

Graded Readings

in

Gregg Shorthand

By ALICE MARGARET HUNTER

UNIV. OF
CALIFORNIA

THE GREGG PUBLISHING COMPANY

New York

Chicago

San Francisco

Z56
15 H2

SHORTHAND PLATES WRITTEN BY

GEORGIE GREGG

COPYRIGHT 1919

GREGG PUBLISHING COMPANY

A-5A

INTRODUCTION

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the **GREGG SHORTHAND MANUAL**. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. **GRADED READINGS** will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the **MANUAL**. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmisel (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

The fables used from Lesson Eleven on were adapted from *Aesop's Fables*. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

CONTENTS

	PAGE
INTRODUCTION	
FIRST LESSON	
Short Paragraphs	1-6
SECOND LESSON	
Short Paragraphs	7-12
THIRD LESSON	
Short Paragraphs	13-16
The Ball Game	17
FOURTH LESSON	
Short Paragraphs	19
The Pony	21
Business Letters	23
FIFTH LESSON	
Short Paragraphs	25
A Trip	27
Business Letters	29
SIXTH LESSON	
Business Letters	31-36
SEVENTH LESSON	
Business Letters	37-42
EIGHTH LESSON	
Business Letters	43-48
NINTH LESSON	
Business Letters	49-54
TENTH LESSON	
Business Letters	55-60
ELEVENTH LESSON	
Business Letters	61-63
The Dog and His Shadow	64
The Crow and the Pitcher	64
The Hare and the Tortoise	65
The Lion and the Mouse	66
TWELFTH LESSON	
Business Letters	67-69
The Goose with the Golden Eggs	70
Benjamin Franklin	71
Cotton	72

	PAGE
THIRTEENTH LESSON	
Business Letters	73-75
The Fox and the Crow	76
Thomas Jefferson	77
Silk	78
FOURTEENTH LESSON	
Business Letters	79-81
The Old Man and His Sons	82
Alexander Hamilton	83
Wool	84
FIFTEENTH LESSON	
Business Letters	85-87
The Power of Fables	88
John Quincy Adams	89
Paper	90
SIXTEENTH LESSON	
Business Letters	91-93
The Wind and the Sun	94
Daniel Webster	95
Iron and Steel	96
SEVENTEENTH LESSON	
Business Letters	97-99
The Honest Woodman	100
George Washington	101
Coal	102
EIGHTEENTH LESSON	
Business Letters	103-105
The Monkey as a Judge	106
Robert E. Lee	107
Gold	108
NINETEENTH LESSON	
Business Letters	109
The Wolf and the Lamb	111
Ulysses S. Grant	112
Petroleum	114
TWENTIETH LESSON	
Business Letters	115
Abraham Lincoln	116
Pottery	118
A Vacation Trip	119

FIRST LESSON

— d l . o : b e g i n n i n g

t i t r e (e) - -

e s) — o . —

e . d = o : - -

n e e) t . o .

o o — o . t o .

n e e — n e — o .

o o) — o . t o .

n e e) — n e — -

t o - n e .

TO MIMU
AIRCRAFTS . e . -
w - n . . o -
o - n e d - - -
n o - d - d n x
d . d . d . e d
. e - - - d -
e - - - d -
d . e - - - d -
e - - - d . e -

c - e - u - ,
n - t - n e . ,
r - s - r n e . e
p - i - r - o - ,
u - r - s - - . ,
m - s - r o - - ,
t - . - r - o - ,
b - r - m - r - ,
f - r - o : - i - ,
r - g - u - ,

one two three four
two three four five.
one two three four
one two three four
one two three four five.
one two three four five six.
one two three four five six seven.
one two three four five six seven eight.
one two three four five six seven eight nine.

c u b . e o
p , e o - o i n
g u r - . o .
e f u r - r
n . e f - r
f - . u - i n)
o . e e . o r .
o r f . i e - o
n - i n) u - o
e r n - e o =

• a p u o r
s t d . i n s
o r . s e e r e e
c r - r d .
g u p - o d .
n u c d .
n e e r e e f .
n u c i d .
n u c d . e
u n o . b .

SECOND LESSON

v e i c l e s

s o n g s

c a p t u r e s

g a m b o l e s

l o v e s

p o e t r y

o r g a n i c s

g a m b o l e s

g a m b o l e s

g a m b o l e s

o 2 2 i u ~ .
⑧ ~ e u ~
— . L .) . o 2 e
. h f ~ - / h .

f ~ o . o r .
— ~ o . o f 2
— f e i ~ i
e ~ r . . ,) y
e v ~ ~ r t
g (~ ~) e .

J. - f T ()
o. 2 g o . . . /
T - b - o - o
~ o . g ' - u
- () , - b .
; () f - y .
6 - . .
f - r) g -
o. - o - o)
) f. - d - g .

or q d - o
l. o - q g. l.
c f - t) s -
q - f e.
c o . ! - u.
c o ~ (c - . !
l - f -) f /
c - c - c (c
c - c - u o (c
g - g - (- . e .

j. d. c. t. -
j. i. e. s. ~ u. c.
- d. l. g. u.
e. r. c. l. t.
f. e. r. y. - L.
y. . - c. -
- y. u. e. -
g. - d. - - y. u.
o. - - - - -
- - - . - - y.

THIRD LESSON

o - . - o / 7' o
(- / - - - .
- o . - - o -
7' - / - - - o
- - : - : - 7' " o
- - . - - o .
- - - - - - - -
f. o i b i z i -
- l. - (e) i
) s / - - / - - - .

. 2 2 - 1
. 2 2 . - e .
- f) - o - p .
- ? { ~ ~ ~
- b . - b } (~
- - - / - b - y
- b - ! - o - p . y
- - - g . b . y
- ? - y - t - e .
- - - b - g .

b g v ? c ~ .
c s u c . c
d r e l b
p m b u y
m i t . o t c
c . { d r l -
- / c s . o .
l o o o u c -
/ . c u t c -
c . - { c d .

