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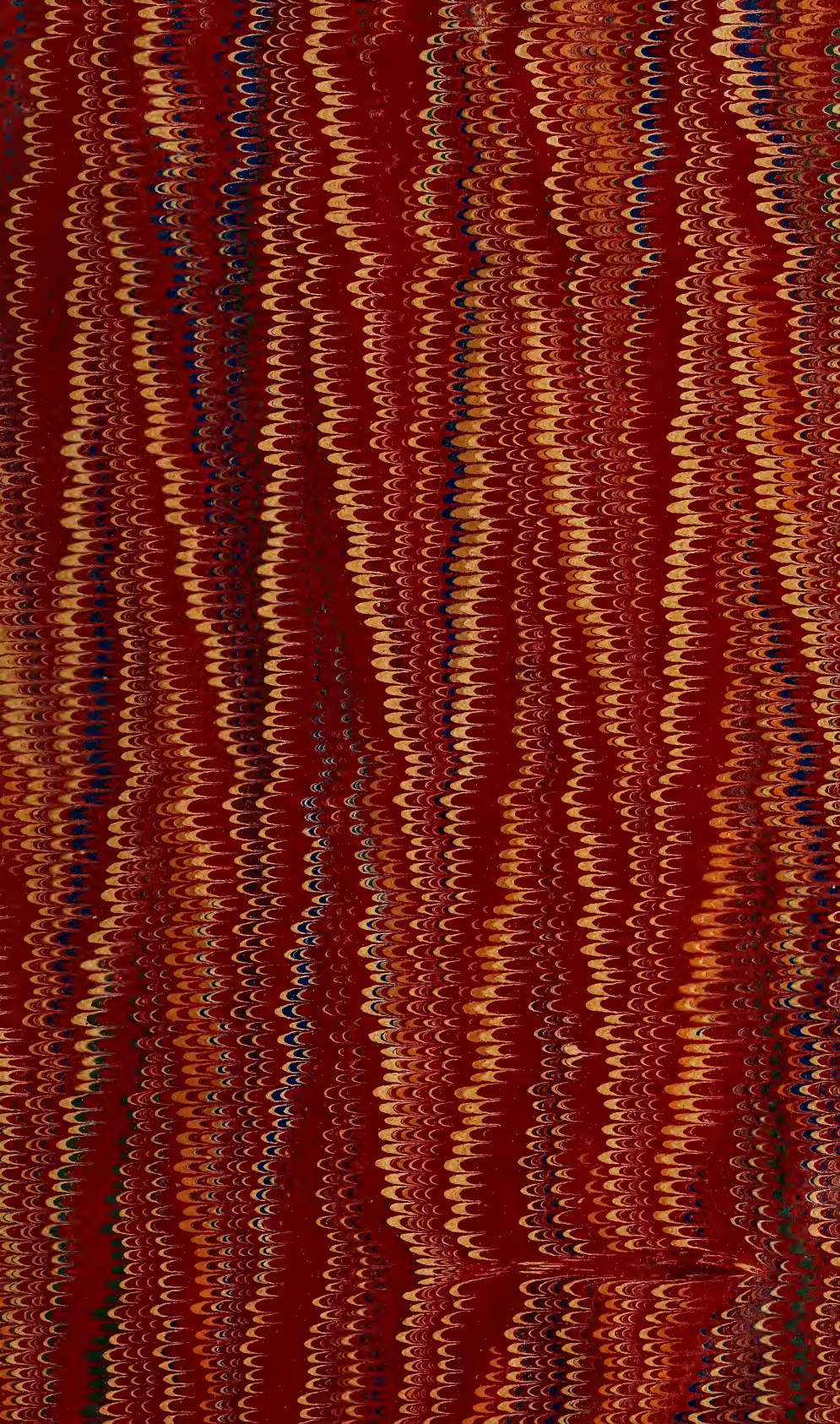


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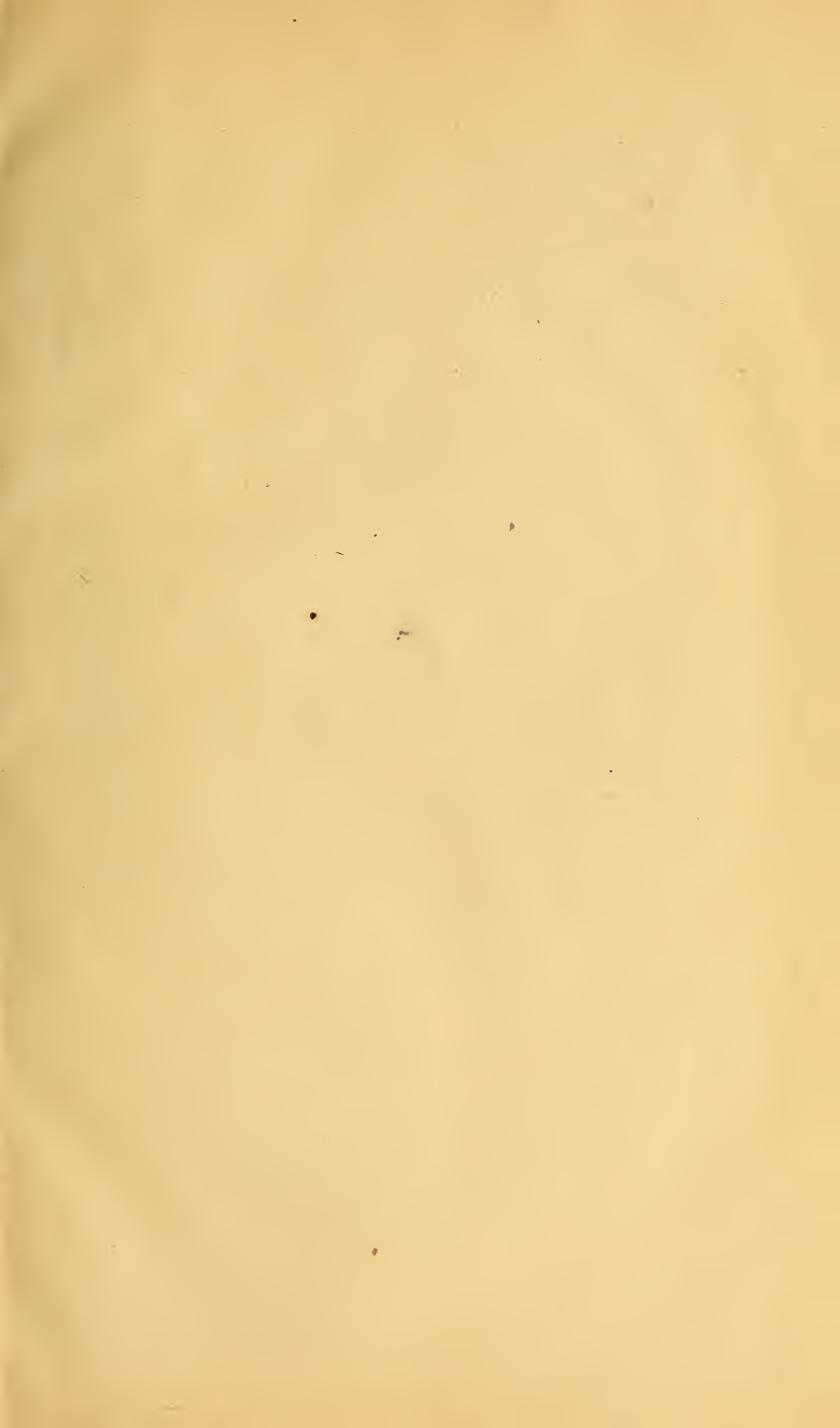
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UNITED STATES OF AMERICA.









SHORTHAND MADE EASY.

A SIMPLIFIED SYSTEM

OF

ENGLISH STENOGRAPHY

ON THE PRINCIPLES OF W. STOLZE,

BY PROF. G. MICHAELIS.

Revised and adapted for use in Schools and
Self-instruction,

WITH SIXTEEN ILLUSTRATIVE PLATES,

By

S. KAUFMANN.—F. BUEHLER.

New York:

JOHN POLHEMUS, 102 NASSAU STREET, COR. ANN.

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PREFACE.

In presenting this book to the public, the undersigned are complying with the wishes of many, who have for a long time desired to become familiar with the system of *Stolze—Michaelis*.

The book of Dr. G. Michaelis, "*Shorthand Made Easy*, Berlin, 1873," is precise enough for those who have made themselves proficient with *Stolze's German Stenography*, but for the great mass of English-speaking people, not acquainted with that work, it would not be plain enough, nor complete.

This work, in its present *improved* state, will be welcome to *teacher* and *scholar*. It being divided in regular lessons, together with reading and writing exercises, it is plain enough even for *self-instruction*. Another improvement has been made by imparting most of the *abbreviations*, or *word signs*, gradually, enabling the scholar to commit them to memory by degrees.

NEW YORK, August, 1877.

For the New York Phonographical Society.

SAM'L KAUFMANN, Care Chas. S. Higgins & Co., 76 Wall street.	FRANZ BUEHLER, Care N. Y. Dispatch, 11 Frankfort street.
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Any communication in regard to this work addressed to either of above will receive prompt attention.

INTRODUCTION.

Stenography or *shorthand* is the art of writing as fast as an orator speaks. It is principally used to take verbatim reports of public speeches, sermons, law proceedings, lectures, &c.: but it is also extremely well suited for the practical purposes of every day life, such as writing letters, making notes and extracts, keeping accounts, and composition. It is capable of affording so many advantages, not only to students, literary men, lawyers and journalists, but to every one in almost every situation of life, and affords such a facility in the acquisition of learning, and such assistance in intellectual pursuits, that a scientific, and, at the same time, practical system of it should always form an indispensable branch of the education of youth. The numerous claims which are at present made upon the time and the ability of the scholar and the student, are, of themselves, a special reason why they should be taught a method, which, not only in their studies, but in their future occupations, would economize their time and labor.

The time required for learning this system, compared with that demanded for other studies, is insignificant. Although the talent and industry of the pupils are different, a competent teacher should be able to impart a thorough knowledge of this system in 20 lessons; greater freedom and rapidity will, of course, be acquired by more extended practice in reading and writing.

A good system of shorthand must be capable of *being easily written* with the speed of a fluent orator, and of being *read after any length of time* with the certainty and ease of ordinary long-hand, by any one who has learned the system. Besides, it must be accessible to every one who has acquired at least the most necessary elementary knowledge, for none should be debarred from enjoying the benefits of this beautiful art.

These results are obtained in this system by the following means :

- (1) The words are generally written according to their pronunciation, but in order to increase the clearness we shall make some orthographical distinctions.
- (2) Every simple sound is represented by a simple character.
- (3) The vowels are for the most part expressed not by particular letters, but by the position and the stress of the consonant characters.
- (4) Some words and some secondary syllables of frequent occurrence are abbreviated.

