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1955

FORKNER

ALPHABET

SHORTHAND



SECOND EDITION REVISED

HAMDEN L. FORKNER

FORKNER PUBLISHING COMPANY

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ARTES SCIENTIA VERITAS

Forkner Alphabet Shorthand

by

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The only system of shorthand that combines the best features
of symbols systems with easily written longhand letters.

REVISED

SECOND EDITION

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FORKNER SHORTHAND

PREFACE

FORKNER SHORTHAND has utilized in its construction and development the major researches in vocabulary, speech sounds, letter frequencies, and machines which actually measure the writing time of longhand and shorthand symbols.

FORKNER SHORTHAND is designed for speeds up to one hundred twenty words a minute. Research studies have shown that office dictation rarely exceeds one hundred words a minute. Where higher speeds are required dictation machines of the recording type and shorthand machines are rapidly becoming common.

The high percentage of failures in learning the typical symbol systems is due largely to the inability of most students to learn symbols and to be able to write them rapidly. Failures are also due to the inability of many students to memorize brief forms and shortcuts. FORKNER SHORTHAND capitalizes on the fact that the student already writes longhand. The simplicity of the system leads to rapid learning.

FORKNER SHORTHAND has been developed on the logical premise that it is a waste of time and a burden on the memory to learn shorthand characters for sounds that can be rapidly and easily expressed by longhand characters which the learner can already make at high speeds. Where longhand characters are complicated or require a number of strokes to write, a symbol has been substituted. The symbols are those that the student already knows, such as the dash, the hyphen, the apostrophe, and the comma.

One semester in day or evening classes is sufficient for most students to attain employable skills provided they know how to typewrite well when they begin the study of FORKNER SHORTHAND.

The text is divided into two parts. Part I presents the principles of the system, together with extensive dictation and transcription practice. The first business-letter dictation begins with Lesson 5 and continues in every 4th or 5th lesson throughout the text. On the completion of Part I the student has a writing vocabulary of over 2000 words.

Part II contains a series of business and personal letters for advanced dictation and transcription practice. These letters provide new vocabulary practice. When Parts I and II are completed the learner has a shorthand vocabulary of over 3000 of the most commonly used words in business. Reliable estimates indicate that familiarity with these 3000 words provides the stenographer with 97 per cent of all ordinary dictated words.

A mastery of the rules and vocabulary of Parts I and II makes it possible for the shorthand writer to handle simple business letters as well as technical dictation.

The last section of the text contains a vocabulary with shorthand outlines of 3000 most-used words plus additional words used to illustrate the principles of the system.

INTRODUCTION

Since writing was first invented, man has attempted to develop systems of taking down the words of others as rapidly as they were spoken. Many of these attempts have been highly successful and their inventors have contributed much to man's progress in the field of rapid writing.

With the development of modern recording devices, which not only reproduce the speaker's voice but also his points of emphasis, the need for thousands of hours of study to become a verbatim reporter has practically ended. The businessman, however, still needs someone in his office to take care of callers, file his correspondence, keep his appointment calendar in order, and answer his telephone. If he can employ a stenographer to do all of these things and also take and transcribe his letters he will often use shorthand in preference to other methods.

Thousands of young people and adults begin the study of shorthand every year. A large percentage of them never become able to take dictation at business speeds because of the necessity of learning a new language. For too many this proves to be either too difficult or it takes too long.

After a number of years of intensive research and experimentation the author of FORKNER SHORTHAND has developed a system of writing that is based largely on what the learner already knows—how to write longhand.

FORKNER SHORTHAND is a scientific combination of longhand letters and a few symbols to form a system of rapid writing. The fact that longhand letters are used for writing most words makes it easy for the student to learn to write FORKNER SHORTHAND rapidly and to read it readily. The student no longer must read in one language and think in another. He no longer needs to memorize long lists of abbreviations represented by symbols. The teacher no longer needs to spend long hours learning the system before he can teach it. FORKNER SHORTHAND is based on what the learner already knows, and by a gradual process of simple learning steps he rapidly becomes able to take dictation at business rates. The teacher learns the system as he teaches it—it is so simple.

A large number of dictation tests were given to high school students and adults to determine how rapidly different people could take dictation in longhand. With very little practice, many could write at forty words a minute or better. FORKNER SHORTHAND requires about one-third of the motions used in writing longhand. Therefore, it has a potential rate of about three times one's longhand rate. Many have found it easy to reach rates of 120 words a minute.

FORKNER SHORTHAND is the first shorthand system to utilize what is known about how people develop skill in taking dictation and in transcribing. Students take dictation and transcribe business letters from the first week. Theory is not separated from practice but instead it is woven into the learning steps.

Each lesson that presents principles consists of reading exercises that are designed to help the learner to discover principles for himself instead of the traditional plan of having the student learn the rules and then to attempt to put them into use. Immediately following the reading exercises, the student compares his discoveries of principles with examples that illustrate the principles and give further practice in fixing the principles in mind.

Vocabulary review and vocabulary building lessons appear frequently throughout the text. Many of the words that appear in the lessons are used in speed-building business dictation and transcription lessons that appear after each fourth or fifth lesson. These dictation and transcription lessons are designed to develop high transcription and dictation rates.

Vocabulary. The root of every word that appears in the text is shown in the vocabulary section beginning on page 85. In many cases the word-endings such as plurals, past tenses, *ly*, *tion*, *er*, and *ing* are also given. This list contains the root of all the first 3000 most-used words, plus a number of additional words to illustrate the flexibility of FORKNER SHORTHAND for technical types of dictation.

Summary of Principles. Immediately following the vocabulary at the back of the book is a complete list of the principles of FORKNER SHORTHAND. This list is presented for the purpose of ready reference for the student. It is not intended as part of the lessons nor is it intended that the student will memorize it.

The organization of the lessons is the result of intensive research and experimentation in the field of learning. The student will soon discover that he can learn the system with little effort. Each step in each lesson is so clearly stated and carefully illustrated that there are no unanswered questions.

Part I of the text is organized on a cycle plan as follows:

1. Several theory lessons are presented in each cycle, each of which contains sentence dictation material for study, transcription and dictation practice. Each of these Reading and Rule Discovery lessons should be practiced until the student can take them at from sixty to eighty words a minute. The materials are marked off in units of twenty standard words. A standard word contains 1.4 syllables.
2. Vocabulary Building and Review lessons are then presented that further develop the principles and increase the writing and reading vocabulary.
3. Business Dictation and Transcription Skill-building materials then follow. These materials contain only those words that have been introduced previously.

This cycle of lessons is continued throughout the seventy-three lessons of Part I.

Each lesson is introduced with specific instructions to the student. Experience thus far has shown that the best results are achieved when these instructions are followed in detail.

It is desirable for the student to have the use of a typewriter from the first lesson if at all possible. Best results are obtained when the student can type well before he begins his shorthand studies.

Schedules. The lessons in Part I are designed to be completed in approximately fifteen weeks. Plan to cover the cycle of the Reading and Rule Discovery lessons, the Vocabulary Review and Drill lesson, and the Speed-building Dictation and Transcription lesson in one week. This schedule is flexible and can be altered to meet the ability and time allotments of the student. Many of the most able students will not need to go beyond Part I in order to hold beginning stenographic jobs.

Part II of the text, as discussed in the Preface and in the Introduction to Part II, on page 75, is designed for those who want more extensive dictation and transcription practice. Part II could well be integrated into a second semester combination of dictation-transcription development and secretarial practice. If this plan is followed, the student will, at the end of thirty-six weeks, be comparable in secretarial skills to those who study traditional shorthand systems for four semesters plus a semester of secretarial practice.

FORKNER SHORTHAND makes it possible to learn a shorthand system which can be used in business and still have time in the high school or college program for the general education and academic courses that are needed. It is no longer necessary to take two full years to learn shorthand.

For best results, the instructions given at the beginning of each exercise should be followed. In all note-taking, the student should begin to use what he has learned along with his regular longhand notes. This will assist him in becoming thoroughly familiar with the system in a short time.

The Author

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Creative and inventive efforts are usually inspired by associates, experiences, and environment.

Among my associates who contributed to whatever efforts these pages represent are my good friend and expert teacher, Miss Jean Hanna of Phoenix College, Phoenix, Arizona, who helped construct the lesson materials; my son, Irvine H. Forkner, also of Phoenix College, who wrote the plates for the Experimental Edition and who taught the first teacher-training classes and classes for adults; Dean Arthur Pike of Stevens Business College, Fitchburg, Massachusetts, who has continued experimentation in the teaching of FORKNER SHORTHAND in his college; the many teachers in high schools, adult classes, and colleges who have been brave enough to be willing to break with tradition to try something new; and finally my good friend and adviser, Dr. Alice L. Holst, of Pacific Union College, Angwin, California, who has given many constructive suggestions, has experimented untiringly with the system, and has, with exceptional precision and accuracy, assisted in the preparation of this edition for printing.

The experiences that have contributed most to these efforts have been those connected with over thirty-five years of shorthand teaching, study, research and teacher training. These experiences led to the realization that no major progress had been made in developing a better system of universal handwriting that would be easy to learn at all ages, fast to write and yet be adapted to business or professional use. This system of shorthand has all the elements for universal usage for all occidental languages.

The environment that contributed to these efforts includes those high schools where I taught for many years and where I was always given encouragement to try to find better ways to do what needed to be done. The most influential environment, however, has been Teachers College, Columbia University, where innovations, experimentation, and fearless attacks on outmoded traditions and practices are the very life of that great institution.

HAMDEN L. FORKNER

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SIMPLIFICATION OF LONGHAND LETTERS USED IN FORKNER SHORTHAND

(When longhand letters are written, they are simplified as shown below.)

	Used as an Initial Letter	Used in the Body of a Word	Used as a Final Letter	Used Alone
a	<u>a</u>	<u>a</u>	<u>a</u>	<u>a</u>
b	<u>b</u>	<u>b</u>	<u>b</u>	<u>b</u>
c	<u>c</u>	<u>c</u>	<u>c</u>	<u>c</u>
d	<u>d</u>	<u>d</u>	<u>d</u>	<u>d</u>
e	<u>e</u>	<u>e</u>	<u>e</u>	<u>e</u>
f	<u>f</u>	<u>f</u>	<u>f</u>	<u>f</u>
g	<u>g</u>	<u>g</u>	<u>g</u>	<u>g</u>
h	<u>h</u>	<u>h</u>	<u>h</u>	<u>h</u>
i (dot omitted)	<u>i</u>	<u>i</u>	<u>i</u>	<u>i</u>
j (dot omitted)	<u>j</u>	<u>j</u>	<u>j</u>	<u>j</u>
k	<u>k</u>	<u>k</u>	<u>k</u>	<u>k</u>
l	<u>l</u>	<u>l</u>	<u>l</u>	<u>l</u>
m	<u>m</u>	<u>m</u>	<u>m</u>	<u>m</u>
n	<u>n</u>	<u>n</u>	<u>n</u>	<u>n</u>
o	<u>o</u>	<u>o</u>	<u>o</u>	<u>o</u>
p	<u>p</u>	<u>p</u>	<u>p</u>	<u>p</u>
q	<u>q</u>	<u>q</u>	<u>q</u>	<u>q</u>
r	<u>r</u>	<u>r</u>	<u>r</u>	<u>r</u>
s	<u>s</u>	<u>s</u>	<u>s</u>	<u>s</u>
t (cross omitted)	<u>t</u>	<u>t</u>	<u>t</u>	<u>t</u>
u	<u>u</u>	<u>u</u>	<u>u</u>	<u>u</u>
v	<u>v</u>	<u>v</u>	<u>v</u>	<u>v</u>
x	<u>x</u>	<u>x</u>	<u>x</u>	<u>x</u>
y	<u>y</u>	<u>y</u>	<u>y</u>	<u>y</u>
z	<u>z</u>	<u>z</u>	<u>z</u>	<u>z</u>
		x		

FORKNER SHORTHAND

PART I

LESSON 1

FORKNER SHORTHAND is easy to learn because it makes use of already familiar longhand letters of the alphabet, combined with a few new shorthand forms.

All shorthand systems depend largely upon sound instead of spelling. Listen for the sounds and then write what you hear. For example, the word **know** is made up of two sounds—**n** and **o**; the word **laugh** is made up of three sounds—**l**, **a**, and **f**. Write only these sounds.

Avoid all extra lines and strokes that most people use when writing longhand. Thus, instead of writing *a* for **a**, when this letter is the initial letter or stands alone, write *a* . Instead of writing *f* for **f**, when this letter is the initial letter or stands alone, write *f* . Instead of writing *g* for **g**, when this letter is the initial letter or stands alone, write only *g* . Note that the beginning and ending strokes are omitted. Do the same for all letters. In the examples given on the following pages, unnecessary strokes are omitted.

Most students write much more slowly than is necessary for good writing. Also nearly everyone can improve the quality of his handwriting. Since this system of shorthand is mostly longhand, it is necessary to increase your normal speed of writing as well as to be certain your writing is clear at all times.

As a first assignment, write the letters of the alphabet as you normally do. Have someone time you to see how many of the letters you can write in one minute by writing each letter separately from the others. Now try the same exercise again to see how many letters you can write in one minute when you join the letters. Practice this a little each day to see if you can double your original speed.

As a second assignment, write each of the letters of the alphabet separately and avoid putting beginning or ending strokes to the letters. An easy way to write the letters of the alphabet, when they are used in FORKNER SHORTHAND, is shown on the opposite page. Practice this exercise each day for two or three weeks until you break the old habit of writing extra strokes.

You will notice as you learn this system of shorthand that the sounds of the letters **a**, **o**, **u**, and short **i** are represented by symbols instead of being written in longhand. This was done because research showed that most of these letters take too long to write and they occur very often. As you become familiar with the system you will often not need to write the symbols because the meaning will make clear what the word is. But the symbols are useful when you wish to make sure you can read a word that is not familiar to you or when you need to write a list of items.

As you become skilled in writing FORKNER SHORTHAND you will discover that you can easily recognize many words without their vowels, even when the vowels are sounded. You will find it advantageous to write only the parts of the word which are essential to rapid reading. This principle is followed in this text.

A few common words make up a large percentage of all words used in business. Abbreviations are used for many common words to save writing time. For example, the word **can** is abbreviated and is expressed by the letter **c**, thus **C** . When writing FORKNER SHORTHAND you will use the ordinary abbreviations that you already know for the days of the week or months of the year, except that you will not use capital letters as they take too much time.

Capitals are not used in the ordinary sense. Write small letters at the beginning of sentences because they are faster to write. In some cases capitals are used to represent combinations of letters.

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word. For example, in the first two sentences, you discover the following:

The word do is expressed by the letter d *d*
 The word you is expressed by **
 The sound of o is expressed by *,*
 The ordinary question mark is used *,* except the dot is omitted *?*
 The word can is expressed by the letter c *c*
 The pronoun I is expressed by a small undotted i *i*
 The sound of a is expressed by *,*

- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

d \ n, ? c i p' \ ? i c p' \ . d \ n, i c p' \ ? i n, i c
 Do you know? Can I pay you? I can pay you. Do you know I can pay you? I know I can
p' . d \ n, \ c p' ? i c se \ . c \ se ? c \ p' ' fe ? i
 pay. Do you know you can¹ pay? I can see you. Can you see? Can you pay a fee? I
c p' ' fe. d \ n, \ c p' ' fe ?
 can pay a fee. Do you know you can pay a fee? (38 words)

Note: The small raised numbers mark the dictation off in groups of 20 standard words, or 28 syllables. To dictate at 80 w. p. m. dictate each group in 15 seconds, to dictate at 100 w. p. m. dictate each group of 28 syllables in 12 seconds.

WRITING PRINCIPLES

Punctuation Marks The question mark is used without the dot *?*
 The apostrophe, when needed, is written *'*

Shorthand Forms

- | | |
|-------------------|---|
| a | All sounds of <u>a</u> are expressed by <i>'</i> written above the line: aid <i>d'</i>
pay <i>p'</i> delay <i>d'l'</i> laid <i>ld'</i> |
| e | All sounds of <u>e</u> are expressed by the letter <u>e</u> : deep <i>dep</i> fee <i>fe</i> |
| I | The pronoun <u>I</u> is written with a small undotted <u>i</u> <i>i</i> |
| o | All sounds of <u>o</u> are expressed by <i>,</i> on or below the line: odd <i>d,</i>
known <i>n,n</i> know <i>n,</i> office <i>,f^s</i>
<small>Note: The word <u>office</u> is an example of the principle on page 1 that vowels may be omitted, even when they sound, if the word is easily recognized. In <u>office</u>, although the <u>i</u> sounds, it is omitted because the word is often used and easily read without it.</small> |
| u, oo | All sounds of <u>u</u> and double <u>o</u> are expressed by <i>\</i> written downward, on or below the line: up <i>,p</i> noon <i>nⁿ</i> |
| p | When the letter <u>p</u> occurs at the beginning of a word, start below the line and write upward thus: <i>p</i> |
| soft s and soft c | All sounds of soft <u>s</u> and soft <u>c</u> are expressed by <u>s</u> : see <i>se</i> race <i>ri^s</i> |
| Abbreviations | Words that occur over and over again with great frequency are abbreviated to save writing time: can <i>c</i> you <i>\ a'</i> do <i>d</i> |

LESSON 2

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

—' l p' \ ? m —' l p' \ ? c \ p' — e — ? / c p' \ — .
 May I pay you? When may I pay you? Can you pay me more? We can pay you more.
*i d l c l p' \ — . i d l c l n, d \ l c l p' / *
 I would like to pay you more. I would¹ like to know. Do you like to work? Will you
p' c f — e ? / p' c f \ . / \ p' — e f — p' c ?
 work for me? I will work for you. Will you pay me for my work? (37 words)

WRITING PRINCIPLES

Shorthand Forms

m	The <u>m</u> sound is expressed by a long dash parallel to the line of writing: may <i>—'</i> room <i>~</i>
w, wh	The <u>w</u> and <u>wh</u> sounds are expressed by a dash written upward through the line of writing: we <i>/</i> work <i>~</i> when <i>m</i> why <i>/</i>
awa	When words begin with the combination of <u>awa</u> , as in <u>await</u> , two symbols for <u>a</u> are used: await <i>"l</i> awake <i>"c</i> away <i>"</i> aware <i>"h</i>
long i	The long sound of <u>i</u> is expressed by the regular letter <u>i</u> without the dot: item <i>d</i> fine <i>fn</i> my <i>→</i>
t	The letter <u>t</u> is written without taking the time to cross it: cut <i>d</i> time <i>u</i> yet <i>yl</i>
hard c and k	The sounds of hard <u>c</u> and <u>k</u> are expressed by the letter <u>c</u> : could <i>cd</i> like <i>lc</i> work <i>~</i>
<u>Abbreviations</u>	to <i>l</i> will <i>/</i> like <i>lc</i> more <i>—</i> for <i>f</i>

USING VOWELS

One of the important features of this system of shorthand is its flexibility in the use of vowels. That is why the vowels a, short i, o, and u are detached.


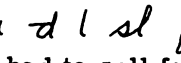
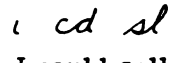
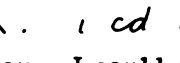

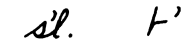


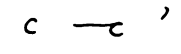
This system makes it possible for the writer to insert the vowel or omit it, depending upon his familiarity with the words he writes. Thus when writing familiar material the writer can attain high speeds because he does not need to write the vowels.

When words are presented in list form in the lessons or in the vocabulary at the end of the text, the vowels are usually inserted. Vowels are usually omitted, however, in the sentence material if the words can easily be recognized by their use in the sentence.

LESSON 3

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.


 Will you sell for me? 
 I had to sell for her. 
 I could sell some for you. 
 I could do to.

 This would cut the sale. 
 They could sell some for us. 
 I will pay you to sell some for me.

 I hope I can make a sale. 
Sell them some, if you can. (37 words)

WRITING PRINCIPLES

Punctuation Marks When the comma is written it is circled @

Shorthand Forms

h

The sound of h rarely occurs except at the beginning of words. The h sound is expressed by a short dash - joined to the letter it precedes. hope ph had hd her hr

th

The sound expressed by th is written by combining the l and the - as follows, t or t', whichever is easier: this ht they ht' them ht

short i

The short sounds of i are expressed by i written above the line: fit fi bit bi if fi ill il illness ilns mill mi

Abbreviations

make mc us us
 The mark for h is used to express the word the -

VOCABULARY BUILDING

Vocabulary building exercises appear frequently throughout the text for the purpose of increasing the writing and reading ability. These exercises consist of those words that are frequently used and which do not appear in the dictation exercises in the various lessons, or in the vocabulary drills.

able	'bl	assume	's	avail	'v	coal	cl	light	li
across	'crs	ate	't	black	bl'c	leave	lev	lit	li
aim	'	auto	'	blue	bl	life	lif	sight	sil

LESSON 4

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

<u>a</u> '	<u>do</u> d	<u>like</u> lc	sale sl	too l,
aid 'd	fee fe	<u>make</u> —c	see se	up p
<u>am</u> —	few f	may —'	sell sl	<u>us</u> s
<u>are</u> r	fine fm	me —e	sir sr	we e
as 's	<u>for</u> f	<u>more</u> —	some s	<u>well</u> /
<u>away</u> "	I l	my —r	<u>that</u> t t	when m
<u>can</u> c	ice w	noon n,n	<u>the</u> -	why y
case c's	if f	odd ,d	them t t	<u>will</u> /
could cd	<u>in</u> n	office ,fs	there tr tr	with t
cut c	<u>is</u> s	<u>paid</u> pd	they t' t'	work rc
dear der	<u>it</u> l	pay p'	this to to	would d
deep dep	know n,	room r,	time l	yet yl
delay dl'	known n,n	run r,n	<u>to</u> l	<u>you</u> y

SAVING TIME BY JOINING WORDS

When taking dictation, the stenographer can often save a great deal of time by joining common words instead of lifting the pen after each word. In the letters that follow there are a number of instances in which time can be saved by joining words. This is called "phrasing." Practice the phrases below until they can be written and read rapidly.

COMMON PHRASES

Phrases sometimes contain abbreviations for words which would not be abbreviated when standing alone. Example: dear is written *der* and sir is written *sr*, but Dear Sir, because of its frequent use, is written *ds*.

as well as 's's	I could ucd	this time tcl
Dear Sir ds	I know n,	to sell lsl
I am l	in this nto	would like dlc
I can uc	in this case nto's	Yours truly yl

LESSON 5

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: I would like for you to sell some more ice for us. I can delay this work for this time for you. Do you know¹ when you can sell for us? I know you will sell as well as you can. There is more to sell if you like this work. I will² pay you for this work. Yours truly, (45 words)

Dear Sir: I am in this to work with you. I could delay this sale for them this time. They say this sale will cut that delay¹ for us. They say there are too few to sell, yet I know there are more to sell if they will work with us. In this case² it may work well for us. Yours truly, (46 words)

READING AND TRANSCRIPTION EXERCISE

ds e gdlc f . l
 sl s is f
 s. ic dl' ts re
 f tsh f . d. .
 m, m . c sl fs?
 m, / sl s
 c. m s - tsf f
 . lc ts re. e / p .
 f ts re. yf

ds e Nts l re f
 . . vcd dl' ts sil
 f t tsh . t' s'
 ts sil / d t dl' f
 s. t' s' tr. r b. f.
 l sl yf m, tr r
 - l tsf f t' / re
 t s. Nts' s' l - re
 / f s. yf

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

fat	fl	fun	fn	<u>side</u>	si	trip	lrip	white	pl
fit	fl	red	rd	small	s'l	turn	ltn	written	ritn
free	fre	set	sl	total	tll	while	pl	yes	ys

LESSON 6

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

I / p' \ b ec. / - ec b f - e? e ec / b f \ .
 I will pay you by check. Will the check be for much? Each check will be for you.

\ / gl ' ec d'-. ^ e'y - e - e? , n- to ec / b f
 You will get a check daily. Will you charge¹ me much? Only this check will be for

\ . t' ner- c' t - e. lo ' by ec. j'm / p' \ . n /
 you. They nearly came with me. It is a large check. John will pay you. When will

j'm p' \ ? e d' / j'm p' \ ?
 John² pay you? Which day will John pay you? (45 words)

WRITING PRINCIPLES

Shorthand Forms

ch	The sound formed by the <u>ch</u> combination of letters is expressed by the letter <u>c</u> with an <u>h</u> through it: check <i>ec</i> charge <i>e'y</i> much <i>-e</i> which <i>e</i> Note: The line through the <u>c</u> can often be written as a part of the previous or following stroke: much <i>-e</i> which <i>e</i>
j, soft g	The sounds expressed by <u>j</u> and soft <u>g</u> are written with the letter <u>j</u> without the dot: charge <i>e'y</i> large <i>ly</i>
y	When <u>y</u> is sounded at the end of words, it is expressed by adding <u>e</u> to the previous letter or symbol: funny <i>fn</i> many <i>-ne</i>
ly	When a word ends in the syllable <u>ly</u> it is expressed by a short dash placed immediately after the last longhand letter or symbol: daily <i>d'</i> largely <i>ly</i> nearly <i>ner-</i> only <i>,n-</i> timely <i>l-</i>

Proper Names

A small check mark placed under a word indicates that it is to be capitalized: John *j'm* June *j'm*

Abbreviations

by *b* be *b* each *e*

LESSON 7

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Will you change this check? I will arrange the sale for you. How much will you pay?

I hope you had a good time. We had seven¹ for lunch. Will you give me the check now?

We will go over to your home in an hour. We will go after you in about an hour.

Will you and John³ come with me? (62 words)

WRITING PRINCIPLES

Shorthand Forms nge

The sound formed by the combination of the letters n and soft g and the preceding vowel is expressed by placing a dot over the j: change *ej* arrange *'rj*

ou, ow

The sound formed by the combinations of ou and ow, as in how and house, are expressed by writing a small letter o: how *o* now *no* house *oo*

Joining h to m

The h is joined to m by using a slight jog between the short line for h and the longer line for m: home *h—*

Numbers

All the numbers except one are written in regular longhand form. The word or number one alone is written *o*. In number combinations always use the figure 1, such as 112, 701.

Abbreviations

of *v* go *g* over *O* an a hour *o* after *'f* and *—* about *'bo*
good *q* your *y*

LESSON 8

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

(Copy II)

<u>about</u>	'bo	daily	d'-	John	jm	one	o ⁿ
<u>after</u>	'f	day	d'	large	lry	only	,n-
<u>an</u>	a	<u>each</u>	e	largely	lry-	<u>our</u>	o
<u>and</u>	—	<u>enough</u>	ny	lunch	lnc	<u>over</u>	O
arrange	'ry	get	gt	mail	—l	seven	7
<u>be</u>	b	give	gvr	many	—n	take	lc
big	big	go	q	much	—e	taken	lcn
<u>by</u>	b	<u>good</u>	q	nearly	ner-	than	tn
came	c'	had	'd	new	n	then	tn
change	ej	home	—	nine	9	timely	u—
charge	ery	hope	tp	now	no	value	vt'
check	ec	<u>hour</u>	o	<u>of</u>	v	weigh	—'
come	c	how	o	on	,n	<u>your</u>	y

COMMON PHRASES

each day	ed'	this mail	ta'l	to our	lo	will be taken	bl'cn
more than	—tn	to do	ld	will be	—b	will come	—c

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

apply	'pli	eye	i	funny	fne	god	gd
become	bec	fair	fr	gain	g'n	grass	gr's
bed	bd	fall	fl	gallon	g'ln	gray	gr'
deal	del	firm	fr	game	g'	head	d
<u>December</u>	dec	floor	flr	gas	g's	iron	urn
<u>decide</u>	dsu	<u>Friday</u>	fru	girl	grl	jump	jp

Months and days

Use the abbreviations you already know for months and days, except do not use capital letters. Place a small check mark below the abbreviation to show that it is a proper name.