P. C. W. R. E.
I. C. S. C. V. R.
Y. P. C. U. T.
E. C. Y. C. E. U.
T. C. C. U. S. P.
H. C. C. D. C. T.
Y. C. C. N. X. O. T.
C. C. C. Y. D. T. -
H. C. C. D. . R.
T. C. G. C. E. I.

THE BALL GAME

i - n - i c h ! u
h ! r - e - l {
e . - s - t o
c - i - s - f - -
{ - f) - e -
{ - y - f - - i
- c - c - - y
c - n - " r - i - c .
f) c - c - s -

L i f e i n e r
" I t ' s o n) f i r
L e a v e s ? - h .
- e - e - e - e .
2 e - e - e - e .
- o b - e - e
L e a v e s .) h .
- e - e - e - e .
e g - e - e - e .
- e - e - e - e .

FOURTH LESSON

m u l . u
x) o - s - - o
} l - s - (- }
r e s - s - s -
- , x) o - g)
u x - f - n - s
r - u x - f
) n - o - i - e -
x - l . h - r
r - r - u - u -

w a u . 6
w r u a u .
e - s o r . -
w r x d - r
r r - . l e f .
r r n n i .
{ s e x . e . e .
r r u . r p -
s c ? - u .
y w ' r s .

THE PONY

1. b . c b -
P - b e a a - t - e
9 - (a v g - - -
- b e l - i - r
- f - b o - a - r
- f - f - y - - - i
r j - - - - - - -
b o - a - t - w l
- b b b b e a a -

K - a g - i - o n - r
G - o - y - l - c - t
J - b - i - o - t -
e - i - r - b - t -
D - i - . - m - i -
n - n - t - i - -
G - o - t - y - i - -
f - l - e - - - d
d - v - - - -
e - r - g - .

BUSINESS LETTERS

1. — — — 2. —
— — — — —) px
— L — — — — —
— C — h . u — y
— — o n . v p
— y o — C — y
— o — — — — (s.
—) — — x) — —
— y . n — m .

2. — ! → .)
— — — — —
g x - a e - l.
— — — i — — —
l — x) n — — i
f - l e - g — t
z o - v c b .
— x o — — . —
— .) n i n - o z .
y l .

FIFTH LESSON

o / - s . e 9
L n - o ? ^ - > -
n o o t . 9 . 9 - e
- o d L L w o
- a - p .

- e n e u l 9 . {
e - ? d n n - o
6 . 6 e n e - - n e
d n e - l - 9 2
- - 6 .

ee y . e .
I k - - - - k
- o . e c k
- - - k - - -
z u - - - - -
e . e k e " e "
- k - - - - .
k z - - - - k
- - - - - - -

A TRIP

o E - f d) u
o . u r i e -
o b - o - u e - e -
o { - f e - .
o 6 e - o -
o () - 2
o ' t i - t e
o) . e u 6.
o e - ' o - e

o - o - o - d - m -
e - e - e - e - e -
m - o - o - m -
t f) - m i
' - n - o - e - d -
n f) u - o . {
l - y - - { t -
r r c - - o - t -
l o u - - o - {
) o u - d -

BUSINESS LETTERS

8. — b d e — . —
• b s t r r s — f —
i b c h o u — j u
— b — l n r) ,
c o — j — u — o —
o r o b s . e : , o
(- b -) — r - b c
— s o o s 9 — r e
r o r s b z c r
— b o c b o o o d
c o u

4. — is as be-0 —
— . 6 . s - b) — . 0
1. 6 .) ,) re- —
I — — — () —
o (o e , — 2 —
or — — — — e .) .
— — — x) — —) —
—) — x — —) —
— x —) . y u — —
9. c — es si —
. 6 . m , 2 .) — —
— c i —

SIXTH LESSON

BUSINESS LETTERS

5. 1 - 6. 0 & 6. 0 & 10.
- 0. 4 - 0. 3 - 0. 2 - 0. 1
0. 0 0 1 0 0 0 0 0 0 0 0 0
- 0. 0 6. 0 - 0. 1 7. 0 0
- 0. 0 6. 0 - 0. 0 0 0 0 0 0
0. 0 0 - 0. 0 0 0 0 0 0 0 0

6. 1. 2 - 0. 0 0 0
- 0. 0 0 - 0. 0 0 0 0 0 0
- 0. 0 0 0 0 0 0 0 0 0 0 0 0 0
0. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
- 0. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
- 0. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
0. 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

7. 1 o i o . 9 - b . 2 {
 - P . , , o . m i { (
 - L 2 x o . 7 0 0 (/ {
 -) i . 6 2 0 . 5 e .
 o) - v 7 i - - b
 8. 1 a s .) . h 2 2 3 .
 6 . , - — o - 6 - 6 ✓
 " , 2 x - 7 - . h -) ✓
 (- 2 2 9 7 ,) - 3 . 2
 - u - L 9 . h - . 2 /
 7 , d - - 6 2 2 7 - 1
 9. 1 a o ! . e - x - -
 4 . 2 b . x o 1 2 6 . n n

n a s e . n . . .) e
I . . u g - h (, e - -
y .) d k - o u u - r
- u e i . u g - e
10. ✓ 2 (y - ? - g
z - o - o - z h - o - -
n e - n o z l - o - -
- b y - h e - - z - - o
G - o - w t - u o - -
L ✓ o - u e . - o - -
y - o - l - l - h
11. ✓ v - o b -) . b - y - x
l - u b x o - u b - g - o - -

for. I saw a great
black hawk - I said
to myself - (you know)
I must go on - so
I went on - and so
I got to the place.
I said to myself
it was a good day
and I said to myself
I must go on - so
I went on - and so
I got to the place.
I said to myself
it was a good day

sue) - 2. v / l. m.
sue. - y 20 4.
m. 1. 1. 1.

