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Illustrative ❧

❧ Shorthand

MRS. L. BRONSON

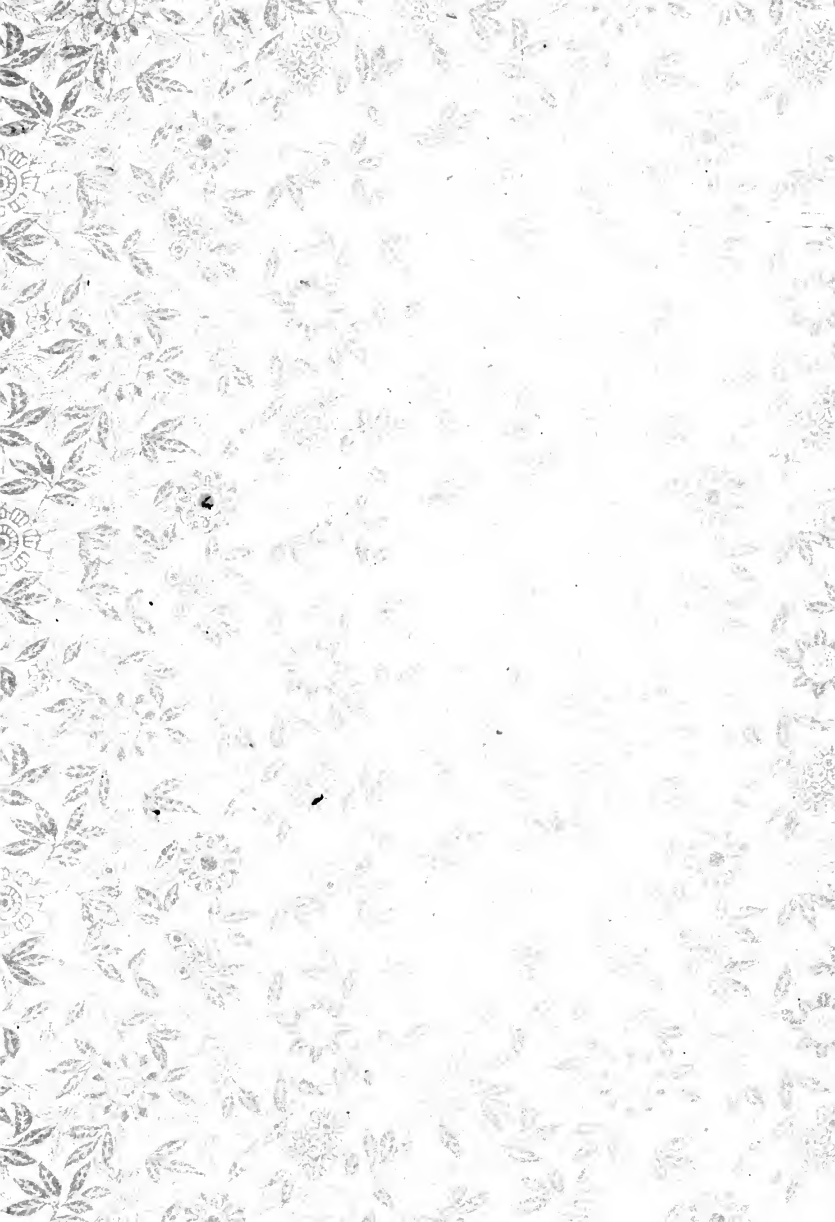
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ILLUSTRATIVE

—*— SHORTHAND —*—

BY

MRS. L. BRONSON. *Subm.*



SAN FRANCISCO, CAL.

1888.

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PREFACE.

In this work, ILLUSTRATIVE SHORTHAND, the one great object kept steadily in view has been to make it thoroughly practical, as well as to shorten the time required to master it to a three months' course, and in this time to become so familiar with the principles as to be able to build therefrom any word spoken in the English language, thereby making the student an independent writer.

Shorthand alone is illustrated, and to this end the first departure from all other methods has been to discard entirely the vocal chart, as it is called, or vocalization as formerly taught, which constituted the principal part of the work for the first five months. Then, in order to write at a speed exceeding eighty words a minute, this vocalization has to be dropped and the habit formed of striking the dot and dash to be overcome, which I can assure you, from my own personal experience, is no easy task.

I was a diligent student of the Pitman system, and after examining other systems brought before the public consider the Pitman the most comprehensive published. But in teaching that system, as I have been for years, I saw the necessity of a shorter method for attaining the desired object. There were so many worthy young women and men who had neither time nor money to expend on so long a course, having others dependent upon them, and were compelled to give up good paying positions on account of not understanding Shorthand, as no firm doing any considerable amount of business can now afford to do without a shorthand business correspondent.

I therefore determined to formulate a shorter method, and succeeded in my ILLUSTRATIVE SHORTHAND, which I have been teaching most successfully the past two years, and at the earnest

PREFACE.

and persistent solicitation of friends have been induced to place it before the public in book form; and can conscientiously assert that, in the hands of a diligent student of ordinary ability, it will accomplish all I claim for it—make the student a first-class shorthand business correspondent in three months.

My students are filling positions in all branches of business to the entire satisfaction of their employers, and my classes practice in the courts (by special arrangement) before the close of the three months' course.

To the ambitious and painstaking student this work is dedicated. That it may save such many hours of midnight toil is the earnest wish of the authoress, who has ever their interests at heart

MRS. L. BRONSON.





INTRODUCTION.

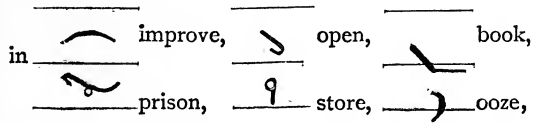


In this book I have aimed to illustrate each progressive step in such a manner as to make the work lighter as the student advances, and he will be surprised to find the study a pleasure instead of the laborious task he has been accustomed to regard it.

Instead of vocalizing with the dot and dash, as formerly taught, I use six vocal sounds in three positions, which the dot and dash heretofore represented, and in which all phonographic signs must be placed.

The first position in the middle of the space has the vocal sound of *e* or *i*; the second position, just above the line, the sound of *o* or *a*, and the third position, across or below the line, the sound of *oo* or *ou*.

Positions : ^{1st,} 2d, _{3d.} In these positions must all word-signs be placed, according to their vowel sound, the student being guided by the first vowel in the word, whether before or after the stroke, as



There are exceptions to this rule in a few instances, but those out of position as to vowel sound must be accepted as word-signs only, and memorized as such.

I have endeavored to place all words in position according to their vowel sound as far as possible, and would advise the student

INTRODUCTION.

to be most conscientious and painstaking in this respect for his own benefit and rapid advancement.

By doing away with the dot and dash vocalization the great bugbear of shorthand is removed and the work so simplified that any person with a common school education can readily grasp and understand it. Thus it will be taken for granted that the individual who takes up this work has at least a common school education, and it were better to have covered the grammar course. Yet the student can carry this branch along with his other studies, as it is made so easy that he will turn to it for recreation, as one would to music.

Follow each lesson as laid out for you; perfect yourself in each as you proceed, until you reach the business letters; then have some one dictate them to you, as directed, and there will be no such word as fail in your case.

Two hours' diligent study each day will make you a competent shorthand business correspondent in three months, and, of course, in much less time if you can give to its study six hours each day.

For business dictation the disconnected style of writing is best, but for reporting the connected or phrasing style is preferable. And I would advise those who wish to become reporters, after having mastered this work, to procure "The Phrase Book," by Ben Pitman, and make that their constant companion.

Always use ruled paper—seven rule paper at the beginning of the work, for practice, and afterward any width rule. A soft pencil is the proper thing to use for writing shorthand. It is well to have two or three by your side, sharpened for use, in case a point should break.

Another departure from the usual method of teaching is the absence of shorthand exercises for the student to translate. I have found by experience that this is much the better course, for, by mastering the principles, you can readily build your sentences and as readily transcribe them into longhand, and by leaving this work entirely to the student it forces him into a practice that will insure success.

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INTRODUCTION.

SPEEDING.

After committing the alphabet strokes perfectly, so that you can, without hesitation, trace curve, shade and stroke from memory, commence the practice of making them rapidly, and then by speeding—laying a watch before you, or have some one else time you—and see how many of the alphabet strokes you can make to the minute. Do this daily, and as you commit the word-signs perfectly, speed on them also, taking them in their regular order. Do this without fail *daily*, for unless you pay strict attention to this part of the work your speed will not be cultivated and your work of no value to you. When you have reached the business letters you will be astonished at the speed you will make on first trial. Do not attempt to speed on them until you have mastered the drill work thoroughly, as this is of paramount importance. Then practice with the smallest form, or any other business form or article containing about the same number of words, until you can write the number in one minute. Do likewise with all the letters given, in rotation.

It is not advisable to practice alone on the forms and sentences given in this book, but take anything and everything, especially newspaper articles.

TYPEWRITING.

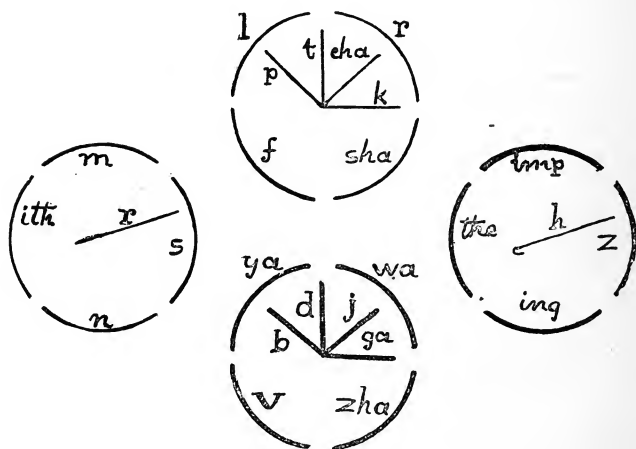
Persons taking positions as shorthand business correspondents being required to transcribe their work on the typewriter, it is highly necessary for them to be proficient in the use of the machine. I have therefore given at the close of this work a complete chart system by which the student can become, within the three months' course laid down in this book, a first-class operator on the typewriter.

