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Class Z 56

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PREFACE

Churchill Shorthand is the first and only system where every alphabetic stroke (D is an exception, though it is a cognate of T) is taken directly from the same letter in longhand. This feature, however, would mean but little were it not for the fact that it gives to the system decided advantages.

Examine the alphabet given on the next page. The prevailing strokes are made with an up and down motion. The horizontal strokes are short, and the hand is not thrown out of balance and slowed down in making outlines composed of horizontal and reverse movements. All strokes are quickly made and they join easily with others.

The present newly revised text-book is different from any other published. It has been so arranged that the shorthand notes are always near the printed matter, thus making it possible for the student to do more practicing in the same length of time.

Allow a student to form his own outlines from the printed matter and the chances are that he will get many of them wrong. A bad impression is hard to correct and often causes trouble for years.

Shorthand is like our ordinary penmanship in so far as it should be practiced from perfect copies. No one would think of practicing penmanship from printed matter. Every expert shorthand writer in handing down advice always states emphatically that shorthand should be practiced from correctly made shorthand notes.












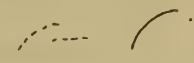











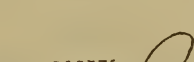






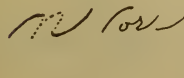

The student will get all the outline formation that he can well handle at the time he is receiving dictation, and this is the proper time for this line of work.

It will be noticed that the lines of writing are of the same length as those used by expert shorthand writers, thus instilling correct habits in attaining speed while the student is learning the system.

There are supplementary reading and writing exercises prepared for each practice lesson which are not keyed. They will be found in the back of the book, and the teacher may use them at his pleasure.

GEORGE T. CHURCHILL, Author.

COMPLETE ALPHABET

T	D 	H	.	A		o
R		Th	-	E		o
L		Ted Ded		I		i
M		Rel		O		u
K		Nt Nd		U		u
G		Tem Dem		We		u
Sh		Ten Den		Wa		u
Ch		Ter Der		Wo		u
J		Tel Del		Wu		u
P		Mn		Oe Oi		u
B		Def Dev		Ow Ou		o
F		Ker		Oa		o
V		Kel		Eo		e
N		ken		Ao		o
S		Kens		Ae Ai Ea		o
				Ei Ie		

TO THE STUDENT

Learn to write with both a pen and a pencil. Always keep the pencil well sharpened. Practice work should be done as much as possible with a pen. A rather fine pointed fountain pen is often more convenient than a steel pen. Use the same position and freedom of movement as was learned in the penmanship class.

Remember to make the outlines perfectly from the start, and speak the outline or stroke as it is written. Progress will be more rapid if this advice is followed to the letter.

Practice all parts of the lesson over at least ten times. Then cover the shorthand and write from the printed words. If the effort is not as good as the copy, keep trying until this result is obtained.

In making M, be sure to write it horizontally.

Correct:  m,  mate,  mile.

Incorrect:   

Use care in writing K. In starting this stroke it should be traced slightly downwards.

Correct:  k,  Kate,  kill.

Incorrect:   

Note carefully the correct form for G.

Correct:  g,  get,  gate.





Incorrect:   








Do not curve the straight strokes.

Correct:  late,  lake,  dale.




Incorrect:   

LESSON ONE

1. Practice this section of the alphabet until it can be written from memory. Write these strokes from left to right. Note that  *D* and  *L* are twice as long as  *T* and  *R*.



T	D	R	L	M	K	G
						

2. *A* is represented by a large circle, and *E* or *I* by a small circle. *I* should be dotted.



A	E	I
		

3. Omit silent letters; as, *day, d-a; might, m-i-t.*



4. Turn the circle vowels to the right at the beginning and at the end of straight strokes; as,

 *da,*  *al.*

(a) The circle is turned outside of angles;

 *lad,*  *lake.*

(b) The circle is written inside of curves;














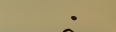















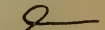




 *aim,*  *key.*

5. Two ticks may be placed under proper names; as,

 *Kate.*

CHURCHILL SHORTHAND

GENERAL EXERCISE

tea	t e		tame	t a m	
tie	t i		team	t e m	
die	d i		deem	d e m	
day	d a		dime	d i m	
me	m e		tack	t a k	
my	m i		tick	t i k	
eat	e t		Dick	d i k	
ate	a t		rake	r a k	
key	k e		ream	r e m	
ache	a k		lame	l a m	
aim	a m		limb	l i m	
mate	m a t		rate	r a t	
meet	m e t		write	r i t	
might	m i t		raid	r a d	
cat	k a t		ride	r i d	
Kate	k a t		laid	l a d	
kill	k i l		lady	l a d i	

CHURCHILL

SHORTHAND

lie	l i		read	r e d	
lay	l a		ready	r e d i	
ail	a l		rhyme	r i m	
leak	l e k		racket	r a k e t	
like	l i k		air	a r	
alike	a l i k		aright	a r i t	
lake	l a k		arc	a r k	
lead	l e d		arcade	a r k a d	
light	l i t		tile	t i l	
alight	a l i t		tale	t a l	
Lima	l i m a		tight	t i t	
mere	m e r		tied	t i d	
mile	m i l		deed	d e d	
Millie	m i l i		gay	g a	
Myra	m i r a		get	g e t	
meal	m e l		gate	g a t	
amid	a m i d		giddy	g i d i	
rye	r i		rig	r i g	

LESSON TWO

WORD-SIGNS

6. A word-sign is a single element representing one or more words. Care should be exercised in making the word-signs perfectly, and they should be thoroughly committed to memory. Two, and sometimes three, words are represented by the same sign, but context will always give the right usage. The word-signs, *the* and *thank*, are made in an inclined direction. *And* may be placed under the line if the writer desires this more definite distinction.

the	thank	\	am	may	more	—
at	it	—	can			—
would	defendant	—	go	ago	good	∪
are	our	/	able	after	avenue	○
well	will	/	a	an	and	.

7. PUNCTUATION: ✓ *Period*, ✓ *Paragraph*,
 " *Hyphen*. Other punctuation may be used as
 in longhand.

WRITING EXERCISE

Dick may eat the meat.

Millie can read it well.

I might deem it a good deed. The defendant will go a mile. Our cat will kill the rat. Lida may get a good cake. Can the lad read the good tale? I will go after more tea. Mary would read at the gate. Kate might write and thank Ella. I will get the rake. Emma may go and get Emily the key.

LESSON THREE

DOWNWARD STROKES

SH . CH J P B F V
 / / / (())

8. *H* is represented by a dot which is placed before and above the vowel; as, *had*.






























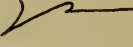




U EW OO O (As in *wool* and in *do*.)





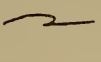


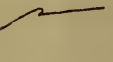



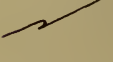


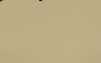





















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9. Illustrations showing how *U* is joined to the various consonants. To be used as a penmanship exercise.

ut ud ur ul^o um uk
 ug ush uch uj up ub
 uf uv tu du ru lu
 mu ku gu shu chu ju
 pu bu fu vu hu hum
 tur tut dul lum tuk tug
 mud dub duf muk mul muf

GENERAL EXERCISE

you	u		puff	p u f	
who	h u		up	u p	
whom	h u m		bud	b u d	
hut	h u t		bush	b u sh	
hook	h u k		bug	b u g	
hug	h u g		budge	b u j	
urge	u r j		bulk	b u lk	
shoe	sh u		buff	b u f	
shoot	sh u t		hub	h u b	
hush	h u sh		tube	t u b	
chew'	ch u		few	f u	
jute	j u t		foot	f u t	
jewel	j u l		food	f u d	
jug	j u g		fool	f u l	
pew	p u		flood	fl u d	
pure	p u r		flute	fl u t	
pull	p u l		fruit	fr u t	

view	v u		dove	d o v	
tough	t u f		dull	d u l	
mute	m u t		rut	r u t	
mood	m u d		rude	r u d	
muff	m u f		ruddy	r u d i	
muffle	m u f l		rule	r u l	
mug	m u g		room	r u m	
mule	m u l		rough	r u f	
to	t u		ruffle	r u f l	
tuck	t u k		lieu	l u	
tug	t u g		loom	l u m	
tomb	t u m		luck	l u k	
tour	t u r		lucky	l u k i	
turkey	t u r k i		love	l u v	
tool	t u l		cue	k u	
do	d u		cool	k u l	
doom	d u m		cup	k u p	
duck	d u k		cuff	k u f	

LESSON FOUR

10. PHRASING. A shorthand phrase represents two or more words joined. Well selected phrases are an aid in securing ease and rapidity in reading and writing.

WORD-SIGNS AND PHRASES

ship short should /

which change /

judge /

charge /

put prompt /

be been but /

for /

have /

your /

to you-r ~

do you-r ~

you may ~

ship the <

I am o

judge the

change the

may have

are you-r

will you-r

for you-r

for the

have the

have you-r

which you-r

would you-r

to the

you have

you have been

The right column contains handwritten shorthand symbols for each phrase. These symbols are stylized, often using a single stroke or a few connected strokes to represent the entire phrase. For example, 'ship short should' is represented by a simple diagonal slash, while 'you have been' is represented by a more complex, looping stroke.

