



B. O. BAKER
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DALLAS, TEXAS

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SCOTT-BROWNE'S

BOOK OF

SHORTHAND NAMES

CONSISTING OF

STATES, MONTHS, CITIES, TITLES, CORPORATIONS,
PHRASE-SIGNS
AND COMMERCIAL ABBREVIATIONS

WITH SENTENCE PRACTICE EXERCISES FOR MEMORIZING
THE FORMS.

PHONOGRAPHIC HEADQUARTERS
NEW-YORK,
1891.

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UNIVERSITY OF CALIFORNIA
AT LOS ANGELES

COMMENDATIONS OF THE AMERICAN STANDARD TEXT-BOOKS AND SYSTEM.

Students, teachers and professional stenographers speak so enthusiastically in favor of the system that we can only find space to publish extracts from their letters. Many of the professionals are writers of various systems who have been helped by the improvements found in the American Standard Text-Books, and as they are well known, we will not attempt to give more than their resident addresses.

Better than Benn Pitman.

"I am a writer of the Benn Pitman system, but find the American Standard improvements help me considerably in actual work."—John B. Collins, N. Y. City.

"I have been writing the Benn Pitman system for thirteen years, and was about to begin teaching that style, but being so highly pleased with the American Standard, decided that that was the system to use."—John P. Mann, Dorchester, Mass.

Better than Munson.

"I am going to give up the Munson system and use the American Standard. I want a system in which the majority of words are written on or above the line. *I get very tired trying to calculate the location of Munson's outlines.*"—Rev. Robert F. Smith, Pleasant Unity, Pa.

"I was a very fair Munson writer, reporting in Justices' courts, but always had trouble in reading my notes by that system. After studying the American Standard a short time, I can write as fast as I could in my old system, and have no trouble at all in reading my notes."—Frank M. Eddy, Glenwood, Minn.

Better than Graham.

"I have burned Graham's Hand-Book."—C. C. Boslaw, Hampton, Neb.

"I tried to master Graham's Hand-Book; you can judge what my opinion of it is after trying your excellent Text-Books in private study."—W. J. Lorshbough, Primghar, Ia.

"I had been studying the Graham system, but could make little or no headway. As soon as I substituted the American Standard for it I began to improve rapidly, and at the end of six weeks was able to make a verbatim report (and read it) of the sermon of almost any minister in Charleston. Thanks to the American Standard system, I am to-day the confidential clerk of the superintendent of a wealthy corporation."—A. C. Hamett, Macon, Ga.

Easiest System to Learn.

"I learned your system about five years ago without a teacher, in five months from the beginning, and wrote 125 words a minute."—M. H. Wardwell, Bangor, Me

"I have taken twenty lessons in the system and can now write eighty-five words per minute."—Miss Birdie Schafer, Reading, Pa.

"I have been reporting in the courts three years, having learned the American Standard system from the books in the time I had aside from my regular work as clerk of the court."—R. H. Pollock, Pawnee City, Neb.

"I speak from experience in saying when we take into consideration all the most desirable points that are prime principles of accuracy, legibility and speed, I believe the American Standard to be the best system in the world."—J. Lawrence Mason, Dennison, O.

Better than Other Systems Because

"It is systematic and based on never-varying principles."—Robert M. Smith, Lachine Locks, Que.

"Scott-Browne writers are occupying some of the best positions in this city, and their employers have only the highest praise for their work."—Nellie R. Hampton, Cincinnati, O.

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THE PURPOSE OF THIS BOOK.

In business correspondence there is a system of abbreviation for certain names, phrases and terms; and these abbreviations are not taught in the schools, so that even a graduate of Harvard College will show as great deficiencies in business letter writing as a boy from the rural district. Generally, an educated person will write out the names of months, states and other contracted words, which in business correspondence, are not only out of place, but objectionable, because they are regularly established abbreviations and the use of them is a gain in time or amount of work a stenographer can accomplish in a day; and, on the principle that "brevity is the soul of wit," *accepted* abbreviations are the soul of business. The purpose of this book is to teach the accepted abbreviations and place them in such a relation, in the practice exercises, as to make it impossible for the student of shorthand to slight them, or even to think he has any right to take the liberty to make abbreviations of his own. It is not unfrequently that a student writes "Vir." for Virginia, "Geo." for Georgia, or makes many another contraction for a word, or try to make one contraction do duty for another. There are occasions, however, where special contractions have to be made for frequently occurring words, still there are regular principles of contraction to guide one in this matter, and they should be learned so as to be observed when occasion may demand. Chapter XXVI of Part II. Text Book of Phonography gives the necessary rules and illustrations for this kind of abbreviation. The graduate of shorthand, who is not prepared to write the correct abbreviations, both in the shorthand form and in his typewriter transcript, according to the method in print, will find it hard to secure a position in a business office, no difference what proficiency he may have in shorthand and typewriting.

This is the only book that has been prepared by any shorthand author on the subject of names, phrases and contractions and it is so prepared that it may be used as a dictation book and written over time and again till the correct longhand and shorthand abbreviations are learned. The book will be found to contain the most valuable business information to be had by students or young stenographers.























































THE AUTHOR.

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


























































































Shorthand Abbreviations.

NAMES OF PERSONS, PLACES, ETC.

(The Longhand Abbreviation is given in Italics.)

















	Academy <i>Acad.</i>		Astrology <i>Astrol.</i>		Book of Shorthand Abbreviations. <i>B.S.A.</i>
	Adam's Ex. Co. <i>A. Ex. Co.</i>		Astronomy <i>Astron.</i>		Book of Business Letters <i>B.B.L.</i>
	Adirondack <i>Adr.</i>		Atlanta		Boston
	Africa <i>Af.</i>		Atlantic		Botanist <i>Bot.</i>
	Alabama <i>Ala.</i>		Attorney-Gen- eral. <i>Atty-Gen.</i>		Brattleboro'
	Alaska <i>Alas.</i>		Auburn		Brazil <i>Braz.</i>
	Albany		August		British <i>B.</i>
	Alderman		Australia		Brooklyn
	Alleghany		Austria		Browne's Phonographic Monthly <i>B.P.M.</i>
	Amazon	B			Brunswick
	America <i>Amer.</i>		Baltimore <i>Balt.</i>		Buckwheat
	American Ex- press Co. <i>Am. Ex.</i>		Baltimore & O. Tel. Co. <i>B. & O. T. Co.</i>		Buffalo
	Amsterdam		Bangor		Burlington
	Annapolis		Baton Rouge		California <i>Cal.</i>
	Antwerp		Belgium		Caligraph <i>Cali.</i>
	April <i>Apr.</i>		Benjamin <i>Benj.</i>		Cali. & T.W. Instr. <i>C. T. I.</i>
	Arizona <i>Ariz.</i>		Benn		Calvary
	Arkansas <i>Ark.</i>		Berlin		
	Arsenal				
	Aspinwall				

