

STEIN MANUAL



Class 756

Book .F716

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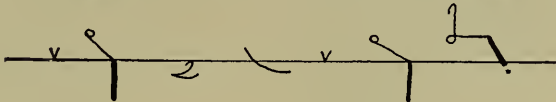
Henry Forester

STEIN-SHORTHAND

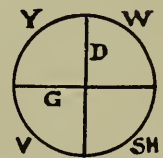
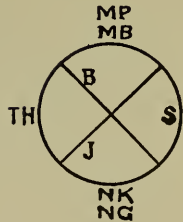
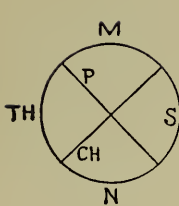
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ALPHABET.

(VOWELS)

	No. 1	No. 2	No. 3	Diphthongs	two vowels
VOWEL SCALE:	ā ä aw ä	ē ě ī ĭ	ō ö ū ũ	oo oi ou	
VOWEL KEY:	a	e i	o u		

(CONSONANTS)

b \ l (s .))

c — .) m — sh))

ch / mp } mb } — t |

d l n — th ((

f — nk } ng } — v —

g — / p \ w —

h , qu — x —

j / r — y —

k — z)

PREFACE.

(THE SYSTEM) The Vowels that have been such a great hindrance in the other systems, and have confused even bright students, are by this system entirely omitted in all but a very few words, and still indicated as clearly as daylight, by the positions herein used, making these positions a guide of great value in both writing and reading the shorthand. By using only the Vowel-Key as a guide, students begin position work at once, instead of using a mass of vowel-marks.

The STEIN vowel-key is the greatest advance ever made in shorthand. Its value consists in its wonderful simplicity and easy application, which makes it such a helpful feature that it reduces the Stenographer's mental strain by at least one-half. STEIN shorthand is a simplification of Pitman shorthand. The strokes remain the same except thick N which is now used for both NG and NK. The Circle and Hook rules remain the same except that all L hooks are large, allowing the principle of the large L hook on N and M to become a uniform rule on all strokes, and thereby placing the R hook on the same side as the L hook, making only a difference of size, which is more apparent to the eye, while the old method of swinging the stroke around was always confusing.

STEIN shorthand is not only a little ahead of all other systems—it is MILES ahead of them. The difference is, as between DAY and NIGHT.

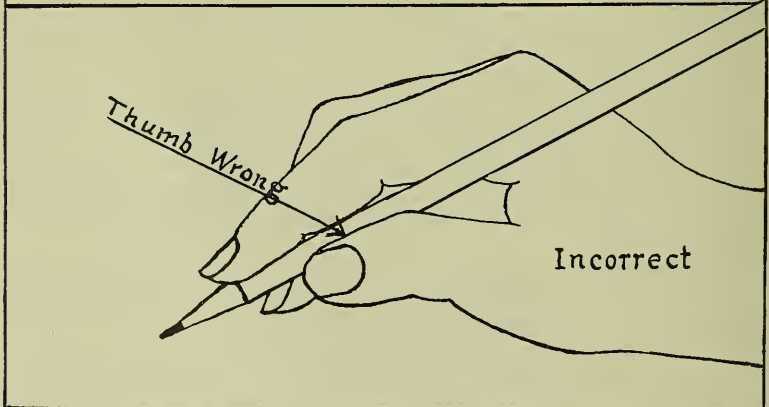
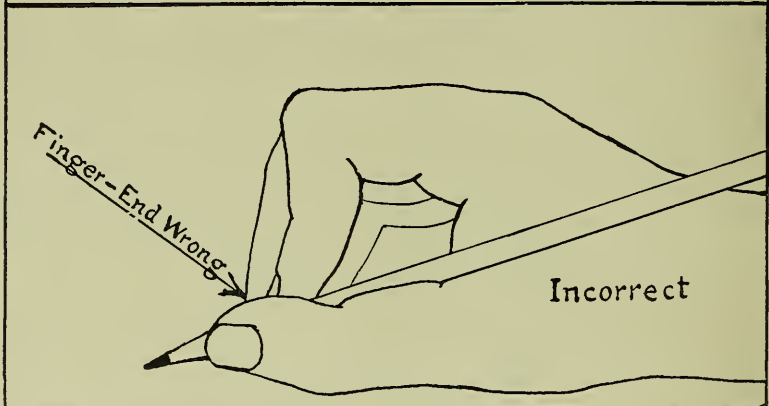
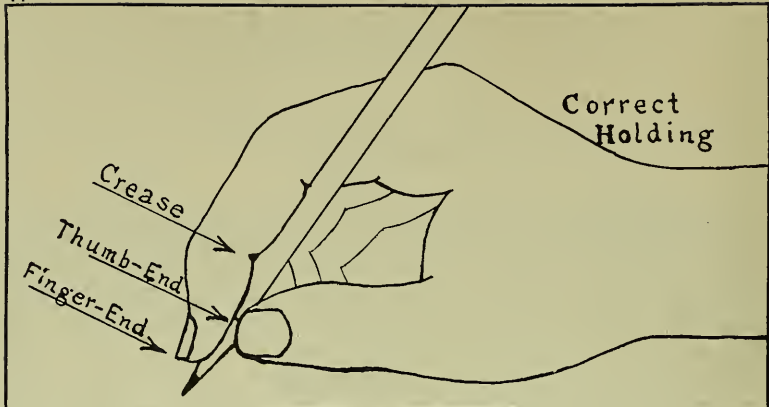
(THE BOOK) The book presents not only a far superior system, but in the method of presenting the different principles it is also the most pedagogical textbook on Shorthand. It covers a series of 151 lessons and 38 Reviews (one review after every set of four lessons), making a total of 189 lessons.

(TIME TO COMPLETE book) At one lesson a day, and counting 20 school days to a month, this book can be completed in 9½ months. At two lessons a day, it can be completed in 4¾ months.

(SPEED WORK) This book should be followed by about 190 lessons of Letter and Miscellaneous Dictation for obtaining the proper practice to write shorthand as easy and as flowing as longhand, that is, without mental strain.

(LENGTH of SHORTHAND COURSE) At ONE lesson a day, in a High School, the shorthand course should never take less than two years, to make High-Grade Stenographers in a day-class. At TWO lessons a day, it should not take less than 9½ months.

In an Evening Class, at only three lessons a week, a student might possibly do easy stenographic work at the end of two years, but it should take three or four years to be equal to a day-school graduate.



LESSON 1. (STRAIGHT STROKES)

(STROKES) Copy the 8 shorthand Strokes given in Line No. 5, on Page 5, and put letters under them, in this order: k, g, p, b, t, d, ch, j. Make the light strokes very light, and make the heavy strokes by a single motion of the pencil; not by going over them again to make them heavy.

T and D must be exactly vertical, like the side edge of the notebook. The length of T must equal HALF the distance between the writing lines, and all other strokes must have the same length as T.

P and B lean like the diagonal of a square. They do not reach up to the dotted line.

CH and J lean the other way.

P, b, t, d, ch, j, are called Down-Strokes.

K and G are level; K is thin, and G is thick. Write them very close to the line, but not IN the line, so that they can be seen distinctly. The other strokes must TOUCH the line.

(PENCIL) Use a Soft pencil, and hold it VERY short. Form the correct habit at the beginning.

(NOTEBOOK) Do not write on the backs of the leaves in the notebook until you are once through it. Then you turn the book over and use the backs.

(ERASER) Do not have an eraser, and do not use a rubber-tipped pencil when writing shorthand. Do no erasing, or it will become a great hindrance in your shorthand.

(LONGHAND) The spelling that you knew before you began this lesson we call longhand, to distinguish it from shorthand.

Draw the 8 strokes, and also the dotted line, 7 times, with the letters under them, and memorize them. They must be recited, forward and backward, in less than a quarter of a minute.

LESSON 2. (Practice on the Straight Strokes.)

In your notebook write only the longhand letters for the shorthand strokes of Lesson 2, as given on page 3. Then, from the teacher's dictation, write the shorthand strokes on a separate paper laid on the CLOSED notebook. Part of the class must write on the board. Then those who were at the board will write on paper while the others do it on the board. Then read from the board; also from the papers. Reading must be practiced as much as writing.

After the papers are collected and the blackboard erased, write the same strokes in the notebook, without dictation, from your longhand letters. Then turn again into longhand 3 times, and study.

(HOMEWORK) For homework, do the same as often as at school, and with the greatest accuracy.

LESSON 3. (Positions for K and G.)

- (RULE) 1st position of K and G is midway between the lines.
 2nd position of K and G is very close to the line.
 3rd position of K and G is just below the line.

WORDS beginning with K or G.

1. catch(k-ch), cage(k-j), gay(g), gate(g-t), cab(k-b), cake(k-k).
2. key(k), keep, kite, guide, keg, kick(k-k).
3. copy(k-p), cup, coat, go, goat.

DIRECTIONS.

First memorize and recite the Rule; then study the Explanation very thoroughly and make ONE copy of the shorthand, lines 1 to 3, on the opposite page. Spell this copy several times through. Also READ several times through, forward and backward. Each lesson must be read correctly.

Then write each word once in longhand with 3 times in shorthand, like the "Model" given, and 3 times through without longhand, making a total of 7 times in shorthand for each word. Also from dictation. When the pencil gets dull, turn it a little in the fingers to get a new edge for writing.

EXPLANATION.

(VOWELS) 1st position adds the vowel A to the stroke; 2nd position adds either E or I; 3rd position adds either O or U. The vowels are a, e, i, o, u, and sometimes w and y. All other letters are called consonants.

(FIRST STROKE) Only the first stroke of a word can add a vowel by position. If a word has more vowels, they must be guessed for the present. In sentences the word can easily be read this way.

(SOUNDS) Shorthand strokes must stand for the real sounds of the consonants in a word. These sounds are often different from the longhand consonants. All silent letters must be omitted.

Y, as in copy, is a vowel, but only the vowel O can be indicated by the position of this word. The little dash, in the shorthand, that points to the middle of the second stroke of this word, stands for the vowel sound E, here used for Y at the end of the word. This little dash is called a vowel-mark, and it must point to the MIDDLE of the stroke when it stands for E. Use it only in the first copy of the shorthand; then omit it.

Lesson 2. (Practice on the Strokes)

1	— — — \ — — \ — —	10
2	\ / — — — — \ /	10
3	— — — — \ / — — / /	10
4	— — \ — — \ / / /	10
		<u>40</u>

Lesson 3. (Words beginning with K or G)

	add A	number of words
1	7 7 — 7 7	6
2	add E or I	6
3	add O or U	5
		<u>17</u>

Model, for writing: 3 times with longhand:

Lesson 3.

① catch 7 7 7 cage 7 7 7 gay
 gate 7 7 7 cab 7 7 7
 cake ② key
 keep kite (etc.)

LESSON 4. (MIXED POSITIONS.)

1. cake, kick, gay, go, cage, guide.
2. gate, goat, cab, keep, copy, cup.
3. catch, key, keg, kite, coat.

EXPLANATION.

Hereafter, in each lesson, make one copy of the shorthand, and study the Explanation thoroughly; then spell, read and write like Lesson 3; that is, 3 times each word with longhand, then 3 times through without longhand, a total of 7 times, and then study it again.

Make the double-length strokes like Cake, Keg and Kick just a little longer than two single strokes, so that they will not be mistaken for single strokes made too long.

Also copy lines 4, 5, 6 accurately with dotted lines 7 times.
Then review Lesson 3.

LESSON 5. (Positions for P, B, T, D, CH, J.)

(RULE for P, B, T, D, CH, J)

- 1st position is midway between the lines.
- 2nd position is on the line.
- 3rd position is half below the line.

(RULE for VOWELS)

- 1st position adds A.
- 2nd position adds E or I.
- 3rd position adds O or U.

WORDS beginning with P or B.

1. pay, patch (p-ch), page (p-j), paid, pack, package (p-k-j), bag, baggage (b-g-j), back.
2. be, by, buy, peach, beat, bite, beg, big, pick.
3. botch, boat, boot, body, poke, book.

EXPLANATION.

AY as in pay, and AI as in paid, have only the sound of the vowel A.
TCH as in catch, patch, botch, has only the sound of the stroke CH.
CK as in pack, package, back, pick, has only the sound of one K.
Double G, in baggage, has only the sound of one G.

G in page and package, and the last G in baggage, have the sound of J.

Y in by and buy has the sound of the vowel I, and the U in buy is silent. Therefore, buy must have 2nd position. The vowel mark, on this word, stands for the sound of I as in bite; it has the shape of a small V, and must be narrow, and even at the top.

EA in beat, has the sound of E as in keep.

OA in boat, has the sound of O as in go.

Write the vowel-marks only when making the first copy of the shorthand.

(DIRECTIONS) Recite the rules. Copy, study, and write a total of 7 times like the last lesson; then review Lessons 3, 4, 5.

(TIME) Always time yourself in both reading and writing shorthand, but do not make careless and inaccurate work.

LESSON 5A. (REVIEW)

Do Lessons 1 to 5, once without longhand, and read.

Lesson 4.

(Mixed Positions)

Number of words

1 _____ 7 _____ 6

2 _____ 6

3 _____ 5
17

(The 8 Strokes in 3 Positions)

4 add A _____ / /

5 add E or I _____ / /

6 add O or U _____ / /

Lesson 5. (Words beginning with P or B)

(add A)
1 _____ 9

(add E or I)
2 _____ 9

(add O or U)
3 _____ 6
24

LESSON 6. (WORDS beginning with T, D, CH, J)

1. take tack day Dakota tab tap tag chap jack.
2. tie tied tight(t-t) type deep die died cheap check.
3. took tug top topic tub tobacco do judge(j-j) job joke.

TEST.

4. day do take took tag tug cheap job. (8)
5. Dakota paid package body cap copy beat boat. (8)
6. jack joke gate goat cage catch tobacco topic. (8)
7. keep kick key check beg big guide keg. (8)-32.

EXPLANATION.

Rule for positions in this Lesson is the same as for P and B.

In Dakota we only indicate the first vowel.

GH in tight is silent.

Y in type has the sound of I.

In topic and tobacco only one vowel is to be indicated.

Double C in tobacco must be written as one K.

DG as in judge has the sound of J.

Make double length strokes, as in tide, tight, died and judge, extra long.

(PAIRS) These strokes are arranged in pairs of similar sounds. Each thin stroke represents a Blowing Sound, and each thick stroke represents a Buzzing Sound.

Recite the two Rules of Lesson 5 again.

LESSON 7. (EXERCISE)

1. Take tag. Keep tag. Keep book. Keep copy.
2. Keep package. Take package. Tie package. Check package.
3. Check baggage. Take top. Take copy. Take cap.
4. Big package. Big page. Big coat. Big day.
5. Take big book. Take big tag. Take big page.
6. Keep big book. Keep big package. Keep big coat.

EXPLANATION.

(PERIOD) A double-length CH, from line to line, is used for a shorthand period.

Make one copy of the shorthand; then write each sentence 3 times with the longhand and 3 times through without the longhand. Then study again.

(FALSE MOTIONS) When you have finished a shorthand word, keep the pencil close to the paper where the next word is to be written. Also do not put your hand in motion between words.

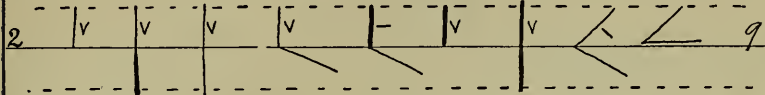
Lifting your hand, and putting it in motion between words, are called False Motions, which cause loss of time, and interfere with speed later on.

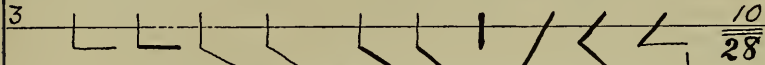
(THE EXPLANATIONS) Do not pass the Explanations over lightly. It has taken the author 15 years to compose and arrange them for your benefit, and they are all very important, so do not pass over them carelessly.

LESSON 7A. (REVIEW from the Beginning)

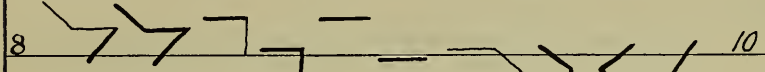
Lesson 6. (Words beginning with T, D, Ch, or J)

1  9

2  9


3  $\frac{10}{28}$

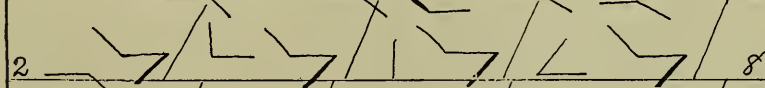
(Spelling and Reading Test)

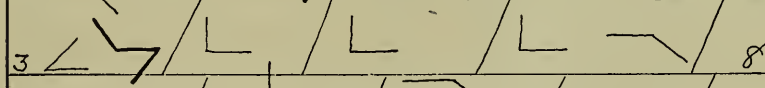
8  10

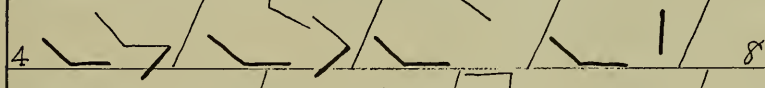
9  $\frac{8}{18}$

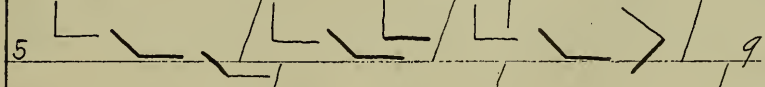
Lesson 7 (Exercise)

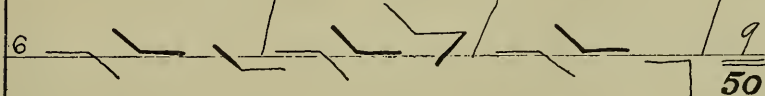
1  8

2  8

3  8

4  8

5  9

6  $\frac{9}{50}$

LESSON 8. (REVIEW)

1. do die day deep take took tip top. (8)
2. tub tab big bag go gay keep cap. (8)
3. book back tug tag big package jack joke. (8)
4. coat gate judge Jacob page patch cheap job. (8)
5. bay batch pay cake paid cage catch cab. (8)
6. pack tobacco check baggage tie type deed died. (8)-48

EXPLANATION.

Corrections must be written 6 times with longhand. Also drilled on the board. You are to make up the shorthand for this lesson. For the word Jacob write j-k-b.

(OTHER WORDS) Do not ask the teacher about words that are not in the lesson, until you have learned most of the Rules, and how to distinguish some words that have the same consonants, but must have different forms.

LESSON 9. (R)

- (RULE) 1st, Use High-slant R in most words.
 2nd, Use Medium-slant R when joined to Ch or J.
 3rd, Use Low-slant R when not joined to other strokes.

(High-slant R)

1. rag rug wrap rope write wrote.
2. red road rate territory dear door.
3. carry cure pair pure purer purity.
4. battery wrapper rubber parade period.

(Medium-slant R)

5. chair jar arch rage reach rich urge.

(Low-slant R)

6. are air ear or our.

EXPLANATION.

R is a thin up-stroke. When joined to other strokes, we can see that it was written upwards, and thus tell it from CH, but when it stands by itself, we must make it a very different slant than CH, so that we can tell it from CH by the different slant.

R has three different slants: High-slant, Medium-slant and Low-slant.

The direction of High-slant is like the diagonal of a square, and the direction of Low-slant is nearly level like K.

(SILENT LETTERS) W is silent in wrap, wrote, and must therefore be omitted in shorthand.

(DOUBLE LETTERS) Double letters, like rr in carry, pp in wrapper, bb in rubber, etc. always sound like a single letter when there is no vowel between them, and must be written in shorthand as a single sound.

Line 3, the vowel-mark on "pure" stands for the sound of U in this word, and has the shape of a capital U turned upside down.

Copy the Diagrams 6 times before copying the shorthand for the words.

(BE TRUSTWORTHY) After you graduate, you expect to be employed. Of course you want to be an employee that can be trusted, not one that must be watched. The employee that must be watched, will soon be out of a job. You can not be trusted in an office, unless you form the habit now, and show that your teacher can trust you, and that you do not need to be watched.

LESSON 10. (EXERCISE)

1. Read or write. Cheap or dear. Rope or rubber. (9)
2. Take red rubber. Take pure rubber. Take red top. (9)
3. Keep pure rubber. Keep red rubber. Pay big rate. (9)
4. Red chair. Red jar. Rich territory. Big territory. (8)
5. Red rug. Red package. Our territory. Our battery. (8)-43
(WRITING and READING test)
6. package page rage cage chair jar. (6)
7. patch pair catch carry cake tag. (6)
8. battery territory pure pair judge job. (6)
9. rag rug wrapper rubber purity topic. (6)
10. dear cheap tied tight top tip. (6)-30

EXPLANATION.

(ACCURACY) Make each shorthand word better than the one before it, so that the last is the BEST, and not the worst. Writing shorthand accurately makes the new lessons easier as you go on.

LESSON 11. (CIRCLE S)

(RULE) Place circle on the upper side of k g; on the right side of p b t d ch j; on the left side of r.

1. case gas guess pass base days does chase chose raise rise.
2. takes tags because bags cask rags rugs upstairs capacity.
3. keeps copies tops tubs wraps ropes beside besides deposit.
4. rates roads beats deeds disturb decide outside Tuesday pages.
5. patches packages reaches arches urges carries chairs jars.
6. razor resource risk reside restore receipt receipts pursuit.

EXPLANATION.

A small circle is used for the sound of S as in case, race, base, pass, etc. It must be perfectly round when placed at the end of a word. It must be placed according to the Rule. And you must avoid BENDING a straight stroke on which you put it.

To avoid bending the stroke, a stop is made at the end of the stroke, before making the circle.

Spell by Consonants: case(k-s), race(r-s), pass(p-s), pages(p-j-s), patches(p-ch-s), urges(r-j-s), receipt(r-s-t), capacity(k-p-s-t), resource(r-s-r-s).

U is silent in guess. P is silent in receipt.

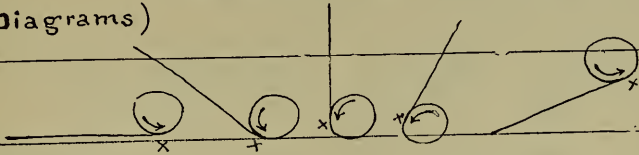
(TESTING FIRST POSITION) To test a stroke in First Position, draw a Roman figure II, reaching from the top of the stroke to the line above, and another figure II reaching from the bottom of the stroke to the line below the stroke. Then, if both of these figures are alike in height, the stroke is correctly midway between the lines.

Copy all the diagrams and explanation on them, 7 times, before beginning the words.

LESSON 11A. (Review from Dictation , in the back of the book)

Lesson 11. (Circle 8)

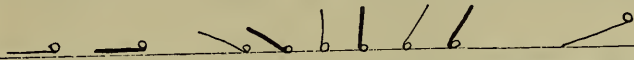
(Diagrams)



(RULE)

Place circle on the

upper side of right side of left side of



(WORDS)

(low slant)

1 11

2 9

3 9

4 9

5 8

6 8

low slant high slant

LESSON 12. (EXERCISE)

1. Big pages. Big rugs. Red rugs. (6)
2. Cheap rugs. Our rubbers. Big case. (6)
3. Cheap rates. Red tags. Deep case. (6)
4. Pack case. Carry case. Check case. (6)
5. Write copies. Wrap packages. Wrap chairs. (6)
6. Chairs are dear. Rugs are dear. Tags are cheap. (9)
7. Take red tags. Take big case. Take our rubbers. (9)
8. Take big pages. Take big rugs. Take red rugs. (9)-57

EXPLANATION.

Write once without longhand; 3 times with longhand; 3 times through without longhand; and study. You are to make up the shorthand for this and the next lesson.

Also copy, 7 times, the diagrams, curved strokes, and letters, given for this lesson.

CURVED strokes are quarters of a large circle.

THICK M is used for MP as in camp, and MB as in tumble.

THICK N is used for NK as in bank, and NG as in ring.

Two strokes are given for TH and also for S, because each has a blowing sound and a buzzing sound.

Recite the new strokes forward and backward.

LESSON 13. (TEST)

1. pay paid patches peaches pairs piers. (6)
2. parades periods tags bags base case. (6)
3. days dies ties dues chairs jars. (6)
4. wrappers rubbers rates roads raise race. (6)
5. gas gates packages pages carries cures. (6)
6. beats bites tie tied dear cheap. (6)
7. teaches touches tops tips write wrote. (6)
8. readers ropes routes doors rise rose. (6)
9. receipt receipts decide beside cask risk. (6)-54

EXPLANATION.

Write 7 times like the last lesson, and study.

Also the diagrams and curved strokes given for this lesson, 7 times.

V is a buzzing F.

There are 2 sounds of SH: blowing and buzzing.

The strokes for Y and W are used only at the beginning of words or syllables, as in yes yellow yoke, week wire watch.

One curved stroke is for R, but it is not used as much as straight R, and the reasons, for using it, will be given in a separate lesson.



Recite the new strokes forward and backward.

(SUCCESS) Shorthand and typewriting are wonderful inventions. In shorthand you write so little, and yet it means so much. Careful, steady, and accurate practice will lead you to success in both.

LONGHAND SPELLING.

guide baggage territory period botch urge guess capacity deposit decide; resource receipt pursuit parade battery. (15)

Lesson 12.

blowing  blowing  buzzing

th s th s

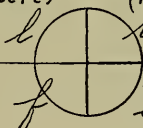
1st Position: m mp mb n nk ng th th s s


2nd Position: () () () ()

3rd Position: () () () ()

Lesson 13.

(left) (right)

 blowing sh

 buzzing sh

1st Pos. f v sh sh l y r w

2nd Pos. () () () ()

3rd Pos. () () () ()

LESSON 14. (M)

(RULE) Place Circle S on the INSIDE of Curves.

1. may make match matches mature maturity me my.
2. came game damage damages redeem time impose emboss.
3. (THICK M) camp damp empty pump bump jump.
4. (CIRCLE on M) mass mess miss games redeems times.
5. camps pumps bumps jumps.
6. mistake mystery message moisture Missouri Messrs.

EXPLANATION.

The thin curved stroke in this lesson is M. A thick M is used for MP as in camp, and MB as in tumble.

The end of M must be on the same level as the beginning. In 2nd position, the ends of the stroke touch the line, and in 3rd position the middle touches the line. Do not bend one end more than the other, and do not make a curved stroke look like a hook.

The Rule for Circles on straight strokes, as given in Lesson 11, can not be used for curved strokes. On M, the circle must be placed on the lower side, because the lower side is the inside of this curve.

To read a vowel-mark "after" M, it must be placed "under" the stroke.

T in mature, maturity, and moisture, has the sound of CH.

Each lesson must be studied well, practiced well, and reviewed often. All are so important that nothing can be skipped. Before each of these lessons: 8, 12, 16, 20, 24, etc., a review must be made as directed.

LESSON 15. (EXERCISE)

1. Day time. Our time. My time. (6)
2. Camp chairs. Empty case. Empty bags. (6)
3. Pay damages. Make jump. Take time. (6)
4. Raise pumps. Reach camp. Check damage. (6)
5. Rugs match. Rubbers match. Rates jump. (6)
6. Decide time. Take risk. Take receipt. (6)
7. Make mistake. Take message. Our mistake. (6)
8. Our receipts. Our risk. Our make. (6)
9. Time came. Check came. Chairs came. (6)
10. It takes time. Rates take jump. (6)-60

TEST.

1. packages baggage territory purity batteries wrapper rubbers period because cask upstairs. (11)
2. capacity besides deposit disturb receipt restore pursuit damages redeem emboss empty. (11)
3. damp jump mistake message match mature moisture Messrs. gum impose mystery. (11)-33

(Write T in second position, for IT.)

LONGHAND SPELLING.

emboss Messrs. mystery message mature maturity redeem impose moisture Missouri. (10)

LESSON 15A. (Review from Dictation 4 to 15)

Lesson 14. (M)

(Diagram)

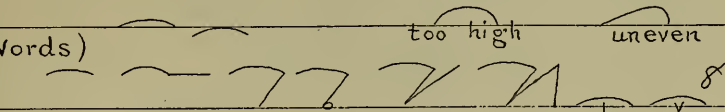
(Bad forms of M)

(Words)

too high

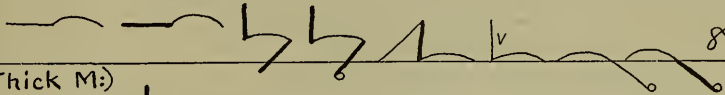
uneven

1



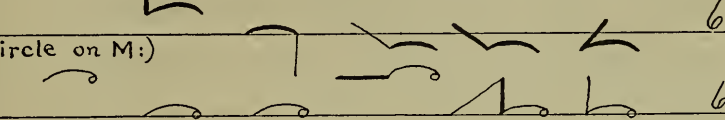
(Thick M:)

3

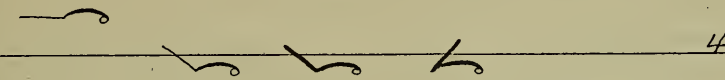


(Circle on M:)

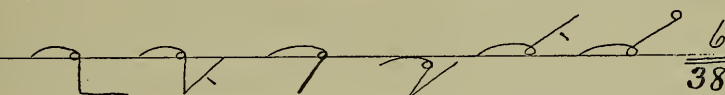
4



5



6



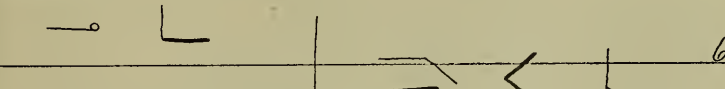
38

Lesson 15. (Spelling & Reading Test)

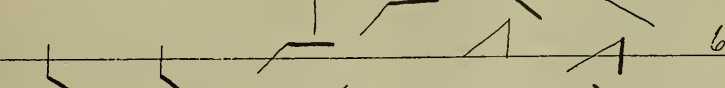
1



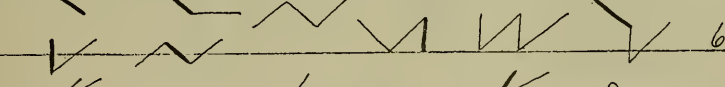
2



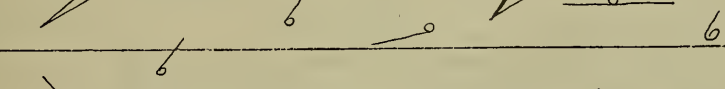
3



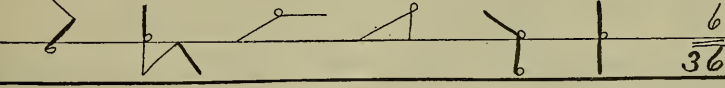
4



5



6



36

LESSON 16. (N)

1. any in on own anybody entire.
2. endorse inches injuries inner interior into.
3. owners owned name nature neighbor neat need.
4. neatness nice notice notary nobody knows.
5. nose noise no know many money range.

CIRCLE between strokes.

6. nuisance nonsense unsteady unsigned inside answer.
 7. business basin reason resign design chosen dozen.
- Thick N, for NK and NG.
8. pink bank banks rank tank tanks.
 9. ring rings wrong tongue tongues gang.

EXPLANATION.

Make no corner in inner, name, many, money, and bank.

T in nature, has the sound of CH.

K is silent in know. W is silent in answer, and in wrong.

Business (biznes) must be in 2nd position.

G is silent in unsigned, resign, design. Vowel on upper side means "before" N.

Thick N is used for NK as in rank, and for NG as in rang, but not in range(r-n-j).

(VOWEL-MARKS) On each side of a stroke there are 3 places for vowel-marks, the beginning of the stroke, the middle, and the end; called No. 1, No. 2, and No. 3. As the same thin dash is used for long A, long E, and Long O, it must be correctly placed. The dash for A must point exactly to the beginning of the stroke, but crosswise. The dash for E must point to the middle of the stroke. And the dash for O must point to the end of the stroke.

Line 5, in the words NO and KNOW, the vowel must be at No. 3 place, which is at the end of the stroke.

LESSON 17. (EXERCISE)

1. Any time. Any day. Any notice. (6)
2. In time. In camp. On bank. (6)
3. Many pages. Many times. Many days. (6)
4. Entire case. Entire time. Entire page. (6)
5. Wrong rate. Wrong page. Wrong name. (6)
6. Inside wrapper. Outside wrapper. Outside rubber. (6)
7. Answer message. Endorse check. Write answer. Read notice. (8)
8. Any receipt. Entire design. Entire risk. Entire cask. (8)
9. On any bank. At our bank. At any bank. (9)
10. Need chairs. Need names. Need entire time. (7)
11. Read notice on wrapper. At any time. (7)-75


TEST.

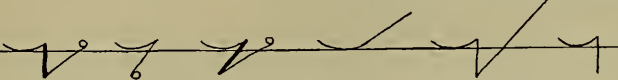
12. empty tank wrong pump bank camp. (6)
13. rings ranks jumps gang bump damp. (6)
14. nuisance unsteady unsigned inside outside beside. (6)
15. dozen design chosen reason mystery receipt decide. (7)-25

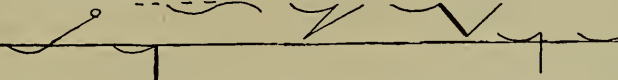
LONGHAND SPELLING.

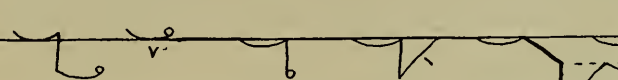
entire endorse interior neighbor notary nuisance unsteady business chosen tongue. (10)


Lesson 16. (N)

1  6


2  6


3  7


4  6

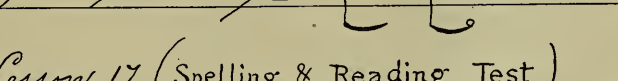
5  7

Circle Between Strokes:

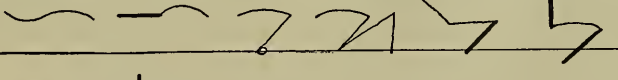
6  6

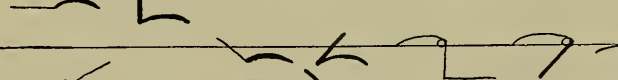
7  7


8  6

9  6
57

Lesson 17. (Spelling & Reading Test)

1  6

2  7

3  8
21

LESSON 18. (UPWARD L)

1. lay law lace lame lamp labor.
2. laborer laid lady ladies lease leaks leakage.
3. lead leaders like lie limp link.
4. low lose look locate logs luggage.
5. lump loop load loads lodge lodges logic.
6. mail moldy kill cool ugly tumble.
7. pale bales bells belong below pile.

EXPLANATION.

Every L, in this lesson, begins at the bottom, and must be written as a curved up-stroke.

It must end exactly level at the top, and not be curved downward again after the level part.

For AW as in LAW, a heavy vowel-mark must be used to distinguish the sound of A in law and all, from the sound of A in lay and lace.

Use thick M in lamp, limp, lump.

Use thick N in link.

GG in luggage, sound only as one G (l-g-j).

Omit D in lodge(l-j).

Use thick M in tumble, for MB.

LESSON 19. (L continued)

(RULE) Use BACKWARD L always after N.

(UPWARD L)

1. terribly reasonably miserably inability pole pull bulk municipal.
2. municipality possibly possibility impossibility tally daily rattle retail delay.
3. readily tiles neatly chilly July rally rarely rely purely.
4. loosely needlessly install unsettle until miscellaneous mislaid mislead mucilage.
5. mutual mutually punctual punctually actual actually.

(BACKWARD L, after N.)

6. angle manila linoleum only unless unlike.

TEST.

7. rattle lamps rarely raise chase magic anybody actual. (8)
8. angle angel(n-j-l) nature neighbor belong territory tight write.(8)
9. retail redeem linoleum links inability punctual tumble logic. (8)
10. loads lumps rose choose judge only unless mutual. (8)
11. Canada Annapolis Panama Dakota Tacoma Jamaica. (6)
12. Altoona Albany China Toledo Roanoke Mobile. (6)-44

EXPLANATION.

In line 5, use CH for T in each word.

In line 6, write Half of L backward in the N stroke.


LONGHAND SPELLING.

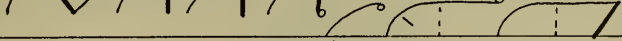
lodge logic municipal municipality possibility miscellaneous mucilage mutual actual punctual; linoleum petroleum. (12)

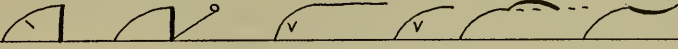
LESSON 19A. (Dictations 8 to 19)

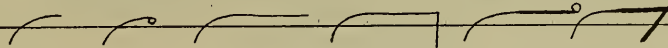
Lesson 18. (L)

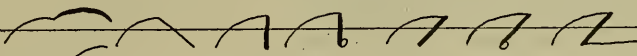
(Upward L)

1  6


2  7

3  6

4  6

5  7

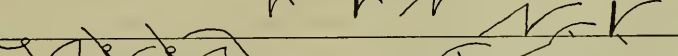
6  6

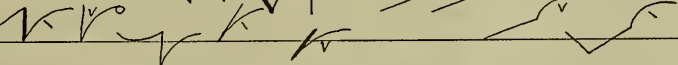
7  6

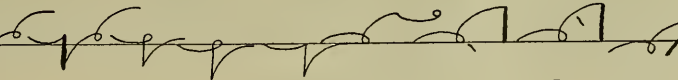
Lesson 19. (L)

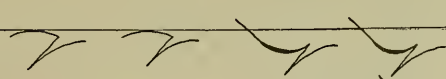
44

1  8

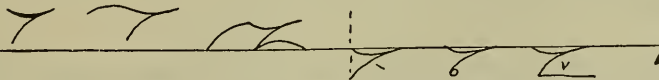
2  9

3  9

4  9

5  6

(Backward L, after N)

6  6

47

LESSON 20. (F and V)

1. food feed fade face fame family.
2. effect affect factory fail feel file finally.
3. follow future feature physical laugh life.
4. unsafe inferior knife deface Pacific refuse refuge.
5. value values various variety voyage visit visibly vice vacate.
6. move investor reveal revenue receive reserve deceive advise advice.

EXPLANATION.

F and V must end level. V is a buzzing F. The test line for F and V is diagonal. Make no corner when F or V is followed by K.

Do not omit K in effect, affect, factory, vacate.

PH always has the sound of F, as in physical.

Place advise in 1st position, by the vowel A, although it is not accented, because the vowel I does not belong to D, the first stroke.

Advise is a verb. Advice is a noun.

PRONUNCIATION.

feature(fee'chur), future(fu'chur).

Pacific(pa-sif'ic), physical(fiz'ik-l).

laugh(laf), knife(nif), voyage(voi'ej)-7.

LESSON 21. (SH)

1. she shy show showed shoe shoes.
2. shape sheep ship shop sham shame.
3. shake Chicago shock shook sugar shank shave.
4. cash mash rash rush dish push.
5. anxious cautious delicious tissue perish polish foolish usual unusual.

EXPLANATION.

SH ends level. The dotted test lines will show whether your strokes are correct.

Make no corner in mash, dish, and tissue, nor between L and SH in delicious, polish, and foolish.

CH in Chicago, and S in sugar, have the sound of SH.

SS in tissue, TI in cautious, and CI in delicious, also have the sound of SH.

(VOWEL-MARKS) The vowel-mark for SHOE is a heavy dash at No. 3, and stands for the sound of double O as in boot. AU, in cautious, has the same sound as AW in law. In TISSUE, the vowel is laid over on its side, and joined, to save time.

PRONUNCIATION.

anxious(ank'-shus), cautious(kau'-shus).

delicious(de-lish'-us), tissue(tish'-u), sugar(shooq'-er)-5.

CONSONANTS.

affect(f-k-t), polish(p-l-sh), factory(f-k-t-r).

deface(d-f-s), perish(p-r-sh), physical(f-z-k-l).

future(f-ch-r), cautious(k-sh-s), Pacific(p-s-f-k).

tissue(t-sh), delicious(d-l-sh-s), Chicago(sh-k-g).-12

LONGHAND SPELLING.

finally inferior Pacific various variety visibly investor deceive receive receipt; anxious cautious delicious tissue unusual. (15)

Lesson 20. (F)

(Diagram)

f v th th s s sh sh

(Words)

1 6

2 7

3 6

4 7

5 9

6 9

44

Lesson 21 (Sh)

Diagram:

right wrong

1 6

2 6

3 7

4 6

5 9

34

downward

LESSON 22. (STROKE S)

(RULE) Use stroke S as follows: 1st;For words having no other stroke. 2nd;To show when a word begins with a vowel sound before S. 3rd;To show when a word ends with a vowel sound after S. 4th;Special, to distinguish certain words.

1. say says saw sea see sees so sew sue ease easy use uses.
2. ask acid asbestos escape Esther essence easier easily Isabella Israel Isaac.
3. also lessee policy fussy juicy pursue ensue lazy busy busier rosy cozy noisy.
4. case cause, cases causes, gas gauze, pass pause, passes pauses.
5. less lessee, poles policy, fuss fussy, juice juicy, rose rosy, noise noisy.

EXPLANATION.

There are 2 sounds of S: blowing S as in also, lessee, policy; and buzzing S as in lazy, busy, rosy, easy.

Z is therefore a buzzing S.

When circle S is used, it can stand either for the blowing or the buzzing sound. But when stroke S is used, we must show by the thickness whether it is blowing or buzzing. The thin stroke stands for blowing S, and the thick stroke stands for buzzing S.

Busy (pronounced bizzy) takes 2nd position. Lessee' means one to whom a property is leased. A lease is a written agreement for renting.

Silent letters do not count in shorthand. Therefore the silent E at the end of case, raise, rise, etc., does not class these words as ending with a vowel.

Lines 4 and 5 show when the circle or the stroke must be used. The large circle in "cases" means two S sounds; as in Lesson 30.

After writing 3 times with longhand, write the lessons 22, 23, 24, 25, six times through, instead of only 3 times, because these lessons must be specially drilled. And also 6 times for Homework.

LESSON 23. (TH)

1. (BLOWING TH)thick thickness thickly thief theory thorough thoroughness thoroughly.
2. depth path bath both berth earth beneath faith teeth tooth.
3. (BUZZING TH)these this those they though although.
4. either other gather feather leather bother.

EXPLANATION.

There are 2 sounds of TH. The thin stroke stands for blowing TH as in lines 1 and 2. The thick stroke stands for buzzing TH as in lines 3 and 4. (All buzzing consonants are represented by thick strokes.)

GH is silent in thorough (thoro), and though (tho).

Depth (d-p-th), berth (b-r-th).

Line 3, always put the word THESE in 1st position to distinguish it from the word THIS.

Put THEY in 2nd position, for special reason shown later. Memorize the words in line 3, as a guide for thick TH.

Line 4, in EITHER, the vowel is before the stroke (on the left).

Copy the dotted test lines until you get the strokes accurately vertical.

LESSON 23A. (Dictations 12 to 23)

Lesson 22. (Stroke S)

Diagram

1. No other Stroke:

13

2. Begins with Vowel:

11

3. Ends with Vowel:

13

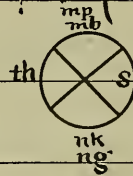
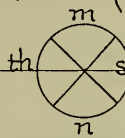
4. To Distinguish:

10

Circle & Stroke compared:

5 12 / 59

Lesson 23. (TH)



(Blowing TH:)

1 8

2 10

Buzzing TH:

3 6

4 6 / 30

LESSON 24. (CURVED R)

(RULE) Use curved R; 1st, before M; 2nd, after L; 3rd, after F in the same syllable; and 4th, specially in poor, early, coarse, etc.

1. room ream rim arm resume remove remedy resemble.
2. failure familiar peculiar cooler lower poplar boiler.
3. unfair enforce force fork fur fear fire far farm fare fair fairly.
4. poor coarse royal royalties early earlier.
5. (Both R's) coarser fairer farmer rumor poorer refer reverse reinforce retailer.
6. (Test) poor pure, poorly purely, poorer purer, early rely.

EXPLANATION.

Curved R must begin level.

Use thick M for MB in resemble.

Do not make L-R lower than other strokes.

F and curved R, in the same syllable, make a quicker form than F and straight R.

Royalty on a patent, means money paid by a manufacturer to the owner of a patent, as a permit to manufacture and sell the article covered by the patent. A fixed amount is usually paid for each piece manufactured.

Memorize each Rule, and recite.

LESSON 25. (W. X. Y)

Consonant W.

1. way weigh wash wave wake walk.
2. weak week wheel while wise wiser Wyoming wires.
3. why wing weave wove worry unwise.

X. (KS)

4. excuse exterior exceed expire experience tax wax.
5. mix mixture fix fixture index box.

Consonant Y.

6. Yale yes yell yellow year yoke young youth New Year.

EXPLANATION.

W and Y are not vowels at the beginning of words and syllables; they are consonants, and must therefore be strokes.

W and Y must begin level.

Put weigh in 1st position. It has the sound of A.

L is silent in walk.

Wy in Wyoming, and in why, must be written like Wi in wise.