Two hours daily must be given to this work, adhering strictly to the chart and sentences given.




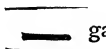
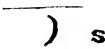

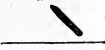
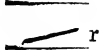

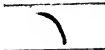
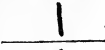
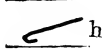
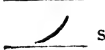
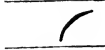

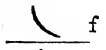







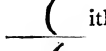

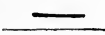




ILLUSTRATIVE SHORTHAND.



In the above illustration is found the forms of all the letters or signs used in the shorthand alphabet. In the straight strokes are represented the first ten, and in the circles are found sixteen curved strokes, which together constitute the shorthand alphabet of twenty-six letters.

LESSON NO. 1.





















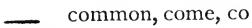

 p	 ga	 s	 ing
 b	 r	 z	 r
 t	 h	 sha	 l
 d	 f	 zha	 wa
 cha	 v	 m	 ya
 j	 ith	 imp	
 k	 the	 n	

The above alphabet must be committed perfectly before proceeding further, observing particularly the slant, shading and length of stroke. It will be well in the beginning to refer frequently to the illustration in order to form the habit of making the correct slant and curve. Do not try to make them too rapidly at first, as speed will follow practice, but aim at precision, that your work may be clear and legible.



After committing the alphabet perfectly, so you can make any letter named on the instant, you will proceed with word-signs.

LESSON NO. 2.—ALPHABETIC WORD-SIGNS.
















These consist in alphabetic strokes, placed in first, second and third position. P placed in first position, which is in the middle of the space, has the vowel sound of *e* or *i*, as in weep, and in second position, just above the line, the sound of *a* or *o*, as in hope, happy, and in third position, across or below the line, the sound of *oo* or *ou*, as in up.

 weep	 be, by	 each, which
 hope, happy	 to be	 watch
 up	 it, time	 had, add
 at	 out	 do
<hr/>		
 much	 act, ac	 he
 large, advantage	 go, gave, to- [gether	 holy
 kingdom	 give, given	
 common, come, co	 are	

With the following word-signs the smaller curve, or shortened stroke, is introduced, giving us more material to build from. In shortening the stroke, *t* or *d* is added, as in shortened *d* in first position is *did*, and in lengthening the stroke we add *tr*, *dr* or *ther*,

as in  mother,  father, and so on, as will be fully illustrated further on.

LESSON NO. 3.

 if, few	 without	 me, my, him
 for, half	 see	 may, am, may be
 every, ever	 saw, say, so	 might, made, im- [mediate
 have, how- [ever	 us, use	 importance, im- [provement
 think	 establish- [ment	 in

(thank)	was	⌒	any, know, no
{	thought)	uze	⌒	thing
{	the, they, [thy, them)	wish, she	⌒	language
(that	/	show, shall	⌒	not, nature
(thou	/	usual	⌒	under

⌒	here, her	/	law, lord	∨	world
⌒	our, hour	/	your	∨	earliest
⌒	will, well	⌒	why	∨	early
⌒	willing	⌒	way, away	⌒	knowledge
⌒	allow	⌒	word	⌒	acknowledge.

LESSON NO. 4.—W AND Y SERIES.

⌒	we, [with	⌒	what	∨	ye, year, [yet	⌒	you
⌒	were	⌒	would	⌒	beyond		

These small signs are of value, not only as word-signs, but as letters as well. The sign for we, with, were, what and would, can be used simply as the letter *w*, or as a word-sign, whether turned to the right or the left, and is a great convenience.

⌒	aware	⌒	now
⌒	won, one	⌒	when











The long stroke *wa* would be awkward for general use. Of the Y series, ye, yet, beyond, you, the same may be said, as for general use they are most convenient as letter *y*, instead of the long stroke *ya*.















Letter *q*, or word-sign quite, is also a valuable addition to the alphabet signs, as it will fill in in any combination where the letter *q* is used, as in quickly, which is made by beginning with the letter *q* in first position and making the *l* stroke downward and bringing it across the line, thus adding *y* or *ly*.

NOTE.—These signs should be kept small, as they were formerly used for vocalizing.


On this sign *q* may also be placed the *r* or *n* hook, *st* or *str* loop and *s* circle, or it can be used in connection with any alphabet stroke or word-sign.

	I		y, why,		the		is, his
			[while				
	how		q, quite		a, an		as, has
			[quick		[and		

TICK SIGNS.

	of		all		to		too
	or		already		owe		but
	on		ought		who,		should
					[whom		

These tick-signs when standing alone are word-signs, and phraseograms when a hook or circle is added. Tick *h* is made like the sign to or whom, but is an *h* only when connected, as in

 home.

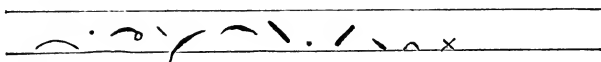
Following are sentences containing only the work preceding, which the student will write out in shorthand daily, and also construct other sentences, using only the signs already committed,

until perfectly familiar. This sentence building is a great aid, after memorizing, to fix the word-signs permanently in the mind by practical application.

Commit to memory, or have some one dictate to you, the sentences following, as you should familiarize yourself with writing from sound as soon as possible.

LESSON NO. 5.—DICTATION NO. 1.

1. May the importance of your improvement be an advantage to you.



NOTE.—The *s* circle is here used in the word importance, which will be fully illustrated further on.

2. Hope and be happy, for they who watch shall come to the kingdom.

3. Allow us to thank you for all you may say to them.

4. Every advantage will be given you if you be willing to hope.

5. They thought he had come here to see your establishment,

6. Come thou, Lord, and give thy word, which we would have and allow us to thank Thee for our improvement, that we may be happy in thy kingdom.

7. We are to be in common with the company you are in.

8. Weep not, but already hope that it may be well with you.

9. Do much if you wish to improve your language.

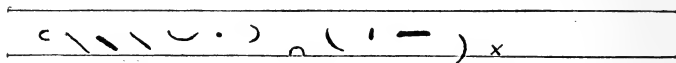
10. I wish to hear it of them, for they are holy.

NOTE.—These sentences are not selected for their accuracy, but merely for memorizing signs and word building.

LESSON NO. 6.—DICTATION NO 2.

Sentences containing alphabet word-signs, and including W and Y series, small word-signs and tick-signs.

1. We hope to be happy in the establishment you have already given us.



2. What unusual thing was it he saw so early in the word which made him acknowledge the law.

3. You should be willing to acknowledge him in his might, however important his improvement and knowledge was to you.

4. Already we ought not to owe him, for his language was improved without thought of the large advantage his father gave him.

5. Should we hope to be happy if we think every thought should be watched.

6. Allow already the way to be improved, that to whom improvement is due the earliest hope may be quickly given.

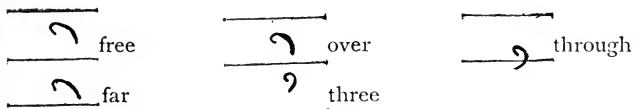
LESSON NO. 7.—HOOKS.



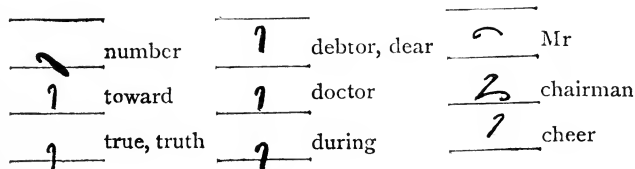
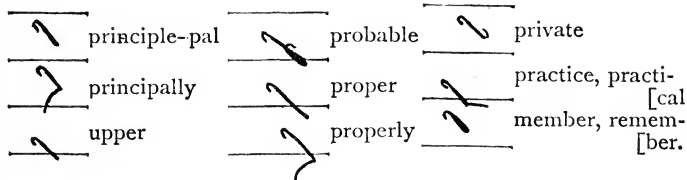
The above diagram illustrates the hooks, four in number, on horizontal and perpendicular strokes. Those at the commencement of the stroke are called initial, and at the close terminal hooks.














Perpendicular strokes are drawn from the top downward, and horizontal strokes from left to right.

These hooks are always read after the stroke as *dr*, *tr*, *pr*, *br*, and the *f* and *v* strokes are reversed to join the *r* hook, as the rule governing the curve requires all hooks added to an alphabet curve to follow that curve, as in



R HOOK.



 care, accord-	 more	 very
 [ing	 free	 three, their, either, [there
 accordingly	 from	 other, throw
 nor		
<hr/>		
 through		
 sure, assure		
 azure		

Always bear in mind that the first stroke is placed in position, and that the added stroke may cross the line or reach any other position, as in proper, it being a lengthened or double *ϕ* stroke.

NOTE.—When to use long *r*, curved *r* and *r* hook: When the sound of *r* is heard first, as in read, the long *r* or curved *r* must be used, and the choice is simply a matter of convenience, but the *r* hook must always be written when the sound of *r* follows the stroke, as in person.

—————
 DICTATION NO. 3.

Sentences including previous work and introducing the *r* hook.

1. I wish you would go over in time to see them.



2. The principles of his kingdom are practically true, and we should try and remember them.

3. We are free to throw away the advantage you give us if we wish, but I am eager to go on with the work, I assure you.

4. I am very sure you will be able to do much if you apply your thoughts to it; what say you?

5. How may we improve in what we do if we think we are not to overcome much that is important.

6. Are you sure she will be willing to allow us to see them, for you know how much she has to remember.

7. Accordingly, a great number of the principles were tried, and many are free to admit that they are practical and to our advantage.

8. The establishment of free thought is one of the improvements of the time and period.

9. Our principal care should be to remember the way the important word is made.

10. She will remember you in anything you may do, if you say all you think aright, and remember what you hear and try to be happy.

11. Weep not, but live in the hope that you will be immediately made chairman of the company.

12. Why not do away with that which is of no importance to you or the president.

LESSON NO. 8.—L HOOK.

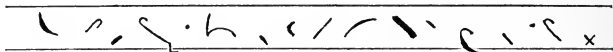
f

	people		tell, till		call		value
	apple, [apply] able		until		diffi- [culty]		
	child		full				

DICTATION NO. 4.

