THE MILLER

READING AND DICTATION BOOK

WRITTEN IN

GREGG SHORTHAND

CHARLES M. MILLER
PUBLISHER
1133–1135 BROADWAY, NEW YORK CITY

KC 10593

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Copyrighted, 1902, by CHARLES M. MILLER

Published by special arrangement with author and proprietor of Gregg Shorthand

PREFACE.

In its first edition this book was designed and prepared for the exclusive use of the students of the MILLER SCHOOL, New York. Within a short time of its appearance, however, its necessity and value having been demonstrated, many of my personal friends throughout the United States who were at that time, and are now, teaching GREGG SHORTHAND, desired to make it a regular part of each student's outfit. Consequently, in this second edition, an agreement was reached with the author of Gregg Shorthand for its publication as an independent book. Following this agreement, it was a matter of great satisfaction to me, naturally, to hear the public endorsement given this little work by the author of the system, at the meeting of the Gregg Shorthand Association held at the rooms of the Gregg School, in the city of Chicago, July, 1901.

It is now presented in an enlarged and much beautified form. The penmanship has been written by a gentleman known to have no superior in the writing of Gregg Shorthand, and the writing is in full accord with the revised edition of the Gregg Manual recently published.

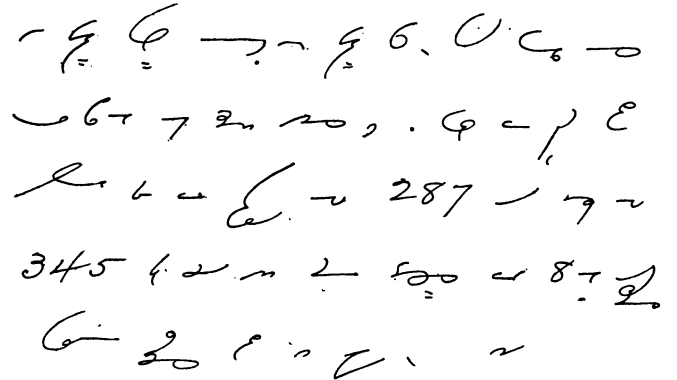
To my fellow teachers, whose aim is the highest possible development of the wonderful art of Stenography, this work is respectfully commended.

CHARLES M. MILLER.

NEW YORK, NOV. 1, 1902.

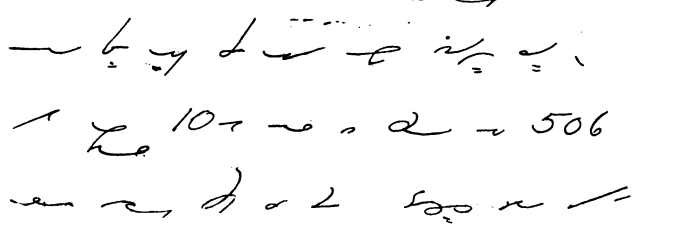
Pittsburgh
in which
forgings
details
number (before figures)
which was
Susquehanna

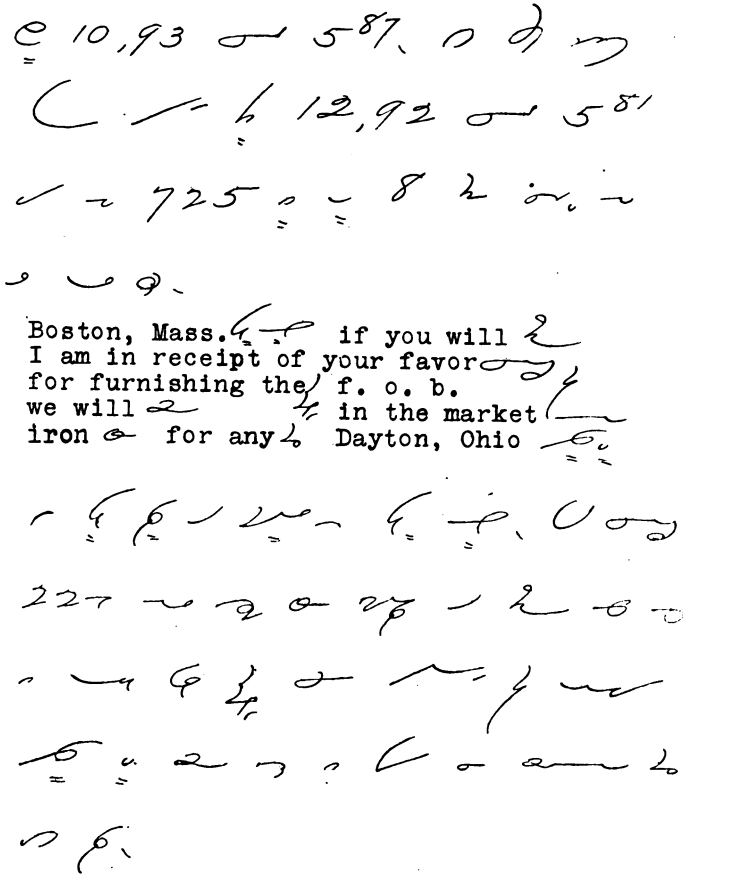
my letter
we ask you
as per
blue-print
advise me
by return mail



Huntington
replying to your letter
voucher
for one

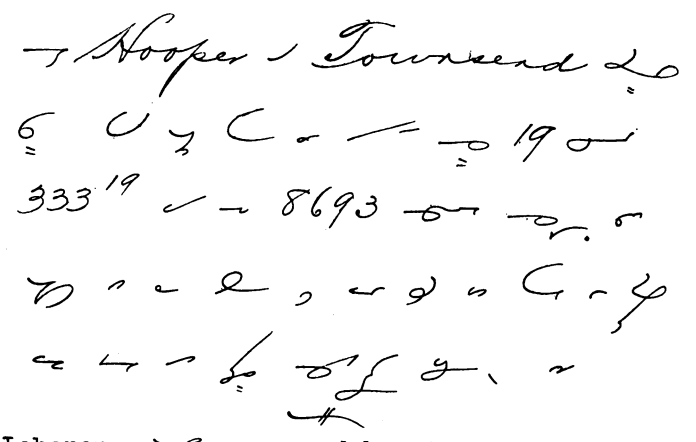
relative to
to cover
hektograph
collection



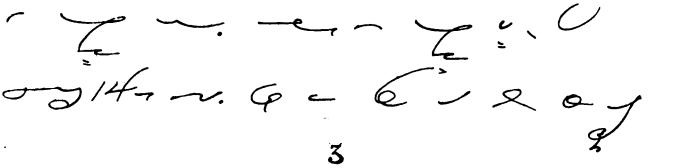


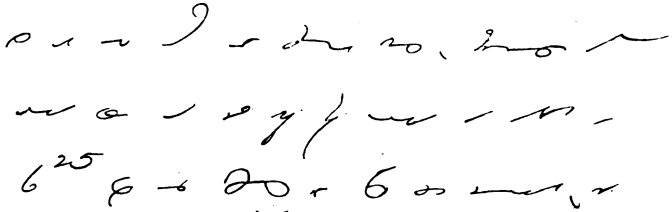
Boston, Mass. if you will
I am in receipt of your favor
for furnishing the f. o. b.
we will in the market
iron for any Dayton, Ohio

Philadelphia referring to your
in accordance with on the of your
to allow representative
freight charges in addition to
Jersey City prepayment

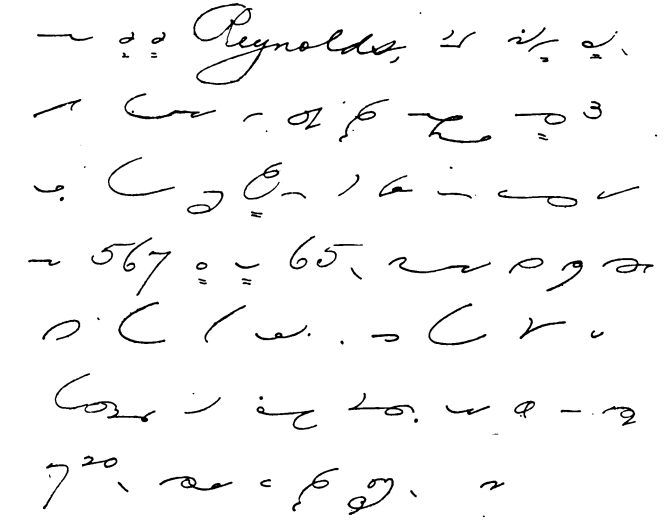


Lebanon and beg to advise you
there is advantage
per pound figures
if you can steel
washers destination
be able to send you



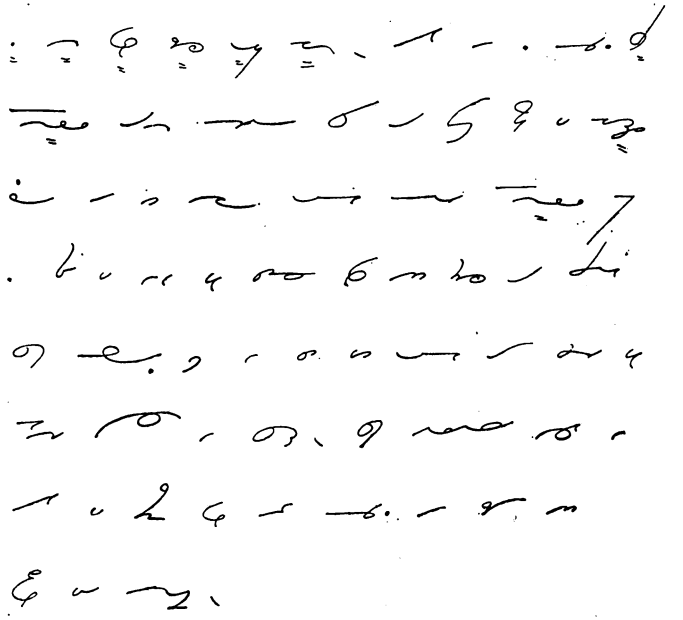


Superintendent
attached
pattern
cancelled
with your advice
you will note
Sargent Co.
they have
for time
kindly return

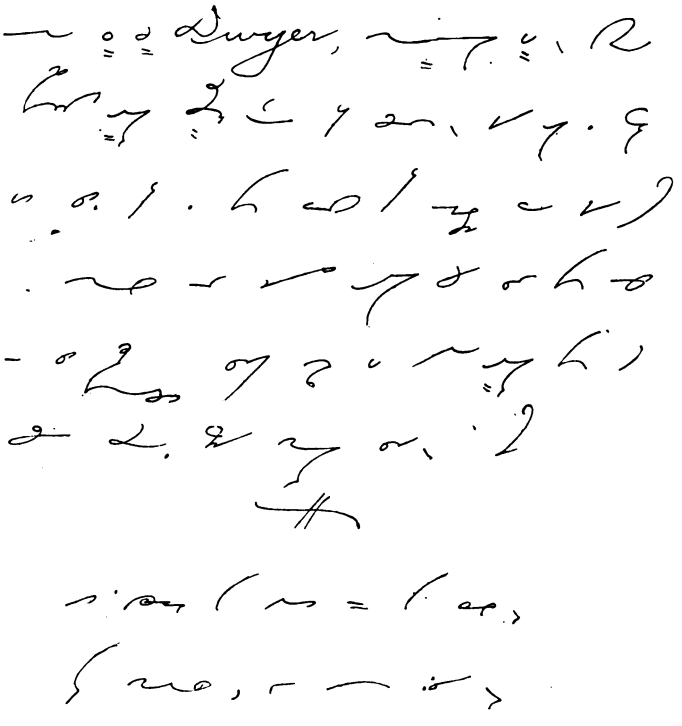


Esquire
James
benefit
thanks
mutual
secretary
to make
reiterate

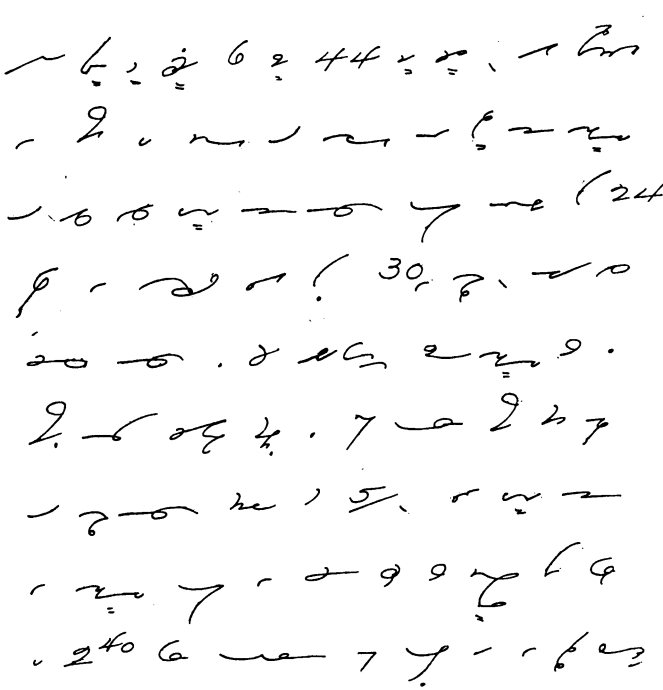
Rochester, N. Y.
McCreery
association
unanimously
generous
instructed
I wish
that it is
gratefulness

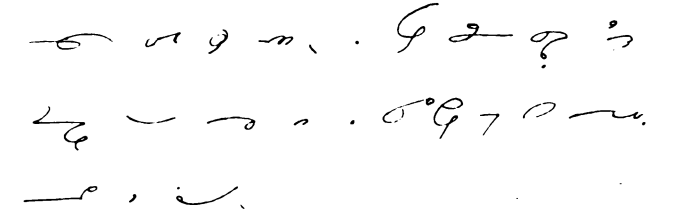


Columbus Dear Friend
circular we enclose
we beg to call your attention
in the near future assured
you will be pleased
we shall be glad to send you

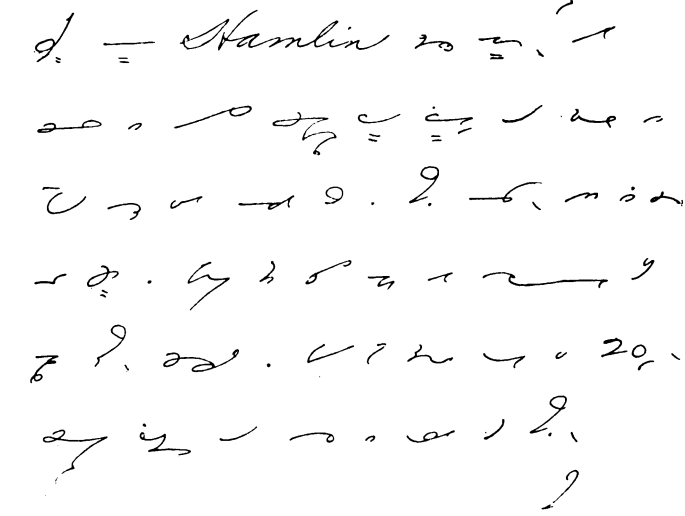


White	advertisements
September	Cosmopolitan
to say	magazine
guaranteed	edition
practical	excellence
we would propose	furnishing you
for one year	per annum
extracts	accompanying



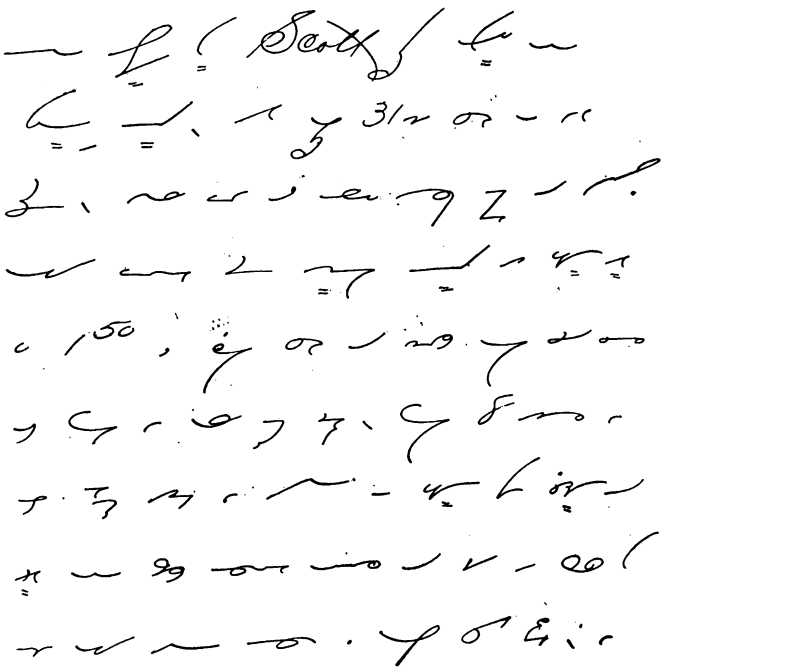


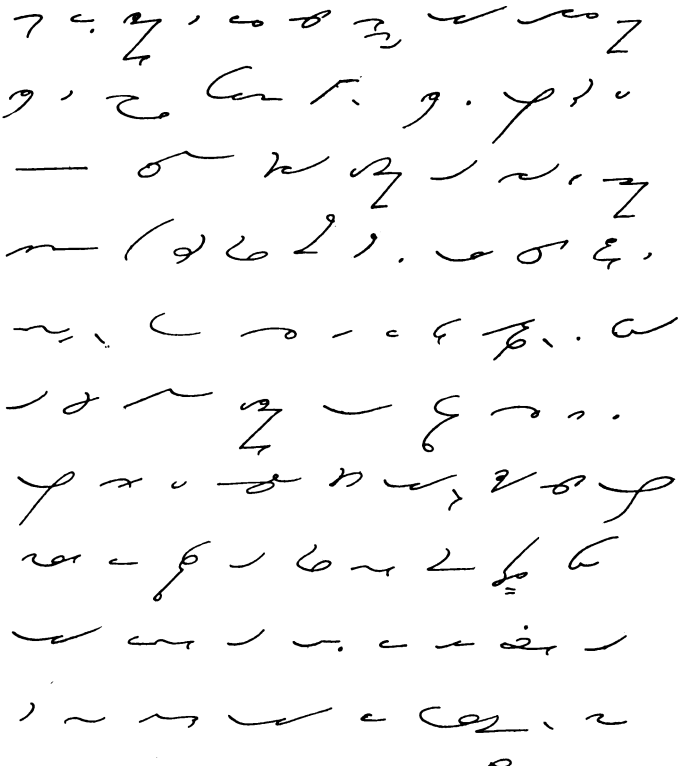
we mail
solicit
of its
patronage
institution
sample copy
intelligent
merits
educational
advertising
we will be pleased to hear from you



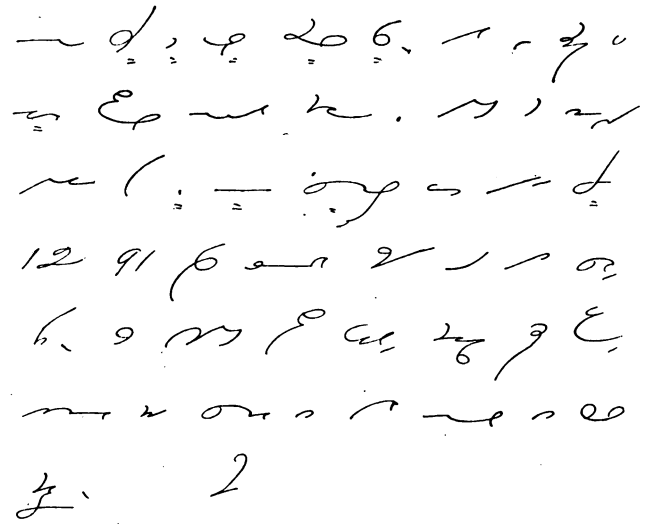
Gen. Frt. Agent
Baltimore & Ohio
tenders
loaded
Texas Central
like to have
one of these
quantity

Baltimore, Md.
for same
replying to your favor
as soon as possible
Austin, Texas
Cumberland
as that is
force



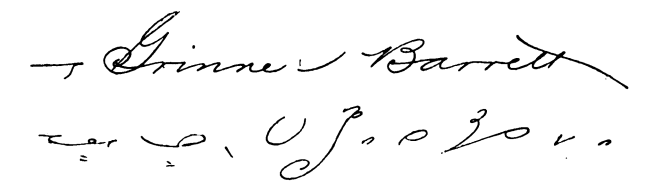


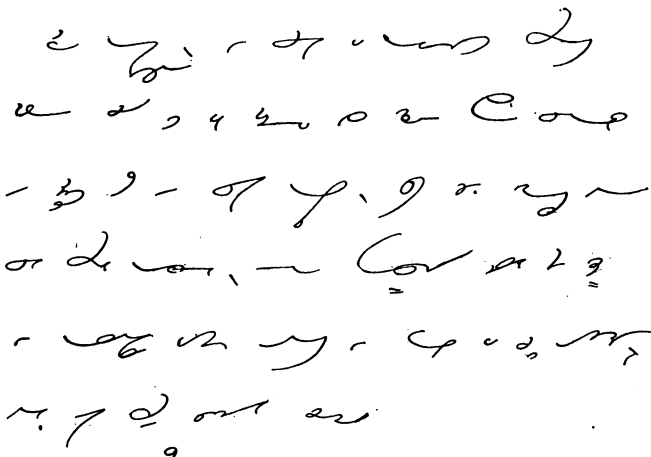
in our hands has been
at once First National Bank
three months for its payment



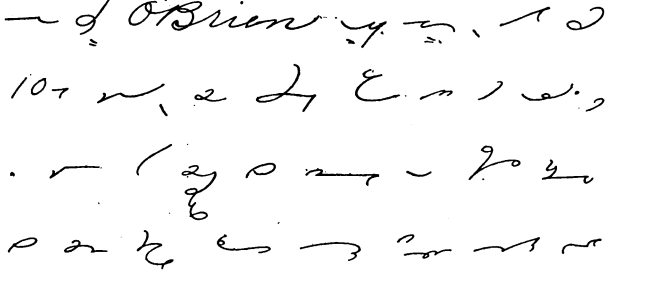
locomotive
by express
we understand
complication
lubricator
pleasure

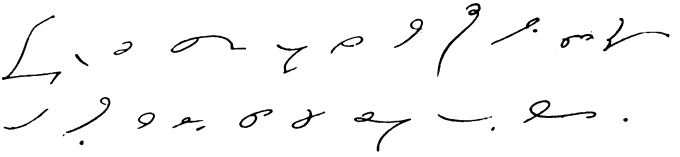
New Orleans, La.
we beg to advise
apologize
other than
neglect
as successfully as
in two weeks' time



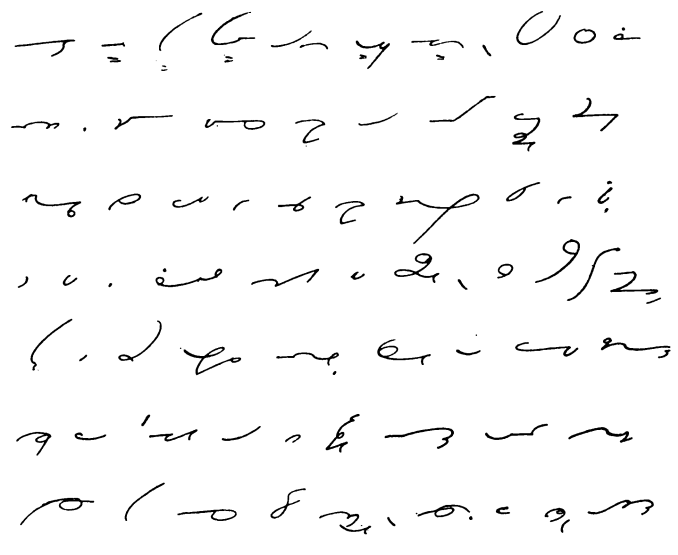


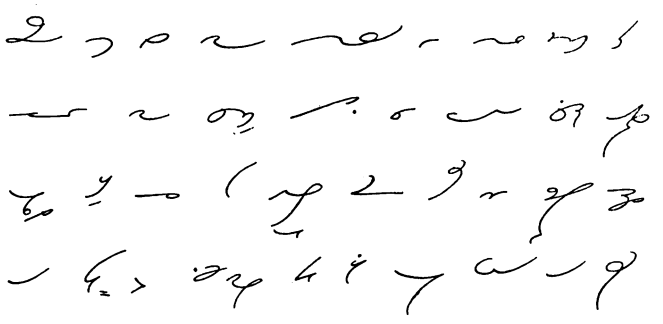
evidently we are very sorry to say
is at hand we have been
for the present sell you
conditions your favor
any other line of credit
for some time



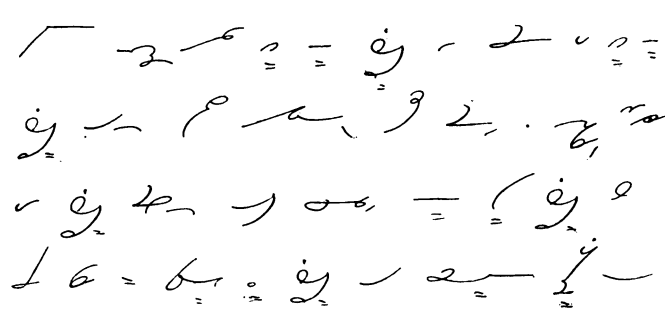


Brown		capital	
herein		indebtedness	
exclusively		demand	
specialties		these things	
repeatedly		in your city	
		into consideration	





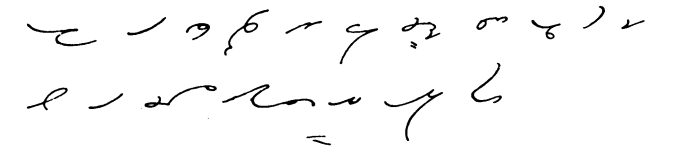
in calling your attention to them
heretofore
and are anxious
reputation to us
hot air
if it is assured
requesting your
liberty
alterations
we have taken
Harriman
dissolved
of this city
expert
if you have
admitted



Honorable
certified
tax
entitled
duplicate

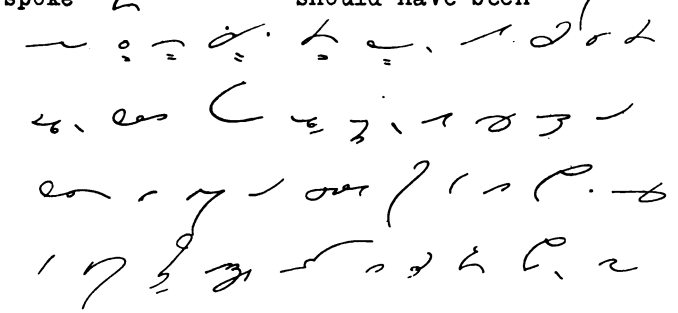
State Treasurer
corporation
Albany
original
Secretary of State

