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Shorttyping



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SHORTTYPING

A System of

Shorthand for the Typewriter

By John Ira Brant

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PREFACE

The contracting principles which form the basis of the stenographic systems are as applicable to type as to pen-made characters.

The system of typewriting presented herein applies those principles to type, the result being a syllabic code, based to some extent on fonetics, and employing for syllabic purposes, the special keys which ordinarily take no part in alfabetic work. Its purpose is to secure a method of operation by which the words of a rapid speaker can be recorded verbatim with the machine.

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KEYBOARD A



KEYBOARD B



CHAPTER 1

ELEMENTARY ASSIGNMENTS

Each of the characters in column two is used to represent the syllables between which it stands in this list:

Column 1	Column 2	Column 3
Prefixes		Suffixes
dis	2	able, abel
com, or con	3	ect
cor	4	ant
bra	5	ans, ance
miss	6	any
par	7	par
pre, or pro	8	shun
sha	9	ish
tra	-	ter
sta	;	ast
spe	,	asp
thi	/	ing

Each syllable in the prefix column is represented by its character from column two, when the syllable is the central syllable of the word, or occurs forward of the centre. The meanings in the suffix column are shown by their corresponding characters from column two, in all positions following the centre of the word.

disable 22 This arrangement illustrates the method followed for presenting illustrative words, the short form which follows a word, as shown at the beginning of this paragraph, being the abbreviated method of writing that word. A glance at the prefixes and suffixes in the list above, will show how this short form is derived.

label 12 In typewriting, on many machines, the small L (l) and the figure one (1) are made with the same key. This character (l) is never used in a short form as a figure to represent a syllable, but always indicates small L.

The syllabic characters, that is, those which represent syllables, are used in the short forms to represent sounds regardless of how those sounds are spelled. For instance, the sound "shun" has various spellings, all of which may be shown by the figure eight:

action ac8	optician opt8	luncheon ln8
passion pa8	tension tn8	ocean o8

The theoretical pronunciation which the dictionaries give for "cian" in "optician" is not precisely "shun," but the sound is so similar that when spoken it becomes "hun"; so that the figure eight is used in all words of that group: politician, mathematician, etc. In this system the actual spoken sound is written.

The short forms given above are not all to be considered as the final forms, since contracting principles presented later, further reduce some of the short forms given early, the shorter combinations being shown in Chapter Nine.

part 7t

comparing 37/

missing 6/

station ;8

protect 8t3

thing //

CHAPTER 2

FONETIC SPELLING

The system is reinforced by the following contracting expedients:

1. Omit silent letters: league leag
2. Where the name of a letter is a word, use that letter for that word: be b owe o why y
3. Words which are pronounced the same are, as a rule, shown by the same short form:
see c sea c scene cn seen cn
4. Whenever possible make a letter represent its full name:

beat bt seem cm decay dk envy nvy
Here in each instance the first letter in the short form carries the exact sound by which that letter is named when repeating the alfabet, so that every sound in the word is shown by the short form as completely as by standard spelling.

5. If there is only one vowel that produces a word when placed between two letters, that vowel may be omitted, because in such a case there can be no conflict with any other word: confide 3fd

6. The dash is never used, as such, in the short forms for compound words: dining-table dn/t2

When reading short forms consisting of two letters, the following considerations are of assistance:

A. If a word is produced by giving both letters their full names, that is the word represented:

excel xl excess xs

B. If no word results under A, give the first letter of the short form its full name:

bean bn bead bd seed cd

C. If no word results under either A or B, give the second letter of the short form its full name:

far fr mar mr die di

D. If no word results under either A, B or C, then a vowel is to be read between the letters from the following list, the vowels taking precedence in the order shown, viz:

a as in take
a " father
a " all
a " had
a " hair
e " eat
e " yet
i " ivy
i " lid

o as in only
o " on
u " unite
u " up
oi " oil
ou " out
oo " food
oo " foot

fade fd late lt wage wj stage ;j
judge jj luggage lgj voidable vd2 weight wt

CHAPTER 3

VOWEL CHANGES

Each of the syllables shown in columns one and three on page one belongs to a group of associated syllables, and each of those groups is assigned to one character. Consequently any syllable from a group may be shown by the character assigned to that group.

The groups are shown below, being represented by the characters opposite thereto in the central column. The order in which the syllables occur in the groups is, in general, the order of their precedence for being represented by the character opposite that group, thus preventing conflict in reading.

PREFIXES

SUFFIXES

das des dis dos dus bal bel bil bol bul	2	bal bel bil bol bul able abel eble ible oble uble amble emble imble umble
com con cog	3	act ect ict oct uct
car cor cur kar ker kir kor kur	4	ant ent int ont unt mant ment
bra bre bri bro bru	5	ans ens ins ons uns ance ence ince once unce mans mance
mass mess miss moss muss	6	any eny iny ony uny amy emy imy omy umy ney
par pare per pir por pur	7	par pare per pir por pur
pra pre pri pro pru	8	shan shen shin shon shun san zan zhan ashun eshun ishun oshun ushun
sha she shi sho shu	9	ash esh ish osh ush shall shell ential, as in providential
tra tre tri tro tru tar ther	-	tar ter tir tor tur ther
sta ste sti sto stu	;	ast est ist ost ust
spa spe spi spo spu	,	asp esp isp osp usp
tha the thi tho thu	/	ang eng ing ong ung ank enk ink onk unk ath

The vital point shown by the above list is that the vowel in a syllable may be changed without changing the character which represents that syllable. The rule governing these vowel changes is that if the remainder of the word gives the clue as to which vowel must be there, the vowel is not written. If the remainder of the word does not give such clue, the vowel must be inserted, or the syllable must be shown by letters. Under those restrictions, any vowel sound in the language may be read into a syllable which is represented by a single character.

connect 33 The prefix shows which vowel is in this suffix, since there is only one (ect) in the Suffix-3 Group which will produce a word with any syllable in the Prefix-3 Group.

correct 43 conduct 3d3 Here also the prefixes give the clue as to which vowel belongs in the suffix. If ect and uct were interchanged in these words, there would be no result in either case.

This representation of various associated syllables by the same character does not cause difficulty in reading, for as soon as thorough familiarity with the short forms is acquired, they are written and read without the slightest hesitation.

ash a9 In this case the vowel must be inserted. The figure nine at the beginning of a word indicates sh without a vowel preceding it: share 9r

prepare 87 proper 8o7 Pre, standing ahead of pro, in their group, has precedence for being shown without inserting the vowel.

When it is desirable to get a short form for a much used word which, under the general rule, would have to give precedence to an obsolete word, exceptions to the general rule naturally occur: shall 9 Under the general rule, the figure nine, standing alone, would represent "shay," a word used so little that it must give way to "shall" in the suffix-9 group.

Another class of exceptions occasionally met are those in which a character in the prefix position indicates a suffix meaning, and vice versa: anticipate 4cpt
dismiss 26

privation 8iv8 provision 8v8 In this case the word of more frequent occurrence takes the shorter combination.

The assigning of short forms to two or more words that enter into competition for the same syllabic character is, in fact, not a question of adhering to any inflexible

rule, but rather a matter of the person who is using the system assigning the shortest combination to the word which he uses most frequently. But when the equities among several such competing words, from the standpoint of frequency, appear to be equal, then the general rule of giving precedence in accordance with the order in which the syllables stand in the syllabic groups, furnishes a convenient guide for making the assignments.

The reason why the characters are given one meaning at the beginning and a different meaning at the end of a word, is that certain syllables are prefixes by nature, seldom occurring in rear of the centre of a word, while with others the case is the opposite, so that various meanings can be attached to the same character, making it perform additional work. But the syllables of the "par" group occur with sufficient frequency in all positions to require one character for their exclusive use.

CHAPTER 4

FUNCTION OF THE SMALL LETTERS

The small letters may be made to do more work by having them represent additional sounds as shown below. Where this is done, the entire combination for the word gives the key as to which sound the letter represents.