1. From Amsterdam the Attorney-General sailed for America.
2. Africa is the place for an Alderman to study astrology.
3. Ala. and Alas. are farther apart than Albany and Cal.
4. The academy in Antwerp is the best place to study astronomy.
5. Apr. and Aug. are the best months to go to Australia.
6. An American in Berlin, Belgium and Brazil, liked Ariz.
7. Adams Ex. Co. have offices in Annapolis and Baton Rouge.
8. I like Boston better than Brooklyn, Burlington or Buffalo.
9. From Baltimore the Balt. and Ohio Tel. Co. start for Cal.
10. The British in Brunswick and Australia eat buckwheat.
11. A botanist in Brattleboro went to Brazil in August.
12. Benj. in Boston was a botanist, though buried in Calvary.
13. Benn had a Caligraph in Amsterdam purchased in America.
14. Bangor, Brooklyn, Brunswick, Buffalo, Burlington are big.
15. The arsenal in Baton Rouge, Belgium, is full of Americans.
16. Benn left the academy to sail down the Alleghany to Amazon.
17. Atlanta and Auburn seem as far apart as Austria and Ala.
18. The Caligraph was seen in the academy at Amsterdam.
19. In the Book of Shorthand Abbreviations are Balt. and Cal.
20. Adams Ex. Co. may do in Ala., but not in Austria or Brazil.
21. Come with me in Apr. to Ariz, Ark., Atlanta and Bangor.
22. Benj. was a botanist in Brattleboro and traveled in Africa.
23. The Adirondack is like the Alleghany and Amazon for size.
24. A man in Albany went to Alas. by way of Antwerp and Ala.
25. Study astronomy in Apr. or Aug. if you go to Berlin.
26. The British in Brooklyn are worse than a Buffalo in Ariz.
27. America sent an Alderman to Brunswick instead of Auburn.
28. They have the Caligraph in Cal. and buckwheat in Colo.
29. Benj. went to Boston by way of Brattleboro to buy an academy.
30. In Calvary and Balt. they bury soldiers from the arsenal.
31. The Book of Bus. Letters can be had in Ala. as well as Cal.
32. Alas. and Albany are like Africa and Austria for distance.
33. The Att'y-Gen'l sent word by the B. & O. Tel. Co.
34. The Amazon in Brazil and the leg. in America are large.
35. The Am. Ex. Co. is in Australia as well as Austria.
36. The botanist cares nothing for astronomy or the Caligraph.
37. The Cali. & Typewriting Instructor is used in Brooklyn.




	Canada		Comptroller		David
	<i>Can.</i>		<i>Compt.</i>		<i>D.</i>
	Capitol		Concord		Davis
	<i>Cap.</i>		Connecticut		Deadwood
	Captain		<i>Conn.</i>		December
	<i>Capt.</i>		Consolidated Express Co		<i>Dec.</i>
	Cashier		<i>Con Ex. Co</i>		Delaware
	<i>Cash.</i>		Constantinople		Delaware Lackawanna & Western Express Co.
	Catholic		Continent		<i>D. L. & W. Ex. Co.</i>
	<i>Cath.</i>		Copenhagen		Denmark
	Catskill		Coroner		<i>Den.</i>
	Cayuga		<i>Cor.</i>		Denver
	Chancellor		Council Bluffs		Des Moines
	<i>Chanc.</i>		County Court		Detroit
	Charies		Court of Claims		Deuteronomy
	<i>Chas.</i>		Court of Sessions		<i>Deut.</i>
	Charleston		Coventry		Dictation
	Charlestown		Criminal Court		Book <i>D.B.</i>
	Chattanooga		Cumberland		District - Attorney
	Chicago		D		<i>Dist.-Atty.</i>
	Chief-Clerk		Dakota		District of Columbia
	<i>C. C.</i>		<i>Dak</i>		<i>D. C.</i>
	Chief-Justice		Daniel		District Court
	<i>C. J.</i>		<i>Dan.</i>		Dover
	China		Dartmouth College		Dublin
	Christmas		<i>Dart. Coll.</i>		Dubuque
	<i>Xmas.</i>		Dayton		Duluth
	Cincinnati		Davenport		
	<i>Cin.</i>				
	Cleveland				
	<i>Cleve.</i>				
	Clinton				
	Colorado				
	<i>Colo.</i>				
	Columbia				
	<i>Cola.</i>				
	Columbus				










1. The cash. in Can. was chief clerk in the Dist. Att'y's office.
2. A Cath. in Chattanooga was Chief-Just. in Charleston.
3. The Chancellor in Cayuga was a capt. at the cap. in Colo.
4. Chas. was in Catskill as well as Charlestown and Chicago.
5. The Compt. went to China by way of Cin., Cleve., Chicago.
6. The Con. Ex. Co. had offices in Constantinople and Del.
7. Xmas in Copenhagen is not the same as in Conn. or Dak.
8. The D , L & W. Ex. Co. have offices in Columbus and Cin.
9. The Cor. at Council Bluffs and Coventry is in Detroit.
10. David Davis was at the County Court in Clinton, Conn.
11. The Cap. at Columbus is in the Court of Claims and Sess.
12. There are criminal courts in Cumberland, Dayton, Denver.
13. The Dist. Court in Dover and Dubuque has a Dist. Att'y.
14. They swear by Deut. in the Dist. Court of Deadwood, Dak.
15. The Chief-Just. in the D. C. lived in Copenhagen, Den.
16. In Des Moines or Detroit lives the cash. of D., L. & W. Ex.
17. The Dictation Book is used in Dart., Col., Dublin, Dubuque.
18. Dover is the cap. of Del. and Denver is the cap. of Colo.
19. Charleston, Columbus, Concord and Constantinople are caps.
20. Can., Colo., Den., Davenport and Dublin are fine places.
21. Des Moines, Denver, Deadwood and Charleston are caps.
22. Dan. was a Cath. in Coventry and on the continent, in Dec.
23. China, Charlestown and Chattanooga, a long way from Can.
24. Capt. Chas. was a Chancellor and compt. in Dec. last.
25. Dan. was before the Court of Claims in Dublin and D. C.
26. Duluth, Detroit, Davenport and Dayton are in the far west.
27. David was on the continent and Dan. in Council Bluffs.
28. The Cor. had Davis in the County Court at Deadwood
29. Deut. and the Dictation Book were found in Dart., Col., Den.
30. The Court of Sessions and the Criminal Court are in Colo.
31. Cleveland, Clinton and Concord have criminal courts.
32. The Chancellor was a cath. in Catskill, Colo. and Cleve.
33. They have Xmas in Chicago, Cayuga, Charlestown and D.C.
34. Davis will go to Del. in Dec. by way of Dayton and Dover.
35. I like Cayuga and Chattanooga, but not Cin. or Clinton.
36. Chas. was Chief-Clerk and Dist. Att'y in Dubuque, Dak.
37. Xmas in China is not like Xmas on the continent or Col.
38. A Cath. in Dublin was Chief-Clerk in the Con. Ex. Co.

E












 Easter
 Edinboro
 Edward
Edw.
 Edwin *Ed.*
 Elizabeth
Eliz.
 Encyclopedia
Encyc.
 England
Eng.
 English *Eng*
 Equity Court
 Erie
 Ernest
 Esquire *Esq.*
 Eufaula
 Eugene
 Europe
 Executive
 Mansion

F














 Fahrenheit
Fahr.
 February *Feb.*
 First Phonographic Reader
F. P. R.

