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# Beers Shorthand

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# BEERS SHORTHAND

A SYSTEM OF LIGHT LINE PHONOGRAPHY  
ADAPTED TO EVERY PURPOSE FOR WHICH  
SHORTHAND CAN BE USED

By

JAMES W. BEERS



*New and Improved Edition*  
(Eleventh Issue)

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THE BEERS SHORTHAND COMPANY  
NEW YORK

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1919

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## FOREWORD—AN EXPLANATION

The system of shorthand presented in this book is the result of more than thirty-five years' investigation, study and practice by the author. It was first published in 1908. In less than five years from that time *nine editions*\* of the Text were published, and it was more widely taught, more extensively used, and more favorably known than any other system at the same age.†

Its future appeared very bright and enlarged plans were developing for its dissemination and for the creation of a very extensive shorthand literature. Then came a series of events that, to me, spelled calamity—the illness and death of my father, the failure of the bank in which my funds were placed, legal entanglements of no interest to the public, and the break-down of my health.

I had to cease operations—drop BEERS SHORT-HAND utterly. I had spent the best years of my life in developing the system. I knew what it *is*—that it DOES excel, and to have to lay it aside, perhaps forever, was a cruel blow.

But a kind Providence has decreed otherwise. After these years of battling against things over which I had no control, the skies have cleared, and I am again in working harness, full of vigor and determination, with no one now to endeavor to dictate to me how this product of my brain shall be handled. I am indeed thankful.

When I look back over those lost years and recall the letters received from loyal friends of the system—letters begging to know what was the matter—letters urgently calling for books—letters which I could not answer and orders which I could not fill—that's the bitterest part of all—my apparent neglect of those splendid men and women who were standing back of me with such an abiding faith in the system. But now all may be explained.

This may sound like a strange preface—it is an unusual preface. It seems to be the custom of authors to devote their prefatory pages to telling the public how brilliant are their (the authors') achievements. Temperaments differ—and so do shorthand systems.

BEERS SHORTHAND lies before you. As you scan its pages you will appreciate its simplicity; as you practice its outlines you will realize its wonderful facility; as you read the engraved sections you will be impressed with its transcendent legibility, and will give it that measure of praise which is not seemly for me to utter.

JAMES W. BEERS.

LEONIA, NEW JERSEY, April 10, 1918.

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\*Each of these editions was a complete, bound Text, not merely bound pamphlets that some publishers designate as "editions."

†As a matter of fact the system was being taught more extensively than some competing systems that had been on the market and actively advocated for more than thirty years, and backed by many times the capital.

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# INTRODUCTION

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## TO THE STUDENT

If you were starting in to learn any other system of shorthand your task would be difficult. You would find the unwieldy geometrical forms of any Pitmanic system, or the awkward combinations of other light line systems very hard things to master. You would find the obtuse angle, which abounds in all systems except this system, a continuous source of annoyance and illegibility. You would find that the light and heavy lines and from three to five positions of some systems lead to endless confusion.

You are about to learn a system having none of those defects; a system written forward and in one position the same as longhand, with the same manual movement as longhand. You will take great delight in writing its graceful, flowing outlines, and will resolve to practice them until you can write them as beautifully as the author did when he wrote the illustrations for this book. They were photographically reproduced. With practice *you can do it better than he*, for you are much younger and your nerves are under better control. *Aim to excel him!*

Shorthand is written phonetically; that is, only the sounds distinctly heard when a word is spoken are recorded in the outline. An "outline" is a sign, or combination of signs, that expresses a word.

To illustrate: to record, in shorthand, the word *deck*, we write only *d-e-k*, omitting the *c*, which is not

articulated in this word. For *gem* we write *j-e-m*, for, in this case, *g* takes the soft sound—the sound of *j*. For *gun*, or for *log*, we write the *g*-sign (pronounced *gay*)—the sign that represents the hard sound of *g*.

All silent letters are omitted, as the *e* in *mate*, one *t* in *bitter*, one *s* in *vessel*. We have no character for *c*. When it takes the soft sound, as in *city*, *s* is written, and when it takes the hard sound, as in *cotton*, *recover*, the sign for *k* is written.

We have no sign for *x*, as this letter is a combination of *k* and *s*. Note that *b-o-k-s* spells “box” as certainly as does *b-o-x*. *F* expresses *gh* in such words as *rough*; *through* is written *thru*; *ache* is *ak*.

Through all your study of shorthand keep constantly in mind that the two main factors of success are—

**Practicing each outline hundreds of times, and**

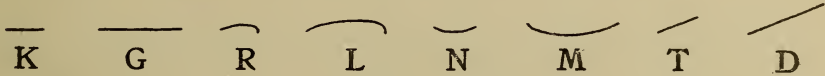
**Reading everything you write—read it often.**

The next page is inviting you. It will place you on the First Round of the Ladder to Success. Succeeding pages, leading to Higher Rounds, can be turned by YOU only. Success depends upon YOU.

# FIRST LESSON

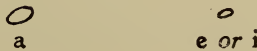
## THE ALPHABET

§ 1. The consonant signs are of three different lengths known as full-lengths, half-lengths, and ticks. Those given below are half-lengths and full-lengths, written forward; T and D slanting upward:

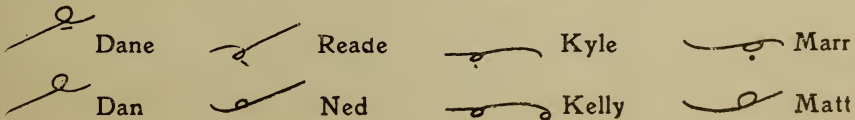


The sign for *G* is called *gay*—the hard sound heard in *get*, *tag*.

§ 2. The **Vowels A, E, and I** are expressed by circles—the *a*-group by a large circle; the *e-i*-group by a very small circle:



The long sounds of these vowels may be distinguished from the short sounds by little marks called "precision marks." It is not often necessary to employ them, but occasionally they are needed when writing peculiar proper names or unusual words, and for that reason you should become familiar with them:



NOTE—Make the circle VERY SMALL for *e* and *i*, and QUITE LARGE for *a*.

## § 3. HOW TO JOIN THE CIRCLES

1. When a circle begins or ends an outline it is written—(a) on straight signs with the forward motion, the direction in which the hands of a clock move; in other words, on the under side of the above straight signs. (b) Turn it on the inside of curves:

	me, my		ail, ale		ache
	day		lay		gay
	aid		aim		eddy

2. Between curves struck in opposite directions, which unite without an angle, turn the circle on the back of the first curve. Omit the vowel in *mail*, *rain* and *ran*:



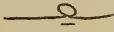


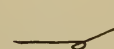



	limb		lean		mail
	kneel		merry		rain, ran

3. (a) Between straight signs which unite without an angle, turn the circle on the first stroke as if no other sign were to follow. (b) Between a curve and a straight sign which unite without an angle, turn the circle on the inside of the curve:













	keg		need		net
	tied		dally		mad
	cake		tile		tire



4. In any other combination, the circle is turned on the outside of the angle:

 leak	 enemy	 game
 lad	 din	 giddy
 rack	 gale	 rail

§ 4. **Word-Signs.**—About one-half of all English composition is made up of a few words used over and over. By providing brief forms for such words a high-speed factor is introduced. Such signs are termed “word-signs.” They must be practiced until you are *perfectly familiar* with them. The first list follows:

 are, h-our	 do, date	 it, to
 as, has	 go, good	 am, more
 come	 in, no, know	 today
 came	 I, is	 will, letter

Rem. When any sign is used to indicate more than one word, the words are such as can not be read, one for the other, and yet retain the sense of the sentence.

§ 5. **Tick Word-Signs.**—The following words, of very frequent occurrence, are indicated by minute dashes, called “ticks,” thus:

a, <sup>—</sup>an      and      he, <sup>′</sup>the

Rem. 1. The sign for *he* or *the* is usually made downward.

Rem. 2. Sometimes - may be written for *and*, in phrasing (see next page), and | may be written for *a-n*, in phrasing.






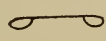





















### Additional Exercise

NOTE—All exercises should be practiced until every word in them can be written without a particle of hesitation.

	may		die		lack		key
	alley		lane		lag		leak
	ray		Nellie		rig		tiny
	ear		kick		wreck		deem
	knee		tidy		decay		Ella
	neigh		needy		dig		mate
	Anna*		mid		tick		amity
	tie		amid		tack		writ
	ready		men		allied		cat
	late		rill		iron		galley
	raid		tag		racket		guide
	ate		gain		rally		gate
	attic		eighty		rare		arid
	etiquette		team		kill		tame
	ticket		Lillie		keel		attack

\*Place an inverted caret under outlines for proper names.

§ 6. **Phrasing.**—Speed is increased by joining the outlines of two or more words. Never phrase outlines that do not join easily, nor when the words are not closely connected in sense. Do not phrase proper names, nor words seldom heard.

	it is		it is in		and I may
	is it		it is the		as good as
	as it		it is a-n		it may
	as it is		and a-n		in our
	I am		and the		in the
	I go		he is		has as
	I do		is he		as I
	I will		as he		as I may
	I know		may I		as I go







NOTE—When a tick-sign is joined to any sign other than a circle, an angle MUST appear where the signs unite. The sign for *to* is used only in phrase writing. See bottom of page 21.

Rem. The sign for *a-n* is usually joined at the BEGINNING of a phrase while *the* is usually joined at the END of a phrase, thereby avoiding a possibility of conflict if such distinction is not observed and the slant should vary.

---

§ 7. **Punctuation.**—Punctuation marks are practically the same as in ordinary writing. For sake

of distinction, the following marks are varied in form:

					
dash	hyphen	interrogation	exclamation	parentheses	paragraph

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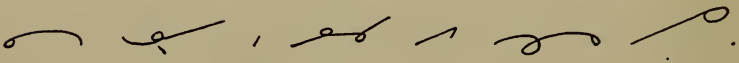
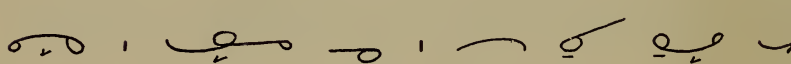


### Writing Exercise

NOTE—Words connected by a hyphen should be phrased.

1. We-may gain in-our attack and-it-may rally the team.
2. We lack a key to-the attic.
3. The wreck is-in-the lake and-may leak.
4. We-will attack the enemy at Lisle today.
5. Maggie came in-the leaky wreck.
6. We-may-go and guide Ned in-the lake.
7. It-is as-good-as we-may do.
8. The tame cat came in-the mail and ate the rat.
9. The needy men made a racket at the gate in the night.

---

### Reading Exercise









  
  
  


## SECOND LESSON

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### THE ALPHABET—Continued

§ 8. **Consonants.**—The following signs are half-lengths and full-lengths, written downward:

							
P	B	F	V	Ch	J	Ng	Nk




Rem. *Ch* is called *chay*, not *see-aitch*.

§ 9. Join the circle to the above signs in the same manner in which it is turned on the signs given in the preceding lesson. Note carefully the application of the rules given under § 3:




**Rule 1---**

*Clock motion:*      ape      pay      inky




*Inside curves:*      each      if      edge




 fee      Eva      itchy

**Rule 2---**




 fetch      chief      Java




**Rule 3---**




 pipe      life      alive

 bib.      chin      gem

**Rule 4---**

 gab      cap      niche

 cave      pitch      jig

 fear      jet      back

Rem. Such combinations as B-M, R-P, if made theoretically exact should come under Rule 4, but ease and beauty of

writing require that we regard them as blended combinations; consequently we turn the circle on the inside of the curves:

balm beam palm reap leap

§ 10. The term "circle" is used only for convenience of expression; it usually is elliptical in shape. In some combinations it is a pronounced loop:

dip paid catch  
 teach fig feed

§ 11. **Position of Outlines.**—The lower portion of the first STROKE should rest on the line. If the first SIGN is a tick or a circle, place the outline so that the second sign rests on the line:

wrap      rate      peak      magpie      lady      fib      engage

Rem. Ruled paper is not necessary, but by using it, or at least following an imaginary line, greater speed will be attained than by writing in an unlineal manner.

§ 12. Omit the vowels in—

bill check near, nor duty did

## S AND Z

§ 13. Two signs are provided for S—a right-hand sign like a comma, and called "comma-s," and a left-hand sign like a minute Ch, called the "left s."

§ 14. **How to Join S.**—1. When joining S to a straight sign use the form that gives a sharp angle. The intervention of a circle does not nullify this rule:


2. When joining S to a curve use the form that requires the same pen movement that is required to make the curve-stroke. The intervention of a circle does not nullify this rule:


NOTE—When S comes between signs formed by reverse movements the preceding rules conflict. In such cases write the S that coincides in movement with the movement of the vowel.










raisin	missile	nasal	passage

Rem. Omit obscure vowels; see "raisin." Write J for the syllable "age" unless preceded by P or B. In such cases write aJ.

4. When S is the only consonant in a word use the right-hand sign:

























say	see	ease	easy	essay	assize

5. The S-sign is used for Z also. When necessary to make a distinction make the sign heavy for Z:

 race	 seal	 sink
 raze, rays	 zeal	 zink
 zest	 xylite	 Ziska










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Word-Signs





 about	 desire, Dear Sir;	 get	 satisfactory, satisfy
 advantage	 ever-y	 have, very	 saw
 after	 except	 kind	 so, was
 any	 favor	 make	 take-n
 be, been	 first	 name	 thing, think
 cause, because	 for, form	 receipt	 which change

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Phrases

































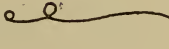





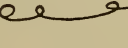







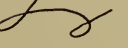



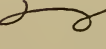









 has been	 I will go	 I may go
 it has been	 I will have	 I may be
 which is	 I will do	 I may get

Rem. When phrasing *say* or *see* either S may be written:

 may say	 I say	 I do say	 may see
---	---	--	---






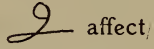



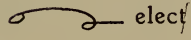



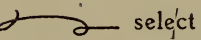




Additional Exercise

	bet		age		fag
	ditch		vied		jag
	chime		feed		cheek
	rave		message		beak
	badge		feel		efface
	bag		package		sale
	pack		baggage		case
	cab		cheap		sake
	match		beef		says
	map		page		nap
	pick		vail		enamel
	five		avail		meek
	sell		vague		anaemic
	by, buy		fail		misery
	tab		arrayed		wreckage
	bad		palate		adage
	less		fasten		salad
	vast		safer		silk
	risk		escape		vessel
	ask		bask		guess

NOTE--Pay especial attention to the outlines for "baggage and package."