Fitzgerald



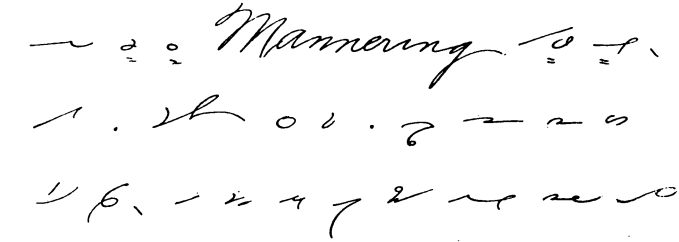
quite
at the time
spoke

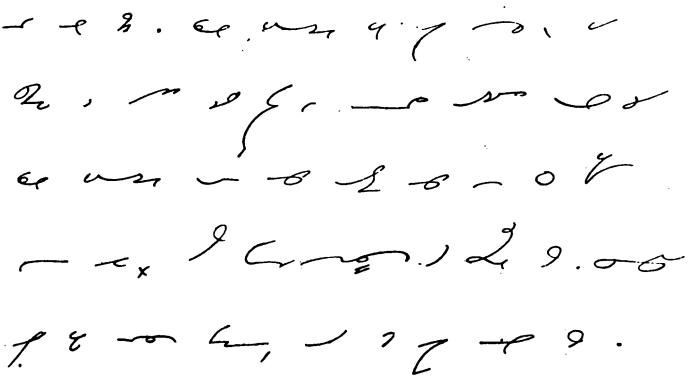
I regret
about it
should have been



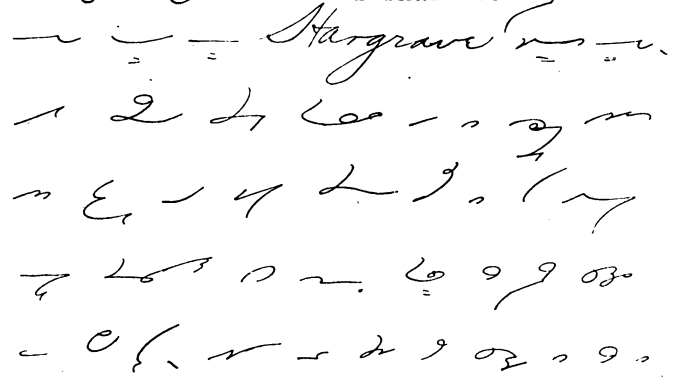
Detroit, Mich.
few days ago
lessons

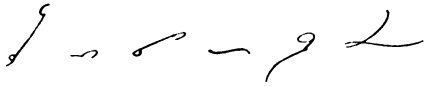
and if not
several years
I wish to know



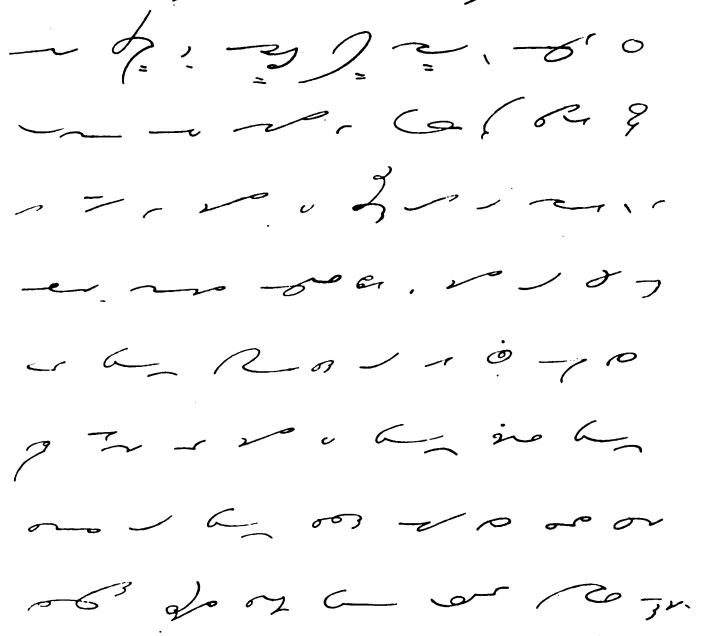


St. Louis, Mo. flattered
invitation Friday
suggest out of the city
urgent I shall be



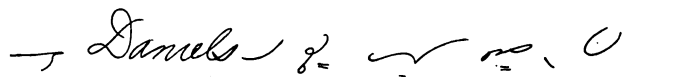


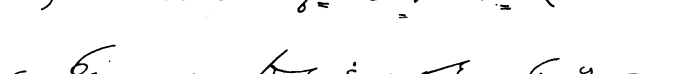
Murphy	Denver, Colo.
cordially	mercantile
educators	permanent
community	political
development	economy
temporary	with reference to the
exerts	rather than the
influence	advisedly

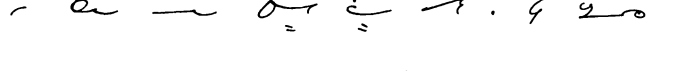


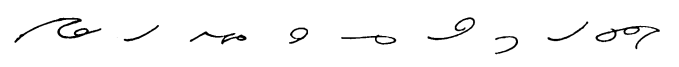
Fisher
temperate
recommending
trustworthy
Charles

position
Ogden, Utah
entire
I take pleasure



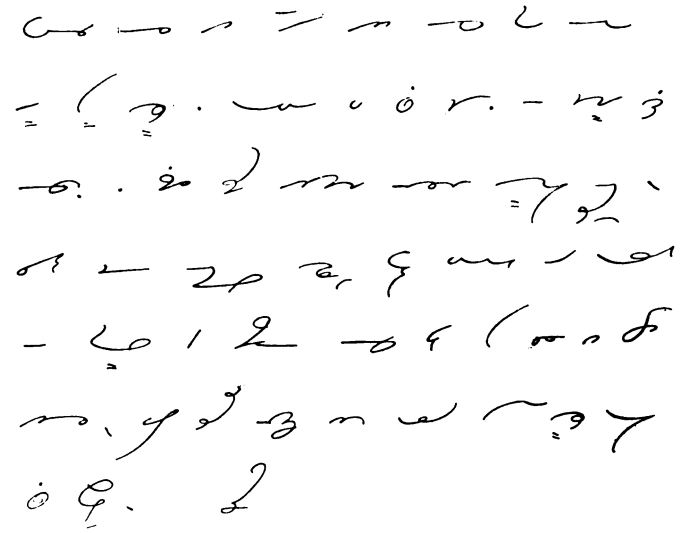




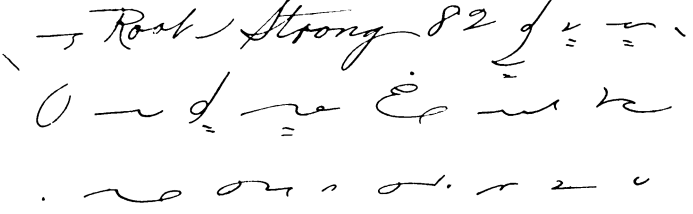


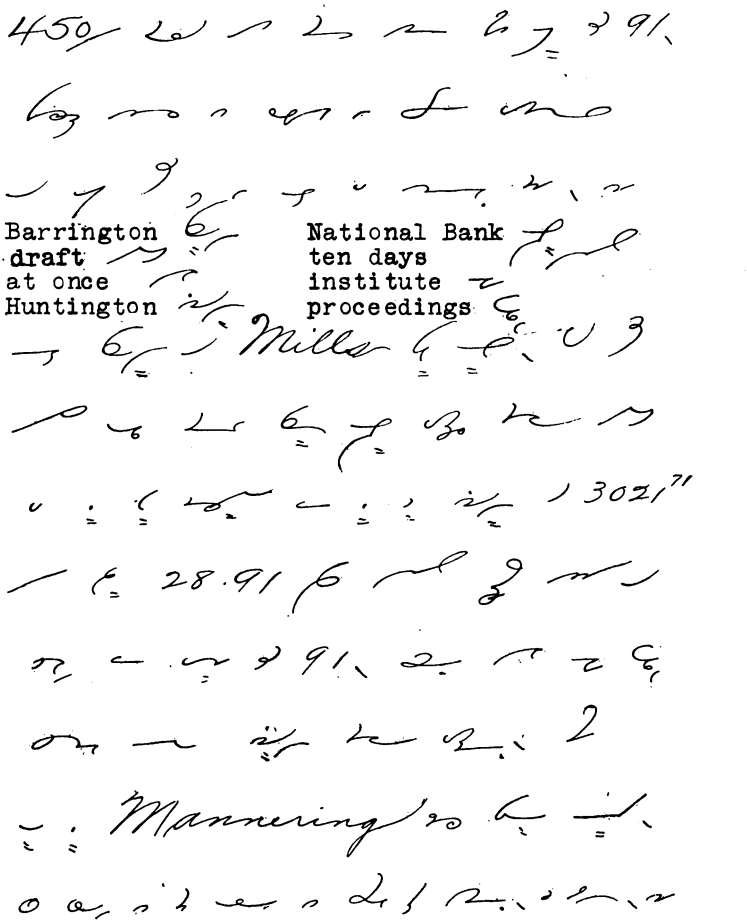
lawyer
visit
within
railroads
Great Britain

Scotland
to this country
in connection with the
concerning the
power



Beaver has placed
to him earliest attention
amounting of this claim
November commencing
for collection

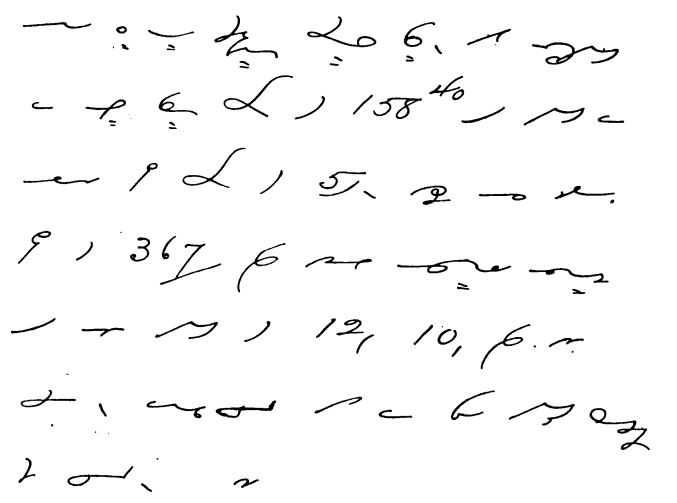




Barrington
draft
at once
Huntington
National Bank
ten days
institute
proceedings
Miller
Manning

Fitzpatrick
exchange
Nicholson

enclosed find draft
I will send check
payable

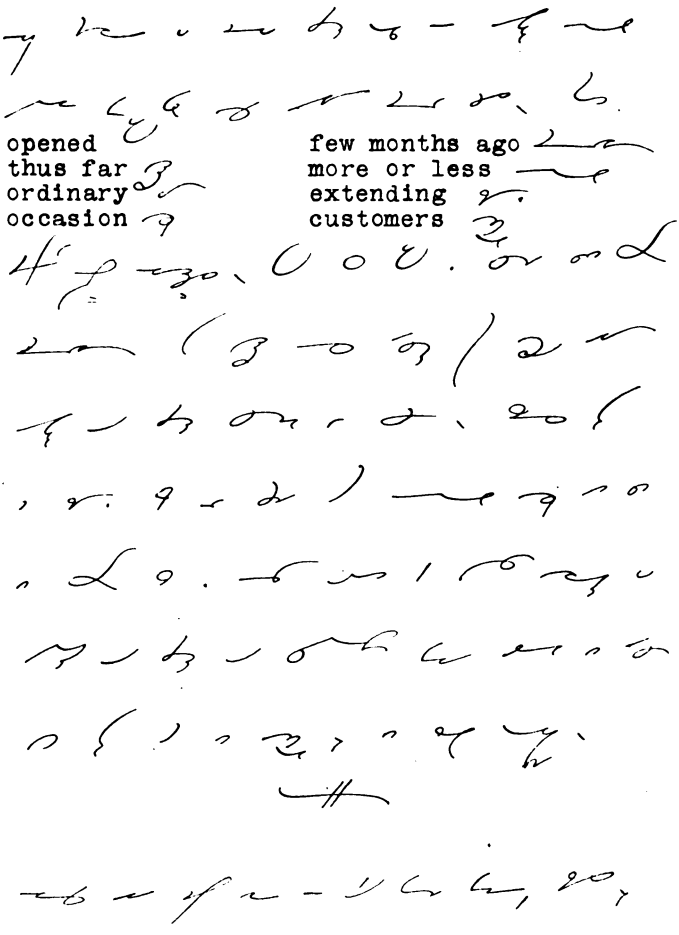


Utica
terms
cheerfully
items
however
of course
quite

commercial
express
similar
deposits
individual
agent

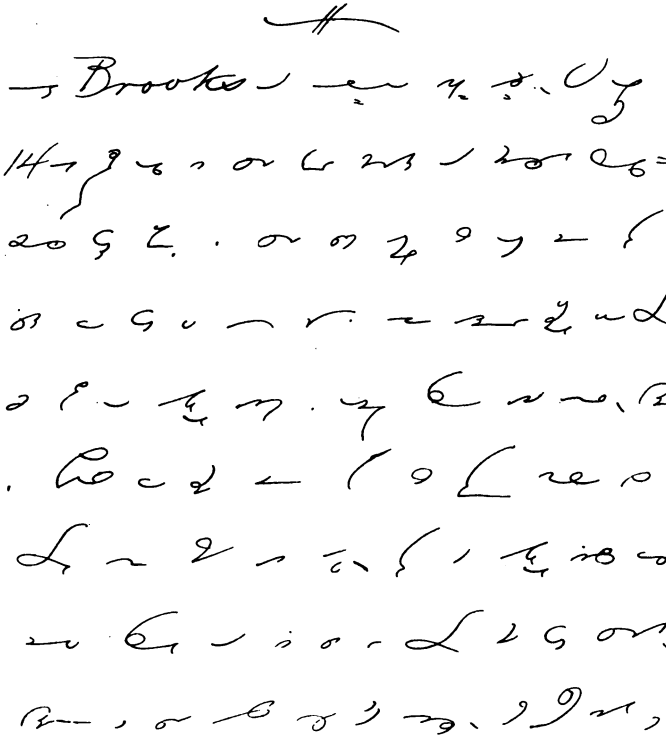
unless

charge



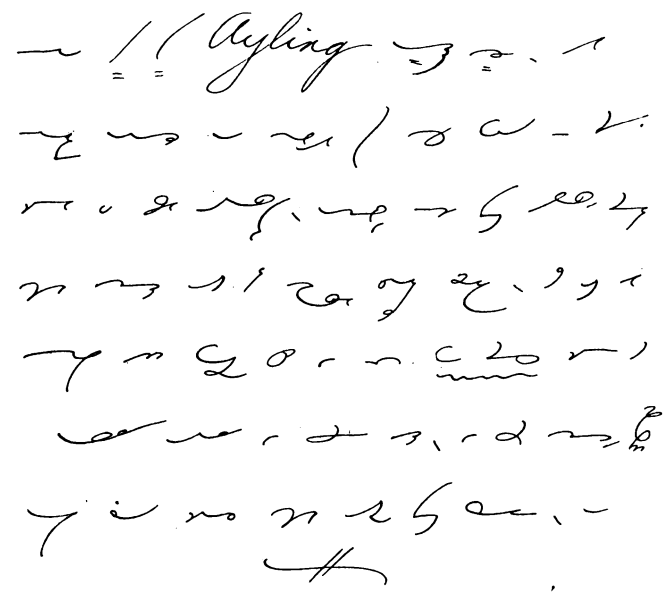
opened
thus far
ordinary
occasion
few months ago
more or less
extending
customers

Washington, D.C.
require
balance
fixed
accommodation
leaving the
guidance
to some of the
arbitrary
afford
explicit
discounted
it will be necessary
signature



Louisville, Ky.
correspondents
liabilities
pro forma
facts

in response
compliance
communications
confidential
later date

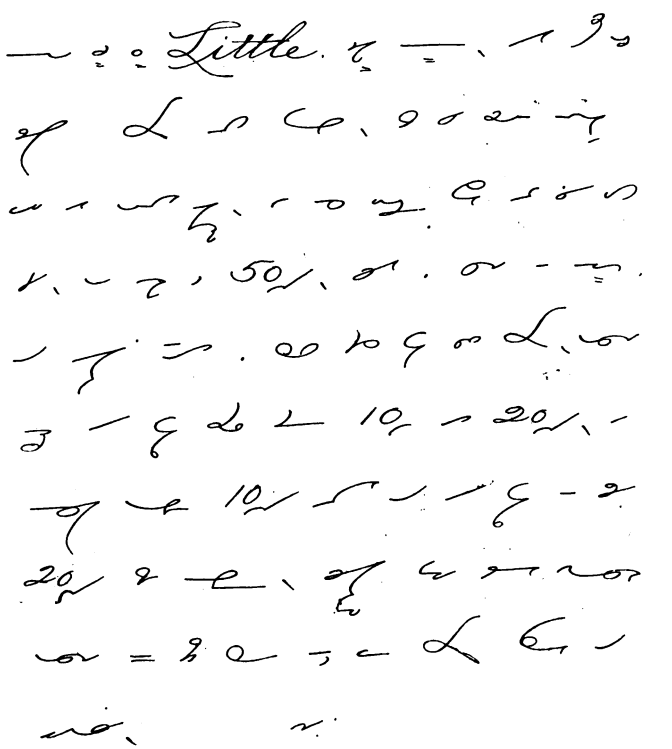


Indianapolis, Ind.
remittances
progress
decide
showing the

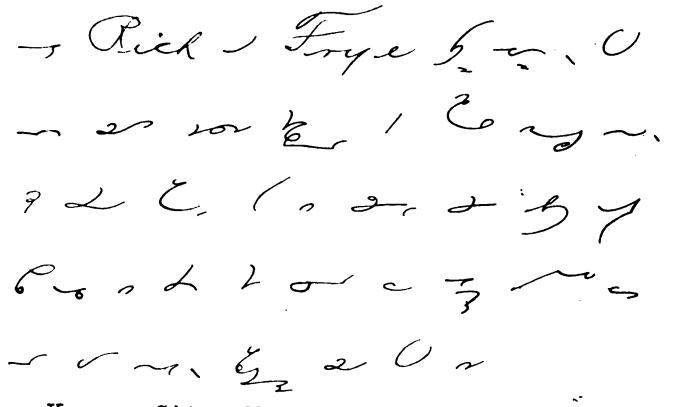
entirely satisfactory
from time to time
responsibility
affairs
capital

Moore / Jellison

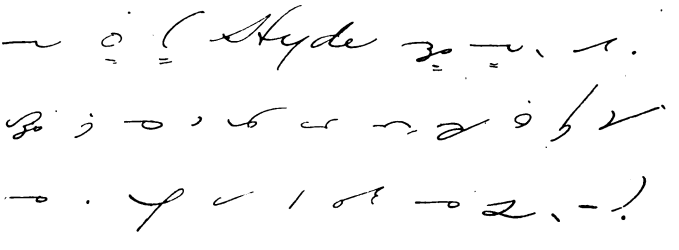
St. Paul, Minn. — intention
although to become so
maximum exceed
in your favor would be pleased to know
our account bankers

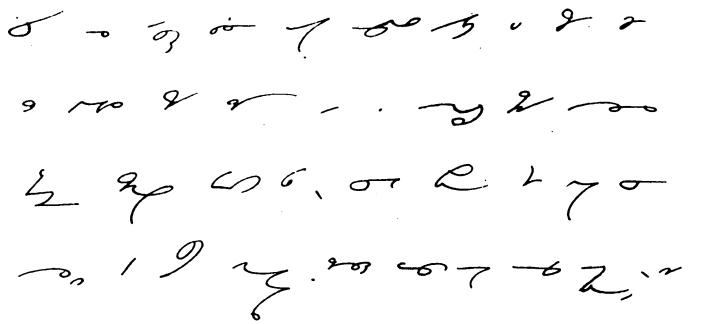


Buffalo
you will find
obliged
we believe
correct
for the past month
at your earliest convenience

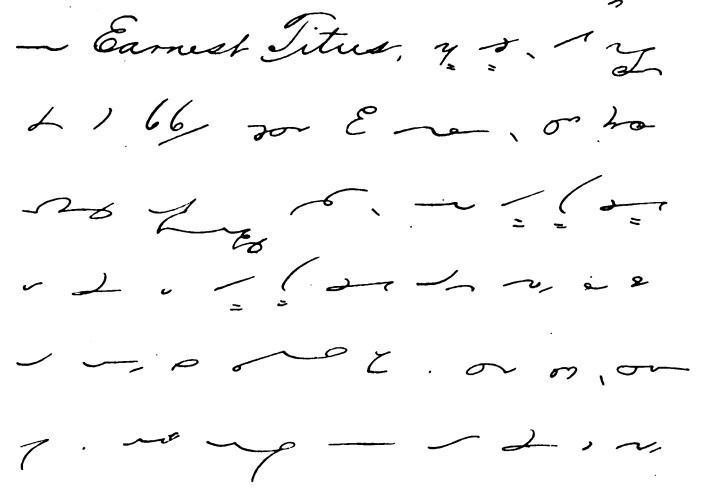


Kansas City, Mo.
naturally
desirous
point
involved
merchant
ascertaining
whether
apologize
on account



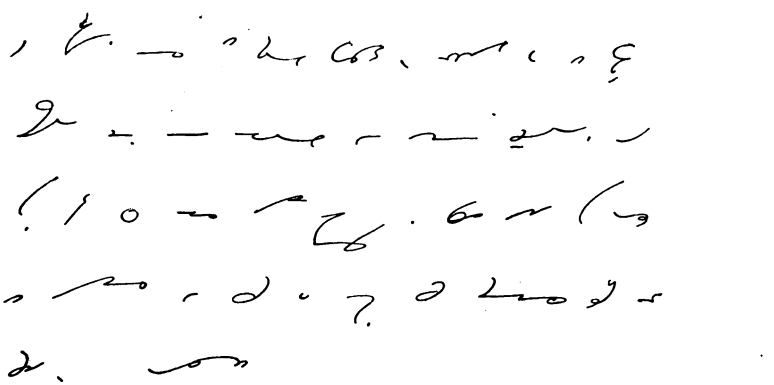


agreement you will please find enclosed
I thank you reciprocate
in this matter at any time
yesterday he would like
thoroughly gratefully yours

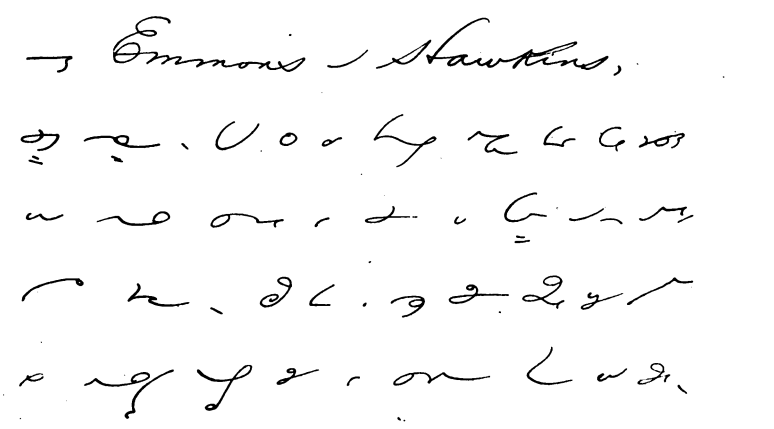


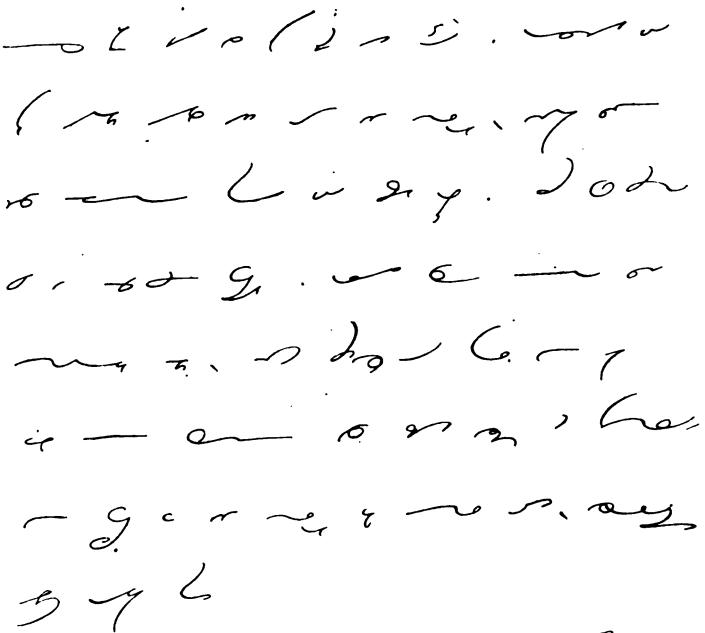
Omaha, Nebr.
proposition
organization
decline
termination
projectors
objection
indictment
swindling

Sir
beg leave
artificial
enterprise
pecuniary
insuperable
defendants
in other words
indignantly



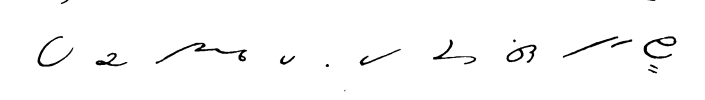
San Francisco, Cal. My dear Sirs
status herewith
liquidation actual
suspend disastrously
creditors nominal

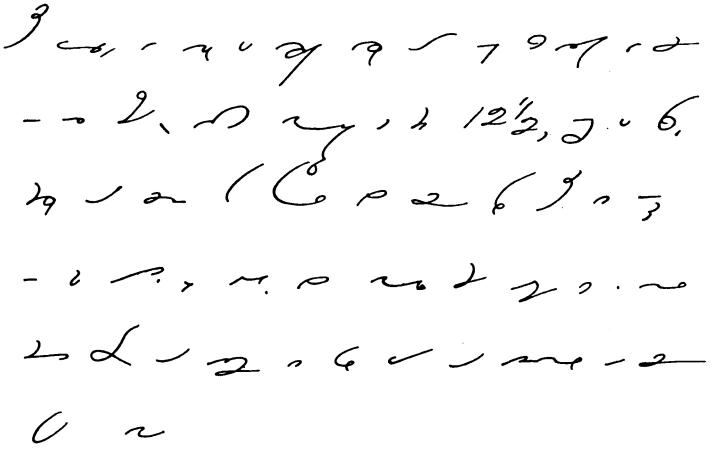




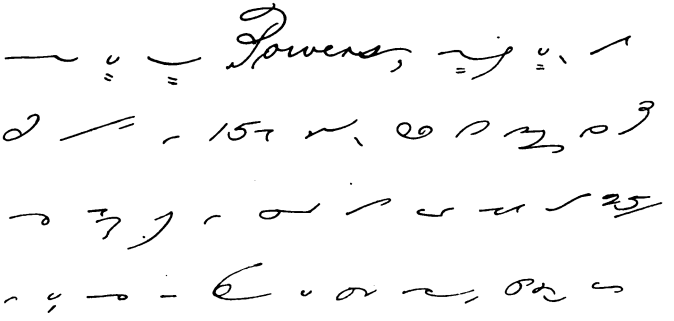
Milwaukee, Wis.
rule
financial
advantages
cartage
instances

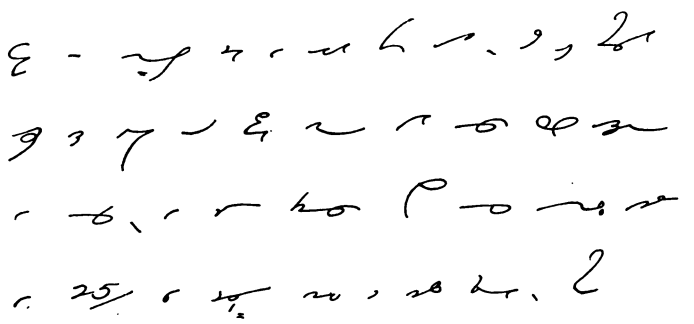
duly in receipt
you will observe
in order
invoices
confirm
forwarded