LETTER	SOUNDS REPRESENTED
a	au, as in auditor; an (initial); am (initial)
b	be bee ba bay
c	sea see ic, as in socialistic ack, as in attack
d	de dee day
e	ee, as in employee; the
f	ef for full (final)
g	gay Not used for the j sound.
h	hay ch, as in teach; tch, as in patch
i	eye in (initial); im (initial)
j	jay adge edge, as in pledge; ju, as in judge
k	cou, as in counsel; kay; ac, as in accept; coi, as in coinage
l	ell, as in tell; lay; law, as in lawless
m	em may ember, as in member
n	en, as in enact; na, as in name; nay
o	owe, oi, as in join; ou, as in amount
p	pe pa pay, as in payable
q	qu, as in quality; accu, as in accuse
r	ar, as in argue; are; our; re, as in refer
s	ess, as in less; sub, as in subject
t	tea, as in team; tee, as in teeth Also represents th when the line (/) is not available on account of conflict.
u	you ewe oo, as in look; um (initial); un (initial)
v	ve va vay
w	wa, as in wave; ow, as in now; ou, as in house
x	ex ax

y why Used for short i when the letter i is not available on account of conflict.

z sla ze zee ize

au ought, as in bought; aught, as in naught

axiom xim This illustrates how one letter may represent several sounds and at the same time escape conflict, since the remainder of the word gives the key as to the sound intended. In xim no word results by calling x "ex"; consequently it must be the alternative, ax.

park 7c beak bk Apparent inconsistencies will occasionally be noticed, as shown in these two words, in representing the k sound. The abbreviated forms are not worked out in strict adherence to fonetics. When there is room to select between c or k, the one is used which gives the quicker sequence of letters, the speedy movements in typewriting operation being where one hand follows the other.

This consideration requires that the k sound before l be shown by c; before r by k. But this difficulty with the syllables cra and cla is solved on the larger keyboards, Chapter Twelve, by their being assigned to syllabic characters.

When final c represents the k sound, it (the final c) is generally associated with a short vowel, whether the vowel be omitted or expressed. Final k to show the k sound is generally associated with a long vowel when the vowel is omitted:

lack lc	lake lk	leak lek	lick lyc
like lik	lock loc	look luk	luck luc
luke luk			

In lyc is seen the use of y to indicate short i, corresponding with the use of y for the same purpose in standard spelling, as in "money." In the short forms both i and y are used for short i, depending upon which produces the quicker sequence of keys; but y must be used when needed to prevent conflict, as with a pair of words such as "like" and "lick."

The sound ow as in now (also shown in standard spelling by ou in house) is generally represented in the short forms by w:

down dwn now nw house hws

But in a few cases o is used where it is available and gives a quicker movement than w:

amount ao4 sound so& unsound uso&

Small letters are doubled and tripled for the syllables, words and frases shown below:

aa	crat, as in democrat
bb	bant bent
cc (initial)	scra, as in scrawl
cc (final)	cracy
dd	hold
ff	efficient
ff (final)	ficient fulness fant fent
fff	efficiency
fff (final)	ficiency
gg	agnify ignify ignifi · agnanim gant, as in extravagant
hh	Used for ther when the dash is not available on account of conflict.
jj	judge
kk (final)	cific lific tific entific ratic matic cratic
ll	cler, as in clerk
ll (final)	lessness
lll	lawlessness
mm	member
mmm	memcrandum
nn	noon
oo	of our
oo (final)	owledge ology nology
qq	acular nacular icular ticular culiar, as in peculiar
ss	satis ses, as in disposes
sss	sizes
tt	trast trist trust teristic
ttt	trust it
uu	sult zult
vv	vant vent
ww	spra
xx	change
xxx	exchange
yy	dict vict divid
zz	zez

When different meanings are assigned to the same key or to the same combination, it does not follow that all of those meanings are so indicated in every instance, but it means that they may be used provided no conflict results. For example:

infant if4 inefficient iff Opposite ff in the above list, fant and efficient both appear, but if ff were used in both words here shown, a conflict might result. The contractions bb, ff, gg, and vv, for bant, fant, gant, and vant, respectively, while not reducing the number of touches as compared with b4, f4, g4, and v4, are used to increase speed.

Miscellaneous examples of contractions referred to in this chapter:

announce	a5	unchangeable	uxx2
inform	ifm	slash	z9
immediate	ied	democracy	dmcc
counsel	k5l	holding	dd/
consult	3uu	deficient	dff
subject	sj3	particular	7qq

CHAPTER 5

USE OF THE CAPITALS

The capital letters are used for the syllables contained in the following list, with the privilege of changing the vowels under the rules stated in Chapter Three.

The conditions under which the same capital letter may have one meaning in the prefix position, and a different meaning as a suffix, are the same as those governing the other syllabic characters.

PREFIX		SUFFIX	
ab	A	bans fans gans pans tance vans zance	
bla	B	bla berg burgh bourg	
sca, as in scatter	C	city acity icity osity uosity scope	
ad od	D	der dure ded	
ed	E	ted	
fra	F	fra graph	
gra gar	G	gra gar	
har char cham	H	har ham han hand	
il ill ig	I	ty thy aty ity dity tity anity ice vice	
jar jan jarn	J	jar jan jarn	
kal kall	K	kal kall ical dical tical itical apital	
al el ul	L	lar ality ility tility bility ability	
mar am em	M	mar gram gramme	
nar an en	N	nar	
ob ord	O	ord cord	
pla pan	P	pla pan	
quar cure	Q	quar cure scure	
ar er sar sir	R	sar sir arity	
as es ses	S	ses, as in cases as es	
out et it ot ut	T	tive tant tent out	

up		U	duce	dule	tude
var		V	ivity	tivity	
			vate	var	
war		W	ward	word	var
ext	man	X	man	ext	
yar	sure	Y	sure	tsure	ture zure
			yar		
			ion, as in million		
sal	sel	Z	dize	lize	mize nize
			rize	size	thize vize wise
			sal	sel	cell
margin	Mjn	activity	ktV	manage	Xj
manner	mN	preserve	8Rv	sociability	s9L

In the abbreviated forms the capitals are never used for the purpose which they serve in standard spelling:

Denver dnV Liverpool lV) France F5

In the case of France, the short form begins with capital F, not because the word is the name of a country, but because capital F represents the syllable fra.

With capital O to represent vowel plus rd, the present tense is often changed to past tense, without increasing the number of characters:

hire hir hired hi0 wire yr wired y0

Sometimes the past tense is a shorter form than the corresponding present tense:

dare dar dared d0 pour por poured p0

CHAPTER 6

COMPOUND ASSIGNMENTS

The characters standing in the central column below are used for the compound syllables shown, and are also available to indicate the simple syllables in the following list, with the privilege of changing the vowels under the rules given in Chapter Three.

PREFIXES		SUFFIXES
ten tem trans	"	ten tem assable sessible sistible ustible
stra super claim	#	stra ster straction struction claim
dra contra counter	\$	dra counter sation .cession zession ization lization lition
tel tell recom recon recog recor	%	tel tell beration bration deration dration geration gration teration tration tuation stitution stition stitution poration tiation
bate unde under undou indur endure	-	bate under stand
and mand accom accomp	&	and mand imate timate estimate ulate tulate tunate uctuate icipate ipulate itulate porate
fla over aver	'	fla bation dation gation kation lation mation nation pation quation ration tation vation
fal appra	(fal full
pal impar)	pal ample imple eous ious uous
far incom incon incog incor	:	far fy ·ify cify dify nify tify form

bar	extra	exter	.	bar		
				ry	try	ary dary mary
				rary	tary	trary porary
				endary	oundary	ordinary
val			?	val		
enter	inter	intra		action	ection	iction uction
possession		p\$		transaction		"?
interval		??		construction		3#
recommend		%&		temptation		tm'
extraordinary		..		counterclaim		\$#
overestimate		'&		bargain		.gn
accommodation		&'		incorporation		:%
position		ps8		appreciation		(%
understand		—		impartial)9
superstition		#%		translation		"'

The compound "ification" may be shown either by f8 or :'. When the character which precedes this compound requires the shift key, use :'. In other cases, f8 is generally used:

gratification G:' justification j;f8

But since the colon may represent cify, tify, etc., a touch may often be saved by using :' after a character which does not require the shift: specification, :'. On a board having no shift key either combination may be used.

When two words differ only in a vowel sound, it is generally necessary to insert the vowel in one of the short forms:

command 3& communed 3u& In 3u& is also seen how the standard meaning of any syllabic character is altered by a change of vowel, when it becomes necessary to insert the vowel. In 3u& the u cancels the a which is ordinarily included in the character &, so that u& represents und.

