

**PITMAN
SHORTHAND
INSTRUCTOR
AND KEY**

**A COMPLETE EXPOSITION
OF SIR ISAAC PITMAN'S
SYSTEM OF SHORTHAND**

NEW ERA EDITION



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PREFACE

THE system of shorthand writing presented in the following pages was invented by Sir Isaac Pitman, who in 1837 published his first treatise on the art. In 1840 the second edition of his work appeared, under the title "Phonography, or Writing by Sound, being also a New and Natural System of Shorthand." In the numerous editions of Phonography published in succeeding years, many improvements were introduced. These were the fruit of long and varied stenographic experiments, and of the valuable criticism and experience of large numbers of expert writers of the system who had applied it to work of every description. No other system of shorthand designed for the English language has been subjected to tests so prolonged, so diverse, and so severe as those which Pitman Shorthand—as the system is now generally styled—has undergone since its introduction, with the result that it has been most successfully adapted to the practical requirements of all classes of shorthand writers.

Although students, as a rule, experience no difficulty in understanding the method here set forth of "writing by sound," it is desirable that they should have, at the beginning of their study, an intelligent grasp of all that is conveyed by that term. Therefore, before the mastery of the first chapter is attempted, the Introduction which follows this Preface should be read with care.

The advantage of practical ability in the art of shorthand writing is so universally acknowledged in the present day that it is unnecessary to emphasize it. It is obvious, however, that the value of shorthand, whether as a vehicle for private communication or for use in various ways in business or professional life, would be largely diminished if the same system—and that the

best—were not employed. This important fact is now generally recognized; and statistics, the testimony of public men, and general observation, concur in demonstrating that the system which Sir Isaac Pitman invented is taught and used as the shorthand *par excellence* for all who speak the English language. Further and very significant evidence to the merits of his system is the fact that it has been adapted to no fewer than twenty foreign languages.

The Publishers take this opportunity of tendering their sincere thanks to the large number of expert writers and teachers of Phonography who have offered valuable suggestions for the improvement of the present edition.

INTRODUCTION

PHONOGRAPHY, the name originally given to Pitman Shorthand, has been briefly but accurately defined as "the art of representing spoken sounds by character; a system of shorthand." The first question that will occur to the student will be, what is the fundamental difference between the shorthand characters and the letters in ordinary writing and printing? To answer this question it is necessary to consider the alphabet of the language. It is obvious that the usual or Romanic alphabet of twenty-six letters cannot represent by distinct characters the thirty-six typical sounds of the English language. As a consequence, many of the letters of that alphabet are of necessity used to represent different sounds. It is manifest, therefore, that any system of shorthand founded on the common alphabet would prove a very imperfect and cumbrous instrument for recording spoken utterances with certainty and speed—the chief object of shorthand. With such an alphabet either a single sign standing for one of the letters would be required to do duty for several sounds, or more than one character would have to be used to represent a single sound, as is done in ordinary spelling. On the other hand, the three consonants C, Q and X are unnecessary, inasmuch as they represent sounds provided for by other consonants. Two simple illustrations will demonstrate the difference between the ordinary spelling and the phonetic method, which is the distinctive feature of Pitman Shorthand.

The first illustration deals with consonants, and is concerned with the ordinary spelling of the words *goad* and *gale*, in which the *sounds* of the first consonant are different, although represented in longhand by the same letter. If the common spelling were followed in

shorthand, we should have the same shorthand symbols for both words. But the initial sounds in these words are different; in the first the sound is *jay*, in the second *gay*. For these dissimilar sounds the Pitman system provides dissimilar shorthand signs. The second illustration deals with vowels, as, for example, in the words *tub* and *tube*. If the shorthand symbols were the equivalents of the letters of the common alphabet (the final *e* of *tube* being omitted because it is not sounded), the stenographer would be obliged to write both words by precisely the same characters, namely, *t-u-b*. Pitman Shorthand, however, provides for the representation of the different sounds *ū* and *u* heard in the respective words, and these are indicated by different symbols.

The phonetic notation of the system of shorthand developed in the present work has been found, after widely extended use, to possess important practical advantages. By the employment of the phonetic alphabet, which has been termed the "alphabet of nature," spoken language can be recorded with one-sixth of the trouble and time that longhand requires, by those who use Pitman Shorthand simply as a substitute for the ordinary longhand writing. With the adoption of the systematized methods of abbreviation developed in the more advanced stages, this method of shorthand can be written legibly with the speed of the most rapid distinct articulation, and it may be read with the certainty and ease of ordinary longhand writing.

An explanation on one point, however, is desirable. In the study and use of Pitman Shorthand it should be borne in mind that although the system is phonetic it is not designed to represent or record minute shades of pronunciation. The Pitmanic alphabet, in the words of Max-Müller, "comprehends the thirty-six broad typical sounds of the English language and assigns to each a definite sign." It does not seek to mark, for

example, the thirty or more variations of sound which have been found to exist in the utterance of the twelve simple vowels. The pronunciation of the vowels, as Max-Müller has shown, varies greatly in different localities and in the various countries of the world in which the English language is spoken, and in which Pitman Shorthand is practised. The standard of pronunciation, as exhibited in printed shorthand, cannot, therefore, be expected to coincide minutely with the pronunciation of English in all parts. Experience has abundantly proved that the representation of the broad typical sounds of English as provided for in Pitman Shorthand is ample for all stenographic purposes.

The presence of *r* has a modifying effect upon a preceding vowel. The student's attention is, therefore, directed to the following observations with regard to the consonant *r*, to certain vowels when preceding *r* and to a class of vowels which may be described as more or less obscure.

(a) With the exception of *worsted* (the woollen material) and a few proper names, as *Worcester*, wherever the consonant *r* occurs in a word, in Pitman Shorthand it must be represented as a consonant.

(b) In such words as *har*, *far*, *mar*, *lar*, *jar*, the vowel-sign for *ah* is to be used, but in such words as *burrow*, *Furrow*, *marry*, *carry*, and *Jarrow*, the first vowel-sound is to be represented by the vowel-sign for *â*.

(c) In such words as *four*, *fore*, *roar*, *lore*, *wore*, *shore*, *door*, *pour*, *core*, *gore*, *lore*, *sore*, the vowel-sign for *o* is to be used.

(d) In such words as *torch*, *morn*, *fork*, the vowel-sign for *ô* is to be used.

(e) In such words as *air*, *fair*, *lair*, *bare*, the vowel-sign for *a* is to be used.

(f) In such pairs of words as *fir*, *fur*; *earth*, *worth*; *per*, *purr*; *Percy*, *pursy*; the vowel-sound in the first word of the pairs is to be represented by the vowel-sign for *ê*; the vowel-sound in the second word of the pairs is to be represented by the vowel-sign for *â*.

(g) In words like *custody*, *custom*, *baron*, *felony*, *colour*, *factory*, the second vowel-sound is represented by the vowel-sign for *û*.

(h) In words like *village*, *cottage*, *breakage*, the second vowel-sound is represented by the vowel-sign for *ê*.

(i) In words like *suppose*, the second vowel-sound is represented by the vowel-sign for *ô*; but in words like *supposition*, *disposition*, the second vowel-sound is represented by the vowel-sign for *û*.

With the accurate employment of the phonographic signs, there need be no uncertainty as to what those employed for a particular word are intended to represent, and, as Max-Müller has testified, "English can be written rationally and read easily" with the Pitmanic alphabet. To use Pitman Shorthand successfully, the rules of the system must be thoroughly mastered. By the employment of the various abbreviating devices, the most important benefit to be derived from shorthand will be attained, namely, the maximum of speed combined with legibility.

DIRECTIONS TO THE STUDENT

The system of shorthand set forth in the following pages received the name of Phonography (a term derived from two Greek words meaning "sound writing") because it affords the means of recording the sounds of spoken language. From the outset, therefore, the student should remember that he is learning to write by SOUND, i.e., to write words as they are pronounced; that each simple character represents one definite sound and no other; and that the ordinary spelling—with its many irregularities and inconsistencies—as exhibited in printing and in longhand writing, is not to be followed or imitated.

When the student has mastered the value of the phonographic signs, he should use those which represent the equivalent sounds in forming the characters for the words he desires to write. For example, if he wishes to write in Phonography the word *knee* (spelt with four letters, though made up of only two sounds), he uses but two phonographic signs, namely, that for the consonant *n* and that for the vowel *ē*. To spell in this fashion, a mental analysis of the sounds of words must be made, but the ability to do this is very easily acquired, and is soon exercised without conscious effort.

For working the exercises and for ordinary phonographic writing, a pen and ruled paper should be used. Speaking generally, it is not so easy to acquire a neat style of writing by the use of a pencil as it is by the use of a pen. No doubt, the pencil is frequently employed; in some cases, indeed, it may be found impossible to use a pen for note-taking. The student would do well, therefore, to accustom himself to write either with a pen or a pencil in the more advanced stages of his

progress, though for writing the exercises given in this book the pen only should be used.

The pen should be held lightly, and in such a manner as to permit of the shorthand characters being easily written. The wrist must not be allowed to rest upon the notebook or desk. In order to secure the greatest freedom of movement, the middle of the forearm should rest on the edge of the desk. The writer should sit in front of his work, and should have the paper or notebook parallel with the edge of the desk or table. For shorthand writing, the nib employed should not be too stiff, but should have a sufficiently fine and flexible point to enable the thick and thin characters of the system to be written so as clearly to distinguish the one from the other. Paper with a fairly smooth surface is absolutely essential.

The student should thoroughly master the explanations and rules which precede the respective exercises, and write out several times the illustrative words appearing in the text, afterwards working the exercises. As the secret of success in shorthand is PRACTICE, it is advisable that the various exercises should be written and re-written until they can be done with perfect freedom and accuracy. The perusal of progressive reading lessons in printed shorthand will also be found helpful to the student in forming a correct style of writing; and the practice of writing the characters, at first with careful accuracy, afterwards with gradually accelerated speed, will materially assist him in forming a neat style of shorthand writing.

The system is fully explained in the following pages, and can be acquired from the instruction books alone by anyone who is prepared to devote ordinary perseverance and application to the study. With the assistance of a teacher, however, more rapid and satisfactory advance will be made in the mastery of the

art. Should any difficulty be experienced in finding a teacher, the publishers will be pleased to furnish any student with the names and addresses of the nearest teachers of Pitman Shorthand. It should be pointed out that satisfactory progress in acquiring the art of shorthand will only be made if a certain portion of time is regularly devoted to the study EVERY DAY; or, in the case of school or class instruction, by a thorough and punctual performance of the allotted portions of work forming the course. Study at irregular intervals of time is of little value; but an hour, or a longer period, devoted daily to the task will give the student a knowledge of the system in a comparatively short time, and constant and careful practice will bring speed and dexterity.

CONTENTS

CHAP.	PAGE
I. THE CONSONANTS	1
II. THE VOWELS	9
III. INTERVENING VOWELS AND POSITION GRAMMALOGUES, PUNCTUATION	14 16
IV. ALTERNATIVE SIGNS FOR <i>r</i> AND <i>h</i>	19
V. DIPHTHONGS	22
ABBREVIATED <i>wh</i>	23
VI. PHRASEOGRAPHY	26
TICK <i>the</i>	27
VII. CIRCLE <i>s</i> AND <i>x</i> —LEFT AND RIGHT MOTION	31
VIII. STROKE <i>s</i> AND <i>x</i>	35
IX. LARGE CIRCLES <i>sw</i> AND <i>ss</i> OR <i>sz</i>	39
X. LOOPS <i>st</i> AND <i>sty</i>	43
XI. INITIAL HOOKS TO STRAIGHT STROKES AND CURVES	48
XII. ALTERNATIVE FORMS FOR <i>fr</i> , <i>br</i> , ETC.	53
INTERVENING VOWELS	54
XIII. CIRCLE OR LOOP PRECEDING INITIAL HOOK	58
XIV. <i>n</i> AND <i>f</i> HOOKS	62
XV. CIRCLES AND LOOPS TO FINAL HOOKS	67
XVI. THE <i>shmr</i> BOOK	72
XVII. THE ASPIRATE	78
XVIII. UPWARD AND DOWNWARD <i>r</i>	82
XIX. UPWARD AND DOWNWARD <i>l</i> AND <i>sh</i>	87
XX. COMPOUND CONSONANTS	92
XXI. VOWEL INDICATION	97
XXII. THE HALVING PRINCIPLE (SECTION 1)	102
XXIII. THE HALVING PRINCIPLE (SECTION 2)	107
XXIV. THE DOUBLING PRINCIPLE	112
XXV. DIPHONIC OR TWO-VOWEL SIGNS	119
XXVI. MEDIAL SEMICIRCLE	129
XXVII. PREFIXES	126
NEGATIVE WORDS	127
XXVIII. SUFFIXES AND TERMINATIONS	132
XXIX. CONTRACTIONS	140
XXX. FIGURES, ETC.	150
PROPER NAMES	151

CONTENTS

CHAP.	PAGE
XXXI. NOTE-TAKING, TRANSCRIPTION, ETC.	153
XXXII. ESSENTIAL VOWELS	162
XXXIII. SPECIAL CONTRACTIONS	168
XXXIV. ADVANCED PHRASEOGRAPHY	189
XXXV. INTERSECTIONS	225
XXXVI. BUSINESS PHRASES	234
XXXVII. POLITICAL PHRASES	238
XXXVIII. BANKING AND STOCKBROKING PHRASES	243
XXXIX. INSURANCE AND SHIPPING PHRASES	248
XL. TECHNICAL AND RAILWAY PHRASES	254
XLI. LEGAL PHRASES	260
XLII. THEOLOGICAL PHRASES	264
XLIII. SPECIAL LIST OF WORDS	268
XLIV. SHORTHAND IN PRACTICE	285
OUTLINES FOR THE NAMES OF SOME CHIEF CITIES AND TOWNS	288
GRAMMALOGUES ARRANGED ALPHABETICALLY	289
GRAMMALOGUES ARRANGED PHONETICALLY	291
SPECIAL LIST OF CONTRACTIONS	293
INDEX	297

CHAPTER 1

THE CONSONANTS

"Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat." (*Prof. Sweet.*)

Forms of Consonants. 1. For the representation of all the consonant sounds, (except *w*, *y*, and the aspirate *h*), the simplest geometrical forms are used, namely, the straight line and the shallow curve, as shown in the following diagrams—



Arrangement of Groups. 2. The order of the arrangement of each group of consonants, as exhibited in the Table on a following page, follows the order of the oral movements from the lips inwards in the utterance of their respective sounds. The first pair of consonants, *p*, *b*, are pronounced between the lips, and the next seven pairs at the several barriers further back in the mouth, in the succession indicated in the phonographic alphabet.

Classes of Consonants. 3. The first eight consonants, represented by straight strokes, are called "explodents," because, in pronouncing them, the outgoing breath is forced in a sudden gust through barriers previously closed.

4. The next eight, represented by upright or sloping curves, are called "continuants," because in uttering these the outgoing breath, instead of being expelled

suddenly, is allowed to escape in a continuous stream through similar barriers partially open.

5. The "nasals," represented by a horizontal curve, are produced by closing the successive barriers in the mouth against the outgoing air-stream, so that it has to escape through the nose.

6. The "liquids" flow into union with other consonants, and thus make double consonants, as in the words *cliff*, *dry*, where the *l* or *r* blends with the preceding consonant.

7. The "coalescents" precede vowels and coalesce or unite with them.

8. The "aspirate" is a breathing upon a following vowel. Thus by a breathing upon the vowel *a* in the word *at*, the word is changed into *hat*.

Pairs of Consonants. 9. The first sixteen consonants form pairs; thus, *p* and *b*; *t* and *d*; *ch* and *j*; *k* and *g*; *f* and *v*; *th* and *dh*; *s* and *z*; *sh* and *zh*. The articulations in these pairs are the same, but the sound is light in the first consonant of each pair and heavy in the second. The consonants of each pair are represented by the same stroke, but for the second consonant this is written *thick* instead of *thin*; as $\searrow p$, $\searrow b$, $\perp t$, $\perp d$, $\searrow f$, $\searrow v$, etc. We have, therefore, a *light sign* for the *light sound*, and a *heavy sign* for the *heavy sound*. In this, as in the fact that each pair of consonants is represented by kindred signs, a natural relation is preserved between the *spoken* sound and the *written* sign. Throughout this book whatever relates to the light strokes applies also to the corresponding heavy strokes unless the contrary is stated.

Size of Strokes. 10. The consonants should be written about one-sixth of an inch long, as in these pages. It is of the utmost importance that from the

outset the student should learn to form the whole of the strokes uniformly as to length. Whatever size be adopted, all the strokes should be made equal in length. Later there will be introduced a principle for writing strokes half the normal length, and later still another for the making of strokes double the normal length. It is thus imperative that the student should obtain a fixed and strictly uniform length from the start. Care should be taken to form the curved thick letters, when standing alone, thus  *n*, *z*. If made heavy throughout they look clumsy: they should be thick in the middle only, and should taper off at each end, except when a joining such as  *v g* or  *b ng* is made. Thick strokes are never written upward. As an aid to remembering the strokes for *th* and *s*, the student should note that  *s* is the curve on the right side of  *R*. The consonants *l* and *r* form the left and right sides of an arch . The consonant *l* is most commonly written upwards; but it may be written downward in certain cases in accordance with rules which will be explained later.

Names of Consonants. 11. 'Until the student is perfectly familiar with the names of the consonants and the characters representing them, he should, in writing out the exercises, name aloud each shorthand stroke as he writes it. The strokes must always be called by their phonetic names: thus, "ch" is to be named *chay*; "g" *gay*; "ng" *ing*. The reason for this is that each phonetic character has a fixed value and, therefore, requires to be called by a name which indicates the sound that it invariably represents.

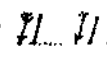
<i>Divisions</i>	<i>Character</i>	<i>Name</i>	<i>Letter</i>	<i>As sounded in</i>	
<i>Explosives</i>	/	pee	P	post	rope
	/	bee	B	boast	robe
	—	tee	T	tip	fate
	—	dee	D	dip	fade
	/	chay	CH	chest	etch
	/	jay	J	jest	edge
	—	kay	K	cane	lock
	—	gay	G	gain	league
<i>Continuants</i>	—	ef	F	fat	safe
	—	vee	V	vat	save
	(	ith	TH	thigh	wreath
	(	thee	TH	thy	wreath
	)	ees	S	seal	base
	)	zoo	Z	zeal	baine
	)	ish	SH	she	dash
	)	zhee	ZH	treasure	vision
<i>Nasals</i>	(	em	M	not	soon
	(	en	N	net	soon
	(	ing	NG	kingly	long
<i>Coalescents Liquids</i>	up	ei	L	light	tile
	down	ar, ray	R	tire	right
	up	way	W	wet	away
	up	yay	Y	yet	ayah
<i>Aspirate</i>	down	hay	H	high	adhere

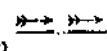
Exercise 1

(To be written by the student. The arrow $\rightarrow$ shows the direction in which the stroke is to be written. The curves m, n and ng and the straight strokes k and g are written on the line.)

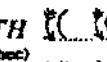
P, B 

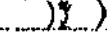
T, D 

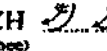
CH, J 
(chay)

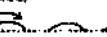
K, G 
(gay)

F, V 

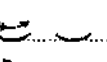
TH, TH 
(th) (thoc)

S, Z 
(zoe)

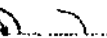
SH, ZH 
(sh) (zhee)

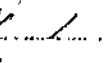
M 

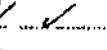
N 

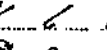
NG 
(ng)

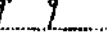
L 

R 

R 
(ray)

W 
(way)

Y 
(yay)

H 
(hay)

Chay and Ray. 12. These strokes are somewhat similar. They differ, however, in slope and in the direction in which they are written. It is scarcely possible, moreover, to mistake one for the other, inasmuch as *chay* is always written DOWN at an angle of 30° from the perpendicular, and *ray* is always written UP at an angle of 30° from the horizontal; thus *chay*, *ray*. If the pupil cannot, at the first trial, produce a fair copy of the signs in Exercise 1, he should write them several times, and vary the practice by writing the strokes in irregular order; thus,



Exercise 2

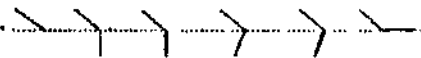
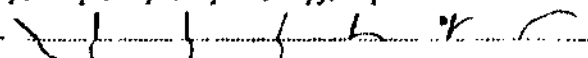
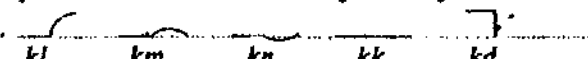
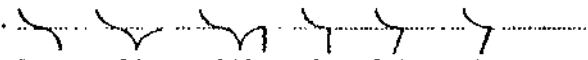
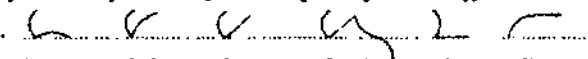
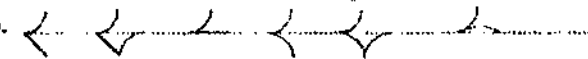
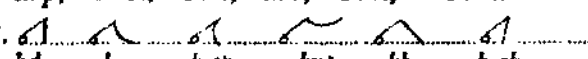
Read, copy, and transcribe as shown in line 1

1. \ \ | | / / — — / / 7 / /
p b t d ch j k g w y h h r
2. \ \ / | 7 \ / | / — — / — —
3. \ \ (()) / / — — — — () — —
4. / / (()) (()) (()) () — —
5. \ (/ / | /) — — / /) — —
6. \ — — 7 \ / / / — — / / — — /
7. /) ((— — — — () — — () — —
8. | — — | — — \ / \ / 7 / / / / /

Joined Strokes. 13. Strokes when joined must be written without lifting the pen, the beginning of a following stroke joining the end of a preceding stroke, as in the following exercise.

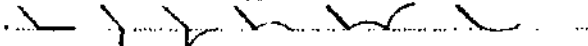
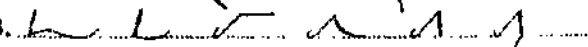
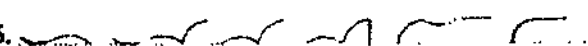
Exercise 3

Read and copy

1. 
p, pt, pd, p ch, pj, pk.
2. 
bf, d th, ds, ch s, jm, jl, lm.
3. 
kl, km, kn, kk, kd.
4. 
fr, frl, frld, ft, f ch, ff.
5. 
th m, th l, th r, th rfr, sk, lk.
6. 
sh p, sh bl, sh k, sh r, sh rl, sh m.
7. 
hd, hv, h th, hn, hb, h ch.

Exercise 4

Read, copy, and transcribe

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

The student will see the correct angles for the upright and sloping characters if he will copy and practise the following forms in combination—



Summary

1. Pitman Shorthand is phonetic, words being written according to their sound.
2. The strokes are twenty-six in number, and each stroke has a distinct name and value.
3. To represent the consonants there are mainly two elements, a straight stroke and a shallow curve.
4. The strokes (straight and curved) are thin and thick for the representation of pairs of similar sounds.
5. Thin strokes are written sometimes upward, sometimes downward; thick strokes are never written upward.
6. Strokes must be of a uniform length, about one-sixth of an inch.
7. Strokes are written by one impression, and the thick curves taper at each end.
8. The stroke representing *chay* is written downward, the stroke representing *ray* is written upward.
9. Strokes when joined must be written without lifting the pen.

CHAPTER II

THE VOWELS

"If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel." (*Prof. Sweet.*)

Vowel-sounds. 14. There are six simple long vowel-sounds in the English language, namely—

ah, ā, ē; aw, ō, ōō;

as heard in the words

bah! āle, ēach; āll, ōak, ōoze.

15. There are six corresponding short vowel-sounds in the language, namely—

ă, ě, ĭ; ǒ, ŭ, ǝ

as heard in the words

ăt, ětch, ĭt; ǝdd, tŭb, bǝok.

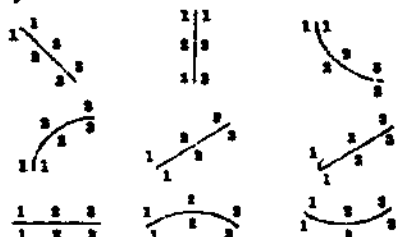
The long vowels may be remembered by repeating the sentence "*Pa may we all go too?*" The short vowels may be remembered by repeating the sentence "*That pen is not much good.*"

Vowel-signs. 16. The long vowels are represented by a heavy dot and a heavy dash. The short vowels are represented by a light dot and a light dash.

Vowel-places. 17. There are three points on a stroke close to which a vowel-sign may be placed, namely, at the beginning, the middle, and the end. The vowels are accordingly called first-place, second-place, and third-place vowels respectively.

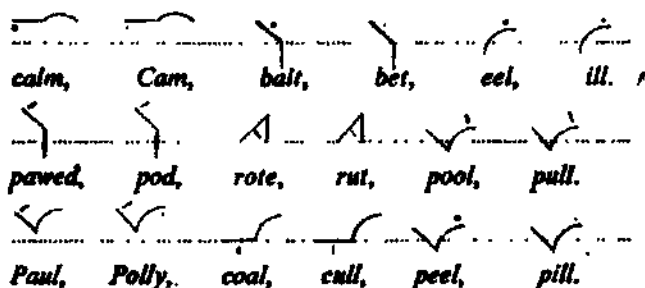
The places of the vowels are counted from the point where the stroke begins. In the case of downstrokes,

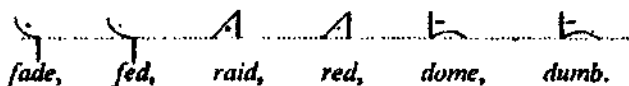
therefore, the vowel-places are counted from the top downward. In the case of upstrokes, the vowel-places are counted from the bottom upward. In the case of horizontals, the vowel-places are counted from left to right; thus,



Value of Vowel-signs. 18. The vowel-signs are put in the places which correspond with their numbers. A heavy dot in the first-place represents the long vowel *ah*; in the second-place it represents the long vowel *a*; in the third-place it represents the long vowel *ē*. A heavy dash in the first place represents the long vowel *aw*; in the second place it represents the long vowel *ō*; in the third place it represents the long vowel *oo*.

19. The light vowel-signs for the short vowels are put in the same places as the heavy vowel-signs for the long vowels; thus,





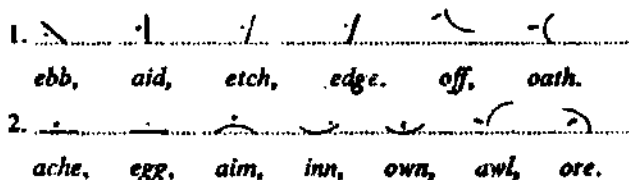
Vowels preceding and following Strokes. 20. When a vowel-sign is placed on the left-hand side of an upstroke or downstroke, it is read *before* the stroke, as *ale*, *earth*, *ape*, *age*, *eat*.

When a vowel-sign is placed on the right-hand side of an upstroke or downstroke, it is read *after* the stroke, as *lay*, *ray*, *pay*, *jay*, *shoe*.

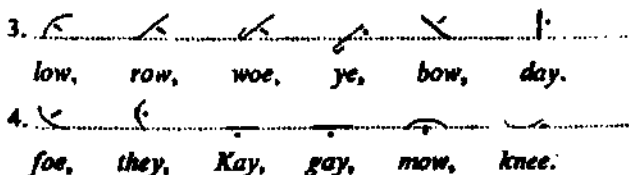
When a vowel-sign is placed above a horizontal stroke it is read *before* the stroke, as *ache*, *eke*, *own*.

When a vowel-sign is placed below a horizontal stroke it is read *after* the stroke, as *Kay*, *key*, *no*.

PRECEDING VOWELS



FOLLOWING VOWELS



PRECEDING AND FOLLOWING VOWELS

5.     
ebony, Italy, attack, ashore, allay.
6.     
academy, arrow, agony, afar, anatomy.

Exercise 5

*Read, copy, and transcribe**Write the outline of the word first; then put in the vowel-sign.*

- Vowel *ah*      
- " *ā*      
- " *ē*      
- " *aw*      
- " *ō*      
- " *ōo*      

Exercise 6

Read, copy, and transcribe

- Vowel *ä*      
- " *ē*      
- " *ī*      
- " *ō*      
- " *ū*      
- " *ōō*      

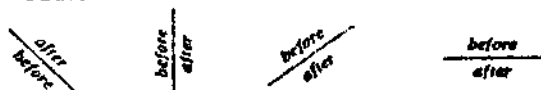
Exercise 7

Write in shorthand

1. Pay, paid, bay, bait, Tay, tame.
2. Say, essay, Esk, escape, low, load.
- 3. Show, showed, foe, foam, may, make.
4. Weigh, weighed, eight, Etna, nay, name.

Summary

1. There are six long vowels, represented by a heavy dot and dash, and six corresponding short vowels, represented by a light dot and dash.
2. The vowels are called first-place, second-place, and third-place vowels, respectively.
3. The vowel-places are called first-, second-, and third-places respectively, and vowel-signs are put in the places which correspond with their numbers.
4. Vowel-places are counted from the point at which the stroke begins.
5. The order of reading vowel-signs with their strokes is: with downstrokes and upstrokes, from left to right; with horizontal strokes, from top to bottom.
Thus:



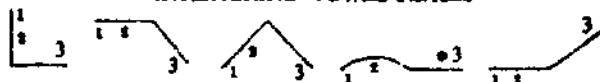
6. In writing a word, the word-form is written first and then the vowel-sign.

CHAPTER III

INTERVENING VOWELS AND POSITION

Intervening Vowels. 21. FIRST- and SECOND-PLACE vowel-signs when occurring between two strokes are written *after the first stroke*: thus,  *talk*,  *gate*. THIRD-PLACE vowel-signs are written *before the second stroke* at the end, because the vowel-sign is more conveniently written in that place; thus,  *deem*,  *dim*,  *read*,  *rid*,  *pool*,  *pull*. The vowel-sign is still in the third place, as indicated in the following diagram—

INTERVENING VOWEL-PLACES



Compound Words. 22. In compound words the vowel-sign is generally placed to the separate words; as,  *ear-ache*.

Position of Outlines. 23. Just as there are three places in which to put the vowel-signs, so there are three positions in which to write the outlines of words. The *first position* is *above the line*; the *second position* is *on the line*; and the *third position* is *through the line*. The *first sounded vowel* in the word determines the position of the outline.

When the *first sounded vowel* in a word is a *first-place vowel*, the outline is written in the *first position*; as,  *palm*,  *talk*,  *got*,  *rod*,  *wrought*.

When the *first sounded vowel* in a word is a *second-place vowel*, the outline is written in the *second position*; as,  *bake*,  *share*,  *load*,  *road*,  *code*.

When the *first sounded vowel* in a word is a *third-place vowel*, the outline is written in the *third position*; as,  *deem*,  *dim*,  *lead*,  *lid*,  *keyed*,  *kill*.

24. The first upstroke or downstroke in the outline indicates the position, as shown in the foregoing examples.

It is not practicable to write a horizontal stroke through the line; therefore, when an outline consists entirely of horizontal strokes, it is written in the *first position* if the first sounded vowel is a first-place vowel, and in the *second position* if the first sounded vowel is either a second- or a third-place vowel; as,  *mocking*,  *making*,  *meek*,  *cook*.

Exercise 8

Read and copy

1.  *Paul*,  *Polly*,  *tall*,  *Dolly*,  *bought*,  *body*.
2.  *Coal*,  *gull*,  *wrote*,  *rut*,  *dome*,  *dumb*.
3.  *Keyed*,  *kid*,  *giddy*,  *leak*,  *lick*,  *kill*.
 *Fade*,  *fed*,  *laid*,  *led*,  *raid*,  *red*.
5.  *Pest*,  *pill*,  *pillow*,  *pillowed*,  *bully*,  *bullied*.
6.  *Head*,  *hid*,  *hood*,  *cheap*,  *chip*,  *reap*.

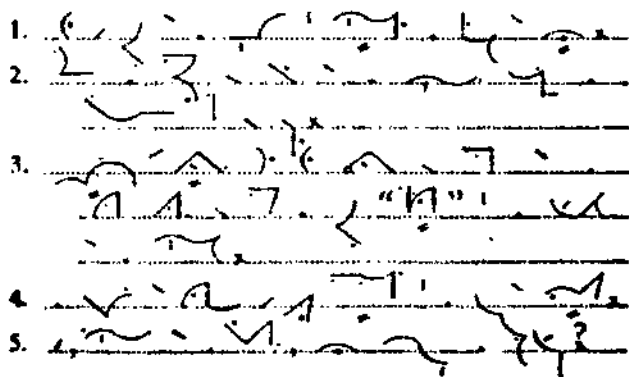
the note of interrogation and the note of exclamation ? and ! respectively. Other punctuation marks are written as usual. Two short lines underneath an outline indicate an initial capital.

GRAMMALOGUES

$\overset{\cdot}{_}$ a, an, $_$ the; $_$ all, $_$ two, too; $_$ of, $_$ to;
 $\overset{\cdot}{_}$ on, $_$ but; $\overset{\cdot}{_}$ (down) awe, ought, aught,
 $_$ (down) who; $\overset{\cdot}{_}$ (up) and, $_$ (up) should.

Exercise 11

Read, copy, and transcribe



Exercise 12

Write in shorthand

(THE WORDS PRINTED IN ITALIC TYPE ARE
GRAMMALOGUES)

1. They *should* ask the Head of the Academy to change the date.
2. Who took the padlock off the gate of the paddock?

3. *Up to the date of the party she looked both rich and happy.*
4. *The head of the bank may leave on Monday.*
5. *They ought to change the date on the cheque to the fourth of the month.*

Summary

1. FIRST-PLACE and SECOND-PLACE vowel-signs when occurring between two strokes are written after the first stroke; THIRD-PLACE vowel-signs are written before the second stroke.
2. The position of an outline is governed by the first sounded vowel in the word.
3. A *grammologue* is a frequently-occurring word represented by a single sign. The sign for a grammologue is called a *logogram*.
4. The full stop is indicated by a small cross, x ; the dash by — ; mark of interrogation and mark of exclamation by ? and ! respectively.
5. Two short lines underneath an outline indicate an initial capital.

CHAPTER IV

ALTERNATIVE SIGNS FOR R AND H

Consonant R. 27. The consonant *r* is provided with two different forms in order to facilitate the joining of strokes together, and also for the purpose of indicating an initial or a final vowel-sound.

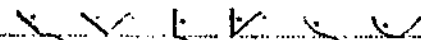
28. Initial *r* is written downward when preceded by a vowel-sound; as,  *oar*,  *array*,  *Arab*. In other cases, the general rule is to write initial or final *r* upward when it is followed by a vowel-sound, and downward when it is not followed by a vowel-sound; as,  *ray* but  *air*;  *parry* but  *par*;  *tarry* but  *tur*;  *sherry* but  *share*.

29. Downward *r* is always written initially before *m* because of the easier joining.

Consonant H. 30. The upward form of *h* is most commonly used; but the downward form is written when the letter stands alone or is immediately followed by *k* or *g*; as,  *hay*,  *hake*,  *Haig*.

Exercise 13

Read, copy, and transcribe

- 
- 
- 
- 
- 

Exercise 14

Write in shorthand

1. Arm, aroma, Orkney, arcade, arrow, ear.
2. Rob, rod, Rodney, Ruth, rage, roach.
3. Perry, Derry, Murray, furrow, morrow, ferry.
4. Dear, jeer, gear, fear, veer, leer.
5. Racy, writ, retail, reverse, reverie, wreck.
6. Hook, hog, heath, hatch, hedge, hood.

GRAMMAGOGUES

put; be, to be; I; had, do.
 difference, different; much, which.

Exercise 15

Read, copy, and transcribe

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

Exercise 16

Write in shorthand

1. They hope to reach Orkney on the fourth of May.
2. The red colour on the door and the yellow on the window had a poor effect.
3. He came to her aid, and gave the difference to Reid and Hargrave.



4. If they got *the* money it *should* make much difference to *the* firm.
5. They *had* a heavy mail on Monday.
6. Tom saw *the* head of *the* firm leave at four or so.

Summary

1. The consonant *r* initially is written downward if a vowel precedes, and upward if a vowel does not precede.
2. The consonant *r* finally is written upward if a vowel follows, and downward if no vowel follows.
3. Downward *r* is written before *m*.
4. The consonant *h* standing alone, or followed by *k* or *g*, is written downward; in other cases the upward form is written.

CHAPTER V

DIPHTHONGS

"A diphthong is a union of two vowel-sounds in one syllable." (*Prof. Skeat.*)

Diphthongs. 31. There are four common diphthongs, namely, *i*, *ow*, *oi*, and *u*, as heard in the sentence *I now enjoy music.*

They are represented as follows—

I | OW | OI | U |

32. The signs for *i* and *oi* are written in the first place; the signs for *ow* and *u* are written in the third place; thus, *isle*, *time*; *toy*, *toll*; *cow*, *cowed*; *duty*, *mule*.

Joined Diphthongs. 33. The diphthong-signs may be joined to the consonant in many words; thus, *item*, *idle*, *ivy*, *ice*, *eyes*, *ire*, *isle*, *I am*, *nigh*, *now*, *bow*, *avow*, *dew*, *Matthew*, *issue*, *owl*.

34. The semicircle representing *u* may be written *u* for convenience in joining; thus, *cue*, *argue*, *mew*, *new*, *value*. The sign for *i* is abbreviated when prefixed to *l* and *m*, and the sign for *ow* is abbreviated when affixed to *n*, as shown in the examples in paragraph 33.

Triphongs. 35. A small tick attached to a diphthong-sign represents any vowel immediately following the

diphthong; thus,  *diary*,  *loyal*,  *towel*,  *attenuate*,  *fewer*,  *annuity*,  *riot*,  *ingenious*.

These signs are called *triphones* because they represent three vowels in one sign.

Abbreviated W. 36. The initial sound of *w*, before *k*, *g*, *m*, *r* is represented by a right semicircle; thus,  *wake*,  *wig*,  *womanish*,  *wear*,  *vary*.

37. When *w* is preceded by a vowel, the stroke  must be written; as,  *awake*,  *awoke*,  *aware*.

Exercise 17

Read, copy, and transcribe

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

Exercise 18

Write in shorthand

1. Bite, tile, time, timely, ripe, ride, fire, fiery.
2. Coil, coiling, toyed, joy, enjoy, coinage, Doyle.
3. Rout, rowdy, cowed, pouch, vouch, loud.

4. View, review, dupe, tunic, fury, mule.
5. Item, eyes, night, deny, voyage, argue, arguing, genuine.
6. Wear, wary, weary, woke, awoke, war, warm.

GRAMMALOGUES

Λ how, ˘ why; ˘ beyond, α you; ˘ large; ˘ can, ˘ come; ˘ go, ˘ give-n; ˘ for; ˘ have.

Exercise 19

Read, copy, and transcribe

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

Exercise 20

Write in shorthand

1. *How can you attach the wire to the high chimney?*
2. *They were due to arrive at five, but were delayed a long time at Wick.*
3. *You should verify each item on the bill.*
4. *Do you like the new tyre you have had put on the car?*
5. *Few of the party knew why you had to go to Newquay on the tenth of July.*
6. *A week ago I saw Doyle, but he had no time to give to my work; he had to hurry for the boat.*

Summary

1. The four diphthongs are *i*, *ow*, *oi*, *a*.
2. The diphthongs *i* and *oi* are put in the first vowel-place; and *ow* and *a* in the *third* vowel-place.
3. A diphthong may be joined to a stroke where convenient.
4. A small tick attached to a diphthong-sign indicates the addition of a vowel to the diphthong.
5. Initial *w* before *k*, *g*, *m*, *r*, is represented by a right semicircle.

CHAPTER VI

PHRASEOGRAPHY

Phrasing. 38.—Phraseography is the writing of two or more words together without lifting the pen, the resulting outline being called a *phraseogram*. The best phraseograms are those which combine the qualities of *facility*, *lineality*, and *legibility*. A phraseogram should be easy to write; it should not ascend too far above, nor descend too far below, the line; and it must be legible when written. Subject to the observance of these conditions, the practice of phrase writing will greatly increase the writer's fluency and speed.

(a) The first word-form of a phraseogram must occupy the position in which it would be written if it stood alone. Thus, the phrase *how can they* would be represented by the outline , commencing on the line,

because *how*, if it stood alone, would be written on the line. Similarly,  *I have* commences above the line, because *I*, standing alone, would be written above the line.

(b) A first-position word-form may be slightly raised or lowered, however, to permit of a following stroke being written *above*, *on* or *through* the line, as,

 *I thank you* (and using the logogram *with*),

 *with much*,  *with which*,  *with each*.

(c) When joined to *k*, *m*, *l* (up), the sign $\checkmark$ may be shortened; thus, $\checkmark$ *I can*, $\checkmark$ *I am*, $\checkmark$ *I will*.

(d) With rare exceptions it is unnecessary to vocalize phraseograms. The word *he* standing alone, or at the beginning of a phrase, is written h ; but in the middle of a phrase the word is represented by the logogram .h ; thus, h *he may*, .h *if he may*, h *he should know*, .h *if he should know*. For the sake of an easier joining the word *much* is sometimes written in full in phrases; as, h *so much*, .h *how much*, and *were* is written either w or .w ; thus, w *they were*, .w *you were*, .w *if they were*, .w *if he were*. In phrases, the word *him* should have the dot vowel inserted; thus, .h *of him*, .h *to him*.

Tick *the*. 39. The word *the* may be expressed by a light slanting tick, joined to a preceding character and written either downward (from right to left) or upward (from left to right).

(a) DOWNWARD: > *of the*, > *and the*, .A *should the*, > *with the*, > *by the*, .h *if the*, .h *have the*.

(b) UPWARD: ~ *beyond the*, ~ *what the*, .h *how the*, < *at the*, < *which the*, .h *was the*.

This tick for *the* must never be used initially.

NOTE— < *on the* and < *but the* should slope a little to secure a better angle.

PHRASES

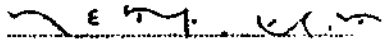
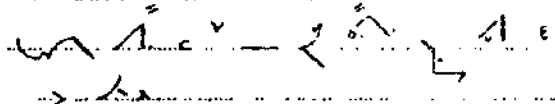
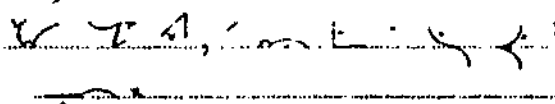
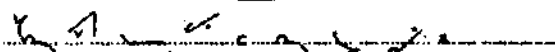
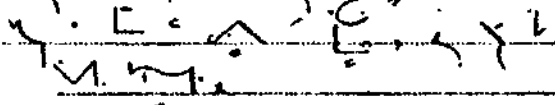
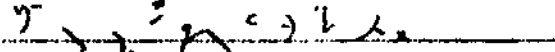
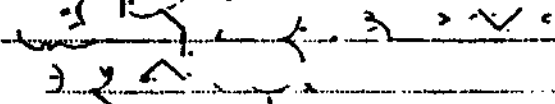
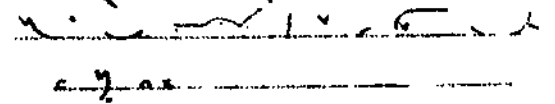
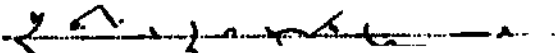
I thank you	why have you
I think you should be	with you
I have the	so much
I have had	with much
I saw the	with which
I see	with each
I am	when they
I may be	what do you
I will	what was
I will be	what can be
you should	it would be
you should be	it should be
you can	it will be
you will	it was
you will be	which was
you may be	which were
you were	he should be
if you were	he will be
they were	if he
how can they	if he were
why do you	too much

GRAMMLOGUES

(*thank-ed*, (*think*; (*though*, (*then*;) *was*,
) *whose*;) *shall*,) *wish*; ^c *with*, _e *when*;
² *what*, _a *would*; ¹ *O*, *oh*, *owe*, ₁ *he*.

Exercise 21

Read, copy, and transcribe

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

Exercise 22

Write in shorthand

(Phraseograms in the following letterpress exercises are indicated by the hyphen.)

1. *Why-do-you think he-was aware of-the likely failure of-the firm?*
2. *I-thank-you for-the tube of colour, which I-think should-be all-right.*
3. They deny they-were at-the Tower at-the time of-the fire.
4. *I-think-you owe the Head an apology for-the way you hurried away on-Monday.*
5. *If-he-were aware of-the date, he-would, I-think, have come with us*
6. Kenneth Doyle, whose view all of us share, wrote to say he-would arrive at five
7. *I-think too-much time was-given to-the topic What-do-you think?*

Summary

1. *Phraseography* is the name given to the principle of joining word-forms together. The outline thus obtained is called a *phraseogram*.
2. The following must be carefully noted—
 - (a) Awkward joinings must be avoided
 - (b) The first word-form in a phraseogram must occupy its own position. A first-position word-form may, however, be raised or lowered to permit of a following stroke being written above, on or through the line.
3. The word *the* may be expressed by a light slanting tick joined to a preceding character and written either downward or upward. The tick for *the* is never used initially.

CHAPTER VII

CIRCLE S AND Z

Circle S and Z. 40. The consonants *S* and *Z* are represented not only by the strokes  and  but also by a small circle . Initially the circle represents the light sound of *s* only; medially and finally it represents the sound of *s* or *z*. The sound of *z* initially must be represented by the stroke  as,  zeal,  zero,  zenith.

Left and Right Motion. 41. In this chapter, and in the following pages, the term *Left Motion* means the motion of the hand in writing the longhand letter  , the opposite motion being termed the *Right Motion* . The circle *s*, when standing alone, is written with the *left* motion.

42. The circle *s* is written (a) *inside* curves, (b) *outside* angles formed by two straight strokes, and (c) with the *left* motion when joined to straight strokes not forming an angle; thus,

(a)  safs,  soothes,  essays,  sashes,  seems,  sense,  sings,  slays,  source,  fossil,  thistle,  Cecil,  muscle,  nestles,  designs,  lisps.

(b)  gasp,  rasp,  risk,  task,  Biscay,  justice,  hasp.

(c)  space,  seeds,  sages,  snakes,  sorrows,  Busby,  tact,  cask,  razor,  wiser.

43. Initial circle *s* is always read *first*; final circle *s* is always read *last*; and vowel-signs are placed and read in relation to the stroke consonant, and not to the circle, as in the foregoing examples.

44. The circle *s* may be added to a stroke logogram, as, _____ come, _____ comes, _____ put, _____ puts.

Stroke L and Circle. 45. When the stroke *l* immediately precedes or follows a circle which is attached to a curve, it is written in the same direction as the circle; thus, _____ lesson, _____ cancel, _____ vessel, _____ loser.

46. A lightly-sounded vowel may be omitted, as in _____ poison, _____ refusal, _____ answer, _____ desire.

Exercise 23

Read, copy, and transcribe

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

Exercise 24

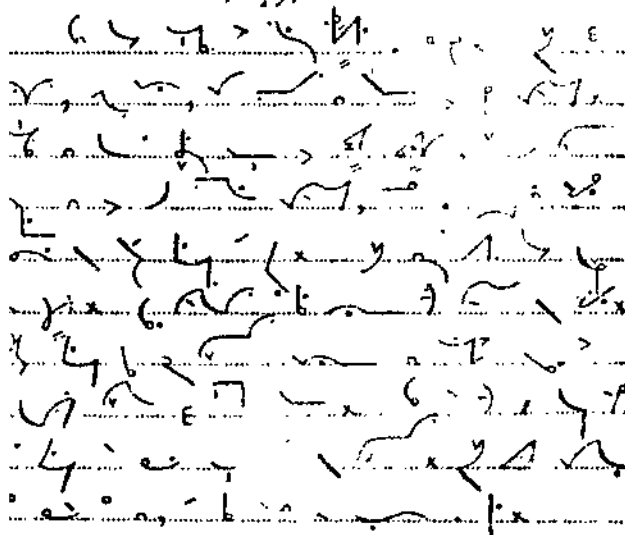
Write in shorthand

1. Lays, slays, oars, soars, face, facing.
2. Poison, poisonous, pacifies, voicing, rising, toilsome.
3. Dusky, excites, customs, justice, rusty, suffice.
4. Less, Leslie, shame, shameless, shamelessly, shams.
5. Excusing, refusing, spacing, basin, dozen, resigns.
6. Hope, hopeless, hopelessly, consul, pencil, fossils.

GRAMMAMOLOGUES

usual-ly; as, has, ... is, his; because;
 itself; those, thyself, ... this, ... thus.

Exercise 25

Read, copy, and transcribe

Exercise 26

Write in shorthand

If Miss Nelson wishes to see the works, she can come to this office on Tuesday or Wednesday of this week, and I shall be happy to show all the details she may desire to see. I think it is but fair to say this is the busy season with us, and I shall have but a few minutes to spare to Miss Nelson. My deputy can take charge of the lady. I will thank you if you will put the facts to the lady as nicely as you can, because she may think I am an idle fellow with much time at my disposal. I know you will excuse this appeal, and I hope you will do what I ask, as I should be sorry to upset Miss Nelson, or to appear to be rude when she comes.

Summary

1. A small circle used initially represents *s* only medially and finally it represents *s* or *z*.
2. The circle *s* is written outside angles, inside curves, and with the left motion to straight strokes not forming an angle.
3. An *initial* circle is always read *first*. a *final* circle is always read *last*.
4. The stroke *l*, immediately preceding or following a circle attached to a curve, is written in the same direction as the circle.
5. The circle *s* may be added to stroke logograms.

CHAPTER VIII

STROKE S AND Z

Stroke S and Z. 47. Wherever there is an initial or a final *vowel-sound*, there must be a stroke consonant, to provide a place for the *vowel-sign*. Therefore, the stroke *s* must be written when a vowel precedes initial *s*, or

when a vowel follows final *s* or *z*; thus,  *ace*,  *say*;

 *ooze*,  *zoo*;  *asp*, but  *sap*;  *ask*, but 

sack;  *racy*, but  *race*;  *busy*, but  *bees*.

48. Where the stroke *s* is written initially in the root word, it is retained in compounds and in derivatives formed by means of a prefix; thus,  *saw*,  *saw-bench*,  *assailed*,  *unassailed*,  *ease*,  *disease*.

The stroke is also written—

(a) In words like  *science*,  *sewer*, where a triphone immediately follows initial *s*.

(b) In words like  *cease*,  *saucer*, where initial *s* is immediately followed by a vowel and another *s* or *z*.

(c) In words like  *sinuous*,  *tortuous*,  *joyous*, where the final syllable *-ous* is immediately preceded by a diphthong.

Exercise 27

Read, copy, and transcribe

1. } 2 3 2 3 3 3
2. f f f f f f f f f f
3. v v b f f f f f f f
4. j z z z z z z z z z
5. s s s s s s s s s s
6. s s s s s s s s s s

Exercise 28

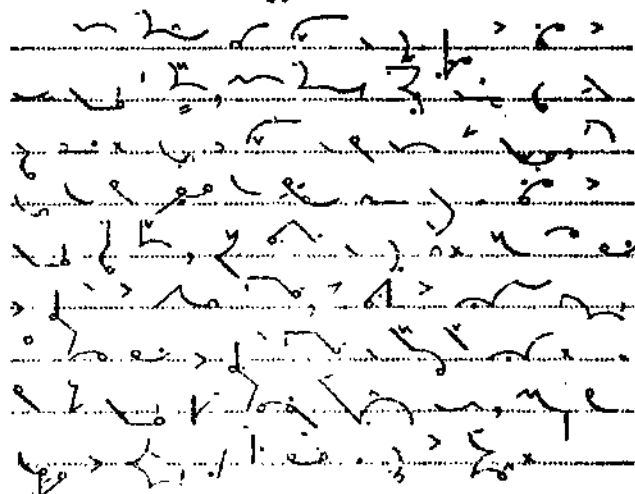
Write in shorthand

1. Asp, aside, assess, Assam, assailing, asylum, assayed.
2. Base, basso, juice, juicy, logs, legacy, coals, colza.
3. Spouse, espouse, seek, Essex, score, Oscar, Isaac.
4. Essays, essence, escapes, Eskimo, say, ascs.
5. Siamese, sciatica, sighing, easy, uneasy, uneasily, uneasiness.
6. Sinuous, tortuous, vacuous, tenuous, ingenuous.

GRAMMALOGUES

me, him; myself, himself; specially.
 speak; subject-ed; several.

Exercise 29

Read, copy, and transcribe

Exercise 30

Write in shorthand

For several special reasons I should like you to come to see me on Wednesday as early as you can. I specially desire you to write out the names of all the firms with which you have had business dealings since you came to us. I shall discuss a new policy with you, and the names for which I ask may be of use. I am a bit upset at the refusal of Askew and Benson to take those Eskimo rugs, and I should like to know the reasons for the refusal. I have several subjects besides these of which I wish to speak to you when I see you on Wednesday. Ask to see me as soon as you arrive.

Summary

The stroke *s* or
z must be
written:

1. When a vowel precedes initial *s* or follows final *s* or *z*
2. When initial *s* is immediately followed by a vowel and another *s* or *z*.
3. When initial *s* is immediately followed by a triphone.
4. When the final syllable *-ous* is preceded by a diphthong.
5. When the word is a compound like *sea-mew*, *saw-bench*
6. When the word is a derivative like *unceasing*, *unassailed*, where the stroke would be written in the root word.

CHAPTER IX

LARGE CURVES SW AND SS OR SZ

SW Circle. 49. A large INITIAL circle, written with the same motion as the circle *s*, represents the double consonant *sw*, thus,  *seat*,  *sweet*,  *sum*,  *swum*. As a vowel cannot be written to a circle, the stroke *w* must be written in words like  *sway*,  *suasive*. The *sw* circle is used initially only.

SS Circle. 50. A large MEDIAL or FINAL circle, written with the same motion as circle *s*, represents *s-s*, having a light or heavy sound, with the intervening vowel *ē*; thus,  (*ses*) *necessity*;  (*sez*) *passes*;  (*zes*) *possessive*;  (*zez*) *causes*. When a vowel other than *ē* intervenes, it is indicated by placing the vowel-sign within the circle; thus,  *exist*,  *exhaust*,  *exercised*. Final *s* is added thus,  *exercises*. The large circle is also used to express the sounds of two *s*'s in consecutive syllables, as in  *mis-spell*.

Plurals and Possessives. 51. As  *Lucy*,  *policy*,  *jealousy*, etc., are written with the stroke *s*, the stroke *s* is retained in the derived words  *Lucy's*,  *policies*,  *jealousies*. (See also pars. 47 and 48.)

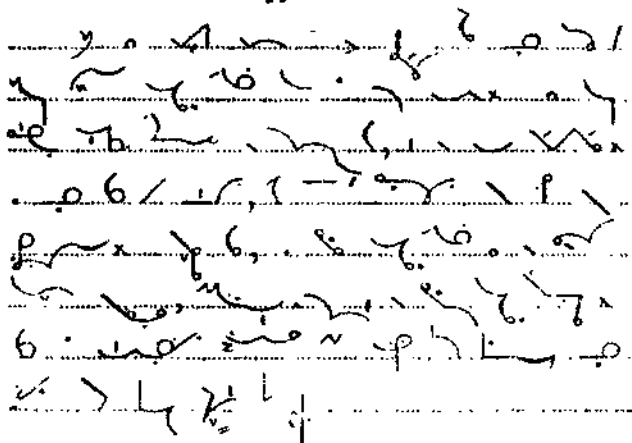
52. A few words ending in *s-s* are written with the circle and stroke, or the stroke and circle, in order to distinguish them from other words containing similar consonants, and in which the large circle is employed;

GRAMMLOGUES

in, any, own; your, year: are,
our, hour; ourselves, themselves.

Exercise 33

Read, copy, and transcribe



Exercise 34

Write in shorthand

The invoices and bills of lading for the valances and
jacks are ready for dispatch, and the cases themselves
are to leave by the "Swiss Valley," sailing on Wed-
nesday. The advices should be with our customers
by the tenth of March, and they will do all they can
to make a success of the deal. They know the business
thoroughly, and you may safely leave it to them.
It is scarcely necessary to emphasize what they them-
selves know already.

Summary

1. A large initial circle represents *sw*.
2. A large medial or final circle represents the light or heavy sound of *s-s* with an intervening vowel.
3. Where a root word ends with stroke *s*, the plural, possessive, or third person singular is formed by the addition of the circle *s*.
4. Where a root word ends with a circle *s*, the plural, possessive, or the third person singular is formed by the use of the large circle *ses*.
5. A few words ending in *s-s* are written with the circle and stroke, or with the stroke and circle, to distinguish them from words in which the large circle is employed.
6. The *sw* circle is used in phrases like *as well as*, *as we know*; and the *ss* circle in phrases like *it is said*, *in this city*.

CHAPTER X

LOOP *ST* AND *STR*

Loop ST. 54. The combination *st*, as in *steam*, *mist*, *passed* (*pass*) is represented by a loop made half the length of the stroke to which it is attached; thus,

seem, *steam*, *sown*, *stone*, *sake*,
stake, *miss*, *mist*, *lace*, *laced*,
pass, *past*.

Like the circle *s*, the *st* loop is written with the Left motion to straight strokes and inside curves, as shown above. Like the circle *s*, too, the *st* loop is always read first at the beginning of the stroke and last at the end.

55. Since a final vowel-sound requires a final stroke, in order to provide a place for the vowel-sign (par. 47), it follows that the *st* loop cannot be employed finally when a vowel follows *t*; thus, *best*, but *bestow*;
rust, but *rusty*; *honest*, but *honesty*.

56. The *st* loop may also be employed finally for the heavy sound of *zd*, as in the words *fused*,
refused, *opposed*, *disposed*. The word *caused* is written  to distinguish it from *cost*.

Loop STR. 57. A large loop, extending two-thirds of the length of the stroke to which it is attached, represents *str*. This *str* (*ster*) loop is never written at the beginning of an outline. Like the circle *s* and the *st* loop, the *str* loop is written with the Left motion to

straight strokes, and inside curves; thus,  *pass*,
 *past*,  *pastor*,  *fast*,  *faster*.

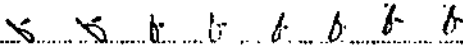
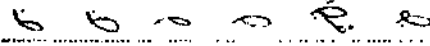
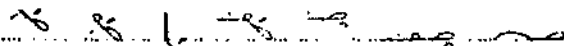
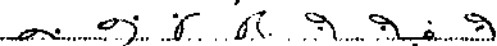
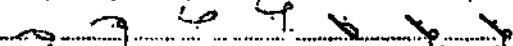
58. The *st* and *str* loops may be used medially where a good joining results; thus,  *justify*,
 *elastic*,  *masterpiece*.

59. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the *str* loop be written when a strongly sounded vowel occurs between *st* and *r*, because where there is a vowel-sound there must be a stroke consonant to provide a place for the vowel-sign (par. 47). Compare  *best* and  *beset*,  *rest* and  *receipt*,  *pastor*,  *pasture*,  *poster*,  *posture*.

60. The circle *s* is added to a final loop as follows—
 *taste*,  *tastes*;  *lustre*,  *lustres*.

Exercise 35

Read, copy, and transcribe

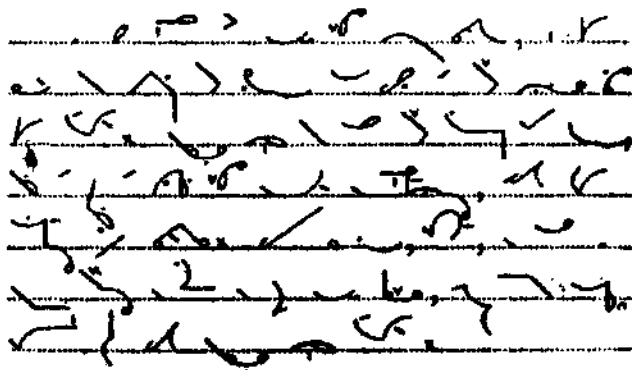
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Exercise 36*Write in shorthand*

1. Stout, stoutly, stock, stockade, style, stylish.
2. Rust, rusts, nest, nests, waste, wastes.
3. Box, boxed, lapse, lapsed, refuse, refused.
4. Coaster, coasters, booster, boosters, muster.
5. Stone, stole, stove, stem, stung, star.
6. Gassed, gazette, vest, visit, rust, russet.
7. Bolsters, barrister, waster, lustre, sinister, minister.

GRAMMLOGUES

l first, u influence, u influenced, o next,
o most, u language, u owing, u thing, u young,
l Lord, u we.

Exercise 37*Read, copy, and transcribe*

Exercise 38

Write in shorthand

The language of the young barrister in the case was most stately, and it must have influenced both judge and jury. It almost looked as if the case was lost at the first, because of the calm way in which the opposing counsel set out to state the facts for his side. But the young barrister faced the test fairly, and his language and style, though different, showed him to be a master of law and logic. We shall watch his career at the bar, and we think he must succeed because of his abilities.

Revisionary Exercise (A)

Write in shorthand

If you can put me up for a week in August, I shall be ready to go and stay with you. You can have as much walking as you like. I shall be at your disposal at almost any hour, and as I am a rare walker myself, I think I can say you will have all the exercise you wish. You ought to be a different fellow when I leave, if you will be influenced by me. I think I can give you a mile in six and beat you. I have had some talk with young Lord Robson several times in the past week, and he says you can do five miles an hour. Those who saw you last autumn and know what you can do, all say the same thing. This is all I know as to your form. But we shall see for ourselves. I think you will own I am far beyond you in speed. It will be a case of each for himself and the race to the faster of the two. Oh, I know I shall beat you, unless you are faster this year. Those who think poorly of themselves only induce those who know them to think the same. I speak for myself.

because I-know myself. I-can say a deal on-this subject, and-I usually do-so. You ask why I-have stayed away so-long. The answer is business keeps me away. When would-you like me to-come? The best of luck to-you and to-the rest of-the family! It-will-be nice to see them all, though I-saw most of-them a month or-two ago. (283 words)

Summary

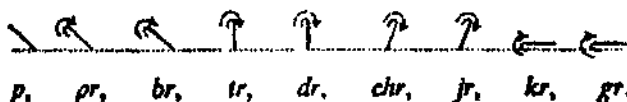
1. A small loop represents *st*; a large loop represents *str*.
2. The *st* loop may be used initially, medially or finally.
3. The *st* loop may be employed finally to represent the sound of *zd*.
4. The *str* loop may be used medially or finally, but not initially.
5. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the loop be written immediately before a final vowel.
6. The *str* loop cannot be written when a strongly sounded vowel occurs between *st* and

CHAPTER XI

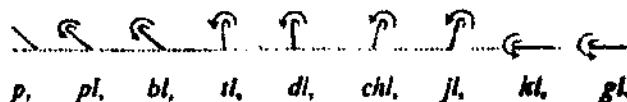
INITIAL HOOKS TO STRAIGHT STROKES AND CURVES

Double Consonants. 61. The liquids *r* and *l* frequently blend with other consonants so as to form a double consonant, as in the words *pray*, *blow*, *drink*, *glare*, *fry*, *fly*, or are separated from a preceding consonant by an obscure vowel only, as in *paper*, *maker*, *table*, *babel*. These consonant combinations are represented by prefixing a hook to the simple shorthand characters to indicate their union with *r* and *l*.

R Hook to Straight Strokes. 62. A small initial hook, written with the Right motion, adds *R* to straight strokes; thus,



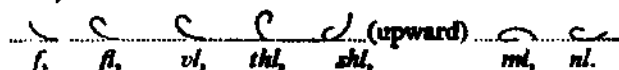
L Hook to Straight Strokes. 63. A small initial hook, written with the Left motion, adds *L* to straight strokes; thus,



R Hook to Curved Strokes. 64. A small initial hook, written inside the curve, adds *r* to a curved stroke; thus,



L Hook to Curved Strokes. 65. A *large* initial hook, written inside the curve, adds *l* to a curved stroke; thus,



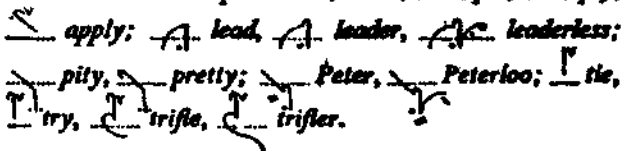
66. The stroke $\swarrow$ *r* is not hooked initially, because the characters $\swarrow$ and $\swarrow$ are employed for *w* and *y*.

SHR and SHL. 67. The double consonant $\swarrow$ *shr* is always written *downward*, and the double consonant $\swarrow$ *shl* is always written *upward*.

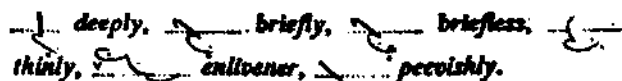
Small Hook to NG. 68. The hooked form $\swarrow$ represents *ng-kr* or *ng-gr*, as heard in the words *banker*, *finger*.

69. The hooked forms should be called by their syllabic names; as, $\swarrow$ *per*, $\swarrow$ *pel*, $\swarrow$ *fer*, $\swarrow$ *fel*, etc.

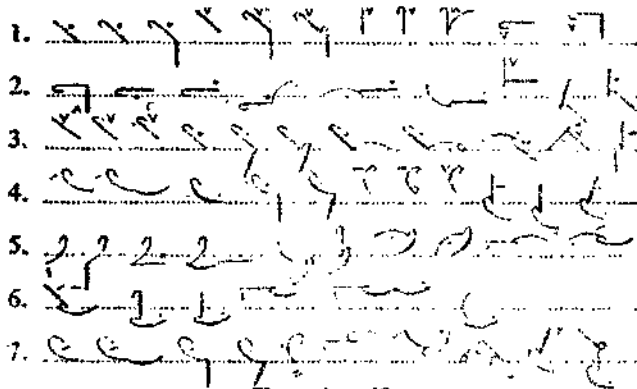
Vowels and Double Consonants. 70. Vowels are placed and read to the hooked forms as they are placed and read to the simple forms; thus, $\swarrow$ *ple*, $\swarrow$ *ply*,



Extended Use of L Hook. 71. In order to obtain easier forms the *l* hook is sometimes used in words in which the *l* properly belongs to the following syllable, and not to the stroke to which it is attached; thus,



Exercise 39

Read, copy, and transcribe

Exercise 40

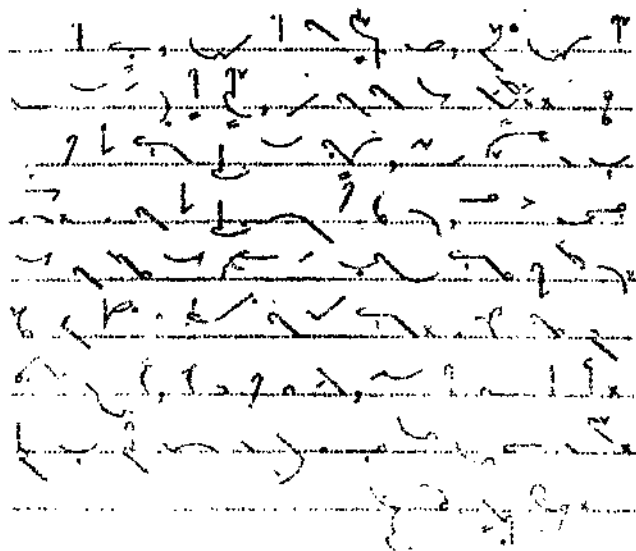
Write in shorthand

1. Pry, pride, preach, preacher, bray, break, breaker.
2. Crow, croak, cricket, grew, group, grape, bigger.
3. Ply, plied, played, plum, place, replace, replaces.
4. Problem, enclose, enclosure, blow, blows, bluster.
5. Double, pedal, fiddle, model, sickle, glow, gloat.
6. Fred, afraid, tougher, other, otherwise, every, usher, pressure, inner.
7. Honour, honourable, flavour, flower, Fletcher, faithful, privilege, Marshall, specialize.

GRAMMAMOLOGUES

\ principle, principal-ly; \ liberty, \ member,
 remember-ed, \ number-ed; \ truth; \ Dr.,
 doctor, \ dear, \ during; \ chair, \ sincer;
 \ larger; \ care.

Exercise 41

Read, copy, and transcribe

Exercise 42

*Write in shorthand**Dear-Sir,*

Thank-you for-yours of-the first of April, and-for calling me your price-lists and samples of blue and black inks and glue in-the several sizes of bottles. I-think-the labels are better and brighter now. I-shall give-the samples a fair trial during-the next few weeks, and, if suitable, I-may-be able to stock a large number of-the smaller sizes. As I-think-you know, my principal business is with legal offices, and, as you-will agree, it-is essential to offer them only first-class inks.

Yours-truly,

Summary

1. A small initial hook written with the Right motion adds *r* to simple straight strokes except .
2. A small initial hook written with the Left motion adds *l* to simple straight strokes except .
3. The hooked signs should be called by their syllabic names.
4. A small initial hook to curves adds *r*; a large initial hook to curves adds *l*.
5. *Šhr* is always written downward, and *shl* is always written upward.
6. *Ng* with a small initial hook represents the sounds of *ng-kr*, *ng-gr*.
7. Hooked forms may be considered as representing syllables.

CHAPTER XII

ALTERNATIVE FORMS

Additional Signs for FR, VR, etc. 72. The strokes  *r*,  *s*, are not hooked for the addition of *r* or *l*. They are, however, hooked to provide alternative forms for *fr*, *vr*, *fl*, *vl*, *thr*, *thv*; thus,

 *fr*,  *vr*,  *thr*,  *thv*,  *fl*,  *vl*.

The first form of each pair is called a *left curve*, because it is made with the Left motion; the second form of each pair is called a *right curve*, because it is made with the Right motion. There is only one form for *thl* , namely, the left curve.

73. (a) When standing alone, the *left curves* for *fr*, *vr*, *thr*, are used if a vowel precedes, and the *right curves* if a vowel does not precede; thus,  *affray*,  *fray*,  *ether*,  *three*.

(b) When joined to another stroke, the form is used which gives the easier joining, preference being given to the right forms; thus,  *Friday*,  *virtue*,  *frame*,  *verbal*,  *thermal*,  *leather*,  *coffer*,  *lover*. Generally, it will be found that the *left curves* join better with strokes written towards the *left*, and the *right curves* with strokes written towards the *right*.

FL and VL. 74. The right curves  *fl*,  *vl* are used only after *straight upstrokes* and the *horizontal*  *k*,  *g*,  *n*; thus,  *cull*,  *novel*,

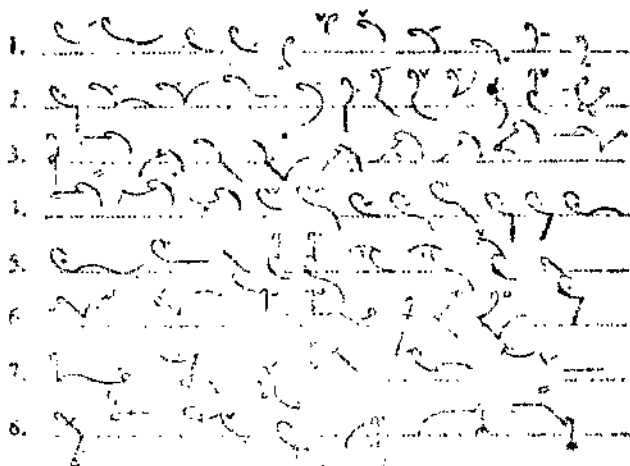
 *rifle*,  *weevil*. In all other cases the left curves  *f*,  *o* are used; thus,  *flow*,  *aflow*,  *flake*,  *flicker*,  *joyful*,  *arrival*.

Intervening Vowels. 75. (a) In order to obtain a briefer or an easier outline, an initially hooked form may be used even when a vowel separates *l* or *r* from the stroke consonant. Where necessary, an intervening dot vowel between a stroke and an initial hook may be indicated by writing a small circle, instead of a dot, either after or before the stroke; thus,  *barley*,  *challenge*,  *narrate*,  *sharply*; and an intervening dash vowel or diphthong may be indicated by striking the sign through the stroke consonant, thus,  *Burma*,  *coarsely*,  *nullify*,  *lecture*.

(b) If the vowel-sign cannot easily be written through the stroke, it may be placed at the beginning or the end for a first-place or a third-place vowel respectively; thus,  *corner*,  *tolerable*,  *captures*.

(c) In words like  *perceive*,  *telegraphy*,  *mercury*,  *nervously*, the hooked form sufficiently represents the first syllable of the word. With the exception of  *nurse*,  *Turk*,  *dark*, and a few other words, the initially hooked strokes are not used in monosyllables where the consonants are separated by a vowel. Such words as  *pair*,  *pale*,  *tare*,  *tore* are written with the separate strokes, so as to indicate the intervening vowel.

Exercise 43

Read, copy, and transcribe

Exercise 44

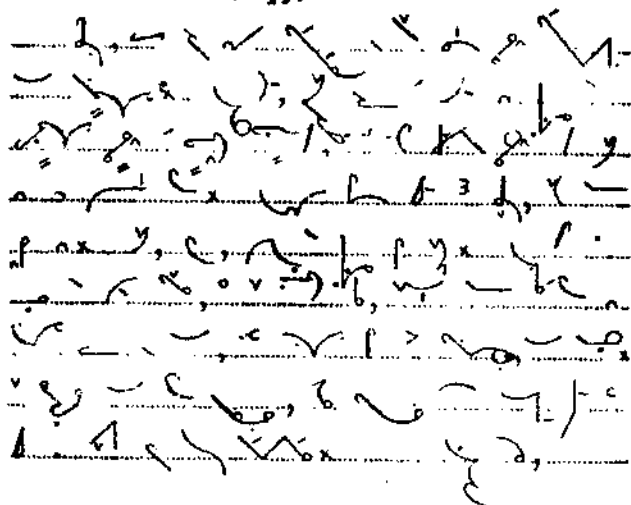
Write in shorthand

1. Pray, three, Friday, Frank, differ, endeavour.
2. Free, freely, thrifty, recover, waver, Waverley.
3. Flood, flask, flock, playful, grateful, effectively.
4. Baffle, trifle, shovel, removal, inflame.
5. Rival, roughly, hovel, cavalry, gravel.
6. Charming, courage, encourage, furnace, Norwich.

GRAMMAMOLOGUES

x people; x belief, believe-d; f tell, f till;
 f deliver-ed-y; f largely; c call, c equal-ty;
 c over, c however; c valuation.

Exercise 45

Read, copy, and transcribe

Exercise 46

Write in shorthand

Have you ever noticed what useful lessons you may receive through a shrewd look at the faces of the people you come across in travelling? You will see in them humour and gloom; generosity and miserable stinginess; pluck and nervous fear; wisdom and simplicity. You will notice the drinker and the abstainer; the hopeful and the fearful; the clever talker and the bore; the flighty and the modest; the pilferer and the honest fellow; the loafer and the worker. Five minutes in a tramway car may offer us many lessons if we care to take them.

Summary

1. (a) When standing alone, the left curves  *fr*,  *ur*,  *thr*,  *thr* are used if a vowel precedes, and the right curves  *fh*,  *ur*,  *thr*, if a vowel does not precede.
- (b) When joined to another stroke either curve is used in order to secure an easier joining.
2. The right curves  *fl*,  *vl* are used after straight upstrokes, and after the horizontals  *k*,  *g*, and  *n*; in all other cases the left curves  *fl*,  *vl* are used.
3. (a) An intervening dot vowel between a stroke and an initial hook is shown by writing a small circle for the dot vowel, either after or before the stroke.
- (b) An intervening dash vowel, or a diphthong, is shown by intersecting the sign for the vowel or diphthong.