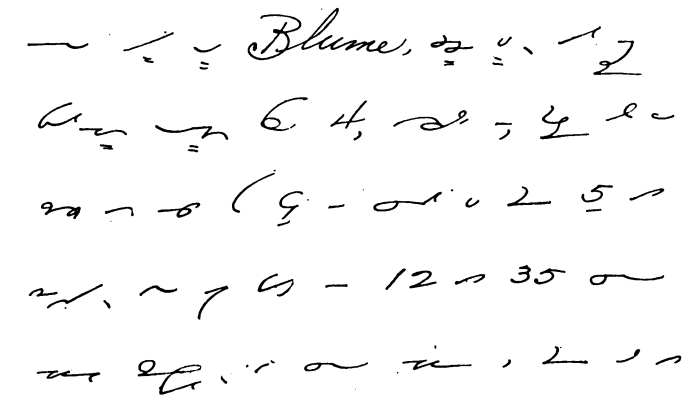


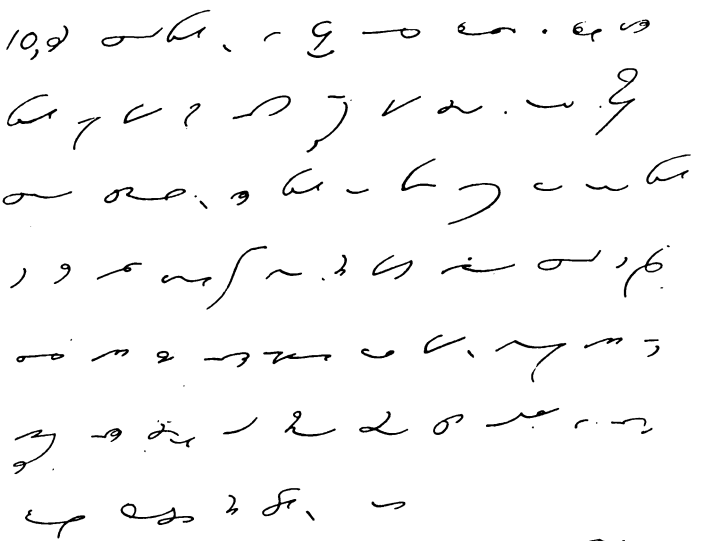
Cleveland, O.
property
as soon as
to inform you
security
is at hand
utterly
to turn



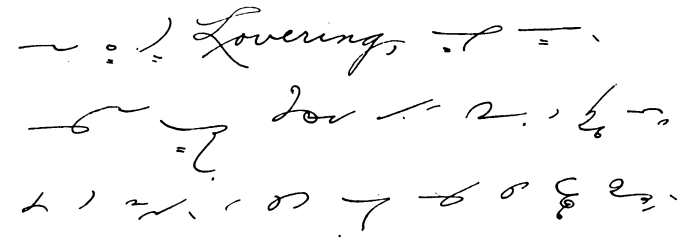


Cincinnati, O.
tax
as may be desired
equal
better than
secure
estate
immediately
investment
Life Insurance Co.
installments
execution
annual
government
already
purchased



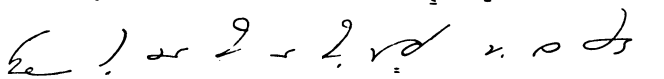


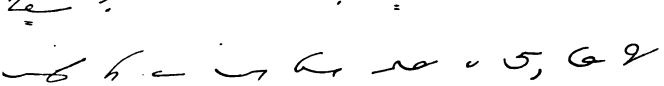
Minneapolis, Minn. My dear Mr.
certificate this morning
treasurer's subscriptions
privileges circular
I do not remember western
to close entire

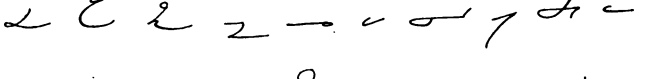


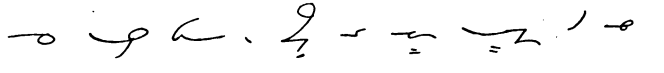
Providence, R. I.
policies
nearly

advances
standard
premium





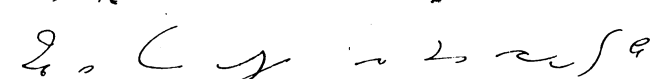


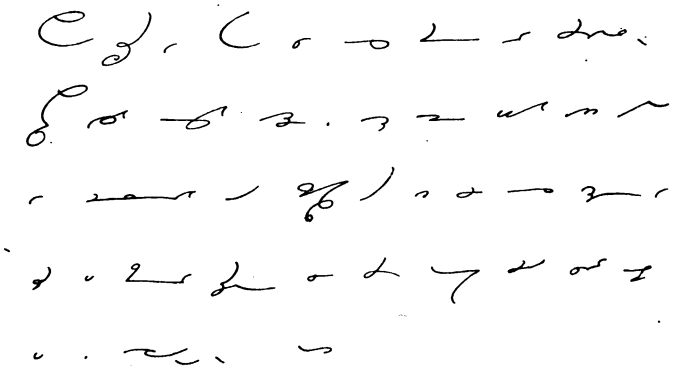


104 17

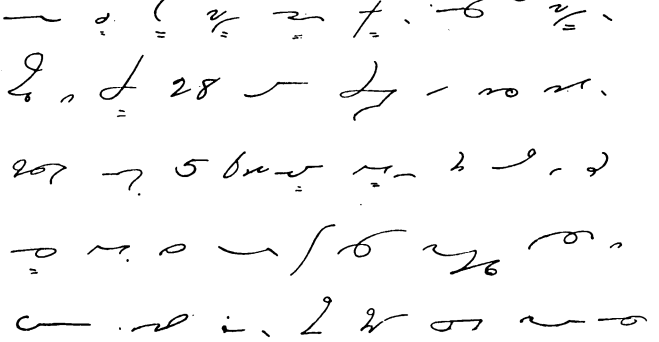
Brooklyn
foreman
summer months
I should be happy

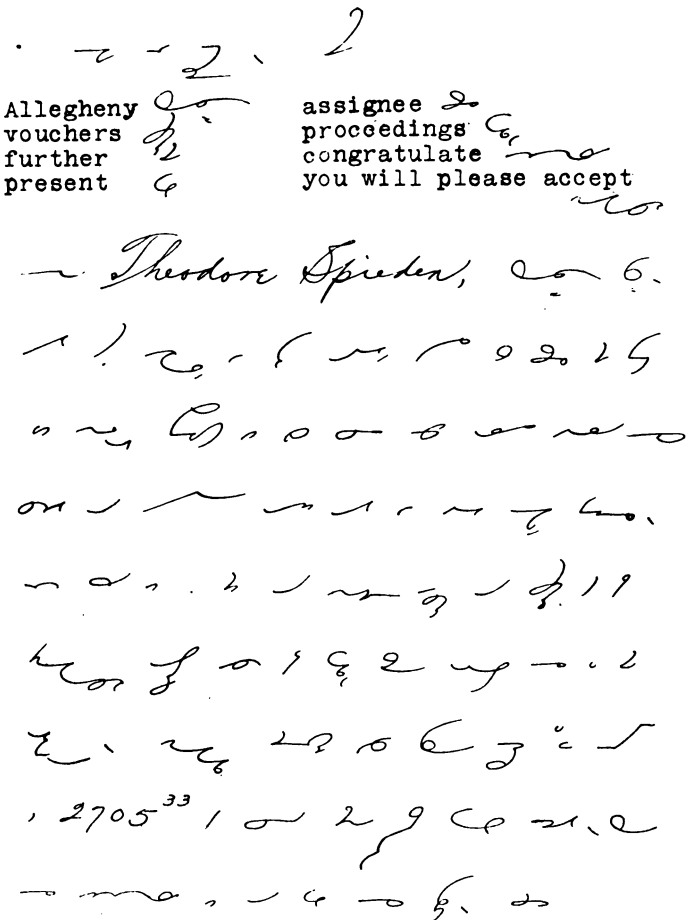
verify
I beg to say
settlement
factory





Newark, N. J.
northern
quarters
mistake
Warrington
permanent
you will have decided
very much pleased





Allegheny
vouchers
further
present
assignee
proceedings
congratulate
you will please accept
Theodore Spieden, Esq.

Albany Northfield
indicated and oblige, Yours truly

Maurice Thompson,

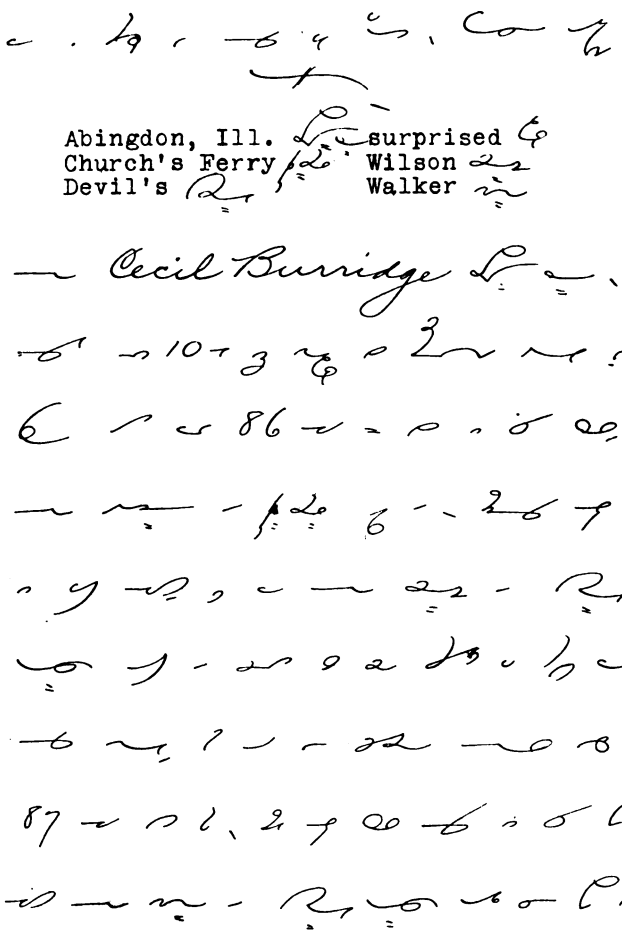
3644, 5, 6

3123, 4, 5 3122

First National Bank please excuse
cashier please acknowledge
receipt

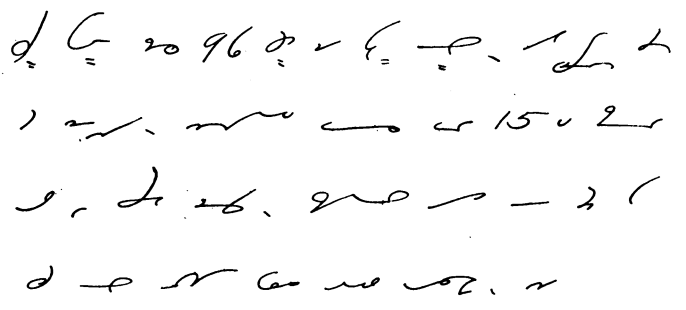
Newall

7819



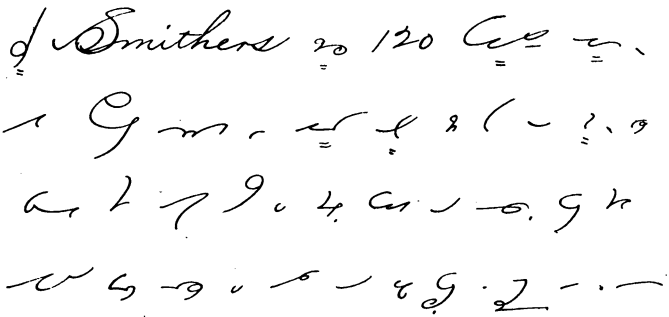
Abingdon, Ill.
Church's Ferry
Devil's
surprised
Wilson
Walker
Cecil Burridge

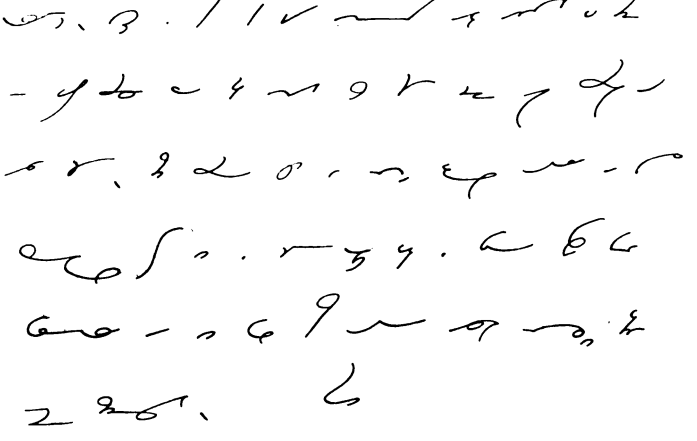
handicapped thoroughly
you can draw



Broadway
tontine
protection
you may desire
commend
itself
to me

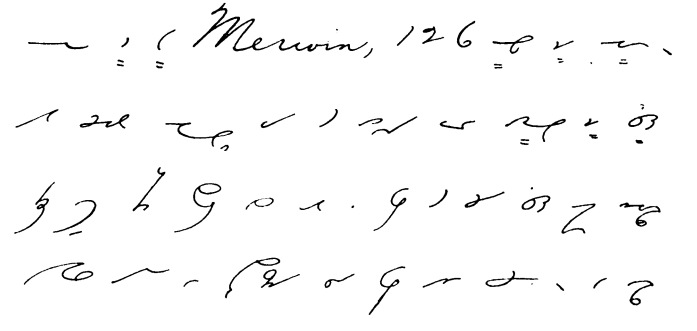
I beg leave
to the attention
Endowment Policy
investment
take pleasure
financial
rate of interest

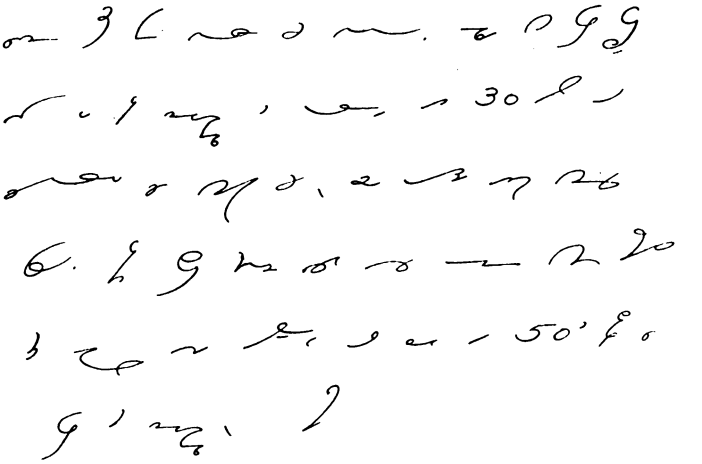




Nassau
approval
temporarily
prejudice

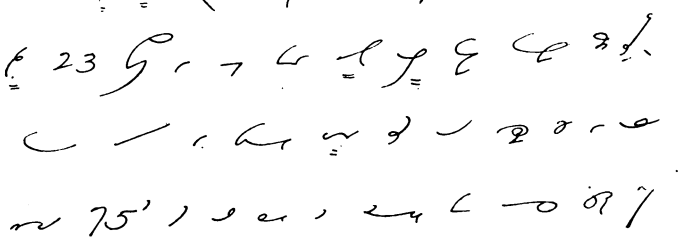
Tulip
unoccupied
more and more
absence





Trenton
kindly
comparisons

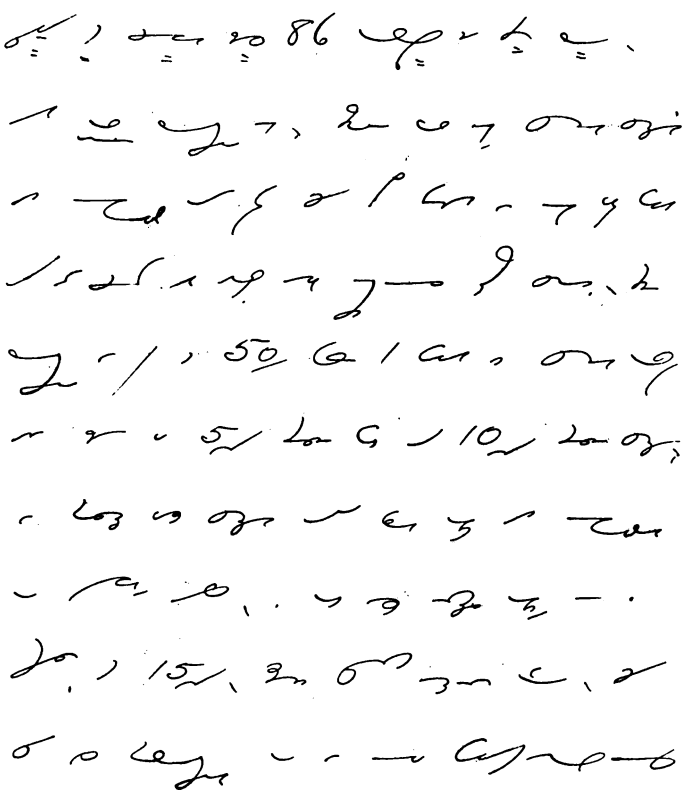
replying to your note
I beg to have
as low as

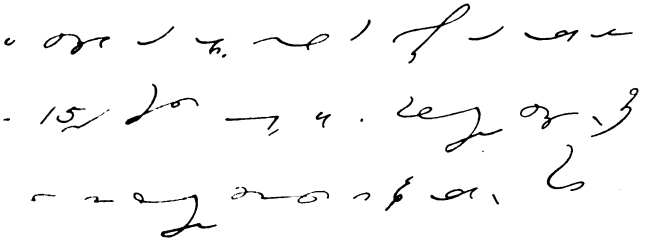


Burlington, Vt.
renewal
territory

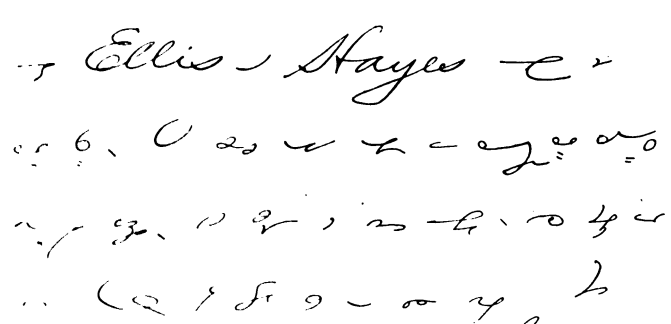
postal
is at hand
reside

Edward	Larabee
elevator	already
accidents	employees
per annum	frequency
serious	verdict
demonstrated	productive



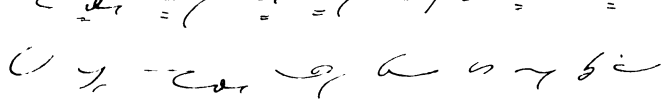


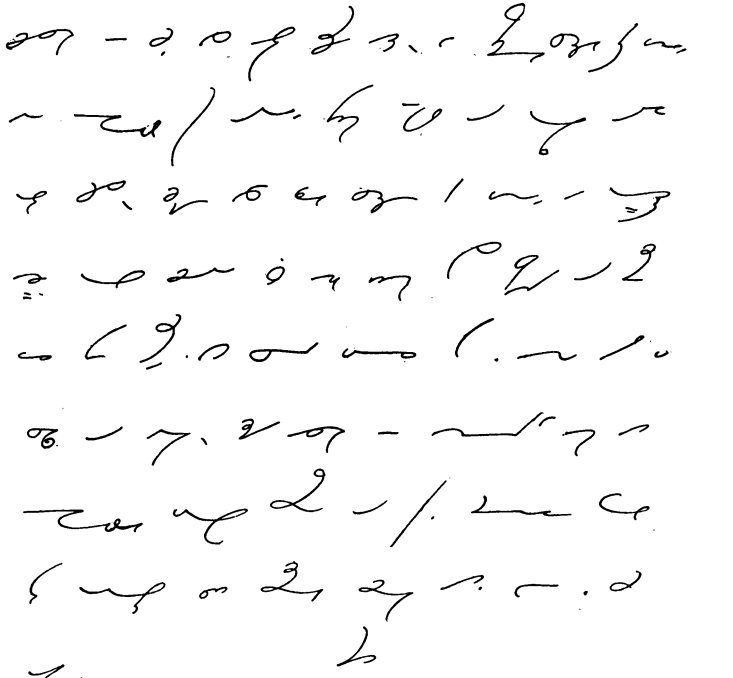
Erie athletic machines



assurance
liberally
anxiety
everywhere
thereby

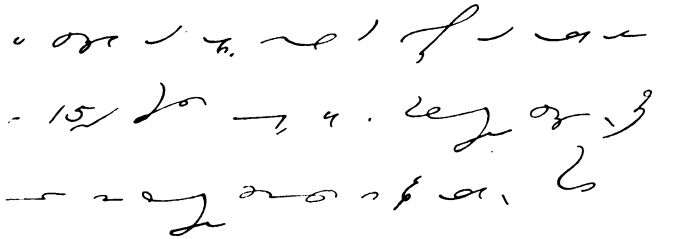
adjustments
intelligently
pleasant
Louisville, Ky.
judging



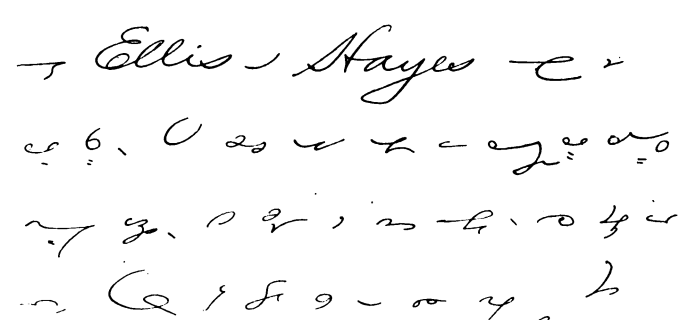


Richfield card

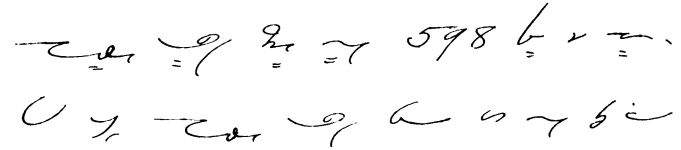
prospectus lessees

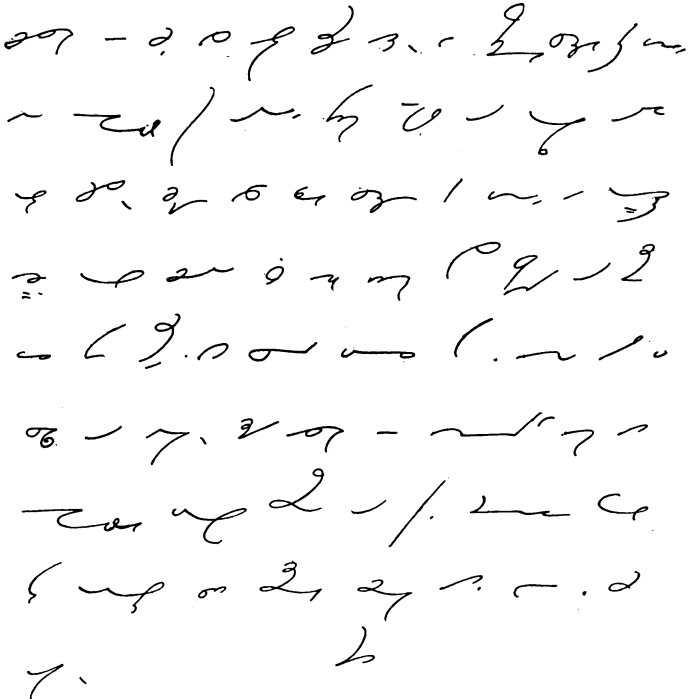


Erie athletic machines



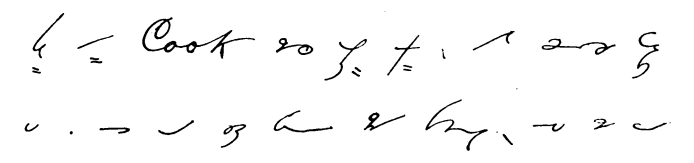
assurance	adjustments
liberally	intelligently
anxiety	pleasant
everywhere	Louisville, Ky.
thereby	judging

