

THE UNIVERSAL  
SHORTHAND.

W. L. MUSICK.

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# Universal Shorthand

Especially Adapted to the Use of Schools,  
with a View to Private Study,

— BY —

W. L. MUSICK.

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SECOND EDITION.

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W. L. Musick Publishing Co.,  
St. Louis, Mo.  
1905.

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AT LOS ANGELES

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1905

## PREFACE.

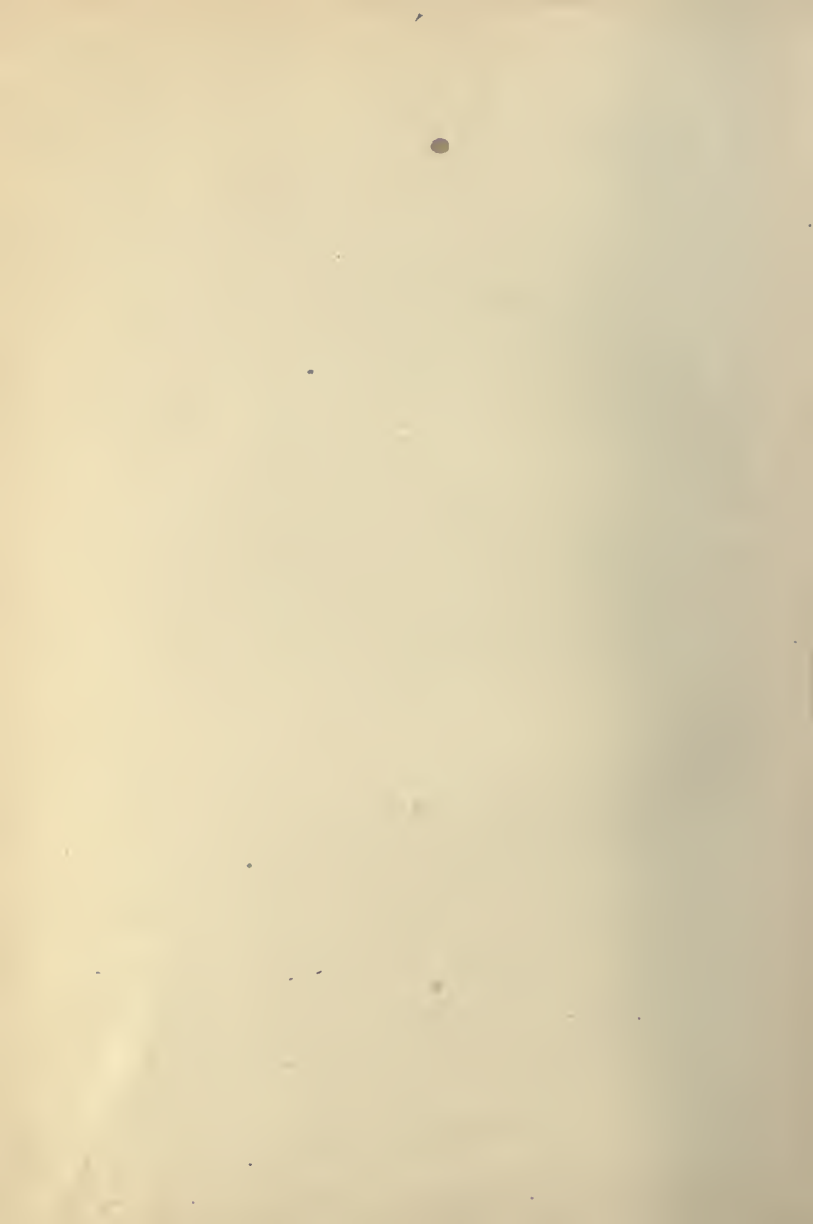
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The author of this system of shorthand has never been an advocate of more systems, and yet, after publishing books in the fifteen different leading systems for many years, and being in touch with the leading schools, teachers, and writers, he has found that there is a demand for a system and a text book that will cover the field and will obtain the results which it will be found that this system and this book will do.

It has all the speed qualities of any of the Pitmanic systems, and all the legible qualities of the most legible. In these points lies its power, and if examined with either in view the power of the system and the plan will be a pleasant surprise. The author relies solely upon its merit, and not upon claims.

THE AUTHOR.

449506





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## UNIVERSAL DICTATION COURSE.

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The Universal Dictation Course, in this system, made up of actual business letters and other matter selected from twenty-six different lines of business, beginning with easy letters and gradually bringing in more difficult work, should follow the work in this book. The two books make a complete course, and comprise a vocabulary of words that will not only cover the vocabulary of business correspondence, but contains a very large vocabulary of Court and General Reporting.

The matter is selected from actual letters in the different lines of business, and the testimony from actual court work.

W. L. MUSICK PUBLISHING CO.  
St. Louis, Mo.

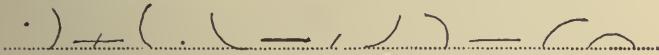


# UNIVERSAL SHORTHAND.

## LESSON I.

### Alphabet.

a b c d e f g h i j k l m

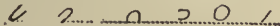


n o p q r s t u v w x y z



### SPECIAL SIGNS.

(  
cez  
ces  
ses  
)  
sh ch th wh ss h



The sign for *o* is joined with an angle. The sign for *x* is *k-s*. The sign for *c* is *k* with a tick through it, and is used for initial letter only, as when *c* has the soft sound *s* is used, and when it has the hard sound *k* is used in spelling words. The sign for *s* and *z* is the same.

The stroke for “*r*” is always written upward. “*L* and *I*” may be written upward or downward.

Write the alphabet over and over until it can be written without referring to the book, and then learn the “Vowel Positions.”

## Vowel Positions.

The vowels are *a, e, i, o, u*, some sound of which is heard in every word. To save time in writing and yet make the reading perfectly plain, these vowels are represented by positions as follows:

|      |          |    |    |    |    |    |    |    |    |    |    |     |     |     |
|------|----------|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|
|      |          | ba | be | bi | bo | bu | ma | me | my | mo | mu | pie | boy | pew |
| a    | position | )  | )  | )  | )  | )  | )  | )  | )  | )  | )  | )   | )   | )   |
| e    | "        | )  | )  | )  | )  | )  | )  | )  | )  | )  | )  | )   | )   | )   |
| i-oi | "        | )  | )  | )  | )  | )  | )  | )  | )  | )  | )  | )   | )   | )   |
| o-ou | "        | )  | )  | )  | )  | )  | )  | )  | )  | )  | )  | )   | )   | )   |
| u    | "        | )  | )  | )  | )  | )  | )  | )  | )  | )  | )  | )   | )   | )   |

The sound of *oi* and *oy* are written on the *i* position. The sound of *ou* and *ow* are written on the *o* position. The sound of *au* is written on the *o* position.

The sign for *b* written on the *a* position, as above, is *ba* for *bay*; on *i* position it is *bi* or *boi* for *by* or *buy* or *boy*. The sign for *p* written on *u* position is *pu* for *pew*. Should there be more than one vowel in a word, write the first consonant stroke on the position of the first vowel heard in pronouncing the word.

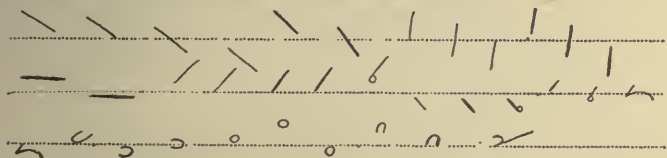
1. Any character except *g, k, v, m, f, r*, may be shaded to add *r*. "F" may be shaded when shortened.

## Reading and Writing Exercises.

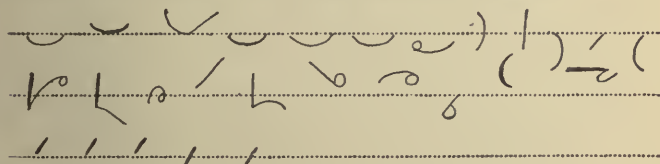
Write the following words by placing the proper consonant sign on the vowel position to spell the word.

Read and write the following shorthand plates over and over until they can be written accurately and read without hesitation.

