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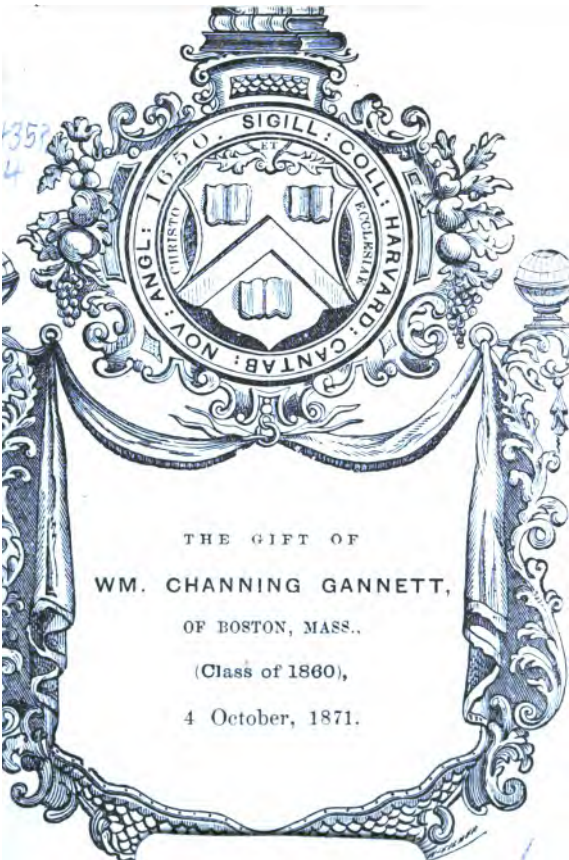
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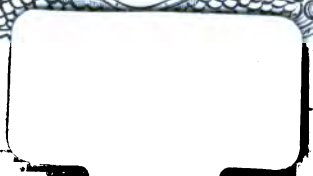
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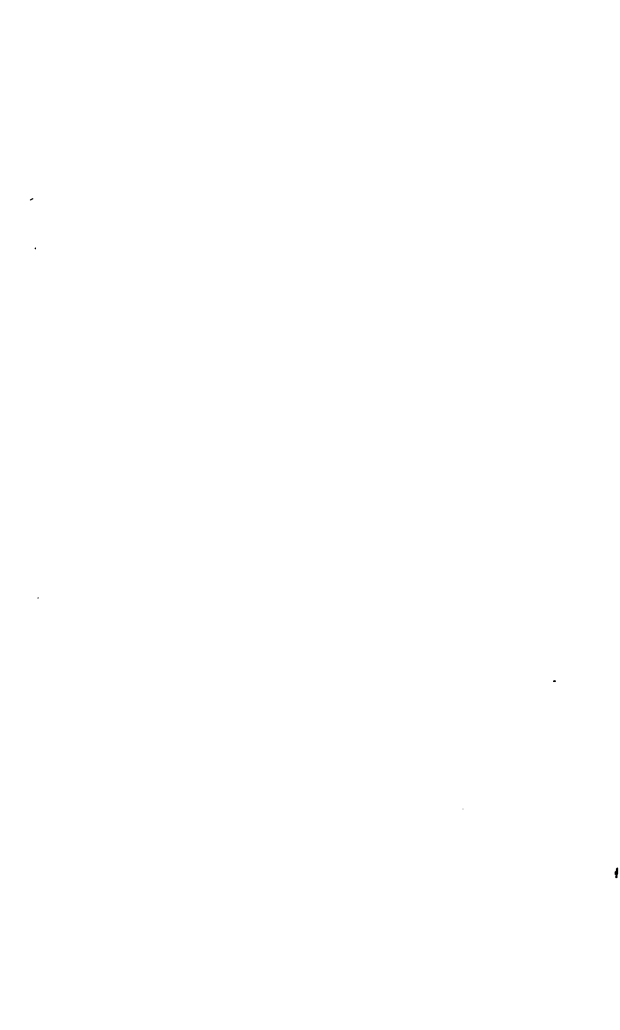


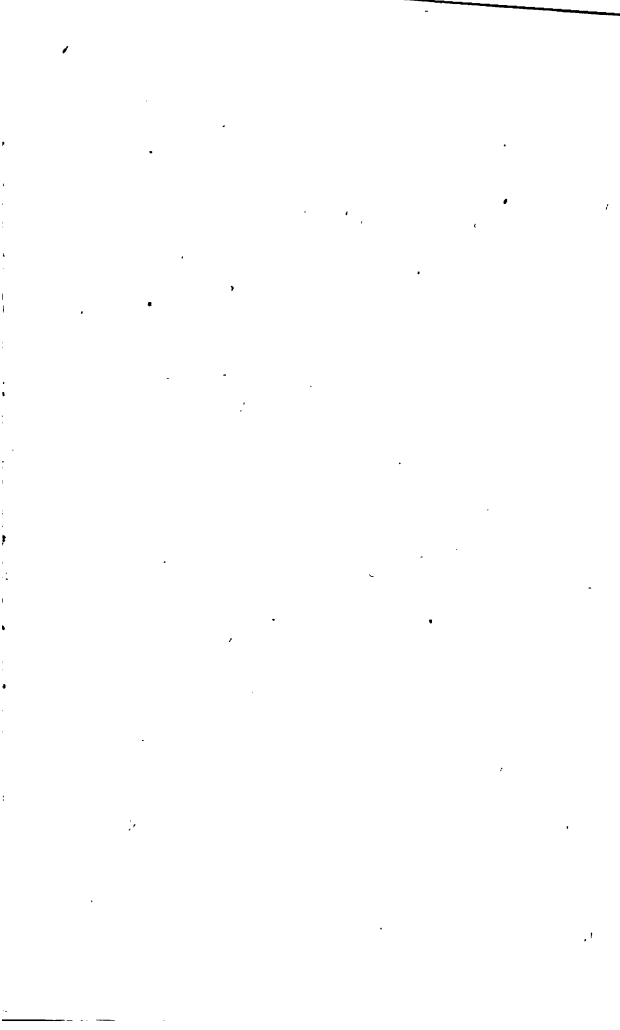
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WM. CHANNING GANNETT,  
OF BOSTON, MASS..  
(Class of 1860),  
4 October, 1871.