LESSON 9

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: This new office is nearly big enough. Will you arrange this new office for me? With this change you will be¹ in charge of our office and you will value each hour. It will be a big day for you. Our mail will be taken over² to this office each day. We will weigh it daily, too. We value our office mail. I had more than enough for³ this mail. Yours truly, (63 words)

Dear Sir: Will you work with me now? About how much work will you do? We had only this work to do over. Take more¹ time daily, and do your work well.

After this you will come to our office and check my work. We hope you will then go² over to your office and that you will go on with your work. Which one of you will come with me? Yours truly, (58 words)

READING AND TRANSCRIPTION EXERCISE

Note: A paragraph is indicated by //

do ts n. ifs s ner-
by nf. 'ij ts n.
ifs y e? t ts sj
b n ey v o fs
' v e o. l f
' by d' f i. o ll
blen o i ts ifs
ed. e l d'
l. e v l. o fs il.
c d tn nf f ts ll.
yl

do ^ re t e no?
'bo o e re d?
e d n ts re ld
O. le - l d'
d y re / i f ts
^ lo ifs ~ ee
e re. e p.
tn 9 0 by ifs ~ t
q n t y re. e v
^ t e? yl

LESSON 10

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

- cpe b ny ,fo n , c n. i p' - ne. l b

The copy will be in your office when you come in. I will pay you the money. It will be
 ' l u. v b rde f y. l se n q rde. c i d
 a long time. Everything¹ will be ready for you. It seems nothing was ready. Can I do
 ne f ,? i dlc f , ld su f - e s d'. v d'
 anything for you? I would like for you to² do something for me some day. Every day
 / b s n. e q o n , n rde. e - d 6 cpe v
 will bring something new. He will go out when you are ready. He made six copies³ of
 - .

the thing. (62 words)

WRITING PRINCIPLES

Shorthand Forms ng, ing, thing

The combinations ng, ing, and thing and the preceding vowel are expressed by — : long h longing fo thing —
 nothing n anything ne everything ve selling sl
 bringing br

s, z

The hard sound of s and the sound z are expressed by the letter z:
 was 'q lose lq miser —qr ease eq

adding s

Adding s to root words to form plurals or possessives, or to change verb forms: (1) If a word ends in a letter of the alphabet or a joined symbol, write a long upward stroke joined to the last letter or character: offices fo comes c seems se
 checks cc longs l brings br yours y
 copies cpe sells 'sl (2) If the last character of a word is a disjoined symbol, repeat the symbol: pay p' pays p'' new n,
 news n,,

LESSON 11

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

e q l scl 'gn. ecnq bf - re s dn. e lc - cr
 He will go to school again. He cannot go before the work is done. He will take the car
ld'. e q -er 4 d'' 'q t - - lc cr v to d' d
 today. He was here four¹ days ago with him. Who will take care of this item? What
' / eq? i q tn 5 d'' hf ne \ d f - b
 way will he go? I will go within five days, therefore anything² you do for him will be
fm.

fine. (46 words)

VOCABULARY REVIEW AND DRILL

(Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

again	'gn	comes	c	longs	l	six	6
<u>ago</u>	'q	copies	cpe	made	-d	something	sn
any	ne	copy	cpe	money	-ne	<u>therefore</u>	hf
anything	ne	done	dn	nothing	n	<u>thing</u>	—
<u>before</u>	bf	<u>every</u>	V	offices	,fs	today	ld'
bring	br	everything	V	or	,r	two	2
brings	br	<u>he</u>	e	<u>out</u>	o	way	' /
<u>cannot</u>	cn	here	-er	pays	p''	what	^
car	cr	him	i	ready	rde	who	-
care	cr	item	u	school	scl	within	tn
checks	ec	long	h	seems	se	<u>year</u>	yr

COMMON PHRASES

again and again	'gn'gn	more and more	—	we cannot be	ecnb	will take	lc
can do	cd	there is	tro	will be	b	with me	te
day or two	d,2	to do	ld	will be done	bdn	would like	dlc
in a day or two	Nd,2	to go	lg	will do	d		
it is	ls	to see	lse	will go	g		

LESSON 12

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: The school will take more and more care to see that it is done well. Before long the school will arrange for him to do it every day for money. Therefore, nothing will be done about it now. They will copy this item for you ² today. They will take the car to school every day. They will do it this way again and again. I will arrange to ³ go. Everything will go well today. It seems we cannot be too long about it. Anything you do within a ⁴ day or two will be enough. A day or two ago we had the school arrange for him to see you. Yours truly, (99 words)

Dear Sir: Any good thing you like, you can do well. Every year there is more and more to do. There is something for him¹ here now. Who would like to go there again with me? He will be here in a day or two. Before you go out there, will² you see me? What would they like to do for a year? Yours truly, (50 words)

READING AND TRANSCRIPTION EXERCISE

ds - scl pe - cr
 lse t is dn / . bf
 l - scl / 'rj f
 - id L V d' f - ne.
 trf n bdn 'bo l
 no. r' / epe ts ch
 f. ld' / t' pe - cr
 h scl V d. t' d l
 ts / 'gnign. / 'rj f
 lq. V / g / 'ld. l
 lse / con b l. l
 'bo l. ne - d / tr
 'dr 2 / f / 'dr 2
 'g e d - scl 'rj f
 - lse . . yl

ds ne g - . lc
 . cd. / . V yr trs
 - ld. trs
 f - er no. - dlc
 l g tr 'gn / - e?
 el b er ndr 2. bf.
 g o tr / se - e?
 p d t' le ld f
 yr ? yl

LESSON 13

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

I p' \ ,n - k'q v ' 5 d' ec. e q V zL oV e dd
 I will pay you on the basis of a five-day week. He used every system; however, he did
n ~ ne k'q f n l p' s - n. / e V b rde? nV
 not have any¹ basis for knowing what to pay his men. Will he ever be ready? Whenever
\ n rde e q. -V re f - d lb q l l d'' e
 you are ready we will go. Whoever² worked for him had to be used to long days. He
/ ~ 'cq l - n zL. s re / zln - . d - p,q '
 will have access to the new system. His work will sustain him.³ Do you possess a
cpv zL? e p,q nf cs f Vbde.
 copy of the system? He possesses enough cases for everybody. (77 words)

WRITING PRINCIPLES

Shorthand Forms

sus, cis, sis, sys, sess, cess The sounds sus, cis, sis, sys, sess, and cess are expressed by the capital Z: basis *k'q* system *zL* sustain *zln* access *'cq*
 possess *p,q* criticism *critz*
 Note: The shorthand form *z* is not used to form plurals or possessives, or to change verb forms: case *cs* cases *cs'*
 possess *p,q* possesses *p,q'*

every, ever

The prefixes and suffixes every and ever are expressed by disjoining a capital V: whenever *mV* whoever *-V* however *oV*
 everybody *Vbde* everywhere *Vr* everyone *Vn*

Past Tense

Place a dash below and near the last letter or symbol of a word to express the past tense ed: worked *rc* used *q* hoped *rp*

Abbreviations

his *s*

LESSON 14

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

e p' - ,ld -n /V Ne ec. e / n of a Neres. e s''
 He will pay the old man whatever income he can. He will not get an increase. He says
e n Nve y pc. e sld - gld l a Neres b Nil tn e d
 he will not envy you¹ your work. He sold the gold at an increase, but until then he had
n fld - -n r e dbn. s Ne / Neres l a 'brch s.
 not told the man where he had been. His income will² increase to an attractive sum.
e / sru is gr f - vr. s pr n - nve v l.
 He will serve as guard for the board. His parts are the envy of all. (60 words)

WRITING PRINCIPLES

Shorthand Forms

in, en, un

The prefixes in, en, and un are expressed by the capital N:
 until *Nil* income *Ne* increase *Neres* envy *Nve*

rd, rt

The letter combinations rd and rt when no vowels occur between
 the rd or the rt are expressed by a capital R: board *bR*

guard *gR* parts *pR*
 Note: Write the capital R without lifting the pen or retracing: *R*

Abbreviations

but *b* at *l*

VOCABULARY BUILDING

afternoon *'fnn*
allowed *'lo*
bid *bd*
board *bR*
body *bde*
booklet *bcll*
born *b, rn*
borrow *b, r,*
bother *b, t,*
bottle *bll*
bottom *b, l*
box *b, x*

branch *br'ne*
 closed *clz*
 cloth *clt*
 field *feld*
 fight *fel*
 grass *gr's*
 grown *grn*
 guard *gR*
 guess *gs*
 guilty *gille*
 habit *h*
 hair *h*

hall *h*
 hang *h*
 happen *'pn*
 hat *h*
having *h*
 hearing *er*
 higher *h*
 holding *'ld*
 hoping *'p*
 hot *h*
 indeed *nded*
 parts *pR*

LESSON 15

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

'sc - 'n lgt - fil? s k e se lb d ll. e gt
Will you ask the man to get the file? Sometimes he seems to be doing little. He got
- n p lgo b ne v t r s, l gl er ecd c ll
the men up somehow, but many¹ of them were so long getting here he could make little
ll. n e pl re e d se t Vn dd / . j - n d -
time. When he was at work, he would see that everyone did² well. If the men do the
rc / t' gl - p'.
work well, they will get more pay. (49 words)

VOCABULARY BUILDING

(1) Cover the printed words and practice reading the shorthand words rapidly.

(2) Cover the shorthand words and practice writing the shorthand several times.

afford	'fR	arrive	'ruv	cancel	'nsal
afraid	'fid	arrived	'ruv	canceled	'nsal
age	'j	ascertain	'sl'n	cars	'cr
ages	'j	aside	'si	changed	'cj
ahead	'd	asked	'sc	charged	'cy
alive	'liv	asleep	'slep	checked	'cc
ample	'pl	attack	'lc	checking	'cc
angry	're	aught	'l	closing	'clgr
anybody	nebde	August	'q	coat	'd
anyhow	ne	author	't	covering	'cvr
anyone	ne'n	avenue	'vn	covers	'cvr
anyway	ne'	average	'vy	delivered	'dlivr
anywhere	ne'	await	'l	draft	'drf
appear	'per	awaiting	'l	avored	'fvr
applied	'pli	aware	'r	figure	'figr
April	'pr	awful	'fl	filed	'fil
army	're	benefit	'bnft	files	'fil
arranged	'rj	bills	'bl	filled	'fil
arrival	'ruvl	calling	'cl	fills	'fil

LESSON 16

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined>)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

access 'cʌ	everyone V/n	knowing n	sometimes s/ld
active 'chr	everywhere V/r	little lll	sum s
ask 'sc	felt fl	man -'n	sustain z'n
<u>at</u> l	file fl	many -ne	system z
attractive 'v'chr	five 5	men -n	timed u-
bad b'd	getting g'l	native n'lv	told l'd
basis b'ʒ	gold g'ld	no n,	until n'ul
been bn	got g't	<u>not</u> n	used ʒ
<u>but</u> b	<u>have</u> -v	old ,ld	week ec
cases c's	<u>his</u> s	possess p,s	were ʒ
days d''	hoped ʒp	possesses p,s	whatever ʒv
did did	however -v	says s''	whenever n'v
<u>doing</u> d	income n'c	so s,	where ʒv
<u>ever</u> v	increase n'eres	sold s'ld	whoever -v
everybody Vb'de	<u>into</u> n	somehow s-to	worked ec

COMMON PHRASES

by and by bb	he can ec	there is t'is	we are ec
do not dn	I am l	to do ld	

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

follows fl,	lading l'd	pencil pnsil	pine pin
fully b-	latter l'tr	phone f'n	pipe pip
general ʒn'l	leaves lev	pick pc	pity pit
<u>going</u> g	paying p'	picnic picnic	plus pls
idea ide'	peace pes	pie pi	pocket p'cl
<u>January</u> ʒ'n	peach pec	piece pes	poor pr
<u>July</u> ʒi	pen pn	pin pin	porch pre

LESSON 17

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: The file is up at his office. You will ask him for the little one. The old file is so bad that by and¹ by we may make a new one. However, their file will make a good basis for our new one.

Whenever he worked for² us, he used the old file. Somehow it worked well whenever he got something out to copy. I am doing this work³ well, knowing it will be of value. Whoever will do it well will be felt of value to us. Yours truly, (79 words)

Dear Sir: Many men have been here before you were. If he can, this active old man will see you when you come. When¹ you go into this new office, work with a will. There is no new thing to do where we are now. But sometimes there is² so much work the men do not like to do it. If you ever are in the office, he will see you. Yours truly, (59 words)

READING AND TRANSCRIPTION EXERCISE

ds - fel s y l s ifs
 \ se - m b
 lll n. - , lld fel
 s s, bid t bb e
 ' - e , n. n. ov
 tr fel / - e , g b q f
 o n. m l n v e re f
 s e 7 - , lld fel, sro
 l re / n v e gl
 s o l cpe. -
 d to re / m l
 b v vl. - v / d l /
 b fill v vl. l s. yf

ds - ne - n - v bn er
 bl i r. if ec ts 'chr
 !ld - in / se. n .
 - . n . g M ts n. fs
 re t ; . tr s n, n
 - ld r er no. b
 s h / tr s s, - e re
 - n dnle ld l. if
 r v n - fs e / se. yf

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LESSON 18

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

p'ps e p' - pros. e b p'rl - fr - n. b'g. e /
 Perhaps he will pay the price. He will be prompt and form the new business. He will
fgv - fgl. e / pds hf f - pps. i pfr l ppr
 forgive and forget. He will produce¹ enough for the purpose. I prefer to prepare
hf l pvd f t. s fr ; gn fl - fr l g
 enough to provide for them. His former home was not formal² and, further, it was
 n ,ld.
 not old. (45 words)

WRITING PRINCIPLES

Shorthand Forms

per, pur, pre,
pro, pri

Disjoin the small p at the beginning of words to express per, pur,
pre, pro, pri: perhaps *p'ps* primary *p-re*
produce *pds* prepare *ppr* provide *pvd*

for, fur

Disjoin the small f at the beginning of words to express for and
fur: forgot *fgt* forgive *fgv* forget *fgl* former *f-r*
formal *f-l* further *fh*

Abbreviations

business *b'g*

VOCABULARY BUILDING

permit	<i>p-l</i>	private	<i>pvt</i>	proud	<i>prod</i>
pertaining	<i>pl'n</i>	<u>privilege</u>	<i>priv</i>	prove	<i>prv</i>
preliminary	<i>pl-nre</i>	probably	<i>pbb-</i>	pull	<i>pl</i>
premium	<i>p-y</i>	problem	<i>pbl</i>	pump	<i>p-p</i>
pretty	<i>ple</i>	proceed	<i>pced</i>	pupil	<i>ppl</i>
previous	<i>prv</i>	process	<i>p'g</i>	pure	<i>pr</i>
prices	<i>prsd</i>	procure	<i>pcr</i>	race	<i>rs</i>
<u>principal</u>	<i>prn</i>	profit	<i>pft</i>	rag	<i>rq</i>
<u>principle</u>	<i>prn</i>	progress	<i>pgrs</i>	rain	<i>rn</i>
prior	<i>p,r</i>	proof	<i>prf</i>	range	<i>rj</i>

LESSON 19

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

sh p' ca. i p e de dlvre. - fctre / rsh - dlvre.
 She will pay cash. I wish he would make delivery. The factory will rush the delivery.

coll s v ca f \ sd d t. ^ fns - nq ca f
 I shall be short¹ of cash if you should do that. Will you furnish the necessary cash for

- g? l p gr l er fr \. lns cpl - fr s re.
 the goods? It was great to hear from you. Illness² kept him from his work. (44 words)

WRITING PRINCIPLES

Shorthand Forms

sh

The sound expressed by the combination sh is expressed by the letter s with a line through it. (Note: This same line was used to add h to ch.) cash *ca* rush *ra* she *sh* shall *sh* should *sd*
 wish *wsh* pressure *prsh*

Abbreviations

goods *gd* great *gr* necessary *nq* short *st*

VOCABULARY BUILDING

assured	<i>asr</i>	shape	<i>sp</i>	singing	<i>sin</i>
force	<i>frs</i>	share	<i>sr</i>	sit	<i>st</i>
foreign	<i>fn</i>	shirts	<i>sl</i>	sketch	<i>sce</i>
forth	<i>frt</i>	shock	<i>sc</i>	sleep	<i>slep</i>
furnace	<i>fns</i>	shoe	<i>sh</i>	sleepy	<i>slepe</i>
furniture	<i>fncr</i>	<u>shortage</u>	<i>sq</i>	slight	<i>slit</i>
promise	<i>p-is</i>	<u>shortly</u>	<i>st-</i>	slip	<i>slp</i>
property	<i>pprte</i>	shown	<i>sn</i>	slow	<i>sl,</i>
propose	<i>ppr</i>	sick	<i>sc</i>	smile	<i>sml</i>
prove	<i>prv</i>	sickness	<i>scns</i>	sort	<i>st</i>
purchase	<i>pes</i>	sight	<i>sl</i>	south	<i>sot</i>
purchased	<i>pes</i>	sign	<i>sn</i>	sun	<i>sn</i>
reached	<i>ree</i>	simple	<i>spl</i>	supper	<i>spr</i>
shade	<i>sd</i>	sing	<i>si</i>	table	<i>tbl</i>

LESSON 20

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

plz dlvr - brd cls l - rd. lvs l br - bric cp - pl's
 Please deliver the bread close to the road. Try to bring the brick because the place
s dr. ls R f r l er dr - drvr. e / drp - crs - gr
 is dry. It is hard for her to hear¹ during the drive. He will drop the course and give
' nvs nt l r. s b plz - / cl, n l n - blc. wsl flr l
 a nice note to her. She will be pleased and will call on all in the block.² I shall fly to
- c - cl'. / c 'l? . c l gref f, gr, ,ld lf
 make the claim. Will you come along? You will come to grief if you grow old before
y l. sl br t se / cl?
 your time. Is it true³ that she will call? (63 words)

Abbreviations

because *cp*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

assist	<i>'zl</i>	selling	<i>sl</i>	using	<i>uz</i>
assisting	<i>'zli</i>	<u>September</u>	<i>sep</i>	usual	<i>'sl</i>
issued	<i>is-</i>	similar	<i>silr</i>	valued	<i>vl-</i>
practice	<i>prct's</i>	sizes	<i>siz</i>	visit	<i>vit</i>
praise	<i>priz</i>	sometime	<i>s-lu</i>	water	<i>'lr</i>
pray	<i>pr'</i>	somewhat	<i>s-wt</i>	whole	<i>'l</i>
precious	<i>pr's</i>	<u>Sunday</u>	<i>sn</i>	wired	<i>'r</i>
presume	<i>pr-s</i>	taking	<i>tk</i>	wishes	<i>'s</i>
pride	<i>prid</i>	times	<i>tu</i>	woman	<i>'w-m'n</i>
primary	<i>pr-re</i>	town	<i>ton</i>	women	<i>'w-m'n</i>
prize	<i>priz</i>	truly	<i>tr-</i>	won	<i>'n</i>
professor	<i>pr-fsr</i>	<u>Tuesday</u>	<i>tu-</i>	wore	<i>'r</i>

LESSON 21

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined>)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

<u>all</u>	l	dry	dru	grow	gr,	price	pru
along	l	during	dr	hard	h	produce	pd
<u>because</u>	cp	factory	fcftr	hear	er	prompt	pr
block	bhc	fly	fl	her	r	provide	prvd
bread	brd	forget	fgt	illness	lno	purpose	pps
brick	bric	forgive	fgvr	kept	cpt	road	rd
<u>business</u>	by	form	fr	<u>necessary</u>	nq	rush	ru
call	cl	formal	fl	nice	nu	shall	sl
cash	cs	former	fr	note	nt	she	se
claim	cl'	from	fr	perhaps	p'ps	<u>short</u>	s
close	cls, clq	furnish	fns	personal	psnl	should	sd
course	crs	further	fr	place	pls	slippery	slpre
deliver	dlvr	<u>goods</u>	g	<u>please</u>	plq	true	tr
delivery	dlvrs	<u>great</u>	gr	<u>pleased</u>	plq	try	tr
drive	druv	green	gren	prefer	pr	wish	w
drop	drp	grief	gref	prepare	ppr	wishes	w

VOCABULARY BUILDING

absolutely	'balt-	carefully	crf-	lot	lt	matters	'tr
according	'cl	carried	cre-	lots	lt	means	-en
approval	'prvl	carry	cre	lower	lr	mortgage	-rgf
attorney	'trne	inasmuch	ns	mailing	'l	needed	ned
available	'vllbl	left	lft	<u>making</u>	-c	noted	nt
bulletin	bltn	loan	ln	manner	'nr	notes	nt
buy	br	looking	lc	marked	'rc	o'clock	,clc
camp	c'p	love	lv	match	'e	often	ofn

LESSON 22

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: Perhaps you should try to drive all the way today to deliver the bread. Do not try to rush because the¹ slippery road may bring you to grief. Should you drive the short way, I may go along. Of course, it is true that you will² make a prompt delivery but from what I hear you may not be pleased. You may have a close call if the brick road is³ not dry during the day. It will be hard on us if they block the way. Yours truly. (74 words)

Dear Sir: A great many claim they are pleased with the drop in the price of green goods. If she will pay cash or give her personal¹ check, we shall try to furnish her with some goods. Our business will grow if we can deliver the goods and if² we can please her. I shall fly to her place one day and will do so again, as I had a nice note from her. Yours truly,³ (60 words)

READING AND TRANSCRIPTION EXERCISE

ds pps, sd lre l
driv. l - / td l dlvr
- brd. dn lre l r
cq - slpre rd - br
/ l gref. sd, driv
- s / / ig il. v
cros to th. t / - e
' prnt dlvre b fr
t v er - / n b
plg. - / v ' clp il
if - brd rd sn dr
dr - d. l b R, n
s if t' ble - / . yl

ds 'gr - ne cl
t' r plz t - drp n
- pris v green g. if
st p' co, r gr r
psnt ec est lre l fr
r t r g. obg /
gr, if ec dlvr - g
/ if ec plz r. vol
fle l r plg m d' r.
d s, gn 's l d ' nis
nt fr r. yl

LESSON 23

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

col p' - bi f - il. - rglr Nr f - cil - d a nr N I.
I shall pay the boy for the oil. The regular invoice for the coil had an error in it.
has - b' il - l ned c' s n, - l's de r s st ll. j' s
This is the best oil¹ and it need cost no more. The last steamer is still late. Just
st' - c' v - s' l - ch - e / sn ll. n, tr ls
state the cost of the stock to the customer and he will² soon let you know whether it is
l, r. pl's - crn 'br - cil. e / gr - s' regn - s' s'
too high. Place the cover above the coil. He will give the same reason and suggest³
fr re str er, r don tr.
further work either here or down there. (66 words)

WRITING PRINCIPLES

Shorthand Forms

oi, oy The combination oi or oy is expressed by writing i with a dot:
 oil *il* boy *bi*

st The combination st is expressed by writing a capital S: best *bs*
 cost *c's* list *lt's* steam *st* customer *ct's*

Abbreviations

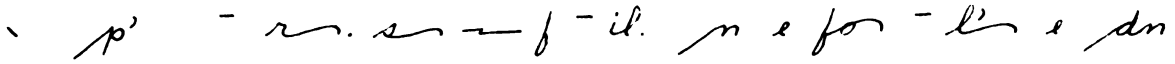
error *er* suggest *s' s'* invoice *nr*

Note: The combining of letters, such as st represented by *s*, is one of the important features of this shorthand system. When the reader sees *s* he knows that the s and t occur without a vowel between them. When he sees s and t as in the word settle *stll* he knows there is a vowel between the s and t. Other similar combinations in the text are the rt - rd combination; the nt - nd combination; the nc - nk combination; and the sp combination.


LESSON 24

READING AND RULE DISCOVERY EXERCISE


- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.



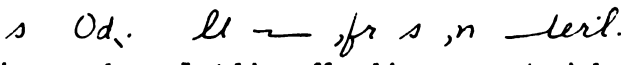
You will pay the rent. Send him for the oil. When he found the land, he would not



enter until it was too late. Will he¹ annoy you? I hope you will answer my annual



note. He will overcome the error; otherwise, he must find² another job. Your note



is overdue. Let him offer his own material. (54 words)

WRITING PRINCIPLES

Shorthand Forms

nt, nd

The combinations nt and nd and the preceding vowel are expressed by writing nt: land ll send sn enter nr
rent rn found fn

an

The prefix an is expressed by writing the letter a: annoy ai
answer asn annual al

over, other

When over and other occur separately or as parts of other words, they are expressed by a joined or disjoined capital O: overdue Od,
overcome Oc otherwise Oiq another ad

CONSTRUCTING SHORTHAND OUTLINES

Enter could be written nr or it could be written nr. Both are correct from the standpoint of the rules.

The writer should select the one that is easiest for him to write and read. There are a number of other words that may be written in a form other than those shown in the word lists. The flexibility of the system makes it possible for the writer to select the one best suited to his way of thinking.

LESSON 25

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

uol q ou l se - oc v 'hr. e q to e. hro
I shall go outside to see the outcome of the matter. He will go without me. Throughout
- d' e / hu l orn e n. e q - o / ' cq lo ltr.
the day he will try to¹ outrun each one. He will go the other way because it is better.
l dq n 'hr tr e gl'a R , n n. e dq n ned l - e a , fr
It does not matter whether he gets an order² or not. He does not need to make an offer
n - fer. hq b lry - ltr. fd t b/t r - ner e
in the future. These will be larger and better. Hold them both high³ and near each
other.

