

STENOTYPY

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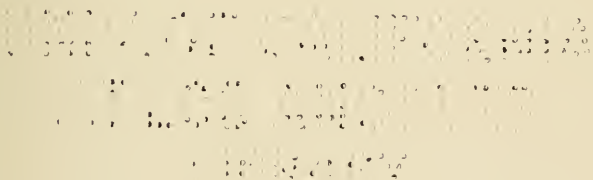
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B. O. BAKER
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STENOTYPY

THIRD EDITION

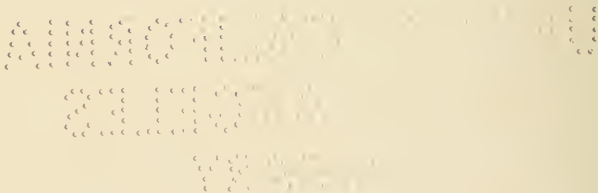
To Labor Less and Accomplish More



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PREFACE

In this age of progress the machine is constantly conserving energy in every line of endeavor by supplanting and supplementing the cruder hand method. Stenotypy, being an adaptation of phonography to a machine, is an expression of the age. It has come, with other conservers of energy, to make correspondence work easier and more efficient—it has taken its place as the accepted means of verbatim reporting on the Fastest Writing Machine in the World.

This manual is the culmination of a diligent and painstaking research for the best method of presenting Stenotypy to students. The object of the research has been to find a plan of presentation which would enable students to learn Stenotypy in the easiest and most thorough manner possible. We give this book to teachers and students knowing that it is the best, and that a study and application of its contents will prepare students for a most valuable and useful business service.

THE STENOTYPE COMPANY,

SEPTEMBER, 1914.

Indianapolis.

INTRODUCTION

Each of the first ten lessons of this manual begins with a finger drill which embraces the use of all letters previously learned, and includes the new letters or combinations introduced in that lesson. These should be written from dictation by the teacher, the student striking each letter or combination several times, while the teacher pronounces it once.

All arbitrary combinations used as letters should be referred to in each case only by the name of the letter represented. In this way the student will recognize **H**, when standing alone, as H; **R**, when standing alone, as R; and **HR** as L. To read well, the student must secure an unconscious association between the letter and the combination which represents it. Stenotypy is written in English and can be read only in the English letters which form the words; consequently, it is of paramount importance that the letter represented by the combination be recognized instantly.

The student should write the **WORDS** in the same manner as suggested for the keyboard drill, striking each word as many times as he can, evenly, after the teacher's pronunciation. After the words have been dictated as they appear in the vertical columns, they should be dictated across the page by lines.

Oral recitation on abbreviations should precede machine practice. The student should learn the letters which represent the *sounds* in the abbreviation, rather than the Stenotypic combination which forms it; for example, ne, *any*, instead of **TPHE**.

The phrases preceding the sentences should be recited orally, and thoroughly practiced until they can be written and read as easily as single words. Students should accustom themselves to writing logical phrases and to reading such phrases instantly.

The sentences accompanying each lesson include not only the new principles to be developed, but also a drill on all new abbreviations, and practice in phrasing.

All words connected by hyphens are phrases and should be written at a single stroke.

The sentences are arranged for self-dictation and should be practiced until they can be written easily and smoothly without conscious effort; they are also to be used for general classroom speed work. Fifteen minutes in both the morning and the afternoon should be assigned to this practice, the teacher timing the class for fifteen or thirty seconds at a time. The more advanced student should be able to write any given sentence two or three times while the beginner is writing it once.

In the same way the entire class should engage in a drill on abbreviations and words, both the advanced student and the beginner writing up to the limit of their speed. Work of this kind can be corrected by the student, thus enabling the teacher to spend his time and energy more directly for the benefit of the entire class. This concentrated work under the influence of the teacher is sure to arouse much enthusiasm and his personality will be felt by every student. The student also receives the inspiration which comes from comparison with the work of others.

Every new abbreviation is italicized in these lessons. When the student has practiced them until they can be written without conscious effort, he has

learned them for all time. Whenever he needs them, it will require no effort to call them into instant use. Added to this is the consciousness that he can attain speed with comparative ease. The early discovery of this possibility in himself is of material assistance to the student in establishing and maintaining a high standard of achievement.

The largest factor in the development of speed on the Stenotype is the elimination of waste time between strokes. A speed of two hundred words a minute can be easily attained without making one single hasty stroke, simply by keeping an even, steady, symmetrical motion. Any tendency toward haste engenders mental confusion; consequently, it is of the utmost importance that all dictation should be given smoothly but convincingly, and that there should be no haste by the student, or, in other words, no stabbing at the machine.

Letters are introduced in the second lesson and continued throughout the lessons. The teacher should use these letters for dictation and timing. They should be carefully corrected by the teacher and returned to the students. These letters will always prove an accurate index to the students' attainments.

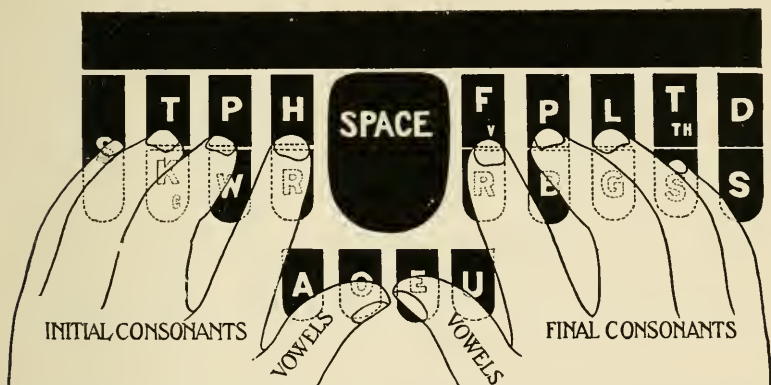
Beginning with Lesson Ten, supplementary articles are inserted from time to time. These will enable students to make greater progress than can be made by practice on the sentences and letters alone.

Supplementary letters have also been furnished, with matter arranged to correspond with lesson groups. These letters will prove a pleasant and profitable review of the lessons and will also serve to develop speed.

GENERAL

Stenotypy is a system of recording speech in plain English letters by means of a machine called the STENOTYPE.

Division of Keyboard. The Stenotype keyboard is divided into three groups of letters. The group at



the left of the keyboard is composed of consonants which are used to begin words, and are called initial consonants.

The group in the middle of the keyboard contains the vowels which may be combined to form diphthongs.

The group at the right of the keyboard is composed of final consonants used to end words. In this text the final consonants will be preceded by hyphens to distinguish them from initial consonants.

Three of the keys on the keyboard contain two letters, only the large one printing. This is written and read for either of the letters, the context showing which is intended.

Combinations. The Stenotype keyboard is composed of twenty-one letters. The remaining letters of the alphabet are formed by combination of the keyboard letters; for example, the letter **L** does not appear on the keyboard as an initial consonant but is represented by **HR**. These combinations are such, however, as do not appear in any English word.

Operation of Machine. Unlike the keys of a typewriter which have a common center or striking point, the keys of the Stenotype have individual centers and always strike in the same relative positions on the paper. This enables the writer to strike any or all of the keys at once. In this way a word or a phrase containing several words may be written at a stroke. When the keys are struck the paper automatically feeds forward for a new line.

Sequence of Letters. The upper letter of each pair prints just at the left of the lower one. If all the keys are struck at the same time the following line is written across the paper.

S T K P W H R A O * E U F R P B L G T S D S

Fingering. The correct position of the fingers is directly over the space between the upper and lower rows of keys. Each finger controls two keys with the exception of the little finger of the left hand, which operates only the letter **S**. The little finger of the right hand operates **TS** and **DS**, only one pair being operated at a time, however.

Touch. The touch method only should be used. The fingering should always be simple, easy, and natural. The keys should be struck lightly but firmly and then released quickly, leaving the mind and hands free for the next stroke. In releasing the keys, the fingers should be raised only enough to clear them. The

hands should be kept directly over the keyboard ready for instant operation. A horizontal line from elbow to knuckle is the correct position, and the wrist stroke should be used rather than the hand pressure. The muscles of the hand and arm should be relaxed at all times.

Space Key. The large key in the center of the keyboard is the space key. This key when struck feeds the paper forward without printing and may be operated with the forefinger of either hand. The use of this key is necessary only in very special instances, however.

Errors. The long bar writes a star. This bar is operated by the forefinger of either hand. Should an error occur in writing, strike the star and then write the word correctly.

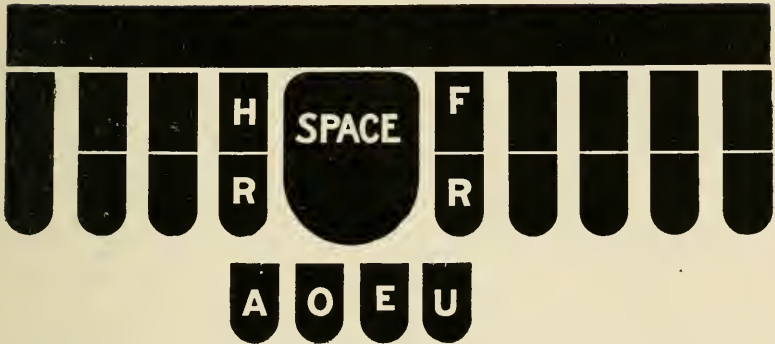
Abbreviations. Stenotypic abbreviations are used instead of writing the words in full. They should not be followed by a period.

Outlined Words. The Stenotypic outline when given for a word in this text is the proper one to use and should not be deviated from in any particular.

Speed. Speed on the Stenotype should be required from the first day in school and if directions are followed can easily be attained.

STENOTYPY

LESSON ONE



LETTERS AND COMBINATIONS

H

R

HR for *l*

A

O

E

U

EU for *i*, and vowel *y*

-F for *-f* and *-v*

-R

-FPLT . (period)

STPH ? (interrogation)

KEYBOARD DRILL

Note.—To be dictated by the teacher until these letters and combinations can be written easily and with an even motion. The student should aim to strike each letter and combination several times while the teacher is pronouncing it once.

h,* r, l; a, o; e, u, i; -f, -r, -fr.

* In speaking of the letters on the keyboard **R** should be spoken of as “R” and **-R** as “final R.” Distinction between all initial and final consonants should be made in this way.

PRINCIPLES

1. Formation of Words—

a. Omit all silent letters. *Hay*, **HA**.

b. Write consonants according to their sound.
Laugh, **HRAF**.

c. Write vowels according to the following rules:

When only one vowel occurs in a syllable, write that vowel. *Off*, **OF**; *rare*, **RAR** (e is silent).

When two vowels occur together in a syllable, and only one of them is sounded, write the sounded vowel.
Leaf, **HREF**; *hair*, **HAR**.

When two vowels occur together in a syllable and both are sounded, write both vowels. *Our*, **OUR**.

WORD PRACTICE

Note.—To be written from dictation, the student writing each word as many times as possible while the teacher is pronouncing it once.

hay	lay	oar	rave	leaf	rare
hoe	low	ear	rove	leave	roar
hue	lea	ire	reef	life	lair
high	Lou	half	rive	live	lore
ray	lie	hove	rough	hair	leer
row	off	heave	laugh	hoar	lyre
rue	eve	hive	loaf	hear	lure
rye	air	huff	love	hire	(47)

ABBREVIATIONS

Note.—Oral recitation should precede all machine work on abbreviations. The teacher should then dictate them until they can be written readily.

<i>had</i>	H	h	<i>he</i>	E	e
<i>are</i>	R or -R	r or -r	<i>you</i>	U	u
<i>will</i> (verb),			<i>your</i>	UR	ur
<i>letter</i>	HR	l	<i>if, of, have</i>	-F	-f
<i>an</i>	A	a	<i>ever, every,</i>		
<i>on</i>	O	o	<i>far</i>	-FR	-fr (10)

PHRASES

Note.—Time enough should be given to the reading and writing of these simple phrases to secure ready recognition. Oral recitation should be given on the English combinations which form these phrases.

had-a	HA	ha	will-a	HRA	la
had-he	HE	he	will-he	HRE	le
had-you	HU	hu	will-have	HR-F	l-f
had-you-ever	HUFR	hufr	will-he-ever	HREFR	lefr
had-I	HEU	hi	will-you-have	HRUF	luf
had-I-ever	HEUFR	hifr	will-you-ever	HRUFR	lufr
you-are	UR	ur	I-have	EU-F	if
are-you	RU	ru	you-have	UF	uf
are-you-ever	RUFR	ruf			(17)

WRITING EXERCISE

Note.—Practice these sentences until each can be written smoothly and continuously, without conscious effort. Speed will come in proportion as the waste time between strokes is eliminated.

- (1) *Had-you-ever had-a hoe?* (6)
- (2) *Will-you-have half of a loaf?* (7)
- (3) *I-have an oar.* (4)
- (4) *I-have a rare letter.* (5)
- (5) *Will-he hear if Hugh had-an oar?* (8)
- (6) *You-are on-every high reef.* (6)
- (7) *I hear your laugh far off.* (6)

LESSON TWO



LETTERS AND COMBINATIONS

P	OU	<i>ow</i> as in <i>how</i>
W	OEU	<i>oy</i> as in <i>boy</i>
U for <i>ew</i> (except in <i>sew</i> , which is written SO).	AU	<i>aw</i> as in <i>saw</i>
	PW	<i>b</i>
	-RBGS	, (comma)

KEYBOARD DRILL

(Practice as in Lesson One.)

p, w, b; h, r, l; a, o; e, u, i; o, u, ou; a, u, au; o, i, oi; -f, -r, -fr.

b, l, a, o, i, ou, oi, au, -fr.

PRINCIPLE

2. If an abbreviation forms part of a compound word or a derivative, the abbreviation should be used for the part of the word which it represents. *Whoever*, **HOFR**; *however*, **HOUFR**; *whenever*, **WEFR**.

WORD PRACTICE

(Practice as in Lesson One.)

how	pave	wave	beef	law	brief
row (ROU)	pair	wove	buff	paw	play
Roy	pear	wife	bear	pray	plea
our	pour	war	bore	pry	plow
hour	peer	ware	beer	prue	blow
pay	pure	bay	burr	prow	blue
pea	way	bow	awe	bray	blew
pie	woe	bee	haw	brew	bluff
pew	we	buy	raw	brave	blear (54)

ABBREVIATIONS

(Practice as in Lesson One.)

<i>already</i>	HR-R	l-r	<i>before</i>	PW-F	b-f
<i>little</i>	HREU	li	<i>with, were</i>	W	w
<i>after</i>	AF	af	<i>when</i>	WE	we
<i>order</i>	OR	or	<i>practice</i>	PRA	pra
<i>about</i>	PW	b	<i>proper</i>	PRO	pro
<i>but</i>	PWU	bu	<i>party</i>	PAR	par (12)

PHRASES

(Practice as in Lesson One.)

with-a	WA	wa	were-you	WU	wu
with-you	WU	wu	were-you-ever	WUFR	wufr
were-a	WA	wa	were-I	WEU	wi
are-a	RA	ra	when-have	WEF	wef
about-a	PWA	ba	when-are	WER	wer
how-far	HOUFR	houfr			(11)

WRITING EXERCISE

- (1) *When* will-you *order* half of a rye loaf? (9)
- (2) You-have an-*order* *already*. (5)

- (3) Will-he-have a *little* pie every hour? (8)
 (4) Will-you *practice* after about-an hour? (7)
 (5) Will-he prove a *proper party*, with *but* a *little*
practice? (11)
 (6) Will-he *practice* before or after I leave? (8)
 (7) *Were*-you-ever blue *before*? (5)
 (8) How-far will-you plow? (5)
 (9) *Whenever* I leave, will-he play *with*-you? (8)

I-have your brief letter. Roy will pay-you on-your
order when I leave here. (16)

LESSON THREE



LETTERS AND COMBINATIONS

PH for *m*

-P

AO *oo*

-B

-PB for *-n*

KEYBOARD DRILL

(Practice as in preceding lessons.)

p, h, m; h, r, l; p, w, b; a, o, oo; e, u, i; o, u, ou; a, u, au; o, i, oi; -f, -r, -fr; -p, -b, -n.

m, b, l, a, o, i, ou, oi, au, -fr, -n.

PRINCIPLE

3. Write **A** for *ei* and *ey* when they have the sound of *a*; as in *weigh*, **WA**; *prey*, **PRA**.

WORD PRACTICE

(Practice as in preceding lessons.)

hope	reap	rein	lap	lain
heap	ripe	reign	lope	lone
hub	rob	roan	leap	line
rap	rib	Rhine	lip	loin
rope	rub	run	lobe	peep

pipe	warp	bib	brown	map
pup	whey	bane	prone	mope
pain	whip	bone	prune	man
pawn	wane	boon	may	moan
pen	web	bean	mow	moon
pin	one (WOPB)	bun	mare	men
pun	Bob	brawn	mire	mine

(60)

ABBREVIATIONS

(Practice as in preceding lessons.)

<i>happy, happen</i>	HAP	hap	<i>whether</i>	WH	wh
<i>and</i>	APB	an	<i>where</i>	WR	wr
<i>be, been</i>	-B	-b	<i>what</i>	WA	wa
<i>no, know, than</i>	-PB	-n	<i>would</i>	WO	wo
<i>me, my</i>	PH	m	<i>which</i>	WEU	wi
<i>make</i>	PHA	ma	<i>wrote</i>	WRO	wro
<i>month</i>	PHO	mo	<i>write, written</i>	WREU	wri
<i>look</i>	HRAO	loo			(15)

PHRASES

you-know	UPB	un
we-know	WEPB	wen
will-know	HR-PB	l-n
I-have-been	EUFB	ifb
you-have-been	UFB	ufb
we-have-been	WEFB	wefb
had-you-been	HUB	hub
will-he-be	HREB	leb
will-you-be	HRUB	lub
will-he-know	HREPB	len
what-he	WAE	wae
what-you	WAU	wau
what-you-are	WAUR	waur
what-I-have	WAEUF	waif
what-I-have-been	WAEUFB	waifb

what-I-know	WAEUPB	wain
when-you-have	WEUF	weuf
when-you-are	WEUR	weur
would-you-be	WOUB	woub
would-you-ever-be	WOUFRB	woufrb
would-you-have	WOUF	wouf
would-you-have-been	WOUFB	woufb
would-I-have-been	WOEUFB	woifb
which-have-been	WEUFB	wifb
which-are	WEUR	wir
where-you-are	WRUR	wrur
whether-you-are	WHUR	whur
whether-you-have-been	WHUFB	whufb
may-I-have	PHAEUF	maif (29)

WRITING EXERCISE

- (1) *Would*-he pay-you half on-your blue lawn robe? (10)
- (2) I *wrote*-you I *would-be* here about-a month. (10)
- (3) I-*know* no more-*than* you about *what would* happen. (10)
- (4) You-have *written me* before but will-you *write me* one more letter? (13)
- (5) He will-*be happy* *whether*-you laugh or weep. (9)
- (6) When-you-have-*been* here a month will-you *make my* plan your own? (14)
- (7) *Look* before you weigh your rye. (6)
- (8) *Which* pie will-you-have? (5)

Will-you wire *me* *where*-you-have-*been* and *what*-you-have-*been* about? *Write me* *what*-you-*know* about -our plan, and *when*-your order will-*be* here. (29)

breach	twitch	hush	wish	push
blotch	catch	rash	bush	blush
bleach	couch	rush	plush	trash
match	clutch	lash	mash	cash
teach	ash	leash	mesh	crash
touch	hash	wash	mush	crush (85)

ABBREVIATIONS

<i>the, it</i>	T	t	<i>shall</i>	-RB	-sh
<i>take</i>	TA	ta	<i>usual, -ly</i>	URB	uzh
<i>took</i>	TAO	too	<i>time</i>	TEU	ti
<i>can</i>	K	k	<i>this</i>	TH	th
<i>could,</i>			<i>that, thank</i>	THA	tha
<i>company</i>	KO	ko	<i>them, they</i>	THE	the
<i>upon</i>	POPB	pon	<i>there, their</i>	THR	thr
<i>much</i>	-FP	-ch	<i>large</i>	HRAR	lar
					(15)

PHRASES

how-much	HOUFP	houch
it-would	TWO	two
it-would-have	TWOF	twof
it-would-be	TWOB	twob
it-would-have-been	TWOFB	twofb
to-have	TOF	tof
to-be	TOB	tob
to-have-been	TOFB	tofb
can-you-have	KUF	kuf
can-you-ever	KUFR	kufr
can-you-be	KUB	kub
can-he	KE	ke
can-he-have-been	KEFB	kefb
it-will	THR	tl
it-will-be	THR-B	tl-b
it-will-have	THR-F	tl-f
it-will-have-been	THR-FB	tl-fb

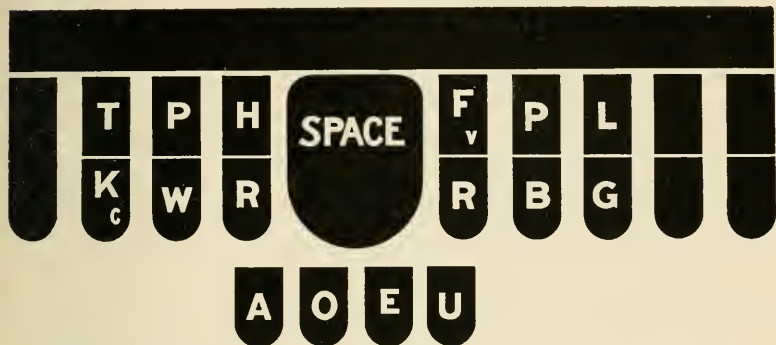
it-may	TPHA	tma
it-may-have	TPHAF	tmaf
it-may-be	TPHAB	tmab
it-may-have-been	TPHAFB	tmafb
thank-you	THAU	thau
they-are	THER	ther
they-have	THEF	thef
they-have-been	THEFB	thefb
could-he-have	KOEF	koef
could-I-have	KOEUF	koif
could-I-have-been	KOEUFB	koifb
could-you-have	KOUF	kouf
could-you-ever	KOUFR	koufr
could-you-ever-be	KOUFRB	koufrb
could-you-have-been	KOUFB	koufb
I-shall	EURB	ish
you-shall	URB	ush
we-shall	WERB	wesh
they-shall	THERB	thesh (36)

WRITING EXERCISE

- (1) You may-be rich but are-you happy? (8)
- (2) Write me how-much I owe-you. (7)
- (3) *Could-you reach there on time were-you to rush a little?* (12)
- (4) I wrote-you where-I-have-been and where-I-shall be *this* month. (14)
- (5) How *large* an-order can *this company* take? (8)
- (6) I would *thank-you* to teach me how to keep my cash. (12)
- (7) *It usually took them* an hour. (6)
- (8) *Their* way will-be *their usual* one. (7)
- (9) *It-may-be that they-are upon their* way. (9)

Your rush letter and order here. Will-you wire me how *large* an-order *that company can take* on *this* month? (21)

LESSON FIVE



LETTERS AND COMBINATIONS

TP	for <i>f</i>	-L
TK	<i>d</i>	-G

KEYBOARD DRILL

t, p, f; t, k, d; m, b, l, oo, ou, oi, au, -fr, -n, -ch, -sh, -l, -g.

