

ALSO BY
K. S. AIYAR

LIGHTNING CUTS TO HIGH SPEED
IN PITMAN'S SHORTHAND

DICTION EXERCISES ON
LIGHTNING CUTS TO HIGH
SPEED IN SHORTHAND

A HANDBOOK OF REPORTING
CONTRACTIONS AND GRAMMALOGUES

PITMAN

PITMAN'S
REPORTER'S
PHRASE BOOK

WITH AN INTRODUCTION TO THE
PRINCIPLES OF PHRASEOGRAPHY
IN PITMAN'S SHORTHAND

BY

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Official Reporter of Debates to the Imperial Legislative Assembly in India, Author of "High Speed in Pitman's Shorthand, Its Attainment and Possibilities," "Lightning Cuts to High Speed in Pitman's Shorthand," "Dictation Exercises on Lightning Cuts to High Speed in Pitman's Shorthand," "Dictation Exercises on Reporter's Phrase Book," and "A Handbook of Reporting Contractions and Grammalogues."

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PREFACE

THE author of this volume, who held the important position of Official Reporter of Debates to the Imperial Legislative Assembly in India, is an acknowledged authority on the subject of high speed in Pitman's Shorthand. In his Introduction he deals comprehensively with the principles underlying the formation of phrases, and in the pages which follow he gives lists of hundreds of abbreviations created by his ingenious devices and great experience.

To assist the student as much as possible, the lists have been grouped according to the principles involved in the formation of the phrases rather than in strictly alphabetical order. X

Although many of the forms used by the author may not be considered to be strictly orthodox, they cannot fail to interest and to assist the aspiring high-speed writer.

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INTRODUCTION

HISTORY OF PHRASEOGRAPHY

1. It will probably be news to many that the phraseographic possibilities of Pitman's Shorthand, which are among its most wonderful features, were neither discovered nor utilized to any appreciable extent until some considerable time had elapsed after it had established its position among the many systems of writing already in the field. Phonographers of the earliest period, and in this category I include the Inventor himself, felt great hesitation in adopting even what would now be regarded as ridiculously simple joinings. Being the pioneers in this line, they proceeded, and quite rightly, with extreme wariness. In the course of a lecture delivered before the London Phonetic Shorthand Writers' Association (as it was then called) that veteran phonographer, the late Mr. Thomas Allen Reed, described the "flutter of excitement" he felt as he thought over the remarkable potentialities of a phraseogram used in a letter he received either from Isaac Pitman or one of his brothers. It is none other than the simple phrase *I am glad*, which is such a commonplace at the present day. Although some very elementary phrases were included for the first time in a textbook published in 1845, it was not till 1855 that the first regular phrase book was issued as a result of Mr. Reed's systematic study of possible developments in this direction. This formed the frame-work of successive enlarged editions issued by the Pitman House from time to time containing such additional phrases as the experience of teachers and expert writers had demonstrated to be useful and reliable, the latest descendent of these being the New Era edition embodying nearly three thousand useful phrases.

A Fascinating Study

2. There is perhaps no more fascinating aspect of the study of Pitman's Shorthand than the subject of phraseography. //

It is a fascinating study for many reasons. It represents an interesting development of an art which has a charm and beauty of its own, a development without the help of which it would be extremely difficult to cope with the strain of reporting verbatim the utterances of our fastest speakers. The idea of telescoping outlines representing whole groups of words, and of jotting them down perhaps quicker than it sometimes takes to utter the words which they represent, is one that makes a strong appeal to the wonderful and imaginative in human nature. To an ingenious and resourceful devotee of the art, the subject opens up a practically unlimited field for exploration in the way of possibilities of fresh combinations. In fact, the study of this aspect of Pitman's Shorthand is so interesting and requires such careful study and investigation for its mastery that it has been quite legitimately termed an art within an art.

Need for Caution

3. But if the subject is interesting, it is not without its element of danger. There is no branch of the study which is more liable to abuse and on that account deserves to be pursued with greater caution. Young and impatient students especially need to be reminded of the warning given by that experienced reporter, the late Mr. Thomas Allen Reed, who pointed out that it is generally the "young tyro who delights in long and laboured phraseograms, and is jubilant over combinations fearfully and wonderfully constructed, which would fill a practised scribe with supreme contempt and unutterable horror." Some of them often get it into their heads that they have only to invent a number of wonderful short cuts to take them quicker to the goal of high speed. One sometimes comes across writers whose minds have been so unbalanced by the phrasing mania that, far from being encouraged to phrase, they deserve the severest rebuke and warning that it is possible for one to administer. The craving for all kinds of fanciful and fearful phrases develops in not a few cases into a perfect craze, the result being that sooner

or later, oftener sooner than later, the student gets entangled in the meshes of his own creation and pays the penalty for his imprudence by painful racking of the brain at the time of transcription. He wastes time in trying to decipher ill-digested outlines of his own invention, even if in the end he does not make a muddle of his transcript. It is therefore dangerous to be obsessed with the phrasing mania. Phrases are exceedingly obedient servants, but very truculent masters. Once they get an unfortunate student in their grips, he might as well leave alone all thoughts of aspiring to high speed. Like a race-horse which, if weighted with a heavy load, cannot gallop as swiftly as it otherwise would, the pen of a writer who thinks of phrases all the time cannot move fast, for the phrasing mania acts as a veritable drag on the celerity of the brain and consequently of the hand. When a phrase, memorized or otherwise, does not leap out of the pen with almost lightning rapidity or, in plainer words, fails you, it is better on that occasion to write out the words separately instead of straining the memory to recollect that phrase, wasting time, losing words, and possibly shattering your self-confidence.

Amateur Phrasing

4. It is one of the important duties of teachers to restrain the tendency of immature students to make fancy phrases for themselves, as at their stage of progress, they cannot bring to their work the experience and the intelligence which writers who have been "through the mill" can. In the higher flights of speed especially, legibility, as learners and budding speed aspirants understand it, is bound to diminish to a certain extent, but shorthand notes in the hands of a cultured writer are quite safe, though ill-written. He can almost spontaneously supply gaps with accuracy, and though he inserts a few words here and there in substitution for those which cannot be easily deciphered, the sense is in no way perverted. No writer should, therefore, tread upon what to him is the dangerous path of independent phrase-making

until he has done professional work successfully for a number of years, gained the experience and general culture which naturally follow in its wake, and developed to perfection those intellectual faculties which enable every intelligent writer to arrive at the correct words with unerring accuracy in all cases of doubt and difficulty.

Dangers of "Arm-chair" Phrases

5. Phrases are specially intended to facilitate the work of rapid verbatim reporting, and it is of the essence of a good phrase that it should have stood the test of the hammer on the anvil of the reporter's table. It may safely be said, therefore, that suggestions regarding possible useful combinations must really emanate from the severe trials of everyday work, and not from the arm-chair of the theorist. There are certainly many competent and experienced teachers who, though not very fast writers themselves, possess the shrewdness and the cultivated instinct for pronouncing upon the reliability of any outline when employed in the course of rapid work. But speaking generally, outlines suggested by persons who have no reliable high speed records to their credit or who have not successfully undergone the trials of various phases of difficult verbatim reporting, should be accepted with caution, for many an outline which has been evolved out of laborious cogitations in the calm atmosphere of a study, and has not gone through the baptism of fire, proves treacherous when put to the rigorous test of rapid professional work.

A Cause of Hesitancy

6. There is one other danger, perhaps more serious than the one referred to above, in regard to the use of phrases, which students need to be warned against, and that is the confusion and hesitancy resulting from having practised or even seen different outlines for the same phrase. If the student has come across short cuts for the same phrase, which are at variance with each other, he finds himself in a quandary. He will, of course, in the end choose for his use that particular

outline which strikes him as the most facile. But the fact of his having seen the same phrase expressed in a different way may give rise to hesitancy. I recollect being in this difficult position. In the course of rapid work, I came across an unusually long word. I suddenly remembered having seen a very brief form for it somewhere, but unfortunately could not recollect it sufficiently at the moment to be able to put it down with the requisite promptitude. A vague mental image of the brief outline once *seen* but not sufficiently mastered had created the mischief. The result was hesitancy and loss of words. Though the word in question could be easily transcribed from memory, the incident served to put me on my guard. I believe that similar experiences must have befallen almost every reporter.

When to Extemporize

7. There is one other matter also in regard to which students need to be warned, and that is the practice of resorting, on the spur of the moment, to untried phrases met with in the course of actual work. Nothing can be more risky than this practice of experimenting by immature writers, especially when writing at their top speed. When the time for transcription arrives, outlines extemporized in this fashion are likely, in the absence of an exceptionally retentive memory, to prove obstructive and refuse to surrender themselves. There are, however, cases where familiar groups of words occur so frequently that it is irksome to write them *in extenso* every time. In instances of this kind, it is not only desirable but imperative that the writer should devise convenient and unmistakable outlines for them when they occur beyond the second or the third time. Care should, however, be taken not to carry extemporizing too far. As a general rule, it should be limited to outstanding groups of words which occur with an irritating persistence that demands summary and effective methods of expressing them. When writing at a relentless speed, a few seconds' hesitation may throw you off the rails and consequently there is not much time left for

devising many new forms. In the great majority of cases it will not be found possible to do this the first time the group of words is encountered, and to this extent it is possibly a misnomer to call it extemporizing. If a group of words has to be dealt with by an improvised outline, it is better to visualize its outline beforehand wherever possible instead of working it out at the moment of writing. If the notes are transcribed some time after they are taken down, it is essential to make a careful note of the outlines improvised, so that they may not elude the memory. Ordinarily, however, no phrase should be used which has not been thoroughly mastered, and which cannot be recognized at a glance. In cases where the nature of the work to be performed is known, it will be found helpful to devise convenient outlines beforehand, and keep them handy for emergencies. In the case of very technical matter, with which the writer is not familiar, it is unsafe to devise too many forms.

The Value of Judicious Phrasing

8. It is perhaps too late in the day to question the necessity and the utility of good phrases. No reporting work of any kind can be done without resort to them to some extent. Spoken matter, with which the shorthand writer is mainly concerned in everyday work, differs materially from written matter; in other words, language delivered offhand differs in its style and structure from that generally used in books and other compositions where some attempt is made at literary perfection and even refinements of phraseology. Both types of matter have their peculiar difficulties for the shorthand writer. If written matter, composed in the leisure of the study, contains many lengthy words which necessitate long drawn outlines, rapid conversational talk is equally trying on account of the great number of monosyllabic words in which it generally abounds. Many words of one syllable quickly following each other tax the writer far more than long words which in the majority of cases are dealt with by convenient contractions. It would be too much of a strain on

the hand if it were attempted to represent each small word separately and, were the exertion prolonged, it might result in physical breakdown. Without the help of judicious phrasing, therefore, it would be practically impossible to follow even a slow speaker verbatim.

