STENOTYPY

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STENOTYPY

THIRD EDITION

To Labor Less and Accomplish More

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THE STENOTYPE COMPANY
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PREFACE

In this age of progress the machine is constantly conserving energy in every line of endeavor by supplanting and supplementing the cruder hand method. Stenotypy, being an adaptation of phonography to a machine, is an expression of the age. It has come, with other conservers of energy, to make correspondence work easier and more efficient — it has taken its place as the accepted means of verbatim reporting on the Fastest Writing Machine in the World.

This manual is the culmination of a diligent and painstaking research for the best method of presenting Stenotypy to students. The object of the research has been to find a plan of presentation which would enable students to learn Stenotypy in the easiest and most thorough manner possible. We give this book to teachers and students knowing that it is the best, and that a study and application of its contents will prepare students for a most valuable and useful business service.

THE STENOTYPE COMPANY,

SEPTEMBER, 1914.

Indianapolis.

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INTRODUCTION

Each of the first ten lessons of this manual begins with a finger drill which embraces the use of all letters previously learned, and includes the new letters or combinations introduced in that lesson. These should be written from dictation by the teacher, the student striking each letter or combination several times, while the teacher pronounces it once.

All arbitrary combinations used as letters should be referred to in each case only by the name of the letter represented. In this way the student will recognize **H**, when standing alone, as H; **R**, when standing alone, as R; and **HR** as L. To read well, the student must secure an unconscious association between the letter and the combination which represents it. Stenotypy is written in English and can be read only in the English letters which form the words; consequently, it is of paramount importance that the letter represented by the combination be recognized instantly.

The student should write the WORDS in the same manner as suggested for the keyboard drill, striking each word as many times as he can, evenly, after the teacher's pronunciation. After the words have been dictated as they appear in the vertical columns, they should be dictated across the page by lines.

Oral recitation on abbreviations should precede machine practice. The student should learn the letters which represent the *sounds* in the abbreviation, rather than the Stenotypic combination which forms it; for example, ne, *any*, instead of **TPHE**.

The phrases preceding the sentences should be recited orally, and thoroughly practiced until they can be written and read as easily as single words. Students should accustom themselves to writing logical phrases and to reading such phrases instantly.

The sentences accompanying each lesson include not only the new principles to be developed, but also a drill on all new abbreviations, and practice in phrasing.

All words connected by hyphens are phrases and should be written at a single stroke.

The sentences are arranged for self-dictation and should be practiced until they can be written easily and smoothly without conscious effort; they are also to be used for general classroom speed work. Fifteen minutes in both the morning and the afternoon should be assigned to this practice, the teacher timing the class for fifteen or thirty seconds at a time. The more advanced student should be able to write any given sentence two or three times while the beginner is writing it once.

In the same way the entire class should engage in a drill on abbreviations and words, both the advanced student and the beginner writing up to the limit of their speed. Work of this kind can be corrected by the student, thus enabling the teacher to spend his time and energy more directly for the benefit of the entire class. This concentrated work under the influence of the teacher is sure to arouse much enthusiasm and his personality will be felt by every student. The student also receives the inspiration which comes from comparison with the work of others.

Every new abbreviation is italicized in these lessons. When the student has practiced them until they can be written without conscious effort, he has

learned them for all time. Whenever he needs them, it will require no effort to call them into instant use. Added to this is the consciousness that he can attain speed with comparative ease. The early discovery of this possibility in himself is of material assistance to the student in establishing and maintaining a high standard of achievement.

The largest factor in the development of speed on the Stenotype is the elimination of waste time between strokes. A speed of two hundred words a minute can be easily attained without making one single hasty stroke, simply by keeping an even, steady, symmetrical motion. Any tendency toward haste engenders mental confusion; consequently, it is of the utmost importance that all dictation should be given smoothly but convincingly, and that there should be no haste by the student, or, in other words, no stabbing at the machine.

Letters are introduced in the second lesson and continued throughout the lessons. The teacher should use these letters for dictation and timing. They should be carefully corrected by the teacher and returned to the students. These letters will always prove an accurate index to the students' attainments.

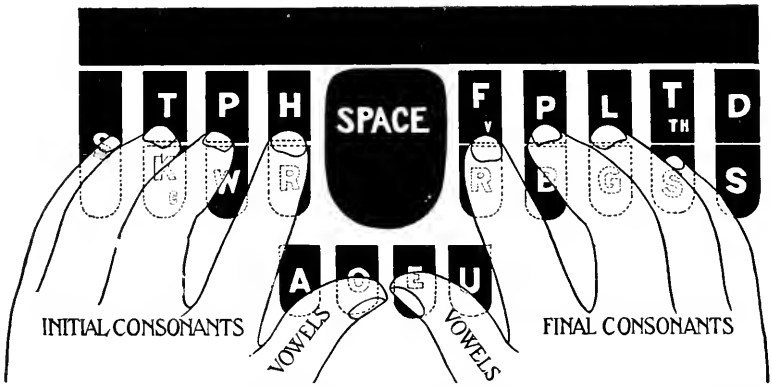
Beginning with Lesson Ten, supplementary articles are inserted from time to time. These will enable students to make greater progress than can be made by practice on the sentences and letters alone.

Supplementary letters have also been furnished, with matter arranged to correspond with lesson groups. These letters will prove a pleasant and profitable review of the lessons and will also serve to develop speed.

GENERAL

Stenotypy is a system of recording speech in plain English letters by means of a machine called the STENOTYPE.

Division of Keyboard. The Stenotype keyboard is divided into three groups of letters. The group at



the left of the keyboard is composed of consonants which are used to begin words, and are called initial consonants.

The group in the middle of the keyboard contains the vowels which may be combined to form diphthongs.

The group at the right of the keyboard is composed of final consonants used to end words. In this text the final consonants will be preceded by hyphens to distinguish them from initial consonants.

Three of the keys on the keyboard contain two letters, only the large one printing. This is written and read for either of the letters, the context showing which is intended.

Combinations. The Stenotype keyboard is composed of twenty-one letters. The remaining letters of the alphabet are formed by combination of the keyboard letters; for example, the letter L does not appear on the keyboard as an initial consonant but is represented by **HR**. These combinations are such, however, as do not appear in any English word.

Operation of Machine. Unlike the keys of a typewriter which have a common center or striking point, the keys of the Stenotype have individual centers and always strike in the same relative positions on the paper. This enables the writer to strike any or all of the keys at once. In this way a word or a phrase containing several words may be written at a stroke. When the keys are struck the paper automatically feeds forward for a new line.

Sequence of Letters. The upper letter of each pair prints just at the left of the lower one. If all the keys are struck at the same time the following line is written across the paper.

S T K P W H R A O * E U F R P B L G T S D S

Fingering. The correct position of the fingers is directly over the space between the upper and lower rows of keys. Each finger controls two keys with the exception of the little finger of the left hand, which operates only the letter **S**. The little finger of the right hand operates **TS** and **DS**, only one pair being operated at a time, however.

Touch. The touch method only should be used. The fingering should always be simple, easy, and natural. The keys should be struck lightly but firmly and then released quickly, leaving the mind and hands free for the next stroke. In releasing the keys, the fingers should be raised only enough to clear them. The

hands should be kept directly over the keyboard ready for instant operation. A horizontal line from elbow to knuckle is the correct position, and the wrist stroke should be used rather than the hand pressure. The muscles of the hand and arm should be relaxed at all times.

Space Key. The large key in the center of the keyboard is the space key. This key when struck feeds the paper forward without printing and may be operated with the forefinger of either hand. The use of this key is necessary only in very special instances, however.

Errors. The long bar writes a star. This bar is operated by the forefinger of either hand. Should an error occur in writing, strike the star and then write the word correctly.

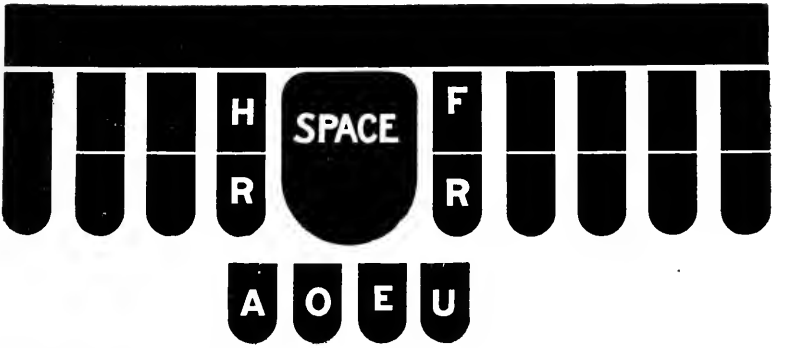
Abbreviations. Stenotypic abbreviations are used instead of writing the words in full. They should not be followed by a period.

Outlined Words. The Stenotypic outline when given for a word in this text is the proper one to use and should not be deviated from in any particular.

Speed. Speed on the Stenotype should be required from the first day in school and if directions are followed can easily be attained.

STENOTYPY

LESSON ONE



LETTERS AND COMBINATIONS

H	**U**
R	**EU** for *i*, and vowel *y*
HR for *l*	**-F** for *-f* and *-v*
A	**-R**
O	**-FPLT** . (period)
E	**STPH** ? (interrogation)

KEYBOARD DRILL

Note.—To be dictated by the teacher until these letters and combinations can be written easily and with an even motion. The student should aim to strike each letter and combination several times while the teacher is pronouncing it once.

h,* r, l; a, o; e, u, i; -f, -r, -fr.

* In speaking of the letters on the keyboard **R** should be spoken of as "R" and **-R** as "final R." Distinction between all initial and final consonants should be made in this way.

PRINCIPLES

1. Formation of Words—

a. Omit all silent letters. *Hay*, **HA**.

b. Write consonants according to their sound. *Laugh*, **HRAF**.

c. Write vowels according to the following rules:

When only one vowel occurs in a syllable, write that vowel. *Off*, **OF**; *rare*, **RAR** (e is silent).

When two vowels occur together in a syllable, and only one of them is sounded, write the sounded vowel. *Leaf*, **HREF**; *hair*, **HAR**.

When two vowels occur together in a syllable and both are sounded, write both vowels. *Our*, **OUR**.

WORD PRACTICE

Note.—To be written from dictation, the student writing each word as many times as possible while the teacher is pronouncing it once.

hay	lay	oar	rave	leaf	rare	
hoe	low	ear	rove	leave	roar	
hue	lea	ire	reef	life	lair	
high	Lou	half	rive	live	lore	
ray	lie	hove	rough	hair	leer	
row	off	heave	laugh	hoar	lyre	
rue	eve	hive	loaf	hear	lure	
rye	air	huff	love	hire		(47)

ABBREVIATIONS

Note.—Oral recitation should precede all machine work on abbreviations. The teacher should then dictate them until they can be written readily.

had	H	h	*he*	E	e
are	R or -R	r or -r	*you*	U	u
will (verb),			*your*	UR	ur
letter	HR	l	*if, of, have*	-F	-f
an	A	a	*ever, every,*		
on	O	o	*far*	-FR	-fr (10)

PHRASES

Note.—Time enough should be given to the reading and writing of these simple phrases to secure ready recognition. Oral recitation should be given on the English combinations which form these phrases.

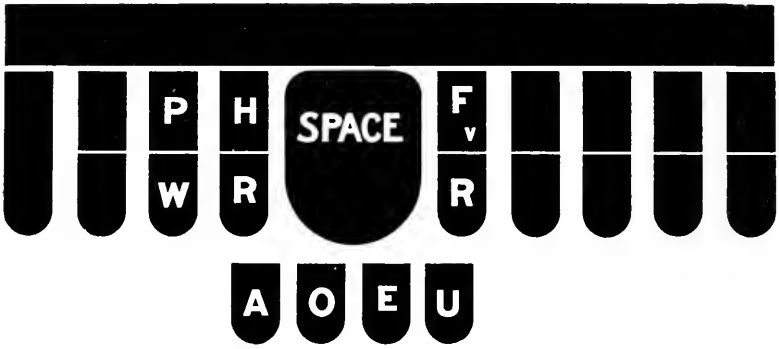
had–a	HA	ha	will–a	HRA	la
had–he	HE	he	will–he	HRE	le
had–you	HU	hu	will–have	HR-F	l-f
had–you–ever	HUFR	hufr	will–he–ever	HREFR	lefr
had–I	HEU	hi	will–you–have	HRUF	luf
had–I–ever	HEUFR	hifr	will–you–ever	HRUFR	lufr
you–are	UR	ur	I–have	EUF	if
are–you	RU	ru	you–have	UF	uf
are–you–ever	RUFR	rufr			(17)

WRITING EXERCISE

Note.—Practice these sentences until each can be written smoothly and continuously, without conscious effort. Speed will come in proportion as the waste time between strokes is eliminated.

(1) *Had–you–ever had*–a hoe? (6)
(2) *Will–you–have* half *of* a loaf? (7)
(3) I–*have an* oar. (4)
(4) I–*have* a rare *letter*. (5)
(5) *Will–he* hear *if* Hugh *had–an* oar? (8)
(6) *You–are on–every* high reef. (6)
(7) I hear *your* laugh *far* off. (6)

LESSON TWO



LETTERS AND COMBINATIONS

P	**OU**	*ow* as in *how*
W	**OEU**	*oy* as in *boy*
U for *ew* (except in *sew*, which is written **SO**).	**AU**	*aw* as in *saw*
	PW	*b*
	-RBGS	, (comma)

KEYBOARD DRILL

(Practice as in Lesson One.)

p, w, b; h, r, l; a, o; e, u, i; o, u, ou; a, u, au; o, i, oi; -f, -r, -fr.

b, l, a, o, i, ou, oi, au, -fr.

PRINCIPLE

2. If an abbreviation forms part of a compound word or a derivative, the abbreviation should be used for the part of the word which it represents. *Whoever*, **HOFR**; *however*, **HOUFR**; *whenever*, **WEFR**.

WORD PRACTICE

(Practice as in Lesson One.)

how	pave	wave	beef	law	brief	
row (**ROU**)	pair	wove	buff	paw	play	
Roy	pear	wife	bear	pray	plea	
our	pour	war	bore	pry	plow	
hour	peer	ware	beer	prue	blow	
pay	pure	bay	burr	prow	blue	
pea	way	bow	awe	bray	blew	
pie	woe	bee	haw	brew	bluff	
pew	we	buy	raw	brave	blear	(54)

ABBREVIATIONS

(Practice as in Lesson One.)

already	**HR-R**	l-r	*before*	**PW-F**	b-f
little	**HREU**	li	*with, were*	**W**	w
after	**AF**	af	*when*	**WE**	we
order	**OR**	or	*practice*	**PRA**	pra
about	**PW**	b	*proper*	**PRO**	pro
but	**PWU**	bu	*party*	**PAR**	par (12)

PHRASES

(Practice as in Lesson One.)

with–a	**WA**	wa	were–you	**WU**	wu
with–you	**WU**	wu	were–you–ever	**WUFR**	wufr
were–a	**WA**	wa	were–I	**WEU**	wi
are–a	**RA**	ra	when–have	**WEF**	wef
about–a	**PWA**	ba	when–are	**WER**	wer
how–far	**HOUFR**	houfr			(11)

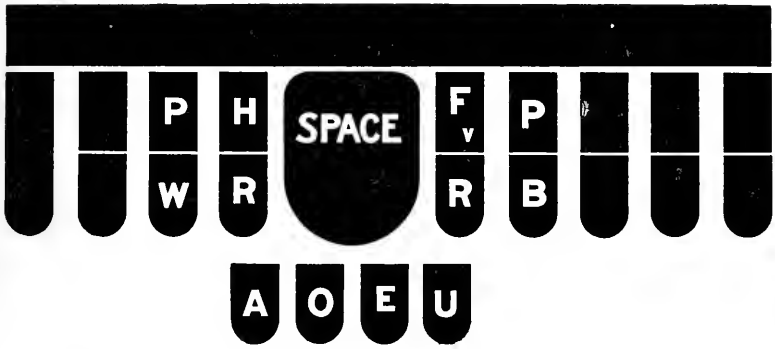
WRITING EXERCISE

(1) *When* will–you *order* half of a rye loaf? (9)
(2) You–have an–*order already*. (5)

(3) Will–he–have a *little* pie every hour? (8)
(4) Will–you *practice after about*–an hour? (7)
(5) Will–he prove a *proper party*, with *but* a *little practice?* (11)
(6) Will–he *practice before* or *after* I leave? (8)
(7) *Were*–you–ever blue *before?* (5)
(8) How–far will–you plow? (5)
(9) *Whenever* I leave, will–he play *with*–you? (8)

I–have your brief letter. Roy will pay–you on–your *order when* I leave here. (16)

LESSON THREE



LETTERS AND COMBINATIONS

PH for *m*
AO *oo*
-P
-B
-PB for *-n*

KEYBOARD DRILL

(Practice as in preceding lessons.)

p, h, m; h, r, l; p, w, b; a, o, oo; e, u, i; o, u, ou; a, u, au; o, i, oi; -f, -r, -fr; -p, -b, -n.

m, b, l, a, o, i, ou, oi, au, -fr, -n.

PRINCIPLE

3. Write **A** for *ei* and *ey* when they have the sound of *a;* as in *weigh*, **WA**; *prey*, **PRA**.

WORD PRACTICE

(Practice as in preceding lessons.)

hope	reap	rein	lap	lain
heap	ripe	reign	lope	lone
hub	rob	roan	leap	line
rap	rib	Rhine	lip	loin
rope	rub	run	lobe	peep

pipe	warp	bib	brown	map
pup	whey	bane	prone	mope
pain	whip	bone	prune	man
pawn	wane	boon	may	moan
pen	web	bean	mow	moon
pin	one (**WOPB**)	bun	mare	men
pun	Bob	brawn	mire	mine

(60)

ABBREVIATIONS

(Practice as in preceding lessons.)

happy, happen	**HAP**	hap	*whether*	**WH**	wh
and	**APB**	an	*where*	**WR**	wr
be, been	**-B**	-b	*what*	**WA**	wa
no, know, than	**-PB**	-n	*would*	**WO**	wo
me, my	**PH**	m	*which*	**WEU**	wi
make	**PHA**	ma	*wrote*	**WRO**	wro
month	**PHO**	mo	*write, written*	**WREU**	wri
look	**HRAO**	loo			

(15)

PHRASES

you–know	**UPB**	un
we–know	**WEPB**	wen
will–know	**HR-PB**	l-n
I–have–been	**EUFB**	ifb
you–have–been	**UFB**	ufb
we–have–been	**WEFB**	wefb
had–you–been	**HUB**	hub
will–he–be	**HREB**	leb
will–you–be	**HRUB**	lub
will–he–know	**HREPB**	len
what–he	**WAE**	wae
what–you	**WAU**	wau
what–you–are	**WAUR**	waur
what–I–have	**WAEUF**	waif
what–I–have–been	**WAEUFB**	waifb

what–I–know	**WAEUPB**	wain	
when–you–have	**WEUF**	weuf	
when–you–are	**WEUR**	weur	
would–you–be	**WOUB**	woub	
would–you–ever–be	**WOUFRB**	woufrb	
would–you–have	**WOUF**	wouf	
would–you–have–been	**WOUFB**	woufb	
would–I–have–been	**WOEUFB**	woifb	
which–have–been	**WEUFB**	wifb	
which–are	**WEUR**	wir	
where–you–are	**WRUR**	wrur	
whether–you–are	**WHUR**	whur	
whether–you–have–been	**WHUFB**	whufb	
may–I–have	**PHAEUF**	maif	(29)

WRITING EXERCISE

(1) *Would*–he pay–you half on–your blue lawn robe? (10)

(2) I *wrote*–you I *would–be* here about–a *month.* (10)

(3) I–*know no* more–*than* you about *what would happen.* (10)

(4) You–have *written me* before but will–you *write me* one more letter? (13)

(5) He will–*be happy whether*–you laugh or weep. (9)

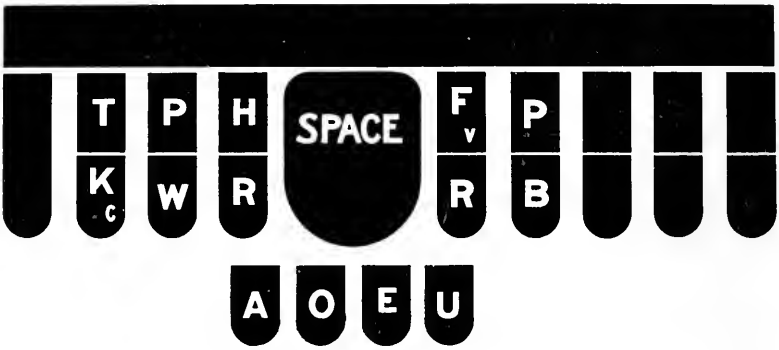
(6) When–you–have–*been* here a *month* will–you *make my* plan your own? (14)

(7) *Look* before you weigh your rye. (6)

(8) *Which* pie will–you–have? (5)

Will–you wire *me where*–you–have–*been and what*–you–have–*been* about? *Write me what*–you–*know* about –our plan, *and when*–your order will–*be* here. (29)

LESSON FOUR



LETTERS AND COMBINATIONS

T
K for *k* and *c* (hard)
-FP for *-ch*
-RB *-sh, -zh*

KEYBOARD DRILL

t, k, b, l, oo, i, ou, oi, au, -fr, -n; -f, -p, -ch; -r, -b, -sh; -r, -b, -zh.