X is KS. Exceed has only one S sound (ek-seed).

T has the sound of CH in mixture and fixture.

EW, in New Year, is considered a sound of U, as in few, chew, crew, etc.

LONGHAND SPELLING.

acid asbestos essence lessee thorough beneath resume resemble
remedy familiar; peculiar poplar weigh exceed experience. (15)

Lesson 24 (Curved R)

Good R

Bad R

before M:

1  8

after L:

2  7

after F in the same syllable:

3  12

Special:

4  6

(straight R first:)


5  9

to be distinguished:

6  8

Lesson 25.

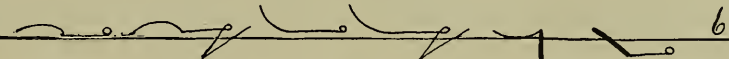
W X Y 50

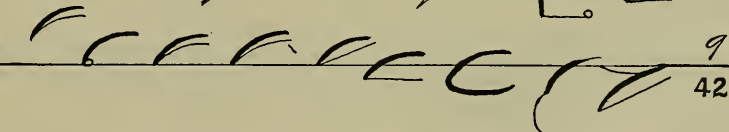
1  6

2  8

3  6

4  7

5  6

6  9 42

LESSON 26. (REVIEW)

1. thorough these policy busy cause pause.
2. so also though although use sue pursue.
3. remove redeem impose emboss advise because.
4. (J) pages wages packages damages range refuge age ages urge voyage leakage logic.
5. (Omit D) wedge edge badge ridge ledger lodge dodge judge.
6. (Omit T) catch match patch watch fetch pitch botch latch.
7. (Ch for T) mature maturity nature feature future mutual punctual actual.

TEST.

8. race choice palace face invoice nice vice advice reduce. (9)
9. because impose although repair refuse endorse below belong delay. (9)
10. these this they thick thorough other though although. (8)
11. (Silent L) chalk talk walk palm calm; (Silent B) lamb thumb comb. (8)
12. (Silent W) wreck wrong write wrote wring wrench know own; (Silent GH) tight right though thorough neighbor. (13)
13. (Silent U) buy buyer guide gauge guess; (Silent K) knife knives know knock. (9)-56

EXPLANATION.

Line 5, make double length straight strokes a little longer than 2 single lengths, as in judge. For short E, as in EDGE, a dot must be used.

LESSON 27. (CIRCLE between Curved Strokes)

(RULE) Between two Curves, place the circle in the first Curve.

CIRCLE IN BOTH CURVES.

1. nuisance nonsense unsigned unsafe resume resemble.
2. needlessly loosely miscellaneous mislaid mislead mucilage.

CIRCLE ONLY IN THE FIRST CURVE.

3. lessen lesson license loosen mason messenger; (Exception) facility.

EXERCISE.

4. Our case, our cause, take lease, wrong lease, wrong lessee. (10)
5. See me, saw me, see anybody, see nobody, any case, any cause. (12)
6. Entire case, entire cause, wrong polish, wrong policy. (8)
7. Pay fixtures, remove wires, enforce laws, write policy. (8)
8. Follow advice, came early, wrote early, paid early. (8)
9. Paid poorly, poor rubber, pure rubber, poor gas. (8)-54

EXPLANATION.

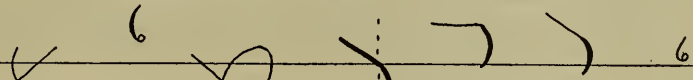
Lessons 27, 28, 29, show the 3 Rules for circles BETWEEN strokes. These Rules are best illustrated by the "New Words" at the end of each lesson. This lesson is made short so that these rules can be studied and compared.

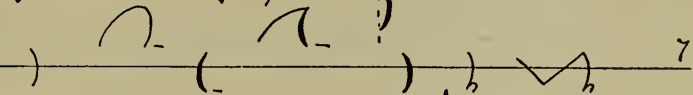
LONGHAND SPELLING.


nuisance business municipal miscellaneous actual linoleum various receive anxious cautious; peculiar license loosen messenger facility. (15)

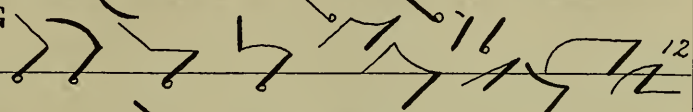
LESSON 27A. (Dictations 16 to 27)

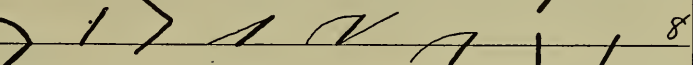
Lesson 26. (Review)


1  6

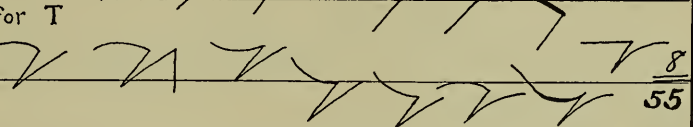
2  7

3  6

soft G  12

4 DG  8


5 TCH  8

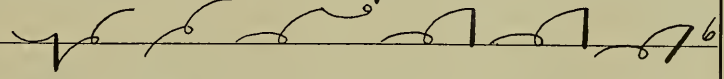
6 CH for T  8

7 55

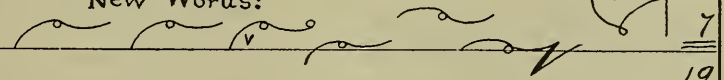
Lesson 27. (circle between 2 curves)

(Circle in both curves)

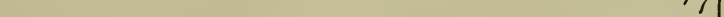
1  6

2  6

(Circle in first curve)

New Words:  7

(Exception:)

3  19

LESSON 28. (CIRCLE betw. Straight Stroke & Curve)

(RULE) Between a straight stroke and a curve, place the circle in the curve.

1. (Curved stroke first) install inside unsettle unsteady physical visit investor answer.

2. mistake mystery message moisture Missouri Messrs. wiser coarser.

3. (Straight stroke first) Pacific basin reason resign design dozen deceive receive chosen Joseph.

NEW WORDS. (Drill often)

4. (Circle in the curve) variously curiously excel excellence example disease dismiss (draw L through Middle of D:)dislike dissolve. (In the last two words, the S should be a long loop, not a circle.)

LESSON 29. (CIRCLE betw. Straight Strokes)

(CIRCLE RULE) Between 2 straight strokes that do not form a corner, place the circle on the upper side of k,g; on the right side of p,b, t,d,ch, j; and on the left side of r; as in lesson 11.

(CORNER RULE) Between 2 straight strokes that form a corner, place the circle on the OUTSIDE of the corner.

1. (No Corner) cask excuse decide disturb outside Tuesday razor resource reserve.

2. (Corner) beside capacity reside receipt restore risk.

3. expire exceed exterior mixture fixture fixtures.

NEW WORDS. (Drill often)

4. (Corner) task desk discuss disguise dispose desire.

5. Chesapeake majestic Massachusetts register justice injustice.

(The circle is on the outside of the corner because it can be made easier and quicker than on the inside.)

PRONUNCIATION.

Lesson 28:excel(ek-sel'), 29:exceed(ek-seed'), 30:taxes(tak'-ses), Texas(tek'-ses), access(ak-ses'), excess(ek-ses'), excuses(eks-ku'-ses), possess(po-zes'), emphasize(em'-fa-siz), exercise(eks'-er-siz), necessity(ne-ses'-i-ti), necessary(nes'-es-a-ri), decisive(de-si'-siv), exist(ek-zist'), 31:secrecy(seek'-re-si), signature(sig'-na-chur), success(suk-ses'), school(skool), scheme(skeem), 32:specify(spes'-i-fy), specific(spe-sif'-ik). (21)

RECITE:

(COMPLETE CIRCLE RULE) Place Circle on the upper side of k, g; right side of p, b, t, d, ch, j; left side of r; inside of curves, and outside of corners.

LONGHAND SPELLING, for this page.

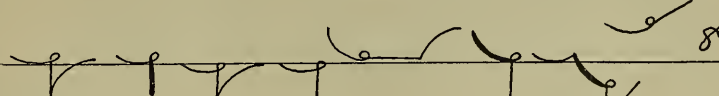
physical coarser variously excel excellence disease dissolve discuss disguise; majestic Chesapeake Massachusetts register justice. (15)

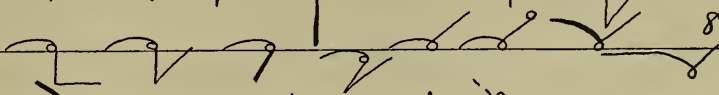
LONGHAND SPELLING, for page 30.

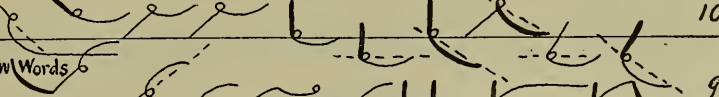
access excess exceed expose possess emphasize exercise necessary necessity successful; excessive decisive choicest accessory exist scheme sketch security secrecy succeed. (20)


Take special notice of CEED, in succeed proceed exceed; CEDE in recede precede secede accede concede intercede; SEDE in supersede.

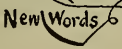
Lesson 28. (Circle between a Straight Stroke and a Curve)

1  8

2  8

3  10

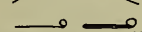
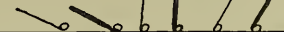
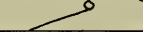
4  9

New Words: 

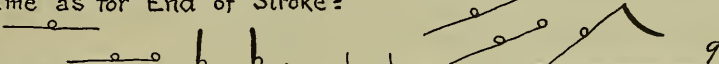
35

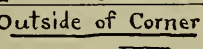
Lesson 29. (Circle between 2 Straight Strokes)

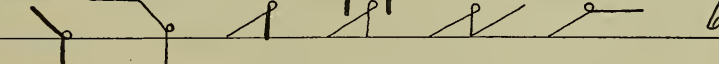
{ RULE for end of Stroke:


Upper side	Right side	Left side
		

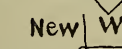
Same as for End of Stroke:

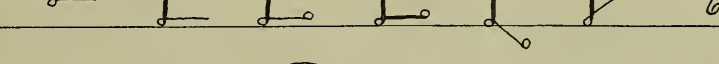
1  9

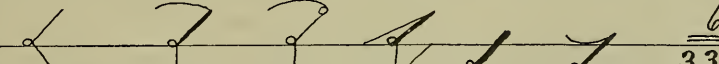
Outside of Corner 

2  6

3  6

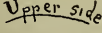

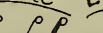
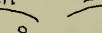
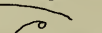
New Words: 

4  6

5  6

33

Complete Circle Rule:

Upper side	Right side	Left	Inside	Outside
				

LESSON 30. (LARGE CIRCLE)

1. taxes Texas access excess mixes fixes indexes boxes.
2. cases excuses exposes disposes poses possess.
3. reduces notices raises rises resources endorses advises.
4. licenses thicknesses invoices refuses emphasize exercise.
5. leases losses masses misses dismisses forces reverses.

Small Circle Added.

6. excess excesses possess possesses emphasize emphasizes exercise exercises.

Circle Between Strokes.

7. insist necessity necessary unnecessary unsuccessful excessive decisive Mississippi.

Circle Outside of Corner.

8. choicest possessor accessory accessories exercised resist exist possessed.

EXPLANATION.

A large circle means two small circles that have a vowel between them. It is as wide as half the length of a stroke, and is placed by the same Rules as the Small Circle.

In line 6, make the small circle last, and half on each side of the stroke.

Line 7, in unnecessary, the prefix UN must be expressed before the word necessary; although there is no vowel between NN, they must be written as two strokes.

In insist, resist, exist, exercised, excessive, etc., do not make a complete circle, but bring the last stroke down through the middle of the stroke before it.

Keep the small circles small. A large circle is about 3 times the width of a small circle—not only twice the width.

LESSON 31. (THE BEGINNING-CIRCLE)

(RULE) Begin the circle in the SAME direction as the stroke.

1. scare scatter scale skill scheme sketch.
2. secure security secrecy sickness signify signature.
3. succeed success successes successful successive successively.
4. successor successors school schools scholars score.

EXPLANATION.

The Beginning-Circle, and the Ending-Circle, must be perfectly round, or else they will be confused with loops and hooks later on, and it will be impossible to transcribe your shorthand correctly. The cross in the Diagram shows where the circle MUST begin, and the arrow shows the direction in which your pencil must move.

(CIRCLE-SIDE) The upper side of k, g; the right side of p, b, t, d, ch, j; and the left side of r; is called the Circle-Side of straight strokes.

This lesson has been made short, so that you can take more time to do it accurately. The beginning circle is more difficult than the others. You must learn to START it correctly. After drawing the circle, be sure to MAKE A STOP before you make the stroke, and then draw the stroke quickly. This will prevent bending the stroke.

LESSON 31A. (Dictations 20 to 31)

Lesson 30. (Large Circle)

1 8

2 6

3 7

4 6

5 7

Small Circles Added:

6 8

Circles Between Strokes:

7 8

Corner:

8 58

Lesson 31 (Beginning-Circle on K and G) Diagram

1 6

2 6

3 6

4 6
24

LESSON 32. (THE BEGINNING-CIRCLE continued)

1. space spaces spacious spare spatter speed speech spear.
2. speak speck specially specify specific spell spill spice spices.
3. spicy spite cypress supper superior superiors superiority.
4. supply supplies suppose supposes suspicious suburb subway spoke.
5. stay sat Saturday sad sadly said seed seeds set settle.
6. cedar city citizen system sight side sides suit suits suited.

EXPLANATION.

Draw the diagrams, with each lesson, 7 times.

The first stroke of a word must continue to have the position, no matter whether it is a word with a Beginning-Circle or without one. Watch the 3rd-position words particularly. Lines 5 and 6, the vowel on the left side of the stroke must be spelled after the Circle, but BEFORE the Stroke.

Beginning-Circles and Ending-Circles must be made perfectly round, but circles between strokes can not always be perfect. A good circle must look as if it could roll along the stroke.

To make the Beginning-Circle correctly, proceed as follows:

1st: Begin where the stroke would begin.

2nd: Make the first motion of the circle EXACTLY in the direction of the stroke on which it is to be placed.

3rd: Complete the circle, and then make a stop before adding a straight stroke, until you have had good practice in such words (or else the stroke will be bent, and be mistaken for a curved stroke), but do NOT LIFT the pencil.

4th: Draw the added straight stroke with a quick motion.

5th: Finish the word.

CONSONANTS.

spacious(s-p-sh-s), specify(s-p-s-f), suspicious(s-s-p-sh-s), citizen (s-t-s-n), system(s-s-t-m), sight(s-t).

LESSON 33.

1. (High-Slant R) serve serves service services seriousness survey.
2. surface surfaces survive surpass surpasses. (Medium-Slant R) search searches.
3. (Low-Slant R) serious seriously sorry source sources. (CH and J) satchel sage siege such.

EXPLANATION.

Watch the third-position words. They must not have the whole stroke below the line. The circle is not a stroke. See the words such, and sorry.

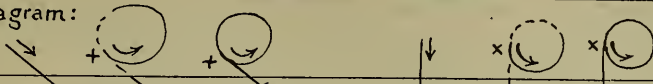
CONSONANTS.

satchel(s-ch-l), sage(s-j), siege(s-j).

LONGHAND SPELLING.

spacious special specify specific cypress superiority suspicious cedar citizen system; seriousness survey surpass search siege. (15)

Diagram:



Lesson 32. (Circle begins like the stroke)

1 8

2 9

3 7

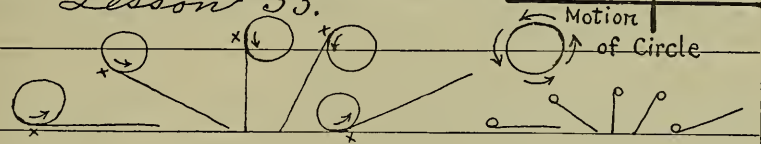
4 8

5 10

6 10

Lesson 33.

52



(Circle begins like the stroke)

High-Slant R:

1 6

Medium R:

2 7

LOW-SLANT R:

3 9

22

LESSON 34. (THE BEGINNING-CIRCLE continued)

1. snatch snap sanitary sandy seen scene senator century.
2. sense census sender cinder sing sink singe cinch season.
3. sin since sincere Cincinnati sign signs signer signed.
4. son sun Sunday sundry soon sooner song sunk.
5. safe safety safely save Savannah civil severe severely.
6. severity cipher suffer sufferer south southerly.

CONSONANTS.

century(s-n-ch-r), singe(s-n-j), Cincinnati(s-n-s-n-t), signed(s-n-d), cipher(s-f-r).

DEFINITIONS.

cinch(noun), a sure hold, an easy job.

sundry(adj.), various, a number of small items.

sundries(noun), many different small articles. (3)

LESSON 35. (CIRCLE MOTION REVERSED)

1. sale slack slap sleep slip sleeves sell select.
2. cellar silk silence sole slow slower slowly solicit solicitor solitary solid.
3. solemn solemnly sulphur sulphurous same sample samples seem similar similarly.
4. simple simpler simplify simplicity sympathy sympathize some summer.
5. small smaller smell smile smear Smith switch sweep swing ceremony swallow.
6. cease seize size sizes sash; (Stroke for Z at beginning) zero zeal zealous Zion; (Special) science sciences.

EXPLANATION.

W is silent in slow. N is silent in solemn.

CT, in select, has the sound of kt.

Sym, in sympathy, has the sound of "sim".

Line 5, W is a stroke in switch, sweep, swing, swallow.

(REPEATING) Continue constantly to be accurate, so that your work will improve as you go on. When you write anything a number of times, the last time should be the best, and not the worst.

CONSONANTS.

silence(s-l-n-s), slower(s-l-r), solemn(s-l-m), sulphur(s-l-f-r), sample(s-mp-l).

LONGHAND SPELLING.

sanitary season census cinder singe cinch sincere Cincinnati civil severely; severity cellar solicit solitary solemn sulphur similar similarity simplicity sympathy; ceremony cease seize zealous science. (25)

LESSON 35A. (Dictations 24 to 35)

Lesson 34.

Beginning-Circle, continued.

1 8

2 9

3 8

4 8

5 8

6 8

Lesson 35.

1 8

2 11

3 10

4 8

5 11

6 11

(Z at Beginning) (Special)

LESSON 36. (ENDING-LOOPS)

(RULE) When the present tense of a verb ends with a circle, the past tense ends with a loop.

(RULE) Place loop on the upper side of k, g; right side of p, b, t, d, ch, j; left side of r; and inside of curves.

1. (Verbs ending with CE) reduce induce notice spice space face deface surface invoice force enforce experience.

2. (Past tense of same) reduced induced noticed spiced spaced faced defaced surfaced invoiced forced enforced experienced.

3. (SE) excuse suppose dispose endorse refuse advise release reverse; (SS) discuss pass surpass emboss miss dismiss.

4. excused supposed disposed endorsed refused advised released reversed; discussed passed surpassed embossed missed dismissed.

5. (X) tax wax relax mix fix index box.

6. taxed waxed relaxed mixed fixed indexed boxed.

EXPLANATION.

A very narrow loop, half as long as a stroke, is here used for SD, because no vowel is sounded between S and D.

LESSON 37. (THE SAME LOOP for ST)

1. cast cost costs' past post posts best taste tastes test tests dust rest rust just suggest.

2. most must fast vast vest last least list lists lost waste waist waists west.

3. forecast typist artist artists unjust digest modest invest almost chemist manifest.

4. biggest weakest thickest deepest cheapest narrowest dearest purest.

5. lightest latest fastest tightest widest wildest coldest softest finest thinnest poorest fairest.

6. busiest easiest noisiest safest earliest youngest smallest simplest coolest artistic justify testify distinguish.

7. (TEST) rust rusty, dust dusty, must musty, simplest simplicity, vest visit, rest receipt.

EXPLANATION.

The same loop as in the last lesson, is also used for ST.

It may have a circle added (half on each side of the stroke), as in costs, posts, etc. Write suggest, s-j-st; fastest, fas-test.

Line 6, the last four words show how a stroke may be added after the loop, but the loop must never cross through a stroke to join another stroke.

Line 7 shows the advantage of using the loop with short words, and using the circle and stroke T for distinguishing other words.

The loop is not used when a word ends with a vowel sound after ST, as in rusty.

The loop is not used when there is a vowel between S and T as in visit.

LONGHAND SPELLING.

experienced chemist manifest thinnest busiest distinguish easiest sterilize staunch stimulus; stevedores beauty invoiced enforced surpassed suing ensuing pursuing shipping sagging. (20)

Lesson 36 (SED)

good good bad

Present tense ends with

1. **ce** 12

2. 12

3. **se** **ssi** 14

4. 14

5. **x** 7

6. 7

66

Lesson 37 (ST)

1 16

2 14

3 v 11

4 8

5 v 12

6 13

Test: 12

7 86

LESSON 38. (LOOPS continued)

1. stake stack stagger stick stickers sticks stocklist stocks.
2. steps steep stops stoppers stoppage stoop stub stubs.
3. steady steadier steadily steadiness stud study studies stage stitches.
4. star stars starch start startle starve stairway steerage sterile sterilize sterilized store storage sturdy.
5. stamp stamps stem steam steamer steamship steampipe stimulus stumble.
6. stain stains staunch stenography stenographer sting stink stingy.
7. stale stalls steel still style stylish stuff stove stevedores staff staves.

EXPLANATION.

ST, at the beginning of words, is also represented by the loop. To draw the Beginning-Loop correctly, you must start where the middle of the first stroke would be, and then go backwards. The shape of the loop is the same as in the last lesson.

After careful practice, the Beginning-Loop can be drawn as easily as the Ending-Loop. Both are very important help in shorthand.

LESSON 39. (Words with T or D after other strokes)

1. (After lk, fk, vk,) select locate effect affect factory victim vacate.
2. (After long vowel) taught caught gate fade paid laid mislaid neat beat feed deed.
3. lead mislead need speed kite spite bite tight tighter died dyed tide tied untied.
4. guide signed designed owned coat goat boat food load showed.
5. (Showing syllable) senate socket suited solid period interior notice notices.
6. (Ending-vowel) Canada data Saturday Sunday Nevada India Cincinnati Toledo shadow into.
7. body pity remedy sandy lady salty shady security moldy duty purity beauty.

EXPLANATION.

This lesson is to be a guide, when taking up half-strokes, to show what classes of words are NOT made with half-strokes. (Lessons 42 to 53).

In the lessons on half-lengths, every half-stroke means a T or D added. That is, every half-stroke means two consonants, of which the Stroke is the first consonant, and T or D understood is the second consonant. Line 6, the vowel-mark on the right side of D in INDIA is called the Double-Vowel, and may stand for any two vowels.

A stroke MUST be used for T or D as follows:

- 1st: When T or D follows two strokes that have no corner.
- 2nd: In words of one syllable, when T or D follow a long vowel sound.
- 3rd: When T or D help to show a separate syllable.
- 4th: When a word ENDS with a vowel after T or D.

LONGHAND SPELLING.

can canning, in inning, refer referred reference, excel excelling, excellent; excellence, picnic picnicking picnickers, traffic trafficking, ship shipping, stir stirring. (20)

LESSON 39A. (Dictations 28 to 39)

Lesson 38. (Beginning - Loop)

1		8
2		8
3		9
4		14
5		9
6		8
7		<u>11</u>
		<u>67</u>

Lesson 39. (T and D)

1. (after lk, fk, vk:)		7
2. (after long vowel)		11
3. "		14
4. "		10
5. (showing syllable)		8
6. (ending vowel)		10
7. "		<u>12</u>
		<u>72</u>

LESSON 40. (ING)

(RULE) A dot at the end of a stroke means ING.

ADD "ING" to the following Verbs:

1. (Not accented on last syllable) visit solicit register offer suffer
bother reason lessen loosen ruin.
2. (Ending with 2 consonants) tack tax mix box guess cast disturb
invest stamp jump.
3. exist catch watch suggest sketch rush distinguish rest sing swing.
4. (Drop silent E when adding ING) case take make file lose face de-
face receive save refuse.
5. space base dispose expose suppose resume time fade write reduce.
6. force notice sue pursue ensue raise store secure exercise endorse.

EXPLANATION.

The end of the stroke must point exactly to the ING dot, and the dot must be close to the stroke.

The end of N points slanting upward. See end of lines 1 and 3.

The end of M points slanting downward. See end of line 2.

Drop silent E in lines 4 to 6, when adding ING to the longhand.

LONGHAND SPELLING. (Exceptions)

die dying, dye dyeing, untie untying, route routeing, singe singeing.

(10)

LESSON 41. (ING continued)

1. (last consonant Doubled in Longhand) sag tag beg bag dig lag
rig tug.
2. cap snap tap wrap slap tip dip chip ship rip.
3. slip step stop rob rub swim jam set sit rot.
4. scar jar stir in stun; (Accent on last syllable) excel refer defer
infer.

ADD "INGS".

5. cast in save write tide sweep bear fail offer suffer.

Do not add "ING." (USE STROKE NG)

6. ring sing sting wing Wyoming.

EXPLANATION.

In the longhand of lines 1 to 4, double the last consonant to add ING.

This page makes an excellent longhand spelling exercise to learn when the last consonant should be doubled to add a syllable.

Line 5, a circle used in place of the ING dot, means INGS.

Line 6 shows words with the NG stroke, because the dot should be used only to add ING to the verb.

(LONGHAND RULE) Words of one syllable, and words accented on the last syllable, ending in a single consonant that is preceded by a single short-sounded vowel, DOUBLE the ending consonant when adding a syllable beginning with a vowel; as in sit sitting, tip tipping, stop stoppage, rub rubber, ship shipped, etc.

Lesson 40. (ING)

(not accented on last syllable)

1 10

2 (two cons.) $x=ks$ 10

3 10

4 (silent e) 10

5 10

6 10
60

Lesson 41. (ING)

(one cons. doubled)

1 8

2 10

3 10

4 (accented on last syllable) 9

5 (ings) 10

6 (stroke for NG) 10

5
52

LESSON 42. (HALF-STROKES: Short Vowel before T)

(RULE) Half-Strokes add T or D.

1. (A) patronize patronized patronage mat matting mats systematic unsystematic what somewhat.
2. (E) pocket pockets bucket buckets basket baskets ticket tickets jacket jackets get getting bet better.
3. secret secrets secretly debt debts debtor rivet rivets let yet wet met net.
4. (I) circuit circuits biscuit biscuits bituminous capital capitalized capitalist legitimate legitimately submit remit.
5. fit unfit fittings fitness lit little wit witness witnessed witnesses.
6. (O) got bottom bottles potatoes dots not knot fought thought thoughtless lot lots.
7. (U) foot footing footings put but butter cut cutting nut chestnut walnut shut shutting.

EXPLANATION.

A half-stroke means more than a full-length stroke. Half-strokes add T or D to the END of the stroke. For instance: half-K means k-t or k-d, half-M means m-t or m-d, etc.

A circle at the end of a half-stroke must be read AFTER the added T or D, so that the last two sounds are TS or DS (not ST or SD, for which the loop must be used as in lessons 36 to 38).

Never make the half-stroke more than a half-length, but rather just a little less than half. You will very likely make the full-length strokes too short now, but you must overcome this, and keep them full length, so that there is a good difference between the half-strokes and the full-strokes.

When a half-stroke ends a word, no vowel can be read after the added T or D.

Line 3, "yet" must be written backward; debt is d-t.

In 1st position, the middle of the half-stroke must be midway between the lines.

In 3rd position, the half-stroke does NOT cross the line.

The shape of the curved half-stroke must be the same as the full stroke, only smaller. The test lines remain the same.

LESSON 43. (HALF-STROKES: Long Vowel before T)

1. (A) indicate indicating instigate reciprocate reciprocating dictate state stating states facilitate facilitating.
2. date dating dates up-to-date exaggerate separate separating separately decorate desperate desperately co-operate.
3. designate nominate dominate donate late lately regulate stimulate speculate wait waiting weight weights.
4. (E) repeat meet meeting meetings feet sweet; (I) might night light lightly slight slightly polite politely delight invite.
5. (O) note notes notify notifying notebook devote; (U) dispute disputes absolute absolutely mutilate mutilating; (OU) doubt doubts doubtless stout. •

(Line 3, put "weight" in 1st position, like neighbor.)

LESSON 43A. (Dictations 32 to 43)

HALF-LENGTHS.

Lesson 42. (Short Vowel before T)

short A		10
short E		14
		13
short I		12
		10
short O		12
short U		13
		<u>84</u>

Lesson 43. (Long Vowel before T)

long A		11
		12
		13
long E		16
		16
long O		16
		16
		<u>68</u>

LESSON 44. (HALF-STROKES: No Vowel before T)

1. expect expecting inspect respect suspect suspecting exact exactly reject deduct.

2. except excepting accept accepting kept swept slept expert experts desert exert.

3. exerting insert inserting certain uncertain certainly certainty uncertainty.

4. certify certificate support supports resort resorts sort sorting saint St. Louis St. Paul St. Joseph.

5. sent scent cent cents scientific decent decently recent recently innocent innocently symptoms sometimes.

6. bolt bolts belt belting result results ultimately ultimo shaft shift left lift soft softly sift sifting.

LESSON 45. (HALF-STROKES: with D)

1. (A) bad badly mad madam made shade shades shading.

2. (E) instead bed beds bedding bedstead bedsteads dead meddle meddling medicine medium.

3. (I) rapid rapidly did rigid timid timidly middle midway width.

4. (O) moderate moderately model models method methods.

5. (U) good goods goodness could stood should would wood.

6. (No Vowel) subordinate bird absurd Richard sand end send sending sound soundness unsound descend descendants individual.

7. mild mildness mold moldings old sold fold folds unfold bold boldly boldness.

PRONUNCIATION.

except(ek'-sept), accept(ak'-sept), rigid(rij'-id).

DEFINITIONS.

descend, to go downward.

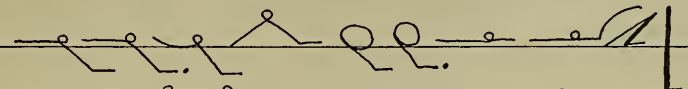
descendants, children, grandchildren, great-grandchildren, etc., of a certain person.

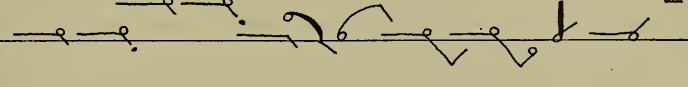
individual, that which can not be divided, therefore a whole one.

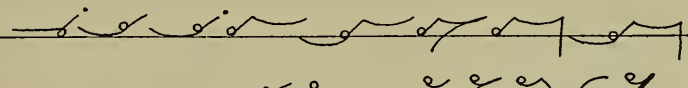
LONGHAND SPELLING.

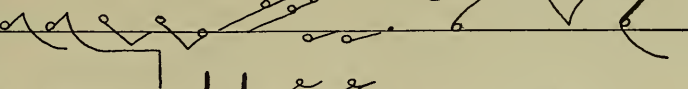
circuit bituminous legitimate witness thought chestnut reciprocate instigate facilitate up-to-date; exaggerate separate desperate decorate co-operate designate stimulate speculate mutilate mutilating; doubt doubtless. (22)


Lesson 44. (No Vowel before T)

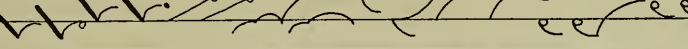
1  10

2  11

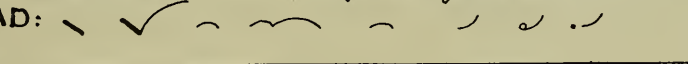
3  8

4  12


5  13

6  16
70

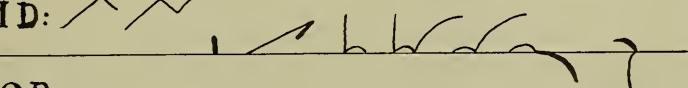
Lesson 45. (Half-Lengths with D)

AD:  8

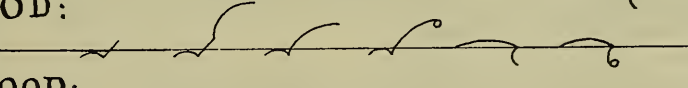
1

ED:  11

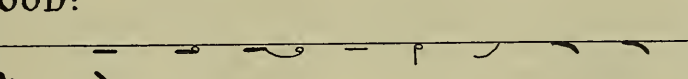
2

ID:  9

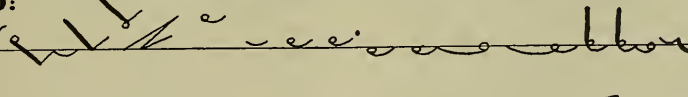
3

OD:  6

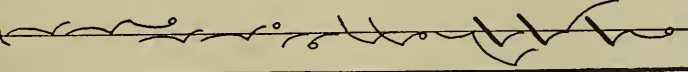
4

OOD:  8

5

D:  14

6

7  12
68

LESSON 46. (PAST TENSES: Regular Verbs)

1. specked packed tacked checked choked wrecked risked knocked tagged begged.

2. capped tapped wrapped slapped slipped chipped shipped robbed rubbed disturbed.

3. vacated affected selected located rotted visited solicited existed resisted insisted.

4. faded guided remedied needed speeded molded loaded succeeded exceeded decided.

5. patched watched reached searched sketched gauged damaged ranged wedged urged.

6. carried secured cured expired wired repaired restored registered injured offered suffered bothered answered lowered.

LESSON 47. (PAST TENSES: Regular Verbs)

1. resumed named jammed redeemed camped swamped bumped jumped.

2. denied lessened reasoned loosened ruined belonged linked wronged.

3. mailed stumbled followed filed valued failed retailed relied installed unsettled tumbled resembled.

4. specified purified justified certified notified reserved received deceived moved removed.

5. pushed distinguished rushed ensued pursued caused paused diseased referred feared poured.

6. ceased seized saved stored stopped stepped studied steadied stunned stained stamped stuffed.

LONGHAND SPELLING, for this page.

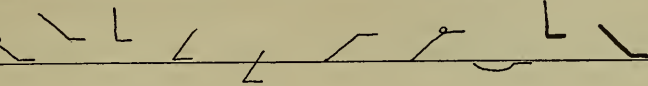
solicited exceeded sketched wedged urged specified certified deceived received ensued; pursued diseased referred ceased seized stopped stunned lessened succeeded vacated(20)

LONGHAND SPELLING, for page 48.

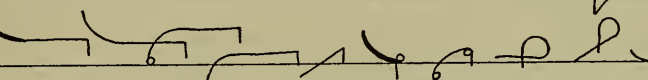
except excepted expect expected suspect suspected suggest suggested remit remitted; separate separated submit submitted exaggerate exaggerated descend descended co-operate decorate(20)


LESSON 47A. (Dictations 36 to 47)

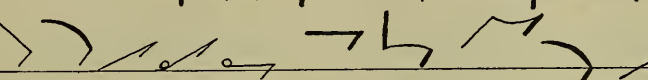
Lesson 46. (Past Tenses: Regular Verbs)

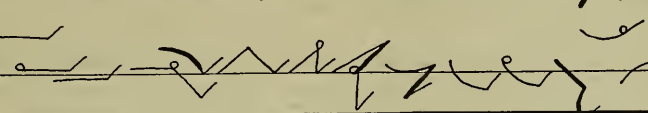
1  10

2  10

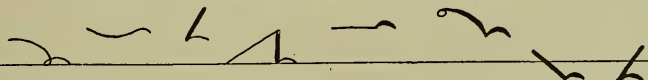
3  10

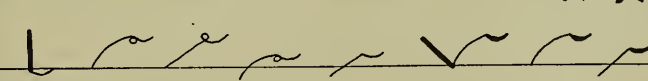
4  10

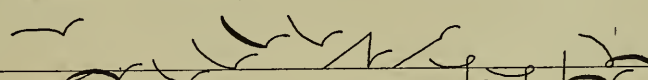
5  10

6  14
64

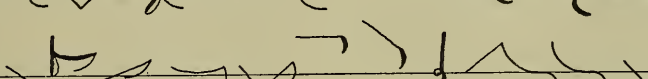
Lesson 47. (Past Tenses: Regular Verbs)

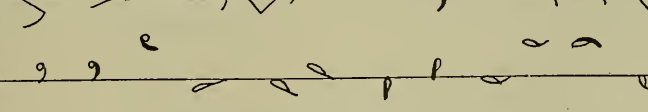
1  8

2  8

3  12

4  10

5  11

6  12
61

LESSON 48. (PRESENT & PAST: REGULAR VERBS)

(RULE) If the present tense ends with a half-stroke, the past tense uses a full stroke and half T or D.

1. except excepted accept accepted repeat repeated dispute disputed deduct deducted reject rejected.

2. expect expected inspect inspected suspect suspected indicate indicated instigate instigated.

3. decorate decorated exaggerate exaggerated co-operate co-operated separate separated.

4. support supported resort resorted sort sorted insert inserted exert exerted.

5. light lighted slight slighted delight delighted regulate regulated stimulate stimulated mutilate mutilated.

6. speculate speculated result resulted mold molded fold folded bolt bolted.

(Recite the Rule)

LESSON 49. (PRESENT & PAST: REGULAR VERBS)

1. fit fitted sift sifted lift lifted shift shifted rivet rivetted devote devoted.

2. invite invited submit submitted remit remitted shade shaded donate donated.

3. nominate nominated designate designated descend descended end ended sound sounded.

4. post posted paste pasted test tested taste tasted rest rested rust rusted.

5. suggest suggested digest digested last lasted list listed invest invested waste wasted.

6. dictate dictated facilitate facilitated state stated date dated doubt doubted wait waited.

EXPLANATION.

In line 6, the half-stroke is separated, but very close. No stroke is allowed to be a length and a half without a corner between, if they are in the same direction.

LESSON 50. (Five Ways of making Past Tenses)

(RULE)

1st; If the present tense ends with a CIRCLE, the past tense uses a loop.

2nd; If the present tense ends with a LOOP, the past tense uses a circle and half-T.

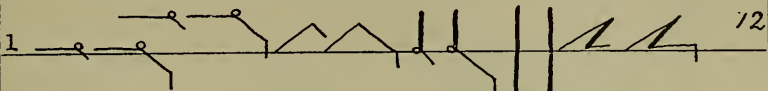
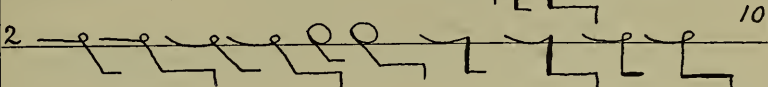
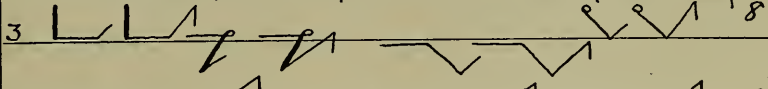
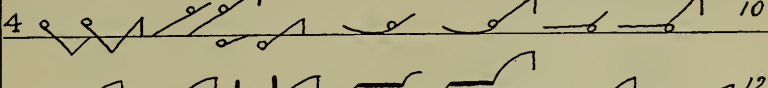
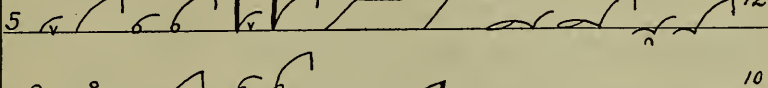
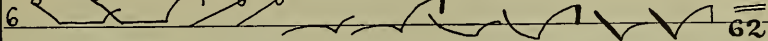
3rd; If the present tense ends with a FULL-STROKE, the past tense uses a half-stroke.

4th; If the present tense ends with a HALF-STROKE, the past tense uses a full-stroke and half T or D.

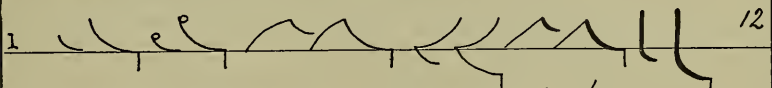
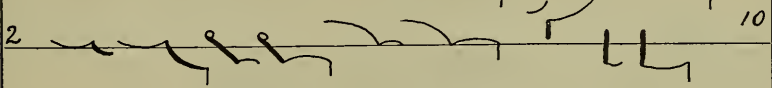
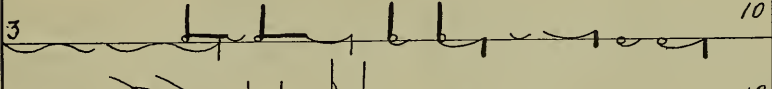
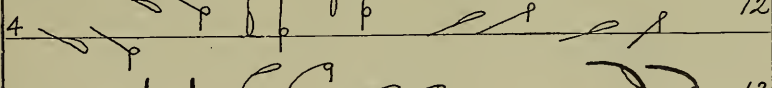
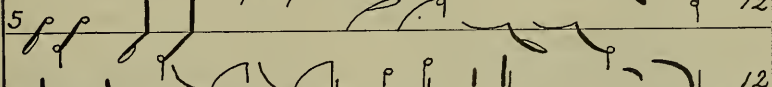
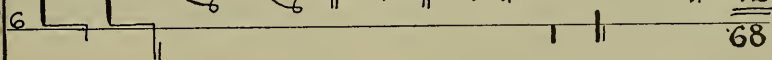
5th; If the present tense ends with a LARGE CIRCLE, and in certain special words, the past tense adds a full stroke.

(Words on next page)

Lesson 48. (Present & Past)

1		12
2		10
3		8
4		10
5		12
6		<u>10</u> 62

Lesson 49. (Present & Past)

1		12
2		10
3		10
4		12
5		12
6		<u>12</u> 68

LESSON 50, continued.

WORDS.

1. (circle) raise raised, miss missed, force forced, expose exposed, mix mixed.
2. (loop) post posted, test tested, suggest suggested, list listed, invest expected, waste wasted.
3. (full-stroke) specify specified, remove removed, save saved, offer offered, cause caused, stop stopped, study studied.
4. (half-stroke) deduct deducted, remit remitted, separate separated, expect expected, facilitate facilitated, state stated, doubt doubted.
- 5A. (large circle) exercise exercised, emphasize emphasized, possess possessed.
- 5B. (special) die died, tie tied, sign signed, design designed, resign resigned, own owned.

LESSON 51. (PRESENT & PAST: Irregular Verbs)

1. pay paid, lay laid, say said, make made, catch caught.
2. sing sang, ring rang, swim swam, sit sat.
3. lie lay, do did, see saw, teach taught.
4. speak spoke, write wrote, ride rode, rise rose, wring wrung.
5. weave wove, steal stole, sting stung, swing swung, stick stuck.
6. get got, fight fought, sell sold, buy bought, seek sought.
7. bear bore, tear tore, take took, shake shook, wake woke.

LESSON 51A. (Dictations 40 to 51)

LESSON 52. (When to use a Full stroke)

(RULE)

- 1st; Use full stroke generally, to add a loop.
- 2nd; Use full stroke generally, to show a syllable.
- 3rd; Use full stroke always, to show Ending-Vowel.
- 4th; Use full stroke generally, to show a long vowel.
- 5th; Use full stroke special, to distinguish from certain words that are the same part of speech and have the same consonants and position.
- 6th; Use full stroke to show distinct form.
- 7th; K and straight-R are rarely used alone as half-strokes.

WORDS.

1. late latest, light lightest, sweet sweetest, swift swiftest, soft softest, old oldest, sound soundest.
2. sold solid, notes notice, stood suited, sent senate, states status.
3. sand sandy, shade shady shadow, mold moldy, might mighty, date data, state statue.
4. debt deed, dead did, died dyed, get guide, shut showed, foot food, lot load, net neat. (continued on the next page.)

Lesson 50. (Five Ways of making Past Tenses)

Present tense ends with

1. Circle

10

E 2. Loop

12

Full Stroke

L 3.

14

Half-length

U 4.

14

R Large Circle 5A.

6

(special)

5B.

12

68

Lesson 51. (Irregular Verbs)

Present & Past in same position :

1

10

Past tense in Higher position :

2

8

3

8

Past tense in Lower position :

4

10

5

10

6

10

7

10

66

LESSON 52, continued.

5. sent signed, decent designed, recent resigned, late laid, let led, fight feed.

6. effect affect select paid gate start entire sender cinder.

7. act rate writ write right red rid read ride rot route road.

(Also include Lesson 39)

LESSON 53. (DRILL)

1. except accept expect exact get got could goods put but better bad because bells supply.

2. state stated date dated advice advise advices advises Saturday desire delay delayed did stood suit.

3. such just suggest suggested refer repairs service received certify certified certain wrote wrong ordered sorry sort.

4. same small sample made madam mailed method might most must moderate model sometimes.

5. answer answered named invest invested instead indoor needed send sending sent not notify notified.

6. last steel still style let little lot lots old sold foot feet offered followed fear fail factory.

7. ship shipped should that these this they size use early remit would width wire week what yet.

(Many of the words of this lesson will be used in the Business Letters that will follow).

LESSON 54. (EXPLANATION to Wordsigns and Abbreviations)

Line 1, Wordsigns are special marks for frequently-used words, especially prepositions and pronouns. The dashes are only one-fourth as long as a stroke. They do NOT mean consonants. The first 4 word-signs must always be used in the same direction and position as given, even when joined as in the first 2 words of line 5.