Sentences including the *r* hook and all first principles, with the addition of the *l* hook.

1. Every child should apply the time to that which will be of value to the people.



2. You should remember he did not tell you what was true, so how can you have anything to do with him.

3. However eager you are, you should not allow any one to establish a claim over you or make you his debtor.

4. Mr. Chairman, the language you uttered was not as nature wished it should be, nor the time and establishment allow.

5. The practical thought was practicable for all use and practically difficult to remember.

6. I think the number of members which the chairman gave to the doctor was large, so we will watch and tell him of his difficulty.

7. Accordingly we should bear with them, for we know good language is very important to us and we should try to work for it.

8. Doctor, we are eager to see you, and hope your established honor will ever be remembered by us.

9. I assure you we are not happy, but beyond the azure sky hope to be.

10. Be true in all things and the Lord will care for you in His kingdom.

11. Bright and happy will be the hour for those who by and by will enter the company of the good man and hear what he may say.

12. Be of good faith and cheer, and it will be well with you if you flee from evil.



LESSON NO. 9.—V HOOK.



This hook is never placed on a curved stroke, but as a terminal on straight strokes, and always written on the right and read *pv*, *tv*, *bv*, and so on.

	hopeful, poverty,		ought to		divine, differ-
	hope to have		[have		[ence-ent
			whatever		deliverance

	objective, above,		it would		advanced
	[above it,		[have		

	brief		twelve		derive
	brave		it will have		which are to have
	believe		[had		whichever would
			believed		[have

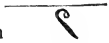
	which are		arrive, revealed,		proof,
	[to have		[revolved		[prove
	Jehovah		cover		approval
	juvenile		perfect, perfected		

gift, give it

gave it

gave, govern-ed-ment

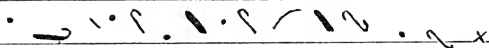
In the foregoing you will observe that shortened and lengthened strokes are introduced, and as you advance in this work they will occur more frequent, and will be fully illustrated further on.

When the *s* circle is included in *l* hook it must be turned in the hook, as in  spiiil, spell

DICTIONARY NO. 5.

Sentences with the *v* hook added to what you have already learned.

1. The government of the people and by the people will be perfected and approved.



2. The arrival of the party reveals much that was covered, and proved untrue.

3. Whatever it would have been, we were unable to define what was meant by his objection.

4. The arrival of the train brought them to us in good time, although we had gifts for the juvenile members who were in the company.

5. Why do you object to have the approval of the member who is glad to see you in your belief.

6. All honor to our God and to His holy name, for his love toward them that believe.

7. The sun shines upon the good and the evil alike, and who would not have it so.

8. The twelve men on the trial revealed, on their arrival, truths covered, and gave them to the governor.

9. He would have done that which did not cover the approval of those who moved to forgive.

10. It is well that we have a kind Providence to govern and provide for us, to whom all honor we give.













11. Above and beyond we look for hope and truth and all that is pure and holy.














12. Give to God the glory and to the word of the Lord honor, and let the earth and all that is in it remember His holy name.

LESSON NO. 10.—N HOOK.





















A terminal hook, and the only one used as such on the curved strokes.

 upon	 town, attune	 gentlemen
 happen	 eternal, eter- [nity]	 gentleman
 plain, plan	 denominate	 cane, can
 penny	 down, done	 began

 profane	 dun	 accordin- [ingly]
 been, behind	 which would not, [which had not	 organic, [organ
 tin, ten	 religion, general	 gone
 attain, atone	 John, join	 begin
		 begun

On *m, n, imh,* and *ing* we have but two hooks, as in:

 more	 line, lean	 fine
 man	 alone	 phonogra- [phy, fan
 known, [none	 many, money	 opinion
 rain	 men	 even
 heaven	 than	
 evening	 thou	
 have not		
 thine, then		

DICTION NO. 6.

Sentences including first principles and all the hooks.

1. I have ten gifts which I bring to you, take ye and learn to do well.



2. It was at twelve they made their return, and we were quite happy to see them, for they had been gone a long time.

3. Point out the way that is open to us that we may make it plain to them that follow.

4. Send the blind that the vision of light may dawn upon them.

5. When more convenient, the men will attain the high opinion of the general.

6. The organization will organize when the organ of religious truth is published.

7. The fault of human imagination is found alone in the mind of man.

8. The gentleman who called to join the denomination found the money in his trunk.

9. No human opinion can be known in heaven; the truth alone is found up there.

10. Not at one town alone will it be accordingly done, but in every town throughout the world.

11. Phonography is an art to which the principal part of my time is given.

12. Give all the golden moments of time to that which will be of practical value to you and you will be happy.

SHORTENED SIGNS.

















































Following are shortened signs which are not to be committed as they are simply alphabet strokes, which you have already learned, shortened, and are here given as an illustration only







By shortening a stroke you add *t* or *d*.

























put	combined	sustained
complete, [complicid]	bound	constituent
applied	blend, blind	did
particular-ly	bland	had, add, had [it, added]
pride	blunt	delightful
proud	it ought	delight-ed
point	it would	divided
opened		

<u>u</u>	upon it	<u>l</u>	it had	<u>l</u>	derived
<u>s</u>	plaintiff	<u>r</u>	till it, tell it	<u>l</u>	dreadful
<u>s</u>	planned, [plant	<u>r</u>	told it	<u>l</u>	dreaded
<u>s</u>	complaint, [complained	<u>l</u>	tried	<u>u</u>	did not
<u>z</u>	profit-ed-able	<u>l</u>	toward	<u>u</u>	do not
<u>o</u>	sread	<u>j</u>	contend	<u>u</u>	had not
<u>u</u>	build-ed, [built	<u>u</u>	attained	<u>l</u>	has had it
<u>l</u>	building	<u>l</u>	it ought to [have had	<u>l</u>	considered, [considerate
<u>l</u>	blood, able to [hold	<u>l</u>	it would have [had	<u>u</u>	inconsiderate
<u>l</u>	broad, abroad	<u>s</u>	it will not	<u>l</u>	which had
<u>l</u>	bread, re- [member-ed	<u>l</u>	it will have [had	<u>l</u>	child, which [will it
<u>l</u>	brood	<u>i</u>	contrived	<u>l</u>	cheered,
<u>u</u>	behind, bent, [bend	<u>l</u>	consistent	<u>l</u>	charitable- [bly
		<u>s</u>	stand	<u>l</u>	which ought [to have had



<u>l</u>	which have [had	<u>l</u>	seclude	<u>l</u>	over it
<u>l</u>	which would [have had	<u>l</u>	schooled	<u>l</u>	virtue
<u>l</u>	could,	<u>l</u>	God, got	<u>l</u>	virtuous
<u>l</u>	act, ac	<u>l</u>	good	<u>l</u>	virtual
<u>u</u>	cannot	<u>l</u>	get	<u>l</u>	virtuously

	account		guild		have not
	called, cold		glad, gold		authority
	conclude		agreed,		authoritative
	creature		gift, give it		throughout
	cared, oc- [curred		gave it		there it, third,
	accurate		if it, feature		[threat that they
	cured court		after		[ought there ought
	client		future		there would
	my client		followed,		on the other hand, on either hand
	his client		flood		wished, wish
	their client		from it		[it shall it, she
	secret		afraid		[ought short
	sacred		fruit		assured
	secured		find		light, lead, [led, let
	unsecured		fond, often,		late
	skilled		[faint, fault		loud

	will not, will it, wild,		am not, amount
	land		were it, where it
	art		ward, we are not

	heart		surround
	are not		meeting
	around		years, yes
	concerned		naturally
	rent. rend		went
	round		want, wont
	mount		wound
	movement		end
	we meant to		hand in hand
	we may not		honored
	somewhat		eye, high
	mend, mind.		highest

You will notice among the shortened signs occasionally a dot over the stroke. It is called the *com* or *con* dot, as in:

	considered		complete
------------------------------------------------------------------------------------	------------	------------------------------------------------------------------------------------	----------

You have also occasionally a circle which is called the *s* circle. Both will be illustrated fully further on.

NOTE.—Whenever a sign is out of position it must be received as a sign only, and committed as such.



LESSON NO. 11.—DICTATION NO. 7

Sentences containing shortened signs, *s* circle, *com* and *con* dot and heavy *s* circle. When we heavy the *s* circle we have *z*, as in unmeasured.

1. Put away the proud plaintiff and make a complaint that will be profitable to a considerate and charitable community, as you agreed to do in unmeasured terms.

The image shows two lines of handwritten shorthand. The first line contains the shorthand for the sentence: 'Put away the proud plaintiff and make a complaint that will be profitable to a considerate and charitable community, as you agreed to do in unmeasured terms.' The second line contains the shorthand for the sentence: 'I contrived to complete the trade with them, though it constituted an inconsiderate charity, and the child was cheered by it particularly.'

2. I contrived to complete the trade with them, though it constituted an inconsiderate charity, and the child was cheered by it particularly.

3. We were not able to hold the guilty clients' secret, and naturally applied the good account we had of him into a combined movement in his favor, which did not succeed.

4. What did they do with the wild ward who followed his client throughout the town and who was afraid of the authority of the governor?

5. We are sustained by the good we do our fellow man by the approving smile of God and a happy and contented mind.

6. Wound not the heart of a friend by uncharitable words but rather keep him near thee by charity in deed and thought.

7. Spread the feast and we will be with you at the seaside in the evening, if your pride will allow you to do so.

8. He concluded to act for my client in the United States Court, and gold had much to do with it.

9. The threat, on the other hand, concerned the guilty more than we thought at the time, and they rather honored him for it.













10. The flood carried all before it and the wild wind roared in secluded dells, of which we had dreadful accounts.

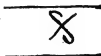
11. The child was cold and hungry, a subject for much pity and consideration to charitable people.

12. Not a sparrow falleth but its God doth know, and he careth for thee.

LESSON NO. 12.—LENGTHENED STROKES.

