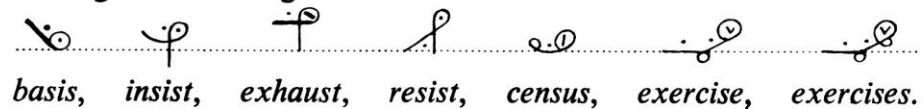
- (a) A large final circle represents *ses*, or *sez*. This large circle is written in the same direction as the circle *s*—



- (b) The large circle also represents *ses* in the middle of a word—



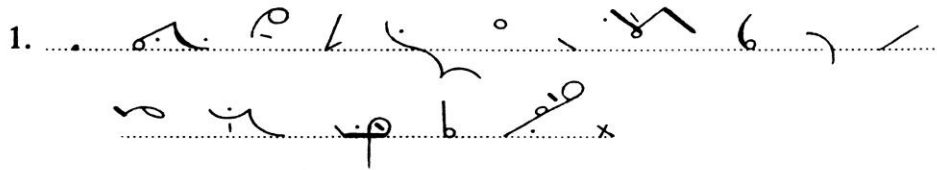
- (c) Any vowel other than short *ě* between the two *s*'s is indicated by writing the vowel sign inside the circle—

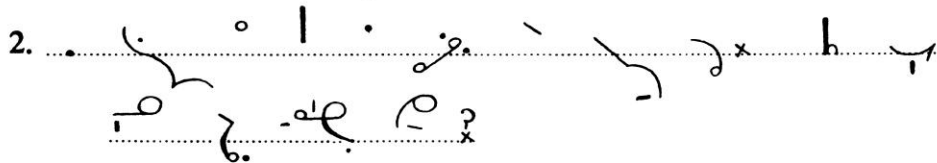


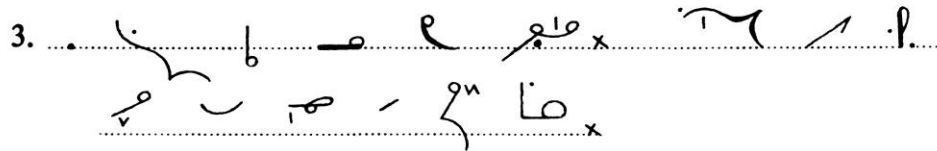
SHORT FORMS

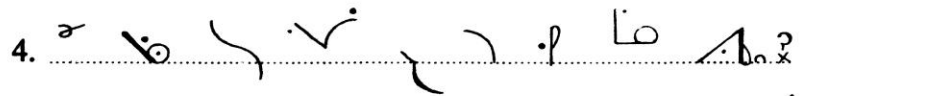
6 themselves, 9 ourselves, o as is, o is as, o myself,  
o himself, b itself, / much.

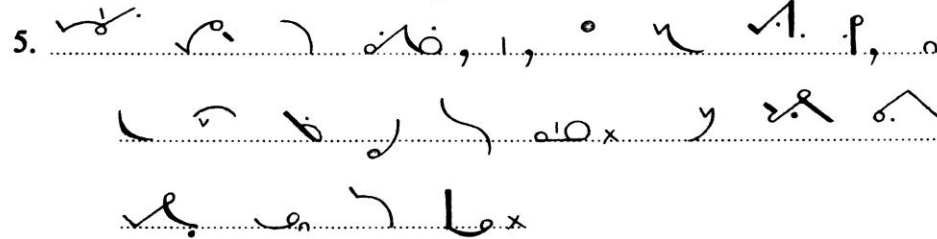
Exercise 33

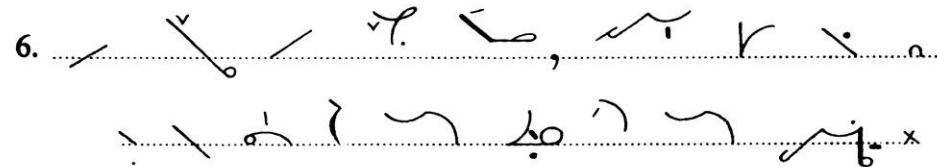
1. 

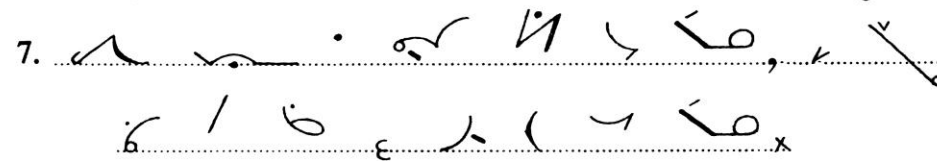
2. 

3. 

4. 

5. 

6. 

7. 



**31. Sw Circle**

(a) A large initial circle represents *sw* (called "sway"). The *sw* circle is written in the same direction as the *s* circle—

*sweep, sweet, sweetest, swell, swelling, swim, swing,*  
*swear, switch, swiftest, swayed.*

(b) The *sw* circle represents the words *as we* in such phrases as—

*as we have, as we think, as we shall, as we wish,*  
*as we may, as we know, as we can, as we are, etc.*

It is also used to form the phrase *as well as*.

(c) The large circle represents the two *s*'s in such phrases as—

*this is, this is the, this city, as soon as, as soon as possible.*

**SHORT FORMS**

*United States, New York, largest.*

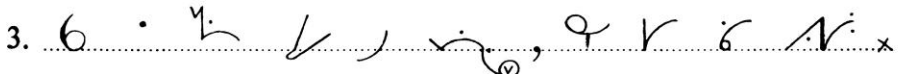
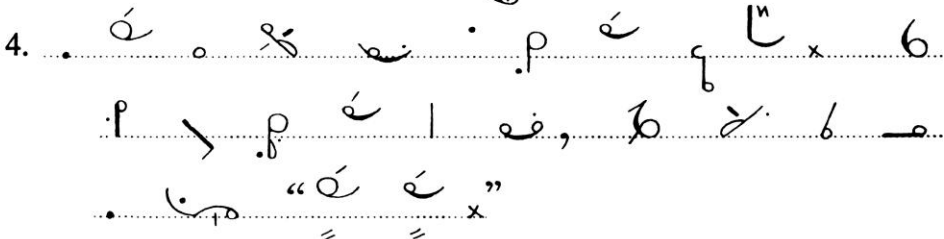
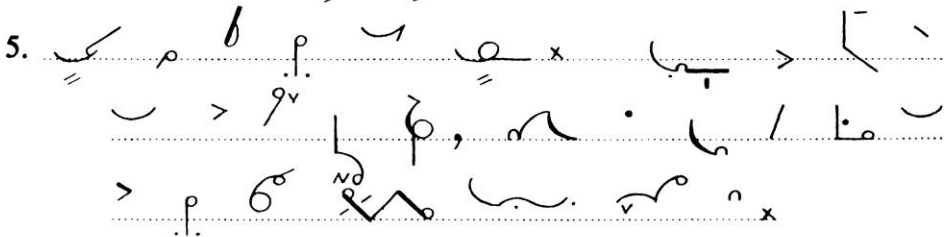
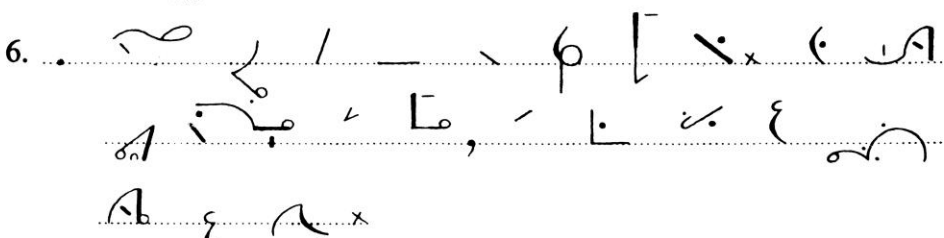
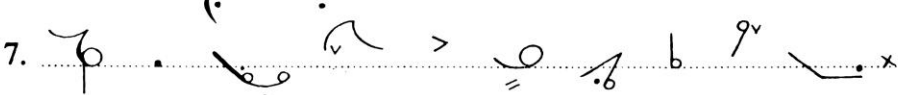
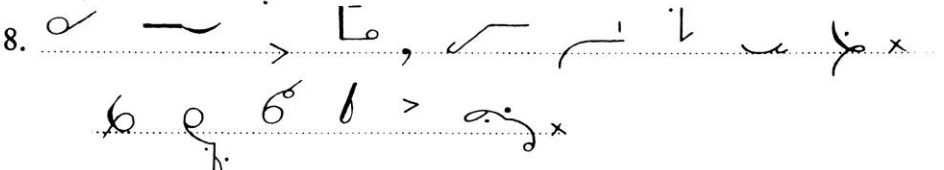

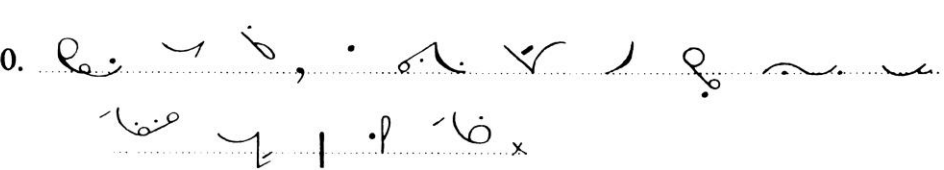
Special Phrase: *United States of America.*

**Exercise 35**

1. *sweep, swim, swell, swing, swiftest, swayed.*

2. *as we have, as we think, as we shall, as we wish, as we may, as we know, as we can, as we are, etc.*



3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

**32. Vowel Indication**

- (a) A circle or loop is always read first at the beginning of a word. When a vowel begins a word, we must write a stroke in order to place the initial vowel sign—

*sack* but *ask*,      *sleep* but *asleep*,      *sum* but *assume*,  
  
*scope* but *escape*,      *side* but *aside*.

(b) A circle or loop is always read last at the end of a word. When a word ends in a vowel, we must write a stroke in order to place the final vowel sign—

*bees* but *busy*,      *police* but *policy*,      *honest* but *honesty*,  
  
*lace* but *lazy*,      *modest* but *modesty*.









(c) When a vowel occurs between *s* and *t*, the *st* loop is not used—

*deposed* but *deposit*,      *vast* but *visit*,      *opposed* but *opposite*,  
  
*best* but *beset*,      *rest* but *receipt*.







The outline thus indicates the presence or absence of a vowel sound.

(d) As there are no places alongside a circle or loop for placing vowel signs, we must write—

*us*,   *so*, *sow* or *sew*,   *say*,   *says*,   *see*,   *sees*, *seas*, *seize* or *cease*,  
  
*seized* or *ceased*,      *seizes* or *ceases*,      *ice*,      *essay*,      *eyes*,  
  
*ease*,      *easy*,      *owes*.

Special Phrases:  *so much*,  *too much*,  *how much*,  
 *as much as*,  *inasmuch as*,  *as much as possible*,  
 *as early as possible*,  *as far as possible*.

### SHORT FORMS

 *especial or especially*,  *language or owing*,  *young*,  
 *anything*,  *nothing*,  *something*.

















NOTE: In Pitman's Shorthand we represent all the consonants we hear in the words we write. Except for the "short forms," where for the sake of extreme brevity we use only one or two of the consonants in a word, we do not normally resort to the expedient of writing only some part of a word. This is one of the reasons for the remarkable legibility of Pitman's Shorthand.

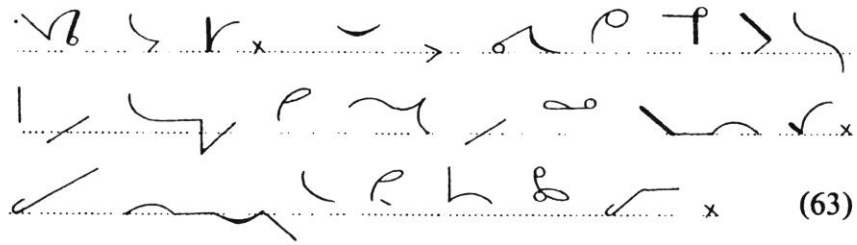
As we proceed we shall find that the various abbreviating devices of the system enable us to represent all the consonants in words in concise, legible, and rapid shorthand forms. These outlines are so clearly distinctive that it is unnecessary to insert the vowel signs. The outlines are perfectly legible without them.

In addition to writing a full outline of the consonants, we employ a means of indicating the presence or absence of a vowel with very nearly every abbreviating device of the system. Another expedient, highly prized by the fastest and most accurate shorthand writers in the world, is position writing. It is not surprising, therefore, that the system is so legible.

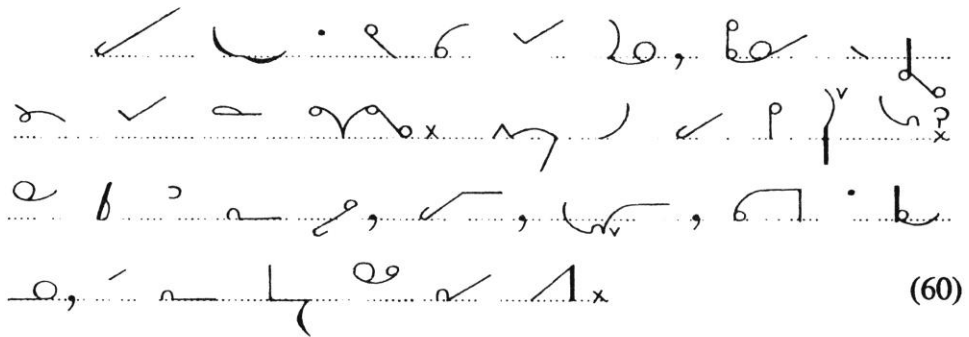
From now on we shall omit all but essential vowel signs in the shorthand exercises; but we shall take care to insert essential vowels to eliminate any possibility of hesitation in reading back shorthand notes.

### Exercise 36

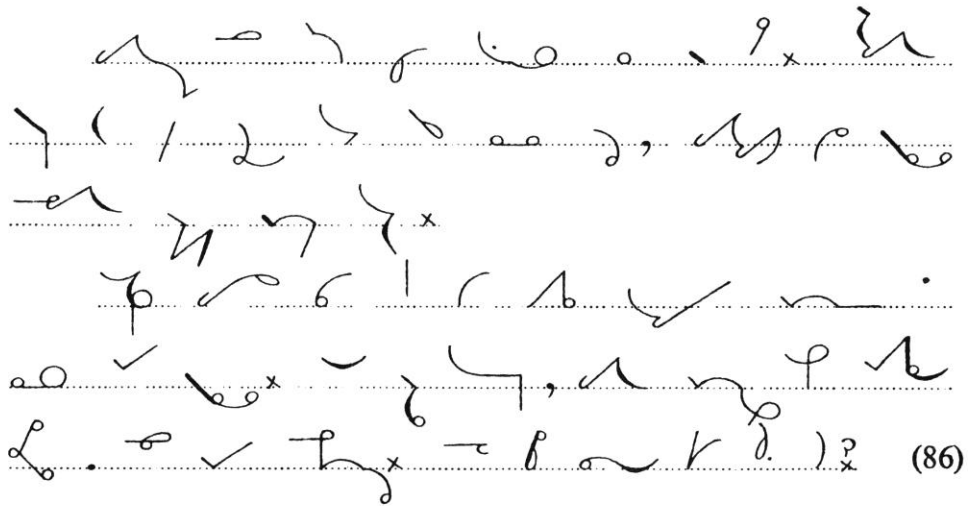
1.                  



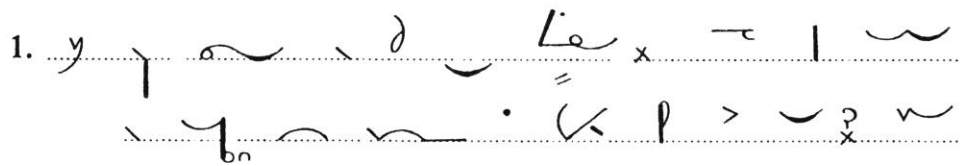
**Exercise 37**





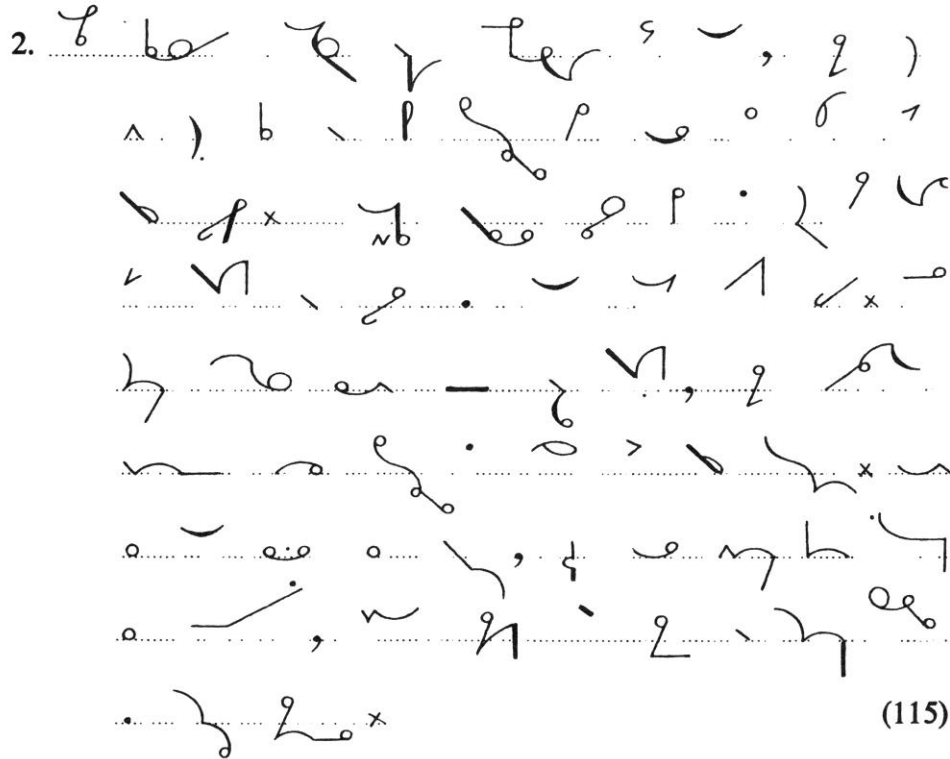
**Exercise 38**



**Exercise 39**




  

(47)

2. 
(115)

### Exercise 40

(Write in Shorthand)

1. Suppose some big customer *of-yours* ceased *to-deal-with-you*. *What-would you do?* *We-think-you would write to-him*, asking if-he had any special reason *for-his* silence.
2. *This-is what we-are-now asking-you*. *Although in-the* past our business *with-you in-this-city* was extensive, *several months have* elapsed since you last had any dealings *with-us*. *We should like to* know *why*, *as-we-are* unaware of any failure *to-give-you-the* best service.
3. *We always* desire *to-satisfy all-our* customers, *large* buyers or small. *We assure-you we-shall-do anything we-can to put things* right, if-you think our service *in-any-way* faulty. (118)

**Exercise 41**

*(Write in Shorthand)*

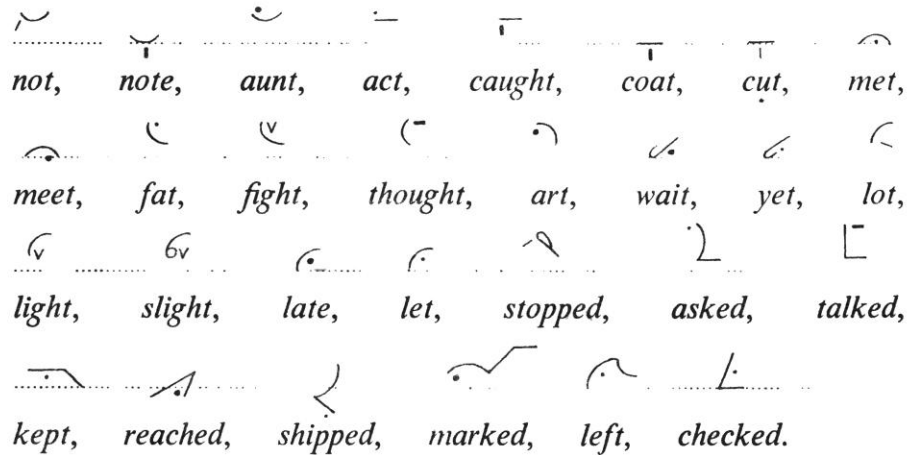
1. *I-have-seen your notice in today's "Star," and-I should-like to-have details of-your new Masters' Reading Series. I-think such a series should make a wide appeal, and-I-wish-you much success with-it.*
2. *Many of-those who have-seen my set of "Stories of-the Earth, Sea, and Sky" speak highly of-it, and-several, I-know, have bought similar sets for-themselves.*
3. *I-am-sorry you have allowed "Poster Designing" to-go out of stock. Such a book, it-seems to-me, should-have a large sale, as so-many are-now taking-up-the study of-this-subject. In-view of-this, may I suggest a new issue?* (116)

## CHAPTER X

### 33. Halving

Strokes are halved to indicate a following *t* or *d*.

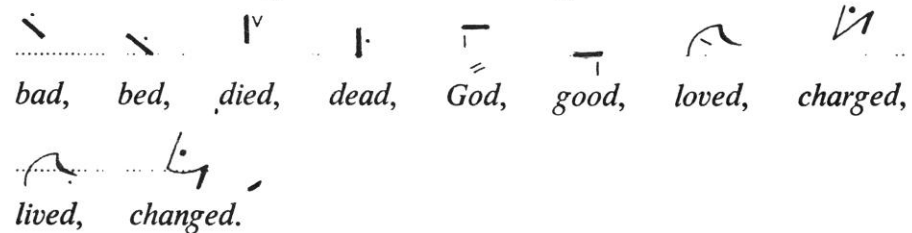
- (a) In words of one *syllable* a light stroke is generally halved to indicate a following *t* but not a following *d*—



NOTE: night.

The *s* circle is always read last: notes, acts, thoughts,  
 lots, waits, nights.

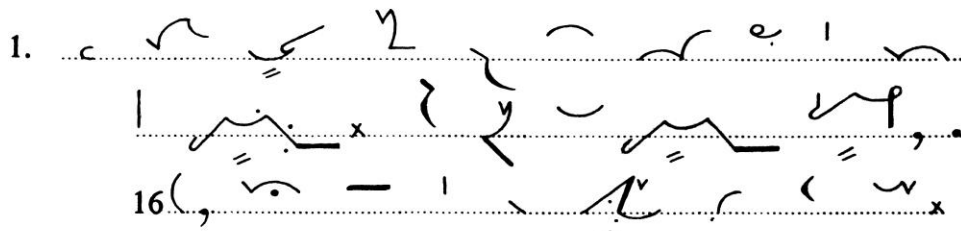
- (b) In words of one *syllable* a heavy stroke is generally halved to indicate a following *d* but not a following *t*—

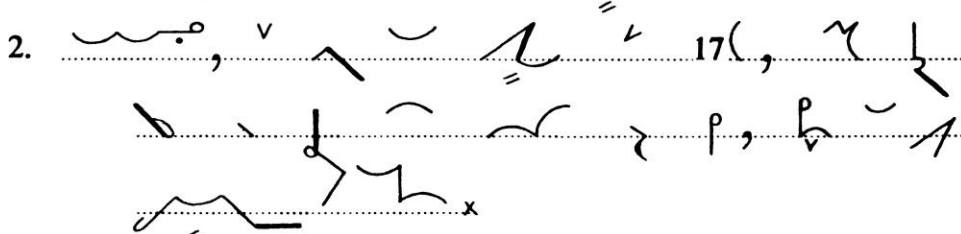


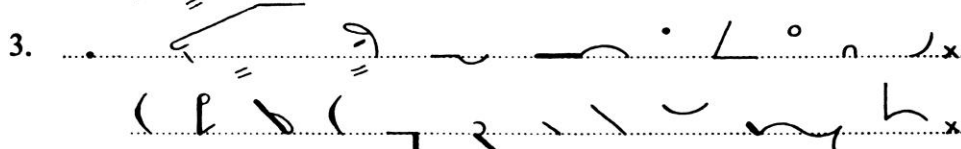
### SHORT FORMS

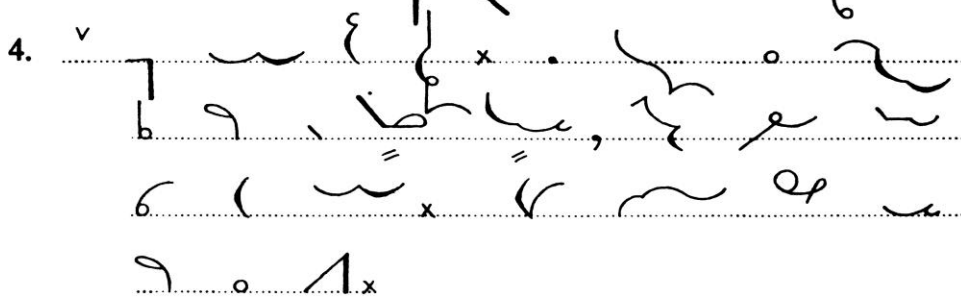
quite, could, that, without, sent, wished.

Exercise 42

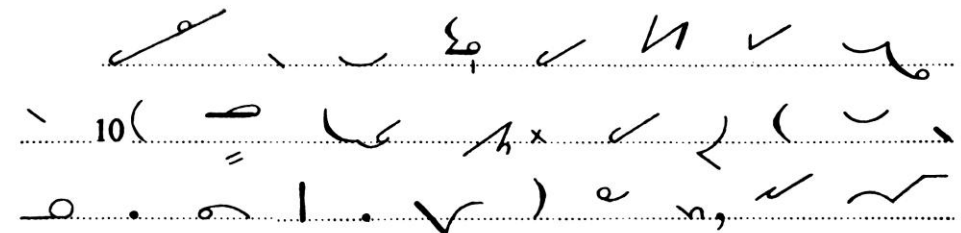
1. 

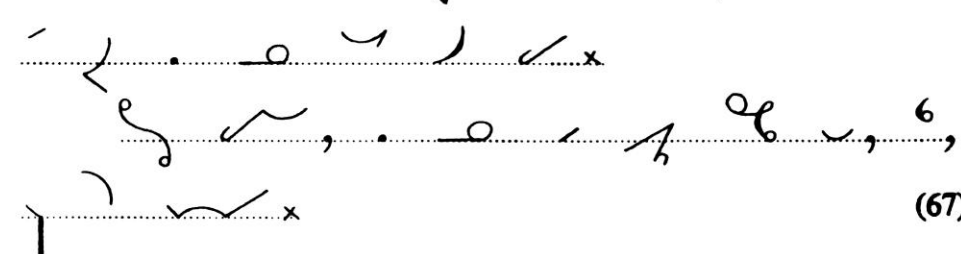
2. 

3. 

4. 

Exercise 43








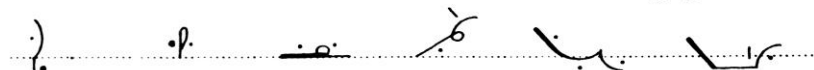
34. (a) In words of two or more syllables, a stroke is generally halved to indicate a following *t* or *d*—



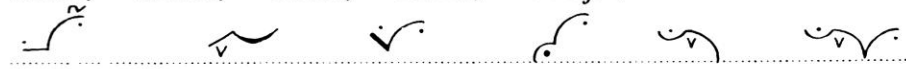
- (1) *attached, answered, except, suggested, avoid, market,*



*recent, absent, admit, arrived, engaged, enjoyed,*



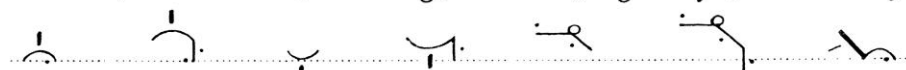
*estate, stated, exact, result, benefit, booklet.*



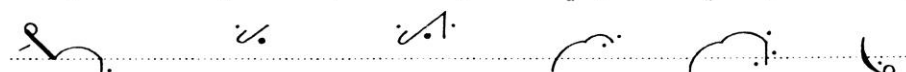
- (2) *actually, writing, badly, lately, entire, entirely,*



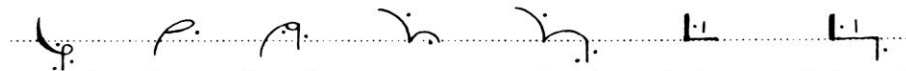
*evidence, sometimes, waiting, certain, goodbye, absolutely.*



- (3) *omit, omitted, note, noted, accept, accepted, submit,*



*submitted, await, awaited, limit, limited, visit,*




*visited, list, listed, remit, remitted, deduct, deducted,*



*notify, notified, invited.*

- (b) A half-length stroke is not written through the line to indicate a third position. Words like the following are written on the line—



*east, feet, fit, sheets, bid, did, written, invite, indeed,*



*needed, instead, little, moved.*

(c) Where a final diphthong is joined, a single stroke is generally halved to indicate a final *t* or *d*—

...h .....  
*doubt, about, bowed, cute, issued.*

**Exercise 44**

1.

2.

3.

4.

5.

**Exercise 45**

b - x / > e p n  
 p v ) p , ) p v . n p  
 - b x n s - p ( , v w  
 < ( ( p ~ n x  
 b ) , w e L v , s  
 p . n x

(73)

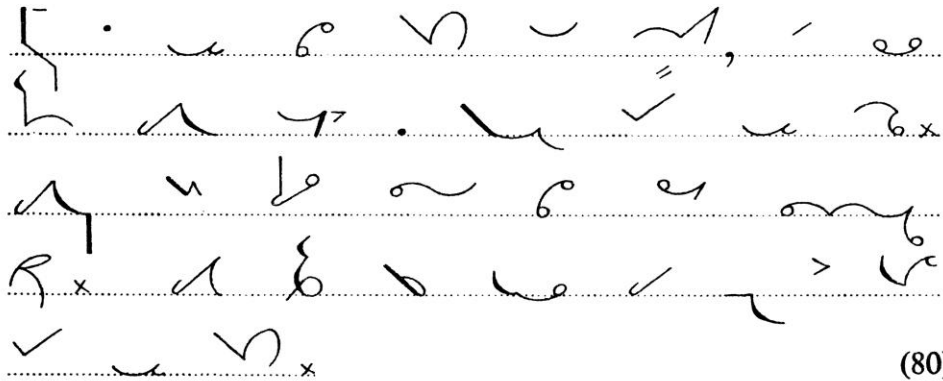
**Exercise 46**

w w x i o v y  
 b e o n v p , > w e  
 p { w x  
 . p > L o 3/6 / x w r )  
 v d . p q , w n ) L  
 e L x

(79)

**Exercise 47**

e b o w , b { ) - x /



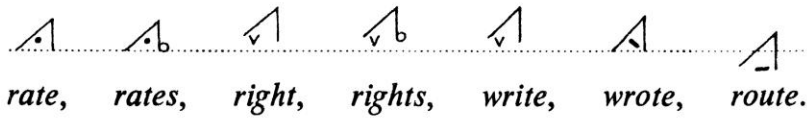
**Exercise 48**

(Write in Shorthand)

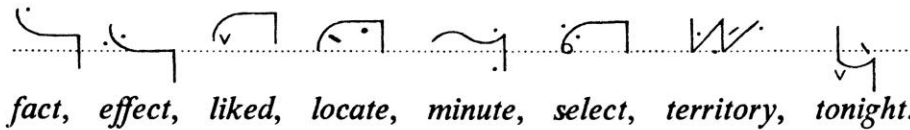
*We-have-sent several notes to-you asking-you to pay-the bill for-the goods you bought six-months-ago, but-you have-not answered any of-them.*

*We-are-sorry to say that now we-shall-have to-take-the usual steps to-avoid-the loss of-our money, if-your cheque is-not received by-the first of next month. We urge you to-mail your cheque to-us without-delay.*  
(74)

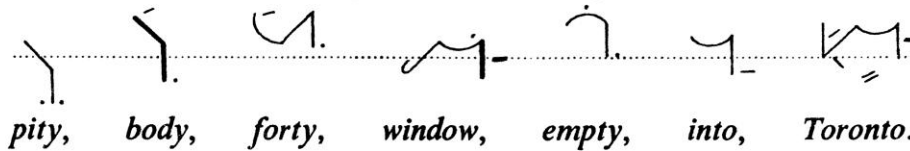
35. (a) To avoid confusion with *should* and *and*, we do not use *rt* and *rts* standing alone. Therefore we write—



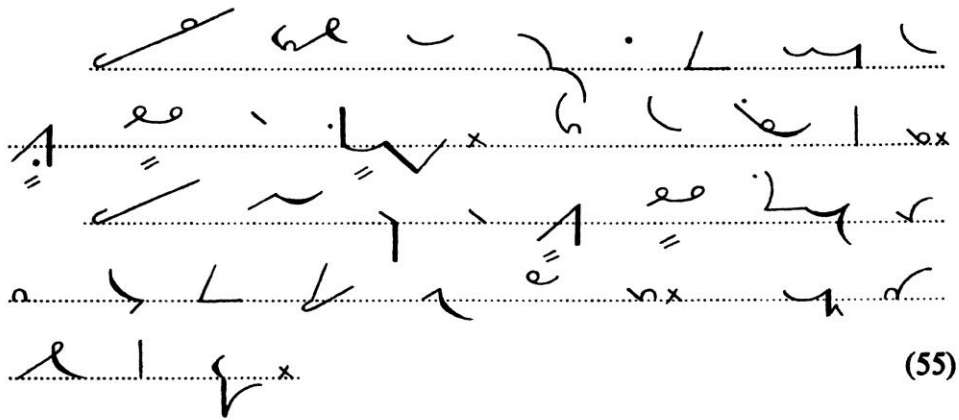
(b) In certain words, where the proper length of a halved stroke would not clearly show, the halving principle is not employed—



(c) When a final vowel follows *t* or *d*, it is necessary to write the stroke *t* or *d* in order to place the vowel sign—

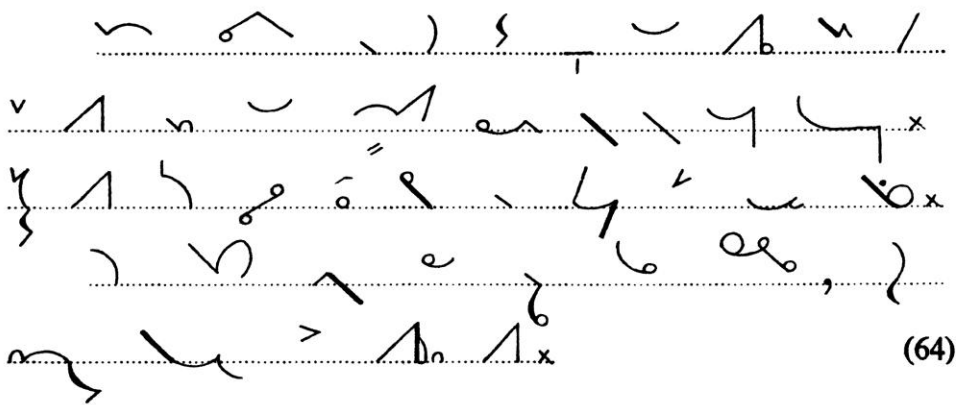


**Exercise 49**



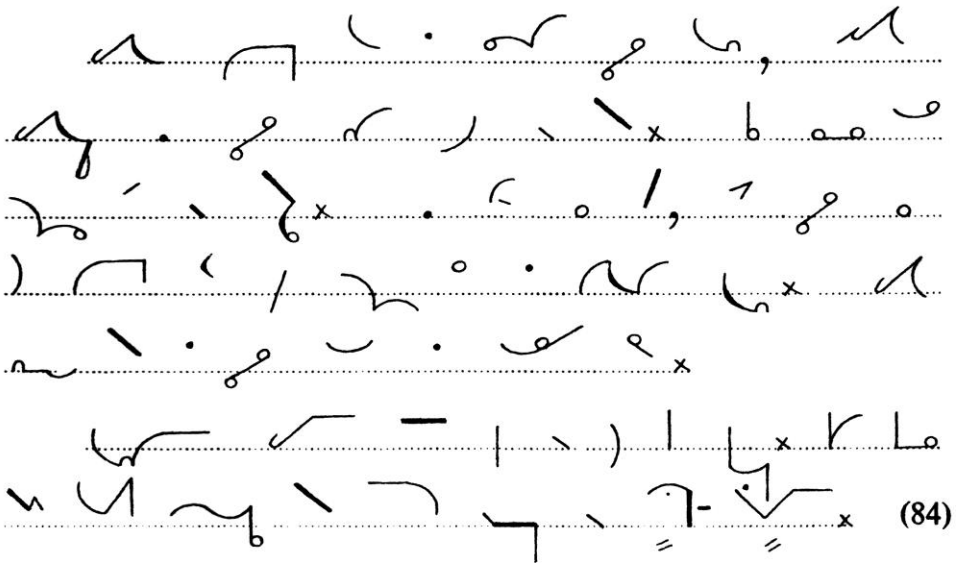
(55)

**Exercise 50**

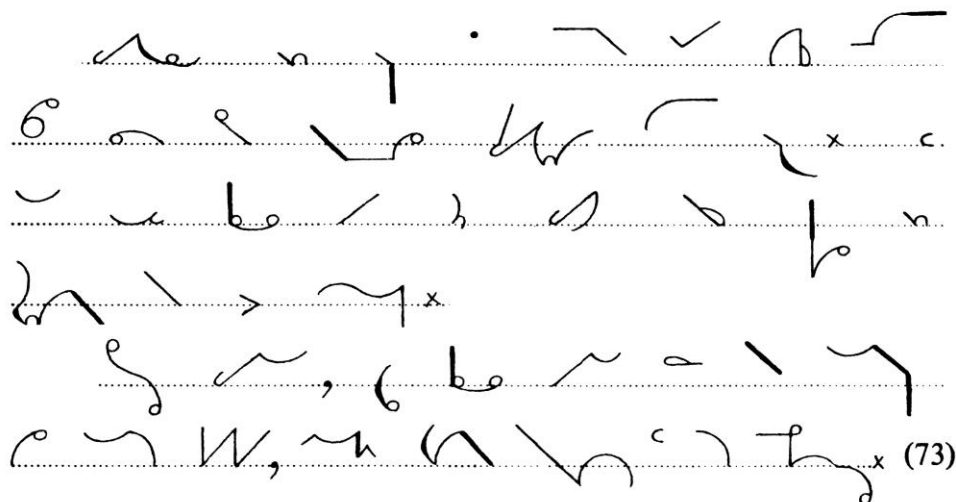


(64)

**Exercise 51**



(84)

**Exercise 52****Exercise 53***(Write in Shorthand)*

*Do-you know that-we sell good tyres? It-is-not-necessary for-you to buy tyres in a repair shop, for our store now carries them. You-can buy them when you-are in-the store, just-as you would select silks, or something for-your house.*

*These tyres are good value, and-they sell rapidly. Each of-them carries our guarantee.* (63)

**Exercise 54***(Write in Shorthand)*

*It-is quite some time since you bought anything in-this store. I-am-writing to-you myself, because I should-be sorry to-lose your custom.*

*It-may-be that-we-have offended you in-some-way. If-this-is-the case, I-hope-you-will write to-me. Our service and our way of-doing business are things which-we boast about. It-would-be a pity to stay away because of-something which could-be easily remedied, and you-should-not hesitate to-write to-me and let-me-know-the cause.* (95)

**36. Downward L**

Usually *l* is written upward.