Genius of the Pitmanic System

9. Pitman's Shorthand is certainly a marvellously perfect system, but, although it is quite capable of coping with the fastest human utterance, occasions arise when the pen finds itself unequal to the task of keeping pace with the tongue. The fact is that if the writer fails to avail himself of all the possible facile and abbreviated forms for long words and repeated phrases, the pen is subjected to what is really an unequal struggle. Moreover, by not utilizing all possible facile contractions for frequently occurring terminology, he fails to take full advantage of the undoubted genius of the Pitmanic system.

Plea for Advanced Phraseography

10. Once it is conceded, as it must be, that it is not possible to dispense with phrasing, the question arises as to how far it can be adopted with advantage. Opinions of writers on this question vary widely. There are reporters so timid and conservative in their outlook that they will hesitate to use any phrase that has not got the explicit sanction of the textbooks. Some despise phrasing except of the most simple and elementary kind, holding the opinion that high speed work depends more on dexterity of hand and mental vigilance than on the employment of extensive phrasing, while some reporters are so venturesome that they not only utilize phrases to the widest possible extent compatible with safety, but at the same time devise a great number of phrases suited to the requirements of, and frequently in use in, their particular line of work.

Possibilities of the System

11. One must not disguise the fact that it is certainly possible to perform the fastest kinds of reporting, resorting

only to the simplest forms of phonographic joinings, but this can by no means detract from the value of judicious phraseography. On the other hand, it is a tribute to the perfection of the system and its possibilities in the hands of expert writers. If feats such as this can be accomplished unaided by advanced phrases, how much more is it possible to achieve with the help of the wonderful time and labour-saving expedients for which Pitmanic Shorthand affords such abundant scope.

Mr. Reed's Opinion

12. Veteran writers, like Mr. Reed and others, who belonged to a previous generation, set their face resolutely against any serious departure from the canons of the textbook. As a matter of fact, Mr. Reed deliberately stated, as a result of half a century's study and practice of the art of shorthand: "I think the extreme practical phraseographic limit is reached in Mr. Pitman's published exercises, the *Phonographic Phrase Book* containing above two thousand useful phrases, and that the pupil should rather endeavour to keep within than go beyond it." This opinion, though expressed over twenty-five years ago, will certainly find general acceptance to-day so far as the pupil is concerned, but there will probably be hundreds of reporters at the present time who cannot so readily accept the view that the "extreme practical phraseographic limit" has been already reached.

13. At the time Mr. Reed expressed the opinion referred to above, phraseography was only in its infancy. It is difficult to imagine what the feelings of the older generation of Pitmanites would be, if they could appear on the scene and were asked to pronounce on the great number of innovations adopted at the present day. I myself believe that Mr. Reed, for example, if he were alive to-day, would have no hesitation in expressing his readiness to fall into line with the great strides which phraseography has now made. I am fortified in this opinion by an examination of some of the outlines suggested by Mr. Reed in his *Technical Reporting*, which go to extreme lengths in the matter of brevity.

Need for Progress

14. There are signs of progress all round, and surely the art of phraseography must keep pace with the advance in other directions. Standing still in this matter is out of the question, and if investigation and experience reveal that there is scope for extending the application of principles already in use, provided always it is done consistently with safety and without violating the basic principles of the system, it is surely the part of wisdom to take advantage of the position. There can, therefore, be no finality in a subject of this kind. In fact, I can visualize a state of things when those who are now accused of their rash heterodox tendencies will, if they live to see the developments, say, twenty-five years hence, certainly be astonished at their own moderation in their younger days. At one time I used to look with great suspicion, not unmixed with aversion, on phrases which departed even by a hair's breadth from the dictates of orthodoxy. Experience has, however, taught me otherwise, and I have since had the privilege of bringing many conservative writers round to my view. I know many competent reporters who use only the most elementary phrases. Their attitude towards the higher possibilities of phrasing is to my mind one of indifference and not of condemnation. In their earlier days they did not, of course, have the opportunity of profiting by the progress that has since been made in this line. Accustomed for decades to a particular style of writing, they are naturally disinclined to plunge into untrodden paths when possibly they are approaching the end of their careers. Having acquired a certain degree of skill sufficient to cope with all the immediate demands that may be made upon it they rest content, and do not worry themselves about making researches in the matter of phonographic combinations or assimilating those suggested by others. If writers of this type are in the habit of following a speaker absolutely on his heels, they cannot possibly take advantage of phrases comprising many words, preferring to jot down the words then and there rather than keep a few words behind and avail themselves of convenient joinings.

Advantages of Phrasing

15. It is quite true that these reporters are competent to do creditable work. But at what cost? They will necessarily have to keep writing at a high strain while a fortunate colleague in similar conditions gets on with comparative leisure by resorting to judicious phrasing. This strain, if continued long enough, is bound to bring about muscular fatigue quicker than would otherwise be the case, as each additional lift of the pen, which resort to phrasing could obviate, means an unnecessary dissipation of staying power. Further, the use of phraseograms helps the work of transcription tremendously, as they are compact, unmistakable in their appearance, and the eyes take them in at a glance, instead of being compelled to travel over perhaps half a line. The danger of illegibility is, as a matter of fact, greater in the case of simple word forms written at high speed; for, beyond a certain stage, disjointed simple forms cannot preserve their shape to the extent that compact abbreviated forms for them can. Moreover, in a phrase one part naturally suggests the other, and though a number of unimportant words are altogether missed, context does not leave the writer in any doubt as to what those are and must be. Economy of space is another not unimportant consideration.

Repeated Verbal Combinations

16. When one is writing at a comparatively slow pace, one can afford to despise advanced phrasing, but when a writer is racing hard after a speaker who pours forth words at a merciless rate, it is obvious that unless he is well-equipped to take advantage of all possible time and labour-saving combinations, he will be left hopelessly behind. When, for example, a witness is examined, questions and answers are generally tossed to and fro with alarming rapidity. They are often couched in language in the composition of which many groups of words occur repeatedly, which admit of their being rolled off the tongue without apparent effort, as if they were one word, and therefore require to be dealt with with equal

promptitude. I can remember a member of a commission of inquiry who invariably began every question to the witness with the words *Is it or is it not a fact* or *Do you know whether or not*, and uttered them and the succeeding words with a rapidity that was often embarrassing. Surely the shorthand writer ought to have some weapons in his armoury to cope with situations of this kind. If he had, with what nonchalance could he afford to trifle with the speaker and his speed. If, for instance, a sentence like "As a matter of fact, in this instance, it seems to us that there are several ways in which it can be done" occurs, what a veritable godsend would such a cluster of words be to the harassed reporter, and what a feeling of relief and triumph would he get if he could dispose of that sentence in five pen lifts instead of fifteen. With one bound he could catch up the speaker and even take a short and well deserved respite.

The Luxuries of Phrasing

17. There is a remarkable difference between two writers of equal professional ability engaged in high speed work and writing at their top speed, one of whom avails himself of judicious phrasing to the fullest possible extent, and the other prefers to get on without its help, except for very simple joinings. This can be brought home impressively to any one who doubts the efficacy of good phrasing by getting him to carefully observe the pen movements of the two writers and their demeanour generally. In the one case, he will observe that the pen glides along nimbly, that the outlines are compact, neat, and steady in view of the greater time at the writer's command, that he makes short work of whole groups of words with a few leisurely, albeit quick, wriggles of the pen, and is prepared to continue note-taking for a fairly long period, that the matter is got down quicker and the writer is able to snatch a few seconds' respite now and again. In the other he cannot help noticing a restless hopping of the hand from stroke to stroke, that the outlines present a sprawling appearance, that muscular exhaustion sets in earlier, that

the writer races breathlessly in the struggle to get the words down somehow, and that he would gladly, if it were possible, take some rest. In short, writing in the one case is a luxury, and in the other a slog. The sight is one that must bring home to the spectator in a manner not otherwise possible the overwhelming advantages of judicious phrasing. Phrases, in fact, help a writer in exactly the same way that high and long jumps help a man in winning a hard race when he finds that he has to negotiate many obstacles in the shape of hedges and ditches across his path. Phrases are, therefore, valuable aids, and should be availed of to the fullest possible extent compatible with safety, ease in writing, and legibility.

Essentials of Good Phrases

18. The essentials of a good phraseogram were admirably summed up by Mr. Reed in the following terms—

- (1) It should be clear, distinct, legible, and not likely to clash with single words or other phrases.
- (2) It should rarely exceed five or six words.
- (3) None of its characters should ascend or descend so far as to interfere with the writing in the line above or below.
- (4) Its junctions should be easy, natural, unforced, such as the hand can readily form without halting or hesitation.
- (5) It should not include any difficult or unfamiliar word.
- (6) The words should be grammatically or naturally connected, and such as would be read without pause, and would not require to be divided by any mark of punctuation.

There is only one qualification that need be made to this otherwise unexceptionable statement, and that is in regard to No. (1). The requirement that the phraseogram should not be likely to clash with single words or other phrases, though essential in the case of young writers, is one which, in my opinion, can be wholly relaxed in the case of capable

and experienced writers who can always depend on the context to help them. It is, however, desirable that this rule should be adhered to where the word or phrase with which it is likely to clash conveys a similar meaning or one which is possible in the context. Even in such cases, judicious vocalization will set doubts at rest. *well*

Principles of Phrasing

19. There are certain general principles governing the formation of all useful phrases to which attention may be drawn.

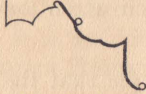

(i) It is a very well-established principle that the position of every phrase is determined by that of the initial word, the fact that the succeeding words get out of their normal position being for our purpose quite immaterial.

(ii) It is worth while forming outlines for phrases only if they occur with reasonable frequency. It is waste of time and energy to devise outlines which are not likely to be employed for years together.

(iii) In devising outlines for your own use, you must guard against making revolutionary or complicated changes calculated to scare away the great majority of the practitioners of the art. The notes of even expert writers should, to the utmost extent possible, be such as can be read with reasonable facility by other writers of equal professional standing, and by their juniors if the notes are handed over to them for transcription. I must, therefore, deprecate the formation of phraseograms which bear no resemblance, and can, therefore, give no clue, to what they are supposed to represent, which absolutely over-ride all well settled principles of phrasing, and may, in short, be termed fancy phrases.