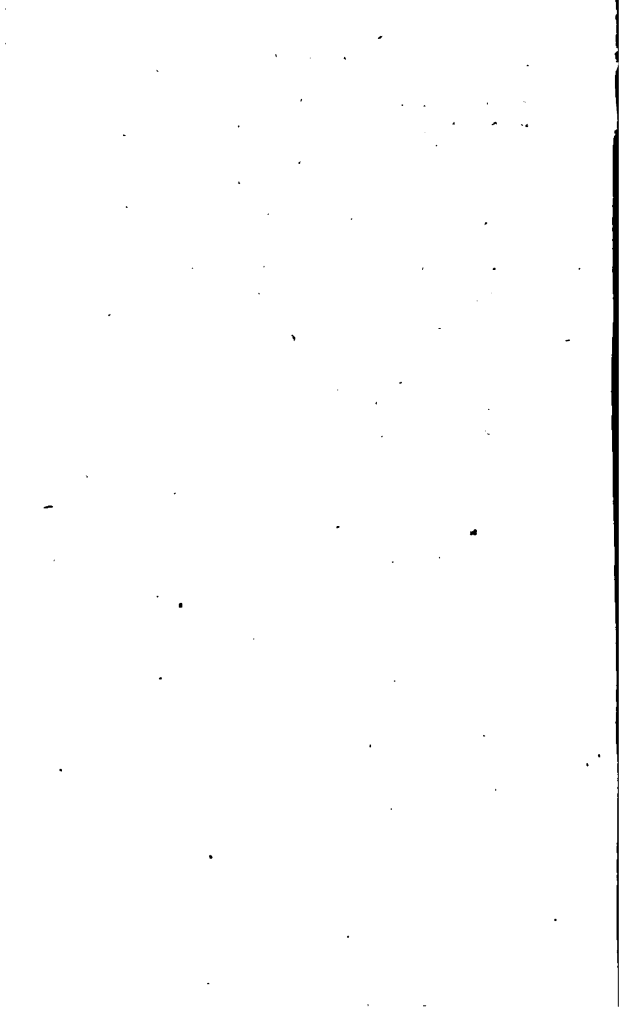


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THE  
**UNIVERSAL WRITER;**

OR,

**Short-Hand Shortened,**

BEING THE MOST CORRECT, EASY, SPEEDY AND  
LEGIBLE METHOD EVER YET DISCOVERED,

WHEREBY

*More may be written in one hour, than in eighty  
minutes by any other System hitherto  
published:*

An attention to which, by this method, any person may  
qualify himself, in a short time, to note down the lan-  
guage of a public speaker in a style both beautiful  
and legible, word by word, as fast as delivered,  
and may likewise read it distinctly at any  
distance of time after it is written.

—:~:—

*Compiled and improved from the latest London and  
American Publications.*

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**BY ISAAC STETSON,**

Professor of Stenography.

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Philadelphia:

PRINTED BY JOHN YOUNG, 34, NORTH THIRD-ST.

1834.

1871, Oct. 4. Gift of  
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 of Boston. (76.26.1860.)

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**EASTERN DISTRICT OF PENNSYLVANIA, to wit:**



**BE** it remembered, That on the thirtieth day of June, in the forty-eighth year of the Independence of the United States of America, A. D. 1824, ISAAC STETSON, of the said District, hath deposited in this office the title of a Book, the right whereof he claims as Author, in the words following, to wit.—

“The Universal Writer, or Short-Hand shortened; being the most correct, easy, speedy and legible method ever yet discovered, whereby more may be written in one hour than in eighty minutes by any other system hitherto published: An attention to which, by this method, any person may qualify himself, in a short time, to note down the Language of a public speaker in a style both beautiful and legible, word by word, as fast as delivered, and may likewise read it distinctly, at any distance of time, after it is written. Compiled and improved from the latest London and American publications. By Isaac Stetson, professor of Stenography.”

In conformity to an Act of the Congress of the United States, intituled, “An act for the encouragement of learning, by securing the copies of maps, charts, and books, to the authors and proprietors of such copies, during the times therein mentioned; and also to the act, entitled, “An act supplementary to an act, entitled, “An act for the encouragement of learning, by securing the copies of maps, charts, and books, to the authors and proprietors of such copies during the times therein mentioned,” and extending the benefits thereof to the arts of designing, engraving, and etching historical and other prints.”

D. CALDWELL,

Clerk of the Eastern District of Pennsylvania.

59-232  
 3



# INTRODUCTION.

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THE ART OF SHORT-HAND, after struggling with the prejudice or indolence of more than a century, has at length become an important object of general education, and is regarded as a necessary acquisition to the scholar and the gentleman. The value of its attainment is indeed sufficiently testified by the number of competitors who have endeavoured to obtain the public attention by the publication of their peculiar systems. The readiness of professors of stenography, to communicate their discoveries and improvements to the world, has been in proportion to the encouragement afforded them by the community; and the result of competition in this as in every other branch of human knowledge, has been its gradual advancement to perfection.

It does not appear, from the writings of the Ancients, that they were acquainted previous to the Christian æra with any regular system of abbreviation by which they could embody the eloquence of their orators, or promote the convenience of private composition. Yet some imperfect attempts at regular abbreviation were made by the Clergy and the Monks of the bar-

barous ages; but their efforts usually terminated in nothing more satisfactory than the substitution of a single horizontal stroke for an M;—the occasional employment of the initial letter alone,—and the frequent omission of the termination. The Egyptians, who were early distinguished for their learning, at first represented words by a delineation of figures called hieroglyphics. But a more concise mode of writing was afterwards introduced, in which only a part of the symbol or picture was drawn. After them the Hebrews, the Greeks, and the Romans, adopted different methods of abbreviating their words and sentences, chiefly by substituting the initials, the finals, or radicals, for whole words, and various combinations of these sometimes formed a sentence.

The Greeks, it has been said, first invented the substitution of arbitrary characters for words, and the invention has been ascribed to Xenophon, the Philosopher and Historian, who afterwards successfully introduced it, to his friends and patrons, at Nicolai. The Romans soon availed themselves of these improvements. Bishop Wilkins informs us, that Ennius, the Poet, invented eleven hundred arbitrary characters; and after this the plan was considerably improved by Tyro, and held in high estimation at Rome. Some writers, on this subject, have asserted that Cicero instructed and employed Short-hand writers in the Roman Senate. Afterwards, in the time of Augustus, they were appointed to register and digest the public Acts.

Titus Vespasian was remarkably fond of shorthand, and, although he added nothing to its improvement, yet it has been said, that he greatly excited the attention of his contemporaries, not only by his fond attachment to its practice, for the sake of amusement, but by his repeated efforts to convince his subjects of its vast utility, both in transmitting to posterity the orations of the most celebrated orators, and in promoting the convenience of private correspondence. Seneca, the Philosopher, increased the number of Characters to about five thousand. The celebrated speech of Cato, relative to the Catalinian conspiracy, was taken and preserved in this species of writing.