 Florence
 Florida *Flor.*
 Fort Wayne
 France *Fr.*
 Frankfort-on-the-Main
 Fredericksburg
 French *Fr.*
 Friday *Fri.*
 Fulton







G

 Galveston
 George *Geo.*
 Georgia *Ga.*
 Germany
Ger.
 German *G.*
 Ghent
 Gibraltar
 Glasgow
 Governor
Gov.
 Great Britain
G. B.
 Greensboro
 Guelph



































































H

 Halifax
 Hamburg
 Hanover
 Harbor
 Harlem
 Harrisburg
 Hartford
 Harvard
 Havana
 Havre
 Honolulu
 Hudson
 Huntingdon

I

 Idaho *Id.*
 Illinois *Ill.*
 Indiana *Ind.*
 Indianapolis
 Indian Territory
Ind. Ter.
 Inspector-General
Insp-Gen.

1. Ernest went to Edinboro on Friday to meet Edw. and Eliz.
2. Edw. was in Hamburg and Hanover, Ger., on Easter morning.
3. The English Encyclopedia in Eng. is the standard in Europe.
4. Geo. was tried in the Equity Ct. in Fulton, Ga., on Friday.
5. Eufaula, Fla., is like Ft. Wayne, Ind., Gibraltar or Ghent, Eng.
6. Eugene bought the first Phon. Reader in Feb. last, in Indian.
7. Florence has gone to Frankfort-on-the-Main through G. B.
8. Gibraltar is a stronger fort than Ft. Wayne or any in Galveston.
9. Edw. George, Esq., lives in the Ex. Mansion in Greensboro, Ga.
10. Eng. was great in the time of Eliz. and the Guelph family.
11. The Erie is owned in Ghent, Gibraltar and Fredericksburg.
12. Ernest went to Erie and Harrisburg by way of Edinboro.
13. I would rather go to Eng. than Fr., Ger., Idaho or Honolulu.
14. Hudson sailed up the Hudson and found a harbor in Harlem.
15. The Gov. in Glasgow was a Ger. from Halifax or Havre, Fr.
16. Harrisburg, Hartford, Havre and Honolulu are capitals.
17. Ed. lived in Galveston till he moved to Fredericksburg.
18. The German of Harvard lives in Harlem, or Havana, Ill.
19. You can go to Huntingdon, Ind., by way of Indianapolis.
20. The harbor at Hudson is as good as that of Halifax, B. A.
21. Hamburg and Hanover belong to Germany and are German.
22. The Insp.-Gen'l in Feb. last passed through Galveston.
23. Greensboro, Ga., is like Havana in Feb. or Honolulu in May.
24. A German in Frankfort-on-the-Main went through to Hanover.
25. Florence went to Honolulu by way of Eufaula, Fla.
26. The Gov. of Indian was Insp.-Gen'l in Idaho and Ind.
27. Eugene and Ernest on Easter went to Edinboro and Halifax.
28. Fulton was in Fr. Friday, Ill. last week and Europe the next.
29. Ft. Wayne, Ind., is near Ill., Indianapolis and Guelph.
30. The state of Indian is the home of the Insp. and Att'y-Gen'l.
31. Huntingdon, Harrisburg and Hartford are noted for Indians.
32. Fredericksburg in Ger. is like Frankfort-on-the-Main, Glasgow.
33. It would take a cyclopedia to explain the meaning of Fahr.
34. Mr. Fahrenheit was a German and something like Hudson.
35. Glasgow Harbor is a good place to make grass grow in Feb.
36. Guelph is quite Eng. though not in G. B., Ger. or Fr.
37. Florence is in Ft. Wayne, but will move to Galveston soon.
38. Geo. is Fr, though he lives in Havana, Idaho, near Indian.

	Inter-Ocean	L		Marine Court <i>M. Ct.</i>
	Iowa <i>It.</i>			Marseilles
	Iowa City			Maryland <i>Md.</i>
	Ireland			Massachusetts <i>Miss.</i>
	Irish			May
	Island <i>I.</i>			Mediterranean
	Italian <i>It.</i>			Melbourne
J				Memphis
	January <i>Jar</i>			Mexico <i>Mex.</i>
	Jefferson <i>Jeff.</i>			Michigan <i>Mich.</i>
	Jehovah			Milwaukee
	Jersey			Minneapolis
	Jerusalem			Minnesota <i>Minn.</i>
	Johnston			Mississippi <i>Miss.</i>
	Johnstown			Missouri <i>Mo.</i>
	July			Mister <i>Mr.</i>
	June			Mistress <i>Mrs.</i>
K				Mobile
	Kansas <i>Kan</i>			Monday <i>Mon.</i>
	Kansas City			Montana <i>Mont.</i>
	Kentucky <i>Ky</i>			Montpelier
				Montreal
				Monthly <i>Mo.</i>
				
				

1. The Inter-Ocean is taken in Ia., Ireland, Jefferson and La.
2. Ia. City has an Irish and Italian element from Jerusalem.
3. Jehovah appeared in Jerusalem in Dec. as lord of all.
4. Louisville, Lowell, Manchester and Liverpool are great places.
5. Ken., Jersey, Kan., Va., Mich., Minn. and Miss. are states.
6. Jefferson is in Mo., Louisville in Ky., and Lowell in Mass.
7. The finest months of the year are June, July and Aug.
8. Minneapolis, Minn., Mobile, Ala. are like Melbourne, Aus.
9. Marseilles and Lyons are in Fr., London and Liverpool in Eng.
10. Kansas City is in Mo., while Limerick is in Ireland.
11. The Literary Phon. Reader was found in the Lib. of Cong.
12. The Legal Phon. Reader was advertised in the Inter Ocean.
13. Jan. and March are the worst months of the year in Mich.
14. Johnstown will be remembered as long as Jerusalem.
15. Madam May lived in Madrid till she moved to Manitoba.
16. The Irish-Italian will be tried in the Marine Court.
17. Monday, Mont., Montpelier, Montreal, Manitoba begin alike.
18. Jefferson was in Memphis and Mex. in March and Jan.
19. Lincoln lectured in Johnston, Kansas City and Louisville.
20. The Irish in Iowa City are like the Italians in London.
21. Limerick is in Ireland and Manchester in England.
22. The Monthly was in Milwaukee and Memphis on Monday.
23. Mr. and Mrs. Lincoln lived in Kansas in June and July.
24. Mediterranean is the same in Jan. and June, Mrs. Lord said.
25. Me., Mich. and Mont. are northern states as well as Ia.
26. But La., Miss., Mo. and Maryland are southern states.
27. Mr. Lyons has lived in Kansas City and Jefferson, Mo.
28. The Librarian of Cong. had the Legal Phon. Reader.
29. Mrs. or Madam Johnston believes in Jehovah on Sundays.
30. L. I. and Me. are a long way apart as well as Mex. & Mich.
31. Mobile and Melbourne are beautiful in May, June and July.
32. Milwaukee, Minneapolis, Memphis, Montreal are large cities.
33. Montpelier, Mediterranean and Manchester are long names.
34. The Marine Ct. in Manitoba is open in March, June and July.
35. Marseilles, Madrid and Limerick are foreign places.
36. The Monthly is taken in Montreal, Montpelier and Milwaukee.
37. Miss, Minn., Mex., Mont., La., L. I. and London are far away.
38. Mr Johnston was in Liverpool, Me., L. I. and Md. in May.

