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SCOVIL'S
ARTEM EXPERIENTIA FECIT.

EXEMPLO MONSTRANTE VIAM.
SHORT-HAND.



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Short-hand is an art whose usefulness is not confined to any particular science or profession, but is universal.—*Dr. Johnson.*

Had this art [Phonography] been known forty years ago, it would have saved me twenty years of hard labor.—*Hon. T. H. Benton.*

A

SHORT-HAND

LEGIBLE AS THE PLAINEST WRITING, AND REQUIRING
NO TEACHER BÚT THE BOOK.

WITH

A SIMPLIFIED SYSTEM OF

VERBATIM REPORTING.

BY THE

REV. W. E. SCOVIL, M.A.

THIRD AMERICAN EDITION.

EDITED AND PUBLISHED BY

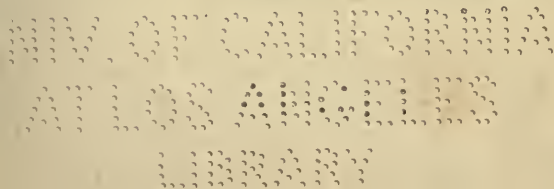
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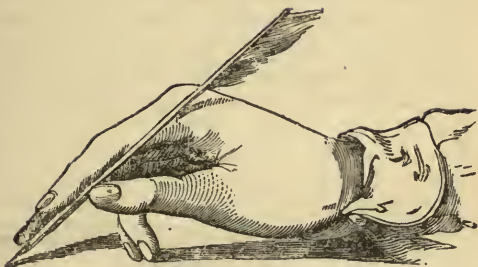
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Testimonials.



For the encouragement of learners, some Testimonials are here annexed, which the author has received from gentlemen of known position and character, who speak from actual experience, and express their conviction that this Short-hand is an improvement on the systems heretofore offered to the public.

*From HON. W. E. CURTIS, LL.D., Justice of Superior Court,
New York.*

I take great pleasure in recommending your System of Short-Hand Reporting as the simplest and most accurate in use. It should be taught in our leading schools, and known by all students.

*From F. H. HEMPERLEY, Esq., (formerly reporter of the
Pennsylvania Legislature), New York.*

I have examined your work with some care, and am satisfied that it possesses many advantages. It is certainly more easily learned than the ordinary systems.

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TUTTLE

From MR. JOHN G. NUGENT, *Reporter, Boston.*

While preparing for my profession, a few years ago, I attempted to learn Pitman's Phonography, and so far mastered it as to be able, after much application, to write and decipher it with tolerable accuracy. I then became acquainted with your method, and, after a careful perusal of it, was induced to give it a trial. By devoting one hour a day to the study of it, I was able in four months to report *verbatim*. It is needless to say that I have adopted it altogether. I have given much attention to this subject, and have no hesitation in saying that while your system possesses the combined advantages of Pitman, Munson, and Lindsley, as respects rapidity, it surpasses them in legibility, and is acquired in much less time.

From the REV. EDWARD B. NICHOLS, D.D., *Rector of Liverpool, Nova Scotia.*

The facility with which your system is acquired, the rapidity with which it is written, and the unhesitancy with which it is read, I believe to be unsurpassed. I have used no other hand for all the manuscript sermons that I have delivered during the last fifteen years. Indeed, before I was in holy orders, I found the benefit of it, both when I was a student at law and at The General Theological Seminary in New York.

From M. R. W. WELLES, *Reporter, Danbury, Conn.*

I recommend your work as the most practical, legible, and easy of acquisition.

From REV. WM. S. OWENS, *Indiana, Penn.*

As a system adapted to the wants of those who desire a method of writing more rapid than our common long-hand,

yet equally legible, and not too difficult to learn, I believe the system taught in your little book is better than any yet invented. The thickening, shortening, lengthening, etc., of the Chs, which makes most of the other systems so perplexing to the learner and so difficult to decipher, are nearly all avoided. After considerable experience with other systems, I believe this is simpler, more easily acquired, and more legible than any now in use.

From A. G. HAPGOOD, Esq., A.B., Harvard University, Mass.

Among the most important of the numerous recommendations of your system is the omission of those heavy strokes and vowel points which are so common in most systems, and by which rapidity and legibility are diminished. Yours is the simplest, the easiest to learn, and the most legible I have ever seen.

From H. N. SHEPARD, Esq., Cambridge, Mass.

Your Short-hand is very easily learned, and I am surprised at the little labor it requires to gain a good practical proficiency in it. My experience has fully confirmed the statement on your title-page, "legible as the plainest writing."

*From the REV. CANON LEE, PH.D., Rector of Fredericton,
New Brunswick.*

I have used your system of Short-hand *for years*, and do not think I can express too highly the value I have derived from it in correspondence and in my professional

duties. By its aid a sermon may be written in *one* hour instead of *six*, and, when written, is more legible than the ordinary hand. Besides, the ability it affords of writing one's thoughts with readiness and with comparatively little fatigue of hand, leads to the acquisition of a free and more forcible style. The art is easily learnt, may be acquired in youth as a pastime in connection with more formal studies, and not much additional practice is necessary to render the Short-hand Writer an *efficient reporter*.

From The REV. D. W. PICKETT, M.A. (formerly) *Head Master of the Collegiate School, Windsor, Nova Scotia.*

Of the superior advantages of your Stenography I can speak from long experience. The comparison which I have been enabled to make between it and other systems now in use to some extent, and the readiness with which it has been acquired by many of my acquaintance, lead me to the belief that it offers greater facilities for students in attendance upon university lectures, to the reporters for the press, and to the public generally, than any other system that has hitherto been published.

From ALFRED H. DEMILL, ESQ., D.C.L., *Barrister.*

I bought a copy of your work, published in 1866, and, struck with the truth of your objections to the Phonetic system (which I had been practising for several years as given by *Graham* in the *Reporter's Manual*) I abandoned it, and began the study of yours. The result, I am happy to say, has fully realized my expectations; for, after learning it with comparatively little labor, I find it most useful in my profession.

I regret the time wasted with *Pitman's Phonography*; but my own experience has convinced me that your system, besides other advantages, requires not one-third as much practice to master it, and that no one desirous of a *readable*

TESTIMONIALS.

v

Short-hand will be disappointed after giving it a fair trial.

From REV. GEORGE WALKER, A.B., N. Y., *formerly Master of the Grammar School in Kings Co., N. B.*

It is, I think, a happy feature in your Short-hand that it joins the vowels and consonants in succession as we read them, and does not depart from the usual method of spelling, except when superfluous letters are omitted for the sake of brevity. It thus avoids the intricate and comparatively slow expedient adopted by Taylor, Mavor, Pitman, and others, which requires the writer to join together all the consonants in the first place, and afterwards take his pen off repeatedly to insert separate dots, or other little marks, here and there, for the purpose of representing as many vowels and diphthongs as happen to be sounded in the word.

From MR. T. P. DIXON, *Reporter, New York.*

After spending some time in examining the systems of Phonography published by Pitman, Bell, Thompson, and others, I have satisfied myself that your Phonography, or abbreviated Short-hand, while it equals, if it does not exceed, the swiftest of them, in the ease and despatch with which it is written, affords more assistance in deciphering the notes, which we have to commit to paper in the briefest manner in taking down a discourse from the lips of a fluent speaker. So far as I am capable of forming a correct opinion on this subject, I have as yet met with no system, vying with yours in conciseness, that taxes the memory of the learner so little, or is likely to enable him more speedily to acquire the art of *verbatim* Reporting.

From The REV. D. I. WETMORE, B.A., *Clifton, N. B.*

My estimate of your Short-hand is evidenced by the fact that, when I was a schoolmaster, I recommended it to

my pupils as the best. Judging from my own experience, I believe that a practical proficiency can be gained in it, at less cost of time and study than in any other system that has come under my notice, and that it is well deserving of a place in our schools.

From JAMES H. THORNE, Esq., B.A., *Deputy Provincial Secretary, Halifax, Nova Scotia.*

A practical knowledge of your system of Short-hand writing has given me so high an opinion of its value, that I believe it to be the very best we have; and, as "the pen of a ready writer" is essential in many professions, and of great advantage to a person in any line of life, I think that your little book, in its improved state, ought to obtain a wide circulation, and be generally acceptable to the public.

From THOMAS S. WETMORE, Esq., A.B. (*M. D. of the University of Glasgow, and Licentiate of the Royal College of Surgeons, Edinburgh*), *St. John, N. B.*

Whatever may be the comparative merits of other systems, your Short-hand, on account of the ease with which it is read and written, has deservedly gained the good opinion of those who have tried it, and will, I am persuaded, find favor with others in proportion as they become acquainted with it. For as sailing-packets, common roads, and mail-coaches, though still in use, do not meet our requirements in this age of ocean-steamers, railways, and electric telegraphs; so our common long-hand, though it cannot be altogether dispensed with, will, I am confident, in time be regarded as too slow and tedious a method of writing for those who can despatch their business with much greater ease and rapidity by employing a good readable Short-hand.

From S. J. SCOVIL, Esq., A.B., *Attorney, Philadelphia.*

Your Short-hand has, for many years, done me good

service in the almost interminable writing of a lawyer's office. If this, or any good system, were generally adopted by professional gentlemen, it would very materially lighten their labors, and save valuable time to the public, shortening the sittings of our courts, and expediting business which is now retarded by the slow process of ordinary writing.

From J. BENNETT, ESQ., Ph.D., Chief Superintendent of Education for the Province of New Brunswick.

The system of Short-hand invented by Mr. Scovil is, I believe, the best extant. The reporters educated in the system are much more expert than those trained in any other that has come under my notice. Having mastered it in less than a year, they are living proofs of the ease with which it may be acquired.

The HON. T. R. JONES, M.L.C., President of the Executive Council, N. B.

One of the best reporters connected with our Provincial Legislature is a young man, who, after studying this system for twelve months, so far mastered it as to be able to take down the debates *verbatim*.



AUTHOR'S PREFACE.

WRITING is a truly wonderful invention. It records language by substituting marks or letters for sounds ; and, by this means, words are silently conveyed to the mind through the eye, as distinctly as by the voice through the ear. It is the key of learning ; and so useful for acquiring, preserving, and communicating knowledge, that it is almost as valuable to mankind as the gift of speech.

Common writing, however, requires so much mechanical labor to form the letters, that it is confessedly inadequate to record language with anything like the ease and rapidity with which it is spoken ; and, therefore, persevering efforts have been made to effect this desirable improvement. Hence the multitudinous systems of Short-hand.

Among the earliest were the Greek *signs*, and these probably suggested to Cicero the Roman *notes* ; which, we learn from Plutarch, consisted of little marks so brief and expressive that certain writers, instructed by that great orator, were able with them to take down a speech as delivered in the senate. Cicero's freedman, Tyro, becoming famed for his skill in using them, they were known by the name of "Tyro's Notes," and having been taken up and improved by Seneca, were, with his alterations, introduced into the public schools as a useful branch of a liberal education. If we can rely upon what a poet, who lived in those times, has told us, this kind of writing was so swift that a *Notary*, 1800 years ago, could take down words as quickly as the

most dexterous reporter of our day. I allude to one of Martial's epigrams, which I give with a free translation:

Notarius.

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

Mart. lib. v. ep. 28.

Though fast a speaker's words may flow,
The tongue is for the hand too slow.

The Roman method is lost. Of English systems, "Pitman's Phonography," notwithstanding several later short-hands, is now the most popular, and, its enthusiastic admirers would have us believe, so perfect that there exists no necessity for change hereafter. And yet it seems to be fairly open to some weighty objections, of which I will mention four:

I.

The vowels are dots and minute marks which cannot be joined to the other letters, but require the pen to be raised from the paper every time that one of them is made, and therefore impede the writing much more than good plain characters in a running hand. In consequence of this radical defect, it becomes necessary in most words to write the consonants first, and then go back to supply whatever vowels they require, carefully putting each by itself near the consonant to which it ought to have been joined. Such a separation of vowels and consonants would make even our long hand longer; and he must be endowed with more than ordinary patience and perseverance, who learns to write, without hesitation, the detached vowels, which in Pitman's Corresponding Style look like specks sprinkled over the page from a pepper-box.

II.

The characters are not sufficiently distinct. Every one, in all but thickness is precisely like another which re-

presents a different letter or sound ; and the same mark, as that for *ks*, varying only a little in length or thickness, stands on, above, and below the line for more than fifty words, out of which we must pick the one the sense requires! This dividing of the alphabet into pairs, in which one character so closely resembles the other, must lead to hesitation in reading, or to loss of time in writing while we give to every stroke its proper thickness.

III.

The reporting style has numberless words which have nothing to show the reader whether they begin or end with or without a vowel ; and it is a great task to learn the long list of words represented by only one or two of their middle or final letters, as *p* for *weep, happy, hope* ; *j* for *advantage* ; *js*, *religious* ; *tr*, *internal*, etc. *B* and *p*, *d* and *t*, and other letters are often written exactly alike, as *mpj* or *mbg* for *humbug*.

These are some of the causes why, of the many who have tried, so few have been able to gain a really practical knowledge of his style of reporting. For it is as much harder to recognize an abbreviation without seeing the first, or first and last syllable of the word, as it is to recognize a man without seeing his face, or to move a load without help at the starting-point.

IV.

But that which I consider the most objectionable feature, though it has many zealous advocates, is this—it compels us to use the phonetic, that is, this corrupt way of spelling : “ *If eni wun in siti or kuntri wontz sum nolij ov hiz wurk, and its kwolitiz, let him inspekt hwot haz bin dun in komon wurdz, or gio muni and get an egzact kopi ov hiz sistem!* ”

Phoneticians persuade themselves, or affect to believe.

that such spelling will eventually supersede our *barbarous* orthography. Meanwhile I leave it to the judgment of all who are not yet wedded to any system, whether it is safe to employ habitually, for daily convenience, a short-hand which deviates so far from the standards of our literature, and which not a few have abandoned because they found that the habit of spelling phonetically and disregarding prevailing usage led to vexatious mistakes and delay in common writing.

Let it not be thought that I enviously detract from Pitman's merits. It was in allusion to his system that Senator Benton made the remark appended to the frontispiece of this little book; and though there are some who, having learned by long practice to dispense with the disconnected vowels, and to decipher their notes without them, use it successfully for *verbatim* reporting, yet the objections above stated are such that comparatively few of the large number who attempt the mastery of it become sufficiently expert to take down a lengthened discourse word for word from the lips of a fluent speaker, while it has been candidly admitted, in the "American Journal of Phonography," that "as a popular method for recording thought, or preserving business transactions, or for conducting ordinary correspondence, Steno-Phonography has proved an entire failure."

Feeling the want of a plainer short-hand, to meet the requirements of a profession in which a speaker must decide at a glance what he is to pronounce, and has little time to settle uncertainties by comparing the context, I composed for my own use the system which is explained and offered to the public in the following pages.

As our common alphabet, though not so perfect as it might be, is already known by all who read and write English, I prefer retaining it, changing only the forms of the letters to the simplest characters that can be joined together

without confusion, and adding some characters to represent those syllables and combinations of letters which occur most frequently in our language. These additions will amply repay the little time required to learn them; for they render the writing shorter, neater, and more lineal, and, by doing away with the necessity for having every letter represent a multitude of words, relieve the memory, and tend to obviate the third objection I have made to Pitman's Phonography.

"It is no uncommon thing for those who have grown wise by the labor of others, to add a little of their own and forget their masters." I confess that, aiming at utility and not originality, I have freely appropriated everything that answered my purpose, and am indebted to Macaulay in particular for many of the characters.

The success which attended the introduction of the former edition of this work, and the general favor with which it has been received, have led to the preparation of this new edition, in which will be found an additional number of exercises, and a variety of other matter so arranged as to render the acquisition of the art yet more easy and direct.

And now, kind reader, permit me to close with a trite but appropriate valediction from Horace:—

*Vale! Si quid novisti rectius istis,
Candidus imperti, si non his utere mecum.*

"Farewell! And if a better system's thine,
Impart it frankly, or make use of mine."

SHORT-HAND.

This Short-hand is divided into two parts,—Stenography and Phonography.

DEFINITIONS.

Stenography is the art of *writing with short characters*, and in this system follows, for the most part, the usual method of spelling; while Phonography, though written with the same characters, expresses with the utmost brevity the *sound* of words, dropping every letter that can be omitted consistently with a due regard to their legibility.

A Character (Ch.) is a Short-hand mark or letter.

A *ring-letter* is a Ch. with a ring at one end: as \circ *sh*.

A *hook* is a Ch. with a hook at one end: as \rightarrow *ous*.

A *crook* has the end bent, but not hooked: as \curvearrowright *ch*.

Chs. are said to *blend* when they run into one another so that the last part of the first Ch. forms the first part of the next, or the same stroke belongs to both: as C *ce*.

A Ch. is said to be *looped*, when the ring is made so flat that the opening is made oblong instead of round: as *ld*.

A Ch. is said to be *modified*, when made thick, or only so altered that the original is easily known.

The *y-line* (so called from a final *y* being implied, without writing it, when a Ch. or word stands upon it) is a line never ruled, but supposed to touch the top of *b*, *c*, *d*, and other long Chs. standing on the main line

TO EXPLANATORY MARKS, FIGURES, AND LETTERS.

Ch. stands for Character. In the Alphabet a dot is put at the foot of .F, .G, and every other letter whose Ch. is drawn up. If there is a dot on both sides of the letters, as with .S[·] .Sub[·] and .Super[·] the Chs. are drawn both ways.

() Enclose a word when its Ch. cannot stand for the same letters in a longer word.

[] Enclose letters or words for which the Ch. is used only in Reporting.

If there is not a figure or † after the letters, the first *long* Ch. in the *word* rests its foot on the main line. If there is a figure or † put after the word or letters, the first *long* Ch. in the *word*, when followed by—

- 1, stands on the y-line :
- 2, ... on the main line :
- 3, ... under the main line :
- †1, crosses or hangs on the y-line :
- †, ... or hangs on the main line.

See page 103.

When there are capitals after a word or termination, they show what is done with the Ch.

A stands for after.		M stands for middle.	
B	... beginning.	O	... over.
C	... centre.	P	... preceding Ch.
Chs.	... characters.	Ph.	... phonography.
D	... drop, or omit.	R	... right side.
E	... end, or last Ch.	S	... short, or a half-length Ch.
F	... following Ch.		
G	... greater, or double-length Ch.	St.	... stenography.
J	... joined to.	T	... termination or final Ch.
L	... left, or the upper side.	U	... under.
		W	... wide, or thick.

In learning the system, you will often be spared the trouble of searching the rules, if you will make yourself acquainted with the meaning of the foregoing capitals, figures, and marks, which, in the Alphabet and Tables, show at sight the place, size, and direction of the Ch. standing for the letter or word to which the capitals, etc. are added. The following examples explain the directions thus briefly given :—

At p. 10, 'T' stands for 'time, to S, take †.' As *time* and *to* have no † or figure after them, they must stand on the line; but, as S shows, *to* is *short*, or half the length of *take* which, as the † shows, is written *across* the line.

P. 11, in line with the fourth Ch., are 'Inter†, intr† [ntr], G. B.' The dot at the foot of the first letter shows that the Ch. is drawn upwards; the †, that it crosses the main line for *inter* and *intr*; the [] brackets, that it is used only in Phonography for *ntr*, and, as *ntr* has no † after it, we must put it on the line. G shows that it is a *greater* or double-length Ch.; and the B, that it is used only in the *beginning*, and must be the first Ch. of the word.

At p. 12, line 22, are 'ing A; ng JP; ning OP; [ding W,] S.M.E.' Here A shows that the Ch. for *ing* stands *after* the one before it, (that is, close to the end, on the right side of it,) as, \curvearrowright , *being*, —, *having*; JP, that for *ng* it is *joined to the preceding Ch.*; [W], that in Ph. it stands for *ding* by making it *wide* or thick. The S.M.E show that the Ch. is *short*, and is used only for *ing*, etc., in the *middle* and *end* of words; for whenever it begins a word it is *in* or *en*.

'S.TW or S.EW'—mean the Ch. is *short*, the *termination* (or last stroke) *wide*; or the Ch. is *short*, and the *end wide*.

'S.UEP'—*short* and *under the end of the preceding Ch.*

'S.CPL or P'—Ch. *short* and *joined to the centre of the preceding*, on the *left* or *right* side. 'LEP'—show that the Ch. is on the *left* side at the *end* of the *preceding* character.

'P3'—show that the *preceding Chs.* are put *under the line*, as at 32, p. 13, to imply that *ngr* or *ngry* is dropped or omitted.

PRELIMINARY DIRECTIONS.

It is quite unnecessary to learn any of the Rules or Tables by rote. The best and most agreeable way to become proficient in this method of writing is to get some knowledge of the arrangement and contents of the work by looking over the pages, and then begin with copying out the Exercises in the latter part of the book, carefully comparing them with the Alphabet and Tables as you proceed, and referring to the Rules for direction only when you find something which you cannot readily understand. It may seem superfluous that things are explained which you can comprehend at once by inspection. It is better, however, to have all parts of the system so fully elucidated that no one who tries to learn it without a master can feel the want of more guidance and aid than the book affords.

Boys are very apt to waste time in writing without a copy, and trying to decipher their rude essays before they know how to join the letters properly. Give yourself no trouble of this kind, but have patience to copy the Exercises until you can write them correctly and freely, without any pause in going from one letter to another; and in doing this you will learn to read without hesitation.

You should not try to write fast until you can shape the Chs. correctly. Ease and speed will naturally come from practice; but a neat and legible hand, satisfactory to the writer and reader, depends upon acquiring the *habit* of observing the relative size and right direction of every character. Experience soon teaches where liberties may be taken to relieve the stiffness that would sometimes result from too close an adherence to the alphabetic forms. But no unnecessary stroke should be made; for it is only a waste of time, and tends to confuse the reader, to add to the simple

short-hand Chs. any of the unmeaning flourishes or superfluous marks which excursive penmen are fond of annexing to the plain letters, more particularly to the capitals, in common long-hand.