(1) For convenience, *l* is usually written downward after *n* or *ng*—

*only, unless, until, canal, analysis, exceedingly, annual,*
  
  
*evidently, unfortunately, recently, certainly, Nelson.*

(2) For the purpose of vowel indication, *l* is written downward in the following two cases—

(a) When an initial vowel comes before *l*, and the *l* is followed by a simple horizontal stroke—

*alone along, Allen, alike, elm, elect, elected,*
  
  
*but long, like, lake, lime.*

(b) When *l* follows *f*, *v*, *sk*, or a straight upstroke, and a vowel does not end the word—

*fail, fall, awful, feel, feeling, fell, fill, full, veal,*
  
  
*skill, rule, scale, barrel, successful, useful, rail.*

When a vowel ends the word, *l* is written upward—

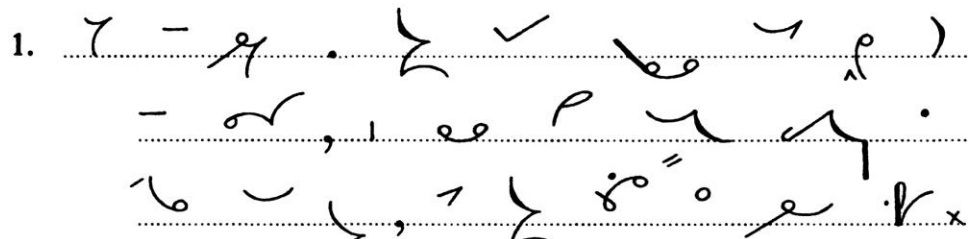
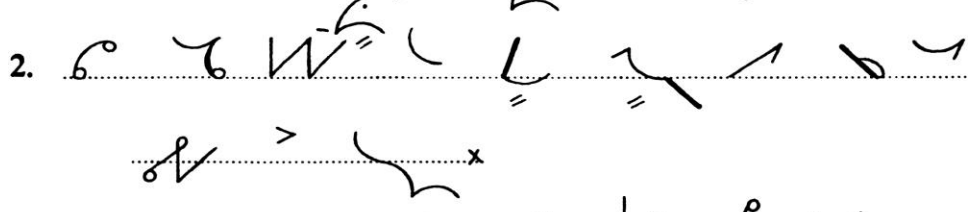
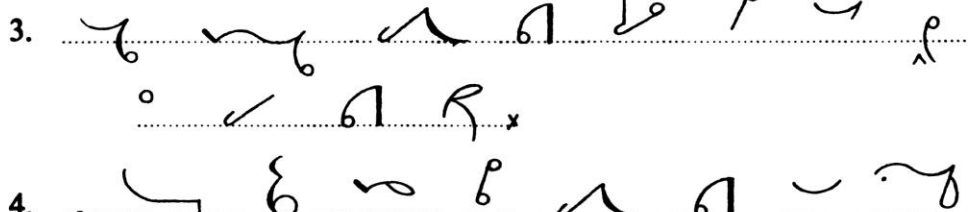
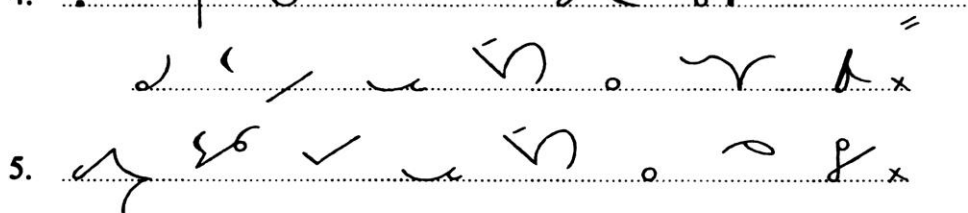
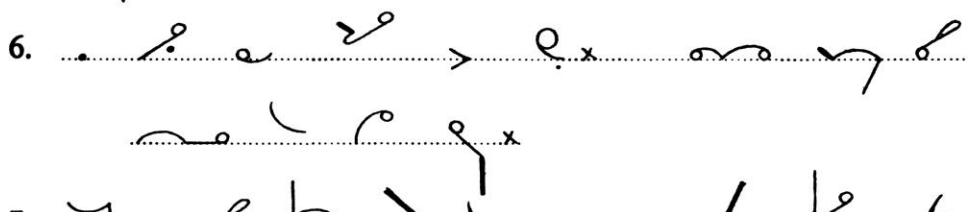
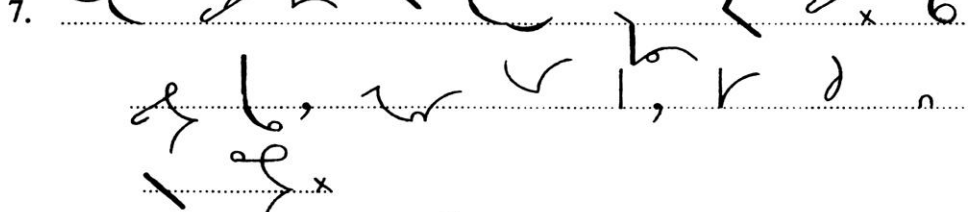
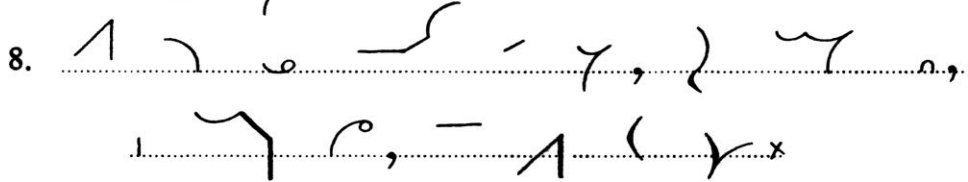
*folly, awfully, fellow, fully, lovely, successfully,*
  
  
*usefully, yellow, rely, sickly.*

Special Outlines: *volume,* *column,* *film.*

### SHORT FORMS

*inform-ed,* *never, November,* *satisfactory,*
  
*respect-ed,* *expect-ed,* *inspect-ed-ion,* *January,*
  
*February,* *together,* *altogether,* *insurance.*

Exercise 55

1. Handwritten cursive practice on a four-line staff. The first line contains several loops and curves. The second line continues with more complex flourishes, including a large loop that crosses itself. The third line shows smaller, more delicate strokes.
2. Handwritten cursive practice on a four-line staff. The first line features a large, sweeping curve. The second line has a series of connected loops. The third line shows a sequence of smaller, repetitive strokes.
3. Handwritten cursive practice on a four-line staff. The first line starts with a large loop followed by several smaller ones. The second line contains a series of connected, somewhat vertical strokes.
4. Handwritten cursive practice on a four-line staff. The first line shows a series of connected loops. The second line features a large, sweeping curve that spans across the staff.
5. Handwritten cursive practice on a four-line staff. The first line contains a series of connected loops. The second line shows a sequence of smaller, repetitive strokes.
6. Handwritten cursive practice on a four-line staff. The first line features a large, sweeping curve. The second line has a series of connected loops. The third line shows smaller, more delicate strokes.
7. Handwritten cursive practice on a four-line staff. The first line contains a series of connected loops. The second line features a large, sweeping curve. The third line shows smaller, more delicate strokes.



**Exercise 56**

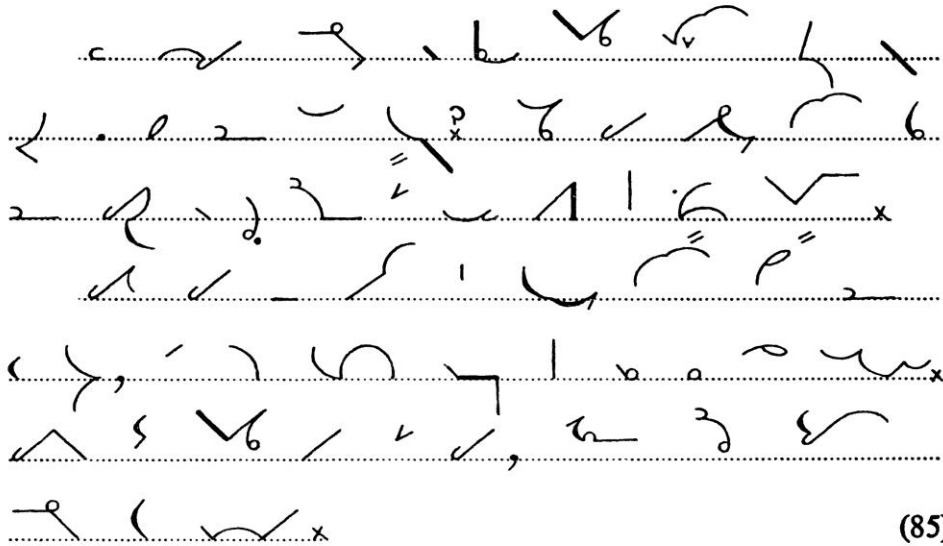
9 ✓ 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✓ 9 ✓ 10 ✓  
 11 ✓ 12 ✓ 13 ✓ 14 ✓ 15 ✓ 16 ✓ 17 ✓ 18 ✓ 19 ✓ 20 ✓  
 21 ✓ 22 ✓ 23 ✓ 24 ✓ 25 ✓ 26 ✓ 27 ✓ 28 ✓ 29 ✓ 30 ✓  
 31 ✓ 32 ✓ 33 ✓ 34 ✓ 35 ✓ 36 ✓ 37 ✓ 38 ✓ 39 ✓ 40 ✓  
 41 ✓ 42 ✓ 43 ✓ 44 ✓ 45 ✓ 46 ✓ 47 ✓ 48 ✓ 49 ✓ 50 ✓  
 51 ✓ 52 ✓ 53 ✓ 54 ✓ 55 ✓ 56 ✓ 57 ✓ 58 ✓ 59 ✓ 60 ✓  
 61 ✓ 62 ✓ 63 ✓ 64 ✓ 65 ✓ 66 ✓ 67 ✓ 68 ✓ 69 ✓ 70 ✓  
 71 ✓ 72 ✓ 73 ✓ 74 ✓ 75 ✓ 76 ✓ 77 ✓ 78 ✓ 79 ✓ 80 ✓  
 81 ✓ 82 ✓ 83 ✓ 84 ✓ 85 ✓ 86 ✓ 87 ✓ 88 ✓ 89 ✓ 90 ✓  
 91 ✓ 92 ✓ 93 ✓ 94 ✓ 95 ✓ 96 ✓ 97 ✓ 98 ✓ 99 ✓ 100 ✓  
 101 ✓ 102 ✓ 103 ✓ 104 ✓ 105 ✓ 106 ✓ 107 ✓ 108 ✓ 109 ✓ 110 ✓  
 111 ✓ 112 ✓ 113 ✓ 114 ✓ 115 ✓ 116 ✓ 117 ✓ 118 ✓ 119 ✓ 120 ✓  
 121 ✓ 122 ✓ 123 ✓ 124 ✓ 125 ✓ 126 ✓ 127 ✓ 128 ✓ 129 ✓ 130 ✓  
 131 ✓ 132 ✓ 133 ✓ 134 ✓ 135 ✓ 136 ✓ 137 ✓ 138 ✓ 139 ✓ 140 ✓  
 141 ✓ 142 ✓ 143 ✓ 144 ✓ 145 ✓ (145)

**Exercise 57**

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✓ 9 ✓ 10 ✓  
 11 ✓ 12 ✓ 13 ✓ 14 ✓ 15 ✓ 16 ✓ 17 ✓ 18 ✓ 19 ✓ 20 ✓  
 21 ✓ 22 ✓ 23 ✓ 24 ✓ 25 ✓ 26 ✓ 27 ✓ 28 ✓ 29 ✓ 30 ✓  
 31 ✓ 32 ✓ 33 ✓ 34 ✓ 35 ✓ 36 ✓ 37 ✓ 38 ✓ 39 ✓ 40 ✓  
 41 ✓ 42 ✓ 43 ✓ 44 ✓ 45 ✓ 46 ✓ 47 ✓ 48 ✓ 49 ✓ 50 ✓  
 51 ✓ 52 ✓ 53 ✓ 54 ✓ 55 ✓ 56 ✓ 57 ✓ 58 ✓ 59 ✓ 60 ✓  
 61 ✓ 62 ✓ 63 ✓ 64 ✓ 65 ✓ 66 ✓ 67 ✓ 68 ✓ 69 ✓ 70 ✓  
 71 ✓ 72 ✓ 73 ✓ 74 ✓ 75 ✓ 76 ✓ 77 ✓ 78 ✓ 79 ✓ 80 ✓  
 81 ✓ 82 ✓ 83 ✓ 84 ✓ 85 ✓ 86 ✓ 87 ✓ 88 ✓ 89 ✓ 90 ✓  
 91 ✓ 92 ✓ 93 ✓ 94 ✓ 95 ✓ 96 ✓ 97 ✓ 98 ✓ 99 ✓ 100 ✓  
 101 ✓ 102 ✓ 103 ✓ 104 ✓ 105 ✓ 106 ✓ 107 ✓ 108 ✓ 109 ✓ 110 ✓  
 111 ✓ 112 ✓ 113 ✓ 114 ✓ 115 ✓ 116 ✓ 117 ✓ 118 ✓ 119 ✓ 120 ✓  
 121 ✓ 122 ✓ 123 ✓ 124 ✓ 125 ✓ 126 ✓ 127 ✓ 128 ✓ 129 ✓ 130 ✓  
 131 ✓ 132 ✓ 133 ✓ 134 ✓ 135 ✓ 136 ✓ 137 ✓ 138 ✓ 139 ✓ 140 ✓  
 141 ✓ 142 ✓ 143 ✓ 144 ✓ 145 ✓





**Exercise 59**

(85)

**Exercise 60***(Write in Shorthand)*

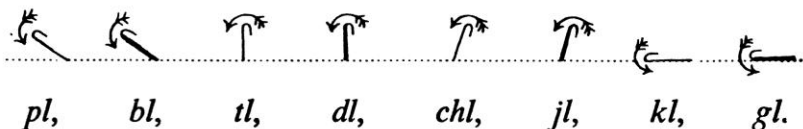
*I-wish to-thank-you for-the catalogue which-you-were good-enough to post to-me recently. Several books listed on page 21 appear to-be just what I-am looking for. I-have marked them on-the attached sheet.*

*Although I-think that-these books should-be useful to-me in-my work, I should like to inspect them to see if-they would-be satisfactory. May any-of-the books be sent back to-you if, when I-have looked at-them, I-decide that-they would-not-be satisfactory for-my purpose? (96)*

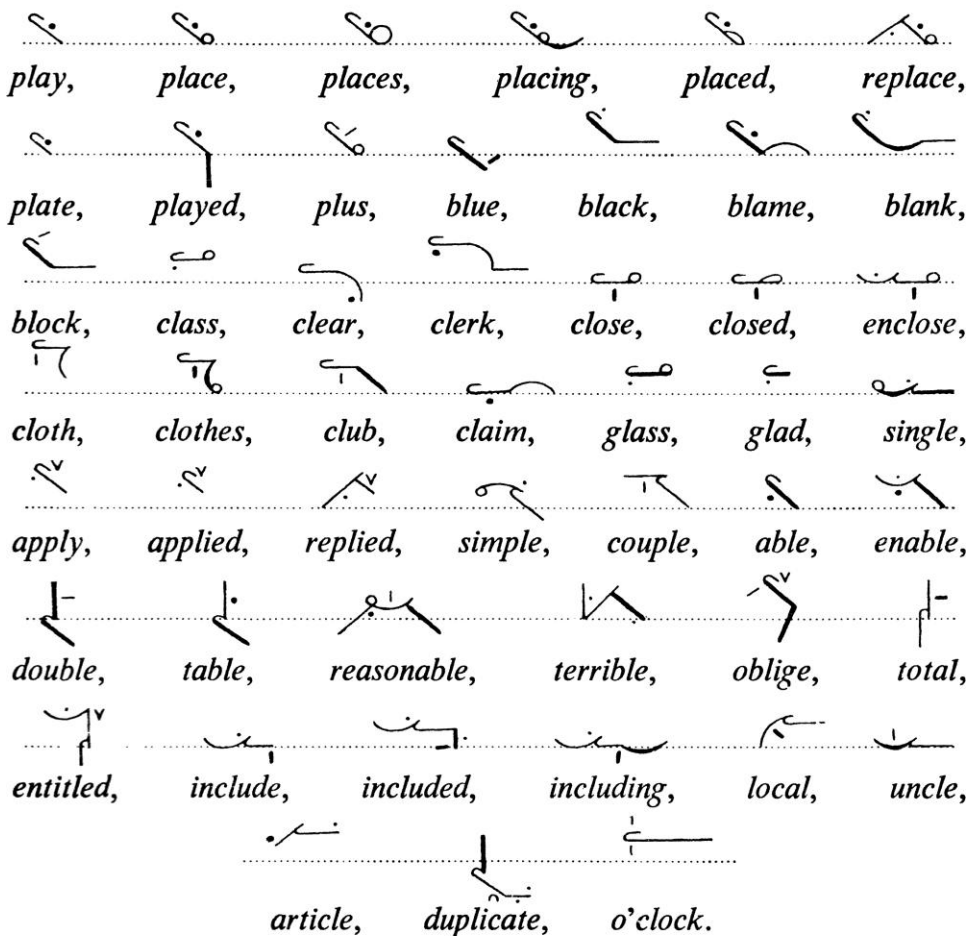
## CHAPTER XI

### 38. Double Consonants—PI Series

A small beginning hook, written on the circle side of straight down-strokes and *k* and *g*, forms a series of double consonants—



These double consonants are called *pel*, *bel*, etc. The vowel signs are placed to them just as they are placed to single consonants—



Distinctive Outlines: *valuable*, *available*.



4. (56)

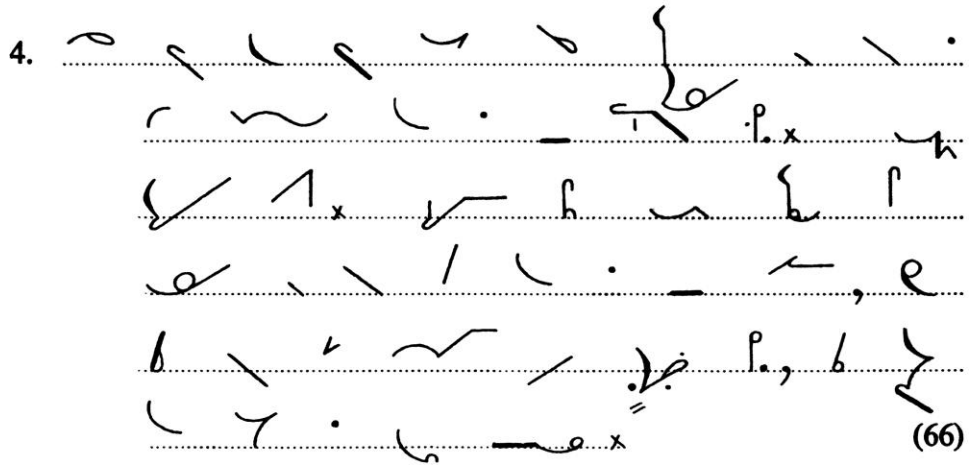
5. (61)

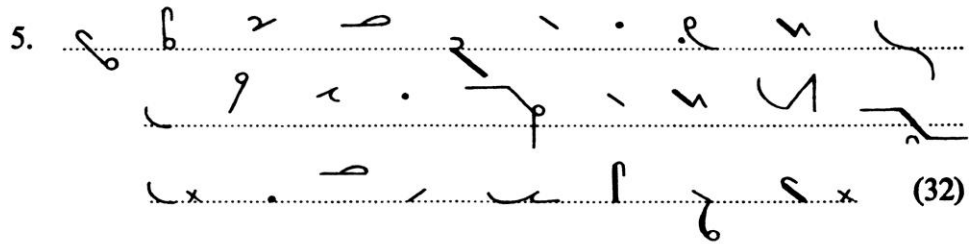
**Exercise 62**

1. (30)

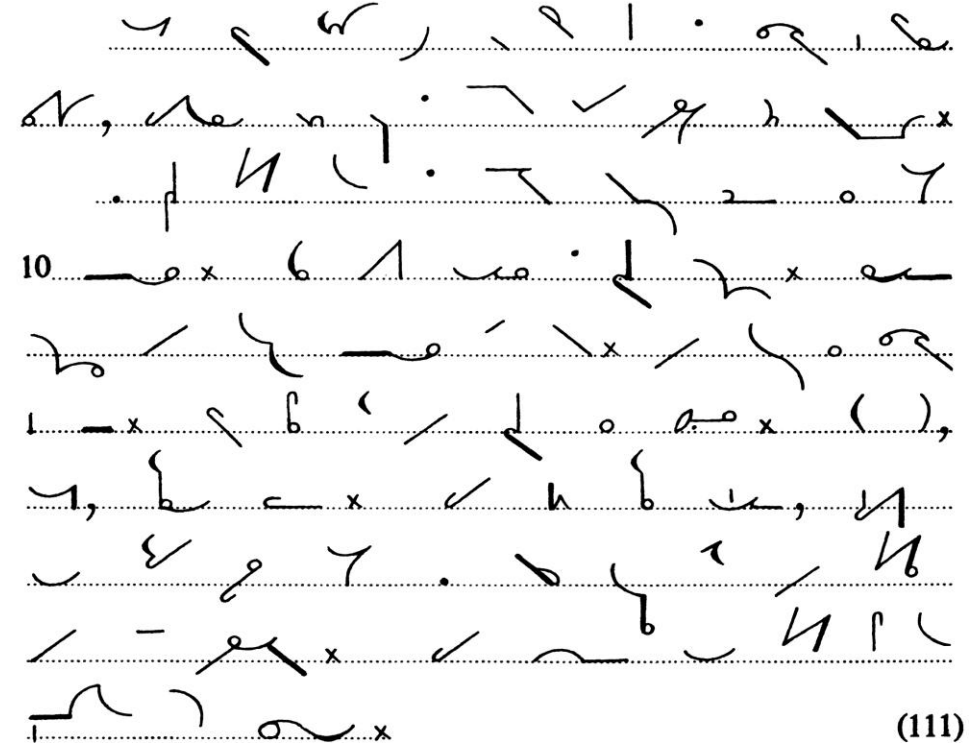
2. (35)

3. (46)

4.  (66)

5.  (32)

Exercise 63

 (111)



**Exercise 64***(Write in Shorthand)*

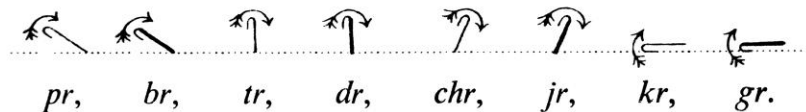
*We-enclose a booklet which gives details of-our plate-glass window insurance. When-you renew your insurance we-believe it-will pay you to-take-out this type of policy.*

*You-will-note that-we-are able-to give-you especially useful service. As-soon-as-we receive your claim we replace-the glass. Your claim is settled without-delay, and a cheque large enough to pay for all-the damage, including any damage to-your window display, is sent to-you.*

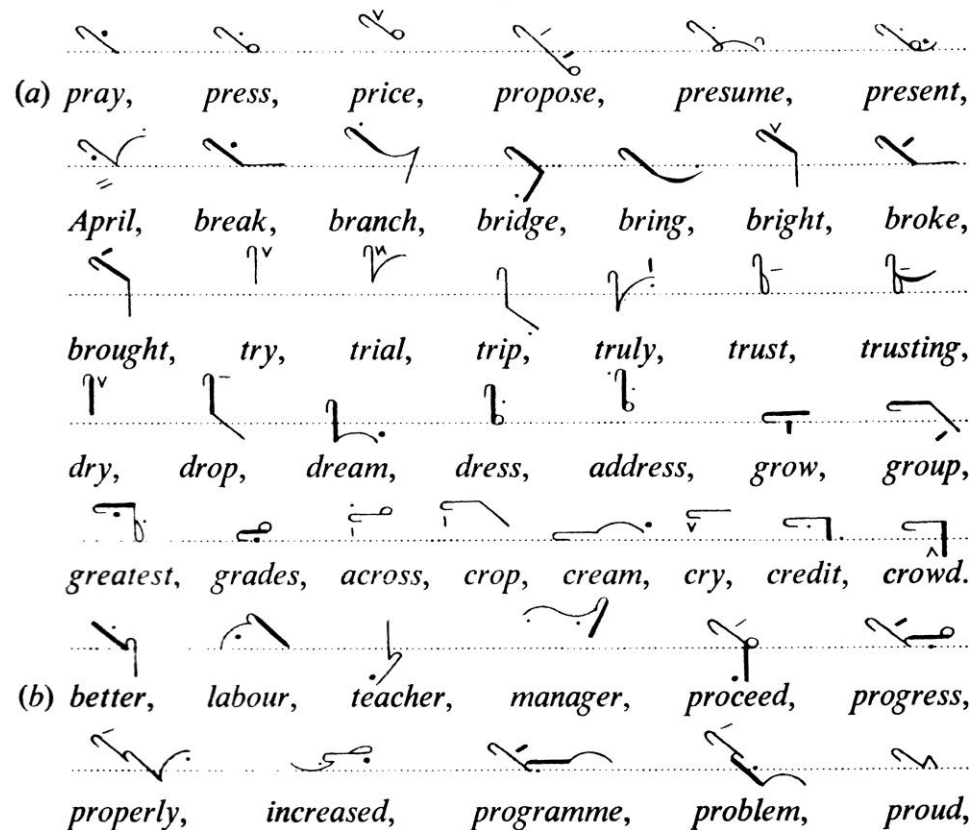
(83)






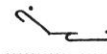



**39. Double Consonants—Pr Series**

A small initial hook, written on the non-circle side of straight down-strokes and *k* and *g*, forms a series of double consonants—














These double consonants are called *per*, *ber*, etc.












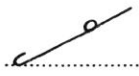
































  
*degree, agreed, daughter, water, withdraw,*
  




  
*practical, liberal, graduate, October.*































SHORT FORMS

 *Dr., doctor,*
 *dear,*
 *during,*
 *truth,*
 *principal,*
  
*principally or principle,*
 *liberty,*
 *member, remember or*
  
*remembered,*
 *number or numbered,*
 *chair,*
 *cheer,*
 *care.*

Exercise 65

1.      
  
  

2.        
  
 £22/10/6    463 
  
   16(     
  
  £21/10/6    £1  

3.          (70)
   
  16(       
  
   £1,     
  
    (40)

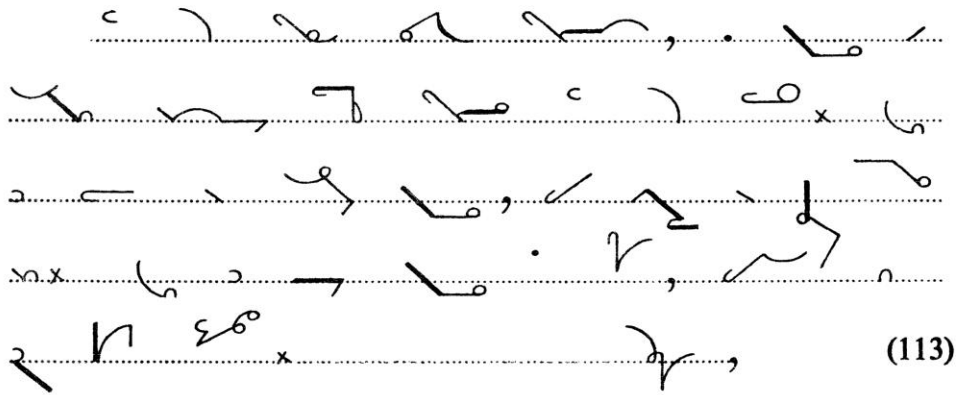
4.

(49)

**Exercise 66**

(79)

**Exercise 67**



**Exercise 68**

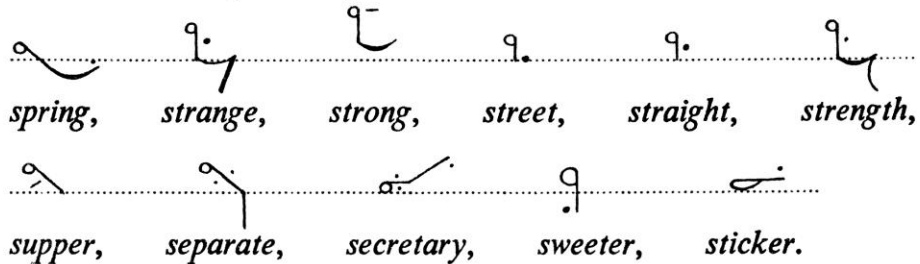
(Write in Shorthand)

*Dear Dr. Waters, We-are taking-the liberty of asking-you to address our graduates on-Monday, 29th-January. Our principal and teachers, as-well-as-the graduates, would-be proud to-have-you deliver an address. We-know-that what-you-would tell-us as-the principal speaker on-our programme would-be remembered by-all our graduates for-many-years to-come.*

*We-know-that-you have many calls to-speak, and-that your time is exceedingly valuable, but-we-feel that-you-will-be-glad to-talk to-us if-you possibly can. We-trust that-you-will-be-able-to accept. Yours-truly,*

(107)




40. (a) When an initial circle or loop is written on the same side as the hook of the *pr* series, the *r* is included—







- (b) Both hook and circle are shown in the middle of a word—



(c) When *skr* or *sgr* follows *t* or *d*, the combinations are written thus—




















 *describe*,  *disgrace*,  *disagree*.

Distinctive Outlines:  *propriety*,  *property*,  
 *propose*,  *purpose*.

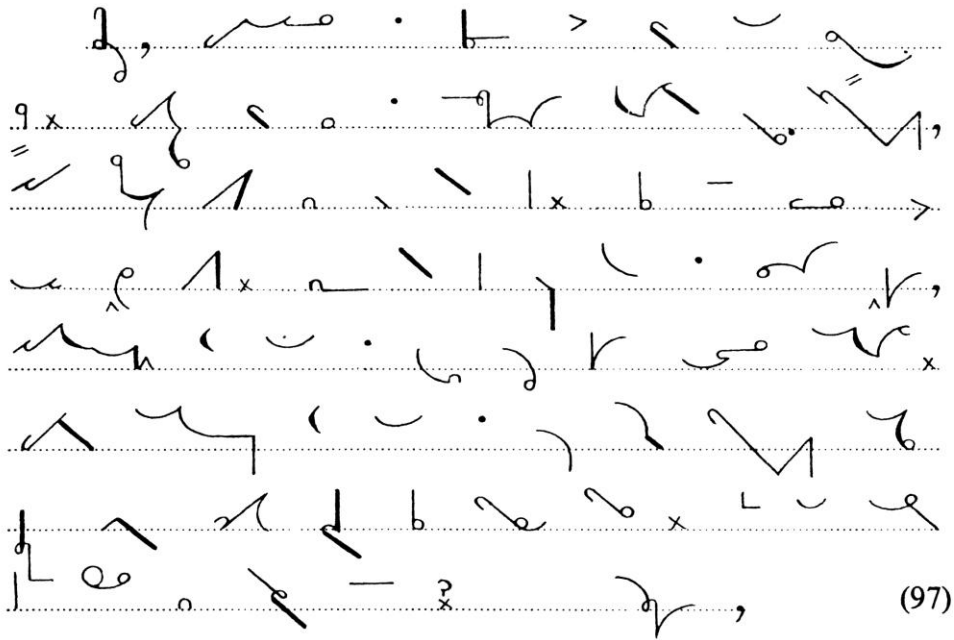
SHORT FORMS

 *description*,  *surprise*,  *surprised*.

Exercise 69

1.                      

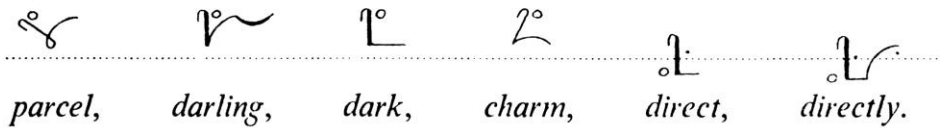
**Exercise 70**



**41. Special Use of Double Consonants**

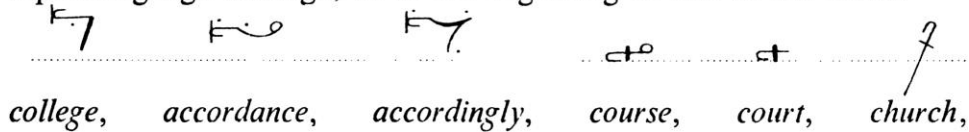
In a special group of words, the double consonant strokes are used although a distinct vowel comes between a consonant and hook *l* or hook *r*. The double consonant strokes are employed in order to secure briefer or more facile outlines. The most important of these words are given below.