WORD PRACTICE

Tay	top	calf	cone	latch
toe	tip	cough	keen	leech
to	tab	care	kin	patch
tea	tub	core	each	peach
tie	tan	cap	itch (**EUFP**)	pitch
toy	tone	cope	ouch	watch
tear	ten	cup	hatch	witch
tore	tin	cab	hitch	batch
tire	town	cob	reach	botch
tour	coy	cub	roach	beach
tape	cow	cane	rich	preach

breach	twitch	hush	wish	push
blotch	catch	rash	bush	blush
bleach	couch	rush	plush	trash
match	clutch	lash	mash	cash
teach	ash	leash	mesh	crash
touch	hash	wash	mush	crush (85)

ABBREVIATIONS

the, it	**T**	t	*shall*	**-RB**	-sh
take	**TA**	ta	*usual, -ly*	**URB**	uzh
took	**TAO**	too	*time*	**TEU**	ti
can	**K**	k	*this*	**TH**	th
could, company	**KO**	ko	*that, thank*	**THA**	tha
			them, they	**THE**	the
upon	**POPB**	pon	*there, their*	**THR**	thr
much	**-FP**	-ch	*large*	**HRAR**	lar (15)

PHRASES

how–much	**HOUFP**	houch
it–would	**TWO**	two
it–would–have	**TWOF**	twof
it–would–be	**TWOB**	twob
it–would–have–been	**TWOFB**	twofb
to–have	**TOF**	tof
to–be	**TOB**	tob
to–have–been	**TOFB**	tofb
can–you–have	**KUF**	kuf
can–you–ever	**KUFR**	kufr
can–you–be	**KUB**	kub
can–he	**KE**	ke
can–he–have–been	**KEFB**	kefb
it–will	**THR**	tl
it–will–be	**THR-B**	tl-b
it–will–have	**THR-F**	tl-f
it–will–have–been	**THR-FB**	tl-fb

it–may	**TPHA**	tma
it–may–have	**TPHAF**	tmaf
it–may–be	**TPHAB**	tmab
it–may–have–been	**TPHAFB**	tmafb
thank–you	**THAU**	thau
they–are	**THER**	ther
they–have	**THEF**	thef
they–have–been	**THEFB**	thefb
could–he–have	**KOEF**	koef
could–I–have	**KOEUF**	koif
could–I–have–been	**KOEUFB**	koifb
could–you–have	**KOUF**	kouf
could–you–ever	**KOUFR**	koufr
could–you–ever–be	**KOUFRB**	koufrb
could–you–have–been	**KOUFB**	koufb
I–shall	**EURB**	ish
you–shall	**URB**	ush
we–shall	**WERB**	wesh
they–shall	**THERB**	thesh (36)

WRITING EXERCISE

(1) You may–be rich but are–you happy? (8)

(2) Write me how–*much* I owe–you. (7)

(3) *Could*–you reach *there* on *time* were–you to rush a little? (12)

(4) I wrote–you where–I–have–been and where–I–*shall* be *this* month. (14)

(5) How *large* an–order *can this company take?* (8)

(6) I would *thank*–you to teach me how to keep my cash. (12)

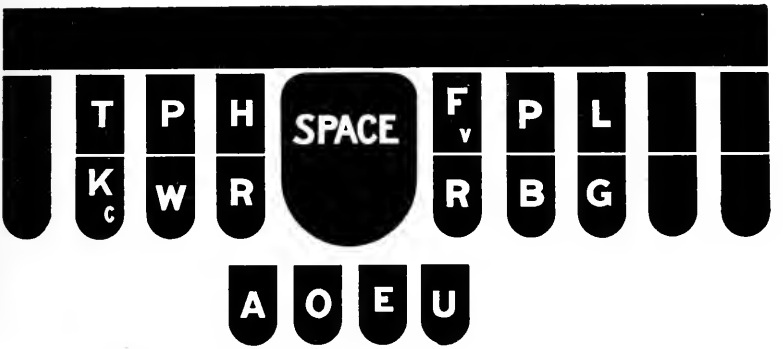
(7) *It usually took them* an hour. (6)

(8) *Their* way will–be *their usual* one. (7)

(9) *It*–may–be *that they*–are *upon their* way. (9)

Your rush letter and order here. Will–you wire me how *large* an–order *that company can take* on *this* month? (21)

LESSON FIVE



LETTERS AND COMBINATIONS

TP for *f*
TK *d*
-L
-G

KEYBOARD DRILL

t, p, f; t, k, d; m, b, l, oo, ou, oi, au, -fr, -n, -ch, -sh, -l, -g.

WORD PRACTICE

all	fill	flog	dull	Dane
ail	fowl	fain	dog	done
ill	full	fine	dig	den
oil	fag	fun	dug	dine
owl	fog	fetch	drawl	dawn
egg	fig	fish	droll	down
fair	frail	fresh	drill	drain
for	frill	flash	drag	drone
fear	flail	flesh	dreg	drown
fire	floor	flush	ditch	wall
fail	frog	dale	dash	wool
feel	flag	doll	dish	will

whale	wig	maple	pebble	cobble
wheel	whig	people	Bible	double
while	apple	purple	table	drabble
wag	ripple	rabble	cable	raffle (80)

ABBREVIATIONS

if	**TP**	f	*together*	**TOG**	tog
from	**TPR**	fr	*will* (verb),		
file	**TPEU**	fi	*letter*	**-L**	-l
did	**TK**	d	*age, go, gone*	**-G**	-g
today	**TKA**	da			(8)

PHRASES

if–I	**TPEU**	fi
if–he	**TPE**	fe
if–we	**TPWE**	fwe
if–you	**TPU**	fu
if–I–have	**TPEUF**	fif
if–I–ever	**TPEUFR**	fifr
if–I–ever–go	**TPEUFRG**	fifrg
if–I–know	**TPEUPB**	fin
if–I–will	**TPEUL**	fil
if–I–will–go	**TPEULG**	filg
if–he–will	**TPEL**	fel
if–he–will–go	**TPELG**	felg
if–we–have	**TPWEF**	fwef
if–we–are	**TPWER**	fwer
if–we–ever	**TPWEFR**	fwefr
if–we–have–been	**TPWEFB**	fwefb
if–we–know	**TPWEPB**	fwen
if–we–go	**TPWEG**	fweg
if–you–have	**TPUF**	fuf
if–you–are	**TPUR**	fur
if–you–ever	**TPUFR**	fufr
if–you–have–been	**TPUFB**	fufb

if–you–have–gone	**TPUFG**	fufg	
if–you–know	**TPUPB**	fun	
if–you–will	**TPUL**	ful	
if–you–will–go	**TPULG**	fulg	
from–you	**TPRU**	fru	
from–your	**TPRUR**	frur	
did–he	**TKE**	de	
did–I	**TKEU**	di	
did–you	**TKU**	du	
did–we	**TKWE**	dwe	
did–he–ever	**TKEFR**	defr	
did–he–ever–go	**TKEFRG**	defrg	
did–I–ever	**TKEUFR**	difr	
did–I–ever–go	**TKEUFRG**	difrg	
did–you–have	**TKUF**	duf	
did–you–ever	**TKUFR**	dufr	
did–you–ever–know	**TKUFRPB**	dufrn	
did–you–ever–go	**TKUFRG**	dufrg	
who–are	**HOR**	hor	
who–will	**HOL**	hol	
whoever–will	**HOFRL**	hofrl	(43)

WRITING EXERCISE

(1) *If*–you–ever–*go* there I–*will*–*go* too (**TAO**). (9)
(2) *From*–all I–know they–have–*gone together*. (8)
(3) Do–you–know where they–are *today?* (7)
(4) The–order will–be for a large Bible. (8)
(5) *Did*–you tell your–*age?* (5)
(6) *Did*–you–know that–your *file* lay on that table? (10)
(7) Do–you–ever fill an–order for coal *from* that company? (11)

I thank–you for your–*letter*. I hope you–are well and able to–*go* on with–your trip by this time. Wire me how you–are and when I may look for you here. (35)

LESSON SIX

COMBINATIONS

TPH for *n*

-PL for *-m*

-BG *-k*

KEYBOARD DRILL

t, p, h, n; oo, au, ou, oi; -p, -l, -m; -b, -g, -k; n, f, d, b, l, m, -ch, -sh, -n, -m, -k.

PRINCIPLES

4. Write **AU** for *al* in such words as *calm*, and *talk*.
5. Write **W** when it precedes *r*. *Wretch*, **WREFP.**

WORD PRACTICE

name	knob	lake	worm	flake
numb	nib	lock	work	flock
knack	nail	leak	wrap	fleck
knock	knoll	like	wrack	came
neck	knell	bake	wrong	comb
nick	Nile	book	wretch	cake
knave	null	beak	wren	coke
knife	nag	buck	wreak	kick
nor	aim	dock	wreck	cram
near	lame	duck	wry	cream
notch	limb	dike	wring	crime
niche	loom	break	palm	crumb
gnash	blame	brook	balm	crack
known	bloom	Blake	calm	crook
nine	dame	block	talk	creep
nun	dome	bleak	walk	claim
noun	doom	Drake	calk	climb
noon	deem	whim	flame	clock
nap	dime	warm	flume	frame (95)

ABBREVIATIONS

in	**TPH**	n	*think*	**THEU**	thi
any, necessity	**TPHE**	ne	*difficult, -y*	**TKEU**	di
particular	**TEUBG**	tik	*principle, -al*	**PREUPB**	prin
practical	**PRABG**	prak	*per'fect,*		
am, him, many	**-PL**	-m	*perfect'*	**PER**	per
tomorrow	**TOPL**	tom	*number*	**TPHO**	no
can, come	**-BG**	-k			(11)

PHRASES

if–I–can	**TPEUBG**	fik	
if–he–can	**TPEBG**	fek	
if–we–can	**TPWEBG**	fwek	
if–I–come	**TPEUBG**	fik	
if–we–come	**TPWEBG**	fwek	
I–am	**EUPL**	im	
how–many	**HOUPL**	houm	
too–many	**TAOPL**	toom	
for–him	**TPORPL**	form	
from–him	**TPR-PL**	fr-m	
in–a	**TPHA**	na	
in–all	**TPHAL**	nal	
in–your–letter	**TPHURL**	nurl	
in–our	**TPHOUR**	nour	
in–our–letter	**TPHOURL**	nourl	
the–many	**T-PL**	t-m	(16)

WRITING EXERCISE

(1) *Necessity*–will teach you *many* a *practical principle in* life. (10)

(2) *Perfect* your work today and there–will be no *difficulty tomorrow.* (11)

(3) I–*am particular in*–all I do. (7)

(4) Will–you make–up *any* tale about–our wreck? (9)

(5) Can–you–*come* home with–your *principal?* (7)

(6) I–*can*, but I room with–*him* and I wish to talk now. (13)

(7) I would–have a *number*–of people here if it–were–a calm day. (14)

(8) I *think* your plan a *perfect* one, though *difficult* to draw. (11)

Your–letter came today. There–will be no *difficulty* about–your claim on our company for work that–you did this month. We–will pay–you whenever you–can mail your bill. Write *any* time this week. (37)

LESSON SEVEN

COMBINATIONS

KWR for *y*
TKPW *g*
-PBG for *-nk*

KEYBOARD DRILL

k, w, r, y; t, k, p, w, g; -p, -b, -g, -ng, -nk; n, y, g, f, d, b, l, m, a, o, e, u, -ch, -sh, -zh, -n, -m, -k, -ng, -nk.

WORD PRACTICE

yea	gore	gig	ink	wrung	
year	gear	game	rank	brink	
Yale	gap	gum	rang	blank	
yell	gab	gawk	ring	blink	
yawl	gob	grope	rink	trunk	
yule	gash	grip	lank	kink	
yam	gain	groin	long	drank	
yoke	gale	grog	link	drink	
yawn	Gaul	green	pink	drunk	
yarn	goal	grouch	prank	frank	
young	guile	glove	plank	flank	
yank	gull	glare	wing	flunk	
gang	girl	glib	wink	monk	
gong	gag	glean	wrong	mink	(70)

ABBREVIATIONS

why	**KWR**	y
yes	**KWRE**	ye
good	**TKPW**	g
gave	**TKPWA**	ga
give, -n	**TKPWEU**	gi
& Co.	**APBG**	ank
bring	**PWREU**	bri

open	**OP**	op	
opinion	**PEUPB**	pin	
local, -ly	**HROL**	lol	
include	**KHRU**	klu	
inform, -ation	**TPOR**	for	
object', ob'ject	**OB**	ob	(13)

PHRASES

why–you–have	**KWRUF**	yuf	
why–you–have–gone	**KWRUFG**	yufg	
why–you–are	**KWRUR**	yur	
why–you–ever	**KWRUFR**	yufr	
why–you–ever–go	**KWRUFRG**	yufrg	
why–you–know	**KWRUPB**	yun	
why–you–will	**KWRUL**	yul	
why–you–will–go	**KWRULG**	yulg	
why–I–am	**KWREUPL**	yim	
why–I–have	**KWREUF**	yif	
why–I–ever	**KWREUFR**	yifr	
why–I–have–been	**KWREUFB**	yifb	
why–I–have–gone	**KWREUFG**	yifg	
why–he–will–go	**KWRELG**	yelg	
gave–him	**TKPWAPL**	gam	
give–him	**TKPWEUPL**	gim	
yes,–you–are	**KWREUR**	yeur	
yes,–you–will	**KWREUL**	yeul	
yes,–you–will–go	**KWREULG**	yeulg	
yes,–you–can	**KWREUBG**	yeuk	
yes,–you–have	**KWREUF**	yeuf	
yes,–you–have–been	**KWREUFB**	yeufb	(22)

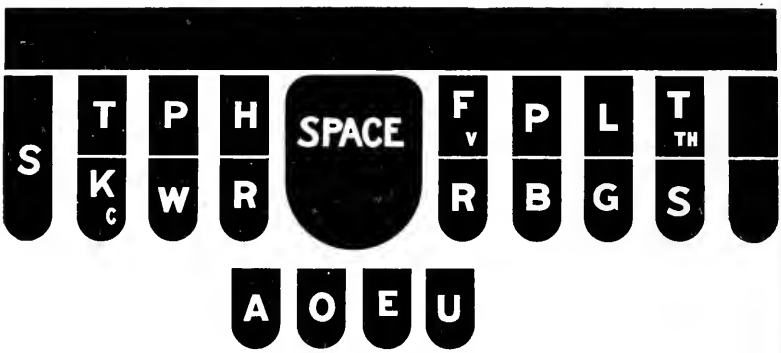
WRITING EXERCISE

(1) *Yes,*–you–can go to Yale this year. (8)
(2) Tell me *why*–you–ever–go there. (7)
(3) *Bring* me the ink and *give*–him that blank. (9)

(4) *Yes*,–you–shall have my *good opinion.* (7)
(5) Gill *& Co. gave* all young men *information.* (8)
(6) *Yes*,–you–will–go though–I *object.* (7)
(7) *Include* that *information* when–you *give* your order. (8)
(8) *Yes*,–you–are to work for their *local* firm of Drake *& Co.* (13)
(9) I wish you would–be *open* and frank with me, and *inform* me of your *object.* (16)
(10) I–shall–go back when–you–have *given* up that wrong *opinion.* (12)

I–have your–letter about *why*–you *object* to our company and *why*–your men fail *locally* to do *good* work. I–have long been of your *opinion* that a more practical man than Blake would–have–been able to *bring* about order with–your men. (46)

LESSON EIGHT



LETTERS AND COMBINATIONS

S for *s*, soft *c*, and *z*
SKWR *j*, and soft *g*
-T for *-t*, and *-th*
-S *-s*, and *-z*

KEYBOARD DRILL

s, k, w, r, j; n, y, m, f, d, b, g, l, au, oi, ou, -ch, -sh, -n, -m, -k, -nk, -t, -s.

WORD PRACTICE

sack	stream	smote	spoil	swan
seek	streak	smoke	splash	swale
sick	struck	snap	spleen	swath
soot	stair	snake	splurge	sworn
sight	straits	snatch	split	sweep
sees	streets	speech	splint	cent
size	strength	speck	splice	cell
strap	(**STREPBT**)	spent	suave*	cease
stripe	script	spill	swear	cite
strewn	smart	spitz	swap	zone

* Write **W** for *u* when it has a consonantal value.

zeal	gill	yacht	fight	flights
jar	joke	yet	freight	flutes
jam	Jack	youth	fret	length (**HREPBT**)
job	jolt	youths	fraught	whiz
jibe	James	wrath	fright	prize
gem	jig	wroth	fruits	maize
germ	jet	wreaths	floats	haze
gin	jute	writhes	fleets	baize
				daze (90)

ABBREVIATIONS

is, his, also *as* in phrases	**S** or **-S**	s or -s
some	**SO**	so
yes, sir; yesterday	**KWRES**	yes
secretary	**SEBG**	sek
success, succeed	**SUBG**	suk
superintend, -ent	**SUPT**	supt
sister	**SEUS**	sis
secure	**SKUR**	skur
ask	**AS**	as
answer	**APBS**	ans
also	**-LS**	-ls
always	**ALS**	als
the, it	**-T**	-t
possible, -ly	**POS**	pos
speak	**SPE**	spe
spoke	**SPO**	spo (16)

PHRASES

in–all–the	upon–it	is–it–a
in–it	gave–it	is–it–our
in–its	give–it	is–it–your
in–his	can–it	is–it–well
why–it–is	could–it	is–it–possible
yes,–it–is	is–it	is–it–practical

as–little–as	as–long–as	as–many–as
as–far–as	as–good–as	as–rough–as
as–much–as	as–great–as	as–often–as
as–rich–as	as–well–as	(29)

WRITING EXERCISE

(1) In–all–*the* time you gave–*it*, did–you–ever *succeed?* (11)

(2) *Is*–it–your *sister* who–*is* the *secretary* to–*the superintendent?* (11)

(3) I–will *ask* you to state why–*it–is* that–you did not *secure success.* (16)

(4) I–shall *possibly answer* that–I–shall *succeed.* (9)

(5) *Is*–it–*possible* that–you–have–been here *as*–long–*as* he? (12)

(6) *Yes*, *sir*, *as*–far–*as* I–know, he *always spoke* well of you. (13)

(7) Jack gave–up–*his* job *yesterday.* (6)

(8) If–you do not *superintend* the work, James will do *as*–little–*as possible.* (14)

(9) Yes,–*it–is* not worth while to give any more time to–*it.* (13)

(10) *It–is* no joke, I tell you. (7)

I sent you our new price book *yesterday* and hope to get *some* orders from–you.*

Please *speak* to Gates about–*it also*, and *secure as–many* orders in–your town *as*–you–can. We–will pay–you well for all you do for us. (45)

*A paragraph is indicated by striking the star twice, *=*.

LESSON NINE

COMBINATIONS

SR for *v* **-BGS** for *-x*
KH *ch*

KEYBOARD DRILL

s, r, v; k, h, ch; -b, -g, -s, -x; v, ch, y, j, n, d, b, g, m, f, l, -ch, -sh, -n, -k, -m, -nk, -x.

PRINCIPLES

6. Omit **T** in words ending in the sound of *st*, *kt*, and *xt;* as in *past*, **PAS**; *act*, **ABG**; *text*, **TEBGS**.

7. Write **KP** for *ex* before a vowel sound or the sound of *h*; as in *excess*, **KPES**, and *exhale*, **KPHAL**.

Before all consonants except *h*, **S** is used for *ex*.