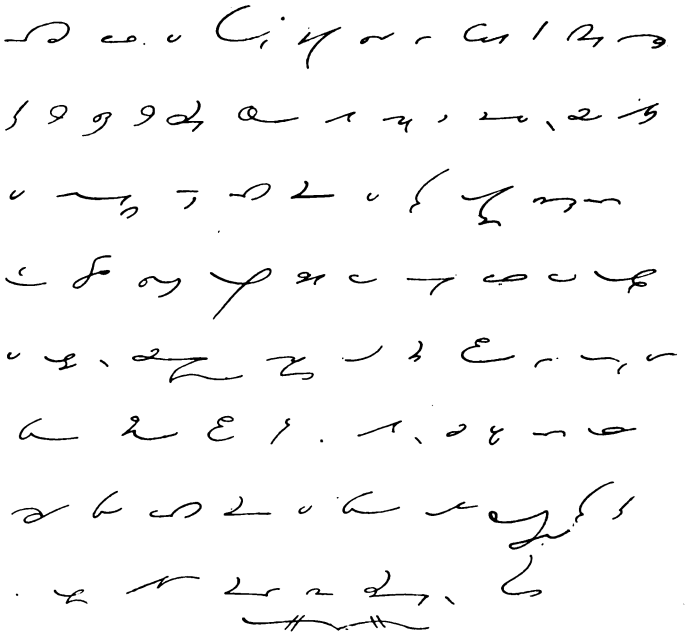




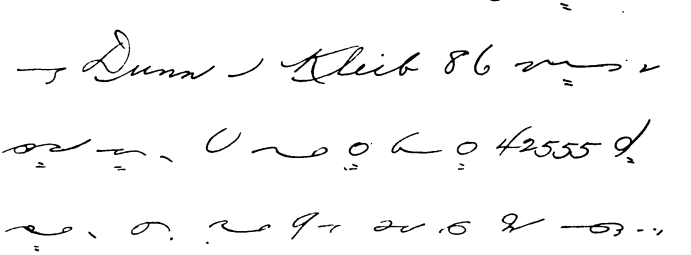
Richfield card

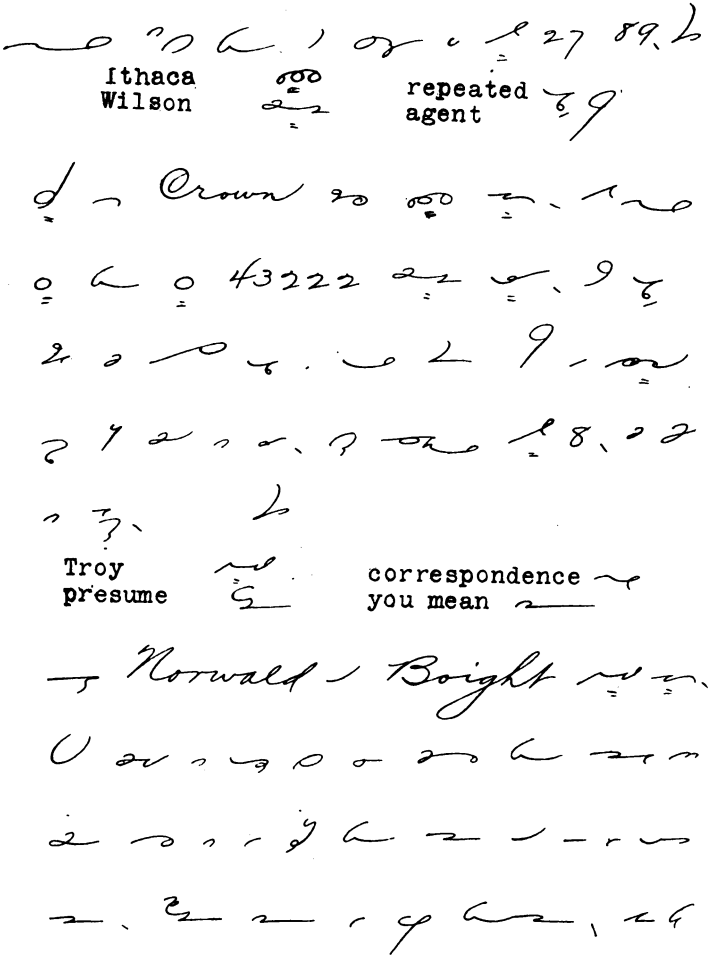
prospectus lessees

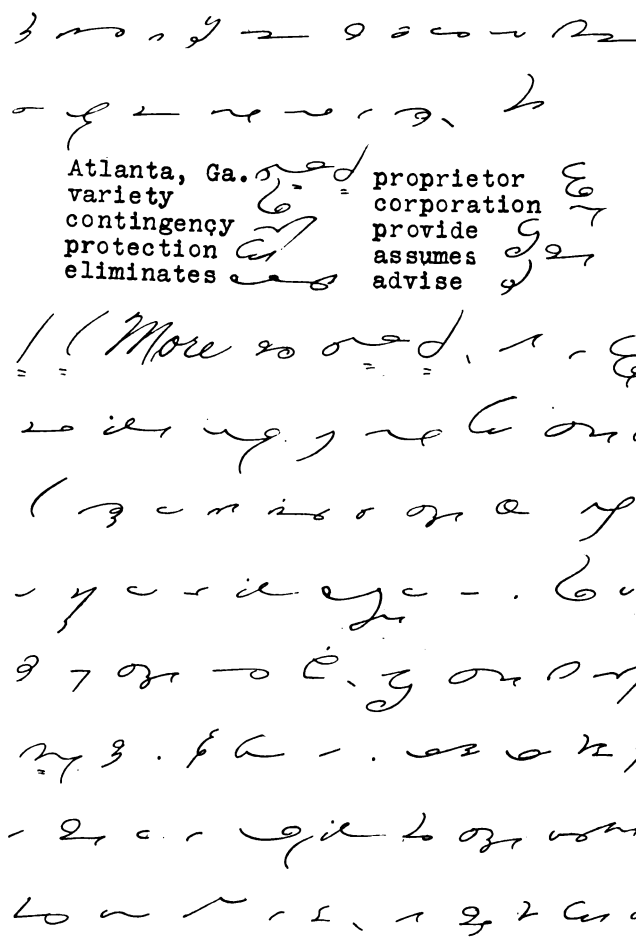


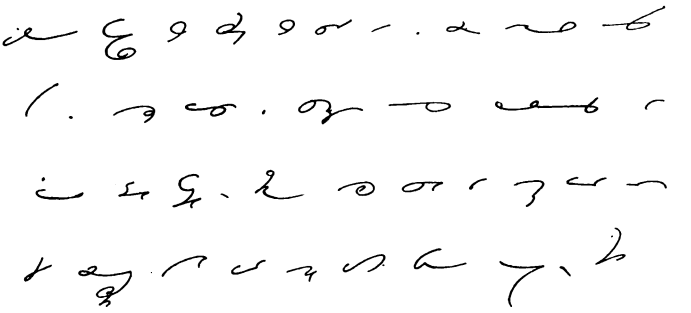


Waterloo Ticonderoga

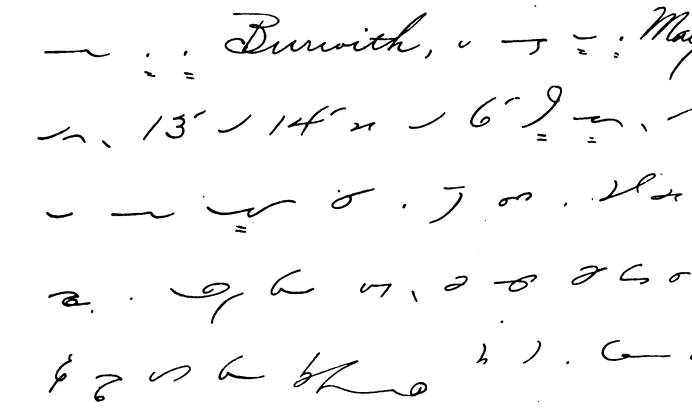


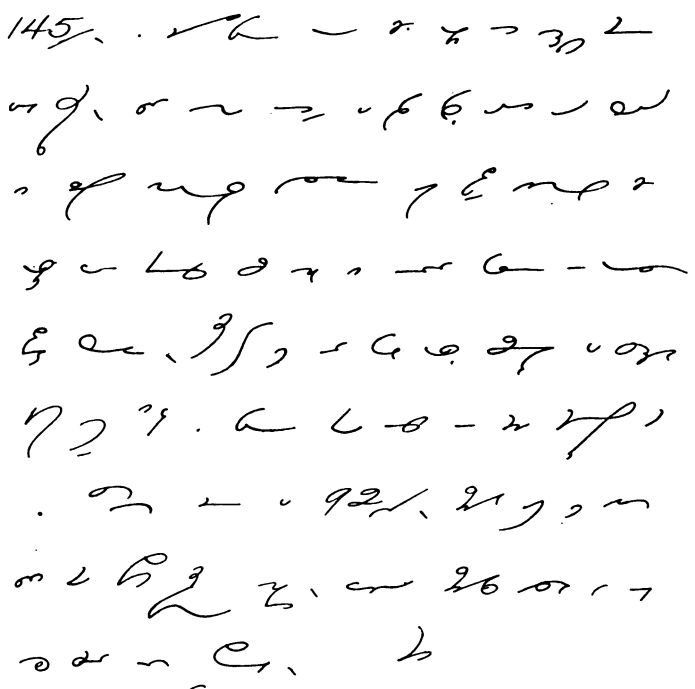

Ithaca
Wilson
repeated
agent
Crown
43222
Troy
presume
correspondence
you mean
Norwald
Boight


Atlanta, Ga.
variety
contingency
protection
eliminates
proprietor
corporation
provide
assumes
advise



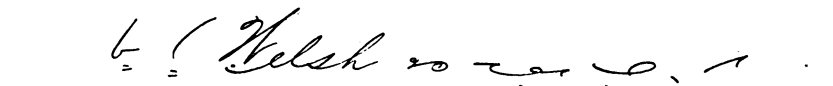
Laughton	concerning
specimen	multitude
establishment	exposed
righteous	aggregate
damages	would have been

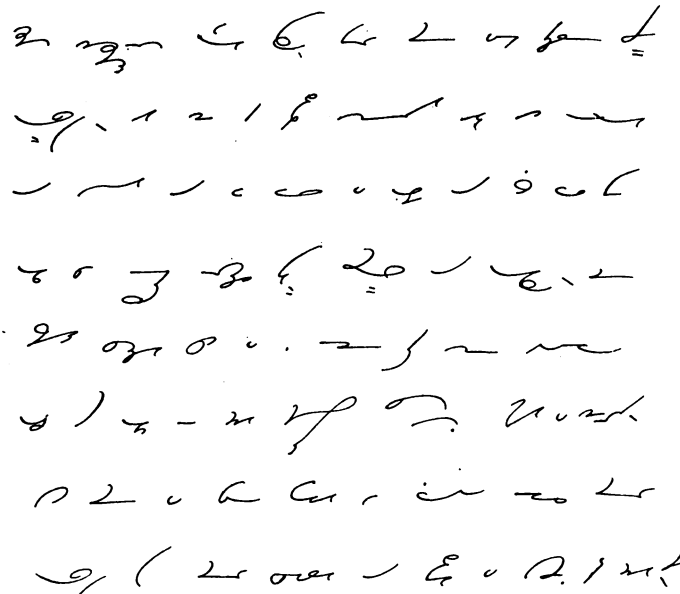




protects
general
tenants
landlords
annoyance

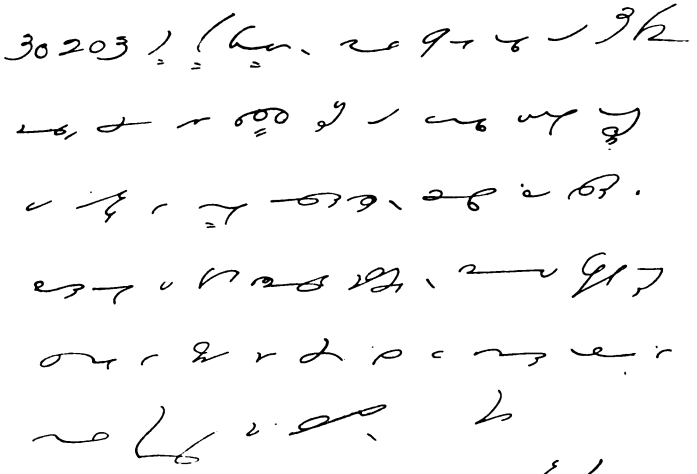
term
careful consideration
elsewhere
favor
half dozen



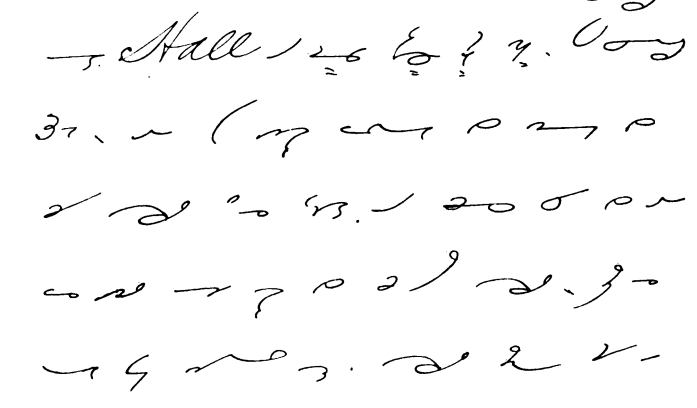


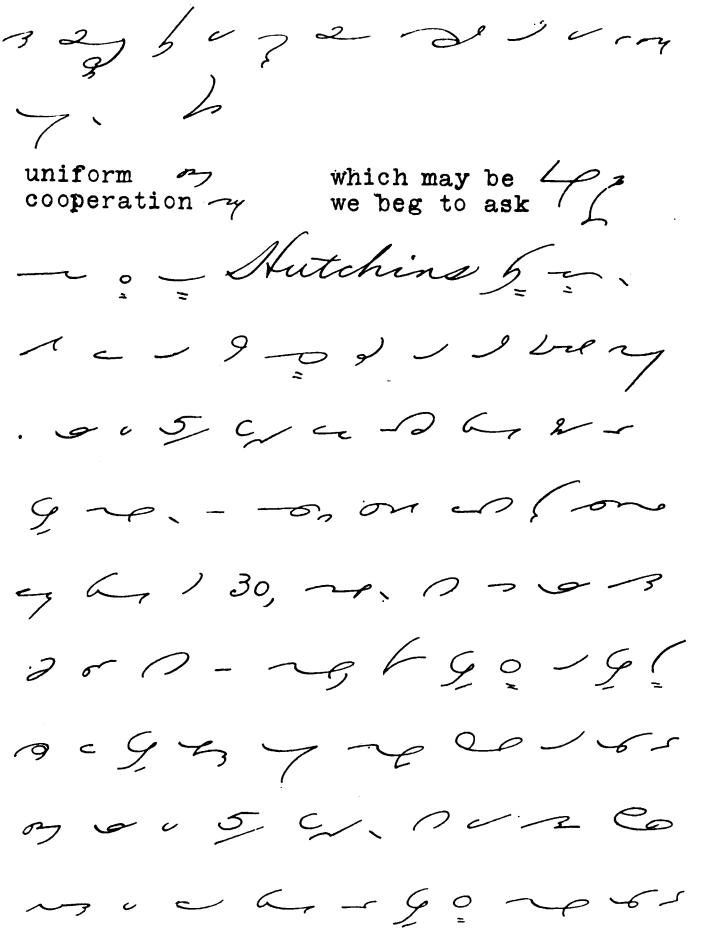
Pollock
start
illustration
of their reply
tardily

disposition
by this mail
prejudicial
communications
influences



Washington Spokane Falls
I am in receipt of your favor





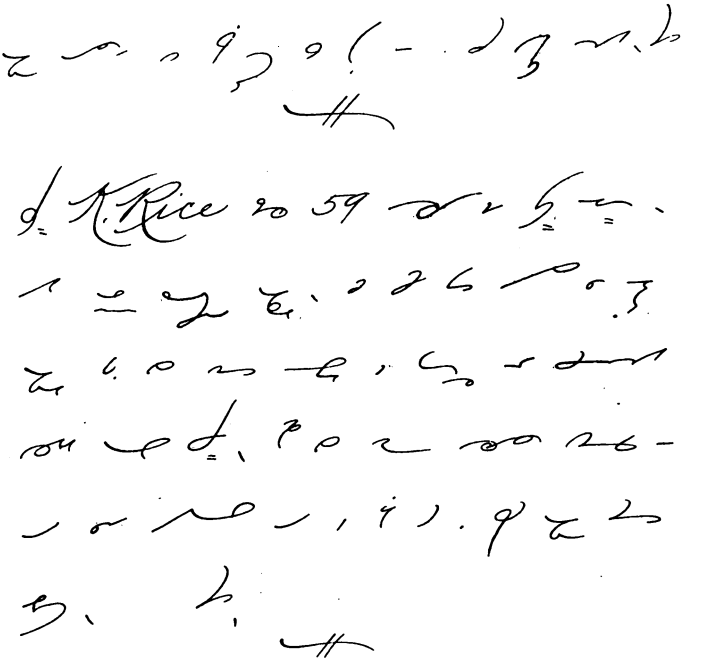
uniform
cooperation
which may be
we beg to ask

Hutchins

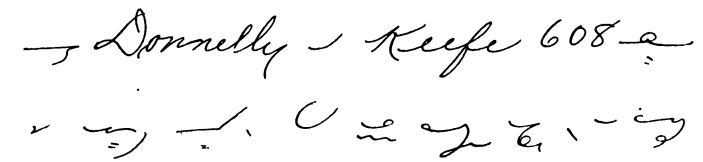
inspection
dangerous

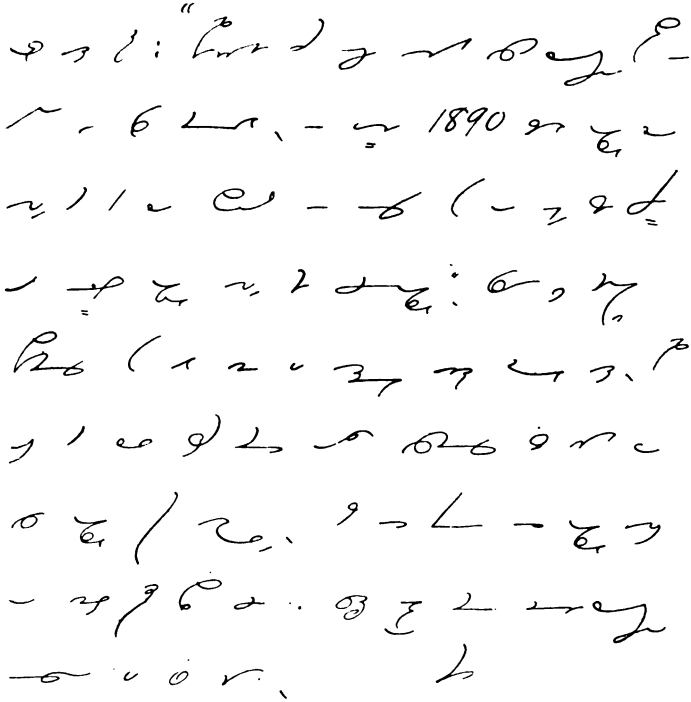
indicated

Elliott Reed 82



Rockville, Md.
unsatisfactory
extensive
few months
apparently
pardon
outside

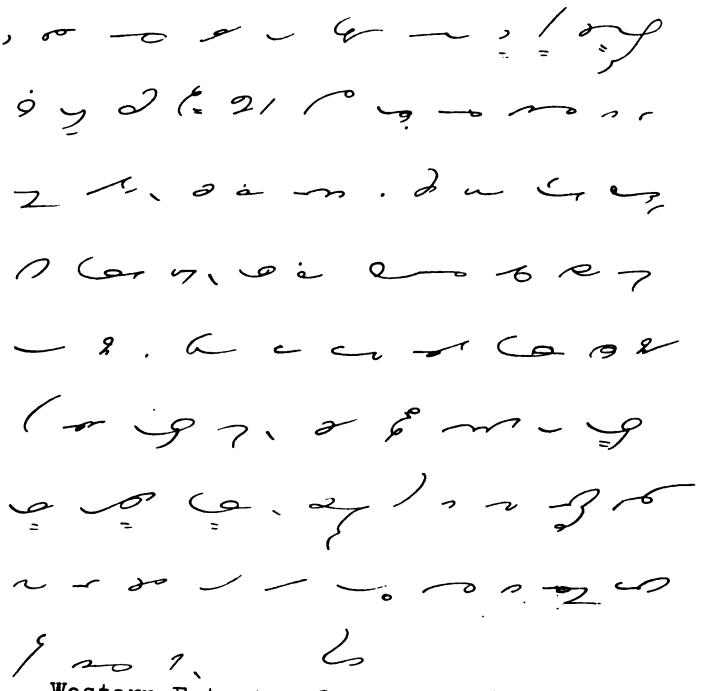


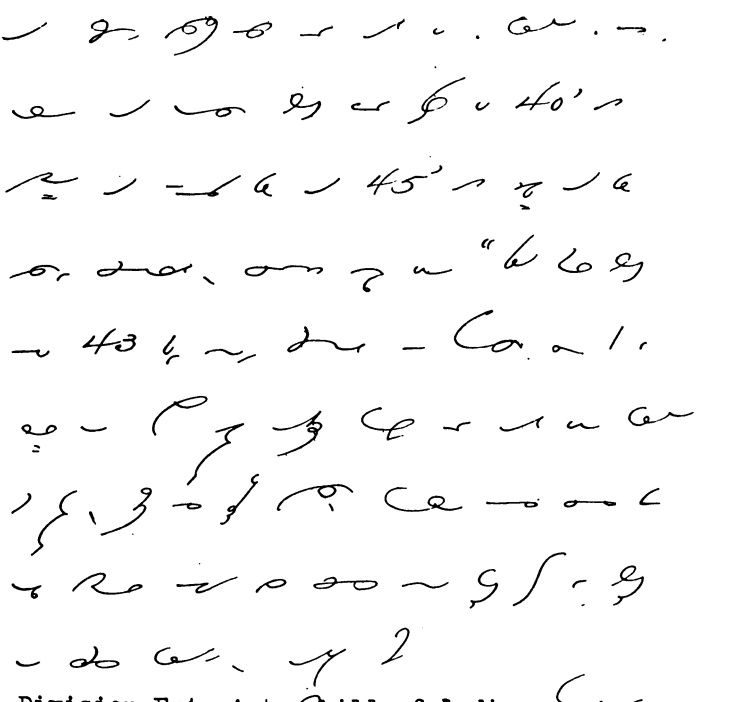


Phoenixville
together
some days
thoroughly
enclosures
surrendered
swell
we do not understand

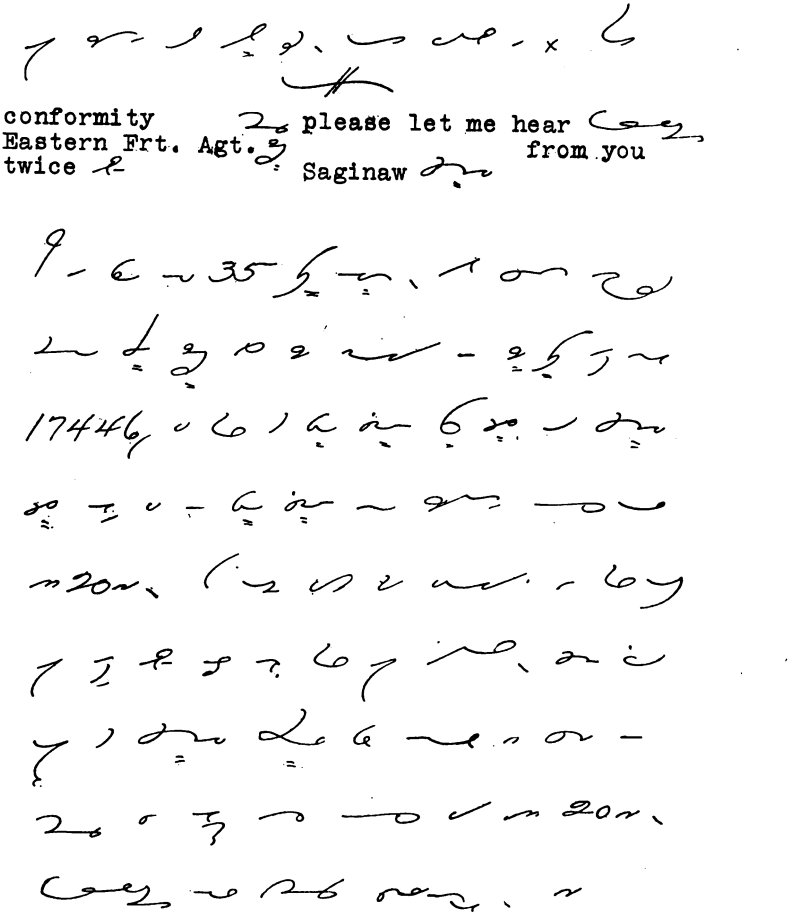
Beverly president

Ford

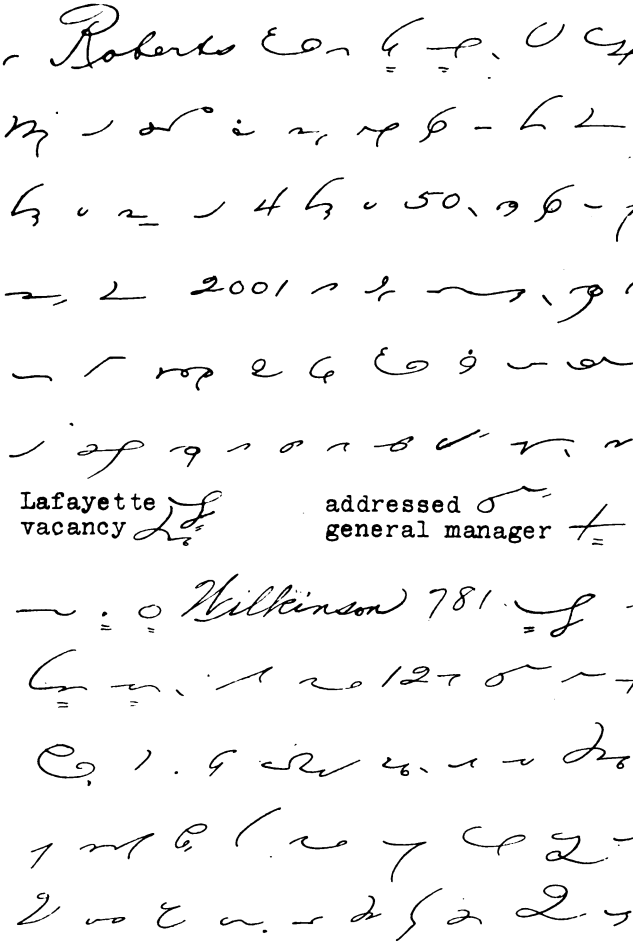

Western Frt. Agt.
telegram
correct
Duluth
ascertaining
wire
O'Farrell



Division Frt. Agt. bill of lading
household Staten Island
Clifton quotation
consignee transit
distinctly please advise