CHAPTER XIII

CIRCLE OR LOOP PRECEDING INITIAL HOOK

S before Straight Strokes Hooked for R. 76. Initial *s*, or *sw*, or *st*, preceding a straight stroke hooked for *r*, is expressed by writing the circle or loop on the same side as the *r* hook, that is, with the Right motion; thus,  *pry*,  *spry*;  *troy*,  *stray*;  *crew*,  *screw*;  *éater*,  *sweeter*;  *utter*,  *stutter*;  *ochre*,  *stoker*.

S before other Hooked Strokes. 77. In other cases *s* is written inside the initial hook, so that both circle and hook are clearly shown; thus,  *offer*,  *suffer*,  *sever*,  *deceiver*,  *soother*,  *sinner*,  *prisoner*,  *plies*,  *supplies*,  *possible*,  *pedestal*,  *settle*,  *satchel*,  *sickle*,  *bicycle*,  *exclaim*,  *evil*,  *civil*,  *prosper*,  *offspring*,  *destroy*,  *extra*,  *mystery*,  *nostrum*,  *lisper*,  *reciter*,  *wiseacre*.

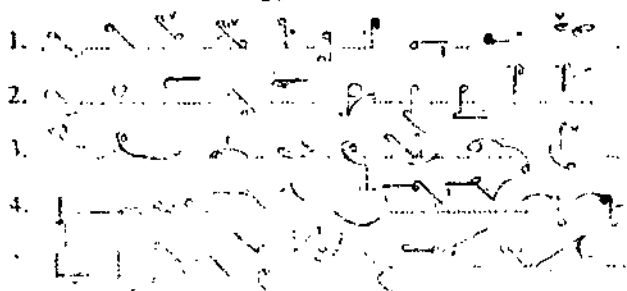
(a) Where *i* hook cannot be clearly shown in the middle of a word, the stroke *i* is written; thus,  *forcible*,  *unsaddle*,  *musical*.

(b) When *skr* or *sgr* follows *t* or *d*, the circle is written with the Left motion; thus,  *tacker*,  *Tasker*;  *degree*,  *disagree*;  *digress*.

 disgrace. When *skr* occurs after *p* or *b*, the hook *r* may be omitted; thus,  prescribe,  subscriber.

Exercise 47

Read, copy, and transcribe



Exercise 48

Write in shorthand

1. Set, settor, settle, stah, stabber, sable, sweet, sweeter, sweetly, seek, seeker, sickle
2. Supreme, sublime, cider, sidle, sacred, seclude.
3. Traceable, disclosure, plausible, classical, distressed, extremity, Tasker, task.
4. Suffers, simmers, sinners, peacefully, explosive, expels, risible, rasper.
5. Disgraces, discloses, prescribes, crossways.

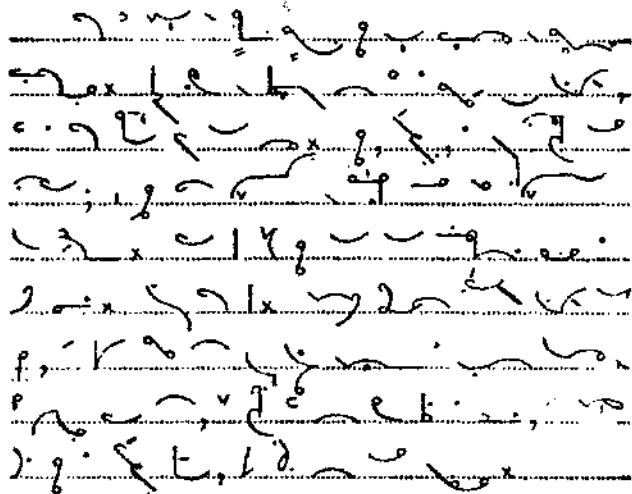
GRAMMLOGUES

 from;  very;  there, their;  more, remark-ed,  more, Mr.;  nor,  near;  surprise,  surprised;  sure;  pleasure.

PHRASE

 they are.

Exercise 49

Read, copy, and transcribe

Exercise 50

Write in shorthand

We are surprised to know from your favour of the sixth of August of the extremely long delay in the delivery of the Surrey and Gloucestershire books. So far as we can discover, there is no very clear reason for the delay. We have looked into the case, as you may be sure, and it is still a mystery. Mr. Strong, our dispatch clerk, expressly disclaims any blame, but, if possible, he will take more care with the books still to come. He will personally supervise the addressing of the parcels. By the way, we hope to have the new Uxbridge book ready very soon. It will be in the same style as our classical library.

Summary

1. The circles *r* and *sw* and the loop *sr* are prefixed to the straight strokes hooked for *r* by writing the circle or loop with the Right motion.
2. The circle *s* is prefixed to all other initially hooked strokes by writing the circle inside the hook, so that both the circle and hook are clearly shown.
3. The circle in words like *tusker* and *disgrace* is written with the Left motion; but when *skr* follows *p* or *b*, the *r* is omitted.

CHAPTER XIV

N AND F HOOKS

N Hook. 78. A small final hook, struck by the Right motion , adds *n* to all straight strokes; thus,  *Ben*,  *tone*,  *chain*,  *coin*,  *rain*,  *hone*.

79. The hook which represents *r* at the beginning of a straight stroke, and that which represents *n* at the end, are both struck by the Right motion; thus,  *brain*,  *train*,  *crane*.

80. A small final hook, written inside the curve, adds *n* to all curved strokes; thus,  *fain*,  *thin*,  *assign*,  *shine*,  *moon*,  *lean*.

F-V Hook. 81. A small final hook, struck by the Left motion , adds *f* or *v* to all straight strokes; thus,  *buff*,  *tough*,  *chafe*,  *cave*,  *race*,  *hive*.

82. The hook which represents *l* at the beginning of a straight stroke, and that which represents *f* or *v* at the end, are both struck by the Left motion; thus,  *bluff*,  *cliff*,  *glove*.

83. There is no *f* or *v* hook to curves; therefore the stroke *f* or *v* must always be employed if *f* or *v* follows a curved stroke. The following pairs of words illustrate this:  *fine*,  *five*;  *line*,  *live*;  *nine*,  *knife*;  *moon*,  *move*.

84. A final hook cannot be employed when the word ends with a vowel sound, because a final vowel requires

a final stroke (par. 47). Compare  *pen* and  *penny*;  *puff* and  *puffy*;  *fun* and  *funny*;  *men* and  *many*.

LN and SH N. 85. The hooked forms *ln* and *sh n* when joined to another stroke may be written upward or downward; thus,  *gallon*,  *melon*;  *fallen*,  *aniline*;  *situation*,  *extenuation*.

Hooks used Medially. 86. The *n* and *f* hooks may be employed medially when they join easily and clearly with the following stroke; thus,  *plenty*,  *agent*,  *sadness*,  *parish*,  *painful*,  *defence*,  *divide*,  *refer*,  *graphic*. If these outlines are compared with the following, it will be observed that a stroke is often used medially in preference to a hook in order to secure more fluid outlines, or for purposes of distinction:  *brandy*,  *agency*,  *suddenly*,  *pronounce*,  *painless*,  *reviewer*,  *gravity*.

Syllable -NER. 87. The hook *n* and downward *r* are used for the representation of the final syllable *-ner* when following a straight upstroke; in all other cases, the syllable is represented by the sign ; thus,  *open-er*,  *joiner*,  *keeper*,  *liner*; but  *runner*,  *winner*,  *jawner*.

N and F Hooks in Phraseography. 88. The *n* hook is sometimes used in phraseography for the words *been*, *than*, *on*, and *own*, and the *f-o* hook for the words *have* and *of*; thus,  *I have been*,  *I had been*,  *better than*,  *carried on*,  *their own*,  *our own*,  *which have*,  *out of*.

Exercise 51

Read, copy, and transcribe

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Exercise 52

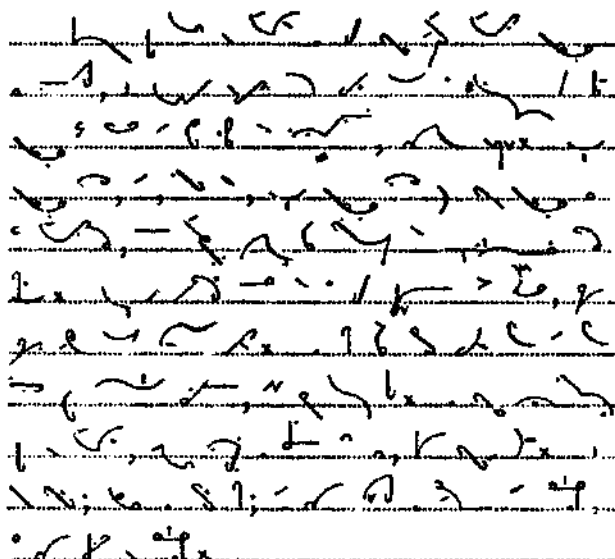
Write in shorthand

- Open, opening, tune, tuning, dine, dining, strain.
- Begin, beginning, run, runner, win, winner, join.
- Fan, fancy, fin, finish, vain, vanish, mean, meanness, noun, renown.
- Pave, paving, prove, provide, provoke, chaff, chaffinch, refer, referring, preserve.
- Pen, penny, deaf, defy, fun, funny, men, many.

GRAMMALOGUES

 *been*;  *general-ly*;  *within*;  *southern*;
 *northern*;  *behalf*;  *advan'age*,  *difficult*.

Exercise 53

Read, copy, and transcribe

Exercise 54

Write in shorthand

Local authorities, as borough and urban councils, generally derive their main revenue from the rates they levy. They may, of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state. Either men or women may appeal to the authorities, and they very often do, if they think they have been unfairly assessed. But it will be difficult for them to obtain relief unless they are able to prove their case, and satisfy the authorities as to a supposed overcharge.

Summary

1. A small final hook struck by the Right motion adds *n* to straight strokes.
2. A small final hook struck by the Left motion adds *f* or *v* to straight strokes.
3. A small final hook adds *n* to curves.
4. There is no *f* or *v* hook to curves.
5. When a word ends with a vowel a final stroke must be used.
6. When joined to other strokes, *br* and *sh* *n* may be written either upward or downward.
7. Hooks *n*, *f* or *v* may be used medially where an easy and legible joining is secured.
8. The final syllable *-ner* is represented by  when following any stroke except the straight upstrokes.
9. In phraseography, the *n* hook is sometimes used to represent the words *been*, *th*, *u*, *on*, and *oan*, and the *f-v* hook for the words *here* and *of*.

CHAPTER XV

CIRCLES AND LOOPS TO FINAL HOOKS

Straight Strokes followed by NS, etc. 89. The sound of *s* or *ses*, *st* or *str* is added to the hook *n* attached to a straight stroke by writing the circle or loop on the same side as the hook, that is, with the Right motion, as

 *Dun*,  *dance*,  *dances*,  *danced*,  *Dunster*;

 *pen*,  *peny*,  *expense*,  *expenses*;

 *spin*,  *spins*,  *spinster*,  *spinsters*;

 *glen*,  *glens*,  *glances*,  *glanced*;

 *dispense*,  *dispenses*,  *dispensed*.

Curves followed by NS, etc. 90. (a) The small circle (representing the sound of *z*) is added to the hook *n* attached to curves by writing the circle inside the hook;

thus,  *fine*,  *finer*;  *vines*,  *frowns*,  *thrones*,

 *shines*,  *balloons*,  *earns*,  *zones*,

 *wines*,  *nines*,  *lawns*. The effect of the pre-

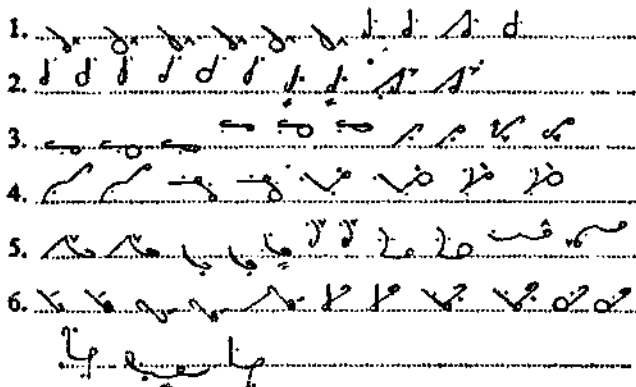
ceding rule is that the hook *n* and the small circle attached to a curve represent in all cases the heavy sound of *nz*, as in the words *fens* (*nz*), *vans* (*nz*), *Athens* (*nz*), *zones* (*nz*), *shines* (*nz*), *shrines* (*nz*), *moans* (*nz*), *nouns* (*nz*), *loans* (*nz*), *earns* (*nz*).

(b) Where the light sound of *ns* follows a curve, as in the word *fence*, it is expressed by ; thus,  *fence*,  *evince*,  *lance*,  *mince*,  *thence*,  *nonce*. The effect of this rule is that the construction of outlines is regular in all related words of this class, so that the transcription of the forms is facilitated; thus,  *fence*,  *fences*,  *fenced*,  *fencing*;  *mince*,  *minces*,  *minced*,  *mincer*,  *mincing*;  *evince*,  *evinces*,  *evinced*,  *evincing*.

Circle S added to F-V Hooks. 91. The circle *s* is added to the hook *f* or *v* by writing the circle inside the hook; thus,  *puff*,  *puffs*,  *waves*,  *heaves*,  *operatives*,  *observes*,  *archives*,  *sheriffs*.

Medial NS or NZ. 92. When *ns* or *nz* occur medially both letters must be shown, as in the words  *pensive*,  *density*,  *chancel*,  *Johnson*,  *cancer*,  *cleanser*,  *fencer*,  *immensity*,  *rancid*,  *ransack*,  *wincen*,  *lonesome*,  *ransom*,  *winsome*,  *hansom*.

Exercise 55

Read, copy, and transcribe

Exercise 56

Write in shorthand

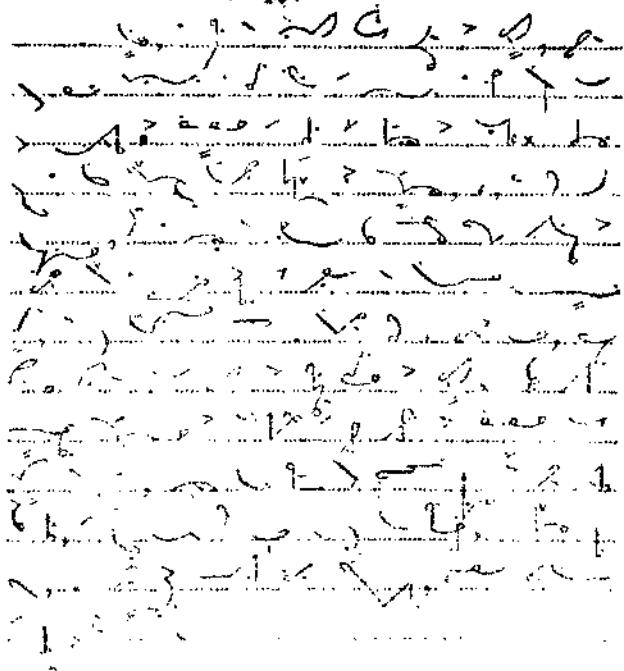
1. Pence, expence, sixpence, sixpences, dispenso, dispenses, dispensed.
2. Button, buttons, train, trains, entrance, entrances, entranced, disappearance, disappearances.
3. Shun, shuns, ocean, oceans, mean, means, linen, linens, saloon, saloons.
4. Reprieve, reprieves, native, natives, chief, chiefs, observe, observes.
5. Fence, offence, offences, immense, immensity, allowance, allowances, prominence.

GRAMMALOGUES

S balance; d circumstance; d deliverance;
 signify-ied-icant; significance; opinion.

Exercise 57

Read, copy, and transcribe



Exercise 58

Write in shorthand

If I annoy you in-the deliverance of-my opinion, as-the chances are I-may, put it down to a reading man's reverence for books, and-his diligence in-the pursuit of a course which lightens many an hour for-him. Think of-these significant facts, and your frowns may vanish. If-you have a love of books, you-will feel no

loneliness if *and when* men forsake you. You can dispense with them in the circumstances; for you will have within yourself, through the brains of your authors, many better men to replace them. The balance of advantage in the change is likely to be in your favour. You will grasp the significance of this remark, I am sure; for the man who derives pleasure from reading books makes for himself reserves of strength to call upon against the time of trouble or stress.

Summary

1. The sound of *s* or *ses*, *st* or *str* is added to hook *n* attached to straight strokes by writing the circle or loop on the same side as the hook.
2. Circle *s* is added to straight strokes hooked for *f* or *n*, and to curves hooked for *n*, by writing the circle inside the hook.
3. The light sound of *ns* after a curve is expressed by the sign  *ns*.
4. The heavy sound of *nz* after a curve is expressed by the circle *s* written inside the hook *n*.
5. When *ns* or *nz* occur medially both letters must be shown.

CHAPTER XVI

THE SHUN HOOK

The Termination -SHUN. 93. The termination *shun* or *zhun*, variously spelt *-tion*, *-sion*, *-cian*, *-tian*, *-sian*, etc., is represented by a large hook, to which circle *s* may be added as required, as,  *notian*,  *notions*,  *caution*,  *cautions*.

94. The *shun* hook is written inside curves; thus,  *fashion*,  *fashions*,  *motion*,  *nation*,  *nations*.

95. (a) When added to a straight stroke with an initial attachment (circle, loop, or hook) the hook is written on the side *opposite* to the initial attachment, in order to preserve the straightness of the stroke; thus,  *citation*,  *sections*,  *oppression*,  *Greclun*.

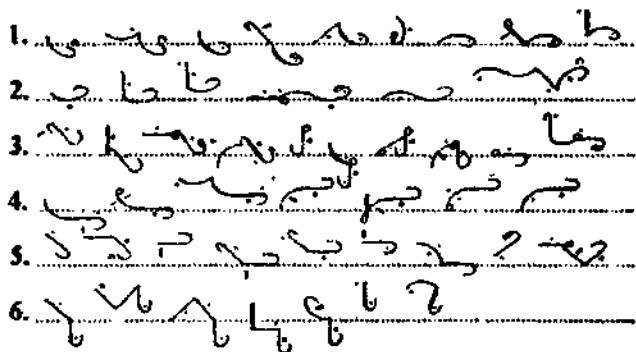
(b) The *shun* hook is written with the Right motion after the form  light or heavy, and with the Left motion after the forms  in order that the *k* or *g* may be kept straight; thus,  *affection*,  *evacuation*,  *selection*,  *selections*; and

96. (a) On the side opposite to the last vowel when following a straight stroke *without* an initial attachment, in order to indicate where the last vowel occurs; thus,  *passion*,  *option*,  *action*,  *cautions*,  *occasion*; but

(b) On the right side of *i*, *d*, *j*, because it is known that the last vowel always occurs after these letters, and there is no need to indicate the fact, and also because the writing of the hook on the right-hand side of these letters carries the hand forward in readiness for the next word; thus, *rotation*, *notation*, *gradation*, *logicians*.

Exercise 59

Read, copy, and transcribe



Exercise 60

Write in shorthand

1. Eration, invasions, division, elevation, mansion.
2. Solution, desolation, relations, stipulations.
3. Exception, impression, celebration, recitation, discussion, exclusion.
4. Specification, infection, navigation, relegation.
5. Occupation, Russian, occasion, education, obligation, lubrication.
6. Deputation, adaptation, imitation, presentation.

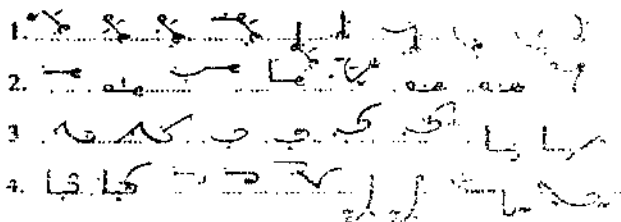
Shun following Circles S and NS. 97. When *shun* follows the circle *s* or circle *ns*, it is expressed by a small hook written on the opposite side to the circle and with the same motion; thus  *decision*,  *dispensation*.

(a) A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus,  *position*,  *physician*,  *transition*. The circle *s* may be added thus,  *positions*,  *transitions*.

(b) When a second-place vowel is to be read between the circle and *shun* it need not be indicated; thus,  *pession*,  *action*,  *sensation*. First-place vowels do not occur between the circle and *shun*.

Shun Hook Medially. 98. The *shun* hook may be used medially; thus,  *additional*,  *actionable*,  *devotional*,  *accationist*,  *transitional*.

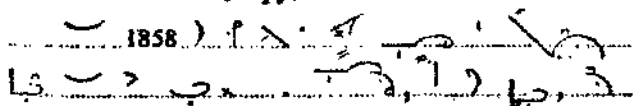
Words ending in -uation and -uition. 99. When a diphthong and a vowel occur immediately before *shun*, the stroke *sh* and the hook *n* must be written thus,  *extenuation*, but  *extension*;  *intuition*, but  *notation*. This does not apply to such words as  *accentuation*,  *perpetuation*, where, in order to avoid a lengthy outline, the large hook is used.

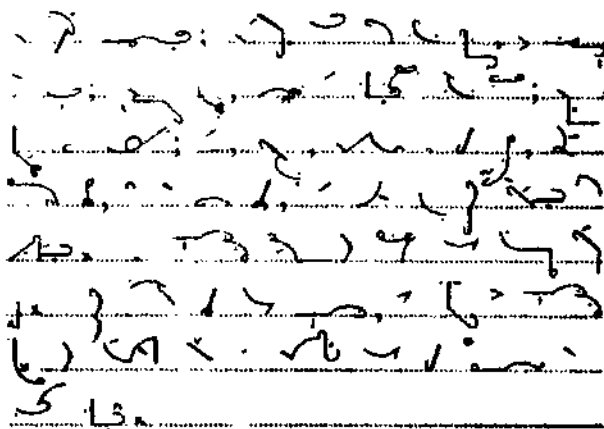
Exercise 61*Read, copy, and transcribe***Exercise 62***Write in shorthand*

1. Proposition, propositions, precision, procession, processions.
2. Disposition, indisposition, accusation, accusations, vexation.
3. Mission, missions, missionary, commission, commissions, commissionaire, exception, exceptional.
4. Discretion, discretionary, affection, affectionate.

GRAMMLOGUES

S_a . subjective, S . subjection; S_i . signification;
 S_i . information; S_s . satisfaction, S_j . justification,
 S_g . generalization.

Exercise 63*Read, copy, and transcribe*



Exercise 64

Write in shorthand

Lord Macaulay was blessed with the possession of rare powers of memory. His accumulation of facts was immense. He was almost in a state of subjection to his memory, and a subjective examination of the information in his possession at any time would have been a revelation even to himself. The retention and repetition of figures, the manipulation of facts in discussion, the selection and citation of authorities caused him no hesitation. He was to have been a barrister, but the legal profession had no fascination for him. Macaulay took a share in the promotion of education, but his reputation rests mainly on his famous essays. His criticisms brought him into opposition with several fashionable authors, and his expositions occasionally produced bitterness in opposite factions.

Summary

The hook *-shun* is written—

To curves	Inside the curve.
To straight strokes with initial attachment	} On the side opposite to the initial attachment.
To <i>k</i> and <i>g</i> following the curves 	
 (up)	} With the Left or Right motion as required to keep the <i>k</i> or <i>g</i> straight.
To straight strokes other than <i>t</i> , <i>d</i> or <i>j</i> without initial attachment	
To <i>t</i> , <i>d</i> and <i>j</i> without initial attachment	} On the side opposite to the last vowel.
Following the circles <i>s</i> or <i>as</i>	
Finally	} On the side opposite to the circle.
Medially	
	} In <i>punctuation</i> and a few similarly long words.
	} Like the other hooks.

CHAPTER XVII

THE ASPIRATE

Upward H. 100. The upward form of *h* is employed in the great majority of cases, because it joins more readily with other strokes and abbreviations; as,

 hope,  head,  hatch,  hedge,  hush,
 honey,  hung,  hero,  hearth,  hose,
 husk,  hisses,  haste,  have,  hen,
 Henry,  hackle,  hawker,  hammer,
 upheave,  behead,  adhesive,  Jehovah,
 overhaul,  enhance,  rehearse.

Downward H. 101. The downward form of *h* is used

(a) When standing alone, as in  hay,  high, and in compounds and derivatives like  haystack,  higher,  highly;

(b) When *h* is followed by *k* or *g*; as,  hawk,  hog;

(c) When *h* follows upward *l* or a horizontal stroke; as,  Lahore,  coherence,  mahogany,  unhook.

Following S, etc. 102. (a) In a few words like  Soho and  Sheehy, the circle of *h* is written inside the curve; and in such words as  Fitzhugh, and  racehorse, where *s* and *h* occur medially, the circle is enlarged for the representation of *s*.

(b) When *h* follows another stroke, it must be written so that it cannot be misread for *s*, *ch* or *ar*; thus, *cohere*, but *exchequer*; *abhor*, but *observer*.

Tick H. 103 (a) When preceding strokes *m*, *l*, *r*, initial *h* is represented by a short tick, written in the direction of downward *h*; thus, *hine*, *healthy*, *harm*.

(b) The tick *h* may be employed medially in phrasing, but not in words; thus, *for whom*, *of her*, *to her*; but *inhuman*, *overhaul*.

Dot H. 104. Where a stroke form of *h* is not convenient in the middle of a word, *h* is represented by placing a light dot before the vowel which is to be aspirated; thus, *apprehensive*, *perhaps*, *vehicle*, *hoghead*, *uphill*, *downhill*, *manhood*.

Exercise 65

Read, copy, and transcribe

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Exercise 66

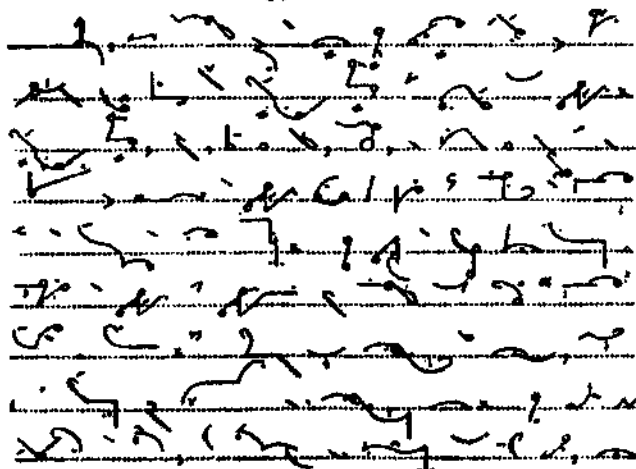
Write in shorthand

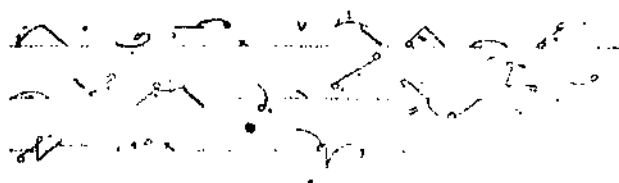
1. Head, hitch, huge, hyphen, hurry, hurries.
2. Host, hone, heave, hovel, haggie, hence, hover, boyhood, prohibition, cohesive.
3. Hack, hackney, hawk, Hawkins, hoax, cohere, high, higher.
4. Home, hall, hallow, hire, neighbourhood, freehold.

PHRASES

Dear Sir, yours truly, every circumstance,
 all circumstances, you will remember,
 I believe, I will tell you, I am surprised.

Exercise 67

Read, copy, and transcribe

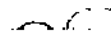


Exercise 68

Write in shorthand

Dear-Sir,—The heavy mahogany table for-your new home, "Hillside," Woodhouse Lane, is ready for delivery at any-time when-we hear from-you. We hope to-have-the hangings fixed tomorrow, and-the curtains hung by Wednesday next. The new hammocks and hassocks are almost ready, and-they-will-be delivered next week. Our van may-be in-your neighbourhood on-Monday, in-which-case you shall-have-the hall chairs and-the whole of-the small household things then. But for a mishap at our Harley Works, you would-have had-the hair cushions for-the settees before this. We hope, however, to-receive them on-Friday, and to-deliver them with-the other things on-Monday. Yours-truly,

Summary

1. The upward form of *h* is most commonly used.
2. The downward form is written when *h* is the only stroke in the word and in compounds and derivatives like *hayrick*, *high-flown*, also before *k* or *g*.
3. The tick *h* is written initially to . The word **HOMELIER** forms a useful mnemonic.
4. The dot *h* is used as an alternative to the stroke in the middle of a word.

CHAPTER XVIII

UPWARD AND DOWNWARD R

In order to present a complete statement of the rules for the writing of the alternative forms of *r*, the directions given to the student in par. 27 are repeated here.

Vowel preceding R. 105. When initial *r* is preceded by a vowel, the downward form is used; thus,  *air*,  *airy*,  *erase*,  *ire*,  *Irish*,  *orb*.

Vowel following R. 106. In other cases, the general rule is to write initial or final *r* upward when it is followed by a vowel, and downward when it is not followed by a vowel; thus,  *rob*,  *borrow*;  *ruby*,  *narrow*;  *carry*,  *car*;  *furrow*,  *fur*;  *sorry*,  *soar*;  *story*,  *store*;  *wary*,  *ware*;  *siren*,  *stern*.

107. Initial *r* followed by *m* is always written downward, because of the easier outline thus obtained; as,  *room*,  *ram*.

108. Facility of outline is of the utmost importance, however, and accordingly either form of *r* is written, and vowel indication ignored, in order to secure a facile form. The upward form is written, therefore, in  *irate*,  *arch*,  *urge*,  *earth*,  *oracle*, and similar words where *r* is immediately followed by *t*, *d*, *ch*, *j*, *th* or *cl*, *gh*, *w*.

109. Generally, the upward form is preferable after two downstrokes; as,  *prepare*,  *trampler*,

 *Shakespeare*, because the hand is thereby carried back to the line of writing. But the downward form is better in  *pinafore*,  *shuffler*,  *persevere*, etc., because of the easier joining with the preceding *f* or *v*.

110. After a single straight upstroke, the upward form is easier, because it avoids an angle; thus,  *roue*,  *aware*,  *yore*; but the suffix *-er* must be written with downward *r* in  *roarer*,  *rarer*, because a treble-length straight upstroke would not be easily readable.

111. The upward form is obviously better in  *officer*,  *nicer*,  *closer*,  *razer*, where *r* immediately follows a curve and circle like  or , or a straight horizontal or upstroke circled for *s*.

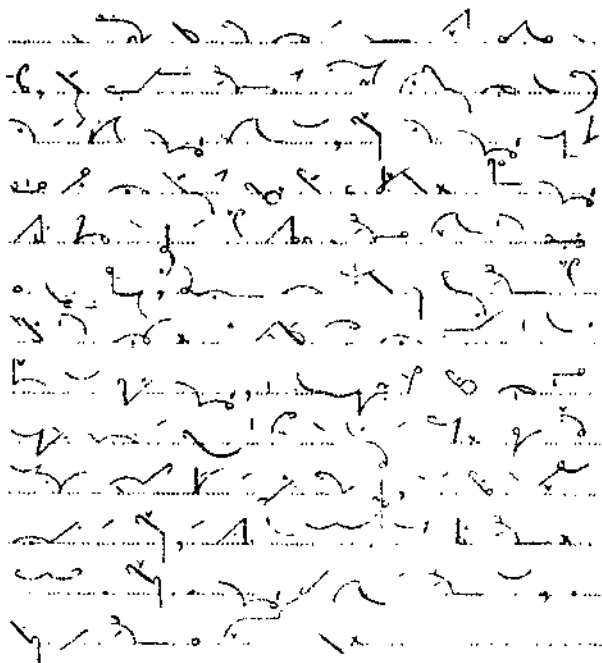
R Finally Hooked. 112. When *r* follows another stroke and is hooked finally, it is generally written upward; thus,  *spurn*,  *fern*,  *portion*.

Medial R. 113. Medial *r* is generally written upward; as in  *park*,  *parson*,  *terrify*,  *mark*,  *roared*; but the downward form is retained in some derivative words, as,  *powerful*,

 *barely*,  *disarrange*; and the use of the alternative forms provides a distinction in pairs of words such as  *clerk*,  *cleric*.

Exercise 71

Read, copy, and transcribe



Exercise 72

Write in shorthand

The food eaten by man bears something like-the same relation to-his power of working as-the coal thrown into-the furnace bears to-the engine which drives the rotary press, or draws the train. The power in-our arms or in-our brains is rightly said to be produced in-our stomach, and it-is from-the same organ we derive the

force necessary to rouse us to severe exertion in the earning of the wage or salary we receive for our services. Something of the value of our work rests upon the strength producing value of our food. At all costs, and by all means, we should take measures to ensure the food value of everything we eat.

Summary

Initial <i>r</i>	{ Written downward when preceded by a vowel, and initially before <i>m</i> ; as  erase,  room.
Initial or Final <i>r</i>	{ Written upward when followed by a vowel, and downward when not followed by a vowel, as  race,  parry,  air,  par.
Medial <i>r</i>	{ Generally written upward, but downward in some derivatives.
When hooked and following another stroke	{ Generally written upward; as,  burn,  mourn.
For an easier outline	{ Written either upward or downward irrespective of vowels; as,  earth,  answer,  deplor.,  debar.

CHAPTER XIX

UPWARD AND DOWNWARD L AND SH

Upward L. 114. The stroke *l*, whether initial or final, is most commonly written upward; as in  *lapre*,  *spell*,  *load*,  *delay*,  *allege*,  *jelly*,  *lake*,  *coal*,  *loaf*,  *fellow*,  *loathe*,  *Othello*,  *Lacey*,  *assail*,  *sale*,  *state*,  *leisure*,  *shallow*.

L preceding or following Curve and Circle. 115. When *l* immediately precedes or follows a circle which is attached to a curve, it is written in the same direction as the circle; thus,  *lesson*,  *nasal*,  *elusive*,  *vessel*,  *losing*,  *Kingsley*,  *lissem*.

L after N and NG. 116. After the strokes  *n* and  *ng*, final *l* is written downward so as to avoid a change of motion; as in  *only*,  *wrongly*,  *manly*; and the downward form is retained in derivatives; as,  *nautlines*,  *enlisting*.

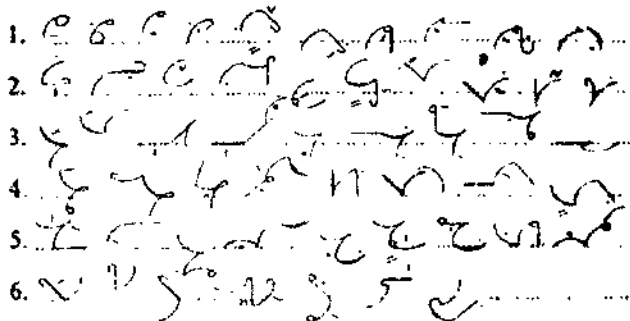
L and Vowel Indication. 117. For the purpose of vowel indication, initial *l* is written downward when preceded by a vowel and followed immediately by a horizontal, not hooked or circled initially; thus,  *alike* but  *like*;  *alone* but  *loan*;  *along* but  *long*;  *elm* but  *lame*.

118. Also for the purpose of vowel indication, final *l* is written downward after , , , or a straight upstroke when no vowel follows, and upward when followed by a vowel; thus,  *fall* but  *follow*;  *vale* but  *valley*;  *scale* but  *scaly*;  *rule* but  *ruly*.

Medial *L*. 119. Medial *l* is generally written upward; but either form is used for an easier joining; thus,  *unload* but  *unlock*;  *vulgar* but  *overlook*;  *facility* but  *film*.

Upward and Downward *Sh*. 120. (a) The curve  *sh*, joined to another curve, generally follows the motion of that curve; thus,  *fish*,  *smash*,  *lash*; but it is written downward after the curve  *n*; thus,  *gnash*. When joined to a straight stroke, *sh* is generally written downward; thus,  *push*,  *cherish*,  *shake*,  *sherry*; but it is written upward after the heavy stroke  *d*, as in  *dash*.

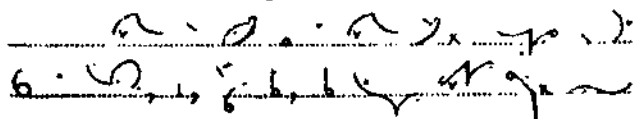
(b) After a straight downstroke with an initial attachment, *sh* is generally written on the opposite side to such attachment; thus,  *spacious*,  *blush*,  *brush*. In other cases the form is used which gives the easier joining; as in  *sugar*,  *shackle*,  *chauffeur*,  *shovel*.

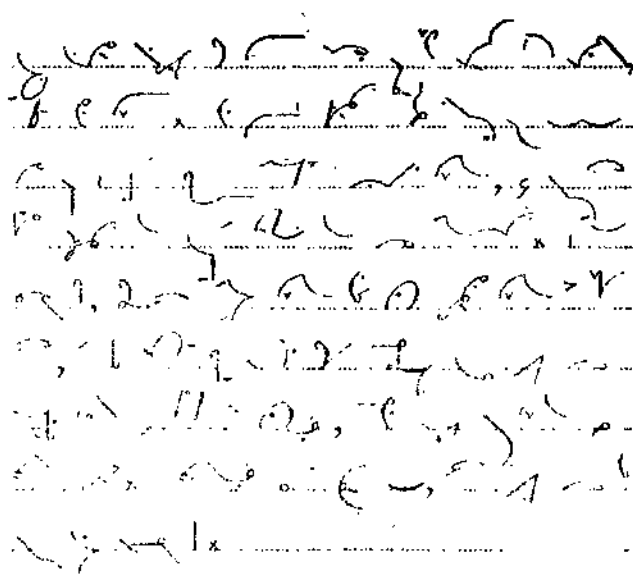
Exercise 73*Read, copy, and transcribe***Exercise 74***Write in shorthand*

1. Lie, lies, sly, slice, slices, steel, stolen, swallow.
2. Alps, Alaska, loth, loafer, lore, locker, latch.
3. Alack, lack, allocation, location, license, Allison.
4. Bale, billow, towel, Floy, veal, villa, dwell.
5. Canals, denial, frowningly, vessel, profusely.
6. Unlucky, lucky, pulling, spelling, sculling.
7. Plush, splash, crush, atrocious, waspish.

PHRASES

o as is; o is as; b this is; R last year;
 b at first; l just now.

Exercise 75*Read, copy, and transcribe*



Exercise 76

Write in shorthand

Dear-Sir,

The volumes of-the French Revolution for-which-you ask in-your favour of-the first July shall-be delivered to-you early tomorrow. We-are just-now out-of stock of-the "Life of Lord Lumley," last-year's best seller, and we-are unable to say when-we-shall receive copies. We-have a daily delivery from-the wholesalers, however, and you-may-rely upon our mailing-the volume to-you as-soon-as it reaches us. We-are taking-the liberty of enclosing for-your approval "Naval Lessons of-the War," by Philip Bailey. Please return this with-the next parcel if-it makes no appeal to-you. Yours-truly,

Summary

1. The upward form of *l* is most commonly written.
2. When immediately preceding or following a circle which is attached to a curve, *l* follows the direction of the circle.
3. Final *l* is written downward after *n* and *ng*, and derivatives of words similar to *nunly*.
4. When preceded by a vowel and followed immediately by a horizontal, initial *l* is written downward.
5. After  *f*,  *v*,  *sk*, or a straight upstroke, final *l* is written upward when followed by a vowel, and downward when not followed by a vowel.
6. Medial *l* is generally written upward.
7. Stroke *sk*, following a straight downstroke having an initial attachment, is written opposite to the initial attachment. In other cases the form is used which gives the better joining.

CHAPTER XX

COMPOUND CONSONANTS

Initial W. 121. A *large* initial hook adds *w* to — *k* and — *g*; thus,  *keen*,  *queen*,  *Gwynn*.

Initial W and WH. 122. A *small* initial hook to *l* represents *w*, and a *large* initial hook to *l* represents *wh*; thus,  *ell*,  *well*,  *whale*.

Strokes L and R Thickened. 123. Downward *l* is thickened for the addition of *r* preceded by any lightly sounded vowel, and downward *r* is thickened for the addition of *-er* only; thus,  *vale*,  *valour*;  *hire*,  *hirer*.

Addition of P or B to M. 124. The curve  *m* is thickened for the addition of *p* or *b*; thus,  *hem*,  *hemp*,  *moss*,  *emboss*.

Aspirated W. 125. The aspirate is added to  *w* by enlarging the hook; thus,  *weasel*,  *whistle*,  *aware*,  *where*.

Vowel preceding W. 126. The initial hooks in *wl* and *whl* are read *first*. Therefore, if a vowel precedes *w*, the stroke form of *w* or *wh* must be written, and not the hook; thus,  *while*,  *awhile*.

Stroke L after KW. 127. After  *kw*, *l* is written upward when followed by a vowel, and downward when not followed by a vowel; thus,  *squally*,  *squall*.

Use of LR and RR Signs. 128. The form of *l* or *r* which is used in the root word is retained in the derivative; thus,  *boll*,  *boiler*,  *mill*,  *miller*;  *full*,  *fuller*;  *snare*,  *snarer*. The use of  *rer* is strictly confined to derivatives of words written with downward *r*.

Vowel after Final R. 129. The thickened forms  *lr*,  *rr* must not be written finally if a vowel follows *r*; compare  *fuller* with  *foolery*;  *valour* with  *valorous*.

Hooked Form of MP. 130. An initial or final hook may be attached to the sign ; as in  *scamper*,  *hempen*,  *ambition*. The sign  is not used when *pr*, *br*, *pl* or *bl* immediately follows *m*. Compare  *empress* with  *emperor*;  *embrace* with  *embower*;  *imply* with  *impet*;  *emblem* with  *embolden*.

Exercise 77

Read, copy, and transcribe

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Exercise 78

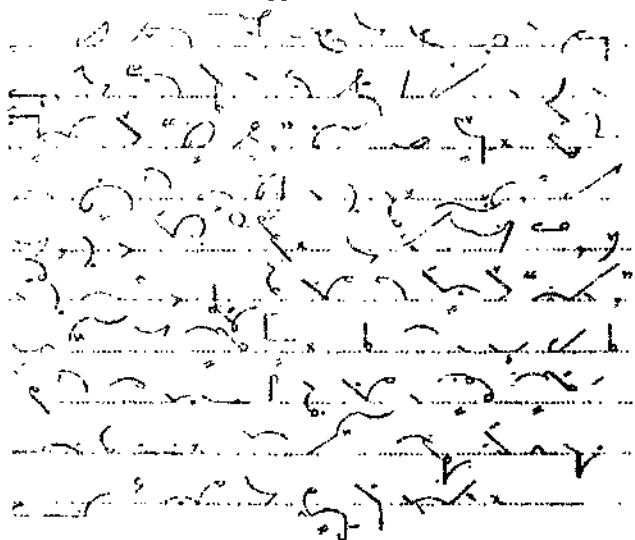
Write in shorthand

1. Quake, earthquake, square, liquid, liquidation, require, Maguire.
2. Wall, wallflower, welfare, will, willing, unwilling, while, awhile, jump, romp.
3. Fairer, scorer, scalar, nowhere, whisper, whimper.
4. Imprison, umbrella, taller, similar, failure.

GRAMMAMOLOGUES

✓ whether; ∞ impossible; ∞ important-ance,
 ∞ improve-d-ment.

Exercise 79

Read, copy, and transcribe

Exercise 80

Write in shorthand

I have no wish to impose my views upon the ambassador, or to embarrass him by asking for impossible improvements; but it is important I should impress upon him the chancellor's opinion in the case of those lumber vessels. You will see how imperative it is I should see the ambassador, if we are to have any improvement in our relations just now. I desire to discover whether the whaler's story is true, or the idle tale of a wilful impostor. I shall occupy only a quarter of an hour, and I am sure the ambassador will agree the importance of the case is well worth the time.

Summary

1. Table of compound consonants—

Character	Name	Letters	As in
	kwā	QU	quick, request
	gwā	GU	guava, lingual
 (up)	wel	WL	wail, unwell
 (up)	hwel	WHL	whale, meanwhile
 (down)	ler	LR	feeler, scholarly
 (down)	rer	RR	poorer, sharer
	(emp) (emb)	MP, MB	camp, embalm
	hwā	WH	where, everywhere

2. After  *kw* stroke *l* is written upward when followed by a vowel, and downward when not followed by a vowel.
3. The initial hooks to *l* are always read first.
4. When the downward forms of *l* or *r* are written in root words, the thickened forms  *lr*,  *rr* are written in the derived words.
5. The thickened forms  *lr*,  *rr* must not be used when a vowel follows *r*.
6. The sign  is not used when *m* is immediately followed by *pr*, *br*, *pl* or *bl*.

CHAPTER XXI

VOWEL INDICATION

Vowels Implied. 131. A careful reading of the rules governing the use of the circles, loops, and hooks will have led the student to realize (a) that when a word begins or ends with a consonant, that consonant is to be written with the briefest form; as,  *soup*,  *place*,  *spinsters*,  *dances*,  *craves*, unless there is a rule to the contrary, as in the words  *Stam* and  *joyous*; and (b) that when a word begins or ends with a vowel sound, the first or last consonant, as the case may be, must be represented by a stroke in order to accommodate the vowel-sign.

It will be seen from the foregoing that in very many words an initial or a final vowel may be *implied* by the outline of the word, without the use of the vowel-sign. The following illustrations will serve as additional examples of the implication of initial or final vowels.

INITIAL VOWEL IMPLIED

				
<i>asleep,</i>	<i>assume,</i>	<i>arising,</i>	<i>arrives,</i>	<i>along.</i>
				
<i>alike,</i>	<i>aware,</i>	<i>awake,</i>	<i>awhile,</i>	<i>awoke.</i>

INITIAL CONSONANT IMPLIED

				
<i>sleep,</i>	<i>sum,</i>	<i>rising,</i>	<i>raves,</i>	<i>long.</i>
				
<i>like,</i>	<i>wear,</i>	<i>wake,</i>	<i>while,</i>	<i>woke.</i>

FINAL VOWEL IMPLIED

<i>lessee,</i>	<i>tasty,</i>	<i>penny,</i>	<i>defy,</i>	<i>robbery.</i>
<i>sorry,</i>	<i>worry,</i>	<i>follow,</i>	<i>scaly,</i>	<i>yellow.</i>

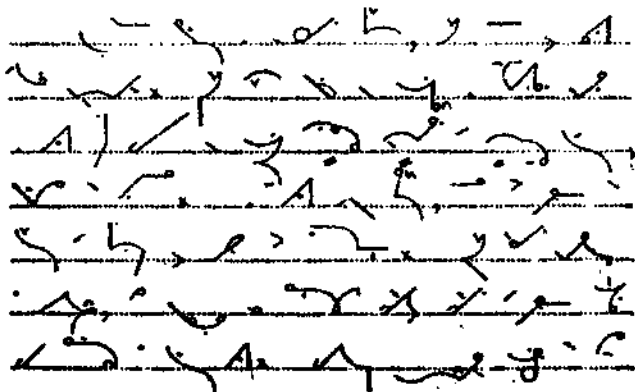
FINAL CONSONANT IMPLIED

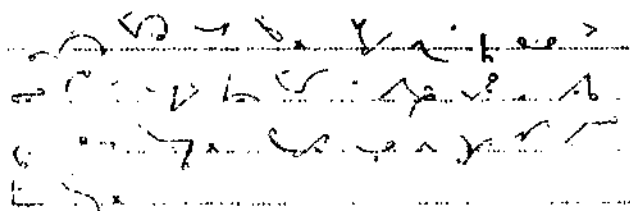
<i>less,</i>	<i>taste,</i>	<i>pen,</i>	<i>deaf,</i>	<i>repair.</i>
<i>sore,</i>	<i>wore,</i>	<i>fall,</i>	<i>scale,</i>	<i>yell.</i>

In many of the words given in the following exercises an initial or a final vowel is suggested by the outline employed.

Exercise 81

Read, copy, and transcribe





Exercise 82

Write in shorthand

The judge in-his charge to-the jury said: This poor boy's injury is very severe, and-if what-he states is right, it-was due to-the absence of a booter on-the car which Robinson drove along-the arcade at a very fast rate, his speed, if-we-can take-the story of-the police as correct, being at-least forty miles an hour, far too fast in so busy a thoroughfare. The boy says the car came on with a rush, no alarm was given, he-was struck and-thrown with a force so terrific as to-break his right leg. If-you think his story is right, you-will give him damages. If-you assume his story is wrong, and-if it appears to-you the injury was caused by his own lack of vigilance, you-will refuse him the damages for-which he asks. You must carefully weigh both-the boy's case and-the case as set out by Robinson and decide on-the facts as-they appear to-you.

Revisionary Exercise (B)

Dear Dr. Fry,

By-all-means, apply to-my people to-tell-you of-my travels during-the past three years. I-believe it-will-be difficult for-you to-believe all-they-will-tell-you, because-it-is almost beyond belief. They-will-tell-you a very attractive story, all-the more striking because of-its

truth. If-you-leave your call till next month, there-may-be more to-tell-you, and-the news items may-be equal to anything you have read. Every-day brings before-me circumstances unknown to-me before, and every-circumstance is singular in itself. It-is very difficult for-me to be surprised at anything now. I-am-surprised at nothing at-all, nor do I-think there-is anything to surprise me, because my-life during-the past few years has brought me so-many surprises from all quarters. I-have-been delivered from troubles when deliverance would appear to-have-been impossible, and when an improvement of-circumstances looked too difficult to be possible. You-will-see-the significance of-this when-you know something of what I-have-been through, though-the tale can-be no-more-than a mere generalization or general review. Still, it-will-be as near-the facts as possible in-the circumstances. I-will-tell-you and Mr. Oliver more when I-see-you, and it-will-be an advantage and an immense satisfaction to-me to tell-you both. You-will-then be at liberty to ask for any number of details, and, as-far-as I-am-able to-remember them, I-will give them to-you. I-can see myself in-your easy-chair in-the larger of-your two rooms at home, with my journal on-my knee and-the cheerful listeners facing me while I-talk of-the days of-my subjection and-of-the dreary subjective examinations I gave myself in justification of-my actions. In-my opinion, you-will say-the tale is significant, and, in signification of-the happenings in-the northern and southern climes, far beyond anything ye know. I-must leave-the balance of the tale, however, till I-can go over it with-you. I-have some information, largely personal to-you, which I-must tell-you at-all-costs before long. I-trust the information will give-you as-much-pleasure as I-think-it-will. Anyway it-will enable you to-set a right valuation upon-the rest of-my story. Please remember me to-the children at home,

and to-the older and larger children also. I-shall-be home again within six months. I-shall hope to see-the principal members of-the local literary club within a few days of-my return. Ever yours, Arthur Clyde.

(468 words)

Summary

1. An initial vowel requires the use of an initial stroke, in order to give a place for the vowel-sign: a final vowel requires the use of a final stroke, for the same reason.
2. An initial or a final vowel may frequently be indicated by the form written for the initial or final consonant
3. Words beginning with the sound of a consonant have that consonant represented in the briefest form unless there is a rule to the contrary, as in the case of the word *Sum*.
4. Similarly, words ending with the sound of a consonant, or group of consonants, have the consonant or group represented in the briefest form.

CHAPTER XXII

THE HALVING PRINCIPLE (Section 1)

General Rule. 132. Halving a stroke in length indicates the addition of *t* or *d*. In words of one syllable, however, unless the stroke is finally hooked, or has a joined diphthong, a light stroke is halved for *t* only, and a heavy stroke for *d* only.

Halving for either T or D. 133. (a) In words of more than one syllable, a stroke may be halved for either *t* or *d*; thus,  rabbit,  rapid;  credit,  debit;  honoured,  applied.

(b) A stroke having a final hook or a joined diphthong may be halved for either *t* or *d*; thus,  pave,  paved;  ten,  tent or tend;  men,  meant or mend;  few,  feud;  prow,  proud.

Halving for T only, or for D only. 134 (a) In words of one syllable, light strokes, without a final hook or a joined diphthong, are halved for *t* only; thus,  play,  plate, but  played;  thaw,  thought, but  thawed.

(b) In words of one syllable, heavy strokes, without a final hook or a joined diphthong, are halved for *d* only; thus,  bray,  brayed, but  bright;  gray,  grade, but  greet.

Vocalizing Half-length Forms. 135. Vowel-signs to half-length forms are read next to the primary strokes; thus,  fie,  fight;  off,  oft;  seek,  sect;  seeker,  secret.

Circle *S* following Half-length Forms. 136. Circle *s* at the end of a half-length form is read after the *t* or *d* indicated by the halving; thus,  *coat*,  *coats*;  *mount*,  *mounts*;  *rent*,  *rents*;  *rift*,  *rifts*.

Half-length *H*. 137. Half-length *h*, when not joined to another stroke, is always written upward; as,  *height*,  *heights*;  *hunt*,  *hunts*;  *haft*,  *hafts*.

Halving Principle not Employed. 138. The halving principle is not employed—

(a) In words of more than one syllable when a vowel follows final *t* or *d*, because a final vowel requires a final stroke; as,  *pit*, but  *pity*;  *greed*, but  *greedy*;

(b) When a triphone immediately precedes *t* or *d*; as,  *fight*, but  *fiat*;  *died*, but  *diadem*;

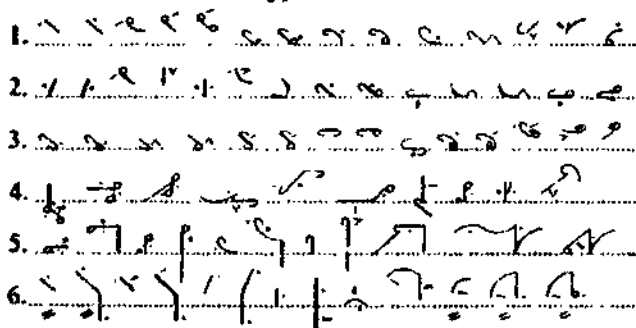
(c) Where a more distinctive outline is obtained by the use of the stroke *t* or *d*; as,  *secret*, but  *sacred*;  *unavoidable*, but  *inevitable*;  *hotly*, but  *hotel*;

(d) Where the half-length *t* [] would stand alone, or with final circle *s* only [] added; therefore, in such words as  *right*,  *rights*, the stroke *t* must be written. The reason for this is to prevent clashing between *rt* and the sign for *and* or *should*, and between *rtz* and the sign for *and-iz*. Such words as  *rents*,  *rifts*, are safely written with a half-length form.

Position of Half-length Forms. 139. Upward or downward half-length characters must not be written through the line for the indication of vowels. Where the first upstroke or the first downstroke in an outline is a half-length, the outline is written so that the half-length stroke appears over the line for the indication of a first-place vowel, and on the line for the indication of a second or a third-place vowel; thus,  *optical*,  *vertical*,  *lightly*,  *lately*,  *witness*,  *military*,  *netted*,  *artificial*,  *unt*.

Exercise 83

Read, copy, and transcribe



Exercise 84

Write in shorthand

1. Tie, tight, trite, Coe, coat, coats, Kate, skate.
2. Weigh, weight, weighty, fry, fright, frights.
3. Gray, grade, grades, graded, met, metal.
4. Label, labelled, open, opened, land, lands, lent.
5. Tight, tied, tidy, wit, witty, pat, patty.
6. Heat, heats, hunt, hunts, raid, raids.

GRAMMLOGUES

— quite, — could; — accord-ing, — cared; — guard,
 — great; — called, — equalled, cold; — gold; — that,
 — without, — wished.

Exercise 85

Read, copy, and transcribe

quite, could; accord-ing, cared; guard,
 great; called, equalled, cold; gold; that,
 without, wished.

Exercise 86

Write in shorthand

It has been maintained that certainty does not admit of degrees of any kind; that there can be no shade of difference in the intensity of our certainty. But let us see. A man may be certain that he settled his debt with his tailor on the 10th of October, and in cash, or that he paid his local rates on demand. But is this certainty equalled by the certainty with which he knows that three and four make seven, or that heat will melt butter? Is there not a great difference?

Summary

1. Halving a stroke indicates the addition of *t* or *d*.
2. Unless it is finally hooked, or has an attached diphthong, a light stroke in words of one syllable is halved for *t* only, and a heavy stroke for *d* only.
3. Vowel-signs to halved forms are read next to the primary stroke.
4. Half-length *h*, when not joined to another stroke, is always written upward; half-length upward *r* must not be written alone, or with a final circle *s* only added.
5. The halving principle is not applied when a word ends with a vowel, when *t* or *d* is immediately preceded by a triphone, and in a few other cases where the fuller form is necessary to secure distinction of outline.
6. Half-length forms should not be written through the line for vowel indication.

CHAPTER XXIII

THE HALVING PRINCIPLE (Section 2)

Strokes M, N, L, R. 140. (a) The four strokes  which are halved to express the addition of

t, are also halved and thickened to indicate the addition of *d*; thus,  *md*,  *nd*,  *ld* (down),  *rd*, as in the words  *mate*,  *made*;  *aimed*,  *timid*;  *neat*,  *need*,  *end*;  *old*,  *aired*.

(b) The half-length form  *ld*, standing alone, is used only for words beginning with a vowel; as,  *ailed*,  *cld*; so that words like  *sold*,  *styled*,  *holed*, must be written with the full strokes.

(c) When a vowel occurs between *l-d* or between *r-d*, both consonants must be written in full. Compare  *pallid* with  *paled*;  *married* with  *marred*;  *sorrowed* with  *sword*;  *hurried* with  *hoard*.

(d) The signs  cannot be halved to represent the syllables *-lerd*, *-rerd* respectively, because the forms  are used for representing *ld*, *rd*, as explained above.

(e) The strokes  *mp*,  *mb*,  *ng* cannot be halved for the addition of either *t* or *d*, unless they are hooked initially or finally; thus,  *impute*,  *imbued*,  *belonged*; but  *hampered*,  *rampart*,  *lingered*,  *impugned*.

RT and LT. 141. (a) The signs for *rt* and *lt* are generally written upward; thus,  *part*,  *pell*,  *fort*,  *fault*; but  *lt* is written downward after  *n* and  *ng*, as in  *inlet*,  *ringlet*; and it is written downward after  *w* if no vowel follows *l*; thus,  *dwelt*, but  *twilight*.

(b) The light sign  may be used for *rd* when it is not convenient to write ; thus,  *lard*,  *coloured*,  *cordage*,  *preferred*.

(c) After the *shun* hook,  *st* may be written downward or upward; thus,  *protectionist*,  *progressionist*.

Joining of Strokes of Unequal Length. 142. (a) The halving principle may be applied to words like  *afford*,  *named*, where the difference of thickness shows the inequality of length; but in other cases two strokes of unequal length must not be joined unless there is an angle at the point of junction. Words like  *cooked*,  *looked*,  *propped*,  *minute*,  *fact*, must, therefore, be written with full-length strokes.

(b) Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d*; thus,  *attitude*,  *treated*,  *dreaded*,  *credited*. The half-sized stroke is also disjoined in some other cases, as  *aptness*,  *tightness*,  *hesitatingly*.

Past Tenses. 143. In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively; thus,  *parted*,  *braided*,  *coated*,  *graded*.

The Halving Principle in Phraseography. 144. The halving principle is employed in phraseography as follows—

- (a) For the word *it*, as in if it, if it is;
 (b) *not*, as in I am not, you may not, I will not; (c) *word and would* by as in this word, we would be; and (d) in phrases like at all times, able to make.

Exercise 87

Read, copy, and transcribe

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Exercise 88

Write in shorthand

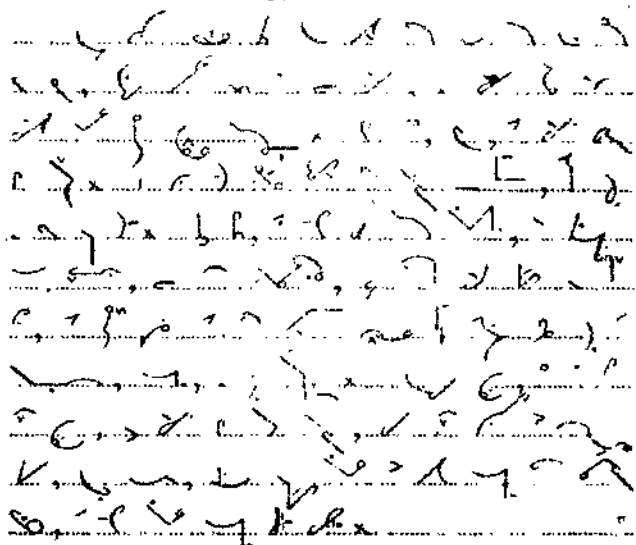
- Amid, signed, doled, dazzled, sailed, heard.
- Collide, colt, borrowed, bored, thronged.
- Impede, dreamed, scampered, conquered.
- Quilt, quilled, sunlight, answered, glared.
- Chatted, treated, pathetic, flared, deadness.
- Liken, likened, exported, shunted, trended.

GRAMMAMOLOGUES

cannot; gentleman, gentlemen; particular,
 opportunity; child; building; told;
 tried, trade, toward, towards; hand, under.

Exercise 89

Read, copy, and transcribe



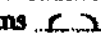
Exercise 90

Write in shorthand

Quite early in man's attempt to penetrate into the great secrets of the earth, when he tried to find its hidden treasures of gold and diamonds for the purposes of trade, he learned one important fact, namely, that it

grows hotter as you descend. *This is evident, also, from the hot springs found in different parts of the world, and still more evident from the volcanoes which, when violently active, pour out molten rock until it covers the country around to a thickness of many feet. A great authority on the subject has asserted that there are slight earth tremors every quarter of an hour. The hand of man seems weak indeed when we think of the wondrous power of these mighty forces.*

Summary

1. The four strokes  are halved and thickened for the addition of *d*.
2. The thickened forms  are not used if a vowel comes between *l-d*, *r-d*.
3. *Ler* and *rer* are never halved; *mp* and *ng* may be halved when initially or finally hooked.
4. *Rt* is generally written upward; *It* is written upward, except after *n*, *ng*; after *w*, *It* is written downward if no vowel follows *l*.
5. The upward form  may be used medially and finally for *rd*.
6. The half-length  *st* may be written downward or upward after *shun*.
7. Two strokes of unequal length must not be joined unless there is an angle at the point of junction, or unless, in the case of curves, the difference of thickness clearly shows the inequality of length.
8. Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d*.
9. In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively.
10. The halving principle is used in phraseography to represent *it*, *not*, *word*, *would*.

CHAPTER XXIV

THE DOUBLING PRINCIPLE

The General Rule. 145. With the few exceptions named below, the addition of the syllable *-tr* or *-dr*, or *-thr*, or, in common words *-ture*, is indicated by doubling the length of the preceding stroke; thus,

 *tie*,  *fighter*;  *ten*,  *tender*;  *nigh*, 
neither;  *track*,  *tractor*;  *seek*,  *sector*;
 *Dow*,  *doubter*;  *won*,  *wonder*;  *grave*,
 *grafter*;  *impugn*,  *impounder*;
 *centre*,  *central*;  *enter*,  *enteric*;
 *pick*,  *picture*;  *few*,  *future*;
 *nay*,  *nature*;  *natural*.

Doubling of Straight Strokes. 146. The doubling principle must not be applied to a straight stroke unless it follows a circle or stroke consonant, or has a final hook, or an attached final diphthong. Compare

 *skater* with  *cater*;  *captor* with 
potter;  *wonder* with  *wader*;  *doubter* with
 *daughter*;  *tutor* with  *tether*.

Strokes MP and NG. 147. The character  *mp-imb*, when not initially or finally hooked, is doubled for the addition of *-er*, and the character  *ng* for the addition of *-kr*, *-gr*; thus,  *bump*,  *bumper*;  *vamp*,
 *vamper*;  *inker*,  *linger*,  *Ingersoll*.

Alternatives for MPR, MBR. 148. There are therefore alternative forms for *mpr*, *mbr*, the double-length form  and the hooked form . The hooked form is used when *mpr*, *mbr* immediately follows an upstroke or  *k*; in all other cases the double-length form is used; thus,  *umber*, but  *slumber*;  *tamper*, but  *hamper*;  *chamber*, but  *cumber*.

Alternatives for NG-KR, NG-GR. 149. There are alternative forms for *ng-kr*, *ng-gr*, the double-length form  and the hooked form . The double-length form is used initially and when following a circle or an upstroke. In all other cases, the hooked form is written; thus,  *anchorage*, but  *bunkering*;  *sinker*, but  *drinker*;  *hunger*, but  *pinker*;  *rancour*, but  *canker*.

Stroke L. 150. The stroke *l*, standing alone, or with only a final circle attached, is doubled for *-tr* only; thus,  *letter*,  *letters*;  *alter*,  *alters*; but  *leader*,  *leather*.

Circle S and Double-length Strokes. 151. Circle *s* at the end of a double-length form is read after the syllable indicated by doubling; thus,  *voters*,  *renders*,  *rafters*,  *rectors*,  *pictures*.

Past Tenses. 152. When the present tense of a verb of more than one syllable is written with either a double-length character or a hooked form, the past tense is written with the halving principle; thus,  *ponder*,  *pondered*;  *canter*,  *cantered*;  *winter*,  *wintered*;  *matter*,  *mattered*;  *malingering*,  *malingered*;  *conquer*,  *conquered*.

Doubling Principle not employed. 153. The doubling principle is not employed—

(a) When a vowel follows final *-tr*, *-dr*, etc., because a final vowel requires a final stroke for the vowel sign; as,  *flatter*, but  *flattery*;  *winter*, but  *wintry*;  *feather*, but  *feathery*;  *anger*, but  *angry*.

(b) In words like  *panther*,  *Arthur*, where the *thr* is a light sound.

Position of Double-length Strokes. 154. (a) All double-length downstrokes are written through the line; as,  *painter*,  *fetter*,  *tender*.

(b) Double-length horizontals are written either above the line or on the line, according to the first vowel heard in the word; thus,  *matter*,  *mother*,  *enter*,  *neither*.

(c) Double-length upstrokes are written *above*, or *on*, or *through* the line, according to the first vowel heard in the word; thus,  *loiter*,  *render*,  *hinder*.

The Doubling Principle in Phraseography. 155. The doubling principle is employed in phraseography for the indication of the words *their*, *there*; thus, in, in their; I know, I know there is; take, take their way; I can be, I can be there; has to be, has to be there; upon, upon their.

Exercise 91

Read, copy, and transcribe

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Exercise 92

Write in shorthand

1. Flatter, thither, aster, voters, enters, neuter.
2. Fender, lavender, shedder, feeders, godfathers.
3. Central, ceatralization, dysenteric, eccentric.
4. Bidder, spider, plotter, sector, painter, winter.

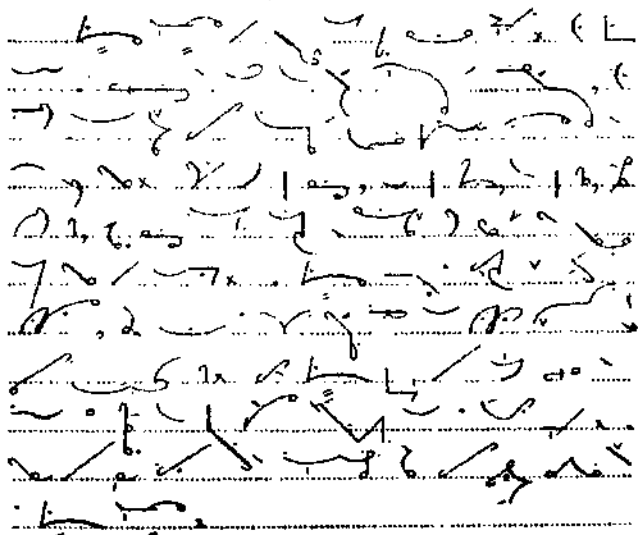
5. Louder, Lowther, builder, cylinder, chambermaid, sinker, hunger, hungered, whimper, conquer.
6. Mutter, muttered, wander, wandered, temper, tempered, alter, altered, shatter, shattered.
7. Pander, pantry, seconder, secondary, voter, votary, cinder, cindery, enter, entry.

GRAMMAMOLOGUES

1. chaired, 2. cheered; 3. sent; 4. third; 5. short;
 6. spirit; 7. yard, 8. word; 9. rather, writer;
 10. wonderfully; 11. therefore; 12. school, 13. schooled.

Exercise 93

Read, copy, and transcribe



Exercise 94

Write in shorthand

We have to hand today, under last Wednesday's date, another copy of the wonderful catalogue issued by Crowder and Sanderson. Their motor cycle department rather appeals to the boys in this school, and we have, therefore, sent word that we should like several extra copies of the catalogue. The new leather belt, just over a yard in length, for use with a waterproof coat, seems wonderfully cheap. There is, also, a rather attractive lamp, with silvered reflector, suitable for any holder, and this should take well with the boys. These people are enterprising. They are inventors as well as dealers, and therefore we should be able to rely upon their motor fittings being absolutely up to date.

Summary

-tr, -dr or -thr,
or, in common
words, *-ture* is
added

by doubling the length of the preceding stroke.

tr is added to
curve ,
and *-kr* or *-gr* is
added to the
curve .

by doubling the length of the curve.

there or *their*
in a phrase is
expressed

by doubling the length of the preceding stroke.

Past tenses of verbs of more than one syllable	are written with the halving principle.
The Doubling Principle is not applied	when a final vowel immediately follows. -tr, -dr, etc.
The double-length form  -mpr or  -mbr	is written (a) initially; (b) after a circle or loop; (c) after a downstroke.
The hooked form  -mpr or -mbr	is written in all other cases.
The double-length form  ng-kr or  ng-gr	is written initially and when following a circle or an upstroke.
The hooked form  ng-kr or ng-gr	is written in all other cases.

CHAPTER XXV

DIPHONIC OR TWO-VOWEL SIGNS

In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided, called *diphones* (from the Greek *di* = double, and *phōnē* = a sound).

Use of Diphones. 156. In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occurred alone. The method of using the *diphones* is explained in the following rules.

157. The *diphone* *u* is written as follows—

(a) In the first vowel-place to represent the vowel *ah* or *ā* and any vowel immediately following; thus,

 *sahib*.

(b) In the second vowel-place to represent *ā* or *ē*, and any vowel immediately following; thus,  *layer*,

 *laity*,  *betrayal*,  *surveyor*.

(c) In the third vowel-place to represent *ē* or *ī*, and any vowel immediately following; thus,  *real*,

 *reality*,  *re-enter*,  *amiable*,  *meander*,

 *geography*,  *geographical*,  *champion*,

 *heaviest*,  *burying*,  *glorious*,  *creator*,

 *creation*,  *serial*,  *serious*. Note  *healthier*,  *junior*.

158. The *diphone* λ is written as follows—

(a) In the first vowel-place to represent *aw* and any vowel immediately following; thus, $\overset{\curvearrowright}{\text{flaw}}$, $\overset{\curvearrowright}{\text{drawer}}$, $\overset{\curvearrowright}{\text{drawings}}$, $\overset{\curvearrowright}{\text{cawing}}$.

(b) In the second vowel-place to represent *o* and any vowel immediately following; thus, $\overset{\curvearrowright}{\text{showy}}$, $\overset{\curvearrowright}{\text{bestowal}}$, $\overset{\curvearrowright}{\text{poet}}$, $\overset{\curvearrowright}{\text{poetical}}$, $\overset{\curvearrowright}{\text{coercion}}$, $\overset{\curvearrowright}{\text{coincide}}$, $\overset{\curvearrowright}{\text{coincident}}$, $\overset{\curvearrowright}{\text{heroic}}$.

(c) In the third vowel-place to represent *oo* and any vowel immediately following; thus, $\overset{\curvearrowright}{\text{bruin}}$, $\overset{\curvearrowright}{\text{brewery}}$, $\overset{\curvearrowright}{\text{Louisa}}$, $\overset{\curvearrowright}{\text{Lewis}}$, $\overset{\curvearrowright}{\text{truant}}$, $\overset{\curvearrowright}{\text{Druid}}$, $\overset{\curvearrowright}{\text{Druidical}}$, $\overset{\curvearrowright}{\text{shoeing}}$, $\overset{\curvearrowright}{\text{hallooing}}$.

Extended Use of Angular Sign. 159. The angular sign λ is also used to represent the consecutive vowels in the small class of words like $\overset{\curvearrowright}{\text{Spaniard}}$, $\overset{\curvearrowright}{\text{million}}$, $\overset{\curvearrowright}{\text{bullion}}$, $\overset{\curvearrowright}{\text{question}}$.

Exercise 95

Read, copy, and transcribe

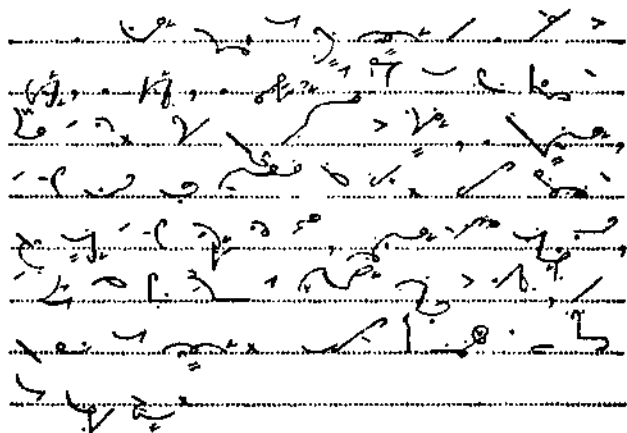
1. $\overset{\curvearrowright}{\text{flaw}}$ $\overset{\curvearrowright}{\text{drawer}}$ $\overset{\curvearrowright}{\text{drawings}}$ $\overset{\curvearrowright}{\text{cawing}}$
2. $\overset{\curvearrowright}{\text{showy}}$ $\overset{\curvearrowright}{\text{bestowal}}$ $\overset{\curvearrowright}{\text{poet}}$ $\overset{\curvearrowright}{\text{poetical}}$ $\overset{\curvearrowright}{\text{coercion}}$ $\overset{\curvearrowright}{\text{coincide}}$ $\overset{\curvearrowright}{\text{coincident}}$ $\overset{\curvearrowright}{\text{heroic}}$
3. $\overset{\curvearrowright}{\text{bruin}}$ $\overset{\curvearrowright}{\text{brewery}}$ $\overset{\curvearrowright}{\text{Louisa}}$ $\overset{\curvearrowright}{\text{Lewis}}$ $\overset{\curvearrowright}{\text{truant}}$ $\overset{\curvearrowright}{\text{Druid}}$ $\overset{\curvearrowright}{\text{Druidical}}$ $\overset{\curvearrowright}{\text{shoeing}}$ $\overset{\curvearrowright}{\text{hallooing}}$
4. $\overset{\curvearrowright}{\text{Spaniard}}$ $\overset{\curvearrowright}{\text{million}}$ $\overset{\curvearrowright}{\text{bullion}}$ $\overset{\curvearrowright}{\text{question}}$
5. $\overset{\curvearrowright}{\text{flaw}}$ $\overset{\curvearrowright}{\text{drawer}}$ $\overset{\curvearrowright}{\text{drawings}}$ $\overset{\curvearrowright}{\text{cawing}}$ $\overset{\curvearrowright}{\text{showy}}$ $\overset{\curvearrowright}{\text{bestowal}}$ $\overset{\curvearrowright}{\text{poet}}$ $\overset{\curvearrowright}{\text{poetical}}$ $\overset{\curvearrowright}{\text{coercion}}$ $\overset{\curvearrowright}{\text{coincide}}$ $\overset{\curvearrowright}{\text{coincident}}$ $\overset{\curvearrowright}{\text{heroic}}$
6. $\overset{\curvearrowright}{\text{bruin}}$ $\overset{\curvearrowright}{\text{brewery}}$ $\overset{\curvearrowright}{\text{Louisa}}$ $\overset{\curvearrowright}{\text{Lewis}}$ $\overset{\curvearrowright}{\text{truant}}$ $\overset{\curvearrowright}{\text{Druid}}$ $\overset{\curvearrowright}{\text{Druidical}}$ $\overset{\curvearrowright}{\text{shoeing}}$ $\overset{\curvearrowright}{\text{hallooing}}$

Exercise 96

Write in shorthand

1. Slay, slayer, bay, bayonet, air, aerometer.
2. Pay, payable, betray, betrayer, obey, abeyance.
3. Re, real, really, reinforce, readdress, readmission.
4. Billow, billowy, blow, blower, co, coincide.
5. Hero, heroic, snow, snowy, slow, slowest.
6. Cruel, brewing, jewel, ruinous, ruination.