WRITING EXERCISE

I am here for a day. She may *o s) . o v d n*
 be more prompt. Will you write *(- (v s e*
 to Dick? Which should I ship to *- e ? / i o i -*
 you? The judge may have the *o ?) 2*
 room. You may ship the tile to *m v m e s -*
 him. You have been here but an *o v) s (.*
 hour. Are you to write for your *v s - e h*
 team? You may have to change *o ? m - /*
 the rule. Write to the judge for *- s e - 2 /)*
 the fruit. Ship the food which *- h v e h i /*
 you may have. It may be too *m v - 2 -*
 short for the gate. It would be *i d e v - 2*
 well for her to put it here. Will */) s - (- s v*
 you go to the mill for the rye? *- v - 2 s d s ?*













LESSON FIVE

TH O AW A (As in *was*)
































11. *Th* should be a mere tick. The dot is seldom written in practice but the beginner should use it.

12. *Aw* has the same sound as *O* in *orb* or *bought*. *A* as in *want*, *what*, *watch*, *was*, *wash* and *yacht*, has the sound of *O* as in *not*. Use the character for *O* to represent the above sounds of *A*.

13. Should occasion make it desirable to distinguish between different sounds, represented by the same character, diacritical markings may be used. The following illustrations are those found in Webster's dictionary.


















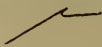

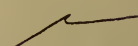
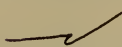


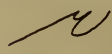






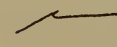

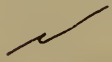

rate  rat  meet  met  dime  dim 
 owed  odd  due  up  calm  orb 

PENMANSHIP EXERCISE

ot  ol  om  ok  og  och 
 op  ov  lo  mo  ko  sho 
 po  fo  vo  ech  aj  che 
 bet  jak  jam  mach  map  rav 
 pam  mik  gam  fig  fib  vik 

CHURCHILL SHORTHAND

GENERAL EXERCISE

though	th o		roam	r o m	
thought	th o t		rock	r o k	
ought	o t		rogue	r o g	
talk	t o k		rope	r o p	
tore	t o r		rob	r o b	
tall	t o l		rove	r o v	
top	t o p		or	o r	
dough	d o		low	l o	
dot	d o t		lot	l o t	
door	d o r		load	l o d	
doll	d o l		lock	l o k	
dog	d o g		log	l o g	
dock	d o k		lodge	l o j	
owed	o d		loaf	l o f	
wrote	r o t		mode	m o d	
rode	r o d		mock	m o k	
roll	r o l		mop	m o p	









CHURCHILL SHORTHAND

mob	m o b		joke	j o k	
home	h o m		Jove	j o v	
coat	k o t		job	j o b	
code	k o d		Paul	p o l	
corps	k o r		poke	p o k	
coal	k o l		hope	h o p	
comb	k o m		beau	b o	
coach	k o ch		both	b o th	
oak	o k		boat	b o t	
goat	g o t		bowl	b o l	
goal	g o l		balk	b o k	
show	sh o		botch	b o ch	
shot	sh o t		foe	f o	
shock	sh o k		flow	fl o	
shop	sh o p		flock	fl o k	
choke	ch o k		floor	fl o r	
chop	ch o p		off	o f	
Joe	j o		vote	v o t	















LESSON SIX

WORD-SIGNS

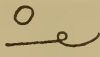







14. *He, if, above, over, and under* are placed the height of an *F-stroke* above the line.

thing think		if	
of oblige		above	
all object		over	
he		under	























15. *If* and *he* may be omitted in phrasing and their presence indicated by placing the following word at the height of an *F-stroke* above the line.

if the		he may	
if it		he would	
if a		he would go	
if all		he can	
if you-r		he can go	
if our		he will	
if you can		he will be	

16. In compound words, *above*, *over* and *under* are placed above the remaining portion of the word.

abovedeck		overrate	
overdo		underdo	
overpay		underrate	
overreach		undergo	

SIMPLE PHRASES

of the		to it	
of it		to think	
of which		to you	
of all		do you	
of-oblige you		I think	
of our		I can	
all of		I may	
all day		I will	
all right		I should	
you think		I object	
can the		I object to the	

WRITING EXERCISE

It may be above the door. Do

— 7° — v — n

you object to the rate? Can Kate

— 2 2? — 9

be of help to you? Would you

(v . o . n ? —

object if I write to Ruth? He

c . ° . i — n ?

may go to the foot of the hill. I

— v — k — u — v

object to the rule you have here.

— 2 — n — i — v

Will he go over the rope or un-

— / — v — n — v

der it? I will go if you can be

— ? — o — v — (

here for an hour. You and I can

— o —) . — v — o — v

talk it over at your room. I would

— — — v — n — v

like to meet you if you can go.

— i — — — v — v

It would oblige me if you will do

— — — v — o — / —





































it for him. Jack will be here and

— — — v — o — b — v .

he may show it to you.

— — — v — — — v

CHURCHILL SHORTHAND

socket	s o k e t		spot	sp o t	
soft	s o f t		spool	sp u l	
soap	s o p		spade	sp a d	
sought	s o t		speck	sp e k	
sees	s e s		sip	s i p	
fees	f e s		sap	s a p	
vase	v a s		sag	s a g	
chess	ch e s		signet	sign e t	
hitches	h i chs		skip	sk i p	
dens	d e ns		scorn	sk o rn	
nice	n i s		skill	sk i l	
teams	t e ms		scare	sk a r	
seems	s e ms		scale	sk a l	
us use	u s		seek	s e k	
views	v u s		sick	s i k	
muffs	m u fs		sack	s a k	
lose	l u s		sets	s e ts	
visit	v i s i t		stays	st a s	

CHURCHILL, SHORTHAND

piece	p e s		tacks	t a k s	
these	th e s		picks	p i k s	
case	k a s		lax	l a k s	
skips	s k i p s		packs	p a k s	
nets	n e t s		ceases	s e s s	
sells	s e l s		passes	p a s s	
raise	r a s		bases	b a s s	
cheats	ch e t s		races	r a s s	
maps	m a p s		rises	r i s s	
fits	f i t s		leases	l e s s	
hooks	h u k s		laces	l a s s	
figs	f i g s		pieces	p e s s	
begs	b e g s		faces	f a s s	
tools	t u l s		roses	r o s s	
nose	n o s		losses	l o s s	
notice	n o t i s		loses	l u s s	
mops	m o p s		pauses	p o s s	
box	b o k s		tosses	t o s s	

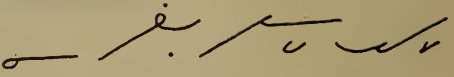
LESSON EIGHT

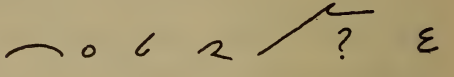
20. *As* and *no* may be written in a phrase without the vowel. *Not*, after *D*, *M*, and *First S*, may be written with *First N*. *To* may be omitted after *able*.


WORD-SIGNS AND PHRASES

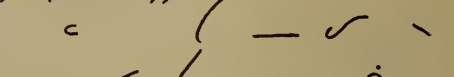
is - his	'	at which	7
in	∩	at your	∩
enter	∩	have <u>no</u>	∩
not	∩	have not	∩
am not	∩	have it	∩
as good as	∩	has been	∩
as well as	∩	it has been	∩
as the	<	I would	∩
as it	∩	I would not	∩
as it is	∩	is not	∩
as it has	∩	is his	∩
as to	∩	in his	∩
as our	∩	will be able-to	∩

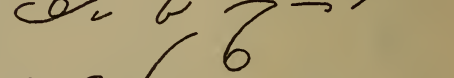
WRITING EXERCISE


I would like a load of coal. 


May I show you the lot? All of 

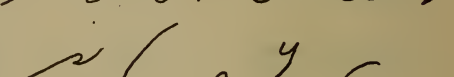
us will go to see the races. He 


may object if you put it on the 


scale. John may be able to ride 


in his new boat. You may ship 

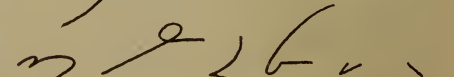
me the coal if you have it. She 


will not see him after the game. 

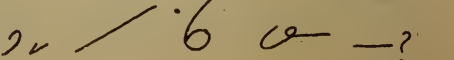
Will you not be at your office in 


an hour? The box of goods will 

be left at the mill. Dick shot the 

dove as it flew above us. I think 

you may be late for the boat. The 

object of his visit is not known to 









us. Will he be able to get it? 