A and The, are dots, but to join THE with other words, a quarter length CH is used and called a "tick", as in lesson 55, line 4. An and And are alike. We and With are alike, but must sometimes be used slanting, when joined. YOU is the inverted Capital U, and must never be spread out to look like half-M.

Line 2, Aft is the abbreviation for After.

Line 3, Z is the last sound of Was. Agt.(j-t) is for agent. Ult.(ultimo) means "last month". Ord. is for Order.

Line 4, W is the first sound of ONE(wun). When the word ONE occurs in shorthand, the figure 1 is not used because it looks like a short-hand stroke. For other numbers the figures are used, except for ten, and hundred, and thousand. Rega'd for Regard, omits one R. Length and Long, omit L. "Do" is for dollar and dollars, when used with figures. The loop(ST), standing alone, is used for "1st", omitting the figure ONE. When figures are written below the line, they will read like the denominators of fractions that have ONE for numerator: 3rd, 8th, 19th, etc.

(Words on next page)

Lesson 52 (When to use a Full Stroke)

to add a Loop: 14

to add a syllable: 10

ending vowel: 13

long vowel: 16

special: 12

distinct form: 9

12
188

Lesson 53. (Drill)

1 15

2 15

3 16

4 13

5 14

6 17

7 17
107

LESSON 54, continued.

WORDS.

1. (Wordsigns) of off, to too, as is us, a the, an and, we with, you I, there their.

2. (Abbreviations) each which much, thank think thousand, can give company(Co) come, have very ever every over for, per, after fact.

3. them was, agent agents, large largest, immediately will ultimo(ult.), order orders, shall wish wishes wished, your yours.

4. one once, regard regarded, next instant(inst.), length long longest, month(mo) more, dollars, 1st 3rd 8th 19th.

5. today tomorrow tonight, therein thereon therefore, overlook overlooked overtime, everybody forever never, favor favorably favored verify, withdraw withdrew withstood without within.

EXPLANATION, continued from page 52.

Line 5, the last 8 wordsigns of line 1 can be joined to other words in any position, and then the first stroke must have position, and not the wordsign. "With" must slant downward in "within". Memorize lines 1 and 2.

LESSON 55. (BUSINESS LETTERS No. 1 and 2)

1. (Phrases) we thank, we think, we thank you, we think you will, we hope, we beg, we beg to, we have, we shall, we wish, we can, we will.

2. we are, we are sending, we received, we herewith, we wrote you, for you, if you, what you, that you, suit you; thanking you, you are, you can, you will, you must, to you.

3. send us, wrote us, let us, let us know, let us know the, advise us, as soon as, as early as, at this time, must be, very sorry.

4. dear sir, in the, on the, for the, if the, have the, we have the, that the, at an, in regard, will be, to your, yours truly, of the.

(LETTER 1) Dear Sir: We will advise you tomorrow, if goods are ready for you. If not, we will see that they are shipped to you at an early date. (28 words)

(LETTER 2) Dear Sir: Your order for wire just received. This will be sent to you by our factory, and they will advise you at time of shipping. (26 words)

EXPLANATION.

Phrases mean 2 or more words joined, to save time and because they are frequently used together. Line 2, no corner is made in joining WE and straight R. "You" takes the place of ING-dot in "thanking you" and is not joined. Line 4, "the" can never be used at the beginning of a phrase, only at the end, for reasons that appear later. The first stroke has position, in each phrase in this line, except "to your". "Of" sounds "ov", and V is made half-length to add the word "the". Do not join other words to make additional phrases, but when the words, of the phrases that have been given, occur in sentences, you must use them joined.

In sentences, the comma is generally omitted in the shorthand, but spaces can be left instead of the most important commas.

LESSON 55A. (Dictations 44 to 55)

Lesson 54. (Word-Signs & Abbreviations)

WORD-SIGNS :

1 17

Abbreviations:

2 19

3 17

4 16

5 Compound Words:

21
90

Lesson 55. (BUSINESS LETTERS)

PHRASES

1 12-28

2 16-34

3 11-28

4 14-29

LETTERS

① PHRASES WORDS 53-119

② 54

173

LESSON 56. (H)

1. hay he who whoever whosoever hue hues hack hickory hook hooks
husk husks housekeeping.

2. happy happier happiest happiness heaping heaped hoping hoped
hopeless hopelessness.

3. hoops whooping hospital hospitality unhappy habit habits habitual
inhabit inhabited uninhabited.

4. hat hats hate hated haste hasty heat heated heater history his-
toric hesitate hesitating hesitated.

5. hot hotter hottest hotel hotels hostile hostility hoist hoisted hatch
hatchet hatched hitch hitched.

6. head heads heading headings headway headed hide hiding housed
hcod huddle huddled huge.

EXPLANATION.

The same tick that is used, at the end of strokes, for THE in phrases, is here used at the Beginning of strokes, for H, but the stroke must have the position, and not the H, when joined. It must always be so joined that it will make a corner.

On K, G, and R, it must form a sharp point. On CH and J, it must lean more, or else it would not make a corner.

Line 1, in HUE, it is best to attach the vowel sound U.

PRONUNCIATION.

who(hoo), whoop(hoop).

LESSON 57. (H)

1. heart hearty heartily hard hardly hardship hardwood harder
hardest.

2. harness harnessed harbor harvest harvested harsh Harry Harrison
hair.

3. her here herewith hereby hereon hereafter heretofore hear hearing
hearings heard.

4. horse horses horsepower horrible horror horrified horrid hor-
izontal hurry hurt hurting.

5. adhere adhered adhering rehearse rehearsing rehearsal rehearing
inherit inherited.

EXPLANATION.

H must make a VERY sharp point when joined to straight R, and it must join into a point with the R.

Line 1, Heart has the sound of A as in far. Heartily has 3 strokes to show 3 syllables, but Hardly has only 2 syllables.

Line 2, the dash on "Harry" is a vowel mark for Y.

DEFINITIONS.

effect(noun),result; affect(verb),to alter.

physical,pertaining to nature; mature,full grown.

embossing,pressed-up parts of paper or cards; finally,at the end.

notary-public,a person authorized by a state to put the state-seal on legal documents. (7)

Lesson 56. (H)

DIAGRAM:

wrong

WORDS:

1 14

2 10

3 11

4 14

5 14

6 $\frac{13}{76}$

Lesson 57 (h-r)

good bad

1 9

2 9

3 11

4 11

5 $\frac{9}{49}$

LESSON 58. (H)

1. ham hammer hammock hemlock hemstitch hemstitched hemp him.
2. home homemade homestead humming humble humblest humbug.
3. hump humane humidity humid humor humorous whom.
4. hail haul hauled heel hill hills health healthy healthier healthiest.
5. inhale unhealthy help helped helpers helpless overhaul hole holes hollow holiday.
6. whole wholesale hold held holdings withhold withheld household foothold uphold upheld uphill.

EXPLANATION.

Line 3, the form for Humane must not be used for Human, for which the N hook will be given later.

Lines 4,5,6, the H is usually a little longer on L. It must be in the exact direction of CH, and part of it must be joined with L to preserve the very sharp point. It is wrong to draw it in the direction of P or T, and also wrong to bend it on L.

Remember that the first stroke has position, and that H is not a stroke, but only a tick.

Line 5, Hollow must have 2 L's to distinguish it from several other words.

Line 6, Household(h-s-h-l-d) has a circle on the left because it would not be distinct enough in this word on the right side of H.

LESSON 59. (H)

1. hazy haziness hazel hazardous hiss hissing hustle hustling.
2. hose hosiery hash hush; (Between two N's) unhandy enhance enhanced.
3. harm harmless harmlessly harmed harmonize harmonized Hawaii white.

UPWARD H.

(RULE) Write H upward on N, NG, F, V, and TH.

4. handy handier handiest hang hanging Henry hence hint hinted.
5. hinge hinges hung hungry hungriest honey hunt hunted.
6. half halves halftime halfway half-hearted Havana havoc heavy heavier heaviest.
7. hover hovering behalf behave behaved upheaved upheaval adhesive hither hitherto.

EXPLANATION.

Line 3, White must have h-w-t to distinguish it from Wet.

(UPWARD H) Memorize the Rule. H is written upward on thin and thick N, also on F and V, because it is easier, and it makes a better corner on these strokes.

Line 6, L is silent in Half and Halves.

DEFINITIONS.

enhance, to make more valuable; hemlock, a kind of tree.
 inferior, lower in place or in quality; humidity, moisture in the air.
 capacity, the quantity something can hold; humane, kind.
 hemp, a plant from which strong twine and a coarse cloth are made. (7)

LESSON 59A. (Dictations 48 to 59)

Lesson 58. (H continued)

1		8
2		7
3		7
4		10
5		11
6		<u>12</u> <u>55</u>

Lesson 59.

1		8
2		7
3		8
<p>Upward H: on N, NG; F, V; and TH.</p>		
4		9
5		8
6		10
7		<u>10</u> <u>60</u>

LESSON 60. (H omitted)

H omitted at the Beginning.

1. have had has his whose house housing houses; (Vowel OW):how
Howard howl howling however howsoever.

2. high highest height heights highway highways highschool high-
sounding Lehigh highly higher hire hiring hired highroads.

3. wheel wheels while whistle whip whisper whispered why what.

4. hand offhand hands handmade handsome handicapped handle
handled handling hundred hundredweight 100, 200, 2500.

H omitted Between strokes.

5. haphazard horsehair horsehide hogshhead neighborhood exhaust
exhausted mishap longhand.

H silent.

6. honest dishonest honestly dishonestly honesty dishonesty heirs
hour hourly hours.

EXPLANATION.

Line 1, Has, His, Whose, are written like as, is, us, but would not
fit in the same place in a sentence. The vowel-mark, for I, is inverted
to mean OW as in How, and H is omitted.

(JOINED VOWELS) Line 2 shows the Vowel-mark for I, joined to
strokes. In the last 6 words, the last half of the vowel is lost in the
attached stroke. Joined vowels must ALWAYS be written—they can
never be omitted.

Line 4, Hundred is abbreviated "hund", and then the H is omitted.

Line 5, H is omitted Between strokes in these words.

Line 6, H is silent in the words of this line.

LESSON 61. (Letters 3, 4, 5)

1. (WORDS) as is us these this they them was will yours your of to.

2. an and we with herewith within you that could not hundred order.

3. (PHRASES) thanking you, we are sending you, we herewith,
wrote us, we hope, we beg to, what you, to you, we can, we could, very
sorry, must be, in the, of the.

(LETTER 3) Dear Sir: Our factory wrote us that they will ship
your goods on Saturday of next week, and we hope this will meet your
needs. (25)

(LETTER 4) Dear Sir: We are very sorry that your order was
delayed, as we could not supply what you desired. We herewith mail
you some samples. (25)

(LETTER 5) Dear Sir: Referring to copy of order we are sending
you herewith, we beg to advise that these repairs must be made within
5 days. (25)

EXPLANATION.

Lines 1 and 2, keep in mind that Of, To, An, And, are quarter length,
but Could, Not, Hundred, Order, are half-length. Always keep Of and
To in the same direction.

Line 3, You takes the place of ING dot in "we are sending you" the
same as in "thanking you". In "we could", We has the same direction
as in "we can".

Letters 3, 4, 5, contain 25 words each.

Lesson 60. (H omitted)

H omitted at the Beginning:

(Vowel ow)

1 14

2 15

3 9

4 14

H omitted between Strokes:

5 9

H, Silent:

6 $\frac{10}{71}$

Lesson 61. (LETTERS 3, 4, 5.)

WORDS:

1 13

2 12

PHRASES:

3 14-31

LETTER (3) 6

(4) 6

(5) 6

$\frac{75}{131}$

LESSON 62. (Upward SH & Backward L)

1. (Upward SH) fish efficient efficiency sufficient sufficiently insufficient deficient deficiency.
2. lavish vicious fictitious judicious judiciously demolished polished.
3. (Upward L) nicely insulate insulated unsold facility refusal vessel.
4. (BACKWARD L) annual manual linoleum lineal renewal centennial semi-annual denial.
5. handle St.Louis endless decently recently horizontal innocently incessantly soundly.
6. certainly only unless unlike unlocked unlucky unlooked-for unlimited angle English.
7. maliciously cautiously stylishly rashly shallow foolishly likely loyalty Oklahoma spoil.

EXPLANATION.

Line 1, after F, write SH upward, forming a half-circle, because it makes a quicker and easier form than downward SH.

Line 2, although the present tense of demolish and polish is written with downward SH, the past tense must be written with upward SH, or else it will look like a large hook that is used later on for TION.

Line 3 gives Upward L, after NS.

Lines 4, 5, 6, give Backward L after N.

Line 7 gives Backward L after SH and a few special words. Spoil must be made with backward L, to distinguish from Supply.

LESSON 63. (LETTERS 6, 7, 8.)

1. (WORDS) today tomorrow for them 8th inst. I you will wish order.
 2. room remit last steel say see so these this that suit advise admit.
 3. (PHRASES) we thank you, we herewith, we received, we wrote you, we must, we hope, we can, at this time, as early as, in regard.
 4. that the, on the, for the, beg to, to your, these goods, that you, for you, suit you, you can, you will.
- (LETTER 6) Dear Sir: We herewith remit for the last order sent you. As we must have these goods, you will send them as early as you can. (26)
- (LETTER 7) Dear Sir: We received your order today, for the steel that you wish shipped tomorrow. We thank you for same, and beg to say that the steel is ready for you. (31)
- (LETTER 8) Dear Sir: We wrote you on the 8th inst. in regard to your last order. At this time we can advise you that our factory will ship your goods on the 19th, and we hope that this will suit you. (40)

EXPLANATION.

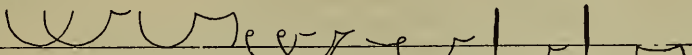
Inst. is the abbreviation for "instant" (not "instance").

No key is given for the Letters, because you should be able to make them up after practicing the words and phrases in lines 1 to 4.

LESSON 63A. (Dictations 52 to 63)

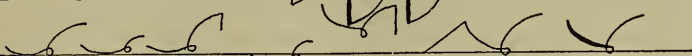
Lesson 62. (UPWARD SH, & BACKWARD L)

Upward SH

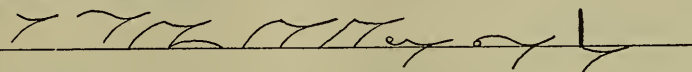
1  8

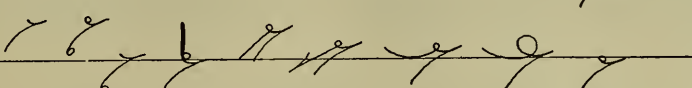
2  7

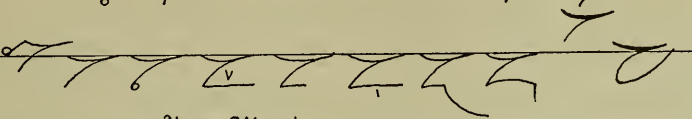
Upward L, after NS etc.

3  7

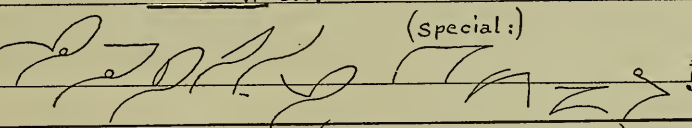
Backward L, after N.

4  8

5  9


6  10

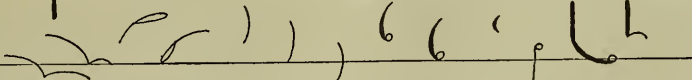
after SH etc.

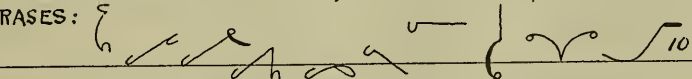
7  (Special:) 10
59

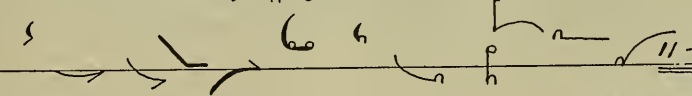
Lesson 63. (LETTERS G, 7, 8.)

WORDS :

1  11

2  13

PHRASES:
3  10-24

4  11-22

70
in letters - - 97
167

LESSON 64. (DOUBLE-LENGTHS)

(RULE) Double-lengths add t-r, d-r, or th-r, to the end of the stroke.

1. another anthracite enter entered entirely.
2. center central interrupt interrupted interest.
3. interesting interests interested interlocking interlocked.
4. interfere interfered interpose interposed intercede.
5. interceded intercept intersect intersected.
6. intermittent introduce introduces introduced neither.
7. cylinder eccentric uninterrupted hinder hunter.

EXPLANATION.

To add a syllable like t-r, d-r, or th-r, we make a stroke double length.

Line 2, the loop in Interest is half of one length only, and not half of the double length.

A circle can be added after tr, dr, thr. But if a circle is needed before the tr, dr, thr, the double-length can not be used, only single length strokes.

LESSON 65. (LETTERS 9, 10.)

1. (WORDS) an and a the of to because better still holding notify that.

2. such advices shipping method you send goods early without delay for fear.

3. bells wrong should desire small large exact size wire needed know.

4. this service indoor not out door use was thank think answer.

5. (PHRASES) we must, notify you, we are, in regard, we wish, as soon as, very sorry, we have.

6. advise us, let us know the, we will, we hope, if you, thanking you, sending you, to you.


(LETTER 9) Dear Sir: We wish to notify you that we are still holding up your order, because we must have better advices in regard to method of shipping. As soon as we have such advices, we will send goods without delay. (40)


(LETTER 10) Dear Sir: We are very sorry that we must send your last order back to you, for fear of sending you the wrong goods. You should advise us if you desire small or large bells, and let us know the exact size of wire needed. We hope you know that our bells for this service are for indoor, and not for out of door use. Thanking you for an early answer, we are Yours truly, (75)


EXPLANATION.


The thick S stroke is always written for "use", whether the word is used as a noun or a verb, although the noun is not buzzing.


Lesson 64. (Double-Lengths)


1  5


2  5

3  5

4  5


5  4


6  5

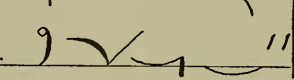
7  5
34


Lesson 65. (Letters 9, 10.)

WORDS:


1  12


2  12

3  11

4  11

PHRASES:

5  8-17

6  8-18

LESSON 66. (DOUBLE-LENGTHS, continued)

1. under underlying underbid undersigned understood.
2. misunderstood underlaid underscore underscored.
3. underrate underrated underwriters undertake underhand.
4. diameter kilometer metric motor smother.
5. matter material materializing materialized armature.
6. federal father weather whether water watered elevator latter letter literary literature literally.
7. insulator speculator milder molder colder collateral bolder folder older holder householder.

EXPLANATION.

Line 6, in slanting and vertical double-lengths, the first half of the height of the double-length has position, and not the whole double-length.

LESSON 67. (LETTERS 11, 12, 13.)

1. (WORDS) remittance several have had anything anxious that at least much as is us of to a the.

2. an and we with you within soon some receive received would once very much.

3. expect hope hoped for very anxious remit remittance next inst. ult. past thank think.

4. will but good order orders each which much both notice not paid months(mos.) money several(sev.) had.

5. (PHRASES) we are, we wrote you, we shall, we wish, we beg, thank you, we thank you, we think, that you, you can, with the, we notice, within the, on the.

6. send us, let us know, 10th inst., 30th ult., a few days, receive your, that you will, three months, several times, at once, \$100, for your.

(LETTER 11) Dear Sir: We wrote you on the 30th ult., and hoped that you would send us a check soon. Let us know at once. We are very anxious for a remittance within a few days, and hope to receive your answer by the 10th inst. (45)

(LETTER 12) Dear Sir: We wish that you would remit to us at least one hundred dollars by Saturday of next week. We thank you for your business in the past, and hope that you will send us a good order with the remittance. We shall thank you very much for both. (50)

(LETTER 13) Dear Sir: We notice that you have not paid us anything on your orders. We wrote you several times, but received no answer within the last three months. We think that you have had as much time as you can expect, and we beg that you send us some money. (50)

EXPLANATION.

Line 1, Remittance has "remit" for quick form. Use "sev" for Several, and NG for Thing in Anything.

Line 3, ult. (ultimo) means "last month."

Line 6, AN, when joined, is also used for the word A, as in "a few days."

LESSON 67A. (Dictations 56 to 67)

Lesson 66. (Double-Lengths)

1		5
2		4
3		5
4		5
5		5
6		12
7		$\frac{11}{47}$

Lesson 67. (LETTERS 11, 12, 13.)

WORDS:

1		17
2		14
3		14
4		16

PHRASES

5		14-30
6		12-28

LESSON 68. (DOUBLE-LENGTHS, continued)

1. inspector pictorial executor electrotype electricity.
2. doctor together altogether spectator separator disorder.
3. temper temperature timber cumbersome anchor.
4. anchorage finger banker linger younger hunger.
5. (Not Double-Length) nature feature future puncture lecture
mature maturing maturity.
6. (Abbreviations) agriculture agricultural electric introductory
longer further furthermore lumber natural.
7. legislator legislature letterhead letterheads stockholder number
executrix manufacture manufacturing manufactures manufactured man-
ufacturer manufacturers refrigerator.

EXPLANATION.

Double-length curves can be used more than double-length straight strokes, because a double-length curve does not look like two joined single lengths of the same curve, but a double-length straight stroke looks like two joined single lengths, and therefore might be mistaken for two single lengths.

Double-length thick M and thick N, generally add only R.

LESSON 69. (LETTERS 14, 15, 16, 17.)

1. (WORDS) very much remittance make of to a the is us season
necessary necessity insist.
2. these this month more decided your steady study least stock
justify justified each which much very good.
3. help if capital anticipate immediately you all or at it out decided
which money bituminous coming.
4. favor whether manufacture bells door service state what size
sizes stock keep entered anthracite two loads.
5. (PHRASES) we shall, we wish, we think, thank you, that you
would, that you will, three days, it is necessary, we have, of the, we are,
we herewith, to your.
6. let us know, receive your, send us, we must, whether you, what you,
of the, will be, we can, I can, we will, I will.

(LETTER 14) Dear Sir: We wish very much that you would make a remittance to us within the next three days. It is necessary for us to (25) have some money soon, as we have very much to pay out this month, and your check will be a decided help to us. Will(50) you let us know immediately if we shall receive your check? (61)

(LETTER 15) Dear Sir: We shall thank you to send us all or at least some of the money due us. We have much to pay out(25) this month, and your remittance will be a very good help. We anticipate to have our factory going steady this season, and we must have(50) some capital coming in. We think we are justified to insist that you send check within five days. Hoping that you will do us the favor, we are Yours truly, (80)


(LETTER 16) Let us know whether you manufacture bells for out of door service, and state what sizes you keep in stock. (20)

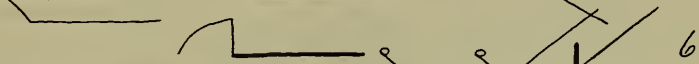
(LETTER 17) We have entered your order for two loads of anthracite and one load of bituminous, which we shall send you immediately. (21)

(EXPLANATION) Use the shorthand period also for the question-mark.

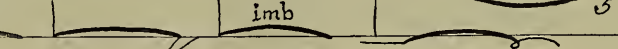
Lesson 68. (Double-Lengths)

STRAIGHT STROKES double-length:

1  5


2  6

THICK M and N:

3  emp imb ank (anch) 5

4  6

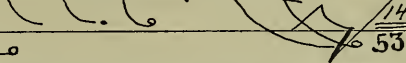
Not Double-Length:

5  8

Abbreviations:

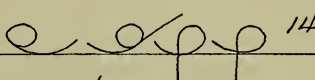
6  7 9

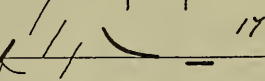
7  14

 53

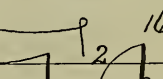
Lesson 69. (LETTERS 14,15,16,17.)

WORDS:

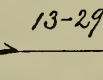
1  is e opp 14

2  ea 17

3  16

4  16

PHRASES:

5  13-29

6  12-25

LESSON 70. (R HOOKS, No. 1)

(RULE) Place R hook at the beginning of the Stroke, on the lower side of k, g; on the left side of p, b, t, d, ch, j; on the right side of r, and on the inside of curves.

1. crate crating crates crated crape craze crazy crash.
2. crab cramp cramped crack crank crawl.
3. creep cream crease creased create creator creature.

EXPLANATION.

There are many words beginning with two consonants that have no vowel between them, such as: crate, grate, great, crape, grape, drape, cry, dry, creep, grow, grip, price, break, free, freight, etc. If a stroke would be made for each of these two consonants, only the second stroke could indicate a vowel in each of these words. In order to make the first consonant indicate the vowel, a shorthand combination is made of kr, gr, pr, br, etc., by making a hook at the beginning of the first consonant, so that the hook and stroke together will stand for the combinations kr, gr, pr, br, etc., then the first consonant will be the stroke that indicates the vowel, and the hook, although written first, must be read after the stroke. R hooks are therefore always placed at the Beginning of strokes, and never at the end of strokes.

On Straight strokes the hook is always on the side opposite to the beginning-circles in lessons 31, 32, 33; but on curves the hook is placed on the inside of the curve, the same as the circles in lessons 34, 35.

The R hook must be straight and narrow. If it is bent, it will be confused with the circles in fast writing. A few circles will also be used later, on the R hook side of straight strokes. Take notice that the hook on the R stroke begins Level like the line, to avoid bending the stroke.

LESSON 71. (LETTERS 18, 19, 20, 21)

1. (WORDS) our wired material shipped was not 19th immediately recently state date.

2. of December 10th advise you holding waiting for advices look into.

3. matter Bangor Slate Company that they delay must stop the factory.

4. which we cause receiving effect anthracite today same rushed (Abbrev.)reference.

5. (PHRASES) on the, to your, to this, to the, and we hope, advise us, that you will, will you, in regard, we sent you.

6. we hope, at an, in reference, we beg to, advises us, we have, what is the, let us know, beg to, of the.

(LETTER 18) Our factory wired us that this material was shipped on the 19th inst., and we hope that you will receive it in good time. (24)

(LETTER 19) Will you advise us immediately in regard to the order we sent you recently, and state time of shipping this material? We hope that you will have it shipped at an early date. (33)

(Continued on the next page)

Lesson 70. (R hooks)

right _____
wrong _____

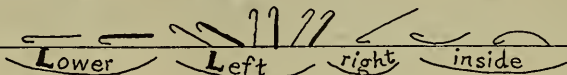
The Beginning-Circle

RULE:



The R hook

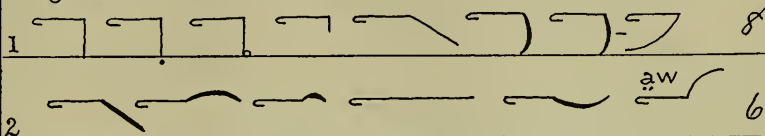
RULE:



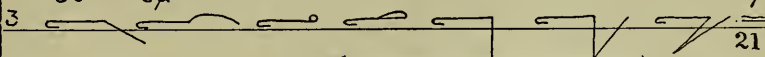
WORDS:

Long \bar{a}

Short \check{a}

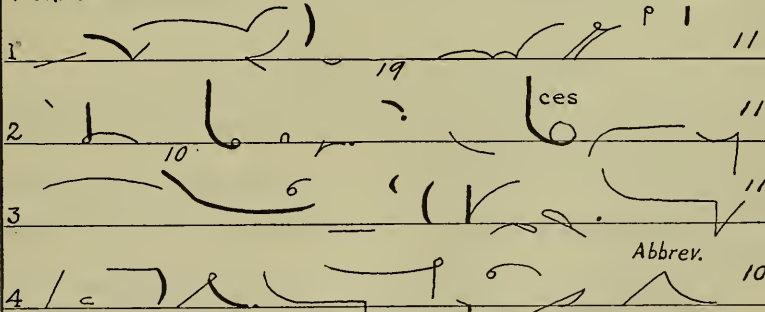


\bar{e} $\bar{e}^{\check{a}}$

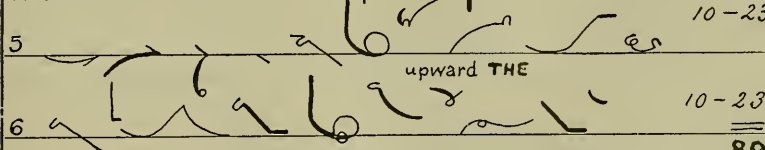


Lesson 71. (LETTERS 18, 19, 20, 21.)

WORDS



PHRASES



LESSON 71, continued.

(LETTER 20) In reference to your order of December 10th, we beg to advise you that we are still holding up this order and are waiting for shipping advices. Will you look into this matter and let us know immediately? (38)

(LETTER 21) The Bangor Slate Co. advises us that they must stop the factory for not receiving anthracite for which we have order. What is the cause of the delay? We wired you to this effect today, and beg to have same rushed. (41)

LESSON 71A. (Dictations 60 to 71)

LESSON 72. (R HOOKS No. 2)

1. credulous crevice crevices crescent crest credit creditors crediting credited.
2. cry crying crime crisis crib crimp crimped.
3. crimson crisp Christmas critic crystals criticism criticize.
4. crop crops cross crossing crossed crosses crossroad crossings.
5. crosspiece crowd crowded crowding crude crutches crush crooked.
6. crushing crushed crew cruel crumbled crumpled crust.

EXPLANATION.

Line 5, in Crowd, the vowel sound is the same as in How. This vowel is also used for OU as in foul, out, about, etc.

Line 6, in Crew, the U vowel-mark must be joined backwards into the K.

LESSON 73. (R HOOKS, No. 3)

1. grate grates grating grated grapes gray gracious grace graceful.
2. great greater greatly greatest grade graded gradual graduate graduates graduated graduating.
3. gratify gratified gratitude grasp grasped grass grab granite gratis.
4. greet greeting greetings greed greedy greediness grease greasy greased.
5. grip grit gritty grow growing growth growers grows gross.
6. grocery groceries grocers grumble grudge growl grew groom.
7. (To be distinguished from each other:) grate grade, grades grades, greatly gradually, poor pure, spoil supply, case cause.

EXPLANATION.

Line 6, in Grew, the U vowel-mark must be joined backwards into the K.

DEFINITIONS.

cred'ulous, believing readily; crev'ice, a crack; grat'is, free.
 cres'cent, shape of new moon; cri'sis, a critical time.
 crumble, to break into crumbs; crumple, to press into wrinkles. (7)

Lesson 72. (R hooks)

1. short ě 9

2. long ī short ĭ 7

3. 7

4. short ö 8

5. ow long ū short ŭ oo 8

6. 7
46

Lesson 73. (R hooks)

1. ā 9

2. ä 11

3. 9

4. ēē 9

5. ĭ ō 9

6. ŭ ow oo oo 8

7. to be distinguished: 12
67

LESSON 74. (R HOOKS, No. 4)

1. praise praising praised praises praying preying prayer practice practiced predict predicted preach precise. (Vowel inside of large circle means the vowel between the two S sounds.)

2. precisely predominate premier preliminary premature pretext precede preceded preceding precipitate precipitated.

3. previous previously prefixed precarious preserve preserved presume presuming prepay prepaid prepare.

4. prepared preposterous preparatory premium presented presenting press pressing pressed presses precious present presently.

5. presents presence premises prejudice prejudiced prejudices predecessor preface pretty prettier prettiest.

6. prettily prize prized prizes price prices priced pricelist pricelists priceless pride.

7. prying prime pri'mary prima'rily prior priority private privately privacy prison prism.

LESSON 75. (LETTERS 22, 23.)

1. (WORDS) notifies us until 15th further very little next month order for any.

2. this excuse anthracite so late advised day recently looked up have accepted made.

3. because far back of arrange immediately loaded urge hurry orders whether matter lumber see delay supplied.

4. (PHRASES) your letter of the 4th, receive the, very sorry, it is, that it is, that this, advised us, of the, that you.

5. you can, you are, you will, and we hope, we shall, let us know, on receipt of this letter, we must.

(LETTER 22) Your letter of the 4th inst. notifies us that we shall not receive the anthracite until the 15th. It further advises that we shall receive very little, if any, on our order for next month. We are very sorry that you have accepted this order, and that this excuse is made at so late a day. (56)

(LETTER 23) You advised us recently that you had looked up this matter of delay of the lumber, and we hope you will see that it is loaded immediately. We must urge you to keep us supplied because you are very far back on our orders. Let us know on receipt of this letter whether you can arrange to hurry it. (59)

EXPLANATION.

Line 4, "of the" must be omitted in the first shorthand phrase. "This" may be joined to the end of another word in any position, but not "these" or "those".

DEFINITIONS.

pre'mature, before the proper time; pre'text, an excuse given to hide the real cause.

preca'rious, uncertain, doubtful; precip'itate, causing to happen suddenly.

prepos'terous, absurd, ridiculous; prism, a block of glass with 3 sides.

prior, first in time; pred'ecessor, one who had a business before another.

prime, first in condition; premises, buildings and grounds. (10)

LESSON 75A. (Dictations 64 to 75)

Lesson 74. (R hooks)

1 *ā* *ă* *ē* 13

2 11

3 11

4 *ě* 13

5 *ĩ* 11

6 *ī* 11

7 *ĩ* 11

81

Lesson 75. (LETTERS 22, 23.)

WORDS

1 12

2 15 13

3 16

PHRASES

4 4 6 9-22

5 8-21

84

LESSON 76. (R HOOKS, No. 5.)

1. protest protested protesting protests protect protected proceed
 proceeded proceedings proceeds procedure prodigious produce produced.

2. producing produces producer producers propose proposes proposed
 proposal proposals propel propelled propeller prohibit prohibited.

3. prohibitory probate probating probated project projected probe
 promote promoting promoted promoters prolong prolonged.

4. procuring promiscuous professor profess professed profile proficient
 proficiency profuse provide provided providing.

5. prosecute prosecuting prosecuted prosecutor prop props propping
 propped proper properly.

6. property properties propagate propagated prospect prospecting
 prospects prospectus prosper prospering.

7. prosperous prosperity prox.(proximo) proxy proximity promise
 promising promised promises.

LESSON 77. (R HOOKS, No. 6.)

1. promissory prompt promptness promptly prompted prongs process
 processes product products proud.

2. brake brakes break breaks breaking breakage breakfast brace
 braced bracing braces.

3. brass bracket brackets bragging broad broader Broadway broad-
 est breach breed breeding breeze.

4. breezy breathe breath bread breadth bride bright brighter bright-
 ness brightest bricks.

5. bricklayer bridge bridges brigade brisk briskly brim brilliant
 British bring.

6. bringing bristol bristle bristles broke broom bruise bruised bruises
 brush brushes brushed.

EXPLANATION.

Line 2, break has the sound of A as in brake, take, make.

Line 3, Brass has a light dot which stands for the short sound of A.
 Broad has the sound of A as in all, saw, law, caught.

Three words: exceed, proceed, succeed, and their derivatives, except
 "procedure" are spelled with double E, but precede, intercede, accede, con-
 cede, recede, are spelled with one E after C.

DEFINITIONS.

prodi'gious, wonderfully great; propel', to force forward.

prohibit, to forbid; pro'bate, to prove a will officially.

profuse', abundant; proxy, one authorized to vote for another.

proxim'ity, nearness; bristol-board, a smooth white cardboard.

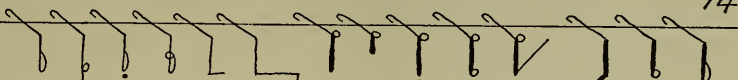
breach, a break; drayage, cartage, charge for hauling.


proximo, next month; ultimo, last month. (14)

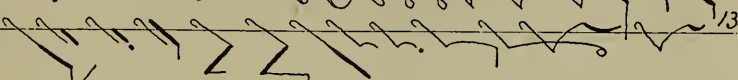
Lesson 76. (R hooks)

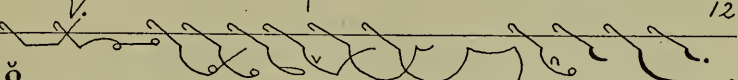
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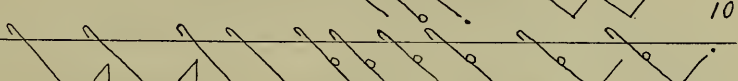
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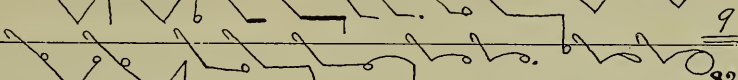
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3 

4 

5 

6 

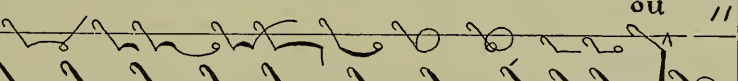
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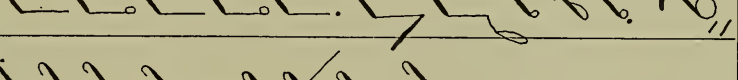
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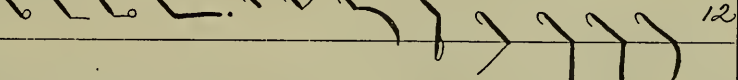
Lesson 77. (R hooks)

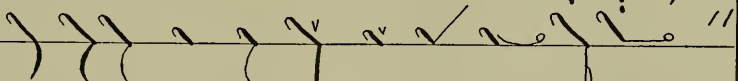
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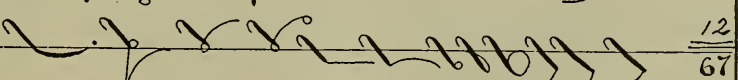
1 

2 

3 

4 

5 

6 

67

LESSON 78. (R HOOKS No. 7.)

1. tray trays trace tracing traced traces tracer tracers trade trading traded trades trap traps trappings trapped.

2. track tracking tracks tracked tract tracts tree trees tr at treating treated tread treads treading.

3 try trying tried trial triangle trip trick trim trimmings trolley truly true truth trust trusts trusting trusted.

4. truck trucks trunk trunks dray drayage draw drawing drawings dream dreamed dress dressing dressings dressed dresses.

5. dread dreading dreaded dry drying drier driest dried drink drill drugs druggists drum drums.

5. frame frames framed frail freight freights fraud frauds free freedom freeze freezing freezes freezer.

7. fresh Friday fright frost frosty frosted frozen thread threads threading threaded threat threats throat throw throwing threw through throughout; (Abbrev.)from.

LESSON 79. (LETTER 24, 25.)

1. (WORDS) lumber each which much say certain order orders 7th state that these this.

2. held hold but get way watt which of to lamps immediately higher inst.

3. a the specifies white bowl bottom making others for them same only.

4. (PHRASES) in this, in reference, should be, we have your letter, we are very sorry, we shall, that you.

5. we have your letter of the 25th, we understood, for the, if this is, that the, that you would, what you.

6. help us, we will, send you, some time ago, thank you, we have your remittance.

(LETTER 24) We have your letter of July 7th, in reference to lumber which you say we shall not receive by reason of certain delays that you state. We are very sorry that our order should be held up in this way, but we understood you to say some time ago that you would help us to get this lumber immediately. (59)

(LETTER 25) We have your letter of the 25th inst. in reference to order for higher lamps. We have shipped the order for 60-watt lamps, and are making up the next order for 150-watt lamps. This order specifies white bowl, which we understood that the bottom only should be white. If this is not what you wish, we will send you others for them.

We have your remittance for these 2 orders, and thank you for the same. (78)

EXPLANATION.

Line 2, "watt" is a unit of measure in electric lights. In units of measure and counting, such as dozen, pair, inch, foot, watt, etc., the singular form is very much used for both singular and plural.

Line 5, "of the" is always omitted between "letter" and the date.

Line 6, "remittance" is abbreviated here to "m-t-s".

LESSON 79A. (Dictations 68 to 79)

Lesson 78. (R hooks)

1 16

2 14

3 17

4 16

5 14

6 14

7 20
Abbrev. 111

Lesson 79. (LETTERS 24, 25)

WORDS

1 13

2 13

3 12

PHRASES

4 7-18

5 7-21

6 6-15
92

LESSON 80. (VOWEL between Straight Stroke & Hook)

1. car cars care careless cart cartage card cards cargo guarantee.
2. guaranteed corrected corrugated course curl courage party parties part parts parted.
3. partly parting barrel barrels port ports board boards border borders bordering bordered.
4. term terms direct directly directed directing directors during durability toward towards.
5. charge charges charging charged charm charming germs Germany Jersey City church churches George.
6. (Abbreviations) per perhaps permit permitted person persons perceive perceived persevere persevered persuade persuaded perform performed.
7. purchase purchased purchasing purchases purchaser purpose purposes purposely correct correctly correctness.

EXPLANATION.

Lessons 80 and 81 contain words in which the syllables are best shown by making use of the R hook, as long as they do not confuse with other words, even though they have a vowel between the Hook and the Stroke.

Line 1, U is silent in Guarantee.

Line 4, W is silent in Toward and Towards.

Line 6, U, in Persuade, has the sound of W. Omit R of Form, in Perform.

LESSON 81. (VOWEL between Curved Stroke & Hook)

1. near nearly nearer nearest honor nor north northeast nurse nourish, nourished.
2. mar marks markings marked market mere merely merit merited moral.
3. share shares sharing sharp sharply sharpest sheriff shore sure surest surely short shortly shorter shorten shortened shorthand shortest.
4. wares where wherewith whereon whereby wherefore whereof ward wards warm warmest word wording words worded.
5. fort fertile fertilizer thirst thirsty Thursday year years yearly lord; (Abbreviations) insure insurance insuring insured mortgage mortgagee.
6. member form formed former formerly inform reform firm firmly.

EXPLANATION.

In lesson 78 we have no R hook on N, M, SH, W, Y, because there are no words that begin with nr-, mr-, shr-, wr-, yr-, unless they have a vowel between the two consonants.

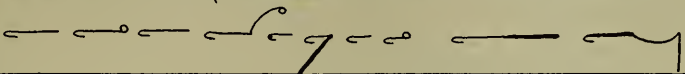
Line 3, S in Sure(shoor) has sound of SH. Line 4, E, in Where, has sound of A in ware. F, in Whereof, has sound of V.

Line 5, several short vowels have the same sound when used before R, as in thirsty and Thursday, but each must keep its own position, the same as bird and urge. Always write the vowel in mortgagee.

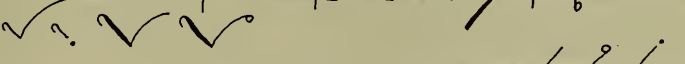
DEFINITIONS.

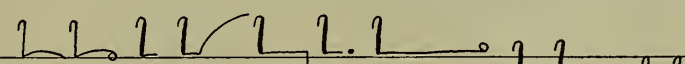
cor'rugated, pressed into regular wave-like folds.
 mortgagee, the person to whom a mortgage is made.
 formerly, before; formally, according to a required way. (4)

Lesson 80. (Vowel between Stroke & Hook)

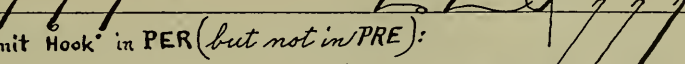
1  10

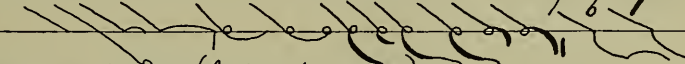
2  11

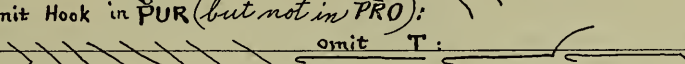
3  12

4  11

5  12

Omit Hook in PER (but not in PRE):  14

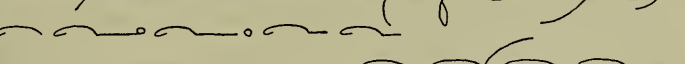
6  14

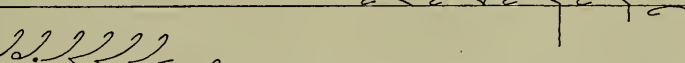
Omit Hook in PUR (but not in PRO):  11


7  omit T: 81

Lesson 81. (Vowel between Stroke & Hook)


1  11

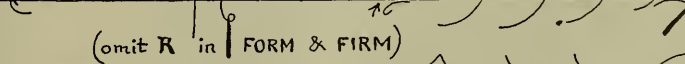
2  10

3  18

4  15

5  Abbreviations: 16

(omit R in FORM & FIRM)  9

6  9

LESSON 82. (HOOK on 2nd Stroke)

1. increase increased increasing increasingly increases incur incur-
ring incurred encourage.
2. recur recurring recurred recurrence regret regretting regretted
record records recording recorded.
3. report reporting reported reports reporters import importing im-
ported importer importers imports.
4. impress impressed impressive paper papering papers liberal liber-
ty library Robert surprise surprised surprisingly.
5. suppress suppressed cupboard betray bitter Detroit entry entries
intricate enduring major majority defray defrayed defraud defrauded
whatever.
6. generate generated generator generous generosity junior donor
dinner winner.
7. partner partners banner manner manners meaner miner minor
minority.