WORD PRACTICE

vain	chair	exile	exclaim	fox
vine	chop	exist	excuse	fix
vale	chin	exert	expert	stacks
veal	chill	except (**KPEPT**)	axe	stocks
voile	check	exhaust	ox	strikes
vim	chat	exhume	rocks	specks
vague	chest	extreme	lax	shocks
vogue	choice	extort	picks	haste
vat	choose	extinct	wax	host
vast	charm	expose	wicks	hoist
vest	choke	expel	box	rest
vice	chick	expunge	books	roost
voice	exact	express	text	last
views	exalt	explore	next	lost
verb	exult	explain	docks	least
chaff	exit	exchange	knocks	list

past	cyst	toast	dust	act
post	baste	test	breast	pact
waste	boast	cast	blest	fact
jest	boost	coast	yeast	tract

(100)

ABBREVIATIONS

examine	**KP**	ex	*gentleman*	**SKWREPBT**	jent
excel	**KPHR**	exl	*gentlemen*	**SKWRE**	je
execute	**SKUT**	skut	*defend, defense*	**TKEF**	def
extra	**KPRA**	exra	*defendant*	**TKEFT**	deft
judge	**SKWR**	j	*no, sir*	**-PBS**	-ns
have, value, very	**SR**	v	*operate*	**OPT**	opt
vacant	**SRABG**	vak	*Dear Sir*	**TK-S**	d-s
volume	**SROL**	vol	*amount*	**APLT**	amt
voluntary	**SRO**	vo	*instant*	**EUPBS**	ins
			business	**PWUS**	bus

(19)

PHRASES

have–you	value–our
have–you–ever	value–of
have–you–ever–been	value–it
have–you–ever–gone	value–the
have–you–it	judge-it
have–you–the	judge–the
have–you–his	judge–him
have–I	the–amount–is
have–I–ever	who–is
have–I–ever–been	whoever–is
have–I–ever–gone	whoever–it–is
have–I–the	examine–it
have–I–his	excel–the
very–much	have–many
very–many	have–much

(30)

WRITING EXERCISE

(1) I-can *judge*-of-the exact *values* of those stocks after I *examine* them. (14)

(2) *Have*-you-ever-been able to *execute* the will? (9)

(3) *Very*-many of-the *gentlemen* expect you to *excel.* (9)

(4) In this case the *defendant* is sure to answer, *no, sir.* (11)

(5) It-is *rountary* with-you whether-you take-the *vacant* place or not. (13)

(6) He sent the box of books by express. (8)

(7) *Have*-you any excuse to give to that *gentleman?* (9)

(8) We-shall use an *extra amount* of care in-the *defense* of this suit. (14)

(9) He-will take charge of-the *business* on-the first *instant.* (11)

(10) They could not explain his charm nor *defend*-his lax views. (11)

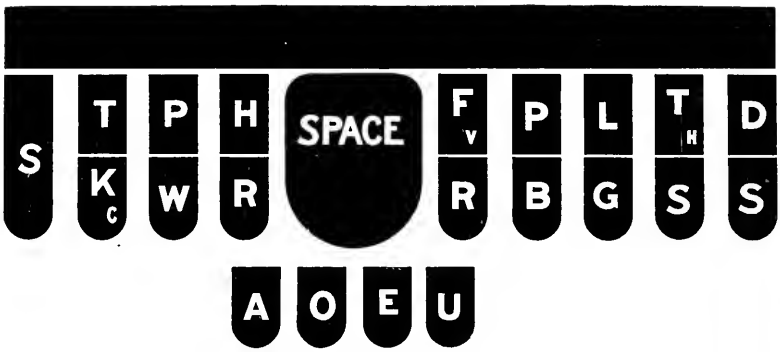
Dear-Sir:

I thank-you *very*-much for your answer to my last letter. The *volume* of our *business* is-now great, though-I-can not give you the exact *amount.* We-shall *have* to *operate* our plant day and night for-the next month in-order to get our work all out.

We-shall be happy to see-you whenever you-come this way.

Yours, (**KWR**) (66)

LESSON TEN



LETTERS AND COMBINATIONS

KW for *qu*
-PBLG *-dg*
-D
-S (under **-D**)

KEYBOARD DRILL

k, w, qu; -d, -s; -p, -b, -l, -g, -dg; n, y, d, b, g, l, f, m, oo, au, oi, ou, -ch, -sh, -zh, -n, -m, -k, -x, -nk, -t, -s, -d, -s, -dg.

PRINCIPLES

8. The second final **S** under final **D** is used only when **S** immediately follows final **D**.

9. The **-DS** row is operated with the little finger of the right hand; consequently, the **-TS** and the **-DS** row cannot be operated at the same time.

WORD PRACTICE

quaff	qualm	quid	squire	beds
queen	quick	squared	squint	buds
quill	quite	squall	lass	deeds
quibble	quiz	squawk	loads	dudes

called	died	planed	spades	hedge
cold	lends	lagged	speed	ridge
maids	rinds	loved	Swede	ledge
modes	pounds	sad	shade	wedge
feeds	winds	said (**SAD**)	shed	badge
feuds	builds	sod	sled	dodge
raids	blond	seeds	shred	Madge
roads	blind	side	showed	pledge
rides	brand	stoned	sprained	fledge
paid	tripped	stacked	shroud	sedge
weeds	dubbed	steamed	explode	nudge
wide	dragged	scanned	expunged	grudge
toads	framed	spared	edge	bridge(85)

ABBREVIATIONS

acknowledge, knowledge	**-PBLG**	-nlg
spend	**SPEPB**	spen
reply	**PHREU**	pli
accept	**SEP**	sep
accident	**ABGT**	akt
account	**-BGT**	-kt
action	**-BGS**	-ks
advance	**SRAPBS**	vans
advantage	**SRAPBG**	vang
advertise	**TEUS**	tis
advice, advise	**SREUS**	vis
affect	**AFBG**	afk
receive	**SEF**	sef
receipt	**SET**	set
shall	**SH**	sh
yours truly	**KWR-T**	y-t
yours very truly	**KWR-FT**	y-ft
yours respectfully	**KWR-R**	y-r
yours very respectfully	**KWR-FR**	y-fr
yours sincerely	**KWR-S**	y-s

very truly	**SR-T**	v-t	
yours fraternally	**KWR-F**	y-f	(22)

PHRASES

as–quick–as	shall–you–ever	
as–low–as	shall–you–ever–be	
as–near–as	shall–you–ever–come	
too–much	shall–you–ever–go	
shall–he	shall–I–have	
shall–he–have	shall–I–ever	
shall–he–ever	shall–I–come	
shall–he–ever–be	shall–I–go	
shall–he–come	shall–I–be	
shall–he–go	shall–I–ever–come	
shall–you	shall–I–ever–go	
shall–you–have	shall–I–ever–be	(24)

WRITING EXERCISE

(1) If–you want *knowledge* you must work for–it. (9)

(2) Whatever you say in–your *reply* is square, that *shall*–I *spend*. (12)

(3) Every man builds his–own world. (6)

(4) I–will *advertise* it in *advance*, and I hope there–will be no *accident* to *affect* the plan. (18)

(5) I–will *accept* your *advice*, for I–can use it to good *advantage*. (13)

(6) Will–you–be there in time to secure for me the goods (**TKPW-S**) I need so–much? (16)

(7) Many people have few friends, for they–have little to give and expect much. (14)

(8) They–have watched his queer business tact and–the hold he has on–the trade. (15)

(9) It–is possible to tell what a man–is worth when we–have not seen him if–we–know–his friends. (21)

(10) *"*Acknowledge* the Lord in-all thy ways and He-shall direct (**TKREBG**) thy path." (13)

Dear-Sir: turn

As soon-as you *receive* this-letter will-you *advise* me if-your-*account* has been held open with-your full *knowledge?* As-to whether we-will *adrertise* in News, will take *action* on-it on *receipt* of your *reply.*

Yours-truly, (44)

SUPPLEMENTARY

My dear Niece:

You-have-been-gone from-us now for *about*-a year *and in*-all *that time you-have written* to-us *but* twice.

Did-you-know that-your Aunt Bell *had-come* back to-us *from-the* lakes? She-*is in-the* best *of* health. She-*will* stay *with*-us *as*-long-*as* she-*can, and* then she-*will-go* back *as-far-as* Troy *and* live *with*-her son George.

Do-*you-know where it*-was Tom went *when he* left to-*go* to school, *and have-you-ever* heard *from-him?* Tom was *always* a *good* boy *and* I-*know he-will* do-*his* best for-*the* sake *of-his* people. *Could-he-have-been* here New Year's, we *would-have-been* glad to see-*him, but as-it-will*-all *come* out right *in-the* end, we-*shall look* for-*the* best to *happen* to *him.*

In-your last *letter you* said *you would* like to-*know if*-I *had-many* ducks now. *Yes, it*-has *been* a long *time* since I *had as*-few-*as* I-*have* now, *but it-would-have-been-the* same *with* half *this number.* I *think that if-you-ever-come* home *you-will be* made glad *and happy* by-*many* friends, so do not fail to let us hear *from-you as*-to *when* we may *look* for *you.*

Your aunt May. (265)

***AOEU** (") quotation mark.

LESSON ELEVEN

COMBINATIONS

KPW for *emp, emb, imp, imb* **-LGDS** for *-dl*
-LGTS *-tl* **-FRP** *-mp, -mb*
-FRB *-rf, -rv*

PRINCIPLES

10. Write **KPW** for *emp, emb, imp, imb*, at the beginning of words only.

11. Write **-FRP** for final *mp* and *mb* when they are pronounced in combination.

12. Standard abbreviations should be used in Stenotypy, without any punctuation, in their abbreviated form; for example, *Mr.* is written **PHR** and *Bro.* **PWRO.**

WORD PRACTICE

empire	imprint	trump	tremble	starve
employ	impress	clamp	humble	scarf
embank	impulse	clump	rumble	rattle
embroil	impel	crimp	crumble	petal
embalm	impart	damp	shamble	prattle
imbue	impair	stamp	jumble	whittle
imbed	imp(**EUFRP**)	scamp	fumble	battle
imbibe	romp	swamp	turf	brittle
impure	lamp	shrimp	carve	tattle
imply	lump	jump	curve	turtle
impugn	limp	ample	surf	kettle
impact	pomp	sample	serve	shuttle
implant	pump	simple	wharf	startle
import	bump	dimple	dwarf	scuttle
impose	camp	thimble	swerve	nettle
impound	tramp	tumble	nerve	mortal

metal	mental	puddle	straddle	handle
fertile	gentle	waddle	fiddle	bundle
settle	huddle	twaddle	feudal	brindle
subtle	hurdle	cuddle	girdle	kindle
rental	riddle	cradle	griddle	fondle
lintel	ladle	dawdle	medal	sandal
dental	paddle	saddle	model	
mantle	poodle	needle	middle	(118)

ABBREVIATIONS

again	**TKPWAPB**	gan	
against	**TKPWAPBS**	gans	
almost	**HR-PL**	l-m	
applicant	**PHREUBGT**	plikt	
appreciate	**PRERBT**	presht	
help	**HE**	he	
remember, -ance	**RE**	re	
mistake	**PHEUS**	mis	
authorize, -ity	**THOR**	thor	
even	**EPB**	en	(10)

PHRASES

do–I	from–all–the	
do–I–know	from–each	
do–you	from–every	
do–you–have	from–a	
do–you–go	from–an–order	
do–you–ever–go	from–your–age	
do–it	that–every	
do–the	are–on–the	
from–you	is–not	
from–it	the–account	
from–the	any–letters	(22)

WRITING EXERCISE

(1) I thank–you for your *remembrance.* (6)

(2) *Even* if–you get the *authority* to stop that battle it–will start a scandal. (15)

(3) You–will be *authorized* to make a model of a medal and imbed it in–the pure metal. (18)

(4) I *appreciate* what–you–have written and I wish to thank–you *again* for your *help.* (16)

(5) The *applicant* leaned *against* the mantel, *almost* in front of me. (11)

(6) Pomp and power are vain things and we should not *mistake* them for real wealth. (15)

(7) It–is impossible (**KPWOS**) to improve his mental state. (8)

(8) Your impulse to impose on people will–be stamped on all you do. (13)

(9) All of us can carve out our own way. (9)

My dear Mr. Hamp:

Do–you *remember* what–the rental was for–the tent at our camp? We expect to tramp there about–the middle of next week. I should like to settle the–account before I leave. I–shall *appreciate* it very–much if–you–will get us the *authority* to–use the boats.

Very–truly, (57)

LESSON TWELVE

COMBINATIONS

SPW for *ent*, *int* **-FPL** for *-sm*

PRINCIPLES

13. Write **SPW** for *ent* or *int* at the beginning of words.

14. Write final *r* according to the following rules:

a. When the suffix *er*, *ar*, or *or* is added to a root word ending in *r*, or any letter or combination of letters appearing after final **R** on the keyboard, **-S** is used to represent that suffix. *Hearer*, **HERS**; *neighbor*, **TPHABS**; *pitcher*, **PEUFPS**.

b. When a root word ends in *s* or when **-S** is used to represent *er*, *ar*, or *or* in a root word, and the suffix *er* or *or* is added, write the suffix in a second stroke. *Wiser*, **WEUS=ER***; *laborer*, **HRABS=ER**.

c. Final **S** under final **D** is used to represent the suffix *er* only when it occurs after *-d*. *Ladder*, **HRADS**.

WORD PRACTICE

intent	entrail	entail	water	parlor
intense	entrain	chasm	matter	dasher
intend	entrust	spasm	motor	collar color
inter	entitle	schism(**SEUFPL**)	keeper	sailor
interne	entrap	prism	nailer	stagger
intone	entreat	labor	neighbor	jailor
intrigue	entry	larger	tailor	scamper
intrust	entrance	richer	tartar	skipper
intrude	enter	pitcher	teacher	stopper
entomb	entire	preacher	trigger	stretcher
entoil	entice	watcher	finger	splatter

* The equal marks (=) are used to indicate the different strokes of a word.

smarter	header	plodder	shaker	bladder
chatter	reader	pleader	Quaker	fodder
swelter	leader	baker	broader	feeder
swagger	prouder	faker	breeder	speeder

(75)

ABBREVIATIONS

north	**TPHO**	no	
east	**E**	e	
south	**SO**	so	
west	**W**	w	
northern	**TPHORPB**	norn	
northeastern	**TPHOERPB**	noern	
southern	**SORPB**	sorn	
southeastern	**SOERPB**	soern	
frequent, -ly	**TPREBG**	frek	
furnish	**TPUR**	fur	
general	**SKWREPB**	jen	
railroad	**R-R**	r-r	
railway	**REU**	ri	
railroad Co.	**R-RBG**	r-rk	
railway Co.	**REUBG**	rik	
F. O. B.	**TPOB**	fob	(16)

PHRASES

where–a	where–all–the
where–are	where–our
where–I	where–your
where–I–have	where–you–have
where–I–have–gone	where–you–have–gone
where–I–can	where–you–shall
where–I–go	where–you–can
where–can	where–you–will
where–shall	where–you–go
where–will	where–he–will

where–he–can
where–he–goes
where–he–is
where–he–comes
wherever–it–is (25)

WRITING EXERCISE

(1) In winter the weather in–the *South* excels that–of–the *North*, and all major and some minor league ball teams train there. (23)

(2) True wealth for you will not make–the other man poorer. (11)

(3) Send the goods *F.–O.–B.* your plant by–the *Northern Railway*. (11)

(4) Do not *frequent* the *railroad* bridge at the chasm. (6)

(5) I intend to buy a prism lamp and I–shall be glad to entrust the entire matter to–you. (20)

(6) The water has all dried out of–the chasm now. (10)

(7) I entreat you not to intrude this entry into (**TPH-T**) the bill. (11)

(8) His father could neither read nor write. (7)

(9) The *West* Shore *Railway–Company* put wider cars on their road. (11)

(10) The *General frequently* told me that–he could *furnish* the–amount I should need. (14)

Dear Friend:

I hope–the men of–the *railroad–company* intend to raise funds for–the people who were in–the flood.

Friends from–the *North*, *South*, *East*, and *West*, as–well–as from–the most *northern*, *southern*, *northeastern*, and *southeastern* points have stood by these people and I–know that–you–also will–be glad to help them out in–a time–of need.

Very–truly, (67)

448445

LESSON THIRTEEN

COMBINATIONS

-FRPB for *-rch* **-FRPBLG** for *-nch*

PRINCIPLES

15. When it is found impossible to write a word in one stroke, the word should be written syllabically unless an extra stroke is required by so doing; in which case, write as much of the word as possible in the first stroke, completing it in the succeeding strokes.

16. When a word contains two consonants that are not in sequence on the keyboard, write the first consonant in the first stroke and the second in the next stroke. *Pelf*, **PEL=F**; *thwack*, **TH=WABG**.

17. When the sounds *s*, *k*, or *x* occur medially in a word and are followed by a syllable which begins with *t*, write the *t*. *Pasty*, **PAS=TEU**; *picture*, **PEUBG=TUR**; *fracture*, **TPRABG=TUR**.

18. Add **-D** to form the past tense of regular verbs. *Parted*, **PART=D**.

19. An unimportant or unaccented vowel occurring in the middle or last syllable of a word may be omitted if a stroke is saved. *Benefit*, **PWEPB=TPEUT**; *never*, **TPHEFR**; *revel*, **REFL**.

20. When a word ends in the sound of *s* or *z* preceded by any vowel except *e*, the vowel must be written whether accented or not. *Service*, **SEFRB=EUS**; *furrows*, **TPUR=OS**; *stylus*, **STEUL=US**; *furnace*, **TPUR=TPHAS**; *stages*, **STAGS**.

WORD PRACTICE

arch	porch	birch
lurch	march	torch

church
starch
smirch
search
inch
haunch
ranch
launch
lunch
punch
wrench
bench
trench
clench
crunch
clincher
cinch
hem = lock
ras = cal
pa = rade
wag = on
wor = ship
bot(t) = om
bul = wark
but(t) = on
tar = iff
key = board
ma = ture
su(p) = pose
haz = ard
a(l) = lay
a(s) = sign
a(p) = pear
a(p) = prov(a)l
a(t) = tire

a(f) = flict
a(c) = crue
a(d) = dress
o(c) = cur
o(f) = fend
of = (f)ice
o(p) = press
e(l) = lipse
G = uam
(**TKPW** = **WAPL**)
g = uac = o
g = uan = o
th = wack
th = wart
el = f
gol = f
lym = ph
nym = ph
sel = f
ov(e)r
rack(e)t
rev(e)l
par(a) = pet
mor(a)l
min(i) = ster
frig(i)d
nev(e)r
sev(e)r
sin(i) = ster
shel = f
wol = f
kel = p
pul = p
yel = p
gras = p

ras = p
yel = k
shek = (e)l
nick = (e)l
ris = k
tas = k
bread = th
wid = th
has = ty
nas = ty
mus = ty
lus = ty
crus = ty
pas = ture
tex = ture
mix = ture
vic = tim
part = (e)d
his(se) = d
hunt = (e)d
e = ras(e) = d
mar(r) = i(e)d
car(r) = i(e)d
quar(re)l
jew(e)l
part(i) = san
cov(e) = nant
bor(r) = ows
har(r) = ows
pum = ice
lat(t) = ice
po = lice
tar(r) = i(e)s
fur = i(e)s
job(b)er = s

trig(g)er = s	plod(d)er = s	los = er
toiler = s	whaler = s	gues(s) = er
cop(p)er = s	badger = s	rac = er
pot(t)er = s	bas = er	(121)

ABBREVIATIONS

balance	**PWAL**	bal
bill of lading	**PW-L**	b-l
bills of lading	**PW-LS**	b-ls
certain	**SERT**	sert
C. O. D.	**KOD**	kod
certify, -icate	**SER**	ser
communicate, -ion	**KOPL**	kom
companies, company's	**KOES**	koes
consequent, -ce	**KOPBS**	kons
continue, -ance	**KOPBT**	kont
respectfully yours	**R = KWR**	r = y
very respectfully yours	**SR-R = KWR**	v-r = y
very truly yours	**SR-T = KWR**	v-t = y
your friend	**KWR = TPREPBD**	y = frend (14)

PHRASES

that–it	that–he–can
that–it–is	that–he–is
that–if–it	that–he–will
that–if–it–is	that–he–shall
that–are	that–he–ever–can
that–shall	that–he–ever–goes
that–can	that–I–am
that–you–are	that–I–will
that–you–go	that–I–have
that–you–will	that–I–ever
that–you–shall	that–I–ever–can
that–you–have–it	that–I–ever–go
that–he–goes	(25)

WRITING EXERCISE

(1) We failed to grasp the idea (**EU=TKE**) that–he was authorized to search the *company's* office for–the *bill–of–lading.* (20)

(2) Jay Gould said the first quarter he–ever earned had more joy and ring in–it than–the last thousand dollars. (21)

(3) The *continuance* of–the lynch law and–the *consequent* disorder has met with–no approval in any–of–the states. (20)

(4) The Germans appeared on–the scene with–a fresh army but–the French *continued* (**KOBPT=D**) to fight. (16)

(5) *Communicate* to–the *companies* the fact that their *balance* on–the fixtures is past due. (15)

(6) It–is *certain* that optimism will drive out pessimism. (9)

(7) Send the pictures to me *C.–O.–D.* and see that–the *certificates* are attached. (15)

(8) Bring–the *communications* to me as soon–as the *bills–of–lading* arrive so that–I–can *certify* to them. (20)

(9) If–you *continue* to search as–you–have the *consequences* will–be evil. (13)

(10) We–can not absolve you from blame. (7)

My dear sister:

We–shall have–a picnic at Archer for–the benefit of our church. The lunch is–to–be provided by Mrs. Birch, the wife of our min(i)ster. I–know it–will–be a fine affair all around as–we–are to–have–the use of–the launches and–the fine golf links. It–looks now as–though–the picnic will–be attended by a large crowd of lusty young people.