WORD PRACTICE

all	fill	flog	dull	Dane
ail	fowl	fain	dog	done
ill	full	fine	dig	den
oil	fag	fun	dug	dine
owl	fog	fetch	drawl	dawn
egg	fig	fish	droll	down
fair	frail	fresh	drill	drain
for	frill	flash	drag	drone
fear	flail	flesh	dreg	drown
fire	floor	flush	ditch	wall
fail	frog	dale	dash	wool
feel	flag	doll	dish	will

whale	wig	maple	pebble	cobble
wheel	whig	people	Bible	double
while	apple	purple	table	drabble
wag	ripple	rabble	cable	raffle (80)

ABBREVIATIONS

<i>if</i>	TP	f	<i>together</i>	TOG	tog
<i>from</i>	TPR	fr	<i>will (verb),</i>		
<i>file</i>	TPEU	fi	<i>letter</i>	-L	-l
<i>did</i>	TK	d	<i>age, go, gone</i>	-G	-g
<i>today</i>	TKA	da			(8)

PHRASES

if-I	TPEU	fi
if-he	TPE	fe
if-we	TPWE	fwe
if-you	TPU	fu
if-I-have	TPEUF	fif
if-I-ever	TPEUFR	fifr
if-I-ever-go	TPEUFRG	fifrg
if-I-know	TPEUPB	fin
if-I-will	TPEUL	fil
if-I-will-go	TPEULG	filg
if-he-will	TPEL	fel
if-he-will-go	TPELG	felg
if-we-have	TPWEF	fwe f
if-we-are	TPWER	fwer
if-we-ever	TPWEFR	fwe fr
if-we-have-been	TPWEFB	fwe fb
if-we-know	TPWE PB	fwe n
if-we-go	TPWEG	fwe g
if-you-have	TPUF	fuf
if-you-are	TPUR	fur
if-you-ever	TPUFR	fuf r
if-you-have-been	TPUFB	fuf b

if-you-have-gone	TPUFG	fufg	
if-you-know	TPUPB	fun	
if-you-will	TPUL	ful	
if-you-will-go	TPULG	fulg	
from-you	TPRU	fru	
from-your	TPRUR	frur	
did-he	TKE	de	
did-I	TKEU	di	
did-you	TKU	du	
did-we	TKWE	dwe	
did-he-ever	TKEFR	defr	
did-he-ever-go	TKEFRG	defrg	
did-I-ever	TKEUFR	difr	
did-I-ever-go	TKEUFRG	difrg	
did-you-have	TKUF	duf	
did-you-ever	TKUFR	dufr	
did-you-ever-know	TKUFRPB	dufrn	
did-you-ever-go	TKUFRG	dufrg	
who-are	HOR	hor	
who-will	HOL	hol	
whoever-will	HOFRL	hofrl	(43)

WRITING EXERCISE

- (1) *If-you-ever-go* there *I-will-go* too (**TAO**). (9)
- (2) *From-all* I-know they-have-gone together. (8)
- (3) Do-you-know where they-are *today*? (7)
- (4) The-order will-be for a large Bible. (8)
- (5) *Did-you* tell your-age? (5)
- (6) *Did-you-know* that-your *file* lay on that table? (10)
- (7) Do-you-ever fill an-order for coal *from* that company? (11)

I thank-you for your-letter. I hope you-are well and able to-go on with-your trip by this time. Wire me how you-are and when I may look for you here. (35)

LESSON SIX

COMBINATIONS

TPH for *n*-PL for *-m*-BG *-k*

KEYBOARD DRILL

t, p, h, n; oo, au, ou, oi; -p, -l, -m; -b, -g, -k; n, f, d, b, l, m, -ch, -sh, -n, -m, -k.

PRINCIPLES

4. Write **AU** for *al* in such words as *calm*, and *talk*.
5. Write **W** when it precedes *r*. *Wretch*, **WREFP**.

WORD PRACTICE

name	knob	lake	worm	flake
numb	nib	lock	work	flock
knack	nail	leak	wrap	fleck
knock	knoll	like	wrack	came
neck	knell	bake	wrong	comb
nick	Nile	book	wretch	cake
knave	null	beak	wren	coke
knife	nag	buck	wreak	kick
nor	aim	dock	wreck	cram
near	lame	duck	wry	cream
notch	limb	dike	wring	crime
niche	loom	break	palm	crumb
gnash	blame	brook	balm	crack
known	bloom	Blake	calm	crook
nine	dame	block	talk	creep
nun	dome	bleak	walk	claim
noun	doom	Drake	calk	climb
noon	deem	whim	flame	clock
nap	dime	warm	flume	frame (95)

ABBREVIATIONS

<i>in</i>	TPH	n	<i>think</i>	THEU	thi
<i>any, necessity</i>	TPHE	ne	<i>difficult, -y</i>	TKEU	di
<i>particular</i>	TEUBG	tik	<i>principle, -al</i>	PREUPB	prin
<i>practical</i>	PRABG	prak	<i>perfect,</i>		
<i>am, him, many</i>	-PL	-m	<i>perfect'</i>	PER	per
<i>tomorrow</i>	TOPL	tom	<i>number</i>	TPHO	no
<i>can, come</i>	-BG	-k			(11)

PHRASES

if-I-can	TPEUBG	fik
if-he-can	TPEBG	fek
if-we-can	TPWEBG	fwek
if-I-come	TPEUBG	fik
if-we-come	TPWEBG	fwek
I-am	EUPL	im
how-many	HOUPL	houm
too-many	TAOPL	toom
for-him	TPORPL	form
from-him	TPR-PL	fr-m
in-a	TPHA	na
in-all	TPHAL	nal
in-your-letter	TPHURL	nurl
in-our	TPHOUR	nour
in-our-letter	TPHOURL	nourl
the-many	T-PL	t-m (16)

WRITING EXERCISE

(1) *Necessity*-will teach you *many* a *practical principle* *in* life. (10)

(2) *Perfect* your work today and there-will be no *difficulty* *tomorrow*. (11)

(3) I-am *particular* *in*-all I do. (7)

(4) Will-you make-up *any* tale about-our wreck? (9)

(5) Can-you-come home with-your *principal*? (7)

(6) I-*can*, but I room with-*him* and I wish to talk now. (13)

(7) I would-have a *number*-of people here if it-were-a calm day. (14)

(8) I *think* your plan a *perfect* one, though *difficult* to draw. (11)

Your-letter came today. There-will be no *difficulty* about-your claim on our company for work that-you did this month. We-will pay-you whenever you-can mail your bill. Write *any* time this week. (37)

LESSON SEVEN

COMBINATIONS

KWR for *y*-PBG for *-nk*TKPW *g*

KEYBOARD DRILL

k, w, r, y; t, k, p, w, g; -p, -b, -g, -ng, -nk; n, y, g, f, d, b, l, m, a, o, e, u, -ch, -sh, -zh, -n, -m, -k, -ng, -nk.

WORD PRACTICE

yea	gore	gig	ink	wrung
year	gear	game	rank	brink
Yale	gap	gum	rang	blank
yell	gab	gawk	ring	blink
yawl	gob	grope	rink	trunk
yule	gash	grip	lank	kink
yam	gain	groin	long	drank
yoke	gale	grog	link	drink
yawn	Gaul	green	pink	drunk
yarn	goal	grouch	prank	frank
young	guile	glove	plank	flank
yank	gull	glare	wing	flunk
gang	girl	glib	wink	monk
gong	gag	glean	wrong	mink (70)

ABBREVIATIONS

why

KWR

*y**yes*

KWRE

*ye**good*

TKPW

*g**gave*

TKPWA

*ga**give, -n*

TKPWEU

*gi**& Co.*

APBG

*ank**bring*

PWREU

bri

<i>open</i>	OP	op	
<i>opinion</i>	PEUPB	pin	
<i>local, -ly</i>	HROL	lol	
<i>include</i>	KHRU	klu	
<i>inform, -ation</i>	TPOR	for	
<i>object', ob'ject</i>	OB	ob	(13)

PHRASES

why-you-have	KWRUF	yuf	
why-you-have-gone	KWRUFG	yufg	
why-you-are	KWRUR	yur	
why-you-ever	KWRUFR	yufr	
why-you-ever-go	KWRUFRG	yufrg	
why-you-know	KWRUPB	yun	
why-you-will	KWRUL	yul	
why-you-will-go	KWRULG	yulg	
why-I-am	KWREUPL	yim	
why-I-have	KWREUF	yif	
why-I-ever	KWREUFR	yifr	
why-I-have-been	KWREUFB	yifb	
why-I-have-gone	KWREUFG	yifg	
why-he-will-go	KWRELG	yelg	
gave-him	TKPWAPL	gam	
give-him	TKPWEUPL	gim	
yes,-you-are	KWREUR	yeur	
yes,-you-will	KWREUL	yeul	
yes,-you-will-go	KWREULG	yeulg	
yes,-you-can	KWREUBG	yeuk	
yes,-you-have	KWREUF	yeuf	
yes,-you-have-been	KWREUFB	yeufb	(22)

WRITING EXERCISE

- (1) *Yes,-you-can* go to Yale this year. (8)
- (2) Tell me *why-ever-go* there. (7)
- (3) *Bring* me the ink and *give-him* that blank. (9)

(4) *Yes,--you--shall have my good opinion.* (7)

(5) *Gill & Co. gave all young men information.* (8)

(6) *Yes,--you--will--go though--I object.* (7)

(7) *Include that information when--you give your order.* (8)

(8) *Yes,--you--are to work for their local firm of Drake & Co.* (13)

(9) *I wish you would--be open and frank with me, and inform me of your object.* (16)

(10) *I--shall--go back when--you--have given up that wrong opinion.* (12)

I--have your--letter about why--you object to our company and why--your men fail locally to do good work. I--have long been of your opinion that a more practical man than Blake would--have--been able to bring about order with--your men. (46)

LESSON EIGHT



LETTERS AND COMBINATIONS

S for *s*, soft *c*, and *z* **-T** for *-t*, and *-th*
SKWR *j*, and soft *g* **-S** *-s*, and *-z*

KEYBOARD DRILL

s, k, w, r, j; n, y, m, f, d, b, g, l, au, oi, ou, -ch, -sh, -n, -m, -k, -nk, -t, -s.

WORD PRACTICE

sack	stream	smote	spoil	swan
seek	streak	smoke	splash	swale
sick	struck	snap	spleen	swath
soot	stair	snake	splurge	sworn
sight	straits	snatch	split	sweep
sees	streets	speech	splint	cent
size	strength	speck	splice	cell
strap	(STREPBT)	spent	suave*	cease
stripe	script	spill	swear	cite
strewn	smart	spitz	swap	zone

* Write **W** for *u* when it has a consonantal value.

zeal	gill	yacht	fight	flights
jar	joke	yet	freight	flutes
jam	Jack	youth	fret	length (HREPBT)
job	jolt	youths	fraught	whiz
jibe	James	wrath	fright	prize
gem	jig	wroth	fruits	maize
germ	jet	wreaths	floats	haze
gin	jute	writhes	fleets	baize
				daze

(90)

ABBREVIATIONS

<i>is, his, also as</i> in phrases	S or -S	s or -s
<i>some</i>	SO	so
<i>yes, sir; yesterday</i>	KWRES	yes
<i>secretary</i>	SEBG	sek
<i>success, succeed</i>	SUBG	suk
<i>superintend, -ent</i>	SUPT	supt
<i>sister</i>	SEUS	sis
<i>secure</i>	SKUR	skur
<i>ask</i>	AS	as
<i>answer</i>	APBS	ans
<i>also</i>	-LS	-ls
<i>always</i>	ALS	als
<i>the, it</i>	-T	-t
<i>possible, -ly</i>	POS	pos
<i>speak</i>	SPE	spe
<i>spoke</i>	SPO	spo

(16)

PHRASES

in-all-the	upon-it	is-it-a
in-it	gave-it	is-it-our
in-its	give-it	is-it-your
in-his	can-it	is-it-well
why-it-is	could-it	is-it-possible
yes,-it-is	is-it	is-it-practical

as-little-as	as-long-as	as-many-as	
as-far-as	as-good-as	as-rough-as	
as-much-as	as-great-as	as-often-as	
as-rich-as	as-well-as		(29)

WRITING EXERCISE

(1) In-all-*the* time you gave-*it*, did-you-ever *succeed*? (11)

(2) *Is-it-your* *sister* who-*is* the *secretary* to-*the* *superintendent*? (11)

(3) I-will *ask* you to state why-*it-is* that-you did not *secure success*. (16)

(4) I-shall *possibly answer* that-I-shall *succeed*. (9)

(5) *Is-it-possible* that-you-have-been here *as-long-as* he? (12)

(6) *Yes, sir, as-far-as* I-know, he *always spoke* well of you. (13)

(7) Jack gave-up-*his* job *yesterday*. (6)

(8) If-you do not *superintend* the work, James will do *as-little-as possible*. (14)

(9) Yes,-*it-is* not worth while to give any more time to-*it*. (13)

(10) *It-is* no joke, I tell you. (7)

I sent you our new price book *yesterday* and hope to get *some orders* from-you.*

Please *speak* to Gates about-*it also*, and *secure as-many* orders in-your town *as-you-can*. We-will pay-you well for all you do for us. (45)

* A paragraph is indicated by striking the star twice, * = *.

LESSON NINE

COMBINATIONS

SR for *v*KH *ch*-BGS for *-x*

KEYBOARD DRILL

s, r, v; k, h, ch; -b, -g, -s, -x; v, ch, y, j, n, d, b, g, m, f, l, -ch, -sh, -n, -k, -m, -nk, -x.

PRINCIPLES

6. Omit **T** in words ending in the sound of *st*, *kt*, and *xt*; as in *past*, **PAS**; *act*, **ABG**; *text*, **TEBGS**.

7. Write **KP** for *ex* before a vowel sound or the sound of *h*; as in *excess*, **KPES**, and *exhale*, **KPHAL**.

Before all consonants except *h*, **S** is used for *ex*.

WORD PRACTICE

vain	chair	exile	exclaim	fox
vine	chop	exist	excuse	fix
vale	chin	exert	expert	stacks
veal	chill	except (KPEPT)	axe	stocks
voile	check	exhaust	ox	strikes
vim	chat	exhume	rocks	specks
vague	chest	extreme	lax	shocks
vogue	choice	extort	picks	haste
vat	choose	extinct	wax	host
vast	charm	expose	wicks	hoist
vest	choke	expel	box	rest
vice	chick	expunge	books	roost
voice	exact	express	text	last
views	exalt	explore	next	lost
verb	exult	explain	docks	least
chaff	exit	exchange	knocks	list

past	cyst	toast	dust	act
post	baste	test	breast	pact
waste	boast	east	blest	fact
jest	boost	coast	yeast	tract

(100)

ABBREVIATIONS

<i>examine</i>	KP	ex	<i>gentleman</i>	SKWREPBT	jent
<i>excel</i>	KPHR	exl	<i>gentlemen</i>	SKWRE	je
<i>execute</i>	SKUT	skut	<i>defend,</i>		
<i>extra</i>	KPRA	extra	<i>defense</i>	TKEF	def
<i>judge</i>	SKWR	j	<i>defendant</i>	TKEFT	deft
<i>have, value,</i>			<i>no, sir</i>	-PBS	-ns
<i>very</i>	SR	v	<i>operate</i>	OPT	opt
<i>vacant</i>	SRABG	vak	<i>Dear Sir</i>	TK-S	d-s
<i>volume</i>	SROL	vol	<i>amount</i>	APLT	amt
<i>voluntary</i>	SRO	vo	<i>instant</i>	EUPBS	ins
			<i>business</i>	PWUS	bus

(19)

PHRASES

have-you	value-our
have-you-ever	value-of
have-you-ever-been	value-it
have-you-ever-gone	value-the
have-you-it	judge-it
have-you-the	judge-the
have-you-his	judge-him
have-I	the-amount-is
have-I-ever	who-is
have-I-ever-been	whoever-is
have-I-ever-gone	whoever-it-is
have-I-the	examine-it
have-I-his	excel-the
very-much	have-many
very-many	have-much

(30)

WRITING EXERCISE

- (1) I-can *judge*-of-the exact *values* of those stocks after I *examine* them. (14)
- (2) *Have*-you-*ever*-been able to *execute* the will? (9)
- (3) *Very*-many of-the *gentlemen* expect you to *excel*. (9)
- (4) In this case the *defendant* is sure to answer, *no, sir*. (11)
- (5) It-is *voluntary* with-you whether-you take-the *vacant* place or not. (13)
- (6) He sent the box of books by *express*. (8)
- (7) *Have*-you any excuse to give to that *gentleman*? (9)
- (8) We-shall use an *extra amount* of care in-the *defense* of this suit. (14)
- (9) He-will take charge of-the *business* on-the first *instant*. (11)
- (10) They could not explain his charm nor *defend*-his lax views. (11)

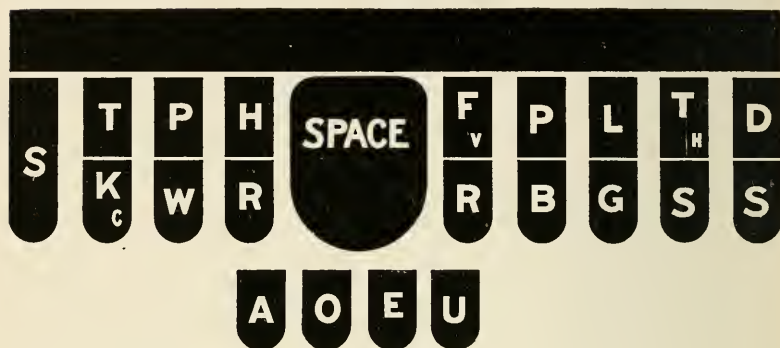
Dear-Sir:

I thank-you *very*-much for your answer to my last letter. The *volume* of our *business* is-now great, though-I-can not give you the exact *amount*. We-shall *have* to *operate* our plant day and night for-the next month in-order to get our work all out.

We-shall be happy to see-you whenever you-come this way.

Yours, (KWR) (66)

LESSON TEN



LETTERS AND COMBINATIONS

KW for *qu*

-D

-PBLG *-dg*

-S (under -D)

KEYBOARD DRILL

k, w, qu; -d, -s; -p, -b, -l, -g, -dg; n, y, d, b, g, l, f, m, oo, au, oi, ou, -ch, -sh, -zh, -n, -m, -k, -x, -nk, -t, -s, -d, -s, -dg.

