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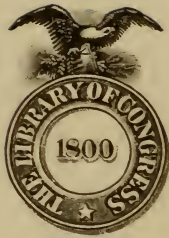
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1905

*Lindsay's  
Simplified Shorthand.*

THIRD EDITION



Class 256

Book .L 74

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# LINDSAY'S SIMPLIFIED SHORTHAND

A SYSTEM WITHOUT SHADING,  
in which the Vowels are expressed by  
the Inclination of the Stems to a Real or  
an Imaginary Horizontal Line

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By  
HUGH P. LINDSAY  
and  
AMELIA H. LINDSAY,  
Pittsburg, Pa.

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## PREFACE

A change of conditions in the business world, the increase in the volume of business transacted, and the consequent increase in clerical work, call for improved methods of disposing of commercial correspondence; and the old system of shorthand, though adequate for the age in which they were invented, do not keep pace with these increasing demands. They embody principles that look well in print, but which are both difficult and awkward to apply in actual practice.

One of the chief of these objections is shading. Imagine a busy work-driven book-keeper taking the time in his daily work to shade every other stroke of his writing; to shade at the beginning of strokes and at the end of strokes; to shade horizontally; and we have a picture of the difficulties in the path of the stenographer using a shaded system.

The old systems also embody principles that are hard to understand; a proof of which fact is the large number of shorthand students who never make any practical use of their shorthand, and drift into other lines of work.

Having these shortcomings in view, SIMPLIFIED SHORTHAND has been produced with the intention of giving the public a system of shorthand that will embody simplicity in principles, ease in writing, and legibility in reading. As it is not the professional man or the scholar that studies shorthand, only those principles have been used that can be easily comprehended by the young man or young woman of limited education who desires to advance himself or herself in the business world; and as there is no shading of any kind, it may be written with facility with either pen or pencil, a fact that is of vast importance. Although it is not claimed for SIMPLIFIED SHORTHAND that there are no word signs, as no set of principles can be combined in any one system of phonography by which every word in the English language can be easily and rapidly written without abbreviation or contraction, the claims for other systems notwithstanding, yet it is claimed that it contains fewer abbreviations and word signs than any other system in existence.

Therefore, with ordinary intelligence and a reasonable amount of study and application, there can be no excuse for anyone not easily mastering SIMPLIFIED SHORTHAND, and attaining an ordinary rate of speed and an ability to read without difficulty that which has been written ; for the principles herein given are so simple, logical, and few in number, there is no limit to their possibilities.

But in order to reach the desired goal, the study should be given the same enthusiasm, and undivided attention, and thoroughness that the small boy exhibits in learning the art of playing base ball. Be thorough! Remember, that if each rule is not thoroughly digested before proceeding to the next, a bad case of shorthand indigestion will soon develop ; but if, on the other hand, the errors of haste, carelessness, and indifference are avoided, the result will be found eminently satisfactory and worthy of the effort.

And now, having full confidence in the principles of SIMPLIFIED SHORTHAND, we give it to the public with the hope that it will be thoroughly investigated before a decision is reached as to the relative merits of it and other systems.

Respectfully,

HUGH P. LINDSAY,

AMELIA H. LINDSAY.

Pittsburgh, April, 1905.



## ERRATA

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### Corrections in the Shorthand Notes

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- Page 21. For explanation of the word UTILIZE see Writing Exercise at top of page 44.
- “ 22. For explanation of the word WATER see writing exercise at top of page 44.
- “ 22. In “Letter” insert the word “may” in the expression “what you may want”.
- “ 23. In “Letter” the word “year” should be written in the first position of the first cluster instead of the third position of the second cluster.
- “ 24. In “Writing Exercise” the word “highly” should be prefixed by an H dot.
- “ 26. In first “Letter” the word “Bower” should be written with the R Semi-circle on the right side to form the word “Power”
- “ 36. In “D and T” exercise the word “Truant” should be written beneath the line to add R.
- “ 37. In “F and V” exercise the word “feminine” should be expressed by the vertical F, the M stem, the N stem, and the N circle.
- “ 39. In first “Letter” the word “month” is abbreviated by using simply the M stem and the N circle.
- “ 41. In the writing exercise on “The Syllable Dis” the word “Disband” should be written with the prefixes and affixes on the left side to express B.
- “ 49. In second “Exercise” the word “Assistant” should be expressed by using the S circle, the ST loop, and the shortened N stem in the third position of the first cluster.
- “ 55. The phrase “We should” should be written beneath the line.

- “ 56. In “Frequently Recurring Words” the word “Proximo” should be expressed by using the vertical P, the K syllabic, the S circle, and the M stem, only one S circle being necessary; and the word “Because” should be expressed by using the vertical B, the K syllabic written in the first position of the second cluster, and the S circle.
- “ 57. In Letter No. 1, insert the word “to” before the word “meet.”

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### Corrections in the Text

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- Page 25. In the writing exercise on “Adding D or T after L and R,” the word “Marter” should be spelled “Martyr,” the word “Mold” should read “Molds,” and the word “Notice” should read “Mortice.”
- “ 26. In “Writing Exercise” insert the word “Throat” before the word “Threat.”
- “ 44. In “Special Phrases” the phrase “In their” should read “Is there.”
- “ 48. In the exercise on “Omission of the vowel tick” the word “Entertain” should read “Enter;” and the word “Afterward” should read “Afterwards.”
- “ 49. In second “Exercise” the word “or” should be removed from between the words “Difficult” and “Difficulty,” as there is a character in the shorthand notes for each of those two words.
- “ 50. In “Special Words and Phrases” the word “Sometimes” should read “Same time.”
- “ 56. In “Frequently Recurring Words” the word “Railway” should be inserted before the word “Still.”
- “ 59. In letter at top of page, the word “The” should be inserted before the word “Proofs;” the word “you” after “enclose” and the phrase “of Proofs” after the word “set.”

# SIMPLIFIED SHORTHAND

## CHAPTER I

Phonetic writing, or shorthand, is the art of writing characters to represent the sounds of the human voice, and writing them in a manner that is brief enough to record those sounds while they are being uttered. In LINDSAY'S SIMPLIFIED SHORTHAND, the sounds of the human voice as expressed in the English language are divided into three classes, called vowels, diphthongs and consonants.

A consonant is a sound produced with the lips or throat closed, such as the consonant B in the word BY. The consonant sounds of the English language, as expressed in phonetic writing, are eighteen in number, as follows: B, D, F, G, J, K, L, M, N, P, R, S, T, V, W, Y, CH, TH.

A vowel is a sound produced with the lips and throat open, such as the vowel E in the word EAR. The vowel sounds are twelve in number, and are divided into two classes, called long and short vowels, each of these classes being sub-divided into groups or clusters, called first and second cluster, as follows:—

### LONG VOWELS.

|                      |               |
|----------------------|---------------|
| $\bar{E}$ as in EAR  | } 1st Cluster |
| $\bar{A}$ as in AIR  |               |
| $\ddot{A}$ as in ARE |               |

|   |              |
|---|--------------|
| $\bar{AW}$ as in LAW                          | } 2d Cluster |
| $\bar{O}$ as in LOW                           |              |
| $\bar{OO}$ and $\bar{U}$ as in<br>COO and CUE |              |

### SHORT VOWELS.

|               |                       |
|---------------|-----------------------|
| } 1st Cluster | $\bar{I}$ as in NICK  |
|               | $\bar{E}$ as in NECK  |
|               | $\bar{AH}$ as in NACK |

|              |                       |
|--------------|-----------------------|
| } 2d Cluster | $\bar{O}$ as in LOCK  |
|              | $\bar{U}$ as in LUCK  |
|              | $\bar{OO}$ as in LOOK |

A diphthong is a combination of two vowels, such as the combination of the vowels ÄH and ĒĒ in the word I (AHĒĒ). These diphthongal sounds are three in number, as follows:—

I as in ISLE

OI as in OIL

OW as in OWL

The above vowels and diphthongs are expressed by the inclination of lines called stems; and the positions these stems occupy as they vary from a horizontal line are called vowel and diphthongal positions. The length and shape of these stems indicate whether they express a consonant sound in conjunction with the vowel expressed by their positions, or whether they express simply the vowel sound. In the first instance they are called consonant stems; and in the second instance they are called vowel stems.

### A Study in Phonetics.

In phonetic writing, the construction of a word is determined by its phonetic sound, irrespective of its English spelling. When writing the words BOUGH and COUGH, for example, although the former word would be written in the position of the diphthong OW, the latter would be written in the position of the vowel AW, notwithstanding the fact that both words are spelled identically the same, with the exception of the first letter. The same peculiarity might be noted with regard to the words DOOR and POOR, BOWL and HOWL, BUT and PUT, etc.

Still another class of words are those in which two or more words are spelled with entirely different English letters, but which have the same phonetic sound, such as the words AWED and ODD, AIR and HEIR, NAY and NEIGH, etc. It is evident, therefore, that in English spelling the same vowel sound may be expressed with entirely different letters; while the same letters, at times, express different vowels.

In view of the foregoing, it is important that the following exercises be studied carefully:—

Pick out the vowel sounds of the words in the following lists, and name the vowel positions to which they belong; for example, the word EAR contains the vowel EE, which is the first vowel position of the first cluster, etc.:—

### Long Vowels of the First Cluster

Ear, Air, Are, Tar, Team, Beech, Taste, Scene, Yard, Hair, Harsh, Sane, Seam, Pier, Bare, Bar, Charge.

## Short Vowels of the First Cluster

Calf, Guess, Sift, Cheque, Ten, Sin, Keg, Sang, Sag, Slid, Lend, Kiss, Kit, Yet, Inn, Guest, Tis, Jelly.

## Long Vowels of the Second Cluster

Sown, Bought, Cough, Though, Booze, Door, Poor, Prude, Tom, Coon, Boss, Bowl, Tool, Sore, Caught, Bawl, Caught, Dole, Doll, Mule.

## Short Vowels of the Second Cluster

Tongue, Rush, Shuttle, Could, Cur, Bull, Hull, Put, But, Aught, Hut, Book, Hot, Touch, Botch, Such, Joss.

## Diphthongs

Sough, Sigh, Owl, Oil, Eyes, Proud, Oyster, Howl, Count, Poise, Ice, Bough, Pride, Sign, Boil, Buy, Soil, Hour.

## Mixed Vowels and Diphthongs

Pitch, Boast, Wrong, Laugh, Rough, Fought, Pal, Rush, Pale, Red, Head, Reed, Heed, Tough, Push, Hush, Use, Yet, Eat, Pill. Pile, House, Laugh.



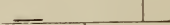

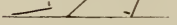

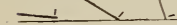








## Consonant Stems

On subsequent pages will be found charts of the vowel, diphthongal, and consonant stems, written in the vowel and diphthongal positions. These stems are written down in all of the positions, except in the positions of the vowels AW and O and that of the diphthong I, AW and O being written up, and I being written horizontally from left to right. A stroke should never be made from right to left, unless unavoidable, as it will be readily seen that to do so necessitates moving the hand first from left to right to get into position, and then from right to left to make the stroke, thus requiring two motions to attain one object. When practicing these stems, great care should be exercised to get the proper slant and length, as to vary either would cause a change in either the vowel or the consonant. In regard to the length of the stems, it should be remembered that the difference in length between each stem and the nearest to it in size is one-third of the vowel stem, the length of the vowel stem being the standard by which all other stems are gauged.

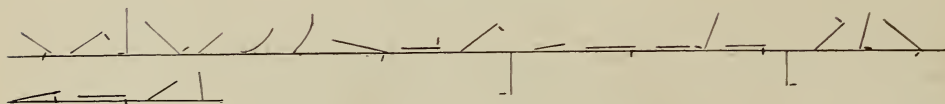
In writing the consonant stems D and T and B and P, care should be exercised in the use of the little tick written at the end of the stem to see that it is written on the proper side of the stem; for as D is the same length as T, and B the same as P, the only way to distinguish between them is by the use of the little tick aforesaid. This tick, of course, is never used when there is any other distinguishing mark that would answer the same purpose.

Practice thoroughly all the stems illustrated in the following chart until the different lengths and slants have been appreciated, pronouncing the consonant stem and vowel position of each stroke as it is made; and write each line of the stems a second time, pronouncing the short sound of the vowel where the long sound is given.

### Chart of Straight Stems

| <i>First Cluster</i>   | <i>Second Cluster</i>   | <i>Diphthongs</i>  |
|--|---|--|
| E,     A,     Ah.  | Aw,    O,     Oo,   | I,     Oi,    Ou,  |
|  |  |  |
| De,    Day,    Dah,  | Daw,    Doe,    Doo,  | Di,     Doi,    Dou,   |
|  |  |  |
| Te,    Tay,    Tah,  | Taw,    Toe,    Too,  | Ti,     Toi,    Tou,   |
|  |  |  |
| Be,    Bay,    Bah,  | Baw,    Boe,    Boo,  | Bi,     Bui,    Bui,   |
|  |  |  |
| Pe,    Pay,    Pah,  | Paw,    Poe,    Poo,  | Pi,     Poi,    Pou,   |
|  |  |  |

### Writing Exercises



Day, Toe, Bough, Pay, Oh, Go, Veiw, Bee, Tie, Poe, Boy, Awe, Pie, I Do, Die, Toy, Dough, To, Bay, Paw, Buy, Owe, Ah.

### Curved Stems

We now come to the curved stems. It will be noticed regarding curved stems that each consonant is distinguished from its opposite consonant by the manner of curving the stem; viz, whereas one consonant is always written with the convex side up, both in the first and second vowel cluster, its opposite is always written with the concave side up. Practice these stems in the same manner as the straight stems were practiced.

As the straight stems have three lengths and the curved stems four, the shortest curved stem (CH and TH) is written one-third shorter than the vowel stem.

## Chart of Curved Stems

### *First Cluster*

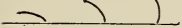
Che, Chay, Chah,



The, They, Thah,



Me, May, Mah,



Knee, Nay, Nah,



Key, Kay, Kah,



Ge, Gay, Gah,



Fee, Fay, Fah,

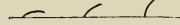


Vee, Vay, Vah,

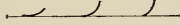


### *Second Cluster*

Chaw, Joe, Chew,



Thaw, Though, Thoo,



Maw, Moe, Moo,



Knaw, Know, Knew,



Caw, Kōe, Coo,



Gaw, Go, Goo,



Faw, Foe, Few,

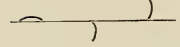


Vaw, Voc, View,

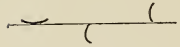


### *Diphthongs*

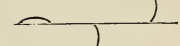
Chy, Joy, Chow,



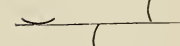
Thy, Thoi, Thou,



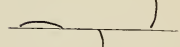
My, Moi, Mow,



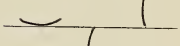
Nigh, Noi, Now,



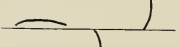
Ky, Coy, Cow,



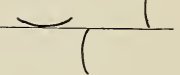
Guy, Goi, Gow,



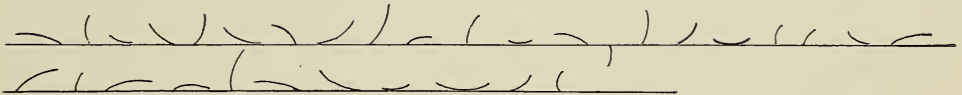
Fie, Foy, Fow,



Vie, Voy, Vow,



## Writing Exercise



Fee, Now, The, Nay, Knew, Knee, May, Go, View, Chaw, Mew, Thy, Me, Joy, Cow, Know, Nigh, Jew, Joe, They, Caw, Foe, Chew, Faw, My, Few, Key, Gay, Thaw, Vie, Though, Thou.

