

Principles of
Speedwriting®

College Edition

LANDMARK
series



Abbreviations

1	2	3	4	5	6	7	8	9	10
abs	ad	adv	an	art	+	apx	ap	asso	ag
11	12	13	14	15	16	17	18	19	20
ave	av	blvd	Bu	cap	cat	cert	ch	chn	Krs
21	22	23	24	25	26	27	28	29	30
co	corp	cr	d	dc	dpl	dis	dr	E	env
31	32	33	34	35	36	37	38	39	40
est	fb	fed	fl	fq	fe	gvt	in	ind	int
41	42	43	44	45	46	47	48	49	50
inv	ja	sl	jn	jr	rag	rfr	rr	rax	ra
51	52	53	54	55	56	57	58	59	60
zero	rdse	u	un	usc	m	ro	rlg	n	nr
61	62	63	64	65	66	67	68	69	70
no	oc	oz	p	pd	pr	pp	pc	pl	pop
71	72	73	74	75	76	77	78	79	80
po	lb	p	g	rr	ry	rep	rs	sl	sec
81	82	83	84	85	86	87	88	89	90
sr	sp	sig	s	sg	sl	sub	sn	supl	tel
91	92	93	94	95	96	97	98	99	100
th	lol	lu	VP	vol	who	wd	wk	U	y
101	102	103	104	105	106	107	108	109	110

Abbreviations

1 absolute, absolutely	2 adminis- trate, ion	3 advertise	4 America, n	5 amount	6 and	7 approximate, approx- imately	8 April	9 associate	10 August
11 avenue	12 average	13 boulevard	14 bureau	15 capital, capitol	16 catalog	17 certify, certificate	18 child	19 children	20 Christmas
21 company	22 corporation	23 credit	24 day	25 December	26 department	27 discount	28 doctor	29 East	30 envelope
31 establish	32 February	33 federal	34 feet, foot	35 figure	36 Friday	37 government	38 inch	39 independent	40 intelligent, intelligently, intelligence
41 invoice	42 January	43 July	44 June	45 junior	46 magazine	47 manufacture	48 March	49 maximum	50 May
51 memorandum	52 merchandise	53 mile	54 minimum, minute	55 miscel- laneous	56 Monday	57 month	58 mortgage	59 North	60 November
61 number	62 October	63 ounce	64 page	65 paid	66 pair	67 parcel post	68 percent	69 place	70 popular
71 post office	72 pound	73 president	74 question	75 railroad	76 railway	77 represent, represent- ative	78 room	79 Saturday	80 second, secretary
81 senior	82 September	83 signature	84 South	85 square	86 street	87 subscribe, subscription	88 Sunday	89 superin- tendent	90 telephone
91 Thursday	92 total	93 Tuesday	94 vice- president	95 volume	96 warehouse	97 Wednesday	98 week	99 West	100 year
101	102	103	104	105	106	107	108	109	110

Speedwriting EDITIONS
LANDMARK SERIES COLLEGE EDITION

PRINCIPLES OF *Speedwriting*
Speedwriting WORKBOOK
Speedwriting DICTATION AND TRANSCRIPTION
Speedwriting DICTIONARY

Principles of Speedwriting®

LANDMARK SERIES
COLLEGE EDITION

THE *Speedwriting* DIVISION OF
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PREFACE

SPEEDWRITING, an alphabetic shorthand system, was introduced in 1924 and is used today throughout the world. Sounds are represented in SPEEDWRITING by the use of the letters of the alphabet and the common punctuation marks that are used in longhand. If you can write longhand, you can write SPEEDWRITING.

Organization and Format

The order of presentation of the principles, brief forms, and standard abbreviations is arranged to distribute the learning load equally among the lessons. This text is divided into 40 lessons. Each lesson contains one to three of the sixty-five SPEEDWRITING principles with ample examples, as well as reinforcement of the principles already studied.

A small selection from the 151 brief forms—representing 211 high frequency words—is presented in every other lesson. In addition there are 110 standard abbreviations, most of which you already know.

The reading exercises contain more than 18,000 words of shorthand practice material presented in a shorthand notebook format. Each reading exercise is followed by a key, which is marked in 20-word units for ease of dictation.

A “Recap and Prevue” follows each group of five lessons. Each is designed to reinforce material already covered and to motivate the learner’s interest in what follows.

Emphasis is placed on the nonshorthand elements of transcription in the commentaries in each lesson as well as in the recap and prevue sections. This material is designed to be learned concurrently with shorthand.

The appendices provide an easy reference to the principles, brief forms, standard abbreviations, states and cities of the United States, and provinces and cities of Canada.

Objectives

The objectives of *Principles of SPEEDWRITING* are to:

1. Develop your ability to recognize sounds.
2. Develop your ability to apply the rules of SPEEDWRITING to the sounds.
3. Develop automatic writing of SPEEDWRITING.
4. Develop fluency of reading from shorthand notes.
5. Develop your ability to construct new shorthand outlines.
6. Review preferred spelling, grammar, and punctuation in preparation for transcription.



LESSON 1

1.1 SPEEDWRITING

You are about to study a system of shorthand in which letters of the alphabet and marks of punctuation are written to represent the sounds that make up our language. It is a scientific system composed of rules that can be employed for the writing of all words in the English language—words used in business, law, medicine, engineering, the arts—all fall under a shorthand principle. In this course, you will be trained to apply these principles as easily and naturally as you now write longhand.

1.2 Write what you hear. The spelling of words in the English language often includes silent letters. We write *t-e-a* even though we hear only *t-e*, and *k-n-o-w* when we hear *n-o*.

bail	<i>bal</i>	know	<i>no</i>	sign	<i>sen</i>
fee	<i>fe</i>	own	<i>on</i>	tea	<i>le</i>
few	<i>fu</i>	safe	<i>saf</i>	type	<i>lep</i>
high	<i>he</i>	sigh	<i>se</i>	view	<i>vu</i>

If you write what you hear, the word *edge* will be written *ej* because the *d* and *e* are silent and the *g* has the sound of *j*. The word *goal* is written *gol* because the *g* has a hard sound. The word *gauge* contains both sounds of *g* and *j* and is written *gay*. Hence, we will write *1* in shorthand when we hear the soft sound of *j* and *9* when we hear the hard sound of *g*.

By the same token, some words are spelled with *s* even though you hear the sound of *z*, such as *does* and *pleasant* so we will write *3*. Similarly, when

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words are spelled with *c* but pronounced *s* as in *'rice* or *city*, we will write *sch* .
Then some words are spelled with *y* and pronounced *i* such as *type*, so we will write *ly* .

In the case of words written one way but pronounced in differing ways according to usage, we will follow the sound:

I will *use* that. Of what *use* is it?

I have *read* this. Did you *read* it?

1.3 Writing SPEEDWRITING. Since you will be using your natural penmanship as much as possible, you will find this an easy system to write.

Most people normally speak two to three times faster than a writer can record in longhand, so the writer will need to resort to various techniques to increase the speed of recording.

One of these techniques is omitting all silent letters, which shortens the spelling of words. The examples in 1.2 illustrate the omission of one or two letters for every word. In addition to the omission of silent letters, omit any unnecessary strokes on letters at the beginning and end of a word. Look at the word *fee* in 1.2. Can you recognize the letter *f* when the beginning stroke is omitted as in *fe* ? The same is true for the letter *b* in *bal* . Look at the word *safe*. The letter *f* can be identified easily by omitting the final stroke:

saf .

Now examine the words *sigh*, *high*, *type*, and *tea*. In the first three words the letter *i* is not dotted, and in the last two words the letter *t* is not crossed: *se* , *he* , *lep* , *le* . Whenever you raise your pen and move it back to complete a dot over an *i* or a cross on a *t*, you have slowed your writing.

Practice these words:

ate	<i>al</i>	lay	<i>la</i>	rule	<i>ruil</i>
deep	<i>dep</i>	leaf	<i>lef</i>	say	<i>sa</i>
file	<i>fil</i>	lease	<i>les</i>	seal	<i>sel</i>
goal	<i>gol</i>	new	<i>nu</i>	see	<i>se</i>
hope	<i>hop</i>	robe	<i>rob</i>	tape	<i>lap</i>

1.4 The language of shorthand. Every activity has a specialized language, and shorthand writers have their own vocabulary, too. Here are some of the words we will be using from now on without further explanation:

Shorthand. Most general references to shorthand apply to all systems, alphabet or symbol. *Shorthand* and *stenography* are also used interchangeably to refer to the total process of taking and transcribing dictation.

Longhand. Material not in shorthand is usually referred to as longhand, whether typed, printed, handwritten, or reproduced.

Transcription. This is the process of turning one kind of record into another. When stenographers turn their shorthand notes into longhand, the product is generally known as the transcript. Most stenographic transcripts are typed in the form of business letters.

Context. When we decide to use *sea* rather than *see* in the sentence, “The sea/see is high today,” it is because of context. The meaning will indicate the correct words. Always read for sense.

Outline. The shorthand representation of a word.

1.5 Sounds

a. Vowels: Single vowels are either long or short. These are long vowels:

a as in *hate*, *e* as in *eat*, *i* as in *sigh*
o as in *rope*, *u* as in *few* and *cool*

Any vowel that is not a long vowel sound is considered short:

a as in *hat* or *fact*, *calm* or *tar*
e as in *tell* or *when*, *serve* or *earn*
i as in *did* or *give*
o as in *cot* or *on*, *off* or *cough*
u as in *cup* or *honey*

Occasionally vowels are difficult to distinguish, as in *her* or *hurt*, because the sound is obscure. This is of no consequence. Remember, any single vowel that is not long is automatically short.

b. Sounds other than vowels are consonants: *b*, *l*, *r*, etc.

c. Positions of sounds: Each word has a beginning, an end, and a middle. When we need to refer to position, it will be in these terms:

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Initial: the sound at the beginning of a word, such as the *i* in *item* or the *b* in *book*.

Medial: any sound between the beginning and end of a word, such as the long vowel *a* in *bail* or the long *u* in *huge*. More than one sound is audible in polysyllabic words; hence, in the example *sesquipedalian*—pronounced sess-quee-pe-day-lian—medial means any sound between the initial *s* and the final *n*.

Final: the sound at the end of a word, such as the *f* in *leaf* or the *d* in *build*.

1.6 Medial short vowels. Omit medial short vowels.

a. In one-syllable words

build	<i>bld</i>	gone	<i>gn</i>	rough	<i>rf</i>
bought	<i>bl</i>	hug	<i>hg</i>	said	<i>sd</i>
did	<i>dd</i>	jig	<i>gg</i>	tell	<i>ll</i>
felt	<i>fel</i>	off	<i>of</i>	yet	<i>yl</i>

b. In polysyllabic words

bulletin [△]	<i>bln</i>	happen [△]	<i>hpn</i>	senate	<i>snl</i>
citizen	<i>stzn</i>	knowledge	<i>nly</i>	visit	<i>vzl</i>
deposit	<i>dpzt</i>	level	<i>lvl</i>	written [△]	<i>rln</i>

[△] Consonants are not doubled in SPEEDWRITING unless we hear double sounds.

1.7 Medial long vowels, one-syllable words. Write medial long vowels in one-syllable words.

bail	<i>bal</i>	gauge	<i>gay</i>	lease	<i>les</i>
------	------------	-------	------------	-------	------------

deep	<i>dep</i>	goal	<i>gol</i>	sign	<i>sun</i>
file	<i>fil</i>	league	<i>leg</i>	tape	<i>lap</i>

1.8 Initial and final vowels. Write initial and final vowels, whether long or short.

a. Initial vowels

add	<i>ad</i>	ease	<i>ez</i>	off	<i>of</i>
aid	<i>ad</i>	edit	<i>edi</i>	office	<i>ofs</i>
ahead	<i>ahd</i>	egg	<i>eg</i>	unit	<i>unt</i>

b. Final vowels

do, due, dew [△]	<i>du</i>	heavy	<i>hve</i>	tie	<i>u</i>
follow	<i>flo</i>	ready	<i>rde</i>	value	<i>vlue</i>
happy	<i>hpe</i>	revenue	<i>rvnu</i>	who	<i>hu</i>

[△] Please note that *u* will be used for the sounds of *oo* and *ū*.

1.9 Capitalizations. Use a short wavy line under the initial letter of a word to indicate capitalizations.

Ada	<i><u>a</u>da</i>	Ed	<i><u>e</u>d</i>	Philip	<i><u>p</u>lep</i>
Bill	<i><u>b</u>l</i>	Faye	<i><u>f</u>a</i>	Ted	<i><u>t</u>d</i>
Daisy	<i><u>d</u>ze</i>	Henry	<i><u>h</u>nre</i>	Teddy	<i><u>t</u>de</i>

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Capital letters are used to represent certain sounds rather than the way they are used in longhand. It is not necessary to indicate a capital letter for the first word of a sentence because you know that this word must always be capitalized.

1.10 BRIEF FORMS

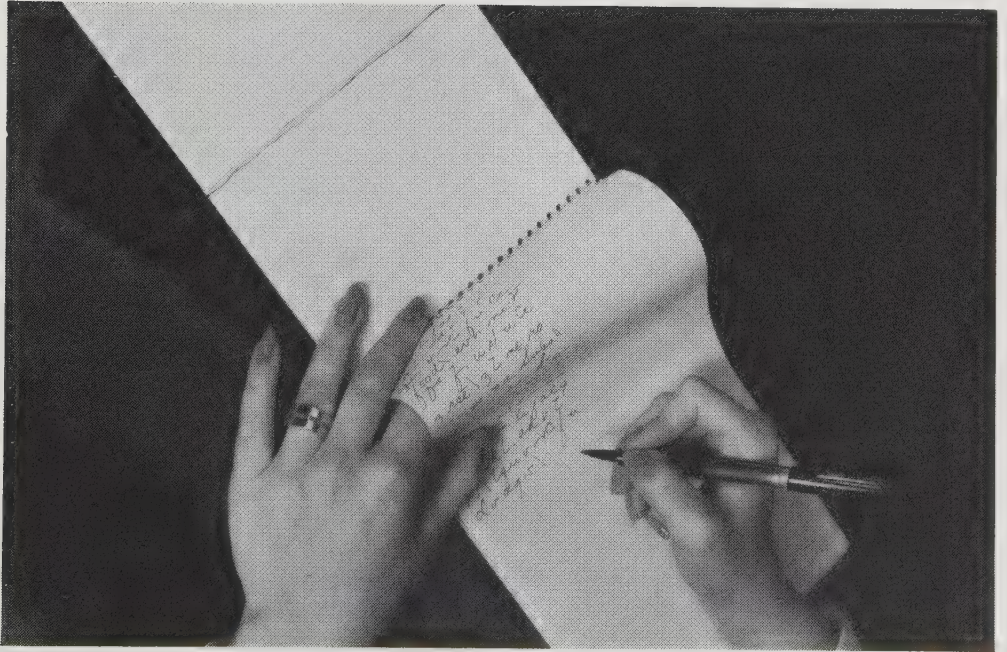
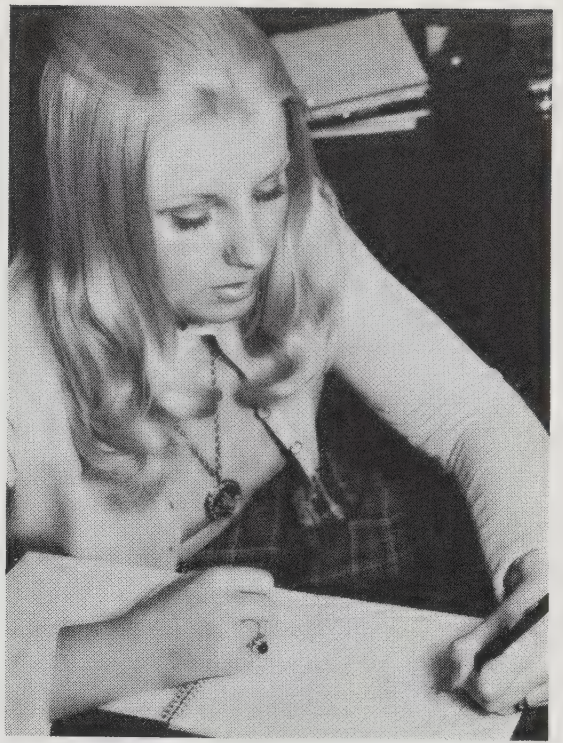
Some words are used so frequently that they warrant shortening so they can be written extremely rapidly. We call these shortened outlines *Brief Forms*, and they should become part of your automatic SPEEDWRITING vocabulary as quickly as possible.

Take a look at the first Brief Form list below; you will notice that these outlines are not written according to sound. Because almost every one reproduces some element of the longhand word, you will be able to associate many of the Brief Form outlines with the longhand; for example, the *l* in *will*, *well*, the *s* in *is*, *his*, the *n* in *in*, *not* will help you learn these rapidly and easily.

The period is the simplest punctuation mark, requiring so little effort that it has been reserved for the frequently used word *the*, and it is called a dot.

are, our, hour	<i>u</i>	is, his	<i>s</i>	to, it	<i>l</i>
can	<i>c</i>	that	<i>la</i>	we	<i>e</i>
for	<i>f</i>	the	<i>.</i>	will, well	<i>l</i>
in, not	<i>n</i>				

1.11 The shorthand pad. While you are in school, use two notebooks, one for homework and one for dictation. Your homework notebook will be used as your teacher prescribes. Your dictation notebook should be spiral bound so it will lie flat. Use a rubber band around the front cover and slip used pages under it. You can then open at once to the page on which to write. The line down the center is meant to divide the page in two parts: write down the left portion and then down the right. Write on only one side of the page. When



8 Principles of Speedwriting

you reach the end of the pad, put the rubber band around the other cover, turn the notebook around, and a complete fresh side is available for writing.

Date the notebook each morning in the lower right or left and draw a line under the last of a previous day's dictation. You will soon be taking letters in dictation; skip a line between letters so that the beginning and end of each can be determined at once. Left-handed people who write upside down will turn the notebook so the spiral is next to the body. In this way they will avoid rubbing the wrist against the spiral edge when writing.

Always use a pen for shorthand and carry an extra one in case it runs dry. Pencil points break and become dull. A pen will produce readable notes with greater ease.

1.12 READING EXERCISE

Observe the short backward slant for the period. The question mark is the same in SPEEDWRITING as in longhand. The word count in the Key is measured by syllables rather than actual words. Each superscript number represents 20 words.

① i hop u l ll <u>bl</u> l lip . blln.	⑦ uz a hve lap l sel . unt.
② dd u se <u>h</u> ore?	⑧ l u ll us no if
③ i l fel . bl f flp.	e c gl a nu fel
④ du u no <u>ld</u> ? e l vz s ofs.	f r ofs? <u>ed</u> cn ll us.
⑤ i no a fu hu lip l. du u?	⑨ du u on a ylo rob?
⑥ e l sh a hu gol f r ofs.	⑩ if u du. jb l e l pa u fl.

KEY 1. I hope you will tell Bill to type the bulletin. 2. Did you see Henry? 3. I will file the bill for Philip. 4. Do you know²⁰ Ted? We will visit his office. 5. I know a few who type well. Do you? 6. We will set a high goal for our office. 7. Use⁴⁰ a heavy tape to seal the unit. 8. Will you let us know if we can get a new file for our office? Ed cannot⁶⁰ tell us. 9. Do you own a yellow robe? 10. If you do the job well, we will pay you for it. (75 words)

1.13 REMEMBER . . .

a. Write what you hear, omitting medial short vowels, 1.6.

budget	bʃl	job	ʃb	none	nn
far	fr	judge	ʃ	said	sd

b. Initial and final vowels, 1.8

asset	asl	often	ofn	us	us
body	bde	own	on	use	us uz
enough	enf	so	so	yellow	ylo

c. Silent letters, 1.2

die	de	half	hf	sigh	se
-----	----	------	----	------	----

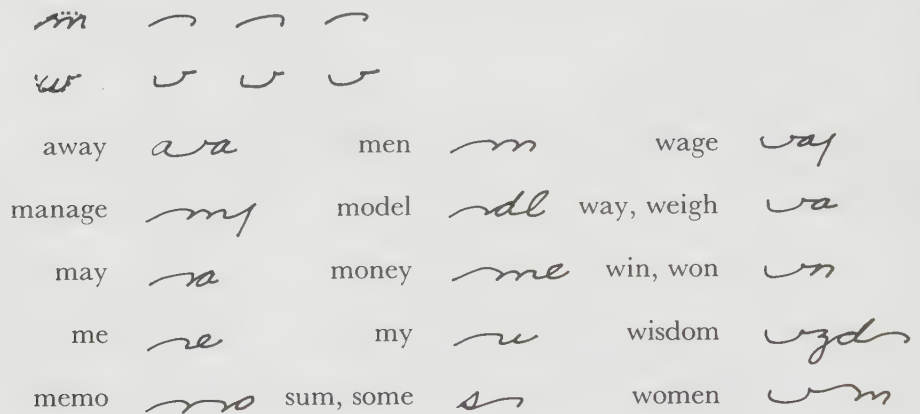
d. Long vowels in one-syllable words, 1.7

rule	ruul	tool	tuul	view	vu
------	------	------	------	------	----

LESSON 2

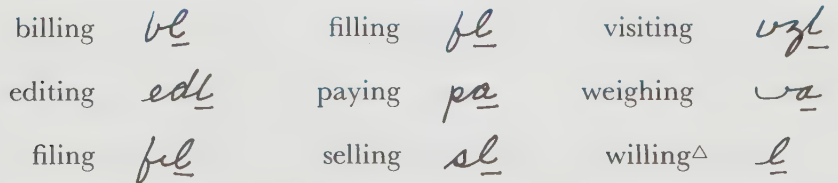
2.1 More about writing. In paragraph 1.3 you learned to omit the unnecessary strokes on letters at the beginning and end of a word as well as the cross on the *t* and dot over the *i*. You can readily see how these omissions speed your writing.

For the same reason, you will learn to streamline two letters—*m* and *w*. This is done by eliminating tedious up and down movements in this manner:





2.2 Underscore the final sound of the outline for *ing* and *thing* when these suffixes are added to a word.


a. *-ing*












△ The brief form for *will* is *l*

b. -thing






nothing  something 

2.3 Write *capital c*  for the sound of *ch*, called *chuh*. Note that we take the *c* in the longhand combination *ch* for our shorthand.




attach		much, match		such	
chief		reach		teach	
each		rich		touch	

2.4 ABBREVIATIONS

Longhand abbreviations are normal in most writing, and many have been transferred to SPEEDWRITING. A glance will enable you to absorb most of them as part of your automatic and immediately usable SPEEDWRITING vocabulary:

vice-president		paid		and	
company		president		(ampersand)	

2.5 COMMENTARY

Did you wonder why  for *I* and  for *you* were not on the first Brief Forms list? Strictly speaking, they are not brief forms at all. The sounds alone are enough to spell out the longhand words. But  is listed because it stands for *our* and *hour* in addition to *are*.

The underscore should be short and appear immediately under the final sound of the word. You need not be concerned about possible interference with the next lower line of writing: In longhand, we ignore letters which of necessity are written below the regular line of writing—f, g, j, p, q, y, z. The underscore is in the same category.

2.6 READING EXERCISE

1. c u du s la l
 leC. m l up
 l?
 2. u ra uz m ofo l
 ll re no if u
 l uz l
 3. e r hop a up
 l flo ll us la u l
 vzl. co.
 4. r u rde l du.
 up? e l du. fl
 if u l du. up.
 5. e r hpe l flo.
 rul. VP sl f
 vzl.
 6. dd u l pzl.
 me m. ofe saf?
 l dd m se u du
 l
 7. e r ll u f. ll
 fl. l l ll. unl
 m. ofo.
 8. r P l se. m
 hu sl. me sll
 l u r l l edl
 l llr.
 9. r Cef s a x + l
 du m no s gol.
 10. r a l pa.
 m f. fl?

KEY 1. Can you do something that will teach the women to type well? 2. You may use my office. Let me know if you will use it.²⁰ 3. We are hoping a message will follow telling us that you will visit the company. 4. Are you ready to do⁶⁰ the typing? I will do the filing if you will do the typing. 5. We are happy to follow the rule the vice-president⁶⁰ set for visiting. 6. Did you deposit the money in the office safe? I did not see you do it. 7. We²⁰ are billing you for the metal file. It will match the unit in the office. 8. Our president will see the men who¹⁰⁰ sell the new model if you are willing to edit the bulletin. 9. Our chief is away and I do not know his²⁰ goal. 10. May I pay the women for the filing? (128 words)

2 / REMEMBER

on 10, 23

copy	Cap	copy	CC	which	sc
copy copy	Cp	copy copy	pC	which	sc
copy	CC				

on 10, 22

copy	all	copy	gr	which	re
copy	bl	copy	hop	which	le
copy	bld	copy	hr	which	wa

LESSON 3

3.1 Write hyphen for the medial and final sounds of *-nt* and *-ment*.

a. Final sound of *-nt*

ant, aunt	<i>a-</i>	hint, hunt	<i>h-</i>	sent	<i>s-</i>
don't	<i>do-</i>	paint	<i>pa-</i>	want, went	<i>w-</i>
event	<i>ev-</i>	resident	<i>rɪzɪd-</i>	won't	<i>wɒ-</i>

b. Medial sound of *-nt*. When *-nt* is the last sound before *-ing*, write the hyphen for *-ing* under the hyphen for *-nt*.

dental	<i>d-ɪ</i>	mental [△]	<i>m-ɪ</i>	rental	<i>r-ɪ</i>
hunting	<i>h-ɪ</i>	painting	<i>pa-ɪ</i>	renting	<i>r-ɪ</i>

[△] Mental is *m-ɪ* because *ment* is an initial sound. The same is true for the word *meant* *m-ɪ*.

c. Final sound of *-ment*

assessment	<i>ass-</i>	judgment	<i>ʃ-</i>	payment	<i>pa-</i>
attachment	<i>att-</i>	management	<i>mɪ-</i>	settlement	<i>sl-</i>

d. Medial sound of *-ment*

regimental	<i>rɪ-</i>
------------	------------

3.2 Write for the sound of *wh*.

what



when



which



3.3 Write capital *S* for the sound of *sh*, called *shuh*. Note that we take for our shorthand the *s* part of the longhand combination *sh*.

efficient



rush



show



issue



shop



sufficient



push



should



wash, wish



3.4 DERIVATIVES

A derivative is a word formed from another:

can't



polishing



shouldn't



didn't



pushing



showing



issuing







shopping



wishing



3.5 COMMENTARY

Did you notice in 3.1 that no vowel is written in *resident*  while there is a vowel in *paint*  and *won't* ? The rules applied to letters of the alphabet apply also to punctuation marks; i.e., omit medial short vowels but write long vowels in one-syllable words and all initial and final vowels. Please observe also that the hyphen is short and written close to the word to which it belongs. Any letter which follows the medial hyphen, such as the *l* in *dental* , should be written very close to that hyphen.

3.6 READING EXERCISE

Circle commas in your shorthand notes. The reason will be made clear later, but please begin the practice now.

① I v- l use a nu
blln so r les
plse & I v- l s-
l. n- l ay- n r
bld\

② vo- u ll us no
vn e na se. nu
bld? sd e v-
l n- a sp⊙ vl
s. n- l fe? e
du n vb l sin
a les\

③ vn du u v- l
pa-? I s- a
no l. ay-⊙ so
u c du l vn u
v- l\ ll. ay-
no\

④ fl n & sin.

les & sal l l re
do- dla gl l n.
sal\

⑤ I v- l ll u
l vb. jb\ e v-
l h- f a nu ofs
vn e fnd.
jb\

⑥ n. ev- la I do-
se u⊙ I l ll bl
l gv u a sy
ll u no vn I
c se u\

⑦ n Cef as s
l ad l n nly
so la I c gl ahd
n. co\

⑧ vn l u fnd
bld. unt I v-

f u of s ? s l	@ if . b s d z m
dep enf f u	r n o u c r e l r
fil ?	Sp if u l f l o .
④ h u s p a - . s e l	sp l a e r a l c -
m u of s ?	

KEY 1. I want to issue a new bulletin showing our leasing policy, and I want it sent to the rental agent²⁰ in our building. 2. Won't you let us know when we may see the new building? Should we want to rent a shop, what is the⁴⁰ rental fee? We do not wish to sign a lease. 3. When do you want to paint? I sent a memo to the agent, so you⁶⁰ can do it when you want to. Let the agent know. 4. Fill in and sign the lease and mail it to me. Don't delay getting⁸⁰ it in the mail. 5. I meant to tell you to rush the job. We want to hunt for a new office when we finish the job.¹⁰⁰ 6. In the event that I don't see you, I will tell Bill to give you a message letting you know when I can see you.¹²⁰ 7. My chief aim is to add to my knowledge so that I can get ahead in the company. 8. When will you finish¹⁴⁰ building the unit I want for my office? Is it deep enough for my file? 9. Who is painting the ceiling in my office?¹⁶⁰ 10. If the bus does not run, you can reach our shop if you will follow the map that we are attaching. (178 words)

3.7 REMEMBER . . .

a. Medial and final -nt, -ment, 3.1

Medial and final -nt:

absent	abs-	can't	c-	hunting,	
				hinting	h=
agent	aj-	evident	evd-	sent	s-

Medial and final -ment:

sentiment	s--	sentimental	s--l
-----------	-----	-------------	------

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b. *wh*, 3.2

whale

val

wheel

vel

whip

wp

c. *sh*, 3.3

bushel

bll

mesh

sh

sheep

sep

fish

fs

shape

shap

shoe

su

finish

fns

shell

sl

LESSON 4

4.1 Word development. We use simple words as parts of longer words. Hereafter such combinations of words will be incorporated in the Derivatives paragraph.

a. Words with *for*

afford	<i>afd</i>	forget	<i>fgr</i>	formal	<i>frl</i>
effort	<i>eft</i>	forgive	<i>fgr</i>	formula	<i>frla</i>
force	<i>fs</i>	form	<i>f</i>	fortune	<i>frn</i>

b. Words with *in*

incentive	<i>ns-v</i>	indent	<i>nd-</i>	inhabit,	
				inhibit	<i>nhbl</i>
incessant	<i>ns-</i>	infant	<i>nf-</i>	into [△]	<i>nt</i>
incidental	<i>nsd-l</i>	inform	<i>nf</i>	involve	<i>nvlv</i>

[△] Both syllables come from brief forms in 1.10.

4.2 Plurals. To form a plural, add *s* to an outline that ends in a letter of the alphabet; repeat the punctuation mark when an outline ends in a punctuation mark.

a. Outline ends in a letter of the alphabet

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assets	<i>asls</i>	hours [△]	<i>rs</i>	offices	<i>ofss</i>
companies [△]	<i>cos</i>	items	<i>itrs</i>	pieces	<i>peess</i>
debts	<i>dls</i>	jobs	<i>jbs</i>	units	<i>unls</i>

[△] See 2.4 for the abbreviation for *company* and 1.10 for the brief form *hour*.

b. Outline ends in a punctuation mark

agents	<i>aj--</i>	invents	<i>nr--</i>	paintings	<i>pa=</i>
billings	<i>bl=</i>	judgments	<i>jj--</i>	paints	<i>pa--</i>
buildings	<i>bld=</i>	mailings	<i>ml=</i>	payments	<i>pe--</i>

4.3 Possessives, contractions, adding *s* to verbs. Follow the procedure in 4.2 with the exception of *d*, on the next page.

a. Possessives

company's	<i>cos</i>	its [△]	<i>ls</i>	president's [□]	<i>ps</i>
chief's	<i>Cefs</i>	men's	<i>ms</i>	women's	<i>wms</i>

[△] See Commentary, *a*.

[□] See Commentary, *b*.

b. Contractions

it's	<i>l's</i>	that's	<i>la's</i>	what's	<i>wl's</i>
------	------------	--------	-------------	--------	-------------

c. Adding *s* to verbs (see Commentary, c).

follows	<i>flos</i>	pays	<i>pas</i>	types	<i>types</i>
gets	<i>gls</i>	reaches	<i>reCs</i>	sells	<i>sls</i>
hunts	<i>h--</i>	touches	<i>UCs</i>	wants	<i>W--</i>

d. Exception. In 4.2, the pronunciation of each basic word remained unchanged with the addition of *s*. This is not true of the change from *say* to *says* and *do* to *does*. Therefore we write:

does	<i>dʒ</i>	doesn't	<i>dʒ-</i>	says	<i>sʒ</i>
------	-----------	---------	------------	------	-----------

4.4 BRIEF FORMS

entitle	<i>nll</i>	perhaps	<i>pps</i>	auto	<i>a</i>
have, of,					
very	<i>v</i>	this	<i>th</i>	firm	<i>f</i>
on	<i>o</i>	would	<i>d</i>	letter	<i>L</i>

4.5 ABBREVIATIONS

month	<i>mo</i>	catalog(ue)	<i>cal</i>	year	<i>y</i>
week	<i>wk</i>	memorandum [△]	<i>memo</i>		

[△] You will find the outline for *memo* in 2.1.

4.6 DERIVATIVES

entitling	<i>nlt</i>	accompany	<i>aco</i>	somebody	<i>srld</i>
informal	<i>nfrl</i>	accompanying	<i>aco</i>	somewhat	<i>sr</i>
informant	<i>nfr-</i>	accompanies	<i>acos</i>	haven't	<i>v-</i>
informing	<i>nfr</i>	accompaniment	<i>aco-</i>	wouldn't	<i>d-</i>
canceling	<i>cs</i>	inhabitant	<i>nhbl-</i>	firms [△]	<i>Is</i>
months	<i>ms</i>	involving	<i>nv</i>	presidents [△]	<i>ps</i>
weeks	<i>ks</i>	affording	<i>afd</i>	autos [△]	<i>As</i>
years	<i>ys</i>	forgotten	<i>fgln</i>	letters [△]	<i>Is</i>
hours	<i>rs</i>	fortunate	<i>flnl</i>	letterhead [△]	<i>Lhd</i>

△ See Commentary, b.

4.7 COMMENTARY

a. If you are sometimes uncertain about when to use *its* and when to use *it's*, you can tell the difference as follows: *It's* represents *it is* and nothing else, ever. If you read the sentence in question with *it is* in it and it makes sense, *it's* is correct. If the sentence makes no sense when you read it with *it is*, use *its*. Try this for yourself with these examples by substituting *it is* where italicized:

It's/Its a fine day.

This is my book; here is *it's/its* cover.

In the first sentence, *it is* makes sense, so *it's* is correct. In the second sentence, *it is* makes no sense; *its* is therefore correct.

b. The capital letters in 4.3a and 4.6 demonstrate again the omission of unnecessary initial strokes. When the outline is continued from the point where the capital letter ends, the speed of writing is increased; see *firms* *Is*

and *presidents* *ps*. We need not, then, be compulsive about returning to the line of writing.

c. This is the third person singular of the present tense.

d. Some words in 4.2 end in the sound of *z*. As long as the pronunciation of the basic word is unchanged, however, we add *s*, just as we do in *longhand*.

Although we have listed contractions in 4.7*b*, business correspondence usually does not contain contractions. A good rule to follow is this: transcribe contractions only when contractions are dictated.

4.8 READING EXERCISE

① do- fgl la e v- l aco u vn u vgl. nu bld _u th wk.	i na rd. drs l u ⑤ i do- no if i l v sfb- me f. pa- v n dls i v n fglr la pa- s du th wk.
② u s- a d l. P dd- u? pps s r bde fgl l val l.	⑥ i s- a rers l u ll u vn u l gl. unls u v- dd u gl. rers?
③ i dd- no la n d- l bl d b so hu i hop i c pa s o l th r.	⑦ . P v r I hops la el slgn l ad us n r efts- l u?
④ e v s- u r nu cal- if u sd se s u v- n th cal. v- u ll re no so la	

⑧ l h s l n f r u	ms + vms
la . u u v - s	bus? if l dz no
rde + e r sal	ll r VP.
l - ll re no vn	⑪ if e du n gl
l rels u \	. pa -- ⑩ u l fo
⑨ if u v s o bl l	us l csl . plse
So u s v r	lh no.
me rds vn	⑫ u b y l l d s
h v z l s u \	. me l u z el
⑩ dz - . Sp sl r	rk.

KEY 1. Don't forget that we want to accompany you when you visit the new buildings this week. 2. You sent a letter to²⁰ the President, didn't you? Perhaps somebody forgot to mail it. 3. I didn't know that my dental bill would be⁴⁰ so high. I hope I can pay something on it this month. 4. We have sent you our new catalog. If you should see something⁶⁰ you want in this catalog, won't you let me know so that I may rush the items to you? 5. I don't know if I will⁸⁰ have sufficient money for the payment of my debts. I have not forgotten that payment is due this week. 6. I sent¹⁰⁰ a memorandum to you telling you when you will get the units you want. Did you get the memorandum? 7. The¹²⁰ President of our firm hopes that each citizen will aid us in our efforts. Will you? 8. This is to inform you that¹⁴⁰ the item you want is ready and we are mailing it. Let me know when it reaches you. 9. If you wish, Bill will show¹⁶⁰ you some of our new models when he visits you. 10. Doesn't the shop sell our men's and women's shoes? If it does not, tell¹⁸⁰ our Vice-President. 11. If we do not get the payments, you will force us to cancel the policy this month. 12. My²⁰⁰ budget limits the money I use each week. (207 words)

4.9 REMEMBER . . .

a. Plurals, 4.2

Outline ending in letter of alphabet:

fees	<i>fes</i>	models	<i>mdls</i>	views	<i>vus</i>
memos	<i>mos</i>	sums	<i>sus</i>	wages	<i>wags</i>

Outline ending in punctuation mark:

attachments	<i>atC--</i>	events	<i>ev--</i>	residents	<i>rzd--</i>
dents	<i>d--</i>	rents	<i>r--</i>	showings	<i><u>so</u></i>

b. Possessives, 4.3

citizen's	<i>stzns</i>	league's	<i>legs</i>	Bill's	<i>bls</i>
-----------	--------------	----------	-------------	--------	------------

c. Contractions, 4.3

I'll	<i>i'l</i>	you'll	<i>u'l</i>	it's	<i>l's</i>
------	------------	--------	------------	------	------------

d. Adding *s* to verbs, 4.3

files	<i>fls</i>	seals	<i>sels</i>	signs	<i>sins</i>
-------	------------	-------	-------------	-------	-------------

LESSON 5

5.1 Write *c* for the sound of *k*.

back, book	<i>bc</i>	check	<i>Cc</i>	package	<i>pcy</i>
cabinet	<i>cbnl</i>	desk	<i>dsc</i>	skill	<i>scl</i>
copy	<i>cpe</i>	mechanical	<i>xcl</i>	took, talk	<i>lc</i>

5.2 Write *u* for the medial and final sound of *ow* (see Commentary, a).

allow	<i>al</i>	house	<i>hus</i>	mount	<i>u-</i>
doubt	<i>du</i>	how	<i>hu</i>	now	<i>nu</i>
down	<i>du</i>	loud	<i>lu</i>	town	<i>tu</i>

5.3 Salutations and complimentary closings

Dear Sir	<i>ds</i>	Gentlemen	<i>1</i>
Dear Ada	<i>d ada</i>	My dear Sir [△]	<i>nds</i>

[△] See Commentary, b.

Cordially yours	<i>cu</i>	Yours very truly	<i>uvl</i>
Respectfully yours	<i>ru</i>	Very truly yours	<i>vu</i>
Sincerely yours	<i>su</i>	Yours truly	<i>ul</i>

5.4 DERIVATIVES

cashing	<u>cs</u>	copies	<u>cpes</u>	packages	<u>pcps</u>
checking	<u>Cc</u>	copying	<u>cpe</u>	skills	<u>scls</u>
checks	<u>Ccs</u>	houses	<u>hss</u>	talking	<u>lc</u>
				towns	<u>Lns</u>

5.5 COMMENTARY

a. Since *ow* is a combination sound, the union of the two vowels *ah* and *oo*, it is neither long nor short; as a result, ow will always be written for the medial or final sound of *ow* and does not fall under restrictions already established for single vowel sounds. The principle applies to medial and final sounds only so *ouch* is written *oul* and *owl* is written *oul*.

b. Each word in the salutation is capitalized except for *dear* in the combination of *My dear*. . . . Only the first word is capitalized in a complimentary close.

c. 5.3 does not exhaust the list of either salutations or complimentary closings, though it covers some frequently encountered examples.

5.6 READING EXERCISE

Indicate a paragraph by doubling the punctuation mark at the end of the sentence. In the KEY the paragraph is indicated (P).

① ds: c no c lc.	v s f e? re
scl n. c w- l	② ds: du u w- l
gl a jb n th co	v a ch n. w- ms
wn c fnd ch "	la u cd uz f h= +
ra c no y u l	fb? e v sc a ch

la e r l l a-fa
 wk « if u v-l se

l ④ ll re no, cu

③ d bl i v-l lc

fa mu hrs du

u v sn m lon

la u c so re??

if u v m m ⑤

l u ll re no

wn u du v

sn s

④ gi e r su a

mu bell la sos

. vlu v r plses»

i no u l v-a

cpe ⑥ + i l v l s-

l u sn ut

⑤ gi l u c l se

if u c val. pcj

v bcs lh wk r

co v-- us l uz.

bcs wn e l l r

af-- hu r sl f

us ut

⑥ ds: lh s l nfr

u la e l fnd.

hrs sn» du u

v- us l du. pa=?

if so l u ll re

no so la e l v

. pa- wn e r

rde ut

⑦ ds: du u

no la e c l ces

f rzd-- v r

lon?? du vzl

us sn l se ut

r sp c du f

u su

⑧ gi l v m fglr

la pa- s du f.

r-l v m ofs»

m m l l. af-⑤

i sd la i d pa

. r- on . pa=	due u v- l
s dn pps u c	pa f sl a cl?
Cc o. ay- so	i ra v enf
la e c slh th	f a dn pa-①
sn\ ul	+ i ra v-
⑨ d bb do- fgl	l se sn clps
la i v- l aco	la i c aft-
u on u l l	su
. ay- h sl	

KEY 1. My dear Sir: I know I lack skill now. I want to get a job in this company when I finish college. (P) May²⁰ I know if you will have something for me? Respectfully yours, (31 words) 2. Dear Sir: Do you want to have a cottage in the mountains that you could use for hunting and fishing? We have such a²⁰ cottage that we are willing to rent for a week. (P) If you want to see it, let me know. Cordially yours, (38 words) 3. Dear Bill: I want to look for a new house. Do you have something in town that you could show me? (P) If you have nothing now,²⁰ will you let me know when you do have something? Sincerely, (30 words) 4. Gentlemen: We are issuing a new booklet that shows the value of our policies. (P) I know you will want a²⁰ copy, and I will have it sent to you soon. Yours truly, (30 words) 5. Gentlemen: Will you check to see if you can mail the package of books this week. Our company wants us to use the²⁰ books when we talk to our agents who are selling for us. Yours truly, (33 words) 6. Dear Sir: This is to inform you that we will finish the house soon. (P) Do you want us to do the painting? If so, will you²⁰ let me know so that we will have the paint when we are ready. Yours truly, (34 words) 7. My dear Sir: Do you know that we cash checks for residents of our town? (P) Do visit us soon to see what our shop can²⁰ do for you. Sincerely yours, (25 words) 8. Gentlemen: I have not forgotten that payment is due for the rental of my office. (P) In my letter to the²⁰ agent, I said that I would pay the rent when the painting is done. (P) Perhaps you can check on the agent so that we⁴⁰ can settle this soon. Yours truly, (46 words) 9. Dear Bob: Don't forget that I want to accompany you when you talk to the agent. (P) How much do you want to pay²⁰ for such a cottage? I may have enough for a down payment, and I may want to see some cottages that I can⁴⁰ afford. Sincerely yours, (44 words)

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5.7 REMEMBER . . .

a. The sound of *k*, 5.1

car *cr*

cause *cz*

key *ce*

case *cas*

college *clɣ*

lack, look *lc*

cash *cs*

could *cd*

sick *sc*

b. Medial and final *ow*, 5.2

cow *c^o*


mountain *m^o-n*










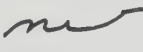


downtown *d^on^on*

RECAP AND PREVIEW

HANDWRITING

If you have been working consciously to modify your handwriting, you probably found yourself omitting initial strokes in longhand as well as in shorthand. This is the time to evaluate your writing.

There are two ways to join  to other letters. The choice is the writer's. Compare joinings in these representative words:

allow		
cow		
down		
house		
now		
town		

In the next five lessons, we will continue to learn how to write new sounds and more brief forms and abbreviations. We will also learn to omit more letters in writing shorthand.

While you are now one-eighth of the way through this book, you have had only the barest introduction to shorthand thus far. You are about to discover that SPEEDWRITING goes beyond abbreviating longhand and substituting convenient letters or punctuation marks for combination sounds—you will learn other logical principles which constitute the scientific basis of SPEEDWRITING. Among these will be the return of an initial stroke for specific purposes!



LESSON 6

6.1 Overscore the final sound of an outline when the sound of *ed* is added as a past tense.

a. Words ending in a letter of the alphabet

allowed	<i>al=</i>	finished	<i>fnš</i>	signed	<i>sn̄</i>
damaged	<i>dr̄</i>	limited	<i>lnt̄</i>	typed	<i>tp̄</i>
filed	<i>fl̄</i>	listened	<i>lsn̄</i>	used	<i>už</i>

b. Words ending in a mark of punctuation

dented	<i>d=</i>	invented	<i>nr=</i>	rented	<i>r=</i>
hinted, hunted	<i>h=</i>	painted	<i>pa=</i>	wanted	<i>w=</i>

6.2 Numbers. Write arabic numerals for numbers.

someone	<i>sn̄ 1</i>	2 men	<i>2 m̄</i>	50 firms	<i>50 fs̄</i>
4 maps	<i>4 ps̄</i>	3 women	<i>3 w̄m̄</i>	86 autos	<i>86 As̄</i>
5 letter-heads	<i>5 lhd̄s</i>			3,764 policies	<i>3764 pl̄ses</i>

6.3 BRIEF FORMS

ask	<i>sc</i>	during	<i>du</i>	whom	<i>hm</i>
be, by, buy, been, but	<i>b</i>	help	<i>hp</i>	necessary, necessarily	<i>nec</i>
describe, description	<i>des</i>	like	<i>lc</i>	why	<i>y</i>

6.4 ABBREVIATIONS

North	<i>n</i>	South	<i>s</i>	corporation	<i>corp</i>
East	<i>E</i>	West	<i>W</i>		

6.5 DERIVATIVES

asked	<i>sc̄</i>	being, buying	<i>b̄</i>	helped	<i>hp̄</i>
asking	<i>sc̄</i>	described	<i>des̄</i>	helping	<i>hp̄</i>
asks	<i>scs</i>	describes	<i>dess</i>	helps	<i>hps</i>
Eastern	<i>En</i>	Southwest	<i>sw</i>		

6.6 COMMENTARY

The hyphen for *-nt* and *-ment* is generally written in midline, as in *pa-*. The underscore is written below it and would appear generally close to the line of writing, as in *pa=*; on the other hand, the overscore is written above the *-nt* hyphen, as in *pā=*.