PRINCIPLES

8. The second final **S** under final **D** is used only when **S** immediately follows final **D**.

9. The **-DS** row is operated with the little finger of the right hand; consequently, the **-TS** and the **-DS** row cannot be operated at the same time.

WORD PRACTICE

quaff	qualm	quid	quire	beds
queen	quick	squared	squint	buds
quill	quite	squall	lass	deeds
quibble	quiz	squawk	loads	dudes

called	died	planed	spades	hedge
cold	lends	lagged	speed	ridge
maids	rinds	loved	Swede	ledge
modes	pounds	sad	shade	wedge
feeds	winds	said (SAD)	shed	badge
feuds	builds	sod	sled	dodge
raids	blond	seeds	shred	Madge
roads	blind	side	showed	pledge
rides	brand	stoned	sprained	fledge
paid	tripped	stacked	shroud	sedge
weeds	dubbed	steamed	explode	nudge
wide	dragged	scanned	expunged	grudge
toads	framed	spared	edge	bridge(85)

ABBREVIATIONS

<i>acknowledge, knowledge</i>	-PBLG	-nlg
<i>spend</i>	SPEPB	spen
<i>reply</i>	PHREU	pli
<i>accept</i>	SEP	sep
<i>accident</i>	ABGT	akt
<i>account</i>	-BGT	-kt
<i>action</i>	-BGS	-ks
<i>advance</i>	SRAPBS	vans
<i>advantage</i>	SRAPBG	vang
<i>advertise</i>	TEUS	tis
<i>advice, advise</i>	SREUS	vis
<i>affect</i>	AFBG	afk
<i>receive</i>	SEF	sef
<i>receipt</i>	SET	set
<i>shall</i>	SH	sh
<i>yours truly</i>	KWR-T	y-t
<i>yours very truly</i>	KWR-FT	y-ft
<i>yours respectfully</i>	KWR-R	y-r
<i>yours very respectfully</i>	KWR-FR	y-fr
<i>yours sincerely</i>	KWR-S	y-s

<i>very truly</i>	SR-T	v-t	
<i>yours fraternally</i>	KWR-F	y-f	(22)

PHRASES

as-quick-as	shall-you-ever	
as-low-as	shall-you-ever-be	
as-near-as	shall-you-ever-come	
too-much	shall-you-ever-go	
shall-he	shall-I-have	
shall-he-have	shall-I-ever	
shall-he-ever	shall-I-come	
shall-he-ever-be	shall-I-go	
shall-he-come	shall-I-be	
shall-he-go	shall-I-ever-come	
shall-you	shall-I-ever-go	
shall-you-have	shall-I-ever-be	(24)

WRITING EXERCISE

- (1) If-you want *knowledge* you must work for-it. (9)
- (2) Whatever you say in-your *reply* is square, that *shall-I spend*. (12)
- (3) Every man builds his-own world. (6)
- (4) I-will *advertise* it in *advance*, and I hope there-will be no *accident* to *affect* the plan. (18)
- (5) I-will *accept* your *advice*, for I-can use it to good *advantage*. (13)
- (6) Will-you-be there in time to secure for me the goods (**TKPW-S**) I need so-much? (16)
- (7) Many people have few friends, for they-have little to give and expect much. (14)
- (8) They-have watched his queer business tact and-the hold he has on-the trade. (15)
- (9) It-is possible to tell what a man-is worth when we-have not seen him if-we-know-his friends. (21)

(10) * "Acknowledge the Lord in-all thy ways and He-shall direct (TKREBG) thy path." (13)

Dear-Sir: ^{turn}

As soon-as you *receive* this-letter will-you *advise* me if-your-account has been held open with-your full *knowledge*? As-to whether we-will *advertise* in News, will take *action* on-it on *receipt* of your *reply*.

Yours-truly, (44)

SUPPLEMENTARY

My dear Niece:

You-have-been-gone from-us now for about-a year and in-all that time you-have written to-us but twice.

Did-you-know that-your Aunt Bell had-come back to-us from-the lakes? She-is in-the best of health. She-will stay with-us as-long-as she-can, and then she-will-go back as-far-as Troy and live with-her son George.

Do-you-know where it-was Tom went when he left to-go to school, and have-you-ever heard from-him? Tom was always a good boy and I-know he-will do-his best for-the sake of-his people. Could-he-have-been here New Year's, we would-have-been glad to see-him, but as-it-will-all come out right in-the end, we-shall look for-the best to happen to him.

In-your last letter you said you would like to-know if-I had-many ducks now. Yes, it-has been a long time since I had as-few-as I-have now, but it-would-have-been-the same with half this number. I think that if-you-ever-come home you-will be made glad and happy by-many friends, so do not fail to let us hear from-you as-to when we may look for you.

Your aunt May. (265)

*AOEU (") quotation mark.

LESSON ELEVEN

COMBINATIONS

KPW for <i>emp, emb, imp, imb</i>	-LGDS for <i>-dl</i>
-LGTS <i>-tl</i>	-FRP <i>-mp, -mb</i>
	-FRB <i>-rf, -rv</i>

PRINCIPLES

10. Write **KPW** for *emp, emb, imp, imb*, at the beginning of words only.

11. Write **-FRP** for final *mp* and *mb* when they are pronounced in combination.

12. Standard abbreviations should be used in Stenography, without any punctuation, in their abbreviated form; for example, *Mr.* is written **PHR** and *Bro.* **PWRO**.

WORD PRACTICE

empire	imprint	trump	tremble	starve
employ	impress	clamp	humble	scarf
embank	impulse	clump	rumble	rattle
embroil	impel	crimp	crumble	petal
embalm	impart	damp	shamble	prattle
imbue	impair	stamp	jumble	whittle
imbed	imp(EUF RP)	scamp	fumble	battle
imbibe	romp	swamp	turf	brittle
impure	lamp	shrimp	carve	tattle
imply	lump	jump	curve	turtle
impugn	limp	ample	surf	kettle
impact	pomp	sample	serve	shuttle
implant	pump	simple	wharf	startle
import	bump	dimple	dwarf	scuttle
impose	camp	thimble	swerve	nettle
impound	tramp	tumble	nerve	mortal

metal	mental	puddle	straddle	handle
fertile	gentle	waddle	fiddle	bundle
settle	huddle	twaddle	feudal	brindle
subtle	hurdle	cuddle	girdle	kindle
rental	riddle	cradle	griddle	fondle
lintel	ladle	dawdle	medal	sandal
dental	paddle	saddle	model	
mantle	poodle	needle	middle	(118)

ABBREVIATIONS

<i>again</i>	TKPWAPB	gan
<i>against</i>	TKPWAPBS	gans
<i>almost</i>	HR-PL	l-m
<i>applicant</i>	PHREUBGT	plikt
<i>appreciate</i>	PRERBT	presht
<i>help</i>	HE	he
<i>remember, -ance</i>	RE	re
<i>mistake</i>	PHEUS	mis
<i>authorize, -ity</i>	THOR	thor
<i>even</i>	EPB	en

(10)

PHRASES

do-I	from-all-the
do-I-know	from-each
do-you	from-every
do-you-have	from-a
do-you-go	from-an-order
do-you-ever-go	from-your-age
do-it	that-every
do-the	are-on-the
from-you	is-not
from-it	the-account
from-the	any-letters

(22)

WRITING EXERCISE

- (1) I thank-you for your *remembrance*. (6)
- (2) *Even* if-you get the *authority* to stop that battle
it-will start a scandal. (15)
- (3) You-will be *authorized* to make a model of a
medal and imbed it in-the pure metal. (18)
- (4) I *appreciate* what-you-have written and I wish
to thank-you *again* for your *help*. (16)
- (5) The *applicant* leaned *against* the mantel, *almost*
in front of me. (11)
- (6) Pomp and power are vain things and we should
not *mistake* them for real wealth. (15)
- (7) It-is impossible (**KPWOS**) to improve his mental
state. (8)
- (8) Your impulse to impose on people will-be
stamped on all you do. (13)
- (9) All of us can carve out our own way. (9)

My dear Mr. Hamp:

Do-you *remember* what-the rental was for-the tent
at our camp? We expect to tramp there about-the
middle of next week. I should like to settle the-
account before I leave. I-shall *appreciate* it very-
much if-you-will get us the *authority* to-use the boats.

Very-truly, (57)

LESSON TWELVE

COMBINATIONS

SPW for *ent*, *int*-FPL for *-sm*

PRINCIPLES

13. Write **SPW** for *ent* or *int* at the beginning of words.14. Write final *r* according to the following rules:

a. When the suffix *er*, *ar*, or *or* is added to a root word ending in *r*, or any letter or combination of letters appearing after final **R** on the keyboard, **-S** is used to represent that suffix. *Hearer*, **HERS**; *neighbor*, **TPHABS**; *pitcher*, **PEUFPS**.

b. When a root word ends in *s* or when **-S** is used to represent *er*, *ar*, or *or* in a root word, and the suffix *er* or *or* is added, write the suffix in a second stroke. *Wiser*, **WEUS=ER***; *laborer*, **HRABS=ER**.

c. Final **S** under final **D** is used to represent the suffix *er* only when it occurs after *-d*. *Ladder*, **HRADS**.

WORD PRACTICE

intent	entail	entail	water	parlor
intense	entrain	chasm	matter	dasher
intend	entrust	spasm	motor	<u>collar</u> color
inter	entitle	schism(SEUFPL)	keeper	sailor
interne	entrap	prism	nailer	stagger
intone	entreat	labor	neighbor	jailor
intrigue	entry	larger	tailor	scamper
intrust	entrance	richer	tartar	skipper
intrude	enter	pitcher	teacher	stopper
entomb	entire	preacher	trigger	stretcher
entail	entice	watcher	finger	splatter

* The equal marks (=) are used to indicate the different strokes of a word.

smarter	header	plodder	shaker	bladder
chatter	reader	pleader	Quaker	fodder
swelter	leader	baker	broader	feeder
swagger	prouder	faker	breeder	speeder

(75)

ABBREVIATIONS

<i>north</i>	TPHO	no
<i>east</i>	E	e
<i>south</i>	SO	so
<i>west</i>	W	w
<i>northern</i>	TPHORPB	norn
<i>northeastern</i>	TPHOERP	noern
<i>southern</i>	SORPB	sorn
<i>southeastern</i>	SOERP	soern
<i>frequent, -ly</i>	TPREBG	frek
<i>furnish</i>	TPUR	fur
<i>general</i>	SKWREPB	jen
<i>railroad</i>	R-R	r-r
<i>railway</i>	REU	ri
<i>railroad Co.</i>	R-RBG	r-rk
<i>railway Co.</i>	REUBG	rik
<i>F. O. B.</i>	TPOB	fob

(16)

PHRASES

where-a	where-all-the
where-are	where-our
where-I	where-your
where-I-have	where-you-have
where-I-have-gone	where-you-have-gone
where-I-can	where-you-shall
where-I-go	where-you-can
where-can	where-you-will
where-shall	where-you-go
where-will	where-he-will

where-he-can
 where-he-goes
 where-he-is

where-he-comes
 wherever-it-is

(25)

WRITING EXERCISE

(1) In winter the weather in-the *South* excels that-of-the *North*, and all major and some minor league ball teams train there. (23)

(2) True wealth for you will not make-the other man poorer. (11)

(3) Send the goods *F.-O.-B.* your plant by-the *Northern Railway*. (11)

(4) Do not frequent the *railroad* bridge at the chasm. (6)

(5) I intend to buy a prism lamp and I-shall be glad to entrust the entire matter to-you. (20)

(6) The water has all dried out of-the chasm now. (10)

(7) I entreat you not to intrude this entry into (TPH-T) the bill. (11)

(8) His father could neither read nor write. (7)

(9) The *West Shore Railway-Company* put wider cars on their road. (11)

(10) The *General frequently* told me that-he could furnish the-amount I should need. (14)

Dear Friend:

I hope-the men of-the *railroad-company* intend to raise funds for-the people who were in-the flood.

Friends from-the *North, South, East, and West*, as-well-as from-the most *northern, southern, north-eastern, and southeastern* points have stood by these people and I-know that-you-also will-be glad to help them out in-a time-of need.

Very-truly, (67)

LESSON THIRTEEN

COMBINATIONS

-FRPB for *-rch***-FRPBLG** for *-nch*

PRINCIPLES

15. When it is found impossible to write a word in one stroke, the word should be written syllabically unless an extra stroke is required by so doing; in which case, write as much of the word as possible in the first stroke, completing it in the succeeding strokes.

16. When a word contains two consonants that are not in sequence on the keyboard, write the first consonant in the first stroke and the second in the next stroke. *Pelf*, **PEL=F**; *thwack*, **TH=WABG**.

17. When the sounds *s*, *k*, or *x* occur medially in a word and are followed by a syllable which begins with *t*, write the *t*. *Pasty*, **PAS=TEU**; *picture*, **PEUBG=TUR**; *fracture*, **TPRABG=TUR**.

18. Add **-D** to form the past tense of regular verbs. *Parted*, **PART=D**.

19. An unimportant or unaccented vowel occurring in the middle or last syllable of a word may be omitted if a stroke is saved. *Benefit*, **PWEPB=TPEUT**; *never*, **TPHEFR**; *revel*, **REFL**.

20. When a word ends in the sound of *s* or *z* preceded by any vowel except *e*, the vowel must be written whether accented or not. *Service*, **SEFRB=EUS**; *furrows*, **TPUR=OS**; *stylus*, **STEUL=US**; *furnace*, **TPUR=TPHAS**; *stages*, **STAGS**.

WORD PRACTICE

arch
lurch

porch
march

birch
torch

church	a(f) = flict	ras = p
starch	a(c) = crue	yel = k
smirch	a(d) = dress	shek = (e)l
search	o(c) = cur	nick = (e)l
inch	o(f) = fend	ris = k
haunch	of = (f)ice	tas = k
ranch	o(p) = press	bread = th
launch	e(l) = lipse	wid = th
lunch	G = uam	has = ty
punch	(TKPW = WAPL)	nas = ty
wrench	g = uac = o	mus = ty
bench	g = uan ÷ o	lus = ty
trench	th = wack	crus = ty
clench	th = wart	pas = ture
crunch	el = f	tex = ture
clinch	gol = f	mix = ture
cinch	lym = ph	vic = tim
hem = lock	nym = ph	part = (e)d
ras = cal	sel = f	his(se) = d
pa = rade	ov(e)r	hunt = (e)d
wag = on	rack(e)t	e = ras(e) = d
wor = ship	rev(e)l	mar(r) = i(e)d
bot(t) = om	par(a) = pet	car(r) = i(e)d
bul = wark	mor(a)l	quar(re)l
but(t) = on	min(i) = ster	jew(e)l
tar = iff	frig(i)d	part(i) = san
key = board	nev(e)r	cov(e) = nant
ma = ture	sev(e)r	bor(r) = ows
su(p) = pose	sin(i) = ster	har(r) = ows
haz = ard	shel = f	pum = ice
a(l) = lay	wol = f	lat(t) = ice
a(s) = sign	kel = p	po = lice
a(p) = pear	pul = p	tar(r) = i(e)s
a(p) = prov(a)l	yel = p	fur = i(e)s
a(t) = tire	gras = p	job(b)er = s

trig(g)er = s	plod(d)er = s	los = er
toiler = s	whaler = s	gues(s) = er
cop(p)er = s	badger = s	rac = er
pot(t)er = s	bas = er	(121)

ABBREVIATIONS

<i>balance</i>	PWAL	bal
<i>bill of lading</i>	PW-L	b-l
<i>bills of lading</i>	PW-LS	b-ls
<i>certain</i>	SERT	sert
<i>C. O. D.</i>	KOD	kod
<i>certify, -icate</i>	SER	ser
<i>communicate, -ion</i>	KOPL	kom
<i>companies, company's</i>	KOES	koes
<i>consequent, -ce</i>	KOPBS	kons
<i>continue, -ance</i>	KOPBT	kont
<i>respectfully yours</i>	R = KWR	r = y
<i>very respectfully yours</i>	SR-R = KWR	v-r = y
<i>very truly yours</i>	SR-T = KWR	v-t = y
<i>your friend</i>	KWR = TPREPBD	y = frend(14)

PHRASES

that-it	that-he-can
that-it-is	that-he-is
that-if-it	that-he-will
that-if-it-is	that-he-shall
that-are	that-he-ever-can
that-shall	that-he-ever-goes
that-can	that-I-am
that-you-are	that-I-will
that-you-go	that-I-have
that-you-will	that-I-ever
that-you-shall	that-I-ever-can
that-you-have-it	that-I-ever-go
that-he-goes	(25)

WRITING EXERCISE

(1) We failed to grasp the idea (**EU= TKE**) that—he was authorized to search the *company's* office for—the *bill-of-lading*. (20)

(2) Jay Gould said the first quarter he—ever earned had more joy and ring in—it than—the last thousand dollars. (21)

(3) The *continuance* of—the lynch law and—the *consequent* disorder has met with—no approval in any—of—the states. (20)

(4) The Germans appeared on—the scene with—a fresh army but—the French *continued* (**KOBPT= D**) to fight. (16)

(5) *Communicate* to—the *companies* the fact that their *balance* on—the fixtures is past due. (15)

(6) It—is *certain* that optimism will drive out pessimism. (9)

(7) Send the pictures to me *C.-O.-D.* and see that—the *certificates* are attached. (15)

(8) Bring—the *communications* to me as soon—as the *bills-of-lading* arrive so that—I—can *certify* to them. (20)

(9) If—you *continue* to search as—you—have the *consequences* will—be evil. (13)

(10) We—can not absolve you from blame. (7)

My dear sister:

We—shall have—a picnic at Archer for—the benefit of our church. The lunch is—to—be provided by Mrs. Birch, the wife of our min(i)ster. I—know it—will—be a fine affair all around as—we—are to—have—the use of—the launches and—the fine golf links. It—looks now as—though—the picnic will—be attended by a large crowd of lusty young people.

Yours with love, (76)

LESSON FOURTEEN

ALPHABET

A for the letter	<i>a</i>	TPH or -PB for the letter	<i>n</i>
-B	<i>b</i>	O	<i>o</i>
KR	<i>c</i>	P or -P	<i>p</i>
-D	<i>d</i>	KW	<i>q</i>
E	<i>e</i>	R or -R	<i>r</i>
-F	<i>f</i>	-S	<i>s</i>
-G	<i>g</i>	-T	<i>t</i>
H	<i>h</i>	U	<i>u</i>
EU	<i>i</i>	SR	<i>v</i>
SKWR	<i>j</i>	W	<i>w</i>
K	<i>k</i>	KP	<i>x</i>
-L	<i>l</i>	KWR	<i>y</i>
PH or -PL	<i>m</i>	S	<i>z</i>

PRINCIPLES

21. Proper names are written according to the principles of Stenotypy except in cases of unusual spelling when the names should be written out, one letter at a stroke, using the alphabetic representation for the letters. Should the unusual name appear subsequently, write it Stenotypically. When proper names are written Stenotypically, they should be written syllable by syllable.

22. Use a period after each initial in a proper name, and if the name is written letter by letter, use a period after each word in the name. When written Stenotypically no period is used after the name.

WORD PRACTICE

A. B. Conder	S. T. Ullery	Henry Taylor
G. H. Ingraham	X. Z. Youtsey	Roy Varden
M. N. Owens	John Alexander	D. E. Felder

J. K. Lennox	tril(l) = ion	re = view
P. Q. Rutherford	un = ion	re = vise
V. W. McFarlane	vin(e) = yard	re = vive
R. Q. Hendricks	Wil(l) = iam	re = volt
Frank Wharton	re = bel	for = bade
Newton Weir	re = call	for = bear
al = ien	re = claim	for = bid
(AL = KWREPB)	re = cruit	for = ward
Ar = yan	re = fine	for(e) = cast
Bun = yan	re = flect	for(e) = close
can = yon	re = gard	for(e) = man
do = min = ion	re = gret	for(e) = run(n)er
fa = mil = iar	re = hearse	for(e) = sight
gen = ius	re = ject	for(e) = word
Jul = ius	re = joice	for(e) = arm
jun = ior	rem(e) = dy	for(e) = bode
law = yer	re = move	forego (TPORG)
min = ion	re = new(a)l	for(e) = see
on = ion	re = nounce	ful = fil(l)
pe = cul = iar	re = pro = duce	full = back
pin = ion	re = quest	full = dress
sen = ior	re = quire	full = grown
	re = verse	

(100)

ABBREVIATIONS

<i>Sunday</i>	SUPB	sun	<i>Friday</i>	TPREU	fri
<i>Monday</i>	PHOPB	mon	<i>Saturday</i>	SAT	sat
<i>Tuesday</i>	TUS	tus	<i>tonight</i>	TPHEUT	nit
<i>Wednesday</i>	WED	wed	<i>Messrs.</i>	PHERS	mers
<i>Thursday</i>	THURS	thurs			(9)

PHRASES

is-it-the	is-it-usual	is-it-all
is-it-he	is-it-many	is-it-all-it-is
is-it-her	is-it-gone	is-it-my

is-it-my-own	to-you	to-have-come
is-it-his	to-be	to-have-it
is-it-much	to-your	to-have-the
to-it	to-have	to-have-his
to-his	to-have-been	to-have-him

(24)

PUNCTUATION

Hyphen	OE	Colon	-FPLT=-FPLT
Dash	OE=OE	Semicolon	-FRPBLGTS

WRITING EXERCISE

(1) A name like "Schoenfeld" should be written out letter by-letter; but "Allison" need not be spelled out in full. (20)

(2) If this bill of *Messrs.* Bryan & Chapman is-not paid soon, we-shall hand the-account to their at-torneys, The* Ernst-Harrold Company. (24)

(3) Tomorrow the B. K. Quinn Company will send a large order to H. B. Watkins & Bro. (17)

(4) W. N. Bradley will leave *tonight* for Chicago and-will not return before *Sunday*. (14)

(5) He attends lectures every *Tuesday, Thursday, and Saturday*; and on *Monday, Wednesday and Friday* he teaches in-the night school. (20)

(6) William was a member of-the senior class and a fullback on-the team. (15)

(7) The Aryan race aspires to-the dominion over all alien peoples. (11)

(8) It-was a peculiar fact that-the forecast for-the junior class was fulfilled. (14)

Dear-Sir:

Please request Davis to make-out checks tomorrow for-the clerks. I send you herein (**HERPB**) a list of

* When *the* occurs as part of a firm name, use initial **T**.

their names: William M. Crawford, Thomas R. Douglass, James S. Kenyon, Lee Curtiss, Alex. McIntyre, Julius Smith. Davis knows the exact amount for each.