(63 words)

WRITING PRINCIPLES

Shorthand Forms

out

The prefix or suffix **out** is expressed by a small **o**: outrun *oun*
 outcome *oc* without *to* throughout *hro*

Abbreviations

outside *ou* order *R*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

accident	<i>'esd</i>	candy	<i>'cve</i>	cook	<i>cc</i>
analysis	<i>'alq</i>	can't	<i>cn</i>	cool	<i>cl</i>
apparent	<i>'pr</i>	cheap	<i>sep</i>	cousin	<i>cqm</i>
apparently	<i>'pr-</i>	chief	<i>cef</i>	cry	<i>cri</i>
band	<i>b'</i>	child	<i>eild</i>	demand	<i>d'</i>
began	<i>beg'n</i>	clean	<i>clen</i>	<u>November</u>	<i>nr</i>
begin	<i>begin</i>	clerk	<i>clrc</i>	numbers	<i>n'br</i>
below	<i>bel,</i>	cold	<i>cl'd</i>	<u>obliged</u>	<i>'blf</i>

LESSON 26

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

above	'br	finish	fnsh	oil	il
abroad	'brd	fond	fnd	<u>order</u>	R
absent	'bsnt	found	fnd	<u>other</u>	O
actual	'ctcl	future	ftcr	otherwise	Orw
actually	'ctcl-	gain	g'n	outcome	ocm
annoy	ai	game	g'm	outrun	orm
annual	al	garden	g'rdn	<u>outside</u>	osu
another	ad	gas	g's	overcome	Ocm
answer	usr	gift	gft	overdue	Od
best	bs	high	h	own	'n
better	vt	hold	ld	reason	rezn
both	bt	invade	nv'd	regular	rglr
boy	bi	<u>invoice</u>	nv	rent	r
coil	cil	job	jb	same	s'
cost	cs	just	js	send	s
cover	cvr	land	l'	soon	sn
customer	csr	larger	lgr	state	st
date	d't	last	lst	steam	st
does	d'z	late	lt	steamer	stmr
down	don	let	lt	still	stl
either	etr	list	lst	stock	stc
enter	nr	material	'teril	<u>suggest</u>	s'gst
entertain	nrtn	matter	'tr	these	tez
envy	nve	must	s	throughout	tr'p
<u>error</u>	nr	near	ner	whether	fr
evil	evl	need	ned	without	to
find	fn	offer	ofr	withstand	st'stnd

LESSON 27

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: I do not wish to take up the matter of other material until we see whether our last order¹ is still there. It will be better to hold this large invoice until the regular steamer can take these for us.² Will you please have the stock boy make another copy of the above order and list the items for us? Another³ offer will be made soon. The other is a charge to cover the cost. The larger order must state the best price⁴ we have had. We shall have to hold the price down or the larger order will cost the customer too much. Yours truly, (100 words)

Dear Sir: We shall need both a new coil and some oil in the near future. We have just found that if we let the order¹ now we will not need to pay a high price. If we are in error, just hold the order. We need a new coil because² without it the steam will not go high enough. I suggest further that we should own both a new one and an old one³ because we may need them outside soon. Yours truly, (68 words)

READING AND TRANSCRIPTION EXERCISE

ds idm * Ue p - - er
 v O terl Nil e se pr
 o lR s ll tr. l b btr
 l ld ts by Nu Nil -
 rgle ser c le teg f s.
 p ply r se bi - e ad
 cpe v 'br R - ll - d
 f s? ad . fr b - d sn.
 - O s 'ely l cur - d.
 - lyp R - S ll - bS
 pres er d. eol r l
 ld - pres don r - lyp
 R / d - ch r l - e. gl

ds eol ned bt ' n.
 cil r s il n - ner
 fer. e y s for t if
 e ll - R no e
 m ned l p' ' r pres.
 if er. n rr y s ld - R.
 e ned ' n cil' eq to
 l - se m g z Mf.
 e s y s fitz t eod n bt
 ' n m r a , ld m eq
 e - i ned t ose
 sm. yl

LESSON 28

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Will you record the pay for each man? I regard his work quite highly. He will remit on the first. The report will¹ be ready later. Will you read part of the reply? He reports the book supply is good. She will write the records² on cards. These words seem to be good for the most part. How quick are you? (51 words)

WRITING PRINCIPLES

Shorthand Forms

qu

The combination qu is expressed by a small q: quick *qic*

Abbreviations

quite *qi* first *fs* write *ru* regard *re*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

adjourned	'jrn	authorized	'truz	basket	b'act
adjust	'js	<u>automobile</u>	'l'bl	bat	b't
affair	'fr	awhile	'ul	bath	b't
anywhere	ne'	badly	b'd-	battle	b'll
<u>approximate</u>	'prx	barn	b'rn	bay	b'
attend	'l	barrel	b'rl	beautiful	b'ifl
attitude	'l'd	base	b's	beauty	b'le

LESSON 29

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

^ s - rem'n no? cp - pres h. - dfn / 'as '
Will you send the remittance now? Keep the prices low. The defense will assure a
g spl f - ppl. L sln h b svrl ~ l - s.
good supply for the people. I¹ am certain there will be several hundred at the show.
b s l eq - ru sig ch. d, R t R c' b'c rllv l
Be sure to choose the right size card. Had you heard that word came² back relative to
- s'pl t' s' t' c a efl l rel'n - r'q gun t.
the sample they sent? They will make an effort to retain the raise given them. (50 words)

WRITING PRINCIPLES

Shorthand Forms

nce, nse

Disjoin an n at the end of words to express the endings nce and nse and the preceding vowel: defense *dfn* remittance *rem'n*

Abbreviations

right *ru* hundred *h*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

allowance *'lon*
 annoyance *ain*
 appearance *'per'n*
 assurance *'s'n*
 dance *dn*
 evidence *ev'dn*
 fence *fn*
 hence *-n*
 plant *pl'n*

points *pi*
 possibly *psb-*
 president *p'zid*
 print *pr*
 printed *pr-*
 promptly *pr-t-*
 quality *q'l*
 quantity *q'n*
 quarter *q'r*

queer *qer*
 quiet *qit*
 quit *qit*
 silence *sil'n*
 silent *sil*
 silk *slk*
 social *sol*
 sound *son*
 stay *s'*

LESSON 30

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

assure	ʒər	low	l,	reports	repl
back	bʌk	most	ˌmɒst	retain	retɪn
book	bʊk	part	pɑːt	<u>right</u>	rɪt
card	kɑːd	<u>people</u>	ˈpiːpl	sample	sɪˈpl
cards	kɑːdz	quick	kwɪk	seem	siːm
certain	sɪˈteɪn	<u>quite</u>	kwɪt	sent	sɛnt
choose	ʧuːz	raise	raɪz	several	ˈsevrəl
defense	dɪˈfɛns	read	riːd rɛd rɛd	show	ʃəʊ
effort	ɛfɔːt	record	rɛkɔːd rɛkɔːd	size	saɪz
<u>first</u>	fɜːst	records	rɛkɔːdz rɛkɔːdz	supply	sʌplɪ
given	ˈɡɪvən	<u>regard</u>	rɪˈɡɑːd	sure	ʃʊə
heard	hɜːd	relative	rɪˈlætv	word	wɜːd
highly	haɪli	remit	reɪt	words	wɜːdz
<u>hundred</u>	ˈhʌndrɪd	remittance	reɪˈmɪtəns	<u>write</u>	raɪt
<u>keep</u>	kiːp	reply	replɪ		
later	ˈleɪtə	report	reɪpɔːt		

COMMON PHRASES

one of the	ʌv	we do not have	ednɪv
to this	tʊz	will keep	kiːp
we are sure	ɪəʊə		

LESSON 31

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: Will you please supply a word or two for the record? We have given first place in the book to this report.¹ We are sure the people who will read this part of the report will state they like it. We regard your effort as one² of the first in this part of the state. We have heard several say we can assure you of a good date for most of³ the reports. Yours truly, (65 words)

Dear Sir: Our records show we do not have a remittance from you. Can you raise the money now? You may choose to remit¹ later. We are quite certain you will keep your word and write to us.

You will see that the reply cards are about² right. A sample of the right size came today. You can get about a hundred words on the back of the card. Does that³ seem right to you? Yours truly, (65 words)

READING AND TRANSCRIPTION EXERCISE

ds / plq spli ' r, r 2
b- rcl? er gov fl pls
N bc lts repl. error -
ppl = / red ts pr v
repl / st t' lc l. e
re y efl is n v fl
Nts pr v st. er
R svrl s' ec 'ar.
v ' g dl f l v
repl. yt

ds o rcl s, edny -
re ln fr . c. rz -
ne no? ' -' eq
l red ltr. er ge
skn. ep y r h
re l st. se t -
repl r r 'to re.
's pl v re sig i
ld. ' c gl 'to ' r
R, n bc v R. dz
t se re l. yt

LESSON 32

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Will you make payment now? We are sending the payment in full. He will make a settlement for the shipment. Will you¹ send me a statement? He will acknowledge the payment. They received the shipment. The bank will use the statement. I want² to thank you for the recent inquiry from your uncle. The link was broken. (53 words)

WRITING PRINCIPLES

Shorthand Forms

ment

When ment occurs in a word it is expressed by writing the complete letter m: payment *p'm* statement *slm* settlement *slsm*
 mental *ml* fundamental *fund*

nc, nk

The combinations nc and nk are expressed by adding c to the ng symbol: bank *bc* thank *tc* uncle *nc* link *lc* anchor *nc*

Abbreviations

shipment *sm* inquiry *nge*

LESSON 33

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Will you advise us about the letter? We will admit him. This is an advance payment.

Will she address the question¹ to him? I admire the way you handle the freight. An advertisement is sometimes referred to as an ad. (32 words)

WRITING PRINCIPLES

Shorthand Forms

ad The syllable ad at the beginning of words is expressed by the capital **A**: advance *Avn* advise *Avy* admit *Ad* address *Avs* admire *Avr*

Abbreviations advertisement *Avnm* ad *A* letter *L* question *q* add *A*
 appreciate *'pr*

WORD FAMILY

adapt	<i>Apt</i>	admission	<i>A₁</i>
adaptable	<i>Aptbl</i>	admitted	<i>Ad₁</i>
addresses	<i>Avs</i>	adopted	<i>Ap₁</i>
adept	<i>Apt</i>	advanced	<i>Avn₁</i>
adequate	<i>Aqt</i>	advancement	<i>Avnm</i>
adhere	<i>Avr</i>	advantages	<i>Av'vz</i>
admiral	<i>Avrl</i>	adverse	<i>Avrs</i>
admire	<i>Avr</i>	<u>advertise</u>	<i>Avr</i>
administration	<i>Avn</i>	advises	<i>Avy</i>
administrative	<i>Avnr</i>	advocate	<i>Av'v</i>

LESSON 34

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

The letter was in reference to the wire you sent. We appreciate the point you make very much. On the surface¹ it certainly seems entirely full. We find the land you had in mind is the kind we want. You will soon be receiving² nine cases prepaid with the copies. Since the total price was once low we are prepared to paint the surface.³ Although the shipment was recently delayed, it is now being sent. We are sending you the letter referred to⁴ since you may want to refer to it again. (87 words)

WORD FAMILY

<u>acknowledgment</u>	'kɒn	compliment	'kɒplɪm
apartment	'pɑ:tm	document	'dɒkɪm
appointment	'pi:ntm	<u>establishment</u>	'ɛstəblɪsm
argument	'ɑ:gɪm	<u>government</u>	'gʌvnm
assignment	'æsnɪm	investment	'ɪnvɪsm
assortment	'ɔ:sm	management	'mænjɪm
attachment	'ætʃm	movement	'mu:vm
basement	'beɪsm	raiment	'raɪm
commencement	kəm'm	requirement	'rɪkʃəm
comment	'kɒm	supplement	'sɪplɪm

LESSON 35

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

(Copy II)

<u>acknowledge</u>	ɔ	full	fl	receiving	resev
<u>ad</u>	a	fundamental	f ^l uml	recent	res
<u>add</u>	a	handle	h ^l nd	recently	res-
address	ars	has	h ^s	refer	refr
admire	aur	<u>inquiry</u>	inge	reference	refrn
admit	ad	kind	kn	referred	refr-
advance	avn	<u>letter</u>	L	sending	sn
<u>advertisement</u>	avrm	link	l ^{ic}	settlement	slm
advise	avq	mental	ml	<u>shipment</u>	sm
although	'lt,	mind	m	since	sn
anchor	'cr	once	n	statement	slm
<u>appreciate</u>	'pr	<u>orders</u>	R	surface	srfs
bank	b ^{ic}	paint	p ⁱ	thank	k ^{ic}
<u>being</u>	b	payment	p ^m	think	tc
broken	brn	point	pi	uncle	ud
certainly	sln-	<u>prepaid</u>	ppd	use	u
delayed	dl'	prepared	ppr	very	vre
entirely	er	<u>question</u>	q	want	w
freight	frt	received	resev	wire	w

COMMON PHRASES

to do so	lds,	we are sending	ers
may be	'b	we shall	es'

LESSON 36

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: We will handle the shipment for the bank if you think you want us to do so. We find this kind of business¹ very good. We hear that the shipment has been delayed for the time being, but that it will land here soon. Will you please² keep in mind that we are prepared to handle this kind of business. Please hand this letter to the bank for us and ask³ them to send us a reply. Yours truly, (67 words)

Dear Sir: We acknowledge your check in payment of your invoice. We wish to thank you for your recent order for the¹ nine cases of paint. They are being sent freight prepaid to your store. Settlement of this statement may be delayed.² We know this paint is the best. It will entirely cover every surface. Yours truly, (55 words)

Dear Sir: We are sending some material in reply to your inquiry. The total cost is certainly not¹ high. This will give you the reference material to which you recently referred. Although you received this once² before, we shall appreciate receiving a prompt reply. Please wire us if you can use more copies and we will³ advance more. Although we will take the order on the basis of other orders, there will be no question about⁴ this point. Yours truly, (83 words)

READING AND TRANSCRIPTION EXERCISE

ds e / ul - sm f -
 bc if. bc s
 lds. e fur ts ar v
 by vre g. e er t-sm
 abn dl' f - h h b
 t l / er s.n.
 ^ ply cp n - t er
 ppr l - ul ts ar
 v by. ply in ts l l -
 bc f s' r sc t l
 s s' repli. yl

fil ppd l y Sr. stlm
 v ts stlm - be dl'.
 en, ts pin s - bf. l
 / ur - cor v rfs. yl

ds e e y ec n pins v
 y Av. e l h c - f
 y res r R / q is v
 pin. t r h s

ds erer s - lert
 n repli l y nge. - ul' at
 s stn - n r. ts / gr.
 - refin - lert l e.
 res r refr. 'lt. r reser
 ts n h' est prot
 reser. ' p r repli.
 ply er s / . c g - cpe
 e, Arn - . 'lt. e /
 lc - R, n - b' v C R
 t r n. g ' b' ts pin. yl

LESSON 37

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

I am enclosing the receipt in a stamped envelope. You may include this in your

envelope. You may include this in your

expense items. I am inclined¹ to think his credit is good. Do you expect it to come by

pros? Everyone came except the gentleman² who wrote the letter. His experience

express? Everyone came except the gentleman² who wrote the letter. His experience

will be of help at the proper time. Will you enclose the bill? (57 words)

WRITING PRINCIPLES

Shorthand Forms

encl, incl	The word beginnings <u>encl</u> and <u>incl</u> and the vowel that follows are expressed by a capital <u>I</u> : include <i>ad</i> incline <i>in</i>
ex, ax, ox	The combinations <u>ex</u> , <u>ax</u> , and <u>ox</u> are expressed as shown: expect <i>pc</i> express <i>prs</i> except <i>ep</i> experience <i>pern</i>
ct ending	At the end of words ending in <u>ct</u> the <u>t</u> is omitted: expect <i>pc</i> perfect <i>pf</i> protect <i>plc</i> act <i>t</i>

Abbreviations

enclose *l* enclosing *l* credit *cr* gentlemen *gn*
 gentleman *gn* except *ep* accept *'cap* acceptance *'capn*

LESSON 38

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

^ lc ꞥ ,n to nfr, ? - — q ls. m ^ lc
Will you take action on this information? The motion was lost. When will you take
y vꞥ? 1 vꞥ ^ ps? has ' fꞥ ed. - ned'
your vacation? What vocation¹ will you pursue? This is a first edition. You need a
q edꞥ. - clꞥ q f ' by 'o. e regret t to
good education. The collection was for a large amount.² We regret that it is
nq l cl y 'ln l - pꞥ d. bl. \ / n, do — n -
necessary to call your attention to the past-due bill. You will no doubt mention³ the
rt v sl.
rate of sales. (62 words)

WRITING PRINCIPLES

Shorthand Forms

tion, sion

The sounds represented by the combinations sion and tion and the preceding vowel are expressed by a small mark written downward and placed below the last letter or character of the word:
 action 'c, information nfr, motion —, vacation vꞥ,
 vocation 'vꞥ, edition ed, education edꞥ, collection clꞥ,
 attention 'ln, mention —n

Abbreviations

doubt do

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

quality q'l
quantity q'n
questions q
quotation q't,
quote q't

railroad r
reading red
realize reliz
really re-
receive reser

requesting reqꞥ
requirements requꞥm
result rezlt
returned retrꞥn
returning retrꞥn

LESSON 39

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

At - exp v L e / - ed - x pn. wsl bgl l
 With the exception of the letters, he will meet the extra expense. I shall be glad to
n, - dfr ppl lb a l - cls. - 'l's gl l frs .
 name the different people¹ to be added to the class. I am always glad to favor you.
r . n'bl l re'm' i - s return. t' - d secr - plc d
 Are you unable to remain? I must return.² They might secure the particular items
lgrs t - frs g. i r' - l p. f c f 10 d". m
 together with the finished goods. I wrote him to put off coming³ for ten days. When
- rec - l's len . / - v ls ld tn ne O cls. e - s 'rde
 you reach the last line, you will have less to do than any other class. He has already
b cl' - pm. i d r'ts eq ' fl d' lb a. i hc - d
 been called⁴ upon. I would rather cause a full day to be added. I think the inclusion
v to rc s nq.
 of this work is necessary.⁵ (100 words)

Abbreviations

extra x particular *plc* glad *gl* gladly *gl-* put *p*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

didn't *did*

dinner *dnr*

evening *evn*

knew *n*

Mr. *mr*

Mrs. *ms*

mother *tr*

ordered *R*

play *pl'*

real *rel*

surely *sr-*

thought *H*

tomorrow *lr,*

took *lc*

waste *'f*

weather *tr*

winter *win*

young *y*

LESSON 40

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined>)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

act	'c	express	pro	past	p's
action	'i	<u>extra</u>	x	perfect	p'fc
<u>added</u>	A	favor	fvr	proper	ppr
<u>already</u>	'rde	finished	fno	protect	plc
always	'ls	<u>gentleman</u>	gmn	pursue	ps
amount	'o	<u>gentlemen</u>	gm	<u>put</u>	p
attention	'ln,	<u>glad</u>	gl	rate	rt
bill	bl	<u>gladly</u>	gl-	rather	rtz
called	cl	help	lp	reach	rec
cause	cp	incline	ln	receipt	reset
class	cls	include	ld	regret	regrt
collection	clc,	inclusion	l,	remain	re'n
coming	kn	information	nfr,	return	retrn
<u>credit</u>	cr	items	lt	sales	sl
different	dfr	less	ls	secure	secr
<u>doubt</u>	do	<u>letters</u>	L	stamped	st'p
due	d,	line	len	ten	10
edition	ed,	lost	ls,	together	lgr
education	edc,	meet	-el	unable	n'bl
<u>enclose</u>	l	mention	-n,	upon	pn
envelope	nvlp	might	-d	vacation	vc,
<u>except</u>	lep	motion	-,	vocation	vc,
expect	pc	name	n'	wrote	rt,
expense	pn	off	fb	yard	yr
experience	per n	<u>particular</u>		yellow	yl,
less than	lst'n	COMMON PHRASES			
to take	lc	to take care	lc'cr	we can	ec
		we are	er	we have to be	ev'lb

LESSON 41

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: I think this letter will reach you before you return, but I express doubt that our other letters will¹ be finished in less than that time. Our sales for the past several days have been an exception. This, together with² the coming of a different line and class of goods, will cause us to advance our rate to take care of the inclusion³ of the added expense. We may find it necessary to include the old price on these goods rather than to⁴ form an extra price list. When we wrote you, we were sure we would need to include the form of the bill. However, upon⁵ receipt of the letters we think we can meet that need. Yours truly, (112 words)

Gentlemen: Our information is that your bill is already very much past due. We regret that we have to¹ be particular about this. Upon receipt of this letter we shall expect you to send us a check so that² we may give you proper credit. If the bill should remain due, we think it proper for you to take action to secure³ some extra help. You might be unable to pay the full amount now but we shall be glad to put off part of⁴ it if you will name the amount you wish to pay now. We are always glad to help in any way we can. We are⁵ enclosing a stamped envelope for your reply. Yours truly, (110 words)

READING AND TRANSCRIPTION EXERCISE

fr i the ts L / rec.
 of. return to i pro do
 t o o L b fine N ls
 kn t h. o sil f -
 p's avail d" vbn a
 rep. ts lgtr t -
 v dfr lin r clb v
 g / eq s l Avn o rit
 Uccr v l v a yn.
 - fur i nq l d - ,ld
 pris in teg g rtr tn
 l fr a x pris lb. n
 e rd. p r or e d ned
 l d - fr v bl. ov pm
 recel v L e the ec - el
 t ned. yt

y o nfr. st y bil
 s rde vre - e p'd. e
 regret v l b p'c 'bo
 ts. pm recel v ts L eol
 ye. l s s 'ec s t
 p' go. ppr cr. f -
 bl rde re in d. e the l
 ppr f. the e l secr s
 x lp. y - el b nbl l p'
 - fl 'or no b eol b
 l p. f p' v l f. / r
 - 'or. v l p' no. er.
 il gl l lp n ne p' ec.
 er d ' l p' nelp b
 repli. yt

LESSON 42

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

d \ us - Syc v s Ars? tes s,r p'pr. t' cdn
 Do you understand the subject of his address? This is superior paper. They could not
*ss - rur. tes ' s— c'ltq. unet - 'le p' *
 suppress the writer.¹ This is a supreme catalog. Underneath the attached page you
/ fr - p'lar. lan psbl ld - re u 3 d". e / uq
 will find the policy. It is not possible² to do the work under three days. He will under-
*- h'bl f - sec u. t' / uru - c'plet c' v **
 go the trouble for the second time. They will underwrite the complete³ cost of shipping
to is l s.
 this issue to us. (67 words)

WRITING PRINCIPLES

Shorthand Forms

sub	The prefix <u>sub</u> is expressed by a capital printed S : subject <i>Syc</i> subdue <i>Sd</i>
under	The combination <u>under</u> is expressed by a small u : undergo <i>uq</i> understand <i>us</i> underneath <i>unet</i> underwrite <i>uri</i>
super, supr	The prefixes <u>super</u> and <u>supr</u> , and the vowel that follows, are expressed by disjoining a printed small g : superior <i>s,r</i> supreme <i>s—</i> suppress <i>ss</i>

Abbreviations writer *rur* under *u* shipping *s*

LESSON 43

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

- Cd v fctre l ps s q. / Cg dq l v t -
 The condition of the factory at present is good. What connection does it have with the
cp?
- bln v Cle s fl, h. / gr Cadr
 company?¹ The balance of the county is following through. We will give consideration
l - m. / cr' o re l - fctre N
 to the memorandum.² Will you kindly convey our merchandise to the factory in the
m?
- I ppr s v Carn l.
 morning? The enclosed paper is of concern³ to you. (61 words)

WRITING PRINCIPLES

Shorthand Forms

con, coun

The combinations con and coun are expressed by a capital C:
 concern *Carn* connection *Cc*, condition *Cd*, consideration *Cadr*,
 convey *Cr'* county *Cle*, account 'C

Abbreviations

memorandum *m* merchandise *re* company *cp*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

concert	<i>Ccl</i>	constant	<i>Cs</i>	stand	<i>S'</i>
conclude	<i>Ccl'd</i>	construction	<i>Cs'c,</i>	standard	<i>S' R</i>
conclusion	<i>Ccl,</i>	content	<i>C</i>	stated	<i>St</i>
concrete	<i>Cc'ed</i>	contest	<i>Cs</i>	states	<i>St</i>
confess	<i>Cfs</i>	council	<i>Ccl</i>	stating	<i>St</i>
confidence	<i>Cfd'n</i>	<u>count</u>	<i>C</i>	station	<i>S,</i>
consent	<i>Cs</i>	<u>Saturday</u>	<i>s't</i>	steel	<i>Sel</i>
consequence	<i>Cs'n</i>	<u>shipments</u>	<i>sm</i>	street	<i>S</i>
consequently	<i>Cs'n-</i>	single	<i>sil</i>	style	<i>Sel</i>

LESSON 44

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

I p \ / 'esp - aq ld. - rrd N 'C v n br
 I hope you will accept the additional load. I am interested in the account of the number
v ec - nte / s. e Ars - L l - e. e 'sc - l
 of weeks¹ and months he will stay. He addressed the letter to me. He asked me to
dplic' dgn cpe to - nt. l b gr- 'pre if \ / de l
 duplicate a dozen copies this month. It² will be greatly appreciated if you will look at
- L dl - '4. er sre \ reqs t - g b s. l /
 the letter dated May 4. We are sorry you requested³ that the goods be shipped. It will
b 'Cven n ls if \ / c 'spit sm.
 be a convenience to us if you will make a separate shipment. (78 words)

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

accordingly	'cl-	connected	Cc-	support	spl
addition	A,	constantly	Ch--	territory	litr
adjustment	'jdm	constitution	Chl,	trade	lrd
advised	Aviz	contain	Cl'n	trusting	lrd
advising	Aviz	convention	Cvn,	understood	usd
against	'gnd	conversation	Cvrs	upper	'pr
almost	'h,s	convinced	Cvn-	useful	'sfl
amounting	'on	credited	cr-	wanted	'wnt
amounts	'ov	stuff	'sf	warm	'wrm
answering	asr	submit	Sil	wasn't	'wznt
anxious	'cso	substitute	Sill	went	'wnt
around	'ro	sufficient	'sf	west	'wst
bond	b-	suggested	'sps	western	'wstn
conduct	Cdc	superintendent	'sps	working	'wkr

LESSON 45

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

<u>accept</u>	'esp	duplicate	dplct	requested	regst
accordance	'an	<u>enclosed</u>	l	say	s'
<u>account</u>	'C	following	fb	second	sc
additional	Ad	<u>greatly</u>	gr-	separate	sp'rl
addressed	Ans	interested	int	<u>shipped</u>	s
<u>advertising</u>	Adv	issue	is	<u>shipping</u>	s
<u>appreciated</u>	'pro	kindly	kn-	sorry	sre
asking	'sc	load	ld	subject	Syc
attached	'le	look	lc	superior	s,r
balance	bln	<u>memorandum</u>	mn	suppress	ss
carload	crld	<u>merchandise</u>	rc	supreme	s-
catalog	clq	month	nt	three	3
<u>company</u>	cp	months	nt	through	tr
complete	cp'let	morning	rn	trouble	trbl
concern	Csn	number	nbr	<u>under</u>	u
condition	Cd,	<u>oblige</u>	bl	<u>undergo</u>	ug
connection	Cc,	open	pn	underneath	unet
consideration	Csid,	page	pi	<u>understand</u>	ud
convenience	Cvenn	paper	p'pr	<u>underwrite</u>	ur
convey	Cr'	policy	plse	weeks	ec
county	Cle	possible	psbl	<u>writer</u>	ur
dated	d'le	present	p'z	<u>writing</u>	ur
dozen	d'zn	referring	refr	wrong	r
draw	dr'	refund	ref	<u>you'll</u>	l
dream	dre	refuse	refz	youth	yt

LESSON 46

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: We are shipping you on account a carload of superior paper. If you will kindly look through¹ the new issue of our catalog for this month, you will see a factory number for each one of the items.²

We are sorry the writer of that letter was in error in referring to the subject of the enclosed memorandum.³ A separate duplicate letter dated last week requested complete information. In this connection⁴ we should like to present our new policy. Please look through the catalog and send us your order as soon⁵ as possible. Yours truly, (105 words)

Gentlemen: This morning the attached page was received from your company. You will note that we expect a dozen¹ of each of the items of merchandise. We understand the company is not ready to accept additional² orders to be shipped until after three weeks. The express company shipped the balance of the order on the³ second. If you will answer this letter and say what action we should take, it will help us to give consideration⁴ to the order. Yours truly, (85 words)

READING AND TRANSCRIPTION EXERCISE

Per s, n 'C'
 World v sr ppr. if / ar
 le tr - n. it v o cily f
 to -nt, se, fibre n br
 f e m v d l er sre
 - sur v t L q n r n
 refr l - Syc v D - m.
 ' spirt dplct L dl lb
 ec reqd cplet nfr.
 N to Cc, eodlc l par o n.
 plae. ply le tr - cily
 - s, s y R ssn's
 psbl. yl

gr tsun - 'e p
 q reser fr y ep.
 'nt t e pe ' dzn
 ve v d / v - re. p
 ud - ep sn rde l' cap
 Al R' lb s' Ml' j 3' ed.
 - pro ep s - bln v R n
 - sc. if / asr to L
 - s' p e, eodlc l /
 - p s l gv Cadr l - R. yl

LESSON 47

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: We are advertising a new, supreme bed during the following months in accordance with our last¹ letter to you. It will be greatly appreciated if you will take the trouble to bring this to the attention² of your men. Since we addressed the advertising to you without asking you about it, we hope you will be³ interested enough in it to open and read it. We think we have a good collection of material.⁴ It is all in good condition and can be sent at your convenience. Yours truly, (95 words)

READING AND TRANSCRIPTION EXERCISE

Handwritten shorthand notes for the dictation exercise, including words like 'absence', 'absolute', 'acceptable', etc., written in cursive shorthand.