Pay, pea, pie, pew, pray, pry, tea, tie, to, tray, try, true, gay, go, way, we, were (down), we are (down), was, you, your, yours, he, his, him, home, she, who, why, see, saw, so, they, there or their, where.



Now, near, fear, nor, know, no, soon, boy, toy, bough, how, do, trials, trip, this, way, time, passes, masses, houses, draw, gash, here, hear, her, hire, higher.



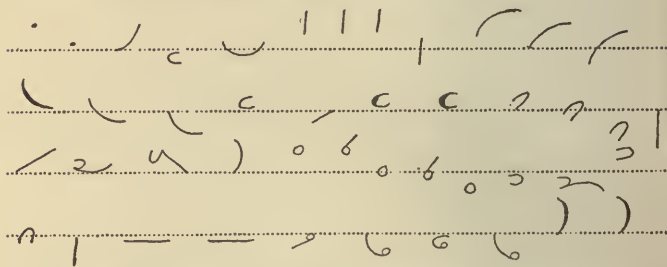
### Word Signs and Phrases.

Many words occur very frequently so that it is both safe and expedient to represent them by simple strokes or signs which soon become as familiar as figures, and are really an aid to reading as well as speed, as soon as they are thoroughly fixed in the mind.

2. The small circle at the end of a character in phrasing is *as*, *has*, *is*, *his*, or *us*.

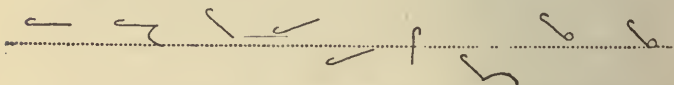
a-an-and, the, I or eye, of, in, at, ad, had, it, all, well, will, have, if, for, oh or owe, on, or, order, each, which, much, to, are, when, up, before, as, has, is, his, us-use,

who, whom, what, think, to-day, come, company, on us, for us, of us, for his, number, remember.



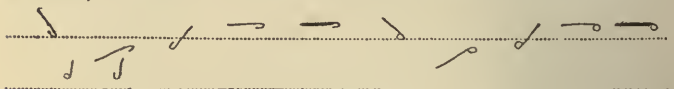
3. A small hook at the beginning, on the upper or right hand side of straight strokes is "l."

Call, glad, play, rail, roll, till, plum, place, please.



4. A small hook on the left hand or under-side of straight strokes, at the end, is *n*. If this hook be closed it is *ns*.

Pen, run, win, can, gain, pens, runs, wins, cans, gains, at once, at hand.

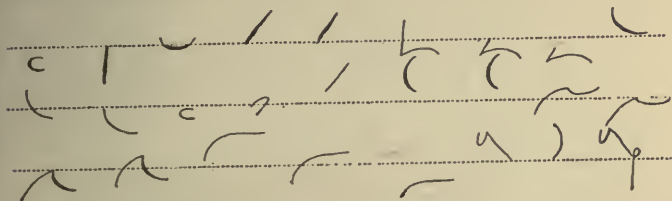


5. The shaded *t* on *o* position is *to our* or *to or*. The sign for *in* shaded is *in our*. The sign for *o* on *u* position and shaded is *o-u-r*, *our*.

Our, to our, in our, were, we are, time, home, hum, have, if, for, of, which, way, dray, draw (in words like



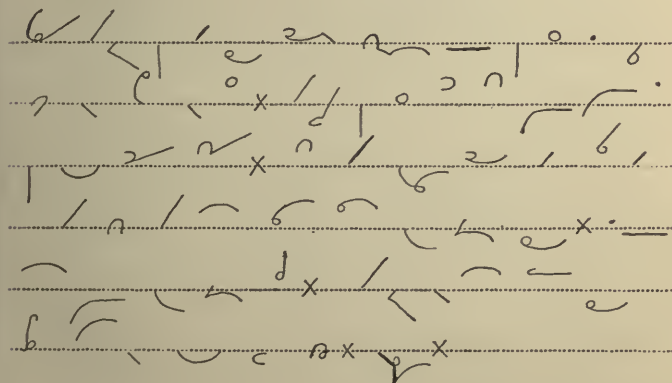
draw, the *w* stroke may be added if desired, but it is not necessary), line, loan, love, live, lake, like, look, up, before, upset.



Dear Sir: We hope to hear soon when you think you may go to see the houses which you said you saw. We wish to see what they look like, and to know where they are. They were for sale when he was here and we think we may sell same for him soon. The company may look for him at once.

We hope you may call soon and tell us all you know of this.

Yours truly,



### Suggestion.

The student should not spend any time looking ahead of the present work. Do not borrow trouble and you will naturally have less trouble. Be satisfied to cross the river when you get to it. The hardest things will be easy, if you take the easy things with you until you reach the hard ones. In all your practice and study on the principles, think out the spelling of the word or phrase but always write what you think. You are only half studying if you write without thinking or think without writing. You must do both.

After completing the principles and taking up the dictation work in the Universal Dictation Course, you should continue to go over the principles in this book. Do this systematically. Begin with the first lesson and write and think everything over again. You can easily go over a lesson a day besides your other work, and in the end you will be rewarded by having 40% more speed and by being 40% more accurate. This will also result in your receiving 40% more money for your services.

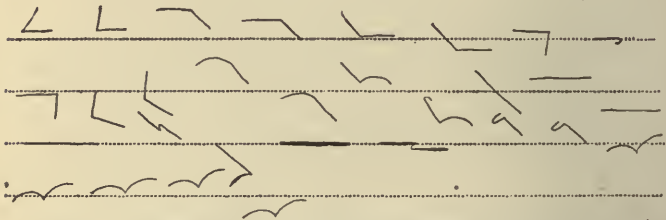


Old, ultimo, shall, shalt, challies (*shalis*), older, shoulder, shelter.



### Outline Positions.

Wake, take, cape, keep, peck, pick, kite, kind, coat, top, tip, map, mop, palm, plum, pipe, cake, cook, kick, paper, popular, gig, giggle, shape, sheep, mole, mill, meal, male, mule.



Note.—The horizontal or perpendicular tick for *a* or *e*, and the signs for *o* and *u*, and the stroke for *i*, may be used anywhere in an outline to express the vowels, when necessary. So that we have the connective vowel and the position vowel schemes combined, which must mean both brevity and legibility. The stroke for *i* may be shortened for *t*, *d*, *th*, or shaded to add *r*. The signs for *o* and *u* may be enlarged for *t*, *d*, *th*, and when they spell the word out, are written on the line.

### Word Signs.

Next, instant, establish-ed-ment, stenograph-er-y, influence-ed, influences, first, at first, satisfy-ed-actory, ex-

traordinary, opportunity, Mr., to-day, to-morrow, disap-  
point-ed-ment, business, advantage, disadvantage.

*Handwritten shorthand symbols for the words above, written on a set of three horizontal lines.*

Your order of the 10th, we may, yours of the 15th, in  
reply, as you, saw you, request us, in which, he will, at  
once, wish you, you may, sell you, what you, when you,  
as is, as his, as has, is as, is his, usual-ly.

*Handwritten shorthand symbols for the words above, with numbers 10, 15, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.*

1.

Dear Sir: Yours at hand to-day and we have seen your  
son. He seems to suit for our work which he will take  
up at once.

We wish you to call on us at any time you may have  
opportunity. We wish to sell you what you wish to buy  
in our line and on the usual terms.

We hope to hear soon as to when you think you may  
be here.

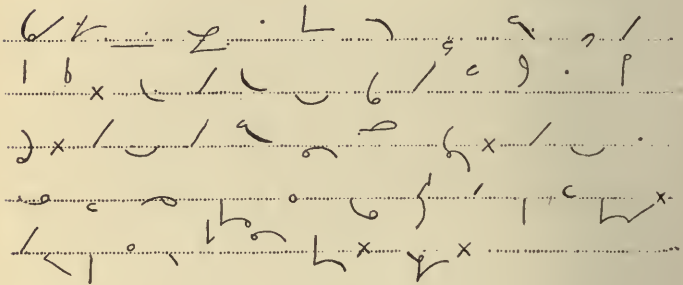
Yours truly,

*Handwritten shorthand symbols for the words above, written on a set of three horizontal lines.*

B. O. BAKER  
LAWYER

Dear Sir: We will come next week and take advantage of the opportunity which we had at first. If we have no disappointment, we shall establish a satisfactory business. We know we shall have some extraordinary disadvantage. We know the influence of Mr. Thomas is for us, and he will be here to-day or to-morrow. We hope to see you at the same time.