Although it is seldom necessary to vocalize these special outlines, a dot vowel may be indicated by writing a small circle instead of the dot, either after or before the double consonant stroke—



The short *ě* vowel is never indicated in words like *person*, *girl*, *term*.

A dash vowel, or a diphthong, is shown by writing the vowel sign or diphthong sign through, or at the beginning or end of the stroke—



*occurred, record, purchase, correct, collect, courtesy,*
  
  
*attorney, lecture, literature, lectures.*

Distinctive Outlines: *regard,* *regret.*

**Exercise 71**

1.

2.

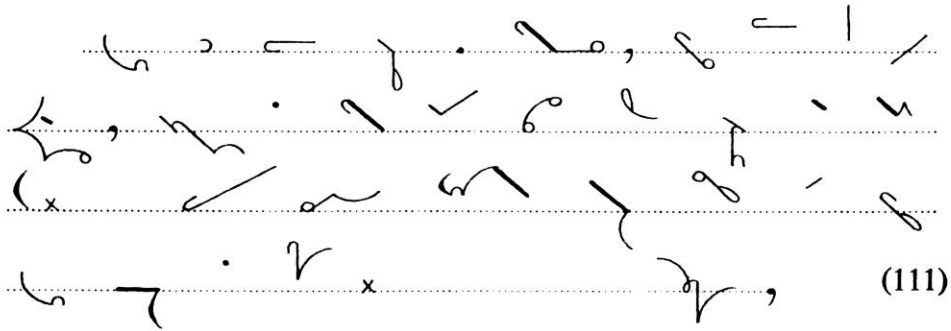
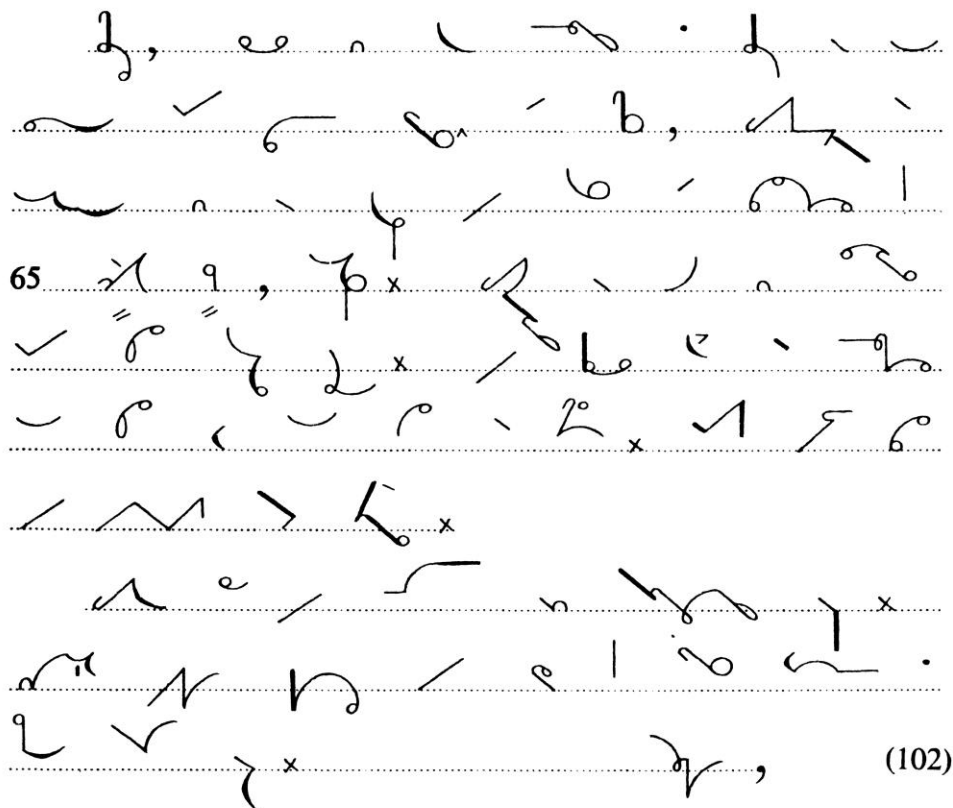
3.

4.

(57)





**Exercise 74****Exercise 75**

(Write in Shorthand)

1. *If-you-will bring me a supply of-samples of-this new breakfast food, I-will-try to-close-the deal with-the firm myself.*
2. *During-the course of-my lecture, I-shall try to show how-the progress of art is related to-the growth of industry.*

3. *When I-know what-the* proposed water power scheme includes, *I-shall-be-glad to-express* my views.
4. *A* loud voice troubles *and* annoys us. Pleasant voices resemble sweet music.
5. Castles *in-the* air *are* fabrics *which* soon crumble, *but* dreamers *have* solved many a pressing problem.
6. Few *people are* able *themselves to* better-*the* labour *of-those* they blame.

**Exercise 76**

(Write in Shorthand)

*Dear-Sirs, Because-of-the* rapidly increasing cost of copper *and* steel, *we-are-obliged to* increase-*the* prices of-*many of-the* articles included in our catalogue. *We* extremely regret-*the* necessity of passing *on-the* higher charges *to-our* customers, *but at-the* present-time *this-is-the* only possible course *we-can* follow.

*You-will-be* notified *when* better terms *are* available *on-our* supplies, *and-we-are thus* enabled *to-reduce-the* prices. *Yours-truly,* (79)

**42. Double Consonants—Curves**

(a) A small initial hook, written on the inside of curves, forms a series of double consonant strokes, *fr, vr,* etc.—

Friday,	afraid,	average,	every,	everybody,	other,
otherwise,	author,	shrub,	shrink,	dinner,	pressure,
measure,	leisure,	enclosure,	favour,	favourable,	
favoured,	endeavour,	honour,	manner,	effort,	efforts,
sooner,	summer,	farmers,	nervous,	corner,	north,
normal.					

(b) A large initial hook, written on the inside of curves, forms the double consonants *fl*, *vl*, etc.—

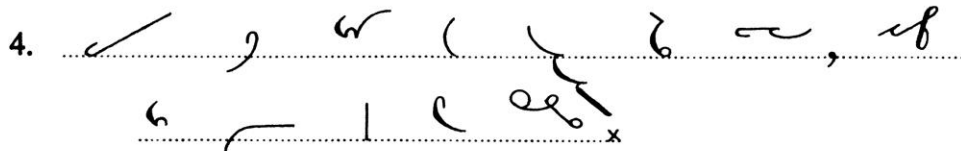
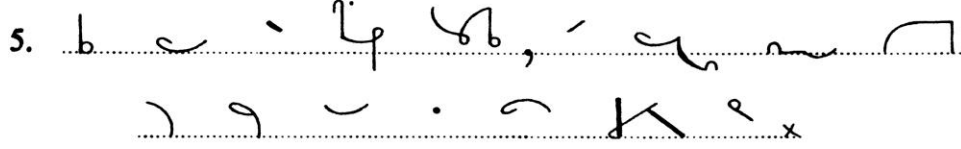
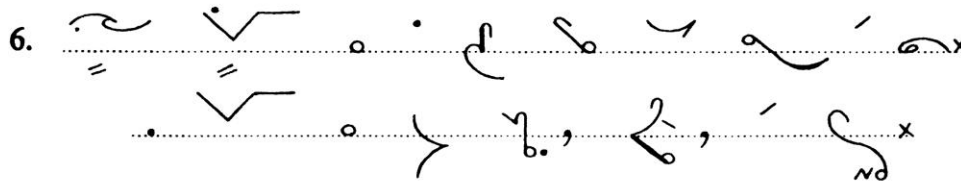
*fly, flat, flowers, evil, civil, arrival, approval,*
  
*beautiful, delightful, final, finally, original, originally,*
  
*privilege, personal, personally, travel.*

SHORT FORMS

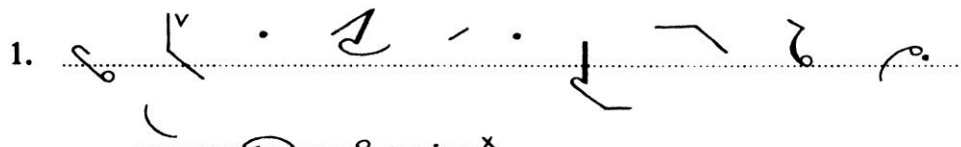
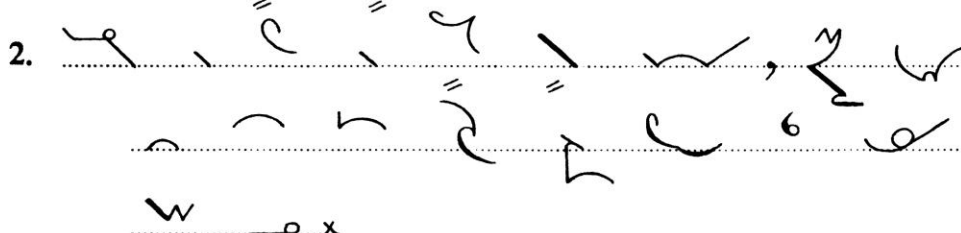
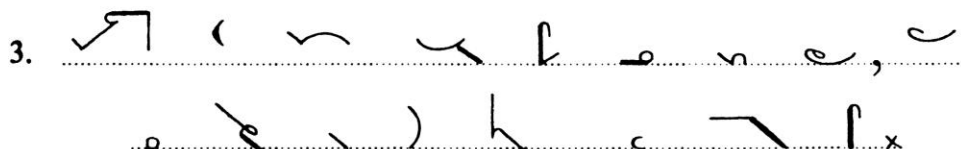
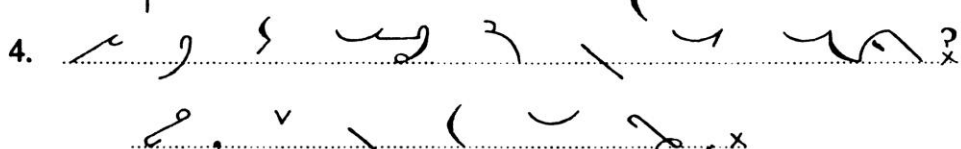
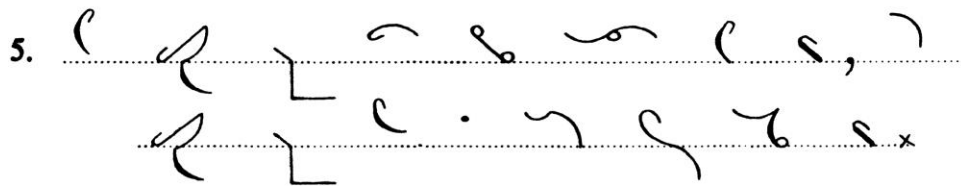
*nor (or in our), near, own, owner, more,*
  
*remark or remarked, remarkable, Mr. or mere, sure,*
  
*pleasure, larger, largely, everything, over,*
  
*however, respectfully.*

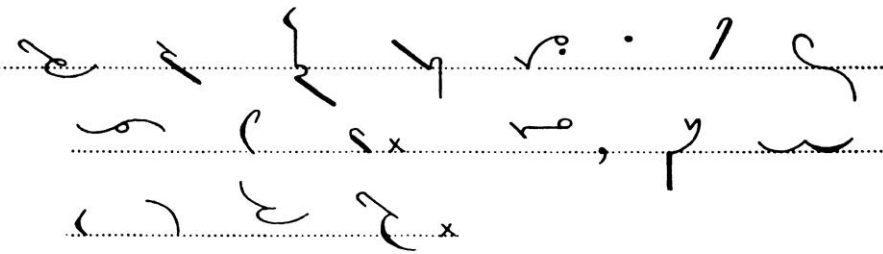
Exercise 77

1. 
  
  
  
 2. 
  
  
 3.

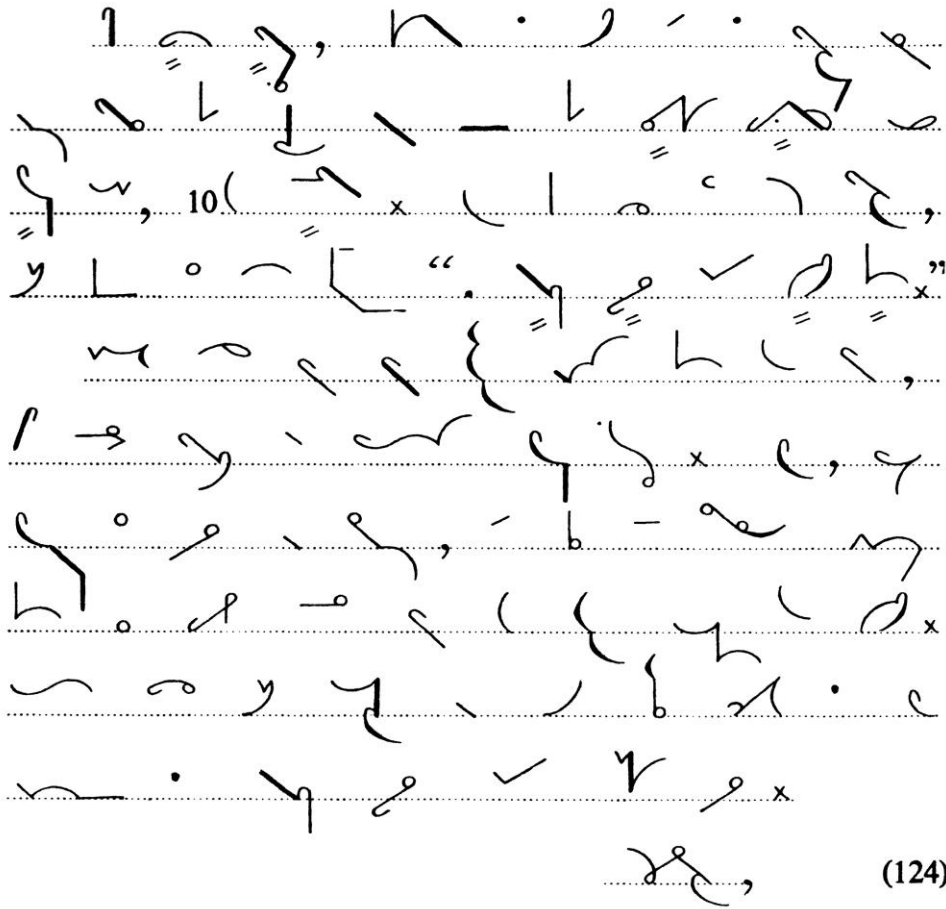
4. 
5. 
6. 

**Exercise 78**

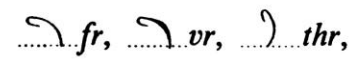

1. 
2. 
3. 
4. 
5. 

6. 

**Exercise 79**



**43. Additional Forms**

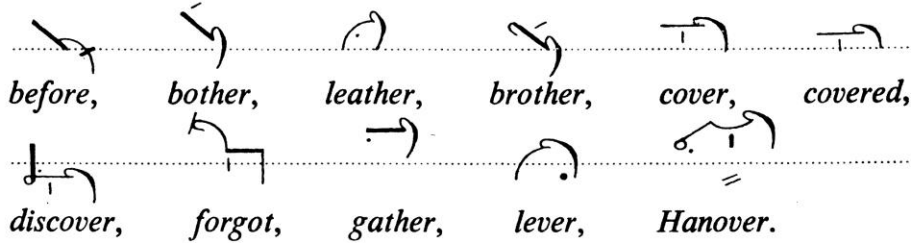
- (a) The double consonants *fr*, *vr*, *thr*, and *THr*, are represented by  (*fr*, *vr*, *thr*, *THr*) (reverse forms), as well as by  (*fr*, *vr*, *thr*, *THr*) (original forms).

When one of these double consonant strokes is the only stroke in the word, the reverse form is used *if the word does not begin with a vowel*—



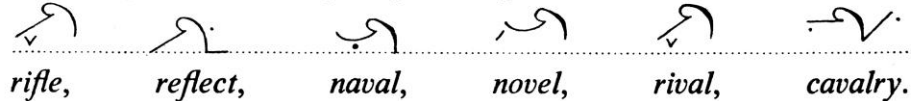
but *either, ever, offer, offered, other.*

(b) When joined to another stroke, the forms are used which join most conveniently. Usually, the reverse forms are joined to strokes written towards the right—

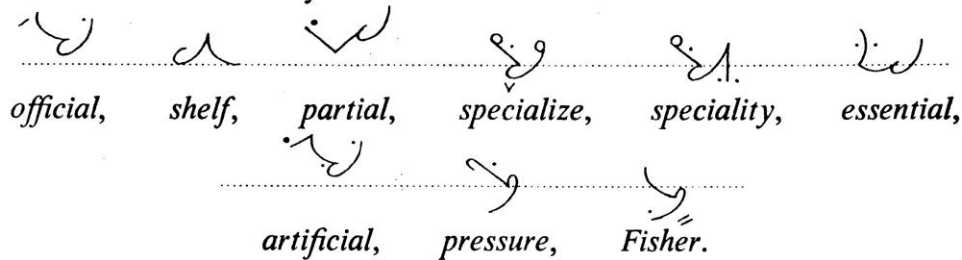



NOTE: *Thursday, thirty, fresh.*

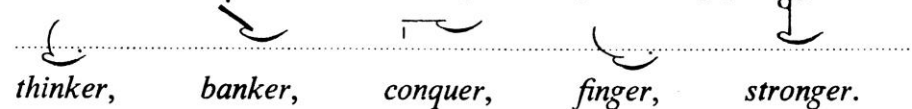
(c) After *k, g, n,* or a straight upstroke, *fl* and *vl* are reversed—



44. The double consonant stroke *shl* is always written upward. The stroke *shr* is always written downward—



45. The heavy sign  is used to represent *ng-kr* or *ng-gr*—



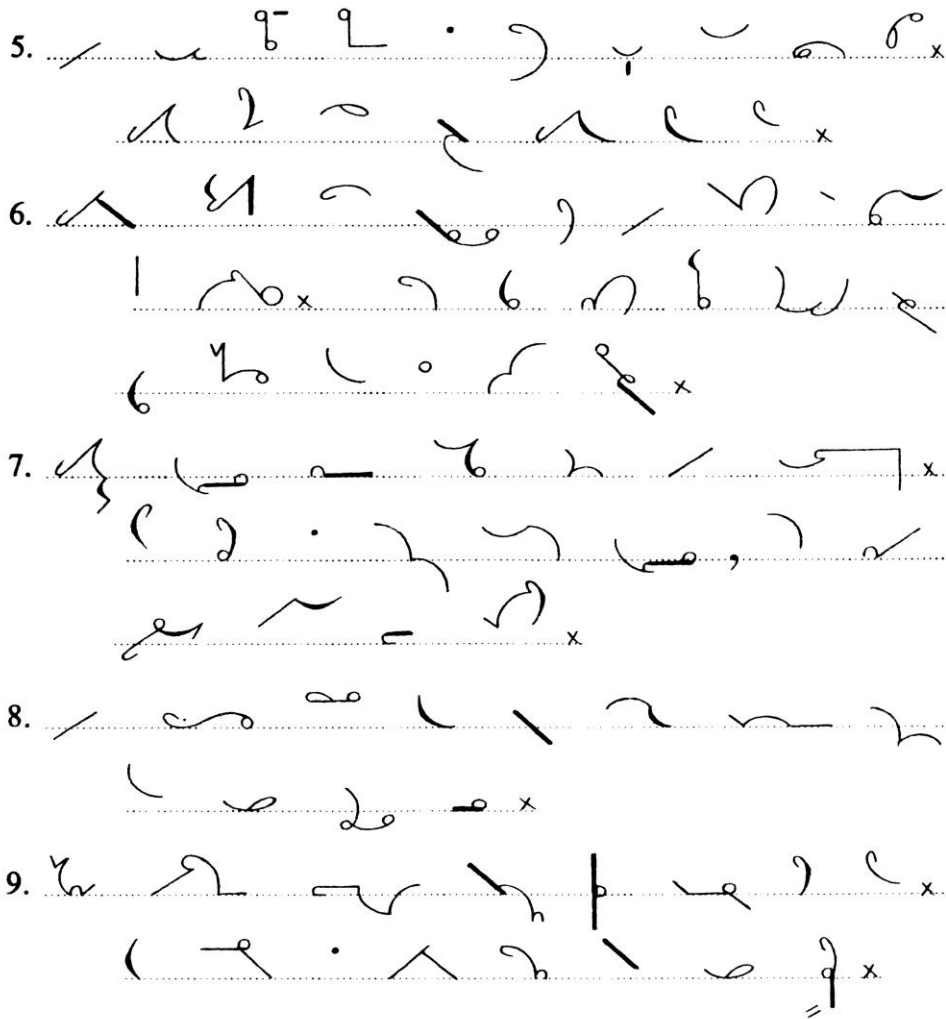
SHORT FORMS

*from, very, they are, their or there.*







**Exercise 82***(Write in Shorthand)*

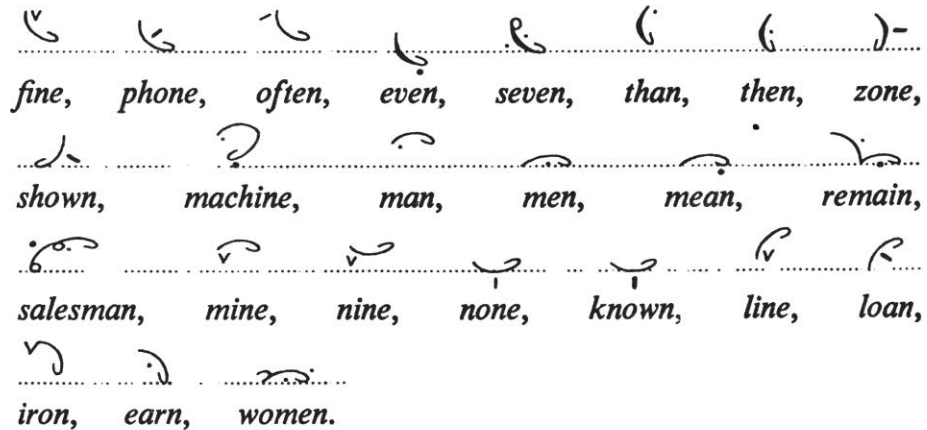
*Dear-Sirs, We-are afraid that-we-shall-be unable-to recover-the total sum due on-your claim unless you adopt different measures. We-have used special efforts, but up to-the present we-have met with no success in-our endeavours to-get-the debtor to settle. We-are-unable-to collect any money, nor can-we extract any promise from-him.*

*We-think-you-will-be-obliged finally to pass-the claim over to-your solicitors. Please notify us if-you wish-us to proceed with-the case and take this step for-you. Very-truly-yours,* (100)

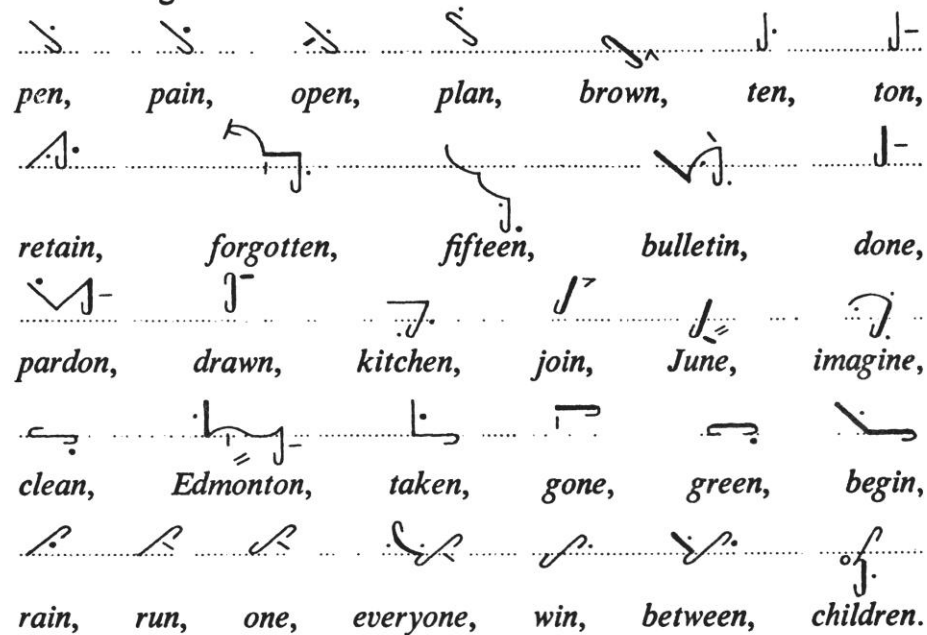
## CHAPTER XII

### 46. N Hook

(a) A small final hook, written on the inside of curves, adds *n*—



(b) The *n* hook is written with a right (clockwise) motion at the end of all straight strokes—



Final *r*, when hooked, is usually written upward—

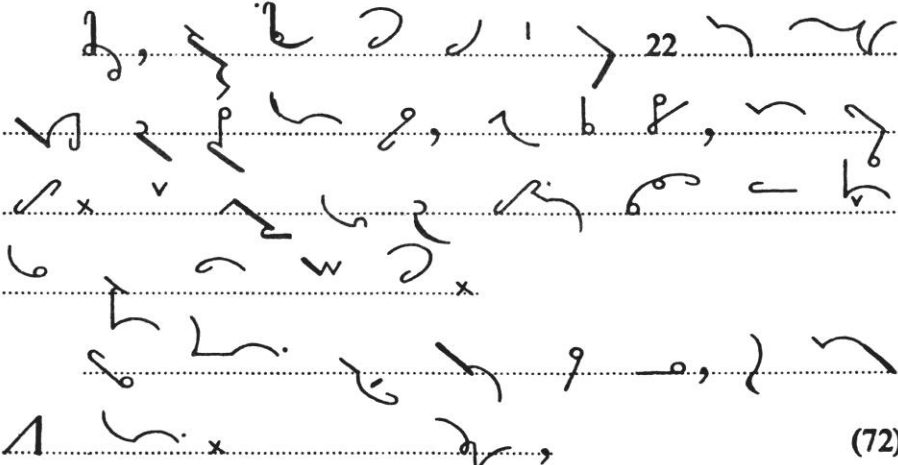


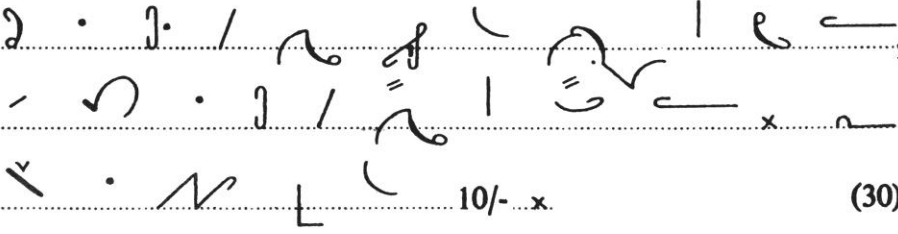
SHORT FORMS

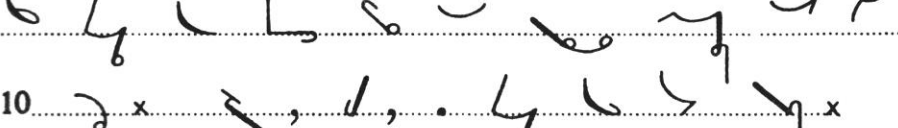
been, general or generally, within, southern,  
northern, opinion.

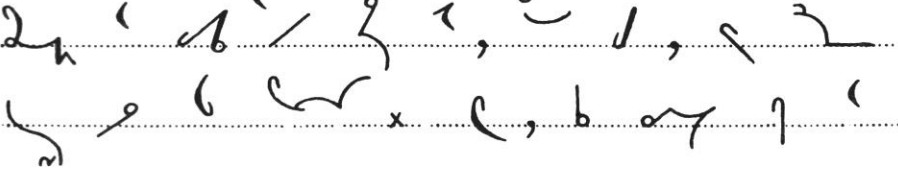
Phrases: had been, have been, more than, better than,  
larger than, smaller than, our own, their own,  
going on, carried on.

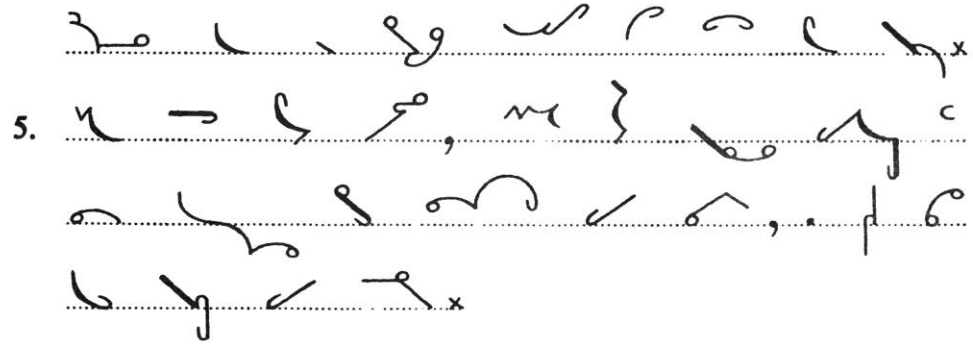
Exercise 83

1.  22  
(72)

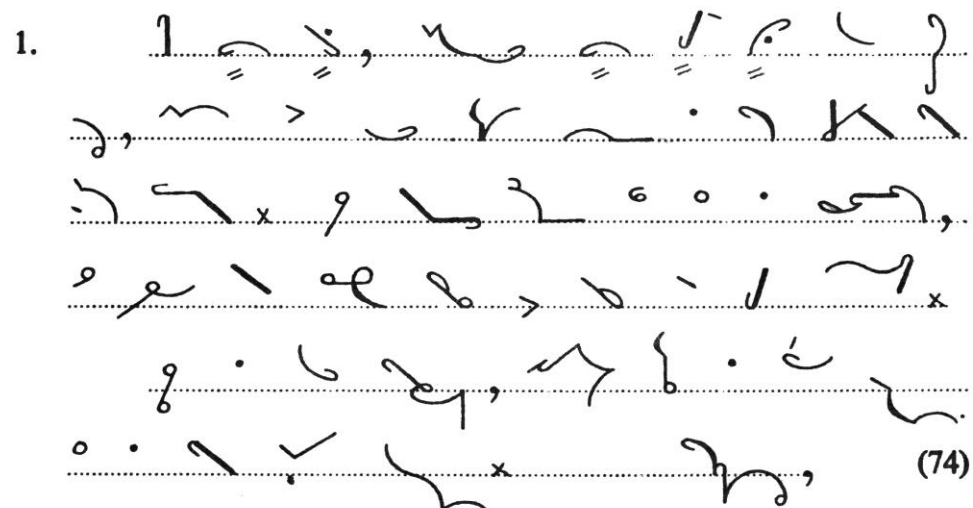
2.  10/- x  
(30)

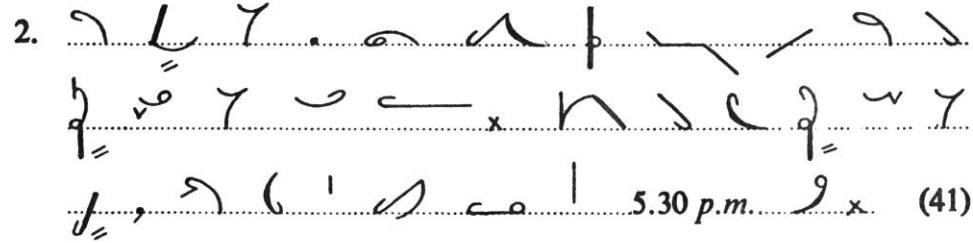
3.  10 x

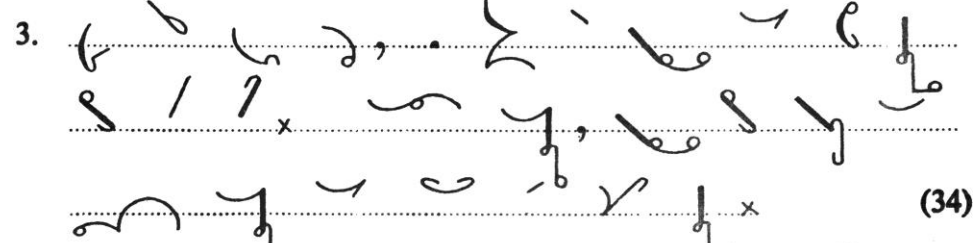
4. 

3  
 5. 

**Exercise 84**

1.  (74)

2.  5.30 p.m. (41)

3.  (34)

4. 

10

(35)

5. (29)

6. (43)

**47. F or V Hook**

(a) A small final hook, written with a left (anticlockwise) motion at the end of all straight strokes, adds *f* or *v*—

*brief, proof or prove, approve, above, active, relative,*  
*attractive, drive, achieve, gave, rough, serve, deserve,*  
*preserve, reserve, wife, half.*

(b) There is no *f* or *v* hook to curves.

**SHORT FORMS**

△ *represent or represented,* △ *representative,* ∩ *behalf,*  
 ∩ *advantage.*

Phrases: ∩ *out of,* ∩ *number of,* ∩ *instead of,* ∩ *which have,*  
 ∩ *who have.*

Exercise 85

1.

2.

3.

4.



48. A finally hooked stroke is halved to indicate a following *t* or *d*—

- (a) *find*, *found*, *event*, *meant* or *mend*, *demand*, *mind*,  
*amount*, *moment*, *statement*, *payment*, *movement*, *settlement*,  
*shipment*, *friend*, *front*, *department*, *land*, *around*.
- (b) *opened*, *band*, *print*, *plant* or *planned*, *spent* or *spend*, *point*,  
*pound*, *bound*, *attend*, *extent* or *extend*, *instant*, *assistant*,  
*stand*, *president*, *kind*, *count*, *account*, *discount*, *second*,  
*grand*, *inclined*, *went*, *want*, *turned*, *current*, *round*, *returned*.
- (c) *approved*, *gift*, *served*, *draft*, *achieved*, *deserved*,  
*reserved*, *observed*.

SHORT FORMS

*d* gentleman, *d* gentlemen, *∩* cannot, *l* told, *∩* tried,  
*∩* trade or toward, *∩* third.

Phrases: *∩* had not or do not, *∩* did not.

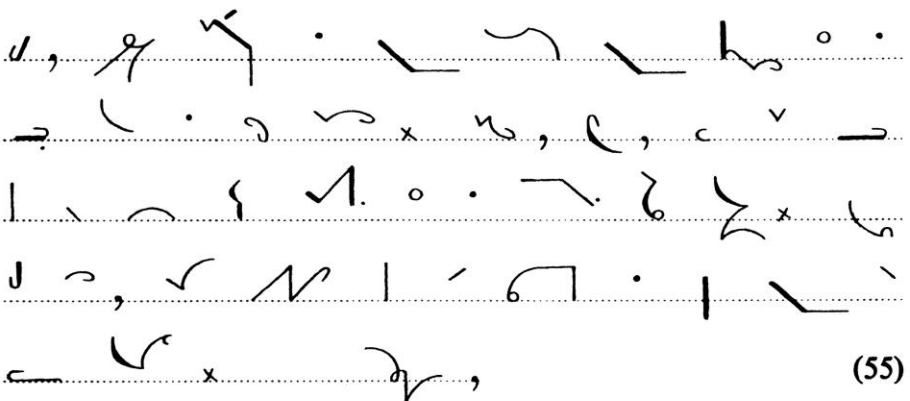
If it is necessary to indicate in your shorthand notes that a longhand abbreviation is to be used, write a fully vocalized outline for the abbreviation—

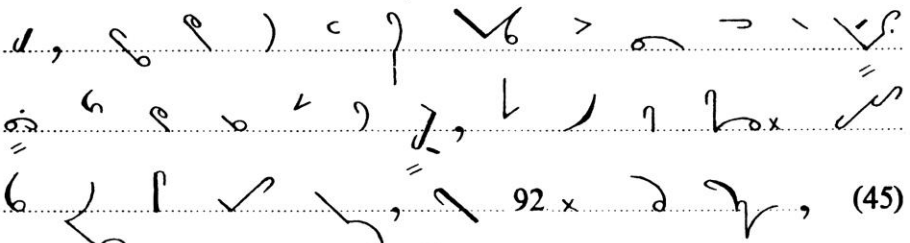
*∩* hadn't, *∩*- don't, *∩* didn't, *∩* doesn't, *∩* haven't,  
*∩* won't, *∩* isn't, *∩* couldn't, *∩* can't.