13. u l g n / - o b. i.
u p r - l o n d. e
- u . u . e - l i n d
v r - d i x a n b, s - x
v (g v o b) d. u c).
l o t - d x o d o - o
o d b. 9 b - - d.
u v o i o x o b o . -
o ? - d t.) ~ ?
o o v l n l - x b

14. — he /re /so /t -
or /e /o /b - a - m
— so - d /o /v - n /
i /r /o /g - o /b . a /
b . v . u . d /d /n - p . q
b . u . x /n /p /o /o /o /). -
x /- /q /l /c /z /n /e /s /
(. - /{ /x) . b /- /) /e /
f . o /p /b /x /e /f /f /— /u /q /x
e /f /m /x /i /g /x /b /e /— /
c /x /v /n /b /d /- /a /n /e /x
f /o /) /q /- /- /a /c /z /
c /n /— /— /z /

SEVENTH LESSON
BUSINESS LETTERS

15. *A - w / g , P - n C G*
- T - c - c l - m t - v) - J -
- o R - n t - d) d
- m - n - o) d - p G
- o b e - . d - q / s - o o
1). (J - 9 Y - s - o
- T - c - c - m 6 / o G
- C - n - o 6 , 7 2 - o
- o - n - d - o n - - - ;
- C - n - o - o - J - o
- n - l (- o 6 - o - o -
- C - d - - - 4 - r

16. *Michigan Avenue*
is a wide street
with many trees
and flowers.
It is a very
busy street.
There are many
cars and
trucks.
There are also
many people.
They are walking
and driving.
There are also
many buildings.
They are tall
and modern.
There are also
many trees.
They are green
and leafy.

19. — *and what you do.*
— *so far as is re-*
quired to be done.
and what you do.
— *and so far as is re-*
quired to be done.
— *and what you do.*
— *and so far as is re-*
quired to be done.
— *and what you do.*
— *and so far as is re-*
quired to be done.
— *and what you do.*

20. $\frac{1}{1-x} = 1 + x + x^2 + \dots$
 $\frac{1}{1-x} = 1 - x + x^2 - x^3 + \dots$
 $\frac{1}{1-x} = 1 + x^2 + x^4 + x^6 + \dots$
 $\frac{1}{1-x} = 1 + x + x^3 + x^5 + \dots$
 $\frac{1}{1-x} = 1 + x + x^2 + x^3 + x^4 + x^5 + \dots$

EIGHTH LESSON

BUSINESS LETTERS

22. *Roots and stems* --
etc. *the number*,
and (*the*) *is* *not*
one. *the* *is* *para-*
so *one*), *(the* --
is *not* *one*. *it*),
but *in* *the* *one*.
and *it* *is* *the*
is *not* *the* *one*.)
and *it* *is* *the*
one. *and* *it* *is* *the*
one.

23. *A business meeting was held
at noon in the board room.
The discussion was general
and extended over a number
of subjects including
the financial condition
of the company and
the future of the
organization. It was
decided to hold
a general meeting
of stockholders
in October.*

24. *Flowers and Birds*
are seen in the sun
and birds on the tree
in the sun.
The flowers are seen
and birds on the tree
are seen to come in
the sun.
The flowers and birds
are seen to come in
the sun.

25. — / 4 6 6 5 — — —
C. . — 2 2 2 . / —
— 6 . C a r d n u n g) ,
— 9 . — v d s b) q n o —
h . . v . z -) . v t i y .
I o n) d b q) w ' s
) z r - t n o — p v d d
L e n) c o o n e) e l
I m .) V . u C e - Q o
e o : = b o - f b) n w n e o
f) r a n p u n r (o - r
e n o o — n m o n . —
n n f x o f x —

26. — ed d r e t l n -
) v. b o . r . . r r (r - . y
b. r r d r s o r . s o r .)
. q 2 b o L)) v u . L r
i g u m u . r . r . r . r .
r o . — L . . r r r . r y
r r r)) L r r r r r r
. q z r r — r . r . r .
b o q u L)) r r r r .
q / r r r r r r r) r .
r — — r . r r r r r (r r
— r r r r r r r r r r r
r — r r r r r r r r r r

NINTH LESSON
BUSINESS LETTERS

27. / / - o - o l n - o .
- o o n - o w r - e l
- l - r - b x - e - -
L J T N C o u - l k t
T - - - - -) l - e) d
o b r . o n) b n o u
x t z . y i o u - y
- g - s , - o - /) -
o - / p b - - - o - l - -
r - n - L C - - - t
x - o o - l o - l) z
o - d / m) o - l - , /
c - c / y - - l . o - - -
. n . G r - - - g . h

29. A i . . . - C - . 7 . 5
.. (- 7 / o o . w o .
w . . 2 o - o - - - .
2 o o b u e - u - - x o
2 - o . (.. o . o - - - w o
— :) U - u . v z o l - .
u 1 o — - 4) b , o o o o
~) (6 2 , . 2 b . ~
— - - - - o o w o - 2
~) (. ~ 9 .) ~ - t .
~ w) d o o o w .
~ / - o ? -) o ~) - -
~ . 2 o 9 . 6 () — . 2
w - (- 9 , . o o o - - -
o o o 1 o 9 x b

30. *They ride on
the green road.
The birds sing
and the flowers
are all in bloom.
The sun is bright
and the air is
fresh.
It is a
beautiful day.*

81. — n e e k e — t u b e

c o n t r i v e n t i p
c o n s o l i d a t i o n

v a c u u m p i n g

t r a n s f o r m a t i o n

s t r u c t u r e

m a n u a l i c a l

c o n t r a c t u r e

c o n s u l t a n t

p o l i c y

l o n g e r

m a n u a l i c a l

s t r u c t u r e

c o n s u l t a n t

l o n g e r

— t r a n s f o r m a t i o n

32. — L y w e l l —
H i n t s , (S o n g) —
— L o v e , R - (a n d)
F e l i c i t a t i o n s . —
— D i f f e r e n t a n d —
— T u n e s — (—) —
— C o l t s , (V o) , I t ' s
— A s t o n i s h e d ,
— W i t h a n d E -
— G o o d , (S o n g) — R -
— H o l y , S o n g s , —
— F o o d

TENTH LESSON BUSINESS LETTERS

34.

