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*Churchill, George Thomas*

# Churchill Simplis Shorthand

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A SYSTEM OF LIGHTLINE WRITING DESIGNED TO MEET THE  
REQUIREMENTS OF OFFICE STENOGRAPHERS  
AND REPORTERS

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# INDEX

	PAGE
PREFACE.....	5
ADVICE TO THE STUDENT.....	6
COMPLETE ALPHABET AND BLENDS.....	7
LESSON I	
T, D, R, L, TH, M, K, G, O, A, E.....	8
Rules for circle vowels.....	9
Word-signs.....	10
Phrasing and punctuation.....	11
LESSON II	
SH, CH, J, P, B, F, V, U.....	13
LESSON III	
Rules governing the use of S.....	18
Rules governing the use of N.....	20
LESSON IV	
Double and triple consonants.....	24
LESSON V	
Diphthongs and rules for W and Y.....	28
LESSON VI	
Prefixes.....	35
LESSON VII	
Suffixes and word endings.....	42
LESSON VIII	
Omission of R and T.....	49
Long words contracted.....	51
LESSON IX	
Contractions and compound words.....	56
LESSON X	
Diacritical marking of vowels.....	63
Omission of vowels.....	64
Points of the compass.....	64
Days of the week.....	64
Months of the year.....	65
States of the Union.....	66
Cities.....	67
Supplementary matter.....	68
Dictionary.....	91





## PREFACE

Lightline shorthand has always appealed to me as the ideal method of rapid writing. Simplis Shorthand is a lightline system, requiring no shading nor position. It has about it that easy swing and freedom in outline formation found in no other system. Obtuse angles have been smoothed out into graceful curves. One line blends into another in such a way as to compel hand motion and speed.

I had a great deal of confidence in the system from the very start, but if any one had told me that it would be the means, in the remarkably short period of two years, of producing some of the best writers in the world, I should have thought it impossible. Even in *less* than two years from the time one of my students first saw the alphabet of Simplis Shorthand she has learned the system and has taken part in a speed contest conducted by the National Shorthand Reporters' Association. Out of forty of the best writers in the world who entered the contest, there were just five who qualified, and one of the five was a writer of Simplis Shorthand. This fact alone should prove conclusively that the system will stand up under the severest tests. It also proves that results can be accomplished in a fraction of the time required for the mastery of any other system.

I have received many kind expressions from our leading shorthand writers and teachers. One teacher says: "I have had fourteen years' experience teaching shorthand and I am satisfied that you have the best system I have ever examined. It has a maximum of strong points." Another teacher says: "It is all that its name implies and more, being the briefest, most legible, and most accurate of all systems of shorthand."

A leading reporter says: "I have made the change from the system I formerly used with ease. You have many advantages over the other systems." From a business college proprietor: "Your system should be taught in all schools."

I wish to express my gratitude to the many writers of shorthand who have written from every country where the English language is spoken, giving me words of encouragement and timely suggestions, and especially do I wish to mention the names of Miss Augusta Russell and Miss Helen Roach for the aid they have given me in perfecting the system, and for the valuable help they have given me in the preparation of this text-book.

GEO. T. CHURCHILL, *Author.*

## PART I.

## ADVICE TO THE STUDENT

Learn each lesson thoroughly. Write each outline many times, pronouncing it as it is written, and at the same time concentrate the mind on its exact formation. After a perfect mental picture of the word is formed, follow that conception minutely. A strong impression on the brain will last forever and is always dependable, while a weak impression cannot be relied upon and is soon forgotten. The form of the word must originate in the brain before the message can be flashed to the hand. If the brain is trained to receive the message accurately the learner will never experience trouble in becoming a good writer of shorthand. He may not at first do his work rapidly, but if he is accurate the time will come when the brain will respond with lightning rapidity and the results will be much more satisfactory than if the above suggestions are not closely followed.

A great aid to a rapid and easy style of note taking is the correct position of the hand and arm. Hold the pencil or pen as in longhand. A mistake made by some pupils is to grasp the pen or pencil too firmly. Keep the hand resting lightly on the paper so that the third and fourth fingers will glide easily over its surface.

Reading the shorthand that has been written is essential for the acquirement of speed. The student should read everything he writes from the very start.

The shorthand forms given in the lessons, together with those found in the dictionary, will enable the student to complete his practice from any dictation book which may happen to be in use. There will be special words peculiar to each line of work that will not be found in either the lessons or the dictionary. It would require an extremely large list of words to cover the hundreds of different lines of work with which the student might meet. Such a list is not necessary. One writer might wish to contract certain words, while another, equally expert, might desire to write them in full. After the system has been mastered, one should rely almost entirely upon his own judgment in forming unfamiliar words. This habit of relying upon the judgment makes an excellent mental discipline, which will not only help out in shorthand, but will be a great aid in solving the various problems which the student may encounter after he enters the business world.

ALPHABET

CONSONANTS TRACED FROM LEFT TO RIGHT

T	D	R	L	TH	M	N	K	G
—	—	/	/	\	—	—	—	o

CONSONANTS TRACED DOWNWARD

SH	CH	J	P	B	F	V	S
/	/	/	(	(	)	)	,

VOWELS MARKED DIACRITICALLY

ē	ě	ĩ	ā	ǎ	ō	ǒ	ą	ạ	ũ	ū
⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙

DIPHTHONGS

I	OI	OW	EW
o	o	o	o

COALESCENTS

w	we	wa-o	wu	y	ye	ya-o
o	o	o	o	o	o	o

BLENDED CONSONANTS

NER	NEL	TEM-DEM	TER-DER
TEL-DEL	TED-DED	REL-LER	
THER	MER	MEL	KER
KEL	NT-ND	NTR-NDR	NTL-NDL

The above is a complete alphabet which will enable the one who thoroughly learns it in accordance with the principles laid down in this book to do any work which the stenographer may be called upon to perform.

## LESSON I.

**1. Consonants.**—The consonants given in this lesson are traced from left to right. It will be noted that similar sounds are represented by similar signs, as for example, T and D. T is made very short while D is longer. Practice this section of the alphabet over many times, pronouncing each character as it is written.

T D R L TH M K G O A E

— — / / \ — — ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪

**2. Vowels.**—E, (and short I as in *it*), is represented by a small circle. The double use of E and short I does not cause trouble in reading, as context will give the right sound. A is represented by a medium-sized circle, and O with a large circle.

It should be noted that shorthand is written by sound, and that all silent letters are omitted. G has two sounds: hard G, as in *egg*; and soft G which has the sound of J, as in *edge*. C has no sound of its own, but takes the sound of S, as in *city*; and K, as in *coat*. Q has the sound of KU, and X has the sound of KS, as in *axe*.

**3. Penmanship.**—Write the following exercise at least ten times. Use care in turning the circles as they appear in the copy. Make the small circles very small, and the short strokes very short. Pronounce each stroke and vowel as it is written.

te de re le the me ke ge  
 et ed er el eth em ek e. eg  
 ta da ra la tha ma ka ga  
 at ad ar al ath am ak ag  
 ot od or ol oth om ok og

Note.—AH and AW are also represented by the large circle.

4. When a circle vowel is written at the beginning or end of a straight stroke, turn it in the direction of the hands of a watch.

	tea	t-e		day	d-a
	eat	e-t		aid	a-d
	ought	o-t		they	th-a

5. The circle vowels at the beginning or the end of curved strokes are written inside the curve.

	me	m-e		key	k-e
	gay	g-a		egg	e-g
	aim	a-m		oak	o-k
	meek	m-e-k		eke	e-k

6. When a circle comes between two strokes forming an angle, turn the circle outside the angle.









	lead	l-e-d		lit	l-i-t
	read	r-e-d		ready	r-e-d-i
	wrath	r-a-th		wreath	r-e-th
	teeth	t-e-th		death	d-e-th
	team	t-e-m		deem	d-e-m
	meal	m-e-l		mere	m-e-r
	take	t-a-k		Dick	d-i-k

7. The sounds of O, AH and AW are omitted in the middle of outlines. Omitting O as mentioned









Note.- When a circle comes between a straight line and a curve, turn it on the inside of the curve.

# 10 CHURCHILL SIMPLIS SHORTHAND

above makes a definite distinction between such words as *rate*, and *wrote*.







	thought	th-o-t		lot	l-o-t
	load	l-o-d		roam	r-o-m
	coat	k-o-t		code	k-o-d
	lock	l-o-k		coal	k-o-l

8. H is represented by a dot and is placed just above the vowel.

	he	h-e		ham	h-a-m
	here	h-e-r		hair	h-a-r
	heat	h-e-t		had	h-a-d
	home	h-o-m		him	h-i-m

## READING EXERCISE

9. **Word-Signs.**—Word-signs are made from single characters. There are thirty-one word-signs in this system of shorthand, and they are used to represent the most frequently recurring words. Care should be exercised in making the word-signs perfectly, and they should be thoroughly committed to memory. Two, and sometimes as many as three words, not of the same parts of speech, may be represented by the same sign, and the right word is easily determined by context.

	it-the		am-may
	would-dollar		can-kind
	are-our-or		go-ago-good

—	well-will	o	at-able
\	that-thousand-thank	.	a-an

**10. Phrasing.**—Judicious phrasing is an aid to both speed and legibility. A phrase may be made where two or more words join easily if their grammatical construction will permit of phrasing. Short phrases of two or three words are more desirable than the longer ones. The outlines in this book will furnish good examples for the student to follow.

∫	they are	∫	they will	∫	they would
∫	they may	∫	they can	∫	will he
∫	he will	∫	he can	∫	can he
∫	he would	∫	would he	∫	he may
∫	may he	∫	may the	∫	can the
∫	that the	∫	are the	∫	can go

**11. Punctuation.**—A period is represented by the use of the following sign; as, ∫ . Make this sign longer for a paragraph sign; as, ∫ . Other punctuation marks are made as in longhand. The dash should be canceled by striking the TH sign through it; as, — , otherwise it might be mistaken for D. Ditto marks may be placed under words to indicate a proper name, or that the word should begin with a capital letter; as, ∫ *Kate*.

SENTENCES FOR PRACTICE

They wrote the deed. ∫ - — ∫

The lady got a red hat. - ∫ . ∫ ∫

Tom may eat an egg or the meat. ∫ . ∫ ∫ ∫





What can you say of O when used in the middle of outlines?

In what direction is the circle turned when joined at the beginning or end of straight strokes?

How is the circle turned between strokes forming an angle?

What can you say regarding the use of silent or obscure letters?

How is C represented in shorthand?

How many sounds has G? Give examples.

How is the circle written when joined to curved strokes at the beginning or end of the stroke?

How is H represented? Where is it placed?

Which does H always precede, a vowel or a consonant?

LESSON II.

SH / CH / J ( P ( B ) F / V ~ U

12. All of the above consonants are written downward.

13. If U does not form as a hook, an angle should be used. It sometimes happens that the slant or direction of U is slightly varied for the purpose of securing easily made joinings. Observe closely the following illustrations:

ut ud ur ul um h pu h bu h fu h vu h shu  
 hchu h ju tu du ru lu thu mu gu ku  
 pup ub uf uv uush uch uj uth uk ug

14. Turn the vowel inside when a straight stroke follows P or B, and when K follows a downward straight stroke.

beet path bait Jack

Note.  $\bar{U}$ ,  $\check{U}$ ,  $\bar{O}\bar{O}$  and  $\check{O}\check{O}$  are represented by ~















15. O, in words like *dove*, *love*, etc., has the sound of short U, as in *up*.

16. There are times in the middle of outlines when the circle vowels take the form of loops; as in

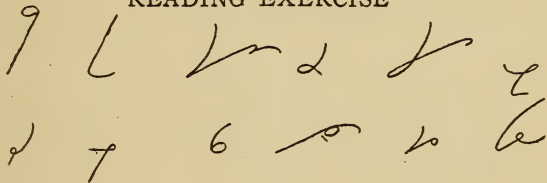
*l* latch, and *g* grave.

## GENERAL EXERCISE











<i>9</i>	if	i-f	<i>9</i>	off	o-f
<i>L</i>	fit	f-i-t	<i>9</i>	each	e-ch
<i>7</i>	edge	e-j	<i>9</i>	hitch	h-i-ch
<i>d</i>	show	sh-o	<i>7</i>	ditch	d-i-ch
<i>L</i>	cheat	ch-e-t	<i>l</i>	latch	l-a-ch
<i>L</i>	jet	j-e-t	<i>L</i>	vim	v-i-m
<i>e</i>	pick	p-i-k	<i>9</i>	lamp	l-a-m-p
<i>ce</i>	black	b-l-a-k	<i>L</i>	feed	f-e-d
<i>o</i>	get	g-e-t	<i>9</i>	fellow	f-e-l-o
<i>9</i>	achieve	a-ch-e-v	<i>L</i>	sheet	sh-e-t
<i>9</i>	live	l-i-v	<i>l</i>	left	l-e-f-t
<i>7</i>	Dave	d-a-v	<i>9</i>	thief	th-e-f
<i>g</i>	grave	g-r-a-v	<i>g</i>	glib	g-l-i-b
<i>ce</i>	grade	g-r-a-d	<i>g</i>	grab	g-r-a-b
<i>→</i>	to	t-u	<i>→</i>	do	d-u
<i>7</i>	up	u-p	<i>m</i>	whom	h-u-m
<i>7</i>	coop	k-u-p	<i>h</i>	fool	f-u-l

	food	f-u-d		room	r-u-m
	rule	r-u-l		tool	t-u-l
	tour	t-u-r		Ruth	r-u-th
	love	l-u-v		dove	d-u-v
	tough	t-u-f		covet	k-u-v-e-t
	bought	b-o-t		pour	p-o-r
	rove	r-o-v		fall	f-aw-l

READING EXERCISE









WORD-SIGNS

	shall-ship-short		for
	which-change		have
	judge		of
	hope-put-prompt		all
	be-but-been		your

PHRASING.

17. TO may be phrased without the vowel if a better joining or greater speed may be obtained by so doing. See, "to be."

	are you-r		will you-r		to you-r
	do you-r		would you-r		may you-r



## TEST EXERCISE

beet, path, Dave, Jack, fee, fit, show, latch, lamp, bath, do, coop, room, bought, Ruth, love, grave, if, each, ditch, jet, back, fellow, me, though, cool, rule, pour, live, dove, glib, aid, gay, ready, meek, off, lit, edge, ledge, vim, bait, him, achieve, up, food, tool, rove, left, tough, well, grade, half, her, hitch, cheat, are, pick, to, feed, whom, fool, at, tour, a, fall, an, rivet, covet, can, grab, you, head, omit, dollar, am, caught, ball, foot, break, plate, value, age, lead, fair, pay, heavy, tame, reach, allege, both, faith, kept, rough, approach, brick, feet, job, fish, shot, sheet, brief, flat, joke, pledge, teach, block, catch, free, meat, preach, peach, volume, boat, choke, oak, profit, vote, shall, get, short, ship, which, change, judge, hope, put, prompt, be, but, for, have, of, all, your, are you, will you, to you, do you, may you, for you, which you, he may be, you have, have you, for you, would be, would have, will be, he may have, to put, for the, have it.