Everyone's shorthand tends to become distorted as the speed of dictation increases. Under these circumstances, it is likely that the position of these

hyphens will be misplaced. This should present no concern. The context will warn against such a transcription as "We have *painting* the chair" instead of *painted* or "We are *painted* the chair" in the place of *painting*.

6.7 READING EXERCISE

- | | |
|---|---|
| ①. bls ef v n
lup d r̄. fnd
o. lp v n dsc
wl c b dn? | f 3 lcls la v n yf
reC̄ re n l u Cc
l se hr lh hpn̄?
cu |
| ② y v u n b l
se us du lh no? e
d lc l hp u vn
u b lrs f. ofs | ⑤ j: n bgl s so
lnt̄ lh y la i
dvl v n la i
c b. cr u sō |
| ③ rds: i d lc l
no vC v. m
d b l l gv 2 wks
l hp Cc. blms f.
sal̄ l b s- du.
no n. sal̄
r s- o e hop l v
enf me f. nu
bld. cu | no hr n l d
v l gv f a dn
pa-? uol
⑥ ds: a des v.
cat uŋ n r sal̄
s all̄ y n uz
l f. sal̄ u
v l v s-? u
cd all̄ a cpe l a |
| ④ ds: u v bl̄ re | |

L hū o . Lhd des	⑧ ds: wn i lē
n . cat ul	L u o i sē u
⑦ i: a corp n .	L sun 2 cpes
SLT v-- L uz	v . les + ral
. sps lc u	. cpes bc L us
atē L . blns u	y v u n dn
s- hū slo .	lh? ul
sps? ul	

KEY 1. The bottom edge of my lamp damaged the finish on the top of my desk. What can be done? (16 words) 2. Why have you not been to see us during this month? We would like to help you when you buy items for the office. (19 words) 3. My dear Sir: I would like to know which of the women would be willing to give two weeks to help check the bulletins²⁰ for the mailings to be sent during the month. (P) When the mailings are sent, we hope to have enough money for the new⁴⁰ building. Cordially yours, (44 words) 4. Dear Sir: You have billed me for three tickets that have not yet reached me. (P) Will you check to see how this happened? Cordially²⁰ yours, (21 words) 5. Gentlemen: My budget is so limited this year that I doubt very much that I can buy the car you showed me.²⁰ (P) Will you let me know how much I would have to give for a down payment? Yours very truly, (36 words) 6. Dear Sir: A description of the catalog used in our mailings is attached. (P) Why not use it for the mailings you²⁰ wish to have sent? You could attach a copy to a letter typed on the letterhead described in the catalog.⁴⁰ Yours truly, (42 words) 7. Gentlemen: A corporation in the Southwest wants to use the maps like you attached to the bulletins you sent.²⁰ Who sells the maps? Yours truly, (25 words) 8. Dear Sir: When I talked to you, I asked you to sign two copies of the lease and mail the copies back to us. Why have²⁰ you not done this? Yours truly, (25 words)

6.8 REMEMBER . . .

-ed as past tense, 6.1

allowed	alē	issued	isū	reached	reē
filled	fē	mailed	malē	rented	rē

LESSON 7

7.1 Write *l* for the sound of *th*, called *thuh*.

death	<i>dl</i>	teeth	<i>LeL</i>	though	<i>Lo</i>
health	<i>hll</i>	them	<i>L</i>	thus	<i>Lo</i>
methods	<i>mds</i>	than, then, thin [△]	<i>ln</i>	wealth	<i>Wll</i>

[△] See Commentary, *b*.

7.2 Write *l* for the final sound of *lee*.

a. Words that do not end in *l*

badly	<i>bdl</i>	evidently	<i>evd-l</i>	hourly	<i>rl</i>
easily	<i>ezl</i>	family	<i>frl</i>	readily [△]	<i>rdl</i>
efficiently	<i>efb-l</i>	highly	<i>hil</i>	yearly	<i>yl</i>

[△] See Commentary, *c*.

But knowingly is *noɸ* and willingly is *lɸ* (see Commentary, *d*).

b. Words ending in *l*

chill, chilly	<i>Cl</i>	hill, hilly	<i>hl</i>	incidental, incidentally	<i>nsd-l</i>
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7.3 COMMENTARY

a. The utilization of *l* for the sound of *th* as well as *t* could not have been a complete surprise; you have already learned the brief forms for *that* *la* and *this* *lh*, which forecast 7.1.

b. Do you always know when to use *then* and when to use *than*?² The difficulty most usually arises in sentences like this:

Today is colder *than/then* yesterday.

The test to be applied is whether a comparison is being made with something else—one has to be colder, hotter, sunnier, better dressed, uglier, shorter, thinner, better, smarter, more ignorant, heavier, etc., than another. Once we make a comparison, we use *than*. To help you remember this use this diagram:

comp	a	re
th	a	n

The two middle *a*'s match, so the word to use is *than*.

c. The base word is *ready* *rde*. The final *e* disappeared in *readily* because the sound of the original final long vowel *e* changed to a short vowel sound with the addition of the suffix *ly*.

d. In 2.2 you learned to underscore for the final *ing* and *thing*. These two sounds must always be final with one exception. When *ly* is added to an *ing* word, attach the *l* to the underscore.

7.4 READING EXERCISE

① un u v fnd lcp	hess n. vl r
. dsq l u ln fel .	bdl dry « Ces l
cpep m m dsc	b s- lh vke l .
fel?	fdls huc on. hess
② ds: r ay- s- us	l pa f lh dry \
a sy lh us la .	vl

③ un l u vgl l?
cd u du th i d
th no? ll re
no so la i c gl
n ll v l l
ll l no.

④ e r lip v rpd
+ fil efb-l n-
hd v. ofs s
leC us l du th

⑤ el v. nu
ds l sh rpd
if u l uz r sh
dds- if u v-
hp ll us no e
l sc r ap- l vgl
u l hp u.

⑥ l u alv n ap-
l so u y. plses e
ibv n v sh vlv?

⑦ e d lc l hp u
b e c-v. mC
el pes n. 5 cass.

⑧ i fgl l ll u la
i lc. ce l. fil
cbnd- if u v-
l ll re no- ln
i l v l s- l u
b val.

⑨ i d n pc th
lip v lrp f n
dsc- i du n
lc. Sap v l.

⑩ rds: th l s l
nfr u la e v
n frnt. cbnds
la u v = o + e
r n rde l pa-
l- du u v-
l l R. dsc? ul

KEY 1. When you have finished typing the letters, will you then file the copies in my desk file? (15 words) 2. Dear Sir: Our agent sent us a message telling us that the houses

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in the valley are badly damaged. (P) Checks will ²⁰ be sent this week to the families who own the houses to pay for this damage. Yours truly, (36 words) 3. When will you visit them? Could you do this one day this month? Let me know so that I can get in touch with them to let²⁰ them know. (21 words) 4. We are typing very rapidly and filing efficiently now. The head of the office is teaching us to²⁰ do this. (21 words) 5. Each of the new items will sell rapidly if you will use our selling methods. If you want help, let us know. We²⁰ will ask our agent to visit you to help you. (29 words) 6. Will you allow our agent to show you why the policies we issue are of such value? (16 words) 7. We would like to help you, but we can't have the men check each piece in the five cases. (14 words) 8. I forgot to tell you that I took the key to the filing cabinet. If you want it, let me know. Then I will ²⁰ have it sent to you by mail. (25 words) 9. I would not pick this type of lamp for my desk. I do not like the shape of it. (14 words) 10. My dear Sir: This letter is to inform you that we have now finished the cabinets that you wanted, and we are²⁰ now ready to paint them. Do you want them to match the desk? Yours truly, (33 words)

7.5 REMEMBER . . .

a. *th*, 7.1

thick	<i>lc</i>	thicket	<i>lcl</i>	thud	<i>ld</i>
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b. *ly*, 7.2

duly	<i>dul</i>	monthly	<i>sol</i>	weekly	<i>wkl</i>
highly	<i>hil</i>	rapidly	<i>rpdl</i>	yearly	<i>yl</i>

LESSON 8

8.1 The combination -r principle: Attach a hyphen to an initial letter combined with r.

a. The initial consonant sounds combined with r will be called

<i>cr</i> cruh,	<i>dr</i> druh,	<i>fr</i> fruh,	<i>gr</i> gruh,	<i>pr</i> pruh,	<i>br</i> bruh,
<i>tr</i> truh,					

bred, bread	<i>brd</i>	free	<i>fre</i>	privilege	<i>prvlg</i>
crush	<i>crs</i>	group	<i>grp</i>	promise	<i>pro</i>
drop	<i>drp</i>	premise	<i>prms</i>	true	<i>tru</i>
				try	<i>tru</i>

b. The initial vowel sounds combined with r will be called

<i>air</i> or <i>are</i> ,	<i>are</i> ear, [△]	<i>ire</i> ,	<i>ore</i> ,	<i>ure</i> .
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air	<i>ar</i>	earn	<i>ern</i>	original	<i>orjnl</i>
article	<i>artcl</i>	iron	<i>irn</i>	urban [□]	<i>urn</i>
ear, err	<i>er</i>	or, ore	<i>or</i>	urgent [□]	<i>urjnt</i>

[△] This form of *e* lends itself better to attaching an initial hyphen.

[□] See Commentary.

c. The initial combination sound of *sh* and *th* combined with *r* will be called

<i>shr</i> shruh,	<i>thr</i> thruh.
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shred	<i>shr</i>	through	<i>tru</i>	throw	<i>tru</i>
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8.2 BRIEF FORMS

as, was	3	known	no	were, with	u
great	7	price	ps	woman	u-
man	u-	their, there	z	your	u

8.3 ABBREVIATIONS

amount	an	discount	dis	total	lol
credit	cu	percent	pc	number [△]	no

[△] Number and known are both *no*. Although one is a Brief Form and the other is an abbreviation, you may learn them as you do *as* and *was*.

8.4 DERIVATIVES

argument	agu-	ironing	in	therein	In
early	el	ironed	in	thereof	u
forthwith	fl	prices	ps	theirs	z
greatly	gl	within	on	truly	zul
originally [△]	ognl	yours	us	urgently	u-l

[△] Same shorthand outline as *original*; see 7.2b.

8.5 COMMENTARY

If you print *d* in lower case, *dill* is *dl*. You can attach the hyphen at the top as in *dl* *drill* instead of *dl*.

You cannot have missed the fact that *earn*, *urn*, and *urgent* sound alike but that we write *En* for *earn* and *un* for *urn* and *u-* *urgent*. This was deliberately done so that when you transcribe you cannot help but spell *urn*, *urge*, and *urgent* correctly and automatically.

In order for the hyphen to be attached to an initial letter, the sound of that letter must be *combined with r*. Letters which are pronounced independently, not blended together, do not qualify; e.g., *ara* *array* and *erlc* *erotic*.

8.6 READING EXERCISE

- | | |
|---|---|
| ① 3 h d v a f i l e u l
r - l n o v . m u h l l
p l s e s l a r c o s m
i s u e | ④ r d s : e v v h p e
l g h u s o l c e
m . s a l l d \ e v
c r u f . a r t v
l h p a - \ . a l c l s
u v - l b s - m
a d o 2 " b . |
| ② l h 3 a c l c l y f r
c o b e r h p e l s a
l a r p f l s v h e | ⑤ w a g d u u n o
l a u c E n a d e s
v 2 p c b s l l u
b l m 3 0 d s ? u l |
| ③ d s : e v b u f 2
w k s l r e l u o b
u v e v d - l b a r a
f r u o f s " u v =
l l l u y r c o p l s e
p v - - u s f r q = a
d e s o b l s l a r m
s l l m a n o
u l | ⑤ q i r f s g o v
r p d l o + e r p d
v l h g o l " l h t e f
r s s l l l u l a
u + u m c b |

prd v vl u v	q poly f re l
dn l hp us su	vzl v u + l se
⑥ e c pro u la	. nu rlds b uz
r co l te l du	b u co vlu
. p= v u calt +	⑨ ds: l opnl hop
Lhds efb-l +	la i cd se . P +
rpdl	VP n l ofas i d
⑦ El lh v k i d	lh v k b i c m
v a gup v m	du so l u ll
7. ofs + lsr	l la i l gl m
LZ agu--	ll v l m 30
⑧ ds: l z Tul a	4 ds? r

KEY 1. As head of a family, you will want to know of the new health policies that our company is now issuing. (20 words) 2. This was a critical year for our company, but we are happy to say that our profits were high. (18 words) 3. Dear Sir: We have been trying for two weeks to reach you, but you have evidently been away from your office. (P) I²⁰ wanted to tell you why our company policy prevents us from granting a discount on bills that are not⁴⁰ settled within a month. Yours truly, (46 words) 4. My dear Sir: We were very happy to get your monthly check in the mail today. We have credited you for the²⁰ amount of this payment. The articles you want will be sent in a day or two. (P) By the way, do you know that you⁴⁰ can earn a discount of 2 percent by settling your bill in 30 days? Yours truly, (56 words) 5. Gentlemen: Our firm is growing very rapidly, and we are proud of this growth. (P) This brief message is to tell you²⁰ that you and your men can be proud of what you have done to help us. Sincerely yours, (34 words) 6. We can promise you that our company will try to do the printing of your catalogs and letterheads²⁰ efficiently and rapidly. (24 words) 7. Early this week I met with a group of men from the office and listened to their arguments. (16 words) 8. My dear Sir: It was truly a great privilege for me to visit with you and to see the new methods being²⁰ used by your company. Very truly yours, (28 words) 9.

Dear Sir: I originally hoped that I could see the President and the Vice-President in their offices²⁰ one day this week, but I cannot do so. (P) Will you tell them that I will get in touch with them in three or four days? ⁴⁰ Respectfully, (42 words)

8.7 REMEMBER . . .

a. Initial consonant combined with *r*, 8.1a

brief	<i>bef</i>	dry	<i>dr</i>	growth	<i>gol</i>
brought	<i>br</i>	fraud	<i>frd</i>	profit	<i>pft</i>
brown	<i>brn</i>	freedom	<i>fedr</i>	proof	<i>pruf</i>
critical	<i>clcl</i>	fresh	<i>frs</i>	travel	<i>trvl</i>
drama	<i>dra</i>	grill	<i>grl</i>	trick, truck	<i>tr</i>

b. Initial vowel combined with *r*, 8.1b

arch	<i>ar</i>	earth	<i>er</i>	oral	<i>ol</i>
army	<i>are</i>	erred	<i>er</i>	organic	<i>ognc</i>
art	<i>ar</i>	Irish	<i>ir</i>	orbit	<i>obl</i>
				urban	<i>urn</i>

c. Initial combination *sh* and *th* sounds combined with *r*, 8.1c

shredding	<i>shr</i>	shrouded	<i>shr</i>	thrill	<i>tr</i>
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LESSON 9

9.1 Omit medial long vowels in words of more than one syllable. Compare: *lal* tail and *rl* retail.

appeal	<i>apl</i>	hotel	<i>hl</i>	proposal	<i>ppzl</i>
coupon	<i>cpn</i>	ordeal	<i>odl</i>	recent	<i>rs-</i>
deduce	<i>dds</i>	patient	<i>ps-</i>	title [△]	<i>tl</i>

[△] The double *t*'s could be mistaken for *ll*, capital *u*, unless they are crossed.

9.2 DERIVATIVES

legally [△]	<i>lgl</i>	prepayment [□]	<i>ppa-</i>	producing	<i>pds</i>
locally [△]	<i>lcl</i>	prevented	<i>pv-</i>	reducing	<i>rds</i>
recently	<i>rs-l</i>	prevailing	<i>pvl</i>	freedom [□]	<i>fed</i>

[△] The basic word ends in *l*; see 7.2b.

[□] The basic word is *pay* *pa*. The long *a* is not medial in the basic word so it is retained when *ment* is added. The same is true for *free* *fe* when *dom* is added.

9.3 COMMENTARY

a. If a brief review will avoid misunderstanding of 9.1 and 9.2, please see **Recap and Prevue**, page 54.

b. The prefixes *re*, *de*, *pre*, and *pro* appear in 9.1 and 9.2 without special introduction. When one-syllable words are so prefixed, *omit* the medial vowel, whether it is a long or a short sound.

c. When the base word begins or ends with a vowel, retain the vowel when adding prefixes or suffixes.

9.4 READING EXERCISE

①. lcl cypn la u
ppz l b v q hp l
r cz.

②. i lo no d to b
ara du u scdl
vzl if i do-se u
ln u c se. hd v
r rpl of.

③. a no v m m
. of v sd la. Sns
e r pds lh sgr v
b sl rpl.

④. r twl ay- lls us
la. cos cn rds.
ps v a lcls.

⑤. l s a poly l p-
u rs- alcl m r
sol bln.

⑥. ds: v u dsd

l b. l on hns i
So u rs- l?? . dr

huc ons l s m
rde l sl. ps

h s sc s wn.

lcl u r l l pa

if i cd se u tfl

i no e cd sl

. dls s

⑦ ds: e r hpe

l nfr u la e c

m pvd.

al m cass la

u v = ll us

no. no u v-

* wn u v-

l s- ul

⑧ ds: lh s l ll u

no la. pa- o u

hlt plse s due b	⑨ e rs-l dsd l
l dd n rel us yll	uz u nu sns
u no la u rcgnz .	n re rll sps\
vlue v th plse &	wn c e oblcn
la u do- v- l dp	Ln?
l» if u v fglr la	⑩ 7 s no lgl bas
pa- s due l u	f sc us l pa f. dry
val u Ce ld? wlt	dn l u h w.

KEY 1. The local campaign that you proposed will be of great help to our cause. (13 words). 2. I will, no doubt, be away during your scheduled visit. If I don't see you then, you can see the head of our²⁰ regional office. (23 words) 3. A number of men in the office have said that the machines we are producing this season have been selling²⁰ rapidly. (21 words) 4. Our travel agent tells us that the companies cannot reduce the price of air tickets. (16 words) 5. It is a privilege to print your recent article in our monthly bulletin. (15 words) 6. My dear Sir: Have you decided to buy the town house I showed you recently? (P) The doctor who owns it is now ready²⁰ to sell. The price he is asking is within the limit you are willing to pay. (P) If I could see you briefly,⁴⁰ I know we could settle the details. Sincerely, (49 words) 7. Dear Sir: We are happy to inform you that we can now provide the aluminum cases that you wanted. (P) Let²⁰ us know the number you want and when you want them sent. Yours truly, (31 words) 8. Dear Sir: This is to let you know that the payment on your health policy is due, but it did not reach us yet. (P) I²⁰ know that you recognize the value of this policy and that you don't want to drop it. (P) If you have forgotten⁴⁰ that payment is due, will you mail your check today? Yours very truly, (53 words) 9. We recently decided to use your new machines in our retail shops. When can we obtain them? (17 words) 10. There is no legal basis for asking us to pay for the damage done to your house. (15 words)

9.5 REMEMBER . . .

Medial long vowels, 9.1

aluminum *al m* ideal *idl* regional *rynl*

broken	<i>brn</i>	preventing	<i>prv=</i>	schedule	<i>scdl</i>
detail	<i>dll</i>	reduce	<i>rds</i>	taken	<i>lcn</i>
deep	<i>dep</i>	safe	<i>saf</i>	league	<i>leg</i>
deeply	<i>dpl</i>	safely	<i>sfl</i>	legal	<i>lgl</i>
brief	<i>bef</i>	base	<i>bas</i>	broke	<i>boc</i>
briefly	<i>bfl</i>	basis	<i>bas</i>	broken	<i>brn</i>
lease	<i>les</i>	peal	<i>pel</i>	mail	<i>mal</i>
release	<i>rls</i>	repeal	<i>rpl</i>	airmail	<i>arl</i>

LESSON 10

10.1 Write *y* for the sound of *oi* (see Commentary, a).

appoint	<i>apy-</i>	join	<i>jyn</i>	oil	<i>yl</i>
boy	<i>by</i>	loyal	<i>lyl</i>	point	<i>py-</i>
choice	<i>Cys</i>	noise	<i>nyz</i>	voice	<i>veys</i>

10.2 Months of the year. Use capitalization marks in your notes if you need a reminder.

January	<i>ja</i>	May	<i>ma</i>	September	<i>sp</i>
February	<i>fb</i>	June	<i>jn</i>	October	<i>oc</i>
March	<i>mr</i>	July	<i>jl</i>	November	<i>nr</i>
April	<i>ap</i>	August	<i>ag</i>	December	<i>dc</i>

10.3 BRIEF FORMS

between	<i>bl</i>	fail, feel	<i>fl</i>	situation	<i>sil</i>
busy	<i>bz</i>	field	<i>fld</i>	subject	<i>sy</i>
		she, shall, ship	<i>s</i>	they	<i>ly</i>
				those	<i>los</i>

10.4 ABBREVIATIONS

department	dpl	invoice	inv	telephone	tel
envelope	env	room	rm		

10.5 DERIVATIVES

departmental	dpl-l	disappoint [△]	dsapy-	joins	jyns
invoices	invs	disappoints [△]	dsapy--	disloyal	dslyl
rejoin	ryjn	disappointing [△]	dsapy=	disobey [△]	dsoba
disappointed [△]	dsapy=	shipment	sh-		

[△] See Commentary, b.

10.6 COMMENTARY

a. Like *ow*, 5.2, *oi* is a combination sound, a union of two vowel sounds; it is neither long nor short. Hence *y* for *oi* will always appear in an outline irrespective of restrictions on single vowel sounds.

b. The vowel which begins an outline for a base word is retained when a prefix is added. Incidentally, 10.5 marks the introduction of the prefix *dis*.

10.7 READING EXERCISE

0 d z d i .	u s -	7	l s m b l f l a g i f
l u s o a g l z s m		8	d s d s l r m v u s o
l u p + f i l f u s -	s v	8	l b a q a s t l .
e f b - o . j b + l y l l r		co	ut

② ds: na e no y u
 rfz l pa u bl f
 . bys sus la v
 s o p n 9? e bl u
 n fl ② 290 + spb
 dd n gl u Cc "f
 e du n v l b
 oc 100 e l v no
 Cys b l sc f lgt
 ad l obln pa- \ e
 no u v- l avyd
 lh + l ⑦ ⑦ val us
 vl s du \ vlu

③ rds: e no la th
 s a v bz szn v.
 y n u Sp \ u v ②
 no d l ② fgl n la
 pa- s du f. S-
 la 3 s- o fa 4.
 u Cc sd v b
 val n fl ② b
 3 u no ② l dd n

rec us \ lh l s l
 sc la u Cc b
 s- on a fu ds
 uol

④ l fl l se y u
 en rds . pss u
 n gl f yb + gsl n

⑤ u c avyd dla
 n obln u S- b
 val a Cc f. lps
 la u v- s- l u
 o na 10.

⑥ l fl la . lcl
 cspn la u ppz
 f fl ② na ② + ap
 l b v q hp l.
 rll Sps n r
 Lm.

⑦ e r ndd hpe
 l no v u rs-
 apy-- 3 hd v.
 ryl of s

KEY 1. Dear Fred: The woman you sent to us on August 12 is now typing and filing for us. She is very efficient²⁰ on the job and loyal to our firm. (P) It is my belief that, if she decides to remain with us, she will be⁴⁰ a great asset to the company. Yours truly, (49 words) 2. Dear Sir: May we know why you refuse to pay your bill for the boys' shoes that were shipped on June 9? We billed you in July,²⁰ August, and September but did not get your check. (P) If we do not have it by October 10, we will have no⁴⁰ choice but to ask for legal aid to obtain payment. We know you want to avoid this and will, therefore, mail us what⁶⁰ is due. Very truly yours, (65 words) 3. My dear Sir: We know that this is a very busy season of the year in your shop. You have, no doubt, forgotten²⁰ that payment is due for the shipment that was sent on January 4. Your check should have been mailed in⁴⁰ February, but as you know, it did not reach us. (P) This letter is to ask that your check be sent within a few days. Yours⁶⁰ very truly, (62 words) 4. I fail to see why you cannot reduce the prices you are getting for oil and gasoline. (16 words) 5. You can avoid delay in obtaining your shipment by mailing a check for the toys that you want sent to you on²⁰ May 10. (21 words) 6. I feel that the local campaign that you proposed for February, March, and April will be of great help to the²⁰ retail shops in our town. (24 words) 7. We are indeed happy to know of your recent appointment as head of the regional office. (17 words)

10.8 REMEMBER . . .

oi, 10.1

avoid	<i>avoyd</i>	Hoyle	<i>hoyl</i>	soil	<i>soyl</i>
doily	<i>doyl</i>	recoil	<i>rcoyl</i>	toy	<i>toy</i>
foil	<i>foyl</i>	roil	<i>royl</i>	void	<i>voyd</i>

RECAP AND PREVIEW

VOWELS, PUNCTUATION

You are now one-quarter of the way through the text. This is an appropriate point at which to consolidate the principles governing vowel retention and omission which have accumulated thus far:

1. Write all initial and final vowels, 1.8.

ahead *ahd* data *dla* yellow *yfo*

2. Retain the initial vowel when attaching a prefix, 9.3c.

reappoint *rapy-* disallow *dsal* disarray *dsara*

3. Retain the final long vowel when adding a suffix or an *s*, 4.2 and 9.2.

freely *fel* payroll *parl* valued *vlū*
highly *hil* renewal *rnul* prepaying *ppa_*
highway *hwa* truly *tul* renews *rnus*

4. Write the medial long vowel in one-syllable words, 1.7.

base *bas* broke *boc* safe *saf*

5. Retain the medial long vowel followed by a punctuation mark, 9.2.

moment *no-* payment *pa-* truant *tu-*

6. Retain the medial long vowel in one-syllable words when adding *-ing* or *-ed*, 2.2 and 6.1.

filing *fil* mailed *maī* signed *saī*

7. Omit the long vowel if the pronunciation of the basic word changes when a suffix is added, 7.3c.

happy *hpe* to happily *hpl* ready *rde* to readily *rdl*

8. Omit the medial long vowel in polysyllabic words, except *-ing* or *-ed*, 9.1.

airmail *arl* briefly *vfl* chiefly *Cfl*

9. Omit medial short vowels, 1.6.

head *hd* caught *cl* foretell *ftl*

10. Combination sounds formed by two vowels are neither long nor short and are written according to principles, 10.1.

mouse *ms* coil *cyl*
devout *dvt* devoid *dvyd*

Please observe that we write vowels in seven common situations and omit them in only three, which eases the burden of learning considerably. That is not the only purpose such simplification serves. If shorthand is to be a useful tool, transcription of notes must be accurate and rapid; obviously the more there is to read in each outline, the less likelihood for error in the transcription.

You have just reviewed ten situations illustrating the retention and omission of vowels. The more consonants written in an outline, the fewer vowels needed for recognition of the word. You can then expect more principles pertaining to vowels.

You have learned to use just one punctuation mark to represent sounds; other common marks of punctuation will be used. There is a total of five capitalization principles, and you have learned two of them. And lastly, you will be learning more combination sounds. Throughout the remaining lessons you will constantly be using all the principles, brief forms, and abbreviations that you have learned in lessons 1 through 10 while you are learning new principles, brief forms, and abbreviations.

LESSON 11

11.1 When a word ends with a long vowel + t, omit the t.

date	da	wheat	we	wrote	ro
late	la	might	u	vote	vo
meet	re	typewrite	lpre	moot, mute	me

11.2 When a word ends with a long vowel + v, omit the v.

brave	ba	receive	rse	drove	do
pave	pa	arrive	aru	grove	go
believe	ble	drive	de	behoove	bhu

11.3 DERIVATIVES

arrival	ar <u>ul</u>	devoting	divo <u>u</u>	receipts, receives	rses
await	awa	dislocated	dislca	repeatedly ^Δ	rpe ^l
belatedly ^Δ	bla ^l	indicating	indca <u>u</u>	revival	r <u>u</u> l
dedicates	ddcas	insight	nsi	revived	r <u>u</u> i
derive	dri	inviting	nov <u>u</u>	meetings	re <u>u</u>

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delighted *dlī* predicated *pdcā* achievements *ale--*
 promote *pro*

△ The overscore for the sound of *ed* is always final with one exception. Attach *l* to the overscore for the sound of *lee*.

11.4 COMMENTARY

When adding a suffix or *s* to words which end in a long vowel, 11.1 through 11.3 above, retain the final long vowel; see Rule 3, **Recap and Prevue** on page 54.

In 11.2, we introduced the prefix *be*.

Students who enjoy playing with the sound of words will find that *wheat* and *weave* have the same SPEEDWRITING outline. The problem this presents is exactly like the distinction we are regularly forced to make between *sea/see* or *there/their* or *here/hear*. The solution is automatic; i.e., context dictates that we associate *wheat* with agriculture and *weave* with textiles.

11.5 READING EXERCISE

① <i>u v u l m C</i>	<i>u sa la e flē l alv</i>
<i>u ndcā la . ve</i>	<i>a des . a des v r</i>
<i>ses + plo cass i bl</i>	<i>des ras s alē . ut</i>
<i>l b l m 3 o 4 ds.</i>	④ <i>b m z r gup</i>
② <i>i ble e c rln</i>	<i>l b m . se</i>
<i>r pz- ras f a fu</i>	<i>la s scdē f</i>
<i>ros . e l t l</i>	<i>sa 17. ly r de</i>
<i>du so .</i>	<i>l t-m + l are</i>
③ <i>ds: u r r m</i>	<i>o sa 16.</i>

⑤ . rse f u v l s
b rā v th l

⑥ th s l nve u l
r rē v d lē
l v u jyn us o
apio n . be bld
o rē 5

⑦ d and: on v
no l u o fb 60 v
ndcā v l e v
v dū l pro.
bld v a nu
hva » 3 a rzd-
v. lno u lono
dt o se h- st
a hva d hp
elma hve tfe

la rns tu . rdl
v lno dū . rd

r v l nve u
l ad us n ale
r gol b vo f
. psj v. bl la
s n v f. snt

s

⑧ ds: e r n rse
v u Cc + r hpe
l no la r lē va
sus + cos r sl
so l n u Sp
v s- u l v r
nu cal v ble
u l lē . nu
u s s u

KEY 1. I have your letter in which you indicated that the white sheets and pillow cases I bought will be shipped in three²⁰ or four days. (24 words) 2. I believe we can retain our present rates for a few months. We shall try to do so. (15 words) 3. Dear Sir: You are right when you say that we failed to allow a discount. A description of our discount rates is²⁰ attached. Yours truly, (23 words) 4. Six men from our group will be in the meeting that is scheduled for May 17. They are driving to Trenton and ²⁰ will arrive on May 16. (25 words) 5. The receipt for your watch is being mailed with this

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letter. (10 words) 6. This is to invite you to our meeting. I would like to have you join us on April 10 in the Bright Building on²⁰ Route 5. (21 words) 7. Dear Arnold: When I wrote to you on February 6, I indicated what we have been doing to promote²⁰ the building of a new highway. (P) As a resident of the town, you will, no doubt, see how such a highway would help⁴⁰ eliminate heavy traffic that runs through the middle of town during the rush hour. (P) I invite you to aid us⁶⁰ in achieving our goal by voting for the passage of the bill that is now before the Senate. Sincerely, (80 words) 8. Dear Sir: We are in receipt of your check and are happy to know that our light-weight suits and coats are selling so well²⁰ in your shop. (P) I have sent you one of our new catalogs. I believe you will like the new items. Sincerely yours, (40 words)

11.6 REMEMBER . . .

a. Long vowel + *t*

calculate	<i>clcla</i>	cheat	<i>Ce</i>	height	<i>hu</i>
eliminate	<i>elma</i>	seat	<i>se</i>	boat	<i>bo</i>
hesitate	<i>hzla</i>	sheet	<i>Se</i>	coat	<i>Co</i>
locate	<i>lca</i>	sight	<i>si</i>	root, route	<i>ru</i>

b. Long vowel + *v*

gave	<i>ga</i>	leave	<i>le</i>	cove	<i>co</i>
pave	<i>pa</i>	achieve	<i>aCe</i>	drove	<i>do</i>
deceive	<i>dse</i>	arrive	<i>aru</i>	groove	<i>gu</i>

LESSON 12

12.1 Write *q* for the sound of *kw*, called *quah*.

acquaint [△]	<i>aga-</i>	equip	<i>egp</i>	quit	<i>ql</i>
adequate	<i>adql</i>	frequent	<i>fg-</i>	quite	<i>qr</i>
equal	<i>egl</i>	quick	<i>gc</i>	quote	<i>go</i>

△ Write a long vowel sound preceding a punctuation mark.

12.2 Phrasing (see Commentary, *b*): The joining of words to make a shorthand outline.

I can	<i>ic</i>	we are	<i>er</i>	to be	<i>lb</i>
you will be	<i>ulb</i>	it is	<i>ls</i>	to do	<i>ldu</i>
she would	<i>sd</i>	there have been	<i>twb</i>	to see	<i>lse</i>

12.3 BRIEF FORMS

am, many	<i>—</i>	go, good	<i>q</i>	little	<i>ll</i>
an, at	<i>a</i>	he, had, him	<i>h</i>	purchase	<i>pc</i>
charge	<i>Cq</i>	keep	<i>cp</i>	too, thought	<i>lo</i>

12.4 ABBREVIATIONS

doctor	<i>dr</i>	junior	<i>jr</i>
secretary, second	<i>sec</i>	senior	<i>sr</i>
Mr.	<i>∩</i>	Mrs.	<i>↗</i>

12.5 Salutations (see Commentary *a*). These include proper names or titles.



Dear Mr. Gray	<i>dMr Gray</i>	Dear Doctor Smith	<i>ddr srt</i>
Dear Mrs. Chase	<i>dMrs Chase</i>	Dear Bill	<i>dbl</i>

12.6 DERIVATIVES

analog [△]	<i>alg</i>	acquaints	<i>aga--</i>	equipped	<i>egp</i>
analysis [△]	<i>als</i>	acquainting	<i>aga=</i>	equipping	<i>egp</i>
analytical [△]	<i>allcl</i>	acquainted	<i>aga=</i>	equipment	<i>egp-</i>
animal [△]	<i>arl</i>	acquit	<i>agl</i>	frequently	<i>fg-l</i>
annotate [△]	<i>ala</i>	equally	<i>egl</i>	quickly	<i>gcl</i>
annoy [△]	<i>ay</i>	charges	<i>Cgs</i>	quicken	<i>gcn</i>
anticipate [△]	<i>alspa</i>	purchases	<i>pCs</i>	secretarial	<i>secl</i>
		thoughts	<i>loo</i>	ago	<i>ag</i>

[△] See Commentary, *c*.

12.7 COMMENTARY

a. Write courtesy titles in the body of a letter as you write them in a salutation: Mr.  Mrs. . Although the text shows a capitalization mark beneath each proper name, you can eliminate this practice if you remember that proper names are always capitalized.

b. The reward of phrasing, 12.2, is economy of movement; nevertheless, it should be used with discretion. Our introduction to phrases consists of pronouns and verbs *in that order* and the preposition *to* with simple verbs, instances in which phrasing has proved to be most successful because these combinations are easy to write and read back.

Phrasing is a personal invention. While suggesting that you practice the ones we use, we also encourage you to observe your reaction to each and to discard any which result in hesitation in either writing or reading back. On the other hand, overly enthusiastic phrasing will produce difficult and therefore unreadable shorthand outlines.

Such phrases as *il* or *Is* or *er* may tempt you to transcribe them as contractions instead of as *I will* or *there is* or *we are*. The most effective guarantee of an error-free transcript in this respect is to insert the apostrophe automatically in your shorthand notes when a contraction is dictated. You will then differentiate at a glance the contraction *il* *I'll* from *il* *I will*.

c. Now that *an* has appeared as a brief form, it is used as a prefix, too, as we are using *can* and *for* and *in*.

12.8 READING EXERCISE

① d d srt: e S	② d d ps: u n
sal r ruz cat lu	rse v u rrl d
if ul fl n. alC	dā fb 3. li egg-
cps & sal t bcl	u r- l le r co o
us. cat sd rel	fb 14 & sd are b
u b ruz 20. su	fb 18. fa Cgs l b

ad l. ojn l pc ps
+ l b ndcā o u
bl. vlu

③ d 7 3-: fgr ne
f n re lu bf lh
la da. vno la eh
a apy-- o fl 29 &
i tū bre l u lsa la
i cd n cp l. idd
lc l u sec o & s
sd s d gr u
sy lu. if ur fe
o ag 4 id b v hpe
l du u lse. bld
w lca f u
me ofas. n-
b gō s un.
lrls v ut ur
n pa. s

④ ad ur: .
all Se sd b ad l
. cal u rse f us

El lh ro ll lh se los
. nu lrs
er sl & ndcas.

ras lh Cq f lpre
egp- u na v b
l pc. ut

⑤ d r ga: u Cc
f. alcls u p l o
na 7 arū o ag 19.
uc o 7 f o rdl se
y e cn cr. u v
. 10 pc des la s
al- f pa- un
30 ds. ev flō lh
des plse f yso
& co fls la lh
plse sd n b
vcr. cu

⑥ d 7 3: 3 u no
ev fg- ne f r
m m. fld sola
e na aga- l u

r nu rds i
 ble ud pft gl
 fr sc a re + la
 ud b dli v vt
 ud se " ra i
 alspa v u jyn
 us o. nu v
 sp 10 ? vhe
 ⑧ d d bl : w rse
 u bl dā ag 70 b
 bf sal m pa-0
 id lc u l Ca.
 art u sa s du
 on i pē. d s
 u sd la 7 d b
 no s Cgs. ur evd-l
 ad sc a Cq l.
 art v. opnl
 pl " ra i no
 . rgn f th ? ut
 ⑧ d d tr: if ur
 n lo b30 id lc

w u vgl re du
 . vk v pa 3 so
 la i ra so u
 a rdl v a
 d n hll la
 s b bl " th hll
 l b ge a aCe-
 f r corp " su
 ⑧ d r s re : if i
 n lo la f r
 re + u cn
 wa l u le
 a rap v m
 sec n r 905??
 il lel u bl
 apy --- l ll u
 no vt. set
 s a pz - pps
 ec bn re a
 . hll dpl o
 n b. su

KEY 1. Dear Mr. Smith: We shall mail our revised catalog to you if you will fill in the attached coupon and mail it²⁰ back to us. (P) The catalog should reach you by November 20. Sincerely yours, (34 words) 2. Dear Mr. Price: I am in receipt of your airmail letter dated February 3. (P) The lighting equipment²⁰ you want will leave our company on February 14 and should arrive by February 18. (P) Freight⁴⁰ charges will be added to the original purchase price and will be indicated on your bill. Very truly⁶⁰ yours, (61 words) 3. Dear Mr. Front: Forgive me for not writing to you before this late date. I know that we had an appointment on²⁰ July 29, and I tried to reach you to say that I could not keep it. I did talk to your secretary,⁴⁰ and she said she would give my message to you. (P) If you are free on August 4, I would be happy to drive you to⁶⁰ see the building I have located for your new offices. The rent being quoted is within the limits of⁸⁰ what you are now paying. Sincerely, (86 words) 4. My dear Mr. White: The attached sheet should be added to the catalog you received from us early this month. (P) This²⁰ sheet shows the many new items we are selling and indicates the rates to be charged for typewriting⁴⁰ equipment you may wish to purchase. Yours truly, (46 words) 5. Dear Mrs. Gray: Your check for the articles you purchased on May 7 arrived on August 19. You can,²⁰ therefore, readily see why we cannot credit you with the 10 percent discount that is allowed for payment within⁴⁰ 30 days. (P) We have followed this discount policy for many years, and the company feels that this policy⁶⁰ should not be broken. Cordially yours, (66 words) 6. Dear Mr. Bridge: As you know, we have frequent meetings for our men in the field so that we may acquaint them with our²⁰ new models. I believe you would profit greatly from such a meeting and that you would be delighted with what you⁴⁰ would see. (P) May I anticipate having you join us on the night of September 10? Very truly yours, (59 words) 7. Dear Mr. Billings: I have received your bill dated August 7, but before mailing my payment, I would like²⁰ you to check the amount you say is due. (P) When I purchased the items, you said that there would be no shipping charges.⁴⁰ You have evidently added such a charge to the amount of the original purchase. (P) May I know the⁶⁰ reason for this? Yours truly, (64 words) 8. Dear Mr. Bright: If you are not too busy, I would like to have you visit me during the week of January²⁰ 3 so that I may show you a model of a downtown hotel that is being built. (P) This hotel will be quite⁴⁰ an achievement for our corporation. Sincerely yours, (50 words) 9. Dear Mrs. Wright: If I am too late for our meeting and you cannot wait, will you leave a message with my secretary²⁰ in Room 905? (P) I will telephone you between appointments to let you know what the situation⁴⁰ is at present. Perhaps we can then meet at the Health Department on May 6. Sincerely yours, (56 words)

12.9 REMEMBER . . .

kw (qu), 12.1

quaint *ga-*

quintet *g-l*

quota *goa*

quilt *gll*

quiz *gz*

squash *sgs*

LESSON 13

13.1 Write *ol* for the sound of *old*.

bold	<i>bol</i>	gold	<i>gol</i>	old	<i>ol</i>
cold	<i>col</i>	hold	<i>hol</i>	sold	<i>sol</i>
fold	<i>fol</i>	mold	<i>mol</i>	told	<i>tol</i>

13.2 Write *C* for the medial and final sound of *ake* (see Commentary, d). Write *ac* for *ache* because it is an initial sound.

bake	<i>bc</i>	fake	<i>fc</i>	sake	<i>sc</i>
brake, break	<i>bc</i>	lake	<i>lc</i>	take	<i>lc</i>
cake	<i>cc</i>	make	<i>xc</i>	wake	<i>vc</i>

13.3 BRIEF FORMS

appreciate	<i>ap</i>	given [△]	<i>gv</i>	line	<i>li</i>
declare	<i>dec</i>	held, hole,			
easy	<i>ez</i>	whole	<i>hl</i>	put, up	<i>p</i>
find, fine	<i>fi</i>	kind	<i>ci</i>		

[△] *gv* is also *give*.

13.4 ABBREVIATIONS

street	<i>st</i>	boulevard	<i>blvd</i>	post office	<i>po</i>
avenue	<i>ave</i>	place	<i>pl</i>	day	<i>d</i>

13.5 DERIVATIVES

forsaken	<i>fscn</i>	beheld	<i>bhl</i>	breaking, braking	<i>bc</i>
golden [△]	<i>gohn</i>	behold	<i>bhol</i>	intake	<i>nlc</i>
shaken	<i>scn</i>	define	<i>dfe</i>	refine	<i>rfe</i>
manifold	<i>mfol</i>	finally	<i>fil</i>	retake	<i>rlc</i>
alignment	<i>ali-</i>	easily	<i>ezl</i>	places	<i>pls</i>
awake	<i>awc</i>	kindly	<i>cul</i>	upheld <input type="checkbox"/>	<i>phl</i>
awakened	<i>acn</i>	wholly	<i>hl</i>	uphold <input type="checkbox"/>	<i>phol</i>
breakage	<i>bey</i>				

[△] See Commentary, a.

☐ See Commentary, b.

13.6 COMMENTARY

a. The medial long vowel sound cannot be omitted because *ol* represents the sound of *old*.

b. We have a new prefix in *p* for *up*.

c. We have twice mentioned that it is not necessary to indicate capitalization in shorthand notes when you recognize the need for them from general

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experience (see 10.2, 12.5, and 12.7a). Obviously street addresses are in the same category.

d. The principle in 13.2 applies to the final sound of *ake*, only. The sounds of *eke*, *ike*, *oke*, and *uke* are written according to previous rules.

leak *lec*
beak *bec*
meek *rec*
peak *pec*
teak *lec*

hike *huc*
dike *duc*
tyke *luc*
pike *pic*

folks *focs*
joke *joc*
woke *woc*
duke *duc*

13.7 READING EXERCISE

① d r s t - i r f u l e
v d r s s o l n
a q n s p s n u
l n n m h u
v p t l n v l o l
u s l a l y n d l i v
l n i b l e l a n
u w z i l n u l f l
z l y d u e e s a p
u l l u s n o u
l o o s u

② d r s g o l : d u u
v l l a z p l h
y ? n z w l d p l s
r d e l h p u v
d l l s v u z p y
n l e l n o f s r
l l i v r a y -- s o
u h r e z l o l z w l
b a o b o f v
l l m e v l u
③ d n p l : w u

L v ap 19 m v c
 usd la. ad sn
 e sol lu 3 dr̄
 vnl ar̄i. ins
 l 3 m bcn vnl 3
 s- f r b r̄
 b l v. fl̄ la l
 m v b dr̄ o

. 7c " i s se la
 a nu sn s s-
 ld. ul

④ 1: u hll 3 Cgn
 3. se f r so
 v nu lps " a
 L gv. dils l
 b s- m a d o 2.
 . da f. so s
 sp 20. ul

⑤ d fo: e v- 20
 3 lcl bys hū d b
 l lhp us du r
 bz sgn " i lo u
 m no v s n i.
 if u du d u sc
 h l dp m l se
 us? s

⑥ d st: ls
 m bsc blf la
 el i v us sd
 v a vgs m.
 Cys v r nu
 VP. s th plse
 flō m u 7??
 sd ap u los
 o th sy cu

KEY 1. Dear Mrs. Brent: Our fine line of items is sold in a great many shops in your town. Many women who have²⁰ purchased them have told us that they are delighted with them. (P) I believe that when you have tried them you will feel as they do.⁴⁰ We shall appreciate your letting us know your thoughts. Sincerely yours, (53 words) 2. Dear Mrs. Gold: Do you want to take a trip this year? Our Travel Department is

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ready to help you with the details²⁰ of your trip. (P) Why not telephone our office and let one of our agents show you how easy it is to travel ⁴⁰ by air or boat for very little money. Very truly yours, (53 words) 3. Dear Mr. Place: I have your letter of April 19 in which you said that the adding machine we sold to you²⁰ was damaged when it arrived. I know it was not broken when it was sent from our shipping room, but I have the feeling⁴⁰ that it might have been damaged on the truck. (P) I shall see that a new machine is sent today. Yours truly, (59 words) 4. Gentlemen: Your hotel was chosen as the site for our showing of new toys. (P) A letter giving the details will ²⁰ be sent in a day or two. The date for the showing is September 20. Yours truly, (36 words) 5. Dear Joe: We want two or three local boys who would be willing to help us during our busy season. (P) I thought you²⁰ might know of someone. If you do, would you ask him to drop in to see us? Sincerely, (35 words) 6. Dear Mr. Street: It is my basic belief that each one of us should have a voice in the choice of our new vice-president.²⁰ Is this policy followed in your firm? (P) I should appreciate your thoughts on this subject. Cordially yours, (40 words)

13.8 REMEMBER . . .

a. *old*, 13.1

household *hshol*

b. *ake*, 13.2

rake *rc* shake *sc* opaque *opc*

LESSON 14

14.1 Medial consonants combined with r. Omit *r*; capitalize the medial consonant that precedes *r*, called **B** *capital bruh*, **C** *capital cruh*, **D** *capital druh*, **F** *capital fruh*, **G** *capital gruh*, **P** *capital pruh*, and **T** *capital truh*, *thruh*.

abroad	<i>aBd</i>	adrenalin	<i>aDrnl</i>	reprint	<i>rP-</i>
fabric	<i>fBc</i>	refrain	<i>rFn</i>	approach	<i>aPc</i>
decrease	<i>dCs</i>	refresh	<i>rTb</i>	electric	<i>elCTe</i>
prescribe	<i>pScb</i>	agree	<i>aGe</i>	introduce	<i>nTds</i>
melodrama	<i>mDra</i>	degree	<i>dGe</i>	philanthropy	<i>flnTPe</i>

14.2 DERIVATIVES

afraid	<i>aTd</i>	pilgrimage	<i>plG-1</i>	fabrics	<i>fBcs</i>
agreements	<i>aGe--</i>	reprinted	<i>rP=</i>	approval	<i>aPvl</i>
decreasingly	<i>dCse</i>	secrecy	<i>scse</i>	electrical	<i>elCTel</i>
increasingly	<i>nCse</i>	refreshment	<i>rTb-</i>	philanthropic	<i>flnTPc</i>

14.3 COMMENTARY

Please note that SPEEDWRITING capitals eliminate the need for raising the pen unnecessarily. In the case of *capital fruh* and *capital truh/thruh*, the first part of each capital is joined to the previous letter without lifting the pen. *Capital*

truh/thruh offers particularly useful practice in continuing the outline from the top and not returning to the line of writing. Since this is the only principle presented in this lesson, you will have ample opportunity to practice these medial capitals.