Exercise 97

Read, copy, and transcribe

Exercise 98

anⁿ*Write in shorthand**Dear Mr. Brewer,*

It is to be regretted that the arrangement with the band of the Cleopatra has fallen through, but I shall be able to re-arrange the programme and it will not affect the gaiety of the members of the Lyceum on Monday. We have had to reappoint the late manager

of-the local theatre as Master of Ceremonies, because-he knows the ceremonial to be observed, and-we-shall-have to reassemble-the members of-the chorus, and readmit those-who retired last June. I-am worrying-the decorators, and, doing my utmost to-make these slowest of slow people finish their work.

Very-truly-yours,

Summary

Place	Value of the Diphone .k.	Place	Value of the Diphone .l.
1	ah or ă + any vowel	1	aw + any vowel
2	ā or ě ditto	2	ō ditto
3	ē or ī ditto	3	oo ditto

The angular sign .k. is also used to represent the consecutive vowels in such words as million.

CHAPTER XXVI

MEDIAL SEMICIRCLE

As explained in a previous chapter, a right semicircle is used initially as an abbreviation for *w* before the strokes *k*, *g*, *m* (and *mp*) and the two forms of *r*. The medial use of a semicircle is explained in the present chapter.

Left and Right Semicircles. *160. (a)* A *left* semicircle is written in the middle of a word to represent the sounds *wah*, *wā*, *wē*, or their corresponding short sounds.

(b) A *right* semicircle is written in the middle of a word to represent the sounds *waw*, *wō*, *wōō*, or their corresponding short sounds.

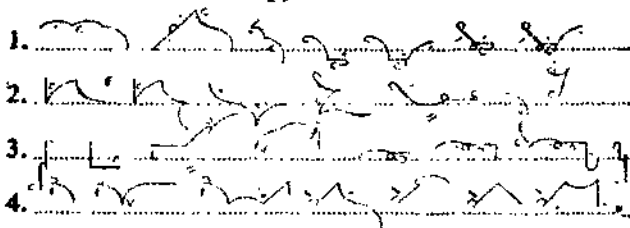
161. The following diagram shows the places of the semicircles, and the sounds they represent.

Place	Left Semicircle 	Place	Right Semicircle 
1	represents <i>w</i> + <i>ah</i> or <i>ā</i>	1	represents <i>w</i> + <i>aw</i> or <i>ō</i>
2	" " + <i>ā</i> " <i>ē</i>	2	" " + <i>ō</i> " <i>ū</i>
3	" " + <i>ē</i> " <i>ī</i>	3	" " + <i>ōō</i> " <i>ūū</i>

162. The medial semicircle is, therefore, simply an abbreviation for *w* followed by a vowel. The *an* is usefully written in words like *boudoir*, *assuage*, *sea-weed*, *seaward*, *Wordsworth*, *lamb's-wool*.

Note: *quality*, *qualify*.

Exercise 99

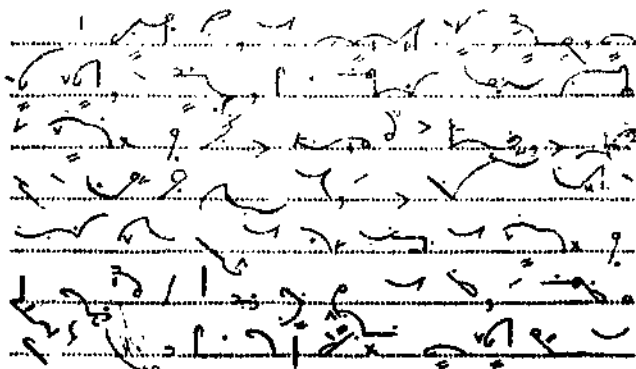
Read, copy, and transcribe

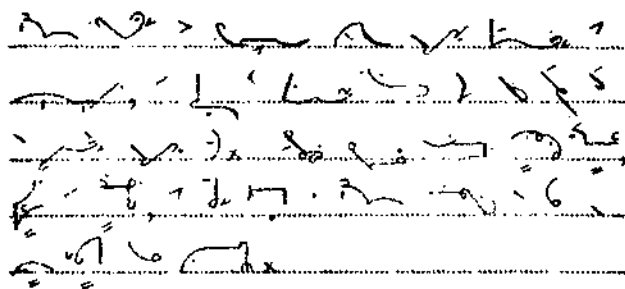
Exercise 100

Write in shorthand

1. Sealing-wax, twenty, twentieth, Cromwell, Bothwell.
2. Dwindle, dwindled, wherewith, *therewith*, bewilder, bewildered.
3. Breakwater, blameworthy, seaworthy, Wandsworth, Cornwallis.
4. Wick, wicked, wickedly, weaken, weakness

Exercise 101

Read, copy, and transcribe



Exercise 102

Write in shorthand

Dear-Sirs,

We thank-you for-your-letter of-last week and we-are asking Messrs. Cromwell and Warbeck, of Wentworth, to-look into-the matter forthwith. We hope that-the flow of-water into-t'he workings may dwindle away with-the advent of-the dry weather, and-that-the trouble may cease of-itself. In-any-case, you-may-rely upon-us to-do all-that-we-can to stop-the nuisance in-question. We-have already told our engineer, Mr. Walter Welson, to-make close enquiry into-the matter, and-we-thank-you again for-the kindly way in-which-you have warned us of-the possible loss both to-ourselves and to-you.

Yours-truly,

Summary

1. A semicircle is employed medially as an alternative to the stroke *w*.
2. A medial *left* semicircle represents *wah*, *wā*, *wē*, or the corresponding short sounds.
3. A medial *right* semicircle represents *waw*, *wō*, *wō̄*, or the corresponding short sounds.

CHAPTER XXVII

PREFIXES

Initial Com- or Con-. 163. Initial *com-* (or *comm-*) or *con-* (or *conn-*) is expressed by a light dot written at the beginning of the following stroke; thus,  *combine*,  *commence*,  *congratulate*,  *connection*. In a few words clearer outlines are obtained by writing the prefixes fully; thus,  *commotion*,  *commission*,  *commiserate*,  *consul*,  *connote*.

In words beginning with the prefix *com-* or *con-*, represented by a dot, the position of the outline is governed by the first vowel after the prefix.

Medial Com-, etc. 164. Medial *com-*, *con-*, *cum-*, or *cog-*, either in a word or in a phrase, is indicated by disjoining the form immediately following the *com-*, etc.; thus,  *becomingly*,  *welcoming*,  *incompetent*,  *uncontrolled*,  *circumference*,  *recognize*,  *in compliance*,  *by consent*,  *I am compelled*. This method may be used after a dash logogram when this is written upward, but not when it is written downward; compare  *on the committee*,  *of the committee*;  *should commence* and  *to commence*.

Accom-. 165. *Accom-* (or *accommo-*) is represented by  *k*, joined or disjoined, thus,  *accommodation*,  *accompany*.

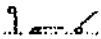
Intro-. 166. *Intro-* is expressed by  *ntr*; thus,  *introduce*,  *introspection*.

Magna-, etc. 167. *Magna-, magne- or magni-* is expressed by a disjoined  *m*; thus,  *magna-*
nimity,  *magnetize*,  *magnify*.

Trans- 168. *Trans-* may be contracted by omitting the *n*; thus,  *transfer*,  *transmit*,  *transgression*; but sometimes the full outline is preferable, as,  *transcend*,  *transit*.

Self- and Self-con- or Self-com- 169. (a) *Self-* is represented by a disjoined circle *s* written close to the following stroke in the second vowel-place; thus,  *self-defence*,  *self-made*.

(b) *Self-con-* or *self-c-* *n-* is indicated by a disjoined circle *s* written in the position of the *con-* dot; thus,  *self-control*,  *self-confident*.

In- before Str, Skr, and H (up). 170. *In-* before the circled-strokes  is expressed by a small hook written in the same direction as the circle; thus,  *instrument*,  *inscriber*,  *inhabit*.

Negative Words. 171. (a) The small hook for *in-* is never used in negative words, that is, where *in-* signifies *not*. In such cases *in-* must be written with the stroke *n*; thus,  *hospitable*,  *inhospitable*;  *humanity*,  *inhumanity*.

(b) Words which have the prefix *il-*, *im-*, *in-*, *ir-*, *un-*, are written in accordance with the following rules, so as to provide the necessary distinction between positive and negative words, and other pairs of words where distinction is required—

(c) By writing the downward *r* or *l* when the rules for writing initial *r* or *l* permit of this being done; thus,  *resolute*,  *irresolute*;  *resistible*,  *irresistible*;  *limitable*,  *illimitable*.

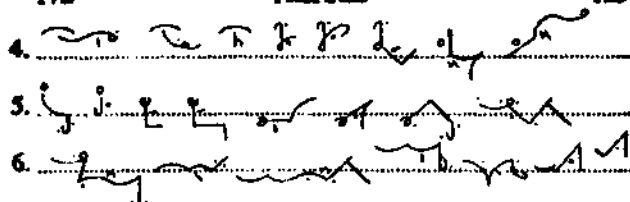
(d) By repeating the *l*, *m*, *n* or *r* in cases where a distinction cannot otherwise be obtained; thus,  *legal*,  *illegal*;  *mortal*,  *immortal*;  *noxious*,  *innnoxious*;  *necessary*,  *unnecessary*;  *redeemable*,  *irredeemable*;  *radiance*,  *irradiance*.

Logograms. 172. Logograms, joined or disjoined, may be used as prefixes or suffixes; thus,  *almost*,  *understand*,  *undermine*,  *unimportant*.

Exercise 103

Read, copy, and transcribe

-         
-         
-         



Exercise 104

Write in shorthand

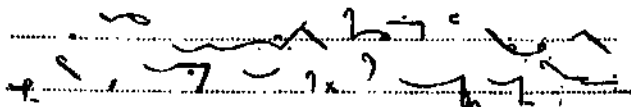
1. Competent, combat, common, compensate, compound, compact, compare.
2. Conductor, conflict, constant, convulsion, conserve, conscientious, contango.
3. Commissioners, incomplete, recognized, uncongenial, reconsider, incumbent.
4. We-were compelled, accompanying, accomplices, introducing, introduces.
5. Magnificent, magnifier, magnificence, transmission, translated, transmitter.
6. Self-possession, self-congratulation, instructor, inherent, inhumanly, insuperable.
7. Illiberal, immaterial, innocuous, unknown, reparable, irreparable, reclaimable, irreclaimable, understood, undersell, trade-mark.

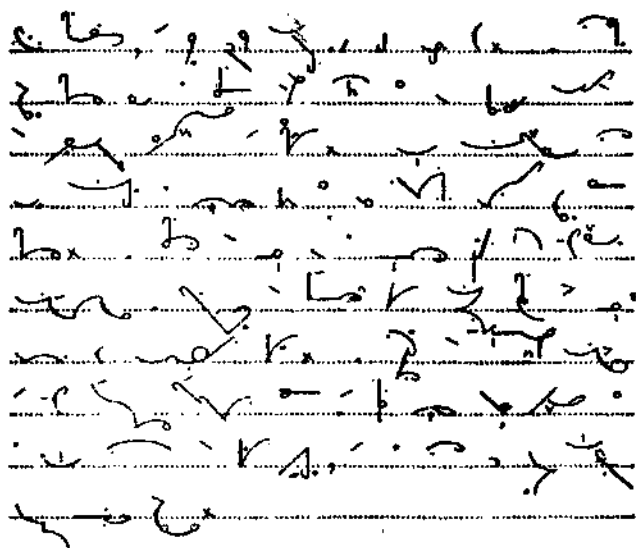
GRAMMARGOUGES

selfish-ness; inscribe-d; inscription;
instruction; instructive.

Exercise 105

Read, copy, and transcribe





Exercise 106

Write in shorthand

We thank you for your communication and instruction regarding the lightning conductors for the new Conservative Club in Conway Road. The slight misconception has now been removed, and your recommendations shall be carefully considered. We are having the corner-stones inscribed this week, and we have no doubt that you will find the inscription to satisfy you. We suggest for your consideration that it would be instructive and useful to have a translation of the Latin inscription printed and circulated before the opening ceremony. You will not consider us selfish if we arrange for a photograph of the ceremony showing our name as contractors for the work.

PREFIX

Initial *con-*, *com-*

Medial *con-*, *com-*

Accom-

Intra-

agna-, etc.

Trans-

Self-

Self-con-

ln- before certain
circled straight
strokes

ll-, *lr-*

lm-, *in-*, *un-*

Summary

REPRESENTED BY

A light dot.

{ Disjoining the form immediately following the *con-*, etc.

{ The stroke  *k* joined or disjoined.

The double-length  *ntr*.

Disjoined  *m*.

{ The sign for *trs*, or by the full form.

{ A disjoined circle *s* written in the second vowel-place.

{ A disjoined circle *s* written in the place of the *con-* dot.

{ A small hook written with the Right motion.

{ Downward *l* or *r*, or by the repetition of the initial consonant.

Repeating the  *m* or  *n*.

Logograms

{ May be used as prefixes or suffixes.

CHAPTER XXVIII

SUFFIXES AND TERMINATIONS

-ing. 173. The stroke  is generally employed in the representation of *-ing*. Where this stroke cannot be written, or, where, if written, an awkward joining would result, a light dot is used to represent the suffix *-ing*. The dot *-ing* is written—

(a) After light straight downstrokes and downward *r*, as,  *paying*,  *tying*,  *etching*,  *hoeing*,  *hearing*,  *spluttering*.

(b) After circle *ns*, after *k* and *g* hooked for *f* or *v*, and after an upstroke finally hooked; as,  *prancing*,  *coughing*,  *waning*.

(c) After a half-length or a double-length stroke where no angle would be obtained by the use of the stroke , as,  *brooding*,  *fidgiting*,  *matting*,  *fielding*,  *muttering*.

(d) Generally after a contracted logogram; as,  *remembering*,  *coming*,  *thanking*; but the stroke  is employed in  *wishing*,  *calling*,  *having*,  *surprising*.

(e) The dot *-ing* cannot be used medially; therefore the stroke *ng* is written in *-ingly*; thus,  *admiring*, but  *admiringly*;  *deserving*, but  *deservingly*.

(f) Wherever *-ing* would be represented by a dot, *-ings* is indicated by a dash; thus,  *etchings*,  *scrapings*,  *plottings*,  *windings*,  *rinsings*.

-Ality, etc. 174. *-Ality, -ility, -arity, -ority, -elty*, and similar terminations are expressed by disjoining the stroke immediately preceding the termination; thus,  *formality*,  *barbarity*,  *novelty*,  *frivolity*,  *feasibility*,  *majority*.

-Logical-ly. 175. *-Logical* and *-logically* are expressed by a disjoined *l*; thus,  *genealogical-ly*,  *mythological-ly*.

-Ment. 176. *-Ment* is, as a rule, expressed by  *mnt*; thus,  *sentiment*,  *agreement*. If this sign does not join easily, however, the contracted form  may be used; thus,  *imprisonment*,  *commencement*,  *refinement*,  *preferment*.

-Mental-ly-ity. 177. *-Mental, -mentally*, and *-mentality* are expressed by a disjoined  *mnt*; thus,  *fundamental-ly*,  *instrumental-ly-ity*.

-Ly. 178. *-Ly* is expressed by  *l*, joined or disjoined; thus,  *chiefly*,  *friendly*; or the hook *l* is employed; thus,  *deeply*,  *positively*.

-Ship. 179. *-Ship* is expressed by a joined or disjoined  *sh*; thus,  *friendship*,  *citizenship*,  *scholarship*,  *leadership*.

-Fulness and -lessness or -lousness. 180. (a) *-Fulness* is expressed by a disjoined *fs*; thus, *usefulness*, *carefulness*, *gratefulness*.

(b) *-Lessness* and *-lousness* are expressed by a disjoined *ls*; thus, *heedlessness*, *hopelessness*, *sedulousness*.

-Ward, -wart, -wort; -yard. 181. *-Ward*, *-wart* or *-wort*, and *-yard* are expressed by a half-sized *w* and *y* respectively, as in the words, *backward*, *stalwart*, *brickyard*.

Compound Words. 182. Compounds of *here*, *there*, *where*, etc., are written as follows—

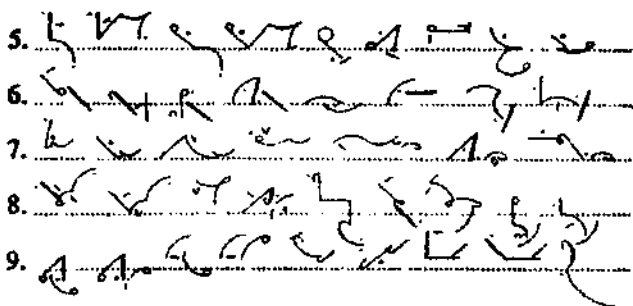
in on at to of with

HERE *h e r e*
 THERE *t h e r e*
 WHERE *w h e r e*

Exercise 107

Read, copy, and transcribe

1. *h e r e t h e r e w h e r e*
 2. *h e r e t h e r e w h e r e*
 3. *h e r e t h e r e w h e r e*
 4. *h e r e t h e r e w h e r e*



Exercise 108

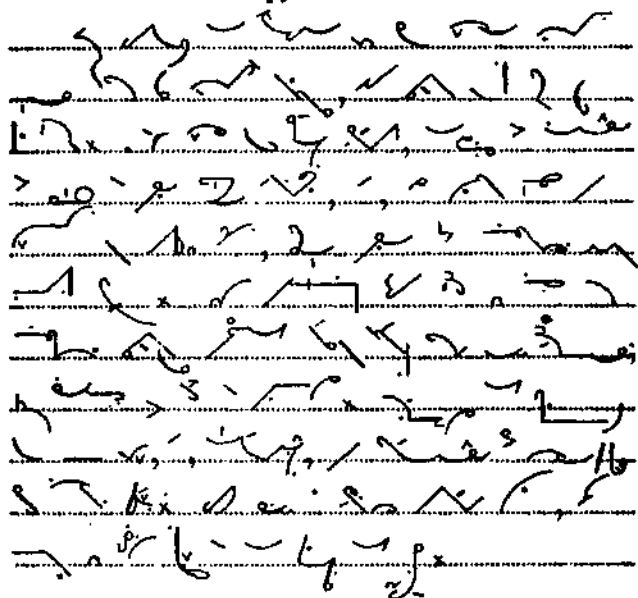
Write in shorthand

1. Sapping, tying, teaching, fearing, webbing, wading, lodging, shaking, flogging, loving, scathing, sowing, rushing, slaying, roaring.
2. Dispensing, enhancing, craving, surrounding, ballooning, opposing, menacing, puffing, disjoining, caning, concerning.
3. Pleating, obtruding, permitting, scaffolding, fitting, smothering, dissecting, smelting, sauntering, speaking, castings.
4. Solubility, singularity, fatality, novelties, etymological, accompaniment, effacement, sentimentally, vainly, frankly, exhaustively.
5. Chairmanship, clerkship, playfulness, credulousness, indifference, heroby, thereabout, wherounto.

PHRASES

 you will be able to,  we are able to;
 at the same time,  at some time,
 for some time;  this was,  that was;
 according to the

Exercise 109

Read, copy, and transcribe

Exercise 110

Write in shorthand

I-am-sorry to interfere with-the arrangements for-the announcement of-the concert season, but at-the-same-time I-am compelled to say that I-think-the form proposed is-not likely to-have-the effect of introducing new members to-the society. I-fear-the psychological effect of-the wording of-the circular, which-is more like a command or instruction than an invitation. I-think it-will provoke a feeling of resentment in-the-minds of-those whom you-are addressing, and at-the-same-time

convey a false impression. I-am conscious of no selfishness in communicating with-you on-the matter, because-it-is quite immaterial to-me whether-the membership is large or small; but, as-the instructor and conductor of-the choir, I-must, in self-defence, warn the committee against a possible misconstruction of-their circular. I-think-you-will-be-able-to induce them to change it. I-have-been wanting to see-you for-some-time, and-if-you-will call some-time during-the coming week I-shall-be-glad of a little conversation with-you.

Revisionary Exercise (C)

I-cannot quite understand how you-came to act as you did in-the court today, nor how you could put-the case against that child with-such particular force, missing no opportunity that-you-were able-to seize to-make-the poor child appear guilty of-the theft. You-may say that, without-the evidence of-the gentleman whose purse was-taken, and without-the statements of-the other gentlemen who said they saw-the child put her hand into-the old gentleman's pocket, there-would certainly have-been no case for-the jury. But, surely, according-to-the evidence of-the guard called by-the defence, there-was more-than a doubt that-the prisoner was-the child seen by-the gentlemen who testified. The guard told a straightforward tale, and, though-you tried to shake his evidence, you failed to do-so, except towards-the end, when-he admitted he-saw a gold coin drop apparently from-the child's hands to-the ground. I-think-you-were a little short with-the guard, and I-was glad when-the people in-the court cheered his final reply. They chaired him, too, at-the end of-the case, under protest by-him and-his friends. I-do-not believe-the poor child came out-of-the yard, as stated by-one-of-your witnesses, and-indeed I-did-not believe a word of-that witness's evidence. It-was given in a bad spirit, in a

tone which sent a shiver through everyone in the court. I know that at least a third of his story about the school and the wonderful instruction he had received there was untrue. I know this because I went to the school myself and you will find my name inscribed on the roll of honour hanging in the large hall. It is not wonderful, therefore, that I have a doubt of that man's word. It would be rather more wonderful if I believed his story. I think that he is a selfish, vindictive fellow, and it will be instructive to follow his future. Anyway, I shall set about an appeal for the child, whom I believe to be absolutely innocent of the crime alleged against her. (373 words)

Summary

SUFFIX	REPRESENTED BY
-ing	{ The stroke  where convenient; otherwise by a light dot.
-ings	{ The stroke  where convenient; otherwise by a light dash.
-ality, etc.	{ Disjoining the stroke immediately preceding the termination.
-logical-ly	Disjoining the stroke  .
-ment	{ The sign  <i>mnt</i> , where convenient; otherwise by  <i>nt</i> .
-mental-ly-ly	Disjoined  <i>mnt</i> .
-ty	{ The stroke  <i>l</i> , or by a form booked for <i>l</i> .

-ship	The stroke  sh.
-lessness or -lousness	{ Disjoined  ls.
-fulness	Disjoined  fs.
-ward, etc., and -yard	{ Half-sized w and y respectively.
Compounds	{ Generally formed by joining the outlines for the separate words.

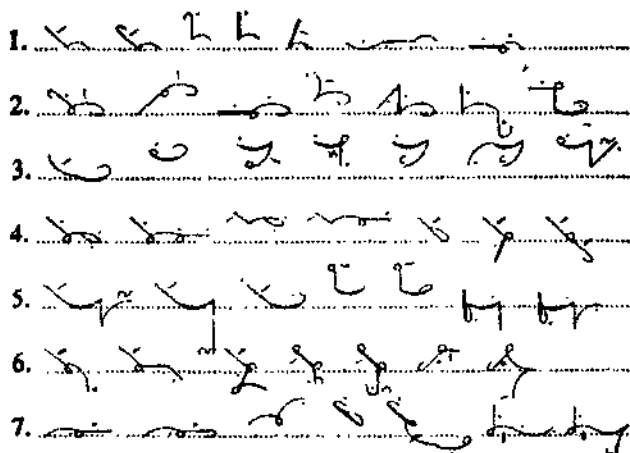
CHAPTER XXIX

CONTRACTIONS

Omission of Consonants. 183. (a) Where *p* is very slightly sounded, it may be omitted, as in  *prompt*,  *tempt*,  *assumption*,  *exemption*; but the *p* is represented in words like  *trumpet*,  *trumpeter*, where it is clearly sounded.

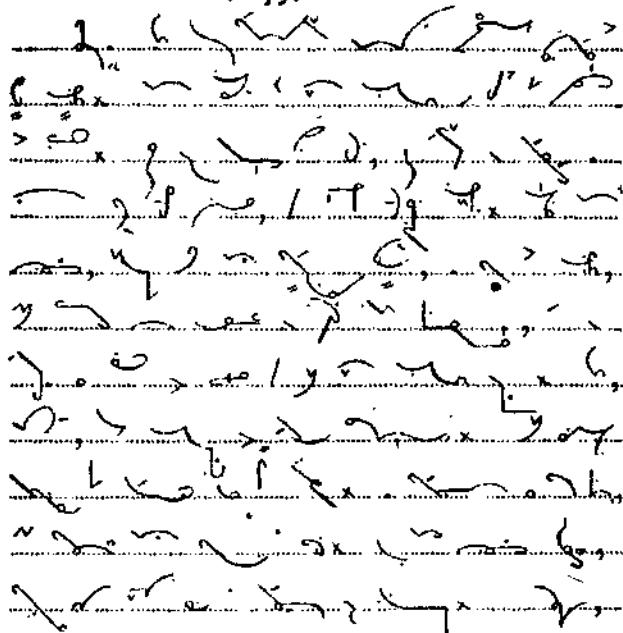
(b) *K* or *G* is omitted between *ng* and *t*, or between *ng* and *sh*, when no vowel occurs immediately after *k* or *g*; thus,  *adjun(c)t*,  *extin(c)tion*. In  *trinket*,  *blanket*, and similar words, in which a vowel follows the consonant, the *k* or *g* is retained. The *k* is also retained in past tenses, as  *inked*,  *winked*,  *banked*,  *linked*.

(c) Medial *t*, immediately following circle *s*, may be omitted in many words; thus,  *postman*,  *honestly*,  *tasteful*,  *mistake*,  *mistaken*,  *institute*; and in phrases like  *most important*,  *there must be*,  *your last letter*. In some words, however, the full form is quite as facile as the contracted form; thus,  *drastic*,  *elastic*,  *plastic*.

Exercise 111*Read, copy, and transcribe***Exercise 112***Write in shorthand*

1. Presume, presumptive, bump, bumped, tempt, tempter.
2. Temptation, contempt, contemptible, cramp, cramped, thump, thumped.
3. Consumption, consumptive, stamp, stamped, swamped, resumptive.
4. Indistinct, distinction, extinct, manifest, manifestly, adjustments.
5. Rest, restless, list, listless, dishonest, dishonestly, waste-pipe.
6. Text, textbook, trust, trustworthy, postcard, Post Office.

Exercise 113

Read, copy, and transcribe

Exercise 114

Write in shorthand

We are much obliged for your letter and estimate for the elastic web. But surely there must be some mistake in your figures. Please refer to your last letter to us, dated 26th October, in which you gave us a distinctly better price. Manifestly, the postponement of the order for a week cannot possibly have made so great a difference in the price. We realize that the web

is the best finish, as it is most important it should be, but you must try to improve upon your estimate, or you cannot hope to receive the order. You must be estimating, we think, on the assumption that the web is to be silk finished. That is not so, as you will see on referring to our last letter. If there is to be a resumption of business between us, your estimate will have to be reconsidered. All we ask for is a web with the best finish, but not silk, and of a tasteful design. What can you offer to tempt us to pass the order to you?

Other General Contractions. 184 Contractions for a number of words in common use are formed by the omission of a medial or final consonant or syllable. These contracted words, together with the classes of words contracted on the principles explained in the present chapter, constitute what may be termed General Contractions. A prefix or suffix may be attached to a contracted outline, and in this way the list of contractions may easily be extended; thus,

 *respect*,  *disrespect*,  *disrespectful*,

 *respective*,  *respectively*. The halving

principle may be applied to contracted forms for past tenses; thus,  *endanger*,  *endangered*;

but in many cases the same form may safely be employed for both present and past tenses; thus,  *respect*,

 *suspect*. Contracted outlines are generally written on the line.

Omission of N passenger stranger messenger danger dangerous contingency emergency exigency stringency appointment attainment contentment assignment entertainment enlightenment abandonment ironmonger oneself*Omission of R* demonstrate remonstrate remonstrance ministry monstrous manuscript henceforward thenceforward*Omission of -ect* expect-ed inspect-ed-ion prospect respect-ed retrospect imperfect-ion-ly suspect-ed object-ed project-ed architect-ure-al

Omission of k1 before -ive

	perspective		destructive
	prospective		destructively
	productive		retrospective
	obstructive		irrespective
	objective		irrespectively

Omission of K before -shun

	production		destruction
	obstruction		jurisdiction
	objection		introduction
	objectionable		retrospection

Exercise 115*Write in shorthand*

The appointment of a stranger as Passenger Superintendent is a disappointment to the local candidates for the position. There is a rumour of a demonstration of protest against what have been called the monstrous methods of the administration in this matter. There is, however, great danger in a form of remonstrance that may provoke a dangerous outburst in place of the present contentment, and, with great respect to the leaders, we fail to see any prospect of their attaining their object if they demonstrate in the way suggested. It is always the unexpected and unsuspected contingency that is likely to happen, and we expect the present emergency will prove no exception to the rule. The introduction of a policy of obstruction or destruction, or even of interference with reasonable jurisdiction, may be productive of discontentment all-round. It is to be hoped every means will be sought for the attainment of the objective.

Exercise 116

Write in shorthand

We fear there is no prospect of success for those who raise objection to the appointment, and, quite irrespective of the merits of the respective parties, we would urge the abandonment of obstructive measures and the entertainment of the suggested resort to threats. Further enlightenment is necessary if matters are to proceed smoothly henceforward. It is pleasant to turn from this subject to the attractions of the country-side, where there are numerous objects of entertainment and instruction for all who care to look for them. The jerry builder has not yet begun his destructive work, and the monstrous things which he calls architecture, but which cause disappointment and grief to the genuine architect, have not yet appeared to ruin the prospect. The unspoiled beauty of Nature still remains to compel our respectful admiration, and to remonstrate in silence against those whose object is to make money, even though it involves the destruction of the most glorious prospect.

Exercise 117

Write in shorthand

(a) Please send a messenger to the passenger office and ask if there is any danger of the train being late at Macclesfield. The present emergency has arisen through the death of the man in-charge of the post-office, and the abandonment of the stranger's claim might bring about the very contingency we are striving to avoid. We had the same emergency on the appointment of the postmaster three years ago, and the entertainment then arranged had to be abandoned because it was felt that it would be dangerous to proceed. The

abandonment caused disappointment, of-course, but contentment followed enlightenment as-to-the cause and eventually the attainment of-the original object was secured.

(b) The demonstration against the administration of-the local funds was, in-our-opinion, a monstrous mistake, and-we-shall remonstrate as vigorously as-we-can. The monstrosity in-the shape of an effigy of-the chairman of-the administrative committee was of-the-most objectionable nature, and-only served to demonstrate the poor taste of-those-who designed it. I should-have to-write a long manuscript if I desired to-express my resentment properly, and-even then my remonstrance would-not-be too strong. I should like to assist in-the administration of-personal punishment upon-the men at-the head of-this monstrous business. It-is pleasant to know that no-one from-the ministry was concerned in-the-matter.

(c) As-to-the architect's project for-the alteration of-the club premises, I rather suspect that-his idea of-the architectural possibilities is imperfect and-incorrect. With great respect to-him, because of-the imperfection of-my acquaintance with architecture, I respectfully suggest that-he-should take counsel with someone whose architectural ability would entitle him to-express an opinion. I quite expect-the architect will consider me disrespectful, and-I-am upset at-the prospect of a disagreement with him. My object is to secure an inspection of-the premises as they-are, and I-believe-that unexpected and, indeed, unsuspected possibilities may develop as a result. There-can-be no disrespect in suggesting that a retrospective view of-the case, so-as-to secure a proper perspective, should-be undertaken. This-is exactly what I suggested some-time-ago, but it-was considered an interference with-the administration, and no steps were taken.

Exercise 118

Write in shorthand

Irrespective entirely of the different views of the respective parties to the discussion, I am compelled to consider the possible results of the obstructive course taken by the council. There can be no doubt that the objective would be more easily attained if these merely destructive methods were abandoned. They can only be productive of mischief in the case of prospective candidates for admission to the society, and this whether we consider the matter prospectively or retrospectively. A retrospective examination will show what has occurred in the past, in similar circumstances, and a prospective consideration will show what is likely to occur in the future, if the respective parties are allowed to follow their own merely obstructive ideas. Each will be destructive of the other, and will certainly act destructively, no matter what each may say. They should be instructed to consider, respectively and collectively, the effects of the present methods and advised to refuse them.

Exercise 119

Write in shorthand

The objection to the obstruction in the new bill is not simply a personal matter. The obstruction is objectionable on several grounds. First, because it will certainly lead to a destruction of the opposition which has been so carefully arranged, and, secondly, because the matter is one which falls under another jurisdiction. The introduction of various methods of production and reproduction has no bearing on the question, at the least retrospection would have shown beyond doubt. It may sound disrespectful, but my own view

Is that-the architect and-his friends, who-are, I-suspect, the authors of-the bill, are simply unaware of-the real circumstances of-the case, and-have-not given-the project the consideration it deserves.

Summary

General contractions are formed by the omission of

- | | |
|----------------------|--|
| <i>p</i> | in words where the <i>p</i> is only lightly sounded. |
| <i>k</i> or <i>g</i> | between <i>ng-t</i> and between <i>ng-sh</i> . |
| <i>t</i> | between circle <i>s</i> and a following consonant. |
| <i>n</i> | in words like  <i>passenger</i> ,  <i>emer-</i>
<i>gency</i> , etc. |
| | { in words like  <i>remonstrate</i> ,
 <i>demonstrate</i> . |
| <i>-ect</i> | in words like  <i>expect-ed</i> , etc. |
| <i>-kt</i> | in words like  <i>productive</i> , etc. |

Derivatives are formed from contracted outlines by attaching a prefix or a suffix, as in,  *respect*,  *disrespect*,  *respectively*.

CHAPTER XXX

FIGURES, ETC.

Figures. 185. Figures *one* to *seven*, and the figure *nine* are represented by shorthand outlines. All other numbers, except round numbers, are represented in the ordinary way by the Arabic numerals. In dealing with round numbers, the following abbreviations are used:

-  hundred or hundredth, as in  400;
-  or  thousand or thousandth, as in  3,000;
-  hundred thousand, as in  400,000;
-  million, or millionth, as in  3,000,000;
-  hundred million, as in  700,000,000,
-  billion, as in  four billion.

The principal monetary units are expressed as follows:  pounds, as in  £200,  £6,000.  £5,000,000;  dollar,  dollars, as in  \$15,000;  francs, as in  400 fr.;  rupees, as in  Rs. 2,000,000.

 written close after a figure represents *per cent*, as in  3%.

Accent, etc. 186. (a) Accent may be shown by writing a small cross close to the vowel of the accented syllable; thus,  *ar'rows*,  *arose'*.

(b) Emphasis is marked by drawing one or more lines underneath; a single line under a single word must be made wave-like, , to distinguish it from  *k*.

(c) The sign  indicates that the preceding remark is to be taken humorously.

Proper Names, etc. 187. In the few cases where it is necessary to indicate exactly the vowel following a diphthong, the separate signs should be used and not the triphone as explained in paragraph 35; thus  Bryan,  Bryon,  Myatt,  Myott,  Wyatt. Similarly, if it is necessary to indicate exactly the second of two consecutive vowels, the separate signs should be used and not the diphone; thus,  Leah, but  Leo;  genii,  nuclei,  radii. The necessity for the use of these separate vowel-signs will be found to arise but seldom.

Scottish, Welsh, and Irish Consonants and Vowels. 188. The Scotch guttural *ch*, and the Irish *gh* are written thus,  *ch*, as in  *loch*,  *Loughrea*,  *Clogher*. The Welsh *ll* by  *ll*; thus,  *Llan*.

Foreign Consonants and Vowels. 189. The German guttural *ch* is written thus,  *ch*, as in  *ich*,  *Dach*; French nasal , as in  *soupçon*; French and German vowels  *jeune*,  *Goethe*,  *die*.

Exercise 120

Write in shorthand

The Chairman, in moving the adoption of the report and accounts, dealing first with the accounts of the local holding company, said it would be noted that the amount paid up on the shares was increased by £42,560, or £3,546; this was to keep pace with the increase in capital costs of the property, including extensions during recent years. Sundry creditors at £3,507 included £2,583 for Java income-tax reserve (of which £1,666 appearing to the debit of profit and loss account was additional for the year), besides bonus due to the staff and some trade items. The outlay on capital account £3,714, included £2,746 for a new drying installation, smoke house, etc., the balance being for upkeep of the immature aloe. They had now a monthly capacity of 15,000 lb. sheet, the policy of the board being to increase their output of this quality to 50 per-cent of the estate's whole output.

Their cash assets in London and Java amounted to £16,712, an increase of nearly £5,000. The crop was 449,000 lb., as compared with the restricted crop of 230,473 lb. in the preceding year, and against an estimate of 394,000 lb., despite the fact that for the last two months of the year they were on a restricted basis. The average net selling price was a fraction under 1s. 1d., against 1s. 4-35d. last year. Thanks, however, to a reduction from 1s. 1-80d. to 8-92d., in the total costs, the net profit per pound was 4-02d., or 1½d. above the previous year. It was largely owing to this reduction in costs that they had made a net profit of £8,843, over 12 per-cent on the issued capital. He thought the shareholders would agree that this was a pleasing result.

CHAPTER XXXI

NOTE-TAKING, TRANSCRIPTION, ETC.

Note-Taking. 190. The inexperienced writer may sometimes find difficulty in turning over the leaves of his notebook. The following method may be usefully adopted—While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page shift the leaf by degrees, till it is about half-way up the book, and, at a convenient moment, lift up the first finger and thumb, when the leaf will turn over almost of itself. This is the best plan when writing on a desk or table. When writing with the book on the knee, the first finger should be introduced instead of the second, and the leaf be moved up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Another method is to take hold of the bottom left-hand corner of the leaf with the finger and thumb, and on the bottom line being reached the leaf is lifted and turned over. Some reporters prefer a reporting book the leaves of which turn over like those of a printed book. When such a book is used there is less difficulty in turning over the leaves with the left hand. Whichever form of book is used, the writer should confine himself to *one side* of the paper till the end of the book is reached, and then turn the book round and write on the blank side of the paper, proceeding as before.

Unvocalized Outlines. 191. The essentials of accurate note-taking are rapid writing and facile reading.

and it is to these objects that the following chapters are directed, special methods being developed for the formation of brief and legible outlines. The student is already familiar with a method of forming contracted outlines. He will find in succeeding pages further applications of that method, and also a method of abbreviation by Intersection, which gives distinctive forms of well-known combinations of words. Phraseography is also greatly extended, and compact outlines are provided for many technical and general phrases. Vocalization being a great hindrance to speed, Phonography from its beginning is so constructed that the necessity for the insertion of vowels is reduced to a minimum. By means of the principle of writing words in position, unvocalized outlines which are common to two or more words are as readily distinguished as are musical notes by means of the difference of place assigned to them on the staff.

Position-writing. 192. In speed practice, which should, of course, be pursued concurrently with the careful study of the advanced style as hereafter developed, the rules of position-writing should be carefully observed. After a short time this will become automatic. Even unique outlines that may appear to be independent of position are rendered still more legible by being written in accordance with the position-writing rules. At first a few vowels may be inserted, in order to promote clearness and to enable the writer to acquire the power of vocalizing quickly when necessary. But efforts should be made from the outset to write the outlines clearly and in position, and to make these, rather than vocalization, the factors on which reliance is placed for accurate reading. When a fair speed in writing has been reached the student should avail himself of opportunities of reporting public

speakers, vocalizing but little even when there is ample time, so that the ability to dispense with vowels may be cultivated.

Practising the Rules. 193. Since perfect familiarity with the rules is essential to rapid writing, the aspirant for speed is advised to vary his dictation practice by writing from dictation the exercises which appear in ordinary type in the pages of the *Manual* or first part of the *Instructor*. Pitman Shorthand is a connected system, and the most elementary rules have been formulated with the needs of the fast writer in view all the time. There is an orderly development throughout the whole system, so that the advanced principles of abbreviation cannot be properly understood and instantaneously applied unless the elementary rules are understood and can be applied without hesitation. Practice in the writing of the exercises which illustrate the various rules has upon the shorthand student much the same effect as practising the scales has upon the advanced student of music. The more thoroughly the scales are studied and practised, the more easily will the musician play the most intricate passages in any musical composition. Similarly, the more familiar the speed writer is with the exercises given in illustration of the fundamental rules of the system, by means of repeated practice in writing exercises from dictation, the more easily and quickly will he become a fast and accurate writer of any matter he may be called upon to take in shorthand. It is well known that the most accomplished pianists are the most persistent and regular in their practice of difficult scales. The shorthand writer cannot do better than follow their example and apply their methods to his own subject.

Knowledge of Outlines. 194. The reading of printed shorthand in the advanced style is as important as

writing practice, and should be practised daily. It gradually gives an extensive knowledge of outlines, and the power of reading unvocalized shorthand, as well as trains the student in the selection of the best outlines, and also considerably expedites the arrival of the time when the omission of practically all vowels may be ventured upon. When unvocalized shorthand can be read with facility, speed and self-reliance will be greatly increased. The student in reading his notes should observe whether he has omitted essential vowels or inserted unnecessary ones. The latter is as important as the former, because the loss of time occasioned by the insertion of unnecessary vowels may render the writer unable to keep pace with the speaker. An outline which has caused difficulty in writing or reading should be written in position several times, the word being repeated aloud simultaneously with the writing.

Knowledge of Contracted Forms. 195. It is impossible to lay too much stress upon the importance of an absolutely perfect knowledge of the grammalogues and contractions. It will be found that any ordinary piece of matter consists of about sixty per cent—and sometimes more—of words which are included in the lists of grammalogues and contractions given in this book. Easily written signs have been given to those words for the very reason that they are words in common use, and the student should know them with such thoroughness that he can write them at almost any speed at which they can be dictated. This familiar knowledge can only be obtained by repeated practice in writing from dictation the exercises which have been compiled for the purpose. The student cannot know these special word-forms too well. Fluency in writing and

neatness in the formation of the forms will increase in proportion as his knowledge grows, and the general style of his shorthand notes will be improved as a result.

Method of Practice. 196. To a great extent the student must judge for himself as to his method of practice, but the following is recommended—Begin by taking down from dictation, well within your powers, for periods of five minutes, and with the insertion of none but necessary vowels. After half-an-hour's practice, read back to the dictator a passage chosen by yourself, and also one other, the choice of which should be left to him. Resume practice at an increased speed of ten words per minute, the same method of reading being pursued at the end of each half-hour. Continue the same speeds each evening until the higher becomes moderately easy, both in writing and reading. Then begin at the higher speed, and at the end of half-an-hour increase it by ten words a minute. Read a portion of the notes which were taken a day or two previously, to test your powers unaided by memory. Aim at keeping not more than two or three words behind the reader. After a time you should occasionally practise writing ten or a dozen words behind the reader, so as to acquire the power of doing so in emergencies. Ear and hand should work practically simultaneously in order to secure the best results. When a wrong outline has been written; ignore the fact and go on. You may correct it afterwards at your leisure. If several outlines are wrongly written, reduce the speed. The policy of hastening slowly was never more justified than it is in learning to take a note.

Regular Practice. 197. At first, particular attention should be given to the outlines, but imperceptibly the

writing will become instinctive by practice, which should be regular and systematic. Practice of an hour a day is better than two, or even three, hours every second day. Practice in writing, and practice in reading both printed shorthand and your own notes will quickly give you confidence, which has its root in conscious ability to do the work required.

Varied Dictation. 198. The subject-matter taken down should be as varied as possible so that the writer's vocabulary may be extended, but special regard should be had to the object for which the art is being acquired. As to the size of the shorthand, that which is natural to the individual is the best for him; but the writing should not be cramped. A free style is necessary and should be cultivated. It will add greatly to the legibility of the notes if the large circles, loops and hooks are exaggerated in size. The pen should be held with only moderate pressure, and the whole hand, poised lightly on the little finger, should move with it. The common tendency to write sprawling outlines when writing at a high speed is distinctly bad. The immediate cause is mental stress, partly induced by anxiety lest a word should be omitted. It is obviously preferable to omit a few outlines rather than to risk the legibility of many. If the possibility of an occasional omission is not a source of fear, and if there is confidence in the ability to record, at all events the essential words of the speaker, the best chance is secured of recording everything. Even if something important has been left out, confidence must be maintained, or the rest of the note will suffer.

Concentration. 199. Concentration upon the work in hand is necessary even when the art of note-taking

has been acquired, for unless the general trend of the discourse is followed, together with the grammatical construction of the sentences, the transcript, owing to looseness of speech met with everywhere, will sometimes be indifferent and possibly misleading. Special attention should be paid to the speaker's tone of voice and any peculiarities of speech or manner which may render his meaning clear, though he may not express himself properly. Any habit persevered in becomes automatic, and the mechanical writing of the shorthand characters is fortunately no exception to the rule. When experience has been gained, attention can be concentrated almost entirely on the matter; but as in writing an important letter in longhand some portion of the attention, slight, but nevertheless valuable, is devoted to the calligraphy and punctuation, so should this be the case in writing shorthand.

Punctuation in Note-taking. 200. Full stops should always be written if at all possible because of the great assistance it gives the note-taker in the transcription of his notes. Dashes should also be inserted where possible in order to indicate where the speaker drops the principal sentence and goes off at a tangent, and where he resumes it if ever. The commas at the beginning and end of a parenthetical observation should be shown by a short space, the principal instance being where the noun and verb are separated as in the following sentence: "The soldier, being tired after the long day's march, quickly fell asleep." In such a simple case as this it is hardly necessary, but with long and involved sentences, it is of great assistance in analysing their construction to be able at once to locate the verb, which will very often be the second or third word after the second space. The following are examples. "The speaker, having discussed

at length the arguments advanced by his opponent in the various speeches he had delivered during the week, earnestly urged his hearers not to be influenced by specious promises"; and "We, acting on behalf of the executive, who were of one opinion as to the necessity of prompt action in the matter, immediately issued a writ against the offender and succeeded in gaining substantial damages." As a corollary, it is obvious that a space should be left only where it has a definite meaning—a small space for a parenthesis or important comma, and a somewhat larger one for a full stop, if the stop cannot be written.

Reporting Technical Matter. 201. Where an engagement is expected for the reporting of highly technical addresses, or for a meeting at which speeches or discussions on highly technical matter have to be reported, it is obviously advisable that the shorthand writer should prepare himself beforehand as well as possible. If he does not already possess a fairly good knowledge of the subject-matter of the lecture or subject of discussion dealt with at which he is to exercise his professional skill, he should read up the subject so as to become more or less familiar with the terms which are likely to be used in connection with the engagement he has taken. Unless some such means are taken, it is likely that the shorthand writer's work will be unsatisfactory, both to himself and his clients. *Pittman Shorthand Writers' Phrase Books and Guides* have been compiled with the object of furnishing assistance in the application of shorthand to technical matters, and *Technical Reporting* gives valuable advice and suggestions for those wishing to be successful in this special branch of the shorthand-writing profession.

Summary

1. Exercise yourself in the use of a notebook.
2. Practise the reading of unvocalized shorthand.
3. Always write in position.
4. Practise the illustrative exercises from dictation.
5. Enlarge your knowledge of outlines by reading printed shorthand.
6. Read at least a portion of every note you take.
7. Vary your dictation matter as much as possible.
8. Pay attention to the subject-matter dictated or spoken.
9. Always indicate the end of a sentence.
10. Acquire a perfect knowledge of the contracted forms.
11. Read up the subject before undertaking a report of technical matter.
12. Practise note-taking every day.

CHAPTER XXXII

ESSENTIAL VOWELS

Vocalized Outlines. 202. There are certain word-outlines which should be vocalized to some extent. The following directions, therefore, should be carefully noted—

(a) In single stroke outlines having an initial and a final vowel, the final vowel should be inserted; thus,

 *echo*,  *arrow*,  *area*,  *era*.

(b) An outline should be written in position notwithstanding that it has an initially or a finally joined diphthong-sign; thus,  *Isaac*,  *item*,  *review*,

 *institute*,  *future*,  *ague*,  *renew*.

(c) Where an upward or a downward *r* or *l* does not indicate a preceding or a following vowel, the vowel-sign should be inserted; thus,  *aright*,  *erode*,

 *irritable*,  *oracle*,  *aroma*;  *jolly*,  *jelly*,  *gilly*;  *billow*,  *early*.

(d) Generally speaking, vowels should be inserted—

(1) Where words of the same part of speech have similar outlines and the same position;

(2) Where a word is unfamiliar, or unfamiliar in the special sense in which it is used; and

(3) Where an outline has been written incorrectly, badly, or in the wrong position, in which case the insertion of a vowel is the quickest way of making the outline legible.

(c) It is also advisable to vocalize as fully as possible—

(1) Where the subject-matter is unknown; and

(2) Where the language is poetical, unusual, or florid, because in these instances the context is not as helpful as in other cases.

The following lists contain some of the more common words in which the vowels indicated by italic should be inserted in order to facilitate transcription; but after a little experience in shorthand writing the student will instinctively recognize other outlines in which distinguishing vowels should be inserted.

(1) *Insertion of an initial vowel*

 apposite	 opposite
 apathetic	 pathetic
 approximate	 proximate
 absolute	 obsolete
 auditor	 daughter
 accept	 except
 across	 cross
 afar	 far
 affect	 effect
 effaced	 faced
 emotion	 motion
 altitude	 latitude

(2) *Insertion of a medial vowel*

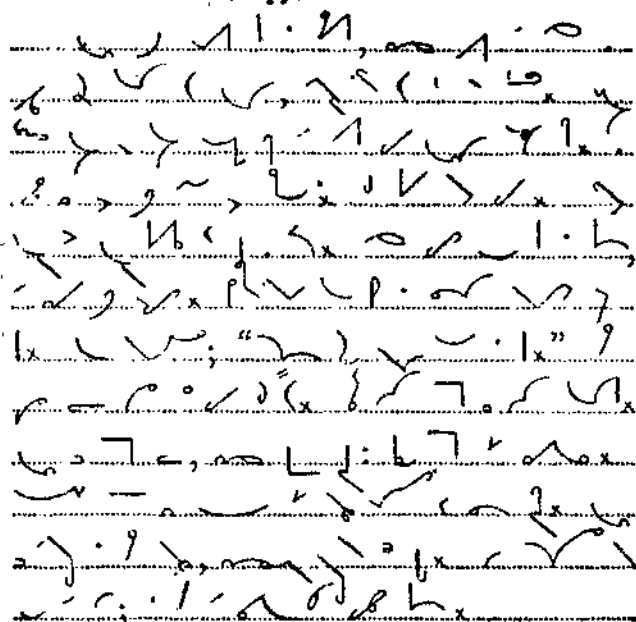
	adapt		adopt
	extricate		extract
	commissionaire		commissioner
	exaltation		exultation
	valuble		valuable
	amazing		amusing
	innovation		invasion
	lost		last
	layman		laymen
	sulphite		sulphate
	humanly		humanely

(3) *Insertion of a final vowel*

	chilly		chill
	monarchy		monarch
	amicably		amicable
	monkey		monk
	manly		manual
	enemy		name
	anomaly		animal
	snow		sun
	liberally		liberal
	radically		radical

Exercise 121

Read, copy, and transcribe



Exercise 122

Write in shorthand

(In this and in the following exercise the vowels marked in *italic* should be inserted. Marked in divisions of thirty words each.)

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be, except we-are convinced that-they-are authorized, and-have-been tested | and attested by-those upon whose veracity we-can rely, or unless our reason approves of-them and-we-have ample proof that-though they-may-have some defects, | their adeption will-be valuable to us in-the-main, that-we-may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily

recalled on } occasions of necessity. No matter how apposite the arguments may appear which are adduced to move us from an opposite opinion, we should be as adamant in the face of } any demand upon the feelings, which our reason does not sanction. Thus, any attempt to tempt us to foolish actions will only end in the failure of the tempter. We } have been endowed with mental faculties far and away above those with which the lower animals are endowed, in order that we may protect ourselves from our enemies, and may } add to our happiness. It is a fact, however, that such is the effect of persuasion upon some persons of weak will that they become as mere wax in the } hands of those who would lure them to ruin. With such people it seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at } little cost, and they fall at once, without a defence, into the trap for them. Is not this the secret of almost every successful fraud we have heard of } read of in any nation? (275 words)

Exercise 123

Write in shorthand

There are, alas, too many persons who make it their vocation or avocation in life to dupe others less able than themselves. They have no feelings of honour, or else } would not prey on the failings of those around. They despise veracity, and their greed for gold amounts almost to voracity. In order to obtain wealth they make light of } every obstacle, and are slow to admit themselves beaten. They are averse to honest labour, and yet they spare no pains to become versed in the cunning arts necessary to } extract money from their victims, and to extricate themselves from the consequences of their illegal actions. They devise a plot, and, under the semblance of advice, they operate on the } greed and credulity of ignorant persons, and having thrown them off their guard, lead them into foolish adventures. Truly "A fool and his money are easily parted." We should not } attach too much importance to a scheme because it is introduced with a flourish of fair words, nor should we touch any speculative affair without first subjecting it to an } accurate examination. If we could only examine the annual returns of failures and analyse their causes, we should find that many are attributable to an utter absence of judgment in } the conduct of business, and an over confidence in the wifery and honesty of others. (225 words)

Summary

Vowels should be inserted—

(a) In single stroke outlines where a vowel is not indicated by position;

(b) In cases where a vowel is not indicated by an initial or a final stroke;

(c) In pairs of words occupying the same position but having a varying vowel;

(d) Where the language is of an unusual character.

CHAPTER XXXIII

SPECIAL CONTRACTIONS

Formation of Contractions. 203. In the Special Contractions dealt with in this chapter, the student is introduced to further methods of contracting outlines. The importance of having such contractions is shown by the fact that in ordinary language only a very limited number of words are used. Of these words at least 60 to 70 per cent are of frequent occurrence, and are, therefore, included in the grammalogues and contractions of Pitman Shorthand. An essential point in forming contracted outlines is to choose forms that are distinctive and legible at sight. With this end in view the special contractions are formed according to the following rules—

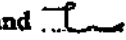
(a) By employing the first two or three strokes of the full outline, as in  *perform*,  *advertisement*,  *expediency*,  *regular*,  *unanimity*,  *henceforth*. (See sections 1-3.)

(b) By medial omission, as in  *intelligence*,  *sympathetic*,  *satisfactory*,  *influential*,  *amalgamation*. (See section 4.)

(c) By using logograms, as in  *thankful*,  *something*,  *remarkable*. (See section 5.)

(d) By intersection, as in  *enlarge*,  *nevertheless*,  *notwithstanding*. (See section 5.)

Adjectives and Adverbs. 204. As a general rule the same contracted form may represent either an adjective or an adverb, but where a distinction is necessary the adverb should be represented either by writing a joined or disjoined *l*, or by writing the form for the adverb in full; thus,  *irregular*,  *irregularly*;  *substantial*,  *substantially*.

Contractions and -ing. 205. Dot -*ing* is generally used after contractions. In a few words such as  *distinguishing*,  *relinquishing*, and  *extinguishing*, where the stroke is clearly better, the stroke is used.

Arrangement of Lists. 206. The lists of contractions which follow are arranged according to the principles explained above, and the student should make himself thoroughly familiar with them. The portion of a word which is not represented in the contracted outline is shown in parentheses. This arrangement will help the student to memorize the contracted forms.

Thus,  *pec* is the contraction for *peculiar-ity*,

 *perf* for *perform-ed*,  *perfs* for *performance*,

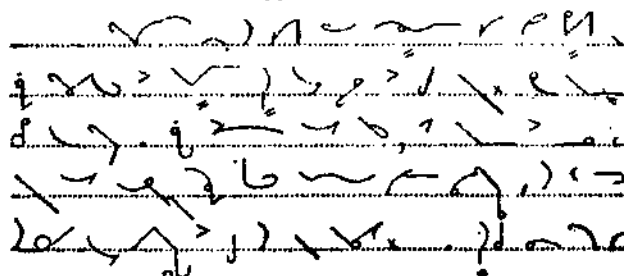
 *Feb.* for *February*,  *fam* for *familiar-ity*, and

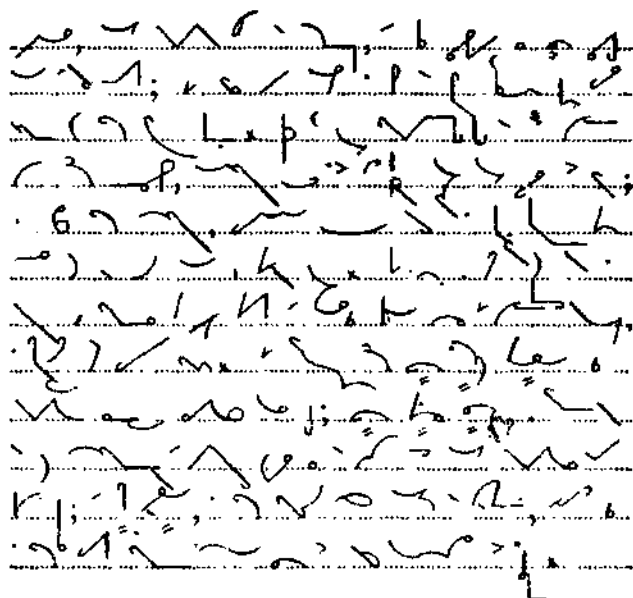
so on. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity, and read back from the short-hand notes without hesitation.

SPECIAL CONTRACTIONS: SECTION 1

 pec(uliar-ity)	 prelim(inary)
 perf(orm-ed)	 prob(able-ly-ility)
 perf(orms-an)ce	 profici(ent-cy-ly)
 perfr(or)mer	 prop(ortion-ed)
 perp(endicular)	 propor(tionate)
 pub(lic)	 subsc(ribe-d)
 repub(lic)	 subsc(rip)tion
 repub(lica)n	 substan(tial-ly)
 pub(lish-ed)	 defici(ent-cy-ly)
 pub(lish)er	 descri(p)tion
 pub(lica)tion	 diffic(ulty)
 prac(tice)	 disch(arge-d)
 prac(tise-d)	 disting(uish-ed)
 prac(tic)able	 adver(tise-d-ment)
 prejud(ice-d-ial-ly)	

Exercise 124

Read, copy, and transcribe



Exercise 125

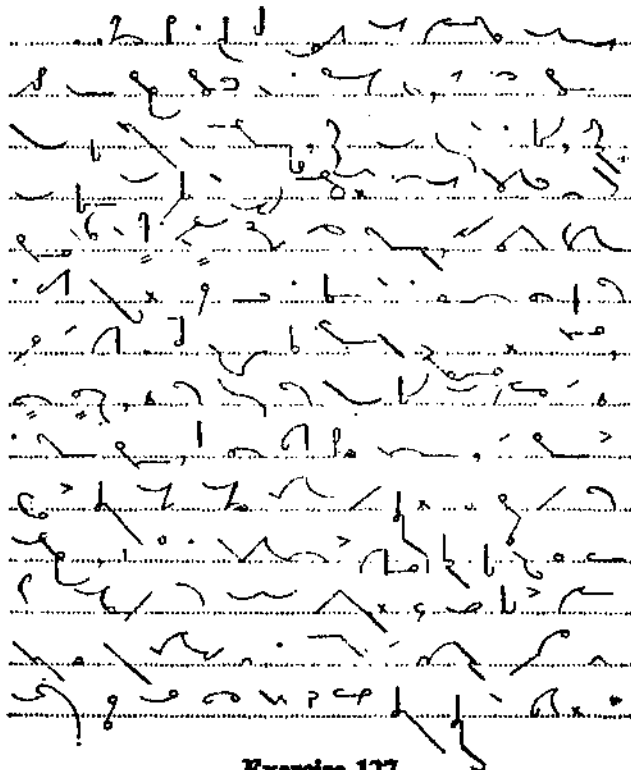
Write in shorthand

In the preliminary announcement published on Thursday the public were made aware of the deficiency in the income of the Performers Society which performs a good work in a most practicable manner. The offices of the society are situated in a building which is a fine example of the perpendicular architecture, but is in a state of decay. Lately there has been a discussion among the members on the powers of the committee, and many divergent views were expressed by the chairman and other members. As a tribunal the committee do not always show a dignified attitude.

Among other observations, some of which were extremely strong in tone, the chairman, a person of prejudiced views, said there were many difficulties in the way, but it was not at all improbable that our new patents would revive our trade in the South-American Republics, as they were peculiarly applicable to the wants of its people.

(154 words)

Exercise 126

Read, copy, and transcribe

Exercise 127

Write in shorthand

The chairman, in-the-course-of his speech, said that to-
 seek the preservation of-the concern when-the profits were so un-
 substantial and so disproportionate to-the amount invested, | and
 when-the price-of-the stock was so depreciated, was absurd, and
 it was inadvisable to-carry on-the company.

The advertisements in-the paper are out-of all- | proportion

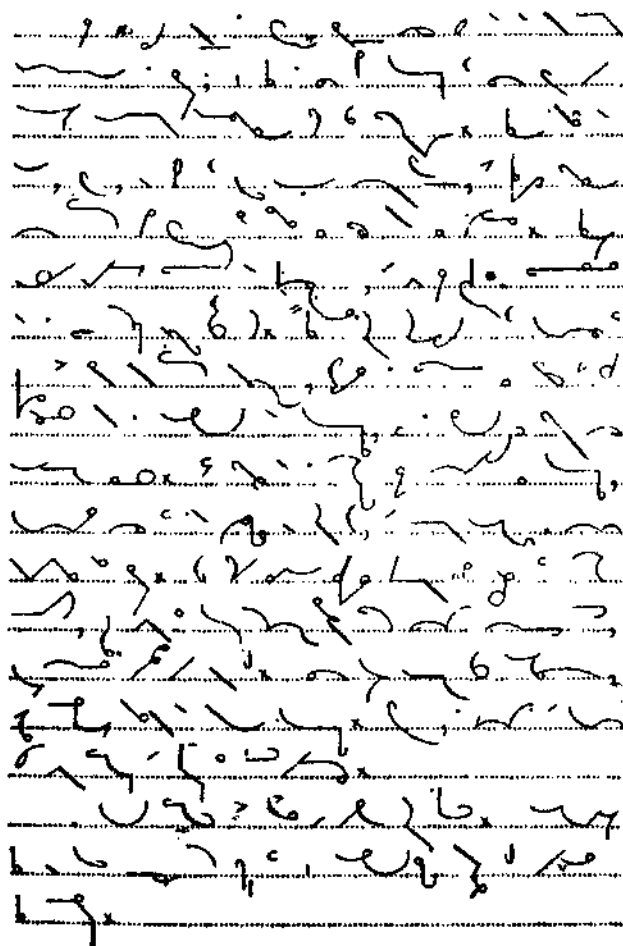
to-the news, which-is very *deficient*, and-we marvel at-the prosperity of-the *publication* and-the confidence of-the *publishers*. It-has often *subscribed substantial* amounts to | *public funds*, opened its columns for national *subscriptions*, and given *distinguished services* to-the cause of charity.

The *performer* who *performed* at-the theatre is ³ a Russian, and-his artistic | *performance* of-the play brought out all-the *peculiarities* of-the Slav race, although-there-was a *disproportion* in-his acting which-would render a long engagement *impracticable*.
(148 words)

SPECIAL CONTRACTIONS: SECTION 2

 Jan(uary)	 gov(ern-ed)
 cap(able)	 gov(er)nment
 charac(ter)	 fam(iliar-ity)
 charac(ter)is(t)ic	 fam(ilia)rize
 commer(cial-ly)	 fam(iliar)iza- tion
 cross-ex- (amino-d-ation)	 Feb(ruary)
 exch(ange-d)	 finan(cial-ly)
 exped(iency)	 effici(ent-cy-ly)
 expend(iture)	 suffici(ent-cy-ly)
 expens(ive)	 manif(ature)r
 esp(ecial-ly)	 math(ematical- ly)
 esq(uire)	 math(ematic)s
 estab(lish-ed- ment)	 math(ema)ti- cian
 immed(iate)	 max(imum), (see <i>minimum</i> in section 4.)
 impertur(bable)	 mechan(ical-ly)
 mag(netic-ism)	 metrop(olitan)
 manif(ature-d)	 mor(t)g(age-d)
 exting(uish-ed)	

Exercise 128

Read, copy, and transcribe

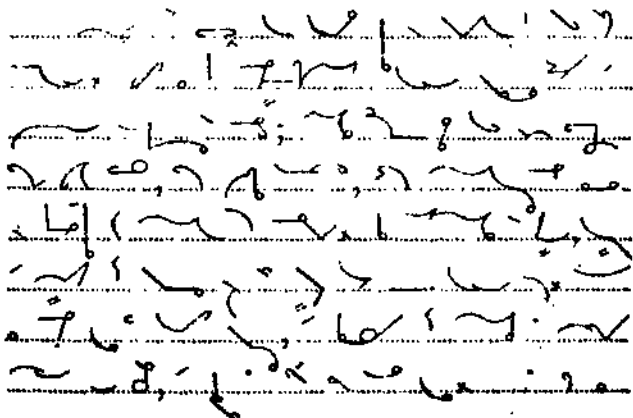
Exercise 129

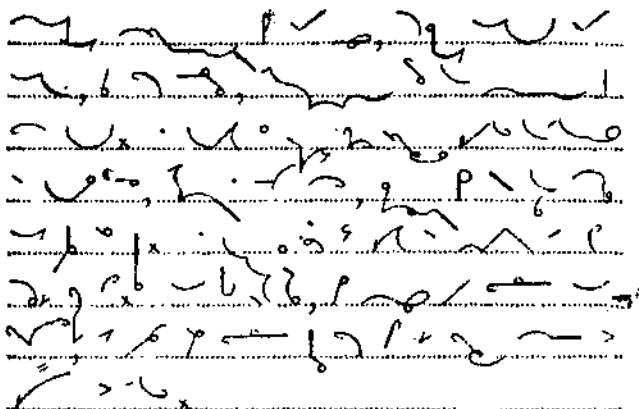
Write in shorthand

At-the meeting of-the-directors today it-was stated that-the rates of-exchange in January and-February were favourable to manufacturers in-this-country. Regarding-the-matter | of expediency, to-discuss which the meeting was primarily called, it-was thought that-the plan suggested might prove very expensive and cause endless trouble in arranging-the necessary mortgage. | The chairman, John Ogden, Esq., a commercial magnate, is a very capable mathematician, and he carries out all-his business with mathematical exactitude. He-is hoping that-the mechanical efficiency | of-the establishment may-be sufficient to-check any unnecessary expenditure during-the coming year. No-man is more familiar to-the-members of-the-Exchange than he, and-his | speeches at social functions are noted for-their humour, while-his placid manner is a characteristic which compels the admiration of all. He-is possessed of-great personal magnetism, and | it-is-due, undoubtedly to-his ability that-the company has an almost unassailable position which-has surprised those-who-are engaged in a similar manufacture.

(176 words)

Exercise 130

Read, copy, and transcribe



Exercise 131

Write in shorthand

The new book of essays by a member of the Government contains some very worthy sayings: "A person of character is incapable of a mean action, and is able to govern himself under all circumstances. We cannot be wise men unless we familiarize ourselves, and sympathize, with human nature. Our familiarization with new scenes and new peoples shows us the insufficiency of our education." In the immediate future we expect to see the author at the head of the cabinet.

In dealing with the charge against the prisoner the metropolitan magistrate passed the maximum sentence after a close cross-examination of the offender, and after several witnesses had been cross-examined, and despite the fact that the prisoner's action had been governed by financial troubles over which he had no control. The magistrate is a man of wide tastes, and is one of the prime movers in our Agricultural Show, and he is regarded as an authority on most matters relating to the land. His model farm is a splendid example of scientific farming, and it is a source of amazement to the farmers in the district, who are mostly satisfied with seeking for the best results by empirical methods.

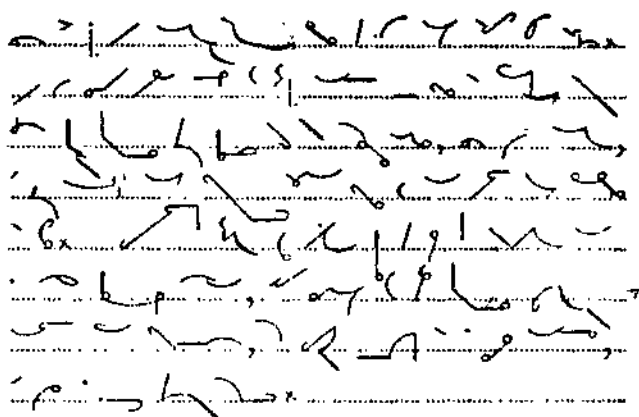
(200 words)

SPECIAL CONTRACTIONS: SECTION 3

	enthus(iastic- iasm)		irrecov(erable)
	incor(porated)		ref(orm-ed)
	independ(enco- ent-ly)		ref(or)mer
	indispens(able- ly)		reg(ular)
	individ(ual-ly)		irreg(ular)
	inf(orm-ed)		relinq(uish-ed)
	inf(or)mer		rep(resent-ed)
	interest		rep(resenta- tion
	invest(ment)		rep(resentat)ive
	negl(ect-ed)		respons(ible- ility)
	negl(ig)ence		irrespons(ible- ility)
	{ nev(er) Nov(ember)		organ(ize-d)
	sensib(le-ility- ly)		orga(ni)zer
	elec(tric)		organ(i)zation
	elec(tri)cal		certif(icate)
	elec(tri)city		uni(form-ity-ly)
	recov(erable)		{ unan(imity)
			{ unan(ymous-ly)
			yest(erday)

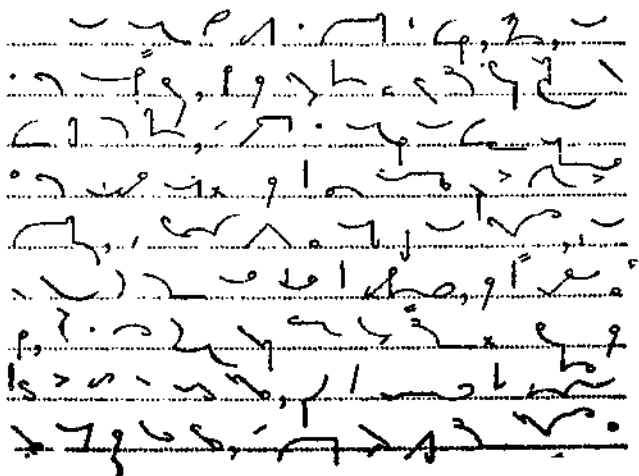
Exercise 132

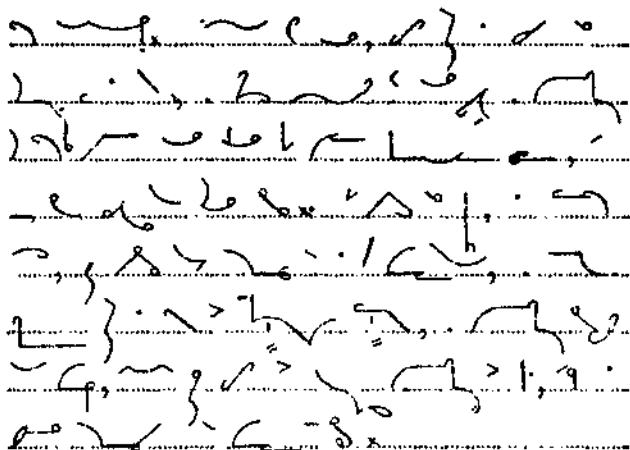
Read, copy, and transcribe



Exercise 133

Read, copy, and transcribe





Exercise 134

Write in shorthand

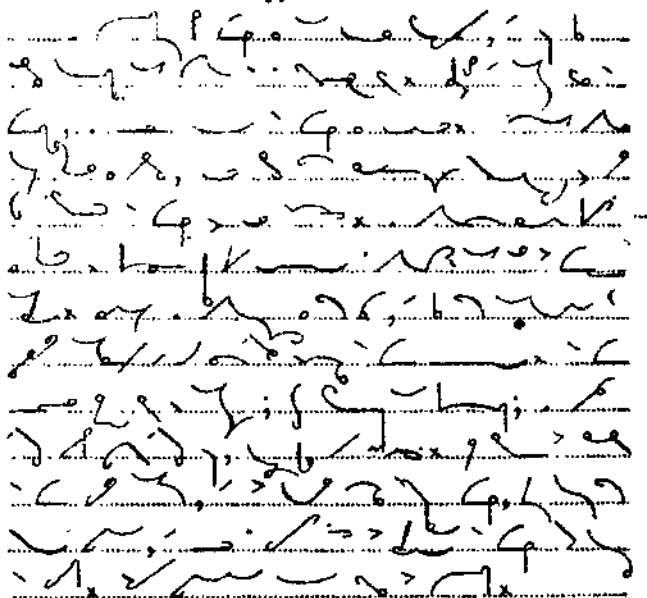
Great-interest is manifested in the *electric* apparatus at the local exhibition, the *capable organizer* of which is very *enthusiastic* in following the development of *electricity* and all *electrical appliances*.

Our *representative* on the council is *responsible* for the *negligence* of the *reform*, and our committee is of the *unanimous* opinion that in the future its support cannot be given | to one who has shown so much *neglect* of his duties, and it purposes *nominating* another and a better candidate for the *November* *elections*.

Yesterday the *investment* was sanctioned by | those *interested* in the improvement of the association, and it was hoped that its previous position would soon be *recoverable*. When the association becomes *incorporated*, its *certificate* should be recognized | by all similar *organizations*, some of which have shown considerable opposition towards it, and displayed an *incurable* temper when the committee refused to *relinquish* the policy formulated several weeks ago. | (150 words)

Exercise 135

Read, copy, and transcribe



Exercise 136

Write in shorthand

There was a *unanimity* of opinion by all the reformers present that *organized* playgrounds were *indispensable* in the education of children, and it was resolved to make a *representation* to the council, and to ask it to introduce *uniformity* in this matter throughout the county. This resolution was singularly unfortunate, as it was the cause of friction between these *individuals* and the council.