LESSON NINE




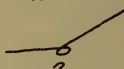




21. *W* is represented by *U*. In spelling by sound, *W* is followed by a vowel, while *U* is followed by a consonant. Bring the circle vowels well below the hook; as, *2 we*, *2 wa*. *W*, when joined to *O* and *U*, should be written on a line with them; as, *2 wo*, *2 wu*.

we	<i>2</i>	wire	<i>2i</i>
weave	<i>2</i>	wife	<i>2i</i>
way	<i>2</i>	weep	<i>2</i>
wave	<i>2</i>	woe	<i>2</i>
wait	<i>2</i>	wash	<i>2</i>
wade	<i>2</i>	watch	<i>2</i>
weed	<i>2</i>	woke	<i>2</i>
widow	<i>2</i>	woo	<i>2</i>
willow	<i>2</i>	wool	<i>2</i>









22. *Wh* is represented by placing the dot for *H* before and above the character.

wheat		whack	
wheel		whim	
whale		whiff	
whistle		whip	

23. For the purpose of more easily formed outlines, *W* may be disjoined, and the advanced writer often omits it.

quote		twine	
quick		dwelt	
equip		quell	
quite		quack	

24. *W* is never written with the following words:

when		with	
week		one	
were		what	
where		was	

25. *Y* is represented by *E*. In spelling by sound, *Y* is followed by a vowel, while *E* is usually followed by a consonant. In joining *Y* with *E* or *I*, use a small

loop; as, *o* ye, *o* yell. The loop should be large when joined to *A*; as, *o* ya, *o* Yale.

yet	<i>o</i>	yacht	<i>o</i>
yellow	<i>o</i>	yoke	<i>o</i>
year	<i>o</i>	yawn	<i>o</i>

DIPHTHONGS AND VOWEL COMBINATIONS







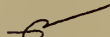















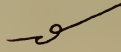





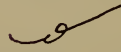
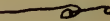






26. (a) *Ow* or *ou*, is a union of Italian *a*, as heard in *father*, and *oo* as heard in *food*. The *a* is made first and the *oo* or *u* is finished above; as, *o* au, *o* owl.

(b) *Oi* is represented by *o* and *i*; as, *o* oi, *o* toil.

(c) Vowel unions, other than pure diphthongs, are usually represented by joining the vowels in their natural order; as, *o* oe, *e* eo, *o* oa, *o* ao, *o* Reo.





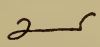















(d) Two circle vowels are joined by making a large circle with a small circle inside; as, *o* ae, ai, ea, ei, ie.

It is not always necessary to be exact in making the small circle inside the larger one, as the large circle may be slightly indented, which indicates the presence of another circle vowel; as, *o* diary, *o* piety.











how		Reo	
now		Leo	
owl		oleo	
towel		lion	
fowl		riot	
bow		idiot	
cow		doughy	
boy		Noah	
boil		Paola	
oil		gaiety	
spoil		piety	
toil		payee	
royal		via	
toy		laity	
coil		deity	
soil		mediate	
joy		capias	
join		diary	

LESSON TEN

SIMPLE PHRASES

we will		we have no	
we will be		he was	
we would not		I was	
we should be		it was	
we may not		what was	
we may be		what you	
we may have		what you say	
we can		when you	
we can be		week ago	
we have it		with you	

SALUTATIONS AND COMPLIMENTARY CLOSINGS

Dear Sir		Yours truly	
Dear Madam		Yours very truly	
Dear Sirs		Yours respectfully	
My dear Sir		Very truly yours	
Dear Miss		Respectfully yours	

WRITING EXERCISE

Dear Sir: If we fail to get the goods which you were to ship us we may lose many sales. Will you not ship now, and oblige?

Yours truly,

Dear Sir: We would like to have your 30-day note for what you owe us. The note was to have been here a week ago.

Yours very truly,

Dear Madam: What can we do for you in the way of wood and coal? We have it here and can ship quick if it would suit you to have it now.

Very truly yours,

My dear Sir: When you were here you said you would write us

if you were able to ship the goods. We would like to have the watches within a week.

Yours respectfully,

Dear Sir: We hope you will be able to pay what you owe us.

When you were here you said it would be a week, but two weeks have now gone by and we have

not seen you at our office.

Respectfully yours,

Dear Sir: If you can now pay

your 60-day note, which was due a week ago, we would like it.

We have to pay high prices for our new coal and we hope you

will see to it now.



Yours truly,




Handwritten shorthand notes corresponding to the typed text, including symbols like 'n', 'o', 'i', 'u', 'y', 'e', 'v', 'r', 'w', 'b', 'd', 'g', 'h', 'c', 'l', 'y', 'm', 's', 't', 'p', 'q', 'z', 'x', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', '1', '2', '3', '4', '5', '6', '7', '8', '9', '0', '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', '80', '81', '82', '83', '84', '85', '86', '87', '88', '89', '90', '91', '92', '93', '94', '95', '96', '97', '98', '99', '100', '101', '102', '103', '104', '105', '106', '107', '108', '109', '110', '111', '112', '113', '114', '115', '116', '117', 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'976', '977', '978', '979', '980', '981', '982', '983', '984', '985', '986', '987', '988', '989', '990', '991', '992', '993', '994', '995', '996', '997', '998', '999', '1000'.


LESSON ELEVEN




OMISSION OF VOWELS




27. Words having three or more consonant strokes usually do not require vocalization. The insertion of vowels often lends ease and grace to outline formation. Should it happen that a long word can be written as easily without the vowel, the writer should not hesitate to omit it. Even in short words, one medial vowel, especially if accented, is all that is necessary. Initial and final vowels are always written unless there is a reason for doing otherwise. The following special rules will help to determine what vowels to omit:


(a) Short *u* and *ow* are usually omitted before *m* and *n* in the body of words; as,  *sum*,  *town*.



(b) *B*, *d*, and *r*, when followed by long *e*, are not usually vocalized; as,  *below*,  *deceit*,  *refine*.



(c) Omit the vowel in *em*, *im*, *en*, and *in*, when *m* or *n* is followed by a consonant; as,  *enjoy*.

(d) Omit the vowel in *age* at the end of words: as,  *dotage*,  *package*,  *breakage*.





(e) *I* is usually omitted in *dis* and *mis*; as,  *disease*,  *misfit*,  *misquote*.

(f) When two vowels come together, one may be omitted if not strongly sounded; as,  *duel*.











(g) Omit *o* and *u* where speed is more desirable than their presence; as,  *sorry*,  *rush*.

(h) A circle vowel may be omitted from words of frequent recurrence between *p*, *b*, and a horizontal or upward character; as,  *bad*,  *pen*.







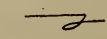










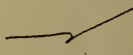


















(i) Minor vowels, as in *per*, *pel*, *ber*, *bel*, *ker*, *kel*, *ger*, *gel*, *mer*, *ner*, etc., are seldom written.























(j) Note that the characters,  *pr*,  *bl*, etc., are written without a sharp angle. A large hook represents *G*, when attached to *r* or *l*; as,  *Gr*,  *gl*.

GENERAL EXERCISE











some		fun	
summer		gun	
sun		ton town	
shun		done down	
run		announce	

CHURCHILL SHORTHAND

below		dispatch	
beneath		disease	
beseech		dismiss	
deceit		dislike	
regain		misfit	
refine		mislay	
revise		misquote	
review		idea	
employ		duel	
imply		theory	
impress		museum	
enjoy		got	
engrave		copy	
enroute		cause-because	
engine		sorry	
invite		stop	
package		bought	
breakage		borrow	

profess		bad	
memory		paid	
rush		bill	
flush		built	
much		build	
book		per	
stupid		mercy	
repeat		merit	
pity		guilt	
pen		guilty	
open		spell	



























28. This list of short words should be memorized without vowels.















came come		such	
check		take	
make		than then	
made		them	
shall		this	

LESSON TWELVE







CONTRACTIONS

29: The contractions shown in this lesson are composed of the first vowel and the first consonant of the word. They should be thoroughly memorized.





about		doubt	
acknowledge		ever-y	
affidavit		favor	
again-st		fill	
agent		full-y	
allow-ance		gave	
America-n		give-n	
appear-ance		jury	
balance		kind-ly	
behold body		let letter	
care		look	
could curious		mail	
did		most	

move		remain	
		remit-tance	
name		that	
need any		thousand	
obtain		told	
point appoint- ment		took	
poor		usual wish	
power		very	

SPECIAL CONTRACTIONS

leave		they	
leaves		number	
moreover		brother	

30. The phrase *of the* may be indicated by writing the words, before and after the phrase, close together.

copy of the American		your favor of the 10th	
care of the bill		your letter of the 3d	

31. Omit the vowel in *to* where the following stroke does not join easily.

to be		to pay	
to ship		to which	
CONTRACTED PHRASES			
esteemed favor		I am sorry	
esteemed letter		we beg to	
your esteemed favor		I beg to	
your esteemed letter		that we are	
your valued favor		that we will	
day to day		that we would	
day after day		that we may	
week to week		bill of sale	
week after week		bill of lading	
ought to do		original bill of lading	
ought to be		in such a way	
ought to have		in a few days	
is said to be		by and by	
is said to have		more and more	
we are sorry		more or less	