§15. T, when indistinctly sounded, may be omitted:

	act		effect		last		adapt
	fact		affect		past		adopt
	test		elect		rest		Egypt
	attest		select		best		fast

Writing Exercise

Dear Sir: I-will leave Paris in about ten days and-will-go to-see the big fight our army will-make. I-know our men are the best and will-lick the enemy if he-is in sight. If in Egypt get beef, meal and tea for-the army. It may-come by-rail. I-will-go by vesse! to Calais [Ka-La] and by-rail to Nancy and Sedan. After our men make the fight it will-be safe to-live in Alsace in-the days to-come.

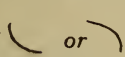
Reading Exercise

*(Handwritten shorthand text for reading exercise)*


# THIRD LESSON

## THE ALPHABET—Continued


§ 17. The following are half-lengths, and full-lengths, written downward:

  
W


  
Wh


  
Kw (q)

§ 18. 1. When W is to be joined to a straight sign use the sign that will join at a sharp angle. The intervention of a circle does not nullify this rule.

 wp

 wg


 wait

 weep


 wig

 wag

 wt

 web

 wing

 wit

 weed


 wade

2. When joining W to a curve use the sign that requires the same movement that is required to form the curve to which W is to be joined. The intervention of a circle does not nullify this rule:


 wch

 wl


 wave


 witch

 wail

 Winnie

 wn

 wage

 wife

 win













 wire

 wily

NOTE. Particular attention must be given to the principle underlying the above rules, the first being for the purpose of





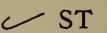





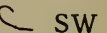






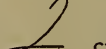



securing sharp angles; the second for securing uniformity of movement. Other duplicate curves will be given later, to which these rules shall also apply.

§ 19. The letters *qu* in print express the sound of *kw*. Pronounce k-w-i-k and you will see the analogy.

	whig		queer		whip
	whim		quail		quip
	whine		quell		quack
	whet		quid		queen

### THE S-HOOK

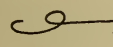

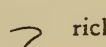
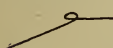

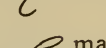


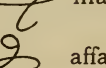
§ 20. 1. S is joined to the consonants given below as a large initial hook. When a distinct vowel follows *s* write the tick-sign for S:

	SN		SM		SK		SG		ST		SD
	SF		SV		SR		SL		SW		SK <sub>w</sub>
	snag		sphere		smack						
	snap		sedate		civic						
	skid		sled		squeal						

Note--Little if anything is gained by writing the hook form for S at the beginning of R or L. Some will prefer the hook; others the alphabetic form.









2. S is joined at the end of any straight stroke by turning a large hook on either side of the

stroke, and to any curved stroke by turning a large hook on the inside of the curve. When a distinct vowel precedes, write the tick-sign for S:

 snags	 sales	 riches
 digs	 needs	 matches
 steeds	 avails	 affairs










Note--Theoretically S could be made as a hook on the end of F or V, but it is more tedious to make the hook than to write the comma-s.

§ 21. The vowel in the following words is omitted:









 son, soon	 sense, since	 goes, goods	 success
 seem, some	 senses	 does	 successes

SES, SIS, SUS

























§ 22. Writing either S-sign without slant and lengthening it slightly, expresses *ses*, *sis*, or *sus*. The choice of sign is governed by the rules that apply to S. Plurals formed by changing *sis* to *ses* are expressed by placing the  $\bar{e}$ -precision mark near by:

 pieces	 races	 assess
 basis	 leases	 assesses
 bases	 cases	 teases

§ 23. Omit *t* from the syllable *sist*. Lengthen this sign to express *str* as in *master* or *stream*:

 assist	 insist	 faster	 strain
 resist	 desist	 teamster	 strike
















## Word-Signs

	allow-ance		just		want, we
	average		least		way, we
	business		most		week
	consist-ent		must		well, went
	consistency		possible-ility		were
	differ-ence-t		serve, service		where
	hope, up		several		when
	instant		ward		while


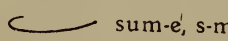
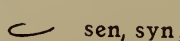


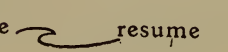


Note that either of the signs for W may be written to express "we."

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








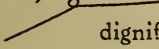


 Phrases

	I have		in which		we may go
	I hope		for which		we will go
	when is the		any way		we do
	where is the		no way		will allow
	where are		some way		will make





































§ 24. Omit the vowels in the following syllables:

	pose		sum-e, s-m		sen, syn.		dozen
	impose		resume		senate		summit

§ 25. **Contracted Outlines.**—A contracted outline is one requiring more than one consonant stroke for its formation, and which presents an imperfect representation of the word, such as the following:

	began		institute		perfect
	begin-ning		govern-ment		refer-ence
	capable-bility		part		regular-ity
	dignify, dignity		peculiar-ity		represent

Additional Exercise

	sat		catches		switches
	sateen		seller		ditches
	touches		disease		skate
	teaches		diseases		styles
	dazes		recess		skill
	passes		nieces		weak
	secede		amazes		lags
	next		stay		faces
	access		lattice		effaces
	sneezes		else		vices
	suffices		guesses		small
	ceases		Caesar		means



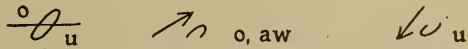


# FOURTH LESSON

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## THE O-HOOK      THE U-HOOK

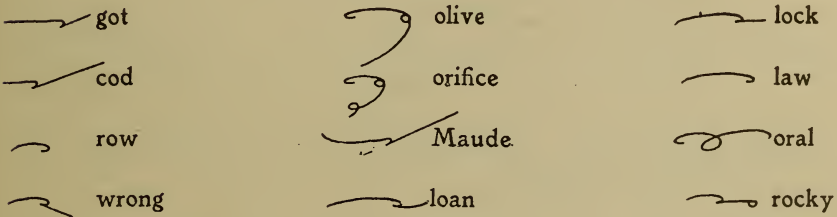
§ 26. The upper portion of a very small ellipse expresses *o* or *aw*, and the lower portion expresses *u*:



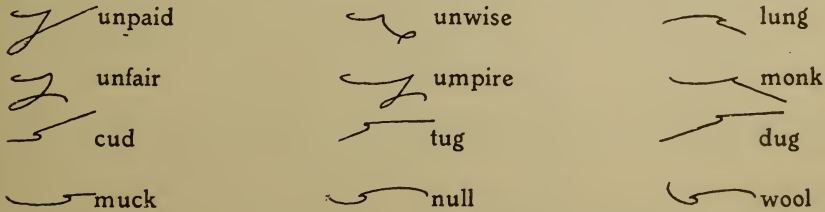
NOTE that *o* is made with the forward motion and that *u* is made with the reverse, or backward motion.

## § 27. HOW TO WRITE O AND U

















1. After K, G, N, and M, and before and after R, and L, *o* is turned on its side so as to form a hook:















2. *U* is turned on the upper side of N, M, and Ng-k, at the beginning or end. Also, at the END, on the upper side of T, D, K, G, and left-W:



3. When *o* is preceded or followed by P, B, Ch, J, N, or M, or is preceded by W, the *u*-sign is used for *o*:













 on, own	 omit	 note	 chop
 honest	 omen	 obey	 nod
 John	 walk	 job	 fob
 opaque	 optic	 knock	 pod























































4. Between signs *o* and *u* may point in any direction so as to form a hook, writing *o* with the forward movement; *u* with the reverse or backward motion:

 talk	 roan	 loam
 tuck	 ruin	 loom
 tone	 mud	 lunch
 ton	 mode	 launch

5. Between signs, when either *o* or *u* does not join as a hook, it is omitted.

NOTE—The fact that the circle vowels are nearly always written and that in most cases either *o* or *u* joins easily as a hook makes it clear that the outline without the vowel is as legible as the one containing the vowel. Observe and practice the following sets of words having the same consonants:

 lock	 rogue	 moon
 luck	 rug	 moan
 lack	 rag	 main
 lick	 rig	 men









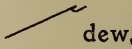



[  noon	[  rude	[  snoop
[  nun	[  road	[  snap
[  nine	[  ride	[  snip
[  Nan	[  raid	[  fog
[  match	[  teach	[  fag
[  much	[  touch	[  fig
[  wrote	[  rock	[  map
[  route	[  rook	[  mop
[  rate	[  rack	[  duck
[  writ	[  wreck	[  dock
[  packet	[  bullet	[  foam
[  picket	[  ballot	[  fume
[  pocket	[  billet	[  fame
[  love	[  snook	[  bode
[  leave	[  snake	[  bed
[  bought	[  sneak	[  bad
[  bat	[  volley	[  smoke
[  bet	[  valley	[  smack

Rem. In a few instances *o* may be substituted for *u*, especially for the *oo*-sound *school*:

 school    to, two, too    roof    loose    Lewis







NOTE—When *to* is not phrased it is written in full as here.

6. When *o* or *u* begins or ends a word it is always written:







 odd	 few	 chew
 ought	 view	 slew
 arrow	 ox	 dew, due
 k-new	 widow	 adieu

Rem. In words of more than one syllable, initial *o* may form a hook on *t* or *d*, as in *oddiy*, *autopsy*. See *audibility*, page 88.




















7. If necessary, the long sounds of *o* and *u* may be distinguished by precision marks, thus:

 Doe	 Guni	 Coate
 Law	 Moody	 Cohn


























































NOTE—The junction between a hook and a following stroke is occasionally made easier by inclining the end of the hook toward the preceding stroke:

 bud.	 bug	 chuck	 chugs	 pod	 potato
---	--	--	--	--	---

Word-Signs


 all	 done, dollar-s	 order, would
 almost	 gone	 put
 already	 large	 unless
 altogether	 necessary, necessity	 took
 body, but	 none	 what
 call, could	 of, who	 you-r
		 Yours truly


Additional Exercise


 enough	 slow	 allure
 such	 stock	 lurch
 course	 chum	 lower
 roar	 allot	 layer
 pull	 docket	 callow
 sorry	 coal	 fellow
 soak	 load	 bellow
 top	 scope	 pillow
 stop	 bunch	 tall
 fall	 punch	 tool
 fail	 sorrow	 box
 feel	 rule	 adore
 boss	 irony	 solace
 buss	 evokes	 tore
 lot	 loss	 swap
 loot	 losses	 gun
 poor	 Scott	 polite
 four	 war	 wall
 woke	 awoke	 dozes


Rem. Where *o* may form a hook on a following *S* and on a preceding character it should be written on the preceding sign:


 toss

 rose

 foes

 tosses

 loose

 choose

Writing Exercise

1. Lou rode to New Castle on a load of willow poles.
2. The widow was honest enough to pay back the loan.
3. The sea foams and rolls near the rocks by the dock.
4. It will-be necessary to-put-the rude rogue who stole the rug, in-the lockup unless the unfair boss pays for it by noon.
5. I-wish a loan so I-will be-ready to take a course in law.
6. Your bill is unpaid and must-be paid today.
7. Go after the men in-the launch and-get wood and-a lunch for-the poor but polite widow who lives on-your route.

Reading Exercise


*Lou rode to New Castle on a load of willow poles.*  
*The widow was honest enough to pay back the loan.*  
*The sea foams and rolls near the rocks by the dock.*  
*It will-be necessary to-put-the rude rogue who stole the rug, in-the lockup unless the unfair boss pays for it by noon.*  
*I-wish a loan so I-will be-ready to take a course in law.*  
*Your bill is unpaid and must-be paid today.*  
*Go after the men in-the launch and-get wood and-a lunch for-the poor but polite widow who lives on-your route.*

# FIFTH LESSON




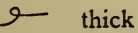
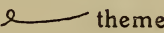



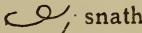
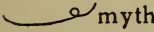
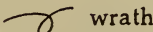
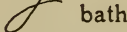

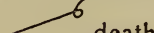

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## THE ALPHABET—Concluded

§ 29. The following signs are ticks and a dot:









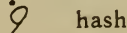


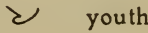

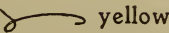

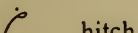


 or       /      •      \
   
 Th      Sh      H      Y

§ 30. Th is written upward. When joined to another consonant it must unite at an angle:













 thk	 thm	 teeth
 thick	 theme	 Smith
 mth	 thief	 snath
 myth	 wrath	 bath
 athlete	 death	 them

§ 31. Th in  that  than is omitted.







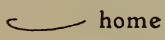

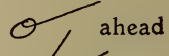

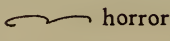
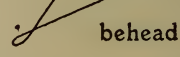
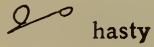
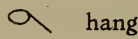
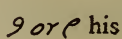
§ 32. H and Y occur only at the beginning of syllables. The H-dot is placed above a following vowel. Y is joined at an angle with another consonant:

 heat	 hath	 hill	 hum	 hose	 hair
 yell	 hack	 hash			
 yak	 yet	 youth			
 hut	 yellow	 ye			
 hitch	 hire	 yea			








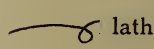
















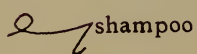

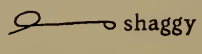

§ 33. Sh is written upward or downward, but always at a sharp angle with another consonant:

	shave		wish		shells
	shove		wash		dish
	she		cash		shame
	sheet		shut		shock

















§ 34. H may often be omitted, provided a following vowel be written:

	horse		him		here, hear
	had		hip		head
	home		hog		ahead
	hole		horror		behead
	hasty		hang		his









### Additional Exercise

	has		shun		hem		earth
	these		then		shred		lath
	shape		yahoo		shore		kith
	shop		theory		shale		ham
	yes		push		shallow		hat
	fish		heave		sheepish		bush
	shampoo		shellac		shaggy		hale



 wreath	 shine	 yelp	 they
 shake	 heavy	 behalf	 hatch
 shaky	 harvest	 shadow	 hedge
 sheaf	 shear	 heath	 heap













§ 35. The syllable **ther** is expressed thus:

 father	 hither	 rather	 weather
 mother	 thither	 gather	 wither





PREFIXES AND TERMINATIONS

§ 36. Some of the common prefixes and terminations are now presented so as to enable us to illustrate certain words that otherwise we should have to hold over until a later period of the study.