14.4 READING EXERCISE

① d r s g - i e a p .
 p t n u w g v u s l a l o
 & e h o p u l g o p t n z
 r s p f r y s « e f l
 l a u c f e c l n f B c s o
 s l c s o l n n s o &
 v l n s l a l s u e u
 r v l o l u s l a
 l y r d l i v r
 l e v f B c s u o
 n o d e l o f l l e
 l h l o « i f z s s
 v a n r e c h p
 u o l l u s n o
 s u

② d r s s u i e r
 h o l a g o l r

o v l u p a
 d p z l n r a \ w n
 u g a u s l h d p z l o
 e l o l u l a .
 r d b h l f z
 v k s « l h s l
 n f r u l a o i f u
 d u n p c p . r
 v n a d o z o e s
 f l z e l s l l \ c u l
 l l u s n o v l
 u v - u s l d u
 u l

③ d r l n s i v .
 a p c v . n u y o
 u v l l l u h
 r u a p . h p u w

gr us du . ol y-
 ifl la x pqr d
 n v b so q v
 l n f u efls n
 n bhf s

④ d rbrs: ev
 st oc 15 3 . da
 f r sol re v
 . hds v los cost h
 v b st r le v
 elctcl exp- th
 l b r fil re th
 y id lc w u
 + u sec jyr us
 o la da c

⑤ d r-: r
 + ap v col nos
 th y q . d r l
 r fu tes 3 v q
 70 efl la e cn
 dcs r pss 3 e h
 hop l du vn e

ro lu n fl vlu
 @ d mel: u fu
 alcl o . ncs no
 v jbs l b p= n
 . n v u v r
 bln» era v-
 l rP- th alcl n
 ga loo n v cas
 es gl n lc v
 u s

⑦ d lc: . hd v
 r cr dpt lol re
 ld la e v n yf
 rse u Cc f. fil
 cbnts la v S o

ra 23 3 u nro
 u agē lpa f los
 cbnts b fl 150 b
 v atd la uo
 fgln th agē- lu
 b q enf lp u Cc
 n . val vn th

L r e c s u ? u l	e o l o o l v l
⑧ f i e r s e a u l g r	n l s r p s s n g l
l d s a l a . p s v .	i f u p l f b c f r
f b c e r g l f r a b d	u s b l f l o u l p a
l n l s l h y u l	. l o p s s l a e r
v - l l l u n o l a	n - l g \ s u

KEY 1. Dear Mrs. Grant: We appreciate the patronage you have given us lately, and we hope you will go on²⁰ patronizing our shop for many years. (P) We feel that you can find cotton fabrics, silks, linens, and woolens that will suit⁴⁰ you. Many have told us that they are delighted with our line of fabrics. You, no doubt, feel like this too. (P) If⁶⁰ there is some way in which we can help you, let us know. Sincerely yours, (73 words) 2. Dear Mrs. Smith: We are holding a gold watch on which you put a deposit in May. When you gave us this deposit,²⁰ we told you that the watch would be held for two weeks. (P) This is to inform you that, if you do not pick up the watch⁴⁰ within a day or two, we shall feel free to sell it. Kindly let us know what you want us to do. Yours truly, (60 words) 3. Dear Mr. Thomas: With the approach of the new year, I wish to tell you how much I appreciate the help you²⁰ have given us during the old year. I feel that our program would not have been so good were it not for your efforts⁴⁰ in our behalf. Sincerely, (45 words) 4. Dear Mr. Robbins: We have set October 15 as the date for our monthly meeting with the heads of those²⁰ companies who have been selling our line of electrical equipment. This will be our final meeting this year. (P) I⁴⁰ would like to have you and your secretary join us on that date. Cordially, (54 words) 5. Dear Mr. Mann: March and April were cold months this year, and the damage to our fruit trees was very great. Therefore, we²⁰ find that we cannot decrease our prices as we had hoped to do when we wrote to you in February. Very⁴⁰ truly yours, (42 words) 6. Dear Neil: Your fine article on the increasing number of jobs will be printed in the November issue of²⁰ our bulletin. (P) We may want to reprint this article in January, too, in which case we shall get in touch⁴⁰ with you. Sincerely, (44 words) 7. Dear Mr. Lake: The head of our Credit Department told me today that we have not yet received your check for the²⁰ filing cabinets that were shipped on May 23. As you know, you agreed to pay for those cabinets by⁴⁰ July 15; but I am afraid that you have forgotten this agreement. (P) Will you be good enough to put your check⁶⁰ in the mail when this letter reaches you? Yours truly, (69 words) 8. Gentlemen: We received a telegram today saying that the price of the fabric we are getting from abroad²⁰ will increase this year. (P) I want to let you know that we, too, will have to

increase our prices in July. If you⁴⁰ purchase fabric from us before July, you will pay the low prices that we are now charging. Sincerely yours, (58 words)

14.5 REMEMBER . . .

Medial consonants combined with *r*

inbred	<i>nBd</i>	discriminate	<i>dScma</i>	airdrop	<i>aDp</i>
abridge	<i>aBj</i>	incriminate	<i>nCma</i>	bedraggle	<i>bDgl</i>
abrogate	<i>aBga</i>	secret	<i>sCl</i>	cadre	<i>cDe</i>
abrasive	<i>aBsv</i>	secrete	<i>sCe</i>	caldron	<i>clDn</i>
afraid	<i>aFd</i>	program	<i>pG</i>	deprive	<i>dSe</i>
defraud	<i>dFd</i>	telegram	<i>lG</i>	reproof	<i>rPf</i>
infrared	<i>nFd</i>	regret	<i>rG</i>	reprove	<i>rSv</i>
infrequent	<i>nFg</i>	photograph	<i>fGf</i>	disprove	<i>dSv</i>
electrical	<i>elCcl</i>				
patronage	<i>pTn</i>				
citrate	<i>sTa</i>				
citric	<i>sTc</i>				

LESSON 15

15.1 Write *ʊ* for the medial and final sound of *tiv*.

a. Final sound of *tiv*

active	<i>acv</i>	elective	<i>elcv</i>	motive	<i>mv</i>
attractive	<i>atcv</i>	infinitive	<i>nfiv</i>	relative	<i>rlv</i>
defective	<i>dfcv</i>				

b. Medial sound of *tiv*

effectively	<i>efcvl</i>	positively	<i>pzvl</i>	subjectively	<i>szvl</i>
deductively	<i>ddcvl</i>	productively	<i>pdcvl</i>	tentatively	<i>l-vl</i>
inductively	<i>ndcvl</i>	repetitively	<i>rplvl</i>		

15.2 Write *ɪ* for the medial and final sounds of *shun*, vowel + *shun*, and *n* + *shun*. They may also be spelled *tion*, *sion*, *ssion*, *cian*, or *shion*.

a. Final sound of *shun*

action	<i>acy</i>	introduction	<i>ntdcy</i>	reduction	<i>rdcy</i>
deduction	<i>ddcy</i>	production	<i>pdcy</i>	section	<i>scy</i>
election	<i>elcy</i>	protection	<i>plcy</i>	selection	<i>slcy</i>

b. Final sound of vowel + *shun*

decision	dsj	physician	fʒj	television	llevj
fashion	fʃj	qualification	glfcsj	vacation	vcj
nation	nj	session	sʃj	valuation ^Δ	vlevj

^Δ See Rule 3, **Recap and Preview**, page 54.

c. Final sound of *n* + *shun*

attention	atʃj	invention	invʃj	prevention	prvʃj
dimension	dsj	mention	mʃj		

d. Medial sounds

These are derivatives; see 15.3.

15.3 DERIVATIVES

appreciative	aprv	inductive	ndcv	definitively	dfnvl
declarative	decv	derivative	drv	repetitively	rplvl
descriptive	desv	receptive	rspv	selectively	slcvl
emotion	ej	actions	acps	additional	adʃl
inattention ^Δ	nalʃj	qualifications	glfcsps	provisional	prʃvl
inquisition	ngʒj	relationship [□]	rlʃʃ	professional	pfʃl
promotion	prj	additional	adʃl	national, nationally	nʃl

reaction[△] *racj* provisional *pujl* occasional, occasionally *ocyl*
 requisition *rgzj* evaluation[○] *evly* emotional, emotionally *emyl*

△ See Rule 2, **Recap and Prevue**, page 54.

□ See Commentary, a.

○ See Rule 3, **Recap and Prevue**, page 54.

15.4 COMMENTARY

- a. The suffix *ship* in *relationship* derives from the brief form in Lesson 10.
 b. Yes, the outline *ny* represents both *motion* and *mention*, and *puj* represents *provision* as well as *prevention*.

15.5 READING EXERCISE

① d d fld : u le lh ocj tth u hr hpe ex lw u vzl n gup u slcj v fj 3. sj v u lc rcs. pgr v atev. u pgr la lh sj l b atev l u hu u n v p fl. eft lb l. s	② d d gol : eno la r. rlyd l b a q 1 + la. ntdcj v r lu l gl nls u pfls u c e hp u pro lh lu ? if so lt us no ut ③ d d b n : n u d v ap 27 ① ny n clcl pdcj pzy ① + chop la u
---	---

c hip us pvd a
 slp ed v a dscf
 v lh sil n r
 fr re su
 ④ q: e rgl l mfr
 u la z lb a ll
 dla n s. hshol
 vrs u pt apr 17
 . l-v da f s l
 b fl 15 e hop
 lh dla l m cz a
 clcl sil f u
 su

bc. fr u sc
 re l fl m z
 uc seq w b
 a sec l a lcl
 dr f yso
 + ifl la m
 glfcs r sc
 la vcd egl fl
 . pzf v u co
 if u v b adgl
 mfr due m
 hzla bu re
 s

⑤ d pl: w s-

KEY 1. Dear Mr. Fielding: I am taking this occasion to tell you how happy we are to have you visit our group.²⁰ (P) Your selection of fashion as the subject of your talk makes the program very attractive. I am positive⁴⁰ that this subject will be attractive to many who might not have put forth the effort to be there. Sincerely, (57 words) 2. Dear Mr. Gold: We know that our relationship will be a good one and that the introduction of our line will ²⁰ greatly increase your profits. (P) Can we help you promote this line? If so, let us know. Yours truly, (36 words) 3. Dear Mrs. Brown: In my letter of April 27, I mentioned our critical production position;²⁰ and I hope that you can help us provide a solution. (P) We shall have a discussion of this situation in⁴⁰ our June meeting. Sincerely yours, (46 words) 4. Gentlemen: We regret to inform you that there will be a little delay in shipping the household items you²⁰ purchased on June 17. (P) The tentative date for shipping will be July 15. (P) We hope this delay will not⁴⁰ cause a critical situation for you. Sincerely yours, (51 words) 5. Dear Mr.

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Place: I have sent back the form you asked me to fill in. (P) As you can see, I have been a secretary²⁰ to a local doctor for many years; and I feel that my qualifications are such that I could easily⁴⁰ fill the position with your company. (P) If you wish additional information, do not hesitate to write⁶⁰ me. Sincerely, (63 words)

15.6 REMEMBER . . .

a. Medial and final sounds of *shun*, vowel + *shun*, *n* + *shun*, 15.2

educational	edcyf	divisions	dyjs	devotion	dyj
invitation	nvly	position	pzy	ocean	oy
location	lcy	television	llvy	promotions	prys
session	sy	fabrication	fby	discussions	dscys
		lubrication	lby	solution	shy

b. Medial and final sound of *tiv*, 15.1

active	acv	attractive	atcv
actively	acvl	attractively	atcwl

RECAP AND REVIEW

PUNCTUATION

You are three-eighths of the way through this text, and you must by now be accustomed to the pace and routine. This is, therefore, a good moment to take a look at the role of punctuation in correspondence, the ultimate goal of most dictation.

Material that is well punctuated is easily and correctly read. Badly punctuated material, on the other hand, may bring the reader to a bewildered halt, force a return to the area where understanding faltered so that the offending passage can be reread, and necessitate a review of the entire letter because the point or train of thought was lost. The reader may congratulate himself on having understood it all, but it is the duty of stenographers to prevent confusion in the first place.

No matter how defensible the theory behind punctuation that gives rise to confusion, stenographers almost never have an opportunity to explain. Thus, arguments about the pros and cons of punctuation are irrelevant when we in business are faced with the consequences of misread or misunderstood material. What we are after, then, are business statements that are universally clear. In striving to achieve that goal, stenographers should have a concomitant but equally worthy objective: to avoid having to analyze every sentence; that is, insofar as the dictation permits, to punctuate as automatically as possible.

For this first part on commas, semicolons, and sentence structure, our theme will be: *It is cold. I need a coat.* The variations on the theme will carry out our two simultaneous mandates of clarity for the reader and automatic response by the stenographer.

1. It is cold. I need a coat.

Here are two simple sentences. They are always correctly written as two sentences, but they could also be written together, as in 2.

2. It is cold; I need a coat.

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Here the two sentences are joined by a semicolon because they are so obviously related.

3. It is cold, and I need a coat.

The two sentences have been joined by the conjunction *and* as well as by a comma. Please keep in mind that pros and cons are irrelevant; if you get this point accurately, then 4, 5, and 6 will be understood.

4. However, it is cold; and I need a coat.
5. It is cold; and therefore, I need a coat.
6. However, it is cold; and, therefore, I need a coat.

When there are two sentences joined by a conjunction and one has a comma, the comma before the conjunction turns into a semicolon. The same is true if both sentences have commas; the comma before the conjunction becomes a semicolon.

7. I know it is so and that you love me.

No comma anywhere, please. The first sentence, up to *and*, is correct without punctuation and is complete; after *and*, however, "that you love me" is not a complete sentence. The word *that* is not a conjunction. Therefore, in such a sentence as "I know that it is so," no punctuation will appear because there is no conjunction. Conjunctions in addition to *and* are *but* and occasionally *or* and *for*; *so* and *because* are sometimes treated as conjunctions even though technically they are not.

In the following series, we no longer have two complete sentences:

8. *Since it is cold*, I need a coat.
9. *Because it is cold*, I need a coat.
10. *When it is cold*, I need a coat.

Each italicized portion is incomplete and cannot stand alone; it is subordinate. The only complete sentence is "I need a coat," and all others introduce it.

11. *As it is cold*, I need a coat.
12. *If it is cold*, I need a coat.
13. *While it is cold*, I need a coat.
14. *Now that it is cold*, I need a coat.

As a rule, whatever precedes the subject and verb of a sentence is introductory and should be a signal to us to set it off by a comma.

- 15. I need a coat *when it is cold*.
- 16. I need a coat *because it is cold*.
- 17. I need a coat *if it is cold*.

No comma is needed when the subordinate clause follows the main clause.

In the following sentences, we demonstrate other introductions:

- 18. *However*, it is cold.
- 19. *Furthermore*, it is cold.
- 20. *Unfortunately*, it is cold.
- 21. *Moreover*, it is cold.
- 22. *Therefore*, I need a coat.
- 23. *However*, is it cold?

In each of these cases, the word preceding the subject and verb is introductory and set off by a comma.

Commas are also called for in these circumstances:

- 24. Our anniversary is Monday, May 4.

Separating day from date.

- 25. On April 8, 1972, the shop opened.

Separating month and day from year.

- 26. The store will close on November 25, Thanksgiving Day.

- 27. Our president, John Smith, will be present.

These two sentences illustrate the comma used in apposition; i.e., when we say the same thing in different ways.

- 28. I see, though, that she is here.
- 29. This is my sample, however.
- 30. Joan, who dresses well, was promoted.

Parenthetical commas are identified as commas setting material off which could be included in parentheses and therefore omitted.

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- 31. Our flag is red, white, and blue.
- 32. The sweaters were green, brown, yellow, and white.

Place a comma before the *and*, just as we did in 3.

- 33. Here is a stamped, self-addressed envelope. It is a beautiful blue color.

We need a comma in the first sentence because *and* sounds right between the two adjectives.

Do you know about the period which is acceptable following a courteous request?

- 34. May we have your check by return mail.
- 35. May we have your check by return mail?

We expect the check in reply, not an answer saying "Yes, you may have our check by return mail." However, the question mark is always correct.

Commas and periods always go inside quotation marks in business correspondence.

- 36. "Yes," he said.
- 37. I have your book, "Better Days."

If, however, your employer insists on their going outside, do it. This is not a life-and-death matter.

Use of the hyphen:

- 38. Here is a self-addressed envelope.

All expressions which include *self* are hyphenated.

- 39. Your past-due account totals \$40.
- 40. Your account for \$40 is past due.
- 41. This book is well known.
- 42. This well-known book belongs to me.

Use a hyphen when the noun follows a compound expression; when no noun follows, there is no hyphen.

- 43. It is a nationally known product.
- 44. It is a newly painted room.

There is no hyphen when the first part of the compound expression ends in *ly*.

These illustrate apostrophes showing possession:

45. That one sheep's wool is black.
46. That one woman's hair is brown.
47. That one mouse's tail is curly.
48. That one boy's tie is red.

All singulars call for the apostrophe + *s*. All you have to know is whether it is singular or not.

In the following sentences, assume three of everything, so we have plurals:

49. The sheep's wool is black.
50. The women's dresses were all blue.
51. The mice's tails were cut off.

Just take the plural form and add apostrophe + *s*,

52. The boys' ties were red.

except here: We would add apostrophe + *s* but it sounds strange to say *boys's*; so we remove the *s* which follows the apostrophe.

53. These are yours.
54. Ours is here; theirs is there.
55. Here is its label.

Pronouns do not require any apostrophe to show possession. See 4.7.

From now on, the Reading Exercises will include many of the punctuation pointers we have just identified for you. Don't hesitate to return to these pages to confirm the reasoning behind any example that puzzles you.

One detail must be added here. Shorthand notes do not always incorporate material which later shows up in the transcript. For instance, notes do not always indicate capitalization. Similarly, notes may not always incorporate the hyphen illustrated in sentences 38, 39, and 42. Nevertheless, the person who dictates to you may wish to ensure its appearance in the transcript and may mention the hyphen. Always follow such a request and write the hyphen in your notes then and there, even if its appearance in the transcript would have been second nature to you.

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We cannot use the same hyphen we write for *nt/ment*. The hyphen to be transcribed *as a hyphen* is written # in your shorthand notes. Let us say the dictation was, "It is a well-known book." You write in SPEEDWRITING,

Is a l no bc. When you add the hyphen, the phrase looks like this: *Is a l # no bc*.

LESSON 16

16.1 Attach a dash to an initial letter combined with *l*. (See Commentary, *a*. This is the combination-*l* principle.)

a. The initial consonant sound combined with *l* will be called —*b* *bluh*, —*c* *cluh*, —*f* *fluh*, —*g* *gluh*, —*p* *pluh*, and —*s* *sluh*.

black	— <i>bc</i>	flight	— <i>fi</i>	plant	— <i>p-</i>
club	— <i>cb</i>	glad	— <i>gd</i>	sleight, slight, sly	— <i>sl</i>
client [△]	— <i>cl-</i>	play	— <i>pa</i>	slow	— <i>so</i>

△ See Recap and Prevue, page 54.

b. The initial vowel sound combined with *l* will be called —*a* *āil* or *āl*, —*E* *eel* or *ēl*, —*i* *īle* or *īl*, —*o* *ōl*, and —*u* *ūl*.

ailment	— <i>a-</i>	else	— <i>es</i>	olive	— <i>ov</i>
alimony	— <i>ame</i>	ill, aisle	— <i>i</i>	ultimate	— <i>ulrl</i>
element	— <i>E-</i>	illuminate	— <i>ima</i>	ultimatum	— <i>ulrls</i>

16.2 Omit *l* when a medial consonant is combined with it.

oblige	<i>oby</i>	recluse	<i>rce</i>	reply	<i>rpe</i>
problem	<i>pbr</i>	inflate	<i>nfa</i>	supply	<i>spr</i>

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include *ncd* duplicate *dpcā* legislate *lysa*

16.3 BRIEF FORMS

about	<i>ab</i>	has	<i>as</i>	over	<i>o</i>
came, come,					
committee	<i>k</i>	move	<i>w</i>	please	<i>p</i>
customer	<i>K</i>	order	<i>o</i>	under	<i>u</i>

16.4 ABBREVIATIONS

inch	<i>in</i>	pound	<i>lb</i>	cent, cents [△]	<i>c</i>
ounce	<i>oz</i>	dollar, dollars [△]	<i>d</i>		

[△] See Commentary, *b*.

16.5 DERIVATIVES

alibi	<i>abi</i>	clients	<i>ci--</i>	platform	<i>plf</i>
gladly	<i>gdl</i>	clinics	<i>cncs</i>	obligation	<i>obgl</i>
slowly	<i>sol</i>	clipped	<i>cp̄</i>	inclusion	<i>nci</i>
slightly	<i>sil</i>	clipping	<i>cp</i>	inflation [□]	<i>nfi</i>
plantation	<i>p-1</i>	clippings	<i>cp̄</i>	deflation [□]	<i>dfi</i>
allegation	<i>agl</i>	illegal [△]	<i>igl</i>	application [□]	<i>apcy</i>

alley	<i>ae</i>	illicit	<i>isl</i>	duplication□	<i>dpcy</i>
elemental	<i>e-l</i>	illogical△	<i>ycl</i>	legislation□	<i>lgsy</i>
		supplement	<i>sp-</i>	legislative	<i>lgsv</i>

△ See Commentary, c.

□ Note that the final *a* in the root word is included with the principle for writing 1 for a vowel + *shun*.

became	<i>bk</i>	today	<i>ld</i>	6 pounds	<i>6 lbs</i>
become	<i>bk</i>	today's	<i>lds</i>	2 inches	<i>2 ins</i>
income	<i>nk</i>	daily	<i>dl</i>	overdue	<i>odu</i>
welcome	<i>lk</i>	ordered	<i>ō</i>	overhead	<i>ohd</i>
displease△	<i>dsp</i>	ordering	<i>ō</i>	oversight	<i>osu</i>
hasn't	<i>as-</i>	orders	<i>os</i>	undergo	<i>Ug</i>
movement	<i>w-</i>	3 days	<i>3 ds</i>	undertake	<i>Ulc</i>
remove	<i>rw</i>	8 ounces	<i>8 ozs</i>	undervalue	<i>Uolur</i>

△ Although *please* is a brief form written *—p*, there is no practical way to include the dash in the outline for *displease*, so it is omitted.

16.6 COMMENTARY

a. Be sure the attached initial stroke is easily distinguished by its length from the much shorter hyphen. In order for the dash to be attached to an initial letter, that letter must be *combined with l*. Letters which are joined but combined do not qualify; e.g., *ely* election, *alrd* aloud. This explanation is the same as the one offered regarding letters combined with *r*.

b. Express money as follows: even sums: \$5 *5d* \$50 *50d* \$1 *1d*
47 cents *47c*; odd sums: \$23.68 *23⁶⁸* \$91.40 *91⁴⁰* \$1.75 *1⁷⁵*.

c. Note the introduction of *il* as a prefix, 16.5.

16.7 READING EXERCISE

① d / an: i rgl
 la in obj l ll u
 la z lb a u dla
 m spe. col u o,
 34 y O. lel s
 v x epp- m r-p-
 3 bdl d y b a fd
 m lh scy + pdcy as
 b v l r m rs-
 wks. er r-pys
 bupl lh epp- m
 a fu ds + sd lnt
 m a pzy lrc s-lr
 ks. id ap l if ud
 u lb a ll ps-
 su

② d r s — bc: l
 u — p fl m. atC
 f f apcy f cr +
 sal l l us ll

lc ab 10 ds f u
 Cq — pa lreC u
 Tu. sal: if u
 do- v- l wa
 f l o u c k nt
 r Sp o 8 l st +
 q- ave l gl l
 gcl. ul

③ d / el: m u
 k lse re o a 120
 u lol re ab u
 — pr br- a h r s
 o. lc f u k vcy
 w lca a — pz-
 5+ r ch la id
 lc l so u l r--
 f 150 d a ro + lh
 ps mcds. us v a
 fu nu bo. mo
 ul fu. ch l su

f u f r l « i f u
 u s l o e l ④ l e l
 r e s o l a e c
 r e a d a l d u
 l . l c \ u l

④ d r s — f d : l h s
 n r p e l u d v
 r 7 « . s p - e r
 r a l l u s d b
 a d l . c a l e s -
 n f b \ l s o s r
 l u v — a b s s +
 g u s . p s v e l
 l h « — p d u n
 f g l l a s C g s l b
 n c d n . p l p s
 i f u o s o s o d \ u l

⑤ d r s — c a : s
 r o s a g a k z f i
 l l c n t . n g l
 p h s v e d c y \ . h d
 v . g u p a s a g e l k

l r c b r e t t l
 u s a b . f e v . k
 n c d n s l c l b
 a d s c y v . l y s v
 a c y b — p n l h p
 l o s h u v - l g
 l c l y b d u n v
 s f b - m e l d u
 s o « u r a l
 l h n v l y l u n .
 h o p l a u l v - l b
 p z - o . n e v a p
 19 \ . p l C z n f l h
 r e s . g - h l l o
 — e b l o d \ u o l

⑥ d r s — f y d : u
 l d a r u b a s k
 l r a l y « i d u
 n n o y . t u
 + u r r o b u o
 a s b s o — s o
 n r e l u \ i f l

dz n are on a	* il dpc a . 0 *
fu ds ll re nd	rb l lu > ul

KEY 1. Dear Mr. Allen: I regret that I am obliged to tell you that there will be a slight delay in supplying²⁰ the clothing you ordered. As I mentioned over the telephone, some of our equipment in our plant was badly⁴⁰ damaged by a flood in this section; and production has been very limited in recent weeks. (P) We are making⁶⁰ provisions to replace this equipment within a few days and should then be in a position to make shipment⁸⁰ to our customers. (P) I would appreciate it if you would try to be a little patient. Sincerely yours, (99 words) 2. Dear Mrs. Blake: Will you please fill in the attached form for application for credit and mail it to us? (P) It will²⁰ take about 10 days for your charge plate to reach you through the mail. If you don't want to wait for it, you can come into⁴⁰ our shop on Eighth Street and Grant Avenue to get it quickly. Yours truly, (53 words) 3. Dear Mr. Early: When you came to see me on May 12, you told me about your plan to rent a house on the lake²⁰ for your coming vacation. (P) I have located a pleasant five-room cottage that I would like to show you. It rents⁴⁰ for \$150 a month, and this price includes the use of a fine new boat. I know you will find the⁶⁰ cottage well suited for your family. (P) If you wish to see it, telephone me so that we can make a date to⁸⁰ drive to the lake. Yours truly, (85 words) 4. Dear Mrs. Flood: This is in reply to your letter of March 7. (P) The supplement we are mailing to you should²⁰ be added to the catalog we sent in February. It shows our line of albums and gives the price of each⁴⁰ item. (P) Please do not forget that shipping charges will be included in the purchase price if your order is⁶⁰ over \$50. Yours truly, (64 words) 5. Dear Mrs. Clay: Some months ago a committee was formed to look into the national problems of education.²⁰ The head of the group has agreed to come to our club meeting to tell us about the findings of the committee.⁴⁰ Included in his talk will be a discussion of the legislative action being planned to help those who⁶⁰ want to go to college but do not have sufficient money to do so. (P) I am mailing this invitation to⁸⁰ you in the hope that you will want to be present on the night of April 19. The place chosen for this meeting¹⁰⁰ is the Grant Hotel on Elm Boulevard. Yours very truly, (111 words) 6. Dear Mrs. Floyd: Your letter dated March 6 has come to my attention. (P) I do not know why the blue and white robe²⁰ you ordered has been so slow in reaching you. If it does not arrive within a few days, let me know; and I will⁴⁰ duplicate the order and rush it to you. Yours truly, (50 words)

16.8 REMEMBER . . .

- a. Initial consonant combined with *l*, 16.1a

blew, blue	<i>ou</i>	flag	<i>fg</i>	plan	<i>pn</i>
block	<i>bc</i>	flashlight	<i>flht</i>	pleasant	<i>pz-</i>
blouse	<i>bus</i>	flimsy	<i>fzge</i>	plenty	<i>p-e</i>
click, clock, clack, claque	<i>cc</i>	glove	<i>gv</i>	slice	<i>sus</i>
cloth	<i>cl</i>	glow	<i>go</i>	slip	<i>sp</i>
clothe	<i>col</i>	glucose	<i>gcs</i>	slogan	<i>sgn</i>

b. Initial vowel combined with *l*, 16.1b

ail	<i>a</i>	elevate	<i>eva</i>	illusive	<i>isv</i>
album	<i>ab</i>	eloquent	<i>eq-</i>	ultra	<i>wa</i>
alkali	<i>ackl</i>	illumine	<i>lm</i>	ultrasonic	<i>wtunc</i>
eel, ell	<i>e</i>	illusion	<i>ij</i>		

LESSON 17

17.1 Write a joined slant for the final sound of *er* and *ter* (see Commentary, a).

a. Final sound of *er* following a letter

bigger	<i>bg</i>	manager	<i>mf</i>	refer	<i>rf</i>
builder	<i>bld</i>	manner	<i>md</i>	richer	<i>rd</i>
cover	<i>cv</i>	occur	<i>oc</i>	rubber	<i>rb</i>
error	<i>er</i>	officer	<i>ofs</i>	summer	<i>sv</i>
fewer	<i>fu</i>	paper	<i>pp</i>	washer	<i>wd</i>
her	<i>h</i>	power	<i>pr</i>		

b. Final sound of *ter* following a letter

after	<i>af</i>	editor	<i>ed</i>	matter	<i>mt</i>
better	<i>bt</i>	factor	<i>fc</i>	water	<i>wt</i>
chapter	<i>cp</i>	latter	<i>lt</i>		

c. Final sound of *er* following a mark of punctuation

center	<i>s</i>	hunter	<i>h</i>	winter	<i>w</i>
--------	----------	--------	----------	--------	----------

17.2 DERIVATIVES

a. Write the overscore for *ed* just above the joined slant:

featured *fe⁻* lowered *lo⁻* preferred *pf⁻*

b. The underscore for *ing* has plenty of room to fit well beneath the slant:

centering *se₋* honoring *on₋* occurring *oc₋*

c. Double the final mark of punctuation to form a plural or possessive; see 4.2b:

hers *h//* officers *ofs//* papers *pp//*

d. Omit the medial long vowel when adding anything but *ed* or *ing* to a one-syllable word; see Rule 8, **Recap and Prevue**, page 55:

briefe^r *bf* cheaper *Cp* teacher *tc*

e. Since *ol* is written for the sound of *old*, 13.1, it does not change for derivatives:

folders *fol//* holder *hol* policyholder *plsehol*

f. Long vowel sounds are written before punctuation marks; see Rule 5, **Recap and Prevue**, page 55:

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elevator	<i>eva</i>	later	<i>la</i>	believer	<i>ble</i>
prior	<i>pr</i>	lower	<i>lo</i>	mower, motor	<i>no</i>
answer	<i>as</i>	earlier	<i>el</i>	procedure	<i>psj</i>
buyer	<i>b</i>	factors	<i>fc</i>	purchaser	<i>pc</i>
chapters	<i>cp</i>	flyers	<i>fl</i>	wintered	<i>wt</i>
dollars ^Δ	<i>dl</i>	higher	<i>he</i>	winters	<i>wt</i>
eraser	<i>ers</i>	newspapers	<i>nzpp</i>	wintering	<i>wt</i>
erasure	<i>erd</i>				

^Δ See Commentary, b.

17.3 COMMENTARY

a. Because we particularly designate this as a *joined slant*, you might surmise correctly that we will later use a slant that is not joined.

b. We write *d* for dollar/dollars with definite sums of money: \$1 *1d* and \$82 *82d*; see 16.6b. However, write these out as dollar and dollars *dl* when no definite sum is mentioned:

Give me a dollar for this.

gv re a dl f th.

Make-believe dollars have no value.

re # ble dl v no vlu.

17.4 READING EXERCISE

0 d 7 cbl: th s u r f l a e m .
n as l. d m d D v pp la re c u

el m. uk. u v
 ge re vn usd la.
 e/3 ro // idu m
 no h- th oc b
 a dpeb s-3 s-
 lu ld ① + l sd
 are n a d o 2.
 su

② d r s ~ yf: m C-
 r. fils ② ese la u
 v m u z u C- pa
 f ~ r s. ② u
 ra m b f r l v.
 nu Sp s l ev bll
 bpl r ol. ra
 e nu u l dp m
 lse us // ul fu la
 r Sp s b g + b l m
 m f l y s. ev
 nu b f p v d r k s
 v a g s l c y v fu
 f b c s m a C y s v

cl // k m + ll us
 So u h u c b
 v l u v - v v
 ll me. su
 ③ d r s ~ yf: u r g e
 re vn usa la r
 ol r d l s v C p ②
 b m r v l h.

~ fu fcl ev bll
 nt r nu g s h e l //
 if ul ll i v r
 a y - l c l u a t l ②
 ul b g c l a g e la
 ev nu sol a
 b h e // . fol la
 w a l c l l h d l
 h p l s o u y s o ~
 v r k s p f r
 nu r d l. ul

④ d r s ~ yf: o f s //
 v r l c l - c b v v o
 m f v v g v a d n

L on / r f / P. e
 — p n w . d n / f
 h l a n . n b
 v n y l s t . d a n
 3 s n 3 e n o w n
 . d n l b h l o e s
 l l u n o \ h o p u c
 k \ s u
 ⑤ d n r y l : n o f s
 m y a s l o l r e
 l a n p a - v 653⁸⁹
 o n u n v v f l 28
 s o d u \ w n u p l
 l z l p r e l o c r o u
 a l f e l r e p a - w n
 30 d s \ r a e v u
 C c o - e s a d l l
 u s n o w n e r a
 h o p l r e s e l h p a - v f

e d u n n r s e a
 a s l l h l w n a
 f u d s o e s f l o b t
 l l c l g l a c y \ u l
 ⑥ d r s f e : e s
 v a d s c y v . k
 e l c y f r o c p g r
 d u u n o h u s
 r n f o f s ? d u u
 n o . g l f c y s v
 . m h u r
 r n f o f s ? ? l o
 v o f d u n
 v e n f n f y
 a b . m e
 r s c l v o f
 n a e l c y \
 u c n r b k
 n f t \ s u

KEY 1. Dear Mr. Chambers: This is in answer to the letter in which you referred to an error in the order of²⁰ paper that reached you earlier in the week. You were quite right when you said that the error was ours. (P) I do not know⁴⁰ how this occurred, but

a duplicate shipment was sent to you today; and it should arrive in a day or two.⁶⁰ Sincerely yours, (62 words) 2. Dear Mrs. Majors: In checking our files, we see that you have not used your charge plate for many months. Therefore, you may²⁰ not be familiar with the new shopping center we have built to replace our old one. May we invite you to drop⁴⁰ in to see us. (P) You will find that our shop is bigger and better than in former years. We have never before⁶⁰ provided our customers with a greater selection of fine fabrics in a choice of colors (P) Come in and let us⁸⁰ show you how you can buy what you want with very little money. Sincerely yours, (94 words) 3. Dear Mr. Black: You are quite right when you say that our older models were cheaper, but none of them had the many²⁰ fine features we have built into our new gas heaters. (P) If you will let one of our agents talk to you about them,⁴⁰ you will be quick to agree that we have never sold a better heater. (P) The folder that I have attached to this⁶⁰ letter will help to show you why so many of our customers prefer our new model. Yours truly, (78 words) 4. Dear Mrs. Ash: The officers of our teacher's club have voted in favor of giving a dinner to honor²⁰ our former President. We plan to have a dinner for her later in the month but have not yet set the date. (P) As⁴⁰ soon as we know when the dinner will be held, we shall let you know. I hope you can come. Sincerely yours, (58 words) 5. Dear Mr. Rogers: Our office manager has told me that your payment of \$653.89²⁰ on our invoice of July 28 is overdue. When you purchased these typewriters on credit,⁴⁰ you agreed to make payment within 30 days. (P) May we have your check or else a letter letting us know when⁶⁰ we may hope to receive this payment. If we do not receive an answer to this letter within a few days, we⁸⁰ shall feel obliged to take legal action. Yours truly, (89 words) 6. Dear Mrs. Fleet: We shall have a discussion of the coming election for our October program. (P) Do you know²⁰ who is running for office? Do you know the qualifications of the men who are running for office? ⁴⁰ (P) Too many voters do not have enough information about the men we are asked to vote for in an election. You⁶⁰ can now become informed. Sincerely yours, (67 words)

17.5 REMEMBER . . .

a. Final *er* following a letter, 17.1

chamber	<i>crb</i>	eager	<i>eg</i>	honor	<i>on</i>
neighbor	<i>nb</i>	major	<i>y</i>	proper	<i>pp</i>
nature	<i>nc</i>	color	<i>cl</i>	professor	<i>pfs</i>
picture	<i>pcc</i>	familiar	<i>frl</i>	pressure	<i>ps</i>

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voucher	<i>vr-c</i>	similar	<i>sr-l</i>	shopper	<i>sp</i>
offer	<i>of</i>	dinner	<i>dn</i>	favor	<i>fv</i>

b. Final *ter* following a letter, 17.1

debtor	<i>d</i>	factor	<i>fc</i>	detector	<i>dlc</i>
--------	----------	--------	-----------	----------	------------

c. Final *er* following a mark of punctuation, 17.1

painter	<i>pa-</i>
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LESSON 18

18.1 Write *al* for the initial and final sound of *al*.

a. Initial sound of *al*

all, awl *al* although *allo* altar, alter *al*

b. Final sound of *al*

ball	<i>bal</i>	fall	<i>fal</i>	tall	<i>lal</i>
crawl	<i>ral</i>	hall, haul	<i>hal</i>	wall	<i>ral</i>
drawl	<i>dal</i>	mall	<i>ral</i>	yawl	<i>yal</i>

18.2 Write *a* for the initial and final sound of *aw*.

a. Initial sound of *aw*

audit *adi* awning *an* ought *al*
awe *a*

b. Final sound of *aw*

draw	<i>da</i>	raw	<i>ra</i>	withdraw	<i>da</i>
law	<i>la</i>	saw	<i>sa</i>		

18.3 BRIEF FORMS

advantage	av	future	fl	sail, sale [□]	s
again, against	ag	member	mb	save, several	sv
business	bs	out [△]	ou	where	vr

△ See Commentary, a.

□ See Commentary, b.

18.4 ABBREVIATIONS

feet, foot	fl	mile	mi	square	sq
figure	fg	page	p		

18.5 DERIVATIVES

auditor	ad	members	ms	outline	ouli
audition	ady	membership	mb	outlined	outli
awesome	as	remember	rm	outlining	ouli
drawer	da	resale	rs	outside	ousd
sawed	sa	sales	ss	saves	svs
sawing	sa	salesman	ss-	saving	sv
drawings	da	salesmen	ssm	savings	sv
lawyer [△]	ly	businessman	bs-	severally	svl

lawyers[△]

lyf

businessmen

bwm

whereas


wz

elsewhere

esw

[△] See Commentary, c.

18.6 COMMENTARY

- a. We write  only for medial and final sounds of *ow*; see 5.2.
- b. The printed *s* appears here for the first time. We have been using the regular *s* as a brief form since its introduction as *is*, *his* in 1.10.
- c. Did this surprise you? Try pronouncing it again.
- d. The medial sound is not covered in 18.2, so it follows Rule 9, **Recap and Prevue**, page 55. Never write medial *aw* except in the final *al*. Illustrations are:

ballroom

blm

falsely

flsl

halt

hll

false

fls

fault

flt

walnut

wlnt

18.7 READING EXERCISE

① dfr : usa u pcl
 n . nzpp ld + z
 hpe lno v u rs-
 pry l . pry v
 pfs a . lcl clj
 chop u + u wrl
 l k lse re af
 u n slē \ c

② dms hlln : z
 . on/ v a rll spo
 u no dot wllse
 u bo go n flc yd
 + u w- lnts . no
 v Ks hu pl z dl
 spes fr u . all
 fol l so u h- th

c b dn \ l oules
 sr v. psyl la v b
 flō b a q ~ rll
 + lls hr u o lo o c
 nls u ss dū .

y ll af u rd . fol o
 chop ul al - i v
 r a j - - l q o . dils
 v u \ ul

③ d r s ~ c f a : .

allē se oules .

ry fc // v r
 bc - cb \ af lē
 a l o ul se h
 r Bs sv me
 b lē avj v . lo
 pss + hē diss

e of ll d u lē
 l w p + l + da bcs a
 sl lo pss v diss?
 if u v - l bk a
 B v r bc - cb o

fl m. Bb f
 + rsl l lus \ al
 fl sv l b us

on u du th cu

④ d r ~ d h : l h s

n as l r l v
 oc 30 \ . bl e s -
 cv \ . arls u o

o r unvs v sp 17

+ oc 8 f . d - - v

vr envs + pp //

ngz l 3 l v

s l r s o e s - 1

bl cv - . 2 d - - \

chop th res v

u a svl \ su

⑤ d r ~ d y l : .

nl v r b s sl

la . s v r l b

fals of dū . v -

ros b pcs p a q

n . sv \ if e c

of l b a a b
 ps fr nr tu
 fb " d u l c l
 lc avy v th of?
 uc du so b pl
 a o nr \ su
 ⑥ d r s hal : e
 fe l nec l nr
 K v r spe
 v fe cln fBcs
 du . fal l
 r r f r

v fBcs " . cat
 la s l s- v
 th l l so
 h u c nls
 u spe v cln
 fBcs f v ll
 me if u
 pl u o nr
 u l fe a o
 f o p io v
 . cat \ su

KEY 1. Dear Jim: I saw your picture in the newspaper today and was happy to know of your recent promotion to²⁰ the position of professor at the local college. (P) I hope you and your wife will come to see me after you⁴⁰ are settled. Cordially, (44 words) 2. Dear Mrs. Hamilton: As the owner of a retail shop, you no doubt wish to see your business grow in future²⁰ years; and you want to increase the number of customers who purchase their daily supplies from you. (P) The attached folder⁴⁰ will show you how this can be done. It outlines some of the procedures that have been followed by a great many⁶⁰ retailers and tells how you, too, can increase your sales during the year. (P) After you read the folder, I hope you will⁸⁰ allow one of our agents to go over the details with you. Yours truly, (94 words) 3. Dear Mrs. McGraw: The attached sheet outlines the major features of our book club. After looking at it, you will²⁰ see how our members save money by taking advantage of the lower prices and higher discounts we offer.⁴⁰ (P) Would you like to have up-to-date books at such low prices with discounts? If you want to become a member of our⁶⁰ book club, fill in the membership form and mail it to us. All future savings will be yours when you do this. Cordially⁸⁰ yours, (81 words) 4. Dear Mr. Bradley: This is in answer to your letter of October 30. The bill we sent covers the²⁰ amounts you owe on our invoices of

September 17 and October 8 for the shipments of white envelopes⁴⁰ and paper. (P) Inasmuch as these were sale items, we sent one bill covering the two shipments. I hope this meets⁶⁰ with your approval. Sincerely yours, (66 words) 5. Dear Mr. Doyle: The nature of our business is such that the sale of our lumber falls off during the winter months²⁰ but picks up again in the summer. Therefore, we can offer lumber at a lower price from November through⁴⁰ February. (P) Would you like to take advantage of this offer? You can do so by placing an order now. Sincerely⁶⁰ yours, (61 words) 6. Dear Mrs. Hall: We find it necessary to move much of our supply of fine cotton fabrics during the fall²⁰ to make room for our winter fabrics. (P) The catalog that is being sent with this letter will show how you can⁴⁰ increase your supply of cotton fabrics for very little money if you place your order now. You will find an⁶⁰ order form on page 10 of the catalog. Sincerely yours, (70 words)

18.8 REMEMBER . . .

a. Initial and final *al*, 18.1

befall *bfal*
all right *al re*

pall *pal*
altered *al-*

b. Initial and final *aw*, 18.2

augment *ag-*
jaw *ja*

auditor *ad*
paw *pa*

LESSON 19

19.1 When a word contains a medial vowel followed by *d*, omit the vowel and write *d*.

accede	<i>cd</i>	need	<i>nd</i>	succeed	<i>scsd</i>
feed, food	<i>fd</i>	read, reed, rude	<i>rd</i>	trade	<i>zd</i>
made	<i>md</i>	seed, cede	<i>sd</i>	wide	<i>wd</i>

19.2 When a word contains a medial long vowel followed by *z*, omit the vowel and write *z*.

choose, chose	<i>cz</i>	praise	<i>pz</i>	these	<i>tz</i>
cruise	<i>cz</i>	raise	<i>rz</i>	wise	<i>wz</i>
lose	<i>lz</i>	size, seize	<i>sz</i>		

19.3 DERIVATIVES

arise, arose	<i>arz</i>	preclude	<i>pcd</i>	decode	<i>dcd</i>
aside	<i>asd</i>	rudely	<i>rdl</i>	uprising	<i>prz</i>
beside	<i>bsd</i>	widely	<i>wdl</i>	providing	<i>pvd</i>
besides	<i>bds</i>	wisely	<i>wzf</i>	raises	<i>rz</i>

outside	ousd	indeed	ndd	roads	rdso
inside	nsd	misaid	nsld	leader	ld
decided	dsd̄	proposal	ppzl	leaders	ld//
decidedly	dsd ^l	secede	ssd	proceedings	psd ₌
chosen	Czn	recede	rsd		

19.4 COMMENTARY

As early as 1.2, we mentioned words written one way but pronounced in different ways according to usage; now we can illustrate the differences in SPEEDWRITING:

I will *use* that. Of what *use* is that?

il uz la. v it us s la?

Please *close* the drawer. We are *close* to the desk.

p cz. da\ e r — coo l. dsc.