I expect to return before next *Wednesday*.

Yours—truly, (53)

SUPPLEMENTARY

The young woman who said to—the manager of a girls' club, "Oh, we don't want to 'learn things'*; we just want to sing *and* dance *and* play, *and* have—a good time," expressed a *general* attitude. A girl who has toiled all day *is* tired *when* her work *is* done. She—*is* not too tired to dance or to *look* at pictures *but* she feels her fatigue *when* she—*is* asked to learn to cook or sew or work *on* a typewriter.

This attitude *is—to-be* regretted. *If* youth *is—the* time for pleasure, *it—is* also the time for progress. *The* girl who does not want to "learn things" never *succeeds* in any field of life.

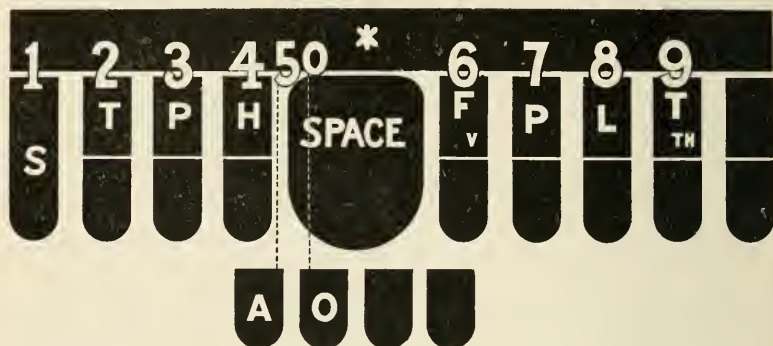
A woman *in* Chicago who worked her way up *from—a* job at low wages *to—be* an expert stenographer (**STEPBS**), tells us *that* a great *many* shop girls care little to learn *what—will* advance them. *They* do not *even* work at their jobs, *they—are* worked.

Most *of—the* men *and* women who hold places of honor *have* fought *their* way, step by step. *They—have* learned things *whenever* they could *and* have taken pleasure *in* their greater power. *That—is* the law *of—the* world. Persevere! † (207)

* The single quotation mark, or apostrophe, is written **AOE**.

† The exclamation point is written **STKPWHR**.

LESSON FIFTEEN



FIGURES

Write	S*	for	1		*F	for	6
	T*		2		*P		7
	P*		3		*L		8
	H*		4		*T		9
	A*		5		O*		0

PRINCIPLES

23. Certain letters struck in combination with the star represent figures. The star and the letter representing the figure are struck with the same finger at the same time with the exception of five and naught, which are operated by the thumb of the left hand, leaving the forefinger of that hand free to operate the star at the same time.

NOTE.—Practice figures from one to one hundred, from self-dictation, until they can be written as rapidly as one naturally counts. Great care should be taken in the writing of figures, because a single misstroke means a wrong figure.

24. Fractions are written as words; as, $\frac{4}{5}$, **TPOR** = **TPEUFTS**. In writing figures, write exactly what is

dictated, omitting the word *and* except between whole numbers and fractions.

25. In writing dates, a comma should be placed between the day of the month and the year; as, *May 31, 1914*, **PHA = P* = S* = -RBGS = S*T = SH***.

26. In writing the time of the day use a colon between the hour and the minute. *2:15 A. M.*, **T* = -FPLT = -FPLT = SA* = APL**; *10:02 P. M.*, **SO* = -FPLT = -FPLT = T* = P-PL**. *A. M.* and *P. M.* are written in one stroke.

27. In writing quantities like *four eleven-inch boards*, where confusion might arise as to whether *forty-one one-inch boards* was intended, use the space between the figures. **H* = S* = S* = EUFRPBLG = PWORDS**.

ABBREVIATIONS

<i>January</i>	SKWRAPB	jan	
<i>February</i>	TPEB	feb	
<i>March</i>	PHAR	mar	
<i>April</i>	AP	ap	
<i>July</i>	SKWRUL	jul	
<i>August</i>	AUG	aug	
<i>September</i>	SEPT	sept	
<i>October</i>	OBG	ok	
<i>November</i>	TPHOF	nof	
<i>December</i>	TKES	des	
<i>cent, -s</i>	-S	-s	} abbreviations only after figures
<i>hundred</i>	H	h	
<i>thousand</i>	-T	-t	
<i>million</i>	-PL	-m	
<i>billion</i>	-B	-b	
<i>dollar, -s</i>	-D	-d	
<i>per cent</i>	PERS	pers	

WRITING EXERCISE

(1) The year 1886 may almost be called the year of labor strikes. (13)

(2) In *February* 1,500, and in *April* 40,000, men left their places of work. (15)

(3) In *July*, *August* and *September* 2,000 strikers marched through—the streets. (12)

(4) On—the night of *October* 4, 1886, six or seven hundred persons assembled in Haymarket Square. (17)

(5) The lot on Long Island, 50x200 feet, was sold last *March* for \$15,950.75. (22)

(6) Tell me whether five-sixths (**TPEUF = SEUBGS = TS**) of three-fourths (**THRE = TPORTS**) equals one-half (**WOPB = HAF**), or fifty *per cent*. (11)

(7) The twenty largest cities in this country in 1910 were:

New = York (TPH = KWR)	4,766,883
Chi = ca = go	2,185,283
Phil(a) = del = phia	1,549,058
St. = Louis	687,029
Bos = ton	670,585
Clev(e) = land	560,663
Balt(i) = more	558,485
Pitts = burgh	533,905
De = troit	465,667
Buf(fa) = lo	423,715
San = Fran = cis = co	416,912
Cin = cin(n) = at = i	363,591
Mil = wau = kee	373,857
New = ark	347,469
New = Or = le(a)ns	339,075
Washington (WARB)	331,069
Los = Ang(e) = les	319,198
Min(ne) = ap(o) = lis	301,408

Jer = sey = Cit = y	267,779
Kans = as = Cit = y	248,381

(8) The total number-of people in these twenty cities is 15,710,012, while-the whole number in-the country is 91,973,266. (39)

(9) There-are thousands of men in this country who-are said to-be worth over ten *million dollars*. (18)

(10) Through *November, December, and January* the clerks go to work at 8:15 A.-M. (15)

(11) We ordered five fifty-pound sacks of flour and eight ten-pound cans of lard. (15)

(12) Write 3 *billion, 4 million, 5 thousand, 6 hundred, 78 dollars, and 90 cents*. (15)

SUPPLEMENTARY

Not more-than seven or eight *months ago*—January 21 or 22 *it*—was, I *think*, the owner of-the house at 48 Minetta Lane, Betty Van Alstyne, died. I *happened to-be with*—a party of three old *New Yorkers* (**TPH = KWRERS**) a day or two afterwards, and they told me *about*—the well-known old street.

Have-you-ever-been to Minetta Lane down in Greenwich Village, *New York*? *There-is* but one house *on*—the street *(the Van Alstyne house) that still shows some outward signs of former grandeur. *As-for*—the rest, *they-are* dirty hovels where foreigners live, most of them Italians and Greeks. I was told *that*—the old lady had lived there for more-than 75 years. She was *possibly* about 78 or 79 years old. *Some-of*—the people who *spoke* to me *about*—it said that they had known Betty when she was a young girl of 16 or *thereabouts*, and they said that she was a *very* pretty girl *and*—the belle of—the town. At *that* time, *in*—the forties, † Minetta Lane was the place *where*—all—the aristocracy lived.

I heard *the* story *with*—a good deal of pride, for to me it meant, not alone the story of Betty Van Alstyne, who had lived *in*—the same place for so-many years, *but*—the story of *New York's* growth and progress *in*—the past 50 years. (255)

* The parenthesis is indicated by **STPH-FPLT**.

† Always write the plural of numbers in words, as **TPOR = TEUS**.

LESSON SIXTEEN

PREFIXES

D(TK) for *de, di*B (PW) for *be*

PRINCIPLE

28. Omit the prefix *be* in the words *begin, began, begun, between, beyond, and because.*

WORD PRACTICE

debar	depart	de = test
de = cay	depend	de = tract
de = ceive	deplore	de = vel = op
de = cide	depos = it	de = vol = ve
de = clare	depo(t)	de = vour
de = cline	deprive	de = vote
de = crease	depute	di(f) = fuse
de = feat	derive	be = calm
de = fraud	de = s(c)ent	be = cloud
de = fect	de = sert	be = came
de = file	de = sign	become
de = fine	de = sire	be = fall
de = form	de = tach	be = fit
de = face	de = tain	be = friend
de = grade	de = ter	be = get
de = gree	de = tect	be = grudge
delay	de = ter = mine	behalf
delight = (e)d	di = gest	behead
delin = quent	di = gress	behind
deliver	dilate	behold
demand	dilute	behoove
demon = strate	dimin = ish	belat = (e)d
demur	diplom = a	belie
de = ny	direct	belief

believe	be = seech	be = troth
belong	be = seem	be = twixt
beloved	be = set	be = wail
below	be = side	be = ware
be = neath	be = sides	be = wilder = (e)d
be = night	be = siege	be = witch
be = queath	be = smear	belittle
be = quest	be = speak	PWHREULGTS
berate	be = stow	de = bate
bereft	be = tray	(100)

ABBREVIATIONS

<i>Alabama</i>	AL = A	al = a
<i>Arizona</i>	ARS	ars
<i>Arkansas</i>	ARBG	ark
<i>California</i>	KAL	kal
<i>Colorado</i>	KOL	kol
<i>Connecticut</i>	KOPB	kon
<i>Delaware</i>	TKEL	del
<i>Dist. of Columbia</i>	-D = KR	-d = c
<i>Florida</i>	TPHRA	fla
<i>Georgia</i>	TKPWA	ga
<i>Idaho</i>	EUD	id
<i>Illinois</i>	EUL	il
<i>Indiana</i>	EUPBD	ind
<i>Iowa</i>	EU = WA	i = wa
<i>Kansas</i>	KAPBS	kans
<i>Kentucky</i>	KEPB	ken
<i>Louisiana</i>	HRA	la
<i>Maine</i>	PHE	me
<i>Maryland</i>	PH-D	m-d
<i>Massachusetts</i>	PHAS	mas
<i>Michigan</i>	PHEUFP	mich
<i>Minnesota</i>	PHEUPB	min
<i>Mississippi</i>	PHEUS	mis

<i>Missouri</i>	PHO	mo
<i>Montana</i>	PHOPBT	mont
<i>Nebraska</i>	TPHEB	neb
<i>Nevada</i>	TPHEF	nef
<i>New Hampshire</i>	TPH = H	n = h
<i>New Jersey</i>	TPH = SKWR	n = j
<i>New Mexico</i>	TPH = PH	n = m
<i>New York</i>	TPH = KWR	n = y
<i>North Carolina</i>	TPH = KR	n = c
<i>North Dakota</i>	TPH = -D	n = -d
<i>Ohio</i>	O	o
<i>Oklahoma</i>	OBG	ok
<i>Oregon</i>	OR	or
<i>Pennsylvania</i>	PA	pa
<i>Rhode Island</i>	R = EU	r = i
<i>South Carolina</i>	-S = KR	-s = c
<i>South Dakota</i>	-S = -D	-s = -d
<i>Tennessee</i>	TEPB	ten
<i>Texas</i>	TEBGS	tex
<i>Utah</i>	UT	ut
<i>Vermont</i>	SR-T	v-t
<i>Virginia</i>	SRA	va
<i>Washington</i>	WARB	wash
<i>West Virginia</i>	W = SRA	w = va
<i>Wisconsin</i>	WEUS	wis
<i>Wyoming</i>	WEU	wi
<i>United States</i>	U = -S	u = -s (50)

WRITING EXERCISE

(1) The thirteen original colonies were *Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts, Maryland, South Carolina, New Hampshire, Virginia, New York, North Carolina, Rhode Island.* (24)

(2) *Vermont, Maine* and *Kentucky* were settled before 1776, but were not among the thirteen original states. (18)

(3) In 1803 Jefferson bought *Louisiana* of Napoleon. (50)

This large tract embraced what—are now our states of *Montana, North and South Dakota, Minnesota, Wyoming, Nebraska, Iowa, Kansas, Missouri, Oklahoma, Arkansas, and Louisiana.* (34)

(4) Our knowledge of *Oregon* and *Washington* began in—the time—of *Lewis and Clarke.* (14)

(5) After—the Mexican War the *United States* acquired *California, New Mexico, and Texas.* (13)

(6) The British marched into the *District of Columbia* in 1814 and burned the capitol. (15)

(7) In 1861 seven states—*South Carolina, Georgia, Mississippi, Florida, Alabama, Louisiana, and Texas*—seceded; and soon after, *Virginia, Arkansas, Tennessee* and *North Carolina.* (25)

(8) *Wisconsin, Michigan, Illinois, Indiana, Ohio,* and *West Virginia* were admitted as states between 1803 and 1863. (20)

(9) The last states admitted to—the union were *New Mexico, Arizona, and Oklahoma.* (13)

(10) *Colorado, Idaho, Nevada* and *Utah* were not settled by Americans till after—the Mexican War. (15)

My dear Son:

I—have your—letter about—the trouble that has developed between you and Jack Gardner over what seems a very trivial debate. Your desire that—he should not receive his diploma betrays a spirit that—you should beware of, for—it—is beneath you. If—I—am not deceived in—you, you—will apply your old motto **“Noblesse oblige”* to this case. Always remember that—you should be polite to others, not because they—are gentlemen but because you—are one.

Your father, (86)

* **TPHO = PWHRES = O = PWHRERB.** Words retaining their foreign pronunciation are written as they sound. *Croquet*, **KRO = KA**; *cello*, **KHEL = O.**

LESSON SEVENTEEN

PREFIXES

S for *some* at the beginning of compound words.

K for *cog, col, com, con, cor, cum*.

SUFFIXES

-S for *-some* at the end of compound words.

-G for *-ing* and *-thing* in compound words.

-B for *-body* in compound words.

PRINCIPLES

29. Whenever the prefixes *col, com, or cor* are followed by a second *l, m, or r*, the second *l, m, or r* must be written. *Commit, KPHEUT; collect, KHREBG; correct, KREBG*. When *col, com, or cor* are followed by a vowel, they are not prefixes and must be written out. *Coral, KORL; comet, KOPLT; color, KOLS*.

30. When the prefix *con* is followed by a second *n*, the second *n* is omitted. *Connect, KEBG*.

31. When possible, write the prefix or suffix in the same stroke in which the remainder of the word is written, except in the three words *compact, comport, and compile*, which three words must be written in two strokes in order to distinguish them from *exact, exhort, and exile*. *Compact, K=PABG; comport, K=PORT; compile, K=PEUL*.

32. Use the Stenotypic prefixes and suffixes even where it does not save a stroke. *Concrete, K=KRET*.

WORD PRACTICE

sometimes

somebody

somehow

somewhat

somewhere

combat

combine

command

commence

comment	con = cord	con = vex
commend	con = crete	con = vey
commerce	con = demn	con = vulse
commit(t) = ee	con = dense	collater = al
commode	con = duct	collapse
common	con = d(u)it	collect
commune	con = fess	colleague
com = pact	con = fide	college
compan = ion	con = fine	collide
compar(i) = son	con = firm	correct
compass	con = jure	corrode
compel	con(n)ec(te)d	corrupt
compete	con(n)ive	cog = nate
com = pile	con = quer	cog = no = men
complaint	con = quest	cog = nize
complain	con = science	cumbent
complex	con = sent	cumber
com = port	con = sign	cumbrance
compos = er	con = sole	cumbrous
compos = ite	con = s(ti)tute	col = umn
compound	con = strain	color
compre(he)nd	con = struct	comet
compress	con = strue	com = ic
comprise	con = sune	cons(e) = crate
compute	con = tain	coral
com = fort	con = tempt	blithesome
con = cave	con = text	handsome
con = ceal	con = test	irksome
con = ceit	con = trol	loathesome
con = ceive	con = trite	lonesome
con = cen = trate	con = va = lesce	wear = isome
con = cept	con = vene	winsome
con = cern	con = vent	bur = densome
con = cise	con = verse	car(r) = ying
con = clude	con = vert	(KAR = EUG)

stretching	making	anybody	
stud = ying	go = ing	everybody	
sheet = ing	having	nobody	
work = ing	paying	(-PB = -B)	
being	anything	everything	
com = ing	nothing	somebody	
doing	something		(132)

ABBREVIATIONS

<i>convenient, -ce</i>	SREPB	ven	
<i>correspond</i>	KOR	kor	
<i>customer</i>	KUS	kus	
<i>deduct</i>	TKUBG	duk	
<i>government</i>	TKPWFT	goft	
<i>democrat, -ic</i>	TKEPL	dem	
<i>describe, -tion, -tive</i>	SKREU	skri	
<i>discount</i>	SKOUPBT	skount	
<i>discrepancy</i>	SKREP	skrep	
<i>property</i>	PROT	prot	(9)

WRITING EXERCISE

- (1) It-was his desire to conquer the world. (8)
- (2) The federal *government* has no control over this matter, as-it concerns rights of *property* secured by-the federal compact of 1894. (24)
- (3) There-is a *discrepancy* between-the two *discounts*; if *convenient*, *deduct* two per cent from-the second to make-it *correspond* with-the first. (24)
- (4) Pride is sometimes concealed under an air of modesty. (9)
- (5) The *descriptions* of-the *democratic* committee meetings were compiled in such a way that everybody could consult the papers without trouble. (21)
- (6) The pupil *described* studying as-an irksome and wearisome task and nobody could convince him otherwise. (16)

(7) It is not enough to say a pleasing thing; a speaker must be able to convince.* (16)

(8) A handsome prize was offered to the composer who would produce the best piece of music for the college comic opera. (21)

(9) When the meeting convenes, bring up that affair and find out what the *Democrats* think of it. (17)

(10) He may not construe the matter as you would wish, but he may be correct in spite of it. (19)

Dear-Sir:

At your *convenience*, I wish that you would send me a *descriptive* catalogue of your winter line so that I may pick out the goods that I shall need for my *customers*. Please give me the best *discount* possible, and if your prices are low in comparison with the figures of other concerns that I have before me, I shall give you the bulk of our business for 1915.

Yours-very-truly, (75)

* If a word is to be underscored, it should be so indicated by writing **SKWR-RBGS** directly after it.