VOCABULARY BUILDING

absence	'bɔn	break	brɛ	commission	cm̄
absolute	'bɛl	breakfast	brɛfɛs	committee	cm̄t̄i
acceptable	'ɛspɛbl	bridge	brɪdʒ	common	km̄n
accommodate	'ɛ, dɪ	brief	brɛf	communicate	cm̄nɪk̄eɪt
accompanied	'ɛpne	bright	brɪt	communication	cm̄nɪk̄eɪʃn
accomplished	'ɛplɔ	broke	brɔk	compare	km̄pə
acquaint	'g	brother	brʌðə	comparison	km̄pəɪzən
adopted	əp	brought	brɔt	compelled	km̄pɛld
affection	'fɛ	brown	brɔn	completed	km̄plɛt
arrangement	'rɪʒm	build	bɪld	concerning	km̄n
arrangements	'rɪʒm	built	bɪlt	conditions	km̄dɪʃnz
ashamed	'ɛʃ	bunch	bʌnʃ	confident	km̄fɪdnt
association	'sɔʃ	bureau	bjʊ	consider	km̄sɪdə
attendance	'ɛn	burn	bɜn	considerable	km̄sɪdərəbl
blank	blɛk	busy	bɪz	convenient	km̄vɛnɪnt
bound	bʊnd	cents	sɛnts	cooperation	km̄pəreɪʃn

LESSON 48

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

e / f - R l \ . e f - R l - e D.
 He will forward the order to you. He forwarded the order to the shipping department.

e - d , p / v " # ' d' . - sl' D / b / -
 He made upward of¹ eleven dollars a day. The sales department will forward the

rept. e SR bc / . - sl' n - lcl D / g , p / .
 report. He started backward. The sales in the local² department were going upward.

- srvs D / fl - , rpl reqs. - sls' n / sr
 The service department will fill the original request. The salesman will³ serve

sls- nls - rplv cl l, er-.
 satisfactorily unless the representative calls too early. (73 words)

WRITING PRINCIPLES

Shorthand Forms

ward

The word-ending ward is expressed by disjoining the symbol for w:
 forward *f /* upward *p /* backward *bc /*

Abbreviations

department *D* dollars *#* satisfactorily *sls-*
 representative *rplv*

VOCABULARY BUILDING

bought	<i>bt</i>	<u>etc.</u>	<i>etc.</i>	picture	<i>picr</i>
chance	<i>en</i>	family	<i>f -</i>	<u>secretary</u>	<i>sec</i>
character	<i>cr'chr</i>	<u>goes</u>	<i>g /</i>	stop	<i>sp</i>
children	<i>cldrn</i>	health	<i>lt</i>	third	<i>3R</i>
church	<i>ere</i>	<u>hours</u>	<i>o</i>	though	<i>t,</i>
club	<i>clb</i>	live	<i>lv lv</i>	tonight	<i>tnit</i>
dress	<i>drs</i>	miss	<i>-is</i>	war	<i>'r</i>
enjoy	<i>nyi</i>	<u>November</u>	<i>nv,</i>	world	<i>rl'd</i>

LESSON 49

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

e / v k'c. - s' / k' - j'c. has here l - l'.
 He will have the contract. The store will control the job. This is contrary to the law.
- k's l'm - t'd / Cl'm. ls i'p l i'pro -
 The contrast between the methods¹ will continue. It is important to impress the
em'plie. s k' / i'pl' t' e ned l i'pro - k'.
 employees. His talk will imply that we need to improve² the books. (41 words)

WRITING PRINCIPLES

Shorthand Forms

contr

The combination contr, and the vowel that follows, is expressed by the letter k: contract *k'c* contrary *kre* contrast *k's*

im, em

The word-beginnings im and em are written with the short i and e:
 impress *i'pro* employees *em'plie* imply *i'pl'*
 improve *i'pro*

Abbreviations

important *i'p*

VOCABULARY BUILDING

courtesy *cr'ise*
 decision *ds*
 definite *dfnit*
 difference *dfrn*
 division *dv,*
 doesn't *d'z*
 don't *d'*
 east *es*
 empty *e'ple*
 end *en*
 entitled *ent'ld*

estimate *es't*
 event *ev*
 evidently *evd-*
 exchange *vej*
 expected *pe'*
 father *ft'r*
 I'm *I*
 imagine *i'jn*
importance *i'p*
 improvement *i'prom*
 mean *en*

oh *'*
 package *pk'j*
 pleasant *pl'z*
 strong *sr*
 teach *lec*
Thursday *th'*
 train *tr'n*
 wait *'t*
 walk *w'k*
willing *w'ling*
 won't *w'nt*

LESSON 50

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

es ' scffl ' ren. e s a Arvy n - lny. yb e
He is a successful American. He has an advantage in the examination. Yesterday he
 nfr_ e t l d b Arvght l Cln. \ n l lbte l Ulfm
 informed¹ me that it would be advisable to continue. You are at liberty to telephone
 kq \ n sru. vrs - td / Ndo- s'v jf v k. e
 those who are serving.² Various methods will undoubtedly save half of the time. He
 / SR - s're l - erled psbl k. i s' - td e gv
 will start the story at the earliest possible³ time. I saw the method which gives
 kl - e / Nbl - l - c q. ls y 'blq. Ul o l
 control and which will enable him to make good. It is your obligation⁴ to tell how to
 fl - R.

fill the order. (86 words)

Abbreviations

undoubtedly Ndo- yesterday yb

VOCABULARY BUILDING

explanation pln
 extension un
 extent un
 favorable f'vrbtl
 forwarding fr
 front fr
 fruit frt
 fund f
 garden gl'n
 gift gft
 glass gl's

grade gr'd
 ground gro
 handled 'rl
 handling 'rl
 hands 'v
 indicate ndict
 individual ndividl
 industrial ndsrit
influence nfn
 ink i
inquire Ng

instance Nbn
 instant Ns
 instead nsd
 insurance No:n
 judgment jym
 least led
 leather ltr
 lecture lcer
 led ld
 leg lq
 legal legl

LESSON 51

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

advantage	<i>Av'ry</i>	fill	<i>fil</i>	reasonable	<i>reznbl</i>
advisable	<i>Av'zbl</i>	final	<i>funl</i>	<u>representative</u>	<i>rprv</i>
American	<i>'rcn</i>	forward	<i>f/</i>	request	<i>reqs</i>
backward	<i>b'c/</i>	forwarded	<i>f/-</i>	salesman	<i>sls'n</i>
between	<i>bet'n</i>	fourth	<i>4^t</i>	<u>satisfactorily</u>	<i>sls-</i>
birthday	<i>brtd'</i>	gives	<i>g'v</i>	save	<i>sv</i>
books	<i>bc</i>	half	<i>1/2</i>	saw	<i>s'</i>
calls	<i>cl</i>	honor	<i>,nr</i>	serve	<i>srv</i>
collect	<i>clc</i>	hotel	<i>hl</i>	service	<i>srvs</i>
continue	<i>Cl'n</i>	imply	<i>impli</i>	serving	<i>srv</i>
contract	<i>k'c</i>	<u>important</u>	<i>imp</i>	start	<i>st</i>
contrary	<i>kre</i>	impress	<i>imps</i>	started	<i>st</i>
contrast	<i>k's</i>	improve	<i>imprv</i>	store	<i>sr</i>
control	<i>kl</i>	inform	<i>nfr</i>	story	<i>sr</i>
<u>department</u>	<i>D</i>	informed	<i>nfr-</i>	successful	<i>sc'fbl</i>
<u>difficult</u>	<i>dfc</i>	intend	<i>nt</i>	talk	<i>lk</i>
<u>dollars</u>	<i>\$</i>	judge	<i>jd</i>	telephone	<i>lfn</i>
double	<i>dbl</i>	law	<i>l</i>	tell	<i>tl</i>
duty	<i>dte</i>	liberty	<i>lbrte</i>	those	<i>tz</i>
earliest	<i>er-s</i>	local	<i>lcl</i>	type	<i>tp</i>
early	<i>er-</i>	main	<i>-n</i>	<u>undoubtedly</u>	<i>ndo-</i>
eleven	<i>11</i>	method	<i>-td</i>	unless	<i>nl</i>
employees	<i>em'plie</i>	methods	<i>-td</i>	upward	<i>up</i>
enable	<i>nb'l</i>	minute	<i>min -nd</i>	various	<i>vr</i>
examination	<i>ex'n</i>	obligation	<i>'blg</i>	watch	<i>'e</i>
<u>February</u>	<i>feb'</i>	original	<i>,rjnl</i>	<u>yesterday</u>	<i>ys</i>

LESSON 52

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: An entirely original story will start in an early issue of the "American."¹ It is an important story and we think it will impress you. The "American" is serving successful representative² people and you will want the service it gives. A sample copy will be forwarded to you if³ you request it. If your concern would like to take advantage of this annual offer, please forward your order⁴ at your earliest convenience. This does not imply any obligation. Yours truly, (96 words)

Gentlemen: Yesterday we started to mail out our new law books. Do you think it would be advisable to have¹ some of these in your store? When I saw you last week, you informed me that you undoubtedly would contract to use some² of our various books. Unless we hear from your order department to the contrary, we shall continue to³ inform you about those books which we think you will want for examination. Will you please talk this over with our⁴ salesman when he calls? We shall be glad to serve you. Yours truly. (90 words)

Dear Sir: We are at liberty now to tell you that we can save you about half on that local job. We have some¹ new employees and a new method which will enable us to fill your order satisfactorily whenever² you are prepared to place it with us. Perhaps you should give us a telephone call whenever you are ready³ for us to go forward with the work. We think you will like the contrast between our old and new methods. Yours truly,⁴ (80 words)

READING AND TRANSCRIPTION EXERCISE

In a sur- , right she / St
 In a er- is v' ren. to a imp
 she - p' t' c' l' / - p' r' o' -
 - ren s' s' u' n' s' c' r' i' p' t' r' o'
 p' p' l' - - - s' r' v' s' l' g' o' .
 ' s' i' p' l' e' p' e' h' e' f' t' l' .
 r' e' g' d' l' .
 U' s' A' r' y' v' t' s' a' l' i' f' r' p' l' y
 f' y' R' L' y' e' r' l' e' d' C' v' e' n' n' .
 t' s' d' q' n' i' m' p' l' e' n' e' . b' l' g' . y' l'

In y' s' e' s' t' l' - l' o' o' n' l'
 b' e' . d' . t' e' l' d' b' A' r' i' g' h' t' l'
 v' s' v' k' e' g' n' y' s' i' ? m' e' s'
 . l' l' e' c' . N' f' r' - e' t' . N' d' o' .
 d' k' e' l' i' g' s' v' o' v' i' s' b' e' .

N' b' e' e' r' f' r' y' R' O' l' -
 k' e' e' o' l' C' l' m' . l' T' f' r' .
 ' b' o' t' y' b' e' e' p' e' t' e' .
 f' l' . . . p' l' y' t' e' t' s' O'
 t' o' s' t' a' i' n' n' e' i' l' .
 e' o' l' l' e' g' l' l' s' r' v' . . y' l'

d' s' e' r' l' l' b' i' e' n' o' U' l' . t' e' c'
 s' i' v' . ' b' o' j' . n' t' l' e' l' j' b' .
 n' . e' p' l' i' e' - i' n' . t' d' e' /
 N' b' l' s' l' f' l' y' R' s' t' o' - m' t' . r'
 p' p' r' l' p' l' s' l' t' s' . p' p' s' . s' d'
 g' o' s' . U' f' n' e' l' m' t' . r' s' d' e'
 f' s' l' y' f' t' - r' e' . e' t' e' .
 h' e' - k' s' b' e' t' m' o' . l' e' t' .
 n' . t' d' . y' l'

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LESSON 53

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

e / Dpl' - 'sen l - 'npr. ^ Des - c's N psn t
 He will display the machine to the manager. Will you discuss the costs in person with
- 'n N y Drc? - dzen s cr. re - l Dpp v
 the man in your district?¹ The design is correct. Remember to dispose of the
no - stm. est dzen - eqpm i y slq. -
 invoices and statements. We shall design the equipment² to your satisfaction. The
Db, / fl, y sde v fgr.
 distribution will follow your study of the figures. (54 words)

WRITING PRINCIPLES

Shorthand Forms

dis, des

The combinations dis and des are expressed by a capital D:
display *Dpl'* discuss *Des* dispose *Dpp*

Abbreviations

remember *re* satisfaction *slq*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

listed	<i>l's</i>	moment	<i>—,m</i>	ordinary	<i>,Rn're</i>
locate	<i>l'cl</i>	national	<i>n'l</i>	period	<i>p'd</i>
located	<i>l'cl</i>	notation	<i>n'l</i>	portion	<i>p'r</i>
location	<i>lc</i>	occasion	<i>,c</i>	recommend	<i>rc</i>
mentioned	<i>—,n</i>	opinion	<i>,pmy'n</i>	recovered	<i>recvr</i>
mere	<i>—er</i>	<u>opportunity</u>	<i>,p'r</i>	reduce	<i>redc</i>
merit	<i>—id</i>	orange	<i>,rj</i>	reduction	<i>redc</i>
message	<i>—y</i>	orchestra	<i>,rcsr'</i>	<u>regardless</u>	<i>rel's</i>

LESSON 54

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Will you speak at our spring meeting? You will want to spend some time at our

special sale. He spent more time than he could spare¹ in an endeavor to get space for

the sport show. His spirit was good as he spoke in response to their suggestions.²

Can you make an inspection of the accounts? (47 words)

WRITING PRINCIPLES

Shorthand Forms

sp The combination **sp** is expressed by a small printed **g**: speak *sec*
 spring *sr* spend *sn* special *sol*

VOCABULARY BUILDING

appoint	'pi	obtain	,bl'n	power	por
assistance	'zln	obtained	,bl'n	public	pb'lic
assistant	'zln	<u>October</u>	,d	quoted	qt'ed
avoid	'vid	offered	,f'rd	replying	repl'ing
<u>correspondence</u>	crsn	party	p'rti	samples	s'pl
even	evn	payable	p'bl	speech	sec
exact	'c	per cent	'%	spill	sl
examine	'm	perfectly	p'fct-	<u>splendid</u>	sl'ndid
example	'pl	permanent	p'n	spoken	spkn
exceedingly	'ed-	permission	p'm	spot	st
excess	'es	plate	pl't	spread	sr'd

LESSON 55

READING AND REVIEW EXERCISE

Practice reading and taking dictation of the sentences and words until they can be read and written rapidly without referring to the print.

- DC a ddc ppr- - sj i n cler. ^ drc -
 The discount was deducted properly. The changes are not clear. Will you direct the
,rg psn-? i sn pfr l beler t e nvr - / - slc.
 organization personally?¹ I sincerely prefer to believe that he never makes a mistake.
l efc to fc - n - nx reglt? - fc t e - eff -
 What effect will this fact have on the² next results? The fact that we misjudged him
sd eq s l gll l requ - 'j' l pl'n - eyf. evn if e
 should cause us to hesitate to require the agent to explain the charges.³ Even if he
ds l lrm - l e q l - bgn e sd b requ 'ls, l lrm
 decided to learn the touch system, at the beginning he should be required also to⁴ learn
- dll. - lrm r plc- q sep f - fc t e fl l s'
 the details. The lines are particularly good except for the fact that he failed to say
ve- l - c t - p.
 exactly what makes⁵ them important. (102 words)

Abbreviations organization, rg particularly plc- sincerely sn next nx

VOCABULARY BUILDING

careful	<i>crfl</i>	placed	<i>pls</i>	sheet	<i>sel</i>
loss	<i>ls</i>	placing	<i>pls</i>	summer	<i>srr</i>
market	<i>mrkt</i>	pleasure	<i>plor</i>	turned	<i>trnd</i>
notice	<i>ntis</i>	season	<i>sezn</i>	whom	<i>whm</i>
notion	<i>ntn</i>	seat	<i>set</i>	whose	<i>whs</i>
numerous	<i>nrns</i>	secret	<i>secr</i>	wide	<i>wd</i>
nurse	<i>nrs</i>	secure	<i>secr</i>	wife	<i>wf</i>
nut	<i>nt</i>	seen	<i>sen</i>	wild	<i>wld</i>
object	<i>bjc</i>	sense	<i>sn</i>	wind	<i>wnd</i>

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LESSON 56

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

accounts	'C	even	evn	person	psn
agent	'j	exactly	'c-	personally	psn-
also	'ls,	explain	pln	properly	ppr-
beginning	begin	fact	fc	<u>remember</u>	re
believe	belv	failed	fl	require	requ
changes	cj	<u>February</u>	feb	required	requ
charges	crj	figures	figr	response	resn
clear	clr	follow	fl,	results	rezlt
correct	crc	hesitate	-zll	<u>satisfaction</u>	sls
costs	cs	inspection	nsq,	<u>sincerely</u>	sn
<u>decided</u>	dsi	<u>invoices</u>	nv	space	is
deducted	ddc-	learn	lrn	spare	is
design	dgn	length	lt	speak	sec
details	dll	lines	ln	special	sol
direct	drc	machine	'sen	spend	s
<u>discount</u>	DC	<u>makes</u>	'c	spent	s
discuss	Dcs	manager	'npr	spirit	srl
display	Dpl'	meeting	et	spoke	sc
dispose	Dp,q	misjudged	'syj	sport	sr
<u>distribution</u>	Db,	mistake	'stc	spring	sr
district	Dtrc	<u>never</u>	nv	statements	slm
effect	efc	<u>next</u>	nx	study	lde
endeavor	Ndvr	<u>organization</u>	,rq	<u>suggestions</u>	syj''
equipment	eqpm	<u>particularly</u>	plc-	touch	lc

LESSON 57

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: We have your request for details about the design of our equipment. In response we shall endeavor¹ to give you the direct results of our study.

Through inspection our agent found last spring that the display machine² required exactly three days to do the job for your district. The machine had to have special length lines and the³ design was not particularly clear. The fact that you wish to handle accounts and figures on the machine makes⁴ it necessary to effect some changes. We believe this machine will take care of the discount work in your organization.⁵ It will also handle invoices and even a beginning person can learn to follow the⁶ suggestions which come with each machine. If you require details, we shall be glad to explain about them to you. Sincerely,⁷ (140 words)

Gentlemen: The next mail will bring you correct estimates about the distribution of our costs. We have deducted¹ all the charges except those that we decided were properly a part of the cost. If through a mistake, we² have failed to please your agent, do not hesitate to speak to our manager. If you prefer to speak to me personally,³ I shall be glad to have you get in touch with us. Remember that we have never failed to give satisfaction⁴ and that we do not wish to be misjudged this time. Sincerely, (92 words)

READING AND TRANSCRIPTION EXERCISE

yr y reqst f dtt 'bo -
 dgen v o eqpm. n resn est
 Nave lgr. ' - drc reglt v o
 Sde l' tr. Nsc o 'j' for ll
 sr t - Dpl' - ten requz
 ve- 3 d" l d - jf fy dtr. -
 - sen d l i sol l t lun
 - dgen q n plc - cler. -
 fe t. ' x l 'il 'C' - fgr
 in - sen - l n' l efc
 s ej. ebeter ts - sen
 te 'cr v DC re n y sq.
 l / 'ls, 'il 'tr' r evn'
 lgr p snc lvn l ft,

- sjs' e c. t e - sen.
 if. requz dtt colbgl l
 pln' bo t l. sn

yr - nx - l' / tr. - cre
 del l' to - Db. v o cl. pr
 ddc l - ey' rep t' t
 e dse r ppr. ' pr v c. s.
 if tr. ' - stc pr fl l plq
 y 'j' d n gll l se l o
 imp. if. ppr l sec l e
 psm. colbgl l v. gl n le t
 s. rem t pr rve fl l
 gr slo r t edn o l
 - eff ts l. sn

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LESSON 58

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

est nrf . . plq sof l . ' . c . jf h ~ rns?
We shall notify you. Please specify what you want. Can you justify this high interest?

- br / nrf - rept. - grp / nrf - bd. c . dS
 The members will ratify¹ the report. The group will ratify the bid. Can you describe

- 'prc pln? y dS, v fear v pln s rns. l
 the approved plan? Your description of the features² of the plan is interesting. At

y sfl est SS l - final - est ppr. -
 your suggestion I shall subscribe to the financial and commercial paper.³ The

SS, r nrf l - psn. e / pS a - ed rns.
 subscriptions were entered for all the persons. He will prescribe an immediate rest.

t' r egr l SS.

They are eager to⁴ subscribe. (81 words)

WRITING PRINCIPLES

Shorthand Forms

ify

The ending ify is expressed by a disjoined f: notify *nrf*
 specify *sof* justify *jf* ratify *rnf*

scribe, script

The word-endings scribe and script are expressed by a capital printed S: describe *dS* description *dS* subscribe *SS*
 subscriptions *SS*, prescribe *pS*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

couldn't <i>cd</i>	heart <i>hR</i>	sister <i>zls</i>
excuse <i>ves ves</i>	history <i>ish</i>	tried <i>tr</i>
fellow <i>fl</i>	<u>isn't</u> <i>s</i>	worth <i>rt</i>

LESSON 59

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

v *v* 'B *ld* - *rc.* *ls* a *psB* *f* *s* *l* 'prv - *pl'n.*
 You have the ability to do the work. It is an impossibility for us to approve the plan.
- dgrB *v* *jb* *s* *lb* *Codr.* *- fgB* *v* *pl'n* *s* *se* *t*
 The¹ desirability of the job is to be considered. The feasibility of the plan is such that
v *sd* *b* *egr* *l* 'prv *v* *l.* *col* *Avrg* *v* *t* *rs* *l* - *ipr*
 you² should be eager to approve of it. I shall advise you with respect to the impression
v *rc.* *i* *est* - *tp* *v* */* *b* *epli* *l* *se* *rc* *s* *v* *lc.* *i*
 you make. I especially³ hope you will be employed at such work as you like. I
rs - *Avrg* *v* *re* *o* *y* *c* *sv* *n* - *tp* *t* *v* */*
 respectfully advise you regarding how your account⁴ stands in the hope that you will
nlj *s* *v* *y* 'B *l* *p'* *l.*
 notify us of your ability to pay it. (94 words)

WRITING PRINCIPLES

Shorthand Forms

bility

The word-ending bility, and the preceding vowel, is expressed by a capital B: ability 'B impossibility *psB* feasibility *fgB*

Abbreviations

regarding *re* respectfully *rs*

VOCABULARY BUILDING

dearest *ders*
 door *dr*
 else *els*
 eyes *v*
 face *fs*
 fear *fer*
 fire *fir*

haven't *v*
 kid *cid*
 knowledge *nlj*
 lady *lde*
 married *'re*
 maybe *'be*
 move *v*

nature *n'er*
others *o*
 suppose *sp'g*
 sweet *s'el*
 till *tl*
 wonder *w*
 wonderful *wrfl*

LESSON 60

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

ability	'B	group	grp	possibility	psB
<u>agreement</u>	'grm	honest	,nd	prescribe	pS
approve	'prv	hurry	-re	<u>putting</u>	p
approved	'prv	husband	-zb	ratify	rtf
beauty	bte	<u>immediate</u>	-ed	<u>regarding</u>	re
bid	bid	impossibility	-psB	<u>respect</u>	rs
Christmas	cris	impression	-pr	<u>respectfully</u>	rs
clothes	clt	interest	ris	rest	rs
commercial	crsl	interesting	ris	river	rivr
considered	Csdr	invitation	nit	safe	sf
describe	dS	justify	jsf	serious	sers
description	dS	labor	lbr	snow	sn,
desirability	dzerB	lately	lt-	someone	sm
eager	egr	measure	-sr	specify	ssf
egg	eg	members	-br	stands	st
employed	epli	middle	-dl	straight	strt
entered	-r	natural	n'rd	subscribe	SS
<u>especially</u>	eso-	net	nt	<u>surprise</u>	srp
fail	fl	normal	nrld	subscriptions	SS
feasibility	fsB	north	nrt	such	sc
features	feer	notify	ntf	<u>suggestion</u>	sjf
financial	fin'nsol	owe	,	ton	tn
fix	fx	owing	-	top	tp
forgotten	fgrn	persons	psn	union	nyrn
<u>F. O. B.</u>	fb	plan	pln	wet	w
<u>greatest</u>	grd	plenty	plre	window	w

LESSON 61

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Gentlemen: We are writing with respect to your request for financial information regarding the person¹ employed in your department. You specify that because of the short space of time you considered it an impossibility² to get a group to enter such a plan. We are especially eager to describe these commercial³ features in an interesting way. The members of our organization have the ability to make⁴ the description justify the time. If you approve of this plan, please notify us. Sincerely, (97 words)

Gentlemen: We have entered our bid in accordance with your suggestion. It is our impression that if you approve¹ the plan, interest will be high. We think it should be approved. We will inquire about the desirability² or feasibility of changes, but there is very little time. We hope that your members will come to an³ immediate agreement in favor of our plan as it now stands and that you will subscribe to it. We also⁴ hope that your men will send in their subscriptions. Respectfully, (91 words)

READING AND TRANSCRIPTION EXERCISE

f *er* *r* *ns* *l* *y* *reg* *f*
f *unol* *N* *re* *-* *pan*
e *pli* *N* *y* *D.* *-* *sof* *t* *q* *v*
s *s* *v* *h* *-* *Code* *L* *a* *-* *pa* *B*
l *q* *'* *g* *u* *p* *l* *r* *r* *se* *'* *pln* *er*
so *-* *egr* *L* *d* *S* *teq* *c* *rol* *feer*
N *a* *rd* *'* *-* *tr* *v* *o*
r *q* *v* *'* *B* *L* *c* *-* *d* *S* *q* *-* *h*
f *'* *prv* *v* *t* *s* *pln* *ply* *ref*
S. *an*

f *er* *r* *ns* *l* *y* *reg* *f*
f *unol* *N* *re* *-* *pan*
e *pli* *N* *y* *D.* *-* *sof* *t* *q* *v*
s *s* *v* *h* *-* *Code* *L* *a* *-* *pa* *B*
l *q* *'* *g* *u* *p* *l* *r* *r* *se* *'* *pln* *er*
so *-* *egr* *L* *d* *S* *teq* *c* *rol* *feer*
N *a* *rd* *'* *-* *tr* *v* *o*
r *q* *v* *'* *B* *L* *c* *-* *d* *S* *q* *-* *h*
f *'* *prv* *v* *t* *s* *pln* *ply* *ref*
S. *an*

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

assuring <i>sr</i>	project <i>pyc</i>	sheep <i>sep</i>
prevailing <i>pv</i>	satisfactory <i>sts</i>	showing <i>sh</i>
probable <i>pbbl</i>	satisfied <i>st</i>	shows <i>sh,</i>

LESSON 62

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

to yr e / sde sucl ~ bil. - fm v jcl vbn
 This year he will study psychology and biology. The findings of geology have been
—p. - srs s b's , n ~tl. bilcl dl' n sd n
 important.¹ The story is based on mythology. Biological data are included in the
rept. to s a rd suclcl rept. - p'pr, n bil s l. l.
 report. This is an² interesting psychological report. The paper on biology is too long.
lan - p'lic ~ l d. - srs 'bo - 'lntic cl's s sd n -
It is not the politic³ thing to do. The story about the Atlantic Charter is included in the
n bc. - Ler cls / ~tl d' e' dlc l re f -
 new book. The literature⁴ class will meet today. He would like to write for the
Lre sc, v p'pr. L to v cl' n n. to
 literary section of the paper. Literally thousands⁵ of customers were there. This
Ld s a x n. lo x - lc- t e / fl. to
 letterhead is an extreme one. It is extremely likely that he will fail. This
n'brh / n l lc'z v ~prv.
 neighborhood⁶ will in all likelihood be improved. (127 words)