The pen may be held as in the hand depicted at page i.; but some skilful reporters affirm, and I quite agree with them, that the Chs. can be made in various directions with much greater freedom when the pen passes up between the middle and the fore finger, and is supported there by the thumb, the hand being turned so that the top of the pen will lean towards the right side of the paper.

The size of the letters is, as in other writing, a matter of taste; provided they are all made smaller or larger, and preserve their due proportion to one another. A good length for *t* is about the eighth of an inch; then the *longs*. when put on the same line, will be as high; the *double-lengths* twice as high, and the *shorts* not more than half as high as that Ch.

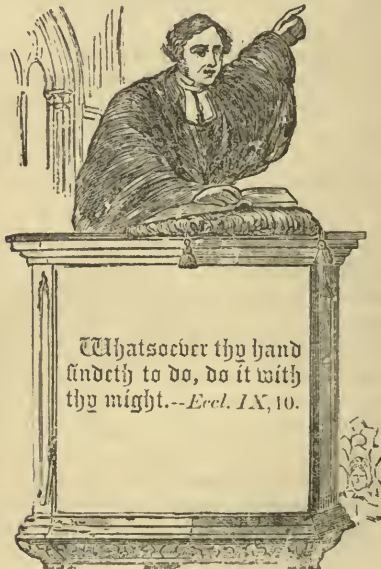
Tables, showing the combination of every two Chs., would have served instead of all the rules for joining them, and made the system appear more simple. But such tables are expensive, and it is better for a practitioner to learn by copying the Exercises.

In the second part, numerous rules and devices will be given for abbreviating, not because such contractions are more necessary in this system than any other; but in order to furnish the learner who may be disposed to try them with those which have been found to secure the greatest expedition of which the art in its present state is capable.

Rules alone, however, will never make a writer. By comparatively little practice you may acquire a thorough knowledge of Stenography, which indeed is the part most useful; but neither this, nor the best system that human ingenuity can devise will make a first-rate reporter, until, by exercising the hand in writing, it gains that mechanical

skill which nothing else can give, and which is indispensable for taking down the words of a ready speaker with verbatim accuracy.

The Stenography should be used when a very plain hand is required ; for, though slow as compared with the Phonography or Reporting style, it is a very rapid hand, and can be read with all the ease and certainty of common print. When the lines are placed a good distance apart, and the words have wide spaces between them, a page will still contain more than if it were written in long hand, and can be held at a much greater distance from the eye in reading it ; which makes the Stenography particularly convenient for the Pulpit and the Bar.





SHORT-HAND, PART I.



STENOGRAPHY.

THE ALPHABET on the next page is explained by the Key, p. 2, and Notes, p. 14, and can be easily learnt by writing some familiar verses, first with single Chs., and then with double and single, without joining the Chs. to one another.

NOTE.—A good Short-hand must be easy, swift, and legible. If you wish to compare this with other systems, some of the best are Taylor's by Harding or Odell, Mason's by Gurney or Cooper; and the phonetic systems of Gabelsberger and Pitman, with variations by Graham, Lindsley, and Munson.

The Complete Phonographer, a neat volume published by Munson in 1867, carries with it evidence of the pains he has taken to make Pitman's Phonography a better reporting hand. The writing is more difficult to decipher than Pitman's Corresponding Style, which, he says, he *entirely discards* because its tendency is to foster a disconnected and lengthy style, wholly incompatible with reporting habits, and it often takes years of practice to fully acquire the Reporting Style when the writer has once indulged himself for any considerable time in the use of the Corresponding. Munson's writing wants that easy legibility which is required for the pulpit and common purposes, and is encumbered with Pitman's disjointed marks for vowels, as numberless words, especially proper names, would be altogether illegible without them.

Single Characters.

A b c d e .f .g h i j k l m .n
 _ \ (\ ^ /) _ - _ ^ d \ 9
 o p qu .r .s' t u v w x .y z u *me-*
 6 d 6 / / | v \ / 5 9 8 . *dial.*

Double Characte s.

Amp emp imp ump simp sump comp temp
 † ‡ § ¶ ¸ † † †

Amb emb imb unb comb Bel .bl. Ch ch cl
 \ 2 2 2 2 2 2 - 2 2 2

com con counter Dis *or* des del .Engl† .ngle
 2 2 2 2 2 2 / /

.Fer .fl .fn fr .Gn .gr He In .inter† [ntr] Kn
 / 6 / / / / / / / /

Ml Ob on op .Pl' *or* .pl' Recon rest .rv Sh
 \) \ 2 \ \ \ / / /

spec .struct .sub'† *or* sub Th Vl Wh wl
 / / / / / \ 2 / 6

whl .super.† Ced sed ted ct
 6 / \ / / \

The Ch. for every letter is written as on the opposite page; but in joining the characters, we draw *s*, *sub*, and *super*, up or down; and turn *e*, *i*, *o*, *u*, *j* either way, to make words neat, compact, and lineal.

The dot at the foot of the letters *fyngr* shows that they are *up-strokes*: all with no dot (if not horizontal) are *down-strokes*.

Some Chs. are *initials*, (viz., the crook *h*; the ringed *ch*, *des dis*, and *he*; *emp*, *imp*, *emb*, *angl engl*, *in*, *inter enter*, *kn*, *ob*, *on*, *op*, *rest*) and have *B* after them in the tables, to show that they only *begin* words. Medial and final *h* (if not part of a double Ch.) is straight, with a dot under the middle.

The first *pl* can be used alone, the other cannot; for, if written alone, it would look like *on*: they are short curves sloping like *d*.

To make two letters of the same name, double the length of *a*, *d*, *t*, and the curves. If the Ch. ends with a ring, the size of the *ring only* is doubled. Write long *s* for *ss*. *S* joined to *s* so as to make an angle at the top or bottom, is *ses*, as in page 11. *Ful* is a dot on the left at the top of *f*: for *fulf* we enlarge the ring and put the dot *in* it.

Alphabet

Single Chs.	Words they stand for.	Double and Syllabic Chs.
A, ay	— (have,) another 1	Amp † \ amb
B, be	⌒ been, begin †	.Angl † / angle † B.G
C, ce	⊂ certain 1, come	Bl ∂ ..Bl S } It
D, de	⌘ (had,) done †	Cent < [ent], S
E	⌒ (he, ever) endeavor	Ch e child B
.F	∞ for, fer, fir, far	ch ⌒ church † M, E
.G, ge	⌒ God, give	Cl 6 could
H, ha	⌒ him, half 1 B happiness M, E	Com ∞ \ comb [emb]
I, J, igh	⌒ I, individual 1 interest	Comp ∫ company 1, [emp]
K	⌒ kind ke, kee ck, cek	Con ∞ concern [en]
L	∂ lord	counter ∞ country 1, [cutr]
M	∞ them, mercy 1	ct \ -ect, -ctd, S.
.N	∞ (not)	det, -dctd, S;W
O, {ow ough	⌒ (own,) opinion o, oh other 1	Dd \ ded, did G
P, pe	∞ prophet	Dis ∞ des, [ds], B
Qu	⌒ que, quest	Dl ∞ del, deliver †
.R	⌒ (our,) regard 1	ds √ des, dis
.S, ss	⌒ (is, his, us †)	Eup ∫ emph e
T, te	⌒ time, to S, take †	In ∫ in S.B
U, ue	⌒ upon, unto, ∞	.Engl † / B. G
V	⌒ (do,) very 1	.Enter † ∞ inter † G.B
W	⌒ with, what 1	.Fl 6 flame †
X, ex	∞ expect	.Fn ∅ fin, find
.Y	∞ you	Fr ∞ from, fre †
Z	∞ zeal	.Ful ∞ full
		.Gn ∞ gen, gone
		.Gent ∞ [gnt], S
		.Gr ∞ grent, ger

Alphabet.

Double and Syllabic Characters continued.

He	Ⓜ	Hea	B	.St	∧		S
Imp	9	important	B	.Sted	∧	stead, [std], S.TW	
In	∩	en	S.B	.Struct	∧		[stret]
.Inter †	9	intr † [ntr], G.B		.Sub	/	subject, [sb], G	
Kn	Ⓞ	know, knowledge, B		.Super †	/		[† spr],
MI	∩	multi 1		Ted	∩	-tude, [td,-ttd], SW	
Mm	Ⓞ	mem		Th	∩	(the, thee)	
.Ngl	/	ngle	G	The	∩	(they)	
Ob	∩	object	B	Tw	∩		
Ook	Ⓞ			Temp	∩	tempt, [tmp]	
Op	Ⓞ	opportunity 1, hope†		Ump	∩		
Ou	}			VI	∩	vel	
				Wh	∩	why 1	
.Pl	∩	ple	S	Wl	∩	wil, will	
.Pul	∩		S	Phonography.		ARBITRARIES.	
Ppl	∩	people		Bld SW	∩	—	About
Pp	∩	prop [prp]		Bnd	∩	..	again
Recon	∩	[ren]		Cp, ept	∩	•	an, and
Rest	∩	[rst], B		.Fl	∩)	beyond 1
.Ramp	∩	rmp		Lstr	∩	x	christian
.Rimp	∩			Mstr	∩	∩	do
.Rv	∩		S	.Nstr	∩		if 1 S
Sh	∩	shall		Pstr	∩	∩	it
Simp	∩	symp		Ord B	∩	n	nevertheless
Spect	∩	[spe, spct]		Trd	∩	n	notwithstan- ding
Sump	∩			Tret S	∩	o	of, might 1
.Sd	∩	W sd, said, S		Whl	∩	∩	often
.Ses	∩	(says) [s-s] S			∩	∩	which 1

SUPPLEMENTAL CHARACTERS

Terminations.

1	-	able, ble	[bl, bld W]	S, M, E
2	ㄷ	ables, bles	[bls]	S, M, E
3	ㄸ	ably, bly		S. E
4	ㄹ	abled, bled	[bld B].	M, E
5	ㄺ	ability, bility		M, E
6	ㄻ	aught,		M, E
7	ㄼ	cession, session	[every soft c-shun, s or z-shun or -zhun]	S. JCPL
8	ㄽ	cessions, sessions	[every soft c-sluns, s or z-shuns]	S. JCPL
9	-i	ction, ection, exion	[every hard -c slun or k-zhun]	S. JCPL
10	ㄾ	ctions, ections, exions		S. JCPL
11	ㄿ	del, dle		M, E
12	ㅀ	.ferance, ference		
13	ㅁ	.ferences		
14	ㅂ	.fessional		
15	ㅃ	.ficiency		M, E
16	ㅄ	.ficient		M, E
17	ㅅ	.fore		E
18	ㅆ	.fully	or ㅅ LEP ; ㅆ fulness	E
19	ㅈ	.gncet†	[gnts†, gnce†]	S. M, E
20	ㅊ	.graph, graphy 1, ography 1, grapher †		M, E
21	ㅋ	.ographies		
22	ㅌ	ing A; ng JP	ning OP [ding W]	S. M, E
23	ㅍ	ings A; ngs JP	nings OP [dings W]	S. M, E
24	ㅍ	inged A; nged JP		S
25	-	ion		S. JCPR
26	ㄷ	ions		S. JCPR
27	ㅈ	ly lly		S. UEP
28	ㅊ	lity, lty; lidity W,	add short s for lities, lties.	
29	ㅌ	logical, ological; logy 1, ology 1		

Terminations.

13

30	\	ment UEP; ments AP; mented W,UEP : nment OP;	S,M,E
31	_	ness, → nesses	
32		[ngr, ngry, nography, nographer, DT and put P 3]	
33	o	ock	
34	→	ous and every shus	E
35	_	ousness and every shusness	
36	i	out 3	S,B,E
37	~	pel·pelled W pld W. For pl alone use the first character	S,M,E
38	o	pidity W	
39	^	rest· joined to upper side of rings [rst, rsty 1; rstd W]	JEPL
40	r	·rve, rved	[rv; rvd] S,M,E
41	/	[.scrip· script,]	JP
42	/	·self	B,M,E
43	/	·selves	
44	\	ship, shipped W.	JCPR
45		[thr DT,S†1]	
46	·	tion, sion every shunAE; ution UEP tution [t-tion UEP]	
47	^	tions, sions every shunsAE; utions UEP [t-tions UEP]	
48		tive S.UEP, tivity UEP, add short s for tives, tivities.	
49	i	true, tract	[tre, tret] S
50	/	ward or omit the dot and make the stroke wide	
51	/	wards	
52	J	lest [lst]. St can be added to any ring-Ch. by making the ring a hook, that is—leaving the ring a little open instead of closing it.	
53	o	·add EW. Add d to a ring-Ch. by making the ring a loop, that is--flattening it a little; but the loop must begin or end the word.	
54		By thickening the stroke, d is added to any short Ch.	
		If it stands on the 1 or the 2-line,	
55		Thickening the beginning of a long Ch. adds <i>rt</i> ; thickening its end adds <i>rd</i> ; thickening the whole or middle adds <i>rd</i> or <i>rt</i> .	
56		Shortening a long Ch. adds <i>nt</i> , <i>nts†</i> , <i>nce†</i> . Draw <i>pl</i> from R to L, in B, but from L to R in M and E of words, making an angle in joining.	

NOTES ON THE ALPHABET.

1. No character is provided for *q* without *u*, because it is always followed by *u*, *qu* being in fact a consonant which cannot be pronounced, in any word, without the help of a vowel, as in *quitting*. Nor has it been thought necessary in the syllabic characters to distinguish *dis* from *des*, *in* from *en*, *enter*, from *inter*, *symp* from *simp*, and *enql* from *angl*; and the same liberty may be taken in other cases when the spelling is different, but the sound is nearly or exactly the same, as in *struc*, *struct*; *spec*, *spect*; and the various terminations sounding like *shun*; as, *tion*, *sion*, etc. The exact orthography, if required, can be shown by writing the single instead of the syllabic characters, and in all such cases care must be taken not to leave any reader acquainted with the characters room for a moment's hesitation.

2. All the horizontal characters, except the short *bl*, are drawn from left to right, and none of them is more than half as high as those which, like *t*, *d*, *s*, are perpendicular or sloping. *B*, *c*, *d*, *f*, *g*, *l*, *m*, *n*, *p*, *r*, *s*, *t*, *v*, *w*, *x*, *y*, *z*, are of one height, and are called *long* letters; those which are longer are called *double-lengths*; as, *angl*, *inter*, *sub*, and have *G* after them to show that they are of *greater* length, while those that are shorter have *S* after them, to signify that they are *short*, or not more than half as long as the *long* letters.

3. The long curved characters are the quarters of a large circle, the upper half of which makes *r*, *b*, and the lower half *v*, *g*, all sloping: if horizontal they make *k* and *qu*. The half of the large circle never stands for one Ch.; but we take another circle of only half the diameter, halve it perpendicularly for *c* and *ob*, and quarter it for the short sloping curves *on*, *in*, *pl*, and *rv*. The half of a small ring divided horizontally is *u*; *e* is larger, and when ringed is *o*.

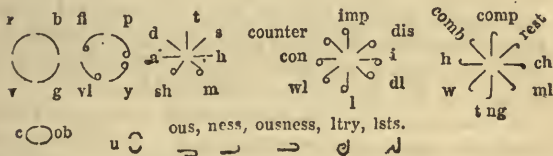
4. Initial *h* is a crook; but middle or final *h* is a straight line like *a*, with a dot under the centre. *Comp*, *comb*, *com*,

angl, *rest*, final *ch*, and the termination *ness* are also crooks, while *fr*, and the terminations *ous* and *ousness* are hooks. *Gr*, *sd*, *ss*, *st*, are the two single Chs. made half size, and joined together. *Sub* is twice and *super* half the height of *s*, and *super* stands so as to make the *first long* Ch. in the word cross the line. *Ced*, *sed*, *ted* are like *c*, *s*, *t*, but short and thick : *ct* and thick *dct* are like *d*, but quite short.

5. Medial *u* is a dot before the middle of a double Ch., and at the top or bottom where two Chs. meet : it is usually put a little to the left of the first Ch. when both are joined at the top. See Note, p. 66.

6. Ruled lines are not absolutely necessary ; but, in the reporting hand, they indicate more accurately the proper position for the characters.

7. The ingenious student may derive some assistance from the Diagrams given below, in remembering the forms of the different Chs. ; but perhaps, after all, they may be most easily learnt by simply copying the exercises and referring to the alphabet. To join Chs., see Rules, p. 18.



NOTE.—Though many attempts have been made to have every simple elementary sound represented by a distinct letter, no one has succeeded in inventing a sufficient number of simple characters that can be easily distinguished from one another, and rapidly joined together, so as to form a fair, lineal and cursive hand for stenographic purposes. Dr. Lindsl.y, in his *Tachygraphy*, has succeeded in joining many of the vowels and diphthongs to the consonants; the curious may judge for

PUNCTUATION.

The usual stops are employed, excepting only the period or full-stop, which is made thus +. For a comma, a long straight Ch., like *sub* drawn down under the line, is the most distinct. In reporting we have no time to insert stops, but leave spaces, and add them afterwards at leisure.

NUMBERS.

Our common Arabic figures are themselves short-hand numerals, and for most purposes sufficiently expeditious. Shorter characters are here given for those who prefer to use them in reporting. The short up-stroke of the figure *one* can be omitted when joined to other figures. The ordinals *first*, *second*, *third*, etc., are known by being written across the line, thus:— 1 first ; 2 second ; 3 third, etc.

1	2	3	4	5	6	7	8	9	0
↗)	⤿	↘	(∪	—	∩	o

A figure on the y-line signifies so many hundred ; on the y-line with a dot after it, so many thousand ; on the line with a dot under it, so many million ; on the y-line with a dot under it, so many hundred million. Thus:—

2^{\cdot} is 2 hundred ; 2^{\cdot} is 2 thousand ; 20 is 20 million : 2^{\cdot} is 200 million ; $2^{\cdot}5$ is 2 thousand and 5.

By joining *sub* to any figure, we imply that we are to add *or* and the next higher number ; as,— $\frac{2}{/}$ for 2 or 3.

If we mix figures with writing, it is best to leave a space between it and them, and to let the first figure lap or stand half its length above the line on which the rest are written.

RULES FOR WRITING STENOGRAPHY, WITH
REMARKS UPON THE CHARACTERS.

1. Phonetic systems require us to write only such letters as give the sound of words ; but as the habit has an inevitable tendency to lead many at length to doubt how to spell correctly, I prefer deviating but little from the established orthography. The learner is reminded that he should give his attention chiefly to the exercises, as the writing of them will teach him the substance of the directions here given, more quickly and pleasantly than if he were to commit to memory these dry and formal rules. Tabular words in [] are not used in Stenography.

2. It is a common complaint with those who have tried "Pitman's Phonography," that it is hard to identify his characters if hastily written, and that time is lost in giving them their proper thickness.

The force of this objection will be felt by any one rapidly writing one hundred marks of the simplest kind, promiscuously thick and thin ; for he will find that there is a sensible loss of time in writing them with sufficient care to distinguish the thick from the thin. Gouraud, in the introduction to his "Cosmophonography," published 1850, has many just remarks upon this and kindred subjects.

For this reason, I have chosen alphabetic characters of such shape that they can be distinguished without regard to their thickness.

3. *K* and *Qu* are properly horizontal curves (like Pitman's *m* and *n*), no deeper or higher than \circ *e* but spreading twice as much. If we mark them in Stenography with a dot, we need not be particular as to their size.

4. *U*, which is a horizontal half-ring, is rarely found at the end of English words, and we have a medial *u* [not used in Phonography], so that there can be no mistake if

in Stenography we write medial and final *e* as small as *u*. But, as it is not always easy for beginners to preserve the relative size of horizontal curves, they are advised to put a dot over *k*, under *qu*, and in *u*, until they can read their writing readily without it. The dot renders these characters distinct, however carelessly they may be written.

5. *R* is a large quarter-circle, or, as is sometimes more convenient, a straight stem with a crook at the top like *rest*, but *r* is always an up-stroke, and *rest* a down-stroke.

6. *Ex* is always a perpendicular wave line beginning like *c*: take care, therefore, never to begin it like *b*.

7. The short *bl* and *pl*, when not initial, are drawn from left to right; but (except before *c*, and characters taking the direction of down-stroke *s*) when they begin words they are drawn from right to left, so that their left ends may be joined to the next characters. See examples in the exercises. For initial *bla*, we make *bl* as long as *a*, drawing it from right to left. Pl. 3, line 4, and Pl. 6, line 11.

8. POSITION. The *first long Ch.*, when there is one, rests its foot where we wish the word to stand. If the word is to be written on the line, the letters must be so joined as to let the *first long* character stand on the line: and when we find 1, 2, 3, or † after any termination or short Ch., the meaning is that the *first long Ch.* (in the word to which the termination or short Ch. belongs) stands in the position indicated. The first long Ch. of no word, unless it is one of the signs or ends in *y*, can stand higher than on the 2-line. When the Chs. are all shorts or horizontals, the lowest of the first two down-strokes rests its foot where a long Ch. would stand. *S*, *t*, and the ringed *dis*, when followed by a consonant, take the position of short characters.

9. As the object is to combine legibility with brevity, we can let the Chs. *a, b, c, d, f, g, i, l, m, n, o, p, s, t, v, x*, stand also for *ay, be, ce, de, ef, ge, igh, el, em, en, ough, pe, es*,

te, ve, ex; but the vowel is not omitted in Stenography when its absence would leave any doubt as to the word intended. Thus, while we may write *da, ma, sa, b, si*, for *day, may, say, be, sigh*, and *mn* for *men*, we must add *e* to *b* in *beat*, and prefix *e* to *n* in *mien*. We can drop the vowel between two characters whenever it has the sound of short *e*, as *d-th, death*; *loc-l, local*; *bas-n, basin*; *rand-m, random*; *harb-r, harbor*; *s-r, sir*, etc. This can cause no ambiguity or hesitation, the vowel to be supplied having always the same sound. See Note 2, page 34.