(iv) It is a mistake to adopt too many small or delicately constructed phrases. They are difficult to form, and in fast writing are liable to get misshaped. Moreover, as has been aptly remarked, "the hand loses its power to make small and accurate characters in exact proportion to its increase in

speed." When writing at high speed, there is, for example, considerable risk in expressing it will have had with the outline ⌒.

(v) Outlines that drag their weary length up and down the line should be carefully avoided. However handsome they may appear, they are not adapted to rapid work. Their great drawback is that the hand in writing them is apt to get stationary, and to lose its momentum. I remember seeing in a phonographic publication many years ago the joinings  and  representing *time and*

labour-saving device and *as we know it will be some time shortly*. One can only suppose that the writer of those phrases, when he was leisurely drawing them, did not give a thought to how far it was possible to use them at high speed. Unfortunately irreparable mischief is done in some cases by such far-fetched and laboured joinings. They are naturally taken by inexperienced students as types of phrases which they can imitate with safety.

(vi) On the other hand, an outline which at first sight looks involved is not necessarily difficult to write. What is needed will probably be that it requires only sufficient practice to be able to draw it swiftly and perfectly.

(vii) While it is necessary to secure the maximum degree of brevity in the construction of outlines, there is considerable danger in carrying brevity to the point of endangering legibility and the suitability or otherwise of a brief outline should entirely depend on how far it can be relied on to preserve its shape and legibility when written at the maximum speed of the writer.

(viii) Outlines designed for phrases which are not in fairly constant use should have an unmistakably distinctive individuality about them, so as to give instantaneous clue to the whole group. Wherever possible, one suggestive word of the group should be written in full, resort being had to

intersection and juxtaposition, as these afford valuable help in securing legibility.

(ix) Another important consideration in forming phrases is the securing of uniformity of outlines as far as possible. Some authors have attempted to provide three or four different forms for the same word, the form likely to give a facile joining in the particular circumstances of the phrase to be dealt with being employed. In a case like this, the advantages of an easy joining are altogether neutralized by the mental hesitancy which is bound to result. This remark, however, is subject to certain exceptions, which should be limited to the very minimum. For example, I would favour, as an alternative to *have* the inverted form of the outline which represents *you* (∪), and *way* halved as an alternative to ∩ whenever they conduce to facile joinings. But as a general rule, it is preferable to make one outline represent two or three different words absolutely remote in sense from each other and belonging, wherever possible, to different parts of speech. I have, for instance, used ∫ to represent words differing so widely in their meaning as *rainfall*, *rank and file*, and *retrospective effect*, and have never had the least doubt as to what the expression used in a particular context was. Similarly ∪ can be used safely for *sure* and *assure*, ∩ for *gone* and *beginning*, and ∪ for *Lord* and *length*. This principle can be safely extended in many directions without possibilities of conflict.

(x) While words delivered at a bound should generally be dealt with by facile forms, there are cases of familiar clusters of small words, which, though uttered rapidly, are better written separately, because of the ungainly and forbidding nature of the joinings which would result if they were joined.

(xi) Finally, although all phrase making should follow some well settled principles, the student must not forget that the end and aim of all phraseography is to secure clear cut and absolutely facile joinings. Phrasing principles are after all

Agreed

only a means to an end; and if the occasion demands departure from them, the writer should have no hesitation in deviating from them, of course, with discrimination, if the end justifies the means.

Summing Up

20. To sum up, it is of the very essence of a good phrase that

(i) it should be capable of being written with one clean sweep of the pen;

(ii) it should not involve too many angles or hooks;

(iii) it should not necessitate too many jerky movements up and down the line;

(iv) it should not involve many minute distinctions or knotty involutions of the pen calculated to check the free movement of the hand;

(v) it should be capable of retaining its lineality and not be liable to get misshaped under the stress of rapid writing, and

(vi) its appearance must be unmistakable (though it may represent two or more different phrases, provided their senses are so remote that the context will always identify the one intended); or, in other words, it must be so constructed that when used in a particular context it is incapable of being mistaken for any other set of words that could occur in that context.

How to Master Phrases

21. Before attempting to memorize the phrases the student should endeavour to get a firm grasp of the principles on which they have been constructed. To help him in this work, a departure has been made from the more familiar way of arranging phrases, inasmuch as they have been grouped together with reference to the principles which govern their formation rather than in their strictly alphabetical order. Attempt has also been made, in order to avoid unnecessary repetition, to

embody the longer phrases as far as possible, on the principle that the longer covers the shorter.

Hasten Slowly

22. The student will find some of the phrases so simple in their construction that they can be adopted almost from the start. I would, however, advise him to go carefully through the whole list and, to begin with, note down and master those for which he is likely to have fairly constant use, or on the analogy of which he can devise forms to suit his individual requirements. A student may already have a handy outline which he has used for years, which he can recognize at a glance, and has found to be thoroughly reliable. In cases of this kind, it would be an ill-advised step to discard the familiar outline for a new one, even though the latter may be decidedly better. On the other hand, there will probably be many cases in which the student will find that the outline suggested here is so distinctly superior to the one he has been using as to merit adoption. If he decides to change, he should do so warily. He should not attempt to master too many at a time. It is better to master five phrases thoroughly than to know fifty imperfectly. As a means to this end, I would strongly recommend dictation at a comfortable speed in the initial stages. This will help the student to get his mind and hand trained to take in the new outline.

Avoid Phrasing Mania

23. No one should be obsessed with the phrasing idea and be on the eager or perpetual watch for joinings. Sometimes you may be deceived. The beginning of a phrase may appear to you as one for which you have a convenient outline, but you may find to your disgust that the latter portion has been so altered that your hopes of employing your familiar phraseogram are suddenly dashed to the ground. When a pet phrase disappoints you at the psychological moment, do not feel sorry or worried but get along either by writing the words in full or putting them down in whatever way comes handy at

Imp.

the moment, remembering always that the great thing is to get them down.

Keeping in Touch

24. There are hundreds of simple phrases whose acquaintance you make very early in your career—phrases which combine so gracefully and which you have been using so frequently and so long that they have become, so to say, part of your nature. In the framework of these countless phrases, simple words, such as *I, he, they, shall, may, can, and will*, figure largely. These you can dash off your pen without a thought that you are phrasing at all. But there are others which you do not come across so frequently, but are nevertheless extremely useful. To master them thoroughly you require to copy them many times over, until the process of writing them, when the occasions arise, becomes a wholly effortless and even pleasurable operation. There are, however, many memorized phrases which come in very handy when they do occur, but which come your way only once in many years. Getting out of touch with them for long periods you are likely to retain only a hazy idea of their forms. You must, therefore, furbish up your knowledge of them at frequent intervals.

The Human Factor

25. Suppleness of fingers and careful training of the hand have an important bearing on the question of the mastery and effective use of phraseograms. Intelligent and assiduous practice will so ingrain the student in the habit of utilizing phraseography that it will be impossible to write separately words which can be easily dealt with as a group. Here, as elsewhere, the human factor plays a vital part. A dull writer with a heavy hand may have to exert himself more than one gifted with an alert brain and a quick hand. Given the will to persevere, nobody need be discouraged, for natural deficiencies of this kind can be overcome by patient and intelligent industry.

Reporter's Phrase Book

26. As the title of this work indicates, this phrase book is specially intended for fairly advanced writers. Before taking up this work, the student should have made himself familiar with the principles laid down in the *Instructor*, and he should also have thoroughly mastered the contents of the *Phonographic Phrase Book*. This work is intended to take the student several stages further and give him a glimpse of further possibilities. Incidentally I have availed myself of the opportunity to include a number of phrases which shorthand writers in India are frequently called upon to tackle.

Obligations of the Author

27. The phrases embodied in the following pages are, after all, only typical of hundreds of others which can be profitably constructed by any intelligent writer when necessity arises and, although they constitute only a selection from a longer list, they embrace practically every important abbreviating device that I desire to suggest. Care has been taken to see that the phrases selected for inclusion in this work are those in almost everyday use, and I feel sure that earnest and enthusiastic devotees of the subject will find in them sufficient material to stimulate thought and a spirit of inquiry. It would, for obvious reasons, be impossible to claim absolute originality for each one of the phrases. No author of a book of this kind can possibly do so. Some of the phrases incorporated here have probably appeared elsewhere, and it is only fitting that I should acknowledge my indebtedness to previous workers in the field. I have particularly laid under contribution the *Instructor*, the *Phonographic Phrase Book*, *Technical Reporting*, the *Stenographic Expert*, *Speed Expedients*, and *Short Cuts in Shorthand*. I think that in a matter of this kind one should, to a certain extent, naturally take stock of what has already been accomplished. In the course of over twenty years' study of innumerable phonographic books and periodicals, I must have come across several hundreds of useful joinings, which have become part and parcel of my

phraseographic equipment. It would, therefore, be an extremely difficult task to trace each outline to its source. I can, however, claim that I have framed a good number of them myself and used them with very great advantage for many years. Again, a substantial number of the phrases suggested will be found to be legitimate and useful joinings, which strike one as quite easy and useful but which have somehow escaped attention. Though they appear obvious, they must nevertheless be carefully thought out beforehand and mastered. Unless the student makes their acquaintance in advance, he will not find them very ready to come to his help on the spur of the moment. What the student should aim at is, in the first instance, to grasp the principles on which phrases are built, and to envisage their application to all possible verbal combinations where they can be brought into play. It has been remarked by a writer on phrasing that once the principle of writing words is grasped "the memorizing of tediously extended phrase lists is no longer a necessity." This is a view to which I cannot subscribe. It is, I think, essential not only to grasp the principles on which phrases are built but also to master the phrases themselves, so that they can be spontaneously applied, and this can be done only by repeatedly copying them and getting the mind and the hand thoroughly accustomed to them. Whether this process is called mastering or memorizing is immaterial. Merely grasping the principle without thoroughly exploring its practical application to all representative and oft-recurring combinations is of very little use.

Devising Special Contractions

28. It is neither possible to give an exhaustive exposition of the principles of phrase formation, nor to attempt to provide a comprehensive list of the infinite varieties of combinations of words met with in different walks of life. An attempt in this direction has, however, been made by the House of Pitman, who have issued a series of valuable phrase

books, dealing with the phraseology met with in the various trades and professions. Writers called upon to deal with the parlance peculiar to these lines of work ought to take advantage of the help which these publications undoubtedly afford. There are many other lines of activity which do not come within the purview of these useful books, and the shorthand writers engaged in them will have to devise convenient forms to meet their individual requirements. In their case, it is particularly essential that the principles of phrase formation should be thoroughly mastered. In devising special contractions, care should be taken to see that they are the briefest and the most distinctive that could be adopted, consistently with the basic principles of the system.