WRITING EXERCISE

Dear Sir: We wish that you — 2 1 6
 would rush the books, as we need — 1 6 3 0
 them. We will take care of the — n r d w e l l
 bill when you mail it to us. — o o — 2 h
 Very truly yours,
 Dear Sir: Will you kindly ac — 1 1 e e
 knowledge our letter of about a — 1 p . p .
 week ago? If you need an affida — w ? " . 9
 vit we can give it to you. We are 2 0 — n r d
 ready to go on with your case if — s o — v o o e
 you wish to appear. " 1 — p v 2
 Yours very truly,
 Dear Sir: You may have a free — 1 n 1 . 6
 copy of the American if you will — y o n " 1 2
 fill out the blank which goes to — a l o 1 u i s
 you by this mail. We doubt — 1 6 n o v 2 6

very much if we will be able to *h 2 6*

give out more than a thousand *o o r . 6*

copies, as they are about all gone. *y 26 l u s*

Respectfully yours,

Dear Sir: I am told that the body *→ a u e b*

of boat number three will need *u b n 3 / a*

some repairs, and I will have the *h j . o l*

men go over it very soon. The *o u e d u*

boat should be ready for you in *b p e o h r*

about a week, but I will let you *p . e l o s s*

know when the repairs are made. *o o j e m h*

Very respectfully yours,

Dear Sir: Your letter of the 10th *→ 10*

is here and we will do as well as *o . 2 → v*

we can for you in wheat, but the *2 b r 2 l*

price is so high that we fear we *o . 2 . 2 2 2*

shall not be able to buy now. *→ 6 7 6 h*

Very truly yours,

LESSON THIRTEEN


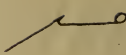

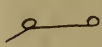

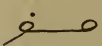
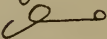

OMISSION OF CONSONANTS

32. At the end of words it is seldom necessary to write *t* after *k* or *s*. This same rule applies to other cases where the sound of *t* is weak.











afflict		cost	
reflect		lost	
reject		test	
rest		protest	
last		insist	
best		resist	
just		desist	

33. *R*, and sometimes *l*, may be indicated by turning the circle vowels to the left at the beginning and at the end of straight strokes.









earth		heard	
hurt		dear deal	
tell till		dare	
still		chair	

chart		loader	
cheer		reader	
ledger		rider	
grader		roller	









34. *O* is turned on its side to indicate *r*.

soar		port	
sort		report	
assort		bore	
resort		board	
pour		boarder	




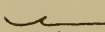
















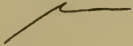

35. *N* and *s* are turned in the opposite direction, in a few words, to indicate *r*. Note the indication of *r* in the words *bird*, *burn*, and *park*. *U*, as in *burn*, has the same sound as *e* in *her*, and may be written with a small circle.

earn		bird	
earnest		burn	
learn		near	
park		search	

36. The circle, indicating the omission of *r*, is lengthened into a loop to add *s*.

tells		chairs	
deals		ledgers	
dares		readers	
nears		rulers	

37. In many words it is perfectly safe to omit *r* without any indication whatever.

turn		ordain	
term		cord	
firm		verse	
virtue		versus	
assert		reverse	
surface		war	
serve		warn	
survey		warm	
surprise		ward	
lard		warfare	
lord		worse	

38, *D* is omitted after *l* when it is not strongly sounded.

old hold		held	
gold		field	
sold		cold	

39. *Per, pre, and pro,* before *m,* may be contracted to *p.*

permit		promise	
promote		premium	
permeate		premises	











40. *D* is omitted between *a* and a following *j,* *m,* or *v.*

adjust		admit	
adjourn		admire	
adjoin		advocate	





















41. *N* is sometimes omitted if not strongly sounded.

agency		passenger	
urgency		messenger	

42. In the words given below, *a* and *d* are both omitted, for the purpose of securing better phrase outlines.

advise		advance	
I advise		to advance	
we advise		do advance	
you advise		avoid	
to advise		to avoid	














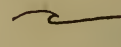















GENERAL EXERCISE














misplace		hotels	
fact		bold	
attest		yield	
past		birth	
church		arm	
share		harm	
tardy		farm	
third		ornate	
yard		court	
soldiers		emergency	

LESSON FOURTEEN














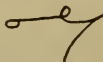



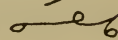

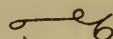


CONTRACTIONS

43. Contractions, formed from one vowel and two consonants.

accept		language	
settle		legal	
electric		little	
agree-ment		matter	
always		member	
capable		middle	
catalog		moderate	
collect		natural	
decide		necessary-ity	
discount		neglect	
familiar		operate	
figure		opportunity	
first		opinion	
knowledge		particular	
		possible	

rapid		separate	
receive		several	
receipt			
regular		similar	
remember		succeed	
		success	
represent		suggest-ion	
satisfy-actory		total	

CONTRACTED PHRASES

I hope		as a matter of fact	
we hope		two or three	
as soon as possible		eight or ten	
as well as possible		party of the first part	
as far as possible		party of the second part	
as fast as possible		I would like	
it is possible		I would like to be	
where are you		I would like to have	
where will you		I would like to see	
where do you		I would like to say	
where did you		we would like	

WRITING EXERCISE

Dear Sir: I may receive the ac-

ceptance the last of the week, and

the bank in your city will collect

it for me when it comes due. I

would suggest that you see the

bank about this matter, as the

term of discount is very short.

Respectfully yours,

Dear Sir: One should always keep

an agreement if possible, but you

have not done so. Your neglect

has put us back, and you may

have to pay the costs of a suit if

the firm sees fit to take legal steps.

Should you decide to pay it by the

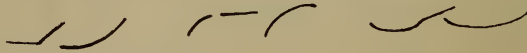
middle of the week, it may not be

— o b .
 e . h .
 h r s o r —
 h o s — s —
 — / o s .
 h l r s .
 o u e d i s
 — r i s t
 e h ()
 — s u r e
 g l o b . n
 / o . y u . s
 h s l — s e
 y v h o b — b .
 e e — r (

LESSON FIFTEEN

SYLLABIC STROKES

44. Besides the strokes representing the elementary sounds, others are given for the more frequently recurring syllables. Two strokes, under certain restrictions, may be blended into a single stroke, as:









Wherever a syllabic stroke can be used, the writing is made shorter and the result is more speed. While a short vowel is usually pronounced, it sometimes happens that there is an advantage in using one of these syllabic strokes, even though a long vowel intervenes, as:





man  *date*  *time*  *real* 





Second *n* represents *ten* and *den*. This in no way conflicts with the limited alphabetic use of second *n*.









Note carefully the relative lengths of strokes.

PENMANSHIP EXERCISE

t  *d*  *ted det ded*  *r*  *l*  *rel* 


n  *nt nd*  *tem dem*  *ten den tent dent* 

ter der ther  *tel del*  *m*  *man* 
min mun

u  ns  def dev  k  ker 
 kel  ken  kens 

GENERAL EXERCISE

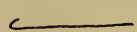
ted det ded



lend



audit



rent



duty



hunt



today



tem dem



rel



autumn



twirl



freedom



hurl



timid



rely



demand



realize



**ten den
tent dent**



nt nd



written



end



sweeten



send-t



retain



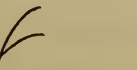
find




denote




bind



dense



land



distinct



stand

strike

student

strife

tendency

stream

tangent

district.

attendance

restrict

ter der

ther

destroy

trick

tel del

tree three

idle

treat

riddle

mother

battle

author

delay

other

delight

rather

man min

mun mon

either

money

father

month



























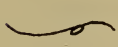

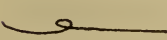







writer

manner

true



































mandate

NOTE: First S, in the form of a large hook, is usually preferred before TR in the middle of outlines.

human		screen	
woman		acre	
minute		scrap	
minimum		scratch	
stamina		kel	
def dev		climb	
defeat		clique	
devise		local	
defy		close	
divide		clean	
devote		clew	
ker		ken	
curtain		reckon	
crime		broken	
credit		kens	
rocker		reckons	
locker		tokens	
liquor		beckons	

CHURCHILL SHORTHAND



















SPECIAL WORDS

date		attorney	
dead		address	
debt		damage	
real		time	
hand		tomorrow	
want		deliver-ance	
hundred		man	
gentlemen		chairman	
went		differ-ence-ent	
amount		develop-ment	
permanent		definite	
prominent		difficult	
between		car accord	
attend		accordance	
attention		equal	
danger		course	
distinguish		cannot	
instantaneous			
their			
there			
trust			

















LESSON SIXTEEN

CONTRACTIONS WITHOUT VOWELS

answer		freight	
ask		future	
became become		frequent	
begun		glad	
benefit		govern-ment	
better		important-ance	
bring		improve-ment	
business		inclose-sure	
cause because		invoice	
cover		machine	
desire		manufacture	
effect		market Mr.	
else list		morning	
follow		must	
form from		never	
fortune-nate		next instant	

part		reply*	
person		respond-nse	
plaintiff please		return	
pleasure		says system	
public		society	
purchase		speak spoke	
recent-ly		state	
refer-ence		street	
regard		work	

PHRASING WITH SYLLABIC STROKES

at that		in that	
to do		on the-it	
it would		on its	
in the-it		on this	
in its		on that	
in this		on those	
in these		in due time	
in those		in due course	

in a day or two

I do not

it may

you do not

to me-my

we do not

to make

it will

tomorrow morning

it will be

CONTRACTED PHRASES

enclosed herewith

early return

enclosed please find

early mail

please find enclosed

early attention

in the near future

early day

present time

early date

at the present time

early reply

will be pleased

early response

shall be pleased

early order

would be pleased

early time

should be pleased

at an early time

sometime ago

at an early day

sometime to come

at an early date

WRITING EXERCISE

Gentlemen: We enclose here-

with invoice and copy of bill of

lading to cover cost of goods sent

you recently by fast freight. It

will be hard to give you a definite

idea of the future price of apples

as the market is not steady. Pur-

chases have begun to weaken

and the returns may be no better

than shown by our last report.