10 Final *y* is implied without writing it, by putting the word on the *y*-line, which is so called because final *y* is added in reading the Chs. upon it. Thus, *b, m, th, fl, an, ever*, when put on the *y*-line are read *by, my, thy, fly, any, every*. This line, which is confined in Stenography to words which can be written by one, two, or three characters requiring no vowels to be joined to them, is used in reporting whenever we can thereby shorten a word; and supplies (what is wanting in the reporting style of most systems) the means of always knowing with certainty when *y* is to be added to the written characters. Words ending in *ay* drop the *y*, and stand on the main line, because the *y* is silent: *cla* on the *y*-line would be *clayey*.

11. Each of the Chs. in the alphabet, except *angl* or *engl*, *enter* or *inter*, and *super*, naturally, when it is alone, stands with its lowest part resting upon the line; but, as a sign for a particular word, the Ch. is at times displaced; as, *d* across the line for *done*.

12 To preserve the compactness and lineality of the writing, it is generally best to draw *s, sub*, and *super*, so as make an *acute* angle with the character after them; but they must be drawn down both before and after *r*; and when final, up after *w* and *i*. *S* and *t* may be long or short as is most convenient in the first part of a word; but *s* must

always be long before the double characters *ct* and *rv*; and *t* always long at the end of a word. Final *s*, if short, usually sounds like *z*.

13. When *e*, *i*, *o*, *u*, begin words, and are followed by a straight stem, their ends point down before an ascending, and up before a descending stroke. The vowels must never be so joined as to alter the shape or name of the preceding character. It is neater to let the end of *e* point up, when the word begins with *eg*, or *ey*; and down, in *eb*, *ep*, or *ev*. The ends of *e*, *o*, *u*, are always turned down, so as to point towards the bottom of the paper, after *f*, *fl*, *gr*, *r*, the crook *ch*, and all down-strokes except the ringed *ch*, *th*, *v*, *w*, and *wh*.

NOTE. The *u*-dot put to *a*, *i*, and the consonants, is all they require for *u* in the middle of words, but sometimes the curve and dot are preferable. Initial *e* is always turned so as to make an angle in joining *d*, *m*, *r*, *s*, *t*, *w*, and Chs. beginning like them.

14. The ascending and descending Chs., that have not *S* or *G* after them in the tables to show that they are *shorter* or *greater*, are all of one height; and when they are joined by vowels or short characters, if one ascends and the other descends, you will observe that the second long character is shortened so as to prevent it extending higher or lower than the first: thus, in *read*, the *d* ends when it comes to the line on which *r* begins.

15. *F* being an up-stroke, the following character is joined to the upper part of the ring. The ringed *dis* being a down-stroke, the next character is joined to its foot; it cannot stand alone because it would be like *f*; it is a convenient initial before ascending and horizontal characters, while the double stroke *dis* is, in general, neater before down-strokes, and used with them in all positions.

16. *For* is always represented by *f*; and this use of *f* as

a syllabic Ch. is found, after a little practice, to contribute to ease in reading as well as writing. *F'* also stands for *fer*, *fir*, *fur*, when they are short and pronounced alike, but never for the long sounds *ferē*, *firē*, *furē*.

17. The crook *ch*, not being an initial, is a convenient arbitrary for the pronoun *it*. And here we may notice that we always put *e* for the pronoun *he*; *th*, for *the*; and *the* for *they*; *i.e.*, they are what we call Signs.

18. The crook *ord*, among Phonographic Chs., p. 11, is the sign *or* prefixed to *d*, and may be used as a syllabic initial in Stenography if preferred to three single letters.

19. When two consonants of the same name come together without a vowel between them, we usually write but one; if we double them, as directed on page 9, they imply that a vowel is to be understood between them; as *dd*, for *ded* or *did*; *mm*, for *mem*, etc. In double and syllabic characters, if we enlarge the ring of *n* in *inter*, it becomes *intern*; the syllabic *f*, in the same way, becomes *forf*, as in *forfeit*; while the enlarging of the rings of [*cl*, *dl*, *vl*,] *sh* and *temp* adds *l* with its vowel; as, *shell*, *temple*.

20. Rings are of two sizes, single and double. The single ring should be made as small as will be distinct; for, if we double the size of an initial ring, we prefix *un* to the character: thus, *q* *important* becomes *q* *unimportant*; while, as seen by the last rule, the enlarging of the final ring adds another letter to the character.

The only exception to this rule is *p*, whose ring if doubled makes *pp*, and if trebled in size *prp*: see Chs. page 11.

21. Initial *un* may be expressed by a short *n* before a straight horizontal line or down-stroke, and this *n* is shortened until nothing of it remains but the ring, before *b*, *ob*, *op*, *fr*, all *up-strokes*, *hooks*, *crooks*, and *horizontal curves*.

When the next Ch. begins with a ring, we have only to

double the size of that ring ; and when we have to make one, it must generally be on the same side of the next Ch. as if it had been a long *n*.

The ring *un* and *super* can even go before the *initials* ; but for *unen* a long *n* is best, with the ring *un* on the left side of the lower end.

To write *un* before the ringed *dis*, merely change the ring of *dis* to the left side, instead of enlarging it.

22. For *over* or *under*, we draw a short horizontal mark over or under the next Ch. in the same or following word. Thus, for *overlay* we put the mark over the *l*, and for *under a* we draw it under the left end of the *a*. See *over a*, p. 113; *moreover*, p. 112.

23. PREFIXES. We may in the beginning of words write—

<i>b</i> for <i>bene</i> .	<i>m</i> for <i>magni</i> .*	<i>t</i> for <i>trans</i> .*
<i>c</i> " <i>circum</i> .	<i>ml</i> " <i>multi</i> .*	<i>x</i> " <i>extra</i> .
<i>h</i> " <i>hypo</i> .	<i>o</i> " <i>omni</i> .	[<i>x</i> " <i>expl</i>]*

Those marked * stand above the line.

The *b* for *bene* is useful only before *f*, as, *b-factor*, *bene-factor*.

For *circumc*, we repeat the *c*, as in *circumcision* (p. 106), and thus distinguish it from double *c*, which is only a larger half-circle.

24. The syllabic character *He* is used for all words beginning with *He* and *Hea*, but not for the pronoun *He*.

25. The short *s* for *super* must be written in such a manner as to make the first long character cross the line ; as, *super* with *b* across the line for *superb*.

26. It will occasionally be found plainer to separate a sign from the rest of the word, especially one that has *with* at the beginning or *of* at the end ; as, *without*, *thereof*.

27. Suffix *sub*. Sometimes, by attaching *sub*, we can

intimate, without writing, that certain words, of relative or opposite meanings, are read after the one we have just finished; as, *male sub*, for *male and female*; *brother sub*, *brother and sister*; *hither sub*, *hither and thither*; *above sub*, *above and below*; *men sub sub*, *men, women, and children*: so, *land and water*; *pen and ink*; *kingdom of heaven*; *Great Britain and Ireland*, p. 109; etc.

CHARACTERS SHORTENED AND BLENDED.

When Chs. are joined together, they are so blended that the writing is greatly shortened, in ways easily remembered, without interfering at all with its legibility.

1. All words can be written without thickening the Chs.

2. But, by thickening *k*, *qu*, *ch*, and *h*, or any long down-stroke in a word standing on the 1 or 2-line, we add to them the sound of *erd*, and in this way can express four or five letters by one character: thus, *b*, *c*, *w*, thickened, become *bird*, *curd*, *word*; *he* becomes *herd* or *heard*, etc.; and by prefixing medial *u* to these thick Chs., we change the *erd* into *ured*, as *cured*, *insured*.

3. By thickening any other horizontal or any short Ch., we add *d* to it (see *advantage*, p. 104); but this is seldom done in Stenography, except in initial *ind*.

4. *Sd*, *st*, and the double *s* for *ses* can be made short, and *s* and *t* can often be shortened before other letters; but a short final *s* has always the sound of *z*: thus, we write *a* with short *s* for *as*, and with long *s* for *ass*. Pl. 1, line 1.

5. *B* before *t* becomes a mere crook, but in *rbt* is long. *U* also becomes a crook before *m*, *ml*, *v*, *vl*. See exercises.

6. If we put medial *u* over the centre of *con*, it becomes *coun*; if over the ring, it becomes *cun*. In the same way, medial *u* changes *cl*, *dl*, *fn*, *fr*, into *cul*, *dul*, *fun*, *fur* the *u* in *fur* having the long sound of *u*, as in *furious*.

7. We add *l* to *e*, *ch*, *d*, *v*, *w* [*centr*], *sh*, *spec*, and *temp*, by joining to them the ring of *l* without its stem ; the two rings meeting in *sh* and *temp* merely make the ring larger for *shl*, *templ*. See *cl*, *dl*, *vl*, *wl*, in the alphabet.

8. In the same manner, the ring of *m* is sufficient, at the end of a word, on the right of *l*, *p*, *cl*, *vl*, or *sh*. Pl. 4, l. 10.

9. Two Chs. running in the same direction, often blend or coalesce without confusion, especially if the first begins and the next ends with a hook, crook, or ring ; as *ce*, *co*, *cu*, *re*, *ro*, *ru*, *ve*, *vo*, *we*, *wo*, *ye*, *yo*, *ek*, *ke*, *ok*, *ook*, *ou*, *ue*, *eu*, *quo*, *tho*, *hi*, *he-i*, *amp-l*, *comp-l*, *emp-l*, *imp-l*, etc. Pl. 1, line 12.

If *eu* or *ue* do not sound like *u*, but make two syllables, as in *suet*, they do not blend, but the u-dot must be put at the end and not in the curve of *e*.

10. We can shorten *a* and *i* if we wish to show that the vowel is short, or that the next consonant is doubled ; as in *latter*, *litter*, to distinguish them from *later*, *lighter* ; but as the sense always directs to the right word, this distinction is hardly worth mentioning.

11. As *st* can be added to any ring Ch. by changing the ring to a hook, so, after a ring, *st* can be added to *ng*, by turning the *ng* up like a hook. See *longest*, page 111.

12. *R* and *fl* run with an easy-flowing line, without an angle, into *f*, *y*, *n*, *g*, *r*. For this purpose, in joining *rf*, the stem of *f* should be slightly bent, so as to include both letters in one curve, as seen in *therefore*, *wherefore*, pages 116, 117. See Note 4, p. 34.

NOTES ON THE TERMINATIONS.

A Termination is one or more letters at the ending of a word.

We have seen that a final *y*, when there is not a special termination including it, is expressed without writing it by

putting the previous character on the *y*-line, and that words ending in *ay* do not change their position, but drop the *y* because it is silent, *ay* having the same sound as *a*.

The liberty of omitting silent letters should be very sparingly exercised in Stenography, for we find that the silent vowel is often required to give the word its proper sound, as the *e* in *bite*, or to prevent us from getting into the habit of misspelling in common writing. On this account, it is better not to omit the silent *a* in *season*, *sea*, *tea*, etc. The obscure *o* in *season* can be dropped with much less danger of forgetting the correct spelling.

E in the middle and end is better to be only about half as large as it is in the beginning of words; but when it stands alone or is an initial, it should be about the size it is in the alphabet.

The Terminations in the list or table, at page 12, all consist of two or more letters, which occur with such frequency, in the same order, that it becomes an object to represent these endings more briefly than by writing a separate Ch. for every letter. *Tion* is an ending of this sort, and in such frequent use that we have represented it by the simplest possible mark—a dot—and have explained it fully in its proper place. See p. 30.

Many of the terminations are not represented by new Chs., but the alphabetic letter which is most prominent in the termination is merely modified, that is, it is altered in shape, so that it can still be easily identified and remembered; as, *b* in *bility*, and *l* in *lity* and *lest*.

Most of the terminations can be used for the same letters coming together in the middle as well as the end of words, and those which can be so used have M, E, after them, for *middle* and *end*.

There is no reason why the crook *ch* should not have been put in the table of terminations, except that the page

was full, and it was thought best to show the middle and final *ch* directly after the initial.

Unless there are explanatory capitals in the table to direct otherwise, the termination is to be *joined* to the preceding letter in the easiest and most natural manner.

When the eye runs over the Chs. representing the terminations, it is seen that several are alike in shape ; as Nos. 1, 9, 25 ; 2, 26 ; 8, 22, 27 ; 8, 37, 47 ; and 9, 36, 48, 49 ; but the explanatory capitals, at the ends of the lines, show that each stands in a different position, or is attached to the preceding Ch. in a different manner from those resembling it, and thus becomes perfectly distinct from every other.

It is usual, with short-hand authors, to make the alphabetic letters serve for prefixes and affixes ; as, *n* for *en* or *in*, *enter* or *inter*, and to depend upon the context to find out the signification ; but it will be noticed that, without any sacrifice of brevity, we have provided for these very common syllables, sometimes by modifying the alphabetic Chs., and sometimes by introducing new ones ; so that the words all speak for themselves, and do not depend upon others to enable us to distinguish them. In reporting, these new and the modified Chs. add greatly to the perspicuity of contractions.

Next to *tion*, the most useful terminations are *able*, *ing*, *ly*, *ous*, *ness*, with their adjuncts : the rest, though of minor importance, soon recommend themselves to the writer, when he finds them shorter, neater, and more convenient than single letters.

We will follow the terminations as numbered in the table, and give a hint or caution as often as it may seem likely to be of any advantage to a beginner.

No. 1. *Able*, *ble*, is a horizontal line not more than half as long as *a*. It usually requires the next Ch. to be joined to the left end of it : *s* and *sh*, however, are more conveni-

ently joined to the right end, as the angle should never be greater than a right-angle where *bl* and *s* meet.

1, 2, 3, 4, 5, 6, being terminating Chs. that have no direction to the contrary, are joined, like other letters, to the right side of the preceding Ch.

Ably, bly. This termination is the short *bl* with a quarter-ring like a comma under it.

6. *Aught* is represented by *aut*.

7, 8, 9, 10. For *Session, cession*, etc., the short marks in the table are to be joined to the centre of the preceding Ch., to the left side of an up or down-stroke, to the upper side of a horizontal Ch. See Note 3, p. 34.

14, 15, 16. These are composed of *f* with *l*, *c*, and *t* joined, contrary to custom, to the left and under part of its ring; and whenever the next Ch. is connected with *f* in this manner, the sound *shen* or *shun* is implied between the two Chs. Thus, if we join *able* or *d* to the under part of the ring of *f*, we have *fashionable* or *fashioned*. Pl. 5, line 13.

18. *Fully* is an *f* with the termination *ly* on the left side of the ring. When a word ends with *ful* or *fully*, we can dispense with the *f*, and put the *dot* or *ly* on the left side, a little above or below the preceding character, or in the last hook, crook, or ring. Pl. 5, line 12.

19. *Gence* is a short *g*, and falls under a general rule in Phonography, which requires the *g* to be shortened, and the first long Ch. to be written across the line. See No. 56, p. 13, and Note, p. 64.

20, 21. When *ography* is joined to *g* in *geography*, the two *g*'s do not blend, as *g*'s commonly do, but make two curves. It is on the *y* line, because it ends in *y*. The same sign *on the line* would be *graphical* or *ographical*.

22. This Ch. is the same as the initial *in*. It never stands for *in* at the end of a word, nor for *ing* at the beginning. As a termination, it is not joined to the preceding

Ch. for *ing*. If joined, it stands for *ng*; as in *among*. By completing the half-ring, it becomes *ngst*; as in *amongst*, p. 104. By the same changes in its position and thickening it, we may imply that *m*, *n*, and *d* are prefixed to *ing* just as they are to *shun*. These changes and contractions are convenient for reporters, but *ning* only should be attempted by inexperienced writers. Note, p. 30.

25, 26. These marks are joined to the centre of the preceding Ch., on the right side; See Pl. 7, line 6.

27. This quarter-ring for *ly*, and with a short *s* for *lies*, is used only at the end of words, and stands under the end of the preceding character.

28. This Ch. for *lty* or *lity*, is *l* modified by moving the ring to the left, on the line, so as not to touch the down-stroke. If we thicken the down-stroke, it stands for *lidity*; and adding *s* to the light Ch. it becomes *lities*. Pl. 4, l. 14.

In like manner, *ty*, or *ity* and *idity*, can be added to any Ch. with a final ring, by moving their rings to the left for *ty* or *ity*, and thickening the down-stroke for *dity*, as in *pidity*, No. 38. If the ring Ch. is horizontal, or the ring ends on the right side, it is sufficient to divide the ring before taking off the pen. Pl. 5, line 14.

The *ty* may be changed to *try* by enlarging the ring so as to contain a little ring resting against the middle of the Ch.; as, in *sultry*. Pl. 4, line 14.

30. This piece of *m* is set UEP (*i.e.*, under the end of preceding Ch.) for final *ment*, and AP (after it) for *ments*. *Ment*, but not *ments*, can be used as a medial Ch., and is set like *tion*. Put over the Ch., it becomes *nments*.

31. The end of *ness* points up, and the end of *ch* points down. It is joined like *ch*, and we add a short *s* drawn down, to make *nesses*, just as we add a short *s* drawn up after *ch* for *ches*.

32. These Phonographic terminations are implied with

out writing them, by putting the preceding Chs., or first long Ch. in the word, under the line. Pl. 7, line 8.

33. This is *o* and *k* blended, and may stand for *ock*; in *ook*, the ring of the *o* must be enlarged.

34, 35. The ends of these hooks should be long, and point to the left.

36. This short *t* for *out* can only begin and end words in which *out* makes a whole syllable. It is joined to the beginning, but disjoined at the end, and stands close under the line.

37. The short *pl* is used with *s* for the ending *ples*.

42, 43. The *s* in *self* and *seloes* may generally be omitted, and the dot put over the preceding Ch. for *self*, and at the centre on the left side for *seloes*.

44. For *ship*, the beginning of *p* is joined on the right side to the centre of the last long-stroke. By adding short *rs* to it, it becomes *shippers*.

45. *Ther* is implied when we drop the termination, shorten all the preceding Chs., and write the word just under or across the *y*-line. Pl. 7, line 12.

46, 47. THE TERMINATION TION OR SHUN.

1. A dot at the end of the preceding character, on the right side, stands for *tion*, *sion*, and every other termination that has the sound of *shun*; under the preceding Ch., it stands for *ution* or *tution*; over an up-stroke, or over the end of a horizontal, for *ention*; and *after*, or *over* the middle, for *emtion*. The changing of the dot to a quarter-ring (or curve, like the first *pl*) adds *s*, and makes the plural *shuns*.

NOTE. The learner will observe that *m* and *n* are prefixed to *shun* by changing the position of the dot. In the same way *m* and *n* may be prefixed to *ing* and *ment*, by changing the position of those terminations.

2. If we put the dot before the last Ch. at the middle of

an up-stroke, or on the left side on a line with the foot of a down-stroke, we read *shun* with a short *a* or *e* before the Ch., or before the last consonant if the dot stands before a double Ch. ; as, *dot l* for *tional*. Pl. 6, line 1.

3. Before a modified Ch., like *lity*, we put the dot before the middle of the Ch., and read the *tion* with a short *a* before the termination : thus, *lity*, with a dot before the middle of the *l*, becomes *tionality*. Pl. 6, line 1.

4. The contractions given above may content the Stenographer ; but the Reporter will find it convenient to go further, and use a heavy dot for *dtion* ; so that his *shun* table will be as follows :

A dot will stand.....	if light.....	if heavy
On the right, at the end	for <i>tion</i> ;	<i>dtion</i> .
Under the end,	“ <i>ution, ttion</i> ;	<i>dtution</i> .
At the middle, on the right,	“ <i>mtion</i> ;	<i>mndtion</i> .
if an up or down-stroke,		
or over the middle of a	“ <i>mntion</i> .	
horizontal.		
Over the end of an up-stroke	“ <i>ntion</i> ;	<i>ndtion</i> .
or horizontal, or on the		
right at the top of a down-		
stroke.		

5. When there is no *m* or *n* before *dtion*, we may express the *d* by modifying the preceding Ch., instead of using the heavy dot. A *shun* dot can never be put before, but may be put after a short Ch. Then the dot for *emtion* would stand as high as the top of the short Ch., and higher for *ntion*.

NOTE. The learner will find numerous examples of the foregoing rules in the Exercises.

48. The short disjoined *t* is put under the end of the preceding Ch. for *tive*, and the long *t* for *tivity*. Pl. 5, line 8.

49. The short *t* for *truct* always follows a long *s*, and makes the syllabic Ch. *struc* or *struct* ; we thicken the *t* in

structed, as is done for *ted* in the alphabet. It may be noticed that, at page 11, the termination *tude* stands opposite to *ted*, to show that the same *td* is the best contraction we can make for *tude* when we do not choose to write it in full.

50, 51. The *w* and *s* should be the same length in *wards*, and the *w* should have a dot under it, or be thickened.

52. We can add *est* to a ring letter by changing the ring to a small hook, and *ster* by enlarging the ring without closing it; as, *lster*, *mster*, *nster*. Pl. 4, line 13.

53. In the middle of words, rings and loops are all the same, and we make whichever happens to join most easily, but if we change an initial or final ring to a loop, we add *d* to that Ch. This contraction, though useful in Phonography, is not so plain as writing *d*; but may safely be used in Stenography for *ed*, when the context of itself would lead us to add the *ed*, even if we did not see it written; as, He has turned.

54, as *ted*; 55, *erd*, p. 16; 56, *cent*; *gence* †; the rest are used only in Phonography. To these we may add *ch* for *chester*, and a large *g*, that is, *gg*, for *gogue*.