Yours with love, (76)

LESSON FOURTEEN

ALPHABET

A for the letter	*a*	**TPH** or **-PB** for the letter	*n*
-B	*b*	**O**	*o*
KR	*c*	**P** or **-P**	*p*
-D	*d*	**KW**	*q*
E	*e*	**R** or **-R**	*r*
-F	*f*	**-S**	*s*
-G	*g*	**-T**	*t*
H	*h*	**U**	*u*
EU	*i*	**SR**	*v*
SKWR	*j*	**W**	*w*
K	*k*	**KP**	*x*
-L	*l*	**KWR**	*y*
PH or **-PL**	*m*	**S**	*z*

PRINCIPLES

21. Proper names are written according to the principles of Stenotypy except in cases of unusual spelling when the names should be written out, one letter at a stroke, using the alphabetic representation for the letters. Should the unusual name appear subsequently, write it Stenotypically. When proper names are written Stenotypically, they should be written syllable by syllable.

22. Use a period after each initial in a proper name, and if the name is written letter by letter, use a period after each word in the name. When written Stenotypically no period is used after the name.

WORD PRACTICE

A. B. Conder	S. T. Ullery	Henry Taylor
G. H. Ingraham	X. Z. Youtsey	Roy Varden
M. N. Owens	John Alexander	D. E. Felder

J. K. Lennox
P. Q. Rutherford
V. W. McFarlane
R. Q. Hendricks
Frank Wharton
Newton Weir
al = ien
(**AL** = **KWREPB**)
Ar = yan
Bun = yan
can = yon
do = min = ion
fa = m il = iar
gen = ius
Jul = ius
jun = ior
law = yer
min = ion
on = ion
pe = cul = iar
pin = ion
sen = ior
tril(l) = ion
un = ion
vin(e) = yard
Wil(l) = iam
re = bel
re = call
re = claim
re = cruit
re = fine
re = flect
re = gard
re = gret
re = hearse
re = ject
re = joice
rem(e) = dy
re = move
re = new(a)l
re = nounce
re = pro = duce
re = quest
re = quire
re = verse
re = view
re = vise
re = vive
re = volt
for = bade
for = bear
for = bid
for = ward
for(e) = cast
for(e) = close
for(e) = man
for(e) = run(n)er
for(e) = sight
for(e) = word
for(e) = arm
for(e) = bode
forego (**TPORG**)
for(e) = see
ful = fil(l)
full = back
full = dress
full = grown

(100)

ABBREVIATIONS

Sunday	**SUPB**	sun	*Friday*	**TPREU**	fri
Monday	**PHOPB**	mon	*Saturday*	**SAT**	sat
Tuesday	**TUS**	tus	*tonight*	**TPHEUT**	nit
Wednesday	**WED**	wed	*Messrs.*	**PHERS**	mers
Thursday	**THURS**	thurs			

(9)

PHRASES

is–it–the
is–it–he
is–it–her
is–it–usual
is–it–many
is–it–gone
is–it–all
is–it–all–it–is
is–it–my

is–it–my–own	to–you	to–have–come
is–it–his	to–be	to–have–it
is–it–much	to–your	to–have–the
to–it	to–have	to–have–his
to–his	to–have–been	to–have–him

(24)

PUNCTUATION

Hyphen	**OE**	Colon	**-FPLT=-FPLT**
Dash	**OE=OE**	Semicolon	**-FRPBLGTS**

WRITING EXERCISE

(1) A name like "Schoenfeld" should be written out letter by–letter; but "Allison" need not be spelled out in full. (20)

(2) If this bill of *Messrs.* Bryan & Chapman is–not paid soon, we–shall hand the–account to their attorneys, The* Ernst-Harrold Company. (24)

(3) Tomorrow the B. K. Quinn Company will send a large order to H. B. Watkins & Bro. (17)

(4) W. N. Bradley will leave *tonight* for Chicago and–will not return before *Sunday.* (14)

(5) He attends lectures every *Tuesday*, *Thursday*, and *Saturday;* and on *Monday*, *Wednesday* and *Friday* he teaches in–the night school. (20)

(6) William was a member of–the senior class and a fullback on–the team. (15)

(7) The Aryan race aspires to–the dominion over all alien peoples. (11)

(8) It–was a peculiar fact that–the forecast for–the junior class was fulfilled. (14)

Dear–Sir:

Please request Davis to make–out checks tomorrow for–the clerks. I send you herein (**HERPB**) a list of

* When *the* occurs as part of a firm name, use initial **T**.

their names: William M. Crawford, Thomas R. Douglass, James S. Kenyon, Lee Curtiss, Alex. McIntyre, Julius Smith. Davis knows the exact amount for each.

I expect to return before next *Wednesday.*

Yours–truly, (53)

SUPPLEMENTARY

The young woman who said to–*the* manager *of* a girls' club, "Oh, we don't want to 'learn things'*; we just want to sing *and* dance *and* play, *and have*–a *good time,*" expressed a *general* attitude. A girl who has toiled all day *is* tired *when* her work *is* done. She–*is* not too tired to dance or to *look* at pictures *but* she feels her fatigue *when* she–*is asked* to learn to cook or sew or work *on* a typewriter.

This attitude *is*–to–*be* regretted. *If* youth *is*–*the time* for pleasure, *it*–*is* also *the time* for progress. *The* girl who does not want to "learn things" never *succeeds in any* field *of* life.

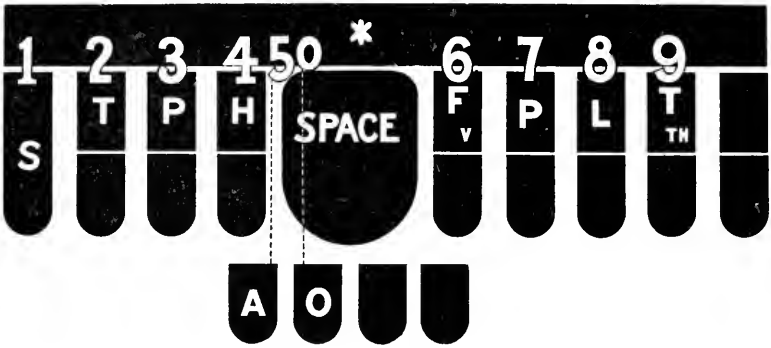
A woman *in* Chicago who worked her way up *from*–a job at low wages to–*be an* expert stenographer (**STEPBS**), tells us *that* a great *many* shop girls care *little* to learn *what*–*will advance them. They* do not *even* work at *their* jobs, *they*–*are* worked.

Most *of*–*the* men *and* women who hold places *of* honor *have* fought *their* way, step by step. *They*–*have* learned things *whenever they could and have taken* pleasure *in their* greater power. *That*–*is the* law *of*–*the* world. Persevere!† (207)

* The single quotation mark, or apostrophe, is written **AOE.**

† The exclamation point is written **STKPWHR.**

LESSON FIFTEEN



FIGURES

Write	**S***	for 1		***F**	for 6
	T*	2		***P**	7
	P*	3		***L**	8
	H*	4		***T**	9
	A*	5		**0***	0

PRINCIPLES

23. Certain letters struck in combination with the star represent figures. The star and the letter representing the figure are struck with the same finger at the same time with the exception of five and naught, which are operated by the thumb of the left hand, leaving the forefinger of that hand free to operate the star at the same time.

NOTE.—Practice figures from one to one hundred, from self-dictation, until they can be written as rapidly as one naturally counts. Great care should be taken in the writing of figures, because a single misstroke means a wrong figure.

24. Fractions are written as words; as, *4/5*, **TPOR**= **TPEUFTS**. In writing figures, write exactly what is

dictated, omitting the word *and* except between whole numbers and fractions.

25. In writing dates, a comma should be placed between the day of the month and the year; as, *May 31, 1914*, PHA = P* = S* = -RBGS = S*T = SH*.

26. In writing the time of the day use a colon between the hour and the minute. *2:15 A. M.*, T* = -FPLT = -FPLT = SA* = APL; *10:02 P. M.*, SO* = -FPLT = -FPLT = T* = P-PL. *A. M.* and *P. M.* are written in one stroke.

27. In writing quantities like *four eleven-inch boards*, where confusion might arise as to whether *forty-one one-inch boards* was intended, use the space between the figures. H* = = S* = S* = EUFRPBLG = PWORDS.

ABBREVIATIONS

January	SKWRAPB	jan	
February	TPEB	feb	
March	PHAR	mar	
April	AP	ap	
July	SKWRUL	jul	
August	AUG	aug	
September	SEPT	sept	
October	OBG	ok	
November	TPHOF	nof	
December	TKES	des	
cent, -s	-S	-s	abbre-
hundred	H	h	via-
thousand	-T	-t	tions
million	-PL	-m	only
billion	-B	-b	after
dollar, -s	-D	-d	figures
per cent	PERS	pers	(17)

WRITING EXERCISE

(1) The year 1886 may almost be called the year of labor strikes. (13)

(2) In *February* 1,500, and in *April* 40,000, men left their places of work. (15)

(3) In *July*, *August* and *September* 2,000 strikers marched through–the streets. (12)

(4) On–the night of *October* 4, 1886, six or seven hundred persons assembled in Haymarket Square. (17)

(5) The lot on Long Island, 50x200 feet, was sold last *March* for $15,950.75. (22)

(6) Tell me whether five-sixths (**TPEUF**=**SEUBGS**=**TS**) of three-fourths (**THRE**=**TPORTS**) equals one-half (**WOPB**=**HAF**), or fifty *per cent.* (11)

(7) The twenty largest cities in this country in 1910 were:

New=York (**TPH**=**KWR**)	4,766,883
Chi=ca=go	2,185,283
Phil(a)=del=phia	1,549,058
St.=Louis	687,029
Bos=ton	670,585
Clev(e)=land	560,663
Balt(i)=more	558,485
Pitts=burgh	533,905
De=troit	465,667
Buf(fa)=lo	423,715
San=Fran=cis=co	416,912
Cin=cin(n)=at=i	363,591
Mil=wau=kee	373,857
New=ark	347,469
New=Or=le(a)ns	339,075
Washington (**WARB**)	331,069
Los=Ang(e)=les	319,198
Min(ne)=ap(o)=lis	301,408

Jer=sey=Cit=y 267,779
Kans=as=Cit=y 248,381

(8) The total number–of people in these twenty cities is 15,710,012, while–the whole number in–the country is 91,973,266. (39)

(9) There–are thousands of men in this country who–are said to–be worth over ten *million dollars.* (18)

(10) Through *November*, *December*, and *January* the clerks go to work at 8:15 A.–M. (15)

(11) We ordered five fifty-pound sacks of flour and eight ten-pound cans of lard. (15)

(12) Write 3 *billion*, 4 *million*, 5 *thousand*, 6 *hundred*, 78 *dollars*, and 90 *cents.* (15)

SUPPLEMENTARY

Not more–*than* seven or eight *months ago*—*January* 21 or 22 *it*–was, I *think*, *the* owner *of–the* house at 48 Minetta Lane, Betty Van Alstyne, died. I *happened* to–*be with*–a *party of* three old *New Yorkers* (**TPH** = **KWRERS**) a day or two *afterwards*, *and they* told *me about–the* well-known old street.

Have–you–ever–been to Minetta Lane down *in* Greenwich Village, *New York? There–is but* one house *on–the* street *(the Van Alstyne house) *that* still shows *some* outward signs *of* former grandeur. *As*–for–*the* rest, *they–are* dirty hovels *where* foreigners live, most *of them* Italians *and* Greeks. I was told *that–the* old lady *had* lived *there* for more–*than* 75 years. She was *possibly about* 78 or 79 years old. *Some–of–the* people who *spoke* to *me about–it* said *that they had* known Betty *when* she was a young girl *of* 16 or *thereabouts*, *and they* said *that* she was a *very* pretty girl *and–the* belle of–the town. At *that time*, *in–the* forties,† Minetta Lane was *the* place *where*–all–*the* aristocracy lived.

I heard *the* story *with*–a *good* deal *of* pride, for to *me it* meant, not alone *the* story *of* Betty Van Alstyne, who *had* lived *in–the* same place for so–*many* years, *but–the* story *of New York's* growth *and* progress *in–the* past 50 years. (255)

* The parenthesis is indicated by **STPH-FPLT**.

† Always write the plural of numbers in words, as **TPOR**=**TEUS**.

LESSON SIXTEEN

PREFIXES

D(TK) for *de, di* B (PW) for *be*

PRINCIPLE

28. Omit the prefix *be* in the words *begin, began, begun, between, beyond,* and *because.*

WORD PRACTICE

debar
de = cay
de = ceive
de = cide
de = clare
de = cline
de = crease
de = feat
de = fraud
de = fect
de = file
de = fine
de = form
de = face
de = grade
de = gree
delay
delight = (e)d
delin = quent
deliver
demand
demon = strate
demur
de = ny
depart
depend
deplore
depos = it
depo(t)
deprive
depute
derive
de = s(e)ent
de = sert
de = sign
de = sire
de = tach
de = tain
de = ter
de = tect
de = ter = mine
di = gest
di = gress
dilate
dilute
dimin = ish
diplom = a
direct
de = test
de = tract
de = vel = op
de = vol = ve
de = vour
de = vote
di(f) = fuse
be = calm
be = cloud
be = came
become
be = fall
be = fit
be = friend
be = get
be = grudge
behalf
behead
behind
behold
behoove
belat = (e)d
belie
belief

believe
belong
beloved
below
be = neath
be = night
be = queath
be = quest
berate
bereft
be = seech
be = seem
be = set
be = side
be = sides
be = siege
be = smear
be = speak
be = stow
be = tray
be = troth
be = twixt
be = wail
be = ware
be = wilder = (e)d
be = witch
belittle
PWHREULGTS
de = bate
(100)

ABBREVIATIONS

Alabama	**AL = A**	al = a
Arizona	**ARS**	ars
Arkansas	**ARBG**	ark
California	**KAL**	kal
Colorado	**KOL**	kol
Connecticut	**KOPB**	kon
Delaware	**TKEL**	del
Dist. of Columbia	**-D = KR**	-d = c
Florida	**TPHRA**	fla
Georgia	**TKPWA**	ga
Idaho	**EUD**	id
Illinois	**EUL**	il
Indiana	**EUPBD**	ind
Iowa	**EU = WA**	i = wa
Kansas	**KAPBS**	kans
Kentucky	**KEPB**	ken
Louisiana	**HRA**	la
Maine	**PHE**	me
Maryland	**PH-D**	m-d
Massachusetts	**PHAS**	mas
Michigan	**PHEUFP**	mich
Minnesota	**PHEUPB**	min
Mississippi	**PHEUS**	mis

Missouri	PHO	mo
Montana	PHOPBT	mont
Nebraska	TPHEB	neb
Nevada	TPHEF	nef
New Hampshire	TPH=H	n=h
New Jersey	TPH=SKWR	n=j
New Mexico	TPH=PH	n=m
New York	TPH=KWR	n=y
North Carolina	TPH=KR	n=c
North Dakota	TPH=-D	n=-d
Ohio	O	o
Oklahoma	OBG	ok
Oregon	OR	or
Pennsylvania	PA	pa
Rhode Island	R=EU	r=i
South Carolina	-S=KR	-s=c
South Dakota	-S=-D	-s=-d
Tennessee	TEPB	ten
Texas	TEBGS	tex
Utah	UT	ut
Vermont	SR-T	v-t
Virginia	SRA	va
Washington	WARB	wash
West Virginia	W=SRA	w=va
Wisconsin	WEUS	wis
Wyoming	WEU	wi
United States	U=-S	u=-s (50)

WRITING EXERCISE

(1) The thirteen original colonies were *Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts, Maryland, South Carolina, New Hampshire, Virginia, New York, North Carolina, Rhode Island.* (24)

(2) *Vermont, Maine* and *Kentucky* were settled before 1776, but were not among the thirteen original states. (18)

(3) In 1803 Jefferson bought *Louisiana* of Napoleon.

This large tract embraced what-are now our states of *Montana*, *North* and *South Dakota*, *Minnesota*, *Wyoming*, *Nebraska*, *Iowa*, *Kansas*, *Missouri*, *Oklahoma*, *Arkansas*, and *Louisiana*. (34)

(4) Our knowledge of *Oregon* and *Washington* began in-the time-of Lewis and Clarke. (14)

(5) After-the Mexican War the *United States* acquired *California*, *New Mexico*, and *Texas*. (13)

(6) The British marched into the *District of Columbia* in 1814 and burned the capitol. (15)

(7) In 1861 seven states—*South Carolina*, *Georgia*, *Mississippi*, *Florida*, *Alabama*, *Louisiana*, and *Texas*—seceded; and soon after, *Virginia*, *Arkansas*, *Tennessee* and *North Carolina*. (25)

(8) *Wisconsin*, *Michigan*, *Illinois*, *Indiana*, *Ohio*, and *West Virginia* were admitted as states between 1803 and 1863. (20)

(9) The last states admitted to-the union were *New Mexico*, *Arizona*, and *Oklahoma*. (13)

(10) *Colorado*, *Idaho*, *Nevada* and *Utah* were not settled by Americans till after-the Mexican War. (15)

My dear Son:

I-have your-letter about-the trouble that has developed between you and Jack Gardner over what seems a very trivial debate. Your desire that-he should not receive his diploma betrays a spirit that-you should beware of, for-it-is beneath you. If-I-am not deceived in-you, you-will apply your old motto *"Noblesse oblige" to this case. Always remember that-you should be polite to others, not because they-are gentlemen but because you-are one.

Your father, (86)

* **TPHO = PWHRES = O = PWHRERB**. Words retaining their foreign pronunciation are written as they sound. *Croquet*, **KRO = KA**; *cello*, **KHEL = O**.

LESSON SEVENTEEN

PREFIXES

S for *some* at the beginning of compound words.
K for *cog*, *col*, *com*, *con*, *cor*, *cum*.

SUFFIXES

-S for *-some* at the end of compound words.
-G for *-ing* and *-thing* in compound words.
-B for *-body* in compound words.

PRINCIPLES

29. Whenever the prefixes *col*, *com*, or *cor* are followed by a second *l*, *m*, or *r*, the second *l*, *m*, or *r* must be written. *Commit*, **KPHEUT**; *collect*, **KHREBG**; *correct*, **KREBG**. When *col*, *com*, or *cor* are followed by a vowel, they are not prefixes and must be written out. *Coral*, **KORL**; *comet*, **KOPLT**; *color*, **KOLS**.

30. When the prefix *con* is followed by a second *n*, the second *n* is omitted. *Connect*, **KEBG**.

31. When possible, write the prefix or suffix in the same stroke in which the remainder of the word is written, except in the three words *compact*, *comport*, and *compile*, which three words must be written in two strokes in order to distinguish them from *exact*, *exhort*, and *exile*. *Compact*, **K=PABG**; *comport*, **K=PORT**; *compile*, **K=PEUL**.