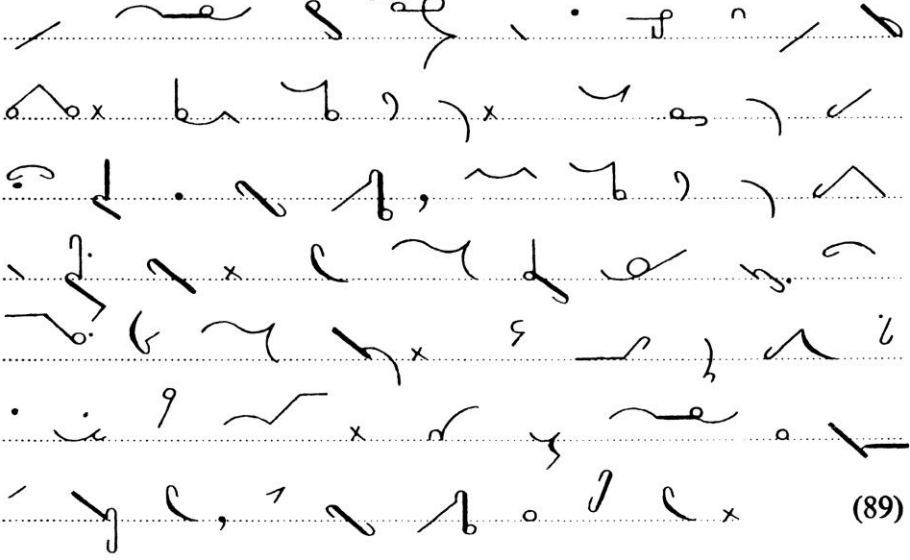
NOTE: *— ∩* can not (separate words).



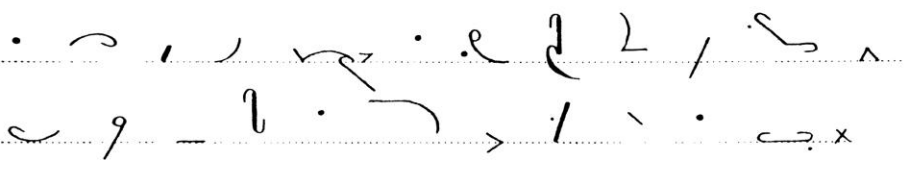
**Exercise 87**

1.  (55)

2.  (45)

3.  (89)

**Exercise 88**

1. 

2.

**Exercise 89**














*(Write in Shorthand)*













*Gentlemen, Please be kind-enough to supply-the items on-the attached list as-soon-as-possible. At-the present moment there-is an active demand for-them, and-we-hope that-we-can count on having them within three days. If-you find that-you-cannot supply them within that-time, please-inform-us by return.*











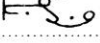



*Please-note-that-the exact items specified are to-be supplied. If-you-are out-of stock of any of-the items, do-not supply different articles. Anything that-is-not exactly as specified should-be returned. Yours-truly,*



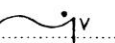


(95)

49. Hooks for *v* and *n* are used in the middle of a word when they join easily to the following strokes—

































(a)  evening,  finance,  arrange,  arrangement,  opening,  
 planning,  training,  attended,  splendid,  extended,  
 merchandise,  hundred,  beginning.

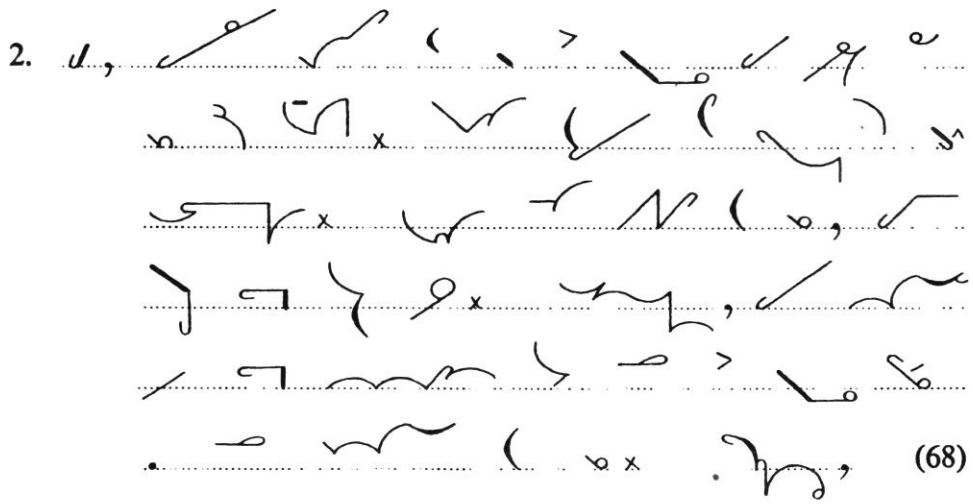
(b)  perfect,  profit,  provide,  provided,  private,  advance,  
 definite,  definitely,  telephone,  refer,  prefer,  province.

(c)  pointing,  standing,  spending,  finding,  printing,  
 amounting,  mountain,  extending,  apparently,  
 memorandum,  correspondence,  country,  kindly,  kindness.

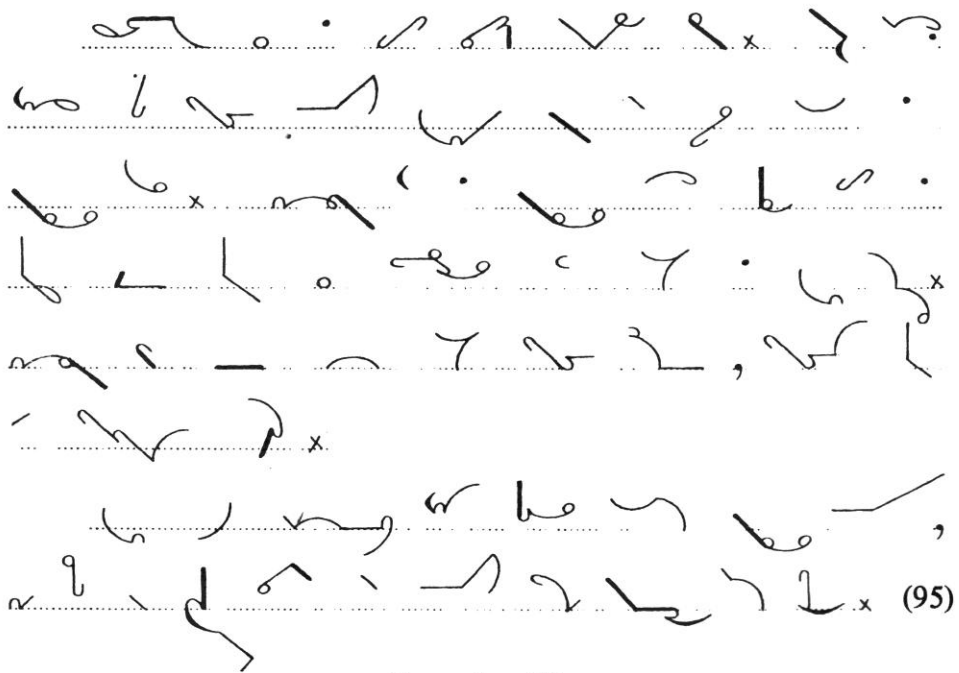
but note:  wanted,  printed,  meantime,  seconded,  accounted.

**Exercise 90**

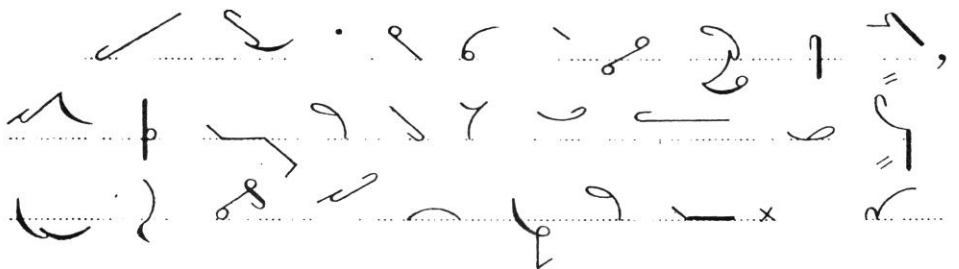
1.  d,  t,  m,  n,  v,  x,  y,  z,  
 c,  q,  k,  g,  f,  p,  b,  h,  
 l,  s,  r,  e,  o,  u,  i,  a,  o,  u,  
 m,  n,  v,  x,  y,  z, (52)

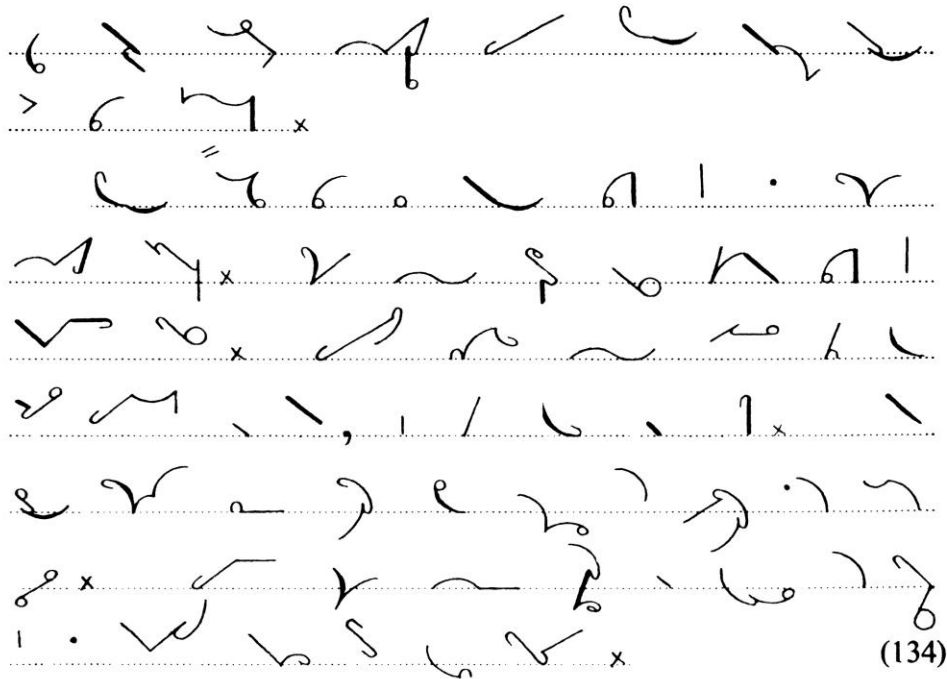
2.  (68)

**Exercise 91**

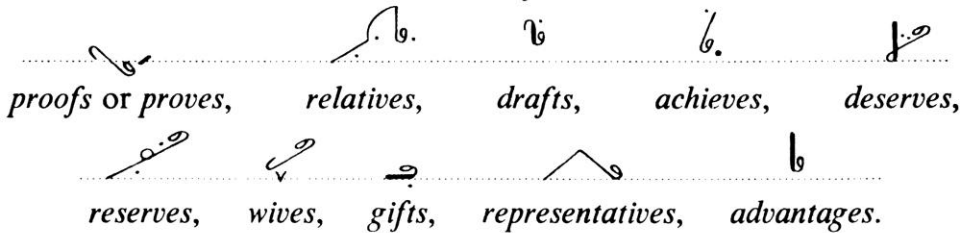
 (95)

**Exercise 92**

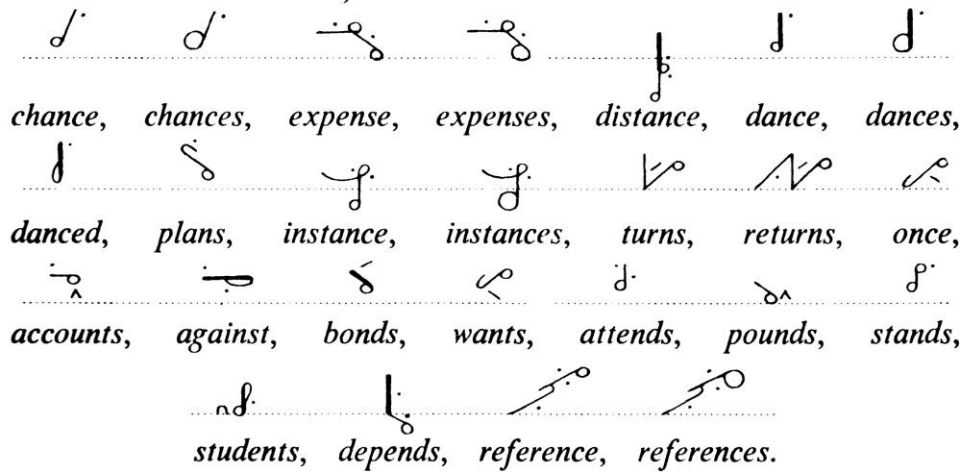




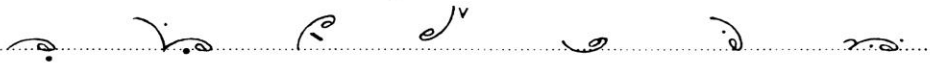
50. Final *s* circle is written inside the *f* or *v* hook—




51. A final circle, or a final loop, written on the same side of a straight stroke as the *n* hook, includes the *n*—

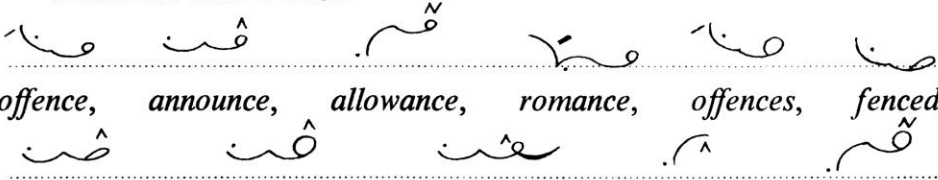


52. A circle written inside an *n* hook attached to a full-length curve adds the final sound *z* only—

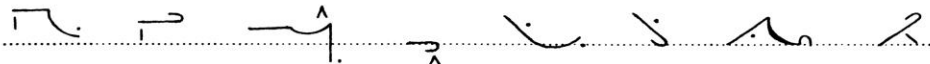
  
*means, remains, loans, shines, opinions, earns, women's.*

A circle written inside an *n* hook attached to a half-length curve adds the final sound *s* or *z*:  *events, demands.*

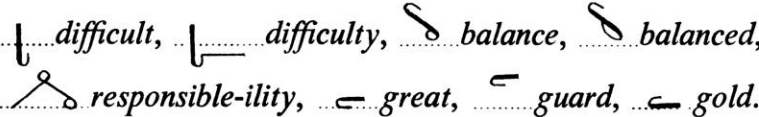
53. After a curved stroke the light sound *-nce* is represented by stroke *n* and the final *s* circle—


  
*offence, announce, allowance, romance, offences, fenced,*  
*announced, announces, announcing, allow, allowances.*

54. When a vowel follows *f*, *v*, or *n*, at the end of a word, it is necessary to write the stroke in order to be able to indicate the following vowel—

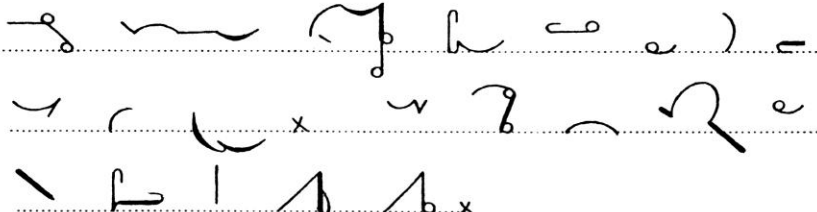
  
*coffee, cough, county, count, penny, pen, review, rough.*

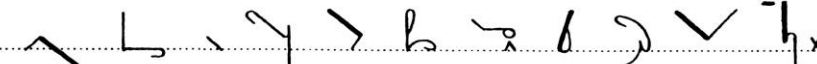
SHORT FORMS

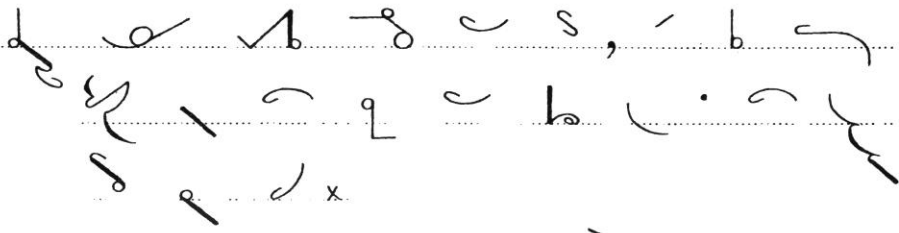
  
*difficult, difficulty, balance, balanced,*  
*responsible-ility, great, guard, gold.*

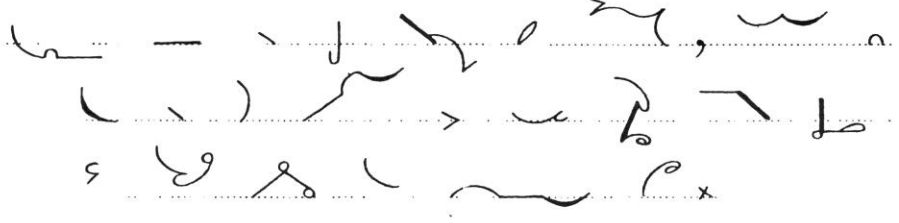
Phrase:  *at once.*

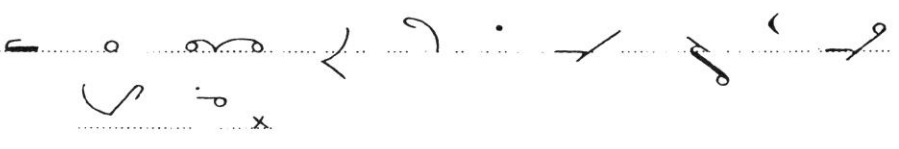
Exercise 93

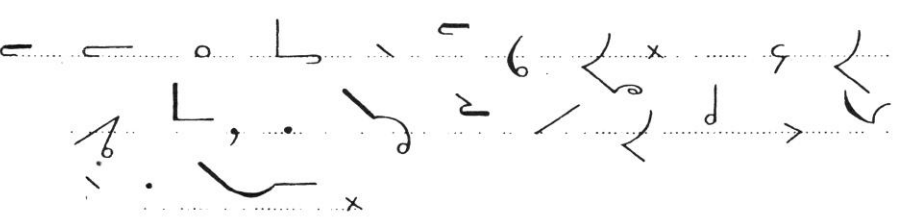
1. 

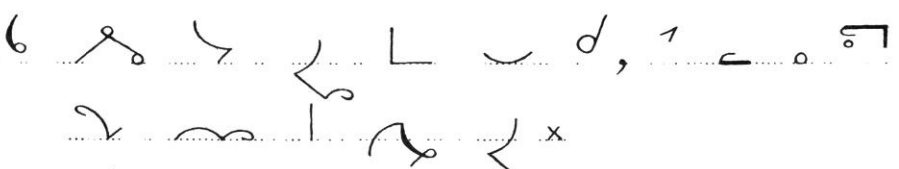
2. 

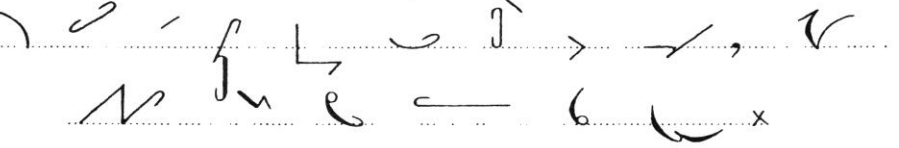
3. 

4. 

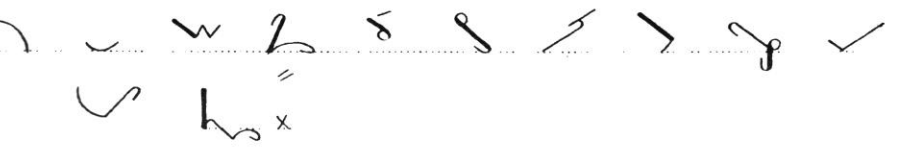
5. 

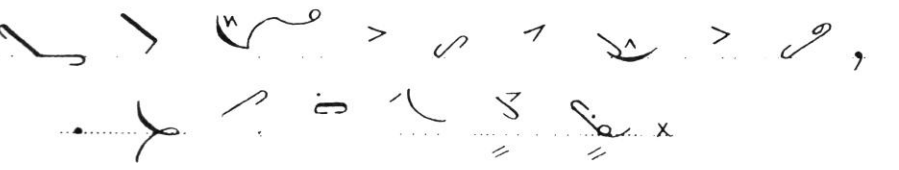
6. 

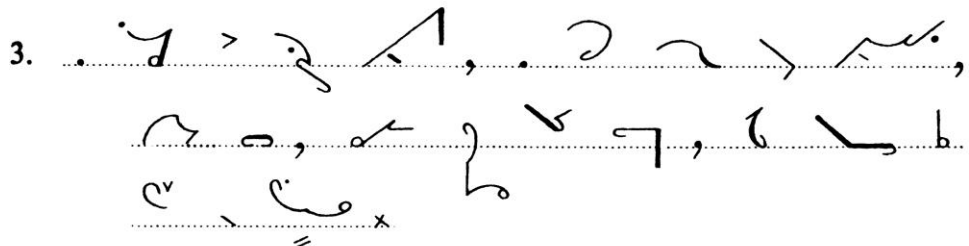
7. 

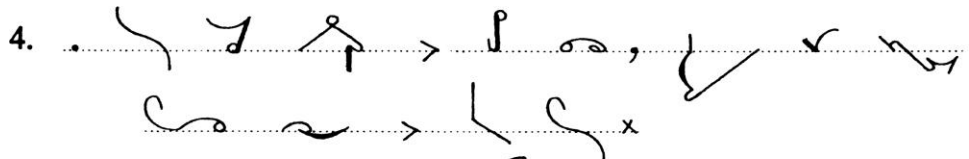
8. 

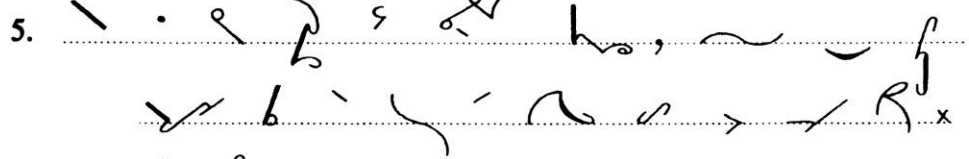
**Exercise 94**

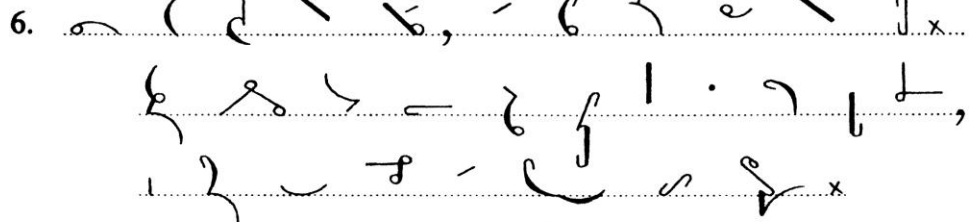
1. 

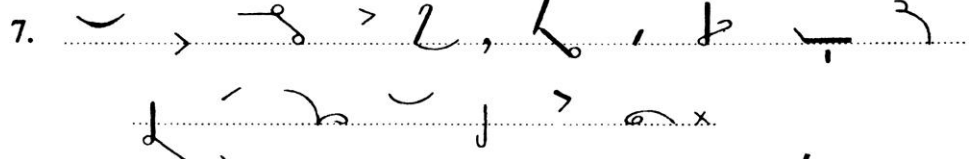
2. 

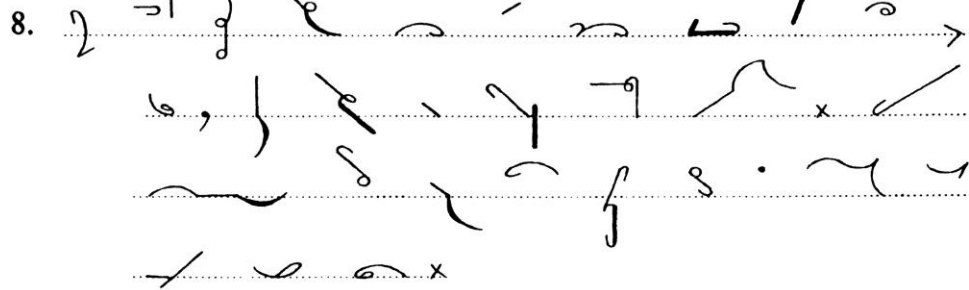
3. 

4. 

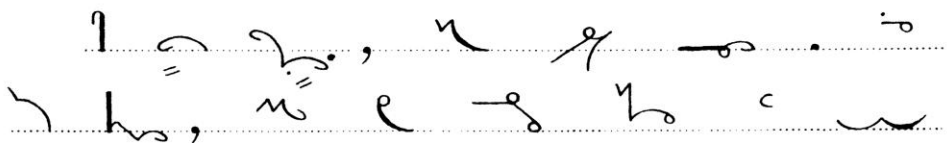
5. 

6. 

7. 

8. 

**Exercise 95**



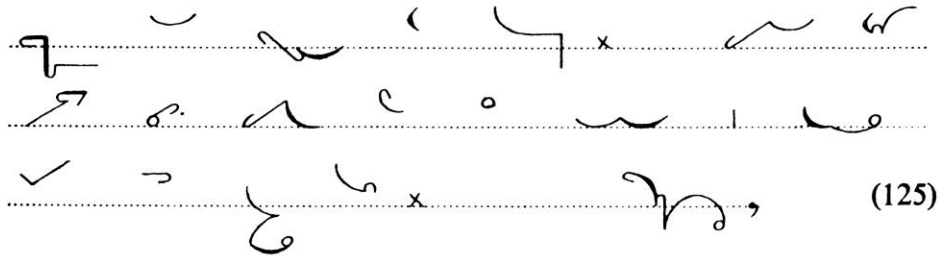


Handwritten shorthand symbols on a set of four horizontal lines. The symbols are arranged in several rows, including some with small 'x' marks. The symbols consist of various strokes, curves, and dots, representing different letters or words in shorthand.

(116)

**Exercise 96**

Handwritten shorthand symbols for Exercise 96, arranged in multiple rows on a set of four horizontal lines. The symbols are more complex and varied than those in the previous section, featuring many loops and intricate stroke patterns.

**Exercise 97***(Write in Shorthand)*

1. *This firm gave us excellent references, so we-think-we should extend-the time for-payment of-the balance due on-their-account.*
2. *The young-man stands a very-good chance of obtaining-the post of assistant manager of-the bond department owing to-the splendid training he-has received.*
3. *Please provide us with a memorandum of all merchandise which-is subject to a special allowance.*
4. *The rough draft serves to show how-the use of-the telephone has-been extended during-the last seven years.*
5. *Several of-the students have-been taken out-of-the second grade, and-we plan to-make other arrangements for-those-who remain.*
6. *Your statement is returned because-the amount of-the discount that-you have deducted is-not correct.*

**Exercise 98***(Write in Shorthand)*

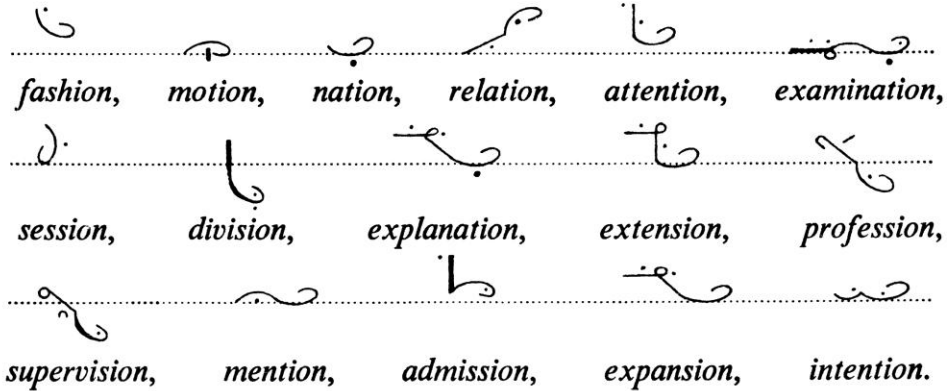
*Gentlemen, We should-be ungrateful indeed if-we-did-not accept your kind hint. As a direct result we-have planned a series of trips for our representatives which-will bring them into closer touch with our customers all-over-the country. Our men are leaving at-once with samples of-our advance lines. They-will explain to-you-the reasons for-the apparent slackness we-have shown during-the past season. It-has-been one of-much stress for-us, and-we-are-inclined-to-think you-will make-the proper allowances when-you learn-the reason.*

*You-will-be-glad to know that-the new lines to-be shown to-you have-been favourably received in-the east. They-are of splendid value, and are sold at-prices that give-us a very-low margin of-profit. Yours very-truly,* (144)

## CHAPTER XIII

### 55. -Shun Hook

A large final hook adds the final syllable *-shun*. This large hook is written on the inside of curves—

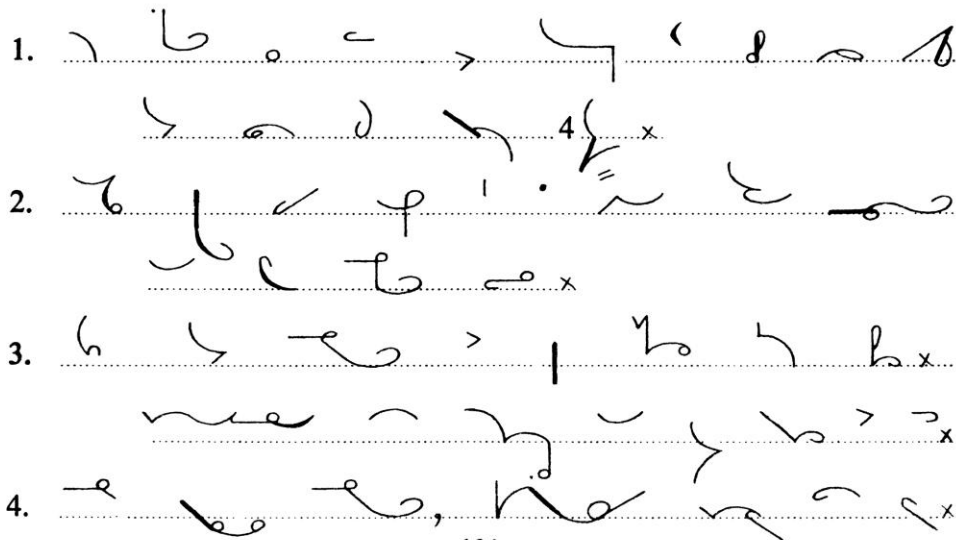


The *s* circle is added as shown: *fashions, nations, relations.*

When a good joining is obtained, the large hook is used when the *-shun* syllable occurs in the middle of a word—



### Exercise 99



b. / ~ ~ ~ ~ ~ |

5. / ~ ~ ~ ~ ~ x

6. / ~ ~ ~ ~ ~ x

7. / ~ ~ ~ ~ ~ x

9.30 a.m.

**56.** When attached to a straight stroke, the *-shun* hook is written on the opposite side to an initial circle or hook, to balance the outline—

section, station, exception, expression, transaction, reception,  
 anticipation, discussion, recollection, registration, exceptionally.

After and the *-shun* hook is written away from the curve, to balance the outline—

fiction, vacation, vocation, location, selection,  
 vocational, affectionate.

Exercise 100

1. . 6 . : b e . ) t x d  
 h r b a r j r r .  
 g u b r x . t f  
 . e i b a r r x

2. v ( r , y f } r y  
 b g i a x

3. / - < ' p e / - h >  
 a b o m b x d a  
 ) n . r , y . a b x

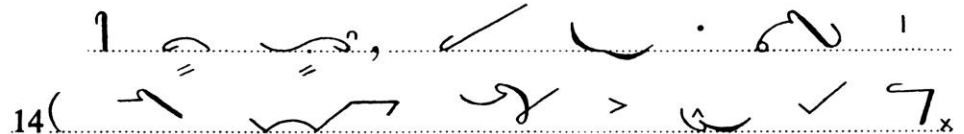
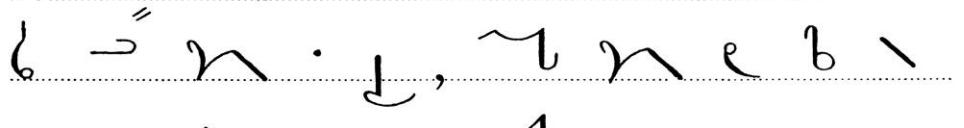
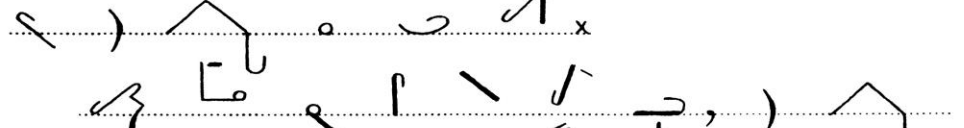

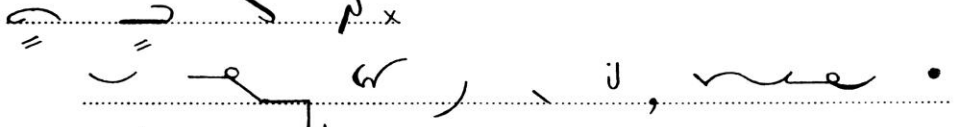


4. h / - b a v l r h  
 b , a . a m i b  
 c l e x

5. . p p : " v / r . r  
 ' e r f x " . b t a  
 e l a ) e i x


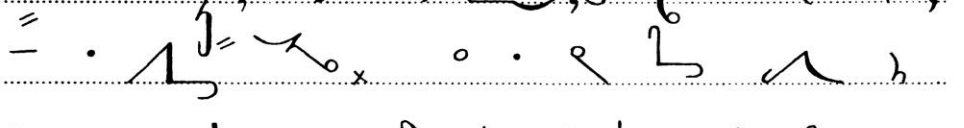
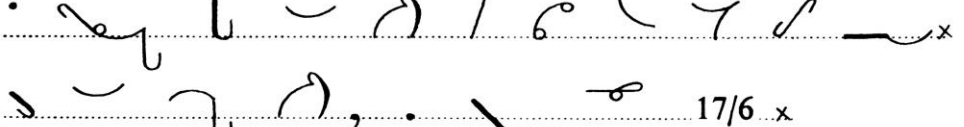
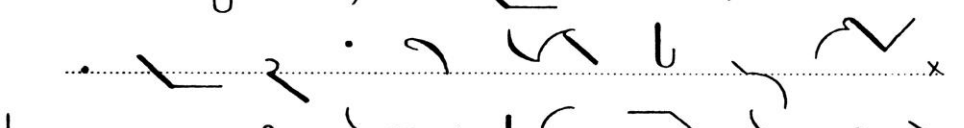
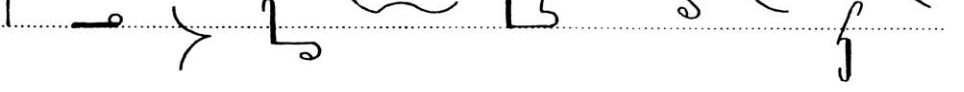
6. . r t p e s h m b b  
 n r f x

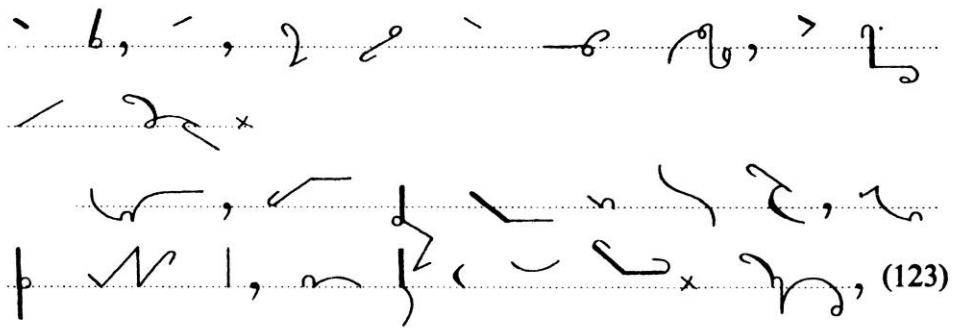


Exercise 101

1  
 14(       

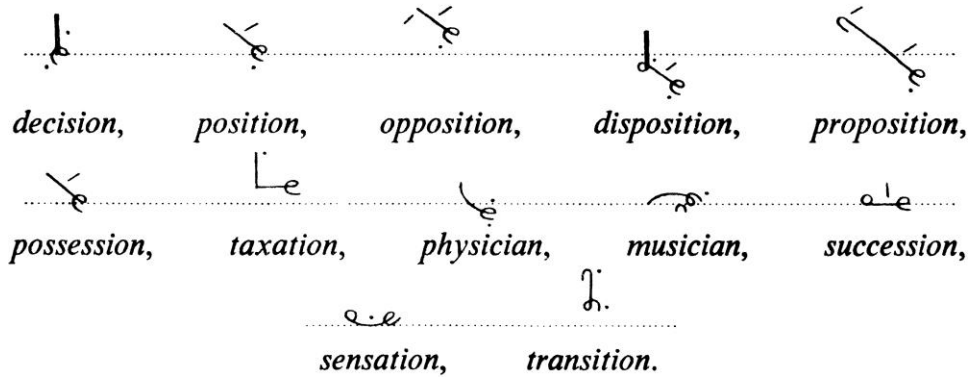
Exercise 102

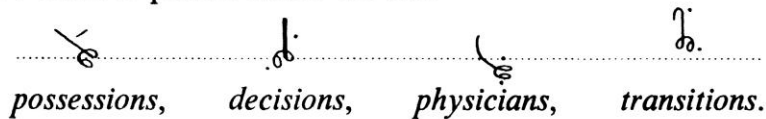


**58. S-Shun**

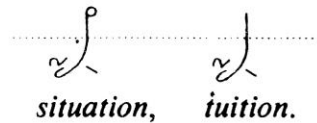
When *-shun* follows the *s* circle or the *ns* circle, it is represented by a small curl (a continuation of the circle). A third-place vowel between the *s* and *-shun* is placed outside the curl. Any other vowel is not indicated.