1. — o a r , - — o u
2. — 2 9 0 2 o - ea
3. o p e n) x - u b l -
— w r - o , l , m , ,
4. t p , e x s b - e x x
5.) . W m n , l - - n o
6. h o / y , u d p , l -
— w e o / n r - ! !)
7. (o - e b - c) u - n
8. - - - - - / () s .
9. l ,) r n t p , ,
10.) . n o l . I n o o)
11. — w - s t g u - u
12. - - - - - l , t - -
13. e o o t - s o , k

35. *I n d . d . ~) o i d*
I . l - o o u - - - o l
o o l . ~) (~ n { ~
o o d o / ,) ~ - o
- l . o u o - o o o q .
r g l) w o r) (x
n i b , (w o o - o - b
), w) o d - - - g g b
+) , o o . - t u - b o . d ,
- e - l = q) u z e e =
g : 10 l 2 ; 15 l 1 1/2 ; 20 l
b , o o o o g - t o o o
z o g) (g z v - z e
- - - t 1 q , f d , u e -
6 l . - 6 o o 2 - b

36. I s. 3 u - n i n g f r
 I s. d u 6 e - m u)
 n - 6) d 1 2 9) 3 0 - n ,
 . 7 - h - 6 0 T. { - - - -
 = 7 3 t r o s o) 9 2 n u
 n n - . d 4 - - - n n -
 r e n 9 . 2 e n n f (
 r d u , b r = i t . n) n
 . y x .)) n . o , - 6
 r d e - o 6 o 4 6 .
 3 a - f - 2 c . e n y
 - n 9 . r - - - d y e
 - - n u r f - 1 0 - - - n n x
 o - o - - () - n u - n
 a - 4) o - n , n u h

87. *— L. s. / — d. s.*
— e. s. c. t. o. g. c. l.
o. l.) c. b. r. r. u. u.
g. e. — / ?) — d. r. —
—) u. r. l. u. n. m. n.
o. e. — y. L. n. u. o. —
z / (o - 1910 - g. c. P. 18 - l.
{ o. n. u. — a. i. — h.)
— l. c. o. .) . u.) n. - g.
— g. . 25 — > n. n. - g. 26
6. n. n. —) 8. — o. o. o.
— 20 2. - (o -) f. — g. ,
- - c.) y. 2. —) 1. 6
— n. u. , (—) 2. 8 /
) . P. 2. — d.)

ELEVENTH LESSON

BUSINESS LETTERS

39. Mr. John Smith
123 Main Street
New York City 10001
Dear Sir,
I am writing to you to inquire about the
purchase of a new office building.
I would like to know if there is any
available space in your building.
I am looking for a building with at
least 10,000 square feet of office
space.
Please let me know if you have any
information on this subject.
Thank you very much.
Yours sincerely,
John Smith

40. — i g u e n e l - g d
112, (— n l n c .
s o g a - o t o . () g n
d n e s o y v n t , c b -
— g o o o l e o o e b
r (— d) . e , e n u
g — t i z) . — n n n b
g n - c) v c g v p
r n n n n o o e . c b .
e - o n , v o b l o l n ,
e . t r - g r - v a . t {
) a (n n n n n b) o . (
b n . v l . n) . t v v
(- t h) - n o o o o (
• v n . g o) n . h

41. *My new coat is blue.*
- *does it run well?*
It does not run well.
It is a good coat.
It is a good coat.

THE DOG AND HIS SHADOW

. T = b - - o . t - - + w
. w (- a . c - - w - - o
v o r (- f - o - t - - -
- o - ? n d s 9) . o
- - - o) , b - -

THE CROW AND THE PITCHER

. w I p - e - e w 2
- b - . f (j - v - - - -
w) v - f) w y -
- w - f - f (u -) e
- u w -) o . o w -
L . o - - l r f - (s - -
- v d y - z - e C w -
- " " w p - w "

THE HARE AND THE TORTOISE

— è s l s r n) (c e
k e t h a s . c r - è ? -
c 2 . h x r b = b n
- b . /) n - m - - g e r
è " z d d - o , z - f - r
— s e - - s c c . a
) i n e - p (n s 2 e q
- n - c - v r n -
- è s . n e p & g j è n
e - s - g , s . s , o , n ,
b - n) o g -) - (- s -
r x s - e r -) - è s -) g .
i e o -) o r e 2 n 3 r e
c l - o - r 2 .