If two similar words do not conflict, one abbreviated form may represent both:

sever sV severe sV

Since the underscore at the end of a word, and in some cases in the body of a word, carries the meaning "stand," the word "understand" is shown by the doubled underscore. "Misunderstand" and "misunderstanding" also require the doubled underscore. "Under" when beginning a word is shown by the single underscore.

CHAPTER 7

WORD-SIGNS

Single characters are used to represent words as shown below. The characters so used are known as word-signs; the words which they represent are called sign-words.

Word-sign	Sign-word	Word-sign	Sign-word
a	a an	A	same
b	be bee	B	but
c	sea see	C	city could
d	day and	D	did deed
e	the	E	each
f	for	F	from
g	give	G	against
h	which	H	hear here
i	in eye I	I	if
j	not	J	some
k	know no	K	upon call
l	law will (in frasing)	L	all
m	me my may	M	more
n	on	N	nor
o	of	O	who
p	he	P	had
q	to too two	Q	after
r	are our hour	R	or
s	is us	S	so
t	it	T	out
u	you	U	up
v	have	V	very
w	we with	W	where wear were
x	as	X	him man (final)
y	why one	Y	year sure your
z	was use (verb) in frasing	Z	sell whose
2	able am	"	time ten (in frasing)
3	can	#	would
4	other	\$	many
5	that	%	them
6	any	-	under
7	much		

8	such	&	they
9	shall	'	over
-	there their	(made
)	make
;	state	:	what
,	has	.	whom
/	this thing (final)	?	been

Examples:

It is not the same.

t s j e A

Are you sure you can see him?

r u Y u 3 c X

We know he has been there for
some time.

w k p , ? - f J "

CHAPTER 8

MISCELLANEOUS CONTRACTIONS

The syllables in column 1 are represented by the contractions placed opposite in Column 2.

Column 1 Standard	Column 2 Short Form	EXAMPLES Standard	Short Form
ade	d	blockade	Bkd
apt	ap	adapt	Dap
ate	t	abate	At
body	by	everybody	eVby
cate	k	indicate	idk
cept	cp	accept	kcp
cks	x	rocks	rox
cute	q	acute	aq
date	d	accommodate	&d
diate	d	intermediate	?md
ept	ep	adept	Dep
gate	g	investigate	iv;g
half	hf	one half	yhf
house	hs	counting-house	c4/hs
ight	it	light	lit
Also shown by i when no conflict results		blight	Bi
ignification	:'	signification	s:'
late	lt	regulate	rglt
less	ls	careless	4ls
li (initial)	x	lit	xt
ly	x	ably	Ax
ness	ns	goodness	gdns
ography	Fy	stenography	;nFy
pate	p	anticipate	4cp
phone	fn	telephone	%fn
quate	k	adequate	Dk
quence	q5	consequence	3cq5
quent	q4	subsequent	scq4
self	Zf	yourself	YZf
selves	Zs	themselves	/mZs
ship, after n or r	p	seamanship	cXp
ship, elsewhere,	9p	shipment	9p4
stitute	;tt	constitute	3;tt

Of the syllables in column 1, which are also words, apt, half, late and less are written as shown in column 2, whether they occur alone or in combination as part of a larger word.

The other syllables in column 1 which are also words (ate, body, cute, date, gate, house and ship) are written as shown in column 2, only when they occur in combination as part of a larger word; when standing alone they are written as shown in Chapter Nine.

CHAPTER 9

VOCABULARY

There are numerous cases in the following short forms, where an additional touch may be avoided by omission of a vowel under paragraph 5, Chapter Two. In fact, these short forms are not all to be considered as ultimate reductions. They serve merely as a basis for further contractions, which proceed along lines governed by the particular keyboard used. This matter is treated more fully hereafter.

As a preliminary to practice in writing these short forms, it will be an advantage, if the keyboard used contains additional characters as shown in Chapter Twelve, to examine that chapter before beginning the practice work. The short forms can then be given the further reductions possible, in accordance with the assignments there made.

A			
abandon	A&n	absorption	ARp8
abandonment	A&n4	abstain	A;n
abate	At	abstract	A#3
abatement	At4	abstraction	A#
abbreviate	a5vt	absurd	ARd
abbreviation	a5v8	absurdity	ARI
abdication	Ad'	abundance	A&5
abduct	Ad3	abundant	A&4
abduction	Ad?	abuse	Aus
abeyance	Aa5	abut	Aut
abide	Aid	abutment	Aut4
abiding	Aid/	abutting	Aut/
ability	AL	academy	kd6
abject	Aj3	accede	kcd
able	2	accent	ks4
ably	Ax	accept	kcp
abnormal	ANm1	acceptable	kcp2
abnormally	ANmx	acceptance	kcp5
abolish	Al9	access	xS
abound	A&	accessible	k"
about	AT	accident	xd4
above	Av	accidental	xd41
abridgment	a5j4	accommodate	&d
abroad	a5d	accommodating	&d/
abrogate	a5g	accommodation	&'
abrogation	a5'	accompany	&6
abscond	AC&	accomplice	&1s
absence	AA	accomplish	&19
absent	As4	accomplished	&19t
absentee	As4e	accomplishment	&194
absolute	AzT	accord	k0
		accordance	k05

according	k0/	admittance	DmA
accordingly	k0/x	admitted	DmE
account	k4	adopt	Dop
accountable	k42	adult	Dul
accountant	k44	advance	DA
accounting	k4/	advantage	Dvvj
accrue	kru	adversary	DVs.
accumulate	qm&	adverse	DVs
accumulation	qm&8	advertise	DVZ
accuracy	qrc	advice	DI
accurate	qrt	advisable	DZ2
accusation	q\$	advise	DZ
accuse	qs	advocate	Dvk
accustomed	k;md	affair	a:
achieve	ahv	affect	af3
acknowledge	koo	affidavit	fdV
acknowledging	koo/	affiliate	a(t
acknowledgment	koo4	affirm	a:m
acquainted	kw4d	affix	afx
acquiesce	kwS	afford	afd
acquire	kwr	aforesaid	afsd
acquisition	kws8	afraid	aFd
acquit	kwt	after	Q
across	kros	afternoon	Qnn
act	kt	afterwards	QWs
action	?	again	agn
activity	ktV	against	G
actual	kt9	age	j.
acute	aq	agency	aJc
adapt	Dap	agent	aj4
addict	D3	aggression	G8
addition	D8	agitation	j'
additional	D81	agreeable	G2
address	a\$s	ahead	ahd
ademption	Dm8	aid	ad
adept	Dep	aim	am
adequate	Dk	air	ar
adhere	DH	alienate	Lnt
adjacent	js4	alike	Lik
adjoining	ajn/	alimony	LXy
adjourn	aJ	all	L
adjudicate	jdk	allegation	L'
adjust	aj;	allege	Lj
administer	DX#	allotment	Lt4
administration	DX%	allowance	Lw5
admirable	DM2	allowing	Lw/
admissibility	D6L	almost	Lm;
admissible	D62	alone	Lon
admission	Dmi8	along	Lo/
admit	Dmt	alphabet	Lf_

alphabetic	Lf_c	appoint	ap4
already	Lrd	appointment	ap44
also	LS	apportion	a78
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key	ke	lather	lhh
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kingdom	k/dm	law	l
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knife	nif	lawless	lls
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known	kn	lazy	lzy
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		leader	leD