EXPLANATION.

Line 5, P, in Cupboard, is silent.

PRONOUNCE.

in'tricate, gen'erous, generos'ity, pri'or, prior'ity, do'nor, dona'tion,
pred'ecessor, precede'.

LESSON 83. (HOOKS on various Strokes)

1. (On 2nd Stroke, continued) measure measuring measures meas-
ured leisure leisurely cashier refresh refreshed.
2. anywhere hardware awkward afterward afterwards inward in-
wardly onward reward rewards rewarded.
3. (On 3rd Stroke) newspaper exposure penetrate factor victor back-
ward; (On two Strokes) protracted protrude protruded proprietor prop-
riety wherever fresher pressure treasure treasury treasurer.
4. (Hook is more Open) procure procured progress progressive pro-
gram broker brokerage maker packer deeper depress depressed.
5. typewriting typewriter typewriters taper tapering tapered gram-
mar corner cornered angular triangular singular.
6. singularly enlarge enlarged circular circulars color coloring colors
colorless colored.
7. ordinary ordinarily decree decrees decrease decreasing decreased
degree degrees cheaper.

EXPLANATION.

Lines 4 to 7, the HOOK BETWEEN strokes must form a point in-
stead of a turn.

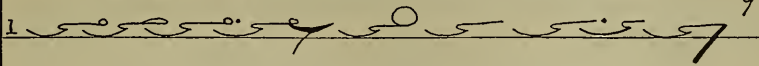
SH, in the first 6 words of line 1, the second word of line 3, and the
last three words of line 3, is buzzing, but it is rarely necessary to thicken
the SH stroke.

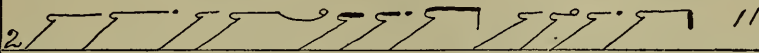
DEFINITIONS.

recur, to happen again; suppress, to keep down or back.
in'tricate, entangled; defray, to pay as costs or expenses.
penetrate, to go through; protract, to lengthen the time.
generate, to create heat, cold, electricity, or steam, etc.
propriety, correctness of manners. (8)

LESSONS 83A. (Dictations 72 to 83)

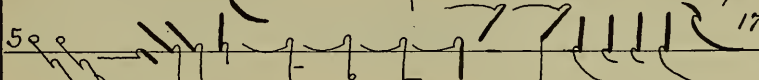
Lesson 82. (Hook on 2nd Stroke)

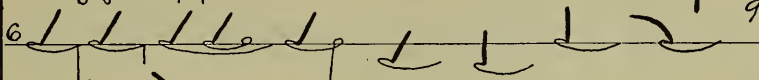
1  9

2  11

3  11

4  13

5  17

6  9

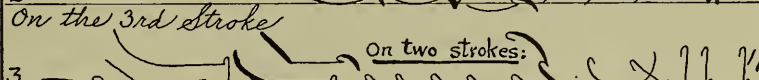
7  9

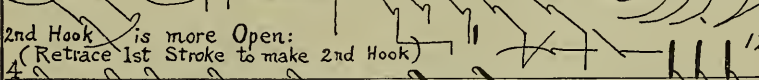
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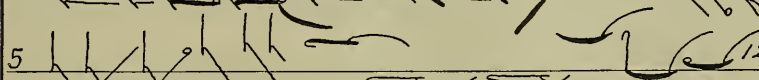
Lesson 83. (Hook on 2nd Stroke etc.)

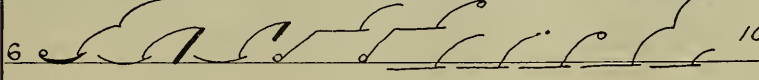
1  9

2  11

3 *On the 3rd stroke* *On two strokes:*  17

4 *2nd Hook is more Open:*
(Retrace 1st Stroke to make 2nd Hook)  12

5  12

6  10

7  10

LESSON 84. (Triple Consonants)

1. (SKR) scrap scraps scrape scraper scraped scratch scratches scratching scratched.

2. scrawl scrawled scramble scream scroll scrub screw scrupulous.

3. scrutinize scrutinized; (SPR) spray spraying sprang sprawl spring springs Springfield spread spreading sprinkle sprinkled sprinklers.

4. spruce sprout; (STR) straw strawberries stray strayed straight straighter straightest strait straits strategy street streets strenuous stress.

5. strict strictly strictest strike striking stride strides stripe stripes striped stroll stroke struck strut strutting.

6. strange stranger strangely strong stronger strongest strength string strings.

7. strap straps strapped strip strips stripped stretch stretching stretched; (With Vowel) sport sporting sports spirit spirited supreme.

EXPLANATION.

A circle in the place where the R hook should be, on straight strokes, means S and the R hook also.

Line 6, the large loop must be fully 3-fourths of a single stroke, and means STR. It is 3 times as wide as the ST loop. NG in Strange does not have the same sound as in String.

LESSON 85. (Triple Cons. betw. Strokes)

1. (Hook over Round S) express expressing expresses expressed expressly export exports exporting.

2. exporters exported extra extras extraordinary extraordinarily extract extracting.

3. extracted extricate extricated abstract abstracts Broad Street prostrate prostrated discharge discharging discharged.

4. (Flat S) destroy destroyed distress distressed distract district districts distribute distributed distributing distributors elsewhere swarms crisscross.

5. (Omit R) instruct instructing instructed instructors unscrupulous inscribe describe discouraged disagree worthy worth worthless work.

6. working piecework works; (Other Abbrev.) brother brothers probable probably probability particular particulars particularly practical practically larger impractical.

7. March remark remarkable Mr. Mrs. overcharge forward therefrom wherefrom everywhere whichever subscribers subscribe subscribed.

EXPLANATION.

Line 3, the long-A vowel mark on Extricate helps to distinguish this word from Extract, as both may be the same part of speech.

DEFINITIONS.

scrupulous, very careful; scrutinize, to examine closely.

exports, goods sent out of a country; imports, goods brought into a country.

extricate, to free what is tangled; distract, to worry or bewilder.

prostrate, lying down stretched out; strategy, getting advantages by deceiving an enemy. (8)

Lesson 84. (Triple Consonants)

Diagram

1 **Skr** 9

2 8

3 **Spr** 14

4 **Str** 16

5 15

6 9

7 with Vowel 15

86

Lesson 85. (Triple Cons. betw. Strokes)

1 **Hook over S:** 8

2 8

3 11

4 **Flat S** 14

5 **Omit R** 13

6 **Other Abbrev.** 15

7 14

83

LESSON 86. (L HOOKS)

1. class classify classed high-class clause clauses clamp clad.
2. glass glasses glassy glaze glazed glad clearly clearness clearest.
3. cleanest cleaner clerk climb climbed climate.
4. climax client clinkers glide glimpse.
5. closer closest closely clover clothe clothes clothed cloth cloths.
6. clue clump clung glorious gloss glossy glue.

ADDITIONAL.

7. classified classes classing claim claimed clamped clap clasp.(8)
8. gladly glare glaring glared clear clearing clearer cleared.(8)
9. clients clip clippings cling glide glided close closing.(8)
10. closed club clutch clutches clutched cloudy globe globes(8)
11. glow glowing glory glorying gloom gloomy.(6)—38

EXPLANATION.

(L HOOK) Lesson 70 stated that many words begin with kr, gr, pr, br, etc. In the same way there are also a large number of words that begin with kl, gl, pl, bl, etc., without a vowel between the two consonants. To represent the letter L in these words, we make a large hook instead of the small R hook. This large hook must be as wide as a large circle, as long as a half-length stroke, and it must have a straight end.

The L Hook is placed by the same Rule as the R Hook: On the lower side of k, g; left side of p, b, t, d, ch, j; right side of r; and inside of curves.

To put the stroke exactly midway in first position, you must begin the hook near the line. In second position, the hook is BELOW the line, but the stroke must have position close to the line.

LESSON 87. (L HOOKS)

1. play players plays place placed plague plainer plainest plat platform plate plaster plastered plated.
2. able blades blaze blazing blankets blast blackboard blackguard blacksmith pleased plead pleasant pleasure.
3. pledge ply plying 3-ply pliers plied plight bleed bled blemish blessings blister plums.
4. plumb plumbing plumbers plump plush plot plowing blow blower bloated blood bloody blocking.
5. blockade blossom blot blotting blotted blotches blue blew blurring blurred blush bluster blouse.
6. flash flashed flatter flattering flat flats flaw flaws flow floor florist Florida flue flew flourish.
7. flour flower enclose enclosed enclosing inclusive include including included; (Abbrev.)enclosure enclosures.

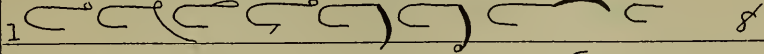
ADDITIONAL.

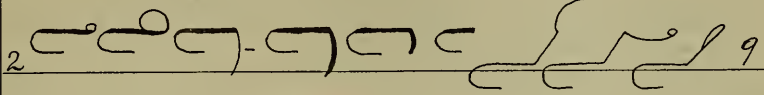
8. playing placing places plaguing plated plank planks plasterer.(8)
9. blame blamed black blacking blank blanks please pleasing(8)
10. pleases pleasures pledges pledged bleach bleaching bleached bless.(8)
11. blessing plumes pluck plug plugged blustering flag flee fly flying flies.(11)—35

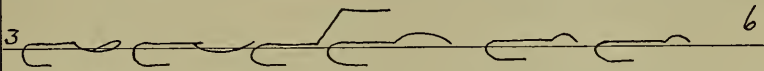
EXPLANATION.

In 2nd position of P and B, the hook begins close to the line. On half-lengths the hook begins at the line. In 3rd position the hook begins below the line.

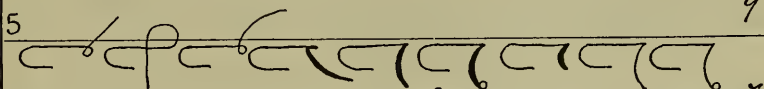
Lesson 86. (L Hooks.)

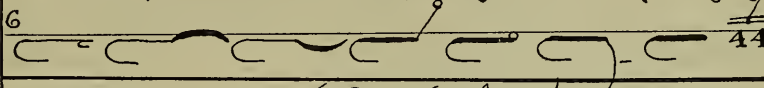
1  8

2  9

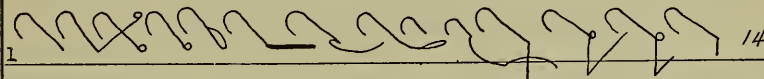
3  6

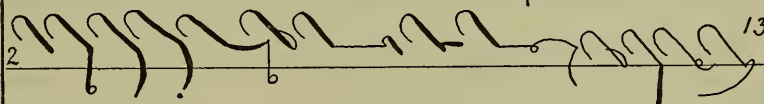
4  5

5  9

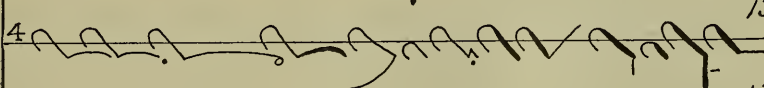
6  $\frac{7}{44}$

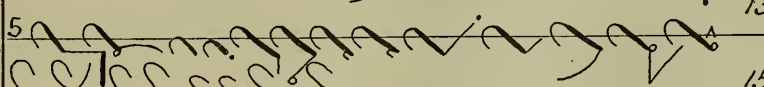
Lesson 87. (L Hooks.)

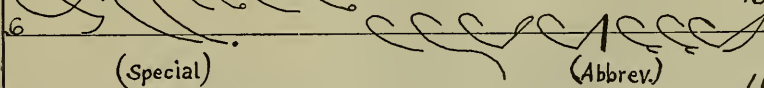
1  14

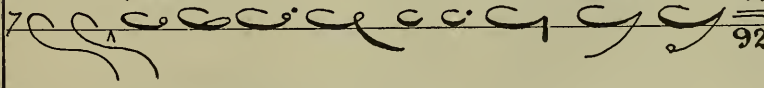
2  13

3  13

4  13

5  13

6  15

7  (Special) (Abbrev.) $\frac{11}{92}$

LESSON 87A. (Dictations 76 to 87)

LESSON 88. (VOWEL between Stroke & Hook)

1. coal collars collected collectors calculate call called.
2. cultivate cultivated Columbia Columbus bill billed build building buildings builders built tailor tallest.
3. tall tell till deal dealings dealers dealt toll tolls told tool tools child child's rail rails railing.
4. railway real realize realized roll rolling rolled roller rollers rule ruling rulings.
5. fall falls false falsehood fault faulty faultless fell fill filled fool fooled foolscap full fullest.
6. volume volumes well swell William Wilson shell shelled nail nails knowledge.
7. (ABBREV.) recollect collect collecting Baltimore telegram telegraph bill-of-lading bills-of-lading welcome railroad.

ADDITIONAL.

8. calling calls calculating calculated cultivating telling dealing tailors.(8)
9. taller railways falling faults faultlessly filling nailing shells shelling Williams railroads.(11)

EXPLANATION.

Lines 3 and 4, make RL an Open Hook, beginning perfectly level.

LESSON 89. (HOOK on other Strokes)

1. tackle stragglings declare struggle struggled prodigal political critical.
2. recall recalled legal local locality vehicle neglect.
3. exclude excluded exclusive exclusively disclose disclosed cable marble.
4. maple cripple crippled scribble employ employers couple couplings.
5. scruple gobble crucible noble unable formidable inhabitable susceptible acceptable payable.
6. capable incapable waybill wobble pebble pebbled people feeble bible pliable portable.

ADDITIONAL.

7. declaring declared struggles struggling recalling localities vehicles neglected cables.(9)
8. crippling scribbling scribbled employing employed coupled scruples gobbled waybills pebbles.(10)

DEFINITIONS.

bill-of-lading, a receipt for freight on ships.
 waybill, a receipt for freight on trains.
 prod'igal, wasteful; vehicle, a carriage.
 form'idable, powerful; crucible, a melting-pot for metals.
 pliable, easily bent; portable, easily carried.
 patients, a doctor's customers; clients, a lawyer's customers.
 climax, the highest point in force or importance(11)

Lesson 88. (Vowel betw. Stroke) + Hook

1 7

2 13

3 17

4 12

5 15

6 11

7 10
5
85

Lesson 89. (Hook on other Strokes)

1 8

2 7

3 8

4 8

5 10

6 11
52

LESSON 90. (HOOK on other Strokes)

1. table triple deplore display displace displaced displease displeased
disable disabled double.

2. trouble troubled durable unstable replace replaced label invariably
liable libel.

3. syllable horrible canal panel parcelled flannel tangle tangled.

4. channel channels final terminal tunnel funnel animal enamel normal.

5. travel travelled level levelled bevel bevelled prevail prevailing
privilege novel novelty.

6. trifle trifled faithful helpful cheerful hopeful fearful baffle baffled
inflammation influenced.

7. special specialty specials specialize specialized specialist chiefly
positively exceedingly.

ADDITIONAL.

8. tables deploring displaying displacing displeasing disabling troubles
troubling replacing. (9)

9. panels tunnels travelling novelties baffling trifling trifles inflamed
specializing specialties. (10)

EXPLANATION. Retrace half of N stroke in the last 3 words of
Lines 6.

LESSON 91. (ABBREVIATION : able & ible)

1. indestructible destructible disagreeable inaccessible accessible
flexible practicable excusable inexcusable marketable.

2. inflammable redeemable honorable sensible seasonable unseasonable
reasonable unreasonable possible peaceable passable.

3. impossible impassable imperceptible perceptible unavailable justifiable
unavoidable inevitable invisible visible serviceable favorable advisable.

4. forcible reversible noticeable unsuitable suitable inexhaustible
reputable creditable credible incredible.

5. unintelligible vegetable legible imperishable perishable distinguishable
procurable terrible desirable undesirable.

6. inseparable answerable unanswerable variable innumerable incurable
curable valuable sociable unsociable.

EXPLANATION.

The abbreviation for ABLE and IBLE can be used only as a suffix to another word (not as the root part of a word), only when it can be easily read, and when it does not confuse with other words. It can not always be attached to words that have only one stroke.

The abbreviation is not used in Lesson 89, line 3, for cable, because it would look like "cab"; line 4, in scribble; also in some words of lines 5 and 6 because some of these words would make bad forms, and others would look like words of only one syllable. For the same reasons the abbreviation is not used in Lesson 90, for disable, durable, unstable, label, liable, syllable and horrible.

DEFINITIONS.

bev'el, a slanted edge; novel, new.

credible, can be believed; legible, can be read.

innumerable, too many to be counted; variable, changing.

perceptible, can be seen; accessible, can be reached. (8)

LESSON 91A. (Dictations 80 to 91)

Lesson 90. (Hook on other Strokes)

1 11

2 10

3 8

4 9

VL 11

FL 12

SHL 9

70

Lesson 91. (Abbreviations: able & ible)

1 10

2 11

3 13

4 10

5 10

6 10

64

LESSON 92. (Words placed by the Beginning-Vowel)

1. accurate accurately accuracy aggregate aggregated aggravate applicable agitate agitated.

2. amicable annual annually animal animated avenue average acid acids ascertain ascertained ascertaining.

3. able abler ablest August automobile automatic audit auditing auditor author authors authorize authorized.

4. editor error errors effort efforts image innocent operators operate operated orator orange.

5. honest honestly honesty olives offer offered office offices officer other others otherwise.

6. (Joined Vowel) upper ivy ivory Iowa item itemized idle isle aisle ice icy eyes eyesight owl issue issues issued.

7. (B-V not accented) admit admitted admittance admire absorb absurd establish established escape already; (Prefix) important importance inaccurate.

ADDITIONAL.

8. aggregating agitating authorizing itemize itemizing issuing cooperating offering offerings admitting; admiring admirer absorbing establishing escaping escaped inaccurately inaccuracy. (18)

EXPLANATION.

B-V means Beginning-Vowel. The accented B-V takes position.

Line 7, the B-V takes position because there is NO vowel immediately after the first stroke. The last three words are placed by the B-V because prefixes like en, in, un, etc., have position, even when not accented.

LESSON 93. (Words placed by the Second Vowel)

1. obey obeyed afraid abroad award awarding awarded agree agreed agreeable appear appeared appearance appeal appealed.

2. idea ideas ideal attempt attempted address addresses addressed America assert asserted apply applying applied oblige obliged.

3. ability abridge abridged originate originated original originality official officials officially officiating.

4. assist assisting assisted assists accord according accordingly accordance accorded ago approach approached appropriate appropriated appropriately.

5. aboard iota afford afforded associate associated assort assorted across approximate approximately approximated.

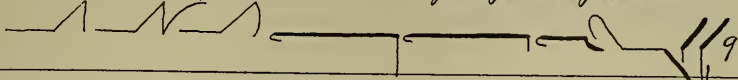
6. abolish abolished abominable adopt adopted among authority authorities approval enumerate assure assurance assurances.


7. illuminate illuminated aluminum occur occurred occurrence attorney enough annoyance about.

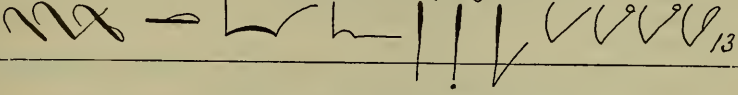
ADDITIONAL.

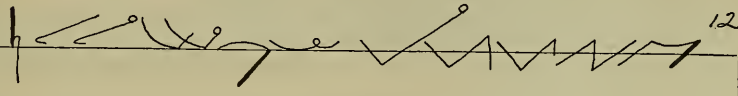
8. agreeing annoyances enumerated approximating approaching appropriating appearing appearances appealing abilities; obliging obeying affording adopting attempting addressing associating assorting asserting assuring; originating originals. (22)

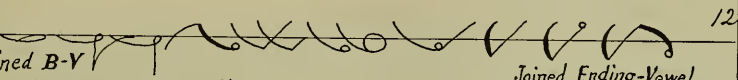
Lesson 92. (Words placed by Beginning Vowel)

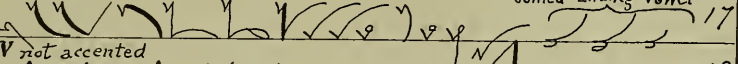
1  9

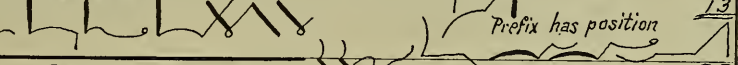
2  12

3  13

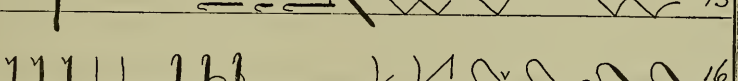
4  12

5  12

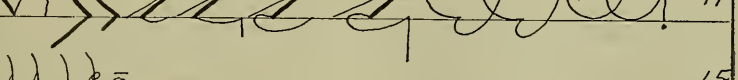
6 *Joined B-V*  *Joined Ending-Vowel* 17

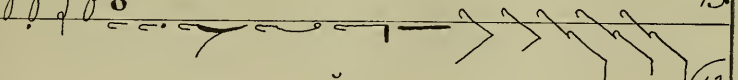
7 *B-V not accented*  *Prefix has position* 13

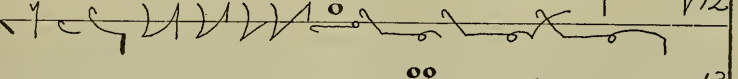
Lesson 93. (Words placed by 2nd Vowel) 88

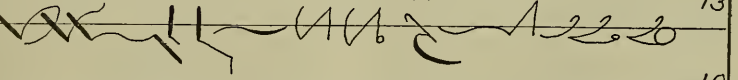
1  15

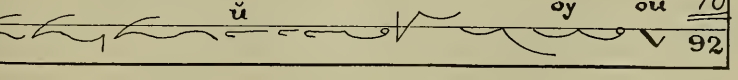
2  16

3  11

4  15

5  12

6  13

7  *ü* *oy* *ou* 10 92

LESSON 94. (N HOOK)

(RULE) Place N Hook on the Lower side of k g; Left side of p b t d ch j; right side of r; and inside of curves.

1. canning canned cane gain gaining gained again wagon bargain taken.

2. American keen skin skinned began begin begun open openings upon bone postpone postponed.

3. pen pin pine bean been bin pan pane pain tan tanned attain attained fasten fastened ten tighten tightened.

4. entertain entertained ton tone town done dun down obtain obtained sustain sustained.

5. chain region origin John join joining joined adjoin adjoining June ran rain pattern apron barren barn warn warning.

6. warned withdrawn yarn herein earn earnings earned children iron return returning returned horn torn turn turned.

7. worn sworn born borne burn burned foreign run running eastern western southern northern.

EXPLANATION.

N Hook is only used at the end of strokes, but on the same side as the R Hook. Do not change words that you have already learned with N Stroke. Like Circle S and Stroke S, the STROKE-N must always be used when the word ends with a vowel after N. A silent vowel, as E in gone, pine, pane, done, etc., does not count in shorthand. Therefore these words must be written with Hook-N. The B-V is accented in open, apron, origin, iron. T is silent in postpone.

LESSON 95. (N HOOK on Curves)

1. main Maine man manage managing managed salesmen men mean.

2. meaning mine mined mining examine examined specimen remain remained.

3. remaining women determine determined woman policemen human afternoon known.

4. unknown none noon lean leaned lien line lining lined outline outlined.

5. loan loaned uneven oven even evening evenings phone fine finely won when whenever win winning.

6. someone everyone anyone than then thin thinning thinned strengthen strengthening strengthened machine shine shown ocean.

PRONUNCIATION.

women(wim'en), lien(leen), phone(fone), machine(masheen'), ocean(o'shen).

NOTE.

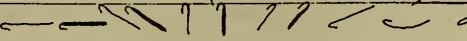
Do not be too anxious to write business letters in shorthand, before you know the whole textbook thoroughly. If you cannot write the words in the lessons correctly, how can you expect to write business letters correctly?


Writing words puts you ahead. Writing business letters does not teach you anything, it is only practice, and often such practice only hides mistakes or wastes time. It is frequently overdone.

LESSON 95A. (Dictations 84 to 95)

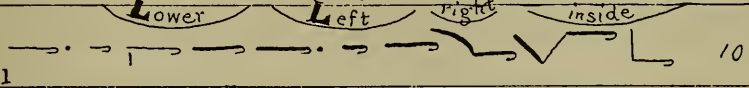
Lesson 94. (N Hook)

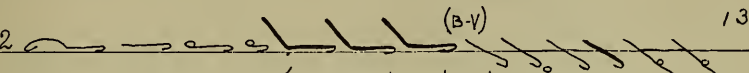
(see page 71) etc.

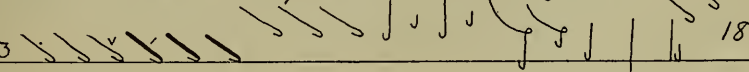
R-HOOK RULE: 

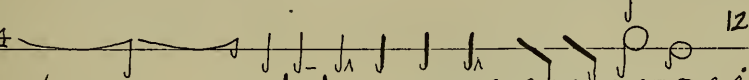
N-HOOK RULE: 

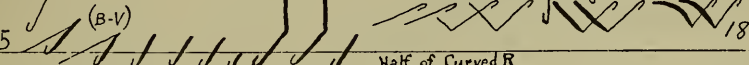
Lower Left right inside etc.

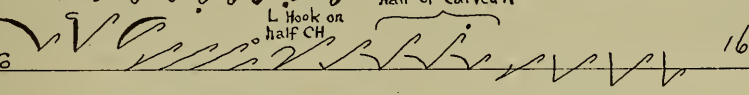
1  10

2  13

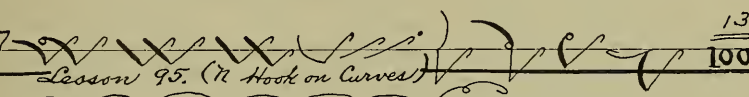
3  18

4  12

5  18

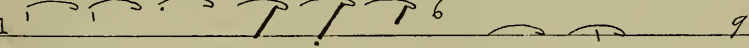
6  16

L Hook on half CH Half of Curved R

7  13

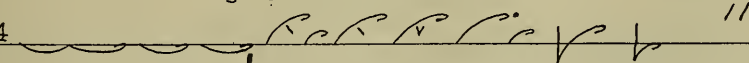
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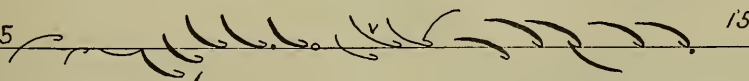
Lesson 95. (N Hook on Curves)

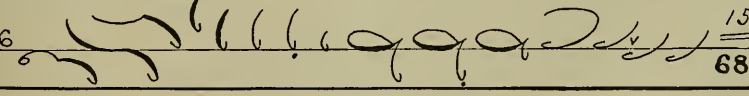
1  9

2  9

3  9

4  11

5  15

6  15

68

LESSON 96. (N HOOK on Half-Strokes)

1. (ND) kind second expand expend depend disband correspond corresponding bond bound pound stand standing withstand withstanding understand.

2. notwithstanding attend attending extend extending intend round around surround surrounding surroundings mend mind remind demand diamond.

3. land landing Maryland inland England fond found find finding wound wind winding; (NT) count account discount applicant point appoint disappoint paint.

4. accident accidental resident assistant reluctant instantly incident incidentals precedent president evident evidently obedient expedient prudent imprudent merchant.

5. negligent intelligent parent apparent apparently warrant rent rental meant cement mount amount amounting prominent permanent slant slanting excellent vigilant.

6. brilliant brilliantly invent ancient patient patiently won't went want wanting; (Past Tense)expanded expended depended disbanded bonded bounded pounded attended.

7. extended intended landed rounded surrounded mended demanded reminded wounded counted accounted discounted pointed appointed.

RULE.

On Half-Strokes, the added D or T must be spelled AFTER THE N Hook.

LESSON 97. (N HOOK on Half-Strokes)

1. disappointed painted warranted rented cemented mounted amounted wanted slanted tormented experimented supplemented.

2. (MENT)document fragment garment agreement disagreement argument experiment employment implement department payment.

3. statement sediment testament treatment excitement torment instrument indictment endowment parchment attachment arrangement.

4. management mismanagement enlargement regiment infringement encouragement engagement enjoyment judgment.

5. embarrassment disbursement endorsement encampment moment tenement resentment monument.

6. measurement punishment parliament supplement assessment movement enrollment entertainment refreshment. (Abbr.) installment settlement.

PRONUNCIATION.

precedent(press'e-dent), implement(im'pl-ment), sediment(sed'e-ment), indictment(in-dite'ment), parliament(par'le-ment), iron(i'-urn), apron(aip'-urn).

DEFINITIONS.

indictment, a written accusation against a person, made by a Grand Jury.
precedent, something done before, that serves as an example for others.

lien, a debt or claim against a property.


fragments, pieces; garments, clothes; prudent, careful.

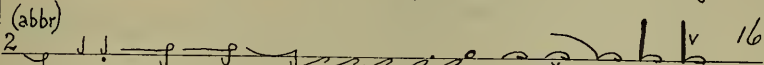
implements, tools; disbursements, payments.


expedient, something that helps to obtain a desired result.

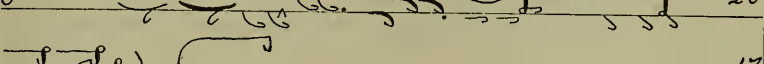
resident, a person; residence, a dwelling-house. (11)


Lesson 96. (N Hook on Half-Lengths)

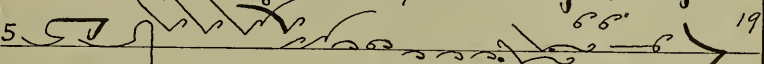
1  16

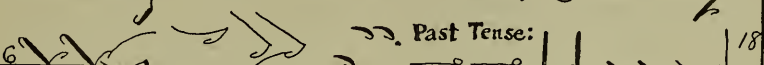
(abbr) 2  16

3  (nt) 20

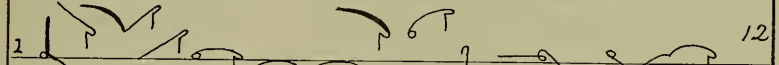
4  17

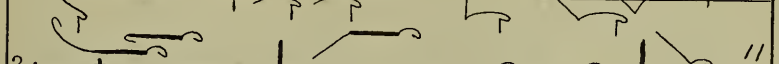
5  19


6  Past Tense: 18

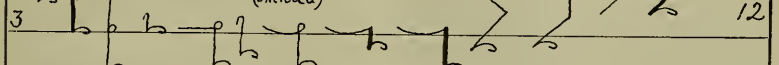
7  14
120


Lesson 97. (N Hook on Half-Lengths)

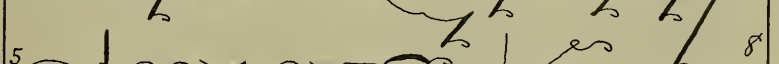
1  12

2  ment: 11

3  (omitted) 12

4  9

5  8

6  Separated: Omit M: 11
63

LESSON 98. (Flat S, in the Hook)

1. prominence mains man's men's means mince mines remains women's specimens summons.

2. violence liens lines outlines loans vigilance resemblance ovens phones fence fencing fines fans France.

3. whence thence patience impatience machines mends minds demands diamonds mounts amounts lands lends installments.

4. funds finds wounds winds wants documents fragments garments agreements arguments experiments implements departments.

5. payments statements treatments instruments indictments endowments arrangements enlargements regiments engagements judgments attachments.

6. disbursements endorsements moments tenements supplements measurements assessments movements refreshments.

EXPLANATION.

A Flat S is used in the N Hook on Curved Strokes when the word ends with the sound of NS. No vowel can be read after such S.

On Half-Lengths it makes the word end with NDS or NTS, that is, the added D or T must always be read BEFORE this S. If D or T is wanted after the S, the ST Loop must be used on the Stroke N, as in finest.

Some of the words, in this lesson, are Nouns in the plural; some are abstract nouns in the singular; and some are Verbs in the 3rd person singular, etc.; but the possessive case can also be indicated in this way for words in the last four lessons, as in men's, women's, children's, etc.

LESSON 99. (NS CIRCLE)

(RULE) Place NS Circle on the Lower side of k g, on the Left side of p b t d ch j, and on the right side of r.

1. cans canes Americans kinds seconds skins counts accounts cones significance discounts.

2. gains guns begins wagons bargains points pounds opens postpones pens pins pines pans panes pains paints corresponds depends.

3. bonds bounds bones bounce beans bins stands attains tens tense tins tightens tends tons tones towns obtains sustains acceptance inheritance.

4. assistance assistants resistance reluctance existence non-existence dance dancing dense guidance accidents residence non-residence residents incidents precedents presidents precedence.

5. co-incidence expedients obedience disobedience impudence prudence chains chance chancing merchants regions joins adjoins vengeance negligence intelligence.

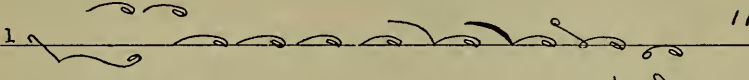
6. rents returns irons earns children's clearance rains patterns aprons barns warns warrants parents yarns runs horns burns turns.


EXPLANATION.


A circle at the end of Straight Strokes, on the N Hook side, is used for NS, and on Half-Lengths for NDS and NTS, because this circle will not be confused with anything you have had. But a round S can not be used for NS on curves because circles and hooks are not allowed on the outside of curves, neither at the beginning, nor at the end of a word. Line 2, T is silent in postpone. (Definitions on p. 100)


LESSON 99A. (Dictations 88 to 99)

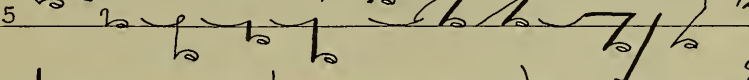
Lesson 98. (Flat S, in the Hook)


1  11

2  14

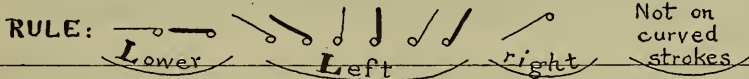
3  14

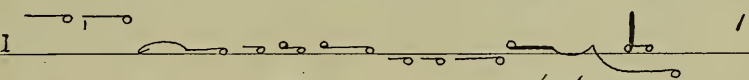
4  13

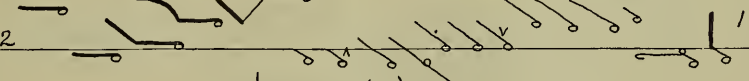
5  12

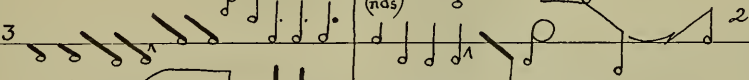
6  9
73

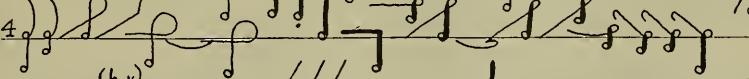
Lesson 99. (NS - Circle)


RULE:  **Lower** **Left** **right** **Not on curved strokes**

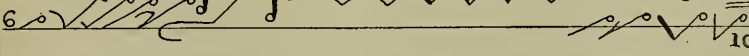
1  11

2  18

3  20

4  18

5  16

6  15
10i

LESSON 100. (N-SES, etc.)

1. disturbances substances instances distances bounces sentences evidences residences expenses pretenses Kansas dances chances against bounced dispensed danced chanced.

2. (R & N hooks) crown crowned ground grounds grounded screen screened green fragrant fragrance grain grains grained.

3. grand grant granted grants brown browned browns bronze bronzed print printing prints printed train training trains trained drain drains drained drawn.

4. drown drowns drowning drowned entrance entrances hindrance hindrances wherein throne thrown learn learning learns learned friend friendly friends.

5. (L & N hooks) clean cleaned cleaning cleans decline declined declining glance glanced glances glancing.

6. explain explained explains plain plan planning plans planned plant plants planting planted blend blends blended blind blinds blinded.

7. balance balancing balances balanced; (N hook on Double-Lengths) counter encounter wonder winter winters furniture slander slender.

LESSON 101. (N HOOK between Strokes)

1. chronic mechanics mechanical technical picnic kindest mercantile clinch.

2. vacancy vacancies countermand contradict controversy cannery candy Spanish banish branch.

3. branches branched branching bench pinch opinion printer punch punched bunch bunches bunched sponge pension pensions pensioned expansion.

4. suspension pronounce pronounced occupancy discrepancy dependence explanatory expenditure expenditures independent independently independence.

5. correspondence abundant abundantly abundance abandon abandoned sustenance appurtenance appurtenances tender attendance identify identified identity.

6. danger dangerous drainage transient change changing changeable changed gentle gently ginger merchandise rental render rendering rendered surrender surrendered.

DEFINITIONS for page 98.

summons, a written order calling a person to court.

whence, wherefrom; thence, thereto.

funds, money, including stocks, bonds or other capital.

reluctance, unwillingness; impudence, rudeness.

co-incidence, two things occurring alike or together. (7)

DEFINITIONS for this page.

fra'grant, smelling good; blend, to mix; chron'ic, lasting a long time.

tran'sient, lasting a short time; mer'chandise, goods sold from a store.

merchant, one who keeps a store to sell goods.

mer'cantile, relating to merchants and their business.

brass, copper and zinc mixture; bronze, copper mixture darker than brass.

technical, studies of mechanical work; countermand, to stop an order.

suspend, to stop; suspension, stopping; con'troversy, dispute.

appur'tenances, fixtures, etc., of a building; oc'cupancy, occupying.

discrep'ancy, shortage or difference; ident'ify, to examine and prove. (18)

Lesson 100.

1 *ns-s* *odd nst nsd* 18

2 **R** and **N** hooks 13

3 21

4 18

5 **L** and **N** hooks 11

6 18

7 *N on double-lengths* 12

111

Lesson 101. (*N Hook betw. Strokes*)

1 8

2 10

3 17

4 (*B-V*) 12

5 14

6 19

80

LESSON 102. (N HOOK between Strokes)

1. documentary supplementary parliamentary tremendous maintain maintained mention mentioned dimension dimensions diminish diminished mansion.

2. Monday humanity mountain mountains permanently prominently non-residence non-resident non-residents.

3. furnish furnished finish finished varnish vanish ventilate ventilators ventilated fancy inventory inventor invention.

4. finance finances wondered whenever wandered slandered Atlantic millionaire lonely London unit units unite united union universal university.

5. uniform uniformity unanimous; (Open Hook) secondly bundle bundles appointment appointments disappointment disappointments postponement founded invented identical merchandise permanency standard standards.

6. (NS) expensive inexpensive extensive extensively responsive responsible Wednesday transfer transferring transform transit transpose transposed transmit transmitted transact transacted.

7. (Abbreviations) substantial presidential financial residential fortunately fortunate fortune fortunes downward investment investments general generally gentleman gentlemen superintendent beyond behind behindhand salesman policeman.

EXPLANATION.

In line 6, use a flat S to divide the N hook, except in the last 6 words. In line 4, the last seven words begin with the sound of Y as in "your". In salesman and policeman, the N hook is omitted in the singular, and put on again in the plural.

LESSON 103. DRILL (Take Lesson 54 with this.)

1. had has his whose house how however high higher highest highly but did yet could good should would.

2. what wet white hand handle one once ten hundred things these this thinks they them was size use distinguish you your.

3. ascertain necessary herewith lumber sufficient certainly only notify say see so suit such under interested.

4. anything letter together introduce longer because anxious agent better bitter bills bells early answer exact whether.

5. remittance several state late let little lot old sold hold both substitute season number insist manufacture steady just stock help overhaul.

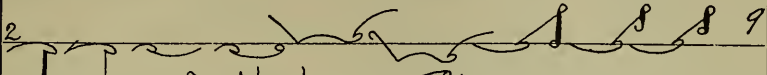
6. anticipate capital immediately enter entire arrange excuse correctly loaded bottom purchase purpose perhaps permit perform persuade per.

7. (SPECIAL) knowledge acknowledge endeavor nevertheless passengers machinery envelopes forget forgot aforesaid were why impertinent cohesion adhesion.

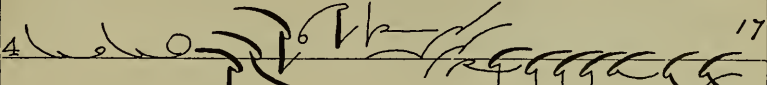
LESSON 103A. (Dictations 92 to 103)

Lesson 102. (No hooks betw. strokes)

1  13

2  9

3  13

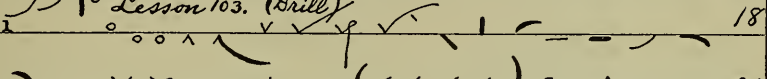
4  17

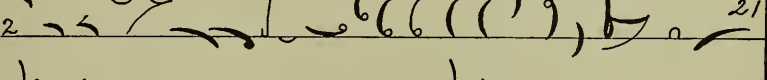
5  18

6  17

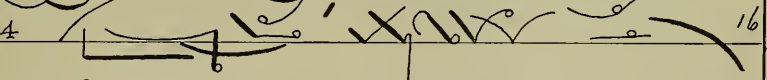
Abbrev.  21

Lesson 103. (Drill)

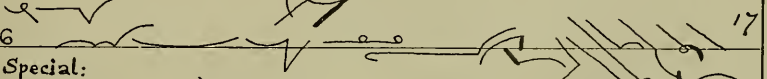
1  18

2  21

3  15

4  16

5  21

6  17

Special:  15

LESSON 104. (TION hook, No. 1)

(RULE) Place TION hook on the Circle S Side of Straight Strokes, and on the inside of Curved Strokes.

1. precaution caution auction action occasion creation excursion exclusion collection.
2. recollection correction cushion corrugation propagation duplication multiplication implication fabrication.
3. inspection subsection prosecution persecution traction attraction transaction subtraction distraction indication education protection detection direction.
4. jurisdiction contradiction prediction diction restriction obstruction production deduction reproduction reduction destruction.
5. introduction discussion instigation mitigation litigation delegation projection objection rejection.
6. reaction erection recreation irrigation fumigation emigration immigration prolongation.
7. inaction election selection location dislocation legation obligation promulgation.

EXPLANATION.

A large hook, the same size as the L hook, but only at the END of a stroke, has the sound of TION(shun), which may be spelled tion, sion, ssion, shion, cion, as in action, occasion, depression, cushion, suspicion. It can not be used in the words mention, dimension, and mansion, because the M stroke already has the N hook on the end of it, and we can not place two hooks at the end of the same stroke(see Lesson 102, line 1).

LESSON 105. (TION hook, No. 2)

1. adoption option suspicion prohibition perception appropriation probation portion occupation corruption contribution participation.
2. corporation incorporation description exhibition exception expression explosion distribution deception depression.
3. absorption disruption reception impression ambition interruption inception anticipation vibration deliberation celebration.
4. (EXCEPTIONS) modification identification defalcation suffocation vocation vindication vacation navigation infraction fraction faction.
5. infection reflection fiction friction section intersection execution suction.



EXPLANATION.

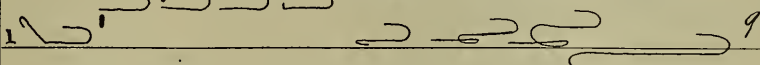
In lines 4 and 5(Exceptions to the Rule), the TION hook is placed on the lower side of K, to prevent bending the K.


DEFINITIONS.

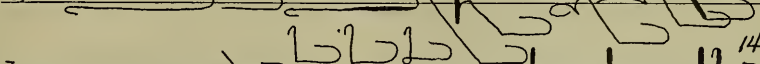
litigation, suing in court; **vocation**, occupation.
deception, the act of deceiving; **reception**, the act of receiving.
corporation, a company that has a charter from the state, authorizing it to issue stock certificates, each share of stock to have the right of a vote for directors of the company. This enables the company to have a continuous existence even after the head men of the company have died, because others are elected to continue the work. (5)

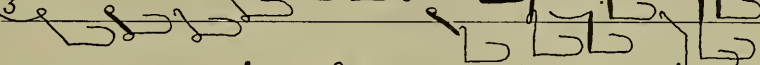
Lesson 104. (TION hook)

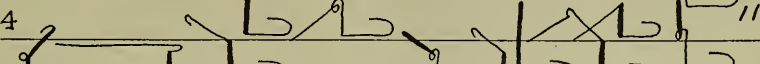
S Circle Rule: 
 TION hook Rule: 
 Upper Right left inside

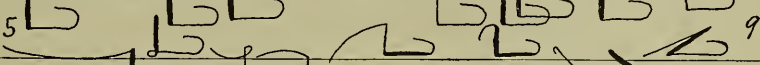
1  9


2  9

3  14

4  11


5  9

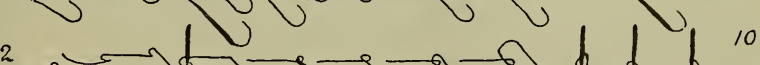
6  8

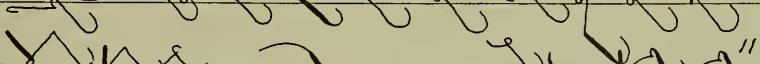
7  8

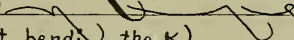
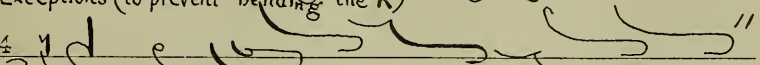
68


Lesson 105. (TION hook)

1  12

2  10

3  11

Exceptions (to prevent bending the K) 
 4  11

5  8

52

LESSON 106. (TION hook, No. 3.)