N

Nashville

Nassau

National Express Co.
Nat. Ex. Co.

Nebraska
Neb.

Nevada
Nev.

Newark

New Bedford

New Brunswick

Newburg

Newcastle

New England
N. Eng.

Newfoundland

New Hampshire
N. H.

New Haven

New Jersey
N. J.

New Mexico
N. M.

New Orleans
N. O.

Newport

New Testament
N. T.

New York
N. Y.

New York Transfer Express Co.
N. Y. T. Ex. Co.

New York & Boston Despatch Ex. Co.
N. Y. & B. D. Ex. Co.

Niagara
North Carolina
N. C.

Norway

or
Norwich

Nova Scotia
N. S.

November
Nov.

O

Oberlin

O'Brien

O'Connor

October *Oct.*

Official Stenographer
O. S.

Ohio *O.*

Omaha

Ontario *Ont.*

Oregon *Ore.*

Oswego

Ottawa

Owego

Oxford

P

Paris

Panama

Pennsylvania
Pa.

Peoria

Peru

Petersburg

Philadelphia
Phila.

Phonographer

Phonographic Copy-Book
No. 1. *P.C.B. No. 1.*

Pitman

Pittsburg

Plainfield

Plymouth

Port Jervis

Portland









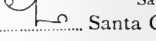





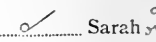

















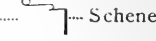








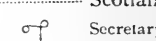
















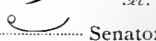
Portsmouth

Post-Master-General
P. M. G.

Poughkeepsie





























































President

1. The Nat'l Ex. Co. has offices in Nashville, Newark and Peru.
2. The N. Y. & Boston Disp. Exp. Co. do business in Owego.
3. The N. Y. Transfer Co. has branches at Oswego and Ottawa.
4. New Bedford, New Brunswick and Newfoundland deal in fish.
5. Newburg, Oswego, Owego, Oxford, Port Jervis are in N. Y.
6. While Pittsburg and Phila. are in Pa. and Peru in Ind.
7. Niagara is in Canada, while Plainfield and Newark are in N. J.
8. Portsmouth is in N. H., Plymouth in Mass. & Portland in Me.
9. Newcastle is in England and Newport in New England.
10. New Haven, Conn., is larger than New Bedford, Mass.
11. New Brunswick, N. J., is not like New Brunswick, N. S.
12. The New Testament is read in Norway and Panama.
13. Paris is in Fr., Peoria in Ill. and Omaha in Neb.
14. Norwich, Conn., is not as fine a place in Nov. as Oberlin, O.
15. Mr O'Brien went to Omaha, Neb., and Portland, Or., recently.
16. The official sten. lived in Ottawa, Ont., in Nov. and Oct.
17. Mr. O'Connor is the official sten. in Peoria and Petersburg.
18. The Phila. Phon. was a Pitman writer in Nov. and Dec.
19. Pittsburg, Pa., and Plymouth, Mass., are unlike Portland, Me.
20. The Postmaster Gen'l lived in Portsmouth, N. H., in Oct.
21. New England is as beautiful in Nov. as Nevada in May.
22. Mr. O'Brien moved from New Bedford to Newark, N. J.
23. Newburg, N. Y., and New Haven, Conn., are slow places.
24. I think the Postmaster Gen'l will go to New Mex. in Oct.
25. Mr. O'Connor told me he expected to be an official sten.
26. They have the New Testament in Newport and Nashville.
27. I shall either go to Newfoundland, Nassau, L. I., or Ohio.
28. The President, while on his western tour, passed thru Nev.
29. The Phon. visited Poughkeepsie, Plainfield and Petersburg.
30. N. Y., N. J., N. C., Ont. and New Brunswick are important.
31. The N. Y. Transfer Co. run to New Mex., N. C. and N. O.
32. N. C., N. O., Norway and Norwich are widely separated.
33. N. Y. and Pa., with Ore., O. and Mo., are great states.
34. President was in Poughkeepsie and Phil. with the P. M. Gen.
35. Pitman went to Pittsburg, Port Jervis, Paris and Panama.
36. Pitman was a Phon. with the Pres. in Poughkeepsie.
37. He was carried from N. H. to Newcastle thru N. S. and Ore.
38. Ottawa in Ont. is not far from Oswego and Owego, N. Y.

	Presidency		Robinson		San Joaquin
	Prince Edward's Island <i>P.E.I.</i>		Rochester		San Salvador
	Princeton		Rockport		Santa Cruz
	Private Sec- retary		Rogers		Santa Fé
	Professor <i>Prof.</i>		Rotterdam		Sarah
	Providence		Russia		Saratoga
	Prussia	S			Saturday <i>Sat.</i>
	Pueblo		Sacramento		Savannah
Q			Scott-Browne's Text-Book of Phonography <i>S.B. T.B.</i>		Saviour
	Quebec		St. Lawrence		Schenectady
	Quincy		St. Louis		Scotia
R			St. Paul		Scotland
	Religious Pho- nographic Reader <i>R.P.T.</i>		St. Petersburg		Secretary of State <i>Sec. State</i>
	Remington		Salamanca		" War <i>Sec. War</i>
	Reverend <i>Rev.</i>		Salt Lake City		" Navy <i>Sec. Navy</i>
	Rheims		Samson		" Interior <i>Sec. Inter.</i>
	Rhode Island <i>R. I.</i>		Samuel <i>Sam.</i>		" Treasury <i>Sec. Treas.</i>
	Richard <i>Rich'd.</i>		San Antonio		Senator <i>Sen.</i>
	Richardson		San Francisco		Senior <i>Sen.</i>
	Robert		San Jose		Sergeant -at-Arms <i>Serg.-A.</i>
			San Juan		September <i>Sept.</i>

