MISCELLANEOUS REMARKS.




1. Capitals have Chs. in no way different from the small letters. When we wish to mark the occurrence of one, we put two short horizontal marks, close together, under the Ch. To show that a word is in capitals, we draw under it 3 lines for large, and 2 for small capitals. A wave-line under a letter, and a straight line under a word, will show them to be in italics.

2. The smaller the rings and ends of the crooks, the more neatly and speedily the Chs. can be formed. When *e* follows *n*, the *n* should be inclined a good deal, or its ring will be out of proportion. The fault of beginners generally

is that they do not slope the inclined Chs. enough, and incline those that ought to stand upright.

3. READING. If an inexperienced reader is at a loss to know where one Ch. ends and the next begins, he must proceed as in common writing, and go as far as possible to make up the first letter. It would not do in long-hand to separate the *o* from the rest of *a*, *d*, or *g*, nor the first part of *m* or *w* from the last; so in short-hand the line and ring or other parts must go together whenever they can be united to form one character.

4. Until you become familiar with the Chs., you may, in any word in which you think there can be any doubt, where two Chs. meet, mark the point by drawing a short vertical or horizontal line across them, making its ends of equal length on both sides. The same mark is drawn across *i* to blend or shorten *ai*; as,  *hair*.

5. TEACHING BY DICTATION. The reader should first pronounce the word distinctly. If there is in it a syllable represented by a syllabic Ch., he should name, and not spell, that syllable; and when the letters are to be represented by a double Ch., they should be named in rapid succession, and a distinct pause should be made at the end of every Ch., whether single, double, or syllabic; as  *instructive*;  *constructed*;  *destruction*. If it is a sign as, b. *temptation*; after pronouncing it, he says, "Sign *temp-shun*." If it is not on the main line, as *company*, he says, "Sign *comp* on the y-line," or as the case may be.

5. Examples are better than oral teaching, and the learner will find that, though the explanations may often-times seem intricate, the things themselves are very simple as soon as he examines the illustrations.

6. As the Stenographer inserts every letter that is necessary to prevent the slightest hesitation in reading, he cannot go forward at the railway speed he may attain by

adopting the abbreviations supplied by the following Phonography. Comparing his progress, however, with that of those who write only long-hand, it is not unlike that of a man traveling along at his ease, drawn by a good roadster; while theirs is that of hapless pedestrians who must spend many more hours in laboriously performing the same journey.

ADDENDA.

1. NOTE TO RULE 8, PAGE 19.—When a character hangs on the line, the top hook or ring should rest on the line so that about *two-thirds* of a long character would be below the line.

2. NOTE TO RULE 9, PAGE 20.—In the middle of words *e*, or vowels sounding like *e*, can be left out; and experts, when in haste, drop nearly all medial vowels.

3. NOTE TO TERMINATIONS 8, 9, AND 10, PAGE 28.—When a short character precedes these terminations (see page 13), it is easier to join the character to the last long-stroke, as *ctions*. The termination *ctions* may *cross* the long character.

4. NOTE TO RULE 12, PAGE 25.—As *g* and *r* are always shortened when they meet, so we may, for the sake of lineality, shorten *rf*, *rg*, *rn*; but they are more distinct when full length.

5. NOTE TO TERMINATION 19.—(See also p. 109.)—When the short *gent* and *gents* stand for *gentleman* and *gentlemen* they must be *half rings* to distinguish them from the *quarter ring* LN. The character is hardly crooked enough on p. 109.

EXERCISES

IN

STENOGRAPHY;

OR, THE

PULPIT AND CORRESPONDING STYLE.

NOTE.—The Alphabetic characters are here, lines 1 and 2, put in such order that the student will readily see the relative differences between them. The *long* letters are given on line 3, and the *horizontal* on No. 4. The remainder of this exercise shows the manner of writing two, three, and four letters, and will be readily understood.

1. a, d, t, s, h, i, j, m, l, n, f, as, ad, ass, ta.
2. r, b, v, g, p, y, rb, vg, pr, br.
3. b, c, d, f, g, l, m, n, p, r, s, t, v, w, x, y, z.
4. a, h, h, i, j, e, o, u, k, qu, e, o, u.
5. n, y, m, p, ep, pe, v, ve, w, we, r, re, ro.
6. mm, nn, ff, pp, prp, yy, jj, oo, look, book, took
7. sa, see, si, so, su, da, de, di, do, du.
8. ca, ce, ci, co, cu, cy, cg, cv, cer, cure.
9. wa, we, wi, wo, wu, wes, wen, wer, wef, wey, weg.
10. ast, est, ist, ost, sta, ste, sti, sto, stn.
11. nt, nth, nw, sw, sr, sf, sn, sg, sy.
12. ce, co, cu, re, ro, ru, ve, vo, vu, we, wo, wu.
13. ye, yo, ek, ke, ok, ook, ou, eu, ue, quo, hi.
14. hei, heit, heir, rit, søek, sout, lit, fit.

NOTE.—*Single Letters*, printed in *italics*, are not written. *Double, Syllabic*, and *Terminal* characters are printed in italics to denote that they are such. The student will find each in its proper place, in the columns alphabetically arranged on pages 10–13. Whenever a *sign word* appears for the *first* time in the following exercises, it will be printed in *small capitals*. An alphabetical list of the signs is given commencing on page 103.

St. John's Gospel, Chap. I, 1-12.

IN THE BEGINNING WAS the word, AND the word was WITH GOD, and the word was God. THE SAME was in the beginning with God. ALL THINGS were made BY HIM; and without him was NOT ANYTHING made THAT was made. In him was life; and the life was the *light* OF men. And the light *shineth* in darkness, and the darkness comp *rehended* IT not. There was a MAN sent FROM God WHOSE name was *John*. THE same came FOR a WITNESS TO bear WITNESS of the *light*, that ALL men THROUGH him MIGHT BELIEVE. HE was not that *light*, but was sent to bear WITNESS of that *light*. That was the true light, WHICH *lighteth* EVERY man that COMETH INTO THE WORLD. He was IN THE WORLD, and THE WORLD was made by him, and the world *knew* him not. He came UNTO HIS OWN, and his own received him not. BUT AS MANY as received him, to THEM gave he power to BECOME the sons of God, even to them that believe on his name.

The Y Line, and Syllabic Characters.

1. By, my, thy, any *thing*, every, bu ry, me rry, fury, try, dry, beau ty, empty, country, countries, many (see Rule 10, page 20).

2. Deny, denial, single, mingle d, angle d, NATURAL, internal, intends, entered, interred.

3. Kn ee, kneel, knit, kn ock, keen, dis mal, obstinate, opposite, tables.

4. Play, pligh t, pligh ted, plot, plain (see page 19, Rule 7), staves, steeples, stipulate, planets.

5. Naples, tipples, repeal, robe, robber, rotten, says.

6. Con struct, con structed, restore, does, resolve, shot, shares, shedding, shore.

7. Sh un, dull, cull, burr, mules. mul berry, mul teer, sh aves, said (see Rule 6, page 24).

8. Praised, structure, stones, submit, subversive, SUBJECTS, subtends, subterfuge.

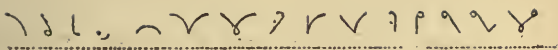
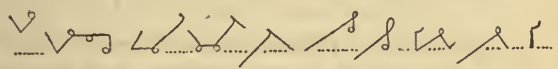

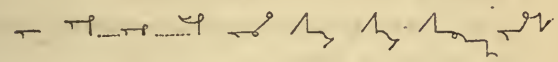


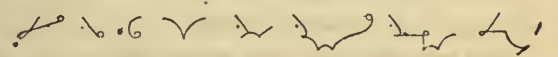
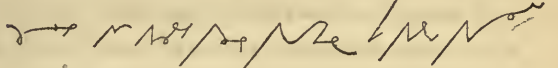
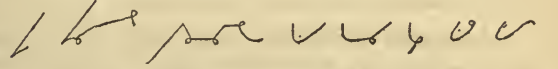
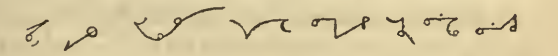
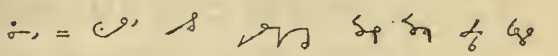
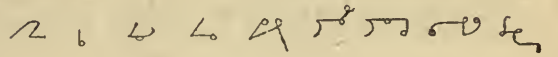
9. SUBSTANCES, suborned, submissive, thus, this, those, when, where.

10. S-well-ing super fine (see page 23, Rule 25), invulnerable, braced, contented, elect, coun cil, coun sel.

11. Cunn ing, natur-al, super natural, spit, spotted, sh a w l, w o m e n.

12. Re spect-able, temper, sign, sigh, descended, genu-i-n-e, gen i a l, fligh ty, compl i c a t e d.

PLATE 3.

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 
- 10 
- 11 
- 12 

Double, Syllabic, and Terminal Characters.

1. *Amp l, comp l, emp l, imp l, cul, dul, fun* (see page 24, R. 6), *mul, vul, be fore, BE COME, com ing, come ly.*

2. *Sing, wing, ring, he mm ing, high ly, ha sting, fr ee ing, fr ee ly.*

3. *Strings, wrings, brings, doings, sayings, clings, wavings.*

4. *Motion, notion, relation, stations, creations, portions.*

5. *Lament, foment, raiment, cement, torments, tene ments.*

6. *Table, tables, stable, disable, enable, inability, disability, reliability, comp-u-t-ability.*

7. *Handle, fon dle, b-ea-dle, d-e-cent, recent, concent, complacent, reticent.*

8. *In deed, han ded, de fen ded, s ong, l ong, strong, wrong d, th ong* (see page 28, Rule 22).

9. *Therefore, wherfore, fl-e-sh, rush, simp-le, recon-struct, a-ttempt, Imp-rov-ing, des-e-rve.*

10. *Lame, calm, palm, vlm, shm, call, del, vel, chl, wl, shl* (see page 25, Rule 8).

11. *Spec-i-men, e-dition* (see page 31, Rule 4), *d-ou-ble, t-op, bottom, fin i sh, st op, o mi-tted, ch ai n.*

12. *Rea s o n, al te r a t i o n s, s l i g h t e s t, b e n e f i t, p r o p r,* (see page 23, Rule 23), *s w i n d l e, p a s t e d.*

13. (See page 13, No. 52.) *Lst, mst, fst, pst* (See page 32, Rule 52), *impstr, lstr, mstr, fstr, pstr, nstr.*

14. (See page 22, Rule 21.) *Ob, unob, op, unop, con, un-con* (see page 29, Rule 28), *l, lty, ldty, lties, ltry, sltry.*

Double, Syllabic, and Terminal Characters.

1. *Ampl-y, emp-ire, impound, impost, impure, imposed, hamper, compel, recon cile.*

2. *Amb-er, emb-roider, imb-rue, combined, compare, compounded, compute.*

3. *Complain, computed, imputed, reputed, bland, blame, blot, bleeding, blasting, blinding (see page 19, Rule 7).*

4. *Cheer, cherish, rich, such, ache, touch-ing, wretches.*

5. *Countermanded, counter sink, encounter, encountered, desire, desirous, desirability.*

6. *Colt, clear, cloth-ing, cl-imb-ing, flood, greeks, keeper.*

7. *Elm, quo-ta, common, en-ough, sigh, route, traml, this, these.*

8. *Embark, combination, nobility, liability, active, activity, activities (see page 31, Rule 48).*

9. *Imp-erious, imp-eriousness, furious, fur-i-ousness, likeness, complexion (see page 12, No. 9).*

10. *Th-ough, roughness, toughness, sh-i-ngle, mingle, hammer, prospect.*

11. *Prospective, bestowment, sternly, unless, unloading, unmannerly, compilation, dejection, (see page 12, No. 9).*

12. *Ca-r-e fully, mournfully, truth fully, unfai thful, unfai th fully (page 28, Rule 18, faithfulness.*

13. (See page 28, Rules 14, 15, 16.) *F-a-shion-ed, fa-shion able, unfashion able (see page 13, No. 35), gra-cious-ness, de-fere-nc-e, insu-ffici-ent, pro-fici-ency, cu-pi-di-ty.*

14. (See page 29, Rule 28.) *Ra-pi-di-ty, va-li-di-ty, in va-li-di-ty, imp-er-fection, exist-ing, fr-esh-ness, re-cumb-ent.*

PLATE 5.

1. 7, 6, 5, 4, 3, 2, 1, 0

2. 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

3. 8, 7, 6, 5, 4, 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

4. 7, 6, 5, 4, 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

5. 6, 5, 4, 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

6. 5, 4, 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

7. 4, 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

8. 3, 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

9. 2, 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

10. 1, 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

11. 0, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

12. 9, 8, 7, 6, 5, 4, 3, 2, 1, 0

13. 8, 7, 6, 5, 4, 3, 2, 1, 0

14. 7, 6, 5, 4, 3, 2, 1, 0

Double, Syllabic, and Terminal Characters.

1. *Commotions, delusion, compensation, [constitution (see page 13, No. 52), constitutional, unconstitution al], reservation, emulation.*

2. *Expectations, fruition, undulation, addle, relation, unprofessional, complection, elections.*

3. *Unable, undone, unknown, unseen, unbend, uninsured or uninured, undeniably (see page 22, Rule 20 and 21).*

4. *Undesirable, untaught, unsold, unseen. unsought, unobjectionable, objections, object, allusion.*

5. *Uncomplaining, winged, sions, un subdued, unsubstantial, uncles, unreal, unmannerly.*

6. *Untimely, unenlightened, unprofitable, unforeseen, untruly, unconsciousness, unopened, unlamented, section.*

7. *Unheard, unHAPPINESS, unrestrained, persuasion, actionable.*

8. *Withhold, condemnation, disengaged, UNDERSTAND.*

9. *Unobtrusive, unsightly, in subordination, un consumed, temple (see page 22, Rule 19, line 9).*

10. *TEMPER [temporal], pupils, ploughs.*

11. *Benefactors, plight, blight, blighted, blended, beloved, simpored, extra, circumference.*

12. (See page 23, Rule 23.) *Magnitude, multitude, hypothese, hypocrite, omnibus, oval, cities.*

Double, Syllabic, and Terminal Characters.

1. Ten *able*, *assem bly*, *com for table*, *in compar able*, *visibly*, *dis abled*, *en abled*, *stables*.

2. *In stability*, *ably*, *daugh ters*, *slaugh tered*, *acces sion*, *inter cession*, *con cession*, *con cessions*, *conn ec tion*, *conn ec tions* (page 12, No. 7-10).

3. *Defec tion*, *affec tions*, *affec tion ate*, *nee dles*, *suf ferance*, *in ferences*, *refe rence*, *con fessional*.

4. *De fici encies*, *in suf ficient*, *be fore*, *fully*, *ful ness*, *MAN ly*, *con tingence*, *con tingent*.

5. *Wil fulness*, *th ough tfulness*, *tele graph*, *ge ography*, *ge ographical*, *ge ographies*, *sing ing*, *during*, *de ny ing*.

6. *Flings*, *turn ings*, *wing ed*, *brings*, *lion*, *lions*, *amp ly*, *sim ply*, *true*.

7. *Guilty*, *real ities*, *val idity*, *the ological*, *the ology*, *fir ma ment*, *fer mented*, *la mented*, *ra tion*.

8. *High ness*, *wit nesses*, [*ang ry*, *ste nography*, *pho nography*], *dock*, *ambi tious*, *saga cious*, *spe cious*.

9. **RIGHTEOUSNESS**, *con sciousness*, *con scious*, *out*, *out er*, *dis pel*, *dis pelled*, *plight*, *plight ed*, *stu pidity*, *opp ressed*.

10. *Dressed*, *breast*, *crest*, *mer cest*, *di rest*, *br casts*, *pressed*, *hea rest* (see page 13, No. 39).

11. *Imp rove ment* [*in scrip tion*, *de scrip tion*], *my self*, **THY self**, **YOUR self**, **YOUR selves**, **THEM selves**, **HIM self**, **OUR selves**.

12. *Wor shipper*, *wor ship* [*author*, *author ize* (see page 30, Rule 45), *author ized*, *author ity*, *neither*], *na tion*, *sta tions*, *in ve ntion*, *in te ntion*, *as sump tion*, *comp ulsion*.

13. *Con sump tive*, *res ti tution*, *des ti tution*, *con te n tions*, *de struc tive*, *in struc tive*, *recon struc ted*, *in ward*, *re wards*.

PLATE 7.

1. $\nu \lambda, \delta \zeta \eta \theta \iota \kappa \lambda \mu \nu \xi \eta \theta \iota \kappa \lambda$

2. $\beta \gamma \delta \epsilon \zeta \eta \theta \iota \kappa \lambda \mu \nu \xi \eta \theta \iota \kappa \lambda$

3. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

4. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha = \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

5. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha = \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

6. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha = \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

7. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

8. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

9. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

10. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha = \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha = \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

11. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

12. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

13. $\nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha \nu \mu \lambda \kappa \iota \eta \theta \zeta \epsilon \delta \gamma \beta \alpha$

NOTE.—If the foregoing exercises have been thoroughly examined, and none of them can be lightly passed over without serious loss, the student will now be able to write and decipher the following exercises with comparative ease. Only a portion of the syllable and terminal characters will hereafter be italicised, as he is supposed to be so far advanced as to require but little further aid in this respect.

Health and Service.

If by gaining KNOWLEDGE we ruin OUR *health*, we labor for a *thing* that will BE useless in our hand; and if, by vexing our bodies (see page 102, R. 6), we deprive ourselves of the abilities and OPPORTUNITIES of *doing* that good we MIGHT HAVE DONE with a minor talent which God thought *sufficient* for us by *having* denied us the strength to improve it to that *pitch* which men of strong constitutions (*st* is added to any ring letter by changing the ring to a small hook) CAN attain to, we rob God of SO much service and our neighbor of all that help which, in a state of health, with moderate knowledge, we might have BEEN ABLE to perform. He that sinks his vessel by OVERLOADING it, though it be with gold and silver and *precious* stones, will give his owner but a poor ACCOUNT of his trip. Wisdom is a defence and money is a defence; BUT the excellency of knowledge is that wisdom *giveth* life to them that have it.

PLATE 8.

Handwritten musical notation on a page titled "PLATE 8." The notation consists of approximately 15 lines of rhythmic symbols, including vertical stems, horizontal lines, and various curved and dotted marks, characteristic of early manuscript notation. The symbols are arranged in a structured, line-by-line fashion, typical of a musical score.

The Control of the Passions.

To subdue the *passions* of those who are all passion is IMPOSSIBLE; to regulate them appears to be absolutely NECESSARY; and WHAT are those passions which make such havoc, causing striking *differences*, exciting and depressing the SPIRITS, leading to great enjoyment, or casting us into the severest *afflictions*; what are they more than the development of our *sensibility*? Life is shortened by *indulgence* in *anger*, *ill-will*, *anxiety*, *envy*, *grief*, *sorrow*, and *care*. THEREFORE, it is the province of wisdom to EXERCISE a proper *control* OVER the passions. If you permit them to GOVERN you *in-stead* of your governing them, you destroy the vital powers and *impair* the whole nervous system. To *attempt* to regulate the *actions* and *functions* of the body WITHOUT paying ANY *attention* to those of the mind, is like sitting down content with avoiding one evil, while ANOTHER of EQUAL IMPORTANCE is still *impending*. A wise man governs his passions, but a fool permits them to govern him. When controlled, they are never-failing sources of *delight*—the genial warmth that cheers us along the pathway of life—uncontrolled, they are consuming fires.

The stream, when it descends slowly from the mountain and ripples through the plain, adorns and enriches the picture; but when it rushes down in an impetuous torrent overflowing its banks, it devastates and ruins all in its course; so the passions, if not kept in subjection, will lead us on to ruin of both body and soul.

PLATE 9.

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

Romans XII, 1-16.

I beseech you, therefore, BRETHREN, by the MERCIES of God, that ye PRESENT your bodies a living SACRIFICE, holy, ACCEPTABLE UNTO God, which is your reasonable service. And be not *CONFORMED* to this world: but be ye *transformed* by the renewing of your mind, that ye may prove what is that good, and acceptable, and PERFECT will of God. For I say, THROUGH the grace GIVEN unto me, to every man that is AMONG you, not to THINK of HIMSELF more highly than he OUGHT TO think; but to think soberly, ACCORDING-AS God hath dealt to every man the measure of faith. For AS we have many MEMBERS in one body, and all the members have not the same OFFICE; so we, being many, are one body in CHRIST, and every one members one of another. Having, then, gifts differing ACCORDING-TO the grace that is given to us, WHETHER PROPHECY, LET US prophecy according to the proportion of faith; or ministry, let us wait on our ministering; or he that teacheth, on teaching; or he that exhorteth, on exhortation: he that giveth, let him do it with *simplicity*; he that ruleth, with diligence; he that sheweth mercy, with *cheerfulness*. Let love be without *dissimulation*. Abhor that which is evil; cleave to that which is good. Be *KINDLY* affectioned one to another with brotherly (see page 30, R. 45) love; in honor preferring one another; not slothful in *business*; fervent in spirit; serving the LORD; rejoicing in hope; patient in tribulation; continuing instant in prayer; distributing to the necessity of saints; given to *hospitality*. Bless them which persecute you, bless and curse not; rejoice with them that do rejoice, and weep with them that weep. Be of the same mind one toward another. Mind not high things, but *condescend* to men of low estate.



PART II.

PHONOGRAPHY; OR, VERBATIM REPORTING.

WE have evidence that the Jews had carried rapid writing to a high degree of perfection at a very early period of their history. In the words, "My tongue is the pen of a ready writer," the Psalmist plainly intimates that the scribes of his day could write words as rapidly as they could be uttered by the tongue. The following translation of some lines from the poet Ausonius, in praise of an expert writer in the time of the Emperor Gratian, confirms the quotation given in the preface, from Martial's Epigrams, with regard to the dexterity of the Roman *notaries*:

"O wondrous art! though from my lips
The words like pattering hailstones fall,
Thine ear hath caught them every one,
Thy nimble pen portrayed them all.