The celebrated inventor of the most excellent system of German shorthand, *Wilhelm Stolze* of *Berlin*, resumes the most important principles of his method in the following words :

“A system of shorthand which is to serve at the same time for correspondence and commerce must be precise, that is to say : it must perfectly render the sound of every word. But this is only the case when the letters which are dropped for the sake of brevity can be immediately restored in reading. Therefore the sound must always be rendered by the letter, and the omitted letter must be supplied by the rule.”

N. B.—Although the *Shorthand Alphabet* is placed at the head of the practical part of this work, it is not necessary for the scholar to study the same, as all the characters are taught in detail by each advancing lesson.

I. Shorthand Alphabet.

§ 1. Our shorthand characters are simple signs borrowed from the characters of ordinary writing, and in order to obtain a sufficient number of simple characters, we give them different dimensions. The height of the current letter *n* is taken as the unity of measure, and the shorthand characters have either *simple* or *double height*. Smaller characters are in general called *half height* characters. For horizontal characters we distinguish *simple* and *double length*.

§ 2. The *vowels* are represented by half height characters.

The simple (short) vowels **i**, **a**, **u**, are represented by three originally distinct signs; **e** and **o** are represented by thin characters which agree in their figures with the signs of **a** and **u**. The vowel **au** is represented by a thick stroke sloping from the left to the right. The shorthand character of the vowel **y** is a composition of two **i**'s.

The signs of the long vowels and diphthongs **ī**, **ē**, **ā**, **ō**, **oo**, **ū**, **ou**, **oi** are compound or derivated from the signs of the short and simple vowels.

The *auxiliaries* may supply the place of the vowels according to certain rules.

§ 3. *Consonants*.

(1) *Liquids*. **r** and **l** have received similar signs, namely, the circle, **r** of half height, and **l** of simple height; **m** and **n** have a principal and an auxiliary sign; the sign of **ng** is similar to the auxiliary sign of **n**, but of simple height and thickened.

(2) *Rigids*. The *labials* **w, wh, v, f, b, p, ph** are represented by characters curved towards the left hand; the *dentals* **dh, th, c, z, s, d, t, zh, sh, j (dzh), ch (tsh)** have different intermediate forms; the *palatals* **y, ch, g, k**, and the laryngal **h**, are curved towards the right hand. The soft sounds have in general higher signs than the corresponding sharp ones. — **s** has a principal and an auxiliary sign.

(3) Some *compound consonants* of frequent occurrence are likewise represented by simple letters: **mb, mp, nc, nj, nch, nk, st, qu, x, ct, xt**.

st has a principal and an auxiliary sign.

II. Monosyllables and Principal Syllables.

§ 4. The first syllable of a word which has no prefix, or the first syllable after the prefix we call the principal syllable of the word.

§ 5. In a syllable, the consonants which precede the vowel are called *initial consonants*, the consonants which follow the vowel are called *final consonants*. The vowel itself may be either *initial*, *medial*, or *final*.

A. Medial Vowels.

§ 6. The connecting stroke of simple or double length is the general means of representing the medial vowel; in the first it is called *close*, in the second it is called *wide* connection. The initial consonant is either light (thin), or heavy (thick, shaded); either on, below, or above the line, according to the following schemes:

Close Conn.: $\overset{i}{\text{y}}$ e $\underset{o}{\text{a}}$ $\underset{u}{\text{a}}$ $\underset{u}{\text{o}}$ $\overset{i}{\text{o}}$

Wide Conn.: $\bar{\text{e}}$ $\bar{\text{u}}$ i $\bar{\text{a}}$ o oo

LESSON I.

Consonants: *b, p, d, t, f, v, m, r, l.*

Vowel *i*: *bit, bid, bib, dip, tip, pit, fit, mid, dim, rip, lip, fir.*

Vowel *ē*: *beat, bead, p̄eal, tear, dear, deep, fear, feel, read, rear.*

Vowel *e*: *fed, bed, deaf, dead, red, led, bet.*

Vowel *ī*: *file, rime, life, light, type.*

Word Signs: *the, is, in.*

WRITING EXERCISE 1.

LESSON II.

Consonants: *k, g, N, n, S, s.*

Vowel *a*: *nap, ban, lad, cat, bag, rap, (ah, bar, far).*

Vowel *ā*: *pair, fail, care, made, name, main, sail, raise.*

Vowel *o*: *log, top, mob, love, god, dock.*

Vowel *ō*: *lobe, poke, rogue, rove, mole, toll, dome.*

Vowel *y*: *hym, pym.*

Vowel *ū*: *fume, pure, dupe, duke, lure, muse, fuse.*

Word Signs: *did, you, your, and, I.*

WRITING EXERCISE 2.

LESSON III.

Consonants: *w, wh, h, st.*

Vowel *û*: *dust, fur, bud, cur, (bull, bush, good).*

Vowel *oo*: *mood, stoop, hoof, fool, doom.*

Vowel *au*: *Paul, caught, bawl, wrought, calk (ball, Wall).*

Vowel *ou*: *loud, noun, howl, pout, sour.*

Vowel *oi*: *foil, doit, moist, boil, toil.*

Word Signs: *it, his, this.*

§ 7. *Remarks.* 1. When it is desirable to distinguish **ah** from **a** and **ö** from **u**, the final consonant is placed half a step higher (*half, bush*). When **au** is sufficiently indicated by the following consonant, as in *ball, bald, halt*, it may be expressed like **a**.

2. **a** in such words as *wash, swamp, quadrat*, is better expressed by **a** than **o**.

3. The vowel modifications heard in *fir, her, mar, care, cord, door, fur*, are expressed like **ī, e, a, ā, ō, o, u**.

4. All diphthongs, except **ī, oi, ou, ū**, are treated as two distinct vowels.

WRITING EXERCISE 3.

LESSON IV.

Consonants: y, x, c, z, ng, nk, nd, nt : year, yeau ; fix, six, mix ; ceal, piece ; zeal, zone ; ring, song ; rink, link ; find, fond, land ; want, hunt.

Final t: site, might, fit, feat, fight, bit, beat.

Initial and Final th: think, thill, thing, thine, thief, youth, moth, father, mother.

§ 8. 1. *Initial r* and *l* are drawn upward; *final r* and *l* usually downward, as in *rear, love, whole*.

2. The principal form of **n** is used initially, the auxiliary form finally; the principal form used finally represents **nt**, thickened **nd** : *nun, want, wand*.

3. The principal form of **s** is used initially; finally it indicates the sharp sound; the auxiliary form used finally indicates the soft sound (*s-z*): *sir, gas, case*.

4. Auxiliary **s** is then used to form the plural and is drawn back, when following a letter curved at the stem (**b, p, f, m, &c.**).

5. When forming the particular syllable of *es*, it is lengthened, as in: *kisses, misses, &c.*

6. Auxiliary **s** is also used to form the Saxon Genitive: Kid's (of the kid), hen's (of the hen), &c.

7. It is further used to form the 3d person of the present tense singular,—He *lives*, he *needs*, &c.

8. Final **u, z** and the auxiliary form of **s** after **au, ou** are drawn down: *noun, house*.

9. Final **t** may be drawn upward in double length, inclined for the long connection (after **au, ou** it must be drawn downward): *but, fat, foot, light*.

10. Sharp final **th** may be drawn upward, inclined for the long connection: *moth, breath, youth*; also soft **th** in words ending in *ther* : *father, brother, (brethren)*.

Word Signs: for, of, that, there (their).

WRITING EXERCISE 4.

LESSON V.

Conson. : sh, j & g, ch, mb, mp, ng, nch, nc, qu, ph, **ch**, et, xt
sh : shin, ship, fish, wish ; **j & g** : jest, jail, gin, gem, page ; **ch** : chip, chat, leach ; **mb & mp** timber, limber, hemp, samp ; **ng** : change, hinge ; **nch** : bench, stanch ; **nc** : hence, lance ; **qu** : quite, queer, quack ; **ph** ; phere, phare ; **ch** : loch, Koch ; **et** : sect, fact ; **xt** : text, next.

§ 9. *Remarks.* 1. Final consonants are doubled by thickening their signs : *burr, bell, mumm, Glynn, pebble, apple, buzz, bass, add, matter, dagger, thick flaccid*. Where the duplication is not necessary for the sound, it may be omitted : (*bur, bel, &c.*).

2. **dj, tch, pph, tth, cch** may be represented by thickening the signs of **j, ch, ph, th, ch** : *lodge, retch, Sappho, Matther, bacchic*.

Word Signs: our, with, on.

WRITING EXERCISE 5.

Lesson IV: y = 2, x = 3, c = 1, z = 1, ng = 2,

nk = 2, nd = 1, nt = 1.

v, w; a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z.

Final t = [t] e, r, e, e, e, U, U

Initial & Final th = h, b, h, t, te.

[t] for, of, that, there.

Reading Exercise: w, b, u, s, h, b,

r, h, n, r, e, n, u, a, v, s,

f, e, d, d, l, U, n, d, i, n, g,

-cl, er, a, s, o, s, h, l, o, d,

a, v, u, v, U, j, d, n, d,

z, s - Lesson V: sh = 3, j, org = 1, ch = 1,

mb = 2, mp = 2, ng = 1, nch = 1, ne = 1, qu = 3,

ph = 1, ch = 2, ct = 1, st = 3. L, n, e, G,

ll, ls, h, k, cl, s, s, B, ob, r, d,

su, a, b, b, a, o, z, z, E, E,

d, d, d, B, R. [to to - to to do.]

our, with c on. Reading Exercise:

s, r, n, s, e, s, u, v, p, d,

u, z, a, z, z, z, d, d, h, - h,

-so, d, d, d, d, d, d, d, d, d.

Lesson VI: 1) c, c, c, c, b, b, b, b, d, s, s, s,

g, g, g, b, b, b, h, s, g, w.

2) s, s, s, s, s, z, z, z, z,

h, h, h, h, t, z, n, z,

3) z, o, z, z, z, z, z, z, z, o, z, z, z,

z, b, n, z, z, z, v, v, z, b,

4) c, c, c, c, g, g, g, g, g, g, c, c,

g, g, g, g, &c. g, h, h, z, z, h, h,

s, s, s, s, g, h, b, b,

5) z, z, z, z, z, z, z, z, z, z,

h, z, z, z, z, z, z, z, z, z,

6) z, z, z, z, z, z, z, z, z, z,

z, z, z, h, h, h, h, h, h, h, z,

z, z, [w] z, z, z, z, z,

[w] z, h, h, h, z,

7) h, h, s, s, (a), b, c, w,

8) some, very, has, not, into,

Reading Exercise: er, or, b, b, s, s,

z, z, z, z, b, c, b, z, z, z, z, z,

z, z, z, z, z, z, z, z, z, z,

z, z, b, h, z, z, z, z, z, z,

LESSON VI.