Yours truly, (64)

Gentlemen: In answer to your

letter of the 16th instant, we will

state that we are glad to send you

our list which goes into effect

this morning. On page three you

Handwritten shorthand notes corresponding to the typed text, including words like 'enclose', 'invoice', 'bill of lading', 'fast freight', 'market', 'purchases', 'returns', 'report', 'answer', 'letter', 'state', 'list', 'effect', 'page three'.

will find a design of the machine / j. - jn

that we use in the manufacture 2 2 () 7

of shades We are sure that you u j v 2 8

will desire the benefit to be had / - - h z

from the use of the important L 2 7

improvement we have made. z L -

Truly yours, (71)

Gentlemen: Sometime ago we k v 2

wrote you as to what kind of a s s u u.

reply we would like to have you z 2 y

make to the plaintiff, but have ~ - ()

not heard from you. We regard / e h v x

your chances good, but you 2 s u h

should respond to our wishes at 1 7 - 3

once. It will be a pleasure to the u j . G r

writer to go over the main facts e v u 2

in this case with you in person if

Re s - a

you purpose to be in the city soon.

g r r o r r

Respectfully yours, (73)

Gentlemen: I will refer once

r o f m

more to that part of my recent

- o l o r

letter to your firm where I speak

r n d o o f

of Main Street sewer system. It

u o v w s v

is not what the public demands.

v - i f b v

Please bring this matter up the

l l n r .

next time we meet, as society

r o o f

will not put up with this kind of

r (l o r

work. One must always pay a

r v r r r b

dear price for poor service. May

. - e l i h g v

I not hear from you as to what

- o i f m

steps you desire to take in this

r n r m

matter?

r e l l



Very respectfully yours, (82)


LESSON SEVENTEEN

PREFIXES













45. Many of our common words begin with syllables taken from foreign tongues, which if written in full would require too much time in writing. For this reason special syllabic signs have been provided, some being joined, while others are disjoined.

When *fore* or *sub* is followed by a vowel, the prefix is disjoined, *sub* being represented by first *s*; as,

 *forehead*,  *subagent*.

The stroke *n* is used with *un* when followed by a circle vowel; as,  *unable*.

JOINED PREFIXES

can com con coun		concern	
canal		confess	
candy		constant	
committee		consume	
compass		condemn	
compel		country	




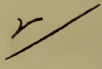






















ex	e or 9	sub	(or)
except	E	substance	z
expect	E	subside	z
export	E	subdue	z
expert	E	submit	z
exact	z	subagent	z
exceed	z	subhead	z
examine	z	ul un	z
excuse	z	ultimo (ult.)	z
extend-t	z	ultimatum	z
expend	E	until	z
for fore fur	z	unmate	z
forfeit	z	unfit	z
foresee	z	unsatisfactory	z
foresight	z	unkind	z
furnish	z	unable	z
forehead	z	unapt	z
forearm	z	uneasy	z

46. *A* is represented before *h* or *w* by a dot placed before the remaining portion of the word; as, *ɔ* away.







47. The disjoined prefixes are written above the line, and above the remaining part of the word; as, *ʹ* selfish.

DISJOINED PREFIXES


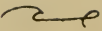










a	.	counter)
ahead	..	countersign)
awake	·	counteract)
awoke	·	countermarch)
awhile	·	countermand)
aware	·	enter inter)
		intro intel)
anta ante anti	entertain)
antagonize	o	enterprise)
antecedent	o	interview)
antedate	o	interest)
anticipate	o	intervene)
antidote	o	interrupt)
antique	o	intelligent)
antiquity	o	intellect)

magna-e-i mac		center centra	
magnify		central	
magnetism		centertable	
magnet		circu circum self	
mackintosh		circular	
McVey		circumstance	
mackerel		selfish	
para post		self-esteem	
paradise		self-conscious	
parallel		trans	
postage		transit	
postman		transact	
postpone		transport	





















48. Prefixes may be compounded. Usually the terminations are omitted where compound prefixes are used.

inexperienced		unconstrained	
unforeseen		uninterrupted	
unfurnished		unselfish	

POSITIVE AND NEGATIVE WORDS

equal		modest	
unequal		immodest	
known		happy	
unknown		unhappy	
enable		moral	
unable		immoral	

SPECIAL WORDS

already		conclude-sion	
altogether		confidence	
alderman		consider-ation	
accompany		excel-lence-lent	
account		exercise	
commence		experience	
common		effort	
comfort		force	
company		subject	
communicate		subsequent	

LESSON EIGHTEEN





































49. It often happens that the shorthand writer has occasion to make certain contractions of his own. In doing this, care should be used in forming them so that they might not clash with other words. Words having the same outlines, and not of the same parts of speech, usually do not clash, but the greater the difference in outline formation, the less hesitation there will be in reading the notes.

50. Some words are contracted by writing the accented part; as, *of* original, *se* synonymous.

51. A word may be written in the ordinary way as far as it may seem necessary, omitting the final part; as, *ee* agriculture, *h* casual, *—* discrepancy.

MISCELLANEOUS CONTRACTIONS

absolute-ly	<i>f</i>	arrange-ment	<i>oo</i>
accident-al	<i>eb</i>	arrive-val	<i>o</i>
acquaint-ance	<i>el</i>	assemble-bly	<i>2</i>
among	<i>o</i>	benevolent-ce	<i>h</i>
appeal	<i>o</i>	capital	<i>l</i>

certificate		occupy	
citizen		opposite	
co-operate		ordinary	
corporation		pleasant	
correspond-ence-ent		policy	
deposit		practice	
educate-tion		prepare	
establish-ment		presence-ent	
extravagance-t		privilege	
facilitate		proceed-ure	
finance-cial		product	
guarantee		request	
hesitate		requisite	
immediate-ly		sample	
indorse-ment		schedule	
investigate		serious	
jurisdiction		simple	
material		unusual	

52. Phrases beginning with *above, over, and under.*

above the	o \	I understand	o v
above your	o ~	you understand	o v
above his	o ,	we understand	o v
over the	o \	I understood	o v
over his	o ,	you understood	o v
under the	o \	we understood	o v
under your	o ~	I misunderstand	o v
under date of	o ~	we misunderstand	o v
under the circum- stances	o ~	I misunderstood	o v
under separate cover	o ~	we misunderstood	o v

CONTRACTED PHRASES

early convenience	e y	board of education	e y
earliest convenience	e y	board of directors	e y
earliest date possible	e y	board of trade	e y
earliest possible date	e y	at a loss	e y
earliest possible time	e y	in order to have	e y
earliest time possible	e y	some time or other	e y

WRITING EXERCISE

Gentlemen: We have a sample

of Lakeside Bond which you re-

quest us to use and we will pro-

ceed with the work immediately.

We will need about ten reams of

this material which should be

enough of the product at this time.

Yours very truly, (44)

Dear Sir: We do not hesitate to

indorse your suggestion as to the

jurisdiction in this case. It is your

privilege to have an attorney

advise you and help arrange the

difficult parts. The certificate is

a guarantee of absolute freedom

in the use of the schedule.







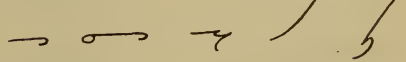



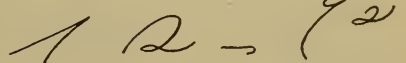




Very truly yours, (50)