"My words no sooner are pronounced
Than on thy tablets they appear;
My mind cannot keep equal pace
With thy light fingers' swift career."—*Gouraud.*

No reporter of modern times can do more, as respects rapid writing, than these extracts show was done by the ancient Hebrew and Roman scribes.

A Phonetic Alphabet, by which all the simple articulate sounds of the human voice (which are less than a hundred) could be unmistakably expressed, might be invented ; and, if it were universally adopted, would be one of the most useful applications of writing ever given to the world. But it is an imposition for any author to lead his readers to suppose that he has invented Chs. so short, plain, and simple, that words can be written as rapidly as uttered and properly pronounced by persons ignorant of the speaker's language. If, therefore, by Phonography we understand the art of expressing the sounds of a language by Chs., each of which always represents the same elementary sound, it becomes evident, the moment we examine any modern system of shorthand used for reporting, that it has no claim whatever to the title of *phonography*. It has been shown in the preface, p. x., that, in one of the latest systems, the same Chs. not only represent many words very dissimilar in sound, but that the sign oftentimes has not the slightest approximation to the sound of the word it represents. In fact, the reporting style of all the so-called phonetic systems gives quite as little help towards the true pronunciation of many of the signs, as is given in William's Stenography (a handsome octavo published in 1826), which contains some two hundred columns of words, each represented by one or two initial letters, with some other letter chosen at random and not at all contained in the word itself.

This system introduces the phonetic principle only when it contributes to shorten the writing ; as, *laf* for *laugh*.

In the Stenography, I have preferred a plainly legible style to one for writing as many words as possible in a limited time. All who have learned that fuller and, as compared with common writing, very expeditious method, are able to read, not only their own manuscript, but that of

any correspondent who writes it with tolerable accuracy, more easily than if it were long-hand. If the student, therefore, learns only the Stenography, he will be amply compensated for his pains, and indeed will have acquired that part which is of the most practical use in the everyday business of life.

But if he is ambitious to acquire the art of making a *verbatim* report of speeches, lectures, sermons, and debates, he must learn what we, for convenience, term Phonography. He may begin it as soon as he has learnt from Stenography how the Chs. of the alphabet and terminations are joined together; for the Chs. are the same in both, and he who knows so much of Stenography can acquire the Phonography with comparatively little labor.

It is true the writing will not be as plain as Stenography, and will require more practice to read it as readily; but it contains more elements of legibility than reporting hands usually do, and is more readable than any of those which omit the initial and final vowels.

It is sufficient, when the utmost despatch is required, as in following a speaker, to be able to make out with certainty what we commit to paper so hastily, and it is surprising how soon one learns to read words if only the initial and final vowels are given with the consonants.

Phoneticians systematically misspell words according to their sound, as *shur* and *shuger*, for *sure* and *sugar*; and substitute *k* and *s* for the hard and soft sounds of *c*; often *t* for *d*, etc. If any one really prefers such spelling, he can use it in this system, whereas in theirs it is the only method; for most of them have no Ch. for *c*, and are compelled to write *k* or *s* for *c*; in many instances, *v* for *f*, *g* for *j*, *t* for *d*, *f* for *ph*, *s* for *z*, *k* for *qu* and hard *ch*,—a habit dangerous for those who wish to remember the true orthography in ordinary writing.



RULES FOR WRITING PHONOGRAPHY

1. Write words with only the vowels and consonants heard in pronouncing them; and drop every middle vowel, as well as every one which is not distinctly sounded at the end, unless it is included in a syllabic Ch. or termination. When the vowels flow so smoothly into the consonants that we can write them without losing time, a distrustful writer is at liberty to insert them in any doubtful word to make it more readable; as, *i* in *right* or *height*, and *o* in *thought* or *quote*. When a vowel is heard at the beginning or end, it must generally be written, except in *ex*.

2. The letters, Chs., and words contained in [] brackets, as also the Supplementary Chs. at the foot of p. 11, now come into common use.

NOTE. The *consonants* in [], in p. 11, are those the Ch. stands for in Stenography, and the Ch. represents them whenever we find them following one another in the same order, whatever may be the intervening vowels. In reading, we shall find that the same vowels which belong to the Ch. in Stenography will frequently give us the right word. Thus, *comp* becomes *emp*, and may, therefore, stand for *camp*; but in more than 9 cases out of 10, *comp* will be the only syllable that will make sense with the context.

3. That there may be no mistake, we here take from p. 10, etc., the syllables represented by syllabic Chs., in which the vowels can be dropped. *Amp* becomes in the after part of words *mp* with any vowel before it; *Cent* becomes *cnt*; *Com*, *cm*; *Comb*, *cmb*; *Comp*, *cmp*; *Con*, *cn*; *Counter*, *cntr* [*Ctd* is used only in the end of words; *Det* in all positions, and also for final *dctd*]; *Dis* or *des*, *ds*; *Inter*, when the Ch. crosses the line, is initial *entr* or *intr*; but when it stands on the line, it drops the vowel, and becomes initial *ntr*; *Ngl* is the same as *angl*, only when *ngl* begins a word it must stand on the line; *Pp* may have its ring enlarged and be used for *prp*; *Recon*, *rcn*; *Rest*, *rst*; *Ramp*, *rpm*; *Spec* or *spect*, *spc* or *spct*; *Sted*, *std*; *Struc* or *struct*, *strc* or *strct*; *Sub*, *sb*; *Super*, *spr*, which requires the word to be so placed that the first long Ch. will cross the line; *Ted*, *td* (which *now* stands at the end of words for *td* and *td*), requires *s*, whether before or after it, to be short; *Temp*, *tmp*. The Supplemental Chs. are read, though not written, with intervening vowels.

4. When two letters of the same name meet, write but one; as, *ms* for *mess*; *se*, *see*; *btr*, *better*; *er*, *err*.

5. But when two consonants of the same name have one or more vowels between them, write both consonants, as *nn* for *nun* or *none*; *err* for *error*.

6. The consonants that are silent or not heard *very* distinctly are omitted; as, *c* before *k* in *sick*; *p* and *l* in *psalm*; *w* in *write*. *II*, even when sounded, is rarely necessary in the after-part of words, unless it belongs to a double character.

7. (1.) *D* may be added to any initial and final ring Ch., by changing the ring to a loop, and another *d* may be added by thickening the end of that loop. Pl. 15, line 1.

(2.) Thickening *k*, *q*, *ch*, and *h*, or any long down-stroke standing on the 1 or 2 line, adds *rd* or *rt*—*rd* if we thicken

the end, *rt* if we thicken the beginning—*rd* or *rt* if we thicken the whole or the middle of the Ch. Pl. 11, line 12.

(3.) The thickening of a short or horizontal Ch. adds *d* to it in all positions. We must except *k*, *q*, and the horizontal *ch*, which belong to the previous rule. In the terminations *tion* and *ing*, the *d* is put before the *tion* and *ing*, so that, when thickened, they become *dtion* and *ding*.


(4.) The thickening of a long down-stroke, not standing on the 1 or 2 line, adds only *d* to it.

(5.) In modified Chs. like *mem* or *lity*, if we thicken the Ch. we must read the *rt* or *rd* immediately after the first letter, as *mrtm* for *maritime*, *ldty* for *lidity*.


NOTE. If any one is dissatisfied with the abbreviations made by this or any other rule, he can write the words as in Stenography, only leaving out the middle vowels.

8. *Nt* is added to any short or shortened Ch. whenever it is required to complete the sense. Pl. 15, line 2.

9. In a short or shortened Ch., written across or under the line, *nce* or *nts* is added whenever it is required to complete the sense: thus, by shortening *he* and writing it under the line, it becomes *hence*. Pl. 15, line 3.

10. As it is sufficient to put the dot for *full* in the last hook or ring, so we can put it in the crook of *ness* for *fulness*, as 

11. If another Ch. is added to the arbitrary \circ *of*, it is so joined as not to look like a ring Ch., as in some signs, p. 29: it is, however, almost as easy to write *o* and *f*. For speed, we may sometimes write *fr* for *phr*, and *f* for *ph*.

12. When *r* follows short *rv* in the after-part of a word, they make an angle in joining; but the angle is not necessary in beginning a word, as the line shows where they unite; as, *rvers*  for *rivers*.

13. It is often an object with a Phonographer not to lose

even the time required for making a dot ; we therefore omit the dot in *k*, *qu*, and *u* : the *e* and *u* should be quite small, so as not to spread more than half as much as *k* and *qu*. The *u* retains the dot in the signs *upon* and *unto*.

14. *Of* between words can be implied by putting the last close to the first. We may sometimes lap one over the other, as, in the phrase *some of them*, the *m* may stand under the *s*.

15. When the intermediate vowels are dropped, the same consonants will not unfrequently come together and represent different words ; but the sense of the passage will enable the reader, with such help, to select the right word, and not only so, but one letter or syllable will often be sufficient to suggest the word ; or he may even altogether omit words in well-known phrases and sentences. It may seem to a novice impossible for any one to make out manuscript written agreeably to all the rules for Reporting, but every art and science seems difficult until practice makes it easy ; and those who adopt the most abbreviated style of Phonography, in time read it with a facility surprising even to adepts in Stenography.

16. The Terminations have been explained under the head of "Notes on the Terminations;" and observe, that those which in the table have no [] brackets, never change their vowels : thus, the Ch. *ous*, p. 13, No. 34, which stands also for *shus*, can only be used when the word really ends in *ous* ; as, *gr shus*, *gracious*.


17. When the table gives no syllabic termination to shorten a word ending in *y*, that word must be written on the *y*-line.

18. *S* joined to short thick *ted* (which now stands for *td*, and in the after-part of words for *ttđ*) is always short : as in *sted* for *stead*, *stayed* ; or *sttd* [^] for *stated*, *situated* ; but *s* must be always long before *t* in *struct* and *structed*.


19. *S* is long in *sy*, and short in *ies, ise*; and all words with these endings are written on the y-line.


20. If we write short *s* and *t* in words beginning with those consonants, long *s* and *t* will signify that the initial vowel *a* or *e* is dropped, as, *ss n*, for *assassin*. It is better, however, not to use the initial short *s* in words below the line, as it would there interfere with *super*.

21. If we drop *ngr*, etc., p. 13, No. 32, and put the preceding Ch. under the line, we must recollect that *s* is not shortened before a termination but when it is the last consonant in a word; therefore, if we write *ms* under the line for *messenger*, *s* will be long, and if we add *s* for *messengers*, the last *s* will be short. This is a rule of very wide application, enabling us to express by one Ch. a large number of words consisting of many letters; as *anger, danger, ginger, hunger, linger, manger, ranger, singer, vinegar, changer*, etc. Pl. 15, line 4.

22. Short *rst* like *rest* (p. 13, No. 39) is only the beginning of long *rest*, and is joined in the same way by drawing it towards the left; as, *brstr*  for *barrister*.

23. When *ness* or *ly* follows *tive*, the *ness* or *ly* should be joined to the *tive*. See *tively* after *tongue*, p. 116.

24. *Meti* or *mati* may be expressed by putting the character for *t* so that the middle of it will be even with the end of the preceding character as  *rheumatic*.

25. *Metical* and *matical* may be expressed by placing the character for *l* as in the former rule as  *dramatical*.



INSERTION OF DISCONNECTED VOWELS.

Those systems which have no connecting vowels, endeavor to supply the want of them by various contrivances, of which the simplest, though not the most helpful to the reader, is the putting of a dot or comma wherever a vowel or diphthong is required. Others provide a distinct mark for the sound of each vowel; and, though we have no occasion for such a method, we will here give similar marks, which will enable any one to transform our Phonographic notes into a hand very like that which, in Pitman's Phonography, is called *The Corresponding Style*.

They are not of much value in our system; still, as the dropping of the middle vowels in the hurry of Reporting will now and then leave a word doubtful, we may at our leisure here and there supply the place of a missing vowel with one of these marks, in notes which are intended to be laid aside for perusal, when perhaps, the subject will have been forgotten. It will be sufficient to write the easier form of each vowel, as in the first line, unless in some rare word we wish to show the exact sound. They are inserted like medial *u*. See p. 15, Sec. 5.

Very little use, we imagine, will be made of these vowel-marks, but they will serve as an example of the only manner in which the whole vowel notation of some systems is expressed.

The marks sound like the vowels in the words under them.

| | | | | | | | | | | | |
|-------|---|---|---|---|---|----|----|----|----|---|----|
| | a | e | i | o | u | oo | oi | ou | wa | a | aw |
| THIN | — | ∩ | ∩ | ○ | . | ∪ | ∪ | ∪ | ∪ | ∪ | ∪ |
| | bat, bet, bit, bot, but. foot, oil, out, assuage ah. all. | | | | | | | | | | |
| | a | e | i | o | u | oo | | | | | |
| THICK | — | ∩ | ∩ | ○ | . | ∪ | | | | | |
| | mate mete, mite, mote, mute. fool. | | | | | | | | | | |

NOTE. In a double or syllabic Ch., the dot or mark is put at the centre on the left without touching the Ch. A vowel between two Chs. must have its mark at the top of the first Ch. if they are joined at the top, and at the foot if joined at the foot. When the vowel is at the head, it is better to put the marks on the left than directly over it.

In pointing, that mark is affixed which best expresses the sound; as, *Ń sought*. If two vowels come together, they are put side by side; as, *∪ defiant*. Write *∪ hitch*.

HOW TO READ REPORTING HAND.

In case of doubt, *e* or some other vowel is inserted between the consonants, and the syllables are then pronounced distinctly; thus, for *terror*, written *trr*, we read *terer*; and this, with the sense of the passage, will always, after a little practice, direct us to the right word.

When a contracted Ch. blends with that before it, the last is the shortened one, and must be read accordingly; as, *∪ pronounce*, *∪ insurgents*, both of these words being written across the line.

PHRASE WRITING.

To prevent loss of time by raising the pencil from the paper, the Reporter may unite two, three, or four short words or signs, whenever they will join neatly without running too far away from the line or confusing the reader. In doing this, the last word that is not on line 2, must keep its place ; and if any of them belong on line 2, they can be moved, if necessary, to enable those not on it to preserve their proper position. If all are on the line, they stand just as if they were one word. Thus, the last Ch. in *by thy* stands on the *y*-line. In *as they have not*, the Chs. stand as if all one word.

1. Shorten *have to have not* only after *e, i, o, u, y*, that it may not interfere with *able*. The signs *he* and *I* turn either way in phrases.

2. Drop *the* in the middle of phrases ; as, *in-last place* ; and imply *of the* between words by overlapping them a little, or writing them close together.

3. A word immediately repeated is expressed by repeating the separated termination : as, $\frac{\text{---}}{\text{---}}$ *holy, holy, holy*.

4. In Rule 27, p. 23, if we shorten *sub*, we read *or* for *and* ; as, V *more or less* ; 9 *father or mother*.

5. *May* and *she* seldom require vowels in phrases ; as, D *may have been*.

6. *From day to day, from place to place*, etc. are briefly expressed by writing the repeated words close together ; as, \parallel *from time to time*.

7. The short *t* for *to* often begins, but can seldom end a phrase.

TO THE STUDENT.

THIS Phonography, as has already been stated in our definitions, page 1, has for its basis the same characters as the Stenography, and "expresses with the utmost brevity the *sound* of words, dropping every letter that can be omitted consistently with a due regard to their legibility." If, therefore, it is your desire to master the art of *reporting*, your first task will be to make yourself acquainted with the characters, and their mode of joining, as set forth in Part I. Having accomplished this, you will next take up the following exercises, which gradually introduce the methods of contraction and abbreviation (as given under the head of "Rules for Writing Phonography," pages 60-64), and furnish every means of insuring the greatest brevity and rapidity. The exercises are inductive, and you will discover very little difference between the advanced Corresponding and the primary Reporting examples given in Plates 12-14. The key-pages have been printed in such a way as to enable you to see, at a glance, exactly what characters are used in each word. It will be an easy matter to apply the same principles in parallel cases. Immediately after these exercises, an Alphabetical List of our Signs is given. (See page 101, No. 2.) The analysis of them will be found both interesting and profitable after you have mastered the few pages that follow this. Many persons learn the signs without regarding the elements composing them. This is a great mistake. By turning to the Introduction to and the "Notes on the Signs" you will find a number of valuable suggestions as to the manner of their formation and the best mode of learning them. Pay close attention to these hints, and more than half the time and labor you would otherwise spend will be saved.

EXERCISES

IN

PHONOGRAPHY;

OR,

THE REPORTING STYLE.

NOTE.—This exercise, for the most part, illustrates the first five rules commencing on page 60.

1. Their names were written on tablets far more durable than brass and marble.

2. Empire, emperor, tarry, bearer, basin, cousins, class, close, closed, dearer, foretell or fertile, suffer, stated. (See page 60, R. 1.)

3. Situate, spot, safe, send, sir, gain, guide, game, jug, bees, formal, enters, compete.

4. Impute, dis traced, dusted, lasted, latitude, late, committed, competed, amputate, amputated, strive, strew, stern, sin or sine, drug.

5. Lean, object, singled, mingled, minds, lines, passes, possesses, potters, leggo-type.

6. Stamps, settle, sell, pines, pest, misses, Moses, pepper, proper, pot, potted, gun, shot.

7. Shelter, shell, burned, subdue, subterfuge, submissively, gained, spend, smell, tried.

8. Stirred, sturdy, steady, steed, straight, or strait, compress, repress, distress, pl-o-t, fires, dresses, lighted.

9. Superfine, countermand, umbrage, embryo, lamp-lighter, tempter, fright, free, natural, naturalist, supernatural, snail.

10. Set, support, spiral, takes, dissuade, subdue, suborn, submissive, subtended, seize, males, females, dented.

11. Situate, steed, settle, sell, spare, spares (see page 61, line 14), spared, spiritual, spiritualist, smite, summer, demur, demurred, defer, defied.

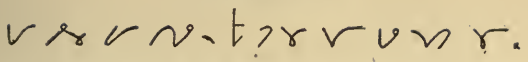
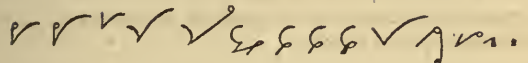
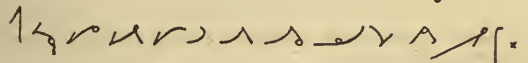
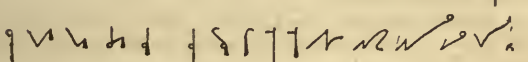
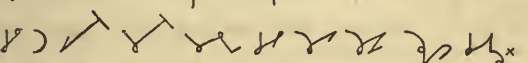
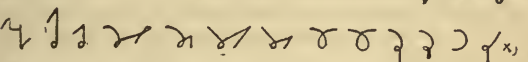

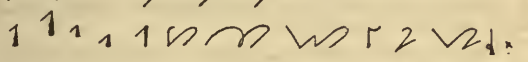
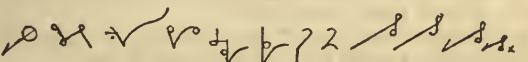
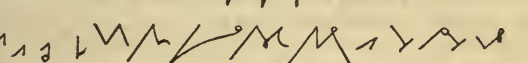
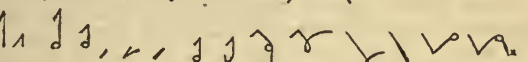
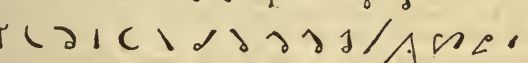
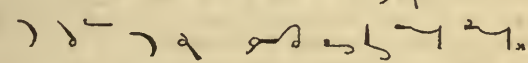
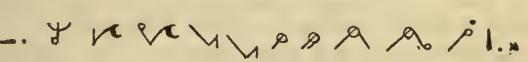
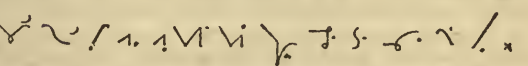
12. (See page 61, R. 7, No. 2.) Interred, varied, pride, tarred, cried, dried, short, mart, smart, smeared, salaried, sobered, subdued, comprised, disease, seedy.

13. Trod, broad, marred, HYPOCRISY, abode, encountered, scoundrel, tedious, tread-mill, adequate, inadequate.

14. Addition, universal, traced, embraced, dust, distance, fountain, fountains, found, fondle, foundation, trad-tion.

15. Morning, evening (see page 29, line 6), restitution, station, situation, destination, determination, illumination (see Rule 4, page 31), examination, irritation, ordination, SUBJECTION.

PLATE 11.

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NOTE.—The words printed in italics, with a hyphen between them, are phrased.

St. John's Gospel, Chap. X, 1-10.

Verily, verily (see page 67, Rule 3), *I-say-unto-you*, he that *enter th* not by the door into the sheepfold, but climb-eth up some other way, the same is a thief and a robber. But he that entereth in by the door, is the shepherd of the sheep. (See page 63, Rule 14.) To him the porter (see page 62, line 1) openeth ; and the sheep hear his voice : and he calleth his own sheep by name, and leadeth them out. And when he putteth forth his own sheep, he goeth before them, and the sheep follow him : for they KNOW his voice. And a stranger will they not follow, but will flee from him : for they KNOW not the voice of strangers. This *parable* spake Jesus unto them : but they understood not what things they were which he spake unto them. Then said Jesus unto them again, Verily, verily, I say *unto-you*, *I-am* the door of the sheep. *All-that* ever came before me are thieves and robbers : but the sheep *did-not* hear them. *I-am* the door : by me if any man enter in, *he-shall-be* saved, and shall go *in-and-out* (see page 23, Rule 27), and shall find *pasture*. The thief cometh not, but for to steal, and to kill, and to destroy.