1. The presidency of Princeton was offered to Prof. Quincy.
2. Richard and Richardson knew Robinson in Rochester, N. Y.
3. Robert Rogers went to Rotterdam by way of P. E. I. and N. S.
4. Pueblo, Mex. is as far from Quebec, Can. as N. Y. from San F.
5. Rev. Mr. Rheims got a Rel. Phon. Reader in St. Paul, Minn.
6. The St. Lawrence runs through Que. toward St. Petersburg.
7. Rev. Mr. Quincy went to Salt Lake City and San Antonio.
8. The Private Sec. thinks he will go to Sacrameto or Pueblo.
9. St. Louis, Mo., St. Paul, Minn., St. Lawrence, Que., are large.
10. Providence, R. I., is where Rogers, of Rockport, resides.
11. It is best to go to Prussia by way of Rotterdam or St. Paul.
12. St. Petersburg in Russia is larger than Providence R. I.
13. A Remington typewriter was seen in Sacramento and San Fr.
14. Prof. Richardson's Private Sec. in Princeton went to P. E. I.
15. Salamanca is on the road to St. Louis thru Rochester, N. Y.
16. There is no Providence in Russia, but a large one in R. I.
17. Robert and Richard went to Prussia, Pueblo and San Antonio.
18. The presidency was given Quincy by Robinson of Rochester.
19. The Rel. Phon. Reader is in P. E. I. and Princeton, N. J.
20. Richardson was a Reverend at Rockport and Salamanca, N. Y.
21. Remington went to Prussia, Rheims and Salt Lake City.
22. Samuel had Scott-Browne's Text-Book of Phon. in San Jo e.
23. Sam. and Samson are great but the Serg. at Arms is great r.
24. Such names as San Jose, San Juan, San Joaquin are similar.
25. Samson in Salvador was stronger than Santa Cruz in Santa Fé.
26. Sarah loved Saratoga and Savannah better than Schenectady.
27. The Senior Senator, Sec. of State and Sec. of War are here.
28. Give me Scotia in time of peace and Scotland in war.
29. Santa Cruz, San Salvador, Santa Fé and San Joachin.
30. They need a savior in San Juan and Samuel is willing to go.
31. Samson was strong but the Sec. of the Treas. was stronger.
32. Sarah will go to Saratoga or Savannah on Saturday.
33. The Sec. of State, Sec. of War and Sec. of the Int were friends.
34. The Senator and Sec. of Int were in Salt Lake City Saturday.
35. Schenectady, N. Y., Scotia and Scotland need a Savior soon.
36. Saturday in Saratoga is better than Monday in San Francisco.
37. The Sec. of the Navy wrote to the Sec. of the Treas. for money.
38. The Religious Phon. Reader is a Scott-Browne Text-Book.

	Sheldon		Sweden <i>Sw.</i>		Venice
	Shenandoah		Swedenborg		Vermont <i>Vt.</i>
	Sheriff		Switzerland <i>Switz.</i>		Vienna
	Sir		Syracuse		Virginia <i>Va.</i>
	Sirs <i>Messrs.</i>	T		W	
	Smithsonian Institute		Tennessee <i>Tenn.</i>		Walter
	South Amer- ica <i>S. A.</i>		Terre Haute		Washington
	South Caro- lina <i>S. C.</i>		Texas <i>Tex.</i>		Wednesday <i>Wed.</i>
	Southampton		Thursday <i>Thurs.</i>		Wells, Fargo & Co. <i>W. F. & Co.</i>
	Southern Ex- press Co. <i>S. Ex. Co.</i>		Toronto		Western Union Telegraph Co. <i>W. U. T. Co.</i>
	Springfield		Trenton		West Indies <i>W. I.</i>
	Staten Island		Tri-weekly		West Virginia <i>W. Va.</i>
	Stenographer		Tuesday <i>Tues.</i>		West Point
	Stockholm	U			Wheeling
	Stuttgart		Ulysses		Wilmington
	Sunday <i>Sun</i>		United States <i>U. S.</i>		William <i>Wm.</i>
	Suez		United States Express Co. <i>U. S. Ex. Co.</i>		Wilson
	Superior Court <i>Sup. C.</i>		Utah <i>U.</i>		Winnipeg
	Supreme Court <i>S. C.</i>		Utica		Wisconsin <i>Wis.</i>
	Sussex	V			Worcester
			Valparaiso		Word-Forms & Derivatives <i>W. F. D.</i>
			Vassar		Wyoming <i>Wyo.</i>











1. Mr. Sheldon was Sheriff in Shenandoah and S. Hampton.
2. The Smithsonian Institute of Wash., D C., is popular.
3. Messrs. Wells, Fargo & Co. and the W. U. T. Co. are friendly.
4. The stenographer of Superior Street is in Stockholm.
5. The sheriff and the sten. are members of the So. Exp. Co.
6. S. I. is a great place on Sunday, like Stuttgart in Ger.
7. The W. U. Tel. Co. and So. Exp. Co. are influential Cos.
8. Sir Wm. Wilson, of Springfield, will go to S. A. Tuesday.
9. Supreme Ct. at Wash will open on Wednesday or Saturday.
10. He wants to go to S.C. and S. Hampton Tuesday or Thursday.
11. Sheldon is in S. A. but will go to Sweden or Switz.
12. Messrs. Walter and Wilson are agents for the S. Exp. Co.
13. There is a canal at Suez, also at Syracuse and Trenton.
14. Sheriff Sheldon will not live long in Shenandoah or S. C.
15. Sunday in Stuttgart is like Tuesday in Stockholm.
16. The sten. on S. I. went to Springfield, Tenn., Tuesday.
17. Ulysses, though not a Sir, was greater than Worcester.
18. Swedenborg never lived in Terre Haute, Tex. or Toledo.
19. Ulysses goes to Trenton and Toronto tri-weekly, Saturdays.
20. The U. S. Exp. Co. takes goods from Utica to Utah.
21. Sir William never saw Swedenborg, Ulysses or Walter.
22. Wheeling, W. Va. and Winnepeg, Manitoba, are not connected.
23. Boys from Wis, Tenn., Tex. and Vt. go to W. Point, N. Y.
24. Wilmington, N. C., Valparaiso, Ind., and Prussia, N. Y.
25. Utah, Utica, Wash. and Wheeling are in the U. S. of A.
26. Travelers go to Venice, Vienna, the W. I. and Suez.
27. Worcester was in W. Point Thursday, Terre Haute Sunday.
28. Sten. Wilson of the Superior Ct. lived in Springfield.
29. I hope to go to Winnepeg on Wednesday, Tenn. Thursday.
30. Syracuse, N. Y., and Stockholm, Sweden, begin alike.
31. So do Sussex, Suez, Switzerland, Stuttgart and S. I.
32. S. Hampton is in Va. while Vassar, W. Point, Utica, in N. Y.
33. On the western half of the world are the U. S., W. I. and S. A.
34. S. C., Va., Wyo., Tex., Vt., Wash. and Utah are good states.
35. Toledo, U. S. has a tri-weekly published Wed. Friday and Sat.
36. Wells, Fargo & Co. and W. U. Tel. Co. do business in Wis.
37. Cities of Va., Wis., Vt. and Wyo, of the U. S. are nice in Sept.
38. Wilmington, Valparaiso, W. Va., Shenandoah are long names.

Specially Useful Phrases.





 All right 
 anybody else
 anything else
 anything more
 are you sure
 are you willing
 as early as possible
 as far as
 as good as
 as great as
 as long as
 as much as
 as soon as possible
 as near as you can
 as well as
 as follows
 at all events
 at any rate
 at first
 at last 

 at least 
 at length
 at once
 at that time
 at owner's risk
 at sender's risk
 at the

B

 Best of my belief
 best of my knowledge
 best of my recollection
 better than
 bye and bye, by the bye
 by mail 
 by express
 by the way 

C

 Called for the defence
 called for the plaintiff
 certain extent 

PRACTICE EXERCISE ON PHRASES.