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ledger	lJ	lighten	li"
left	lft	lighter	li-
legacy	lgc	lightly	litx
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legitimate	lj&	linen	lnn
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length	l//	link	l/k
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liability	liL	loam	lom
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liberality	l.L	local	lK
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maze	mz	metropolis	m-)s
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mean	men	midland	mdl&
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neglect	ngl3	note	nt
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negligent	nglj4	noted	noE
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this	/	to-night	qni
thorough	/oro	tonnage	"j
thoroughfare	/oro:	tontine	" "
thoroughly	/orx	too	q
those	/oz	took	tuk
thou	/ou	torrent	trm4
though	/o	torrent	tr4
thought	/au	torture	trY
thoughtlessness	/aull	total	ttl
threat	/rt	totally	ttx
threatening	/r"/	touch	tuh
three	/re	touching	tuh/
threw	/ru	tough	tuf
thriving	/rv/	tourist	tr ;
through	/ru	towage	toj
throughout	/ruT	toward	tW
throw	/ro	towards	tWs
thunder	/-	town	twn
Thursday	-sd	trace	-s
thus	/us	traction	-?
ticket	tkt	trade	-d
tide	tid	traffic	-fc
tidings	td/s	train	-n
tidy	tdy	traitor	--
tie	ti	transact	"3
tied	tid	transaction	"?
tight	tit	transcribe	"ccb
tighten	ti"	transfer	" :
tiling	til/	transform	"fm
till	tyl	transient	"i4
tillage	%,j	transition	"8
timber	" .	translate	"lt
time	"	translation	"'
timely	"x	transmission	"m8
timesaving	"sv/	transparent	"74
tinge	"j	transpire	-57
tint	ti4	transport	"7t
tip	typ	transportation	"7'
tissue	t9u	transverse	"Vs
title	t%	travel	-vl
to	q	tray	-a
tobacco	tbko	tread	-ed
to-day	qd	treason	-8
together	tg-	reasonable	-82
token	tokn	treasurer	-Yr
told	tld	treasury	-Yy
tolerable	tL2	treat	-t
tolerably	tL2y	treatment	-t4
toleration	tL8	treble	-2

tree	-e	unbalanced	u25t
trend	-nd	unbecoming	ub3/
trespass	-,s	uncertain	uR"
trespasser	-,R	unchangeable	uxx2
triable	-i2	unchanged	uxxd
trial	-il	uncivilized	uc?zd
tribulation	-b'	uncollected	uK3d
tribute	-bt	uncommon	u3n
trick	-ic	unconcerned	u3R&
trifling	-'/	unconscionable	u382
trip	-yp	unconscious	u39s
triplicate	-Pk	unconstitutional	u3%1
triumphant	-uff	unconstitutionality	u3%L
trivial	-vil	uncover	ukV
trouble	-u2	undated	udE
trover	-V	undeniable	_ni2
truck	-uc	under	_
true	-u	underestimate	_&
trump	-up	underground	_G&
trunk	-/	underhanded	_Hd
trust	tt	undermine	_X
trustee	tte	underneath	_n/
trustworthy	ttWI	underrate	_rt
truth	-th	undersigned	_s&
truthful	-tf	undersized	_szd
try	-i	undersold	_Zd
Tuesday	qsd	understand	_
tuition	tu8	undertake	_tk
tumult	tmlt	undertook	_tuk
tunnel	tnl	underwrite	_ri
turn	trn	underwriter	_r-
twice	tws	undesirable	_R2
twilight	twlt	undoing	udu/
two	q	undoubted	_E
type	tip	undoubtedly	_Ex
typewriter	t8-	undue	udu
typewriting	t8t/	uneasy	uzy
typical	tpK	unemployed	umPd
		unequal	ueql
		uneven	uevn
		unexpected	xp3d
		unfair	u:
		unfaithful	uf/f
		unfamiliar	ufmL
		unfasten	ufsn
		unfavorable	ufV2
		unfilled	u(d
		unfit	uft
		unfold	u(d
		unforeseen	ufcn

U

ugly	ugx		
ultimate	L&		
ultimatum	L&m		
empire	um7		
unable	u2		
unaccustomed	uk;md		
unacquainted	ukw4d		
unarmed	urmd		
unauthorized	uaZd		
unaware	uaW		

unfortunate	uf&	untilled	u%d
unfound	ufw&	untimely	u"x
unfounded	ufw&d	untold	utld
unfurnished	u:n9t	untruce	u-u
ungentlemanly	uj4lXx	unwilling	uwl/
ungrateful	uGtf	unwise	uZ
unhandy	uHy	unworthy	uWI
unhealthy	uhlI	up	U
uniform	uifm	upheld	Uld
uniformity	ui:I	uphold	Udd
unincumbered	ui3b0	upon	K
uninhabitable	uih_2	upper	Ur
uninjured	uiJd	upright	Uri
union	un	uprising	UZ/
unit	ut	upward	UW
universal	uivZ	urge	urj
university	uivC	urgent	Rj4
unjust	uj;	us	s
unkind	uk&	usable	us2
unknown	ukn	use (noun)	us
unlawful	ulf	use (verb)	z
unless	uls	used	zd
unlike	ulk	useful	us(
unlikely	ulkx	useless	usls
unlimited	ulmE	usual	u9
unload	ulod	usurious	uY)
unlucky	ulcy	usury	uYy
unmanageable	uXj2	utility	u%I
unmarried	uMid	utilize	u%z
unmistakable	u6tk2	utmost	Tm;
unnecessary	unS.	utter	u-
unofficial	uof9	utterly	u-x
unpaid	upd		
unpleasant	uPs4		
unpopular	uppL	vacancy	V
unprecedented	u8cd4d	vacant	v3c
unprincipled	u85)d	vacation	vk4
unprofitable	u8ft2	vague	v'
unreasonable	ur82	valid	vg
unrivalled	uri?d	validity	?id
unsafe	usf	valuable	?dI
unsaid	usd	valuation	?u2
unseated	ucl	value	?u8
unseated	uct	vanish	?u
unsightly	ustx	variance	vn9
unsold	uZd	variation	Vi5
unsound	uso&	variety	Vi8
unsuited	usuE	various	ViI
unsurpassed	uRp;	vary	V)
until	u%	veal	Vy
			vl

vegetation	vj'		
veil	val		wd
velocity	?C	wade	wj
vend	v&	wage	wjs
vendee	v&e	wages	w;
vendor	v&r	waist	wt
veneration	vN8	wait	wa-
vent	vv	waiter	wv
ventilation	vv'	waive	wnD
ventilator	'vvl-	wander	w4
venture	vnY	want	w4d
veracity	VC	wanted	w4s
verbal	V2	wants	wr
verdict	Vyy	war	w0
verge	Vj	ward	Whs
verification	V:'	warehouse	Wn
verify	V:	warn	W4
vernacular	Vqq	warrant	W4y
version	V8	warranty	w.
very	V	wary	z
vessel	VZ	was	wa9
vest	v;	wash	w;
veto	vto	waste	wh
vexation	vx8	watch	w-
vicinity	vcI	water	wv
victim	vc"	wave	wa
view	vu	way	ws
vindication	v&'	ways	wW
vine	vin	wayward	w
violation	vi'	we	wek
violence	vil5	weak	wlth
violent	vil4	wealth	W
visible	vs2	wear	we.
vision	vi8	weary	whh
vitality	viL	weather	wev
vitiate	v9t	weave	wev/
vocation	vo'	weaving	wej
vogue	vog	wedge	w5d
void	vd	Wednesday	wk
voidable	vd2	week	wkx
volition	vo\$	weekly	wa
volume	?um	weigh	wt
voluntary	??y	weight	wl3
vote	vt	welcome	wl:
voter	v-	welfare	wl
voting	vt/	well	wnt
voyage	voj	went	W
vulcanize	?3z	were	wst
		west	w#n
		western	Wfj
		wharfage	:
		what	

when	wn	within	w/i
whenever	wnV	without	w/T
where	W	withstand	w/_
whereabouts	W_s	withstood	w/;d
whereas	Wx	witness	wtns
whereby	Wb	witty	wyI
wherefore	Wf	wonderful	yD(
wherein	Wi	word	Wd
whereof	Wo	work	Wk
whereon	Won	workmanship	WkXp
whereupon	WK	workshop	Wk9p
wherever	WV	world	Wld
whether	whh	worry	wo.
which	h	worth	Wt
whichever	hV	worthy	WI
while	yl	would	#
white	wit	wreck	rec
who	O	wren	rn
whoever	OV	wretched	rhd
whole	hol	wring	r/
wholesale	hlZ	wringing	r//
whom	.	wrinkle	r/K
whose	Z	writ	ryt
why	y	write	rit
wide	yd	writing	rit/
widely	ydx	written	ry"
widen	ydn	wrong	wr/
widow	wdo	wrongful	wr/f
wife	yf	wrongly	wr/x
wild	yld	wrote	rot
wilful	wlf	wrought	rau
will	l		
willing	wl/		
win	wyn		
wine	yn	yacht	yat
wing	w/	yard	Yd
wink	w/k	yardage	Ydj
winning	wyn/	year	Y
winter	wn-	yearly	Yx
wire	yr	years	Yz
wired	yO	yellow	ylo
wiry	y.	yes	ys
wisdom	wsdm	yesterday	y#d
wise	yz	yet	yt
wish	w9	you	u
wit	wyt	your	Y
with	w	yours	Ys
withdraw	w/\$	yourself	YZf
withdrawal	w/\$1	youthful	u/f
withheld	w/ld		
withhold	w/dd		

Y

	Z			
zeal		zl	zigzag	zgz
zealous		zl)	zinc	z/
zenith		zn/	zone	zn
zero		zro	zoo	zU
			zoology	zoo

The short forms shown in this chapter contain only the characters that are on practically every keyboard, being designed for use when the work is done on a small keyboard, such as Keyboard A.