THE LION AND THE MOUSE

• a d o r d e r -
u s t r a i g h t -
i n o c u r - r -
w - w - n l) + C n
i - - - a () - e g - -
o a l l e) -) - -
n . v 9 - e - n - -
d (- x . o - d - n
e (. , k e - n l . , n
t - - - - - - - ;
s - - - - - - - .
z - - - - - - - .
r y) - - - - - - -
o - o - - - - - -

TWELFTH LESSON
BUSINESS LETTERS

42 - b i n o n e e g l u -
- e - - w) l r ; + 6 9
n . - v 3 0 - 0 0 - 0
z) 0 0 - - - 6 x - -
() i -) - > s) e a g
. v) ,) a - 6 - - -
m o a - z e o o - m m
) l m / - - / - g l -
/ (e y - ,) (9 - 6 2 ,
) () , (a - - - - -
/ m) y - - - - - h ?
. d) p - a - - - - ,)
. 2 y e o 6 - - - , m
o m - - - - g - -

43. — e g e s y e t u
o b y ,) r) l o . a d . o
w e o { } 2 6 - w n o
— q v m , o r . a l o
y ,) 2) n d w o o e a
9 o c) o m o , 2 1 - v ,
— n - f - o n l (o - z - u
f z - - a w) b - r b g
l o - f - o - o - g - n - t
— b - n - o o - y - n (u -
— o - g ,) n o - (o)
6 - n - a ,) e - n - n - t -
y ,) n - e - z - l - k - b
u - 1 9 - z - 2 4 - 3 - n - u
— 1 2 / r h o - b

"— e — u o , / —
e u - / 9 (u : e -
o : 6 ou o) b , - ?
— b e o ~ n g w / - z
n 3 o ~ 8 . o , w e p —
h y - b . u o) w e - /
• c . 6 e - . 6 b , 9 . l ~
o y e x r o u w - /
e r b . u / q - e r o -
e u r e r - n o f / 9
- c - b) b . o : ? - /
w) a - 7 - h - 9 - o . /
~ - 2 . v d e . 6 c .
e L i - o - 3 - - o - /
w o e b) - . - 9 - h

THE GOOSE WITH THE GOLDEN EGGS

S. b r t e o ? " "
... n n - -) n - -
o - l x) , J) , , ,
n u - o n . n o d
C o l - u x . n - -)
- u s n o o . n - -)
L - o - n - s - b - b y
(e . o - (o . n - y .
n n -) o d - d - d
I d - o - c - - n - -)
n - o - y - n - -) o d
- n - o - - o - o - n (
o - ? & / e - / o - - - -
n d - n - d - - -

BENJAMIN FRANKLIN

↳ long - a n - d
a r c u r e - d . o . - -
— i . a . d (- a l v o)
is g u r n f m t . u e
I a . i l , - n e s / a d b a
I o . - 1776 b a u - l e g . I n
n a a - 9 , 00 - 6 . 0
. - - - - - - - - - - -
e l o - - b y - l) l b y , y
l - b a y a) G b - y y
h (b - b a y y 2 b y 2
n o . b + a . - n . a - { G /
) L - n p . - b y 0 / o - -
w - b n r e - -

COTTON

or (a) . . . my } P₃, &
y - g r a - c e
- s b + E a - - C -
a (1 m r g i . . . o / /
- g () g / - - -
v - - - v - - - v - -
I g d v u f v - n -
v , m l - - - - - -
v x C $\frac{3}{4}$ r - - - v - -
a () f v - - - - - -
v t g - - v . m v - v
a t b v v a) v - - -
v a - - - v v - - -
- (- -) g . v v -

THIRTEENTH LESSON

BUSINESS LETTERS

45. — and Stand a t.
Cor. — E. u - s - r - n - y
C. e - e - e - r - e - l - n - d - ?
— r o) - C y - ~ z -
C. r - - - L 4 > e - e - z - w - e - n -
? (o - - - L 6 y - c - ,) (-
— r ? - E - e - l - o - n - d -
I n - o - - 2 G - u - n - o - z -
— r P r - - o - e - o - d - c -
x - g - e - n - h - - - - - - -
n - g - h - n - v - - - - - - -
n - n - y - n - n - - - - - - -
o - y - . - - - - - - - - - - -

46. — er no 2 6 - b /
2, 0 / { g . u 2 , y .
— - ? - g . - - - - 4 e .
— - 1 . (— c - : ① v .
— - due - - y - L - -
) v .) n x . - ? { u 60
— - - (l . o) - - 1)
— - - (l . l) - - - -)
6 - - y -) t x due - - ②
r - - s) , 6 , e . - x
— - - s) C , ? - - due
s h - n - s) C .
— - - - - - - - - - 1)
- on) - - - - - - - - - - 3)
— - - - - - - - - - 3)

1. m ~ - g 2 - e l
v) v v v) v ~ - - - -
- g u ~ ~ 6. ~ c l. ?
T ~ g ~ g ~ g ~ b ~ ? T
? ~ ~ ~ n) ; h ~
e ~ v ~ b ~ v ~ e ~ ④
v) v ~ - g ? . ~ - ?
. ~ 6 x - ? - g u ~ c
o (z w z - s ~ l)
s ~ v ~ v ~) 6 s o = c
y ~ l ~ - h ~ - t ~ T ~
c ~ c ~) e) v ~ o ~ - o
E d ~ - , v ~ o - g u ~ ~
z ~ ~ ~ ~ ~ l) o) . ~
s ~ p ~ - i g ~ (-)

THE FOX AND THE CROW

. h u . . m y c o ' r . t . f
 - i h) a n u (g u . n . " s)
 - o o . h ' t e o d) . w
 (r k u n . " i p - a e - n . "
 o d - " o u u . l ; o m
 - u ; o b - o o s t o .
 b - t o . r b f - n t ;
 e e l u a l o o o n
 - a z . u . " - m y l i
 /) m o n : b b - , o
 i o - b - d - l - n - l
 t l (- h - " o u l " t o .
 " o - u . - f l e - m - . e .
 g l l = p m c e n "

THOMAS JEFFERSON

re f b - - r m . e
f - o - e w - e - n p -
9. 19 d d b m) 47. 0
0 5 - v i - e s - n . w
e l - s - t - b - e - g -) ,
g - e - s - v - i - n - (, o -
d - a - b - s - t - e - f - s) o
h - a - b - s - a - l - e - t -
4 - e - T - o - d - i - y - m - b - e - s - o
n - - - - e - c - o - d - () d - o -
k - u - f - s -) o - r - (b - o -
o - m - v - n - " - d - - o - - f - "
- g - o - e - ? - r - - - - e -
f - e - g - o - e - v - o - g - o - d -

SILK

Wool is a fiber
and silk is a fiber
from the silkworm.
The silkworm
is a caterpillar.
Silkworms eat mulberry
leaves. They grow
and get bigger.
When they are big
they make a cocoon
and stay in it.
After a few days
they come out of
the cocoon as moths.