B. Consonant Combinations.

§ 10. Combined consonants must be connected in a manner that no vowel can be read between them. To accomplish this, the first consonant is placed higher. An exception is made with *r* and *l*, which are combined in the most convenient manner.

1. When *r* or *l* follows a sign which is curved towards the bottom, it is written within the curve: *fr, fl, wr, wl, br, bl, pr, pl, thr, shr, ntr, ntl*.

Fresh, flesh, bring, blind, proud, plunk, thread, shrine, winter, mantle.

2. When *r* or *l* follows a stem which is straight at the bottom, it is written on the left of the stem, a little above the line of writing: *sr, sl, str, dr, tr, gr, kr, gl, kl*.

Slap, string, drive, tramp, grain, crawl, clique, gloom.

3. *r* or *l* preceding a sign hooked at the top towards the left, is written within the hook: *rh, rl, rm, rn, rz, rg, rk, rx, lm, ln, lg, lz, lk*.

Rhine, girl, harm, helm, churn, furz, Berg, park, marx, balz.

4. In all other cases *r* and *l* are drawn upward and placed higher than the succeeding consonant: *rv, rf, rb, rp, rth, rs, rst, rd, rt, rzh, rsh, rj, rch, lv, lf, ls, ld, lt, lth, etc.*

Curve, serf, verb, harp, course, thirst, part, lard, large, parch, silver, bald, belt, wealth.

5. When *s* is the first letter (except in *sn, sz, sr, sl*, when *s* has the sharp sound) the small form is used: *sf, sm, sw, sph, sb, sp, sk, squ, sd, sl*.

Sneer, sphere, smell, swine, spare, scare, square, slime.

6. In all other cases the first letter is written higher than the succeeding one: *mn, ms, mst, mps, mpt, nr, nf, nst, nz, nx, ngr, nqu, bd, ps, pt, thv, dw, tm, tw, tz, gm, gw, gh*.

Teamster, glimpse, tempt, minster, bronze, lynx, psalm, wept, dwarf, thwick, twin, quartz.

7. *t* and *th* as last letters may be written upward: *craft, slept, hurt; north, warmth, wealth, fifth, depth*.

8. Remark the initial *ll*: *Llan, Lloyd*.

Word signs: some, very, has, not, into.

WRITING EXERCISE 6.

LESSON VII.

C. Vowels.

i, e, a o, u, au, y,
 ī, ē, ā, ò, oo, ū, ou, oi.

D. Final Vowels.

§ 11. The fine initial consonant placed above the line represents ē, on the line ī, below the line ò. The thickened initial consonant represents above the line ū, on the line ā, below the line oo.—**ah, au, ou** are represented literally. For **oi** and other diphthongs the first vowel is indicated symbolically, and the following literally.

Examples:

ē: *me, we, free, knee, plea, tea, key.*

ū: *due, hue, few, spew.*

ī: *wry, my, by, thy, dry, nigh, vie, die.*

ā: *ray, lay, may, day, weigh, neigh, pray (prey), they.*

o: *lo, so, woe, foe, know, blow, dough, though.*

oo: *rue, true, do, to, who, brew, grew, you.*

ah: *pa, ma, ha, baa.*

au: *law, gnaw, draw, taw,shaw, craw.*

oi: *boy, joy, coy.*

ou: *now, brow, prow, how, thou, plough.*

Word Signs: full, here, where.

WRITING EXERCISE 7.

LESSON VIII.

E. Initial Vowels.

§ 12. **i, e, o** are represented by the short initial stroke, ē, ī, ò by the long initial stroke, combined with the proper position of these vowels. The other initial vowels are represented literally (ū above the line), but when **a** or **u** precedes two consonant stems, a connecting stroke is used and the first consonant shaded. For **oi**, **o** is written literally on the line and the consonant put half a step higher.

Examples.

ī: *if, ill, imp, inn, inch, ink.*

ē: *eke, Eve, eat, each, ease, eel, een (e'en).*

e: *err, ebb, egg, herb, earth.*

ī: *ile, ice, ire, idle.*

o: *odd, off, oft, ort, ore.*

ō: *ode, old, ore, own, oak, oath.*

a: *add, act, ant (aunt), ask, alp, arch.*

ā: *ape, ache, aid, aim, air (heir).*

u: *utter, usher, umber, urge, urn.* oo: *ouphe, ooze, ousel.*

ū: *use, (to) use, ure.* oi: *oil, oint, oyster.*

au: *auln, awl, awk, ought.* ou: *ounce, oust, owl, our.*

E. Solitary Vowels.

§ 13. Words only consisting of vowels are written literally: **I** (eye), **a**, **o** (owe), **awe**, **ewe**, **ay**.

Word Signs: never, all, will, him, at, us.

WRITING EXERCISE 8.

for Vowels see Plate I

Lesson VII

Final Vowels.

e: 2 6 e 1 6 1 7

u: 1 5 e r

i: 2 2 6 4 1 6 1

a: 0 0 2 1 6 1 6 1

o: 0 6 e 1 6 1 6

oo: 0 4 1 5 6 1 6

ah: 6 2 2 6

au: 2 2 2 2 2 2

oi: 6 6 2

ou: 2 6 6 2 2 6

full o, here o, where e. Reading Exercise

e, l, r, z, a, t, s, j, l, e, h, f, g, o, b, e,

z, h, r, j, l, b, z, g, e, r, s, j, - Gf. 2. 1.

Lesson VIII.

Initial Vowels.

i: 2 0 2 2 2 2

e: 2 2 1 2 2 2

e: 2 1 2 2 2

i: 0 1 0 2 2

o: 1 0 2 6 2

o: 1 2 0 2 2 2

a: 2 2 2 2 2 2 2 2

u: 2 2 2 2 2 2

u: 2 2 2 2 2 2

oo: 2 2 2 2

u: 2 2 2 2

oi: 2 2 2 2

au: 2 2 2 2 2

ou: 2 2 2 2

Solitary Vowels: 2 2 2 2 2 - never = 2, altho, will = 0.

at = 1, us = 2. Reading Exercise: d, t, b, l, r, o, p,

h, s, z, e, f, g, r, j, l, b, z, g, e, r, s, j, - Gf. 2. 1.

- 2, 2, 0, 1, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2.

Lesson IX. Secondary Syllables.

ob, ow, oh, ou, or, oo, ur, ur, oo, oo, u,

u, ou, i: ip, ip, ip, ip, ip, ip, ip,
o, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

e: eo, eo, eo, eo, eo, eo, eo, eo, eo, eo, eo.

i: io, io, io, io, io, io, io, io, io, io, io.

a: ao, ao, ao, ao, ao, ao, ao, ao, ao, ao, ao.

ā: āo, āo, āo, āo, āo, āo, āo, āo, āo, āo, āo.

ie: ie, ie, ie, ie, ie, ie, ie, ie, ie, ie, ie.

ia: ia, ia, ia, ia, ia, ia, ia, ia, ia, ia, ia.

iā: iā, iā, iā, iā, iā, iā, iā, iā, iā, iā, iā.

after=6, they=1, had=1, some=, be=.

Reading Exercise: ob, ell, ul, y, u, u.

ob, oh, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

oo, oo, oo, oo, oo, oo, oo, oo, oo, oo, oo.

LESSON IX.

III. Secondary Syllables.

§ 14. In polysyllables which are not evidently compounded of two or more principal syllables, all the syllables which follow the principal syllable are called *secondary syllables*; these are always considered as beginning with a vowel, *f. i. met-al, ar-en-a, ac-erb, go-ing, cist-ern.*

§ 15. The line of writing of the last preceding letter is regarded as the starting point for the next syllable; for l the line of writing is where that letter ends; it is therefore sometimes convenient to draw final l upward.

§ 16. Secondary syllables only consisting of vowels are written literally. Short i and unaccented ē before a literal vowel may be expressed by placing that vowel higher: *rabi, Hebe, trustee, guinea, lama, Judea, bashaw, hero, Hindoo, issue, area, Ohio.*

§ 17. The vowels which precede a consonant are generally indicated by the relative position (beside, above or below, the preceding letter) and the stress of the following consonant, accord to the following schemes:

Close Conn.: i **ia** e a
o u

Wide Conn.: ie **ia** ī ā
ō u

Examples:

i: *nadir, martyr, muslin, foreign, sovereign, Britain, alibi, Egypt, tortoise, aris, Moses, marriage, transit, circuit, antic, benzōic.*

e: *monster, youngster, proper, centre, colonel, traveler, even, essence, bracelet, frequent, prebend.*

ī: *vampire, gentile, divinē, chastise, modernize, ignite.*

a: *madam, Roman, cadaver, parables, carat, opaque, asphalt, sextant, brigand, canvass.*

ā: *curtail, campaign, octave, agate, migrate.*

ie: *glazier, crosier, spaniel, alien, lawyer, series, orient.*

ia: *medial, social, nuptial, banian, radiance, Iliad.*

iā: *variable, foliage, opiate.*

Word Signs: after, they, had, some, be.

WRITING EXERCISE, 9.

LESSON X.

o : *labor, taylor, senior, reason, cosmos, fagot, morose, matross, aorta, iota.*

u (öü) : *murmur, Argus, august, cherub, sirup, eunuch, quadruple, mogul, gerund.*

ū : *nebule, gesture, bitumen, fortune, acute, fortitude.*

Monsoon, cartoon, bassoon, amour, cartouch; carouse; benzoin, deltoid; serene, antique, axes.

§ 18. ē (when it must be distinguished from i), **au, ou, oo, oi** are expressed literally; oi may be designed like öi. Before such consonants the shading of which denotes a compound or double consonant, the vowel must be written literally; but generally one may as well omit one of the double consonants.

The literal vowel is generally placed higher than the succeeding consonant, like those consonants which precede other consonants.

† after a symbolical vowel in secondary syllables must be drawn down.

§ 19. When a secondary vowel follows an open principal syllable, it will be represented literally, or, if possible, symbolically; the long vowels of the principal syllables are in this case indicated by the long connecting stroke.

Examples :

piano, piaster, piazza, theatre, Theodore, create, diet, brier, hyena, bias, dryad, miasm, riot, lion, myope, diurnal, naiad, chaos, kaolin, Noel, poet, goer, boa, Croat, stowage, buoy, Lewis, ruin, cruel, duel, drawer, bowel, prowess, eolian, aerial.

§ 20. If one of the dental consonants **z, s, c, d, t,** precedes an unaccented i followed by another vowel, as f. i. : *ier, ient, ience, ial, ious, eous, ual, uate, ure, ulc, une, etc.,* it is generally changed into the sound **zh** or **sh**, but this alteration of sound will for the most part better be left unexpressed in shorthand.