The first English Treatise on this subject, is supposed to have been written by Dr. Timothy Bright, about the year 1588, under Letters Patent from Queen Elizabeth, to whom it was dedicated by the title of the "Art of Short, Secret and Swift Writing by Characters." And in 1590, a similar work was published by Peter Bale. In 1618, Mr. Willis invented a Short-hand Alphabet. The next improvement of any importance was by Mr. Byrom, who excluded all vowels in the middle of words. These were, doubtless, improvements of vast importance, and will ever be admired, as the true principles of every practicable system of Stenography. But, even these improvements were inadequate to the purpose for which the art was designed. Therefore, the authors can only claim the merit of having opened a door for the further

improvement of their successors. And it is certain that no inconsiderable number have exercised considerable ingenuity in the publications of their peculiar systems, many of whom are, indeed, entitled to much credit for their improvements. But none have yet been so fortunate as to establish a permanent system. We have, however, just reason to believe, that the time is not far distant when the merits of this invaluable art will be more duly appreciated, and, when every philanthropist and every lover of science will most cheerfully unite in forwarding the æra in which it shall be introduced into all our Colleges, Academies, and other seminaries of learning.

The utility of Short-hand to the reporters of debates—to the students in the courts of law—to the intelligent historian—to the private scholar—to the man of business—and to every individual whose convenience may be promoted by a mode of writing at once easy, secret, and expeditious, has been too long acknowledged, and is in itself too evident, to demand the further exposition of the Editor: but its indirect uses are not less evident than its direct application to all the purposes of life. The immediate utility of the mathematics is less evident than their tendency to inure the mind to habits of intense and persevering study, and to train it to a regular and systematic method of investigation. In the same manner the practice of Short-hand may powerfully contribute to facility of conception; to accuracy of observation;

and to that rapidity of apprehension and execution which of all other qualifications are the most necessary in the general intercourse of society.

The effusions of ancient eloquence, resplendent and beautiful as the united testimony of successive critics have declared them to have been, were forgotten with the occasion that gave them birth, and delighted the fortunate individuals alone who witnessed their delivery. The orations ascribed to the Grecian and Roman warriors and statesmen, by the historians, were the fictitious compositions of the narrator, and instead of communicating interest to his productions, had no other tendency than to vitiate the purity, and discredit the fidelity of history.

The speeches of Cataline and the harangues of Fabius, as represented by Cato and Plutarch, were either the mere invention of the writer himself, or are constructed on a general outline, according to his own modes of thinking and his own peculiarities of style. Nor have the moderns been merely deluded by fanciful and fictitious orations. The eloquence of the great masters of an ancient oratory has been but imperfectly transmitted to posterity. The orations of Cicero and Demosthenes, however excellent in themselves, are, compared with the unknown and forgotten harangues of their contemporaries, but as a single star, compared with the innumerable luminaries of the firmament: and the powerful efforts of Plato ar

Hortensius, in the contests of oratory, live only in the praises of their contemporaries.

How much would mankind have been delighted and improved, had the defence of Socrates, and the oration of Caracticius been transmitted to us as they fell from the lips of these celebrated men, and with all the characteristic peculiarities of thought and expression that were visible to the eye of the auditor! When Regulus exhorted his countrymen to persevere in their enmity to the Carthagenians though his life depended on their submission;—and when Virginia implored the vengeance of the Senate against her ravisher, the struggles of patriotism, and the resentment of virtue, presented to the mental eye of the auditor a picture, which, had he been able to embody it, would have excited the admiration of future ages, as much as it improved and delighted the masters of the world. The simple and unpremeditated eloquence of nature would have outvied those elaborate harangues by which successive historians and dramatists have endeavoured to ennoble the characters of the hero and the virgin; and while they obtained an irresistible command over the feelings, they would have contributed through the medium of the Stenographer, to the correctness of history, as much as to its beauty and sublimity.

The multiplicity of former systems present a serious obstacle to the successful exertions of a new claimant on the public favour. It is natural to conclude that nothing new can be

added to an art on which so many predecessors have exercised their ingenuity. It is suspected, that the latest attempt is similar to all that have gone before it, or deserves the name of novelty at the expense of perfection. The author flatters himself, however, that it will be impossible to take even a cursory review of the present system, without observing the number and importance of his improvements. On comparing it with the most popular systems, it will be found that in the **THREE** great requisites of *brevity, distinctness and expedition*, it is decidedly superior. In several modern systems, expedition has given place to elegance; and their writers, in the love of symmetry and ornament, have forgotten the first great object of their art. If it be the purpose of many of the author's predecessors to form a beautiful intermixture of curvilinear, horizontal, and perpendicular lines, they have succeeded. But the author of the present system has endeavoured to do something more, and to enable a person to attain an art by which he may follow the most rapid speaker, and afterwards read his own reports and memorandums, with correctness and facility. To do this is the first and original intention of Short-hand, to which all others are subordinate.

TO THE  
**MASTERS OF ACADEMIES,**  
 Schools and other Seminaries of Learning;  
 TO THE  
**STUDENTS IN LAW, PHYSIC AND DIVINITY,**  
 At Universities;  
 To Writers, Masters, Clerks, and Peasants  
 Of every description;

This new and improved System of Short-Hand, which has not only received the unbounded applause of the most celebrated Masters of the Art, but has also been recommended by them as the most perfect System ever presented to the public, (being founded on the principles of unsophisticated philosophy, and adapted to the present state of literature in the United States,) is, with the utmost gratitude and respect, humbly submitted to them for their patronage.



THE  
EXCELLENCY AND UTILITY  
OF  
SHORT-HAND.

\*\*\*

READER, in few words to decry,  
This ART's exceeding excellency;  
Hereby as much more writ may be,  
In margin, as in page you see:  
And what at large takes up a day,  
May in one hour be writ this way.  
Its usefulness can scarce be told  
It is so very manifold:  
Hereby you may with ease and speed,  
Commit to writing what you read;  
And what you write, you may hereby  
As soon commit to memory.  
Letters, and other things may be  
Transcribed with celerity;  
And sermons writ, even from the lip,  
And sudden thoughts, before they slip.  
Reports and speeches, and orations,  
Marginal notes, and interlineations;  
And daily memorandums, too,  
And things not fit for public view.  
Useful it is for the traveller,  
Trader, soldier, ambassador;  
Student and gentlemen need know it,  
Physician, lawyer, preacher, poet,  
For every person in his station,  
'Tis useful unto admiration!  
And 'tis as short as short can be,  
'Tis Short-Hand's short epitome.