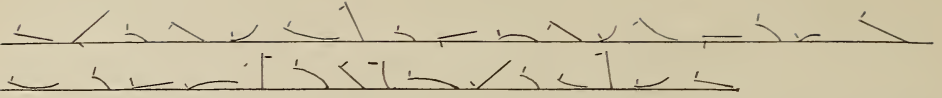
After having practiced the above charts of stems and exercises many times according to instructions, begin again at the D stem and write all the stems in both charts, writing the short tick at the beginning of the stem, and pronouncing the vowel before the consonant, thus:—

Eed, Aid, Add, Awd, Owed, Ood, Eyed, Oid, Oud.





## Writing Exercise



Eat, Up, Each, Aid, Own, Eve, Ab, Itch, Ought, Ike, Ed, Oath, Egg, Eyed, Aim, Ouch.  
 Ape, Ive, Etch, Odd, Off, Out, Ache, Ate, An, If, Ode, Edge, In, Add, On, It.



## CHAPTER II

### Prefixes and Affixes

Prefixes and affixes are a system of expedients that are used to express certain consonants, double consonants, and syllables which occur too frequently to be expressed by individual stems. They consist of circles, semi-circles, and loops, joined to the beginning or end of stems as the case may be.

As these Prefixes and Affixes are always joined to the side of the stem, on straight consonant stems they take the place of the little straight tick that is used to distinguish between consonants; and, therefore, care should be exercised to get them on that side of the stem to which the consonant belongs. When written on curved stems, they are always joined to the inside of the curve.

Although it makes no material difference in the construction of the vowel stem whether the Prefixes and Affixes are written on the left or right side of the stem, as a matter of convenience the Prefixes are always written on the left side and the Affixes on the right, in order to facilitate rapid writing by following the rule of writing everything from left to right whenever possible, and to avoid the hesitation that would naturally occur by reason of there being two ways so nearly alike of writing the same word.

In the following exercise, these Prefixes and Affixes are illustrated in connection with the vowel stem because they could not be illustrated independently.

The small loop that expresses the final syllable TION, also expresses the syllables ITION, and ATION. The term TION is used to signify all final syllables having the sound of SHUN, spelled TION, SHEN, TIAN, CEAN, SIAN, etc.

The large loop that expresses the double consonant ST should occupy one-half of the stem upon which it is written, whether that stem is long or short; and the loops SH and TION should be proportionately shorter.

The disjoined tick that expresses the nasal sound NK or NG, also expresses the final syllable ING.

#### AFFIXES.















| S   | M   | N   | L   | R   | TION   | SH   | ST   | STR    | SS    | SL    | SR    | LS    | RS    | LR or LT      |
|-----|-----|-----|-----|-----|--------|------|------|--------|-------|-------|-------|-------|-------|---------------|
| As, | Am, | An, | Al, | Ar, | Ashen, | Ash, | Ast, | Astor, | Ases, | Asel, | Aser, | Ahls, | Ahrs, | Ahld or Ahlt, |
| b   | b   | b   | l   | l   | h      | h    | b    | t      | s     | l     | r     | l     | l     | l             |

NK, NG, or ING

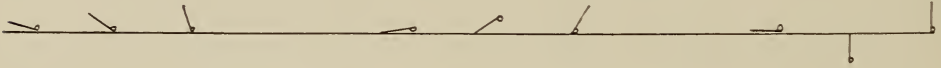
Ahnk, Ahng, or Ahing.

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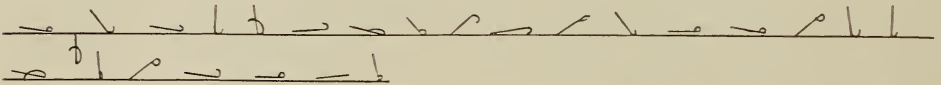
## PREFIXES.

| S  | M   | N   | L   | R   | Y   | SH  | ST  | STR   | W   | H   | SHR   | SL  | SR   |
|--|---|---|---|---|---|---|---|---|---|---|---|---|--|
| Sah,   | Mah,  | Nah,  | Lah,  | Rah,  | Yah,  | Shah,   | Stah,   | Strah,  | Wah,  | Hay,  | Shrah,  | Slah,   | Srah,  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

After becoming thoroughly familiar with the above Affixes and Prefixes, practice writing them on the vowel stem in all of vowel and diphthongal positions in the following manner:—

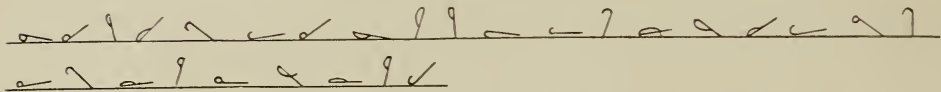


## Reading and Writing Exercise



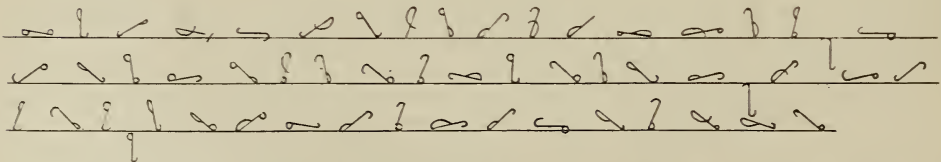
Ease, Oyster, Air, Ill, Our, Aster, Ire, East, Ace, Oar, All, Ocean, Ail, Ice, Is, Us, Are, Owl, Easter, Ashen, Owes, Ear, Eyes, Awe, As.

## Reading and Writing Exercise



See, Sew, Shah, Stow, Ray, Law, Sow, She, Stew, Shay, Lee, Lie, Rue, Straw, Stay Show, Raw, Say, Row, Saw, Lay, Shaw, Sue, Sigh, Stray, Sty, Shoe, Low.

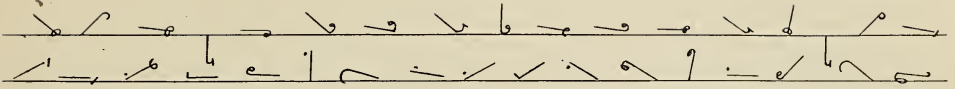
## Reading and Writing Exercise



Cease, Shower, Lotion, String, Liar, Luster, Sail, Strew, Sash, Shore, Rooster, Show, Siezed, Straws, Last, Shoes, Royal, Lies, Rose, Shale, Sass, Saul, Session, Strews, Rash, Raise, Loose, List, Sour, Less, Lash, Share, Shawl, Loyal, Stroll, Ross, Lower, Sure, Ration, Sewer, Soil, Shall, Stays, Stows, Seal, Shoal, Lose, Stall, Shoal, Rise, Stale, Ruse, Strays, Steel, Lays.

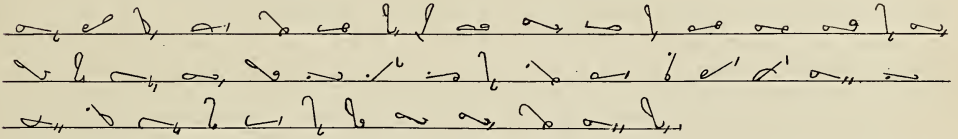
NOTE—In the above Affixes and Prefixes there are three sizes of circles (S, M, and N), three sizes of semi-circles (L, R, and Y), and three sizes of loops (TION, SH, and ST), the smallest circle, semi-circle, or loop being written very small, the next in size twice as large, and the largest three times as large.

## Reading and Writing Exercise



Aces, Oar, Eases, Oiled, Isles, Airs, Ears, Aired, Ours, Easel, Ills, Ices, Ailed, Oozes, Oiled, Ows, Ink, Owing, Eying, Hussar, Why, Sly, How, Ye, He, Hoe, Woe, Hay, Slay, Slew High, Slow, Yea, Shrill.

## Reading and Writing Exercise





















Single, Slush, Lasting, Strong, Razor, Losses, Showering, Stewing, Stylish, Selling, Wish, Shank, Sauces, Sizzle, Seers, Wrangle, Ceiling, Shared, Steward, Wrinkling, Shilling, Shares, Hear, Hunger, Halls, Langour, Hazel, Song, Whose, Shrunk, Strung, Singing, Heal, Stringing, Haste, Wrinkled, Rule, Wrong, Wrangled, Stars, Shelled, Selling, Wrestle, Sinking, Staring.

## CHAPTER III

### The M and N Consonant Stems.

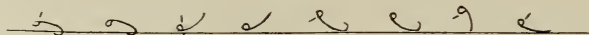
The stems representing the consonants M and N are curved stems, the same length as the vowel stem. It should be remembered that very frequently the consonants M and N can be more conveniently expressed by writing the M and N circles on the end of some other stem.

Before taking up the study of the following exercises, turn to the chart of curved stems in the first chapter and practice the M and N stems many times, pronouncing both the long and short sounds of the vowels.

| AFFIXES ON THE M STEM.   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S  | M   | N   | L   | R   | TION  | SH  | ST  | STR   | SS  | SL  | SR  | LS  | RS  |
| Mose,  | Mum.  | Main.   | Mule.   | Mire.   | Motion.   | Mash.   | Mast.   | Master.   | Masses.   | Missile.  | Miser.  | Mails.  | Mars.   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NK   | LR or LT  | RD or RT  | NT or ND  |   |   |   |   |   |   |   |   |   |   |
| Mink.  | Mailed or Melt.   | Mart or Marred.   | Meant or Mend.  |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |   |   |   |   |   |   |   |   |   |   |

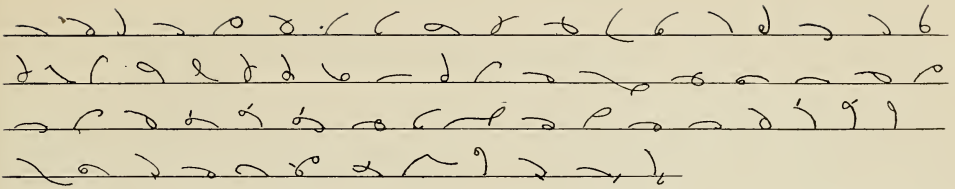
To express words beginning with S in which the vowel precedes the consonant stem and follows the S, as in the word SOWN, a little tick is written independently and at right angles to the beginning of the stem. This is the same little tick that is used in the first chapter to indicate whether the vowel precedes or follows the consonant, and to omit it from the M and N stems indicates that the vowel follows the consonant stem in its regular order, as in the word SNOW. For example:—

Simmer, Smeer, Sown, Snow, Saner, Snare, Sain, Seen.



| PREFIXES ON THE M STEM.   |   |   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|---|---|--|
| S   | L   | R   | SH  | ST  | STR   | SL  | RES   | H   | W   |  |
| Seem.   | Lim <sup>b</sup> .  | Ram.  | Sham.   | Stem.   | Stream.   | Slam.   | Resume.   | Ham.  | Woman.  |  |
|  |  |  |  |  |  |  |  |  |  |  |

## M Stem Exercise.



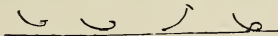
Me, Mess, Mar, Meal, Moan, Meant, Hum, Rome, Stem, Strum, Mister, Moony, Slum, May, Mars, Mere, Male, Moon, Manned, When, Room, Stem, Strain, Master, Manner, Name, Maw, Mass, More, Mission, Minister, Miner, Slime, My, Mist, Muss, Mire, Mole, Mesh, Seem, Same, Simmer, Mines, Rum, Monster, Merest, Mussed, Mice, Mile, Men, Aim, Sam, Sham, Many, Slim, Mailed, Miss, Ream, Sums, Stream, Money, Slam, Merit, Mink, Mangle.

## AFFIXES ON THE N STEM.

|       |       |      |       |       |         |       |       |         |        |         |        |        |        |
|-------|-------|------|-------|-------|---------|-------|-------|---------|--------|---------|--------|--------|--------|
| S     | M     | N    | L     | R     | TION    | SH    | ST    | STR     | SS     | SL      | SR     | LS     | RS     |
| Nose, | Name, | Nan, | Nail, | Near, | Notion, | Nash, | Nest, | Nestor, | Noses, | Nossel, | Nicer, | Nails, | Nears, |



|         |        |          |        |
|---------|--------|----------|--------|
| LD      | RD     | ING      | MD     |
| Nailed, | Neard, | Knowing, | Named, |

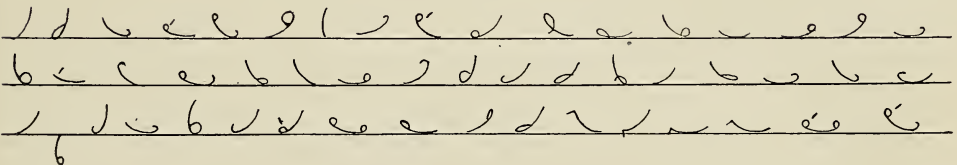


## PREFIXES ON THE N STEM.

|        |       |       |       |        |         |        |         |      |      |
|--------|-------|-------|-------|--------|---------|--------|---------|------|------|
| S      | L     | R     | SH    | ST     | STR     | SL     | RES     | H    | W    |
| Scene, | Lean, | Ream, | Shin, | Stone, | Strewn, | Slain, | Resign, | Hen, | Win, |



## N Stem Exercise.



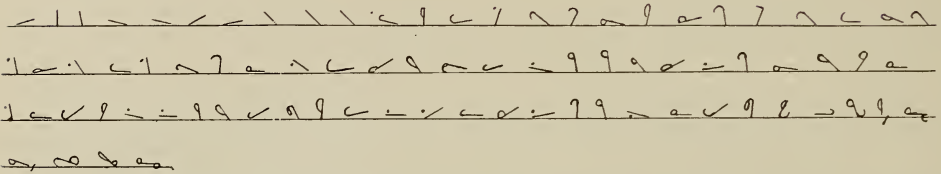
Knew, Noosed, Knell, Seen, Snail, None, Now, Knoll, Sane, Snow, Strain, Shine, Name, Nigh, Knaws, Nose, Nile, Nan, In, Wren, Sneer, Nation, Nay, Nice, Nor, Noon, Run, Stun, National, Know, Nest, Nigher, Nail, Rhine, Know, Noise, Newer, Kneel, Noun, Rhoan, Sun, Sneeze, Shin, Notion, Shone, When, One, Wine, Win, Science, Saner.

## D and T Expressed by Halving the Stem.

D and T are sometimes expressed in the vowel stem and the M and N stems by writing the stem one-half its natural length; in which case the D or T occurs before any affix at the end of the stem. For example: If the vowel stem is written in the first vowel position and

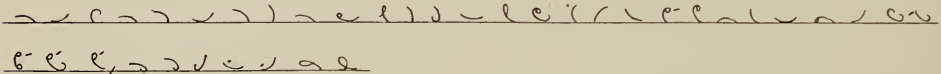
an S circle added at the end, we have the word EES (ease); if the same word is written one-half as long, we have the word EE- T- S-, EETS (eats).