1. **Ex** is expressed by *es*; **com** and **con** are expressed by a dot placed at the beginning of the next character, and **ing** by a dot placed at the side of the preceding character. *L* is often omitted from **ly**:

 excels	 going	 consume	 rarely
 excess	 making	 compose	 early
 exchange	 putting	 conserve	 fairly












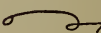



2. The *ing*-dot expresses the syllable **thing**:

 something	 nothing	 anything	 everything
--	---	--	--










3. Any small sign placed in the position of the *com-n* dot implies *com* or *con*; in the position of the *ing-dot*, *ing* is implied. Omit L from **ingly**:

 doing the	 amazingly	 allowing it
 making a-n	 lovingly	 I confess
 putting the	 willingly	 to commit


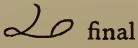
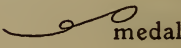
§ 37. The termination **shun** (spelled *tion*, *sion*, *cian*, etc.) is expressed by Sh. Syllables following *shun* are added as illustrated:

 nation	 section	 session
 national	 pulsation	 visionary
 nations	 passionate	 location
 potion	 assassination	 election
 action	 secession	 faction









§ 33. **Vowelizing Shun.**—Insert *a* in *-cation*, *-lation*, *-nation*, *-ration*, *-sation*, and *-ciation*; *e* in *-ession*; *i* in *-lition*, *-mission*, *-vision*; *o* in *-lotion*, *-rosion*; and *u* in *-fusion*. In most other cases the vowel preceding *shun* may be omitted.

 notion	 addition	 pollution
 emotion	 station	 ignition
 execution	 partition	 participation

§ 39. L may be omitted from the ending **al**:











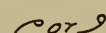

 regal	 final	 medal
---	---	---

§ 40. The ending **self** is expressed by S; **selves**, by Ses; **ceive**, by Se. The prefix **self** is expressed by Se, detached:

 myself  
  themselves  
  selfish  
  self-conceit  
 himself  
  ourselves  
  deceive  
  receive













---

### Word-Signs

 although,  
other  
  neither  
  sure-ly  
  though,  
those  
 another  
  shall  
  this  
  with  
 either  
  should  
  their, there  
  without








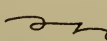




Rem. When *this* and *there* are not phrased use the first sign.

### Phrases

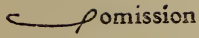
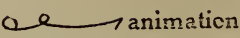
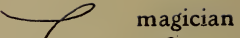

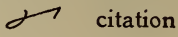
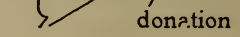
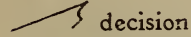
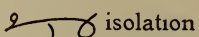
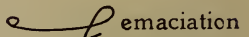
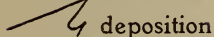
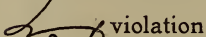
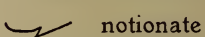
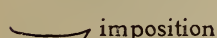
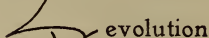
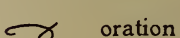




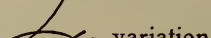

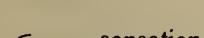




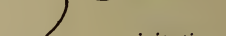
 with their  
  although there  
  is satisfactory  
 in their  
  I desire  
  we desire  
 it was  
  as desired  
  shall it be  
 as it was  
  any desire  
  as we do

---

### Additional Exercise

 edition  
  consumption  
  causation  
 factional  
  consummation  
  only  
 notation  
  reactionary  
  calmly  
 petition  
  incision  
  thickly

Rem. To distinguish from "consumption," A is retained in "consummation."

 omission	 animation	 magician
 relation	 citation	 donation
 decision	 isolation	 emaciation
 deposition	 violation	 notionate
 imposition	 evolution	 oration
 exposition	 volition	 function
 lotion	 variation	 legal
 sensation	 evasion	 illegal
 emotional	 eviction	 visitation

Reading Exercise








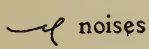






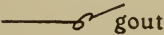
# SIXTH LESSON

## DIPHTHONGS


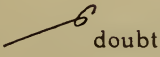
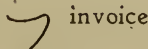
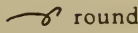
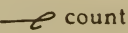

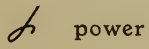
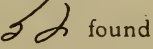
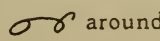
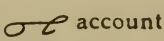
§ 42. 1. A diphthong consists of two vowels that are uttered with one impulse of the voice, as the sound of *u* in *fury*, composed of *i* and *oo*. There are four pure diphthongs; *i* in *ice*, *u* in *pure*, *oi* in *oil*, and *ow* in *now*. The first two owing to their frequent occurrence, have been provided with simple signs. The last two being less frequently used, are provided with compound signs, thus:






*o* or *o*      *e* or *e*  
*oi* or *oy*      *ou* or *ow*

2. The rules for joining these signs to other signs are the same as the rules for joining the other vowels:

 toy	 now	 ounces
 boy	 how	 pounces
 joy	 noises	 house
 noise	 oils	 wow!
 annoy	 fowls	 gout
















§ 43. A final consonant following *oi* or *ow* is often omitted:

 shout	 doubt	 invoice	 round	 count
 voice	 power	 found	 around	 account







 gown	 announce	down is written  to distinguish it from <i>doubt</i>
 town	 announces	

## CONCURRENT VOWELS


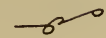




§ 44. 1. When two or more vowels occur consecutively the least distinctly sounded vowel is usually omitted. Express *ious* and similar combinations by *os*:

 serious	 piteous	 Roanoke
 dial	 various	 mediate
 assiduous	 gaseous	 affiliate
 osseous	 diary	 initiate
 idiot	 idiom	 myriad






2. Express *ia* by placing the Y-sign above the vowel, or above the vowel place. Any other vowel preceding *a* may be expressed by placing its precision mark within the circle:

 pinion	 Juniata	 Judea
 onion	 Genoa	 Nyack




3. In most cases, however, where it is necessary to record both vowels, they are written in their regular order:

 iota	 coyote	 Lehigh
 poem	 Leo	 aerial

4. *Aying, eeing, etc.*, are expressed by the vowel and *ing-dot*:



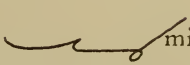












 paying	 seeing	 lying	 rowing	 chewing
---	--	---	--	---

5. A circle vowel may be joined to a precision mark, or the marks may be united:








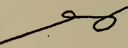

 piety	 Niobe	 Moab
---	---	--

OMISSION OF VOWELS










§ 45. (a) The vowels in the syllables *be, de, re, dis* and *mis* are usually omitted:

 beast	 debate	 misguide
 behave	 debase	 retake
 betake	 debauch	 below
 revise	 dismisses	 renew
 depot	 remiss	 reason

(b) When the insertion of the vowel makes a more easily formed outline, or when R is followed by R, L, K, or G, the vowel is retained:






















 wreck	 release	 derail
 rear	 delete	 decay
 relay	 decade	 decoy

§ 46. A circle vowel is omitted in any combination of R or L and Ch or J:

 rich, reach	 rage	 peerage
 latch	 carnage	 cheer
 ledge	 marriage	 jeer

Note--The foregoing rules embrace only the most important combinations from which vowels are omitted. No one has yet been able to formulate rules covering all omissions, in any system. Much must be left to the judgment of the writer, but, when in doubt about the omission of a vowel, WRITE IT.








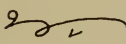
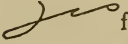





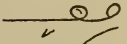








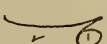




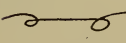


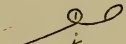

### Word-Signs

 above	 educate-ion	 obscure-ity
 accurate	 essential	 opinion
 appoint-ment	 general	 out
 beyond	 happy	 recognize
 belief, believe	 immediate	 separate-ion
 charge	 machine	 state
 citizen	 Mr.	 usual-ly

Note--The word "mister" should be written in full--M-I-Ster.



## Additional Exercise

 fiat	 radius	 sciatica
 fiasco	 radium	 deity
 elegy	 Israel	 fatuity
 Siam	 dowery	 fastidious
 Rio	 Aello	 Guiana
 chores	 Scioto	 Josiah
 tuition	 tiara	 filial
 beseech	 filiation	 Messiah
 sunk	 dahlia	 furious
 invidious	 regalia	 laity
 hideous	 Dian	 chill

---

 Writing Exercise

1. They are very serious and may call for the necessary petition any day. 2. Act calmly about it; that is the best thing to do. 3. The boy sat in the room and wrote a check for the account of Josiah Lowell. 4. Count the various gowns when you get the invoice. 5. He sat in a rocking chair and wrote an account of the debate in my diary. 6. The pious came past Jericho on their way to Judea. 7. He is capable of doing the job at the asylum with the necessary decorum. 8. The wreck was just below the depot down by the local gas house. 9. Your eviction was in violation of your legal rights and you should take action so as to avoid the possibility of a repetition of their abuse of power in your section of the nation.

10. The most essential thing for-you to do is to-get a good-job. 11. We-recognize that it-may-be impossible to-make the appointment this-week. 12. When every citizen shall-have-a good-education this-nation will-be ahead of other-nations and-all will-be happy. 13. The new location of-the Eighth Ward election booth is-satisfactory to only a few of-our best citizens. 14. I-may deceive myself, but I-feel sure that I-desire to-see the petition asking for-the partition of-the rear section. 15. You-should-keep a diary and make notes of-the various affairs in-which-you mediate. 16. There was a debate in-the town as to-the reason for revising-the local laws. 17. Some have an-idea that we-should affiliate.

---







### Reading Exercise

g - o e n i y a r p o o o i  
 7 d e p . e b e s - u d i  
 o - o h . e b e , b o r a s  
 - b e e . e l - o h .  
 - o d . e o o e - e p l  
 o o o o i y l f . i d e  
 y o e o i y e o e p .  
 i h o u o l - o . u o .

# SEVENTH LESSON

## COMBINED CONSONANTS













§ 48. Each of the following expresses a vowel with the consonants. They are written UPWARD:

					
End or Ent	Den or Ten	Endr or Entr	Der or Ter	Del or Tel	Dem or Tem

Note the different lengths—half-, full-, and super-lengths.

§ 49. **Their Use.** 1. *End-t* and *end(t)er* are never used when a vowel follows N as in *notary*. A vowel always precedes, and if it is the short sound of E, I, or U it is usually omitted at the beginning of an outline.


The sign for *den-ten* includes a vowel, but its use is restricted to words in which the vowel is short or obscure, and to words ending in *tain*:


		
end	entice	entices
		
endways	intent	smitten
		
entity	intense	maiden
		
contain	detaim	ponder


2. *Der-ter* and *del-tel* may embrace any short vowel. They may be used in the body of an outline without

an intervening vowel, as in *betroth*, *sweetly*, and in outlines of two or more strokes the *der-ter* sign may include any vowel:

 scatter


 delay

 derision

 attorney

 lately

 idle

 attrition

 betray


 title


NOTE—This sign is not used for *der* at the end of a word, as in *rider*. The next lesson embraces this class of words.

3. *Dem-tem* may include any short vowel, and may express the final syllables *tem* and *deem*:

 item


 redeem


 autumn

 damages

 tomato


 bottom

 timothy

 esteem

 atomize


§ 50. The S hook may be made on any of the combined consonant signs, at the beginning or end:


 sent, cent

 center


 send


 still


 writers

 Sunday


 ends

 century


 endless

 scatters

 decent


 consent


 orators

 victories

 items

 reticent

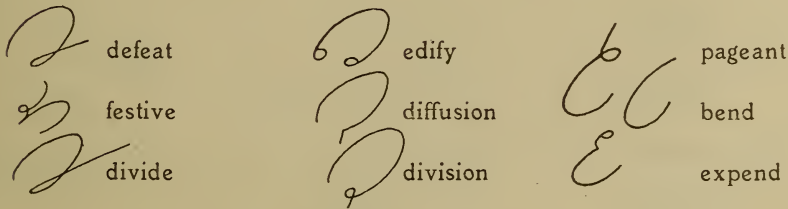
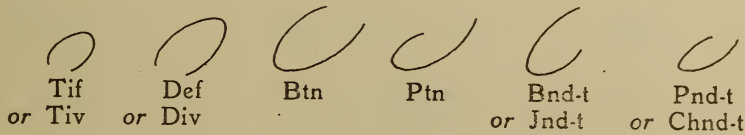
 chastened

 recently

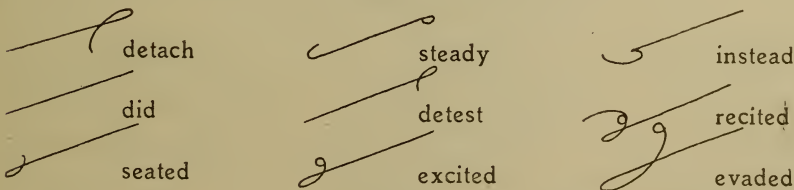
Observe the difference in the outlines for *sent* and *send*.

OTHER COMBINED CONSONANTS

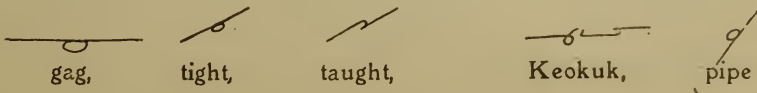
§ 51. T or D, followed by F or V, has a tendency to curve outward, forming an elliptical shaped outline. The same is true of B and P when followed by *end-t*, *den*, etc. As there is no danger of conflict with other combinations this tendency need not be resisted, and short *e* and *i* are omitted, giving us the following blends:


















§ 52. Repeated Straight Strokes.—1. *Ded*, *det*, *did* and *ted* are expressed by a long up-stroke. *Pop* (and *prep* and *prop*, presented later) by long down-strokes:



2. In all other instances where a straight sign is followed by a like sign, insert the intervening vowel:








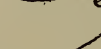









53. The combined signs are employed in forming many frequently used phrases, such as the following:

	do not		it will be		to make
	which do not		it will have		to me-my
	I do not		it will save		to meet
	you do not		as it will		too much
	it will		as it will be		as it were
















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### Word-Signs






























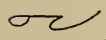














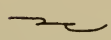


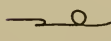















	attention		durable		not
	automobile		employment		time
	certain-ty		entire		to-morrow
	deal, dull		gentlemen		turn
	deliver-y		hundred		until

---

### Additional Exercise

	devotee		negative		figurative
	defy		definition		legendary
	defend		sedative		tangent
	diffident*		impending		pungent
	devise		punitive		diligent

\*See Section 15, page 12.

	derive		into		hand
	deride		litter		pester
	daughters		indigo		giant
	slaters		dilute		total
	fetters		widely		dilatory
	wetter		deadly		tendon
	latter		rectory		smitten
	bitter		direct		visitors
	setter		tariff		sustain
	indication		disaster		accent
	vital		scuttle		tenants
	fatal		settle		kitten
	battle		abstain		readily
	deter		delusion		stem
	refund		advocacy		cocoon
	victorious		steadfast		cocaine
	deleterious		conceited		deduce
	compend		rated		alighted
	intending		invaded		tidy
	destiny		detestation		berated
	related		detour		dado

## Writing Exercise

1. The edifice that-was put-up by Walters is very imposing.
2. What-was-the motive of-the victorious division in cheer-the defeated men at Antietam? 3. They sent an entire division of-the enemy to-the bottom of-the sea. 4. We-will refund the total if you settle down to business and cease this strife.
5. Divide the basket of tomatoes and then come-back for-a pail of water for-the cattle. 6. We-will need an extension of-time in-which to-pay this bill if-we-do-not get more-cash very soon. 7. The disaster at-the rectory was fatal and-it-will deter the visitors coming to direct affairs in-the near future.
8. My attorney gave a negative decision. 9. It-may-be readily deduced that-the disaster was the effect of-the action of deadly gasses. 10. We-see no indication of derision and delusion. 11. We-do-not-think that-he-will capture the deluded waiter.