32. Use the Stenotypic prefixes and suffixes even where it does not save a stroke. *Concrete*, **K=KRET**.

WORD PRACTICE

sometimes	somewhat	combine
somebody	somewhere	command
somehow	combat	commence

comment
commend
commerce
commit(t) = ee
commode
common
commune
com = pact
compan = ion
compar(i) = son
compass
compel
compete
com = pile
complaint
complain
complex
com = port
compos = er
compos = ite
compound
compre(he)nd
compress
comprise
compute
com = fort
con = cave
con = ceal
con = ceit
con = ceive
con = cen = trate
con = cept
con = cern
con = cise
con = clude
con = cord
con = crete
con = demn
con = dense
con = duct
con = d(u)it
con = fess
con = fide
con = fine
con = firm
con = jure
con(n)ec(te)d
con(n)ive
con = quer
con = quest
con = science
con = sent
con = sign
con = sole
con = s(ti)tute
con = strain
con = struct
con = strue
con = sume
con = tain
con = tempt
con = text
con = test
con = trol
con = trite
con = va = lesce
con = vene
con = vent
con = verse
con = vert
con = vex
con = vey
con = vulse
collater = al
collapse
collect
colleague
college
collide
correct
corrode
corrupt
cog = nate
cog = no = men
cog = nize
cumbent
cumber
cumbrance
cumbrous
col = umn
color
comet
com = ic
cons(e) = crate
coral
blithesome
handsome
irksome
loathesome
lonesome
wear = isome
winsome
bur = densome
car(r) = ying
(**KAR = EUG**)

stretching	making	anybody
stud = ying	go = ing	everybody
sheet = ing	having	nobody
work = ing	paying	(-PB = -B)
being	anything	everything
com = ing	nothing	somebody
doing	something	(132)

ABBREVIATIONS

convenient, -ce	SREPB	ven	
correspond	KOR	kor	
customer	KUS	kus	
deduct	TKUBG	duk	
government	TKPWOFT	goft	
democrat, -ic	TKEPL	dem	
describe, -tion, -tive	SKREU	skri	
discount	SKOUPBT	skount	
discrepancy	SKREP	skrep	
property	PROT	prot	(9)

WRITING EXERCISE

(1) It–was his desire to conquer the world. (8)

(2) The federal *government* has no control over this matter, as–it concerns rights of *property* secured by–the federal compact of 1894. (24)

(3) There–is a *discrepancy* between–the two *discounts;* if *convenient, deduct* two per cent from–the second to make–it *correspond* with–the first. (24)

(4) Pride is sometimes concealed under an air of modesty. (9)

(5) The *descriptions* of–the *democratic* committee meetings were compiled in such a way that everybody could consult the papers without trouble. (21)

(6) The pupil *described* studying as–an irksome and wearisome task and nobody could convince him otherwise. (16)

(7) It–is not enough to say a pleasing thing; a speaker must be able to convince.* (16)

(8) A handsome prize was offered to–the composer who would produce the best piece of music for–the college comic opera. (21)

(9) When–the meeting convenes, bring up that affair and find out what–the *Democrats* think–of–it. (17)

(10) He may not construe the matter as–you would wish, but he may–be correct in spite of–it. (19)

Dear–Sir:

At your *convenience*, I wish that–you would send me–a *descriptive* catalogue of your winter line so that–I may pick out the goods that–I–shall need for my *customers*. Please give me–the best *discount* possible, and if–your prices are low in comparison with–the figures of other concerns that–I–have before me, I–shall give you–the bulk of our business for 1915.

Yours–very–truly, (75)

*If a word is to be underscored, it should be so indicated by writing **SKWR-RBGS** directly after it.

LESSON EIGHTEEN

PREFIXES

N (**TPH**) for *en, in, un*
MAG (**PHAG**) *magne, magni*

SUFFIXES

-FR for *-fer, -fere, -for, -fore*
-F *-fy*

PRINCIPLE

33. In words of more than two syllables ending in *ary, ery, ory,* and *ury,* omit the final *y. History,* **HEUS = TOR**; *histories,* **HEUS = TORS.**

WORD PRACTICE

enact
enam = el
en = camp
en = caus = tic
en = chain
en = cire = l(e)
en = compass
en = counter
en = cour = age
en = croach
en = cumber
enroll
en = twine (**TPH = TWEUPB**)
en = twist (**TPH = TWEUS**)
in = sane
in = asmuch
in = bound
in = case
in = cense
in = cite
income
in = vol = v(e)d
enamor (**TPHAPLS**)
unarm
un = belief
un = can(n) = y
un = bend
un = kempt
un = man
un = known
un = nerve
un = sol = v(e)d
un = truth
magne = tize
magne = tism
magne = to PHAG = TO
magni = fy
magni = tude
confer (**K-FR**)
prefer
refer
trans = fer

therefor
therefore
heret(o) = fore
wherefore
class = ify (**KHRAS** = **EUF**)
ed = ify
fals = ify
mod = ify
pur = ified
per = son = ify
qual = ify
rec = tify
ter(r) = ify
ver = ify
ac = tu = ary
mil(i) = tary
in = cend = (i)ary
fac = tory
ac = ces(s) = ory
con = grat = (u)la = tory
vain = glory
exem = plary
ob = serv(a) = tory
or(a) = tory
dil(a) = tory
per = fune = tory
pen(e) = ten = tiary
(= **SHAR**)
pe = cun = (i)ary
dorm = (i)tory
mil(li) = nery
cur = sory
cem(e) = tery
us = ury
treas = ury
(76)

ABBREVIATIONS

effect	**TPEBG**	fek
enclose, inclose	**KHRO**	klo
enthusiast, -m, -ic	**THU**	thu
etc.	**ETS**	ets
finance	**TPEUPB**	fin
until	**TPH-L**	n-l
follow	**TPOL**	fol
satisfy, -action, -actory	**SA**	sa
responsible, -ity	**SPOPB**	spon
response, -ive	**SPOPBS**	spons
purchase	**PUR**	pur (11)

WRITING EXERCISE

(1) The *responsibility* thrust upon him unnerved this man of dilatory habits. (11)

(2) His incendiary speech met with-an instant *response* and encouraged the enraged mob to *follow* their mad impulses. (18)

(3) Being unarmed when he encountered the enemy, he magnified his danger. (11)

(4) I-can testify to-the magnitude of their *purchases.* (9)

(5) I-am *satisfied* that-he-is a *responsible* man and therefore full of energy. (14)

(6) Do not be afraid of *enthusiasm.* Let people call you an *enthusiast* if they prefer. (15)

(7) He was *responsive* to-the idea that unbelief is all right *until* she talked to him. (16)

(8) He was deemed an accessory to-the crime and sent to-the penetentiary for fifteen years. (16)

(9) I-am *enclosing* you a check for $18.34 and hope this-amount will-be *satisfactory* to-you. (15)

(10) Studying *finance, etc.*, had-a good *effect* on them, in making them *enthusiastic* over their work. (16)

Dear-Sir:

I *inclose* herewith (**HER = W**) verified copies of-the Wilson transcript. Everything is working out to our entire *satisfaction.* I hope the *enclosure* will convince you that-you-are magnifying the risk and *responsibility* we-are assuming in this matter. The problem of meeting increased salaries next year is still unsolved.

Very-truly yours, (55)

SUPPLEMENTARY

Dear Friend:

I–*know that–your* work so–*far* has *been satisfactory* both to–*you and* to–*your* teacher; *but* at *this* point a few thoughts occur to *me that–you* may find useful *in–your* work for speed *on–the* machine.

You should *always write with–the* simple, easy, piano touch. *The* keys should *be* struck *with–*a light *but* firm stroke *and–the* fingers (**TPEUPBGS=S**) should *be* lifted *from–the* keys at once so *that–the* hands may–*be* free to form *the* next word.

One thing *that–*I want *you* to *remember is–that–you* do not need to hurry *in–order* to *write* at a *good* rate *of* speed. All *you* need do–*is* just to keep busy, *write with* ease, *and* lose *no time* between strokes. *The* person whose fingers fly *from–the* keys *cannot possibly write as–*fast as one who *operates with–*a low lift *of–the* hand.

I wonder *if–you* phrase all–*the* words *it–is possible* to phrase. *If–you–have* learned to form *the* phrases *without* pause *and know them* at once *when–you* read *your* notes, *you–have–gone* a great way toward (**TORD**) *the* goal *which you* want to reach.

Yours–sincerely,

Fanny E. Schoenfeld. (206)

LESSON NINETEEN

PREFIXES

AK (**ABG**) for *accom, accum*
S *self, circum* (Written in separate stroke)

SUFFIXES

-S for *-self*
-LS *-less*
-US *-eous, -ious, -uous*

WORD PRACTICE

accom = pan = y
accom = plice
accom = plish
self = con = tained
self = willed
self = de = ceit
self = de = nial
self = government
self = same
circum = flex
circum = scribe
circum = spect
self = command
self = commun = ion
self = con = trol
self = con = cern
self = con = ceit
herself
himself
yourself
itself (**-TS**)
myself
home = less
helpless (**HELS**)
hopeless

form = less
fault = less
joyless
careless
hapless
pit = iless
cloud = less
blood = less
speechless
aim = less
taste = less
harm = less
sinless
fam = (o)us
ri(o)t = (o)us
cred = u = l(o)us
fab = u = l(o)us
gener = (o)us
jeal = (o)us
joy = (o)us
rigor = (o)us
pros = per = (o)us
mis = chiev = (o)us
mag = nan = (i)m(o)us
pit = eous

gas = eous
con = tempor = an = eous
court = eous
dis = court = eous
commod = ious
con = tag = ious
cop = ious
cur = ious
var = ious
fas = tid = ious
glor = ious
har = mon = ious
imper = vious
me = lod = ious
prev = ious
con = gruous
con = spic = uous
con = tig = uous
continu = (o)us
(**KOPBT** = **US**)
treacher = (o)us

(70)

ABBREVIATIONS

unless	**TPH-LS**	n-ls	
imagine, -ation, -ative	**PHAG**	mag	
immediate, -ly	**PHED**	med	
important, -ce	**KPWOR**	impor	
individual	**SREUD**	vid	
injure, -y	**SKWRUR**	jur	
inquire, -y	**KWEUR**	quir	
investigate, -ion	**SRES**	ves	
invoice	**SROEU**	voi	
legislate, -ure, -ive	**HREGT**	legt	
selfish	**SEURB**	sish	(11)

WRITING EXERCISE

(1) Accompanying the–letter was the *important invoice* they were desirous of receiving. (12)

(2) It–is impossible for an *individual* who looks at everything through *selfish* glasses to–be a real friend to anybody *unless* he improves. (23)

(3) The *selfish* and self-willed boy made himself conspicuous by teasing the helpless little animals at the zoo. (18)

(4) There–are–no circumstances that–can overthrow or circumvent an earnest man. (12)

(5) The *imaginative* man who loses himself in–his work is bound to accomplish something worth while. (16)

(6) *Imagine*–the *legislature* trying to *legislate* against equal suffrage with *immediate* success. (12)

(7) This *legislative investigation* disclosed proofs of bribery. (7)

(8) He contends that reason is–of far more *importance* than *imagination.* (11)

(9) The first law of good manners is "Thou shalt love thy neighbor as thyself." (14)

(10) On receipt of your *inquiry* I *immediately investigated* the *injury.* (10)

Gentlemen:

We–have your–letter of October 31 *inquiring* about James White, who wishes to enter your services as–a salesman.

We dislike to *injure* the young man's chances; but while he–is very fastidious in dress and faultless in manners and appears to good advantage, he–is self-conceited and, being aimless in–his methods of work, never accomplishes much. Further, his careless habits have had–a contagious and mischievous effect on some–of our younger clerks. After a continuous trial of six months, we were obliged to discharge him.

We feel it our duty to give you this information, though we regret having to do–it.

Very–truly yours, (112)

LESSON TWENTY

PREFIXES

N–D (**TPH-D**) for *inde, indi*
unde, undi

SUFFIXES

-T for *-ity, -ate*
-L *-ly, -ily*
-LT *-ality, -ility*

PRINCIPLE

34. When an initial consonant appears in the same stroke with a suffix, the vowel must be written even though it is included in the suffix. *Sanctity,* **SAPBG=TEUT**; *designate,* **TKES=EUG=TPHAT.**

WORD PRACTICE

inde=cor=ous
inde=ter=minate
inde=cor=um
indi=cate
indi=go
indi=vid=uate
unde=fined
unde=ter=mined
unde=vel=oped
unde=ceived
unde=cid=(e)d
unde=creed
in=direct
(**TPH=TKREBG**)
un=directed
undi=vid=(e)d
u=biq=uity
(**U=PWEUBG=WEUT**)
un(a)=nimity
un(i)=formity
unity
sa=gac=ity
sanc=tity
sanity
des=ig=nate
a=(p)pel(l)ate
ac=tuate
ac(c)=urate
accum=ulate
ed=ucate
a=dul=terate
ac=celer=ate
c=rad=icate
con=jugate
accom(mo)=date
em=ulate
circum=nav(i)gate
inan=imate
inar=tic=ulate
inaug=urate
in=car=cerate
un=dulate

come = ly (**KOPL = -L**)
con = cise = ly
friend = ly
lovely
wild = ly
yearly
daily
humbly
unruly
hap(p)ily
mood = ily
con = trarily
arb(i) = trarily
bus = ily
pret(t) = ily
barl = ey (**PWARL = EU**)
pul(l) = ey
gal(l) = ey
trol(l) = ey
vol(l) = ey
mot = ley
per = sonality
par = tiality (**PAR = SHALT**)
cord = iality (**KORD = LT**)
art(i) = fic(i)ality
(**ART = TPEURBLT**)
plurality

form = ality
liber = ality
morality
mu = nic(i) = pality
neu = trality
o = rig(i) = nality
u = tility
a = gility
do = cility
fra = gility
gen = tility
civility
hu = mility
fer = tility
counter = act
(**KOUPBTS = ABG**)
counter = feit
counter = pane
counter = part
counter = sign
con = tra = dict
(**K = TRA = TKEUBG**)
con = tra = band
con = tra = vene
con = tro = vert
(**K = TRO = SRERT**)
con = tro = vers = y (90)

ABBREVIATIONS

opportunity	**TUPBT**	tunt
manufacture	**PH-FR**	m-fr
manufacturer	**PH-FRS**	m-frs
manufactory	**PH-FR = EU**	m-fr = i
memorandum	**PHEPL**	mem
memoranda	**PHEPL = A**	mem = a

material	TERL	terl	
nature, -al	TPHA	na	
necessary	TPHES	nes	
neglect	TPHEG	neg	
nevertheless	-FRLS	-frls	(11)

WRITING EXERCISE

(1) Tact is–an extremely delicate quality. (6)

(2) The *manufacturers* took their controversy with–the municipality to–the Appellate Court. (12)

(3) Lincoln lives in history because of–his undivided love for all humanity. (12)

(4) Since Congress enacted the Pure Food Law in 1906, the *manufacture* of adulterated *material* has much decreased, thus indicating the utility of–the act. (25)

(5) Low aim is–a crime against *nature* because it pulls down every other quality to–its level. (17)

(6) The company sent several *memoranda* to Colgate; *nevertheless* he failed to carry out the orders accurately. (16)

(7) You may well emulate his honesty and fidelity. (8)

(8) The *opportunity* is–all that–is *necessary.* (7)

(9) His incapacity was manifest and–his yearly income was small; therefore, it–was *natural* enough that–he should feel humility when with educated people. (24)

(10) Make a *memorandum* to–the effect that two large *manufactories* countermanded their–orders last week. (15)

Gentlemen:

Your–letter of–the 10th inst., complaining of *neglect* in getting out your order is–at hand. If–we felt

that–the criticism was deserved, we would humbly beg your pardon; but inasmuch–as (**TPH = S-FPS**) our foreman assures us that–he actually (**ABG = TUL = -L**) accelerated your order, working overtime on–it, we feel no necessity for further action on our part.

We trust you–will consider this matter again and communicate with–us.

Very–truly yours, (74)

SUPPLEMENTARY

In laying plans for *your* future *business* career, *which–comes* first to–*your* thought,—*the* wages *you–will* expect or–*the opportunity* to gain *knowledge and* training?

Are–you–willing to enter a *large* concern *and* begin at *the* bottom *and* prove *your* worth, or *would–you* prefer to attach *yourself* to a small *company that would–be–willing* to pay–*you* more at *the* start *but which could give you but little* chance for growth? *In–*other words, *are–you* building just for *today* or *are–you* laying plans *which–will be* broad enough for all *time* to–*come?*

Not long *ago* boys used to *give* years *of their time* to learn *some business* or trade; *and this without any* thought *of* wages *before–the business* or trade *had–been* learned. *But* now young people who–*are* honest *about their* work *and* earnest *in their* efforts to improve, *can, from–the* day *they* enter *the business* world, earn a *good* living wage.

The greatest *value which–comes* to most young people *on* entering *business comes*, not through *their* pay check *but* through–*the* wealth *of knowledge they* gain *from–coming into* contact *with* those who–*have* met *with difficulties in business and have overcome them.* (207)

LESSON TWENTY-ONE

PREFIXES

N-K (**TPH-BG**) for *incon*, *uncon*

SUFFIXES

-BL for *-able*, *-ably*, *-ible*, *-ibly*

-BLT *-bility*, *-ability*, *-ibility*

-MT (**-PLT**) *-ment*

WORD PRACTICE

incon = ceivable
incon = sider = able
incon = sol = able
incon = spic = uous
incon = test = able
incon = tro = vert = ible
(**TPH-BG** = **TRO** = **SRERT** = **-BL**)
uncon = cerned
uncon = form = able
uncon = gen = ial
uncon = querable
uncon = straint
uncon = tra = dicted
(**TPH-BG** = **TRA** = **TKEUBGD**)
uncon = trol(l) = ably
uncon = vert = (e)d
un = com = fort = able
incog = nit = o
(**TPH** = **K** = **TPHEUT** = **O**)
unaccom = pan = i(e)d
unaccom = plished
in = convenient (**TPH** = **SREPB**)
re = spect = able
form(i) = dable
vener = able
un = acceptable
(**TPH** = **SEPBL**)
capably
nobly
peac(e) = ably
rep = re(he)ns = ible
(**REP** = **REPBS** = **-BL**)
inac = ces(s) = ible
horrible
forc = ibly
in = cred = ibly
vis = ibly
advis = ability
(**SREUS** = **-BLT**)
liability
stability
dis = ability
cred = ibility
expans = ibility
possibility (**POS** = **-BLT**)
sens = ibility
vol = ubility
ail = ment
a(p) = praise = ment
a(s) = ses(s) = ment

compliment
det = riment
doc = ument
dis = (ap)point = ment
el = ement
en = gage = ment
en = dors(e) = ment
exper(i)ment
in = stal(l) = ment
moment
mon = ument
orn = ament
reg = iment
sac = rament
settle = ment
sup(p) = lement
fund = ament = al
government = al
(**TKPWOFT** = **AL**)
arg = ument (63)

ABBREVIATIONS

instrument, -al	**STRU**	stru	
represent, -ative	**REPT**	rept	
republic, -an	**REP**	rep	
signature	**SEUGT**	sigt	
signify, -cant, -cance	**SEUG**	sig	
stand	**STAPB**	stan	
submit	**SPHEUT**	smit	
substitute	**STUT**	stut	
supply	**SPHREU**	spli	
surprise	**SPREUS**	spris	
shipment	**SHEUPLT**	shimt	
statement	**STAPLT**	stamt	
department	**TKEPT**	dept	(13)

WRITING EXERCISE

(1) They were *surprised* at the *signature* which appeared on the *instrument.* (11)

(2) No inconsiderable *significance* was attached to this plank in the *Republican* platform, nor would they permit any *substitute.* (18)

(3) We *signified* our desire to buy the *shipment* by making immediate settlement. (12)

(4) Her *statement* caused the attorney to file a supplemental brief in-the case. (13)

(5) We do not *understand* why-he-is a *Republican representative.* (10)

(6) It-is *significant* that all-the great improvements, discoveries, and achievements that-have elevated humanity have-been created by enthusiasm. (20)

(7) Your-letter acknowledging receipt of *shipment* of pipe was unaccompanied by-the first installment of $184.82 which-is due. (26)

(8) The *representative* of-the rival *department* was visibly unconcerned about-his inability. (12)

(9) The committee *signified* its displeasure because there was no *instrumental* music at the meeting. (14)

(10) The employers' liability law is-of inconceivable value to our *republic.* (11)

Dear Sir:

We-are *supplying* the market with-an incomparable *instrument* which you-will find to-be exactly as-we *represent* it. We *submit* our prices and *stand* ready to fill a large order.

We-are enclosing a *statement* of your-account to date.

Yours-very-truly, (47)

LESSON TWENTY-TWO

PREFIXES

NR (**TPHR**) for *inter*, *enter*, *intro*

SUFFIXES

-GS for *-ashun*, *-ishun*, *-shun*, *-shal*, *-shus*
-BGS *-ction*, *-ctious*
-PBGS *-nction*, *-nxious*

NOTE.—*-xion* and *-xious* have the same sound as *-ction* and *-ctious* and are written **-BGS**.