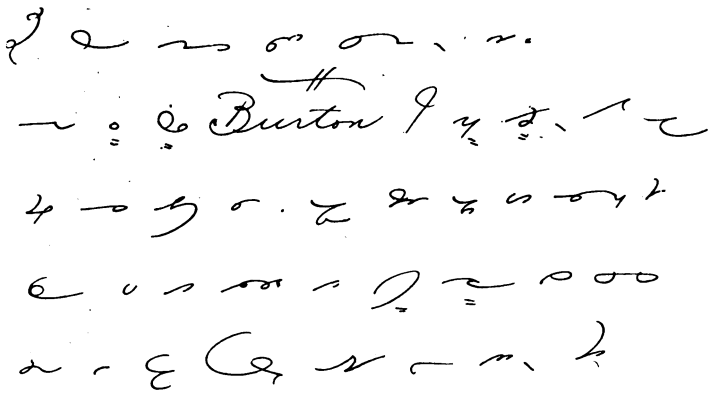


conformity please let me hear
Eastern Frt. Agt. from you
twice Saginaw

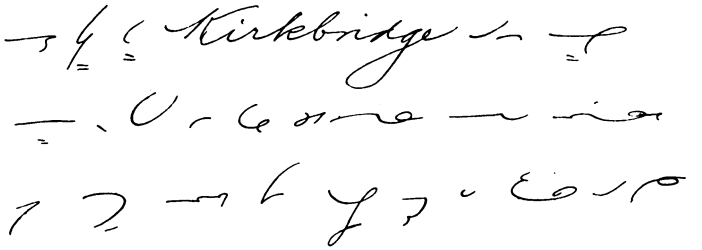


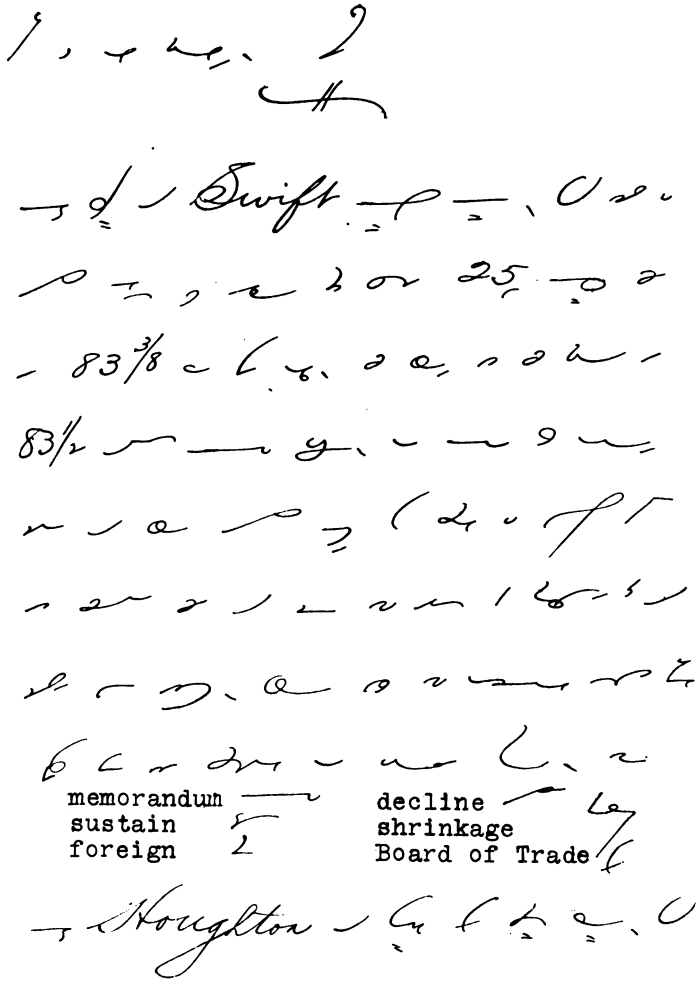
Lafayette
vacancy

addressed
general manager

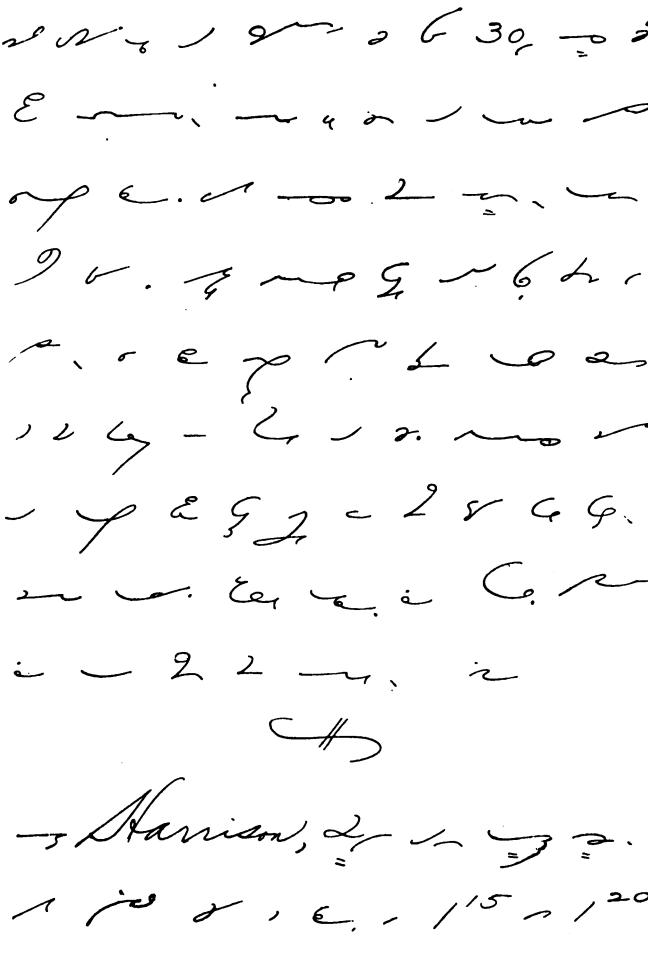


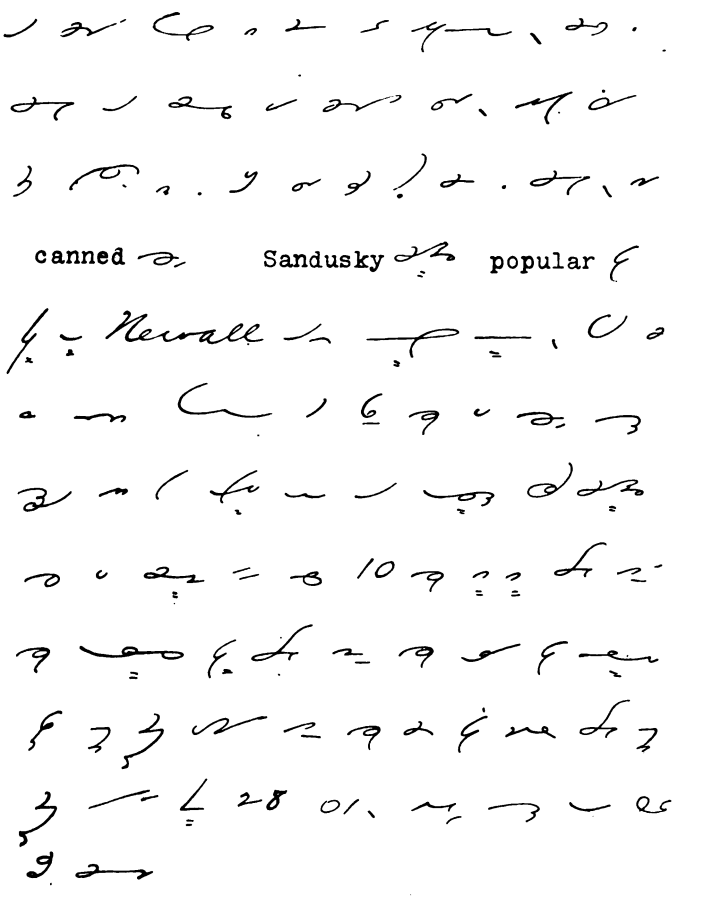
situation	legitimate
demand	prospective
sentimental	variable
speculative	conclusions
wheat	statistics
purporting	Russian
abundant	juncture
decidedly	enormous
exports	miscalculations
germinating	affecting