Yours truly,



Note.—When you are not sure about a word, spell it out and write what you spell and it will be correct, usually, however we should desire and work for brief and safe outlines.

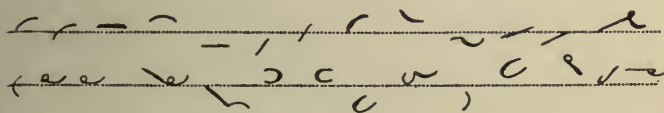
## LESSON III.

## The Shortening Principle.

9. Any stroke may be made half-length to add *t*, *d*, *th*, and any other character may be enlarged to add *t*, *d*, *th*.

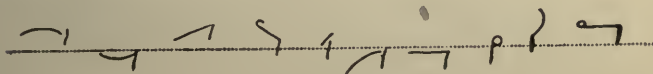
Note.—“*F*” may be shaded for *r* when shortened. “*V*” cannot be shortened. Full length “*F*” is never shaded.

Let, light, get, made, could, would, with, letter, father, another, write, wrote, received, did, send, sent, present, prompt, whether, other, shutter, under, but, shatter spatter, went, cannot.



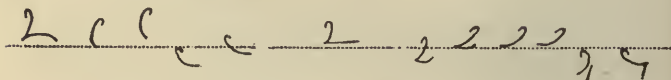
10. The shortened *t* or *d* is *ted*, *ded*, *tet*, *det*, and may be written disjoined at the end if it does not make a good joining. Shaded adds *r*.

Matted, noted, rated, plated, heated, loaded, coated, sighted, battered, scattered.



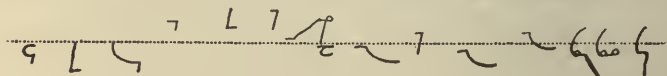
11. A small hook at the beginning of the curved strokes *b*, *d*, *f*, *v*, and *i*, is "l."

Blame, dell, dale, flow, fly, black, blind, island, ill, I will, bloated, floated.



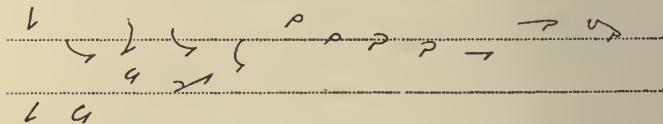
12. A short horizontal or perpendicular tick at the beginning, medial or end, is *a*, *an*, *and*, or *e*.

Of a, to a, for an, and a, at a, and at, arrest, and of, and for, and it, a few, and if, disappear, disease, diet.



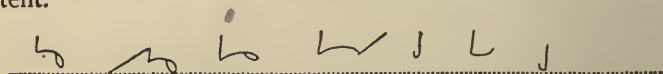
13. A short tick at the end of a character, in the direction of *w*, either up or down, is *the*.

At the, for the, by the, if the, do the, as the, is the, why the, who the, could the, can the, upon the, would the, should the, shall the, where the.



14. The short *t* on a position is *at* or *ad*. The sign for *at* or *ad* may be written regardless of position in phrasing and in long words.

Adjust, readjust, at most, admire, at hand, attend, tent.

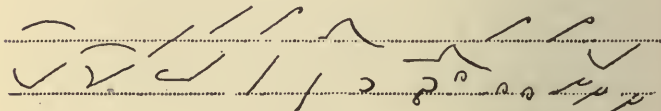






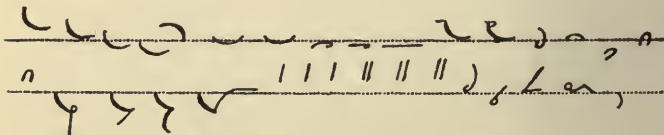
18. The strokes for *m*, *n*, *r*, *v*, *f*, may be lengthened to add *ter*, *der*, *ther*. The hook may be used inside of *th* for *n*. Use *sh* for *ch* when necessary to make a good joining.

Matter, mother, writer, rather, rather than, elevator, cultivator, return, returns, further, farther, barter, quarter, weather, wider, whether, whether there is, than, then, thine, reach, rich, roach, (use the *sh* for *ch* on the *r* and *n* strokes.)



### Word Signs and Phrases.

Ever-every, have, however, over, very, in, any, amount, account, company, average, several, behind, immediately, much, think, thank-ed, oversight, overweight, overdraw, overlook, at, ad, had, at it, had it, it had, been, with us, we could, send you, about.



T. J. Boyd & Co.,                    1.  
Cincinnati, Ohio.

Gentlemen :

Yours received, and we could send you the nut coal at the price we stated in our letter to you a few days ago. If you think that you would use it at the price, let us hear at once, and the amount you need at present, and it will be shipped promptly.

We could, however, make you a better price on other terms which may suit you.

We hope to hear promptly so we may look after the matter immediately.

Yours truly,

Milligan Grocer Co.,                2.  
Salem, Mass.

Gentlemen :

We have received another letter in regard to the same matter, and they write that you should have shipped the goods, and that they have waited several days to hear what the matter is. Of course the waters are high and they do not expect you to be as prompt as usual, but they need the goods now and desire to know whether you think they should wait or order somewhere else.

Let us know what you think about it, so that we may write so they may know what to do.

Yours truly,

P. S. Did you see Joe to-day? If you did not let me know so we may write him. We may not go there and I am not sure of his address.

This shorthand plate should be practiced and read over and over until it can be read without referring to the printed copy.

D z e y g d v e z e r h o / i y l t  
 x w n / o h r / d z u b l t  
 w x l m y b c h a p x l t  
 w h i n x y x  
 — 2 —

n a n a m l e b / 2 x  
 b / a n u n y u  
 b / 2 n c e o x a 2 n  
 t o n h a m o t x y x  
 P. d. or x b t x c o h h x  
 h n z c c b x

## LESSON IV.

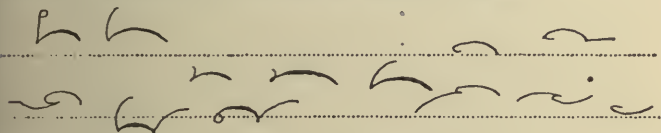
19. The stroke *v* inverted is *vr*. *Fl* inverted is *fr*.

V, vr, fl, fr, vl, veil, flame, frame.



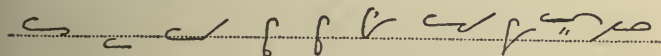
20. The stroke for *m* shaded is *mp* or *mb*. A small hook at the beginning of *m* and *n* is *mr*, *nr*, and a large hook is *ml* and *nl*. The *mp* or *mb* lengthened is *mpr* or *mbr*.

Stamp, damper, slum, slumber, lumber, Mr., market, animal, dimple, simple, Lamar, manner, near.



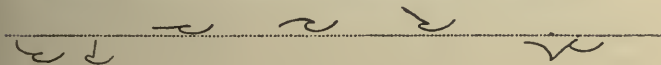
21. A large hook at the beginning of *g*, *k*, *t*, *d*, is *w*.

Queen, quote, quire, twice, twist, dwell, quarrel, twill, Gualm, request.



22. A large hook at the beginning of *n* is "l."

Funnel, tunnel, kennel, manual, panel, journal.



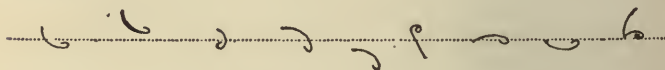
23. A small hook at the beginning or left hand side of straight strokes is "r," except on the stroke "r."

Gray, crate, crowd, crime, trim, wire.



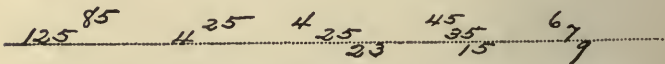
24. A small hook on the inside of curves, at the end, is "n". "S" may be written inside of this n hook, or the l hook at the beginning.