WRITING PRINCIPLES

Shorthand Forms

logy	The ending <u>logy</u> is expressed by disjoining a small letter <u>l</u> : psychology <i>sucl</i> biology <i>bil</i> mythology <i>~tl</i>
logical	The ending <u>logical</u> is expressed by adding <u>c</u> and the final <u>l</u> to the disjoined small <u>l</u> : biological <i>bilcl</i>
liter, letter	The beginnings <u>liter</u> and <u>letter</u> are expressed by a joined or dis- joined capital <u>L</u> : literary <i>Lre</i> literature <i>Ler</i> literally <i>L-</i> letterhead <i>Ld</i>
extr	The prefix <u>extr</u> is expressed by a small <u>x</u> : extreme <i>x</i>
hood	The word-ending <u>hood</u> is expressed by the letter <u>h</u> : likelihood <i>lc'z</i> neighborhood <i>n'brh</i>
<u>Abbreviations</u>	thousands <i>to</i>

LESSON 63

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

to Tc s lp - cly. est Tfr - Cfrn ,n sun
 This transaction has helped the college. We shall transfer the conference on science
l - O r. - g n no n Tl. ^ 'ry f -
 to the other room. The goods are¹ now in transit. Will you arrange for my
Tpr s l lb Tfr ,n - n? - hlc bric'ld.
 transportation, as I am to be transferred on Monday? The hydraulic² brakes held.
e / sde hlc. est s t 'llq. - pq s l. l.
 He will study hydraulics. We shall send them a telegram. The program is too long.
e / llq - rept l - ppr. d , 'gr t - erin? -
 He will telegraph³ the report to the paper. Do you agree with the chairman? The
'gram s 'l ,n ed. 'gr s 'grbl re f s ppl.
 agreement was mailed on Wednesday. Agriculture is⁴ a agreeable work for some people.
e 'gr l Cfr - llq.
 He agreed to confirm the telegram. (93 words)

WRITING PRINCIPLES

Shorthand Forms

trans The prefix trans is expressed by a joined or disjoined capital **T**:
 transfer *Tfr* transaction *Tc* transferred *Tfr* transportation *Tpr*

hydr The prefix hydr is expressed by the letter **h**: hydrogen *hyn*
 hydraulic *hlc* hydraulics *hlc*

graph, gram The word-endings graph and gram are expressed by a small dis-
 joined **g**: telegraph *llq* telegram *llq*

Abbreviations

Wednesday *ed* agriculture *'gr* agree *'gr* agreed *'gr*
 agreeable *'grbl*

LESSON 64

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

- Ec cr / Nres - vly. - E, / 'Lpt l - c
 The electric current will increase the volume. The electrician will attempt to make
- Ecl Cg. - 'pnd ,pr, q b2 b plnd.
 the electrical connections.¹ The appendicitis operation was followed by peritonitis.
- nnyd 'per lb ,n - Nres. e d lnsld lls ec. - dr
 Meningitis appears to² be on the increase. He had tonsillitis last week. The doctor
- s q 'l. e os ned l kl teg fgcl - st,
 himself was ill. We ourselves need to control these³ physical things. The situation
/ cre ls N u. i lrs / b etcl N y 'Rcl.
 will correct itself in time. I trust you will be ethical in your article.⁴ (80 words)

WRITING PRINCIPLES

Shorthand Forms

electr The prefix electr is expressed by a joined capital E: electric *Ec*
 electrical *Ecl* electrician *E,*

itis, icitis The word-endings itis and icitis are expressed by a capital I:
 appendicitis *'pnd* tonsillitis *lnsl* peritonitis *plnd*
 meningitis *-nnyd*

self The prefix or suffix self is expressed by a disjoined small written
s: himself *-s* ourselves *os* itself *ls* self-esteem *sese*

Abbreviations doctor *dr*

Common Phrases Dear Doctor *dds*

LESSON 65

VOCABULARY REVIEW AND DRILL
(Abbreviated words are underlined)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
(2) Cover the shorthand words and practice writing the shorthand several times.

advice	<i>Adv</i>	electrician	<i>E_i</i>	ourselves	<i>o s</i>
<u>agree</u>	<i>'gr</i>	ethical	<i>etcl</i>	peritonitis	<i>plnd</i>
<u>agreeable</u>	<i>'grbl</i>	extreme	<i>x</i>	phases	<i>fz</i>
<u>agreed</u>	<i>'gr</i>	extremely	<i>x-</i>	physical	<i>fzcl</i>
<u>agreement</u>	<i>'grm</i>	findings	<i>fn</i>	politic	<i>pllc</i>
<u>agriculture</u>	<i>'gr</i>	followed	<i>fl-</i>	program	<i>pq</i>
appears	<i>'per</i>	geology	<i>jel</i>	psychological	<i>suc lcl</i>
appendicitis	<i>'pnd</i>	helped	<i>lp</i>	psychology	<i>suc l</i>
article	<i>'Rcl</i>	himself	<i>i s</i>	said	<i>sd</i>
articles	<i>'Rcl</i>	hydraulic	<i>hlc</i>	science	<i>sun</i>
Atlantic	<i>'Ulnlc</i>	hydraulics	<i>hlc</i>	section	<i>sec</i>
attempt	<i>'lpt</i>	hydrogen	<i>hyn</i>	<u>ship</u>	<i>s</i>
based	<i>b's</i>	ill	<i>il</i>	situation	<i>sil</i>
biological	<i>blcl</i>	improved	<i>i-prv</i>	telegram	<i>tlq</i>
biology	<i>bl</i>	included	<i>ld</i>	telegraph	<i>tlq</i>
boat	<i>bt</i>	its	<i>✓</i>	<u>things</u>	<i>✓</i>
brakes	<i>bric</i>	itself	<i>ls</i>	<u>thousands</u>	<i>to</i>
cared	<i>cr</i>	letterhead	<i>Ld</i>	tonsillitis	<i>lnslcl</i>
chairman	<i>crn</i>	<u>likelihood</u>	<i>lc_n</i>	transaction	<i>Tc</i>
charter	<i>clr</i>	<u>likely</u>	<i>lc-</i>	transfer	<i>Tfr</i>
college	<i>clj</i>	literally	<i>L-</i>	transferred	<i>Tfr</i>
conference	<i>Cfn</i>	literary	<i>Lre</i>	transit	<i>Tl</i>
confirm	<i>Cfr</i>	literature	<i>Ler</i>	transportation	<i>Tpr</i>
connections	<i>Cc</i>	mailed	<i>ml</i>	treated	<i>trcl</i>
current	<i>cr</i>	meningitis	<i>mnjcl</i>	treating	<i>trcl</i>
customers	<i>clr</i>	<u>Monday</u>	<i>mn</i>	trust	<i>trb</i>
data	<i>dt'</i>	mythology	<i>mtl</i>	volume	<i>vly</i>
<u>doctor</u>	<i>dr</i>	needs	<i>ned</i>	<u>Wednesday</u>	<i>ed</i>
electric	<i>Ec</i>	neighborhood	<i>nbrh</i>	wouldn't	<i>d</i>

LESSON 66

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Doctor: Your literary articles on geology and biology agree with the data which¹ the science group has included in its literature. It appears that you have based your findings on a large volume² of data and that your work is an attempt to take mythology out of the situation.

You have treated³ both biology and mythology in a politic way. We should like to have you on the program at⁴ our next conference at the college. The chairman of the program is extremely interested in your article.⁵ He is in charge of biological science at the college and will write you and confirm this request. Yours⁶ truly, (121 words)

Dear Sir: Our electrician will be in your neighborhood on Monday. He will check your electrical connections¹ and current. In all likelihood the electric current itself is all right but the operation of the telegraph² system needs to be improved. We want our thousands of customers in every section of the state to have³ good service.

If it is agreeable to you we should also like to have a man check on your use of hydraulic⁴ brakes. On this side of the Atlantic we have not given as much attention to hydraulics in agriculture⁵ as we should. Yours truly, (105 words)

READING AND TRANSCRIPTION EXERCISE

ddr y lre 'Rel n jcl
 ~ bcl 'gr p - dl' e - sun
 grp s 'dd N to Lr. l per
 tr ~ v b₂ y fur in 'ly
 vly v dl ~ t y res
 a 'lpt l'c th o v st //
 ~ v 'ret bt bel ~ th
 N 'pllc / . eodlc l v
 'n - pg l o rx Cfr l - clj.
 - s'in v pg s x - ud
 N y 'Rel. e s N sy v
 b'cll sen l - clj /
 re ~ Cfr to regd. yf

ds o E, b Ny nrch n
 ~ . e / ee y Ecl Co
 ~ cr. N l'cl n
 Ec crn to s 'lu b -
 ~ pr v llg zh ned
 lb - pr. e o to v
 ch N V sc v st l
 v q srvs. if 'ls 'grbl
 l' eod 'ls, l'ly 'in
 ee in y is v hlc bric.
 in to se v 'l'nde evn
 gov 's - e 'in l' hlc N
 'gr' is eod. yf

LESSON 67

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: There have been literally thousands of extreme cases of appendicitis, tonsillitis, peritonitis¹ and meningitis since our last report. These cases do not seem to be on the increase. We ourselves² are doing all the ethical things we agreed to do and trust we have helped the physical situation. We³ have followed your advice with regard to the psychological phases of treating the ill and find psychology has little effect on cases of this kind. Yours truly, (90 words)

Dear Sir: The transportation company mailed a letter on our letterhead Wednesday in which they said they would charter¹ a boat to ship the hydrogen to your factory at once.

I shall send you a telegram as soon as they² complete the transaction. When the hydrogen is transferred to you our agreement will end. It is likely that the³ manager himself will take care of the transfer and see to it that the goods are well cared for in transit. Yours truly,⁴ (80 words)

READING AND TRANSCRIPTION EXERCISE

ds to vbn L to vx
 is v p d knsd plnt
 anyd sn o ll repl.
 teg is dn se lb in
 - Nares. e os rd
 l- etel e gr ld
 ltr er lp - ppe
 sh. pr fl. y dves t
 re l - suctel pz v
 lrel - il - f
 suct is lll efc in
 cs v to cur. yl

ds - Tpl ep - l' L
 no Ld ed Ne t sd
 t' d sk' bl l s - hyn
 ly fibre l ml vol s
 'llg sans t' eplel
 - T₂. n - hyn o T₂
 l. o grm / es. ls le-
 t - Ingr - s le cr
 v T₂ - se ll t -
 gr / cr f M TL.
 yl

VOCABULARY BUILDING

army ne
 billed bl
 covered cr

filling fl
 giving gi
 impossible -psbl

leaving lev
Thursday tr
yourself ys

LESSON 68

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

e / Nc - cl's N - gc. - Nm N xp q N v
 He will instruct the class in music. The instrument in the shop was in excellent
Cd. e Nc s fr. - lecr s Nc - sdv. -
 condition. He instructed¹ his friend. The teacher is instructing the students. The
explim Nc, sd l'in N xp gc. - Nc q v.
 employment instructions include training in shop work. The instruction² was excellent.
e b N to voh sm. - cN / relec - sdv, n -
 He will be in this vicinity soon. The community will release the students on³ the
,pn d? / ref't to cl's? e cpl - ls. - lecr /
 opening day. Will you refute their claims? He comput the losses. The teacher will
dclen - 'plc. se dcl'r - self q - m. ll - e Cgrlu
dcline the application.⁴ She dclares the certificate was mine. Let me congratulate
\. rqu - n, - kl - ps.
 you. Regulate the news and you control the⁵ press. (100 words)

WRITING PRINCIPLES

Shorthand Forms

instr	The prefix <u>instr</u> is expressed by a disjoined capital <u>N</u> : instruct <i>Nc</i> instrument <i>Nm</i> instructed <i>Nc</i> instruction <i>Nc</i> instructions <i>Nc</i>
nity	The ending <u>nity</u> is expressed by a disjoined capital <u>N</u> : vicinity <i>voh</i> community <i>cN</i>
ulate, ulation	The ending <u>ulate</u> is expressed by a small disjoined <u>u</u> . The mark for <u>tion</u> below the <u>u</u> forms the combination <u>ulation</u> : regulate <i>rqu</i> regulation <i>rqu</i> congratulate <i>Cgrlu</i> congratulation <i>Cgrlu</i>

LESSON 69

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

c \ Ppn - VP? / to b a - P , n \ ? - VP
 Can you postpone the exposition? Will this be an imposition on you? The exposition
v Pj Sp b ld sn. - pP dq n 'pel l m v s
 of postage stamps¹ will be held soon. The proposition does not appeal to one of his
DP. L a 'tR , n Pl rd. - tR v t d n,
 disposition. I am an authority² on postal rules. The majority of them had no
fLR t - rqu. \ sd sec t - clR. to
 familiarity with the regulations. You should speak³ with more clarity. This
clsf, s , sls. to b ' rlf, v R.
 classification is useless. There will be a ratification of the order. (79 words)

WRITING PRINCIPLES

Shorthand Forms

post, position	The combinations <u>post</u> and <u>position</u> are expressed by a capital <u>P</u> : postpone <i>Ppn</i> exposition <i>VP</i> imposition <i>-P</i> postal <i>Pl</i> proposition <i>pP</i> disposition <i>DP</i>
rity	The ending <u>rity</u> is expressed by a disjoined capital <u>R</u> : majority <i>tR</i> familiarity <i>fLR</i> clarity <i>clR</i>
fication	The ending <u>fication</u> is expressed by the sign for <u>tion</u> placed under the disjoined <u>f</u> : classification <i>clsf,</i> ratification <i>rlf,</i>

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

allow	<i>'lo</i>	feel	<i>fel</i>	<u>position</u>	<i>P</i>
arm	<i>'r</i>	<u>felt</u>	<i>fl</i>	<u>post</u>	<i>P</i>
building	<i>bld</i>	fur	<i>fr</i>	success	<i>scq</i>
color	<i>clr</i>	gone	<i>gn</i>	suit	<i>st</i>
desire	<i>dqr</i>	<u>parcel post</u>	<i>pP</i>	win	<i>in</i>

LESSON 70

READING AND RULE DISCOVERY EXERCISE

- (1) Read each sentence until it can be read without referring to the print.
- (2) Try to discover the rule that applies to the writing of each word.
- (3) Study the rules and examples below the reading exercise.
- (4) Read each sentence again several times until the rules are understood.
- (5) Write the sentences from dictation until they can be written rapidly.

Cll - pet? - Cll q l pro ld? u -
Will you circulate the petition? The circular will go to press today. Under the
C S i ke e / retrc - g. tr retreat - rd a - p
circumstances I think¹ he will retract the question. Their retreat marks an important
Sp n - sh. ep e / rebrv s ls. - spl s v
step in the situation. We hope he will retrieve² his losses. The simplicity of the
tr / neres tr ul. s lnd s lb c.
terms will increase their understandings. His tenacity is to be commended.³ (60 words)

WRITING PRINCIPLES

Shorthand Forms

circu	The prefix <u>circu</u> is expressed by a disjoined capital <u>C</u> : circular Cll circulate Cll
circum	The prefix <u>circum</u> is expressed by a disjoined capital <u>C</u> and the symbol for <u>m</u> : circumstance C S circumstances C S
sity, city	The endings <u>sity</u> and <u>city</u> are expressed by a written disjoined capital <u>S</u> : simplicity spl s tenacity lnd
anti	The prefix <u>anti</u> is expressed by a disjoined capital <u>A</u> : antidote Adl anticipate Aspl

VOCABULARY BUILDING

- (1) Cover the printed words and practice reading the shorthand words rapidly.
- (2) Cover the shorthand words and practice writing the shorthand several times.

air	a	<u>circumstances</u>	C S	inconvenience	nCvnn
alone	lgn	court	R	met	t
art	R	eat	el	night	nrl
ball	bl	far	fr	ought	st
beg	bg	farm	fr	university	nivrs
<u>circumstance</u>	C S	gave	gr	weight	t

LESSON 71

VOCABULARY REVIEW AND DRILL (Abbreviated words are underlined>)

- (1) Cover the printed words and practice reading the shorthand words rapidly.
 (2) Cover the shorthand words and practice writing the shorthand several times.

among	' <u>am</u>	held	ld	regulations	rq u _u
appeal	'pel	imposition	:-p	relations	rel _u
application	'plc _u	instruct	Nc	release	reles
authority	'tR	instructed	Nc _u	retract	retr'c
<u>certificate</u>	sf	instructing	Nc	retreat	retret
circular	Cbr	instruction	Nc _u	retrieve	retrev
circulate	Cl _u	instructions	Nc _u	rules	rl
claims	cl'	instrument	Nm	shop	sp
clarity	clR	losses	ls	simplicity	simpl's
classification	cls _u	majority	'jR	stamps	sp
commended	c <u>u</u>	marks	'rc	step	sp
community	c <u>n</u>	mine	—m	students	sd
computed	cp _u	music	—gic	teacher	tes
congratulate	Cgr'tu	news	n _u	tenacity	tns
country	Cre	opening	'pn	terms	tr
declares	dcl'r	petition	pet	their	tr
decline	dcl'n	plans	pl'n	<u>thousand</u>	to
disposition	DP	postal	Pl	toward	tr
employment	empl'm	postpone	Ppn	training	tr'n
excellent	el	press	prs	<u>understandings</u>	ud
exposition	vp	proposition	pP	useless	sls
familiarity	f'lR	ratification	rtf _u	vicinity	vi'n
friend	fr	refute	ref't	view	v _u
happy	'pe	regulate	rq u	<u>years</u>	yr

LESSON 72

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the longhand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: Your application for employment declares you have some familiarity with postal regulations.¹ We have an excellent situation in your vicinity. The opening will include work on the ratification² of claims. We will provide instruction for students who wish to accept our proposition. The enclosed³ circular is being sent to each teacher in your community. If you wish further information please⁴ call on us. Yours truly, (84 words)

Dear Sir: You are to be commended for the clarity of your instructions. The simplicity of the rules is¹ a long step toward their clarity. What disposition will you make of the useless certificate? The classification² of the losses will help to regulate the terms of the petition. I hope it will not be an imposition³ on you if we have to postpone the release of this news to the press. Yours truly, (75 words)

READING AND TRANSCRIPTION EXERCISE

ds y plc f eplim
 decl v s f R
 t Pl rgu. a vls
 st N y vsm. - yon
 Ad pr n - rff v dlt.
 e / pvd Na f sdr =
 * L 'cap o pP. - Q Chr
 s b s r l e leer N
 y c n. i f s for Nf,
 ply cl n s. yt.

ds v r lb v
 - clR v y Na. - spld
 v r l s' l sp l r r
 clR. t DP v
 vls stf? - cl of v
 ls / sp l rgu - br
 v pet. v p l mt
 a p n y f
 Ppn - rlls v ts n, l
 - pro. yt

LESSON 73

SPEED-BUILDING BUSINESS DICTATION AND TRANSCRIPTION

- (1) Study the shorthand notes below until they can be read rapidly and easily.
- (2) Type or write each letter first from the print and then from the shorthand notes with the print covered until the typing or writing from the notes is as fast as from the print. (The underlined words in the printed copy are to be joined when taking dictation. Do not underline them as you type or write the shorthand.)
- (3) Practice taking dictation at 60, 80, and 100 words a minute.
- (4) Compare your notes with the text, and correct any errors.

Dear Sir: When do you plan to appeal to the majority regarding their understandings about the shop rules?¹ Their training marks a new step in shop relations. With the decline of authority, it is held by some that² the men will refute the rules. This view is not mine. As a friend of the men, you can circulate among them and instruct³ them. I am certain they will congratulate you on your work. Yours truly, (73 words)

Dear Sir: He has been instructing at the music exposition for many years. It is computed that he has¹ instructed over five thousand students. His tenacity has helped many to learn an instrument. His work stamps² him as a great teacher. He has lost much money in this work. It is our hope that he will retrieve his losses and³ then retreat to his home in the country.

It may be necessary for him to retract on his plans but he will⁴ not be happy without his work. Yours truly, (87 words)

READING AND TRANSCRIPTION EXERCISE

ds n d, pln l'pet
 l - 7R re tr ul
 'bo - sp rd? tr
 lin - re 'n. sp
 n sp reh. t - declin
 v 'tr lo ld b s
 t - n / refl - rd.
 ts re sm - in. 's 'fr
 v - n, c Clt 'm
 t n Mc t. 'm
 sln t' Cgrdu. n y
 re. yt

ds e is bn Mc l -
 -ge V f - ne yr. lo
 cpl t e is No O 5 to
 sdv. s lnd s lp
 -ne l lrm a Nm. s
 re sp - is 'gr
 beer. e is lb de
 -ne N ts re. lo op
 t e / reber s ls
 tn retreat l s i
 n Clrell - b nq
 f - l reber n s
 pln b e nlt pe
 to s re. yt

PART II

ADVANCED DICTATION AND TRANSCRIPTION

This section of the text is designed to give further practice in taking and transcribing dictation. Each letter contains a few new words. The new words are in dark type and the shorthand outlines are shown to the right of the letter.

If you need to refresh your memory regarding outlines for other words, you can refer to the vocabulary pages at the end of the book. In some cases the vocabulary gives only the root form of the word. The addition of such endings as *ly*, *ing*, *ed*, *s*, and *er* is not always shown since you have already learned how to make such endings.

When you have completed the beginning and advanced sections of the text you will have learned the shorthand outlines for more than 3000 of the most commonly used words. These 3000 words are reliably estimated to cover 97% of all dictated material.

SUGGESTED LEARNING STEPS FOR EACH LETTER

- Step 1. Practice writing each new word several times in shorthand.
 - Step 2. Write the entire letter in shorthand until you are sure you can write each word without hesitation.
 - Step 3. Observe the English and spelling problems involved and be certain you understand them.
 - Step 4. Practice taking each letter from dictation at sixty, eighty, or one hundred words a minute, according to your own ability.
 - Step 5. Transcribe the material dictated until you can do so without hesitation.
- Repeat these five steps for each of the letters.

1

Dear Sir:

I hope you will **pardon** the delay on your order. The **bag** containing the **tan cap** fell in the **mud**. When¹ we tried to **wash** it in a **weak soap** it was **altogether** a **miserable failure**.

The **damage** may be **smaller**² when the **laundry** **completes** its work, so be of good **cheer**.

Yours truly, (52 words)

*pln l'g
l'n cp -d j
ec sp 'll -grbl
dy slr l're cplet
cer*

2

Gentlemen:

We are necessarily concerned over the excess population in your area. Congress¹ has told the treasurer to map out a plan with the Department of Commerce to work out a joint course of action².

We hope the work will not be in vain, and that Congress will not kill the bill when it comes up thereby making it³ impossible to deal with the situation.

Yours truly, (70 words)

ng- Carn lo ppl,
re' cro houn
D cro ji
in
cl' tel - psbl
st

3

Dear Jerry:

I received your letter wherein you expressed an interesting theory about marriage. In fact it¹ was quite a sermon. I do not wish to mar the ideas of one who is wed to such a point of view, but when² you get old and lonesome, it will be your funeral.

Remember the last lap of life is often the most difficult³. Let me hear from you again, as I enjoy your thoughts.

Sincerely, (72 words)

rn rd
tere - ry sm
- r d
lms foul
lp dfc
Nji

4

Dear Sir:

We are in the wholesale market for coffee, sugar, tea, grain, meal, butter, fish and honey. Doubtless you know¹ that our terms are strictly cash. We have inquired elsewhere but in compliance with our memo we divided our² patronage among our northern friends.

If you will quote your minimum prices and dispatch a wire to us soon with an³ itemized and revised set of delivery dates we shall appreciate it.

Yours truly, (77 words)

lal cfe agr le gr'n
el b'r jo ne dols
src- els' cpln
- , divid pl'my nrtm

in Dp'e
dq reviq dlvre

5

Dear May:

I am sure you will laugh when you see the pair of cases I tried to sew. My hand is raw and it's my¹ intention to relieve the pain with a special cream. The work is very rough and far from ideal. But I am lucky² that they came out fairly well. If I knew how to operate the machine it would have been unnecessary to³ work so long.

I am going to sit in the big chair now and take a nap as I do not feel equal to staying⁴ up any longer.

Lovingly, (85 words)

lf pr is
s, n' lo Nm relev p'n
cre rf idel.
lee fr-
pril Nng

er n'p
egl S
lu -

6

Dear Madam:

Do you ever envy the one who can write a song, a poem, or a cute short story? Does your soul seem¹ to die for lack of a tie with the arts?

We can help you realize your ambitions if you have the strength to throw² off old ties. Our educational column in the magazines and journals provides a universal medium³ of expression. We can teach you to sell your materials.

Of course, we go unpaid if what we outline⁴ for you does not result in success.

Sincerely, (88 words)

Handwritten notes:
-d
nve s p
cl sl le u
relig 'b, str
edcl cl -gen
jrnal, nvrst ed p?
terl
Npd olen
rgh scq

7

Dear Sir:

The executive desk we ordered hasn't arrived. Can you tell us what became of the order? It must¹ be somewhere at the manufacturer's storage warehouse. Heretofore our orders have been readily filled from your² southern office. We hope the cause of the delay will soon be discovered and the desk duly shipped.

We are working³ at capacity and hope to catch our dealers ready for our stationery supplies before they have a strike⁴. May we urge you to write us soon?

Sincerely, (88 words)

Handwritten notes:
lec dsc 's
bec' s' nfr
dry 'ros erifr
rd-strn
Devr d- +
cp s ce delr
Sre Sruc
, rj

8

Dear Sir:

I myself am at fault since the library sent me a notice twice. I could easily have complied with¹ this request, but I was behind in my work then. The sooner I replace the book, the better it will be.

In the² meantime, neither blame nor neglect will improve the prospect for better relations. I hate to depend on others³ to carry out this responsibility.

For your sake I should not have overlooked the complaint when it was first⁴ received. I appreciate your kindness.

Sincerely, (89 words)

Handwritten notes:
-s flt libne us
eq- reqs ven
sm repls
ente netible neq - prp
psc rel i dpr
res nB
st' Olc cpl'
crms

9

Dear Sir:

Not one cent has been spent on the campaign. The central committee has been valuable and frequently¹ effective. It is familiar with the liberal newspaper and will insist on a recall election if² the Justice is elected.

Our failure to develop suitable and practical vote-getting plans in the³ cities has me worried. The worst that could happen is that we might have terrible luck with the crowd at the banquet. We⁴ hope to make a wise choice; then they may cooperate.

Sincerely, (91 words)

Handwritten notes:
s c'p'n surd
vibl frg - echr fibr
lbid nappr ngt recd
etc f's etc f
flr d'vlp s'bl pic n'gt
s re r's
libl to crowd bnqt
iq eis c'p'i

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10

Dear Madam:

This is to report on the recent examination of your son.

He has two loose teeth that need¹ attention. His ear and nose examination show normal results. He reports his neck is sore. His mouth and throat² appear normal. Around his waist there is a slight swelling. This may be caused by the rubber belt he wears. His height is³ normal.

He says the coach wants him to give up chemistry, but I advised against it. I hope you agree.

He says he⁴ does not smoke and I believe he would not lie about it.

Sincerely, (92 words)

rs
ls let ei ng
nr l reslt ne sq
-st hlt
slit sl rbr bli
-t
ce sre
gr
s,c belev li

11

Dear Sir:

Our ticket agency is a short distance from the retail section of your town. There is room to park, and¹ you avoid heavy cross traffic. We have a variety of plays from which to select and we shall be glad to² reserve tickets for you.

Going to the theater is a handsome way to entertain. It is easier; you³ don't get weary; and your guest isn't worn out. Yes, it is a real treat.

We invite you to call us. Our reliable⁴ reputation has been the foundation of our success.

Faithfully yours, (93 words)

lcl jne Dn nell sq
pic eve crs
lrfc vule selec
repro lcl
telr vs rltm
eger ere gs sm
lret
Nrd reliabl rpl,
foi

12

A Point of View

The friendship of a dog is often of great comfort. The joy of owning a horse can lead to a¹ rich experience. Man's existence often depends as much on such relations as on food.

I always feel sad² for those who have omitted the delightful and occasional friendships of dogs and horses. This remark may sound³ foolish to some, but I never tire nor complain when I have my favorite dog or horse with me. Nor do I⁴ envy the poet, the minister, or the king when I am alone with such friends. (94 words)

frns dg cfrt ji
ro led re n Sn
rel fd
sd -t dluff
c, f, frns re re
ftr hr cpln
frnt nre pt
ntr c

13

Gentlemen:

We have drawn a check against the deposit we recently made at your bank. Afterwards we shall check¹ our signature to make certain it is in correct form. It is our custom to stamp the date beside the name of² the city.