FOURTEENTH LESSON

BUSINESS LETTERS

47. 6. - n - i - t - l -
r - l - s - a -) - e - c - i - m -
y - n - d - r - b - o - p - s -
n - b - l -) - - o - f - e - e -
n - d - i - - t - e - c - p - s -
n - l - - e - y - o - n - o -
I - e - o - n - - o - t - o - t -
e - l - e - s - u - s - d - s - l - s -
t - o - o - n - - c - o - n - n - n -
) - 2 - b - y - s - - t - - -
(- o - 2 - - c - o - n - g -) - h - -
" - u - c - - n - o - n - g - t - t - -
- - - - - - - - - - - - - - - - - -
s - e - - - - - - - - - - - - -

48. *W* *e* *c* *o* *b* *l* *o* *r* *t* *d* *o*
2 *o* *n* *i* *s* *)* *w* *-* *n* *-*
z *n* *e* *i* *s* *-* *d* *l* *j* *y* *-*
z *g* *g* *o* *t* *-* *z* *u* *-* *y* *),*
g *e* *a* *.)* *q* *-* *j* *z* *z* *g* *?*
z *e* *i* *l* *u* *-* *n* *-* *g* *o*
z *-* *p* *o* *-* *z* *,* *z* *-* *d*
z *o* *l* *l* *z* *z* *o* *-* *u* *-*
z *o* *l* *g* *l* *-* *z* *-* *g* *-*
z *o* *z* *o* *)* *u* *-* *v* *?* *u*
z *o* *z* *g* *o* *,* *u* *-* *35* *u* *-*
(*g* *l* *z* *z* *u* *-* *z* *o* *35* *u* *-*
z *o* *z* *o* *-* *u* *-* *u* *l*
z *o* *l* *o* *c* *-* *6* *-* *z* *z* *-* *z*
z *o* *z* *o* *z* *o* *l*

49. — d' e z — t g)

z . . w ' z — — — ? ' z
— e n — p u { — k n —
— c — o — e n — v — g ~ g
— — — m h c y (~
t - g — o ad' > — p u {
{ o — o n o d —) ~
g) a c t c — b ')
3 q 1 s) . e o s . x {)
1 — — — 3 o l — d d
c — — — o — — g u {
— — 2 5 . x — 4 7 o d . x ,
a — — x — t h u —) g ~
g s — — —) n g e — v
. 1 2 o o) t . h

THE OLD MAN AND HIS SONS

. . — δ — n i e n)
 6 i g o n n i d 2 h u —
 y m — a (. . n 2 . .
 P o n — w o) u . h .
 n 6 — i — t 6 — m — i (.
 2 . . n h h y . . 2) 2 c
 e t y o n d 6 6 . . .
 2 — n — v 1 (. . m n)
 n . . 6 — e . . s . .
 n " — o ") — 2 " — f . . a !
 2 . . o) n o r s 2 y n
 h n . (. . 6 . . n n ; (2
 2) n e r y h n , n
 n . . o a n s n "

ALEXANDER HAMILTON

consecutively from 1 to 100
in the following manner:
1, 2, 3, 4, 5, 6, 7, 8, 9,
10, 11, 12, 13, 14, 15, 16,
17, 18, 19, 20, 21, 22, 23,
24, 25, 26, 27, 28, 29, 30,
31, 32, 33, 34, 35, 36, 37,
38, 39, 40, 41, 42, 43, 44,
45, 46, 47, 48, 49, 50, 51,
52, 53, 54, 55, 56, 57, 58,
59, 60, 61, 62, 63, 64, 65,
66, 67, 68, 69, 70, 71, 72,
73, 74, 75, 76, 77, 78, 79,
70, 80, 81, 82, 83, 84, 85,
86, 87, 88, 89, 90, 91, 92,
93, 94, 95, 96, 97, 98, 99,
100.

WOOL

n r - t p)) n -
t w - p - n e n
? . w o p - v - t . n
n n . n - - t - d - g
-) x . t / g - a 2 - 1 - 1
p n n e - l o - 2 - 1 - 35
t . -) . n e t - n .
? - - t d - - t u - n . - 2
e n g E - n - - 1 - 1 2 ,
d - 1 . h) 6 - - n b
n - s - n g / 9 1 2 9 3 -
n - c - o - n) i - n - n
n) f - n - b - s - 1 9)
n g) n - n - 6 .

FIFTEENTH LESSON
BUSINESS LETTERS

50. May 9 - 1922
Dear Mr. L. C. D. L.
9019.0000.1.6.4.
00000) - 3) (04.
066, / 000000.
1{00000000000000
- 6 (- 2.2.2 - 0
- x 6.00000000000000
230000000000000000
- 000000000000000000
1=06.0000000000000000
- 000000000000000000
- 000000000000000000
- 000000000000000000

51. → ०.१ — ३ २ ० १)
 २) . त प — ग द ा द व .
 १ - ६ . ए ख / . ८) . →
 ह ा न ल ि ग ज ा न ा न ा
 न ा न ा प ा न ा न ा १ . ४
 १ ५) अ . ८ ब र न , ८)
 अ . ० ८ अ — (ज ा न
 ल ा न ा न ा य ख / - . त
 न ा ए च ा न ा (ि र
 न ा न ा ख / - . य ा न
 अ ा न ा न ा य - ए ए .
 अ . अ . ए . ए . न ा न ा
 अ . अ . अ . अ . अ . अ .
 अ . अ . अ . अ . अ . १ २
 अ . अ . अ . अ . अ .