memorandum
sustain
foreign
decline
shrinkage
Board of Trade



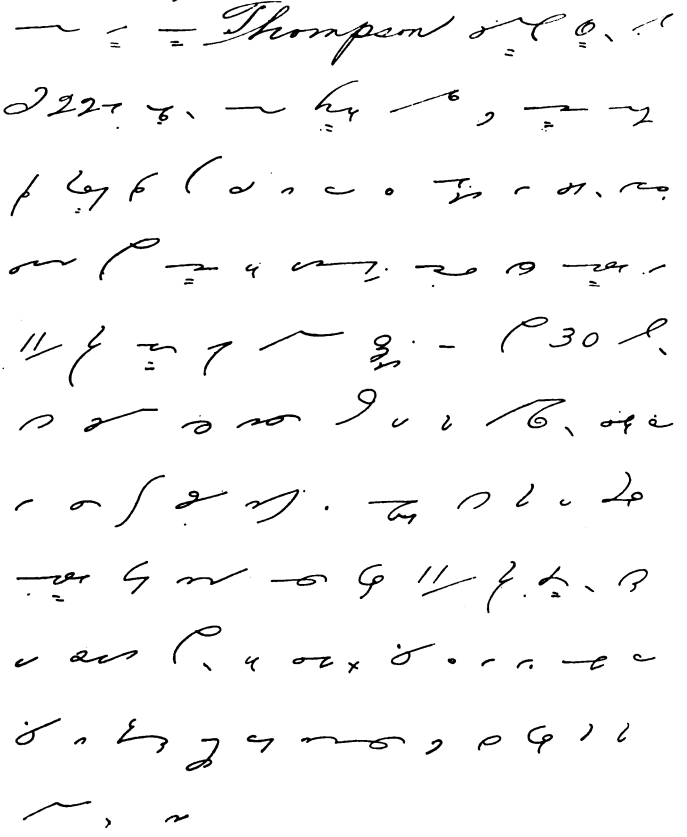


canned Sandusky popular

Newall

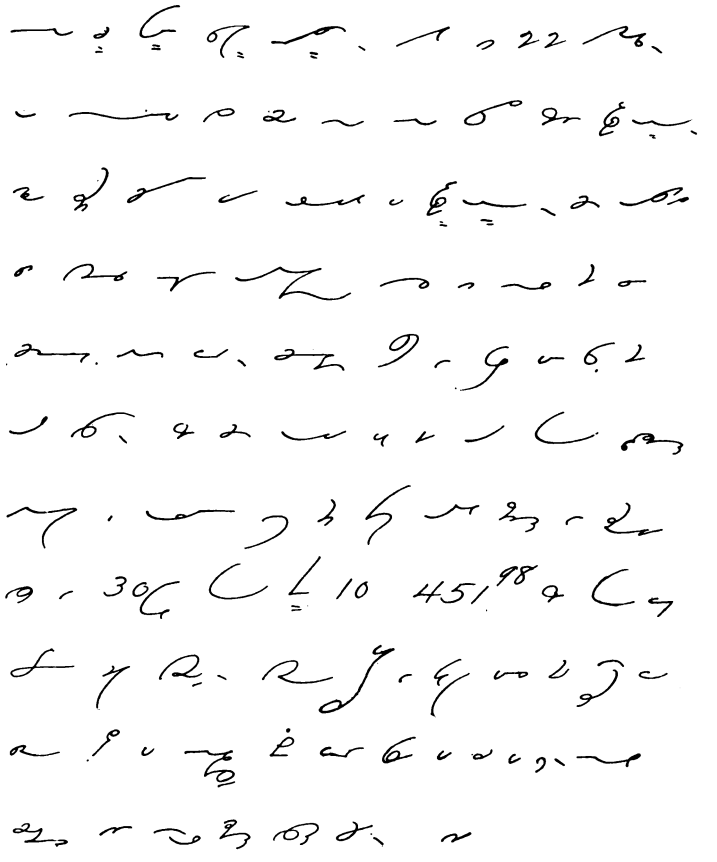
Burrows
Monday
importation
advantage

Cedar Rapids
misunderstood
the only thing
mistaken

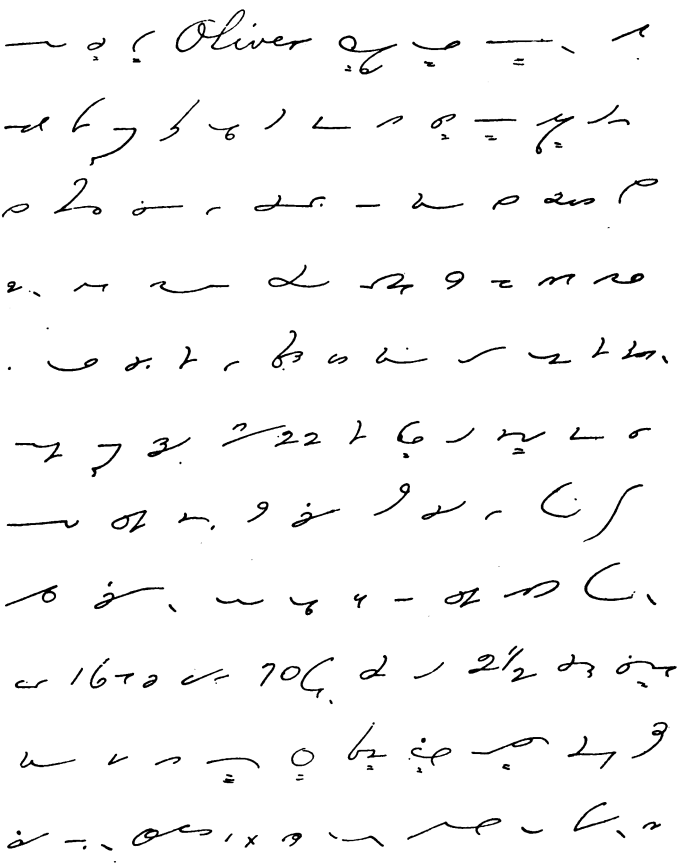


undoubtedly
bookkeeper
convenient
billed

Edinburgh, N. D.
privilege
barrels
contrary

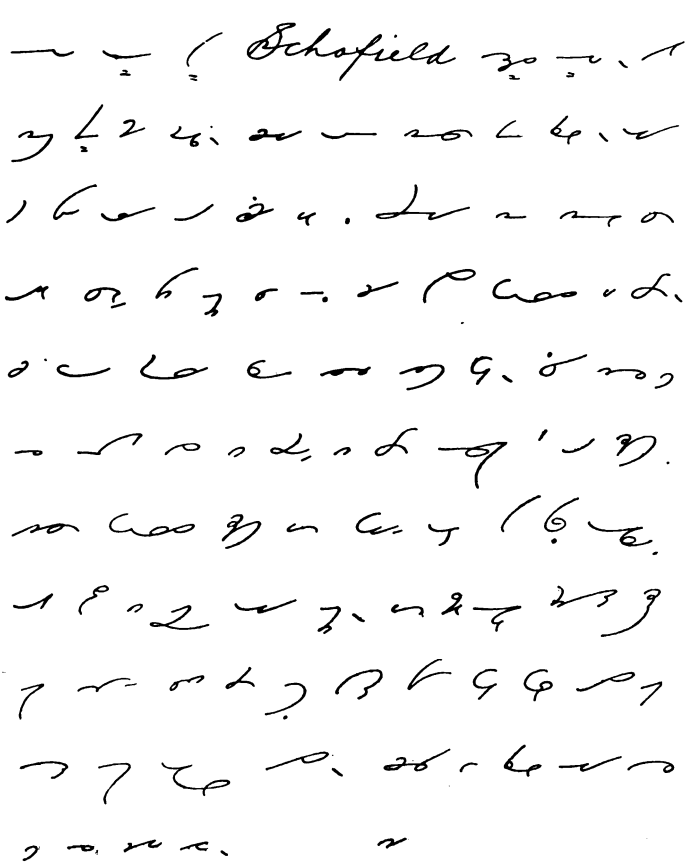


Albert Lea salt
yesterday virtues
substitution why don't you



cherries

moderate
pro rata



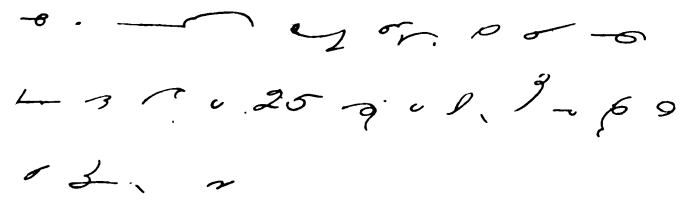
box

chocolates

Pratt

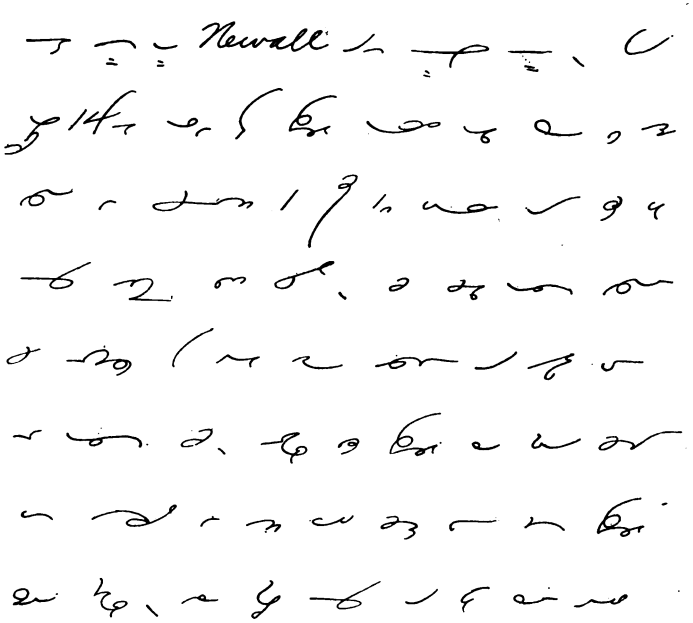
salesman

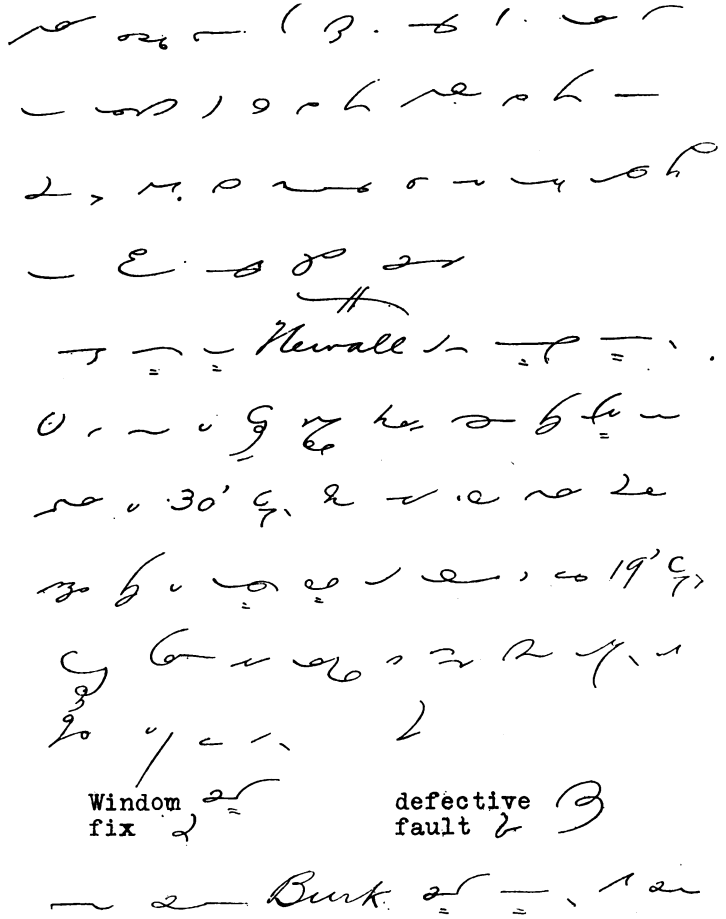
yeast



rectify

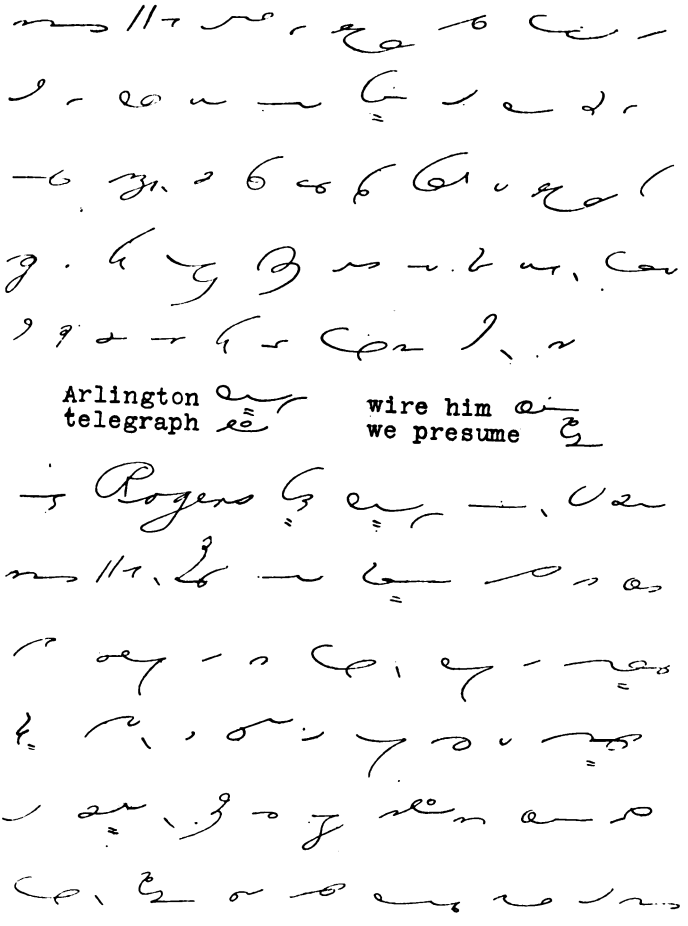
they were





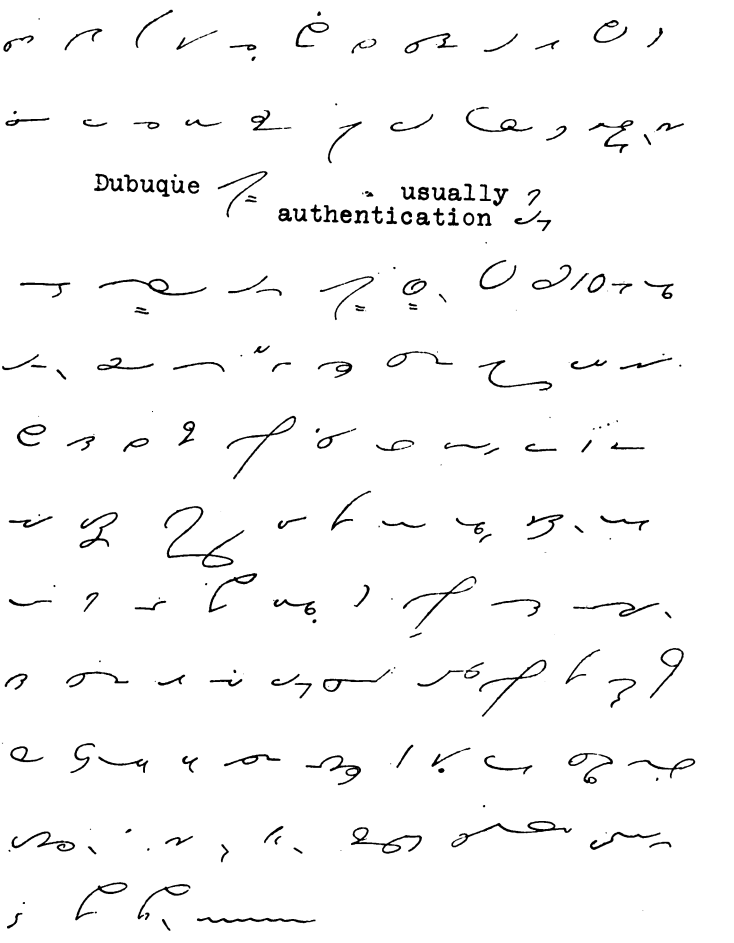
Window
fix

defective
fault



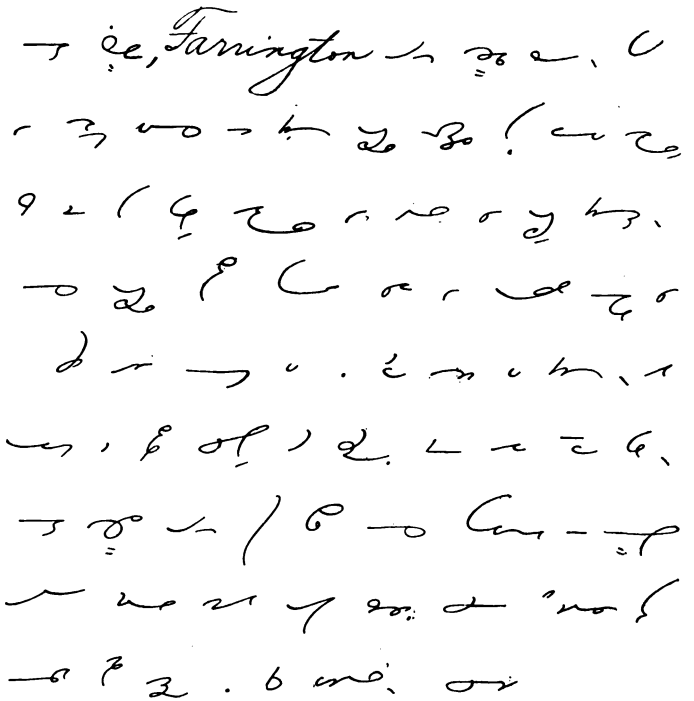
Arlington telegraph

wire him we presume


Dubuque
usually
authentication

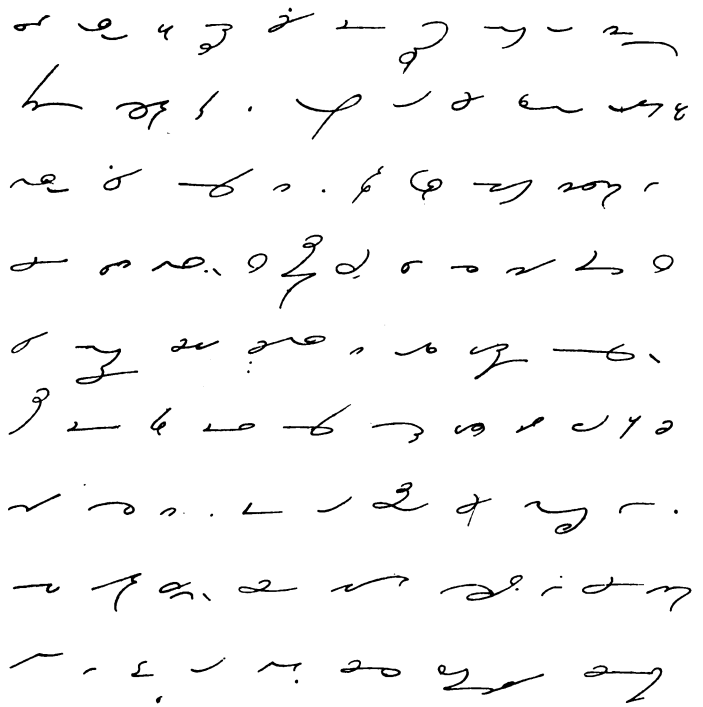
refined
Cathie

location
methods



Red Cloud
trade
article

in your office
desirable
at an early date

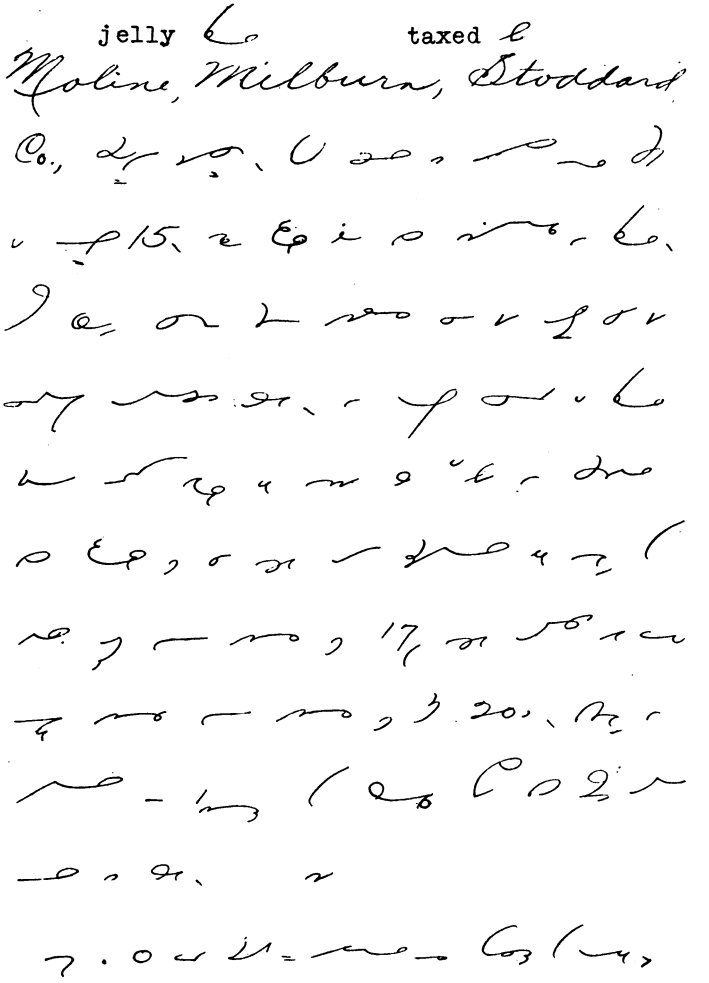


Ypsilanti summer

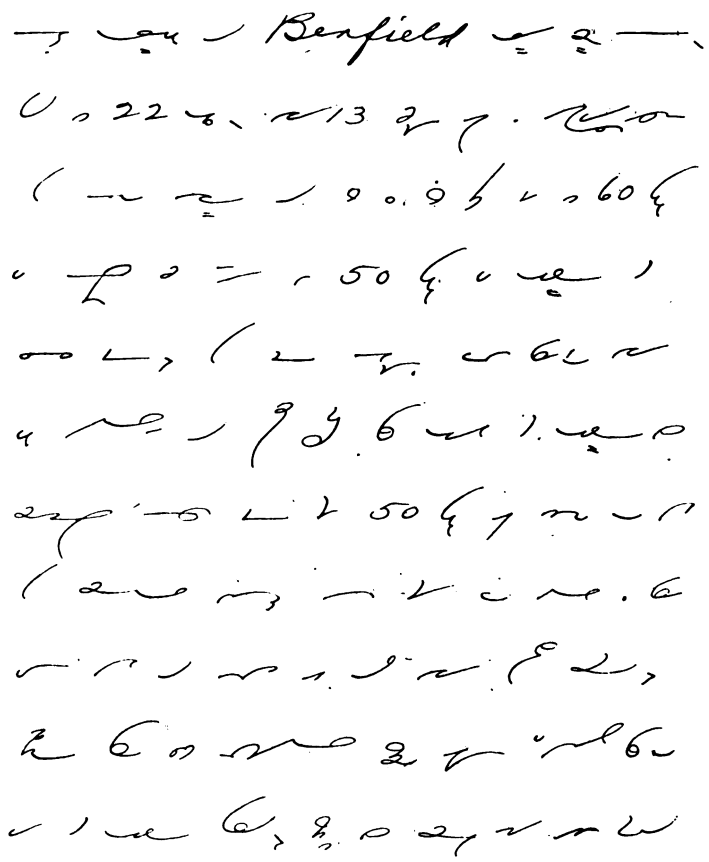
Holmes mixed

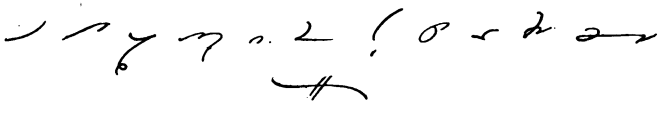
Staples

jelly taxed

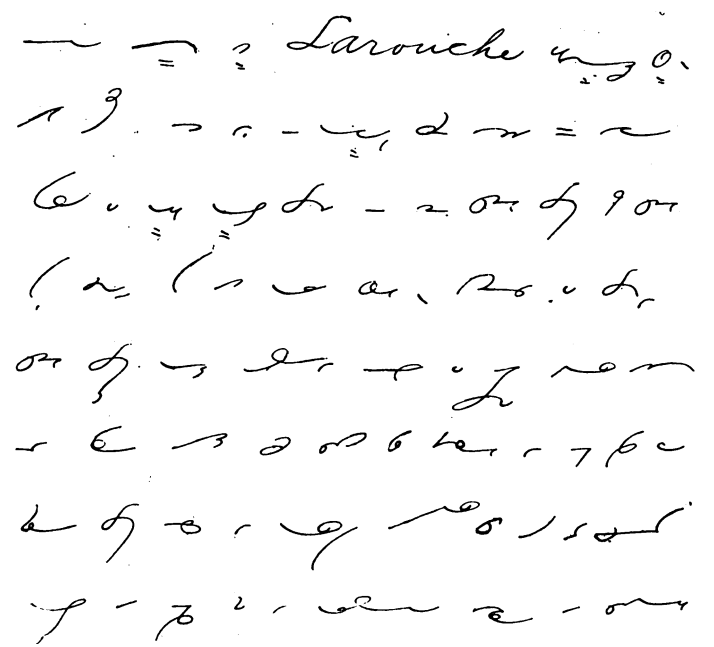


Lenox duplicate
boxes royal
at the present time assuring you



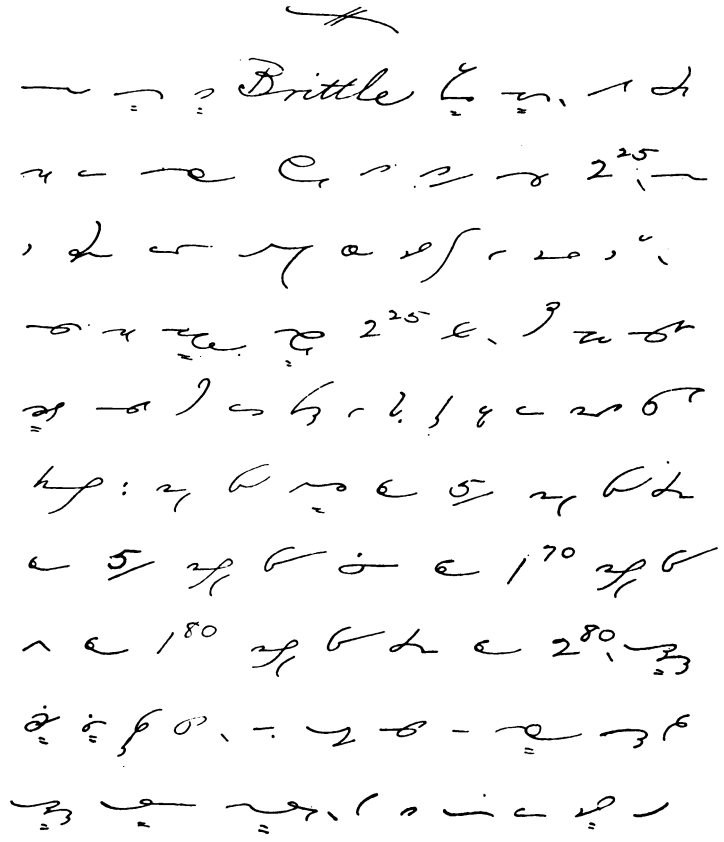


Oskaloosa
cartoons
Dexter
Zenobia
Young Hyson
Especials
Loring's
Curtice
Northern
Oolong
Reina Finas
Gunpowder

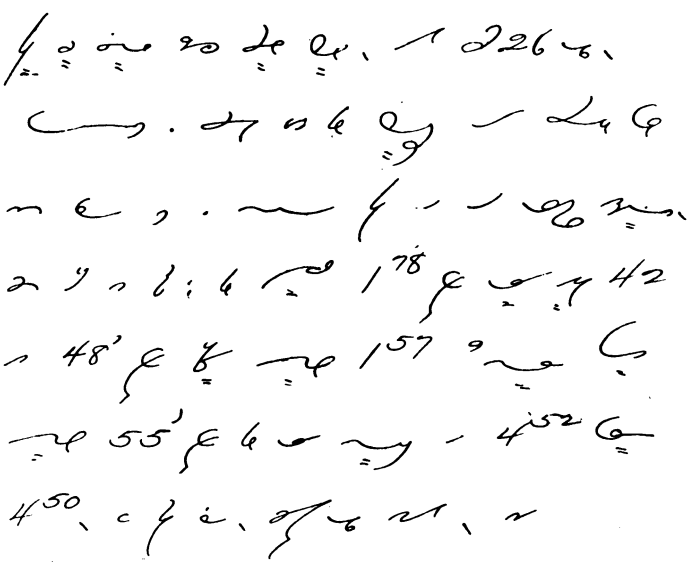


gallon
Lusk's
caddies
evaporated
per dozen

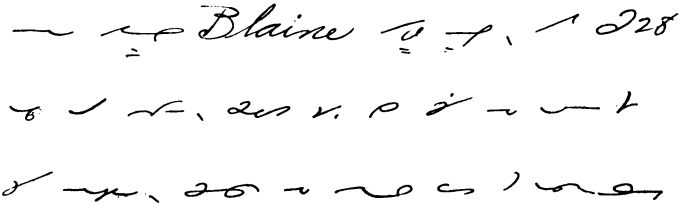
Nonpareil Capers
Newsboy
Piper Heidsick
Young American
candy

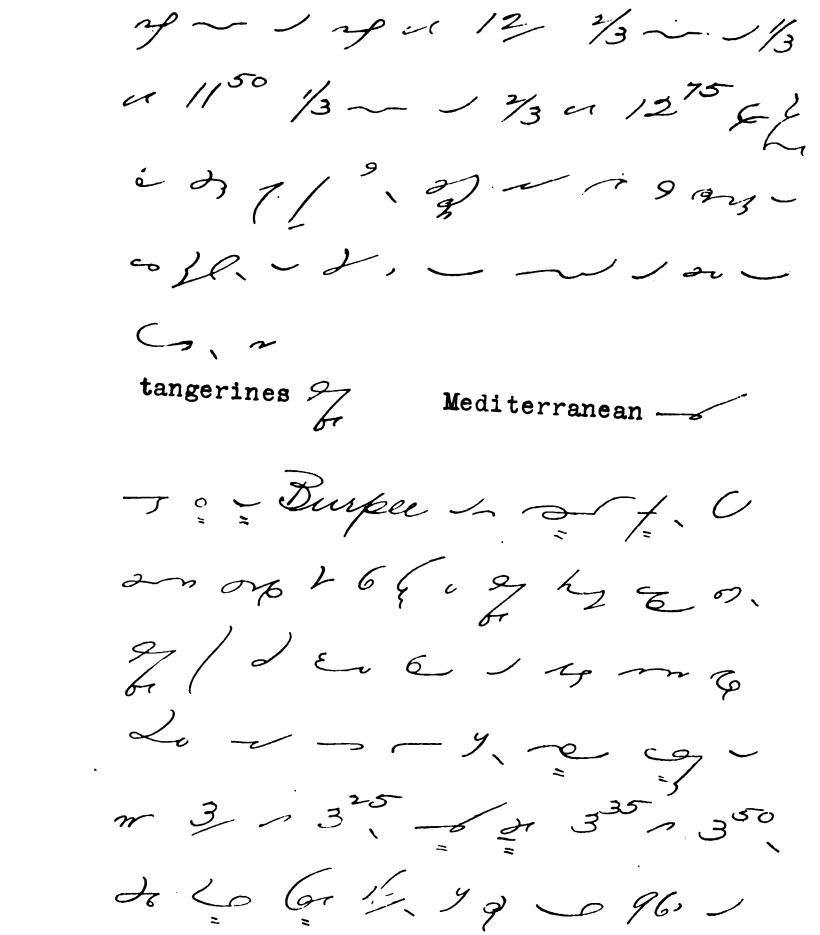


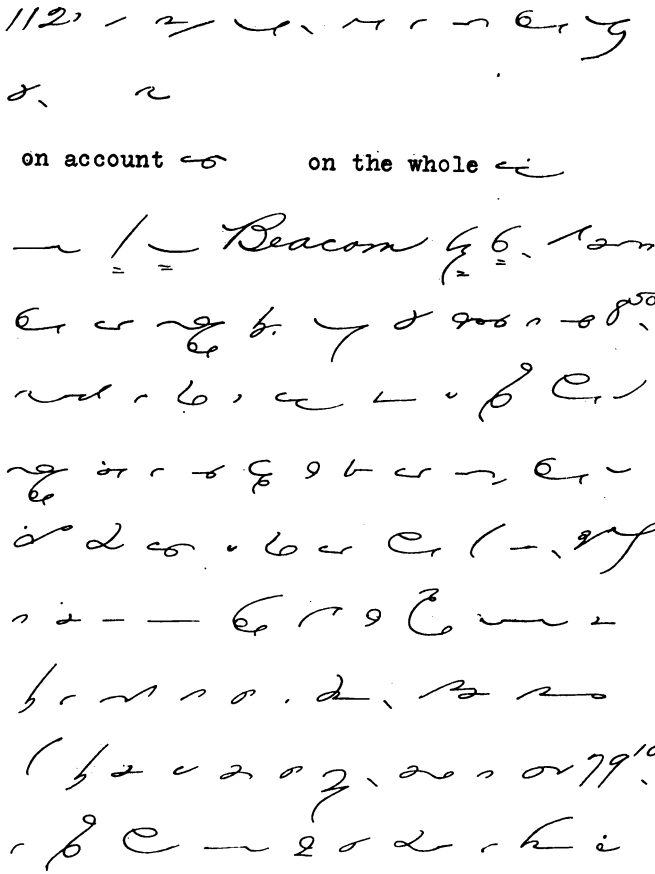
Phoenix, Ariz. please mail us
alfalfa carload

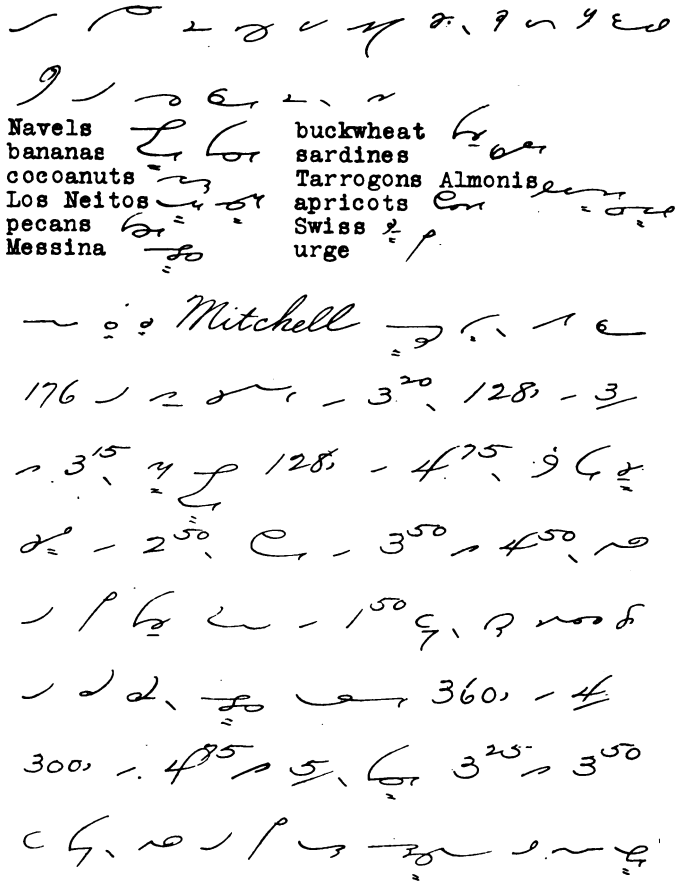


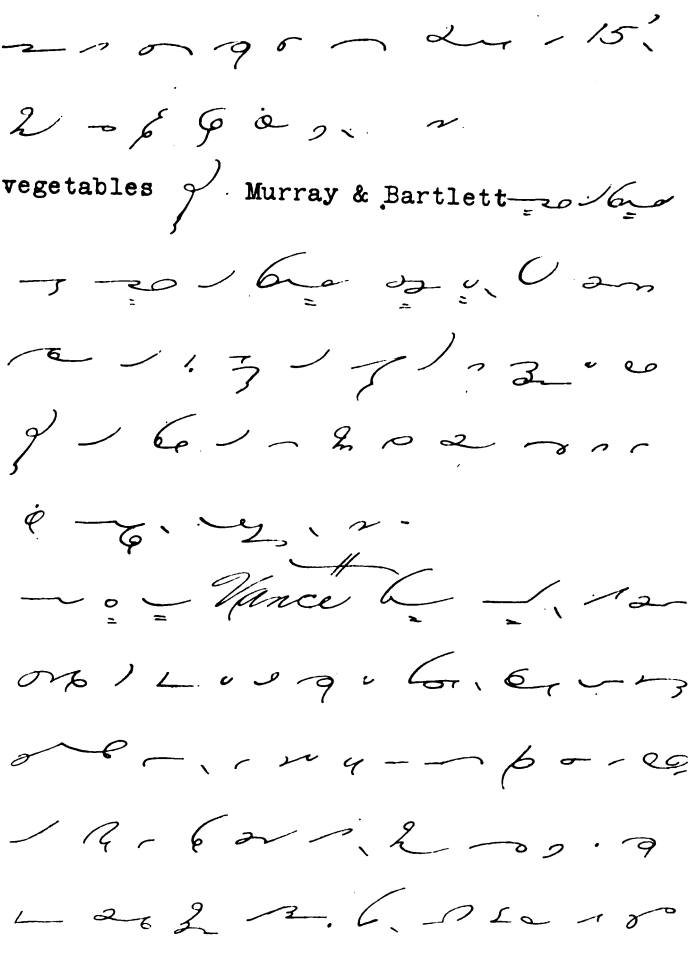
reclamation room
uniform someone else



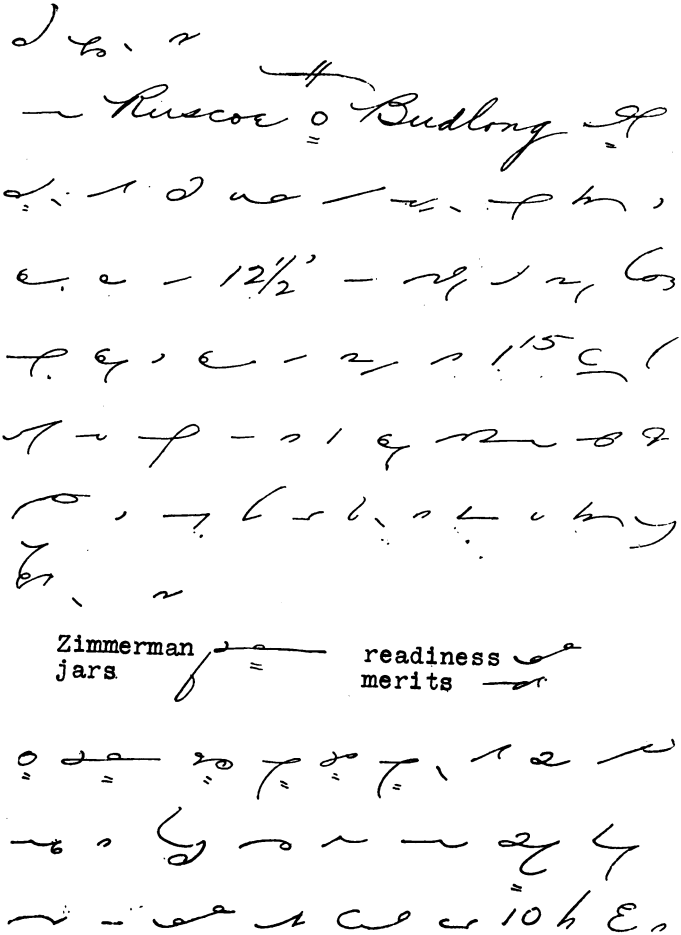

tangerines
Mediterranean
Europe




Navels
bananas
cocoanuts
Los Neitos
pecans
Messina
buckwheat
sardines
Tarrogons Almonis
apricots
Swiss
urge
Mitchell
176
3.20
128
3
3.15
128
4.75
2.50
3.50
4.50
1.50
360
4
300
4.95
3.25
3.50



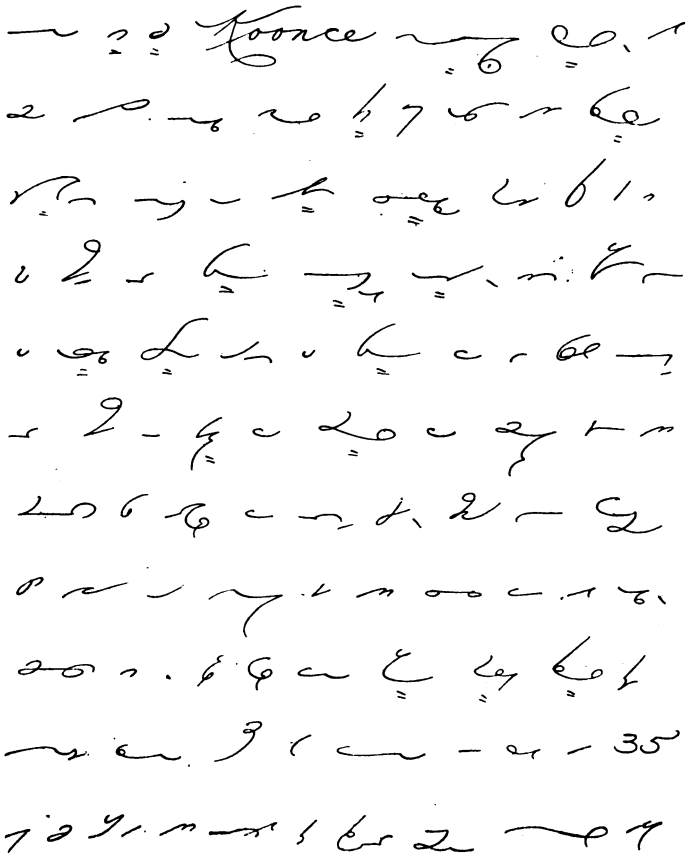
106



Zimmerman jars

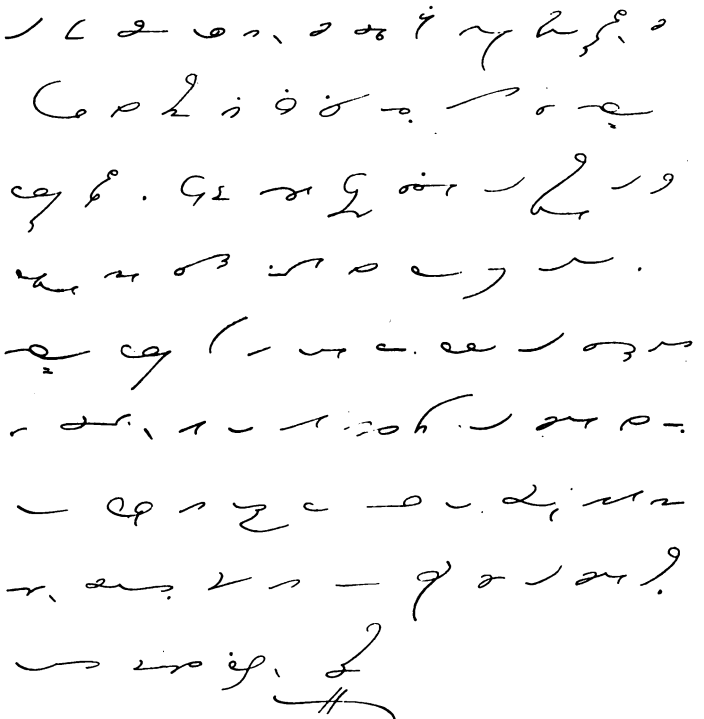
readiness merits

Bellaire
opal
Columbia
record
Ransey
Alabama

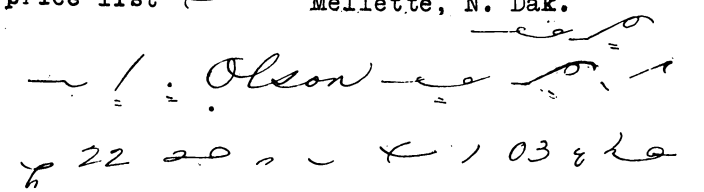


— Oliver Wendell

Alameda

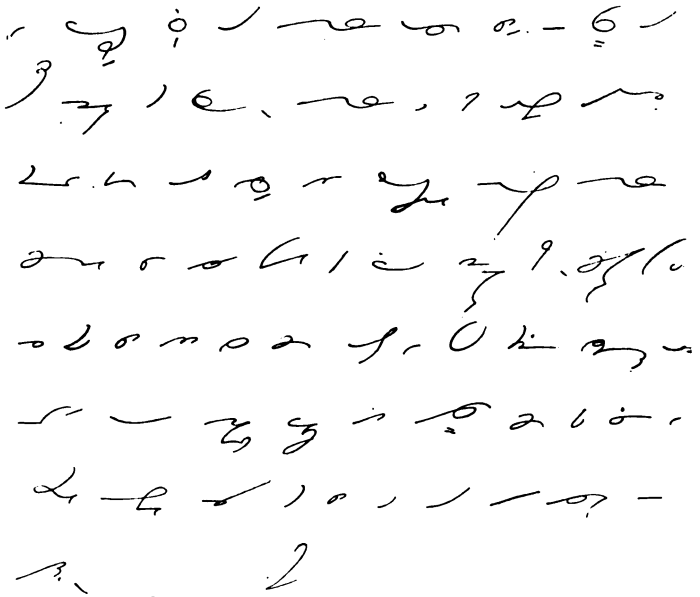


price list ← Mellette, N. Dak.



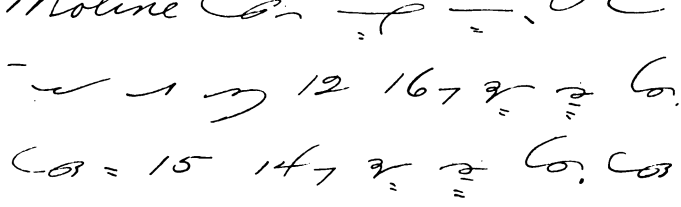
flax
pulverizing
farmer
west

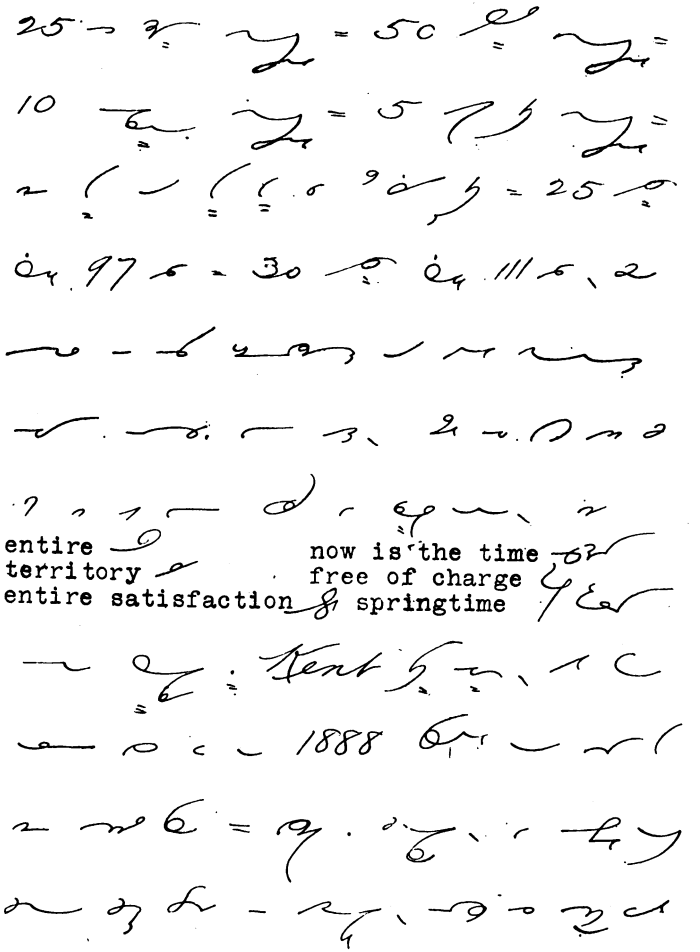
general agents
harvester
various
beds



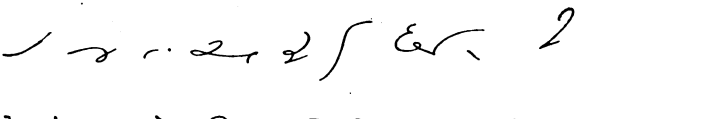
western
dandy
shovel

cultivators
Imperial
C.R.I & P.Ry.