1. Are-you-sure, any body else, will say, any-thing-more.
2. Are-you willing, any thing-else, should be said, at once.
3. By-the-way, was he called for-the plaintiff at that-time?
4. To-the best-of-my-belief he was called-for-the-defence.
5. At-all-events it-was all-right at-any-rate at-the-time.
6. Are-you-willing for-him to go as-early-as-possible to-day?
7. Was it sent by-express at-owner's-risk, or at-sender's-risk?
8. To-the best-of-my-recollection it went at-owner's-risk.
9. We will go bye-and-bye, at-all-events as-soon-as-possible.
10. Are-you-sure he did as-well-as he could at-first or at-last?
11. As far as you know him, is he as-great-as any-body-else?
12. Yes. I think I have known him as-long-as any-body else.
13. Tell us at least if you did at-length send it by-express.
14. As near as-you-can say, is it as well-as any-body-else did?
15. It is all right; go as-early-as-possible and as-soon-as-possible.
16. At-first it went at-owner's risk, and then at sender's-risk.
17. To best-of-my-knowledge he will-be called-for-the-defence.
18. To a certain-extent, the best-of-my-belief, 'tis as-good-as his.
19. Mine is better-than any-thing-else, as-far as I have-seen.
20. By-the-way, I-am-sure it-is as-good-as his, at-any-rate.
21. By-the-bye, it-will go by-mail, or by-express, at-once.
22. Bye-and-bye he will-be called-for-the-plaintiff at-that-time.
23. Are-you-sure of any-thing-more at-the time, at-least at-once?
24. To-the best-of-my-knowledge and-the best-of-my-recollection.
25. At-last it-was sent at-length by-mail at-sender's-risk.
26. As great-as you-are, be sure to be good as-long-as possible.
27. Tell me as-near-as you-can, to a certain-extent, at-least.
28. To-the best-of-my-recollection, it-is, at-length, as-follows.
29. It-is, to the best-of-my-knowledge, at-that-time, by the bye.
30. By-the-way he knew better than to-be called for-the-defence.
31. To-the best-of-my-belief, he is in-the sweet bye-and-bye.
32. At-the-time it-was as-good-as anything-else and is all-right.
33. At-any-rate it-was as-long-as the other at-first, at-least.
34. Go at-once, at-all-events, so-as-to-be there at-that-time.
35. As-much-as I think of it, at-length it-will-be better-than any.
36. At-least you should go as-soon-as-possible, and at-once.
37. To a certain-extent it-was better-than anything-else.

..... charged up /
 circumstances of the case
 city of Boston
 city of New-York
 Constitution of the U. S.
 Court of Gen. Sessions
 Court of Special Sessions

D

..... Dear madam
 Dear Sir
 did not
 did not know
 did you mention
 did you receive
 did you request
 do not
 do not know whether
 do you expect
 do you recollect
 do you remember

E







..... Everywhere else
 every one
 everything else

F











..... Faster than
 first class
 first place
 first rate
 first time
 for he was
 for his own use
 for example
 for some reason
 for a long time
 for the purpose
 Fraternaly Yours
 from day to day
 from time to time
 from place to place
 from the

1. Do-you-recollect all the circumstances-of-the-case mentioned?
2. I do-not-know-whether the thing is first-class or not as stated.
3. Did-you-mention the Court-of-General-Sessions yesterday?
4. In-the City-of-Boston I saw the Constitution-of-the-U -S
5. Do-you-remember the Court-of-Special-Sessions of Phila.?
6. Did-you-rec've everything-else you expected in-the-first-place?
7. Did-you-request everything-else to-be-first-class at-the-time?
8. I did-not-know it-was charged up in-the City-of-Boston.
9. Under-the circumstance-of-the-case did-you-request it then?
10. The City-of-New-York was faster-than the other two boats.
11. Do-you-expect from-day-to-day to go to-the City-of-Boston?
12. Do-you-remember whether it-was for-his-own-use or not?
13. The first-time he was sent up from-the Court-of Gen.-Sessions.
14. For-some-reason the circumstances-of-the-case were peculiar.
15. I do-not believe every-one who goes from-place-to-place.
16. Do-you-remember the first-time you met the dear-madam?
17. It-was in-the Court-of-Special-Sessions, of-the City-of-N.-Y.
18. Did-you-mention it to-the dear-madam then for-the-purpose?
19. From-the time I first knew him he went from-place-to-place.
20. For-a-long-time I-did-not-know it-was first-class phonography.
21. I-am, Dear-Madam, and very Dear-Sir, fraternally-yours.
22. He was a first-class and true friend above everything-else.
23. In the City-of-New-York, and everywhere-else, I felt good.
24. He took first-place because he was faster-than any other.
25. Do-you-expect or did-you-request it for-some-reason I gave?
26. From-time-to-time the Constitution-of-the-U.-S. is amended.
27. Do-you-recollect, for-example, that I did-not-know it before?
28. Do-you-recollect him passing here from-time-to-time at night?
29. Do-you-remember that he wrote faster-than many others?
30. The first-time, for-a-long-time, he was faster-than any-body.
31. He did-not expect it for-his-own-use for-some-reason, did he?
32. For-example, I do-not-know-whether it was first-rate or not.
33. I-am-sure, Dear-Sir, that he is certainly fraternally-yours.
34. If every-one says it-was for-the-purpose, believe them.
35. I-have done it now from-day-to-day and from-time-to-time.
36. I do-not think that for-a-long-time he went away alone.
37. Why did-you-receive every-thing-else from-the old place?
38. For-some-reason I do like to say I-am fraternally-yours.






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

















-  ----- Gentlemen of the Jury
-  ----- good deal 
-  ----- Grand Jury
-  ----- great deal 

H

-  ----- Had not
-  ----- hand in hand
-  ----- has been
-  ----- how long
-  ----- how long have you known him
-  ----- how long have you lived there
-  ----- how long have you resided there
-  ----- how long since
-  ----- how many
-  ----- how soon

I

-  ----- I am afraid
-  ----- I am aware
-  ----- I am certain
-  ----- I am glad
-  ----- I am surprised

-  ----- I am Very Truly Yours
-  ----- I did not
-  ----- I do not
-  ----- I had not
-  ----- I had supposed
-  ----- I have been
-  ----- I have not
-  ----- I have no doubt
-  ----- I might have
-  ----- I must be
-  ----- I shall not be
-  ----- I thank you
-  ----- I think so
-  ----- inasmuch as
-  ----- I was not
-  ----- I wish to be
-  ----- if he
-  ----- if he is not
-  ----- if it is to be
-  ----- if it is possible
-  ----- if you can