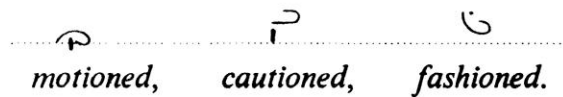
A final *s* circle is placed inside the curl—



**59.** In words ending in *-uation* or *-uition*, the stroke *sh* and *n* hook are generally used—













A stroke hooked for *-shun* is halved to indicate a final *t* or *d*—

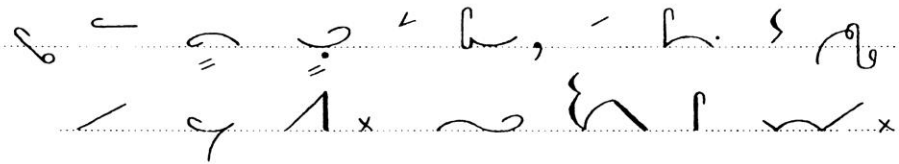
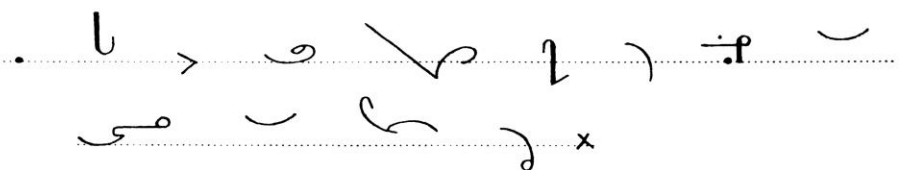
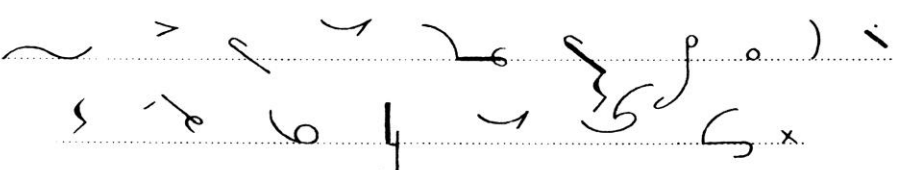
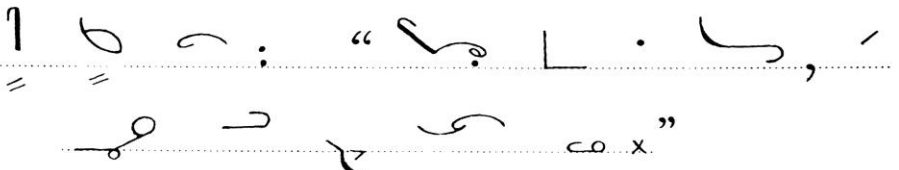
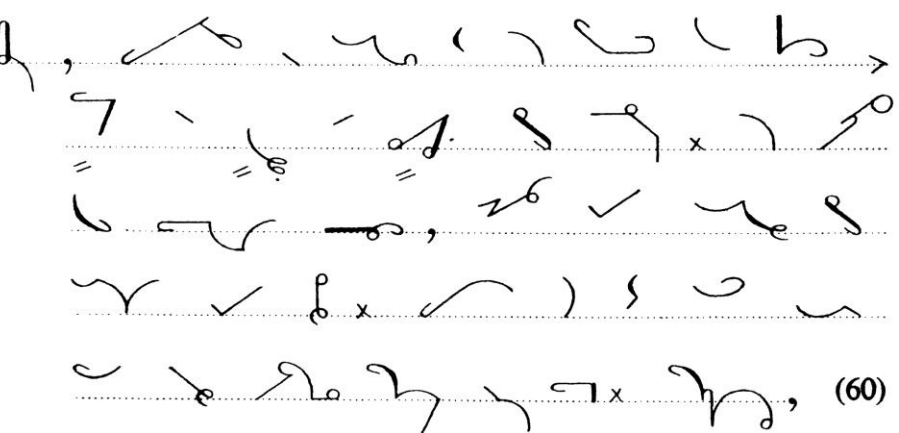




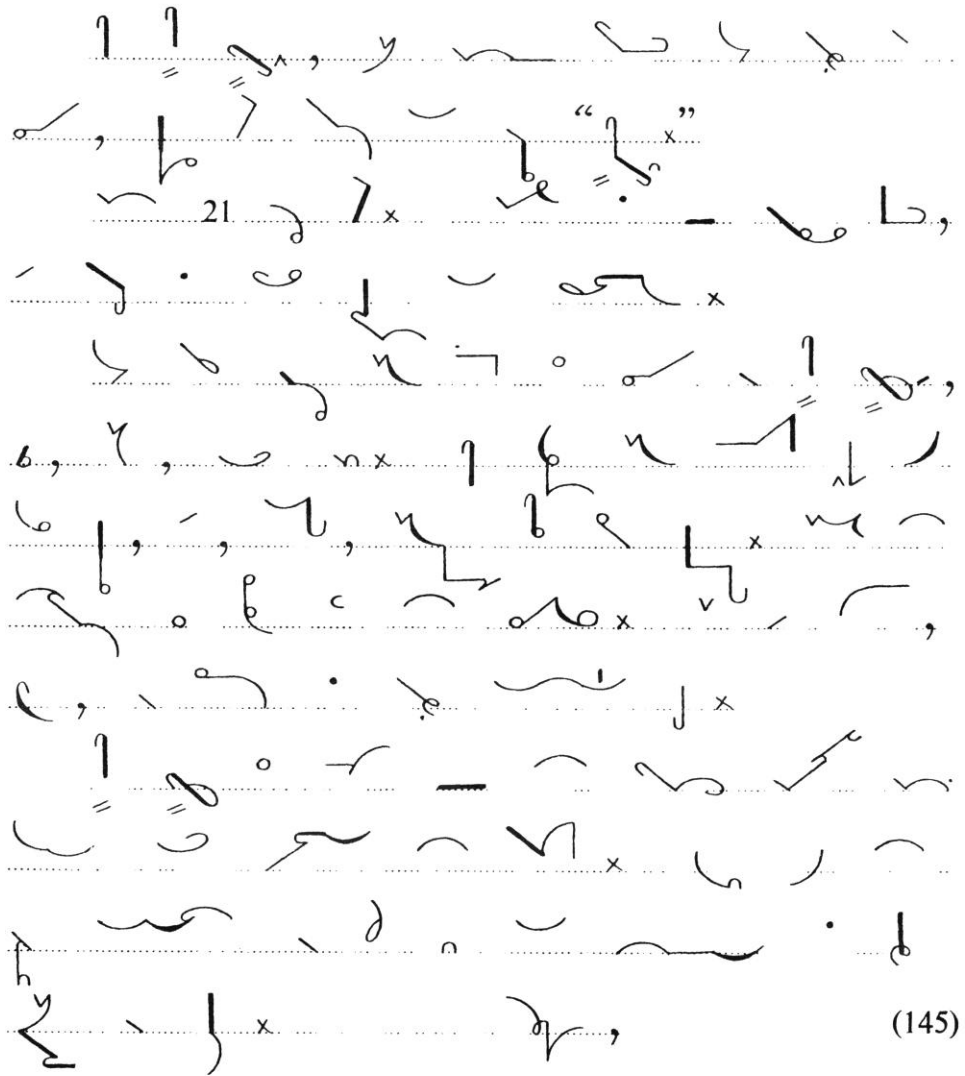
SHORT FORMS

 information,  public, publish or published,  publication,  
 object or objected,  objection,  organize or organized,  
 organization,  satisfaction,  investigation,  yesterday.

Exercise 103

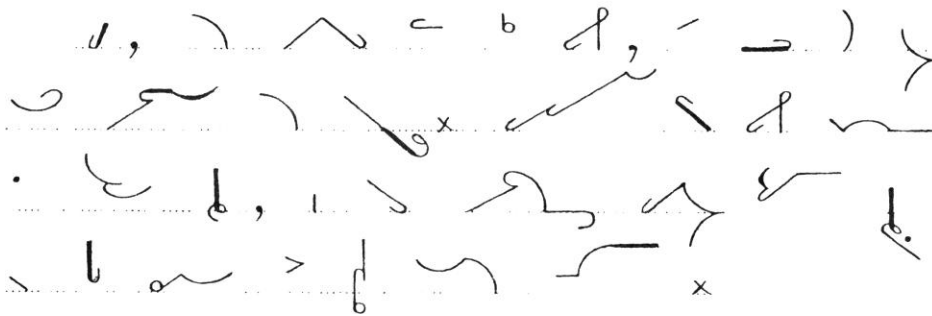
1. 
2. 
3. 
4. 
5.  (60)

**Exercise 104**



Handwriting practice for Exercise 104, consisting of 11 rows of musical notation on a five-line staff. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests and slurs. Some notes are marked with an 'x' to indicate specific articulation or placement. A circled '21' is present in the second row. A circled 'x' is present in the fourth row. The exercise concludes with the number (145) in the bottom right corner.

**Exercise 105**



Handwriting practice for Exercise 105, consisting of three rows of musical notation on a five-line staff. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests and slurs. Some notes are marked with an 'x' to indicate specific articulation or placement.

(98)

**Exercise 106**

(133)

**Exercise 107**

*(Write in Shorthand)*

*Gentlemen, We-think-we-are in a position to assist you to-tell in what direction your promotion work may best be extended. As you-are-no-doubt aware, our organization has given many years of attention to problems of distribution of-every description, and-the information in-our-possession is very reliable.*

*We-believe-that-you would-find a discussion of-the problem with our Mr. Jones of-value to-you. He-will-be-glad to-receive an invitation from-you to-call. Very-truly-yours,* (87)

**Exercise 108**

*(Write in Shorthand)*

*Dear-Sir, With-the small amount of information in-our-possession, we-are-unable-to give-you a definite decision on-your application for a loan. You-make no mention at-all of any provision for expansion at-your present factory, nor do-you tell-us if-you have any intention of-taking over-the operation of more machines.*


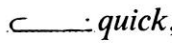











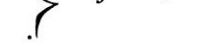




*However, we-believe-that-the proposition is certainly worth discussion, although action must, of-course, wait till-you supply us with additional information about your plans.*

*We-suggest that-you call at-our office some time during-the-next few days, to-permit us to-go over every detail of-the situation with-you. Yours-truly,* (114)

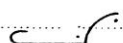





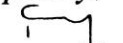


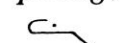

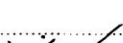

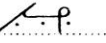



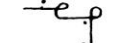












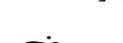
## CHAPTER XIV





### 60. Compound Consonants







Besides the double consonants in the *pet* and *per* series, there are six compound consonants—






Letter	Sign	Name	As in
KW		<i>kwa</i>	 <i>quick</i> ,  <i>request</i>
GW		<i>gwa</i>	 <i>Guelph</i> ,  <i>linguist</i>
MP, MB		<i>emp</i> <i>emb</i> }	 <i>camp</i> ,  <i>embody</i>
LR		<i>ler</i>	 <i>filler</i> ,  <i>scholar</i>
RR		<i>rer</i>	 <i>poorer</i> ,  <i>sharer</i>
WH		<i>hwa</i>	 <i>where</i> ,  <i>whip</i>





NOTE: *Ler* is used only where the downward *l* would be used; *rer* is used only where the downward *r* would be used.





1.  *quickly*,  *quit*,  *quote*,  *quoted*,  *quoting*,  *quarter*,  
 *quantity*,  *acquaintance*,  *acquainted*,  *equipment*,  *banquet*,  
 *inquiry*,  *request*,  *requested*,  *require*,  *requirements*,  
 *square*,  *exquisite*,  *adequate*,  *Quebec*,  *linguist*.
2.  *camp*,  *campaign*,  *stamp*,  *dump*,  *lump*,  *sympathy*,  
 *embody*,  *impose*,  *imposes*,  *imposition*.

3.  roller,  counsellor,  ruler,  scholars.












4.  bearer,  fairer,  admirer,  poorer,  sharer,  wearer.



5.  white,  anywhere,  nowhere,  everywhere,  elsewhere.

When *m* is immediately followed by *pr*, *br*, *pl*, or *bl*, the double consonant strokes     are used—

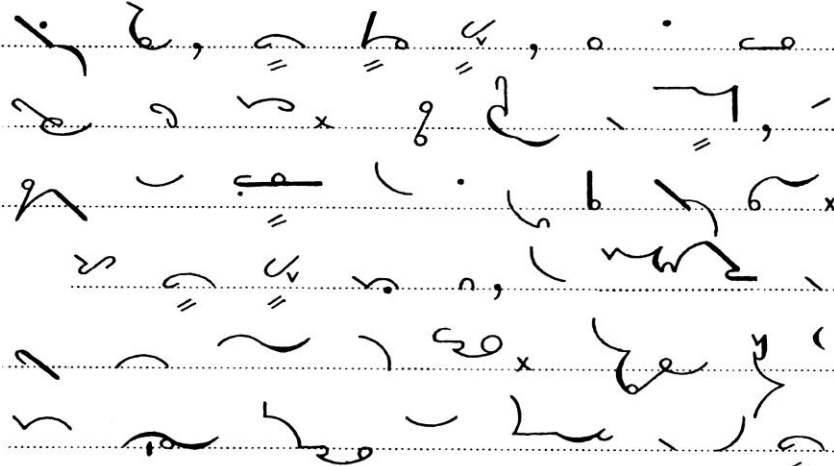
 impress,  embrace,  imply,  emblem.

SHORT FORMS

 whether,  important or *importance*,  improve, improved or *improvement*,  impossible,  child,  chaired,  cheered,  accord or *according* (or *according to*),  cared,  particular,  opportunity.

Phrases:  according to,  according to the.

Exercise 109

1. 

(98)

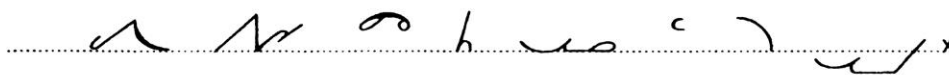
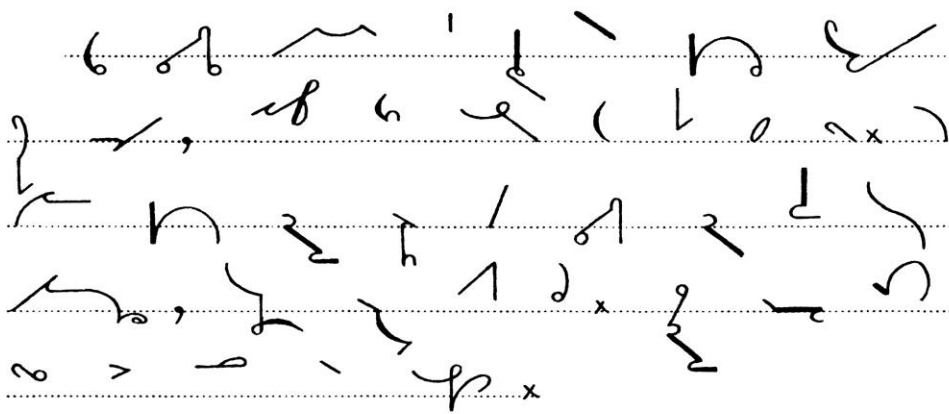
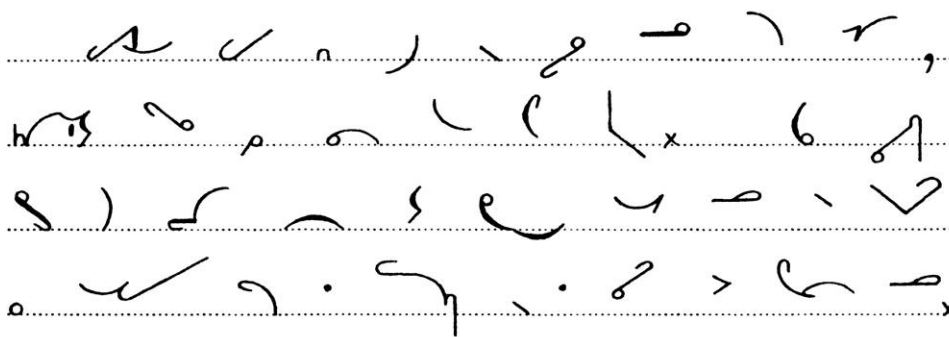
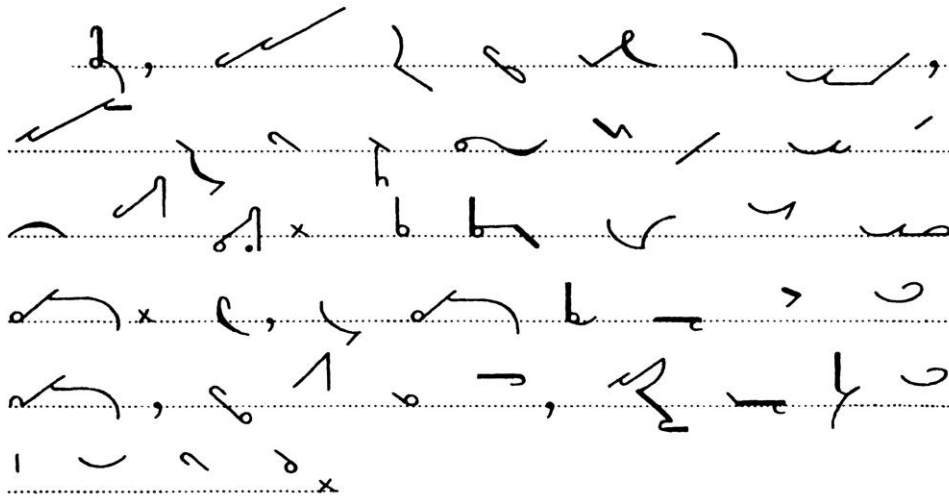
2.

(79)

**Exercise 110**

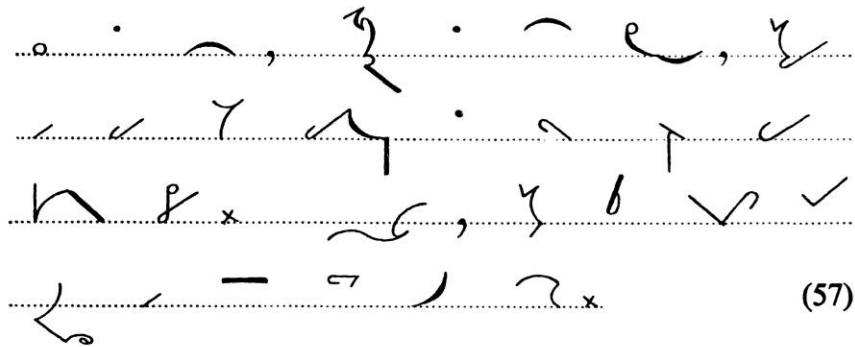
(117)

Exercise 111



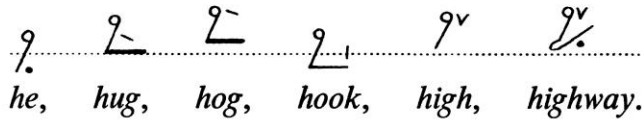




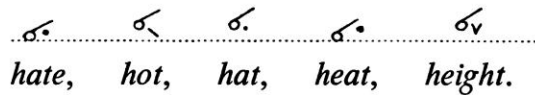


**62. Tick and Dot H**

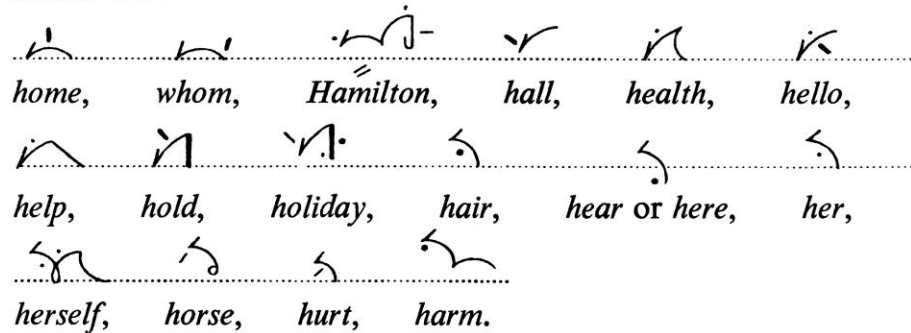
Generally the upward form of *h* is used when this stroke is joined to other consonants. When *h* is the only consonant, or when it is followed by *k* or *g*, the downward form is used—



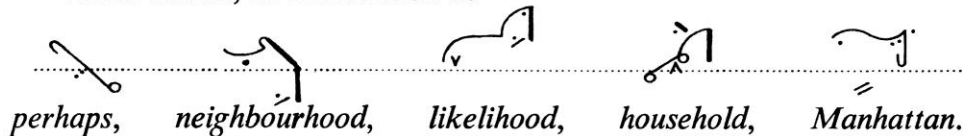
(a) The upward form is used for half-length *h* standing alone—



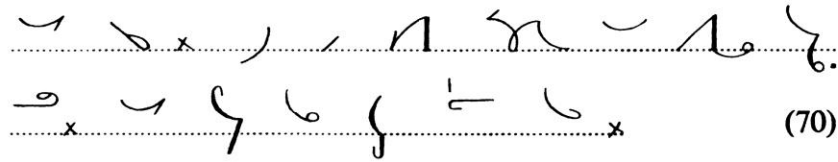
(b) A small tick, written as shown, represents *h* before *m*, *l*, and downward *r*—



(c) Where it would be awkward to write the stroke *h* in the middle of a word, *h* is represented by a light dot placed alongside the vowel sound, in words such as—

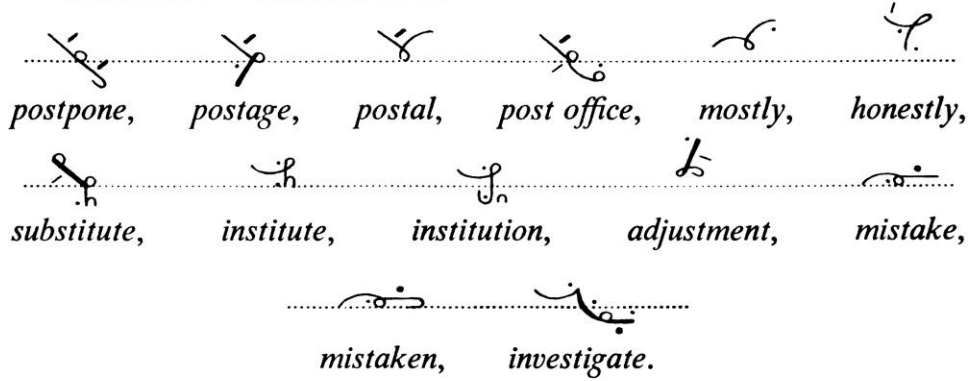




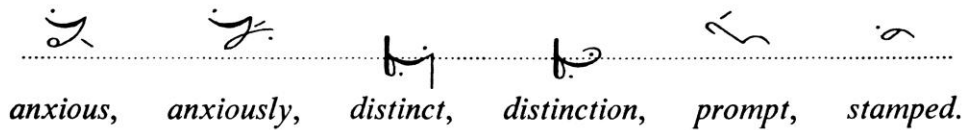


**63. Omission of Consonants**

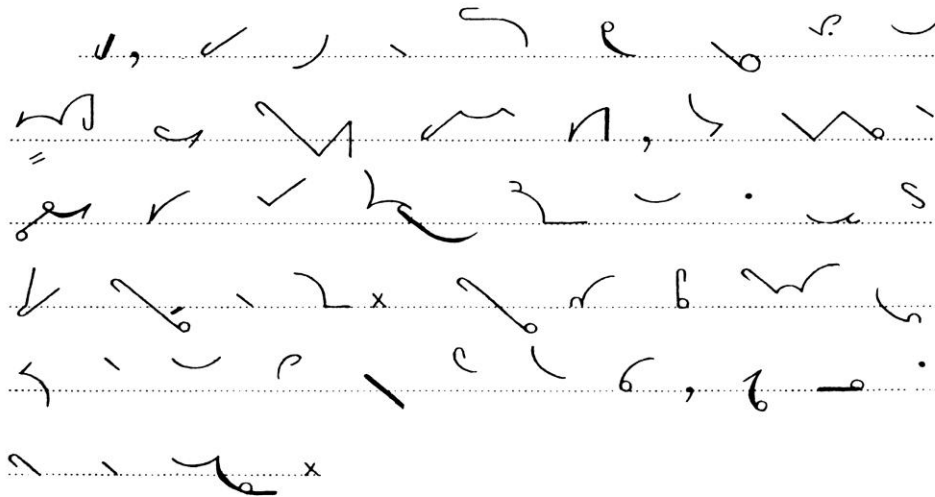
(a) Where a medial *t* is only lightly sounded after circle *s*, it may sometimes be omitted, as in—



(b) Other lightly sounded consonants may sometimes be omitted, as in—



**Exercise 114**





**Exercise 116***(Write in Shorthand)*

1. *Gentlemen, We-are anxious to-receive-the pens which according-to your invoice of 14th-November were sent by post five days ago. We-presume that-the parcel was sent by registered post.*

*In-answer to-our inquiry, the post-office here says that-the package has-not-yet-been received. Do-you think that-there-has-been a mistake in addressing-it? Yours very-truly,* (66)

2. *Gentlemen, We-are-sorry to-learn that-the package we-sent to-you by registered post on 14th-November has-not-been received. Promptly upon receipt of-your note we-sent a duplicate. It-is-possible, of-course, that-the label was incorrectly addressed, but-we-do-not-think that-there-is any likelihood that-this-is-the case. We-are asking-the postal authorities to institute a search for-the lost parcel, and-no-doubt they-will-be-able-to find it.*

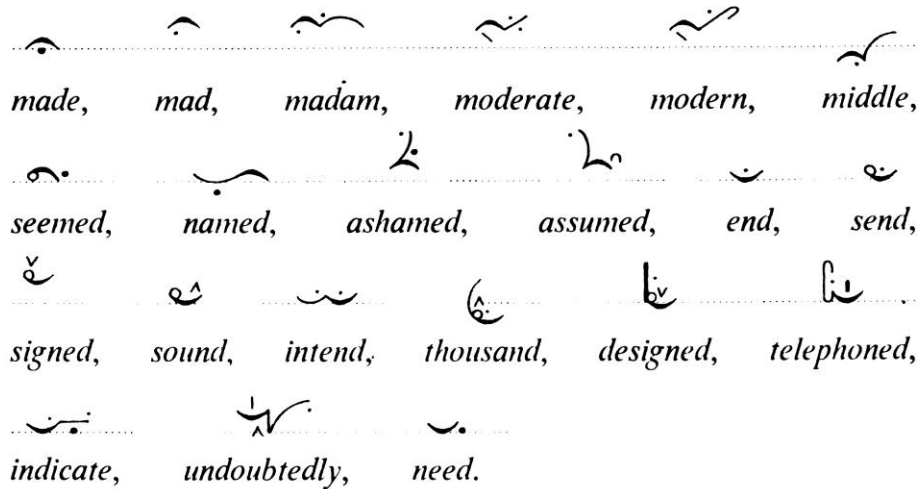
*Meanwhile, if-the original package is delivered to-you, will-you-kindly return it to-us. The cost of postage will-be-sent to-you, or you-can make an adjustment in-your-account when-you post your cheque. Very-truly-yours,* (125)

## CHAPTER XV

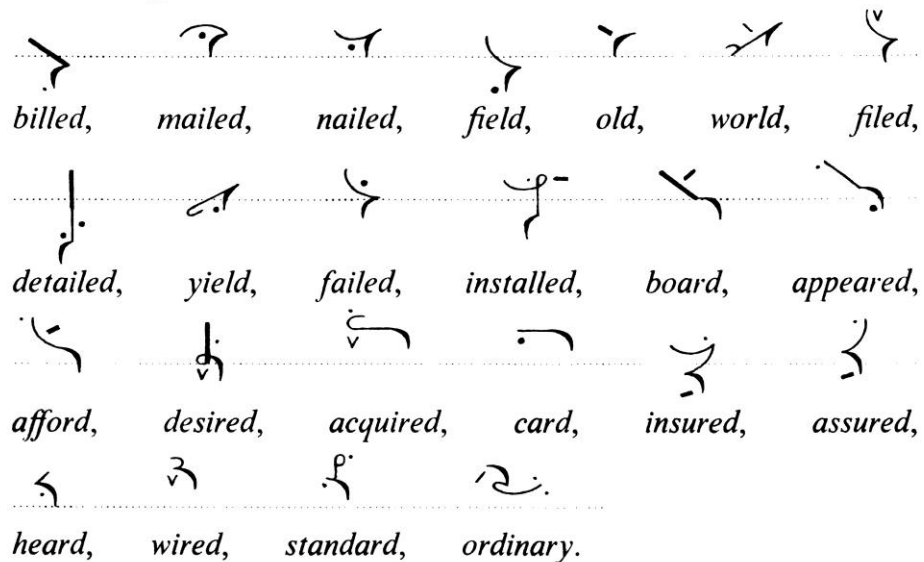
### 64. Halving

There are a few additional applications of the halving principle.


- (a) The strokes *m* and *n* are halved and thickened to indicate a following *d*—





- (b) Downward *l* and downward *r* are halved and thickened to indicate a following *d*—




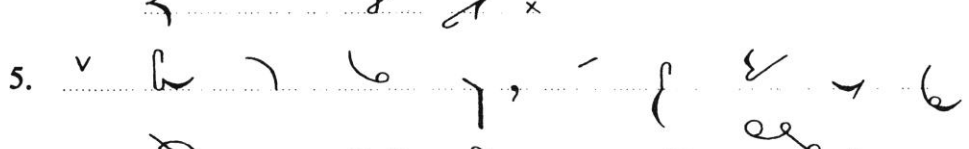
Exercise 117

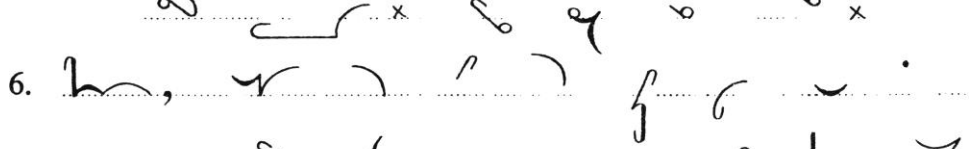
1. 

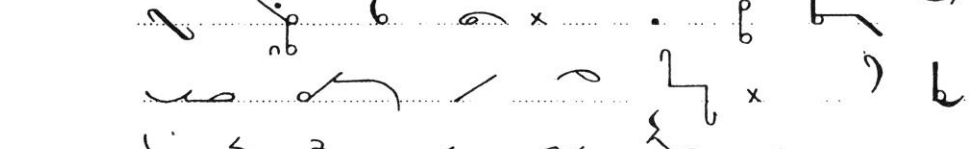
2. 


3. 

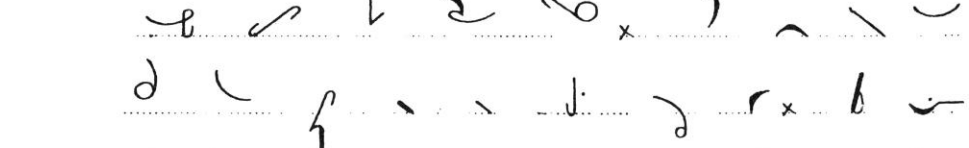
4. 

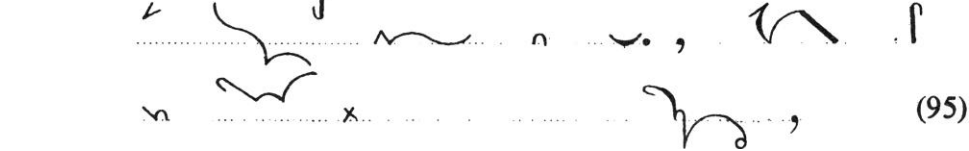
5. 