When a word is frased on a small board, the frasing often further reduces the form. When written on a larger board, such as B, C or D, page 87, the additional characters which those boards contain, in many cases permit a reduction in a word standing alone. In a further class of cases, when writing on a larger board, both the board and a frasing principle operate jointly on the same short form to produce a double reduction.

These additional contractions are treated in the following chapters.

CHAPTER 10

FRASING

The term "frasing," as here used, means either the representation of a frase by a single character, or by joining two or more characters with no intervening space.

The following frases are shown by the single characters placed opposite thereto:

that the	"	under the	_	from the)
by the	#	and the	&	with the	:
of a					
of an	\$	at the	'	in the	.
of the	%	for the	(to the	?

Generally these characters should stand alone when indicating their frase meaning:

the records of the corporation e %ds % 4%

Here the character % is seen in three positions, initial, alone, and final, each carrying a different meaning.

But in work where "the records of the corporation" occurs with any frequency, it can be written as a unit, thus: e%ds%4%

The basic principle upon which frasing rests is that a frase is regarded as a unit between the words of which, in many cases, spaces are not needed, and the contractions for frases which are shown by more than one character are accomplished by the following methods:

1 Initial Letter Frasing is using the first letter of each word. executor or administrator eoa

2 Word-Sign Frasing is using the word-signs for the individual words. on which nh

3 Capital Letter Frasing shows each of the principal words by a single capital letter.

Collector of the Port	C%P
Chief of the General Staff	C%GS
Chancellor of the Exchequer	C%X
Supreme Court of the United States	SC%US
Chief Judge of the Court of Appeals	CJ%CA
the opinion of the Chief Judge of the Court of Appeals	eoPY%CJ%CA

4 Compound Frasing combines any two or more of the preceding methods. in order to ioq

In this group it is sometimes an advantage to show the more important sounds, thereby placing less burden on the memory. in restrain of trade ir#4o-d

Each frase, then, gravitates to one of these four groups, and the application of the principles of the four methods to any frase will show to which group it belongs. The main point is that when the short form derived under either method conflicts with any word or frase of greater importance, that method will not answer. For instance, "after the" if contracted by the first method produces "at"; under the second, "Qe." To promote rapidity in reading, Qe is adopted.

It is thus seen that frasing is not only a means of reducing the number of touches, but also of distinguishing between the several meanings of the same character:

and overestimated the time	d ' & d e "
he said that the necessary information	
would be given at the proper time	p sed " nSif' #bg ' 8o7"

In frasing, a word is not necessarily written the same as when it stands alone, but it may often be reduced, as is the case with "necessary" in the last frase shown.

Where a capital letter is a word-sign for more than one word, the handling of such capitals in frases may be illustrated by K. When necessary to prevent conflict, it stands alone for "upon," and is frased for "call":

they will, upon information being	
furnished	&l, K if' b/ :n9t
they will call, information	
being furnished	&lK, if' b/ :n9t

Where there is no danger of conflict, there is no necessity for spacing:

has been there	,?-
construction of the	3#%

The names of individuals, business houses and corporations are written as a unit, except when necessary to distinguish them from a slightly different name. In these frases, "company" is shown by k

trust company	ttk
insurance company	iY5k
J. S. Anderson	js&r8
J. Sanderson	j s&r8
J. J. Barrington	jj./"
Judge Barrington	jj ./"
Smith & Company	sm/dk
George Jones & Company	Jjj5dk
Pennsylvania Railroad Company	prrk

CHAPTER 11

FRASES

This list is designed to illustrate the principles stated in the previous chapter, and after seeing their application, one can readily assign a short form for any frase.

A

a few	afu
a few more	afuM
a great many	agm
a number of	ano
a young man	ay/X
able to	2q
able to make	2q)
about that time	AT5"
about which	ATh
absolutely necessary	an
according to the	k0?
according to your	k0Y
acknowledging your	kY
acknowledging your favor	kYV
acknowledging your order	kYO
acknowledging your order of the 27th	kY027
acknowledging your order of the 10th instant	kY010i
acknowledging your telegram	kY%
acknowledging your wire	kYW
after that time	Q5"
after the	Qe
after the time	Qe"
am a)	
am an)	2a
am able	22
am able to	22q
am able to be	22qb
am able to be there	22qb-
am unable	2u2
am unable to	2u2q
am unable to be	2u2qb
am unable to be there	2u2qb-

amounted to	aoEq
and a)	
and an)	da
and any	d6
and Company	dk
and that	d5
and the	&
and this	d/
another one	a4y
answering your communication	5 Y38
answering yours of the 26th	5/Ys26
any other	64
any other one	64y
are not	rj
as far as	x:x
as follows	x(s
as it is	xts
as long as	x1/x
as much as	x7x
as per his	x7hs
as per their	x7-
as per your	x7Y
as per your order	x7Y0
as per your telegram	x7Y%
as per your wire	x7YW
as soon as	xsx
as soon as you can	xsxu3
as the	xe
as well as	xw1x
at all	TL
at all times	TL"s
at any rate	T6rt
at first	T: ;
at home	Thom
at last	T1;
at least	T1e;
at length	T1//
at most	Tm;
at once	Ty5
at one time	Ty"
at present	T8s4

at some time	TJ"
at that time	T5"
at the	'
at the last minute	'l;Xut
at the present time	'p"
at the present moment	'pm
at the same time	'A"
at their request	T-qq
at your	TY
at your convenience	TY35
awaiting his	a/hs
awaiting their	a/-
awaiting their instructions	a/-i#s
awaiting your	a/Y
awaiting your advice	a/YI
awaiting your instructions	a/Yi#s
awaiting your order	a/YO

B

better prices	b-8S
better than	b-t
bill of lading	2l/
bill of sale	bos
bond and mortgage	bam
British Empire	5t9m7
brother-in-law	5hhil
by a)	
by an)	ba
by any	b6
by any other	b64
by any other means	b64Xs
by reason of	bro
by return mail	brml
by that	b5
by that means	b5Xs
by the	#
by their	b-
by this	b/s
by this mail	b/ml

C

can a)	
can an)	3a
can be	3b
cannot be	3jb
cannot be done	3jbdn
cannot be made	3jb(
capital stock	cK;c
careful consideration	4f3s%
certified check	cc
Chancellor of the Exchequer	C%X
Chief Judge of the Court of Appeals	CJ%CA
Chief of the General Staff	C%GS
Civil Engineer	c?njN
clerical error	1lKRr
collateral security	K-1QI
Collector of the Port	C%P
comes from	3sF
common sense	3ns5
common stock	3n;c
construction of the	3#%
Court not of Record	cnor
Court of Equity	coe
Court of Record	cor

D

Dear Madam	Dm
Dear Sir	DR
did not	Dj
did not accomplish	Dj&19
did not expect	Djxp3
did not receive	Djrcv
do I understand	dui__
do I understand that they will	dui__5&1
do you	duu
do you recommend	duu%&
does not	dsj

E

each and every	EdeVy
each and every one	EdeVyy
each one	Ey

Eastern States	e#n;s
entitled to receive	nt%qrcv
entitled to recover	nt%qrkV
every part	eVy7t
every particular	eVy7qq
executive committee	xqT3I
executor or administrator	eoaa
express charges	x8sHjs