Handwritten shorthand notes corresponding to the typed text, including symbols like 't', 'j', 'd', 'u', 'e', 's', 'h', 'r', 'e', 'q', 'u', 'e', 's', 't', 'u', 's', 't', 'o', 'u', 's', 'e', 'a', 'n', 'd', 'w', 'e', 'w', 'i', 'l', 'l', 'p', 'r', 'o', 'c', 'e', 'e', 'd', 'w', 'i', 't', 'h', 't', 'h', 'e', 'w', 'o', 'r', 'k', 'i', 'm', 'm', 'e', 'd', 'i', 'a', 't', 'e', 'l', 'y', 'w', 'e', 'w', 'i', 'l', 'l', 'n', 'e', 'e', 'd', 'a', 'b', 'o', 'u', 't', 't', 'e', 'n', 'r', 'e', 'a', 'm', 's', 'o', 'f', 't', 'h', 'i', 's', 'm', 'a', 't', 'e', 'r', 'i', 'a', 'l', 'w', 'h', 'i', 'c', 'h', 's', 'h', 'o', 'u', 'l', 'd', 'b', 'e', 'e', 'n', 'o', 'u', 'g', 'h', 'o', 'f', 't', 'h', 'e', 'p', 'r', 'o', 'd', 'u', 'c', 't', 'a', 't', 'h', 'i', 's', 't', 'i', 'm', 'e', 'y', 'o', 'u', 'r', 's', 'v', 'e', 'r', 'y', 't', 'r', 'u', 'l', 'y', 'd', 'e', 'a', 'r', 's', 'i', 'r', 'w', 'e', 'd', 'o', 'n', 'o', 't', 'h', 'e', 's', 'i', 't', 'a', 't', 'e', 't', 'o', 'i', 'n', 'd', 'o', 'r', 's', 'e', 'y', 'o', 'u', 'r', 's', 'u', 'g', 'g', 'e', 's', 't', 'i', 'o', 'n', 'a', 's', 't', 'o', 't', 'h', 'e', 'j', 'u', 'r', 'i', 's', 'd', 'i', 'c', 't', 'i', 'o', 'n', 'i', 'n', 't', 'h', 'i', 's', 'c', 'a', 's', 'e', 'i', 't', 'i', 's', 'y', 'o', 'u', 'r', 'p', 'r', 'i', 'v', 'i', 'l', 'e', 'g', 'e', 't', 'o', 'h', 'a', 'v', 'e', 'a', 'n', 'a', 't', 't', 'o', 'r', 'n', 'e', 'y', 'a', 'd', 'v', 'i', 's', 'e', 'y', 'o', 'u', 'a', 'n', 'd', 'h', 'e', 'l', 'p', 'a', 'r', 'r', 'a', 'n', 'g', 'e', 't', 'h', 'e', 'd', 'i', 'f', 'f', 'i', 'c', 'u', 'l', 't', 'p', 'a', 'r', 't', 's', 't', 'h', 'e', 'c', 'e', 'r', 't', 'i', 'f', 'i', 'c', 'a', 't', 'e', 'i', 's', 'a', 'g', 'u', 'a', 'r', 'a', 'n', 't', 'e', 'e', 'o', 'f', 'a', 'b', 's', 'o', 'l', 'u', 't', 'e', 'f', 'r', 'e', 'e', 'd', 'o', 'm', 'i', 'n', 't', 'h', 'e', 'u', 's', 'e', 'o', 'f', 't', 'h', 'e', 's', 'c', 'h', 'e', 'd', 'u', 'l', 'e', 'v', 'e', 'r', 'y', 't', 'r', 'u', 'l', 'y', 'y', 'o', 'u', 'r', 's',

Dear Sir: In answer to your letter of the 28th ultimo will say that I went to see Mr. Daniels. I find that Mr. Smith, a citizen of the Fourth Ward, is about to bring suit for damages, due to a serious accident at 124 Parker Avenue. It seems that a lot of snow and ice slid off the roof as he came under it, and he was considerably hurt about the back and shoulders. As soon as you arrive I wish that you would call at my office and co-operate with me in this matter.

Yours truly, (100)

→ 28 2
 6 0 6
 3 ✓ 6 1 0
 8 0 ✓ 2 .
 24 v , P
 7 2) 7 →
 → . 26 - 124 6
 0 v - 20 0 . 10
 10 . 9 ✓ 7 9
 ~ ~ ~ ~ ~
 4
 4 e P . 6
 . ✓ 1 10
 8 9 8
 u P y . my
 2 2 2 2

Dear Mr. Thomas: My acquaint- 
 ance with the corporation of 
 which you write is such that I 
 believe we can establish a policy 
 which we can put into practice, 
 and one that will have a tendency 
 to educate those who have just 
 bought shares. We cannot be ex- 
 travagant in the procedure of our 
 work, and the requisite capital 
 will be difficult to obtain if we do 
 not establish a system by which 
 we can facilitate matters with dis- 
 patch. I shall try to arrange it so 
 that I can see you soon. 

















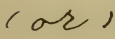

Very truly yours, (93)














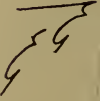










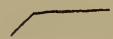











LESSON NINETEEN









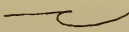



53. A suffix is a syllable used at the end of a word to modify its meaning. The suffix sign is contracted.


54. *Hood* may be disjoined after a vowel: *6i* *boyhood*.

JOINED SUFFIXES	
able ible	awful
readable	watchful
credible	hood
audible	girlhood
salable	boyhood
payable	womanhood
double	manhood
feeble	childhood
trouble	ly
terrible	early
fer fore ful	gently
confer	sweetly
hopeful	lately

ally illy		yourself	3
literally		itself	7
totally		selves	5 or 7
family		yourselves	3
heartily		themselves	3
prettily		ourselves	5
ment		sion tion	1
payment		cial tial	
amusement		fashion	2
defacement		addition	07
investment		condition	5
achievement		social	4
quire		permission	6
inquire		promotion	64
require		special	6
acquire		passion	6
self		ure	2
myself		sure	6
		assure	2















insure		repose	
furniture		compose	
measure		expose	
injure		position	
feature		deposition	
indenture		disposition	
treasure		supposition	
ward		opposition	
inward		composition	
forward		exposition	
afterwards		pute	
toward		repute	
reward		compute	
pose		depute	
depose		putation	
dispose		computation	
suppose		reputation	
oppose		deputation	

sult	h	inscription	
consult	h	description	
result	h	titude titute	
consultation	h	aptitude	
scribe		attitude	
inscribe		substitute	
describe		cient tient	
scription		patient	

55. *Er*, represented by *r*, is disjoined after contracted words; as,  *shipper*.

56. In compound words, *thing* is represented by a dot.

DISJOINED SUFFIXES

er		classification	
shipper		notification	
thinker		graph	
fication		stenograph	
ratification		photograph	
specification		telegraph	
certification		lithograph	

ical icle ticle		mental-ity	
medical		instrumental	
radical		sentimental-ity	
classical		a-ology	
critical		physiology	
musical		theology	
ing thing	.	ed ted ded	-
making		rated	
doing		delayed	
sending		demanded	
writing		tic ntic	
reading		authentic	
nothing		sarcastic	
something		critic	
anything		ulate	
ive tive		speculate	
active		stimulate	
negative		insulate	

57. Disjoin the stroke before *ty*, *ity*, *ety*, *erty* and *lly*.

vicinity		identity	
majority		quantity	
minority		quality	
charity		plurality	
capacity		penalty	
calamity		cruelty	
locality		liberty	
ability		liability	

58. A dot is used for *ing* or *ong* in short words. Place the dot at the side for *ing*, and at the end for *ong*.

ring		wrong	
sing		song	
king		long length	

59. Prefixes and suffixes may be compounded. Disjoined strokes may be joined when compounded; as, *self-interested*, *speculator*, *stipulation*.

Word-signs may be used as prefixes, suffixes, or word endings; as, *shorthand*, *fellowship*, *fall*.

actionable

speculative

thoughtfully

interested

doubly

stenographic

geologically

shipment

physiologically

friendship

politically

shorthand

populated

alter

stipulation

call

60. When *ing* occurs in the body of a word it is indicated by beginning the part after *ing* at the place where the dot for *ing* is naturally written.

things

kingdom

brings

Covington

willingly

linger longer

SPECIAL WORDS

question

presentation

obligation

requisition

objection

































valuation















qualification

capitalization













LESSON TWENTY

COMPOUND WORDS





afternoon		however	
anybody		meanwhile	
anyhow		meantime	
anyway		nevertheless	
anywhere		noteworthy	
almost		notwithstanding	
also		otherwise	
although		outstanding	
before		railroad	
behindhand		railway	
elsewhere		sometime	
everywhere		somewhere	
headquarters		therefore	
hereafter		throughout	
heretofore		trustworthy	
herewith		upon	




































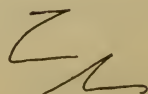
whenever		whereupon	
whensoever		wherever	
whatever		wholesale	
whatsoever		withdraw	
whereat		withheld	
whereby		withhold	
wheresoever		without	

61. The dot for *ing* may be omitted and the following word placed in the position of the dot.

doing the		having the	
doing it		having their	
doing your		having your	
doing their		mailing your	
giving you		thanking you	
knowing their		asking you	

CONTRACTED PHRASES

few days ago		call your attention to the fact	
for a few days		it may be possible	

to be sure		more than	
I am sure		better than	
we are sure		longer than	
this morning		sooner than	
yesterday morning		on the other hand	
this month		great many	
next month		great deal	
on account		has been received	
statement of account		we acknowledge receipt	
your account		in answer to your	
glad to see		I take pleasure	
glad to say		we take pleasure	
glad to have		we have on hand	
glad to be		for the time being	
try to have		First National Bank	
try to be		your order	
here and there		to be had	
question of time		long past due	

in receipt of

16

circuit court

16

in reply to

7

supreme court

16

in respect to

8

objected to

16

in regard to

2

objection sustained

9

in reply to your favor

3

objection overruled

9

we are in receipt of your

26

direct examination

16

vice versa

1

cross examination

16

state whether or not

100

irrelevant, immaterial and incompetent

16

being duly sworn and examined

7

passenger agent

10

on the part of the plaintiff

7

freight agent

10

testified as follows

7

ticket agent

10

state your name

10

express agent

10

what is your name

10

vice president

16

where do you live

16

parcel post

16

where do you reside

16

by return mail

16

how long

16

general manager

16

how do you

16

price list

16

how many

16

bank draft

16

WRITING EXERCISE

Dear Sir: We accepted the enrollment of your daughter with the understanding that you were to pay promptly in advance each month. If we do not receive what is due on these monthly accounts, it is really a hardship to us. We have not even arranged our books for doing a credit business. It requires needless time and expense for accounting which we prefer to devote to the welfare of our students. We feel sure that your sense of justness will prompt you to settle without delay.