## *Of this Epitome of Stenography.*

Secret, short, swift, this writer is, the sun's course seems but slow to his.  
The Teacher's nimble tongue comes short T, this writer waits his next T, report T,  
Eagles are swift, his pen doth flee, he E, his quill an Eagle's seems; to be.  
No clouds can flee, Nor waters run, swifter than his quick strokes have done.  
One posting swiftly to and fro, his Off-turned quill doth even so.  
Galley or ship with sails and flag; the weaver's shuttle, leopard, stag,  
Roe, dromedary, horse, or hare; or the swift swimming dolphin ra R,  
And the quick scribes, As, shemaj A, baruch es R, and Elishm A,  
Paint forth as Patterns in a map, this art's true Portraiture and sha P.  
Haste, Haste to learn what it doth teach, swiftness and shortness both to reach.  
Yea both in Stenography I Y, much more in this epitom Y.

*Of the Stenographic Alphabet, &c.*

The first subject which invites the attention of the learner is the Stenographic Alphabet.— And as this is the foundation on which the whole art is built, and on which all subsequent improvement will depend, I shall not content myself with having merely arranged the characters with the words which they represent, but, shall also endeavour to explain the nature and formation of these characters in such a manner, that the learner will readily discover the simplicity of the art, and be able to perfect himself in its practice without any further assistance than with the book alone.

The characters of which the Stenographic Alphabet is composed, are sixteen in number, and are the simplest in nature, consistent with legibility. These are readily combined with each other, in spelling words, and form a perfect symmetry in the whole, giving to the writing an easy and graceful appearance in a small space.

The alphabetical characters are to be considered in a double light; first, as representing the letters of the alphabet, and secondly, as arbitrary marks for those words that are annexed to them, and for which they always stand when placed by themselves; but if joined together, they are to be read as letters.\* Hence it is obvious that these words, as well as the characters which denote them, should

be so indeliably fixed in the memory, as to be recollected without the least hesitation. For as the chief difficulty in writing as well as in reading Short-hand arises from the novelty of the characters, and from the want of familiar acquaintance with them, the future proficiency of the learner, and his readiness and facility in writing and reading, will principally depend upon the accuracy of his knowledge of these characters, and the words for which they stand.

With regard to these characters, it may not be improper to observe, that each of them is possessed of three distinct powers. First, when it stands by itself it is intended to represent one or the other of those words annexed to it in the stenographic alphabet. Secondly, when placed close before any other character, it stands for one or other of those prepositions annexed to it in the table. See plate, No. 2. And, thirdly, when close at the end of other marks, it signifies one or other of those terminations annexed to it in the table. See plate, No. 2.

This will be found a great help to the memory; for by remembering the one, the other cannot be forgotten.

## EXPLANATION OF THE PLATES.

1. *Plate 1*, Is a specimen of joining characters—one letter at the top and another at the left are joined at the angle of meeting.

2. *Plate 2*, Exemplifies the method of representing prepositions and terminations.

3. *Plates 3 & 4*, Contain the Declaration of Independence, written in short-hand. It is also printed at full length immediately preceding the plates. This is designed to facilitate the learner in forming a correct and handsome style.

## GENERAL INSTRUCTIONS.

1. The learner should commence by writing the characters of the alphabet, at the same time repeating to himself the letters and words at the right hand, till the whole are familiar.

2. Proceed in the same way with the double and triple consonants.

3. Join all the characters different ways, at the same time repeating the letters and words which they represent. [*See Plate 1.*]

4. Write, and commit to memory, the prepositions and terminations. [*See Plate 2.*]

5. Write, in short-hand, the declaration of Independence, comparing with the plates, 3, 4,

**THE STENOGRAPHIC ALPHABET,**  
*And the Words the Characters represent when  
 alone by themselves.*

|     |   |                              |
|-----|---|------------------------------|
| b   | ∧ | be by been but               |
| d   | / | do did done day              |
| f v | ∪ | of off if every              |
| g j | ) | God good give go             |
| h   | ∩ | have he had him              |
| k q | ∩ | no know knew known           |
| l   | ∩ | Lord all love life           |
| m   | ∖ | me my many may               |
| n   | — | not and an in                |
| p   | ∪ | put peace person power       |
| r   | / | are art our or               |
| s   | o | his is as us                 |
| t   | l | to into unto it              |
| w   | ) | we with which who            |
| x   | c | example except accept exceed |
| y   | ✓ | you your ye year             |

*Rules for making the Characters.*

Make the hook first to, b, h, and y.  
 Make d, g, m, p, t, and w, downward.  
 Make r and l upward.  
 Make f, k and n from left to right.

*Rules for Spelling.*

1. The words in the alphabet are represented by the characters at their left; but all other words are to be spelt and written according to the sound of the letters, without any regard to orthography. Ex. might mit, light lit, bright brit:

2. Omit all vowels in spelling, except when distinctly sounded at the beginning and end of words, Ex. envy nv, entity ntt, obey oba, away awa, lay la, day da, pay pa.

3. Let K or S supply the place of C. Ex. came km, consider konsider, capable kpbil, science sience, receive reseive.

4. H may frequently be omitted as follows: Ex. help elp, heaven even, highway iwa, how ow.

5. For, ph and gh, use f or v. Ex. philosophy flosophy, Philadelphia filadelfia, enough enuf, tough tuf.

6. When double consonants occur, use only one; but if a vowel intervenes use both. Ex. commendation comendation, memory mmory, people, pple.

7. B and W may be omitted as follows: Ex. slumber slumer, number numer, answer anser, sword sord.

8. Let S supply the place of Z, in all cases.

*Rules for Writing.*

1. With a hard black lead pencil, patent silver or steel pen, or with the common pen made fine, with a short slit, and a narrow nib or point, proceed to write in short-hand.

2. The pen is never to be lifted in writing a word, except to make a preposition, termination, or vowel.

3. When a vowel is to be written, make a small dot; and if it belong to a particular word, let it stand near that word, at the right or left; if not attached to a word, give it the same room as any other character.

4. The character *y* is never written at the end of a word, (as it is there a vowel) but is expressed by a dot, except it be to make the termination.

5. The character for a diphthong, is used only to express proper diphthongs.

6. The character for *ious*, is used at the last end, but never in the middle of a word.

7. Common figures may be used to represent numbers, but they should be made larger than the other characters that they may be more readily distinguished.

8. The common marks for punctuation may be used in Short-hand, except the period, which would be taken for a vowel. But when a sentence is complete, to leave a blank of half an inch, and let each paragraph begin a new line, are the only distinctions necessary.