Fine, vain, bind, join, June, supply, mine, known, demands.



25. In writing dollars and cents, place the figures representing dollars in the *e* position, on the line, and the cents on *a* position. In writing hours, minutes and seconds, write the figures for hours in *a* position, minutes in *e* position, and seconds in *o* position. Write *book*, *chapter*, and *page*; *degrees*, *minutes*, and *seconds*; *pounds*, *shilling*, and *pence*, etc., in the same way.

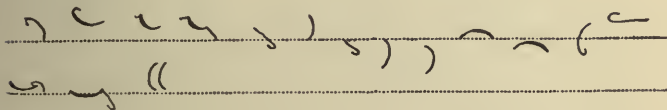
\$125.85, \$4.25, 4 hrs. 25 min. 23 sec., 40° 34' 15", £6. 7s. 9d.



In many words, it will be perfectly safe to express *ty*, *dy*, etc., by a half length stroke at the end, and *ly* is often expressed by the *l* stroke.

### Word Signs and Phrases.

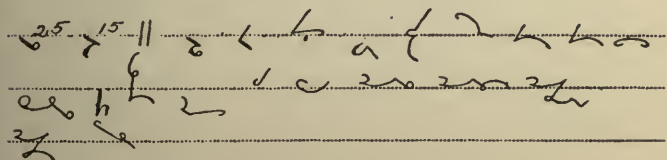
From, value, after, after you, opinion, before, beyond, object-ed, observe-d, important-ce, improve-d-ment, difficult-y, acquaint-ed-ance, unfortunate, or in our opinion, from day to day.



Note.—The words *of*, *of the*, *from to*, may be expressed by proximity, that is, by writing outlines near to each other.

The words *him*, *them*, may be expressed by the *m* stroke

Yours of the 25th, your letter of the 15th, from time to time, your orders, with your, we can, assure you, we shall do, from you, with him, with them, more than, as soon as possible, two or three, days time, but you can, we would not, in all, when you see, when you saw them, when we sent you the, when we saw them, please you.



1.

Mr. M. L. Johnson,  
St. Louis, Mo.

Dear Sir:

Yours of the 10th inst. is received and we must say that while we may not be able to ship you the goods as soon as we should, we shall not delay a moment more than we can help. We must have two or three days time, but you can depend upon it that we will ship as soon as possible. We would not like for you to cancel this order for we have the quality and the quantity, and know that we can please you. We will crowd the matter, and as soon as the car can be loaded we will send it to you.

We hope this will be satisfactory and that we may often have the opportunity to fill your future orders.

Yours truly,

2.

Mr. G. M. Simon,  
Madison, Ill.

Dear Sir:

Yours of the 25th inst. at hand and noted. We shall be pleased to have your orders from time to time, and we shall attend to them promptly. We are somewhat acquainted with your needs and feel quite sure that we can supply them in a satisfactory manner.

We are indeed glad of the opportunity to sell you, and assure you we shall do our best to furnish you just the goods your trade demands.

We shall be glad to hear from you often.

Yours truly,





## 3.

Dear Sir: Your letter of the 15th instant at hand and in our opinion, from what we have observed from day to day the acquaintance to which you refer has been unfortunate. We have, at different times, noted the difficulty between the boys, however after you have thought the matter over you will find that they have been of very great value to each other in more ways than one.

When we saw them we had a talk with them and we were more than pleased, and assure you they will please you. In all we have seen we would not expect greater improvement. They realize the importance of their work and are very satisfactory.

Yours truly,

— 3 —

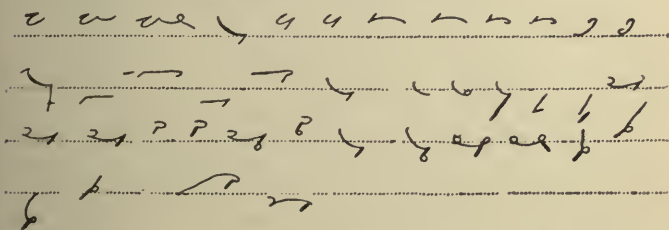
6/15 10 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

## LESSON V.

## The Ticks.

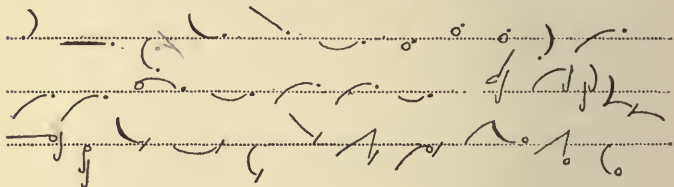
26. A tick at the beginning or end of a character, in the direction of *w*, is *the* or *I*. This tick may be written upward or downward. It may be used between strokes for these words. It is called the "The" tick. This tick may be shaded when written downward, for *thr* making *there*, *their* or *they are*.

I shall, I shall not, I shall not see you, have I, shall I, shall the, I am, I may, I may not, I am not, I will, I will not, I have it, I could, I can, could I, can I, if I, if it, if it is, if it were, would the, would there, when the, when there-their, when they are, what the, what their, when there is, what there is, if there, if there is, since they are, since you are, it is their, was there, does there, he is there, remain there, whom they are.



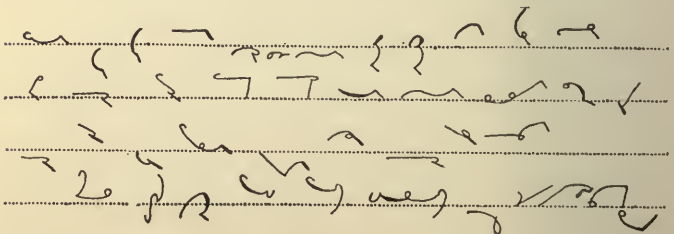
27. A dot at the end of a character is *ng*, *ing*, *inger*, *ingly*, *ingness*, or *thing*. A break in the middle of an outline is *ing*. The "the" tick detached at the end is "ing the." The *s* sign instead of the dot is *ings*. The *thr* tick detached is *ing there* or *ing their*.

Being, going, doing, having, paying, knowing, sowing, seeing, sing, bring, linger, long, longer, seemingly, knowingly, willingly, willingness, nothingness, Washington, Wellington, Bennington, Birmingham, Kensington, Stonington, having the, knowing the, doing the, paying the, writing the, losing the, leavings, writings, doings.



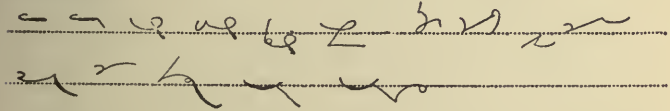
28. The sign for *y* at the end of a stroke is *you*, and shaded is *your* or *you are*. It may be used at the end of a word for *y* or *ly*, and if shaded it is *ry*.

Only, duty, dirty, carry, money, hereby, thereby, lately, daisy, crazy, sweetly, kindly, plenty, quality, quantity, nearly, many, sincerely, severely, wintry, country, pantry, foundry, pleantry, poultry, mastery, county, pastry, casualty, balance, between, liberty, value, valuable, unreasonable, just, better, remainder, select, suffered.



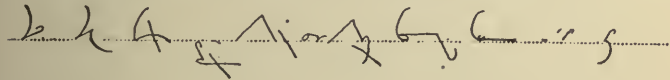
## Words and Phrases.

Glad, gladly, necessary, unnecessary, it is necessary, next week, absolute-ly, better able (to), on hand wherein, whenever, what will, we must have, in reply, in reply will say.



The tick for *h* may be struck up to make a good joining if necessary. Strike *p* through or detached for "party," and *k* through for "company." The *skr* is formed imperfectly after *d*. The *l* hook may be used on *h*.

Behalf, behave, democrat party, political party, republican party, description, desk, he will, he will be.



1.

Mr. W. L. Wilson,  
Harrisburg, Pa.

Dear Sir:

Yours of the 12th inst. received and noted. We are glad to know that you are better able to take care of our business there now.