Jack may vote if he will keep the pledge he made.

The lad may catch the fellow who broke the big plate.

He will pay the judge for that joke.

Will you ship the short wood to me?

Whom would you thank for the change?

They may have a dollar off if they will pay for the lock they broke.

Is the vowel written inside or outside in the words *Jack* and *bath*?

Is the vowel written inside or outside in the words *Dave*, *live*, and *thief*?

Give the consonants that are used in *edge*, *egg*, *ledge*, *hedge*, *gay*, *game*, *cat*, and *coat*.

## LESSON III.

18. S has two forms known as *first S* and *second S*.

( First S      ) Second S

19. First S is used as a small hook before T, D, R, L, and K if no vowel intervenes; as,  $\curvearrowright$  st,  $\curvearrowright$  sd,  $\checkmark$  sr,  $\checkmark$  sl, and  $\curvearrowright$  sk.

$\checkmark$  step

$\checkmark$  stop

$\curvearrowright$  slack

$\checkmark$  slip

$\checkmark$  skip

$\checkmark$  school

$\curvearrowright$  most

$\checkmark$  lost

$\curvearrowright$  post

20. First S, in its natural form, is used before and after P, B, and G; as,  $\checkmark$  sps,  $\checkmark$  sbs,  $\checkmark$  sgs,  $\checkmark$  seps,  $\checkmark$  sbes. It is also used after all strokes struck with forward motion, with the exception of M when followed by a circle vowel; as in *miss*, when second S is used.

$\curvearrowright$  ds,  $\checkmark$  tes,  $\checkmark$  ks,  $\curvearrowright$  ms,  $\checkmark$  ls.

$\checkmark$  sap

$\checkmark$  saps

$\curvearrowright$  sober

$\checkmark$  sag

$\checkmark$  sags

$\curvearrowright$  dose

$\curvearrowright$  dogs

$\checkmark$  race

$\checkmark$  loss

$\curvearrowright$  aims

$\checkmark$  case

$\curvearrowright$  these

21. Second S is used after M when followed by a circle vowel, and in all cases after U; as,  $\curvearrowright$  miss,  $\checkmark$  lose.

Second S is used before and after F, V, SH, CH, and J; as,  $\checkmark$  shs,  $\checkmark$  sch,  $\checkmark$  sfs.

Second S is used before all strokes made with forward motion, provided a vowel intervenes; as, *s* set, *s* said, *s* seek, *s* seem, *s* sell.

Second S is used when S is the only stroke; as, *s* us, *s* easy.

It will be noted that a downward curve takes the form of S which resembles the curve; as, *s* seps,

*s* ves.

<i>s</i> safe	<i>s</i> saves	<i>s</i> sash
<i>s</i> ships	<i>s</i> ages	<i>s</i> sage
<i>s</i> set	<i>s</i> sad	<i>s</i> soul
<i>s</i> seem	<i>s</i> seek	<i>s</i> Seth
<i>s</i> ease	<i>s</i> so	<i>s</i> sue

22. SES or ZES, if unaccented, is represented by joining First S with Second S, or Second S with First S; as, *s* faces, *s* graces. If this syllable is accented, use the vowel; as, *s* possess.

<i>s</i> face	<i>s</i> faces	<i>s</i> pass
<i>s</i> passes	<i>s</i> cause	<i>s</i> causes
<i>s</i> miss	<i>s</i> misses	<i>s</i> loses
<i>s</i> gas	<i>s</i> gases	<i>s</i> cases
<i>s</i> possess	<i>s</i> possesses	<i>s</i> losses



















## PENMANSHIP EXERCISE

st sd sr sl sk set sed ser sel sek sat sad  
 sar sal sak sot sod sor sol sok sut sud sur sul  
 suk sum sps sbs sgs sef saf sof bes bas bos sg  
 seg sag sog gs ges gas gos ts tes ds das dos  
 rs res las los ks kes kas kos ms mes mas mos  
 sf sev sav fas ves vos chs jes shs s es ses  
 tus dus rus lus kus mus pus bus fus vus chs js

23. N has two forms, both of which are taken from the longhand N. These strokes are traced with an upward and forward motion.

↗ First N    ↘ Second N

24. Use the first stroke when N is the only consonant or if there appears to be no choice. First N is almost always used at the beginning of words. See lines one, two and three. Use second N if the first form does not make a good joining. See lines five and six.

	on		green		loan
	need		phone		man
	evince		sense		then
	than		thence		many
	again-st		gone		gain
	cane		keen		pain

25. At the end of strokes, N, if preceded by short e, short o, or short u, is represented by a hook; as in even, pen, ton, etc. This hook for N is



made very small, and turned with the same motion as that used in making second N.

	open		even		often
	happens		broken		spoken
	button		leaden		done
	fun		pen		ten-ton

26. After T, D, TH, and K the N-hook is enlarged to add S.

	Dickens		Athens		tens-tons
--	---------	--	--------	--	-----------

GENERAL EXERCISE

	esteem		coupon		laces
	annual		reckon		reckons
	famous		oven		opens
	loans		loss		bosses
	knew		gossip		fix

WORD-SIGNS

	in-any		know-no-not		his-is
--	--------	--	-------------	--	--------

PHRASES

27. AS is phrased without the vowel. AS, HIS, and IS may be reversed in phrasing.

NOT is phrased by means of the N hook.

	as it is		as good as		as well as
	as you are		the good		at any

7	in which	↗	in no	→	would not
→	do not	↖	in any	∩	is not
∟	is the	∫	is as	∠	is that
∨	is our	∩	as it has	∩	shall not
h	shall you-r	∩	to see	∩	to say
↖	to any	↖	to know	7	to which
∩	to his	↖	to our	↖	to that

SENTENCES FOR PRACTICE

Shall Ruth pay for your room? *1 2 6 h m?*

No. Nellie will pay for it. *1 2 6 L 1*

He will do all he can for you. *∩ → e h 1*

It is said that they will issue it for our school. *∩ 2 2 L 1*

They are ready to ship the goods to you. *∩ 2 → L u m 1*

Will you take two loads of wood? *∩ e 2 u →?*

READING EXERCISE

*∩ 2 2 / 1 2 1 7 7 1 2 2 1*  
*∩ 2 2 2 - 6 2 2*

## TEST EXERCISE

seal, evince, see, sells, written, manual, esteem, gone, say, boast, sees, tax, sit, coupon, keen, soft, rose, fees, steam, seem, famous, man, pays, spools, basis, stick, stage bosses, green, spoke, case, races, stock, many, taxes, on, saves, sack, graces, seen, annual, phone, ships, grass, cases, sale, selves, oven, able, changes, glass, loses, seal, sketch, loss, at, stop, judges, causes, laces, soul, grain, gossip, would, faces, passes, codes, gloomy, loans, the, gases, poses, gain, may, school, assess, misses, safe, brain, go, cost, stays, losses, sacks, assets, push, opens, good, step, steps, haste, reckon, am, lost, schools, seizes, stops, human, but, post, ease, cash, sorry, again-st, be, slack, lose, case, affix, cane, put, face, frame, alas, own, need, short, most, lays, same, gross, safe, which, ship, than, then, change, thence, judge, pain, dollar, gain, it, are, well, our, will, or, that, a, thousand, an, for, have, you, your, of, all, ago, in, hope, mix, knits, tins, annually, catch, suffixes, as, roast, aims, sue, guess, neat, loan, easy, slip, miss, stuff, main, any, know, is, not, his, prompt, as it is, would not, shall not, to our, in no, as it has, in which, is that, is our, to his, to which, to know, to any, to say, to see, to that, is as, shall your, is the, is not, in any, the good, do not, as you are, as good as, as well as, would not, he will.

He may save a dollar if he will pay the taxes then.

Do you know the famous man who will sail on the ship?

Lena Blake will bake a good cake for the lady to take.

He will not have the change which is in the broken dish

Would you pay me that half-dollar which you have in your safe?

Can you read all that you have written here?

Write the forms for the following: sels, sal, sol, sls, set, sat, sot, st, seks, saks, sks.

Illustrate S attached to downward curves.

Which S is used when S is the only stroke? Illustrate.

















Which N is used when N is the only consonant?



Define and illustrate the use of the syllable EN used at the end of certain syllables and words.

---

### LESSON IV

#### DOUBLE AND TRIPLE CONSONANTS.

	REL-LER		TED-DED
	THER		TEM-DEM
	1st NT-ND		2d NT-ND
	1st NTR-NDR		2d NTR-NDR
	1st NTL-NDL		2d NTL-NDL
	MER		MEL
	TER-DER		TEL-DEL
	KER		KEL

28. These combinations are pronounced with short vowels, and the student should learn to call them by their names and to speak of them as syllables. Sometimes a more prominent vowel than the short E used above occurs in connection with a blended syllable and in many of these cases the writer may secure a short and easily made character by using the blend; as in  date,  damage.

PENMANSHIP EXERCISE

- t / r \ th - m / 1st n \ 2d n  
 - d / l \ thr - mer / ner / ter  
 - ded / rel \ thl - mel / nel / tel  
  
 - k / sh / 1st s / 2d s \ 1st nt \ 2d nt  
 - ker / ch ( p ) f \ 1st ntr \ 2d ntr  
 - kel / j ( b ) v \ 1st ntl \ 2d ntl  
  
 o u o of o g o pen o bn o e  
 o ns o g o gr o pr o br o a  
 o tem o pl o gl o pl o bl o o







WORD-SIGNS

\ and-end-hand / during-trust  
 \ enter / deliver  
 \ handle / near-nor  
 \ accord-car / more





































CONTRACTIONS

accordance-course      correct      corporation  
 cordial                  credit      correspondence  
 clerk-collect          claim      instant-instance  
 railway                  railroad      street  
 time                      tomorrow      interest  
 hundred-under          equal      gentlemen


## PHRASING


	is at hand		at any time
	in accordance		on hand
	it will		it will be

## GENERAL EXERCISE

	relate		date-debt		deaden
	steady		duty		detach
	through		attempt		damage
	demand		Homer		rumor
	broker		camel		crop
	occur		o'clock		local
	owner		manner		flannel
	history		straighten		tariff
	true		other		mother
	father		delay		send-t
	land		rent		renter
	rental		attend		candle


## WRITE IN LONGHAND










SENTENCES FOR PRACTICE

Your note is at our office.

*2, 5 9, 1*

You may go today if it

would suit you.

*n u — o 2*

You may send us two cars of

coal and eight cars of coke.

*— 4, 1 n 2, 3  
2, 4, 5, 8*

If you can send us a car load

of wood you may do so.

*— 4, 1 2, 3  
— — —*

Gentlemen:

In accordance to cor-

respondence which is at

hand today, he will pay

the clerk tomorrow.

*n 2, 1 4, 1  
2, 1 2 —  
6 — 2, 1*

TEST EXERCISE

history, steady, deaden, straighten, shall, manner, his, local, relate, short, put, detach, prompt, rumor, camel, good, occur, delay, is, Homer, demand, ago, date, owner, no, ship, meaner, which, attempt, broker, not, damage, o'clock, flannel, go, crop, in, true, change, duty, land, it, renter, judge; candle, send, mantel, the, rental, attend, in accordance, traitor, stone, accord, render, clean, course, would, battle, gentlemen, across, dollar, victim, tender, be, study, sender, but, tree, trick, have, clothe, at any time, factory, deliver, draw, stand, cordial, for, grand, our, is the time, lender, slander, apprehend, track, debt, plant,

well, grant, our, event, is at hand, clear, during, will, lend, fiddle, postal, and, close, correct, it will, plumber, trust, instance, hindrance, are, it will be, or, corporation, credit, entry, on hand, tomorrow, interest, hundred, enter, today, hunter, near, at, a-an, hand, clerk, nor, claim, correspondence, that, end, am, equal, street, railroad, railway, instant.

## WRITE IN SHORTHAND

Our car leaves at three o'clock.

You may ship the goods if you can do so.

The land will cost you \$33 an acre.

You may deliver it for us tomorrow.

He will do well to sell all of his goods during May.

Your broker seems to take an interest in your good credit.

The railway clerk will send it to you on time.







It will be your duty to rent the land of him.

---

 LESSON V

**29. Diphthongs.**—The diphthong I is composed of Italian A followed by E, while OI begins with a somewhat broader sound of A finishing with E. OI is made larger than I. These characters may be inverted; as in *life*, or the small circle may be contracted to an angle; as in *size*.

Note carefully how O and U are joined in forming OW or OU. Also note the same distinction in EW and EU.

	eye		by		sly
	size		life		sight



o	OI	foil	spoil
o	OW or OU	how	now
o	EW or EU	few	cue

## PENMANSHIP EXERCISE

ti di ri li thi mi  
 ki bi pi toi doi roi  
 loi moi koi poi boi joi  
 tow dow row low thow mow  
 kow fow few vew bew pew

30. EW or EU may be contracted to U.

lieu music new
















31. W and Y are coalescents. Each is made up of two different sounds which, taken together, make the necessary sound. W is represented by U. There is no danger of W and U causing trouble as W is always followed by a vowel while U is followed by a consonant. Where W is followed by a circle vowel, make the hook for W small and above the circle. The form starts similar to the figure 2.

we way woo  
 widow window weave




32. Phonetically, WH is HW, and in shorthand H is written first.

wheat whack whip







**33.** W is disjoined in words if a better outline may be had. It will be noticed that O, AH and AW are not omitted after W. The advanced writer usually omits W altogether in the following words:

 quit	 quick	 quote
 to-wit	 why	 wire
 while	 watch	 week
 were	 when	 where
 wish	 want	 went




**34.** Y, when standing alone, is represented by a small circle. It cannot conflict with E however, as Y is always followed by a vowel, while E is always followed by a consonant. Use a small loop to represent YE and a large loop to represent YA or YO. This sound is always used at the beginning of words.