Lengthening a stroke adds *tr*, *dr* or *ther*, as in:

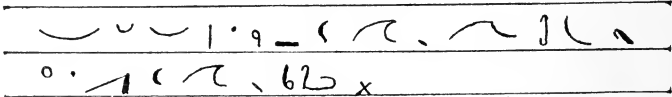
	enter, neither		one another		rather
	matter, mother		brother		suffer
	father		another		sinner
	water, weather		letter		summer

NOTE.—When a slanting stroke is struck across another it adds *x*, as in  explain.

Following are a few sentences illustrating the practical application of the lengthened stroke.

DICTATION NO. 8.




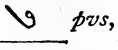
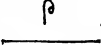

1. Enter ye in at the straight gate that leadeth to life eternal for broad is the road that leadeth to destruction.



























2. The letter was delayed on the road, and we were rather vexed about it until it was explained to us.












3. Suffer little children to come unto me and forbid them not, for of such is the kingdom of heaven.
4. Love ye one another that ye may be called the children of God.
5. Honor thy father and thy mother that thy days may be long in the land thy God hath given thee.
6. Neither the water nor the weather shall prevent him making mischief in the summer, for he is is a very great sinner.

LESSON NO. 13.—S CIRCLE.










This is a circle placed on the right of the stroke and is called an initial as well as a terminal *s*. At first I would prefer to have the student learn it as simply *s* on the right of the stroke, as represented in the word  speak, but if turned on the left of the stroke, which is the *r* hook side, the hook is then included, and it would then be *spr*, as in  spread; but at the terminal, if it be on the *n* hook side, it would include that hook, and joined to the *p* stroke would be  pens. But on the terminal end on the right, where it belongs, it is simply *s* until the student has learned thoroughly all the preceding steps, after which he can include the righthand hooks, *l* and *v*, which should, in that case, be made a complete hook with the *s* circle turned in the hook, thus:  *pus*,  *ils*. The *v* hook is never placed on a curved stroke, so if an *s* circle should terminate the stroke it would be *ns*, as in  fans. Also remember the *s* circle is always read first, when an initial, as *spr*, and last when a terminal, as *pus*. The *s* circle made heavy is *z*.













 speak	 subjective	 constant
 speech	 is to be	 this system
 special	 buys	 its, ties, times
 spoke	 objects	

 spoken	 abase	 seed, side	 such
 peace	 city, [set, sit	 said, sad	 joys
 pays, [oppose	 suit	 has had it	 jews
 subject			

 generalize	 saith	 these
 because	 savior, several	 those
 countries, [comes	 vision, when more [convenient	 thus
	 south	 as they

NOTE.—The *s* on a curve standing for more than one word is read *is*, or *his*, as in: *is thy*, and so on.

 is thy	 seal, sell	 salvation
 is they	 sale, as is well	 allows
 is though	 soul	 yours

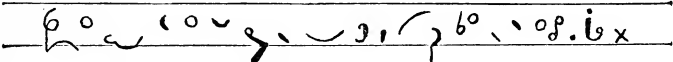
	
seem, similarity	in his, influence
	
amuse	impossible
	
same, some	impossibility
	
singularity, single, [singular]	knows, knows his
	
song, sang	seen, sin, sign
	
sung	soon

NOTE.—In the word impossibility the affix is added, stroke *b*, which, in this connection, stands for *bility*, illustrated further on.

DICTATION NO. 9.

Sentences with *s* circle and including all hooks and first principle signs.

1. This system is one that is not subject to any other, but will suit itself to all circumstances and conditions



2. Because your influence was such we were obliged to seek salvation in the laws made by man.

3. He himself hath said, I am the Savior of the world and Lord of all the earth.

4. The similarity of some of the countries is a subject which is said to be singularly true.

5. The homes of those who are in need are many, and we should remember the poor in the hour of our prosperity.

6. Abase not thyself in the hour of thy success, for good company will be to thee honor and esteem.

7. Peace and good will be unto him who cometh in the name of the Lord, and unto him that bringeth good tidings for evermore.

8. The speed which he wrote and I spoke was for this special occasion and the general received it kindly.

9. Such ought to have been your principles that under no circumstances could your establishment have been taken away from you.










10. Since we are known to you, please do not say the object of our special subject is to amuse the people.

11. Seal it in the laws of the country, and use no profane words for your eternal good.

12. Sing a new song as soon as the general arrives, for he will smooth out the rough places that sin has made, with an eye single to his own glory and advancement.

LESSON NO. 14.—SPR.

When the *s* circle is turned on the left side and at the initial of the stroke it then includes the *r* hook and is read *spr*, as in:

	spirit, spread		supreme		sacred
	spiritually-		experience		described
	spiritualism		strength		scriptural

DICTIONARY NO. 10.

1. The spirit of the times is one of advancement and experience of those who are possessed of strength.

spiritualism strength experience

2. The United States is described as a glorious country and one in which the people are free.


3. Spread the Scriptural truths, and let the supreme moment come when they shall be known in all the earth.

4. Sacred and holy is the experience of those whose strength is in good works, for they are described as governed by a gift.

5. Twelve men of strength, whose experience was of practical knowledge, are said to have gained deliverance by a singular coincidence.

S CIRCLE IN L HOOK.

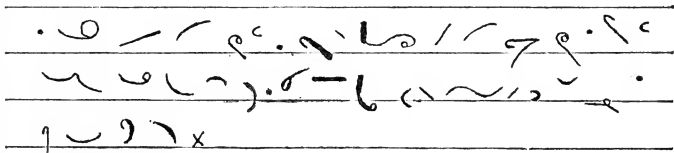
This is turning the *s* circle in the *l* hook on the right side and

initial of stroke, as in:  supply.

DICTIONATION NO. II.

Sentences introducing the *s* circle in *l* hook:

1. The United States are well supplied with a number of denominations which will accordingly [Note—*L* drawn downward is *ly*.] supply the people with enough opinions for immediate use and still give advanced thought to many who would not accept the truth any other way.



LESSON NO. 15.—NS.

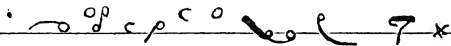
The *n* hook, which is at the left terminal of stroke, when closed is *ns*, and always written in the circle, as in mans, machines.

These few illustrations will be sufficient to enable the student to catch the idea, and covers all the curved strokes in this connection, remembering that the *v* hook is never placed on the curved but on the straight strokes only. When a hook is found at the terminal of a curved stroke, it must be an *n* hook, as in friend, chain. The *f* stroke in friend is reversed in order to add the *n* hook, as the hook must follow the curve.

DICTATION NO. 12.

Sentences containing words with *ns* and *s* circle, hooks and first principles.

1 The man's circumstances were such that his business suffered greatly



2. The dens of sin are many, but the chains of death will soon be broken.

3. Give honors and favors to whom it may be due and let not the peons of glory wane.

4. The machines were finished this week, and now the man fans the flames of fame with hope














5. Run not in vain after the illusion of hope, that it may be well with you and yours.

6. In my Father's house are many mansions; if it were not so I would have told you. I go to prepare the way for you, that where I go you may be also.

LESSON NO. 16.—DOUBLE S CIRCLE.

This is made by enlarging the *s* circle.

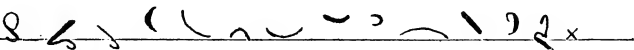
By shortening the stroke *t* or *d* is added.

	suspend [suspended]		possessive		is said to have, [has said]
	possess		sustain		happiness
	possessed		sustained		United States
	possessor		is said		is said
					has said

DICTATION NO. 13.

Sentences introducing the double *s* circle.

1. Suspend judgment upon them, for you know not what may be their trouble.



2. We waited in great suspense until we knew the possessor of the gift was possessed of good imagination.

3. He was sustained in his judgment all through his difficulties and was bound to acknowledge his error.

4. He is said to have an organic sickness, and I hope his vision will be clear and not at fault in opinion.

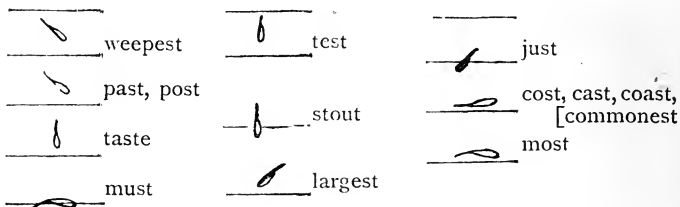
5. Have I not told you the man was human, and that money was the sole object of his ambitions.



6. The fault was not his altogether, but then how bland he was toward the company that sustained him.

7. He evinces no interest in the state of his finances, as he was indifferent to her conditions.

LESSON NO. 17.—ST LOOP.

This is simply a loop turned on the right of the stroke, and about half its length only.

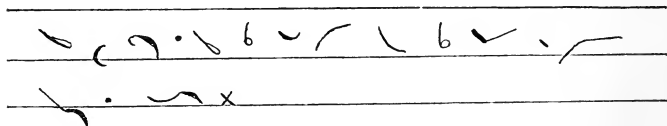


Str loop is a loop turned full length of stroke  muster,
 buster.

DICTIONATION NO. 14.

Sentences introducing loops *st* and *str*.

1. Weepst thou over the past? It is not well, for it is better to look upward and onward.














2. The commonest test of all was to look for a return of the most influential man in the company who could not give a reason.

3. A stout post stood the test, and they could not muster men enough to suspend it.

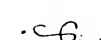
4. His taste is at fault, and I am cast down at the cost, and think the possessor is possessed of a wonderful strength.

LESSON NO. 18.—COM AND CON DOT.

A dot placed above a word-sign stands for *com* or *con*.

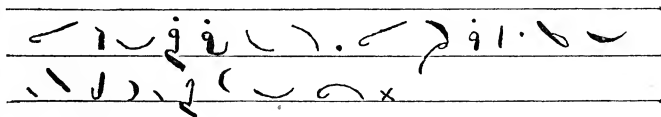
 complain	 contains	 considerably
 completion	 consist	 considera- [tion]
 compliance	 consider	 considered
 combination	 considerable	

Shon (tion or sion) is made by enlarging the hook and can be carried across the stroke on the right or left, above or below, as in:

 submission	 combinations
 conclusion	 condensation

DICTATION NO. 15.