1 Corinthians, Chap. XIII, 1-9.

Though I speak with the *tongues* of men and of *angels*, and have not charity, *I-am* become as *sounding* (by putting *ing* above the *s*, and thickening it, we have *nding*—see page 28, Rule 22, and note on page 30) brass, or a tinkling *cymbal*. And though *I-have* the gift of PROPHECY, and understand all *mysteries*, and all knowledge; and though *I-have* all faith, *so-that I-could* remove mountains, and have not charity, *I-am* nothing. And *though-I* bestow all my goods to feed the poor, and though I give my body *to-be* burned, and have not charity, it PROFITETH me nothing. Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil, rejoiceth not in iniquity, but rejoiceth in the truth, beareth all things, believeth all things, HOPETH all things, ENDURETH all things. Charity never faileth: but whether there be prophecies, *they-shall* fail; whether there be tongues, *they-shall* cease; whether there be knowledge, it shall vanish away. For we know in part, and we prophesy in part.

NOTE.—Observe particularly in this exercise, the mode of implying *of* (see Rule 14, page 63), *ther, nce.*

1-6. On the 10th of June, 1871, a bronze statue, *which-had been placed in Central Park, in HONOR of Professor Morse, the inventor of the ELECTRIC telegraph, was unveiled by the GOVERNOR of MASSACHUSETTS, in-the-presence-of* Morse himself and several thousand spectators. The Governor of New York began the appropriate (a-prp rt) addresses *which-were DELIVERED on the occasion ;* and Morse received from all QUARTERS CONGRATULATIONS by the telegraph, *which-is now the means of instantaneous communication with people throughout-the-world.*

7. The love of money is the root of all evil. Take heed and beware of *covetousness.*

8. The unbelieving Jews stirred up the people, and made their minds evil-affected towards the brethren.

9. (See page 30, Rule 45.) Northern and southern HEMI-SPHERES. Do this in remembrance of Me.

10. Recommendation, shelled, dazzle, empty, ministers, ministry, accent, infant, fountain, finance, inform.

11. Varieties, plenty, city, definite, shortest, circulation, calculation, acquit, acquittance (see page 62, Rule 9), deliverance, lame.

12. Almost, free-will, fore-knowledge, busy, boys, babies, babes, dressed, transitory, SWITZERLAND.

PLATE 14.

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11. 2 2 2 2 2 2 2

12. 2 2 2 2 2 2 2

1. (See Rule 7, page 61.) Fed, aid, led, made, ned, paid, send, sold, nailed, told, repaid.

2. (See Rule 8, page 62.) Bent, cent, dent, gent, lent, ment, rent, sent, tent, vent, went, mountain, fountain, client, amount, evident.

3. (See Rule 9, page 62.) Gents, hence, fence, sense, tense, mince, pence, dense, clients, amounts, defendants, defence, complaints, relents, pretence.

4. (See Rule 21, page 64.) Anger, manger, linger, hunger, ranger, ginger, messenger, finger, danger, singer, changer, avenger, wringer.

5. Division, position, diffusion, decision (see SION, Z-SHUN, UTION, and C-SHUN terminations), contravert, affected, indispensible, incomplete, decompose, accommodated.

6. Interchange, irreconcilable, recombined, self-respect, selfish, uncomparing, uncombined, undismayed.

7. Claimants, incumbent, recumbent, conjunction, interval, inconvenient, inconceivable, postpone.


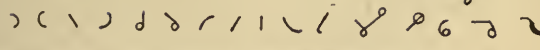
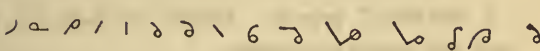


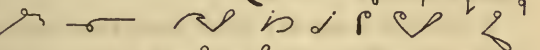

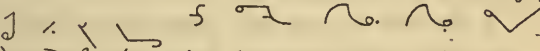
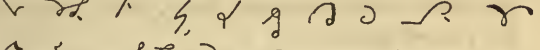
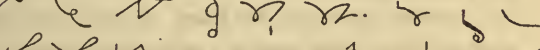
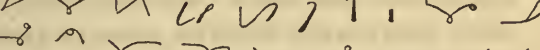

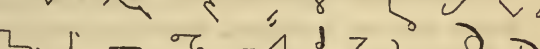
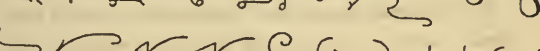


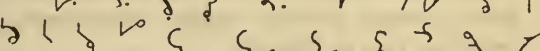

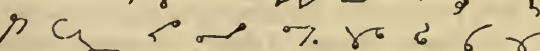
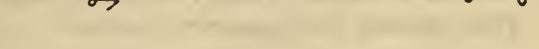
8. Spirituality, sensation, endanger, dangerous, execution, convocation, revelation, revolution, countersign.

9. Drive, punishments, assignments, seafaring, speculate, financial, railroad, opposite, arrangement, protracted (see page 31, Rule 49).

10. Supplied, involve, notification, perpetual, prescriptive, preservation, transparent, timidity, viciousness.

11. Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, to-day, to-morrow, YESTERDAY.

PLATE 15.

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12. January, February, March, April, May, June, July, August, September.

13. October, November, December, spring, summer, autumn, winter, days, weeks.

14. Attach ments, attainments, conceit, council, counsel, already, association, obvious, prop-er-ty, a-pprop-riate.

15. Envious, serious, plaster, blister, chester, (see page 31, Rule 52), cluster, priest, trust, thrust, crust, trustees.

16. Unbe arable, porter, afraid, deception, moderation, formation, reformation, renovation, dissolution.

17. Conster nation, exter mination, stimulation, estimation, meditation, exultation, population, alteration, retained, spending, tending.

18. (See Prefixes, page 23.) Transport, transact, transmit, transformation, circum volution, circum vention, extradition, exposition, explication, contraction, refection.

19. Dignity, diction, decision, remonstrances, factions, superintendents, associated, reporting.

20. Interfere, custom-house, plaintiff, confident, consummation, mercantile. incidental, failure, preferable.

Write the following according to the principles illustrated above :

Fatality, liberation, pro tracted, prov-sion, dis re spect, inter-mixed, edification, achievement, in-te-nding, apprehend, trans-late, treat-able, con for mation, exactness (x-ctness), exer-tion, memor-able, conste-ll-ation, engagement; enjoy ment, equitable, expeditious, derangement, symptom, administer, vivacious, survive, vaunt ing, likeness, indign ation, abandon, simul ation, employ ment, cordiality, feebleness, heaviness, waké ful, watch ful, in cision, excision, pre cision, bl-section.

The Rights of Man.—BLACKSTONE.

The absolute rights of man, considered *as-a* free agent (see page 62, Rule 8), endowed with discernment (see Note, page 30) to know good from evil, and with power of choosing those measures which appear to him *to-be* most desirable, are usually summed up in one general appellation, and denominated (d-n-mnt-d) the natural liberty of mankind. This natural liberty consists (const-s) properly *in-a* power of a-ct-ing as one thinks fit without any rest-raint (see page 62, Rule 8) or contr-ol unless *by-the* law of nature, being a right in-he-rent *in-us* *by-birth*, and one of the gifts of God *to-man* at his creation, *when-he* endued him with the faculty (see page 29, Rule 28) of free-will. But *every-man* *when-he* enters into society, gives up a part of his natural liberty *as-the* price of so valuable purchase, and *in-consideration-of* receiving the ADVANTAGES of mutual commerce, obliges (when words commence OBL it is sufficient to write BL) himself to conform *to-those* laws *which-the* community has thought proper to ESTABLISH. And this *spec-ies* (see page 64, Rule 19) of legal obedience (ob-d-ence) and conformity is in-finite ly more desirable *than-that* wild and savage liberty which-is SACRIFICED to-obtain it. For no man that considers a moment *would-wish* to-retain the absolute and uncontr-olled power of doing whatever he

PLATE 16.

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 181 182 183 184 185 186 187 188 189 190
 191 192 193 194 195 196 197 198 199 200

pleases, the CONSEQUENCE of *which-is* that *every-other-man* would also have the same power, and then *there-would-be* (third be) no security (s-crt-y) to any individuals in any of the enjoyments of life. Civil liberty, therefore, *which-is* that of a member of society, is *no-other* than natural liberty, *so-far* restrained by human laws *as-is-necessary* and expedient for the general advantage of the public. Hence *we-may* conclude *that-the* law which restrains *a-man* from doing mischief *to-his* fellow-citizens (ct s n s), *though-it* diminishes the natural, increases the civil liberty of mankind; but that those which constrain our conduct *in-matters* of indifference, without any good end *in-view*, are regulations destructive of liberty and a species of tyranny.

Exercise on some of the most common words.

No man is prosperous (prspr ous) whose immortality is forfeited, and none are rich to whom the grave brings eternal BANKRUPTCY. No man is happy upon whose path there rests but a momentary glimmer of light shining out between clouds *that-are* closing over him *in-darkness* forevermore. *There-can-be* no barrenness in full summer. The very sand will yield something. Rocks will have mosses, and every rift will have its flower, and every crevice a leaf. And so when the soul knows its summer, love redeems its weakness, clothes its barrenness, enriches its poverty, and makes its very desert bloom and blossom as the rose.

PLATE 17.

Handwritten text in a cursive script, possibly a form of shorthand or a specific dialect. The text is arranged in approximately 20 horizontal lines. The characters are highly stylized and interconnected, with some resembling letters from the Latin or Greek alphabets but often modified or combined in ways that are not standard. The overall appearance is that of a personal or specialized shorthand system.

The Objects of Law.—BLACKSTONE.

One of the first objects of all law is *to-mete* out JUSTICE ; another is *to-make* justice pursue quickly *on-the* heels of wrong ; for justice delayed often falls short of preserving the rights of the injured party, especially in business transactions. Therefore, *when-a* law is found to be so faulty *that-a* wrong-doer may for a long time, by tricks, avert or avoid justice, *it-should-be* so remodeled *as-to* permit officers of the law, whose duty *it-is to-see* justice done, *to-prevent* such unreasonable delay. The next object of law is, in all cases, to ascertain truth. *To-do* this in judicial (j-d-cl) investigations *it-has* for a long time been admitted by jurists and statesmen of all civilized countries, that WITNESSES *should-be* subject, *in-their* examinations relative to transactions within their knowledge, to examination and cross-examination by and *in-presence-of* both parties *to-the* dispute. *In-this* way the condition and knowledge of witnesses are best sifted. Another object of law is that such rules *in-the* government of trials *may-be* ADOPTED as will admit both parties *to-the* same privileges, *so-that* none may complain of the course *that-is* pursued with all. If men were *to-live* in a state of nature, disconnected with all other individuals, each living separately by himself, *there-would-be* no occasion for any other laws than those of nature and God. But man was formed for society, and is

neither able *to-live* alone, nor indeed has he courage *to-do* it. And *as-it-is* impossible for the whole race to form one great society, *they-must* necessarily divide and form separate states and nations. Hence *we-have* a third kind of law to regulate their mutual intercourse—the law of nations—which depends upon agreements and treaties and compacts between these several states and nations. Owing *to-the* several interests of the different parties *to-these* agreements, much difficulty is encountered in forming such laws *as-will* bear the test of time.

NOTE.—The following is an exercise on the signs, and each word used therein will have its representative characters given in the tables at the end of the book :

The particular paragraph in the pamphlet for which pecuniary consideration was to be given was much objected to by the very person whose opinion was said to be most judicious. The executor and executrix were not able to give a satisfactory explanation before the justice of the irregularity in the accounts of the different physicians. Our correspondent could not cultivate the acquaintance of the several members of the committee, because a resolution had been adopted which discharged all from office who should be observed in company with him. Notwithstanding the extraordinary influence of a certain politician, the secretary of the exchequer, in accordance with an order of his honor the judge, discharged the defendant, against whom nothing had been established.

NOTE.—A few of the words in the following exercise are here outlined:

E-d-cation, h-ist, imprt-ance, n-ther, ad-v-ce, c-mndation, d prt ment, c-vl-sed, s-cty, ind s pns-able, a tracted, t ntion, p rents, vrt u, us fully, bl-g-tions, pr spr ty, in fncy, a qrd v rsions, fl ence, a ctions, d fnce, d vr s fd, in d ted, fs cl, in v gr ation, d r ection, det ts, grt f cation, e mtions, pr fl gcy, c pld, v lst, at rcties.

Education.

(SEE NEXT PAGE.)

“Education being UNIVERSALLY acknowledged of the highest importance, requires neither advocacy nor commendation. *In-every* department of civilized society, *in-all* the social relations of life, *it-is* considered indispensable, and has therefore *in-all* ages attracted the attention of parents, sages, philosophers, and even of legislators. *To-instil* into the mind a sense of virtue and religion, to discharge usefully and honorably the duties *we-owe to-ourselves* and *to-the-public*, *to-cultivate* the understanding and *to-diffuse* the light of knowledge, *are-not* individual but general interests, since *on-the* discharge of those important obligations depend *in-a-great-measure* peace, pleasure, and prosperity here, and eternal happiness hereafter. The wise man *has-said*, *Train-up* a child *in-the-way he-shall-go*, and

PLATE 18.

Handwritten musical notation on a page titled "PLATE 18." The notation consists of approximately 18 lines of rhythmic symbols and clefs, characteristic of early manuscript notation. The symbols include various rhythmic values (vertical strokes, flags, beams) and clefs (treble and bass clefs). The notation is arranged in a single column, with some lines starting with a clef and others with rhythmic symbols. The handwriting is in a cursive, historical style.

when-he-is old *he-will-not* depart from it—an advice that contains *more-wisdom than-volumes* of modern ethics. In infancy are acquired desires, aversions and passions, which ever after influence *our-actions*, clinging *to-us through-life* even in defiance of our judgment, forming *as-it were-a-part* of our nature, and often giving *to-reason* itself an IMPROPER bias. Nature, *it-is-true*, *has-greatly* diversified human character, but *in-that-respect* the influence of education has been more powerful. *To-the-first we-are* indebted for our physical and intellectual powers; to the other *we-owe* their development, invigoration, and direction. Man, *untutored*, ranks in the scale of animated nature *but-little* above the irrational (see page 30, No. 2) beings *by-which-he-is* surrounded. Actuated by the cravings of want, the influence of unrestrained passion, the dictates of unreflecting ignorance, or the gratification of a grovelling and selfish feeling, he acts by instinct rather than by reason. Disdaining *all-law*, disobeying all control, uninfluenced by emotions of religion, vice is often mistaken for virtue, the carnal appetites are indulged, and the too frequent consequences are abandoned profligacy coupled with the vilest atrocities.”

Our-Father who-art in-heaven, hallowed be *thy-name*. Thy kingdom-come. *Thy-will-be-done on-earth, as-it-is in-heaven*. *Give-us this-day* our daily bread. And forgive us our debts, *as-we-forgive our-debtors*. And *lead-us-not into-temptation ; but-deliver-us from-evil*.

The Nature of True Eloquence.

“When PUBLIC bodies are to be addressed on momentous (mm-nt-ous) occasions, when great interests are at stake, and strong passions excited, nothing is VALUABLE in speech further than *it-is* connected with high INTELLECTUAL and moral endowments. Clearness, force, and earnestness (r-nst-ness) are the qualities which produce conviction. True eloquence, indeed, *does-not* consist in speech. It *cannot-be* brought from far. Labor and LEARNING may toil for it, *but-they-will* toil *in-vain*. Words and phrases *may-be* marshaled in every way, *but-they* cannot compass it. *It-must* exist *in-the-man*, *in-the-subject*, and *in-the-occasion*. Affected passion, intense expressicu, the pomp of declamation, all may *aspire* after it; they cannot reach it. It comes, *if-it* comes *at-all*, like the outbreking of a fountain from the earth, or the bursting forth of volcanic fires with ORIGINAL, native force. The graces taught *in-the* schools, the costly ornaments and the contrivances (contr-v-ence-s) of speech, shock and disgust men, when *their-own* lives, and the fate of their wives, their children, and their country, hang on the *decision* of the hour. Then words have lost their power, rhetoric is vain, and all elaborate oratory contemptible. Even genius itself then feels rebuked, as *in-the-presence-of* higher qualities. Then patriotism is eloquence; then self-devotion is eloquence. The clear conception, outrunning the deductions of logic, the high purpose, the firm resolve, the dauntless spirit, speaking *by-the* tongue, beaming *from-the* eye, informing every feature, and urging the whole man onward to his object—this, this is eloquence; or rather *it-is* something greater and higher than all eloquence: *it-is* action—noble, sublime, God-like action.”

By DANIEL WEBSTER.

PLATE 19.

U2 V r h s r s e U s p r
| m . n 2 { 0 / e r s u v
~ / ~ . f . s k + s e s
r p ' e s + r u \ \ - ;
s + - r r // ; d . e s m
y j U + u . h s s , ~ L z e v
- + s s s \ e + s . p s . l
H e d s - - l e r - ; - s s
d h s - s / n r l s , s e z l
y s e + l s | l l l s .
s s s . e s s s s . s s
L v e . s ~ s r + s s
- s s s s / v . d s s s +
s s - s s s s s s s
s + s s s / s s \ . / s s
s . s s s s s s s s s
s s s s s s s s s ; s -
s s . s s s s - - s s s
- + s s s +

Short-Hand.

“ The art of short-hand writing is one *which-has* engaged the attention of educated and practical men from a very early period of the world’s history (see page 32, Rule 52). Language is the glorious attribute of man—the right-arm of human intellect and human power. It consists of two parts—spoken and written; and the latter is but the offshoot of the former. *Whatever-may-have-been* the origin of language—whether it sprang *out-of-the* inventions of man or the conventions of society, or whether it originated directly *in-the* inspirations of divinity—is a question that *has-been* much discussed by some of the ablest scholars of EUROPE and AMERICA. The FACULTY of speech exists, and has existed, *through-all-the-ages* of man; and the necessity of writing, for the purpose of recording historical facts, communicating with the absent or the distant, and giving permanence *to-thought*, *must-have* made itself strongly felt *in-the-minds* of the earliest races. The first form of writing appears *to-have-been* the simple pictorial which, by natural and easy DEVELOPMENTS, has issued in the various forms that have sprung up among the different nations of the earth. The art of short-hand writing is but a natural outgrowth from the abbreviated style *in-use* among the ancients—a DEVELOPMENT of the natural tend-

ency in the human mind to simplification and abridgment, so *as-to* save time and abolish labor and toil *as-much-as* possible. *It-is* capable of imparting so many advantages *to-persons in-almost* every situation of life, and is of such extensive utility *to-society, that-it-is* justly a matter of surprise *that-it-has-not* attracted a greater share of attention and been *more-generally* practiced. The FACILITY it affords to the acquisition of language *ought-to* render it an indispensable branch *in-the-education* of youth. The acquirement of the art tends greatly to improve the student *in-the-principles* of grammar and composition. While tracing the various forms of expression *by-which* the same sentiments *can-be* conveyed, and while endeavoring to represent, by modes of contraction, the dependence of one word upon another, *he-is* insensibly initiated in the science of universal language, and particularly in the knowledge of his native tongue. *By-this* means many ideas which daily strike us, and which otherwise *would-be* lost forever, *may-be* preserved."

NOTE.—Write the following words by implying *nt* and *nts* or *nce*, according to Rules 8 and 9, page 62 :

Chant, flint, regent, pedant, potent, silence, enhance, expanse, romance, prance, eloquence, residence, conveyance, indulgence, accidents, emigrants, patients, presents, credence, claimants, audience, nuisance, remnant, descendant, occupant, prevalent, distant, talent, constant, event.

NOTE.—Phrases are of the greatest assistance to the reporter. A careful examination of the examples given will put the student in possession of the principle upon which they are formed, and enable him to phrase as much as he pleases.

1. I-have, I-have-not, I-can, I-cannot, I-do, I-do-not, I-could, I-could-not.

2. To-be, to-have, to-have-been, it-is, it-is-not, to-it, to-them, to-do, in-the.

3. I-am, I-am-not, I shall-be-able, I-shall-not, I-shall-be, I-shall-not-be, I-shall-be-able-to-do, I-shall-not-be-able-to-do, I-should, I-should-not.

4. I-will, you-will, he-will, they-will, it-will, it-will-be, it-will-not-be, we-will, we-will-not, as-it-is, as-much-as.

5. Ought-to-be, ought-not-to-have-been, he-that, that-he, that-you, that-the, that-they, that-they-may, that-it-is, that-there-are, I-must.

6. I-must-have, all-that-is, so-that-it, I-think, I-think-it-is, that-you-have-not, as-if, if-you, which-have-had.

7. Can-be, cannot-be, do-you, if-we-are-to-be, if-it-were-necessary, it-is-not-necessary, when-I-was, I-hope-to-be, you-will-observe.

8. I-have-received, you-may-as-well, you-will-find, as-I-have-said, it-must-be, if-it-had, if-it-did, was-not-to-be.

9. Which-is, might-be, might-have-been, was-never, which-we, in-the-presence, let-it-be, although-it-is, in-that-respect, in-the-last-place, in-the-first-place, ladies-and-gentlemen (see page 23, No. 27).

10. Male-and-female, brother-and-sister, above-and-below, men-women-and-children, as-near-as-I-can, in-order, on-the-contrary, as-they-have, great-as-it-is.

11. As-good-as, at-least, by-the-way, as-they-do, how-could-you, in-my-opinion, what-is-your-opinion, in-haste, former-occasion, how-it.

12. For-instance, far-be-it, it-is-your-duty, no-communication, at-once, to-you, although-it-may-appear, whatever-have-been, so-as-to.

13. In-reference, as-long-as, but-is-not-able, if-it-should-be, as-well-as, let-there-be, as-there-will-be, to-have-done, I-should-think, think-you.

14. Whatever-may-have-been, my-friend, my-dear-sir, nobody-can-be, which-has-been-found, where-it-would-be, if-possible, with-you.