If your cashier thinks we need more capital to handle C. O. D. shipments, we shall try to keep a³ medium amount on deposit.

An enclosure is hereto attached in partial payment of our note. This will⁴ pay the interest and principal from the first to the tenth inclusive.

Sincerely, (95 words)

din dpgt
f// sq
sln cre ch Sp
ces cpl cd
-ed
In erl, prot
-rd sm
10+ sev

14

Dear Bill:

When the storm struck the wall and the row of nut trees I thought it would blow out to sea, but the wind seemed to be an engine of the devil.

I saw the wind rip out the rose tree, pick it up, and roll it over. It was lost. But² that's not all. I got a photograph of the clock and bell across the road as they fell over. The cat and pig were³ safe in the barn.

It was not simple for me to save your stove, pan, cup, and hose. Goodness knows I tired. But I was taught⁴ one thing; namely, folk do not toy with nature. One must trust in the Lord at such times.

Affectionately, (98 words)

Dr. Bro 'l r, nt
se
Nyn dvl
rlo r9 sic r1
l's to fig clic
bl cl' p9
bin
s-pl dr p'm cp
-g gns 'U
n- fc li lrb
'fc
'cl-

15

Dear Madam:

We should like to make you a trial offer of our new pound-cake mix. I am sure you would find it helpful¹ and you will forever bless the day we introduced it to you.

The pamphlet enclosed will, I am certain, command² your attention. You will find it a great source of household aids. On the opposite side of the sixth page you will³ find how to make a nice luncheon drink.

If you will return the card through your post office we will send you a trial⁴ package of the cake mix that will make the kind of cakes grandma used to make seem like a joke.

Sincerely, (98 words)

lrel po
c' x lpfll fV
blo rds
s'ill
srd ost'd
'ppl 6'
lhen dr c
p
'icy
grm' fc

16

Gentlemen:

We do not claim we can move heaven, the earth or the moon even an inch. But we are jealous of our¹ ability to handle corporation problems.

If you are involved in grave or severe federal relations², we can arrange our calendar so that we can assist you. We will do the missionary work and sow the³ seed for future business. We can reverse the trend of sales.

Our membership in the golf club provides golden⁴ opportunities to collar some big orders. You assume no liability until we produce.

Sincerely, (99 words)

cl' evn ert -
Ne fls crp
Nvbr griv sever fdr
cl' r
-re sed
revv
-bro all gl'dm
cl' 's' p'ld

17

To All Laketown High School Students:

This term your team hopes to beat all others and thus round out a grand year. Even though¹ we should suffer a defeat by our neighbor, we have the courage to maintain our belief in our ambition².

Graduation exercises are not far off and we want them to be outstanding. I hope you will join me in a³ resolution to forever master the art of a generous attitude toward all men. We have had a⁴ glorious year, it is essential now that we observe patience and presence of mind in all we do.

I know you will⁵ not disappoint me.

Sincerely, (106 words)

l'cton sd
lr le bel to ro
gr' sfr d'el
n'br cry -in'ln belef
'li
grd' vray
o'sin j'm r'ld fV
-s' r' m'is' b'ild l'r
gl'rs es'ntel 'l'grv p'm
p'sin
D'pi

18

Dear June:

This session my roommate and I will go home for Thanksgiving. She will announce her engagement at the¹ institute. Her sweetheart will give her a ring. Several soldiers will be there who will take her and my niece to the² movies and a football game. I shall go swimming.

We will bring a trunk. I know this seems silly, but we want the maid to³ repair a number of dresses for us. I have really been homesick and also lazy. And I feel so ancient⁴ now that May is going to marry.

I am such a poor correspondent that I wonder why anyone writes to⁵ me. I'll be seeing you soon.

Love, (106 words)

jm
inon ngym nstt
sell r sln
nes ve flbt
trc slc
d repi dra
- sic lge as
- re
crs nem
d

19

Dear Jane:

I don't know what I shall wear when I graduate. The new rule does not make it easy to determine what¹ would be in good taste for the reception. I am going to wear my plain blue cotton skirt and white sweater to the² basketball game. I hope I do not look too domestic. You looked darling in that dark model outfit at the student³ activities program.

I need to study that English lesson for the junior test on poetry. The Danger⁴ Theater program makes me so nervous that I don't dare think about it, but I do want to listen to it.

I'll⁵ see you on campus tomorrow.

As ever, (108 words)

jm
in grad rd
ese dirn us
resp pln cin scl
swh bacfl
d de drl drc dl ofl
sd 'chle
lo lan jnr us
plre dpr keli nrvs
dr lan
c ps

20

Dear Sir:

We find somebody made an overcharge on the dining set and radio cabinet sent to you. The charges¹ for the piano, the rug, and the silver were correct. It is the company's error and unless there is² some objection on your part we will grant you proper credit on the fifth of the month.

Future shipments to you will³ be sent over the new Eastern Coast truck route. We formerly used the Valley route but the new route along the sea⁴ will cut the time by one half.

We have a new lumber depot under lease at this destination which will help us⁵ to manage our costs better and limit waste.

Yours truly, (110 words)

s bde Oery den
rde, cbnd cry pen, rg
slvr cps
by, gr
5th
cedm
c brc rd fr- rle
st 1/2
lbr dp, les lln
iny k'it S

21

Dear Sir:

We have a patent on a new carbon scale that will not rub off. The new carbon is thin and stiff along¹ the edge so that your secretary will not get a headache trying to use it. I am certain it will score a² hit with her. It will not get her hands dirty, and we warrant each sheet.

Whether you order a million sheets or one³ dozen, you are insured of a wholly satisfactory quality. We can tip you off that there will be a⁴ rise in prices soon.

Unfortunately our plant is booked solid for the remainder of the week. There may be a⁵ short delay in turning out a big order.

Sincerely, (111 words)

pl crbn scl rb
tn sf ey sec
- dc
scr 7 drle jn
sel
lyn dgn
Noz f- gl lp
rg
nfrln- pln bc slid re'rs
wn

22

Gentlemen:

None of the ladies likes the feature kitchen. All agree that it is unusual. They do not think it¹ will be suitable nor popular. They prefer the modern rather than the fancy.

I think we can satisfy² them if we use the latest pattern for the corner and center arrangement. Of course, no one can guarantee that³ we can prevent their criticism.

I am frank to admit that we should not manufacture this expensive⁴ product unless we are positive that it will rapidly come into fashion. I am most thankful to you for⁵ your sincere review of the specifications.

Yours truly, (111 words)

nm lde fees cin
Naf sbl ppbr
-dm pnce
slo ell slm
crne sur gire
pu criz
fre -nd pnr
pdc pgrv rpd-
bi on rev
sof

23

To Our Customers:

Death takes a ride in every motor car that is driven fast, especially when it is not¹ in good repair. You do not want to end up in a hospital because you forgot. Nor do you want to hurt² someone because you drove a defective car.

We are equipped to render you the service you need before you begin³ your holiday journey. We offer the highest degree of intelligent service at the lowest prices.

Don't⁴ sacrifice your life at the wheel of an unsafe car when our garage is so handy. We have the finest machinery⁵ for every purpose. We shall be looking for you.

Sincerely, (112 words)

chr
dt rid -br fs
rep'r
sll mbgt R
s drv dfrlv
eqp
ld' pme -s dgre
Nily ls
scrips el Naf
grif -re fund -senre

24

Dear Doctor:

My son avoids society but my daughter likes the excitement of travel, the stage, and political¹ activities.

The fraternity to which my son belongs does not seem to succeed in getting him to² be cheerful. It would be a relief to me if you could suggest some way to interest him in using his leisure³ time more positively. He is not religious. He respects his parents and is lively at home.

We have engaged⁴ in a long search for some way to rid him of his dull, exclusive attitude. We recognize that we may be mistaken⁵ about him, but we suspect his mood may cause him trouble.

Sincerely, (113 words)

dr
sn vid saule dlr ulm
lrv sl plitel chole
fr bl scsed
scrfl relief
ledr
pgrv reljs rs pr
llv-
Naf sre rid
dl rlar lid recq -slm
zpc -d

25

Dear Sir:

We can take possession of the desirable land at the foot of the lake as soon as we settle the¹ estate. The flat parcel of land near the railway is not laid out to join the wood lot.

Since we are desirous of² getting a clear title soon, we hope you will cast your vote in favor of the deal. Can you tell us what the taxes³ are for the farther removed part of the property?

We hope the deed can be executed and then an announcement⁴ will be made soon. Of course, it would be cheaper if the beach and mountain property were taxed in proportion to⁵ their value. We shall look for a letter from you soon.

Yours respectfully, (113 words)

pp, dzerbl fl
li sll est fl pral
r, ld d
dsurs cler lll
is del
lx frtr re - ppale
lec aonm
cepr bec
-om pp,
rs



26

Dear Madam:

The necessity for truth is awfully important in cases such as this. Nobody who is¹ human would expect such strange oversight on the part of a member of a faculty. It certainly is not a² mark of her faith, nor is it worthy of sympathy. I will seriously investigate who was responsible³, so that a misunderstanding like this does not extend beyond herself.

Earlier this semester there was a⁴ series of needless official acts that we shall not want to repeat. I know you will be sensible about any⁵ demonstration, and that you will lend your moral support in every way.

Sincerely, (115 words)

nple lrt y-
n, bde - n sry Ocul
- br felle skn- re
ft rbe spte sers-
n, lgt rsnbl - su
U byn - rs
er- r sbr seres nedls, fol
repet snabl
d n sry - ,rl

27

Dear Madam:

Did you ever hear a little boy say "Hello" or "Goodby" to his dad? Have you seen the boy give him¹ a hug or kiss when he returns exhausted at night? If you have, you know what a comfortable feeling it is².

A dad who is a pal to his son is a noble person; whereas if he is not, there is often sorrow, and³ sunshine is absent from his life. A child fed on tender care is getting good medicine. He may not be a genius⁴, but there will be nothing false or soft about him.

Our school cannot, of course, take the place of a parent, but we do⁵ offer much in the way of help for boys. We would be happy to call and tell you about our school.

Sincerely, (119 words)

el gb
dd q cus
V s f r bl
pl nbl rs
sr, snoun' be
sild fd l r - dim
pens fls sft
pr
bi

28

Dear Sir:

A senior of my acquaintance will register for military service inside of twelve months. He is¹ fortunate that he can serve his nation. He hopes to be assigned as an officer in the navy. He is a² devoted and genuine young man. He is clever, has a good memory and is a delight to have around³.

If you need a good man to work with your salesmen, you will find he is a remarkable person. Wages are not⁴ too important to him. He wants as much civil experience as possible. He will be glad to correspond⁵ with you.

I hope it will be his good fortune to be with the largest firm of its kind until he begins his⁶ military service.

Yours truly, (126 words)

senyr q' n rjdr ilbre
Nai ferd
n' sin' far rive
dvt jn' clor - re
dlit' ro
sls n
re rbl y
sivl
crs
fen lryb

82

Gentlemen:

We plan to lay chapter one on your desk soon. Our prayer is that you will heartily O. K. it.

When¹ the work was begun I sat down with mixed feelings. I wondered whether I was a fool to try to represent such² a famous captain of industry in that way. In spite of it all I've stood up quite well. If it hadn't made a³ hit with the women I think I would not have gone beyond the first paragraph.

I am, of course, excited about⁴ the renewal of your appointment as editor. Did it ever occur to you that sudden fate set the scheme⁵ of the entire story? I am sure I have done no harm to remind you of this.

I shall look for a sentence or⁶ two from you soon.

Cordially yours, (126 words)

l' epln pr
R- ok
bgn st - fel
r fl rpf's
cpln ndre sil w sd
d
by ||
el rend p m
edgr, cr sdn fl
sce r
ren
sn

Dear Sir:

As guardian of Mark, I wish to voice the kindest relation with his parents. They deserve earnest¹ attention. I am grateful for their capable manner, and the affectionate display they made on his behalf.

The weekly² visitor keeps him from being lonely. Furthermore the keen competition of baseball has used his energy³ and given him freedom he had never enjoyed.

I am certain when you interview him you will recognize⁴ that his charming dignity is a delight to all of us. His happiness has meant a fresh point of view for all⁵.

I thought at first I would go crazy. He stayed mad so much of the time. His interests were dead and he was mighty⁶ hard to bear, but we were patient and we will stick by him.

Sincerely, (132 words)

gen -rc vis curd rel
pr dgrv erns griff
cpln 'fel Dpl'
bef
c vgr ln- str
cen cpl balt Nye
fred Nye
rrr. recg
er dgrt dld pens
fro
brige s' -d
rld dd -le R
p's de

Dear Sir:

We offer for sale a rock lodge away from dust, noise, heat, and close to a fine private fishing hole. The soil at¹ the rear of the lodge will not pack. And in the spring the trees are in full flower. If you want spring fever to get into² your blood, this is the place for you.

There is a tennis court and a square frame chicken house with a metal roof. There³ is a small race track just over the hill. A stone oven in the rear of the house is just the place to prepare a⁴ basket of good things to eat.

The house on the hill across from this place was built at the turn of the century⁵. Wherever you may go, you will never again find a scene such as this. Birds, bees, a hen here, another there.

We cannot⁶ hold this offer much longer, so please call us if you are interested in a map of the place.

Sincerely⁷, (140 words)

rc ly ds nq el
prt fa f sil rer
pc sr flor
feru bld
lno ch sgr fr cin
ll r' tr's tric
sn rh
bacl
ros bill
lun sure rV
sen bil be m
rd -p

To Our Customers:

Farmers themselves find it difficult to know whether to feed corn to a cow and milk her, or¹ feed corn to a hog and sell it, or work for another at a salary. Seldom has the farmer been caught in² a worse combination of events. His inability to trace even a temporary independent³ course has caused him to make unfortunate decisions.

If he could depend upon climate he could establish markets for⁴ potatoes, poultry, meat, wool, or cattle. He could keep profitably occupied. But rain is scarce, water supply⁵ is not steady, and birds partly destroy his crops.

Our service is organized to make a thorough inventory⁶ of your situation and to work out a schedule for you that will help you make the right decision. You can⁷ depend on our honesty. You risk nothing.

A call to us may prove to be very profitable and to our⁸ mutual advantage. May I look forward to hearing from you?

Sincerely, (173 words)

*fr h s fed
crn co ilc 79
stle sld
rs cbn NB
Lprr n d p n n f m
ds
clt est
p, ll, pllr el f d l pfl-
cpi r'n scis spli lde
pr ddri crp
, r q k, n n r e
st, scdl
d, n d e r i c

pflbl el*

INTRODUCTION TO THE VOCABULARY

When a word is written in word lists it is good practice to insert those vowels that distinguish the word from other words that have the same consonants. For example, care and core have the same consonants. By inserting the a vowel and the o vowel in a word list the words are clearly read. If, however, the words appear in a sentence such as, "I will take care," or "He ate the core of the apple," the words are easily recognized without the vowels from their use in the sentences.

In the vocabulary list on the following pages most vowels have been included. Many of these would be omitted when taking dictation of familiar material.

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VOCABULARY

<u>a</u>	'	activities	'krtv	advice	'Avrs
ability	'B	actual	'cel	advisable	'Avrɪzbl
able	'bl	actually	'tse-	advise	'Avrɪz
<u>about</u>	'bo	<u>ad</u>	'a	advised	'Avrɪz
above	'br	adapt	'Apt	advising	'Avrɪz
abroad	'brɪd	adaptable	'Aptbl.	advocate	'Avrɪt
absence	'bɒn	<u>add</u>	'a	affair	'fɪr
absent	'bɒn	<u>added</u>	'a	affection	'fɪfɪ
absolute	'bɒlt	addition	'a	affectionate	'fɪfɪt
absolutely	'bɒlt-	additional	'aɪ	afford	'fɪfɪd
<u>accept</u>	'ksp	address	'Arɪs	afraid	'frɪd
<u>acceptable</u>	'kspbl	addressed	'Arɪs	<u>after</u>	'ft
<u>acceptance</u>	'kspn	adequate	'Agt	<u>afternoon</u>	'ftn
access	'kɪ	adhere	'Aer	<u>afterwards</u>	'ftw
accident	'kɪd	adjourned	'jɒn	again	'gɪn
accommodate	'kɪd	adjust	'st	against	'gɪnt
accompanied	'kɪpne	adjustment	'stɪm	age	'eɪ
accomplished	'kɪplɪ	<u>administration</u>	'Adɪn	agency	'eɪdʒi
accordance	'kɪn	<u>administrative</u>	'Adɪnɪv	agent	'eɪdʒ
according	'kɪ	admire	'Aɪr	ages	'eɪdʒ
accordingly	'kɪ-	admission	'Aɪ	ago	'gɔ
<u>account</u>	'C	admit	'Aɪt	agree	'gr
<u>accounts</u>	'C	adopted	'Ap	agreeable	'grɪbl
<u>acknowledge</u>	'c	advance	'Avn	agreed	'gr
<u>acknowledgment</u>	'cm	advanced	'Avn	agreement	'grɪm
acquaint	'gɪn	advancement	'Avnm	agriculture	'grɪ
acquaintance	'gɪn	advantage	'Avɪ	ahead	'd
across	'krɪs	adverse	'Avrs	aid	'd
act	'c	<u>advertise</u>	'Avr	aim	'
action	'c	<u>advertisement</u>	'Avrm	air	'r
active	'ctv	<u>advertising</u>	'Avr	alive	'lv

<u>all</u>	l	answering	asr	<u>aren't</u>	r
allow	'lo	anticipate	Aspt	argument	'rgm
allowance	'lon	antidote	Adt	arm	'r
allowed	'lo	anxious	'i:so	army	're
almost	'l's	any	ne	around	'ro
alone	'ln	anybody	nebd	arrange	'rj
along	'l	anyhow	neon	arranged	'rj
<u>already</u>	'rde	anyone	ne'n	arrangement	'rjm
also	'ls	anything	ne,	arrangements	'rjm
although	'lt,	anyway	ne,	arrival	'rvt
<u>altogether</u>	'll	anywhere	ne	arrive	'ruv
always	'l's	apartment	'plm	arrived	'ruv
<u>am</u>	—	apparent	'pr	art	'R
ambition	'b,	apparently	'pr-	article	'Rcl
American	'rcn	appeal	'pel	articles	'Rcl
among	'm	appear	'per	as	's
amount	'o	appearance	'pern	ascertain	'sk'n
amounting	'o	appears	'per	ashamed	's'—
amounts	'o	appendicitis	'pnd	<u>aside</u>	'si
ample	'pl.	application	'plc	ask	'sc
<u>an</u>	a	applied	'pli	asked	'sc
analysis	al'z	apply	'pli	asking	'sc
anchor	'cr	appoint	'pi	asleep	'slep
ancient	as	appointment	'pinm	assigned	'sin
<u>and</u>	—	<u>appreciate</u>	'pro	assignment	'sinm
angry	're	<u>appreciated</u>	'pro	assist	'z
announcement	aonm	approval	'prvt	assistance	'zln
annoy	ai	approve	'prv	assistant	'z
annoyance	ain	approved	'prv	assisting	'z
annual	al	<u>approximate</u>	'prx	association	's
another	al	<u>April</u>	'pr	assortment	'skm
answer	asr	<u>are</u>	r	assume	's

assurance 'ʌrɪn
 assure 'ʌr
 assured 'ʌr
 assuring 'ʌr
 at l
 ate 'l
 Atlantic 'lɪndɪk
 attached 'le
 attachment 'lem
 attack 'k
 attempt 'lpt
 attend 'l
 attendance 'lɪn
 attention 'lɪn
 attitude 'lɪd
 attorney 'lɪne
 attractive 'lɪktr
 August 'g
 aunt 'n
 author 'h
 authority 'tr
 authorized 'trɪz
 auto 'l
 automobile 'lɒl
 avail 'vɪl
 available 'vɪləbəl
 avenue 'vɪn
 average 'vɪ
 avoid 'vɪd
 await 'l
 awaiting 'l
 award 'r

aware 'r
 away ''
 awful 'f
 awfully 'f
 awhile 'ɪl
 baby 'be
 back 'k
 backward 'k
 bad 'd
 badly 'd
 bag 'g
 balance 'lɪn
 ball 'b
 band 'b
 bank 'k
 banquet 'bɪŋk
 barn 'bɜrn
 barrel 'bɪrl
 base 's
 baseball 'sbɪl
 based 's
 basement 'bɛsm
 basis 'sɪs
 basket 'bɛskɪt
 basketball 'bɛskɪtbɪl
 bat 'b
 bath 'b
 battle 'bɪl
 bay 'beɪ
 be 'bi
 beach 'bi:tʃ
 bear 'beə

beat 'bi:t
 beautiful 'bju:tɪfəl
 beauty 'bju:tɪ
 became 'bi:kə
 because 'bi:kəz
 become 'bi:kəm
 bed 'bed
 bee 'bi:
 been 'bi:n
 before 'bɪfə
 beg 'beg
 began 'bɪɡən
 begin 'bɪɡɪn
 beginning 'bɪɡɪnɪŋ
 begun 'bɪɡən
 behalf 'beɪf
 behind 'bi:nd
 being 'bi:ɪŋ
 belief 'bi:lɪf
 believe 'bi:lɪv
 bell 'bel
 belong 'bi:lɒŋ
 below 'bi:ləʊ
 belt 'bel
 benefit 'benɪfɪt
 beside 'besɪd
 best 'best
 better 'betə
 between 'bi:twi:n
 beyond 'bi:ɒnd
 bid 'bɪd
 big 'bɪɡ

bill *bil*
 billed *bil*
 bills *bil*
 biological *bilol*
 biology *bil*
 bird *br*
 birthday *brtd'*
 bit *bit*
 black *blc*
 blame *bl'*
 blank *blc*
 bless *bls*
 block *blc*
 blood *bl'd*
 blow *bl'*
 blue *bl'*
 board *br*
 boat *bt*
 body *bd*
 bond *bn*
 book *bc*
 booklet *bell*
 books *bc*
 born *brn*
 borrow *br,*
 both *bt*
 bother *btr*
 bottle *bl*
 bottom *bt*
 bought *bt*
 bound *bn*
 box *bx*

boy *bi*
 brakes *brc*
 branch *brne*
 bread *brd*
 break *brc*
 breakfast *brfcs*
 brick *brc*
 bridge *brj*
 brief *bref*
 bright *brl*
 bring *br*
 bringing *br*
 brings *br*
 broke *brc*
 broken *brcn*
 brother *btr*
 brought *brt*
 brown *brn*
 build *bl'd*
 building *bl'd*
 built *bl*
 bulletin *bltn*
 bunch *brne*
 bureau *br,*
 burn *brn*
business *brj*
 busy *bize*
but *bt*
 butter *btr*
 buy *bi*
 by *b*
 cabinet *cbnd*

cake *cc*
 calendar *clvr*
 call *cl*
 called *cl*
 calling *cl*
 calls *cl*
 came *c*
 camp *cp*
 campaign *cp'n*
 campus *cps*
can *c*
 cancel *cnsl*
 canceled *cnsl*
 cancellation *cnsl*
 candy *cre*
cannot *cn*
can't *cn*
 capable *cpbl*
 capacity *cps*
 capital *cpil*
 captain *cptn*
 car *cr*
 carbon *crbn*
 card *cr*
 cards *cr*
 care *cr*
 cared *cr*
 careful *crfl*
 carefully *crf-*
 carload *crld*
 carried *cre*
 carry *cre*

cars cr
 case c's
 cases c's
 cash c's
 cashier c'ser
 cast c's
 cat c'l
 catalog c'ltg
 catch c'e
 cattle c'lt
 caught c'l
 cause c'z
 center s'ur
 central s'ur
 cents s'v
 century s'ure
 certain s'en
 certainly s'en
certificate s'ef
 chair e'r
 chairman e'rn
 chance en
 change ej
 changed ej
 changes ej
 chapter e'plr
 character c'rchr
 charge e'ry
 charged e'ry
 charges e'ry
 charming e'r
 charter e'lr

cheap sep
 cheaper sepr
 check ec
 checked ec
 checking ec
 checks ec
 cheer eer
 cheerful eerfl
 chemistry c'sre
 chicken ecn
 chief eef
 child e'ld
 children e'ldrn
 choice eis
 choose e'z
 Christian crisen
 Christmas criso
 church ere
 circular C'lr
 circulate C'lt
circumstance C's
circumstances C's
cities S
city S
 civil s'ivl
 claim c'l
 claims c'l
 clarity c'lr
 class c'ls
 classification c'ls/
 clean c'len
 clear c'ler

clerk c'br
 clever c'lvr
 climate c'lt
 clock c'lc
 close c'ls c'ly
 closed c'ly
 closing c'ly
 cloth c'lt
 clothe c'lt
 club c'lb
 coach ce
 coal c'l
 coast c's
 coat c'l
 coffee c'fe
 coil c'il
 cold c'ld
 collar c'lr
 collect c'lc
C. O. D. c'd cod
 collection c'lc
 college c'ly
 color c'lr
 column c'l
 combination c'br
 come c'
 comes c'
 comfort c'fr
 comfortable c'fbr
 coming c'
 command c'
 commencement c'nm

commended	<i>Cm</i>	conduct	<i>Cdc</i>	convention	<i>Cvn</i>
comment	<i>Cm</i>	conference	<i>Cfrn</i>	conversation	<i>Cvrs</i>
commerce	<i>crs</i>	confess	<i>Cfs</i>	convey	<i>Cr'</i>
commercial	<i>crsl</i>	confidence	<i>Cfdn</i>	convinced	<i>Cvn</i>
commission	<i>C_i</i>	confident	<i>Cfd</i>	cook	<i>cc</i>
committee	<i>C_ile</i>	confirm	<i>Cfr</i>	cool	<i>cl</i>
common	<i>Cn</i>	congratulate	<i>Cgrtu</i>	cooperate	<i>cpri</i>
communicate	<i>C_inicl</i>	congress	<i>crs</i>	cooperation	<i>cpri</i>
communication	<i>C_inic</i>	connected	<i>Cc</i>	copies	<i>cpel</i>
community	<i>C_in</i>	connection	<i>Cc</i>	copy	<i>cpe</i>
<u>company</u>	<i>Cp</i>	connections	<i>Cc</i>	cordially	<i>cy-</i>
<u>company's</u>	<i>Cp</i>	consent	<i>Cs</i>	corn	<i>crn</i>
compare	<i>Cpr</i>	consequence	<i>Csgn</i>	corner	<i>crnr</i>
comparison	<i>Cprsn</i>	consequently	<i>Csg-</i>	corporation	<i>crpr</i>
compelled	<i>Cpl</i>	consider	<i>Csdr</i>	correct	<i>cr</i>
competition	<i>Cpt</i>	considerable	<i>Csdrbl</i>	<u>correspond</u>	<i>crs</i>
complain	<i>Cplm</i>	consideration	<i>Csdr</i>	<u>correspondence</u>	<i>crsn</i>
complaint	<i>Cplm</i>	considered	<i>Csdr</i>	<u>correspondent</u>	<i>crsn</i>
complete	<i>Cple</i>	constant	<i>Cs</i>	cost	<i>cs</i>
completed	<i>Cple</i>	constantly	<i>Cs-</i>	costs	<i>cs</i>
compliance	<i>Cplin</i>	constitution	<i>Cst</i>	cotton	<i>cln</i>
compliment	<i>Cplm</i>	construction	<i>Cstrc</i>	could	<i>cd</i>
comply	<i>Cpli</i>	contain	<i>Cl'n</i>	couldn't	<i>cdn</i>
computed	<i>Cpl</i>	content	<i>Cl</i>	council	<i>Csl</i>
concern	<i>Carn</i>	contest	<i>Cl</i>	<u>count</u>	<i>C</i>
concerning	<i>Carn</i>	continue	<i>Cl'n</i>	country	<i>Clre</i>
concert	<i>Csl</i>	contract	<i>k'c</i>	county	<i>Cl</i>
conclude	<i>Ccl'd</i>	contrary	<i>kre</i>	couple	<i>cpl</i>
conclusion	<i>Ccl'</i>	contrast	<i>k's</i>	courage	<i>cy</i>
concrete	<i>Ccrel</i>	control	<i>kl</i>	course	<i>crs</i>
condition	<i>Cd</i>	convenience	<i>Cvenn</i>	court	<i>cl</i>
conditions	<i>Cd</i>	convenient	<i>Cven</i>	courtesy	<i>crise</i>