Follow the Sense

29. It may be asked by some over-cautious writers whether some of the outlines suggested in the following pages are not too brief and liable to be misread. My views on this subject are emphatic. While pointing out that they have been constructed with sufficient care to warrant their use with safety, I maintain that no intelligent writer with a proper appreciation of the context and the general tenor of the subject matter with which he deals can go wrong. Once a phraseogram is so constructed that, when used in a certain context, it can represent only a particular set of words and no other, it is impossible for any intelligent writer to make a mistake. It is here that the superiority of the work of a shorthand writer who has a thorough grasp of the fundamental principles of grammar and syntax and a good knowledge of the language asserts itself as against that of a writer who, though a decidedly faster note-taker, lacks this general knowledge. The fact is that in the hands of an alert and intellectual writer context may be made to go a long way. It would not be possible to do this were we taking down only detached words or groups of words. Fortunately, in writing shorthand, we are concerned with whole sentences

conveying a coherent sense, and no writer who follows the sense can go wrong, at any rate seriously.

Conditions of Success

30. In conclusion, it only remains for me to add that the outlines embodied in this work have been well tried in actual work, and are the result of years of careful study and investigation. I have sedulously avoided any violation of the spirit of the rules of the textbook. In fact, the only departure I have made is in respect of the extension of the doubling principle, in view of the wonderfully facile and unmistakably legible outlines it provides in the case of a great number of frequently occurring groups of words. I feel sure that a careful study of the phraseograms will convince readers that, far from being either far-fetched or fantastic, they demonstrate the potentialities of the subject in the hands of agile and resourceful individuals. Almost every one of them has been used by me in the course of professional work and found to be thoroughly reliable. I can, therefore, confidently commend them to the careful attention of ambitious speed aspirants in the earnest belief that they will help to smooth the rough places on the path when racing hard to catch up speakers who pour forth words at a merciless and almost maddening rate. It is necessary, however, to sound a note of warning. The most perfect shorthand system in the world will prove of little avail in the hands of imbeciles of the type of one who is recorded to have turned "Do not cast pearls before swine" into "Do not cats prowl before sunrise!" I must, therefore, make it clear at the outset that I expect in my readers a considerable degree of mental alertness, diligence, and enthusiasm for the subject, a good working knowledge of the language, and a capacity to grasp intelligently the sense of the passage taken down.

Delights of Phrasing

31. I feel sure that even professional writers of many years' standing will find something worth acquiring in these

pages, for my experience has shown that the higher possibilities of the phraseographic art are a sadly neglected study and a practically unexplored region in the case of many advanced practitioners of the art. I do not believe there is much force in the familiar objection, which one sees frequently trotted out, that extensive phraseography taxes the memory and hinders speed. It is to my mind an objection which does little credit to the wonderful powers of the human mind, which is so prehensile that, provided it is trained and disciplined effectively, it can acquire and retain for long periods an amazing mass of knowledge. Phrases, judiciously constructed and thoroughly mastered, are a delight to use and an undoubted aid to high speed. Whatever exertion is involved in the early stages in acquiring correct phraseographic habits is amply compensated for by the resultant ease in writing and the splendid confidence it begets in the writer who is braced up by the feeling that in any emergency he has got a weapon at his command on which he can safely rely. Good phrases conduce to calm and unruffled movement of the hand, and help to postpone the stage of muscular exhaustion which the strain of writing at an abnormally high speed would otherwise bring about quicker.

An Inexhaustible Subject

32. Phraseography is one of those inexhaustible springs that can never dry. After many years' intensive study of the subject, I think I have touched only its fringe, for I still find that not a day passes without revealing possibilities of fresh combinations. Pursued with enthusiasm tempered by discrimination, the subject affords scope for intellectual recreation of a high order. An interesting offshoot of an art which has done much to conserve time, space, and energy, phraseography unfolds a further vista of unlimited potentialities in the same direction, and affords scope for the exercise of ingenuity to an extent that is really marvellous. If the aspiring writer has grasped its significance aright and acquired the capacity to use it judiciously, he will also have learnt at

the same time the secret of all accomplished shorthand writing—the ability to appreciate the sense of the passage and the grammatical relation and structure of sentences, the masterly skill to extemporize with lightning celerity graceful and unmistakable outlines for difficult words and word combinations, and to deal with them, as they are flung about like leaves in a terrific gale, with that calmness of brain, deftness of hand and unfaltering precision of outline which, in essence, constitute the highest manifestation of the phraseographic art.

K. S. AIYAR

NEW DELHI

ADDITIONAL GRAMMALOGUES AND CONTRACTIONS

BEFORE dealing with the practical application of the principles to which reference has been made in the preceding pages, I should like to draw attention to that extremely useful body of phonographic servants—the grammalogues which constitute fully a half and in some cases even more of the phraseology met with in everyday work. They are so easily learnt and become in course of time so familiar that they are dashed off without the slightest effort. Their services, moreover, are so valuable and indispensable that I have long been of the opinion that their number could be safely increased so as to cover a wider range of words. I have for many years used a number of grammalogues and contractions, not definitely provided for as such in the textbooks. These have served me well, and I give some of them below, more especially as they figure largely in the composition of the phraseograms suggested in the following pages.

A (alternative to the dot, used only in joinings)	certainty	
acceptance	⌋	convenience	
arrangement	⌋	circular	
authoritative, authoritatively	⌋	circularized	
begin, beginning	⌋	declaration	
belong, belonged, belonging	⌋	experience	
business	⌋	examine, examined, examination	
correspondence	⌋	economic	
certainly	⌋	exceptional	
		emergency	
		entirely	

explanation	e	objection	o
emphatic	l	obligation	o
fulfilment	f	obligatory	o
guarantee, guaranteed	g	purpose	p
have (alternative to be used only in joinings)	h	proceedings	o
headquarters	h	property	o
hesitation	h	people	o
I should	s	preponderance	o
impression	i	preponderant	o
initiative	i	quantity	o
institution	i	quarter	o
institutional	i	reference	o
jurisdiction	j	requirement	o
length	l	registration	o
lengthen	l	rupees	o
legislation	l	substance, substantial, substantially	o
manifestation	m	superintend, superintendent	o
misapprehension	m	superintendence	o
misunderstanding	m	similar, similarly, similarity	o
maintenance	m	standardized	o
mechanic, mechanical	m	standardization	o
mechanism	m	settle, settlement	o
municipal	m	spectacle, spectacular	o
only	o	substantive	o
object	o	situation	o

suggest, suggestion	s	unemployment	u
security	s	unity	u
schedule, scheduled	s	university	u
scientific	s	you (alternative to be used only in joinings)	o
tendency	t		
unless	u		

CLASSIFICATION OF PHRASES

PHRASES are constructed in a variety of ways, but they may be grouped broadly under the following main heads—

1. Simple phrases.
2. Omission by vowel indication.
3. Circles, large and small.
4. Omission of hooks and loops and formation of new hooks and loops.
5. Blending.
6. Halving.
7. Doubling.
8. Intersection.
9. Omission and intersection.
10. Omission and juxtaposition.
11. Omission, intersection, and juxtaposition.
12. Arbitrary phrases.

Almost every conceivable phrase can be brought under one head or another of this classification. It will indicate to the student the basic principles governing the construction of phrases and help him in forming for his individual use facile forms for the terminology frequently met with in his particular line of work. The examples given under each of the heads sufficiently illustrate the application of the particular methods involved, a thorough grasp of which will enable students to deal with analogous groups.

(1) Simple Phrases

There is very little to say about simple joinings, as they are easy in their construction. They are of two kinds—

(a) Those in which the outlines of all the words comprising the group are strung together, and

(b) Those in which minor words are omitted.

GROUP (a)

In the case of phrases falling under group (a); no words are omitted, nor do their outlines change their shape. All that is necessary is to know the outlines for the words which compose the phrase and to string them together, taking care to see that the joining is facile, and that the words satisfy the condition laid down in item (6) of paragraph 18 of the Introductory chapter. The number of words composing the phrase should ordinarily be limited to three or four, and should rarely exceed six or seven.

EXAMPLES

in his opinion		you are	
there are several ways		if that is not the case	
in which you are engaged		I think you will be glad	

OTHER SIMPLE PHRASES

as it now stands		in some quarters	
at any great length		in the course of the	
as in duty bound		I should be glad	
at cross purposes		in days gone by	
circular letter		legal proceedings	
in his own way		much valuable information	
I for one		not in the least	
in due course		once for all	
in a moment			

sum and substance		within our rights	
very much afraid		you think so	
with what he has said		you have been	

GROUP (b)

Minor words such as *a, an, at, or, of, to, in, by, be, the, and, nor, into, with, have, etc.*, which are not material to the sense and are suggested by the context, may be omitted.

EXAMPLES

as (a) rule		side (by) side	
at (an) early date		stand in (the) way	
point (at) issue		north (and) south	
more (or) less		neither more (nor) less	
condition (of) things		take (into) consideration	
come (to) terms		in accordance (with) the	
stock (in) trade		must (have) been	
it must (be) understood			

OTHER EXAMPLES

at the option of		by way of	
at the time of		be that as it may	
at a glance		beyond the necessities of the case	
as a matter of grace		come to a close	
as a matter of right		consensus of opinion	
as a matter of principle		chapter and verse	
at the risk of		come into existence	
at the suggestion of		comes to the same thing	
at the request of			
as might be expected			

depend upon it		in the position of	
don't you think so		in a few words	
fringe of the subject		in a bad way	
for the convenience of		I had the honour	
for the information of		in the circumstances	
from bad to worse		law of the land	
go a long way		more than one occasion	
hand and foot		nothing short of	
high sense of duty		over and above all	
in the way of		on the supposition that	
items of expenditure		on the ground that	
in the nature of things		on the strength of	
I put it to you		ought to go further and say	
I put it to the House		open to objection	
in the light of		on the same subject	
in the opinion of		on the same footing	
in the event of		on the same lines	
in a majority		put and agreed to	
I hope and trust		place on record	
in the course of his speech		piece of legislation	
in the face of		pure and simple	
in the hands of		report of the proceedings	
in a day or two		such and such a thing	
it comes to this		time and place	
in deference to		unless and until	
into line with		within the experience of	
in the absence of			
in such a matter			

in line with

word of caution		what I mean to say is	
word for word		what I mean to suggest is	
word or two		will be taken into consideration	
work hand in hand			

(2) Omission by Vowel Indication

In interrogatory phrases *you* may be omitted by the previous word being written in the third position.