## Reading Exercise

The edifice that was put up by Walters is very imposing.  
 What was the motive of the victorious division in cheering  
 the defeated men at Antietam? They sent an entire division  
 of the enemy to the bottom of the sea. We will refund the  
 total if you settle down to business and cease this strife.  
 Divide the basket of tomatoes and then come back for a  
 pail of water for the cattle. We will need an extension of  
 time in which to pay this bill if we do not get more cash  
 very soon. The disaster at the rectory was fatal and it will  
 deter the visitors coming to direct affairs in the near future.  
 My attorney gave a negative decision. It may be readily  
 deduced that the disaster was the effect of the action of  
 deadly gasses. We see no indication of derision and delusion.  
 We do not think that he will capture the deluded waiter.












# EIGHTH LESSON










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## MODES OF EXPRESSING R










§ 55. **The Reversed Circle.**—1. At the beginning and at the end of straight signs the circle is reversed to add *r*:

 ark	 harp	 harsh
 car	 par	 share
 gear	 cashier	 hard

2. Between strokes *r* is implied by turning the circle with a movement the reverse of that which adds a vowel only, or by attaching a following character in any manner contrary to the way it should be joined when preceded by a vowel:









 shark	 shirker	 chart
 park	 barn	 carp
 bark	 Harberger	 tardy

3. This principle is employed to express *ur* or *or*:













 liquor	 rigor	 curb
 burn	 curt	 burden
 bird	 vigor	 curtain

Rem. It should be noted that the circle is reversed to add "or, ur" only when the sound of o or u approximates the short sound of e. Therefore the outlines for such words as "bore, corridor, torrent," must show the R-stroke.










§ 56. Changing the reversed circles to loops adds *t* or *d*. A small hook adds *s*; a small circle adds final *y*:

 geared	 gears	 tar	 parry
 guard	 bars	 barred	 cigars
















§ 57. After a curve the *u*-sign expresses *er*, *or*, *ur*, and final *ure* is expressed by *u* after any sign:

 furnish	 teacher	 figure	 mature-ity
 injury	 stretcher	 pure	 failure
 journey	 summer	 cure	 secure-ity




















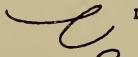






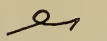



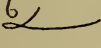

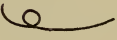




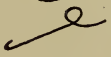

§ 58. Left-hand S written in a variant direction expresses *skr*, and the terminals *scribe* and *script*. Right-hand S written in a variant direction expresses *sp* or *sup-p* and the terminal *spect*:

 scream	 spell	 respect
 scrip	 speck	 expectation
 inscribe	 screw	 inspection
















### Word-Signs

 appear-ance	 determine-ation	 girl
 arbitrary	 difficult-y	 opportunity
 better	 during	 per cent.
 describe-ption	 establish-ment	 speak, speech
 descriptive	 experience	 work










§ 59. R is omitted from the class of words in which persons careless in speech fail to articulate it:

	anarchy		guardian		ordeal
	affirm		infirm		perversity
	birth		immerge		pharmacy
	conserve		immerse		reserve
	court [→ coat]		merge		surface
	confirm		march		third
	deserve		merchant		thirty
	dearth [ death]		mark		worth
	dark		marker		tarnish
	energy		margin		word
	firm		ornate		warm
	farther		origin		warn
	furnace		ordain		worn







§ 60. The vowel, as well as R, is omitted from—

	afford		cover		mercy
	sort		courage		surprise
	assort		learn		worse
	further		surplus		storm
	north		forth, fourth		resort









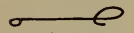





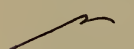


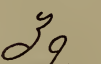



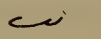
## Word-Signs

	almighty		judge		recognition
	destroy, destruction		mutual-ly		season
	guarantee		occupy-ation		thousand















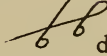






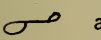



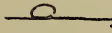




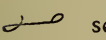

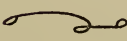
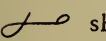


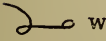


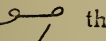

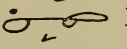
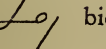


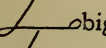
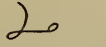

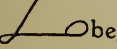



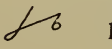
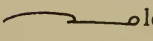

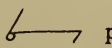

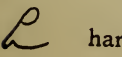


§ 61. *Of the* is implied by closeness of outlines:
















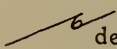

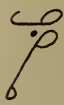
	day of the week		some of the best
	time of the day		condition of the market
	voice of the people		your letter of the 3d inst.

§ 62. Phrases frequently used in correspondence:

	Dear Sirs:		F. O. B.
	Dear Madam:		in answer (to)
	Dear Mr.		in reply to your favor
	Answering your letter		O. K.
	with kind regards		past favors
	bill of lading		upon receipt of your letter
	C. O. D.		your recent letter
	duly received		I have your letter
	very satisfactory		your esteemed favor
	up to date		has been received
	Yours sincerely		Sincerely yours

Additional Exercise

 heard	 tarry	 permeate
 dear	 star	 timber
 dare	 starry	 ampere
 hardy	 barter	 amber
 herb	 charter	 dasher
 arbor	 picker	 fisher
 eager	 packer	 archaic
 acre	 parish	 aspect
 nature	 cargo	 ascribe
 hark	 hearty	 director
 seeker	 meagre	 elector
 shaker	 editor	 irksome
 weaker	 bidder	 embargo
 thicker	 singer	 Haggerty
 bicker	 stoker	 reader
 bigger	 striker	 watcher
 beggar	 electioneer	 scrap
 arduous	 petitioner	 logger
 sadder	 purgation	 smoker
 harpoon	 permission	 spear

	apparent		inscription		speeder
	exert		conscription		dodger
	exertion		spread		wisp
	concert		spark		hasp
	insert		scribe		scare
	desert		screech		harbor

Writing Exercise

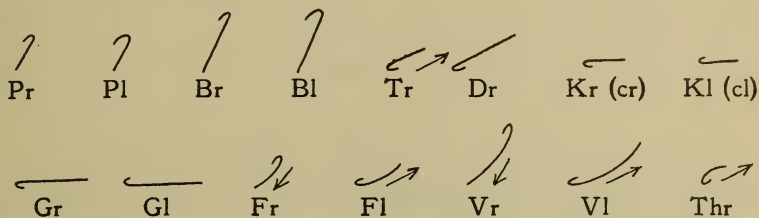
1. The striker is eager to-bicker and barter with-the harbor director. 2. The embargo makes it harder to charter a barge for the cargo. 3. There are thirty ampere wires in-the park and-only a third that-much at-the car barns. 4. They confirm the appointment of-the petitioner as pharmacist at-the Fog-gerty Pharmacy. 5. If you-have an-opportunity it-would-be better to appear at-the establishment and-get a-description of-the furnace they-wish us to furnish this summer. 6. The editor in-the smoker is-the debtor-of-the-singer in-the parish.

Reading Exercise

# NINTH LESSON

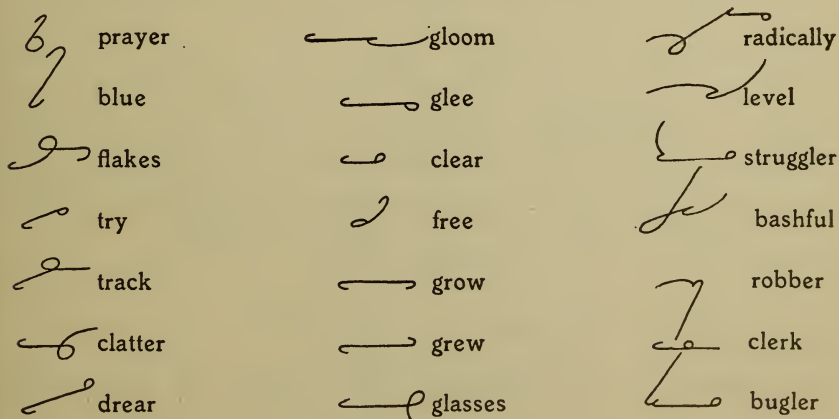
## COMPOUNDS

§ 64. **Hook Signs.**—The following series of signs, each of which BEGINS with a hook, are known as the *R*- and *L*-compounds:





















Rem. Note that *Fl* and *Vl* are written UPWARD, and that *Fr* and *Vr* are written DOWNWARD. The signs for *Bl* and *Pl* have large hooks; all the others have small hooks.








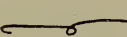




§ 65. 1. A hook sign is used when no vowel, or when an obscure vowel precedes the *L* or *R*:















NOTE—The compounds *Tr* and *Dr* are never employed when any vowel follows *t* or *d*. See § 49, Rule 2, page 37.

 glides	 clad	 crude
 gloss	 flood	 dread
 flame	 fresh	 crash
 brooms	 declare	 draw
 bridle	 treat	 brisk
 blear	 clique	 presses

2. Since *Vr* and *Vl*, never occur without an intervening vowel, they may be used with greater liberty, and *Kl*, *Kr* and *Gr* may be used with much freedom as regards the quality of the intervening vowel:

 collision	 current	 cornice
 collide	 collate	 cornet
 collapse	 gorilla	 valid
 version	 valor	 valentine




§ 66. **Tr Implied.**—There are a few combinations in which it is not easy to write the *Tr*-compound. In such instances omit it and write the following portion of the outline under the preceding portion:

 extradition	 nitrate	 detract	 retract
 exterior	 mistrusts	 distract	 extremes
 instruct	 metric	 district	 distribute














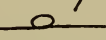

NOTE—*Dis* is sometimes shortened to *Di*, as in *distract*.





















§ 67. No distinction need be made in the size of circle vowels when written in a hook:

	evil		liable		gable
	able		dabbler		crackle

§ 68. Final *l* in *ble-y*, *ful*, *cal*, *cle*, *pal* and *ple* is omitted when it is inconvenient to form the hook:




























	double		trouble		fiscal
	unable		troublesome		humble
	cheerful		careful		noble
	rumble		crumble		simple-y
	scruple		gargle		notable

§ 69. Drop *m* from *impl* and *embl*, and *r* from *abbr*, *acr*, *aggr*, *appr*, *egr*. Express *impr*, together with any following vowel by the small circle, detached:































	implant		across		implication
	apprehension		acreage		egress
	abridge		aggressive*		impression
	impress		imprecation		approach
	extreme		intricacy		petrify
	restrict		patron		putrefy

\* Final syllable *sive* is expressed by Si.

## Word-Signs

	agriculture-al		claim		glory
	again		collect		great
	apply, appliance		correct		guilt
	appropriate-ion		draft		principle-pal
	belong		equal-ly		proper-ly
	bring, brief		equality		prudence-t
	brought, brother		from		through
	build-ing		fill, full		truth
	calculate-ion		glad		value


## Additional Exercise

	clay		crackers		scuffle
	glare		frightful		gleam
	glove		muffle		glean
	classes		toggle		glow
	closes		driver		glue
	claw		gorgeous		trigger
	globe		curtain		travel
	rebel		envelope		bride
	grease		treadle		crisis
	train		accuracy		frugal

 trick


 clod


 drab


 dredge


 dray

 drop


 dross

 flower


 shoveled

 crucial

 flown


 flew


 bluff

 plunge


 trash


 trophy

 tribe

 blush

 creep


 tremble


 flee, flea [fly]


 glitter


 cradle


 croquet

 clumsy


 drags


 practical


 drunkard


 duration


 retrogression

 restraint


 interior


 distress


 clangor


 claret


 triple

 clergy


 club


 drama

 fleet


 abler


 frolic


 flag


 imprint


 emblem


 impractical


 implore


 apprentice

 approve


 imprudent


 aggress


 aggression


 imprison


 extraction


 nitric

 nitrogen


 restriction


 extract

 distrusts

 introduce

 patriot

 extraneous

 retrieve

## Writing Exercise

1. We are unable to determine the cause-of-the-trouble. 2. A careful driver had a frightful experience when-he took the load of clay to-the-train. 3. You-may distribute the papers in-your district. 4. Your claim may-be correct but it-has-not-been made out properly. 5. An appropriation should-be made for improving-the main tracks. 6. We-shall-be glad to-fill in the draft. 7. The prudent patriot saluted the flag. 8. A brother-of-the-principal preacher will travel from Greely to Clifton in a double-seated trap. 9. I-declare that my apprehension may impress Frederick. 10. We implore you to-be more practical and avoid bringing in extraneous details. Green grass grows.

## Reading Exercise

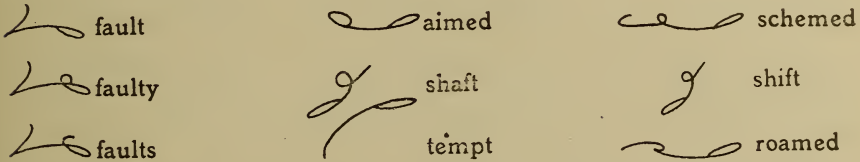
1. We are unable to determine the cause-of-the-trouble. 2. A careful driver had a frightful experience when-he took the load of clay to-the-train. 3. You-may distribute the papers in-your district. 4. Your claim may-be correct but it-has-not-been made out properly. 5. An appropriation should-be made for improving-the main tracks. 6. We-shall-be glad to-fill in the draft. 7. The prudent patriot saluted the flag. 8. A brother-of-the-principal preacher will travel from Greely to Clifton in a double-seated trap. 9. I-declare that my apprehension may impress Frederick. 10. We implore you to-be more practical and avoid bringing in extraneous details. Green grass grows.

# TENTH LESSON

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## MODES OF EXPRESSING D AND T

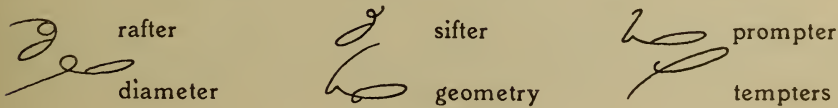
§ 71. **The Loop.**—1. A small final loop made on the inside of curves and on straight strokes with the forward movement adds *d* or *t*. A small hook adds *s* and a small circle adds final *y*:



Rem. 1. This loop should be about one-third the length of the stroke upon which it is formed.

Rem. 2. When T or D is preceded by an *articulated* vowel the alphabetic sign is written.

2. The loop is lengthened to add *r*, and *ameter*, *imeter*, *ometer* are expressed by a large loop on M:

































3. A large loop on *Nt-d* adds L:



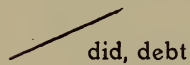

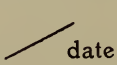


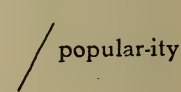
Rem. A loop can not be made on a tick or on a vowel.