### Shortened Vowel Stems.



Odd, Out, At, Eat, It, Oat, Ought, Ate, Ed, Aid, Lead, Shout, Rot, Hoot, Late, Rude, Seed, Stewed, Sod, Rat, Wood, Red, Right, Steed, Rate, Hat, Shot, Hate, Write, Had, Lid, Route, Side, Head, Yacht, Shut, State, Reed, Lot, Heed, Sat, Sad, Said, Showed, Hod, Lad, Sit, Shade, Sued, Sight, Hat, Light, Road, Shoot, Hid, Hide, Shad, Stayed, Load, Shred, Stout, Rod, Height, Hut, Lied, Sowed, Hot, Lout, Sad, Hit, Sighed, Rut, Shroud, Shooter, Idle, Sadder, Shouting, Sightly, Sitting, Written, States, Sides.

### Shortened M and N Stems.

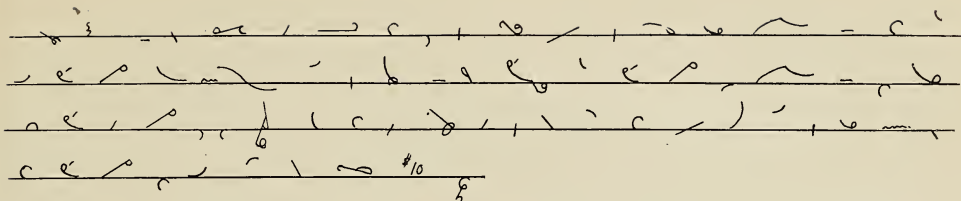


Mit, Knot, Round, Mead, Met, Not, Made, Mat, Mit, Snide, Strand, Mad, Matter, Neat, Stand, Slender, Hound, Mood, Net, Sound, Slant, Might, Knat, Knight, Smite, Note, Render, Enter, Sounds, Sender, Sending, Middle, Metal, Noodle, Hint, Hunt, Steamed, Strained.

### Special Words and Phrases.

|              |       |        |       |      |       |
|--------------|-------|--------|-------|------|-------|
| Dear Sir,    | We,   | Are,   | To,   | You, | So.   |
| With,        | But,  | And,   | Have, | Of,  | Your. |
| The,         | That, | Would, | Will, | For, | Any.  |
| Yours Truly, | Some, | Our,   | Was.  |      |       |

## Letter



Dear Sir:

We are sorry to tire you with our letters, but our mission needs money and you have not sent us any. Many of our national and state senators have sent us some money, and your name was sent to us with the assurance that you would hasten to our aid if you but knew of our needs. Will you send us your note for at least \$10.00.

Yours truly,



## CHAPTER IV.

## The CH and TH Consonant Stems.

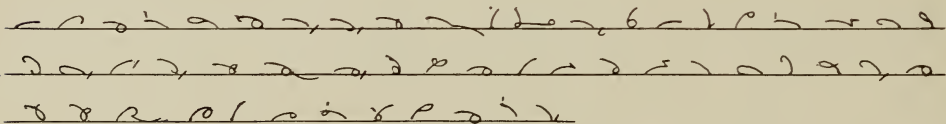
The stems representing the double consonants CH and TH are curved stems one-third shorter than the vowel stems.

The CH stem requires special comment. It should be remembered that this stem is not only used to express words beginning or ending with CH, but also those beginning or ending with J and the soft sound of G, as in the words JUST, GIN, SIEGE, EDGE, JUDGE, etc.; both of which sounds are very closely allied to CH.

Before taking up the study of the CH and TH stems exercises, turn to the chart of curved stems in the first chapter and practice the CH and TH stems, writing them over several times and pronouncing both the short and the long sounds of the vowels.

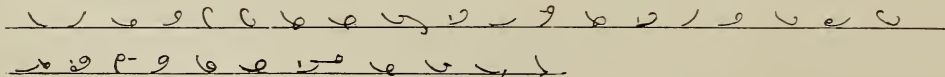
The same Prefixes and Affixes are written on these stems as those illustrated in the previous chapters, with the addition of the affix D and T, which is a short straight tick, joined to the end of the stem at an acute angle.

## CH Stem Exercise.



Chaw, Chore, Jim, Each, Stitch, Litchen, Chink, Chilling, Cheese, Jimmy, Huge, Chastise, Jingle, June, Jaw, Chat, Chose, Itch, Cheated, Liege, Stage, Ledger, Reaching, Chunk, Jailing, Cheeses, Chimney, Chiming, Charm, Justice, Chime, Joe, Chawed, Chase, Jotted, Age, Reach, Latch, Stretch, Raging, John, Jester, Chains, Journey, Churn, Chew, Chaws, Siege, Such, Just, Gin, Edge, Jade.

## TH Stem Exercise.



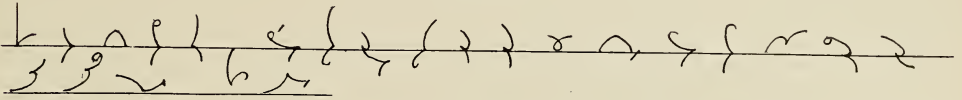
They, Though, This, Those, Wrath, Rather, Thames, Thinner, Thermal, Other, Thaw, Soothe, Thence, Author, Though, Thaws, Their, Sloth, Leather, Thongs, Southern, South, Thorn, Therein, Thine, Authorize, Thistle, Third, Think, That.



## The CH and TH Stems as Affixes.

The CH and TH stems frequently occur at the end of words and syllables in which the vowel is expressed by the preceding stem; in which case the CH and TH stem is used merely to express the consonant sound without reference to a vowel, and should be written in whichever vowel position it can be most conveniently joined.

### Exercise.

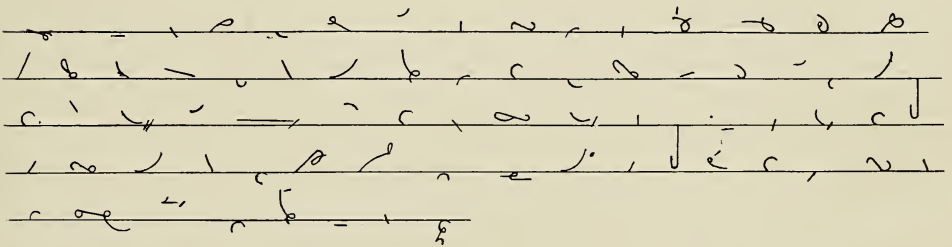


Pouch, Thatch, Judge, Snatch, Couch, Voyager, Cinch, Voucher, Challenge, Mutual. Charge, March, Change, Judging, Wrench, Ranch, Church, Smirch, Mirth, North, Northern, Method, Nothing.

### Special Words and Phrases.

|         |           |           |              |         |       |
|---------|-----------|-----------|--------------|---------|-------|
| In,     | A or An,  | From,     | Has,         | To the, | Were. |
| <hr/>   |           |           |              |         |       |
| If,     | Moment,   | As,       | Unable,      | One,    | On.   |
| <hr/>   |           |           |              |         |       |
| In the, | Awaiting, | Relation, | We shall be, | Let us. |       |
| <hr/>   |           |           |              |         |       |

### Letter



Dear Sir:

We are just in receipt of a letter from our Agent, Mr. Charles Jones, who states that he has had no answer from you in relation to the matter of the new boiler you were thinking of buying. If you are still needing a boiler, we would thank you to let us know at the earliest moment, as we shall be unable to send you one later on in the season.

Awaiting your answer, we are,

Yours truly.

## Special Words.

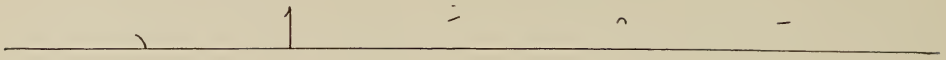
Gentlemen,

About,

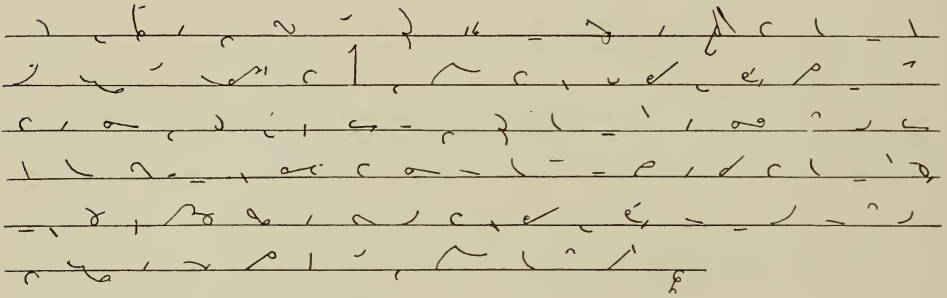
Want,

Is,

Way.



## Letter



Gentlemen:

*In answer to your letter of March 16th, we hasten to assure you that we had no intention of insulting you about the money you are so slow in sending us. We wanted you to see the matter in our light, and your charge that we were too zealous is not right. At any rate, we are sorry you see it that way; and just to show you that we were jesting, we will change our original statement to read: "Though you are slow in sending it, we know it is not your intention to cheat us out of the money that is owing."*

*Yours truly.*

## CHAPTER V.

### The Y Stem.

The Y semi-circle can be written as an independent stem by placing it on the line of writing in the vowel positions in the same manner that the consonant stems are written; and when so written, the curve of the stem should be turned similar to that of the CH stem. If this stem is written on the line, it expresses simply Y, followed by the vowel indicated by its position; if it is written above the line, it expresses L after the vowel; if it is written below the line, it expresses R after the vowel.

This manner of expressing Y does not supersede the joining of the Y semi-circle to stems as a prefix or affix, as the Y stem is only used to express those words that would otherwise be expressed by using the Y semi-circle on the vowel stem.

Ye, Yay, Yah,

Yaw, Yoe, You,

Yi, Yoy, Yow.

Year, Yare, Yahr,

Yawr, Yore, Your,

Yire.

Yeel, Yale, Yahl,

Yawl, Yole, Yule,

Yile.

### Writing Exercise.

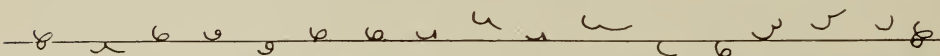
Yes, Use, Yesterday, Year, Yore, Your, Yearly, Yeast, Utilize, Usual, United, Used, Yule, Yellow, Yield, Yearn, Yard, Yell, Yacht, Yet, Yielding.

## The W Stem.

If the foregoing stem is curved in the opposite manner, similar to the TH stem, it expresses W as an independent stem. The stem is governed by the same rules as those that govern the foregoing stem, viz., it is only used to express those words that would otherwise be expressed by using the W tick on the vowel stem, and writing it above the line expresses L after the vowel, and below the line expresses R after the vowel.

|                   |                   |               |
|-------------------|-------------------|---------------|
| We, Way, Wah,     | Waw, Wo, Woo,     | Wy, Woy, Wow. |
|                   |                   |               |
| Weer, Ware, Wahr, | War, Wore, Woor,  | Wire.         |
|                   |                   |               |
| Weel, Well, Wahl, | Wall, Wull, Wool, | Wile.         |
|                   |                   |               |

## Writing Exercise.

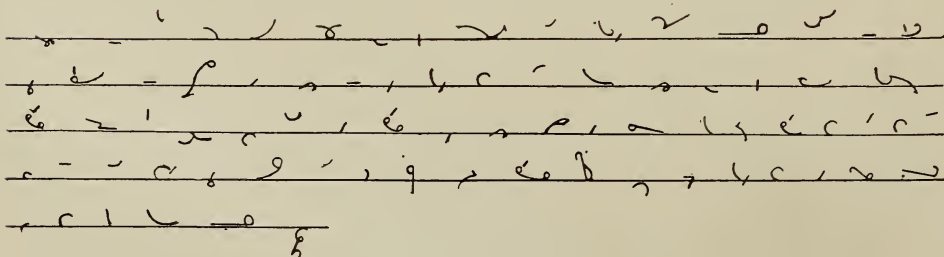


Wisdom, Worth, West, Wise, Worm, Wind, Win, Wide, Wealth, White, Wellnigh, War, Warrant, Water, Walnut, Wall, Western.

## Special Words and Phrases.

|            |             |           |        |         |        |
|------------|-------------|-----------|--------|---------|--------|
| Dear Sirs, | It will be, | Well,     | Order, | We can, | Which. |
|            |             |           |        |         |        |
|            |             | Has been, | Cut.   |         |        |
|            |             |           |        |         |        |

## Letter



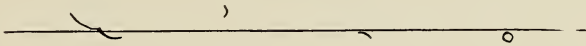
Dear Sir:

We have made no change in our method of handling Yellow Pine, Walnut and other woods, sawn and smoothed to order, and would thank you for any orders in our line that you may send us. It will be well worth your while to send us one order, just to see that we can send you what you may want in the way of young woods, none of which has been cut since last year. We would thank you to let us hear from you at any time.

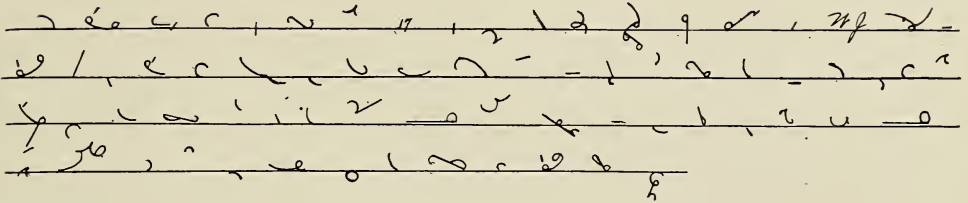
Yours truly,

### Special Words.

Anything, Same, Much, Than.



### Letter



Gentlemen:

Since writing you our letter of the 17th, our Yard at Worcester, Mass., has been sold to W. J. Mason & Sons, who will send you anything in their line you may want and at the same rates that we made with you for the ensuing year. They still have on hand Yellow Pine, Walnut, etc.; and in addition will handle White Pine from the northwest, which is much nicer than that raised in the Southern States.

Yours truly,

## CHAPTER VI.

### Modification of the L and R Semi-Circles.

There are various ways of joining the L and R semi-circles to stems, and each manner of joining expresses a separate syllable. The following are a few rules governing these junctions:—

#### The Syllables LY and RY.

When the L and R semi-circles are written in the opposite direction from that illustrated in the previous chapter, whether written as prefixes or affixes, they express the syllables LY and RY, or any other syllables having those sounds, as follows:—

##### Affixes.

LY RY  
Alley, Harry.

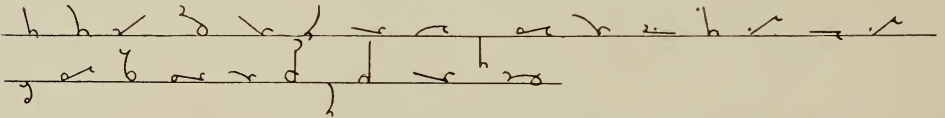


##### Prefixes.

LE RE  
Leo, Remain.



#### Writing Exercise.



Alley, Marry, Leo, Remain, Airy, Newly, Illy, Mollie, Oily, Sorry, Mary, Lehigh, Harry, Holy, Highly, Hurry, Rejoice, Sully, Renown, Silly, Chilly, Rebound, Coyly, Bowry, Erie, Remind.

#### The Syllables LER and REL

The initial and final syllables LER and REL are expressed by writing the L and R semi-circles twice their natural length, thus:—

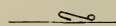
##### Affixes.

LER REL  
Miller, Sorrel.

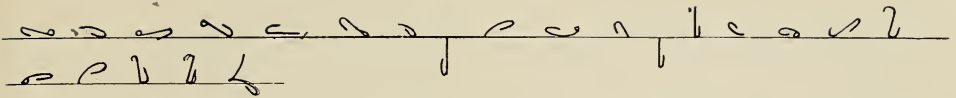


##### Prefixes.

REL  
Release.