It is necessary for us to keep in touch with that part

of the business of which you have charge, and we insist that we must have prompt report whenever called for.

As the writer will be there next week it is unnecessary to send anything this week. We should be glad if you would remit the balance on last month, then everything will be absolutely straight. The remainder due us is small, and we have no anxiety about it, but you understand that just at this time I want to have everything up-to-date at this end.

Yours truly,

2.

J. P. Mason & Co.,  
Rochester, N. Y.

Gentlemen:

We are glad to know that you are having the success that you are, in your line. We are sure that you are doing the wise thing in staying with that business.

We have your order of the 12th inst., and in reply will say that we are short on some of the goods you order, but are shipping what there is remaining. If there is not enough of it for you let us know how much more you will need, and include other items sufficient to make a shipment and we will send as soon as possible.

What will you require for the next month? If you will make us an estimate, we will try to arrange so there may be no delay hereafter. We can have the quantity and the quality ready for you if we only know the kind you want in time so we may select it. Kindly make us an estimate some time between now and the first.

Trusting to hear from you soon, we are,

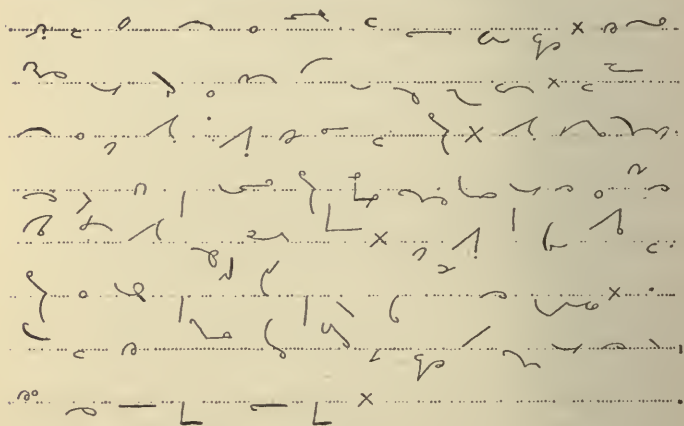
Yours truly,

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120  
 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140  
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 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360  
 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380  
 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400

## Suggestion.

The thing of first importance is accuracy or correct shorthand outlines. This means that you must know the principles and use them all, not just a few of them. Of equal importance is much reading and writing, which is the secret of speech. Reading helps very much more than you would think to increase speed, as it gets the form fixed in the mind so that the mind always has them ready just as when you talk. Much writing at different rates of speed is necessary to train the hand to put down what the mind furnishes. The value of this practice depends upon how the outlines are formed in the mind, yet these things must go together and grow together.



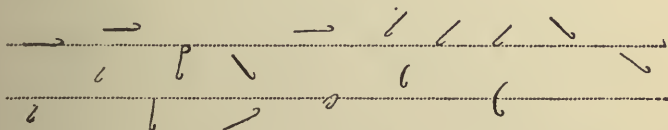


## LESSON VI.

## The Hook Rules.

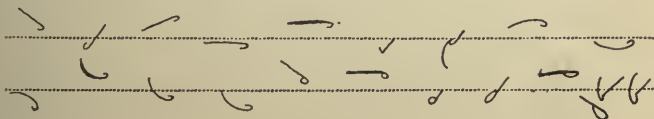
29. A small final hook on the right-hand side of slanting straight strokes, on the upper side of horizontal straight strokes, and on the inside of the stroke "d," is *f* or *v*. In phrasing, this hook may be used for *have, to have, or of*.

Give, gave, stone, prone, cane, wave, weave, we have, pave, puff, huff, half, to have, rough, which have, draft, dive.



30. A small hook at the end on the underside of straight strokes and inside of curves (except "d"), is *n*. If this hook be closed on the straight strokes it is *ns*. The loops joined in the same way add *n* to them, for *nst, nts, nstr*.

Pain, wine, rain, cone, gain, hone, hind, main, known, John, vain, fine, phone, pains, gains, hones, winced, against, punster, dinner, differ.



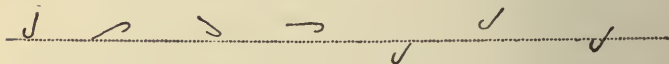
31. The "n" hook at the end of "d" is made very small. The "f or v" hook at the end of "d" is slightly larger than the "n" hook, and the hook for "shun, shus, or shul," etc., on "d" is made very large.

Do not, different, condition, consideration, did not, do you not, dividend, defer.



32. A large hook on the *n* side of straight strokes, is *ntr*, *ndr*, or *nthr*.

Tender, render, panther, canter, wonder, wander, window, (same as winder).



33. A small hook on the left-hand or underside of straight strokes, at the beginning, is "r." This hook may be closed to prefix "s," making *str*, *spr*, *skr*.

Pray, spray, strive, scrap, script, spring, scramble, scribe.



34. The circle for "s" may be written inside of the hooks for *f*, *v*, *n*.

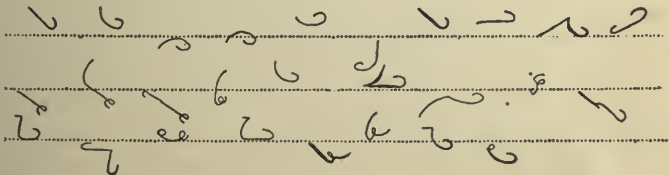
Staves, waves, fines, caves, Jones, beans, buns, halves, vines.



35. A large hook at the end, on right-hand upper side of straight strokes and inside of curves is *shun*, *shus*, *shul*, *shunate*, for *tion*, *sion*, *cion*, *cheon*, *cian*, *sian*, *tial*, *cial*, *tious*, *cious*, *tient*, *cient*, *shun-ate-ed*, etc.

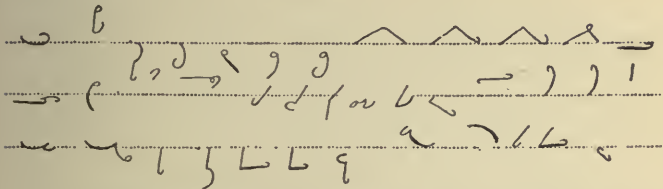
The curl after *s* at the end may represent the same sounds.

Passion, fashion, motion, mission, nation, tuition, partial, cautious, revision, relation, position, disposition, proposition, division, facial, irrigation, luncheon, ocean, proportion, attention, quotation, sensation, education, proficient, deficient, efficient, sufficient.

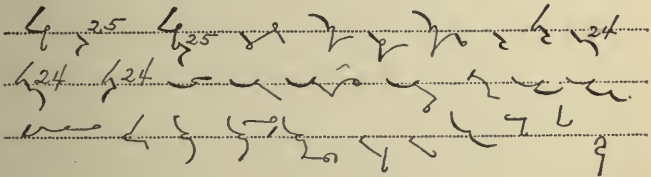




be, to give, to give it, out of, shall have, favor of, we have,  
we give or gave, you will have.



We are in receipt of, your letter of the 25th, we are  
in receipt of your letter of the 25th, yours respectfully,  
very truly, yours truly, very truly yours, your order, we  
have your order, your favor of the 24th, we have your fa-  
vor of the 24th, we have your letter of the 24th, in re-  
gard, in reply, in reply will say, in reply would say, hear  
from you, in the near, in the near future, herewith en-  
close, we quote you, f. o. b., f. o. b. cars here, f. o. b. cars  
there, hoping to have, hope to have, have to have, glad to  
have, had not, thought of it.



1.

Mr. H. L. Shotwell,  
Battle Creek, Mich.

Dear Sir:

Your letter of the 15th inst. at hand and noted.  
We quote you hard coal at \$12.25 per ton f. o. b. cars  
there, and lump coal at \$3.75 per ton f. o. b. cars here.

We are able to fill orders promptly in your city now, and shall give your orders prompt and careful attention. Prices are somewhat higher, but we shall not take advantage of the advance on shipments to you this month.

Trusting to hear from you in the near future with an order, we are,

Yours truly,

2.

The Hogan Mercantile Co.,  
Washington, D. C.