1. He had no considerable consideration for her, and he wisely considered it the best thing to be done was to trouble them no more.



NOTE.—A circle placed before a word-sign is used as a prefix and means *circum*.

2. A combination of circumstances happened to prevent his happiness, so he complained to the chairman, whose consideration he complied with.

3. His father complained of his want of honor and said he possessed more physical than mental strength.



















4. The state of his finances was due to circumstances which considerably lessened his chances for consideration at the hands of the governor.

5. The fruit he gave me I was fond of and agreed to accept it as a gift. How could you?

6. Greatness consists in good works and an authoritative manner. Then it does not matter how you center your friendship.

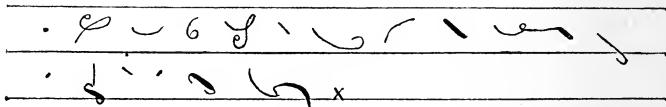
LESSON NO. 19.

In, shon, s and double s circle, ns, com and con dot.

 instruction	 occasion	 illustrations
 justification	 compensa- [tions	 persuasion
 jurisdiction	 superstitions	 positions
 inscribe	 molestations	 passions
 acquisition	 injunction	 motion
 condensa- [tions	 imaginary	 nation

DICTATION NO. 16.

1. The illustrations in these instructions of phonography will be inscribed upon the tablets of the brain forever.



2. The acquisition of knowledge is not only an ornament to us but is all that remains of us when dust returns to dust.

3. The superstitions of the dark ages are according to the power of jurisdiction given to man.

4. The largest compensation ever received for well doing was a quiet conscience.

5. The juveniles were pleased with all the illustrations shown them, and there were many of them, I assure you.

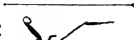
6. Be not cast down, O my soul, but let all that is within me rejoice in my justification.

LESSON NO. 20.—TICK SIGNS.

Hooks may be joined to tick signs and form phraseograms. When the *l* hook alone is placed on the tick sign it represents the word all.

<u>o</u> of all	<u>o</u> who are	<u>o</u> already have
<u>o</u> or all	<u>o</u> but are	<u>o</u> or have
<u>o</u> but all	<u>o</u> all on	<u>o</u> to have
<u>o</u> owe all	<u>o</u> already on	<u>o</u> who have
<u>o</u> all are	<u>o</u> but on	<u>o</u> should have
<u>o</u> all are on	<u>o</u> all have	<u>o</u> but will have
<u>o</u> already are	<u>o</u> should all	
<u>o</u> should all	<u>o</u> already all	[have
	<u>o</u> or all have	[have

I would advise the student on beginning business dictation to leave out the signs a, an, and, the, as you can do so without destroying the legibility of the work by observing the rule: that whenever an article is left out, the word preceding and one follow-

ing must be placed close together, but be careful and not join them, thus:  subject of the work. You will be able to

transcribe your work into longhand and insert the articles without difficulty. You can also leave out many connecting signs in rapid execution by observing the rule.

My aim in this work has been to get at the practical use of the signs as soon as possible by working on the principle that whatever the student has eventually to discard in his real and practical work can be omitted at the beginning and studying only that which will be of constant use, thus saving much valuable time and labor, which has heretofore made shorthand such a formidable study.

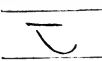

But now you can, with interest and pleasure, take up this most fascinating study, feeling confident of becoming proficient in business work in a reasonable length of time, which is twelve weeks at farthest.

If you wish to become a reporter, in this work you have built upon a firm foundation, with nothing to undo, but every sign and stroke is of importance to you and cannot be laid aside.

I cannot leave this subject without impressing upon the mind of the student, and especially those who wish to take up reporting, the necessity of a good general education. In fact, it is indispensable in order to become a good reporter.

LESSON NO. 21.—PREFIXES

Meaning to come before, and must be detached from the sign following.

Accom is represented by the stroke *k* and is placed above the initial of the word-sign, thus:  accompany,  accomplice.

De, decom, decor is represented by the stroke *d* placed before the word-sign, thus.

d decomposition, *d* devines, *d* decorum.

Dis, discon, discom by placing *ds* before, as in:

ds disconcerted, *ds* discontinue, *ds* disrespect.

Enter, intro, inter by the *u* stroke on left and initial of the word-sign following, thus:

u introduction, *u* interlude, *u* entertained.

In, incom, incon by *n*, thus:

n incomplete, *n* inconsistent, *n* inharmoni-
[ous]

Irrecon by *r* stroke, thus: *r* irreconcilable.

Magni, magna by the *m* stroke placed above the initial of a word-sign, thus: *m* magnanimous, *m* magnify.

Mis, miscon, miscom by stroke *ms*, as in:

ms misconduct, *ms* miscomply, *ms* mistake.

Re, recom, recon, recog by long *r* stroke, as in:

r recommend *r* recompense *r* reconnoitre
r return *r* reconstruct *r* recognize

Uncom, uncon, un by stroke *n* on the line before the word-

sign, thus: *n* uncompromise *n* unconstitutional
n uncommon *n* uncomplaining

EXERCISE INTRODUCING PREFIXES.

The accompanying circular is meant to accompany the accomplice in his circumscribed efforts, and to assist in what is known as an interlude or introduction to the disconcerted action, which is surely incomplete, inconsistent and irreconcilable and likely to magnify and reconstruct the magnanimous recompense placed upon themselves; and we would recommend a reconnoitre of the premises and place an unconditional, but not inconsistent, reconstruction upon it, that the entire difficulty, notwithstanding the uncommon advantage they have had over us and their misconduct, would imply.

LESSON NO. 22.—AFFIXES.

Coming after.

Bility by *b* stroke placed after the word-sign, thus:

1 durability, 2 probability, 3 instability.

Ly by drawing *l* stroke backward, as in. 4 abundantly.

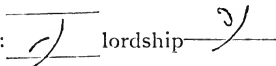
Ment by shortened *m*, thus: 5 atonement, 6 con-

tentment.


Self, selves by *s* circle placed at the middle, after the stroke,

thus: 7 herself, 8 ourselves.
9 themselves 10 himself

Ship is added by stroke *sha*, as in:
friendship.

 lordship


Mental by stroke *l* after word-sign, thus:

 fundamental.


Soever by joining stroke *sr* to the word-sign, thus:
wheresoever.




Ingly is heavy tick sign, as in:

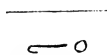
 knowingly.

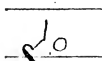
Ings by stroke *ings* after word-sign, thus:


 doings,


 workings.


Ness, lessness by double *s* circle immediately following word-sign, as in:

 carelessness

 teachableness

 serviceableness

 faithfulness

 sleeplessness

EXERCISE INCLUDING AFFIXES.

The durability of the work proved the success and probabilities of the undertaking and the instability which was made abundantly manifest to his lordship, but the friendship that existed and the fundamental principles which led knowingly to the workings and doings, wheresoever her serviceableness and the peoples faithfulness directed him, and the teachableness of his subjects allowed a special experience in the spiritual art throughout the United States.





BUSINESS FORMS FOR SPEEDING.

The following business letters are from "Dick's Commercial Letter Writer" and "Payne's Business Letter writer," books that have given me most valuable assistance in my school work and books that I would recommend to the student as covering the work as completely as though written expressly for it, and are almost indispensable to those studying for commercial correspondents.

The few letters selected are arranged by numbers, according to the number of words they contain, for speeding.

Having thoroughly mastered the principles given and illustrated in the foregoing work, you may now have some one dictate letter No. 1, holding the watch and marking time until you are able to write it out easily in one minute. Then proceed likewise with letter No. 2, and so on, until you reach the last letter, containing one hundred and thirty words, the highest number given in this work. As one hundred and twenty-five words per minute are all sufficient for business dictation, and now being able to write one hundred and thirty, you can feel perfectly safe for all business work.

And here I most confidently assert that no one possessed of ordinary ability, with this book in his hand, and being a good speller withal, can fail to become a competent business correspondent in three months.

In giving these letters I omit the address and signature, as proper names and signatures should be written out in full.

LETTER NO. 1.

(50 WORDS.)

Dear Sir—The goods shipped by you November 20th have not yet arrived. Would you kindly ascertain from the National Express Co. the cause of the delay? In due course, they should have been delivered here on the 22d and I am anxiously awaiting their arrival.

I am,

Yours respectfully.

LETTER NO. 2.

(62 WORDS.)

Dear Sir—We beg to remind you that on the 1st inst. we forwarded statement of account, asking you at the same time either to transmit us a check or to give us instructions to draw upon you in the ordinary way. Not having heard from you in reply, we again write, begging your immediate attention to this matter.

Yours very truly.

LETTER NO. 3.

(73 WORDS.)

Dear Sir—The National Express Co. report to us this day that your goods have been delayed on the road by a heavy snow-storm, which has completely blocked up the railroad track; also, that strenuous efforts are being made to clear the roads, and they expect to have the way open to Malone by December 1st. We are sorry for the detention, but it appears to have been unavoidable.

We are,

Yours respectfully.

LETTER NO. 4.

(80 WORDS.)

Dear Sir—I regret to say that I consider the person whose name you mention totally unworthy of being trusted. He has no capital, and what is worse, is wholly devoid of principle. He is

well known to have been in difficulties for some time past and contrives, temporarily, to bolster up his affairs by obtaining new credits and systematically underselling his goods. Sooner or later, his failure is certain and his creditors will, I am convinced, get next to nothing.

Very truly yours.

•••

LETTER NO. 5.

(50 WORDS.)

Dear Sir—In reply to your letter of yesterday, we beg to inform you that several of the purchasers have not yet cleared their oranges and that, notwithstanding we furnished you with an anticipated account sales at your earnest request, we cannot close the transaction until the fruit is all taken off our hands. This we expect will be the case in two or three days, as we have given the parties notice of re-sale if the goods be not taken away this day or to-morrow.

Yours very respectfully.

•••

LETTER NO. 6.

(100 WORDS.)