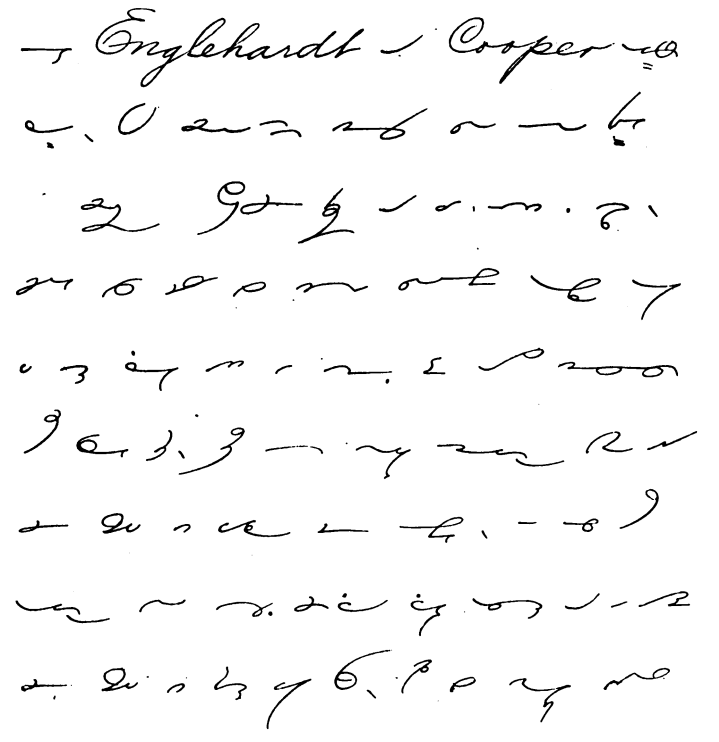


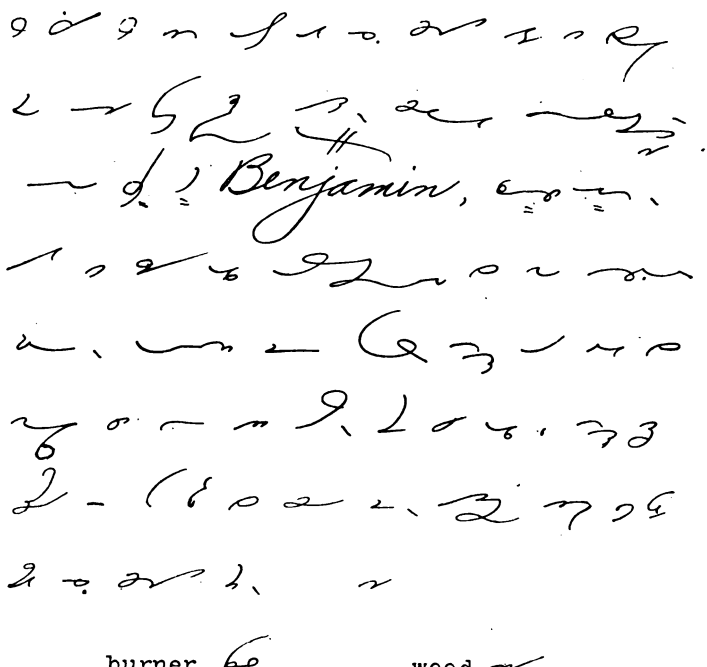


entire
territory
entire satisfaction
now is the time
free of charge
springtime

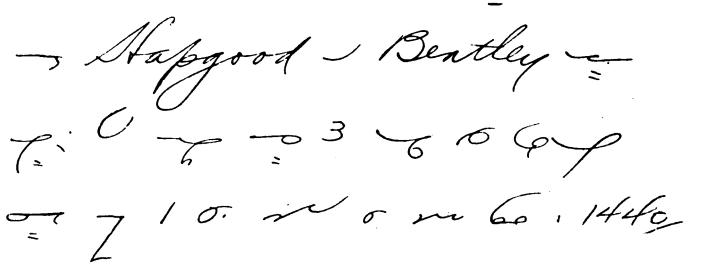


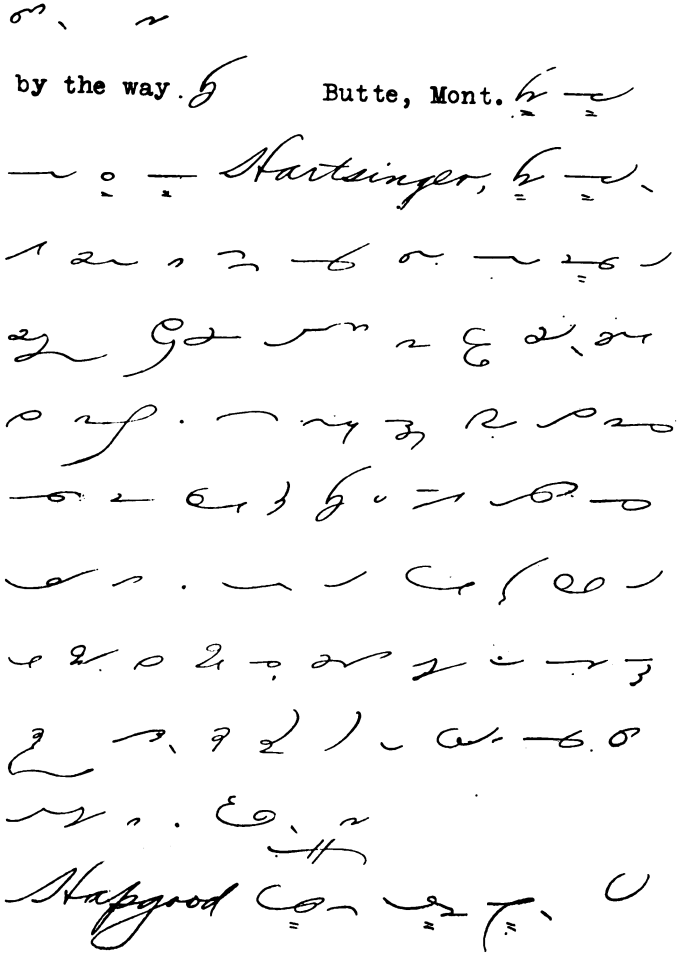
last year	Rock Island, Ill.
start	horse-power
locality	behind
assist	mutual





burner wood

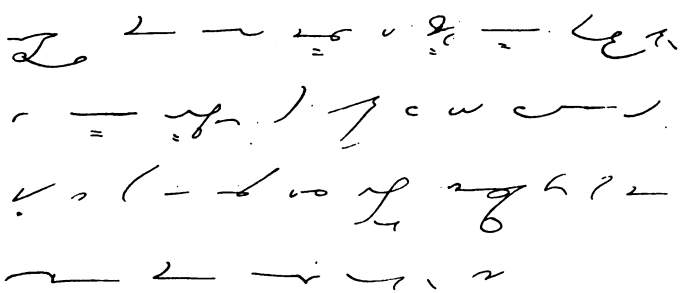




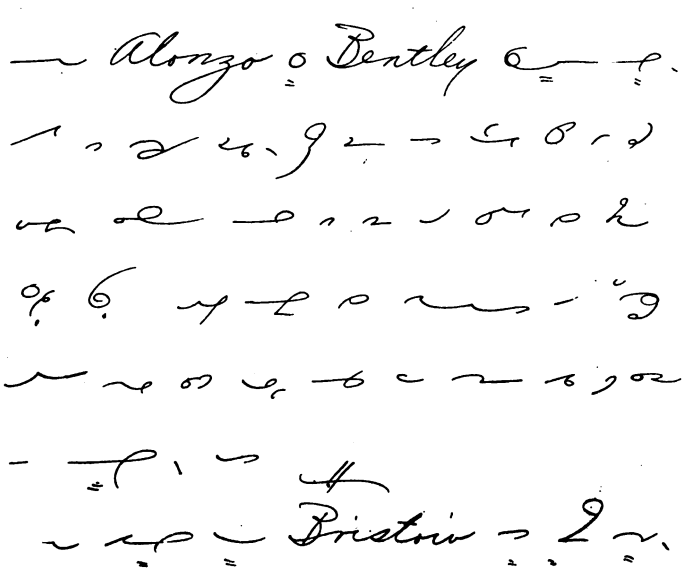
by the way. Butte, Mont.

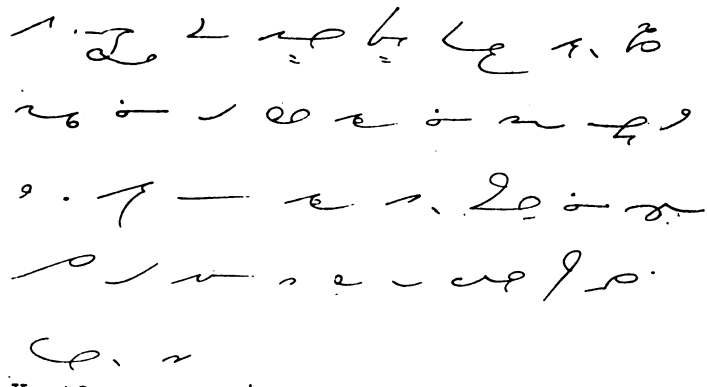
Hartsinger,

Hafgood

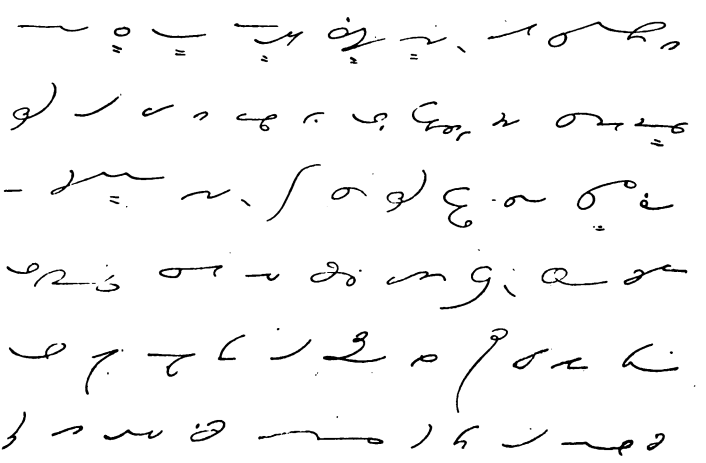


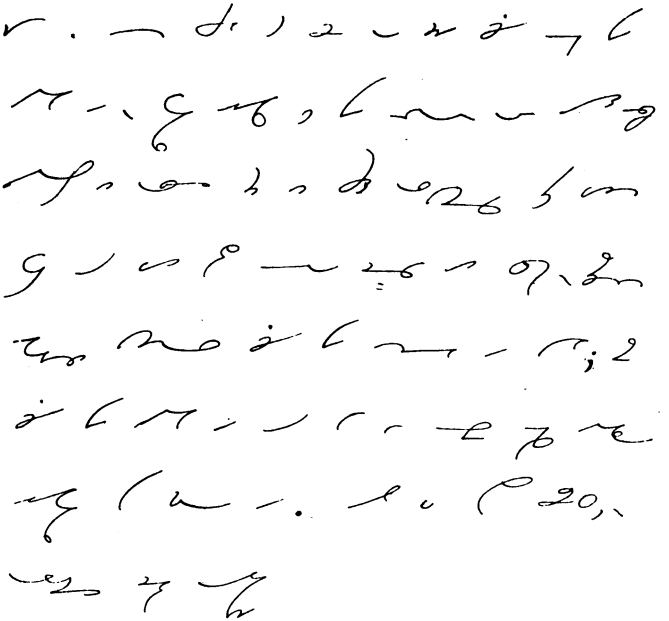
anticipating of when you are





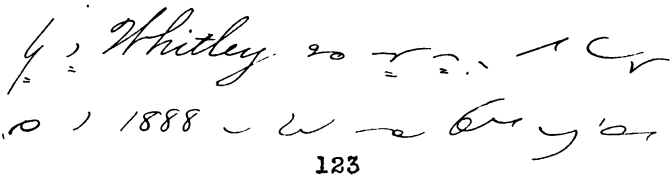
Hartford, Conn. attorney
policy accomplish
poor I would like to ask

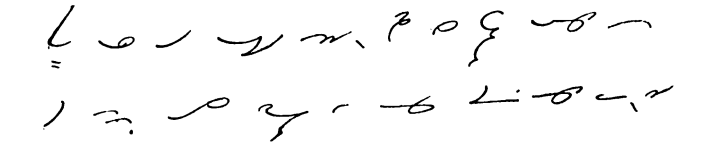




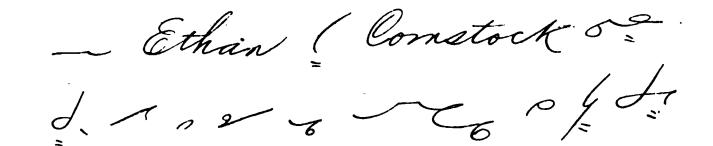
finger-bar
Junior
guards
left hand

attractive
afraid
definitely
to the contrary



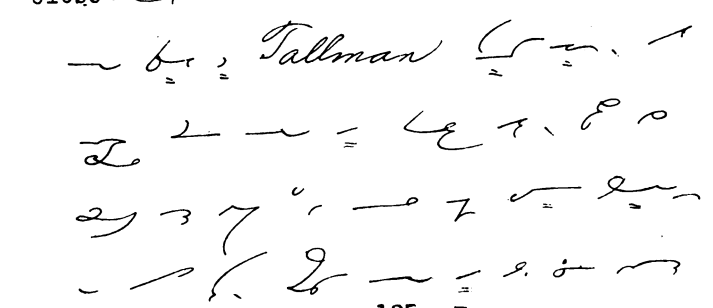


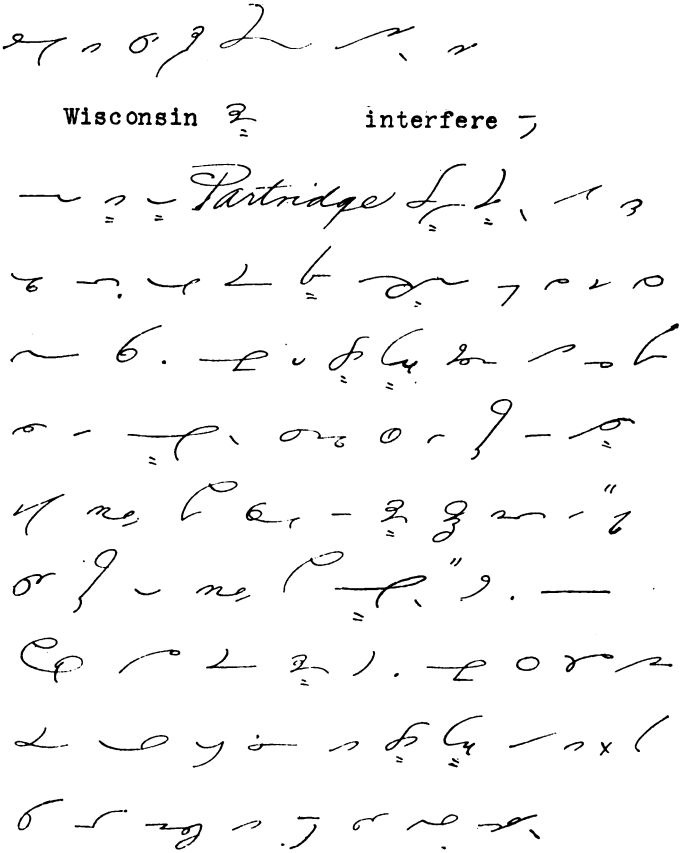
Atlanta, Ga. certificate



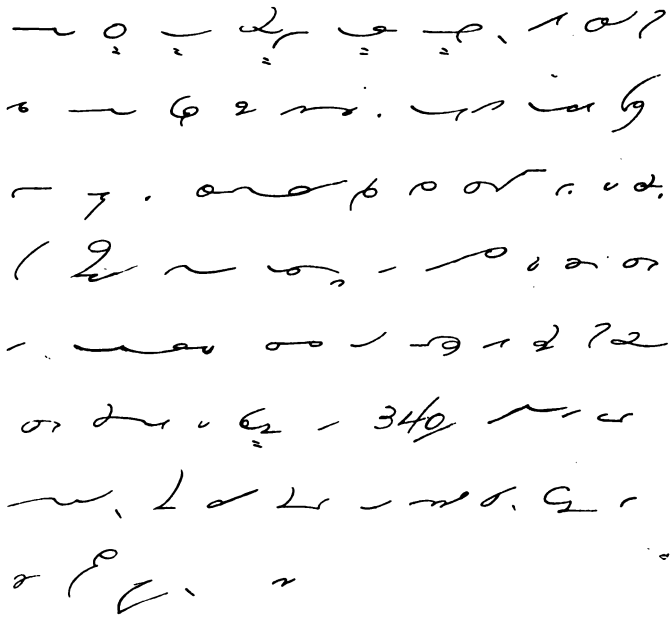
Binghampton close

Aultman Taylor Co. cancelled

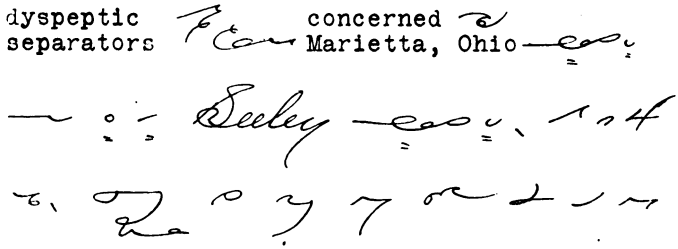


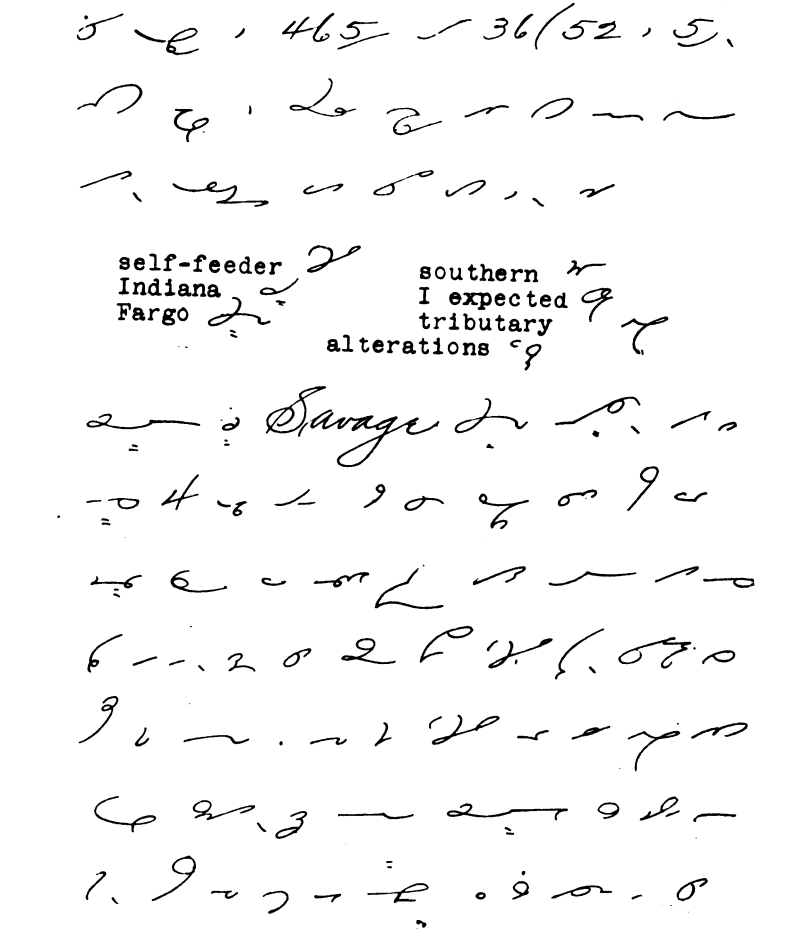

Wisconsin
interfere
Partridge

Pearson iron
will you let me know Lynn

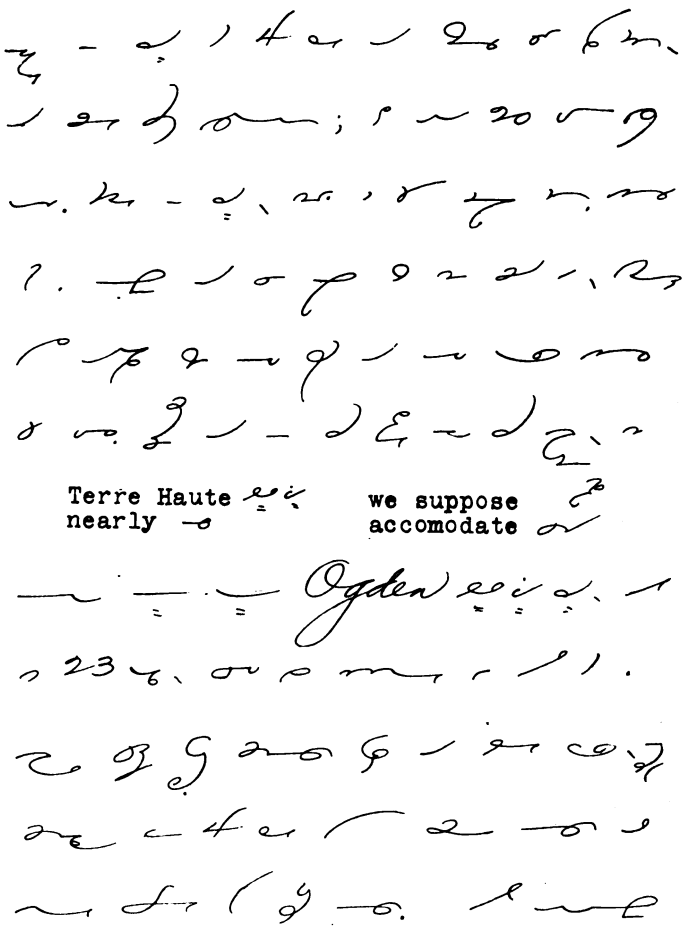


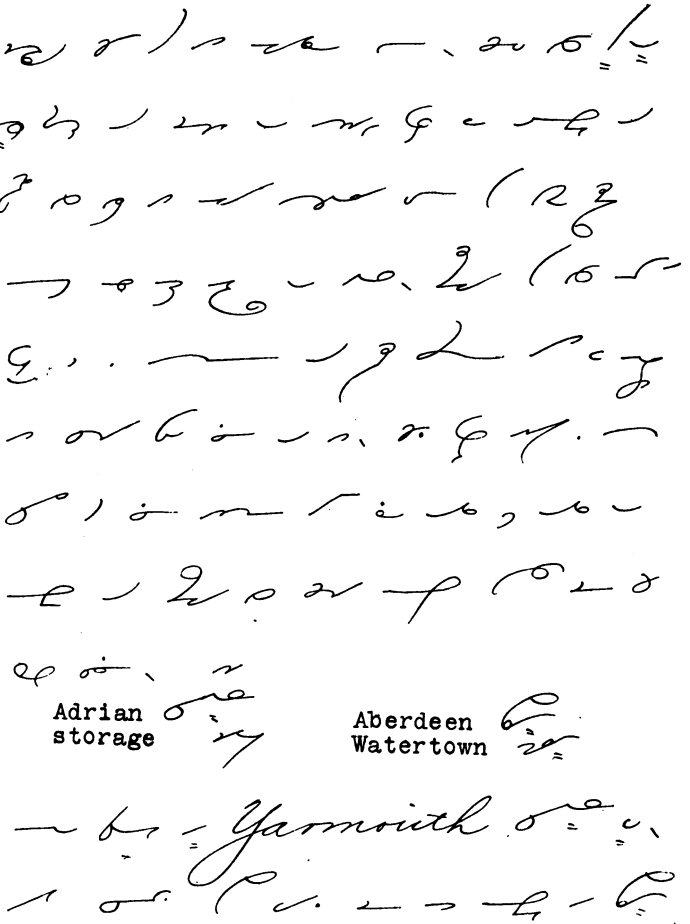
dyspeptic concerned
separators Marietta, Ohio

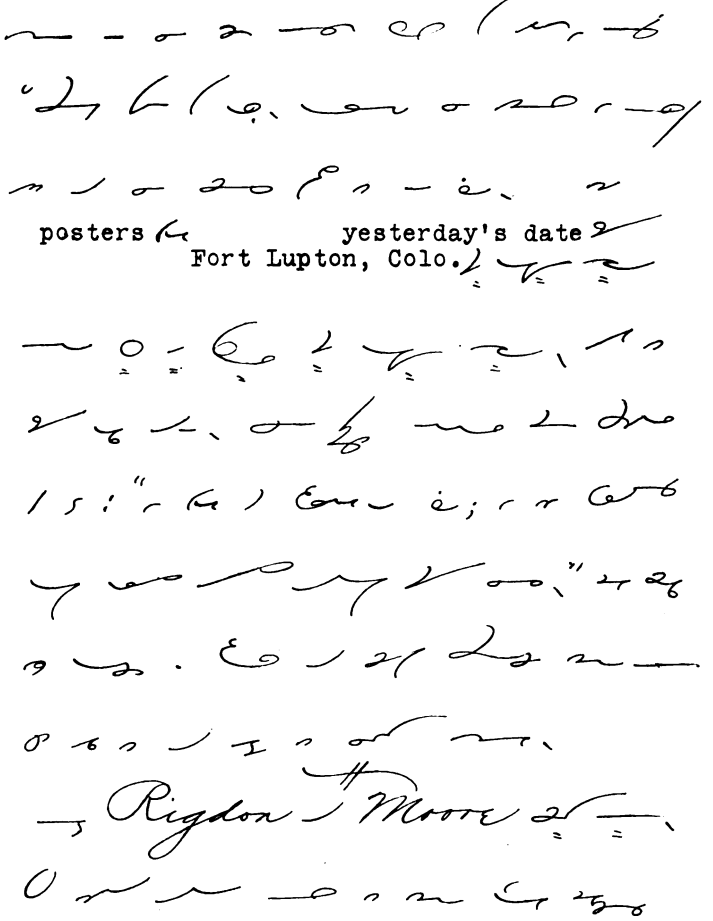




self-feeder
Indiana
Fargo
southern
I expected
tributary
alterations

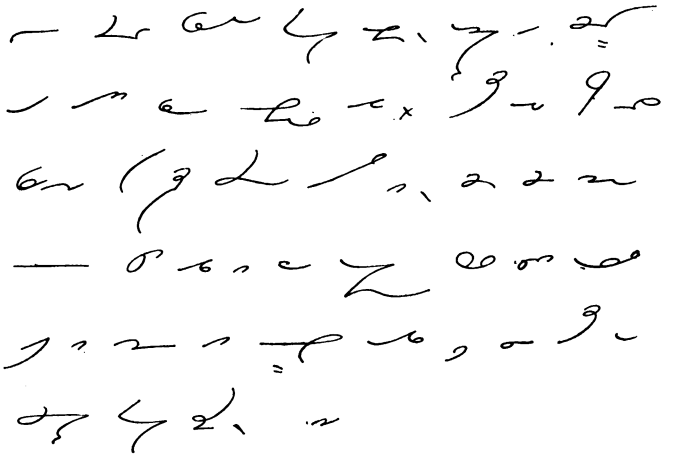

Terre Haute
nearly
we suppose
accomodate
Ogden


Adrian
storage
Aberdeen
Watertown
Yarmouth

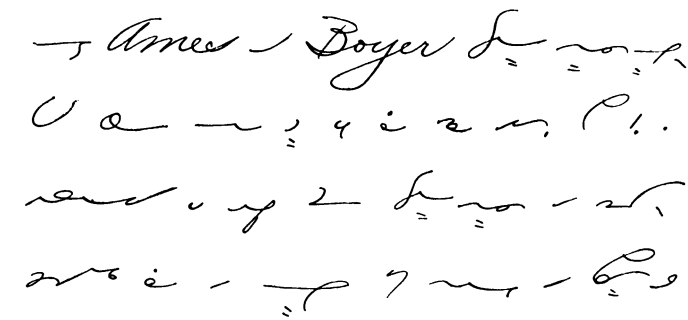


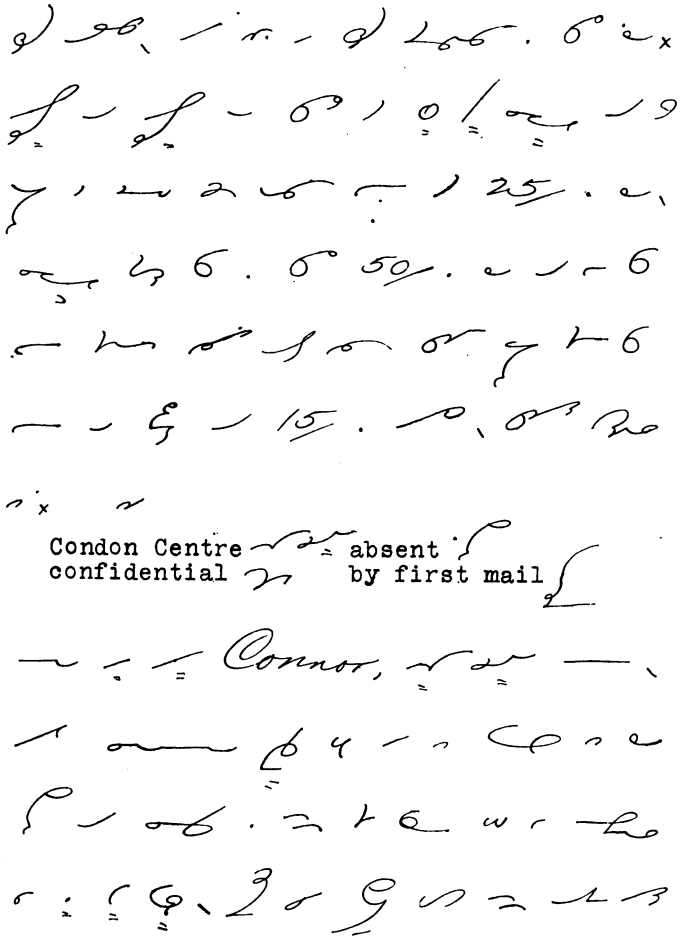
posters yesterday's date
Fort Lupton, Colo.