Word Signs : are, more, cannot, these.

WRITING EXERCISE 10.

Lesson X Secondary Syllables. (continued)

o: o, oo, lo, ... [24] ...

u(oo): u, oo, lu, ...

ü: ü, üü, lü, ...

... [24] ...

§ 19.: au, au, un, ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

are-, more-, cannot-, these-

Reading Exercise: a, oo, lo, ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

... [24] ...

LESSON XI.

Suffixes.

§ 21. Some terminations frequently occurring are represented by abbreviations, called suffixes. The signs of the suffixes are immediately annexed to the principal syllable. Only a few suffixes (*less, fold, some, ship, dom*) are disjoined.

-y: *study, army, baby, anatomy, Harry, whisky, story, snowy, beauty, faculty, brevity, piety, flexibility, society, moiety.*

-ion: *mixture, mention, question, petition, citation, execution.*

-ing: *reading, going.*

-ly: *yearly, truly, daily, sweetly, slowly, jollily, coyly.*

-ment,—al: *movement, complement, ornamental, ornaments.*

-ness: *goodness, drunkenness, evenness.*—head: *godhead.*

-hood: *childhood, knighthood, hardihood.*

less: *heedless, heedlessness.*

fold: *twofold, threefold.*—some: *darksome.*

ship: *lordship, worship, worshipper.*

dom: *kingdom.*

Flexions.

§ 22. For s of flexion the auxiliary sign of s is used, drawn back, when preceded by a hooked letter; for ěs when forming a particular syllable, the auxiliary sign of s is lengthened. For st of flexion the auxiliary sign of st is used. s and st of flexion after a long final vowel receive the wide connection and a higher position.

needs, plays, times, saves, church's, churches.

speak'st, darest, wicked'st.

§ 23. ed the termination of the past tense and perfect participle, whenever e is mute, may be written like d:

loved, followed, filed, filled, marred, signed, melted, bowed, gnawed, enjoyed, fancied.

§ 24. Distinguish the shortened forms from the full ones:

quicken'ing, quick'ning; bower, bow'r; generous, gen'rous; wanderer, wand'rer.

§ 25. Indistinct unaccented vowels of the secondary syllables may often be omitted.

evil, labor, centre, vowel.

Word Signs: him, whom, than, then.

WRITING EXERCISE 11.

LESSON XII.

Prefixes.

§ 26. Some particles which frequently occur as the first part of compound words, are written as prefixes.

A prefix which cannot be confounded with an initial letter will be connected with the principal syllable in the most convenient manner; the others ought to receive a position which clearly shows the difference.

§ 27. Some prefixes (principally *in, ad, ob, sub, dis*) drop or assimilate often their final consonant; they are, however, represented by the same character, which is selected so as to exclude every error.

§ 28. In cases where the initial *s* of the radical part of the word is changed by the influence of the preceding prefix into the soft sound of *s*, as in *preserve, desert*, etc., we may nevertheless employ the principal sign of *s*.

a (r, l, m, n, f, p, s, d, t, g, c): *arise, amend, apace, acknowledge, alike, ago, across, ascend, arrear, allure, ammunition, annex, affix, appear, assist, addition, attend, aggress, accuse.* — *ab*: *abduce, abstain, abscess.* — *ad*: *adapt, adventure, adopt.* — *after*: *afterthought.* — *be*: *belief, besiege, before.* — *con, co* (r, l, m): *convent, correspond, collect, combine, co-operate.* — *contra*: *contravene.* — *contro*: *controvert.* — *de*: *defence.* — *dis, di* (f): *dispute, disable, disorder, direct, digest, diffuse.* — *e*: *event, effect, estate, espy, Esquire, escheat.* — *em*: *empale.* — *en*: *engage.* — *ex*: *expulse, excess, exist.* — *for*: *forfeit.* — *fore*: *forehead.* — *in, i* (r, l, m): *inapt, irradiate, illegal, immerge, imbibe (inborn, inroad).* — *mid*: *midnight.* — *mis*: *mistake, mischief.* — *ob, o* (f, p, c): *obstruct, omit, offend, oppose, occur.* — *out*: *outlaw, outbreak.* — *over*: *overwhelm.* — *per*: *perplex, peruse.* — *pre*: *prefer, present, preserve.* — *pro*: *provide.* — *re*: *relate.* — *se*: *seduce.* — *sub, su* (r, f, p, c): *subdue, suspect, surreption, suffice, support, succeed, successive.* — *un*: *undraw, uncouth.* — *ūn, ūni*: *unanimous, unigenous* — *under*: *undertake, underneath.* — *up*: *uphold, upwards.* — *with*: *withdraw, without, within.*

(*to* before a verb may be treated as prefix).

Word Signs: every, everybody, be, was, were, most.

WRITING EXERCISE 12.

Lesson XIII §29: ee, eea, eeb, eec,

leds. = §30: ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

them, self, selves, whatc.

Reading Ex: 1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

31 32 33 34 35 36 37 38 39 40

41 42 43 44 45 46 47 48 49 50

51 52 53 54 55 56 57 58 59 60

Lesson XIV §31: ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

ee, ee, ee, ee, ee, ee, ee, ee, ee,

at last = ee, as = ee, must = ee, ever = ee.

Reading Ex: 1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

31 32 33 34 35 36 37 38 39 40

41 42 43 44 45 46 47 48 49 50

51 52 53 54 55 56 57 58 59 60

LESSON XIII.

§ 29. One prefix may precede another.

unbelief, uninformed, irreconcilable, misrepresentation, disembark.

§ 30. The employing of the foreign prefixes is optional, that is to say, they are principally used when unaccented. When accented, or when they are not easily recognized as such, or when no time is saved by writing them as prefixes, they may be written as principal syllables.

illative, imbricate, impact, indicate, industry, intonate, irritate, effable, eminent, editor, eligible, emperor, engine, examine, example, exercise, accent, additive, affix, appetite, apathy, aggravate, obstacle, offer, reference, rebel, perfect, preface, present, profit, prospect, secret, separate, substance, deference, difficult, convent, collect, comfort.

Word Signs: them, self, selves, what.

WRITING EXERCISE 13.

LESSON XIV.

IV. Compound Words.

§ 31. As for words which clearly contain two or more principal syllables, we write separately every part of the composition, according to the rules given in the preceding chapters, and place them close together.

Where it is convenient and does not impair perspicuity, the parts may be joined.

short-hand, ship-nail, grass-hopper, waist-coat, grandfather, god-like, man-like, inter-cession, ante-cedent, ultra-montane, vice-president, vi-count, semi-colon, pseudo-apostle, circum-scribe, dys-pepsy, legis-lature, transfer.

§ 32. For words the composition of which is not perfectly clear at first sight, we take the first syllable as the principal syllable of the whole word, and write all the succeeding syllables according to the rules given for secondary syllables. The same is the case when time may be saved in writing in this way.

neighbor, gospel, purchase, symbol, orthography, philology, philosopher, protocol, hyperbolic.

thirteen, thirteenth, fourteen, fifteen, sixteen, seventeen, eighteen, nineteen.

Word Signs: at last, as, must, ever.

WRITING EXERCISE 14.

LESSON XV.

V. Abbreviations.

§ 33. Some words of frequent occurrence, principally the article the pronouns, the prepositions, the conjunctions and the auxiliary verbs, are expressed only by one or some of their elements.

According to the principle of our system, that every word sign represents the sound of the corresponding word without any ambiguity, every abbreviation must have only one signification.

§ 34. When a word is represented by its initial or final consonant, its position and stress generally indicates its principal vowel.

A: all, alone, already, also, any, anybody, anything, and, and so on, &c., after, as, at, at least, at last, at length, along, above, about, amid, among, again. **B**: beside, beyond, behind, between, but. **E**: enough, ever, e'er, every, every body, every thing, either, extra. **F**: for, fore, forth, f. i., f. ex., full, first. **H**: him, his, whom, whose, here, her, however, howe'er, hundred. **I**: in, instead, indeed, immediate, it. **J**: general. **L**: little. **M**: meter, Mr., Mrs. much, more, most. **N**: never, ne'er, nevertheless, nor, not, notwithstanding, nobody, nothing, number. **O**: or, ordinary, ordinarily, of, over, other, on, one, only, once, out. **P**: perhaps. **Qu**: quite. **S**: self, selves, seldom, several, some, sometime, somebody, something, sundry, such, second, since, still, scarce. **T**: together, toward. **Th**: the, this, these, those, them, then, than, thus, their (there), that, thing. **U**: unless, until, under, up, us. **V**: very. **W**: wel(l), with, which, where, while, what (whey), whence. **Y**: yet, yester, yon, yonder.

§ 35. Prefixes, secondary syllables, and flexions, may be added to word signs and even to prefixes in the same manner as to other words.

generally, contrast, contrary, control, union, unite, middle, midst, upon, anon, against.

[§ 36. For the metrical system, *deci-, centi-; milli-, deca-, hecto-, kilo-, myria-*, may be written as prefixes.

decimeter, centimeter, millimeter, decameter, hectometer, kilometer, myriameter; decigramm, centigramm; liter, deciliter.]

§ 37. *Auxiliary* verbs. Their abbreviations are :

be, been, am, are, art, is, was, wast, were, wert; have, hath, has, hast, had; shall, shalt, should, shouldst; will, wilt, would; can, cannot, can't, could; may, mayst, mayest, might (mighty), must; did.

WRITING EXERCISE 15.

Lesson XV. Abbreviations.

A: a, o, b, b, d, f, i, l, m, n, r, v, w, y, z

g, h, i, j, k; B: c, e, g, i, l, n; E: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

F: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

H: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

I: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

L: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

M: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

N: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

O: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

P: a, Qu: a, S: a, T: a, Th: a, U: a, V: a, W: a, Y: a

§ 35: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

§ 36: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Aux: verbs. § 37: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Reading Exercise: a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

VI. Names and Words of Foreign Languages.

§ 38. Names, and words of foreign languages may be written either phonetically or literally. The momentaneous need must here decide which way we must take. Names and foreign words written phonetically are treated like other words; for the literal representation of names and foreign sentences, the vowels are generally designed like the short **i, e, a, o, u, y**. — *e* mute is represented by the last auxiliary vowel-sign. **ä** (æ), **ö** (œ), **ü**, **äu**, are written like **ae, oe, ue, aeu**.

Greenwich; Gloucester; Leicester; Gray, Grey; Smith, Smyth, Smithe; Read, Reed, Wright; Faraday; Humphrey; Gartress; Ewell; Swayne; Beaufort; Esther; Schäfer, Möller, Müller, Reuter, Räumer, Kräuter.