19.5 READING EXERCISE

① du u v- l — p-	* gr q dess.
ly tes + lbs o. sd	③ ev m b pz f.
v. rd ld̄ l re	k, ly — pñ. de
hro?	v efvhl.
② e lc q pd m.	④ dss al; fd
nly la r ks zd v	psr r rz el no
us. ly mo e sh hu	* yf uc ofel lh
gd dss a lo psr	mls b — pñ + b

loo fds la v m yf
 ret. hē lols" if
 u v- lno h r s
 m n fd z
 fols f rlvē ll
 meo k l r sp
 on ur d nlon.
 s

⑤ d r s — es: u m
 n no la z s a by
 s l hē a r sp
 o g- ave + gohn
 blod" lē so
 Ks ul ap r
 fē lē v gō ul
 b — p o l o v.
 me uc sv o
 el pl, u m
 lē avf v r ez
 pa- — p n o o f u
 pf o el — gdl p
 asd ul u Cyl

b + hol l f 30 ds
 a no adyl Cq"
 p n 9 s. fē d v
 h q s. e r y u
 n l p of k m s
 @ d r p s m: u
 aq rē l lē u h
 K e ap. o
 u scl dpl as qv
 us dū. y" e
 hop ur z — p v
 us z er v r Ks
 + la ul pl o
 v us m. fl. v lē
 @ d r rd: dz u
 fē nd a sec
 cr? ev a q u z
 rdl la er f p
 f s — l a er l
 l ll q f v ll
 me" y do- u
 + u v f k m

lse l? ul

⑧ d r s nyl: i rgl
lnfr u la al v.

rd + ur fBe

ul ks. val

n u h s z rs-l

sol. ecro 4 fl

. 0 la z rse ld

er gl a adgl

spe v lz fBcs f

. k fal szro +

u gr pzo la.

cl u vb lb

ncd. if l soil

hol l asd f u +

ll u no b llg

v ls arul. vlu

⑨ d r ul: r ofs

as m h adgl

o pp l_u o + er

nr re l-v

prns ldu s

ab th pbs. a

q ~ v r m

v lol re la by

d pf lw el dsc

egp v a atcv

lp + ls el ma

al nd f. be

elct^c sel lus e

nr uz h

efcv o uz d

th rd b? id

gdl re l if u

u n age- ble u

ij la i v u

u-- h a sll

pbs + la u h hph

fa a slp. du b c enf

l hp us? ul

KEY 1. Do you want to plant these trees and shrubs on the side of the road leading to your house? (14 words) 2. We take great pride in the knowledge that our customers

trade with us. They know we sell high-grade items at low prices²⁰ and give good discounts. (24 words) 3. We have nothing but praise for the committee. They planned the drive effectively. (14 words) 4. Dear Mrs. Archer: Food prices are rising each month, and yet you can offset this increase by planning and buying²⁰ those foods that have not yet reached the higher levels. (P) If you want to know how some women are feeding their families⁴⁰ for relatively little money, come to our shop when you are downtown. Sincerely, (55 words) 5. Dear Mrs. Ellis: You may not know that there is a big sale being held at our shop on Grant Avenue and ²⁰ Golden Boulevard. (P) Like so many customers, you will appreciate our fine line of goods. You will be pleased, too, with⁴⁰ the money you can save on each purchase. You may take advantage of our easy-payment plan, or if you prefer,⁶⁰ we will gladly put aside what you choose to buy and hold it for 30 days at no additional charge. (P) June 9⁸⁰ is the final day of this great sale. We urge you not to put off coming in. Sincerely, (96 words), 6. Dear Mr. Jackson: I am again writing to tell you how much we appreciate the orders your school department²⁰ has given us during the year. (P) We hope you are as pleased with us as we are with our customers and that you⁴⁰ will place many orders with us in the future. Very truly yours, (53 words) 7. Dear Mr. Reed: Does your family need a second car? We have a good used model that we are putting up for²⁰ sale—one that we are willing to let go for very little money. (P) Why don't you and your wife come in to see it? ⁴⁰ Yours truly, (42 words) 8. Dear Mrs. Royal: I regret to inform you that all of the red and white fabric which matches the wall in your²⁰ house was recently sold. We cannot, therefore, fill the order that was received today. (P) We are getting an⁴⁰ additional supply of these fabrics for the coming fall season, and I am quite positive that the color you wish⁶⁰ will be included. If it is, I will hold it aside for you and let you know by telegram of its arrival.⁸⁰ Very truly yours, (84 words) 9. Dear Mr. Taylor: Our office has never had adequate or proper lighting, and we are now making tentative²⁰ plans to do something about this problem. A great many of our men have told me that they would prefer to have⁴⁰ each desk equipped with an attractive lamp and thus eliminate all need for the bright electric ceiling lights we⁶⁰ now use. (P) How effective or wise would this method be? I would gladly try it if you were in agreement. (P) I believe⁸⁰ you mentioned that one of your clients had a similar problem and that you had helped him find a solution.¹⁰⁰ Would you be kind enough to help us? Yours truly, (109 words)

19.6 REMEMBER . . .

a. Medial long vowel followed by *d*, 19.1

grade	<i>gd</i>	laid, lead,		guide	<i>gd</i>
		load	<i>ld</i>		

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shade	<i>sd</i>	decide	<i>dsd</i>	rode	<i>rd</i>
deed	<i>dd</i>	divide	<i>dvd</i>	feud	<i>fd</i>
proceed	<i>psd</i>	provide	<i>pvd</i>	allude	<i>ald</i>

b. Medial long vowel followed by z, 19.2

haze	<i>hz</i>	revise	<i>rvz</i>	music	<i>rz</i>
reason	<i>rz</i>	rose	<i>rz</i>	abuse	<i>abz</i>
cheese	<i>Cz</i>	disclose	<i>dscz</i>	refuse	<i>rfz</i>

LESSON 20

20.1 Write the dash for the sound of *nd*.

blind [△]	<i>we—</i>	friend [□]	<i>ʒ—</i>	send	<i>s—</i>
calendar	<i>cl—</i>	grand	<i>g—</i>	trend	<i>z—</i>
demand	<i>d—</i>	pendant	<i>p—</i>	window	<i>u—o</i>

[△] The *i* appears in accordance with Rule 5, **Recap and Preview**, page 55.

[□] This word is capitalized when used in a salutation.

20.2 BRIEF FORMS

because	<i>cs</i>	only	<i>nl</i>	pupil	<i>pup</i>
began, begin	<i>bg</i>	other	<i>ʒ</i>	school	<i>scl</i>
ever, every	<i>ε</i>	pull	<i>pu</i>	until	<i>ul</i>

20.3 ABBREVIATIONS

absolute, absolutely	<i>abs</i>	merchandise	<i>rdse</i>	question	<i>g</i>
intelligent, intelligence, intelligently	<i>intl</i>	popular	<i>pop</i>		

20.4 DERIVATIVES

everybody	Elbde	others	Is	friends	f--
everyone	E1	attends	al--	dependent	dp--
everything	E	intends	nt--	amendment	as--
everywhere	Ere	refunds	rf--	cylinder	sl-
whenever	one	behind	bhe-	binder	be-
wherever	re	reminded	ru-	binders	be-
whichever	ce	candy	c-e	wondering	u-/-
whoever	huc	handle	h-l	wondered	u-
beginning	bg	handling	h-l	wonders	u-
beginner	bg'	friendly	f-l	pending	p=
beginners	bg''	friendship	f-s	depending	dp-
schoolbook	sclbc	rendition	r-1	depended	dp-
schoolroom	sclrs	foundation	f-1	dependents	dp---

20.5 COMMENTARY

In 20.1, *pendant* illustrates the recommended difference in size of hyphen and dash. A dash in your notes which is intended to be transcribed as a dash and not as *nd* should be written ~~—~~.

20.6 READING EXERCISE

odd n-l: u	use of nfy
gd vpe l. l n	ab n fd nel "

1 mel bq v r
 co a ll O b y a q
 e f — h lb a
 — h u lc q pd
 m du E j b efb-h
 + s j — l mC
 rd h v pop v
 Ebde m r F, e
 al rgt la s hll
 rd h dad lle
 f at scy w no
 hzly m sa la of
 u nt — l Cz h b
 a pzy m r Foh
 l fl. pzy l w if
 u E v adyl
 nfy ab h-p
 re lre aq. ut
 2 d r s evol: er
 s — lh L l al r
 j — — z a r u
 v. bq s er v o

nu 3. fC m lh
 s ll a rd slcy
 v cos + sus m E
 sz + cl w r B
 lh s bgs o nu 3
 + l — cz o nu 6.
 k El so la ul
 v a rd Cys v
 lh fu r dse. ul
 3 d r c — l: lh
 s l ll u h
 — p v v.
 sol blln u
 bu. w b rd
 l f a q
 ys. uz l z m
 gd w pC
 b — — la v b
 s — + v pd
 re v h r as
 cfl la E1 hu
 uzs lh blln z

a f — 1 f . pc

v b — — lb gc

lage v re cu

④ 1: m u ss-

let reg h sd

la a 10 pc ds d

b gv o 00 la

arī L 0 50 d.

. 0 h lc f re

f bs envs + pp

arī L 63⁵⁰ +

u inv dz n

ndca la lh ds

h b alī " d u

cul Cc ml lh v

h + re lre ab

lh l su

⑤ dss sus: c

rgl lnfr u la

e cn s — at

8- v v — o sds

cs ur bhe — n

u pa-- f. ndse

s- n re + ap"

ra c ru — u

la usd v nd

pa-- o ly bls m

30 ds f. da v

pl. e v- lhp

u n E wa ec

b e cn fl u

0 ul pa- s rse "

l u 70 al —

L lh l bf. e —

v. wk \ ul

⑥ d f — i c

v — if ur fl

v. wd slcy

v ndse e h — l.

u Ks u w3

spk huc no la

ly c gl q vhus

f us " wo-

u for us v

u bs ? af nl

v th l m ul

i vgl u l se

y e r so pop

v . vgl --

KEY 1. Dear Mr. Randall: I am glad to reply to the letter in which you asked for information about Mr.²⁰ Fred Neil. (P) Mr. Neil began with our company a little over six years ago. We found him to be a man⁴⁰ who took great pride in doing every job efficiently, and his friendly nature made him very popular with⁶⁰ everybody in our firm. We all regretted that his health made him decide to leave for another section. (P) I have no⁸⁰ hesitation in saying that, if you intend to choose him for a position in your firm, he will fill the position¹⁰⁰ well. (P) If you ever wish additional information about him, please write to me again. Yours truly, (120 words) 2. Dear Mrs. Melville: We are sending this letter to all our friends as a reminder of the big sale we are²⁰ having on November 3. Featured in this sale will be a wide selection of coats and suits in every size and ⁴⁰ color. (P) Remember, this sale begins on November 3 and will close on November 6. Come early so that you will ⁶⁰ have a wide choice of this fine merchandise. Yours truly, (69 words) 3. Dear Mr. Kendall: This is to tell you how pleased I am with the monthly bulletin you issue. I have been reading²⁰ it for a great many years. Using it as my guide, I have purchased many bonds that have been sound and have paid ⁴⁰ me very high rates. (P) I feel that everyone who uses this bulletin as a foundation for the purchase of ⁶⁰ bonds will be quick to agree with me. Cordially yours, (69 words) 4. Gentlemen: When your salesman telephoned me, he said that a 10 percent discount would be given on orders that²⁰ amounted to over \$50. The order he took from me for business envelopes and paper amounted ⁴⁰ to \$63.50, and your invoice does not indicate that this discount had been allowed.⁶⁰ (P) Would you kindly check into this with him and write to me about this matter. Sincerely yours, (73 words) 5. Dear Mrs. Miles: I regret to inform you that we cannot send another shipment of window shades because you²⁰ are behind in your payments for the merchandise sent in March and April. (P) May I remind you that you should have made⁴⁰ payments on these bills within 30 days from the date of purchase. We want to help you in every way we can, but⁶⁰ we cannot fill your order until payment is received. (P) Will you, therefore, attend to this matter before the end ⁸⁰ of the week. Yours truly, (84 words) 6. Dear Friend: I wonder if you are familiar with the wide selection of merchandise we handle. Our customers²⁰ are wise shoppers who know that they can get good values from us. (P) Won't you favor us with your business? After⁴⁰ only one visit, you will see why we are so popular with the residents of this town. Yours truly, (57 words)

20.7 REMEMBER . . .

nd, 20.1

beyond	by—	dividend	dvd—	land, lend	l—
band, bend,					
bond	b—	end	e—	mind	ru—
brand	b—	fund	f—	round	r—
bind	be—	ground	gr—	sound	s—
bound	be—	hand	h—	wound	u—
				wound	ru—

RECAP AND PREVUE

WRITING, SPELLING, TRANSCRIPTION

This is the halfway mark, so let's examine your writing again. Are you omitting unnecessary strokes? Are you omitting the dot over the *i* and the cross for the *t*? Are you streamlining *m* and *w*? Are you avoiding a break in writing the capital letters? Are you making your hyphens short and your dashes long?

An examination of the following words will show you the importance of making a distinction between hyphens and dashes.

break	<i>bc</i>	black	<i>bc</i>
fry	<i>fe</i>	fly	<i>fe</i>
pray	<i>pa</i>	play	<i>pa</i>
air	<i>a</i>	ail	<i>a</i>
grassy	<i>gse</i>	glassy	<i>gse</i>

You have found hints about transcription here and there in the course of learning SPEEDWRITING, as well as in the last recap and prevue. This procedure will continue because you should become accustomed to the idea that shorthand, like longhand, is not an end product but a means of transmitting information. Most of the time that transmission is in the form of typewritten business correspondence.

If you have had long experience in business correspondence, most of what we say will be familiar and may even strike you as elementary. On the other hand, if your knowledge of business correspondence ranges from nonexistent to sketchy, you will profit from this coaching before you reach the stage of having to transcribe at the typewriter. So this recap and prevue, too, will aim at pretranscription coaching.

Here we deal with spelling. Those who have no problems with spelling can feel free to move on to coming attractions and leave this to the rest of us. Using a technique similar to the one recommended in 4.7 to decide between *it's* and *its*, we can give you a few hints about other pairs and which of the two forms to use.

Do you have difficulty differentiating *may be* from *maybe*? Try this: If *perhaps* will fit, then you want *maybe* (and you will know which is which because this is one word, like *perhaps*).

You *may be*/maybe right.

May be/maybe I will and *may be*/maybe I won't.

In the first sentence, *perhaps* does not fit because "You perhaps right" makes no sense. Since *perhaps* and *maybe* are both single words, the correct form must be *may be*. In the second sentence, *perhaps* will fit in both places; and the sentence makes sense as "*Perhaps* I will and *perhaps* I won't." Hence, *perhaps* and *maybe* being single words, *maybe* is correct.

Can you tell when to use *all ready* and when to use *already*? If a sentence makes sense when *all* is removed, then that *all* must be a separate word, and we want *all ready*, with two words and two l's.

He was *all ready*/already to meet us.

They bought the paper *all ready*/already.

In the first example, the sentence makes sense as "He was ready to meet us," so the correct form is *all ready* because that separate *all* can be removed. In the second sentence, there is no sense to "They bought the paper ready," so the *all* cannot be removed; when it belongs to *ready*, there is one *l* and it is one word.

Since we have reached the principle of omitting the long vowel before *d*, 19.1, this may be a good time to sort out words ending with *ceed* from those ending with *sede* and *cede*:

ceed ending: exceed, proceed, succeed

sede ending: supersede, and no other

cede ending: all others: cede, intercede, recede, secede, precede

The only one of these words to retain its pronunciation but change spelling with another form is *proceed*, which turns into *procedure*.

If you have difficulty in knowing when to use *principle* and when to use

principal, take note that we refer to a SPEEDWRITING *rule* as a *principle*, and there is no *a* in that word. The *principal* may mean head person or the main sum of money, and an *a* is present in each of these words.

If only all our spelling problems were choices which we could help you with! Alas, there is no choice about spelling *urge* or *eager* or *congratulate* or *receive*. There is only one correct spelling for each, and you just have to know it. We have a suggestion to make about handling words you have difficulty with: keep your own private list. Use the inside cover of your notebook and, as you come across problem words in your SPEEDWRITING work, write down the correct spelling of words you find yourself uncertain about or words you get wrong all the time. But that's not enough; you have to do three other things, too:

1. Circle or underscore the part of the word you get wrong. For instance, if you always write two *c*'s and one *m* in *recommendation* because you can't keep this straight, write the word as either *recomm^ondation* or *recomm^ondation*. This will bring your attention to the troublesome part.

2. Consult that list when the word *appears* again in your work. It's strange, but some students will keep a list religiously yet never consult it when in need.

3. Don't stint on using that list; it is intended to help nobody but you. If you don't know a word, enter it on the list. When you have used up your notebook, take off the cover and slip it inside the cover and under the rubber band of your new notebook; or, write it again in the cover of the new notebook, omitting words you've really learned. This private dictionary should be consulted whenever you transcribe.

We said before that you are at the halfway mark. Yet you have really accomplished more than half the work involved in learning SPEEDWRITING. You have had to discipline your handwriting in the course of acquiring the principles thus far; and this factor alone, if you are like the average student, has required constant, conscious efforts and many failures at the beginning, some of which may persist sporadically. It would be misleading to believe, however, that your progress will be swift and success certain once you have conquered your handwriting. If you work *correctly* to acquire shorthand, your progress will be slow but success will be sure.










The most important word in shorthand is dictation. What we are after is this: Do your homework privately wherever possible and *out loud*. It is the spoken word that denotes dictation; it is the auralmuscular reaction (from ear to hand) that matters most. If you cannot work privately, concentrate on

reading *out loud to yourself*, not as one reads a book, but deliberately saying aloud each outline and making sure the material makes sense as a whole. It is not until one utilizes the “out-loud” technique that the essence of transcription comes clear. Incidentally, the speed of this reading is irrelevant. However, fluency is relevant. We can never transcribe faster than our typing ability will permit, and this speed is always much slower than our normal reading or comprehension rates. So—slow but sure, with no hesitation.











LESSON 21

21.1 Write  for the sound of *em* (see Commentary, a).









emanate		emigrate		employ	
emblem		eminent		empower	
embroil		emphasis		emulate	

21.2 Write  for the sound of *en* (see Commentary, b).

any		engage		enroll	
enclose		engine		ensue	
endeavor		enjoy			

21.3 Write  for *com, con, coun* (see Commentary, c).

a. *Com*

accomplish		competent		complement, compliment	
comfort		complain		comply	
compete, complete		complicate			

b. *Con*

conclude	<i>kcd</i>	confident	<i>kfd-</i>	consult	<i>kse</i>
concrete	<i>kCe</i>	congratulate	<i>kqila</i>	convenient	<i>kvn-</i>
confine [△]	<i>kfi</i>	consequent	<i>ksg-</i>	economic	<i>ekv</i>

[△] *Fine* is a brief form; see 13.3.

c. *Coun*

account	<i>aki</i>	count	<i>kl</i>	counter	<i>k'</i>
counsel, council	<i>ksl</i>				

21.4 DERIVATIVES

anyone	<i>ne/</i>	enjoyment	<i>nyy-</i>	commitment	<i>kl-</i>
anything	<i>ne</i>	endeavors	<i>ndv'</i>	comments	<i>k--</i>
embitter	<i>b'</i>	endeavored	<i>ndv'</i>	complaint	<i>kpa-</i>
emphasize	<i>fy</i>	endeavoring	<i>ndv-</i>	compliant	<i>kpi-</i>
embodiment	<i>rbde-</i>	enrollment	<i>nul-</i>	completely	<i>kpel</i>
embolden	<i>boln</i>	enable [△]	<i>nab</i>	consequently	<i>ksg-l</i>
emblematic	<i>rbdc</i>	encase	<i>mcs</i>	recommendation	<i>rk-1</i>
emphatic	<i>flc</i>	encounter	<i>nk'</i>	competent	<i>kpl-</i>
employee	<i>pye</i>	accomplish	<i>akps</i>	consultant	<i>kse-</i>

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employees	<i>spyes</i>	accountant	<i>akl-</i>	completion ^Δ	<i>kpy</i>
employer	<i>spy</i>	accounting	<i>akl</i>	complication	<i>kpcy</i>
employers	<i>spy/</i>	accounts	<i>akls</i>	connection	<i>kcy</i>
employment	<i>spy-</i>	incompetent	<i>nkepl-</i>	competition	<i>kply</i>
engaged	<i>ngj</i>	incomplete	<i>nkpe</i>	convention	<i>kvy</i>
engaging	<i>ngt</i>	recommend	<i>rk-</i>	conventional	<i>kvyf</i>
engagement	<i>ngj-</i>	commissioner	<i>ky</i>	recommends	<i>rk- -</i>

Δ Retain the initial and final vowels of the base word when adding prefixes and suffixes unless the principle includes the vowel.

21.5 COMMENTARY

a. Letters *e* and *m*, when they merely follow one another and are not combined, are both written, as in:

emend *es-* emu *emu* emulsion *emf*

b. We have written *n* for *in* since 4.1*b*. As noted above for *e* and *m*, when *e* and *n* are not combined but merely follow one another, they are both written, as in:

enigma *engra* enough *enf*

c. We wrote *k* as a brief form for *came*, *come*, *committee*; this might have prepared you for the special use to which we have put *k*. The sound of *o* is short in *con*. If the *o* has a long sound as in *silicone*, this rule does not apply. Write *silicone* *slcn*.

21.6 READING EXERCISE

① d r ~ l l n : k d y s
 b y - ~ k e p v -
 r e f r a l - .
 k u y u r h o l f .
 s s m n ~ u b o .
 w s o ~ k l - - m
 k c y ~ ~ m u
 p g l 3 h d v .
 ~ m y - k y l a ~
 a t d w n o c y s
 b l e f z r e c u m o l y
 h e ~ ~ m e z
 a o u l e v ~
 r k - g s + h o p l l
 h p u n ~
 ~ p n s f ~ ~
 v h e

② d r s c - n : l a s
 k l ~ u a l y l a
 u r n ~ d u s v

~ C y a k l ~ u s
 f s ~ r o o . k a g - l o
 ~ ~ l a c i f e
 v d n ~ l a d
 c z u l g ~ e s r
 f ~ p l o ~ i f u f l
 l a u r n g n l k p n
 a b ~ e v ~ g s
 ~ . l e - u r s e f r
 ~ e v ~ r p y e s
 u d b d u ~ r e a
 f o i f u d l l
 ~ e n o ~ s e

③ d r s ~ m r o :
 ~ ~ p l n o l a
 u ~ b l b n r l
 ~ ~ b o s c h
 h e ~ ~ a p c y s v
 b s o h v e f l h
 f a l l a e d u e n

v sfd- rrs o
 U// l akda . q
 ds — « 7fo ls
 nec f us l rfs
 u nrl- ut r
 nu bld r kpe
 n fa. > if u w
 l wa ut lng e
 sb hpe lpl u
 apcy o fil \ cu
 ④ d 7 — : lb a
 q cc_o und cc bcs
 u c rlo \ . cc bc
 — cb as l f u —
 bcs fē v rspec +
 mus l ben E
 rel « n e nre
 u l Cz ne 3 v .
 24 cc bcs des n .
 ncj fol f nl
 ld 3 u n dcy l
 . a vgs v .

cc bc — cb Bb «
 r cc bcs l hp u
 — pr a fav hld
 dn' o a fcl
 rel \ . cc bc
 — cb n nl cps
 u p l . da ab
 fu cc bcs b lls
 u ngy Cz . ls
 u v- n . kfl
 v u on cln \ no
 v — l so — q
 ccs b 7 cc bcs
 n lh sz ek cl
 va!! lc a .
 dgl slcy u c
 Cz 7 f u bq
 lk pcy! if ur
 n kpel dli v
 . bcs u Cz_o u
 sa s — al 3
 bcs bc lrs on

10 ds. re BB l
 b csl + ul o m
 s— f u b g l k p c j
 + mrl m. cc
 be — ch ld! c
 ⑤ d r g u l : .
 m c j b e l l s o s
 . a k d j s l a e

m d v l p u d f
 . k f l v l o s h u h o l
 I k u y s m r k l l l
 v o - u — p l c O l h
 b e l l + m c d r
 h l l v . I s v o n
 u C j . s e f u
 k k u y s e e

KEY 1. Dear Mr. Milton: Conditions beyond my control prevent me from attending the convention you are holding²⁰ for the salesmen in your business. I have so many commitments in connection with my new position as head⁴⁰ of the Management Commission that I am afraid I have no choice but to refuse your kind invitation.⁶⁰ (P) However, I am enclosing an outline of my recommendations and hope it will help you in making plans for⁸⁰ your meetings. Very truly yours, (86 words) 2. Dear Mrs. Kenton: It has come to my attention that you have not made use of your charge account with us for some²⁰ months. Consequently, I am writing to ask if we have done anything that would cause you to go elsewhere for your⁴⁰ purchases. (P) If you feel that you have reason to complain about any of our goods or the treatment you received⁶⁰ from any of our employees, you would be doing me a favor if you would let me know. Sincerely yours, (80 words) 3. Dear Mrs. Munroe: I am pleased to know that you wish to be enrolled in our business school. However, applications²⁰ have been so heavy for this fall that we do not have sufficient rooms or teachers to accommodate the great⁴⁰ demand. (P) Therefore, it is necessary for us to refuse your enrollment until our new buildings are completed⁶⁰ in January. If you wish to wait until then, we shall be happy to place your application on file.⁸⁰ Cordially yours, (83 words) 4. Dear Friend: To be a great cook, you need cook books you can rely on. The Cook Book Club has them for you—books filled with²⁰ recipes and menus to brighten every meal. (P) Now we invite you to choose any 3 of the 24 cook books⁴⁰ described in the enclosed folder for only \$1 as your introduction to the many advantages⁶⁰ of the Cook Book Club membership. (P) Our cook books will help you plan a festive holiday dinner or a family meal.⁸⁰ The Cook Book Club not only keeps you up to date about fine cook books but lets you enjoy choosing the ones¹⁰⁰ you want in the comfort of your own kitchen. No wonder so many great cooks buy their cook books in this easy,¹²⁰ eco-

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nomical way! (P) Look at the dazzling selection you can choose from for your big welcome package! If you are not¹⁴⁰ completely delighted with the books you choose, you may send all three books back to us within ten days. Your membership¹⁶⁰ will be cancelled and you will owe nothing. (P) Send for your big welcome package and enroll in the Cook Book Club today! ¹⁸⁰ Cordially, (182 words) 5. Dear Mr. Orville: The enclosed booklet shows the accommodations that we endeavor to provide²⁰ for the comfort of those who hold their conventions in our hotel. (P) Won't you please look over this booklet and include our hotel ⁴⁰ with the others when you choose a site for your coming convention. Sincerely yours, (54 words)

21.7 REMEMBER . . .

a. com, 21.3a

compile	<i>kpl</i>	accommodate	<i>akda</i>	compound	<i>kp —</i>
commission	<i>k1</i>	complacent	<i>kps-</i>	comprehend	<i>ksh —</i>
common	<i>kn</i>	component	<i>kpn-</i>	comprise	<i>kps</i>
compel	<i>kpl</i>	compose	<i>kps</i>	compromise	<i>kps</i>

b. con, 21.3b

condition	<i>kdy</i>	consult	<i>ksl</i>	content	<i>kl-</i>
confirm	<i>kf</i>	contain	<i>kln</i>	contribute	<i>kbu</i>
conform	<i>kf</i>	contemplate	<i>klpa</i>	control	<i>ktl</i>
consent	<i>ks-</i>				

LESSON 22

22.1 Write **S** for *str* and *st-r*. The hyphen in *st-r* stands for any vowel sound before *r* (see Commentary, *a* and *c*).

a. *str*

straight	Sa	destroy	dSy	industry	ndSe
strike	Sic	distribute	dShu	illustrate	—rSa
demonstrate	drmSa			instrument	nS-

b. *st-r*

start	SL	story	Se	semester	sS
star, stir, store	S	history	hSe	sister	sS
storm	Sn	register	ryS	yesterday	ySd

22.2 BRIEF FORMS

around ^Δ	r	fire	fr	opportunity	opl
continue	Ku			satisfy, satisfactory, satisfaction	sal

deal, deliver,

delivery

dl

object

ob

while

wl△ Compare with *round*, 20.7.

22.3 ABBREVIATIONS

capital

cap

miscellaneous

usc

government

gov

federal

fed

represent,

representative

rep

22.4 DERIVATIVES

destructive

dScv

objective

obv

instructive

nScv

destruction

dScy

dealer

dl

illustrative

→Sv

restriction

rScy

dealers

dl'

opportunities

opls

starter

S'

demonstration

d mSy

instruments

mS--

dissatisfy△

dssal

distribution

dSby

instrumental

mS-l

dissatisfaction△

desal

discontinue

dsku

startle

Sll

illustration

→Sy

distributor

dSbu'

straighten

San

instruction

mScy

instructor

mSc'

stern

Sn

registration

rySy

construction

kScy

storage

Sy

objection

oby

objects

obs

starve

Sv△ See Commentary, *b*.

22.5 COMMENTARY

a. This is our first use of the upper-case printed *s*, although we used the lower-case printed *s* in 18.3 for brief forms. It may be written in either of two ways: destroyed *dSj* *dSj* and sister *sS* *sS*.

b. The SPEEDWRITING outline contains two *s*'s because we pronounce the words with the sound of two *s*'s.

c. This rule takes precedence over all others; i.e., when there appears to be a choice of rules, the printed capital *s* is written. Here are two obvious examples: It would be logical to consider writing *disaster* as *d-z-s-joined slant* and *disturb* as *d-s-tur-b*, except that you have just been advised that the printed capital *s* takes precedence so write *dzS* and *dSb*. The onus is on us to be alert to these sounds.

22.6 READING EXERCISE

① m 1904 z v	—Sjs L —p E 10 no
ml 2 arbls 45	✓ sl shbe s 11
m 1 Lon allo	ulb dli v. pss
z v ml 2 ly	lo. z n sv 3 h 3
mj L v a hdt	50 pc! m ml du
o clp	u sv o. Bs lo
② d B: ncj ul	pss b u gl ad
fu a bell des lol	dss 10 pc f pls
pz-- f E 1 u v-l	lol 10 d L 19 ⁹⁹ + 20
r B du. hldo	pc f pls lol 20 d
m th bell ul fu	r O n soy m slv
bes o E sj v fana	al u hld+ go pbs

re m b sp
 kun-l + ek chl
 bq u hld sp ld
 ls 3 ez 3 fl ou
 . noj 0 fr +
 sal l bc b
 no 15 \ c

③ dno Sn: a
 lc lh opt tll u
 hr — p iz lnd
 . k-- kln m u L
 iz — gd lno v u
 sat v u S + u
 rdse " e tu lgv
 loo hu 2d v us a
 hpe kbnj v hu
 vles + lo pss(?) +
 erc E efl l spy
 m + m hu
 u int ① kpt-① + eq/
 m 2 ndv" l akda
 u Ks \ e no v-

ne sp lrgt dl
 v us ① + el ku ldu
 E ec lnc r Sa
 — pz- pl m v
 ldu u b \ su
 ④ d Sn: allo
 a fr m sp kpel
 dSy u Tcs ① ldd m
 dSy lh fo v lsal
 ls dl \ ed lo p l
 u prs v gc dl
 lslv u pbr v
 dl ① e nt — l du
 mScys lu Sy hrs
 luz u = Tcs f.
 dSby v u scl
 spus " h E ① ll
 lc a fu ds lgt
 lh pg. St ① + chop
 ec kl o u lb pb-
 v e slt al.
 dils \ ut

⑤ d n w b s : . c l
 fol la es- lu y d
 — Sas . kpe hSe v
 . ek x gol v r
 L n nl a q
 bs kpx \ l hps l
 r f s z + d m Sa
 h r c b akp b
 tu . jy- efts v.
 — p- on // + . Bs
 v r lcl gol " l
 — kfd- la ul
 ny y rd_ lh fol
 + la ul — adyl
 cpes l dSbu l .

m hie rep u c
 @ a gup v lcl
 v lcn abc b .
 as l a g ly sc
 v a q — r p y f l
 ly sc ① ② l u — p
 Cc o 3 pp rs- l
 fr z r u bs +
 ll us y u ll
 L g ? ③ n 2 ou
 v 3 cass ④ .
 as 3 id- cl ⑤
 ⑥ ly cd- gl o v
 J pp ⑦

KEY 1. In 1904 there were only two automobiles registered in one town. Although there were only two, they²⁰ managed to have a head-on collision. (26 words) 2. Dear Member: Enclosed you will find a booklet describing lovely presents for everyone you want to remember²⁰ during the holidays. In this booklet you will find books on every subject with fascinating illustrations⁴⁰ to please everyone, no matter what his hobby is. (P) You will be delighted with the prices, too. There are savings⁶⁰ as high as 50 percent! Not only do you save on the members' low prices but you get added discounts: 10⁸⁰ percent for purchases totaling \$10 to \$19.99 and 20 percent for¹⁰⁰ purchases totaling \$20 and over. (P) So why not solve all your holiday-giving problems right now¹²⁰ by shopping conveniently and economically. (P) Begin your holiday shopping today. It's as easy as¹⁴⁰ filling out the enclosed order form and

mailing it back by November 15. Cordially, (156 words) 3. My dear Mrs. Storm: May I take this opportunity to tell you how pleased I was to read the comments contained ²⁰ in your letter. I was glad to know of your satisfaction with our store and our merchandise. (P) We try to give those who ⁴⁰ trade with us a happy combination of high values and low prices; and we make every effort to employ ⁶⁰ men and women who are intelligent, competent, and eager in their endeavors to accommodate our ⁸⁰ customers. We never want any shopper to regret dealing with us, and we will continue to do everything ¹⁰⁰ we can to make our store a pleasant place in which to do your buying. Sincerely yours, (115 words) 4. Dear Mr. Stern: Although a fire in September completely destroyed our trucks, it did not destroy this firm's wish to ²⁰ satisfy its dealers. We shall live up to our promise of quick delivery. (P) To solve our problem of delivery, ⁴⁰ we intend to issue instructions to our storage house to use rented trucks for the distribution of ⁶⁰ our school supplies. (P) However, it will take a few days to get this program started; and we hope we can count on you ⁸⁰ to be patient while we settle all the details. Yours truly, (91 words) 5. Dear Mr. Webster: The color folder that we sent to you yesterday illustrates the complete history of ²⁰ the economic growth of our town into a great business complex. It helps to emphasize and demonstrate ⁴⁰ how much can be accomplished through the joint efforts of the plant owners and the members of our local government. ⁶⁰ (P) I am confident that you will enjoy reading this folder and that you will want additional copies to ⁸⁰ distribute to the men who represent you. Cordially, (90 words) 6. A group of teachers were taken aback by the answer to a question they asked of a great many employers. ²⁰ They asked: "Will you please check on three people recently fired from your business and tell us why you let them go?" In two ⁴⁰ out of three cases, the answer was identical: "They couldn't get on with other people." (56 words)

22.7 REMEMBER . . .

straight	Sa	faster	fS
destroy	dSy	stir	S
starter	S	storage	Sy

LESSON 23

23.1 When a medial vowel is followed by *r*, omit vowel and *r* and capitalize the preceding consonant sound (see Commentary, a).

a. The capital letters will be called by the sounds they represent, such as *bar*, *ber*, *par*, *per*.

bargain	Bgn	journal	Jnl	turn	Tn
burden	Bdn	large	Lj	determine	dwm
course	Co	learn	Ln	thorough	To
current	C-	market	Mkt	converse	kw
dark	Dc	merit	M	govern	gvn
modern	mdn	normal	Nml	worth	W
farm	Fn	operate	opa	work	W
perforate	Pfa	supervise	spvz	yard	Yd
regard	rgd	quarter	Q	hazard	hzd
guarantee	q-e	research	rscl	reserve	rzv
hard, heard	Hd	service	Svs		

b. The initial capital letters with dash attached will be called *a* *aller*, *B* *blur*, *C* *clur*, *F* *flur*, *q* *glur*, *P* *plur*.

allergy

aje

clerk

cc

plural

pl

blurb

*Bb*fluorescent[△]*fo-*

[△] Note the "jog" at the end of the dash to indicate it is attached and not to be considered an accidentally elongated beginning of capital *f*.

23.2 Days of the week

Monday

m

Wednesday

wd

Saturday

sl

Tuesday

tu

Thursday

th

Sunday

sn

Friday

fr

23.3 DERIVATIVES

assortment

abl-

observation

obzoy

properly

psl

enlargement

ndy-

alteration

alt

quarterly

qrl

endorsement

ndps-

services

svss

farmer

fr

resource

rbs

personal

psnl

larger

ly

research

rdl

clerical

ttl

learner

ln

return

rtⁿ

hardly

hdl

supervisors

spvzⁿ

comparison

*kpsn*normally[△]*nrld*

regarded

rgd[△]

proportion

*py*cooperate[□]*cosa*

regarding

rgd[□]

perfection

pfy

accordingly

ald^e

guaranteeing

q-e

permission

py

apparently

ap-l

attorney

atne

reservation

nby permanently

pm-l

worthy

le

△ See Commentary, b.

□ See Commentary, c.

23.4 COMMENTARY

a. In 14.1, the medial capitalization occurred when consonants were followed by *r*. Here the medial vowel is followed by *r*—*ar*, *er*, *ir*, *or*, *ur*.

b. The *l* is not doubled for *ly* in words already ending in *l*; see 7.2b.

c. The basic word is *operate*. We retain the initial vowel when attaching the prefix *co*, in accordance with Rule 2, **Recap and Prevue**, page 54. The prefix *co* loses its *o* in accordance with Rule 8 in the same **Recap and Prevue**.

23.5 READING EXERCISE

0 d n u d : no	v al s svz' f
dol ur Hd ab.	ud v th v k.
Sua pz = l r Bd v	h v E o ifl la el
gvn' o m o v 12	pan sd v a opt
l a p - l k b n . d c s	brd . hl r st bf .
v ss ev sf du	re - a l d g o w
. y + l k b n	sc m sec lgr
j n l r n s r l p d	C b n c p e s l E i
. o s y v r F m	L b m " if
a eft l d T m	u v ne g s o - p
r f c C s v a c y o	du n h y l a l g l
w s c i f a r e	n k v r e u l

② d r s Hde: l h y
 l c s v v c p s n i b
 q l p n r a " 0
 800 s — e o t p c l
 i l — — n 2 o p s
 r v a f u \ l y
 r i d l h d a r a s
 f n n y z & p p "
 b a n e o u l &
 v g l . x e c s n o s "
 s e . p l v p l b l o &
 d e c v h s e " s e
 . c u l n a c p
 v c . s a v l c s
 r z . s s f r i l o l
 l a t o f r o f l o f "
 s p f f a n a i d s e
 a b g n p s s " z e
 f d \ p n r a s .
 — v c i l n c a p "
 n a d y o z s g l f o
 l n s o c r r a s o b o

r a s o & h s r a s "
 s e h s c o l p n r a
 z l z p n o
 c z p l l n p n r a
 l c a b l 2 o p s \ s e
 . s n r z n . p s f c
 & s l n . a l l - c \
 d e 0 b e l s & l
 v - n o . s e
 f - l p p " s —
 u s . c p n f a d g l
 n f r y \ s e z e
 t o l a y - f r z o y s \
 c u

③ d r s p c : p y n u s
 & u z r n e c s o s \
 l ' s g e e z " v l d z
 r c s o s o f u ?
 z s n o s o s c q i f
 u c p a d l a r l
 v 400 d n z c
 a k l \ i f u d o - ②

2 s 1 — fl Svo
 Cq v 3 d \ 2 s
 no lrl o. no
 v Ccs o dpzls
 k n + ll us
 So u h. l lco
 su

④ d r s ~ h n : 3 a
 a d Svo br Ks o er
 — p n l o s a a S y
 P c ll f l o s h u
 d e n l l o n l d u
 2 S p \ l h ll ll
 l c a b e d r S o +

n l r Ks l b P r t
 l u z l \ l r d l n
 l a l h ll s r z v
 f r u s o e r g l
 I n b u r a C d
 v c e s c u l S o
 l . g l n C q \ v l u
 ⑤ d B : l u P r t
 u s l f l o d a z e
 c p e v r v n s
 b l l n ? l s i s u
 g l + s l l
 . l o p s e C q
 f l \ u l

KEY 1. Dear Mr. Ward: No doubt you have heard about the survey presented to our Board of Governors on Monday,²⁰ March 12. It apparently concerned the decrease of sales we have suffered during the year and it contained general⁴⁰ remarks regarding the operation of our firm. (P) In an effort to determine our future course of action,⁶⁰ I have asked for a meeting of all supervisors for Wednesday of this week. However, I feel that each person⁸⁰ should have an opportunity to read the whole report before the meeting. Accordingly, I have asked my¹⁰⁰ secretary to give carbon copies to everyone tomorrow morning. (P) If you have any questions, please do¹²⁰ not hesitate to get in touch with me. Yours truly, (129 words) 2. Dear Mrs. Hardy: This year take several vacations in one by going to Panama. (P) Over 800²⁰ sandy, tropical islands in two oceans are waiting for you. They are ideal hideaways from noise and people.⁴⁰ (P) Be a night owl and visit the exciting casinos. (P) See the port of Portobello and discover history.⁶⁰ (P) See the Canal in action. Watch the

massive locks raise the ships from one level to another, from ocean to⁸⁰ ocean. (P) Shop for fascinating merchandise at bargain prices. (P) Try fishing. Panama is the Black Marlin¹⁰⁰ Capital. (P) In addition, there is golf, tennis, car racing, boat racing, and horse racing. (P) See historic old Panama¹²⁰ as well as modern, cosmopolitan Panama located between two oceans. See the sun rise in the¹⁴⁰ Pacific and set in the Atlantic. Drive over beaches and towering mountains. Meet friendly people. (P) Send us the¹⁶⁰ coupon for additional information. See your travel agent for reservations. Cordially yours, (179 words) 3. Dear Mrs. Parker: Join us and use our new checking service. It's quite easy. (P) What does our checking service offer²⁰ you? There is no service charge if you keep a daily amount of \$400 in your checking account. If you don't,⁴⁰ there is one flat service charge of \$3. There is no limit on the number of checks or deposits. (P) Come in⁶⁰ and let us show you how it works. Sincerely yours, (69 words) 4. Dear Mrs. Martin: As an added service to our customers, we are planning to operate a large parking²⁰ lot for those who drive into town to do their shopping. This lot will be located beside our store, and only our⁴⁰ customers will be permitted to use it. (P) To make certain that this lot is reserved for your use, we are going⁶⁰ to furnish you with a card which we ask you to show to the girl in charge. Very truly yours, (77 words) 5. Dear Member: Will you permit us to forward a free copy of our veteran's bulletin? It is issued ²⁰ quarterly and is well worth the low price we charge for it. Yours truly, (31 words)

23.6 REMEMBER . . .

Medial vowel followed by r, 23.1

carbon	<i>Cbrn</i>	merchant	<i>Mc-</i>	surface	<i>Sfs</i>
card	<i>Cd</i>	morning	<i>m</i>	surprise	<i>SPz</i>
colonel, kernel	<i>Cnl</i>	tomorrow	<i>Uro</i>	survey	<i>Sva</i>
record	<i>rCd</i>	general	<i>jnl</i>	term	<i>I</i>
courtesy	<i>Clse</i>	paragraph	<i>Pgf</i>	pattern	<i>pTⁿ</i>
furnish	<i>Fns</i>	separate	<i>sps</i>	terminate	<i>Iⁿma</i>
furniture	<i>Fnc</i>	report	<i>rpt</i>	terminal	<i>Iⁿml</i>
guard	<i>Gd</i>	purpose	<i>pps</i>	veteran	<i>VTⁿ</i>

girl	gl	superintend	s ^h nt—	reverse	r ^h vs
hurt	Ht	concern	k ^h sn	toward [□]	t ^h rd
commerce [△]	Ks	certain	S ^h sn	word	wd
margin	yn	circular	Scl	worthwhile	wh ^h l
mark	rc			cleric [○]	cc










△ Since we write **k** for *com*, it has to be capitalized because it is followed by a vowel and *r*.

□ It would be extremely difficult to read this outline rapidly and accurately if the *t* were not crossed.

○ Yes, *clerk*, in 23.1b, and *cleric* are written alike.

LESSON 24










24.1 Write the capital *t*  for the final *ther*.

author		further [△]		rather	
either		mother		together	
farther [△]		neither		whether [□]	









[△] See Commentary, *a*.

[□] See Commentary, *b*.

24.2 Write *y*  for a medial vowel followed by the sound of *rē*. (This is usually spelled *ry* or *ri*.)

salary		machinery		worry	
temporary		inquiry		interior	
weary		sorry		material	

24.3 BRIEF FORMS

above		call		individual, individually	
also		conclusion		public, publish	
both		full, fully [△]			

[△] See Commentary, *c*.

24.4 ABBREVIATIONS

average	<i>av</i>	maximum [△]	<i>mx</i>
magazine	<i>mag</i>	minimum, minute	<i>mn</i>
		subscribe, subscription	<i>sub</i>

[△] See Commentary, *d*.

24.5 DERIVATIVES

authorize	<i>at3</i>	publication	<i>ply</i>	subscribing	<i>sub</i>
authors	<i>at^s</i>	publisher	<i>pl</i>	averaging	<i>av</i>
brothers	<i>br^s</i>	recall	<i>rcl</i>	individualize	<i>ndvz</i>
gathered	<i>gt⁻</i>	caller	<i>cl</i>	editorial	<i>edlyl</i>
bother	<i>bt</i>	subscribed	<i>sub</i>	temporarily	<i>lpsyl</i>
another	<i>at</i>	averaged	<i>av</i>	periodical	<i>pydcl</i>
				librarian	<i>lbyn</i>

24.6 COMMENTARY

a. The difference between *farther* and *further* is this: *farther* derives from the basic word *far*, which remains unchanged when the suffix is added. But *further* does not derive from *fur*, so there is no basic word to retain; hence *further* follows 23.1 in capitalizing *f* and omitting the following vowel + *r*.

b. If you have difficulty in distinguishing *weather* from *whether*, apply these tests: 1. Does the context deal directly with temperature or the atmosphere—cloudy, rain, snow, hail, cold, haze? If a variation of heat is involved, the *e-a-t*

in *heat* matches the *e-a-t* in *weather*, which makes that the correct choice. 2. Does the context mean *if* or refer to a choice? If so, *whether* is correct.



What is the *weather/whether* like in Idaho in December?

I can't decide *weather/whether* to use blue or black ink.

I don't know *weather/whether* that answer is correct.

The inquiry in the first sentence is obviously designed to determine temperature, which has to do with heat, so *weather* is correct. The second sentence contains choice, so *whether* is correct. The word *if* can be substituted in the third sentence, so *whether* is correct.

c. The brief form *full*, *fully* does not incorporate the suffix *ful*, which will appear in a later paragraph. However, the prefix is taken from this brief form and is written *fu* as in *fufl* *fulfill* and *fufl-* *fulfillment*.

d. Please observe carefully how the *x* is written: the first part is ; the cross stroke then completes the outline, . Automatization may take practice. Don't stint, please; more *x*'s are on the way.

24.7 READING EXERCISE

① dno xcl: . Pps	s yso lru ul v- lse
v th L s lsc u agi	. nu rag la s
v u E vō la sri	R ou mō ja 15 "
d pl a rag dvo	L mds u L th rag
L rag & mfy ab	er q L s— u a
u ndSe? v- u ofn	ze cpe \ e q-e la
v= L Sn ab. rsl	on ur rd L ul
Ue L dn L no-	v- L sub f al
nu fBcs f — col??	fc isus " r B
if re as L los qs	th ply s f. td ml

* l m b sol l .

ynb pb . s

② d n a t : m

lc th opt bu th

L bu cs m kn

ab re srs rld

m scl » mo h

lb a by huc s

bu av m mto *

yl . We has

In m l s msc

dz m k p l . m

lul . ible la b

u a . by v .