### Writing Exercise.



Release, Miller, Sorrel, Sailor, Relying, Relation, Jailer, Boiler, Molar, Reliance, Relate, Oiler, Howler, Relent, Religious, Roller, Ruler, Smaller, Moral, Laurel, Rural, Numeral.

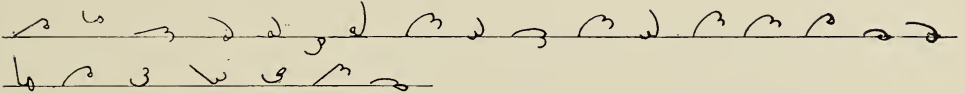
### Adding D or T After L and R.

When an affix is written on the outside of the L and R semi-circles, when the latter are written as affixes, it expresses D or T immediately following the L or R, thus:—

Melts,                      Mildest.



### Writing Exercise.

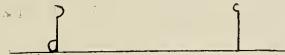


Hurts, Wilts, Alter, Melts, Charts, Worts, Cowards, Mortar, Charter, Milder, Molder, Marter, Mortal, Murder, Mold, Childish, Milton, Artist, Notice, Wilder, Elder, Wildest, Older, Mildest.

### The L and R Semi-Circles as Double Consonant Prefixes.

If the L and R semi-circles are written at the tip of a stem on a line with the vowel position in which the stem is written, it indicates that the L or R occurs immediately after the consonant and before the vowel, thus:—

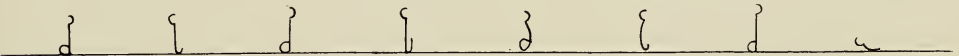
Brown,                      Plow,



In such cases, the L or R combines with the consonant stem to form what are called double consonants.

The consonant R combines in this manner with only the consonants D, T, B, P, K, G, and F, and the double consonant TH, as follows:—

Drown, Trowel, Brown, Prowler, Crown, Growel, Brown, Three.

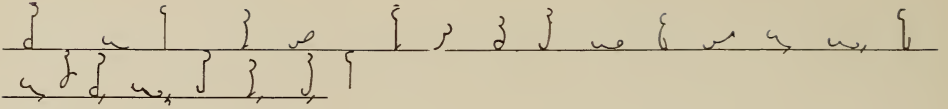


The consonant L combines in this manner with only the consonants B, P, K, G, and F, as follows:—

Blouse, Plow, Clown, Glower, Flower.



Writing Exercise.



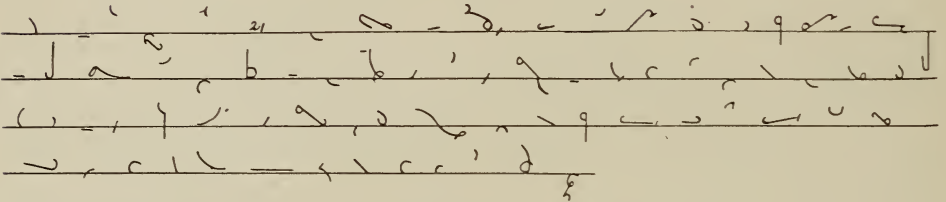
Brown, Cloister, Three, Plow, Broil, Crowd, Thrust, Troy, Proud, Through, Clown, Flower, Thrice, Growler, Threat, Thrilling, Prowler Thread, Browning, Thrillingly, Crowding, Flowering.

Special Words.

Without, Been, Time.



Letter



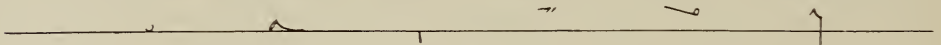
Gentlemen:

We have your letter of the 21st in relation to the remaining lot of old material which has been sold to the Riley Boiler & Power Co. of your town, and in answer to same would say that we thank you for your aid in this matter, without which we would have been unable to sell the material mentioned, as it has been lying idle for a long while. Let us hear from you at any time we can aid you in the same manner.

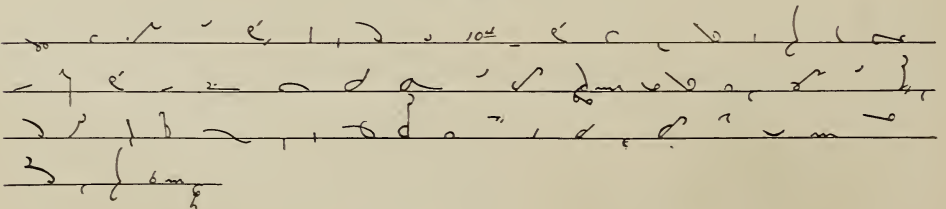
Yours truly,

Special Words and Phrases

On the, Company, When, Waiting, Please, To have been.



Letter





Dear Sirs:

*In the hurry of sending out our mail on the 10th we sent you in error a voucher that really ought to have been sent to the Lehigh Lime Stone Company of Lowel, Mass. This error was the result of crowding the mail through at the last minute when our Mr. Brown was waiting to shut the store for the night.*

*Please re-mail the voucher to us.*

*Yours truly,*

## CHAPTER VII

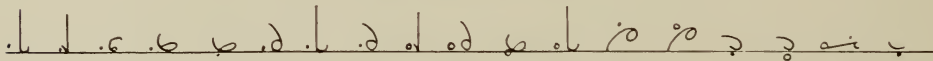
### Miscellaneous Prefixes and Affixes

The following are a few rules for expressing consonants and syllables that would be awkward to express with stems:—

#### The Final Syllable FULL

The final syllable FULL is represented by a small dot placed on the left side of stems, whether the stems are written vertically or at an angle, and on the lower side of horizontal stems. As this dot represents a final syllable, it is always placed at the end of the stem. The same dot represents either FULL, FULLY, or FLE; and a little circle is used instead of the dot to represent the addition of NESS, expressing either FULLNESS or FLENESS.

#### Writing Exercise

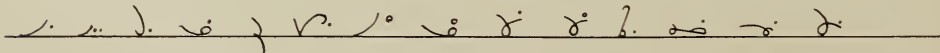


Powerful, Doubtful, Useful, Wasteful, Wistful, Manful, Powerfully, Manfully, Doubtfulness, Manfulness, Wistfulness, Powerfulness, Mornful, Mornfulness, Cheerfully, Cheerfulness, Sorrowfully, Needful.

#### The Final Syllable BLE

The final syllable BLE is expressed by a small dot placed on the right side of stems, whether the stems are written vertically or at an angle, and on the upper side of horizontal stems. The same dot represents either BLE, ABLE, or IBLE; and a small circle is used instead of the dot to represent the addition of NESS, expressing either BLENESS, ABLENESS or IBLENESS.

#### Writing Exercise

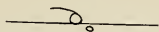


Noble, Notable, Marble, Nimble, Chargeable, Admirable, Nobleness, Nimbleness, Changeable, Changeableness, Loseable, Resistable, Miserable, Manageable.

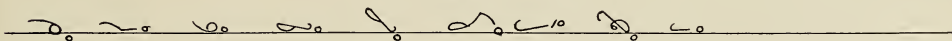
## The Syllable NESS

Although the syllable NESS can be expressed very nicely in most instances by the use of the N stem, there are occasions when the N stem will not join readily to a preceding stem, especially if the preceding stem ends with an affix; and in such cases, the syllable NESS is expressed by writing the S circle by itself, directly at the end of the stem. This, of course, does not include the syllables ABLENESS and FULLNESS. For example:—

Meanness



## Writing Exercise



Meanness, Cheapness, Thinness, Stillness, Staleness, Staunchness, Wrongness, Restlessness, Lightness.

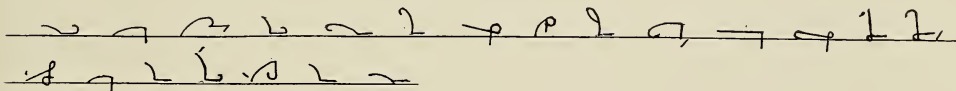
## The B and P Affix

The consonants B and P can be expressed at the end of words by a short straight stroke, about twice the length of the D and T tick, joining it either vertically or horizontally.

This stroke is only used to express the final consonant sound without a vowel, its vertical or horizontal junction being governed by the position of the stem to which it is joined.

Other affixes may be joined to the end of this stroke to express unaccented final syllables, joining them on the lower or left side when it is B, and on the upper or right side when it is P.

## Writing Exercise

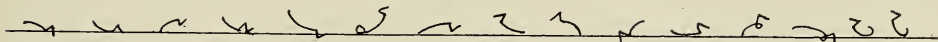


Cheaper, Mob, Morbid, Chapel, Limp, Lamp, Imp, Jump, Stamp, Romping, Pipe, Lisp, Hasp, Rasping, Husband, Chop, Jab, Ample, Umber, Chap, Chip.

## The F and V Affix and Prefix

The consonants F and V can be expressed at the beginning or ending of words and syllables by a wedge-shaped character, joining it to the top or bottom of the stem and writing it on a line with the vowel position in which the stem is written. The point of the wedge is inclined to the right to express F and to the left to express V; in other words, the manner of writing this to distinguish between F and V is the same as that of the consonant stems F and V.

## Writing Exercise

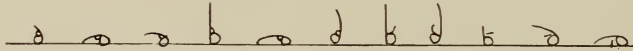


Chief, Thief, Jove, Theft, Knave, Snuff, Mauve, Faith, Fetch, Fudge, Knife, Joseph, Missive, Feather, Father.

## Indicating D and T after the M and N Circles

If the S circle, the L and R semi-circles, and the ING tick are written at the end of the M and N circles at the point where those circles join the stem, D and T are expressed as immediately following the M or N.

### Writing Exercise



Chants, Jaunts, Chintz, Pounds, Minds, Counts, Pounder, Founder, Attempting, Mending, Minding.

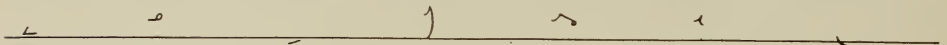
It should be noted regarding the writing of S, L or R, and ING after ND or NT that these combinations can be more conveniently expressed at times by using the shortened N stem, thus :—

Reminder, Winding, Mental, Mentally, Janitor, Monitor, Minutes.



### Special Words and Phrases

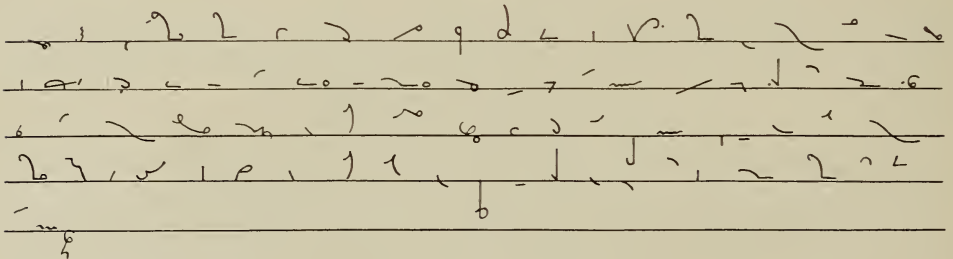
To be, Ways, All, Account, Of its, Of the, Very,



What we, We have, It is, To us.



### Letter



Dear Sir:

*The sample lamp you mailed us has been found to be an admirable lamp in many ways. It sheds a strong cheerful light, and for lightness and cheapness it is all we would want.*

*But we are doubtful if it will be useful to us for many reasons, chiefly on account of its wastefulness in the matter of oil. When we think of the many lamps we have had to throw out just on account of that very point, we doubt very much if a cheap lamp is what we want.*

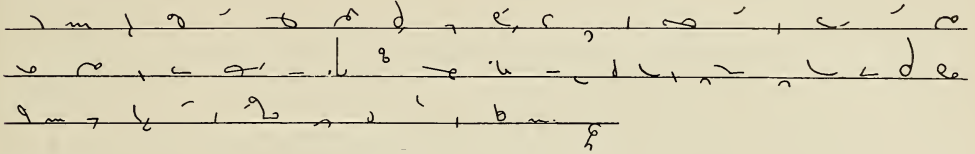
*Yours truly,*

## Special Words and Phrases

Suggestions, Herewith, As well as, In this, Order, Which will, We are.



## Letter



Gentlemen:

At the suggestion of Mr. Joseph Manning, we are sending you herewith a list of our line of yachts. These yachts are light, strong, and powerful, as well as easily handled; and in addition, they are as cheap as any to be found in this state.

We would thank you for a sample order, which will have our attention.

Yours truly,

## CHATTER VIII.

### Syllabic Prefixes and Affixes.

Syllabic Prefixes and Affixes are a system of expedients that are used to express words or syllables containing the consonants D and T, B and P, K and G, and F and V, the name of prefixes and affixes being applied to them because they are principally used to express the initial and final syllables of words. The value of these expedients lies in their smallness, which reduces the size of the writing, and also in the fact that, having but two sizes of stems, and being used to express two-thirds of the words in common use, they make possible the name of the system—**Simplified Shorthand.**

These prefixes and affixes are written in the same vowel positions and with the same strokes as the ordinary consonant stems, being distinguished from the latter by their scale of size and their positions above, below, and across the line of writing or a preceding stem. B and P are expressed by straight strokes, the same length as the vowel stem; and D and T are written with straight strokes one-third shorter. F and V are expressed by curved strokes, the same length as the vowel stem, and curved in the same direction as the consonant stems F and V; and K and G are written with curved strokes, one-third shorter, and curved in the same direction as the consonant stems KAY and GAY. Of course, B and D are distinguished from P and T in the same manner as in the consonant stems, by putting sub-prefixes and affixes (Circles, Semi-circles, and Loops) on the left to express B or D, and on the right to express P or T; and in the absence of any prefix or affix, a short tick is written at right angles to the stem, writing it on the left side or right side, as the case may be.

### Syllabic Prefixes.

Syllabic Prefixes, as their name implies, are used to express the initial syllables of words. When they are written above the line they express L before the vowel, as in the words Gloomy, Plunger, etc.; when they are written below the line, they express R before the vowel, as in the words Creature, Brother, etc.; when they are written across the line, they express simply the consonants themselves, in connection with the vowels expressed by the slant; and when written vertically, they express the consonant sound without a vowel.

## Rules for Distinguishing Between Consonant and Syllabic Stems.

1.—When a consonant stem is the first stem in a word or phrase, or when it is written by itself, **it is always written on the line of writing.**

2.—When a syllabic stem is the first stem in a word or phrase (called a syllabic prefix), or when it is written by itself, it is either written above, below, or across the line of writing, **but never on it.**

3.—A consonant stem may be **joined to the end of any stem**, except a vertical syllabic stem.

4.—A syllabic stem **cannot be joined** to the end of any stem, **except** a vertical syllabic stem.

5.—A vertical syllabic stem **can be joined to the end of any stem**, whether a consonant or a syllabic.

6.—When a syllabic stem is written as an affix, except when written vertically, it is written above, below, or across the end of a preceding stem; this is called a syllabic affix.

In the following chart these syllabic prefixes are illustrated independent of other stems. Practice them in the same manner as the consonant stems were practiced in the first chapter. Before doing so, however, two peculiarities of syllabic stems should be noticed, as follows:—

1st. As the diphthongs OI and OU have peculiar positions with regard to the line of writing, they are never expressed in syllabic prefixes or affixes. When it is desired to express these diphthongs in connection with L or R in the double consonants, the L and R semi-circles are used, as explained in Chapter VII.