F

favorable conditions	fV23d8s
first mortgage	::Mgj
for a)	
for an)	fa
for another	fa4
for another one	fa4y
for any	f6
for anyone	f6y
for any kind	f6k&
for any other	f64
for any purpose	f67ps
for example	fx)
for if	fI
for instance	fi;5
for its	fts
for that	f5
for that purpose	f57ps
for the	(
for the purpose of	(7pso
for there is	f-s
for these	f/z
for these reasons	f/zr8s
from day to day	Fdd
from the)
from time to time	F""
from week to week	Fwkwk
from year to year	FYY

G

give a)	
give an)	ga
give instructions	gi#s

give their	g-
giving the	g/e
giving their	g/-
glad to hear	gqH
glad to know	gqk
glad to see	gqc
good weather	gdwhh
Great Britain	Gt5"
great deal	Gtdl
greater than	G-t

H

had been	P?
has been	,?
has been there	,?-
has been under	,?_
have been	v?
have been received	v?rcvd
have been shipped	v?9pt
have you	vu
have you a)	
have you an)	vua
have you another	vua4
have you another one	vua4y
have you any	vu6
have you any of the ..	vu6%
have you some	vuJ
have you some of the	vuJ%
having been	v/?
having occasion	v/o'
he had	pP
he has	p,
he has not	p,j
he has not been	p,j?
highest bidder	i;bD

I

I am	i2
I may	im
if a)	
if an)	Ia
if another	Ia4

if any	I6
if anybody	I6by
if anybody else	I6byLs
if anyone	I6y
if anyone of the	I6y%
if he	Ip
if it will	Itl
if it will be	Itlb
if the	Ie
if there	I-
if there are	I-r
if there are not	I-rj
if there is	I-s
if you	Iu
if you are	Iur
if you are in touch	Iurith
if you are interested	Iur?;d
immediate attention	id"8
imported from France)EFF5
in a)	
in an)	ia
in accordance with	ik05w
in any	i6
in connection with	i3w
in consideration of	i3o
in consideration of the	i3%
in every case	ieVks
in fact	if3
in favor of	ifVo
in like manner	ilkMN
in my	i m
in order to	ioq
in reference to	ir:5q
in regard to	irgq
in regard to the	irg?
in respect to the	ir,3?
in restraint of trade	ir#4o-d
in the	.
in the first place	::;P
in the manner	.mN
in the meantime	.X"

in the same	.A
in the same manner	.AmN
in the same way	.Aw
in their possession	i-p\$
in trust	itt
Interstate Commerce Commission	?;338
into a)	
into an)	iqu
into the	i?
is a)	
is an)	sa
is another	sa4
is not	sj
is not a)	
is not an)	sja
is one of the	sy%
is or is not	sRsj
is the	se
it cannot	t3j
it cannot be	t3jb
it is	ts
it is a)	
it is an)	tsa
it is necessary	tsnS
it is necessary for	tsnSf
it is necessary for him	tsnSfX
it is necessary for his	tsnSfhs
it is necessary for his own protection	tsnSfhsn8t?
it is necessary for me	tsnSfm
it is necessary for my	tsnSfm
it is necessary for my own	tsnSfmn
it is necessary for our	tsnSfr
it is necessary for our own	tsnSfrn
it is necessary for that	tsnSf5
it is necessary for you to be there	tsnSfuqb-
it is not	tsj
it is not a)	
it is not an)	tsja
it is not necessary	tsjnS
it is safe to say	tssfqs
it is understood	ts_;d

it is understood that	ts_;d5
it might	tmt
it might be	tmtb
it might have been	tmtv?
it was not	tzj
it was not a	tzja
it would	t#
it would be	t#b

J

jet black	jtBc
jobbing house	jb/hs
joint stock company	j4;ck
judgment for the plaintiff	jj4(P4f
judgment reversed	jj4rV;
just as good as	j;xgdx
just as long as	j;xl/x
just as soon as	j;xsx
just as soon as possible	j;xsxp"
just as well as	j;xwlx
just as well as not	j;xwlxj
just heard	j;Hd

K

kindly inform us	k&xifms
know there is	k-s
know there is no	k-sk
know they are	k&r
knowing the	k/e
knowing their	k/-
knowledge of the	oo%
knowledge of the fact	oo%f3
knowledge of the fact that	oo%f35
knowledge of the fact that you are	oo%f35ur
known to be	knqb
knows there is	ks-s

L

last Monday	l;Xd
last Monday night	l;Xdnt
last Thursday	l;-sd

last year	l;Y
latest and best	lt;db;
latter part of	lpo
leave it to us	lvtqs
leave there	lv-
legal tender	lgl"D
less than	ls/n
liberty of the press	l.I'8s
lower than	lWt

M

many more	\$M
many other	\$4
may a)	
may an)	ma
may another	ma4
may be	mb
may be a)	
may be an)	mba
may be any	mb6
may be anyone	mb6y
may be that	mb5
may be that that	mb55
may have been	mv?
may have been there	mv?-
may see	mc
mechanic's lien	m3xln
more or less	MR1s
more than	Mt
must be	m;b
must be given	m;bg
must be there	m;b-
must begin	m;bgn

N

national bank	n81b/
negotiable instrument	ni
new styles	nu;ils
no less than	klt
no more than	kMt
not all	jL
not greater than	jG-t

not less than
not more than
not only
not the

jlt
jMt
jnx
je

0

of a)
of an)
of another
of any
of any other
of any other kind
of any other one
of anybody
of anybody else
of anyone
of anyone else
of course
of our
of the
of their
off and on
on a)
on an)
on account
on account of
on account of the
on or about
on or before
on the
on the contrary
on the one hand
on the other hand
on time
on which
once a week
once or twice
one half
one of a)
one of an)
one of the
one of the most

\$
oa4
o6
o64
o64k&
o64y
o6by
o6byLs
o6y
o6yLs
oc
oo
%
o-
ofd n
na
nk4
nk4o
nk4%
nRAT
nrbf
ne
ne3
neyH
ne4H
n"
nh
y5awk
y5rtws
yhf
y\$
y%
y% m;

one thousand	y /&
other than	o-t
outstanding indebtedness	oi
owing to the	o/?

P

Pacific Coast	pkkc;
per cent per annum	%7a
personal opinion	poPY
personal property	ppy
please advise	PzDZ
please advise us	PzDZs
please call our attention	PzKra"8
please wire us	PzWs
proceeds of the sale	p%Z
promissory note	8ms.nt
prompt acceptance	8mkcp
prompt remittance	8mrA
public opinion	pboPY
public policy	pb)c
public property	pbpy

Q

question of fact	qof
question of law	qol
quick returns	qcr-5
quick selling	qcZ/
quitclaim deed	qt#D
quite as well	qixwl
quite likely	qilx
quite probable	qi8b2
quite sure there is	qiY-s
quoted below	qoE2o
quoted by us	qoEbs
quoted for prompt acceptance	qoEf8mk

R

rather than	r-t
receiver's certificate	rcVR:k

receiver's sale	rcVZ
referring to the	r:/?
referring to your	r:/qY
referring to your order	r:/qY0
relative to the	r1T?
replying to the	rP/?
replying to your	rP/qY
respectfully yours	,xY
right of action	roa
right, title and interest	rt%d?st
Roman Empire	rXm7

S

Saturday afternoon	s-Qnn
seem to	cmq
seem to be	cmqb
seem to be a)	
seem to be an)	cmqba
Sermon on the Mount	RXnem4
shall be	9b
shall not	9j
six per cent per annum	6%7a
small amount	smlao4
so as	Sx
so as not	Sxj
so as to	Sxq
so that	S5
so the	Se
some of the	J%
special price	,98s
statute of limitations	sol
such information	8if'
sum of money	soX
Supreme Court of the United States	SC%US