 Yale	 yet	 year
---	--	---

**35.** U and OW are omitted before N and M, and combinations beginning with N or M, in the middle of outlines.

 announce	 found	 sound
 down	 town	 summer

**36.** Where two vowels come together, write the more prominent and indicate the other with a dot inside.

 payee	 Owen	 boa
---	--	---

37. Voiced and whispered sounds are sometimes represented by the same sign; as, S and Z, TR and DR, NT and ND, etc. They may be distinguished by placing a dot above and a little to the right of the character, for the voiced sound.

z' zest                      jo zero                      z drain

38. The words in the following list occur so often that it is best to learn them without vowels, so that they may be written at the highest possible rate of speed.

bill	bad	paid
came-come	like	much
check	per	make
them	took	should
file-follow	bank	rush
there-their	price	book

IRREGULAR CONTRACTIONS

o was w-s    2 what w-t    n one w-n  
 o yes y-e    o use e-u    o out o-u  
 n word w-u    n world w-u-r    n wonder w-u-n  
 o with i-t    o this t-i(short I)    c-call k-all

39. The following contractions begin exactly as the word would if written in full. Note that each outline is composed of but one consonant and one vowel.

about-object    acknowledge    advantage-avenue  
 after    allow    America-n

9	ever-y	e	ignorant	6	beg
6	beauty-iful	6	behold-body	o	care
e	carry	s	could-curious	—	did
—	doubt	—	duly	d	favor
d	feel-fill	h	full-y	o	gave
o	give-n	h	jury	—	let-letter
—	look	o	mail	—	move
o	name	6	people	6	point-appoint-ment
h	poor	6	pure	6	possible
6	power	o	remain-remit-	—	testimony
			tance		
d	very				

## PHRASES

## 40. "I" is contracted to A before F, V, M, and P.

o	I am	o	I am not
e	I hope	9	I have
9	I have been	9	I have not been
6	has been	6	it has been
o	I cannot	o	I would not
6	be able	7	to be able
a	yes, sir	6	no, sir
u	of all	e	all of
o	use it	o	use any
v	of our	s	of your

SENTENCES FOR PRACTICE

It will be to your advantage to take a 23d Avenue street car.

Will you go with me to see our friend tomorrow?

Gentlemen: May we not send you some of our dress goods? We have them on hand and can ship at any time if it would suit you. Yours truly,

READING EXERCISE

TEST EXERCISE

we, year, summer, check, merit, was, advantage, it has been, widow, and, theory, them, owl, grantor, what, avenue, I will not, way, I, payee, should, hue, valid, one, America-n, yes, sir, woo, size, deliver, per, foul, may, call, beg, no, sir, oil, window, museum, intend, alike, of, yes, enter, high, Owen, good, pause, all, out, allow, did, use it, care, we cannot, weave, life, rush, radius, am, ground, use, body, favor, use, any, whip, sly, paid, around,

thresh, wonder, quaint, Lydia, much, pound, hide, world, gave, let, zest, quote, sight, made, aviate, show, word, quit, spoil, with, letter, accord, took, round, obtain, move, quick, send, ago, bank, higher, this, point, power, to-wit, zero, file, barge, paper, near, ice, appoint, bow, drain, follow, by, remain, equip, few, bathe, go, bound, summon, dwell, new, ear, the, there, remittance, at, island, my, why, cue, clothe, their, soon, try, behold, very, boy, testimony, I am, wire, youth, then, thence, jump, while, music, than, able, lies, boa, watch, I am not, during, come, more, came, wagon, murmur, were, profit, come, shall, build, mania, I have, I hope, wish, wait, war, occur, want, would not, rapid, his, yell, clause, had not, went, price, willow, about, duly, I have not, when, acquainted, fluent, make, will, glad, every, full-y, we may not, and, trust, get, yoke, beauty, jury, I cannot, where, in, abundant, ship, thousand, attend, all of, to, week, wool, done, mail, of all, hand, inch, boil, wife, lessen, doubt, people, of our, Yale, adopt, debt, feel, whittle, drayage, yet, possible, be able, any, coil, win, indict, fill, do, ignorant, I have been able, year, date, quaint, drop, give-n, I may be able, found, announce, caught, look, benefit, sound, have been, bad, quiet, far, ten, name, down, town, like, how, fraud, ten, poor, pure.

Gentlemen: What can we do for you in the way of wood and coal for the season? We have ten cars that we can load and ship in two days. We should like to hear promptly.

Yours truly,

How is W formed? Illustrate.

How is Y formed? Illustrate.

Explain how W may sometimes not be written in the body of a word.

LESSON VI.







**41. Abbreviation.**—The complete alphabet has been given in the preceding lessons and no word can be written without using some element already learned. In the lessons that are to follow, abbreviating principles are given which shorten words so that they may be written with the greatest possible speed. Certain syllables and prefixes as well as suffixes are shortened, some being joined, while others are disjoined.

NOTE. In paragraphs 47, 55, and 56 outlines will be found which will be slightly abbreviated.













Before H, W, and a few consonants where the circle for A cannot be easily joined, A may be represented by the use of a dot, placed at the beginning of the word. The dot for A never conflicts with H, as H is always read before a vowel.

∴—ahead	∴ aware	∴ awake
∴ anew	∴ ahoy	∴ away




**42.** B, D, and R, when followed by long E, are seldom vocalized when used as prefixes. Omit the vowel in MIS and DIS.

 below	 deceit	 retain
 display	 disease	 miscount







**43.** COM, CON, and the occasional prefixes CAN, COG, COUN and CUM are represented by K.

 convey	 contain	 compel
 condemn	 complain	 common
 commence	 commerce	 cancel
 candy	 county	 country







44. EM and IM are represented by M, unless followed by a vowel. If the prefix is followed by a vowel, it should also begin with a vowel.

 imprint       immoral       employ







45. EN and IN are represented by First N. If this prefix is followed by a vowel, it should also begin with a vowel; as in *enable*. The prefix EN or IN before T, D, R, L and M may take the form of a small hook turned with clock motion.

 enable       inspect       enroute  
 encounter       inlay       inmate




46. UN is represented by UN unless the prefix comes before T, D, R, L, or M, in which case the N is dropped.

 unable       unaware       uncommon  
 unseen       unload       unwritten







47. ENTER, INTER, INTRO and INTEL are represented by NTR.

 introduce       interrupt       internal  
 intellect       intelligence       indulgent

48. NON is represented by Second N.

 noncontagious       noncommittal       nonsense

49. EX, and the sound of EGS, as in *example*, are represented by ES.

 exceed       exchange       except  
 extend       explain       expense



50 FOR, FORE and FUR are represented by F.

f	forfeit	h	forenoon	h	furnish
f	foresee	h	foreign	h	fortune

51. SUB is represented by S, joined wherever possible by using an angle.

s	sublease	e	subsequent	e	substance
---	----------	---	------------	---	-----------

52. Word-signs may be used as prefixes.

h	shorthand	s	shipwreck	e	understand
w	alter	e	also	h	afternoon

53. Prefixes may be compounded.

e	accomplish	e	accommodate	e	incomplete
---	------------	---	-------------	---	------------

54. CIRCUM, CIRCU and SELF are represented by S, disjoined.

s	circulation	h	selfish	e	self-esteem
e	circumspect	e	self-content	h	self-confessed

55. MAGNA-E-I and MAC are represented by disjoined M.

m	magnify	m	magnanimous	m	magnitude
m	McDonald	m	MacKenzie	m	McVey




56. MULTI is represented by MU, disjoined.

m	multiply	m	multiple	m	multitude
---	----------	---	----------	---	-----------

57. OVER is represented by placing O over the following word.

o	overcome	o	overdo	o	overtake
---	----------	---	--------	---	----------

58 TRANS is represented by TR, disjoined.







 transgress     translate     transmit

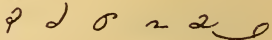


59. CO is represented by K, disjoined.

 co-equal     coerce     coherent

PHRASES

60. OF THE is indicated by proximity. The words just before and after this phrase are written close together, the last word being written a little below the first.

one of the men   
 day of the week   
 wonder of the world   
 letter of the 25th instant   
 your favor of the 9th   
 we have your favor of the 8th 

We shall fill out what we can of   
 the claim and try to have it in your   
 hands by day after tomorrow. 

COMMON PHRASES

 am not                       in it-the  
 are not                       in this

<i>o</i>	we may	<i>o</i>	in due time
<i>u</i>	are of	<i>u</i>	in our
<i>g</i>	if not	<i>g</i>	in time
<i>o</i>	all day	<i>o</i>	in any
<i>a</i>	I can	<i>a</i>	in my
<i>u</i>	in all	<i>u</i>	in more
<i>7</i>	to be able	<i>7</i>	will not
<i>o</i>	I will be able	<i>o</i>	we will be able
<i>o</i>	our own	<i>o</i>	of which
<i>z</i>	we are not	<i>z</i>	we cannot
<i>z</i>	we will not	<i>z</i>	were not

COMMERCIAL PHRASES

<i>→</i>	Dear Sir	<i>o</i>	Yours
<i>→</i>	Dear Sirs	<i>z</i>	Yours truly
<i>o</i>	My dear Sir	<i>g</i>	Yours very truly
<i>o</i>	Dear Madam	<i>z</i>	Yours respectfully
<i>o</i>	My dear Madam	<i>g</i>	Yours very respectfully
<i>z</i>	Very truly	<i>u</i>	Respectfully yours
<i>z</i>	Very truly yours	<i>h</i>	Sincerely yours
<i>z</i>	Very respectfully	<i>g</i>	Yours sincerely
<i>z</i>	Very respectfully yours	<i>u</i>	Cordially yours

## LETTERS FOR PRACTICE

Dear Sir: Your note was due on  $\rightarrow 2520$   
 the 27th of May and you have as yet not  $27 \text{ May } 90$   
 paid it. We should like to have the cash  $- 12 \text{ } 7 \text{ } 46$   
 by June 15, as we have accounts that  $15 \text{ } \text{June } 1890$   
 are due on that date and it would help  $\text{---}$   
 us to meet them if you will be able to  $5 \text{ } 26$   
 pay at that time.  $60 \text{ } 1 \text{ } 2$

Very truly yours,

Dear Sir: We should like to have  $\rightarrow 2 \text{ } 7$   
 you go to the country with us on the 15th.  $15 \text{ } \text{June } 1890$   
 We have a claim that is due us and we  $15 \text{ } \text{June } 1890$   
 hear that the person who owes us will  $15 \text{ } \text{June } 1890$   
 leave in a short time. If he does, we  $15 \text{ } \text{June } 1890$   
 shall not be able to get our money  $2 \text{ } 26 \text{ } 1890$   
 and we should like to see him soon.  $2 \text{ } \text{June } 1890$

Yours very truly,

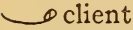
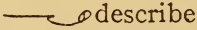



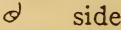
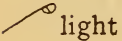
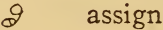
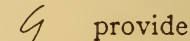
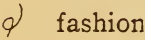
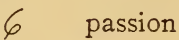
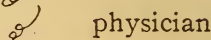
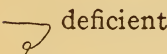
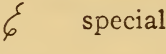
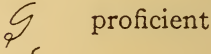
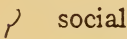
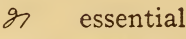

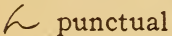
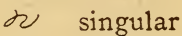
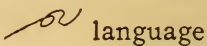
## TEST EXERCISE

ahead, wish, poor, candy, introduce, fortune, overcome,  
 renew, am not, My dear Madam, in, wonder, possible,  
 commerce, entertain, sublease, transgress, devote, renewal,  
 are not, Very truly, any, word, could, power, commence,  
 interrupt, subsequent, translate, committee, restrain.

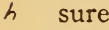
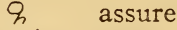
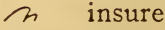
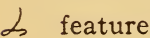

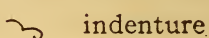
we may, gσ, world, curious, common, enterprise, are of, substance, transit, compress, good, Very truly yours, yes, did, condemn, Very respectfully, doubt, this, complain, interfere, accommodate, congress, shorthand, if, no, Yours truly, about, duly, testimony, intellectual, incomplete, conceive, subway, I can, Yours very truly, not, object, favor, very, cancel, intelligence, circulation, in all, embody, one of the men, is, acknowledge, feel, aware, contain, indulgence, selfish, excess, to be able, day of the week, his, advantage, fill, awake, convey, intelligent, self-esteem, indulgent, exclaim, anew, I will be able, wonder of the world, avenue, full, employee, out, noncontagious, excuse, will not, allow, gave, ahoy, immoral, noncommittal, self-content, express, uncommon, of which, use, letter of the 2d inst., America-n, give-n, away, imprint, self-confessed, impeach, undergo, our own, your favor of the 9th inst., usual, jury, below, encounter, exceed, was, magnify, incorrect, on your, ever, let, we have your favor of the 8th, deceit, enroute, magnanimous, incomplete, we are not, watch, every, letter, retain, enable, except, magnitude, increase, unpaid, we can, Respectfully yours, week, ignorant, look, argue, invite, extend, McDonald, indeed, we will, were, one, mail, else, Very respectfully yours, instead, explain, MacKenzie, innocent, were not, what, most, Yours respectfully, beauty, move, regain, inspect, expense, McVey, interview, which will, Sincerely yours, when, unable, forfeit, multiply, outline, we will be able, where, Yours sincerely, behold, name, unaware, forenoon, alter, multiple, Dear Sir, why, body, wire, Yours very respectfully, people, furnish, uncommon, multitude, debate, call, Dear Sirs, Cordially yours, recall, point, country, unseen, foresee, overcame, deceive, recourse, while, My dear Sir, care, appoint, county, unload, foreign, overdo, degree, refuse, Dear Madam.