*Of the Double and Triple Consonants, &c.*

When the learner has made himself master of the Stenographic Alphabet, so that he can write the characters tolerably swift and correct, and has likewise established in his memory the words annexed to them, he may then proceed to the next lesson, namely, the double and triple consonants. These, from their frequent occurrence in sentences, are found highly essential to the perfection of Stenography. Therefore, the author of the present system has deemed it expedient to arrange these characters, which are appointed to represent the double and triple consonants, on an entire new plan; and by so doing, he trusts he has made no inconsiderable improvement in the art, but has obviated one great error into which all former writers on the subject have fallen: for by this judicious arrangement of the characters, the writer is not only enabled to express nearly the whole of the double and triple consonants with a single character, but that without any additional burthen to the memory, because most of these characters are extracted from those of the alphabet, consequently the one will assist the other.

These characters are possessed of another very essential qualification, namely, greater brevity than those of any other system; and must therefore contribute in communicating that indescribable dispatch which gives

this system a decided advantage, in point of expedition, (as well as legibility,) over any other system ever yet discovered. Like the characters of the preceding lesson, they always serve in a double capacity; that is, as consonants when joined, and as arbitrary characters for those words annexed to them, when they stand alone; so that it is impossible to mistake either in using or in reading them.



*The Double and Triple Consonant Characters,  
and the words which they represent.*

|           |   |                            |
|-----------|---|----------------------------|
| bl        | l | believe belong behold      |
| br        | r | bear bring brought         |
| ch        | h | such much change           |
| fl        | l | feel fell fall             |
| fr        | r | for fear from              |
| gl        | l | glad glory glorious        |
| gr        | r | great grief grace          |
| pl        | l | plenty public people       |
| pr        | r | pure poor prove            |
| sh        | h | shall shalt should         |
| sl        | l | soul sell salvation        |
| sm        | m | some same seem             |
| sn        | n | sun seen soon              |
| sp        | p | speak spent speech         |
| spr       | r | spirit spare spread        |
| st        | t | sight sought set           |
| str       | r | strong strength strange    |
| th        | h | the they that              |
| thr       | r | there other their          |
| diphthong | h | how now thou               |
| ious      | h | conscious righteous genius |

OF THE  
**PREPOSITIONS AND TERMINATIONS,**  
 OR,  
*Beginnings and endings of long words.\**



A person possessed of the true spirit of Shorthand, will not be satisfied with merely knowing how to express all the letters of a word, by the shortest and easiest strokes; for, if all the words were to be written letter by letter, (however complete the alphabet may be,) it would be too tedious, and not answer the end proposed; namely, that of keeping pace with a speaker: he will, therefore, require further instructions how to describe, intelligibly, words and sentences, by as few of those strokes as possible; for, as expedition is an acquisition of the first importance, and of all other qualifications the most essential to the perfection of the art, every means capable of promoting this de-

\* These are represented by their respective characters joined to the rest of the word, of which they form a part, the prepositions at the beginning, and the terminations at the end, as their names imply.

Usually, the first consonant of the preposition or termination is found to be the most natural expression for it, as being the most regular, and at the same time contributing, generally speaking, to assist the recollection more than any other.

sirable object (to which all other excellence is subservient,) may doubtless be called in to our assistance, without which the desiderata of the art, that of keeping pace with the speaker, (and particularly when orations are continued for a considerable length of time, and great dispatch is required,) would scarcely be attainable. For this reason I have introduced all the most essential prepositions and terminations; as, in them consists the chief power of language, and consequently, the source of innumerable abbreviations.\* The prepositions and terminations being extremely essential to promote expedition (by the innumerable abbreviations which they contain,) have been adopted, more or less, by the various writers on this art. But unhappily for the purpose of expressing them, they have fallen upon the expedient of making numberless arbitrary marks, awkward symbolical characters, and common alphabetical letters; (than which nothing is a greater obstacle to expedition,) and therefore it must have excited the surprise and disgust of all those who have studied the art sufficiently to investigate its principles; for it is obvious that these kind of characters occupy nearly as much time in writing, as if the word was written at full length. Nothing therefore more plainly shows the peculiar advantage of ex-

\* There are more than eight thousand words in the English language beginning with one or other of these prepositions; and above twelve thousand words in the same tongue ending with one or other of these terminations.

pressing the prepositions and terminations by the alphabetical characters than by this mode; they may be performed with the greatest ease and dispatch; and that without burthening the memory with a multiplicity of common alphabetical letters, and of arbitrary and symbolical characters so predominant in most of former systems. There are many advantages arising from this simple method of expressing prepositions and terminations; but the utility of these lessons being too obvious to need any further illustration, I shall conclude my observations hereon by reminding the learner, that if he would take advantage of the wide field of practice, which this system is capable of, he will find it necessary to make himself acquainted with the lessons and rules in their progressive order; and notwithstanding it may occasion some trouble to commit them to memory, the learner may rest assured that these difficulties are richly worth encountering for their advantage to the facility of writing, will abundantly add to the pleasure, and compensate for that trouble which a little practice will soon overcome.









*Propositions or beginnings of long words.*

|    |   |                              |
|----|---|------------------------------|
|    | \ | anti ante ad advan           |
| b  | \ | ab ob abs obs                |
| h  | 7 | hypo hyper                   |
| k  | ∩ | contri contra contro counter |
| m  | \ | multi magni                  |
| n  | — | inter intro enter            |
| p  | C | oppo opper appro             |
| pr | ∩ | per pre pro                  |
| r  | / | recon recom rein reira       |
| s  | o | sub sup super circum         |
| t  |   | trans temp                   |
| x  | o | exter extin extra            |
| d  | / | dis discon discom            |

*Terminations or endings of long words.*

|    |   |                            |
|----|---|----------------------------|
| d  | / | dant dent duct             |
| f  | ∪ | ful flict flect            |
| fr | ∪ | form ference               |
| g  | ) | guish ject                 |
| h  | ∩ | hend hendid hension        |
| k  | ∪ | claim clude clusion        |
| l  | ∪ | ly less lessness           |
| m  | ∪ | mand mend mental           |
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PROPOSITIONS. AND TERMINATIONS.

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## PREPOSITIONS.