Regular subscribers to the institution showed arrogance at the *irregular* practices, and many *informed* the Board that they would withdraw their support if such *trespassable* actions were allowed contrary to all the teachings of the past. We fear that no *disinterested* person was the *informer* in this

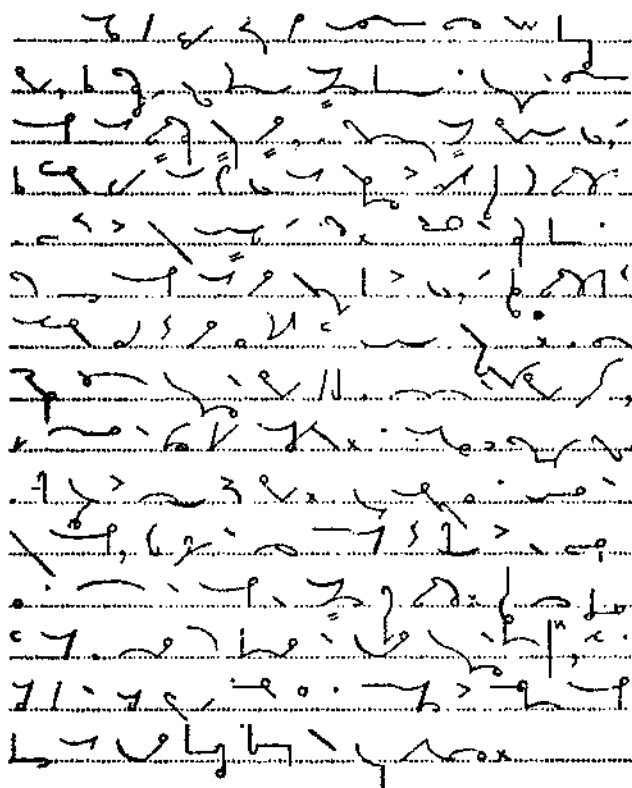
matter, and *probably* he *represented* the circumstances to be more | serious than they really are. The resignation of the secretary, however, will be demanded, as his attitude amounts to insubordination, and this will cause the regret of all, no matter | what their *sensibility* may be. The agenda of the next Board meeting will be far from *uninteresting*, and an apparently *irrecoverable* position may be turned to the advantage of the | institution. (181 words)

SPECIAL CONTRACTIONS: SECTION 4

 Parl(iament)ary	 defec(t)ive
 pros(p)ec(t)us	 execu(t)ive
 tel(e)graph(ic)	 exe(cut)or
 tel(e)gr(am)	 exe(cutr)ix
 satis(fact)ory	 En(gli)sh
 adm(in)istrat(or)	 En(gli)shman
 adm(in)istratr(ix)	 En(g)land
 ques(tion)ab(le-ly)	 leg(islat)ive
 fals(ific)ation	 leg(isla)ture
 amal(ga)mation	 ar(bi)trate
 amal(ga)mate	 ar(bi)trator
 m(inim)um	 ar(bi)tration
 symp(at)et(ic)	 ar(bi)trary
 inves(tig)ation	 wheresoev(er)
 insu(ran)ce	 whereinsoev(er)
 know(l)edge	 whithersoev(er)
 acknow(l)edge	 u(ni)verse
 in(con)siderate	 u(ni)versal
 in(flue)ntial-ly	 u(ni)versality
 int(elli)gence	 u(ni)versity
 int(elli)gent	 howsoev(er)
 int(elli)gible	 whensoev(er)

Exercise 137

Read, copy, and transcribe



Exercise 138

Write in shorthand

One who *arbitrates* is called an *arbitrator*, and there is a growing tendency to submit all disputes to *arbitration* by a third-party. Such decision would frequently save the disputants [from being *arbitrary* and harsh towards one another

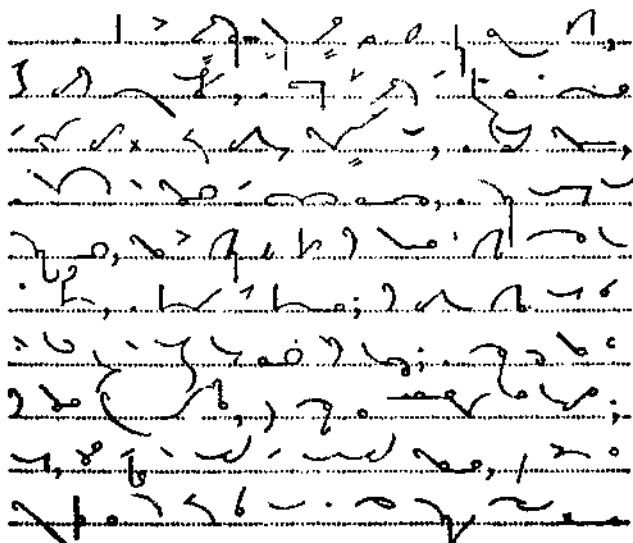
whereinsoever amends may-be-made. It-is thought by-some that a *universal* language would foster the spirit of *arbitration* throughout-the | *universe*, but as yet the attempts made to formulate such a method of intercommunication have-not-been very-satisfactory. There-can-be no-doubt that *telegraphic* communications, by-*telegram* and | *wireless*, work for-the-cause of peace.

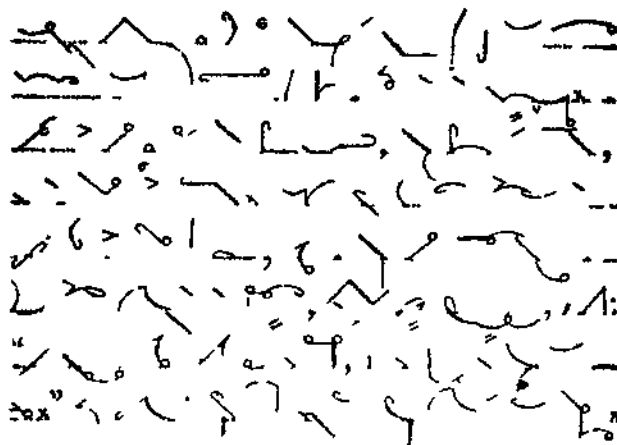
The investigation by-the *parliamentary* committee was *universally* acknowledged to be justified, and although-the falsification of the reports was established, there-were-| many unsympathetic remarks, reflecting adversely on-the supposed failings of-members of-the *legislature*, by *influential* and *uninfluential* newspapers. All *Englishmen*, however, should-be proud-of-the *legislative* bodies of | *England* and should-be *sympathetic* towards all endeavours to effect any *intelligent* progressive reforms.

(164 words)

Exercise 139

Read, copy, and transcribe





Exercise 140

Write in shorthand

At a quarterly gathering of our scientific society the university lecturer said an *intelligible* reason could be given for his theory of economics, but the *universality* of its acceptance by economists was not to be expected in our present state of knowledge. On a future occasion he is to lecture on the subject of a *minimum* wage for workers. He is *acknowledged* to be a *capable* economist and a most excellent lecturer and writer on the subject for which his name is famous.

The prospectus which you forwarded yesterday, in acknowledgment of mine of last Monday, is unquestionably very good. However it may be considered. The amount of the insurance is very undesirable. The prospective insurers should wear them of insuring under their tables. In our period for such a policy of insurance is questionable if you can secure better office. From the enclosed administrator and administratrix, published for fraud in connection (186 words)

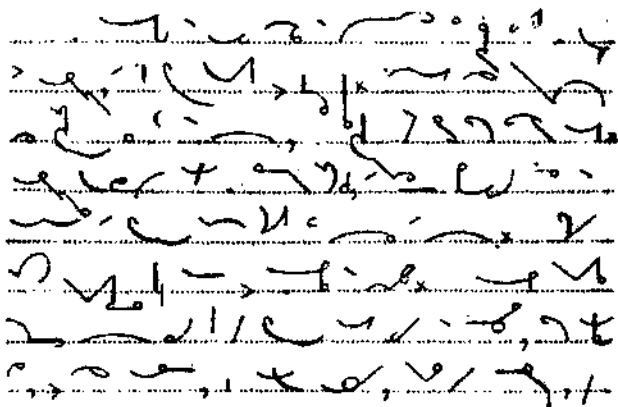
SPECIAL CONTRACTIONS: SECTION 5

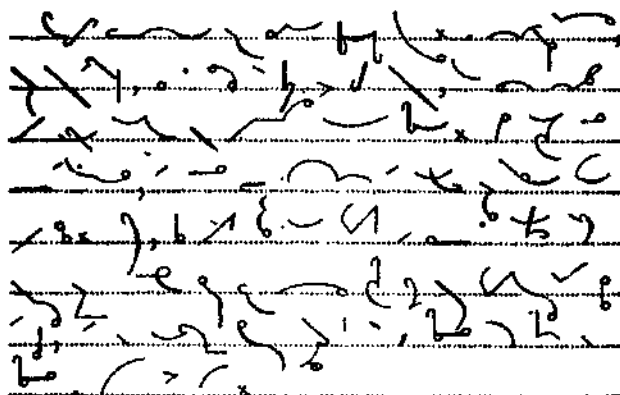
 *al(to)ge(ther)*
 *toge(ther)*
 *(circum)stan-
tial*
 *everything*
 *thankful*
 *something*
 *remarkable*
 *anything*
 *nothing*
 *whatev(er)*
 *whenev(er)*
 *misf(ortune)*

 *unprincipled*
 *n(o)t(withstand-
ing)*
 *de(noth)nation-
(al)*
 *in(can)descent*
 *in(can)descence*
 *enlarge*
 *enlarger*
 *in(con)ven(ient-
ly-ee)*
 *n(e)v(er)theless*
 *irrem(ov)able*
 *rem(ov)able*

Exercise 141

Read, copy, and transcribe





Exercise 142

Write in shorthand

Dear-Sir,

My committee have-considered your communication of-the 12th-inst., drawing attention to-several matters relating to-the denominational schools in-your district.

The enlargement of-the Cross | Street Schools received special consideration, and my committee are of-the opinion that something should-be done immediately in-this direction. To enlarge them again as-they-were enlarged ten | years-ago seems-to-be necessary, and it-is hoped to commence building operations during-the coming summer; and, to-save-time, my committee purpose giving the contract to-the | original builder of-the schools.

As-the whole of-the lighting of-the schools requires overhauling, my committee have arranged for a report on-the matter, and-as-the incandescence | of-the mantles in-the offices here is very-satisfactory, it-is probable that similar incandescent lights will-be fitted throughout.

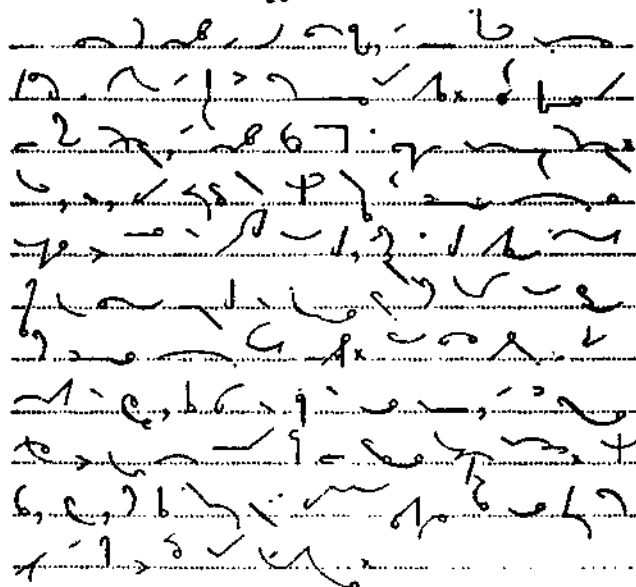
Notwithstanding your remarks, my committee think there-will-be | no unfairness to-the voluntary-schools of-the district owing to-the recent Circular coming into force in-the autumn, and are of-the opinion that nothing should-be done | to hinder its working.

Yours-very-truly,

(187 words)

Exercise 143

Read, copy, and transcribe



Exercise 144

Write in shorthand

Dear-Sir,

I-thank-you for-your *circumstantial* account of-the centenary celebrations in-your town, the reporting and sending of-which show much consideration on-your part. *Whenever* I-| can help you in similar circumstances, I-shall-be only too-pleased to-do-so.

It-is *remarkable* that-such an insignificant matter as-the one you-mention should give | offence in newspaper circles. One would-have-thought that-its very insignificance would-have-been *sufficient* to ensure its acceptance. Certainly it-is difficult to understand how *anything* of-the | kind could-be described as *unprincipled* and unmannerly. It-is a *misfortune* that-such a

quibble should-be raised and-I-hope that *everything* will-be-done to-save any | *inconvenience* to-those *interested* in-the-press. Nevertheless, I-do-not-think-the cause is *irremovable*, but rather altogether *removable*, and-I-shall-be *thankful* whatever is done to-bring-| the parties *together* again.

Yours-truly,

(136 words)

Summary

1. Special Contractions are formed as follows—
 - (a) By employing the first two or three strokes of the full outline.
 - (b) By medial omission.
 - (c) By using logograms.
 - (d) By intersection.
2. As a general rule the same contracted form may represent either an adjective or an adverb, but where distinction is necessary the adverb should be represented by a joined or disjoined *l*, or by writing the full form for the adverb.
3. Dot *-ing* is generally used after contractions, but the stroke is used in a few cases.

CHAPTER XXXIV

ADVANCED PHRASEOGRAPHY

Principles of Phrasing. 207. Bearing in mind the most important rules of phraseography, that all phraseograms must be recognizable at sight, easily written, and not too long, the various abbreviating devices are made to do service for words, or the forms of words are changed, or words are omitted altogether, with the result that an unlimited number of facile and legible phraseograms may thus be formed. The principles of phrasing are considered under the following heads—

(1) Circles, Loops and Hooks, (2) Halving, (3) Doubling, (4) Omissions.

Circles. 208. (a) The small circle, besides being used for *as*, *has*, *is*, *his*, as in  *It has been*,  *It is not*, may be used to represent *us*, as in  *from us*,  *please let us know*.

(b) The initial large circle may be used to represent the following—

(1) *as we*, as in  *as we think*;

(2) *as and w*, „ „  *as well as*;

(3) *as and s*, „ „  *as soon as*.

(c) The medial and final large circle may be used to represent the following—

(1) *is and s*, as in  *it is said*;

(2) *his and s*, „ „  *for his sake*;

(3) *s* and *s*, as in *in this city*;

(4) *s* and *has*, „ „ *this has been*;

(5) *s* and *is*, „ „ *this is*.

Loops. 209. (a) The *st* loop is used for *first*, as in *at first cost*, *Wednesday first*; (b) the *nst* loop for *next*, as in *Wednesday next*.

Hooks. 210. (a) The *r* and *l* hooks are used in representing a few miscellaneous words, as in *in our view*, *it appears*, *by all means*, *it is only necessary*, *in the early part*.

(b) The *n* hook may be used for the following—

(1) *than*, as in *older than*;

(2) *own*, „ „ *our own*;

(3) *been*, „ „ *I had been*;

(4) *on*, „ „ *carried on*.

(c) The *f* or *v* hook may be used for the following—

(1) *have*, as in *who have*;

(2) *of*, „ „ *rate of interest*;

(3) *after*, „ „ *Monday afternoon*;

(4) *even*, „ „ *Monday evening*;

(5) in such phrases as *at all events*, *into effect*.

(d) The circle *s* and *shun* hook may be used for association, as in  *medical association*,  *political association*.

Halving. 211. The halving principle is used for indicating the following—

- (1) *it*, as in  *if it*;
- (2) *to*, „ „  *able to*;
- (3) *not*, „ „  *you will not*;
- (4) *would*, „ „  *this would be*;
- (5) *word*, „ „  *this word*;
- (6) in such phrases as  *from time to time*.

Doubling. 212. Besides strokes being doubled for *there*, *their*, in a few cases they may be doubled for *other* and *dear*, as in  *some other*,  *my dear sir*.

Omissions. 213. These are arranged under (a) Consonants, (b) Syllables, (c) Logograms.

(a) Consonants may be omitted as indicated in the following phrases—

 *mos(t) probably*,  *in (f)act*,
 *in this (m)anner*,  *animal (I)fe*,
 *in (r)epiy*.

(b) The syllable *con* may be omitted, as in  *I will (con)sider*,  *we have (con)cluded*.

(c) The signs omitted are chiefly logograms—

- (1) *a*, as in for (a) time;
- (2) *the*, „ „ all (the) way;
- (3) *of*, „ „ difference (of) opinion;
- (4) *of the*, „ „ fact (of the) matter;
- (5) *to*, „ „ to (r)eply (to);
- (6) *and*, „ „ again (and) again;
- (7) *or*, „ „ more (or) less;
- (8) *with*, „ „ in connection (with);
- (9) *by*, „ „ side (by) side;
- (10) *in*, „ „ bear (in) mind;
- (11) *have*, „ „ there mus(t) (have) been.

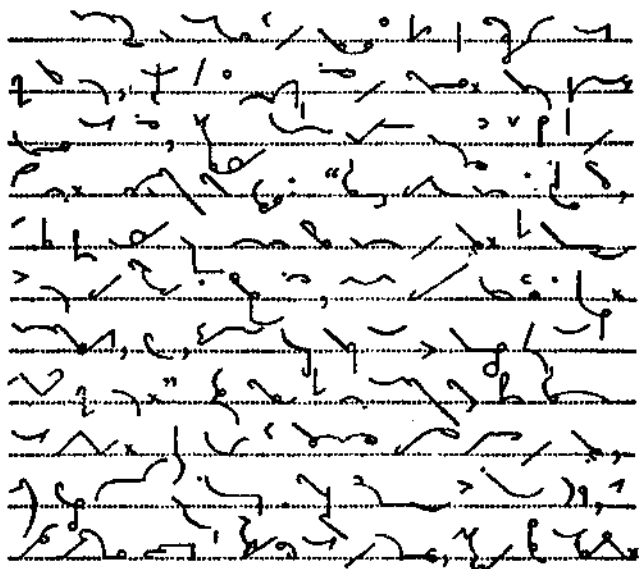
The student should seek to understand thoroughly the principles on which the phraseograms in the following lists are formed without seeking necessarily to commit the lists to memory. The lists are by no means complete. As stated above, the examples given merely show the general lines on which the phrases are formed, and the student in the course of his practice will find many opportunities of phrasing if he will keep in mind the general principles as illustrated above, and in the pages which follow. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity.

ADVANCED PHRASOGRAPHY: SECTION 1

 agree with the
 all circumstances
 and in all probability
 as fast as
 as it were
 as much as were
 as the matter
 brought forward
 by and by
 by the by
 by some means
 dealing with the
 discuss the matter
 every circumstance
 I am certain that
 you are
 I am inclined to
 think
 I am persuaded
 I am very glad
 I think it is
 necessary
 I think that you are
 in all circum-
 stances
 in his own opinion
 in the meantime
 in this country
 in this matter
 in this respect

 notwithstanding
 such
 notwithstanding
 that
 on either hand
 on either side
 on the other hand
 on the other side
 on these occasions
 on this occasion
 on this matter
 peculiar circum-
 stances
 per annum
 per cent
 percentage
 quite agree
 quite agreeable
 so that we may
 take the liberty
 there were
 those which we
 are now
 those who are
 those who were
 through the world
 to bring the matter
 very satisfactorily
 you will agree
 you will probably

Exercise 145

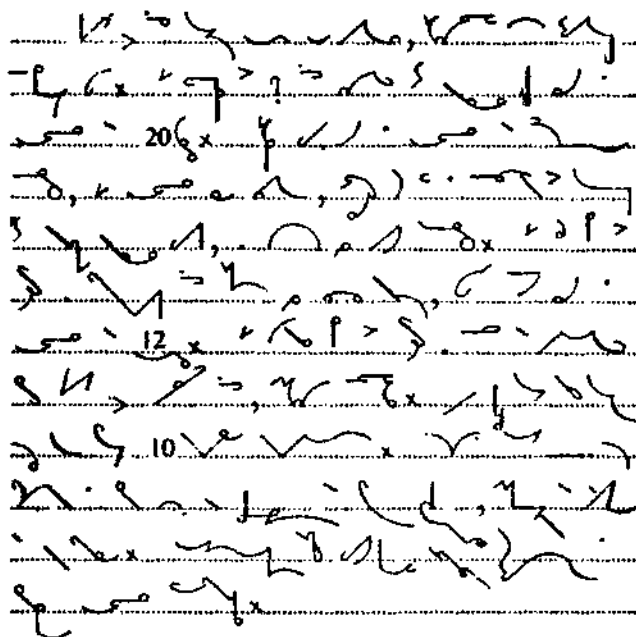
Read, copy, and transcribe

Exercise 146

Write in shorthand

Dear Sir,

I-am-very-glad to notice-that by-some-means you-are hoping to-have-the new proposal brought-forward at-the-next meeting of-the-directors, and-I-am-persuaded that in-the-meantime you-should-not discuss-the-matter with anyone, because-it-is necessary to-be very cautious in-all-circumstances as on-this occasion. | You-will-probably do what-can-be-done to-make the case complete, so-that-we-may-have every-circumstance detailed that-is in-our-favour. I-think-that-you-are-aware-of the importance-of-having ready a definite scheme if-we-would-be successful, but as-the-matter is of-such-vital importance to-us, I-take-the-liberty of-emphasizing-the point. Awaiting your-reply, we-are, | Yours-truly, (132 words)

Exercise 147*Read, copy, and transcribe***Exercise 148***Write in shorthand*

Dear-Sir,

I-am-certain-that-you-are-not fully conversant with-the-
 matter, or you would-not urge those-who-were present on-these-
 occasions-to-bring-the question | to-the notice-of-the meeting.
 On-either-side there-are those-who-are always ready to hurry
 business as-fast-as they can, notwithstanding-that there-is-no-
 advantage | gained by unnecessary haste. By-and-by, I-am-
 inclined-to-think-that you-will-agree-with me on-this-matter,
 and-then you-will regret that-you unduly hastened-| the passing
 of-the rules-with-which-we-are-now | dealing. Yours-truly,

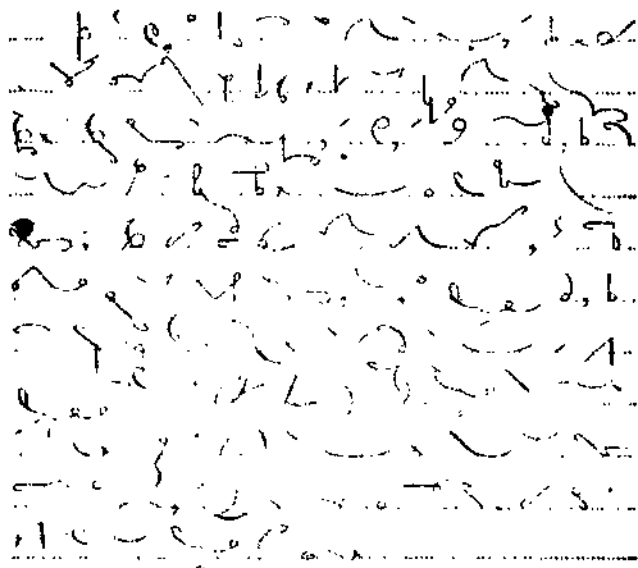
(103 words)

ADVANCED PHRASEOGRAPHY: SECTION 2
(Circles, Loops and Hooks)

 from us
 please inform us
 to us
 as we have
 as we can
 as we cannot
 as we do
 as we think
 as we shall
 as we may
 as well as usual
 as well as can be
 as soon as we can
 as soon as they
 it is said
 for his sake
 in this century
 in this city
 in this subject
 of this statement
 this has been
 at first cost
 Wednesday next
 in our view
 in our statement
 it appears
 it appears that
 by all means

 it is only necessary
 it can only be
 it may only be
 they will only be
 longer than
 more than
 any longer
 no longer than
 rather than
 smaller than
 going on
 at all our own
 have been expected
 have been informed
 have been returned
 who have not
 out of doors
 rate of interest
 state of affairs
 Thursday afternoon
 Thursday evening
 at all events
 into effect
 incorporated
 association
 medical assocn.
 political assocn.
 traders' assocn.

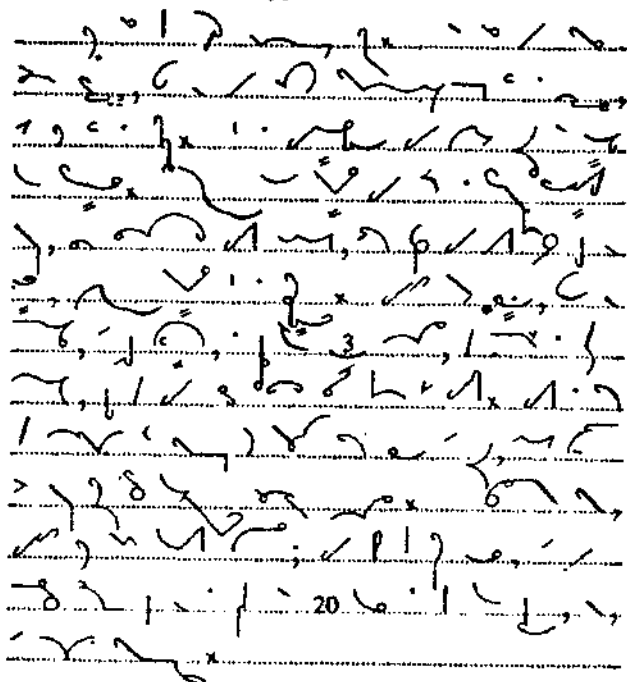
Exercise 149

Read, copy, and transcribe

Exercise 150

Write in shorthand

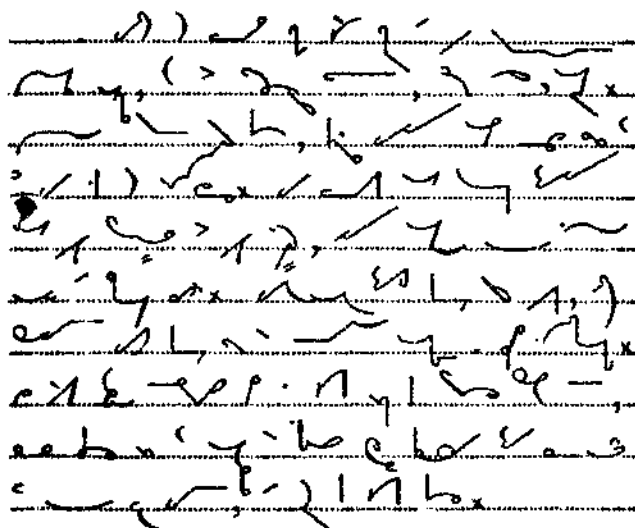
We have been informed of the proposed meeting of your county association on Wednesday next, and to us it appears that as soon as the members realize the state of affairs they will be only too glad to postpone a definite decision. We are of the opinion that there are many who have not agreed with the attitude of the executive, and who do not wish the proposals to be carried into effect. At all events, at all our own recent county gatherings, which have been rather smaller than usual, there has been much objection to several proposals on this subject, and as soon as we can, we are having a postal vote as we cannot decide certain matters without knowing the opinion of members who have not been in attendance to express any views on the questions. (138 words)

Exercise 151*Read, copy, and transcribe***Exercise 152***Write in shorthand*

It will take longer than we expected to finish the premises for the political association, but we shall be able to get all the out-of-doors work finished before the winter sets in; and then it can only be a matter of weeks for the completion of the interior. Anyway, we shall be no longer than we can help. When finished, the building will be one of the handsomest in this city.

(73 words)

Exercise 153

Read, copy, and transcribe

Exercise 154

Write in shorthand

In our statement at the Traders' Association on Thursday evening it will only be necessary to mention briefly the high rate of interest to be charged for the loan on the new buildings, as we shall have a full discussion of the whole matter at the next meeting. All the voting cards have been returned and in nearly all cases the vote is in favour of the present president continuing in office.

We shall be able to purchase the materials at first cost, and as we do a very large turnover our profits should exceed, rather than fall below, those of last year. As well as can be estimated beforehand, we shall have to increase our stocks at all our own depôts, and as we may also require a new dépôt at Acton, we shall be obliged to increase the initial order. In view of this we shall expect prices to be much lower than the old rates.

(158 words)

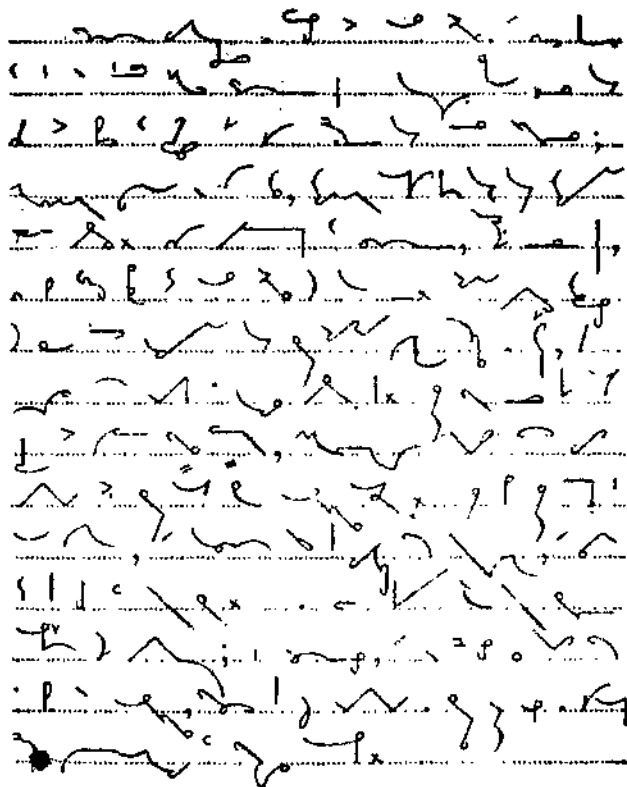
ADVANCED PHRASEOGRAPHY: SECTION 3

(Holding Principle)

 as if it were
 by which it was
 if it is not
 if it be not
 if it were
 in which it is
 in which it has
 appeared
 of which it has
 been
 of which it must
 be
 able to make
 able to think
 I am able to
 think
 I am unable to
 think
 we are able to
 make
 you will be able
 to
 I cannot be
 I cannot say
 I cannot see
 I hope you will
 not
 I may not be
 I shall not be

 I trust not
 I was not
 you cannot
 you may not
 you must not
 you should not
 be
 you were not
 you are not
 I would
 if it would be
 they would
 they would be
 they would not
 be
 we would
 few words
 in our words
 many words
 at any rate
 at all times
 at some time
 at the same time
 for some time
 from time to
 time
 some time ago

Exercise 155

Read, copy, and transcribe

Exercise 156

Write in shorthand

Dear Mr. Scott,

For some time past I have been unable to write to you as I have desired and as I promised you when you were here. I hope you will not be annoyed at my apparent neglect.

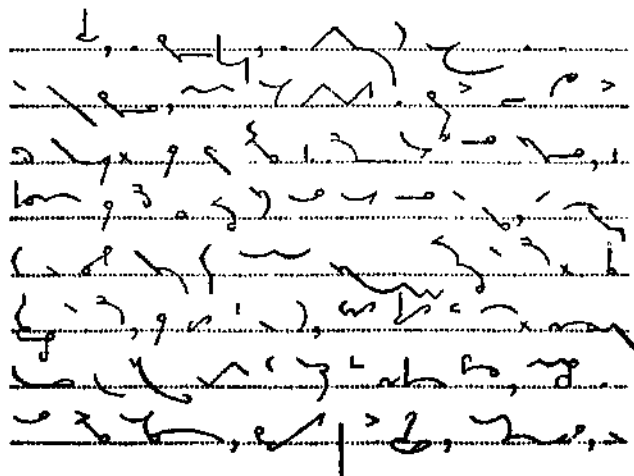
You-should-not-be, and-I-am-sure you-will-not-be when you-are-aware-of-the-reason-for-my | silence. I-have-no-doubt you-will-remember that I-was-not well previous-to-your visit, but I-am-sorry to-tell-you I-have-been under-the care | of Dr. Brown ever-since-the day you left. Indeed, you-were-not gone an hour when I-had-to-send-for-the-physician. I-do-not-know what-was-the | cause-of-my illness; I-cannot-say that I-am-aware-of-anything-to-which-it-may-be-due. I-know-of-nothing-to-which-it-can-be-traced. At-|all-events, it-has-been very severe, and, for-some-time, my recovery was considered hopeless. Of-course, I-am-not yet out-of-the-wood, and-I-must-not boast, but I-think I-am fairly on-the-road-to-complete-recovery. You-will-be-sorry to-learn that I-am-not yet strong enough to-leave my room, | but-you-must-not suppose that I-am-in-danger. I-trust I-shall-be-able-to-make an effort to visit you some-time during-the coming month. At-|any-rate, I-am-hoping so. I-must leave off for-the-present, but will write again very-soon.

Very-truly-yours,

THOMAS MAKIN. (264 words)

Exercise 157

Read, copy, and transcribe

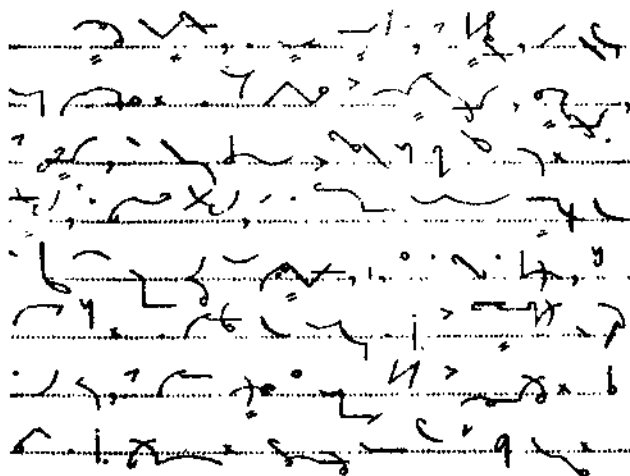


periodically and deliver important speeches on such questions as party-government, party-organization, the relative strength of the several parliamentary- | parties, etc. The rivalry between the political-parties serves to-maintain a high standard of excellence among-them all.

Our Professor-of-Commerce is giving a garden-party in-a- | month's-time, and several well-known people are expected to be-present. There-will-be Professor-Morgan, our Professor-of-Chemistry, Professor-Jackson, our Professor-of-Music, a famous Chancery- | Judge, Colonel-Jackson and Colonel-Anderson, prominent members of the Conservative-party, and Major-Jones, the prospective candidate of the Liberal-party.

(142)

Exercise 185

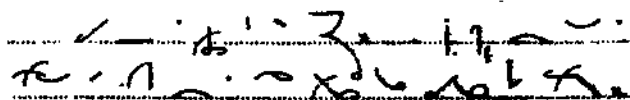


Exercise 186

The Bank-of-England was founded in 1694, and it-is-the most-important national-bank in-the-world. It issues bank-bills, drawn on itself | for any amount between £10 and £1,000, and its directors fix-the "bank-rate." To encourage persons of limited means to-save, there-are savings-banks and | penny-banks. Bankruptcy disqualifies-the bankrupt from membership of a Town-Council, Sanitary-Authority, Education-Authority, or vestry. These disqualifications may cease if-the bankrupt can prove that-his bankruptcy | was due to misfortune.

The embankment known as-the Thames-Embankment is, next to-some sea-embankments, the finest in-the-world. I should like to-call-attention-to-the- | fact that special-attention must now be given by book-keepers to-the-system which enables-the merchant to ascertain whether, say, the 'silk-department, the shipping-department, or-the | foreign-department of-his business is making a profit or a loss. A large-number of excellent positions in-the electrical-department, the paving-department, or-the cleansing-department of- | our corporations are open to-those-who-have a good knowledge of book-keeping. My-attention-has-been-called to a youth who-gave special-attention to book-keeping when | at-school, and who-is-now reaping the reward of-his zeal. Advertisements appear regularly in-the "Accountant's-Journal," the "Journal-of-Commerce," and other weekly-journals for persons qualified | to act as book-keepers. (245)

Exercise 187

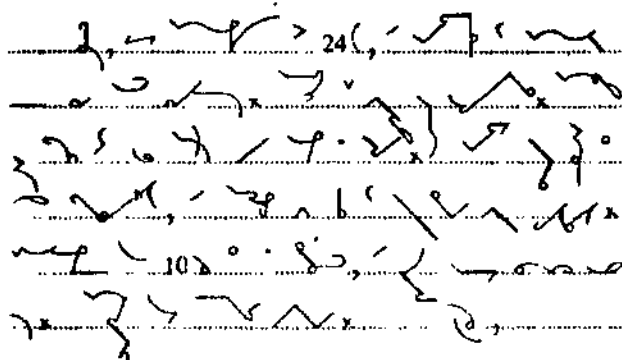


4. 3 5 4 . 7 8 9 10 11
 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50

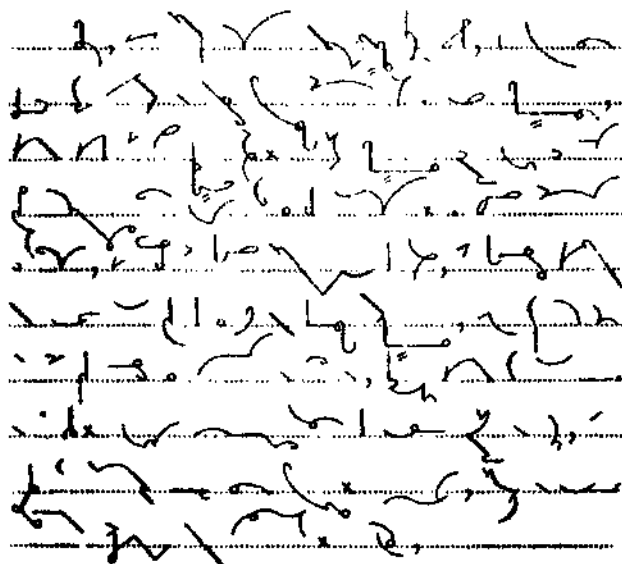
Exercise 188

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40.
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 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.
 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120.
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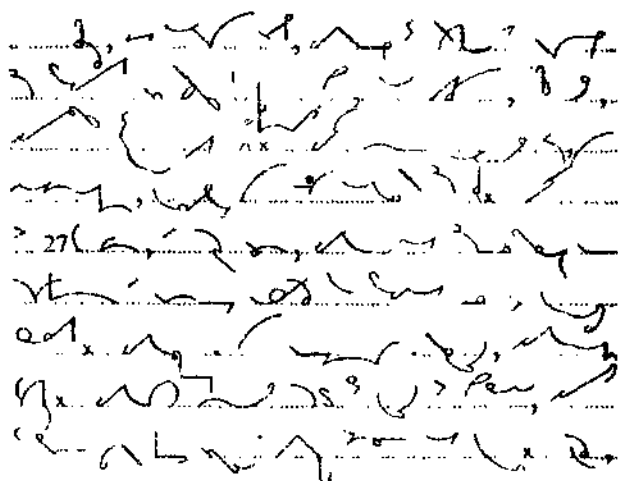
Exercise 189



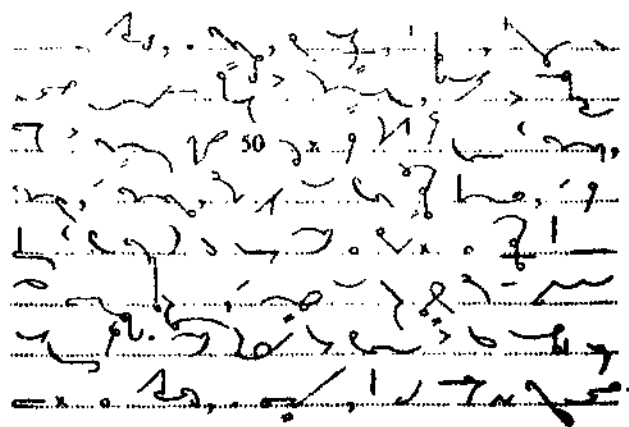
Exercise 190



Exercise 191



Exercise 192

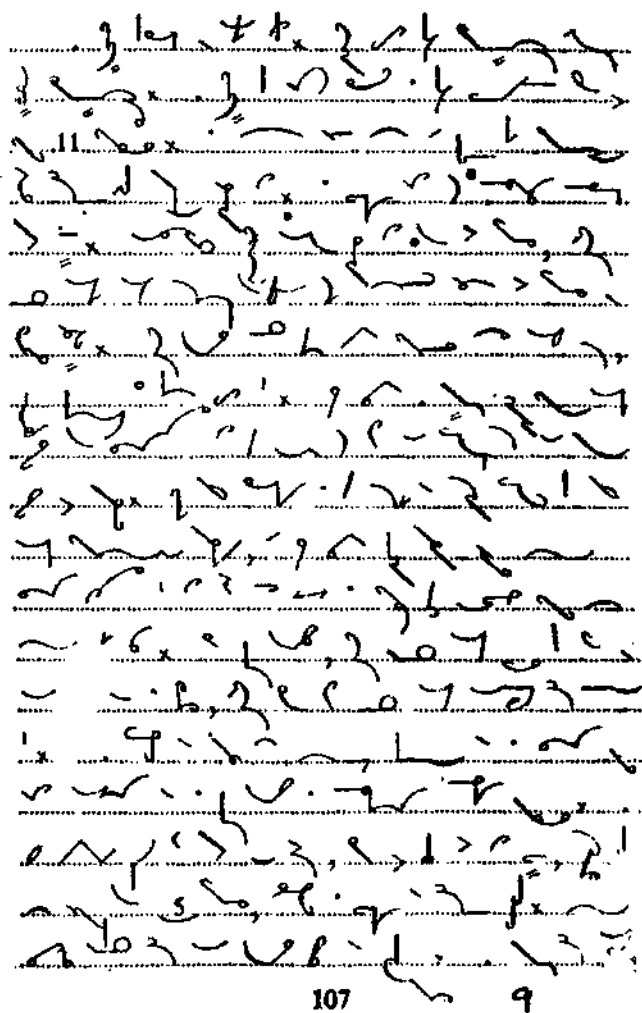


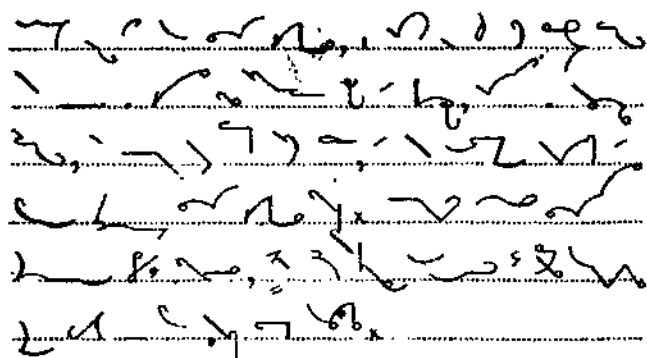
Handwritten musical notation on ten staves, featuring various notes, rests, and bar lines.

Exercise 193

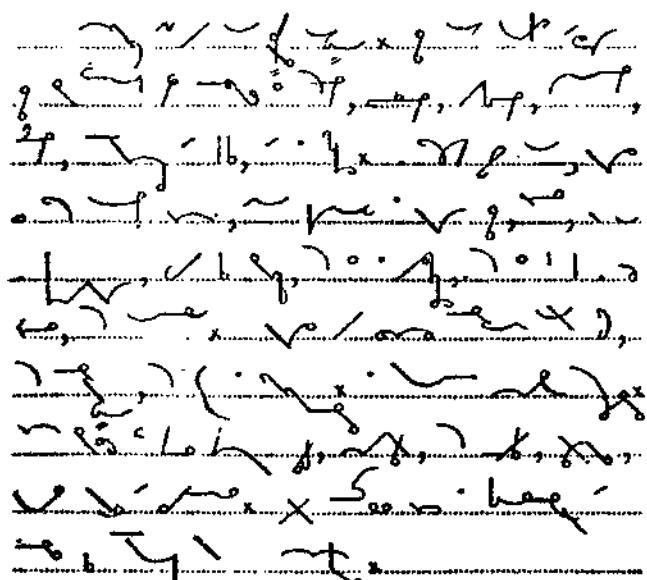
[illegible]

Exercise 194

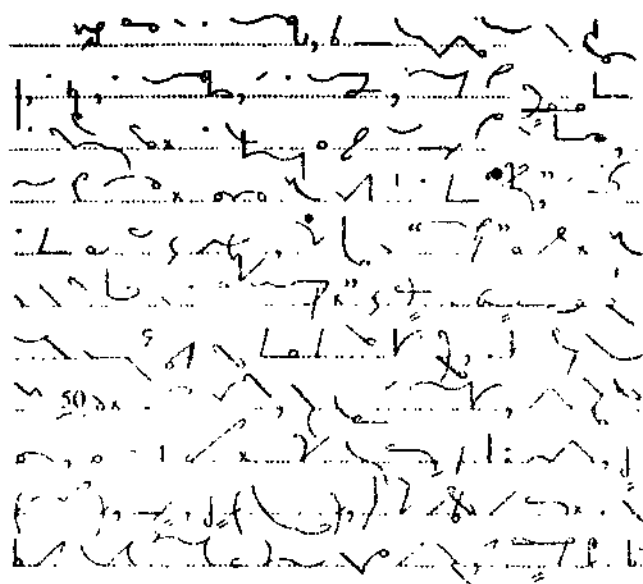




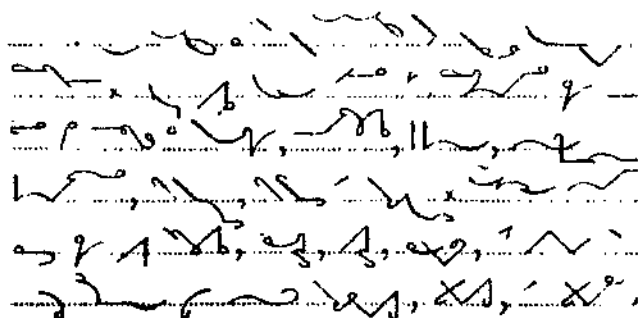
Exercise 195

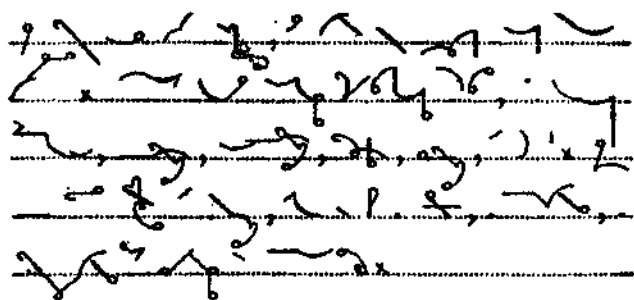


Exercise 196

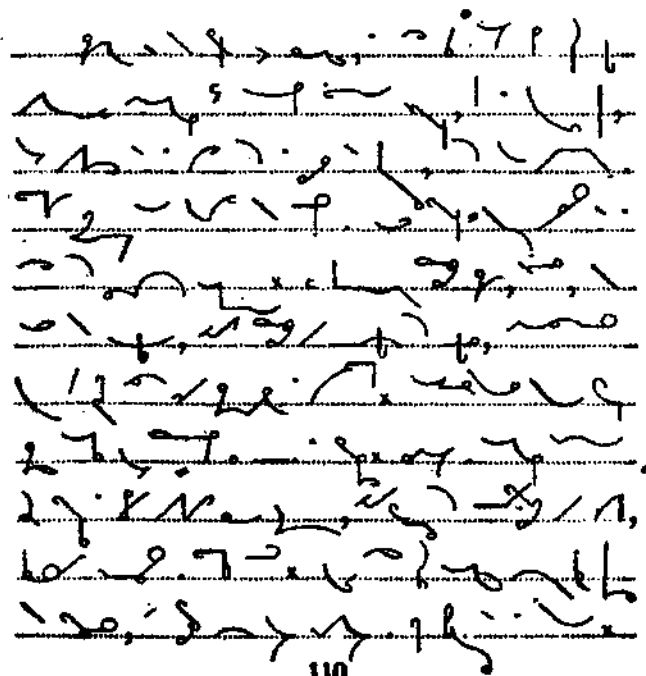


Exercise 197

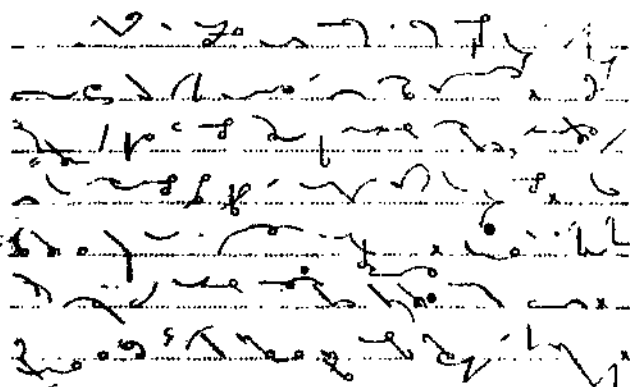




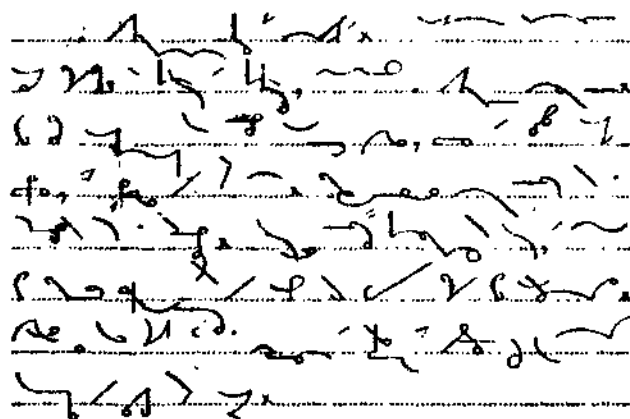
Exercise 193



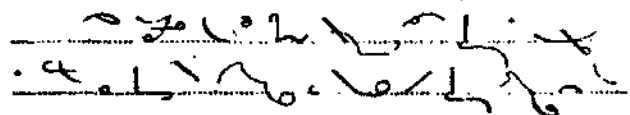
Exercise 199

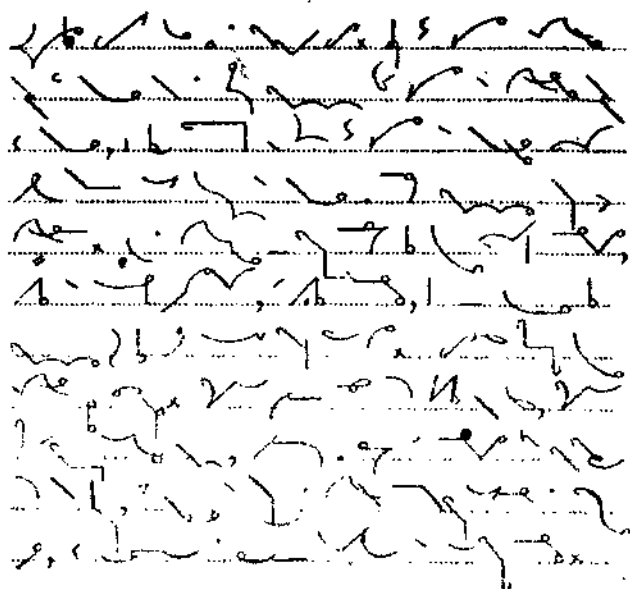


Exercise 200

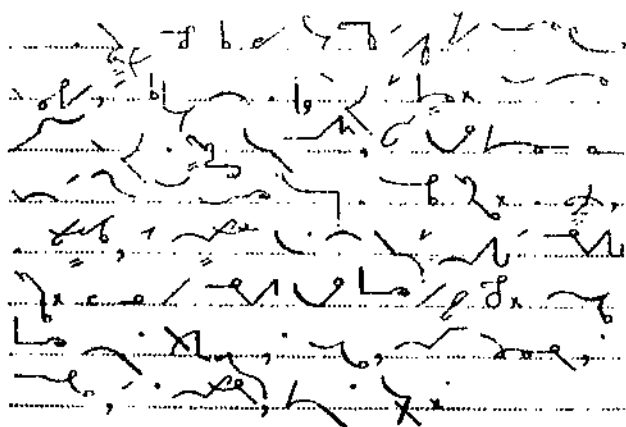


Exercise 201

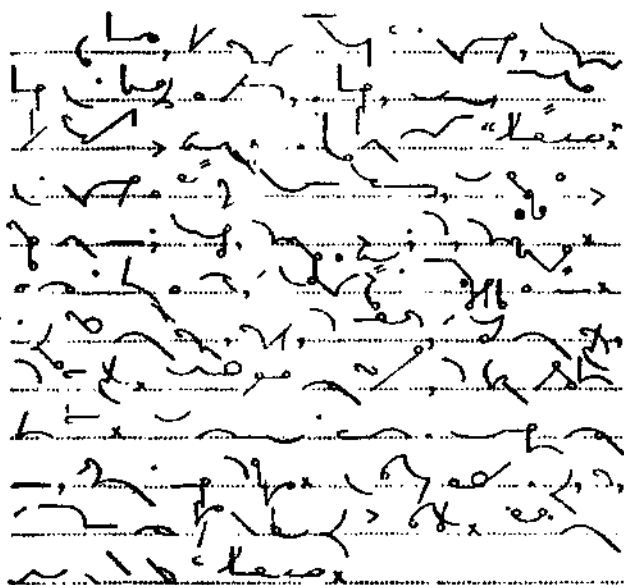




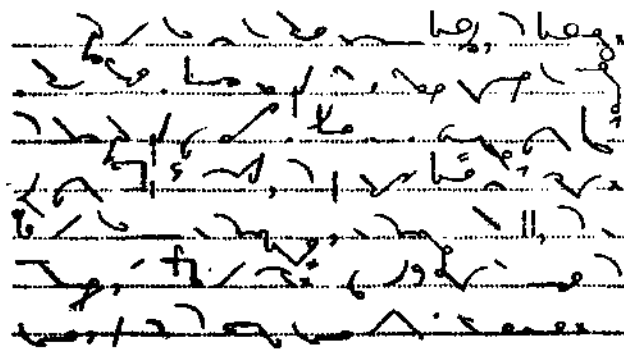
Exercise 202



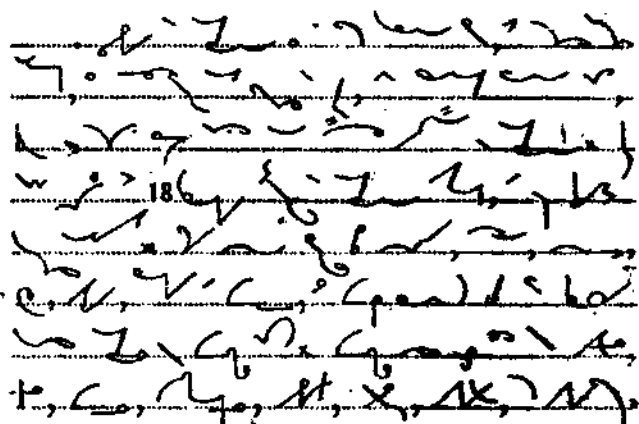
Exercise 203



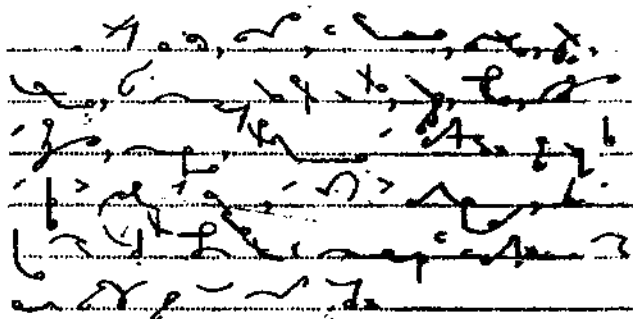
Exercise 204



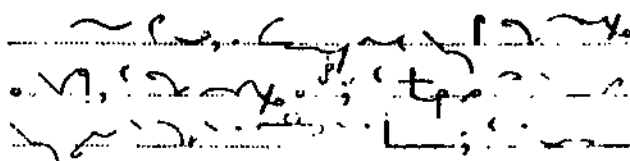
Exercise 205

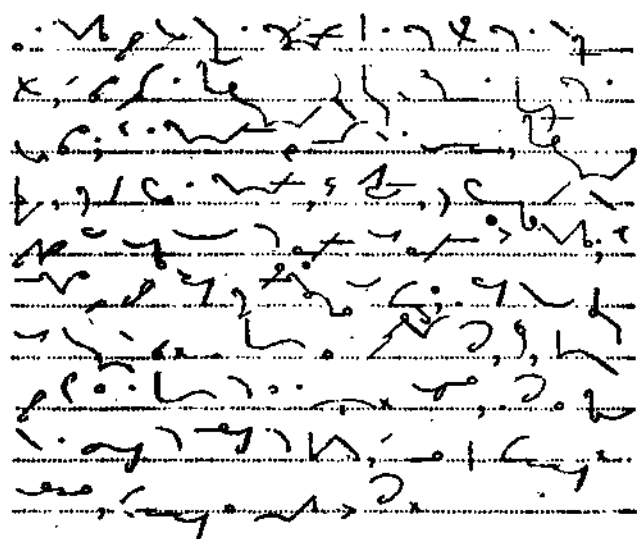


Exercise 206

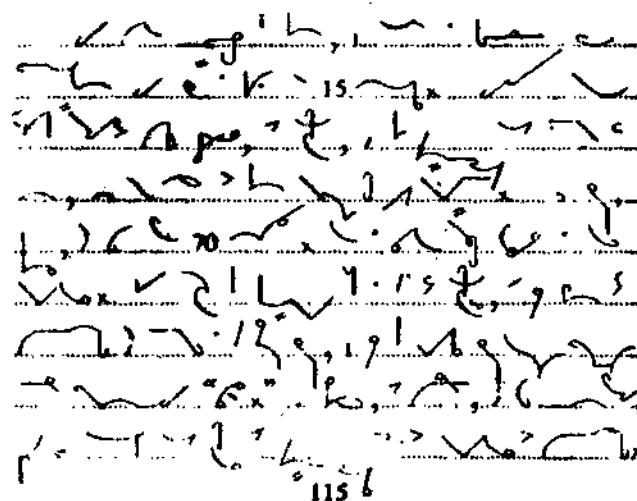


Exercise 207

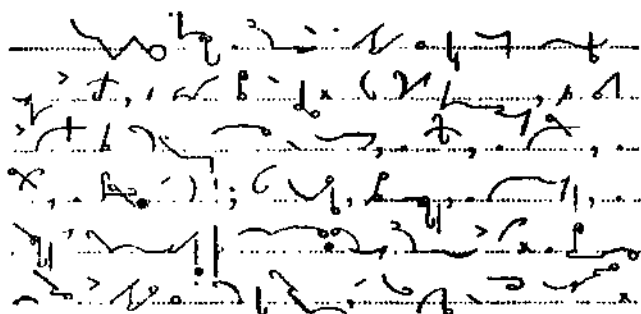




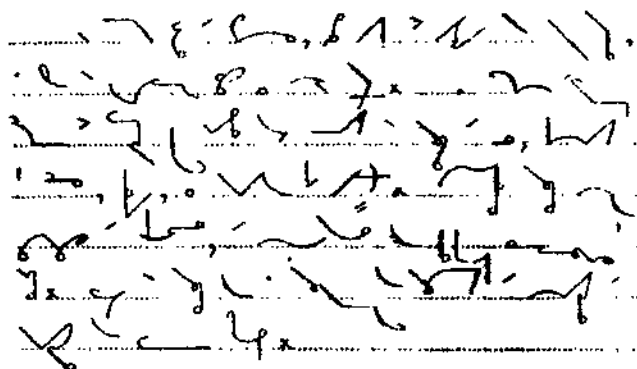
Exercise 208



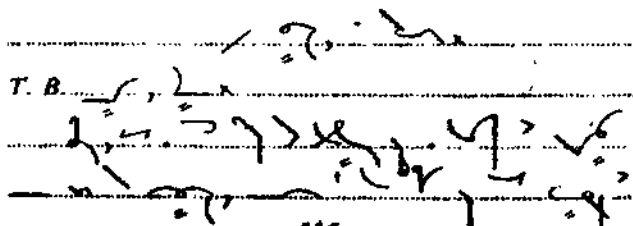
Exercise 209

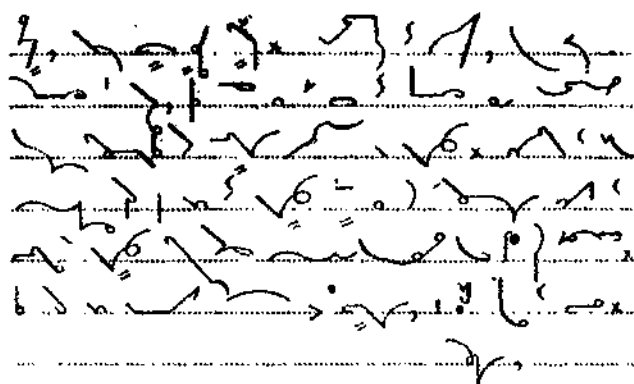


Exercise 210

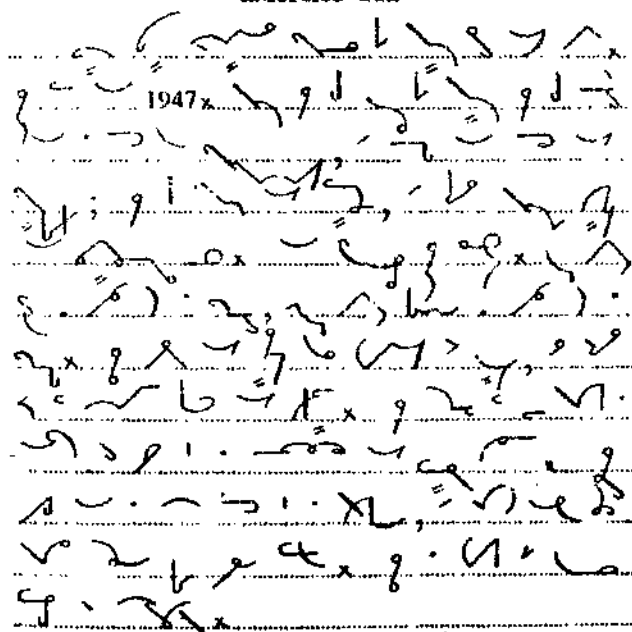


Exercise 211

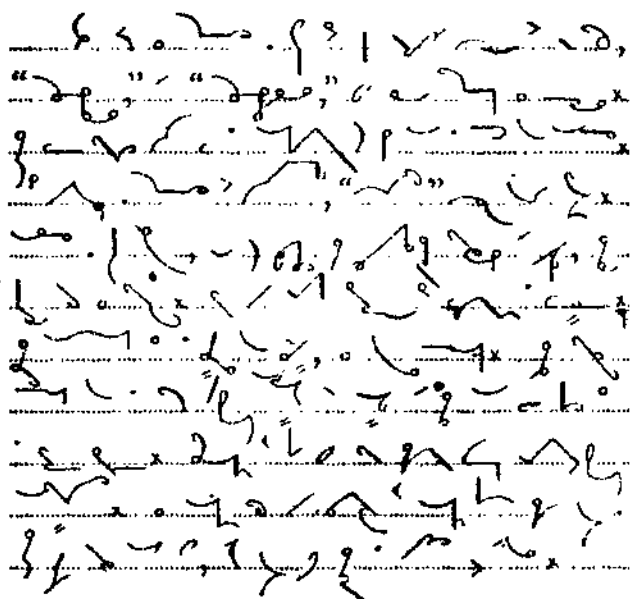




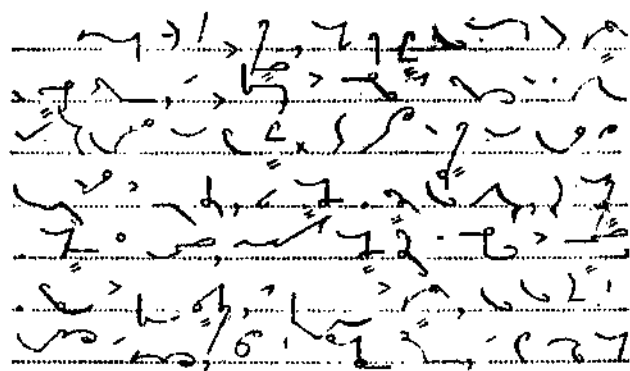
Exercise 212

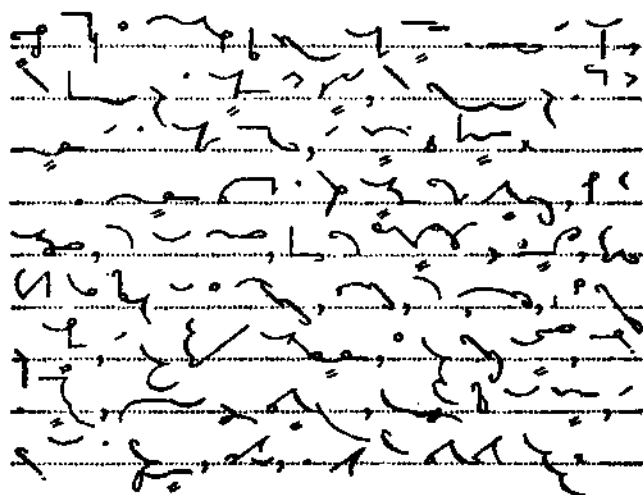


Exercise 213

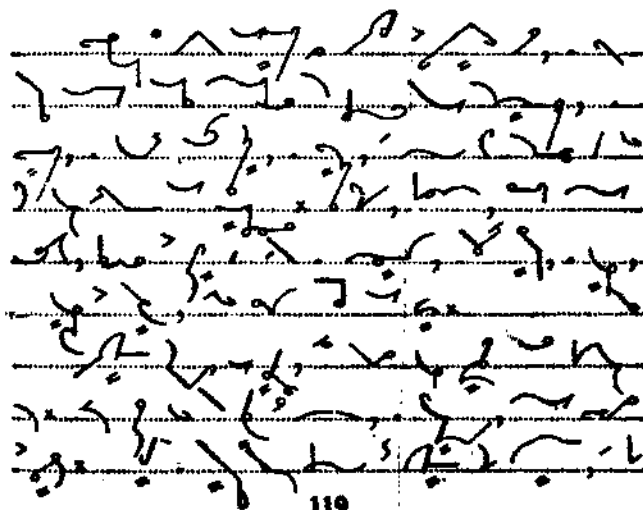


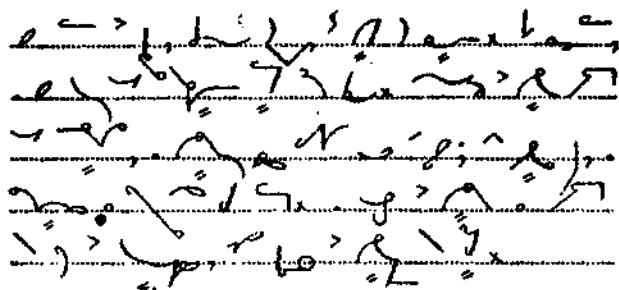
Exercise 214





Exercise 215



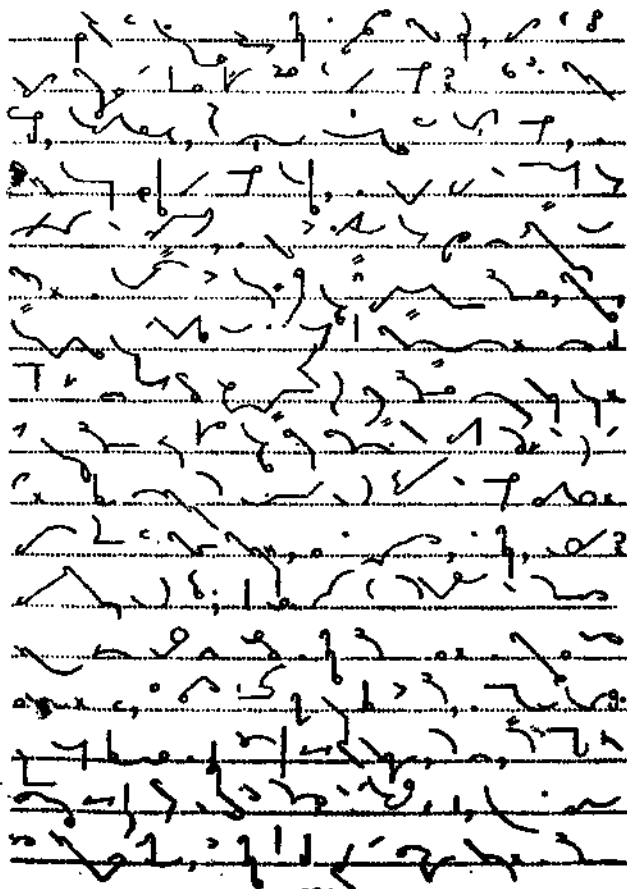


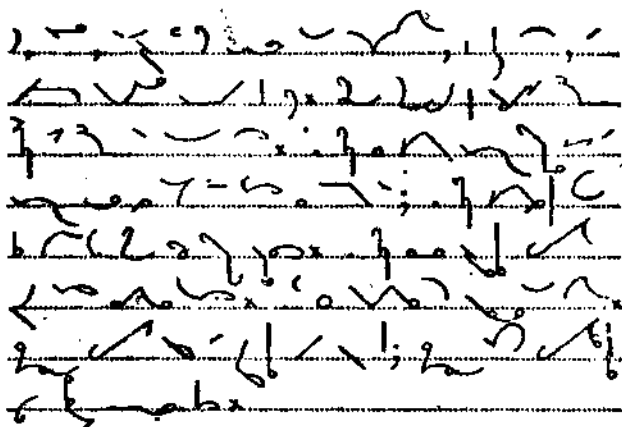
Exercise 216

1. Compatible, compatibility, incompatibility.
2. Pity, pitiable, pitiless, pitilessly, piteous, piteously.
3. Petrify, petrified, petrification.
4. Putrefy, putrefied, putrefaction.
5. Patron, patrons, patroness, patronage.
6. Passion, passionate, impassioned.
7. Patient, patience, patiently, impatience, impatient, impatiently.
8. Poor, poorness, poorer, poorest.
9. Pure, purer, purest, purity, purify, purification, impure.
10. Purpose, purposed, purposeful, purposes, purposing.
11. Perhaps.
12. Propose, proposed, proposition, proposal, proposer.
13. Prepare, prepared, preparation, preparatory.
14. Proper, properly, improper, improperly.
15. Property.
16. Propriety, impropriety.
17. Appropriate, appropriated, appropriation, appropriator.
18. Protect, protected, protection, protectionist, protector, protective.

19. Product, *production*, *productive*, *productivity*.
 20. Compare, compared, comparison, comparative,
 comparatively, comparable, incomparable.

Exercise 217



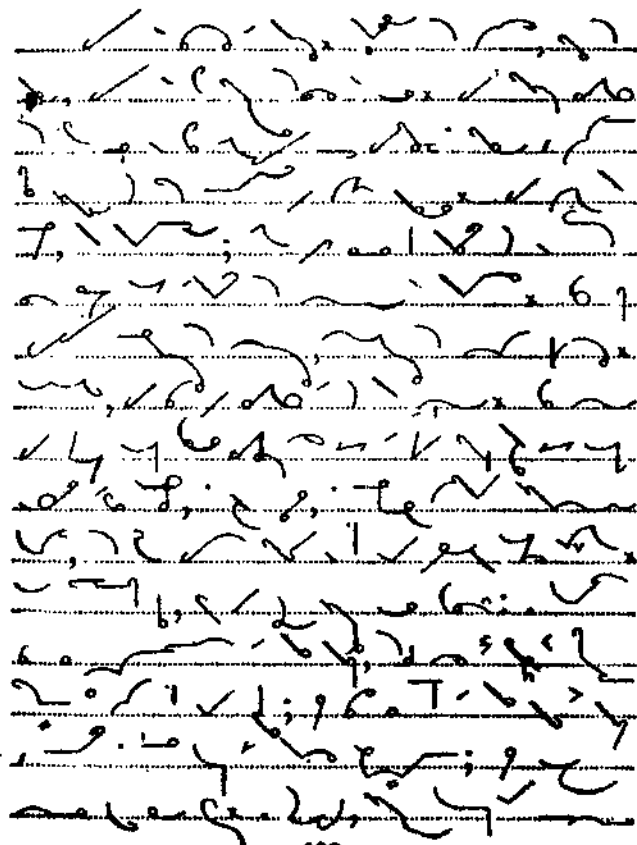


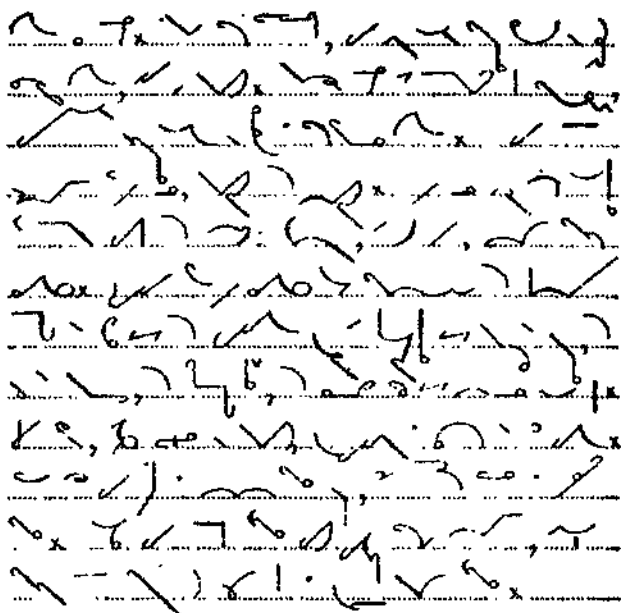
Exercise 218

1. Operate, operated, operator, operation, operative, inoperative.
2. Porter, portage, importer, exporter, importing, exporting.
3. Proffer, proffered, profferer.
4. Prefer, preferred, preference, preferential, preferable.
5. Provide, provided, providence, provider, improvidence.
6. Pervade, pervaded, pervasive, pervasion.
7. Persecute, persecuted, persecution, persecutor.
8. Prosecute, prosecuted, prosecution, prosecutor.
9. Person, personate, personated, personation, impersonation, impersonator.
10. Parson, personage.
11. Pursue, pursued, pursuer, pursuant.
12. Perish, perished, perishable, imperishable.
13. Prominent, prominence, prominently.
14. Permanent, permanence, permanently.
15. Pre-eminent, pre-eminence, pre-eminently.

16. Prince, princely, princes, princess, princesses.
17. Beauty, beautiful, beautify.
18. Bribe, briber, bribery.
19. Birth, birthday, birthmark, birthright.
20. Bury, buried, burial, burying.