6. 











































65. Final *lt* is expressed by , and final *rt* is generally expressed by  —




         
*belt, felt, built, fault, bolts, start, support, smart,*  
         
*sort, skirt, part, ports, sport, report, export, import.*

66. When a vowel comes between *l-d* or *r-d*, the full strokes must be written—













      
*carried, delayed, followed, married, valued,*  
   
*borrowed, worried.*










67. As indicated in paragraph 35 (b), strokes of unequal length must not be joined if their length would not clearly show. To show the difference in length, disjoin half-length *t* or *d* following stroke *t* or *d*—

      
*attitude, credited, treated, dictated, straightened,*  
   
*illustrated, post-dated.*

Special use of disjoining:  *promptness,*  *indebtedness,*  *outfit.*

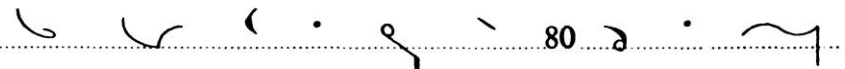
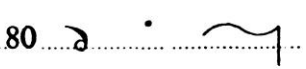
### SHORT FORMS


 *short,*  *hand,*  *under,*  *yard,*  *word,*  *immediate,*  
 *school,*  *schooled,*  *spirit,*  *certificate,*  *knowledge,*  
 *acknowledge.*

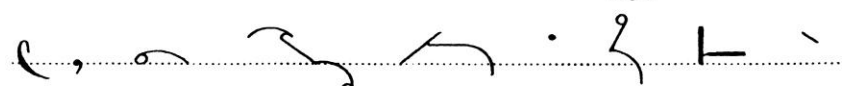
The halving principle is used to form such phrases as  *if it,*  *if it is,*  
 *in which it is,*  *I am not,*  *you are not,*  *you will not,*  
 *you were not,*  *this would be,*  *I would.*





**Exercise 119**

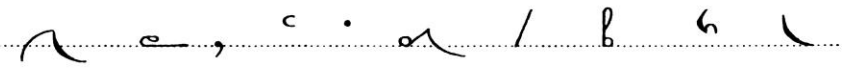

1. b  80 a 


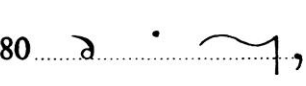


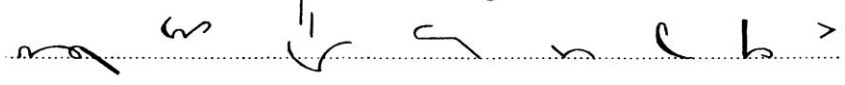


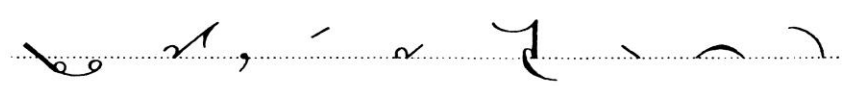
 120 a

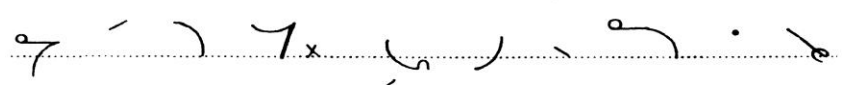
 (43)

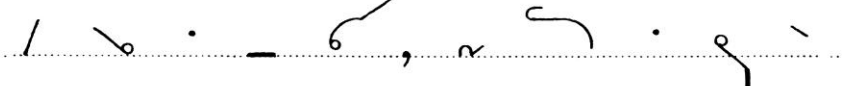
2.  b 

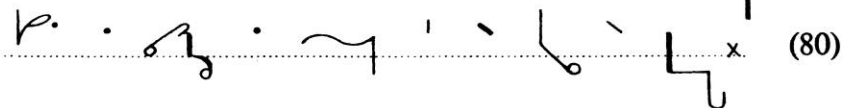
 80 a 



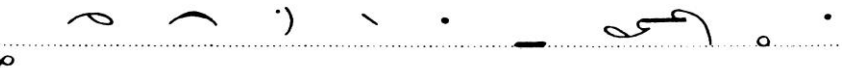





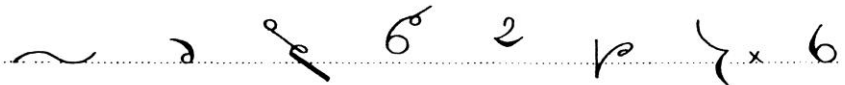


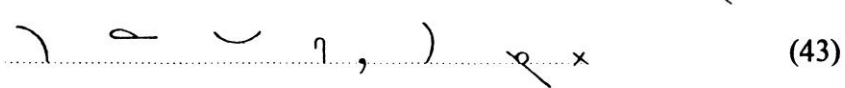
 (80)

**Exercise 120**

1. 





 (43)



**Exercise 122***(Write in Shorthand)*

*Gentlemen, Please-inform-us immediately when-we-may expect-the lighting fixtures we ordered from-you on 7th October, for-the apartment house we-are-now building. According-to our understanding at that-time, you-were to-deliver them towards-the end of-the-month, but-you have failed to do-so.*

*It-is understood, of-course, that-the delay may not be intentional on-your part, but-we-have received no word from-you. Please-do-not hesitate to inform-us if-you-are-not able-to-make immediate delivery. We-think-you-will-not misunderstand our attitude when-we say that if-you-cannot deliver-them immediately we-shall-have to-get them elsewhere. Work is-now being delayed, and-we simply cannot afford to-wait. Very-truly-yours,* (131)

**68. Doubling Principle**

Curved strokes are doubled in length to indicate a following syllable *tr*, *dr*, or *THr*—

<i>after,</i>	<i>father,</i>	<i>afternoon,</i>	<i>order,</i>	<i>enter,</i>	<i>motor,</i>	<i>matter,</i>
<i>mother,</i>	<i>another,</i>	<i>neater,</i>	<i>centre,</i>	<i>central,</i>	<i>sister,</i>	<i>entertain,</i>
<i>interview,</i>	<i>elevator,</i>	<i>Easter,</i>	<i>federal,</i>	<i>folder,</i>	<i>holder,</i>	
<i>remainder,</i>	<i>calendar,</i>	<i>further,</i>	<i>shorter,</i>	<i>matters,</i>	<i>orders.</i>	

Stroke *l* standing alone, or with only a final *s* circle, is doubled to add *tr* only—

<i>letter,</i>	<i>letters,</i>	<i>later,</i>	<i>latter,</i>	<i>alter,</i>	<i>but leader,</i>	<i>older,</i>	<i>leather.</i>

Exercise 123

1. 

2.

Exercise 124

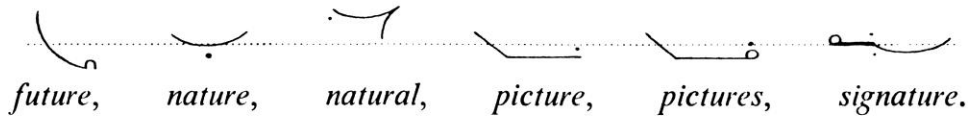
(132)

69. A straight stroke is doubled to indicate *tr*, *dr*, or *THr*, only—

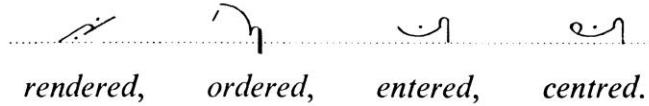
- (1) when it follows another stroke or circle *s*, or
- (2) when it has a finally joined diphthong or a final hook—

chapter,	director,	operator,	educator,	refrigerator,	
typewriter,	scatter,	powder,	render,	painter,	tender,
winter,	wonder,	renders,	wonders,	but better,	gather,
	weather,	readers,	platter,	trader.	

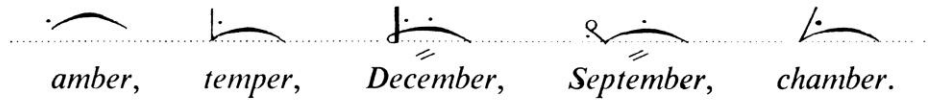
70. In a few common words the syllable *-ture* is represented by the doubling principle—

  
*future, nature, natural, picture, pictures, signature.*

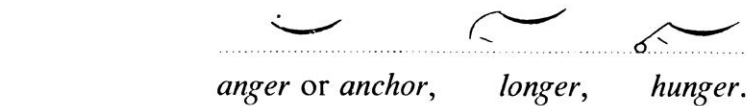
71. The doubling principle is not used in past tenses—



  
*rendered, ordered, entered, centred.*

72. *mp, mb*, is doubled to add final *-er*—

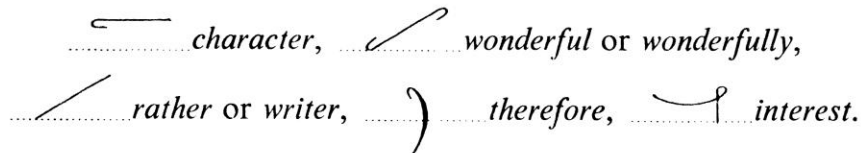
  
*amber, temper, December, September, chamber.*

*ng* is doubled to add final *kr* or *gr*—

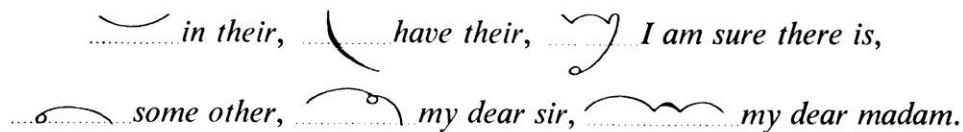
  
*anger or anchor, longer, hunger.*

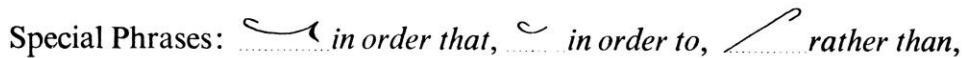
These double-length forms are written when they are more convenient than the hooked forms   $\begin{cases} mp-r \\ mb-r \end{cases}$  or   $\begin{cases} ng-kr \\ ng-gr \end{cases}$ .

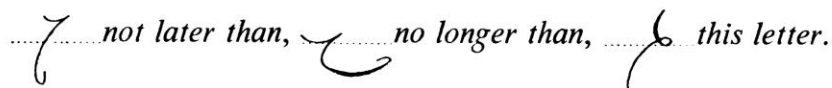
### SHORT FORMS

  
*character, wonderful or wonderfully, rather or writer, therefore, interest.*

Phrases: The doubling principle is used in phrases to add the words *their, there, other, or dear*—

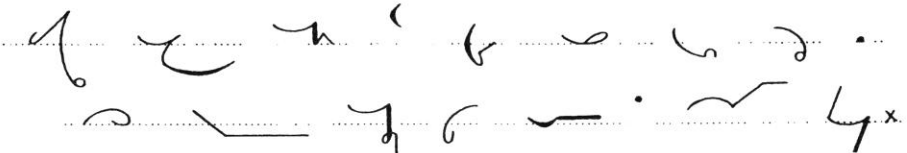
  
*in their, have their, I am sure there is, some other, my dear sir, my dear madam.*

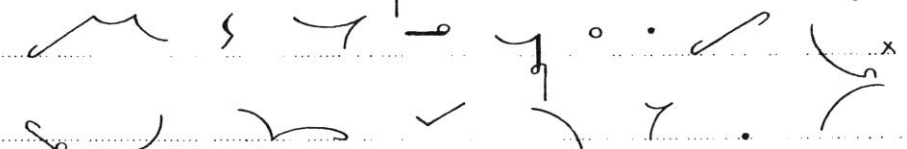
Special Phrases:   
*in order that, in order to, rather than,*

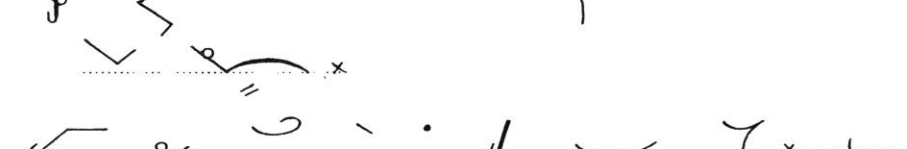
  
*not later than, no longer than, this letter.*

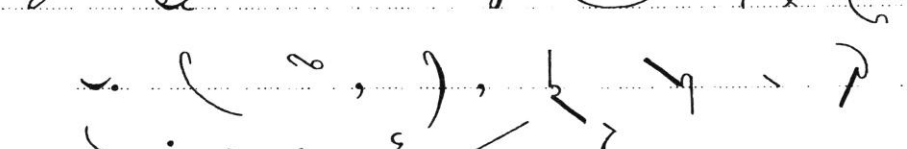


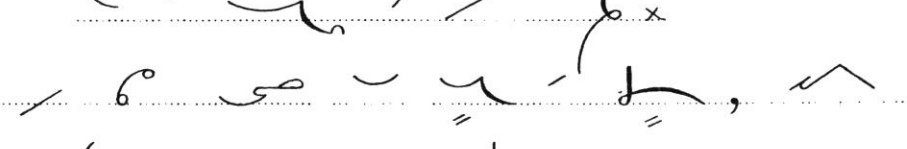
Exercise 125

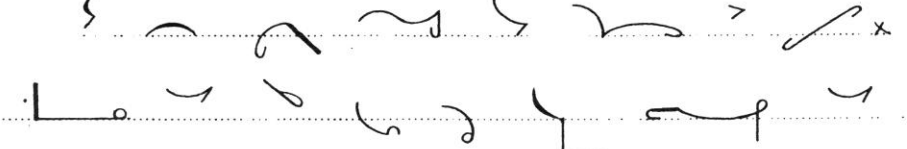
1. 

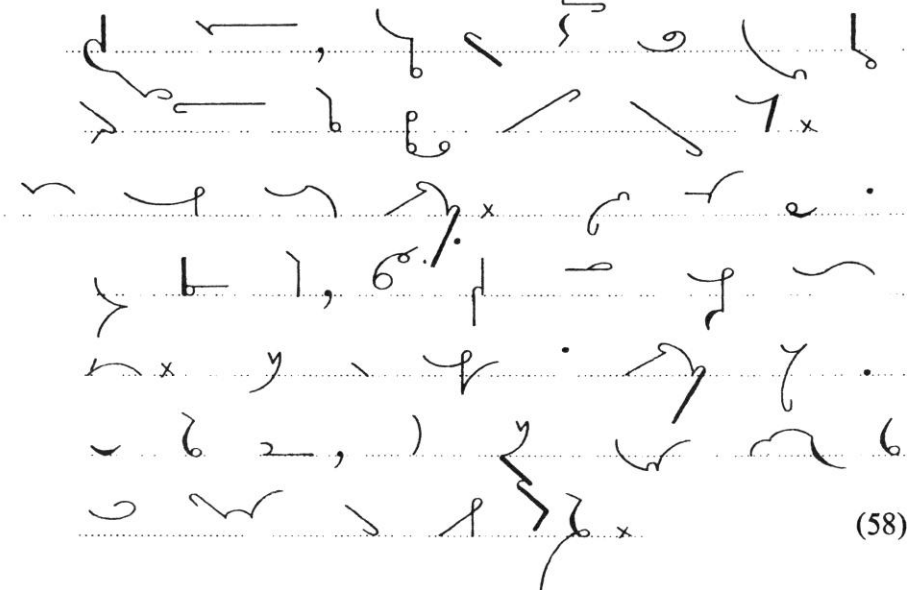
2. 

3. 

4. 

5. 

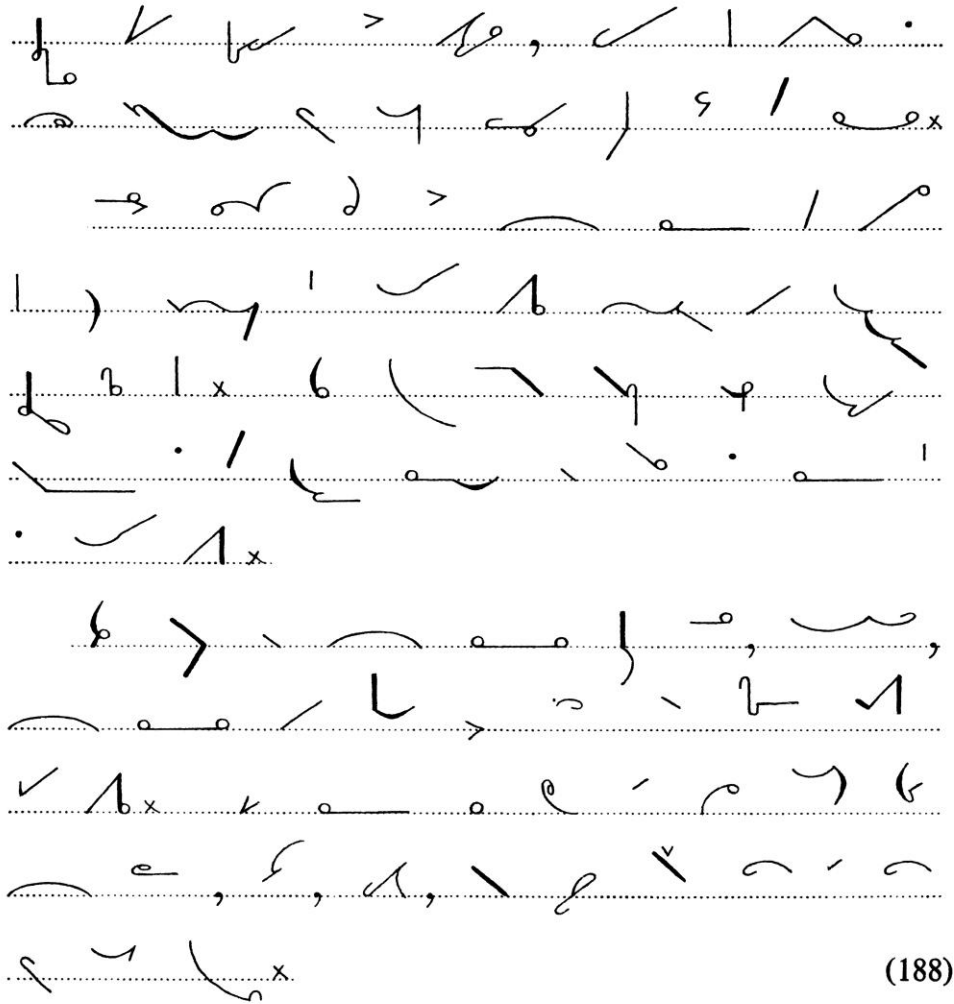
6. 

7. 

8.

(103)

**Exercise 126**



(188)

**Exercise 127***(Write in Shorthand)*

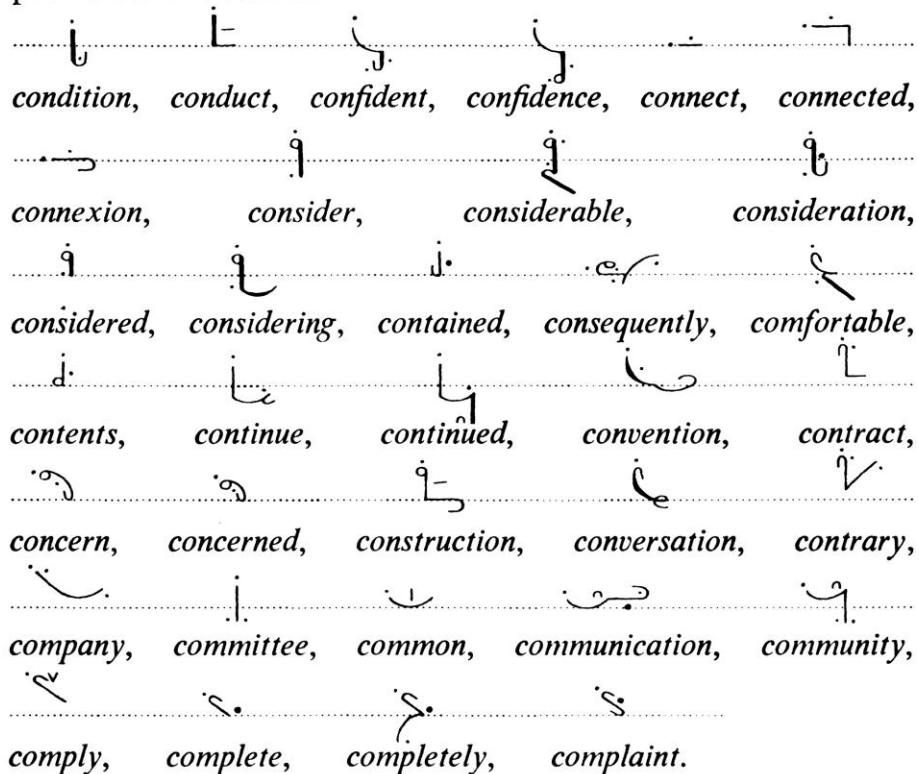
My-dear-Sir, *On behalf of-our-clients*, Messrs. Cantor and Walters, *who-have* requested us *to-represent their interests in-the-matter of-the* leasehold *on-the building* at 129 Wharf Street, *we-wish to inform-you that-we-have-their* permission *to obtain a court order, under-the terms of-which you-will-not-be-able-to alter the front of-the building.* *We-think-there-is* no-doubt *that-the-terms of-the* lease *have-been* violated, *and in-our-opinion it-will-be to-your interest to stop any further operations until a decision has-been rendered by-the court.* *Very-truly-yours,*


(108)

## CHAPTER XVI

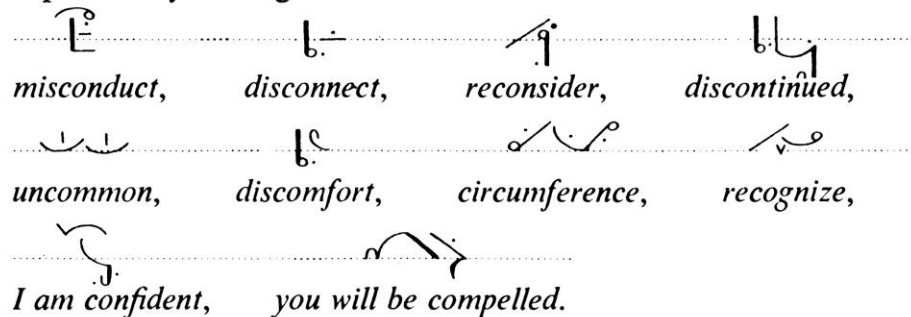
### 73. Prefixes

- (a) The prefix *con-*, or *com-*, is expressed by a dot, written first at the beginning of an outline, as shown. In words beginning with the *con-* or *com-* dot, the first vowel after the prefix determines the position of the outline—



  
*condition, conduct, confident, confidence, connect, connected,*  
*connexion, consider, considerable, consideration,*  
*considered, considering, contained, consequently, comfortable,*  
*contents, continue, continued, convention, contract,*  
*concern, concerned, construction, conversation, contrary,*  
*company, committee, common, communication, community,*  
*comply, complete, completely, complaint.*

Special Outlines:  *commerce*,  *commission*.

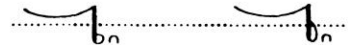
- (b) *Con-*, *com-*, *cum-*, or *cog-*, in the middle of a word or phrase, is expressed by writing two strokes close to each other—


  
*misconduct, disconnect, reconsider, discontinued,*  
*uncommon, discomfort, circumference, recognize,*  
*I am confident, you will be compelled.*

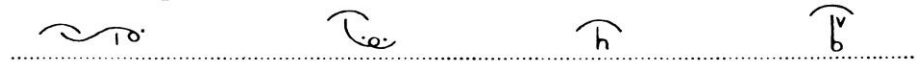
74. (a) *Accom-* or *accommo-* is expressed by  $\overline{\text{---}}$  *k*, either joined or disjoined (always in the first position)—

  
*accomplish, accomplished, accommodate, accompany.*

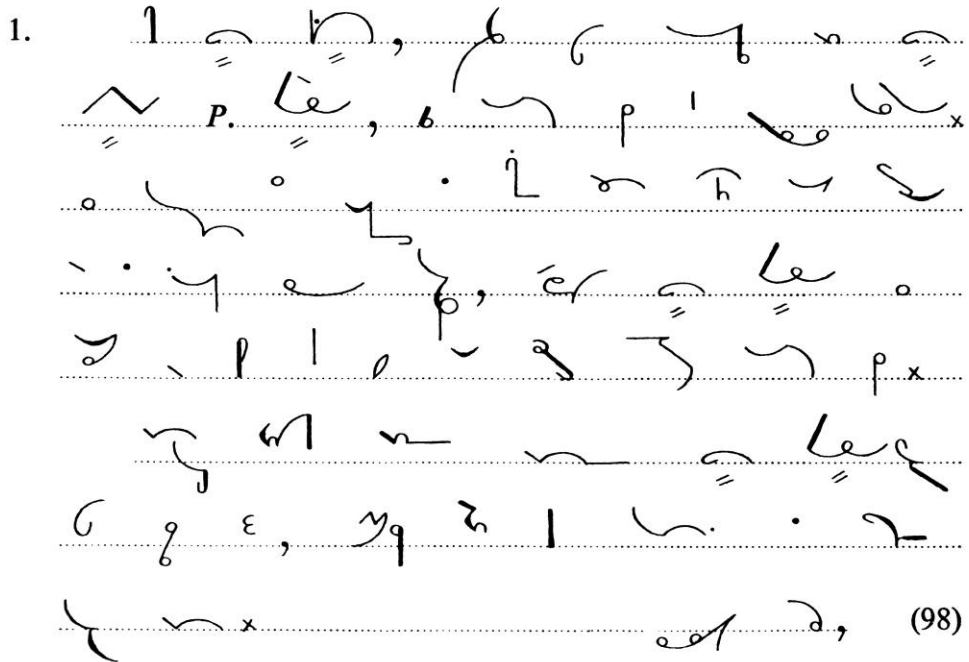
(b) *Intro-* is expressed by  $\text{---}$  *nt* (always in the third position)—

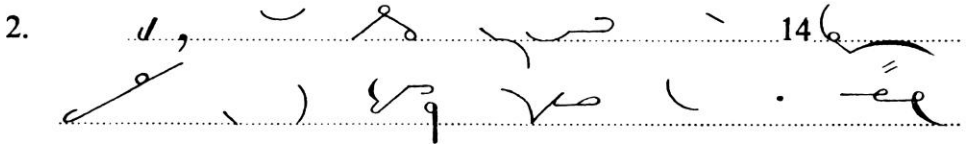
  
*introduce, introduced.*

(c) *Magna-*, *magni-*, or *magne-* is expressed by disjoined *m* (always in the first position)—

  
*magnanimous, magnificent, magnitude, magnetize.*



**Exercise 128**

1.  (98)





2.  14.







(d) *Negative Words.* When the prefix *in-* means *not*, it is always expressed by the stroke *n*, as in—







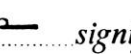

   
*inhospitable, inhuman.*

Other negative words are distinguished from the positive by repeating the first consonant—








     
*known, unknown, necessary, unnecessary,*









     
*legible, illegible, legal, illegal.*









SHORT FORMS









 *commercial-ly,*  *inscribe-d,*  *inscription,*  
 *instructive,*  *instruction,*  *circumstance,*  
 *signify-ied-icant,*  *significance.*









Exercise 129









      









       









       









       

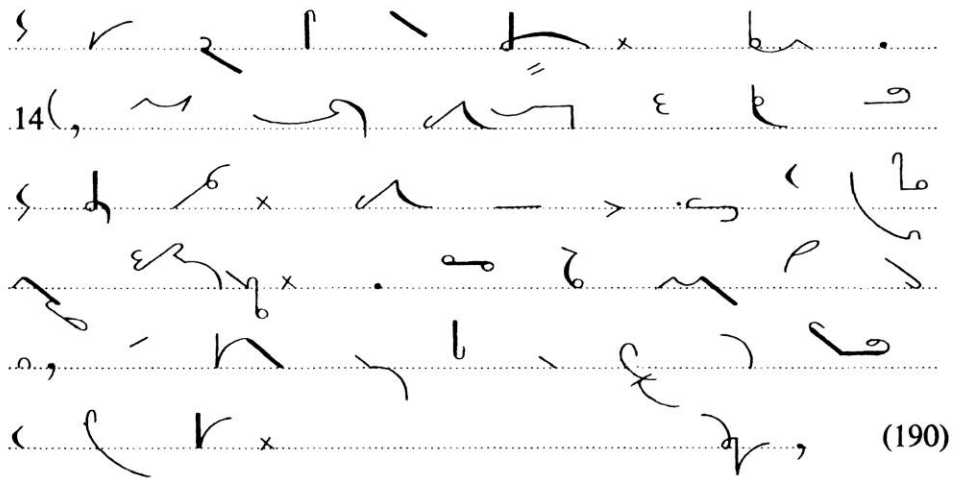
       



**Exercise 130**

(Write in Shorthand)

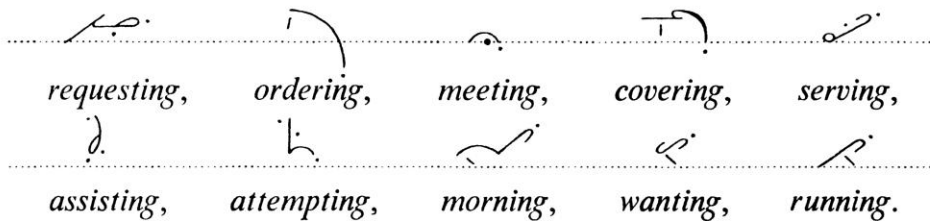
*Gentlemen, We-received your communication of-the 14th, in-which-you complain of-the delay in-the completion of-your contract. That-we-have failed to accomplish what we-promised we-must admit, and-we very-much regret our failure.*

*We-are confident, however, that-the contract could-have-been completed as agreed upon but for-the recent trouble with-the Commercial Transport Committee, which-was immediately responsible for-the delay. Their decision interfered considerably with our business, and-when-we state that only thirty of-our transport men have continued at work, we-think-you-will recognize how difficult it-has-been to satisfy our customers.*

*It-is-unnecessary for-us to add that-we should regret-the transfer of-your business, considering-the long connexion between us, and-the cause of-the present interruption. Very-truly-yours,* (139)

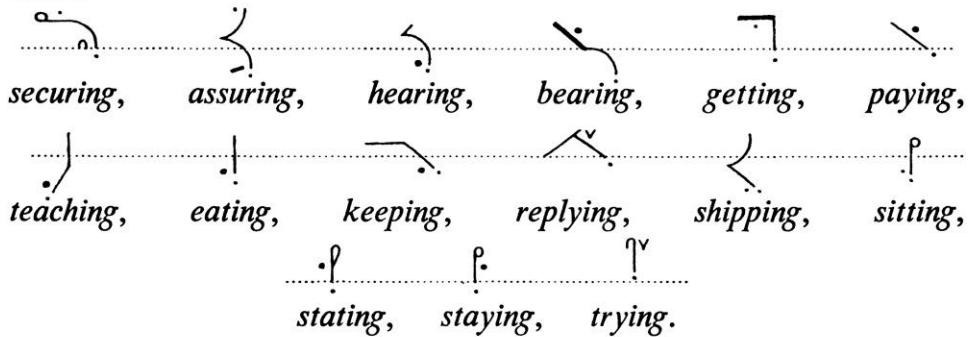
**76. Suffixes and Word-endings**

Where it would be awkward to write *ng* at the end of a word, the suffix *-ing* is represented by a light dot—

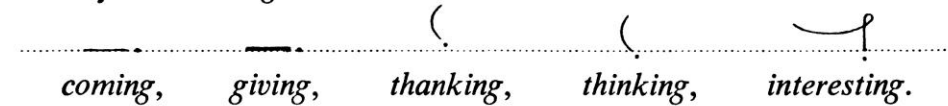




The dot *-ing* is used after downward *r* and a light straight downstroke—




  
*securing, assuring, hearing, bearing, getting, paying,*  
*teaching, eating, keeping, replying, shipping, sitting,*  
*stating, staying, trying.*

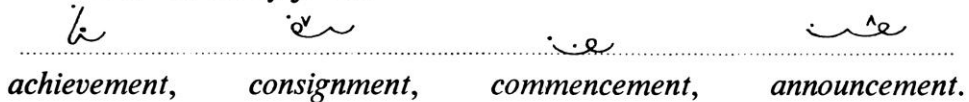
Usually the dot *-ing* is used after a short form—


  
*coming, giving, thanking, thinking, interesting.*

Where *-ing* is represented by the dot, the plural *-ings* is represented by a light dash, as shown—




  
*meetings, mornings, hearings.*

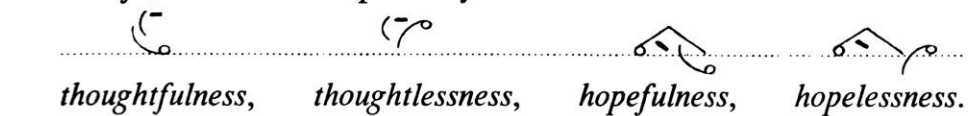
**77.** The suffix *-ment* is represented by  *nt*, where the sign  *mnt* cannot be easily joined—



  
*achievement, consignment, commencement, announcement.*

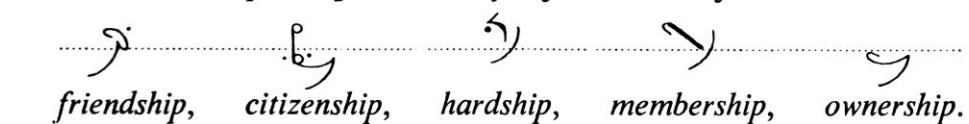
(a) The suffix *-mental-ly-ity* is expressed by disjoined  *mnt*—


  
*experimental, departmental, sentimental-ly-ity.*

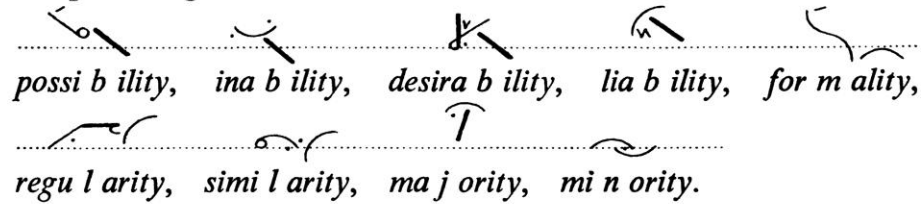
(b) The endings *-fulness* and *-lessness* are expressed by disjoined  *fs*, and  *ls* respectively—


  
*thoughtfulness, thoughtlessness, hopefulness, hopelessness.*

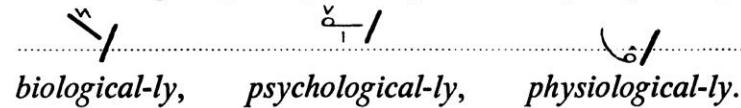
(c) The suffix *-ship* is represented by a joined or disjoined  *sh*—


  
*friendship, citizenship, hardship, membership, ownership.*

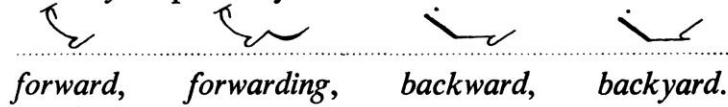
(d) *-Lity* or *-rity*, preceded by any vowel, is expressed by disjoining the preceding stroke—

  
*possibility, inability, desirability, liability, formality,*  
*regularity, similarity, majority, minority.*

(e) The endings *-logical-ly* are represented by disjoined *j*—

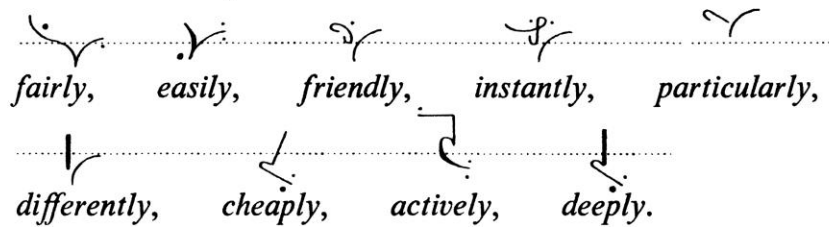
  
*biological-ly, psychological-ly, physiological-ly.*

(f) The word endings *-ward* and *-yard* are expressed by half-length *w* and *y* respectively—

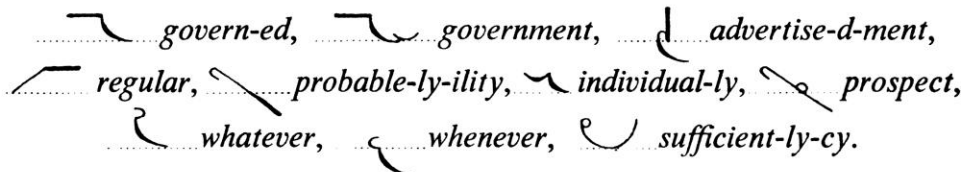
  
*forward, forwarding, backward, backyard.*

Note:  *forwarded.*



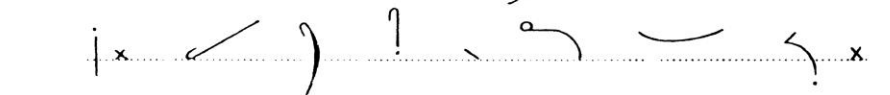
(g) *-ly* is represented by the stroke *l* (disjoined where necessary), and in some cases by the hooked form—





  
*fairly, easily, friendly, instantly, particularly,*  
*differently, cheaply, actively, deeply.*

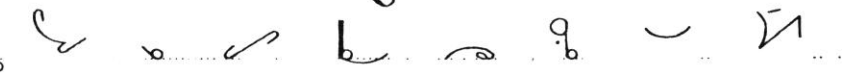






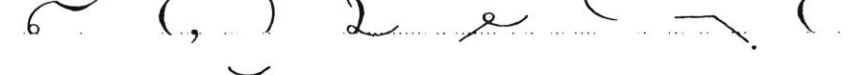

SHORT FORMS


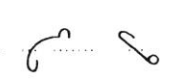
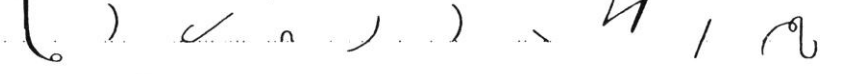



  
*govern-ed, government, advertise-d-ment,*  
*regular, probable-ly-ility, individual-ly, prospect,*  
*whatever, whenever, sufficient-ly-cy.*

Exercise 131



1.   
 2.   