*Antichrist*  
*contribute*  
*multiply*  
*interest*  
*pertain*  
*reconcile*  
*subscribe*  
*transmit*  
*external*  
*dismiss*

*antecede*  
*control*  
*magnify*  
*intercede*  
*proscribe*  
*recommend*  
*suppose*  
*transgress*  
*extinguish*  
*dispose*

*anticipate*  
*contrast*  
*magnitude*  
*intersperse*  
*propose*  
*reimbursement*  
*subservient*  
*transplant*  
*extraordinary*  
*disinterested*

## TERMINATIONS.

*Abundant*  
*faithful*  
*reclaim*  
*extinguish*  
*comprehend*  
*only*  
*command*  
*incendiary*  
*himself*  
*fellowship*  
*forward*  
*glorify*  
*nation*  
*nations*  
*sing*  
*sings*  
*fidelity*  
*conclusive*  
*respect*

*prudent*  
*conflict*  
*conclude*  
*object*  
*apprehension*  
*many*  
*demand*  
*nugatory*  
*abstract*  
*martial*  
*backward*  
*signify*  
*reflection*  
*reflections*  
*thing*  
*things*  
*formality*  
*abortive*  
*subscribe*

*conduct*  
*reflect*  
*include*  
*subject*  
*misapprehension*  
*needless*  
*refinement*  
*firy*  
*district*  
*partial*  
*onward*  
*organize*  
*portion*  
*portions*  
*wing*  
*wings*  
*ability*  
*active*  
*whenever*

*Arbitrary and Contracted Characters.*

In order to render this system more comprehensive, I have given the following rules for abbreviation. These, though not appertaining to the ground work of the system, will, nevertheless, be found a very great assistance both in point of expedition and legibility.

1. Let a dot above the line stand for, *with the, was the.*
2. A dot below the line for, *for the, from the.*
3. A horizontal touch, above the line for, *in the, of the.*
4. The same touch below the line for, *and the, by the.*
5. Two dots above the line for, *to the, at the.*
6. The same dots below the line for, *is the, as the.*
7. A colon for, *that the, that they.*
8. Two horizontal lines for, *— Equal, quality, quantity.*
9. A long e for, *Expect, experience, expose.*
10. An inverted stenographic h for, *hand, heart, has.*
11. A large stenographic Q for, *quick, question, quite.*

## AN ANTITHESIS;

*Or, the Opposition of Words.*

When two words of a *contrary* signification come together; or, with a word or two between them; write the first *contrary* word, and afterwards express the *opposition* by drawing a line under it. E. X. Life and death      *Good*  
and bad      *Day and night*      *Summer and*  
*winter*      *From darkness to light*      *From*  
*the east to the west*      *Both the just and the*  
*unjust*      *Neither the rich nor the poor, &c.*

When two words come together, denoting the difference of *sex*, write as above E. X. *He*  
and *she*      *Male and female*      *Man and*  
*woman.*

Or, if two correspondent terms of *relation* fall together, they are signified in the same way. As, *husband and wife*      *Father and mother*  
*Parents and children*      *Son and daughter,* &c.

## OF REPETITIONS OF WORDS, &amp;c.

If a word be repeated, you may signify it by drawing a line *over* the word, E. X. *Lord,*  
*Lord*      *Holy, holy*      *Ever and ever*      *Bet-*  
*ter and better*      *Worse and worse*      *More*  
and *more,* &c.

Likewise, if the word have *from* before and to after it. E. X. *From time to time*      *From*  
*generation to generation*      *From everlasting*  
*to everlasting*      *From place to place*      *From*  
*city to city*      *From generation to generation;*  
*&c.*

## DECLARATION OF INDEPENDENCE.

IN CONGRESS, JULY 4, 1776.

See Plates 3 and 4.

**WHEN**, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident: That all men are created equal; that they are endowed by their Creator with certain unalienable rights; that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that whenever any government becomes destructive of those ends, it is the right of the people to alter, or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate, that governments long established should not be changed for light and transient causes; and accordingly, all experience hath shown, that mankind are more dispe-



led to suffer while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain, is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operation till his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless these people would relinquish the right of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of their public records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved representative houses repeatedly, for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolutions, to cause others to be elected; whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise, the state remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these states; for that purpose obstructing the laws for naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice, by refusing his assent to laws for establishing judiciary powers.

He has made judges dependent on his will alone for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers, to harass our people and eat out their substance.

He has kept among us, in times of peace, standing armies, without the consent of our legislatures.

He has affected to render the military independent of, and superior to the civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his assent to their acts of pretended legislation:

For quartering large bodies of armed troops among us:

For protecting them, by a mock trial, from punishment for any murders which they should commit on the inhabitants of these states:

For cutting off our trade with all parts of the world:

For imposing taxes on us without our consent:

For depriving us, in many cases, of the benefits of trial by jury:

For transporting us beyond seas, to be tried for pretended offences:

For abolishing the free system of English laws in a neighboring province, establishing an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies:

For taking away our charters, abolishing our most valuable laws, and altering fundamentally the forms of our governments:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatever.

He has abdicated government here, by declaring us out of his protection, and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of

death, desolation and tyranny, already begun with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous age and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country; to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections amongst us, and has endeavored to bring on the inhabitants of our frontiers, the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes and conditions.

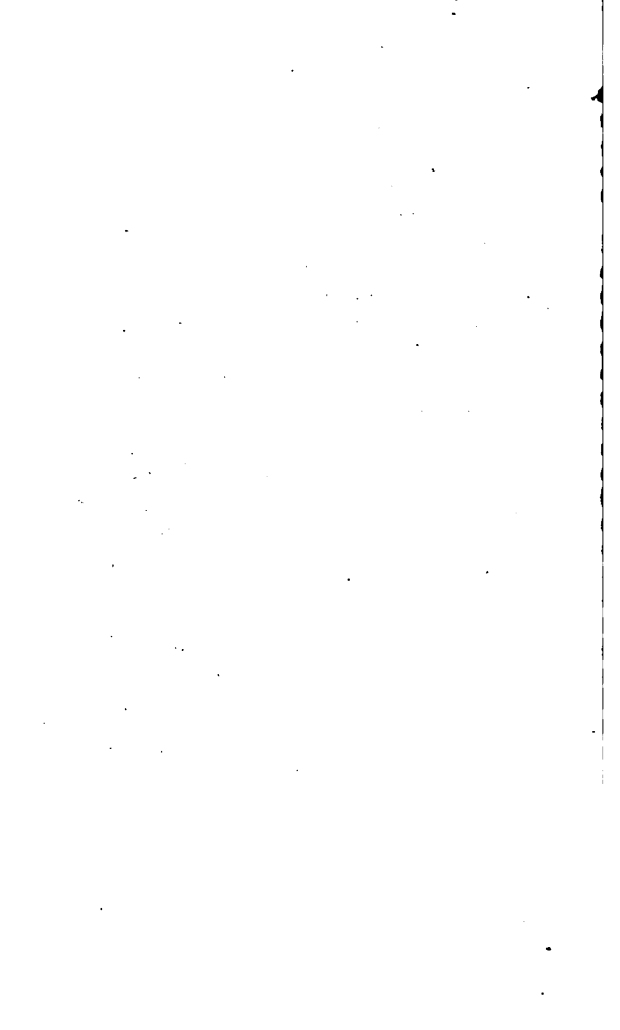
In every stage of these oppressions, we have petitioned for redress in the most humble terms: our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in attentions to our British brethren. We have warned them from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. The