2d. The consonant V does not occur in words in which L or R are expressed before the vowel, except as it is used arbitrarily to express a few words like VARIETY, which is written VRIETY; therefore, in nearly all cases where the V syllabic is written above or below the line, or a preceding stem, it expresses the L or R after the vowel, as in the words VEAL and VEER.

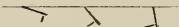
Keeping the preceding two facts in mind, practice the following stems in the manner described:—



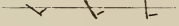
Dee, Day, Daf,



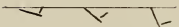
Dree, Dray, Dra,



Tee, Tay, Tah,



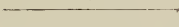
Tree, Tray, Tra,



Bee, Bay, Bah,



Blee, Blay, Blah,



Bree, Bray, Bra,



Pee, Pay, Pah,



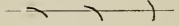
Plee, Play, Plah,



Pree, Pray, Pra,



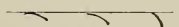
Key, Kay, Kah,



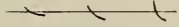
Klee, Clay, Clah,



Kree, Kray, Kra,



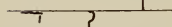
Gee, Gay, Gah,



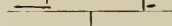
Die, Doy, Dou,



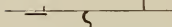
Dry, Droy, Drou,



Tie, Toy, Tou,



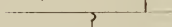
Try, Troy, Trou,



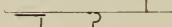
Buy, Boy, Bou,



Bly, Bloy, Blou,



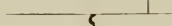
Bry, Broy, Brou,



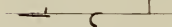
Pie, Poy, Pou,



Ply, Ploy, Plou,



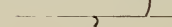
Pry, Proy, Prou,



Ky, Coy, Cow,



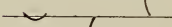
Cly, Cloy, Clow,



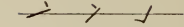
Cry, Croy, Crou,



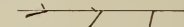
Guy, Goy, Gou,



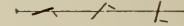
Daw, Doe, Doo,



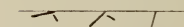
Draw, Dro, Drou,



Taw, Toe, Too,



Traw, Troe, True,



Baw, Boe, Boo,



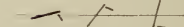
Blaw, Blow, Blue,



Braw, Bro, Brew,



Paw, Poe, Poo,



Plaw, Plo, Ploo,



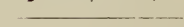
Praw, Pro, Prew,



Caw, Co, Coo,



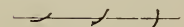
Claw, Klo, Cluc,




Craw, Cro, Crew,




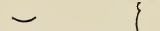
Gaw, Go, Goo,

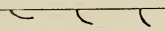


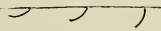


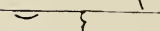
Glee, Glay, Glah,  


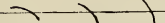
Glaw, Glo, Glew,  


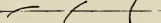
Gly, Gloy, Glou,  



Gree, Gray, Grah,  



Graw, Gro, Grew,  



Gry, Groy, Grou,  


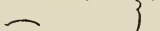
Fee, Fay, Fah,  



Faw, Foe, Few,  


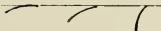
Fy, Foy, Fou,  


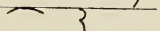
Flee, Flay, Flah,  


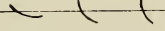
Flaw, Flo, Flew,  


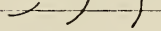
Fly, Floy, Flou,  


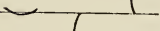
Free, Fray, Frah,  



Fraw, Fro, Frew,  



Fry, Froy, Frou,  


Vee, Vay, Vah,  


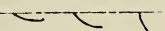
Vaw, Vo, View,  


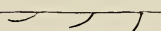
Vy, Voy, Vou,  


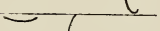
Veel, Vail, Vahl,  


Vawl, Vohl, Vool,  


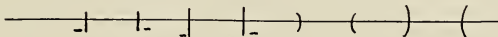
Vile, Voil, Vowl,  


Veer, Vair, Vahr,  


Vawr, Vore, Voor,  


Vire, Voyr, Vour,  


The following exercise shows the manner of writing the syllabic stems to express the consonant without a vowel; they may be written in this manner either above, below, or across the line of writing. Only a syllabic stem may be joined to the end of a vertical stem, but the vertical stem may be joined to the end of any stem.

D T B P K G F V  


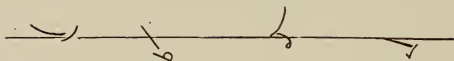
### Syllabic Affixes.

Syllabic Affixes express the same consonants as syllabic prefixes, and with the same strokes. Although their name signifies a joined stem, they are never joined to the end of a preceding stem, but are written above, below, or across it.

When writing syllabic affixes, if the top of the affix is written slightly above the end of the preceding stem, it is equivalent to the whole affix being written above; and if the top of the affix is written below, it is equivalent to the whole affix being written below.

For example:—

Negro, Patron, Nucleous, Prelude.



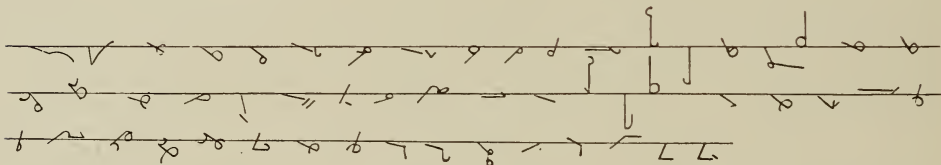
Before taking up the practical exercises, carefully examine the following words and note the peculiarities of syllabic prefixes that distinguish them from consonant stems.

Creature, Gloomy, Funny, Clammy, Brother.



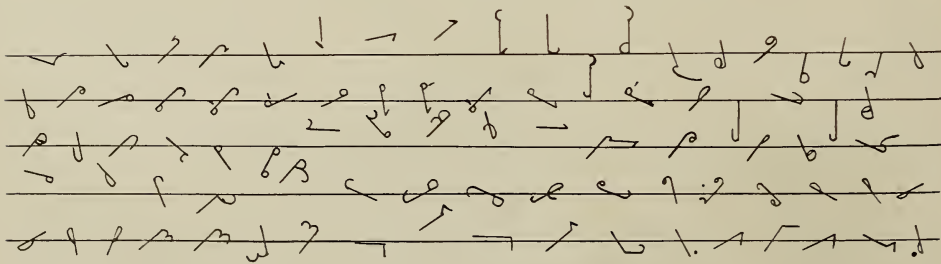
In the first word (Creature), the first stem is recognized as a syllabic prefix by its position below the line, its shape and size indicating the syllabic stem KAY. But as the second stem is joined to the end of the first stem in a vowel position, it is recognized as a consonant stem, irrespective of its position below the line, for the reason that if it were a syllabic affix, it would be joined vertically, or it would be disjoined and would be written above, below, or across the end of the preceding stem.

## D and T



Dreamy, Drama, Dimly, Train, Dress, Tingle, Drunken, Trinket, Drum, Truss, Dewes, Triangle, Trowel, Doyle, Tension, Tracy, Down, Team, Tame, Redress, Retain, Trimmer, Trust, Drank, Drinking, True, Dross, Torment, Trite, Tree, Drought, Toiler, Town, Dread, Trainer, Trade, Dying, Truant, Tuition, Torpid, Return, Retrench, Redeemer, Trooper, Tremor, Tumor, Trip, Tripple, Trespass, Trouble, Deep, Dope, Droop, Drooping.

## B and P



Prêach, Pale, Bold, Poured, Pared, Blank, Plot, Blood, Proud, Power, Broil, Brown, Barren, Barn, Born, Prune, Pure, Brewery, Best, Passed, Pulse, Pause, Spur, Supper, Sob, Boss, Spat, Sapped, Supped, Speed, Sipped, Boast, Boiler, Pillar, Boil, Banish, Punish, Barrel, Pearl, Berrie, Spray, Spruce, Reply, Replace, Blunder, Plaster, Plight, Polite, Purse, Potion, Pension, Pillage, Bliss, Blest, Wrap, Brother, Plunger, Reap, Robin, Ribbon, Lobster, Slipper, Slab, Laborious, Labors, Ship, Shape, Shop, Stop, Stab, Stoop, Portal, Porter, Barter, Border, Bribe, Bluff, Pipe, Puff, Pepper, Payable, Bob, Pope, Pop, Beef, Bashful.

### The Double Consonant KW.

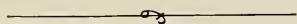
When the W tick is written at the beginning of a stem, it is an indication that the word begins with W and that the vowel precedes the stem, as in the word WEAK. But to express all words beginning with the letters QU, which has the sound of KW, it would require the W tick to be written at the end of the stem; and as it is not always possible to join this tick to the end of stems, in such cases it is simply written across the end, thus:—

QUEER,                      QUART.

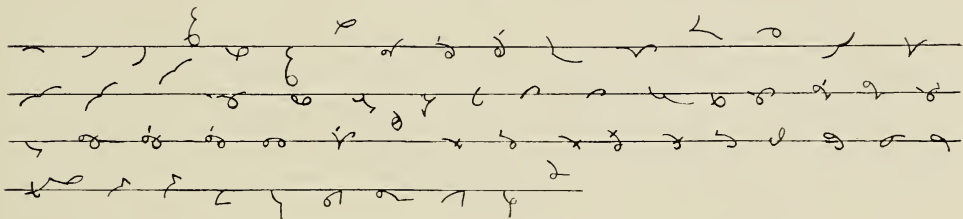


To express SQU, simply prefix the S circle, thus:—

SQUEAL.

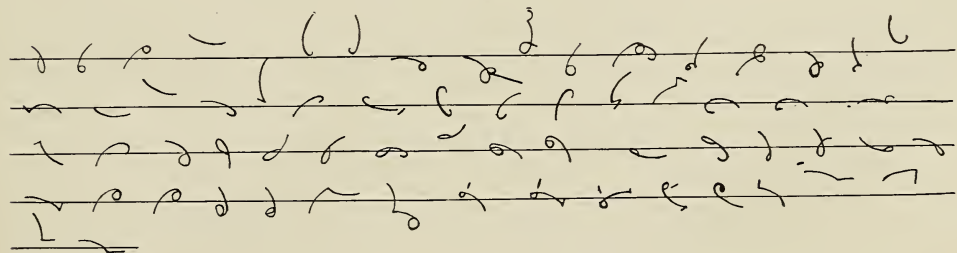


KAY AND GAY.



Cry, Grow, Grew, Ground, Grind, Groin, Cluster, Curious, Acorn, Akron, Canny, Creature, Gloomy, Climb, Growth, Catch, Crotch, Crutch, Clutch, Cringe, Chagrin, Regret, Recruit, Cure, Core, Call, Gallon, Grand, Succor, Sacked, Seat, Soaked, Greed, Skinned, Sickened, Six, Skies, Actual, Clannish, Quit, Weeks, Quay, Wakes, Queer, Weaker, Sugar, Shaker, Stock, Stake, Galvanized, Cough, Cuff, Croup, Grab, Scrub, Scrip, Crop, Grasp, Clasp.

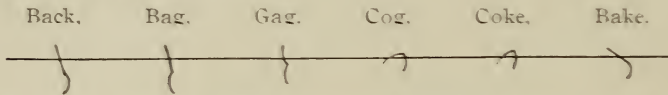
F AND V.



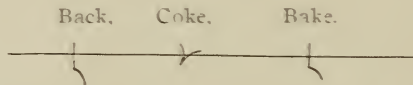
Fast, Fuse, Fuss, Veal, Void, Vowel, Fowl, Freeze, Frenzy, Frowned, Fume, Furniture, Furious, Frozen, France, Valley, Value, Wife, Vere, Vail, Fill, Foal, Living, Ravel, Rough, Roof, Move, Muff, Rife, Life, Fiery, Wave, Four, Fane, Staff, Stove, Stuff, Stiffle, Shovel, Sheriff, Surface, Shiver, Shafer, Fashion, Faster, Vision, Fish, Feat, Form, Firm, Farm, Famish, Funny, Feminine, Safe, Sift, Soft, Saved, Survey, Waif, Flip, Flop, Flap, Fib.

### The Syllabic Single Consonant Vertical Stem

Words or syllables that express one vowel and use two syllabic stems, are indicated by writing the first stem in the proper vowel position and writing the second one in a vertical position; in which case, the second one expresses merely a consonant without a vowel, as in the word BA—K (BACK). For example,



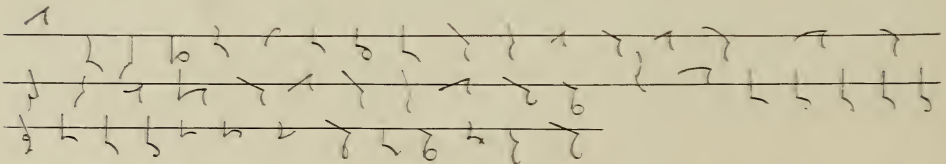
In cases where the junction of the two stems would be awkward to make, the foregoing rule can be applied in the opposite manner; namely, by writing the first stem in the vertical position and using the second stem to express the vowel; and when so written, the second stem expresses the vowel before the consonant, as in the word B—AK (BACK). For example:—



If this vertical stem should occur in the positions of the diphthongs OI and OU, it will be readily distinguished as a syllabic single consonant vertical stem for the reason that stems expressing OI and OU are never joined to other stems.

As the vertical D and T syllabic stem is but slightly longer than the B and P affix explained in Chapter VII, the vertical D and T should not be used as a final; in fact, it is not necessary as a final, in view of the many ways of expressing D and T at the end of stems.

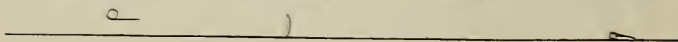
### Exercise



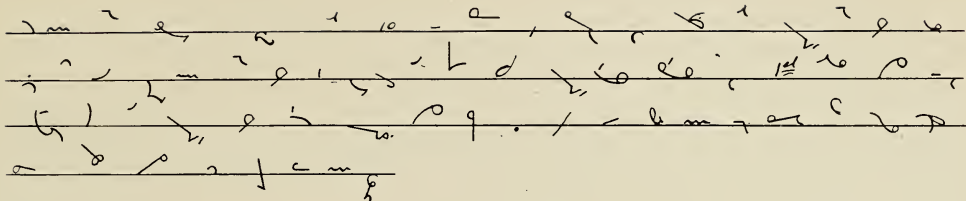
Plug, Freak, Brook, Broken, Cake, Look, Take, Taken, Bake, Beg, Tag, Tug, Dig, Dog, Fig, Fog, Keg, Bark, Cook, Grog, Befog, Pig, Pug, Beg, Bag, Bog, Bigger, Given, Flag, Flog, Pick, Picker, Back, Pack, Packer, Basket, Bike, Bake, Baker, Talk, Talker, Cog, Peevish, Direct, Driven, Quick, Gravel, Beaver.

### Special Words and Phrases

In reply, Amount, Fully, As it.



## Letter



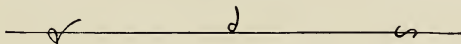
Gentlemen:—

We have received your letter of the 10th, and in reply would say that your estimate of the paving we have done this year is not correct. We have done a great deal of Block Stone Paving, even since the 1st of this month; and the average amount of paving done each previous month has been fully up to the standard. We are sorry you have made this mistake, as it places us in a bad light.