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— P. — —

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Yours very truly, (90)




Dear Sir: On page 25 of the catalog we sent you a day or two ago you will find a cut showing a design of the art glass you wish to use in the Wellington Street dwelling. Our estimate includes the finished product which we can produce for you by the middle of the week. We can furnish a superintendent at that time so that you may be able to expedite matters to better advantage. May I hear from you in regard to the services of an extra man to look after the detail work, and oblige

Very truly yours, (90)




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SUPPLEMENTARY EXERCISES


62. When a circle vowel comes between two reverse curves, it is placed inside the second.

meek  whip  wagon 

63. To distinguish between contracted words and those which are not, *s* may be turned irregularly.

letters  remains  names 
let us remit us name us

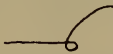


64. The voiced sounds, *th*, *nd*, *dr*, or *z*, may be indicated by a short tick written through the stroke.

lathe  send  drain 







65. It is sometimes desirable, in order to retain the distinctive form of a word, to disjoin.

kindest  shortest  atonement 

66. When the phrases *do not*, *had not*, etc., are contracted to single words, the contraction is represented by adding *nt*. In other places the apostrophe is used very much as in longhand.

didn't  haven't  it's 

NUMERAL EXPRESSIONS

one  two  six 
ten  400  \$25.40  25⁴⁰

\$800	<i>8</i>	5,000	<i>5</i>	\$7,000	<i>7</i>
\$2,000,000	<i>2</i>	50c	<i>50</i>	50%	<i>50</i>
\$25	<i>25</i>	40 barrels	<i>40</i>	32 degrees	<i>32°</i>

DAYS OF THE WEEK

Sunday	<i>✓</i>	Tuesday	<i>→</i>	Thursday	<i>↗</i>
Monday	<i>✓</i>	Wednesday	<i>∞</i>	Friday	<i>↓</i>
				Saturday	<i>↘</i>

MONTHS OF THE YEAR

January	<i>J</i>	May	<i>~</i>	September	<i>9</i>
February	<i>f</i>	June	<i>h</i>	October	<i>c</i>
March	<i>✓</i>	July	<i>h</i>	November	<i>7</i>
April	<i>9</i>	August	<i>8</i>	December	<i>→</i>

POINTS OF THE COMPASS

north	<i>~</i>	southwest	<i>↙</i>	northeastern	<i>↗</i>
east	<i>9</i>	northwest	<i>↖</i>	southeastern	<i>↘</i>
south	<i>o</i>	northern	<i>↖</i>	southwestern	<i>↙</i>
west	<i>9</i>	eastern	<i>9</i>	northwestern	<i>↖</i>
northeast	<i>9</i>	southern	<i>↘</i>	northeast quarter	<i>↗</i>
southeast	<i>9</i>	western	<i>9</i>	southwest quarter	<i>↙</i>

CHURCHILL SHORTHAND



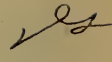






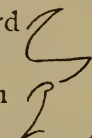























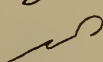
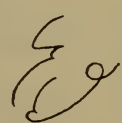







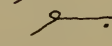







STATES AND TERRITORIES

Alabama	Ala.		Kansas	Kans.	
Alaska	Alaska		Kentucky	Ky.	
Arizona	Ariz.		Louisiana	La.	
Arkansas	Ark.		Maine	Maine	
California	Cal.		Maryland	Md.	
Colorado	Colo.		Massachu- setts	Mass.	
Connecticut	Conn.		Michigan	Mich.	
Delaware	Del.		Minnesota	Minn.	
District of Columbia	D. C.		Mississippi	Miss.	
Florida	Fla.		Missouri	Mo.	
Georgia	Ga.		Montana	Mont.	
Guam	Guam		Nebraska	Nebr.	
Hawaii	Hawaii		Nevada	Nev.	
Idaho	Idaho		New Hamp- shire	N. H.	
Illinois	Ill.		New Jersey	N. J.	
Indiana	Ind.		New Mexico	N. Mex.	
Iowa	Iowa		New York	N. Y.	

North Carolina	N. C.		South Dakota	S. Dak.	
North Dakota	N. Dak.		Tennessee	Tenn.	
Ohio	Ohio		Texas	Tex.	
Oklahoma	Okla.		Utah	Utah	
Oregon	Ore.		Vermont	Vt.	
Pennsylvania	Pa.		Virginia	Va.	
Philippine Islands	P. I.		Washington	Wash.	
Porto Rico	P. R.		West Virginia	W. Va.	
Rhode Island	R. I.		Wisconsin	Wis.	
South Carolina	S. C.		Wyoming	Wyo.	

LARGE CITIES

Akron		Boston		Chicago	
Albany		Bridgeport		Cincinnati	
Atlanta		Buffalo		Cleveland	
Baltimore		Cambridge		Columbus	
Birmingham		Camden		Dallas	

Dayton		Minneapolis		Salt Lake City	
Detroit		Nashville		San Antonio	
Denver		Newark		San Francisco	
Des Moines		New Bedford		Savannah	
Duluth		New Haven		Schenectady	
Fall River		New Orleans		Scranton	
Grand Rapids		New York		Seattle	
Hartford		Oakland		Spokane	
Houston		Omaha		Springfield	
Indianapolis		Paterson		St. Louis	
Jersey City		Peoria		St. Paul	
Kansas City		Philadelphia		Syracuse	
Lawrence		Pittsburg		Tacoma	
Los Angeles		Portland		Toledo	
Louisville		Providence		Trenton	
Lowell		Reading		Washington	
Memphis		Richmond		Worcester	
Milwaukee		Rochester		Youngstown	

SUPPLEMENTARY READING AND WRITING EXERCISES

LESSON TWO

Kate will go at a late hour. Mary may write the tale. The defendant will read it. Myra ate a late meal. I may go after the key.

[Handwritten shorthand for Lesson Two]

LESSON FOUR

She will be here for a day. Will you be more prompt? She will put the food here. Will you go to the mill and shut the gate? It may be well for her to write. You may have to change the rule. Will you go and fetch the team? Jim should be here to get the flute.

[Handwritten shorthand for Lesson Four]

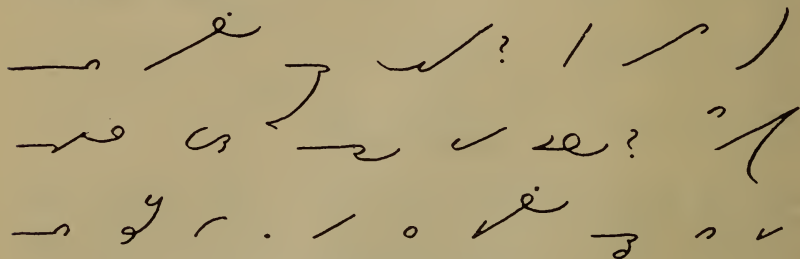
LESSON SIX

Kate put it above the door. He may go if I write to him. You may have to charge him for it. Jack may object to the joke. May I go to your room for the muff? I think the robe will be all right.

[Handwritten shorthand for Lesson Six]

LESSON EIGHT

John may be able to see you in an hour. Dick should not shoot the dove. I think you may be late for the game. Sadie and Mary may visit in the city. The muff is ready but she has not seen it. Will you write a new note for these horses? I should like to get the box of goods.



LESSON TEN

Dear Sir:

We would like to get the goods which you were to ship us. If you do not ship now, will you be able to do so in a few days?

Yours truly,

Dear Sir:

The prices of wood and coal are now quite high, and we will use less of it, so do not ship more now.

Very truly yours,

Dear Sir:

If you will not be able to pay us what you owe in a few days, will you not write us and say when you can do so?

Yours very truly,

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LESSON TWELVE

Dear Sir:

Your favor of the 25th is here and we will do as well as we can for you in the way of appointments that should be made within the week. We have been told they will take what they can get, and that we may announce it to the body that is to make the appearance.

Yours very truly,

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 e o v 2

LESSON FOURTEEN

He may receive the acceptance by the middle of the week. If he does, he will discount the bill for electric goods. Should he neglect the matter, a member of the firm will represent us. It is not always necessary to suggest the terms. We will remember to have him settle in a satisfactory way. This agreement, in my opinion, is similar in language to the one you gave first.

Handwritten shorthand transcription of the text above, showing the conversion of the printed words into Churchill shorthand symbols.

LESSON SIXTEEN

Gentlemen:

In answer to your letter of the 16th instant we wish to state that we paid the freight on the invoice of winter apples. It went to you in car No. 15236 and you should have it by this time. If you do not receive it by tomorrow, wire us and we will trace it for you.

Very truly yours,

Gentlemen:

I had a talk with Mr. Williams about his recent visit to your city, and he seems to think that he would be glad to do public work of the kind you state. He spoke of his desire to do as much as possible for the business, and he says there will be an im-

portant improvement in the manufacture of the next set of covers. A part of our recent purchase was not up to what it should have been.

Yours very truly,

K J. n u u u u u
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 u h. b e u u. u h
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LESSON EIGHTEEN

Dear Sir:

We have arranged to guarantee the grade of coal as you suggest, and you will receive car number 5178 in a day or two. The Charles Valley coal always satisfies, and it has made us more friends than all the other grades we have ever sold. It burns clean without clinkers and can be held over night.