Handwritten text in a cursive script, possibly a form or ledger, enclosed in a rectangular border. The text is densely packed and appears to be a continuation of a document from the previous page. The script is highly stylized and difficult to decipher, but it seems to consist of multiple lines of entries, possibly representing a list or a set of records. The text is written in black ink on a light background.





have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind—enemies in war, in peace friends. We, therefore, the representatives of the united States of America, in general congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare, that these united colonies are, of right ought to be, free and independent states; that they are absolved from all allegiance to the British crown, and that all political connexion between them and the state of Great Britain, is, and ought to be, totally dissolved; and that as free and independent states, they have full power to levy war, conclude peace, contract alliances, establish commerce, and to do all other acts and things which independent states may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honour.

**JOHN HANCOCK.**

## TO THE LEARNER.

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THE author of the present system has been very extensively engaged for a considerable length of time in teaching the art of *Short-Hand Writing* in most of the cities in the Union, and in various parts of the states of New-York, New-Jersey, Pennsylvania, Delaware, Maryland, Virginia, and North-Carolina; in which states he has successfully introduced it into many of the Colleges and Academies, from which he has since been favoured with recommendations of his system and method of teaching from more than three hundred of the Students who attended his instructions; and likewise from a considerable number of smaller classes in different parts of the abovementioned states, which, together with many others, received from individuals of the highest respectability, are a sufficient proof of the excellency and utility of the system.\*

The author having thus successfully taught, not only his own system, but also systems of

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\* More than one hundred recommendations, of this system of writing, has been received by the author, since his first attempt at teaching; but the one inserted, in this book, is thought to be sufficient to remove all prejudices that might have hitherto been formed respecting the ready acquisition of a knowledge of this science.

various writers on this art, and having faithfully sought the easiest method of teaching it, begs indulgence for the following hints to the learner.

Do not attempt to read your short-hand till you have rendered the characters (by writing them) tolerably familiar; neither attempt to arrive, by a royal road to its skilful and expeditious practice, before the rudiments of the art are permanently fixed on the mind; for it is evident that care at the outset, and patient attention to the first rudiments of an art, are the most effectual helps to success: and as the plan that he at first adopts will soon become habitual, it is highly necessary that at the outset great attention should be paid to the regular formation of the characters; as it will shortly reward him with the pleasure of being able to read his own writing without that hesitation which ill formed characters will occasion. And moreover, in their uniformity, the facility as well as the beauty and elegance of this art chiefly consists. This will be best, therefore, and most expeditiously effected by frequently copying and transcribing them; because such a method will likewise be attended with the advantage of familiarizing their forms much sooner to his mind, and of quickly communicating a degree of promptness in recollecting them when necessary. And consequently of giving him a habit of ease and expedition in writing which nothing but repeated practice can secure, for I have found by long experience and extensive practice in teaching, that this art is learned more by

example than by rules, and that it is the practice of the pen that brings a person nearest to perfection in this as well as in other writing.

In the practice of writing Short-hand, we reverse the liberties perpetually taken in long hand, that is, instead of employing more characters than are actually necessary to express the sound of words, we frequently make use of fewer. If we can tell what is wanting, it is all one as if it was there; the less expression there is, so much the better for the purpose of brevity, which justifies the greatest omissions, provided what is left be intelligible. With this view it is necessary to leave out all the vowels where they are not distinctly sounded at the beginning or end of words; for as they are so very much used that a syllable cannot be written without one or more of them, leaving them out will be of great advantage for saving of time in the writing. By a little attention it will be found that the sound of a word may be conveyed, though they are omitted in the middle of a word, as also at the beginning and end when they are silent: and though their omission may, for a while, at the first, render it difficult, for the learner, to read even his own writing without hesitation, yet, after a person is a little conversant with the writing, abbreviating will become easy and natural, and habit will make reading (though much abbreviated) no hardship at all. The consonants of which a word is composed together with the sense of the matter wrote, will lead, after a little practice, to the

respective vowels, and give the true sense of the word, which is all that is necessary. So, likewise, silent consonants may be omitted in spelling words, for we need only to write the radical letters of a word; that is, such letters as being pronounced will give the sound of the word for which they stand; as for instance, *xs* when sounded, produce the word *excess*; *ys*, which clearly marks *wife*; *mblsh*, which give the word *embellish*, &c.

In writing Short-hand, all awkward, twisting, or bending the hand or arm (which is so natural to beginners) should be utterly avoided. The pressure of the fingers upon the pen, the hand upon the paper, and the arm upon the table or desk, should be as little as possible, while the motion of the pen must be made with the *fingers*, and not by the *whole hand*; otherwise, in long and continued writing, the wrist will be tired and its progress greatly retarded.

Every part of a letter or character (whether ascending or descending,) should be made of an equal thickness or breadth, and the smaller the writing the more expeditious.

If the learner would qualify himself to write in public, by the easiest and most expeditious way, the following will, perhaps, prove the most effectual; i. e. let him procure a person to read extracts on different subjects with great deliberation (while he writes them down) every day, for about half an hour, the reader increasing in speed, as he finds his ability to follow him increase; thus each day he will perceive what

advances he has made. This method will be found far more effectual than writing a great deal at once, and returning to it no more: for experience teaches us that frequent repetitions will make a more durable impression on the mind, than one long and wearied attention to an object, without proper digestion, can possibly do: it will also afford more pleasure, with less fatigue to the learner. And though his *slow* progress at *first* may, perhaps, dishearten him; yet, by writing one half hour, each day, for a few successive days, he will find a very considerable improvement; for greater ease and facility in making the characters will increase upon him by practice, as it is by writing we learn to write.