WORD PRACTICE

enter = prise
enter = taining = ly
enter = tain = ment
inter = cede
inter = cept
inter = change = able
inter = course
interest
interfere
inter = line
inter = lude
inter = ming = le
inter(r)upt
inter = pose
inter = sect
inter = state
inter = val
inter = vene
inter = view
intro = duce
intro = spect
intro = duc = tory
intro = vert
intra = state (**SPWRA** = **STAT**)
intra = mural
intraurb = an
ad = miration
as = piration
dic = tation
duration
im(i) = tation
in = vi = tation
inter = lin(e)ation
examination (**KP-GS**)
inter = nation = al
inter = pre = tation
ir(ri) = gation
in = corporation
le = gation
ne = gation
obl(i) = gation
oper = ation
plan = tation
inter = cession
am = bition

de = cision
di = ges = tion (= **KHOPB**)
inter = mission
per = mission
pro = hibition
sus = picion
tran = sition
uncon = dition = al
con = tri = bution
uncon = s(ti)tution = al
cushion
delusion
a(s) = sumption
a(t) = tention
intention
in = vention
mansion
mention
motion
notion
option
Russian
e(s) = sential
ju = dicial
marshal
o = (f)ficial
pa = latial
partial
social
special
cautious

delicious
fic = titious
ma = licious
precious
self = conscious
un = conscious
spacious
sus = picious
vicious
ab = duction
a(t) = traction
collection
con(n)ection
con = traction
con = viction
direction
faction
fiction
pro = duction
pro = jection
traction
fractious
in = fectious
fractions
ob = noxious
complexion
anxious
function
inter = jection
inter = section
intro = duction
intro = spection (108)

ABBREVIATIONS

application **PHREUBGS**
execution **SKUGS**

pliks
skugs

language	**HRAPBG**	lang	
question	**KWE**	que	
recollect, -ion	**REBG**	rek	
recommend, -ation	**REPL**	rem	
regular	**REG**	reg	
regulation	**REGS**	regs	
situate	**SEU**	si	
situation	**SEUGS**	sigs	
sub'ject, subject'	**SUB**	sub	
sufficient, -ey	**SUF**	suf	
superior	**SPERS**	spers	
superiority	**SPERT**	spert	(14)

WRITING EXERCISE

(1) Prof. Whitney's *recommendations* were *superior* and he obtained the *situation* in–the English department. (14)

(2) My *recollection* of Gen. Greene is–that–he had–the reputation of–being the most polite man in–the Revolutionary Army. (21)

(3) In–the power of concentration lies the most precious of intellectual habits. (12)

(4) When several persons make *application* for a *situation*, other things being equal, the one with–the best manners receives the appointment. (21)

(5) His qualifications were not *suffieient*, as–he understood nothing about–the function of–the English *language*. (16)

(6) Your interest in people must be a real one or you–will not draw them to–you. (17)

(7) The enterprise was started through–his *instrumentality* (**STRUT**) and we–shall not interfere with–the experiment. (15)

(8) The *sufficiency* and–the *superiority* of this *reg-*

ulation were demonstrated by–the nine officials of–the International Convention. (18)

(9) Although *subjected* to cross-examination the defendant failed to *recollect* the most essential facts in relation to–the *execution* of–the deed. (22)

(10) In–the National Foreign Trade Convention the *subjects* of* Ocean Transportation and Interstate Commercial Conditions in–the United States were introduced. (21)

(11) At the *regular* session it–was *recommended* that–the *question* of buying the land *situated* in–the addition be postponed. (20)

Dear Sir:

In relation to–the National Realty Company's dissatisfaction with–our treatment of infectious diseases, you–have doubtless had instructions from–the General Manager to give–the matter consideration and bring–the negotiation to a favorable conclusion, if possible. I–am anxious for you to keep me advised of–the *situation* and–the prospect of litigation.

Yours–truly, (59)

*If a word is to begin with a capital letter, it is so indicated by writing **KAP** directly after the word. If the word is to be written in all capital letters, **KAPS** is written directly after it.

SUPPLEMENTARY

The study *of* English has four aims: *the* mastery *of–the language as–an* art, *as–*a history, *as–*a joy, *and as–*a tool. I–*am* concerned *with but* one, *the* mastery *of–it as–*a tool. I want to call attention to–*the* means *of* mastering *this* essential tool *and* to lead *you* to *become* discontented *with–your* employment *of–it.*

First, then, "*Look* well to–*your* speech." *Every-one* should train *himself* to *think* clearly, *and* then to choose those words *which* definitely express *his* thought, so *as–*to compel *his* hearer to get *the* exact meaning.

We *speak* a hundred *times* for *every* once *that* we *write. If–*a person *is* slovenly *in–the* ninety-nine cases *of speaking, he–can* seldom pull *himself* up to strength *and* exactitude *in–the* hundredth *time–of writing.* Most *of* us do not *take–the* pains to learn to talk well. We express *ourselves in* slipshod English because *it–is* so–*much* easier to do so *than–it–is* to *think before* we *speak.*

Our range *of* words *is* absurdly narrow. *Every* one should *enlarge his* vocabulary. Our dictionaries contain more–*than* one *hundred thousand* words; *the* average *speaker* employs *about* 3,000. Let *every* one who wishes to see–*his* vocabulary grow, adopt two new words each week. *It–will* not *be* long *before–the* endless *and* enchanting variety *of–the language will–be* reflected *in–his* speech *and in–his* mind *as–*well.

Treat *writing* or *speaking as–an opportunity and* not–*as* a compulsion. (258)

LESSON TWENTY-THREE

PREFIXES

REK (**REBG**) for *recog*, *recon*

SUFFIXES

-NT (**-PBT**) for *-ant*, *-ent*
-NS (**-PBS**) *-ance*, *-ence*, *-ness*
-FB *-ive*, *-tive*, *-itive*

WORD PRACTICE

recog = nize
recog = nition
recon = cile
recon = struct
recon = vey
re = compense
re = commit
re = compose
unre = port = (e)d
unre = quit = (e)d
unre = gener = ate
unre = lent = ing
unre = liable
unre = served
(**TPHRE = SEFRBD**)
unre = sis(t) = (e)d
unrecog = niz = able
unrecog = niz = (e)d
unrecommended
(**TPHREPLD**)
unre = compens = (e)d
i(r) = recon = cil = able
account = ant (**-BGT = -PBT**)
ab = hor(r)ent
a(c) = qu(i)es(c) = ent

ad = herent
in = compe = tent
in = sol = vent
inter = mit(t) = ent
a(p) = pliance
a(c) = cord = ance
circum = stance
non = compliance
a(f) = fluence
interference (**TPHR-FRPBS**)
con = stanc = y
(**K = STAPBS = EU**)
hes(i) = tanc = y
fluenc = y
bitter = ness
careless = ness
cleverness
faith = ful = ness
happi = ness
truth = ful = ness
peace = ful = ness
thought = ful = ness
watch = ful = ness
wilder = ness
willing = ness

a = bus = ive
dative
communicat = ive
(**KOPL = -FB**)
con = sec = utive (= **UFB**)
delus = ive
executive (**SKUFB**)
intro = spec = tive
mas(s) = ive
talk = ative
votive
pro = hib = itive
sens = itive
won't (**WOPBT**)
wouldn't (**WOPBT**)
hadn't (**H-PBT**)
didn't (**TK-PBT**)
incon = sis = tenc = y
mil(i) = tanc = y
nar(r) = ative
re = pres(s) = ive
sub = mis(s) = ive

(68)

ABBREVIATIONS

hospital	**HOS**	hos	
opposite	**OPS**	ops	
ordinary	**ORD**	ord	
organize	**ORG**	org	
perhaps	**PRAPS**	praps	
perpendicular	**PERP**	perp	
physical, physician	**TPEUS**	fis	
plaintiff	**PHR-F**	pl-f	
positive	**PO**	po	
position	**POGS**	pogs	
pres'ent, present'	**PRE**	pre	
privilege	**PREUF**	prif	
public	**PUB**	pub	
purpose	**PURP**	purp	
suggest, -ion	**SUG**	sug	
cordially yours	**KR = KWR**	c = y	(16)

WRITING EXERCISE

(1) The *hospital physician* testified that–the *physical* condition of–the *plaintiff* hadn't improved. (13)

(2) Directly *opposite* was a *perpendicular* cliff which-the fugitive couldn't climb. (11)

(3) I would condone your interference under *ordinary* circumstances, even though-it *presented* a hindrance to our business. (17)

(4) They recognize Germany as *perhaps* the most aggressive nation in-the world in looking for foreign trade. (17)

(5) In accordance with-your *suggestion*, I-have reconsidered my request for an extra accountant. (14)

(6) The *position* of-the Philippine Islands as-a depot to reach out for-the trade with the natives of China is-one of great importance. (25)

(7) Self-respect is absolutely essential to character, and-it-is just as necessary in influence. (15)

(8) I would *suggest* self-reliance as-a substitute for friends, influence, or family. (13)

(9) Without independence no one can-be a man. (8)

(10) To-be what-you-are—character; to-be as-you-can—influence; to enjoy what-you may—happiness,—this-is really what-is worth while. (25)

My dear Mrs. Snow:

I want to congratulate you on-the success of your efforts to *organize* a Civic Betterment Club for women. The *purpose* of such a club is-a laudable one and-is bound to-have a very *positive* effect in shaping *public* opinion.

I consider it a *privilege* to-be asked to join such an *organization*, and you may count on me to-be *present* at your next meeting, which-is to-be on Tuesday, April 13.

Cordially yours (82)

LESSON TWENTY-FOUR

PREFIXES

N-T (**TPH-T**) for *anti, ante*

SUFFIXES

-K (**-BG**) for *-ical, -icle, -acle*
-LG *-logy, -alogy, -ology*

PRINCIPLE

35. Omit the vowel before the suffix **-BG**, used for *-ical, -icle, -acle*. *Electrical*, **E = HREBG = TR-BG**; *comical*, **KOPL = -BG**. (This is an exception to Principle 34.)

WORD PRACTICE

ante = ced = ent
ante = date
ante = diluv = (i)an
ante = pe = nult
ante = mer = id = (i)an
ante = room
anti = cli = max
anti = dote
anti = imper(ia)l = ism
anti = tox = in
i = cicle
(**EU = S-BG**)
chron = ic
chron = icle
ve = hicle
class = ical
class = ic
miracle
pin(n) = acle
taber = nacle
al = pha = bet = ical
chem = ical
crit = ical
crit = ic
his = torical
rad = ical
surg = ical
trag = ical
trag = ic
an = thropology
apology
biology
chronology
dox = ology
derm(a) = tology
et(y) = mology
geology
myth = ology
analogy
gen = ealogy
orn(i) = thology
phys(i) = ology
phil = ology
psy = chology

theology
tau = tology
zoölogy
miner = alogy
trilogy
eulogy
here(i)n (**HERPB**)
there(i)n
where(i)n
her(e)to (**HERT**)
thereto
whereto
hereby (**HERB**)
thereby
whereby
hereunto (**HERPBT**)
thereunto
whereunto (61)

ABBREVIATIONS

Stenotype	**STEU**	sti	*stenography*	**STEPB**	sten
Stenotypy	**STE**	ste	*stenographic*	**STEPBG**	stenk
Stenotypic	**STEUBG**	stik	*stenographer*	**STEPBS**	stens
Stenotypist	**STEUS**	stis			(7)

WRITING EXERCISE

(1) He–is an anti-imperialist and constantly cites historical analogies. (10)

(2) The *stenographer* in–the ante-room could not read his *stenographic* outlines with facility. (13)

(3) Our manufacturing ability and capacity in this country is such that in ninety days we–can manufacture enough goods to supply the natural demand of this country for one year. (30)

(4) It–is no miracle for a *Stenotypist* to take dictation easily at 280 words a minute. (18)

(5) *Stenotypic* outlines are written in plain type letters and are easily read by a *Stenotypist.* (15)

(6) *Stenotypy* is–a method of recording speech on–the *Stenotype.* (10)

(7) After–the eulogy on–the captain, his sister's apology was an anti-climax. (12)

(8) Her favorite studies were etymology and philology. (7)

(9) *Stenotypy* is-to-be preferred to *stenography.* (7)
(10) The horse-drawn vehicle is-the antecedent of-the automobile. (10)

My dear Mr. Schliebner: (Spelled out.)

I-am sorry you write in such a pessimistic vein. The best antidote for that condition of mind is-to get enthusiastic over something, and you might well start on-your partner in business. We understand other people in-the proportion in which we-have-come to-know ourselves; so look well to-yourself.

As-for "dull times," remember that there-is something better in life than failure. Man was made to succeed and failure is-the very antipode of success.

Remember that-out of adversity comes strength, and every adverse circumstance that confronts you helps to develop your genius.

Your opportunity is before you right now.

Sincerely-yours, (113)

CORRECTIONS AND INSERTIONS

If the dictator wishes to make a correction or insertion at some point already passed in the dictation, the correction or insertion is made by striking the star three times, then taking the instructions of the dictator and following them by a colon, after which the insert or correction is written. Following the insert the star should again be struck three times to indicate its conclusion.

In order for the typist to recognize a letter which has a correction or insertion of this nature in it, the paper should be folded in a point at the top.

Gentlemen:

In answer to yours of the 11th, beg to advise we have the 4's, 5's, and pints in readiness, and the car con-

taining the eight-ounce flasks is on the way to us and ought to be here tomorrow. ***where I acknowledge receipt of that man's letter, please change the date of his letter to the 12th instead of the 11th. *** We therefore feel safe in promising shipment of the entire order within the next few days. This order you will note is a very recent one and has been given very prompt attention.

The enormously increased demand for skeletons is destined to continue, and we strongly urge you to place your orders just as far in advance of your needs as it is possible for you to do. We simply make this friendly suggestion in our eagerness to prevent any possible disappointment on your part.

With kindest regards, we are

Yours very truly,

Up there where I said that their recent order received our best attention, please insert this: (**-FPLT**=**-FPLT**) otherwise we would not be able to make shipment as soon as we now shall.

(Notice that in giving instructions the thought rather than the exact words is repeated as the dictator would be likely to do.)

SUPPLEMENTARY

Again you stand at *the* parting *of-the* ways, *and again you* must choose *which* road *you-will take. You-can* not stay *where-you-are; nothing stands* still *in-the* whole range *of* God's universe. Sun, moon, *and* stars move *onward;* earth, *with-its* winds *and* tides, moves; *the* days, *the* years, *the* centuries move *on.*

In this universal sweep *your* life *is* bound up, *and,* struggle *as-you* may, *you-can* not escape *from-it;* indeed, to escape *from-it would-be* to separate *yourself*

from God *and* to *become* solitary *in*–a darkness *which*–*no* sun *would*–*ever* lighten *again*. *If*–*you* refuse *opportunity*, *neglect* duty, waste *the* gifts *of* life, *you* must grow weaker, smaller, more *and* more *unhappy*, by–*the* operation *of* a law as inexorable *as*–*that which* holds *the* planets *in their* spheres; *if*, *on*–*the* other hand, *you take* hold *of* life resolutely, spring *to*–*its* tasks *with* strenuous *and* joyous energy, put *yourself into its opportunities*, match *your* strength *and purpose against its* trials, temptations *and* losses, *you*–*will be* borne *onward* unto *an* unfailing life *of* peace, rest *and* joy. *The* door *stands open again; which* way *will*–*you take?*

Lyman Abbott (200)

SUPPLEMENTARY EXERCISE ON PUNCTUATION

Period	(.)	-FPLT
Interrogation	(?)	STPH
Comma	(,)	-RBGS
Colon	(:)	-FPLT=-FPLT
Semicolon	(;)	-FRPBLGTS
Apostrophe or Single Quotation	(')	AOE
Quotation	(" ")	AOEU
Exclamation	(!)	STKPWHR
Hyphen	(-)	OE
Dash	(—)	OE=OE
Parenthesis	( )	STPH-FPLT
Underscore	(—)	SKWR-RBGS
Paragraph	(¶)	*=*
Shilling Mark	(/)	OEU
Begin with Capital		KAP
All Capitals		KAPS

SUPPLEMENTARY LETTERS

SUPPLEMENTARY LETTERS FOR LESSONS 1–6.

1

I–have your–letter together with–order. I–have–gone to–much trouble to fill your order today and hope it–will reach you to-morrow. (25)

2

Make an–order on Blake Company for a rock drill. Tell them to–be more particular than they–have–been about–all our work, for we wish to order from them. (31)

3

I wish you would write me whether–you–will drill the oil well for Hill & Brown this month. Can–you tell now how–much pipe it–will take? We look for a large order from–you. (37)

4

I wish you would catch the train tomorrow and come here for a day. I–have a particular plan to talk about with–you that–will mean much to–you and to me if it–can–come about in–a practical way. (42)

5

Had–you written before that–you were to–be here this week, I would–have–gone to our principal about–your work. I–will do that today, however, and–will know more about–your practice before you reach here, if–I–can. (42)

6

Did–you file the brief with Cole & Nunn today? They claim that their large practice–will make it difficult for them to leave here this month. (Strike the star twice for a paragraph.)

Do–you think Payne a practical man? I fear we would–have to win from–him many a time. (46)

7

I–am happy to make known to–you that–I–have already–been able to buy our mine near Blue Lick. We–will pay–our men cash, for I think that the proper plan.

Write me a line that–I may–know where–you–are to–be after this week. (50)

8

Who do–you think would–be a proper party to–go on with–our work? It–will–have to–be all done before your company can–have our bill. They already have her order but they look for a bill from–you before they–will come together on that particular. (50)

9

I thank–you for your–letter which came today. There–will be little that–can be written, but–much that–I could tell you if–you were here. I may–be back here before my–usual time.

Wire me if–you happen to–have any difficulty that–I–can take care of for you. (54)

10

I hope that this–letter will reach you in time, for it–will tell you all that–you would like to–know. You–know the number–of our file we wish you to work on. It–will teach you how to perfect your work but it–will take more time than if–you were to work in–your usual way. (69)

SUPPLEMENTARY LETTERS FOR LESSONS 7–12.

11

Dear–Sir:

Yours of even date is–at hand. I–shall be very glad to furnish you with–the information you want. The Southeastern Railway–Company went into the hands of a receiver (**SEFR**) last year. Since that time their local freight business has picked up again and I

think it–will not be long before–the company will–be able to settle all–its claims and operate its road.

If–you want any further information, advise me.

Yours–truly, (79)

12

Gentlemen:

You–will find herein (**HERPB**) our check for–the amount of our–account. Please acknowledge receipt.

If–you would give us some advice before we take action on–the test case to–be brought before our local court next week, we should appreciate it, as–we value–your opinion very–much.

Judge Hale will help–us in–a general way to defend this case and we expect to succeed. Please reply as soon–as possible. We–shall file our answer when we hear from–you.

Yours–very–truly, (88)

13

Dear–Sir:

We send you with this–letter samples of our new spring weaves and ask you to note the fine line of stripe wash goods, also that we–have both light and dark lawns in–all–the good street shades. These are–all spot-proof.

We think there–is an extra value in–our goods, more–than–is usually found at the low price. Our Mr. Jones will call on–you next week and we feel sure you–will find it to–your advantage to–have a nice large order for–him.

Very–truly, (94)

14

My dear Miss Yale:

I–am in receipt of your–letter in which you ask about–the textbooks to–be bought next year. I believe the school board has already spent much time and examined a good–many books but has not yet made a choice.

We-shall employ more-than one new teacher, but there-are a number-of applicants for each vacant place.

Greek will-no longer be taught in-the South High School, but this-will not affect you as-you-can take some other work.

Yours-respectfully, (90)

15

Dear-Sir:

It-has been a long time since we sent you a bill for-the amount due us. Why-have we not heard from-you before this? As-we remember-it, before this you-have always been prompt to pay-your bills. If there-is any mistake in-the account, we-shall appreciate it very-much if-you-will inform us of-it and we-will examine-it again.

We-shall wait a few days for your answer and then, if-you-can not give a very good excuse, we-shall bring suit against you.

Yours-truly, (97)

16

Dear-Sir:

Please ship at once to Pine Bluff a large steam pump.

The work on-the railroad bridge would-have-been done in ample time, but day before yesterday the men struck for more pay. The superintendent was able to secure a gang of Swedes and set them to work today with-a steam dredge in-the swamp at the east end of-the bridge. They-are very slow at this labor. I fear the time-will expire before we-can bring-the job through, but we intend to do our best.

Very-truly yours, (96)

17

Gentlemen:

We-have received your samples and-will have-a large order made up for you by-the middle of-the week.