EXAMPLES

are you prepared		do you believe	
are you sure		have you any other suggestions	
do you think there is		what do you want	
do you know the reason why		what do you think	
do you know if there is		will you tell me	
do you think it is		were you told	

(3) Circles, Large and Small

The following examples sufficiently illustrate the principles governing the group of phrases that come under this head.

EXAMPLES

as has been shown		I would ask	
as we have stated		it has been represented to us	
from first to last		to say the least	
fullest responsibility		without saying	

(4) Omission of Hooks and Loops and Formation of New Hooks and Loops

Hooks and loops may be omitted or new hooks and loops may be formed if thereby facile and unmistakable joinings

can be secured. The student will find the subject dealt with fully in the *Phonographic Phrase Book*.

EXAMPLES

at first		I do not propose	
as will appear		it has been suggested	
as is well known		to me	
at any length		in all essentials	
at a very early date		I take strong exception	
all round the world		in every way	
at any future time		in recent times	
as the outcome of		it will be possible	
by any means		it is very well known	
carried on		I am not in a position	
carried off		in all probability	
careful consideration		it stands to reason	
can you think there is		I do not believe	
court of session		in search of	
false position		it is worth noticing	
final decision		in all respects	
for general information		in general terms	
first point for consideration		it is not worth while	
for any length of time		it is just possible	
general public		in round numbers	
guardian and ward		in round figures	
generally speaking		it may well be	
General Clauses Act		in a happy position	
human mind		in the unfortunate position of	
it is as well		in connection with this matter	



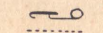

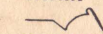



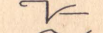





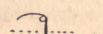

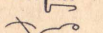

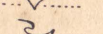

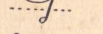



just as well as		scientific association	
just been said		take stock	
law and order		telegraphic instructions	
literary association		to their entire satisfaction	
many other ways		very injurious	
more than once		very careful consideration	
memorandum of association		very serious consideration	
most serious consideration		very heavy work	
next point for consideration		what is called	
only point for consideration		within the meaning of	
out of place		worth consideration	
on all sides		with few exceptions	
on all possible occasions		what is the matter with you	
proposed legislation		with the aid of	
police station		within the reach of	
railway station		with the object of	
set on foot		with this exception	
sense of proportion		which will certainly	
source of gratification		with one exception	
source of satisfaction		within the next few days	

(5) Blending Phrases

Blending phrases may be classed under three heads—

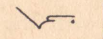

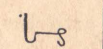

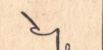

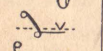

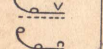

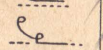

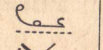

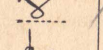

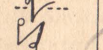



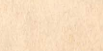

(a) Those in which the last stroke of the initial word is the same as the first stroke of the important succeeding word.



















































EXAMPLES

animal life		piecemeal legislation	
agricultural classes		personal injury	
capital and labour		satisfactory reason	
compulsory registration		satisfactory response	
cordial welcome		satisfactory result	
little longer		satisfactory reply	
material loss		still longer	
most difficult question		statutory rules	
municipal limits		social life	
ordinary intelligence		social legislation	
political capital		take exception	
personal knowledge		upside down	

(b) Those in which generally the initial strokes of the first word and the suggestive strokes of the succeeding word or words dovetail into each other.

EXAMPLES

appellate decree		as it seems desirable	
additional expenditure		army headquarters	
abnormal conditions		at all hazards	
as briefly as I can		abundantly clear	
as far as I can		absolute certainty	
as far as you can		amicable settlement	
as far as he can		adversely affected	
as far as we can		at the outset	
absolutely necessary		almost immediately	
at considerable length		academic discussion	
as it originally stood		beyond reasonable doubt	

businesslike manner		conscientious objector	
British fellow subjects		Civil Service Commissioners	
bring forward		countervailing excise duty	
budget discussion		Chief Commissioner	
bird's eye view		certain number of circumstantial evidence	
budget estimate		correct view	
by common consent		considerable danger of constructive criticism	
broadly speaking		considerable hesitation	
British people		conclusive proof	
by all possible means		considerable experience	
cash balances		commercial education	
concurrent jurisdiction		cordial relations	
comparatively small number		criminal court	
constitutional reforms		criminal proceedings	
constitutional advance		Chief Secretary	
conclusive evidence		drastic measures	
criminal jurisdiction		debenture holders	
comparatively short time		distinguishing features	
comparatively few		during the next few months	
compulsory military service		distinctly better than	
come forward		Deputy Secretary	
considerable increase		dominion status	
commercial enterprise		dogmatic statement	
confidential information		deplorable fact	
central subject			
conscientious objection			

distinct understanding
 distinctly remember
 documentary evidence
 elaborate system
 exhaustive discussion
 exhaustively discussed
 exhaustively dealt with
 extraordinary state of things
 existing system
 excellent character
 effective steps
 encumbered estates
 elementary knowledge
 extremely satisfactory
 electoral roll
 emergency powers
 election agent
 extremely dangerous
 economic question
 executive government
 fugitive offenders
 further discussion
 for obvious reasons
 for all practical purposes
 fresh legislation
 final settlement
 financial position
 financial settlement

[Handwritten shorthand symbols for the left column of page 44]

financial stability
 friendly relations
 Friday morning
 for this reason
 fellow subjects
 for your information
 further information
 finishing touch
 general application
 great danger of
 government promissory notes
 good faith
 heavy expenditure
 hostile criticisms
 hygienic condition
 highly controversial subject
 highly objectionable manner
 highly satisfactory results
 His Majesty's subjects
 humanly speaking
 highly desirable
 heavy increase
 heavy expense
 it is absolutely necessary
 if it appears necessary
 incidence of taxation
 I am in receipt of

[Handwritten shorthand symbols for the right column of page 44]

I would respectfully submit
 I would respectfully observe
 I would respectfully ask
 I would respectfully request
 in what respect
 in some respects
 I would further observe
 in the ordinary course
 intellectual qualities
 intellectual ability
 in all its aspects
 in the manner suggested
 it is very likely
 it may appear
 it is entirely due
 I am assured
 I am desired
 it all depends
 in no small measure
 I do not think it will serve any useful purpose
 it will serve no useful purpose
 in that behalf
 initial stages
 in times of danger

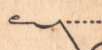

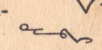

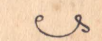

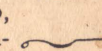

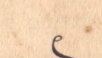

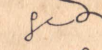

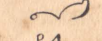

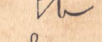

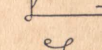

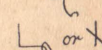

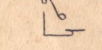

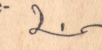

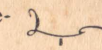

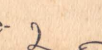

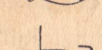

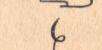

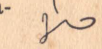

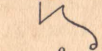

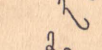

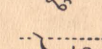

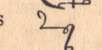

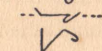









[Handwritten shorthand symbols for the left column of page 45]
























it might be asked
 it might be desirable
 impractical suggestions
 in certain quarters
 I sincerely hope and trust
 it is extremely desirable
 it is necessary
 it is only reasonable
 in danger of
 in my humble opinion
 is it your opinion
 it is equally necessary
 Indian fellow subjects
 integral part
 in my view
 interesting discussion
 I should have supposed
 in good faith
 in bad faith
 it is therefore necessary
 I am extremely sorry
 I therefore desire
 I am not at all surprised
 it will be observed
 judicial officer
 juvenile offender
 justifiable pride

[Handwritten shorthand symbols for the right column of page 45]

Judicial Commissioner	3	Monday afternoon	2
Judge Advocate General	5	my only hope	2
judgment of the court	4	medical officer	2
kindly let us know	2	my noble friend	2
kindly take steps	2	my honourable friend	2
legal profession	2	net result	2
largely due	2	nominal consideration (also, value, price, sum, etc.)	2
legitimate aspirations	2	numerical strength	2
limited liability	2	not so very long ago	2
Local Government	2	necessarily follow	2
legislative chambers	2	normal relations	2
local self-government	2	normal state of affairs	2
logical result	2	next week	2
legal expert	2	on a larger scale	2
Legislative Assembly	2	on the whole	2
most striking feature	2	objectionable features	2
material distinction	2	ordinarily speaking	2
mercantile community	2	of this House	2
material alterations	2	out of all proportion to	2
most objectionable features	2	promissory notes	2
my personal opinion	2	pilgrim traffic	2
medical expert	2	public interests	2
medical profession	2	public criticism	2
medical inspection	2	preventive measures	2
might I say a word	2	private enterprise	2
medical testimony	2	permanent settlement	2
must necessarily	2	potential voice	2
much difficulty	2	put forward	2






















practical result	2	recurring expenditure	2
prohibited place	2	statutory powers	2
presidential speech	2	some considerable time	2
painful necessity	2	some such measure	2
preferential right	2	statutory wage	2
preferential treatment	2	starting point	2
past few weeks	2	strictly speaking	2
prescriptive rights	2	select committee's re- port	2
parliamentary legisla- tion	2	small cause court	2
political aspirations	2	sanitary regulations	2
penal servitude	2	Sanitary Commis- sioner	2
periodical settlement	2	social reform	2
permanent way in- spector	2	square feet	2
political life	2	square miles	2
passenger traffic	2	satisfactory settle- ment	2
personal estate	2	slightest objection	2
quarantine regulations	2	such other steps	2
quarterly review	2	stand still	2
quinquennial report	2	scientific discoveries	2
rapid increase	2	sanitary inspector	2
reformatory school	2	satisfactory explana- tion	2
research scholarships	2	supervising staff	2
religious worship	2	second-hand know- ledge	2
rate payers	2	structural alterations	2
responsible govern- ment	2	sedition speeches	2
responsible self-gov- ernment	2	simultaneous exam- inations	2
right view	2		

school going population		urgent necessity	
second class compartment		unsatisfactory explanation	
sufficiently explained		universal condemnation	
something like (also, anything like, nothing like)		universal approval	
severe criticism		universal practice	
satisfactory manner		universal application	
small measure		universal admiration	
Saturday evening		unlimited liability	
statesmanlike action		unhealthy surroundings	
sincerely thank you		university education	
tax payers		unreasonable delay	
take effect		useful suggestions	
there is one other remark		under the ordinary law	
there is no other remark		valuable help	
there is another remark		varying degrees	
technical education		village officers	
this month		verbal alterations	
trustworthy information		very little alteration	
territorial force		validating measure	
trade depression		very simple reason	
trade disputes		vote of censure	
to have recourse to		very good reason	
third class passengers		veterinary surgeon	
to come forward		vital statistics	
turning point		what was necessary	
		what may be called	
		war expenditure	

what is your reason		we send herewith	
whether it is necessary		we enclose herewith	
whereas it is expedient		with great regret	
what was the reason		with the previous sanction of	
world wide importance		with all respect	
war measure		we fully recognize	
wholehearted support		working expenses	
will result		you are doubtless aware	
we have received		yesterday morning	
water-tight compartments		you will observe	
whereas there is reason to believe		your esteemed orders	
whether it is desirable			













