1. (on T,D) tuition duration hesitation situation citation edition addition station dictation exhaustion expectation fluctuation affectation graduation.

2. graduation protestation prostration substitution importation exportation expedition petition transportation adaptation partition plantation habitation.

3. repetition reputation repudiation agitation vegetation radiation recitation rotation superstition premeditation fermentation temptation.

4. limitation imitation mediation demonstration administration institution indentation punctuation nutrition presentation illustration molestation.

5. invitation foundation filtration refutation manifestation; (on R) disfiguration decoration declaration migration inauguration exertion transgression.

6. desecration discretion indiscretion aspiration perspiration respiration inspiration expiration exasperation exploration desperation reparation.

LESSON 107. (TION hook, No. 4)

1. preparation separation co-operation operation deterioration restoration toleration adulteration desertion extortion refrigeration.

2. exaggeration admiration numeration enumeration moderation laceration exhilaration variation assertion insertion.

3. (on L) cancellation granulation calculation articulation alteration circulation regulation exhalation.

4. speculation collision solution pollution population stipulation translation recapitulation installation retaliation desolation dissolution.

5. delusion illusion distillation relation resolution stimulation humiliation mutilation insulation vacillation valuation.

6. revelation revolution ventilation violation undervaluation; (on M) mission omission motion emotion exemption.

7. proclamation promotion permission transmission admission intimidation formation information transformation resumption estimation.

DEFINITIONS.

citation, quoting a legal decision; diction, grammatical wording.

adaptation, fitting to another use; agitation, stirring up.

refutation, act of proving to be an error; radiation, giving out rays.

repudiation, refusing to acknowledge a debt, a contract, or a promise.

migration, travelling; reparation, repairing or paying for loss.

emigration, travelling out; immigration, travelling in.

adulteration, making impure by mixing-in a cheaper article.

deterioration, getting less valuable; insulation, covering or separating.

recapitulation, making a short list, to stand for a longer list. (15)

LESSON 107A. (Dictations 96 to 107)

Lesson 106. (TION hook)

on T, D

1 14

2 13

3 12 (abbrev.)

4 12

5 12 on R

6 12 des-e rep-a

75

Lesson 107. (TION hook)

1 11

2 10

3 8 on L

4 12 des-o dis-so

5 11 de

6 10 on M

7 11

73

LESSON 108. (TION hook, No. 5.)

1. (on N) notion nation indignation designation resignation inclination disinclination insinuation.
2. stagnation explanation misapprehension co-ordination destination extenuation donation distinction sanction.
3. imagination generation recognition junction injunction examination culmination abomination ruination.
4. diminution domination nomination denomination termination determination dissemination remuneration.
5. delineation interlineation function fascination; (on F,V) cultivation excavation privation abbreviation profession provision vision.
6. division subdivision deviation devotion reservation observation preservation derivation revision diversion version.
7. invasion innovation inflation elevation salvation; (on S) cession session; (on SH) negotiation initiation vitiation; (on W) persuasion.

LESSON 109. (TION hook, No. 6.)

1. (Hook between Strokes) precautionary dictionary educational electioneering occasional occasionally vocational fractional.
2. optional exceptional exceptionally probationary passionate passionately petitioner stationary stationery additional traditional rational.
3. discretionary extortionate missionary national nationality international relationship revolutionary professional provisional fashionable visionary.
4. (Circle added) actions creations cushions obstructions indications restrictions attractions directions transactions corrections projections sections reflections vacations fractions.
5. suspicions passions depressions impressions expressions exceptions appropriations portions imitations partitions situations stations variations.
6. functions distinctions nations relations regulations resolutions subdivisions professions provisions privations divisions visions versions fashions negotiations sessions.

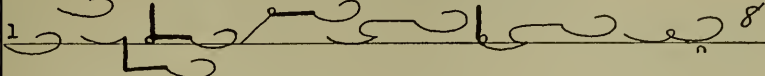
ADDITIONAL. (Do not use TION hook)

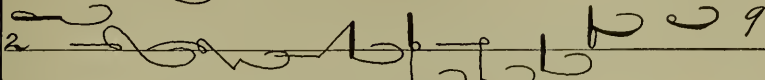
7. (Write as in Lesson 102) pension pensions pensioned suspension expansion mansion mansions mention mentioned dimension dimensions invention patience. (13)

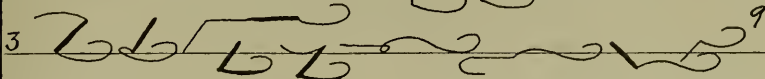
DEFINITIONS. (2 lessons)

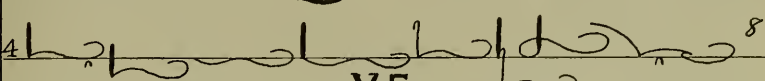
insinuation, hinting slyly; misapprehension, a misunderstanding.
 stagnation, stopping; co-ordination, placing in the same order.
 extenuation, excusing partly; sanction, giving authority.
 culmination, coming to the highest point; diminution, making small.
 termination, an ending; dissemination, spreading information.
 remuneration, payment for services; function, doing official duties (12)
 vision, sight; deviation, bending away from the usual path.
 innovation, introducing something new; inflation, puffing up.
 vitiation, making faulty or defective; option, a choosing.
 probation, trial period; traditional, according to usage.
 stationary, standing still; stationery, pens, pencils, paper, etc.
 rational, according to reason; destination, the intended end. (12)

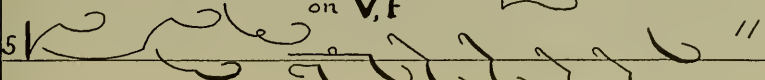
on N Lesson 108. (TION hook)

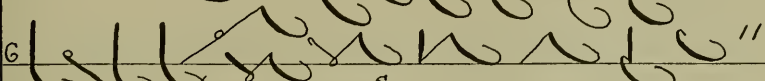
1  8

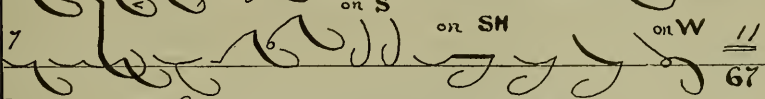
2  9

3  9

4  8

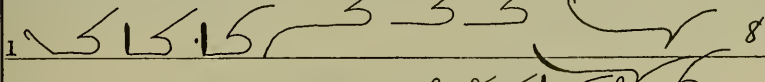
5  on V, F 11

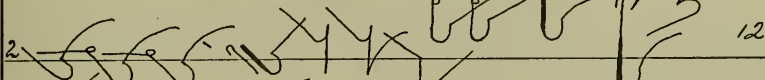
6  on S 11

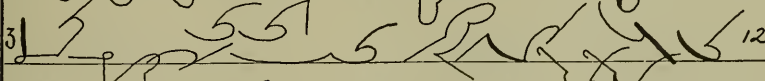
7  on SH on W 11
67

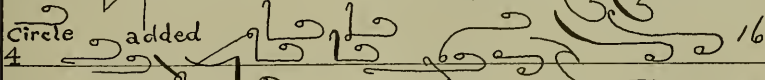
Lesson 109. (TION hook)

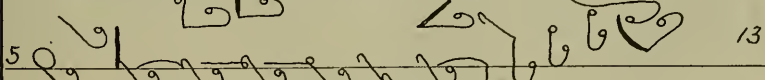
Hook betw. Strokes

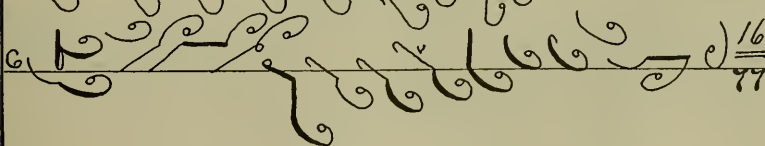
1  8

2  12

3  12

4  Circle added 16

5  13

6  16
77

LESSON 110. (TION hook, No. 7.)

1. (Abbreviations) publication publisher publish application applications notification signification specification specifications ratification justification purification.

2. indemnification verification verify falsification satisfaction satisfying satisfied satisfactory unsatisfactory dissatisfaction dissatisfied legislation legislator legislature.

3. proportion proportionate proportionately proportions proportioned tension attention extension intention intentional pretension subscription subscribe investigation representation misrepresentation association associations.

4. (Backward TION hook) position imposition proposition opposition supposition exposition deposition disposition transposition precision decision suggestion digestion indigestion relaxation taxation annexation.

5. vexation authorization musician physician sensation pronunciation incision organization reorganization naturalization fertilization civilization crystallization possession procession succession accession dispensation transition.

6. (Adding another S) positions possessions propositions depositions decisions suggestions musicians physicians organizations incisions sensations sensational.

7. (Ing) suspicioning fashioning stationing, sanctioning; (Ed) cautioned occasioned sanctioned fashioned stationed apportioned suspicioned provisioned.

EXPLANATION.

Line 4, for words ending with the two syllables "si-tion", the S is made flat, and the TION hook is written backward, and small. For this reason it is sometimes called the "sition" hook or the small TION hook. The end of this hook must never extend beyond the end of the stroke. Pronounce: dep'-o-si'-tion.

LESSON 111. (F hook; No. 1.)

(RULE) Place F hook on the CIRCLE side of Straight Strokes.

1. (F) cuff gruff grief gift graft puff puffing puffed buff bluff bluffing proof reproof belief beef.

2. draft drafts deaf mischief chief tariff rough roof roofing; (V) gave grave engrave engraved.

3. engravings misgivings glove prove proving proved improve improved approve approved deprive deprived.

4. above believe believing believed pave paving paved brave drive driving strive striving drove executive active inactive attractive.

5. negative talkative indicative creative instructive collective elective lucrative destructive productive prospective.

6. ineffective effective perspective vindictive positive descriptive captive attentive inattentive digestive fugitive.

EXPLANATION.

The F hook is a small hook used for F and V at the end of Straight strokes; but NOT on Curved strokes. After all Curved strokes, the Stroke F or V must be used. Even after Straight strokes, the Stroke F or V must be used when the word ends with a Vowel after F or V.

(Definitions on page 112)

LESSON 111A. (Dictations 100 to 111)

Lesson 110. (TION hook)

Abbrev.

1 12

2 14

3 18

Backward TION hook

4 17

5 19

special ns circle

Plurals

6 12

ing 12

ed: 104

Lesson 111. (F hook)

S Circle Rule:

F Hook Rule: (not on Curves)

(F)

1 15

2 13

3 12

4 17

5 11

6 11

79

LESSON 112. (F HOOK, No. 2.)

1. relative operative authoritative decorative curative motive primitive affirmative administrative incentive sensitive native.

2. diminutive remunerative alternative narrative generative distinctive speculative illustrative inventive preservative achieve achievements.

3. (Hook between Strokes) (F) profit profits profited perforation preference preferences perfect perfectly perfected perfection imperfection drafted defect defects defend defending defense.

4. defensive defenseless definition definite definitely indefinite telephone telephoned telephones differ differing differed different differences indifference outfit.

5. (V) discover discovered recover cover covers covered uncover covenant given grievance.

6. grievances engraver govern governing governed provocation provoke provoked driven striven.

LESSON 113. (F HOOK, No. 3.)

1. proven province provinces prevalence Providence providential provident brevity prevent preventing prevented prevention dividend dividends divide dividing divided.

2. delivery extravagantly extravagance advance advanced advancing advances advancement river Riverside rougher roughly roofer.

3. (Use the Stroke) briefly chiefly collectively attractively actively attentively positively roughest briefest bravest gravest defy rectify coffee puffy cafe'.

4. (Adding S) proofs gifts cuffs proves gloves motives negatives natives droves drives relatives; (Two hooks) preventive defective.

5. (Abbreviations) give forgive improve improved improvement profitable unprofitable preferable governor government legislative representative representatives respective respectively irresponsible.

6. figurative figuratively handkerchief deliver delivering delivered advertise advertising advertised advertisement advertisements advertiser difference difficult difficulty develop developed developments advantage advantages disadvantages.

DEFINITIONS for page 110.

precision, exactness; dep'osition, written sworn statement.

incision, cut into; transition, changing from one condition to another.

accession, increase; tariff, a list of charges.

misgivings, doubts, distrust; fugitive, fleeing, not permanent.

executive, one who directs a business as a president or manager.

lu'crative, profitable; perspective, as looked at from a distance. (11)

DEFINITIONS for this page.

generative, creating; incentive, that which urges you to act.

brevity, shortness; motive, that which causes you to act.

remunerative, paying well; perforation, row of small punched holes.

indefinite, not distinct; definite, distinct, certain.

indifferent, ordinary; indifference, not caring.

rectify, to correct; covenant, solemn agreement. (12)

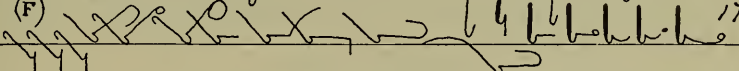
Lesson 112. (F hook)

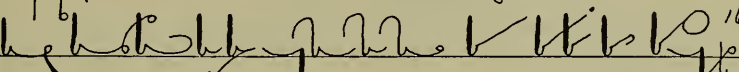
1  12

2  12

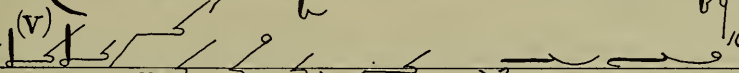
Hook \vee betw. strokes

(F)

3  17

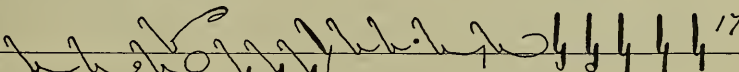
4  16

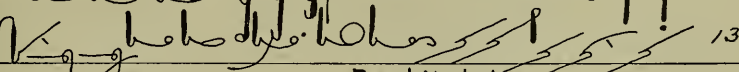
(V)

5  10

6  10

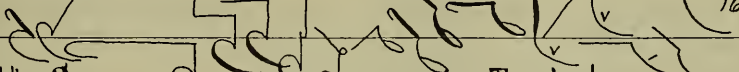
Lesson 113. (F hook)

1  17

2  13

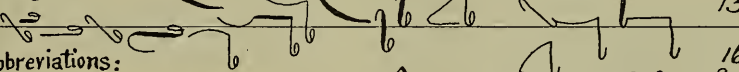
F and V strokes:

L hook:

3  16

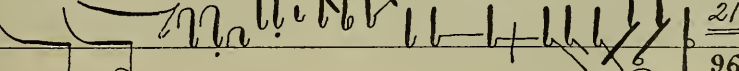
Adding S:

Two hooks

4  13

Abbreviations:

5  16

6  21

LESSON 114. (KW, No. 1)

(RULE) Place W Hook at the beginning of k, t, d, on the circle side.

1. quorum quotient quote quoting quotation quotations quoted quota queen.
2. queen's-ware quest quick quicker quickly quickest.
3. quince quibbling quiz quizzing quinsy Quincy quite quiet quietly.
4. quit quitting quitclaim quinine question questions questioned questionable quench.
5. queer queerest query queried quire quires quill quiver quivering.
6. Quaker quaint quaintly quail quasi quarts quartz quarto quartette.
7. quarter quarterly quandary quarry quarreling quarrels quarrelsome quash quashed quantity quantities.

EXPLANATION.

QU, at the beginning of words and syllables, has the sound of kw; but, at the end of a word, the U is silent, and QU has only the sound of K, as in "antique".

Pronounce the word "wick"; then put K before it, and say "kwick". The last word gives the sounds of the word "quick", and shows that QU, in this word, has the sound of KW. For this KW we will use a small hook at the beginning of K, on the circle-side, not on the R hook side. Lesson 116 also gives TW and DW. Pronounce requisite(rek"-wi-zit").

LESSON 115. (KW, No. 2)

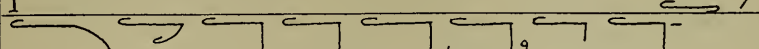
1. sequel squeal squealing squeeze squeezed squirm squirt squirted.
2. square squares squarely squabble squad squat squatter squander.
3. subsequent subsequently bequest bequests bequeathe adequate adequately delinquent delinquents request.
4. requests requested req'uisition requisitions req'uisite' requisites requiring required unquestionable inquisitive.
5. inquest inquire inquiry inquired frequency frequent frequently liquid.
6. liquids liquefy liquefied liquidate liquidated liquidation eloquent eloquently eloquence.

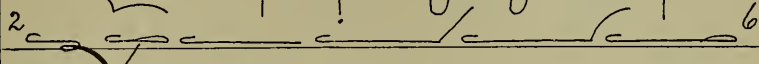
DEFINITIONS.


quote, to name the price; quota, proportioned share.
 quire, 24 sheets; quarto, size of pages about 8½ by 11 inches.
 ream, usually 500 sheets; quartz, rock from which glass is made.
 quiz, to question sharply; quinsy, fever with swelled throat.
 quash, to crush; quasi, seeming to be, or nearly so.
 req'uisite, necessary; queen's-ware, a fine cream-colored earthenware.
 quorum, number of members sufficient to do the business of a meeting.
 sequel, consequence; bequest, property left by a person's will.
 adequate, enough; delinquent, having neglected to perform a duty. (17)

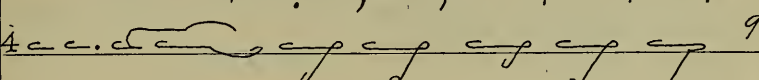
LESSON 115A. (Dictations 104 to 115)

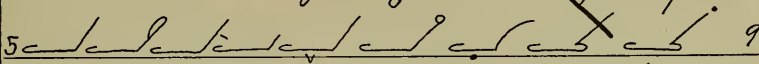
Lesson 114. (KW)

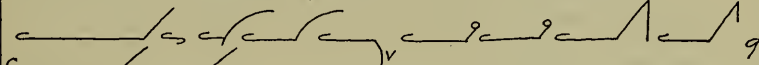
1  9

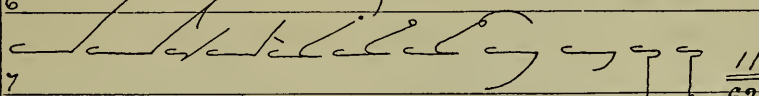
2  6

3  9

4  9


5  9

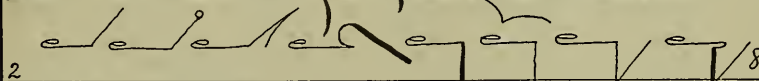
6  9

7  11
62

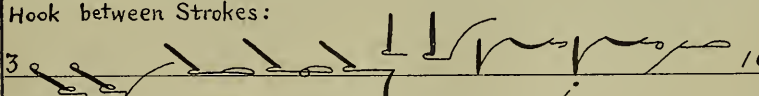
Lesson 115. (KW)

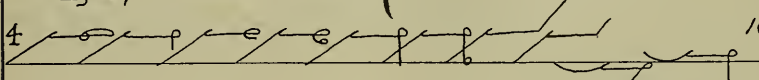
Flat S:


1  8

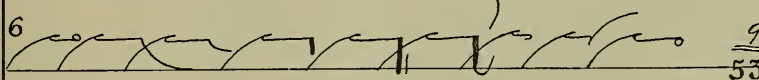
2  8

Hook between Strokes:

3  10

4  10

5  8

6  9
53

LESSON 116. (KW, No. 3, TW & DW)

1. qualify qualifying qualified quality qualities disqualified unqualified unequal inequality.

2. acquaint acquaintance acquainted equip equipment equipments equivalent equivalence equivocal.

3. equitable equable equalizing equalized equalization equal equals equalling equally equalled.

4. (Joined Vowel) acquisition acquisitions acquit acquitting acquitted acquire acquired acquirements equity equality.

5. twice twilight twine twin twins twist twisted twists twitch twinkle twigs twill twilled twirl dwell dwellings dwindle dwarf dwarfed.

6. (Ab.) requirements quarantine quartermaster Quarter-Sessions qualification qualifications between.

(EXPLANATION) A large KW hook means KWL.

LESSON 117. (COM; not accented)

1. compose composing composed composes composer composure component composite compositor combustible combustion compulsory compulsion compute computing.

2. computed compounded compel compelled compress compressing compressed complex complexion competitor competitive compete competing competed complete completing.

3. completely completed completeness completion complicity compile compiled comply compliance complied complying combine combines combining combined.

4. comprise comprising comprised comprises compare compared comparison comparative comparatively companion companions compassion compassionate compatible compatibility.

5. compartment compartments complain complaining complained complaint complaints commit committed commitment committee committees commodity commodities commodious commercial.

6. commotion commute commuted commission commissions commissioner commissioners commissioned commence commenced.

7. commences commencement commend commended commented command commanding commanded commands community communities communicate communicated communication communications.

EXPLANATION.

Like the dot at the end of a stroke, for ING, so a dot is used here at the beginning of the stroke, for COM, and in the next 4 lessons also for CON. Write the dot first, then write the rest of the word, but the first stroke must have the position.

DEFINITIONS.

equiv'alent, equal value; equiv'ocal, doubtful; e'quitable, impartial.

e'quable, equal portions; twilled, woven with slanted lines.

e'quity, justness; Quarter-Sessions, criminal court 4 times a year.

compute, to calculate; complicity, being partner to a crime.

complex, difficult; comprise, to include; compat'ible, fitting.

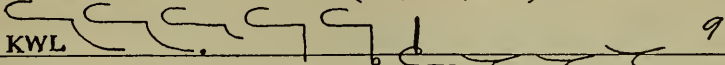
commod'ities, articles of commerce; commodious, roomy, useful.

commend, to praise; comment, to criticize.

combustible, easily burned; commute, to exchange or substitute. (18)

Lesson 116. (KW, TW, DW.)

1. KWL



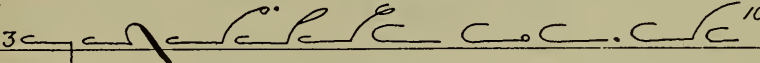
9

2



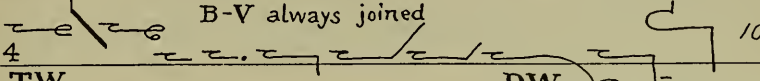
9

3



10

4

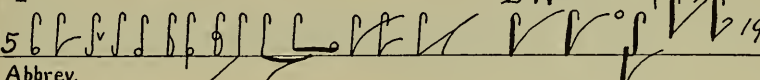


10

TW

DW

5



19

Abbrev.

6

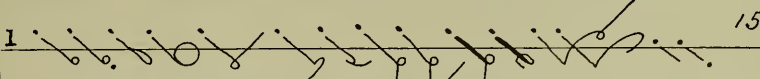


7

64

Lesson 117. (COM)

1



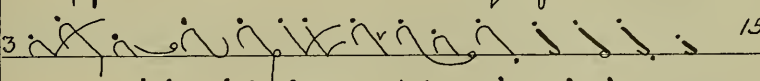
15

2



16

3



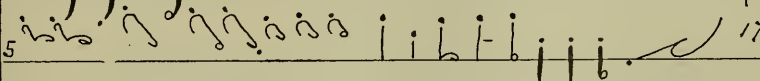
15

4



15

5



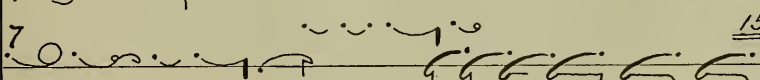
17

6



10

7



15

LESSON 118. (CON; not accented)

1. connect connecting connected connection connections consecutive consecutively congratulate congratulated congratulations.

2. concave congressional conclude concluded conclusive conclusion concordant concur concurring.

3. concurrence concurred concussion conception conspicuous conspicuously conspire conspiracy contain contains containing contained.

4. containers contagion contagious constrained contaminate contaminated contraction contractions contractor contribute contributed continue continually.

5. continued continuation contiguous contingent contingency content contentment contented contend contending contest contested contempt contemptible contemptuous.

6. contemporaneous contemporary contrive contrivance contrivances condense condensing condenses condensed condemn condemned concede conceding conceded conceit conceited.

LESSON 119. (CON; not accented)

1. consider considered considering considerable considerate considerately condition conditions conditional conditioned, conduce conduces conducive conductor conducted conducting.

2. control controlled controller comptroller construct constructed construction construe construing construed congest congested congestion congenial.

3. conserve conservative concern concerning concerned concerns concerted consume consuming consumed consumers consumption.

4. consent consenting consented consign consigned consignment consigns conundrum.

5. conceal concealment concealed conciliate conciliated conciliation console consoling consoled consolidate consolidated consolidation consult consulted conform conformed.

6. conformity confuse confused confusion confusing confront confronting confronted confound confounded convoke convulse convulsed convulsion confirm confirmed.

DEFINITIONS.

concur, to agree; consecutive, one after another in a series.
 concave, hollow and curved; conspicuous, more visible than others.
 contaminated, made unclean; contiguous, adjacent, touching.
 contend, to strive against; contemporary, living at the same time.
 comptroller (con-), controller; considerate, thoughtful of others.
 consign, to send goods; consignment, the goods that are sent.
 convoke, to call together; conciliate, to make friendly again.
 construe, to interpret; congested, overcrowded. (16)

LESSON 119A. (Dictations 108 to 119)

Lesson 118. (CON)

1. 10

2. 9

3. 12

4. 13

5. 15

6. 16

75

Lesson 119. (CON)

omit dot (Abbrev.)

1. 16

2. 14

3. 12

4. 8

5. 16

6. 16

82

LESSON 120. (CON & COM)

1. confirm confer conferred confess confessed confesses confession confederate confederacy confectionery confine confines confined conflict confuse confused.

2. convex conventional conventionalized convert convertible converting converted conversion converse conversed conversing convene convened convenient.

3. conveniently convenience conveniences conceive conceivable conceived convince convincing convinced convinces convict convicted.

4. conviction convey conveying conveyed conveyance conveyances concession concessions consist consisting consists consisted consistent consistency concise concisely.

5. (With Accent) compromise compromised compromising compound compounds competent competence compensate compensating compensated compliment compliments complicate complicated compass compasses.

6. comrade comrades commerce comment comments comfort comforts comfortable comforting comforted congregate conquer (U silent).

LESSON 121. (CON & COM; Accented)

1. conquering conquered concrete consequent consequently consequence consequences consecrate Congo contest contests.

2. context continent contour conduct conduit concert concentrate conference conferences confident confidently confidence.

3. confiscate convent conscience conscious consciousness composition computation competition combination combinations complimentary complication.

4. complications comprehend comprehended comprehension comprehensive compensation compilation conservation commutation commendation.

5. congregation consecration contemplation condensation condemnation descend continental continuity contribution consideration.

6. consternation conservation concentration consolation consultation conformation confirmation confidential confederation conflagration convalescent conscientious conscientiously.

DEFINITIONS.

convex, bent out and curved; convey, to carry to another.

concise, short; compromise (-ize), two parties giving in to agree.

contour, outline, profile; comprehend, to understand, to include.

conduit, a tube, pipe, or covered canal for fluids.

confiscate, to seize; comprehensive, including much.

computation, calculation; contemplation, thinking and planning.

conservation, saving, preserving; conflagration, a great fire.

consternation, terrifying; convalescent, recovering from sickness.

context, one or more sentences near a misunderstood word. (16)

Lesson 120. (CON & COM)

CON:

1 16

2 14

3 12

4 16

COM: (Strongly accented)

5 16

6 CON: (U silent) 12
86

Lesson 121. (CON & COM)

CON:

1 11

2 12

COM: (Lightly accented)

3 12

4 10

CON:

5 10

6 13
68

LESSON 122. (CON & COM between Strokes)

1. disconnect disconnected disconnecting discontent discontented discontentment discontinue discontinued discontinuation discomfort.

2. disconcerted decompose decomposed decomposition reconcile reconciled reconciliation reconcilable irreconcilable.

3. recommend recommending recommended recommendation recompense reconsider reconsidered reconsideration reconstruct reconvey accommodation accommodating.

4. misconception misconstrue misconstrued misconstruction misconduct inconclusive inconsequent incompetent incompetence incomplete.

5. inconspicuous incomparable incompatible incomprehensible incombustible inconsiderable inconsiderate incontestable incontrovertible inconvenient.

6. inconvenience inconveniences inconsistent inconsistency uncompromising uncontrolled uncontrollable unconstitutional unconditional unconscious.

7. unconsciously unconcern unconcerned uncomfortable uncomfortably unconverted noncommittal nonconductor noncommissioned.

EXPLANATION.

The separated parts must be close together. Both the first and second strokes may have position as in lines 1 and 2, but the beginning of the second stroke is placed most frequently against the middle of the first stroke, as in lines 3 to 7, and the dot is omitted.

In the last two words of line 3, the vowel-mark stands for A and COM.

LESSON 123. (Abbreviations etc.)

1. encumber encumbered encumbrance encumbrances incumbent incumbency circumspection circumvent circumvented circumference.

2. (Abbrev.) accompany accompanying accompanied income incomes incoming circumstance circumstances circumstantial Congress.

3. Commonwealth contention constitution constitutional constitutionality constitute constituted conjunction conversation convention; (Special) council counsel consignee consignees.

4. (Magna etc.) magnify magnified magnificent magnetic magnetized magneto magnitude magnesia magnesium magnanimous magnanimity.

5. (Mac) MacFarland MacAllister MacDonald; (Mc) McCabe McCann McCaffrey McCarthy McGrath McCall.

6. McFadden McFarland McNally McLaughlin McAllister McBride McDermott McClure McCoy.

7. McConnell McDonnell McDonald McDowell McAdoo McIlhenny McKinley McClellan.

DEFINITIONS.

disconcerted, personally confused; re-convey, to convey back again. misconstrue, to interpret wrong; incomparable, superior in quality. incompatible, can not agree; incontrovertible, can not be disputed. encumbrances, mortgages and other debts burdened on a property. encumbered, loaded up; incumbent, one in possession of an office. circumvent, to deceive; commonwealth, the state; counsel, a lawyer. consignee, the person to whom goods are sent. magne'to, the source of electric current on automobiles. (14)

LESSON 123A. (Dictations 112 to 123)

Lesson 122. (CON & COM betw. Strokes)

1 10

2 9

3 12

4 10

5 10

6 10

7 9

70

CUM Lesson 123.

1 10

2 Abbrev. 10

3 Special Forms 14

MAGNA etc. 11

4 11

5 Mac: Mc: 9

6 9

7 8

71

LESSON 124. (Other Names, etc.)

1. (OTHER NAMES) Catharine Clara Clarence Agnes Augustine Baldwin Abram Abraham Benjamin Peter Adam Daniel David Edith.

2. Edwin Edward Edgar Edna Ida Dorothy Thomas Charles Jane Jacob James George Joseph John Ralph Arthur Aaron Sarah.

3. Richard Robert Horace Ruth Mabel Matthew Samuel Margaret Michael Simon Moses Andrew Anthony Nathan Hannah Henry.

4. Napoleon Alice Albert Alfred Lawrence Alexander Eli Ellis Elias Elizabeth Lizzie Helen Lilian Oliver Solomon.

5. Lewis Louis Florence Frederic Phillip Eva Francis Frank Esther Isabella Isaac Israel Ethel William Walter Wilson.

6. (NUMBERS) 1c 2c 50c \$1 \$1.02 \$2 \$2.25 \$200 \$1000 \$2000; 1st 2nd 31st $\frac{7}{8}$.

7. (MONTHS) January February March April May June July August September October November December; (DAYS) Sunday Monday Tuesday Wednesday Thursday Friday Saturday.

EXPLANATION.

Line 6, never write "one" as a figure, by itself, nor for \$1, \$100, \$1000, when no cents are given. The mark \$ is equal to 4 strokes, and to use D stroke in place of it saves time. When dollars and cents are given in one amount, even the D stroke should be omitted. The cents should be small figures, and in 1st position. Ordinarily, numbers like 4 cases, 5 days, 30 days, 4%, etc., should be written in 2nd position, while 2nd. 3rd, 4th 5th, etc., should be in 3rd position.

LESSON 125. (SELF, etc.)

1. (SELF) self-supporting self-appointed self-protection self-possessed self-binder self-explanatory self-acting self-sacrifice self-governing self-taught self-setting.

2. self-sustaining self-adjusting self-denial self-educated self-defence self-advancement self-justification self-respect self-respecting self-reliance self-regulating self-restraint.

3. self-righteous self-recording self-registering self-moving self-imposed self-same self-made self-indulgence self-indulgent self-interest.

4. self-sufficient self-satisfied self-satisfying self-feeding self-evident self-willed self-asserting self-esteem; (No Hyphen) selfish selfishness unselfish.

5. itself herself ourselves myself himself themselves thyself yourselves yourself; (Self-con) self-confidence self-convicted self-command self-conceit self-conceited self-control self-condemned.

6. (Abbreviations) average language length irregular opportunity lastly mostly postage post-office postmaster maximum United States f.o.b., c.o.d. c.i.f. O.K.

7. (Vowels) awe ah eye eyes ice icing icy U.S. oh owe owing owes owed; (Initials) A, E, I, O, U; C, X, Q, K, S, Z.

EXPLANATION.

Line 6, f.o.b. means free on board; c.o.d. collect on delivery; c.i.f. cartage including freight; O.K. correct.

Line 7, as Initials of names of Persons, States, etc., the 5 vowels and 6 of the consonants are given at the end of this line. For the other 15 letters of the Longhand-alphabet, their strokes are all to be used in 2nd position.

Lesson 124.

Other Names

1 14

2 18

3 16

4 15

5 16

Numbers

6 ² ⁵⁰ ¹ ⁰² ² ²⁵ 14

7 8

Months Days 19

SELF 11

Lesson 125

1 11

2 12

3 10

4 11

5 16

SELF-CON

6 16

Abbrev. 16

7 16

VOWELS 24

Initials

8 24

LESSON 126. (Accented Joined B-V takes position)

1. ache aching ax acme agony occupy occupied occupying awful.
2. uppermost acres atom add adding added aid aids aided audit audited aught autumn odd oddly.
3. ail ails alias alleys allies alum alibi alter altering elder elderly.
4. eldest elbow elevate elevating elevated else eligible Eli elasticity.
5. heir heirs era err erred irritate irritated irritation irrigate irrigated.
6. ornate ornament ornamental aisle ill oil oily amateur immature immaterial Omaha.

EXPLANATION.

B-V will here mean "Beginning-Vowel." Compare with pp. 92 and 93.

The B-V should be written in shorthand when the word might be confused with another that has the same outline and is the same "Part of Speech," that is, if both are verbs, or both are nouns, etc.

A joined Dash, one-fourth of a stroke, is used for all vowels, except long U as in uniform.

Joined Dash-Vowels are vertical on k and g; mostly level before p, b, t, d, n, l, f, v, etc.; and slanting before m, straight r, etc.

For au as in autumn, the vowel could be made thick. For long i, and oi, the vowels must have a v-shape. For ou and ow, as in out and power, the v-shape must be inverted, that means it is turned upside down.

LESSON 127. (Unaccented Joined B-V does not take position)


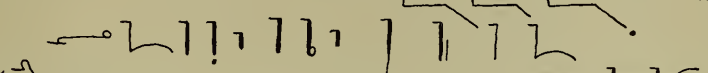
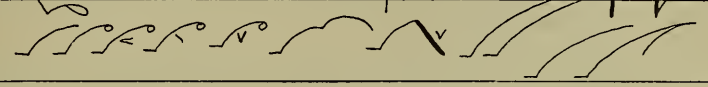
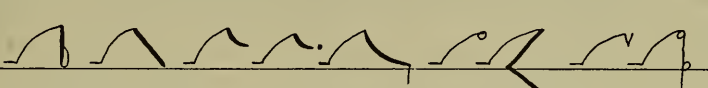
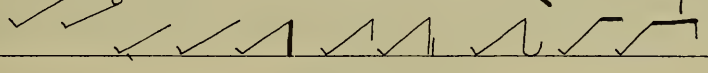
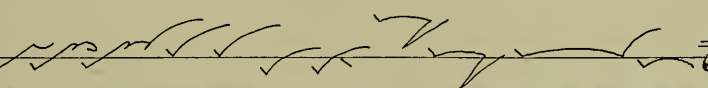
1. O.K. O.K-ing O.K.-ed accuse accused affiliate affiliating avail availed abuse abused abusive abuses obey obeying obeyed.
2. attack attacking attacked attest attesting attested attire attired emerge immoral elapse elapsed elastic allege alleged alleging.
3. alive alike elude eluded elusive allow allowing allowed allowance allowable aforesaid aforesaid aforesaid.
4. offend offending offended offence offences evict efface effaced evacuate evade evading evaded evoke avoid avoiding avoidable avoided.
5. amaze amazed amazing amazingly ammonia amuse amused immovable illiterate illegal illegible.
6. erase eraser erased eradicate errata arrest arresting arrested arena arrear arrears arrearages arise arising arises.
7. arisen erect erected irredeemable irresponsible irregular irrelevant arose arouse arousing aroused erroneous erroneously eruption.

DEFINITIONS. (2 lessons)


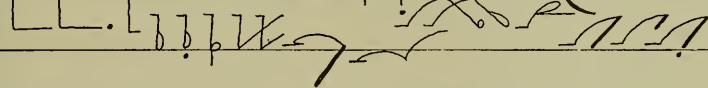

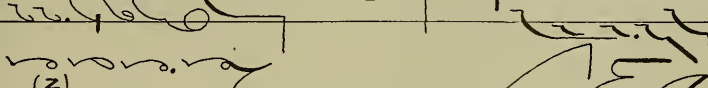
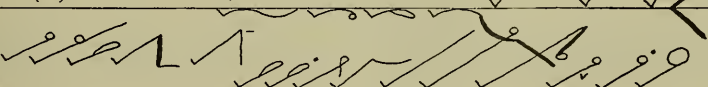
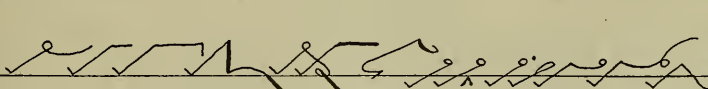

acme, the highest point; aught, anything; naught, nothing.
 audit, to examine and prove accounts; at'om, the smallest particle.
 a'lias, an assumed name; al'ibi, proof of having been elsewhere.
 el'igible, can be elected; ille'gible, can not be read.
 era, a period of centuries; irrigate, to moisten land by ditches. (11)
 irritate, to provoke or excite; aggravate, to make worse.
 ornate, ornamental; amateur, not as well learned as a professional.
 affiliate, to join a society; emerge, come out of; elude, escape.
 elapsed, time passed; alleged, said or stated; errata, errors.
 evoke, to call forth; irrelevant, does not relate or apply to. (12)

LESSON 127A. (Dictations 116 to 127)

Lesson 126. (An Accented B-V takes position)

1		9
2		15
3		11
4		9
5		10
6		$\frac{11}{65}$

Lesson 127. (Unaccented B-V that does not take position)

1		16
2		16
3		13
4		17
5		11
6		15
7		$\frac{14}{102}$

LESSON 128. (B-V with S and Y)

(RULE) Either use Strokes S, or a joined vowel with a circle, when a word begins with a vowel before S.

1. (Accented) asset assets acid acids ask asking asked assignee assignees essence Eskimo east Easter easterly eastern.

2. estimate estimating estimates estimated estimable inestimable ease easy easier easily Israel Isabella Isaac use used using uses users usage.

3. useless useful unused Utah Utica uniform universal union eulogizing Europe European Europeans.

4. (Not Accented) establish establishing establishment established esteem esteeming esteemed escape escaped assort assortment assorted associate associated.

5. assess assessing assessor assessed assist assisting assisted aspire asbestos especial especially aside eyesight iced estate estates assume assumed assumption.

6. assault assaulted ascend ascended assent assented assigns assigned asunder astonish astonished astonishment.

EXPLANATION.

Words beginning with the sound of long U, must use the Stroke S, as in the first 3 words of line 3, or the Stroke Y (pronounced "Yoo," in 3rd position, for words like Utah, Europe, etc.) where there is no S.

Line 6, and part of 5 are written with circle S because they are shorter, more distinct, and can be read easier—the accented stroke has position, and not the S.

LESSON 129. (DOUBLE-VOWEL, etc.)

1. (Double-Vowel) area Asia regalia lithia militia Peoria India Julia.

2. Russia Columbia copious capias hardest deity panacea deviate deviation.

3. reaction liable ratio oleo folio Ontario payee Hawaii drawee snowy Noah.

4. (Joined Ending-Vowel) ague argue arguing argued rescue rescuing rescued knew new newly.

5. news newest newer renew renewing renewed few fewer view viewing.

6. views viewed review reviews reviewing reviewed issue issuing issues issued sue suing sued.

7. hew hue hues Hughes now nowadays somehow anyhow about buy annoy.

EXPLANATION.

The Long-I vowel, turned sidewise, is called the Double-Vowel. It can be used for any two separately sounded vowels that occur together.

Line 6, in "about," the last half of the vowel-mark for OU is omitted.

DEFINITIONS.

assets, property owned; assignee, one to whom property is assigned.

asunder, apart; asbestos, fireproof threads from a kind of rock.

payee, person to be paid; regalia, officials' decorations.

copious, plenty; capias, a written order to arrest a person.

panacea, a cure-all remedy; ratio, rate of proportion; hue, color.

folio, pages double the size of quarto, also 100 words. (12)

Lesson 128. (S and Y with B-V.)

B-V. accented

1 15

2 19

3 12

NOT accented

4 14

5 19

6 12
91

Lesson 129. (Double Vowel, etc.)

Double Vowel

1 8

2 9

3 11

4 10

5 10

6 13

7 11
72

4 Joined Ending-Vowel

LESSON 130. (CITIES)

1. Kansas City, Cambridge, Camden, Kalamazoo, Canton, Scranton, Saginaw.

2. Galveston, Grand Rapids, Schenectady, Quincy, Cleveland, Columbia, Columbus, Covington.

3. Council Bluffs, Oklahoma City, Passaic, Pawtucket, Bay City, Bayonne, Baltimore, Pittsburgh, Springfield, Peoria, Perth Amboy.

4. Binghamton, Birmingham, Berkeley, Bridgeport, Spokane, Superior, Pueblo, Providence, Portland, Boston, Brooklyn.

5. Brockton, Hoboken, Atlanta, Atlantic City, Tacoma, Tampa, Dayton, Davenport, Dallas, Trenton, Detroit, Denver, Des Moines.

6. Topeka, Toledo, Troy, Houston, Duluth, Charleston, Charlestown, Jacksonville, Chelsea, Jersey City, Johnstown, Hartford, Harrisburg, Reading.

7. Richmond, Erie, Rochester, Aurora, Omaha, Somerville, Mobile, Memphis, Minneapolis.

EXPLANATION.

Omit r in Cambridge, Baltimore, Perth Amboy, Denver, Charleston and Charlestown. Omit second r in Hartford; rk in New York; rg in Pittsburgh, Harrisburg and Lynchburg. Omit second N in Indianapolis; frn in San Francisco; th in Elizabeth; lph in Philadelphia; and l in Springfield, Brooklyn, Jacksonville, Nashville, Knoxville, Louisville, and Evansville.

LESSON 131. (CITIES)

1. Milwaukee, Madison, Manchester, Nashville, St. Louis, St. Joseph, St. Paul, San Diego, San Jose.

2. San Antonio, San Francisco, Cincinnati, Indianapolis, New York, New Haven, New Bedford; Newport, Newton.

3. New Orleans, Norfolk, Newark, Norristown, Knoxville, Salt Lake City, Altoona, Allentown, Lancaster.

4. Lawrence, El Paso, Elizabeth, Little Rock, Lincoln, Lynchburg, Louisville, Los Angeles, Fort Wayne.

5. Fort Worth, Philadelphia, Evansville, Savannah, Haverhill, Fall River, Chicago, East St. Louis, East Orange, Easton, Seattle.


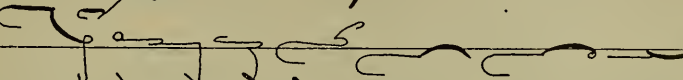
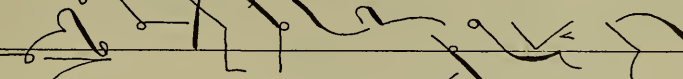
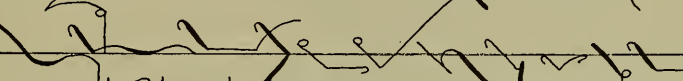
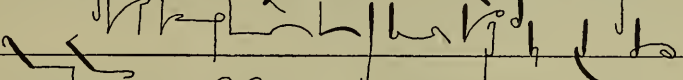


6. Sioux City, Sault Ste. Marie, Williamsport, Wilmington, Wilkes-Barre, Wichita, Utica, Youngstown, Yonkers, South Bend.