In aks f s

lo mso *

ps v Tu lep

p s evd-l lo

q » id lc l lc

l bo u + u w

ab th v d

l b knn-f u l

k l m ofo o

th o fu ? c

③ dk : u slul

nd a vz Cys

un u pt u

cl lloy st o

st . lz a Bgn

a . ps u pd cs

l as fcl la re

l b kn me T rld

m o . xcl . c

m kfd-la u +

u fcl l gl .

sax arl v

nyy-f l m

fvd u sus q-e

cl puds la no

Cq lb rd f Plo

o sus la ra b

nec f l y f .

da v u pl »

if . st dz m oea

psl_o → p cl re

su

④ d n v^o : gn

v : v — o sco_o

. v fd v oz —

lz k nl a fcy v

. ves cv n th

dpl sat nu bc

af u lc a .

ps v q flgs_o Cc

. cpe \ Ln vl u

nv nu ab u

fl^h Ss — 2 fds

& sc — ls — h

ly rz L . lp & h

ly fl L . bl

dscr y n . dr

adly v r yel

u ci + lf + st

hpntz b bgl_o

Ll + Hde_o cy

q — h los huc

cy us bc tu k

mys \ u + u

frl l v rs v

fn + fl bz

tu th bc v 12

clgys v q ves

rtn . ncz rpe

Cd ld \ c

KEY 1. Dear Mrs. McCall: The purpose of this letter is to ask you a question. Have you ever wished that someone would²⁰ publish a magazine devoted to news and information about our industry? Haven't you often⁴⁰ wanted to learn about the research work being done to invent new fabrics for clothing? (P) If your answer to those questions⁶⁰ is yes, then you will want to see the new magazine that is coming out Monday, January 15.⁸⁰ (P) To introduce you to this magazine, we are going to send you a free copy. We guarantee that, when you¹⁰⁰ have read it, you will want to subscribe for all future issues. (P) Remember, this publication is for the trade¹²⁰ only and will not be sold to the general public. Sincerely, (131 words) 2. Dear Mr. Arthur: I

am taking this opportunity to write this letter to you because I am concerned ²⁰ about your son's record in school. (P) I know him to be a boy who is above average in intelligence, and ⁴⁰ yet the work he has turned in to his instructors does not come up to the minimum level. I believe that ⁶⁰ being ill at the beginning of the term accounts for his low marks, and the pressure of trying to keep up is ⁸⁰ evidently too great. (P) I would like to talk to both you and your wife about this matter. Would it be convenient for ¹⁰⁰ you to come to my office on Thursday or Friday? Cordially, (111 words) 3. Dear Customer: You certainly made a wise choice when you purchased your color television set on Saturday. ²⁰ It was a bargain at the price you paid because it has features that make it better than any other model ⁴⁰ now on the market. I am confident that you and your family will get the maximum amount of enjoyment ⁶⁰ from it. (P) I am forwarding your service guarantee, which provides that no charge will be made for parts or service ⁸⁰ that may be necessary for one year from the date of your purchase. (P) If the set does not operate properly, ¹⁰⁰ please call me. Sincerely yours, (105 words) 4. Dear Mr. Brothers: GONE WITH THE WIND, PSYCHO, THE WIZARD OF OZ—these are only a fraction of the movies ²⁰ covered in this deeply satisfying new book. (P) After you look at the many pages of great photographs, check the ⁴⁰ copy. Learn what you never knew about your favorite stars—their feuds and scandals—how they rose to the top and how ⁶⁰ they fell to the bottom. Discover why in the dim auditoriums of your youth you cried and laughed and sat ⁸⁰ hypnotized by Bogart, Laurel and Hardy, Cary Grant—those who carry us back through our memories. (P) You and your ¹⁰⁰ family will have hours of fun-filled browsing through this book of 12 categories of great movies. (P) Return the enclosed ¹²⁰ reply card today. Cordially, (126 words)

24.8 REMEMBER . . .

a. Final *ther*, 24.1

father

ft

leather

et

b. Medial vowel + *ry*, 24.2

carry

cy

preliminary

plmy

inferior

mfy

contrary

ky

serial

syl

inventory

nv-y

dairy

dy

summary

sy

memory

my

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marry	<i>ry</i>	voluntary	<i>vl-y</i>	territory	<i>lly</i>
ordinary	<i>odny</i>	series	<i>syj</i>	superior	<i>spij</i>
				hurry	<i>hy</i>

LESSON 25

25.1 When a word ends with a long vowel + *r*, omit the *r*.

fair, fare [△]	<i>fa</i>	inquire	<i>ngi</i>	nor	<i>no</i>
hear, here [□]	<i>he</i>	desire	<i>dzi</i>	brochure	<i>bru</i>
appear	<i>ape</i>	more	<i>mo</i>	secure	<i>sku</i>

[△] See Commentary, *a*.

[□] See Commentary, *b*.

25.2 Write *r* when you cannot capitalize the consonant preceding the medial vowel and *r*, in accordance with 23.1.

This situation arises when a capital has already been written, as for *chuh* and *shuh*, or because of a punctuation mark. Examples: the capital *c* in *chat* *Cl* cannot be capitalized for *chart*, because it is already capitalized for the sound of *ch*; and the hyphen in *center* *s-* cannot be capitalized for *central*. Hence:

central	<i>s-rl</i>	church	<i>CrC</i>	sharp	<i>srp</i>
chart	<i>CrC</i>	natural	<i>nCrC</i>	short	<i>srC</i>

25.3 DERIVATIVES

charter	<i>Cr</i>	tours	<i>lus</i>	beware	<i>bwa</i>
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naturally	<i>nCrL</i>	repair	<i>rpa</i>	engineer	<i>nyne</i>
shortly	<i>srL</i>	prepare	<i>ppa</i>	cashier	<i>cbe</i>
shortages	<i>srLys</i>	clearly	<i>-cel</i>	assured	<i>asü</i>
hereby	<i>heb</i>	dearly	<i>del</i>	retirement	<i>rlu-</i>
herein	<i>hen</i>	fairly	<i>fal</i>	requirements	<i>rqr--</i>
hereupon	<i>hepn</i>	nearly	<i>nel</i>	questionnaire	<i>ga</i>
herewith	<i>her</i>	clearer	<i>-ce</i>	moreover	<i>roo</i>
chairman	<i>Car-</i>	hardware	<i>Hd-a</i>	furthermore	<i>Trro</i>
affairs	<i>afas</i>	aware	<i>ara</i>		

25.4 COMMENTARY

a. The vowel sound in *fair*, *care*, and *wear* is admittedly not the long sound we hear in *late*, *rate*, and *fate* or the short sound in *hat*, *fat*, and *mat*. For the purpose of this rule, we will treat the *air* sound as though it is the long vowel sound.

b. The tests for using *hear* or *here* are these: If the *ear* is involved, use *hear*, which contains *e-a-r*. The response to *where*, which contains *h-e-r-e*, is that very word *h-e-r-e*.

25.5 READING EXERCISE

<i>@ d r s Sa: ro +</i>	<i>Sa th vlf + rly</i>
<i>ro pp r by L rly</i>	<i>hr nec. ls L</i>
<i>hr nec ls L age</i>	<i>ppa bys + gls f.</i>
<i>a q edcy \ in Su</i>	<i>fC rol by L v L</i>
<i>la @ 3 a To u</i>	<i>-pa \ th rly sy</i>

lb cel s̄j a
 r re n fb b
 dr h̄ t̄ on hu s
 a pop at & s
 regn̄j 3 a ld
 n s fld. v n.
 fed got st p a k
 l̄a ngys nt.
 pbs v edc
 h̄ dr t̄ on hu z
 apy = 3 Car - v
 la k » vno s l̄a l
 b nfrw & i uy
 u lb v us a
 lb re. s

② rd / pl: i
 rgl l̄nfr u la
 er n ppā l̄m
 a age - v u a
 pz - efl la st
 a age - d cz a
 ufcnt sel bl us

& r lcl dl / h̄ t̄
 if ud ca lb - l
 r lu v h̄ d ra s̄dse
 n. odny m̄
 ed b hpe l̄a
 . nec p̄no uwl
 ③ d / fa: vno u
 r ara la. cr u
 rs - l agi reps
 a d̄ oula v
 me. vno l̄o
 la ul fl la ls
 nec l̄du E u
 lgl efb - o. he
 r s̄ psj / la
 l n̄du la u cr
 l gv u s̄ ys
 v n̄y b̄ efb -
 s̄v » @ l̄a u cr
 l a sp. so -
 s̄ apes lb n
 q̄i re - do - va

ul . pbs bks

1 la l rge a

if rpa fb ②

if pto v ne cu

n rgi ③ n su

la ly n scū f

a So la u c

dp — o ③ flo

al nScys n rgt

l sznl Ccps ④

nB us wn u

nd a nu k o

lub n f — v

us + lubo l n

nl ad l u kfl

b l lso gv u

a ad q-e v a

saf 7p ⑤ hpe de!

cu

④ dk : af 10 ys

v dla c̄ b

llgt ⑥ er w

flrd l kSc n

huy hhdeltc — p-

v RY q- b

. fed p ky +

kF b. lp Cls

v. l — ⑥ lh

p — p- lb lca

Ugr — e — pn

l bc gr —

f l lh nu ⑦ e

ble n dsy l

w flrd v

lh — p- s .

nl dsy la c

b nd l pvd

adgl + ekrc

nje n. ys

ahd ⑧ lh — p-

l so as a

je — elctc Sy

bly ⑨ 5 nje

f us wn nd

It's I sure of a	lds is a new
us co v. vy	atcv 7- l rpl.
nds bl d & me	p3- l- sep scrs su

KEY 1. Dear Mrs. Straiter: More and more people are beginning to realize how necessary it is to acquire²⁰ a good education. I am sure that, as a mother, you share this belief and realize how necessary⁴⁰ it is to prepare boys and girls for the future role they will have to play. This entire subject will be clearly⁶⁰ summarized at our meeting in February by Dr. H. Brown, who is a popular author and is recognized⁸⁰ as a leader in his field. When the Federal Government set up a committee to make inquiries into¹⁰⁰ the problems of education, it was Dr. Brown who was appointed as chairman of that committee. (P) I¹²⁰ know his talk will be informative, and I urge you to be with us at this meeting. Sincerely, (137 words) 2. My dear Mr. Place: I regret to inform you that we are not prepared to sign an agreement with you at present.²⁰ We feel that such an agreement would cause an unfortunate situation between us and our local dealers.⁴⁰ (P) However, if you would care to handle our line of hardware merchandise in the ordinary manner, we⁶⁰ would be happy to make the necessary plans. Yours very truly, (73 words) 3. Dear Mr. Fair: I know you are aware that the car you recently acquired represents a large outlay of money.²⁰ I know, too, that you will feel that it is necessary to do everything you can to get efficient⁴⁰ operation. (P) Here are some procedures that will insure that your car will give you many years of enjoyable,⁶⁰ efficient service. (P) (1) Take your car to a shop the moment something appears to be not quite right. Don't wait until the⁸⁰ problem becomes one that will require a major repair job. (P) (2) If parts of any kind are required, make sure that¹⁰⁰ they are secured from a source that you can depend on. (P) (3) Follow all instructions in regard to seasonal checkups.¹²⁰ (P) (4) Remember us when you need a new tire or tube. Our brand of tires and tubes will not only add to your comfort¹⁴⁰ but will also give you an added guarantee of a safe trip. (P) Happy driving! Cordially yours, (158 words) 4. Dear Customer: After 10 years of delay caused by litigation, we are moving forward to construct our huge²⁰ hydroelectric plant with permission granted by the Federal Power Commission and confirmed by the top⁴⁰ courts of the land. (P) This power plant will be located underground. We plan to break ground for it this November. (P) We⁶⁰ believe our decision to move forward with this plant is the only decision that can be made to provide⁸⁰ adequate and economic energy in the years ahead. (P) This plant will serve as a giant electric storage¹⁰⁰ battery, storing energy for use when needed. It is well suited for our use because of the¹²⁰ varying needs between day and night loads. (P) A mile of attractive waterfront will replace the present landscape scars. Sincerely¹⁴⁰ yours, (141 words)

25.6 REMEMBER . . .

Long vowel + r, 25.1

care	<i>ca</i>	fear	<i>fe</i>	floor	<i>fo</i>
share	<i>sa</i>	acquire	<i>agi</i>	door	<i>do</i>
severe	<i>sve</i>				

RECAP AND PREVIEW

THE CONSONANT, *r*

You are now five-eighths of the way through the text. The concentration on *r* in the last four lessons gives us this opportunity to review and summarize the principles governing this consonant:

We write *r* in these instances:

- a. When a word begins with *r*

rabbit *rbl* rack *rc* radish *rdb*

- b. When attaching a prefix, 4.1

arise *arz* derive *drc* upright *prc*

- c. When an initial letter is followed by, but not combined with, *r*, 8.5

arena *arna* eradicate *erdca* erection *ercy*

- d. When we cannot capitalize, 25.2

cherub *Crb* decentralize *ds-rlz* eastern *Ecn*

We omit *r* in these instances:

- a. At the end of a word which has a long vowel sound immediately preceding *r*; the word then ends with that long vowel, 25.1.

desire *dze* nor *no* rear *re*

Such vowel endings signify a basic word and continue to appear when a suffix is added, in accordance with Rule 3, **Recap and Prevue**, page 54. The same is true also for words that end in a long vowel when final *t* and *v* are dropped.

- b. Capital *t* for the final sound of *ther*, 24.1

hither *ht* whether *ht* wither *ht*

- c. In *y* for the combination of the sound of vowel + *rē*, 24.2

cherry *Cy* tarry *ly* territorial *Thyl*

- d. In the capitalized consonant when it is in a combination with *r*, 14.1

hydrogen *hDgm* retread *rTd* shrill *sl*

- e. In the capitalized consonant when both the consonant and a vowel precede *r*, 23.1

carbon *Cbrn* herald *Hld* surgical *Sycl*

- f. In the printed capital *s* for *str*, 22.1a

astronaut *aSnl* stretch *SC* strife *Syf*

g. In the printed capital *s* for *s-t-vowel-r*, 22.1c

disaster *dʒS* disturb *dSb* historic *hSc*

We do not write the *r* in the outline when a punctuation mark is used to represent the entire sound in these instances:

a. As an attached hyphen when an initial letter is combined with *r*, 8.1

gray *ga* fresh *ʃS* earn *En*

b. As a joined slant for the final sound of *er*, 17.1a, c

bigger *bɪg/* buffer *bʌf/* hinder *hɪn-/*

c. As a joined slant for the final sound of *ter*, 17.1b

utter *ʊt-/* daughter *dɔ-/*

The joined slant remains unchanged when followed by the underscore for *ing*, the overscore for *ed*, and the doubled slant for plural. Prefixes may also be attached to the base words without damage to the joined slant, 17.2.

discover *dɪsco/* headquarters *hɛdɔ-/*

Add anything else to the end of the base word ending in a slant, however, and the outline changes radically because the joined slant is used for final sounds only. Examples:

<i>From:</i>			<i>To:</i>
differ	<i>df</i>	different	<i>dt-</i>
proper	<i>pp</i>	properly	<i>pse</i>
former	<i>fv</i>	formerly	<i>fre</i>
cover	<i>cv</i>	coverage	<i>cvr</i>
quarter	<i>q</i>	quarterly	<i>qle</i>

From now on, every effort will be devoted to decreasing the writing load. You have already had an introduction to this process—using punctuation marks, omitting certain final consonants preceded by a long vowel, capitalizations to include *r*, and a host of other devices.

LESSON 26

26.1 Write ² **for final *ss* and *ness*, called *apostrophe*.**

a. Final *ss*

address	ad'	discuss	dsc'	pass	p'
class	-c'	less	l'	process	ps'
Congress	kq'	miss	-'	progress	pq'

b. Final *ness*

goodness	g'	happiness [△]	hpe'	quickness	gc'
greatness	g'	illness	-c'	sickness	sc'
greediness [△]	gde'	kindness	ci'	wilderness	uld'
oiliness [□]	yl'	orderliness	ol'		

[△] See Rule 5, **Recap and Preview**, page 55.

[□] The *l* represents *ly*, so no long vowel appears before the apostrophe.

26.2 Write [»] **for final *ssness*, called *quotation mark*.**

aimlessness	arl''	hopelessness [△]	hopl''
helplessness	hpl''	uselessness	usl''

[△] See Commentary, *b*.

26.3 BRIEF FORMS

benefit	<i>bnf</i>	direct	<i>D</i>	throughout	<i>two</i>
consider	<i>ks</i>	even	<i>vn</i>	upon	<i>pn</i>
contract, correct	<i>Kc</i>	note	<i>nl</i>	always	<i>l</i>

26.4 ABBREVIATIONS

advertise	<i>adv</i>	Christmas	<i>Xrs</i>	railway	<i>ry</i>
certify, certificate	<i>cert</i>	railroad	<i>rr</i>		

26.5 Salutations (see Commentary, d).

Dear Miss Rider	<i>dr' rd</i>	Dear Madam	<i>d</i>
Dear Ms. Rider	<i>drz rd</i>	Ladies	<i>ldes</i>

26.6 DERIVATIVES

advertisement	<i>adv-</i>	professor	<i>pfs'</i>	missing	<i>~'</i>
advertiser	<i>adv</i>	across	<i>ac'</i>	progressing	<i>pgz</i>
certification	<i>cert</i>	correctly	<i>Kcl</i>	classes	<i>-c"</i>
considerate	<i>ksl</i>	directly	<i>De</i>	losses	<i>l"</i>
consideration	<i>ksy</i>	direction	<i>D1</i>	passive	<i>psv</i>

evening	vn	director	D	progressive	pgsw
noted	nt	directory	Dy	congressional	kgjl
doubtless	dwl'	directive	Dv	congressman	kgm-
regardless	rgdl'				

26.7 COMMENTARY

a. The underscore for *ing* can be added, and the apostrophe can be doubled for the plural, as 26.6 demonstrates. However, the addition of any other suffix moves *ss* from final to medial position, in which case the apostrophe is inappropriate and regular *s* is written. The past tense has to be treated differently, as you will see in the next lesson.

b. We retain the *o* in *hopeless* and its derivatives to avoid confusion with *helpless* and its derivatives.

c. You have already been advised to use the apostrophe in your notes when you recognize a contraction, 20.0b. Now use quotation marks in your notes when material is being quoted.

d. You have already learned some salutations in 5.3. Here are additional ones you may need: Use *Ms.* when you do not know whether the person is married or not. *Dear Madam* is the equivalent of *Dear Sir* with no name following. Do not confuse the word *Madam* with *Madame*, which is not used as a title for American or British women. *Ladies* is the equivalent of *Gentlemen*.

26.8 READING EXERCISE

0 d r' l' : u . I n s	l h p a - s m v
v . a g e - u s n	n o d u e d
u u s o u q - e l	a p u c i ' n s
n p a - n f u n	u C c . e - v
3 o d s u 3 u n o	. w k , u l

@ dng v-m: m
 ur fu as. go
 . rlt^s sd v. ncz
 Cd^o l u sm m
 bo pls w rē v
 r" \ l u lss rd
 . Pgf la dsc".
 Trs v lh age-"
 lh kpes u apcy
 f cr^o + ul sn
 b rse u Cg
 —pa \ su

③ d BNd: ~
 —edl pp r m
 ara v al. lves
 + bnfs ly r
 mll b \ ~ pgrs
 r op lal sr
 slzns. ofs f.
 at c pvd nfy
 o rdc^a @ rdc^d
 + a q ~ I

pgrs || rⁿ. ncz
 cpr f. nfrw
 bcll^o ^⑩ rcs + bnfs
 f. —edl^o o vzf
 l v r sr slzns
 s // f ksl " cl.
 ofs f. at^o 460-
 8348 @ lfu a s/
 ne u \ cu

④ l v- l l u
 ab. scull m.
 cprnhgn ast
 sr nfrll w
 psn lo ab p l
 z^o m. Cd // r m
 . Cn // v. huf
 Trl \ ly r m
 cyn o s^a @ b mve
 l m pff " ~
 frl + l arū a
 . cprnhgn ast
 l wa bl fwo

a d la sul voc
al he rCds, dnk
s m epp l pds
a kdp + . bld
3 — cos + hl.

u hgb — 3 ti.
l 3 ti — r 2 bgs
+ 2 gls v fu v
nye + l dd.
5 + r wa \ ln e

dscr. scull
e lo ly v f all
pant nt ut e

sa a — ed lde
ez 2 blce bgs o
. h — lbrs, hpo
+ rd of a nt —
f-lr — v lc

— q" Cq a va
lc — p \ u
hgb — + l v
fr lo nbbt l

fls sug b m
sns + d^o bq l
te. scull \ so
. rds bq \ m +
ou v Arlc. dos
+ p + d m e — l'
Cd // f 5 rs!! l 3
arj o dli o +
rt8 m n e v
rde l Bd r

— fu. cphgn
all pp v Rfi
a Tol rcl \

⑤ d \ Agn:
e rgl l Ln
la i v r

— Ccs rd a
e m rld

u ad' \ lb
su la ls m
Kco l u Cc
. ad' o th L.

if to Ke @ u	n E dill @
nd due m @ if	. Keys & RTN L
. ad' s m Ke	L us - su

KEY 1. Dear Miss Taylor: Under the terms of the agreement you signed with us, you guaranteed to make payment in full ²⁰ within 30 days. (P) As you know, this payment is now very much overdue; and we would appreciate your kindness⁴⁰ in sending your check by the end of the week. Yours truly, (50 words) 2. Dear Ms. Winton: When you have fully answered the questions on the reverse side of the enclosed card, will you sign in²⁰ both places I have marked with crosses. Will you also read the paragraph that discusses the terms of this agreement.⁴⁰ (P) This completes your application for credit, and you will soon be receiving your charge plate. Sincerely yours, (60 words) 3. Dear Mr. Bernard: Many elderly people are not aware of all the services and benefits they are²⁰ entitled to. Many programs are open to all senior citizens. The Office for the Aging can provide⁴⁰ information on Medicare, Medicaid, and a great many other programs. (P) Return the enclosed coupon for⁶⁰ the informative booklet, "Rights and Benefits for the Elderly," or visit one of our senior citizens' ⁸⁰ centers for counseling. (P) Call the Office for the Aging, 460-8348, to find a center near you.¹⁰⁰ Cordially yours, (103 words) 4. I want to tell you about the scooters in the Copenhagen airport. Some infinitely wise person thought²⁰ about putting them there, in the corridors and in the corners of the huge terminal. They are not coin operated,⁴⁰ but invitingly there in profusion. (P) My family and I arrived at the Copenhagen airport to⁶⁰ wait between flights on a day that surely broke all heat records. Denmark is not equipped to produce air conditioning,⁸⁰ and the building was close and hot. My husband was tired. I was tired. Our two boys and two girls were full of energy,¹⁰⁰ and I dreaded the five-hour wait. (P) Then we discovered the scooters. We thought they were for airport personnel only¹²⁰ until we saw an elderly lady ease two bulky bags on the handlebars, hop on, and ride off. A¹⁴⁰ rotund gentleman with thick glasses chugged away, looking pleased. (P) My husband and I were far too inhibited to follow¹⁶⁰ suit, but my sons and daughters begged to try the scooters. (P) So the rides began. In and out of automatic doors¹⁸⁰ and up and down endless corridors for five hours! (P) I was amazed, delighted, and refreshed when we were ready to²⁰⁰ board our flight. The Copenhagen airport people have performed a travel miracle. (208 words) 5. Dear Mr. Morgan: We regret to learn that one of our clerks made an error in recording your address. (P) To be²⁰ sure that it is now correct, will you check the address on this letter. If it is correct, you need do nothing; if ⁴⁰ the address is not correct in every detail, make the corrections and return it to us. Sincerely yours, (60 words)

26.9 REMEMBER . . .

Final ss, 26.1

brass	<i>b'</i>	glass	<i>g'</i>	guess	<i>g'</i>
depress	<i>d'</i>	gross	<i>g'</i>	press	<i>p'</i>
				suppress	<i>s'</i>

LESSON 27

27.1 Write *s* for medial sound of *st*.

constant	<i>ks-</i>	estimate	<i>esra</i>	institute	<i>nshtu</i>
custom	<i>cs</i>	install	<i>nsal</i>	mistake	<i>rec</i>
domestic	<i>drec</i>	instead	<i>nsd</i>	system	<i>ssr</i>

27.2 Write the comma *,* for initial and final sound of *st*.

a. Final *st* (see Commentary, *b*).

addressed	<i>ad,</i>	suggest	<i>sy,</i>	passed, past	<i>p,</i>
based, baste	<i>ba,</i>	rest	<i>r,</i>	released	<i>rle,</i>
discussed	<i>dsc,</i>	missed, mist	<i>ms,</i>	reduced	<i>rdue,</i>

b. Initial *st*. This comma is attached to the rest of the outline, and its base rests on the line. Thus:

staff	<i>sf</i>	steady, study	<i>ste</i>	stock	<i>sc</i>
stand	<i>st</i>	stationary, stationery [△]	<i>stjy</i>	stunt	<i>st</i>
stay, state	<i>sa</i>	style	<i>stl</i>	stutter	<i>stt</i>

[△] See Commentary, *a*.

27.3 DERIVATIVES

Because there are different ways of writing *st* and so many words in the language utilize this sound, a slight change is warranted in our listing of derivatives.

a. These basic words and their derivatives illustrate the shift from final to medial *st*: (Remember in 22.5c you learned that the capital printed *s* took precedence over all other rules. The sounds involved contain *st*—the sounds of *str*, *star*, *stor*, and *ster*. Train your ear to hear these sounds: poster

ps ; faster *fs* .)

invest	<i>nv,</i>	post	<i>po,</i>	assist	<i>as,</i>
invests	<i>nv,,</i>	posts	<i>po,,</i>	assists	<i>as,,</i>
investing	<i>nv,</i>	posting	<i>po,</i>	assisting	<i>as,</i>
invested	<i>nv,</i>	posted	<i>po,</i>	assisted	<i>as,</i>
investment	<i>nvs-</i>	postal	<i>psl</i>	assistant	<i>ass-</i>
investments	<i>nvs--</i>	postage	<i>psj</i>	assistants	<i>ass--</i>
investor	<i>nvs</i>	postman	<i>ps-</i>		
investors	<i>nvs/</i>	postmark	<i>psk</i>		

b. These basic words and their derivatives illustrate the shift from initial to medial *st*:

state	<i>sa</i>	stand	<i>z</i>	staff	<i>sf</i>
states	<i>sas</i>	standing	<i>z</i>	distaff	<i>dof</i>
stated	<i>sa</i>	standard	<i>z rd</i>	study	<i>zde</i>
stating	<i>sa</i>	standpoint	<i>z py</i>	understudy	<i>Usde</i>

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statement	sa-	understand	lls-	step	sp
statewide	sad	misunderstand	rolls-	misstep	sssp
estate	esa	misunderstood	rolls-d	still	sl
statesman	ssr-	outstanding	ous-	instill	nel

c. Superlatives with st:

best	bs,	greatest	gs,	least	ls,
biggest	bq,	highest	hs,	lowest	lo,
earliest	el,	largest	ls,	most	so,
finest	fs,	latest	la,	nearest	ne,
				worst	us,

d. The basic words from which these derive will be obvious:

stamped	sp̄	listings	ls̄	students	sd--
studied	sd̄	costly	csl	consistent	kss-
tested	ts̄	earnestly	Ensl	insistent	nss-
rested	rs̄	honestly	onsl	newsstand	ngs-
suggested	sȳ	requests	rg,,	fastness	fs'
wasted	wa,	tests	ts,,	customary	csny
stepping	sp	guests	gs,,		

27.4 COMMENTARY

a. Do you know when to use *stationery* and when to use *stationary*? The *er* before *y* is the giveaway: That *er* matches the *er* in *paper*; they go together, as in “That is my best *stationery*.” Any other use is *stationary*, meaning stand, and the two *a*’s match, as in “The car was *stationary* before anyone alighted,” meaning the car was standing still before anyone got out.

b. The comment in 26.7a regarding the past tense of basic words ending in the sound of *s* is fully explained in 27.2a. Many of these words are the past tense of basic words for which we wrote the apostrophe for *ss*: e.g., *miss/missed*, *pass/passéd*, *address/addressed*, *discuss/discussed*. You can see, therefore, why the final *st* sound resulting from adding *ed* to a word ending in the sound of *s* is represented by a comma rather than an overscore except for brief forms, which are overscored

classed	<i>—c,</i>	introduced	<i>n^{du}du,</i>	progressed	<i>pg,</i>
forced	<i>f,</i>	noticed	<i>nl,</i>	promised	<i>p^r,</i>
increased	<i>nle,</i>	processed	<i>ps,</i>		

On the other hand, basic words which end in *st*, for which we wrote *comma*, can add the overscore for *ed*, as 27.3a and *d* show.

c. In 3.6, we asked you to circle longhand commas in your notes. It is now clear why: the SPEEDWRITING *st* comma has to be immediately distinguishable from the ordinary longhand comma.

27.5 READING EXERCISE

<p>① d <i>ps,</i> : <i>du</i> .</p> <p>p, 5 <i>ys</i> . no v <i>ss</i></p> <p>v n <i>ag as nle,</i></p> <p>gl. l as <i>vk</i> . <i>ly, sl</i></p>	<p>ply v ls <i>cu</i> + subs n</p> <p>k n <i>ly nos E d</i></p> <p>ba, o a <i>rs- rde,</i> e</p> <p>es n la. <i>slcs</i> +</p>
---	--

syaps ibū b r z
 l, y v zē b
 m + m Er

if u v- l r ne
 nvs-- n et xco

o gul b — —

e sy, la u F,

pc p. la, ibū

v lh pop rag

a u nys— \ ene

la rd l l hp u

nr, u cap ro

vzh \ . rag sls

f f, l d a cpe \ ul

② d n En, i

v hpe las u r q,

f nfy ab

~ 5s " ~ 5s

z il a rd- a.

ra cly m e

spj h m r F

du s s v cys

af fnd sch h

yrn r z 3 a

ass- l. m

v r akt dpt r

z rpdle prō l

a pyj v he, z, "

El l, y ② hz

ns-l m mslu

a fil ssn la

sv us a q dl

v me \ lz so

efb- la las le

b n duc, nt r

rpnl ofss " ifl

ge kfd- la h l

b a ast l ne

msly h reps

su

③ d n nlan i r

u gl . ro, ou

v u ol he ssn?

dz l 2 p ll ks-

v-l us? n, u
 zq-l cl u bwa-
 lre col rpaos?
 r u f, lpa hu
 pas el y n o
 lep l o sa p sl^{??}
 y ku lb dssat
 on uc gl. b,
 he ss o. kh
 f v ll me??
 if ul fl ou.
 Cd la s nez^oe
 l s— i v r reps
 l se u \ h l
 es ra. c, v a
 kpel nu nsh
 + l lso ll u y
 llb ll u ll
 ldl v a co la
 rs \ uol
 ④ d l d^url: y v
 B, l dscv lh

m la l h n
 as⁻ u Cyl nl
 v vdo sp 5^o
 nure re l dn
 o sp 15 \ idn^ov
 Co^o noq b so
 cal^o b u nl 3
 rsl⁻ + y, k l
 le lh m⁻ u
 so sy la ucn
 den v u la on
 co v at ngi-"
 if ur ze o oc 2^o
 ra i nure u lb
 m q, f dn⁻ su
 ⑤ d^ung^ull^ud: onur
 la f s alcl la s
 n lo hu ps lgv la
 B v u f^ul^uur
 su l fe l m r 5^u
 r 5 s r⁻ v al
 cis v rdse la l

hp u dsd o s = lsu | . s = v r s y m
 ec ndr u l lsony k n lse us uol

KEY

1. Dear Mr. Post: During the past five years, the number of sales of our magazine has increased greatly. It has become²⁰ the largest selling publication of its kind, and subscriptions are coming in large numbers every day. Based on⁴⁰ a recent study, we estimate that the statistics and suggestions issued by our staff last year⁶⁰ were studied by men and women everywhere. (P) If you want to make any investments in either stocks or government⁸⁰ bonds, we suggest that you first pick up the latest issue of this popular magazine at your newsstand. We¹⁰⁰ know that reading it will help you invest your capital more wisely. The magazine sells for just \$1 a¹²⁰ copy. Yours truly, (124 words)

2. Dear Mr. Ernest: I am very happy to answer your request for information about Mr. Masters.²⁰ (P) Mr. Masters was still a student at the State College when we employed him in our firm during his summer⁴⁰ vacations. After finishing school, he joined our staff as an assistant to the manager of our accounting⁶⁰ department and was rapidly promoted to a position of highest trust. (P) Early last year, he was instrumental⁸⁰ in instituting a filing system that saved us a great deal of money. It was so efficient that it¹⁰⁰ has already been introduced into our regional offices. (P) I feel quite confident that he will be an¹²⁰ asset to any institution he represents. Sincerely yours, (133 words)

3. Dear Mr. Nelson: Are you getting the most out of your old heating system? Does it stand up under constant²⁰ winter use? Must you frequently call your serviceman to make costly repairs? Are you forced to pay higher prices each⁴⁰ year in order to keep it operating properly? (P) Why continue to be dissatisfied when you can get⁶⁰ the best heating system on the market for very little money? (P) If you will fill out the card that is enclosed,⁸⁰ we will send one of our representatives to see you. He will estimate the cost of a completely new¹⁰⁰ installation and will also tell you why it will be worth your while to deal with a company like ours. Yours very¹²⁰ truly, (121 words)

4. Dear Mr. Short: I was very embarrassed to discover this morning that I had not answered your cordial note²⁰ of Wednesday, September 5, inviting me to dinner on September 15. I would not, of course, knowingly⁴⁰ be so careless; but your note was misplaced and just came to light this morning. (P) I am so sorry that I cannot dine⁶⁰ with you that evening because of another engagement. (P) If you are free on October 2, may I invite you⁸⁰ to be my guest for dinner. Sincerely yours, (88 words)

5. Dear Ms. Underwood: When you are looking for some article that is not too high priced to give to a member of²⁰ your family, you are sure to find it in our store. (P) Our store is crammed with all kinds of merchandise that will help you⁴⁰ decide on something to suit each individual. (P) You will also enjoy the surroundings of our store. Why not⁶⁰ come in to see us. Yours very truly, (67 words)

27.6 REMEMBER . . .

a. Initial *st*, 27.2astage *saɪ*station *ʃ*steel *st*stall *st*stay *st*b. Medial *st*, 27.1constant *ks-*

investigate

nsɪɡeɪt postmaster *ps*instead *nsd*

plastic

*ps*c. Final *st*, 27.2bchest *ʃ*first *ɜ*last, list, lost *l*coast *ko*just *ʃ*must *ʃ*

LESSON 28

28.1 Write *g* for the sound of *nk* (see Commentary, *a*).

bank	<i>bg</i>	delinquent	<i>dlg-</i>	link	<i>lg</i>
banquet	<i>bgl</i>	frank	<i>fg</i>	shrink, shrank	<i>sg</i>
blink, blank	<i>bg</i>	ink	<i>ig</i>	think, thank	<i>lg</i>

28.2 Write *x*^F for the sound of vowel + the sound of *x*. Please see Commentary, *b*, before writing initial *x*.

accident	<i>xd-</i>	oxygen	<i>xgn</i>	fix	<i>fx</i>
examine	<i>xm</i>	extent	<i>xl-</i>	index	<i>ndx</i>
executive	<i>xv</i>	box	<i>bx</i>	tax	<i>tx</i>

But write the initial vowel when the word contains only that vowel + *x*: *axe* *ax*, and *ox* *ox*.

28.3 BRIEF FORMS

important	<i>ip</i>	extra	<i>X</i>	small	<i>sa</i>
already [△]	<i>lr</i>	extraordinary	<i>Xo</i>	stop	<i>so</i>
country	<i>c</i>	reel, real, really	<i>rl</i>	immediate, immediately	<i>ida</i>

[△] See Commentary, *c*.

28.4 ABBREVIATIONS

billion	B	million	M	parcel post	pp
hundred	H	thousand	Id		

28.5 DERIVATIVES

banking	bg	smaller	sma	accidental	xd-l
frankly	fgl	smallness	sma'	examination	xmj
thanked	lg	smallest	sma,	expenditures	xp-C
banquets	bgls	stopped	so	excessive	xsv
fixes	fes	stopping	so	excellent	xl-
taxes	les	stops	soo	explanation	xpmj
boxes	bes	stopper	so	exceptional	xpgl
executives	xcoo	stoppage	soj	exceedingly	xd _l
		estopped	esp		

28.6 COMMENTARY

a. Please observe that the sound of *nk* is not meant to be the prefix *in* followed by *q*, as in *inquire*, *inquest*, *inquisitive*, etc. These are written with the prefix *in*: *ngi ng, ngsv*

b. The letter *x* can be too time consuming to write unless it is written properly. When *maximum* appeared in 24.4, we explained how to write *x* when it is preceded by another letter; see 24.6d. When *x* is the initial letter, write the cross stroke first */v* ; then write the stroke joining the *x* to the rest of the outline. Note that words which end in *k* but add *s* are not considered to belong

to the *x* family. They are written with *k* and *s*, as in *tack/tacks* *lc lcs*
and *back/backs* *bc bcs*

c. The separate words *all ready* are written *al rde* See Recap and Prevue, page 121, for making the proper choice between *all ready* and *already*.

28.7 READING EXERCISE

<p> @ dK: 3 1 2ā n. L ad, lu l, wk dl 7r co, l co, r rpl la r nu — psc — vgl cv r sl b ln E n ou v lh nls m ss d g l r b w f u l D s x cv lh m e sh v a dy x m — bu pg + w b ly r q f, + sd b D wn a wk o 2 L pr- ne rolls — p r sln la r D zas bo. nl + cl/ </p>	<p> u v- \ ut @ d rhl: u cr — a r bg as l b xl- \ If w nl a a l' l us — y u pa-- v b so dly — die . p, fu ros vrlz la s ra v hpr l pr- u pa ly nsl -- o l b if sl s. cas u sd v k m + dsc, l v us \ if rde, pa-- l hp u a al g w nl bu lns n . psy + fe eno la </p>
---	---

s nēz \ cu

③ d B: lq u f u
k b l b e f — + r q d i
a r s e l b s - n a
f u d s \ 3 r q; n
u d ⊗ ex l s o

s — 4 l c l s b e c
— c b d n' ⊗ u c s
l h l o a q 9 \ v l u

④ d l l q: l a s l r
b r c s l d u r
u l r o, l n v e g a
+ s i l a l r q, g c l.
l a s, u s n r e f,
p a - o u r q z p ⊗ e
r, f, n s, l a u
d a p a l, l o.
e s ā v l u v.

a l c l s l, u n f r d s i j
u h s \ i n o u l
u s — y e c n p o'
u r q z p u l l h

z a - s m r h — — \
s

⑤ d l c — e i z e
p q' f n l. f l c ⊗
r t w l h b l s s l r o +
r o o. a l e n d s e \

a t w l s p z - l.

b s c m s v t w l
f r b s x c v s \ n

l e v l h f l s f e ⊗
d v s a l s d l c l

s — u a h — s
x c v u a l — p c l a

s r d f. f g -

a t w l \ + l's f e
v r k p - - \ l h

— p c s n f s ⊗ n o
s l. o d n y — p c

l a r e l l g s u f

— f e \ l h v n g +

u l n l f n b — p c

s p a n t z f u \

he's h . pg	el s — u a bz lb
uco, u fl ou	f el d <u>us</u> fu u
. ncj zvl hSe	ncj a slv lb fa
Cd + s — l bc	5 Id* u 7p + a
lus\ el ln s —	gol lb fa 10 Id* u
u u psnlz — pc	7p\ lb s n nl a
+ 18 — fu vfcj	psnlz — pc. b a lg
Cds\ f el d <u>us</u>	v u bz scdl z h\
— fu u ncj u	al u v ldu s fl
s — us\ v. kpē	ou . ncj zvl hSe
— fu vfcj Cds\	Cd + nl l lus\ cu

KEY 1. Dear Customer: As I stated in the letter addressed to you last week, dealers from coast to coast are reporting²⁰ that our new plastic blanket covers are selling better than ever. (P) In view of this increase in sales, I think it⁴⁰ might be wise for you to order some extra covers this month. We still have a large stock in blue, pink, and white; but they⁶⁰ are going fast and should be ordered within a week or two. (P) To prevent any misunderstanding, please make certain⁸⁰ that your order states both the style and color you want. Yours truly, (93 words) 2. Dear Mr. Reel: Your credit standing at our bank has always been excellent. Therefore, I am really at a loss²⁰ to understand why your payments have been so delinquent during the past few months. (P) I realize that something may⁴⁰ have happened to prevent your paying these installments on time, but if such is the case, you should have come in and⁶⁰ discussed it with us. If reduced payments will help you at all, you have only to write to us in the postage-free⁸⁰ envelope that is enclosed. Cordially yours, (87 words) 3. Dear Member: Thank you for your contribution to our fund-raising drive. A receipt will be sent in a few days. (P) As²⁰ requested in your letter, we are also sending four tickets to our country club dinner, which is being held⁴⁰ on August 9. Very truly yours, (46 words) 4. Dear Mr. Link: It has always been our custom to do our utmost to investigate and settle all requests²⁰ quickly. To assist us in making fast payment on your requisition, we must first insist that you draw up a⁴⁰ list showing the estimated value of the articles

lost when fire destroyed your house. (P) I know you will understand⁶⁰ why we cannot process your requisition until this statement is in our hands. Sincerely, (77 words) 5. Dear Mr. Kennedy: As we progress further into the future, our traveling habits center more and more on²⁰ the airline industry. Air travel is presently the basic means of travel for many business executives.⁴⁰ (P) In line with this philosophy, Davis Airlines would like to send you a handsome executive wall plaque that⁶⁰ is made for the frequent air traveler. And it's free with our compliments. (P) This plaque is not for sale, nor is it the⁸⁰ ordinary plaque that merely thanks you for flying. This bronze and walnut finish plaque is personalized for you.¹⁰⁰ (P) Here's how the program works. You fill out the enclosed travel history card and send it back to us. We will then send¹²⁰ you, your personalized plaque and 18 flight verification cards. (P) For each Davis flight you make, you send us one¹⁴⁰ of the completed flight verification cards. We will send you a bronze tab for each Davis flight you make, a¹⁶⁰ silver tab for a 5,000-mile trip, and a gold tab for a 10,000-mile trip. (P) This is not only a¹⁸⁰ personalized plaque but a log of your busy schedule as well. All you have to do is fill out the enclosed travel²⁰⁰ history card and mail it to us. Cordially yours, (209 words)

28.8 REMEMBER...

Vowel + x, 28.2

deluxe	<i>dlx</i>	exhaust, exist	<i>x,</i>	expert, export	<i>xpt</i>
excess	<i>xʹ</i>	exhibit	<i>xbl</i>	express	<i>xpʹ</i>
execute	<i>xcu</i>	expand	<i>xp—</i>	extend	<i>xl—</i>
exclude	<i>xcd</i>	experiment	<i>xp—</i>	oxford	<i>xfd</i>
				wax	<i>wx</i>

LESSON 29

29.1 Omit *n* before the sounds of *g*, *j*, and *ch* (see Commentary, *a*). But *inch* is an abbreviation; see 16.4.

a. *ng*

among	<i>ang</i>	long	<i>lg</i>	thing [△]	<i>lg</i>
bring [△]	<i>bg</i>	single	<i>sgl</i>	ring, wring [△]	<i>rg</i>
language	<i>lgj</i>	strong	<i>sg</i>	rang, wrong	<i>rg</i>
young	<i>yg</i>			rung, wrung	<i>rg</i>

[△] See Commentary, *b*.

b. *nj* (see Commentary, *c*)

flange	<i>fnj</i>	hinge	<i>hng</i>	passenger	<i>psngj</i>
fringe	<i>frnj</i>				

c. *nch*

branch	<i>brk</i>	hunch, haunch	<i>hkn</i>	ranch	<i>rnk</i>
bunch	<i>bkn</i>	lunch	<i>lnk</i>	clinch	<i>klkn</i>
conch	<i>knk</i>	munch	<i>mnk</i>	winch	<i>wnk</i>

29.2 When a word ends with a long vowel + *m*, omit the *m* (see Commentary, *d*).

claim	<i>ca</i>	team	<i>le</i>	home	<i>ho</i>
same	<i>sa</i>	time	<i>li</i>	assume	<i>asu</i>
extreme	<i>x^le</i>	chrome	<i>co</i>	consume	<i>ksu</i>

29.3 DERIVATIVES

belong	<i>blq</i>	arrange	<i>ary</i>	timer	<i>u</i>
along	<i>alq</i>	arranging	<i>ary</i>	timeless	<i>lil'</i>
longer	<i>lg/</i>	arranged	<i>ary</i>	timely	<i>lil</i>
longest	<i>lq,</i>	arrangement	<i>ary-</i>	timeliness	<i>lil'</i>
stronger	<i>Sq/</i>	arrangements	<i>ary--</i>	sometime	<i>s^hde</i>
strongly	<i>Sq^l</i>	disarrange	<i>dsary</i>	sometimes	<i>s^hdes</i>
bringing	<i>vq</i>	strangely	<i>Syl</i>	consumer	<i>ksu</i>
youngsters	<i>yq^lSo</i>	stranger	<i>Sy</i>	extremely	<i>x^lel</i>
strength	<i>Sq^l</i>	changeless	<i>Cyl'</i>	claimant	<i>ca-</i>
length	<i>lql</i>	exchange	<i>xq</i>	luncheon	<i>lln</i>

29.4 COMMENTARY

a. The omission of *n* does not refer to the prefixes *in* or *en* which might precede *g*, *j*, and *ch*.

engine	<i>nyn</i>	injure	<i>ny</i>	enchant	<i>nc-</i>
--------	------------	--------	-----------	---------	------------

b. In 2.2 you learned to underscore for the final sound of *ing* when it is added to a word. In *bring* the final *ing* is not added to a word so the underscore rule does not apply. The same is true for *thing*, *sing*, *ring*, and *wring*.

c. You may have noticed the absence of such obvious words as *change*, *range*, *danger*. There is a special reason for this omission, which will be rectified in Lesson 32.

d. Only four final consonants are omitted after a long vowel, and you now know all of them: *t*, 11.1; *v*, 11.2; *r*, 23.1; *m*, 29.2. This may help you remember them: In the early days of television, a well-known comedian was called "Mr. TV." By coincidence, those are four omitted final consonants when preceded by long vowel sounds.