## THE LOOP IN PHRASING













72. A loop at the beginning of a stroke expresses *to*. A reversed loop expresses *to the*. The small final loop adds *it* or *the*; the long loop adds *their* or *there*:

	to which		to the party		may there
	to have		to the best		have their
	to hope		to the good		not their
	to go		to the kind		to the
	to do		in it, in the		in its
	to begin		to the different		to their
	to advantage		do it, do the		for it is
	to be		for it, for the		which it is
	on which it is		have it, have the		do its
	to turn		on it, on the		have its

Carefully note the distinctions in the following outlines:

 did, debt  doubt  date  edit  duty  popular-ity









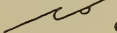
## Word-Signs

	accept-ance		gave		society
	attendance		identify		sometime
	electric-ity		occur-ence		told
	endorse-ment		remit-tance		toward






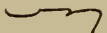



OMISSION OF T

§ 73. There are many instances where a final *t* may be dropped, but the student must restrict the use of the principle to words of THREE OR MORE syllables and to the shorter words here presented.

§ 74. Drop *ate* from the endings *brate*, *berate*, *crate*, *cate*, *gate*, *late*, *mate*, *pate*, *vate*, and *ute* from *cute*, *tute*:

	celebrate		segregate		elevate
	syndicate		elaborate		execute
	intimate		percolate		destitute










§ 75. Drop *t* from *rate*, *sate*, *tate*, *trate*, *bute*, *inct*, *ept*, *upt*:

	irritate		attribute		intercept
	adulterate		retribution		incorrupt
	desecrate		extinct		disrepute

NOTE—T is retained when preceded by two vowels:

 expiate  affiliate  conciliate  emaciate

§ 76. T is usually dropped in final *dent* and *tent*:

	extend-t		accident		impudent
	patent		occidental		resident
	distant		incident		decedent

§ 77. Drop T from the following short words:

<i>i</i>	compete		limit	<i>9</i>	habit	<i>2</i>	export
<i>i</i>	complete		deputy		import	<i>2</i>	report
	corrupt		defunct		locate		narrate
<i>i</i>	compute	<i>20</i>	estate		migrate		regret







Additional Exercise

<i>2</i>	indicate		litigate		electrocute
<i>2</i>	suffocate		instigate		delicate
<i>20</i>	hesitate	<i>5</i>	institution		corrugate
	liberate		advocacy	<i>20</i>	amputate
	intestate		constitute		legitimate
<i>2</i>	irrigate		illiterate		temperate
	propagate		defalcate		adequate
	vindicate		eradicate		tolerate
	desperate	<i>2</i>	fumigate	<i>6</i>	persecute
	obligate		dedicate	<i>2</i>	prosecute
<i>49</i>	participate		medicate	<i>2</i>	succinct
	abrogate		surrogate	<i>7</i>	interrupt
<i>2</i>	confiscate	<i>62</i>	compensate		dividend
	excavate		obliterate	<i>2</i>	arrogate
	deliberate		aggregate		deprecate


















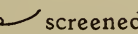


DERIVATIVE OUTLINES

§ 78. **Word-Signs.**—In forming derivative outlines of word-signs if the original outline does NOT contain the LAST CONSONANT in the word it is sometimes advisable to detach the added syllable in order to secure a distinctive outline:

	former		governor		favoritism
	favorite		receiver		believers






§ 79. 1. **The Past Tense** form of regular-verb word-signs is denoted by a dot placed at the end of the outline. Compare *ed* and *ing*:

2. The dot is used for *ed* when for any reason *ed* can not be otherwise conveniently expressed. Changing N to blended *nt* forms a past-tense outline.

	differed		participated		satisfied						
	differing		judged		changed						
	voted		mended		lived						
	lashed		chained		gummed						
	dine		dined		screen		screened		clean		cleaned

Rem. Experienced writers often omit the past-tense dot.

§ 80. **Colloquialisms** are identified in shorthand as is done in print—by using the apostrophe:

	don't		haven't		wasn't		isn't		she's
---	-------	---	---------	---	--------	---	-------	---	-------

Writing Exercise

1. An adequate dividend will-be declared in June. 2. Do not interrupt the prosecutor for he may institute an action at law. 3. The effort being made to vindicate the illiterate surrogate is deliberate and indicates that they-do-not deprecate the taking-of-the-estate. 4. Guilt-of-the corrupt deputy is established. 5. Litigation will not be tolerated by the Federal Institution. 6. We accept the security and hope to-deliver the deed soon. 7. We-hope to-serve you to-advantage. 8. After the note was endorsed he-came to-get-me to-identify him so that he-could secure the remittance. 9. The former receiver influenced the judge when-he dined with him. 10. Do-not persecute when-you prosecute. 12. Several-of-the-men voted and they differed as-to-the way they should-mark the ballots. 13. Don't say that they haven't enough men to-go in-the-contest. 14. We-regret that we-are unable to-compute the aggregate sum needed.

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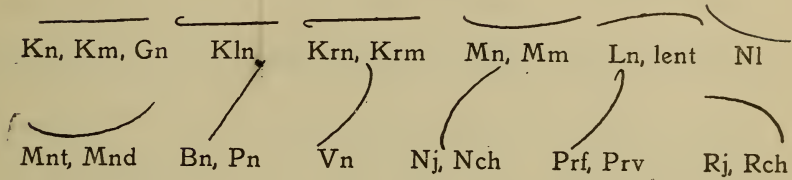
Reading Exercise

1. An adequate dividend will be declared in June. 2. Do not  
 interrupt the prosecutor for he may institute an action at law.  
 3. The effort being made to vindicate the illiterate surrogate  
 is deliberate and indicates that they do not deprecate the  
 taking of the estate. 4. Guilt of the corrupt deputy is  
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 deliver the deed soon. 7. We hope to serve you to  
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 get me to identify him so that he could secure the  
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 when he dined with him. 10. Do not persecute when you  
 prosecute. 12. Several of the men voted and they differed  
 as to the way they should mark the ballots. 13. Don't say  
 that they haven't enough men to go in the contest. 14. We  
 regret that we are unable to compute the aggregate sum  
 needed.

# ELEVENTH LESSON

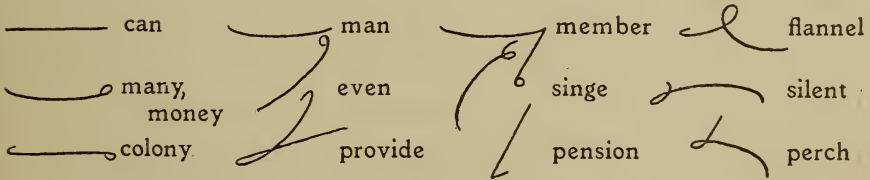
## LENGTHENED SIGNS

§ 82. The following signs are super-lengths:

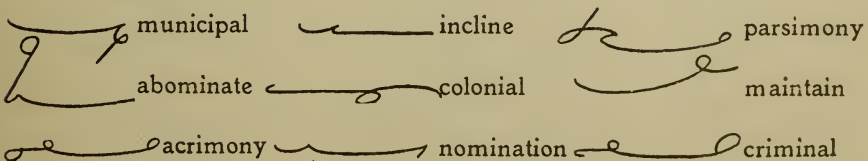


Rem. The *nj*-sign is used when no vowel intervenes. The others embrace a short vowel.


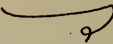








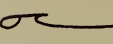





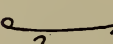

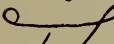
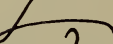

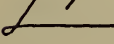





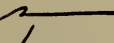







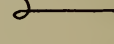



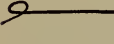







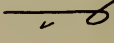


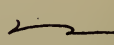

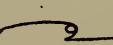
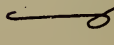






### Examples



§ 83. In writing words of two or more syllables the super-lengths are used freely and little regard need be paid to the nature of the intervening vowel. Super-length M expresses *-minate*:









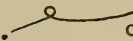

















## Additional Exercise










	mention		manifest		culmination
	meant		mountain		denominate
	menace		mandate		discriminate
	month		acumen		eliminate
	summons		acrimonious		effeminate
	manager		emanation		disseminate
	amenable		brilliance-t		terminate
	beckon		proof, prove		terminal
	reckon		provision		decline
	token		professes		declination
	begun		prevail		declension
	bargain		prevalent		weaken
	paragon		ventilate		woman
	shaken		vendors		women
	thicken		venomous		monotony
	silence		beneath		Canada
	violent		gallon		slogan
	cringe		lexicon		colonnade
	danger		immensity		workman
	penal		illumination		colonize

COM, CON
















Exercise on the use of the dot:

	conservation		content		constancy
	contortion		conjugal		condemn
	consents		compendium		contemn
	consensus		compensation		concur
	conforms		confesses		conqueror
	contagious		confuses		conceals
	converse		contumacious		continent
	cumbersome		congest		continental



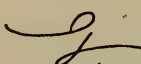




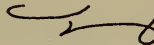
§ 84. When *com* or *con* is followed by a vowel, as in *comedy*, *connive*, the vowel MUST be written:

	commit		commission		commissary
	comment		commodious		connive
	commendation		commotion		commute












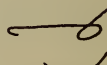



Word-Signs

	accommodate-ion		commercial		enlarge-ment
	acknowledge-ment		commerce		enlighten-ment
	alone		communicate		human-ity
	amount		consequence-t		knowledge
	commence-ment		convenience-t		someone








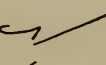





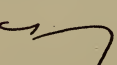




§ 85. As stated in § 33, Rule 3, *com-n* is often implied by nearness to the previous outline:

	will consider		will conform
	may compel		his consent
	the confession		the consignee
	will contain		some consolation

§ 86. Experienced writers omit the dot from a few outlines of frequent occurrence:

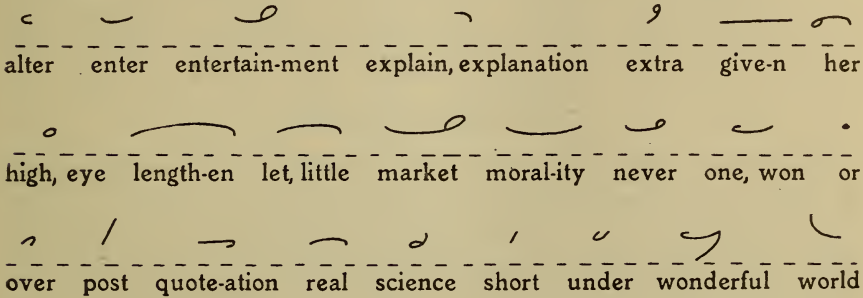
	confide-nce		connect		consideration
	convention		condition-al		convey
	company		combine		conspicuous
	companion		continue		congratulate
	concern		consider-ate		confidential

§ 87. *Contr-* and *counter* are expressed by an inclined tick in place of the dot:

	controls		counteract		contrite
	contrary		contributory		contrive
	countercharge		uncontradicted		controller
	counterpart		counterpane		contract
	contrition		uncontrollable		contractor
	contradict		contrast		contraction

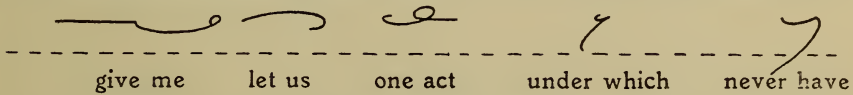
ELEVATED WORD-SIGNS

§ 88. For greater facility or brevity, a few words are placed higher than the rest of the writing:



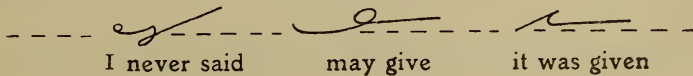
Rem. The dotted line represents the writing line. When practicing, no line need appear; simply elevate the sign to about the height of the *Ch* stroke.

§ 89. Phrasing.—1. If the first word of a phrase is one indicated by an elevated sign, place it at its usual elevation and join the others regardless of elevation:



Rem. When *never* is phrased the vowel may be omitted.

2. When the elevated sign is not the first part of a phrase no effort is made to elevate it:



Rem. 1. The sign for *or*, being a dot, can not be phrased.

Rem. 2. The words expressed by elevated signs are such as usually begin phrases; they seldom follow in a phrase.

§ 90. In forming a derivative elevated outline the root outline should retain its usual elevation:

----- forgive-n	----- herself	----- reentered	----- unaltered	----- unentertainingly

### Writing Exercise

1. Please convey my congratulations to-the commissary.  
 2. The contractor who has the contract may contrive to control my contribution. 3. I-have great confidence in-the company and shall continue to work for-the concern. 4. We believe in-the conservation of energy. 5. You-must-have sufficient proof in-order to summons the dangerous criminal. 6. Conrad Sullivan came from Canada to-act as Manager for-the Lansing Terminal. 7. Our government will pension the wounded men.

### Reading Exercise



# TWELFTH LESSON

## NATURAL ABBREVIATIONS

§ 92. Under this head belongs that class of words a longhand writer would naturally abbreviate if he were crowded beyond his ability to write the matter in full, such as *pam* for *pamphlet*; *ans* for *answer*; *dilap* for *dilapidate*; *negent* for *negligent*; *gention* for *generation*. Outside of a few frequently used words this method of abbreviation should not be applied to words of LESS than THREE syllables, nor in any event where the resultant outline would not contain at least two consonant SIGNS:

This phase of abbreviation is covered more specifically by the following rules for

### *Contracting Outlines by Apocopation and Syncopation*

1. Omit *ence* from **ference**; *ence* and *ent* from **ndence-ndent**; *n* from **nent, cient, tient**:

	ference		dependent		deponent
	conference		component		ancient

2. Final *s* and *cy*, following N, are frequently omitted. This omission is not made when writing the plural forms:

	evidence		finance		defense		emergency
	absence		radiancy		defenses		exigency
	sentence		audience		finances		aberrancy

3. *Ive* is often shortened to *i* when preceded by *s* or *ct*:

	conductive		instructive		excessive
	intensive		abusive		adhesive

Rem. *Ivs* added to a word-sign, as *collective*, *objective*, should be expressed by a detached *V*. See § 78.

4. Omit *d* from *adj*, *gade*, *grade*, *cede*, and *clude*:

	adjacent		adjourn		renegade
	exclude		include		concede
	degrade		degradation		inclusive

5. Omit *k* from *factor*, *faction*, *fic*, *diction*, *duction*, and *p* from *scape* and *scope*:

	benefactor		terrific		dictionary		microscope
	stupefaction		morbific		benediction		landscape

6. *Tect*, *sect*, and *duct*; expressed by detaching *T*, *S*, or *D*:













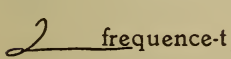



	detect		detector		seductive
	detective		detectible		deduct
	detects		detection		dissect

7. *Ect* is omitted in the ending *ject*:





































	inject		project		object
	subject		dejectedly		objection















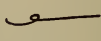






















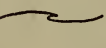

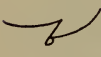
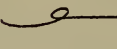


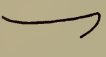


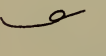
















NOTE—The outline for *object* is varied to avoid a possible conflict with *subject*.





