LESSON EIGHTEEN

PREFIXES

N (TPH) for *en, in, un*
 MAG (PHAG) *magne, magni*

SUFFIXES

-FR for *-fer, -fere, -for,*
-fore
 -F *-fy*

PRINCIPLE

33. In words of more than two syllables ending in *ary, ery, ory,* and *ury,* omit the final *y.* *History,* **HEUS = TOR; histories, HEUS = TORS.**

WORD PRACTICE

enact	in = vol = v(e)d
enam = el	enamor (TPHAPLS)
en = camp	unarm
en = caus = tic	un = belief
en = chain	un = can(n) = y
en = circ = l(e)	un = bend
en = compass	un = kempt
en = counter	un = man
en = cour = age	un = known
en = croach	un = nerve
en = cumber	un = sol = v(e)d
enroll	un = truth
en = twine (TPH = TWEUPB)	magne = tize
en = twist (TPH = TWEUS)	magne = tism
in = sane	magne = to PHAG = TO
in = asmuch	magni = fy
in = bound	magni = tude
in = case	confer (K-FR)
in = cense	prefer
in = cite	refer
income	trans = fer

therefor	ac = ces(s) = ory
therefore	con = grat = (u)la = tory
heret(o) = fore	vain = glory
wherefore	exem = plary
class = ify (KHRAS = EUF)	ob = serv(a) = tory
ed = ify	or(a) = tory
fals = ify	dil(a) = tory
mod = ify	per = func = tory
pur = ified	pen(e) = ten = tiary
per = son = ify	(= SHAR)
qual = ify	pe = cun = (i)ary
rec = tify	dorm = (i)tory
ter(r) = ify	mil(li) = nery
ver = ify	cur = sory
ac = tu = ary	cem(e) = tery
mil(i) = tary	us = ury
in = cend = (i)ary	treas = ury
fac = tory	

(76)

ABBREVIATIONS

<i>effect</i>	TPEBG	fek
<i>enclose, inclose</i>	KHRO	klo
<i>enthusiast, -m, -ic</i>	THU	thu
<i>etc.</i>	ETS	ets
<i>finance</i>	TPEUPB	fin
<i>until</i>	TPH-L	n-l
<i>follow</i>	TPOL	fol
<i>satisfy, -action, -actory</i>	SA	sa
<i>responsible, -ity</i>	SPOPB	spn
<i>response, -ive</i>	SPOPBS	spons
<i>purchase</i>	PUR	pur

(11)

WRITING EXERCISE

(1) The *responsibility* thrust upon him unnerved this man of dilatory habits. (11)

(2) His incendiary speech met with an instant *response* and encouraged the enraged mob to *follow* their mad impulses. (18)

(3) Being unarmed when he encountered the enemy, he magnified his danger. (11)

(4) I can testify to the magnitude of their *purchases*. (9)

(5) I am *satisfied* that he is a *responsible* man and therefore full of energy. (14)

(6) Do not be afraid of *enthusiasm*. Let people call you an *enthusiast* if they prefer. (15)

(7) He was *responsive* to the idea that unbelief is all right *until* she talked to him. (16)

(8) He was deemed an accessory to the crime and sent to the penitentiary for fifteen years. (16)

(9) I am *enclosing* you a check for \$18.34 and hope this amount will be *satisfactory* to you. (15)

(10) Studying *finance, etc.*, had a good *effect* on them, in making them *enthusiastic* over their work. (16)

Dear Sir:

I *inclose* herewith (**HER = W**) verified copies of the Wilson transcript. Everything is working out to our entire *satisfaction*. I hope the *enclosure* will convince you that you are magnifying the risk and *responsibility* we are assuming in this matter. The problem of meeting increased salaries next year is still unsolved.

Very truly yours, (55)

SUPPLEMENTARY

Dear Friend:

I know that your work so far has been satisfactory both to you and to your teacher; but at this point a few thoughts occur to me that you may find useful in your work for speed on the machine.

You should always write with the simple, easy, piano touch. The keys should be struck with a light but firm stroke and the fingers (TPEUPBGS=S) should be lifted from the keys at once so that the hands may be free to form the next word.

One thing that I want you to remember is that you do not need to hurry in order to write at a good rate of speed. All you need do is just to keep busy, write with ease, and lose no time between strokes. The person whose fingers fly from the keys cannot possibly write as fast as one who operates with a low lift of the hand.

I wonder if you phrase all the words it is possible to phrase. If you have learned to form the phrases without pause and know them at once when you read your notes, you have gone a great way toward (TORD) the goal which you want to reach.

Yours sincerely,

Fanny E. Schoenfeld. (206)

LESSON NINETEEN

PREFIXES

AK (**ABG**) for *accom, accum***S** *self, circum*

(Written in

separate stroke)-**US**

SUFFIXES

-S for *-self***-LS** *-less**-eous, -ious,**-uous*

WORD PRACTICE

accom = pan = y

accom = plice

accom = plish

self = con = tained

self = willed

self = de = ceit

self = de = nial

self = government

self = same

circum = flex

circum = scribe

circum = spect

self = command

self = commun = ion

self = con = trol

self = con = cern

self = con = ceit

herself

himself

yourself

itself (**-TS**)

myself

home = less

helpless (**HEL**)

hopeless

form = less

fault = less

joyless

careless

hapless

pit = iless

cloud = less

blood = less

speechless

aim = less

taste = less

harm = less

sinless

fam = (o)us

ri(o)t = (o)us

cred = u = l(o)us

fab = u = l(o)us

gener = (o)us

jeal = (o)us

joy = (o)us

rigor = (o)us

pros = per = (o)us

mis = chiev = (o)us

mag = nan = (i)m(o)us

pit = eous

gas = eous	har = mon = ious
con = tempor = an = eous	imper = vious
court = eous	me = lod = ious
dis = court = eous	prev = ious
commod = ious	con = gruous
con = tag = ious	con = spic = uous
cop = ious	con = tig = uous
cur = ious	continu = (o)us
var = ious	(KOPBT = US)
fas = tid = ious	treacher = (o)us
glor = ious	(70)

ABBREVIATIONS

<i>unless</i>	TPH-LS	n-ls
<i>imagine, -ation, -ative</i>	PHAG	mag
<i>immediate, -ly</i>	PHED	med
<i>important, -ce</i>	KPWOR	impor
<i>individual</i>	SREUD	vid
<i>injure, -y</i>	SKWRUR	jur
<i>inquire, -y</i>	KWEUR	quir
<i>investigate, -ion</i>	SRES	ves
<i>invoice</i>	SROEU	voi
<i>legislate, -ure, -ive</i>	HREGT	legt
<i>selfish</i>	SEURB	sisl
		(11)

WRITING EXERCISE

(1) Accompanying the-letter was the *important invoice* they were desirous of receiving. (12)

(2) It-is impossible for an *individual* who looks at everything through *selfish* glasses to-be a real friend to anybody *unless* he improves. (23)

(3) The *selfish* and self-willed boy made himself conspicuous by teasing the helpless little animals at the zoo. (18)

(4) There are no circumstances that can overthrow or circumvent an earnest man. (12)

(5) The *imaginative* man who loses himself in his work is bound to accomplish something worth while. (16)

(6) *Imagine* the legislature trying to legislate against equal suffrage with *immediate* success. (12)

(7) This *legislative investigation* disclosed proofs of bribery. (7)

(8) He contends that reason is of far more *importance* than *imagination*. (11)

(9) The first law of good manners is "Thou shalt love thy neighbor as thyself." (14)

(10) On receipt of your *inquiry* I *immediately investigated* the *injury*. (10)

Gentlemen:

We have your letter of October 31 *inquiring* about James White, who wishes to enter your services as a salesman.

We dislike to *injure* the young man's chances; but while he is very fastidious in dress and faultless in manners and appears to good advantage, he is self-conceited and, being aimless in his methods of work, never accomplishes much. Further, his careless habits have had a contagious and mischievous effect on some of our younger clerks. After a continuous trial of six months, we were obliged to discharge him.

We feel it our duty to give you this information, though we regret having to do it.

Very truly yours, (112)

LESSON TWENTY

PREFIXES

N-D (TPH-D) for *inde, indi*
unde, undi

SUFFIXES

-T for *-ity, -ate*
-L *-ly, -ily*
-LT *-ality, -ility*

PRINCIPLE

34. When an initial consonant appears in the same stroke with a suffix, the vowel must be written even though it is included in the suffix. *Sanctity*, **SAPBG = TEUT**; *designate*, **TKES = EUG = TPHAT**.

WORD PRACTICE

inde = cor = ous
inde = ter = minate
inde = cor = um
indi = cate
indi = go
indi = vid = uate
unde = fined
unde = ter = mined
unde = vel = oped
unde = ceived
unde = cid = (e)d
unde = creed
in = direct
(TPH = TKREBG)
un = directed
undi = vid = (e)d
u = biq = uity
(U = PWEUBG = WEUT)
un(a) = nimity
un(i) = formity
unity

sa = gac = ity
sanc = tity
sanity
des = ig = nate
a = (p)pel(l)ate
ac = tuate
ac(c) = urate **AK = KURT**
accum = ulate
ed = ucate
a = dul = terate
ac = celer = ate
e = rad = icate
con = jugate
accom(mo) = date
em = ulate
circum = nav(i)gate
inan = imate
inar = tic = ulate
inaug = urate
in = car = cerate
un = dulate

come = ly (^{EG = -L} **KOPL = -L**)

con = cise = ly

friend = ly

lovely

wild = ly

yearly

daily

humbly

unruly

hap(p)ily

mood = ily

con = trarily

arb(i) = trarily

bus = ily

pret(t) = ily

barl = ey (**PWARL = EU**)

pul(l) = ey

gal(l) = ey

trol(l) = ey

vol(l) = ey

mot = ley

per = sonality

par = tiality (**PAR = SHALT**)

cord = iality (**KORD = LT**)

art(i) = fic(i)ality

(**ART = TPEURBLT**)

plurality

form = ality

liber = ality

morality

mu = nic(i) = pality

neu = trality

o = rig(i) = nality

u = tility

a = gility

do = cility

fra = gility

gen = tility

civility

hu = mility

fer = tility

counter = act

(**KOUPBTS = ABG**)

counter = feit

counter = pane

counter = part

counter = sign

con = tra = dict

(**K = TRA = TKEUBG**)

con = tra = band

con = tra = vene

con = tro = vert

(**K = TRO = SRERT**)

con = tro = vers = y

(90)

PHERL = merely

PHER = EUL = mem

HRASZL = lastly

HRAS = EUL

lazily

ABBREVIATIONS

opportunity

manufacture

manufacturer

manufactory

memorandum

memoranda

TUPBT

tunt

PH-FR

m-fr

PH-FRS

m-frs

PH-FR = EU

m-fr = i

PHEPL

mem

PHEPL = A

mem = a

<i>material</i>	TERL	terl	
<i>nature, -al</i>	TPHA	na	
<i>necessary</i>	TPHES	nes	
<i>neglect</i>	TPHEG	neg	
<i>nevertheless</i>	-FRLS	-frls	(11)

WRITING EXERCISE

- (1) Tact is—an extremely delicate quality. (6)
- (2) The *manufacturers* took their controversy with—the municipality to—the Appellate Court. (12)
- (3) Lincoln lives in history because of—his undivided love for all humanity. (12)
- (4) Since Congress enacted the Pure Food Law in 1906, the *manufacture* of adulterated *material* has much decreased, thus indicating the utility of—the act. (25)
- (5) Low aim is—a crime against *nature* because it pulls down every other quality to—its level. (17)
- (6) The company sent several *memoranda* to Colgate; *nevertheless* he failed to carry out the orders accurately. (16)
- (7) You may well emulate his honesty and fidelity. (8)
- (8) The *opportunity* is—all that—is *necessary*. (7)
- (9) His incapacity was manifest and—his yearly income was small; therefore, it—was *natural* enough that—he should feel humility when with educated people. (24)
- (10) Make a *memorandum* to—the effect that two large *manufactories* countermanded their—orders last week. (15)

Gentlemen:

Your—letter of—the 10th inst., complaining of *neglect* in getting out your order is—at hand. If—we felt

that—the criticism was deserved, we would humbly beg your pardon; but inasmuch—as (TPH = S-FPS) our foreman assures us that—he actually (ABG = TUL = -L) accelerated your order, working overtime on—it, we feel no necessity for further action on our part.

We trust you—will consider this matter again and communicate with—us.

Very—truly yours, (74)

SUPPLEMENTARY

In laying plans for your future business career, which—comes first to—your thought,—the wages you—will expect or—the opportunity to gain knowledge and training?

Are—you—willing to enter a large concern and begin at the bottom and prove your worth, or would—you prefer to attach yourself to a small company that would—be—willing to pay—you more at the start but which could give you but little chance for growth? In—other words, are—you building just for today or are—you laying plans which—will be broad enough for all time to—come?

Not long ago boys used to give years of their time to learn some business or trade; and this without any thought of wages before—the business or trade had—been learned. But now young people who—are honest about their work and earnest in their efforts to improve, can, from—the day they enter the business world, earn a good living wage.

The greatest value which—comes to most young people on entering business comes, not through their pay check but through—the wealth of knowledge they gain from—coming into contact with those who—have met with difficulties in business and have overcome them. (207)

LESSON TWENTY-ONE

PREFIXES

N-K (TPH-BG) for *incon*,
uncon

SUFFIXES

-BL for *-able*, *-ably*, *-ible*,
-ibly
-BLT *-bility*, *-ability*,
-ibility
-MT (-PLT) *-ment*

WORD PRACTICE

incon = ceivable

incon = sider = able

incon = sol = able

incon = spic = uous

incon = test = able

incon = tro = vert = ible

(**TPH-BG = TRO = SRERT = -BL**)

uncon = cerned

uncon = form = able

uncon = gen = ial

uncon = querable

uncon = straint

uncon = tra = dicted

(**TPH-BG = TRA = TKEUBGD**)

uncon = trol(l) = ably

uncon = vert = (e)d

un = com = fort = able

incog = nit = o

(**TPH = K = TPHEUT = O**)

unaccom = pan = i(e)d

unaccom = plished

in = convenient (**TPH = SREPB**)

re = spect = able

form(i) = dable

vener = able

un = acceptable

(**TPH = SEPBL**)

capably

nobly

peac(e) = ably

rep = re(he)ns = ible

(**REP = REPBS = -BL**)

inac = ces(s) = ible

horrible

forc = ibly

in = cred = ibly

vis = ibly

advis = ability

(**SREUS = -BLT**)

liability

stability

dis = ability

cred = ibility

expans = ibility

possibility (**POS = -BLT**)

sens = ibility

vol = ibility

ail = ment

a(p) = praise = ment

a(s) = ses(s) = ment

compliment	mon = ument	
det = riment	orn = ament	
doc = ument	reg = iment	
dis = (ap)point = ment	sac = rament	
el = ement	settle = ment	
en = gage = ment	sup(p) = lement	
en = dors(e) = ment	fund = ament = al	
exper(i)ment	government = al	
in = stal(l) = ment	(TKPWOFT = AL)	
moment	arg = ument	(63)

ABBREVIATIONS

<i>instrument, -al</i>	STRU	stru	
<i>represent, -ative</i>	REPT	rept	
<i>republic, -an</i>	REP	rep	
<i>signature</i>	SEUGT	sigt	
<i>signify, -cant, -cance</i>	SEUG	sig	
<i>stand</i>	STAPB	stan	
<i>submit</i>	SPHEUT	smit	
<i>substitute</i>	STUT	stut	
<i>supply</i>	SPHREU	spli	
<i>surprise</i>	SPREUS	spris	
<i>shipment</i>	SHEUPLT	shiat	
<i>statement</i>	STAPLT	stamt	
<i>department</i>	TKEPT	dept	(13)

WRITING EXERCISE

(1) They were *surprised* at the *signature* which appeared on—the *instrument*. (11)

(2) No inconsiderable *significance* was attached to this plank in—the *Republican* platform, nor would they permit any *substitute*. (18)

(3) We *signified* our desire to buy—the *shipment* by making immediate settlement. (12)

(4) Her *statement* caused the attorney to file a supplemental brief in—the case. (13)

(5) We do not *understand* why—he-is a *Republican representative*. (10)

(6) It-is *significant* that all—the great improvements, discoveries, and achievements that—have elevated humanity have—been created by enthusiasm. (20)

(7) Your—letter acknowledging receipt of *shipment* of pipe was unaccompanied by—the first installment of \$184.82 which—is due. (26)

(8) The *representative* of—the rival *department* was visibly unconcerned about—his inability. (12)

(9) The committee *signified* its displeasure because there was no *instrumental* music at the meeting. (14)

(10) The employers' liability law is—of inconceivable value to our *republic*. (11)

Dear Sir:

We—are *supplying* the market with—an incomparable *instrument* which you—will find to—be exactly as—we *represent* it. We *submit* our prices and *stand* ready to fill a large order.

We—are enclosing a *statement* of your—account to date.

Yours—very—truly, (47)

LESSON TWENTY-TWO

PREFIXES

NR (**TPHR**) for *inter*,
enter, *intro*

SUFFIXES

-GS for *-ashun*, *-ishun*, *-shun*,
-shal, *-shus*

-BGS *-ction*, *-ctious*

-PBGS *-uction*, *-xious*

NOTE.—*-xion* and *-xious* have the same sound as *-ction* and *-ctious* and are written **-BGS**.

WORD PRACTICE

enter = prise

enter = taining = ly

enter = tain = ment

inter = cede

inter = cept

inter = change = able

inter = course

interest

interfere

inter = line

inter = lude

inter = ming = le

inter(r)upt

inter = pose

inter = sect

inter = state

inter = val

inter = vene

inter = view

intro = duce

intro = spect

intro = duc = tory

intro = vert

intra = state

(**SPWRA** = **STAT**)

intra = mural

intraurb = an

ad = miration

as = piration

dic = tation

duration

im(i) = tation

in = vi = tation

inter = lin(e)ation

examination (**KP-GS**)

inter = nation = al

inter = pre = tation

ir(ri) = gation

in = corporation

le = gation

ne = gation

obl(i) = gation

oper = ation

plan = tation

inter = cession

am = bition

de = cision	delicious
di = ges = tion (= KHOPB)	fic = titious
inter = mission	ma = licious
per = mission	precious
pro = hibition	self = conscious
sus = picion	un = conscious
tran = sition	spacious
uncon = dition = al	sus = picious
con = tri = bution	vicious
uncon = s(ti)tution = al	ab = duction
cushion	a(t) = traction
delusion	collection
a(s) = sumption	con(n)ection
a(t) = tention	con = traction
intention	con = viction
in = vention	direction
mansion	faction
mention	fiction
motion	pro = duction
notion	pro = jection
option	traction
Russian	fractious
e(s) = sential	in = fectious
ju = dicial	fractions
marshal	ob = noxious
o = (f)ficial	complexion
pa = latial	anxious
partial	function
social	inter = jection
special	inter = section
cautious	intro = duction
	intro = spection

(108)

ABBREVIATIONS

application
execution

PHREUBGS
SKUGS

plics
skugs

<i>language</i>	HRAPBG	lang	
<i>question</i>	KWE	que	
<i>recollect, -ion</i>	REBG	rek	
<i>recommend, -ation</i>	REPL	rem	
<i>regular</i>	REG	reg	
<i>regulation</i>	REGS	regs	
<i>situate</i>	SEU	si	
<i>situation</i>	SEUGS	sigs	
<i>sub'ject, subject'</i>	SUB	sub	
<i>sufficient, -cy</i>	SUF	suf	
<i>superior</i>	SPERS	spers	
<i>superiority</i>	SPERT	spert	(14)

WRITING EXERCISE

(1) Prof. Whitney's *recommendations* were *superior* and he obtained the *situation* in-the English department. (14)

(2) My *recollection* of Gen. Greene is-that-he had-the reputation of-being the most polite man in-the Revolutionary Army. (21)

(3) In-the power of concentration lies the most precious of intellectual habits. (12)

(4) When several persons make *application* for a *situation*, other things being equal, the one with-the best manners receives the appointment. (21)

(5) His qualifications were not *sufficient*, as-he understood nothing about-the function of-the English *language*. (16)

(6) Your interest in people must be a real one or you-will not draw them to-you. (17)

(7) The enterprise was started through-his *instrumentality* (**STRUT**) and we-shall not interfere with-the experiment. (15)

(8) The *sufficiency* and-the *superiority* of this *reg-*

ulation were demonstrated by—the nine officials of—the International Convention. (18)

(9) Although *subjected* to cross-examination the defendant failed to *recollect* the most essential facts in relation to—the *execution* of—the deed. (22)

(10) In—the National Foreign Trade Convention the *subjects* of* Ocean Transportation and Interstate Commercial Conditions in—the United States were introduced. (21)

(11) At the *regular* session it—was *recommended* that—the *question* of buying the land *situated* in—the addition be postponed. (20)

Dear Sir:

In relation to—the National Realty Company's dissatisfaction with—our treatment of infectious diseases, you—have doubtless had instructions from—the General Manager to give—the matter consideration and bring—the negotiation to a favorable conclusion, if possible. I—am anxious for you to keep me advised of—the *situation* and—the prospect of litigation.

Yours—truly, (59)

* If a word is to begin with a capital letter, it is so indicated by writing **KAP** directly after the word. If the word is to be written in all capital letters, **KAPS** is written directly after it.

SUPPLEMENTARY

The study of English has four aims: the mastery of-the language as-an art, as-a history, as-a joy, and as-a tool. I-am concerned with but one, the mastery of-it as-a tool. I want to call attention to-the means of mastering this essential tool and to lead you to become discontented with-your employment of-it.

First, then, "Look well to-your speech." *Every-one* should train *himself* to think clearly, and then to choose those words *which* definitely express *his* thought, so *as-to* compel *his* hearer to get *the* exact meaning.