## LESSON VII.

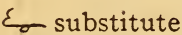
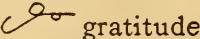
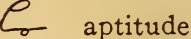
61. Long words, and even some short words, may be ended as soon as I, SH, NG and NGK are written. Should the writer so desire, an additional stroke may be written to words shortened under this rule, but it is seldom necessary. SIGN, SIGHT and a very few other short words are better written in full.

 client	 describe	 decide
 write	 fine-find	 side
 light	 assign	 provide
 fashion	 passion	 physician
 deficient	 special	 proficient
 social	 essential	 suspicious
 punctual	 singular	 language

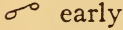
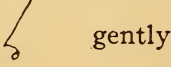
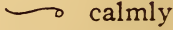
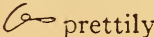
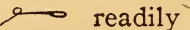
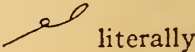
62. URE is represented by U.

 sure	 assure	 insure
 feature	 venture	 indenture

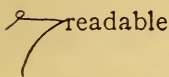
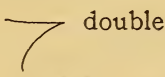
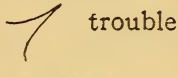
63. The syllable TITUDE or TITUTE is represented by TET

 substitute	 gratitude	 aptitude
--	---	--

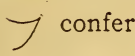
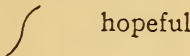
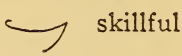
64. LY is represented by the small circle E. LY preceded by a vowel is represented by a loop. This loop is made small for ILY and large for ALY.

 early	 gently	 calmly
 prettily	 readily	 literally

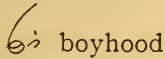
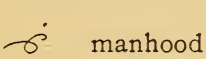
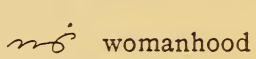
65. BLE is represented by B.

 readable       double       trouble

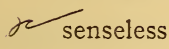
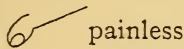
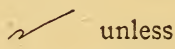
66. FULL, FORE, and FUR or FER are represented by F.

 confer       hopeful       skillful

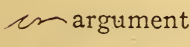

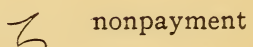
67. HOOD is represented by HU, joined if more convenient.

 boyhood       manhood       womanhood

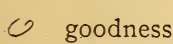

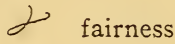
68. LESS is represented by L.

 senseless       painless       unless


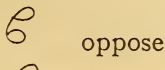
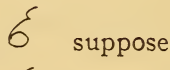
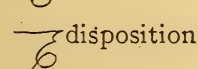
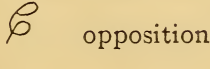
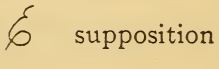
69. MENT is represented by M.

 argument       document       nonpayment

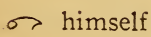
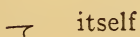
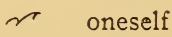
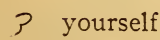
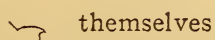
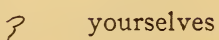
70. NESS is represented by Second N.

 goodness       kindness       fairness

71. POSE is represented by PO. POSITION is represented by POSH.

 dispose       oppose       suppose  
 disposition       opposition       supposition






















72. SELF is represented by S, and SELVES by SES.

 himself       itself       oneself  
 yourself       themselves       yourselves










73. WARD is represented by D.

 awkward     forward     downward

74. A dot placed by the side of a stroke indicates ING or THING. First S placed in the position of the dot represents INGS. Any word or syllable may be written in the place of the dot and ING will in this way be represented. If any other letter than I precedes NG, write the dot at the end of the stroke.

 wrong	 long-length	 anything
 king	 bring	 nothing
 doing	 doings	 being there
 thing-think	 things	 kingdom
 willingly	 knowingly	 lovingly
 Covington	 Harrington	 Huntington
 finger	 longer	 linger

75. The syllables TED and DED may be represented by a disjoined T, placed under and to the right of the last stroke. ER, especially after word-signs and contractions, is represented by R disjoined. IVE and TIVE are represented by a disjoined V. In like manner other strokes may be disjoined if by so doing the individuality may be retained.

 shipped	 changed	 judged
 shipper	 changer	 kindest
 claimant	 oppressive	 creditable



76. IFICATION is represented by a disjoined F.

*f*/classification    *f*/notification    *f*/ratification

77. GRAM is represented by a disjoined GR.

*gr* cablegram    *gr* program    *gr* diagram

78. GRAPH is represented by disjoined G.

*g* stenograph    *g* mimeograph    *g* photograph

79. MENTAL-ITY is represented by a disjoined M.

*m* instrumental    *m* sentimentality    *m* fundamental

80. OLOGY is represented by a disjoined J.

*j*/physiology    *j*/theology    *j*/zoology

81. SHIP is represented by SH disjoined.

*sh* township    *sh* fellowship    *sh* steamship







82. TIC-ENTIC is represented by K disjoined.

*k* domestic    *k* sarcastic    *k* authentic










83. ICLE is represented by KL disjoined.

*kl* icicle    *kl* radical    *kl* critical





























84. ULATE is represented by a disjoined U.

 emulate	 speculate	 speculator
 speculative.	 stimulate	 stipulate

85. Disjoin the stroke just preceding ITY.

 ability	 activity	 identity
 equality	 majority	 vicinity
 eternity	 dexterity	 capacity

#### PHRASES

 as soon as	 if they
 for them	 in which it-the
 for his	 it can
 have had	 should be able
 I have had	 so as to be able
 I hope you will	 who will be
 it is not	 who would
 there is not	 with which
 did the	 did not
 your favor	 your letter
 did you	 did you know
 this will	 this may
 this letter	 this week-can
 in some	 at any rate

LETTERS FOR PRACTICE

My dear Sir:

I will see what I can do  
 on the piece of land that you  
 wish to buy I think that this  
 can be had for \$25 an acre.  
 Would you take it if you knew  
 that you would not have to pay  
 more than this price? There  
 are 120 acres and the land is  
 quite good. Very truly yours,

*Handwritten shorthand for the first letter, including symbols like 'o-b', '971', '25', '120', and 'e-2'.*

Dear Madam:

We have a piece of land  
 out in Cass County that we know  
 you would take should you get a  
 chance to see it. It lies well  
 and the soil is of a black clay  
 loam. It will raise any kind of  
 crops and the price is only \$80 an  
 acre. Come in as soon as you  
 can as it will go quickly.

*Handwritten shorthand for the second letter, including symbols like 'I. 60', 'e-2', '80', and 'e-1'.*

Yours very truly,



## TEST EXERCISE


client, fashion, feature, early, readable, unless, confer, boyhood, senseless, argument, goodness, thousand, dispose, oneself, doing, Covington, king, thing, longer, along, shipper, classification, cablegram, stenograph, township, instrumental, physiology, domestic, emulate, activity, accession, action, attraction, ability, behind, available, deficient, social, punctual, venture, string, themselves, anything, think, belong, things, shipped, speculative, identity, dispose, eternity, awful, cancellation, deadly, destruction, careful, gently, caution, describe, passion, fine, special, gratitude, double, hopeful, anxiety, manhood, girlhood, painless, document, kindness, oppose, culture, himself, location, treasure, opposition, daily, machine, pleasure, pressure, doings, facility, bring, maturity, motion, Harrington, knowingly, fidelity, failure, only, fixture, forward, sing, option, handling, pending, badly, sure, long, reassure, length, longer, thanks, assure, changed, changer, function, furniture, notification, judgment, program, herself, moment, mimeograph, myself, element, ourselves, ascribe, sentimentality, theology, aspire, delight, fellowship, being, might, inquire, mile, going, mind, beings, sarcastic, prescribe, provide, icicle, speculate, litigation, suspicious, legible, junction, censure, institution, leisure, night, acquire, radical, esquire, critical, inscribe, feasibility, liability, decide, fairness, physician, nonpayment, side, proficient, hopeless, destruction, institute, indemnity, efficient, indebted, deadly, insure-ance, skillful, trouble, impose, supposition, treatment, incurred, imposition, suppose, itself, yourself, downward, doing the, yourselves, being there, kindest, kingly, kindly, spring, wrong, nothing, Huntington, judged, lovingly, ratification, station, veracity, variety, capacity, require, authority, stroke, strike, locality, arrive, pilgrim, fundamental, beside, fine, light, minority, zoology, steamship, authentic, reside, speculator, indictment, sensible, greetings, reaction, physical, stipulate, among, right, superscribe, this letter, did you know.

## LESSON VIII.

86. R, and sometimes L, may be indicated after straight strokes and a circle vowel, by turning the vowel in the opposite direction from the hands of a clock.


If a primitive word ends in T or D and its derivative ends in TER or DER, it is better to use the method given in this paragraph than it is to use the blending principle as learned in the fourth lesson,

as,  read,  reader.

 art

 start


 voucher

 real-ly

 roll


 held

 deal-dear

 dare

 tell-till

 error

 steal-still

 yield


 door


 old

 hold

87. At the end of words S may be added to the indicated R or L by making the circle into a loop. This loop is small for ES and large for AS or OS.


 adores


 models


 steals


 deals

 details


 strangers


 errors


 retails


 tells


88. After P or B, turn the vowel outside to indicate R or L. This motion is similar to that used in making the figure 8.


 port


 report


 reporter


 paralyze
















 parallel

 parasol













 paraphrase

 paradise







 pardon


 permit	 period	 paradox
 pairs	 repair	 repairer
 superior	 burn	 born
 bear	 bearer	 burden
 board	 boarder	 barrel


89. R and L are indicated by irregular position of the vowel. U before R has the same sound as E before R, and U is used in the word *heard* given below for the sake of distinguishing between *heard* and *held*.







 arm	 harm	 corner
 corn	 term	 virtue
 sort	 resort	 heard
 your	 ultimately	 field










90. N is reversed to indicate R.

 earn	 yearn	 orange
 learn	 ornate	 morning













91. When R is weakly vocalized it may be safely omitted, as is often done by some speakers. R may be inserted at any time by striking it through the vowel. Well defined syllables grow out of this method; as, *ser*, *sir*, *sur* by writing  SE, and *verse* by writing

 VES.




 cord	 firm	 turn
 insert	 concern	 larger

 worthy		clergy	 worse
 certain		surplus	 surprise
 assert		versify	 versatile




























92. When T is final it is seldom written after S or K, and in other places where the sound is weak.

 defect		largest	 protest
 detest		earnest	 happiest
 afflict		repute	 reputation
 insist		desist	 assist













93. D is omitted between short A and J, M or V.

 adjust		administer	 advocate
--	---	------------	--





































94. Long words contracted by writing as far as the accented syllable.

 absolute		affidavit		amanuensis
 appear		aristocrat		benefactor
 collateral		conspicuous		deposit
 discrepancy		eliminate		enthusiasm
 erroneous		establishment		exorbitant
 experience		extravagance		facilitate
 material		miscellaneous		percent-proceed
 reciprocate		remunerate		replevin
 ridiculous		solicit		synonymous







95. Contractions accented on the first syllable and containing a vowel and more than two consonants.

 pleasant	 present-ence	 practice
 predicate	 prejudice	 privilege
 principle	 simple	 sample
 scoundrel	 system	 specify















96. Many long words may be shortened by writing enough so that the writer will have no trouble in reading them. This system gives ample opportunity to abbreviate certain words that might come under any special line of work. Some writers are able to contract a great deal, while others find it to their liking to write their notes very completely.

 attorney	 agriculture	 above
 consist	 arrange-ment	 bankrupt
 control	 designate	 difficult-y
 diligence	 disproportionate	 educate-tion
 extemporaneous	 extreme	 extraordinary
 hesitate	 indiscriminate	 immediate-ly
 jurisdiction	 jurisprudence	 manuscript
 memorandum	 messenger	 mortgage
 mortgagor	 observe	 order
 ordinary	 organ	 passenger
 perpendicular	 plaintiff	 praiseworthy
 proud	 prepare	 recognize



 remedy	 resignation	 resistance
 seclude	 telephone	 vindicate

PHRASES

 in fact	 this morning
 I will try	 free trade
 if ever	 you will be sure
 last week	 next week
 which you can	 would see
 at least	 would say
 at last	 you mention

Dear Sir: We have a corner lot near Clinton Court that we will sell cheap for cash. A certain man saw the lot not long ago and thinks that he would like to have it, but I do not know that he will be able to get the money at this time. If you are ready to make a deal and this lot suits you, call at once as we are quite anxious to make an early sale. Very truly yours,

*[Handwritten cursive signature and text, likely a sample of the shorthand system.]*

## WRITE IN SHORTHAND

Dear Sir: We have a new bookcase, a History of the World, by Ridpath, and several useful books on bee culture that we will sell cheap for spot cash. The bookcase cost us forty dollars last March and it is just as good as new, but one-half that amount of money will take it. You realize the worth of Ridpath's History of the World.

You may have the whole outfit for seventy-five dollars. We are forced to make a quick sale and you should be here early tomorrow if you wish to get it.

Very sincerely yours,

The chairman will report to the firm in June.

We may wait until May and then go ahead with the work.

What can we do for you in the way of cheap farm lands in Miller County?

You may get the services of a painter who is well versed in his work.

## TEST EXERCISE






















































extraordinary, poor, pure, seclude, synonymous, carry, possible, given, wonder, although, facilitate, metropolitan, give, distract, percent, care, proceed, remunerate, appointment, gave, iron, water, district, jail, yard, reciprocate, point, extemporaneous, extreme, material, call, full-y, establish-ment, eliminate, conspicuous, replevin, solicit, reader, models, details, retails, report, bear, paramount, parallel, field, burden, resignation, recognize, deposit, term, your, yearn, ornate, jurisprudence, week, memorandum, mortgagor, passenger, proud, telephone, yield, worthy, would say, at least, you mention, at last, word, ever, who can, manuscript, mortgage, praiseworthy, ordinary, order, were, ignorant, every, next week, clergy, worse, fill, people,

firm, feel, repute, no, which you can, arm, ultimately, orange, larger, beauty, behold, adjust, administer, messenger, observe, repair, pardon, parasol, barrel, bearer, virtue, perpendicular, remedy, vindicate, would see, what, favor, beautiful, agriculture, designate, hesitate, yes, erroneous, discrepancy, experience, ridiculous, supply, one, extravagance, miscellaneous, when, with, present, remember, prominent, simple, absolute, congregate, effect, above, altitude, paragraph, pilgrim, circular, told, plaintiff, exclaim, crowd, act, arrange, specify, principle, active, insist, tardy, convict, assist, conflict, just, test, past, accustom, affidavit, amanuensis, certain, surprise, farm, last, least, reverse, versus, universe, best, art, organ, where, about, start, voucher, rest, deals, court, affairs, strict, inverse, diverse, adores, averse, jurisdiction, in fact, this morning, assort, story, adverse, real-ly, surplus, versify, defect, reserves, store, inconsistent, deserve, largest, earnest, appear, aristocrat, automobile, pleasant, out, why, surface, share, survey, fact, imperfect, soldiers, move, acknowledge, free trade, present, practice, expert, very, export, services, detract, serve, use, agriculture, associate, insert, boarder, enlarge, restore, repair, servant, reverse, wire, advantage, benefactor, collateral, conspicuous, surgeon, barter, was, resort, contribute, earth, reserve, versatile, tell, dare, dear, avenue, deal, till, protest, yarn, search, if ever, you will be sure, error, readers, paradise, charters, perfect, concern, prepare, leaders, earn, card, usual, church, while, allow, detest, control, murder, dares, compare, past, duly, predicate, period, permit, board, did, doubt, mail, door, duplicate, modest, millers, wish, American, corner, turn, compare, deduct, invest, transact, compute, discriminate, bankrupt, letter, indiscriminate, diligence, regard, this, terribly, curious, let, sure, look, last week, enthusiasm, jury, exorbitant, inward, practice, power, privilege, could, scoundrel, delinquent, transport, tribute, watch

## LESSON IX.

NOTE. It is suggested to the teacher that the learner carefully review the eight preceding lessons while mastering the contracted forms given in Lesson Nine.