15. What-is-his-name, would-not, would-not-be, very-well, no-other, as-regards, then-I-am, who-is-not, day-to-day, time-to-time.

16. It-will-not-do, if-it-will, as-much, which-you-ought-to-have, where-do-you-reside, shall-I-be-told, I-call-upon-you.

PLATE 21.

1. — — — — — — — — — —
2. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
3. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
4. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
5. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
6. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
7. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
8. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
9. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
10. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
11. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
12. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
13. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
14. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
15. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ
16. ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ ˆ

NOTE.—Write the following words with the Alphabetic Characters which represent them (see page 10, column 1):

I have not had time to begin. My own opinion is. His regard for us. I expect to have time to take. Lord, have mercy upon them. With what prophet. Individual happiness. He had done. I endeavor to begin. With what zeal I endeavor to give. Come, have a regard for his interest. Give him half you have. He is certain to come. His mercy be upon you. I expect to give him happiness. You have been very kind to us.

NOTE.—Write the following words, using the Double and Syllabic characters (pages 10 and 11; see also page 60, No. 1):

D-amp, cr-amp, tr-amp, s-amp-le, d-angle, m-angle, ent-angle, wr-angle, bl-ade, bl-oom, bl-under, bl-iss, de-cent, con-cent, reti-cent, ja-cent, cre-s-cent, ch-ip, ch-at, ch-eer, ch-ase, lur-ch, mar-ch, su-ch, par-ch, cl-ass, cl-amor, cl-ever, cl-og, cl-aim, com-ic, comm-and, comm-on, comm-ute, comb-ine, comb-at, comb-ing, comp-ass, comp-ort, comp-lex, comp-ress, con-clude, con-cur, con-sole, con-tact, con-voke, counter-part, counter-poise, en-counter, counter-mand, a-ct (ct), fa-ct, de-je-ct, effe-ct, con-duct (dct), in-duct, pre-dict, via-duct, ai-ded, for-ded, tra-ded, dis-may, des-ire, des-pair, dis-card, dis-dain, dis-cern, dis-mal, del-ay, del-ude, i-dle, fi-ddle, emp-ire, emp-loy, emph-as-is, en-list, en-roll, en-join, en-ough, en-t-angle, Engl-and, enter-prise, cntr-ap, cntr-eat, fl-aw, fl-ight, fl-utter, fl-avor, de-fine (fn), re-fine, con-fine, fin-ish, fon-dle, fr-et, fr-ight, fr-ank, fr-esh, ful-ness, cup-full, arm-ful, play-ful, si-gn, forei-gn, en-si-gn, gent-le, indi-gent, gr-and, gr-ave, gr-ief, gr-im, gr-ow, gr-ip.

EXERCISES.

Hea-l, imp-ly, imp-lore, imp-ress, in-gulf, in-stil, in-sult, inter-pose, inter-fere, inter-vene, keen, kn-avi-sh, kn-e-w, mal-ady, mal-e-fact-or, dis-mal, fe-male, mem-oir, mem-ory, negl-ect, sh-ingle, s-ingle, ob-verse, ob-lige, ob-trude, ob-tain, l-ook, b-ook, sh-ook, opp-ose, opp-ugn, cr-op, sh-op, l-ou-d, pl ay, pl-ough, pl-an, pl-under, pl-unge, pul-pit, pull-et, re-pul-se, p-op-ul-ace (ppl), recon-struct, recon-cile, rest-ore, rest-rain, rest-ri-ct, ramp-ant, t-ramp, c-rimp, sh-rimp, p-rove (rv), st-rive, c-rave, sh-ade, sh-ape, sh-oot, sh-inc, simp-le, symp-tom, sym-pa-thy, in-spect, spect-re, spec-imen, con-sump-tion, a-ssump-tion, cour-ses, par-ses, st-ern, st-ock, st-and, in-stead, wa-sted, ob-struct, sub-mit, sub-due, sub-lime (lm), super-fine (fn), super-ficial (f-cl), super-fluity (fity), ma-ted, hea-ted, th-eir, pa-th, wra-th, tw-ist, stew, a-ttempt, con-tempt, d-ump, p-ump, c-ivil, ra-vel, wh-im, wh-irl, d-well (wl) s-well.

ON THE TERMINATIONS.

(Pages 12, 13.)

F-able, en-ables, dou-bly, dis-abled, li-ability, comp-a-t-ibility, t-aught, c-aught, d-aught-er, re-cession, po-sition, (y-shun), de-cision, con-cessions, rej-ection, el-ection, o-ccasion (k-shun), a-ction, comp-l-ections, han-dle, con-ference, in-ferences, di-fferences, pro-fessional, sufficiency, de-ficient, where-fore, man-fully, indi-gence, tele-graph, bi-ography, ge-o-graphers, aim-ing, se-nding, aw-ning, sl-ings, t-ongs, l-onged, ba-nged, s-ion, l-ions, tal-ly, vita-lity, rea-lities, va-lidity, ge-ological, bi-ology, dox-ology, fo-ment, ce-ments, de-mented, ador-nment, stern-ness, wit-nesses, anger, finger, d-ock, pi-ous, con-scious, (shus), lu-sciousness (shusness), with-out, expel, re-pelled, cu-pidity, e-rest, d-rest, p-rest (or pressed), p-roved (rvd), con-script, him-self, wor-ship, fa-ther, o-cean (tion), f-usion, excl-usion, de-cep-tive, de-tract, in-ward, for-wards, lest, be-nded, b-ard, mart, went, dents, fence.

NOTE.—Consult page 31, Rule 4.

Ora-tion, con-dition, dil-ution, ob-tusion, ex-emption, eli-mination, rec-o-mmendation, (mndtion), att-e-ntion, re-ndition.

NOTE.—Words ending in *ning*, *nment* (see Note, page 30).

Tur-ning, bur-nings, attai-ning, remai-ning, attai-nment, assig-nment, (ss-nment), adjour-nments, consig-nment.

Words formed by modification of the ring (see page 33, Rule 52).

Fl-uster, lustr-ation, m-uster, cluster, mi-nister, de-mon-str-ate), pastor-al, deepest, must, pest, lest.

Words written with one stroke, by implying *nt*, *nce*, *ther*, *d*, *rt* or *rd*, *ngr*.

Mint, lint, pant, rent, tent, dent, mince, hence, sense, fence, lance, author, mother, bother, lather, other, mad, fed, said, trod, clod, heart, mart, cart, treat, sort, exert, dread, pride, heard, marred, singer, linger, finger, vinegar.

Words of two strokes.

Dis-tract, conceive, in-dict, prop-er, prop-ose, support (spr-t), ra-pidity, sober (sb-r), re-spect, neglect, passenger, merits, gentle, debility.

With three strokes.

Boldness, believing, conviction, descrip-tion, in-for-mation, move-ment, rela-tive, in-cli-nation, pro-tract, structure, interpose, countermince, sinfulness, carefulness, frugality, proposal, moderation, contribution, trans-po-sition.

Miscellaneous.

Revolution, acquisition (z-tion), vicious (shus), publica-tion (p-bl-k-tion), re-spect-able, research, insuperable (in-supr-able), in-sti-tution, existence (x-st, page 62, Rule 9), elegance, commence, exciting, delegation, compromise, un-easiness, acclamation, leadership, previously, decided, nomination (n-mnation), approaching, discernment, reor-ganize.



SIGNS.

1. It is the practice in all systems of Short-hand, instead of writing the most common words at full length, to represent them by one or more of their leading letters. Such abbreviations are here called Signs. All the Chs. in the Tables, pp. 10 and 11, are the signs of the words set opposite to them. They there consist of only one Ch.; but it contributes greatly to promote expedition, to represent some other words by fewer Chs. than naturally belong to them; and we may even use a few Arbitraries with advantage, as a † for *the cross*, and a circle for *the world*. These, with words that seemed to require notice on account of some peculiarity in the union or position of their Chs, have all been collected into one list, in alphabetical order, and may for convenience be referred to under the general name of Signs.

2. The most useful begin with Capitals, and some of them, printed entirely in capitals, are so essential that they are never to be written in full, but always represented by the Chs. in the List. The Stenographer will find that those without capitals are worth remembering; and the Reporter, that those in [] are also worthy of his attention: for, of course, the more signs the writer employs, the easier it will be for him to follow a speaker.

3. The same abbreviation (like Dr. for *doctor* and *debtor*) may sometimes stand, in one position, for two different words, without any danger of our mistaking the one intended, especially when they are not the same parts of speech. When two Signs are given for the same word, the Stenographer can take his choice; the shortest is the best for the Reporter.

4. A short *s*, or any termination, may be joined to a Sign or taken from it, when the word differs, in this respect, from that in the List; and it matters not how much it may alter the spelling, it is sufficient to add the termination to the simple sign, if pronouncing the sign with the additional letters will give the word its proper sound; thus, we add *s* to the Ch. for *country* to obtain the sound of *countries* or *country's*, and *ly* to *very* for *verily*.

5. A word included in () must be written in full when it forms a part of another, as *come* in *comet*; but the Sign may be used with safety in its own compounds, as *income*, *welcome*. Some words, whose signs are often, but not always, used in longer words, are in this List in (), though they are not marked thus in the Alphabet; as, *come*.

6. To add *d* or *ed* to a Sign, if it is a ring-letter, we can make the ring a loop; if it is short, or shortened, or if any part of the first long Ch. in the word stands below the one or the 2-line, we have only to thicken the Ch.; but if it is a long up or down-stroke standing on the one or the 2-line, we join the Ch. for *d* to the Sign. We may move a word standing on *either* line so that its first long Ch. will cross the line, and then add *d* to the long down-strokes by thickening them. It is, however, better not to move it, but to write the *d*, if the same Ch. stands below *either* line for another word.

7. By putting a Ch. on the *y*-line, final *y* is added to it without writing the *y*; but we can set a Sign on the *y*-line even if *y* is not added, and it will cause no confusion unless a *y* after the sign would make a word. The Signs of most words ending in *h*, *e*, *r*, *d*, cross or stand under the 2-line.

8. A ¶ indicates that the Ch. opposite to it does not usually stand for that word, but will at times be found convenient to represent it in Phrase-Writing. BW direct that the first Ch., MW that the middle Ch., and EW or TW that the end or termination be made wide or thick.

AN
ALPHABETICAL LIST OF ALL THE
SIGNS

WITH A FEW ARBITRARIES.

If no figure or † is set after the word, its Sign (or first long up or down-stroke,) stands on the ruled line, 2: but whenever it is followed by 1 its Sign must stand on the y-line,
 — - 3 - - - - below - 2 -
 — - † - - - - cross or hang on - 2 -
 — - †1. - - - - cross or hang on - y -

Short marks on the lines which separate the columns give the position of line 2, the only one ever ruled. Chs. without those marks are on 2.

The y-line is never ruled, but is supposed to run along the tops of the long Chs. standing on the 2-line.

☞ Words marked †1 ending in THER require all their Chs. to be short &, if horizontal, below the y-line.

| | | |
|-------------------|---|----------------------|
| A | ┌ | accept†, -ed† TW |
| ABLE S, | ┐ | Accompany 1 |
| ability | ┌ | accomplish†, -ed† TW |
| ABLY S | ┐ | according |
| ABOUT | ┐ | According as |
| above | ┐ | Accordingly |
| absurd, absent TS | ┐ | According to |

| | | | |
|------------------------|-----|-----|------------------------------|
| In Accordance with | z | --- | Ameri-ca 3G, -can 3G |
| Account 1 | τ | δ | Among TS |
| Accounted 1 | τ | δ | amongst |
| [accustom †, -ed † TW] | τ | ι | amphitheatre † |
| Acknowledge | τ | ι | ampli-fy 1, -tude † |
| acquaint, -ance † | τ | . | AND, An, any 1 |
| adopt †, [adpt †] | τ | . | answer 3, -ed 3W |
| Adv B, -antage †, BW | τ | δ | ancestor † |
| after S 1 | - | δ | angels †, angles † |
| afterwards BS | z | δ | angelic † |
| AGAIN, AGAINST 1 | .. | ι | anniversary 1 |
| again & again | ... | δ | anonymous † |
| agriculture † | τ | δ | ANOTHER's TS 1 |
| agricultural † | τ | δ | apologies 1, -gize 1 |
| All B 1, al B 1 | δ | ι | architect †, -ure † |
| almighty 1 | δ | δ | archbishop |
| alphabet 1 | δ | ι | (ARE, OUR, or S) |
| alphabetical 1 | δ | τ | aristocra-t, -tic, -cy 1, TS |
| also 1 | δ | τ | aristocracies 1, arrests |
| Always 1 TS | δ | ι | (As S, Has S) |

| | | | |
|--------------------------|---|---|--|
| astonish † | ∟ | ✓ | [British BW] |
| astronomy 1, -ical 1 | ∟ | ✓ | Brought, brother S†1 |
| Atmospher-e †, -ic † | └ | 1 | (BUT) 1 (both) |
| attorney-general 1 | └ | 2 | by and by 1 |
| AUGHT, | └ | | C |
| auxiliary 1, axle-tree † | 3 | 6 | California † |
| B | | 6 | calcul |
| Babylon † TS | 2 | ˙ | (CAN), or with no dot |
| bankrupt 1, -cy 1 | 2 | o | CANNOT |
| baptise, baptism | 2 | ˙ | can-didate †, -dlestick 1 |
| baptists | 2 | (| [cp, cpt, cap-ital, -tain] |
| BE, BEEN, Body 1W | 2 | c | catholic |
| Because 3, Begin † | 2 | c | Certain 1, certify, W1
certificate W1 |
| behold, beheld † | ∟ | e | Character †, chapter |
| believe, believed † TW | c | e | characteristic † |
| Between †, betwixt 1 | 1 | e | CHILD, CHILDREN 1 |
| beyond 1, behind |) | e | children of Israel 1 |
| Bishop | 2 | X | Christ, Multiply S |
| Bless, Blessed SW | 2 | X | Christian, -ity 1 |
| Brethren | B | X | Christians, christianize 1 |

| | | | |
|--------------------------|--|--|---|
| Christ Jesus | | | conscientious 3 S |
| Christ Jesus our Lord | | | Conse-quence 1, -quent 1 |
| Ch. J. our Saviour | | | consequential 1 |
| Ch. the Lord, crystal | | | contemp-t, -late † |
| Christmas | | | contra, Counter, [entr]
[contribute †] |
| Church 3, chapel 1 | | | contradict EW, -ed EW |
| circle 3, circular 3 | | | contradiction MW |
| Circum, [ent S, sent S] | | | contradictory 1 MW |
| Circum-cise 1, -stance | | | contradicts MW. TS |
| Circumcision 1 | | | convenien-t, -ce † |
| Circumstantial | | | correspond† |
| Clergy 1, colonel | | | correspon-den-t, -ce †, TS |
| (COME,) committee † | | | COULD, cultivate † |
| Companion, Company 1 | | | [cdnt SW, couldn't SW] |
| CONCERN, Consider 3 | | | Countr, Country 1 |
| condition | | | Cross, the cross |
| [congratulate 3, -d 3TW] | | | crossed † EW |
| congregation 3 | | | crucif-y 1, -ied 1 EW |
| congregationalists 3 | | | crucifixion 1 |
| conscience 3 S | | | [custom †] |




























D

E












| | | | |
|-------------------------|---|---|----------------------------|
| danger 3, Day, \$ UP | ∖ | ∩ | (East,) episcopal 3 |
| defendant TS | ∩ | ∩ | Each 3 |
| degree OP, degrees OP | ○ | ∩ | [East Indies] |
| deliver †, -ance S 3 | ∩ | ∩ | eccentric TS, -ity 1 TS |
| deliberation † | ∩ | ∩ | ecclesiastic, -al |
| description | ∩ | ∩ | econo-mical, -my 1 |
| develope | ∩ | ∩ | [Edinburgh 3] |
| denomination | ∩ | ∩ | Education W |
| despatch†, -ed † TW | > | ∩ | Egypt ∩ Egyptians |
| Did, [I had done †], G | ∩ | ∩ | electricity 1 |
| differen-t, -ce, } | ∩ | ∩ | emblem |
| Difficult 1, -y 1 } | ∩ | ∩ | emblematical |
| discharge, -ed TW | ∩ | ∩ | empha-sis, -tic |
| Disciple TS | ∩ | ∩ | empoverish †, -ed † W |
| Disciples | ∩ | ∩ | Endeavor, (either † 1 S) |
| displeasure, displace † | ∩ | ∩ | endureth |
| Distinguish †, -ed † TW | ∩ | ∩ | England †, angel † |
| (Do, very 1) | ∩ | ∩ | English † |
| (Does) ∩ down | ∩ | ∩ | Englishman † |
| (DONE †, HAD), Divide † | ∩ | ∩ | Enter†, Inter †, Intr †, B |






















| | | | |
|----------------------------|---|---|--|
| equalled W, equal | = | } | extinguish †, -ed † TW |
| Especial 1, Esquire UEP | ∪ | } | EXtr, EXTRA, expl 1, JF |
| establish†, -ed † TW | ∧ | } | Extraordinary 1 |
| Et cætera, &c. | ∩ | } | extrava-gant, -gance † |
| etern-al 1, -ity TS 1 | ∪ | | F |
| Europe 3, -an 3 | ∪ | ⊙ | fn, fin, find, fine |
| evangelical | ∪ | ↗ | fa-miliart †, -cility 1
faculty 1 |
| evangelist | ∪ | | |
| Ever, Every 1) | ∪ | ⊙ | { FOR, fore E; also for
FER, FIR, FUR, when the
e, i, u, have the sound of
short e, or short u. |
| ¶ ever & ever | ∪ | ⊙ | Flamet, influence 3 S |
| Ever-lasting, -ything 1 | ∪ | ⊙ | Flagrant TS |
| every other 1, each oth. 3 | ∪ | ⊙ | Follow, FOR |
| examination | ∪ | ⊙ | form†, firm †, [fm †] |
| Example, expl 1 | ∪ | ⊙ | forasmuch as † TS |
| Except 3, Expect | ∪ | ∞ | Frederieton †, friend |
| exchange, exchequert | ∪ | ? | frequen-t TS, -ey † TS |
| executor†; exemplary 1 | ∪ | ∞ | FROM, fire †, fear |
| executrix † | ∪ | ∞ | father S† 1. [After any Ch.
thr is implied if the preced-
ing Chs. be shortened & † 1] |
| Exercise†, -d † W | ∪ | ∞ | FULL or a dot LEP |
| Expense S 3 | ∪ | ∞ | |
| explanation 1 | ∪ | ∞ | FULLY, ∞ fulfil |

G

| | | | |
|------------------------------|---|---|-------------------------|
| | |  | Happiness, happy 1 |
| Generation |  |  | (HAVE) |
| gent S, gents 3 S |  |  | (HE, Ever, Every 1) |
| General 1, Give, -n, (God) |  |  | Heaven, Henry 1, hear |
| George †G, [grg †G.] |  |  | heathen 1, hemisphere 3 |
| Gone |  |  | (Her †, Our, or S) |
| Glorify 1 |  |  | Herself † |
| good ; govern†, -or†
go 1 |  |  | (His), has S |
| Gospel |  |  | HIM, hippo, how, B |
| graphic T |  |  | Himself |
| GREAT, gratitude † |  |  | (holy, house of) JLFC |
| greater |  |  | Holy Ghost |
| Great Britain |  |  | Holy Spirit † |
| G. B. & Ireland |  |  | house of assembly |

H

| | | | |
|--------------------|---|---|------------------------|
| | |  | house of commons |
| (HAD, DONE †) |  |  | However, [¶ how he] |
| half 1, hundred UP |  |  | (honor 3 S, ¶-able, S) |
| hallelujah 3 |  |  | hunger 3, hypocrisy 1 |
| [hand, handed W |  |  | humble † TS |
| handkerchief 1 |  |  | humiliation |

| | | | |
|--------------------------|---|---|---|
| | I |  | INTEREST |
| If 1 S | |  | Inter † B, Intr † B |
| I, Individual 1, Jesus 3 | |  | Into, intoxicate † |
| ¶ I believe, -d † TW | |  | intoxication † |
| ignor-ant -ance † | |  | irregular † |
| Immediate | |  | irregularity † |
| immortality TW | |  | (Is, HIs) |
| imperfect I | |  | Israel |
| impor-tant, -tance S 3 | |  | (Ir), Church 3 |
| Impossibility | |  | (Irs), Churches 3, TS |
| Impossible | |  | J |
| impracticable † | |  | Jehovah 3 |
| impracticability † | |  | Jerusalem |
| impro-per †, -priety 1 | |  | Jesus 3 |
| improve TS, -d TS | |  | Jesus Christ |
| IN B, ing AE, ng JP, S | |  | J.Christ our Lord |
| Indeed † TW | |  | J. C. our Saviour |
| influence S 3 | |  | joyful  John |
| inhabitant | |  | judge |
| intellectual | |  | justice 3, justify 1 |

K

Kentucky 1, Kingdom 3

Kind, [kerchief 1]

Knees TS

Knew

knock

Know, -n, Knowledge

L

Language †

large †, learn

latitude, altitude 1, TSW

lawful

legislate †, legislature †

legislat-ors †, -ures †

length, lengthen †

LET, Lieutenant

¶ Let us

¶ Let us not

[Liverpool] TS

Logical T, Logy T 1

∩ long, -itude

∩ longest

∩ Lord

∩ Lord Jesus †

∩ L. J. Christ

∩ loyalists TS

M

∩ mag-istrate †, -azine †

∩ magna 1, magni 1, (man)

∩ magnanimous 1

∩ magnificent 1

∩ Many 1, manufacture †

∩ manuscripts TS †

∩ mathematic, -al

∩ may be

∩ melancholy

∩ member †, remember †

∩ merchant †, Mr.