PRONUNCIATION.

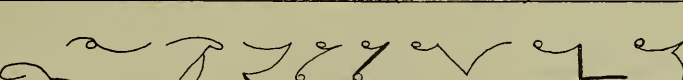
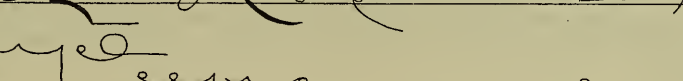
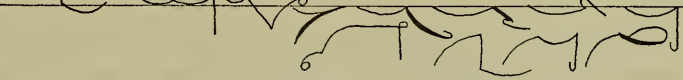



Passaic', Pu-eh'-lo, San Diego(dee-ay'-go), San Jose(san-ho-say'), Newark(noork), Seattle(see-at'-l), Sioux City(soo city), Sault Ste. Marie(soo saint maree').

LESSON 131A. (Dictations 120 to 131)

Lesson 130. (Cities)

		7
2		8
3		11
4		11
5		13
6		14
7		$\frac{9}{75}$

Lesson 131. (Cities)

1		9
2		9
3		9
4		9
5		11
6		$\frac{10}{57}$

LESSON 132. (Names of STATES, etc.)

1. Oklahoma, Colorado, Connecticut, Kentucky, California, Kansas, Pennsylvania, Delaware, Texas, Tennessee, Idaho, Georgia.

2. Montana, Mississippi, Missouri, Michigan, Minnesota, Maryland, Massachusetts, Maine, Arizona, Arkansas, Oregon, Rhode Island, New York.

3. New Jersey, New Hampshire, North Dakota, North Carolina, New Mexico, Indiana, Nebraska, Nevada, Alabama, Illinois, Louisiana, Florida.

4. Virginia, Vermont, Wisconsin, Iowa, West Virginia, Wyoming, Hawaii, Washington, Utah, South Dakota, South Carolina, Philippine Islands, Alaska, Dist. of Columbia, Porto Rico.

5. Ga., Ky., Okla., Vt., Va., Pa., Md., Me., Mo., Ut., Ind., Wis., Wyo., W. Va., O., Ia., Id., Ala., La., Ill., Ore.

6. Mass., Miss., Cal., Colo., Kans., Conn., Tenn., Del., Minn., Mont., Fla., Wash., Ariz., Ark., Tex., Mich., Neb., Nev., R.I.

7. N.Y., N.J., N.H., N.C., S.C., N.D., S.D., N.M., D.C., P.I.

EXPLANATION.

(Full Name) Omit r in California, Delaware, New York, New Jersey, Virginia, Vermont. Omit the last n in Pennsylvania; th in North Dakota and North Carolina; t and r in West Virginia; ng in Washington; of and mb in Dist. of Columbia.

Lines 5,6,7, contain 48 States, the P. I., and the D. C., making a total of 50 Abbreviations.

Hawaii, Alaska, and Porto Rico, are also given for Full Name, but not for Abbreviation; and Ohio is not given for full name.

Line 5, when the abbreviation of a State is made of a capital and a small letter, as Vt., Md., the strokes are joined in shorthand; but if there are two capitals, as N.Y., N.J., in line 6, the strokes are separate. (Ky for Kentucky can be in 1st position.)

The Abbreviation for the State should be written only when the name of a city is used in connection with it. When the name of a State is used without the name of a city, the Full Name of the State should be written.

LESSON 133. (Prepositions, Conjunctions, etc.)*

1. against except consequently accordingly across but about aboard beyond open upon above beneath below because besides.

2. before behind toward told during tell till between whichever such round around how however who whoever has his whose house.

3. thereof thereto thereupon thereby therewith amid amidst more-over among neither nevertheless hence into.

4. only unless until unto underneath notwithstanding nor now long likewise still although.

5. for from therefrom furthermore over fell fill fall after so that these than then they them either through throughout though other yet when whence.

6. whenever were why while whether where wherefrom wherefore wherever whereof whereupon wherein whereon whereas what whatever. (Distinguish carefully: behind and beyond; from and through.)

*NOTE.—Lesson 54 must be taken with this lesson.

Lesson 132. (Names of States, etc.)

for Full Name

1 12

2 13

3 12

4 15

52

for Abbreviation

5 21

6 19

7 10

50

Lesson 133. (Prepositions, Conjunctions, etc.)

1 16

2 20

3 13

4 12

5 24

6 16

101

LESSON 134. (CITY & STATE)

1. Buffalo,N.Y.; Oakland,Cal.; Worcester,Mass.; Syracuse,N.Y.; Paterson,N.J.; Lowell,Mass.
2. Albany,N.Y.; Lynn,Mass.; Waterbury,Conn.; Akron,Ohio; Terre Haute,Ind.; Holyoke,Mass.
3. Rockford,Ill.; York,Pa.; Sacramento,Cal.; Chattanooga,Tenn.; Malden,Mass.; New Britain,Conn.
4. Salem,Mass.; McKeesport,Pa.; Wheeling,W.Va.; Augusta,Ga.; Macon,Ga.; Butte,Mont.
5. Flint,Mich.; Chester,Pa.; Dubuque,Iowa; Montgomery,Ala.; Woonsocket,R.I.; Racine,Wis.
6. Fitchburg,Mass.; Elmira,N.Y.; Quincy,Ill.; New Castle,Pa.; West Hoboken,N.J.; Hamilton,Ohio.

ADDITIONAL.

7. New York,N.Y.; Chicago,Ill.; Philadelphia,Pa.; St.Louis,Mo.; Boston,Mass.; Cleveland,Ohio; Baltimore,Md.(14)
8. Pittsburgh,Pa.; Detroit,Mich.; San Francisco,Cal.; Milwaukee,Wis.; Cincinnati,Ohio; Newark,N.J.(12)
9. New Orleans,La.; Washington,D.C.; Los Angeles,Cal.; Minneapolis,Minn.; Jersey City,N.J.; Kansas City,Mo.(12)
10. Seattle,Wash.; Indianapolis,Ind.; Providence,R.I.; Louisville,Ky.; Rochester,N.Y.; St.Paul,Minn.(12)-50
11. Denver,Colo.; Portland,Ore.; Columbus,Ohio; Toledo,Ohio; Atlanta,Ga.; New Haven,Conn.(12)-62

LESSON 135. (CITY & STATE)

1. Lexington,Ky.; Roanoke,Va.; Joliet,Ill.; Auburn,N.Y.; Taunton,Mass.; Charlotte,N.C.
2. Everett,Mass.; Portsmouth,Va.; Oshkosh,Wis.; Cedar Rapids,Iowa; Pittsfield,Mass.; Joplin,Mo.; Meriden,Conn.
3. Jamestown,N.Y.; Amsterdam,N.Y.; Lansing,Mich.; Huntington,W.Va.; Decatur,Ill.; Mount Vernon,N.Y.
4. Lima,Ohio; Niagara Falls,N.Y.; La Crosse,Wis.; Pasadena,Cal.; Austin,Tex.; Lorain,Ohio.
5. New Rochelle,N.Y.; Waltham,Mass.; Newburg,N.Y.; Brookline,Mass.; Watertown,N.Y.; Waterloo,Iowa.
6. Danville,Ill.; Stamford,Conn.; Norwich,Conn.; Zanesville,Ohio; Shreveport,La.; Poughkeepsie,N.Y.
7. Waco,Tex.; Sheboygan,Wis.; Lewiston,Me.; Elgin,Ill.; Ogden,Utah; Battle Creek,Mich.; Fresno,Cal.

ADDITIONAL.

8. Birmingham,Ala.; Memphis,Tenn.; Scranton,Pa.; Richmond,Va.; Omaha,Nebr.; Fall River,Mass.(12)
 9. Dayton,Ohio; Grand Rapids,Mich.; Nashville,Tenn.; Cambridge,Mass.; Spokane,Wash.; Bridgeport,Conn.(12)
 10. Hartford,Conn.; Trenton,N.J.; New Bedford,Mass.; San Antonio,Tex.; Reading,Pa.; Camden,N.J.(12)
 11. Salt Lake City,Utah; Dallas,Tex.; Springfield,Mass.; Wilmington,Del.; Des Moines,Iowa; Lawrence,Mass.(12)
 12. Tacoma,Wash.; Kansas City,Kans.; Yonkers,N.Y.; Youngstown,Ohio; Houston,Tex.; Duluth,Minn.(12)-60
- (In longhand, the states of Ohio, Iowa, and Utah, are generally written out in full.)

LESSON 135A. (Dictations 124 to 135)

Lesson 134. (City & State)

1		12
2		12
3	(Abbrev) 	12
4		12
5		12
6		12
		<u>72</u>

Lesson 135. (City & State)

1		12
2		14
3		12
4		12
5		12
6		12
7		14
		<u>88</u>

PHRASES.

LESSON 136. (Simple Joinings)

1. (2 words) could not, could be, can be, at your, at that, at this, at one, at once, at a, at an, at the, take the, take it, it is, it would, ten days.

2. on your, in your, on that, in that, in regard, on this, in this, for the, from the, over the, for it, for a, if it, if a, if the, several times, have the.

3. after the, after that, after this, after your, that is, that the, would be, would you, we would, what a, what the, on this, in this, at this, with this, after this, of this, to this, for it, if it, take it, was it.

4. in reference, in response, your order, your orders, your letter, send us, advised us, at present, it will, we received, in our, General Agent, Freight Agent, Passenger Agent.

5. we could, we give, we can, we will, we must, we hope, we have, we had, we think, we did, we do, we would, we were, we are, we regard, we regret, we shall, we wish, we should.

6. I could, I give, I can, I will, I must, I hope, I have, I had, I think, I did, I do, I would, I was, I am, I regard, I regret, I shall, I wish, I should.

7. with that, with this, with the, with their, with a, with regard, with regret, with reference; you can, you are, you will, you could, you must. you would, you were, you have, you did, you do, you should, for you, from you, if you, have you, do you, did you.

(EXPL.) The word THIS can be joined to any position, but not the word these or those.

LESSON 137. (Simple Joinings)

1. of your, of yours, of it, of this, of them; to your, to yours, to it, to this, to them; and the, and a, and an, and for, and if, and after, and that; for a, from a, if a, with a, what a, at a.

2. on the, in the, not the, for the, from the, over the, if the, have the, after the, receive the, received the, under the, through the, that the, and the, with the, take the, make the, all the, at the, what the.

3. for their, if their, after their, of their, to their, with their; (3 words) on your order, in your order, in your letter, it would be, which would be, at that time, that it is, it is necessary, we thank you, I thank you, you could be, you could not.

4. we could not, I could not, we can be, I can be, I am sure, I am sorry; (4 words) I am very sorry; (3 words) I am afraid, I will be, we will be, it will be, we refer you.

5. a few days, and if the, and if it, if there is, and after your, and after the, and after that, and that the, that is the, what is the, and at the, and at a, if you are, if you will, we received your, we received it, we remain, I have the, we have the, we have your, we shipped you.

6. we had the, I had the, did you receive, did you expect, did you have, did you give, I am glad, we are glad, we will gladly, I will gladly, will be glad, on or before; (4 words) we think you are, we think you will, I think you are.

7. that it would be, and if it is, we received your letter, we have your letter, I hope you are, I hope you will, we will be glad, we will be pleased, as far as possible, we have sent you, let us know the; (5 words) that you will be pleased.

(2 WORDS:) Lesson 136. (Simple joinings)

1 16

2 17

3 6, (this) (it) 22

4 14

(we) 19

5 19

(I) 19

6

(with) (you) 25

7

Lesson 137. 132

(of) (to) (and) (a or an) 23

1

(the) upward THE 21

2

(there their) (3 WORDS:) 18

3

4 12

5 21

(4 WORDS:) 15

6

(5 WORDS:) 12

7

122

LESSON 138. (JOINED CIRCLE)

1. for us, send us, advised us, take us, with us, there is, it is, that is, that it is, if it is, and if it is, if there is, as good as, as long as, as follows.

2. as far as, as fast as, as many as, as well as, as early as, as you, as you are, as we, as near as.

3. I suppose, I supposed, because it, price list, price lists, let us know the, please let us, please let us hear, please let us know, et cetera (and so forth), it is necessary, it is not.

4. that it is not, it is the, does it, it is impossible, it is important, it seems, there is no, there is not, there is nothing, real estate, we are satisfied, most important.

5. must be, you must be, must not, you must not, you must not suppose, I am sorry, as near as possible, as long as they, as far as possible, and as far as, list prices.

6. I am very sorry, we have sent you, have seen, this time, at this time, in this case, on this account, in this account, this day, that is not, that is the, and that is the, your city, in your city, once more, what is the.

LESSON 139. (Combined Sounds, & Omissions)

1. in stock, our stock, at first, takes us, reaches us, advise us, advises us, advised us, please send, please send us, by express, Express Company.

2. this is, and this is, and this is the, and as this is the, this is not, if this is, this stock, this city, in this city, in this state, to this city, or this subject.

3. as soon as, as soon as possible, as soon as it is, as soon as they, to the, to you, to their, to be, it seem to be, of the.

4. how many, how many times, there are many, how much, how long, how far, your favor, your favors, your remittance, your remittances.

5. in reply, in reply to yours, in reply to your letter, in reply to your favor, in your reply, the other, if the other, on the other, on the other side, on the other hand.

6. from time to time, some time ago, as per statement, as per bill, as per sample, as per sample enclosed herewith, as per enclosed invoice, as per enclosed statement, we trust, I trust.

7. your attention, for your attention, for attention, we beg to, we beg to call attention, we beg to call your attention, I beg to call your attention, I beg to remain, I beg to enclose, I beg to enclose herewith.

LESSON 139A. (Dictations 128 to 139)

Lesson 138. (Joined Circle)

(us) (is) (as)

1 15

2 9

(Between Words)

3 12

4 12

5 11

6 16
75

Lesson 139. (Combined Sounds & Omissions)

1 12

2 12

3 10

4 10

5 10

6 10

7 10
74

LESSON 140. (Combined Sounds & Omissions)

1. enclosed please find, we enclose herewith, yours truly, yours very truly, truly yours, very truly yours, respectfully yours, faithfully yours, sincerely yours, claim against.

2. first class, may be, you may be sure, may be able to, shall be able to, will be able to, to be able to, have been able to, answer of the 3rd, letter of the 4th, order of the 8th.

3. price of, part of, parts of, place of, price of the, parts of the, part of the, United States, Act of Congress, Acts of Congress, Act of Assembly, Acts of Assembly.

4. care of, copy of, we herewith enclose copy of, receipt of, on receipt of this letter, set of, out of, each of, counting the, getting the, giving the, making the, taking the, regarding the, expecting the, representing the.

5. printing the, manufacturing the, having the, extending the, delivering the, unloading the, sending the, presenting the, separating the, returning the, concerning the, surrounding the, resembling the, holding the.

6. taking a, having a, doing a, reaching a, thanking you, giving you, sending you, we are sending you, Clearing House, replying to your letter, replying to yours.

EXPLANATION.

Line 1, the G, of "against," may be written as K in "claim against." Phrases beginning with "your," can be in 2nd position for convenience in writing.

Line 6, "ing a" is either vertical or horizontal, but never slanting.

LESSON 141. (Combined Sounds & Omissions)

1. you can not, we can not, I can not, we can not be, we are not, you are not, they are not, your kind letter, not accountable, we won't, were not, I am not, I have not, we have not, you have not, we have not heard, I have not heard, you will find, you will not.

2. I will not, we will not, it will not, it will not be, we take pleasure in, had not, did not, do not, we had not, we did not, we do not, I had not, I did not, I do not, I do not know, I did not know, we do not know, we did not know, has been, it has been.

3. I have been, we have been, in response, your expense, our expense, larger than, greater than, smaller than, better than, higher than, deeper than, other than, lower than, more than.


4. we consider, we confirm, we congratulate, we conclude, we completed, we commenced, we are compelled, we are confident, we are convinced, I am convinced, they are composed, it is composed, as soon as convenient.


5. with considerable, with complete, a complete, a considerable, a condition, a convenient, and continue, and contents, the contents, the condition, we herewith confirm, our contract, our complaint, on the contrary, as soon as completed.

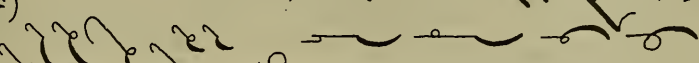
6. your letter of the 8th, your favor of the 8th, yours of the 8th, we have your favor of the 8th, I am in receipt of your letter of the 8th, your valued favor of the 8th, day of the month, quality of the material, amount of the bill, amount of the statement.

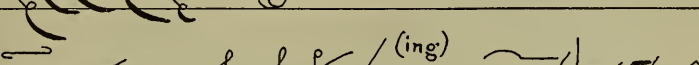
7. one of the most, one of the best, circumstances of the case, date of the 1st, date of the 2nd, date of the 10th, under the circumstances, more or less, more and more, over and over, 1%, 2%, 10%.

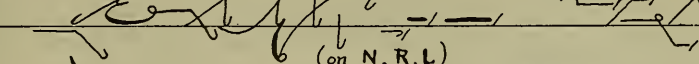
Lesson 140. (Combined Sounds & Omissions)

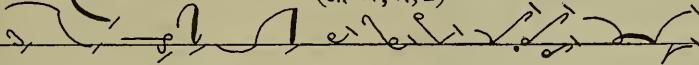
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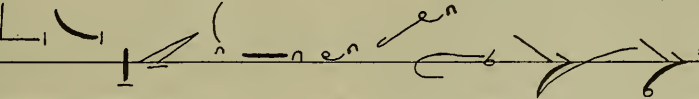
2  11

(of)  12

3  16


4  14


5  11

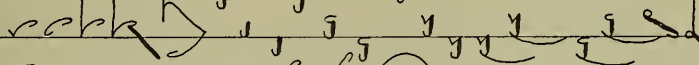
6  74

Lesson 141. (Combined Sounds & Omissions)


(N hook)

1  19


2  20

3  14

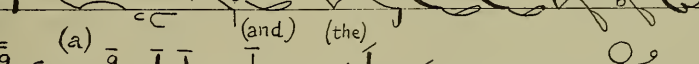
(con)

4  13

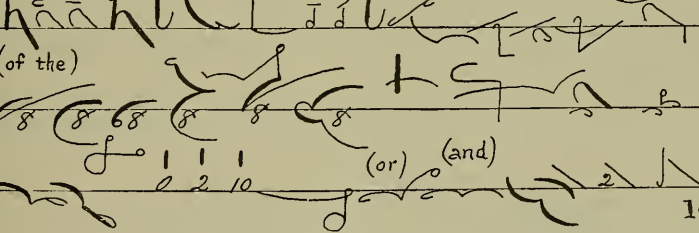
(a) (and) (the)

5  15

(of the)

6  10

(or) (and)

7  13

104

LESSON 142. (Company Names, etc.)

1. (For Intersecting) company, corporation, bank, committee, department, exchange, railroad, society, association, railway.

2. (Titles) Insurance Co., Manufacturing Co., Publishing Co., Railroad Co., Telephone Co., Telegraph Co., Smith & Co., Trust Co., National Bank, First National Bank, Third National Bank.

3. Bank of North America, Executive Committee, National Committee, Finance Committee, Committee on Finance, Water Department, Passenger Department, Department of Agriculture, Produce Exchange, Stock Exchange, Commercial Exchange.

4. Literary Society, Improvement Association, Building Association, Western Association, Eastern Association, National Association, Freight Agent, Passenger Agent, General Agent, General Superintendent, Chamber of Commerce, Board of Trade, Board of Publication, Board of Education, Bureau of Information.

5. Mr. President, Ladies and Gentlemen; (Initials) U.S., c.i.f., f.o.b., f.o.b. cars, f.o.b. New York, f.o.b. Chicago, c.o.d., and so forth(etc.), et cetera(etc.), et al.(et alia).

6. (Names,etc.) Western Union Telegraph Co., W.U.T.Co., Postal Telegraph, Wells Fargo, American Telephone & Telegraph Co., Western Electric, U.S.Steel Corporation, American Shipbuilding Co., Standard Oil Co., American Sugar Refining Co.

7. National Cash Register, United States Senate, House of Representatives, President of the United States, Constitution of the United States, Supreme Court, District Attorney, City Solicitor, State Treasurer, Attorney General, Gentlemen of the Jury.

LESSON 143. (Railroads & Initials)

1. Canadian Pacific Railway; C.P.Ry.; Great Northern; Boston & Maine; B.&M.; Grand Trunk Railway; Pennsylvania Railroad; P.R.R.; P.R.R. Co.; Baltimore & Ohio; B.&O.; Atlantic Coast Line.

2. Delaware,Lackawanna & Western; D.L& W.R.R.; Atchison,Topeka & Santa Fe; A.T.& S.F.; Chesapeake & Ohio; C.& O.; Missouri Pacific; Manhattan Railway; Missouri,Kansas & Texas Railway; M.K.& T.

3. St. Louis & San Francisco; Interborough Consolidated Corporation; I.C.C.; New York Central Railroad; N.Y.C.R.R.; New York,New Haven & Hartford; N.Y..N.H.& H.R.R.; Norfolk & Western; N.& W.

4. Northern Pacific Railway; N.P.Ry.; Lake Shore & Michigan Southern; L.S.& M.S.; Lehigh Valley Railroad; L.V.; Illinois Central; I.C.; Louisville & Nashville; L.& N.

5. Philadelphia & Reading; Reading Company; P.& R.; Philadelphia, Baltimore & Washington; P.B.& W.; Chicago,Burlington & Quincy; Chicago,Milwaukee & St.Paul; C.M.& St.P.

6. Chicago & Northwestern; Seaboard Airline; Southern Pacific; S.P.; Southern Railway; S.Ry.; West Jersey & Seashore; W.J.; Union Pacific; U.P.

DEFINITIONS.

c.i.f.,cartage,including freight; f.o.b.,free on board.

c.o.d.,collect on delivery; et(Latin),and.

cetera,other things; alia,other persons; O.K.,correct.

et cetera,and other things; et al.,and other persons. (9)

LESSON 143A. (Dictations 132 to 143)


Lesson 142. (Company Names etc.)

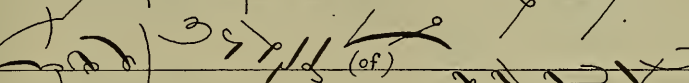
(For Intersecting)

1  10

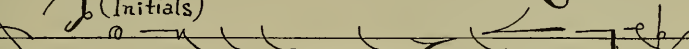
(Titles)

2  11

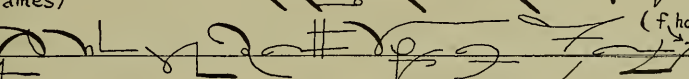
3  11

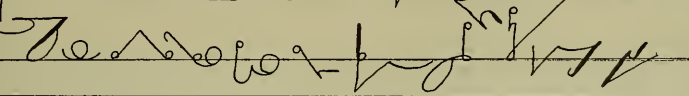
4  15

5 (Initials)

 12

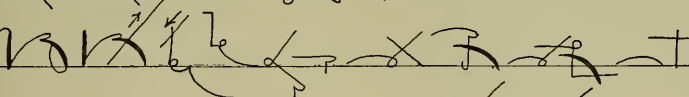
(Names)

6  (hook) 10

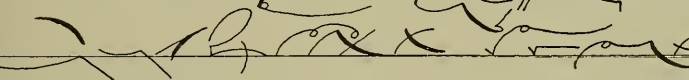
7  11
80

Lesson 143. (Railroads & Initials)

1  12

2  10

3  9

4  10

5  8

6  10
59

LESSON 144. (SEPARATED VOWEL-MARKS)

(RULE) A separated Vowel-Mark, on the LEFT side of down-strokes, on the LEFT side of up-strokes (L and straight R), and on the UPPER side of horizontal strokes (K,G,M,N), must be read "before" the stroke.

(RULE) A separated Vowel-Mark, on the RIGHT side of down-strokes, on the RIGHT side of up-strokes (L and straight R), and on the LOWER side of horizontal strokes (K,G,M,N), must be read "after" the stroke.

EXPLANATION.

Line 1. Because the LEFT end of a line of longhand must be read "first", and the RIGHT end of a line must be read "last", so in shorthand, a separated vowel placed on the LEFT side of a stroke must be read "before" the stroke, and a separated vowel on the RIGHT side of a stroke must be read "after" the stroke.

Because the UPPER part of a page of longhand must be read "first", and the LOWER part of a page must be read "last", so in shorthand, a separated vowel placed on the UPPER side of a horizontal stroke must be read "before" the stroke, and a separated vowel on the LOWER side must be read "after" the stroke.

The separated vowel is mostly needed "after" the stroke. There are 3 vowel places on each side of a stroke. No. 1 is the place for all sounds of A; No. 2 for the sounds of E and I; No. 3 for the sounds of O and U. Take notice that the numbers count downward on CH, and upward on Straight R.

Line 2 shows the Direction of the Dash-Vowels. A light dash at No. 1 means Long A; a light dash at No. 2 means Long E; a light dash at No. 3 means Long O. The dash is not used for I and U. A dash vowel must always make a square corner with the stroke, but must not touch.

Line 3 shows the vowel numbers "after" the stroke.

Line 4 shows the direction of the Dash-Vowels "after" the stroke.

Line 5 shows a complete Set of the different vowel-marks used.

Line 6 illustrates all the sounds of line 5, by the words: take,tack, talk,tar; deep,tennis,type,tip; toe,top,tube,tub; took,toy,tower,India.

Pronounce the sounds of line 5 many times, without the stroke on which they are placed, and recite.

Pronounce line 6 many times, first saying one word, and then the vowel sound of that word separately; and so on with each word.

LESSON 145. (The Vowel-Mark AFTER the First Stroke)

1. pace pays pains bake fair tape Davis chase chains shame ray rake lay laced cape cane.

2. pass pans back tack tap chance sham rack cap walk talk saw jaw raw law far tar.

3. beat peel tea team deep thee cheek sheep meal knee reap read sleep leave lean liens.

4. pen spell press tennis price bite fight wipe type tie dine thy sigh shy rye ride.

5. lie license lines mile nigh pin spill fit whip tip tin chip rip slip live.

6. foe toe tone dough no snow row slow top rob bureau beauty fuse tube bur tub rough.

7. roof pool tour took boil point toy coil noise power tower pound payee Celia Noah.

Lesson 144. (Separated Vowel-Marks)

Vowel Numbers BEFORE the Stroke:

1 LEFT side UPPER side

Vowel Places

Vowel Numbers AFTER the Stroke:

3 RIGHT side LOWER side

Vowel Places

4 Complete Vowel Scale

 a ā aw ä ē ē ī ī ō ō ū ū oo oi ou

5 Words illustrating the Vowel Scale

6 Diphthongs Double Vowel

Lesson 145. (Vowel on first stroke)

(Sounds of A)
 1

(Sounds of E and I)
 2

3

4

(Sounds of O and U)
 5

(Diphthongs)
 6

7

LESSON 146. (Words Rearranged)

1. pace pass pains pans payee bake back wake walk fair far take tack talk tape tap tar.
2. saw chains chance jaw shame sham ray raw rake rack lay law laced cape cap cane.
3. beat bite pen pin pine spell spill press price fight fit wipe whip ten tin type tip.
4. tea tie thee thy cheap chip cheek check reap rip ripe read ride.
5. leave live sleep slip lean lien liens lines lie Celia meal mile knee nigh.
6. pole pool boil power bureau bur beauty point pound fuse toe toy tone tune.
7. tube tub took tour tower row rough roof look coil cool noise snow no Noah.

EXPLANATION.

The dashes change direction according to the stroke, but Long U and the V shaped marks are never allowed to lean over, they do not change direction. See lines 4 to 7 of lesson 145.

Remember that there are 4 different marks of A, as in: tape,tap, jaw,jar. But only 2 marks are needed for E as in feed,fed; 2 for I as in pine, pin; 2 for O as in robe,rob; and 2 for U as in tube,tub. This makes a total of 12 marks for single vowels(4 marks for each number).

Besides these 12 marks we have 3 diphthongs: OO,OI,OU. These diphthongs are all placed at No. 3 because they are all combinations of O. The OO mark is used for O as in tomb and shoe, for OO as in poor, for OU as in tour, etc. The OI mark is used for OI and OY. The OU mark is used for OU as in pound, and for OW as in power, but not as in rough and snow. The Double-Vowel is used for two separately sounded vowels as for Ae in payee at No. 1; for IA in India at No. 2; and for OA in Noah at No. 3. This means that it can usually be placed to indicate the number of the first one of the two vowels.

A vowel between two strokes may be placed AFTER the first stroke as TU-B, or BEFORE the second stroke as T-UB. But when a No. 3 vowel is between two strokes where it might be mistaken for a No. 1 mark "after" the second stroke, it can be placed BEFORE the SECOND STROKE, as in look and lock.

LESSON 147. (Other Uses of the Vowel)

1. (On OTHER strokes) paradise Peru willow displace displease decay Sedania imply employ endow India.
2. repay repeal repel repicked repacked lock bouquet opera policy.
3. police borrow folio Julia mortgagee notary Ontario unlike unlucky.
4. (BEFORE a stroke) oak own uneasy ounce outside outlook outgoing outer outlet odor oats odds.
5. eat seat seats sets seeds cedar soap soup ease seize size.
6. ore sore hour sour eel steel style steam stem.

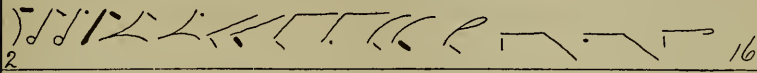
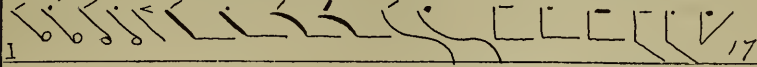
EXPLANATION.

Lines 5 and 6 show that the separated Vowel-mark must belong to a stroke, and not to a Circle or Loop, except when placed inside of a large circle. In these words the vowel-mark is "before" the stroke, and the circle or loop at the beginning must be read "before" the vowel mark.

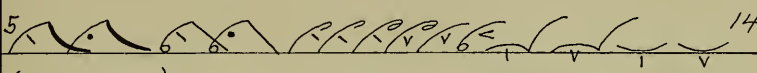
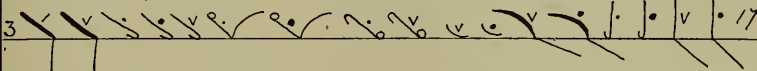
LESSON 147A. (Dictations 156 to 147)

Lesson 146. (Words of Lesson 145 re-arranged)

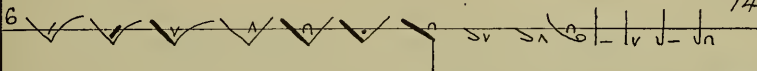
(A)



(E and I)

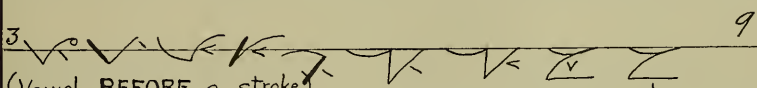
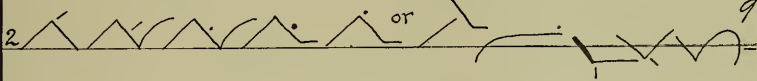
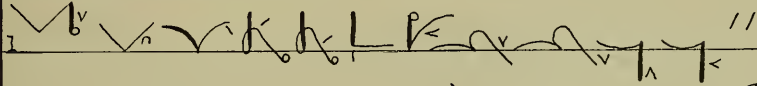


(O and U)

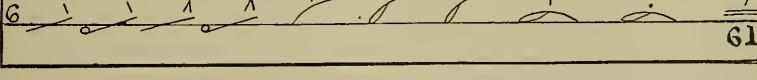
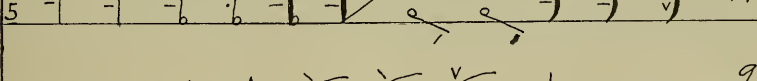
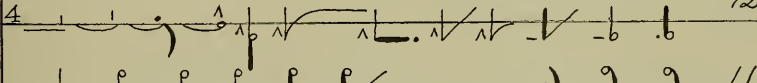


Lesson 147

(Vowels on Other Strokes)



(Vowel BEFORE a stroke)



LESSON 148. (Words to be Distinguished)

1. case cause class clause car acre expect except accept color collar.
2. cooler cloths clothes coach couch coats cuts great grate grade greatly gradually.
3. glass glassy glaze grow grew pass pause practical particular price prize apply appeal.
4. comply compel spoil supply poor pure upper promised uppermost portion option operation proportion appropriation position opposition possession broad board.
5. better bitter bills bells blower boiler brown burn but about aught ought advertisement advertiser contention continuation stripes strips stood suited deed debt died did.
6. deceased diseased disturb distribute devote divide decent designed steady study agent agent's agents gentleman gentleman's gentlemen gentlemen's rang range raised erased razors erasers.
7. rest receipt here higher regard regret regular irregular early real herein hereon run ruin ruinous erroneous.

LESSON 149. (Words to be Distinguished)

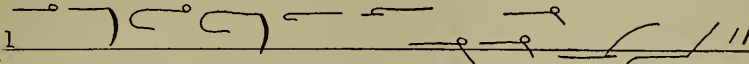
1. immigrate emigrate migrate embarrass embrace mere merry moral immoral.
2. annuals annals angle angel sent signed sun snow fail fall feel file fell fill.
3. final finally finely fire fiery ferry fit feed formal formally formerly forgive.
4. forget forgot force offers fold flood follow fool full valuable available severely severally let led sold solid.
5. assignees assigns signs science cease seize society association thanks these thinks this other thorough through from for over.
6. were where whereas wares warehouse wherefore whereof wherever wherefrom whereon wherein wet white short assured.


EXPLANATION.

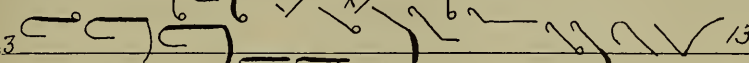
In religious dictation, the words "thee" and "thy" should be written in 1st position, and without vowel marks, to distinguish them quickly and accurately from "they" and "them."

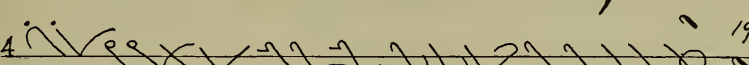
Only to a very few words, in this book, have been given two different shorthand forms. A longer form may have been given first, and a shorter form in a later lesson. When a word with a long form is used very often in the line of business in which you may become employed, a shorter form can sometimes be arranged and used.

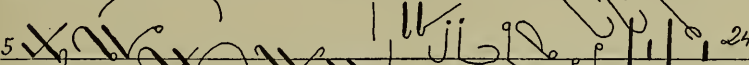
Lesson 148. (Words to be Distinguished)

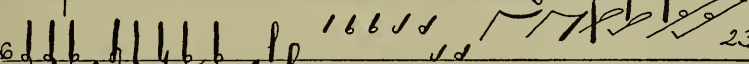
1  11


2  12

3  13

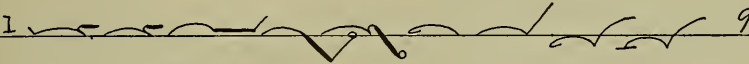
4  19

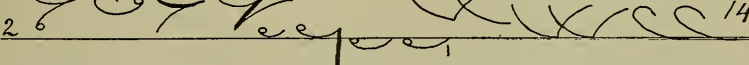
5  24

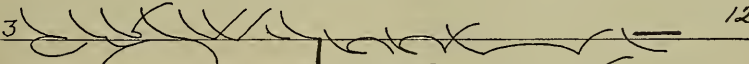
6  23


7  16
118

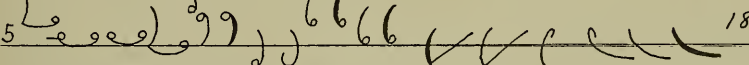
Lesson 149. (Words to be Distinguished)


1  9

2  14

3  12

4  17

5  18

6  15
85

LESSON 150. (Circle and Hooks compared)

1a. (U-R) Circle S is used at the beginning and end of all strokes, on the Upper side of k g, Right side of p b t d ch j, left side of r, inside of curves, and outside of corners.

1b. (U-R) F hook is used at the end of STRAIGHT strokes, on the Circle side.

2a. (L-L) R hook is used at the beginning of all strokes, on the Lower side of k g, left side of p b t d ch j, right side of r, and inside of curves.

2a. (L-L) N hook is used at the end of all strokes, on the R hook side.

2b. (L-L) NS is round on Straight strokes, and flat on Curves.

3. (L-L) L hook is used at the beginning of all strokes, on the R hook side.

3. (U-R) TION hook is used at the end of all strokes, on the Circle side.

4a. (U-L) The separated Vowel-mark, BEFORE the stroke, is used on the Upper side of k g, on the Left side of down-strokes (p b t d ch j), on the left side of up-strokes (r l), on the upper side of m n, and on the left side of other curves.

4b. (L-R) The separated Vowel-mark, AFTER the stroke, is used on the Lower side of k g, on the Right side of down-strokes, on the right side of up-strokes, on the lower side of m n, and on the right side of other curves.

EXPLANATION.

The parenthesis (U-R) in line 1 means "Upper and Right" sides, and refers only to the position of the circle or hook on the FIRST eight strokes learned, to serve as a key or guide. Circles and hooks on the 9th stroke (Straight R) are always placed on the side opposite to that of CH.

The parenthesis (L-L) in lines "2" and "3" means "Lower and Left" sides on the FIRST eight strokes.

R, N, L, and TION hooks can therefore be used on both Straight and Curved Strokes.

F hook, however, can be used only on Straight Strokes.

LESSON 151. (Vowel-Marks Reviewed)

1. (From lesson 3) copy, (lesson 5) beat bite, 6 tea tie, 9 cure pure, 14 me my, 16 nice no know resign.

2. 18 lay law lie, 19 tally rely mislaid mislead, 21 show shoe shame shook cautious, 22 say saw sue also fussy.

3. 23 either, 25 weigh yellow, 26 age edge, 32 speck spicy seed set site city, 33 sorry, 34 sign, 35 smell seize, 37 rusty.

4. 39 owned India shadow, 48 repeat delight mutilate, 52 red rid root, 53 steel style, 60 how however high highest height Lehigh highly higher highroads.

5. 72 crisis crowd crude, 73 groceries grew, 74 precise, 76 proxy, 78 dread dried threw, 83 treasury, 85 extricate, 87 blew flew flour, 92 upper.

6. 92 idle ice icy issue issues, 93 about iota ideal, 94 iron, 104 occasion, 110 apportioned, 111 approve, 112 achieve, 116 acquisition equity equality, 122 O.K. accommodating.

LESSON 151A. (Dictations 140 to 151)

Lesson 150. (Circle & Hooks compared)

(Circle S)

1a 1b (F) NOT on Curved Strokes

(R & N)

2a 2b (NS)

(L & TION)

3

(LONG A)

4a 4b

Lesson 151. (Vowel-Marks Reviewed)

1 1, 3

2 1, 7

3 1, 6

4 1, 20

5 1, 16

6 1, 18

100

LESSON 15A. Dictations 4 to 15.

4, K and G.

coat kite goat gate go gay keg cake copy cup(10) keep cab kick catch guide cage key keep(18).

5, P and B.

patch peach(20) pay paid big bag patch page big pack big package (30) big baggage boat body be beat by bite package page(40) book back poke pick botch patch buy guide gate cage(50).

6, T, D, CH, J.

do day took take tug tag cheap job Dakota paid(60) body package copy cap boat beat joke jack goat gate(70) catch cage topic tobacco key keep keg judge check guide(80) tied type top tub tab tap tack chap tie tight(90) died deep.

7, Exercise.

take copy keep copy take page keep book(100) tie package keep package check package check baggage take package(10) take top take baggage take tag keep tag keep cap(20) take cap take coat take tied package take tight package(30) big package tie big package take big page big tag(140).

LESSON 19A. Dictations 8 to 19.

8, Review.

go gay do die day Dakota took take top tip(10) tub tab big bag copy keep book back tug tag(20) joke jack Jacob judge coat gate patch page cheap job(30) bay batch top tub topic tobacco keep cap coat kite(40) dig big pick pack kick cake go gay peach patch(50) baggage package page paid pay bay bag back keg beg(60) check choke chap chop tie type died dyed guide tide(70) tied tight buy bite catch cage patch page judge joke(80).

9, R.

wrap wrapper rag rate pair parade battery carry write ride(90) pier period tire dear reader territory wrote rode rope rubber(100) cure pure purer purity door tore read rage reach rich(10) chair jar air are arch ear or our urge rug(120).

10, Exercise.

red rug red chair rich territory big battery our territory(30) big territory red jar red package cheap jar dear jar(40) dear page dear rug cheap or dear read or write(50) rope or rubber take pure rubber keep pure rubber pay(60) big rate take red top take red rubber keep rug(70).

11, Circle S.

case cask carries capacity keeps copies patches receipt pursuit beats (80) because guess pass base pages packages upstairs besides decide disturb(90) deposit deposits days does tops tags outside Tuesday deeds tubs(200) chase chairs choose jars rise raise arches rags rugs wraps(10) ropes rates roads reaches urges receipt restore risk reside receipts(20) race raise razor resource rise rose coats cakes bags checks(230).

LESSON 23A. Dictations 12 to 23.

12, Exercise.

big pages big rugs red rugs outside case cheap rugs(10) our rubbers big case big base cheap rates red tags(20) deep case deep base pack case carry case check case(30) check base write copies wrap packages wrap chairs check chairs(40) chairs are dear rugs are dear our rugs are cheap(50) take red tags take big outside case take our rubbers(60) take big pages take big rugs take our red rugs(70).

13, Review.

pay paid patches peaches pairs piers restore upstairs parades periods (80) tags bags base case because rugs days dies ties dues(90) chairs jars razor resource wrappers rubbers rates roads raise race(100) urges capacity gas gates packages pages carries cures deposit deposits(10) beats bites tie tied dear cheap topic baggage teaches touches(20) tops tips write wrote readers ropes routes doors rise rose(30) disturb disturbs receipt receipts decide beside cask risk pure purer(140).

14, M.

me my camp camps damage damp Messrs. Missouri match mature (50) bump pump matches maturity mass make impose emboss game games(60) jump jumps mistake mystery time times redeem redeems damages(70) mess message mysterious makes bumps pumps emboss empty mistakes messages(180).

15, Exercise.

day time our time my time camp chairs empty case(90) empty bags pay damages make jump take time raise pump(200) reach camp check damage rugs match rubbers match rates jump(10) decide time take risk take receipt make mistake take message(20) our mistake our receipts our risk our make our time(30) it takes time rates take jump our check came back(240).

LESSON 27A. Dictations 16 to 27.

16, N.

rang range tank bank gang nature answer any anybody name(10) neat neatness need needs in inner into interior inches injuries(20) entire endorse owners owned nobody notice notary know nose noise(30) nice business nuisance nonsense reason reasons chosen dozen design designs (40) resign unsigned many money wrong unsteady tongue tongues in on(50) inside outside pink basin tanks banks nature mature because capacity(60).

17, Exercise.

any time any day any notice in time in camp(70) on bank many pages many times many days entire case(80) entire time entire page wrong rate wrong page wrong name(90) inside wrapper outside wrapper outside rubber answer message endorse check(100) write answer read notice any receipt entire design entire risk(10) entire cask any bank on any bank at our bank(20) need chairs need names need entire time need entire case(30) read notice on wrapper at any time in any case(140).

18, L.

lay law lie low lease loss lame lime lamp lump(50) limp link belong
below labor laborer loop logic laid lady(60) lead leaders leak leakage lie
like look lookout lodge lodges(70) logs luggage load loads mail moldy
pale pile bale bells(80) kill cool tumble ugly leakage lumps labor belong
low below(190).

19, L continued.

actual actually angle manila tally daily rally rarely rattle miserably
(200) impossibility miscellaneous mislaid mislead neatly needlessly in-
stall inability delay tiles(10) terribly chilly reasonably readily retail
rely linoleum bulk possibly possibility(20) punctual punctually pole
pull purely July municipal municipality mutual mutually(30) mucilage
only unless unlike until unsettle loosely municipal possibility actual(40)
Canada Annapolis Panama Tacoma Dakota Jamaica Albany China Mobile
Toledo(250).

LESSON 31A. Dictations 20 to 31.

20, F.

fade face fame family affect factory fail laugh Pacific vacate(10)
various variety value values advice advise feed feel file finally(20) fea-
ture physical leaf leaves life vice visit visibly deceive deface(30) inferior
investor knife knives effect effects refuse refuge reveal revenue(40) re-
ceive reserve food follow future voyage move unsafe finally physical(50).

21, SH.

cash cautious mash anxious shake shape shave shank sham shame(60)
rash she sheep ship perish dish tissue delicious Chicago shy(70) show
showed shoe shoes shop shock shook sugar rush push(80) polish foolish
usual unusual cautious delicious anxious tissue sugar unusual(90).