8. Omit *m* from **cism**; *lt* from **sult**; T is dropped from **idity**: Omit *w* from **quest, quire, quence-quent, and quisite**:

	cynicism		result		inquest		inquisitive
	witticism		consult		request		inquire-y
	stupidity		validity		acquire		esquire
	frequente-t		timidity		exult		requisite








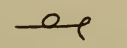


9. The following outlines are shortened in accordance with the Natural Principle of Abbreviation explained in § 92.

	abandon		catholic		discrepancy
	abundance-t		celebrity		economical
	alacrity		character		enormous
	ambiguous		chemical		enumerate
	amiable		christian		enthusiasm
	ancestor		collateral		equivalent
	animal		cosmopolitan		evaporate
	answer		covenant		exaggerate
	benevolence-t		delinquent		exasperate
	benignance-t		democrat		exonerate
	cabinet		dictate		exorbitance-t
	cancel		dilapidated		extemporary

	extravagance-t		inefficient		misdemeanor
	facilitate, facility		inevitable		miserable
	fac simile		inhabit-ant		monopoly
	familiar		innumerable		native
	family		instantaneous		neglect
	financial		investigate		negotiate
	fluctuate		invigorate		newspaper
	generation		jubilee		observe-ation
	identical		juvenile		obstacle
	illustrate		legislate		ordinary
	imagination		liberty		particular
	impenetrable		locomotive		perforate
	impersonate		lumber		permanence-t
	impertinence-t		magazine		perpendicular
	impregnable		manufacture		perpetual
	improbable		matter		phenomenal
	inaccurate		meditate		philanthropy
	inadequate		memoranda		plaintiff
	indefatigable		memory		political
	indignant		method-ical		poverty
	indispensable		metropolitan		practice

	prejudice		resemble-ance		temporary
	prepare-ation		resignation		tendency
	prerogative		reverend		tranquil-lity
	privilege		ridiculous		tuberculosis
	probable-ility		sanguine		ultimate
	prominence-t		sincere-ity		unanimous
	providential		spontaneous		universe-al
	public, publish		statistics		vanquish
	railroad		synonymous		vice-president
	railway		synopsis		victim
	reciprocate, reception		subordinate		visible
	reluctant		telephone		vocabulary

Rem. The general rule is to apply this method of abbreviating outlines to words whose PRIMITIVE form contains three or more syllables. Then in writing a derivative form add to the primitive outline such sign or signs as will express whatever was added to form the derivative word, as—

	manufacturer		material
	manufactory		democracy
	memorandum		abandonment
	indignation		characterizes
	methodism		answerable

§ 93. W is dropped from the following outlines:

squander quick square between anguish  
 liquidate extinguish question bequeath qualify

Writing Exercise

1. In-the absence of evidence the defense will-have to concede the request. 2. My-object is to try to detect if-there is any validity in the claim. 3. At your request we-will acquire the requisite financial aid, sufficient to-meet any emergency. 4. He frequently appeared in-the audience as an advocate of-the jubilee celebration. 5. My observation lead me to think that-the manufacturer has-the privilege to-negotiate for-a metropolitan newspaper. 6. We-are making preparation for universal military training. 7. The victim was very reluctant to accuse the vice-president of gross negligence in-the manufactory.


Reading Exercise


1. 2, 7, 0, 5, 6 - e - 8. "
   
 e - 7 - e - 6. " 2 e -
   
 1 2 9 2 6 1 1 e - 2 4
   
 e - 2 / 5 e - 7 - 6 - e -
   
 1 5. 0 6 1 1 e - e - e -

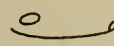
# THIRTEENTH LESSON


## PREFIX SYLLABLES


§ 95. **Anta-e-i;** expressed by the large circle:


 antagonize

 anticipate


 antimony


 antagonist

 antedate

 antecede

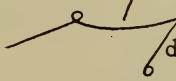
§ 96. **Dis** and **mis.**—1. S is omitted whenever the resultant outline is one that can not be read for any conflicting word. When *s* is omitted the vowel is usually retained:


 discharge

 disturb-ance


 mismanage


 disband

 dismember


 misnamed


NOTE—In the following, D expresses *dis*:

 disappointment

 disclose


 disagree

 dispatch


 disqualify


 disable

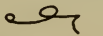
§ 97. **Em** and **im;** omit the vowel unless followed by a vowel or a second *m*. **En** and **in;** omit the vowel unless followed by a vowel or a second *n*:


 image

 immense


 incarnate

 imagine

 inaccessible




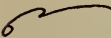


 inborn

 imitate







 immodest

 emit










§ 98. Omit *h* from **hyper**, **hiber**, and **hydro**:

 hydrometer	 hypermeter	 hyperbole
 hydraulic	 hibernacle	 hibernate













§ 99. **Magna-e-i**; expressed by **Ma**; **Mc**, by **M**; **multi**, by **M**, detached:

 magnify	 multiple	 McKinzie
 magnetize	 magnate	 McBride

§ 100. Detach **N** for **non**; **T** for **trans**:

 nonentity	 transmission	 transitory
 nondescript	 transact	 translators
 nonresident	 transpose	 translates










§ 101. Indicate **sub** by **S**, detached when followed by a vowel; **suppl**, **super** and **supre** by **sp**, detached; **expl**, **exper** and **expre** by **esp**:

 subdue	 subagent	 supplication
 substantial	 suburb	 superficial
 sublet	 supreme	 supplant
 expression	 expurgate	 explode


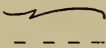












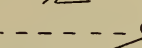
§ 102. The word-signs for *alter*, *enter* (*intro*, *inter*), *extra* (*exter*) *over*, *post*, *short*, and *under* are em-






























played as prefix signs. *Ent* expresses **intel**:

 alteration	 intermission	 enterprise
 postal	 intercede	 intellect
 postage	 exterminate	 overvalue


















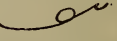






















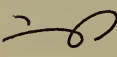



















NOTE—In many outlines these prefix signs are joined:

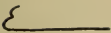









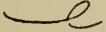













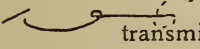
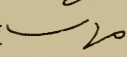


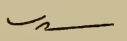














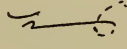




 understand	 nevertheless	 underneath
 understood	 undertook	 overdone
 misunderstand	 undertake-n	 overhead
 overtook	 overtake-n	 overcome
 overdue	 oversee	 overload

Word-Signs

 absolute	 efficient-ly efficiency	 significance-t signify
 advertise-ment	 follow-ing	 signature
 among	 ignorance-t	 similar-ity
 appreciate-ion	 indifference-t	 standard
 arrange-ment	 like-ly	 strength-en
 arrive-al	 might	 suggest-ion
 attentive	 night	 support
 attract-ion	 quality	 territory
 authority	 record	 tonight

Additional Exercise

	antipathy		miscount		envy
	antithesis		mystical		innocent
	antecedent		mystery		ensign
	anteroom		mastery		innate
	antiquate		mishap		enroll
	antiquity		mistake-n		mature
	antipodal		mischief		immature
	antidote		miscreant		immobile
	disappear-ance		subway		emissary
	discuss		suburban		emission
	discourse		substitute		invasion
	disgust		subsist		innovation
	dissipate		superintend-ent		immigrate
	disposition		superlative		emigrate
	distaste		supersede		enrich
	disprove		superior		immune
	disabuse		supervise		alterable
	discourage		superabundance		shorter
	disclosure		superhuman		shorten
	discretion		superscription		shortness

	subsequent		magnolia		intrusion
	subscription		magniloquence-t		interior
	submissive		magnesia		interloper
	supplicate		magnanimous		interval
	transcribe		magnanimity		intrepidity
	transcend		magnificence-t		interruption
	transform		magnetic		interpret
	transplant		multifarious		interest
	transmigratory*		multiformity		interpose
	posthaste		interrogate		interchange
	postmark		intercession		intrigue
	postpaid		intermediate		intrude
	postmaster		international		intrusive
	postpone		intricacy		intrinsic
	post card		interrogatory*		internal
	entrain		interpolate		intelligent

\*Advanced writers omit the hyphenated part of the outline.

### Writing Exercise

1. We-do-not anticipate any antagonism on-the part-of-the-discharged subagent. 2. We-have sublet the home-of-the-magnate at a substantial advance to a nonresident who has-made money from-the manufacture of-a greatly improved magnet.

3. Our architect will make an arrangement to transact the business and undertake to induce the men to work overtime.

4. During intermission you should ask for an interview and intercede for the postal employee whose worth is underrated and whose acts are not understood.

5. He is an expert in the transmission of electrical energy to the suburbs.

6. The overseer's altercation with the supervising architect made an alteration necessary.

7. McClosky shall supplant McPherson who is now supreme in command of the intrepid and intractable intruders.

8. I will hand my subscription to the dissipating postmaster.

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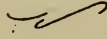






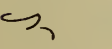
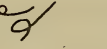
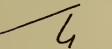



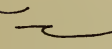
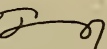
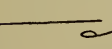


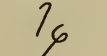
### Reading Exercise

I - P - o - u - n - d - e  
 e - o - i - s - u - e - g - i - s - h - u - g  
 o - v - l - r - n - o - o - t - v - n - o - i  
 g - o - e - e - u - b - u - e - u - e - l - l - l  
 - - o - l - l - u - o - e - n - t - y - o - g  
 l - o - l - u - o - e - n - t - y - o - g  
 e - u - g - l - o - e - i - l - u - e - r - o  
 - - e - o - e - o - e - n - t - y - o - g  
 o - l - l - u - e - n - t - y - o - g

# FOURTEENTH LESSON







## COMPOUND PREFIXES

§ 104. In many words *com* or *con* is preceded by one or more other syllables. The outlines for such words are formed by writing the portion that follows *com-n* very near, or partly under, the portion that precedes *com-n*, omitting the dot:











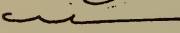



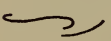

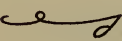






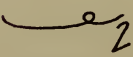


	circumspect		incommodes
	recumbent		self-control
	disencumbers		miscomputation
	incumbent		reconciliation
	uncircumspect		encompass
	decomposition		nonconformity
	discompose		discontent
	intercommunication		irreconcilable
	concomitant		inconstant
	unconcerned		preconception









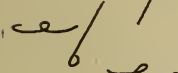

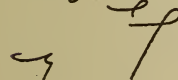
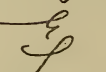




Remarks. (a) *Decom* is expressed by *D*; *discom-n* by *Di*.  
(b) When *comm* is preceded by other syllables it is implied as if there were but one *m*; thus, *commit* is expressed by *com-dot* plus *i-T*; and *recommit* should be expressed by *R* for *re*, with *i-T* detached and placed partly under the *R*-stroke; *recommend*, *R* plus a detached *end*. See *incommodes*, above.

§ 105. Words beginning with *com-n* which are indicated by word-signs, form their derivatives in the same way as the words in the preceding exercise.































	inconsistent		unconditional
	inconsistency		inconsiderate
	discontinue		unconsidered






































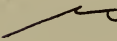





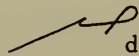

§ 106. When any other prefix-syllable is preceded by another syllable the two are joined:

	unmagnified		uninstructed
	unmultiplied		redistribution
	unsubdued		insubordination
	unsubstantial		unpostmarked
	unimagined		unselfish
	uninclined		untransferable
	uninaccessible		untransformed
	unrestrained		intransitive
	unemotional		retransact
	reintroduction		unanticipated
	unintelligible		redischarge
	indistinct		misinterpretation
	incontrovertible		undiscriminating













	unmistakable		encounter
	subcontrary		nonintervention
	inexplicable		disinterest
	unimpressionable		unsuspected
	unencumbered		unsuspecting
	inextricable		misunderstanding
	unalterable		unabbreviated
	uncontradicted		reincarnation

§ 107. Many outlines of compound words are formed by using word-signs as prefixes, or as affixes:

	anybody		whereof		always
	nobody		whereat		byway
	somebody		whereto		away
	everybody		whereby		headway
	somewhat		nowhere		pathway
	within		forever		onward
	wherein		whoever		forward
	whereon		wherever		backward
	wherefore		whatsoever		wayward
	whereas		also		outward

	reward		measure		proclaim
	betake		insure-ance		exclaim
	retake		treasure		unclaimed
	partake		treasurer		hereto
	become		thereby		hereby
	outcome		thereto		hereon
	income		therein		herein
	became		therewith		hereafter
	bygone		therefore		heretofore
	before		upward		depart
	inform		upon		output
	reform		forget		outgoing
	deform		declaim		outrage
	assure		declamation		outside
	censure		declaration		within


































§ 108. The following outlines are varied slightly in some particular:

	anywhere		anyone		whichever
	everywhere		no one		whenever
	somewhere		everyone		whatever
	elsewhere		however		afternoon







Additional Exercise

(Applying to prefixes in general)

 confectioner	 transition	 extremely
 confederate	 transportation	 unable
 compact	 matrimony	 Australia
 complacency	 self-improvement	 ostrich
 constant	 self-evident	 central
 concentration	 commissioner	 excellent
 counterfeit	 comedian	 interview
 supercilious	 petroleum	 improper
 behind	 irregularity	 eccentric
 impropriety	 impracticable	 intersect
 commemorate	 insignificance-t	 overlook

NOTE—The dot may also express *cam-*, as in—

 campaign	 campus	 camphor	 camera
---	--	---	--

Writing Exercise

1. Someone has said that an educated person is one who knows something of everything and everything of something.
2. Truth is as impossible to be soiled by any outward touch as the sunbeam.
3. Better to go forward than backward.
4. Their heads sometimes so little that there is no room for wit, sometimes so long that there is no wit for so much room.

5. When bad men combine the good must associate; else they will fall, one by one, an unpitied sacrifice, in a contemptible struggle.

6. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.

7. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.

8. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.

9. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.

10. It is an outrage that the superior output is decomposed.

---

### Reading Exercise










1. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.  
 2. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.  
 3. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.  
 4. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.  
 5. It is an outrage that the superior output is decomposed.  
 6. When bad men combine the good must associate; else they will fall, one by one, an unpitied sacrifice, in a contemptible struggle.  
 7. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.  
 8. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.  
 9. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.  
 10. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.  
 11. It is an outrage that the superior output is decomposed.

# FIFTEENTH LESSON



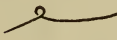



## TERMINATIONS

NOTE: In this lesson and the one following, the formation of derivative outlines is illustrated fully among the outlines presented.