Gentlemen—Having established myself in business here, with every prospect of success, I desire to open an account with your house, hoping it will be to our mutual advantage.

With this view I inclose order to be filled with least possible delay and on your lowest terms, for which I will thank you.

As this is a first transaction, upon receipt of the invoice, less the discount for cash, I shall remit a sight draft on a bank in your city for the amount.

Referring you to Messrs. Ensign & Co. of this place,

I am, gentlemen,

Yours respectfully.

•••

LETTER NO. 7.

(110 WORDS.)

Gentlemen—We have yours of the 1st inst., with list of prices and terms of settlement, for which prompt attention please accept

our thanks. In return we inclose order herewith, relying upon you to supply us with none but first-class articles, which we can safely warrant.

The items I have checked, you will perceive, are those distinguished in your list as being always on hand. These you will please forward immediately; the others as soon as procurable. Should there have been improvements upon any of the articles, please advise us without delay, holding this order subject to our reply. In the meantime we remain, gentlemen,

Yours respectfully

LETTER NO. 8.

(120 WORDS.)

Gentlemen—Referring you to my circular of January 1st, I now beg to hand you that of the house which I then announced my intention of establishing at Buenos Ayres.

I shall be greatly obliged by your extending to the new firm of Thomas Boswell & Co. the confidence and preference which my establishment in this city has had the honor and advantage of enjoying for so long a period.

It will be scarcely necessary to assure you that the same principles of probity and punctuality will regulate the new establishment as I trust you have always recognized in your transactions with my London house.

I have the honor to remain,

Your obedient servant.

LETTER NO. 9.

(125 WORDS.)

Dear Sir—Your favor of the 8th was duly received and contents noted. I very much regret that you should have experienced any inconvenience from my tardiness, but I assure you it has not resulted from any willing intention on my part. You are aware that it has been impossible to make collections, owing to the recent stagnation which has paralyzed almost every department of

business. Trade, however, is slowly improving, and as rapidly as collections can be made from those indebted to me I will remit you, to liquidate your claim. I have the pleasure to send you (inclosed) a draft on a bank in your city for \$50, which please place to my credit and acknowledge receipt.

Yours very respectfully.

LETTER NO. 10.

(130 WORDS.)

Dear Sir—We have the pleasure to acknowledge receipt of your letter of yesterday's date, and we now return your list with our present prices affixed. We have therein distinguished such of the goods as we have in stock and which, on receipt of your instructions, can be forwarded immediately. We have no doubt that any of the other articles could be procured within a week or ten days, and trust that our quotations are such as to admit of your favoring us with an order.

Our terms are: a three months' note, or an allowance of two and a half per cent discount for cash.

Assuring you that, in the event of our receiving your order, no exertion shall be spared to promote your interests, we remain

Yours faithfully.





VOCABULARY.

A brief vocabulary is appended, but in order to understand it all the foregoing illustrations must be studied thoroughly, as arranged, as it contains only advanced work. But by studying and becoming well acquainted with the principles by which the word-signs are built, as laid down in this work, you will soon find that you have very little use for this or any other vocabulary, as you will have it at your fingers' ends.


































Before proceeding with the vocabulary, I will insert signs used in punctuation, etc.

_____	period of	_____	_____	_____
×	[punctuation	×	_____	_____
_____	_____	_____	_____	_____
×	period of		_____	_____
_____	[time	×	_____	_____
_____	_____	_____	_____	_____
_____	comma	×	_____	_____
_____	_____		_____	_____
×	colon	_____	_____	_____
_____	_____	_____	_____	_____
_____	placed over a stroke signifies a	_____	_____	_____
_____	[capital letter	_____	_____	_____

























A

<u>9</u> abase	<u>X</u> affix	<u>1</u> any
<u>o</u> able	<u>l</u> against	<u>2</u> approve
<u>e</u> abroad	<u>o</u> agent	<u>2</u> approved
<u>2</u> abundantly	<u>e</u> agreed	<u>2</u> apostle
<u>5</u> academy	<u>-</u> all	<u>2</u> april
<u>o</u> accession	<u>1</u> alone	<u>2</u> approval
<u>o</u> accomplice	<u>1</u> allow	<u>1</u> are
<u>2</u> accompany	<u>2</u> allowance	<u>1</u> arrival
<u>2</u> accordingly	<u>2</u> almost	<u>o</u> around
<u>1</u> account	<u>-</u> already	<u>2</u> articles
<u>1</u> acknowledge	<u>2</u> amazement	<u>2</u> ascertain
<u>1</u> acquisition	<u>2</u> ambitions	<u>2</u> asking
<u>1</u> add	<u>2</u> amiable	<u>1</u> assured
<u>1</u> added	<u>2</u> amounting	<u>2</u> assuring
<u>2</u> admit	<u>2</u> Anno Domini	<u>1</u> attain
<u>2</u> admission	<u>1</u> another	<u>1</u> attention
<u>2</u> admissible	<u>2</u> anxiously	<u>1</u> attained
<u>1</u> advance	<u>2</u> anybody	<u>2</u> authority
<u>1</u> advantage	<u>1</u> apple	<u>2</u> authoritative
<u>o</u> affairs	<u>1</u> apply	<u>1</u> aware
<u>2</u> after	<u>1</u> applied	<u>2</u> awaiting








































B

 bank	 believed	 brave
 balance	 behind	 bread
 be, by	 been	 brief
 beg	 business	 bring
 begging	 beyond	 broad
 because	 bland	 brood, [brought
 begin	 blend, blind	 brother
 began	 blood	 built, builded
 begun	 blunt	 building
 being	 bound	 bust
 believe	 bowed	 but



















C

 cast, cost	 cared, court	 chances
 cause	 camel	 charming
 caused	 cash	 cheer
 care	 certain	 cheered
 canal	 chamber	 chosen
 call	 changed	 chronology
 called, cold	 charitable	 check
 cannot	 chairman	 child

C

 Christ	 complain	 constant
 city	 completion	 concerned
 circumscribe	 compliance	 considerate
 claim	 contains	 constituted
 collections	 contends	 contend
 common	 conclusion	 contain
 come, com- [pany]	 conclude	 correct
 combined	 concluding	 corrected
 companion- [ship]	 considerable	 course
 compared	 considera- [tion]	 con, can, [cane]
 compensa- [tion]	 constant	 circum- [stances]
 comes, coun- [tries]	 consider	 cost, cast
 combination	 consist	 custom

D

 date	 deliverance	 desire
 days	 denominate	 desolate
 dear sir	 dens	 development
 debtor, dear	 department	 did
 decomposi- [tion]	 derive	 difficulty
 delight	 derived	 disconcerted

D

<u>h</u> discount	<u>lv</u> divine	<u>l</u> dreadful-ly
<u>b7</u> dissolute	<u>l</u> doubt	<u>?</u> dread
<u>hw</u> distinguished	<u>l</u> draft	<u>l</u> droop





E

<u>l</u> each	<u>l</u> end	<u>h</u> exceeding
<u>v</u> earliest	<u>h</u> epistle	<u>h</u> examine
<u>o</u> earned	<u>o</u> eternal	<u>h</u> examination
<u>o</u> either	<u>o</u> even	<u>h</u> exalting
<u>h</u> eliciting	<u>h</u> evening	<u>h</u> exertion
<u>l</u> enter	<u>l</u> ever	<u>h</u> extended
<u>h</u> endless	<u>h</u> evinces, [evenness]	<u>h</u> express
















F

<u>o</u> fan	<u>h</u> feature	<u>o</u> flood
<u>h</u> family	<u>o</u> fine	<u>o</u> fond
<u>h</u> father	<u>o</u> find	<u>l</u> for
<u>h</u> foster	<u>h</u> finances	<u>h</u> forward
<u>o</u> fast	<u>o</u> first	<u>h</u> forwarding
<u>h</u> fashions	<u>o</u> followed	<u>h</u> free
<u>o</u> faint		<u>h</u> Friday




















F

 from full funnell fruit fundamental fault, found





G





 get glad govern ment gentlemen,
[general God, got gradually gentleman good great generalize goods greatly give, given gone guilt, guild gift go, gave guilty





H

 has have had have not hereinafter half he herself halfpence heart hence halfpenny heated him half price heaven himself hand help him happen henceforth highest happy here, her his home-made
















H
















 home
 holy
 hope
 hold
















 hour
 house
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 however

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 hushed
 hurt






I

 I
 I am
 ice
 idle
 identify
 if
 ignorant
 ignorance
 ignorently
 ill
 illegible
 ill favored
 illicit
 illusions
 illustration











 impetus
 imperative
 impose
 immigrant
 imitate
 immaterially
 immediately
 imminent
 immoral
 immodest
 inauguration
 inuspicious-
 [ness]
 incapacity
 such
 incident

 incompre-
 [hensibility]
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 inclosed
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 instant
 instructions
 interlude
 insured
 insurrection
 interests
 intersection











I

 illustrative incivility interval important incompe-
[tently] intervention








J

 James Jesus July January just June jealous join juice Jehovah joke jurisdiction jeopardy joy juvenile jest John juryman































K

 kerchief kiss know kingdom kissing known kindness knave knowledge kindly knell knock down kitchen knee knuckles




























L

 labor lamb large laboratory lamp [hearted] largely labyrinth land leaf, life lace language leave











































L

 lack	 languish	 league
 lady	 lap	 learn
 lady-love	 lapse	 lefthand
 lame	 large	 legal
 legislative	 liable	 light mind- [ed]
 leisurely	 librarian	 lynch law
 lemon	 liberty	 little
 lengthen	 lie	 luxurious
 lesson	 lift	 luxury
 letter	 light- [fingered]	 Luxemburg



















M

 man	 malcontent	 memoir
 ma'am	 mankind	 memorize
 machine	 many	 men
 madly	 matter [mother]	 mention
 magistrate	 matriculate	 merchant
 magnetism	 married	 merit
 magnani- [mous]	 march	 merry
 magnifi- [cently]	 marrow, [morrow]	 mesdames
 magnify	 may	 Messrs








