52. *water down too
see green cars.
water dry ground,
watered lawns last
year. (see p-1)
watered lawns
dry ground. etc.
watering system
in 1919, 1921 etc
watering
watering
watering
watering
watering*

THE POWER OF FABLES

• to no one in b. no
one. I. n - t' J. n t'
, un - g, y - b - e - l -
— o v i s o - r , m
- o z {) 9. ' () - 8 : 1 -
p k - g o . u - l . x " S
u - e () e - n o - n -
t - e - " b - a - 1 . y " t - o
" e - s - o - r s o - l " "
- J - o , y { . n - o) e
L - o - " / e / " e - t -
" o - i t - - 9 - o " 2 . " 6
y - o - p - s - T - o - d - o
(u , e - t - o - r) e - "

JOHN QUINCY ADAMS

PAPER

riid / 3 e - d 6 - m -
o - s - u / 9 - n - o / =
w q - d 6 - () + 2
E (d ' m - r - e - 6 - a -
p - r - 2 - o - d - 1 - b - 1 - v -
E - r - t { a - i - m - r - p -
o - l - u) / 7 - 1 - a - g - c - a -
1 { l - u - m - p - l - o - h -
c - , c - o - l - u - m - n - w - h -
o - n - 6 - u - b - 2 - o - r - t - 6 -
b - 2 - w - q - - r - l -
w - q - 6 - 2 - 6 - n - g -
o -) E - r - p - - 6 - 6 - 6 -
n - n - n - b - r - n -

SIXTEENTH LESSON
BUSINESS LETTERS

53. / - & { .. . w b : " 9
6 — o o r t e o l . - n r .
- 3 / - & w { } b . o & t " "
e { s : " o r { b
) 2 6 ~ , o : (3 - o o r .
) it . o e { 2 r t e a n
4 w o . r t e - 9) 6 w h
- d o d .) o . o . o . o .
) o { o . 3 - o > - u o .
2 r - t c r - s - , o r o
o - o o r) .) r - n - > . ? w
r (o . (- o . o . o . o .
o - o - o . ? . ? . C - r
c { o . - o . b }

55. — *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.
— *and I am up to 99*
— *in the room, I have*
— *to go to the office*.

THE WIND AND THE SUN

The wind was very strong
and it blew the little boy's hat off his head.
The boy ran after it, but he could not catch it.
He said to the sun, "Please stop, I want my hat back."
The sun said, "I am too hot to stop." The boy was very angry.
He said to the wind, "Stop, I want my hat back."
The wind stopped, and the boy picked up his hat.

DANIEL WEBSTER

de b. c - r - in g. w
an - t - y s m o o d
n - l - g - u - e. b - d - f
f - n - l - e. t -) i - -
c - - (- - o - n - e - f - n
- - - x - - , - - - f -) .
d - u - - a - p - o - b - - - g -)
{ (- - - - - - - - - - - - - - -
o - y - y - o - / - - - - - - -
m - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - -
c - - - - - - - - - - - - - - -
- - - - - - - - - - - - - - -
- - - - - - - - - - - - - - -

IRON AND STEEL

Iron and steel are the most important materials used in construction. Iron is a metal which is found in the earth in large quantities. It is a very strong metal and is used in the manufacture of many different kinds of articles. Steel is made from iron and is stronger than iron. It is used in the manufacture of many different kinds of articles. Iron and steel are used in the manufacture of many different kinds of articles.

SEVENTEENTH LESSON
BUSINESS LETTERS

56. Our motto is "Quality
and Service".
We offer you a
full range of products.
Our prices are
competitive.
We are a family
business.
We offer you
a full range of
products.
Our prices are
competitive.
We are a family
business.

THE HONEST WOODMAN

. — s. . n - L .. y (

h u - o e g s i - i t o s

s) a - v. r - t s s -

n . o / - L) y b - .

y c (- l n - n - o - ?

✓ - n t - n - y g t - t y

) l l . n o s - n - -

z n - n e - n - y g t . n (

) l l . y o n - n - - z o

o n - n - n - y g t . d () l

b o - - b u - o - b -

n o n b - z - - y e - c

c - o o - o - b - -

r y o o . y / , y -

GEORGE WASHINGTON

George Washington
was born at Virginia
in 1732. He was the
son of a poor planter
and a widow. He was
educated at home by
his mother. He was
a good student and
graduated from the
University of Virginia.
He became a lawyer
and a member of the
Virginia legislature.
He was elected to the
Continental Congress
in 1774. He was a
strong advocate of
independence from
England. He was
elected as the first
President of the United
States in 1789. He
served two terms as
President and was
replaced by John
Adams. He died in
1800.