We should like to-have samples of your wool goods as-we-have more call for these than for-the lawns and our stock is-now very low. We sell a great deal of all-wool storm serge, both plain and checks, voiles, and black dress goods.

Please send these samples just as soon-as possible, for our fall trade will open the first of next month, and-the time-is short.

Yours-very-truly, (97)

18

Dear-Sir:

Suit has been brought against the Northeastern Railroad-Company by John Quinn on-account of-the accident in which he was hurt last winter. He claims that-the bell was not rung and that-the speed of-the train was in excess of what-it should have-been. There was a curve half a square from where-he stood; also a box car was in-the way. He was struck by-the rear car of-the train as-it backed past the roundhouse.

I think if-we fight this case we-can win, as Quinn had-no right to-be on-the track; but-if you think best, we-will settle with-him for a small amount.

Yours-respectfully, (121)

19

My dear James:

I am in receipt of your-letter of this date and in reply will say that-I-will try my best to secure a place for your sister. Please write me whether-or not she has any-knowledge of accounts and what her-age-is.

If she-can keep books, I-know of a place that-will soon be vacant. I fear she-is too young to expect much pay, but she would advance in this place if she-can turn out good work. I-will speak to-the secretary of Vance &-Co. and let you-know as soon-as possible.

Yours-sincerely, (107)

20

Dear Jack:

Please accept my thanks for your-letter of-the fifth instant.

It-has pained me very-much to learn that Hale spoke against me in such a manner. He had-no cause to make a speech of that kind and I fail to see what-his object was. He did not include in-the information he gave-you the fact that-the whole matter was voluntary on-his part. If-I were to express my exact opinion of this gentleman, I fear my words would sound extreme; so-I-will let it rest.

I hope you-will make a great success of-the new work you-are soon to enter upon. Your friend, (115)

SUPPLEMENTARY LETTERS FOR LESSONS 13-18.

21

Mr. Benjamin J. Conley,
Shelbyville, Ill.

Dear-Sir:

We-are in receipt of a-letter from-our agent, Mr. Church, stating that-you-have canceled your order for car on-account of some misunderstanding. Our factory has almost completed the work on-your car and we hope you-will find it convenient to accept-it. We-have made the charges as-low-as possible and have deducted a discount of five per cent.

Regretting that any dispute should have arisen between us, we-are Very-truly yours, (87)

22

Mr. Julius Kramer, Gen. Atty.,
Atlanta, Ga.

Dear-Sir:

Samuel Allen has begun suit against us in-the Supreme Court of Adams County for insults he complains of having sustained

at the hands of Conductor Wilson, on Saturday, Dec. 29th last. I-can not comprehend what basis he has for-his suit, though-he claims to-have suffered much pecuniary damage.

As Wilson describes the episode, there-is not the slightest ground for any action and we-shall without doubt defeat the case even in-the lower court. Yours-respectfully, (90)

23

Northeastern Steel Co.,
Buffalo, N. Y.
Gentlemen:

You were requested at the time the notes were sent in from D. W. Watson & Son not to forward them to Evansville to-be collected until they were due. They expected to pay them before they matured and did not want their bankers to-know they were giving notes to anybody.

They complain of-the company's conduct in sending in some-of-the notes before due. If-you do not comply with their request on-the remainder of-the notes, they-will object to giving notes hereafter. Yours-truly, (97)

24

Mr. Richard S. Myers,
Springfield, Ill.
Dear-Sir:

I-am in receipt of your report of last month's sales at your branch. On a cursory view everything looks encouraging.

Referring to-your design of promoting Tanner, I-am satisfied if-you consider him qualified.

I-have given further thought to-the plan we were discussing last Saturday and I must confess that my enthusiasm has somewhat diminished. If-you-can cancel the contract without harming anybody concerned, do so; but-if there-is a demand that we continue the contract in effect, let it-be carried out-as proposed.

Very-truly yours, (102)

25

Messrs. Finley & Oliver,
Detroit, Mich.
Gentlemen:

Please note enclosed letter in regard to balance due on-the account of B. F. Ferguson; also his request for cables, etc. If-you decide to accept the-order, let me-know.

I-am still of-the opinion that it-would-be better to discontinue selling to B. F. Ferguson and I hope you-will not forward the cables and sand lines, as-it-is almost certain that-he-will get still further behind in-his account. His affairs are very-much involved, as-a consequence of several accidents beyond his control.

Respectfully yours, (101)

26

J. M. Spaulding, Esq.,
Columbus, O.
Dear-Sir:

Your order of Nov. 7 received and filed. We-shall be very glad to-have you act as agent in-your city, as-we-have-been maintaining none there since last December.

The firm of Small & Rogers at one time acted as-our agents, but they allowed the sale of our goods to drop below normal and we decided to take-the control from their hands.

Enclosed you-will find a complete list of-the prices of-the stoves made by our firm.

Wishing you success with-the sales, we remain

Very-truly yours, (103)

27

The Carson Machinery Co.
Chicago, Ill.
Gentlemen:

Please send me your catalogue and full particulars in regard to-your concrete mixers. I-shall need at least eight by-the first

of July. We use electric power, and wish trucks and water tanks attached.

Fill the order below by July 15, if possible.

1 American hoisting engine, 8½ x 10 d. c.
1 8-inch H & B centrifugal dredging pump.
3 26 cu. ft. drop bottom buckets.
1 10 ton road roller.
6 No. 2 K & J wheel scrapers.
1 1800 lb. sheeting hammer.

Yours truly, (103)

28

Mr. T. S. Wagner,
Jackson, Miss.
Dear Sir:

I have your communications of Aug. 30 and Sept. 2. I intend to go down to Meridian next Tuesday and wish you would meet me there at that time. I desire to confer with you about the sale of the Cunningham property. I am inclined to accept this offer but prefer to have your consent.

Something may develop in the Jacobs deal soon. Would you be willing to sell at a lower rate than $3500?

Please telegraph me on receipt of this letter whether you will meet me on Tuesday next.

Yours truly, (105)

29

Mr. Wm. J. Atkins,
St. Louis, Mo.
Dear Sir:

We are forwarding to you tonight, C.-O.-D. by express, two dozen valves as per your telegram of this date. There will be some delay in getting out your order for fittings, as we are short on sizes wanted. Our shops are now working overtime and our foreman promises to hurry them out as fast as possible.

We enclose bills-of-lading covering goods shipped last week. You-will notice the gate valves are included. You should make a claim on-the railway-company for-the valves.

Soliciting your further orders, we-are,

Very-truly yours, (106)

30

Mr. Geo. T. Williams,
Des Moines, Ia.
Dear-Sir:

You-will find enclosed bill-of-lading for pipe shipped yesterday.

I-shall consider it a favor if-you-will conceal from A. G. Pugh the fact that-you-have purchased anything from me. I ask this because Mr. Pugh would complain if-he heard our factory was selling to retailers at jobbers' prices. I do not wish to quarrel with-him, as-his company is-a good customer of ours. Please say nothing to anybody about-the matter and if-you need more pipe, you-can have-it at the same price until there-is an advance in-the market. Very-truly, (112)

31

Messrs. Cook & Davis,
Birmingham, Ala.
Gentlemen:

Please notify W. B. McIntosh that we-shall not renew the lease on our office in-the Baldwin Block. This-action is consequent upon-his failure to carry out the terms of-the lease to our satisfaction. He agreed not to rent the remaining offices on our floor for more-than three months, but to hold them ready for our company as-the business should increase and more room be needed. Last Sunday Marshall informed me that-the Democratic Club had leased those rooms for-the following year.

We-have found satisfactory quarters in-the Mason Building and shall remove there September 15.

Yours-truly, (112)

32

Mr. Charles D. Whitney,
Little Rock, Ark.
Dear–Sir:

In response to–your communication of–the 30th ult. would say that we–are still considering the purchase of–the Landers property for our factory. There–are two companies here looking for sites; therefore the agent is expecting to work a stroke of high finance and hold up–the price above its normal value.

I wish you would send me a description of–the Vincent property in–your town, as–we may decide to build somewhere else.

In–the Pearson matter, get a certificate from–the notary; the jurat is missing. We–have asked a continuance of this case until–the first of February. Very–truly yours, (116)

33

Dr. Joseph E. Longley,
Utica, N. Y.
My dear–Sir:

I–have–been corresponding with S. L. Draper & Co. of your city regarding a discrepancy between their–account and our books. I–can certify that–our books are correct. I believe the mistake occurred when–the business was transferred last June from–the old company to–the new. I wish you would follow this matter up and see if–you–can bring about–a satisfactory result. I–am going to start on a trip Friday and–will not return until–the following Thursday. If–you–have anything to communicate in–the meantime, address my lawyer, Mr. L. K. Blake, 706 Lennox Building. Yours–truly, (117)

34

Mr. Hugh Osborne,
Cleveland, O.
My dear–Sir:

Our business here–is progressing. I believe there–is a fine opening in this town. I–shall return to Cleveland next Monday

but cannot remain long, as somebody who-is responsible must stay on-the job here.

There-are several matters I wish to consult you about but must wait until I-come about April 1st.

I wish you would search through our files for January, February, and March and see-if they contain the tax receipts for Oberlin. I think-the taxes on-the Jackman property are delinquent. This, of course, must be attended to as soon-as possible.

I received the papers connected with-the Madison loan this morning. Yours-very-truly, (122)

35

The Marsh Steel Works,
Pittsburgh, Penna.
Gentlemen:

I was talking to Mr. W. M. Thurston, of Lima, O., on Wednesday. He has a contract for drilling a number-of oil wells and putting in service pipe and-will require a large amount of casing and about 20,000 ft. of line pipe. He claims he-can buy at a discount of five per cent for cash. He refused to give-the name of-the firm making the offer; but as-I-know Mr. Thurston would not say what-is untrue, what-he says must be correct. There-is no doubt about Mr. Thurston's responsibility; he-is good for any amount. If-you want the-order on these terms, reply by return mail. Very-truly yours, (125)

SUPPLEMENTARY LETTERS FOR LESSONS 19-24.

36

To-the Student of Stenotypy:

Speed is usually the goal of-the student. Of course, without accuracy there-is no speed, and for that reason you should strive always to make accurate notes, as-they-are then easily read.

You–will attain speed as–you fix your whole thought on–your goal. You may–be sure your hands will express your thought, be–it steady or erratic. Write with–as little muscle strain as–you–can to print the words and keep in mind that perfection is very possible.

Mabelle M. Head. (92)

37

Mr. H. J. Robson,
Connersville, Ind.
Dear–Sir:

I–am glad to–have your–letter containing the assurance that–you–are positive–of a speedy settlement of your affairs. You certainly can–have–no creditors except those who–have such confidence in–your purpose and integrity that they–will give you all–the time necessary to straighten out the entire affair.

In–the interval, we suggest that–you would find it advantageous, both to–yourself and to–us, to get some nice risks for–the Germania Insurance Company.

Hoping your present circumstances will soon change for–the better, I–am

Yours–truly, (102)

38

Mr. Robert L. Carey,
Warsaw, Ill.
Dear–Sir:

Your favor is–at hand. We had already made out your statement but were uncertain of your exact address.

When I mentioned the possibility of someone's working jointly with–you at Joliet, I had S. J. Foster in mind. I especially desire a good showing from–your section and wish you to participate in–it.

Referring to inspection made of your agency last Friday, we wish to call your attention to–the fact that–the warranty in Policy

No 877 is–being violated, and in case of loss there would–be no liability against this company.

Very–truly, (109)

39

Mr. T. J. McInnis,
c/o Commercial Power Co.,
Topeka, Kans.

Dear–Sir:

I–have telegraphed to Mr. Glazier, telling him to give-his undivided attention to–the work at Quincy. Mr. Ramsey's statement concerning what has been accomplished there still remains uncontradicted.

Among the enclosures herein is–a–letter from J. K. Martin. Please read it attentively and notice his self-confidence, for which I think he has no justification. Please go to–the court house and see whether–the mortgage mentioned in–his letter was recorded in–the interval between Feb. 1 and 8.

In consideration of your superior qualifications for–the position, I–have recommended your appointment at Leavenworth.

Yours–truly, (113)

40

Mr. Louis N. Vaughan, A.G.F.A.,
Chicago, Ill.

Dear–Sir:

Answering yours of April 14 concerning claim of Mr. Donahue of Logansport for damages in depreciation of a lot of dry goods shipped him last October from New York,—the question you ask is–a question of fact, as–to whether–the market value–of–the goods decreased ten per–cent on–the invoice before they were delivered to him. This, of course, I–can not answer.

If–the consignee was not notified within a reasonable time

after–the goods arrived at Logansport, then–the company is liable for any depreciation in–the market value–of these goods.

Very–truly, (112)

41

Mr. N. H. Putnam,
New Haven, Conn.
Dear–Sir:

I–am in receipt of your–letter of inquiry regarding Mr. Clyde Fish, a student of Stenotypy in this school.

Mr. Fish has shown himself to–be one of–the most efficient operators on–the Stenotype that it–has ever–been my pleasure to see. His Stenotypic outlines are simply perfect, and–the speed and accuracy with which he reads them is nothing short of marvelous.

The work which Mr. Fish is doing at the present time justifies me in saying that–I believe he–will make a Stenotypist of exceptional merit, and in–every way worthy of–the highest confidence.

Truly–yours, (112)

42

Mr. David K. Garrison,
Milwaukee, Wis.
Dear–Sir:

Relative to–the introduction of–the Ames bill for–the regulation of child labor in manufactories, it–was defeated at the last legislative session by–the Republicans on–the ground that it–was unconstitutional. Therefore, the obnoxious conditions now existing must continue until–the next legislature convenes.

It–is a significant fact that all–the larger manufacturers of–the state favored this measure. We–shall organize our forces and carry on a campaign of education during the interval, and perhaps next time our bill will stand a better chance. We–shall–also have–a substitute bill ready in case of failure, less radical in–its provisions.

Sincerely–yours, (115)

43

Mr. G. A. Davenport,
Attorney at Law,
Greencastle, Ind.

Dear–Sir:

Your–letter of–the 27th ultimo arrived during my absence. Please excuse the unavoidable delay in answering it. Notify Thatcher & Walton that–you–have instructions to sue on their–account if–it–is not promptly paid.

I presume you recollect the conversations held at various times in–your presence in reference to who should pay for–the repairs of–the tools. Mr. Thatcher asked to–be released from–the agreement on consideration of–his paying $40. There–is no question about–the liability of this firm.

Kindly attend to this matter as soon–as you conveniently can, and let me–know–the result.

Yours–truly, (119)

44

Mr. Herbert L. Spencer,
Toledo, Ohio.

Dear Herbert:

I–am pleased to learn that–you–have taken up Stenotypy. Do not be satisfied with mediocre success in this study. From my observation, there–are great possibilities in this little machine. Great speed can–be reached and I hope you–will not stop when–you–have a sufficient speed for commercial purposes. Aim at that first, of course, but when–you–have reached it, set your aim higher.

If–you–have an opportunity to study Spanish, do not neglect it. With–the opening of–the Panama Canal, our intercourse with South American countries is bound to increase, and you–will find a–knowledge of Spanish very useful.

Yours–sincerely, (118)

45

Mr. Jerome Egan, Pres't,
National Steel Works,
Pittsburgh, Pa.
Dear-Sir:

Please permit me to say that-I think-it advisable for Mr. Ludlow to continue his visits to Columbus for-the present.

Please inform me as soon-as convenient how-many customers Mr. Ludlow has there who buy largely from-other travelers representing manufacturers. I should also be pleased to-know how-much Mr. Ludlow sold in Columbus last year outside of-the jobbers. It-is possible that it-will-be best for you to continue selling to-the small trade and let the jobbers go.

In any event, this information will-be useful to me in talking up-the situation with them.

Very-truly yours, (117)

46

The Standard Novelty Goods Co.,
Rochester, N. Y.
Gentlemen:

A-letter was mailed to-you February 28th in regard to William Hardy's account. Mr. Hardy positively refuses to pay-your charge for interest. I think your best way to get it is-to let the matter rest until he buys some goods; then include that charge in-your bill and make draft on-him for acceptance. After that you-can refuse to sell him anything more if-you wish. He-will fight a suit if-one-is brought against him for-the interest, and-the probabilities are that-you would-have to compromise with-him.

I intended to give you this information in my-letter of February 28th but it-was carelessly overlooked.

Very-truly yours, (128)

47

Mr. Edgar T. Hopkins, Treas.,
American Supply Co.,
Erie, Penn.
Dear–Sir:

Would–it not be advisable for Mr. Metcalf of Bellefontaine to make–the following arrangement with–the Courtney Hardware Co.?

Instead of giving them casing and tubing on consignment, give them a commission of five per–cent on all goods they–can get orders for, they assuming all liability of collection. It–would–be necessary to keep a larger stock at Lima for them to draw on.

I regret exceedingly to learn that we–are to–have opposition at Bellefontaine. I fear it–will not be profitable for all. I–will do everything I–can to further the interests of–the new store and hope to–be able to aid you materially.

Very–truly yours, (127)

48

Mr. J. R. Harmon,
St. Paul, Minn.
Dear–Sir:

I thank–you for yours of–the 10th instant. I–have asked my stenographer to make a memorandum of–the date on which you wish me to address the Rotary Club of your city; and in–the course of–the next week or ten days I–shall be able to tell you definitely whether–I–can accept your invitation or not.

I–am intensely interested in–the Rotary movement, for I believe it presents features of significance for men engaged in manufacture as–well–as in trade, and I–can see no way in which an association of this sort can work injury to any one.

In anticipation of seeing you soon, I–am

Very–truly yours, (126)

49

Dr. Henry B. Meade,
Baltimore, Md.
My dear Doctor:

I thank-you for your favor of-the 13th, calling my attention to-the inconceivable manner in which-the bureaus have allowed themselves to get mixed up in-the schemes of-the Physicians' Club. For-the last six years the arrangement has been substantially the same. By referring to page 697 of-the transactions of last year, you-will find a resolution regulating the whole bureau business.

I hope you-are making preparations to-come to-the convention. Let nothing prevent your attendance. It-is my purpose to bring up a number-of objections to this innovation, and, as-a member of-the executive board, your influence can-be of great benefit to me.

Yours-fraternally, (129)

50

Mr. Augustus S. Hadley,
Astoria, Ore.
Dear-Sir:

As-you-are aware, at considerable inconvenience to myself, I paid the Seymour judgment against the Star Manufacturing Co. to Rowe. I had never-been notified that there had-been an assignment of this judgment to S. T. Ball.

Now, Ball denies that Rowe had any authority to receive this money, and claims that-he notified you about-the assignment to him. I-have answered him that-your services in connection with-the case were ended and you had-no right to accept such notice.

I-will say in conclusion that-I-have controversies enough without being obliged to intercede in this one. Let me-know-the facts with reference to this notice alleged to-have-been given you.

Yours-truly, (129)

51

The Library Bureau Co.,
Boston, Mass.
Gentlemen:

We–have just had–a long and interesting interview with–your enterprising and courteous representative, Mr. Baker. Mr. Baker assures us that it–will contribute no inconsiderable amount to–the success of our collection department if–we–will inaugurate at once the system of filing which you wish to introduce. Our accountant, Mr. Manhoff, seems to think Mr. Baker's arguments incontrovertible, and, consequently, I–am anxious that–you send one of your most competent men down here at once to look the ground over and see just what we need to order.

We don't want to try any more experiments on this business than are absolutely necessary, for changes with–us are very expensive, especially at this season of–the year.

Truly–yours, (130)

52

Mr. J. L. Bentley,
Louisville, Ky.
Dear–Sir:

I hope to–have an immediate investigation by–the civil service commission of–the recent appointments which–have–been made in–the State Department. There–is every indication that these situations have not been filled from–the regular line. I believe the public will welcome such an inquiry as–we propose to make, and–will demand that a recommendation be submitted to–the next session of–the legislature asking for executive interference in these matters. Perhaps this is–one of–the most significant steps that–have–been taken recently in–the line of political reform. I consider this opportunity which has come to me a privilege, and if–I–can be instrumental in helping even in–a small

degree to restore representative government to-the people, I assure you I-shall be very happy.

Sincerely-yours, (144)

53

Mr. Asa J. Mitchell,
Saginaw, Mich.
My dear-Sir:

I-am just at home from San Francisco and have-a proposition to exchange my farm situated in this state for silver property in Nevada. I would-have-no hesitancy in accepting this proposition if-I could get more information about-the value-of Nevada property.

I-am in receipt of a-letter this morning offering to pay my expenses if-I wish to make an examination of-the mine.