M

 maid	 me, my	 meet
 maidservant	 meal	 methinks
 mail	 measure	 method
 majestic	 medicine	 Mexico
 microscope	 miscarried	 moment
 middle	 miscellaney	 monecy
 midst	 misfortune	 Monday
 mint	 misjudge	 month
 minutest	 miss	 mortgage
 mirror	 misery	 music
 miraculous	 misuse	 multiply
 mischief	 misunderstand [stand]	 multiplicity
 misconduct	 mix	 myself
 misappre- [hension]	 made, mode	 mystery
















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



























































 name	 near	 neighbor
 nay	 neck	 nervous
 narrow	 need	 new
 nation	 ne'er	 nevertheless
 national	 necessary	 nicely
 nature, not	 necessarily	 night

N




























































 nautical	 neglect	 no
 navy	 negotiable	 nominate
 navigation	 neither	 non-accept- [ance]
 non-admis- [sion]	 nor	 notion
 non-acquisi- [tion]	 north	 notoriety
 non-appear- [ance]	 northern	 notwith- [standing]
 none	 nose	 November
 nonce	 notary	 now
 non-profes- [sional]	 note	 nowhere
 non-essen- [tial]	 noted	 nucleus
 non-resi- [dence]	 notice	 nullify
 nonsense	 notify	 number
 noon	 nothing	 nuisance

O









 oaths	 obsequious	 ocean
 obey	 observance	 Occident
 obedience	 observable	 octave
 obituary	 observe	 October
 objection	 obstacle	 occurred

 obligation	 obstinacy	 oculist
 oblong	 obstruct	 odorous
 obscene	 obtain	 offer
 obscure	 occasion	 offend
 offenseless	 omnibus	 optien
 offertory	 omnipotence	 orally
 offhand	 omnipres- [ence]	 oration
 officer	 October	 order
 officious	 only	 ordain
 offset	 onward	 organ
 oft	 open	 Oregon
 often	 opened	 our
 oh	 opera	 ounce
 oil	 operate	 ourself
 old	 oppose	 ours
 oldfashioned	 opposer	 out
 omega	 opposition	 outcast
 omen	 opponent	 over
 omit	 opinion	 oven
 omission	 oppress	 owe















P

 painting	 pace, pays, [oppose]	 page
 paint, opened	 package	 pail
 pair	 pack-saddle	 penny
 panic	 past, post, [paste]	 percentage
 pantaloons	 patriotic	 perfectly
 paper	 patronize	 perform- [ance]
 par	 paths	 people
 parcel	 pause	 perjure
 part	 payee	 permit
 partner	 period of [time]	 peep
 partnership	 period of [punctuation]	 person
 particular	 peace	 persuaded
 parent	 pecuniary	 persuasion
 partisan	 pence	 phase
 passions	 penman	 private
 phonograph- [ic]	 possessive	 proof
 phonography	 possessed	 proper
 physics	 positions	 profane
 physician	 poverty	 proud
 physique	 particle	










P

 plain practically picture possess principal,
[principle plain, plan possessor principally plug



















Q

 quake quarry query quack question quit qualify quiet quota quart quarrelsome quotations quarrel quinine quotient quite quiz quo war-
[ranto quote quick quantity











































R

 race rapidly recognize rest rash recommend rack reader recommen-
[dation radiance real re-combine radical reason, risen reconstruct rage receive reconnoiter railway co receipt recriminate rain, reign receive regret































R

 ramification	 receiving	 re-issue
 rank	 recital	 rejoice
 rap	 reclaim	 rejoin
 remind	 reply	 respectfully
 rent	 rest	 result
 reporter	 resource	 retire




























S

 sad	 scamp	 seed, side
 sadly	 school	 sentence
 safe	 scholar	 set, sit
 safest	 scribble	 several
 saint	 scruple	 sex
 saith	 see	 sense, since
 sale	 seal, sell	 shame
 same, some	 seem, simi- [larity]	 shave
 salvation	 seasick	 shed
 satisfactory	 seaside	 she
 satisfy	 season	 shoe
 satisfaction	 seat	 short
 save	 secretary	 should
 saw, say, so	 self-control	 shoulder




























S

 show, shall	 smother	 spoken
 shut	 soft	 spread
 singularity	 soon	 subject
 single	 song, sang	 suit
 sin, seen, sign	 soul	 summer
 sinner	 south	 suffer
 size	 speak	 sure
 sleep	 speech	 sung
 slow	 special	 smile
 sly	 spoke	 self love































T

 table	 tarry	 teeth
 tablet	 taste	 than
 tacit	 tax	 the
 take	 technique	 thy
 taken	 tell, till	 themselves
 tale	 temple	 then, thine
 talk	 ten	 thence
 tangible	 tenant	 thenceforth
 tardiest	 tend	 thereof







T

 thereunto	 to	 transfer
 therewith	 to-day	 tragedy
 thief	 together	 truth, true
 thing	 told	 type
 think	 to-morrow	 typewriter
 thinker	 toward	 typograph- [ically
 three	 trade mark	 through, [thorough
 thyself	 trade sale	 thy
 tune	 transact	 thou






















U

 unable	 undid	 until
 unaccus- [tomed	 undone	 unwilling
 unadvisable	 unhealthy	 up
 unanimous	 unholy	 upwards
 unbeknown	 unhitch	 urgent
 uncertain	 unite	 use
 unclean	 union	 usual
 uncommon	 unjust	 usefully
 uncomfort- [able	 unless	 uttermost
 under	 unlucky	 utility

























U

 underhand	 unequalled	 ize
 understand	 unreal	 unworthy













V

 v	 veto	 void
 vacancy	 vice-presi- [dency]	 volume
 vain	 vice versa	 voyage
 valid	 vile	 vow
 valuable	 virgin	 value
 vanish	 violate	 vouch
 variable	 vivid	 voucher













W

 w	 was	 what
 wade, weight, [wait]	 wash	 while, why
 wagon	 water	 whom, who
 wake	 wave	 will, well
 waltz	 wayside	 win
 want	 we, with	 willing
 ward	 week	 wish, she
 war	 were	 within










W

<u> </u>  without	<u> </u>  worthy	<u> </u>  wrote
<u> </u>  woman	<u> </u>  would	<u> </u>  worth
<u> </u>  wonder	<u> </u>  wretch	<u> </u>  wrong
<u> </u>  world	<u> </u>  write	<u> </u>  wrung

Y

<u> </u>  yard	<u> </u>  your	<u> </u>  youth
<u> </u>  ye, year, yet	<u> </u>  yours	<u> </u>  you
<u> </u>  yes	<u> </u>  yourself	<u> </u>  youthful
<u> </u>  yesterday	<u> </u>  young	<u> </u>  youths

Z

<u> </u>  zeal	<u> </u>  zest	<u> </u>  zone
<u> </u>  zealous	<u> </u>  zinc	<u> </u>  zoology
<u> </u>  zenith	<u> </u>  Zion	<u> </u>  zouave

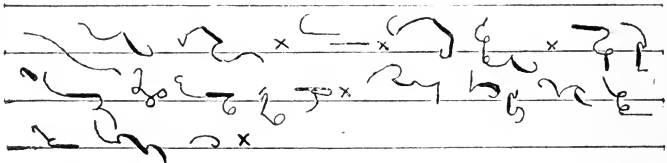




PHRASING.

Following are a few illustrations of phrasing, in order to give the student an idea of the connected or reporting style:


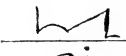







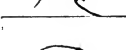

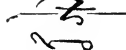

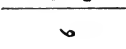

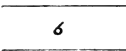

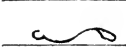



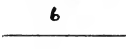

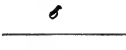

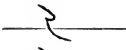









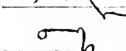






THE LORD'S PRAYER.











































PHRASING.

<u>6</u> all his	<u>6y</u> does not contain
<u>6</u> already his	<u>3</u> from beginning to [end]
<u>7</u> all such contentions	<u>7ll</u> from day to day
<u>7</u> as a matter of course	<u>777</u> from hour to hour
<u>7</u> as a matter of form	<u>766</u> from place to place
<u>7</u> as a matter of fact	<u>7ll</u> from time to time
<u>7</u> ask the attention	<u>700</u> from year to year
<u>6</u> but his	<u>7</u> further their interest
<u>7</u> call the attention	<u>7</u> hand in hand
<u>7y</u> call the attention of [your lordship]	<u>7</u> head of the depart- [ment]
<u>76</u> call your honor's at- [tention]	<u>77</u> hour after hour
<u>7</u> church of God	<u>77</u> hour to hour
<u>7</u> church of Christ	<u>77</u> hour by hour
<u>7</u> circumstances of the [case]	<u>7</u> House of Parlia- [ment]
<u>7</u> Constitution of the [United States]	<u>7</u> House of Represen- [tatives]
<u>7</u> day after day	<u>7</u> in his
<u>7</u> day by day	<u>7</u> in the first place
<u>7</u> direct your attention	<u>7</u> in the second place
<u>7</u> do you accompany [them]	<u>7</u> in all his complaints
<u>6y</u> does not contend	<u>7</u> I will not discom- fort them
<u>7</u> I will not complain	<u>7</u> I will contrive

PHRASING.

 I shall be	 it may be ready
 I shall not be	 I will not conde- [scend
 is all	 kingdom of heaven
 is already	 liberty of the press
 is but	 liberty of the people
 is done	 management of the company
 is it	 member of Con- gress
 is in	 of his
 is not	 on his
 is on	 one of the most
 is said	 on the one hand
 is safe	 or his
 is seen	 ought his
 is sent	 point of fact
 is such	 point of view
 is to	 railway co
 is uncontrolled	 receive his consent
 is whom	 render their account
 it is	 remarks of the [speaker
 it is his	 Secretary of the [Treasury
 it may be as well	 shall be

PHRASING.

	shall not be		we may be able to
	should his		we may be charged
	Son of God		wealth of the nation
	squander their sub-		we may be personally
	surrender their post		which may be likely
	takes us		whether there are
	tell his		we think there may
	tell us his		with which it may be
	telegraph co		Word of God
	that is		words of my text
	their misconduct		year after year
	they may be certain		year by year
	they may be required		year to year
	there may be some		you may be consid-
	to his		you may be made
	to some exten		you say we
	under influence of		you may be right
	United States Gov-		you may be wrong
	we are recommended		you must not contra-
	we may be able		dict yourself



TYPEWRITING.