22, Stroke S.

say says saw ask acid acids lazy also case cause(100) gas gauze
pass pause see sees ease easy easier easily(10) Israel Isabella Isaac
Esther escape escapes busy busier lessee ensue(20) so sue use uses
policy fussy juicy pursue cozy noisy(30) less lessee poles policy fuss
fussy juice juicy rose rosy(140).

23, TH.

gather path bath faith these although beneath berth depth teeth(50)
earth thick thickness thickly thief theory this they either leather(60)
feather bother both tooth thorough thoroughness thoroughly other those
though(70) although also though use other others thorough thoroughly
both busy(180).

LESSON 35A. Dictations 24 to 35.

24, Curved R.

arm failure familiar far farm farmer fare fair fairer fairly(10) ream
rim remove remedy resemble resume fear fire refer reverse(20) enforce
re-inforce retailer peculiar early earlier room rumor cooler lower(30)
boiler poplar force fork fur unfair poor poorer coarse coarser(40) royal
royalties poor pure poorer purer poorly purely early rely(50).

25, W, X, Y.

worry wire wires wiser wise while why Wyoming way weigh(60)
 unwise wove weave wave wing wings weak week wheel wheels(70) wake
 walk wax wash excuse expire experience exterior exceed tax(80) mix
 mixture index box fix fixture Yale yellow yell year(90) yes yoke young
 youth New Year while excuse experience mix fix(100).

26, Review.

cause catch actual match mature maturity nature pause patches
 pages(10) watch watches wages packages pages damages advice these
 age ages(20) range ranges although also latch emboss impose because
 wedge wedges(30) busy remove edge edges ridge ridges redeem refuge
 ledger leakage(40) fetch feature peach thorough policy so though use
 sue pursue(50) urge voyage lodge logic dodge judge botch future mut-
 tual punctual(160).

27, Circle bet. 2 Curves.

mason messenger lessen lesson license loosen loosely mucilage unsafe
 unsigned(70) nuisance nonsense mislaid mislead miscellaneous need-
 lessly resume resemble messenger mason(80) lesson loosen lessons li-
 cense messengers mason miscellaneous mislead facility facilities(190).

LESSON 39A. Dictations 28 to 39.

28, Circle bet. Straight Stroke & Curve.

example disease diseases dismiss dissolve dislike excel excellence
 curiously variously(10) Pacific basin variously answer Missouri Messrs.
 mistake mistakes mystery mysterious(20) message install inside investor
 physical visit wiser reason resign design(30) disease deceive receive
 unsettle unsteady moisture coarser dozen chosen Joseph(40).

29, Circle bet. 2 Straight Strokes.

justice injustice register majestic Massachusetts Chesapeake dispose
 desire desk discuss(50) disguise task exceed exterior expire capacity
 beside reside receipt restore(60) risk reserve razor resource outside
 Tuesday decide disturb cask excuse(70) fixture fixtures mixture Massa-
 chusetts Chesapeake register justice injustice dispose desire(80).

30, Large Circle.

access cases accessory accessories taxes advices raises masses excess
 excesses(90) exercise exercises exercised excuses exposes excessive
 exist mixes fixes endorses(100) indexes invoice emphasize emphasizes
 misses Mississippi insist necessity necessary dismisses(10) disposes de-
 cisive Texas thicknesses resources resist reduces reverses leases
 (20) licenses poses possess possesses possessed possessor boxes forces
 choicest notices(30) unnecessary unsuccessful accessories excesses ex-
 ercises exercised emphasizes decisive reverses possessor(140).

31, Beginning-Circle.

scar score scatter sketch scale skill school schools scheme schemes
 (50) sick sickness secure securely security secrecy signify signature
 succeed success(60) successor successors successive successively suc-
 cessful successes scales scholars signatures sketches(170).

LESSON 43A. Dictations 32 to 43.

32, Beginning-Circle.

spice spices space spaces spoke speak speck specially supper cypress
 (10) spear spare speed spatter suppose supposes supply supplies spell
 spill(20) speech specify superior superiority subway suburb spite speci-
 fic spice spicy(30) suspicious spacious suppers superiors sat set sit sets
 sad said(40) seed side seeds cedar Saturday settle sadly system
 stay(50) citizen city suit suited specify settle suspicious system citizen
 specially(60).

33, Beginning-Circle.

survey serve surface service surfaces services survive serves serious
 seriousness(70) superior service necessary services successful survey
 searches surpass surpasses capacity(80) search specially variously ser-
 iously sorry such source sources satchel siege(90) serious delay sus-
 picious features any source many sources such services(100).

34, Beginning-Circle.

century cinch snatch snap senator sanitary sender cinders Sunday
 sandy(10) signed signer seen scene sin since sign signs son sun(20)
 sundry sundries Cincinnati census sense singe sing sink song sunk(30)
 season seasons sincere soon sooner suffer sufferer cipher severely severe
 (40) civil safely Cincinnati Savannah sandy safety safe save south-
 erly south(150).

35, Beginning-Circle.

sale sell sole slow slack silk slap slip sleep sleeves(60) select solid
 cellar slower silence solitary solicit solicitor sulphur sulphurous(70)
 solemn solemnly slowly Smith same seem some sum small smell(80)
 sample samples simple simplicity smaller similar simpler simplify sym-
 pathy sympathize(90) similarly smile smear summer ceremony swallow
 switch swing sweep sash(200) science sciences cease seize easier easily
 Zion zealous size sizes(210).

LESSON 47A, Dictations 36 to 47.

36, Loops.

spaced faced defaced surfaced passed surpassed taxed waxed re-
 laxed released(10) reversed experienced indexed advised spiced mixed
 missed dismissed fixed noticed(20) supposed disposed forced enforced
 endorsed embossed boxed invoiced reduced induced(30) excused refused
 discussed defaced waxed released reversed experienced indexed mixed
 (40) reduced load reduced value poorly mixed poorly waxed reasonably
 supposed(50) easily mixed neatly embossed actually reversed readily
 excused visibly defaced(60) experienced labor noticed mistake advised
 mistake disposed cases indexed files(70).

37, Loops.

cast past fast vast last taste tastes waste waist waists(80) best
 vest west test tests rest least list lists most(90) post posts cost costs
 lost dust just suggest rust must(100) manifest almost artist artists ar-
 tistic chemist typist invest digest unjust(10) modest forecast

smallest narrowest latest fastest safest fairest biggest weakest(20)
 thickest deepest cheapest dearest lightest tightest widest wildest finest
 thinnest(30) easiest busiest earliest simplest distinguish testify softest
 coldest poorest purest(40) noisiest youngest justify testify artistic
 fastest widest finest simplest simplicity(50) rest receipt vest visit dust
 dusty must musty rust rusty(160).

38, Beginning-Loop.

stake stack stacks stagger stage star starch start stars startle(70)
 starve stairway stamp stamps stain stains staunch stale stalls staff(80)
 staves stick stickers sticks steps steep steady steadier steadily steadiness
 (90) stitches steerage sterile sterilize sterilized stem steam steamer
 steamship steampipe(200) stimulus stenography stenographer sting
 stink stingy steel style stylish(10) stevedores stocklist stocks stops stop-
 pers stoppage stoop stub stubs stud(20) study studies store storage
 sturdy stumble stuff stove stoves start(230).

39, T and D.

victim vacate effect affect select locate factory taught caught gate
 (40) kite guide coat goat owned signed food feed fade paid(50) load
 boat beat speed spite bite laid lead need neat(60) mislaid mislead deed
 tide tied untied tight tighter died dyed(70) designed showed period
 senate interior socket notice notices solid suited(80) data Canada Sat-
 urday into shadow Cincinnati Sunday India Nevada Toledo(90) sandy
 lady salty security pity remedy moldy purity duty beauty(300).

LESSON 51A, Dictations 40 to 51.

40, ING.

catching casing casting making stamping spacing basing facing fading
 saving(10) watching taking tacking taxing raising sketching secur-
 ing existing exposing exercising(20) guessing mixing sinking ensu-
 ing endorsing investing feeling filing visiting resuming(30) swinging tim-
 ing distinguishing disturbing defacing disposing writing reducing
 reasoning resting(40) registering receiving refusing lessening no-
 ticing supposing pursuing bothering boxing forcing(50) offering suffer-
 ing suing suggesting ruining rushing storing losing loosening soliciting
 (60)

41, ING.

capping scarring sagging snapping bagging tapping tagging jarring
 jamming wrapping(70) slapping lagging excelling inning inferring step-
 ping begging swimming setting sitting(80) tipping dipping digging
 deferring chipping shipping ripping rigging stirring referring(90) slip-
 ping stunning stopping tugging rotting robbing rubbing; (INGS)cast-
 ings bearings savings(100) innings sweepings tidings writings offerings;
 (STROKE)sing sting wing Wyoming ring(119).

42, Half-Length(Short Vowel)

capital capitalized capitalist mat matting mats patronize patronized
 patronage basket(20) baskets what walnut jacket jackets secret secrets

secretly get getting(30) met net bet better bituminous biscuit biscuits
 nit fittings fitness(40) wet wit witness witnessed witnesses remit remitting
 ticket tickets systematic(50) debt debts debtor chestnut circuit
 circuits rivet legitimate legitimately little(60) let yet cut cutting some-
 what not knot nut unfit unsystematic(70) put potatoes pocket pockets
 bucket buckets submit submitting bottom bottles(80) but butter fought
 foot footing footings dot dots thought thoughtless(90) shut shutting lot
 lots patronize systematic secretly better bituminous circuit(200).

43, Half-Length(Long Vowel).

absolute absolutely facilitate facilitating wait waiting weight weights
 state stating(10) states date dating dates late lately exaggerate exagger-
 ating meet meeting(20) meetings might night invite stimulate indicate
 indicating instigate separate separating(30) separately speculate
 speculating feet sweet decorate desperate desperately designate dictate
 (40) delight devote dispute disputes repeat reciprocate reciprocating
 regulate light lightly(50) slight slightly co-operate mutilate mutilating
 note notes notify notifying notebook(60) nominate up-to-date polite poli-
 tely dominate donate doubt doubts doubtless stout(270).

LESSON 55A, Dictations 44 to 55.

44, Half-Length(No Vowel).

accept accepting saint St.Louis St.Joseph St.Paul shaft except ex-
 cepting expect(10) expecting expert experts exact exactly exert exerting
 kept symptoms inspect(20) insert inserting sent scent cent cents scienti-
 fic innocent innocently belt(30) belting sift sifting swept desert deduct
 decent decently recent recently(40) respect reject result results resort
 resorts certain certainly certainty certify(50) certificate slept left lift
 shift sometimes uncertain uncertainty support supports(60) suspect
 suspecting bolt bolts soft softly sort sorting ultimo ultimately(70) ac-
 cept except expect certain sometimes resort result reject inspect exact
 (80).

45, Half-Length with D.

made mad madam sand absurd bad badly rapid rapidly shade(90)
 shades shading mild mildness meddle meddling middle midway medium
 medicine(100) method methods instead end send sending individual bed
 beds bedding(10) bedstead bedsteads bird birds timid timidly dead did
 descend descendants(20) rigid could good goods goodness moderate
 moderately model models mold(30) molds molding sound sounding
 soundness unsound unfold subordinate bold boldly(40) boldness fold
 folding folds would wood stood should old sold(50) bad instead did mid-
 dle medium paid width moderate method stood(160).

46, Past Tense.

capped carried gauged answered patched packed faded affected va-
 cated watched(70) tapped tacked tagged damaged wrapped ranged
 slapped sketched secured guided(80) expired exceeded existed insisted

injured needed specked begged speeded visited(90) remedied wedged
wired decided disturbed checked chipped shipped reached searched(200)
repaired restored resisted risked wrecked registered slipped selected cured
succeeded(10) molded knocked bothered offered suffered choked rotted
robbed rubbed urged(20) solicited located loaded lowered selected in-
sisted decided registered offered succeeded(230).

47, Past Tense.

caused camped mailed stamped stained named paused failed valued
saved(40) swamped jammed ensued installed specified stepped belonged
feared filed resembled(50) removed resumed diseased denied deceived
distinguished steadied ceased seized certified(60) reasoned retailed re-
deemed received reserved referred relied lessened linked moved(70)
stumbled notified stunned unsettled pursued purified pushed poured stop-
ped bumped(80) followed stuffed tumbled studied jumped justified ruined
wronged rushed stored(90) loosened resumed redeemed belonged stum-
bled filed failed retailed certified caused(300).

LESSON 59A, Dictations 48 to 59.

48, Present & Past.

accept accepted except expected expect exerted ex-
aggerate exaggerated(10) stimulate stimulated indicate indicated insti-
gate instigated inspect inspected insert inserted(20) separate separated
speculate speculated delight delighted deduct deducted decorate decorated
(30) dispute disputed repeat repeated reject rejected result resulted re-
sort resorted(40) regulate regulated light lighted slight slighted co-
operate co-operated mold molded(50) mutilate mutilated support sup-
ported suspect suspected bolt bolted fold folded(60) sort sorted exag-
gerated stimulated inspected inserted separated rejected regulated folded
(70).

49, Present & Past.

shade shaded end ended invite invited fit fitted sift sifted(80) remit
remitted devote devoted descend descended designate designated shift
shifted(90) rivet rivetted lift lifted sound sounded nominate nominated
submit submitted(100) donate donated paste pasted waste wasted taste
tasted last lasted(10) invest invested test tested digest digested rest
rested list listed(20) post posted suggest suggested rust rusted facilitate
facilitated wait waited(30) state stated date dated dictate dictated doubt
doubted waited tasted(140).

50, Five Ways of Tenses.

raise raised expose exposed miss missed mix mixed reduce reduced
(50) waste wasted invest invested test tested list listed suggest sug-
gested(60) cause caused specify specified stop stopped offer offered
study studied(70) facilitate facilitated state stated expect expected re-
mit remitted deduct deducted(80) exercise exercised emphasize em-
phasized possess possessed die died dye dyed(90) tie tied sign signed
design designed resign resigned own owned(200).

51, Irregular Verbs.

catch caught make made pay paid bear bore wake woke(10) tear
 tore take took say said shake shook lay laid(20) seek sought stick stuck
 get got sing sang sting stung(30) speak spoke buy bought fight fought
 weave wove swing swung(40) swim swam teach taught sit sat see saw
 write wrote(50) ride rode rise rose ring rang wring wrung lie lay(60)
 sell sold steal stole do did say said seek sought(270).

LESSON 63A, Dictations 52 to 63.

52, Half-Length, Full-Length.

late latest light lightest soft softest old oldest sound soundest(10)
 state status sent senate notes notice stood suited sold solid(20) sand
 sandy date data shade shadow might mighty mold moldy(30) get guide
 net neat debt deed dead dyed lot load(40) late laid sent signed fight
 feed decent designed let led(50) act gate paid affect start entire sender
 cinder effect select(60) rate read red write right ride writ rid route
 road(70) sweet sweetest swift swiftest state statue foot food shut
 showed(80).

53, Drill.

accept made madam mailed same small sample bad answer answered
 (90) named fail factory wait Saturday state stated date dated advise
 (100) advises that these last exact except expect get method might(10)
 send sent needed invest invested indoor instead because bells better(20)
 fear feet early remit wire week width delay delayed desire(30) did they
 this size ship shipped yet repairs refer received(40) service services
 certify certified certain let little steel still style(50) could good goods
 most must moderate model sometimes not notify(60) supply put but
 foot followed offered would stood suit use(70) such just suggest sug-
 gested wrote wrong ordered sorry sort sorted(80) lot lots old sold better
 sometimes certain offered use yet(190).

54, Word-Signs & Abbreviations.

as a an and of off is the to too(200) I we with you there their us
 today tomorrow tonight(10) can favor favored favorably after fact
 have withdraw thank was(20) each large largest agent agents shall
 give immediately next inst.(30) never within therein length per ever
 every everybody very verify(40) think them which first wish wishes
 wished regard regarded will(50) company come month more long long-
 est thereon for forever therefore(60) over overtime overlook overlooked
 one once dollars without withdrew withstood(70) thousand much 3rd
 8th 19th your yours order orders ult.(280).

55, Letters 1 and 2.

(PHRASES) We can, we have, we thank, we shall, we beg to, we
 think, we think you will, we wish, we will, we hope,(90) you can, as
 soon as, have the, we have the, of the, what you, that you, that the,
 thanking you, at an,(300) at this time, advise us, you are, we are, we
 are sending, send us, in the, in regard, if the, if you,(10) very sorry, as
 early as, Dear Sir, we received, we herewith, you will, will be, let us, let

us know the, to your,(20) you must, must be, to you, on the, for the, for you, suit you, yours truly, wrote us, we wrote you.(30) (LETTER 1:) Dears Sir:—We will advise you tomorrow, if goods are(40) ready for you. If not, we will see that they(50) are shipped to you at an early date. Yours truly,(60) (LETTER 2:) Dear Sir:—Your order for wire just received. This will(70) be sent to you by our factory, and they will (80) advise you at time of shipping. We are yours truly,(390).

LESSON 67A, Dictations 56 to 67.

56. (H)

hay hack happy happier happiest happiness habit habits habitual hat(10) hats hate hated haste hasty hatch hatchet hatched he hickory (20) inhabit inhabited heaping heaped heat heated heater history historic hesitate(30) hesitating hesitated head heads heading headings headway headed hide hiding(40) hitch hitched who whoever whosoever hue hues hook hooks husk(50) husks housekeeping unhappy uninhabited hope hoped hopeless hopelessness hoops whooping(60) hospital hospitality hot hotter hottest hotel hotels hostile hostility hoist(70) hoisted housed hood huddle huddled huge haste hesitate headings hoped(80).

57. (H)

hard hardly hardwood hardship harder hardest heart hearty heartily harbor(90) harness harnessed harvest harvested harsh Harry Harrison hair her here(100) herewith hereon hereby heretofore hereafter hear hearing hearings heard horse(10) horsepower horses horizontal horror horrible horrified horrid hurry hurt hurting(20) adhere adhered adhering rehearing rehearse rehearsing rehearsal inherit inheriting inherited (130).

58, H on Curves.

ham hammock hammer hail haul hauled hemlock hemstitch hemstitched hemp(40) him inhale heel help helped helpers helpless health healthy healthier(50) healthiest held withheld hill hills home homemade homestead humble humblest(60) humming humbug hump humid humidity humane humor humorous whom unhealthy(70) hold holding holdings withhold household foothold uphold upheld uphill overhaul(80) hole holes holiday hollow whole wholesale withhold withheld unhealthy hold (190).

59, H on Curves.

handy handier handiest hang hanging half halves halftime halfway halfhearted(200) havoc Havana harm harmless harmlessly harmed harmonize harmonized Hawaii adhesive(10) haze haziness hazel hazardous hash Henry hence hint hinted hinge(20) hinges enhance enhanced behalf behave behaved heavy heavier heaviest white(30) bither hitherto hiss hissing honey hunt hunted hung hungry hungriest(40) unhandy upheaved upheaval hover hovering hustle hustling hose hush hosiery(250)

60, H omitted.

has hand hands handmade handsome handicapped offhand handle handled handling(10) neighborhood haphazard have highway highways what had heirs exhaust exhausted(20) his high 200 2500 mishap wheel wheels while whistle whip(30) whisper whispered highest height heights dishonest dishonestly dishonesty higher hire(40) hiring hired highly Lehigh highschool high-sounding whose house housing houses(50) how however howsoever honest honestly honesty longhand hundred hundred-weight 100(60) hour hours hourly highroads Howard howl howling horsehair horsehide hoghead(70).

61, Letters 3, 4, 5.

(WORDS) an and as was that these of you to is(80) we with within they them this herewith will us could(90) not hundred your yours order; (PHRASES) we can, of the, what you, thanking you, we are sending you, (100) in the, we beg to, very sorry, we herewith, to you, we could, must be, we hope, wrote us, we wrote you(10), (LETTER 3:) Dear Sir:—Our factory wrote us that they will ship(20) your goods on Saturday of next week, and we hope(30) that this will meet your needs. We are Yours truly,(40) (LETTER 4:) Dear Sir:—We are very sorry that your order was(50) delayed, as we could not supply what you desired. We (60) herewith mail you some other samples. We are Yours truly,(70) (LETTER 5:) Dear Sir:—Referring to copy of order which we are(80) sending you herewith, we beg to advise that these repairs(90) must be made within 5 days. We are Yours truly,(200).

62, SH and L.

cautiously maliciously manual annual handle handles angle facility shallow rashly(10) lavish semiannual nicely insulate insulated insufficient innocently incessantly endless English(20) centennial fictitious fish efficient efficiency vicious demolished denial decently deficient(30) deficiency certainly recently renewal refusal vessel lineal linoleum stylishly likely(40) Oklahoma only unless unlike unlimited unlocked unlucky unlooked-for unsold soundly(50) spoil polished sufficient sufficiently foolishly judicious judiciously horizontal loyalty loyal(260).

63, Letters 6, 7, 8.

(WORDS) can admit advise say that these last today tomorrow I (70) you inst. early remit see them this received wish steel(80) will wishing goods for room suit so your order 8th(90); (LETTER 6:) Dear Sir:—We herewith remit for the last order sent(300) you. As we must have these goods, you will send(10) them as early as you can. We are Yours truly,(20) (LETTER 7:) Dear Sir:—We received your order today for the steel(30) you wish shipped tomorrow. We thank you for same, and(40) beg to say that the steel is ready for you(50). (LETTER 8:) Dear Sir:—We wrote you on the 8th inst. in(60) regard to your last order. At this time we can(70) advise you that our factory will ship your goods on(80) the 19th, and we hope that this will suit you.(390)

LESSON 75A, Dictations 64 to 75.

64, Double-Length.

another enter neither anthracite introduce introduced entered entirely interfere interfered(10) interest interests interesting interested intercede interceded intersect intersected intercept intermittent(20) interpose interposed interlocking interlocked introduces interrupt interrupted uninterrupted center central(30) eccentric cylinder hinder hunter another entirely introduce interest interested interrupt(40).

65, Letters 9, 10.

(WORDS) an and a of small answer advices was thank that(50) large you the to exact method send needed indoor because(60) better bells fear early wire desire delay size think this(70) wish shipping service still goods know notify not for out(80) without door use such should order orders wrong holding valued(90) (PHRASES)as soon as, we have, advise us, thanking you, we are, we are sending you, we shall, we wish, in regard, sending you(100), for you, if you, very sorry, you will, we will, let us know the, we hope, we must, notify you, to you(10) (LETTER 9:)Dear Sir:—We wish to notify you that we are(20) still holding up your order, because we must have better(30) advices in regard to method of shipping. As soon as(40) we have such advices we will send goods without delay(50). (LETTER (10:)Dear Sir:—We are very sorry that we must send(60) your last order back to you, for fear of sending(70) you the wrong goods. You should advise us if you(80) desire small or large bells, and let us know the(90) exact size of wire needed. We hope you know that(200) our bells for this service are for indoor and not(10) for out of door use. Thanking you for an early(20) answer and for your valued order, we are Yours truly,(230).

66, Double-Length.

matter meter metric motor armature material materializing materialized father water(40) watered latter kilometer misunderstood milder insulator speculator federal weather whether(50) elevator diameter letter literary literature literally colder collateral molder smother(60) under underscore underscored underhand undersigned underbid undertake understood underlying underrate(70) underrated underwriters bolder folder older holder householder federal literally literature(280).

67, Letters 11, 12, 13.

(WORDS) an and as a of anything anxious paid past have(90) at had that thank each is the to we with(300) you expect next inst. within very several remit remittance think(10) which receive received will least us good some months money(20) not notice soon hope hoped but both for once would(30) much order orders ult. each which much several remittance anything(40) (PHRASES)at once, we thank you, that you will, we shall, we are, with the, 3 months, within the, send us, several times (50), we wish, receive your, 10th inst., 30th ult., on the, we notice, for you, a few days, \$100, we wrote you(60); (LETTER 11:)Dear Sir:—We wrote you on the 30th ult. and(70) hoped that you would send us a

check soon. Let(80) us know at once. We are very anxious for a (90) remittance within a few days, and hope that we receive(400) your answer by the 10th inst. We are Yours truly,(10) (LETTER 12:)Dear Sir:—We wish that you would remit to us(20) at least \$100 by Saturday of next week(30). We thank you for your business in the past, and (40) hope that you will send us a good order with(50) the remittance. We shall thank you very much for both(60). (LETTER 13:)Dear Sir:—We notice that you have not paid us(70) anything on your orders. We wrote you several times, but(80) received no answer within the last three months. We think(90) that you have had as much time as you can(500) expect, and we beg that you send us some money(510).

LESSON 79A, Dictations 68 to 79.

68, Double-Length, etc.

anchor anchorage banker altogether executor inspector pictorial spectator separator finger(10) temper temperature timber disorder linger electrotype electricity cumbersome hunger together(20) doctor younger mature maturing maturity nature feature lecture puncture future (30) agriculture agricultural manufacture manufacturing manufactures manufactured manufacturer manufacturers natural executrix(40) introductory refrigerator letterhead letterheads legislature legislator electric stockholder lumber number(50) longer further furthermore electricity executor executrix finger longer lumber stockholder(60).

69, Letters 14, 15, 16, 17.

(WORDS) a of capital manufacture make anthracite anticipate favor what state(70) these all the is you to keep immediately entered necessary(80) necessity insist season bells bituminous if very remittance whether decided(90) steady size sizes this each which much service help least(100) us coming stock good month more money study door much (10) justify justified your or loads capital anticipate immediately season stock(20) (PHRASES)we can, I can, of the, what you, that you would, that you will, we wish, we are, to you, send us(30), whether you, it is necessary, we wish, to your, receive your, I will, we will, will be, let us know, we must(40); (LETTER 14:)Dear Sir:—We wish very much that you would make(50) a remittance to us within the next three days. It (60) is necessary for us to have some money, as we(70) have very much to pay out this month, and your(80) check will be a decided help to us. Will you(90) let us know immediately if we shall receive your check?(200) (LETTER 15:)Dear Sir:—We shall thank you to send us all(10) or at least some of the money due us. We(20) have much to pay out this month, and your remittance(30) will be a very good help. We anticipate to have(40) our factory going steady this season, and we must have(50) some capital coming in. We think we are justified to (60) insist that you send check within 5 days. Hoping that(70) you will do us the favor, we are Yours truly,(80) (LETTER 16:)Let us

know whether you manufacture bells for out of(90) door service, and state what sizes you keep in stock.(300) (LETTER 17:) We have entered your order for 2 loads of anthracite(10) and 1 load bituminous, which we shall send you immediately(320).

70, (Kr)

crack cramp cramped crank crapé crab crate crating crates crated (30) craze crazy crash crawl crease creased cream create creator creature(340)

71, Letters 18, 19, 20, 21.

(WORDS) of cause matter material same anthracite Bangor factory waiting state(50) date advise advices was that slate the with you today (60) immediately into effect wired delay December they which wish recently(70) reference Co. must not stop for rushed holding look 10th (80); (PHRASES) we have, of the, what is the, at an, advise us, advises us, that you will, to your, to this, in regard(90), in reference, we sent you, beg to, we beg to, will you, let us know, to the, on the, we hope, and we hope(400); (LETTER 18:) Our factory wired us that this material was shipped on(10) the 19th inst., and we hope that you will receive (20) it in good time. (LETTER 19:) Will you advise us immediately in (30) regard to order we sent you recently, and state time(40) of shipping this material? We hope that you will have(50) it shipped at an early date. (LETTER 20:) In reference to your(60) order of December 10th, we beg to advise you that(70) we are still holding up this order and are waiting(80) for shipping advices. Will you look into this matter and(90) let us know immediately? (LETTER 21:) The Bangor Slate Co. advises us(500) that they must stop the factory for not receiving anthracite(10) for which we have order. What is the cause of (20) the delay? We wired you to this effect today, and(30) beg to have same rushed. We are Yours very truly,(540).

LESSON 83A, Dictations 72 to 83.

72, (Kr)

crest crescent cry crying crisis crime Christmas crimp crimped crimson(10) crisp crib crevice crevices credit creditors crediting credited criticize critic(20) criticism crystalize credulous cross crossing crossings crossed crosses crop crops(30) crosspiece crossroad crowd crowded crowding crude crew cruel crooked crutches(40) crush crushing crushed crumbled crumpled crust credit credited criticism crooked(50).

73, (Gr)

great greater greatly grate grates grating gratify gratified gratitude graduate(60) graduates graduated graduating gray greatest grade gradual graded grated grab(70) grass grace graceful gracious grapes grasp grasped gratis granite grip(80) greet greeting greetings grit gritty grip greed greedy greediness grease(90) greased greasy grow growing grows gross growth grocery groceries grocers(100) growers grew groom grumble growl grudge grate grade grating grading(10)

grates grades greatly gradually case cause spoil supply poor pure(120).

74, (Pr)

praise praising praised praying prayer practice practiced precise precisely precarious(30) precede preceding predict predicted predominate prepay prepaid prepare prepared preparatory(40) precipitate precipitated preposterous preserve preserved preliminary presented presenting presume presumed(50) premier premature premium preach pretext prefix previous previously pretty prettier(60) prettiest prettily press pressed precious premises present presently presents presence(70) predecessor prejudice prejudiced preface price prices prize prizes pricelist pricelists(80) priceless pride prime primary prior priority private privately privacy prison(190).

75, Letters 22, 23.

(WORDS) of accepted made matter any anthracite back far have had(200) advised arrange late excuse immediately next because very whether delay(10) see this recently little us 15th month lumber notifies until(20) supplied up for further so hurry urge orders loaded locked (30) (PHRASES)you can, we can, of the, that you, that it is, that this, advised us, you are, we are, we shall(40), we wish, very sorry, it is, receive the, you will, let us know, on receipt of this letter, we must, and we hope, your letter of the 4th(50); (LETTER 22:)Your letter of the 4th inst. notifies us that we(60) shall not receive the anthracite until the 15th. It further(70) advises that we shall receive very little, if any, on(80) our order for next month. We are very sorry that(90) you have accepted this order, and that this excuse is(300) made at so late a day. We are Yours truly,(10); (LETTER 23:)You advised us recently that you had looked up this(20) matter of delay of the lumber, and we hope you(30) will see that it is loaded immediately. We must urge(40) you to keep us supplied because you are very far(50) back on our orders. Let us know on receipt of(60) this letter whether you can arrange to hurry loading it?(370)

LESSON 87A, Dictations 76 to 87.

76, (Pr)

procure prosecute prosecuted prosecutor prox. proxy proximity promise promising promised(10) promises promiscuous promote promoted promoting promoters propose proposed proposal proposals(20) propel propelled propeller prop props propping propped proper properly property(30) properties propagate propagated prospect prospecting prospects prospectus prosper prospering prosperous(40) prosperity probe prohibit prohibited prohibitory probate probating probated profess professed(50) professor profile proficient proficiency profuse provide providing provided protest protested(60) protesting protests protect protected proceed proceeded proceedings proceeds procedure prodigious(70) produce produced producing produces producer producers project projected prolong prolonged(80).

77, (Pr, Br)

process processes prompt promptly promptness prompted promissory
 proud product products(90) prongs brace braced braces brake brakes
 break breaks breaking breakage(100) brass bragging bracket brackets
 broadest Broadway broad broader bricks bricklayer(10) brisk briskly
 brigade brim bring bringing breed breeding brightest bride(20) breeze
 breathe breath breadth bread bright brighter brightness British breach
 (30) bridge bridges Bristol bristle bristles brilliant bruise bruised brush
 brushed(140).

78, (Tr, etc.)

tray trace tracing traced traces tracer tracers trade trading traded
 (50) trades track tracks tracked tract tracts trap traps trappings
 trapped(60) tree treat treating treated try trying tried tread treading
 treads(70) trick trim trimmings triangle trip trial trolley true trust
 trusting(80) trusts truck trucks trunk trusted truth dray draw drawing
 drawings(90) drayage dress dressing dressings dressed dresses dry
 drying driest dried(200) dread dreading dreaded dream dreamed drink
 drier drill drugs druggists(10) drums frame framed freight freights
 fraud frauds frail free freeze(20) freezing freezes freezer freedom
 Friday fresh fright frost frosty frosted(30) frozen thread threaded
 threat throat throw threw through throughout from(240).

79, Letters 24, 25.

(WORDS) a the of to each which these this making same(50) way
 watt state that say lamps get got inst. immediately(60) specifies white
 they them which much certain higher held hold(70) lumber only bowl
 but bottom 7th for others order orders(80) (PHRASES) we have your
 remittance, we have your letter, we have your letter of the 25th, what
 you, thank you, that the, that you, that you would, we are very sorry, we
 shall(90), we sent you, in this, in reference, if this is, help us, we will,
 we understood, some time ago, for the, should be(300); (LETTER 24:)
 We have your letter of July 7th, in reference to(10) the lumber which
 you say we shall not receive by(20) reason of certain delays that you
 state. We are very(30) sorry that our order should be held up in this
 (40) way, but we understood you to say some time ago(50) that you
 would help us to get this lumber immediately(60). (LETTER 25:) We
 have your letter of the 25th inst. in reference(70) to order for higher
 lamps. We have shipped the order(80) for 60-watt lamps, and are
 making up the next(90) order for 150-watt lamps. This order specifies
 white bowl(400), which we understood that the bottom only should be
 white(10). If this is not what you wish, we will send(20) you others
 for them. We have your remittance for these(30) two orders, and thank
 you for the same. Yours truly,(440).

80, Including Vowel.

car cars cargo cart cartage carts card cards part parts(10) parting partly party parties parted charge charging charges charged charming (20) care careless guarantee guaranteed barrel barrels term terms direct directly(30) directed directors germs Germany Jersey City corrected corrugated curl course courage(40) port ports board boards border borders bordering bordered during durability(50) toward towards church George per perhaps permit permitted person persons(60) perceive perceived persevere persevered persuade persuaded perform performed purpose purposes(70) purposely correct correctness correctly purchase purchasing purchased purchases purchaser purchasers(80).

81, Including Vowel.

mar mark marks markings marked market sharp sharpest sharply share(90) shares sharing ware wares where wherewith whereon whereby wherefore whereof(100) warm warmest ward wards mere merely merit merited near nearest(10) nearly nearer fertile fertilizer thirst thirsty sheriff year years yearly(20) moral honor nor north northeast nurse nourish nourished fort word(30) wording words worded lord short shorten shortened shorthand shortly shorter(40) shortest shore sure surest surely member insure insurance insuring insured(50) inform firm firmly reform mortgage mortgagee form formed former formerly(160).

82, Hook on 2nd Stroke.

manner manners majority major paper papering papers partner partners banner(70) meaner miner minor minority impress impressed impressive impressing import importing(80) imports importer importers imported increase increasing increasingly increased increases incur(90) incurring incurred encourage entry entries intricate enduring bitter betray winner(200) defray defrayed defraud defrauded dinner Detroit generate generated generators generous(10) generosity recur recurring recurred recurrence record records recorded recording regret(20) regretted regretting report reported reporting reports reporter reporters library liberty(30) liberal cupboard suppress suppressed donor junior Robert surprise surprised surprisingly(240).

83, Hook on 2nd Stroke, etc.

awkward cashier grammar maker anywhere angular packer backward afterward afterwards(50) factor wherever taper tapering tapered hardware exposure measure measuring measures(60) measured enlarge enlarged inward inwardly singular singularly penetrate pressure fresher (70) refresh refreshed victor typewriting typewriter typewriters triangular treasure treasury treasurer(80) decree decrees decrease decreasing decreased degree degrees deeper depress depressed(90) cheaper circular circulars reward rewards rewarded leisure leisurely color coloring (300) colors colorless colored corner cornered onward newspaper procure procured progress(10) progressive program protracted protrude protruded proprietor broker brokerage ordinary ordinarily(320).

LESSON 95A, Dictations 84 to 95.

84, Triple Consonants.

scrape scraper scraped scrap scraps scratch scratches scratching
 scratched scramble(10) scrawl scrawled strange stranger strangely
 spray spraying sprang sprawl sprawled(20) strap strapping straps
 strapped stray strayed straight straighter straightest strategy(30)
 strait straits straw strawberries scream strength string strings strip
 strips(40) stripped spirit spirited spring springing springs Springfield
 sprinkle sprinkled sprinklers(50) spread spreading street streets stress
 strenuous strict strictly strictest strike(60) striking stripe stripes
 striped stride strides stretch stretches stretching stretched(70) screw
 scrupulous scrub scrutinize scrutinized scroll strong stronger strongest
 sport(80) sports sporting sprout spruce supreme stroke struck stroll
 strut strutting(90).

85, Triple Consonants, etc.

abstract abstracts Broad Street swarms crisscross express expressed
 expressing expresses expressly(100) export exported exports exporting
 exporters extra extras extract extracts extracting(10) extracted extri-
 cate extricated extraordinary extraordinarily distress distressed district
 districts distract(20) distribute distributed distributing distributors de-
 stroy destroyed discharge discharging discharged elsewhere(30) pro-
 strate prostrated March particular particulars particularly practical prac-
 tically wherefrom larger(40) impractical Mr. Mrs. instruct instructing
 instructed instructors inscribe piecework everywhere(50) disagree de-
 scribe discouraged whichever remark remarkable unscrupulous probable
 probably probability(60) subscribe subscribers subscribed brother broth-
 ers therefrom forward overcharge work working(70) works worth
 worthless worthy Broad Street extraordinary express instruct particular
 practical(180).

86, L Hook.

class high-class classed classes claim claims claimed clamp clamped
 clad(90) clasp classify clause clauses glad gladly glass glassy glaze
 glazed(200) glare glaring climb climbed climate climax client clients
 cleanest cleaner(10) cling clinging clinkers clip clippings clear cleared
 clearing clearest clearer(20) clearly clearness clerk glimpse glide glid-
 ing close closed clue clump(30) club cloudy closest cloth cloths clothes
 clothing clothed closer closely(40) glow glowing glossy gloss globe
 globes gloomy glue glory glorious(250).

87, L Hook.

place placing placed places play plays playing plague plank planks
 (60) plainer plainest plat platform plate plated plaster plastered plas-
 tering plasterer(70) players able blank blanks blankets blast blackboard
 blacksmith blackguard blades(80) blaze blazing plea ply plying 3-ply
 plied plight please pleasing(90) pleased pleases pleasant pleasure plead-
 ing pledge pledges pledged pliers bless(300) blessing blessings blemish
 bleed blister bleach bleached bled pluck plug(10) plums plumes plumbers

plumbing plump plush plot plotting plowing blow(20) blew blue blot blotting blockade blossom blood bloody blotted blustering(30) blotches blush blower blur blurring blurred blouse flow flew floor(40) flour flower Florida florist flourish flourishing flying flies flat flaw(50) flattering flash flashed enclose enclosed enclosing include including included enclosure(360).

LESSON 99A, Dictations 88 to 99.

88, Including Vowel.

call calling calls called calculate calculating calculated nail nails nailing(10) fall falling falls false falsehood faulty fault faults faultless faultlessly(20) tall taller tallest tailor tailors rail rails railing railway railways(30) bill bills billing billed build building buildings builder builders built(40) fell fill filling filled well wells swell William Williams Wilson(50) tell telling till deal dealings dealer dealers dealt child child's(60) shell shelling shells shelled real realize realized coal collected collectors(70) cultivate cultivating cultivated collars Columbia Columbus knowledge full fullest foolscap(80) fool fooled volume volumes toll tolls told tool tools roll(90) rolling rolled roller rollers rule ruling rulings fall fell fill(100) (ABBREV.)Baltimore railroad bill-of-lading bills-of-lading welcome telegraph telegram recollect collect collecting(110).

89, Hook on 2nd Stroke, etc.

capable acceptable cable cables maple marble payable way-bill waybills wabble(20) tackle straggling critical cripple crippling crippled scribble scribbled scribbling exclude(30) excluded exclusive exclusively imply employ employing employed employers incapable inhabitable(40) neglect neglecting neglected people pebbles pebbled pliable bible feeble vehicle(50) vehicles declare declaring disclose disclosed recall recalling legal couple couples(60) coupled scruple scruples crucible gobble gobbled noble unable portable susceptible(70) prodigal political formidable struggle struggling struggles struggled local locality localities(180).

90, Hook on 2nd Stroke, etc.

canal animal panel panels panelled baffle baffling baffled faithful flannel(90) tangle tangled table tables travel travelling travelled channel channels label(100) labels labelled exceedingly enamel enamelled invariably inflame inflamed influence influenced(10) special specialty specials specialize specialized specialist prevail prevailing privilege privileges(20) bevel bevelled final fearful terminal terminals trifle trifling trifles trifled(30) triple deplore display displaying displace displaced displease displeased disable disabled(40) deploring displacing disabling chiefly cheerful replace replacing replaced syllable liable(50) libel helpful level levelled novel novelty novelties unsuitable normal hopeful(60) positively funnel tunnel trouble troubles troubling troubled double durable horrible(270)

91, ABLE, IBLE.

accessible marketable answerable passable practicable favorable variable valuable advisable excusable(80) inexcusable credible creditable impossible impassable imperceptible perishable incurable innumerable inseparable(90) inaccessible inflammable indestructible sensible seasonable inevitable invisible inexhaustible peaceable perceptible(300) perishable flexible vegetable visible disagreeable destructible terrible desirable distinguishable redeemable(10) serviceable reputable reversible reasonable legible curable unanswerable undesirable unsuitable noticeable(20) unintelligible unavoidable unavailable unseasonable unreasonable unsociable honorable possible procurable sociable(30) forcible suitable justifiable reasonable unavoidable favorable noticeable perishable desirable valuable(340).

LESSON 103A, Dictations 92 to 103.

92, Placed by Beginning-Vowel.

accurate accurately accuracy aggregate aggregating aggregated aggravate August amicable image(10) animal animated annual annually innocent honest honestly honesty applicable operators(20) operate operated able abler ablest avenue average effort efforts office(30) officer offices offer offered automobile automatic audit auditing auditor editor (40) author authors authorize authorized other others otherwise acid acids ascertain(50) ascertained ascertaining agitate agitated error errors olives accurate applicable offer(60) eyes eyesight ivy ivory Iowa item itemized idle ice icy(70) issue issues issued isle aisle owl upper absorb absurd admire(80) admit admitted admittance already important importance inaccurate escape establish established(90).

93, Not placed by B-V.

accord according accordingly accordance accorded across occur occurred occurrence agree(100) agreeable agreed ago America among enumerate enough annoyance appear appeared(10) appearance appeal appealed apply applying applied approach approached appropriate appropriated(20) appropriately approximate approximately approximated approval obey obeyed abroad oblige obliged(30) ability abridge abridges abolish abolished abominable about afraid official officials(40) officially officiating afford afforded award awarded awarding attempt attempted attorney(50) iota address addressed addresses addressing idea ideas ideal adopt adopted(60) assert asserted assist assisting assisted assists assort assorted associate associated(70) authority authorities assure assurance assurances illuminate illuminated aluminum originate originated(80) original originality afraid afford abroad aboard assert assort according occurring(190).

94, N Hook on Straight Strokes.

cane canning canned gain gaining gained again pane pain pan(200) apron pattern barn barren bargain fasten fastened warn warning warned (10) wagon taken tan tanned attain attained adjoin adjoining withdrawn chain(20) yarn ran rain skin skinned keen American entertain

entertained pen(30) pin pine bean been bin begin began begun return
 returning(40) returned western ten tighten tightened eastern children
 earn earnings earned(50) iron herein region northern open openings
 upon postpone postponed bone(60) born borne burn burned obtain ob-
 tained foreign worn sworn ton(70) tone town torn turn turned sustain
 sustained done dunning down(80) southern John join joining joined June
 run running horn origin(290).

95, N Hook on Curves.

main Maine man manage managing managed machine anyone after-
 noon than(300) salesmen examine examined men mean meaning mine
 mined mining strengthen(10) strengthening strengthened specimen fine
 finely even evening evenings everyone remain(20) remained remaining
 women when whenever win winning determine determined thin(30) thin-
 ning thinned then shine lean leaned lien line lining lined(40) someone
 human known unknown none noon uneven policemen phone oven(50)
 won woman outline outlined shown ocean loan loaned strengthen deter-
 mine(360).

LESSON 107A, Dictations 96 to 107.

96, N Hook on Half-Length.

Maryland stand standing withstand withstanding land landing kind
 second expand(10) expend extend extending intend mend mind inland
 England find finding(20) remain wind winding attend attending demand
 diamond depend disband correspond(30) corresponding understand not-
 withstanding pound bond bound fond found wound round(40) around
 surround surrounding surroundings accident accidental ancient patient
 patiently applicant(50) paint parent apparent apparently warrant want
 wanting slant slanting excellent(60) expedient impudent merchant
 meant cement instantly incident incidentals invent intelligent(70) negli-
 gent permanent precedent president obedient brilliant brilliantly evident
 evidently vigilant(80) went discount disappoint assistant reluctant resi-
 dent rent rental count account(90) mount amount amounting point ap-
 point prudent prominent won't landed expanded(100) expended extended
 mended intended reminded attended discounted demanded depended dis-
 banded(10) counted accounted pointed appointed pounded bonded bound-
 ed wounded rounded surrounded(120).