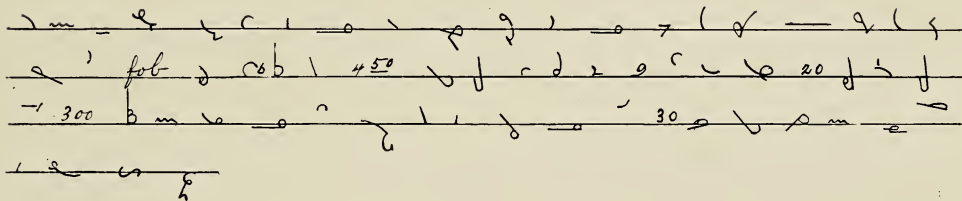
Yours truly,

## Special Words and Phrases

Confirm, Amounts, Your order.



## Letter



Gentlemen:

We recently gave you a price on Trinidad Asphalt, which price we would now confirm by stating that we can ship same f. o. b. cars, Youngstown, at \$4.50 per barrel in the amounts which we understand you will need; namely, twenty barrels, each barrel weighing 300 lbs. This price is figured at a base price of \$30.00 per ton.

We shall be pleased to receive your order.

Yours truly,

## CHAPTER IX

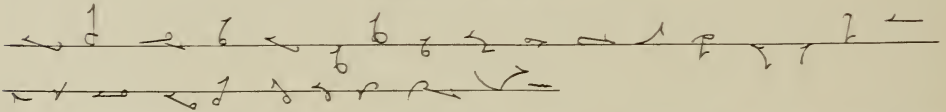
### Miscellaneous Syllables

The majority of the prefixes and affixes that have been explained in previous chapters have represented simply consonants sounds, such as S, M, N, L, R, Y, W, etc., with an occasional syllable, such as ING, REL, LY, etc.; but the ones contained in this chapter express distinct, independent syllables, with the exception of the indefinite vowel tick and STR.

### The Indefinite Vowel Tick

Many words begin or end with what is called the Indefinite Vowel: and as this vowel has no particular sound, it is indicated by a short curved tick, joined to the top or bottom of the stem, as the case may be.

### Writing Exercise

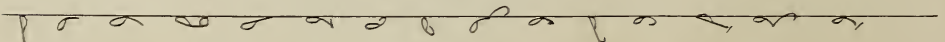


Appear, Abound, Austria, Amuse, Appeal, Anoint, Announce, Accuse, Achieve, City, Leah, Noah, Joshua, Afraid, Accrue, Louie, Apply, Agree, Dewy, Apprise, Oppress, Abuse, Abase, Occasion, Occur, Corea, Naomi.

### Adding R to the ST Loop by Position

When a syllabic stem in the R position is prefixed by the ST loop, the R is added to the loop instead of the stem, changing the loop to STR. This manner of expressing STR applies only to syllabic stems; for when it is necessary to express STR on a consonant stem, the ST loop and R semi-circle are used, as illustrated in Chapter II.

### Writing Exercise



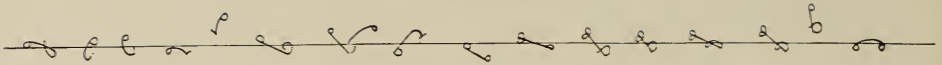
Strap, Struck, Strife, Striven, Strop, Strict, Struggle, Stragler, Structure, Strike, Strapper, Striker, Stripping, Stricture, Striking.







## Writing Exercise

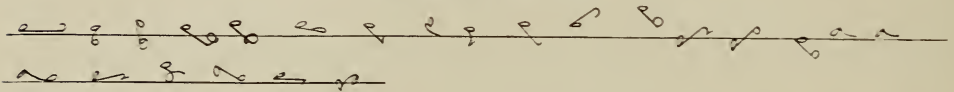


Sufficient, Secure, Cigar, Secrete, Seclude, Superior, Superfluous, Support, Suppress, Suspicion, Suspend, Sustain, Suspicious, Suspense, Supplant, Suffice.

## The Initial Syllable Ex

The syllable EX is indicated by elongating the S circle sideways into a loop, and joining it at a right angle to the stem. Flattening the EX loop expresses EXT.

## Writing Exercise

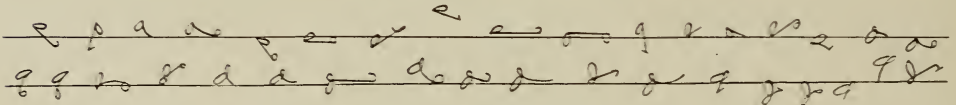


Expire, Excuse, Expansion, Experience, Expense, Exist, Except, Excellent, Exact, Expel, Explore, Explain, Export, Expose, Express, Extend, Extent, Extension, Exalt, Exchange, Excess, Excite, Excursion.

## The Initial Syllables Com and Con

The initial syllables COM and CON are indicated by elongating the M and N circles sideways into loops, and joining them at a right angle to the stem.

## Writing Exercise



Compel, Compute, Command, Commence, Compress, Comprise, Composure, Complete, Compile, Combine, Combat, Commode, Commit, Commerce, Concrete, Concede, Congress, Confuse, Confusion, Confine, Conscious, Constant, Consent, Conspire, Consonant, Consider, Consignee, Console, Consign, Constitute, Construct, Construction, Construe, Consume, Consult.

## Modification of the Com and Con Loops

The syllables COND and CONT are expressed by making the CON loop very narrow.

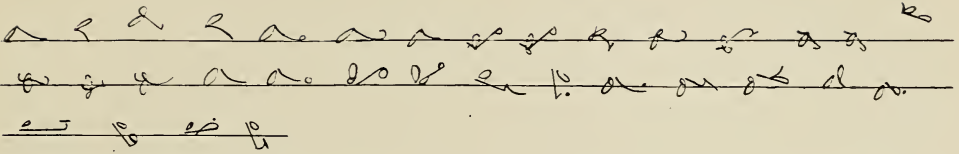
The syllables DECOM, DISCOM, and DISCON are expressed by prefixing the D tick to the COM and CON loops.

The syllable ACCOM is expressed by prefixing the indefinite vowel tick to the COM loop.

The syllable RECON is expressed by prefixing the RE semi-circle to the CON loop.

The syllables INCOM, INCON, UNCOM, UNCON, INEX, and UNEX, are expressed by disjoining the COM, CON and EX loops and writing them close to the beginning of the stem. When writing UNCONS, the S circle should be written on the CON loop instead of the stem.

## Writing Exercise

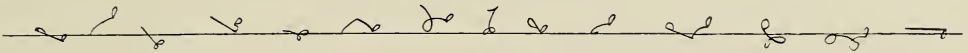


Contain, Contemp, Contemplate, Condemn, Condense, Continue, Contained, Decompose, Discompose, Disconnect, Discontinue, Discomfort, Accommodate, Accommodation, Accomplish, Reconsider, Reconstruct, Reconsign, Uncommon, Uncommonness, Unconcern, Unconscious, Incompetent, Incompatible, Inconceivable, Inconsiderate, Inconsistent, Inconstant, Incontestable, Unexpired, Inexperienced, Inexhaustible, Inexpert.

## The Final Syllable Ment.

The final syllables MENT and MOND, are expressed by joining a small loop at a right angle to the end of stems.

## Writing Exercise

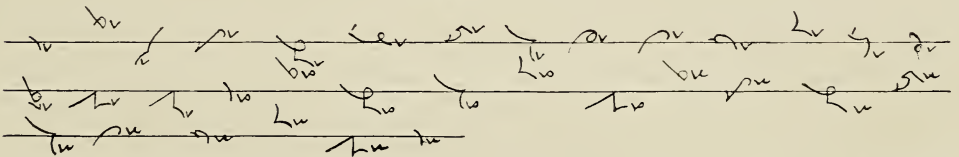


Shipment, Moment, Basement, Ailment, Casement, Judgement, Management Amusement, Statement, Lodgement, Impeachment, Investment, Infringement, Diamond.

## The Final Syllable Tive and Its Modifications

The final syllable TIVE is expressed by writing a V-shaped character independently at the end of stems. This character may be modified to express TIVENESS or TIVELY by writing the S circle or the LY semi-circle on the outside of the right-hand stem of the V.

## Writing Exercise



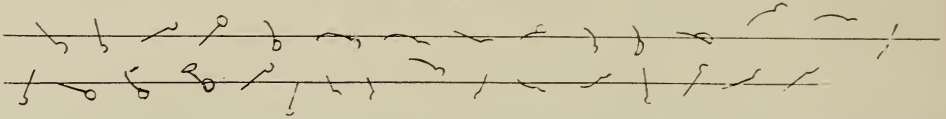
Active, Plaintive, Fugitive, Abortive, Vindictive, Incentive, Authoritative, Negative, Formative, Furtive, Elective, Collective, Indicative, Laxative, Penetrative, Productive, Protective, Activeness, Plaintiveness, Vindictiveness, Negativeness, Collectiveness, Productiveness, Plaintively, Abortively, Vindictively, Authoritatively, Negatively, Furtively, Electively, Collectively, Productively, Actively.

## Adding D or T Before an Affix

If an affix is written directly on the end of a stem, it indicates the addition of D or T before the affix. In the case of curved stems, if the affix is a circle or loop, it is written on the back of the curve.

It will be noticed in the following exercise that a few words ending in TY are expressed by writing the indefinite vowel tick at the end of and on a line with the stem to which it is joined, which is in accord with the above principle. When so written on straight stems, the tick should be inclined towards whichever side of the stem the consonant belongs.

### Writing Exercise



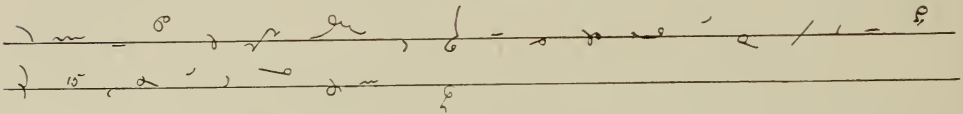
Better, Battle, Bottle, Button, Fatten, Fighter, Fighty, Pity, Cotton, Cattle, Fattest, Fittest, Floater, Flighty, Beauty, Boodle, Brittain, Evident, Confident, Butter, Brutal, Teddie, Data, Flitter, Duty, Giddy, Gaudy, Paddle, Puddle, Body, Putty.

### Special Words

Up, Acknowledge.



### Letter



Gentlemen:

We enclose Cash Report No. 3, with Vouchers, and also Cashier's Advice of Entry up to and including March 15th, the receipt of which please acknowledge.

Yours truly,

### Special Phrases

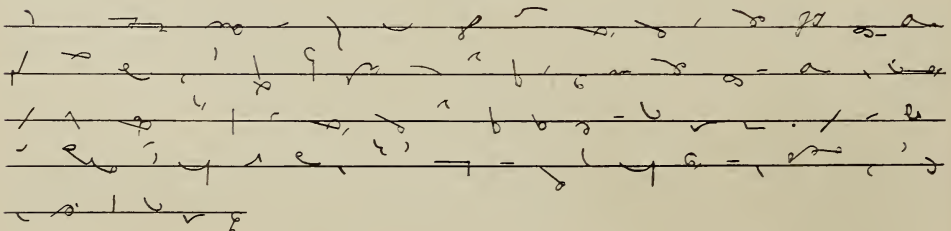
Desire to, Call your attention, Fact that, I have, Pleased to, You have been, For the.



Will be, I have been, You are, In their.



### Letter



Gentlemen:

*I desire to call your attention to the fact that I have disposed of my printing business to Messrs. J. T. Strickler & Company, who will be pleased to receive the same patronage you have been affording me for the past two years.*

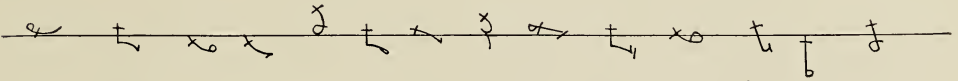
*Messrs. Strickler & Company are enterprising up-to-date printers, having been in the printing business for the past ten years; and their work will be fully up to the standard of excellence for which I have been noted, as they will have the same type and presses that I have been using, and will exercise the same care in turning out their work.*

*Yours truly,*

## The Initial Syllables COUNTER, CONTRA, and CONTRO

The initial syllables COUNTER, CONTRA, and CONTRO are expressed by writing a short straight tick across the beginning of the stem that is used to express the following syllable.

### Exercise



Countersign, Contradict, Controversy Controvert, Countermand, Contradiction, Counterfeit, Countercharge, Countersink, Contradicting, Contravene, Counterpart, Counterpoise, Contraband.

## CHAPTER X

### Abbreviated Writing

By means of the principles that have been learned up to this point, the student could attain a speed of from 75 to 100 words per minute, providing a few word signs and phrases would be used to express the most frequently recurring words and expressions: and the result would be a simple, easily-written, and easily-read system of shorthand, which would answer all purposes of personal notes or slow dictation, and which might be termed the Simple style of writing.

But the experience of stenographers in the past points to the fact that the greater the speed limit of the writer, the more accurate and legible are the notes. It will be readily seen that the stenographer, capable of writing 150 words per minute, will write 100 words per minute with so much more ease than the one whose speed limit is but 100 words that the former's notes will be far more accurate, and, consequently, more legible; and legibility is an important factor in shorthand writing. It is important, therefore, that the student be taught a system of abbreviations that will shorten the writing without injury to its legibility; and to that end, the following chapter has been written.

But as the ability to read shorthand readily depends upon the accuracy of the writing, before taking up the study of abbreviations it is well to note a few facts regarding the main factor in accurate shorthand writing: namely, the sizes of stems, and prefixes and affixes.

In the first place, as the consonants are the framework of all words, it is very important to know without a peradventure just which consonant each stem is supposed to represent; and in order to preclude all doubt, it is well to make as great difference as possible between the sizes of the stems. Therefore, make the large size of each class of stems a little larger than standard, and make the small size a little smaller: in other words, exaggerate the size of the stem. By using the Syllabics this can readily be done, as the system is then practically reduced to two sizes of stems, except in the positions of the diphthongs OI and OU, which, fortunately, are not frequently used in connection with other vowels.

Although the size of circles, semi-circles, and loops depends largely upon the size of the stems upon which they are written, yet their proportion of size should be carefully preserved. For example: The circle N is made much smaller on a shortened vowel stem than on a full length vowel stem, the difference in size of the shortened vowel stem making it impossible to make the circle full size; yet it should be borne in mind that even on a shortened vowel stem the N circle is larger than the M circle, and the latter larger than the S circle.



It should be further noticed in regard to the sizes of stems and prefixes and affixes that in shorthand, as in longhand, there is an individuality in each person's writing that renders it wellnigh impossible to establish a standard of size that will suit everyone. In longhand, for instance, while one person will write a very tall small letter "l," another person will write a very short one; yet at the same time the "l" must be made enough taller than the small letter "e" to be distinguishable. While writing shorthand, therefore, although the standard of size may differ according to the individuality of the writer, it is imperative that a uniformity be preserved throughout.

Regarding the legibility of shorthand, we merely remark in passing that when longhand is carelessly written it is just as illegible as the shorthand notes of the most inexperienced stenographer; an example of which is the famous handwriting of Horace Greely, which could only be read by his proof reader, and that only because of the proof reader's great familiarity with it. It is therefore absurd to expect within the short space of five or six months to learn to read shorthand with the same facility that we read longhand, which we have been studying, practicing and using for many years, and with which we are as familiar as with the words we speak.