cousin	<i>cʒn</i>	data	<i>dɪ'</i>	demand	<i>dɪ'</i>
cover	<i>cʌr</i>	date	<i>dɪ</i>	demonstration	<i>dɪ'nstrɪ</i>
covered	<i>cʌr</i>	dated	<i>dɪ</i>	<u>department</u>	<i>D</i>
covering	<i>cʌr</i>	daughter	<i>dɔ'tr</i>	depend	<i>dɪp</i>
covers	<i>cʌr</i>	day	<i>d'</i>	deposit	<i>dɪp'zɪt</i>
cow	<i>co</i>	days	<i>d''</i>	depot	<i>dɪp</i>
crazy	<i>krɪʒ</i>	dead	<i>dɛd</i>	describe	<i>dɪs</i>
cream	<i>kre</i>	deal	<i>dɛl</i>	description	<i>dɪs</i>
<u>credit</u>	<i>crɪ</i>	dealers	<i>dɛlɪr</i>	deserve	<i>dɪzɜv</i>
<u>credited</u>	<i>crɪ</i>	dear	<i>dɛr</i>	design	<i>dɪzɪn</i>
criticism	<i>krɪtɪz</i>	dearest	<i>dɛrɪs</i>	desirable	<i>dɪzɪrɪbəl</i>
crop	<i>krɒp</i>	death	<i>dɛθ</i>	desirability	<i>dɪzɪrɪbɪlɪtɪ</i>
cross	<i>krɒs</i>	<u>December</u>	<i>dɛsɪ</i>	desire	<i>dɪzɪr</i>
crowd	<i>krɒd</i>	<u>decide</u>	<i>dɪsɪ</i>	desired	<i>dɪzɪr</i>
cry	<i>crɪ</i>	<u>decided</u>	<i>dɪsɪ</i>	desirous	<i>dɪzɪrɪs</i>
cup	<i>cp</i>	decision	<i>dɪsɪʒn</i>	desk	<i>dɛsk</i>
current	<i>krɪ</i>	declares	<i>dɪkleɪr</i>	destination	<i>dɪstɪ'n</i>
custom	<i>kʌst</i>	decline	<i>dɪklaɪn</i>	destroy	<i>dɪstrɪ</i>
customer	<i>kʌstɪ</i>	deducted	<i>dɪdʌkt</i>	details	<i>dɪ'tɪl</i>
customers	<i>kʌstɪ</i>	deed	<i>dɛd</i>	determine	<i>dɪ'tɜrn</i>
cut	<i>kʌt</i>	deep	<i>dɛp</i>	develop	<i>dɪvɒlp</i>
cute	<i>kʌt</i>	defective	<i>dɪfɛktɪv</i>	devil	<i>dɪvɪl</i>
dad	<i>dɛd</i>	defense	<i>dɪfɛns</i>	devoted	<i>dɪvɒt</i>
daddy	<i>dɛdɪ</i>	definite	<i>dɪfɪnɪt</i>	did	<i>dɪd</i>
daily	<i>dɛɪ</i>	degree	<i>dɪgri</i>	didn't	<i>dɪdnt</i>
damage	<i>dæmɪʒ</i>	delay	<i>dɪlɪ</i>	die	<i>dɪ</i>
dance	<i>dɒns</i>	delayed	<i>dɪlɪd</i>	difference	<i>dɪfərəns</i>
dandy	<i>dændɪ</i>	delight	<i>dɪlaɪt</i>	different	<i>dɪfərənt</i>
danger	<i>dæŋ</i>	delightful	<i>dɪlaɪtfl</i>	<u>difficult</u>	<i>dɪfɪk</i>
dare	<i>dɛr</i>	deliver	<i>dɪlɪv</i>	dignity	<i>dɪgnɪtɪ</i>
dark	<i>dɑ:k</i>	delivered	<i>dɪlɪv</i>	dining	<i>dɪnɪŋ</i>
darling	<i>dɑ:lɪŋ</i>	delivery	<i>dɪlɪvri</i>	dinner	<i>dɪn</i>

direct *drc*
 dirty *drle*
 disappoint *Dpi*
discount *DC*
 discovered *Dcvr*
 discuss *Dcs*
 dispatch *Dpe*
 display *Dpl'*
 dispose *Dpp*
 disposition *DP*
 distance *Dtn*
distribution *Db,*
 district *Dtrc*
 divided *divd*
 division *dv,*
do *d*
doctor *dr*
 document *dcm*
 does *dq*
 doesn't *dq*
 dog *dq*
doing *d*
dollar *\$*
dollars *\$*
 domestic *dsc*
 done *dn*
 don't *dn*
 door *dr*
 double *dbl*
doubt *do*
doubtless *dols*
 down *don*

dozen *dzn*
draft *drf*
 draw *dr'*
 drawn *dr'n*
 dream *dre*
 dress *drs*
 drink *drc*
 drive *druv*
 drop *drp*
 drove *drv*
 dry *du*
 due *d*
 dull *dl*
 duly *d-*
 duplicate *dplcl*
 during *dr*
 dust *ds*
 duty *dle*
each *e*
 eager *egr*
 ear *er*
 earlier *er-r*
 earliest *er-s*
 early *er-*
 earnest *erns*
 earth *ert*
 ease *eq*
 easier *ezer*
 easily *eq-*
 east *es*
 eastern *eshn*
 easy *eze*

eat *el*
 edge *ey*
 edition *ed*
 editor *edtr*
 education *edc,*
 educational *edc,il*
 effect *efc*
 effective *efctv*
 effort *eff*
 egg *eg*
 either *etr*
 elected *elc*
 election *elc,*
 electric *Ec*
 electrical *Ecl*
 electrician *E,*
 eleven *11*
 else *els*
 elsewhere *elsr*
 employed *epli*
 employees *eplie*
 employment *eplim*
 empty *epte*
 enable *Nbt*
enclose *l*
enclosed *l*
enclosing *l*
enclosure *lr*
 end *en*
 endeavor *Ndvr*
 energy *Nye*
 engaged *Ngf*

engagement	Ngj'm	everyone	Vn	explanation	pl'n
engine	Nyn	everything	V	exposition	po
English	lo	everywhere	Vr	express	prs
enjoy	Nyi	evidence	evdn	extend	l
<u>enough</u>	Nf	evidently	evd-	extension	l'n
enter	r	evil	evl	extent	l
entered	r	exact	vc	<u>extra</u>	x
entertain	rl'n	exactly	vc-	extreme	x
entire	r	examination	l'n	extremely	x-
entirely	r-	examine	l'n	eye	i
entitled	ull	example	l'pl	eyes	✓
envelope	Nvlp	exceedingly	ed-	face	fs
envy	Nve	excellent	l	fact	fc
equal	egl	<u>except</u>	ep	factory	fc're
equipment	eqpm	exception	ep	faculty	fc'le
equipped	eqp	excess	es	fail	fl
<u>error</u>	r	exchange	ej	failed	fl-
<u>especially</u>	es-	excited	el	failure	flr
essential	esnol	excitement	elm	fair	fr
<u>establish</u>	est	exclusive	el'sr	fairly	fr-
<u>establishment</u>	estm	excuse	es v'g	faith	ft
estate	est	executed	ect-	faithfully	ftf-
estimate	est'	<u>executive</u>	ec	fall	fl
estimates	est'	exercise	er'g	false	fls
<u>etc.</u>	etc.	exhausted	is	familiar	flr
ethical	etcl.	existence	is'n	familiarity	fl'R
even	evn	expect	pc	family	f-
evening	evn	expected	pc-	famous	f's
event	evn	expense	pn	fancy	f'nse
<u>ever</u>	V	expensive	pnr	far	fr
<u>every</u>	V	experience	per'n	farm	fr
everybody	Vbde	explain	pl'n	farther	frtr

fashion *f^hsh*
 fast *f^hs*
 fat *f^ht*
 fate *f^ht*
 father *f^htr*
 fault *f^hlt*
 favor *f^hvr*
 favorable *f^hvrb^l*
 favored *f^hvr*
 favorite *f^hvit*
 fear *f^her*
 feasibility *f^hzB*
 feature *f^her*
 features *f^her*
February *f^heb*
 fed *f^hd*
 federal *f^hdrl*
 fee *f^he*
 feed *f^hed*
 feel *f^hel*
feet *f^ht*
 fell *f^hl*
 fellow *f^hl*
 felt *f^hlt*
 fence *f^hns*
 fever *f^hvr*
 few *f^h*
 field *f^held*
 fifth *f^ht^h*
 fight *f^ht*
 figure *f^hgr*
 figures *f^hgr*

file *f^hl*
 filed *f^hl*
 files *f^hl*
 fill *f^hl*
 filled *f^hl*
 filling *f^hl*
 final *f^hnl*
 financial *f^hnsnl*
 find *f^hn*
 findings *f^hndz*
 fine *f^hn*
 finest *f^hnd*
 finish *f^hns*
 finished *f^hns*
 fire *f^her*
 firm *f^hr*
first *f^hs*
 fish *f^hsh*
 fit *f^ht*
 five *f^hv*
 fix *f^hks*
 flat *f^hlt*
 floor *f^hl*
 flower *f^hl*
 fly *f^hl*
 folk *f^hlk*
 follow *f^hl*
 followed *f^hl*
 following *f^hl*
 follows *f^hl*
 fond *f^hnd*
 food *f^hd*

fool *f^hl*
 foolish *f^hls*
 foot *f^ht*
 football *f^htbl*
for *f^hr*
 force *f^hrs*
 foreign *f^hrn*
 forever *f^hrv*
 forget *f^hgr*
 forgive *f^hgr*
 forgot *f^hgr*
 forgotten *f^hgrn*
 form *f^hr*
 formal *f^hl*
 former *f^hmr*
 formerly *f^hmr*
 forth *f^hrt*
 fortunate *f^hnd*
 fortune *f^hnd*
 forward *f^hr*
 forwarded *f^hr*
 forwarding *f^hr*
 found *f^hnd*
 foundation *f^hnd*
 four *f^hr*
 fourth *f^hrth*
 frame *f^hrm*
 frank *f^hrk*
fraternity *f^hrt*
 free *f^hre*
F. O. B. *f^hrb f^hob*
 freedom *f^hrd*

freight *frt*
frequently *frq-*
 fresh *frs*
Friday *fru*
 friend *frn*
friendship *frns*
 from *fr*
 front *frn*
 fruit *frt*
 full *fl*
 fully *fi-*
 fun *fn*
 fund *fn*
 fundamental *fund*
 funeral *fnrl*
 funny *fn*
 fur *fr*
 furnace *frns*
 furnish *frns*
 furniture *frnr*
 further *fr*
 furthermore *frnr*
 future *fer*
 gain *gn*
 gallon *gln*
 game *g*
 garage *gr*
 garden *grn*
 gas *gs*
 gave *gr*
 general *gnrl*
 generous *gnrs*

genius *genys*
gentleman *gn*
gentlemen *gn*
 geniune *gnm*
 geology *gel*
 get *gt*
 gets *gt*
 getting *gt*
 gift *gft*
 girl *grl*
 give *gr*
 given *grn*
 gives *gr*
 giving *gr*
glad *gl*
gladly *gl-*
 glass *gls*
 glorious *glrs*
 go *g*
 god *gd*
 goes *g*
 going *gr*
 gold *gld*
 golden *gldn*
 golf *glf*
 gone *gn*
 good *g*
 good-by *gb*
 goodness *gns*
 goods *g*
 got *gt*
government *gvnm*

grade *grd*
 graduate *grdt*
 graduation *grd,*
 grain *grn*
 grand *grn*
 grandma *grn'*
 grant *grn*
 grass *grs*
 grateful *grfl*
 grave *grv*
 gray *gr'*
great *gr*
greatest *grd*
greatly *gr-*
 green *grn*
 grief *grf*
 gross *grs*
 ground *gro*
 group *grp*
 grow *gr*
 grown *grn*
 guarantee *grre*
 guard *gr*
 guardian *grn*
 guess *gs*
 guest *gst*
 guilty *gll*
 habit *ht*
 had *d*
 hadn't *d*
 hair *hr*
 half *f*

hall l
 hand i
 handle ind
 handled ind
 handling ind
 hands i
 handy i
 handsome i
 hang i
 happen i
 happiness i
 happy i
 hard R
 harm i
 has i
 hasn't i
 hat i
 hate i
 have v
 haven't v
 having v
 hay i
 he e
 head d
 headache dc
 health lt
 hear er
 heard R
 hearing er
 heart R
 heartily R
 heat el

heaven vn
 heavy ve
 height ul
 held ld
 hello h
 help lp
 helped lp
 helpful lpfl
 hen n
 hence -n
 her r
 here er
 hereto er
 heretofore erfr
 herewith er
 herself rs
 hesitate zll
 high i
 higher r
 highest is
 highly r
 hill i
 hills il
 him i
 himself i
 his s
 history i
 hit i
 hog i
 hold i
 holding i
 hole l

holiday lid'
 home i
 homesick i
 honest nd
 honesty nde
 honey ne
 honor nr
 hope p
 hoped p
 hoping p
 horse rs
 hose i
 hospital ill
 hot il
 hotel il
 hour o
 hours o
 house oo
 household oeld
 how o
 however ov
 hug i
 human in
 hundred i
 hurry re
 hurt R
 husband zb
 hydraulic hlc
 hydraulics hlc
 hydrogen hyn
 I i
 ice is

idea ide'
 ideal idel
 if if
 I'll il
 ill il
 illness ilns
 I'm l
 imagine :ijn
immediate :ied
 imply :pli
importance :ip
important :ip
 imposition :p
 impossibility :psb
 impossible :psbl
 impress :prs
 impression :pr
 improve :prv
 improved :prv
 improvement :prvm
 in n
 inability nb
 inasmuch nse
 inch ne
 incline In
 inclined In
 include Id
 included Id
 inclusion I
 inclusive Iov
 income Nc
 inconvenience Ncvenn

increase Neres
 indeed Nded
 independent Ndpn
 indicate Ndc'l
 individual Ndividl
 industrial Ndsrl
influence Nfn
 inform Nfr
 information Nfr
 informed Nfr
 ink ic
inquire Ng
inquiry nge
inside Nsu
 insist Ng
 inspection Nsc
 instance Nsn
 instant ns
 instead Nsd
 institute Nstl
 instruct Nc
 instructed Nc
 instructing Nc
 instruction Nc
 instructions Nc
 instrument Nm
 insurance Norn
 insured Nor
 intelligent Nily
 intend Nl
 intention Nln
 interest nrd

interested nrd
 interesting nrd
 interview nre
 into n
 introduced nrd
 invade Nrd
 inventory Nvare
 investigate Nvsgt
 investment Nvsm
 invitation Nvt
 invite Nvt
invoice Nv
invoices Nv
 involved Nvtr
 iron un
 is s
isn't s
 issue s
 issued s
 it l
 item d
 itemized d
 items d
it's ls
its l
itself ls
 I've w
January jn
 jealous jls
 job jb
 John jn
 join jin

joint	ji	lace	l's	leaving	lev
joke	jc	lack	lc	lecture	lcer
journal	jurl	ladies	l'de	led	ld
journey	june	lading	ld	left	lft
joy	ji	lady	l'de	leg	lg
judge	H	laid	ld	legal	legl
judgment	ffm	lake	lc	leisure	lesr
<u>July</u>	jl	land	l	length	lt
jump	jp	language	l / 1	less	ls
<u>June</u>	jn	lap	lp	lesson	lsn
junior	jnyr	large	ly	let	li
just	js	largely	ly-	<u>letter</u>	L
justice	js	larger	lyr	letterhead	L-d
justify	jsf	largest	lysb	<u>letters</u>	L
keen	cen	last	ls	liability	liB
<u>keep</u>	cp	late	lt	liberal	librl
kept	cpl	lately	lt-	liberty	librte
kid	cd	later	ltr	library	libre
kill	cl	latest	lts	lie	li
kind	cn	latter	ltr	life	lif
kindest	cnb	laugh	lf	light	lit
kindly	cn-	laundry	lvre	<u>like</u>	lc
kindness	cnns	law	l'	<u>likelihood</u>	lc _z
king	c	lay	l'	<u>likely</u>	lc-
kiss	cs	lazy	lze	limit	lit
kitchen	cen	lead	led	line	len
knew	n	learn	lrn	lines	len
know	n,	lease	les	link	lc
knowing	n,	least	les	list	ls
knowledge	nly	leather	ltr	listed	ls
known	nn	leave	lev	listen	lsn
labor	lbr	leaves	lev	lit	li

literally L-
 literary Lre
 literature Ler
 little l'it
 live (verb) lv
 live (adj.) lvr
 lively lv-
 load ld
 loan ln
 local lcl
 locate lcl
 located lcl
 location lc,
 lodge lj
 lonely ln-
 lonesome lns
 long l
 longing lr
 longs l
 look lc
 looking lc
 loose ls
 lord lh
 lose lp
 loss ls
 losses ls
 lost lb
 lot ll
 lots ll
 love lv
 lovingly lv-
 low l

lower lr
 lowest lb
 luck lc
 lucky lce
 lumber lbr
 lunch lne
 luncheon lnen
 machine 'sen
 machinery 'senre
 mad -d
 madam -d
 made -d
 magazine 'gzen
 maid -d
 mail -l
 mailed -l
 mailing -l
 main -n
 maintain -nln
 majority -jR
make -c
makes -c
making -c
 man -n
 manage -ny
 management -nym
 manager -nyr
 manner -nr
 man's -n
manufacture -nf
manufacturers -nfr
 many -ne

map -p
 mar -r
March -r
 mark -rc
 marked -rc
 market -rcl
 marks -rc
 marriage -ry
 married -re
 marry -re
 master -sr
 match -e
 material -teril
 matter -tr
 matters -tr
 may -'
 maybe -be
 me -e
 meal -el
 mean -en
 means -en
 meant -
 meantime -ente
 measure -sr
 meat -el
 medicine -dsn
 medium -ed
 meet -el
 meeting -el
 member -br
 members -br
membership -bro

memo	— <u>u</u>	miss	— <u>is</u>	music	— <u>zic</u>
<u>memorandum</u>	— <u>rn</u>	missionary	— <u>ure</u>	must	— <u>st</u>
memory	— <u>re</u>	mistake	— <u>stik</u>	mutual	— <u>el</u>
men	— <u>n</u>	mistaken	— <u>stikn</u>	my	— <u>ai</u>
meningitis	— <u>nyed</u>	<u>mister</u> or <u>Mr.</u>	— <u>r</u>	myself	— <u>rs</u>
mental	— <u>ml</u>	<u>mistress</u> or <u>Mrs.</u>	— <u>rs</u>	mythology	— <u>itl</u>
mention	— <u>n</u>	<u>misunderstanding</u>	— <u>su</u>	name	— <u>n'</u>
mentioned	— <u>n</u>	mixed	— <u>x</u>	namely	— <u>n'—</u>
<u>merchandise</u>	— <u>re</u>	model	— <u>id</u>	nap	— <u>np</u>
mere	— <u>er</u>	modern	— <u>drn</u>	nation	— <u>n</u>
merit	— <u>it</u>	moment	— <u>m</u>	national	— <u>nl</u>
message	— <u>sy</u>	<u>Monday</u>	— <u>n</u>	native	— <u>ntr</u>
met	— <u>t</u>	money	— <u>ne</u>	natural	— <u>nerl</u>
metal	— <u>ll</u>	month	— <u>nt</u>	nature	— <u>ner</u>
method	— <u>td</u>	months	— <u>nt</u>	navy	— <u>n've</u>
methods	— <u>td</u>	mood	— <u>d</u>	near	— <u>ner</u>
middle	— <u>dl</u>	moon	— <u>n</u>	nearly	— <u>ner—</u>
might	— <u>it</u>	moral	— <u>rl</u>	<u>necessarily</u>	— <u>ng—</u>
mighty	— <u>te</u>	<u>more</u>	—	<u>necessary</u>	— <u>ng</u>
mile	— <u>il</u>	morning	— <u>rn</u>	necessity	— <u>ngle</u>
military	— <u>llre</u>	mortgage	— <u>rgj</u>	neck	— <u>nc</u>
milk	— <u>ilk</u>	most	— <u>st</u>	need	— <u>ned</u>
mill	— <u>il</u>	mother	— <u>tr</u>	needed	— <u>ned</u>
million	— <u>byn</u>	motion	— <u>i</u>	needless	— <u>nedls</u>
mind	— <u>nd</u>	motor	— <u>tr</u>	needs	— <u>ned</u>
mine	— <u>in</u>	mountain	— <u>orn</u>	<u>neglect</u>	— <u>neg</u>
minimum	— <u>in</u>	mouth	— <u>ot</u>	neighbor	— <u>nbr</u>
minister	— <u>indr</u>	move	— <u>v</u>	neighborhood	— <u>nbrh</u>
minute	— <u>it</u> — <u>nd</u>	movement	— <u>vm</u>	neither	— <u>netr</u>
miser	— <u>gr</u>	movies	— <u>ve</u>	nervous	— <u>nrws</u>
miserable	— <u>grbl</u>	much	— <u>e</u>	net	— <u>nt</u>
misjudged	— <u>stj</u>	mud	— <u>d</u>	<u>never</u>	— <u>nr</u>

<u>nevertheless</u>	nvl's	numbers	n-br	omitted	,id
new	n,	numerous	n-rs	on	,n
news	n,	nurse	nrs	once	/n
newspaper	nsppr	nut	nl	one	/n
<u>next</u>	nx	object	,bjc	one half	$\frac{1}{2}$
nice	nis	objection	,bjc	only	,n-
niece	nes	obligation	,blq,	open	,pn
night	nl	<u>oblige</u>	,blj	opening	,pn
nine	q	<u>obliged</u>	,blj	operate	,prt
no	n,	observe	,bgrv	operation	,pt
noble	nbl	obtain	,bl'n	opinion	,pnyn
nobody	nbde	obtained	,bl'n	<u>opportunity</u>	,pr
noise	nig	occasion	,c,	opposite	,pjt
none	nn	occasional	,cl	or	,n
noon	nn	occupied	,cpi	orange	,rj
nor	nr	occur	,cr	orchestra	,rcsr'
normal	nrld	o'clock	,clc	<u>order</u>	R
north	nrt	<u>October</u>	,cl	<u>ordered</u>	R
northern	nrt'n	odd	,d	<u>orders</u>	R
nose	nq	<u>of</u>	v	ordinary	,Rn're
<u>not</u>	n	off	,f	<u>organization</u>	,rq
notation	nl	offer	,fr	<u>organized</u>	,rq
note	nl	offered	,fr	original	,rjnl
noted	nl	office	,fs	<u>other</u>	O
notes	nl	officer	,fsr	<u>others</u>	O
nothing	n	offices	,fs	otherwise	O/rj
notice	nl's	official	,fisl	ought	,l
notify	nlf	often	,fn	<u>our</u>	o
notion	n,	oh	,	ourselves	o.s
November	nr	oil	il	<u>out</u>	o
now	no	O. K. or okay	ok ,k	outcome	oc
number	n-br	old	,ld	outfit	ofi

outline *olin*
 outrun *orn*
outside *ou*
 outstanding *oln*
 oven *vn*
over *O*
 overcharge *Oery*
 overcome *Oc*
 overdue *Od*
 overlooked *Olc*
 oversight *Osul*
 owe *,*
 owing *,*
 own *,n*
 pack *pc*
 package *pcy*
 page *py*
paid *pd*
 pain *pn*
 paint *p'*
 pair *pr*
 pal *pl*
 pamphlet *p'fli*
 pan *pn*
 paper *p'pr*
 paragraph *||*
 parcel *prsl*
parcel post *pP*
 pardon *p'rn*
 parents *pr*
 park *prc*
 part *pr*

partial *prsl*
particular *plc*
particularly *plc-*
 partly *pr-*
 parts *pr*
 party *pre*
 pass *ps*
 past *ps*
 patent *pt*
 patience *psn*
 patient *ps*
 patronage *ptny*
 pattern *ptn*
 pay *p'*
 payable *p'lt*
 paying *p'*
 payment *p'm*
 pays *p''*
 peace *pes*
 peach *pec*
 pen *pn*
 pencil *pnsil*
people *ppl*
 per cent *%*
 perfect *pfc*
 perfectly *pfc-*
 perhaps *p'ps*
 period *pd*
 peritonitis *plnd*
 permanent *p-n*
 permission *p-*
 permit *p-t*

person *psn*
 personal *psnl*
 personally *psn-*
 persons *psn*
 pertaining *pl'n*
 petition *pet*
 phases *fg*
 phone *fn*
 photograph *flq*
 physical *fgcl*
 piano *pin,*
 pick *pc*
 picnic *picnic*
 picture *picr*
 pie *pi*
 piece *pes*
 pig *pig*
 pin *pin*
 pink *pc*
 pipe *pip*
 pity *pit*
 place *pl's*
 placed *pl's*
 placing *pl's*
 plain *pl'n*
 plan *pl'n*
 plans *pl'n*
 plant *pl'n*
 plate *pl't*
 play *pl'*
 pleasant *plz*
please *plz*