∩ merchandise 1

∩ My 1, Mercy 1, Them

| | | | |
|--------------------------|---|---|----------------------------------|
| might 1, mighty 1 | o | ↗ | Newfoundland † |
| mightest 1, mightiest 1 | o | ↗ | New Hampshire † |
| million UP, middle W † | o | ↗ | New Orleans † |
| Mississippi 1 | o | ↗ | New York † |
| mistake †, mistaken † | o | ↗ | North Carolina † |
| Moreover | o | ↗ | (Not) number †, know †
(no †) |
| most | o | ↗ | no longer †, no doubt † |
| mortality | o | o | Nothing, nor |
| [(much †)] | o | ↗ | Notwithstanding |
| multi 1, Multitude 1 | o | | 0 |
| Multitudes 1 TS | o | o | O, (Oh!), origin 3, [orgn]3 |
| Multipl-y S, -ied EW | x | o | Ob B, Bility T, obey 1 |
| (Must) | o | o | Object, observe † |
| N | | o | objected, obeyed 1 |
| Nature, INTER †, Intro † | o | o | objectionable |
| Necessity 1, never | o | o | objections, -servations † |
| Necessary ↗ nonc | o | o | occasion |
| Nevertheless | o | o | occasional |
| neighborhood TW | o | o | occasion-ally 1, -ing |
| New Brunswick | o | o | occasions |

| | | | |
|--------------------------------------|---|---|----------------------------|
| o'clock | ℄ | — | (Our, hour) |
| Of, offend 3, offence 3 | o | ∩ | (OURS, hours) |
| offer 3, offered W 3 | o | — | (OUT S 3), -ward S 3 W |
| offensive † | ∩ | ∩ | Out of, out of the world G |
| office, ¶ of course 3 | α | — | Over OP or OF, S |
| official | α | — | Over a |
| often, oftener 3 | o | ∩ | oysters TS |
| oftenest | = | | P |
| Ohio 3, ¶ own opinion | o | ∩ | pamphlet |
| On B, honor 3 | — | ∩ | paragraph † |
| (one first † | ∩ | ∩ | Particular †, person 1 |
| Only 1 S, ly TUP | — | ∩ | peculiar †, pecuniary 1 |
| Op , -en, Opportunity 1
hope † | o | ∩ | Perfect 1 |
| opinion, (organ 3, own) | o | ∩ | [Prp], perpendicular † |
| (or S, Our) | — | ∩ | Philadelphiat |
| Ord B, order B, -ed EW
ordinary 1 | ∩ | ∩ | [philanthrop-ic 1 -y 1] |
| ostentatious | ∩ | ∩ | Philoso-pher, -phy 1 |
| (other 1,) otherwise 1 | ∩ | ∩ | phonogra-pher 3, -phy 3 |
| (OUGHT) | ∩ | ∩ | Physicians |
| ¶ ought to, Ottawa | ∩ | — | place 3, pleasure, S |

| | | | |
|--------------------------|---|---|------------------------------|
| Pleasures, please, S | ∩ | ∩ | providen-ce †, -tial †, TW |
| Plenipotentiaries 1 TS | ∩ | ∩ | Public, publican † |
| politic 1 | ∩ | ∩ | public 1, ∩ publish |
| politician | | | Qu |
| popularity 1, People | ∩ | ∩ | Qua-lify 1, -rter 3, Quest |
| Possible | ∩ | ∩ | Qualification 1 |
| Possibly | ∩ | ∩ | Qualifications 1 |
| powerful | ∩ | ∩ | quantity 1 |
| Possibility | | | R |
| practicable † | ∩ | ∩ | Receive |
| practicability | ∩ | ∩ | recognis-e, [-ance †] |
| practical | ∩ | ∩ | Reconcile, reckon 1 |
| practice | ∩ | ∩ | Reconsider 3, -ed 3 EW |
| presbyterian | ∩ | ∩ | recon-ciliat'n, -siderat'n 3 |
| present | ∩ | ∩ | redemption |
| Principal †, principle † | ∩ | ∩ | Regard 1, reflect † |
| probability TG | ∩ | ∩ | regenerate †, regret |
| progress | ∩ | ∩ | regeneration † |
| Prophe-t ∩, -cy 1 | ∩ | ∩ | resolve †, response † |
| [protestants] BW | ∩ | ∩ | resolution † |

| | | | |
|-----------------------------|----|---|---------------------------|
| responsibility † | 3 | / | selfishly |
| reverend | ~ | ^ | serve TS, Servant TS |
| Righteous, judicious † | ⤵ | ~ | Several, k service |
| Righteousness | ⤵ | ✓ | SHALL, SHOULD † |
| ¶ round about | ⤵ | ✓ | shoulder † |
| S | | ⤵ | significan-t, -ce TS † |
| sacraments | ~ | ♀ | simplify 1 |
| sacrifice†, scribe, sec'y 1 | ~ | / | [so 1] some 1, super † S |
| SAID SW, [¶ said] | / | ^ | society 1 TS |
| satisfactory, satisfy, 1 | ✓ | < | somebody 1 |
| same | ⤵ | / | something 1 |
| ¶ Saint John | 18 | ~ | sometimes 1 |
| ¶ Saint Paul | < | ^ | somewhat 1 |
| Saviour, Sovereign 1 | ~ | ⤵ | spec, spect, [spc, spct] |
| S. Christ | X | ^ | spirit †, ♂ -ual † |
| S. J. Christ | ~ | / | Sub-ject, -scribe † |
| schoolmaster † | ⤵ | / | sub-jection, -scription † |
| school / scholar † | ✓ | / | Substance † |
| Scriptural | ⤵ | ⤵ | substantial |
| Scripture, says S | / | / | substantially † |

| | | | |
|------------------------------|----|---|-------------------------------|
| suggest, signify 1, -ature † | ∪ | ∪ | Thus, tnis <i>with no dot</i> |
| surprise † S, -d † S'W | ↗ | ↘ | Things, ings T |
| sympa-thy 1, -thetic | ℓ | ⊙ | thro', thro' the world G |
| symptom, simplicity 1 | ϕ | φ | Throughout S |
| T | | | |
| tabernacle † L (take) † 1 | l | | Time, trans 1, text † |
| Temp-t, -orary 1, -oral † G | b | ∪ | To S, [† to do SW, at]B |
| Temptations | b | ∪ | to-day BS <i>or</i> 1 |
| Temper †, -ance S 3 | b | J | Together |
| temperance society 1 | ∪ | ∪ | tongue, tively UP |
| thank †, think † | l | ∪ | Toward EW |
| thanksgiving † | ∪' | ∪ | transgress 1 |
| THAT, Thousand † | l | ∪ | trespass † |
| THE, THREE, THY 1 | l | ∪ | U |
| Their, There | ∪ | ∪ | unanimous † |
| Them | ∪ | - | Under UF |
| Therefore | ∪ | - | underst-and, -ood W, UEP |
| THEY | ∪ | ∪ | undoubted TW |
| these TS, thinks † TS | ∪ | ∪ | † U. S. of America † |
| Those | ∪ | ∪ | Universal |
| | ∪ | ∪ | universally |



NOTES ON THE SIGNS.

1. When we say that a word is a sign, we mean that the character for the *sign-word* is to be written just as it is in the list. One hundred of these signs make more than one-half of all we have to write in taking down any discourse or debate. Hence the importance of having short signs to represent these constantly recurring words.

2. I might have gone on adding to the list till we had as many signs as are to be found in "Pitman's Reporter's Companion," taking only the most expressive and convenient letters in each word; as, *c-cation* for *communication*; *P-S-cy*, *Provincial Secretary*; *Can-y*, *Canterbury*; *H-x*, *Halifax*; *N-S†*, *Nova Scotia*; *M-a-ss*, *Massachusetts*; *Tense 3*, *Tennessee*; *S-W†*, *Switzerland*; *P-a†*, *Pennsylvania*; and the phrases, *that the*, *that thy*, *that they*, might be written with a double *t* like the sign *that*, but in other respects the same as *the*, *thy*, and *they*. It is needless, however, for the stenographer to overload his memory with such arbitrary contractions, as he can have as many signs as he pleases merely by writing the words according to the rules of Phonography; as, *p-pl-tion*, *population*; *congr-g-tion-l*, *congrega-*

tional; s-n-gg, *synagogue*; comp-r-nd, *comprehend*, *comp-r-nsion*, *comprehension*; adding the short *cty* to the sign *multiply* for *multiplicity*, etc., etc.

3. Very many of our signs have all the characters they require to express the words according to the Phonographic rules, and therefore would not appear in any reporting list of signs. I have given them, however, for the use of those who desire convenient abbreviations for writing stenography. Of this class are *absent*, *acquaint*, *angels*, *angelic*, *believe*, *both*, *brother*, *but*, *condition*, *contradict*, *contradiction*, *-ory*, *description*, *did*, *disciple*, *does*, *down*, *education*, *English*, *judge*, *knock*, *long*, *loyalists*, *public*, etc., which are all convenient for an experienced writer. The learner, will, of course, use only the principal signs, which are easily known by the type in which they are printed, for instance:

4. "ABLE," being a word of primary importance, is printed altogether in capitals. This sign is in reality the short *bl*, like a half-length *a*, and is suggestive of the termination; as, \perp *table*, \sphericalangle *sable*. To add *d* to it, either make the character thicker, or join *d* to the left end; as, ∇ *abled*.

5. "In accordance with," see page 104. As only the first letters of this phrase are capitals, its sign (*In-a-w*) is one of secondary importance; the *w* stands on the line, as the rule of position requires; because it is the first long character.

6. "America 3 G, -can 3 G." Proper names begin with capitals, and we are not to infer from the large initials that such words occur more frequently than those which in the list begin with small letters. If the writer would select the most labor-saving abbreviations, let him first learn the signs of those words which are altogether in capitals, then of those beginning with a large letter, and pay no regard to the words in [], which are of little use except in the hurry of reporting. The sign for "America" is A-a, *under* the line, as the 3 shows, and the G requires the Ch. to be

greater, that is, twice as long as single *a*. No obscurity can arise from using precisely the same sign for "American," as it is not easy to find a sentence in which one word could be mistaken for the other.

7. "(As S, Has S)." This sign, p. 104, is a short *s* on the line, and we see by the () that it is not to be used for *as* and *has* when they are parts of other words; we must write, for instance, *a-s-k*, and not *s-k* for *ask*.

8. "Bishop," p. 105, is represented by *bp* crossing the line; and "baptize, baptism," by *bp*, with the last letter on it. The position of the line is represented by the tick on the double line dividing the columns. Take care to make *bp* twice as long as *b* or *p*.

9. "In B, ing A E, ng J P, S," page 110. The B here shows that the Ch stands for *in* at the *beginning* of a word; for *ing*, after the Ch before it at the *end*; and for *ng* if *joined to the preceding Ch.*; the S shows that the Ch. is short.

10. At p. 108 we have "father S † 1," which shows that the *f* for *father* is *short*, and crosses the 1 or y-line. This sign belongs to an abbreviating rule, given at page 13, No. 45, thus, "[ther D T, S † 1]," signifying that, in Phonography, to add *ther*, we must *drop the termination ther*, *shorten* all the preceding Chs, and write them *across* the 1 or y-line.

11. The sign *ever* is a large *e*: at the end of words it turns either way; but when it is alone, it stands as in the table, and it is well to put a dot under the left end of it, to distinguish it from the pronoun *he*. [The *e* and *u* for *he* and *you*, in phrase-writing, turn either way, but standing alone *e* always turns down, and *u* up.]

12. "You, r †, ng 1, year †." This shows that *y* stands for *you* on the line, *your* and *year* across the line, and *young* above the line. If the learner intends to acquire the re-

porting hand, he should at once use the small *u* instead of *y* for *you*.

13. The student should notice that there is an angle in the ring of the sign *angelic* where the *c* is joined to the *angl*; that the sign for *judge* has a large ring, as if spelled *juje*, and that the ring in *forf* and *fulf* should be twice as large as the ring of *f*. The looped *f* with a dot in it is the sign for *fulfilled*, and *elect-y* for *electricity*. The *ing* can be joined with an angle to the sign *some*, for *something*.

14. The foregoing examples will enable the learner to understand the signs by referring to the "Key and Alphabet," and it will be found that these signs can be read more easily than those of any systems which do not give the initial and final vowels when sounded. Thus: if, in the sentence, "He is one of the aristocracy," we write, as we do, *a-rst-y* for *aristocracy*, it is a more suggestive contraction than *r s t k*, which is given in a system which has no connecting vowels.

ARBITRARIES.

Some Phonetic authors boast of having no arbitraries, while multitudes of their signs seem really to belong to that class; for what can be more arbitrary than such contractions as *gw* for *language*, *jr*, for *larger*, *n* for *under*, etc., etc.? Arbitraries are not absolutely necessary, but I have admitted a few, which will soon find favor as the shortest signs for particular words. They consist of characters joined together in an unusual manner, and occasionally of a common letter or fanciful mark; as, \neg *about*, \dots *again*, \circ *of*, \bigcirc *the world*, \perp *together*, etc.

CONCLUDING REMARKS.

A faithful observance of the instructions given in the foregoing pages will surely lead to the mastery of this art. We draw our work to its close by repeating a few hints to which the student should give his attention in the outset :

1. After carefully examining the definitions, make yourself perfectly familiar with the Alphabetic Characters ; the other characters will be introduced gradually as you proceed.

2. Confine yourself to the Exercises, writing and re-writing each in its turn until every portion is thoroughly understood.

3. Never write an exercise without reading it over, at least once or twice, before laying it aside. Let your reading and writing keep pace with each other.

4. Do not at first attempt to write fast. If in the beginning you aim at correctness, you will afterwards experience no difficulty in writing with rapidity.

5. Avoid desultory study, and remember that *practice* alone can give that mechanical facility which is essential to the successful pursuit of the art of verbatim reporting.

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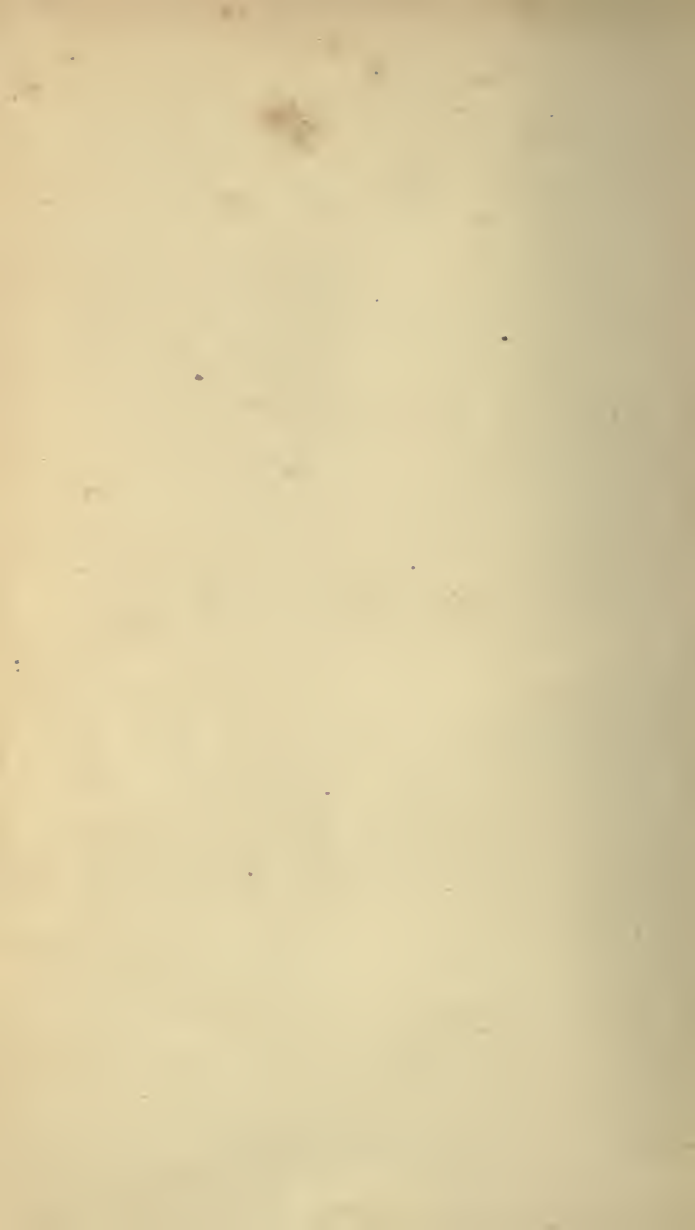
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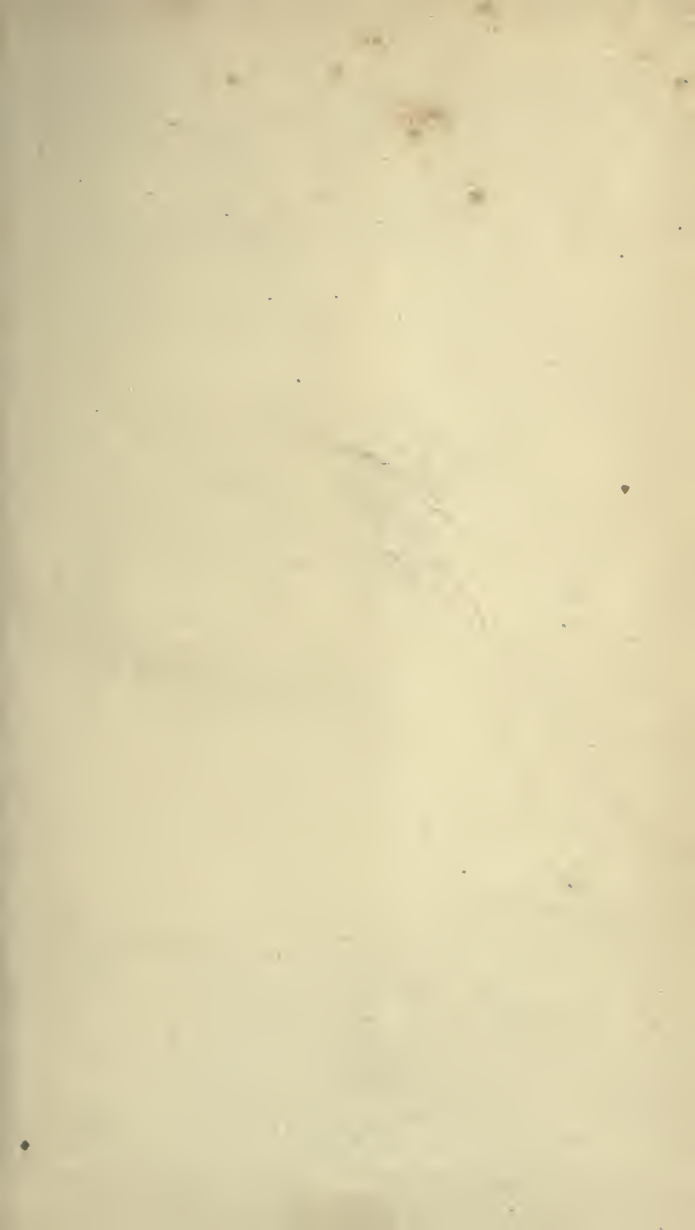
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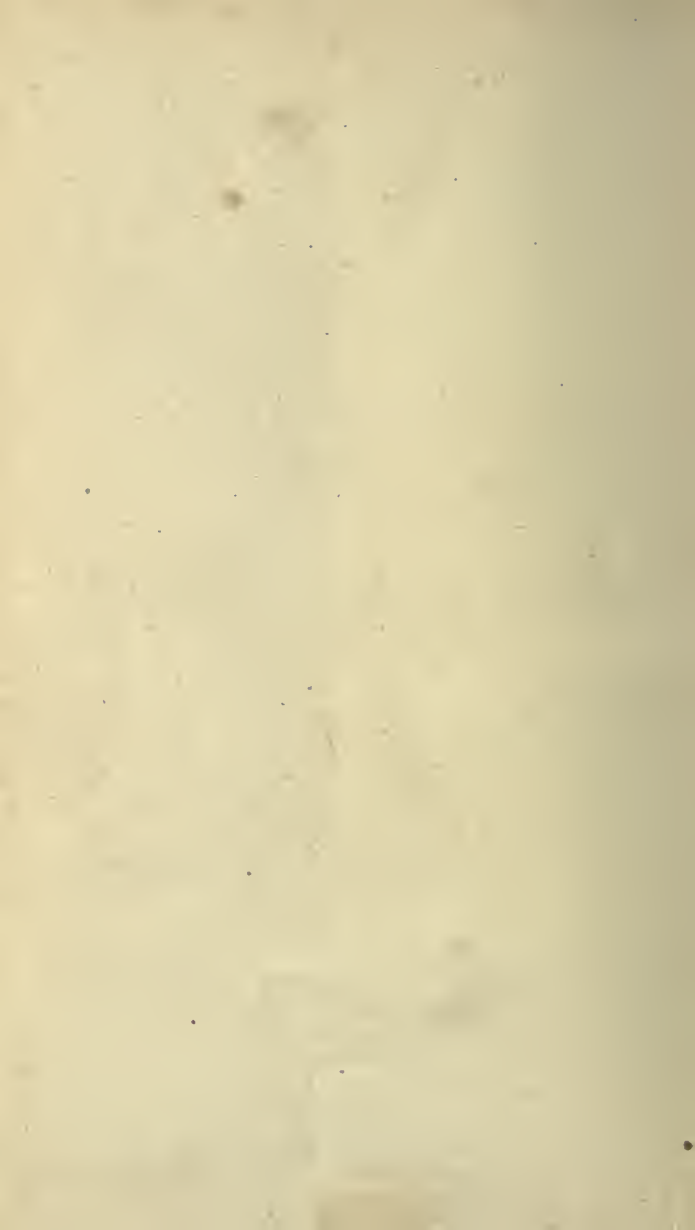
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