Quem deus vult perdere, prius dementat.—Vitanda est improba Siren, Desidia.

Martialis epigramma.

Currant verba licet, manus est velocior illis,
Nondum lingua suum, dextra peregit opus.

Remarks: § 39. The scholar should now be required to write after dictation, commencing at the rate of 15 words per minute and gradually increasing in rapidity.

§ 40. For a complete theory of the system, and for further abbreviations and other information, see

G. Michaelis' New System of English Stenography, or Shorthand, on the Principles of W. Stolze. Trübner, London. Fr. Lobeck, Berlin. 1863.

READING EXERCISES.

1. *Select Sentences.*

Be fit to live, that you may be fit to die. Do that which is right, love that which is just and true. There is a time to speak and there is a time to act. To be of use ought to be the end and aim of our lives. That which you have to do, do with all your might. If you would have your business done, attend to it yourself. We have no right to teach that which we do not believe. It is much better to do well than to say well. The more a man does, the more he is able to do. We have nought to fear in this life but sin and sloth. There is no music like the voice of those we love. The more we hate our evil thoughts, the less they are ours.

2. *Letter written by the Earl of Chatham to his Nephew Thomas Pitt.*

BATH, Oct. 12, 1751.

My Dear Nephew: As I have been moving about from place to place, your letter reached me here, at Bath, but very lately, after making a considerable circuit to find me. I should have otherwise, my dear child, returned you thanks for the very great pleasure you have given me, long before now. The very good account you give me of your studies, and that delivered in very good Latin, for your time, has filled me with the highest expectation of your future improvements. I see the foundation so well laid, that I do not make the least doubt but you will become a perfect good scholar, and have the pleasure and applause that will attend the several advantages hereafter, in the future course of your life, that you can only acquire now by your emulation and noble labors in the pursuit of learning, and of every acquirement that is to make you superior to other gentlemen. I rejoice to hear that you have begun Homer's Iliad; and have made so great a progress in Virgil. I hope you taste and love those authors particularly. You cannot read them too much. Go on, my dear nephew, and drink as deep as you can of these divine springs. I am, with the greatest affection, my dear child, your loving uncle.

3. *Advantages of Shorthand. By Gawtress.*

Shorthand is capable of imparting so many advantages in almost every situation of life, and is of such extensive utility to society, that it is justly a matter of surprise that it has not attracted a greater share of attention, and

46^o m. ... 10 41-10 44h
 20, - ch₂ ... 20 h₂ ...
 ch₂ ... 1.45 ...
 2 eff 50 ... 40.

5 ... 21 ... 27 ...
 ... 27 ...
 ...

3 4th - 11/17/18.

10 ...
 4th ...
 ...
 ...
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 ...

15 ...
 ...
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20 ...
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425 106 002 675 50

... ..

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... ..

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... ..

20

been more generally practised. In England, at least, this art may be considered a national blessing, and thousands who look with the utmost indifference upon it, are daily reaping the fruits of its cultivation. It is scarcely necessary to mention how indispensable it is in taking minutes of public proceedings. If all the feelings of a patriot glow in our bosoms on a perusal of those eloquent speeches which are delivered in the Senate, or in those public assemblies where the people are frequently convened to exercise the birthright of Britons: we owe it to shorthand. If new fervor be added to our devotion, and an additional stimulus be imparted to our exertions as Christians, by the eloquent appeals and encouraging statements made at the anniversaries of our various religious Societies: we owe it to shorthand. If we have an opportunity, in interesting judicial cases, of examining the evidence, and learning the proceedings, with as much certainty, and nearly as much minuteness, as if we had been present on the occasion: we owe it to shorthand. In short, all those brilliant and spirit-stirring effusions which the circumstances of the present times combine to draw forth, and which the press transmits to us with such astonishing celerity, warm from the lips, and instinct with the soul of the speaker, would have been entirely lost to posterity, and comparatively little known to ourselves, had it not been for the facilities afforded to their preservation by shorthand. Were the operations of those who are professionally engaged in exercising this art, to be suspended but for a single week, a blank would be left in the political and judicial history of our country; an impulse would be wanting to the public mind, and the nation would be taught to feel and acknowledge the important purposes it answers in the great business of life.

4. *Speech on Parliamentary Reform by Lord Brougham.*

We stand in a truly critical position. If we reject the Bill, through fear of being thought intimidated, we may lead the life of retirement and quiet, but the hearts of the millions of our fellow-citizens are gone for ever; their affections are estranged; we and our order and its privileges are the objects of the people's hatred, as the only obstacles which stand between them and the gratification of their most passionate desire. The whole body of the Aristocracy must expect to share this fate, and be exposed to feelings such as these. For I hear it constantly said, that the Bill is rejected by all the Aristocracy. I broadly deny this silly, thoughtless assertion. What! My Lords, the Aristocracy set themselves in a mass against the people: they who sprang from the people, are inseparably connected with the people, are supported by the people, are the natural chiefs of the people? They set themselves against the people, for whom Peers are ennobled, Bishops consecrated, Kings anointed: the people, to serve whom Parliament itself has an existence, and the Monarchy and all its institutions are constituted, and without whom none of them could exist for an hour? The assertion of unreflecting men is too monstrous to be endured. As a Member of this House, I deny it with indignation. I repel it with scorn, as a calumny upon us all. And yet are there those who even within these walls speak of the Bill aug-

menting so much the strength of the democracy as to endanger the other orders of the State: and so they charge its authors with promoting anarchy and rapine. Why, my Lords, have its authors nothing to fear from democratic spoliation? The fact is, that there are members of the present Cabinet, who possess, one or two of them alone, far more property than any two administrations within my recollection; and all of them have ample wealth. - I need hardly say, I include not myself, who have little or none. But even of myself I will say, that whatever I have depends on the stability of existing institutions; and it is as dear to me as the princely possessions of any amongst you. Permit me to say, that, in becoming a Member of your House, I staked my all on the aristocratic institutions of the State. I abandoned certain wealth, a large income, and much real power in the State for an office of great trouble, heavy responsibility, and very uncertain duration. I say, I gave up substantial power for the shadow of it, and for distinction depending upon accident. I quitted the elevated station of Representative for Yorkshire, and a leading Member of the Commons. I descended from a position quite lofty enough to gratify any man's ambition; and my lot became bound up in the stability of this House. Then, have I not a right to throw myself on your justice, and to desire that you will not put in jeopardy all I have now left?

A noble friend of mine has had the curiosity to examine the list of Peers opposing and supporting it, with respect to the dates of their creation, and the result is somewhat remarkable. A large majority of the Peers, created before Mr. Pitt's time, are for the Bill; the bulk of those against it are of recent creation; and if you divide the whole into two classes, those ennobled before the reign of George III. and those since, of the former 56 are friends, and only 21 enemies of the Reform. So much for the vain and saucy boast, that the real nobility of the country are against Reform. I have dwelt upon this matter more than its intrinsic importance deserves, only through my desire to set right the fact, and to vindicate the ancient Aristocracy from a most groundless imputation. My Lords, I do not disguise the intense solicitude which I feel for the event of this debate, because I know full well that the peace of the country is, involved in the issue. I cannot look without dismay at the rejection of the measure. But grievous as may be the consequences of a temporary defeat: temporary it can only be; for its ultimate, and even speedy success is certain. Nothing can now stop it. Do not suffer yourselves to be persuaded, that even if the present Ministers were driven from the helm, any one could steer you through the troubles which surround you, without Reform. But our successors would take up the task in circumstances far less auspicious. Under them, you would be fain to grant a Bill, compared with which, the one we now profer you is moderate indeed. Hear the parable of the Sybil; for it conveys a wise and wholesome moral. She now appears at your gate, and offers you mildly the precious volumes of wisdom and peace. The price she asks is reasonable: to restore the franchise, which, without any bargain, you ought voluntarily to give; you refuse her terms, her moderate terms:

Handwritten text at the top of the page, including the number '20' and various symbols.

5

Handwritten text in the middle section, including the number '10' and various symbols.

10

Handwritten text in the lower middle section, including the number '15' and various symbols.

15

Handwritten text in the lower section, including the number '20' and various symbols.

20

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401, 410, 24-64030 - 41, 41-615 m. emb.

420 - 401, 410, 24-64030, 41, 41-615 m. emb.

430 - 401, 410, 24-64030, 41, 41-615 m. emb.

440 - 401, 410, 24-64030, 41, 41-615 m. emb.

450 - 401, 410, 24-64030, 41, 41-615 m. emb. 5

460 - 401, 410, 24-64030, 41, 41-615 m. emb.

470 - 401, 410, 24-64030, 41, 41-615 m. emb.

480 - 401, 410, 24-64030, 41, 41-615 m. emb.

490 - 401, 410, 24-64030, 41, 41-615 m. emb.

500 - 401, 410, 24-64030, 41, 41-615 m. emb. 10

510 - 401, 410, 24-64030, 41, 41-615 m. emb.

520 - 401, 410, 24-64030, 41, 41-615 m. emb.

530 - 401, 410, 24-64030, 41, 41-615 m. emb.

540 - 401, 410, 24-64030, 41, 41-615 m. emb.

550 - 401, 410, 24-64030, 41, 41-615 m. emb. 15

560 - 401, 410, 24-64030, 41, 41-615 m. emb.

570 - 401, 410, 24-64030, 41, 41-615 m. emb.

580 - 401, 410, 24-64030, 41, 41-615 m. emb.

590 - 401, 410, 24-64030, 41, 41-615 m. emb.

600 - 401, 410, 24-64030, 41, 41-615 m. emb. 20

610 - 401, 410, 24-64030, 41, 41-615 m. emb.

620 - 401, 410, 24-64030, 41, 41-615 m. emb.

she darkens the porch no longer. But soon, for you cannot do without her wares, you call her back. Again she comes, but with diminished treasures; the leaves of the book are in part torn away by lawless hands, in part defaced with characters of blood. But the prophetic maid has risen in her demands: it is Parliaments by the Year, it is Vote by the Ballot, it is Suffrage by the Million! From this you turn away indignant, and for the second time she departs. Beware of her third coming; for the treasure you must have; and what price she may next demand, who shall tell? It may even be the mace which rests upon that woosack. What may follow your course of obstinacy, if persisted in, I cannot take upon me to predict, nor do I wish to conjecture. But this I know full well, that, as sure as man is mortal, and to err is human, justice deferred, enhances the price at which you must purchase safety and peace; nor can you expect to gather in another crop than they did who went before you, if you persevere in their utterly abominable husbandry, of sowing injustice and reaping rebellion.