1. How-long-have-you-known-the gentlemen-of-the-jury, sir?
2. How-long-have-you-resided-there, and how-soon will you go?
3. I-thank-you, I-am-afraid of-the gentlemen-of-the-jury now.
4. I-am-surprised a great-deal at-the action of the Grand-Jury.
5. How-long-since you went hand-in-hand a great-deal at home?
6. I-do-not-know how-long-since the Grand-Jury left the city.
7. I-have-no-doubt about it, how-long have-you-lived-there?
8. I-am-glad that I know how-long-you-resided-there at the time
9. I-am-aware that he knows if-it-is-possible if-you-can do it.
10. I-have no-doubt I-might-have-done so many times over.
11. While I-am-glad, I-am-surprised that I-am so very well to-day.
12. I-think-so, inasmuch-as I-was-not present there at-that-time.
13. If-he-is-not to-be judge, I-am-afraid I-am out of it altogether.
14. I-have-not known how-long he has-been on-the Grand-Jury.
15. If-he is to-be there soon, I-wish-to-be with-him if possible.
16. If-he-is-not to-be there, let me know if-you-can come here.
17. I-have-been away, but I-had-supposed I-was-not forgotten.
18. I-must-be mistaken now, but I-shall-not-be misunderstood
19. How-long-have-you-known-him, how-long-have-you-lived-thr.
20. They went hand-in-hand a good-deal I-am-certain of that.
21. I-am-certain it-has-been impossible to do it, at-least I-think-so.
22. I-am-glad I-don t-know how-many will go nor how-soon.
23. I-thank-you for telling me you had-not been there before.
24. I-did-not think so because I-had-supposed it impossible.
25. If-he says I-have-been there lately, I-shall-not-be surprised.
26. Inasmuch-as I-must-be there, I-shall-not-be late if I can help it.
27. I-have-not heard how-long-since he left his home in the city.
28. I-wish-to-be left alone but I-am-afraid I-cannot-be allowed to.
29. If-he-is-not present how-soon can I see him in Boston.
30. I-do-not-think he will have any objection to it at this time
31. I-have-not-been surprised but I-did-not think it true he could.
32. I-am-surprised I-have-not been there but I-must go to-day
33. If-you-can come, I-have-no-doubt I-shall-be-here very soon.
34. I-do-not-know how-soon I-will go away, I-am-sure of that.
35. If-he-is to-be present, I-wish-to-be counted out of-the game
36. I-am-aware that I-am-very-truly-yours, always, whether or no.
37. How-many do-you-know and how-long-since you were there?
38. How-long I-might-have-been away I-have-not decided to tell.

..... in any way
 in order
 in receipt of yours
 in relation
 in response
 in that matter
 in the first place
 in the way
 in this
 in this business
 in this respect
 in this world
 in reply to yours
 is at hand
 it has been
 it is necessary
 it is only
 it is said
 it seems to me
 it was not
 it would be

J

..... Just as soon as

..... just say so

L

..... Ladies and Gentlemen

..... last will and testament

..... let us

..... long ago

..... longer than

..... Lord and Saviour Jesus Christ

M

..... Manner in which

..... may as well

..... more and more

..... more or less

..... most likely

..... Most Truly Yours

..... My Dear

..... My Dear Friend

..... My Dear Madam

..... My Dear Sir

N

..... No doubt

..... no less than

1. I-am in-receipt-of-yours in-relation to ladies-and-gentlemen.
2. In-this-respect, my-dear-friend, it-is most-likely to-be so.
3. I-am, most-truly-yours, my-dear-madam, and my-dear-sir.
4. In-the-first-place there-is no-doubt in-that-matter, my dear.
5. It-is-necessary, my-dear, it-seems-to-me, to-do so in-this-world.
6. It-has-been-said to-be longer-than the last-will-and-testament.
7. It-is-necessary in-this-business no-less-than in any other.
8. It-is-most-likely to-be more-or-less in-reply-to-yours I-think.
9. It-is-only in-this-way, it-is-said, it-has-been longer-than ever.
10. His last-will-and-testament may-as-well stand, my-dear.
11. My-dear-sir, and my-dear-madam, I-am most-truly-yours.
12. Let-us go just-as-soon-as it-would-be possible to-morrow.
13. The Lord-and-Savior-Jesus-Christ was in-this-world for good.
14. It-was-not so very long-ago but longer-than I remember.
15. In-that-matter and in-any-way I-am, most-truly-yours at-last.
16. It-is-necessary to just-say-so my-dear-friend, in-this-business.
17. In-order to explain the manner-in-which it-is-said to-him.
18. It-is most-likely more-or-less so in-this-business in Bo-ton.
19. Yours is-at-hand and in-response will-say it-was-not so.
20. In-this-respect I would say in-the-first-place let-us go.
21. It is-at-hand and I would say yes in-relation to-the ladies.
22. It-is-only in-this-world more-or-less necessary to-be right.
23. My-dear-sir, no-doubt you think more-and-more of it.
24. It-seems-to-me it-would-be best to just-say-so, my-dear-sir.
25. It-was-not in-any-way in-order my-dear-friend to-say anything.
26. It is-said to-be more-and-more so in-this-respect, in-his-case.
27. It-has-been in-the-way in-this manner-in-which I see it.
28. In response to yours received long-ago I-will say I-am well.
29. Come just-as-soon-as you-can if it-is-only for a day or two.
30. I-am in-receipt-of yours in-relation to Jesus-Christ on earth.
31. My-dear friend it is-said to-be no-less-than true it-was-not so.
32. The manner-in-which the Lord-and-Savior appeared on earth.
33. Let-us say in-response you may-as-well give him more.
34. In-this-respect and in-reply to yours which is-at-hand.
35. In-this-business it-is in-order to say it-would-be so in any case.
36. In-the-first-place it-seems-to-me that it-is necessary to-let-us go.
37. The ladies-and-gentlemen will go just-as-soon-as possible.
38. It-is most-likely true that it-is-necessary in-this-respect.

	no more than
	No, Sir
	no longer than
	no where else
O	
	Of course
	of recent date
	of this date
	on the
	on this occasion
	on this subject
	on to
	order the
	on the other hand
	over and over again
P	
	Per minute
	prisoner at the bar
	price current
	price list
	peculiar circumstance of the case
Q	
	Quite likely

	quite as much as
	quite sure
R	
	Rather than
	real estate
	received your letter
	Respectfully Yours
S	
	Seems to be
	short time
	should be
	should not be
	Sincerely Yours
	so as to
	so as to be
	somehow
	some one else
	such has been
T	
	Thank you
	there are
	that the, that he
	that you must

1. Under-the peculiar-circumstances it-is quite-likely true.
2. I received-your-letter of-recent-date as said on-this-occasion.
3. He received-your-letter and was quite-sure of-the real-estate.
4. It-seems-to-be a short-time for a prisoner-at-the-bar to repent.
5. No-sir, his was no-longer-than mine and no more-than hers.
6. Of-course it-was to-be had nowhere-else on-this-occasion.
7. Let-us say on-this-subject what has-been said to some-one-else.
8. Such has-been my opinion, quite as-much-as my belief lately.
9. On-the-other-hand it-should-not-be so on-this-occasion at-all.
10. I received-your-letter of-this-date in regard to-the real-estate
11. Some-one-else said it so-as-to-be sincerely-yours I-am sure.
12. Let me thank-you that-the price-current was here at-the time.
13. Yours of-this-date on-the-subject of-the price-list is received.
14. Rather-than do quite-as-much-as he did per-minute I'll say no
15. Some-one-else did it so-as-to-be respectfully-yours I-am-sure.
16. Somehow I feel quite-sure there-are so many on-this subject.
17. On-the-occasion of-course I went nowhere-else on-this-date.
18. It-is, quite-likely they will order-the real-estate to-be sold.
19. It-was no-longer-than yesterday that-he said thank-you
20. The prisoner-at-the-bar was told over-and-over-again to go.
21. No-sir, yours of-this-date on-the-subject did-not order-the cat.
22. The price-current and-the price-list should-be sent to-day.
23. Some-one-else spoke of-the peculiar-circumstances-of-the-case.
24. I should-be surprised to hear that rather-than something-else.
25. It-seems-to-me a short-time though no more-than yesterday.
26. It-was of-recent-date that-he said he was respectfully-yours.
27. I-think that-you-must be quite-sure that such-has-been done
28. He seems-to-be 'on-to it' and there-are others on-to it, too.
26. I-am-sure that-you-must think that-he seems-to-be yours-truly.
30. There-are some who thank-you so-as-to gain your favor.
31. It-is true that-the peculiar-circumstances-of-the-case did it.
32. Somehow such-has-been the way of counting per-minute.
33. The prisoner-at-the-bar said it over-and-over-again somehow.
34. It-was only of-recent-date that-the price-list was made.
35. He was "sincerely-yours" so-as-to-be quite-sure of friendship.
36. Rather-than keep the real-estate a short-time he will sell it
37. You should say respectfully-yours or, I-am sincerely-yours.
38. Some-one-else said such-has-been the case for some-time.