Exercise 219



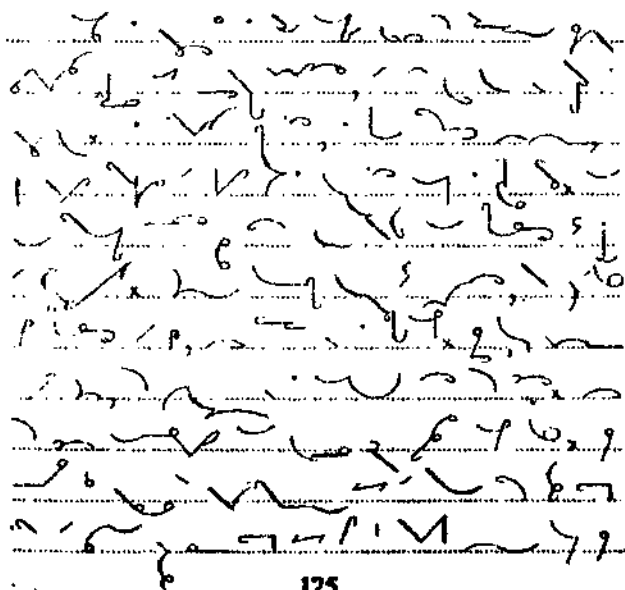


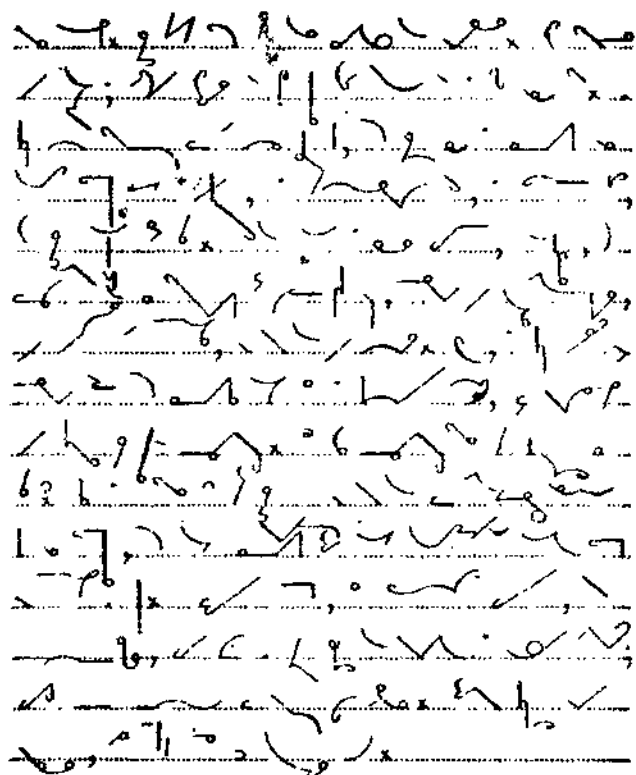
Exercise 220

1. Abundant, abundance, abundantly, superabundance.
2. Abandon, abandoned, abandoner, abandonment.
3. Tuition, tutor, tutorial, tutelage.
4. Temporal, temporary, temporarily, temporize.
5. Temper, temperate, tempered, temperance.
6. Attend, attended, attendant, attentive, attentively, attention.
7. Continue, continued, continuant, continuation, continuance.
8. Continent, continental.
9. Travel, travelled, travelling, traveller.

10. Trivial, triviality.
11. Iterate, iteration, reiteration, reiterated, reiterating.
12. Debt, debtor, indebted, indebtedness.
13. Doubt, doubted, doubter, doubtful, doubtfulness.
14. Audit, auditor, audited, auditorium.
15. Edit, edited, editor, editorial, editorship.
16. Detriment, detrimental.
17. Determine, determined, determination, indeterminate.
18. Differ, differed, differential, differentiate, indifferent.
19. Defer, deferred, deferring, deference, deferential.
20. Adverse, adversity, adversely.

Exercise 221



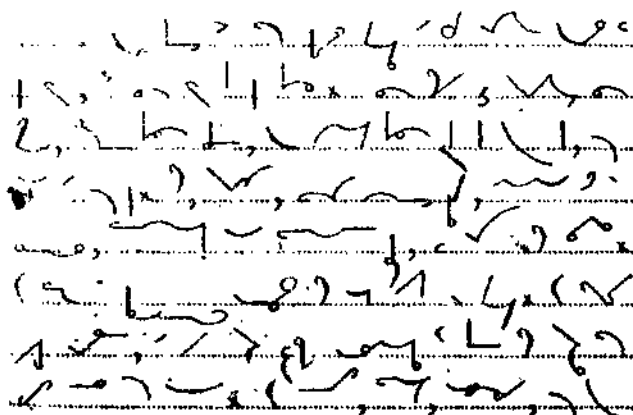


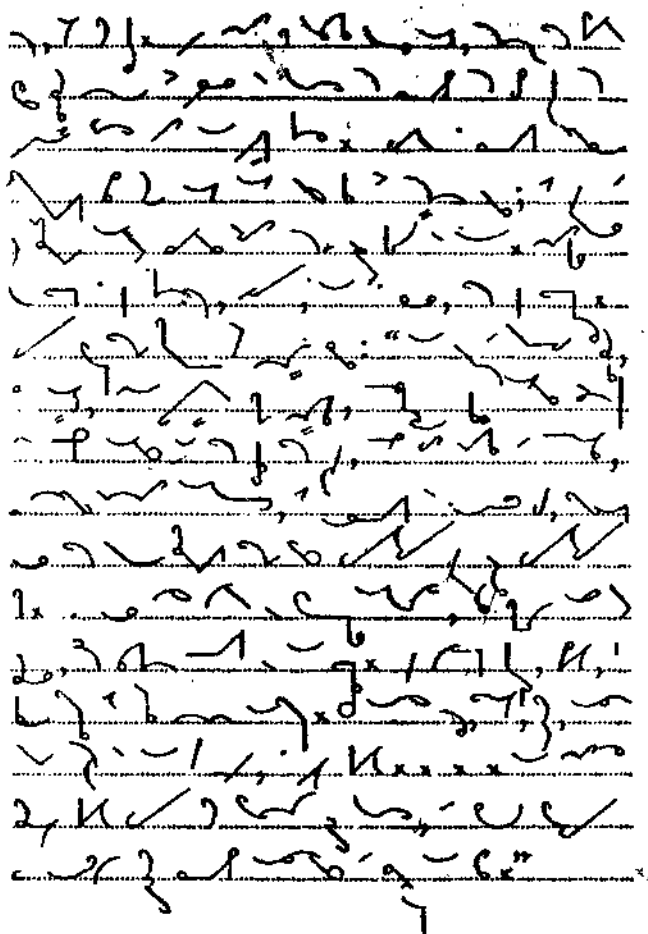
Exercise 222

1. Diverse, diversity, diversify, diversification.
2. Decease, deceased.
3. Disease, diseased.
4. Dear, dearer, dearest, dearly, endeared, endearment.
5. Agent, agency.

6. Act, actual, actually, active, actively, actuate, actor.
7. Cause, caused, causation, causality.
8. Access, accession, accessible, accessibility, inaccessible.
9. Excise, excised, excisable.
10. Exercise, exercised, exerciser, exercising.
11. Cultivate, cultivated, cultivation, cultivator.
12. Column, columnar.
13. Culminate, culminated, culmination.
14. Calumny, calumniate, calumny, calumniator.
15. Create, created, creation, creator, creative, creature.
16. Carry, carried, carrying, carriage.
17. Credence, credential, credible, credibility, credulous, credulity.
18. Credit, credited, creditor, discredit.
19. Accord, accorded, accordance, accordingly.
20. Guide, guider, guidance, guiding, guided.

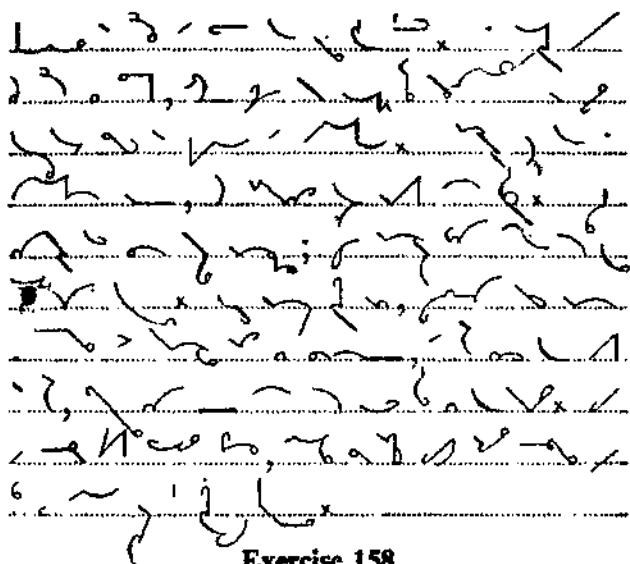
Exercise 223





Exercise 224

1. Good, goodness, goodly.
2. Guard, guarded, guarding, guardian, guardianship.



Exercise 158

Write in shorthand

Dear Mr. Scott,

Since I wrote you last I have heard that you were injured slightly in a railway accident. Is this true? I trust not. If it is, you are not likely to be improved by my letter. If it is not you will pardon my mentioning the report. In any case, you might send me word, and if you can spare the time, perhaps you will come over on Monday. If you cannot arrange this, please inform me from time to time how you are getting on with the new business, to which it appears you are devoting yourself. If it be as successful as you were inclined to think you will be very fortunate, and if it be not quite so profitable as you hoped, it will still have proved an interesting experiment. At all events, it was well worth a trial. At the same time, you should not work too hard. If you do you must not be surprised to find your health giving way. I have no doubt of the ultimate success of your patent, and if it were necessary, I could arrange to invest a considerable amount in the business. I cannot do anything in the matter of the shares you spoke about.

until | I-have-seen-you again. I-cannot-see that-there-is any
 hurry about-the affair. If-it-does happen that-the shares are all
 taken-up before I-make | application I-shall-not mind very-
 much. I-am-trusting, however, that-you-will-be-able-to pay me
 a visit on-Monday and explain matters. I-have staying with |
 me an old friend who-has-been out to South-America for three-
 years or. business matters, and-I-am-sure you-will-be delighted
 with-his conversations on-the | customs and manners of-the
 natives.

Yours-truly,

THOMAS MAKIN.

(310 words)

ADVANCED PHRASEOGRAPHY: SECTION 4

(Doubling Principle)

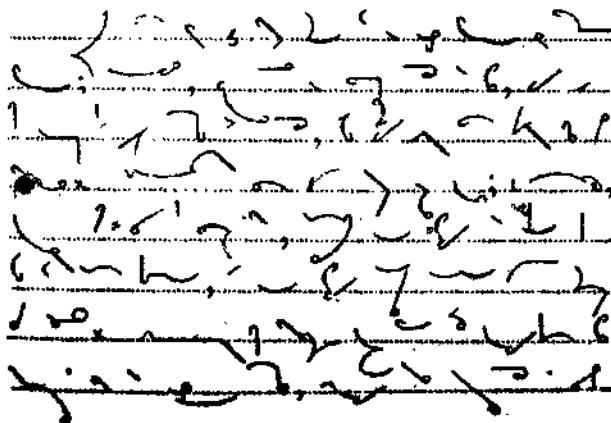
| | |
|--------------------|--------------------|
| above their | I know there will |
| over their (or | be |
| there) | I see there is |
| before there | I think there will |
| before there is | be |
| from their | I wish there were |
| has to be there | if there |
| has been there | if there is |
| how can there be | if there is to be |
| I am sure there is | if it be there |
| I believe there | in their case |
| will be | in their opinion |
| I have their | in their state- |
| I have been there | ment |
| I know there is | in which there is |
| I know there is | increasing |
| not | their value |
| | making their |
| | way |

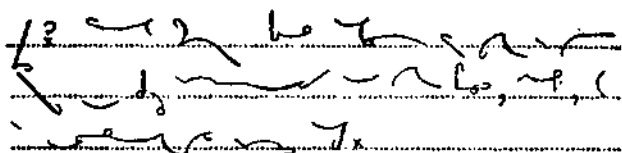
 more than their
 pending their
 decision
 shall be there
 then there are
 they have been
 there
 though there is
 upon their
 we have their
 we have been
 there
 whenever there is
 by some other
 means

 some other
 some other way
 some other
 respects
 or some other
 in other words
 in order
 in order that
 in order to
 my dear sir
 my dear madam
 my dear friend
 my dear fellow
 citizens

Exercise 159

Read, copy, and transcribe





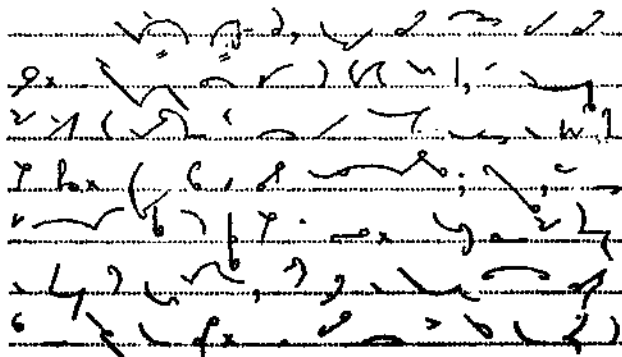
Exercise 160

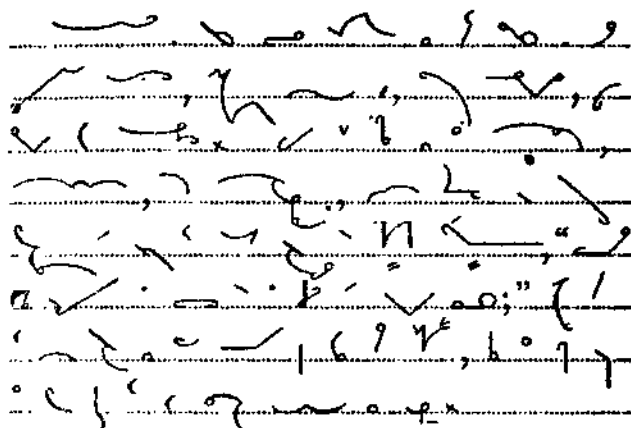
Write in shorthand

I-know-there-has-been a great-deal said, as-well-as written, about-the interest attaching to-the study of phrase and-fable, but I-know-there-has-not-] been sufficient said, in-view of-the importance of-the-matter, and-I-know-there-will-be a great-deal-more both said and written before-the subject is exhausted. [Whenever-there-is a subject of interest to-the general reader, and a desire expressed for information upon-it, there-will-be found someone ready and willing to obtain-the [necessary knowledge and impart it to-others. As-we-have-seen, too, the work is from-time-to-time generally executed as-well-as-it-can-be, and-the-results [made known in-the very shortest time possible. This-is a great convenience to-most of-us, as-we-have-not-time to devote to-research in-these subjects. (149 words)

Exercise 161

Read, copy, and transcribe





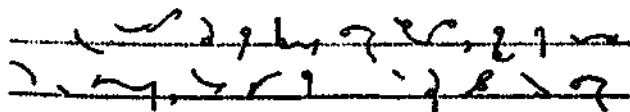
Exercise 162

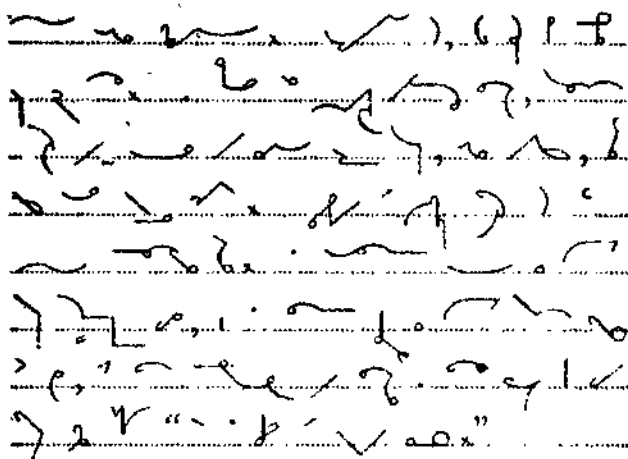
Write in shorthand

I think there is room, indeed, I am sure there is room for something more on the topic I have mentioned before it can be said that the public is tired of it. There are some people, however, who know very little of the origin and meaning of many peculiar expressions of frequent occurrence. For their sake, for their satisfaction and pleasure, as well as for the educational advantage it would be to them, I wish there were some means of bringing before their notice some of the books already published on this subject. (94 words)

Exercise 163

Read, copy, and transcribe





Exercise 164

Write in shorthand

I-know-there-is a variety of opinion, however, on almost all-questions, and-if-there-be any of-my-readers who doubt-the benefit to be derived from such | a study as I-have referred to, and-if-they assert that, in-their-opinion, it-would-be a waste of-time as-well-as money to-procure such books, | I-ask-them, for-their-own sake and-for-that of-other-people in-their-position, who-may look at-the matter from-their own view, to-weigh-the following | points as carefully and as-soon-as-they can. How often do-we come across such phrases as "load-eater," "salted accounts," etc., and-though-their meaning, from-their positic | in-the-sentence, may-be pretty clear, should-we-not-have some difficulty in saying how they came-to-have-their present signification? Have-we-not all occasionally read some | phrase, or heard some allusion which-we-did-not-understand, and-have-we-not sometimes lost the beauty of a passage through our want of knowledge? I-think-there-will- | be few who-will dissent from this.

(187 words)

ADVANCED PHRASEOGRAPHY: SECTION 5

(Omissions: Consonants and Syllables)

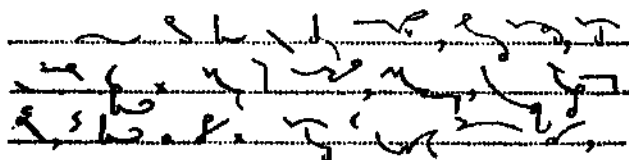
| | |
|--|---|
|  I have (r)ecieved |  and in like
(m)anner |
|  in other (r)espects |  and in the same
(m)anner |
|  in (r)eply |  and in the same
(m)anner as |
|  we have (r)ecieved |  in this (m)anner |
|  almos(t) certain |  nex(t mon)th |
|  jus(t) been |  this (mon)th |
|  jus(t) received |  as far as poss(ible) |
|  las(t) week |  as much as
poss(ible) |
|  las(t) month |  as soon as poss(ible) |
|  last year |  as well as poss(ible) |
|  mos(t) probably |  as if it were
poss(ible) |
|  mus(t) be |  jus(t) poss(ible) |
|  nex(t) week |  betwee(n) them |
|  there mus(t) be |  foundatio(n) stone |
|  you mus(t) be |  o(n)e another |
|  you mus(t) not be |  towards o(n)e
another |
|  very please(d) |  industrial (d)ife |
|  indeed |  I (h)ope |
|  in (f)act |  I (h)ope you are
satisfied |
|  in (point of f)act |  and the (con)trary |
|  telegra(ph) office |  cannot be (con)-
sidered |
|  wor(th) while | |
|  in the (m)anner | |

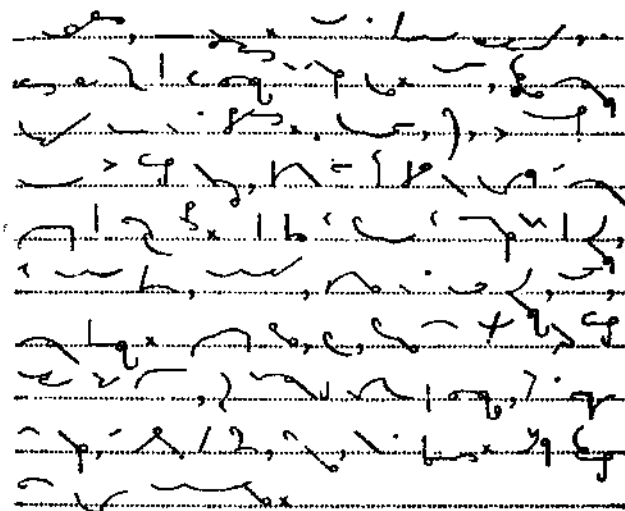
 for (con)sideration
 fully (con)sidered
 further (con)sidered
 further (con)sideration
 I have (con)cluded
 in (con)clusion
 into (con)sideration
 it is (con)sidered
 it may be (con)sidered
 little (con)sideration
 mus(t) be (con)sidered
 necessary (con)clusion
 necessary (con)sequence
 ought to be (con)sidered

 satisfactory (con)clusion
 shall be (con)sidered
 shall be (taken into con)sideration
 should be (con)sidered
 some (con)sideration
 take (or taken) (into con)sideration
 that (con)clusion
 unsatisfactory (con)clusion
 we have (con)cluded
 were (con)sidered
 which will be (con)sidered
 which will be (taken into con)sideration

Exercise 165

Read, copy, and transcribe





Exercise 166

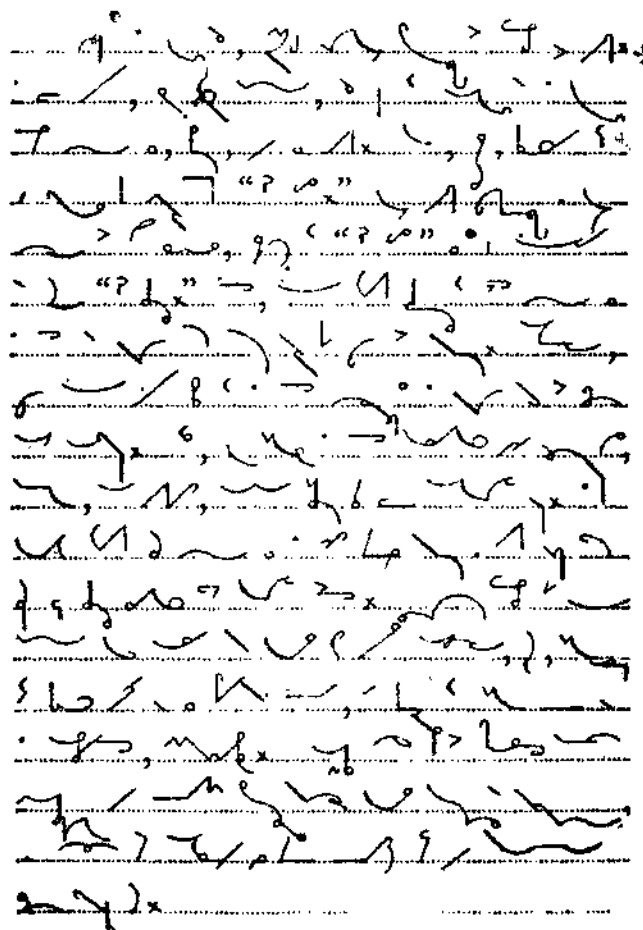
Write in shorthand

Dear Mr. Brown,

I have received your communication of the 12th inst., and I am very pleased indeed to inform you that you are almost certain to hear from me in the affirmative next week. Most probably you will be asked to come here the last week in the last month of the year, but you must not be surprised if you are requested to give your lecture at an earlier date. Your lecture in the autumn of last year was a great success; in fact, unparalleled in the history of our literary organization. This month and next month we are to have a series of lectures on the industrial life of our cities in the nineteenth century, and it is just possible that we may have a famous economist as chairman at the opening gathering. We have concluded that these problems ought to be considered without delay, especially as economic questions are very pressing just now.

Yours very truly, (160 words)

Exercise 167

Read, copy, and transcribe

Exercise 168*Write in shorthand*

My-dear-Sir,

I-hope-you-will-think-it worth-while to-consider, as far-as-possible, the alteration-of-the date-of-the laying-of-the foundation-stone, and- | I-am-sure a^d little-consideration will lead you to a decision that will materially enhance the chances of a successful gathering. Is-it worth-while ignoring-the wishes of | a small, but influential section-of-your supporters in-this-manner when a slight alteration would-be of advantage? In-other-respects I-think no-fault can-be-found with- | the arrangements.

Very sincerely yours, (95 words)

Exercise 169*Write in shorthand*

Dear-Sirs,

We-have-received your-letter of-the 9th-inst., respecting consignments, and your-requests shall-be-considered in-the-same-manner-as your previous communications on-such-matters. | Our Mr. Burton is away at-present in-the-north-of-Scotland. We-expect him back tomorrow, however, when-the whole-question shall-be-taken-into-consideration, and an | early-reply forwarded to-you. Doubtless a satisfactory-conclusion can-be arrived at which-will-be-considered agreeable to all concerned.

Yours-truly, (83 words)

Exercise 170*Write in shorthand*

In concluding my report, I-would point-out that-there-are many-circumstances which-will-be-taken-into-consideration on a future occasion, but of-which it-is-considered unwise | to-speak now. One necessary-conclusion, however, is-that only in-the-manner I-have indicated is-it possible to arrive at anything like a true estimate-of-the-motives | of-these men towards-one-another, and to judge impartially of-the letters which passed between-them. The incident at-the telegraph-office is-the-most-important. (87 words)

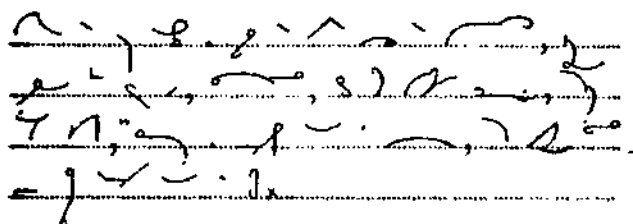
 in (r)elation (to)
 in (r)eply (to)
 in (r)espect (to)
 it appears (to) me
 it appears (to)
 have been
 it seems (to) me
 ought (to) have
 been
 ought (to) have
 known
 regret (to) say

 regret (to) state
 we shall be glad
 (to) hear
 we shall be glad
 (to) know
 wi(th) (r)ef(eren)ce
 (to)
 wi(th) (r)ef(eren)ce
 (to) which
 wi(th) (r)egard (to)
 wi(th) (r)elation
 (to)
 wi(th) (r)espect (to)

Exercise 171

Read, copy, and transcribe

in (r)elation (to) state
 we shall be glad (to) hear
 we shall be glad (to) know
 wi(th) (r)ef(eren)ce (to)
 wi(th) (r)ef(eren)ce (to) which
 wi(th) (r)egard (to)
 wi(th) (r)elation (to)
 wi(th) (r)espect (to)



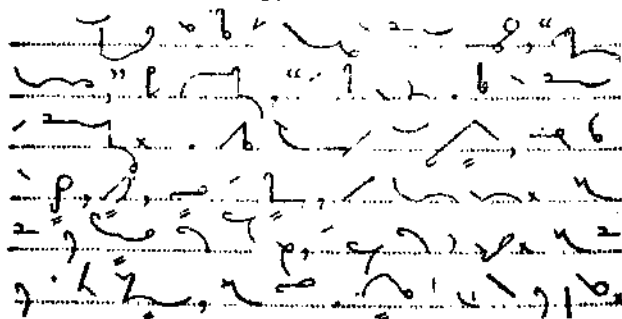
Exercise 172

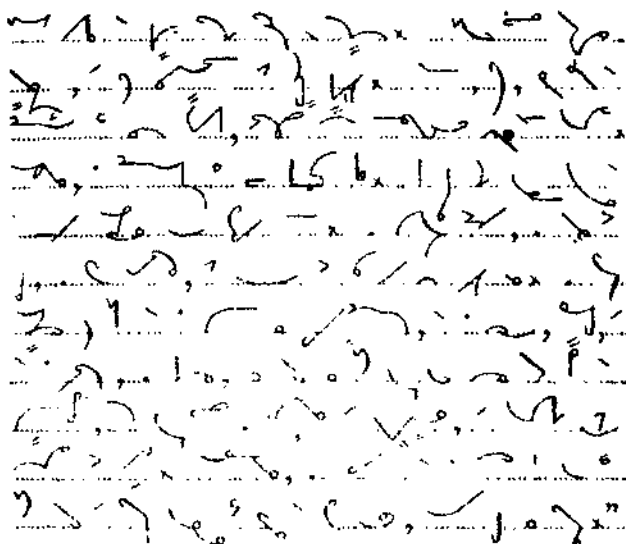
Write in shorthand

In-consequence-of the short-space-of-time at our-own disposal, and-having-regard-to all-the-circumstances under-which the order was-given, we-are at-a-loss | to understand-the reason for-the delay in-the delivery of-the-machine which ought-to-have-been here a week ago. We-shall-expect-to-receive it in-a-| few-days without fail. We-are face-to-face with a difficulty which-appears-to-have-been in-a-great-measure and to-a-great-extent brought about by-those-| who ought-to-have-known better, and-we-shall-be-glad if-you-will look into-the-matter for-us, notwithstanding-the-fact that-you-are so busy yourself. The | enclosed-statement gives you our position in-reference-to-the difficulty, and-we-shall-be-glad-to-have your expression-of-opinion on-the-matter at an early date. (149 words)

Exercise 173

Read, copy, and transcribe





Exercise 174

Write in shorthand

Dear-Sirs,

In-reply-to-yours of-the 11th-inst., we-regret-to-state that under-the-circumstances we-cannot-accept-the mere apology on-the-part-of your-client. | This conduct of-your-client has-been a source of annoyance for a considerable time, and-in-spite-of our requests that-such conduct should cease, and notwithstanding-the-fact | that legal proceedings have-been threatened, the statements-of-which-we complain have continued. From-first-to-last we-have-been face-to-face with inconvenience in-consequence-of your- | client's attitude. Under-the-circumstances, and having-regard-to what-has happened an apology is out of the question. On-the-contrary, we-shall-be compelled to-seek redress in- | the law-courts in-respect-of your-client's statements, and shall instruct our solicitors to-take action forthwith, unless your-client is prepared to-pay-the amount of damages claimed. |

Yours-truly,

(152 words)

Exercise 175

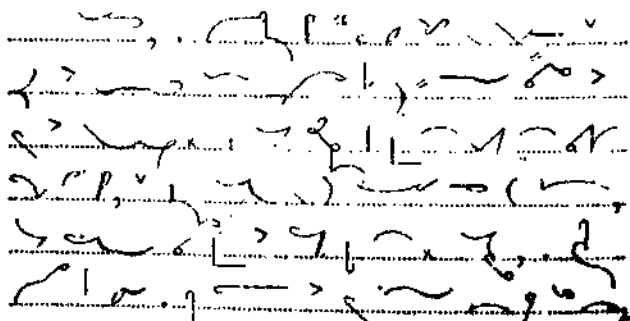
Write in shorthand

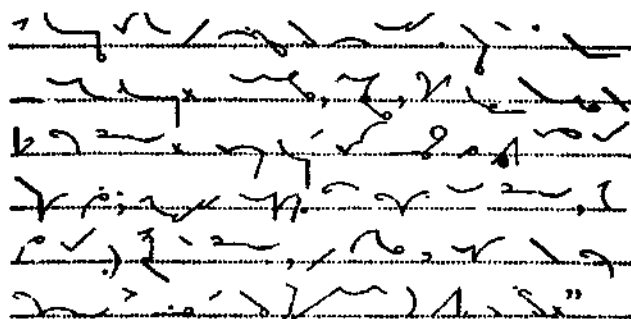
The lecturer said: It appears to me that at the present time many of the changes taking place all over the world are the outcome of inviolable laws working for the progress of mankind. As a rule, man is apt to overlook the silent working of the laws of the universe in reference to which he appears, as a matter of fact, very little concerned, or his interest lasts but for a moment when some striking incident compels his attention. Generally speaking, he takes things as a matter of course, and, as a necessary consequence of this attitude, at the present day the beauties of nature are a closed book to a vast majority of the inhabitants of the globe.

I will consider the matter and deal with the subject as briefly as possible. In the first place, it seems to me that in relation to the authorship there is no ground for supposing it to be doubtful. In the second place, the statements in the book are supported by contemporary accounts. In the third place, all the other known works of the author are of unimpeachable accuracy. Therefore, from first to last, I think the criticisms are entirely out of place, and I cannot understand what is the matter with the reviewer that he should make such a violent attack, on the one hand, upon the probity of our author, and on the other, upon the accuracy of his statements.

(241 words)

Exercise 176

Read, copy, and transcribe



Exercise 177

Write in shorthand

For-the-first-time in-the history of-the company, said-the speaker, we-have to-report an adverse balance. In-the-first-instance, we-have-had a serious strike | at-the works, but-you-will-be-glad-to-know-that all disputes have-been amicably settled. In-the-next-place, we-have-had some very heavy law expenses with- | reference-to our existing patents, and-with-reference-to-which a statement appears in-the report. In-the-last-place, our annual turnover has-not been up to expectations, though, | by-the-way, it slightly exceeds-the figures of-last-year. You-will-be-glad-to-hear that our new manager has introduced several excellent reforms which-will bear fruit | in-the-near-future.

It-would-be out-of-place for-us in-the short space-of-time at-my disposal to-try to-go fully into-the details of- | the-accounts. Moreover, we-expect-to-receive, very-Shortly, further report from-the auditors. Having-regard-to-the present | state-of-affairs, and-in-consequence-of certain criticisms, we- | think-it best, under-the-circumstances, to-have an independent investigation, and-the auditors have-been asked to-give a frank expression-of-opinion in-reference-to-the affairs of- | the-Company. The position is a difficult one. On-the-one-hand we-are-told-that as-a-matter-of-course the business ought-to be prosperous, yet as-a- | matter-of-fact, the contrary is-the case. What-is-the-matter we-hope to-hear from-the auditors, who-are looking into-the-matter, and who-are expected to- | report in-a-few-days. ..

(275 words)

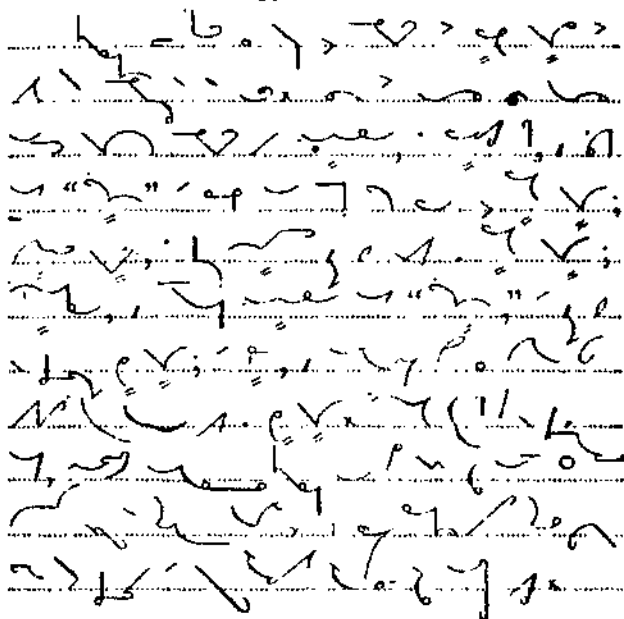
ADVANCED PHRASEOGRAPHY: SECTION 7

(Omissions: Logograms)

| | | | |
|--|-----------------------------|--|--|
| | again (and) again | | for (the) purpose (of) |
| | dee(per) (and)
deeper | | history (of the)
world |
| | high(er) (and) higher | | out (of the)
question |
| | lower (and) lower | | peculiar circum-
stances (of the)
case |
| | fast(er) (and) faster | | more (or) less |
| | less (and) less | | one (or) two |
| | more (and) more | | right (or) wrong |
| | Mr. (and) Mrs. | | six or seven |
| | near(er) (and)
nearer | | sooner (or) later |
| | nor(th) (and) south | | three or four |
| | east and west | | two (or) three |
| | over (and) over
again | | up (to the) present |
| | over (and) above | | up (to the) present
time |
| | here (and) there | | in accordance
(with) |
| | qui(cker) (and)
quicker | | in accordance
(with) the |
| | rates (and) taxes | | in accordance
(with) the matter |
| | time (and) space | | in connection
(with) |
| | ways (and) means | | in connection
(with) the |
| | side (by) side | | in connection
(with) their |
| | bear (in) mind | | |
| | borne (in) mind | | |
| | all parts (of the)
world | | |
| | fact (of the) matter | | |
| | facts (of the) case | | |

Exercice 178

Read, copy, and transcribe



Exercise 179

Write in shorthand

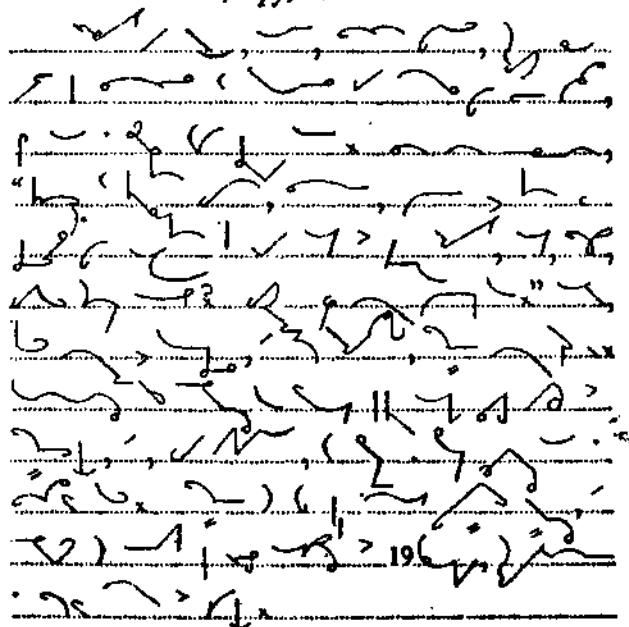
Ships of immense proportions are nowadays found in all parts of the world, and docks have to be made deeper and deeper in order to accommodate the huge vessels which are constructed to carry more and more and to travel faster and faster as time advances. Distance between us and foreign parts is becoming less and less, and north and south, and east and west are being brought nearer and nearer, so that the desire long since expressed has almost been accomplished, and time and space have been practically annihilated by the progress of science and the ingenuity of man. (100 words)

Exercise 180

Write in shorthand

Owing to the peculiar circumstances of the case such a course as you suggest is out of the question, and you will have to follow the procedure in accordance with precedent. Further, you must endeavour to secure Mr. and Mrs. Brown as witnesses, as their evidence is absolutely necessary. The fact of the matter is that you have failed to bear in mind the really essential features in connection with the case and have chiefly borne in mind one or two quite subsidiary points. Side by side with this, you have unfortunately displayed a more or less vindictive spirit, which, in our opinion, can only be prejudicial to the success of your claim. (113 words)

Exercise 181

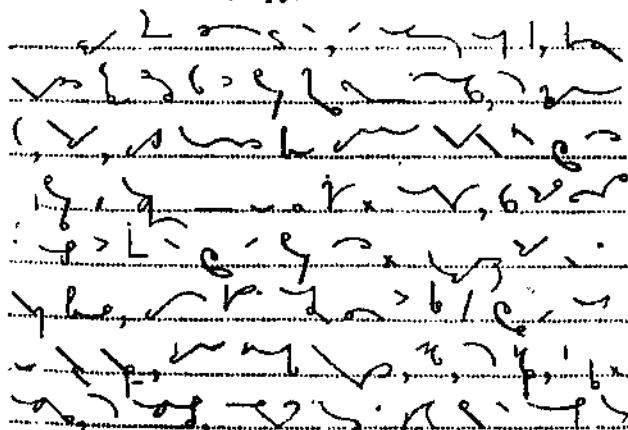
Read, copy, and transcribe

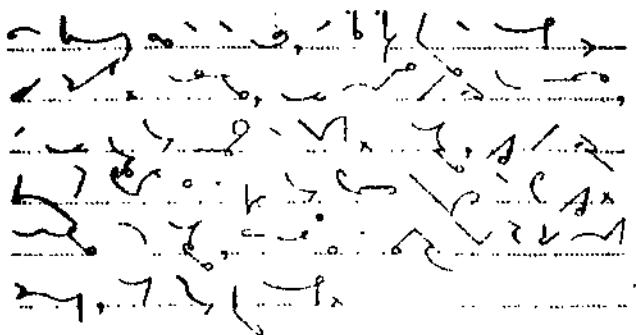
Exercise 182

Write in shorthand

Over-and-over-again we have complained of the rates-and-taxes in-connection-with our concern, and sooner-or-later we shall have to discuss ways-and-means of | a successful agitation for-their reduction. Up-to-the-present-time we have been very heavily handicapped in-this-respect, and judging from-the present outlook our resources will-be- | called-upon more-and-more in-the-immediate future, unless-we-are-enabled to obtain-the relief we think-we-are entitled to. Again-and-again, during-the last six- | or-seven years there have been outcries against the upward tendency of-these local levies, and-in-connection-with their collection many have urged that-the facts-of-the-case | required-the immediate attention of-the authorities. The history-of-the-world shows that-this-matter of-rates-and-taxes has always-been a sore point with people of-every- | clime and nation, and-whether right-or-wrong, it-is a fact that a great-many have suffered imprisonment rather-than pay what they have deemed unjust impositions. (178 words)

Exercise 183

Read, copy, and transcribe



Summary

1. Abbreviations are utilized in advanced phraseography, as follows—
 - (a) The small circle for *as*, *is*, *us*.
 - (b) The large circle initially for *as we*, *as* and *w*, *as* and *s*; medially for *is* and *s*, *his* and *s*, *s* and *s*; finally for *s* and *has*, *s* and *is*.
 - (c) The loop *st* for *first*, the loop *nst* for *next*.
 - (d) The *r* and *l* hooks for a few miscellaneous words.
 - (e) The *n* hook for *than*, *been*, *on*, and *own*.
 - (f) The *f* or *v* hook for *have*, *of*, *after*, *even*, and in a few common phrases.
 - (g) The circle *s* and *shun* hook for *association*.
 - (h) The halving principle for *it*, *to*, *not*, *would*, *word*, and in a few common phrases.
 - (i) The doubling principle for *there*, *their*, *other*, *dear*.
2. The following may be omitted—
 - (a) Consonants not essential to phraseograms.
 - (b) The syllable *con-*, and a few other common syllables.
 - (c) Any logogram or logograms providing the phraseogram is legible.

CHAPTER XXXV

INTERSECTIONS

The Use of Intersections. 214. The method of intersecting, or writing one stroke through another, is utilized for the brief, distinctive, and rapid indication of official titles, of persons or associations of various kinds, and of frequently-occurring colloquial phrases, etc. Where intersection is impracticable, the method of writing one stroke in close proximity to another is adopted instead; thus,  *political party*,  *party question*,  *Labour Party*,  *Party Bill*. When the word to be indicated by an alphabetic stroke is to be read first, the stroke is struck first, and the rest of the outline is cut through, or written in close proximity to it. The examples which follow illustrate the manner in which similar phrases may be dealt with.

P is employed to represent *party*, as in

| | |
|---|---|
|  birthday party |  parliamentary party |
|  children's party |  party government |
|  garden party |  political party |

■ is employed to represent *professor*, as in

| | |
|---|--|
|  Professor Jackson |  Professor of Chemistry |
|  Professor Morgan |  Professor of Commerce |
|  Professor Peake |  Professor of Music |

B is employed to represent the following—

(a) bank, as in

| | |
|---|---|
|  bank bills |  City Bank |
|  Bank of England |  Mercantile Bank |
|  bank pass book |  Penny Bank |
|  bank rate |  savings bank |

(b) -bankment, as in

| | |
|--|---|
|  sea embankment |  Thames Embankment |
|--|---|

(c) bill, as in

| | |
|--|--|
|  Finance Bill |  Education Bill |
|--|--|

T is employed to represent attention, as in

| | |
|---|--|
|  best attention |  my attention has been called |
|  careful attention |  necessary attention |
|  early attention |  special attention |
|  early attention to the matter |  your attention |

D is employed to represent department, as in

| | |
|---|---|
|  Department of Agriculture |  Government department |
|  electrical dept. |  life department |
|  engineering dept. |  shipping dept. |
|  foreign dept. |  silk department |

CH is employed to represent Chancery, as in

| | |
|--|--|
|  Chancery appeal |  Chancery Judge |
|  Chancery proceedings |  into Chancery |

J is employed to represent Journal, as in

| | |
|--|---|
|  Journal of Commerce |  School Journal |
|  Journal of Education |  Textile Journal |
|  Medical Journal |  Weekly Journal |

K is employed to represent the following—

(a) Company, as in

| | |
|--|--|
|  Barber & Co. |  Gas Co., Ltd. |
|  Carriage Co. |  Malleable Iron Co., Ltd. |
|  Delivery Co. |  Weaving Co., Ltd. |

(b) Council, as in

| | |
|---|--|
|  Borough Council |  Parish Council |
|  Cabinet Council |  Party Councils |
|  Councils of the Party |  Privy Council |
|  County Council |  Town Council |

(c) Capital, as in

| | |
|---|--|
|  authorized capital |  capital |
|  capital charge |  punishment |
|  capital expenditure |  capital receipts |
| |  share capital |

(d) Captain, as in

| | |
|---|---|
|  Captain Cook |  captain of the ship |
|  Captain Dixon |  captain of the team |
|  captain in the Army |  ship's captain |

Kr is employed to represent the following—

(a) Colonel, as in

 Colonel Anderson |  Colonel Jackson

(b) Corporation, as in

 investment corporation |  Corporation of Leeds

G is employed to represent government, as in

 British Government |  government official
 French Government |  municipal government

F is employed to represent form, as in

 entry form |  form of Government
 form of acknowledgment |  form of the report
 form of agreement |  medical form
 form of bequest |  necessary form

V is employed to represent valuation, as in

 low valuation |  valuation of the site
 valuation of the property |  site valuation

TH is employed to represent the following—

(a) Authority, as in

 authority of the manager |  military authorities
 authority of the representative |  sanitary authority
 legal authority |  well-known authority
 local authority |  written authority

(b) Month, as in

| | |
|---|---|
|  for a month |  many months ago |
|  in a month's time |  some months ago |

S is employed to represent society, as in

| | |
|--|---|
|  dramatic society |  Society of
Compositors |
|  Hearts of Oak
Society |  Society of
Musicians |
|  medical society |  Temperance
Society |

M is employed to represent the following—

(a) Mark, as in

| | |
|---|--|
|  auditor's mark |  official mark |
|  high-water mark |  private mark |
|  low-water mark |  save the mark! |
|  mark of respect |  to mark time |

(b) Major, as in

| | |
|---|---|
|  Major Anson |  Major Jones |
|  Major General |  Sergeant Major
Jones |

N is employed to represent national, as in

| | |
|---|---|
|  national affair |  national dividend |
|  national bank |  national finance |
|  national defence |  national reserve |
|  national desire |  national revenue |
|  national disaster |  national society |

L is employed to represent the following—

(a) liberal, as in

| | |
|-----------------------------|-------------------------------|
| ~~L~~ Liberal Club | ~~L~~ liberal discount |
| ~~L~~ Liberal Party | ~~L~~ liberal payment |
| ~~L~~ Liberal policy | ~~L~~ liberal view |

(b) limited, as in

| | |
|-----------------------------|----------------------------|
| ~~L~~ Pears' Limited | ~~L~~ Lupin Limited |
|-----------------------------|----------------------------|

R (down) is employed to represent arrange-d-ment in colloquial phrases like the following—

| | |
|---------------------------------|---|
| ~~R~~ better arrangement | ~~R~~ it was arranged |
| ~~R~~ I shall arrange | ~~R~~ please make arrangements |
| ~~R~~ if you can arrange | ~~R~~ we will arrange the matter |

R (up) is employed to represent the following—

(a) railway, as in

| | |
|---------------------------------|--------------------------------|
| ~~R~~ Metropolitan Ry. | ~~R~~ railway rates |
| ~~R~~ railway company | ~~R~~ railway ticket |
| ~~R~~ railway facilities | ~~R~~ railway time |
| ~~R~~ railway officials | ~~R~~ railway time tabl |

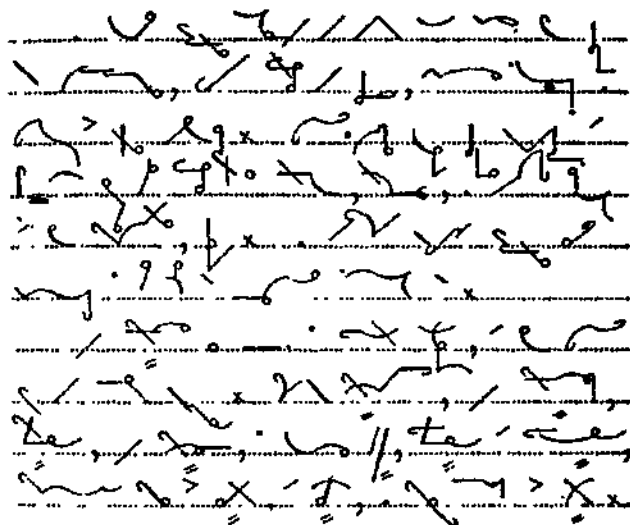
(b) require, required, requirement, as in

| | |
|---------------------------------------|-----------------------------|
| ~~R~~ to meet the requirements | ~~R~~ do you require |
| | ~~R~~ if he required |

Sr (up) is employed to represent conservative, as in

| | |
|---------------------------------------|-----------------------------------|
| ~~Sr~~ Conservative Club | ~~Sr~~ Conservative Party |
| ~~Sr~~ Conservative Government | ~~Sr~~ Conservative policy |

Exercise 184

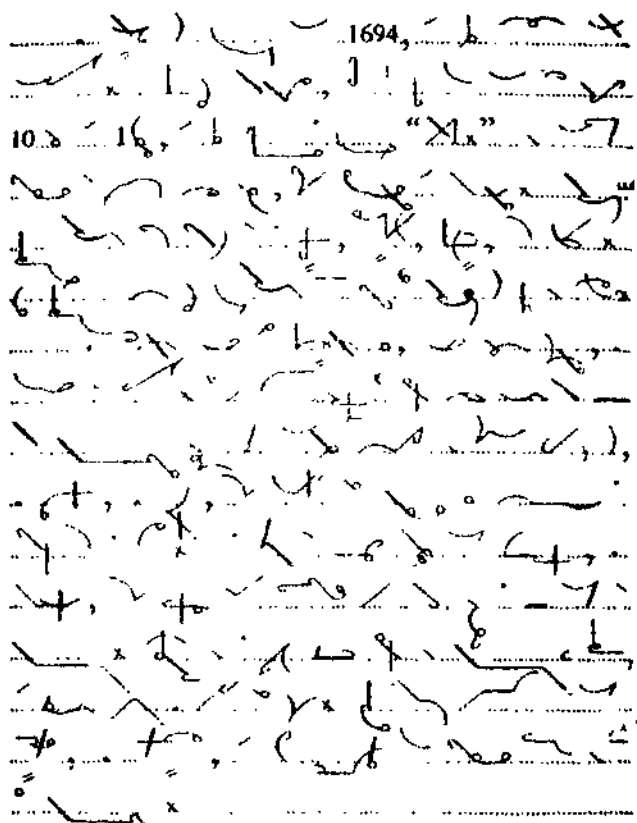
Read, copy, and transcribe

Exercise 185

Write in shorthand

Messrs. Barber-and-Co., the New Carriage-Company, and the Dorset-Supply-Company, are to be converted into limited-companies. The annual reports of the Malleable-Iron-Co.,-Ltd., Smith,-|Brown-and-Co.,-Ltd., and the Weaving-Co.,-Ltd., all bear testimony to the prosperity of-trade during the past year. A Government-official, a well-known railway-official, and | a clerk in-another Government-department have all advised me to-take shares in Lee's-Brewery-Company, but, as a member of a temperance-society, I-do-not like-the | idea. The local-authorities have invited the committee of-the Agricultural-Society to arrange a show here, and-the local Society-of-Musicians has undertaken-the charge of-the musical-| arrangements. It-is hoped the committee will-arrange-the-matter. Please-make-arrangements to-come over-on-the first-day if-possible.

(142 words)

Exercise 186*Read, copy, and transcribe*

Exercise 187

Write in shorthand

We give a liberal-discount on all cash-orders. The committee treated him in a liberal-manner and allowed him a most liberal-payment for his services at the Liberal-Club. On the authority of the representative we are bound to say that the valuation of the site is a very unsatisfactory one in view of the yearly valuation which has been made for the last twelve years.

Our national society is very much interested in national-affairs, and it is desirous of securing the strengthening of our national-defence. The other evening Major-Jones opened a debate on capital-punishment, and after an interesting discussion in which Captain-Dixon, Colonel-Beach and Professor-Peake took-part, we regret to say that a majority voted for its retention. (128 words)

Summary

An intersection is formed by allocating a definite word or words to an alphabetic stroke when intersecting, or written in close proximity to, another stroke, as follows—

| | |
|----------------|-----------------------|
| P = party | F = form |
| Pr = professor | V = valuation |
| B = { bank | TH = { authority |
| -bankment | month |
| bill | S = society |
| T = attention | M = { mark |
| D = department | major |
| Ch = Chancery | N = national |
| J = journal | L = { liberal |
| company | limited |
| K = { council | R(down) = arrange-d- |
| capital | ment |
| captain | R(up) = { railway |
| Kr = { colonel | require-d |
| corporation | requirement |
| G = government | Sr(up) = conservative |

CHAPTER XXXVI

BUSINESS PHRASES

Phraseography in Business. 215. When the requirements of particular businesses have to be met, the principles of phrasing and intersecting may be given a special application according to the purpose for which they are required. Thus, while in a general sense  *p* intersected indicates the word *party*, it may, used to represent the word *policy* in an insurance office, and the word *pump* in an engineer's office. This allocation of a special meaning to an alphabetic stroke and a further application of the rules of phrasing are set out in the following lists. The following are intended to suggest similar phrases to be met with in various branches of business.

GENERAL BUSINESS

| | | | |
|---|------------------------------|---|-----------------------------|
|  | account sales |  | declare a dividend |
|  | additional cost |  | directors' report |
|  | additional expense |  | discount for cash |
|  | at your earliest convenience |  | early convenience |
|  | best of my ability |  | enclosed herewith |
|  | best of our ability |  | faithfully yours |
|  | best of their ability |  | five per cent |
|  | best of your ability |  | five per cent per annum |
|  | bill of exchange |  | from the last report |
|  | bill of lading |  | goods not to hand |
|  | board of directors |  | I am directed to inform you |
|  | by passenger train |  | I am directed to state |
|  | by return of post | | |

 I am in receipt of
your esteemed
favour
 I am in receipt of
your favour
 I am in receipt of
your letter
 I am instructed
 I am instructed
to inform you
 I am instructed
to state
 I am requested to
inform you
 I beg to acknow-
ledge receipt of
your favour
 I beg to acknow-
ledge receipt of
your letter
 I beg to call
attention
 I beg to enclose
herewith
 I enclose herewith
 I have to acknow-
ledge receipt of
your letter
 I have to call
attention
 I regard
 I regret
 in reply to your
esteemed
favour

 in reply to your
favour
 in reply to your
letter
 in your reply to
my letter
 not yet to hand
 ordinary rates
 postal order
 referring to our
invoice
 referring to our
letter
 referring to your
favour
 referring to your
letter
 referring to yours
registered letter
 respectfully
yours
 under bill of sale
 we beg to quote
 we respectfully
request
 your esteemed
favour
 your favour
 your obedient
servant
 yours faithfully
 yours obediently
 yours
 respectfully
 yours sincerely

Exercise 188

Write in shorthand

Dear-Sir,

In-rep'y-to-your-favour of-the 16th-inst., we-regret that-we cannot undertake-the responsibility of adopting your suggestions with-regard-to-the machine. We-are | willing to-execute the repairs to-the best-of-our-ability, and-on-the lowest-terms possible, but as we stated in-our last-letter, the methods you-propose would- | be attended with great risk to-the rider. If-you decide to-leave-the-matter to-us you-might inform-us by-return-of-post, and-we-will put-the | work in-hand at-once, so-as-to-be-able-to dispatch-the machine by-goods-train on-Saturday. We-need hardly-say that-we pay-the best-price for | all-the-materials we use, and-we guarantee them to be of-the best-quality obtainable. Referring-to-your-letter of-the 9th-inst., we-have-done our best to | induce-the carriers to-quote special-rates for-the-goods consigned to-you, but-they decline to-make any reduction on-the ordinary-rates unless-the traffic is considerably increased. | With-reference-to-our statement-of-account for last quarter, we-beg-to-call-attention to-the fact that-the balance due has-not-yet-been received, and- | we-will-thank-you for a cheque or a postal-order for-the-amount at-your-earliest-convenience. We-shall-give early-consideration to-your inquiries for-the special tandem, and-will- | forward-the specification desired as-soon-as-convenient.

Yours-faithfully,

(250 words)

Exercise 189

Write in shorthand

Dear-Sir,

I-am-in-receipt-of-your-letter of-the 24th, and I-regret-to-state that I-am-unable-to give-you-the information you-require. I- | can-assure-you I should-be-pleased to-do-so if-it-were possible. I-am-surprised to-hear from-you that-the funds of-your-society are in-such | a bad-way. I-regard-the objects of-the-society as most praiseworthy, and I-cannot-understand how it-is that public support should-be withheld. I-enclose-cheque for | ten-pounds as a subscription, and shall-be-glad to-give-the same-amount next year. I-am-much-obliged-to-you for-the copy of-the report.

Yours-faithfully, |

(120 words)

Exercise 190

Write in shorthand

Dear-Sir,

I-brought your-letter before-the Board-of-Directors at-their-meeting yesterday, but after some discussion they-were-obliged to postpone further-consideration of-the-matter until | the next Directors'-meeting, which-will-be held on-the last Tuesday-afternoon of-this-month. I-think-the Directors would-be-glad if-you would kindly set-forth your- | proposals more fully than | is done in-your-letter. The first-cost of-the-material is very-low, but-the question of-the additional-cost of-preparing it for-sale, | and-the additional-expense which-will-probably be incurred in advertising it is sure to be taken-into-consideration by-the-Directors, and-if they-had your estimate of what- | the total expenditure is likely to amount to, it-would-no-doubt help them in coming to a decision. If-you-will make-an-appointment for-some day next-week | I-shall-be-glad to see-you, and it-is-just-possible that I-may-be-able-to give-you some further-particulars. Meanwhile, I-have-the-pleasure to enclose | copy of-the-Directors'-Report published last-month.

Yours-faithfully,

(190 words)

Exercise 191

Write in shorthand

Dear-Sirs,

In-reply-to-your-letter of-yesterday, we-beg-to-state that-the bill-of-lading and-the bill-of-exchange were forwarded to-you by-first-post | on Tuesday-morning last, in registered-letter, addressed as-usual, and-we-are-surprised that-they-have-not | reached you. We-will make inquiries here, and-in-the-meantime, if- | you-receive-the letter kindly inform-us by wire at-once. Referring-to-our-letter of-the 27th ult., and your-reply to-same, we-have written-the works | pressing-them to-give early-attention-to-the-matter and to-make-the necessary-arrangements for forwarding-the goods to-the finisher as-soon-as-ready. We-have-instructed the | latter to-give-the-material the best-finish, and-we-have-no-doubt they-will-do-so. We-have-also mentioned your complaint as-to-the finish of-the last | consignment, and-we-are-assured that special-care will-be-taken to prevent a repetition of-the-mistake in-the future.

Yours-faithfully,

(173 words)

CHAPTER XXXVII

POLITICAL PHRASES

Phraseography in Political Matter. 216. The following phrases are illustrative of the kind commonly met in taking notes of political speeches, etc. The shorthand writer should keep himself informed in regard to the political questions of the day, and familiarize himself with the phrases which almost invariably accompany the introduction of any special legislation. The list of phraseograms here given will serve as models for similar phrases.

POLITICAL

| | | | |
|---|-----------------------------|---|-------------------------|
|  | Act of Parliament |  | First Lord |
|  | at the first reading |  | freedom of the press |
|  | at the second reading |  | freedom of trade |
|  | at the third reading |  | Home Rule Party |
|  | British Constitution |  | hon. and learned member |
|  | British Empire |  | hon. gentleman |
|  | Cabinet meeting |  | hon. member |
|  | Chairman of Committee |  | hon. member for Preston |
|  | Chancellor of the Exchequer |  | House of Commons |
|  | colonial preference |  | House of Lords |
|  | Commissioner of Works |  | Houses of Parliament |
|  | Conservative Party | | |

 Imperial
 Parliament
 in committee of
 supply
 in the House of
 Commons
 in the House of
 Lords
 Labour Party
 Leader of the
 House
 Leader of the
 Opposition
 Leader of the
 Party
 Liberal Party
 Liberal Unionist
 Liberal Unionist
 Party
 Local Govern-
 ment Board
 Lord of the
 Admiralty
 Lord of the
 Treasury
 member of
 Parliament
 my hon. and
 gallant friend
 my hon. friend
 National Insur-
 ance Act
 nationalization of
 railways
 naval estimates

 Parliamentary
 Committee
 party leaders
 plenipotentiary
 Postmaster-
 General
 Prime Minister
 President of the
 Board of Agri-
 culture
 President of the
 Board of Trade
 President of the
 Local Govern-
 ment Board
 proportional
 representation
 ratepayers
 right honourable
 right hon. gentle-
 man
 Secretary of State
 Secretary of State
 for the Colonies
 Secretary of State
 for the Home
 Department
 Secretary of State
 for War
 Secretary for War
 Tariff Reform
 United Kingdom
 United States

Exercise 192

Write in shorthand

The right-hon.-gentleman, the member-for-Preston, speaking in-the-House-of-Commons, on Tuesday-evening, on-the-proposal to increase-the numerical strength of-the Army-and-Navy, | referred to-the extraordinary growth of-the British-Empire during-the-last fifty years. He asserted with-much vigour that freedom-of-trade, freedom-of-the-people, and freedom-of- | the-Press, were-the rule in every-part of-His-Majesty's dominions, and he declared that every free-trader was bound to-give-the measure his support. His Majesty's-Government | had given most careful-consideration to-this-matter, and Ministers in both Houses-of-Parliament were quite unanimous in-the conviction that-such a measure was-necessary for-the safe-guarding | of-the vast interests committed to-their care. His right-honourable-friend, the Secretary-for-War, had shown exactly how-the proposed increase would-be distributed, and-the Chancellor-of- | the-Exchequer, the First-Lord-of-the-Treasury, and-the First-Lord-of-the-Admiralty had each advanced weighty reasons for-the adoption of-the-proposal. It-was-not a | party-question, and he trusted that-the right-honourable-gentleman, the Leader-of-the-Opposition, would-not attempt to-make party-capital out-of-it. It-was true, as-the | President-of-the-Board-of-Trade and-the Secretary-of-State-for-the-Home-Department had both candidly admitted, there-were several minor details of-the-measure open to amendment, | but-they-would, no-doubt, be amended in-committee, when-the Chairman-of-Committee would-give honourable-members, and especially * honourable-and-learned-member for Bath an opportunity of, debating these-points. The Leader-of-the-Opposition took exception to-the-manner in-which-the proposal had-been brought before-the House, and declared that sound reasons had-not- | been advanced for-its adoption. As Leader-of-the-Party in Opposition he claimed that fuller discussion should-be given to-the-measure before-the Government pressed it forward to | a division. The Secretary-of-State-for-War replied for-the-Government, and-the-motion was carried by a very large majority. (352 words)

Exercise 193

Write in shorthand

Topics of considerable interest were discussed at the district conference of the Labour-Party. There was much praise for the National-Insurance-Act. The question of the nationalization-of-railways in the United-Kingdom raised a lengthy and-interesting discussion. With-regard-to proportional-representation it was asserted that it was opposed by party-organizers because it would open the way to government by groups which would be contrary to the traditions of the British-Constitution. Much objection was taken to the increase in the naval-estimates for the current year, and some speakers averred that our plenipotentiaries abroad might do more to check the desire for increased armaments. The condition of the working-classes in the United-States and Germany was given as an argument against tariff-reform, while it was argued that the whole question of colonial-preference could only be satisfactorily settled by an Imperial-Parliament. (150 words)

Exercise 194

Write in shorthand

The Treasury had consented to enlarge the land-department. There would be one additional Sub-Commissioner and four Assistant Sub-Commissioners. The Treasury had also sanctioned an additional clerical staff to the number of eleven persons. A matter of great importance and difficulty at the beginning of this work had been the obtaining of suitable land. A great deal of land was expressly excluded by the Act. In some places there was not enough suitable land for all the applicants, and there were cases in which the only remedy for congestion was the migration of some of the applicants to other parts of Scotland. There were various causes which made rapid progress possible in the first year, but these would diminish as time went on. He hoped the Board would be able to bring into use for small-holders land which now was either not cultivated or not being used to the best advantage. During the past century a large area of arable cultivation had passed into permanent pasture, and he hoped it would be possible to place many small landholders on land of that kind—a process which would increase the number of men maintained on the soil. As to deer forests, there were two cases in which owners had offered to

negotiate for a settlement, and there were several other cases in which negotiations were going on. The question of compensation might make the taking of a small piece of land in the middle of a deer forest an extremely costly business. The first report showed that by the end of the year, subject to the decision of the land Court, arrangements had been made to provide for 500 applicants, and since then a great deal of work had been done. Many hundreds of cases were in various stages of development. The Board were anxious, not only to find land for small holdings, but also to assist their successful cultivation by giving the holders opportunities of practical instruction and demonstration, of learning the best methods of cultivation, of keeping up the quality of their stock, and by encouraging poultry and everything which would make the small holdings profitable. Co-operation amongst small holders was making satisfactory progress, and the Board were at present in communication with the Scottish banks for the purpose of seeing whether they could offer better credit facilities. (391 words)

CHAPTER XXXVIII

BANKING AND STOCKBROKING PHRASES

Phraseography in Banking and Stockbroking. 217.
The shorthand writer engaged in banking or stockbroking will meet with many terms peculiar to these branches of business, and he should equip himself with suitable and easily written phraseograms for their rapid representation. It will not be sufficient, however, for him to know the shorthand outlines for these phrases. He should make himself master of the meanings of the terms and their correct use. A study of the following lists will enable him to frame similar contractions for any phrase not included in the lists.

BANKING

| | | | |
|---|-------------------------------|---|----------------------------------|
|  | accepted for the honour of |  | clearing house |
|  | accepted payable in London |  | country cheque |
|  | ad valorem stamp |  | course of exchange |
|  | advance against a life policy |  | date of the maturity of the bill |
|  | arbitration of exchange |  | deed of transfer |
|  | bank note |  | draft on demand |
|  | bank post bill |  | form of indemnity |
|  | British Government Securities |  | in case of need |
|  | cable remittance |  | Joint Stock Bank |
|  | cancel the cheque |  | last indorser |
|  | circular note |  | London clearing bankers |
| | |  | long exchange |

| | | | |
|---|------------------------------|---|---------------------------------|
|  | memorandum of deposit |  | per procuration acceptance |
|  | metropolitan cheque |  | rate of exchange |
|  | negotiable instrument |  | refer to drawer |
|  | negotiable security |  | restrictive indorsement |
|  | nominal consideration |  | short exchange |
|  | not negotiable cheque |  | specially indorsed |
|  | orders to retire acceptances |  | telegraphic transfer |
|  | paying-in slip |  | town cheque |
| | |  | without recourse |
| | |  | written authority of the drawer |

Exercise 195

Write in shorthand

My-brother and-I are in Joint-Stock-Banks in-London. He-is in-the foreign-department and consequently he-is specially acquainted with-such expressions as arbitration-of-exchange, | course-of-exchange, rate-of-exchange, long-exchange, short-exchange, cable-remittance and telegraphic-transfers, and a draft-on-demand. The phraseology used in-connection-with bills is very interesting | to-him, and-in dealing-with a bill he has, of-course, to note the date-of-the-maturity-of-the-bill whether it-is specially-indorsed, or has a | restrictive-indorsement, or has on it the words without-recourse, or in-case-of-need. Bills are sometimes accepted-for-the-honour-of any party thereon, or accepted-payable-in- | London, or they-have a per-procuration-acceptance. A bank may-receive orders-to-retire-acceptance. I-am specially concerned with cheques which-may-be town-cheques, metropolitan-cheques, or | country-cheques, paying-in-slips, various bank-notes and circular-notes. Our-bank occasionally consents to-grant an advance-against-a-life-policy and accepts deeds accompanied by a memorandum- | of-deposit.

(182 words)

Exercise 196

Write in shorthand

I understand the significance of a nominal consideration, which is given for the purpose of avoiding paying ad-valorem stamp duty, a deed of transfer, a negotiable instrument, and a negotiable security, among which last British Government Securities take a premier place. A form of indemnity is used in connection with the loss of documents, and in other matters. Sometimes I have to write on a cheque "refer-to-drawer," and occasionally a cheque is not honoured without the written authority of the drawer, or the advice to "cancel-the cheque" is received. I have to pay particular attention to a "not-negotiable" cheque. Without the Clearing-House the London clearing-bankers would be unable to cope with the huge number of cheques which pass daily through their banks, the daily average being about £50,000,000. The amount of labour, both physical and mental, represented by this vast sum, is indeed wonderful. There are four clearings each day: Metropolitan, Town (morning), Country, Town (afternoon), at each of which the respective cheques are cleared. The busiest days are the fourth of the month when so many bills are payable, and the Stock-Exchange settlement days. (195 words)

STOCKBROKING

| | | | |
|---|------------------------|---|------------------------------|
|  | bearer shares |  | cum dividend |
|  | blank transfer |  | cumulative preference shares |
|  | buying for control |  | day to day money |
|  | capital liabilities |  | demoralized markets |
|  | carry-over facilities |  | directors' qualification |
|  | concentrating plant |  | dwts. per ton |
|  | consolidated annuities |  | ex-dividend |
|  | convertible gold bonds |  | first mortgage debentures |

| | | | |
|---|--------------------------------------|---|--------------------------|
|  | funded debt |  | prospectors' rights |
|  | guaranteed preference |  | reduction plant |
|  | interim dividend |  | second preference shares |
|  | letter of regret |  | sinking fund |
|  | low yielding securities |  | sinking operations |
|  | money a drug on the market |  | special settlement |
|  | non-cumulative preference shares |  | stock and share market |
|  | professional bear account |  | stocks and shares |
|  | professional bull account |  | Stock Exchange |
|  | proportion of reserve to liabilities |  | subscribed capital |
| | |  | surplus profits |
| | |  | upward movement |
| | |  | yield per cent |
| | |  | yield per ton |

Exercise 197

Write in shorthand

The young investor is apt to be nonplussed by the business vocabulary of the stockbroker. If he reads the financial articles on the stock-and-share-markets he will come across such expressions as buying-for-control, carry-over-facilities, day-to-day-money, money-a-drug-on-the-market, demoralized-markets, professional-bear-account, professional-bull-account, and upward- | movement. In the mining market section he will read of-prospectors'-rights, concentrating-plant, reduction-plant, sinking-operations, and the report of a year's working will mention dwts.-per-ton, | yield-per-ton, and yield-per-cent. He probably knows little of-directors'-qualifications, and is liable to be misled into buying low-yielding-securities. Among the various investments there- | are consolidated-sundries or

consols, a funded-debt of-the-government, cumulative-preference-shares, non-cumulative-preference-shares, first-mortgage-debentures, second-preference-shares, and so on. He may come | across blank-transfers and bearer-shares, and have to study the subscribed-capital, the capital-liabilities, the proportion-of-reserve-to-liabilities and-the surplus-profits of going concerns.

(179 words)

Exercise 198

Write in shorthand

He-will-have to pay special-attention to-the sinking-fund, an | amount which-is annually set aside out-of revenue and-invested with-the interest accruing to-provide, at | a future date, for-the redemption of a loan or a series of debentures, or for recouping the gradual shrinkage in value by exhausting the known profit-bearing resources of | a mine or similar undertaking. When taking-up stocks-and-shares he-will, of-course, be influenced by interim-dividends, and-whether-the stocks-and-shares are cum-dividend or ex- | dividend, and-in-some-cases after much trouble and-some worry he-may-receive a letter-of-regret. In-the-case-of companies being floated he-must notice if-the | Stock-Exchange is giving a special-settlement. Certainly the investment of-money so-as-to produce a satisfactory return is-no easy-matter, and-whether convertible-gold-bonds or guaranteed- | preference-shares are held, it-is-necessary to-exercise the greatest caution. Even-the most astute investor may-be deceived at-times by prospectuses, and balance-sheets may fail to- | reveal the true state-of-affairs of a company. (189 words)

CHAPTER XXXIX

INSURANCE AND SHIPPING PHRASES

Phraseography in Insurance and Shipping. 218. The following lists of phrases in common use in insurance and shipping are only a small selection of the total number of such-like phrases to be met with daily in either of these important branches of business. The shorthand-writer entering upon work in either an insurance or a shipping office should immediately set about familiarizing himself with the terms he will be called upon to write in shorthand and with their meanings. His value to his employers and his chances of promotion will depend largely upon his intelligent understanding of the terms employed and his unceasing efforts to extend his knowledge of the business.

INSURANCE

| | |
|--|---|
|  Accident Insurance Co. |  damage to premises |
|  approximate rate of premium |  damage to tyres |
|  automatic sprinklers |  date and term of insurance |
|  bonus year of the company |  dislocation of the wrist |
|  casual employment |  fire insurance |
|  claim for compensation |  immediate benefit |
|  combined accident and disease policy |  in full discharge of all claims |
|  damage by fire |  incombustible materials |
| |  Insurance Co. |
| |  interim bonus |

| | |
|--|---|
|  life insurance |  proposal form received |
|  life policy |  quinquennial valuation |
|  loan on the policy |  registered number of the car |
|  medical examination |  renewal of the policy |
|  morale of the risk |  responsibility of the company |
|  motor-car |  situation of the crane |
|  negligence of the chief engineer |  situation of the lift |
|  ordinary accident policy |  Third Party Indemnity Insurance |
|  Personal Accident Insurance |  Workmen's Compensation Act |
|  personal injury | |
|  policy is declared void | |
|  policies are declared void | |

Exercise 199

Write in shorthand

The operations of insurance-companies now cover a very extended field and are continually growing consequent upon legislative enactments and improved methods of locomotion. There is the Workmen's-Compensation-Act } which deals with accidents arising out of and in the course of employment, and claims for compensation are made for minor accidents such as the dislocation of the wrist and } unhappily also for fatal accidents. Often this compensation is paid in a lump sum in full discharge of all claims. Evidence of a definite contract or arrangement must be shown } in the case of casual employment before compensation can be claimed. Third-Party-Indemnity Insurance is concerned with the liability of persons to third parties in respect of personal injury } and damage to property.

(124 words)

Exercise 200

Write in shorthand

The rate-of-premium depends on-the *morale*-of-the-risk. In-the-matter of-motor-car insurance there-are-considerations of damage-by-fire and damage-to-tyres, and-| in-all-cases the registered-number-of-the-car must-be given. Then there-is indemnity for accidents-in-connection-with lifts, cranes and hoists in-which-the situation-of-| the-cranes, and-the situation-of-the-lifts are of-much importance. Personal-Accident-Insurance may-be covered by an ordinary-accident-policy or a combined-accident-and-disease-policy. | Fire-insurance covers damages-to-premises by fire, and among other precautions automatic-sprinklers are insisted upon where there-are other-than incom-bustible-materials. Life-insurance is often associated with | a medical-examination and policies-are-declared-void and-the responsibility-of-the-company ceases if material facts are hidden by-the insured. (143 words)

Exercise 201

Write in shorthand

Most insurance-companies have what-is termed-the bonus-year-of-the-company, and-some declare an interim-bonus. A quinquennial-valuation is taken by life-offices when bonuses are | declared and-provisions made for shareholders'-dividends where-the office is a proprietary one. It-is-true that-the holders of-life-policies payable with bonus pay a higher premium | than-the holders of life-insurance-policies payable without bonus, but it-is-not correct to assume that-the holders of bonus-policies merely receive back in-the form of | bonus the excess premium paid to-the Life-Insurance-Company. If a life-office could predict exactly its future mortality experience, rates of interest, realizable, and rates of-expense, it | could fix its premiums so-that it-would show neither profit nor loss. One-of-the-most attractive features of-life-insurance is-its simplicity. There-are-no legal costs | or charges to be faced, there-are-no trying and complicated investigations to be-made, requiring the skill and experience on-the-part-of-the principal personally or by deputy, | and-the business of obtaining a life-policy can-be completed in-the-course of a very-few hours, without incurring a single farthing of unproductive expense. (207 words)

SHIPPING

| | |
|--|--|
|  advances against shipment |  free on board (f.o.b.) |
|  advances on acceptances |  London office of the bank |
|  bill of lading in set of four |  Marine Insurance Act |
|  Board of Trade regulations |  marine insurance policy |
|  cable exchange rate |  Merchant Shipping Act |
|  captain's receipt for documents |  nature and cause of damage |
|  case of total loss |  not responsible for the damage |
|  cash against bill of lading |  Port of London Authority |
|  Chamber of Commerce |  remit draft on Paris |
|  charter party |  remit proceeds of bill |
|  constructive total loss of cargo |  salvage charges |
|  consular invoice |  shipping documents enclosed |
|  cost, insurance and freight (c.i.f.) |  telegraphic codes |
|  documents of title |  to be approved by the underwriters |
|  indorsed and confirmed |  value to be declared |
|  errors and omissions excepted (e. & o. e.) |  voyage policy |
|  foreign general average |  weight subject to correction |
|  free of general average |  York-Antwerp Rules |
|  free on rail (f.o.r.) | |

Exercise 202

Write in shorthand

The Port-of-London-Authority extends its sway over-the greatest and richest highway of-commerce ever-known to history, and it-is continually improving the conditions of shipping on- | the Thames. In matters relating to shipping the Board-of-Trade-regulations [have-to-be carried-out, while-the various chambers-of-commerce seek to-improve and modify any enactments | affecting the interests of-their-members. The Merchant-Shipping-Act, the York-Antwerp-Rules, and-the Marine-Insurance-Act have an important bearing on-the importation and exportation of-produce. | When goods are exported various documents are used according-to-circumstances. Among-these documents may-be a bill-of-lading-in-set-of-four, an invoice, marked *e.-&-o.-* | *e.*, a consular-invoice, and a marine-insurance-policy, which-may-be a voyage-policy.