29.5 READING EXERCISE

① d 7 <u>bc</u> : <u>l</u> <u>u</u> , <u>lc</u>	e <u>hū</u> 2 <u>v</u> <u>l</u> <u>ida</u> 11
lh opl <u>lu</u> <u>u</u> ab	heaf <u>vn</u> e nd
. efcv' <u>v</u> <u>r</u> adv-	ss m gcl <u>u</u> ra
n. <u>lus</u> n hp	b <u>su</u> la es <u>vg</u>
. ss dpl <u>v</u> <u>r</u>	r adv- <u>l</u> . <u>lus</u> \
co lca ofst egp-	uwl
ss m 11 El n <u>ra</u>	② d 7 <u>gg</u> : . bld
r ss dpl nd 2	k <u>o</u> <u>C</u> as b ks
ss m lrep us n	bds f. kScy <u>v</u> .
ls ays \ e p̄ a	gl scrl <u>rl</u> <u>o</u> rel
ra adv- n.	ls day lh <u>m</u> \ .
ra 12 <u>lus</u> <u>o</u> + . flo	k as dsd lgr .
m <u>u</u> h 6 apc-- \	Kc L. Sq kScy <u>co</u>

v lq bel \ vlu
 bd 3 a fa 'o lq
 C hu ln la v.
 Sq kScy co \ uvl
 ③ d r' sgl n: ev
 rln u sv ls sc
 f pa- f. b cln
 d" u pC a r
 rylld So gn io
 evd- l lq ls v
 escp u alq cs ev
 n Hd fr u \ easu
 la ur hpe v
 lq d" o ud v
 nTn l \ if 2 s
 ne rgr y u cn
 uz l \ o us, la
 u ll us no \
 v su la ec
 San ou. v
 gcl \ llb l u
 avy lql n ll

v us sn \ su
 ④ du u gl. no,
 fr. lu u dvo
 E d l rde? n
 DL Ln fr a bc
 u r, no h
 l uz l pbl \ u
 r, v a pr
 f rd o cs acv
 plapt o u pl
 s nec if u vB
 l rB vlu rd
 n DL kph - +
 rB. kl-- v a
 bc u r, du no
 ln rd o u r, acol
 rsc o g o + rru.
 rylld ur rd \
 he r a fu ynl
 syps la l hp u o
 o sc r u. rd so
 la ul no v l ls

ur l rde ⑤ ks-ra	cus on u row
o vl . at as lsa-	. syl la ⑤ row
rB ⑥ lo ⑥ la ang	. syl fr l l l
. nu + up py-- la	af ur rd l + ida
r pz- r sl lgs	bf u , l a l,
3 gfs ⑥ Crls ⑥ + rps	o l l rous l
du n Ole l ⑤ 3	pa bq dvd — — ⑤
u rd ⑥ pz fr l l	⑥ rla vl ur rd
l l rse - l .	l vl ur l n ⑤
up py-- ur rd ⑤	⑦ cp a q sl v nls
④ if. bc blgs l u ⑤	ly lb vl a q dl
re vef nls n .	lu q nls l hp
Syns v . py--	u l n ro + l n l
u fl r up l	gcl ⑥ + ly l hp u
nls l sv 3	rB vl ur rd

KEY 1. Dear Mr. Branch: I must take this opportunity to write you about the effectiveness of our advertisement²⁰ in the Times in helping the sales department of our company locate office-equipment salesmen. (P) Early⁴⁰ in May our sales department needed two salesmen to represent us in Los Angeles. We placed a small⁶⁰ advertisement in the May 12 Times, and the following morning I had six applicants. We hired two of them⁸⁰ immediately. (P) Hereafter when we need salesmen quickly, you may be sure that we shall bring our advertisement to the Times.¹⁰⁰ Yours very truly, (104 words) 2. Dear Mr. Young: The building committee, which has been considering bids for the construction of the Girl Scout ranch,²⁰ reached its decision this morning. The committee has decided to give the contract to the Strong Construction⁴⁰ Company of Long Beach. (P) While your bid was a fair one, it was much higher than

that of the Strong Construction Company.⁶⁰ Yours very truly, (64 words) 3. Dear Miss Singleton: We have written you several letters asking for payment for the six cotton dresses you²⁰ purchased at our Ridgefield store on June 10. Evidently these letters have escaped your attention because we have⁴⁰ not heard from you. (P) We assume that you are happy with these dresses or you would have returned them. If there is any⁶⁰ reason why you cannot use them, I suggest that you let us know. I am sure that we can⁸⁰ straighten out the matter quickly. (P) It will be to your advantage to get in touch with us soon. Sincerely yours, (99 words) 4. Do you get the most from the time you devote every day to studying? In order to learn from a book, you must²⁰ know how to use it properly. You must have a plan for reading, because active participation on your part⁴⁰ is necessary if you wish to remember what you read. In order to comprehend and remember the contents⁶⁰ of a book, you must do more than read; you must actively recite, question, and review the material you⁸⁰ have read. (P) Here are a few general suggestions that will help you: (P) (1) Skim through the reading so that you will know what¹⁰⁰ it is you are to study. (P) (2) Concentrate on what the author has to say. Remember, too, that among¹²⁰ the new and important points that are presented are such things as graphs, charts, and maps. Do not overlook them. (P) (3) As¹⁴⁰ you read, pause from time to time to recite mentally the important points you have read. (P) (4) If the book belongs to¹⁶⁰ you, make brief notes in the margins of the points you feel are important. These notes will serve as cues when you review the¹⁸⁰ material later. (P) (5) Review the material from time to time after you have read it and immediately²⁰⁰ before you must take a test on it. These reviews will pay big dividends. (P) (6) Relate what you are reading²²⁰ to what you have learned. (P) (7) Keep a good set of notes. They will be worth a great deal to you. Good notes will help you learn²⁴⁰ more and learn it quickly, and they will help you remember what you have read. (253 words)

29.6 REMEMBER . . .

Omit *m* after long vowel, 29.2.

crime *tu*

rhyme *ru*

tomb *lu*

doom *du*

scream *sCe*

tome *lo*

frame *fa*

stream *Se*

LESSON 30

30.1 Write *p* for the final sounds of *pul* and *plē* (see Commentary, a).

a. *pul*

ample	<i>rp</i>	grapple	<i>gp</i>	simple	<i>srp</i>
couple	<i>cp</i>	maple	<i>rp</i>	supple	<i>sp</i>
example	<i>xrp</i>	people	<i>pp</i>		

b. *plē*

amplify	<i>rp</i>	panoply	<i>pnp</i>	simply	<i>srp</i>
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30.2 Write *b* for the final sounds of *bul* and *blē*.

a. *bul*

able	<i>ab</i>	double	<i>db</i>	possible	<i>psb</i>
cable	<i>cb</i>	eligible	<i>eyb</i>	table	<i>lb</i>
capable	<i>cpb</i>	label	<i>lb</i>	trouble	<i>lb</i>

b. *blē*

ably	<i>ab</i>	doubly	<i>db</i>	possibly	<i>psb</i>
------	-----------	--------	-----------	----------	------------

30.3 BRIEF FORMS

life	<i>lf</i>	open	<i>op</i>	result	<i>rsl</i>
difficult, difficulty	<i>dfk</i>	opinion	<i>opn</i>	regular, regularly, regulation	<i>reg</i>
		prove	<i>pv</i>		

30.4 ABBREVIATIONS

child	<i>ch</i>	a.m.	<i>a</i>	o'clock ^Δ	<i>o</i>
children	<i>chn</i>	p.m.	<i>p</i>		







^Δ Written as *2^o* or *8^o*, but *6³⁰*. See Commentary, b.




30.5 DERIVATIVES

supplement	<i>sp-</i>	profitable/profitably	<i>pfib</i>
enable	<i>nab</i>	favorable/favorably	<i>fvb</i>
agreeable	<i>agel</i>	suitable/suitably	<i>sub</i>
grappling	<i>gp</i>	reasonable/reasonably	<i>rznb</i>
grappled	<i>gp̄</i>	considerable/considerably	<i>kst</i>
grapples	<i>gps</i>		

30.6 COMMENTARY

a. If you look again at the first word in 30.1a and b, you will see that *ample* and *amply* are written alike. It will take you no time to find words in 30.2a and b that are written alike.

Just a reminder: Write  and  for the initial sounds of pl and bl, as in *play*  and *blank* . We omit the medial l, as in *duplicate*  and *apply* . See 16.1, 16.2.

Any other combination-l sound at the end of a word is written in full: paddle ; puzzle ; mechanical .

b. Transcribe time as follows:

two o'clock, eight o'clock

When the word *o'clock* is written, write out the numbers. Minutes are never included in this event.

6 a.m., 7 p.m.

Use arabic numerals with these abbreviations; numerals are abbreviations of written-out numbers. The abbreviations a.m. and p.m. are usually capitalized in time tables and other official forms. They are usually in lower case in business correspondence.

8:30, 9:15

Use colon with specifically given minutes only when minutes are specified with the hour.

30.7 READING EXERCISE

① dms ~p: cs ev	pl pass f n reg n
l l; u ang n	a. lo, pas n n hSei
b, Kso e lg l ml fa	f xrp a sl v 4 wlnl
la u b ang. F, lb	Cas + a d; ~ lb
lol ab. InC s b hl	~C nrl c,, 250d
a n bC S o ~d sp 5	lb sol f ml 175d
f 7, lb sgl d u	enve u l la ang v lb

opl\ n B₃ n dos n
op ul 9° E vn\ su

② d r adro: i nl
f r u n Pl la n
av sol ss bl p n +
sp r lv ksb br los
v l, y n n l Kc
n asu la th X
nls s du l. X
adv ev dn n
lcl vn pp/? if
u nl ble la ls
ln l lg l nec l
mv, a vn y Pl
v n cap n th
va\ ul

③ d r' — a B₃: lg
u f l₂. Th l ary
. dl v a Clse cpe
v u la, — i Sā
hSe bc\ w x m
l Tol + lg l kpas

fwb v. i ev
u₂ f sl a lg l₂
los W/ huc v idē
lo kl-- h n k--
l n o. — ce
+ ngyb ff n W
. at pz-- s s₂
+ ly v n, nflc
n x^P?. opn la
th xl- bc d pv
vlib n z — c².
psnl₂ n qz l₂
lg alg v z s₂s₂
+ n ppa lpl
a D pvd uc 9-e
dl n sp l₂ f
. Sl v n fol
s. S. cu

④ d f₂g: d l b
psl lary a llcn
apy-- o f₂ a 12³⁰
ldsc' JT. Kc

in, sun b fl 28??
 i el v a q ~ go
 lsc_o & ifl ur.
 nl psn kpl- enf
 las l f re\ c

⑤ d r s d l m: in
 nez. na & ad'
 v. dl m u l m
 huc h— ls x kpe
 lu in bu la h
 lb ab lrk—
 b, lip v S
 — os f u ho
 ul

⑥ d r zel: w rlm
 u sv ls n kcy
 v. art la s el
 ous— o u akl"
 . L, ash- v lT bes
 S o fl b z s- o cno

& u pr, lre pa-
 b. F, v. fle no.
 hE_o ev h no
 wd z u_o & e
 r, m ns, o sl-
 v u bl b. e—
 v. wk" if ev m
 Hd z u b l n_o
 el b f, L aT3 x
 atne L Tq su agu
 wo- u hp us avyd
 le lh sp b s— u
 Ca? uol

⑦ d r zel: if. rsls v
 u ga pv fl^b & efi
 la ~ pp la u opno
 era psl any lsl
 a vl S m. ne
 fl" lg u f u
 sgsys, su

KEY 1. Dear Mrs. Maple: Because we have always listed you among our best customers, we think it only fair that²⁰ you be among the first to be told about the furniture sale being held at our branch store on Wednesday,⁴⁰ September 5. (P) For just this single day, you may purchase pieces from our regular stock at the lowest prices in our⁶⁰ history. For example, a set of four walnut chairs and a large matching table, which normally costs⁸⁰ \$250, will be sold for only \$175. (P) We invite you to take¹⁰⁰ advantage of this opportunity. Remember, our doors are open until nine o'clock every evening. Sincerely¹²⁰ yours, (121 words) 2. Dear Mr. Adams: I note from your report that our average monthly sales between June and September are²⁰ already considerably above those of last year. (P) Am I correct in assuming that this extraordinary⁴⁰ increase is due to the extra advertising we have done in local evening papers? If you really believe⁶⁰ that it is, then I think it necessary to invest an even greater part of our capital in this⁸⁰ way. Yours truly, (83 words) 3. Dear Miss Alberts: Thank you for taking the trouble to arrange the delivery of a courtesy copy of²⁰ your latest illustrated history book. I have examined it thoroughly and think it compares favorably⁴⁰ with the one we have used for such a long time. (P) Those teachers who have studied its contents had many comments to⁶⁰ make on the clear and enjoyable fashion in which the author presents his subject, and they were most emphatic⁸⁰ in expressing the opinion that this excellent book would prove valuable in their classes. Personally,¹⁰⁰ I am quite willing to go along with their suggestions and am preparing to place an order provided you¹²⁰ can guarantee delivery in ample time for the start of our fall semester. Cordially yours, (138 words) 4. Dear Frank: Would it be possible to arrange a luncheon appointment on Friday at 12:30 to discuss further²⁰ the contract I must sign by July 28? (P) I still have a great many questions to ask, and I feel you⁴⁰ are the only person competent enough to answer them for me. Cordially, (54 words) 5. Dear Mrs. Dalton: I am enclosing the name and address of the dealer in your town who handles our complete²⁰ line. I am sure that he will be able to recommend the best type of storm windows for your home. Yours truly, (40 words) 6. Dear Mr. Steel: I have written you several times in connection with the amount that is still outstanding on²⁰ your account. (P) The large assortment of leather boxes shipped on July 6 was sent on credit, and you promised to⁴⁰ make payment by the first of the following month. However, we have had no word from you; and we must now insist⁶⁰ on settlement of your bill by the end of the week. (P) If we have not heard from you by then, we will be forced to⁸⁰ authorize our attorney to bring suit against you. Won't you help us avoid taking this step by sending your check? Yours¹⁰⁰ very truly, (103 words) 7. Dear Ms. Earl: If the results of our questionnaire prove favorable and we find that many people share your²⁰ opinion, we may possibly arrange to establish a branch store in the near future. (P) Thank you for your suggestions.⁴⁰ Sincerely yours, (43 words)

30.8 REMEMBER . . .

bul, 30.2a

assemble	<i>asib</i>	dependable	<i>dp—b</i>	enjoyable	<i>nyjb</i>
available	<i>avlb</i>	desirable	<i>dzyb</i>	payable	<i>pab</i>
				valuable	<i>vlub</i>

RECAP AND PREVIEW

DICTIONARIES

You have now completed 75 percent of your *SPEEDWRITING* theory. This is an appropriate time to mention the *SPEEDWRITING Dictionary*. If you are serious about using shorthand, you cannot do without it.

The practice of shorthand is a lonely affair: There's just you, your notebook, and the dictator. You have only yourself to rely on to get it all down correctly. One situation seems to haunt stenographers-to-be: What do I do if he dictates too fast? Well, you have to be sensible—obviously you cannot let him rattle on, finish the dictation, and then ask for a repetition of what came between "Dear Sir:" and "Yours truly," can you? Keep in mind that the extent of your stenographic experience or lack of it will have been revealed in your application and possibly discussed between you. On occasion the dictator may be momentarily carried away. Stop the flow of words with a smile and raised hand and something like, "Just a minute, please. I'm not that good *yet*," and stress that "yet" as a reminder.

The situation is very different when it comes to losing an individual outline while you are getting the rest of the dictation. Your action now depends on the preference of the dictator. Some prefer to be interrupted then and there; others object to any interruption because it distracts the train of thought. They prefer to fill in later. This is a matter to settle between you. But until the dictation stops, you have to continue writing, so circle the blank area or doubtful outline as your beacon to enable you to find the trouble spot at a glance when you are in a position to question it. And don't be embarrassed about such a situation. The dictator may have turned his head or the phone interfered with your hearing or you may never have encountered the word before.

Your two most valuable aids are the *SPEEDWRITING Dictionary* and a regular dictionary. True, pressed during dictation, we have no choice but to make up outlines as we go along. But that does not mean that we have to be loyal to them. It builds both confidence and speed to get it right, and the way to get it right is to look it up at leisure. Just don't expect to find all specialized

vocabulary included. If you have grave doubts about derivatives—is it *desirable* or *desireable*, for instance—get a dictionary that specializes in derivatives.

Look at it this way: If your boss is good at spelling, he will surely correct if you do not; but if he is not good at spelling, he depends on you not to make a fool of him with his correspondents.

The responsibility is solely yours, however, when it comes to the correct spelling of names and using the correct courtesy titles. Here you may not guess or use your imagination; you have to get it right. If the dictator is in the habit of turning correspondence over to you so you can attach the carbons, you learn how to address people from that. Otherwise, ask—and then record the answer in your notes.

We have touched upon only a very few of the problems stenographers face, but that is all you can expect of a text devoted to the acquisition of a system of shorthand. Ask your teacher questions that seem to plague you. In the end, you have to adapt to what suits you and the dictator at the time.

There are two marks of punctuation we have not yet used. You will learn to apply both of them in the next five lessons. There are only three more groups of Brief Forms and Abbreviations, and two of them will come in the next five lessons. As a matter of fact, most of the new material still to be taken up will be found in these five lessons, so you will be able to review those troublesome spots through the last five lessons.



LESSON 31

31.1 Write *)* **for the final sound of** *tee* **or short vowel +** *tee*, **called** *blend* (see Commentary, *a*).

a. *Ty*

beauty [△]	<i>bu)</i>	faculty	<i>fcl)</i>	property	<i>prp)</i>
duty [△]	<i>du)</i>	liberty	<i>lB)</i>	safety	<i>sf)</i>
county	<i>ke)</i>	party	<i>p)</i>		

[△] See Commentary, *b*.

b. Short vowel + *ty*

authority	<i>aT)</i>	facility	<i>fsl)</i>	quality	<i>ql)</i>
city	<i>s)</i>	locality	<i>lcl)</i>	quantity	<i>g-)</i>
community	<i>kn)</i>	maturity [△]	<i>nu)</i>	university [□]	<i>unlv's)</i>

[△] See Commentary, *c*.

[□] See Commentary, *b*.

31.2 Phrasing. An unimportant word is omitted in each of these phrases (see Commentary, *d*).

again and again *agaq* nevertheless *nlv'l'*

from time to time

fr lile

now and then

n nln

more and more

moro

up to date[△]

plda

[△] See Commentary, e.

31.3 BRIEF FORMS

acknowledge

ak

almost

lro

without

wo

develop

dv

organize,
organization

og

success,
successful,
successfully

suc

31.4 ABBREVIATIONS

America,
American

a

mortgage

mg

volume

vol

associate

asso

pair

pr

31.5 DERIVATIVES

cities

s))

publicity

pb)

disability

dsab)

facilities

fsl))

ability

ab)

development

dv-

necessity

nec)

inability

nab)

developmental

dv-l

popularity *pop)* capability *cap)* acknowledgment[△] *ak-*

△ Please note the *e* before *ment* has been dropped in longhand.

31.6 COMMENTARY

a. This punctuation mark is really the right or close parenthesis, a somewhat long name. Hence our choice of *blend* as a descriptive term. While we are at it, this is how to write both parentheses when required in your notes:

().

b. Please note we wrote the long vowel before the *blend*, in accordance with Rule 5, **Recap and Prevue**, page 55.

c. The basic word is *mature* *ma*; hence, we follow Rule 3, **Recap and Prevue**, page 54.

d. Please note these phrases are such common expressions that the dictator will tend to speak them rapidly and then rush on. They therefore warrant practice. The word which is missing in shorthand must naturally be replaced in the transcript, or the phrase would make no sense. Since we last mentioned phrasing as long ago as Lesson 12, we suggest that you reread 12.3b.

e. You have seen this phrase hyphenated, too. Please refer to sentences 39 to 42, **Recap and Prevue**, page 86, to understand when to hyphenate.

31.7 READING EXERCISE

① dr pr: cap. Clses gr	cl u sc J u lg
br rep ^o — an gas ^o on	. dr — f ne l wo a
h clē. D u ga h f 25	sch l b k n.
glms v h r pa — lb S	fl. ls u opr
ida + sd rel u b.	la ll mo + u yf
e — v. wk. ut	Sgl sp, la u la.
② dbl: w u L m	In Cse u yf on

e d' « wo d'el
 uv. nec ab) &
 unt l'ov a he dge
 v scl n th fld
 & ld n b w l
 p of th zn ne
 lg' ln s' nec «
 z. lol u l s
 n lcl la ul b
 — egl L Bo f.
 bq b th dz n nec
 ndca la ecn suc
 Ue ou s' bl
 us\ cl ne una
 fu ds so la ec
 ary lre & dec'
 th \ s

③ d' zuns: n
 ne cps) z my
 v n bl ofso
 f, lre lre ab.
 18569 u o o u ak

pa- o th ol bl s lg
 odu & ed le w
 n me\ ls n
 nec lre us a L-+
 a Cc lb sfb- ul
 ④ d'rs bl: th l,
 s' e pl a L
 pes v p' f.
 s) gul f. Pps v
 bld a kn) s' f r
 yg pp\ sfb- f—
 v fil b r'z & er
 hop la Ue l bq
 ida\ e es a la
 kScy l le lre a y
 b s v. fsh) Sd
 b rde n ab b ros
 . Bs v n og w
 lak + lg u f. hp
 u ga us agag\ w
 lre ul dre a q
 dl v sal f. nly

la u — pā sl a
 up pl n. suc v
 . hl pqr. cu

⑤ du u v. ab)

lc pp ngy lc l
 u? ly l if u flo
 lz sgs ① ② lsnt
 . 7 psn. ~ v us

r so ksn v vl
 e — pn lsa la e
 do- rl he vl.

7 psn s sa. if
 u lsnt acvl l 7

ppo ly l pa
 — ca' aly l vl

u sa 11 ② avyd
 les dles. e al
 no pp hu dq'

+ ns, o gv E
 dle ② no ✓
 hr sra. .

lsnt s Un ou

lg bf. py- v.

kvy s rel 11 ③

bva v te xps.

m s no rla l

a lsnt ln l he

rpē agag sl

xps 3 ④ uc sa

la ag. ⑤ u pb

no pp hu ks-l

pgla 7 kvy ~

⑥ u no. ⑦ sl a

xps ads m l.

kvy 11 ⑧ sc. re. gs.

lz cz. 7 psn l op p.

ly r sl gs 3 ⑨ do- u

lg. ⑩ + ⑪ hr du u fl ab

la. ⑫ ⑬ pz. 7 psn

unt uc. if u ngy a

lc ll. psn hu ga

li

KEY 1. Dear Mr. Pair: We appreciate the courtesies given to our representative, Allen Grace, when he called.²⁰ (P) The order you gave him for 25 gallons of house paint will be shipped immediately and should reach you by⁴⁰ the end of the week. Yours truly, (46 words) 2. Dear Bill: I have the letter in which you asked whether I think the demand for anyone without a skill will be²⁰ better in the future. It is my opinion that it will not, and I therefore strongly suggest that you take the⁴⁰ training courses I mentioned when we met. (P) Without doubt you have the necessary ability and intelligence⁶⁰ to develop a high degree of skill in this field, and it would not be wise to put off this training any⁸⁰ longer than is necessary. (P) As I told you, it is not likely that you will be eligible to borrow from¹⁰⁰ the bank; but this does not necessarily indicate that we cannot successfully work out something between¹²⁰ us. Call me within a few days so that we can arrange to meet and discuss this matter. Sincerely, (138 words) 3. Dear Mr. Stevens: In my capacity as manager of our branch office, I am forced to write to you about²⁰ the \$185.69 you owe on your account. (P) Payment on this old bill is⁴⁰ long overdue, and we would like to have our money. It is not necessary to write us a letter—a check⁶⁰ will be sufficient. Yours truly, (66 words) 4. Dear Mrs. Billings: Early last summer we purchased a large piece of property from the City Government for²⁰ the purpose of building a community center for our young people. Sufficient funds have finally been raised,⁴⁰ and we are hoping that work will begin immediately. We estimate that construction will take almost a⁶⁰ year, but some of the facilities should be ready in about six months. (P) The members of our organization⁸⁰ wish to acknowledge and thank you for the help you gave us again and again. I am sure you will derive a great¹⁰⁰ deal of satisfaction from the knowledge that you played such an important part in the success of the whole program.¹²⁰ Cordially yours, (123 words) 5. Do you have the ability to make people enjoy talking to you? They will if you follow these suggestions:²⁰ (P) (1) Listen to the other person. Many of us are so concerned with what we plan to say that we don't really⁴⁰ hear what the other person is saying. If you listen actively to other people, they will pay closer⁶⁰ attention to what you say. (P) (2) Avoid tiresome details. We all know people who digress and insist on giving⁸⁰ every detail, no matter how small. The listener is worn out long before the point of the conversation is reached.¹⁰⁰ (P) (3) Beware of trite expressions. Nothing is more irritating to a listener than to hear repeated¹²⁰ again and again such expressions as "You can say that again." You probably know people who constantly punctuate¹⁴⁰ their conversation with "You know." Such an expression adds nothing to the conversation. (P) (4) Ask the right questions.¹⁶⁰ These cause the other person to open up. They are such questions as "Don't you think?" and "How do you feel about¹⁸⁰ that?" (P) (5) Praise the other person whenever you can. If you enjoy a talk, tell the person who gave it. (199 words)

31.8 REMEMBER . . .

Short vowel + *ty*, 31.1*b*

capacity *eps)*

security *scu)*

vicinity *ven)*

purity *pu)*

velocity *vlv)*

LESSON 32

32.1 When a word contains a medial long vowel, except *i*, followed by *n*, omit the vowel and write *n*.

a. Medial long vowel except *i*

gain	gn	green	gn	shown	sn
main	m	seen	sn	noon	nn
clean	cn	phone	fn	soon	sn

b. Medial *i* followed by *n* (see Commentary, *a*).

assign	asn	decline	dcn	resign	rzn
combine	kbn	design	dzn	sign	sn
consign	ksn	incline	ncn		

c. Medial long *a*, followed by the sound of *nj* (These words have two omissions—the long *a* before *n*, in accordance with 32.1*a*, and the *n* before *j*, in accordance with 29.1*b*. See Commentary, *b*.)

angel	ajl	danger	dj	strange	sj
change	ç	range	rj		

32.2 Write *c* for the initial sound of *im*.

image	<i>y</i>	imminent	<i>in-</i>	impose	<i>ipz</i>
imitate	<i>ila</i>	imperative	<i>sw</i>	impress	<i>p'</i>
		implement	<i>ip-</i>	imprint	<i>p-</i>

32.3 Write *u* for the prefix *un* (see Commentary, *c*).

unable	<i>usb</i>	unfortunate	<i>ufnl</i>	unlike	<i>ulc</i>
undoubtedly	<i>udt'</i>	unhappy	<i>uhpe</i>	unpaid	<i>upd</i>
unfair	<i>ufa</i>	unless	<i>ul'</i>	unwise	<i>uz</i>

32.4 DERIVATIVES

meaning	<i>m</i>	improbable	<i>pb</i>	unemployment	<i>upy-</i>
meaningless	<i>mgf'</i>	impossibility	<i>psb</i>	unfortunately	<i>ufnl</i>
demean	<i>dm</i>	imitation	<i>ly</i>	unfold	<i>ufol</i>
demeanor	<i>dml</i>	improvement	<i>sw-</i>	unnecessary	<i>unec</i>
lonely	<i>lnl</i>	uninsured	<i>unbu</i>	unimportant	<i>uip</i>
loneliness	<i>lnl'</i>	unimproved	<i>uipw</i>	unsatisfactory	<i>usal</i>
				unconfirmed	<i>ukf</i>

32.5 COMMENTARY

a. Words with medial long *i* followed by *n* are an exception to Rule 8, Recap and Preview, page 55. Except for medial long *i* before *n*, medial long

vowels are omitted before *n*, *d*, and *z*. All of these consonants which drop the preceding long vowel occur in the word *dyn*, which also coincidentally reminds us to retain the *i*. The word *confine* *kfe* derives from the brief form *fine*

b. Although we include here for the first time words with medial long *a* followed by *nj*, as promised in 29.4, 29.3 has already shown derivatives of these words, which were written in accordance with Rule 8, **Recap and Prevue**, page 54.

c. This initial sound of *un* has been identified as the prefix so it cannot be confused with, for instance, the initial long sound of *u* followed by *n*, both written, as in:

unit *unb* unite *une* universe *unb*

32.6 READING EXERCISE

① dzn: 3 u l o l u o

. for ysd. er, sc u

l wa a ll lq f

. 12 prs v gol

lus u r q; o fl 23.

. vol v o^s as b v

hve^o + ev b uab

lep p v . d — "

hE^o u — p — sn

U^o o^h + l₃ sus

sd sn b avlb n

U^o g → u r a dzn

vlu

② ds: er n rse v

u u n U^o u o

10 dzn 12 — oz pp

kl n' P = v . na

+ a d' v u S " erly

la lo v f u lgl

l₃ kl n' qcl^o b lo

upsl 18 L ut ur

— crī p u upd bl

ul' u Cc rels us
 sno ed b f, l dcm
 al IT os f u"
 lu — p ak th
 nk v u Cc. lq
 u. ul

③ d 7 gy: v u
 kō ul d hpn if
 a fzcl dsab) o
 u rpy- pa sdn
 so l u nk?? za
 fto rT ln a ay-
 w l r flt l u
 du) Lc ary--
 f. plcy v u ryl
 + chn() + la s y
 u sc a 7 ble
 n. plses iū b
 . co u rep. lq
 plses r dzn lgr
 u a scu) v no la
 pa-- l l b

avlt f rdcl bls
 + heshol nds"
 u l. lB) v
 f r d a bell la
 dsc". vd ry v
 plses ec pvd.
 nal fa' l u f r l o
 usd. rd. bell v
 q ca. ul

④ d 7 vc: w f,
 sn dn snd' + v
 rd l-v ary-- f r
 og luy. fcl)) v.
 unv's) f r — cbs
 acv)) th fal +
 v l \ uflcnll @
 h E @ 7 s a psb)
 la ll b nec. lly.
 da v r Xrs P)
 es a up rd- + fcl)
 re s scdl f la
 nu + cn b cst

l akda us" il
 fn u 1, zang
 at da as b sl
 f la re - su
 (5) v u E (4) ul (4) a
 psn f. 7, h 0.
 lel? u lo u cd ll
 b s vey. a v psn
 h 3, if s vey 3
 — pz - + s ln
 7 — l h p, u 3
 a nes psn lno +
 ldu bo v, if s
 vey 3 gf + ut — l
 u kpē, cl v.
 fl la h 3 a dft
 psn lgt alg v"

ul p du u gv pp
 O. lel? ucno vls
 b sn, uc ml b
 Hd + u vey —,
 kva u psnl) " du
 u lc v — C) ? x
 u lycl m x P' u
 los? du u v (11). vey
 v a srel (11) ul
 rep u co O. lel
 b lc m a lo lno
 b Cz vds la kva
 u los — cel, +
 b gv. cl. fl
 la u tul v — lhp
 ho ul re 7 —
 f u oq.

KEY 1. Dear Mr. Green: As I told you on the phone yesterday, we must ask you to wait a little longer for the 12²⁰ pairs of gold shoes you requested on July 23. The volume of orders has been very heavy, and we⁴⁰ have been unable to keep up with the demand. (P) However, our plant is now working overtime; and these shoes should⁶⁰ soon be available in whatever quantity you may desire. Very truly yours, (76 words) 2. Dear Sir: We are in receipt of your wire in which you ordered 10 dozen 12-ounce paper containers imprinted²⁰ with the name and address of your store. (P) We realize

that it is imperative for you to get these containers⁴⁰ quickly, but it is impossible to ship them until you have cleaned up your unpaid bill. Unless your check reaches⁶⁰ us soon, we shall be forced to decline all further orders from you. (P) Will you please acknowledge this note with your check. Thank⁸⁰ you. Yours truly, (83 words) 3. Dear Mr. Granger: Have you considered what would happen if a physical disability or unemployment²⁰ put a sudden stop to your income? (P) As a father, rather than an agent, I have always felt it my duty⁴⁰ to make arrangements for the protection of my wife and children; and that is why I am such a firm believer⁶⁰ in the policies issued by the company I represent. These policies are designed to give you a⁸⁰ security of knowing that payments will always be available for medical bills and household needs. (P) I¹⁰⁰ am taking the liberty of forwarding a booklet that discusses the wide range of policies we can provide.¹²⁰ In all fairness to your family, you should read the booklet with great care. Yours truly, (136 words) 4. Dear Mr. Victor: I have just seen Dean Snyder and have made tentative arrangements for our organization²⁰ to use the facilities of the university for our club's activities this fall and winter.⁴⁰ Unfortunately, however, there is a possibility that it will be necessary to change the date of our⁶⁰ Christmas party because an important student and faculty meeting is scheduled for that night and cannot be⁸⁰ cancelled to accommodate us. (P) I will phone you just as soon as another date has been set for that meeting.¹⁰⁰ Sincerely yours, (102 words) 5. Have you ever "met" a person for the first time over the telephone? You thought you could tell by his voice the kind²⁰ of person he was. If his voice was pleasant and his tone friendly, he impressed you as a nice person to know and⁴⁰ to do business with. If his voice was gruff and unfriendly, you completed the call with a feeling that he was a⁶⁰ difficult person to get along with. (P) What impression do you give people over the telephone? You cannot,⁸⁰ of course, be seen. You can only be heard, and your voice must convey your personality. (P) Do you talk with clarity?¹⁰⁰ Are you logical in expressing your thoughts? Do you have "the voice with a smile"? (P) You will represent your company¹²⁰ over the telephone. By talking in a low tone, by choosing words that convey your thoughts clearly, and by giving¹⁴⁰ the caller the feeling that you truly want to help him, you will make friends for your organization. (159 words)

32.7 REMEMBER . . .

Medial long vowel, except *i*, + *n*, 32.1a

chain *Cn*

train *Zn*

stone *zn*

grain *gn*

dean *dn*

zone *zn*

plain *pn*

screen *sCn*

LESSON 33

33.1 Write *x* in words of more than one syllable for the medial and final sounds of *us, usly; shus, shusly; shul, shully; nshul, nshully*. (See Commentary, a.)

a. *us, usly* (But *thus* *ls* and *bus* *bs*, because these are one-syllable words.)

bonus	<i>bnx</i>	desirous	<i>dzrx</i>	religious	<i>rlgx</i>
campus	<i>cpx</i>	numerous	<i>nrz</i>	seriously	<i>srgx</i>
courteous, courteously	<i>clx</i>	famous, famously	<i>fax</i>	tremendous, tremendously	<i>tr — x</i>

b. *shus, shusly*

ambitious	<i>abx</i>	delicious	<i>dlx</i>	precious	<i>prx</i>
anxious, anxiously	<i>agx</i>	expeditious, expeditiously	<i>xpdx</i>		
conscious, consciously	<i>kx</i>	gracious, graciously	<i>gx</i>		

c. *shul, shully*

beneficial	<i>bnfx</i>	judicial ^Δ	<i>jdix</i>	partial	<i>prx</i>
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commercial *Kx* official, officially *ofx* social, socially *sx*

△ See Commentary, b.

d. *nshul*, *nshully*

confidential, confidentially *kfdx* essential, essentially *esx* residential *rzdx*
credential *cdx* financial *fnx*

33.2 DERIVATIVES

credentials *cdes* semiprecious *spx* unofficially *uofx*
essentials *eses* impartial *px* unjudiciously *ugdx*
continuous *kux* unambitious *unbr* unconsciously *ukx*
advantageous *avgx* unconscious *ukx*

33.3 COMMENTARY

a. What we are after is the sound; the words may turn out to be spelled *tious* and *tiously*, *tial* and *tially*, *ntial* and *ntially*, *cious* and *ciously*, *cial* and *cially*, *ncial* and *ncially*.

b. The outline for *judicial* is the same as for *judicious* and *judiciously*.

33.4 READING EXERCISE

① d. *lgs*: *ur* *f*, *sn* | *R* *o*. *nfy* *gl* *lt*
.*lva* *rd* *b* *u* | *f* — *n* *slm* *rdse*

cū n vey lcl Ss
 dḡ s v u Cgs
 xrel sḡx + u Sḡl
 uy u l lcl u
 atne bf u du ne
 ab pḡ u fḡ u
 fl bu la hl b
 neūn laḡe la pḡy
 v lh nḡl d pḡ
 nḡl n lḡl aḡy aḡ
 u ॥ — p ll re no
 ul u dḡd ldu
 vlu

② d: 2: w f,
 k z a re v
 vey ofes v u co
 ly v obor l, b
 . unc pḡ) cḡpn
 la u dḡn f us
 + ly v aḡx w
 u jḡn n 2 ॥
 hEḡ ly fl la n

co cn afd lḡn a
 Kc v u f. sly
 ur d — \ u
 2ḡ sḡ la la ul'
 ur l lcl a lo
 aḡl ecn rel
 a aḡe- a lh l ॥

ra u u — u
 la allo. sly ex
 l lpa s n so
 hu z u dḡx u
 , ba n u —
 la ud b — eḡf f
 a 10 pc bnx a xḡs
 l ॥ chop ul dḡd
 lḡn us \ if u du
 lḡn — p cl re
 bl 9³⁰ + 10 o m
 m \ c

③ j: Ss n lh 2ly
 v b xrel hu n
 rs- rḡḡ + 2

as b a kux d—

f. In any la

e r. u. lo

l fe l fux bnf

lcy r fe l u a

bel for ch l r

m of s l bq

v r aq-- l wgl

u + xpr. In

u vC el q- u

. r. l h— l r

egp- u

④ d jchs: zu

ra v rd m.

nzpp a fu ds

aq. r n hll

s m l n u

my- las b r

q fCn l h apy=

my. r fe

fC v. r n r

vCs f l u

nCl chop la u

pn l v us ag

l h v l m d la

era r f u t

. l p v r u v

vo- u r u

r fuz zanz psb

ev r l e z f u

ldu l h s r p fl

ou + rT. ncz

Cd l l u s no m

ur k u er dgr

v pvd. akdys

+ Clx svs u

v- su

⑤ d r s z n: z

u r q. ev

cz u akt

e v- u l no

hE la er

syllz u 3 a dpyll e
ap. bs ur gr us +
er agx lw. opl

v sv u ag m
. fcl cu

KEY 1. Dear Mr. Banks: I have just seen the survey made by your committee on the inferior quality to be found²⁰ in certain merchandise carried in various local stores. (P) I think some of your charges are extremely serious,⁴⁰ and I strongly urge you to talk to your attorney before you do anything about publishing your findings.⁶⁰ I feel sure that he will be inclined to agree that publication of this report would probably result⁸⁰ in legal action against you. (P) Please let me know what you decide to do. Very truly yours, (97 words) 2. Dear Miss Farmer: I have just come from a meeting with various officials of our company. They were²⁰ obviously impressed by the unique publicity campaign that you designed for us, and they were anxious to have you⁴⁰ join our staff. (P) However, they feel that our company cannot afford to sign a contract with you for the salary⁶⁰ you are demanding. I am, therefore, sorry to say that, unless you are willing to take a lower amount,⁸⁰ we cannot reach an agreement at this time. (P) May I remind you that, although the salary we are willing to¹⁰⁰ pay is not so high as you desire, you must bear in mind that you would be eligible for a 10 percent¹²⁰ bonus at Christmas time. (P) I hope you will decide to join us. If you do, will you please call me between 9:30 and¹⁴⁰ 10 on Monday morning. Cordially, (148 words) 3. Gentlemen: Sales in this territory have been extremely high in recent months, and there has been a continuous²⁰ demand for the farm machinery that we make. You, too, will find it financially beneficial to carry⁴⁰ our fine line. (P) A brief phone call to our main office will bring one of our agents to visit you and explain the⁶⁰ terms under which we will grant you the right to handle our equipment. Yours truly, (74 words) 4. Dear Mr. Jacobs: As you may have read in the newspapers a few days ago, the Crown Hotel is now under²⁰ new management. It has been my good fortune to be appointed manager. (P) The many fine features of the Crown⁴⁰ are, of course, familiar to you. (P) Naturally, we hope that you plan to be with us again this winter. In order⁶⁰ that we may reserve for you just the type of room you want, won't you make your reservations as soon as possible.⁸⁰ We have made it easy for you to do this. Simply fill out and return the enclosed card to let us know when you¹⁰⁰ are coming. (P) We are desirous of providing the accommodations and courteous service you want. Sincerely¹²⁰ yours, (121 words) 5. Dear Mrs. Stone: As you requested, we have closed your account. We want you to know, however, that we are sorry²⁰ to lose you as a depositor. (P) We appreciate the business you have given us, and we are anxious to⁴⁰ have the opportunity of serving you again in the future. Cordially yours, (56 words)

33.5 REMEMBER . . .

Medial and final *us*, *usly*, 33.1a

devious	<i>dv+</i>	obvious	<i>obv+</i>	status	<i>st+</i>
monotonous	<i>mln+</i>	previous	<i>prv+</i>	surplus	<i>spr+</i>
				various	<i>vgr+</i>

LESSON 34

34.1 Write S for *sp* (see Commentary).

grasp	<i>gs</i>	speak	<i>Sec</i>	spirit	<i>Sl</i>
hospital	<i>hell</i>	special	<i>sr</i>	splendid	<i>s—d</i>
spare	<i>sa</i>	spend	<i>s—</i>	spring	<i>sq</i>

34.2 Omit *d* before *m* and *v*.

a. *d* before *m*

administer	<i>ams</i>	admit	<i>arl</i>	admonish	<i>amb</i>
admire	<i>aru</i>	admixture	<i>arcl</i>		

b. *d* before *v*

advent	<i>av-</i>	adversary	<i>avry</i>	advise	<i>avz</i>
adverb	<i>avb</i>	advice	<i>avs</i>	advocate	<i>avca</i>

34.3 BRIEF FORMS

definite, definitely	<i>dfn</i>	initial, initially	<i>ir</i>	probable, probably	<i>pb</i>
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idea	<i>id</i>	poor	<i>po</i>	usual, usually	<i>x</i>
world	<i>wo</i>				

34.4 ABBREVIATIONS

warehouse	<i>whs</i>	manufacture	<i>mfr</i>	approximate, approximately	<i>apx</i>
signature	<i>sig</i>	independent	<i>ind</i>		

34.5 DERIVATIVES

disposed	<i>dsj</i>	ideal, ideally	<i>idl</i>	admirable	<i>arl</i>
disposing	<i>dsj</i>	indefinitely	<i>idfn</i>	admiration	<i>ary</i>
disposal	<i>dsjl</i>	independently	<i>indl</i>	admission	<i>ary</i>
disposition	<i>dsj1</i>	manufacturer	<i>mfr</i>	admittedly	<i>art^l</i>
probability	<i>pt)</i>	correspond	<i>cs—</i>	adventure	<i>avc</i>
unusual	<i>ux</i>	correspondents	<i>cs— --</i>	adventurer	<i>avcr</i>
especially	<i>esx</i>	prospective	<i>pscr</i>	adventuresome	<i>avcrs</i>
specialty	<i>sx)</i>	inspection	<i>mscj</i>	adversity	<i>avsd)</i>
specialist	<i>sx,</i>	specifications	<i>safcs</i>	spotless	<i>sl'</i>
specialize	<i>sej</i>	specifically	<i>safcl</i>	spotlight	<i>slh</i>
		specialization	<i>sej1</i>		

34.6 COMMENTARY

We have previously written lower-case printed *s* only for the brief form *sail*, *sale*; see 18.3. Note that *spr* is written **3** and *spl* is written **—s**.

34.7 READING EXERCISE


① d r s S e s i . . o b v
 l h d s l l h u a b
 . 7 — x n v - y
 s l a e r h o l a r
 — e s t w h o
 f b 27. v . 5 q s y n
 s o — c o s a h — ②
 e r e s x a g x l r e
 s a s f r n u l i ④
 e r ② 7 ② o f — y n x
 d e s s o r n l i x «
 l h s n o o d n e y s .
 . d " u l s e o d s a
 v p t 7 r v o # f a x
 s f r // v v m o
 — c o l ② + l y x s l
 f k a b s o l n e r

s e . T u v - a
 S t d ' o a s o
 f r l o u f t f v n
 v a ② u l f l h e
 y n l e a f u
 u n s l k n +
 l e r v u l

② j i v n i s o c l
 ① 5 q o o c 3 ②
 u n d l g e — c e
 l a l y a b s e s x f .
 s h y l e ② l b
 d e n o l a l l n

j a 13. h s d l d
 l e a p y d v a p x
 2 r o s l n e l h
 s - « l s n v j a 6 ②

* er by l cry
 es ev rse ml
 Px b- o th 0.