We wish to thank you for your past favors, and we shall be glad to serve you at all times in the future.

Very truly yours,

Gentlemen:

All coal mines were shut down last week on account of a difference of opinion between the coal operators and the miners.

For this reason coal went up in price. We are not able to quote you a schedule of prices at this time. The issues which exist between them ought to end soon so that it will be possible to arrive at definite prices in the near future. We do not anticipate very much trouble and hope to be able to quote you satisfactory prices soon.

Respectfully yours,

[Handwritten signature in Churchill shorthand]

LESSON TWENTY

Dear Sir:

Your letter of the 3d has just reached us, and we want to say frankly that we owe you an apology.

Apparently our shipping room made the mistake in packing the goods, as we had your order correctly entered on our books. We have directed our shipping clerk to assemble a new shipment at once, and give your order special attention to see that it is right in every detail. Kindly return the incorrect shipment to us at our expense.

We shall do everything in our power to see that such a mistake does not happen again.

From System Magazine

Yours very truly,

Dear Sir:

I take the liberty of addressing you at the instance of General Wolsey who spoke to me of the matter of your communication to him and was kind enough to say that he would write you in my behalf. My acquaintance with him has been in the nature of a social rather than a business one, and I fancy that he can only recommend me on general grounds. I will say therefore, that I have had some experience with accounts, but not very much practice in them for nearly three years. Nevertheless, unless the work you wish done is of an intricate nature, I think I shall be able to accomplish it with such posting at the outset as most strangers would require. General Wolsey told me that you wanted someone as soon as possible. I have nothing to prevent me from starting at once if you desire to have me. A telegram addressed to me at the office of the Trust Company will reach me promptly.

Respectfully yours,
























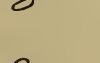
















From David Harum

[Handwritten shorthand notes in Churchill shorthand style, consisting of various symbols and lines.]




















































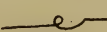








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



























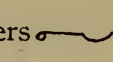































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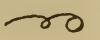


























































The forms of three words have been slightly modified in this edition of the manual.

	New Edition		Old Edition
	/	should	←
	✓	shall	/
	\	the thank	-
absent-nce		among	
absolutely		annual	
absorb		another	
accident		any	
accommodate		appeal	
acquaint-ance		application	
address		appreciate	
adopt		argue	
advantage		aristocrat	
advertise-ment		arrange-ment	
afraid		arrive	
agriculture		article	
although		as	
altogether		assemble-bly	
		assistance	
		associate-tion	
		astonish-ment	
		attempt	
		auto	
		automobile	
		bank	
		bankrupt	
		beauty	
		beautiful	
		began	
		begin	




















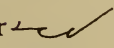








































behalf	<i>f</i>	certificate	<i>z</i>	confer-ence	<i>y</i>
belief-ve	<i>o</i>	cessation	<i>q</i>	connection	<i>er</i>
belong	<i>v.</i>	challenge	<i>h</i>	conspicuous	<i>z</i>
beside busy	<i>b</i>	chapter	<i>p</i>	contain	<i>u</i>
best	<i>b</i>	character	<i>e</i>	contention	<i>u</i>
beware	<i>f</i>	child	<i>h</i>	contract	<i>el</i>
beyond	<i>b</i>	children	<i>sh</i>	contradict	<i>ed</i>
big	<i>b</i>	citizen	<i>tr</i>	contrary	<i>ed</i>
born	<i>b</i>	claim	<i>o</i>	control	<i>u</i>
burn	<i>b</i>	client	<i>o</i>	convenient	<i>y</i>
buy by	<i>b</i>	collateral	<i>o</i>	co-operation	<i>zy</i>
calculate	<i>d</i>	collection	<i>u</i>	cordially	<i>y</i>
call	<i>u</i>	c. o. d.	<i>u</i>	corporation	<i>u</i>
capital	<i>l</i>	combination	<i>h</i>	correct	<i>e</i>
capture	<i>l</i>	command	<i>b</i>	corre- spond-ent	<i>h</i>
card	<i>u</i>	commerce	<i>er</i>	corroborate	<i>zy</i>
carry	<i>o</i>	commercial	<i>er</i>	council	<i>h</i>
Catholic	<i>o</i>	commission	<i>h</i>	credit	<i>u</i>
century	<i>so</i>	committee	<i>o</i>	crime	<i>o</i>
certain	<i>l</i>	computation	<i>h</i>	criminal	<i>o</i>





























































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cultivation		disappoint		effect	
curious		discount		elaborate	
custom-ary		discover		electricity	
customer		discrepancy		endanger	
dark		discriminate		endeavor	
deceased		discuss		engage-ment	
declare		disproportion		engine	
decline		distribute		English	
demonstrate		doctor		enormous	
depart-ment		doctrine		enough	
deposit		document		entire	
derive		does		entitle	
designate		dollar		entrance	
detention		don't		erroneous	
determination		duly		establish	
detract		duplicate		estate	
dictate		duration		estimate	
dignity		during		et cetera (etc.)	
direction		earliest		European	

evidence		forthwith		include	
evident		fraternal		independ- ent-ence	
exorbitant		f. o. b.		indicate	
extend		fulfill		indiscrimi- nate	
external		further		individual	
extraordinary		game		indorse-ment	
extreme		God		influence	
facilitate		greatest		information	
fall		guarantee		injury	
familiar		headquarters		innocence	
family		hereafter		instrument	
fault		herself		insure-ance	
feature		hotel		intend	
finally		household		intention	
financial		husband		internal	
finish		ice		into	
flour		ignorant-ce		invoice	
foreign		illustrate		inward	
forget		immediate-ly		irrelevant	
forgive		impossible		irreverent	

its		memoranda		nowhere	
itself		memorandum		occupy	
joint		merchandise		o'clock	
journal		Messrs.		once	
judicial		miscellaneous		only	
judiciary		misfortune		opposite	
jurisdiction		miss		order	
jurisprudence		Mrs.		ordinary	
justify		mortgage		organize	
large		motion		party	
legislature		nation		peculiar	
legitimate		navigable		people	
likewise		negative		per cent.	
luxury		negotiable		percentage	
magazine		neither		perfect	
many		newspaper		perhaps	
mark		nominate		period	
material		nonresidence		philanthropy	
mayor		nonsense		pleasant	
meant		normal		policy	

popular	<i>g</i>	proof prove	<i>o</i>	response	<i>f</i>
postal card	<i>u</i>	poper	<i>g</i>	retain	<i>~</i>
post card	<i>l</i>	property	<i>g</i>	retention	<i>~</i>
practice	<i>o</i>	prosecute	<i>g</i>	sample	<i>g</i>
praiseworthy	<i>ho</i>	prospect	<i>g</i>	saw	<i>i</i>
predecessor	<i>o</i>	public	<i>f</i>	school	<i>u</i>
prefer	<i>g</i>	publication	<i>f</i>	seclude-sion	<i>u</i>
prejudice	<i>g</i>	publish	<i>f</i>	secretary	<i>u</i>
preliminary	<i>o</i>	punctual	<i>h</i>	section	<i>u</i>
prepare	<i>g</i>	purchase	<i>g</i>	secure	<i>u</i>
present-ence	<i>o</i>	purpose	<i>g</i>	selection	<i>u</i>
president	<i>o</i>	really	<i>o</i>	senate	<i>o</i>
pretention	<i>g</i>	reason	<i>v</i>	serious	<i>o</i>
principal	<i>l</i>	recollect	<i>e</i>	service	<i>g</i>
privilege	<i>g</i>	recommend	<i>e</i>	session	<i>g</i>
probably	<i>g</i>	record	<i>e</i>	settle	<i>u</i>
proceed	<i>o</i>	recover	<i>g</i>	signify	<i>e</i>
produce	<i>u</i>	relative	<i>u</i>	simple	<i>g</i>
product	<i>u</i>	remark	<i>o</i>	sincere	<i>o</i>
progress	<i>u</i>	respect-ful-ly	<i>e</i>	sincerity	<i>o</i>

single		stamp		suspect	
singular		standard		suspicion	
sister		station		sustain	
situate		steady		sympathetic	
situation		steamer		synonymous	
six		steamship		tax	
small		stockholder		technical	
socialism		stood		telephone	
sold		strength		temperance	
soldiers		strong		term	
solicit		struck		terminal	
someone		struggle		territory	
something		student		testify	
sometime		study		testimony	
soon		subordinate		text	
sound		sudden		therefore	
special		sufficient		those	
spend-t		summon		though	
spirit		superior		throughout	
spring		supply		throw	

thus		undertake		whose	
timidity		undertook		why	
tire		unessential		wind	
title		unfortunate		winter	
today		United States		wisdom	
together		universe		within	
tonight		unless		witness	
trade		unusual		woman	
transfer		uphold		women	
travel		urge		wonder	
truly		vacation		wonderful	
trustee		valuation		word	
truth		various		world	
tuition		verdict		worth	
turn		volume		Yankee	
typewriter		water		yes	
unaltered		weather		yes, sir	
unanimous		whereas		yesterday	
understand		whereat		young	
understood		whole		youth	

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