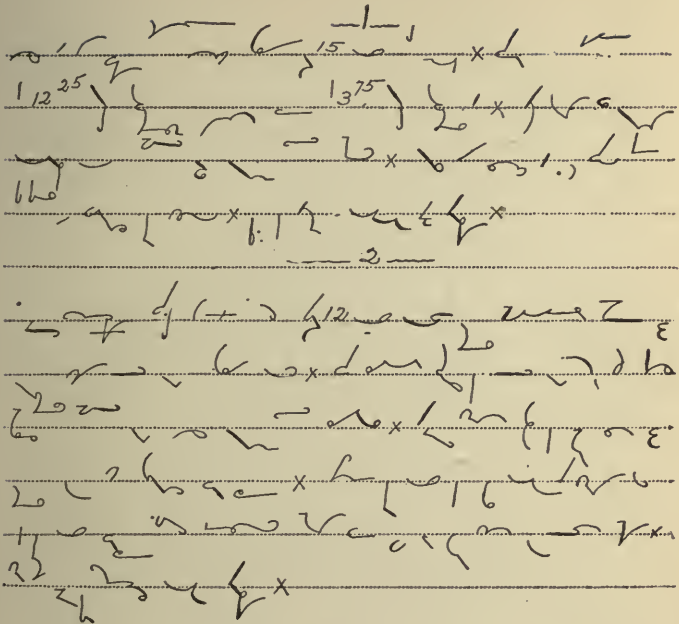
Gentlemen:

We have your letter of the 12th inst. in regard to books, and herewith enclose you catalogue of our publications which will give you the desired information. We shall certainly be pleased to give you the very best terms and discounts, and shall give you the most prompt and careful service.

We are hopeful that you may decide to adopt some of our books for each department of your school. We will make it to your interest to do so, in fact, we think you will find it to be the interest of your school, upon examination, and feel quite sure you will adopt them if you give them a trial.

Thanking you and hoping to have your frequent favors in the future, we are.

Yours truly,



3.

H. H. Johnson & Co.,  
Madison, Ill.

Gentlemen:

We have your letter of the 15th inst., and in reply will say that we had our representative call at your manufacturing establishment, and, from the representation of your superintendent to him and the information he gathered elsewhere, we are of the opinion that your objection is well founded, and we shall govern ourselves accordingly.

We have had considerable trouble lately in getting our advertising department to come within the limit of the amount we have set apart for that purpose, but we believe we shall be able to do so without any material reduction of space. In order to do this we shall have to make some change in the arrangement of space in the different magazines and papers.

In reference to the returns from our advertisements, it may be some satisfaction to you if we inform you that our responses have been much better and larger in number than last year through the same mediums.

We shall be careful in reference to that matter, and are hopeful that we may succeed in arranging everything satisfactory.

Respectfully,

3



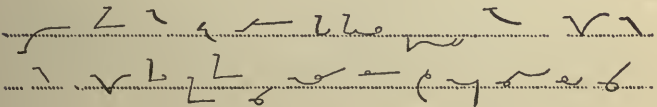
## LESSON VII.

## Words Beginning with Vowels.

34. The vowel signs are written without regard to position, if followed by a consonant, the outline being written on the position of the accented vowel following the consonant stroke. In words like "our," the *o* is written on *u* position.

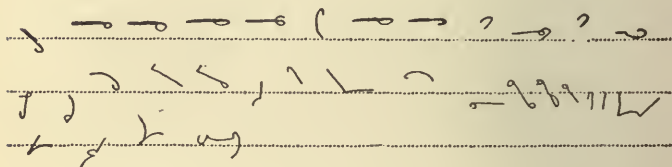
## Reading and Writing Exercises.

Alike, awake, after, hereafter, article, attend, attendance, admonish, avail, appeal, appear, apt, April, attractive, attic, attack, assort, answer, ask, aside, entire, ascertain, assent, assessor.



### Word Signs and Phrases.

Principle-al, organ-ize, organizes, organized, organization, deliver-ed, against, again, change-ed, exchange-ed, charge-d, anxious, astonish-ed-ment, bushel, generally, happy, happiness, itself, particular-ly, peculiar-ity, remark-ed-able, secure, surprise, surprised, spirit, toward, to-day, to-morrow, withheld, withhold, beheld, unable.



1.

Mr. J. V. Horton,  
St. Louis, Mo.

Dear Sir:

We have your letter of the 15th inst. in regard to making sale to the party mentioned. We are surprised that you did not succeed. If you were with him as long as you say you were, you should have been able to sell him. Since you were unable to secure the order, under the

circumstances, we believe you did not handle him as you should. We believe he can be reached in some other way. If you cannot do it, let us know at once and we will take it up with him at once by mail. If you can get an order we shall be glad to know it.

Hoping to hear from you by return mail, we are,

Yours truly,

2.

B. F. Williams & Co.,  
Omaha, Neb.

Gentlemen:

We have your order of the 15th inst. and in reply have to say that we are glad to hear from you again and shall be pleased to make the exchange with you.

We are in a peculiar situation at this particular time. There is a somewhat organized effort against us and we have discovered several irregularities in a general way, toward which we shall have to direct our attention.

We want to take the matter up to-day or to-morrow, and show some spirit in our opposition to the machine methods which they are using. We regard it as somewhat remarkable that they should withhold the information to which we are entitled. They seemed to regard us with astonishment when we, without any hesitation, delivered the papers to them promptly upon their request.

We fill your order to-day and hope to see you soon in regard to the other matters.

Yours truly,

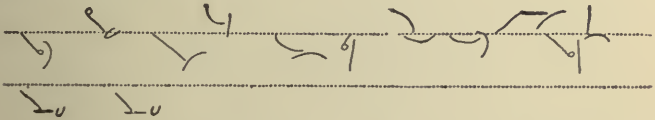






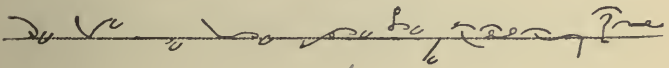
40. The suffixes "*ility, ality, arity,*" are expressed by detaching the stroke preceding the suffix. "B" detached is for *bility*, "sh" for *ciality*, "l" for *larity*, "t" for *terity, tality*, "m" for *mality, mority*, "u" for *uality, uation*.

Possibility, specialty, popularity, fatality, formality, hostility, geniality, nobility, regularity, posterity, temerity, punctuality, punctuation.



41. "Sh" detached is *ship*. "M" written above at the beginning, detached, is *magna, magni, magrif*.

Generalship, fellowship, kinship, penmanship, horsemanship, statesmanship, worship, magnify, magnificence, magnanimity, magna charter, magazine.



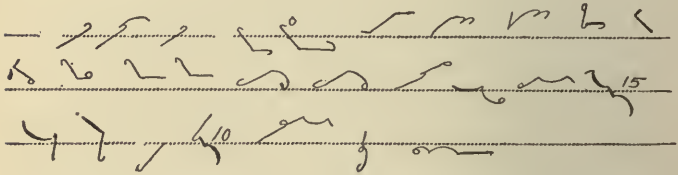
42. The prefix *circum* is expressed by "s" written detached midway in front of the first part of the stem outline.

Circumstance, circumstances, circumstantial, circumstanced, circum-navigate.



### Word Signs and Phrases.

Arrive, arrival, arrived, applicant, application, architecture-ural, length, at length, extravagant-ce, happy, happiness, practice, practical, practicable, religion, religious, reference, in reference (to), certainly, I have your favor of the 15th, having to, comparative-ly, wonder-ful-ly, we have your favor of the 10th, are certainly, it has been, some time ago.



1.

A. C. McClurg & Co.,  
Chicago, Ill.

Gentlemen:

We have yours of the 10th inst. and in reply will say the books have arrived to-day in good condition and we thank you for your promptness in filling the order. The time it took to get these goods was certainly short compared with the length of time it has usually required.

It has been some time since we have had an order from you. We are quite sure that you will find some of our books much more practical than some you handle. You will remember that we wrote you some time ago in reference to some religious books that we carry in stock.



Our regular prices are certainly not extravagant, but we are willing to make you a special discount in quantities.