T

ten thousand dollars	"/\$
ten thousand people	"/p)
thanking you	//u
thanking you for the	//u(

thanking you for the order	//u(0
that a)	
that an)	5a
that gives	5gs
that gives me	5gsm
that if	5I
that if a)	
that if an)	5Ia
that if I	5Ii
that if that	5I5
that if they	5I&
that that	55
that the	"
that the record	" %d
that the time	""
that there)	
that their)	5-
that there are	5-r
that there are not	5-rj
that there is	5-s
that there is not	5-sj
that there may be	5-mb
that there shall be	5-9b
that there was	5-z
that there was not	5-zj
that this	5/
that you	5u
that you are	5ur
that you are not	5urj
the first time	e; ;"
the last time	e1; "
the other	e4
the receipt of which	erctoh
there is	-s
there is not	-sj
there were	-W
there were other	-W4
there will	-l
there will be	-lb
there will not be	-ljb
time of the day	" % d
time record	"%d

to a)	qa
to an)	qb
to be	qb2
to be able	qb2q
to be able to	qbg
to be given	q bg
to beg	gbgn
to begin	qdu
to do	qdS
to do so	qtkf3
to take effect	?
to the	q-
to their	qwt
to wit	qMQnn
to-morrow afternoon	qMe/
to-morrow evening	qMM/
to-morrow morning	-dMk
trade mark	ttt
trust it	tt//
trusting this	tt//1
trusting this will	tt/qH
trusting to hear	tt/qHFu
trusting to hear from you	tt/qHFu:-
trusting to hear from you further	qXts
two months	2r3
two or three	q/&
two thousand	

U

under a)	_a
under an)	usc
under separate cover	—
under the	uec
under the circumstances	uei
under the impression	___5
understand that	___5ts
understand that it is	___5tsj
understand that it is not	___5u
understand that you	___5ur
understand that you are	___5ul
understand that you will	___5ulj
understand that you will not	uls-s
unless there is	

V

validity of the contract	?I9\$3
value of the property	?u%py
various reasons	V)r8s
very briefly	V5fx
very greatly	VGtx
very much	V7
Very respectfully	V,x
Very truly	V-
Very truly yours	V-Y
Vice admiral	IDM1
Vice president	I8sd4

W

was a)	
was an)	za
was not	zj
was not a)	
was not an)	zja
we are	wr
we are in receipt of	wriro
we are not	wrj
we are not able	wrj2
we are not able to make	wrj2q)
we can	w3
we cannot	w3j
we do	wdu
we do not	wduj
we do not have	wdujv
we give	wg.
we give you	wgu
we have	wv
we have in stock	wvi;c
we have not	wvj
we have not heard	wvjHd
we will ship them to-morrow	wl9p%qMo
we wish you would	ww9u#
when a)	
when an)	wna
when he	wnp
when he once	wnp5

when he wants	wnpw4s
when the	wne
when wanted	wnw4d
where there are	W-r
where there are not	W-rj
where there is	W-s
whether or not	whhrj
will be	lb
will be able to give you	lb2qgu
with a)	
with an)	wa
with or without	wow
with reference to the	wr:5?
with regard to the	wrg?
with respect to the	wr,?
with the	:
would be	#b
would have	#v
would have to	#vq
would not	#j
would not be	#jb
would not do	#jdu
would not have	#jv
would not have to	#jvq
would not take	#jtk
would say	#sa

Y

yesterday afternoon	y#Qnn
you are well aware	urwlaW
your favor	YV
your order	YO
your order for	YOf
your order of the	YO%
your order of the 19th inst.	YO%19i
Yours cordially	Y4x
Yours respectfully	Y,x
Yours sincerely	YRx
Yours truly	Y-
Yours very truly	YV-

Z

zero weather

zinc methyl

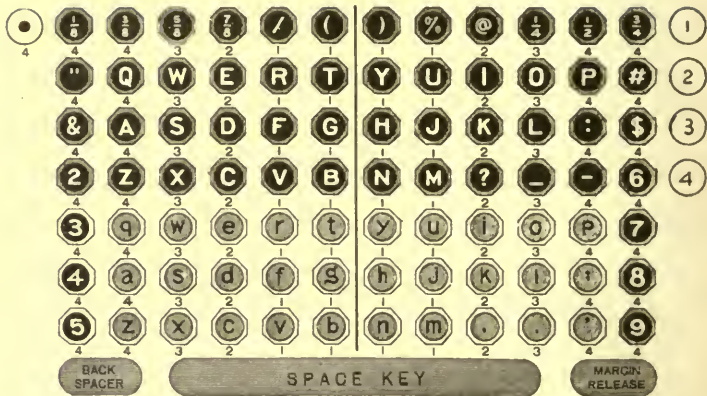
zoological garden

zrwhh

z/m/l

zooKGdn

KEYBOARD C (Non-Shift-key)



KEYBOARD C (Shift-key)



Keyboard Using Two Shift-keys, each of which accomplishes a different purpose



CHAPTER 12

THE LARGER KEYBOARDS

Thus far no use has been made of the additional keys with which some typewriters are equipped. Columns B, C and D below, show the extra characters on three representative boards, so that one using either of these boards has the additional advantage of the following assignments, together with the benefits of the vowel changes under the rules stated in Chapter Three.

PREFIXES	KEYBOARD			SUFFIXES	SIGN- WORDS	SIGN- FRASES
	B	C	D			
gla irri eru	*	⅛	*	gla gal ald	ever	by a
dam dan infor infer	¼	¼	+	dam dan ness	these	as the
cla uncom uncon	½	½	§	less ral mal nal	by	to a
at ate repra	@	@	@	date mate nate rate sate wait	at	as a
cra discom discon	¢	⅞	¢	bent dent fent gent rent sent cent vent zent	than	on the
van unfor unfur	¾	¾	£	van fect ject lect nect rect tect	those	within the
dal circum	⅔	°		dal save sive	do	about the
dif prepar	⅝	!		dif amd	new	into the
pub equal suppla		=		ism cism nism	every	upon the

The arrangement of the syllabic characters in the above list, indicates how the characters should be interchanged for each other on the various keyboards, since only one of these additional characters (@) is common to all three of the larger boards shown.

The manner in which these keyboards further reduce the touches is shown by the following words illustrating the use of Keyboard C:

Standard	Short Form	
	Keyboard A	Keyboard C
glad	gld	1/8d
irrigation	ir'	1/8'
damage	dmj	1/4j
informal	ifl	1/4 1/2
gladness	gldns	1/8d 1/4
unconstitutionality	u3%L	1/2%L
attained	at&	@&
candidate	3ddt	3d@
represent	r8s4	@ 7/8
disconnect	233	7/83
unfortunate	uf&	3/4&
reject	rj3	r 3/4
vanish	vn9	3/49
circumstance	R3;5	3/8;5
deliver	d1V	3/8V
preparatory	87.	5/8.
difficult	dfKt	5/8Kt
necessary information	nSif'	nS 1/4'

CHAPTER 13

ILLUSTRATIVE WORK

There are numerous degrees of intensity with which the contracting principles can be used, and the intensity of development is a matter of personal choice to be exercised by the operator. Where one is taking dictation, or writing material, which is to be read only by the person who writes it, one's latitude in intense frasing is wider than where the shorttyping is to be read by others.

The shorttyped material below shows three styles as they would be written on Keyboard A. Three spaces after a word indicates a period; a semicolon is shown by two spaces; the comma and colon, by their regular punctuation marks.

Corresponding Style

7F F of9 4,&5

r:/ ? d7t4s le- 27231 % 3i, e c? njN r,3fy r7ts " d7t4s i#s 3"d -i v? 3Pd w e r7t r:d q s fWd _s7t kV bi /ml, tghh : P5 d ,:'s (vd # cnY njN ofR, d smE # njN i Hj o 3# Wk, _dt o Mh l6, 1912, ? hef % .u o ;m njN/

The same. Intermediate Style

r:/? d7t4sl- 27231 %3i, ec?njN r,r7ts " d7t4si#s 3"d-i v?Pw er7tr:dq sfWd _s7tkV b/ml, tg-: P5d,: 's (vd# cnYnjNofR, d smE # njNiHjo3#Wk, _dto Mhl6, 1912, ? hf%.o;mnjN/

The same Reporting Style

r/? dsl- 27231 %3i, ece rr" dsi#s 3-i v?Pdw err:dq sfWd usc b/ml, t-: pds abe seo, dsme# eicocw, udo Mhl6, 1912, ? C%BSE

KEY

Paragraph from Official Correspondence

Referring to the Department's letter 27,231 of the third instant, the Civil Engineer respectfully reports that the Department's instructions contained therein have been complied with. The report referred to is forwarded under separate cover by this mail, together with the plans and specifications approved by the Senior Engineer Officer, and submitted by the Engineer in Charge of Construction Work, under date of March 16th, 1912, to the Chief of the Bureau of Steam Engineering.