But among the awful considerations that now bow down my mind, there is one which stands pre-eminent above the rest. - You are the highest judicature in the realm; you sit here as judges, and decide all causes, civil and criminal, without appeal. It is a judge's first duty never to pronounce sentence, in the most trifling case, without hearing. Will you make this the exception? Are you really prepared to determine, but not to hear, the mighty cause upon which a nation's hopes and fears hang? You are. Then beware of your decision! Rouse not, I beseech you, a peace-loving, but a resolute people; alienate not from your body the affections of a whole empire. As your friend, as the friend of order, as the friend of my country, as the faithful servant of my Sovereign, I counsel you to assist with your uttermost efforts in preserving the peace, and upholding and perpetuating the Constitution. Therefore, I pray you and I exhort you not to reject this measure. By all you hold most dear, by all the ties that bind every one of us to our common order and our common country, I solemnly adjure you, I warn you, I implore you, yea, on my bended knees, I supplicate you: reject not this Bill!

WRITING EXERCISES.

I.

Consonants: b, p, d, t, f, v, m, r, l.

i did, pip, lid, fib, rim, till.

ē mere, leap, real, deal, meat.

e met, fell, pet, tell.

ī mile, lime, mite, pipe, ride.

Mixed: pill, ream, right, leaf, time, mill, peep, led, might, bell.

Word Signs: the, is, in.

Sentences: The pit is deep. Veal is dear. The beef is red.
Is light in the pipe? File the bill.

II.

Consonants: k, g, N, n, S, s.

a cab, pad, fat, vat, rat, car, tar.

ā male, cane, nail, sail, lane.

o rock, mock, cop, come, knot.

ō vote, road, roar, foam.

y pym. *ū*: mule, feud, mute, nude.

Mixed: sad, mad, made, sole, lewd, knock, fail, load.

Word Signs: did, you, your, and, I.

Sentences: Give the cat the rare meat. Did you keep the seat
and time your man? Did you leave the tar in the pan? I leave
you the big mule.

III.

Consonants: w, wh, h, st.

u. sun, fun, dull, nut, (full, book, hook), *oo* food, pool, boone,
move, rude, rule, tomb.

au taught, dawn, talk, shawl, (hall, call). *ou* rout, mouse,
gown, foul. *oi* coin, loin, coil.

Mixed: hack, hair, howl, gap, stem, seem, siñ, stile, peel, feed,
vain, name, void, mule, town.

Word Signs: it, his, this.

Sentences: Did you find the hook? Paul bought the cat and the
dog. Did you sell your soap and give the man his bill? He fed
the hen and the pig. It is dim in this den. Give the man his hat
and this cap. This is the best time in your life.

IV.

Consonants: y, x, c, z, ng, nk, nd, nt. yell, yean, yoke; wax, tax, sex; mace, niece, cell; zink, gaze, blaze; bang, long, king; mink, pink, sink; band, sand, wind; lent, rent, pint.

Final t: write, let, hat, lit, meat, wheat.

Initial and Final th: thank, theme, thole, thick; faith, wreath, bath, both, weather, feather.

Mixed: yawn, rex, fox, mend, lent, kind, rex, lace, zest, ceil, pace, zein, send, right, kite, loathe.

Word Signs: for, of, that, (their), there.

Sentences: Fix this light for the hall of your house. Your father and your mother like you and your brother. This cake is fine. This is bad weather for this time of the year. There is the bill for that man.

V.

Consonants: sh, j and g, ch, mb, mp, ng, nch, nc, qu, ph, ch, ct, xt.

sh sheep, shear, rash; *j* and *g* jar, juice, gibe, gauge, gill; *ch* cheap, cheese, reach; *mb* zamb, lumber; *mp* lamp, damp. *ng* range, tinge, venge. *nch* hench, wrench, finch. *nc* mince, fence. *qu* quench, queen, quick; *ph* phil, phease; *ch*, Bach; *ct* tact, pact; *xt* text.

Mixed: jump, chair, stamp, pinch, quote, phiz, jim, chase, mange, cage, change, stench, chance, rage, gong, gall.

Word Signs: our, with, on.

Sentences: Light the lamp and look for our man Lamb. He took the change and went home with the next train. This is the best gin. Fill this jar with wine and place it on the bench.

VI.

small, skin, slap, prism, snap, swim, twine, froth, flour, price, smash, sphene, speed, spoil, scene, shrine, shroud, glance, sprinkle.

Word Signs: some, very, has, not, into.

Sentences: Give Fred some bread. This man is very shrewd. That blast burst the rock. There is your drink. Life is short. Give him the wax candle. It is better you carve the meat,

Drink Rhine wine for your health. Did you klick that glass and that slate? Plant this furze into this pot. Our friend Berg has the finest park. This helm is from your brother Marx.

VII.

Final Vowels: *ē* she, lee, be, see, tree. *ū* Gnu, flue, view. *ī* fly, tie, sigh, pie, buy. *ā* flay, tray, say. *ō* fro, flow, snow, crow. *oo* woo, two. *ah* tah, pa, ma. *au* maw, flaw, yaw, claw. *oi* hoy, toy, troy, cloy. *ou* wow, vow, cow.

Mixed: bee, bay, paw, high, bough, dray, go, straw, glee, grow, shoe, sly, sky.

Word Signs: Full; here, where.

Sentences: How do you do, my dear sir? This horse has his jaw full of hay. Cain slew his brother. Pray to God to bring you home safe. Please let me know where I can go.

VIII.

INITIAL VOWELS.—Ib, irk, ox, age, ooze, uncle, ear, ash, ark, idle, ace, elm, east, itch, oaf, apt, oat, arm, end, ale, old, elk, orb, ire, awl, ought, owe, aye.

Word Signs: never, all, will, him at, us.

I owe God a death. He is ice cold. I never err. Look at that idle lad. Do you know my old aunt? She owns this house. I do not like that you use my pen all the time. Let us eat an oyster stew. He swore a false oath at the court to-day. My uncle is an usher, and a very honest and humble man. Ill got, ill spent. The ship is off Blue Point. Give him an inch and he will take an ell.

IX.

Secondary syllables: Polo, comma, alpha, drama, echo, window, bureau.

i fakir, satyr, zephyr. *e* writer, robber, letter. *ī* empire, archive, polite. *a* Jalap, harass, german. *ā* phosphate, separate, prostrate. *ie* soldier, carrier. *ia* familiar, caviar. *iā* amiable, mediate.

Word Signs: after, they, had, some, be.

Sentences: Is this bonnet made of linen? William and his comrade left the palace after they had read the fatal paper. He sent me some muslin from Berlin. All the soldiers will be shipped to the orient. Our madam brought a basket of champagne. Our cousin is at Amiens. In that bureau drawer you will find some papers. We pass our time with polo. The ladies with croquet.

X.

o pardon, liquor, u (oo) sulphur, rupture, ū deluge, latitude, amateur.

buffoon, bamboozle, heroiné, severe, sincere.

real, Leopold, triumph, trial, fortune, patience, gracious, mutual.

Word Signs: are, more, cannot, these.

Sentences: When the fox cannot reach the grapes, he says they are not ripe. When the wine is in the wit is out. There are more flies caught with sugar than vinegar. No liquor sold on these premises after to-morrow. Feodore has brought this vase from China. Doctor Condi is the picture of health.

XI.

funny, pretty, lady, plenty, questioner, partition, writing, pitying, airily, heavenly, moment, ferment, segment, wiseness, greatness, priesthood, manhood, worthless, endless, fivefold, tiresome, quarrelsome, friendship, freedom, wisdom; thinks, fears, fearest, leave, leaves, leavest, gained, reached.

Word Signs: him, whom, than, then.

Sentences: Harry went into the army. Heavenly father look down on us poor sinners. We made a fruitless search after him all day. Thank Him from whom all blessing comes. He made a motion to give the thanks of the nation, to the brave soldier and statesman. It is better to sit with a wise man in prison, than with a fool in paradise. He gave us then all hé had.

XII.

Prefixes: arrest, allot, assault, avoid, afoot, ahead, afteract, afternoon; abjure, abscond; admit, betray, become, conflict, con-

duce, correct, command, collusion ; controverse, contraband, deduct, deliver, disfigure, divert, divide, escape, espouse, enjoin, engage, embrace, employ, explain, exclude, forbid, forefinger, insist, impolite, illoyal, midship, mislaid, misprint, obtain, occupy, obey, opposition, outdone, overdone.

Word Signs: every, everybody, be, was, were, most.

Sentences: Insects of every description are invading this State to a great extent, the effect of this will be felt by everybody. All accounts agree that they were betrayed in a most shameful manner. Vows made in storms are forgotten in calms. It was midnight when the strikers placed these obstructions on the road. It is very improper for you to speak, when the teacher gives instructions.

XIII.

perform, permit, prepare, preside, produce, prolong, report, relax, secede, select, supply, sufficient, surround, sublet, unfair, union, unicorn, undergo, uplift, withdraw ; insufficient, subsequence, indispensable, misconstruction, disconnect.

Word Signs: them, self, selves, what.

Sentences: A preconcerted action will enable them to take this fort by storm. Prepare yourself to die, for we do not know what the next day might bring forward. This uniformed band of ruffians, they call a target company, and you are uninformed not to know, that they are the scum of our city. Great designs require great consideration. Comprehend that we are doing our best to sustain you in your noble work, but in sufficient time you will know that your means are insufficient.

XIV.

Word Signs: at last, as, must, ever, nothing. East-river, high-bridge, music-hall, beer-garden, bird-cage, stenographer, geography.

Sentences: My music-teacher is the leader of the finest orchestra in this city, and everybody acknowledges the fact. At last my photographs have arrived. Blind are their eyes, their ears are deaf —, nor hear, when mortals pray; Mortals that wait for their relief, are blind and deaf as they. What is bred in the bone will never come out of the flesh. He received his punishment in good humor. This is the most unreliable person I ever had, I must be more strict with him in the future. Nothing is more provoking than to be disappointed.

XV.

Do it and obey, or you will be punished. Were it not for these, a man would be happy and would have everything. Did you ever go home late? As to himself and his friend, whose name I do not know, he has no luck. He thinks himself above everybody. Will a pint make a pitcher all full? You shall also go alone, as he has gone already. Among other persons I saw him amid a crowd. The other fire poker is either under or over the stove. Between now and then, one might have been far better off than here. I was three weeks ago in the place from whence you come, but never since. He gave us some of this and sundry other kind of wine. I have too much such stuff. It is not fair, that you never wrote to me for a number of days, nor came to see me. Well, where was you while I studied. What will we do with the bird we caught? Thou art very bad. He is perhaps behind that house. The book is on the table. I gave them to him, whom I found at home. It is not that we wanted his pears and those apples for ourselves. The French had enough of the second empire. Yesterday I was living yet at a house, beyond yonder hill, which you say is your uncle's. I had been at a ball. However it might be, I gave her here a hundred dollars. Thus far the thing was very fine, but that they left us, disturbed the party. A friend said to me: Come along and listen to the sermon, the preacher will discuss the atonement question at length. At first I was unwilling to go, but at last he persuaded me. The sermon was dull, but at least I killed my time by listening to it.