Trusting to hear from you very soon, we are,

Yours truly,

2.

Mr. F. P. Miller,  
Cleveland, Ohio.

Dear Sir :

Your letter and application received. In reference to the application will say that we have several applicants for the same position you mention, and, while we feel that we should give them due consideration, we think it would be wise, from what we know of you, for you to take the examination and get your record on file. We will then be in position to take the matter up for you, and you may be sure we will do what we can to help you.

There is only one applicant for the place in the office of the architect, and you may wish to file your application for that place. We do not think that position is permanent, and do not know what length of time they would require your services, but you would get some architectural ideas that would be of value to you.

Come to see us at once upon your arrival in the city, that we may talk the matter over at length before going over to the general offices.

Yours truly,



as they can be loaded. We are confident that we can complete the order and have it all shipped by the last of the week.

We note that you complain of some delay on previous order, but we contend that we complied promptly with the conditions of your order, and if you will compare the dates, in which we note you have some conflict, you will consider that we did better than you thought. You will confer a favor on us if you will look into the matter and mention it when you write again.

We do not want to put you to any inconvenience. We recognize and appreciate the value of your trade and shall be pleased to consider anything whereby we may accommodate you.

Hoping to have your frequent favors, we are,  
 Yours truly,

The image shows several lines of handwritten shorthand on ruled paper. The shorthand consists of various symbols, including loops, lines, and dots, arranged in a somewhat organized manner across the lines. Some symbols are accompanied by small numbers (1, 2, 3) or letters (a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z). The shorthand appears to be a form of shorthand used for quick writing, possibly representing a list or a set of instructions.

## 4.

Mr. G. M. Wilson,  
Boston, Mass.

Dear Sir:

I have your favor of the 15th inst. and note contents. We do not wish to magnify small things nor interfere in anything, but think this is a magnificent opportunity to introduce this new system of keeping accounts with the different departments.

It is not uncommon for us to have considerable delay on account of our present deficient method. You recognize this as well as I, and I, having had this uncomfortable experience for some time, and, having examined this new system with considerable interest and care, have decided to recommend it for next year.

Hoping you will reconsider the matter and decide to introduce the international, I am,

Yours truly,

The image shows a series of horizontal ruled lines with handwritten shorthand symbols. The symbols are a mix of loops, lines, and dots, representing the words and punctuation of the typed text above. The shorthand is written in a cursive, flowing style, typical of the 'Universal Shorthand' system mentioned in the header. The lines are ruled with a solid top line, a dashed middle line, and a solid bottom line. The shorthand symbols are placed between the dashed middle and solid bottom lines, with some extending above the top line.

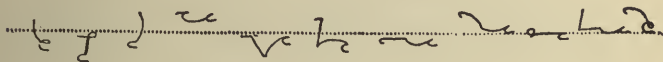
## LESSON IX.

**Terminations.**

43. The sign for *o* at the end is *ology*, *osophy*, *osopher*, etc.

**Reading and Writing Exercises.**

Physiology, astrology, biology, analogy, apology, etymology, chronology, phrenology, psychology, technology, phraseology.



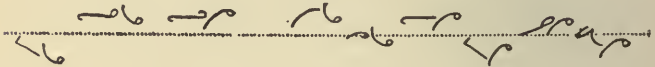
44. The sign for *g* at the end of the outline is *gram*, *graph*, *grapher*, *graphical-ly*.

Phonograph, geography, photograph, geographical, biography, lithograph, mythology, phonography, telegraphy.



45. The sign *f-s* detached is *fulness*, and the sign *l-s* detached is *lessness*.

Hopefulness, gracefulness, carefulness, lawfulness, mindfulness, carelessness, hopelessness, restlessness, shiftlessness.



46. The sign for *wh*, may be enlarged to add *were*, *would*; and the sign for *u* may be enlarged to add *would*, and shaded for *you were*.

What were you, what would you, where were you, where would you, what were you doing there, where were you going, what would you think, where would you go, you were.



### Word Signs and Contractions.

Recollect, recollection, defendant, plaintiff, deliver-ed, privilege-d, legislature-or-ion-ive, public-ation, associa-tion, develop, develop-ment, indispensable, intelligent-ence-ly, unques-tion-able-y, origin-al-ly, inhabit in the habit,

inhabitant, downward, heretofore, hereto, collection, collect, nevertheless, notwithstanding, acknowledge-edment, distinct-ion, infer-ence, testimony, testify, accept, except, exception-al-able, language, together with, absolutely necessary, my ability, your ability, best of my ability, legislative session, session of the legislature.

The image shows four lines of handwritten shorthand on ruled paper. The shorthand consists of various symbols, including straight lines, curves, and dots, which are a form of shorthand used in the text above. The symbols are arranged in a way that corresponds to the words in the text above, demonstrating the shorthand system.

## 1.

H. L. Johnson, Esq.,  
Chicago, Ill.

Dear Sir:

Your favor of the 20th inst, is received and in reply will say that the subjects upon which you would have to pass for the certificate you desire are as follows: Physiology, biology, psychology, geography, phonography, geology, telegraphy, and philosophy, together with the common branches.

You are already well acquainted with the subjects and will have no difficulty in making a good grade. It is absolutely necessary for you to be here for examination on the 10th of next month as that is the only day on which examinations will be conducted.

Trusting this will suit your convenience and not be in any way inconvenient, I am,

Yours truly,

B. J. Williamson & Co.,  
New York City, N. Y.

Gentlemen:

We acknowledge receipt of your letter of the 15th inst. We note what you say about the excessive express charges, and we are willing to allow one-half of it and have placed that amount to the credit of your account and you may take it into consideration when you remit at another time. The charge appears to have been more than it should have been.

Will you kindly send us the paid expense bill as a voucher for our entry, and to make claim for the amount? In all probability we can get it refunded. We do not insist upon this but should be pleased to have it. We are in possession of all the necessary information. We have had very little trouble lately concerning expressage and think this simply an overcharge. We will ask you to send us any other information you may have that will be of value to us.

Thanking you and hoping our disposition of this matter is satisfactory to you, we are,

Yours truly



The word "2.6" is written in the first line.  
 The rest of the page contains several lines of shorthand symbols, including numbers like 10, 15, and 20, and various symbols like 'x', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', and punctuation marks like commas, periods, and exclamation points.

The second section of shorthand symbols begins with a large number '15' and includes various symbols and punctuation marks similar to the first section.

3.

Mr. L. H. Williams,  
St. Paul, Minn.

Dear Sir:

We have your order of the 15th inst. and ship same to-day with the exception of one item which reads "1 set of  $1\frac{1}{4}$  wagon spokes." If the size you give is correct, do you want them for a patent or a common hub?

In regard to the other matter, we are willing to make

some concession. While we are satisfied as to the legality of our position, we are not willing to allow this matter to appear to be a provocation on our part. In all probability we have arrived at our figures from some different standpoint. We have a settled determination to give you satisfaction in every transaction, and you can depend upon it that we will make any reasonable concession without hesitation.

Thanking you, and hoping to have your frequent favors in the future, we are,

Yours truly,

3

4.

J. H. Myers & Son,  
Sacramento, Cal.

Gentlemen:

We are just in receipt of your letter of the 28th inst. and in reply will say that we shall have to have the goods shipped at once or we shall have to cancel our

order with you. This is a matter over which we have no control or we should certainly not be so apparently rigid with you. Our customer is simply forcing us to get these goods to him on or before a certain date and we are compelled to order them elsewhere unless you are sure you can meet his requirements.

You will therefore kindly cancel that order and notify us to that effect at once, or write us definitely that you can and will deliver the goods to our customer on the date mentioned.

Hoping to hear from you by return mail in regard to this matter, we are, Yours truly,

5.

Mr. A. H. Perkins,  
Belleville, Ill.

Dear Sir:

We have sent you several statements of your account, but have had no response from you. We must insist that you give this matter attention. We believe

you will admit that we have been patient with you, but you certainly understand that we cannot allow accounts to run indefinitely. We must have some rule in regard to this matter.