CONTRACTIONS COMPOSED OF ONE VOWEL AND  
TWO CONSONANTS

 absence	 acceptance	 accompany
 believe	 beyond	 capable
 challenge	 character	 child
 children	 communication	 consult
 custom	 criminal	 difference
 dignity	 effort	 electric
 engage	 especial	 excellent
 exercise	 familiar	 first
 house	 insult	 legal
 legislate	 liberty	 little
 matter	 method	 member
 middle	 nature	 neglect
	 natural	
 number	 operate	 organize
	 opportunity	
 particular	 promise	 proof-prove
 receipt	 recollect	 record
 receive		
 regular	 remember	 represent
 regulate	 remembrance	

h result	∫ satisfy-actory	⋈ separate
∫ settle-city	∫ several	⋈ signify-ature
∫ similar	to small	∫ success-succeed
∫ suggest-ion	∫ territory	∫ testify
∫ title	∫ total	∫ tribute
∫ verdict	∫ witness	∫ yesterday

CONTRACTIONS WITHOUT VOWELS

∫ ask	∫ attention	∫ become
∫ better	∫ business	∫ company
∫ confident	∫ danger	∫ defend-ant
∫ definite	∫ depend-ent	∫ desire
∫ develop	∫ disgust	∫ enclose-ure
∫ form-from	∫ freight	∫ future
∫ general-ize	∫ glad	∫ govern
∫ great	∫ important- ance	∫ independent
∫ influence	∫ invoice	∫ magazine
∫ Messrs.	∫ moderate	∫ must
∫ necessary	∫ negotiate	∫ never
∫ opinion	∫ part-y	∫ please
∫ popular	∫ probable	∫ progress
∫ purpose	∫ prospect	∫ publish public

g purchase	r	recent-ly	7	refer-ence
v regard-less	7	reply	7	response-ible
l society	l	speak-speech	E	spirit
c state	l	subject	~	work

CONTRACTIONS HAVING NEARLY THE SAME FORM AS LONGHAND ABBREVIATIONS

r answer	o	address	o	amount
g advertise-ment	6	balance	e	catalog
e catholic	b	chapter	o	C. O. D.
→ discount	—	debtor-doctor	→	department
or etc.	d	F. O. B.	e	figure
7 manufacture	o	merchandise	E	superintendent
z ultimo	3	United States	o	O. K.

WORDS WRITTEN AS THEY ARE SOMETIMES SPOKEN BY CARELESS SPEAKERS











































o admire	z	admit	h	advance
d advice	o	agree	R	another
d avoid	o	begin	o	began
o begun	r	because	7	enough

COMPOUND WORDS

































~ although	o	already	~	almost
o altogether	6	anybody	7	anything
o anywhere	6	behindhand	7	beforehand
6 behalf	7	everywhere	~	cargo

<i>o</i>	elsewhere	<i>2</i>	everyone	<i>9</i>	everybody
<i>1</i>	everything	<i>6</i>	forgive-n	<i>6</i>	foreclose
<i>1</i>	forever	<i>6</i>	forget	<i>6</i>	forthwith
<i>3</i>	fulfill	<i>o</i>	herein	<i>o</i>	hereafter
<i>7</i>	hereby	<i>7</i>	hereinbefore	<i>9</i>	hereinafter
<i>7</i>	henceforth	<i>2</i>	herewith	<i>o</i>	hereof
<i>o</i>	hereinto	<i>o</i>	hereto	<i>7</i>	heretofore
<i>2</i>	hitherto	<i>o</i>	meanwhile	<i>o</i>	meantime
<i>7</i>	however	<i>7</i>	moreover	<i>2</i>	nevertheless
<i>7</i>	newspaper	<i>6</i>	nobody	<i>o</i>	notwithstanding
<i>o</i>	outline	<i>o</i>	nowhere	<i>o</i>	someone
<i>7</i>	somebody	<i>o</i>	somehow	<i>o</i>	sometime
<i>o</i>	somewhat	<i>o</i>	somewhere	<i>7</i>	therefore
<i>7</i>	thereafter	<i>o</i>	thereof	<i>o</i>	throughout
<i>o</i>	therewith	<i>o</i>	therein	<i>o</i>	wherever
<i>6</i>	upon	<i>7</i>	whatever	<i>o</i>	whereat
<i>o</i>	wheresoever	<i>o</i>	whereas	<i>o</i>	whereby
<i>o</i>	whereabouts	<i>o</i>	whenever	<i>o</i>	whensoever
<i>o</i>	whereof	<i>o</i>	wherein	<i>o</i>	whereupon
<i>o</i>	wherefore	<i>3</i>	whosoever	<i>o</i>	withdraw
<i>7</i>	whoever	<i>o</i>	withold	<i>o</i>	witheld
<i>o</i>	withdrew	<i>7</i>	whatsoever	<i>o</i>	without

## CONTRACTED PHRASES

 as soon as possible	 as far as possible
 as long as possible	 as well as possible
 as near as possible	 as a matter of fact
 acknowledge receipt of	 by mail
 by return mail	 beg to state
 beg to advise	 bill of sale
 bill of lading	 day or two
 better than	 early reply
 early mail	 early convenience
 earliest convenience	 early order
 early date	 at an early date
 early day	 at an early day
 early attention	 earliest attention
 earliest possible date	 earliest possible time
 enclosed please find	 First National Bank
 glad to see	 glad to say
 hope to have	 hand in hand
 it is possible	 in the near future
 in consequence	 in regard to
 in receipt of	 in relation to
 in reply to	 in respect to



 in response to	 is said to have
 is said to be	 Justice of the Peace
 Ladies and Gentlemen	 longer than
 in a day or two	 more and more
 more or less	 on account of
 on the other hand	 ought to be
 party of the first part	 prompt attention
 party of the second part	 sooner than
 state whether or not	 what to do
 try to have	 time to time
 time after time	 week to week
 week after week	 tomorrow morning
 to be sure	 under (a) separate cover
 where do you reside	 your esteemed favor
 your esteemed letter	 your valued favor
 your misunderstanding	 yesterday morning

Dear Sir:

Answering your letter of the 26th, our advertising rates in Business will be found on the enclosed rate card. These rates are subject to ten per cent discount on all yearly contracts if twelve insertions of any sized copy is used.

We are today mailing you under separate cover a copy of our last issue. We believe Business should prove

to be of great value to you in advertising your school, as our magazine is read by men and women who are ambitious to better their business conditions. We know that in advertising our own school, the International Accountants' Society, which is a subsidiary company to ours, Business has been more profitable than any other magazine which we have ever used.

We have our own art and copy department, which is conducted for the use of our clients, and would be very glad to prepare copy suggestions for you if you will send us your literature. The service is given free of charge and places you under no obligation whatever.

Trusting that we may receive your order for our next issue, we are

Very truly yours,

*[Handwritten signature in Churchill Simplis shorthand]*

## LESSON X.

96. In order to retain the distinctive forms of certain contractions, it is sometimes necessary to join S contrary to the rule.













*s* remains      *l* letters      *t* testimonies

97. It is sometimes desirable to be able to mark diacritically, and the student will do well to become familiar with the following table:

- i* I, as in BIT
- e* E, as in BET, and may be used in FERN, BURN, and BIRD
- a* A, as in EAT
- o* A, as in AT or ASK
- o* A, as in LATE or PAIR
- o* A, or O, as in LARD, NOT, ALL, and CORD
- o* O, as in OLD
- u* U, or O, as in UP, LOVE, and HURRY
- u* U, or OO, as in WOOL, FOOD, FULL, RULE
- i* I, as in ICE
- oi* OI, as in OIL
- ow* OW, or OU, as in OWL
- ew* EW, or EU, as in FEW

## EXERCISE TO BE MARKED DIACRITICALLY

<i>s</i> same	<i>l</i> lame	<i>f</i> fair
<i>b</i> band	<i>r</i> ran	<i>m</i> man
<i>f</i> fix	<i>f</i> fit	<i>t</i> trim
<i>s</i> set	<i>s</i> sense	<i>m</i> met
<i>t</i> those	<i>o</i> though	<i>o</i> Oh

o	Ah	o	yea	e	ye
	law		hall		obvious
	rut		thus		does
	wool		spool		pull
	spoil		poison		sign













98. After the student has become thoroughly familiar with the principles contained in the preceding lessons, he will find that many vowels may be omitted in the middle of outlines without impairing their legibility. In determining the proper vocalization of words, the writer should confine himself as nearly as possible to the following suggestions:










Initial and final vowels are almost always written.

One medial vowel is all that any word needs for legibility. If the word contains several medial vowels, and there seems to be no choice as far as ease of writing is concerned, write the accented vowel; as, in PACK-AGE, write it P-A-K-J, leaving AGE unvocalized.



























If a word has three or more consonants, it is not necessary to use any vowels. However, it is never wise to omit a vowel if its insertion would produce a more flowing outline.

An omitted vowel may be indicated, if the writer so desires, by placing its diacritical mark below its position in the word.









	carpenter		six		sixth
	charge		secondary		sacrifice
	demolish		respect		demurrage
	secret		section		guidance

 residence   
  skill   
  precedence  
 stupid   
  cabbage   
  condition  
 passage   
  petition   
  condemnation








SHORTHAND INITIALS

A  B  C  D  E  F  G  H  I   
 J  K  L  M  N  O  P  Q  R   
 S  T  U  V  W  X  Y  Z 













POINTS OF THE COMPASS

 north   
  east   
  south   
  west  
 north-east   
  south-east   
  south-west   
  north-west

DAYS OF THE WEEK

 Sunday   
  Monday   
  Tuesday   
  Wednesday  
 Thursday   
  Friday   
  Saturday

MONTHS OF THE YEAR

 January   
  February   
  March   
  April  
 May   
  June   
  July   
  August  
 September   
  October   
  November   
  December

## STATES AND TERRITORIES

 Alabama	 Alaska	 Arizona
 Arkansas	 California	 Colorado
 Connecticut	 Delaware	 District of Columbia
 Florida	 Georgia	 Hawaii
 Idaho	 Illinois	 Indiana
 Iowa	 Kansas	 Kentucky
 Louisiana	 Maine	 Maryland
 Massachu- setts	 Michigan	 Minnesota
 Mississippi	 Missouri	 Montana
 Nebraska	 Nevada	 New Hamp- shire
 New Jersey	 New Mexico	 New York
 North Car- olina	 North Dakota	 Ohio
 Oklahoma	 Oregon	 Pennsylvania
 Phillipine Islands	 Porto Rico	 Rhode Island
 South Dakota	 South Carolina	 Tennessee
 Texas	 Utah	 Vermont
 Virginia	 Washington	 West Virginia
 Wisconsin	 Wyoming	

LARGE CITIES GIVEN IN ORDER OF POPULATION

The following outlines are only suggestive of how any proper names may be written. If the name is to be written a great deal, it is only necessary to write enough so that the word can be read. If, however, the name is uncommon and reference cannot be had as to its spelling, pronunciation, etc., it is well to make the outline very complete.

~ New York	9	Washington	7	Worcester
6 Chicago	7	Kansas City	8	Syracuse
2 Philadelphia	1	Los Angeles	3	New Haven
4 Brooklyn	7	Minneapolis	5	Birmingham
1 St. Louis	6	Manila	2	Memphis
3 Boston	4	Jersey City	4	Scranton
7 Cleveland	9	Providence	6	Paterson
8 Baltimore	8	Indianapolis	0	Omaha
5 Pittsburgh	1	Louisville	—	Dayton
1 Detroit	1	Rochester	4	Grand Rapids
2 Buffalo	7	St. Paul	3	Nashville
3 San Francisco	2	Denver	1	Lowell
4 Milwaukee	1	Portland	5	Spokane
2 Cincinnati	1	Columbus	7	Cambridge
1 Newark	1	Toledo	4	Bridgeport
1 New Orleans	1	Atlanta	1	Salt Lake City
2 Seattle	1	Oakland	0	Des Moines

## PART II.

## SUPPLEMENTARY PRACTICE MATTER

THE NEW WERNER CO.,  
Utica, N. Y.

*Gentlemen:*

We have instructions to continue your classified advertisement in our publication, and as all classified advertising must be paid for in advance, we inclose invoice to cover cost of the advertisement in our December issue, last forms for which close November 1st. Upon receipt of remittance the advertisement will be entered for publication.

Thanking you in advance for an early remittance, we are  
Yours very truly,

CHARLES E. HAINER,  
Grafton, N. Dak.

*Dear Sir:*

We have your favor of the 11th and note what you say in regard to making settlement of our bills amounting to \$146.75. From the fact that these are now past due this is not at all satisfactory and we must ask that you let us have check by Friday or arrange to honor draft which we will make on that date.

Yours very truly,

MESSRS. HAKE & KENDALL,  
Santa Rosa, Cal.

*Gentlemen:*

We call your attention to the inclosed statement of account. You will notice that the account is due, and that it ought to be paid soon. Will you kindly give the matter your attention?

November ends our fiscal year and we are naturally anxious to close up as many of these matters as possible before the end of the month. May we not have your prompt and favorable response by early mail? We shall greatly appreciate the favor, we can assure you.

With best wishes, we are

Yours truly,

MR. JACOB WARREN,  
Dover, Del.

*Dear Sir:*

We wish to call your attention to our invoices of Sept. 2d, 18th and 23d and the terms of which provide for payment thirty days from date of shipment. We will ask you to kindly let us have check covering these items by Wednesday of next week, and not hearing from you on that date will assume it is agreeable that we make draft through the Dover National City Bank for the amount of these invoices.

We very much prefer, however, that you remit direct and relieve us of the necessity of doing so.

Yours very truly,



- r d y ne n, l j us us  
 o y 2 2 r e y 2 7 l 1 2 a  
 j y u 2 r e 2 l 1 1 u  
 j 2 1 6 r e - 2 1 - 1 ( 1 2 ) . o o 2 6 7

~ b . o 6 4 r - 1 - 2 1 1 - 5 3  
 u n . a r u l o m 1 4 6 <sup>75</sup> l 2 . x  
 s e + e e e z e s 7 l 6 6  
 - o - o 6 8 4 ~ o - 1 2 1 1

r e u e a s y 1 h e n 2 ~  
 u u e 1 r e u e u i n g l 4  
 - o e a 2 1 7 4 - 2 o 2 0 0 1  
 u l r e u e a l s o 1 2 4 - 2 1  
 6 2 7 u 6 - 2 2 2 1 7 3 2 2 9 0

~ b y 2 y - o 1 - 2 9 2 2 2 ~  
 7 u l 2 1 8 - 2 3 - - o 4 9 1 6 3 0 -  
 l - u n 1 2 u - 2 7 l y x 9 6 a  
 2 - o 2 o - 1 2 7 4 2 1 2 7  
 l o u e 2 1 2 9 9 x e l s o 2 9 9 6

70 CHURCHILL SIMPLIS SHORTHAND

THE EXPERT TRAINING SCHOOL,  
Flint, Mich.