97, Past Tense, etc.

painted wanted warranted slanted experimented cemented disappoint-
 ed rented mounted amounted(30) supplemented tormented garment man-
 agement payment parliament parchment fragment statement attachment(40)
 argument arrangement experiment excitement agreement imple-
 ment employment embarrassment measurement mismanagement(50)
 encampment endorsement enjoyment engagement encouragement enlarge-
 ment endowment indictment instrument infringement(60) tenement tes-
 tament treatment disbursement disagreement department sediment assess-
 ment regiment resentment(70) moment monument movement suppl-

ment punishment torment judgment enrollment entertainment refreshment(80) installment settlement instrument agreement arrangement employment statement management measurement payment(190).

98, NS on Curves.

mains man's machines patience fans France men's means mince mines(200) impatience specimens fence fencing fines violence vigilance remains resemblance women's(10) whence thence liens lines summons prominence phones ovens outlines loans(20) wants lands mends minds installments finds winds demands diamonds lends(30) mounts amounts funds wounds garments payments fragments attachments statements arguments(40) arrangements experiments agreements implements measurements engagements endowments enlargements endorsements instruments(50) indictments refreshments treatments tenements departments disbursements assessments regiments moments movements(60) supplements documents judgments assessments instruments arrangements statements engagements measurements installments(270).

99, NS on Straight Strokes.

cans canes acceptance accidents gains pans panes pains paints aprons (80) patterns parents barns bargains wagons warns warrants stands attains dance(90) dancing adjoins chains chance chancing yarns rains kinds seconds skins(300) existence expedients clearance guidance significance Americans merchants impudence incidents intelligence(10) negligence inheritance pens pins pines precedents presidents precedence beans bins(20) begins obedience vengeance returns tens tense tins tightens tends dense(30) depends discounts disobedience assistance assistants children's earns irons residence residents(40) resistance reluctance regions rents counts accounts cones co-incidence correspondence guns(50) non-residence non-existence opens prudence postpones points pounds bones bounce bonds(60) bounds obtains burns tons towns sustains turns joins runs horns(370).

LESSON 111A, Dictations 100 to 111.

100, N-SES, etc.

Kansas against dances danced chances chanced expenses instances sentences pretenses(10) evidences distances disturbances dispensed residences substances bounces bounced grain grains(20) grained grand grant granted grants glance glanced glances glancing plain(30) plan planning plans planned plant planted plants planting balance balanced(40) balances balancing fragrant fragrance wherein train training trains trained drain(50) drains drained drawn screen screened green clean cleaned cleaning cleans(60) explain explained explains entrance entrances hindrance hindrances print printing prints (70) printed blend blends blended blind blinds blinded friend friendly friends(80) decline declined declining learn learning learns learned crown crowned ground(90) grounds grounded brown browned browns bronze bronzed drown drowns drowned(100)

throne thrown slander encounter winter winters slender counter furniture wonder(110).

101, N Hook between Strokes.

cannery candy Spanish banish branch branches branched branching abandon abandoned(20) vacancy vacancies transient drainage danger dangerous change changing changeable changed(30) kindest expenditure expenditures expansion explanatory clinch mechanics mechanical mercantile merchandise(40) independent independently independence picnic pinch opinion printer pension pensions pensioned(50) bench technical attendance tender discrepancy dependence identify identified identity ginger(60) gentle gently rental render rendering rendered correspondence chronic contradict countermand(70) controversy occupancy punish punch suspension pronounce pronounced appurtenance appurtenances sponge(80) bunch bunches bunched abundant abundantly abundance sustenance surrender surrendering surrendered(190).

102, N Hook between Strokes.

maintain maintained mansion parliamentary fancy vanish varnish wandered standard standards(200) transit transfer transferring transform transmit transmitted transact transacted transpose transposed(10) Atlantic slandered extensive extensively expensive secondly mentioned mentioned millionaire merchandise(20) inventory inventor invention invented inexpensive permanently permanency finance finances finish(30) finished ventilate ventilators ventilated whenever Wednesday tremendous disappointment disappointments identical(40) diminish diminished dimension dimensions responsive responsible Monday humanity mountain mountains(50) non-residence non-resident non-residents prominently supplementary postponement appointment appointments bundle bundles(60) founded furnish furnished wondered documentary unit units unite united union(70) unanimous uniform uniformity universal university lonely London gentleman investment investments(80) presidential behind behindhand financial residential general generally gentlemen superintendent beyond(90) substantial fortune fortunes fortunate fortunately downward salesman policeman uniform standard(300).

103, Drill.

has acknowledge capital manufacture machinery anything answer anticipate hand handle(10) anxious passengers what state had adhesion say ascertain was these(20) agent arrange late his high you exact excuse immediately impertinent(30) season necessity endeavor entire envelopes necessary nevertheless enter interested introduce(40) things per perhaps permit perform persuade better bitter bells bills(50) because several early remittance wet white whether were why ten(60) highest distinguish steady did see size thinks this they them(70) yet herewith higher certainly highly help letter let little season(80) whose house how however stock cohesion could got correctly lumber(90) not notify number knowledge only under longer purchase purpose both(400) but bottom substitute sufficient forget forgot aforesaid overhaul one once(10)

would suit together so use such just should your lot(20) old sold hold loaded however higher white better several entire(430).

LESSON 115A, Dictations 104 to 115.

104, TION Hook.

caution auction action occasion fabrication traction attraction trans-
action excursion exclusion(10) creation emigration immigration. impli-
cation mitigation inaction inspection instigation indication intro-
duction(20) persecution precaution prediction distraction destruc-
tion dislocation discussion detection deduction direction(30) education
diction delegation recollection restriction reproduction reduction rejection
re-action recreation(40) erection irrigation election selection legation
litigation cushion correction corrugation collection(50) contradiction mul-
tiplication prolongation promulgation projection protection production
prosecution propagation obligation(60) objection subsection subtraction
obstruction fumigation duplication jurisdiction location correction trans-
action(70).

105, TION Hook.

ambition anticipation participation absorbtion exception expression
explosion exhibition impression inception(80) incorporation interruption
perception vibration deception depression deliberation description destruc-
tion disruption(90) reception celebration occupation corporation cor-
ruption contribution option portion prohibition probation(100) appro-
priation suspicion adoption navigation faction fraction vacation section
execution infection(10) infraction intersection fiction friction vindication
reflection defalcation identification suction modification(20) suffocation
vocation option suspicion portion corporation exception impression frac-
tion section(130).

106, TION Hook.

gradation graduation manifestation partition plantation habitation
affectation transportation transgression station(40) administration addi-
tion adaptation aspiration agitation radiation exasperation exhaustion exp-
edition expectation(50) exportation exertion exploration expiration
mediation migration importation imitation inspiration inauguration(60)
indiscretion institution indentation invitation petition perception premedi-
tation presentation fermentation filtration(70) vegetation situation cita-
tion hesitation temptation decoration declaration desecration desperation
demonstration(80) edition dictation disfiguration discretion respiration
reparation repetition reputation refutation repudiation(90) recitation
illustration limitation molestation nutrition punctuation protestation
prostration superstition substitution(200) foundation fluctuation tuition
duration rotation situation station edition addition demonstration(210).

107, TION Hook.

variation admiration laceration exaggeration exhilaration extortion
insertion separation preparation deterioration(20) desertion assertion
restoration refrigeration co-operation moderation numeration enumera-

tion operation toleration(30) adulteration cancellation calculation granulation valuation vacillation transformation translation transmission admission(40) articulation alteration exhalation exemption mission omission stimulation insulation installation intimation(50) information permission speculation stipulation violation ventilation resumption delusion desolation dissolution(60) distillation estimation relation retaliation recapitulation regulation revelation revolution resolution circulation(70) collision motion emotion humiliation mutilation undervaluation population pollution promotion proclamation(80) formation solution illusion calculation alteration solution relation valuation omission formation(290).

LESSON 119A, Dictations 108 to 119.

108, TION Hook.

stagnation imagination nation sanction fascination salvation excavation extenuation explanation examination(10) misapprehension injunction insinuation indignation inclination invasion innovation inflation initiation negotiation(20) interlineation preservation persuasion privation abbreviation version vision vitiation remuneration termination(30) derivation deviation division devotion delineation denomination determination destination designation diminution(40) diversion disinclination distinction dissemination session generation revision reservation resignation(50) recognition elevation co-ordination culmination cultivation notion nomination profession provision observation(60) abomination subdivision function donation domination junction ruination explanation destination distinction(70).

109, Hook between Strokes, etc.

occasional occasionally national nationality passionate passionately fashionable fractional stationary stationery(80) traditional additional rational exceptional exceptionally extortionate missionary international petitioner precautionary(90) visionary dictionary educational discretionary relationship revolutionary electioneering optional probationary professional(100) provisional vocational actions nations passions partitions fashions fractions vacations variations(10) stations attractions transactions exceptions expressions creations sections imitations impressions indications(20) negotiations privations visions versions reflections situations depressions directions divisions distinctions(30) sessions regulations resolutions relations restrictions selections cushions corrections suspicions portions(40) projections professions provisions appropriations obstructions subdivisions functions occasionally stationary additional(150).

110, Abbreviations, etc.

application applications falsification satisfaction satisfying satisfied satisfactory ratification extension signification(60) investigation intention intentional indemnification specification specifications pretension verify verification tension(70) attention dissatisfied dissatisfaction representation misrepresentation legislation legislator legislature unsatis-

factory notification(80) proportion proportionate proportionately proportions proportioned publication publish publisher purification subscription(90) subscribe association associations justification; cautioned cautioning occasioned occasioning sanctioned sanctioning(200) fashioned fashioning stationed stationing apportioned apportioning suspicioned suspicioning provisioned provisioning(10); (Backward TION)accession naturalization annexation taxation transposition transition authorization crystalization exposition imposition(20) incision incisions sensation sensations sensational indigestion precision physician physicians fertilization (30) vexation civilization digestion decision decisions deposition depositions disposition dispensation relaxation(40) reorganization succession musician musicians position positions proposition propositions opposition supposition(50) pronunciation possession possessions procession suggestion suggestions organization position possession opposition(260).

111, F Hook.

active captive gave grave graft pave paving paved brave tariff(70) talkative attractive draft drafts executive creative grief gift mischief misgivings(80) negative engrave engraved engravings ineffective inactive indicative instructive inattentive perspective(90) belief believe believing believed beef effective vindictive strive striving attentive(300) deaf deprive deprived digestive descriptive destructive drive driving chief reproof(10) elective cuff gruff glove collective positive prospective productive proof prove(20) proving proved approve approved puff puffing puffed buff above bluff(30) bluffing fugitive drove rough roof roofing lucrative; (Abbrev.)improve improving improved(340).

LESSON 123A, Dictations 112 to 123.

112, F Hook.

native narrative administrative drafted alternative given grievance grievances imperfection indefinite(10) indifference sensitive engraver incentive inventive perfect perfectly perfected perfection perforation(20) speculative primitive preservative preference preferences affirmative remunerative striven telephone telephoned(30) telephones defect defects defend defending defence defensive defenceless definition definite(40) definitely decorative distinctive discover discovered diminutive differ differing differed different(50) differences driven achieve achievements generative relative recover cover covers covered(60) covenant curative govern governing governed motive uncover operative profit profits(70) profited provocation provokes provoked outfit authoritative illustrative perfect defect definitely(80).

113, F Hook.

advance advancing advances advanced advancement extravagantly extravagance prevent preventing prevented(90) prevention prevalence brevity divide dividing divided dividend dividends delivery river(100) Riverside Providence providential provident province provinces proven roughly rougher roofer(10) cafe' defy rectify coffee puffy gravest brav-

est briefest roughest actively(20) attractively briefly attentively chiefly collectively positively natives drafts gifts negatives(30) drives relatives cuffs gloves motives proofs proves droves preventive defective(40); (Abbrev.)handkerchief advertise advertising advertised advertisement advertisements advertiser advantage advantages give(50) improve improvement improved preferable figurative figuratively difference difficult difficulty develop(60) developed developments deliver delivering delivered disadvantage representative representatives respective respectively(70) irrespective legislative governor government unprofitable profitable forgive perfect improving giving(180).

114, KW.

Quaker quicker quaint quaintly quantity quantities quail quill quizz quizzing(90) quinsy Quincy quasi quart quarts quartz queer queerest quarto query(200) quartette queried quarter quire quarterly quires queen quiver queen's-ware quivering(10) quandary quest quarry quick quarreling quickly quarrels quickest quarrelsome quibbling(20) quash quashed quotient quince quorum quote quite quoting quiet quietly(30) quit quitting quotation quotations quitclaim quoted quinine quota question questions(40) questionable questioned quench quickest question quantity quantities quarterly quickly quotation(250).

115, KW.

squabble squat squatter squad squander square squares squarely squirm squeeze(60) squeezed squirt squirted sequel squeal squealing adequate adequately inquire inquiry(70) inquired inquisitive inquest bequest bequests bequeathe frequent frequently frequency delinquent(80) delinquents requisition requisitions requisite requisites request requests requested requiring required(90) eloquent eloquently eloquence liquid liquids liquidate liquidated liquidation liquify liquified(300) unquestionably subsequent subsequently square adequate request delinquent eloquent subsequent frequent(310).

LESSON 127A, Dictations 116 to 127.

116, KW, TW, DW.

acquaint acquaintance acquainted quality qualities qualify qualifying qualified equip equipment(10) equipments equivalent equivalence equivocal equalizing equalized equalization equal equals equalled(20) equally equalling equitable equable inequality disqualified unqualified unequal equality acquisition(30) acquisitions equity acquit acquitting acquitted acquire acquired acquirements dwarf dwarfed(40) twine twice twin twins twist twists twisted twigs twinkle twitch(50) twirl twill twilled twilight dwindle dwindled dwell dwelling dwellings twisting(60) qualify quality equal; (Abbrev.)qualification qualifications quarantine quartermaster Q.S. (Quarter-Sessions) between requirements(70).

117, COM. (not accented)

command commanding commands commanded compare compared comparison comparative comparatively compassion(80) compassionate

companion companions compatible compatibility complain complains complaining complained complaint(90) complaints compartment compartments commission commissions commissioner commissioners commissioned commented commend(100) commended commence commenced commences commencement compel compelled compress compressing compressed(10) complex complexion complete completing compete competing competed competitive competitor completely(20) completed completeness completion complicity comply compliance complied complying compile compiled(30) comprise comprising comprised comprises combine combines combining combined commit committed(40) commitment committee committees commercial commotion commute commuted compose composed composing(50) composer composes composure component composite compositor compulsory compulsion compounded compute(60) computing computed combustion combustible commodity commodities commodious communicate communicated communication(70) communications community communities compose compute compete compile compel comply commented(180).

118, CON (not accented)

concave congratulate congratulated congratulations contain contains containing contained containers contagion(90) contagious contaminate contaminated contraction contractions contractor contractors constrained connect connecting(200) connected connection connections consecutive consecutively congressional conception conspicuous conspicuously conspire (10) conspiracy contest contested contempt contemptible contemptuous contemporaneous contemporary content contentment(20) contented contend contending conceit conceited contiguous continue continually continued continuation(30) contingent contingency contribute contributed contrive contrivance contrivances condemn condemned condense(40) condensing condenses condensed concede conceding conceded concussion concur concurring concurrence(50) concurred concordant conclude concluded conclusive conclusion connect consecutive conspicuous contain(260).

119, CON (not accented)

consent consenting consented consign consigned consignment consigns confirm confirming confirmed(70) consider considered considering considerable considerate considerably condition conditional conditions conditioned(80) congest congestion congested congenial conserve conservative concern concerning concerned concerns(90) concerted conceal concealment concealed conciliate conciliated conciliation consume consuming consumed(300) consumers consumption conundrum conform conformed conformity confront confronting confronted confuse(10) confused confusion confusing confound confounded convoke convulse convulsed convulsion control(20) controlled controller comptroller construct constructed construction construe construing construed conduce(30) conduces conducive conductor conducted conducting console consoling consoled consolidate consolidated(40) consolidation consult consulted condition control construct concern consume consigned consider(350).

LESSON 131A, Dictations 120 to 131.

120, CON & COM.

(CON)convey conveyance conveyances conveying conveyed confess confesses confessed confession confederate(10) confederacy confectionery confer conferred confirm conflict confine confines confined convex(20) conventional conventionalized convene convened conveniently convenience conveniences convert convertible(30) converting converted conversion converse conversing conversed conceive conceiving conceivable conceived(40) convict convicting convicted conviction convince convincing convinced convinces concession concessions(50) consist consisting consists consisted consistent consistency concise concisely confuse confused(60); (COM Accented)compass compasses comrade comrades conquer congregate comment comments competent competence(70) compensate compensating compensated compliment compliments complicate complicated commerce compromise compromised(80) compromising compound compounds comfort comforts comfortable comforting comforted compensate complicate(90).

121, CON & COM (Accented)

consecrate conquering conquered concrete consequences consequent consequently concentrate conference(100) conferences confident confidently confidence confiscate convent contest contests context continent(10) conscience concert Congo contour conduct conduit conscious consciousness; (Lightly Accented)conflagration convalescent(20) consecration congregation commendation concentration compensation competition comprehend comprehended comprehension complimentary(30) complication complications comprehensive compilation combination combinations confederation confirmation confidential contemplation(40) continental continuity contribution condensation condemnation descend consideration conscientious conscientiously conservation(50) consternation commutation computation composition conformation consolation consultation consequently confidently consideration(160).

122, CON & COM between strokes.

misconstrue misconstrued misconstruction misconception misconduct unconscious unconsciously uncompromising inconsequent incomparable (70) incompetent incompetence incomplete inconspicuous inconclusive incompatible incombustible incomprehensible inconvenient inconvenience (80) inconveniences uncomfortable uncomfortably unconverted incontestable incontrovertible inconsiderate inconsiderable uncontrolled uncontrollable(90) unconstitutional noncommittal unconditional nonconductor noncommissioned unconcerned disconnected disconnecting disconnected(200) decompose decomposed decomposition discomfort discontinue discontinued discontinuation discontent discontented discontentment (10) disconcerted recommend recommended recommending recommendation recompense reconstruct reconsider reconsidered reconsideration(20) re-convey accommodate accommodation reconciliation reconcile reconciled

reconcilable irreconcilable inconsistent inconsistency(230).

123, Abbreviations, etc.

(CUM)circumspection circumference circumvent circumvented incumbent incumbency encumber encumbered encumbrance encumbrances (40); (Abbrev.)income incoming incomes conversation convention contention circumstance circumstances circumstantial Congress(50) accompany accompanying accompanied commonwealth constitution constitutional constitutionality constitute constituted conjunction(60) (Special)consignee consignees council counsel; (MAGNA)magnanimous magnanimity magnify magnified magnificent magnetic(70) magnetized magneto magnetitude magna; (NAMES)MacFarland MacDonald MacAllister McConnell McCann McCoy(80) McCabe McGrath McCaffrey McCarthy McCall McClure McNally McBride McFadden McFarland(90) McDermott McDonnell McDonald McDowell McAllister McLaughlin McAdoo McIlhenny McKinley McClellan(300).

LESSON 135A, Dictations 124 to 135.

124, NAMES, etc.

Catharine Clara Clarence Agnes Augustine Mabel Matthew Margaret Samuel Hannah(10) Andrew Anthony Nathan Napoleon Abram Abraham Baldwin Francis Frank Walter(20) Adam Daniel David Charles Jane Jacob James Arthur Aaron Sarah(30) Ralph Alice Albert Alfred Alexander Lawrence Michael Simon Henry Peter(40) Benjamin Frederic Phillip Eva Wilson William Edith Edna Edgar Edward(50) Edwin Ida Esther Isabella Israel Isaac Ethel Richard Elizabeth Helen(60) Lizzie Lilian Ellis Eli Elias Moses Florence Thomas Dorothy John(70) George Joseph Ruth Robert Horace Lewis Louis Solomon Oliver Charles (80); (Numbers)1c \$1 2c \$2 50c \$2.50 \$1.50 \$200 \$1000(90) 1st 4th $\frac{3}{4}$; (Days)Saturday Friday Wednesday Monday Sunday Tuesday Thursday(100); (Months)August March April January September February December October November June(110).

125, SELF, etc.

self-acting self-sacrifice self-same self-made self-satisfied self-satisfying self-taught self-advancement self-adjusting self-explanatory(20) myself himself self-imposed self-indulgent self-indulgence self-interest self-binder self-feeding self-evident self-willed(30) itself self-setting self-educated self-defence self-denial self-asserting self-esteem thyself themselves selfish(40) selfishness self-recording self-regulating self-righteous self-restraint self-registering self-reliance self-respect self-respecting herself(50) self-governing self-moving unselfish self-supporting self-possessed self-protection self-appointed self-sufficient self-sustaining self-justification(60) yourself yourselves ourselves self-command self-confidence self-convicted self-conceit self-conceited self-condemned self-control(70); (Abbrev.)O.K. maximum language average lastly c.o.d. c.i.f. United States length irregular(80) mostly postage

postoffice postmaster opportunity f.o.b.; (Vowels)awe ah I eye(90)
 eyes ice icing icy U.S. oh owe owing owed(200); (Initials)A, K, C,
 X, Q, E, U, S, Z, O(210).

126, Joined Vowel.

acme ax ache aching acres agony amateur awful auto autumn(20)
 atom add adding added aid aiding aids aided audit audited(30) heir heirs
 ail ails ailing alias alum allies alleys alibi(40) alter altering err erred
 era irritate irritated irritation irrigate irrigated(50) immaterial imma-
 ture elbow elevate elevating elevated eldest else elder elderly(60) eligi-
 ble Eli elasticity ill aisle occupy occupying occupied Omaha uppermost(70)
 odd oddly ornate ornament ornamental oil oily amateur immaterial era
 (280).

127, Joined Vowel.

O.K. O.K.-ed O.K.-ing amaze amazed amazing amazingly obey obeyed
 obeying (90) efface effaced evade evading evaded evacuate avail availed
 attack attacking(300) attacks attacked erase erased eraser errata eradi-
 cate elapse elapsed elastic(10) emerge offend offending offended offence
 offences evict affiliate affiliating affiliated(20) attest attests attested at-
 testing attire attired erect erected arrest arrested(30) arresting arrear
 arrears arrearages arise arising arises arisen irredeemable irregular(40)
 irresponsible irrelevant allege alleging alleged alike alive illegal illiterate
 illegible(50) accuse accused amuse amusing amused ammonia immov-
 able immoral abuse abused(60) abusive abuses abusing aforementioned
 aforesaid avoid avoiding avoidable avoided(70) evoke evok-
 ing arose arouse aroused arousing arouses erroneous erroneously erup-
 tion(80) allow allowed allowance allowing allowable allude alluded elu-
 sive elapsed evade(390).

LESSON 139A, Dictations 128 to 139.

128, B-V with S and Y.

(Accented)ask asks asking asked assignee assignees acid acids asset
 assets(10) essence inestimable estimate estimates estimating estimated
 estimable Eskimo east Easter(20) easterly eastern ease easy easily
 easier Isabella Isreal Isaac use(30) useless usage useful using uses used
 users unused union unions(40) uniform uniformly universal university
 Utah Utica Europe European Europeans eulogizing(50); (Not accented)
 assess assessed assessor assessing assist assisted assisting establish es-
 tablishing establishment(60) established escape escaping escaped esteem
 esteeming esteemed assort assorted assortment(70) associate associated
 estate estates assault assaulted ascend ascending ascended assent(80)
 assenting assented assign assigns assigned asbestos especial especially
 aspire aside(90) eyesight iced assume assumed assumption asunder
 astonish astonishment astonishing astonished(100).

129, Double Vowel, etc.

capias payee panacea Hawaii drawee area ratio hardest Asia India
 (10) militia Peoria deity deviate deviation reaction regalia lithia liable

copious(20) Columbia Ontario Noah snowy folio Julia Russia oleo area Peoria(30); (Joined Ending-Vowel)ague anyhow argue argued arguing buy renew renewed renewing rescue(40) rescued rescuing review reviewed reviews reviewing issue issues issued issuing(50) somehow annoy new knew news newly newest newer now nowadays(60) about few fewer view views viewed viewing sue sued suing(70) hew hue hues Hughes; rescue risk review arrive issue wish(180).

130, Cities.

Cambridge, Canton, KansasCity, Kalamazoo, Saginaw, Scranton, Camden, GrandRapids, Galveston, Pawtucket(90) Passaic, BayCity, Baltimore, Bayonne, Tampa, Tacoma, AtlanticCity, Atlanta, Dallas, Dayton(200), Davenport, Charlestown, Charleston, Jacksonville, Harrisburg, Hartford, Minneapolis, Memphis, Cleveland, Quincy(10), Schenectady, Springfield, Pittsburgh, Peoria, PerthAmboy, Bridgeport, Berkeley, Birmingham, Binghamton, Trenton(20), Denver, Detroit, DesMoines, Chelsea, JerseyCity, Richmond, Reading, Erie, Covington, CouncilBluffs(30), OklahomaCity, Columbia, Columbus, Mobile, Somerville, Omaha, Portland, Superior, Spokane, Providence(40), Pueblo, Hoboken, Brockton, Brooklyn, Boston, Houston, Toledo, Troy, Topeka, Duluth(50), Johnstown, Aurora, Rochester, KansasCity, Brooklyn, Cambridge, Galveston, Baltimore, Pittsburgh, Portland(260).

131, Cities.

Manchester, Madison, SanFrancisco, St.Paul, St.Louis, St.Joseph, SanAntonio, SanJose, SanDiego, Nashville(70), FallRiver, Savannah, Haverhill, Lawrence, Lancaster, SaltLakeCity, Altoona, Allentown, Milwaukee, Indianapolis(80) Cincinnati, Philadelphia, Evansville, Wilkes-Barre, Wichita, Wilmington, Williamsport, Seattle, Easton, EastOrange(90), EastSt.Louis, Chicago, LittleRock, Lincoln, Elizabeth, ElPaso, Lynchburg, Newark, NewOrleans, Norristown(300), Newport NewHaven, Newton, NewBedford, Norfolk, Knoxville, NewYork, FortWorth, FortWayne, SiouxCity(10), SaultSte.Marie, SouthBend, Yonkers, Youngstown, Utica, LosAngeles, Louisville, Philadelphia, Chicago(320).

LESSON 143A, Dictations 132 to 143.

132, States, etc.

(Full Name)Kansas, California, Maine, Massachusetts, Maryland, Washington, Hawaii, Arkansas, Arizona, Alabama(10), Alaska, Kentucky, Minnesota, Missouri, Michigan, Mississippi, Nebraska, Nevada, Indiana, Pennsylvania(20), Philippine Islands, Vermont, Virginia, Iowa, Wisconsin, West Virginia, Wyoming, Tennessee, Texas, Delaware(30), Idaho, District of Columbia, Illinois, Connecticut, Colorado, Oklahoma, Montana, New York, New Hampshire, New Jersey(40), New Mexico, North Carolina, North Dakota, Porto Rico, Florida, South Dakota, South Carolina, Georgia, Utah, Oregon(50), Rhode Island, Louisiana, Pennsylvania, California, Massachusetts, Mississippi, Missouri, Michigan, Iowa, Wisconsin(60), (Abbrev.)Kans., Cal., Ga., Mass., Pa., Fla., Va., Wash.,

Ark., Ariz.(70), Ala., La., Ky., Ia., Me., Md., Minn., Mich., Miss., Ind. (80), Neb., Nev., N.Y., N.M., N.H., N.J., N.D., N.C., P.I., Vt.(90), W. Va., Wis., Wyo., Tex., Tenn., Id., Del., D.C., S.C., S.D.(100), R.I., Ill., O., Conn., Col., Okla., Mo., Mont., Ut., Ore.(110).

133, Prepositions, etc.

against thereof has after fall what whatever where wherever wherefrom(20) whereof wherefore whereupon wherein whereon whereas than these that although(30) except consequently his thereto therewith amid amidst into neither hence(40) nevertheless behind besides before beneath because thereby fell fill when(50) were why whether whence while whenever between tell till they(60) them either then whichever yet still likewise whose house accordingly(70) across who whoever how however moreover among now until unless(80) unto only underneath notwithstanding nor long open upon thereupon about(90) beyond aboard but above from therefrom for furthermore over told(200) toward towards during so through throughout though other such round(10) around against consequently about beyond behind between however notwithstanding below(220).

134, City & State.

Akron,O., Sacramento,Cal., Macon,Ga., Hamilton,O., Malden,Mass. (30), Paterson,N.J., Waterbury,Conn., Chattanooga,Tenn., Racine,Wis., Albany,N.Y.(40), Salem,Mass., Quincy,Ill., McKeesport,Pa., Fitchburg, Mass., Flint,Mich.(50), WestHoboken,N.J., Wheeling,W.Va., Terre Haute,Ind., Chester,Pa., Syracuse,N.Y.(60), Lynn,Mass., Elmira,N.Y., Oakland,Cal., Augusta,Ga., Montgomery,Ala.(70), NewBritain,Conn., NewCastle,Pa., Butte,Mont., Buffalo,N.Y., Woonsocket,R.I.(80), Worcester,Mass., Dubuque,Ia., York,Pa., Rockford,Ill., Lowell,Mass.(90), Holyoke,Mass., Buffalo,N.Y., Oakland,Cal., Syracuse,N.Y., Worcester,Mass. (300). (also "Additional" on page 134)

135, City & State.

Amsterdam,N.Y., Stamford,Conn., Pasadena,Cal., Auburn,N.Y., BattleCreek,Mich,(10), Waco,Tex., Waltham,Mass., Watertown,N.Y., Waterloo,Ia., Taunton,Mass.(20), Austin,Tex., Danville,Ill., Zanesville,O., Jamestown,N.Y., Charlotte,N.C.(30), LaCrosse,Wis., Lansing,Mich., Meriden,Conn., NiagaraFalls,N.Y., Pittsfield,Mass.(40), Everett,Mass., Fresno,Cal., CedarRapids,Ia., Decatur,Ill., Shreveport,La.(50), Sheboygan,Wis., Lima,O., Lexington,Ky., Elgin,Ill., Ogden,Ut.(60), MountVernon,N.Y., Huntington,W.Va., Norwich,Conn., Newburg,N.Y., NewRochelle, N.Y.(70), Portsmouth,Va., Poughkeepsie,N.Y., Brookline,Mass., Joplin, Mo., Joliet,Ill.(80), Oshkosh,Wis., Roanoke,Va., Lewiston,Me., Elgin,Ill., Lorain,O.(390). (also "Additional" on page 134)

136, PHRASES.

I can, we can, you can, can be, I am, passenger agent, after your, after the, freight agent, after a(10), after this, after that, I have, we have, you have, have you, have the, what a, what the, at your(20), at this, at that, at one, at once, at the, at present, take it, take the, at a, at an(30), I had, we had, advised us, I was, was it, with that, that is, that the, I shall, we shall(40), you are, we are, I give, we give, with the, with their, with a, to this, in your, in this(50), in that, in our, in regard, in response, in reference, send us, if the, if a, if it, if you(60), several times, we were, you were, it will, it is, it would, ten days, I did, we did, you did(70), did you, I think, we think, with this, general agent, I wish, we wish, I regard, I regret, we received(80), we regard, we regret, with regard, with regret, with reference, I will, we will, you will, could not, could be(90), I could, we could, you could, we must, I must, you must, on your, on that, on this, I hope(100), we hope, for the, from the, for it, for a, for you, from you, over you, you would, I would(10), we would, would you, would be, I do, we do, you do, do you, your order, your orders, your letter(20), I should, we should, you should, at once, ten days, in regard, several times, in reference, at present, we shall(130).

137, Phrases.

we can be, I can be, and the, and a, and an, I am glad, I am sorry, I am very sorry, I am afraid, I am sure(40), make the, of your, of yours, of this, of them, of it, of their, and after, and after your, and after that(50), after the, and after the, after their, as far as possible, have the, I have the, we have the, we have your, we have your letter, we have sent you(60), what the, what is the, what a, at a, and at a, at the, and at the, at this time, take the, I had the(70), we had the, I thank you, we thank you, that the, and that the, that is the, that it is, that it would be, that you will be pleased, we are glad(80), all the, with the, with their, with a, in the, in your order, in your letter, to their, to your, to yours(90), to them, to this, to it, if the, and if the, if there, if there is, if a, and if it, if you are(200), if you will, we remain, it would be, it is necessary, it will be, did you expect, did you give, did you have, did you receive, I think you are(10), we think you are, we think you will, which would be, we shipped you, receive the, received the, we received your, we received it, we received your letter, we refer you(20), I will be, we will be, we will be glad, I will gladly, we will gladly, we will be glad, we will be pleased, let us know the, I could not, we could not(30), you could not, you could be, not the, on the, under the, on your, on or before, I hope you are, I hope you will, for the(40), for their, for a, a few days, from the, from a, over the, we will be pleased, that you will be pleased, as far as possible, we remain(250).

138, Joined Circle.

as we, as you, as many as, I am sorry, I am very sorry, as fast,

as, as far as, and as far as, as far as possible, we have sent you(60), have seen, take us, advised us, that is, that is not, that is the, and that is the, that it is, that it is not, what is the(70), as you are, we are satisfied, with us, send us, in your city, in this case, in this account, as near as, as near as possible, price list(80), price lists, please let us, please let us hear, please let us know, because it, if there is, if it is, and if it is, as early as, as well as(90), et cetera(etc.), it is, it is the, it is necessary, it is not, it is impossible, it is important, it seems, this day, there is(300), there is not, there is no, there is nothing, real estate, let us know the, list prices, as good as, must be, you must be, must not(10), you must not, you must not suppose, most important, on this account, as long as, as long as they, I suppose, I supposed, for us, as follows(20), once more, does it, your city, as many as, as well as, as far as, as near as, as good as, as long as, send us(330).

139, Combined Sounds, and Omissions.

how many, how many times, there are many, as soon as, as soon as it is, as soon as they, as soon as possible, how far, of the, takes us(40), at first, advise us, advises us, advised us, in this city, in this state, in reply, in reply to yours, in reply to your letter, in reply to your favor(50), in your reply, in stock, to this city, as per bill, as per sample, as per sample enclosed herewith, as per statement, as per enclosed statement, as per enclosed invoice, please send(60), please send us, express company, by express, I beg to, I beg to enclose, I beg to enclose herewith, I beg to remain, I beg to call attention, I beg to call your attention, we beg to call your attention(70), if the other, if this is, it seems to be, the other, this city, this stock, this is, and this is, and this is the, and as this is the(80), this is not, reaches us, to you, some time ago, on this subject, on the other, on the other side, on the other hand, to the, to be(90), for your attention, for attention, from time to time, I trust, we trust, to their, your attention, your remittance, your remittances, your favor(400), your favors, how long, how much, our stock, in stock, at first, the other, please send us, as per bill, how many(410).

LESSON 151A, Dictations 140 to 151.

140, Combined Sounds, and Omissions.

care of, first class, claim against, manufacturing the, Act of Assembly, Acts of Assembly, Act of Congress, Acts of Congress, making the, may be(10), may be able to, you may be sure, answer of the 3rd, part of the, parts of the, part of, parts of, place of, faithfully yours, have been able to(20), having the, having a, taking the, taking a, thanking you, each of, shall be able to, we are sending you, extending the, expecting the(30), Clearing House, getting the, giving the, giving you, sincerely yours, United States, sending the, sending you, enclosed please find, we enclose herewith(40), replying to your letter, replying to yours, price of the, price of, printing the, presenting the, separating the, very truly

yours, resembling the, returning the(50), set of, delivering the, representing the, regarding the, reaching the, concerning the, we herewith enclose copy of, receipt of, respectfully yours, will be able to(60), letter of the 4th, copy of, counting the, unloading the, on receipt of this letter, to be able to, out of, truly yours, doing a, yours truly(70), yours very truly, order of the 8th, surrounding the, holding the, sincerely yours, enclosed please find, have been able to, claim against, first class, United States(80).

141, Combined Sounds, and Omissions.

we can not, we can not be, I can not, you can not, quality of the material, greater than, we congratulate you, I am not, smaller than, I am convinced(90), I am in receipt of your letter, as soon as convenient, as soon as completed, I have not, I have not heard, we have not, we have not heard, you have not, I have been, we have been(100), we have your favor of the 8th, we take pleasure in, circumstances of the case, had not, I had not, we had not, day of the month, date of the 1st, date of the 10th, date of the 2nd(10), larger than, we are not, we are not convinced, you are not, we are convinced, we are compelled, we are confident, in response, we commenced, two percent(20), with complete, a complete, we completed, has been, better than, we confirm, a convenient, were not, ten percent, and continue(30), and contents, the contents, it is composed, it will not, it will not be, it has been, deeper than, we consider, with considerable, a considerable(40), a condition, the condition, I did not, I did not know, we did not, we did not know, they are not, they will not, they are composed, we herewith confirm(50), higher than, I will not, you will not, we will not, you will find, we conclude, more than, amount of the bill, amount of the statement, more or less(60), more and more, not accountable, on the contrary, under the circumstances, over and over, we won't, one of the best, one of the most, one percent, do not(70), I do not, I do not know, we do not, we do not know, other than, yours of the 8th, your favor of the 8th, your valued favor of the 8th, your letter of the 8th, your kind letter(80), your expense, our expense, our complaint, our contract, lower than, we have not heard, they are not, they will not, we confirm, a considerable(190).

142, Company Names, etc.

Manufacturing Co., National Bank, Third National Bank, First National Bank, National Committee, National Cash Register Co., National Association, Standard Oil Co., Passenger Agent, Passenger Department(200), Bank of North America, Freight Agent, Water Department, State Treasurer, Chamber of Commerce, Railroad Company, Ladies and Gentlemen, Company, Corporation, Executive Committee(10), U.S., c.i.f., c.o.d., Mr. President, Smith & Co., Improvement Association, American Telephone & Telegraph Co., American Ship Building Co., American Sugar Refining Co., Insurance Co.(20), U.S.Steel Corporation, United States Senate, President of the United States, Bank, Building Association, Finance Committee, Railway, Western Association, Western Electric, West-

ern Union Telegraph Co.(30), W.U.T.Co., Wells Fargo, Committee, Committee on Finance, City Solicitor, Telephone Co., Telegraph Co., et cetera (etc.), et al.(et alia), Department(40), Department of Agriculture, District Attorney, Society, Association, Eastern Association, Exchange, General Agent, General Superintendent, Gentlemen of the Jury, Railroad(50), Commercial Exchange, House of Representatives, Literary Society, Stock Exchange, Postal Telegraph, Publishing Co., Supreme Court, Produce Exchange, Board of Education, Board of Publication(60), Board of Trade, Bureau of Information, f.o.b., f.o.b.cars, f.o.b.New York, f.o.b.Chicago, and so forth(etc.), Trust Company, Constitution of the United States, Attorney General(270).

143, Railroads & Initials.

(Railroads) Canadian Pacific Railway; Great Northern; Grand Trunk Railway; Manhattan Railway; St.Louis & SanFrancisco; Baltimore & Ohio; Atlantic Coast Line; Atchison Topeka & Santa Fe, Lake Shore & Michigan Southern; Missouri Pacific(80); Missouri Kansas & Texas Railway; Interborough Consolidated Corporation; Pennsylvania Railroad; Philadelphia Baltimore & Washington; Philadelphia & Reading; West Jersey & Seashore; Delaware Lackawanna & Western; Seaboard Airline; Chesapeake & Ohio; Chicago Burlington & Quincy (90); Chicago Milwaukee & St.Paul; Chicago & Northwestern; Reading Company; Lehigh Valley Railroad; Illinois Central; New York New Haven & Hartford; New York Central; Norfolk & Western; Northern Pacific Railway; Boston & Maine(300); Southern Pacific; Southern Railway; Union Pacific; Louisville & Nashville.

(Initials) C.P.Ry.; C.&O.; I.C.; I.C.C.; C.M.&St.P.; U.P.(10); S.P.; S.Ry.; M.K.&T.; N.P.Ry.; N.Y.C.RR.; N.Y.N.H.&H.RR.; N.&W.; P.B.&W.; P.RR.; P.RR.Co.(20); P.&R.; B.&M.; B.&O.; W.J.; A.T.&S.F.; D.L.&W.; L.S.&M.S.; L.V.; L.&N.; P.B.&W.(330).

144, Separated Vowel-Marks.

On the strokes p, b, t, d, ch, r, l, k, m, n, write as follows:

Line 1: Vowel Numbers before each stroke(10);

Line 2: Vowel-Dash for Long A, before each stroke(20);

Line 3: Vowel Numbers after each stroke(30);

Line 4: Vowel-Dash for Long A, after each stroke(40);

Line 5: On Stroke T, give the complete Vowel Scale, with marked Longhand letters(56);

Line 6: With Vowel-Mark, write the following in shorthand: tame, dame; tap, tack(60); dawn, lawn; tar, far; deem, ream; den, pen; dine, pine(70); tin, pin; tone, phone; top, dock; tube, sue; tub, dust(80); boom, took; boy, toy; power, tower; town, down; folio, ratio(90).

145, Vowel after 1st Stroke.

cape cane meal mile knee nigh cool coil no snow(100) noise Noah pole pool bowl boil pure bureau fuss fuse(10) beat bite spell spill press price weep wipe feet fight(20) pay pain payee bake wake wak fair far fade fame(30) tone tune toy tube tour tower tea tie tip type(40) thee

thy take took tape tap say saw cheek sheep(50) shame sham rose rouse
roof look reap ripe lien liens(60) lie line ray raw rake lake lay law
laced lame(170).

146, Last Lesson re-arranged.

cane cape pane pay payee bake fade fame fair far(80) tap tape
take talk saw say sham shame rake rack(90) ray raw rates rats lay
law laced lake lame lamb(200) knee meal nigh mile peel pile beat bite
price press(10) feet fit weep wipe tie tea type tip thy thee(20) sheep
cheek ripe reap line lien liens lie coil cool(30) noise snow no Noah pole
bowl boil pool bureau pure(40) fuse fuss toy town down tune tone tube
tower tour(50) show shows shoe shoes rouse rose roof look low rowing
(260).

147, Vowels continued.

(On other strokes) imply employ endow India unlucky unlike Ontario
notary mortgagee paradise(70) Peru opera policy bouquet borrow police
folio willow Sedalia decay(80) displeas displace Julia repel repeal
repicked repay lock;

(Before a stroke) steam stem(90) oak own ounce uneasy soup soap
seat seats eat sets(300) cedar seeds ease seize size oats odor odds outlet
outer(10) outlook outside outgoing style steel steal ore our sore sour
(320).

148, Words to be Distinguished.

accept except case cause car acre class clause grate grade(10) great
greatly gradually glass glassy glaze pass pause particular practical(20)
broad board aught ought advertisement advertiser agent gentleman gen-
tlemen agent's(30) gentleman's gentlemen's rang range raised erased
razors erasers except expect(40) price prize apply appeal comply com-
pel strips stripes better bitter(50) bells bills contention continuation
deed debt died did decent designed(60) disturb distribute steady study
deceased diseased divide devote rest receipt(70) here higher regard re-
gret herein hereon regular irregular early real(80) coach couch cloths
clothes coats cuts color collar cooler grow(90) grew pure poor upper
spoil supply promised uppermost proportion appropriation(100) option
perton operation possession position opposition brown burn blower boiler
(10) but about stood suited ruin run ruinous erroneous portion propor-
tion(120).

149, Words to be Distinguished.

angel angle annuals fail fall valuable available where were
(30) whereas warehouse wherefore wherefrom whereof wherever where-
in whereon assignees assigns(40) thanks these merry mere embrace em-
barrass immigrate emigrate migrate sent(50) signed fire ferry fiery feel
fell file fill feed fit(60) finely finally final severely severally wet white
weight science signs(70) cease seize thinks this led let moral immoral
snow sun(80) formal formally formerly forgive forget forgot fold flood
force offers(90) follow fool full for from over association society through
thorough(200) other short assured sold solid fail fall fell feel fill(210).

150, Circle & Hook Rules.

Line 1. write "F Hook" as a heading; place this hook on Strokes to illustrate the Rule; and mark the groups by curved brackets.

Line 2. Write "Circle S" as a heading; place the Ending-Circle on Strokes; and mark by brackets.

Line 3. Write "R Hook" as a heading; place this hook on Strokes; and mark by brackets.

Line 4. Write "N Hook" in the same way.

Line 5. Write "NS" in the same way.

Line 6. Write "L Hook" in the same way.

Line 7. Write "Long A" vowel-mark Before the Strokes.

Line 8. Write "Long A" vowel-mark After the Strokes.

151, Vowel-Marks reviewed.

cautious O.K. occasion equality acquisition weigh say saw tally accommodate(10) age shame shadow lay law also crisis equity extricate high(20) ice me my mislaid mislead smell nice sign India speck(30) spicy precise beat bite height highest idle ideal tea tie(40) set seed city treasury delight dried dread icy seize either(50) edge yellow achieve issue issues red rid repeat rely resign(60) iron higher highly steel style lie Lehigh copy cure crude(70) crowd grew groceries how however mutilate no know owned pure(80) upper approve apportioned blew about bouquet proxy fussy flew flour(90) iota sue threw show shoe shook highroads sorry rusty root(100).

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