(c) Those in which the suggestive strokes of the important words of the group fuse together, minor words being omitted in the process.







































EXAMPLES

as a last resort		at the present time	
as it is necessary		at the present moment	
at the last moment		at such time and place	
at the next General Election		all of a sudden	
as a tentative measure		all is said and done	
as a special case		as compared with	
as a precautionary measure		as a whole	
as a preventive measure		as an illustration	
as I said on the last occasion		according to the terms of the agreement	
at the present stage		at a moment's notice	
		at home and abroad	

at a later stage	↗	breach of contract	↘
at variance with	↘	breach of faith	↘
as I understand it	↘	beyond a certain point	↘
at one and the same time	↘	courts of justice	↘
as far as I am aware	↘	careful examination of the question	↘
as a general principle	↘	Council of State	↘
after consultation with	↘	Code of Criminal Procedure	↘
at the instance of	↘	considerable proportion of the population	↘
assets and liabilities	↘	come up for discussion	↘
at a certain stage	↘	crores of rupees	↘
at the root of	↘	Commissioner of Police	↘
at the expense of	↘	do you mean to suggest	↘
at the head of	↘	District and Sessions Judge	↘
as a matter of necessity	↘	do you mean to tell us	↘
Age of Consent Bill	↘	despite the fact that the	↘
at the initial stage	↘	during the discussion	↘
aim in view	↘	end in view	↘
as a necessary consequence	↘	every reason to hope	↘
as a natural consequence	↘	for a considerable time past	↘
best solution of the difficulty	↘	for the benefit of	↘
both sides of the House	↘	for a period of	↘
by way of illustration	↘	fresh lease of life	↘
by way of explanation	↘	for a considerable time to come	↘
by way of personal explanation	↘	for all time to come	↘
benefit of the doubt	↘		
burden of taxation	↘		

for a long time to come	↘	it is a matter for regret	↘
first and foremost	↘	it is a matter for congratulation	↘
for what it is worth	↘	I beg to support	↘
for the time being	↘	in consideration of the fact	↘
go a step further	↘	interesting and instructive	↘
goal in view	↘	in the hope and belief	↘
good deal of force	↘	in view of	↘
get (got) out of touch	↘	I beg to state	↘
great step forward	↘	irrespective of the fact that the	↘
general standard of life	↘	in different walks of life	↘
hopes and aspirations	↘	in all the circumstances of the case	↘
husband and wife	↘	in response to	↘
hard and fast rule	↘	it is a question of fact	↘
has just put forward	↘	in compliance with	↘
has already been dealt with	↘	in the habit of	↘
in consultation with	↘	in the hope of	↘
I am well aware	↘	in the eye of the law	↘
in comparison with	↘	in the public interests	↘
in contravention of	↘	in their heart of hearts	↘
in contradistinction to	↘	in a general way	↘
it is only with the object of	↘	is a case in point	↘
in the ordinary course of events	↘	in a short while	↘
in a large measure	↘	just reason for complaint	↘
in consonance with	↘	just a word or two	↘
in the slightest degree	↘	justified in saying	↘
income and expenditure	↘		

kindly acknowledge the receipt of the letter		on the face of it	
Local Governments and Administrations		on reconsideration of the matter	
large proportion of the population		only object in view	
large sections of the population		only other solution of the difficulty	
lakhs of rupees		ordinary law of the land	
moral and material support		on such terms and conditions	
may I ask whether it is a fact		put and negatived	
new order of things		particular time and place	
not that I am aware of		play an important part	
on a population basis		per head of the population	
on a large scale		question of fact	
on the analogy of		quite a long time	
on the distinct understanding		reasonable care and caution	
on the present occasion		Report of the Select Committee	
once or twice		rules and regulations	
or for the matter of that		sincerely hope and trust	
old order of things		subject of discussion	
ordinary course of events		slightest shadow of doubt	
on behalf of the plaintiff		source of danger	
on behalf of the defendant		superintendent of police	
ordinary care and caution		short space of time	
		strict letter of the law	
		sweet will and pleasure	

struggle for existence		with this end in view	
to a certain extent		with relation to	
terms of the agreement		within the purview of	
this is not the first time		within the mischief of	
that is a difficult question to answer		will have in view	
take it for granted		waste of time and energy	
that is the sort of thing		waste of time and money	
to a certain degree		we regret to state	
there is not the slightest doubt		witness for the defence	
there is no reason in the world		witness for the prosecution	
to a great extent		what is the aim in view	
to a considerable extent		what is the object in view	
up to a certain point		we beg to represent	
up to a certain stage		with due care and caution	
up to a certain degree		with special reference to	
up to the last moment		which will come into existence	
up to the present time		you must be well aware	
very careful examination of the subject		you are perfectly at liberty	
will bring forward			
without recourse to			

(6) Halving

The halving principle, which avoids the necessity of writing the ordinary forms for *it*, *out*, *not*, *would*, etc., may also be utilized in several other directions.

EXAMPLES

as if it had not been		I wish it were not	
as it at present stands		I think it is a matter	
as was pointed out		in a word	
at the rate of		in what respects	
as to what has been		inside out	
at a time		I would consider	
at the date of		most certainly not	
brought out		nobody else	
brought forward		(also anybody else, everybody else)	
brought to light		out of sight	
court of wards		point (pointed) out	
certainly not		set aside	
cheap rate of interest		square yards	
carried out		throughout the coun- try	
for what purpose		throughout the world	
get (got) rid of		to what extent	
had it not been		this would have	
has been set at rest		up-to-date information	
if it is not		up to what time	
if it be not so		which will be brought about	
in all its bearings		was it not	
it is an undoubted fact			

(7) Doubling

The doubling principle, which is generally employed to indicate the addition of *their*, *there*, or *other*, may be safely extended in other directions, the advantages secured being wonderful lineality of outlines, freedom of hand movement, and unmistakable legibility of outlines in the case of a great

number of repeated words and frequently occurring verbal combinations. It may also be utilized with advantage in the case of a great number of words where its employment would conduce to remarkable ease in writing.

EXAMPLES OF WORDS

admixture		housekeeper	
butterfly		intrinsic	
departure		literature	
disclosures		nitrogen	
enclosures		ostracize	
extracts		silversmith	
extremely		waterproof	

EXAMPLES OF PHRASES

as there is no doubt		entrance examination	
at the earlier stages		for better or worse	
as to how far there is		favourable circum- stances	
as a matter of favour		favourable reply	
at greater length		favourable opportu- nity	
are you sure there is		has there not been	
aerodrome officer		head and shoulders	
adulteration of food- stuffs		how far it is possible	
before long		Honourable Members	
before the war		here and there	
before very long		hither and thither	
do you believe there is either the one or the other		in so far as it lies in our (your, their, my, etc., according to context) power	
extremely interesting subject			
employers of labour			

if there is no objection		make such other alter-	
in such other par-		tations	
ticulars		mine-owners' associa-	
in various other direc-		tion	
tions		mill-owners' associa-	
in so many other ways		tion	
in all their bearings		more favourable op-	
in several other re-		portunity	
spects		much better off	
in such other matters		much better position	
in case there is any		much better than	
doubt		manager of the com-	
I put it to Honourable		pany	
Members		my dear friend	
is it because there is		nothing more than	
in a favourable posi-		newspaper press	
tion		of course there is no	
in which there is		objection	
in a better position		only other point	
in so far as it is		only other way	
I am in entire agree-		only the other day	
ment		only one other matter	
I entirely agree		only other alterations	
in all other respects		only in so far as	
in favour of		only proper course	
in favour of the plain-		only other remark	
tiff		only one other re-	
I think they are aware		mark	
intrinsic value		properly speaking	
landowners' associa-		question before the	
tion		House	
larger and larger		regular customer	
measure		retrograde measure	
may I draw attention to			
many other things			

Handwritten note in blue ink: *Side end.*

Handwritten note in blue ink: *Stop*

retrograde step		there is only one other	
retrenchment pro-		point	
posals		then and there	
so far as regards		there are several other	
so far as I can		points	
so far as he can		to a greater or less	
so far as we can		degree	
so far as possible		to a greater or less	
so far as to say		extent	
so far as I am aware		that is entirely a	
so far as can be seen		matter	
so far as it goes		until there has been	
so far as I am con-		until and unless there	
cerned		is	
so far as I am in a		unfavourable reply	
position to say		very truly yours	
so far back as		various other things	
summer headquarters		very mature considera-	
so far as I can make		tion	
out		we shall esteem it a	
still greater degree		favour	
still more clear		whether it would not	
steamer traffic		be better	
there is nothing more		with each other	
to be said		would be better than	
		yours truly	
		yours very truly	

(8) Intersections

The expedient of intersecting a stroke to indicate a word is a precious feature of the Pitmanic system. It affords a facile and convenient method of securing clear cut and, *having regard to the context*, unmistakably legible outlines in the case of a great number of frequently occurring words, the intersected strokes being generally the strokes of the initial consonants of the words intersected. Every professional writer

who is engaged in specialized lines of work, involving the use of what to him are familiar but unusually long-winded expressions, will appreciate the valuable help which this expedient affords. Care should be taken to see that the outlines for the words other than those intersected are sufficiently distinct to give a ready clue to the words intersected, though the subject in hand can be invariably depended on to help the writer. The phrases, for example, where stroke *b* is intersected will give readers an idea of the almost unlimited possibilities of utilizing this device without danger of conflict. The intersections suggested represent only those in more or less frequent use, and their scope may be enlarged with discretion as the exigencies of the occasion and individual requirements demand.