§ 110. 1. **Ality, elity, ility, etc.**, are expressed by detaching the preceding consonant:

 ability	 locality	 municipality
 fidelity	 finality	 fatality
 plurality	 illiberality	 fatalities







2. **Arity, erity, etc.**, are indicated by the preceding consonant, plus the first vowel:

 majority	 vulgarity	 temerity
 hilarity	 solidarity	 disparity


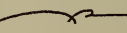
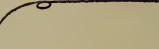

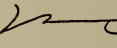



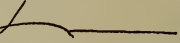
§ 111. **Anity, enity, inity, imity, mnity, der-nity, ternity;** detach the first sign of the ending:

 divinity	 calamity	 calamitous
 eternity	 solemnity	 urbanity


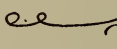




§ 112. **Avity, evity, ivity** are expressed by detaching the first vowel in the termination:

 gravity	 declivity	 gravitation
 brevity	 declivitous	 gravitate

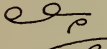





§ 113. **Graph** is expressed by G; **gram, grim,** and **crum** by super-length G:

	telegraph-y		lithographer		telegram
	biographic		photographic		fulcrum
	telegraphist		paragraph		pilgrim




§ 114. **Acity, icity, osity;** expressed by left-hand S, detached:

	capacity		animosity		ferocity
	veracity		mendacity		velocity









§ 115. **Astic, estic, istic, ostic;** expressed by S and the preceding vowel:

	anarchistic		sarcastic		artistic
	domestic-ate		elastic		acrostic

Rem. Advanced writers often join this termination:










	drastic		antagonistic		majestic
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§ 116. **Logy,** with any preceding vowel, is expressed by J, detached. Lo expresses **logue**:










	psychology		mythological		analogy		catalogue
	psychologic		pathologist		apology		prologue

Rem. Advanced writers may join the *logy* terminations.

§ 117. **Ulate-ion, uate, ule, and ual**, expressed by *u*: Following G, *uate* is written horizontally:










	situate-ion		graduate		populate-ion
	evacuate-ion		graduation		globule
	attenuate-ion		manipulate-ion		actually

§ 118. **Ural, ular**, expressed by *u*, joined when following K; otherwise the *u* is detached:

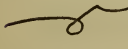











	secular		spectacular		mural
	tabular		plural		vehicular
	oracular		oracularly		plurals

Note—Detach U in “secular” to distinguish from “secure-ity.”



§ 119. **Fulness and fication**, expressed by F, detached. (Join *fication* when it follows T):



	artfulness		personification		gratification
	gracefulness		edification		ratification
	peacefulness		amplification		sanctification



§ 120. **Ness**, expressed by N; **less**, by L; **lessness**, by Ln; **bleness, someness, and soever**, by comma-S, detached:

	lateness		wireless		irksomeness
	hardness		homeless		unresomeness
	thinness		listlessness		amiableness
	whosoever		whatsoever		terribleness


**CAUTION.**—When *ness* follows a vowel, as in *readiness*, or forms a derivative word-sign, it should be written in full:

 readiness  
 dizziness


 littleness  
 goodness


 slowness  
 handiness


### Additional Exercise


 docility


 legality

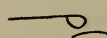
 passivity


 brutality


 utilitarian


 infinity


 vitality


 garrulity


 suavity


 rascality


 technicality

 cavity


 inability

 futility

 impassivity

 visibility


 debility


 nativity

 utility


 edibility


 levity


 frivolity


 audibility


 affinity


 durability


 excitability


 taciturnity


 liability


 prosperity


 femininity


 humility


 barbarity


 vicinity


 nobility


 inferiority


 fraternity


 stability

 posterity

 trinity


 versatility

 profanity

 extremity

 agility

 enormity

 insanity

	journalistic		caligraphic		monologue
	gymnastic		geography		epilogue
	generosity		multigraph		modification
	verbosity		mimeograph		verification
	typography		chronology		glorification
	stenographer		entomology		diversification
	orthography		mineralogy		justification
	autograph		perpetuation		notification
	autographed		accentuate		specification
	biology		infatuation		qualification
	physiology		rural		classification
	psychologists		intramural		blissfulness
	eulogy		vernacular		laughableness
	eulogium		schedule		loathsomeness
	theologian		actuality		gruesomeness
	philology		speculate-ion		hatefulness
	tautology		stimulate-ion		frightfulness
	archaeology		manual		fitness
	geology		lovableness		rudeness
	etymology		teachableness		fierceness
	tachygraphy		visibleness		sadness




















## SIXTEENTH LESSON

### TERMINATIONS—Continued










§ 128. **Litic, matic, metic, notic, thetic,** and similar endings, omit *t*:

 skeptic	 lunatic	 cosmetic
 Arctic	 romantic	 synthetic










§ 129. **Ment** is expressed by M:
















 sentiment	 sentimentalism	 parliamentarian
 sentiments	 sentimentalist	 sedimentary
 sentimental	 sentimentalists	 sentimentality

NOTE—When *ment* follows a vowel, in words of TWO SYLLABLES, *m* should be detached to avoid possible conflict, as—












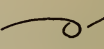




 foment	 lament	 raiment
 fume	 lamb	 ram
 foments	 lamentation	 cementation

§ 130. Advanced writers often drop *ment*, especially when its addition makes a noun out of a verb:

 engage-ment	 argue-ment	 assort-ment
 enact-ment	 assess-ment	 impede-iment
 enlist-ment	 endow-ment	 improve-ment










 announce-ment	 resent-ment	 predicament
 nourish-ment	 equip-ment	 punish-ment
 adjourn-ment	 manage-ment	 excite-ment
 achieve-ment	 detach-ment	 attach-ment
 require-ment	 indict-ment	 settle-ment

§ 124. **Hood** is expressed by *u*, elevated; **cial, tial**, by Sh; **ship**, by Sh, detached; **tude**, by T, detached:




 girlhood	 kinship	 official	 magnitude
 boyhood	 hardship	 potential	 altitude
 manhood	 clerkship	 initial	 latitude
 bishop	 glacial	 partial	 social

Rem. Advanced writers may join the sign for 'ship.'


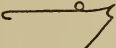







125. **Cious** or **tious**, expressed by Shu, usually written downward:

 gracious	 pernicious	 propitious
 tenacious	 judicious	 meretricious.
 vicious	 fractious	 loquacious





























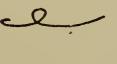


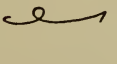













Rem. (a) A preceding vowel is omitted unless its insertion makes a more facile outline, as in the outline for *vicious*. (b) Advanced writers may omit a following *ness*, as—








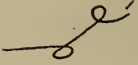












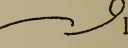
















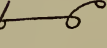






















 cautiousness	 efficaciousness	 vexatiousness
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§ 126. Certain endings of outlines for cities and towns are shortened as follows:









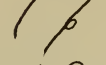

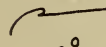






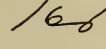


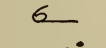




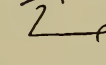



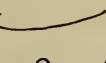



	Lockport		Greensburgh		Johnstown
	Hartford		Titusville		Johnston
	Clearfield		Winchester		Boston

Additional Exercise




























	frantic		defacement		embarrass-ment
	politic		allotment		momentous
	prophetic		advisement		torment
	hypnotic		atonement		contentment
	automatic		pigment		refresh-ment
	acrobatic		measurement		fragment
	prismatic		instrument		temperamental
	gigantic		instrumental		adjust-ment
	pneumatic		detriment		imprisonment
	autocratic		ornament		elements
	climatic		ornamentation		treatment
	Atlantic		elementary		implement
	dramatic		elemental		parchment
	emphatic		attainment		impeach-ment
	experiment		amuse-ment		fundamental

	childhood		township		promptitude
	brotherhood		friendship		solitude
	sisterhood		guardianship		aptitude
	livelihood		partnership		rectitude
	neighborhood		apprenticeship		vicissitudes
	conscious		noxious		multitude
	conscientious		incautious		latitudinal
	delicious		expeditious		latitudinarian
	unconscious		facetious		beneficial
	spacious*		pugnacious		nutritious
	auspicious*		surreptitious		officious-ness
	sagacious		audacious-ness		conscientiously
	creative		purgatory		sensibleness
	progressiveness		inclusive		potent
	cohesiveness		permissive		penitent
	massiveness		abusive		feebleness
	conciliatory		gapingly		skillfulness
	vindicatory		grudgingly		carefulness
	vindictive		knowingly		needfulness
	valedictory		exceedingly		valuableness

\*Occasionally it is better to write upward Sh for *shus*, and in such instances the vowel is omitted.

	conductor		astronomy-mer		aggravate-ion
	hereditary		advance		vegetable
	heredity		author		vegetation
	educator		derogatory		tangible
	greater		exhibit		behave-ior
	calculator		christianity		circuit
	trader		manuscript		circular-late
	favorable		prefer-ence		competent
	flexible		progress		competition
	expense		union		testament
	conclude		unionism		assistant

Word-Signs

	acquaint-ance		correspond-ent		quiet
	adhere-nt		country		special
	agree-ment		discount		sufficient-cy-ly
	arbitrate		letter		swear, sworn
	authentic		long		tell, till
	both		place		testify
	child		please		vouch
	church		positive-ly		write, right
	common		present		young

Writing Exercise

1. All government, indeed every human benefit and enjoyment, every virtue, and every prudent act, is founded on compromise and barter.
2. After the adjournment the bishop asked the management to provide new equipment for the men in confinement as punishment for their treatment of the men in the last enlistment.
3. The skeptic and agnostic thought it romantic to watch the gigantic lunatic act so frantic and acrobatic.
4. By judicious and efficacious action we can compel the pernicious and fractious person to do meretricious work and be less loquacious and contentious.
5. A trip from Rockport to Parkersburg and on to Nashville was a hardship in my boyhood days.
6. The conductor declared to the porter that the trader had paid the fare from Decatur to Edmuston for the educator.
7. Your attitude on social matters is an aggravation and derogatory to favorable progress. He is exceedingly abusive.

Reading Exercise

o c l l y o z  
 2 % . i b r n l i z i z o .  
 s b r o s i m b s o o o . o .  
 v . e g o u e n i  
 u o s v . i s o o o z .  
 u . o o s t e o y o e  
 r o s . o s i s o b o l o r .

# SEVENTEENTH LESSON

## PHRASING

§ 135. When forming phrases the student should observe the following rules:

1. Do not join more than four words in one outline; usually two or three.


2. Do not form phrases that require the pen to go more than the length of a B-stroke from the writing line; or that contain more than three horizontal strokes.


3. Join only such words as are connected in sense—never join words separated by a pause.


4. Join only outlines that form good junctions. Watch the angles. Never form an obtuse one; they are not necessary in this system.

§ 136. The great bulk of phrases is made up of the little, every-day words joined without changing their individual outlines, and phrasing may be reduced to the following grammatical rules:


(a) A pronoun in generally joined to a following verb:


 I have

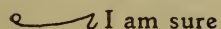
 we have said

 it was


 I am

























 we hope you may

 it was not













 I am sure

 we will take
















 it has not

	I may be		which you may		you may be
	I have said		they are		it had
	I must have		they do		which was
	I will favor		which is not		you may
	I had		he will have		you know
	we had		he will be		you had
	we favor		he had		you did
	we did		which may not		you do not

(b) An auxiliary verb, with or without *not*, is usually joined to the principal verb:










	shall have		will have		should not be
	I should have		will be given		we should not go
	I shall go		may be expected		should be
	may not be		I do believe		would be taken

(c) A word that defines, modifies or limits is often joined to the word that is defined, modified or limited:



















	great advantage		good business		little effort
	no advantage		some object		brave attempt
	good boy		as much as		as near as
	an age		get together		go upon
	sufficient difference		several times		very decisive
















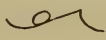

(d) Sometimes a common word is joined to a preceding verb:

	do his		make no mistake		permit us
	have you		take down		go on
	did you		come here		put in

(e) An adverb or conjunction is frequently joined to a following word:


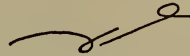


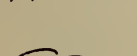



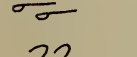

	as it has not		as I get		because his
	as there		as you		if this is
	as it has been		as I have		when shall
	as his		as I may		if his
	as I do not		such as this		and his
	as I know		nor is it		there could

(f) Prepositions are frequently joined to words that follow:

	by this		for my part		on which
	by you		in favor		of which
	for you		in this		of the
	for this		with which		on his
	did this		in that way		of his




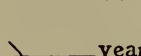


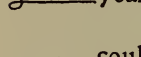





Rem. In a very few cases *with* may be expressed by *i*, as in *with which*, in the above list.

§ 129. Omit *from—to*— when used in connection with repeated words, or contrasted words:



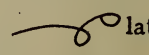
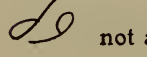





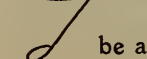

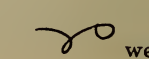
	from day to day		from light to dark
	from time to time		from rich to poor.
	from hour to hour		from good to bad
	from week to week		from head to tail
	from place to place		from top to bottom

§ 130. **Modified Forms.**—Any portion of a word that will naturally be suggested by the phrase-outline may be omitted to secure a better outline, as—

(a) Dropping the vowel from *ago, by, could, few, my, week*:

	(a) few days ago		past week		my agreement
	year(s) ago		per week		my signature
	could change		could be		my address
	could put		last week		could charge

(b) (*Un*)able, following *be, been, not, or are*; and *than*, following adverbs of comparison, expressed by *a*:

	may be able		would be unable		later than
	not able		tighter than		faster than
	are unable		sooner than		lower than
	be able		easier than		wetter than

(c) *Beg*, sometimes expressed by *B*; *last*, by *La*; *next*, by *Ne*; *mail*, by *M*:

	we beg to say		last day		next mail
	I beg to differ		last time		next day
	by mail		last mail		today's mail

(d) *Company*, when part of a name, is expressed by *K*; *ship* sometimes expressed by *Sh*; *department*, by *D*:

	The Kress Co.		may ship		Mail Order Dept
	Drake & Co.		should ship		Insurance Dept
	Telephone Co.		ship the		last shipment
	Electric Company		I will ship		his shipment










(e) *Has* is regularly expressed by the large circle:

	it has		what has		nothing has
	it has not		where has		each has
	which has		anything has		much has
	which has not		when has		so has

§ 131. Between repeated words omit *after* and *and*:

	day after day		again and again
	week after week		better and better
	time after time		deeper and deeper

§ 132. When phrased *how* may be expressed by either *ow* sign, writing the one that unites with another sign with the greater facility:

	how fast		how many		how large
	how was		how much		how long
	how could		how do you know		how will

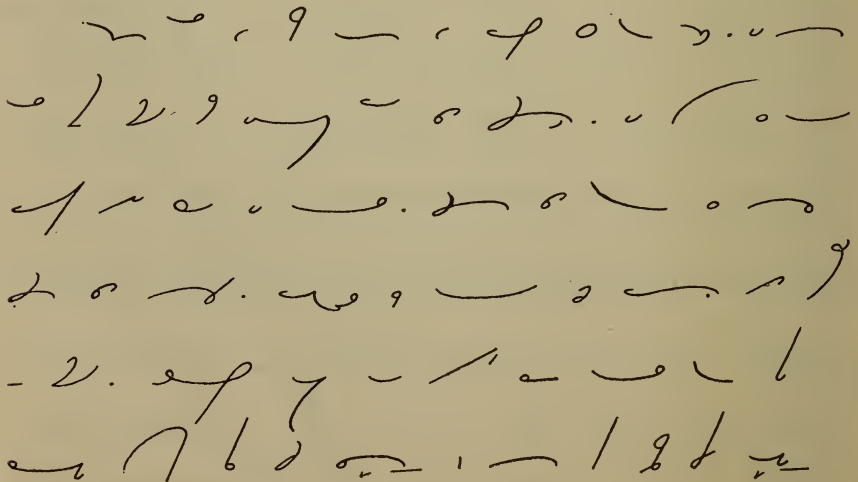
Writing Exercise

Gentlemen:

Answering your letter of the 21st, we have sent tracer after the car of cedar shingles which was shipped you on the 3d of June. We hope you will receive them without further delay.