The following illustrates the manner in which a letter would appear in the syllabic code, when written from dictation for the purpose of being transcribed into formal style. Here punctuation marks are not needed for punctuation except where absolutely necessary to show the meaning; they can be inserted when transcribing.

If when writing, the operator is pressed for time as the result of exceptionally rapid dictation, the paragraphing can also be omitted, as is done in the following work; and the paragraphs can be arranged when transcribing.

Intermediate Style

mR ly8dJ8 9kg a"8o MJj5d DRs wriro YV27i dirP bgqs5
wnt ei#s x? mN o pc/ egds r:/qY rMk 5u "v? 'Hjd" #sa
e8is wqoE b(\$3 z si& ze lw;wCp"y) if3 i/"? ' sj;n oo
MW// " wgvua,98s hz 3sD2y lWt rli; w3j__hw a)- 3 wsfI
_8s43d8s)lW8S /an rs d waYu5 wrLwsrdy q) 8iS xlox 6
qbP f gds o eqlqL y% kS h u Or wntfW y#d a4 gos qd d
wxp3q9p erXD w." Kdf#\$3--awr"ds eb;qL (e #10) lbpt i :
nX9p4 e#12 s . ks go/ qd irgq 2k4 f rMA brml i3%
sz o YO & f35 ww4qdu eV/ irpW qcQ a3"u5 o Y?ud0s wLLwu 3%
MW// " ,j;r-& F7S p,? i /l&dF5 (p;qXts luk/U L5s
lt;db; irlnogds d lb2qgu J ?u2if' 3Rn/ nu;ils
//u(0 d tt/ e9p4 lRiv wTdla wrY-

KEY

Messrs. Ellison & Johnson,
Chicago

Attention of Mr. George Brady.

Dear Sirs:-

We are in receipt of your favor of the 27th instant, and in reply beg to say that we note the instructions as to the manner of packing the goods.

Referring to your remark that you "have been over-charged," would say, the price we quoted before the contract was signed was the lowest we could possibly make. In fact, in this transaction, at the suggestion of our Mr. Worthington, we gave you a special price which was considerably lower than our list. We cannot understand how an importer can, with safety, under present conditions, make lower prices than ours; and we assure you that we are always ready to make prices as low as any to be had for goods of equal quality.

One of the cases which you order went forward yesterday, another goes to-day, and we expect to ship the remainder within the time called for by the contract — a week or ten days.

The best quality (the Number 10) will be put in with the next shipment; the Number 12 is in the case going to-day.

In regard to discount for remittance by return mail, in consideration of the size of your order, and the fact that we want to do everything in our power to secure a continuance of your valued orders, we will allow you 3%.

Mr. Worthington has just returned from Paris. He has been in England and France for the past two months looking up all that is latest and best in our line of goods, and will be able to give you some valuable information concerning new styles.

Thanking you for the order, and trusting the shipment will arrive without delay, we are

Yours truly

Intermediate Style

.3 F ,h o E&.k ne r?t % aM3K6s

fm7t ilukK erits ;E i5kt x3x .mN ih ivud% nts V
:;8ps8, dh ivofntknel.t, w GthmL, q la bfu iluk, isa,
ne)ilritsoGt5", & 8?js he Kn;s auqnjo _/oz rits, qb
ju;e mo;%sl2//s .Wld e7l4oGt5" syts ' hd o hr
X5vm7 iqcpCs: y xe lKljslY o/il&, 8vd/ fL//s Thom, iedx,
d bik4 i#4 /an exqTpW e4, d i//k n2rcpC, s :iK hr)il43r,
ih, x) /rnohvn, 9e #4&s Le i:YljslYs, d gidsd\$ls%L, w/T
ahlt/ 6 x L/z 8vn9ljslYs r nx kOnt q E4, &auL qb sOnt
q hr Ls &3 nhh 8Rv mt9ps, N hp f mt9j;s, N f39x
afd mt9S;5

KEY

Extract from speech of Edmund Burke on the Revolt of the
American Colonies

For my part I look upon the rights stated in that act exactly in the manner in which I viewed them on its very first proposition, and which I have often taken the liberty, with great humility, to lay before you. I look, I say, on the imperial rights of Great Britain, and the privileges which the colonists ought to enjoy under those rights, to be just the most reconcilable things in the world. The Parliament of Great Britain sits at the head of her extensive empire in two capacities: one as the local legislature of this island, providing for all things at home, immediately, and by no other instrument than the executive power; the other, and I think nobler capacity, is what I call her imperial character, in which, as from the throne of Heaven, she superintends all the inferior legislatures, and guides and controls them all, without annihilating any. As all these provincial legislatures are only coordinate to each other, they ought all to be subordinate to her; else they can neither preserve mutual peace, nor hope for mutual justice, nor effectually afford mutual assistance.

CHAPTER 14
GENERAL CONSIDERATIONS

The user desiring to reach the highest attainable speed with this system should regard its assignments of syllables to particular keys as elastic, and should readjust them to meet the requirements of his particular keyboard and of the vocabulary with which he works; bearing in mind that the system does not regard any theory of sound representation as inflexible, but follows fonetics or standard spelling according to which produces the sequence of keys that gives the more rapid movement.

There is also ample liberty in readjusting the short forms to suit one's convenience. To illustrate: the short form $\frac{3}{8};5$ has been given as the Keyboard C style for "circumstance." The combination $\frac{3}{8}SA$ also correctly shows that word, and it is a matter of personal choice in adopting the movement, the execution of which the operator finds the more rapid.

The short forms should be treated exactly as the expert stenographer deals with his shorthand. He does not strictly follow all the outlines given by the shorthand text-book, but, using the text-book or shorthand dictionary as a foundation, he readjusts the outlines to meet his particular needs, those readjustments often being reductions; and his skill in rapid work can be measured largely by the extent to which he adapts the system to his work.

Nor do syllables occur with the same frequency in all classes of material. The same is true of words and phrases, and if one is working on material which constantly brings words, phrases and syllables into use, which have been given no assignment, he should change the assignments so as to include these words, syllables and phrases which he is continually using, but which have been given no assignment here, having them replace those which are here assigned but which he does not often use. This is especially advisable by reason of the large number of syllables that the language contains, the limited number of keys, and the variations in the different keyboards.

When making assignments for new phrases, care is needed to select combinations, and do the spacing, so as to prevent conflict:

was approved by the commandant	z (vd#3&4
was made void by the commandant	z(vd # 3&4

The short forms shown in Chapter Nine do not all represent the maximum speed possibilities attainable by a more intense development of the principles employed. Many of the abbreviated forms there shown are capable

of further reduction, which is illustrated by the words bankrupt and bankruptcy. In Chapter Nine their short forms are given as b/rp and b/rpc but these are reducible to bp and bpc

A higher development is also reached in the following manner: The combination CC is, among many others, open for assignment; and it may, at the end of a word, be given the meaning "scription." Then the words description, subscription, etc., which have heretofore been shown as dccc8 sccc8 etc., become dCC sCC etc.

In many of the frases in Chapter Eleven there is also ample room for further reducing the short forms.

An intense development naturally calls for more study than where the development is simple, but the reward for that additional effort is a corresponding increase in operating speed.

When writing the short combinations with a pen, it will be found that a large number of them form a perfect basis for transformation into pen movements. Those, for instance, which are composed exclusively of small letters, of capitals, or of a combination of the two, when made with a pen and given their regular curved longhand outlines, permit the words to be written, generally without lifting the pen in the body of a word and generally ending with the hand in a forward motion, in complete correspondence with regular longhand work.

Such characters, however, as # \$ and the punctuation marks, require the pen to be lifted in the body of the word; but, notwithstanding, the short forms in which they appear, reduce the pen movement as compared with the standard longhand formations for the corresponding words.

But when writing such characters with pen or pencil, some advantage is gained by slight changes in the type outlines, such as using in the dollar mark only one downward stroke through the S outline (\$), and showing the number mark by one line crossing two (#). Such modified characters answer the purpose as well as the formal type style, and reduce the pen movement without subtracting anything from legibility.

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