(a) INTERSECTIONS OF SINGLE STROKES









P			
By all means in my power (also our, their, etc., according to context)		transition period	
carriage paid		unconditional apology	
B			
circulating pump		as I have said before	
exchange policy		Aurora Borealis	
letters patent		alcoholic beverages	
liquidate penalty		armature bearing	
<i>modus operandi</i>		Bessemer steel	
old age pension		bituminous coal	
political party		battalion orders	
paying-in slip		Bunsen burner	
potential difference		bailable offence	
power of attorney		electric battery	
party in power		Housing Bill	
public library		human body	
		Imperial Bank	

John the Baptist		Finance Department	
judicial bench		King's Bench Division	
Lord Birkenhead		letters of administration	
(If other names beginning with B occur in the same passage, e.g. Lord Balfour, distinctive forms should be used)		pecuniary damages	
<i>medulla oblongata</i>		supply and demand	
marine boiler		Ch	
maternity benefit		Catholic church	
Rules of Business		chancery appeal	
Roman Catholic bishop		charitable endowments	
statute book		combustion chamber	
statistical abstract		free of charge	
<i>summum bonum</i>		in charge of	
undischarged bankrupt		manner in which	
T		member in charge	
automatic regulator		metropolitan cheque	
absolute title		salvage charges	
atomic tenacity		women and children	
call attention		J	
landlord and tenant		country at large	
tariff reform		electric generator	
tenant for life		in my humble judgment	
D		Pitman's Journal	
Admiral Beatty		K	
Duke of Connaught		county judge	
electric dynamo		council bills	
		cubic miles	
		Captain Higgins	


cable current		non-official	
cash box		official assignee	
counsel for the defence		salutary effect	
cable head		set forth	
Catholic faith		V	
cube root		<i>ad valorem</i>	
coupling valve		high voltage	
His Majesty the King		low velocity	
I write to acknowledge		rental value	
in the House of Commons		safety valve	
Kingdom of Heaven		<i>vade mecum</i>	
Legislative Council		Viscount Morley	
occupancy tenant		voluntary liquidation	
Order in Council		vote of thanks	
Spencer & Co.		Th	
subscribed capital		local authority	
wiser counsels		several months	
		S	
G		another aspect	
expansion governor		half-way house	
Government of Bombay		literary society	
Madras Government		scientific research	
		Sh	
F		coastal shipping	
current transformer		Decentralization Commission	
financial expert		horsemanship (similarly penmanship, etc.)	
<i>ipso facto</i>		in any shape	
in some other form		in the shape of	
joint family			

M		I write to inquire	
beside the mark		national affairs	
contract marriage		searching inquiry	
district magistrate		Ng	
dredging machine		angle of vision	
ear-marked		correct meaning	
Field Marshal		Imp	
General Manager (Major General)		Imperial Conference	
high water mark		L	
it should be mentioned		agricultural labour	
Magna Charta		alcoholic liquors	
Major Thompson		connecting link	
Marquis of Lansdowne		liberal view	
mental diseases		Ministry of Labour	
military operations		Sir Isaac Pitman & Sons, Ltd.	
minute of dissent		R (downward)	
money market		arbitrary rules	
Monroe doctrine		for the sake of argument	
municipal chairman		I can arrange	
<i>mutatis mutandis</i>		irreducible minimum	
speaking from memory		irremovable executive	
this morning		necessary arrangements	
Wesleyan Methodist		R (upward)	
wide of the mark		annual report	
within the memory of		best of my recollection	
N		commissioned ranks	
hardy annual		exchange rate	
income tax		famine relief	
















I cannot recollect 
 Indian railways 
 legal practitioner 
nuclear reactor
 reading room 
 returning officer 
 reversionary bonus 
 Royal Family 
rule nisi 
 speaking from recollection 
 terms of reference 
 within the recollection of 
 wrongful dismissal 



























Y
 unanimous opinion 
 (unanimity of opinion)
 unanimously carried 
 yield per cent 
H (upward)
 habitual offender 
 hypothecation bond 
 hypothetical issue 
 horizontal beam 
H (downward)
 high-handed action 

























(b) OTHER INTERSECTIONS

The intersections embodied in the following illustrations may be safely utilized in innumerable word combinations. For example,  (*investigation*) can be intersected in such phrases as *thorough investigation, scientific investigation, police investigation, preliminary investigation, careful investigation, searching investigation*, etc.

EXAMPLES

administrative reform 	as we have already pointed out 
angular velocity 	Brigadier General Cook 
<i>ad interim</i> reply 	cumulative effect 
<i>ad interim</i> report 	contributory negligence 
<i>ad interim</i> injunction 	clearing office 
at our disposal 	Central Legislature 
alcoholic drinks 	corporal punishment 
as has been already stated 	

Conservative Party 
 Calcutta Corporation 
 Colonel Jackson 
 capital punishment 
 criminal investigation 
 demoralizing influence 
 diametrically opposed 
 demi-official letter 
 definite assurance 
 distilling apparatus 
 directly or otherwise 
 electrical engineer 
 exceedingly difficult 
 exemplary punishment 
 explanatory memorandum 
 for further reference 
 far-reaching importance 
 far-reaching consequences 
 far-reaching effect 
 far-reaching character 
 fiduciary issue 
 frankly admit 
 heavy taxation 
 homogeneous population 
 heterogeneous body 
 I have already referred 

I have already endeavoured 
 I have already stated 
 insuperable difficulties 
 it is absolutely impossible 
 it is obviously impossible 
 it will be readily admitted 
 insurmountable difficulties 
 it is absolutely essential 
 international convention 
 in all likelihood 
 Indian Legislature 
 interim dividend 
 in our memorandum 
 I entirely differ from you 
 I am absolutely certain 
 judicial pronouncement 
 legal representatives 
 legislative enactment 
 long time ago 
 life insurance company 
 Lt.-Col. Thompson 
 managing director 
 make it absolutely clear 
 maximum punishment 

multifarious duties
 nationalization of rail-ways
 overwhelming evidence
 overwhelming majority
 outstanding feature
 only other alternative
 pecuniary compensation
 punishable offence
 proportional representation
 perfectly legitimate
 provincial revenues
 passive resistance
 Professor Kingston
 provincial legislatures
 quarter past four

quinquennial valuation
 rehabilitation of the finances
 river embankment
 strictly confidential
 superintending engineer
 supplementary question
 speed capacity
 strictly accurate
 some other alternative
 telegraphic communication
 telegraphic orders
 there is no likelihood
 terminal facilities
 unimpeachable evidence
 unwarrantable attack

(9) Omission and Intersection

The principle of "writing one stroke through another" may be carried a step further by the omission of minor words. As the intersected strokes represent the prominent consonants of the words intersected, they will be found sufficiently suggestive. A certain element of arbitrariness, therefore, enters into the composition of phrases not only under this group but also in the two succeeding groups.

EXAMPLES

always be borne in mind
 as I have already explained
 as far as I can make out
 and the manner in which

at the manner in which
 as may be thought fit
 are you absolutely certain
 as a matter of convenience
 are you of opinion
 at a period of time
 as a tentative arrangement
 as has already been mentioned
 as the matter is one in which
 administration of justice
 as to the way in which
 at the time in question
 another aspect of the question
 as time goes on
 bring into force
 by the manner in which
 bring into line with
 bring into operation
 come into operation
 case in point
 come into force
 came into being
 call the attention of the Council
 considerable difference of opinion

cost of production
 come into power
 course of business
 criminal breach of trust
 considerable divergence of opinion
 channel of communication
 considerable body of opinion
 considerable length of time
 considerable period of time
 divergence of opinion
 difference of opinion
 draw your attention to the fact
 do you know whether or not
 do you know for a fact
 for convenience of reference
 for a considerable length of time
 for the sake of convenience
 from the beginning to the end
 from month to month
 for a considerable period of time
 for a long period of time
 financial aspect of the case

Governor-General in Council	7	in the meantime	t
Government Servants Conduct Rules	7b	I look forward to the time	7
get into touch	+	I only mention the matter	7
here is a matter in which	7	it is within my own knowledge	7
he may if he thinks fit in the preponderating majority of cases	7b	in the interests of the public at large	7
in one form or another	7	I am inclined to think	+
I do not mean to suggest for a moment	7	I am inclined to observe	7
important aspect of the question	7	I beg to differ from you	7
I cannot help suspecting	7	I respectfully beg to differ from you	7
I desire to say a few words	7	invite the attention of the Council	7
I desire to make a few observations	7	is it or is it not a fact that the	7
I have no reason to suppose	7	in one way or another	7
I have no reason to believe	7	I am at a loss to understand	7
I have already pointed out	7	I do not think for a moment	7
I wish to make a few observations	7	I would ask you to bear in mind	7
I wish to say a few words	7	it must not be forgotten	7
I may call the attention of the House to the fact	7	it must be distinctly understood	7
in the vast majority of cases	7	if I am right in thinking	7
in the great majority of cases	7	it is only in the fitness of things	7
		I cannot help feeling	7
		it will be readily understood	7

I beg to acknowledge the receipt of your letter	7	mistaken in thinking	7
it is a remarkable fact	7	may I call attention to the fact	7
it is an admitted fact	7	my honourable and learned friend	7
it must be borne in mind	7	must not be lost sight of	7
I have no hesitation in saying	7	must not lose sight of	7
I am at a loss to see	7	on a matter in which	7
I am at a loss to know	7	once and for all	7
in the not very distant future	7	out of the question	7
in the very distant future	7	out of order	7
I wish it were possible	7	one side or the other	7
in some form or other	7	one side or another	7
I write to acknowledge with thanks	7	once upon a time	7
in the fitness of things	7	only a question of time	7
it is admitted on all hands	7	only effective method	7
Inspector-General of Police	7	only effective way	7
let us assume for the sake of argument	7	on the spur of the moment	7
line of demarcation	7	may also be intersected for <i>at the moment</i> , and for <i>the moment</i> , according to context	7
long period of time	7	overwhelming mass of opinion	7
line of business	7	preponderance of evidence	7
large volume of opinion	7	preponderating mass of evidence	7
large body of opinion	7	pay personal attention to the matter	7
most strongly of opinion	7	precise form in which	7
mistaken in saying	7		

question at issue		this is a case in which	
question of time and money		they may if they think fit	
referred to above		trial by jury	
referring to your letter		unity of purpose	
reasonable period of time		up to the limit of	
reasonable length of time		very strongly of opinion	
reference has already been made		various aspects of the question	
rough and ready arrangement		within a reasonable time	
should like to make a few observations		within a reasonable period of time	
step in the right direction		within a reasonable length of time	
sense of justice		will you please answer the question	
suppose for a moment		will you keep in mind	
something to the effect		we are clearly of opinion	
something to that effect		was of opinion	
something to the following effect		we were given to understand	
statesmanlike manner in which		you will no doubt readily understand	
serious differences of opinion		you must bear in mind	
speaking for myself		you must distinctly understand	
strong divergence of opinion		you must not lose sight of the fact	
such other steps as may be necessary			

(10) Omission and Juxtaposition

In the case of familiar groups of words, it will be found that many minor words can be safely omitted, but that it is not convenient or safe to blend the words or to adopt intersection. In such cases the prominent words may be written in close juxtaposition, so that the writer may find out at a glance that the outlines, though standing apart, represent a phrase.

to may be invariably omitted before a verb.