(135 words)

Exercise 203

Write in shorthand

These documents, which-are frequently accompanied with a bill-of-exchange, form-the documents-of-title. If an advance-against-shipment is required, the documents-of-title, including-the Consular-invoice, | are forwarded to-the London-office-of-the-bank. The advice should-be marked "shipping-documents-enclosed." If a bill-of-exchange is sent through-the bank for-collection, any | special-instructions as to-the proceeds should-be given; for-instance, remit-proceeds-of-bill to-London; or, remit-draft-on-Paris. Sometimes a charter-party is employed, and for | all-these a captain's-receipt-for-documents is given. A shipper's prices may-be *f.-o.-b.*, *f.-o.-r.*, or *c.-i.-f.*, and insurance may-be free-of-general-average, or according-to foreign-general-average. In-all-cases risks must-be approved-by-the underwriters or they-will-not-be responsible-for-the-damage which-may occur. In making a claim the nature- | and-cause-of-damage must-be given, and-there-may-be a case-of-total-loss or constructive-total-loss. If salvage is-necessary the ship, freight, and cargo must | each pay its-own share-of-the salvage-charges. Consignees may-be written to by post with shipping-documents-enclosed.

(207 words)

Exercise 204*Write in shorthand*

Arrangements are often made for bankers to make advances-against-shipments, or advances-on-acceptances. The banker forwards the documents to-his agent abroad who presents-the bill-of-exchange | for acceptance or payment upon-which-the agent will surrender the shipping-documents. The London-office-of-the-bank will-be advised and-the shipper will-be credited with-the | margin, or difference between-the advance made and-the amount-of-the-bill. Instructions are often given to remit-draft-on-Paris, to remit-proceeds-of-bill by telegraphic-transfer, | or to cable-exchange-rate, and telegraphic-codes are employed. These usually consist of key-words or figures, each word or group of figures representing a complete sentence.

(118 words)

CHAPTER XL

TECHNICAL AND RAILWAY PHRASES

Phraseography in Engineering and Railway Offices.
 219. There is no more difficult form of note-taking than that to be met with in the offices of electrical and mechanical engineers or certain departments of railway work. Special care is, therefore, necessary on the part of the shorthand writer undertaking such work. It is not, of course, to be expected that he should have a great 'deal of technical knowledge; but it is very desirable that he should endeavour to acquire at least a general knowledge of the difference in meaning of terms which are more or less similar in sound. He will find that the terms used are dictated at a fairly rapid rate, and that his outlines for them must be clearly and easily written. Very much more extensive lists of phrases are given in the publishers' series of Shorthand Writers' Phrase Books, to which the shorthand writer entering for the first time the office of an engineering concern or a railway is referred.

ELECTRICAL AND ENGINEERING

| | | | |
|---|------------------------|---|---------------------------|
|  | alternating current |  | discharge resist-
ance |
|  | automatic
apparatus |  | discharge chamber |
|  | Bessemer steel |  | earth currents |
|  | lock signal |  | eddy currents |
|  | civil engineer |  | electric current |
|  | combustion
chamber |  | electrical engineer |
|  | current density |  | energy current |

| | | | |
|--|----------------------------|--|----------------------------------|
| | energy resistance | | primary coil |
| | exhaust valve | | primary currents |
| | free charge | | railway engineer |
| | heating apparatus | | residual charge |
| | high resistance | | resistance board |
| | high voltage | | resistance of
copper circuits |
| | induction coil | | rotary converter |
| | lever and weight | | rotary
transformer |
| | safety valve | | secondary coil |
| | low pressure
cylinder | | secondary current |
| | low voltage | | sight feed |
| | mechanical
stokers | | lubricator |
| | monophasic
generator | | spring balance |
| | no voltage attach-
ment | | safety valve |
| | pressure gauge | | vacuum brake |
| | primary battery | | water cooling
plant |

Exercise 205

Write in shorthand

The history of engineering is a very fascinating subject, and the remains of remote antiquity, as exemplified in the pyramids of Egypt, and of Stonehenge in our own island, testify to the early skill of men in matters relating to engineering. It was about the middle of the 18th century that the profession of engineering originated, and today it is one of the foremost in the world. There are many subdivisions such as military, mining, mechanical, civil, railway, sanitary and electrical, and as electricity is now so generally applied it is necessary for most engineers to be electricians also. Electricians must understand what is meant by earth currents, eddy currents, electric circuits, alternating currents, residual charge, resistance board, rotary transformer, or rotary converter. (124 words)

Exercise 206

Write in shorthand

The railway-engineer is concerned, more-or-less, with block-signals, heating-apparatus, Bessemer-steel, and vacuum-brakes, while-the mechanical-engineer pays special-attention to automatic-apparatus, combustion-chambers, | exhaust-valves, low-pressure-cylinders and high-pressure-cylinders, mechanical-stokers, sight-feed-lubricators and water-cooling-plants. He-has to-consider-the advantages and disadvantages-of-the lever-and- | weight-safety-valve and-the spring-balance-safety-valve, and also of-the surface-condenser, which-is a device employed for condensing exhaust-steam without mixing-it with cold-water. | The method is-now universally used in marine engines. (99 words)

Exercise 207

Write in shorthand

Among other things, the electrical-engineer should-know-that power delivered from-the monophase-generator is pulsating, that from-the multiphase-generator is constant; that current-density is-the amount | of current per unit of area of a cross-section of a conductor; that an induction-coil is an apparatus used for obtaining a very-small-current at a very | high-voltage from a battery-current of low-voltage, and hence really a transformer especially adapted to work a continuous-current from a few cells; that a primary-coil is- | that coil of an induction-coil, transformer, etc., through which flows a primary-current, with-the original-current, whose fluctuations are to be utilized in-order-to induce another or | secondary-current in-the secondary-coil of-the apparatus; and-that copper-loss is-the waste of-energy through-the resistance-of-copper-circuits in electric-plant, the energy being | dissipated in-the form of heat. The dynamo is a reversible machine, that-is-to-say, it-may-be used either as a dynamo or as a motor. In-the- | first-case, the machine is driven by a steam-engine or gas-engine or turbine, and gives out electrical-energy. In-the-second-case, electrical-energy is imparted-to-the | machine. (211 words)

RAILWAY

| | | | |
|---|--|---|--------------------------------|
|  | break down plant |  | locomotive |
|  | British Railways |  | superintendent |
|  | Charing Cross
Station |  | loss in transit |
|  | chief mechanical
engineer |  | main line |
|  | defective signal |  | Paddington
Station |
|  | diesel engine |  | passenger brake
van |
|  | dining car |  | passenger traffic
committee |
|  | district traffic
manager |  | passenger train |
|  | driver's report |  | passengers'
luggage |
|  | engine driver |  | permanent way
committee |
|  | fast passenger
train |  | railway directors |
|  | first class
compartment |  | railway executive |
|  | general manager |  | railway manager |
|  | goods traffic
committee |  | railway receiving
station |
|  | high pressure of
steam |  | St. Pancras
Station |
|  | King's Cross
Station |  | sleeping saloon |
|  | locomotive and
engineering
committee |  | Station Master |
|  | locomotive
department |  | superintendent of
the line |
| | |  | telegraph
superintendent |
| | |  | third class
compartment |
| | |  | traffic manager |

Exercise 208*Write in shorthand*

We left King's-Cross-Station on time, but owing-to a defective signal near Grantham we suffered a delay of fifteen minutes. We-were being hauled by-one-of-the | latest diesel engines, and-the engine-driver, who had-the Chief-Mechanical-Engineer in-the cab with him, made up most-of-the time before-the train reached Berwick. His | speed, at-times, was well over 70 miles-an-hour. For a heavy passenger-train this-was a fine performance. On-our arrival at Edinburgh I-had a chat with- | the engine-driver, and he told-me that-the locomotive was capable-of a much higher speed, but he had-to-reduce speed fairly frequently because-of permanent-way "slows." | The Station-Master, and-the Locomotive-Superintendent, who then came forward, showed great interest in-the driver's and-the Chief-Mechanical-Engineer's account of-the performance of-the locomotive. (149 words)

Exercise 209*Write in shorthand*

For-purposes-of administration the work of a railway is divided into many-departments under-the-control of-the general-manager, who ultimately settles all disputes. Then there-are-the | chief-mechanical-engineer, who-is-the head-of-the locomotive-department which-has very complicated matters to negotiate, the traffic-manager, the locomotive-superintendent, the superintendent-of-the-line, the | telegraph-superintendent, and so on; while various committees, such-as-the goods-traffic-committee, the locomotive-and-engineering-committee, the passenger-traffic-committee and-the permanent-way-committee decide important- | matters concerning-the working-of-the line. The settlement-of-claims made by-clients of-the railways is a very difficult problem, and often leads to actions in-the-law- | courts. (121 words)

Exercise 210*Write in shorthand*

To cope with these and other matters, such as the rating of the railway by public bodies, a staff of fully-qualified solicitors is employed by each company. The very- | important and complicated work of the equitable division of receipts for the carriage of passengers and goods, demurrage on wagons, etc., is performed at the Railway-Clearing-House. Long-distance | passenger-trains may have sleeping-saloons and dining-cars, and many companies have discontinued second-class compartments on all-trains. Nearly all passenger-trains have a passenger-brake-van for | passengers'-luggage and merchandise and perishables for quick transit. (99 words)

CHAPTER XLI

LEGAL PHRASES

Phraseography in Legal Work. 220. The law has, to a large extent, a vocabulary and terminology of its own, and the shorthand writer engaged upon legal work, whether in taking notes of correspondence and of documents, or as note-taker in courts, must have a fairly wide acquaintance with the peculiar style of language employed. The court reporter must also be familiar with quite a number of leading cases, because reference to these is of everyday occurrence, and ignorance of them would make his work difficult, if not, indeed, impossible. Neatness of outline formation in legal note-taking of any description is of the utmost importance, and absolute accuracy* of transcription is essential. No pains, therefore, should be spared by the writer to make himself thoroughly efficient, both in general knowledge of the matter he will be sure to meet with in the course of his work, and in regard to the actual writing of his shorthand notes.

LEGAL

| | | | |
|---|----------------------------------|---|--------------------------------|
|  | affidavit |  | counsel for the
defence |
|  | Articles of
Association |  | counsel for the
defendant |
|  | bankrupt |  | counsel for the
plaintiff |
|  | bankruptcy |  | counsel for the
prisoner |
|  | breach of promise
of marriage |  | counsel for the
prosecution |
|  | Central Criminal
Court |  | Court of Criminal
Appeal |
|  | Chancery Division | | |
|  | circumstantial
evidence | | |

 Court of Appeal
 deed of settlement
 deed of trust
 deed of assignment
 Divisional Court
 documentary
 evidence
 Ecclesiastical
 Court
 employers'
 liability
 equity of redemp-
 tion
 examination in
 chief
 executor
 executrix
 false pretences
 Habeas Corpus
 heirs, executors,
 administrators
 and assigns
 heirs, executors,
 administrators
 or assigns
 High Court of
 Justice
 judgment
 summons
 jurisprudence
 justice of the peace
 learned counsel
 learned counsel
 for the defence
 learned judge
 legal estate

 legal personal
 representative
 Lord Chancellor
 Lord Chief Justice
 marriage settle-
 ment
 may it please your
 honour
 memorandum of
 association
 my learned friend
 official receiver
 official writer
 originating
 summons
 power of attorney
 Probate, Divorce,
 and Admiralty
 Division
 Queen's Bench
 Queen's Bench
 Division
 Queen's Counsel
 real estate
 recognisance
 reversionary
 bonus
 trust funds
 verdict for the
 defendant
 verdict for the
 plaintiff
 voluntary
 conveyance
 will and testament
 your worship

Exercise 211

*Write in shorthand**Re SMITH, a Bankrupt*

T. B. GILL, Esq.

Dear-Sir,

The action brought by the Official-Receiver to test the validity of the Bill-of-Sale given to you by | Mr. Smith, came on for trial today in the Queen's-Bench-Division of the High-Court-of-Justice, before Mr. Justice Bright. I regret to say that the learned-judge, | after hearing the arguments on both-sides, decided against you on the ground that the document is not in accordance with the form prescribed by the Act-of-Parliament relating | to Bills-of-Sale. You will remember that I have many times pointed out to you that the Bills-of-Sale Act is so obscurely worded that great numbers of | Bills-of-Sale prepared by the most eminent conveyancers have been set aside on the same ground. It is open to you to carry the matter to the Court-of- | Appeal, but I do not advise that course.

Yours-truly,

(160 words)

Exercise 212

Write in shorthand

Mr. Walter Morton's progress at the Bar has been unusually rapid. He was called in 1947. Before he had been two years at the Bar | he had been counsel for the plaintiff in an action for breach of promise of marriage, and counsel for the defendant in actions in the Probate, Divorce, and Admiralty Division; | he had appeared in the Ecclesiastical Court and twice before the Lord-Chief-Justice in Habeas-Corpus cases. In every instance he was successful. If he represented the plaintiff the | result was a verdict for the plaintiff, and if he represented the defendant the result was a verdict for the defendant. He is respected in the High-Court-of-Justice | for his thorough knowledge of the Common-Law, and is always heard with marked attention in the Divisional Court. He argued with great ability a novel point raised on a | commercial summons in the Queen's-Bench last week. He has been retained in an important action on a bill of lading, and also in several assessment appeals arising out of | the recent quinquennial valuation. He is an authority on the vexed question of employers' liability.

(195 words)

Exercise 213

Write in shorthand

Those who heard his arguments the other day as to the difference between the meaning of the two phrases, "heirs, executors, administrators, *and* assigns," and "heirs, executors, administrators, *or* assigns," | will not soon forget his keenness. He was equally brilliant lately when a notary-public was sued in an action for negligence. As he refuted the arguments of the learned- | counsel-for-the-defendant, "my-learned-friend" must have felt overwhelmed. In-consequence-of the death of his-
 father, under whose will-and-testament he inherits considerable personal-estate and | real-estate he-is-not dependent upon his profession. People are already speculating as-to when-he-will-be-made a Queen's-Counsel. He-has-been nominated as a Justice- | of-the-Peace for Surrey, his father's county. He-is-the prospective candidate for a very large constituency in-the-North of England and he-is in great demand as | a political speaker. There-is-no-doubt that at-the first opportunity he-will-be elected to-represent-the constituency in-Parliament. His intimate friends are hopeful that in-due | time he-will fill the highest judicial position in-the land, and-they feel sure he-would-be an ornament to-the office.

(203 words)

CHAPTER XLII

THEOLOGICAL PHRASES

Sermon Reporting. 221. Very many students of shorthand make an opportunity of practising the art by taking notes of the sermons delivered in the various places of worship in their neighbourhood. There are peculiar difficulties in this kind of note-taking, because of the necessity for taking notes without a firm rest for the notebook. A piece of stiff cardboard, or of thin wood, attached to the back of the notebook will be found to answer the purpose of a knee-rest very well, and practice will make the note-taking under these conditions a fairly easy task. The writer must guard against allowing the neatness of his notes to be affected by the unusual conditions under which they are taken.

THEOLOGICAL

| | | | |
|---|--------------------|---|------------------|
| ~ | Almighty God | ~ | covenant |
| 2 | archbishop | 5 | ecclesiastic-al |
| h | atonement | 7 | Episcopal Church |
| h | baptize-d-st-m | 7 | Episcopalian |
| h | Calvinism | 7 | Epistle to the |
| h | Catholic faith | 7 | Corinthians |
| f | Children of Israel | 7 | Established the |
| f | Christ Jesus | 7 | Church |
| f | Church and State | 7 | evangelical |
| f | Church of | 7 | everlasting life |
| f | England | 7 | Feast of Taber- |
| | | 7 | nacles |

| | |
|--|--|
|  fellow-creature |  Methodism |
|  fruits of the Spirit |  my beloved |
|  glad tidings |  brethren |
|  goodness of God |  my text |
|  gospel of peace |  New Testament |
|  Greek Church |  Scriptures |
|  Heavenly Father |  Nonconformist |
|  Holy Scripture |  Nonconformity |
|  Holy Word |  Old Testament |
|  House of Israel |  passage of |
|  in Jesus Christ |  Scripture |
|  in the presence of |  Presbyterian |
|  God |  resurrection of |
|  in the providence |  Christ |
|  of God |  Revised Version |
|  in the sight of God |  Right Reverend |
|  in the words of |  Right Rev. Bishop |
|  the text |  Roman Catholic |
|  Jewish dispensa- |  Roman Catholic |
|  tion |  Church |
|  kingdom of Christ |  Sabbath day |
|  kingdom of God |  Sermon on the |
|  kingdom of |  Mount |
|  heaven |  tabernacle |
|  knowledge of |  transubstantiation |
|  Christ |  United Free |
|  Lord and Saviour |  Church of |
|  Jesus Christ |  Scotland |
|  Lord Jesus |  Virgin Mary |
| minister of the | Wesleyan |
| gospel | Methodist |
| | world without end |

Exercise 214

Write in shorthand

Humanity owes much to the Church-of-Christ, in which the true children-of-God have been animated by the Holy-Spirit to Christian-faith and-practice, and to the | advocacy of the gospel-of-peace, and the promotion of a love of our fellow-creatures in every child-of-God. Though the relations of Church-and-State in various | lands have not been always what could be desired, yet in the providence-of-God the fruits-of-the-Spirit have been revealed, so that in the Church the knowledge- | of-Christ has increased, and in the world in the providence-of-God there has been an extension of the kingdom- | of-Christ. The blessing of the divine Head-of- | the Church, and the outpouring of the Holy-Spirit, have been often asked on foreign-missions and home-missions, as well as on Sunday-school work, and other methods in- | which Christian activity has manifested itself to bring into the kingdom-of-God the ignorant and indifferent, by taking to them a knowledge-of-Christ and-of-the Holy-Word, | by bringing to them the glad-tidings of the goodness-of-God and a knowledge of the kingdom-of-heaven, and of Him who is at the right hand-of- | God.

The minister-of-the-Gospel selected a passage in the word-of-God from the Revised-Version, and said that in the words-of-the-text, or in my- | text, taken from St. Paul's-Epistle to the Colossians, they would find authority for his addressing them not as my-beloved-brethren, my-brethren, or my-dear-friends, but as- | he proposed to do in the sight-of-God, and feeling that they were in the presence-of-God, as faithful brethren in-Christ, accepting the Catholic-faith, looking to- | the same Heavenly-Father, having the same trust in Almighty-God, and believing in an everlasting-God, world-without-end, the ruler over heaven-and-earth for-ever-and-ever. | (330 words)

Exercise 215

Write in shorthand

Christianity as represented in the Christian-Church is the religion of the European race, the principal bodies engaged in its maintenance or dissemination being the Roman-Catholic-Church, the Greek- | Church, the various national Established-Churches, the Free-Churches, and many other organizations

which find their faith and-practice in-the New-Testament-Scriptures. There-are, at-the-same-time, | scattered among-the nations-of-the-earth, descendants of-the Children-of-Israel who obey the Mosaic-law, observe-the Sabbath-day, the Feast-of-Tabernacles, and-the Festival of- | the Passover. and-find spiritual guidance in-the Old-Testament.

Our-Lord-Jesus-Christ was-born under-the Jewish-dispensation, and-with-his parents visited Jerusalem in-his twelfth year. | Here he-was found by Joseph and-his mother, the Virgin-Mary, among-the great-ones of-the House-of-Israel. John the Baptist bore testimony that-the Lord-Jesus- | Christ was-the Lamb-of-God, and at-the first call of-the disciples, testimony was-borne that-the Lord-Jesus was-the Son-of-God. At-the second call, | the first four in-the Apostolic College were chosen. Among-the-words of-the Lord-and-Saviour recorded in-the Gospels, the Lord's-Prayer is-the-most widely known and | used; and-of our-Saviour's teaching, the Sermon-on-the-Mount is perhaps most generally quoted. The institution of-the Lord's-Supper is recorded by three of-the Evangelists, and- | the-last discourses of-the Lord-and-Saviour-Jesus-Christ by St.-John. (253 words)

CHAPTER XLIII

SPECIAL LIST OF WORDS

222. (a) The fact that the English language contains very many words which have a similar consonantal structure was early recognized by the Inventor of Pitman Shorthand, and provision was accordingly made in the system for the easy differentiation of these words by distinguishing outlines, so that the writer would have no difficulty either in the writing or in the transcription of these similarly constructed words. It is, indeed, mainly this inherent power of readily distinguishing similar words that makes Pitman Shorthand at once legible and capable of being written with extreme rapidity.

(b) It will be found that the application of the ordinary rules of the system provides distinguishing outlines in the great majority of cases, but where this is not so, distinction is obtained by the insertion of a vowel or, in a few cases, by placing the outline out of position, or by writing a full outline instead of applying an abbreviating principle. In studying the following list of outlines, the student should seek to appreciate fully the reasons for the various forms and positions. Where a line contains more than one word, the first word is the root word, others being derivatives. The list of words here given is not, of course, exhaustive. The student may easily compile further lists for himself and, proceeding upon the method here illustrated, he may at one and the same time test his vocabulary and enlarge it by starting with a few root words and from them building up lists of words formed from them by the addition of prefixes and suffixes.

Exercise 216*Read, copy, and transcribe*

1. Compatible
2. Pity
3. Petrify
4. Putrefy
5. Patron
6. Passion
7. Patient
8. Poor
9. Pure
10. Purpose
11. Perhaps
12. Propose
13. Prepare
14. Proper
15. Property
16. Propriety
17. Appropriate
18. Protect
19. Product
20. Compare

Exercise 217

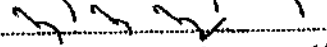
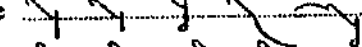
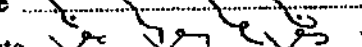
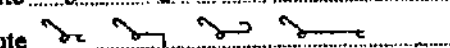
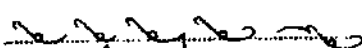
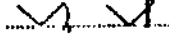
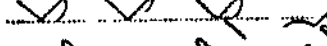
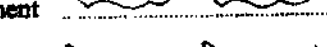
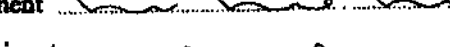
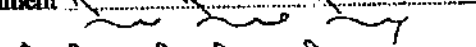
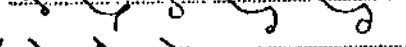
Write in shorthand

Is-it compatible with fairness to-call-the trader a useless member of society, one that stands between producers and takes toll of-the-goods that are exchanged? That-is | a proper question, for-we-have-seen-that, although money intervenes in-order-to facilitate exchange, the appropriate fact is-that commodities are exchanged for commodities, the pure wheat of | Canada for-the railway-material of Warwickshire, the beef of-the Argentine for-the woollens made and-prepared in Bradford. The farmer of-the far-stretching fields beyond Winnipeg works, | perhaps, for-the-purpose-of feeding-the operatives in an engine-shop at Birmingham. Men tend cattle on-the great plains of-South-America so-that British workers may-be- | the better fed. And-the poorest worker here toils for-those separated from-him by wide areas of sea and land. It-is-not improper or inaccurate to say that- | we-are all exchanging services. We-may ask with perfect propriety, is a middleman, a trader, necessary? We-are-prepared to say that-he-is; it needs little thought or | comparison of argument to-bring home to-ourselves how indispensable the trader's work is. The proposition is almost self-evident. When, as happened occasionally during-the pitiable days of-the war, | the Government felt constrained to-take into its-own-hands the distribution of-some commodity—petrol, or meat, or accommodation on-board steamers—it-was obliged to appoint armies of | officials who did, after a certain amount of-preparation and-training, what traders had done cheaply and smoothly before. The work was, of-course, incompatible with their intentions in | early-life, but it-was important, and required patience to-carry it through. There-is-no essential difference between-the work of-the-trader and-the work of another man. | The trader is helping to-move products—and to-move things is-the only act that-man is capable of; the trader helps-the commodity along its lengthy journey from- | its production to-its consumption. The trader seeks to-place commodities where-they shall-be of-most service for-men. That is-his purpose or business in life. He-must- | know where-the best and cheapest commodities are to-be had; he-must-know also where-these commodities will satisfy-the keenest demand.

(383 words)

Exercise 218

Read, copy, and transcribe

1. Operate 
2. Porter 
3. Proffer 
4. Prefer 
5. Provide 
6. Pervade 
7. Persecute 
8. Prosecute 
9. Person 
10. Parson 
11. Pursue 
12. Perish 
13. Prominent 
14. Permanent 
15. Pre-eminent 
16. Prince 
17. Beauty 
18. Bribe 
19. Birth 
20. Bury 

Exercise 219

Write in shorthand

We are all sellers and buyers. Parson or layman, prince or peasant, we are all either providers or consumers of things. We proffer services or offer goods to others and—| if we are keen we prosecute a person who illegally tries to prevent us from carrying on our legitimate business. We live by exchanging, by buying and selling; and for our own sakes it behoves us to acquire some skill in the operation or making of bargains. This is true whether we are exporters or importers, manufacturers or merely dealers. In any event, we | sell our services and so buy money. This money we change into those things we desire most—and which are provided by others—into the necessaries and comforts of existence, | a beautiful house, an extensive library of permanent value, or whatever we may prefer to add to our reasonable enjoyment of life. In agriculture itself, people are ceasing to produce—| the things they consume; the farmer sells his milk and cream and buys butter, or contents himself with the substitute that tropical Africa has lately added to our tables; he sells his cattle and buys beef of the butcher who carves an ox fœd on the pampas of South America; he no longer makes even his own flour. The essential, | all-pervading fact of our economic life is exchange. Apart from agriculture, we should be unable to produce sufficient to sustain the simplest life, and we should perish. By means—| of exchange and the co-operation it brings about, we are enabled to produce enough to satisfy a very complex life. We go to the market with our goods, perishable or | imperishable. Our goods may not be embodied in commodities that can be weighed or measured; they may be, as usually are, merely proffered services. But whether we offer | services | for the permanent or temporary accommodation of others—or whether we have visible and tangible commodities—pairs of boots, or pounds of bacon, or attractive ties, or succulent fruits—makes | no difference. It is our supply, and this is the course to pursue if we would be a seller of what we have. In our minds we attach a minimum | price to it, what the auctioneer calls a reserve price. Unless we get that price we shall withdraw from the market, and no bidder can bribe us to sell at | a figure below that price.

(395 words)

Exercise 220

Read, copy, and transcribe

1. Abundant
2. Abandon
3. Tuition
4. Temporal
5. Temper
6. Attend
7. Continue
8. Continent
9. Travel
10. Trivial
11. Iterate
12. Debt
13. Doubt
14. Audit
15. Edit
16. Detriment
17. Determine
18. Differ
19. Defer
20. Adverse

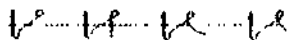
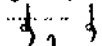
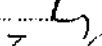
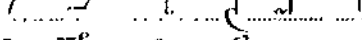
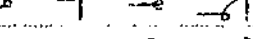
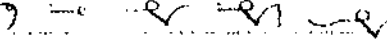
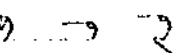
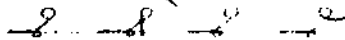
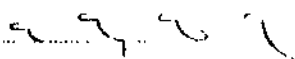
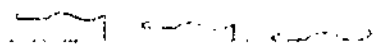
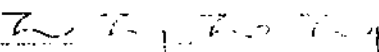
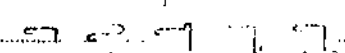
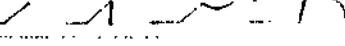
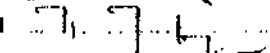
Exercise 221

Write in shorthand

Unless a business-man has an abundant knowledge of the fundamental art of calculating he will be hopelessly outclassed in the keen competition of modern times, and might even have to abandon a business-life. An apparently trivial amount, a tiny fraction may make the difference between profit and loss and turn a favourable amount into an adverse balance. In no branch of commerce is this more evident than in transactions with the continent and other parts of the world. So many factors have to be taken into consideration that the middleman, by whose offices such transactions are settled, must calculate to a nicety. He cannot afford to make a rough estimate, or leave the matter to an inefficient man or woman. Men or women inexperienced in figures would be useless in such offices. He carries on his business of bill-broking—of buying from those who have credit abroad and selling to those that seek credit—largely on borrowed money for which he pays interest. He cannot charge very high for his services for two reasons. Other brokers are available; and there are other ways of settling debts than the buying of a draft to send abroad. The debtor may procure gold and himself dispatch it, or he may send a security to his foreign creditor—a railway debenture, a municipal bond, a mortgage on land, though he would not be indifferent as to the choice. For in a sense we can, in these days, so closely identified is property with the legal title to it, export our fields and factories, our railroads and canals, to pay for our imports. However, a debtor resorts to the export of gold or securities only as a temporary measure, when the bills of exchange are at a price he judges exorbitant. What is the exorbitant price which determines his choice? It is a price beyond that which he would be required to pay for gold and for the expenses of sending it to his creditors, or for the security that would in the foreign country command enough credit to cancel the debt. When we are guided, as normally we are, by economic considerations, we elect the cheaper instrument for performing a necessary operation; we do not give good money when poorer will suffice. That would be detrimental to our business, as the audited accounts would afterwards show.

Exercise 222

Read, copy, and transcribe

1. Diverse 
2. Decease 
3. Disease 
4. Dear 
5. Agent 
6. Act 
7. Cause 
8. Access 
9. Excise 
10. Exercise 
11. Cultivate 
12. Column 
13. Culminate 
14. Calumny 
15. Create 
16. Carry 
17. Credence 
18. Credit 
19. Accord 
20. Guide 

Exercise 223

Write in shorthand

The view taken of-the very diverse changes and chances of-
 life varies with different people, and-with-the same people at
 different times. Some there-are who-would perform- | the same
 journey, work at-the-same desk, have lunch at-the-same table
 day after day, year in and year out. They-are, apparently,
 merely mechanical agents, and-nothing | short of sickness,
 culminating in chronic disease, would alter their habits. They
 cultivate a disinclination to-exercise their undoubted right to
 change. They prefer routine to-risk, and are appalled | when-
 they consider-the uncertainties that dog their paths from one
 cause or another. They carry-on, accordingly, in-the-same-way,
 year after year, until their decease. Our modern | trade facilities
 have, indeed, removed from tolerably civilized societies many of-
 the risks of famine or scarcity or sudden death or ruin that-men
 ran in ruder times. We-have | a security of-person and-property
 such-as was-not enjoyed in-the best days of-the Roman peace;
 and-the cheapness and ease of-transport enable-the surplus of- |
 one area to-supply-the deficiency of another. Modern conditions
 have created a different atmosphere, and-we-are, in a sense, very
 different creatures. We-are freed from-the drawback | of-which
 Mill speaks: "In poor and backward societies, as in-the-East,
 and-in Europe during-the Middle-Ages, extraordinary differences
 in-the-price of-the-same commodity might | exist in-places not
 very distant from each-other, because-the want of-roads and
 canals, the imperfection of-marine navigation, and-the insecurity
 of communications generally, prevented things from | being
 transported from-the places where-they-were cheap to-th^{at}
 where-they-were dear. The things most liable to fluctuationsⁱⁿ |
 value, those directly influenced by-the seasons, were | seldom
 carried to any great-distances. Each locality depended, as-a
 general-rule, on its-own produce and-that of-its immediate
 neighbourhood. In-most years, accordingly, there-was, in- |
 some part or-other of any large country, a real dearth. . . . In
 modern-times there-is-only dearth where there formerly would-
 have-been famine, and sufficiency everywhere when anciently |
 there-would-have-been scarcity in-some-places and superfluity in
 others."

(372 words)

Exercise 224

Read, copy, and transcribe

1. Good
2. Guard
3. Grade
4. Grant
5. Guarantee
6. Factor
7. Favour
8. Fall
9. Felon
10. Fortune
11. Four
12. Far
13. Further
14. Fresh
15. Form
16. Farm
17. Firm
18. Evident
19. Confide
20. Avoid

Exercise 225

Write in shorthand

It is evident that we shall hardly succeed in our business relations unless we understand something of the law that guards and guarantees our legal rights, and in the last resort enforces the performance of bargains. We must in our duties as ordinary citizens have some degree of knowledge in the laws in order that we may protect ourselves against the felonious acts of felons or would-be felons. In matters of business we need to have a keener appreciation of our rights and obligations, or we shall probably fall into serious mistakes and, possibly, lose our whole fortune. Certainly we are not to suppose that men act honourably in business merely because they are constrained by the law. Merchants, factors, agents and owners of factories perform their contracts without thinking about the possibility of a law-suit, even as they respect the property of their neighbours from other motives than a dread of punishment for thieving. Confidence in the honesty of others there must be, or business would be impossible. Contracts were performed long before there was a law of contracts; and numberless bargains are effected that the law would not think of enforcing. Much of our mercantile law is, in fact, simply the custom of merchants made authoritative and applicable to all grades of business. What men have found convenient to do, what has conduced to the smooth working of buying and selling, has been adopted and made effective, and few seek to avoid their obligations. The merchants enjoyed special privileges and were subject to special duties; and their usages were binding only upon them. These usages were a body of customs by which trade was facilitated and they were more firmly established as time passed. Recognized as binding by the merchants this body of customs was gradually incorporated into the law that everyone, whether merchant or farmer, factor or agent, is constrained to observe. Such law is, as was declared by a judge of a case in 1875, "neither more nor less than the usages of merchants and traders. They have been ratified by the decision of courts of law, which, upon such usage being proved before them, have adopted them as settled law." In the present tendency to consolidate the law, most of the usages are contained in the Sale of Goods Act of 1893.

(393 words)

Exercise 226

Read, copy, and transcribe

1. Inevitable
2. Value
3. Avail
4. Convulse
5. Evolution
6. Violent
7. Converse
8. Support
9. Separate
10. Situate
11. Station
12. Structure
13. Consider
14. Secret
15. Secretary
16. Secrete
17. Sacred
18. Consist
19. Short
20. Emigrate

Exercise 227

Write in shorthand

The assuming of risks, the shouldering of responsibility for bearing losses that may arise, is incident to all business and it is inevitable. However far one pushes the invaluable practice of insurance, this will not avail entirely, and something must needs be left to chance. Nor, on the whole, would it be good for man if chance were altogether eliminated from life and separated from business. Uncertainty adds considerable piquancy to a drab existence though, of course, nobody desires convulsive or violent changes for the sake of variety. Though we are, taking us all round, a very cautious race there are never wanting among us those willing to take the chances inseparable from business. And taking one with another the risk-takers profit because, since more are ready to devolve risk from themselves than are ready to assume it, they can put a premium upon their services. Those services are real. What people call "remuneration for risk" is really earned. Unless plans were made for a more or less distant future, no progress would be possible; but as soon as futurity comes into the account, chance enters too. The Time Element—"the changes and chances of this mortal life," as it is expressed—implies uncertainty. A natural instinct prompts us to consider enjoyments now as more eligible than enjoyments that are to come. Few future events are quite free from uncertainty; gilt-edged securities of the most unblemished reputation fluctuate in value, as anyone with secretarial experience will know. The man that sinks a mine, even though he acts upon the advice of a geological expert, runs risks; for geology itself is not yet infallible. The emigrant frequently risks a good deal. The rubber planter in Ceylon takes risks of political upheavals that might conceivably sweep away his property rights, takes some risk that the secret researches of scientists may devise a suitable substitute, takes risks of market, of weather, of any number of factors that no foresight can predict. Even when we take seats in the luncheon car, signifying by the act that we accept the offer of the railway company to provide a good meal for five shillings, we run risk of not getting the meal we anticipate. The company, too, runs some risk; for we may be short of money, or we may have no money to pay, or having it, may evade payment. (397 words)

Exercise 228

Read, copy, and transcribe

1. Immigrate
2. Murder
3. Define
4. Eld
5. Need
6. Ingenious
7. Ingenuous
8. Labour
9. Elaborate
10. Learn
11. Write
12. Rot
13. Regret
14. Regard
15. Refer
16. Rough
17. Revere
18. Human
19. Heart
20. Hard

Exercise 229

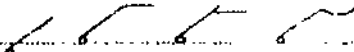
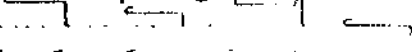
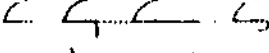
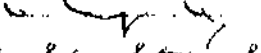
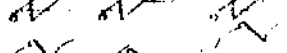
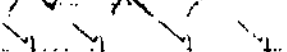
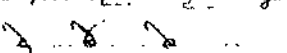
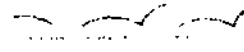
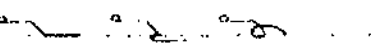
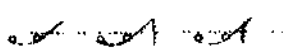
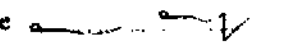
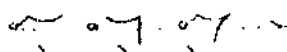
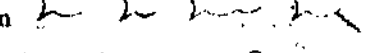
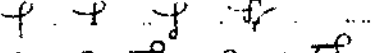
Write in shorthand

By no means the least of the business-man's many duties is that of finding such an outlet for his goods as will enable him to continue at work. Indeed | this is sometimes his hardest task. The weekly payments of wages in the factory are dependent upon the profitable sale of the calico or cutlery made in the factory; the | regular salaries of clerks and travellers, of warehouse workers, labourers, and transport workers cease if there is a prolonged difficulty in finding customers. Certainly the factory owner, whose overhead expenses | are not much less when the factory is idle than when it is working at full pressure, will work for stock even if sales fall off for awhile. But he | cannot lay up stock indefinitely. An end must come to that. There comes a time when either work must stop or products be sold. The wholesale dealer will not dislodge | his organization by dispensing with his staff merely because of a brief period of slackness, he will hold on in hopes of better times coming when he will need them. | The retailer does not discard his helpers when the spring sales have given place to a dearth of visitors into his shop. Any lengthy failure to dispose of goods is, | however, inevitably accompanied by unemployment, unemployment of workers, of capital, and of business ability. However regrettable it may be, we must regard this as a fact. We may elaborate the | argument, but labour it as we may, there is the fact and no ingenuity can get over it. How then are markets to be found? The most effective method of increasing | sales is a cut in price, or a rise of the quality or attractiveness of the commodity. This method is at times applicable, and when it is, there is a | benefit all-round. The consumer gains in the quantity or the quality of the goods, the producer has the advantages resulting from production on a larger scale. From the customer | in the retail shop; through the warehouseman, to whom the retailer offers bigger orders on condition of more favourable terms; to the manufacturer who looks to the warehouseman for an | interpretation of the market, there is exerted a constant pressure to reduce prices. Neither the ingenious manufacturer nor anyone else can fix these at his whim or caprice. The material | incentives to increased purchases need only to be brought effectively to the notice of prospective buyers.

(406 words)

Exercise 230

Read, copy, and transcribe

1. Hero 
2. Assure 
3. Found 
4. Collect 
5. Elect 
6. Event 
7. History 
8. Liberal 
9. Patriot 
10. Precise 
11. System 
12. Local 
13. Matter 
14. Sceptic 
15. Sincere 
16. Signature 
17. Certain 
18. Ascertain 
19. Insist 
20. Exist 

Exercise 231

Write in shorthand

To an extraordinary extent the modern business-man is dependent upon the banker and the banking system. One enthusiastic writer, proud of the dominating influence exercised by the banks, insists | that the cessation even for a day or two of the banker's activities would certainly cause a complete paralysis of the economic life of the nation. Such a cessation would | assuredly be found to produce swifter and more far-reaching effects than the strike of the most effective Labour Union. The merchant works by means of the credit facilities he enjoys, | and he would have no facilities either to collect or to pay his accounts. Unable to discount the bills he held, unable to cash the cheques paid to him, he could- | not meet the obligations constantly falling due, and must eventually become bankrupt. His signature on a cheque would be useless. The manufacturer making for a market distant in time and- | place, depends upon the support of the banks; and that support failing he must cease work, no matter how sincerely he might desire to carry on. Whether money is scarce | or plentiful, whether overdrafts are hard or easy to obtain, is a matter of supreme importance to the trader. The stock he has bought is carried on credit; if the | banker, the interpreter of the financial state of the country, restricts the credit then the trader is obliged to unload, to sell his stock with as little sacrifice as possible. | He could not exist without the liberal help of the banker. The picture drawn of the banker's work is little exaggerated. True, the banker is only a middleman; he connects | the people who save with the people who are able to employ savings in the creation of wealth. In our country, at any rate, people have a deep-rooted confidence in- | the security of funds entrusted to others. They are willing to deposit with bankers and content themselves with moderate interest upon their deposits, the rate of interest being precisely ascertainable | at any time. Unwilling or unable to use their accumulated savings themselves, they provide the means whereby the banker meets the needs of those that work and trade on borrowed- | capital. This is absolutely certain. There is no room for scepticism on the matter. "Our people," says Bagehot, "are bolder in dealing with their money than any continental nation."

(389 words)

CHAPTER XLIV

SHORTHAND IN PRACTICE

In taking notes of a speech, the employment of certain significant marks will be found necessary or desirable, in order to facilitate the production of a correct verbatim transcript or a good condensed report, or to prevent misunderstanding. The use of these signs is described below—

Mishearings, etc. 223. When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (X) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (^) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.

Errors. 224. In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus *O* (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark X, should be made on the margin of the notebook.

Reference Marks. 225. When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the notebook to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be

indicated by two strokes, thus $\parallel$. When the reporter suspends note-taking, but the speaker proceeds, the words *continued speaking* may be written.

Quotations, etc. 226. Quotations from well-known sources, such as the Bible or Shakespeare, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus "*The quality of mercy ——— seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker, instead of writing them each time, as in the familiar passage, "*Whatsoever things are true, ——— honest, ——— just,*" etc.

Examination of Witnesses. 227. In reporting the examination of witnesses in questions and answers, the name of each witness should be written in long-hand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put in, write *document*

between large parentheses, thus $\{ \text{L} \}$. When a document is put in and read, write $\{ \text{L} \}$.

Applause, Dissent, etc. 228. The following words, descriptive of the approbation or dissent of an audience, should be enclosed between large parentheses: *hear*, *hear, hear*, *no*, *no, no*, *sensation*, *applause*, *chair*, *cheers*, *laughter*, *uproar*, *hisses*. The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written in reporting.

Reference Books. 229. In most offices the shorthand writer will find some reference books. But he will soon discover that it is needful to have on his own bookshelf or in his desk certain books of reference for his own use. The most indispensable work is undoubtedly a good English Dictionary. *Pitman English and Shorthand Dictionary* will be found to answer the purpose. Next in importance, if his work is of a literary character, will be a guide to all proper names in biography, geography, mythology, etc.

Business Knowledge. 230. It may not be out of place to observe that the more thoroughly equipped the shorthand writer is in the matter of general knowledge the more accurate and reliable will his shorthand prove to be. If, in addition to the necessary dexterity in the writing of shorthand, he possesses a good knowledge of business and other matters, it is obvious that his work will be performed with much greater ease and satisfaction to himself and to his employers. He should consult *Pitman Business Catalogue* for suitable books on business.

OUTLINES FOR THE NAMES OF SOME CITIES AND TOWNS

 Adelaide
 Belfast
 Birkenhead
 Birmingham
 Bombay
 Bradford
 Brisbane
 Bristol
 Calcutta
 Canberra
 Cape Town
 Cardiff
 Cork
 Derby
 Dublin
 Dunedin
 Edinburgh
 Gateshead
 Gibraltar
 Glasgow
 Halifax
 Hong Kong
 Huddersfield
 Hull
 Johannesburg
 Leeds

 Liverpool
 London
 Madras
 Manchester
 Melbourne
 Middlesbrough
 Montreal
 Newcastle-on-Tyne
 Norwich
 Nottingham
 Ottawa
 Plymouth
 Portsmouth
 Preston
 Pretoria
 Sheffield
 Singapore
 Southampton
 Stoke-on-Trent
 Sunderland
 Swansea
 Sydney
 Wellington
 Winnipeg
 Wolverhampton

GRAMMALOGUES

Arranged alphabetically

| | | |
|--------------|------------------|------------------|
| a or an | cold | his |
| accord-ing | — come | hour |
| advantage | — could | how |
| ah! | ↓ dear | however |
| all | ↓ deliver-ed-y | (importance-ant |
| and | ↓ deliverance | (impossible |
| any | ↓ difference-t | (improve-d-ment |
| are | ↓ difficult | (in |
| as | ↓ do | (influence |
| aught | ↓ doctor, Dr. | (influenced |
| awe | ↓ during | (information |
| aye | — eh? | — inscribe-d |
| balance | — equal-ly | — inscription |
| be | — equalled | ↓ instruction |
| because | ↓ first | ↓ instructive |
| been | — for | is |
| behalf | — from | ↓ it |
| belief-ve-d | ↓ general-ly | ↓ itself |
| beyond | ↓ generalization | ↓ justification |
| build-ing | ↓ gentleman | — language |
| but | ↓ gentlemen | ↓ large |
| call | — give-n | ↓ largely |
| called | — go | ↓ larger |
| can | — gold | — liberty |
| cannot | — great | — Lord |
| care | — guard | — me |
| cared | — had | — member |
| chair | — hand | — mere |
| chaired | — has | — more |
| cheer | — have | — most |
| cheered | — he | — Mr. |
| child | — him | ↓ much |
| circumstance | — himself | — myself |

near
 next
 nor
 northern
 number-ed
 Oh oh!
 of
 on
 opinion
 opportunity
 ought
 our
 ourselves
 over
 owe
 owing
 own
 particular
 people
 pleasure
 principal-ly
 principle
 put
 quite
 rather
 remark-ed
 remember-ed
 satisfaction
 school
 schooled
 selfish-ness
 sent
 several
 shall, shalt
 short

should
 significance
 significant
 signification
 signify-ed
 southern
 speak
 special-ly
 spirit
 subject-ed
 subjection
 subjective
 sure
 surprise
 surprised
 tell
 thank-ed
 that
 tho
 their
 them
 themselves
 there
 therefore
 thing
 think
 third
 this
 those
 though
 thus
 thyself
 till
 to
 to be

told
 too
 toward
 towards
 trade
 tried
 truth
 two
 under
 usual-ly
 valuation
 very
 was
 we
 what
 when
 whether
 which
 who
 whose
 why
 wish
 wished
 with
 within
 without
 wonderful-ly
 word
 would
 writer
 yard
 year
 you
 young
 your

GRAMMALOGUES. *Arranged phonetically*
(Numbers refer to the position of the outline)

| | |
|------------------------------------|----------------------------|
| 3 put | 2 deliverance |
| 2 special-ly, 3 speak | 1 advantage, 3 difficult |
| 3 principle, principal-ly | 1 much, 2 which |
| 3 people | 2 chair, 3 cheer |
| 1 surprise | 1 chaired, 2 cheered |
| 1 surprised | 1 child |
| 1 particular, 2 opportu- | 1 large |
| 2 spirit [nity] | 1 larger |
| 2 be, 3 to be | 1 largely |
| 2 subject-ed | 2 general-ly |
| 2 subjective | 2 generalization |
| 2 subjection | 2 justification |
| 1 liberty, 2 member, | 1 gentleman, 2 gentlemen |
| remember-ed, 3 number-ed | 1 can, 2 come |
| 3 belief, believe-d | 1 because |
| 1 behalf | 2 care |
| 2 been | 1 accord-ing, 2 cared |
| 1 balance | 1 call, 2 equal-ly |
| 2 build-ing | 1 called, 2 equalled, cold |
| 2 it | 2 school |
| 3 itself | 2 schooled |
| 2 truth | 1 quite, 2 could |
| 1 tried, 2 toward, trade | 1 cannot |
| 2 towards | 1 inscribe-d |
| 2 tell, 3 till | 1 inscription |
| 2 told | 1 go, 2 give-n |
| 2 circumstance | 1 signify-ied-ificant |
| 2 satisfaction | 1 significance |
| 2 instructive | 1 signification |
| 2 instruction | 1 guard, 2 g ⁿ |
| 1 had, 2 do, 3 different-
-ence | 2 gold |
| 1 Dr., 2 dear, 3 during | 1 for |
| 2 deliver-ed-y | 2 from |

| | |
|---------------------------|----------------------|
| 2 have | 1 myself, 2 himself |
| 2 several | 1 most |
| 1 over, 3 however | 1 more, remark-ed, |
| 1 valuation | 2 Mr., mere |
| 2 very | 1 important-ance, |
| 1 thank-ed, 2 think | 2 improve-d-ment |
| 2 third | 1 impossible |
| 1 though, 2 them | 1 in, any, 3 own |
| 1 those, thyself, 2 this, | 1 influence |
| 3 thus | 1 influenced, 2 next |
| 2 themselves | 1 nor, 2 near |
| 2 there, their | 2 opinion |
| 3 within | 1 northern |
| 2 southern | 1 information |
| 1 that, 2 without | 1 hand, 2 under |
| 3 therefore | 1 sent |
| 1 has, as, 2 his, is | 1 language, owing, |
| 2 first | 2 thing, 3 young |
| 2 was, 3 whose | 2 Lord |
| 2 shall, shalt, 3 wish | 2 your, 3 year |
| 2 wished | 1 yard, 2 word |
| 2 selfish-ness | 2 are, 3 our, hour |
| 3 sure | 3 ourselves |
| 1 short | 2 rather, writer |
| 2 usual-ly | 2 we |
| 2 pleasure | 2 whether |
| 1 me, 2 him | 2 wonderful-ly |

VOWELS

Dots ... a, an, ... the; ... ah!

... aye, eh?

Dashes ... of, ... to; ... all,

... two, too; ... on, ... but;

... O, oh! owe, ... he; ... and,

... should; ... awe, ought,

... ought; ... who.

DIPHTHONGS

A. how;

C. with, ... when; ... what,

... would;

... beyond, ... you, ... why.

SPECIAL LIST OF CONTRACTIONS

Arranged alphabetically

A

| | |
|---|------------------|
|  | acknowledge |
|  | administrator |
|  | administratrix |
|  | advertise-d-ment |
|  | altogether |
|  | amalgamate |
|  | amalgamation |
|  | anything |
|  | arbitrary |
|  | arbitrate |
|  | arbitration |
|  | arbitrator |

B

| | |
|--|------------|
|  | bankruptcy |
|--|------------|

C

| | |
|---|-------------------|
|  | capable |
|  | certificate |
|  | character |
|  | characteristic |
|  | circumstantial |
|  | commercial-ly |
|  | cross-examination |
|  | cross-examine-d |

D

| | |
|---|-----------------|
|  | defective |
|  | deficient-ly-cy |
|  | denomination-al |
|  | description |
|  | difficulty |
|  | discharge-d |
|  | distinguish-ed |

E

| | |
|---|-------------------|
|  | efficient-ly-cy |
|  | electric |
|  | electrical |
|  | electricity |
|  | England |
|  | English |
|  | Englishman |
|  | enlarge |
|  | enlarger |
|  | enthusiastic-ism |
|  | especial-ly |
|  | esquire |
|  | establish-ed-ment |
|  | everything |
|  | exchange-d |

 executive
 executor
 executrix
 expediency
 expenditure
 expensive
 extinguish-ed

F

 falsification
 familiar-ity
 familiarization
 familiarize
 February
 financial-ly

G

 govern-ed
 government

H

 howsoever

I

 identical
 identification
 immediate
 imperturbable
 incandescence
 incandescent
 inconsiderate

 inconvenience-t-ly
 incorporated
 independent-ly-co
 indispensable-ly
 individual-ly
 influential-ly
 inform-ed
 informer
 inspect-ed-ion
 insurance
 intelligence
 intelligent-ly
 intelligible-ly
 interest
 investigation
 investment
 irrecoverable-ly
 irregular
 irremovable-ly
 irresponsible-ility

J

 January

K

 knowledge

L

 legislative
 legislature

M

| | |
|---|-----------------|
|  | magnetic-ism |
|  | manufacture-d |
|  | manufacturer |
|  | mathematical-ly |
|  | mathematician |
|  | mathematics |
|  | maximum |
|  | mechanical-ly |
|  | metropolitan |
|  | minimum |
|  | misfortune |
|  | mortgage-d |

N

| | |
|---|-----------------|
|  | neglect-ed |
|  | negligence |
|  | never |
|  | nevertheless |
|  | nothing |
|  | notwithstanding |
|  | November |

O

| | |
|---|--------------|
|  | organization |
|  | organize-d |
|  | organizer |

P

| | |
|---|--------------------|
|  | parliamentary |
|  | peculiar-ity |
|  | perform-ed |
|  | performance |
|  | performer |
|  | perpendicular |
|  | practicable |
|  | practice |
|  | practise-d |
|  | prejudice-d-ial-ly |
|  | preliminary |
|  | probable-ly-ility |
|  | proficient-ly-cy |
|  | proportion-ed |
|  | proportionate-ly |
|  | prospectus |
|  | public |
|  | publication |
|  | publish-ed |
|  | publisher |

Q

| | |
|---|-----------------|
|  | questionable-ly |
|---|-----------------|

R

| | |
|---|-------------|
|  | rat-payers |
|  | recoverable |
|  | reform-ed |

 reformer
 regular
 relinquish-ed
 remarkable-ly
 removable
 represent-ed
 representation
 representative
 republic
 republican
 responsible-ity

S

 satisfactory
 sensible-ly-ility
 something
 subscribe-d
 subscription
 substantial-ly
 sufficient-ly-cy
 sympathetic

T

 telegram
 telegraphic

 thankful-ly
 together

U

 unanimity
 unanimous-ly
 uniform-ity-ly
 universal-ly
 universality
 universe
 university
 unprincipled

W

 whatever
 whenever
 whensoever
 whereinsoever
 wheresoever
 whithersoever

Y

 yesterday

INDEX

The figures refer to the paragraphs, except where the page is mentioned.

Accent, how shown, 186
 Adaptations of Phonography to foreign languages, page vi
 Additional signs for *f*, *u*, etc., 72
 All, the logograms, joined initially, 172
 Alphabet, the, 1: summary of, page 8
 Analogy of sounds and signs, 2, 11
 Angular sign, extended use of, 199
 -volume, dissent, 228
 Arise, the, 8: representation of, 100-104; downstroke *h*, 30, 101; upstroke *h*, 100; tick *h*, 103; tick *h* in phraseography, 103 (b); dot *h*, 104; *h* following another stroke, 102; summary of chapter on, page 81
 Banking phrases, pages 243-4
 Business phrases, page 234
 Business knowledge, 230
 Ch and ray, 12
 Circle *s* and *z*, 40: in phraseography, 208 (a) (see also *s* and *z*, small circle)
 Circles and loops to final hooks, 89-92; summary of chapter on, page 71
 Circles and loop to initial hooks, 76, 77; summary of chapter on, page 61
 Coarticulation, 7
 Compound consonants, 121-130; summary of chapter on, page 96
 Compound words, vocalization of, 22
 Concentration, importance of, 199
 Consonants, table of, page 4; defined, 3; arrangement and pronunciation of, 1; pairs of, 9; size of, 30; double, 61-71; compound, 121-130; compound consonants which cannot be halved, 140 (f) and (g); summary of chapter on, page 8; omitted in phraseography, 213 (a)
 Contents, page xv
 Conjunctions, 4
 Contractions, 183; general contractions, 184; summary of chapter on, page 149; special, 203-206; arranged phonetically

in sections, pages 170-185; summary of chapter on, page 188; alphabetical list, pages 293-6
 Diphones, 156-4; defined, page 119; use of, 156-4; extended use of angular sign, 159; summary of chapter on, page 122
 Diphthongs, defined, page 22; four common, 31; place of, 32; joined, 33; followed by a vowel, how represented, 35; and a vowel in proper names, 187 (a); summary of chapter on common, page 25
 Directions to the student, xi-xiii
 Distinguishing outlines, provision for, 222; Special lists, pages 269-284
 Double consonants, vocalization of, 70, 75; summary of chapter on vocalization of, page 57
 Doubling principle, 145-155; applied to curves, 145; applied to straight strokes, 146; and stroke *l*, 150; and *mp* and *ng*, 147; and *mr* and *ng-r*, 148-9; -ure expressed by doubling, 145; and halving principle for verbs, 152; not used when vowel ends word, 153; and final circle *s*, 151; use of in phraseography, 155, 212; summary of chapter on, page 117
 Electrical and Engineering phrases, pages 254-5
 Emphasis, how marked, 186 (b)
 Errors, 224
 Examination of witnesses, 227
 Explosions, 3
 and *n* hooks, final, 78-85; medial, 86; not used finally, 84; not used medially, 87; use of in phraseography, 88, 210; summary of chapter on, page 66
 For *s* hooks, not used to curves, 83
 Figures, representation of, 185
 Fl, etc., alternative forms for, when used, 72, 74
 Foreign consonants and vowels, 187 (c)
 Fr, etc., additional signs for, 72

Grammatologues, 25; defined, 25; alphabetically arranged, pages 289-90; phonetically arranged, pages 291-2

Halving principle, 132-144; *t* added to light strokes, 134 (a); *d* added to heavy strokes, 134 (b); vocalization of halved strokes, 135 (a); *t* or *d* expressed when a final hook, or a finally-joined diphthong, 133 (b); in words of more than one syllable, 133 (a); and a final vowel, 138 (a); and a triphone immediately preceding, 138 (b); and distinguishing outlines, 138 (c); and *h*, 137; and *rt*, 138 (d); halved *m*, *n*, *l*, *r* thickened to express *d*, 140 (a); *ld* and *rd*, when used, 140 (b), (c); halving of compound consonants, 140 (d); *rt* and *lt*, use of, 141 (a); *rt* used for *rd*, 141 (b); contractions for *ward*, *wart*, *wort*, and *yart*, 181; *st* and the *shun* hook, 141 (c); joining of strokes of unequal length, 142 (a); disjoining of half-sized *t* or *d*, 142 (b); past tenses, representation of, 143; applied to phraseography, 144, 211; summary of rules on, pages 106 and 111
Here, there, where, compounds of, 182

-ing, ger, how written, 68
Initial capital, to indicate an, 26
Initial hooks in phraseography, 210
Initial hooks to straight strokes, 61-63; summary of chapter on, page 52
Initial hooks to curves, 64-71; summary of chapter on, page 52; alternative forms for initially-hooked curves, 72; summary of chapter on alternative forms, page 57
Initially hooked forms representing syllables, 75 (c)
Insurance phrases, pages 248-9
Intersections, defined and illustrated, 214; list of, pages 225-31; summary, page 233
Irish consonants and vowels, 180

Left Motion, meaning of, 41; and *st* loop, 54; and *str* loop, 57; and *i* hook, 63; and *skr*, *agr*, 77 (b); and hook *f* or *s*, 81; and hooks *l* and *f* or *s*, 82

L as a vowel indicator, 202 (c)
L hook, to straight strokes, 63; vocalization of, 70; to curves, 65; circles and loops prefixed to, 77; extended use of, 71; alternative forms for curves hooked for, 72, 74

L, blending with other consonants, 61, 65; upward and downward, 114-119; summary of chapter on, page 90

Legal phrases, pages 260-1

Liquids, 6

List of general contractions, pages 144-5

Li and *sh*, direction for writing, 85

Logograms, 25; defined, 25; added to, 44; used as prefixes, suffixes, 172; list of, pages 289-90; and phraseography, 213 (c)

Long vowels, 14; how represented, 16; places of, 17; between two strokes, 21; contrasted with short vowels, 15; summary of chapters on, pages 13 and 18

Max-Müller on Pitmanic alphabet, pages ix-x

Medial *h*, 100, 101 (c), 102, 104; *l*, 119; *n*, *f*, or *v*, 86; *ns*, *nr*, 92; *r*, 113; *s* or *x*, 42-45; *ss*, 50; *st* and *str*, 58; circle *s* and *r* or *l*, 77; *shun*, 98, *com*, *cum*, *cum*, or *cog*, 164; dot -ing not used, 173 (c); omission of *p*, *k*, *g*, *t*, 183; *n*, *r*, 184; semicircle 160 (a), (b)

Method of practice, pages xi-xiii

Mishearings, 223

Monetary units, representation of, 185

My hooked, 130, 148; cannot be halved, 140 (c)

N and *f* hooks, final, 78-86; *n* used finally, 84; used medially, 86; not used medially, 86-87; summary of chapter on, page 66

Nouns, 5

N-er, how represented, 87

New English Dictionary, *A*, as standard of pronunciation, ix

Ng, hooked, 68

Nor, in phraseography, 144

Notebooks, turning the leaves of, 190

Note-taking, 190-201; summary of chapter on, page 161

N, after a curve, 90
Ns, *nx*, after a straight stroke, 89
Ns, *nx*, after a curve, 90
 Numbers, representation of round, 185

Omission of lightly-sounded vowels, 46; of *p*, *k*, *g*, *t*, 183; of *n*, *r*, -*ect*, -*itive*, -*ution*, etc., 184; in phraseography, 183 (c), 213

Ordinary spelling, irregularities and inconsistencies, page xi

Organs of speech and phonographic alphabet, 2-8
 outlines, position of, 23

10

Pen, method of holding, page xii

Pen or pencil, page xi

Phonetic notation, advantages of, page viii; names of consonants in, 11

Phraseography, or Writing by Sound, page v; definition and illustration of, page vii, 1; standard of pronunciation in, page ix

Phraseograms, advanced, pages 193-220; special, pages 234-65

Phraseography, 38; definition of, 38; the sign for *i* in, 38 (c); a first-position form in, 38 (b); advanced, how applied, 207; circles in, 208; loops in, 209; books in, 210; halving in, 211; doubling in, 212; omissions in, 213; lines in, Section 1, page 193; Section 2, page 196; Section 3, page 200; Section 4, pages 204-5; Section 5, pages 209-10; Section 6, pages 214-5; Section 7, page 220

Pitman, Sir Isaac, first treatise by, page v

Pitmanic alphabet, Max-Müller on, page ix-x

Plurals and possessives, 51

Political phrases, pages 238-9

Position of outlines, 23, 139, 154

Position-writing, 192

Practice, method of, xi-xii; 196-7

Prefixes, 163-170; not used in negatives, 171; writing of *il-*, *im-*, *in-*, *is-*, 171 (b); logograms as, 172; summary of chapter on, page 131

Punctuation in note-taking, 26, 200

Quotations, 226

R as a vowel indicator, 202 (c)

R, its effect on vowel-sounds, page ix-x; two forms, 27; blending with other consonants, 61; upward and downward, 105-113; summary of chapter on, page 86

R book to straight strokes, 62; vocalization of, 70; to curves 65; circles and loops prefixed to, 76-77; alternative forms for curves hooked for *r*, 72-74

Railway phrases, page 257

Reading of Shorthand, the value of, 193-4

Reference marks, 225; books, 229

Representative phrases, explanation of, 215; General Business, pages 234-5; Political, pages 238-9; Banking, pages 243-4; Stockbroking, pages 245-6; Insurance, pages 248-9; Shipping, page 251; Electrical and Engineering, pages 254-5; Railway, page 257; Legal, pages 260-1; Theological, pages 264-5

Right motion, meaning of, 41; and *r* book, 62; and right-curves, 72; and circles and loops to initial *r* book, 76; and hook *n*, 78; and books *r* and *n*, 79; and circles and loops to final books, 89

Right semicircle, for *w*, 36; medi-ally, 160 (b)

Romanic alphabet, cannot represent by distinct characters typical English sounds, vii

S and *z*, small circle-sign for, 40; how written and read, 41-45; initial and final, 43; between two straight strokes, not forming an angle, 42; forming an angle, 42; joined to curves, 42; added to logograms, 44; followed by *h*, 102 (a); added to *st* or *str*, 60; to initial books, 76-77; to final books, 89-92; to *shun*, 93; and halving principle, 136; and doubling principle, 151; summary of chapter on, page 34

S and *z* stroke, use of, 47, 48; summary of chapter on, page 38

Semicircle, initially for *w*, 36; medially, 160 (a), (b)

Sh upward and downward, 120

Shipping phrases, page 251

Shf and *shv*, 67

She and *in*, 85

Shorthand, advantages of, page vi

Shortened in practice, page 285
 Shorthand writer, advantages of general knowledge to, 230
 Short vowels, how represented, 16; places of, 17; between two strokes, 21; contrasted with long vowels, 14; summary of chapter on, page 13
Shw and *shw*, 67
Shw hook, 93-99; various spellings, 93 to curves, 94; to straight strokes, with and without an initial attachment, 95-97; after *v*, *d*, *j*, 96 (c); following circle *s* or *ss*, 97; medially, 98; circle *s* added, 94; diphthongs and a vowel before, 99; -*nation*, 99; half-length *st* following, 141 (c); summary of chapter on, page 77; in phraseography, 210 (d)
Skr, *skr*, how written, 77 (b)
 Special Contractions, rules on which formed, 203; adverbial forms for, 204; -*ing* added to, 205; aid to memorizing of, 206; lists of, Section 1, page 170; Section 2, page 173; Section 3, page 177; Section 4, page 181; Section 5, page 185; summary of chapter on, page 188
 Special lists of words, pages 268-84
 Speed practice, method of, 196-8
 Spelling by sound, illustration of, page viii
Ss or *Sx*, large circle, 50; vocalization of, 50; when not used, 51; summary of, page 42; in phraseography, 208 (c)
St and *shw*, 141 (c)
St loop, initial and final, 54; medial, 58; cannot be employed, 59; circle *s* added, 60; summary of chapter on, page 47; in phraseography, 209
 Stockbroker phrases, pages 245-6
Str loop, 57-60; circle *s* added, 60; summary of chapter on, page 47
 Strokes, how to join, 13; of unequal length, 142
 Suffix -*ing* after contractions, 205
Sw circle in phraseography, 208 (b)
 Syllables omitted in phraseography, 213 (a)

Suffixes and terminations, 173-81;
 logograms used on, 172; summary of chapter on, page 138
Sw circle, 49; summary of, page 43

Table of consonants, page 11
 Technical phrases, page 254
 Technical spelling, necessity for, 201

The tick, 39
 Theological phrases, pages 264-5
There, *their* in phraseography, 212
 Triphones, 35; and the halving principle, 138 (b); not need to proper names, 187 (a)
 Two-vowel signs, 156-158

Uppish, words in, 99
 Unnecessary consonants in English alphabet, vii
 Unvocalized outlines, 191

Vocalization of double consonants, 70, 75; dot vowels, 75 (a); dash vowels and diphthongs, 75 (a), (b); initial or final hook, 75 (a), (b); summary of chapter on, page 57

Vocalized outlines, 202
 Vowel, defined, page 9; effect of *r* on, pages ix-x; intervening, 21, 75; more or less obscure, page ix; omission of lightly-sounded, 46; essential, pages 162-4; summary of, page 167; insertion of necessary, 202 (see also long vowels, short vowels)

W, abbreviated, 36
W, medial, followed by a vowel, 160 (a)-162
 -*ward*, contraction for, 181
 -*ward*, contraction for, 181
Word, in phraseography, 144, 211
 -*word*, contraction for, 181
Would, in phraseography, 144, 211
 Writing materials, page xi
 Writing, style of, 198

-*yard*, contraction for, 181

Z stroke, use of, 47-48

KEY
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Isaac Pitman



WHEELER PUBLISHING

KEY TO EXERCISES

Exercise 2

1. p, b, t, d, ch, j, k, g, w, y, h (down), h (up), r (up)
2. r (down), p, h (up), d, h (down), b, y, t, ch, r (up),
k, j, g.
3. f, v, th, TH, s, z, sh, zh, m, n, ng, l, r (down).
4. r (up), m, l, v, th, ng, s, m, TH, zh, f, sh, z.
5. h, th, r (up), m, d, j, r (up), s, n, sh, z, t, g.
6. p, g, h (down), f, w, ch, h (up), g, y, n, w, k, t.
7. sh, f, s, th, m, n, v, zh, TH, z, ng, l, r (down).
8. t, g, d, k, p, ch, b, j, h (down), h (up), w, y, r (up).

Exercise 4

1. pk, pd, pdl, bm, bml, bn.
2. tm, tml, tb, dm, dmr, ch m.
3. ch mn, jn, wk, ww, wd, wd TH.
4. g sh, g sh ng, kv, dp, dpl, dnd.
5. ln, ln ch, lad, nt, ntm, nv.
6. nm, nml, ml, mld, l ng k, lk.

Exercise 5

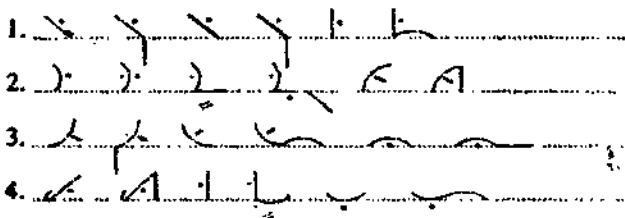
1. Pa, palm, balm, farm, shah.
2. Pay, paid, pale, bale, bake.
3. Bee, tea, dee, gee, fee.
4. Paw, pawl, tall, chalk, thawed.
Dough, door, dome, shore, bore.
5. Chew, shoe, lieu, rue, woo.

Exercise 6

1. Pack, back, tap, cap, catch.
3. Deck, dell, debt, cheque, red.
3. Ill, bill, chill, kill, mill.

4. Dock, shod, rod, rock, mock.
5. Touch, Dutch, dumb, rung, lung.
6. Took, shook, book, look, push.

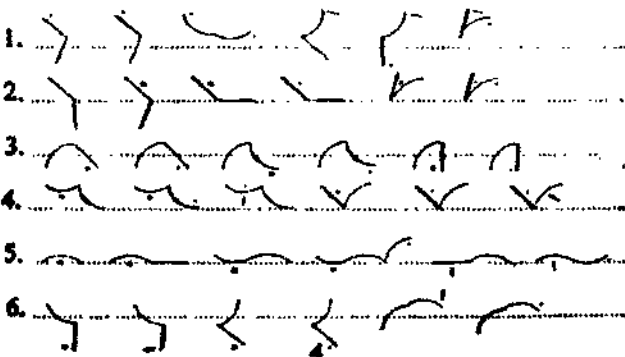
Exercise 7



Exercise 9

1. Cap, catch, path, bath, pad, padlock, cash, cashier
2. Tongue, chunk, rung, lunch, munch, hung, hope, hub
3. Bill, billow, check, chick, reek, rick, meal, mill.
4. Arm, army, armour, ark, Archangel, arrow, arrear.
5. Row, rowed, roach, rogue, rope, mole.
6. Book, took, shook, look, loop, rude.

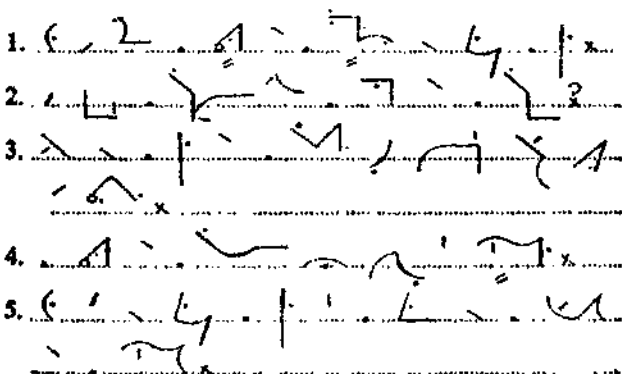
Exercise 10



Exercise 11

1. They *should* ship *all the* coal on Monday, *the tenth* of May.
2. Ask *the* cashier to pay *all the* money into *the* bank at *two* today.
3. Miller *and* Robey say they hope to get *all the* lead ready to catch *the* ship "Adelaide" *on the* fourth of the month.
4. *The* bill of lading *should* reach Canada *on the* fifth of March.
5. *Who*, among *all the* party, may move *the* vote?

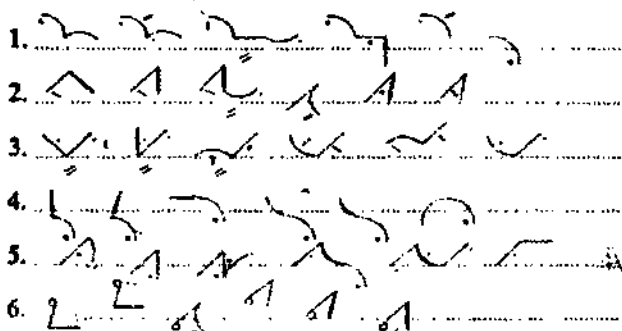
Exercise 12



Exercise 13

1. Bare, berry, dare, dairy, fare, fairy.
2. Core, curry, repair, robbery, wrote, rotary.
3. Roam, roaming, room, roomy, ream, rim.
4. Rush, wrung, ruddy, rally, revenge, rosy.
5. Hope, happy, heavy, hang, hawk, hockey.

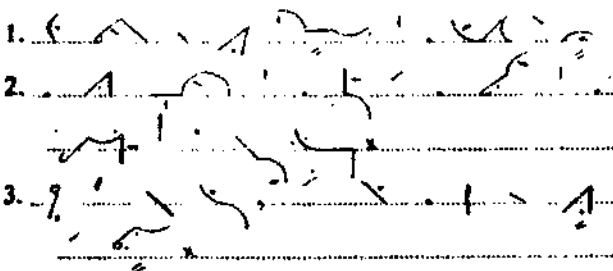
Exercise 14

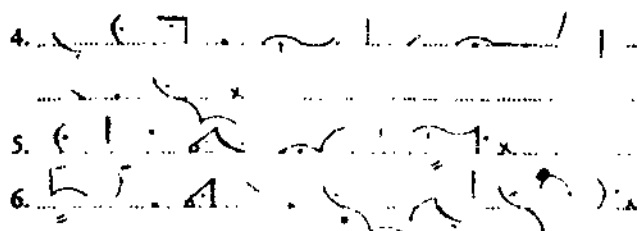


Exercise 15

1. Repair of the road to the ferry should make a difference.
2. Which of the two, do they say, should put up the fourth pillar?
3. They had to take a different route to the Heath.
4. They hope to be at the fair tomorrow, and the car should be at the door at two.
5. It should make a difference to Murray and Haigh.

Exercise 16

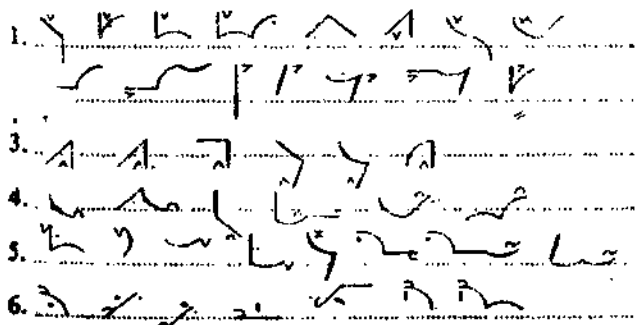




Exercise 17

1. Pie, pile, piracy, die, dial, dyke, shy, shire.
2. Boy, boiling, boiler, buoyant, buoyantly, toil, toiler.
3. Bough, vow, couch, outlaw, county, mouth, lounge, towel.
4. Pew, puny, due, endue, beauty, bureau, tube, tubing, duke, dupe.
5. Idle, idling, idler, icy, Irish, irony, ivy, ivory.
6. Oil, oiled, now, new, renewal, deny, denial, value, valued.
7. Wire, wiry, wore, worry, walk, Walker, week, weekly, wake, awake, aware.