*Gentlemen:*

We have received from our Detroit Branch school agreement covering the sale of twenty-five typewriters. We thank you heartily for the order and trust that when you need more equipment in the way of typewriters, you will not forget us with further orders.

We desire at this time to call your attention to the fact that we are maintaining at our various Branch Offices an employment department to which we shall be pleased to have you refer any of your graduates who may desire assistance in securing positions.

Thanking you for past favors, we are

Yours truly,

MR. L. C. SCOTT,  
Huron, S. Dak.

*Dear Sir:*

We last wrote you under date of March 14th, and would like to know whether the situation is such that you will give us the order for your book, and about when you feel that you might be in a position to do so. Our inquiry is occasioned by the fact that we would like to get the summer work lined up as early as possible, and can well provide for the doing of it properly, with best service and convenience to you. We inclose a stamped envelope for your convenience in replying, and trust that we may hear from you shortly.

Yours very truly,

PEOPLES COAL CO.,  
Dixon, Ill.

*Gentlemen:*

In answer to the indorsement made on the proof of your advertisement to appear in the forthcoming edition of the Dixon Exchange Telephone Book, would say that our authority for continuing the ad is based on your signed order, of which the inclosed is a copy.

After the advertisement is run in the forthcoming edition, and the \$15.00 which will be due on the publication of the book is paid, the order will expire.

Unless we hear from you to the contrary, the advertisement will be continued in the forthcoming edition, the same as it appears in the current edition.

Thanking you for your patronage, we are

Yours very truly,



## 72 CHURCHILL SIMPLIS SHORTHAND

COMPETENT, 33,  
Care of Press.

In answer to your advertisement for a competent stenographer, as published in the Press of November 28th, please consider me an applicant for the posititon.

I am eighteen years old, have been graduated from high school, and from the Commercial Training School of this city. Outside of two weeks that I worked in the office of the last named school I have had no business experience. Besides being rapid and accurate in shorthand and typewriting, I have taken a short course in book-keeping. I have made a special study of writing sales letters, dunning letters, etc., and have learned to fill in form letters. I have also studied follow-up systems, filing, and indexing.

You may ask Mr. Joseph Harrington, 324 Wealthy Street, Cashier of the First National Bank, about my character and reliability. I should also be glad to refer you to Mr. Henry L. King, Principal of the Commercial Training School.

I shall be pleased to call upon you at any time that would be most convenient to you for an interview.

Very truly yours,

THE INDIAN MEDICINE CO.,  
Marshalltown, Iowa.

*Gentlemen:*

By today's mail we are sending you a copy of the February number of Popular Mechanics, in which appear the advertisements of a number of our clients; we believe there are eight, all told. They represent varied interests, but in each case the advertiser is doing well.

Among the number represented is one advertisement which has appeared in seventy-five different publications, and has paid in seventy-four of them. We have never before heard of a record that would equal it, and we do not know that we could duplicate it. This is the advertisement of the Haywood Tire and Equipment Company, of Indianapolis, page 160 of the advertising section.

Mr. Haywood says that the January advertisement has pulled wonderfully well, and instructs us to place the same copy in the March issue. That will be three consecutive insertions for it—January, February, and March.

On page 170 appears the advertisement of the McCreery Manufacturing Company. For fifteen years their business was placed through another agency. You are at perfect liberty to write them and ask what they think of the Miller Advertising Company service.

Don't you think it worth while talking over your proposition with us?

Yours very truly,



## TESTIMONY

- Q. Do you know the plaintiff in this case?  
A. Yes, sir; I do.
- Q. Did you know her at the time of the accident?  
A. I did.
- Q. Have you seen her since that time?  
A. I have.
- Q. How many times?  
A. I can't say exactly.
- Q. Well, about how many times?  
A. Possibly ten or a dozen times.
- Q. Do you know how many people were there at the time this plaintiff was hurt?  
A. I cannot remember exactly.
- Q. You must have some idea as to the number.  
A. We will say five or six.
- Q. Will you state the names of those you know?  
A. I cannot recollect their names.
- Q. How did you happen to be at the car?  
A. I was going to take a car for home.
- Q. Where do you reside?  
A. At 154 East Street.
- Q. Did you live at 154 East Street at the time of the accident?  
A. I did.
- Q. Do you recollect the time of day you took this car?  
A. It might have been five p. m.
- Q. What was the name of the car?  
A. It was a Taylor car.
- Q. Did the car come to a full stop?  
A. Not at the time the girl was hurt.
- Q. How far did the car go after the accident?  
A. It may have been ten or a dozen feet.
- Q. What is the name of the conductor of the car?  
A. I think his name is Carter.
- Q. Have you ever heard his name mentioned in connection with this accident?  
Objected to as incompetent, irrelevant and immaterial. Objection sustained.
- Q. Do you know if Mr. Carter called upon her after the accident?  
A. I do not know for sure that he did.

w - l e l	a o
o e	o
h e e	9
o e	o e 2
/ l o e	6 5 o
w o o b o v o e i a	o e 2
y h o o h n	o b 5 b
/ e h e	o e o
o e l e	o o u e . i
o e	o 154 e
o 154 e o	o
w h o n e	o 5 h
e e	o . o <sup>2</sup>
w . . . h y	- o e i a
o e o e	o 5 e
w a n	o e e
h e e e e e e e	
l	
l	
w h e e e e e	
o e ) h e o o	301

## GENTLEMEN OF THE JURY:

As this is the first case that you are to try during the six weeks which you are to sit here, perhaps it will be appropriate for me to say something of our respective duties. It is my duty, as presiding judge, to preside during the trial and to direct what evidence shall be submitted to you, and to direct the general course of the proceedings, and, finally, to state the law applicable to each case, without expressing any opinion about the facts. It is your duty, on the other hand, to decide all controverted questions of fact, taking your law from the court. You are bound to assume that I am giving you correct law, whether I am or not, and it will be correct law until the Supreme Court, who have a chance to review me, say that it is not correct law. You ought to assume, when I state the law to you, that it is a correct statement of the law, and apply the facts to the law.

You are selected as jurors, and in my opinion you can perform no better service for the state. You are practically judges of fact, and have very important matters to determine. You can not generally be reviewed; it is only in unusual and extreme cases that your verdicts can be interfered with; and therefore your natural feeling, of course, would be not only that you ought to decide all cases justly, but that you must so decide them, having taken an oath to decide all questions of fact in accordance with the evidence and under the law given to you by the court. If it were not for jurors to help the Court, I do not know how we should get on.

This system which we now have has been in existence for a great many years; we inherited it, so to speak, from our mother country; and I presume it will be in vogue long after you and I have passed over to the other side. It is the best system we have; it is not claimed it is perfect, but it is claimed that it is the best system we know of. The law contemplates, and the statute provides, that





jurors shall be men of good moral character and sound judgment; and with such jurors we expect substantial justice. In the term of court upon which you are just entering you will have many important cases to decide, and this case is an important case, important both to this defendant and to this plaintiff.

The plaintiff, gentlemen, is always the person who brings the suit. In this case, it is Mr. Smith. The defendant is the person or corporation defending the suit. In this case it is this railroad corporation. I think sometimes lawyers and judges use the words "plaintiff" and "defendant" so readily that they forget that jurors do not always understand those terms at the beginning of the term. I sat once for nearly a whole term of court, and then one jurymen came and asked me, "Who is the plaintiff and who is the defendant?" so I think it is always well to start by stating carefully that the plaintiff is the person or company which brings the suit, and the defendant is the person or company which is defending.

The law puts upon one party or the other what is called the burden of proof. In a criminal case this burden of proof must be sustained beyond a reasonable doubt.

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## THOUGHTS ON BUSINESS

BY W. P. WARREN

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### A MOTIVE FOR ACTION

To allow ourselves to be cheated out of an opportunity is not only unfair to ourselves, but it is unfair to others, for it also cheats them out of the good we might be able to do them if we had taken advantage of the opportunity. Let us hope that there are few men selfish enough to think that a man owes nothing to his fellowmen. It is a commonly accepted thought that a man has certain moral



obligations to others, and that he who wilfully neglects them, forfeits his right to the respect of his fellows.

The endeavor to attain proficiency in any wholesome line of work, to surpass the standards of merit that have been attained by others, and to improve continually on our own past achievements, is the spirit of the honorable life. It is not for ourselves alone that we strive to attain a high standard, but because we should do our share toward the general progress of the world. To see it thus gives new energy to our endeavors and makes success more sure. A man's interest cannot be entirely separated from that of his fellows. The highest success cannot be attained without something of altruism in our motives, for that lifts our thoughts to a higher capacity than selfishness can possibly do. In order to do your best for yourself you are forced to be an altruist.

### THE MORAL FOUNDATION

Every ambitious worker keenly desires to find what is commonly called "the secret of success." Many writers have endeavored to assist in finding it, and much good has been accomplished by their efforts. Each man, according to his experiences and purposes, sees the question from a different viewpoint. But, however varied may be the views and the manner of expressing them, all men are practically agreed on the indispensable value of moral qualities. The very strength of the mind lies in pureness of heart. Judgment is a perception of the true relation of things, energy is born of purpose, accuracy is the love of perfection, and sincerity—the corner stone of every worthy structure—is quarried only from the depths of the truly honest heart.

Any so-called "secret of success" which ignores the moral foundation is either superficial or unsafe. Cleverness, without morality, deceives most the persons who practice it. To have the letter



without the spirit makes machines of men; and to have any spirit less than the best is to miss something in the measure of success. Crafty policies are not wisdom, but are ignorant substitutes for sound morals. Nothing can ever take the place of those great fundamentals—honesty, sincerity, and a pure mind. The real secret of success must ever be, "Think right, do right."

### THE GREATEST BUSINESS MAXIM

The business life affords perhaps the best opportunity to test the practical value of the Golden Rule. It is significant that business men are coming more and more to see and advocate this rule—not merely as a result of moral teachings received outside of business circles, but as a conclusion which business experience itself has forced upon them. In business affairs the practice of the Golden Rule stands for all that is honorable, and progressive, and just. The business houses which attain a measure of prestige and wholesome reputation are those in which this spirit obtains, in some degree at least. And perhaps no wrong trait in the personality of a business man will more quickly receive the censure and discredit of other business men than does the absence of fairness—which is but another way of saying the absence of the spirit of the Golden Rule.

### HEADED FOR THE TOP

Resourcefulness is the star accomplishment. It is the master-key that fits all the locks of business requirements.

I recently heard a good story about an office boy—"may his tribe increase". He took the "message to Garcia", and he got it there on time.

The boy was given a letter to be delivered to a man at his home that evening, and was told it was very important that the man should have the letter before eight o'clock. When he got there, "Garcia" had gone out, his family did not know where. The boy asked where

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he might possibly be and they couldn't even guess. Then he asked for the names of two or three of the man's most intimate friends. When these were given he made haste to the nearest telephone and explained the situation to one or two of the friends and got them to guess where he was. Then he telephoned to one of the guesses and found that "Garcia" had just been there but had gone out with the man of the house, and his family didn't know where. But they made a good guess, which proved true. The boy got "Garcia" on the telephone at a club house two miles away and explained that it was now five minutes to eight, and asked permission to tear open the letter and read it to him. This the man agreed to, and received the information just in time to enable him to be present at an important meeting.

#### PLEASE

If you would like to do something to lessen the friction of business intercourse, cultivate the general use of the word "Please." Use it when you give an order, when you ask a favor, or when you make a request. Use it when you speak on the telephone. Use it especially when you are speaking to those who are working under your authority. To say "Please" is one of the first lessons of childhood—and one of the necessary lessons of the well rounded business life.

What a magic word is "Please," and to what shall it be compared? It is like the oil on the wheel, for it softens the friction of every transaction. It is like the dot on the "i"—for though a very small thing, it is instantly missed when it is gone. It is like the name on the cover of the book, for it is an index of what is within.

#### MOTIVES

The man who is most to be wanted for positions of trust is the one who does not work for mere selfish gain, but for the love of the task. If he does his work for love of it, and not out of consideration alone for the results, he will serve his own interests best, for he will



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do his work well and thereby make himself indispensable to his employer; and when the time comes to choose a man for a higher position the choice will likely fall upon him who has done his work well.

I have sometimes found it difficult to find the right man for the Government service. There are plenty of men to fill every job, but few who want the job for its own sake. This applies equally in business. There are too many who seek work for the salary alone. As a result, sometimes if they are well paid, they will commit acts for which they would not otherwise be responsible.

The new order that is coming to the fore in the business world does not seek this kind of man. It is looking for the man who will work for the satisfaction of work well done—for the joy of achievement. For him there are large opportunities.—*Taft*.

#### CIVIL SERVICE DICTATION

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight-producing area. Under the all-rail system of carrying freight the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad

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transportation recently estimated that the next ten years would require seventy-five thousand miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.—*From The Congressional Record.*

From the time when man produced more than he consumed and desired other than what he produced, carriers became important. Settlements were made in the New World on the seashore and on the banks of rivers where transportation by water was possible, but each man at first was his own carrier, and he exchanged his for his neighbor's products. With thrift and enterprise a surplus greater than the needs of immediate neighborhood exchanges was created, and the common carrier became a necessity. At first the Government, recognizing the need, entered into the business of carrying products for the benefit of the people; highways were built, boat lines established, and canals dug. These were operated either without charge to the people or by imposing a charge upon the user of the means of transportation. In the early forties the railroad was born, and regions remote from navigable waters were opened up to settlement. Some wild dreamer of the Revolutionary times may have had a vision of the twentieth century commerce, but such vision was never expressed, and certainly it never entered into the mind of the statesmen of early days what wonderful things were to come to pass. Then wants were simple and desire was modest. The luxuries of yesterday have become necessities of today. Inventive genius has revolutionized past ideals and ancient methods; ignorance, superstition, and religious fanaticism and bigotry, which once blocked the way of progress and blinded the eyes of genius, have been ruthlessly crushed to death.—*Charles E. Townsend.*






































































































































































































































DICTIONARY







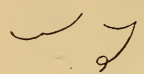



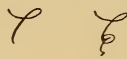


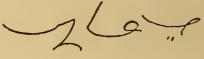

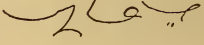


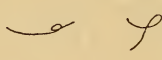
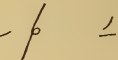






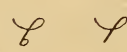



























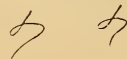

Those words which have outlines in the preceding lessons have not been repeated in the dictionary.