<u>pleased</u>	plz	potatoes	pl ^h	<u>principle</u>	prn
pleasure	ploz	poultry	pl ^{re}	print	pr ⁱ
plenty	pl ^{re}	pound	po	printed	pr ⁱ
plus	pls	power	por	prior	p,r
pocket	pct	<u>practical</u>	pr ^c	private	pvt
poem	p	practice	pr ^{ctis}	<u>privilege</u>	priv
poet	pt	praise	pr ^z	prize	pruz
poetry	pl ^{re}	pray	pr ⁱ	probable	pbl ^l
point	pi	prayer	pr ^r	probably	pbl-
points	pi ^v	precious	pss	problem	pbl
policy	pl ^{se}	prefer	pfr	proceed	psed
politic	pl ^{ic}	preliminary	pl ^{inre}	process	p ^z
political	pl ^{icl}	premium	p-y	procure	pcr
poor	pr	<u>prepaid</u>	ppd	produce	pds
popular	pplr	prepare	ppr	product	pdc
population	ppl ⁱ	prepared	ppr ^r	professor	pfsr
porch	pre	prescribe	pS	profit	pft
portion	pr ⁱ	presence	pzn	profitable	pfbl ^l
<u>position</u>	p	present	pzn	program	pq
positive	ps ^{tr}	president	pzd	progress	pgrs
positively	ps ^{tr-}	press	prs	project	prc
possess	p,z	pressure	pr ^r	promise	p-is
possesses	p,z	presume	ps	prompt	pr ^l
possession	p,z ⁱ	pretty	ple	promptly	pr ^{l-}
possibility	psB	prevailing	pvl	proof	prf
possible	psbl	prevent	pv	proper	ppr
possibly	psb-	previous	pvs	properly	ppr-
<u>post</u>	p	price	pru	property	ppr ^{le}
postage	p ^z	prices	pru ^s	proportion	ppr ⁱ
postal	p ^l	pride	pru ^d	propose	ppz
<u>post office</u>	p,	primary	p-re	proposition	pP
postpone	pp ^{zn}	<u>principal</u>	prn	prospect	psc

protect	plc	rag	riq	recently	res--
proud	prod	<u>railroad</u>	rr	reception	resp
prove	prv	<u>railway</u>	r'	<u>recognize</u>	recq
provide	prvd	raiment	rm	recommend	rc
psychological	sic lcl	rain	rn	record	rcb rechl
psychology	sic l	raise	riq	records	rcb rechl
public	pblic	ran	rn	recovered	recvr
publish	pblics	range	ri	red	rd
pull	pl	rapidly	ripid	reduce	reds
pump	Ap	rate	rl	reduction	redc
pupil	ppl	rather	rtz	refer	refr
purchase	pes	ratification	rtf,	reference	refrn
purchased	pes	ratify	rtf	referred	refr
pure	pr	raw	r'	referring	refr
purpose	pps	reach	rec	refund	ref
pursue	ps	reached	rec	refuse	refz
put	p	read	red rd	refute	refi
<u>quality</u>	q'l	readily	rd-	<u>regard</u>	re
<u>quantity</u>	q'n	reading	red	<u>regarding</u>	re
quarter	q'lr	ready	rde	<u>regardless</u>	rels
queer	ger	real	rel	register	rij'sr
<u>question</u>	q	realize	reliz	regret	regrt
<u>questions</u>	q	really	re-	regular	rglr
quick	qic	rear	rer	regulate	rgu
quiet	qul	reason	rezn	regulations	rgu
quit	qt	reasonable	reznbl	relation	rel
<u>quite</u>	qi	recall	recl	relations	rel
quotation	q'l,	receipt	rescl	relative	rliv
quote	q'l	receive	reser	release	reles
quoted	q'l-	received	reser	reliable	relibl
race	rs	receiving	reser	relief	relef
radio	rd,	recent	res	religious	relizs

remain	<i>reɪn</i>	<u>respectfully</u>	<i>rs</i>	roommate	<i>ruːm</i>
remainder	<i>reɪnə</i>	response	<i>respɒns</i>	rose	<i>rəʊz</i>
remark	<i>reɪmk</i>	responsibility	<i>respɒnsəbɪlɪ</i>	rough	<i>rʌf</i>
remarkable	<i>reɪmkəbəl</i>	responsible	<i>respɒnsəbəl</i>	round	<i>raʊnd</i>
<u>remember</u>	<i>reɪmər</i>	rest	<i>rest</i>	route	<i>ruːt</i>
remind	<i>reɪmɪnd</i>	result	<i>rezlt</i>	row	<i>rəʊ, rɔː</i>
remit	<i>reɪmɪt</i>	results	<i>rezltz</i>	rub	<i>rʌb</i>
remittance	<i>reɪmɪtəns</i>	retail	<i>retel</i>	rubber	<i>rʌbr</i>
removed	<i>reɪmɪvd</i>	retain	<i>reten</i>	rug	<i>rʌg</i>
render	<i>rendər</i>	retract	<i>retreɪk</i>	rule	<i>ruːl</i>
renewal	<i>renjuəl</i>	retreat	<i>retret</i>	rules	<i>ruːlz</i>
rent	<i>rent</i>	retrieve	<i>retreɪv</i>	run	<i>rʌn</i>
repair	<i>reɪpər</i>	return	<i>retʌrn</i>	rush	<i>rʌʃ</i>
repeat	<i>riːpeɪt</i>	returned	<i>retʌrnɪd</i>	sacrifice	<i>səkrɪfɪs</i>
replace	<i>riːpleɪs</i>	returning	<i>retʌrnɪŋ</i>	sad	<i>sæd</i>
reply	<i>riːplɪ</i>	reverse	<i>revrs</i>	safe	<i>seɪf</i>
replying	<i>riːplɪŋ</i>	review	<i>riːvjuː</i>	said	<i>saɪd</i>
report	<i>riːpɔːt</i>	revised	<i>revɪzd</i>	sake	<i>seɪk</i>
reports	<i>riːpɔːts</i>	rich	<i>riːtʃ</i>	salary	<i>ˈsæləri</i>
<u>represent</u>	<i>riːpreznt</i>	rid	<i>raɪd</i>	sale	<i>seɪl</i>
<u>representative</u>	<i>riːprezntətɪv</i>	ride	<i>raɪd</i>	sales	<i>seɪlz</i>
reputation	<i>riːpjuːtətʃən</i>	<u>right</u>	<i>raɪt</i>	salesman	<i>ˈseɪlsmən</i>
request	<i>riːkwest</i>	ring	<i>rɪŋ</i>	salesmen	<i>ˈseɪlsmen</i>
requested	<i>riːkwestɪd</i>	rip	<i>rɪp</i>	same	<i>seɪm</i>
requesting	<i>riːkwestɪŋ</i>	rise	<i>raɪz</i>	sample	<i>ˈsɑːpl</i>
require	<i>riːkwaɪr</i>	risk	<i>rɪsk</i>	samples	<i>ˈsɑːplz</i>
required	<i>riːkwaɪrɪd</i>	river	<i>ˈrɪvər</i>	sat	<i>sæt</i>
requirement	<i>riːkwaɪrɪmənt</i>	road	<i>roʊd</i>	<u>satisfaction</u>	<i>sætɪsfækʃən</i>
requirements	<i>riːkwaɪrɪmənts</i>	rock	<i>rɒk</i>	<u>satisfactorily</u>	<i>sætɪsfəkətɪrɪ</i>
reserve	<i>riːzərv</i>	roll	<i>rɒl</i>	<u>satisfactory</u>	<i>sætɪsfəkətɪ</i>
resolution	<i>ˌrezəˈluːʃən</i>	roof	<i>rʊf</i>	<u>satisfied</u>	<i>sætɪsfəɪd</i>
<u>respect</u>	<i>respekt</i>	room	<i>ruːm</i>	<u>satisfy</u>	<i>sætɪsfai</i>

<u>Saturday</u>	sɹ	sell	sl	sheep	sep
save	sɹ	selling	sl	sheet	sel
saw	s'	sells	sl	<u>ship</u>	s
say	s'	semester	sɛsɹ	<u>shipment</u>	sm
says	s''	send	s	<u>shipments</u>	sm
scale	scl	sending	s	<u>shipped</u>	s
scarce	sɹɔ	senior	senjɹ	<u>shipping</u>	s
scene	sen	sense	sn	shirts	sl
schedule	sɛdl	sensible	snbl	shock	s, c
scheme	sce	sent	s	shoe	s,
school	scl	sentence	s n	shop	sp
science	sn	separate	spɹl	<u>short</u>	s
score	sɹ	<u>September</u>	sep	<u>shortage</u>	sɹ
sea	se	series	sɛrɛs	<u>shortly</u>	s-
search	sɹɛ	serious	sɛrɹs	should	sd
season	sejn	seriously	sɛrɹs-	show	s,
seat	set	sermon	sɹ n	showing	s,
second	sc	serve	sɹv	shown	s, n
secret	secr	service	sɹvɹs	shows	s,,
<u>secretary</u>	sec	serving	sɹv	sick	sc
section	sec,	session	s,	sickness	sɛns
secure	secr	set	st	<u>side</u>	si
security	secr	settle	stl	sight	st
see	se	settlement	stlm	sign	sn
seed	sed	several	svɹl	<u>signature</u>	sq
seem	se	severe	sɛvɹ	silence	siln
seems	se	sew	s,	silent	sil
seen	sen	shade	sɹd	silk	slc
seldom	seld	shall	sl	silly	slɛ
select	selec	shape	sp	silver	slvɹ
<u>self</u>	s	share	sɹ	similar	slɹ
self-esteem	sɛsɛ	she	se	simple	sɹpl

simplicity *spl's*
 since *sn*
sincere *sn*
sincerely *sn*
 sing *s*
 singing *sn*
 single *sil*
 sir *sr*
 sister *zlr*
 sit *sil*
 situation *sil*
 sixth *6^t*
 size *sig*
 sizes *sig*
 sketch *sce*
 skirt *sch*
 sleep *slep*
 sleepy *slepe*
 slight *slid*
 slip *slp*
 slippery *slpre*
 slow *sl*
 small *sil*
 smaller *silr*
 smile *sil*
 smoke *sc*
 snow *sn*
 so *s*
 social *sol*
 society *ssile*
 soft *sft*
 soil *sil*

sold *sld*
 soldiers *slr*
 solid *sld*
 some *s*
 somebody *s-bde*
 somehow *sn*
 someone *sn*
 something *sn*
 sometime *slu*
 sometimes *slu*
 somewhat *sl*
 somewhere *sn*
 son *sn*
 song *s*
 soon *sn*
 sooner *sm*
 sore *sr*
 sorrow *sr*
 sorry *sre*
 sort *sl*
 soul *sl*
 sound *so*
 source *srs*
 south *sot*
 southern *strn*
 space *s*
 spare *sr*
 speak *sec*
 special *sol*
 specifications *ssfⁿ*
 specify *ssf*
 speech *see*

spell *sl*
 spend *sn*
 spent *sn*
 spirit *sir*
 spite *sil*
splendid *sl*
 spoke *sc*
 spoken *scn*
 sport *sl*
 spot *sl*
 spread *sr*
 spring *sr*
 square *sq'r*
 stage *sl*
 stamp *slp*
 stamped *slp*
 stamps *slp*
 stand *sl*
 standard *slr*
 stands *sl*
 start *slr*
 started *slr*
 state *sl*
 stated *sl*
 statement *slm*
 statements *slm*
 states *sl*
 stating *sl*
 station *sl*
 stationery *slre*
 stay *sl*
 stayed *sl-*

staying *S'*
 steady *Sde*
 steam *Se*
 steamer *Se_r*
 steel *Sel*
 step *Sp*
 stick *Sc*
 stiff *Sf*
 still *Sl*
 stock *Sc*
 stone *Sn*
 stood *Sd*
 stop *Sp*
 storage *Sry*
 store *Sr*
 storm *Sr*
 story *Sre*
 stove *Sv*
 straight *Srl*
 strange *Srj*
street *S*
 strength *Srt*
 strictly *Src-*
 strike *Sruc*
 strong *Sr*
 struck *Src*
 student *Sd*
 students *Sd* ✓
 study *Sde*
 stuff *Sf*
 style *Sil*
 subdue *Sd*

subject *Syc*
 submit *Sil*
 subscribe *SS*
 subscription *SS,*
 subscriptions *SS,*
 substitute *Sll*
 succeed *scesed*
 success *scq*
 successful *scqfl*
 such *se*
 sudden *sdn*
 suffer *sfr*
sufficient *sf*
 sugar *sgr*
suggest *syl*
suggested *syl*
suggestion *syl*
suggestions *syl*
 suit *sl*
 suitable *sibl*
 sum *s*
 summer *sr*
 sun *sn*
Sunday *sn*
 sunshine *snoun*
superintendent *s*
 superior *s,r*
 supper *spr*
 supplement *splm*
 supply *spli*
 support *spr*
 suppose *spq*

suppress *ss*
 supreme *s—*
 sure *sr*
 surely *sr-*
 surface *srfs*
surprise *srq*
 suspect *zpc*
 sustain *zkn*
 sweater *sbr*
 sweet *sel*
 sweetheart *selk*
 swell *sl*
 swimming *sw*
 sympathy *sipre*
 system *zl*
 table *tbl*
 take *lc*
 taken *len*
 taking *lc*
 talk *lc*
 tan *ln*
 taste *ls*
 taught *ll*
 tax *lx*
 taxes *lx*
 tea *le*
 teach *lee*
 teacher *leer*
 team *le*
 teeth *let*
 telegram *llq*
 telegraph *llq*

telephone	Uf, n	<u>things</u>	✓	ton	tn
tell	U	think	h _c	tonight	tnut
temporary	L _p , re	third	3 ^R	tonsillitis	tnsld
ten	10	this	to	too	l
tenacity	tns	thorough	h _r	took	lc
tender	L _r	those	h _r	top	lp
tennis	tnis	though	h _r	total	Ull
term	h _r	thought	h _r	touch	lc
terms	h _r	<u>thousand</u>	to	toward	U _r
terrible	Utbl	<u>thousands</u>	to	town	lon
territory	Utrre	three	3	toy	li
test	U	throat	h _r	trace	lris
than	tn	through	h _r	track	lric
thank	h _c	throughout	h _r	trade	Urd
thankful	h _c fl	throw	h _r	traffic	Urfic
Thanksgiving	h _c sgn	<u>Thursday</u>	h _r	train	Urn
<u>that</u>	h	thus	h _r	training	Urn
<u>that's</u>	to	ticket	Ucl	transaction	T _c
<u>the</u>	-	tie	U	transfer	T _r
theater	h _r l _r	till	U	transferred	T _r
their	h _r	time	U	transit	Tl
them	h _r	timed	U	transportation	Tp _r
themselves	h _r s	timely	U	travel	Urvl
then	tn	times	U	treasurer	h _r sr
theory	h _r e	tip	lp	treat	h _r l
there	h _r	tire	h _r	treated	h _r l
<u>thereby</u>	h _r l	title	Ull	treating	h _r l
<u>therefore</u>	h _r f	<u>to</u>	l	tree	h _r e
these	h _r e	today	ld'	trial	h _r l
they	h _r '	together	lgr	tried	h _r
thin	tn	told	Uld	trip	h _r p
<u>thing</u>	✓	tomorrow	U _r	trouble	h _r bl

truck	kr̄c	until	n̄il	waist	ʃ
true	kr̄	unusual	n̄oʃ	wait	ʃ
truly	kr̄-	up	-p	walk	ʃc
trunk	kr̄c	upon	-p̄n	wall	ʃp
trust	kr̄ʃ	upper	-pr̄	want	ʃ,
trusting	kr̄ʃ	upward	-p/	wanted	ʃ,
truth	kr̄t	urge	-r̄y	war	ʃr̄
try	kr̄	<u>us</u>	s	warehouse	ʃroo
<u>Tuesday</u>	kr̄	use	-r̄	warm	ʃr̄
turn	kr̄n	used	-r̄ʃ	warrant	ʃr̄
turned	kr̄n	useful	-ʃfl	was	ʃr̄
twice	ʃroo	useless	-ʃls	wash	ʃr̄
two	2	using	-ʃr̄	wasn't	ʃr̄
type	kr̄p	usual	-ʃl	waste	ʃr̄
unable	n̄ibl	vacation	v̄t,	watch	ʃc
uncle	-cl	vain	v̄n	water	ʃr̄
<u>under</u>	u	valley	v̄le	way	ʃ,
<u>undergo</u>	ug	valuable	v̄l̄bl	we	ʃ
underneath	unet	value	v̄l̄	weak	ec
<u>understand</u>	us	valued	v̄l̄	wear	ʃr̄
<u>understandings</u>	us	variety	v̄r̄le	weary	ere
understood	usd	various	v̄r̄s	weather	ʃr̄
<u>underwrite</u>	ur̄	very	v̄r̄	wed	d
<u>undoubtedly</u>	Ndo-	vicinity	v̄r̄n	<u>Wednesday</u>	ed
<u>unfortunate</u>	Nfr̄n	view	v̄	week	ec
<u>unfortunately</u>	Nfr̄n-	visit	v̄ʃt	weekly	ec-
union	n̄yn	visitor	v̄ʃtr̄	weeks	ec
universal	n̄ivr̄sl	vocation	v̄t,	weigh	ʃ,
university	n̄ivr̄s	voice	v̄is	weight	ʃ
unless	Nls	volume	v̄ly	welcome	ʃc
<u>unnecessary</u>	Nnq	vote	v̄t	<u>well</u>	ʃ
<u>unpaid</u>	Npd	wages	ʃ	went	ʃ

were /r
west /s
western /srn
wet /t
what /t
whatever /tV
wheel /el
when /n
whenever /nV
where /r
whereas /rs
wherein /rin
wherever /rV
whether /tr
which /ie
while /el
white /t
who /-v
whoever /-v
whole /t
wholesale /sl
wholly /t
whom /-n
whose /z
why /r
wide /rd
wife /if
wild /ild
will /-l
willing /-l
win /in
wind /-n

window /-n
winter /-n
wire /-r
wired /-r
wise /-z
wish /-s
wishes /-s
with /-t
within /-tn
without /-to
woman /-n
women /-n
won /-n
wonder /-n
wonderful /-rf
won't /-nt
wood /-d
wool /-l
word /-d
words /-z
wore /-r
work /-k
worked /-k
working /-k
world /-ld
worn /-n
worried /-r
worry /-r
worse /-s
worst /-st
worth /-t
worthy /-rte

would /-d
wouldn't /-d
write /-r
writer /-r
writing /-r
written /-rn
wrong /-r
wrote /-rt
yard /-rd
year /-r
years /-r
yellow /-l
yes /-s
yesterday /-d
yet /-t
you /-u
you'll /-l
young /-j
your /-r
yours /-r
yourself /-s
youth /-t

SUMMARY OF PRINCIPLES

Sounds or Sound Combinations	Pre-fix	Suf-fix	Letter Group	Expressed by	Illustrations	Page Ref.
a				'	ache <i>e</i>	2
ad	x			A	adverse <i>Arvs</i>	34
an	x			a	answer <i>asn</i>	25
anti	x			A (disjoined)	antidote <i>Adt</i>	71
awa			x	"	await <i>"l'</i>	3
ax	x			\	axis <i>vs</i>	38
b				b	bay <i>b'</i>	7
bility		x		B	feasibility <i>fB</i>	60
c (hard)				c	acre <i>br</i>	3
c (soft)				s	race <i>rs</i>	2
cess	x	x	x	s	recess <i>res</i>	14
ch			x	ch	chase <i>ch</i>	7
circu	x			C (disjoined)	circulate <i>Cll</i>	71
circum	x			C (disjoined)	circumvent <i>Cv</i>	71
cis	x	x	x	s	criticism <i>crits</i>	14
citis		x		id (disjoined)	appendicitis <i>psid</i>	65
city		x		s (disjoined)	felicity <i>fls</i>	71
con	x			C	convey <i>Cr</i>	44
contr	x			k	contradict <i>kdc</i>	50
coun	x			C	county <i>Cle</i>	44
ct (ending)			x	c	convict <i>Cvc</i>	38
d				d	delay <i>dl'</i>	2
des	x			D	destination <i>Dln</i>	54
dis	x			D	discuss <i>Dcs</i>	54
e				e	check <i>ec</i>	2
electr	x			E	electric <i>Ec</i>	65
em	x			e	employees <i>eplie</i>	50
en	x			n	envy <i>nve</i>	15
encl	x			\	enclose <i>s</i>	38
ever	x	x		v (disjoined)	whenever <i>nl</i>	14
every	x	x		v (disjoined)	everybody <i>vnde</i>	14
ex	x			\	expect <i>pc</i>	38
extra	x			x	extreme <i>x</i>	63
f				f	fee <i>fe</i>	2
fication		x		f (disjoined)	ratification <i>rif</i>	70
for	x			f (disjoined)	foreign <i>fn</i>	19
fur	x			f (disjoined)	furnace <i>fns</i>	19
g (hard)				g	gay <i>g'</i>	7
g (soft)				g (undotted)	large <i>lry</i>	7
gram		x		g (disjoined)	cablegram <i>tblg</i>	64
graph		x		g (disjoined)	telegraph <i>tlg</i>	64
h				h	height <i>h</i>	4
hood		x		h	neighborhood <i>nbrh</i>	63
hydr	x			h	hydraulic <i>hlc</i>	64
i (long)				i (undotted)	align <i>lin</i>	3

SUMMARY OF PRINCIPLES

Sounds or Sound Combinations	Pre-fix	Suf-fix	Letter Group	Expressed by	Illustrations	Page Ref.
i (short)					trick <i>vic</i>	4
ify		x		<i>i</i> (disjoined)	ratify <i>rif</i>	59
im	x			<i>i</i>	impress <i>i-prs</i>	50
in	x			<i>n</i>	insight <i>Naɪl</i>	15
incl	x			<i>d</i>	include <i>ɪd</i>	38
ing		x	x	<i>ɪ</i>	including <i>ɪd</i>	11
instr	x			<i>n</i> (disjoined)	instrument <i>Nm</i>	69
itis		x		<i>d</i> (disjoined)	tonsillitis <i>ɪnəlɪtɪs</i>	65
j				(undotted)	just <i>ʃ</i>	7
k				<i>k</i>	keep <i>kɛp</i>	3
l				<i>l</i>	laugh <i>lɔː</i>	2
letter	x			<i>l</i>	letterhead <i>lɛtɚhɛd</i>	63
liter	x			<i>l</i>	literal <i>lɪtɪl</i>	63
logical		x		<i>l</i> (disjoined)	biological <i>bɪlɔː</i>	63
logy		x		<i>l</i> (disjoined)	geology <i>ʒɛlə</i>	63
ly		x		<i>-</i> (disjoined)	lonely <i>lɒnli</i>	7
m				<i>m</i>	maintain <i>ˈmeɪn</i>	3
ment	x	x		<i>m</i>	mental <i>mɛntəl</i> comment <i>c-m</i>	33
n				<i>n</i>	neighbor <i>nɛbr</i>	2
nc			x	<i>nc</i>	rancor <i>rɛnɔː</i>	33
nce			x	<i>n</i> (disjoined)	reference <i>rɛfrɛns</i>	30
nd			x	<i>nd</i>	fund <i>fʌnd</i>	25
ng			x	<i>ng</i>	rung <i>rʌŋ</i>	11
nge			x	<i>ɪ</i> (dotted)	range <i>rɪŋ</i>	8
nity			x	<i>n</i> (disjoined)	vicinity <i>vɪsɪnɪti</i>	69
nk			x	<i>nc</i>	bank <i>bɛŋk</i>	33
nse			x	<i>n</i> (disjoined)	dense <i>dɛns</i>	30
nt			x	<i>nt</i>	enter <i>ɛntɚ</i>	25
o					dough <i>dɔː</i>	2
oi			x	<i>i</i> (dotted)	choice <i>ɔɪs</i>	24
oo			x	<i>oo</i>	room <i>rʊm</i>	2
other	x	x		<i>o</i>	otherwise <i>ɔːðɚwaɪz</i>	25
ou			x	<i>o</i>	bough <i>bɔː</i>	8
out	x	x		<i>o</i>	outcome <i>ɔːtʌm</i> without <i>fo</i>	26
over	x	x		<i>o</i>	overdue <i>ɔːvɚdjuː</i>	25
ow			x	<i>o</i>	how <i>haʊ</i>	8
ox	x			<i>ox</i>	oxygen <i>ɔːdʒɪn</i>	38
oy				<i>i</i> (dotted)	boy <i>bɔɪ</i>	24
p				<i>p</i>	point <i>pɔɪnt</i>	2
per	x			<i>p</i> (disjoined)	person <i>pɛrsn</i>	19
position	x	x		<i>p</i>	disposition <i>dɪspəzɪʃn</i>	70
post	x	x		<i>p</i>	postpone <i>pɔːtpəʊn</i>	70
pri	x			<i>p</i> (disjoined)	private <i>pɪvɪt</i>	19
pre	x			<i>p</i> (disjoined)	prepare <i>pɪpɪr</i>	19
pro	x			<i>p</i> (disjoined)	proceed <i>pɹoːsiːd</i>	19

SUMMARY OF PRINCIPLES

Sounds or Sound Combinations	Pre-fix	Suf-fix	Letter Group	Expressed by	Illustrations	Page Ref.
pur	x			p (disjoined)	purpose pps	19
q				q	quick qc	29
qu			x	q	quest qst	29
r				r	reign rin	3
rd			x	R	afford 'fR	15
rity		x		R (disjoined)	alacrity v'leR	70
rt			x	R	alert 'llR	15
s (hard)				s	raisin r'gn	11
s (soft)				s	case cb	2
scribe		x		S	inscribe 'nS	59
script		x		S	transcript TS	59
self	x	x		s (disjoined)	selfish s+ myself -s	65
sess	x	x	x	s	assess 's	14
sh			x	sh	shave 'shv	20
sion		x		(disjoined)	division dv	39
sis	x	x	x	s	basis b's	14
sity		x		s (disjoined)	diversity dvrs	71
sp			x	s	special s'pl	55
st			x	s	conquest C'gst	24
sub	x			S	subdue sd.	43
super	x			s (disjoined)	supervise sv'v	43
supr	x			s (disjoined)	supreme s=	43
sus	x	x	x	s	sustain s'in	14
sys	x	x	x	s	system s'tm	14
t				t (uncrossed)	time tm	3
th			x	T (crossed)	theme te	4
thing		x			anything ne	11
tion		x			ration r	39
trans	x			'T	transfer t'fr	64
u				u	duty dde	2
ulate		x		u (disjoined)	formulate fr u	69
ulation		x		u (disjoined)	speculation scu	69
un	x			'n	unfair n'fr	15
under	x	x		u	understood u'dsd	43
v				v	have v	4
w				w	work w	3
ward		x		(disjoined)	reward re/	49
wh					when n	3
x				x	relax relx	15
y (ending)				y	ready rde	7
y (initial)				y	yes ys	3
z				z	zone zn	11

ABBREVIATED WORDS

a	'a	do	d	letter	l	remember	rem
about	'bo	doctor	dr	like	lc	represent	rp
accept	'cap	dollar	\$	likelihood	lclh	representative	rptv
account	'c	dollars	\$	make	-	respect	rs
acknowledge	'c	doubt	do	manufacture	-mf	respectfully	rs
ad	a	draft	drf	membership	-mbs	right	ru
add	a	each	e	memorandum	-mm	satisfaction	slp
administration	Adm	enclose	o	merchandise	-re	satisfactory	sls
administrative	Admtr	enough	nf	Mr.	-r	satisfy	sls
advertise	Adv	error	rr	Mrs.	-rs	secretary	sec
after	'f	especially	ess-	misunderstanding	-su	self	s
afternoon	'fm	establish	est	more	-	ship	s
afterwards	'ft	ever	v	necessary	ng	short	s
ago	'g	every	v	neglect	neg	shortage	sq
agree	'gr	except	lep	never	nr	side	se
agriculture	'gr	executive	lec	nevertheless	nvlb	signature	sq
all	'l	extra	x	next	nx	sincere	sn
already	'ld	feet	ft	not	n	sincerely	sn
altogether	'll	first	fs	oblige	obly	splendid	sls
am	-	for	f	of	of	street	s
an	a	fraternity	frit	opportunity	pr	sufficient	sf
and	'n	frequently	fgr	order	R	suggest	sp
appreciate	'pr	friendship	frr	organization	rg	superintendent	sq
approximate	'pr	gentleman	grm	organized	rg	surprise	sq
are	r	gentlemen	grm	other	o	that	t
aside	'se	glad	gl	our	o	the	-
at	't	go	g	out	o	thereby	tb
automobile	'tbl	good	g	outside	ou	therefore	tf
away	'y	goodby	gb	over	o	thing	t
be	b	government	gvm	paid	pd	thousand	to
because	'ca	great	gr	parcel post	pp	to	t
before	'bf	have	hr	particular	plc	under	u
business	'bz	he	h	people	ppl	undergo	ug
but	'b	his	h	please	ply	understand	us
by	'b	hour	o	position	pt	underwrite	ur
can	c	hundred	h	post	p	undoubtedly	uda
cannot	'cn	immediate	ied	post office	p. o.	unfortunate	ufm
certificate	'stf	importance	ip	practical	prc	unnecessary	uns
circumstance	'st	important	ip	prepaid	ppd	unpaid	upd
circumstances	'st	in	in	principal	prn	us	u
city	's	influence	fn	principle	prn	well	u
company	'cp	inquire	gr	privilege	prv	will	u
correspond	'cr	inquiry	gr	quality	qtl	write	u
count	'c	inside	lsc	quantity	qtn	year	yr
credit	'cr	into	nt	question	qsn	yesterday	ys
decide	'ds	invoice	nv	quite	qt	you	y
department	'd	is	is	railroad	rr	you'll	yl
difficult	'df	it	it	railway	rw	your	y
discount	'dc	itself	lt	recognize	rcg	yourself	ys
distribution	'st	keep	cp	regard	re		