3 e lol  390
 a dla v on a
 sgl d d rsl n
 a q fux l' le 70
 * ed ap u du
 ult s nec l
 sd th b- alq "

er see u lls—
 la u ab) l h—l
 lh ex 0 l dT^m
 n fl rlyb, ul

③ ds: lh s n rpe
 l u ngy v ag 4
 n u u sc ab.
 ex Ces op l m
 hue n 27 a .

ully hsth " n por
 ys0 n unvs) of
 a sgg v sl Ces0

* plmy ary--
 n m b rd ldu
 . sa th y, allo
 a kpe sry v
 sgs s n ylt rde0
 er lro sln la e
 l rpe n Cs n a
 hSe cs l pū so pop
 l, s, Si, m r
 m hue la . Cs

rd a dfn py-v
 ll us no h r
 lyh ngy l " if ud
 lc l s— s v u
 sa la la 1 v n

—s—d Ces0 uv
 nl lfl ou, apcy
 —by la s ngy
 no safe rge-- n
 nec & no Cq s rd
 f bcs o spes " b
 . va0 casu uno

la py lnel m r
 sch ~, b q = b.
 sr of/ a. bas
 hslh② + u apcy
 ~, cy s sig \ su
 ④ d pfs ~lg:
 lg u f rpe so
 qcl l u l 3
 u noq ~ esx
 agx lb a r̄ t
 u clp② + . nfy
 u ga r qd̄ . nec

rqr-- p̄v x tel
 bnfx \ l ap . avs
 u of ~ lg u ag
 f u ci' \ s
 ⑤ ds: lh l s l
 mtds ~ sec
 ~' ~y gn \
 ~p so w u li
 v fil cbnls ~ w
 sc h l C, a cbnl
 la l b, re r
 nds \ ul

KEY 1. Dear Mrs. Sparks: The object of this letter is to tell you about the tremendous inventory sale that we²⁰ are holding at our Elm Street warehouse on February 27. With the spring season so close at hand, we⁴⁰ are especially anxious to make space for our new line; and we are, therefore, offering generous discounts on⁶⁰ our entire stock. (P) This is no ordinary sale. The dresses you will see on display were purchased from world-famous⁸⁰ manufacturers of women's clothing, and they usually sell for considerably more than we are asking.¹⁰⁰ Whether you want a sport dress or a more formal outfit for evening wear, you will find it here. Why not take a few¹²⁰ minutes to come in and look around. Yours truly, (129 words) 2. Gentlemen: When I spoke to Mr. Spring on October 3, I made it quite clear that it was absolutely²⁰ essential for the material we ordered to be delivered no later than January 13. He said ⁴⁰ it would take a period of approximately two months to make this shipment. (P) It is now January 6,⁶⁰ and we are beginning to worry because we have received only partial shipment on this order. As I told ⁸⁰ Mr. Spring, a delay of even a single day would result in a great financial loss to our firm; and we¹⁰⁰ would appreciate your doing whatever is necessary to speed this shipment along. (P) We are sure you¹²⁰ understand that your ability to handle this initial order will determine our future

relationship. Yours truly, (140 words) 3. Dear Sir: This is in reply to your inquiry of August 4 in which you asked about special courses open²⁰ to men who are stationed at the military hospital. (P) In previous years, our university offered ⁴⁰ a series of such courses; and preliminary arrangements are now being made to do the same this year.⁶⁰ Although a complete summary of subjects is not yet ready, we are almost certain that we will repeat our course in American⁸⁰ history because it proved so popular last semester. Numerous men who took the course made a definite¹⁰⁰ point of letting us know how much they had enjoyed it. (P) If you would like to spend some of your spare time taking one¹²⁰ of our splendid courses, you have only to fill out the application blank that is enclosed. No specific¹⁴⁰ requirements are necessary and no charge is made for books or supplies. (P) By the way, I assume you know that permission¹⁶⁰ to enroll in our school must be granted by the senior officer at the base hospital; and your¹⁸⁰ application must carry his signature. Sincerely yours, (189 words) 4. Dear Professor Blank: Thank you for replying so quickly to my letter. (P) As you know, I am especially anxious²⁰ to be admitted to your college; and the information you gave regarding the necessary requirements⁴⁰ proved extremely beneficial. I appreciate the advice you offered. (P) Thank you again for your kindness.⁶⁰ Sincerely, (62 words) 5. Dear Sir: This letter is to introduce my secretary, Miss Mary Green. Please show her your line of filing²⁰ cabinets. (P) I have asked her to choose a cabinet that will best meet our needs. Yours truly, (35 words)

34.8 REMEMBER . . .

sp, 34.1

clasp	<i>cs</i>	speech	<i>sel</i>	splice	<i>sio</i>
display	<i>dsa</i>	speed	<i>sd</i>	spoke	<i>soc</i>
sparse	<i>so</i>	spent	<i>s-</i>	sport	<i>sl</i>
specimen	<i>sm</i>	spirit	<i>sl</i>	spread	<i>sd</i>

LESSON 35

35.1 Write a disjoined slant / for *nse* and *nsy* (see Commentary, a).

a. *Nse* (see Commentary, b).

advance	<i>av/</i>	chance	<i>C/</i>	expense	<i>xp/</i>
announce	<i>av/</i>	principal, [△] principle	<i>p/p</i>	license	<i>ls/</i>
balance	<i>bl/</i>	distance	<i>ds/</i>	sense, since	<i>s/</i>

[△] See Commentary, c.

b. *Nsy*

agency	<i>ay/</i>	efficiency	<i>efb/</i>	fancy	<i>f/</i>
deficiency	<i>dfb/</i>	emergency	<i>ey/</i>		

35.2 Write *s* for *sub*.

submit	<i>st/</i>	substance	<i>ss/</i>	subsist	<i>ss,</i>
subsequent	<i>ssq-</i>	substitute	<i>sslu</i>	subway	<i>sra</i>

35.3 DERIVATIVES

response	<i>rs/</i>	absence	<i>abs/</i>	entrance	<i>nt/</i>
----------	------------	---------	-------------	----------	------------

responses	rs//	accordance	ald/	financing	fn/
responsible	rs/b	responsibility	rs/b)	influence	nfu/
allowance	al-/	annoyance	ay/	insurance	nsw/
sponsor	sv/	appearance	ape/	instance	ns/
sponsored	sv ⁻	sponsoring	sv/	maintenance ^Δ	mntn/
assistance	ass/	convincingly	kv/2	reference	rt/
assurance	asw/	attendance	at-/	preference	pt/
compliance	kpe/	announcement	aw/-	reliance	rlw/
conference	kt/	compensation	kp/1	remittance	rw/
expensive	xp/v	confidence	kfd/	subsequently	ssg-l
sincerely	s/el	correspondence	Cs—/	subsistence	ssw/
distances	ds//	deference, difference	dt/	substantially	ssx
		inconvenience	mkon/	substitution	ssly

^Δ See Commentary, d.

35.4 COMMENTARY

a. The spelling may also be *nse* and *ncy*, as you can see. We have used other disjoined strokes, though we did not term them “disjoined” at the time: the overscore for *ed*, the underscore for *ing*, the hyphen for *nt/ment*, the blend for *ty/vowel* + *ty*, etc.

b. The disjoined slant cannot be used when *nse* is immediately preceded by initial *st* because the initial comma must be joined to the letter following it; see 27.2a. Hence, *stencil* is *msl*.

c. To distinguish between *principal* and *principle*, see Recap and Prevue, page 121.

d. Did you observe the change in spelling from *maintain*?

35.5 READING EXERCISE

① d r - an : e
s/el rgt la u s-
dd m rel u " m l
u rlds, ind la.
dftk oc cs add m
v. Kc ad' b, f u " s/
. ad' z rgt ls ulch
la ul rse. D so at
s- s b s- f r u
fey ld. lsd rel
u sll. ul

② d r s gdn : a.
kcl v r d tiz
me f a me chns
hslld ex hpe l a r/
la. xsl l a p b z un
g' l n eh hop " n. b
ros s/ e f, op r

d f f - - o e v
xse k b s l o l o
h f a r d l l. l h
me m m l k f r
L y a l l + o g s b l a o
f r n d v s l g n s
h u o b v r c g n z.
i p l v l h l h
p g r " . k b l u
rd m m y v u
s n l q a l q v a
t l d h p l f n l.
x p l v b l d l h
- s - d h s l l. u s d
f l v p r d v. a s s l
u v g v " l q u a g b
u c u h p + y m s) \ s
③ d r l q : . p o a s f,

a T a Srp nls n
 . ras f ndul o al
 pcys la n s-b 3, +
 -c' val mCrlg
 th l C. pas gōf
 dl v n nyls
 ilg l d b a g
 kvnl if a Crl v
 rd p lhp n m
 fq th adyl Cg. luy
 7fō gr th syp s
 ksy, ul

④ d 7 - q' : a
 Lpy Saly v pp
 rcs l upst f us
 llv p lre prs v dl
 b fa 2, hōtō a
 Lj 8- l are vna
 vte v 2 ③ + th se
 la . bcs u T n
 -p = + s- v dla
 v sy la th hpnō

b u bu la ul
 Us— la e v n
 no va rslb, vlu

⑤ d 7 gsn : v
 nez a l, v nas
 l h id la u
 lo— n nu le
 v syp f xmy, 3
 so my n th
 rgnō l as b n
 xpyl la v n Ks
 v x m th sypō
 ls fr ex f n
 ss m l kvl l
 l rc n lu, chop
 th psy/res v
 u a eol, ul

⑥ d 7 fr - i v n
 u Cj n ap l duc.
 plv) f n lu v
 rdseō u Sō
 evd l v kfd l m n

we & r ab) lh—l	pp due n bzla l
lh q us/b) u u r u	re on ly due n gh.
abul la r hl og	Svo l uc ly fl
l due ls uls, l	ly r nll̄ b xal
dze u kfd l s	due che z pagl
① d r i l g ce v u	huc gh fe Svo ll sd
lre la u ap.	u v ocy l ze l
sr Svas la r	, co, ag③ u s/el
z pvd o u l,	hop ul ll r
ze l. co, \ ro,	ale lc u z su

KEY 1. My dear Mr. Allen: I sincerely regret that your shipment did not reach you. (P) In checking our records, I note²⁰ that the difficulty occurred because we did not have the correct address listed for you. (P) Since the address was⁴⁰ wrong, it is unlikely that you will receive the order, so another shipment is being sent from our factory⁶⁰ today. It should reach you shortly. Yours truly, (69 words) 2. Dear Mrs. Gardner: At the conclusion of our drive to raise money for a new children's hospital, we are happy²⁰ to announce that the response to our appeal was even greater than we had hoped. (P) In the six months since we first⁴⁰ opened our drive for funds, we have received contributions totaling over half a million dollars. This money⁶⁰ not only came from large agencies and organizations, but also from individual citizens who⁸⁰ obviously recognized the importance of this worthwhile program. (P) The contribution you made in memory¹⁰⁰ of your son will go a long way toward helping to finance the expense of building this splendid hospital. You should¹²⁰ feel very proud of the assistance you have given. (P) Thank you again for your kind help and generosity.¹⁴⁰ Sincerely, (142 words) 3. Dear Mr. Long: The post office has just announced a sharp increase in the rates for insurance on all packages²⁰ that are sent by first-class mail. Naturally, this will change the prices quoted for delivery of our materials.⁴⁰ (P) I think it would be a great convenience if a chart were made up to help our men figure this additional⁶⁰ charge. Will you, therefore, give this suggestion some consideration. Yours truly, (74 words) 4. Dear Mr. Glass: A temporary shortage of paper makes it impossible for us to live up to our promise²⁰ of delivery by January 2. However, a large

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shipment will arrive within a week or two; and I ⁴⁰ will see that the books you ordered are printed and sent without delay. (P) I am sorry that this happened, but⁶⁰ I am sure that you will understand that we were in no way responsible. Very truly yours, (77 words) 5. Dear Mr. Grayson: I am enclosing a list of names to whom I would like you to send our new line of ²⁰ stationery for examination. As sales manager in this region, it has been my experience that when⁴⁰ customers have examined this stationery, it is far easier for our salesmen to convince them to stock our⁶⁰ line. (P) I hope this procedure meets with your approval. Yours truly, (71 words) 6. Dear Mr. Foreman: When you chose our agency to do the publicity for your line of merchandise, you showed ²⁰ evidence of confidence in our work and our ability to handle this great responsibility. (P) You⁴⁰ have my assurance that the whole organization will do its utmost to deserve your confidence. Sincerely, (60 words) 7. Dear Madam: It was kind of you to write that you appreciated the special services that our staff provided ²⁰ on your last flight to the Coast. Most people do not hesitate to write when they do not get the service to which⁴⁰ they feel they are entitled, but rarely do I hear from passengers who get fine service. (P) Should you have occasion⁶⁰ to fly to the Coast again, I sincerely hope you will let our airline take you there. Sincerely yours, (78 words)

35.6 REMEMBER . . .

nse, 35.1a

evidence	<i>evd/</i>	hence	<i>h/</i>	instance	<i>ns/</i>
experience	<i>xpy/</i>	influence	<i>nfu/</i>	pencil	<i>p/l</i>
				science	<i>sc/</i>

nsy, 35.1b

truancy	<i>tu/</i>	tendency	<i>l—/</i>
regency	<i>ry/</i>	consistency	<i>kss/</i>

RECAP AND PREVIEW

PHRASING, USE OF THE PAD

Students often think that phrasing is the key to shorthand speed. As a result, they try to phrase as much as possible. This practice may do more harm than good. A phrase is valuable only when it can be written without the slightest hesitation. If you have to pause for even a small fraction of a second to think of a phrase, it becomes a speed handicap. A phrase that can be written without hesitation is one that occurs again and again. Such a phrase will come to you naturally while you are taking dictation.

Reread Commentary *b* in 12.7 and Commentary *e* in 31.6.

THE SHORTHAND PAD

Are you using your shorthand pad efficiently? Reread **Recap and Preview**, page 31 and check the following list:

1. Write your name on the cover of the pad.
2. Indicate the first day and the last day on which this particular pad is used on the cover.
3. Place the date at the bottom of the first page of each day's dictation.
4. Place a rubber band around the completed pages so that you can immediately turn to the first blank page for the day's dictation.
5. Draw a line through the notes that have been transcribed or read back so that you know when you have finished with them.

The last of the Brief Forms are given in Lesson 36. And Lesson 40 contains letters that use all of the Brief Forms and Abbreviations in SPEEDWRITING.

LESSON 36

36.1 Omit *t* after the sounds of *k*, *p*, *f*, and *x*.

a. After sound of *k* (see Commentary).

act	<i>ac</i>	fact	<i>fc</i>	neglect	<i>nge</i>
affect	<i>afc</i>	inspect	<i>nsc</i>	practice	<i>pcs</i>
connect	<i>kc</i>	instruct	<i>nsc</i>	respect	<i>rsc</i>

b. After sound of *p*

accept, except	<i>xp</i>	adopt	<i>adp</i>	kept	<i>cp</i>
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c. After sound of *f*

draft, drift	<i>df</i>	left	<i>lf</i>	swift	<i>sl</i>
gift	<i>gf</i>	soft	<i>sf</i>		

d. After sound of *x*

context	<i>klx</i>	next	<i>nx</i>	text	<i>lx</i>
---------	------------	------	-----------	------	-----------

36.2 Omit *pt* after *m*.

attempt *ah* exempt *x* prompt *p*

36.3 BRIEF FORMS

sample *san*
 collect *cc* particular, *p* once, *c/*
 particularly

36.4 ABBREVIATIONS

bureau *Bu* administrate, *ad*
 administration *ad* establish *est*
 superintendent *supl*

36.5 DERIVATIVES

promptly *prl* establishment *est-* adoptive *adpr*
 strictly *sel* circumstances *c//* effective *efcv*
 swiftly *sfl* circumstantial *c/x* respective *rscv*
 facts *fcs* conflicting *kfc* irrespective *rscv*
 protects *plcs* attempted *ah* selective *slcv*
 selected *slc* exactly *xcl* conductor *kdc/*
 active *acv* perfectly *pfcl* acceptance *xpl*
 inactive *nacv* practically *pccl* acceptable *xpb*
 pretext *plx*

36.6 COMMENTARY

The *t* blended with *r* is never omitted; hence we write *actress* *act'*. On the other hand, the last sound before *t* in *distinct* is *nk*, so write *dsq*.

36.7 READING EXERCISE

<p>① ndr' rŭ: n u d v jn 9 ① u 5 10 yds v 18+ in fBc des m k cat o p 21 \ h E ① u ngē l mdca . xc sd v bu la u v-① + el ① 7 ① n als lfl lh P v ut ur klā us ab. cl u dgr ut ② dsz ps: 13 v -gd bid. rero u lf f se o lh dg u ids r x tel pcc l + sd pr v suc 11 3 u sp, ① d als klc s v. pp kō v . ayl</p>	<p>u rj + l se if 2 s ne C/ v arj a k7/ f mx vks c ③ dk: ls a kn pcs a q s rfl lep 5 wo gr 2 Ks a xc dl da \ ur penl no v noll n Ks v b cp wa f Ob ros \ ulb -gd lno la ex a ro rs/b oq \ la s y e plc. r Ks b gr L a rln q-e v dl in 2 vks vlu</p>
--	---

④ d 7 sc : c um
 re q s svz' m u
 co? : va lfe ou
 a l 2u sv v u
 um spyes m
 s svzy jhs b th
 c b a xplv xP-
 a b va s lnel
 prs yg um
 m n pccle v la
 2m pgr » spyl
 m n d, bas n
 2n la n pgr
 tgs rals & ly
 n s — roro
 um luf s svzy
 2n — n bell
 ⑤ a kpl- s svz' ⑥
 gus a kpe Se
 ab n pgr : y
 ud lc a cpe es
 b — gd l s — 1

ke- f, fl ou + sal
 . ncz x p peld
 su

⑤ d r s p r z : l hpe
 lb ab l r pl la n
 kn) C, du f Cc
 k) as lu xā ls gol
 b 10 pc » 3 ul rcl
 . a r chop luy
 m n de 3 5 H Idd
 o 7c o ra 30 e
 h rse 550 Idd m
 gfs + pps el
 pt rse a adgl
 10 Idd bl. de s
 O, ksq-l, kn)
 C, lb ab 560 Idd
 rcl // ra l xP'
 re gttd o rs
 7c o f. Pl u
 — pā m n x lh
 ys de sc a suc \ su

@ d ~ ryl : .	rd d l x nu
ncz Cd s u	rdls - ly lb
nvly l lh ys	gd l So u .
Arbl So	nu * up fC
sc ops o ~ mo	la v b ad l
ag 30 n .	lh ys crs » chapo
vdra So »	~ ryl o la e
r xpyT @ l + tn	ra v . opt
reps l b o	l ge u penl
h — lad ne	du . So - su
gs usa v n	

KEY 1. My dear Miss Rivers: In your letter of June 9, you ordered 10 yards of 18-inch fabric described in our²⁰ catalog on page 21. (P) However, you neglected to indicate the exact shade of blue that you want; and we will,⁴⁰ therefore, not attempt to fill this particular order until you have contacted us about the⁶⁰ color you desire. Yours truly, (65 words) 2. Dear Ms. Price: I was very glad to read the memorandum you left for me on Thursday. I think your ideas²⁰ are extremely practical and should prove very successful. (P) As you suggested, I will attempt to contact some⁴⁰ of the people connected with the agency you mentioned and will see if there is any chance of arranging⁶⁰ a conference for next week. Cordially, (67 words) 3. Dear Customer: It is a common practice among some manufacturers to accept orders without giving²⁰ their customers an exact delivery date. I have personally known of instances in which customers⁴⁰ have been kept waiting for over six months. (P) You will be glad to know that we are a more responsible organization.⁶⁰ That is why we protect our customers by giving them a written guarantee of delivery within⁸⁰ two weeks. Very truly yours, (86 words) 4. Dear Mr. Spector: Can women make good supervisors in your company? One way to find out is to try²⁰ several of your women employees in supervisory jobs, but this can be an expensive experiment.⁴⁰ A better way is to enroll promising young women in our practical, stimulating training program.⁶⁰ (P) Employers in many large businesses are learning that our program brings results, and they are sending more

and more women⁸⁰ to us for supervisory training. (P) Our booklet, "A Competent Supervisor," gives the complete story¹⁰⁰ about our program. If you would like a copy, we shall be glad to send one to you. Just fill out and mail the¹²⁰ enclosed stamped postcard. Sincerely yours, (126 words) 5. Dear Mrs. James: I am happy to be able to report that our Community Chest drive for Clark County has²⁰ already exceeded its goal by 10 percent. (P) As you will recall, the amount we hoped to raise in our drive was⁴⁰ \$500,000. On Friday, May 30, we had received \$550,000 in gifts and ⁶⁰pledges. We will probably receive an additional \$10,000 before the drive is over.⁸⁰ Consequently, the Community Chest will be about \$560,000 richer! (P) May I express my¹⁰⁰ gratitude, Mrs. James, for the part you played in making this year's drive such a success. Sincerely yours, (118 words) 6. Dear Mr. Royal: The enclosed card is your invitation to this year's automobile show, which opens on²⁰ Monday, August 30, in the Broadway showrooms. (P) Our experienced, well-trained representatives will be on hand to⁴⁰ answer any questions you may have in regard to our new models. They will be glad to show you the new and ⁶⁰important features that have been added to this year's cars. (P) I hope, Mr. Royal, that I may have the opportunity⁸⁰ to greet you personally during the show. Sincerely yours, (91 words)

36.8 REMEMBER . . .

t after sounds of *k*, *p*, *f*, and *x*

abstract	<i>abSc</i>	defect	<i>dfc</i>	factory	<i>fcy</i>
construct	<i>kSc</i>	district	<i>dSc</i>	product	<i>pdC</i>
contact	<i>kC</i>	effect	<i>efc</i>	project	<i>prjC</i>
deduct	<i>ddC</i>	expect	<i>xpc</i>	protect	<i>plC</i>
adapt	<i>adp</i>	concept	<i>ksp</i>	apt	<i>ap</i>
graft	<i>grf</i>	craft	<i>crf</i>	handcraft	<i>h—Cf</i>
sextet	<i>set</i>	textile	<i>tel</i>	dexterity	<i>det</i>)

LESSON 37

37.1 Write *f* for word endings *ful*, *fully*, and *fy*.

a. *ful*, *fully*

beautiful, beautifully	<i>bf</i>	helpful, [△] helpfully	<i>hpf</i>	respectful, respectfully	<i>rscf</i>
careful, carefully	<i>caf</i>	hopeful, [△] hopefully	<i>hopf</i>	useful, usefully	<i>usf</i>
colorful, colorfully	<i>cdf</i>	plentiful, plentifully	<i>p-f</i>	wonderful, wonderfully	<i>u-rf</i>

[△] See Commentary, a.

b. *fy*

classify	<i>-csf</i>	liquefy	<i>lqf</i>	simplify	<i>s-rpf</i>
gratify	<i>grf</i>	notify	<i>ntf</i>	specify	<i>ssf</i>
justify	<i>jsf</i>	qualify	<i>qlf</i>		

37.2 Write *z* for the sound of *zh* (see Commentary, b).

closure	<i>-cz</i>	exposure	<i>xpz</i>	seizure	<i>sz</i>
enclosure	<i>ncz</i>	measure	<i>z</i>	treasure	<i>z</i>
leisure	<i>lz</i>	pleasure	<i>z</i>		

37.3 DERIVATIVES

treasurer	zh	grateful [△]	zh	leisurely	lzh
enclosures	nczh	pleasurable	plzh	treasury	tzg
measuring	zh	immeasurable	zh		

[△] See Commentary, c.

37.4 COMMENTARY

a. We mentioned in 26.7b that the long vowel *o* is retained in words of more than one syllable containing *hope* to avoid confusion with *help*.

b. You might conclude from these examples that we should have referred to the sound of *zher* instead of just *zh*. You will come across *visual* and *casual* in Lesson 39, both of which have the sound of *zh* without an *r* following. In the meantime, the word *treasury* *tzg* is among the derivatives as proof that *zh* need not automatically be followed by the joined slant for *er*; here *zh* is followed by *ry*, for which we write *y*.

c. When you learned the brief form *great*, back in 8.2, we did not include the fact that *grate* is also written *g*. You can see why; how frequently would we write *grate*? The matter arises now, however, because of *grateful* and *gratefully*, which are written reasonably frequently in business correspondence.

37.5 READING EXERCISE

0 d r' Crl: . ofe da	la Ids v m lb
sh f r v nf v	o h - tte avy v
s s ga 18. av / av / -	th fe opl h E e
v lr apē n lcl	fl la 3 a reg K o ur
nzpp / o + er Sur	ml l X ksf o + ev

dād lgr u a C1
 lbp n x S bf. jnl
 pb s a rē u l h s l
 nlf u la er q l
 hol a s x sē v r
 s d" + cos o ja 17
 fr 6 L 9° y n k
 n lse. — p-f Bgns
 la l b aulb lu cu
 ② rd r uel i n
 alcl v u n Scjs
 w nsc u la, Cal
 cal ① + u sy lsa
 la idu n sa u
 mlyz r allo i
 arl la. Oal
 ape l s gr colfo
 i fr — ro, v
 . nlyk ss — rd
 fgl ① i do fl l
 l akpb enf l
 jsl. q xpl nvlr

n p l lqT. dz J
 la. gl) v. pp
 s v po + dz n
 rj pl. x r rds
 v. co la dd. p = "
 h l b n Cq v l h
 pjc ① id v n;
 la. jlb b dn ag ①
 + id n v agē l
 xpl. ul

③ d r q- i l v
 a q arl v
 — pz la. i Lr
 la. u v xp r
 noly lac z Car-
 a r kuy n fl
 uno ul du a
 — s — d jlb " i
 lls — la u v sō
 f a cpe v. sel
 ind l, y lop.
 kuy ① + w s rē

u rg, l u sec»

if 2 s me — es

uc du lb hpf⑤

→ du n fl l

kle re. s

④ d' ssa: u

Bu as ã. ppy

v a n pcl la

u n fu hpf fus

n u an gul

— c", lh br fls

l gu u rd-- a

— ce id v. n

acv)) v. Bu + l

hp l dv a q

ap v. ad

v gul ayl v lh

lp)) uc obl

lh fls b srp

D. ncz l. ofs

v. supt v scls

n u s), cu

⑤ d d' d' d' id la

tlc a so- tll u

h r — pz

w drū fr n

assoy v u two

. ys. w l kō

l n g fln lv

ū so — csh

v uo + l. Thel

ngl la uv

dsd l w u

ofas l at s))

. rep v h u l

b dl n u nu

lcy as br xP,

s dze lb 3

hpf 3 pab⑤ + l

→ sln la h

l du vll h

c lb usf l u

n E wa. s

KEY

1. Dear Miss Church: The official date set for our wonderful winter sale is January 18. Advance announcements²⁰ have already appeared in local newspapers, and we are sure that thousands of women will be on hand to⁴⁰ take advantage of this fine opportunity. However, we feel that as a regular customer you are⁶⁰ entitled to extra consideration; and we have decided to give you a chance to shop in our store before⁸⁰ the general public is admitted. (P) This is to notify you that we are going to hold a special ¹⁰⁰ showing of our sale dresses and coats on January 17 from six to nine o'clock. Why not come in to¹²⁰ see the plentiful bargains that will be available to you. Cordially yours, (134 words)

2. My dear Mr. Rule: In accordance with your instructions, I have inspected your latest catalog carefully;²⁰ and I am sorry to say that I do not share your enthusiasm. Although I admit that the overall ⁴⁰ appearance is quite colorful, I found most of the material substandard. Frankly, I don't feel it will ⁶⁰ accomplish enough to justify the great expense involved in putting it together. I think further that the⁸⁰ quality of the paper is very poor and does not measure up to the usual standards of the company that¹⁰⁰ did the printing. (P) Had I been in charge of this project, I would have insisted that the job be done again; and I ¹²⁰ would not have agreed to accept it. Yours truly, (129 words)

3. Dear Mr. Grant: It was with a great amount of pleasure that I learned that you have accepted our invitation²⁰ to act as chairman at our convention in July. I know you will do a splendid job. (P) I understand that you⁴⁰ have asked for a copy of the speech I made last year to open the convention, and I have submitted your request⁶⁰ to our secretary. (P) If there is anything else I can do to be helpful, please do not fail to contact⁸⁰ me. Sincerely, (83 words)

4. Dear Miss Small: Our Bureau has announced the preparation of a motion picture that you might find helpful for use²⁰ in your American Government classes. This short film will give your students a clearer idea of the⁴⁰ many activities of the Bureau and will help them develop a greater appreciation of the⁶⁰ administration of government agencies of this type. (P) You can obtain this film by simply directing the enclosure⁸⁰ to the Office of the Superintendent of Schools in your city. Cordially yours, (96 words)

5. Dear Mr. Davis: I would like to take a moment to tell you how much pleasure I have derived from my²⁰ association with you throughout the years. I have always considered it my good fortune to have worked so closely⁴⁰ with you, and I truly regret that you have decided to move your offices to another city. (P) The⁶⁰ representative with whom you will be dealing in your new location has already expressed his desire to be⁸⁰ as helpful as possible, and I am certain that he will do whatever he can to be useful to you in¹⁰⁰ every way. Sincerely, (104 words)

LESSON 38

38.1 Write *n* for the sounds of *inter* and *enter* (see Commentary, a).

inter

interest	<i>n,</i>	international	<i>nnjfl</i>	interstate	<i>nssa</i>
intercede	<i>nssd</i>	interpret	<i>npl</i>	interval	<i>nvl</i>
internal	<i>nml</i>	interrupt	<i>np</i>	interview	<i>nou</i>

enter

enter	<i>n</i>	enterprise	<i>npz</i>	entertain	<i>nln</i>
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38.2 Write *s* followed by disjoined slant for *self* and *selves*.

a. *self*

herself	<i>h/s/</i>	self	<i>s/</i>	self-interest [△]	<i>s/n,</i>
himself	<i>hsl</i>	yourself	<i>us/</i>	self-made [△]	<i>s/nd</i>
myself	<i>ms/</i>	self-respect [△]	<i>s/nsc</i>	self-addressed [△]	<i>s/ad,</i>

[△] See Commentary, b.

b. *selves*[△]

ourselves *rs/* themselves *lrs/* yourselves *us//*

△ See Commentary, c.

38.3 DERIVATIVES

interests	<i>n,,</i>	enters	<i>no</i>	interruption	<i>np1</i>
interesting	<i>n₂</i>	entering	<i>n₂</i>	interaction	<i>nac1</i>
interested	<i>n₂-</i>	entered	<i>n₂</i>	intervention	<i>nv1</i>
uninterested	<i>wn₂-</i>	entertainer	<i>nln/</i>	entertainment	<i>nln-</i>
disinterested	<i>ds n₂-</i>			interchangeable	<i>ncgb</i>

38.4 COMMENTARY

a. Please note that words beginning *intr* and *entr* do not fall under this principle but are written with *n* for *in* or *en* followed by capital *t* for *tr*, as in:

entrance *nt1* intricate *ntcl* introduce *ntds*
 intrastate *ntsa*

b. Did you observe that words which follow *self* are hyphenated?

c. There is no need to double the disjoined slant for plural in the case of *ourselves* and *themselves* because *our* and *they* are plural, as *myself*, *herself*, and *himself* are singular. The exception to instant recognition of singular and plural is *your*, and it is possible to confuse the singular *yourself* and plural *yourselves* unless the punctuation mark is doubled for the plural.

38.5 READING EXERCISE

① ds: ~ pp v kvī
 vs! la ky en pēb
 afd a me Arbl.
 v u dn. sa lq?
 v u lol ius! la a
 me cr s lo xplv??
 y m 20 m a v
 Sorn & ll us xpn
 h v l + pa - pn
 vs l ez lon a blf
 me cr f rlvb ll
 me v l ur heq,
 la m a.
 v ~ af me rdl
 la v f, b dē z
 . fcy ~ se f vs!
 h ev kbvī caf
 k.Scy v bu) v h
 u ra lso fl ze
 loc m rep f a

d m Sy rd \ af
 nl a fu us ②
 u l llo - y vs
 v Arbl onll tuo
 . c v b sa la lh
 cr s so ez l h - l
 la l lro des l v
 uvl

② d l ds: ~
 sy la udd m
 apv v. rld b
 v l e s - u l,
 v, e lo e v
 Sv u b, n,, on
 end s - b ry
 x^p ② & e rgh
 la lh z m v
 u v = " laved
 me sl E n.
 fl. ② l u caf

sol u p71 m
 rgh l. m
 m c b- s lb
 rd. ut

③ d 7 be: w
 lā a s p»
 m c u ra
 b N; 3 a pab se
 f u nu nps.

1 v l3 p» s ab
 5 nu n v. s)0
 +. I les a srt
 ds1 l. U. bor

lāa un a H
 ft v. m nsa
 hwa + un a
 fu nu v. nu»
 c lls- la. k)

z, co hols. ng
 o lh l- + s1,
 la u res1 klc
 L f T nfy»

a L flos qv dē
 dess v l3 p» ut

④ j: lh s lmf u
 la ur rs-l w

7 59 s ncy rdt
 l 130 E s/ sh " lue
 - p Cy u rlds l

ndca nu nu
 ad' so la u b
 su 7 lb no nps
 m. dl v nu sub
 l u sol sag
 ut

⑤ dros crip: nu
 bq lfl a kpe s1
 v hopl" ab u

hrs sp? du u
 sh v n 7- -

f h u u n
 yk fr- , pp
 gf?? if lh s.
 cas0 ln u rk-

la u 20 a x 5 lnSc	+ x das r m opE ud+
. fl fd + v st C ₃ la e cy	st vn ul 10° \ y m Te
lh lu as b gn n pop)	usl b k m + p a
zu. yso & nel o u	e — l u sp phro
ks l, l lk a l* v2+	ul
lb T ₃ C, rd p v x dbx	
pdcas" ex vn ez vc	
ds/ v al bas + e maso	

KEY 1. Dear Sir: Many people have convinced themselves that they cannot possibly afford a new automobile. Have you²⁰ done the same thing? Have you told yourself that a new car is too expensive? (P) Why not stop in at our showroom and let⁴⁰ us explain how our time-payment plan makes it easy to own a beautiful new car for relatively little⁶⁰ money. While you are here, look around at the wonderful new models that have just been delivered from the factory.⁸⁰ See for yourself how we have combined careful construction with beauty of line. (P) You may also feel free to ask¹⁰⁰ our representative for a demonstration ride. After only a few miles, you will understand why millions¹²⁰ of automobile owners throughout the country have been saying that this car is so easy to handle that it¹⁴⁰ almost drives itself. Yours very truly, (147 words) 2. Dear Mr. Dash: I am sorry that you did not approve of the method by which we sent your last order. We thought²⁰ we were serving your best interests when we made shipment by railway express, and we regret that this was not what you⁴⁰ wanted. (P) To avoid any such error in the future, will you carefully specify your preference in regard⁶⁰ to the manner in which shipment is to be made. Yours truly, (71 words) 3. Dear Mr. Bright: I have looked at some properties in which you may be interested as a possible site for your²⁰ new enterprises. One of these properties is about five miles north of the city, and the other lies a short⁴⁰ distance to the west. Both are located within a hundred feet of the main interstate highway and within a⁶⁰ few miles of the railroad. (P) I understand that the County Trust Company holds the mortgage on this land and suggest⁸⁰ that you yourself contact them for further information. (P) A letter follows giving detailed descriptions of these¹⁰⁰ properties. Yours truly, (104 words) 4. Gentlemen: This is to notify you that I have recently moved from 59 South Interchange Road to²⁰ 130 East Center Street. (P) Will you please change your records to indicate my new address so that I can be⁴⁰ sure there will be no interruption

in the delivery of my subscription to your monthly magazine. Yours⁶⁰ truly, (61 words)
 5. Dear Mrs. Camp: Are you beginning to feel a complete sense of hopelessness about your Christmas shopping? Do you²⁰ still have many friends for whom you have not yet found the proper gift? (P) If this is the case, then I recommend that you⁴⁰ stop at our store to inspect the fancy food and imported cheese that we carry. This line has been gaining in⁶⁰ popularity through the years, and anyone on your Christmas list will welcome a one- or two-pound treasure chest made⁸⁰ up of our deluxe products. (P) We are within easy walking distance of all buses and subways, and our doors¹⁰⁰ remain open every Wednesday and Saturday evening until ten o'clock. Why not treat yourself by coming in and ¹²⁰ putting an end to your shopping problems. Yours truly, (129 words)

38.6 REMEMBER . . .

inter, 38.1

interfere

nfe

intermittent

nt-

intern

nn

LESSON 39

39.1 When a word contains two medial pronounced consecutive vowels, write only the first (see Commentary, a).

actual	<i>acCul</i>	diet	<i>diC</i>	ruin	<i>ruen</i>
annual	<i>aul</i>	fuel	<i>ful</i>	trial	<i>Trl</i>
industrial	<i>ndSel</i>	poet	<i>poC</i>	visual	<i>vzul</i>

39.2 Write only the last vowel in a word with two final pronounced consecutive vowels (see Commentary, b).

area	<i>aa</i>	cameo	<i>cro</i>	graduate	<i>gda</i>
audio	<i>ado</i>	create	<i>ca</i>	media, mediate	<i>rda</i>
				radio	<i>rdo</i>

39.3 DERIVATIVES

casualty	<i>czul</i>	liability	<i>lib</i>	reliability	<i>relib</i>
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39.4 COMMENTARY

a. We have been careful to specify that each of these two medial consecutive vowels are pronounced because there are also two consecutive vowels with only one vowel sound, as in *built*, *lease*, and *tail*. Occasionally you will find that

one of these medial vowels has already been written and should not be rewritten; e.g., the *y* for *rē* already includes the vowel, so *material* is *right*.

b. The easiest way to remember which vowel to write in 39.1 and 39.2 is, when a vowel *ends* the word, to write that *end* vowel, as in 39.2. When two consecutive pronounced vowels come *before* the end of a word, write the *first* of the two vowels, 39.1.

39.5 READING EXERCISE

Od 7g: . all̄ Crl l gr	f lh rzn o idu n
u vzul evd l v. fcs	hzla l avz u lb
ga u ksn̄ . rcs idū	n r 3 a saf
b r corp du . p, 18	nvs - f u sv \ su
ys \ 3 uc seq 7 3 nl	② rds: lh s n
a qdul rz m. aul	rs l l. L e rse
dvd — — pd lv	fr u n vl u
schol // m. 7, 10 ys ②	rd ngy rgt
b m. pyd s / lno r	r Cgs f lpre r-lo
rc as dō m vlu r	ecn go a 2 rd
a seq - nls m. sz	ra a lh l cs
v. dvd — — dec̄	fc / r kō n dT ^m
zfrz . fC s ksn̄ o	. actual c, \ f x p
er nvlō m rsc	end kno h
acv)) la l ca vn	ens ul v - ②
ro sxx pfis f us \	lgt v l nvlō ②

* u rge
 mul - elce
 lprell" if ul spe
 lh mfy o. ncz
 Cdo el b hpe lgr
 u a xc pof u
 a-l sus: ul

③ d^u i w
 1, h a lq kvay
 v. P + UP v u
 co ab. rglb sel
 n vC e m
 fe nol. 3 u no
 ev b lz a q
 v u rpyes l
 vey cos n. s)
 la of lBl aul
 nlss n sly①
 fno v hll nslu
 X vey bnes② + I
 fne bnfsl is ober
 la s_u s, b dn

ida. f lh rgn v
 cl a sr re v.

Bd v P' f f^u
 ap 5^o a 3¹⁵ " n
 . mlt d u
 rru. l, v riss
 syp la u ncz
 sola u ra gu
 re u opn vn
 e re: ul

④ d^u i a
 Rub 7 - as
 art u na 31
 he u b n; na
 Cl lre s X me
 n u sa l_u u
 du s b sl_u x blf
 lu v Xrs Cdo +
 gf r_u en ml
 pa a lBl ark
 f el b sol_u b e
 lso gu a f_u bnx

L. Pan n el s)	pgi n r fcy
hu s — — us.	. m pps v th
L, D if u fl	pgi s l n Sc r
ncin l xp r of	pyes n. pp
uc kle us b fr	ntn / v r
. no Sn br \ e	bneg \ er hopf
hop lke fr u \	la. ll leo pr
ut	usf n hp r m
⑤ rd abli ur	lls — . ip / v adp
ud t ^l ara v.	. sf) rff u avz
fc la el sell	n u aul rpl \ cd u
als l ca a Zn	sa. lu l lca l v r spi
	su

KEY 1. Dear Frank: The attached chart will give you visual evidence of the facts I gave you concerning the stocks issued²⁰ by our corporation during the past 18 years. As you can see, there was only a gradual rise in the⁴⁰ annual dividends paid to our stockholders in the first 10 years; but in the period since then, our stock has⁶⁰ doubled in value with a subsequent increase in the size of the dividends declared. (P) As far as the future⁸⁰ is concerned, we are involved in miscellaneous activities that will create even more substantial profits¹⁰⁰ for us. For this reason, I do not hesitate to advise you to buy our stock as a safe investment for¹²⁰ your savings. Sincerely yours, (125 words) 2. My dear Sir: This is in response to the letter we received from you in which you made inquiry regarding our²⁰ charges for typewriter rentals. (P) We cannot quote a standard rate at this time because many factors are considered⁴⁰ in determining the actual cost. For example, we need to know how many machines you will want, the⁶⁰ length of time involved, and whether you require manual or electric typewriters. (P) If you will supply this⁸⁰ information on the enclosed card, we will be happy to give you an exact price for our rental service. Yours truly, (100 words) 3. Dear Mr. March: I have just had a long conversation with the President and Treasurer of our company²⁰ about the regrettable situation in which we now find ourselves. As you know, we have

been losing a great⁴⁰ many of our employees to various companies in the city that offer liberal annual⁶⁰ increases in salary, forms of health insurance, extra vacation bonuses, and other financial benefits.⁸⁰ (P) It is obvious that something must be done immediately. For this reason, I am calling a special¹⁰⁰ meeting of the Board of Directors for Friday, April 5, at 3:15. (P) In the meantime, would you review the¹²⁰ list of miscellaneous suggestions that are enclosed so that you may give me your opinion when we meet. Yours¹⁴⁰ truly, (141 words)

4. Dear Miss Marsh: A mutual friend has submitted your name as one who might be interested in a chance to make some²⁰ extra money in your spare time. (P) You can do so by selling our beautiful line of Christmas cards and gift wrappings.⁴⁰ We not only pay a liberal amount for each box sold, but we also give a generous bonus to the⁶⁰ person in each city who sends us the largest order. (P) If you feel inclined to accept our offer, you can contact⁸⁰ us by phoning the number shown above. We hope to hear from you. Yours truly, (94 words)

5. My dear Mr. Abbot: You are undoubtedly aware of the fact that we will shortly attempt to create a²⁰ training program in our factory. The main purpose of this program is to instruct our employees in the proper⁴⁰ maintenance of our machinery. We are hopeful that it will also prove useful in helping our men⁶⁰ understand the importance of adopting the safety measures you advised in your annual report. (P) Could you spare⁸⁰ time to talk at one of our sessions? Sincerely yours, (89 words)

39.6 REMEMBER . . .

Medial consecutive vowels

casual	<i>czul</i>	liable	<i>lib</i>	reliable, reliably	<i>rlib</i>
dual	<i>dul</i>	manual	<i>mul</i>	society	<i>ssu</i>
gradual	<i>gdul</i>	mutual	<i>dul</i>	variety	<i>vru</i>

LESSON 40

40.1 Write *z* for *trans*.

transact	<i>zac</i>	transfer	<i>zf</i>	transmit	<i>zrt</i>
transcribe	<i>zcb</i>	transit	<i>zt</i>	transplant	<i>zp-</i>
transcript	<i>zcp</i>	translate	<i>zla</i>	transport	<i>zsl</i>

40.2 DERIVATIVES

transferred	<i>zf~</i>	transcriber	<i>zcb</i>	transaction	<i>zacq</i>
transferring	<i>zf</i>	transcription	<i>zcp1</i>	transmission	<i>zq</i>
transfers	<i>zf</i>	translation	<i>zly</i>	transportation	<i>zsh</i>

40.3 COMMENTARY

This assignment contains only one final rule. Because of this, the Reading Exercise is much longer than any you have previously had.

The letters in this final Reading Exercise contain all of the Brief Forms and Abbreviations that you have learned. Drill in Brief Forms must be intensive for these outlines to become a part of your automatic vocabulary. This Reading Exercise provides just the sort of intensive drill needed. Read and reread—practice and practice again—profit from your work!