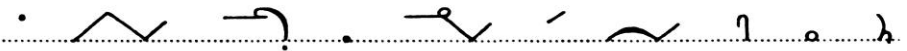
3.    
   
   
 (51)


4.    
 36 x    
   
   
 x    
 (, ) 2 e l (   
 x (69)

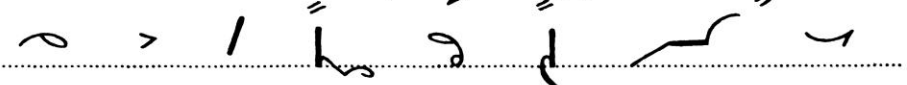
5.  x    
 H |    
 b e d v   
 x (34)

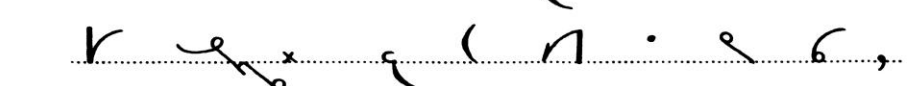
**Exercise 132**

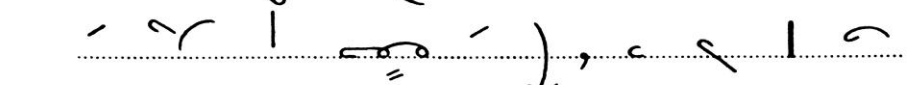
1.  x   
 e n b x


2. 

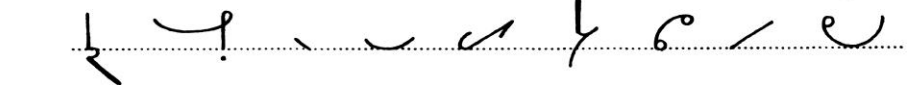


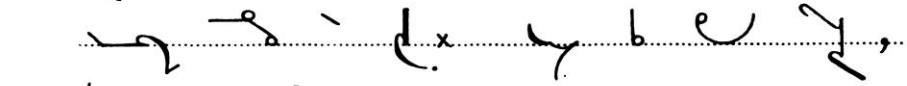
3. 




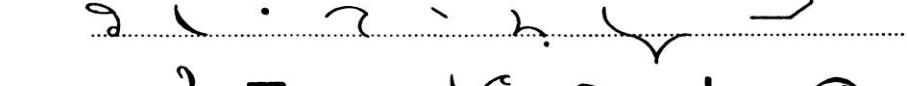








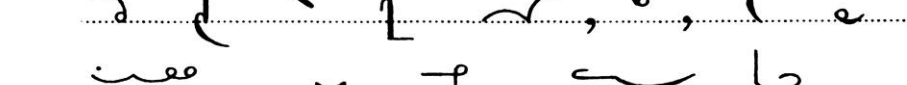


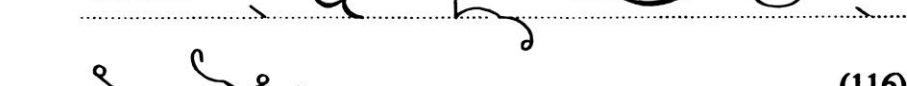















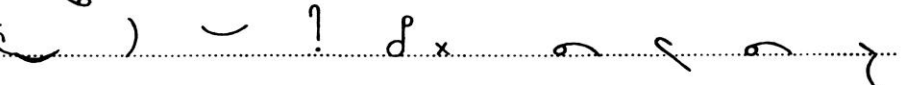



(116)

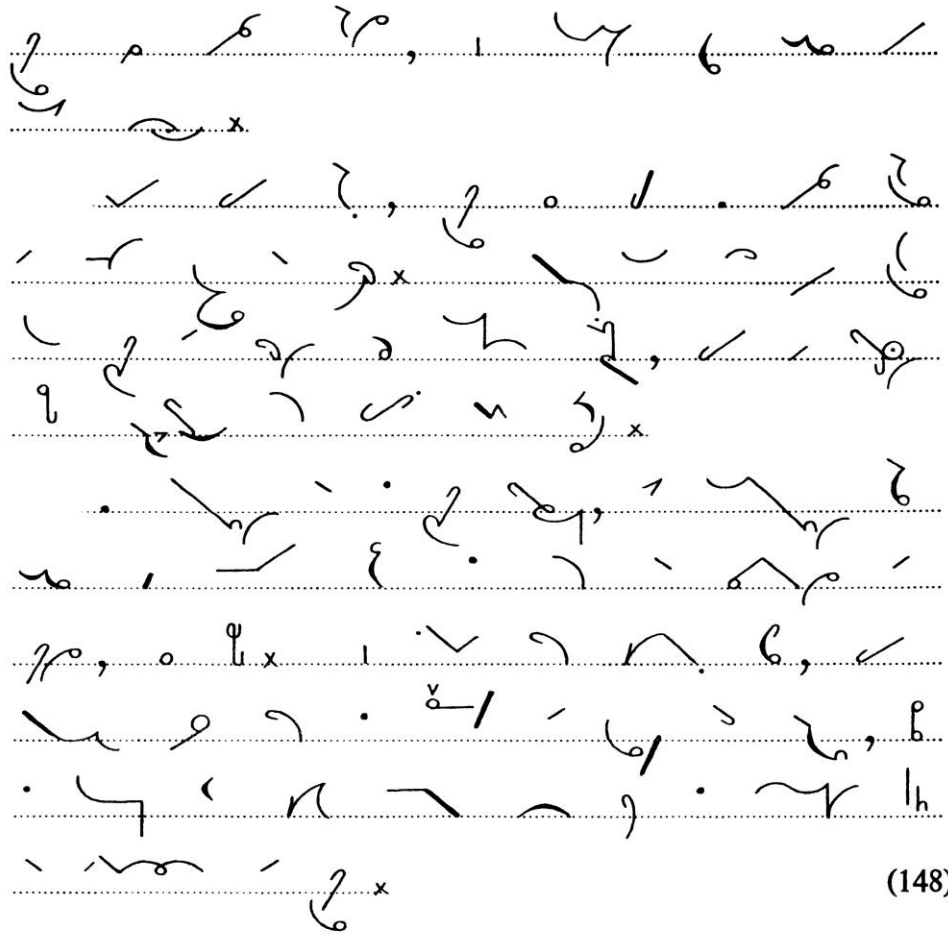
**Exercise 133**











(148)

**Exercise 134***(Write in Shorthand)*

*Dear-Sir, Your-letter dated the 4th reached us this morning. Your instructions have-been noted, but-we-are afraid that-it-will-not-be possible to-make all-the alterations contained in-your memorandum and-have-the book ready by-the end of-this month. However, we fully recognize-the desirability of-having-the publication completed at an early date, and-we-are requesting our printer to hasten-the setting and printing as-much-as-possible.*

*The inscription will-be-placed after-the title page, as you desire. Proofs of-the last chapters will-be forwarded to-you within a few days.*

*Announcements will-be published in next Saturday's papers to-the effect that a new novel by a prominent writer will shortly appear. Please tell-us if-you would rather have-us use your name in-the announcement. Very-truly-yours,*

(142)

## CHAPTER XVII

### 78. Diphones

Two consecutive vowels, pronounced in two separate syllables, are represented by the angular signs ..... These signs are called *Diphones*.

The first ..... represents a dot vowel followed by any other vowel, and the second ..... represents a dash vowel followed by any other vowel. The signs are written in the place of the first vowel of the combination.

(1) *payable, saying, carrying, earlier, earliest, idea, ideal,*

*material, piano, radio, previous, obvious, premium, medium,*

*really, real, realize, convenience, convenient, experience,*

*agreeable, glorious, cordial, courteous, seeing, senior,*

*serious, studying, theatre, various, Canadian.*

(2) *co-operate, co-operation, following, drawing, growing,*

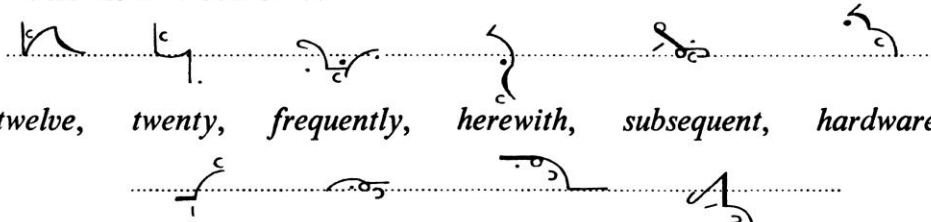
*knowing, lower, lowest, poem, showing, accruing, jewel.*





**79.** The consecutive vowels in words like *question* are represented by the sign ..... as in—

*question, union, suggestion, million, guardian.*


**80. Medial W**

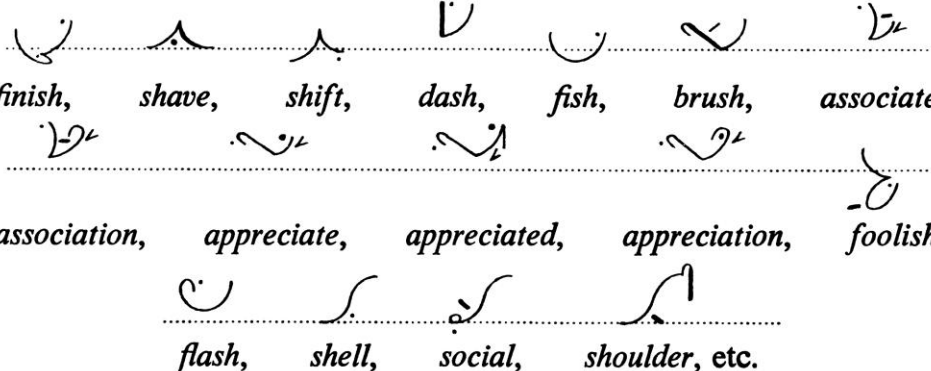
There is a small group of words in which *w* combined with a vowel in the middle of a word is represented by a small semicircle to give an easier or shorter outline. A left semicircle represents *w* followed by a dot vowel, and a right semicircle represents *w* followed by a dash vowel. The semicircles are written in the place of the vowel with which the *w* is combined—

  
*twelve, twenty, frequently, herewith, subsequent, hardware,*  
*goodwill, misquote, guesswork, woodwork.*

Special Outlines:  *quality*,  *qualified*,  *qualification*,  
 *somewhat.*

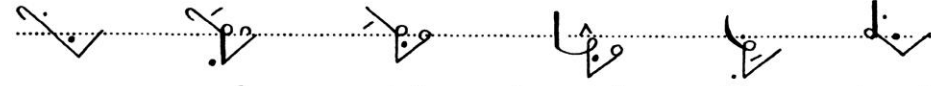
**81. Upward SH**

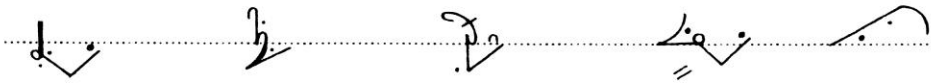
The stroke  *sh* is written upward in certain cases to obtain a better outline—

  
*finish, shave, shift, dash, fish, brush, associate,*  
*association, appreciate, appreciated, appreciation, foolish,*  
*flash, shell, social, shoulder, etc.*

**82. Stroke R**

To keep the outline close to the line of writing, the upward *r* is generally used where *r* follows two downstrokes. For the same reason, downward *r* is used finally after two straight upstrokes—

  
*prepare, procedure, upstairs, downstairs, visitor, despair,*

  
*disappear, treasurer, furniture, Shakespeare, rarer.*

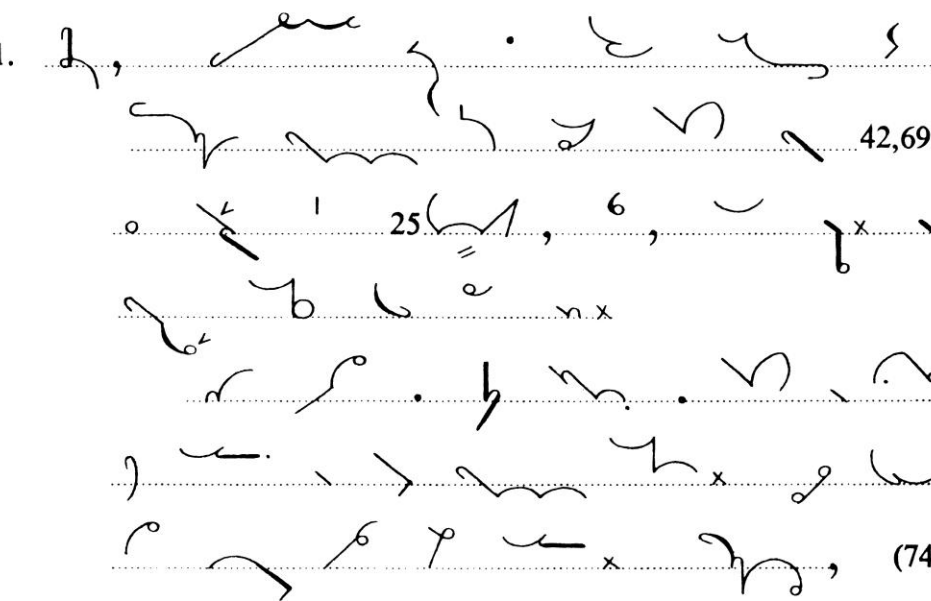
**83. Stroke S**

The stroke *s* is written (a) in words like *science*, *scientific*, *sighing*, *Siam*, where a triphone immediately follows initial *s*, and (b) in words like *continuous*, *fatuous*, *strenuous*, *pious*, where the final syllable *-ous* is immediately preceded by a diphthong.

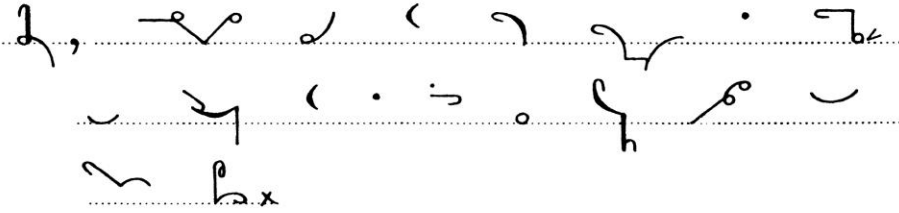
**SHORT FORMS**

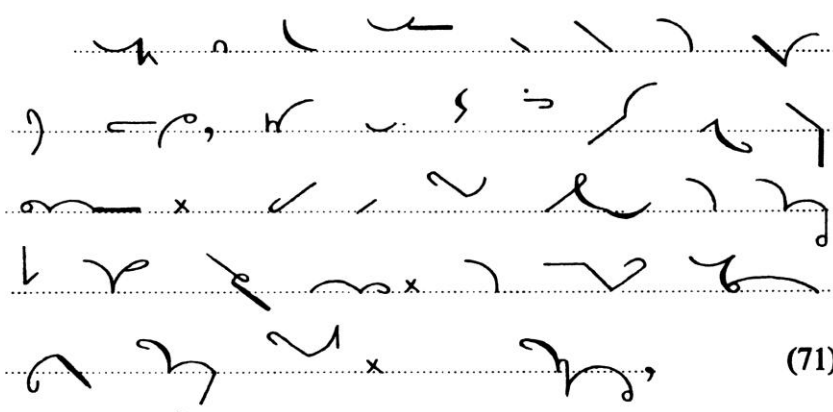
*danger, financial-ly, mortgage-d, neglect-ed,*  
*practic(s)e-d, university, English, exchange-d,*  
*familiar-ity, telegram.*

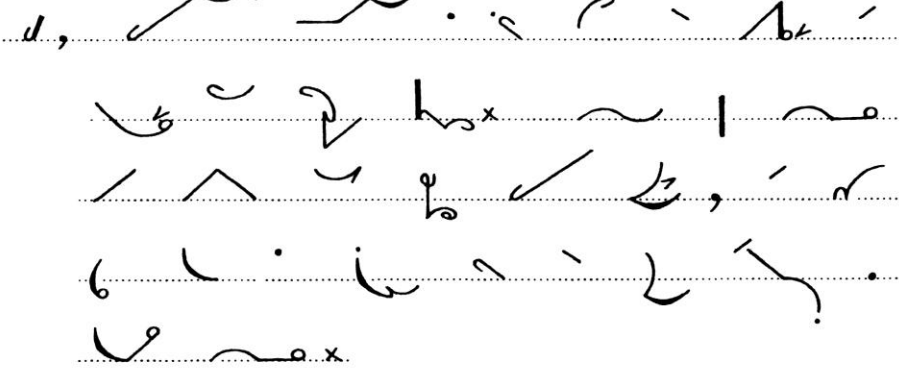
**Exercise 135**

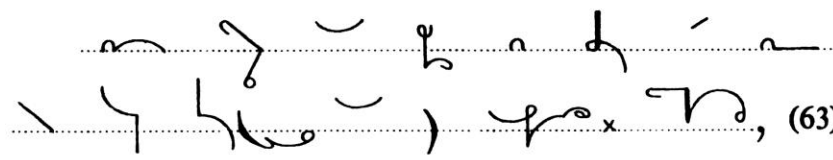
1. 

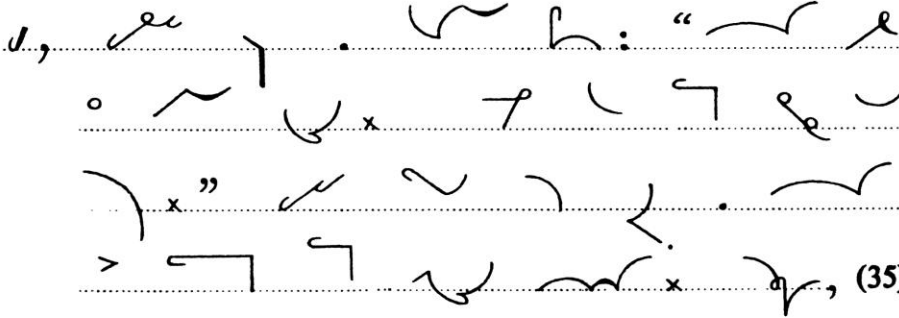
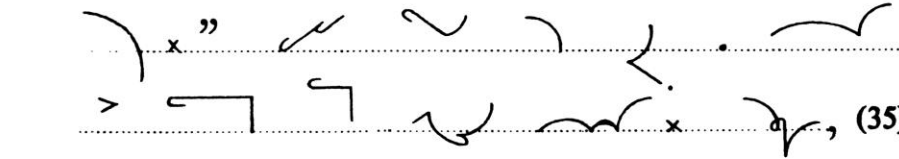


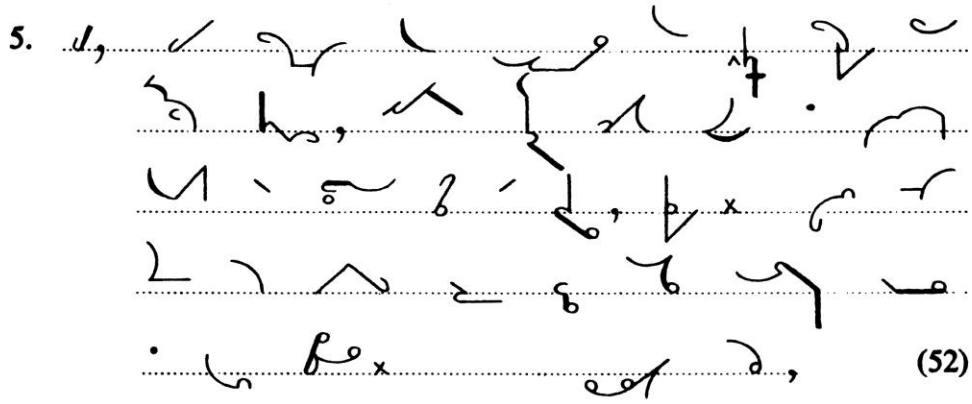
2. *d,*  *h* x

 (71)

3. *d,*  *h* x

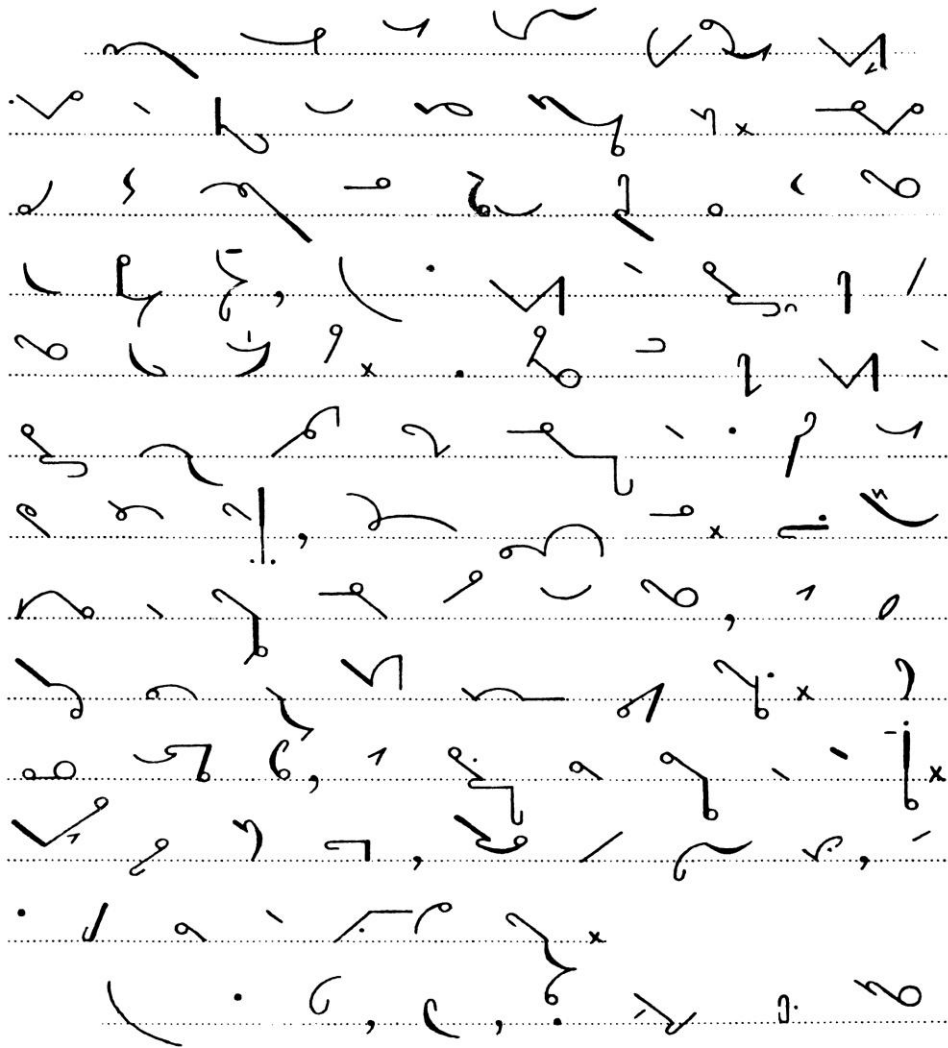
 (63)

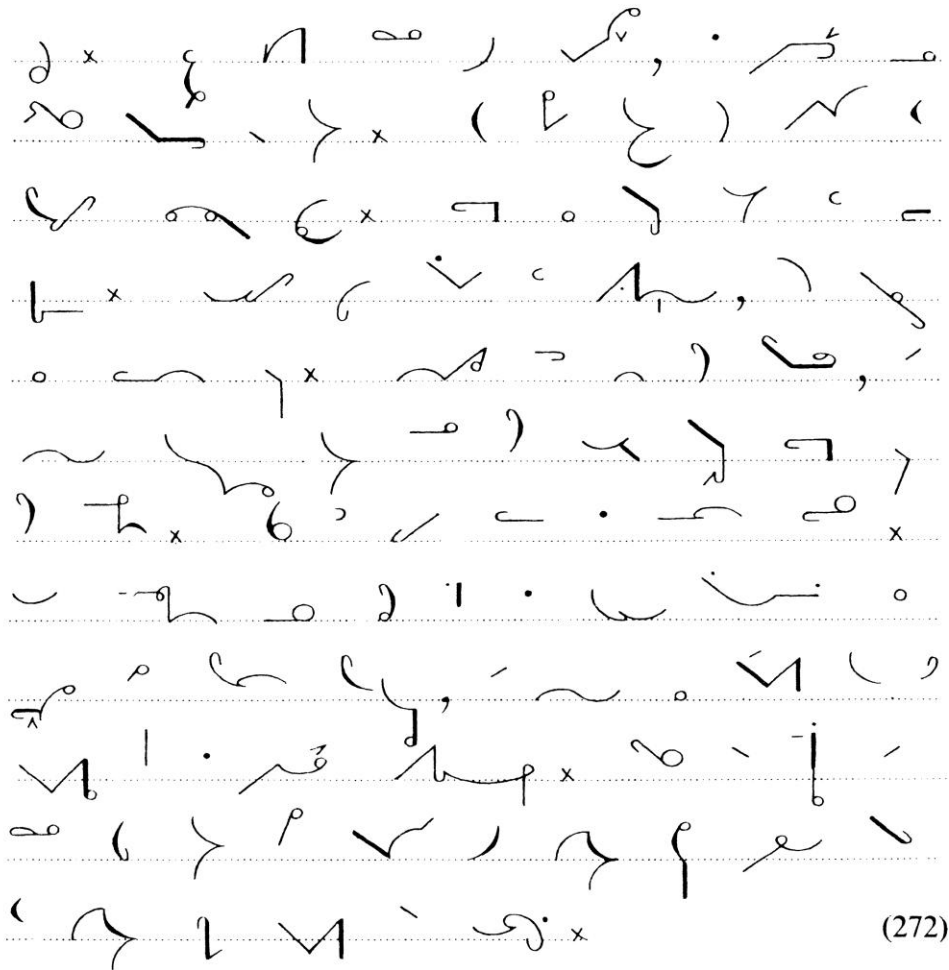
4. *d,*  *h* : "  (35)

5. 

(52)

**Exercise 136**



**Exercise 137***(Write in Shorthand)*

1. William J. Anderson, *who-is* a professor at Acadia University, *has* recently compiled a book of quotations *from* Shakespeare. An examination *of-the* book shows *that-we-do-not-have to-go to-the* theatre *to-hear-the* language of Shakespeare, *for-we* use *his* terms *and-phrases* constantly *in-our* everyday speech. (53)

2. *We-are* so familiar *with-the-many* conveniences which science *has* put within our reach *that-we-do-not* realize or appreciate *the* debt we owe to science. Constant use *and familiarity with-the* various time-saving *and* labour-saving devices tend *to-make-us* overlook *their* tremendous value. *The* contributions *to-our* comfort *and* convenience by men *of* scientific training *are* continuous, *and-they-have* made-*the* modern world *a wonderful* place *to-live in*. (76)

3. *The treasurer prepares a statement of-the financial condition of-the company annually. In-the case of a public corporation, this statement is usually sent to-the stockholders. A comparison with previous annual reports, or balance sheets, shows whether-the year's trading has-been more or less profitable.* (48)




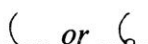











4. *It-is-the practice of large insurance firms to invest the bulk of-their funds in first mortgages on buildings, homes, and farms. It-is considered that real estate is less liable to sudden changes in value, and, therefore, there-is less danger of-the companies' having to suffer any financial loss through a sudden drop in-the value of-their holdings.* (62)

5. *Dear-Sir, Will-you please consider my application for-the position of-treasurer in-your organization. I-believe-that I-have-the necessary qualifications and experience, and-I-enclose a summary of-them for-your information. If-it-is convenient, I-shall appreciate an opportunity to discuss my application with-you, and any questions you-may desire to ask can-be answered fully during-the course of-our interview. Yours-respectfully,* (71)

## CHAPTER XVIII






















### 84. Figures

Figures *one* to *seven* and the figure *nine* are best represented by shorthand outlines when they stand alone. Other numbers, except round numbers, are represented by the ordinary arabic numerals. Round numbers are represented as follows—

 for *hundred* or *hundredth*;  700,  £200  
 or  for *thousand*;  5,000,  £2,000,  300,000  
 for *million*;  4,000,000,  200,000,000  
 for *billion*;  two billions  
 for *dollar*;  two billion dollars

### 85. Compound Words

Compounds of *here*, *there*, *where*, are written as follows—






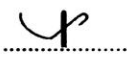



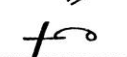
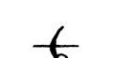



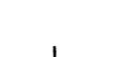

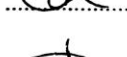
	<i>in</i>	<i>on</i>	<i>at</i>	<i>to</i>	<i>of</i>	<i>with</i>	<i>after</i>
<i>Here</i>							
<i>There</i>							
<i>Where</i>							

### 86. Intersections

The practice of intersecting one stroke through another is a very useful device for the representation of very commonly occurring phrases.








The device may be adapted to meet the special needs of the writer. Thus, for some shorthand writers the stroke *p* might usefully represent the word *party*, whereas in an insurance office the stroke *p* might better be used to represent *policy*.

Where intersection is not practicable, write one stroke close to another.  
The following list shows how the device may be used—




























P	represents <i>party</i>		Conservative Party
B	„ <i>bank or bill</i>		bank rate
			city bank
			bill of lading
T	„ <i>attention</i>		early attention
D	„ <i>department</i>		foreign department
CH	„ <i>charge</i>		this charge
			free of charge
J	„ <i>Journal</i>		Bankers' Journal
			Journal of Commerce
K	„ <i>company, cover, or captain</i>		this company
			under separate cover
			Captain Thompson
G	„ <i>government</i>		government official
G (with <i>n</i> hook)	represents <i>beginning</i>		at the beginning
F	represents <i>form</i>		necessary form
			as a matter of form


















































TH	represents	<i>month</i>		in a month's time
				for a month
				next month
S	„	<i>society</i>		agricultural society
M	„	<i>manager, morning, or mark</i>		general manager
				Monday morning
				auditor's mark
N	„	<i>national</i>		national affairs
L	„	<i>limited</i>		Robinson, Limited
RAY	„	<i>require-d-ment, or railway</i>		you may require
				will be required
				your requirements
				railway officials
R	„	<i>arrange-d-ment</i>		please make arrangements
				we have arranged
Kr	„	<i>corporation, or colonel</i>		public corporation
				Colonel Alexander
Pr	„	<i>professor</i>		Professor Jackson








































SHORT FORMS

 inconvenience-t-ly,  distinguish-ed,  income,  become,   
 becoming,  welcome,  nevertheless.

Exercise 138

1.  ,  t  )  ,         x   
          
       x (47)

2.   )  L     x   
          
     x      
39.  ,     38.  ,   x   
          
  ,     x     
  L x (76)

3.  ,  t  )  L      
     x      
          
          
 ,       



125 d, . a r n e ) , 7

. r | . o v r x  
d, ) , 6 r ) - e . u

125 d > = f r p,  
h . a b x r (122)

4. d, u r u m , L u

e e b h u r e,  
- e r L h . a b h x

r r e - l / m t  
u v r 6 q r e b

b, h r . a r r r  
p . j r | r h r

r x r (89)

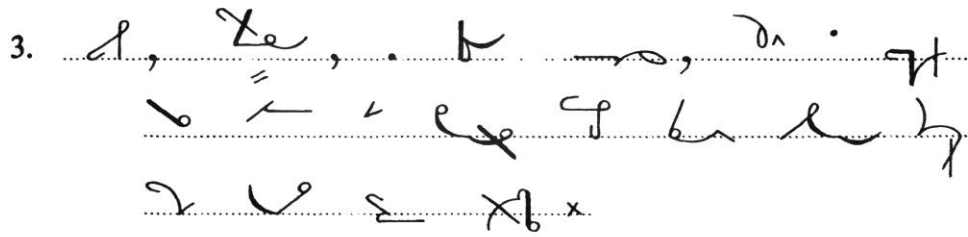
Exercise 139

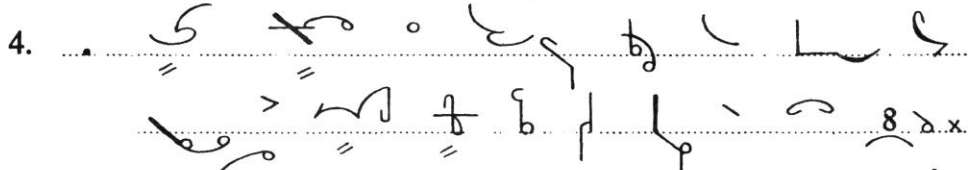
1. v e 2 r n e 7 u  
1, 8 d i r, u 2 d

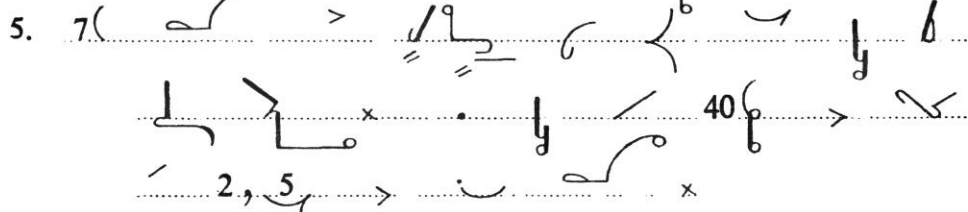
- r r x

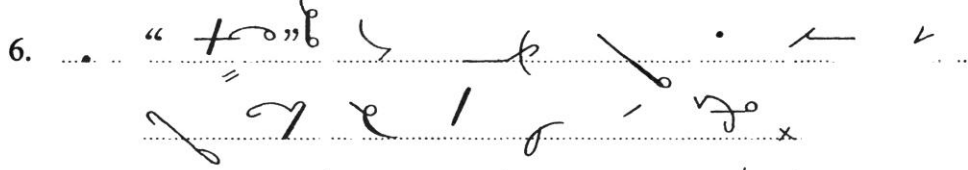
2. e 20 r o r p r r  
e x b r 5 r o r r

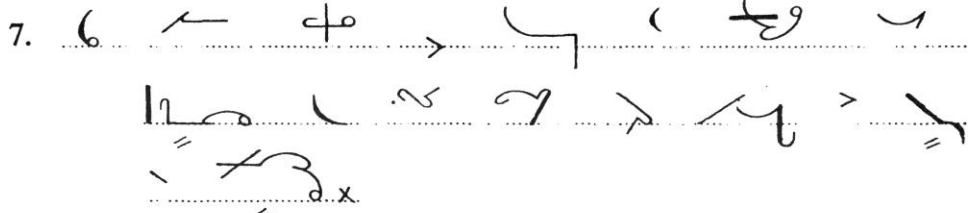
r - f x

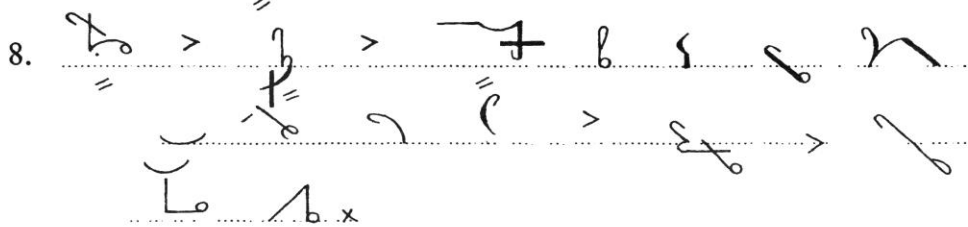
3. 