Now, as-it-is inconvenient for me to leave here just at present, it-would-be a great accomodation to me if-you would-go out there and investigate this property for me. If half of what-is reported is true, this may-be our opportunity to make-our fortune.

Wire me immediately whether-or not you-will be able to-go at an early date.

Very-truly yours, (148)

54

Mr. Edward Kendall,
Boston, Mass.
Dear-Sir:

We-are in receipt of your application of-the 20th.

The position which we-have open at the present time is-in-our English Department. The subject of language in-our high school has never-been made as-important-as it should have-been; nevertheless, we propose from now on to make-up for-it.

Our previous experience would seem to indicate that a teacher of only ordinary attainments is utterly incapable of organizing and directing this work to our satisfaction; consequently, we-shall

exercise the utmost care in making our selection this time, and shall engage no one until we-have had-a personal interview with-him.

If-you-are still desirous of securing such a position as-we-have to offer, I-shall be glad to-have you call at my office any time next week between four and five P. M.

Very-truly yours, (155)

55

Dr. Thos. S. Jones,
Providence, R. I.
My dear Dr. Jones:

Allow me to congratulate you on-the splendid work you-are accomplishing for-the invalid children in-your state.

A hospital such-as your imagination has conceived, and-the legislative regulation regarding the physical condition of all applicants for treatment, stand as-the highest recommendations for your unselfish devotion to-the medical profession.

I-am wondering, Dr. Jones, if in connection with-your work on this hospital, you-have not been subjected to a great deal of personal expense which has not been defrayed by-the individual contributions of-the manufacturers. If such-is the case, will-you not permit me to substitute my name for your signature on a check sufficiently large to cover your expenses for-the past month? Any service which I-am permitted to render you in this line, I assure you I-shall consider a privilege.

Sincerely-yours, (155)

56

Mr. Arthur B. Mason,
Omaha, Neb.
Dear-Sir:

We desire to inform you once more that there-is an overdue balance on-your-account of $150. We-have sent you statement

after statement but as-yet have received no reply. It-is a great surprise to-us that a man of your superior position should neglect a matter of this nature, and we imagine there must be some explanation for your conduct.

We-have always extended to-you every possible courtesy in-our power and we-are only asking that we-be accorded fair treatment in return.

The invoice for-the last shipment of goods we sent you came back to-us O. K.'d as-being received in first-class condition, and we-are very-much at a loss to understand your failure to take any notice of our-letters. Unless we hear something definite from-you by-the first of-the month, we-shall be obliged to place the bill in-the hands of our attorney for collection.

Yours-truly, (173)

57

Mr. Oliver H. Long,
Portsmouth, N. H.
My dear-Sir:

It gives me great pleasure to answer yours of-the 30th ult. regarding Harry Beacon. I-know a good deal of this young man's history, but I-know of absolutely nothing which-is not in unconditional praise of-him.

His father died leaving heavy financial responsibilities when Harry was barely fifteen years old. This necessitated his leaving school and contributing to-the support of an invalid mother and a younger sister.

Notwithstanding this disappointment, he uncomplainingly took an inferior position in-the traction office of this city, working through-the day for five dollars a week and continuing his studies uninterruptedly in-the evening high school.

Young Beacon is-now eighteen years of-age. He has been graduated from-the Technical High School with honors and-is considered one of-the most competent Stenotypists in any commercial office in this city.

I-have-no hesitancy in saying that-I believe he-will succeed in whatever he voluntarily undertakes to do.

Respectfully-yours, (172)

58

Mr. Philip M. Gregory,
Wheeling, W. Va.
Dear Philip:

I-have your-letter asking my advice about attending night school. I-am surprised that-you need advice on this subject. You should certainly seize upon every opportunity that offers to improve you.

You-have a fine mind, Philip, but you lack ambition and have-a tendency to-be satisfied with-ordinary attainments. Do-you not know that in this-age of efficiency, if-you do not keep on progressing, you-will fall behind in-the race?

A few years ago, a rate of ninety words a minute was considered a sufficient speed for expert typists. Now, many office stenographers are-able to transcribe their notes at this rate; and-the standard for-the expert has been raised to one hundred twenty-five words, and-the end is-not yet.

Never permit yourself to feel that-you-have reached your limit. Ascertain what-the highest proficiency is-in-your line of work and set your standard there.

Cordially yours, (168)

59

Miss Dorothy Curtis,
Syracuse, N. Y
My dear Dorothy:

I-have read your-letter with great interest. My advice is—do not stop to weigh consequences but take this opportunity that has come to-you of going to college.

I do not agree with-you that-you would-be giving up "a sure thing for an uncertainty." When you have a noble aim before

you, you should cast aside fear. Lowell says: "Launch your Mayflower and steer boldly o'er the desperate winter sea."

Do not fear that-you-will lose the results of your business training. On-the contrary, you-will find it helpful to-you in-your new work. It-was once said by a teacher, whose words have-a profound psychological significance, that "to him that hath shall-be given." After three years of college training, you-will have-a wider outlook on life; many avenues of work will open up before you; but if you still prefer a business career, you-will find your efficiency increased a hundredfold.

Let me leave with-you this word from Goethe—"Remember to live."

Affectionately yours, (185)

60

NOTE.—The following letter, which contains all marks of punctuation, will afford excellent practice in correctly punctuating Stenotype notes.

Dear Sir:

Referring to-your-letter of-the 16th inst., file 268/324, I take-the following to-be-the most important paragraphs in-the chapter handed me for attention:

"Take this Company; give-it an Owner who-goes to New York or Europe to live; let him leave behind an agent, write simple instructions to 'get dividends—that's all'; and you would-have here in-a short time a sullen and inefficient lot of workers.

"Sinning by WIRELESS!

"Is-it wrong to call them (these quasi-monopolistic schemes) telegraphic murders?"

Trusting you concur with me in my ideas as expressed above, I-am

Very-truly yours, (118)

PRACTICE LIST OF PHRASES

a letter
about all the
about all it is
about him
and will go
are on the
are gone
any of the
any letters
as it was
as it is
as it could
as it could have been
as it would
as it would have been
as it will be
as if
as if a
as if he
as if he is
as if you are
as if our
as you are
as high as
as large as
but if
but if it is
but it is
but will it
before him
before the
before it
before it is
before his
can he have
can he ever
can he ever be
can he ever go
can you ever be
can you go
can I
can I have
can I ever
can I ever be
can I go
can I come
can we
can we have
can we ever
can the
can all the
could he
could he be
could he have gone
could he ever
could he ever be the
could he ever go
could he ever come
could you be
could you go
could you ever come
could I
could I go
could I have gone

could have
could have been
could have been the
could be
could go
could the
did he have
did he have it
did he have the
did he know
did he know it
did he go
did you have it
did you know it
did you go
did all the
did your
did have
do you have
do you have it
do it as
ever be
ever know
ever go
ever come
for it is
from our
from many
gave up
gave up the
give everybody
give everything
give the
had he ever been
had he ever gone
had he come
had you ever been
had you ever gone
had you gone
had I come
had ever been
had ever gone
had every
had everything
had nothing
had all
had many
had the
had it
have a
have you ever come
have you everything
have I everything
have everything
had your
have our
have it
he shall
he knows
he will go
he comes
he goes
he is
help you
help you have
help your
help us
help if it is
help many
help him

help it
help the
how are
how are the
I have no
I have nothing
I have him
I have gone
I have the
I know it
I know it is
I shall go
it will have it
it will have been the
it will be the
it will go
it may have gone
it may go
it must
it would have gone
it would have come
it would go
it would come
is it here
is it you
if a
if he
if he ever
if he ever knows
if he ever will
if he ever will go
if he ever goes
if he ever can
if he knows
if he comes
if you are the
if you ever know
if you ever will
if you ever can
if you can
if I ever know
if I ever will
if I ever am
if I ever can
if I go
if we ever will
if we ever go
if we ever can
if we shall
if our
if our letter
if your
if your letter
if ever
if ever the
if every
if everything
if all
if all the
if many
if the
if it
if its
in answer
in each
in you
in every
in much
in nothing
in all its

in him
judge all
make out
make you
make him
make the
make it
may he have
may he have the
may he ever
may he ever be
may he know
may he go
may he come
may you
may you have
may you have many
may you have it
may you ever
may you ever be
may you be
may you go
may you come
may I
may I have the
may I have it
may our letter
on everything
on nothing
on being
on many
on him
on it
on its
of him
of many
of it
of its
our letter
our action
shall you go
shall you come
shall I
shall be
shall go
shall come
shall it
shall the
some of
some of the
some of it
some of its
so he shall
so he will
so he can
so he is
so you have
so you shall
so you will
so you can
so I have
so I shall
so I will
so I can
so many
so much
so far as
so everything
so nothing
speak of it

speak of the
speak if it is
take on
take on the
take you
take your
take up
take the
take it
took him
took the
took it
thank the
that he ever
that he ever will
that you are the
that you ever
that you ever will
that you ever will go
that you ever can
that you can
that I have the
that I ever can
that of the
that are the
that know
that will
that will go
that it is
they have come
they know
they will
they will go
there have
there have been
there are
there are no
there are many
there shall
their own
their letter
their age
their action
their account
this he will
this he can
this he is
this you have
this you are
this you will
this you can
this I am
this I will
this I can
this much
this much will go
this I know
this letter
this will go
this can
this comes
think of it
think if it is
think everything is
to your
to your letter
to have its
to every
to know
value our letter

value of the
we go
we can
we come
what he ever
what he ever knows
what he ever will
what he ever can
what he ever is
what you ever know
what you ever will
what you ever can
what you shall
what you will
what I shall
what I will
what I am
what I can
what are
whatever
whatever will
whatever can
whatever it is
whatever is
what are
when you have gone
when shall
when will
when can
whether you ever will go
whether you ever can
whether you shall
whether you shall go
whether you know
whether you will
whether you go
whether you can
whether I have
whether I have been
whether I ever
whether I ever know
whether I ever will
whether I ever will go
whether I ever can
whether I ever come
whether I shall
whether I shall go
whether I am
whether I can
which have
whichever will
whichever goes
whichever comes
whichever is
which shall
which will
which will go
which goes
which can
which comes
which the
which it is
why a
why he
why he ever
why he ever will
why he ever goes
why he ever can
why he ever is
why he knows

why he will
why he goes
why you go
why you can
why I
why I ever come
why I know
why I go
why nothing
why many
with our
with our letter
with your letter
with us
with every
with everything
with everybody
with nothing
with all
with all the
with many
with him
with it
with his
will he ever know
will he ever go
will he ever come
will he go
will he come
will you ever be
will you ever go
will you ever come
will you come
will have
will go
would he
would he have
would he have been
would he ever
would he ever be
would he ever know
would he ever go
would he ever come
would he be
would he know
would he go
would you ever know
would you ever go
would you ever come
would you know
would you go
would you come
would know
would go
would come
would it
would the
you have gone
you shall go
you will go
your action
your account
your knowledge

REFERENCE LIST OF ABBREVIATIONS

NOTE: It will be seen that twenty per cent of this list is composed of standard abbreviations.

	A	
about	b	2
accept	sep	10
accident	akt	10
account	-kt	10
acknowledge	-nlg	10
action	-ks	10
advance	vans	10
advantage	vang	10
advertise	tis	10
advice	vis	10
advise	vis	10
affect	afk	10
after	af	2
again	gan	11
against	gans	11
age	-g	5
Alabama	al = a	16
almost	l-m	11
already	l-r	2
also	-ls	8
always	als	8
am	-m	6
amount	amt	9
an	a	1
and	an	3
and Company	ank	7
answer	ans	8
any	ne	6
applicant	plikt	11
application	pliks	22
appreciate	presht	11
April	ap	15
are	r or -r	1
Arizona	ars	16
Arkansas	ark	16
as (in phrases only)	s or -s	8
ask	as	8
August	aug	15
authority	thor	11
authorize	thor	11
	B	
balance	bal	13
be	-b	3
been	-b	3
before	b-f	2
bill of lading	b-l	13
bills of lading	b-ls	13
billion	-b	15
bring	bri	7
business	bus	9
but	bu	2
	C	
California	kal	16
can	k or -k	4, 6
cent	-s	15
cents	-s	15
certain	sert	13
C. O. D.	kod	13
certify	ser	13
certificate	ser	13

Colorado	kol	16
come	-k	6
communicate	kom	13
communication	kom	13
company	ko	4
company's	koes	13
companies	koes	13
Connecticut	kon	16
cordially yours	c=y	23
consequent	kons	13
consequence	kons	13
continue	kont	13
continuance	kont	13
convenient	ven	17
convenience	ven	17
correspond	kor	17
could	ko	4
customer	kus	17

D

dear sir	d-s	9
December	des	15
deduct	duk	17
defend	def	9
defendant	deft	9
defense	def	9
Delaware	del	16
democrat	dem	17
democratic	dem	17
department	dept	21
describe	skri	17
description	skri	17
descriptive	skri	17
did	d	5
difficult	di	6
difficulty	di	6
discount	skount	17
discrepancy	skrep	17
District of Columbia	-d=c	16
dollar	-d	15
dollars	-d	15

E

east	e	12
effect	fek	18
enclose	klo	18
enthusiasm	thu	18
enthusiast	thu	18
enthusiastic	thu	18
etc. (et cetera)	ets	18
even	en	11
ever	-fr	1
every	-fr	1
examine	ex	9
excel	exl	9
execute	skut	9
execution	skugs	22
extra	exra	9

F

far	-fr	1
February	feb	15
finance	fin	18
file	fi	5
Florida	fla	16
follow	fol	18
F. O. B.	fob	12
frequent	frek	12
frequently	frek	12

Friday	fri	14
from	fr	5
furnish	fur	12
	G	
gave	ga	7
general	jen	12
gentleman	jent	9
gentlemen	je	9
Georgia	ga	16
give	gi	7
given	gi	7
go	-g	5
gone	-g	5
good	g	7
government	goft	17
	H	
had	h	1
happen	hap	3
happy	hap	3
have	v or -f	1, 9
he	e	1
help	he	11
him	-m	6
his	s or -s	8
hospital	hos	23
hundred	h	15
	I	
Idaho	id	16
if	f or -f	1, 5
Illinois	il	16
imagine	mag	19
imagination	mag	19
imaginative	mag	19
immediate	med	19
immediately	med	19
importance	impor	19
important	impor	19
in	n	6
inclose	klo	18
include	klu	7
Indiana	ind	16
individual	vid	19
inform	for	7
information	for	7
injure	jur	19
injury	jur	19
inquire	quir	19
inquiry	quir	19
instant	ins	9
instrument	stru	21
instrumental	stru	21
investigate	ves	19
investigation	ves	19
inroice	voi	19
Iowa	i = wa	16
is	s or -s	8
it	t or -t	4, 8
	J	
January	jan	15
judge	j	9
July	jul	15
	K	
Kansas	kans	16
Kentucky	ken	16
know	-n	3
knowledge	-nlg	10

	L	
language	lang	22
large	lar	4
legislate	legt	19
legislative	legt	19
legislature	legt	19
letter	l or -l	1, 5
little	li	2
local	lol	7
locally	lol	7
look	loo	3
Louisiana	la	16
	M	
Maine	me	16
make	ma	3
manufacture	m-fr	20
manufacturer	m-frs	20
manufactory	m-fr = i	20
many	-m	6
March	mar	15
Maryland	m-d	16
Massachusetts	mas	16
material	terl	20
me	m	3
memoranda	mem = a	20
memorandum	mem	20
Messrs.	mers	14
Michigan	mich	16
million	-m	15
Minnesota	min	16
Mississippi	mis	16
Missouri	mo	16
mistake	mis	11
Monday	mon	14
Montana	mont	16
month	mo	3
much	-ch	4
my	m	3
	N	
natural	na	20
nature	na	20
Nebraska	neb	16
necessary	nes	20
necessity	ne	6
neglect	neg	20
Nevada	nef	16
nevertheless	-frls	20
New Hampshire	n = h	16
New Jersey	n = j	16
New Mexico	n = m	16
New York	n = y	16
no	-n	3
no sir	-ns	9
north	no	12
North Carolina	n = c	16
North Dakota	n = -d	16
November	nof	15
number	no	6
northern	norn	12
northeastern	noern	12
	O	
ob'ject	ob	7
object'	ob	7
October	ok	15
of	-f	1
Ohio	o	16
Oklahoma	ok	16
on	o	1

open	op	7
operate	opt	9
opinion	pin	7
opportunity	tunt	20
opposite	ops	23
ordinary	ord	23
order	or	2
Oregon	or	16
organize	org	23

P

particular	tik	6
party	par	2
Pennsylvania	pa	16
per'fect	per	6
perfect'	per	6
perhaps	praps	23
per cent	pers	15
perpendicular	perp	23
physical	fis	23
physician	fis	23
plaintiff	pl-f	23
position	pogs	23
positive	pc	23
possible	pos	8
possibly	pos	8
practical	prak	6
practice	pra	2
pres'ent	pre	23
present'	pre	23
principal	prin	6
principle	prin	6
privilege	prif	23
proper	pro	2
public	pub	23
purchase	pur	18
purpose	purp	23
property	prot	17

Q

question	que	22

R

railroad	r-r	12
railroad company	r-rk	12
railway	ri	12
railway company	rik	12
receipt	set	10
receive	sef	10
recollect	rek	22
recollection	rek	22
recommend	rem	22
recommendation	rem	22
regular	reg	22
regulation	regs	22
remember	re	11
remembrance	re	11
reply	pli	10
represent	rept	21
representative	rept	21
republic	rep	21
republican	rep	21
response	spons	18
responsible	spon	18
responsibility	spon	18
responsive	spons	18

respectfully yours	r = y	13
Rhode Island	r = i	16

S

satisfaction	sa	18
satisfactory	sa	18
satisfy	sa	18
Saturday	sat	14
secretary	sek	8
secure	skur	8
selfish	sish	19
September	sept	15
shall	sh or -sh	4, 10
shipment	shimt	21
signature	sigt	21
significance	sig	21
significant	sig	21
signify	sig	21
sister	sis	8
situate	si	22
situation	sigs	22
some	so	8
south	so	12
South Carolina	-s = c	16
South Dakota	-s = -d	16
southern	sorn	12
southeastern	soern	12
speak	spe	8
spend	spen	10
spoke	spo	8
stand	stan	21
statement	stamt	21
stenographer	stens	24
stenographic	stenk	24
stenography	sten	24
Stenotype	sti	24
Stenotypic	stik	24
Stenotypist	stis	24
Stenotypy	ste	24
sub'ject	sub	22
subject'	sub	22
submit	smit	21
substitute	stut	21
succeed	suk	8
success	suk	8
sufficient	suf	22
sufficiency	suf	22
suggest	sug	23
suggestion	sug	23
Sunday	sun	14
superintend	supt	8
superintendent	supt	8
superior	spers	22
superiority	spert	22
supply	spli	21
surprise	spris	21

T

take	ta	4
Tennessee	ten	16
Texas	tex	16
than	-n	3
thank	tha	4
that	tha	4
the	t or -t	4, 8
their	thr	4
them	the	4
there	thr	4
they	the	4

think	thi	6
this	th	4
thousand	-t	15
Thursday	thurs	14
time	ti	4
today	da	5
together	tog	5
tomorrow	tom	6
tonight	nit	14
took	too	4
Tuesday	tus	14

U

United States	u=-s	16
unless	n-ls	19
until	n-l	18
upon	pon	4
usual	uzh	4
usually	uzh	4
Utah	ut	16

V

vacant	vak	9
value	v	9
Vermont	v-t	16
very	v	9
very respectfully yours	v-r=y	13
very truly	v-t	10
very truly yours	v-t=y	13
Virginia	va	16
volume	vol	9
voluntary	vo	9

W

Washington	wash	16
Wednesday	wed	14
were	w	2
west	w	12
West Virginia	w=va	16
what	wa	3
when	we	2
where	wr	3
whether	wh	3
which	wi	3
why	y	7
will (verb)	l or -l	1, 5
Wisconsin	wis	16
with	w	2
would	wo	3
write	wri	3
written	wri	3
wrote	wro	3
Wyoming	wi	16

Y

yes	ye	7
yes sir	yes	8
yesterday	yes	8
you	u	1
your	ur	1
your friend	y=frend	13
yours fraternally	y-f	10
yours respectfully	y-r	10
yours sincerely	y-s	10
yours truly	y-t	10
yours very respectfully	y-fr	10
yours very truly	y-ft	10

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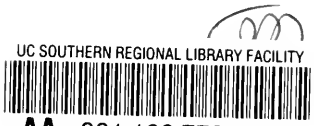
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