Now, we very much prefer that you remit us direct, but in case you do not, we shall have to draw on you through the bank on the 25th inst. with statement and correspondence attached, with instructions to the bank that they place the account in the hands of a collector for collection, if the draft is not paid on presentation.

Hoping you will make this step unnecessary, and trusting to hear from you before the time mentioned, we are,

Yours truly,

6.

Mr. A. H. Carter,  
Cleveland, O.

Dear Sir:

We enclose you herewith statement of your account. We have sent you several statements and have written you calling your attention to this matter, but have heard nothing from you. We are certainly entitled to a reply. We have been patient with you and do not want to appear impatient, but we cannot consent to let this account stand longer. It seems useless for us to continue the correspondence, since we received no reply from you, and we, therefore, have drawn on you to-day for the amount, with statement and correspondence attached, with instructions to the bank not to return the draft to us, but in case it is not paid on presentation, to place the same in the hands of an attorney for collection.

Now, in your own interest and that of our future busi-



## 7.

Messrs. Gardner & Watson,  
Atlanta, Ga.

Gentlemen:

We have your letter, ordering goods to be shipped on the usual terms of credit. We have never had any orders from you before, and have had no occasion to look up your credit, therefore, we shall have to respectfully ask this time that you send us cash for the goods, or allow us to send them C. O. D. In case you wish them shipped C. O. D., kindly send \$10 to cover transportation charges and to show good faith. If you prefer, send us satisfactory bank references and allow us time to get the necessary information. We regret having to delay the shipment in this way, but you know that we must have some rule governing our credit transactions, and are sure that you will understand our disposition in this matter,

Hoping everything may be satisfactory, and that our future business relations may prove mutual, pleasant, and profitable, we are,

Yours, truly,

## 8.

Mr. G. M. Davidson,  
Defiance, O.

Dear Sir:

Your note of \$130 on which you have paid \$72, is some time past due. Now, Mr. Davidson, we cannot allow this matter to run along indefinitely. Your letters and your promises are all very good, but we cannot use them in our business. This is not a large amount, and



. . . . .  
 . . . . . 130 . . . . . 72 . 0  
 . . . . . x . . . . . x . . . . .  
 . . . . . x . . . . . 712  
 . . . . . x 1 . . . . .  
 . . . . . 6/9 . . . . .  
 . . . . . x 1/10 . . . . .  
 . . . . . 17 . . . . .  
 . . . . . x . . . . .  
 . . . . . x . . . . .

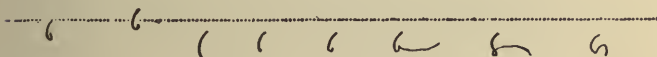


## LESSON X.

**Words and Phrases in Court Reporting and General Reporting.**

47. The sign for *do not* (short *d*) or *did* may be written on *u* position for *don't you* or *did you*. The sign *d* for *do* may be written on *u* for *do you*.

Do not, did not, do you, did you, don't you, don't you know, did you see him, do you think.



If the following words and phrases be thoroughly learned, they will wonderfully increase the student's speed in writing and reading court testimony.

The shorthand notes in the plates following the selection of phrases, should be read over and over until they can be read without hesitation. This will so impress these phrase outlines on the mind that the speed in writing, after that, will be greatly increased.

These phrases are selected from matter taken in actual court work, and occur so very frequently that to write them without hesitation gives more time for that matter which is not so familiar.

What is your name, what is your business, Secretary,  
 Famous Furniture Co., where do you live, how long have  
 you lived there, are you acquainted, with the defendant,  
 with the plaintiff, state your name, state if you saw, yes  
 sir, no sir, how old are you, where were you, state where  
 you were, I will ask you, state whether or not, state if  
 you know, did you see him, I did not, do you know, I do  
 not know, how long have you been, what is his occupa-  
 tion, don't you know, what were you doing there, could  
 you see him, half past eight, I could not.

Handwritten shorthand symbols corresponding to the text above, arranged on four horizontal lines. The symbols are stylized, cursive-like characters and numbers representing the words in the text.

## Writing Exercise.

Note.—Select the phrases and study and practice them.

Q. What is your name? A. James Johnson.

Q. What is your business? A. Secretary of the Famous Furniture Co.

Q. Where do you live? A. I now live in St. Louis.

Q. How long have you lived in St. Louis? A. Three years.

Q. Are you acquainted with the defendant? A. Yes, sir.

Q. Are you acquainted with the plaintiff? A. No, sir.

Q. State if you saw him at the time of this trouble? A. Yes, sir, and had seen him several times before.

Q. How old are you? A. Thirty-seven.

Q. What relation, if any, are you to the defendant? A. None.

Q. Where were you at the time the first shot was fired? A. I was about 150 feet away. I was on my way home.

Q. State where you were when you heard the last shot? A. I was standing in the same place.

Q. I will ask you to state whether or not, after this difficulty, any officer came? A. No, sir, not at once.

Q. State if you know whether or not any arrest was made? A. I think so. A short time afterward, but I was not present.

Q. Did you see him fire the first shot? A. Yes, sir.

Q. Did you see the plaintiff at the time the shot was fired? A. I did not, no, sir.

Q. Do you know whether any one else was present and saw the shooting? A. I know there were several there, but I do not know their names.

Q. How long have you been acquainted with the defendant? A. Five or six years.

Q. What is his occupation? A. Drummer.

Q. When you first saw him, did he have a gun? A. I suppose so.

Q. Don't you know? A. I did not see it at first, but I know he shot.

Q. What were you doing there? A. I was going home as usual.

Q. When you came in sight, he was ready and did shoot? A. Yes, sir, very soon after I saw him. I saw there was trouble there and stopped.

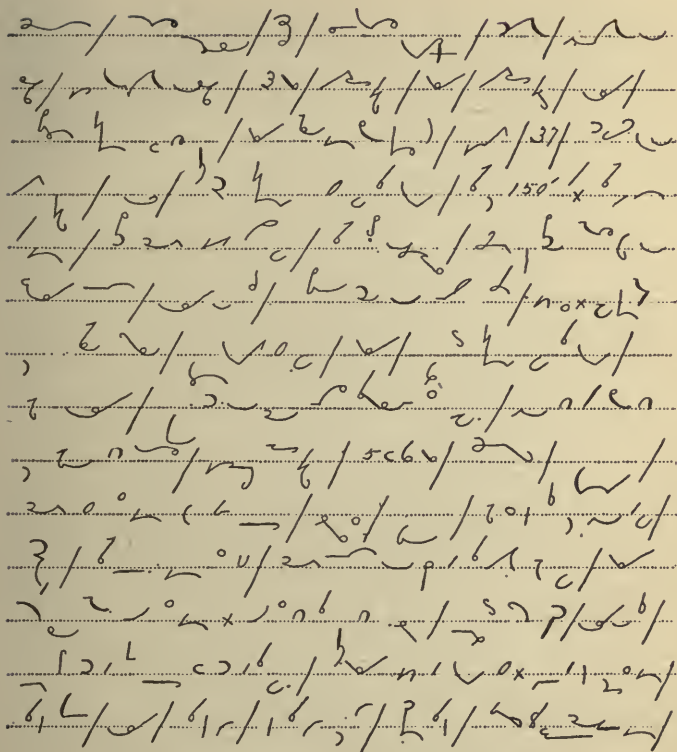
Q. Could you see the plaintiff from where you were? A. No, sir, not at first.

Q. Could you tell whether he had a gun or whether he was shooting? A. Yes, sir; I think he fired first. I could hear it, but could not see him.

Q. Was it dark? A. No, sir.

Q. Was it light? A. It was light, but late.

Q. What time was it? A. Half past 8 o'clock when I got home.



### Days, Months, States and Cities.

1. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, January, February, March, April, May, June, July, August, September, October, November, December, Thanksgiving, Christmas, Easter.

2. East, West, North, South, Northern, Southern, Eastern, Western, Northeast, Northwest, Southwest,

Southeast, Republic, Democratic, Democracy, Atlantic, Pacific, Gulf, House of Representatives, Senate

3. Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Indian Territory, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Handwritten shorthand notes on lined paper, consisting of several lines of cursive symbols and numbers (1, 2, 3) corresponding to the text above.









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