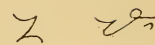



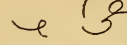






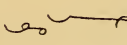
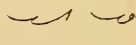


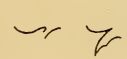



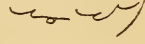


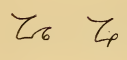




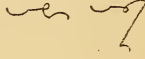


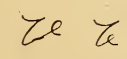



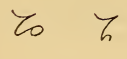













A		adjourn	9	9	
abandon		adjust	9	9	9
abdominal	e	admissible	9	9	9
abide	e				
abhor		admonish			
abject	e	adopt			
abomination	e	adulteration	m	m	m
abrogated		ad valorem	9	9	9
absorb	e	adventure	9	9	9
abundant	e	adverse	9	9	9
abstract		affairs	9	9	9
absurd	e	affectionate	9	9	9
abuse	e	affiliation	9	9	9
academic		affirm	9	9	9
accession	e	affirmative	9	9	9
accessory	e	affinity	9	9	9
accident		affixes			
accomplice	e	afford	9	9	9
accountancy	e	aforesaid	9	9	9
accrue		agent	9	9	9
accumulated	e	agency	9	9	9
accurate	e	aggregate	9	9	9
accusation		aggravate	9	9	9
accustom	e	agitation	9	9	9
ache	e	alcohol	9	9	9
acquaint		alderman			
acquire	e	alertness			
acquisition	e	alias			
acquittal		alibi			
across	e	alimony			
act	e	allegation			
action		alleges			
active	e	alligator			
actual	e	allopath			
additional		allotments			
address	e	allowance			
adjoin	e	alphabetical			


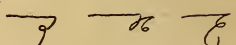

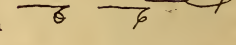

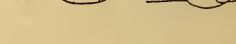

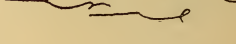

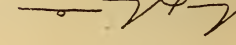

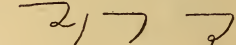

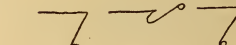


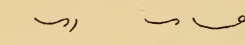



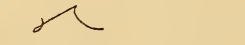
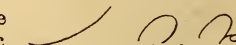

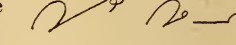


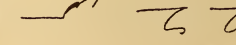
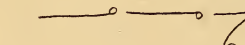

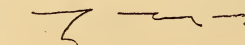
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altitude		appendicitis	
altruist		appliance	
aluminum		applicant	
amalgamation		application	
amateurish		apply	
ambassador		apportion	
ambiguous		appreciate-tion	
ambition		apprehend	
amendment		approach	
amid		appropriate	
among		approximate	
amongst		appurtenances	
ample		arbitrary	
amputate		architect	
amusement		arm	
anatomy		around	
ancient		aroused	
ancestor		arrears	
angel		arrests	
anguish		arrive	
animal		arson	
anniversary		article	
annex		artificial	
annihilate		artistic	
annoy		asbestos	
annual		ascertain	
antagonist		ascribe	
antecedent		ashamed	
anthracite		aside	
anticipate		aspire	
antique		assault	
antiseptic		assembly	
anxious		assented	
apparent		assessed	
apart		assimilated	
apologize		associate	
apparatus		association	
apparel		assort	
apparent		assumed	
appeal		astonish	
appearance		asylum	

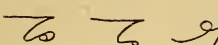




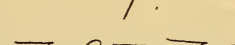
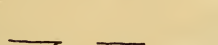


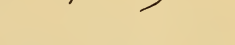


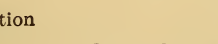



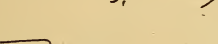





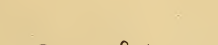







atmosphere				beside			
atonement				best			
attach				between			
attainder				beveled			
attainment				bicycle			
attest				bigamy			
attestation				biography			
attitude				bituminous			
attraction				birth			
attractive				blank			
auspicious				block			
auspices				bold			
auditor				bookkeeper			
author				booklet			
authority				bond			
automatic				borrow			
auxiliary				both			
aviate				bother			
available				bottom			
aver				bound			
average				bountiful			
averse				box			
awful				branch			
B				brethren			
back				brilliant			
bachelor				broaden			
bag				brother			
banquet				brotherhood			
baptize				brutality			
bargain				build			
barge				bulletin			
barter				bundles			
basket				burglar			
beginner				bushel			
behave				busy			
behind				C			
behold				cabinet			
belong				cable			
benefit				calculate			
beneficial				calculation			
beneficiary				calendar			
benevolent				campaign			

canal		channel	
cancel		charity	
candidate		charge	
candid		charter	
candor		chattel	
canvass		chauffeur	
capias		cheerful	
capital		chemical	
capitalization		chiefly	
captive		chloroform	
carburetor		chocolate	
card		Christian-ity	
careless		chronicle	
career		church	
careful		circuit	
carload		circuit court	
carpenter		circular	
carriage		circumference	
cartoon		circumscribe	
cashier		circumstance	
casually		circumstantial	
cast		cistern	
catch		citizen	
caucuses		city	
cause		civilized	
caution		classification	
celebration		clamor	
celestial		clause	
celerity		clean	
cemetery		clear	
censure		climate	
cent		close	
center		clothe	
central		clumsy	
century		code	
certain		coarse	
certificate		cold	
certify		cord	
cessation		colleague	
chairman		college	
chamber		co-habit	
champion		colonel	

colluded		confiscate	
color		conform	
column		congratulate	
combustible		congregation	
comfort		congress	
comfortable		congenial	
command		conjecture	
commend		connect	
commensurate		connivance	
comments		conscientious	
commerce		consecutive	
commercial		consequent-ce-ly	
commisson		considerate	
committee		consideration	
commodities		consignee	
commonwealth		conspire	
community		constable	
companion		constant	
compare		constituent	
comparison		constitute	
compel		constructive	
compensated		consult	
competency		consume	
competition		contemplate	
completed		contempt	
completion		contentment	
compliance		contingent	
compliment		continual	
complaint		contract	
comprehend		contrary	
compress		contraction	
compromise		contribute	
compute		contradiction	
conceive		controvert	
conclude		convenient-i-ence	
concur		conversation	
concrete		conviction	
condense		co-operate	
condition		co-owner	
confidential		co-partner	
confirm		corporation	
confirmation		corroborate	

corrugated		deceive	
cotton		decency	
counsel		deceptive	
count		decide	
countenance		decision	
counter		declamation	
couple		declare	
courage		decline	
court		decorate	
courteous		decorum	
covenanted		decrease	
cover		deduct	
coward		deed	
credential		defalcation	
critic		default	
cross-examination		defective	
cross-examine		defer	
cross-question		deficient	
cruelty		degenerate	
cry		degree	
crystal		deject	
culminating		delay	
cultivate		delegation	
culture		deliberate	
curiosity		delicate	
curious		delicious	
currency		delight	
current		delinquent	
custody		delirium	
cut		deliver	
cylinder		deliverance	
		democratic	
		demonstrate	
D		demoralize	
dangerous		demurrer	
dark		denominate	
dares		denunciate	
daughter		departure	
deadly		deplore	
debate		deposit	
debenture		depravity	
decident		depreciate	
deceit			

deprive		disarrange	
deputy		disaster	
derange		disbelief	
derive		discernment	
derogatory		discharge	
description		discipline	
deserve		disclaim	
designation		discomfort	
desirous		discontinue	
desperate		discourage	
despondent		discover	
destroy		discriminate	
destination		discuss	
destruction		disease	
desultory		disfranchise	
detect		disgraceful	
detective		disguise	
deteriorate		dishonest	
determine-ation		disinterest	
detract		dismissal	
detriment		disobedient	
deviate		disorder	
devising		disorganize	
devolve		disparage	
devote		dispute	
diagnosis		disqualify	
diagram		displeasure	
diameter		disproportionate	
dictation		dissatisfaction	
dictionary		dissimilar	
dimension		dissuade	
diminish		distances	
dinner		distinct	
diphtheria		distinguish	
direct		distract	
direction		distribute	
director		district	
disability		district court	
disadvantage		disturb	
disagree		diverse	
disappearance		dividend	
disappoint		divine	

doctrine		endanger	
does		endeavor	
domain		endless	
domestic		endorse	
done		endure	
doubter		energetic	
dozen		enforce	
draft		English	
drainage		enhance	
draw		enjoy	
drawn		enlarge	
drayage		enlighten	
dream		enlightenment	
drink		enormous	
drop		enroll	
dry		enterprise	
dullness		entertainment	
duly		entire	
duplicate		entitle	
duration		entrance	
dwell		entrust	
dynamo		envelope	
dyspepsia		environment	
E		epidemic	
economic		equilibrium	
egotistical		equalize	
either		equip	
elaborate		equity	
election		equivalent	
elector		eradicate	
electricity		erect	
element		errand	
elevator		escaped	
eliminate		esquire	
eloquence		essential	
embarrassment		establish	
embezzler		estate	
emergency		estimate	
emigrant		eternal	
eminent		European	
emphatic		even	
encounter		event	

evidence				expressive			
evolution				extemporaneous			
evolve				extension			
exact				exterior			
exaggerate				exterminate			
examine				extinct			
examination				extinction			
exasperation				extinguish			
example				extra			
excavate				extraordinary			
exceedingly				eyesight			
exception				F			
excess				facility			
excitement				fact			
exclaim				facsimile			
exclude				factory			
exclusion				faculty			
excursion				failure			
excuse				faithfully			
execute				falsely			
executor				falsehood			
executrix				fanatic			
exemplary				far			
exert				farmer			
exhaust				farther			
exhibit				fault			
existence				feasibility			
exorbitant				feasible			
exonerate				fee			
expect				feet			
expectation				fee-simple			
expedient				female			
expenditure				felt			
experienced				festival			
expert				fibre			
expiration				fictitious			
expire				fiddle			
explicit				fideliy			
explosive				fiduciary			
export				final			
exposition				finance			
express				financial			

finally		garage	
finish		garden	
fire		garnishee	
fixture		gasoline	
flag		generation	
flat		generous	
flexible		genial	
flourish		gentle	
flowery		gentleman	
fluctuation		genuine	
fluent		geography	
forbear		gigantic	
force		gloomy	
foreclosure		glory	
forehead		God	
formal		gossip	
formidable		grace	
formula		grain	
formulate		grand	
fortunate		granulated	
foul		grant	
foundation		grantor	
foundry		grasp	
fountain		gratify	
fragile		greetings	
frame		grit	
frank		grocery	
fraudulent		gross	
free		ground	
frequent		growth	
friend		guardian	
fugitive		guess	
function		guide	
fundamental		guilty	
furniture		gymnasium	
futurity			
futile		H	
		habeas corpus	
		habit	
		half	
G			
gain		halleluiah	
gallant		halve	
galvanized		hamper	



handicap			humility		
handsome	<i>h</i>	<i>z</i>	humor	<i>h</i>	<i>in</i>
hang		<i>o</i>	hurry	<i>h</i>	<i>in</i>
haphazard			husband	<i>h</i>	<i>in</i>
happen	<i>h</i>	<i>h</i>	hustle	<i>h</i>	<i>in</i>
happiest			hydraulic	<i>h</i>	<i>in</i>
harness			hygiene	<i>h</i>	<i>in</i>
harvest	<i>h</i>	<i>h</i>	hysterics	<i>h</i>	<i>in</i>
haste					
hazard			I		
headquarters	<i>h</i>	<i>h</i>	ice		
healthful			ideal	<i>h</i>	<i>in</i>
heaven	<i>h</i>	<i>h</i>	identical	<i>h</i>	<i>in</i>
heavy	<i>h</i>	<i>h</i>	identify	<i>h</i>	<i>in</i>
heir			idle	<i>h</i>	<i>in</i>
help			idler	<i>h</i>	<i>in</i>
hemorrhage	<i>h</i>	<i>h</i>	ignorant	<i>h</i>	<i>in</i>
henceforth			illegal	<i>h</i>	<i>in</i>
hero			illegitimate	<i>h</i>	<i>in</i>
hesitancy	<i>h</i>	<i>h</i>	illiterate	<i>h</i>	<i>in</i>
hide			illustrate	<i>h</i>	<i>in</i>
			imagine		
hieroglyphic			imagination		
high	<i>h</i>	<i>h</i>	imaginary	<i>h</i>	<i>in</i>
higher			immaterial	<i>h</i>	<i>in</i>
hinder	<i>h</i>	<i>h</i>	immediate	<i>h</i>	<i>in</i>
hindrance			immortal	<i>h</i>	<i>in</i>
historic			immoderate	<i>h</i>	<i>in</i>
holders			immodest	<i>h</i>	<i>in</i>
holiday	<i>h</i>	<i>h</i>	impatience	<i>h</i>	<i>in</i>
homeopathy			impeach	<i>h</i>	<i>in</i>
honest			imperative	<i>h</i>	<i>in</i>
hopeful	<i>h</i>	<i>h</i>	import	<i>h</i>	<i>in</i>
horizon			impose	<i>h</i>	<i>in</i>
horizontal			impossible	<i>h</i>	<i>in</i>
horrid	<i>h</i>	<i>h</i>	improve	<i>h</i>	<i>in</i>
horrors			imprudent	<i>h</i>	<i>in</i>
hosiery			inactive	<i>h</i>	<i>in</i>
hospital	<i>h</i>	<i>h</i>	inaccurate	<i>h</i>	<i>in</i>
horticulture			incalculable	<i>h</i>	<i>in</i>
household			inch		
human	<i>h</i>	<i>h</i>	incidental	<i>h</i>	<i>in</i>
humane			incline	<i>h</i>	<i>in</i>

include		infinite			
inclusive		influences			
incompetent		influenced			
incompatible		influential			
incomplete		inform			
inconceivable		informal			
inconsiderate		information			
inconsequence		infringe			
inconvenience		ingredient			
incorporate		inhabitant			
incorrect		inherit			
incorruptible		injurious			
increase		injunction			
incredible		injury			
incumbent		injustice			
incumbrance		inner			
incurred		innocent			
indebted		inoculate			
indeed		inordinate			
indefinitely		inquire			
indemnity		inquiry			
identical		insanity			
indicate		inscribe			
indictment		inscription			
indifferent		insecurity			
indignant		inseparable			
indispensable		inside			
individual		insignificant			
indorse-ment		insolvency			
inducement		income			
indulgent		inspire			
industry		inspiration			
inefficiency		installation			
inevitable		instance			
inexcusable		instantaneous			
inexhaustible		instead			
inexpensive		institution			
inexpedient		instruct			
inexperience		instruction			
inexperienced		instructive			
infant		instrument			
inference		insubordinate			

insubordination		island	<i>o e z l</i>	2
insufficient	<i>o z</i>	isolation	<i>o e z l</i>	2
insulators	<i>o z</i>	issue		
insurance		item	<i>o z</i>	
integrity	<i>z</i>	itself	<i>o z</i>	
intelligent	<i>z</i>	J		
intelligible		jail	<i>o z</i>	
intemperance	<i>z</i>	jealous	<i>o z</i>	
intend	<i>z</i>	Jehovah	<i>o z</i>	
intercept		jeopardy		
interchangeable	<i>z</i>	jewel	<i>o z</i>	
intercommunication	<i>z</i>	joint	<i>o z</i>	
interfere		jollification		
interior	<i>z</i>	journal	<i>o z</i>	
intermediate	<i>z</i>	judiciary	<i>o z</i>	
interrogate		judicial	<i>o z</i>	
intercession	<i>z</i>	junction	<i>o z</i>	
interview	<i>z</i>	junior	<i>o z</i>	
intestate		justify	<i>o z</i>	
into	<i>z</i>	justification	<i>o z</i>	
intolerable	<i>z</i>	K		
intoxicated		kerosene		
intricacies	<i>z</i>	kindergarten	<i>o z</i>	
intrinsic	<i>z</i>	kingdom	<i>o z</i>	
intuitive		L		
invariable	<i>z</i>	labor	<i>o z</i>	
invest	<i>z</i>	landlord	<i>o z</i>	
investigate		lanterns	<i>o z</i>	
invitation	<i>z</i>	largest	<i>o z</i>	
involuntary	<i>z</i>	law	<i>o z</i>	
involve		lawful	<i>o z</i>	
inward	<i>z</i>	lawyer	<i>o z</i>	
irrational	<i>z</i>	laziness	<i>o z</i>	
irregular		least	<i>o z</i>	
irreparably	<i>z</i>	legacy	<i>o z</i>	
irrecoverably	<i>z</i>	legal	<i>o z</i>	
irrelevant		legalize	<i>o z</i>	
irreligious	<i>z</i>	legibility	<i>o z</i>	
irresistible	<i>z</i>	legislative	<i>o z</i>	
irrespective		legitimate	<i>o z</i>	
irresponsible	<i>z</i>	lend	<i>o z</i>	
irrevocable	<i>z</i>	lenient	<i>o z</i>	
		liability	<i>o z</i>	