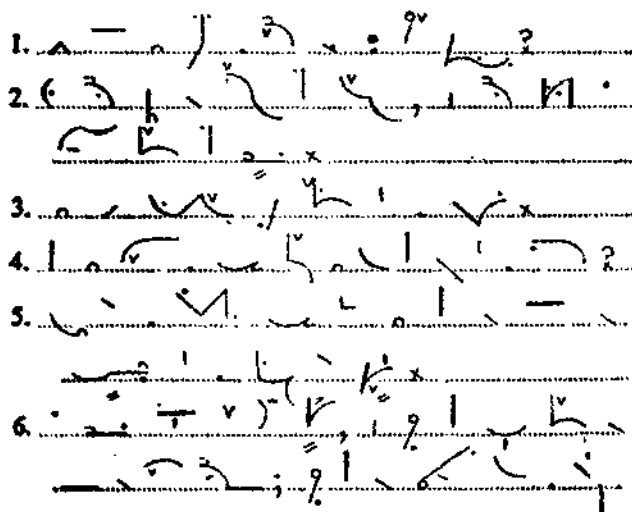
Exercise 18



Exercise 19

1. *Do you feel it right to give the boy so much money?*
2. *Can you come to Edinburgh for the fourth week of May?*
3. *I have given the cheque to my nephew.*
4. *He should go and see the large ship lying beyond the buoy.*
5. *How can the beauty of the isle fail to appeal to the duke?*
6. *Do they assume the china to be genuine?*

Exercise 20

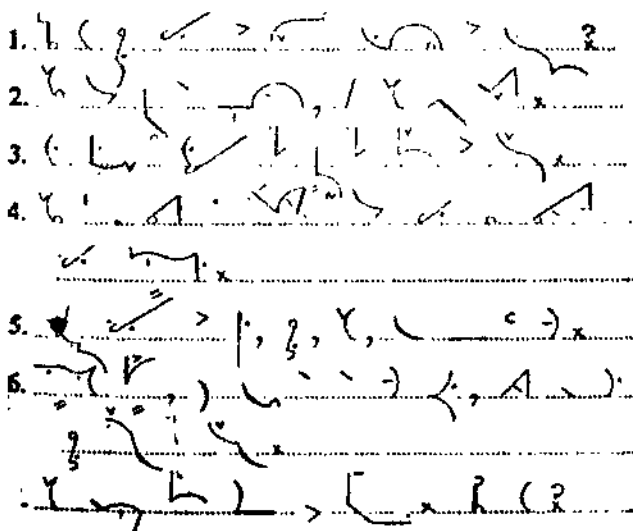


Exercise 21

1. *I may be with you on Monday the fourth of May.*
2. *If you will be ready when I come I shall be happy to take the ride with you to the show.*

3. *I-think-you-will enjoy-the ride, and you-may take a fair share of-the game.*
4. *How do-you-like-the new book?*
5. *I-think-you-were right to-come away when you-were feeling weary.*
6. *I-have-had a talk with Webb and Duke, who-were both at-the party on-Monday.*
7. *I-saw Booth today and he-will-be with us at-the show.*
8. *If-you-should-know anybody who-can share the work of-the opera with us I-shall-be happy to know.*
9. *I-have a new camera which I should like to show you when I-see you.*
10. *I-shall-be happy to see you tomorrow if-you-can come.*

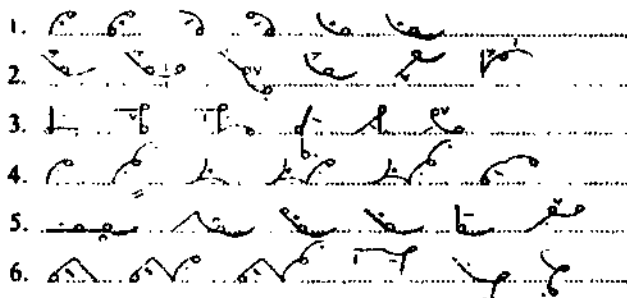
Exercise 22



Exercise 23

1. Spice, spire, spikes, satire, sight, sightless.
2. Passage, passages, tasks, desks, absorbs, rasps, oxides.
3. Vessels, muscles, nasal, sense, senseless, senselessly.
4. Safe, savings, sews, news, nuisance, sings.
5. Lessons, lacing, Nelson, slaves, snores, soles.
6. Dusty, tasty, cask, excuse, razor, wisor.

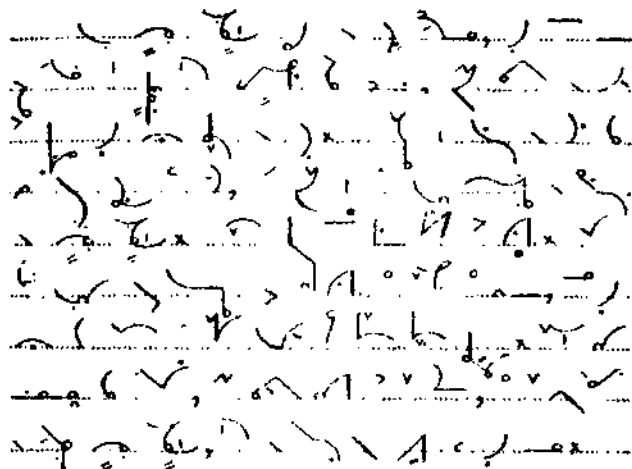
Exercise 24



Exercise 25

Thank-you for-the notice of-the affair on-Saturday the sixth. I-shall-be with-you early, and-if I-may, I-will carry you back to-the city to-lunch. Unless you have a desire to-go to-the Royal Hotel, I should like to-take you to-the usual café to-lunch, because the meals always seem to-be both dainty and cheap. I-wish you-were ready for-the visit to Sicily. These lovely days make us long to-be away. I-think-the change itself would-be likely to-make you enjoy-the peace of-the village life when-you got back. Those of us who have-had such a change of scene know this to-be likely. I-shall-be ready to-leave as soon as you, and it-is for-you to name the date.

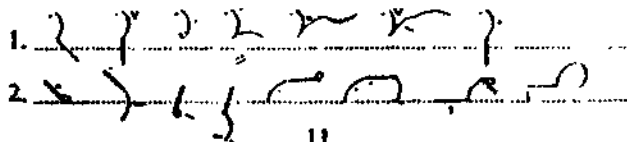
Exercise 26

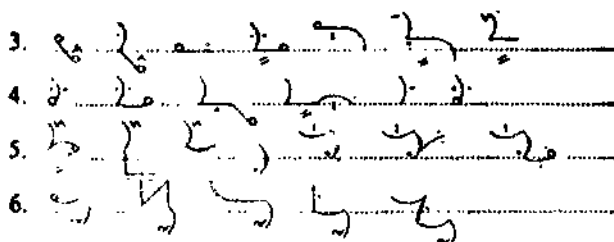


Exercise 27

1. Acids, asks, assize, assessing, assails, asleep, aslope.
2. Seed, socks, sago, seems, sails, sleep, slope, sloth.
3. Peruse, pursue, days, daisy, rose, rosy, jealous, jealousy.
4. Sea, sea-sickness, ceasing, unceasing, science, society, sausage.
5. Pious, joyous, joyously, assiduous, zealous, zealously, Zulu.
6. Noise, noisy, sum, assume, sack, ask, tennis, Tennessee.

Exercise 28

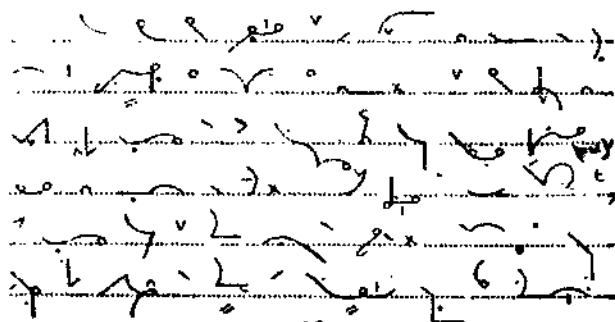


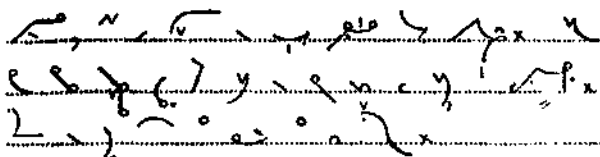


Exercise 29

I-am assuming you-will like to see-the details of-the sales of-the new books on Siam, and-I-am asking³ the cashier to-give-you these up to-this week. If-you would like to speak to-me on-the business, or if-you have special reasons for supposing you can push the sales of-the books at-this time, I-shall-be happy to see you. I-have myself seen to-the dispatch of all-the review copies, and-the head of-the mailing room has himself seen to-the dispatch of copies to buyers by mail. The subject with-which-the books deal seems-to be popular now, and-I-have-had several visitors to-the showroom each day since the issue of-the volumes.

Exercise 30

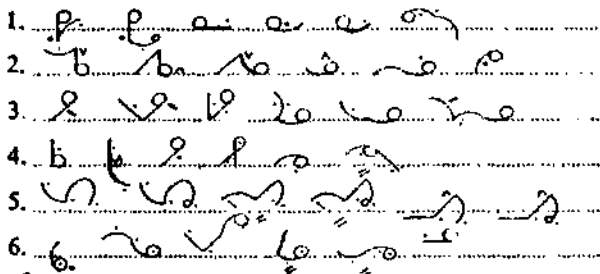




Exercise 31

1. Sweep, sweet, Swede, switch, swivel, Swiss, swish.
2. Paces, basis, doses, chases, cases, guesses, faces.
3. Poses, supposes, deposes, mixes, noses, laces.
4. Niases, necessary, success, successful, exercise, exercised, excessive.
Emphasize, emphasized, emphasizing, census, insist, parenthesis, synopsis.
6. Policy, policies, jealousy, jealousies, mercy, mercies, legacy, legacies.
7. Possess, possesses, recess, recesses, abscess, abscesses, excess.

Exercise 32

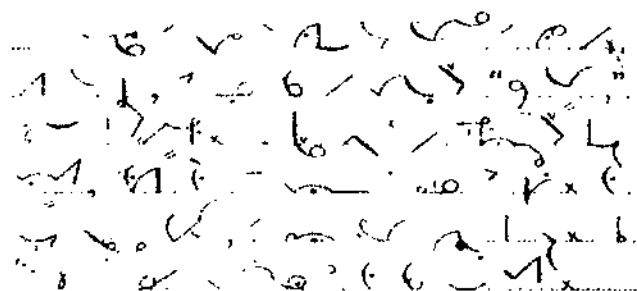


Exercise 33

I wish you to write to me as to the disposal of those cases of yours which I have had lying in these offices for a year now. You have had successive notices asking-

you to remove them, but to no purpose. The cases themselves are ugly, and they can scarcely be said to be sweet-smelling. Besides this, the space in these offices is too small for my business, and I have no room to spare for these packages. This is an unnecessary annoyance and I insist on your taking the cases away by the tenth of July at the outside.

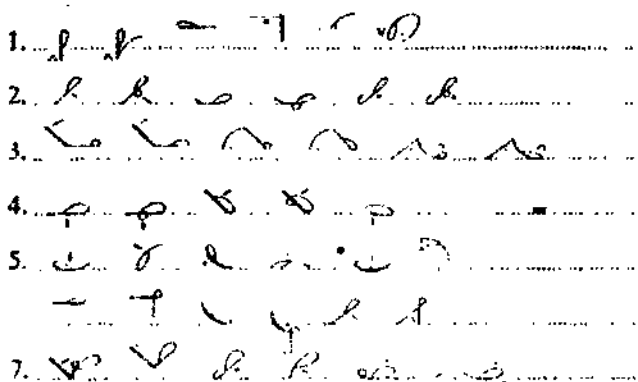
Exercise 34



Exercise 35

1. Post, poster, taste, taster, chest, Chester, adjust, adjuster.
2. Fast, faster, mast, master, masterpiece, masters.
3. Opposed, supposed, deposed, exposed, accused, excused, mixed.
4. State, stately, stop, stoppage, sturdy, sturdily, story.
5. Steam, steamship, stale, stealthy, stair, staircase, store.
6. Testify, testifies, justify, justifies, suggest, suggesting, suggestive.
7. Mist, misty, honest, honesty, best, bestow, beset.

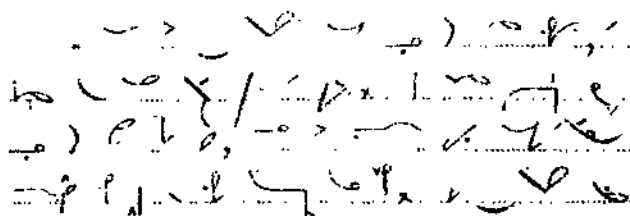
Exercise 36

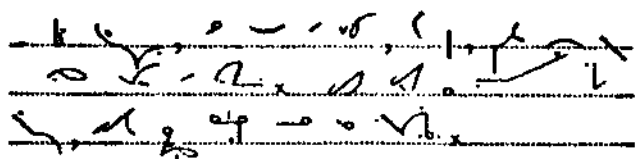


Exercise 37

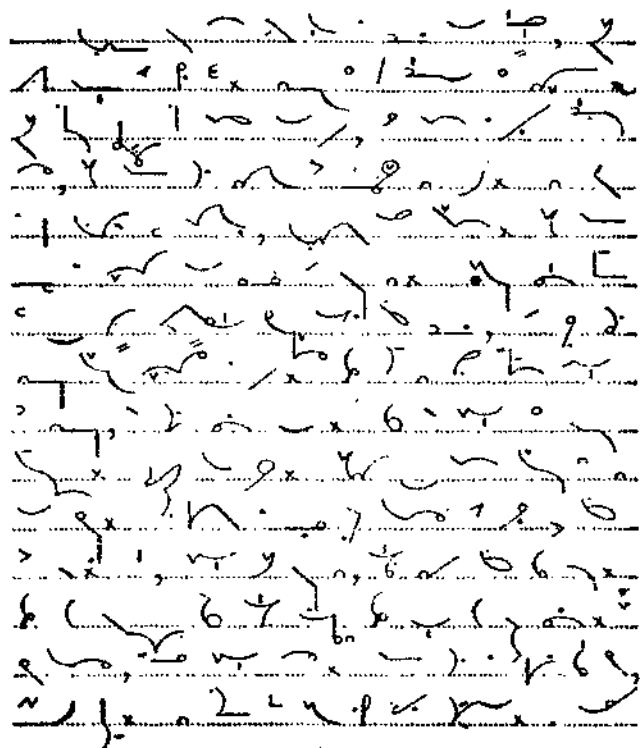
The first cost of-the new styles may-be heavy, but it-will soon be repaid by-the saving in waste and by-the immense sales which-will follow. Business must be influenced by-the fact of-our having-the best and cheapest and latest styles to show to customers, and-we-think they-will endorse our hopes. We-are seeking, also, to influence the big buyers to ask to see-the new designs, and-if-they can-be induced to-look at-them we-think business must follow.

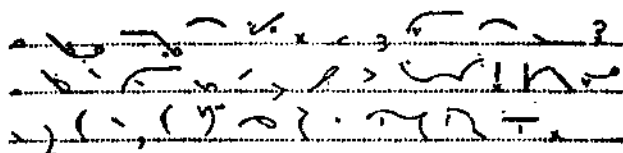
Exercise 38





Revisionary Exercise (A)

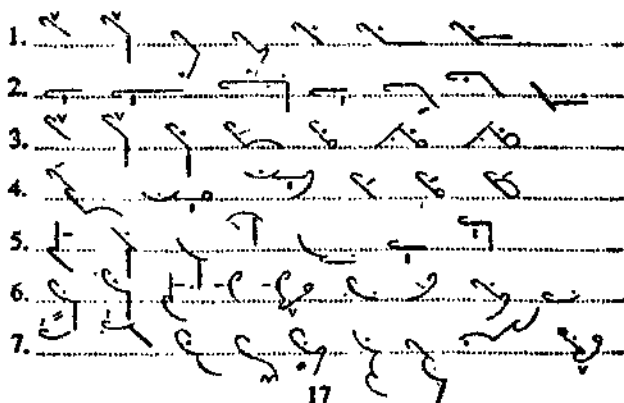




Exercise 39

1. Pay, pray, prayed, by, bright, brighter, tie, try, trial, cry, cried.
2. Crowd, grey, eager, eagerly, meagre, figure, tiger, cheaper, taper.
3. Pie, ply, apply, play, pledge, pledger, blame, blames, imply, reply, total.
4. Offer, offering, every, afraid, average, author, authors, either, tougher, differ, Jeffrey.
5. Shrew, shrewd, shriek, shrink, fissure, treasure, measure, leisure, calmer, manner.
6. Bunker, drinker, tinker, conquer, conquering, thinker.
7. Flow, flung, fled, fledge, Ethel, camel, official, hopeful, joyful, positively.

Exercise 40



Exercise 41

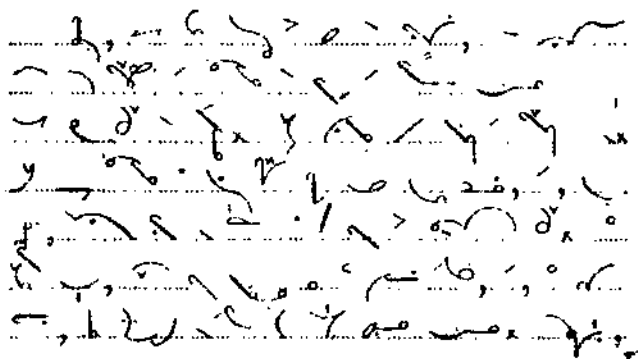
Dear Clay,

If-you-are at liberty on-Friday next, I-shall-be-pleased if-you-will try to-come in and see Dr. Driver, our principal member for-the Borough. He-is to-take-the chair at-the club dinner in April, and-I should like-you to know him. The number at-the dinner may-be larger this year, because of-the increase in-the number of-members in-the local and neighbouring clubs during-the past year. I-think-you ought-to-be at-least an honorary member of-our club. The other members would-be happy to-have-you with-them, and-they would-cheer you up, and-in truth you-can do with-it. It-would-be no trouble to-me to push the case for-you if-you care to apply.

Faithfully yours,

PETER FLETCHER.

Exercise 42

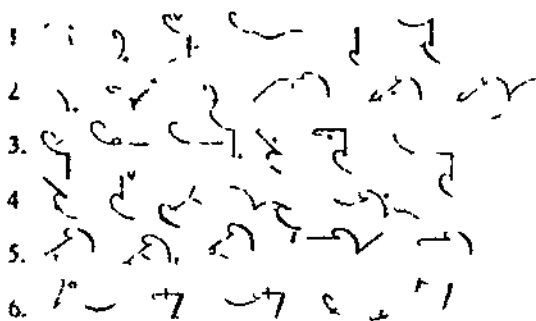


Exercise 43

1. Offer, offering, ever, every, ether, either, fry, fro, free, throw, through.
2. Frayed, frame, frail, frock, fresh, thread, throb, thrive, thrash, tether, driver, otherwise.

3. Thirsty, Kaffir, lever, verb, verbal, river, ruffie, revel, hovel, cavalry.
4. Gravel, novel, naval, fly, flier, flow, floor, flap, fled, fledge, flame.
5. Flaming, flag, bevel, travel, traveller, muffle, muffler, arrival, privilege.
6. Parallel, parlour, dark, darkness, church, sharp, sharply.
7. Terminus, engineer, philosophy, tolerable, ^{former}former, Norfolk.
8. Purchase, occur, nullify, fulfil, literature, lecture, capture.

Exercise 44



Exercise 45

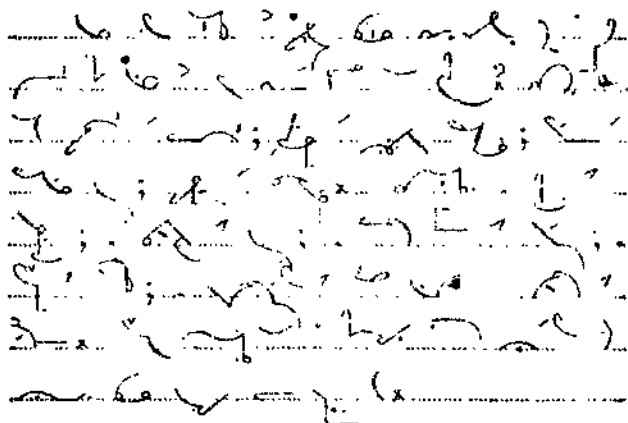
Dear-Sir,

I-believe you-are proposing to buy some house property in Beverley. If-this-is so, I-shall-be-pleased to-call and show you details of Waverley House and Crowther Grange, and other desirable houses which I-wish you would look over. If-you-will tell-me just what-you desire, I-think I-can suit you. I-shall, however, leave all details till I-see-you. If-it-is largely a case of

low price, as I gather it-is, I-know I-can offer you value equal to any, and-with early delivery of-the premises, in all-cases. I specialize in valuation business, and-this brings me into touch with just the right people for-your purpose.

Faithfully yours,

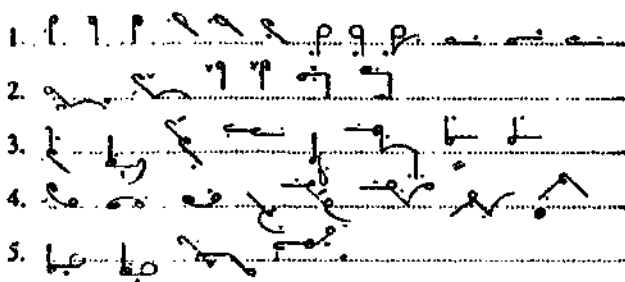
Exercise 46



Exercise 47

1. Spree, supper, splice, supplies, stray, suitor, settle, screw, seeker, cyclists.
2. Sweeper, switcher, swagger, stupor, stagger, sweetly, steeple, stickle, saddle, sadly.
3. Cipher, severance, summer, sooner, civility, personal, swimmers, stifles.
4. Distress, excrescence, express, offspring, gossip, gospel, mistress, mistrust.
5. Disgraced, disclosed, prescriber, obtrusively, tortoiseshell, peaceful, glassware, praiseworthy.

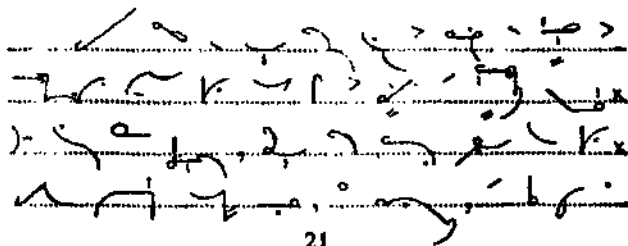
Exercise 48

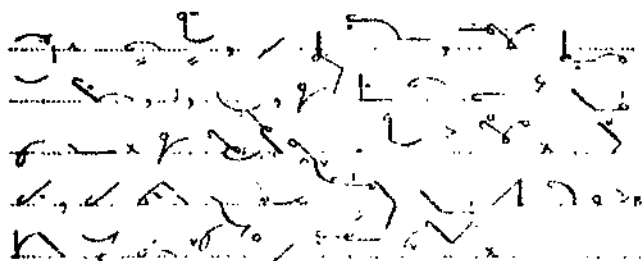


Exercise 49

From what I-know of Cedric Spring he-has no claims to supreme cleverness. It-would-be safer to describe him as a spruce young fellow, with a very strong belief in himself. He-is, possibly, a bit masterful in-his manner; but he-is-the more likely to succeed because of-his liking for work. Nor do I-think he-is in any extreme sense a pleasure seeker. Far from it. I-am-sure there-is-no-more honourable fellow in-the city, and it-will surprise me if-he fails to-make a name for-himself. As-he lives near me, I travel with him several days a week, and I-must say he-has a plausible tongue, which-should assist him in-his business.

Exercise 50

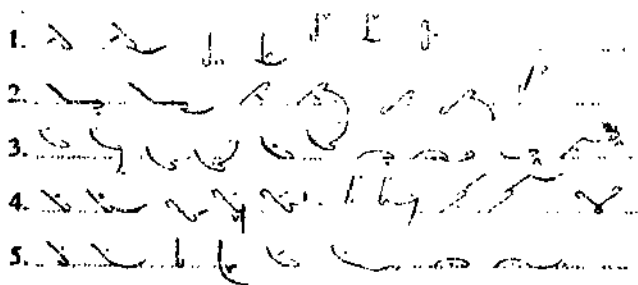




Exercise 51

1. Pun, bone, tone, done, chain, Jane, cane, gain, rain, wine, yawn.
2. Pawning, pawnshop, toning, chaining, caning, gaining, regaining, train, training.
3. Fine, refine, vain, ravine, then, shine, shone, ocean, mean, meaning.
4. Proof, brave, tough, trough, chafe, cave, gave, rough, wife, preserve, observe.
5. Proving, toughen, traffic, deafen, deafening, driving, divide, dividing.

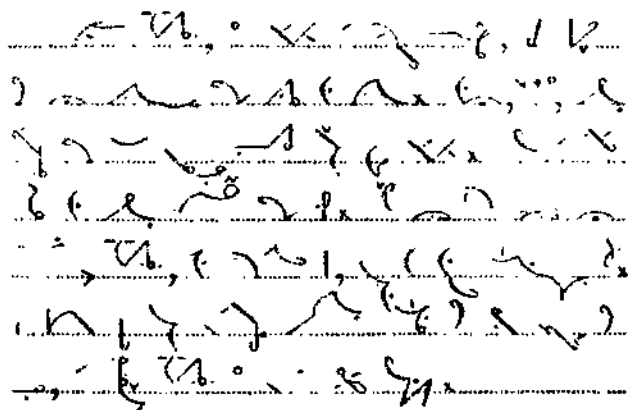
Exercise 52



Exercise 53

It may be difficult for you to follow the general principles upon which foreign business is carried on, but if you are to win your way in a firm which does business with the Northern and Southern States of America, you will have to try. No business man, and, above all, no business man whose principal business is with foreigners, can possibly leave this branch of economics from his training. If he should refrain because of a general dislike of the science, he will surely suffer in the long run. The truth of this has been shown over and over again within my own circle, and I speak for your advantage. The principles may appear difficult to follow, and if you imagine the task beyond you, it will prove so. But be brave; face the plain truth; and you will lighten the work and succeed, as you will deserve to succeed.

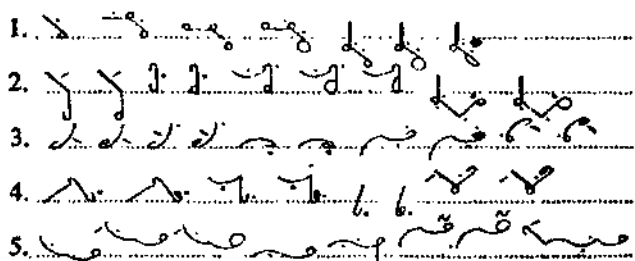
Exercise 54



Exercise 55

1. Pounce, pounces, pounced, bounce, bounces, bounced, ten, tense, retains, tenses.
2. Dance, dances, danced, chance, chances, chanced, Jane, Jane's, rejoin, rejoins.
3. Cleanse, cleanses, cleansed, glance, glances, glanced, reign, reigns, wine, wines.
4. Learn, learns, expense, expenses, appearance, appearances, assurance, assurances.
5. Refine, refines, even, evens, Evans, assign, assigns, essence, essences, announce, silence.
6. Puff, puffs, prove, proves, reproves, deserve, deserves, behave, behaves, swerve, swerves, transit, Stevenson, densely.

Exercise 56

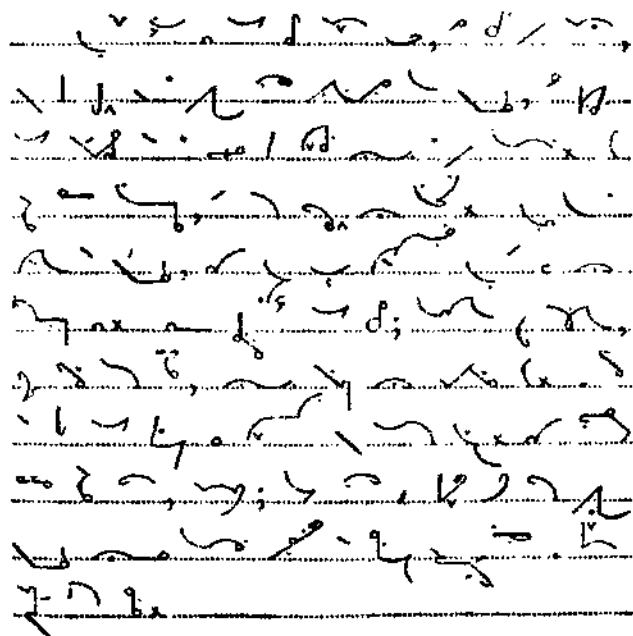


Exercise 57

The Fens, a stretch of marsh along-the shores of-the Wash, used to-be-the scene of-many a chance affray and many a set battle owing to-the inroads of-the Saxons and Danes on-the domains of-the natives. It-seems to-have-been a vast primeval forest at-the-time of-the Romans, who, with their usual vigilance, saw a means

of saving this expanse from the ravages of the waves by a clearance of the trees and the raising of banks. King John, of whose violence against the barons there is but one opinion, nearly lost his life in one of the treacherous channels of the Wash. Those who have read Kingsley's romance of the endurance and stout resistance of the Saxons in the Isle of Ely, must have been struck by the graphic details of the rough roads of those days, and even now they are none too easy for transit. Times out of number, the waves of the sea carried away property, causing havoc and distress to the farmers.

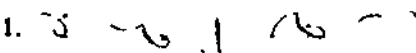
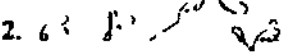
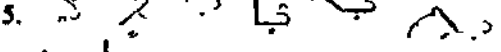
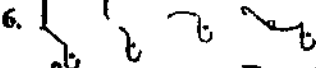
Exercise 58



Exercise 59

1. Fusion, infusion, vision, provisions, revision, sessions, mission, submission, admission.
2. Nation, tension, attention, examinations, mention, manipulation.
3. Oppression, depression, expressions, liberation, station, visitation, hesitation, illustration, section, transactions.
4. Fiction, suffocation, navigation, location, dislocation, selection, legation.
5. Passion, occupation, caution, precaution, application, auction, erection, rations, exploration.
6. Petition, partition, repetition, dictation, flotation, addition, magician.

Exercise 60

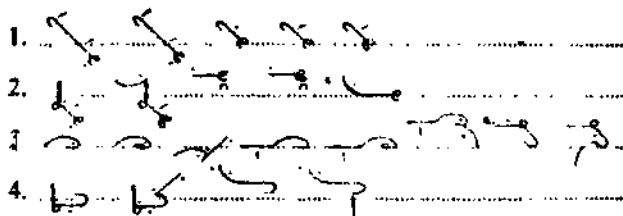
1. 
2. 
3. 
4. 
5. 
6. 

Exercise 61

1. Opposition, supposition, suppositions, exposition, disposition, decision, indecision, physician, physicians, cessation.
2. Accession, succession, annexation, taxation, authorization, sensation, sensations, sensational.

3. Revision, revisionary, nation, nations, national, nationality, diction, dictionary.
4. Education, educational, action, actions, actionable, tuition, situation, fluctuation, superannuation.

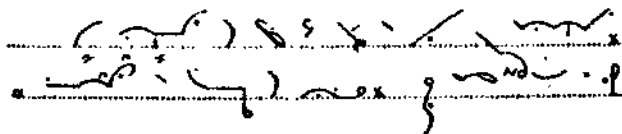
Exercise 62



Exercise 63

In 1858 was set up a Royal Commission on popular education in all-the nation. The commissioners, at their discretion, were to arrange examinations; to obtain information from every direction, to-the exclusion of none; to-call-upon physicians, musicians and educationalists of-every class; to-take depositions when necessary; and, briefly, to-review the general situation, so-as-to secure satisfaction, beyond all mere generalization, and show if there-had-been progression or retrogression. The commissioners' work was sensational in-the facts brought out. There-was ample justification for-the commission, and-the adoption of-the commissioners' advice was followed by an alteration in-the general scheme of national education.

Exercise 64



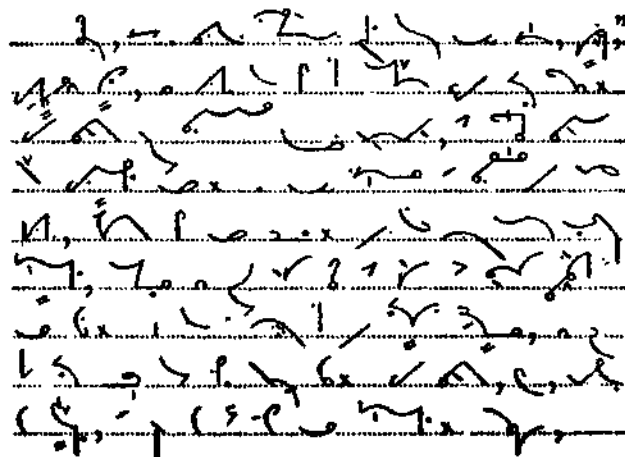
Exercise 67

Dear-Sir,

I-am-surprised to-hear of Mr. Hugh Hamer's opposition to-the highly reasonable views taken by Professor Hawkins on-the syllabus in history. Professor Hawkins, I-believe, does his best, in-all-circumstances, to help his pupils and to adhere to-the scheme of history lessons which deals with-the extension of commerce a.d-with all forms of man's activity. He-is heedful of every-circumstance which-may affect the coherence of history and-the historic belief expressed in-the phrase "Commerce follows the flag." There-can-be no misapprehension of-his meaning, and-none but a blockhead would-be likely to misapprehend him. He shows how-the upheaval of war, though harmful to humanity in other ways, may help a nation's commerce. I humbly hope Mr. Hamer may behave reasonably and cease to harass Professor Hawkins in-his historical course.

Yours-truly,

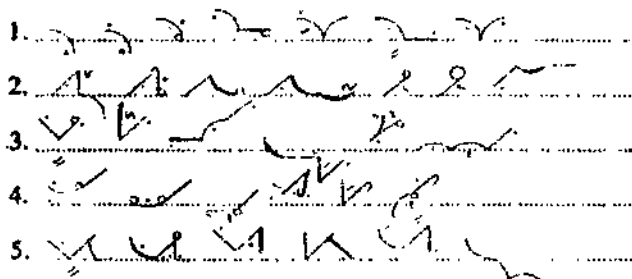
Exercise 68



Exercise 69

1. Arab, Arabic, ark, arm, aroma, arrive, arrival, arrange.
2. Rope, repair, refine, ~~refining~~, refuse, refusing.
3. Bar, Barry, injure, injury, floor, flurry, customer, customary.
4. Artist, artistic, arrayed, urge, rage, remain remaining.
5. Trespasser, pasture, preparation, rear, hurry, recover, recovery, professor, supervisor, grocer, successor.
6. Burn, burns, return, adjourn, learn, portion, extortion, charge, verify, pardon, sparkle.
7. Tire, tiresome, secure, securely, similar, similarly, thorough, thoroughfare, Cork, Carrick.

Exercise 70

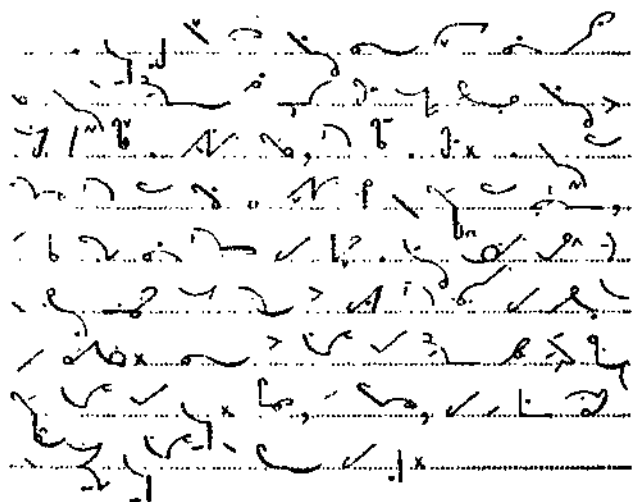


Exercise 71

To secure-the best from himself and to-give right service to others, both-the clerical worker and-the manual labourer must have fresh air and healthy rooms to-live in, bright airy rooms into which-the sun's rays may pour and-the breezes blow when desirable. Dark rooms retain germs of disease and either reduce the worker's life or weaken his physical strength, so-as-to-

make *him* unable *to-do* severe work either *of-brain* or muscle. A robust man may carry *on* for a time in dreary rooms, *but* eventually such places must cause injury *to-him* and bring *on* loss of force and energy. He will arise *in-the-early* morn dull and weary *from-the* outset, in place of rising merry and bright, and ready for anything *in-the* day's work. *In-our-opinion* the brighter the rooms we live and work in, the better our work is likely to be.

Exercise 72

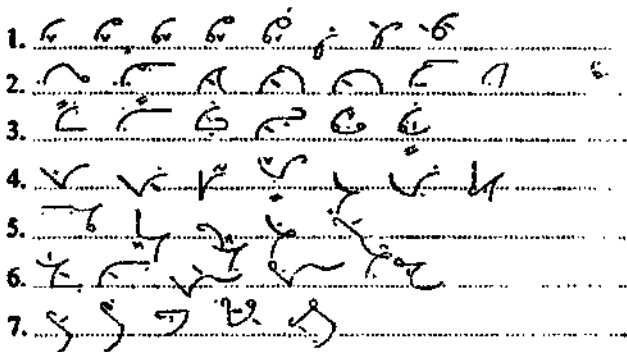


Exercise 73

1. Losses, swells, laws, elation, Alpine, lupin, lucid, local, illustration, lever.
2. Alcove, legation, align, lancet, loosen, Allington, appal, billow, towel, thrill.
3. Vole, volley, choral, gorilla, kneel, kingly, strongly, canals, kennel.

4. Fossils, nervously, chancel, resolve, delta, belfry, gallop, Philip.
5. Unlock, lock, films, mailing, kneeling, Nelson, scaling, felicity, aimlessly.
6. Brush, trash, blush, nutritious, spacious, sugar, chivalry.

Exercise 74



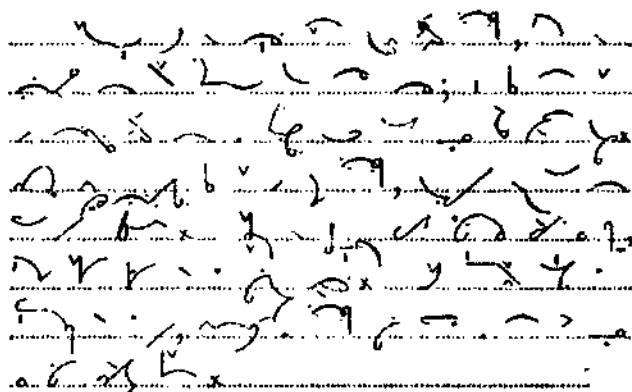
Exercise 75

A life of leisure is a life of pleasure. Needless to say this-is a fallacy, but, false as-it-is, it-is fairly widely spread. Many foolish fellows bewail their lack-of-means to-choose either to-loll or to-labour, just as-they like. They look jealously on-those-who appear to-have nothing else to-do but eat and drink and-enjoy a merry life, when-the poor man toils ceaselessly for food and lodging for himself and-family. But in simple truth, there-is-no-more awful life than-the lazy, useless life of-the idle man, and it-is also true to say there-are exceedingly few rich men nowadays liable to-the charge of laziness, because-they know-the busy life is-the happy one. Happiness is an elusive thing, and-more rich men than poor fail to-grasp it.

Exercise 79

We shall require consular invoices for-the four cases of liquid glue, and-for-the square bottles of hair restorer which we-are to ship to Guatemala by-the "Welsh Rose," sailing next Friday. Please ask Mr. Wheeler or Mr. Weldon to see to-this. Meanwhile, as we-are-the insurers, see to-the policy as-soon-as-possible. If-the wharfinger calls, I-wish to see him as to-the disposal of-those bales from Bombay by-the "Emperor," now lying in-the Empress Dock. It-is important to know whether it-is possible or impossible to-make de' tery of-these bales to Messrs. Ambrose & Kimber this week. I-am relying implicitly upon you to-deal quickly with-the mails for-the Southampton boat tomorrow.

Exercise 80

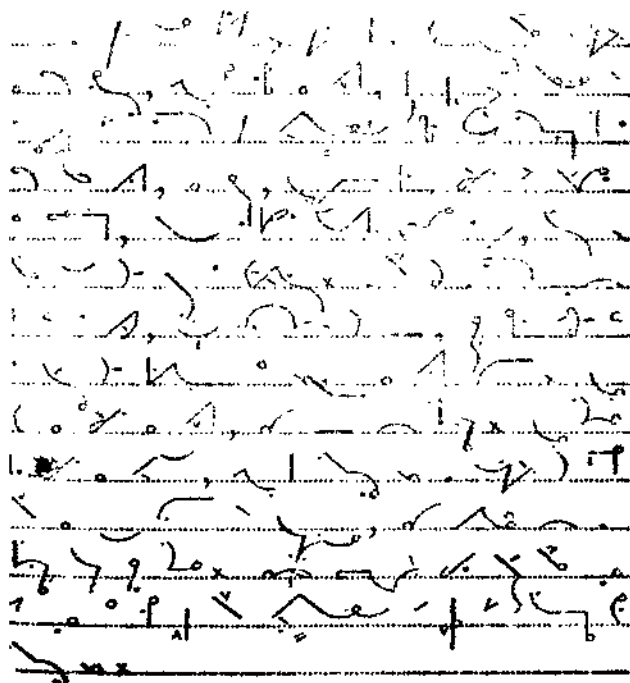


Exercise 81

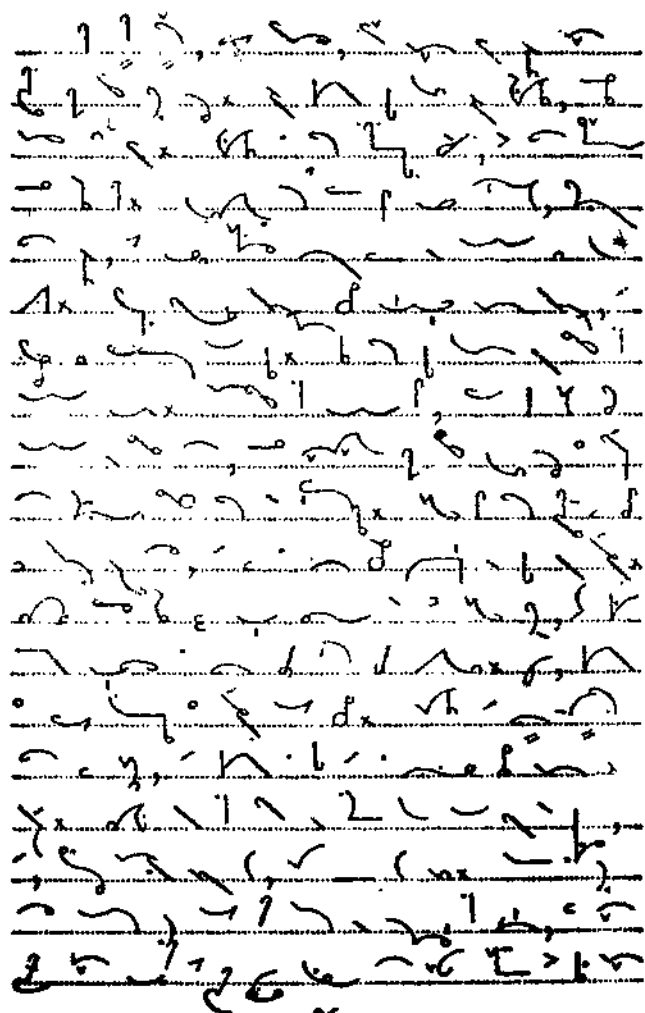
If I-can spare the necessary time, I-shall go to-the head office tomorrow. I-shall-do my best to induce the authorities to-raise the rate at-which we-are to insure

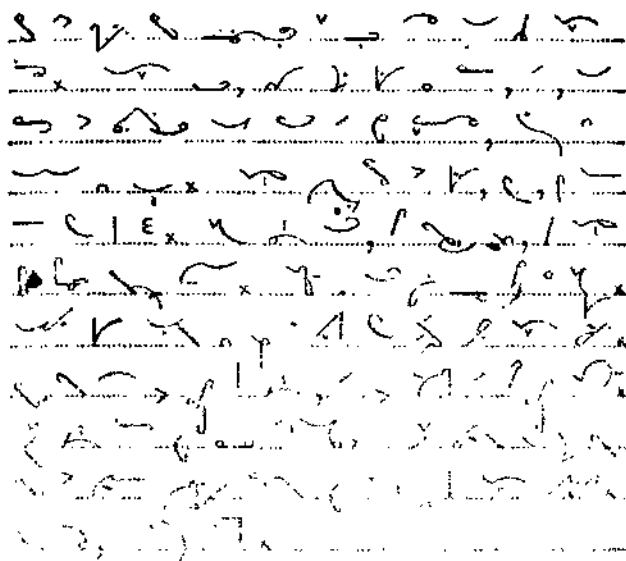
Messrs. Morris & Moore's four bales of rags. The rate should be higher, because of the risk of fire and damage to the rest of the cargo. I shall be sorry to receive a refusal, as the business is scarcely worth the worry and risk unless we secure a fair rate. We have had numerous instances of loss on similar policies in the past. I think we should have a due sense of the grave loss and injury which may follow a refusal to raise the rates on these risky packages. Everyone knows how easily oily rags take fire.

Exercise 82



Revisionary Exercise (B)

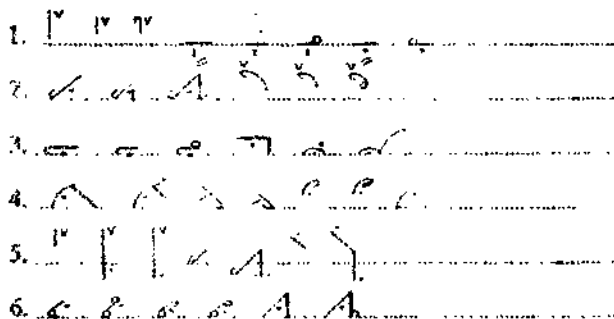




Exercise 83

1. Apt, pat, soft, spot, spots, pleat, pleats, treat, bets, fleet, proud, white, halt, silt.
2. Aged, jade, sobbed, died, aided, avoid, oozed, braid, braids, glowed, viewed, vowed, glades, grades.
3. Print, prints, pound, pounds, blunt, blunts, grant, grants, quaint, friends, fronts, affronts, anoints, rafts.
4. Disappoints, extends, residents, inclined, awakened, currents, doubled, seated, stated, rifled.
5. Secret, sacred, seated, sedate, effort, afraid, dread, adroit, regret, mental, hotel.
6. Pat, Patty, abode, body, chat, chatty, dead, dado, omit, motto, Lot, Lotty, Lotty's.

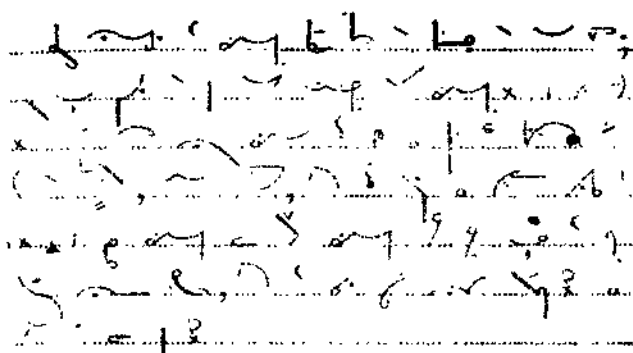
Exercise 84



Exercise 85

Truth has been divided into three kinds: *truth about things*; *truth of-thought about things*; and *truth in-the accurate expression of-thought about things*. According to ancient authorities, *truth* could be said to be a correspondence between thought and thing. It seems perfectly easy for anyone to think accurately about a thing with which he is quite well acquainted. But the case is not quite so simple as that, and there is, without doubt, a great deal to be said before it can be called simple. Suppose an unfortunate accident occurred in a London street, and that six people witnessed the accident, and were asked to relate exactly what happened. It is quite certain that we should receive different accounts from each of them. The result would not be a correspondence between thought and the thing thought about; and so the statements would not be true. It is to be regretted that limited space prevents a more extended argument, though we could extend it if we cared to do so.

Exercise 86



Exercise 87

timed, mud, seemed, steamed, bloomed, timed,
timid, trimmed, streamed, claimed, flamed.

End, annoyed, signed, stunned, poisoned, thousand,
listened, reasoned, old, piled, boiled.

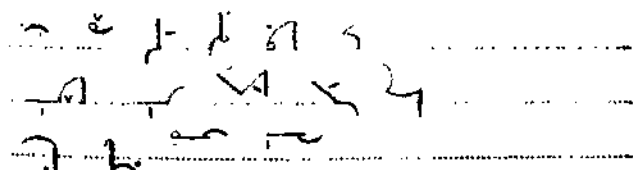
toiled, skilled, failed, smiled, tired, retired, dared,
shared, insured, wired, inferred.

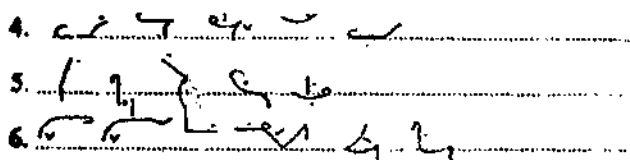
clayed, solid, warm, thonged, stamped,
whispered, angered, droaked.

Ver. bolts, hamlet, relates, support, answered,
judged, select, animate

traded, trotted, edited, dictated, doubted, detainee,
tightened, plant, planted, drift, defied, acquaint,

Exercise 88

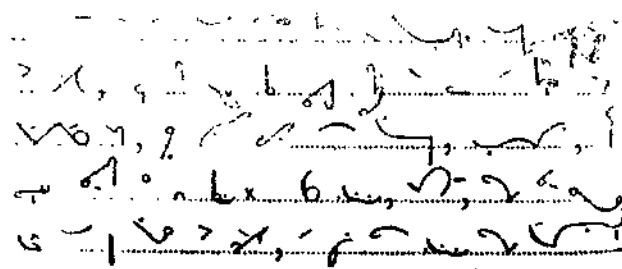


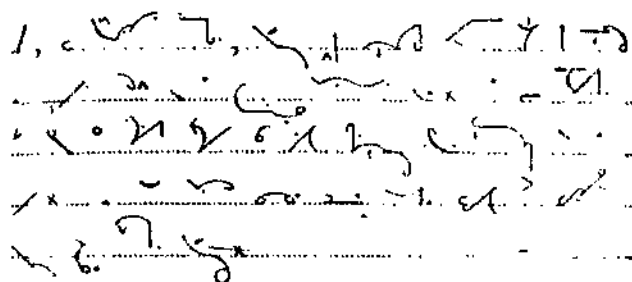


Exercise 89

If the little stones which you have rolled from under your feet were able to speak, they would relate to you a great story, the story of this old world of ours as it was thousands of years ago. They cannot, however, and the story will not be told by them. But let us suppose that one particular pebble could talk, and that it seized the opportunity to do so. It would tell you, and the other gentlemen of your party, of changes in climate, great mad upheavals, when the mighty ocean turned to land, and the highest hills and the hard rocky mountains tottered and fell towards the sea and became, indeed, the sea bottom. If we listened, as a child might listen to the story told by the pebble, we might learn of the movements which are, even now, tending to turn part of the earth into more habitable places, and other part into desolate wastes.

Exercise 90

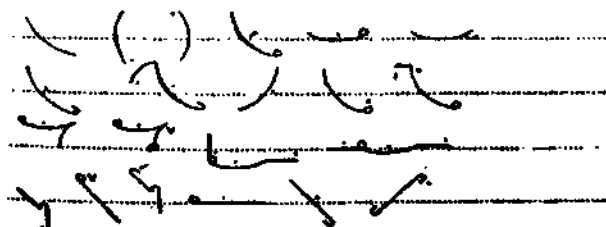


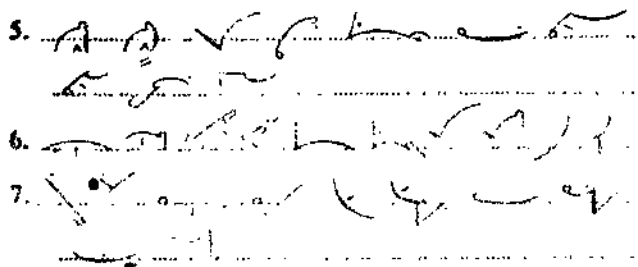


Exercise 91

1. Fitter, voter, enter, sorter, avoider, thunder, asunder, finder, founder.
2. Another, grandmother, grandfather, eccentric, centralize.
3. Potter, plotter, spotter, doubter, auditor, painter, rounder, elector, embroider, protractor.
4. Lighter, loiterers, slander, moulder, ringleader, breechloader, leader, lather.
5. Sombre, timber, rinker, imponderous, slumber, slumbered.
6. Malinger, malingered, adventurous, pictures, fractures.
7. Enter, entered, wonder, wondered, gender, gentry, inventor, inventory, tenders.

Exercise 92

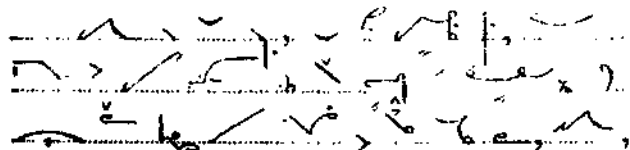


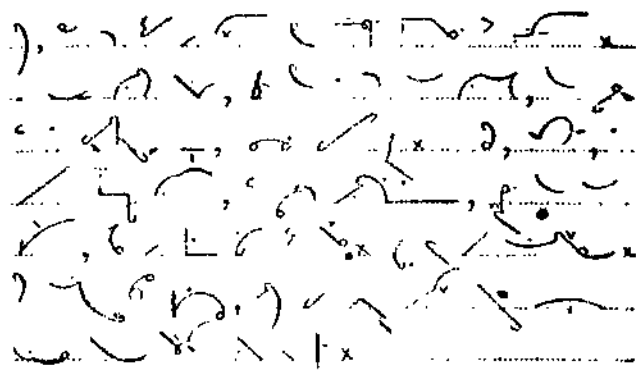


Exercise 93

Chambers of-Commerce are to be found in-the chief centres of-the-country. They take in-hand the collection of information for both importers and exporters, and they gather in-their files wonderful facts and figures dealing-with matters of importance to-their members. There-are usually different sections, under different chairmen, for different trades, such-as-the leather trade, and-these sections naturally endeavour to centralize their efforts on-the particular business in-which-their members are engaged. The chambers keep a watchful eye upon legislators, so-as-to enter an early protest against any legislation likely to hinder international trade. One chamber took-the rather unusual course of acting as trustees for debenture holders of-property in a foreign country. The present writer is-not aware of another-instance of-this wonderfully useful service by a Chamber of-Commerce.

Exercise 94

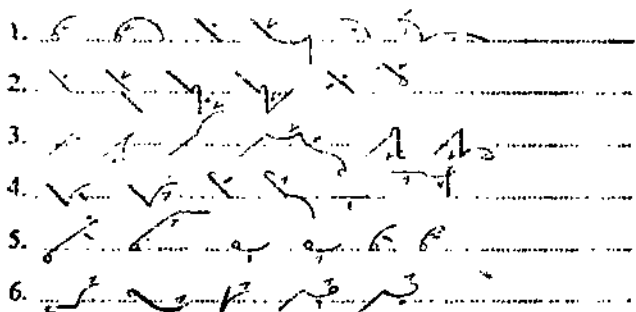




Exercise 95

1. Lay, layer, payer, player, gaiety, gayest, aeronaut.
2. Theatre, theory, theoretical, re-invest, re-engage, re-enter.
3. Amiable, marrying, carrying, agreeable, ideal, idealist.
4. Burrow, borrower, grow, grower, low, lower, lowest.
5. Brew, brewer, brewery, flee, fluent, blue, bluish.
6. Miscellaneous, mysterious, insidious, victorious, furiously.

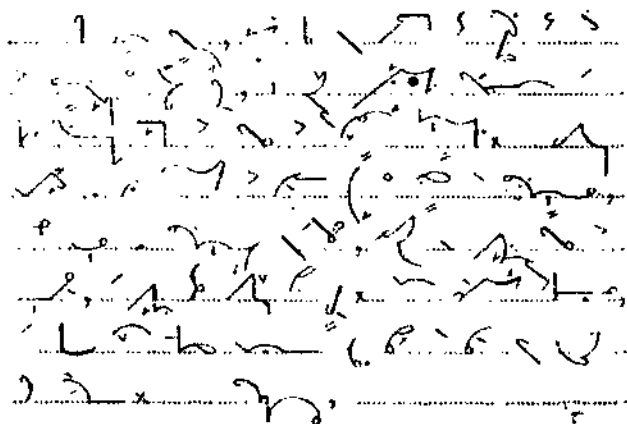
Exercise 96



Exercise 97

The various rooms in-the British Museum are the resort of-the theologian, the geologist, the historian, and-the scholar in every department of science and art. There-are to be-found relics of-the Assyrians, the Babylonians, and other ancient nations long-since passed away. Wonderful specimens of beautiful Indian, and other oriental arts and-crafts, miscellaneous ornaments ingeniously carved, and showing-the most delicate work and-the liveliest imagination of-the artist, are to be seen in-the Museum. No-wonder that-it exercises a great attraction for-the visitor to-London.

Exercise 98

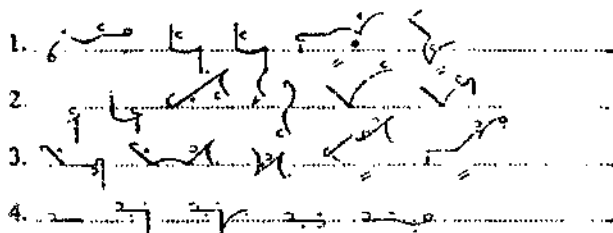


Exercise 99

1. Memoir, reservoir, hardware, frequent, frequently, subsequent, subsequently.
2. Twelve, twelfth, farewell, overwhelming, Brunswick, herewith, sandwich.

3. Tweedle, twig, Cornwall, limewater, misquote, misquoted, misquotation, driftwood.
4. War, warlike, warmhearted, warfare, warmer, warp, warranty.

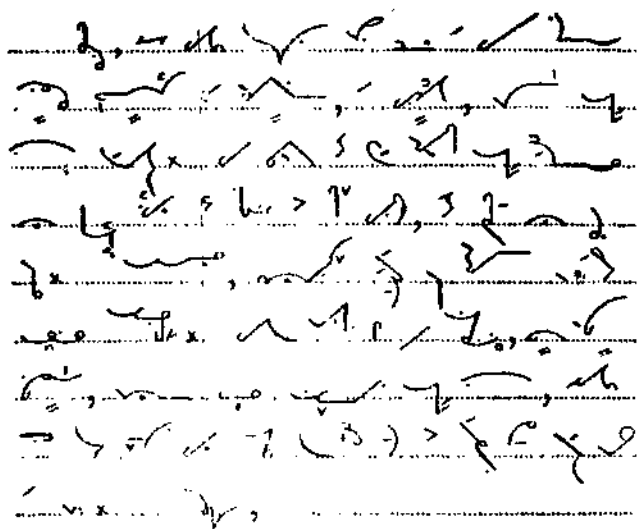
Exercise 100



Exercise 101

On Wednesday last, in-the Memorial Hall, Worksop, Mr. Walter Wilde, of Wakefield, delivered an extremely fascinating lecture on-the Empire. He referred to-the enormous size of-the dominions, to-the millions of people of various races living in-them, and to-the bewildering variety of animal life to be-found in-the area included in-the Empire. He deplored-the frequent wars, which had weakened British South-Africa in-the past, and expressed his belief that-the future would tell a very different story. Mr. Wilde spoke in warm appreciation of-the ever-growing love between-the dominions and-the mother-country, and declared that genuine affection was-the best possible bond of union between us. Subsequent speakers included Messrs. Hardwick, Shadwell and Wagstaffe, and-the audience accorded a warm expression of thanks to Mr. Wilde for-his lecture.

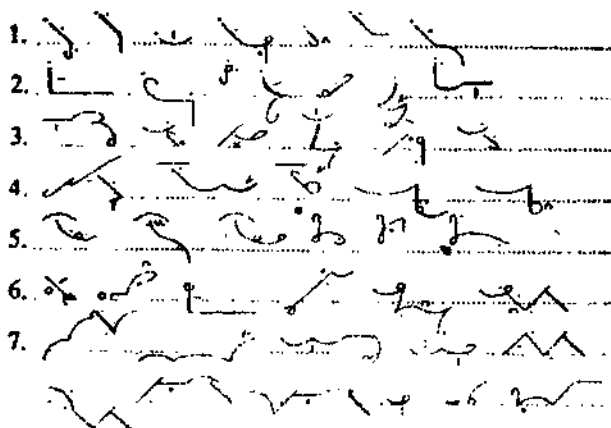
Exercise 102



Exercise 103

1. Compassion, committee, contain, contained, congenial, confession, conversation, concession, conceal, concealed.
2. Discontinue, discontinued, recognize, recognition, recommendation, commerce, commotion.
3. Accompanist, accomplish, accommodate, introduced, introspect.
4. Magnanimous, magnificent, magnitude, translate translation, transport, self-denial, self-reliance.
5. Self-confident, self-contained, instruct, instructed inscroll, inhale, inhabitant, inseparable.
6. Inhumanity, immoderate, innumerable, unnoticed irrelevant, *underrate, already.*

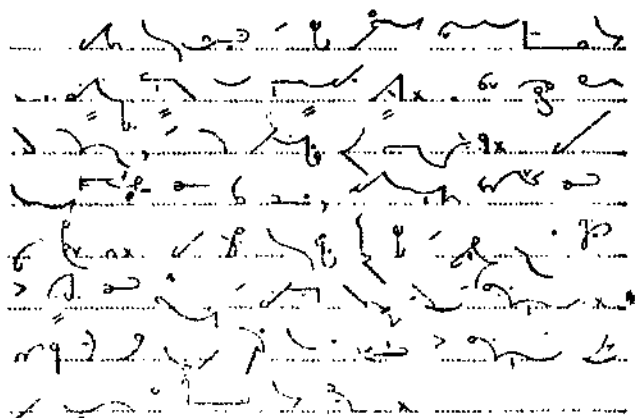
Exercise 104



Exercise 105

The almost innumerable terms connected with business should be understood by all who engage in trade. They are introduced into practically every transaction, and he would be considered incompetent who did not understand them. The mastery of these terms is not a task of such magnitude as to disconcert anyone of reasonable self-reliance and self-control. No enterprising man need entertain a moment's doubt as to his ability to learn these significant terms. The transmission of goods to a commission agent or other consignee involves the preparation of documents which will ensure the transfer of the goods to him without unnecessary delay. The arrangement of consular invoices and other forms properly inscribed and attested must be recognized as a common matter of daily routine, and a man would feel uncomfortable if he were ignorant of these things.

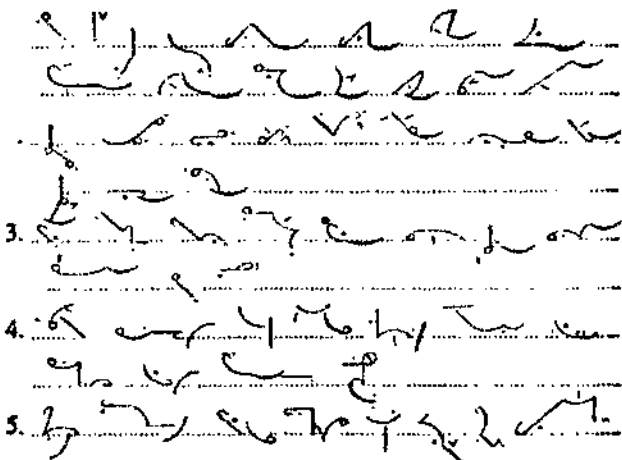
Exercise 106



Exercise 107

1. Paying, spying, stating, chewing, stitching, hiring, robbing, dying, edging, breaking, laughing.
2. Soothing, sighing, showing, knowing, laying, failing, rowing, muffling, offering.
3. Pouncing, entrancing, chancing, scoffing, leaning, shining, pacing, paining, paving, joining.
4. Plotting, abiding, promoting, folding, smattering, painting, skating, *believing*, *cheering*, *nearing*.
5. Adoring, adoringly, sparing, sparingly, sweepings, searchings, scoffings, failings, paintings.
6. Possibility, brutality, suitability, legibility, minority, legality, mythological, etymological.
7. Achievement, pavement, refinement, consignment, monumental, regimental, experimental.
8. Absolutely, politely, nicely, urgently, attractively, possibly, horsemanship, stewardship, editorship.
9. Heedfulness, heedlessness, lawfulness, lawlessness, forward, wayward, dockyard, backyard, *thereafter*.

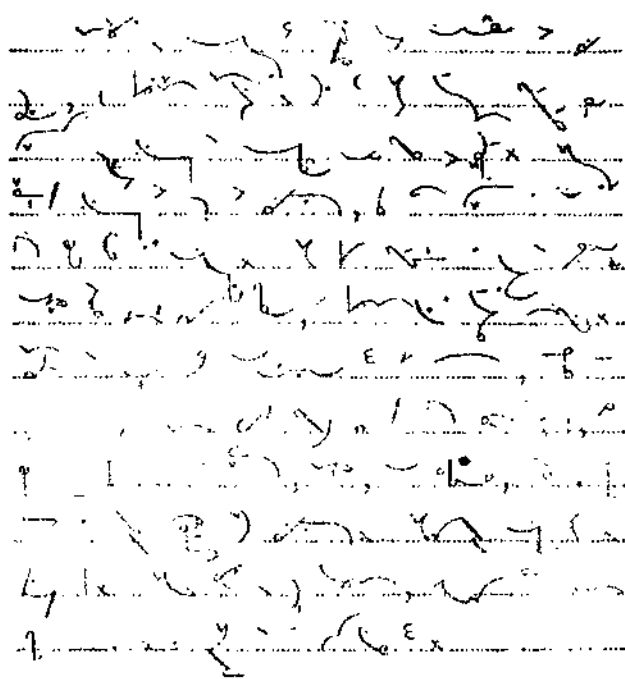
Exercise 108



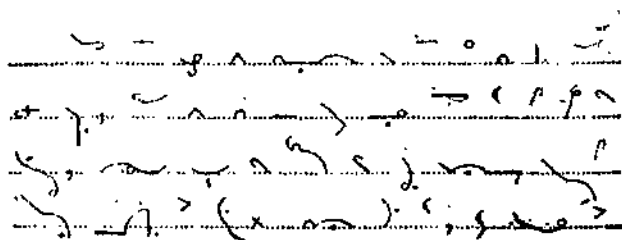
Exercise 109

Herewith *we have pleasure in forwarding to you several mining market cuttings from this morning's papers, and we hope to add thereto within a day or two. The old mines have been strongly supported, in consequence of the announcement of the success of recent crushing operations, and, as the labour costs are likely to be reduced shortly, there is no reason why the experiments should not be carried further. You will recollect that we warned you against your extreme hopefulness regarding the possibility of profit from the new workings; but you were sanguine to the point of recklessness. Irregularities in the directorship have come to light, and, unfortunately, our pronouncement as to the mineralogical conditions has been amply justified. We shall send you a supplemental report later, and will keep you constantly advised of any changes in the situation.*

Exercise 110



Revisionary Exercise (C)

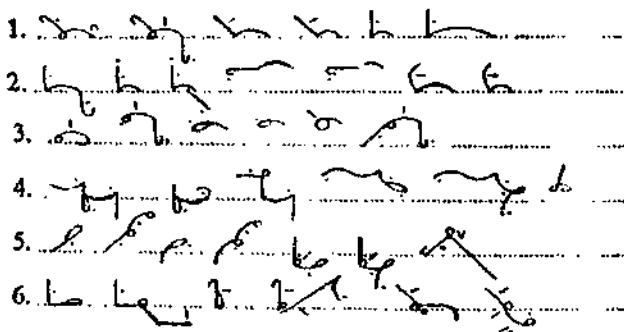


Handwritten text in Arabic script, likely a religious or philosophical treatise, written on lined paper. The text is dense and covers most of the page.

Exercise 111

1. Pumped, plumped, tramped, damped, jumped, encamped, exempt.
2. Presumption, resumption, exemption, assumption, redemption, temptation, extinction.
3. Function, sanction, anxious, anxiety, anguish, languish, sanctuary.
4. Pessimist, pessimistic, optimist, optimistic, post, postage, postpone.
5. Punctual, punctuate, compunction, strong, strongest, distinct, distinctly.
6. Post-free, postscript, postage-stamp, substitute, substitution, waistcoat, wasteful.
7. Mistake, mistaken, *mostly*, blast, blast-furnace, testimony, testimonial.

Exercise 112



Exercise 113

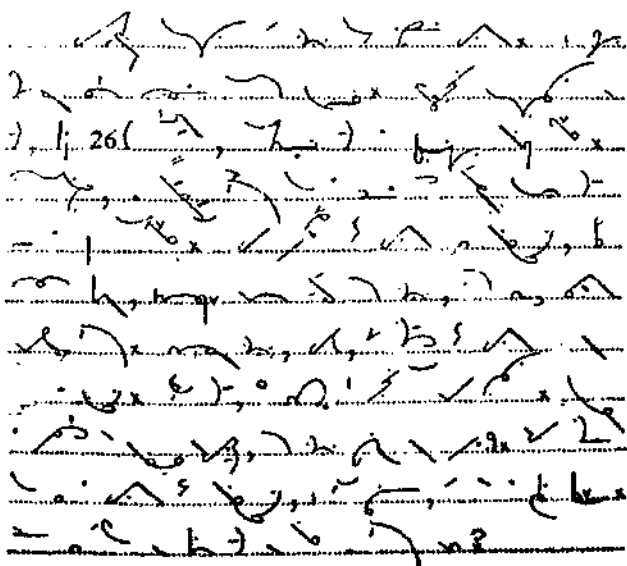
Dear-Sir:

Thank-you for-your prompt-reply to-my-letter regarding-the syllabus of-the Southern Institute. I-am anxious that my nephew should join on-the resumption of-the classes. He-was to-have begun last session, but-

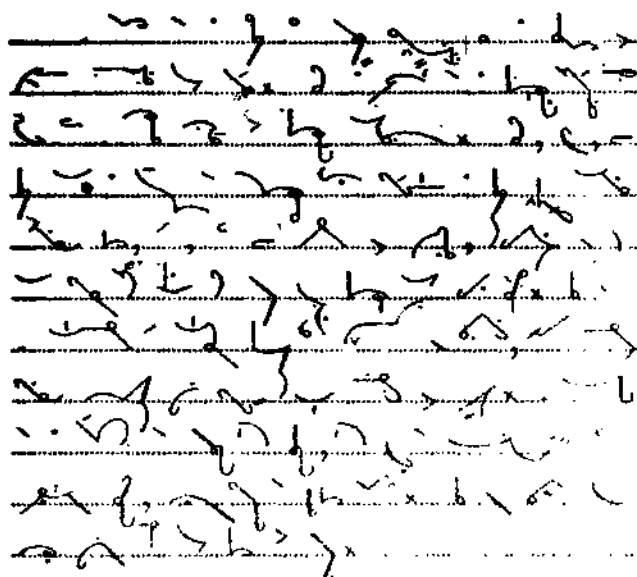
was obliged to postpone the matter through sudden illness, which caused us considerable anxiety. Unless I-am mistaken, I-have-had-the pleasure of-meeting Professor Lawson, the principal of-the Institute, and-I-shall call-upon him next-week to arrange about textbooks, and to obtain his sanction to-the course which I-wish my nephew to-take. Thank-you, also, for-the invitation to-the opening ceremony. I-shall certainly be-present at-the function if-it-is at-all possible. The programme is very tempting, and-I presume I-may bring a friend. If I-am-not mistaken on-this-point, perhaps you-will kindly send a postcard to-that effect.