We *speak* a hundred *times* for *every* once that we *write*. *If-a* person is slovenly *in-the* ninety-nine cases of *speaking*, *he-can* seldom pull *himself* up to strength and exactitude *in-the* hundredth *time-of* *writing*. Most of us do not *take-the* pains to learn to talk well. We express *ourselves* in slipshod English because *it-is* so-*much* easier to do so *than-it-is* to think before we *speak*.

Our range of words is absurdly narrow. *Every* one should *enlarge* *his* vocabulary. Our dictionaries contain more-*than* one *hundred thousand* words; the average *speaker* employs about 3,000. Let *every* one who wishes to see-*his* vocabulary grow, adopt two new words each week. *It-will* not be long before-*the* endless and enchanting variety of-*the* language will-*be* reflected *in-his* speech and *in-his* mind *as-well*.

Treat *writing* or *speaking* as-an opportunity and not-as a compulsion. (258)

LESSON TWENTY-THREE

PREFIXES

REK (**REBG**) for *recog*,
recon

SUFFIXES

-NT (**-PBT**) for *-ant*, *-ent*
-NS (**-PBS**) *-ance*, *-ence*,
-ness
-FB *-ive*, *-tive*,
-itive

WORD PRACTICE

recog = nize
recog = nition
recon = cile
recon = struct
recon = vey

re = compense

re = commit

re = compose

unre = port = (e)d

unre = quit = (e)d

unre = gener = ate

unre = lent = ing

unre = liable

unre = served

(**TPHRE = SEFRBD**)

unre = sis(t) = (e)d

unrecog = niz = able

unrecog = niz = (e)d

unrecommended

(**TPHREPLD**)

unre = compens = (e)d

i(r) = recon = cil = able

account = ant (**-BGT = -PBT**)

ab = hor(r)ent

a(c) = qu(i)es(c) = ent

ad = herent

in = compe = tent

in = sol = vent

inter = mit(t) = ent

a(p) = pliance

a(c) = cord = ance

circum = stance

non = compliance

a(f) = fluence

interference (**TPHR-FRPBS**)

con = stanc = y

(**K = STAPBS = EU**)

hes(i) = tanc = y

fluenc = y

bitter = ness

careless = ness

cleverness

faith = ful = ness

happi = ness

truth = ful = ness

peace = ful = ness

thought = ful = ness

watch = ful = ness

wilder = ness

willing = ness

a = bus = ive	sens = itive
dative	won't (WOPBT)
communicat = ive	wouldn't (WOPBT)
(KOPL = -FB)	hadn't (H-PBT)
con = sec = utive (= UFB)	didn't (TK-PBT)
delus = ive	incon = sis = tenc = y
executive (SKUFB)	mil(i) = tanc = y
intro = spec = tive	nar(r) = ative
mas(s) = ive	re = pres(s) = ive
talk = ative	sub = mis(s) = ive
votive	
pro = hib = itive	(68)

ABBREVIATIONS

<i>hospital</i>	HOS	hos
<i>opposite</i>	OPS	ops
<i>ordinary</i>	ORD	ord
<i>organize</i>	ORG	org
<i>perhaps</i>	PRAPS	praps
<i>perpendicular</i>	PERP	perp
<i>physical, physician</i>	TPEUS	fis
<i>plaintiff</i>	PHR-F	pl-f
<i>positive</i>	PO	po
<i>position</i>	POGS	pogs
<i>pres'ent, present'</i>	PRE	pre
<i>privilege</i>	PREUF	prif
<i>public</i>	PUB	pub
<i>purpose</i>	PURP	purp
<i>suggest, -ion</i>	SUG	sug
<i>cordially yours</i>	KR = KWR	c = y

(16)

WRITING EXERCISE

(1) The *hospital physician* testified that—the *physical condition* of—the *plaintiff* hadn't improved. (13)

(2) Directly *opposite* was a *perpendicular* cliff which—the fugitive couldn't climb. (11)

(3) I would condone your interference under *ordinary* circumstances, even though—it *presented* a hindrance to our business. (17)

(4) They recognize Germany as *perhaps* the most aggressive nation in—the world in looking for foreign trade. (17)

(5) In accordance with—your *suggestion*, I—have reconsidered my request for an extra accountant. (14)

(6) The *position* of—the Philippine Islands as—a depot to reach out for—the trade with the natives of China is—one of great importance. (25)

(7) Self-respect is absolutely essential to character, and—it—is just as necessary in influence. (15)

(8) I would *suggest* self-reliance as—a substitute for friends, influence, or family. (13)

(9) Without independence no one can—be a man. (8)

(10) To—be what—you—are—character; to—be as—you—can—influence; to enjoy what—you may—happiness,—this—is really what—is worth while. (25)

My dear Mrs. Snow:

I want to congratulate you on—the success of your efforts to *organize* a Civic Betterment Club for women. The *purpose* of such a club is—a laudable one and—is bound to—have a very *positive* effect in shaping *public* opinion.

I consider it a *privilege* to—be asked to join such an *organization*, and you may count on me to—be *present* at your next meeting, which—is to—be on Tuesday, April 13.

Cordially yours (82)

LESSON TWENTY-FOUR

PREFIXES

N-T (TPH-T) for *anti, ante*

SUFFIXES

-K (-BG) for *-ical, -icle, -acle*
-LG *-logy, -alogy, -ology*

PRINCIPLE

35. Omit the vowel before the suffix **-BG**, used for *-ical, -icle, -acle*. *Electrical, E = HREBG = TR-BG; comical, KOPL = -BG*. (This is an exception to Principle 34.)

WORD PRACTICE

ante = ced = ent

ante = date

ante = diluv = (i)an

ante = pe = nult

ante = mer = id = (i)an

ante = room

anti = cli = max

anti = dote

anti = imper(ia)l = ism

anti = tox = in

i = cicle

(EU = S-BG)

chron = ic

chron = icle

ve = hicle

class = ical

class = ic

miracle

pin(n) = acle

taber = nacle

al = pha = bet = ical

chem = ical

crit = ical

crit = ic

his = torical

rad = ical

surg = ical

trag = ical

trag = ic

an = thropology

apology

biology

chronology

dox = ology

derm(a) = tology

et(y) = mology

geology

myth = ology

analogy

gen = ealogy

orn(i) = thology

phys(i) = ology

phil = ology

psy = chology

theology	her(e)to (HERT)
tau = tology	thereto
zoölogy	whereto
miner = alogy	hereby (HERB)
trilogy	thereby
eulogy	whereby
here(i)n (HERPB)	hereunto (HERPBT)
there(i)n	thereunto
where(i)n	whereunto (61)

ABBREVIATIONS

<i>Stenotype</i>	STEU	sti	<i>stenography</i>	STEPB	sten
<i>Stenotypy</i>	STE	ste	<i>stenographic</i>	STEPBG	stenk
<i>Stenotypic</i>	STEU BG	stik	<i>stenographer</i>	STEPBS	stens
<i>Stenotypist</i>	STEUS	stis			(7)

WRITING EXERCISE

(1) He-is an anti-imperialist and constantly cites historical analogies. (10)

(2) The *stenographer* in-the ante-room could not read his *stenographic* outlines with facility. (13)

(3) Our manufacturing ability and capacity in this country is such that in ninety days we-can manufacture enough goods to supply the natural demand of this country for one year. (30)

(4) It-is no miracle for a *Stenotypist* to take dictation easily at 280 words a minute. (18)

(5) *Stenotypic* outlines are written in plain type letters and are easily read by a *Stenotypist*. (15)

(6) *Stenotypy* is-a method of recording speech on-the *Stenotype*. (10)

(7) After-the eulogy on-the captain, his sister's apology was an anti-climax. (12)

(8) Her favorite studies were etymology and philology. (7)

(9) *Stenotypy* is-to-be preferred to *stenography*. (7)

(10) The horse-drawn vehicle is-the antecedent of-the automobile. (10)

My dear Mr. Schliebner: (Spelled out.)

I-am sorry you write in such a pessimistic vein. The best antidote for that condition of mind is-to get enthusiastic over something, and you might well start on-your partner in business. We understand other people in-the proportion in which we-have-come to-know ourselves; so look well to-yourself.

As-for "dull times," remember that there-is something better in life than failure. Man was made to succeed and failure is-the very antipode of success.

Remember that-out of adversity comes strength, and every adverse circumstance that confronts you helps to develop your genius.

Your opportunity is before you right now.

Sincerely-yours, (113)

CORRECTIONS AND INSERTIONS

If the dictator wishes to make a correction or insertion at some point already passed in the dictation, the correction or insertion is made by striking the star three times, then taking the instructions of the dictator and following them by a colon, after which the insert or correction is written. Following the insert the star should again be struck three times to indicate its conclusion.

In order for the typist to recognize a letter which has a correction or insertion of this nature in it, the paper should be folded in a point at the top.

Gentlemen:

In answer to yours of the 11th, beg to advise we have the 4's, 5's, and pints in readiness, and the car con-

taining the eight-ounce flasks is on the way to us and ought to be here tomorrow. ***where I acknowledge receipt of that man's letter, please change the date of his letter to the 12th instead of the 11th. *** We therefore feel safe in promising shipment of the entire order within the next few days. This order you will note is a very recent one and has been given very prompt attention.

The enormously increased demand for skeletons is destined to continue, and we strongly urge you to place your orders just as far in advance of your needs as it is possible for you to do. We simply make this friendly suggestion in our eagerness to prevent any possible disappointment on your part.

With kindest regards, we are

Yours very truly,

Up there where I said that their recent order received our best attention, please insert this: (-FPLT = -FPLT) otherwise we would not be able to make shipment as soon as we now shall.

(Notice that in giving instructions the thought rather than the exact words is repeated as the dictator would be likely to do.)

SUPPLEMENTARY

Again you stand at the parting of-the ways, and again you must choose which road you-will take. You-can not stay where-you-are; nothing stands still in-the whole range of God's universe. Sun, moon, and stars move onward; earth, with-its winds and tides, moves; the days, the years, the centuries move on.

In this universal sweep your life is bound up, and, struggle as-you may, you-can not escape from-it; indeed, to escape from-it would-be to separate yourself

from God and to become solitary in—a darkness which—no sun would—ever lighten again. If—you refuse opportunity, neglect duty, waste the gifts of life, you must grow weaker, smaller, more and more unhappy, by—the operation of a law as inexorable as—that which holds the planets in their spheres; if, on—the other hand, you take hold of life resolutely, spring to—its tasks with strenuous and joyous energy, put yourself into its opportunities, match your strength and purpose against its trials, temptations and losses, you—will be borne onward unto an unfailling life of peace, rest and joy. The door stands open again; which way will—you take?

Lyman Abbott (200)

SUPPLEMENTARY EXERCISE ON PUNCTUATION

Period	(.)	-FPLT
Interrogation	(?)	STPH
Comma	(,)	-RBGS
Colon	(:)	-FPLT = -FPLT
Semicolon	(;)	-FRPBLGTS
Apostrophe or Single Quotation	(')	AOE
Quotation	(“ ”)	AOEU
Exclamation	(!)	STKPWHR
Hyphen	(-)	OE
Dash	(—)	OE = OE
Parenthesis	()	STPH-FPLT
Underscore	(—)	SKWR-RBGS
Paragraph	(¶)	* = *
Shilling Mark	(/)	OEU
Begin with Capital		KAP
All Capitals		KAPS

SUPPLEMENTARY LETTERS

SUPPLEMENTARY LETTERS FOR LESSONS 1-6.

1

I-have-your-letter together with-order. I-have-gone to-much trouble to fill your order today and hope it-will reach you to-morrow. (25)

2

Make an-order on Blake Company for a rock drill. Tell them to-be more particular than they-have-been about-all our work, for we wish to order from them. (31)

3

I wish you would write me whether-you-will drill the oil well for Hill & Brown this month. Can-you tell now how-much pipe it-will take? We look for a large order from-you. (37)

4

I wish you would catch the train tomorrow and come here for a day. I-have a particular plan to talk about with-you that-will mean much to-you and to me if it-can-come about in-a practical way. (42)

5

Had-you written before that-you were to-be here this week, I would-have-gone to our principal about-your work. I-will do that today, however, and-will know more about-your practice before you reach here, if-I-can. (42)

6

Did-you file the brief with Cole & Nunn today? They claim that their large practice-will make it difficult for them to leave here this month. (Strike the star twice for a paragraph.)

Do-you think Payne a practical man? I fear we would-have to win from-him many a time. (46)

7

I-am happy to make known to-you that-I-have already-been able to buy our mine near Blue Lick. We-will pay-our men cash, for I think that the proper plan.

Write me a line that-I may-know where-you-are to-be after this week. (50)

8

Who do-you think would-be a proper party to-go on with-our work? It-will-have to-be all done before your company can-have our bill. They already have her order but they look for a bill from-you before they-will come together on that particular. (50)

9

I thank-you for your-letter which came today. There-will be little that-can be written, but-much that-I could tell you if-you were here. I may-be back here before my-usual time.

Wire me if-you happen to-have any difficulty that-I-can take care of for you. (54)

10

I hope that this-letter will reach you in time, for it-will tell you all that-you would like to-know. You-know the number-of our file we wish you to work on. It-will teach you how to perfect your work but it-will take more time than if-you were to work in-your usual way. (60)

SUPPLEMENTARY LETTERS FOR LESSONS 7-12.

11

Dear-Sir:

Yours of even date is-at hand. I-shall be very glad to furnish you with-the information you want. The Southeastern Railway-Company went into the hands of a receiver (**SEFR**) last year. Since that time their local freight business has picked up again and I

think it will not be long before the company will be able to settle all its claims and operate its road.

If you want any further information, advise me.

Yours truly, (79)

12

Gentlemen:

You will find herein (**HERPB**) our check for the amount of our account. Please acknowledge receipt.

If you would give us some advice before we take action on the test case to be brought before our local court next week, we should appreciate it, as we value your opinion very much.

Judge Hale will help us in a general way to defend this case and we expect to succeed. Please reply as soon as possible. We shall file our answer when we hear from you.

Yours very truly, (88)

13

Dear Sir:

We send you with this letter samples of our new spring weaves and ask you to note the fine line of stripe wash goods, also that we have both light and dark lawns in all the good street shades. These are all spot-proof.

We think there is an extra value in our goods, more than is usually found at the low price. Our Mr. Jones will call on you next week and we feel sure you will find it to your advantage to have a nice large order for him.

Very truly, (94)

14

My dear Miss Yale:

I am in receipt of your letter in which you ask about the textbooks to be bought next year. I believe the school board has already spent much time and examined a good many books but has not yet made a choice.

We shall employ more than one new teacher, but there are a number of applicants for each vacant place.

Greek will no longer be taught in the South High School, but this will not affect you as you can take some other work.

Yours respectfully, (90)

15

Dear-Sir:

It has been a long time since we sent you a bill for the amount due us. Why have we not heard from you before this? As we remember it, before this you have always been prompt to pay your bills. If there is any mistake in the account, we shall appreciate it very much if you will inform us of it and we will examine it again.

We shall wait a few days for your answer and then, if you can not give a very good excuse, we shall bring suit against you.

Yours truly, (97)

16

Dear-Sir:

Please ship at once to Pine Bluff a large steam pump.

The work on the railroad bridge would have been done in ample time, but day before yesterday the men struck for more pay. The superintendent was able to secure a gang of Swedes and set them to work today with a steam dredge in the swamp at the east end of the bridge. They are very slow at this labor. I fear the time will expire before we can bring the job through, but we intend to do our best.

Very truly yours, (96)

17

Gentlemen:

We have received your samples and will have a large order made up for you by the middle of the week.

We should like to have samples of your wool goods as we have more call for these than for the lawns and our stock is now very low. We sell a great deal of all-wool storm serge, both plain and checks, voiles, and black dress goods.

Please send these samples just as soon as possible, for our fall trade will open the first of next month, and the time is short.

Yours-very-truly, (97)

18

Dear-Sir:

Suit has been brought against the Northeastern Railroad-Company by John Quinn on-account of-the accident in which he was hurt last winter. He claims that-the bell was not rung and that-the speed of-the train was in excess of what-it should have-been. There was a curve half a square from where-he stood; also a box car was in-the way. He was struck by-the rear car of-the train as-it backed past the roundhouse.

I think if-we fight this case we-can win, as Quinn had-no right to-be on-the track; but-if you think best, we-will settle with-him for a small amount.

Yours-respectfully, (121)

19

My dear James:

I-am in receipt of your-letter of this date and in reply will say that-I-will try my best to secure a place for your sister. Please write me whether-or not she has any-knowledge of accounts and what her-age-is.

If she-can keep books, I-know of a place that-will soon be vacant. I fear she-is too young to expect much pay, but she would advance in this place if she-can turn out good work. I-will speak to-the secretary of Vance &-Co. and let you-know as soon-as possible.

Yours-sincerely, (107)

20

Dear Jack:

Please accept my thanks for your letter of the fifth instant.

It has pained me very much to learn that Hale spoke against me in such a manner. He had no cause to make a speech of that kind and I fail to see what his object was. He did not include in the information he gave you the fact that the whole matter was voluntary on his part. If I were to express my exact opinion of this gentleman, I fear my words would sound extreme; so I will let it rest.

I hope you will make a great success of the new work you are soon to enter upon.

Your friend, (115)

SUPPLEMENTARY LETTERS FOR LESSONS 13-18.

21

Mr. Benjamin J. Conley,
Shelbyville, Ill.

Dear Sir:

We are in receipt of a letter from our agent, Mr. Church, stating that you have canceled your order for car on account of some misunderstanding. Our factory has almost completed the work on your car and we hope you will find it convenient to accept it. We have made the charges as low as possible and have deducted a discount of five per cent.

Regretting that any dispute should have arisen between us, we are

Very truly yours, (87)

22

Mr. Julius Kramer, Gen. Atty.,
Atlanta, Ga.

Dear Sir:

Samuel Allen has begun suit against us in the Supreme Court of Adams County for insults he complains of having sustained

at the hands of Conductor Wilson, on Saturday, Dec. 29th last. I can not comprehend what basis he has for his suit, though he claims to have suffered much pecuniary damage.

As Wilson describes the episode, there is not the slightest ground for any action and we shall without doubt defeat the case even in the lower court. Yours respectfully, (90)

23

Northeastern Steel Co.,
Buffalo, N. Y.

Gentlemen:

You were requested at the time the notes were sent in from D. W. Watson & Son not to forward them to Evansville to be collected until they were due. They expected to pay them before they matured and did not want their bankers to know they were giving notes to anybody.

They complain of the company's conduct in sending in some of the notes before due. If you do not comply with their request on the remainder of the notes, they will object to giving notes hereafter. Yours truly, (97)

24

Mr. Richard S. Myers,
Springfield, Ill.

Dear Sir:

I am in receipt of your report of last month's sales at your branch. On a cursory view everything looks encouraging.

Referring to your design of promoting Tanner, I am satisfied if you consider him qualified.

I have given further thought to the plan we were discussing last Saturday and I must confess that my enthusiasm has somewhat diminished. If you can cancel the contract without harming anybody concerned, do so; but if there is a demand that we continue the contract in effect, let it be carried out as proposed.

Very truly yours, (102)

25

Messrs. Finley & Oliver,
Detroit, Mich.

Gentlemen:

Please note enclosed letter in regard to balance due on the account of B. F. Ferguson; also his request for cables, etc. If you decide to accept the order, let me know.

I am still of the opinion that it would be better to discontinue selling to B. F. Ferguson and I hope you will not forward the cables and sand lines, as it is almost certain that he will get still further behind in his account. His affairs are very much involved, as a consequence of several accidents beyond his control.

Respectfully yours, (101)

26

J. M. Spaulding, Esq.,
Columbus, O.

Dear Sir:

Your order of Nov. 7 received and filed. We shall be very glad to have you act as agent in your city, as we have been maintaining none there since last December.

The firm of Small & Rogers at one time acted as our agents, but they allowed the sale of our goods to drop below normal and we decided to take the control from their hands.

Enclosed you will find a complete list of the prices of the stoves made by our firm.

Wishing you success with the sales, we remain

Very truly yours, (103)

27

The Carson Machinery Co.
Chicago, Ill.

Gentlemen:

Please send me your catalogue and full particulars in regard to your concrete mixers. I shall need at least eight by the first

of July. We use electric power, and wish trucks and water tanks attached.

Fill—the order below by July 15, if possible.

- 1 American hoisting engine, 8½ x 10 d. c.
- 1 8-inch H & B centrifugal dredging pump.
- 3 26 cu. ft. drop bottom buckets.
- 1 10 ton road roller.
- 6 No. 2 K & J wheel scrapers.
- 1 1800 lb. sheeting hammer.

Yours—truly, (103)

28

Mr. T. S. Wagner,
Jackson, Miss.