Remarks on the English Sounds.

(Compare the "Principles of Pronunciation" in Webster's Dictionary of the English Language.)

Vowels.

§ 1. The vowel sounds of the English language are, according to the best orthoëpists, Walker, Ellis, Smart, Webster, Pitman, etc., arranged to their pitch, descending from the highest to the lowest, the following,

Long Vowels : ē (*eve*), ā (*alc*), ā (*care*), āh (*lust*), āh (*für*), au (*full*), o (*old*), oo (*fool*).

Short Vowels : i (*ill*), e (*end*), e (*term*), a (*add*), äh (*ask*), o (*not*), u (*us*), u (*furl*), öö (*foot*).

Diphthongs : ū (*use*), i (*ice*), oi (*oil*), ou (*out*).

§ 2. These sounds, however, are often represented by other characters or combinations than those given above, as the following table will show.

LONG VOWELS.

ē : *pique, field, mete, leisure, key, beard, people, Cæsar, quay, Phoenix.*

ā : *eh, veil, whey, break, ale, pain, day, goal, gauge.*

— : *there, their, bear, care, air, prayer.*

āh : *hearth, are, father, haunt.*

au : *all, talk, haul, awe, fork, broad, bought.*

ō : *beau, yeomen, sew, hautboy, sole, roam, door, soul, oice.*

oo : *drew, to, poor, group, rude, recruit.*

SHORT VOWELS.

i : *pin, hymn, sieve, English, been, forfeit, monkey, tortoise, women, busy.*

e : *friend, men, heifer, head, leopard, any, aphaeresis, said, says, asafoetida, bury.*

a : *add, plaid.*

äh : *ask, grass, dance, branch.*

o : *what, not, knowledge, earn ; cough.*

u : *dove, young, flood, hut.—: bird, myrtle, worm, journey, cur.*

öö : *wolf, foot, should, full.*

Diphthongs.

ū : *lieu, view, beauty, feod, feud, few, fune, juice.*

ī : *fine, by, height, eye, aiste, aye, choir, buy.*

oi : *oil, boy.—ou : hound, how.*

§ 3. All vowel sounds are derived from the primitive ones: **ah**, **e**, **oo**. Between **ah** and **e** lies **a**, between **ah** and **oo** lie **au** and **ō**.—To those correspond the short vowel sounds: ä, i, öö, e, ö.

§ 4. The sounds **a** and **ō** are, according to the observations of Webster and some other orthoëpists, in most cases diphthongal, having a slight vanish in **e** and **oo**, annexed to its radical or initial sound, as in *rain, soul*, where the *i* and *u* may be regarded as representing the vanish.

It is very common in some parts of the United States to pronounce words having the long *o*-sound, as *whole*, *bolt*, *most*, *only*, with the true short sound of *ō*, by dropping the vanishing element which belongs to the vowel, and giving to the radical portion a somewhat more open quality, but this practice is not generally recognized and opposed to English usage.

§ 5. The sound **ah** occurs in monosyllables before *lf*, *lm*, in *au*, before *nt*, and is in these situations often pronounced *ä*; also before *r*.

The sound **ah** occurs in certain (chiefly monosyllabic) words ending in *ff*, *ft*, *ss*, *st*, *sk*, *sp*, with a few in *nce* and *nt*. In England is often pronounced **ah**, in the United States **a**.

§ 6. The broad sound **au** occurs chiefly in monosyllables before *llshall*), *ld*, *lk*, *lse*, *lt*, and after a *w*-sound (*w*, *sw*, *wh*, *qu*, *squ*).

§ 7. The sound of *a* in *what*, nearly identical with that of *o* in *not*, occurs chiefly in monosyllables after a *w*-sound.

§ 8. There is an intermediate sound of *au* heard in *salt*, etc., which lies between that in *awe* and that in *what*. The vowel sound in *gone*, *cough*, *trough*, *off*, and in some words ending in *ss*, *st*, *th*, as in *cross*, *cost*, *broth*, lies between *o* and *au*.

§ 9. Short **oo** besides the words *would*, *should*, *could*, occurs only in the two following series of very few words:

- (1.) *full*, *bull*, *pull*, *pulpit*, *puss*, *bush*, *push*, *cushion*, *pudding*, *put*, *butcher*, *sugar*.
- (2.) *wolf*, *woman*, *wood*, *stood*, *good*, *hood*, *foot*, *book*, etc.

Words of the first class have no corresponding in **u**, those of the second class none in **oo**.

§ 10. The vowels in *care*, *her*, *cur* are only heard before *r*. When **a** is followed by *r* in the same syllable, it takes the sound heard in *care* (except in *are*); *e* or *ei* has this sound in *heir*, *their*, *there*, *where*, *ere*, *e'er*, *ne'er*.

The sounds of *a* in *arm*, *e* in *verge*, *i* in *firm*, *y* in *myrtle*, *o* in *order*, *u* in *urge*, occur in monosyllables and in accented syllables before *r* final or *r* followed by another consonant, and in derivations from these words, but when followed by a vowel or another *r* in words not derivative, *i*, *e*, *a*, *o*, *u* have their regular short sound.

§ 11. The diphthongs \bar{u} , \bar{i} , oi , ou are composed as follows: \bar{u} of \check{i} -oo, \bar{i} of $\acute{a}h\acute{e}$, oi of $o-i$, ou of $\acute{á}h$ -oo, or \acute{o} -oo. \check{i} and \acute{e} before other vowels usually become y .

§ 12. When \bar{u} begins a syllable or is preceded by one of the labial or palatal consonants (m, v, f, b, p, g, k), it is clearly pronounced *yoo*, as in the words *usage, mule, futile, burin, puny, gules, cube*. When it is preceded, in the same syllable, by a dental consonant, n, z, s, th, d, t , or l , it is difficult to introduce the consonant y , and it becomes a very brief sound of \check{e} or \check{i} ; when preceded by r , the y -sound is entirely dropped, and u is pronounced like *oo*.

§ 13. The diphthongal sound \bar{i} occurs in *pint, child, wild, mild*, and in monosyllables ending with *nd*, as *find, bind*, except *wind*.

§ 14. In unaccented syllables the vowels are usually short and often not distinguishable from \check{u} ; when long, their sound is usually somewhat shortened, as in *gesture, fortune*.

Consonants.

§ 15. The consonants of the English language may be classified according to the following table :

	Liquids		Fricatives		Explosives	
	Trills	Nasals	voiced	whispered	voiced	whispered
Labials		m	w, wh v	f (ph)	b	p
Dentals	r	n	dh z	th s (c)	d	t
Palatals	l r	ng	zh y	sh	j (dzh) g	ch (tsh) k
Laryngal				h		

§ 16. The consonants are partly *soft* or *voiced*, that is to say, accompanied by a vibration of the vocal ligaments; partly *sharp* or *whispered*, that is to say, not accompanied by a vibration of the vocal ligaments. The liquids **r**, **l**, **m**, **n**, **ng** are voiced.

§ 17. **r** is dental or trilled when not preceded by a vowel, as in *ream*, *dream*, *prompt*, or when between two vowels, the first of which is short, as in *very*, *barren*. **r** is palatal or smooth, when final or before a consonant, as in *far*, *form*. When following a long vowel, as in *mere*, *ire*, *fare*, *ore*, *poor*, *cure*, **r** has a compound sound, viz.: an obscure vowel sound resembling that of *ü* in *urge*, and a palatal **r**, thus slightly modifying the vowels preceding it; *fare*, *mere*, *ire*, etc., are pronounced nearly like *fā-ur*, *mē-ur*, *ī-ur*.

When **r** stands between two vowels, the first of which is long and accented, it represents in English both the palatal and the dental sound, as in *hero*, *iris*, pronounced *hēr-o*, *īr-ris*. In the United States this double power of *r* is chiefly restricted to the derivations of words ending in **r**, preceded by a long vowel, as in *poorer* (poor-rer) from *poor*, *airy* (*ā-r-y*) from *air*; but *he-ro*, *ī-ris*, because these words are not derived from any other words in the language.

§ 18. **n** before *e*, *k*, *q* or *x* is usually sounded as *ng* in *sing*, *singly*. In words ending in *ng* and their derivatives the *g* is not separately pronounced, except *longer*, *longest*, *stronger*, *strongest*, *younger*, *youngest*, *diphthongal*, *triphthongal*, which are pronounced *long-ger*, *long-gest*, etc. — In words as *danger*, *stranger*, *n* has its ordinary sound.

§ 19. **wh** is only a corruption from *hw*.

§ 20. **f** has the power of *v* in the single word *of*.

ph occurs in words of Greek derivation and has the sound of *f*. In *nephew* and *Stephen* it has the sound of *v*, *naphtha* is usually pronounced *naphtha*.

21. **th** has its soft sound in *the*, *thine*, *then*, *with*, etc., and between two vowels in words purely English, as *wither*, *mother*, *leather*, *breathe*, *clothe*, etc., also in the plurals of the words *oath*, *wreath*, *lath*, *mouth*, *bath*, *path*, *cloth*. **th** has the sound of *t* in *thyme*, *phthisis*, *asthma*, *isthmus*, *Thomas*, *Thames*.

§ 22. **s** has its sharp sound at the beginning of words and at the end of monosyllables, as *soon*, *sing*, *gas*, *yes*, *this*; but the soft sound in *as*, *was*, *has*, *his*. Between vowels it is mostly soft,

as in *ease, easy*. **c** has the sound of *z* in *sacrifice, sice, suffice, discern*.

§ 23. When *ce, ci, sci, se, si* (also *si* implied in *xi*) or *ti* before an unaccented vowel are immediately preceded by an accented syllable, they sound like *sh*, as in *ocean, social, conscience, nauseous, mansion, passion, noxious, potion*. But when the following vowel takes an accent, or the syllable is *ate*, the consonant alone has the sound *sh*, as in *oceanic, associate, nauseate, conscientious, vitiate*. Except when *si* (also *zi*) is preceded by a vowel, it is sounded like *zh*, as in *fusion, adhesion, revision, occasion, brazier*.

§ 24. When **d** or **t** before an unaccented \bar{u} are preceded by an accented syllable, as in *verdure, nature*, or when *tia, tio* are preceded by *s* or *x* in an unaccented syllable, as in *Christian, question, mixture*, they are pronounced *verdyoor, nātyoor, kristyun, kvestyun*, or *verjoor, nāchoor, krischun, kweschun, mikschun*; also *righteous*,=*rītyus* or *rīchus*.