The awkward manner of working the keys of the typewriter with but the forefinger of each hand, as many do, suggested the idea of a chart system, easily learned (using six fingers) by which you can write as many times faster, and with a movement so easy and graceful that it is a pleasure to see one operate.

DIRECTIONS.

Seat yourself directly in front of the machine, using a table of a height that will bring your hands on a level with your waist, when seated. Sit erect, throwing shoulders back, keeping elbows turned in toward the body. Place your hands over the keyboard and note particularly the dividing line, beginning at the left of the figure 6 around and left of *q* and *y*, continuing left of *f* and *n* to quotation mark. The *f* key can be struck with either forefinger, standing as it does in the middle of the keyboard, but you must not cross the line for any other key. Strike as though the keys were hot—a quick, springing touch. Do not throw the hands up, and avoid all flourishes and unnecessary movements of the arms and hands or of the body, bobbing the head or moving the lips. Keep the knuckles down; in a word, be natural.

CHART.

LEFT HAND.	RIGHT HAND.
1 2 3--saw.	2 3 1--him.
3 2 1--was.	2 3 1--hip.
3 2 1--fat.	2 3 1--mug.
1 3 2--rat.	1 3 2--you.
1 3 2--sat.	2 3 1--com.
3 1 2--red.	2 1 3--cik.
3 1 2--fed.	2 3 1--cop.
2 3 1--tax.	2 3 1--gum.

Now strike with the first finger of the left hand key *s*, with the second finger *a*, and with the third finger, *w* (saw), and space with side of little finger. Repeat many times. Then with right hand second finger strike key *h*, with third finger *i*, and first finger *m* (him). Then proceed with the words given for practice in their regular order using, alternately, right and left hand, spacing as before directed and punctuating with the thumb.

This practice should be continued daily, until you can write all the exercises without hesitation.

You are cultivating the fingers and strengthening the wrist, and also training the brain and hand to act together.

Practice first one hand and then the other, until you become well acquainted with the keyboard; this will be in two or three lessons, according to the time you can give to it.

Now change your manner of spacing by spacing with the hand that has not made the last letter, thus keeping up a rolling or alternate motion. Example: Left hand, ^{1 2 3} *s a w* space with right hand. Right hand, ^{2 3 1} *h i m* and space with the left hand, and so on through the entire chart. You will do this as long as you are a typewriter, as in practicing on chart and sentences you will learn its value.

Now take sentence No. 1, given below, and after mastering it take Nos. 2 and 3. Be careful to spell correctly, using every letter; do not abbreviate.

These directions are for the Caligraph, but will apply as well to any other machine by a very little practice on some points of difference in the manner of spacing and using capital letters.

Study the pamphlet accompanying each machine and become thoroughly acquainted with the mechanism and the construction of every part of it, that you may be able to keep it in working order, for if your machine is not in perfect order it will be impossible for you to do perfect work.

SENTENCE NO. 1.

l r l r r r r r l l r l r r r l l r r r l r l l l l r l
 The quick brown fox jumps over the
 3 2 1 1 2 3 2 3 1 2 2 2 1 1 3 2 3 1 2 3 1 2 2 1 3 2 2 1

r l r r l r r

lazy dog.

1 2 2 1 1 2 1 thumb

SENTENCE NO. 2.

l r l l r l r r r r l l l r r l l l l r r r r l l l l
 The judicious advocate will never
 3 2 1 3 1 2 2 3 2 3 1 2 3 1 2 3 2 3 2 1 2 2 1 1 1 1 2 1 2

r r l r l l l r l l l r r r l r l r l l r l r l l
 forget that a good cause may be
 1 3 1 1 1 3 2 2 3 2 3 1 2 2 1 1 3 1 2 1 2 3 1 1 2

rrrrrrr rrl1 lr lrr rrrr rllr
quickly lost by too much zeal.
 1 2 3 2 3 3 2 1 2 1 2 1 1 2 3 3 2 1 1 3 1 thumb

SENTENCE NO. 3.

llrrrrrr llllrl rrlrlrl rllr rll
Dazzling jewels pendent from her
 3 2 2 2 1 3 1 2 3 1 3 1 1 2 3 1 1 1 3 1 2 1 1 3 2 1 1 2

rlrr llll lrlrlr rrrll rr lrl lrlrl
neck were thrown quite in the shadow
 1 1 2 3 3 1 2 1 2 2 1 2 3 1 1 2 3 2 1 2 1 3 2 1 2 2 3 1 3 3

lr llrlllrrr lrl lrrrr llll rllrlrl
by exceeding wit, which ever flashed
 1 1 1 3 2 1 1 2 3 1 2 2 2 1 3 1 2 3 2 1 2 1 2 1 2 3 2 2 1 2

lrrr rll llrrrrlrl rrrl
from her brilliant mind.
 1 1 3 2 1 1 2 1 2 2 1 1 2 3 1 2 2 3 1 1 thumb

The above sentences were selected from the Caligraph pamphlet. After practicing well and faithfully on them, take the business forms, hereinbefore given, and practice on them until you can write them without hesitation ; then have some one dictate to you until you are able to write sixty words a minute. That is professional work.

Be not disheartened if you fail to attain this speed as soon as you would wish, for thirty to forty words a minute is fair work, but be not content with this and persevere until you reach the highest possible speed.

Exercises for the Hammond Typewriter.



The quick brown fox jumps over the
 rrr rrl lrrrr lrl lllr rrrr rrr
 123 33213 11234 123 33212 2412 123

lazy dog.

lrlr lrl
 1144 123

Space with thumb.

The judicious advocate will never
 rrr lrlrlrrrr rrlrrrr rrl rrrrr
 123 331211232 21421213 3211 31423

forget that a good cause may be
 lrrlrr rrrr r lrrl lrrrr lrr lr
 121221 1321 1 2221 11321 214 11

quickly lost by too much zeal.
 lrrlllr lrrr lr rrr lrlr lrrl
 3321314 1321 14 122 2312 4211

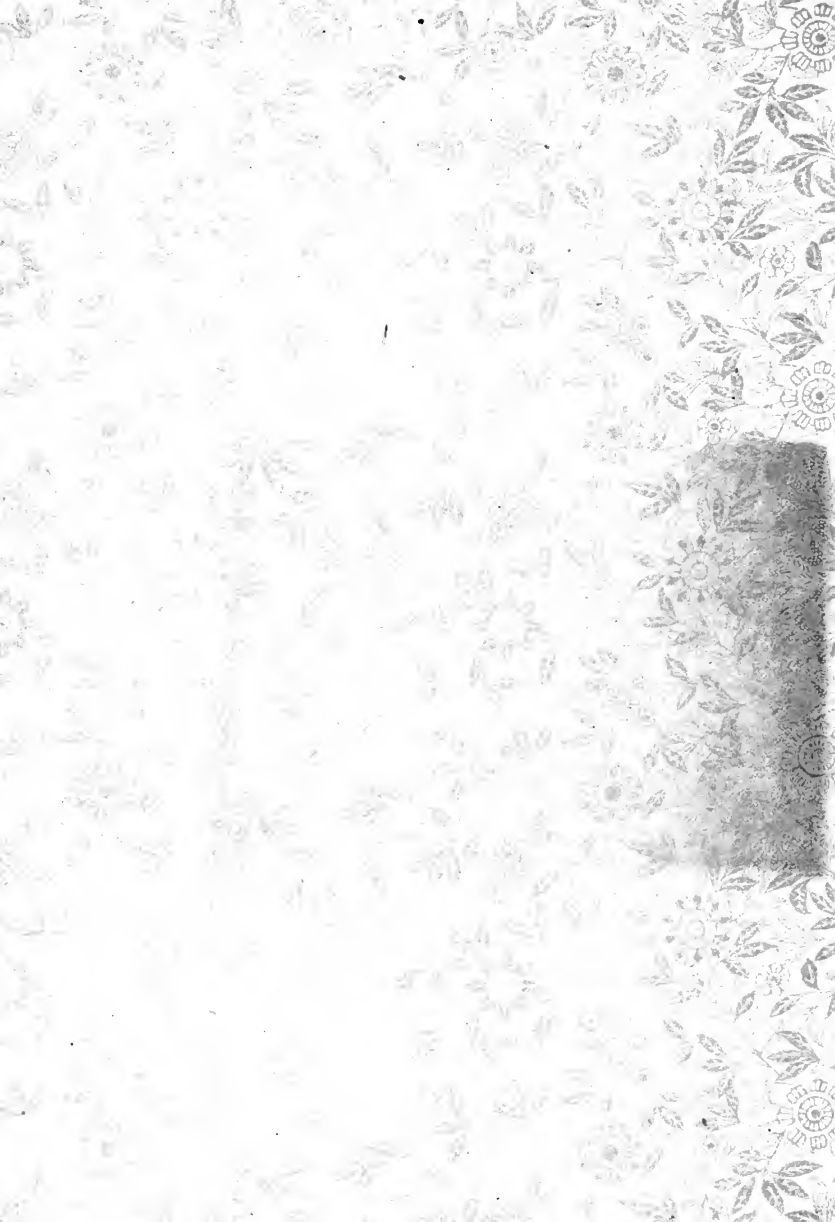
Dazzling jewels pendant from her
 rllllrl lrrrlr lrrlrrr lrrl rrr
 11441232 313112 2131131 1122 123

neck were thrown quite in the shadow
 rrl rrl rrrrr lrrrr rr rrr rrrlrr
 3113 3121 121234 33213 23 123 221123

by exceeding wit, which ever flashed
 lr rllrrllrrl rrr rrrl rrrr llrrrrl
 14 241221242 321 31212 1412 1112231

from her brilliant mind.
 lrr rrr lrrllrrrr lrrl
 1122 123 112112131 2231





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