Dear—Sir:

I—have your communications of Aug. 30 and Sept. 2. I intend to—go down to Meridian next Tuesday and wish you would meet me there at that time. I desire to confer with—you about—the sale of—the Cunningham property. I—am inclined to accept this offer but prefer to—have your consent.

Something may develop in—the Jacobs deal soon. Would—you—be—willing to sell at a lower rate than \$3500?

Please telegraph me on receipt of this—letter whether—you—will meet me on Tuesday next.

Yours—truly, (105)

29

Mr. Wm. J. Atkins,
St. Louis, Mo.

Dear—Sir:

We—are forwarding to—you tonight, C.—O.—D. by express, two dozen valves as—per your telegram of this date. There—will be some delay in getting out your order for fittings, as—we—are short on sizes wanted. Our shops are now working overtime and our foreman promises to hurry them out as—fast as—possible.

We enclose bills-of-lading covering goods shipped last week. You will notice the gate valves are included. You should make a claim on-the railway-company for-the valves.

Soliciting your further orders, we-are,
Very-truly yours, (106)

30

Mr. Geo. T. Williams,
Des Moines, Ia.

Dear-Sir:

You will find enclosed bill-of-lading for pipe shipped yesterday. I shall consider it a favor if-you will conceal from A. G. Pugh the fact that-you have purchased anything from me. I ask this because Mr. Pugh would complain if-he heard our factory was selling to retailers at jobbers' prices. I do not wish to quarrel with-him, as-his company is-a good customer of ours. Please say nothing to anybody about-the matter and if-you need more pipe, you-can have-it at the same price until there-is an advance in-the market.
Very-truly, (112)

31

Messrs. Cook & Davis,
Birmingham, Ala.

Gentlemen:

Please notify W. B. McIntosh that we shall not renew the lease on our office in-the Baldwin Block. This-action is consequent upon-his failure to carry out the terms of-the lease to our satisfaction. He agreed not to rent the remaining offices on our floor for more-than three months, but to hold them ready for our company as-the business should increase and more room be needed. Last Sunday Marshall informed me that-the Democratic Club had leased those rooms for-the following year.

We have found satisfactory quarters in-the Mason Building and shall remove there September 15.

Yours-truly, (112)

32

Mr. Charles D. Whitney,
Little Rock, Ark.

Dear-Sir:

In response to your communication of the 30th ult. would say that we are still considering the purchase of the Landers property for our factory. There are two companies here looking for sites; therefore the agent is expecting to work a stroke of high finance and hold up the price above its normal value.

I wish you would send me a description of the Vincent property in your town, as we may decide to build somewhere else.

In the Pearson matter, get a certificate from the notary; the jurat is missing. We have asked a continuance of this case until the first of February. Very-truly yours, (116)

33

Dr. Joseph E. Longley,
Utica, N. Y.

My dear-Sir:

I have been corresponding with S. L. Draper & Co. of your city regarding a discrepancy between their account and our books. I can certify that our books are correct. I believe the mistake occurred when the business was transferred last June from the old company to the new. I wish you would follow this matter up and see if you can bring about a satisfactory result. I am going to start on a trip Friday and will not return until the following Thursday. If you have anything to communicate in the meantime, address my lawyer, Mr. L. K. Blake, 706 Lennox Building. Yours-truly, (117)

34

Mr. Hugh Osborne,
Cleveland, O.

My dear-Sir:

Our business here is progressing. I believe there is a fine opening in this town. I shall return to Cleveland next Monday

but cannot remain long, as somebody who-is responsible must stay on-the job here.

There-are several matters I wish to consult you about but must wait until I-come about April 1st.

I wish you would search through our files for January, February, and March and see-if they contain the tax receipts for Oberlin. I think-the taxes on-the Jackman property are delinquent. This, of course, must be attended to as soon-as possible.

I received the papers connected with-the Madison loan this morning. Yours-very-truly, (122)

35

The Marsh Steel Works,
Pittsburgh, Penna.

Gentlemen:

I was talking to Mr. W. M. Thurston, of Lima, O., on Wednesday. He has a contract for drilling a number-of oil wells and putting in service pipe and-will require a large amount of casing and about 20,000 ft. of line pipe. He claims he-can buy at a discount of five per cent for cash. He refused to give-the name of-the firm making the offer; but as-I-know Mr. Thurston would not say what-is untrue, what-he says must be correct. There-is no doubt about Mr. Thurston's responsibility; he-is good for any amount. If-you want the-order on these terms, reply by return mail. Very-truly yours, (125)

SUPPLEMENTARY LETTERS FOR LESSONS 19-24.

36

To-the Student of Stenotypy:

Speed is usually the goal of-the student. Of course, without accuracy there-is no speed, and for that reason you should strive always to make accurate notes, as-they-are then easily read.

You will attain speed as you fix your whole thought on your goal. You may be sure your hands will express your thought, be it steady or erratic. Write with as little muscle strain as you can to print the words and keep in mind that perfection is very possible.

Mabelle M. Head. (92)

37

Mr. H. J. Robson,
Connersville, Ind.

Dear Sir:

I am glad to have your letter containing the assurance that you are positive of a speedy settlement of your affairs. You certainly can have no creditors except those who have such confidence in your purpose and integrity that they will give you all the time necessary to straighten out the entire affair.

In the interval, we suggest that you would find it advantageous, both to yourself and to us, to get some nice risks for the Germania Insurance Company.

Hoping your present circumstances will soon change for the better, I am

Yours truly, (102)

38

Mr. Robert L. Carey,
Warsaw, Ill.

Dear Sir:

Your favor is at hand. We had already made out your statement but were uncertain of your exact address.

When I mentioned the possibility of someone's working jointly with you at Joliet, I had S. J. Foster in mind. I especially desire a good showing from your section and wish you to participate in it.

Referring to inspection made of your agency last Friday, we wish to call your attention to the fact that the warranty in Policy

No 877 is-being violated, and in case of loss there would-be no liability against this company.

Very-truly, (109)

39

Mr. T. J. McInnis,
c/o Commercial Power Co.,
Topeka, Kans.

Dear-Sir:

I-have telegraphed to Mr. Glazier, telling him to give-his undivided attention to-the work at Quincy. Mr. Ramsey's statement concerning what has been accomplished there still remains uncontradicted.

Among the enclosures herein is-a-letter from J. K. Martin. Please read it attentively and notice his self-confidence, for which I think he has no justification. Please go to-the court house and see whether-the mortgage mentioned in-his letter was recorded in-the interval between Feb. 1 and 8.

In consideration of your superior qualifications for-the position, I-have recommended your appointment at Leavenworth.

Yours-truly, (113)

40

Mr. Louis N. Vaughan, A.G.F.A.,
Chicago, Ill.

Dear-Sir:

Answering yours of April 14 concerning claim of Mr. Donahue of Logansport for damages in depreciation of a lot of dry goods shipped him last October from New York,—the question you ask is-a question of fact, as-to whether-the market value-of-the goods decreased ten per-cent on-the invoice before they were delivered to him. This, of course, I-can not answer.

If-the consignee was not notified within a reasonable time

after—the goods arrived at Logansport, then—the company is liable for any depreciation in—the market value—of these goods.

Very—truly, (112)

41

Mr. N. H. Putnam,
New Haven, Conn.

Dear—Sir:

I—am in receipt of your—letter of inquiry regarding Mr. Clyde Fish, a student of Stenotypy in this school.

Mr. Fish has shown himself to—be one of—the most efficient operators on—the Stenotype that it—has ever—been my pleasure to see. His Stenotypic outlines are simply perfect, and—the speed and accuracy with which he reads them is nothing short of marvelous.

The work which Mr. Fish is doing at the present time justifies me in saying that—I believe he—will make a Stenotypist of exceptional merit, and in—every way worthy of—the highest confidence.

Truly—yours, (112)

42

Mr. David K. Garrison,
Milwaukee, Wis.

Dear—Sir:

Relative to—the introduction of—the Ames bill for—the regulation of child labor in manufactories, it—was defeated at the last legislative session by—the Republicans on—the ground that it—was unconstitutional. Therefore, the obnoxious conditions now existing must continue until—the next legislature convenes.

It—is a significant fact that all—the larger manufacturers of—the state favored this measure. We—shall organize our forces and carry on a campaign of education during the interval, and perhaps next time our bill will stand a better chance. We—shall—also have—a substitute bill ready in case of failure, less radical in—its provisions.

Sincerely—yours, (115)

43

Mr. G. A. Davenport,
Attorney at Law,
Greencastle, Ind.

Dear-Sir:

Your-letter of-the 27th ultimo arrived during my absence. Please excuse the unavoidable delay in answering it. Notify Thatcher & Walton that-you-have instructions to sue on their-account if-it-is not promptly paid.

I presume you recollect the conversations held at various times in-your presence in reference to who should pay for-the repairs of-the tools. Mr. Thatcher asked to-be released from-the agreement on consideration of-his paying \$40. There-is no question about-the liability of this firm.

Kindly attend to this matter as soon-as you conveniently can, and let me-know-the result.

Yours-truly, (119)

44

Mr. Herbert L. Spencer,
Toledo, Ohio.

Dear Herbert:

I-am pleased to learn that-you-have taken up Stenotypy. Do not be satisfied with mediocre success in this study. From my observation, there-are great possibilities in this little machine. Great speed can-be reached and I hope you-will not stop when-you-have a sufficient speed for commercial purposes. Aim at that first, of course, but when-you-have reached it, set your aim higher.

If-you-have an opportunity to study Spanish, do not neglect it. With-the opening of-the Panama Canal, our intercourse with South American countries is bound to increase, and you-will find a-knowledge of Spanish very useful.

Yours-sincerely, (118)

45

Mr. Jerome Egan, Pres't,
National Steel Works,
Pittsburgh, Pa.

Dear-Sir:

Please permit me to say that-I think-it advisable for Mr. Ludlow to continue his visits to Columbus for-the present.

Please inform me as soon-as convenient how-many customers Mr. Ludlow has there who buy largely from-other travelers representing manufacturers. I should also be pleased to-know how-much Mr. Ludlow sold in Columbus last year outside of-the jobbers. It-is possible that it-will-be best for you to continue selling to-the small trade and let the jobbers go.

In any event, this information will-be useful to me in talking up-the situation with them.

Very-truly yours, (117)

46

The Standard Novelty Goods Co.,
Rochester, N. Y.

Gentlemen:

A-letter was mailed to-you February 28th in regard to William Hardy's account. Mr. Hardy positively refuses to pay-your charge for interest. I think your best way to get it is-to let the matter rest until he buys some goods; then include that charge in-your bill and make draft on-him for acceptance. After that you-can refuse to sell him anything more if-you wish. He-will fight a suit if-one-is brought against him for-the interest, and-the probabilities are that-you would-have to compromise with-him.

I intended to give you this information in my-letter of February 28th but it-was carelessly overlooked.

Very-truly yours, (128)

47

Mr. Edgar T. Hopkins, Treas.,
American Supply Co.,
Erie, Penn.

Dear-Sir:

Would-it not be advisable for Mr. Metcalf of Bellefontaine to make-the following arrangement with-the Courtney Hardware Co.?

Instead of giving them casing and tubing on consignment, give them a commission of five per-cent on all goods they-can get orders for, they assuming all liability of collection. It-would-be necessary to keep a larger stock at Lima for them to draw on.

I regret exceedingly to learn that we-are to-have opposition at Bellefontaine. I fear it-will not be profitable for all. I-will do everything I-can to further the interests of-the new store and hope to-be able to aid you materially.

Very-truly yours, (127)

48

Mr. J. R. Harmon,
St. Paul, Minn.

Dear-Sir:

I thank-you for yours of-the 10th instant. I-have asked my stenographer to make a memorandum of-the date on which you wish me to address the Rotary Club of your city; and in-the course of-the next week or ten days I-shall be able to tell you definitely whether-I-can accept your invitation or not.

I-am intensely interested in-the Rotary movement, for I believe it presents features of significance for men engaged in manufacture as-well-as in trade, and I-can see no way in which an association of this sort can work injury to any one.

In anticipation of seeing you soon, I-am

Very-truly yours, (126)

49

Dr. Henry B. Meade,
Baltimore, Md.

My dear Doctor:

I thank-you for your favor of-the 13th, calling my attention to-the inconceivable manner in which-the bureaus have allowed themselves to get mixed up in-the schemes of-the Physicians' Club. For-the last six years the arrangement has been substantially the same. By referring to page 697 of-the transactions of last year, you-will find a resolution regulating the whole bureau business.

I hope you-are making preparations to-come to-the convention. Let nothing prevent your attendance. It-is my purpose to bring up a number-of objections to this innovation, and, as-a member of-the executive board, your influence can-be of great benefit to me.

Yours-fraternally, (129)

50

Mr. Augustus S. Hadley,
Astoria, Ore.

Dear-Sir:

As-you-are aware, at considerable inconvenience to myself, I paid the Seymour judgment against the Star Manufacturing Co. to Rowe. I had never-been notified that there had-been an assignment of this judgment to S. T. Ball.

Now, Ball denies that Rowe had any authority to receive this money, and claims that-he notified you about-the assignment to him. I-have answered him that-your services in connection with-the case were ended and you had-no right to accept such notice.

I-will say in conclusion that-I-have controversies enough without being obliged to intercede in this one. Let me-know-the facts with reference to this notice alleged to-have-been given you.

Yours-truly, (129)

51

The Library Bureau Co.,
Boston, Mass.

Gentlemen:

We have just had a long and interesting interview with your enterprising and courteous representative, Mr. Baker. Mr. Baker assures us that it will contribute no inconsiderable amount to the success of our collection department if we will inaugurate at once the system of filing which you wish to introduce. Our accountant, Mr. Manhoff, seems to think Mr. Baker's arguments incontrovertible, and, consequently, I am anxious that you send one of your most competent men down here at once to look the ground over and see just what we need to order.

We don't want to try any more experiments on this business than are absolutely necessary, for changes with us are very expensive, especially at this season of the year.

Truly yours, (130)

52

Mr. J. L. Bentley,
Louisville, Ky.

Dear Sir:

I hope to have an immediate investigation by the civil service commission of the recent appointments which have been made in the State Department. There is every indication that these situations have not been filled from the regular line. I believe the public will welcome such an inquiry as we propose to make, and will demand that a recommendation be submitted to the next session of the legislature asking for executive interference in these matters. Perhaps this is one of the most significant steps that have been taken recently in the line of political reform. I consider this opportunity which has come to me a privilege, and if I can be instrumental in helping even in a small

degree to restore representative government to the people, I assure you I shall be very happy.

Sincerely-yours, (144)

53

Mr. Asa J. Mitchell,
Saginaw, Mich.

My dear-Sir:

I am just at home from San Francisco and have a proposition to exchange my farm situated in this state for silver property in Nevada. I would have no hesitancy in accepting this proposition if I could get more information about the value of Nevada property.

I am in receipt of a letter this morning offering to pay my expenses if I wish to make an examination of the mine.

Now, as it is inconvenient for me to leave here just at present, it would be a great accommodation to me if you would go out there and investigate this property for me. If half of what is reported is true, this may be our opportunity to make our fortune.

Wire me immediately whether or not you will be able to go at an early date.

Very-truly yours, (148)

54

Mr. Edward Kendall,
Boston, Mass.

Dear-Sir:

We are in receipt of your application of the 20th.

The position which we have open at the present time is in our English Department. The subject of language in our high school has never been made as important as it should have been; nevertheless, we propose from now on to make up for it.

Our previous experience would seem to indicate that a teacher of only ordinary attainments is utterly incapable of organizing and directing this work to our satisfaction; consequently, we shall

exercise the utmost care in making our selection this time, and shall engage no one until we have had a personal interview with him.

If you are still desirous of securing such a position as we have to offer, I shall be glad to have you call at my office any time next week between four and five P. M.

Very truly yours, (155)

55

Dr. Thos. S. Jones,
Providence, R. I.

My dear Dr. Jones:

Allow me to congratulate you on the splendid work you are accomplishing for the invalid children in your state.

A hospital such as your imagination has conceived, and the legislative regulation regarding the physical condition of all applicants for treatment, stand as the highest recommendations for your unselfish devotion to the medical profession.

I am wondering, Dr. Jones, if in connection with your work on this hospital, you have not been subjected to a great deal of personal expense which has not been defrayed by the individual contributions of the manufacturers. If such is the case, will you not permit me to substitute my name for your signature on a check sufficiently large to cover your expenses for the past month? Any service which I am permitted to render you in this line, I assure you I shall consider a privilege.

Sincerely yours, (155)

56

Mr. Arthur B. Mason,
Omaha, Neb.

Dear Sir:

We desire to inform you once more that there is an overdue balance on your account of \$150. We have sent you statement

after statement but as yet have received no reply. It is a great surprise to us that a man of your superior position should neglect a matter of this nature, and we imagine there must be some explanation for your conduct.

We have always extended to you every possible courtesy in our power and we are only asking that we be accorded fair treatment in return.

The invoice for the last shipment of goods we sent you came back to us O. K.'d as being received in first-class condition, and we are very much at a loss to understand your failure to take any notice of our letters. Unless we hear something definite from you by the first of the month, we shall be obliged to place the bill in the hands of our attorney for collection.

Yours truly, (173)

57

Mr. Oliver H. Long,
Portsmouth, N. H.

My dear Sir:

It gives me great pleasure to answer yours of the 30th ult. regarding Harry Beacon. I know a good deal of this young man's history, but I know of absolutely nothing which is not in unconditional praise of him.

His father died leaving heavy financial responsibilities when Harry was barely fifteen years old. This necessitated his leaving school and contributing to the support of an invalid mother and a younger sister.

Notwithstanding this disappointment, he uncomplainingly took an inferior position in the traction office of this city, working through the day for five dollars a week and continuing his studies uninterruptedly in the evening high school.

Young Beacon is now eighteen years of age. He has been graduated from the Technical High School with honors and is considered one of the most competent Stenotypists in any commercial office in this city.

I have no hesitancy in saying that I believe he will succeed in whatever he voluntarily undertakes to do.

Respectfully yours, (172)

58

Mr. Philip M. Gregory,
Wheeling, W. Va.

Dear Philip:

I have your letter asking my advice about attending night school. I am surprised that you need advice on this subject. You should certainly seize upon every opportunity that offers to improve you.

You have a fine mind, Philip, but you lack ambition and have a tendency to be satisfied with ordinary attainments. Do you not know that in this age of efficiency, if you do not keep on progressing, you will fall behind in the race?

A few years ago, a rate of ninety words a minute was considered a sufficient speed for expert typists. Now, many office stenographers are able to transcribe their notes at this rate; and the standard for the expert has been raised to one hundred twenty-five words, and the end is not yet.

Never permit yourself to feel that you have reached your limit. Ascertain what the highest proficiency is in your line of work and set your standard there.

Cordially yours, (168)

59

Miss Dorothy Curtis,
Syracuse, N. Y.

My dear Dorothy:

I have read your letter with great interest. My advice is—do not stop to weigh consequences but take this opportunity that has come to you of going to college.

I do not agree with you that you would be giving up “a sure thing for an uncertainty.” When you have a noble aim before

you, you should cast aside fear. Lowell says: "Launch your Mayflower and steer boldly o'er the desperate winter sea."

Do not fear that—you-will lose the results of your business training. On—the contrary, you-will find it helpful to—you in—your new work. It—was once said by a teacher, whose words have—a profound psychological significance, that "to him that hath shall—be given." After three years of college training, you-will have—a wider outlook on life; many avenues of work will open up before you; but if you still prefer a business career, you-will find your efficiency increased a hundredfold.

Let me leave with—you this word from Goethe—"Remember to live."

Affectionately yours, (185)

60

NOTE.—The following letter, which contains all marks of punctuation, will afford excellent practice in correctly punctuating Stenotype notes.

Dear Sir:

Referring to—your—letter of—the 16th inst., file 268/324, I take—the following to—be—the most important paragraphs in—the chapter handed me for attention:

"Take this Company; give—it an Owner who—goes to New York or Europe to live; let him leave behind an agent, write simple instructions to 'get dividends—that's all'; and you would—have here in—a short time a sullen and inefficient lot of workers.

"Sinning by WIRELESS!

"Is—it wrong to call them (these quasi-monopolistic schemes) telegraphic murders?"