1. There-has-been, and there-will-be the same time-and-again.
2. It-is pleasant to-receive it and to-reply to what-was-said.
3. It-is very-likely that under-the-circumstances you-should-go.
4. We-beg-to-state that we-have-seen what-was-said weeks ago.
5. Weeks-ago, a well-known man told-me what you told-him.
6. It-is well-known that you-will-not be with-him without-that.
7. You-must-recollect your-letter should close, very-truly-yours.
8. You-must-not think you-could-be yours-faithfully always.
9. You-are-aware you-must-remember that you-will-be there.
10. You-should-be with-him, which-would-be all right, very-likely.
11. Where-is-your-place-of-business with-him this year, dear-sir?
12. Yes sir, it-was years-ago, and I would-not-be there again.
13. There-would-be, under-the-circumstances, something strange.
14. You-must-remember you-should-be very-kind to yours-truly.
15. You-must-recollect that you-will-be with this company soon.
16. Time-and-again there-has-been and there-will-be more for-me.
17. I wish to-reply, and very-likely will have very-little to say.
18. Don't forget yours-very-truly in your-letter, will you my-dear?
19. Tell me with-which-the uncalled-for-circumstance took place.
20. It will-not-be that which-you-have, you-must-be aware.
21. Yes-sir, some years-ago I would-not-be seen with-him any-way.
22. You-must-not think you-must-remember what-was-said to-me.
23. I would-not-be sure how-many years-ago I was yours-truly.
24. I won't-be sure with-which-the man stayed when here.
25. What-was-said weeks-ago is well-known to-him and to-me.
26. We-have-seen that without-that and with-the other all is well.
27. Your-truly was glad to-receive your-letter and to-reply.
28. You-could-be, and you-should-be, yours-faithfully to-the end.
29. I-don't-know which-would-be the best to-me or to-him.
30. There-will-be much to-do which-has-been done without-that.
31. With-the hope you won't-be unkind under-the-circumstances.
32. Very-likely you told-him what he told-me and which was well
33. Weeks-ago, you-are-aware, you said yours-very-truly to-me.
34. You-must act and you-must-recollect you-will be called for.
35. Where-is-your-place-of-business which-has-been removed?
36. We-beg-to-state we-have-been to-him with this, recently.
37. It will-not-be much without-that which-has-been-done here.
38. The last thing is I-am very-truly-yours, or yours-truly.

Longhand Abbreviations,

TERMS AND TECHNICALITIES.

The Longhand Abbreviation is given in Italics. See Chapter on "Abbreviation" in PART II. of SCOTT-BROWNE'S TEXT-BOOK OF PHONOGRAPHY.

Account— <i>acct.</i> or <i>a/c</i>	Collect on delivery— <i>C.O.D.</i> †	In transitu— <i>in trans.</i> In the passage.
Account sales. A commission agent's statement showing his sales.	Criminal conversation — <i>crim. con.</i> ⤴ denoting adultery.	I owe you— <i>I.O.U.</i> Ac- knowledgegment for money.
Account current. A running, or open account.	Cross examination— <i>C.E.</i> ⤴ Examination of a witness by the adverse party to test the examination-in- chief.	Italic— <i>ital.</i> Used in proof reading.
Ad valorem— <i>ad.</i> ⤴ At the value.	Dele— <i>strike out.</i> ⤴ Used in proof reading	Lower-case letter— <i>l.c.</i> Type.
All correct— <i>O.K.</i> 1	Ditto— <i>do.</i> or " ⤴ The same	Less than carload <i>l.c.l.</i>
And the rest } And so forth } <i>etc., &c.</i>	Double first class— <i>D.r.</i> A rate of freightage by railroad.	Merchandise— <i>mdse.</i>
At—a or @	Et cætera— <i>etc., &c.</i> ⤴ And so forth.	Manuscript— <i>Ms.</i>
At ten days' sight. A draft payable ten days after date.	Et alii— <i>et al.</i> ⤴ ⤴ And others.	Manuscripts— <i>Mss.</i>
Average— <i>av.</i>	Et sequentia— <i>et seq.</i> And what follows.	Namely— <i>viz.</i> To wit.
Balance— <i>bal.</i>	Errors and omissions excepted— <i>E.O.E.</i>	Nota bene— <i>N.B.</i> Note well, or take notice.
Bill of exchange ⤴ A draft, usually drawn through a bank.	First of Exchange.	Old Style— <i>O.S.</i> Type. Also, dates before 1752.
By the hundred— <i>per ct.</i>	Forty off— <i>40 off.</i> 40 per cent. discount.	On sale. ⤴ Merchand- ise consigned for sale.
By the— <i>per</i> or ⤴	Free on board— <i>f.o.b.</i> ⤴ Delivered on cars or boat.	Oyer and Terminer. To hear and determine; a criminal court.
By the way of— <i>via</i> ⤴	Habeas corpus. A writ commanding the body of a prisoner to be produced.	Per cent <i>%</i>
Bill of particulars ⤴ Statement of a plaintiff's cause of action or defend- ant's set-off.	Ibidem— <i>ibid.</i> In the same place.	Postscript— <i>P.S.</i> Written after.
Bill of sale ⤴ An agreement in writing for transfer of property.	Idem— <i>id.</i> The same author.	Pound sterling— <i>£.</i>
Bills payable ⤴ Notes or agreements, in writing, to pay.	Id est— <i>i.e.</i> That is.	Pro rata. In proportion.
Bills receivable ⤴ Notes, bonds, securities, due to the holder	Incognito— <i>incog.</i> Unknown.	Pro tempore— <i>Pro tem.</i> For the time being.
Boards— <i>bds.</i> ⤴ Style of binding books.	In statu quo. In the same condition	Seriatim. Series, severally
Car load— <i>c.l.</i>	In the matter of— <i>in re</i>	Shilling.— <i>s.</i>
Carte blanche ⤴ Full power.	Instant— <i>inst.</i> Of this month.	Small capitals— <i>s.c.</i> Type
Charter party. A contract.		Stet. Let it stand, or re- main; used in proof.
Collateral. Security for a loan.		Three times first-class — <i>3t. r.</i> Railroad rate for freight.
		Transpose— <i>tr.</i> Used in proof reading.
		Twenty-five and five. A discount of 25 per cent on the whole sum, and 5 per cent on the remainder
		Way bill. Description of goods shipped.
		Versus— <i>v.</i> against.
		Wrong font— <i>wf.</i> Type.

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