By this mode he will moreover become familiarized with the manner of following a voice, will exercise the whole extent of his powers, and will overcome that confusion which always attends practitioners on their first attempting to write after a public speaker, sufficient at least to convince him, that practice will soon perfect him in the science. It will be best, therefore, for him to proceed in this manner, till he is so ready at writing as to be capable (by having his thoughts before his pen,) of expressing the characters in the same time that the words themselves can be distinctly pronounced; for, as *expedition* is the offspring of *practice*, and as every new combination, or fresh word, before it can be written by a learner, requires consideration; and that which demands thought at

the moment of performance, creates an impediment to prompt execution, it is obvious that the learner can never write swiftly until he is able to have his thoughts some words before his pen. This dexterity, therefore, which is neither the consequence of deep study, nor enlightened genius, nor has any connection with either; may assuredly be acquired by sedulous and vigorous application. This and this only will be the means of setting his hand, and will imperceptibly communicate a most fluent and dexterous habit of taking down with the utmost exactness, whatever is spoken in public; for it is with this as it is with all other arts to which a person has been used: after some practice, experience teaches the easiest method, and renders what seemed difficult at first, so very easy, that it frequently becomes a subject of surprise that even the very idea of such difficulty should enter the mind.

University of North-Carolina,

May 7th, 1824.

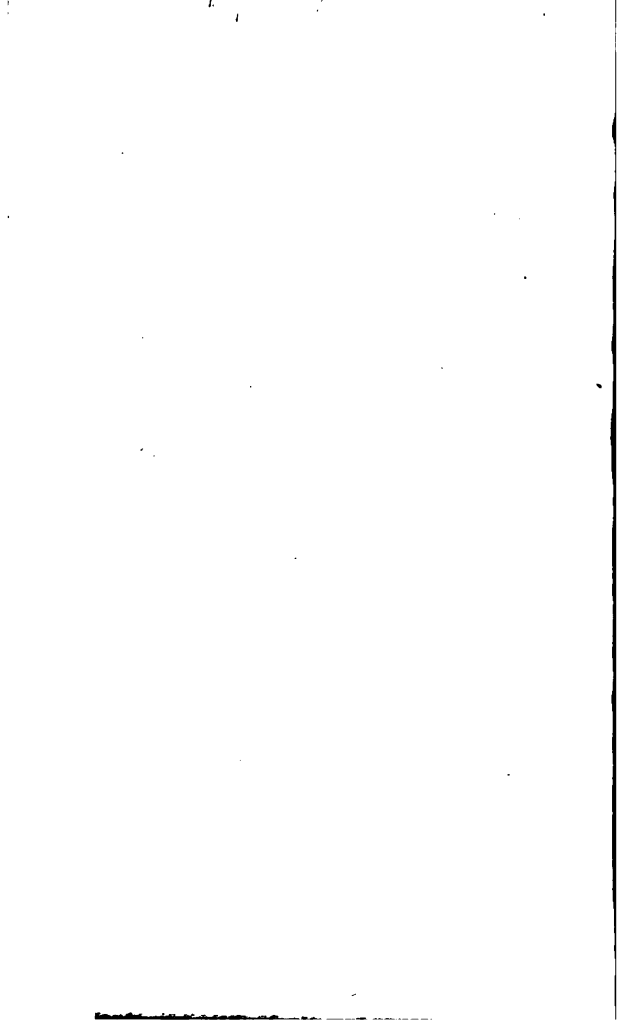
HAVING attended a course of Lectures delivered by Mr. STERSON, on the art of Stenography, we profess ourselves highly pleased, not only with his proficiency in practical instruction and the excellency of the system which he teaches, but with his gentlemanly manners and deportment. To a masterly knowledge of the art, he adds a remarkable facility of communication, which should recommend him to the attention of all who wish to become adepts in the Stenographic art. Under his instruction, the acquisition of that once tedious, dry and difficult science is easy and agreeable. And we have no doubt that all who may favour him with their patronage, will, like us, find their most sanguine expectations realized—nay, more, surpassed.

In testimony of our high esteem of Mr. STERSON as a man, and our high opinion of his qualifications as an instructor, we subscribe our names.

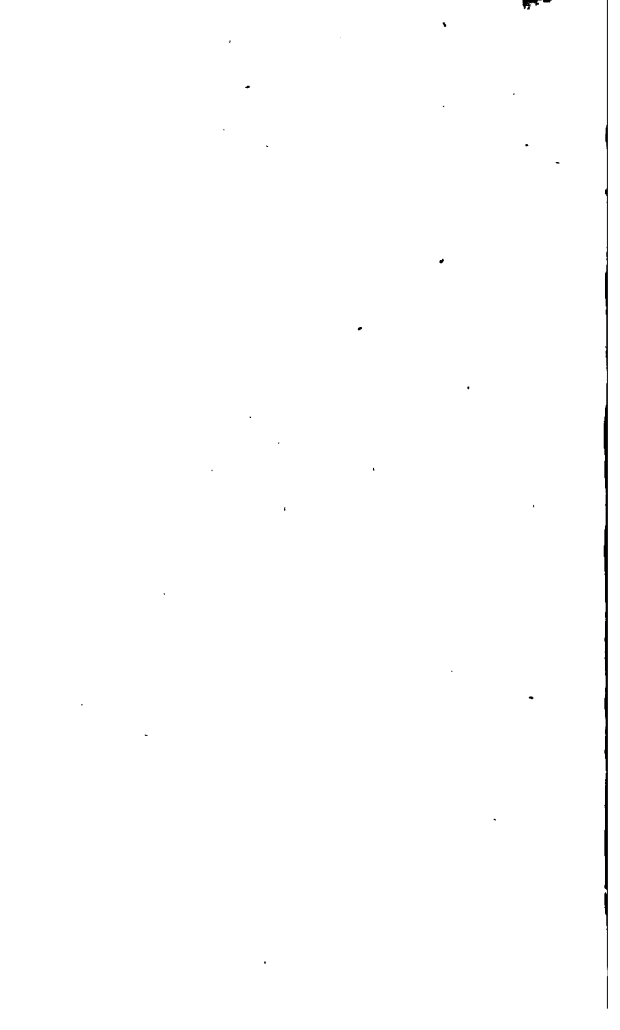
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| J. H. Lindsay,  | J. Gatlin,      | W. Alves,        |
| H. J. Lindsay,  | C. Graves,      | J. Carter,       |
| L. Lee,         | J. Glenn,       | W. D. Craofoord, |
| M. W. Moore,    | J. Haughton,    | P. Cameron,      |
| J. E. Morrison, | T. S. Hoskins,  | J. Clancy,       |
| G. Miller,      | L. Hughs,       | S. W. Popelston, |
| J. W. Norwood,  | T. S. Heberds,  | J. Rhodes,       |
| J. Norwood,     | T. Riddle,      | W. F. Ruffin,    |
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