40.4 READING EXERCISE

① d r' f e : s v y s a g
 a m d g u p v m +
 m o h u v P
 n ; m . f l d v e d c f o
 d e d l o g a a s s o f v
 j e + s v h e s e l l c h
 l y m d v s l o l a a o g
 v t h e c e d g o l c h
 t u o a a o p l l e +
 l n v m u r d s l d i v
 l p e r . l o l v e d c f
 f c h n z a h l . i d r h
 v i d a s u c o + z a
 r s l o . o g q u f r a
 u B B v 55 l l o
 p z - l o l v l r o 3 t h
 . o b v t h l s l l l u
 l a . s t d o y v . a s s o f
 l h o l l o a u l r e a
 . k e l y v . v l I r
 . d a l p b l d u e .
 v k v f a 18 o b r o

d f n m f r y l b s - b
 . k z a n g a u l b . s u
 ② d l c h s : . s u p l
 v r v h s o l s e c
 s l a s m f i r e l a
 . v o l v o s l s o u
 a s m l e , b 20 p c
 d u e . p , b r o s m
 v u v l y c l l o i f l e
 s d p p s b y k s a
 r w l l y g l l e
 b y l e f a b l d o .
 N s d v l m l a d
 p u d u s v a l e ,
 a a d f l 5 I d a g f l v
 r r + v a l e y
 n o r o l n a r e
 o 2 f r . r r . l y
 r g e -- r a p z - s r
 d f k s o b e s k u l
 t e l f e s s s u b
 v l u

③ *nd* *ra*: *th*
l *ak* *rse* *v* *u* *L* *v*
pn *9* *u* *no* *yq*
- *ab* *h* *u* *sec*
f *a* *no* *v* *yo* *h* *z*
c *a* *pup* *a* *r* *scl*
+ *z* *des* *b* *s* *U* *z*
b *ux* *int* *+* *hd* *U* *u*
vcl *la* *s* *hll* *h* *l*
b *rt* *po* *b* *h* *z* *ab*
thol *usc* *jbs* *r*
lon *du* *s* *vejs* *on*
i *l*, *sa* *h* *h* *dec* *s* *ny*
v *ape* *f* *a* *jb* *v* *pp*
du *v* *po* *+* *u* *U* *-*
la *s* *ape* *z* *a* *u* *su*
 ④ *d* *d*: *r* *ad* *as* *st*
pa *rcl* *Bu* *la* *l* *cc*
stecs *+* *fgs* *uqd* *ss* *m*
+ *r* *r* *s* *z* *mfy*
lb *v* *P* *n*, *l* *sp* *m*
th *aa* *+* *l* *b* *Ind*

ze *v* *Cq* *u* *seq* *v* *u*
corps *P* *o* *UP* *o* *ncj*
cd *l* *mll* *u* *l* *a* *12* *+*
p *desv* *bcll* *m* *st*
ul *fe* *adyl* *mfy*
ab *th* *ux* *svs* *su*

⑤ *ddv* *pl*: *er* *s* *-*
u *3* *9* *+* *oz* *sars* *v* *r*
pop *x* *s* *rdse* *u*
lsontn *a* *re* *o* *l*
u *sec* *bu* *-* *h*
la *a* *pr* *v* *lcls* *f*
r *aul* *fd* *so* *m* *dc*
r *lb* *dē* *lu* *ul*

⑥ *d* *gr*: *r* *co* *as*
dst *lbd* *a* *ry* *lkc*
r *-* *p* *v* *m* *tc*
v *u* *u* *du* *so*
l *m* *ml* *nab* *us* *l*
zpl *r* *Arbbs* *ro*
suc *o* *b* *l* *hp* *l* *sd*
dl *l* *al* *pls* *v* *c* *u*

Us — la u rep. 7
 la hols . dq o .
 p^o) ev m u — o
 & ed lc lre u u
 ldesc' . pl v l . — p
 lel re a . no gr
 bu ll re no ur
 e c re + a ul
 x \ ul

⑦ d d l: int fr .
 cert nst la x av
 sol ss bl fn + sp
 x br kst br los v
 l, y" — c Kc n
 asu la th Xo nCs s
 du l . X adv ev dn
 n lcl un pp? if
 u ul ble la th s .
 sel_o ln u lg l nec
 luv, a un q' Pl v
 n cap n th va \ ul

⑧ d r s fl: w rln

lu — les D u al l .
 and la u th o us
 ll . Ins v r Kc v r
 nu inv . 3 u neg
 cp st a sra and
 op o x bcs s dftk^o
 so ls ip la . akt b
 pd n fu b . e —
 v . so" y m s — us
 u Cc m . ncj enr
 a c / \ vlu

⑨ d d ll: Ed Lf
 zel cos b sy l abs
 k^l b . fed gul? Ed
 . gul est rax pss
 la ra b Cq f zel??
 s pp sub l . opn
 la th k^l s abs nec
 f . bnf v . pl + la
 l d gl k^l bu l .
 ek r lfv . c^o
 ul Is r ag th Sln

reps v. gvl & . zel
 cos fl la lz regs d
 m pr sat 11 bo sds
 v. g r ful dsc, m
 . oc ibu v. rag
 e pb\ cs. rag
 l sls rpdle e
 sp, la u zo a u
 ngs — m o s —
 m f a sub\ su
 ⑩ d r s u n i : u no
 dot no la 7 sa bz
 s b hl a r S o ex
 ave + g — blod\ ur
 ul. e — v th ek
 lk m fl 11 la so
 J Kso ul ap r fe
 lu\ ul b — p o loo
 v. me uc sw o
 E pl\ uc est cr
 b la avy v r ez#
 pa — pn o o if u

pfo el — gdl p asd
 ul u w b lb 11 fl 9
 s abs. fil d\ er op
 fr 9 an ul b pr E
 d + ul 9° o un un
 du m fl lk m no
 — c apd lb so
 bz la s c — fe a fu
 uns f sl a suc
 7p\ s
 ⑪ d r s u n i : u ag
 re lll u la e ap.
 7° ur gr us 11 chop
 ur sat v. m/m
 ul ly v h — l + la
 ul pl 11 7° v us
 m. fl 11 ra
 r u — u la r cat
 qvs a des v. dess
 e of\ vlu
 ⑫ dk: un lk v th
 co a fu ys ag 11

P, b, sz v. nos.
 + i z l ~!! lh y r
 ali l du mel 2
 Bd U^t v b s \ r
 — pns l f e 4 H
 rwnu nos cy apx
 30 ~ payl \ yso.
 nos r bq!! b v ab.
 asto lh q co aso.
 q, s ls pp \ wo.
 ~ — rf pp v r
 ali pu lg^o z d b
 no bq nos l lgab^u
 . pils hu f e . pns
 r . gis hu r l
 hpn^u . f e al — —
 v a ~ + labu E
 payl a — pz — 7p^u b e
 p l z f — lu pp s .
 ~ veyo o . r foy
 fno . r — gr gl
 m . I ml^o . Clx

lct ay-^o . akda sci
 cp^o . Hd + U^e r p
 Susr-^o . nlyb a
 fa ay-^o . scl
 ~cc^o . Kpu plg^o
 . sec^o . Sfo + al.
 I pp hu r p r l^u
 Ed bl 80 Id + 1 H Id
 payl f e v us al
 O . U^o \ r pp cp lh
 z — x o f — gū lg^o
 + e dp — pn l
 wo l r I asto d-
 b U^t ne \ cu
 ③ d ~ lb : eno la ap
 s a v bz szn f u \ e
 lso no la . fr m r
 — p — as pst scdls \ v
 al v lh^o ur no d l
 fglr la r pa — r du
 f . l — s — m flr + ~
 lh d's lsc la r Cc b s-

on a few ds \ uwl	. ml adgl c,
(14) ds: E ml ch sd	lu s a run 10 + c
ba B v r chns bc	Cg f h — <u>h</u> + <u>ml</u>
— ch \ chn al O. h	f IT dils — p
r fyp E rsg + ly r	s — . ncj Cd
pfl = f f bcs a pss	l r K <u>Sw</u> dpl \
l blo. art x sc \	ul

KEY 1. Dear Miss Fine: Several years ago an independent group of men and women, who were particularly²⁰ interested in the field of education, decided to organize an association of junior and senior⁴⁰ high school teachers. (P) These individuals thought that an organization of this kind would give teachers throughout⁶⁰ America an opportunity to meet and learn of new methods being developed to improve the level⁸⁰ of education for children as a whole. The idea met with immediate success, and as a result,¹⁰⁰ the organization grew from an initial membership of 55 to its present total of almost¹²⁰ 3,000. (P) The object of this letter is to tell you that the Southeast division of the American¹⁴⁰ Association will hold its annual meeting at the conclusion of the winter term. The date will probably¹⁶⁰ be during the week of January 18, but more definite information will be sent by the¹⁸⁰ committee as soon as available. Sincerely yours, (189 words) 2. Dear Mr. Childs: The superintendent of our warehouse on West Second Street has informed me that the volume of²⁰ orders being shipped out has increased by 20 percent during the past six months. (P) In view of these circumstances,⁴⁰ I feel we should perhaps begin considering a move to larger quarters. We began looking for a building⁶⁰ on the north side of town that would provide us with at least an additional 5,000 square feet of room and with⁸⁰ a location no more than a mile or two from the railroad. These requirements may present some difficulties, but¹⁰⁰ we shall continue to try to find something suitable. Very truly yours, (114 words) 3. My dear Mr. Small: This will acknowledge receipt of your letter of June 9. (P) I have known the young man about whom²⁰ you speak for a number of years. He was once a pupil at our school and was described by his teachers as being⁴⁰ unusually intelligent and hard working. I recall that his health had always been rather poor, but he⁶⁰ was able to hold miscellaneous jobs around town during his vacations. When I last saw him, he declared⁸⁰ his intention of applying for a job with the Parcel Post Division of the Post Office; and I understand¹⁰⁰ that his application was approved. Sincerely yours, (110 words) 4. Dear

Mr. Day: Our administration has set up a research bureau that will collect statistics and figures²⁰ regarding sales in and around our city. Their information will be of particular interest to⁴⁰ manufacturers in this area and will be furnished free of charge. (P) The signature of your corporation's president⁶⁰ or vice-president on the enclosed card will entitle you to a 12-page descriptive booklet in which you⁸⁰ will find additional information about this unusual service. Sincerely yours, (96 words) 5. Dear Dr. Place: We are sending you 3 nine-ounce samples of our popular Christmas merchandise. (P) I have also²⁰ written a memorandum to my secretary to remind her that a pair of tickets for our annual⁴⁰ food show in December are to be delivered to you. Yours truly, (49 words) 6. Dear Mr. Goodman: Our company has decided to build a railway to connect our plant with the main track of²⁰ the Northwest Railroad. Doing so will not only enable us to transport our automobiles more successfully,⁴⁰ but will help to speed delivery to all parts of the country. (P) I understand that you represent the firm⁶⁰ that holds the mortgage on the property we have in mind, and I would like to meet with you to discuss the purchase⁸⁰ of it. Please telephone me at the number given above letting me know where we can meet and at what hour. Yours¹⁰⁰ truly, (101 words) 7. Dear Mr. Deal: I note from the certified report that our average monthly sales between June and September²⁰ are already considerably above those of last year. (P) Am I correct in assuming that this extraordinary⁴⁰ increase is due to the extra advertising we have done in local evening papers? If you⁶⁰ really believe that this is the situation, then I think it necessary to invest an even greater⁸⁰ part of our capital in this way. Yours truly, (89 words) 8. Dear Mrs. Foot: I have written to you many times directing your attention to the amount that you still owe²⁰ us under the terms of our contract on our November invoice. As you know, keeping such a small amount open on our⁴⁰ books is difficult; so it is important that the account be paid in full by the end of the month. (P) Why not send⁶⁰ us your check in the enclosed envelope at once. Very truly yours, (77 words) 9. Dear Mr. Little: Should large steel companies be subject to absolute control by the Federal Government?²⁰ Should the Government establish maximum prices that may be charged for steel? (P) Some people subscribe to the opinion⁴⁰ that this control is absolutely necessary for the benefit of the public and that it would greatly⁶⁰ contribute to the economic life of the country, while others are against this. Certain representatives⁸⁰ of the Government and the steel companies feel that these regulations would not prove satisfactory. (P) Both¹⁰⁰ sides of the question are fully discussed in the October issue of the magazine we publish. Because the¹²⁰ magazine always sells rapidly, we suggest that you stop at your newsstand now or send in for a subscription.¹⁴⁰ Sincerely yours, (143 words) 10. Dear Mrs. Inch: You no doubt know that there is a big sale being held at our store on Essex Avenue and Grand²⁰ Boulevard. You have until the end of this week to come in for it. (P) Like so many other customers, you will⁴⁰ appreciate our fine line. You will be pleased, too, with the money you can save on every purchase. You can establish⁶⁰ credit by taking advantage of our easy-payment plan, or if you prefer, we will gladly put aside⁸⁰ whatever you wish to buy. (P) July 9 is absolutely the final day. We are open from 9 a.m. until¹⁰⁰ 6 p.m. every day and until nine o'clock on Wednesday

evening. Do not fail to come in. No woman can¹²⁰ afford to be so busy that she can't find a few minutes for such a successful trip. Sincerely, (138 words) 11. Dear Mr. Moss: I am again writing to tell you that we appreciate the orders you have given us. (P) We²⁰ hope you are satisfied with the manner in which they were handled and that you will place many orders with us in⁴⁰ the future. (P) May I remind you that our catalog gives a description of the discounts we offer. Very⁶⁰ truly yours, (63 words) 12. Dear Customer: When I came with this company a few years ago, I was impressed by the size of the numbers.²⁰ And I still am! (P) This year our airline will do nearly \$2,000,000,000 worth of business. Our planes will fly⁴⁰ 400,000,000 revenue miles carrying approximately 30,000,000 passengers. Yes, the numbers are big! ⁶⁰ (P) But of all the assets this great company has, the greatest is its people. Without the wonderful people of⁸⁰ our airline pulling together, there would be no big numbers to think about. (P) The pilots who fly the planes are the¹⁰⁰ guys who make it happen. (P) The flight attendants have a mission—to assure every passenger a pleasant trip.¹²⁰ (P) Backing up these front line people is the warm voice on the reservation phone, the white glove girl in the terminal, the¹⁴⁰ courteous ticket agent, the accommodating sky cap, the hard-working ramp serviceman, the knowledgeable¹⁶⁰ air freight agent, the skilled mechanic, the computer programmer, the secretary, the chef, and all the other¹⁸⁰ people who make up our team. (P) Every day between 80,000 and 100,000 passengers fly with us²⁰⁰ all over the world. Our people keep this tremendous operation glued together, and we depend upon them.²²⁰ Without them our other assets wouldn't be worth anything. Cordially yours, (234 words) 13. Dear Mr. Pound: We know that April is a very busy season for you. We also know that the fire in your²⁰ plant has upset schedules. With all of this, you have no doubt forgotten that your payments are due for the shipments sent⁴⁰ in February and March. (P) This letter is to ask that your check be sent within a few days. Yours very truly, (60 words) 14. Dear Madam: Every intelligent child should be a member of our children's book club. Children all over the land ²⁰ are joining every month, and they are profiting from fine books at prices well below the amount usually⁴⁰ asked. (P) The only additional cost to you is a minimum 10-cent charge for handling and mailing. (P) For further⁶⁰ details, please send the enclosed card to our Customer Service Department. Yours truly, (75 words)

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 v. brth—
 nls|nl lprln
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f. |. 2Cpy
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RECAP AND PREVIEW

READING FOR TRANSCRIPTION

A LOOK AT WHAT FOLLOWS

A summary of principles is provided in Appendix A so you can review at a glance any rule for any sound. Brief Forms and Standard Abbreviations are listed in Appendices B and C in alphabetical order. The paragraph in which each originally appeared is also indicated. SPEEDWRITING outlines for all the states and for many cities in the United States are given in Appendix D. The outlines for the Canadian provinces and many Canadian cities are also found in this list. The Index gives the contents of the book alphabetically.

You have now completed *all* of the principles, brief forms, and standard abbreviations for SPEEDWRITING. When you are able to use these principles automatically, you will be able to write any word in the English language. The next level of your training is dictation and transcription. In each lesson you will be reviewing the principles, brief forms, and abbreviations. You will continue to develop dictation skill on both familiar and unfamiliar material. You will learn to “translate” your shorthand notes into typewritten copy.

Efficiency in reading your shorthand notes is a big factor in the accuracy and speed of transcription. If you learn to read your notes in thought phrases, you will read more accurately. Misread notes result in inaccurate transcripts.

In the example given the perpendicular lines separate the notes into thought phrases. Read the first phrase; then type it. Continue in this manner throughout the copy.

APPENDIX A

SUMMARY OF PRINCIPLES

WRITING VOWELS

1. Write long vowels in one-syllable words: goal *gol* ; huge *huy* ; wife *wif* ; league *leq* (1.7).

2. Write INITIAL and FINAL short vowels: asset *ast* ; egg *eg* ; ice *is* ; quota *goa* ; editor *ed* ; formula *fla* (1.8).

3. When a word ends in the sound *ate*, *eet*, *ite*, *ote*, or *ute*, write the vowel and omit the *t*: date *da* ; meet *re* ; light *li* ; vote *vo* ; suit *su* (11.1).

4. When a word ends in the sound of *ave*, *eve*, *ive*, *ove*, or *uve*, write the vowel and omit the *v*: gave *ga* ; leave *le* ; arrive *ari* ; drove *do* ; groove *gu* (11.2).

5. When a word ends in the sound of *ame*, *eem*, *ime*, *ome*, or *ume*, write the vowel and omit the *m*: same *sa* ; extreme *xe* ; lifetime *lfli* ; home *ho* ; presume *pzu* (29.2).

6. When a word ends in the sound of *air*, *eer*, *ire*, *ore*, or *ure*, write the vowel and omit the *r*: repair *rpa* ; appear *ape* ; acquire *agi* ; explore *xpo* ; insure *mbu* (25.1).

7. When *ing* or *ed* is added to an outline that contains a long vowel, retain the vowel in the outline: hoping *hop* ; teaching *lec* ; filed *fil* (Recap and Preview: Vowels).

8. When the outline of a root word begins or ends in a vowel, retain that vowel when a prefix or suffix is added to it: high *hi* ; highly *hil* ; true *tu* ; truly *tul* ; pay *pa* ; payroll *parl* ; renew *rnu* ; renewal *rnul* ; react *rac* ; reelect *relc* ; reopen *rop* (9.3c).

9. When a long vowel is followed by a mark of punctuation, retain the vowel: moment *ro-* ; truant *tu-* ; duty *du)* ; consumer *kaw* (9.2).

10. Write *ol* for the sound of *old*: *golden goln*; *boulder bol*; *folder fol* (13.1).
11. Write *i* for the INITIAL sound of *im*: *imitate ila*; *impossibility ipst* (32.2).
12. Write *u* for the INITIAL sound of *un*: *undoubtedly udt*; *unfortunately uflnll* (32.3).
13. Write *in* for the sound of *ine*: *combine kbm*; *consignee ksune* (32.1b).
14. When a word contains two MEDIAL pronounced consecutive vowels, write the first vowel only: *trial tel*; *annual aul*; *diameter der* (39.1).
15. When a word contains two FINAL pronounced consecutive vowels, write the last vowel only: *create ta*; *graduate gda* (39.1).
16. Write *al* for the FINAL sound of *all*: *install msal*; *football flbal* (18.1).
17. Write *a* for the INITIAL and FINAL sound of *aw*: *all al*; *alter al*; *law la*; *saw sa* (18.2).

OMITTING VOWELS

1. Omit all MEDIAL short vowels: *citizenship slzntb*; *finish fnb*; *yellow ylo*; *knowledge nly* (1.6).
2. Omit all MEDIAL long vowels in words of more than one syllable: *obtain obtn*; *procedure prf*; *belief belf* (9.1).
3. Write *c* for the MEDIAL and FINAL sounds of *ake*: *make kc*; *lakeside lcsd*; *taking lc* (13.2).
4. Omit the vowel and write *d* for the MEDIAL and FINAL sounds of *ade*, *ede*, *ide*, *ode*, and *ude*: *made rd*; *cede sd*; *side sd*; *reload rld*; *crudely cdl* (19.1).
5. Omit the vowel and write *z* for the MEDIAL and FINAL sounds of *aze*, *eze*, *ize*, *oze*, and *uze*: *phase bz*; *reason rzn*; *wisely wzl*; *chosen Cz*; *chooses Czs* (19.2).
6. Write *n* for the prefix *em*: *emphatic flc*; *emblem br*; *employer prf* (21.1).
7. Omit the vowel and write *n* for the sounds of *ane*, *een*, *one*, and *une*: *train tn*; *seen sn*; *loan ln*; *soon sn* (32.1).

8. Write *y* for the MEDIAL or FINAL sound of a vowel + ry: various *vyr*; machinery *my*; inquiry *ngy*; territory *lly*; hurry *hy* (24.2).

9. Write *n* for the prefix en: enclosure *ncz*; endure *ndu*; engine *ngn* (21.2).

10. When a word contains two MEDIAL pronounced consecutive vowels, omit the second vowel: trial *tl*; annual *aul*; diameter *dur* (39.1).

11. When a word contains two FINAL pronounced consecutive vowels, omit the first vowel: create *ca*; graduate *gda* (39.2).

12. Write *l* for the FINAL sound of lee: efficiently *efl-l*; originally *ojnl*; early *el* (7.2).

13. Write *l* for the MEDIAL or FINAL sounds of a vowel + shun: qualifications *qlfcp*; completion *kpl*; competition *kpl*; promotions *prys* (15.2).

14. Write a *)* for the FINAL sound of tee: duty *du)*; quantities *g-))*; ability *ab)*; authority *at)* (31.1).

COMBINATION SOUNDS

1. Write *u* for the sound of wh: what *ut*; when *un*; which *uc* (3.2).

2. Write *C* for the sound of ch: attachment *allC-*; chiefly *chl*; much *uc*; nature *nl* (2.3).

3. Write *s* for the sound of sh: issuing *isu*; insurance *mbut*; sufficient *sfl-* (3.3).

4. Write *u* for the MEDIAL and FINAL sounds of ow: allowance *al-/-*; doubt *du*; now *nu* (5.2).

5. Write *l* for the sound of th: them *l*; method *ld*; health *hl* (7.1).

6. Write a hyphen on the INITIAL letter of an outline to indicate the INITIAL combination-r sounds: broke *bro-*; crashed *cr-*; dropped *dr-*; free *fr-*; group *gr-*; privilege *pr-*; travel *tr-*; through *tu-*; argue *ar-*; earn *en*; or *o*; urge *ur-*; shred *sd-* (8.1).

To express a MEDIAL combination-r sound, capitalize the letter

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that precedes the *r* and omit the *r* from the outline: *fabric* fbc ;
increase ncs ; *refresh* rsh ; *agreement* age- ; *approach* ac ;
attractive aew (14.1).

7. Write *y* for the sound of *oi*: *appointment* apy-- ; *oil* yl ;
toy ly (10.1).

8. Write *g* for the sound of *kw*: *frequently* fo-l ; *acquainted*
 aga= ; *quit* gl ; *quite* ge ; *adequate* adgl (12.1).

9. Write a dash on the INITIAL letter of an outline to indicate the
 INITIAL combination-*l* sounds: *block* be- ; *clients* ce-- ; *element*
 E- ; *flight* fe ; *glad* gd ; *ill* i- ; *plan* pn ; *slow*
 so ; *ultimate* ulrl ; *alibi* ab ; *else* es (16.1).

When the combination-*l* sound is MEDIAL, omit the *l* and write
 the letter that precedes it: *application* apy (16.2).

10. Write a comma (,) for the INITIAL and FINAL sound
 of *st*: *largest* Ly, ; *listings* l, ; *introduced* mthue, ; *study* xde ;
stands l- (27.2).

11. Write *s* for the MEDIAL sound of *st*: *mistake* mse ;
instead nsd (27.1).

12. Write *g* for the sound of *nk*: *frankly* fgl ; *thinking* lg
 (28.1).

13. Write *b* for the FINAL sounds of *bul* and *blee*: *able*
 ab ; *favorably* fvb (30.2).

14. Write *p* for the FINAL sounds of *pul* and *plee*: *simple*
 sp ; *simply* syp (30.1).

15. Write a small printed *s* for the sound of *sp*: *spend* s- ;
respect nsc ; *grasp* gs (34.1, 34.6).

16. Write a disjoined slant for the sounds of *nse* and *nsy*: *expense*
 xpl ; *responsible* ns/b ; *fancy* fl (35.1).

17. Write *z* for the sound of *zh*: *treasure* tz ; *treasury* tzy
 (37.2).

18. Write a capital printed *S* for the sound of *str*: *distribute*
 dSbu (22.1).

19. Write a dash (—) for the MEDIAL or FINAL *nd*: *recommend*
 nk- ; *brand* bz- .

20. Write *s* for *sub*: *submit* sk (35.2).

21. Write *z* for *trans*: *transfer* tz (40.1).

PUNCTUATION MARKS

1. Use an underscore to indicate the addition of *ing* or *thing* to a word: getting *gɛ_*; recommending *rk_*; anything *ne_* (2.2).

2. Use an overscore to indicate the addition of *ed* to form a past tense: added *ad̄*; occurred *oc̄*; wanted *ʊ=*; mended *ɪ=*; announced *a-ī* (6.1).

3. Use a hyphen for the MEDIAL and FINAL sounds of *nt* and *ment*: resident *ɹɛɪ-*; didn't *dd-*; judgment *ʃɪ-*; rental *r-l* (3.1).

4. Use a joined slant to indicate the FINAL sounds of *er* and *ter*: favor *fə/*; feature *fɛ/*; officers *ofə/*; errors *ɛ/*; center *s-ɪ* (17.1).

5. Use a dash for the sound of *nd*: recommend *rk-*; brand *ɹ-* (20.1).

6. Use an apostrophe to indicate a FINAL *ss* and *ness*: regardless *ɹɛɪdl'*; addresses *ad''*; illness *-ɪ'* (26.1).

7. Use a quotation mark to indicate a FINAL *ssness*: hopelessness *hopel''*; helplessness *hpl''* (26.2).

8. Use a comma to indicate the INITIAL and FINAL sounds of *st*: largest *l,*; listings *l,*; introduced *mɪdu,*; study *ɹde*; stands *-* (27.2).

9. Use a blend () to indicate the FINAL sound of *tee*: duty *du)*; abilities *ab))* (31.1).

10. Use a disjointed slant to indicate the sounds of *nse* and *nsy*: expense *xp/*; responsible *rs/ɛ*; fancy *f/* (35.1, 35.4b); and *s/* for *self* and *selves*: selfish *s/ɪ*; myself *ms/*; themselves *lms/* (38.2).

CAPITALIZATION

1. To express a MEDIAL combination-*r* sound, capitalize the letter that precedes the *r* and omit the *r* from the outline: fabric *fBe*; increase *mls*; refresh *ɹɹʃ*; agreement *age-* (14.1).

2. To express the MEDIAL vowel and *r*, capitalize the outline that precedes the sound: liberally *lBl*; report *ɹɹl*; accordingly *acɔdl*; modern *ɹɹn*; furniture *fɪnc*; regard *ɹɹɔ*; certainly *ʃɪnl*; determine *dɪm*; converse *kɪv*; reserved *ɹɹzɹ*; thorough *ɹɹ* (23.1).

3. For the FINAL sound of *ther* write a capital *t*: *author at* ;
farther fɜt (24.1).
4. Write *C* for the sound of *ch*: *cheap Cep* ; *reach rel* (2.3).
5. Write *S* for the sound of *sh*: *issue isʊ* ; *rush rɒ* (3.3).
6. Write *n* for the sounds of *enter* and *inter*: *entertain nɛn* ;
interest n, (38.1).

MISCELLANEOUS

1. Write *s* to form plurals of outlines ending in a letter of the alphabet: *groups gʊps* ; *today's lds* ; *joins jɔns* (4.2).
2. Repeat the punctuation mark to form plurals of outlines ending in punctuation marks: *mailings nɒl=* ; *events ev--* ; *abilities ab))* ;
expenses xp|| ; *invests inv,,* (4.2).
3. Write *c* for the sound of *k*: *cashier cʃe* ; *keynote cent* ;
booklet bell ; *walk wɛ* (5.1).
4. Write *v* for MEDIAL and FINAL *tiv*: *effective efɛv* ;
tentative t-ɒv ; *positively pɒzɪv* (15.1).
5. Write *k* for the sounds of *com*, *con*, and *coun*: *combination kbɔn* ;
convenient kɒn- ; *counters k//* (21.3).
6. Write *S* for the sounds of *str*, *star*, *ster*, and *stor*: *distribute dʃbɪ* ;
start sl ; *registered rɪs* ; *story se* (22.1).
7. Write *x* for the sounds of *aks*, *eks*, *iks*, *oks*, and *uks*: *accident xɪd-* ;
extent xl- ; *fix fx* ; *box bx* ; *deluxe dɛx* (28.2).
8. Write *ɲ* for the sounds of MEDIAL and FINAL *shun*, vowel + *shun*, and *nshun*: *national nɪɲ* ; *invitations ɪnvɪɲ* ;
attention ətɪ (15.2).
9. Omit *n* before the sounds of *g*, *j*, and *ch*: *bring bɪŋ* ; *length lɛŋ* ;
exchange xɛŋ ; *ranch rɛ* (29.1).
10. Write *x* for MEDIAL and FINAL sounds of *us*, *usly*, *shus*,
shusly, *shul*, *shully*, *nshul*, and *nshully* in words of more than one syllable:
bonus bɒx ; *officially ɒfɪ* ; *anxious æx* ; *financially fɪnɪ* (33.1).
11. Omit *t* after the sounds of *k*, *p*, *f*, and *x* and omit *pt* after *m*: *act ac* ;
except xp ; *draft dɪf* ; *next nɛ* ; *prompt p* (36.1).
12. Omit *d* before *m* and *v*: *admit aɪ* ; *advance av/* (34.2).
13. Write *f* for *ful*, *fully*, and the final sound of *fy*: *carefully kɛf* ;
beautiful bɛf ; *notify nɒf* (37.1).

WRITING SPECIFIC SOUNDS IN DIFFERENT POSITIONS

1. Write a hyphen on the INITIAL letter of an outline to indicate the INITIAL combination-*r* sound; capitalize the letter that precedes this sound in a MEDIAL position: brick *bc* ; fabric *fBe* ; crease *ces* ; increase *nCs* ; drama *dra* ; melodrama *mlDra* ; fresh *fb* ; refresh *rB* ; gram *g* ; program *pg* ; print *p-* ; reprint *rp-* (8.1, 14.1).

2. Write a dash on the INITIAL letter of an outline to indicate the INITIAL combination-*l* sound; omit the *l* and write the letter that precedes the MEDIAL combination-*l* sound: block *bc* ; glad *gd* ; plan *pn* ; apply *ape* ; duplicate *dpea* (16.1, 16.2).

3. INITIAL *er* is indicated *E* ; FINAL *er* and *ter* are indicated with a joined slant; and MEDIAL vowel + *r* is indicated by capitalizing the letter that precedes the sound: earn *En* ; cover *cv* ; after *af* ; different *dT-* (8.1, 17.1, Recap and Prevue: The Consonant, *r*).

4. INITIAL and FINAL *st* are indicated by a comma; MEDIAL *st* is indicated by writing , : style *sl* ; just *j,* ; mistake *sc* (27.1, 27.2).

APPENDIX B

SUMMARY OF BRIEF FORMS

about	16.3	<i>ab</i>	by	6.3	<i>b</i>
above	24.3	<i>br</i>	call	24.3	<i>cl</i>
acknowledge	31.3	<i>ak</i>	came	16.3	<i>k</i>
advantage	18.3	<i>av</i>	can	1.10	<i>c</i>
again, st	18.3	<i>ag</i>	charge	12.3	<i>Cg</i>
almost	31.3	<i>bro</i>	circumstance	36.3	<i>cl</i>
already	28.3	<i>br</i>	collect	36.3	<i>cc</i>
also	24.3	<i>lso</i>	come	16.3	<i>k</i>
always	26.3	<i>l</i>	committee	16.3	<i>k</i>
am	12.3	<i>~</i>	conclusion	24.3	<i>kcl</i>
an	12.3	<i>a</i>	consider	26.3	<i>ks</i>
appreciate	13.3	<i>ap</i>	continue	22.2	<i>ku</i>
are	1.10	<i>r</i>	contract	26.3	<i>Kc</i>
around	22.2	<i>r</i>	correct	26.3	<i>Kc</i>
as	8.2	<i>3</i>	country	28.3	<i>c</i>
ask	6.3	<i>sc</i>	customer	16.3	<i>K</i>
at	12.3	<i>a</i>	deal	22.2	<i>dl</i>
auto	4.4	<i>a</i>	declare	13.3	<i>dec</i>
be	6.3	<i>b</i>	definite, ly	34.3	<i>dfn</i>
because	20.2	<i>cs</i>	deliver	22.2	<i>dl</i>
been	6.3	<i>b</i>	delivery	22.2	<i>dl</i>
began	20.2	<i>bg</i>	describe	6.3	<i>des</i>
begin	20.2	<i>bg</i>	description	6.3	<i>des</i>
benefit	26.3	<i>bnf</i>	develop	31.3	<i>dv</i>
between	10.3	<i>bl</i>	difficult	30.3	<i>dfk</i>
both	24.3	<i>bo</i>	difficulty	30.3	<i>dfk</i>
business	18.3	<i>bs</i>	direct	26.3	<i>D</i>
busy	10.3	<i>bz</i>	during	6.3	<i>du</i>
but	6.3	<i>b</i>	easy	13.3	<i>ez</i>
buy	6.3	<i>b</i>	entitle	4.4	<i>ml</i>

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even	26.3	vn
evening	26.3	vn
ever	20.2	E
every	20.2	E
extra	28.3	X
extraordinary	28.3	Xo
fail	10.3	fl
feel	10.3	fl
field	10.3	fld
find	13.3	fu
fine	13.3	fu
fire	22.2	fr
firm	4.4	f
for	1.10	f
full	24.3	fu
fully	24.3	fu
future	18.3	fc
given	13.3	gr
go	12.3	g
good	12.3	g
great	8.2	g
had	12.3	h
has	16.3	as
have	4.4	v
he	12.3	h
held	13.3	hl
help	6.3	hp
him	12.3	h
his	1.10	s
hole	13.3	hl
hour	1.10	r
idea	34.3	id
immediate, ly	28.3	ida
important	30.3	ip
in	1.10	n
individual, ly	24.3	ndv
initial, ly	34.3	ix

is	1.10	s
it	1.10	l
keep	12.3	cp
kind	13.3	cu
known	8.2	no
letter	4.4	L
life	30.3	lf
like	6.3	lc
line	13.3	li
little	12.3	ll
man	8.2	-
many	12.3	-
member	18.3	mb
move	16.3	w
necessarily	6.3	nec
necessary	6.3	nec
not	1.10	n
note	26.3	nt
object	22.2	ob
of	4.4	v
on	4.4	o
once	36.3	cl
only	20.2	nl
open	30.3	op
opinion	30.3	opn
opportunity	22.2	opl
order	16.3	o
organization	31.3	og
organize	31.3	og
other	20.2	j
our	1.10	r
out	18.3	ou
over	16.3	O
particular, ly	36.3	P
perhaps	4.4	pps
please	16.3	p
poor	34.3	po

price	8.2	ps
probable, ly	34.3	pb
prove	30.3	pv
public	24.3	pb
publish	24.3	pb
pull	20.2	pu
pupil	20.2	pup
purchase	12.3	pc
put	13.3	p
real, ly	28.3	rl
reel	28.3	rl
regular, ly	30.3	reg
regulation	30.3	reg
result	30.3	rsb
sale	18.3	s
sample	36.3	sa
satisfaction	22.2	sal
satisfactory	22.2	sal
satisfy	22.2	sal
save	18.3	sv
school	20.2	scl
several	18.3	sv
shall	10.3	s
she	10.3	s
ship	10.3	s
situation	10.3	sit
small	28.3	sa
stop	28.3	so
subject	10.3	sy
success	31.3	suc
successful, ly	31.3	suc
that	1.10	la

the	1.10	.
their	8.2	z
there	8.2	z
they	10.3	ly
this	4.4	ch
those	10.3	los
thought	12.3	lo
throughout	26.3	two
to	1.10	l
too	12.3	lo
under	16.3	ll
until	20.2	ul
up	13.3	p
upon	26.3	pn
usual, ly	34.3	x
very	4.4	v
was	8.2	z
we	1.10	e
well	1.10	l
were	8.2	v
where	18.3	vr
while	22.2	vl
whole	13.3	hl
whom	6.3	hr
why	6.3	y
will	1.10	l
with	8.2	v
without	31.3	wo
woman	8.2	wo-
world	34.3	wo
would	4.4	d
your	8.2	u

APPENDIX C

SUMMARY OF STANDARD ABBREVIATIONS

absolute, ly	20.3	<i>abs</i>	dollar, s	16.4	<i>d</i>
administrate	36.3	<i>ad</i>	East	6.4	<i>E</i>
administration	36.3	<i>ad</i>	envelope	10.4	<i>env</i>
advertise	26.4	<i>adv</i>	establish	36.3	<i>est</i>
America, n	31.4	<i>a</i>	federal	22.3	<i>fed</i>
a.m.	30.4	<i>a</i>	feet	18.4	<i>ft</i>
amount	8.3	<i>am</i>	figure	18.4	<i>fg</i>
and	2.4	<i>&</i>	foot	18.4	<i>ft</i>
approximate, ly	34.4	<i>apx</i>	government	22.4	<i>gov</i>
associate	31.4	<i>asso</i>	hundred	28.4	<i>H</i>
avenue	13.4	<i>ave</i>	inch	16.4	<i>in</i>
average	24.4	<i>av</i>	independent	34.4	<i>ind</i>
billion	28.4	<i>B</i>	intelligence	20.3	<i>int</i>
boulevard	13.4	<i>blvd</i>	intelligent, ly	20.3	<i>int</i>
bureau	36.3	<i>Bu</i>	invoice	10.4	<i>inv</i>
capital	22.3	<i>cap</i>	junior	12.4	<i>jr</i>
catalog	4.5	<i>cat</i>	magazine	24.4	<i>mag</i>
cent, s	16.4	<i>c</i>	manufacture	34.4	<i>mf</i>
certificate	26.4	<i>cert</i>	maximum	24.4	<i>max</i>
certify	26.4	<i>cert</i>	memorandum	4.5	<i>memo</i>
child	30.3	<i>ch</i>	merchandise	20.3	<i>mdse</i>
children	30.3	<i>chn</i>	mile	18.4	<i>mi</i>
Christmas	26.4	<i>Xmas</i>	million	28.4	<i>M</i>
company	2.4	<i>co</i>	minimum	24.4	<i>min</i>
corporation	6.4	<i>corp</i>	month	4.5	<i>mo</i>
credit	8.3	<i>cr</i>	minute	24.4	<i>min</i>
day	13.4	<i>d</i>	miscellaneous	22.3	<i>misc</i>
department	10.4	<i>dpt</i>	mortgage	31.4	<i>mtg</i>
discount	8.3	<i>dis</i>	Mr.	12.4	<i>M</i>
doctor	12.4	<i>dr</i>	Mrs.	12.4	<i>Ms</i>

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North	6.4	<i>n</i>
number	8.3	<i>no</i>
o'clock	30.4	<i>o</i>
ounce	16.4	<i>oz</i>
page	18.4	<i>p</i>
paid	2.4	<i>pd</i>
pair	31.4	<i>pr</i>
parcel post	28.4	<i>pp</i>
percent	8.3	<i>pc</i>
place	13.4	<i>pl</i>
p.m.	30.4	<i>p</i>
popular	20.3	<i>pop</i>
post office	13.4	<i>po</i>
pound	16.4	<i>lb</i>
president	2.4	<i>p</i>
question	20.3	<i>q</i>
railroad	26.4	<i>rr</i>
railway	26.4	<i>ry</i>
represent	22.3	<i>rep</i>
representative	22.3	<i>rep</i>

room	10.4	<i>r</i>
second	12.4	<i>sec</i>
secretary	12.4	<i>sec</i>
senior	12.4	<i>sr</i>
signature	34.4	<i>sig</i>
South	6.4	<i>s</i>
square	18.4	<i>sq</i>
street	13.4	<i>st</i>
subscribe	24.4	<i>sub</i>
subscription	24.4	<i>sub</i>
superintendent	36.3	<i>supl</i>
telephone	10.4	<i>tel</i>
thousand	28.4	<i>td</i>
total	8.3	<i>tot</i>
vice-president	2.4	<i>vp</i>
volume	31.4	<i>vol</i>
warehouse	34.4	<i>whs</i>
week	4.5	<i>wk</i>
West	6.4	<i>W</i>
year	4.5	<i>y</i>

APPENDIX D

SUMMARY OF GEOGRAPHICAL TERMS

THE UNITED STATES

Alabama (AL)	<i>abra</i>	Montana (MT)	<i>na</i>
Alaska (AK)	<i>alsca</i>	Nebraska (NB)	<i>nbcsca</i>
Arizona (AZ)	<i>azna</i>	Nevada (NV)	<i>nvda</i>
Arkansas (AR)	<i>acsa</i>	New Hampshire	
California (CA)	<i>clfna</i>	(NH)	<i>nu hnd</i>
Colorado (CO)	<i>cdco</i>	New Jersey (NJ)	<i>nu gze</i>
Connecticut (CT)	<i>klct</i>	New Mexico (NM)	<i>nu nco</i>
Delaware (DE)	<i>dlra</i>	New York (NY)	<i>nu lyc</i>
District of Columbia		North Carolina	
(DC)	<i>dsc v clba</i>	(NC)	<i>n clina</i>
Florida (FL)	<i>flda</i>	North Dakota (ND)	<i>n dcla</i>
Georgia (GA)	<i>gga</i>	Ohio (OH)	<i>oho</i>
Hawaii (HI)	<i>he</i>	Oklahoma (OK)	<i>ochra</i>
Idaho (ID)	<i>idho</i>	Oregon (OR)	<i>ogn</i>
Illinois (IL)	<i>iny</i>	Pennsylvania (PA)	<i>p/lvna</i>
Indiana (IN)	<i>ndena</i>	Rhode Island (RI)	<i>rd cl</i>
Iowa (IA)	<i>iva</i>	South Carolina (SC)	<i>s clina</i>
Kansas (KS)	<i>czo</i>	South Dakota (SD)	<i>s dcla</i>
Kentucky (KY)	<i>cl-ce</i>	Tennessee (TN)	<i>lnse</i>
Louisiana (LA)	<i>lzana</i>	Texas (TX)	<i>les</i>
Maine (ME)	<i>m</i>	Utah (UT)	<i>ula</i>
Maryland (MD)	<i>h-</i>	Vermont (VT)	<i>v-</i>
Massachusetts (MA)	<i>scsls</i>	Virginia (VA)	<i>vyna</i>
Michigan (MI)	<i>sgn</i>	Washington (WA)	<i>sgln</i>
Minnesota (MN)	<i>mla</i>	West Virginia (WV)	<i>vyna</i>
Mississippi (MS)	<i>sspe</i>	Wisconsin (WI)	<i>sksn</i>
Missouri (MO)	<i>zy</i>	Wyoming (WY)	<i>wy</i>

AMERICAN CITIES

Akron	aln	Evansville	evnzvl
Albany	albne	Flint	f- fl
Albuquerque	ablse	Fort Wayne	fl wn
Amarillo	alo	Fort Worth	fl wrt
Annapolis	apls	Frankfort	fofl
Atlanta	atl-a	Gary	gy
Augusta	agsa	Grand Rapids	g- rpd
Austin	asn	Greensboro	gnzbo
Baltimore	blro	Harrisburg	hsbg
Baton Rouge	blnruz	Hartford	hrtf
Birmingham	brgh	Helena	hlna
Bismarck	bzrk	Honolulu	hnlllu
Boise	bzze	Houston	hsn
Boston	bsn	Indianapolis	ndenpls
Bridgeport	brst	Jacksonville	jcsnvl
Buffalo	bflo	Jefferson City	jfsn s)
Cambridge	kby	Jersey City	jze s)
Camden	crdn	Juneau	jno
Carson City	csn s)	Kansas City	kzs s)
Charleston	crln	Lansing	l/q
Chattanooga	clnga	Lincoln	lgn
Cheyenne	sun	Little Rock	ll rc
Chicago	scq	Long Beach	lg bc
Cincinnati	snsn)	Los Angeles	ls apls
Cleveland	col-	Louisville	lubl
Columbia	clrba	Madison	rdsn
Columbus	clbr	Memphis	mfs
Concord	kCd	Miami	ure
Dallas	dls	Milwaukee	mlwe
Dayton	dln	Minneapolis	mnpls
Denver	dnr	Montgomery	m-guy
Des Moines	de myn	Montpelier	m-pl'
Detroit	dtyl	Nashville	ndvl
Dover	dv	Newark	nlc
El Paso	e pso	New Haven	nu hvn
Erie	ee	New Orleans	nu olnz

New York *nu lfc*
 Norfolk *nfc*
 Oakland *ocl—*
 Oklahoma City *och ra s)*
 Olympia *o pa*
 Omaha *o ha*
 Paterson *pt en*
 Philadelphia *fldelfa*
 Phoenix *fnx*
 Pierre *pa*
 Pittsburgh *pt sbg*
 Portland *ptl—*
 Providence *prd/*
 Raleigh *rl*
 Richmond *rcr—*
 Rochester *rcs*
 Sacramento *sc-o*
 St. Louis *sa-lus*
 St. Paul *sa-pal*
 St. Petersburg *sa-pt sbg*
 Salem *sl*
 Salt Lake City *slt lc s)*
 San Antonio *sn alno*

San Diego *sn deg*
 San Francisco *sn frisco*
 San Jose *sn hza*
 Santa Fe *s-a fa*
 Savannah *svna*
 Seattle *sell*
 Shreveport *svr sl*
 South Bend *sb—*
 Spokane *sc*
 Springfield *sgfld*
 Syracuse *scz*
 Tacoma *lcra*
 Tallahassee *llhse*
 Toledo *ldo*
 Trenton *t-m*
 Tucson *lcn*
 Tulsa *llsa*
 Washington *wdgln*
 Wichita *chl*
 Worcester *ws*
 Yonkers *yg*
 Youngstown *ygslon*

CANADIAN PROVINCES AND TERRITORIES

Alberta *abla*
 British Columbia *blb clrba*
 Manitoba *mlba*
 New Brunswick *nu bnzrc*
 Newfoundland *nf—l*
 Northwest Territory *nr lly*
 Nova Scotia *nva scba*

Ontario *o-yo*
 Prince Edward Island *p/edlrd il—*
 Quebec *qbc*
 Saskatchewan *ssccn*
 Yukon Territory *uk lly*

CANADIAN CITIES

Alma *ara*
 Amherst *ah,*

Arvida *avda*
 Barrie *by*

Belleville	blvl	Kitchener	cln
Brampton	brm	Lachine	lsh
Brandon	br-m	LaSalle	lsal
Brantford	br-fd	La Tuque	la luc
Brockville	brvl	Lauzon	lyn
Calgary	clgy	Laval-des-Rapides	ldrpd
Cap-de-la-Madeleine	cpdl mden	Leaside	lsd
Charlottetown	chlttn	Lethbridge	lly
Chicoutimi	schre	Lindsay	l-ze
Cornwall	cnal	London	l-m
Cote-St.-Michel	clsa-sbl	Long Branch	lg bl
Dartmouth	drth	Magog	mgg
Drummondville	dr-ol	Medicine Hat	mdsn hl
Edmonton	edm-m	Mimico	mico
Edmundston	edm-sn	Moncton	mon
Fairville	ful	Montreal	mtal
Flin Flon	fn fn	Moose Jaw	ms ja
Forest Hill	f, hl	Nanaimo	nnmo
Ft. William	ft vl	New Toronto	nu T-o
Ft. William-Pt.	ft vl, pt	New Westminster	nu wms
Arthur	at	Niagara Falls	niqa fals
Fredericton	frcn	North Bay	n ba
Galt	glt	North Vancouver	n vncv
Glac Bay	gas ba	Orillia	ola
Granby	grb	Oshawa	osha
Guelph	guelp	Ottawa	otva
Halifax	hlfx	Owen Sound	on s-
Hamilton	hlln	Pembroke	p-bc
Hull	hl	Penticton	p-cn
Jacques-Cartier	zccla	Peterborough	pTBo
Jasper-Place	jSpl	Pointe-aux-Trembles	p-tb
Joliette	zlet	Pointe-Claire	p-ca
Jonquiere	zce	Portage la Prairie	pizely
Kenogami	kngr	Port Alberni	pl-abne
Kenora	kn	Port Arthur	pl-at
Kingston	cgson	Port Colborne	pl clbn
Kirkland Lake	cll-lc	Prince Albert	pl-abl

Prince George *pl g*
 Prince Rupert *pl rse*
 Quebec *qbc*
 Red Deer *rd de*
 Regina *rjina*
 Rimouski *r rce*
 Riverside *rvsd*
 St. Boniface *sa-bnfs*
 St. Catharines *sa-cnz*
 St. Hyacinthe *sa-huend*
 St. James *sa-jz*
 St. Jean *sa-jn*
 St. Jerome *sa-jo*
 St. John's *sa-jnz*
 St. Lambert *sa-l-bl*
 St. Laurent *snln*
 St. Michel *sn-bl*
 St. Thomas *sa-lrs*
 Ste. Foy *sa-fy*
 Sarnia *sna*
 Saskatoon *ssctn*
 Sault Sainte Marie *su sa-re*
 Shawinigan Falls *sngrn fals*
 Sherbrooke *shbr*
 Sillery *sly*

Sorel *sl*
 Stratford *stfd*
 Sudbury *sdby*
 Swift Current *sf C-*
 Sydney *sdne*
 Thetford Mines *ttfd uns*
 Timmins *lmz*
 Toronto *T-o*
 Trail *tal*
 Trenton *t-m*
 Trois-Rivieres *trvry*
 Truro *to*
 Valleyfield *vlfld*
 Vancouver *vncv*
 Verdun *van*
 Victoria *vcya*
 Victoriaville *vcyvl*
 Ville-Jaques-Cartier *vljccla*
 Waterloo *leu*
 Welland *wl-*
 Whitehorse *whs*
 Windsor *wnz*
 Winnipeg *wnpg*
 Woodstock *wdsc*

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Brief Forms

[illegible]

Brief Forms

1 about	2 above	3 acknowledge	4 advantage	5 again, against	6 almost	7 already	8 also	9 always	10 am, many
11 an, at	12 appreciate	13 are, hour, our	14 around	15 as, was	16 ask	17 auto	18 be, been, but, buy, by	19 because	20 began, begin
21 benefit	22 between	23 both	24 business	25 busy	26 call	27 came, come, committee	28 can, cents	29 charge	30 circumstance, once
31 collect	32 conclusion	33 consider	34 continue	35 contract, correct	36 country	37 customer	38 deal, deliver, delivery	39 declare	40 definite, definitely
41 describe, description	42 develop	43 difficult, difficulty	44 direct	45 dollar, dollars, would	46 during	47 easy	48 entitle	49 even	50 evening
51 ever, every	52 extra	53 extraordinary	54 fail, feel	55 field	56 find, fine	57 fire	58 firm	59 for	60 full, fully
61 future	62 given	63 go, good	64 great	65 had, he, him	66 has	67 have, of, very	68 held, hole, whole	69 help	70 his, is
71 idea	72 immediate, immediately	73 important	74 in, not	75 individual, individually	76 initial, initially	77 it, to	78 keep	79 kind	80 known
81 letter	82 life	83 like	84 line	85 little	86 man	87 member	88 move	89 necessarily necessary	90 note
91 object	92 on	93 only	94 open	95 opinion	96 opportunity	97 order	98 organize, organization	99 other	100 out
101 over	102 particular, particularly	103 perhaps	104 please	105 poor	106 price	107 probable, probably	108 prove	109 public, publish	110 pull
111 pupil	112 purchase	113 put, up	114 real, really	115 regular, regularly, regulation	116 result	117 sale	118 sample	119 satisfy, satisfaction, satisfactory	120 save, several
121 school	122 shall, she, ship	123 situation	124 small	125 stop	126 subject	127 success, successful, successfully	128 that	129 the	130 their, there
131 they	132 this	133 those	134 thought, too	135 throughout	136 under	137 until	138 upon	139 usual, usually	140 we
141 well, will	142 were, with	143 where	144 while	145 whom	146 why	147 without	148 woman	149 world	150 your
151	152	153	154	155	156	157	158	159	160

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