EXAMPLES

want to say

desire to make

should like to observe

Write the trebled form of (the logogram for *why*) in juxtaposition to indicate the omission of *no reason why*, *any reason why*, *see any reason why*, or *see no reason why* according to context.

EXAMPLES

I do not see any reason why

I see no reason why

OTHER EXAMPLES

all I say is

all I can say is

all I need say is

apart from the fact

are you aware of the fact

all I know is

at the last meeting of the Council

by reason of the fact that the

brought to the notice of

began by saying

brought into close contact

beyond the bounds of possibility

brought to an end

come to an end

come into close contact

draw the attention of the Honourable Member to the fact		draw attention to the fact	
entirely due to the fact		from one end to the other	
goes on to say		going on to say	
it is not too much to say in doing so		it is a matter of common knowledge	
it is a matter of common experience		I believe I am right in saying	
I believe I am correct in thinking		I think I am correct in saying	
in view of the fact that the		I cannot see any reason why	
it is only a question of degree		I am not in a position to say	
I am under the impression		I must ask the Council	
is it not a fact that the		if that be the position	
I do not think it necessary		I was under the misapprehension	
I will come to that in a moment		I make bold to say	
if I may be permitted to say so		if I may be allowed to say so	
it is hardly necessary to say		I think I am justified in saying	
I know it for a fact		I understood you to say	
if I am correct in thinking		I think there is no reason why	
I do not think there is any reason why		it goes without saying	
in the name of common sense		if that be so	
largely in the nature of		motion standing in my name	
maintenance of law and order		mainly due to the fact	
majority of the population		neither the one nor the other	

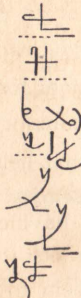
not to my knowledge		this sort of thing	
not that I know of		there is certainly no reason why	
ordinary sense of the word		that is not the reason why	
preponderating majority		this being so	
put an end to		that being so	
play into the hands of		that being the position	
room for doubt		there is no exaggeration in saying	
room for improvement		that goes without saying	
such being the case		to the following effect	
security for good behaviour		Under Secretary of State for India	
suffice it to say		what I wish to say is	
seem to be under the impression		went on to say	
there can be no doubt		what I am going to say	
there can be no question		what do you mean by saying	
there is no reason why		within the bounds of possibility	
there can be no reason why		we do not see any reason why	
there seems to be no reason why		we see no reason why	
that does not matter in the least		you may answer the question	
this being the case		you are aware of the fact	
they were under the misapprehension			

(11) Omission, Intersection, and Juxtaposition

In the case of clusters of words consisting generally of five or six words and over, which are delivered at a bound, it will be found necessary to resort to both intersections and juxtaposition to get clear cut and facile joinings.

EXAMPLES

call the attention of the Council to the fact
 draw the attention of the Council
 it is sufficient for my purpose to say
 I do not want to dwell at any length
 I wish to draw your attention to the fact
 I wish to draw the attention of the Council to the fact
 I desire to call the attention of the House to the fact

**(12) Arbitrary Phrases**

Arbitrary phrases proceed on more or less rough and ready methods, but are clear cut in their appearance, as care is taken to invest them with a distinct individuality capable of giving ready clue to the group of words that constitute the outline. They are frequently coined in the course of actual work to meet the exigencies of the occasion, whenever there is an irksome repetition of a particular combination of words peculiar to the subject dealt with. Their usefulness is in many cases confined to the immediate needs of the situation and they are, though extremely brief, unmistakable.

Stroke *n* (being the first consonant of the word *negative*) may be intersected in all cases where an adverb is followed by *or* and its negative form.

EXAMPLES

directly or indirectly
 rightly or wrongly
 wisely or unwisely



Other phrases that could be dealt with on a similar basis are—

Correctly or incorrectly, official or non-official, justly or unjustly, within or without, fortunately or unfortunately, happily or unhappily, inside or outside, consciously or unconsciously, willingly or unwillingly, etc.

Cut the doubled forms of *n*, *m*, upward *r*, downward *r* and *l* to represent *undesirable*, *immaterial*, *unnecessary*, *irrelevant*, and *unlikely* respectively. A more or less arbitrary device, it affords material help, as the following illustrations indicate.

EXAMPLES

it is clearly undesirable		it is absolutely unnecessary	
it is immaterial		it is extremely unlikely	
wholly irrelevant			

OTHER EXAMPLES

















at no distant date		beyond the range of possibility	
at no very distant date		beyond a shadow of doubt	
as Honourable Members are aware		backwards and forwards	
accomplished fact		but the fact of the matter is	
arguments for and against		beyond the sphere of practical politics	
add insult to injury		Bombay, Baroda and Central India Railway	
assuming for the sake of argument		by leaps and bounds	
assuming for argument's sake		cause and effect	
are few and far between			

Central Provinces	o	far be it from me to suggest	f
Chief Executive Officer	h	for good or for evil	f
Chief Revenue Authority	h	from top to bottom	f
correct me, if I am wrong	f	facts of the case	f
contradiction in terms	f	from time immemorial	f
customs house	f	fellow countrymen	f
corresponding period of last year	f	foregone conclusion	f
chambers of commerce	f	Great Indian Peninsula Railway	f
Criminal Tribes Act	f	give and take	f
co-operative credit societies	f	Government of India Act	f
court martial	f	grave error of judgment	f
Contagious Diseases Act	f	heirs and reversioners	f
Collector and District Magistrate	f	hand to mouth existence	f
Criminal Law Amendment Act	f	hand to mouth policy	f
Criminal Procedure Code	f	Honourable Member in charge of the Bill	f
dismissed with costs	f	His Excellency the Governor in Council	f
Director of Public Instruction	f	His Excellency the Governor-General in Council	f
denominational universities	f	His Excellency the Viceroy and Governor-General	f
day in day out	f	His Excellency the Commander-in-Chief	f
exchange compensation allowance	f	Hindus and Moham-medans	f
Elementary Education Bill	f	hope against hope	f
error of judgment	f		
full bench decision	f		

hewers of wood and drawers of water	f	in nine cases out of ten	f
His Royal Highness the Prince of Wales	f	in ninety-nine cases out of a hundred	f
His Majesty the King-Emperor	f	if there is one thing more than another	f
held in abeyance	f	it remains to be seen	f
human nature being what it is	f	in season and out of season	f
in our name and on our behalf	f	if I understood him rightly	f
it is high time	f	in the fullness of time	f
interlocutory injunction	f	it is a question for your Lordships to decide	f
it is manifestly impossible	f	I would call your Lordship's attention	f
if I mistake not	f	I want to know the facts	f
if I am not mistaken	f	Indian National Congress	f
if I am not wrong	f	I must ask for notice	f
in pursuance of	f	Indian Universities Act	f
in conformity with	f	in memory of	f
in continuation of	f	in black and white	f
if my memory serves me aright	f	I beg leave to introduce	f
immovable property	f	in any shape or form	f
if I remember aright	f	in the not unlikely event of	f
if I remember rightly	f	Indian Councils Act	f
in the enviable position of	f	Indian Penal Code	f
in the unenviable position of	f	Income Tax Commissioners	f
it is an accomplished fact	f		
I speak subject to correction	f		

improved means of communication	~	maintenance of the public peace	~
judicial and executive functions	~	member in charge of the Bill	~
judgment debtor	~	may I ask the Honourable Member	~
judgment creditor	~	non-bailable offence	~
law of diminishing returns	~	non-cognisable offence	~
line of least resistance	~	North West Frontier Province	~
Legal Practitioners Act	~	new Heaven and a new earth	~
liable to alteration without notice	~	non-official majority	~
look facts in the face	~	non-recurring expenditure	~
Land Acquisition Act	~	non-co-operation movement	~
long life and prosperity	~	one word more and I have done	~
Law Officers of the Crown	~	one-sided argument	~
live from hand to mouth	~	other things being equal	~
man in the street	~	outside the range of practical politics	~
more harm than good	~	official and non-official	~
movable property	~	on a matter of such importance	~
movable and immovable property	~	post-mortem examination	~
miscarriage of justice	~	please answer my question	~
martial law	~	<i>prima facie</i>	~
municipalities and local boards	~	penal servitude for life	~
microscopic minority	~	pounds sterling	~
may I take it	~	paper currency reserve	~
Madras and Southern Mahratta Railway	~		

private and confidential	~	Society for the Prevention of Cruelty to Animals	~
provincial autonomy	~	Specific Relief Act	~
Public Services Commission	~	see eye to eye	~
quoted facts and figures	~	some measure of relief	~
<i>res judicata</i>	~	specific performance of the contract	~
rule making power	~	subject to the proviso	~
Royal Air Force	~	stumbling block	~
revolutionary activities	~	throughout the length and breadth of the country	~
Royal Army Medical Corps	~	this is neither the time nor the occasion	~
reverse councils	~	thin end of the wedge	~
Round Table Conference	~	through thick and thin	~
restitution of conjugal rights	~	travelling allowance	~
rigorous imprisonment	~	turn a deaf ear	~
rule it out of order	~	take up the time of Honourable Members	~
reduced to a minimum	~	Transfer of Property Act	~
runs as follows	~	thus far and no farther	~
Statement of Objects and Reasons	~	Tata Iron and Steel Co.	~
suppose for the sake of argument	~	there is no gainsaying the fact	~
Sea Customs Act	~	that is neither here nor there	~
speaking subject to correction	~	time after time	~
subject to alteration without notice	~	up to the time of writing	~
Sir William Vincent	~		
Scheduled Districts Act	~		

up to the moment of writing		with the permission of the Chair	
unlawful assemblies		without fear of contradiction	
United Provinces		within the range of practical politics	
usufructuary mortgage		within a measurable distance of time	
up and down		within a measurable distance of victory	
value payable post		year in ^{and} year out	
Vice-President of the Society		you are at perfect liberty	
Vernacular Press Act			
within the range of possibility			

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