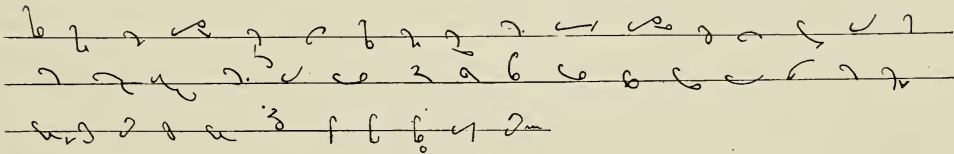
### The AL and AR Prefixes

In the Simple style of writing, when the L or R semi-circles are written at the beginning of a stem, it indicates simply that the syllable expressed by that stem begins with L or R and that the vowel precedes the stem, as in the words RIPE, ROOF, etc.

In abbreviated writing, however, the L and R semi-circles, when written as prefixes, in addition to the foregoing, express also the initial syllables AL, IL, or UL, and AR, OR or UR; in fact, they express all initial syllables that begin with a vowel and end with L or R.

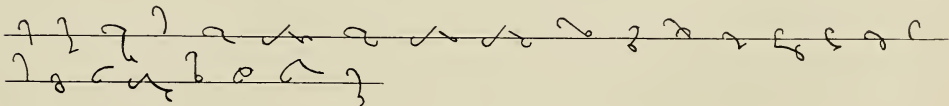
To illustrate: If the B syllabic is written across the line in the AH vowel position, and begins with an R semi-circle, it expresses, in the Simple style, simply RAB; but in the abbreviated style, it would express both RAB and ARAB, although only the latter word would convey any meaning.

### Exercise on the AL Prefix



Alarm, Elaborate, Elect, Illustrate, Electrical, Alcohol, Elapse, Elected, Electricity, Eligible, Along, Illustrious, Election, Alike, Elevate, Alone, Aloud, Allege, Eliminate, Altogether, Legible, Although, Alliance, Ultimate, Already, Allowance, Illness, Elegant, Elevation, Alive, Almost, Allege, Elective, Alternative, Elder, Older, Eldest, Alternate, Ultimatum, Help, Helper, Helplessness, Hilltop, Holder.

### Exercise on the AR Prefix



Arab, Eradicate, Originality, Arm, Originate, Arbitrary, Originator, Arbitration, Arbitrator, Erase, Argument, Erasure, Erect, Artificial, Irrigate, Erection, Around, Harm, Ordain, Urge, Ordinary, Arouse, Urgent, Harmony, Hereafter.

It is not advisable to use the foregoing principle to express all initial syllables ending in R or L; some should be expressed by the vowel stem, and others should be indicated by using the Indefinite Vowel Tick. The latter is especially true of the words IRREGULAR, IRREGULARITY, ILLEGAL, ILLEGIBLE, and ILLOGICAL, to distinguish them from their opposites: REGULAR, REGULARITY, LEGAL, LEGIBLE, and LOGICAL. The following contains a few examples of the exceptions.

### Exercise

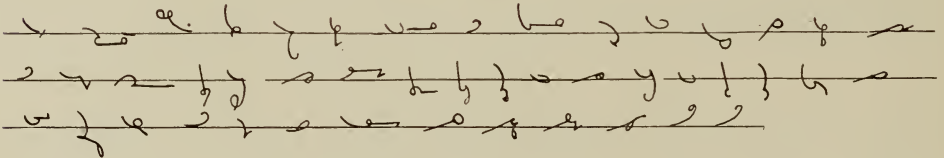


Holiday, Ulterior, Wholesome, Irregularity, Illegible, Harry, Irregular, Arsenal, Illegal, Illogical, Irrespective, Erie, Irresponsible.

### Omission of the Vowel Tick.

The little straight tick that is written at right angles to the stem in the Simple style to indicate the fact of the vowel preceding the consonant, can be safely omitted in frequently recurring words without affecting the legibility of the writing, especially if the notes are otherwise accurately written.

### Exercise



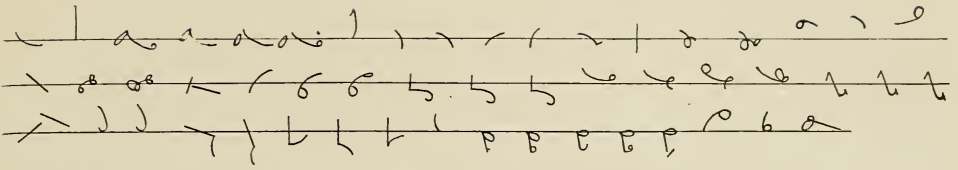
Ending, Equalize, Unreasonable, Answer, Endeavor, Anticipate, Enterprise, Until, Analyze, Effort, Entertain, Evident, Open, Anticipation, Operate, Under, Indebted, Occupy, Absolute, Indifferent, Operation, Undecided, Absorb, Application, Afterward, Eagerly, Opposition, Interfere, Eager, Aptly, After, Average, Opposite, Interrupt, Affirmation, Intimate, Other, Aet, August, Inside, Obtain, Obligation, Observe, Obstruct, Unless, Only.

### Abbreviations

In shorthand writing, to abbreviate a word means to omit some of its sounds. Most words are abbreviated by expressing the first or second syllables, or even, in some cases, by expressing merely the first consonant sound and the following vowel, as in the word FIND, which is abbreviated FI; for if the first syllable or the first sound of a word be clearly indicated, the rest will suggest itself, especially if it has been otherwise accurately written. No word should be abbreviated, however, unless it occurs frequently enough to cause its shorthand equivalent to become familiar to the eye.

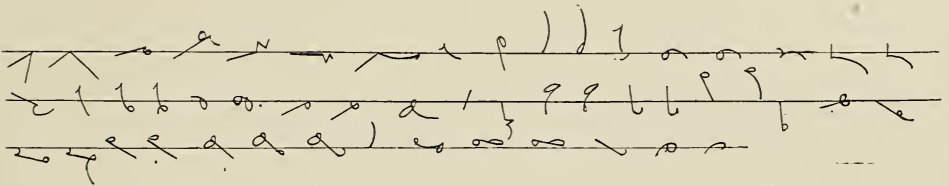


## Exercise



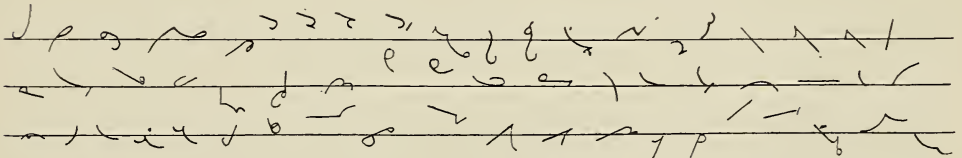
Even, Bound, Convince, Convenience, Inconvenience, Unconvinced, Account, Can, Came, Come, Could, Quick, Been, Acknowledge, Acknowledgment, Incline, Claim, Volume, Pennsylvania, Success or Successful, Unsuccessful, Duplicate, Form, Inform, Information, Differ, Different, Difference, Necessary, Necessarily, Unnecessarily, Necessitate, Depart, Departure, Department, Public, Mark, Market, Begin, Began, Begun, Became, Become, That, Contract, Contracts, Contractor, Contractors, Contracting, Month, Thousand, Insist.

## Exercise



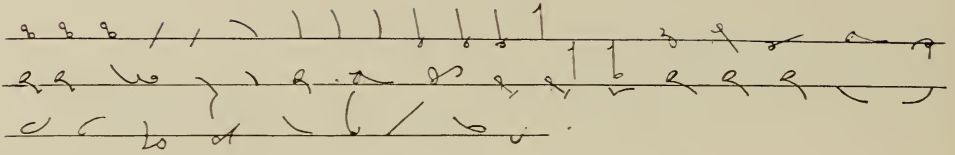
Produce, Protest, Policy, Abundant, Profit, Private, Provide, Again, Sharp, Found, Foundation, Announce, Inquire, Inquiry, Require, Difficult or Difficulty, Beyond, Advantage, Advantageous, Advantageously, Question, Unquestionable, Propose, Proposal, Conservative, Do or Doing, Traffic, Confused, Confusion, Part, Particular, Example, Examine, Perhaps, Process or Proposes, Present, Represent, Representative, Expect, Unexpectedly, Inspect, Inspection, Inspector, Amount or Amounting, Assignment, Assist, Assistant, Appear, Quantity, Quality.

## Exercise



New York, First, Square, Furnish, Proportion, Deliver, Delivered, Delivery, Delivering, Tendency, Cover or Covering, Discover, Heavy, Motive, Yard, Through, Pay, Obey, Today, Put, Street, Anyone, Else, Railroad, Directly, Obscure, Quarter, England, English, Nearly, Aside, Fact, Think or Thing, Thank or Thanking, Find, Time, Hand, Must or Most, Kind or Kindly, Good, Get, Regret, Regard, During, Attention, Oblige, Impossible, Believe, Above, Object or Objection, Opportunity, Approve, Improvement, Below, Belong, Purpose, Nothing, Everything.

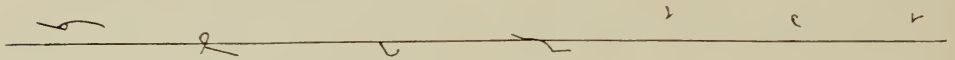
## Exercise



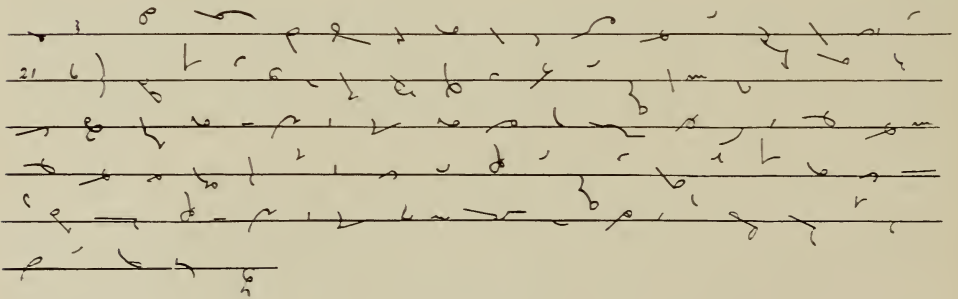
Satisfactory, Satisfactorily, Satisfaction, Put, Do or Due, May, Manufacture, Manufacturer, Manufacturing, Anxious, Anxiety, Anxiously, About, Appoint, Appointment, Request, Respect, Responsible, Company, Correspondence, Connect, Communicate, Nevertheless, Favor, Gentlemen, Consequently, Accompany, Concern or Concerning, Distinguish, Distinguishing, Work, Confident, Confidence, Confidential, Ever or Every, Over, Learn, Almost, Forgotten, Subject, Any, However, Both, Next, During.

## Special Words and Phrases

Please find, In duplicate, Will you, It may be, Sometimes, Will have, Before.



## Letter



Dear Sir:

Enclosed please find contract in duplicate, dated this day, with Thomas Prosser of Carnegie, Pa., calling for 21,000 Mack Repressed Block for use in paving Dinwiddie Avenue in the Borough of Crafton, Pa. Will you please have the proper signature attached to this and forward a copy to this office that it may be turned over to Mr. Prosser.

Mr. Prosser also gave us, at the same time, an order on the Council of Crafton for payment of the Block. This order I will have accepted by the Council and forward a copy to you.

He will not be in position to have shipment begin before the first of next week.

Yours truly,

## CHAPTER XI





















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### Word Signs, Phrases and Miscellaneous

If the preceding chapters have been thoroughly mastered, no difficulty should be experienced with the exercises in this chapter, as they are merely a practical application of the principles that have already been learned, except as to the word signs and phrases.

#### Word Signs

A word sign is a small sign that is used to express a word that would be awkward to write according to principle, and which occurs frequently enough to admit of a departure from the rule, and the words so expressed are called sign words. We would caution the writer about adopting any word signs not contained in the following list; for if the principles are not strictly adhered to, the writing will become a system of hieroglyphics, the legibility of which will be limited to the memory of the writer.

|               |   |         |   |       |   |      |   |
|---------------|---|---------|---|-------|---|------|---|
| Where or Were |  | On      |  | Are   |  | When |  |
| Well          |  | A or An |  | Our   |  | One  |  |
| What          |  | To      |  | Would |  | All  |  |
| Want          |  | To the  |  | Or    |  | We   |  |
| Way           |  | And     |  | Will  |  | Went |  |

|               |          |        |          |              |          |
|---------------|----------|--------|----------|--------------|----------|
| If            | <u>ʌ</u> | On the | <u>ʌ</u> | From         | <u>ʌ</u> |
| Have          | <u>ʌ</u> | Was    | <u>ʌ</u> | Also         | <u>ʌ</u> |
| Same          | <u>ʌ</u> | So     | <u>ʌ</u> | Within       | <u>ʌ</u> |
| Seem          | <u>ʌ</u> | In     | <u>ʌ</u> | Before       | <u>ʌ</u> |
| For           | <u>ʌ</u> | Much   | <u>ʌ</u> | Into or Unto | <u>ʌ</u> |
| Of            | <u>ʌ</u> | Some   | <u>ʌ</u> | Hereunto     | <u>ʌ</u> |
| Is            | <u>ʌ</u> | Such   | <u>ʌ</u> | Then         | <u>ʌ</u> |
| His           | <u>ʌ</u> | With   | <u>ʌ</u> | Than         | <u>ʌ</u> |
| In a or In an | <u>ʌ</u> | The    | <u>ʌ</u> | Them         | <u>ʌ</u> |
| On a or On an | <u>ʌ</u> | As     | <u>ʌ</u> | Themselves   | <u>ʌ</u> |
| Which         | <u>ʌ</u> | Has    | <u>ʌ</u> | Whom         | <u>ʌ</u> |
| In the        | <u>ʌ</u> | Very   | <u>ʌ</u> | Work         | <u>ʌ</u> |

## Phrases

Phrasing is an important branch of shorthand. It frequently occurs in oratory, and even in commercial dictation, that two or more small words are pronounced with one inflection of the voice; and when writing these expressions, if any speed is to be attained, they should be blended in the same manner as they are pronounced. This is called phrasing.