Trusting you concur with me in my ideas as expressed above, I—am

Very—truly yours, (118)

PRACTICE LIST OF PHRASES

a letter	before it is
about all the	before his
about all it is	can he have
about him	can he ever
and will go	can he ever be
are on the	can he ever go
are gone	can you ever be
any of the	can you go
any letters	can I
as it was	can I have
as it is	can I ever
as it could	can I ever be
as it could have been	can I go
as it would	can I come
as it would have been	can we
as it will be	can we have
as if	can we ever
as if a	can the
as if he	can all the
as if he is	could he
as if you are	could he be
as if our	could he have gone
as you are	could he ever
as high as	could he ever be the
as large as	could he ever go
but if	could he ever come
but if it is	could you be
but it is	could you go
but will it	could you ever come
before him	could I
before the	could I go
before it	could I have gone

could have	had he come
could have been	had you ever been
could have been the	had you ever gone
could be	had you gone
could go	had I come
could the	had ever been
did he have	had ever gone
did he have it	had every
did he have the	had everything
did he know	had nothing
did he know it	had all
did he go	had many
did you have it	had the
did you know it	had it
did you go	have a
did all the	have you ever come
did your	have you everything
did have	have I everything
do you have	have everything
do you have it	had your
do it as	have our
ever be	have it
ever know	he shall
ever go	he knows
ever come	he will go
for it is	he comes
from our	he goes
from many	he is
gave up	help you
gave up the	help you have
give everybody	help your
give everything	help us
give the	help if it is
had he ever been	help many
had he ever gone	help him

help it	if you are the
help the	if you ever know
how are	if you ever will
how are the	if you ever can
I have no	if you can
I have nothing	if I ever know
I have him	if I ever will
I have gone	if I ever am
I have the	if I ever can
I know it	if I go
I know it is	if we ever will
I shall go	if we ever go
it will have it	if we ever can
it will have been the	if we shall
it will be the	if our
it will go	if our letter
it may have gone	if your
it may go	if your letter
it must	if ever
it would have gone	if ever the
it would have come	if every
it would go	if everything
it would come	if all
is it here	if all the
is it you	if many
if a	if the
if he	if it
if he ever	if its
if he ever knows	in answer
if he ever will	in each
if he ever will go	in you
if he ever goes	in every
if he ever can	in much
if he knows	in nothing
if he comes	in all its

in him	of many
judge all	of it
make out	of its
make you	our letter
make him	our action
make the	shall you go
make it	shall you come
may he have	shall I
may he have the	shall be
may he ever	shall go
may he ever be	shall come
may he know	shall it
may he go	shall the
may he come	some of
may you	some of the
may you have	some of it
may you have many	some of its
may you have it	so he shall
may you ever	so he will
may you ever be	so he can
may you be	so he is
may you go	so you have
may you come	so you shall
may I	so you will
may I have the	so you can
may I have it	so I have
may our letter	so I shall
on everything	so I will
on nothing	so I can
on being	so many
on many	so much
on him	so far as
on it	so everything
on its	so nothing
of him	speak of it

speaking of the	there are
speaking if it is	there are no
take on	there are many
take on the	there shall
take you	their own
take your	their letter
take up	their age
take the	their action
take it	their account
took him	this he will
took the	this he can
took it	this he is
thank the	this you have
that he ever	this you are
that he ever will	this you will
that you are the	this you can
that you ever	this I am
that you ever will	this I will
that you ever will go	this I can
that you ever can	this much
that you can	this much will go
that I have the	this I know
that I ever can	this letter
that of the	this will go
that are the	this can
that know	this comes
that will	think of it
that will go	think if it is
that it is	think everything is
they have come	to your
they know	to your letter
they will	to have its
they will go	to every
there have	to know
there have been	value our letter

value of the	whether you go
we go	whether you can
we can	whether I have
we come	whether I have been
what he ever	whether I ever
what he ever knows	whether I ever know
what he ever will	whether I ever will
what he ever can	whether I ever will go
what he ever is	whether I ever can
what you ever know	whether I ever come
what you ever will	whether I shall
what you ever can	whether I shall go
what you shall	whether I am
what you will	whether I can
what I shall	which have
what I will	whichever will
what I am	whichever goes
what I can	whichever comes
what are	whichever is
whatever	which shall
whatever will	which will
whatever can	which will go
whatever it is	which goes
whatever is	which can
what are	which comes
when you have gone	which the
when shall	which it is
when will	why a
when can	why he
whether you ever will go	why he ever
whether you ever can	why he ever will
whether you shall	why he ever goes
whether you shall go	why he ever can
whether you know	why he ever is
whether you will	why he knows

why he will	will you come
why he goes	will have
why you go	will go
why you can	would he
why I	would he have
why I ever come	would he have been
why I know	would he ever
why I go	would he ever be
why nothing	would he ever know
why many	would he ever go
with our	would he ever come
with our letter	would he be
with your letter	would he know
with us	would he go
with every	would you ever know
with everything	would you ever go
with everybody	would you ever come
with nothing	would you know
with all	would you go
with all the	would you come
with many	would know
with him	would go
with it	would come
with his	would it
will he ever know	would the
will he ever go	you have gone
will he ever come	you shall go
will he go	you will go
will he come	your action
will you ever be	your account
will you ever go	your knowledge
will you ever come	

REFERENCE LIST OF ABBREVIATIONS

NOTE: It will be seen that twenty per cent of this list is composed of standard abbreviations.

	A		<i>April</i>	ap	15
<i>about</i>	b	2	<i>are</i>	r or -r	1
<i>accept</i>	sep	10	<i>Arizona</i>	ars	16
<i>accident</i>	akt	10	<i>Arkansas</i>	ark	16
<i>account</i>	-kt	10	<i>as</i> (in phrases		
<i>acknowledge</i>	-nlg	10	only)	s or -s	8
<i>action</i>	-ks	10	<i>ask</i>	as	8
<i>advance</i>	vans	10	<i>August</i>	aug	15
<i>advantage</i>	vang	10	<i>authority</i>	thor	11
<i>advertise</i>	tis	10	<i>authorize</i>	thor	11
<i>advice</i>	vis	10			
<i>advise</i>	vis	10		B	
<i>affect</i>	afk	10	<i>balance</i>	bal	13
<i>after</i>	af	2	<i>be</i>	-b	3
<i>again</i>	gan	11	<i>been</i>	-b	3
<i>against</i>	gans	11	<i>before</i>	b-f	2
<i>age</i>	-g	5	<i>bill of lading</i>	b-l	13
<i>Alabama</i>	al = a	16	<i>bills of lading</i>	b-ls	13
<i>almost</i>	l-m	11	<i>billion</i>	-b	15
<i>already</i>	l-r	2	<i>bring</i>	bri	7
<i>also</i>	-ls	8	<i>business</i>	bus	9
<i>always</i>	als	8	<i>but</i>	bu	2
<i>am</i>	-m	6			
<i>amount</i>	amt	9		C	
<i>an</i>	a	1	<i>California</i>	kal	16
<i>and</i>	an	3	<i>can</i>	k or -k	4, 6
<i>and Company</i>	ank	7	<i>cent</i>	-s	15
<i>answer</i>	ans	8	<i>cents</i>	-s	15
<i>any</i>	ne	6	<i>certain</i>	sert	13
<i>applicant</i>	plikt	11	<i>C. O. D.</i>	kod	13
<i>application</i>	pliks	22	<i>certify</i>	ser	13
<i>appreciate</i>	presht	11	<i>certificate</i>	ser	13

<i>Colorado</i>	kol	16	<i>difficulty</i>	di	6
<i>come</i>	-k	6	<i>discount</i>	skount	17
<i>communicate</i>	kom	13	<i>discrepancy</i>	skrep	17
<i>communication</i>	kom	13	<i>District of</i>		
<i>company</i>	ko	4	<i>Columbia</i>	-d = c	16
<i>company's</i>	koes	13	<i>dollar</i>	-d	15
<i>companies</i>	koes	13	<i>dollars</i>	-d	15
<i>Connecticut</i>	kon	16			
<i>cordially yours</i>	c=y	23			
<i>consequent</i>	kons	13			
<i>consequence</i>	kons	13	<i>east</i>	e	12
<i>continue</i>	kont	13	<i>effect</i>	fek	18
<i>continuance</i>	kont	13	<i>enclose</i>	klo	18
<i>convenient</i>	ven	17	<i>enthusiasm</i>	thu	18
<i>convenience</i>	ven	17	<i>enthusiast</i>	thu	18
<i>correspond</i>	kor	17	<i>enthusiastic</i>	thu	18
<i>could</i>	ko	4	<i>etc. (et cetera)</i>	ets	18
<i>customer</i>	kus	17	<i>even</i>	en	11
			<i>ever</i>	-fr	1
			<i>every</i>	-fr	1
			<i>examine</i>	ex	9
			<i>excel</i>	exl	9
<i>dear sir</i>	d-s	9	<i>execute</i>	skut	9
<i>December</i>	des	15	<i>execution</i>	skugs	22
<i>deduct</i>	duk	17	<i>extra</i>	exra	9
<i>defend</i>	def	9			
<i>defendant</i>	deft	9			
<i>defense</i>	def	9			
<i>Delaware</i>	del	16	<i>far</i>	-fr	1
<i>democrat</i>	dem	17	<i>February</i>	feb	15
<i>democratic</i>	dem	17	<i>finance</i>	fin	18
<i>department</i>	dept	21	<i>file</i>	fi	5
<i>describe</i>	skri	17	<i>Florida</i>	fla	16
<i>description</i>	skri	17	<i>follow</i>	fol	18
<i>descriptive</i>	skri	17	<i>F. O. B.</i>	fob	12
<i>did</i>	d	5	<i>frequent</i>	frek	12
<i>difficult</i>	di	6	<i>frequently</i>	frek	12

<i>Friday</i>	fri	14	<i>immediate</i>	med	19
<i>from</i>	fr	5	<i>immediately</i>	med	19
<i>furnish</i>	fur	12	<i>importance</i>	impor	19
			<i>important</i>	impor	19
	G		<i>in</i>	n	6
<i>gave</i>	ga	7	<i>inclose</i>	klo	18
<i>general</i>	jen	12	<i>include</i>	klu	7
<i>gentleman</i>	jent	9	<i>Indiana</i>	ind	16
<i>gentlemen</i>	je	9	<i>individual</i>	vid	19
<i>Georgia</i>	ga	16	<i>inform</i>	for	7
<i>give</i>	gi	7	<i>information</i>	for	7
<i>given</i>	gi	7	<i>injure</i>	jur	19
<i>go</i>	-g	5	<i>injury</i>	jur	19
<i>gone</i>	-g	5	<i>inquire</i>	quir	19
<i>good</i>	g	7	<i>inquiry</i>	quir	19
<i>government</i>	goft	17	<i>instant</i>	ins	9
			<i>instrument</i>	stru	21
	H		<i>instrumental</i>	stru	21
<i>had</i>	h	1	<i>investigate</i>	ves	19
<i>happen</i>	hap	3	<i>investigation</i>	ves	19
<i>happy</i>	hap	3	<i>invoice</i>	voi	19
<i>have</i>	v or -f	1, 9	<i>Iowa</i>	i = wa	16
<i>he</i>	e	1	<i>is</i>	s or -s	8
<i>help</i>	he	11	<i>it</i>	t or -t	4, 8
<i>him</i>	-m	6			
<i>his</i>	s or -s	8			
<i>hospital</i>	hos	23		J	
<i>hundred</i>	h	15	<i>January</i>	jan	15
			<i>judge</i>	j	9
	I		<i>July</i>	jul	15
<i>Idaho</i>	id	16			
<i>if</i>	f or -f	1, 5		K	
<i>Illinois</i>	il	16	<i>Kansas</i>	kans	16
<i>imagine</i>	mag	19	<i>Kentucky</i>	ken	16
<i>imagination</i>	mag	19	<i>know</i>	-n	3
<i>imaginative</i>	mag	19	<i>knowledge</i>	-nlg	10

	L		<i>Montana</i>	mont	16
<i>language</i>	lang	22	<i>month</i>	mo	3
<i>large</i>	lar	4	<i>much</i>	-ch	4
<i>legislate</i>	legt	19	<i>my</i>	m	3
<i>legislative</i>	legt	19		N	
<i>legislature</i>	legt	19	<i>natural</i>	na	20
<i>letter</i>	l or -l	1, 5	<i>nature</i>	na	20
<i>little</i>	li	2	<i>Nebraska</i>	neb	16
<i>local</i>	lol	7	<i>necessary</i>	nes	20
<i>locally</i>	lol	7	<i>necessity</i>	ne	6
<i>look</i>	loo	3	<i>neglect</i>	neg	20
<i>Louisiana</i>	la	16	<i>Nevada</i>	nef	16
			<i>nevertheless</i>	-frls	20
	M		<i>New Hampshire</i>	n = h	16
<i>Maine</i>	me	16	<i>New Jersey</i>	n = j	16
<i>make</i>	ma	3	<i>New Mexico</i>	n = m	16
<i>manufacture</i>	m-fr	20	<i>New York</i>	n = y	16
<i>manufacturer</i>	m-frs	20	<i>no</i>	-n	3
<i>manufactory</i>	m-fr = i	20	<i>no sir</i>	-ns	9
<i>many</i>	-m	6	<i>north</i>	no	12
<i>March</i>	mar	15	<i>North Carolina</i>	n = c	16
<i>Maryland</i>	m-d	16	<i>North Dakota</i>	n = -d	16
<i>Massachusetts</i>	mas	16	<i>November</i>	nof	15
<i>material</i>	terl	20	<i>number</i>	no	6
<i>me</i>	m	3	<i>northern</i>	norn	12
<i>memoranda</i>	mem = a	20	<i>northeastern</i>	noern	12
<i>memorandum</i>	mem	20		O	
<i>Messrs.</i>	mers	14	<i>ob'ject</i>	ob	7
<i>Michigan</i>	mich	16	<i>object'</i>	ob	7
<i>million</i>	-m	15	<i>October</i>	ok	15
<i>Minnesota</i>	min	16	<i>of</i>	-f	1
<i>Mississippi</i>	mis	16	<i>Ohio</i>	o	16
<i>Missouri</i>	mo	16	<i>Oklahoma</i>	ok	16
<i>mistake</i>	mis	11	<i>on</i>	o	1
<i>Monday</i>	mon	14			

<i>open</i>	op	7	<i>purchase</i>	pur	18
<i>operate</i>	opt	9	<i>purpose</i>	purp	23
<i>opinion</i>	pin	7	<i>property</i>	prot	17
<i>opportunity</i>	tunt	20			
<i>opposite</i>	ops	23		Q	
<i>ordinary</i>	ord	23	<i>question</i>	que	22
<i>order</i>	or	2			
<i>Oregon</i>	or	16		R	
<i>organize</i>	org	23			
	P		<i>railroad</i>	r-r	12
			<i>railroad com-</i>		
<i>particular</i>	tik	6	<i>pany</i>	r-rk	12
<i>party</i>	par	2	<i>railway</i>	ri	12
<i>Pennsylvania</i>	pa	16	<i>railway com-</i>		
<i>per'fect</i>	per	6	<i>pany</i>	rik	12
<i>perfect'</i>	per	6	<i>receipt</i>	set	10
<i>perhaps</i>	praps	23	<i>receive</i>	sef	10
<i>per cent</i>	pers	15	<i>recollect</i>	rek	22
<i>perpendicular</i>	perp	23	<i>recollection</i>	rek	22
<i>physical</i>	fis	23	<i>recommend</i>	rem	22
<i>physician</i>	fis	23	<i>recommenda-</i>		
<i>plaintiff</i>	pl-f	23	<i>tion</i>	rem	22
<i>position</i>	pogs	23	<i>regular</i>	reg	22
<i>positive</i>	pc	23	<i>regulation</i>	regs	22
<i>possible</i>	pos	8	<i>remember</i>	re	11
<i>possibly</i>	pos	8	<i>remembrance</i>	re	11
<i>practical</i>	prak	6	<i>reply</i>	pli	10
<i>practice</i>	pra	2	<i>represent</i>	rept	21
<i>pres'ent</i>	pre	23	<i>representative</i>	rept	21
<i>present'</i>	pre	23	<i>republic</i>	rep	21
<i>principal</i>	prin	6	<i>republican</i>	rep	21
<i>principle</i>	prin	6	<i>response</i>	spons	18
<i>privilege</i>	prif	23	<i>responsible</i>	spon	18
<i>proper</i>	pro	2	<i>responsibility</i>	spon	18
<i>public</i>	pub	23	<i>responsire</i>	spons	18

<i>respectfully</i>			<i>stenography</i>	sten	24
<i>yours</i>	r = y	13	<i>Stenotype</i>	sti	24
<i>Rhode Island</i>	r = i	16	<i>Stenotypic</i>	stik	24
	S		<i>Stenotypist</i>	stis	24
			<i>Stenotypy</i>	ste	24
<i>satisfaction</i>	sa	18	<i>sub'ject</i>	sub	22
<i>satisfactory</i>	sa	18	<i>subject'</i>	sub	22
<i>satisfy</i>	sa	18	<i>submit</i>	smit	21
<i>Saturday</i>	sat	14	<i>substitute</i>	stut	21
<i>secretary</i>	sek	8	<i>succeed</i>	suk	8
<i>secure</i>	skur	8	<i>success</i>	suk	8
<i>selfish</i>	sish	19	<i>sufficient</i>	suf	22
<i>September</i>	sept	15	<i>sufficiency</i>	suf	22
<i>shall</i>	sh or -sh	4, 10	<i>suggest</i>	sug	23
<i>shipment</i>	shimt	21	<i>suggestion</i>	sug	23
<i>signature</i>	sigt	21	<i>Sunday</i>	sun	14
<i>significance</i>	sig	21	<i>superintend</i>	supt	8
<i>significant</i>	sig	21	<i>superintendent</i>	supt	8
<i>signify</i>	sig	21	<i>superior</i>	spers	22
<i>sister</i>	sis	8	<i>superiority</i>	spert	22
<i>situate</i>	si	22	<i>supply</i>	spli	21
<i>situation</i>	sigs	22	<i>surprise</i>	spris	21
<i>some</i>	so	8			
<i>south</i>	so	12		T	
<i>South Carolina</i>	-s = c	16	<i>take</i>	ta	4
<i>South Dakota</i>	-s = -d	16	<i>Tennessee</i>	ten	16
<i>southern</i>	sorn	12	<i>Texas</i>	tex	16
<i>southeastern</i>	soern	12	<i>than</i>	-n	3
<i>speak</i>	spe	8	<i>thank</i>	tha	4
<i>spend</i>	spen	10	<i>that</i>	tha	4
<i>spoke</i>	spo	8	<i>the</i>	t or -t	4, 8
<i>stand</i>	stan	21	<i>their</i>	thr	4
<i>statement</i>	stamt	21	<i>them</i>	the	4
<i>stenographer</i>	stens	24	<i>there</i>	thr	4
<i>stenographic</i>	stenk	24	<i>they</i>	the	4

<i>think</i>	thi	6	<i>were</i>	w	2
<i>this</i>	th	4	<i>west</i>	w	12
<i>thousand</i>	-t	15	<i>West Virginia</i>	w = va	16
<i>Thursday</i>	thurs	14	<i>what</i>	wa	3
<i>time</i>	ti	4	<i>when</i>	we	2
<i>today</i>	da	5	<i>where</i>	wr	3
<i>together</i>	tog	5	<i>whether</i>	wh	3
<i>tomorrow</i>	tom	6	<i>which</i>	wi	3
<i>tonight</i>	nit	14	<i>why</i>	y	7
<i>took</i>	too	4	<i>will (verb)</i>	l or -l	1, 5
<i>Tuesday</i>	tus	14	<i>Wisconsin</i>	wis	16
	U		<i>with</i>	w	2
<i>United States</i>	u = -s	16	<i>would</i>	wo	3
<i>unless</i>	n-ls	19	<i>write</i>	wri	3
<i>until</i>	n-l	18	<i>written</i>	wri	3
<i>upon</i>	pon	4	<i>wrote</i>	wro	3
<i>usual</i>	uzh	4	<i>Wyoming</i>	wi	16
<i>usually</i>	uzh	4		Y	
<i>Utah</i>	ut	16	<i>yes</i>	ye	7
	V		<i>yes sir</i>	yes	8
<i>vacant</i>	vak	9	<i>yesterday</i>	yes	8
<i>value</i>	v	9	<i>you</i>	u	1
<i>Vermont</i>	v-t	16	<i>your</i>	ur	1
<i>very</i>	v	9	<i>your friend</i>	y = frend	13
<i>very respect-</i>			<i>yours fraternal-</i>		
<i>fully yours</i>	v-r = y	13	<i>ly</i>	y-f	10
<i>very truly</i>	v-t	10	<i>yours respect-</i>		
<i>very truly</i>			<i>fully</i>	y-r	10
<i>yours</i>	v-t = y	13	<i>yours sincere-</i>		
<i>Virginia</i>	va	16	<i>ly</i>	y-s	10
<i>volume</i>	vol	9	<i>yours truly</i>	y-t	10
<i>voluntary</i>	vo	9	<i>yours very</i>		
	W		<i>respectfully</i>	y-fr	10
<i>Washington</i>	wash	16	<i>yours very</i>		
<i>Wednesday</i>	wed	14	<i>truly</i>	y-ft	10



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RENEWAL LD URL

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SEP 27 1976

AUG 16 1975

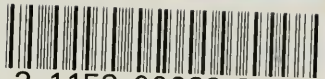
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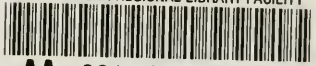
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