AMERICAN

COAL

u - s - a - g - m - o
t h - r - e - v - o - o - u
- o - 4 - 18 1/4 - 22 n - d - 6 - x
w r - - . o - 4 : 6 - m - r ,
6 - - - - - 2 (^ . y , 6 2 -
— / 2 / -) o - s - 4 - 2
s - y - o - f - b - e - y , - e -
e - o - (- - - -) y ,)
- d (i) - - - - - - - - -
r (o - n - o -) m - n - h
- - - - y > 9 . - 1 / -
n d - - y - - - - - - -
- c - (- - y - - - - -
y - b - y - w - - - -

EIGHTEENTH LESSON

BUSINESS LETTERS

61. — nee i g o t / .
nee ey p c e e x
/ d o o x - u o o u .
w o l n o h t r o d
o le y d o s - n o E.
. g o t j i b - o t o .
o s , P o l o o o o s f o
- . a u o z . P u a e z
o o n o o o o o o o o o
g = / (o . b , o o o) o
(e) o o o o o o o o o o
o o o o o o o o o o o o
o o o o o o o o o o o o
o o o o o o o o o o o o
o o o o o o o o o o o o

THE MONKEY AS A JUDGE

1. A man went to the city.
2. He wanted to buy a monkey.
3. He went to the shopkeeper.
4. "I want to buy a monkey," he said.
5. "How much do you want?" asked the shopkeeper.
6. "I want to buy a monkey which can speak English."
7. "I have a monkey which can speak English."
8. "How much does it cost?"
9. "It costs one rupee."
10. "Good," said the man.

ROBERT E. LEE

20. 18. 10. 10. 10. 10. 10. 10. 10. 10.

GOLD

— 3 . — — 6 n o 4 u —
ne . m) q . — o b . — q —
) b . (n a q) q) 2 .
— 1) 2 — — a t e (—
t . — — a — i : y n e — e >
j n / — o — d — s a r — o .
e s s o r — o . q . — u !)
— m) . o — . q — x . — o
d a r u o o n r o o .
d o e — f — c e e o d x o
c — c — h q , o — n
g u — n — o . q u o —
n n n . q L — d e o — ?
n n n 2 . — 2 .

NINETEENTH LESSON

BUSINESS LETTERS

62. — y x 206 1 . e r
(s - n g e e l) e i
l . g , r . (o . v , r = p
x . " " x n " n e T —
x . g u n t . o . v . o . e
v . e x n n n = c . e n
x . z x e (e - o , n
x . o . l - , u . e o . o
x . x n n n , o . o . o
x . n o n d . () n o
x . n . . n (r) n
x . x . x / — x l e n - /
x . x . (n E , n l . —
x . n o n x h

63. → 6) h o g u . - - s
 6 - e - l - t l . h .
 & 6 . g h - r - m -
 n - b - e y -)) y - h .
 & e y - c - o -) b e -
 - - " (n o g - c - g - -
 n - - n - o g g - - g -
 - - - b - o -) - n - ?
 (- - - () . p ! - ?)
 n - - n - g n , n - n - g
 - - e } - g } - g (o y
 - - b h - - - - - - - -
 - - b l - t b n . - b
 & " - & " - - - - - - - -
 n / (b - b)

THE WOLF AND THE LAMB

in my w. . . a m. .
no I r b e r c y s o) o.
— , G. " r m (—) . .
m. m. " b d o r a " G
b o " m o r a " g t e.
t n u r s d — " o . l "
d a " (m . e c — b —
L. m. " (e - l " r - a.
" —) . G - " m a - m s " —
) o , b - " o , r a " o x x x
" y - a " — o — 1 b — s o
o - x - b e a - g r a t
s o — (f e d . o . e o
" — s o —) . e e . "

ULYSSES S. GRANT

as s re - u . e 6 b
w . n) u . (e , . b b
o) d . n e n) - e . b
- g o - e - c x " o - o . b
d . n o t h x , (o u c , -
g o - f d , n e -) b - y
a y 2 . 0 . 7 - o -) y -
- e z (e - o - e 3 2 - e . 9 .
- w 9 . b - c b . n - - -
- s e , b - u (- e - 5 0 .
- o) z (b o - e . o - o -
a u e - 1 8 6 4 & - / u -
n - e - n) v , b - o - g - x
" o g 2 - o - e) - o .

— " — w — co re g
— . — m , — a t l —
b " — c d — y " n e s —
1868 — e — e o r — g — . i
— — " —) b " — g , — g e
— b . n — r n .) + d
— — u — o — e — e — e —
— —) — o — (, a h — o
n — y (2 , e . b 2) ,
n — d y e o t y . e , —
— — — — b f — b — i —
— o — a — u , i + d . e . ?
— " —) — o , /) y ,
— g) . . d — o 2 — p +
— h i n) .

PETROLEUM

and early oil
is very common.
and it is
also called
"agriculture oil."
Oil is
also
called
"petroleum"
or
"black
gold."
It
is
also
called
"black
gold."
It
is
also
called
"black
gold."

TWENTIETH LESSON

BUSINESS LETTERS

ABRAHAM LINCOLN

Caused a great many to
believe that he was
a good man.
and that he had
done well.
and that he had
done well.

12 (from page 2) as
Journalists.
among them, who
should go down
to meet him
and make their
journalists
and others
in the
newspapers
for best
of his
friends.

POTTERY

ro o o. lo, - - - - o - -
f,) roo e do, lo) e, do
) b, - o . o - e, 2, do
- 5' - 2, , do m " 1, , - -
- 7, (6, - - - - - - - -
lo) 6, . 7, 1 + 6, (- -
2, (6, ,) 6, m - - - - - -
2,) do, - - - - - - - - - -
- 7,) 6,) r - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -
- - - - - - - - - - - - - -

A VACATION TRIP

— 2 10 ! C. — d 10
P. n g o o d 2 3 4 5 6 7 8
R e v i s e 1 2 3 4 5 6 7 8
C u t 1 2 3 4 5 6 7 8
S t u r d y 1 2 3 4 5 6 7 8
L e a r n 1 2 3 4 5 6 7 8
G o o d 1 2 3 4 5 6 7 8
C a r 1 2 3 4 5 6 7 8
D a y 1 2 3 4 5 6 7 8
T o d a y 1 2 3 4 5 6 7 8
T o m o r r o w 1 2 3 4 5 6 7 8
M o r n i n g 1 2 3 4 5 6 7 8
N o o n 1 2 3 4 5 6 7 8