In your order for barb wire you do not specify the gauge size nor the method of transportation—whether by rail or by water. Kindly advise us on these matters. Yours truly,

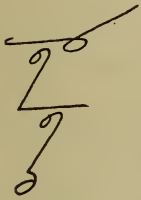
Reading Exercise

  
 The first of the month  
 was the first of the month  
 was the first of the month  
 was the first of the month  
 was the first of the month  
 was the first of the month

# EIGHTEENTH LESSON

## ADVANCED PHRASING METHODS

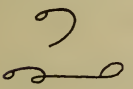
§142. **Omission of Words.**—1. *To* may be omitted when following *able, according, glad, like, order, ought, reference, regard, regret, said, seem-s, wish*:



glad to do

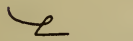
able to go

able to say

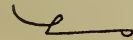


with reference to

with regard to



wish to come



wish to get



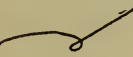
in order to be



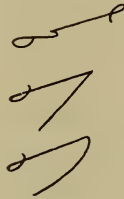
in order to have



able to get



like to do



according to his

said to be

said to have



seems to be

seem to be



seem to have

ought to know



ought to be



ought to make



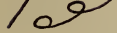





















glad to be













ought to do

2. Generally, any small connecting word may be omitted, provided the construction of the sentence is such as will require the restoration of the word when transcribing. Illustrated on the next page.





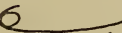






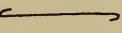

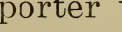
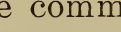
	on or about		on or before
	hand in hand		over and above
	some of them		more and more
	one or more		how do you know
	on the subject		ready to ship
	for the time being		up to date
	out of the question		one of the most
	in the matter of		view of the matter
	one of the best		great or small
	sum and substance		more or less
	here and there		hither and thither

§ 145. *Early*, and *hour* are sometimes expressed by the reversing principle (see § 55):



















	early date		suggest our
	at an early date		be our
	at the earliest opportunity		signify our
	early call		at our
	early opportunity		take our

§ 146. The reporter occasionally may derive advantage by making use of the super-length princi-


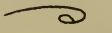





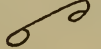
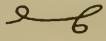
ple to add *been*, *own* or *not* in writing such phrases as the following:

	have been		some one		will not
	I have been		the same one		may not
	which have been		which one		could not
	who have been		each one		I will not
	have been able		no one		you could not























§ 136. The reporter writes the comma-S or the S-hook for *us*, or it may be added to an outline ending in *s* by changing *s* to *sus*. See § 22.

	upon us		like us		reduce us
	about us		said to us		face us
	take us		give us		deliver us
	for us		without us		allow us
	let us		with us		advise us
	heard us		which causes us		make us

§ 137. Advantage is taken of the S-hook to add *say*:

	could say		will say		ought to say
	to say		did say		you can say
	which say		had to say		they may say

§ 133. **Intersections.**—Special terms in any line of work may be expressed by very brief, intersected outlines. Specific rules for their formation can not be given, but the examples below will show how it is done. The stenographer should compile a list of the oft-used terms employed in his or her line of work and devise intersected signs for them.

	Republican Party		party of the first part
	Democratic Party		party of the second part
	Board of Directors		Chamber of Commerce
	Board of Trade		bill of particulars
	bill of sale		insurance policy
	market price		price list
	Pennsylvania Railroad		Federal Reserve Bank
	Canadian Pacific		National Bank
	judgment for the plaintiff		Division Sup't
	judgment for the defendant		bond and mortgage
	General Manager		first mortgage

NOTE—The phrase *list price* was inadvertently omitted from the above engraving. Write L intersected by P.

§ 139. Initials should be written in “lower-case” longhand characters, joined:

 A. L. Flemming

 E. S. Kline



§ 140. Exercise on the implication of *ing* by placing the outline of the following word in the *ing*-dot location. See § 36, Rule 3, page 28.

	going on		claiming a		turning the
	going up		claiming the		turning your
	taking the		collecting the		turning our
	having a		correcting the		dealing in
	having the		applying the		dealing with
	having you-r		changing the		delaying the
	having their		changing you-r		occupying the
	bringing the		changing their		putting the
	bringing a-n		stating your		putting you-r
	hearing the		connecting the		willing to go
	hearing you		delivering the		liking the
	calling the		delivering goods		drafting the
	calling you-r		ordering their		separating the
	coming here		ordering the		selling goods

Rem. It should be observed that where one word ends in *ing* and the next begins with *com-n*, as "having concluded," neither *ing* nor *com-n* can be expressed by implication for there would be no way of determining which was implied.

§ 141. In a few phrases of frequent use *at* may be expressed by the *a* circle. The other phrase-

outlines in the following list should be regarded as special outlines, and not as illustrating any general principle for the abbreviation of other phrase-signs.






	at least.		at first		at the rate of
	at last		at any rate		at the same time
	at length		not only		at some time
	at all		as far as		can not
	at all events		most likely		for example

Reading Exercise

# NINETEENTH LESSON

## CONCLUDING INSTRUCTIONS











§ 142. Numerals 1 to 11, both inclusive, should be written in shorthand. Above 11, the Arabic signs are usually the better to employ:

 one	 four	 seven	 ten
 two	 five	 eight	 eleven
 three	 six	 nine	

§ 143. Decimals are expressed by small, "superior" figures. Omit the dash from fractions:

$12^{65}$  12.65       $2^5$  2.5       $\frac{3}{8}$   $\frac{3}{8}$        $\frac{2}{3}$   $\frac{2}{3}$









§ 144. Quantitative words when following a number, are recorded as follows:

$12$ —	twelve gallons	$12$ 	twelve million
$12$ 	twelve dollars	$12$ 	twelve billion
$12$ 	twelve bushels	$12$ —	twelve miles
$12$ 	twelve barrels	$12$ /	twelve pounds
$12$ \	twelve yards	$12$ )	twelve feet
$12$ 	twelve hundred	$12$ ^	twelve o'clock
$12$ -	twelve thousand	$12$ 	twelve hundred dollars
$12$ 	twelve francs	$12$ 	twelve thousand dollars
$12$ 	twelve cents	$12$ —	twelve rods















§ 145. *Street, Avenue, Boulevard, and Road*, when used in addresses, are expressed by their initials:

			
Third St.	Tenth Ave.	Boston Rd.	Grant Boul.







§ 146. When a straight stroke begins with a hook or circle on the under side, a following S-hook should be turned on the upper side to preserve "balance." *Al* in *shunal* may be reversed for the same reason:

	figs		rag's		egg's		irrational
	aids		laxity		rig's		confessional









§ 147. When adding *s* to word-signs that do not contain the last consonant of the root-word, be careful to preserve the exact appearance of the original outline so as to avoid confusion with other words:

	takes		tells		arranges		kinds
	likes		differs		theirs		these
	large		largest		last		
	car		cars		case		










§ 148. Always write a derivative outline in full if no greater effort is required than to do otherwise:

	write;	for writer		is better than	
	translates;	for translators		is better than	

§ 149. When forming plurals of monosyllabic outlines ending in *s*, and from which a final *t* has been dropped, repeat the *s*-sign:













 nest	 test	 rest	 last
 nests	 tests	 rests	 lasts

§ 150. S may be written upward before M and N:













 same	 sanitation	 sandbagger
 sample	 sandpaper	 semicircle
 example	 sandwich	 sanitary

NOTE—This way of writing S will cause no confusion with Th. If read as Th the effect is the same as a person lisping, as, “I got thanitary thamples,” for “I got sanitary samples.” Further, there is no objection to writing S upward after R and L.







§ 151. So that any vowel sound may be recorded the following additional precision marks are provided:

 Batton	 Reddy	 Kitt	 Call
 Baton	 Reidy	 Kyte	 Mott
 Boone	 Jack	 Jake	 Rudd

§ 152. A precision mark may be written to record an omitted vowel:

 Saul	 Ropp	 Poole	 Chal.
 Foote	 Rowan	 chalks	 Krupp
 Hawkes	 Rowen	 chokes	 awful









§ 153. If it should ever become necessary to distinguish the sound of *th* in *breath* from *th* in *breathe*, make a heavy sign for the latter. The same method is used to distinguish the sound of *zh* in *glazier* from that of *sh* in *glacier*:

 glacier	 lath	[  face  phase ]
 glazier	 lathe	

§ 154. The plural of *shun* may be expressed by changing Sh into a small loop:






 emotions	 corrections
 portions	 collections

§ 155. Slightly inclining K downward adds *t*, and inclining G adds *d*:

 flagged	 tract	 cracked	 sneaked
 picked	 jugged	 packed	 smoked

Rem. If preferred, the past-tense dot (see Section 79) may be used in place of this expedient.

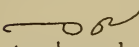
§ 156. Proper names composed almost entirely of vowels, are expressed by precision marks, thus:

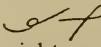
				
Oahu	Aea	Aeae	Aeaea	Ayah

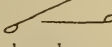
§ 157. When the first half of a compound word ends in a vowel, and the second part begins with a

vowel or H; or when the first part ends in D or T and the second part begins with G, K, or L, it is better to break the outline into two sections, thus:






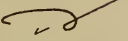



 sea-urchin

 greyhound








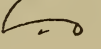


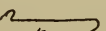
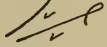
 nightcap

 headgear




















Days of the Week, Etc.

	Monday		Thursday		Sunday
	Tuesday		Friday		holiday
	Wednesday		Saturday		Labor Day

Months of the Year

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

Contractions

	accomplish-ment		dwell		percentage
	capital		inclose		perform
	celestial		importance-t		perpetuate
	chance		influence		physical
	delegate		influential		punctual-ity
	depreciate		interferen-nce		quantity
			information		

Reading Exercise

(Extract from Lincoln's Second Inaugural Address)










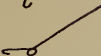


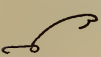



































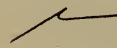


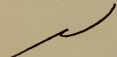











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


















































































































# SUPPLEMENTARY LESSON

## GENERAL EXERCISE

	abrupt		applicant		beheld
	abscond		application		behold
	absorb		apprehend		beligerence-t
	absurd-ity		approval		builder
	accompany		approximate		candidate
	accordance		architect		capitalist
	accord-ing		ascertain		carpenter
	accumulate		assemblage		certify, certificate
	acquisition		assembly		challenge
	advancement		assert		chapter
	adverse		assertion		children
	advice, advise		assist-ance		circumstance circumstantial
	against		association		competitor
	along		assume		comprehend
	ambition ambitious		astonish-ment		conservative
	ancestor		attend		contemplate
	anniversary		avenue		cooperate
	annual		bankruptcy		corroborate
	anxiety		beauty		countenance

	create		duplicate		formidable
	creator		eccentricity		fortunate
	creature		effort		foundation
	credit		endeavor		fraudulent
	credulous		endure-ance		fugitive
	culpable		especial-ly		fuller
	cultivate		estimate		genius
	culture		etc.		gentle
	custom		event-ual		gentleman
	customary		exception		genuine
	decisive		executive		gradual
	defend-ant		exhort-ation		hardware
	deficient		exist-ence		headquarters
	demonstrate		expedience-t		impassable
	denunciate-ion		expend-iture		impossible
	depend-ence		expire-ation		inaugurate
	designate-ion		express		incentive
	develop-ment		extraordinary		incidental
	dimension, diminish		fictitious		indefinite
	distinct		foreign		indemnification
	distinguish		forenoon		indirect


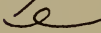
	individual		kingdom		obsolete
	indolence-t		land		obstinate
	induce-ment		language		office
	indulge		lawyer		operate-ion
	industry-ial		legislature		parallel
	inherit-ance		liberal		pecuniary
	insistence-t		limitation		penetrate
	intangible-ility		list		perhaps
	integrity		lost		permit
	(indignity)				
	intelligence		machinery		perplex-ity
	intelligible		manner		persevere-ance
	intimidate		mathematics		persuade
	intolerant		meanwhile		philosophy
	intoxicate-ion		mechanic		plan
	intricate		messenger		pleasant
	irresistible		missionary		position
	jeopardize, jeopardy		morning		possession
	judgment		mortgage		predominate
	jurisdiction		necessitate		problem
	jurisprudence		notwithstand- ing		product
	justice		number		proficient

	property		reverse (revise)		transparent
	proportion-ate		scripture		tumult-u-ous
	proportioned		scientific		typewriter
	proposal		second		unacquainted
	prospect		singular		undecided
	purpose		south		undoubted-ly
	pursue, pursuit		southern		unnecessary
	recapitulation		spoke-n		urge
	reciprocity		statement		use
	recollect-ion		store		valuable
	recur-rence		study		vulnerable
	refine-ment		subjugate		whether
	relative		subtract		wicked-ness
	relinquish		supply		verdict
	remain		surrender		vigorous
	remark		suspicion suspicious		visible
	remember		tempest-u-ous		voluntary
	response-ible		temptation		west
	retire-ment		tender-ness		western
	reservation		together		year
	righteous		trade		yesterday

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	Buffalo		Milwaukee		Springfield
	Cambridge		Minneapolis		Spokane
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	Cleveland		New Haven		St. Paul
	Columbus		New Orleans		Syracuse
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	Grand Rapids		Philadelphia		Washington
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	California		Maryland		Porto Rico
	Canal Zone		Michigan		Rhode Island
	Colorado		Minnesota		S. Carolina
	Conn cticut		Mississippi		South Dakota
	Delaware		Missouri		Tennessee
	D. C.		Montana		Texas
	England		Nebraska		United States
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