# 104 CHURCHILL SIMPLIS SHORTHAND

liberal		martial	
liberty		marvelous	
licentious		master	
lies		mathematics	
likewise		mature	
limousine		maturity	
line		maximum	
lineal		mechanical	
linoleum		meditate	
liquidate		medium	
list		melancholy	
literally		memoranda	
literature		mental	
litigation		mention	
livelihood		mercenary	
locate		merchant	
lock		mercy	
logical		merit	
London		meter	
longest		might	
longitude.		mile	
lord		million	
lower		mind	
loyalty		mine	
lucrative		minimum	
ludicrous		minor	
luxury		minority	
<b>M</b>		misapprehend	
machine		mischievous	
magnates		misconduct	
magnificent		misconstruction	
maintain		misdemeanor	
majesty		miserable	
malicious		misery	
malignant		misfortune	
manage		misinformed	
mandamus		misrepresent	
mandate		mistake	
manifest		mistaken	
manslaughter		misunderstood	
margin		mix	
mark		moderation	
market			

modern		notary	
modification		notation	
modify		note	
moment		noted	
momentous		notice	
monopoly		novel	
mortality		nuisance	
motion		nutrition	
mountain			
movement		oath	
municipal		obedient	
munificent		objection	
murder		obligation	
murmur		oblige	
mutual		observation	
myself		obsolete	
mystery		obstacle	
		obstinate	
N		obstruct	
namely		obtain	
narration		obvious	
nation			
national		occasion	
navigable		occupy	
navy		occur	
nearest		occurrence	
negative		o'clock	
negligent		offer	
negotiable		officer	
neighborhood		officiate	
neither		only	
neostyle		onward	
nerves		open	
neutral		operation	
nominal		opposite	
non-acceptance		opposition	
none		oppression	
non-essential		option	
nonpartisan		oratory	
non-performance		ordinance	
non-resident		organism	
nor		origin	
notarial		original	

ornamentation  
orthodox  
ostensibly

*o r n a m e n t a t i o n*

persevere  
persistent  
personal

*p e r s e v e r e*  
*p e r s i s t e n t*  
*p e r s o n a l*

overwhelm  
owner

*o v e r w h e l m*  
*o w n e r*

persuade  
persuasion  
pertain

*p e r s u a d e*  
*p e r s u a s i o n*  
*p e r t a i n*

P

pacific  
painful  
pamphlet

*p a c i f i c*  
*p a i n f u l*  
*p a m p h l e t*

phase  
phenomenal  
phonographer

*p h a s e*  
*p h e n o m e n a l*  
*p h o n o g r a p h e r*

Panama  
panel  
parcel

*P a n a m a*  
*p a n e l*  
*p a r c e l*

phonographic  
phonography  
phraseology

*p h o n o g r a p h i c*  
*p h o n o g r a p h y*  
*p h r a s e o l o g y*

parents  
participate  
partisan

*p a r e n t s*  
*p a r t i c i p a t e*  
*p a r t i s a n*

physical  
plead  
pledge

*p h y s i c a l*  
*p l e a d*  
*p l e d g e*

patent  
patronage  
patronize

*p a t e n t*  
*p a t r o n a g e*  
*p a t r o n i z e*

plentiful  
plenty  
plumber

*p l e n t i f u l*  
*p l e n t y*  
*p l u m b e r*

pattern  
pause  
payment

*p a t t e r n*  
*p a u s e*  
*p a y m e n t*

plus  
policy  
political

*p l u s*  
*p o l i c y*  
*p o l i t i c a l*

payroll  
peculiar  
pecuniary

*p a y r o l l*  
*p e c u l i a r*  
*p e c u n i a r y*

popular  
position  
positive

*p o p u l a r*  
*p o s i t i o n*  
*p o s i t i v e*

pencil  
pendency  
pending

*p e n c i l*  
*p e n d e n c y*  
*p e n d i n g*

postage  
postal  
postal-card

*p o s t a g e*  
*p o s t a l*  
*p o s t a l - c a r d*

penetrate  
penitentiary  
pension

*p e n e t r a t e*  
*p e n i t e n t i a r y*  
*p e n s i o n*

posterity  
post-office  
postpone

*p o s t e r i t y*  
*p o s t - o f f i c e*  
*p o s t p o n e*

percentage  
perception  
perhaps

*p e r c e n t a g e*  
*p e r c e p t i o n*  
*p e r h a p s*

pound  
poverty  
practicable

*p o u n d*  
*p o v e r t y*  
*p r a c t i c a b l e*

perishable  
perjury  
permanent

*p e r i s h a b l e*  
*p e r j u r y*  
*p e r m a n e n t*

preach  
precede  
precipitate

*p r e a c h*  
*p r e c e d e*  
*p r e c i p i t a t e*

permission  
perpendicular  
perpetrate

*p e r m i s s i o n*  
*p e r p e n d i c u l a r*  
*p e r p e t r a t e*

precise  
predict  
predominate

*p r e c i s e*  
*p r e d i c t*  
*p r e d o m i n a t e*

perpetuate  
perplexed  
persecution

*p e r p e t u a t e*  
*p e r p l e x e d*  
*p e r s e c u t i o n*

pre-eminent  
prefer  
prejudice

*p r e - e m i n e n t*  
*p r e f e r*  
*p r e j u d i c e*

preliminary  
 premise *l o l o l o n*  
 premium

prospective  
 prosper *l y l l l*  
 prosperity

preparatory  
 prepare *l e l l*  
 preponderance

protect  
 protest *l e l e l*  
 provide

prescribe  
 present *l e l l*  
 presentation

providential  
 proximo *l y l e l*  
 prudent

president  
 presume *l e l l l*  
 presumptuous

publication  
 punctual  
 punish-ed-ment *l h l*

pretend  
 previous  
 pride *l e l y l*

purport  
 pursue *l y l*

primarily  
 print  
 prior *l o l e l*

qualification  
 quantity  
 quarrel *l e l e l*

prison  
 private  
 proceed *l e l l*

quart  
 quarter  
 quotation *l e l e l*

process  
 procure  
 produce *l e l l l*

R  
 rally  
 random  
 ranks *l e l e l*

product  
 productive  
 profit *l e l y l*

rapid  
 rare  
 rather *l e l e l*

profitable  
 program  
 prohibit *l y l e l*

reach  
 reaction  
 real estate *l e l e l*

prominent  
 promissory  
 proper-ly *l e l e l*

reality  
 realization  
 realize *l l l e l*

proportion  
 proportionate  
 propose *l e l e l*

reason  
 reasonably  
 recall *l y l e l*

proposition  
 proprietor  
 pro rata *l e l e l*

recite  
 recollection  
 recommend *l e l e l*

proscribe  
 proscription  
 prosecution *l e l e l*

reconstruct  
 record  
 recourse *l e l e l*

recover  
reduction  
re-establish

*y r r y*

requisite  
resemble  
reside

*ee r b*

re-examine  
reflect  
reform-ed

*r r r*

resident  
resign  
resignation

*r r r*

reformation  
refrain  
refusal

*r r r*

resistance  
resolute  
resort

*r r r*

refuse  
regenerate  
registration

*r r r*

resourcefulness  
respondent  
responsible

*r r r*

rehearse  
Reiterate  
reimburse

*r r r*

rest  
restoration  
restore

*r r r*

reject  
relationship  
relative

*r r r*

restrain  
restriction  
result

*r r r*

release  
reliance  
relief-ve

*r r r*

resume  
retain  
retribution

*r r r*

religion  
religious  
relinquish

*r r r*

return  
revelation  
revenge

*r r r*

rely  
remarkable  
remedy

*r r r*

reverend,  
reverse  
revise

*r r r*

remembrance  
remove  
render

*r r r*

revolution  
revolve  
revolver

*r r r*

renewal  
re-organize  
repeat

*r r r*

rubber  
rush

*r r*

S

repetition  
replenish  
reprehensible

*r r r*

salary  
sale  
same

*r r r*

representation  
representative  
reproduce

*r r r*

sample  
sanction  
sane

*r r r*





























































































republican-ism  
repugnant  
reputation

*r r r*










































































sanguine  
sarcastic  
satisfaction




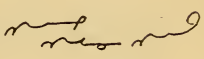



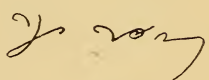

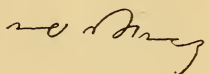


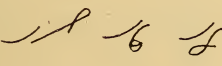










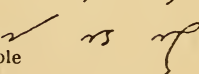
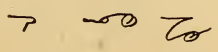


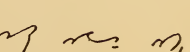
*r r r*



Savior				sharp			
say				sheet			
says				sheriff			
scarce				shingle			
sceptic				shop			
schedule				shorten			
scientific				shrink			
scripture				silence			
scrupulous				silver			
seal				simple-icity			
search				simultaneous			
season				since			
seclusion				sincere			
seclusive				singular-ly-ity			
secretary				sir			
section				sit			
security				site			
seem				situate-d			
seen				situation			
seldom				six			
selection				sixth			
self				size			
self-denial				sketch			
self-esteem				slander			
self-explanatory				slightly			
self-interest				slogan			
selfish-ly				smart			
self-sacrificed				soldiers			
selves				solicit			
senator				spare			
sense				specimen			
sensible				spectator			
sentence				speculative			
sentiment				speed			
serious				spell			
sermon				splendid			
servant				spontaneous			
serve				squander			
session				square			
sever				stage			
severally				stamp-ed			
share				station			

110 CHURCHILL SIMPLIS SHORTHAND

stenographer		superscribe	
stenographic		superstition	
stenography		supplement	
stick		supply	
stockholder		support	
stone		suppose	
storage		suppression	
store		supreme	
storehouse		surface	
story		surgeon	
straighten		surgical	
strange		surmise	
stranger		surrender	
strict		surround	
stride		survey	
strike		susceptible	
struggle		suspicious	
student		sustain	
stuff		shallow	
stumble		swing	
stupendous		sword	
subjection		sworn	
subjective		symmetry	
sublime		sympathetic	
subordinate-ly		sympathy	
subordination		syndicate	
subscribe		systematic	
subscription		T	
substantiate		tardy	
subway		technical	
successful		telegram	
successive		telegraph	
such		temperance	
sue		temporary	
sufficient-ly		tempt	
suggestion		tenable	
suggestive		tenant	
summary		tender	
summon		terminal	
superficial		terminate	
superfluous		test	
supernatural		testator	
		testify	

text		unavoidable	
thankful		uncertain	
thanksgiving		unchanged	
timidity		unconditional	
title		unconstitutional	
tolerable		uncontrolled	
tongue		uncover	
tonight		undersigned	
trace		understate	
trade		undervalue	
tragedy		underwriter	
traitor		undeveloped	
transaction		undignified	
transcribe		undiminished	
transcription		undiscovered	
transfer		undiscriminating	
transform		unessential	
transit		unexceptional	
translation		unexpected	
transpire		unfamiliar	
transport		unfavorable	
transportation		unfortunate	
traveler		unfriendly	
treachery		uniform	
treasure		uniformity	
treatment		unimportant	
tremendous		unimproved	
trial		uninhabited	
tribe		uninteresting	
trifle		uninterrupted	
trivial		union	
true-ly		universe	
trustee		university	
trust worthy		unless	
truth		unnecessary	
truthful-ly		unobjectionable	
tuition		unorganized	
turmoil		unpaid	
typewriter		unreasonable	
U			
ugly		unruffled	
unacquainted		unsecured	
unadulterated		unselfish	

unspeakable  
until  
untruth  
  
unwilling  
unyielding  
uphold

*u* *u* *u*  
*u* *u* *u*

vocabulary  
volume  
voucher  
  
vulgar

*v* *v* *v*  
*v* *v* *v*

upward  
urgent  
utilize

*u* *u* *u*

W  
wagon  
wait  
walk

*w* *w* *w*

utterly

*u*

war  
ward  
warehouse

*w* *w* *w*

V

vacation  
valid  
valuation

*v* *v* *v*

warn  
warrant  
waste

*w* *w* *w*

value  
variety  
various

*v* *v* *v*

water  
wealth  
white

*w* *w* *w*

vehement  
venerable  
versatile

*v* *v* *v*

whose  
wife  
win

*w* *w* *w*

versus  
vessel  
vestige

*v* *v* *v*

winter  
wisdom  
witness

*w* *w* *w*

via  
vice-president  
victim

*v* *v* *v*

worn  
writer

*w* *w*

view  
vigilant  
vindictive

*v* *v* *v*

Y  
yard  
ye  
young

*y* *y* *y*







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