4. 

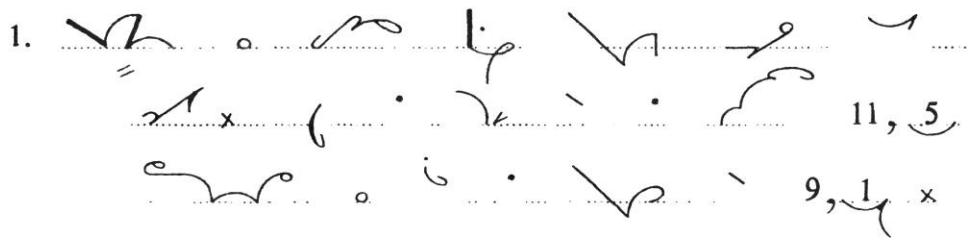
5. 

6. 

7. 

8. 

**Exercise 140**





























































1. 



## Short Forms










## LIST ONE

The number in parenthesis indicates the chapter in which the word is presented.












<b>A</b>		becoming (18)		child (14)	
a (4)		been (12)		circumstance (16)	
accord-ing (14)		behalf (12)		cold (11)	
acknowledge (15)		belief (11)		come (3)	
advantage (12)		believe-d (11)		commercial-	
advertise-		beyond (7)		-ly (16)	
-ment-d (16)		build-ing (11)		could (10)	
all (9)		but (1)		<b>D</b>	
altogether (10)				danger (17)	
an (4)		<b>C</b>		dear (11)	
and (6)		call (11)		deliver-y-ed (11)	
any (5)		called (11)		description (11)	
anything (9)		can (5)		different-ce (5)	
are (6)		cannot (12)		difficult (12)	
as (8)		care (11)		difficulty (12)	
as is (9)		cared (14)		distinguish-	
		certificate (15)		-ed (18)	
<b>B</b>		chair (11)		do (1)	
balance (12)		chaired (14)		doctor, Dr. (11)	
balanced (12)		character (15)		during (11)	
be (1)		cheer (11)		<b>E</b>	
because (8)		cheered (14)		English (17)	
become (18)					

equal-ly (11)			<b>H</b>	information (13)	
equalled (11)		had (4)		inscribe-d (16)	
especial-ly (9)		hand (15)		inscription (16)	
everything (11)		has (8)		inspect-ed-ion (10)	
exchange-d (17)		have (2)		instruction (16)	
expect-ed (10)		he (7)		instructive (16)	
eye (7)		him (3)		insurance (10)	
		himself (9)		interest (15)	
		his (8)		investigation (13)	
<b>F</b>		hour (6)		is (8)	
familiar-ity (17)		how (7)		is as (9)	
February (10)		however (11)		it (1)	
financial-ly (17)			<b>I</b>	itself (9)	
first (9)		I (7)			
for (4)		immediate (15)		<b>J</b>	
from (11)		important- -ce (14)		January (10)	
		impossible (14)			
<b>G</b>		improve-d- -ment (14)		<b>K</b>	
general-ly (12)		in (5)		knowledge (15)	
gentleman (12)		income (18)			
gentlemen (12)		inconvenience- -t-ly (18)		<b>L</b>	
give-n (3)		individual-ly (16)		language (9)	
go (5)		influence (9)		large (6)	
gold (12)		influenced (9)		largely (11)	
govern-ed (16)		inform-ed (10)		larger (11)	
government (16)				largest (9)	
great (12)				liberty (11)	
guard (12)				Lord (3)	




**M**


me (7)   
 member (11)   
 mere (11)   
 more (11)   
 mortgage-d (17)   
 most (9)   
 Mr. (11)   
 much (9)   
 myself (9) 













**N**

near (11)   
 neglect-ed (17)   
 never (10)   
 nevertheless (18)   
 New York (9)   
 next (9)   
 nor (11)   
 northern (12)   
 nothing (9)   
 November (10)   
 number-ed (11) 













**O**

object-ed (13)   
 objection (13)   
 of (4) 

on (4) 

opinion (12)   
 opportunity (14)   
 organization (13)   
 organize-d (13)   
 ought (5)   
 our (6)   
 ourselves (9)   
 over (11)   
 owe (5)   
 owing (9)   
 own (11)   
 owner (11) 











**P**

particular (14)   
 people (11)   
 pleasure (11)   
 practic(s)e-d (17)   
 principal-ly (11)   
 principle (11)   
 probable-ly-ility (16)   
 prospect (16)   
 public (13)   
 publication (13)   
 publish-ed (13)   
 put (5) 











**Q**

quite (10) 

**R**

rather (15)   
 regular (16)   
 remarkable (11)   
 remark-ed (11)   
 remember-ed (11)   
 represent-ed (12)   
 representative (12)   
 respect-ed (10)   
 respectful-ly (11)   
 responsible-ility (12) 

**S**

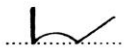
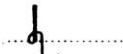

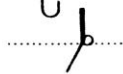



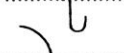
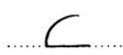


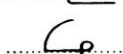


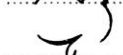
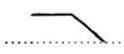
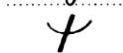
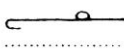






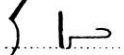


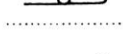

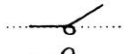

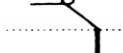
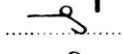
satisfaction (13)   
 satisfactory (10)   
 school (15)   
 schooled (15)   
 sent (10)   
 several (8)   
 shall (2)   
 short (15)   
 should (6)   
 significance (16) 

significant (16)		third (12)		welcome (18)	
signify-ied (16)		this (8)		what (7)	
something (9)		those (8)		whatever (16)	
southern (12)		though (9)		when (7)	
speak (8)		thus (8)		whenever (16)	
special-ly (8)		till (11)		whether (14)	
spirit (15)		to (1)		which (1)	
subject-ed (8)		to be (5)		who (1)	
sufficient- -ly-cy (16)		together (10)		whose (6)	
sure (11)		told (12)		why (7)	
surprise (11)		too (1)		wish (5)	
surprised (11)		toward (12)		wished (10)	
		trade (12)		with (7)	
		tried (12)		within (12)	
<b>T</b>		truth (11)		without (10)	
telegram (17)		two (1)		wonderful-ly (15)	
tell (11)				word (15)	
thank-ed (6)			<b>U</b>	would (7)	
that (10)		under (15)		writer (15)	
the (1)		United States (9)			
their (11)		university (17)		<b>Y</b>	
them (2)		usual-ly (2)		yard (15)	
themselves (9)			<b>V</b>	year (6)	
there (11)		very (11)		you (7)	
therefore (15)			<b>W</b>	young (9)	
thing (3)		was (2)		your (6)	
think (2)		we (3)		yesterday (13)	

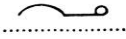
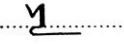



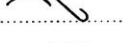


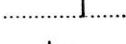


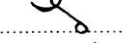
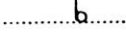




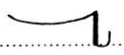


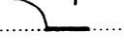





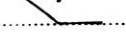






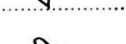



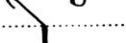
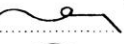
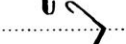
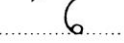
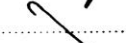
**Short Forms**

LIST TWO

The Short Forms given in the text are for words that are very frequently used. The following additional short forms will be found useful in high-speed writing. The words occur in lists of the ten thousand commonest words.

	<b>A</b>				
administrator			destruction		
appointment			discharge-d		
arbitrary				<b>E</b>	
arbitration			efficient-ly-cy		
architect-ure-al			electric		
assignment			electrical		
	<b>B</b>		electricity		
bankruptcy			emergency		
	<b>C</b>		England		
capable			enlarge		
characteristic			enlargement		
contentment			entertainment		
	<b>D</b>		enthusiastic-m		
dangerous			establish-ed-ment		
defective			executive		
deficient-ly-cy			executor		
demonstrate			expediency		
demonstration			expenditure		
			expensive		



	<b>I</b>		maximum	
identical			mechanical-ly	
identification			messenger	
imperfect-ion-ly			minimum	
incorporated			ministry	
independent-ly-ce			misfortune	
indispensable-ly			monstrous	
influential-ly				
intelligence			<b>N</b>	
intelligent-ly			negligence	
introduction			notwithstanding	
investment				
irregular			<b>O</b>	
			objectionable	
			objective	
	<b>J</b>			
jurisdiction			<b>P</b>	
justification			passenger	
			peculiar-ity	
	<b>L</b>		perform-ed	
legislative			performance	
legislature			practicable	
			prejudice-d-ial-ly	
	<b>M</b>		preliminary	
manufacture-d			production	
manufacturer			productive	
manuscript			project-ed	
mathematics			proportion-ed	

prospective

publisher

**Q**

questionable-ly

**R**

reform-ed

remarkable-ly

representation

republic

republican

respective

respectively

**S**

selfish-ness

sensible-ly-ility

stranger

subscribe-d

subscription

substantial-ly

suspect-ed

sympathetic

**T**

telegraphic

thankful

**U**

unanimous-ly

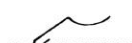
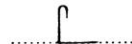
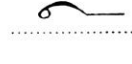
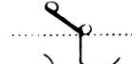
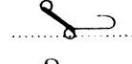
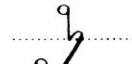
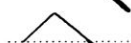
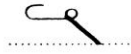
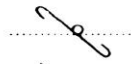
uniform-ity-ly

universal

universe

**V**

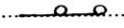


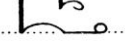













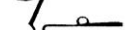








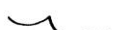



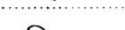
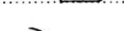

valuation



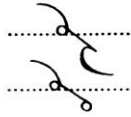
## Short Forms

## LIST THREE

The following Short Forms do not occur in lists of the ten thousand commonest words.

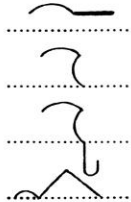
	<b>A</b>		executrix	
abandonment		executrix		
administratrix		exigency		
amalgamate		extinguish-ed		
amalgamation			<b>F</b>	
arbitrate		falsification		
arbitrator		familiarization		
attainment		familiarize		
	<b>C</b>		<b>G</b>	
circumstantial		generalization		
contingency			<b>H</b>	
cross-examination		henceforward		
cross-examine-d		howsoever		
	<b>D</b>		<b>I</b>	
denomination-al		imperturbable		
destructive		inconsiderate		
destructively		informer		
	<b>E</b>	intelligible-ly		
enlarger		irrecoverable-ly		
enlightenment		irremovable-ly		
		irrespective		

irrespectively  
irresponsible-ility



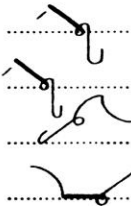
**M**

magnetic-ism  
mathematical-ly  
mathematician  
metropolitan



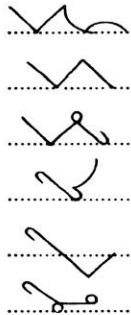
**O**

obstruction  
obstructive  
oneself  
organizer



**P**

performer  
perpendicular  
perspective  
proficient-ly-cy  
proportionate-ly  
prospectus

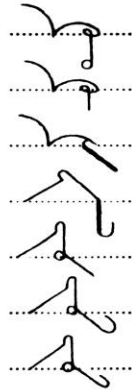


**R**

recoverable  
reformer  
relinquish-ed

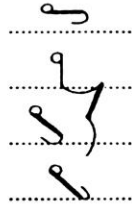


remonstrance  
remonstrate  
removable  
reproduction  
retrospect  
retrospection  
retrospective



**S**

signification  
stringency  
subjection  
subjective



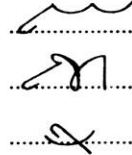
**T**

thenceforward



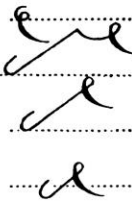
**U**

unanimity  
universality  
unprincipled



**W**

whensoever  
whereinsoever  
wheresoever  
whithersoever






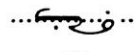

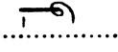





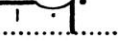

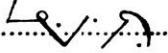
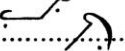
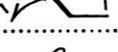

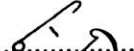
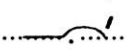
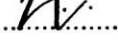

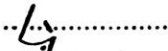

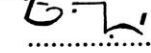
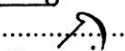
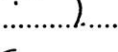
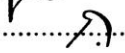










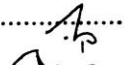
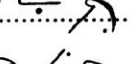
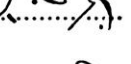
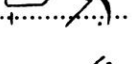
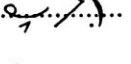


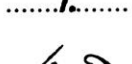
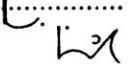
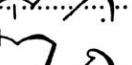
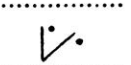

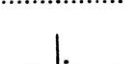

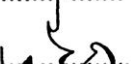
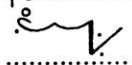
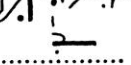
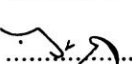
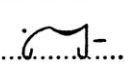
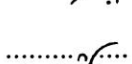
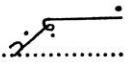
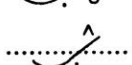
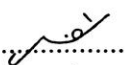
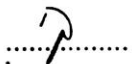
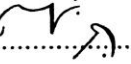

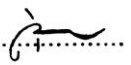
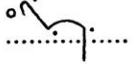




## Outlines for the Names of the Principal Cities, Towns and Rivers in Australia

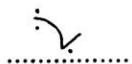

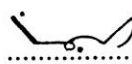
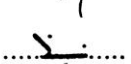

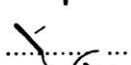

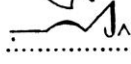
*Publishers' Note:* The Publishers consulted the Australian Broadcasting Commission and have decided to accept the pronunciations recommended to the Commission by its Standing Committee on pronunciation. The Publishers wish to record their thanks for the courtesy and co-operation of the Commission's officers.

### NEW SOUTH WALES

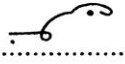

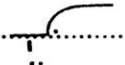
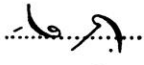
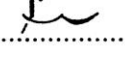





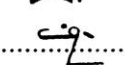
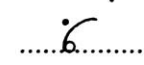
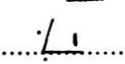


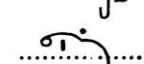

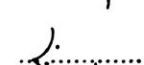
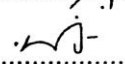




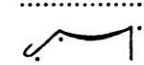
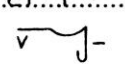

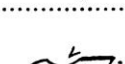


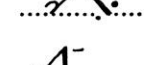
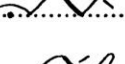

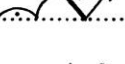

Albury		Dungog	
Armidale		Forbes	
Bathurst		Glen Innes	
Bombala		Gosford	
Bourke		Goulburn	
Bowral		Grafton	
Broken Hill		Gunnedah	
Canberra		Hawkesbury river	
Clarence river		Holbrook	
Cobar		Hunter river	
Cooma		Jerilderie	
Cootamundra		June Junction	
Cowra		Katoomba	
Cox river		Kempsey	
Darling river		Lachlan river	
Deniliquin		Lawson	
Dubbo		Lismore	

Lithgow		Penrith	
Liverpool		Richmond	
Macleay river		Shoalhaven river	
Macquarie river		Snowy river	
Moree		Springwood	
Mudgee		Sydney	
Murray river		Tamworth	
Murrumbidgee river		Taree	
Murwillumbah		Tenterfield	
Muswellbrook		Tweed river	
Narrandera		Wagga	
Nepean river		Wellington	
Newcastle		Werris Creek	
Nowra		Windsor	
Orange		Wollondilly river	
Orara river		Wollongong	
Paramatta			


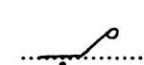
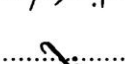
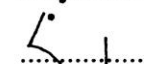

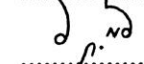
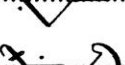
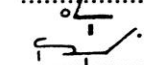
VICTORIA

Ararat		Benalla	
Bacchus Marsh		Bendigo	
Bairnsdale		Buffalo	
Ballarat		Camperdown	

NEW COURSE

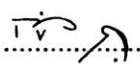

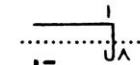
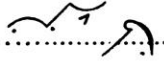
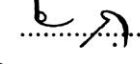
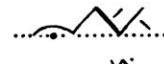
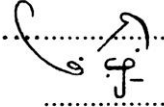
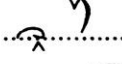
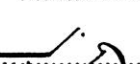

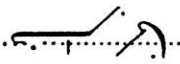


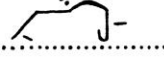
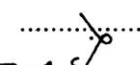
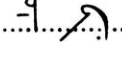
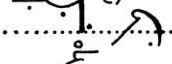
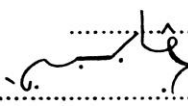
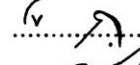


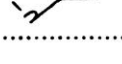
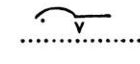
Castlemaine		Mitchell river	
Colac		Ovens river	
Dandenong		Portland	
Daylesford		Queenscliff	
Dimboola		Redcliffs	
Eaglehawk		Sale	
Echuca		Serviceton	
Geelong		Seymour	
Goulburn river		Shepparton	
Hamilton		Stawell	
Horsham		Swan Hill	
Korumburra		Wangaratta	
Kyneton		Warrnambool	
Leongatha		Werribee	
Maryborough		Wodonga	
Melbourne		Wonthaggi	
Mildura		Yallourn	

QUEENSLAND

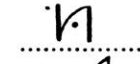
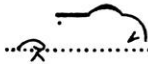
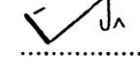

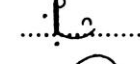
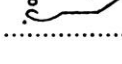
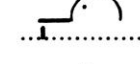
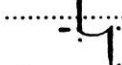
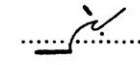

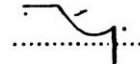


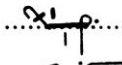




Archer river		Cairns	
Brisbane		Charters Towers	
Bundaberg		Chillagoe	
Burdekin river		Cloncurry	



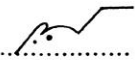
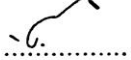
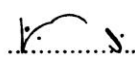
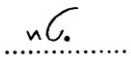
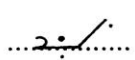

PITMAN'S SHORTHAND

Condamine river		Mackenzie river	
Cooktown		Maranoa river	
Dawson river		Maryborough	
Flinders river		Mount Isa	
Gladstone		Mount Morgan	
Gregory river		Norman river	
Gympie		Rockhampton	
Ipswich		Suttor river	
Kennedy river		Townsville	
Leichhardt river		Wallangarra	
Longreach		Warwick	
Mackay			

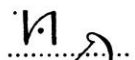

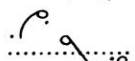
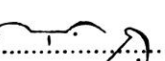
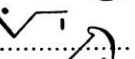
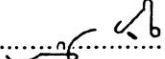
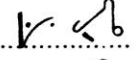



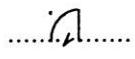
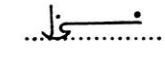

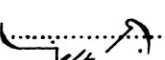

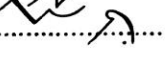
SOUTH AUSTRALIA

Adelaide		Mount Gambier	
Bordertown		Murray Bridge	
Ceduna		Naracoorte	
Gawler		Oodnadatta	
Goolwa		Peterborough	
Kapunda		Pinnaroo	
Marree		Port Augusta	
Millicent		Port Lincoln	
Moonta		Port Pirie	




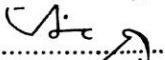



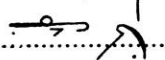



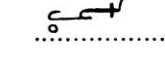


NEW COURSE

Renmark		Wallaroo	
Tailem Bend		Whyalla	
Waikerie		Woomera	

NORTHERN TERRITORY

Adelaide river		Macarthur river	
Alice Springs		Macumba river	
Barcoo river		Newcastle Waters	
Daley Waters		Roper river	
Darwin		Rum Jungle	
Elliot		Tennant Creek	
Finke river		Victoria river	
Katherine		Warburton river	

WEST AUSTRALIA

Albany		Fitzroy river	
Ashburton river		Fortescue river	
Boulder		Fremantle	
Broome		Gascoyne river	
Bunbury		Geraldton	
Coolgardie		Kalgoorlie	
Derby		Murchison river	

PITMAN'S SHORTHAND

Northam

Southern Cross

Ord river

Swan river

Perth

Wyndham

Port Headland

TASMANIA

Burnie

New Norfolk

Deloraine

Queenstown

Derwent river

Tamar river

Devonport

Ulverston

Gordon river

Wynyard

Hobart

Zeehan

Launceston

## Outlines for the Names of some Cities and Towns in New Zealand

The Publishers thank Mr. T. L. James, of the Technical College, Wellington, for the following note. They thank, too, Mr. A. M. Jones, Miss B. A. Jackson and Mr. W. Ngata, Chief Interpreter of the Maori Affairs Department, Wellington, who helped to write the note.

### A NOTE ON WRITING MAORI WORDS

Very few shorthand writers in New Zealand will be called upon to write the Maori language in shorthand, so that a Maori version of Pitman's shorthand is not required, but on the other hand all shorthand writers in New Zealand will be called upon often to write Maori names of all sorts. Maori names of people, places, birds, trees and plants, fish, etc., are very common and constantly being used in shorthand writing. This supplement is designed to give guidance in the writing of these names.

The principles of pronunciation followed are those of the latest Maori Dictionary. The Maori alphabet consists of—

Eight single consonants: h, k, m, n, p, r, t, w.

Two consonantal digraphs: wh and ng.

Five vowels: a, e, i, o, u.

The consonants are pronounced very much as in English.

The “wh” is bilabial, not unlike the “wh” in “whine.” The digraph “ng” is like the “ng” in “singer,” always with an attendant vowel following.

Each vowel has only one pure sound, but this may be long or short in duration, as required in the word. The position of the speech organs is the same for both the long and the short vowel: the difference is only one of relative duration, the short vowel being noticeably shorter than the long one. The vowel sounds are as follows—

a	pronounced as the	“a”	in	“father.”
e	„	„	“e”	in “get.”
i	„	„	“ee”	in “see.”
o	„	„	“aw”	in “saw.”
u	„	„	“oo”	in “too.”


Some words vary only in the length of their vowels. In the following examples colons are used to indicate long vowels—



ka:ka:	A native parrot.
ka:ka	Bittern, a native bird.
kaka:	Red hot.
kaka	Lineage.


No true diphthongs occur in Maori. No two consonantal sounds occur together. Words and syllables may consist only of vowels, but they generally begin with a consonant and end with a vowel. No Maori word or syllable ends with a consonant, but always with a vowel. The following table contains all possible syllables commencing with consonants and digraphs—

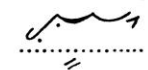

ha	he	hi	ho	hu	ra	re	ri	ro	ru
ka	ke	ki	ko	ku	ta	te	ti	to	tu
ma	me	mi	mo	mu	wa	we	wi	wo	wu
na	ne	ni	no	nu	wha	whe	whi	who	whu
pa	pe	pi	po	pu	nga	nge	ngi	ngo	ngu

Maori is a very much simpler language than English, and many of the shorthand rules required for English shorthand are not needed at all for Maori shorthand. The chief difficulties are over the number of vowels that may occur in succession in a word. Shorthand writers in New Zealand may find the following suggestions helpful—

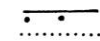

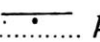

1. Use  (whay) for the Maori “wh.”

e.g.  Whakatu,  Whakapapa.

2. Use  (ing) for the Maori “ng.”

e.g.  Wanganui,  Whangamata.

3. Use the heavy first place dot for the long sound of the Maori “a” as in “father,” and the light first place dot for the corresponding short sound—

e.g.  ka:ka: (native parrot),  ka:ka (bittern),  
 kaka: (red hot),  kaka (lineage).

4. Use the light second place dot for the short sound of the Maori

“e” as in “get,” and the heavy second place dot for the corresponding long sound—

e.g. .....|..... *te* (definite article “the”), .....|..... *te* (adverb) not,  
 .....|..... *te:te:* (chief), .....|..... *tete:* (exert oneself).

5. Use the heavy third place dot for the long sound of the Maori “i” as in “see” and the light third place dot for the corresponding short sound—

e.g. .....|..... *titi* (steep), .....|..... *ti:ti:* (sticks in a game).

6. Use the heavy first place dash for the long sound of the Maori “o” as in “saw” and the first place light dash for the corresponding short sound—

e.g. .....|..... *to:to:* (drag, transitive verb), .....|..... *toto:* (gush forth),  
 .....|..... *toto* (blood).

7. Use the heavy third place dash for the long sound of the Maori “u” as in “too” and the light third place dash for the corresponding short sound—

e.g. .....|..... *tu:tu:* (summon), .....|..... *tutu:* (be raised as dust),  
 .....|..... *tutu* (preserve birds in fat).




8. Where two vowels occur together, and there would be no confusion, use the diphones as follows—

..... First place for Maori “a” plus another vowel, second place for Maori “e” plus another vowel, and third place for Maori “i” plus another vowel; and use ..... first place for Maori “o” plus another vowel, and third place for Maori “u” plus another vowel—




e.g. ..... *Waitapu*, ..... *Reikorangi*, ..... *Kiokio*,  
 ..... *Toa Toa*, ..... *Tui*.

Where confusion would result, both vowels must be written. If they occur between two strokes, one should be written after the first stroke, and one before the second.




9. Where three vowel sounds come together, and there would be no confusion, add a tick to a diphone, making what may be called a Maori triphone—

e.g.  Pueora,  Pouawa,  Tuai.

Where confusion would result, separate the sounds into a diphone and a vowel, or a vowel and a diphone, for example, using the same words—

 Pueora,  Pouawa,  Tuai.

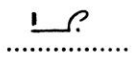


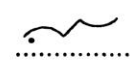
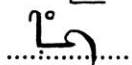
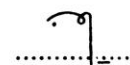
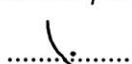
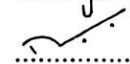


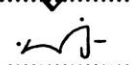

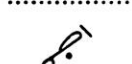
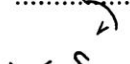
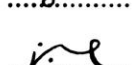
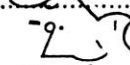
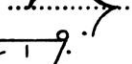
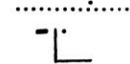
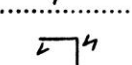

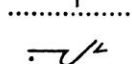
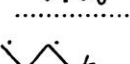
10. If four vowel sounds occur together, use two diphones, one after the first stroke, and the other before the second—

e.g.  Waioeka, in such a case using the stroke  (w) instead of the semicircle  (w).


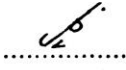
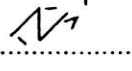
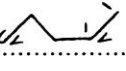
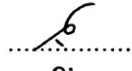
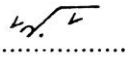
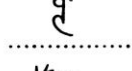
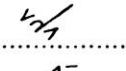








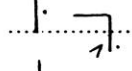

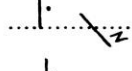
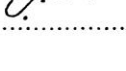
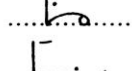
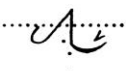
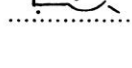

The Maori words in the following list are written in accordance with the above suggestions.

*All vowels in paragraphs 8, 9 and 10 above are short.*

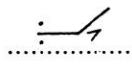




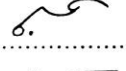

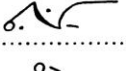

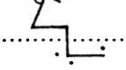
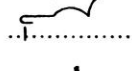

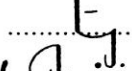
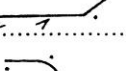
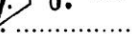

NORTH ISLAND

Auckland		Levin	
Dannevirke		Marton	
Dargaville		Masterton	
Featherston		Morere	
Gisborne		Morrinsville	
Hamilton		Napier	
Hastings		New Plymouth	
Helensville		Ohakune	
Kaikohe		Otaki	
Kaitaia		Palmerston	
Kawhia		Paraparaumu	

NEW COURSE

Patea		Waihi	
Rotorua		Waipukurau	
Russell		Wairakei	
Stratford		Wairoa	
Taihape		Waitomo	
Taupo		Warkworth	
Tauranga		Wellington	
Te Aroha		Whakatane	
Te Kuiti		Whangarei	
Te Puia		Whangaroa	
Thames		Whitianga	
Tokaanu		Woodville	

SOUTH ISLAND

Akaroa		Glenorchy	
Ashburton		Greymouth	
Balclutha		Hanmer	
Blenheim		Havelock	
Christchurch		Hokitika	
Cromwell		Invercargill	
Dunedin		Kaikoura	
Geraldine		Karamea	

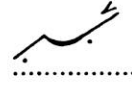


PITMAN'S SHORTHAND

Lumsden



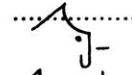
Rangiora



Lyttelton



Reefton



Manapouri



Riverton



Motueka



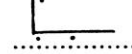
Ross



Murchison



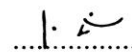
Takaka



Nelson



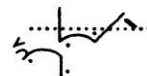
Te Anau



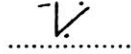
Okarito



Timaru



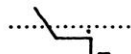
Otira



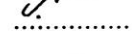
Waimate



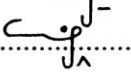
Picton



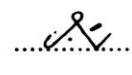
Wanaka



Queenstown



Westport



## INDEX

*References are to the paragraph numbers unless otherwise stated*

## A

Abbreviated *W*, 37  
*Accom-*, Prefix, 74  
 Additional Forms—Double Consonants, 42, 43, 44, 45

## C

Capitals, 2  
 Circle *S*, 21, 22, 23, 24  
 Circle *S* and Double Consonants, 38, 40  
 Circle *S* and *N* and *F* Hooks, 50, 51  
 Circle *S* and *L*, 27  
 Circle *S* and Phrasing, 23  
 Circle *SES*, 30  
 Circle *SW*, 31  
 Compound Consonants, 60  
 Compound Words, 85  
*Con-*, *com-*, *cum-*, *cog-*,  
 Prefixes, 73  
 Consonants, 1, 8, 10, 14, 15, 16, 20  
 Consonants, Compound, 60  
 Consonants, Double—Curves, 42  
 Consonants, Double—Straight  
 Strokes, 38, 39  
 Consonant *H*, 20, 62  
 Consonants, Joining of, 3  
 Consonants, Omission of, 63

## D

*D* Indicated by Halving, 33, 34  
 Diphones, 78  
 Diphthongs, 17, 18

Diphthongs and Halving, 34  
*Dr* Indicated by Doubling, 68  
 Double Consonants, Additional  
 Forms, 42, 43, 44, 45  
 Double Consonants and *S* Circle,  
 38, 40  
 Double Consonants—Curves, 42  
 Double Consonants—Special Use of,  
 41  
 Double Consonants, Straight  
 Strokes, 38, 39  
 Doubling Principle, 68, 69, 70, 71,  
 72  
 Doubling Principle and Phrasing, 72  
 Downward *L*, 27, 36

## F

*F* and *N* Hooks and *S* Circle, 50, 51  
*F* and *N* Hooks, medially, 49  
 Figures, 84  
 First-place Vowels, 11  
 First Position, 11  
*Fl*, *Vl*, Additional Signs for, 43  
*F* or *V* Hook, 47  
*Fr*, *Vr*, etc., Additional Signs for, 42  
*-fulness*—Word-ending, 77

## G

*Gr* added to *Ng*, 45

## H

Halving, 33, 34, 35, 59, 64, 65  
 Halving—Disjoined *t* or *d*, 67

Halving—Finally Hooked Strokes, 48  
 Halving, Not used, 35  
 Halving—Phrasing, 67  
 Halving— *-shun* Hook, 59  
*H* Consonant, 20, 62

**I**

*In-*, Prefix, 75  
*-ing*, Suffix, 76  
 Intersections, 86  
*Intro-*, Prefix, 74

**K**

*Kr* Added to *ng*, 45

**L**

*L* and Phrasing, 10  
*L* and the Circle, 27  
*L* Downward, 27, 36  
*-lessness*—Word-ending, 77  
*-lity*, 77  
*-logical-ly*, 77  
 Loop *St*, 28  
 Loop *Str*, 29  
*-ly*, Suffix, 77

**M**

*Magna-*, *Magni-*, *Magne-*, 74  
*-ment*, 77  
*-mental-ly-ity*, 77  
*Mp*, *Mb*, Doubled, 72

**N**

*N* and *F* Hooks and *S* Circle, 50, 51  
*N* and *F* Hooks, Medially, 49  
*-nce*, 53

Negative Words, 75  
*N* Hook, 46  
*Ng* Doubled to Add *kr* or *gr*, 72  
*Ng* Hooked to Add *kr* or *gr*, 45

**P**

Phrasing Defined, 6  
 Phrasing—Doubling Principle, 72  
 Phrasing—Diphthongs, 18  
 Phrasing—Halving Principle, 67  
 Phrasing—*L*, 10  
 Phrasing—*S* Circle, 23  
 Phrasing—Stroke *H*, 20  
 Phrasing—*SW* Circle, 31  
*Pl* Series, 38  
 Position, First, 11  
 Position, Second, 12  
 Position, Third, 13  
 Position of Half-length Strokes, 34  
*Pr* Series, 39  
 Prefixes, 73, 74, 75  
 Punctuation, 7

**R**

*R*, Two Forms for, 14, 15, 16, 26, 82  
*-rity*, 77

**S**

*S* Circle, 21, 22, 23, 24, 38, 40, 50, 51  
*S* Circle and Phrasing, 23  
 Second-place Vowels, 2, 4, 9  
 Second Position, 12  
*Self-*, Prefix, 75  
*Self-con-*, Prefix, 75  
*Ses* Circle, 30  
 Short Forms, pages 163, 167, 170  
 Short Forms Defined, 5  
*-ship*, Suffix, 77

*Shr* and *Shl*, How Written, 44  
*-shun* Hook, 55, 56, 57, 58, 59  
*Sh* Upward, 81  
 Special Use of Double Consonants,  
 41  
*St* Loop, 28  
*Str* Loop, 29  
 Strokes *S* and *Z*, When Used, 32, 83  
 Stroke *Z*, 25  
 Suffixes and Word-endings, 76, 77  
*Sw* Circle, 31

**T**

Third-place Vowels, 13  
 Third Position, 13  
 Tick *The*, 6  
*T* Indicated by Halving, 33, 34  
*THr* Indicated by Doubling, 68  
*Trans-*, Prefix, 75  
*Tr*, *Dr*, or *THr*, Indicated by  
 Doubling, 68  
 Triphones, 19  
*-ture*, Indicated by Doubling, 70

**V**

Vowel *aw* Joined Initially, 28  
 Vowel Indication, 14, 15, 32, 35, 36,  
 54, 57, 66  
 Vowels Before and After Strokes,  
 2, 10  
 Vowels Between Two Strokes, 13  
 Vowels, First-place, 11  
 Vowels, Second-place, 2, 4, 9  
 Vowels, Third-place, 13

**W**

*W* Abbreviated, 37  
*-ward*—Word-ending, 77  
*Whl*, 61  
*Wl*, 61  
*W*—Medial Semicircle, 80

**Y**

*-yard*—Word-ending, 77

**Z**

*Z* at the Beginning, 25