Yours-truly,

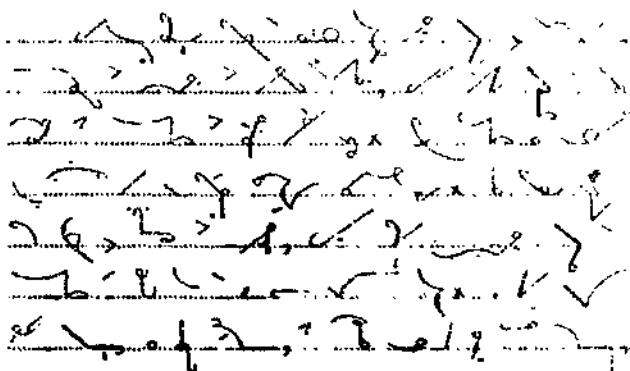
Exercise 114



Exercise 115



Exercise 116

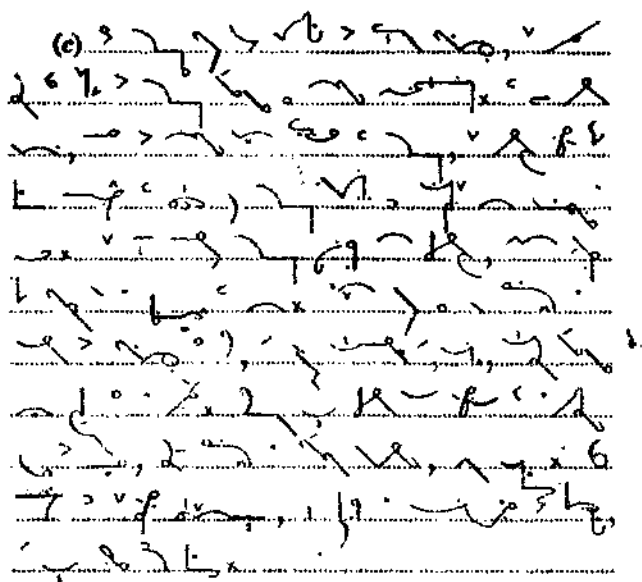


۱. در این باره، هر که شنید، خبر دهد
 ۲. هر که از این باره، خبر شنید، خبر دهد
 ۳. هر که از این باره، خبر شنید، خبر دهد
 ۴. هر که از این باره، خبر شنید، خبر دهد

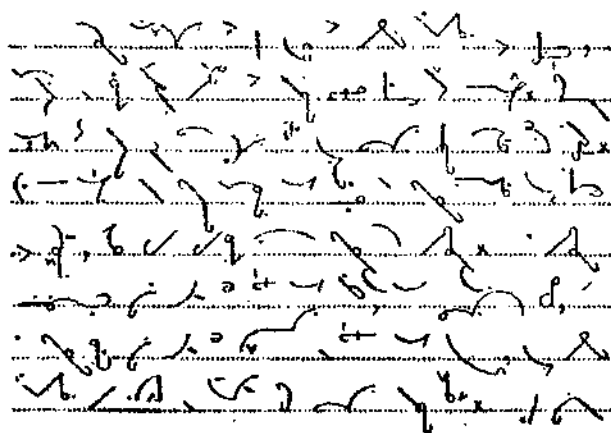
Exercise 117

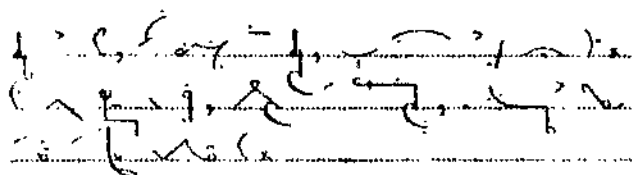
(a) در این باره، هر که شنید، خبر دهد
 ۱. در این باره، هر که شنید، خبر دهد
 ۲. در این باره، هر که شنید، خبر دهد
 ۳. در این باره، هر که شنید، خبر دهد
 ۴. در این باره، هر که شنید، خبر دهد
 ۵. در این باره، هر که شنید، خبر دهد
 ۶. در این باره، هر که شنید، خبر دهد
 ۷. در این باره، هر که شنید، خبر دهد
 ۸. در این باره، هر که شنید، خبر دهد

(b) در این باره، هر که شنید، خبر دهد
 ۱. در این باره، هر که شنید، خبر دهد
 ۲. در این باره، هر که شنید، خبر دهد
 ۳. در این باره، هر که شنید، خبر دهد
 ۴. در این باره، هر که شنید، خبر دهد
 ۵. در این باره، هر که شنید، خبر دهد
 ۶. در این باره، هر که شنید، خبر دهد
 ۷. در این باره، هر که شنید، خبر دهد
 ۸. در این باره، هر که شنید، خبر دهد

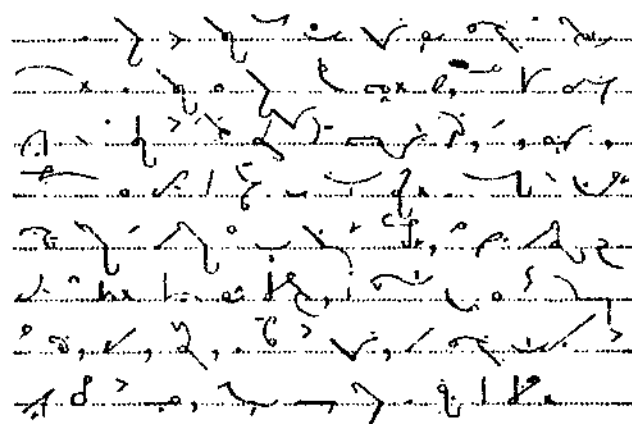


Exercise 118

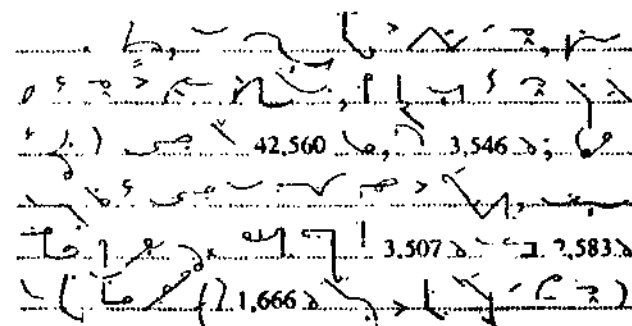




Exercise 119



Exercise 120

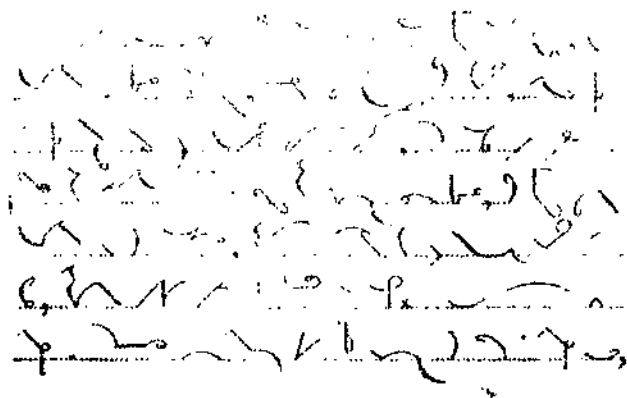


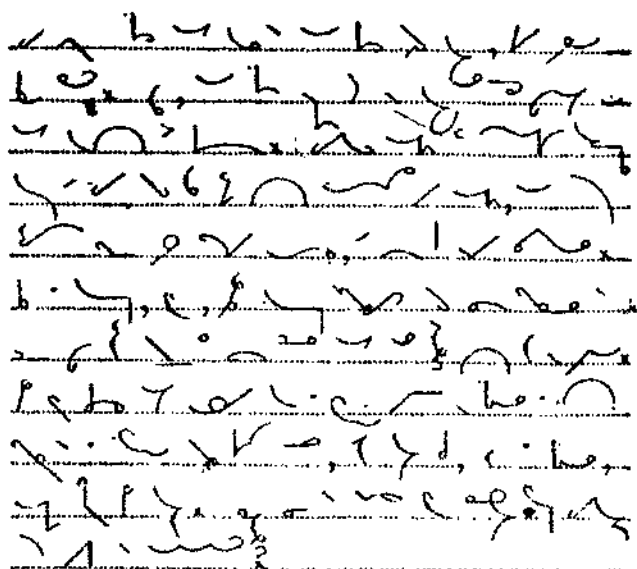
3,714 d, 2,746 d, 15 b, 50 d, 16,712 d, 449 b, 230,473 d, 394 b, 1s. 1d., 1s. 55d, 1s. 1-83d, 3-92d, 4-02d, 13d, 8,343 d, 12 d

Exercise 121

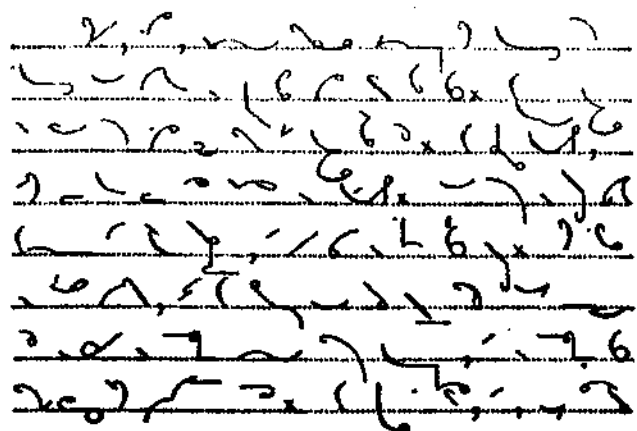
If-you wish to-write at a high-rate, you-must read and master the rules so-as-to follow them fully, and-be-able-to apply them on all | occasions. I-feel that-you-cannot fail to fall into-the true and right way if-you-will only try. The race is to-the sure and-not to-the | strong. Do-not tarry by-the way. Remember-the fable of-the feeble tortoise that outstripped the hare. Master one thing at a time, and you-are sure to-win. | Set apart for study a small portion of-each day. Have patience: "Rome was-not built in a day." High hills grow less as we ascend them. That-which-is | lightly got is little valued. If-you would get gold, you-must dig deeply: it-is-not got on-the surface. Neither can you enter on-the possession of-learning | without some trouble. If-you would obtain a high position, you-must-not-be beaten by what-is difficult. Let your-letters be neat and light; a large and heavy | style wastes time (183)

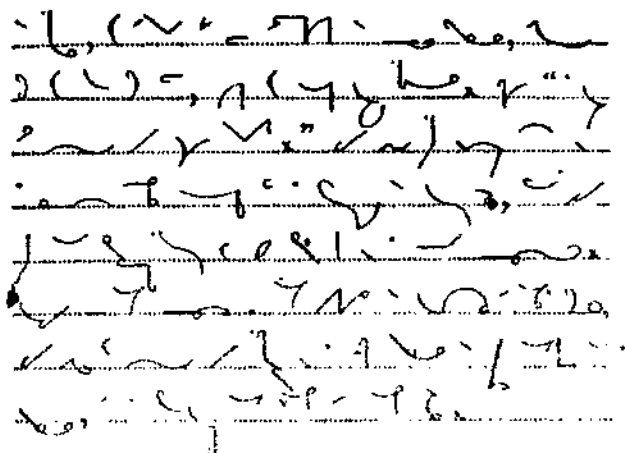
Exercise 122





Exercise 123





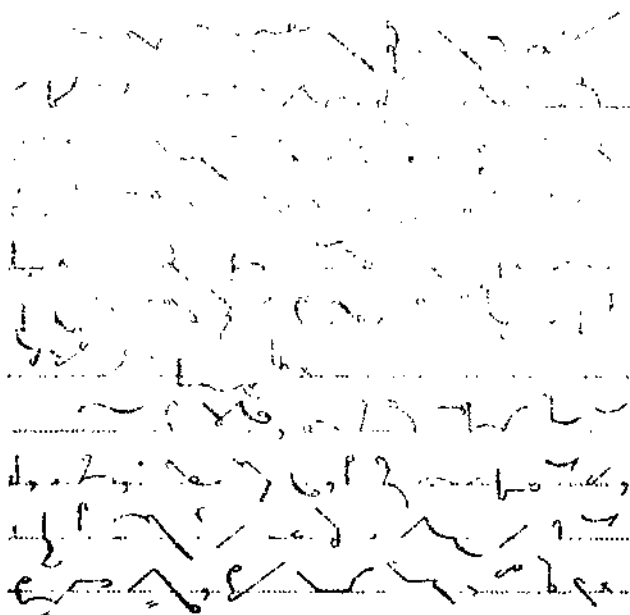
Exercise 124

A preliminary meeting was held in our Masonic hall last Saturday to consider the preservation of the Park Estate for the use of the general public. Several peculiar circumstances have prejudiced the consideration of the matter in the past, and the peculiarity of the case when published in the newspaper arrested the attention of many local celebrities who saw that action was necessary if the reputation of the town was to be upheld. The Estate contains some very old ruins, in the perpendicular style of architecture, and its history is somewhat hidden in obscurity; but the buildings are in such a state of dilapidation that it is now deemed wise to protect them from further decay. It is said that if the prerogative of a local lord were exercised, in all probability none of the land would be available for the use of the people; but, as this is very improbable, we need not enter upon a debatable topic which might cause us to show any but charitable feelings. At the

meeting the chair was taken by a *publisher* who *practises* | much real charity and who has *distinguished* himself on the local bench, a tribunal of which we are proud. On the platform were Mr. Arthur Johnson who has performed signal services | for his town; Mr. James Smith, the applicability of whose impracticable and republican theories is of little account in the performance of our daily duties; | and Dr. Rawson, a very *proficient* master in the art of logic, and one who has a very wide *practice* among some of the best families of the district.

(269)

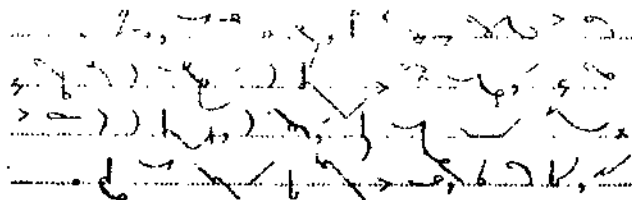
Exercise 125

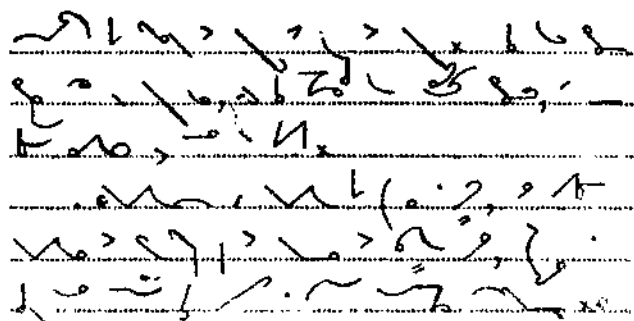


Exercise 126

The chairman said an *advertisement* had been inserted in the local press inviting the residents to give *substantial subscriptions* to a central fund, and the amount *subscribed* being out-of-all-proportion to expectations, there was now no fear of a *deficiency*, and there would be no difficulty in *discharging* all initial expenses. Among the observations made by the speakers those of Dr. Rawson were the most *practicable*, and we hope they will have a wide *publication*. He gave a *description* of a scheme somewhat different from ours and led the audience to follow its applicability to the present case. Of course, Mr. Smith, who is very far from being *deficient* in eloquence and who is a *practised* speaker, had some wild statements to make, and spoke of the evils of the *disproportion* in which the enjoyments of life are distributed. His speeches are very *unsubstantial*, but as a *performer* of the ludicrous it would be difficult to find his equal either in this country or in any *republic*. When the next edition of the local paper is *published* I will forward you a copy and you will be able to realize how unflattering he is in his remarks about what he calls the *disproportionate* distribution of wealth. (208)

Exercise 127



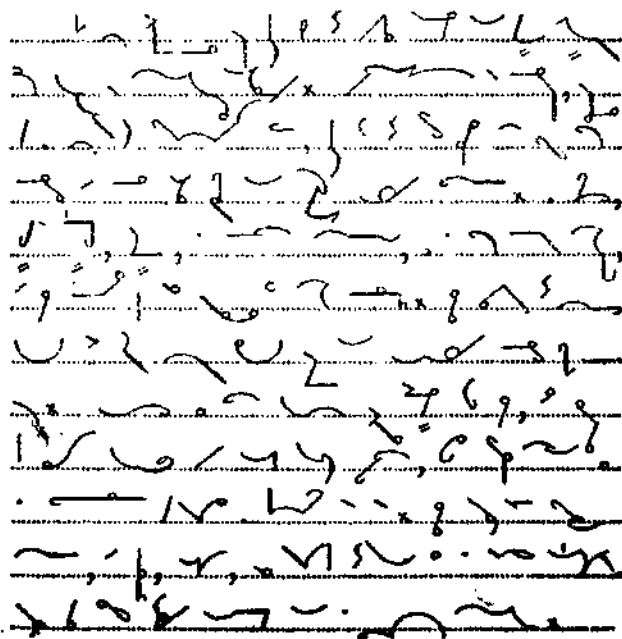


Exercise 128

He who wishes to become a fluent speaker must first of all be *capable* of making a speech; but it is a somewhat sad fact that some people are naturally *incapable* of expressing their thoughts verbally. It is no abuse of language, however, to state that even nature may be overcome, and the taciturn person may acquire such fluency as to surprise his friends by his eloquence. It is only necessary to recall the character of Demosthenes, and how he developed the characteristics of a great orator to prove that this is so. It is especially essential that *familiarization* with details of the subject be acquired beforehand, otherwise a *mortgage* is placed on the chances of success by an *insufficiency* of facts, when a *sufficiency* would *probably* mean unqualified success. With the precision of a *mathematician* he should marshal his facts, *familiarize* himself with apt illustrations to *establish* them, and keep in-view the *immediate* purpose of his speech. Then there are certain *ges* ures which can be suited to circumstances with *mathematical* accuracy, but these should be as far removed as possible from merely *mechanical* action, if the *maximum* results are to be attained. Some fail

to govern themselves in this matter, and thus *extinguish* the possibility of being | effective. Further, a homely and *familiar* style should be cultivated and adopted as occasion requires. The *efficient* cultivation of the voice should receive *especial* attention. Unfortunately it is too often | ignored or treated with but *insufficient* consideration by those who do not recognize its *expediency*. (255)

Exercise 129

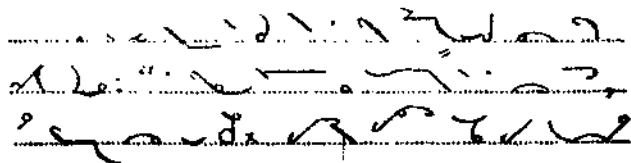


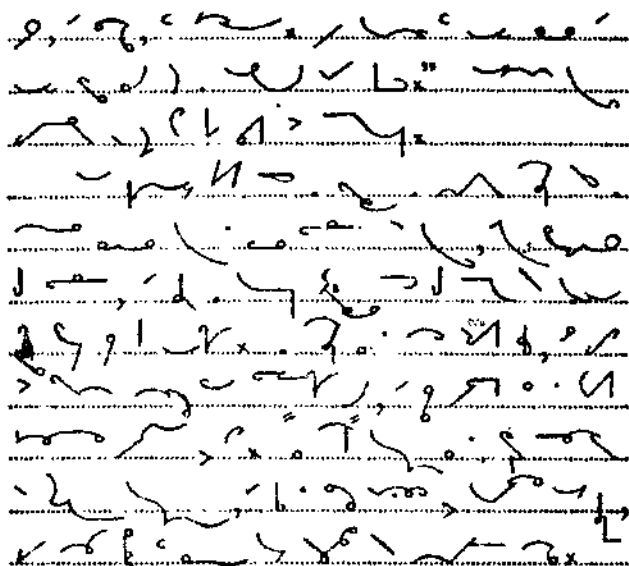
Exercise 130

Ministers of-the crown have various duties to perform on behalf of-their government. One is at-the Exchequer controlling-the financial business of-the country, and looking into-matters | of expenditure; and-in-this work he-has often to-meet criticism from-the wealthy classes, from leaders of-commerce, and-from manufacturers because-he seeks to tax-the commodities | they manufacture or export. It-is in-the months of January, February, and March that-he begins to-think of-his Budget for-the coming financial year. Another is exchanging | views with foreign powers, and it-is-necessary that-he maintains an imperturbable manner under all-circumstances, and displays a broad spirit in-his views. A third is maintaining-the | impregnable state of-our coasts, or considering-the inefficiency of-our navy, which-is very expensive, and-formulating plans for making it more efficient. A fourth has to-deal-with- | the treatment of-prisoners who-are confined for offences of various kinds, and-though-he-may-be a kindly man, he-must-not-be swayed by false motives in-the | discharge of-his duties. A fifth is concerned with-the health of metropolitan and other areas throughout-the land. In addition to all-this, such ministers are cross-examined in | Parliament, and-the result of-such cross-examination depends very largely on-the personal magnetism of-the holder of-the office.

(231)

Exercise 131





Exercise 132

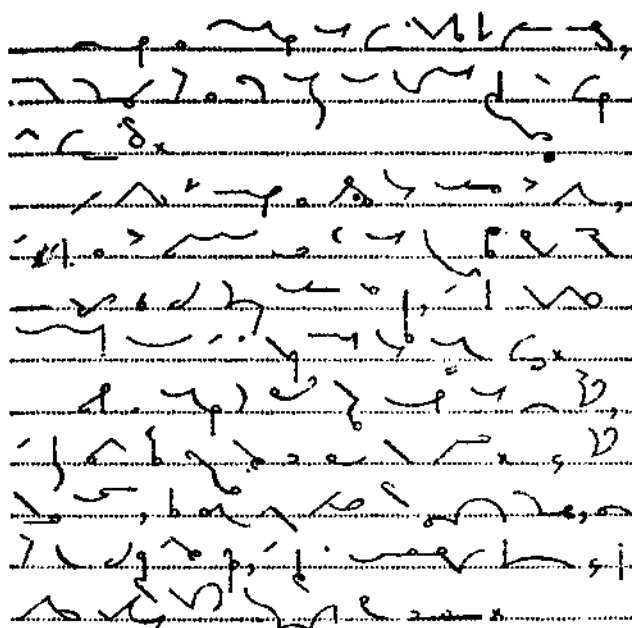
During the winter months the committee of our institute *organize* a number of lectures, at each of which there is as chairman a well-known *representative* of local industries. Some of the committee are in-favour of having subjects which allow only of one style of treatment. Our late secretary resigned because he thought that the committee *neglected* good opportunities of enlightening the *public* on some debatable topics which were discoursed upon by *irresponsible individuals*, somewhat ill-informed, and who were *interested* in the propagation of certain principles without any regard for the *sensibilities* of others. We regret that he should have thus *relinquished* duties which he had *performed* in a most *disinterested*

manner, and we certainly think that such | topics will have to be *incorporated* in our programme, or we shall be guilty of a serious *negligence*, and lose a connection which may be *irrecoverable*. (146)

Exercise 133

In November last we had a lecture on *electricity*, and the chairman, in a very *interesting* speech, said he remembered the time when people were afraidⁿ of travelling by *electric* | train or tram, and regarded an *investment* in *electrical* undertakings as very unwise indeed. He had some anecdotes to tell of the life of the lecturer, who formerly *represented* | his native town in Parliament, but owing to being so *irregular* in his attendance at Westminster, he had to resign his seat, although a man was never better qualified for- | the work. Several times he had complained of the want of *independence* of members, showed much indignation at the humiliating position in which he was often placed, and looked upon- | the routine work of Parliament as very *uninteresting*. Among other things, one of which was a story of his escapades when a boy, the chairman mentioned that in his youth the | lecturer was very *regular* in his attendance at the local technical school, and gained several *certificates* for science subjects. On the *representation* of his tutor, a clever man, who was | *responsible* for the *organization* of a large *electrical* company, the *governing* director of which was a member of the Automobile Club, the lecturer specialized in *electricity*, and now he was | one of the foremost lecturers of the day, and considered a *first-class organizer* of *electrical* exhibitions. (227)

Exercise 134

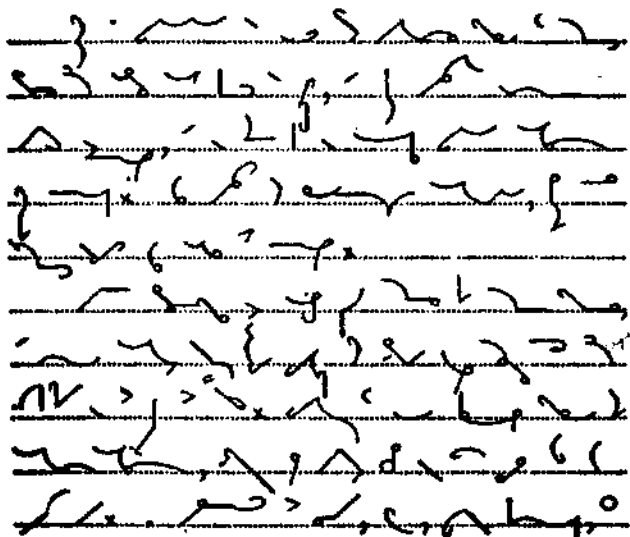


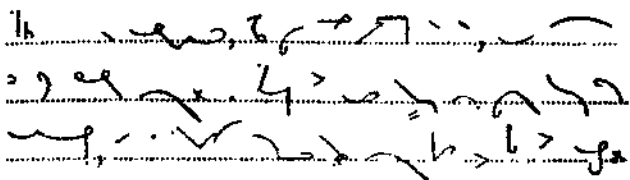
Exercise 135

The lecturer said *electricity* is in evidence everywhere, and today it is an *indispensable* factor in the life of a progressive people. Despite the constant and *enthusiastic* efforts of electricians, the exact nature of *electricity* is unknown. Among the *reforms* for which science is *responsible*, none has been more singularly beneficial to the race than the application of *electricity* to the needs of mankind. The *reformer* is now turning his attention to domestic duties which are undergoing a revolution in the hands of the *electrical* engineer.

Certainly the reformation is | very slow, and it-is very
 unfortunate that housewives in-this-country should
 show some opposition to-methods of *electric* cooking.
 Of *electric* cookers he-could-not speak too *enthusias-*
tically; | they-do-not fluctuate in temperature; the
 result obtained *yesterday* will-be obtained today, if-the-
 same conditions are imposed. He spoke of-the
sensibility, of *electric* waves in-the- | air, and of-the
 various methods of-producing *electricity*, which-were
 far from being *uniform*, and gave a wonderful account
 of-the generating of *electricity* by-the force of water. |
 All-were *unanimous* in-their praise of-the lecture. (189)

Exercise 136

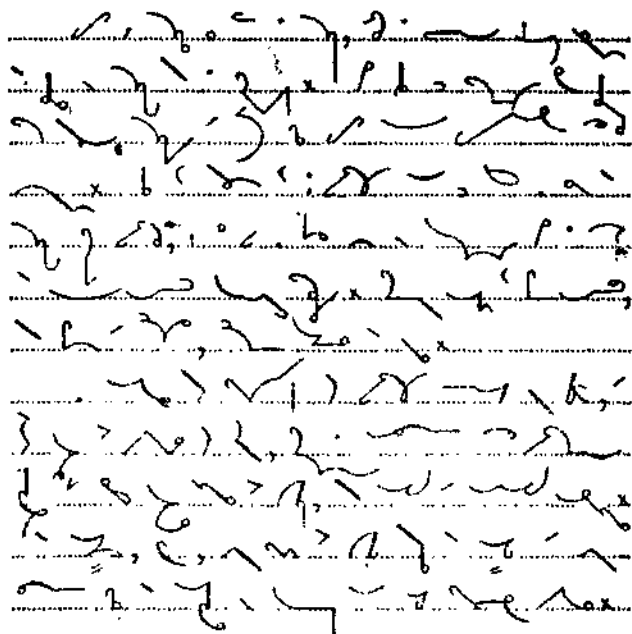




Exercise 37

In this age when we hear such *unsympathetic* remarks about the decadence of sport, it is very *satisfactory* to find so many *Englishmen* taking a fairly *sympathetic* interest in the | *University Boat Race*, the premier *English* sporting event, and it is *questionable* whether any other event in the pastimes of the world touches so *universally* the great heart of the | public in *England* and abroad. All classes of society take a very keen *interest* in the race before the day of the event, and it is this *universality* that *unquestionably* | shows that the race is associated with *nothing* objectionable. The same cannot be said of some other forms of sport which contain the *minimum* of sport really, but the *maximum* | of elements which are undesirable. An *investigation* would frequently prove the utter *falsification* of the meaning of the word sport. If the newspaper is an index of *public interest*, then | surely all must *acknowledge* that the training of the two crews is a matter of *interest* to *Englishmen* throughout the *universe*. At this time men discuss with *knowledge* the merits | or demerits of various forms of diet, and with an *intelligence* which all *intelligent* people should accept as an *acknowledgment* of the extreme *interest* taken in the various doctrines advocated | by food reformers. (213)

Exercise 138

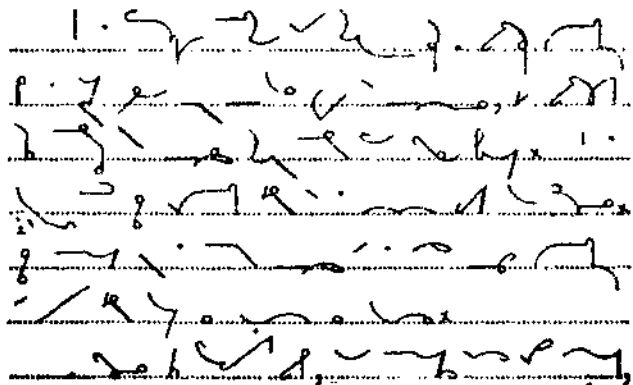


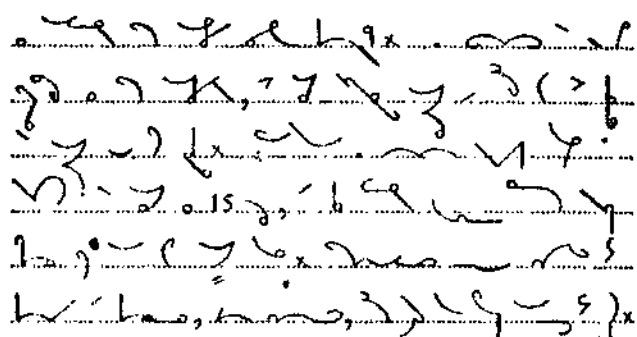
Exercise 139

The day of the *University Boat Race* is the first out-door spring holiday, and though the weather may be unsatisfactory, the crowd on the river and tow-path is an immense | and motley one. Here we have the *Parliamentary* hand, the *insurance* broker, the compiler of *prospectuses* and *amalgamation* schemes, the *arbitrator* engaged in *arbitration* cases, members of the *legislature* who- | have turned their backs on legislative matters for a short-time, the *administrator* and the *administratrix*; there we have ladies in the

height of fashion full of *enthusiasm* for-the | success of-their favourites; the mischievous errand boys with their baskets over-their shoulders, whose mischief is excusable for-once; indeed, all-sorts and conditions of *influential* and *uninfluential* persons, | each of-whom has *probably* decided his or her choice in a most *arbitrary* manner. The newspaper reporter is there with-his pencil and book jotting down any matters of- | moment in-the *characters* which delight the hearts of all Pitmanites. The result of-the race is sent by *telegraphic* communication, both *telegram* and cable, to all parts of-the | globe. Undoubtedly people think more of-the-~~manner~~ of winning than of-the prize at stake, and-thus the boat race exemplifies the saying of-the-most lovable of all | Scotsmen, Robert Louis Stevenson, who wrote: "Our business in-this world is-not to succeed, but to continue to fail in good spirits." Here we-have a splendid motto to- | remember in-our everyday life and in-our pastimes. (249)

Exercise 140



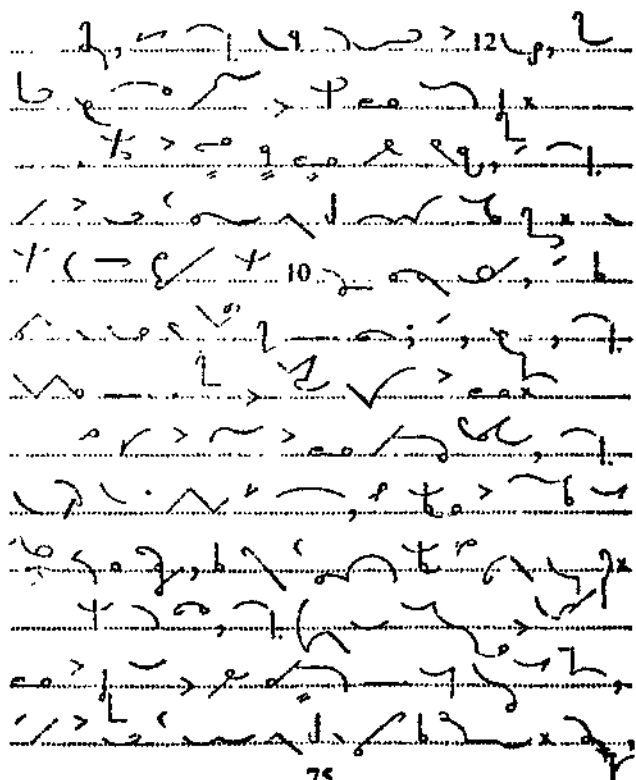


Exercise 141

The introduction of new methods of locomotion has considerably widened the field of the newspaper, and added further variety to the editor's duties. Among the most popular modes of travelling | is that of motoring, the development of which has been very remarkable indeed. Newspapers have consequently enlarged the scope of their contents, and given circumstantial accounts of *anything* and *everything* | of importance associated with motors and motoring. There are also periodicals devoted *altogether* to the interests of motorists. Interested parties organize motor shows at which *everything* in the way of | accessories, from *incandescent* lights, to the most insignificant, but *nevertheless* necessary, parts are exhibited, each and everyone claiming to have certain distinctive features. The multiplicity of motors, both *public* and - | *private*, is a source of danger to the general public, for some motorists are *unprincipled* enough to be reckless in their driving. Such unlawful acts give offence, and | cause great alarm and *inconvenience* to those passing along our streets. Therefore, it is urged that those in authority

should seek an *enlargement* of their powers to check excessive speed | whenever motors travel through the busy thoroughfares of our cities and towns, and to inflict severer punishments on all who transgress or attempt to transgress the letter of the law. | (210)

Exercise 142

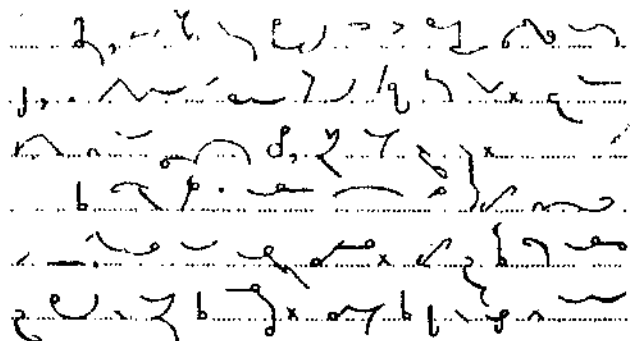


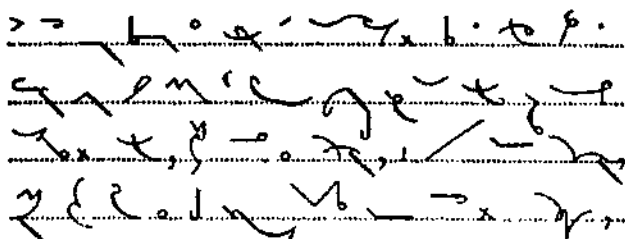
Exercise 143

Some say motorists should show more consideration, and give attention to-matters which concern the life and death of-the frequenters of-our roads. Though-the *difficulties* are great they- | are-not *irremovable*, and motorists themselves can-do a great-deal to-make-them *removable*. Often, too, we hear complaints by *denominational* bodies that weekend motoring is injurious to- | the cause of religion in general, and-there-would-be a general rejoicing among-the churches if *something* could-be done to convince people of-their folly in spending their | weekends motoring along-the countryside. In-our remarks *respecting* the onward march of civilization, it-is well to consider all things *together*, and what brings *misfortune* to-the few | may carry with-it great blessings for-the-majority of-mankind. *Notwithstanding* this, however, there does appear to be a wanton heedlessness of-those things which-were very real and | dear to-the hearts of-our forefathers.

(157)

Exercise 144



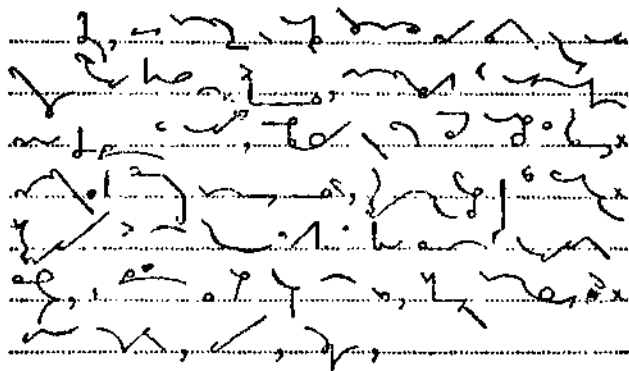


Exercise 145

I-am-very-glad to inform-you that our business has turned out very-satisfactorily indeed during-the past year, notwithstanding-that much has militated against our progress. Before dealing- | with-the figures in-the accounts, I-think-it-is-necessary for-me to-recall to-your-minds what I said at our last meeting. You-will-probably remember these- | words: "On-this-occasion we-have to-meet an adverse balance, and it-is deemed necessary to-take immediate steps to-improve our position. At-the beginning of-the year | we brought-forward a substantial amount, and-now we-are faced with a deficit. I-am-persuaded, however, that-we-could-not have-done better owing to-the peculiar-circumstances which- | were in operation during-the year." Those-who-were present at-the meeting in-all-probability remember-the statement on-this-matter in-the report. It-was felt that by- | some-means we-must regain our position, and-therefore every-circumstance likely to-have affected the profitable working of-the company was considered, and-the result reflects great-credit on | all-those-who-are concerned in-the re-organization, and-I-think-that-you-are satisfied in-this-respect.

(198)

Exercise 146

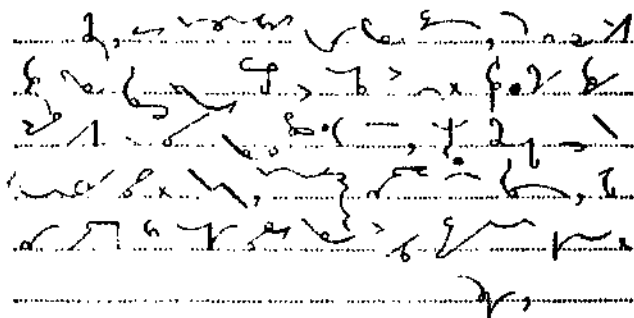


Exercise 147

Turning to the accounts for the year now under review, I think you will agree with me that we have done exceedingly well. On the credit side of the trading account you will find that the business done shows an increase of £20,000. On the other side we show an increase of working expenses, but the increase is not heavy, and furnishes us with an example of the fact that the better the business we do, the lower is the ratio of expenses. On the assets side of the balance-sheet the property account item is the same as before, while the cash shows an increase of £1,200. On the liabilities side of the balance-sheet the cost of renovation has been charged to the reserve account, and I think you will quite agree with this. Our dividends for the past five years have averaged 10 per cent per annum. Early in the coming year there will be a special meeting to discuss the matter of further developments, and I take the liberty of urging all to

be present. In-the-meantime I-trust we-shall continue to-prosper so-that-we-may-have a substantial increase in-our-profits. (206)

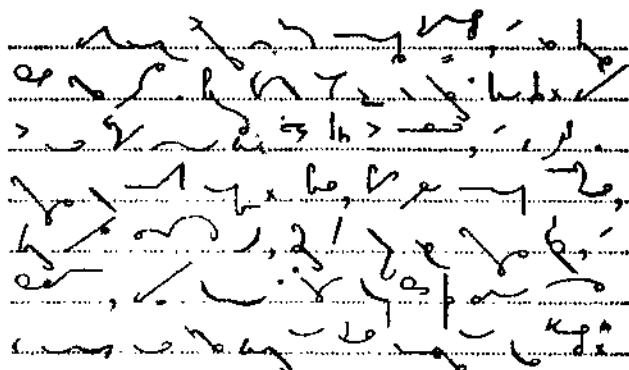
Exercise 148



Exercise 149

It-is-said that civilization has deprived man of-his love of nature, and it-is-only-necessary to observe-the small-proportion of-city dwellers who delight in-the | out-of-doors life to-find confirmation of-this-statement. This-has-been spoken of many-times, and as-we-think, and as-we-shall main'tain, it-is very unfortunate | that-such a state-of-affairs exists. Nature is ever striving after perfection; and-this-is-the one great lesson of-life we-have to-learn, that-the greatest happiness | is-to-be-found in-the pursuit of-perfection, for, as Stevenson says, it-is more blessed to-travel than to arrive. All | lovers of nature should read Stevenson's account | of a leisurely journey through-the north-east of-France by canoe and on foot. He-was a lover of nature. Being in perfect agreement with him, and wishing to | emulate his example, we spent a holiday afloat in France last summer. (162)

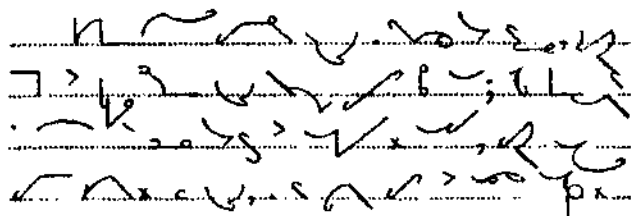
Exercise 150



Exercise 151

Three of-us had arranged to-make-the trip. All of-us are members of-the-same political-association, while two are also prominently connected with a medical-association, and- | the third with a traders-association. On a Wednesday-evening we left-the shores of England for France. Arriving in Paris, we hired a flat-bottomed Norwegian boat, somewhat smaller- | than we-had intended, and-from this-city we rowed ourselves down to Nantes, leaving Paris on a Thursday-afternoon. We-went by-the Seine, along two canals, and down- | the Loire, a distance of-over three hundred miles, which occupied a joyous month, out-of which we spent more-than half-the time on-the water. We-had a | very large umbrella that protected us absolutely from sun and showers, and-in-the locker of-the boat there-were appliances for-the-preparation of-simple meals. As-well-as- | can-be remembered, we-went through about forty locks; we stayed at thirty inns, and our expenses worked out to a total of twenty francs a day for dinner, bed, | and early breakfast. (183)

Exercise 152

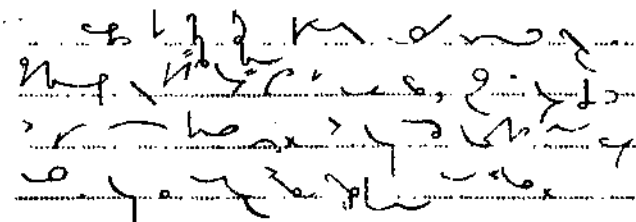


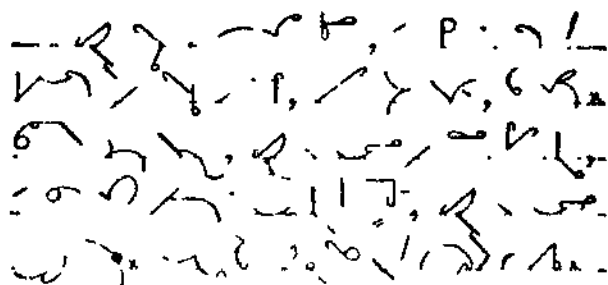
Exercise 153

The weather was glorious during the whole trip, and our picnic lunches under the trees, though of the very simplest character, were most enjoyable. Looking back upon the time, it appears we were in such excellent spirits that what we ate was of little consequence. We gloried in the fact that we were in the real France of the real French, and were enjoying nature among new and strange surroundings. We have been informed that we did not take the best route, and therefore as soon as we can we shall take the opportunity of carrying into effect the suggested alternative. Let us urge those who have not experienced such a holiday to try it by all means as soon as they can, since it seems to us that in these days of advanced civilization it is necessary that we seek communion with nature whenever we can, and especially at holiday times.

(152)

Exercise 154



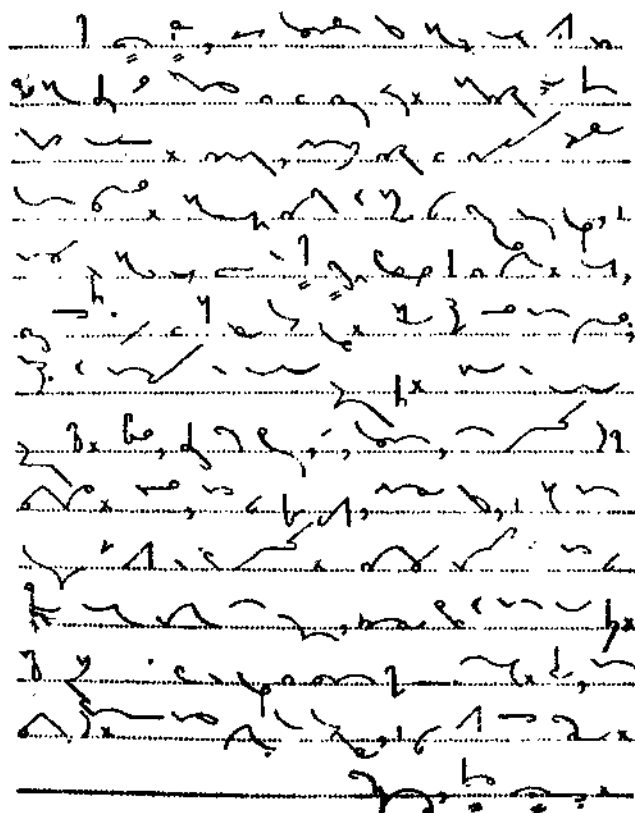


Exercise 155

From-time-to-time we-have-discussed the question of-the influence of-the-press, and you-cannot deny that on all occasions I-have-been able-to-make out | a fairly strong case for-the justification of-the statement that journalists on-the whole work for-the cause of-progress; and-if-you-should-not-be willing to allow | this, they-would-be unduly condemned for-that for-which they-were-not altogether responsible. You-will recollect that some-time-ago, I-cannot-say-the exact date, you stated | that-you-were-not satisfied that-the influence of-the-press was for good. I-would-not reopen this-question so soon again if-it-were-not for-the speech | of-one-of-our leading orators the other-day, which impels me to-write a few-words respecting it. He-was-the principal guest at-the annual dinner of-the | local Press Club, and-I-have-carefully perused more-than-one report of-the speech in-the several newspapers in-which-it-has-appeared. He said he-was getting on | in life, and for-some-time past had withdrawn from public-life, and hoped that-he had done with public speaking. The great terror of-every public speaker in-

his- | time was-the reporter; but to-some-extent, and
to what-extent is apparent from a study of newspapers,
pressmen had ceased to-report the speeches to-which-
it-was | understood the whole community were looking-
forward with breathless interest. (250)

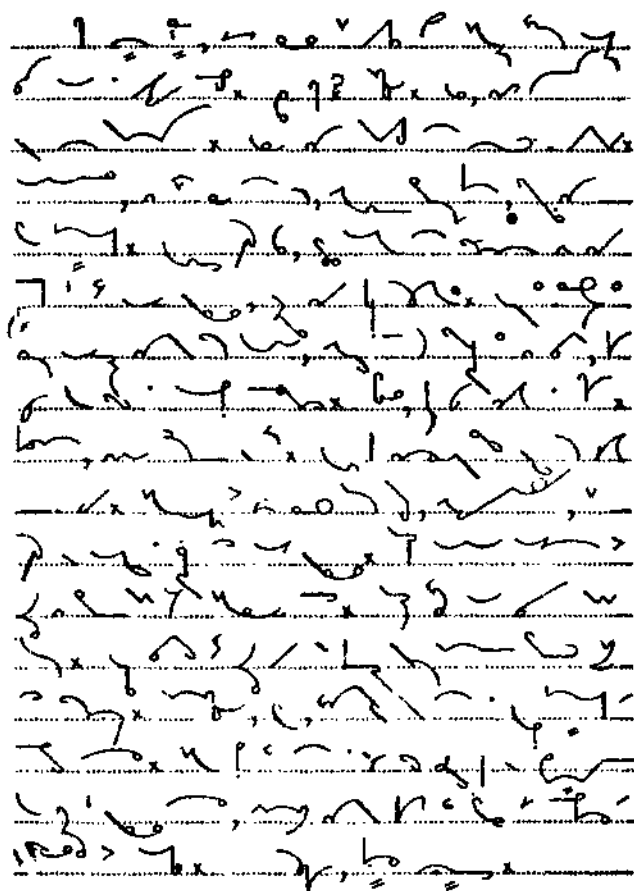
Exercise 156



Exercise 157

At-any-rate, the speaker continued, the reporter was no-longer the terror of public speakers, and-now only reported the speeches of-the great lions of-the front bench. | He believed that-the-press did work for-the cause of-progress, but at-the-same-time he warned his hearers of-their influence in-the cause of peace, and | implored them to hesitate before they-did anything to-bring-about-the horrors of war. It-is on-this-question of war, he went on to say, that-you-are-not at- | on? with me. You-must-not-be vexed if I-venture to-repeat that I-cannot-see why you-should condemn at-all-times, and-under-all-circumstances the influence | of-the-press in-this-matter, as-if-it-were-the duty of-the journalist, in-so-many-words, to denounce all wars and cry for peace on-every occasion. | A notable writer says war is sacred, and-there-can surely be no-doubt that-it-is absolutely-necessary to use force for-the suppression of tyranny and wrong-doing. | I-may-not-be-able-to see-you for a long-time to-come, so I-hope-you-will-not fail to-write me on-this-subject. Doubtless you-will- | be-able-to find some objections to-my-statements; still I-am-able-to-think that-you-will modify your views in-the-early future. If-it-be-not too- | much trouble to-you, will-you-kindly post to-me the copies of-the pamphlets I-lent you some-time-ago, and although you-may-not have read all of- | them, perhaps you-will give me your opinion on-those you have perused. We should exhibit charity in-our-words at-all-times, and-in-this spirit I-trust we- | shall always express our thoughts when writing to-each-other on controversial topics. (313)

Exercise 158



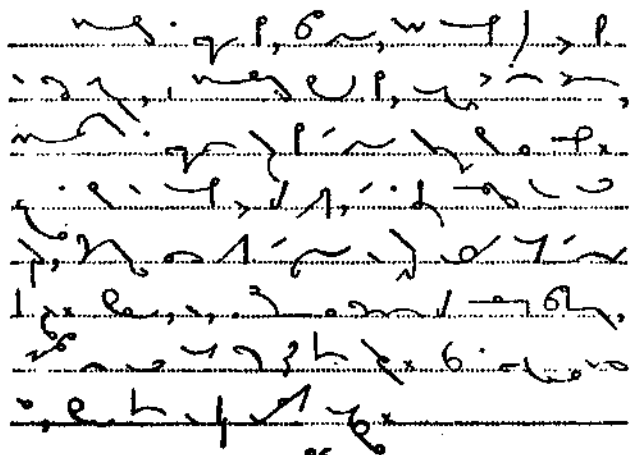
Exercise 159

I-wish-there-were more people who-would remember-
the saying that to understand everything is-to forgive

everything; in-other-words, whenever-there-is cause to criticize-the actions | of-others, we should try to-get at-the real motive of-the actions, and-then we should-be more charitable towards such persons. I-know-there-will-be some | who-will object to-this view; but my-dear-friends, if-there-is-to-be a larger-hearted sympathy abroad, I-am-sure-there-is no other-way of attaining | it than that I-am advocating, and no other-way in-which-there-is- anything like so-much chance of-success. How-can-there-be true brotherly feeling in-our | hearts if-we condemn others before-there-is an opportunity of understanding-their motives, and-if-we pass upon-their actions a hasty judgement? In-order-that there-may-be | an advance in-this-matter people will-have to-look above-their own desires of-making-their-way in life at-all-costs, and-instead, think of increasing-their-value | to-mankind in-general.

(184)

Exercise 160

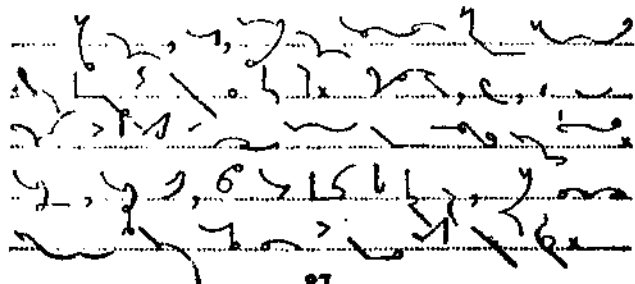


Exercise 161

As Bulwer Lytton says, if we serve mankind we serve ourselves. I believe there will be some who will say they will think about it, and pending their decision I would urge them to reflect that men are naturally inclined to doubt the truth of such statements. Then there are others who hesitate in some other respects; perhaps, in order to count on the material advantages or disadvantages of such a course. For their own sake, I would ask them to change their view of life, and they are sure to benefit more than their worldly thoughts could possibly have suggested. The wise men of the past have assured us that in their opinion the best course of life is that which suppresses the selfishness inherent in man, and I think there will be many who, from their experience, will support them in their statement. Whether I address you as my dear sir, my dear madam, or my dear fellow citizen, let me ask you to ponder over this matter and to remember that in the beautiful words of Adelaide Procter, "Glorious it is to wear a crown of a deserved and pure success"; and though there is much that may baffle you in order to carry out this high ideal, it is as true today as ever it was that without sympathy nothing is understood.

(227)

Exercise 162

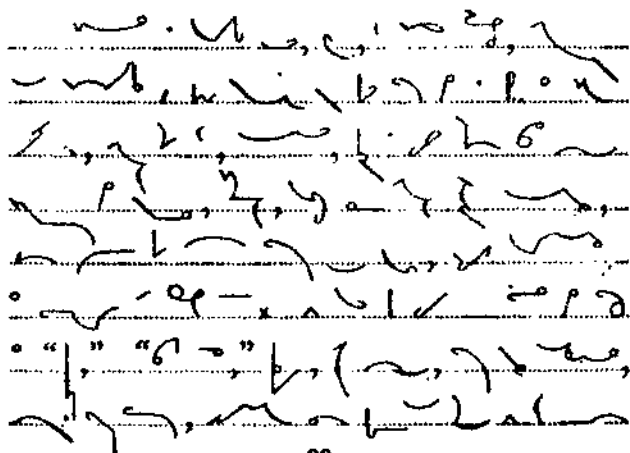


Exercise 163

If anyone says he does-not-need-the sympathy of-his-fellows, he-is-not true to-himself or to humanity, for-the whole structure of society rests upon sympathy | among individuals towards-one-another. If-it-were-not so, then society as-it exists today would-be impossible. The strongest of-us imperatively requires sympathy, for-some-time or-other | our natures are certain to-call for-it, and-if-it-is refused, that-which-is best in-us becomes warped. History and literature furnish us with many examples of- | this. An unsympathetic nature is like-the biting Arctic winds, but a sympathetic disposition is like-the balmy breezes of-the south, and-the more expansive our sympathies the more | nearly do we approach towards-the ideal "of a deserved and pure success."

(133)

Exercise 164

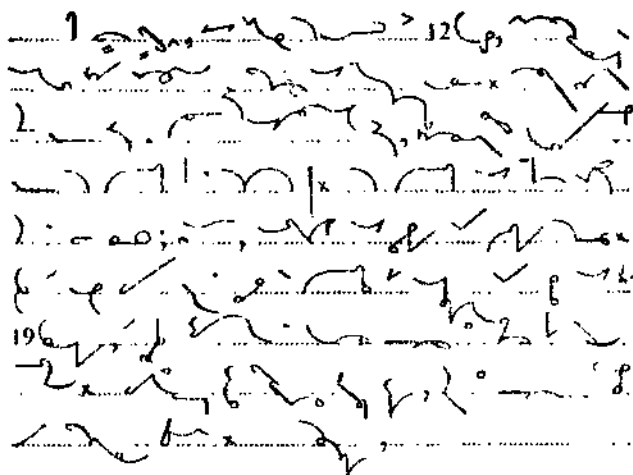


223 W. 51st St., N.Y.
City, N.Y.
Oct 7, 1916

Exercise 165

My has-been defined to-be desire capitalized, and-as-far-as I-am-concerned, I-am-content to accept his-definition. I-have-thought of-it in-all-ways, | and-have-concluded, after-consideration of-every-circumstance connected with-the-subject, that-the definition is satisfactory. I-am-confident that if-you-will-think of-the-matter you- | will, as a necessary-consequence, come to-the-same-conclusion. In a genuine inquiry, the conclusion is-not arrived at without some-consideration of opposite views. In-fact, those-views | must-be-considered if-we-are to-come to a satisfactory-conclusion. Having-regard, therefore, to-the-interesting nature of-the question before-us, it-will-be agreed that-it | deserves to-be fully-considered and must-be looked at from-every standpoint. It demands that everything that can-be-said about it shall-be-considered, and-that anything which- | may, in-any-way, help-us to an opinion shall-be-taken-into-consideration, in-point-of-fact, must-be taken-into-consideration. Limited space, however, forbids my enlarging upon- | the question in-the-manner I-would like, so-that I-must-be content to-leave out some-considerations, of-which a great-deal might be-said, and respecting which | there might, perhaps, be a disagreement. I-shall consider this-question more fully in-another-place. (226)

Exercise 166

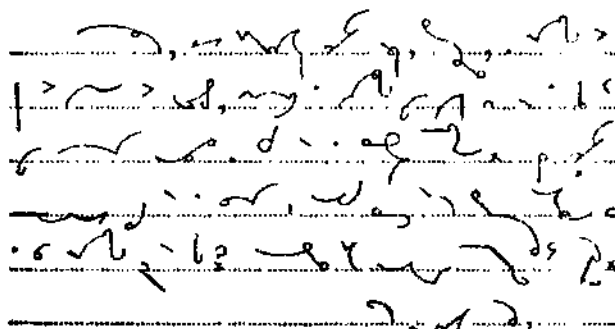


Exercise 167

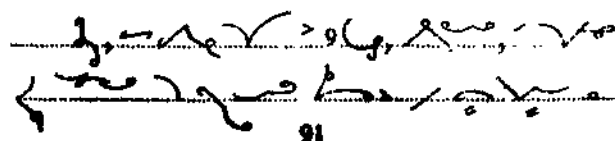
Let-us-consider a few points, and-I-shall-be content to-leave-the further-consideration of-the question to-the reader. A great writer, speaking on-this-subject of- | money, points out that in-view of a future exchange money is, as-it-were, our security. For, he-says, it-is-necessary that-he who brings it should-be- | able-to get "what-he wants." If-the reader will-take-into-con- sideration the full meaning of-the last sentence, he-will- see that "what-he wants" is but another- | way of saying "what-he desires." Again, another authority declares that coined money is a kind of bill or order payable at-the will of-the bearer. In-like-manner | still another writer states that a coin must-be-considered as a bill upon all-the tradesmen in-the neighbourhood. That-is, if I-have-received a coin for-services | rendered to-

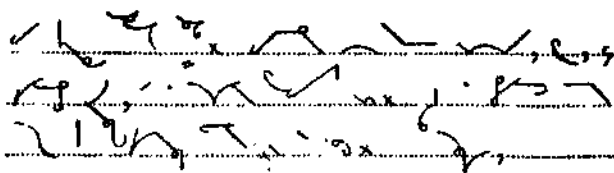
somebody else, I can have, in return, anything I desire which is equal in value to it. A fourth authority says money is a warrant which gives the | bearer the right to draw from society when he desires services according to the value of the coin. Similar questions on the nature of money have been answered by various | other writers in the same manner, so that I have concluded that the definition referred to is tolerably accurate, and it cannot be said that I have come to an | unsatisfactory conclusion, and I hope you are satisfied. Nowadays most of the transactions of commercial and industrial | life are carried out as far as possible by means of various forms | of paper money, the most important of which in this country is the cheque currency with which our banking system provides us. (292)

Exercise 168

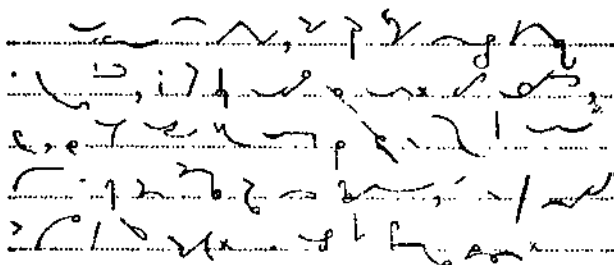


Exercise 169





Exercise 170

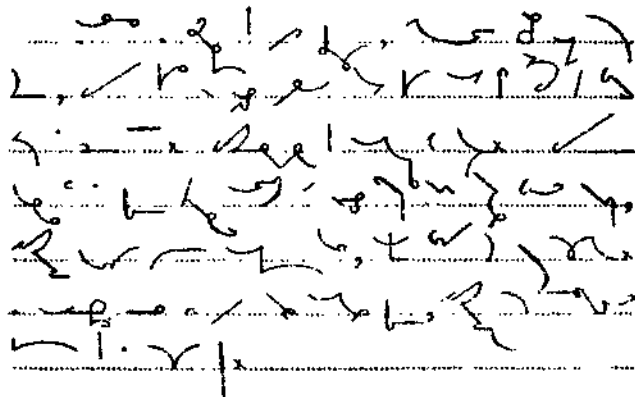


Exercise 171

You-will-be-glad-to-hear that under-the-circumstances I-was-able-to attend the lecture, and-though as-a-rule I-do-not care for-such meetings, I- | enjoyed it very-much indeed. Having-regard-to-the subject I-think-there ought-to-have-been a much larger audience, but-some who ought-to-have-known about it | pleaded ignorance in justification of-their absence. With-regard-to-the lecture itself I-have-pleasure in giving you a summary of-the chief points. In days gone by, according- | to-the lecturer, it-appears-to-have-been the rule rather-than-the exception to walk as-much-as-possible, and-only to-ride when it-was absolutely-necessary, notwithstanding- | the-fact that longer hours were worked then than-now. At-the-present-day, however, all-over-the-world there-is an ever-growing tendency, on-the-one-hand to- | ignore to-a-great-extent

the value of walking, and-on-the-other-hand to-travel on all occasions by vehicles of-one-kind or another. Unfortunately, as-the speaker | truly observed, city life of today necessitates the use of rapid means of locomotion, but-there-is-no reason why people should, as-a-matter-of-course, spend their | leisurely weekend, or-their annual holiday, scouring the countryside in a motor, or rushing across great stretches of-country in a train. (233)

Exercise 172

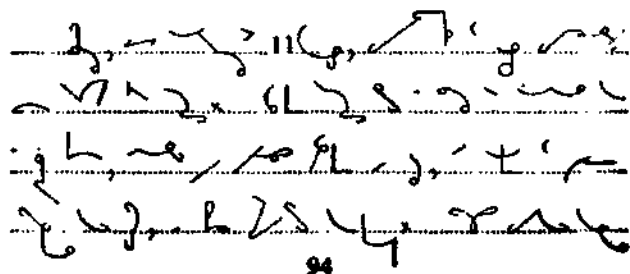


Exercise 173

In continuation of-his address on-the benefits of walking exercise, "Let-us-consider-the-matter for-a-moment," said-the lecturer, "and try to estimate the advantages of walking | and walking-tours. The roads of-every country in Europe, except those of Sweden, Russia, Greece and Turkey, are familiar to-me. I-have

walked through France from north to- | south, and nearly from east to-west. I-have walked through a large-part of-Germany, and-have crossed the Alps on foot by three different passes. I-know-the | roads of Italy from-the frontier to Rome. I-have-been across pathless Bohemia, and through Hungary and-the Austrian Tyrol. I-can, therefore, speak on-the-subject of walking^g | with some authority, and-from-first-to-last my expression-of-opinion should-be of-great value. In-the-first-place, a walking-tour has great educational advantages. It teaches | us-the physical features of a country in-such-a-manner-as no other-way can. The level of-the-country, the position of-the towns, the flow of-rivers, | and-the nature of-the soil are made real to-us. The average Englishman, whose idea of a lake is Windermere, of a mountain, Snowdon, and of a river, the | Thames, would open his eyes if-he found himself by-the side of Lake Constance, or if-he crossed the Alps and Pyrenees, and followed-the seven hundred miles of- | the Rhine. In-the-second-place, the wanderings of a man on foot with-his eyes open and brought face-to-face with-the peoples of other nations, narrow down | his prejudices." (272)

Exercise 174



۱. $\frac{1}{x^2} = x^{-2}$
 $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$
 $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

Exercise 175

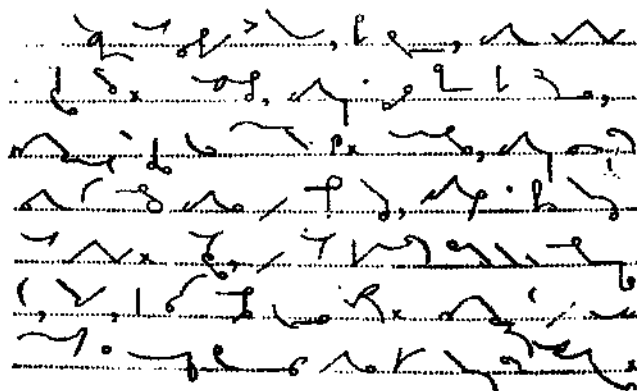
Handwritten musical notation on a single staff, featuring various notes, rests, and dynamic markings. The notation is dense and appears to be a single melodic line. The page number 95 is visible at the bottom center.

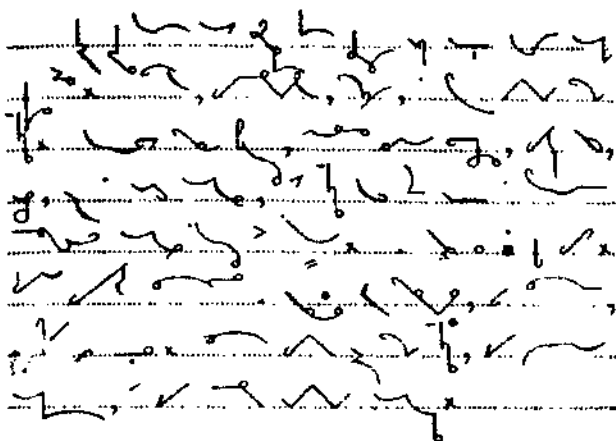
Exercise 176

In-conclusion, the lecturer said "When first I-went to Portugal I shared all-the indignation of-my country-men at-the easy-going habits of-the people of-the peninsula. | But in-the short-space-of-time it took me to-reach my hotel from-the landing stage, I determined never to say another-word against them on-the-matter, | for-the enervating heat took all-the energy out-of me. In-the-third-place, the traveller learns at first-hand the true character of-the people among whom he | finds himself, and-the facts of-life are impressed upon him in-a-way the pages of a book could never effect. In-the-next-place, and-in-the-last- | place, there-are-the physical benefits to be derived from walking. Too-much food and too-little exercise is-the root of-most of-our bodily ills; and-if-we- | would indulge more freely in walking, and-think less of-our ease and-the-trouble of walking, our lives would undoubtedly be free from-many of-the aches and pains | of-which-we-are-now so ready to complain."

(189)

Exercise 177

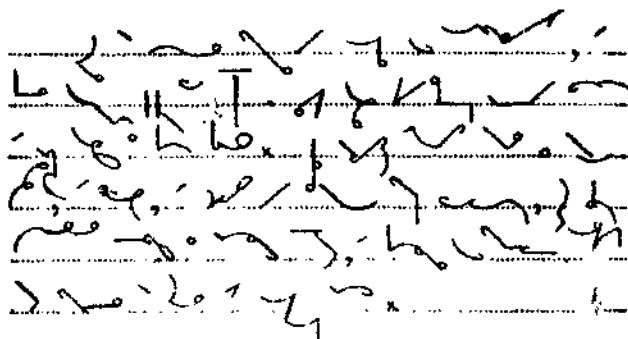




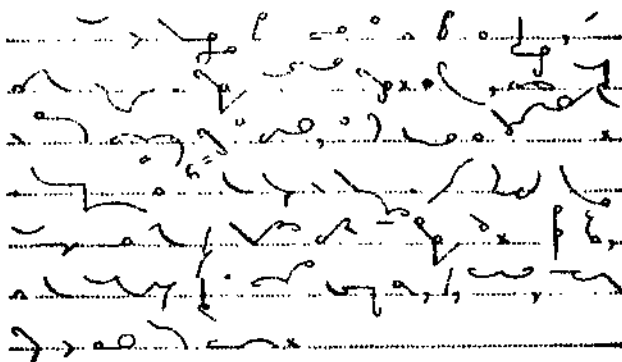
Exercise 178

At-the-present-time great attention is paid to-the exploration of-the North-and-South Poles of-the earth by explorers of all nations. Some of-the names made | famous in-connection-with polar exploration are Nansen, a Norwegian doctor, who sailed in-the "Fram" and succeeded in getting very near to-the North Pole; Lieutenant Peary, a daring | American who-was-the first to-reach the North Pole; Amundsen, who accompanied Nansen in-the "Fram," and who-was-the first to discover-the South Pole; and Scott, who | unfortunately lost his life while returning after having reached the South Pole. Among-them they-have added much to geographical knowledge, and-in-a-great-~~measure~~ investigators at-the-present- | day know as-much about these in-point-of-fact as-is likely to-prove or scientific value. But sooner-or-later sentiment rather-than science will-be gratified by- | the discovery and publication all-over-the-world of-every secret of-these untrodden regions. (165)

Exercise 179



Exercise 180

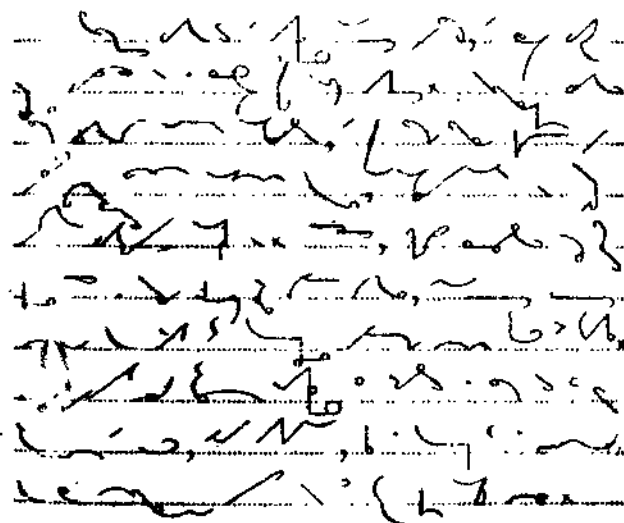


Exercise 181

All-parts-of-the-world are becoming, in-fact, more-and-more well-known, so-that-we-shall soon regard it as-a-matter-of-course that blanks on-our | maps will grow less-and-less, till in a short-space-of-time they-will disappear altogether. Some may exclaim, "Do-you-mean-to-say that at-the-present-time | we-may, as-a-

matter-of-fact, look to the time when discoveries will no longer add to our knowledge of the geography of the world, in which, from first- | to-last, we have been so much interested? We shall be glad to hear when such may be looked for." In reply, attention may be called to the facts of- | the case, and by way of illustration, Africa may be pointed to. For many years past explorers have plunged deeper and deeper into the hidden recesses of the African continent, | and, whether right or wrong, they subjugated the savage inhabitants in a more or less complete fashion. Africa was then divided among the European Powers, and exploration was carried out | to a great extent in the last years of the nineteenth century, so that we are able to make a very complete map of the whole continent. (207)

Exercise 182



Exercise 183

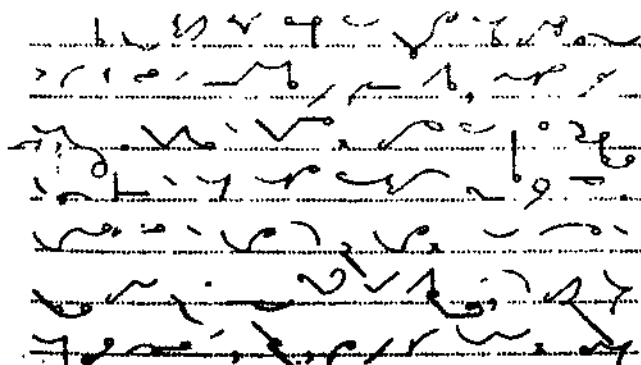
When we ask what is the matter complained of, and inquire into it, it must be borne in mind that it is not worse than what savage tribes practise among themselves, or towards one another; though, by the way, we do not for a moment defend wanton barbarity on the part of civilized man towards savages who for the first time come under his control. Unhappily, this is always more or less an incident of the contact of civilized and savage man. If we cannot see all the way to a better state of things, we may at least anticipate some of the advantages which civilization should in the end be able to bestow, on the one hand on the native population, and on the other hand, or on the other side, on itself. In the first place, or in the first instance, exploration affords a healthy subject of interest for the more adventurous spirits of all nations, and adds additional chapters of interest to the story of the world. In the second place, new markets are opened for commerce, and new fields for the exercise of ability. In the third place, regions are opened up which may be of much value as an outlet for the overgrown population of other regions. In the next place, or in the last place, colonization is a hopeful part of that onward march of humanity, in which all have the deepest interest. (239)

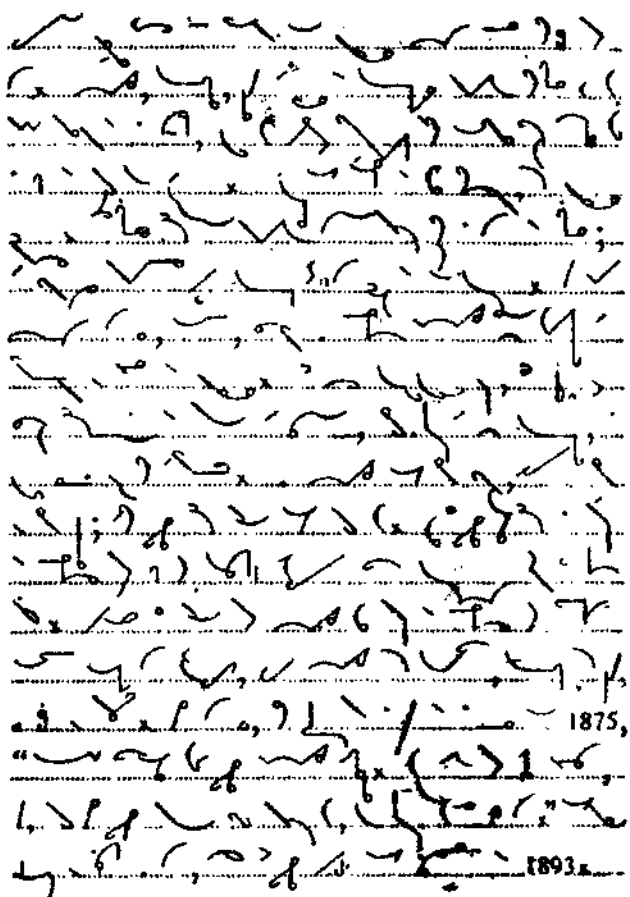
Exercise 184

The various political parties in this country are represented in almost every district by local clubs, where party questions are discussed, and all matters affecting the welfare of the different parties receive considerable attention. Well-known leaders visit the districts

3. Grade, graded, grading, gradient, gradation, gradual.
4. Grant, granted, granting, grantee.
5. Guarantee, guaranteed, guarantor.
6. Factor, factory.
7. Favour, favoured, favourite, favouritism.
8. Fall, falling, fallen.
9. Felon, felony, felonious, feloniously.
10. Fortune, fortunate, fortunately, unfortunately, *misfortune*.
11. Four, foursome, fourteen, fourteenth, fourth.
12. Far, farther, farthest.
13. Further, furthest, furthermore.
14. Fresh, fresher, freshest, refreshment, refreshed, refresher.
15. Form, formal, formed, former, formerly.
16. Farm, farmer, farmyard.
17. Firm, firmer, firmly, confirmation.
18. Evident, evidence, evidently, evidential.
19. Confide, confidence, confidential, confidently.
20. Avoid, avoided, avoidable, avoidance, unavoidable.

Exercise 225



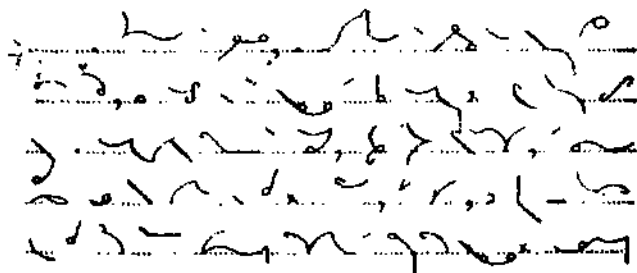


Exercise 226

1. Inevitable.
2. Value, valued, valuable, invaluable, valuer.
3. Avail, available, availing, unavailing.

4. Convulse, convulsed, convulsion, convulsing, convulsively.
5. Evolution, evolutionist, evolutionary.
6. Violent, violently, violence.
7. Converse, conversed, conversation, conversational, conversationalist.
8. Support, supported, supporting, supporter, supportable, insupportable.
9. Separate, separated, separation, separable, inseparable.
10. Situate, situated, situation.
11. Station, stationed, stationing, stationer.
12. Structure, structural.
13. Consider, considered, consideration, considerable, inconsiderable, considerate, inconsiderate.
14. Secret, secretly, secrecy.
15. Secretary, secretarial, secretaryship, secretariat.
16. Secrete, secretion, secretive.
17. Sacred, sacrilegiously, sacredness.
18. Consist, consistence, consistency, consistent, inconsistent, inconsistency.
19. Short, shorter, shortest, shorten, shorthand, shorthanded.
20. Emigrate, emigrated, emigration, emigrant.

Exercise 227



ما في الدنيا من شيء الا وله شأن
 عظيم، وما في شيء الا وله
 حكم، وما في شيء الا وله
 قدر، وما في شيء الا وله
 شأن عظيم، وما في شيء
 الا وله حكم، وما في شيء
 الا وله قدر، وما في شيء
 الا وله شأن عظيم، وما
 في شيء الا وله حكم، وما
 في شيء الا وله قدر، وما
 في شيء الا وله شأن عظيم،