It will be noticed in the following list of phrases that the word A is phrased with other words in many instances by using the Indefinite Vowel Tick. This little tick can only be used in this manner when there is no other prefix or affix.

|                       |          |            |          |           |          |
|-----------------------|----------|------------|----------|-----------|----------|
| Which is or Which has | <u>ʌ</u> | Should we  | <u>ʌ</u> | Will this | <u>ʌ</u> |
| Which is used         | <u>ʌ</u> | Shall we   | <u>ʌ</u> | Will it   | <u>ʌ</u> |
| Which was             | <u>ʌ</u> | May we     | <u>ʌ</u> | Will be   | <u>ʌ</u> |
| Which are             | <u>ʌ</u> | Can we     | <u>ʌ</u> | Will not  | <u>ʌ</u> |
| Which were            | <u>ʌ</u> | Could we   | <u>ʌ</u> | Doing so  | <u>ʌ</u> |
| Which will            | <u>ʌ</u> | As we will | <u>ʌ</u> | To his    | <u>ʌ</u> |

|                |  |                      |  |                     |  |
|----------------|--|----------------------|--|---------------------|--|
| Which with     |  | As we are            |  | To us               |  |
| Which the      |  | As we would          |  | With his or with us |  |
| With which     |  | As we have           |  | On his              |  |
| With which the |  | As we can            |  | On us               |  |
| With the       |  | As we do not         |  | To his              |  |
| With some      |  | As we have been      |  | To us               |  |
| With a         |  | As I have been       |  | What is             |  |
| Is his         |  | As when we           |  | What was            |  |
| Was so         |  | As our               |  | Which is            |  |
| As has         |  | As a                 |  | Which was           |  |
| Inasmuch as    |  | As to                |  | To that             |  |
| Some such      |  | As to the            |  | For that            |  |
| In much        |  | As to that           |  | From that           |  |
| When the       |  | As well as           |  | Find that           |  |
| And the        |  | Is in                |  | Know that           |  |
| And we         |  | As with the          |  | Hope that           |  |
| Have been      |  | Is the               |  | If our              |  |
| I have         |  | As in the            |  | For our             |  |
| I have been    |  | As this              |  | Of our              |  |
| We will        |  | As any               |  | In our              |  |
| We are in      |  | As though            |  | May our             |  |
| We would       |  | As soon as possible  |  | In that             |  |
| We were        |  | As early as possible |  | In this             |  |
| We have        |  | As it has            |  | In it               |  |
| We seem        |  | As it was            |  | In case             |  |
| We should      |  | As many as           |  | In every            |  |
| We shall       |  | That is              |  | In regard           |  |

|                   |   |              |   |             |  |
|-------------------|---|--------------|---|-------------|--|
| We wish           |    | That was     |    | In view     |    |
| We may            |    | You will     |    | In fact     |    |
| We must           |    | You are      |    | In order to |    |
| We can            |    | You would    |    | If any      |    |
| We could          |    | You were     |    | If this is  |    |
| We do not         |    | You have     |    | If it is    |    |
| We had            |    | Will you     |    | If by this  |    |
| We had been       |    | Are you      |    | If your     |    |
| We would say that |    | Would you    |    | For your    |    |
| We beg to         |    | Were you     |    | Of your     |    |
| We shall be       |    | Have you     |    | Have your   |    |
| We will have      |    | Will you     |    | From your   |    |
| We will not       |    | Are you      |    | At your     |    |
| We will do        |    | To you       |    | On your     |    |
| We will be        |    | Have you     |    | To your     |    |
| Will we           |    | Of you       |    | With your   |    |
| When we           |    | If you       |    | If you will |    |
| Are we            |    | But you      |    | For have we |    |
| Would we          |    | By you       |    | A few       |    |
| Were we           |    | With you     |    | A fact that |    |
| Have we           |  | Which you    |  | A case      |    |
| And we            |  | Thanking you |  | A cause     |    |
| I am enabled      |  | Have them    |  | A manner    |    |
| I am unable       |  | From them    |  | And a       |    |
| We are unable     |  | For them     |  | Have a      |   |
| I am fully        |  | As follows   |  | To a        |  |
| You are able      |  | To be able   |  | Would a     |  |

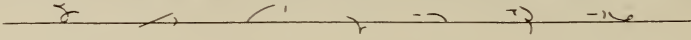
|                       |  |                         |  |                   |  |
|-----------------------|--|-------------------------|--|-------------------|--|
| You were able         |  | To be able              |  | Can a             |  |
| You are fully         |  | To be the               |  | Such a            |  |
| We are not fully      |  | In about                |  | In fact a         |  |
| We were fully         |  | In reply to             |  | We are able       |  |
| I send you            |  | In replying to yours    |  | We are fully      |  |
| I remain              |  | In reply to yours       |  | He is able        |  |
| We sell               |  | In reply to your letter |  | We fully          |  |
| We send you           |  | Replying to yours       |  | In full           |  |
| At least              |  | Replying to your letter |  | I am able         |  |
| At last               |  | There is no             |  | I have been able  |  |
| In every respect      |  | All of the              |  | We have been able |  |
| Call your attention   |  | Such a                  |  | We are not able   |  |
| Yours respectfully    |  | In connection           |  | We are unable     |  |
| As per                |  | All right               |  | They should       |  |
| In duplicate          |  | We shall                |  | You should        |  |
| Our own               |  | We shall be             |  | State that        |  |
| Railroad Company      |  | I shall                 |  | Request that      |  |
| Manufacturing Company |  | I shall be              |  | Fact that         |  |
| Understood that       |  | They will be            |  | This City         |  |
| Understand that       |  | Shall be                |  | Amounting to      |  |
| They have been        |  | Shall have              |  | According to      |  |
| Should not have been  |  | Shall it                |  | Dear Sir          |  |
| Your order            |  | We should               |  | Very truly        |  |
| This will be          |  | I should                |  | Your favor        |  |
| We remain             |  | It will be              |  | Yours truly       |  |

NOTE—The word signs AND, A, WITH, and THE, or phrase signs beginning with those words, may be phrased with other words by writing the sign close to and on a line with the beginning or end of the stem with which it is being phrased, and writing it at the same angle as when written by itself.

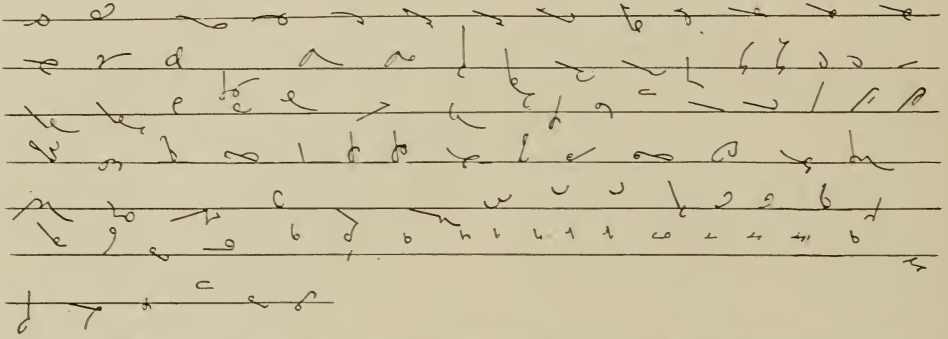


In phrasing the word A with other words, the foregoing rule does not take the place of the Indefinite Vowel Tick whenever the tick can be conveniently used.

A change, But with, Must a, Can a, And each, And the charge, And with this.

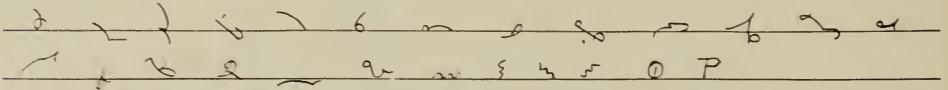


### Frequently Recurring Words



Gotten, Another, Finish, Final, Field, Ability, Build, Appear, Apparent, Occasion, Easy, Easily, Easier, Issue, Ultimo, Instant, Proximo, Contain, Contents, Powder, Passenger, Beyond, Behind, Because, Move, Remove, Matter, Material, Ought, Person, Personally, Sound, Signed, Reason, Bought, Gallon, Bushel, Sake, Railway, He, Here, Who, Early, Earliest, Shareholder, Stockholder, Last, Least, Had, Assure, Assurance, Insure, Sure, Slow, Solicit, Lumber, Insert, Ascertain, Pertain, Captain, Product, Rather, Prejudice, Prevent, Water, While, Wall, Angle, Thorough, Thoroughly, Announce, Bureau, Pleasant, Soon, Steel, Iron, Glass, Wood, Whereas, Worry, Word, World, Aware, Award, Always, Away, Await, Awaiting, Worst, Already, Peculiar, Presume, Ourselves, Still, Store.

### Months, Days, and Marks of Punctuation



January, February, March, April, May, June, July, August, September, October, November, December, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, PERIOD, COLON, SEMI-COLON, COMMA, INTERROGATION, PARAGRAPH.

## Business Letters

No 1

I have the pleasure to inform you that the contract with them for discount on the long distance coupons has been extended to cover local tolls as well as long distance tolls, but that the local tolls must be paid with coupons in the name of the Central District & Printing Telegraph Company, which operates in this territory. These C. D. & P. T. coupons can be obtained by you in the same way as the A. T. & T. coupons, and at the same rate; they are simply required to be in the name of the local company for convenience in bookkeeping.

Gentlemen:

A representative of the A. T. & T. Co. called on us today and advised that the contract with them for discount on the long distance coupons has been extended to cover local tolls as well as long distance tolls, but that the local tolls must be paid with coupons in the name of the Central District & Printing Telegraph Company, which operates in this territory. These C. D. & P. T. coupons can be obtained by you in the same way as the A. T. & T. coupons, and at the same rate; they are simply required to be in the name of the local company for convenience in bookkeeping.

We have thought best to advise you of this arrangement so that you may be prepared to meet our requirements for such coupons covering local tolls. Within the next six months we shall be able to use \$200 worth.

Yours truly,

No 2

I have the pleasure to inform you that the contract with them for discount on the long distance coupons has been extended to cover local tolls as well as long distance tolls, but that the local tolls must be paid with coupons in the name of the Central District & Printing Telegraph Company, which operates in this territory. These C. D. & P. T. coupons can be obtained by you in the same way as the A. T. & T. coupons, and at the same rate; they are simply required to be in the name of the local company for convenience in bookkeeping.

Gentlemen:

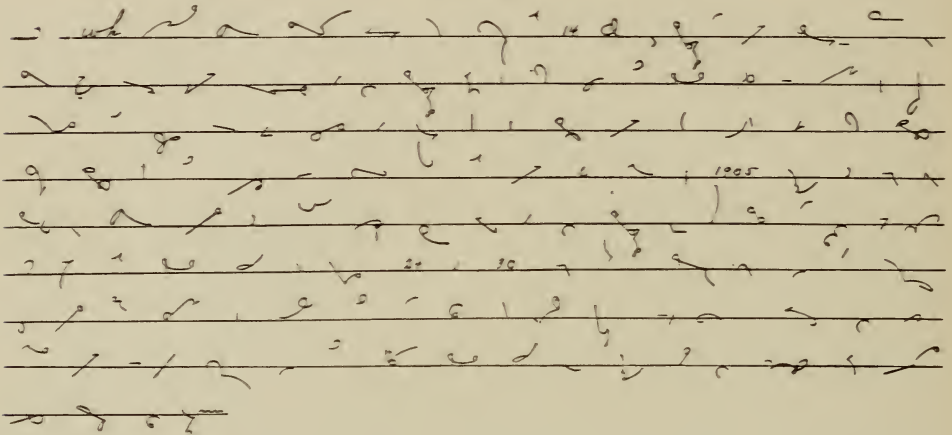
On August 29th we sent you proofs of the printing for register supplies and requested you to examine, correct, and O. K. the proofs and return same to us, when your order would have our careful attention.

We have not yet received the proofs, and as the type composing the forms still remain standing, pending the return of proofs, we are deprived of the use of this type; and during this busy season we have ample use for it. Therefore, as a special request, we ask you not to delay the return of the proofs any longer.

In the event that you have mislaid the proofs sent you, we enclose herewith another set for your approval.

Yours very truly,

No. 3.



W. H. Mullens, Co.  
Salem, Ohio,

Gentlemen:

Your favor of the 14th inst., with specifications for boat, received, and in reply will say we could not build a boat precisely to your specifications. We carry a large stock of our designs on hand, and owing to our peculiar methods of construction it would be impossible to get out a special boat without going to a large expense, in fact an expense out of all proportion to the real value of the boat to you. We think our 1905 catalogue, which we are today sending you, will contain boats which, while not corresponding in every detail to your specifications, will be found satisfactory for your use. We would refer you to a few of the designs shown on pages 24 to 30.

We are glad to see that you are somewhat familiar with our boats, as we have sold a number of them for use at Oakmont Park, and would like to fill your order for this boat and hope you can make some of our handsome designs shown in catalogue suit your requirements. We can promise prompt shipment.

Yours very truly,

W. H. Mullens

*Gentlemen:*

*We are returning you enclosed two bills which we have received this morning. On bill of April 20th kindly put car number; and in future, please render all bills in duplicate, obliging,*

*Yours truly,*

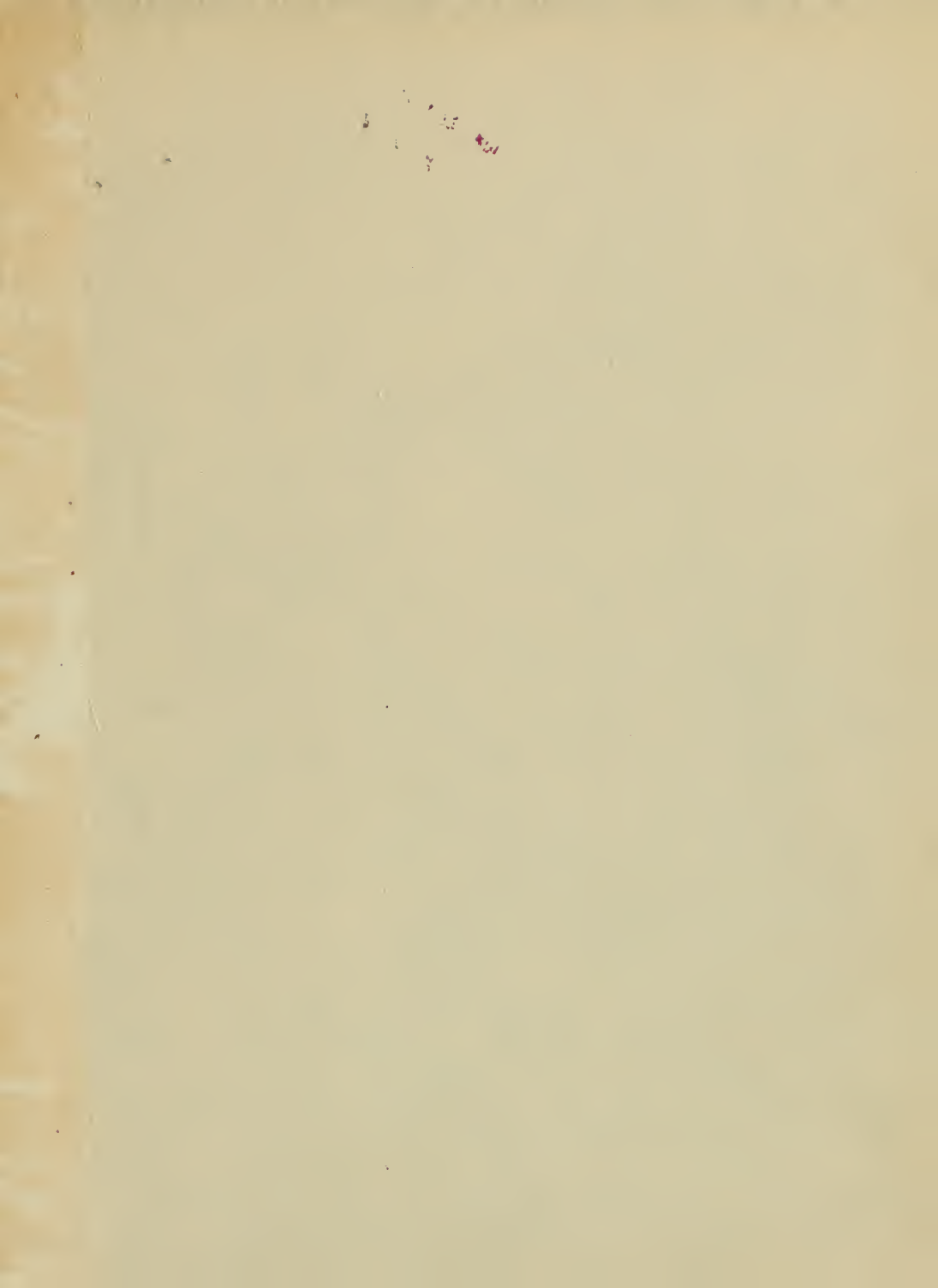




JUN. 21 1905

E. W. G.





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