§ 25. In **j**=*dzh* and **ch**=*tsh* the two elements are so closely blended in pronunciation, that they have the effect of only a simple sound or beat upon the ear.

§ 26. **g** has its simple explosive sound before *a* (except *gaol*), *o, u, h, r, l*, as in *gate, gore, gun, ghostly, grain, glad*; before *e, i, y*, in words from the Anglo-Saxon, and in a very few from the Greek, as in *get, give*, etc., and always at the end of words and in the derivatives of such words, as in *crag, drug, fog, cragged, druggist, foggy*. In words of Latin or Greek origin, *g* before *e, i, y*, has usually the sound of *j*. In a few words from the French, *g* retains the sound of *zh*, which it has before *e* and *i* in that language, as in *rogue, mirage*.

§ 27. **ch** is pronounced like *k* in *ache*, and in words from the ancient languages, as *chemist, chorous, chlorine, chrism, epoch, distich* (except *cherub, charity*); like *sh* in French words, as *chaise, machine*. The prefix *arch* is usually pronounced *artsh*, as in *archbishop, archfiend*; *ark* in *archangel*, and in some few words from foreign languages, as *architecture, architrave*.

§ 28. **qu** has usually the sound of *kw*; in a few words derived from the French, it is sounded like *k*, as in *coquette, antique*.

§ 29. **x** is sounded like *ks*, whenever the vowel preceding it has the accent; it is usually pronounced *gz* before an accented

vowel, as in *example, examine*. At the beginning of words, *x* has the sound of *z*, as in *xanthic*.

§ 30. *Silent* are mostly : **l** between *a* and *m, v, f, k*, between *o* and *k*, between *ou* and *d*.—**m** in *mn* initial.—**n** in *ln, mn* final.—**w** in *wr* ; in *toward, answer, sword, two, who, whore, whole, whoop*.—**ph** in *phth* initial.—**b** in *mb* and *bt* final ; in *bdellium*.—**p** in *pn, ps, pt* initial ; in *receipt, corps, cupboard* (indistinct in *mpt, mps*).—**z** in *rendezvous*.—**s** in *aisle, isle, island, puisne, viscount*, and at the end of French words.—**d** in *Wednesday, handsome, handkerchief*.—**t** in *-ften, -sten, -stle* ; in *chestnut, Christmas, hostler, mistletoe, mortgage*.—**g** in *gm, gn* final, an *gn* initial.—**gh** after *i* and generally before *t* (except *draught, laughter*).—**k** in *kn* initial.—**c** in *scâle* final ; in *czar, victuals, to indict*.—**ch** in *drachm, schism, yacht*.—**h** in *rh* ; in *heir (herb), honest, honor, hour, hostler*.

§ 31. *Assimilation*. When a whispered and a voiced consonant come together in the same syllable, the sound of the second consonant is assimilated to that of the first. There are four inflectional terminations which come under this rule: 1. *s* in possessive forms, as *maid's*; 2. *s* in plurals, as *tubs*. 3. *s* in the third person singular of verbs, as *loads*. 4. *ed* in preterits and participles, as *dashed (dasht)*. In *dth* there is no assimilation, and after *r, l, m, n, ng* whispered consonants can be distinctly pronounced.



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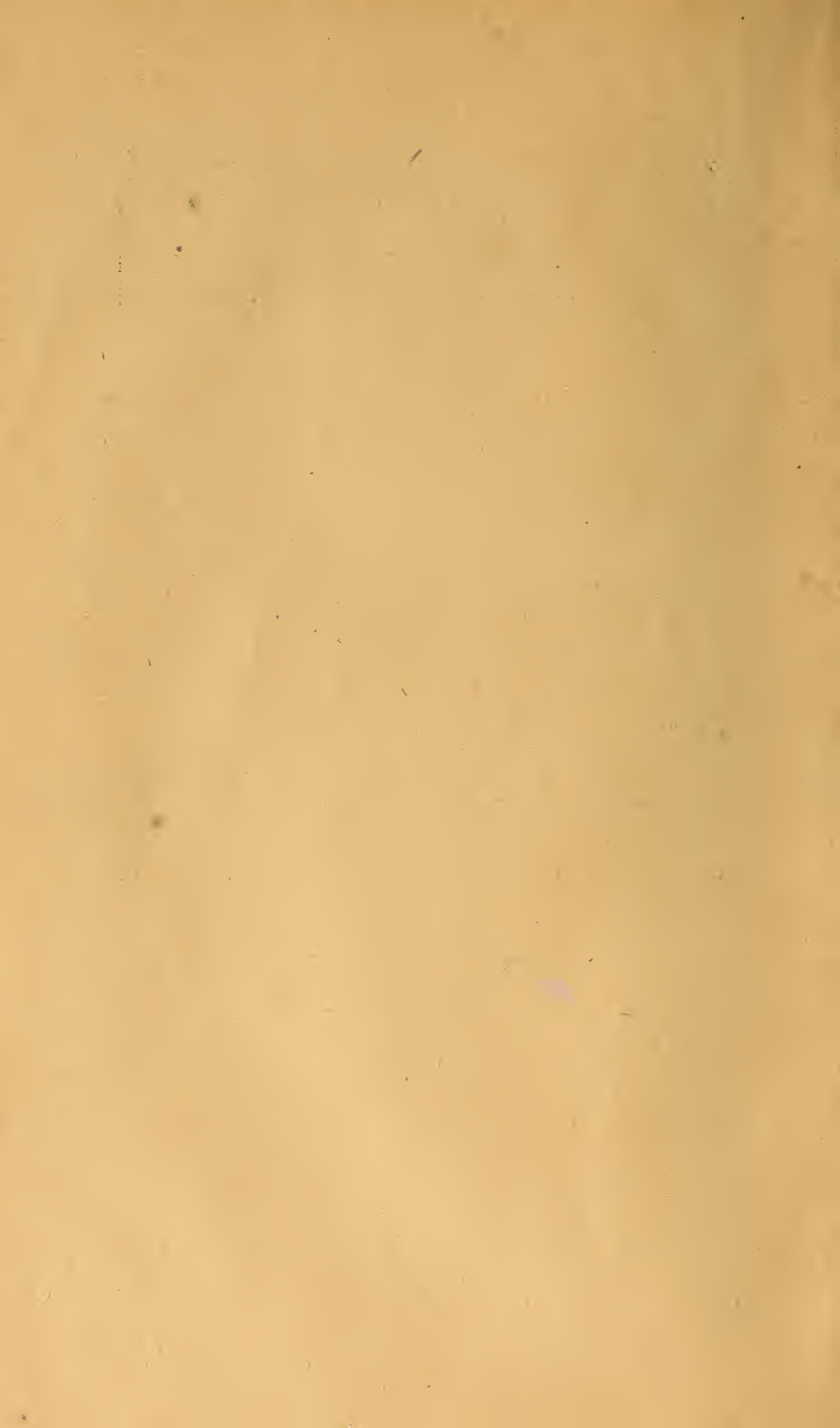
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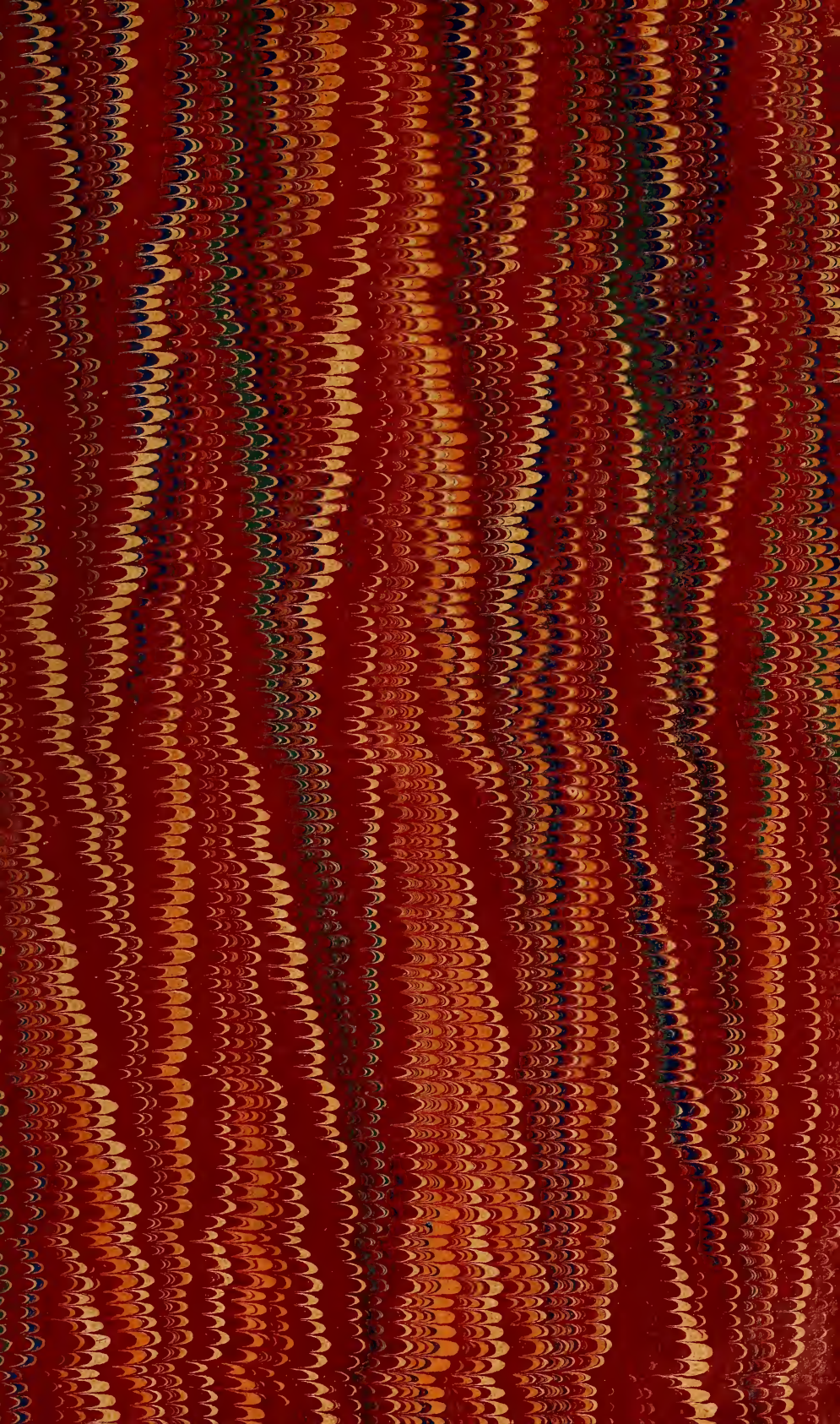
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