Rigdon Moore



Fergus Falls distributed photograph Windom at the same time climate enthusiasm



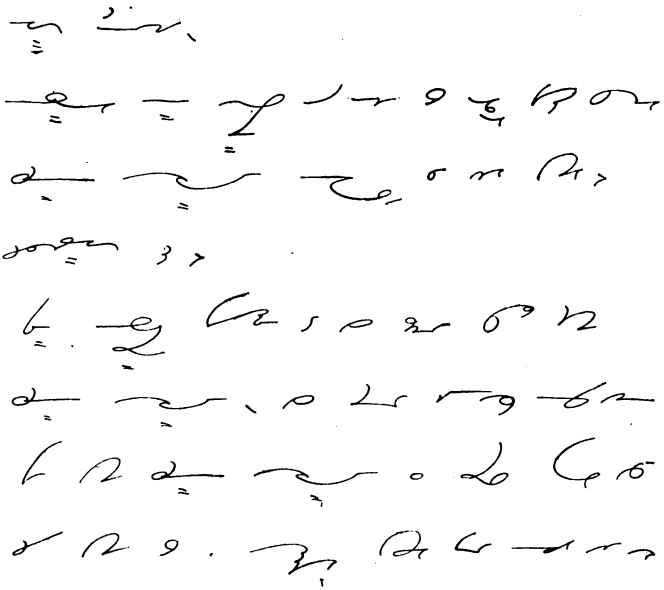


LEGAL FORMS

Affidavits

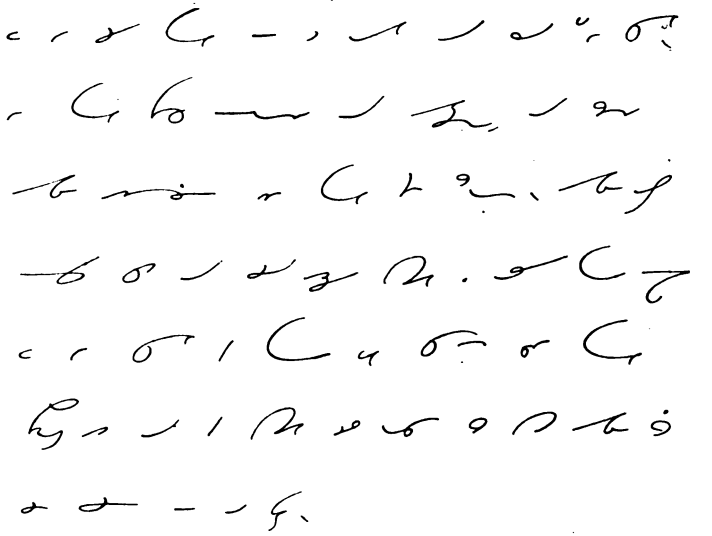
---o---

supreme court	receivers
plaintiffs	defendants
thereof	scilicit(ss.)
impleaded	attorneys
verily	returnable
deponent	draft
definite	herein
hereto	being duly sworn
to show cause	good and substantial



superior court
specific
identical
City and County
et allii(et al.)
on or about the
itemized

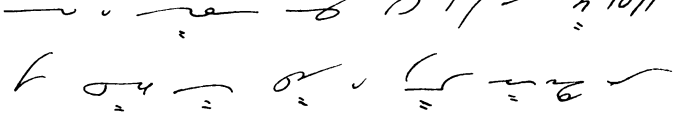
exhibit
respects
bronzing
City of New York
deposes and says
bill of particulars
expended



MEMORANDUM OF AGREEMENT.

witnesseth
assignments
annexed
recover
disbursements
it is agreed

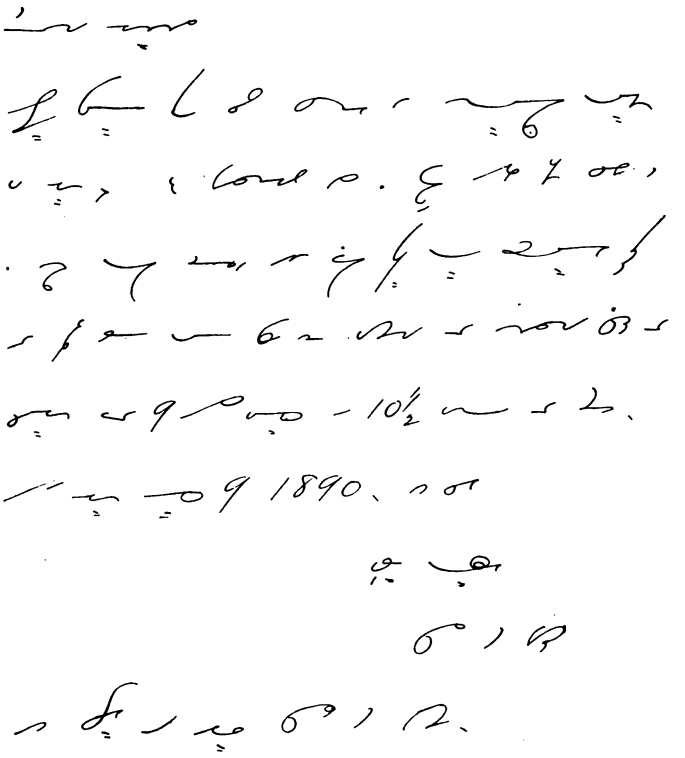
portion
counsellors
declined
prosecute
Henrique
in consideration thereof



NOTICE

Sirs
justices
forenoon

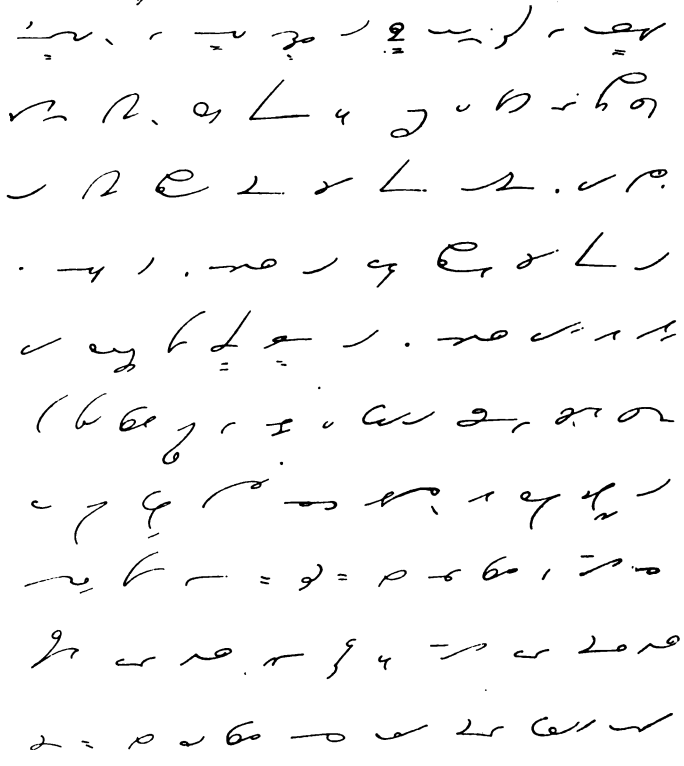
Columbia
County Court
please take notice

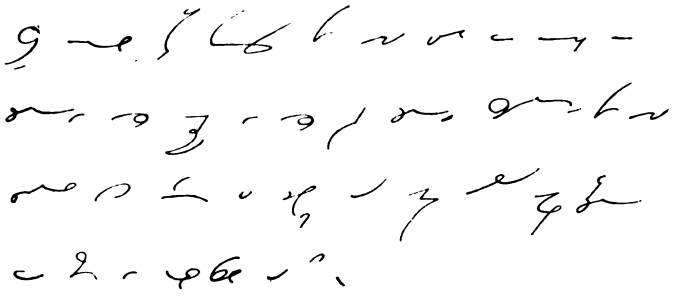


A G R E E M E N T

stipulated
avoid
trial
record
prejudice

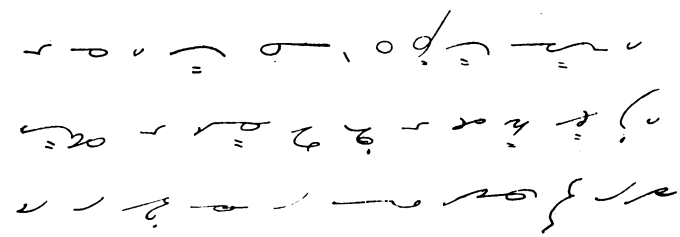
testimony
offered
objections
orally
strike

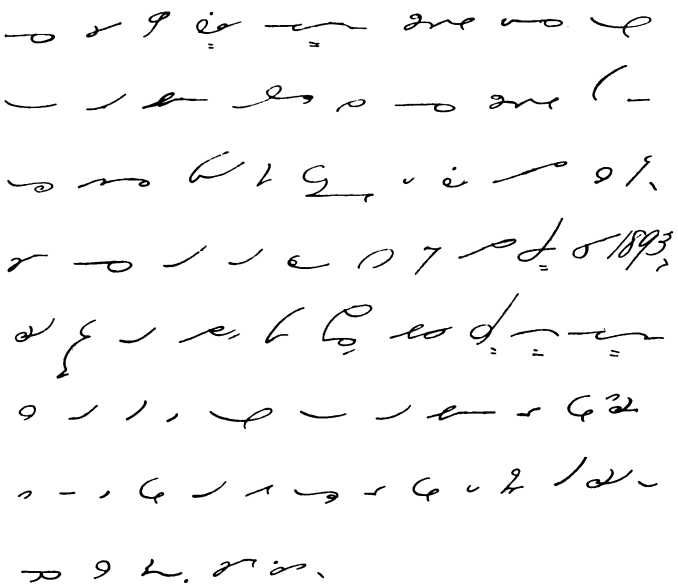




WILL

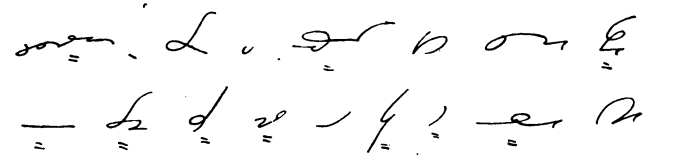
testament	executrix
funeral	hereinafter
situated	wheresoever
absolutely	constitute
performance	forever
fee simple	witnesses
Augusta	at any time
residue	grandchildren
declare	above named
revoking	residing
daughter	testator
each other	presence

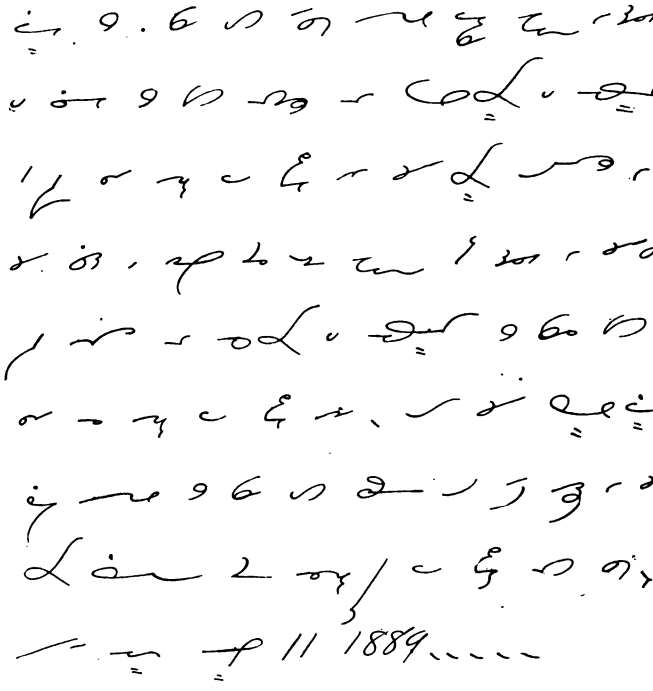




ASSIGNMENT

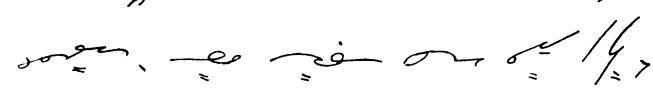
hereby acknowledged three months
procure affirms

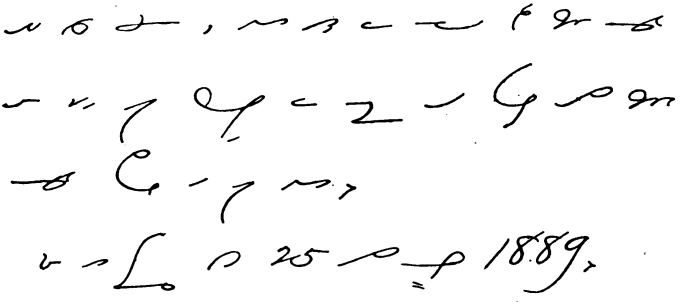




ANSWER

domestic servant
injury allegations

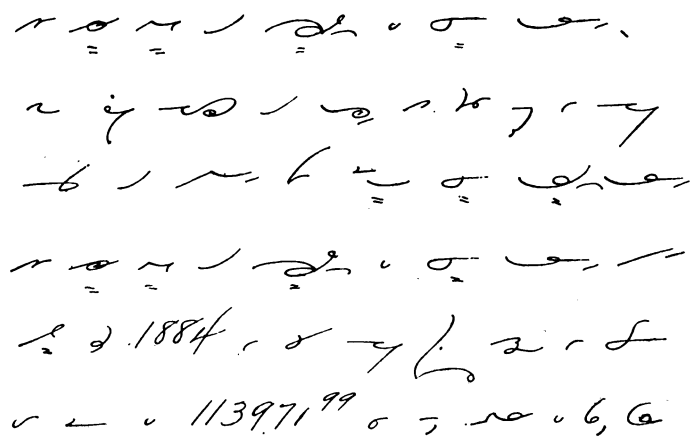




NOTIFICATION

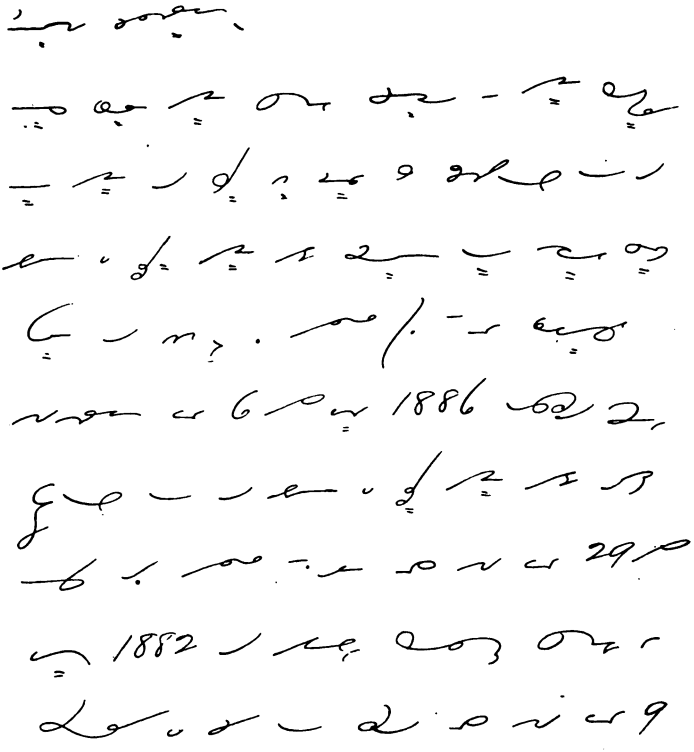
mortgages
Title

per annum
discharge



ORDER

affirmance
surrogates
deceased
validity
remittiteur
in all respects
according to
each and every



1882

29

1887

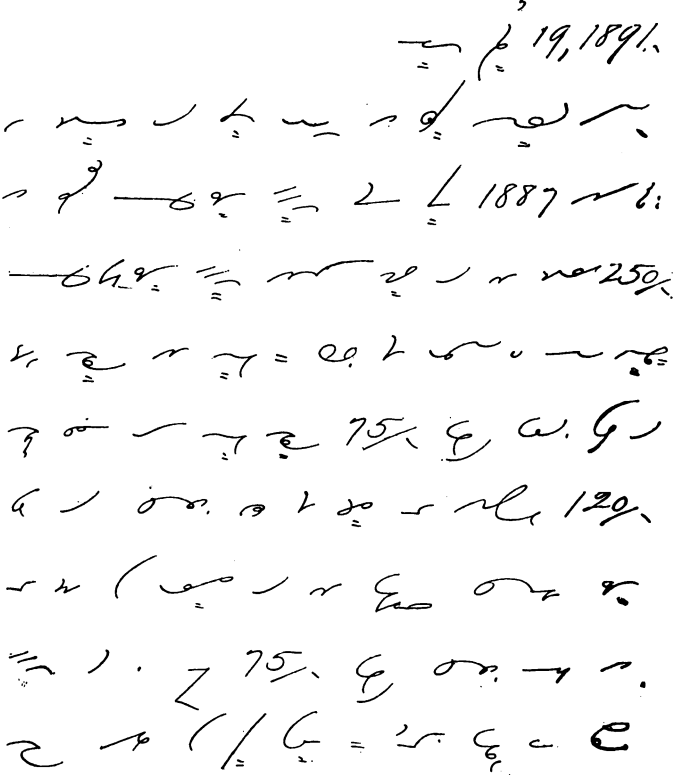
618[97]

7 1889

STATEMENT OF ACCOUNT

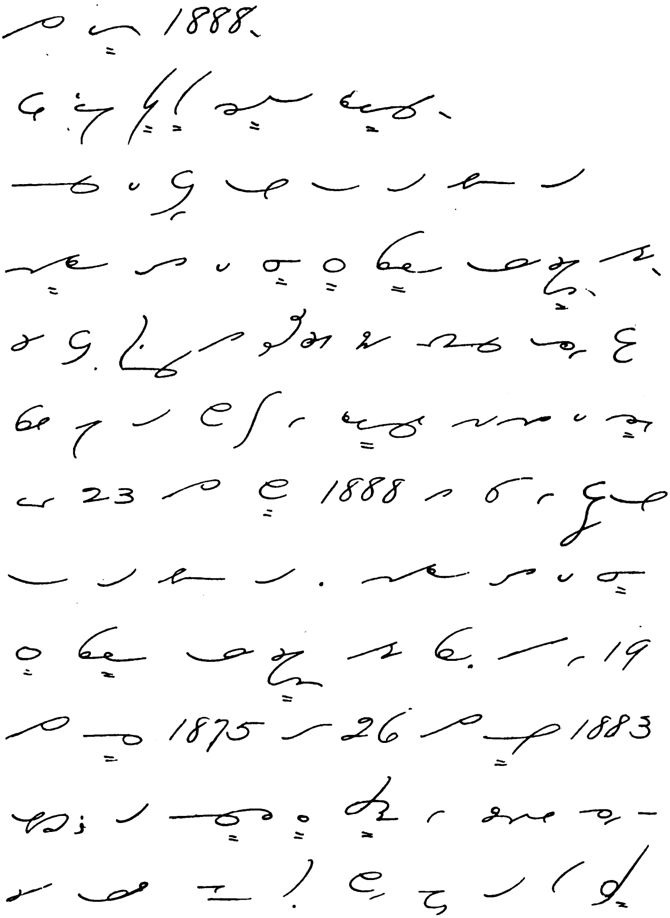
---o---

transit	retainer
arguing	injunction
dissolve	legislation
committee	benefits
submitting	consultations



codicil
respectively
mature
estate
testamentary

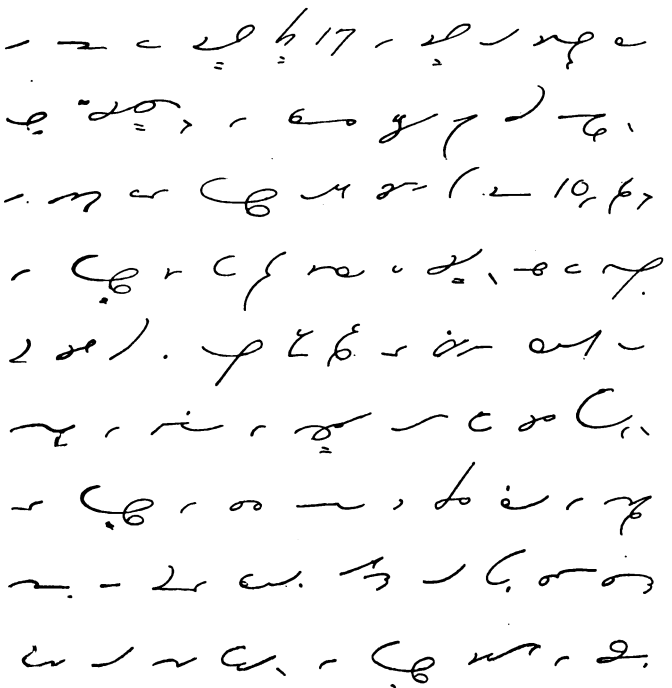
citation
proponent
deliberation
restraint
support



payees of promissory
on or about the value received

"PRESENT DAY HISTORY."

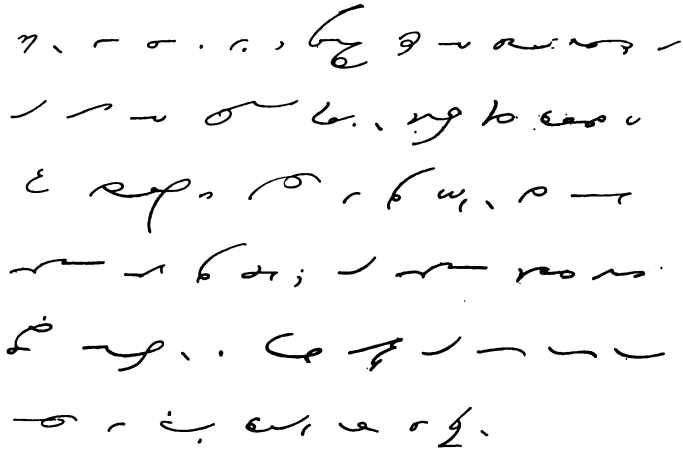
Santiago	ceremony
Cathedral	produce
Governor's	soldiers
silence	spangled
Vera del Rey	instantly
slowly	archbishop



---EVENING.---

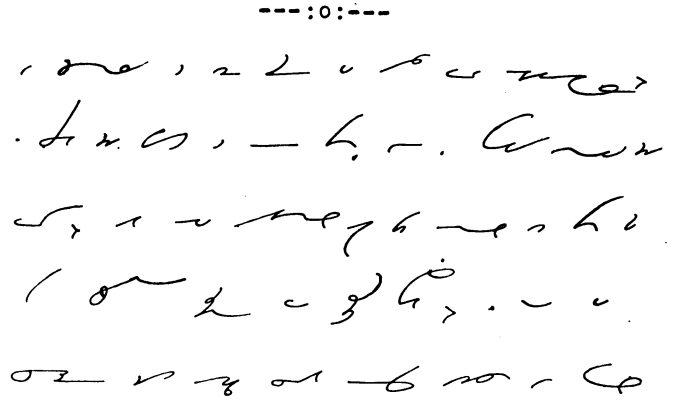
DON'T WORRY.

---:o:---



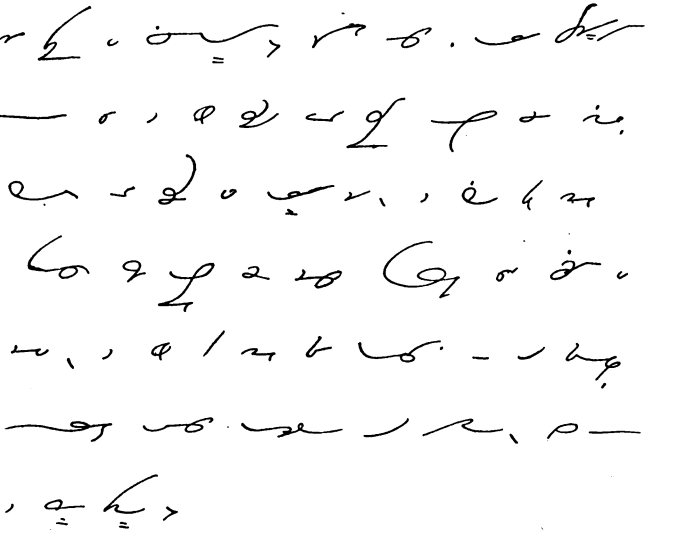
PRACTICAL POINTERS.

---:o:---



AMBITION BLASTED.

---:o:---



WHAT IT IS TO BE EDUCATED.

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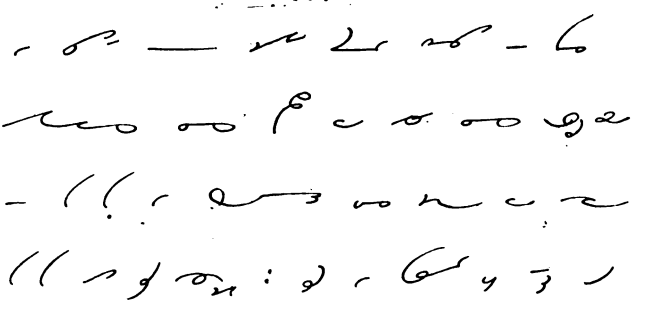

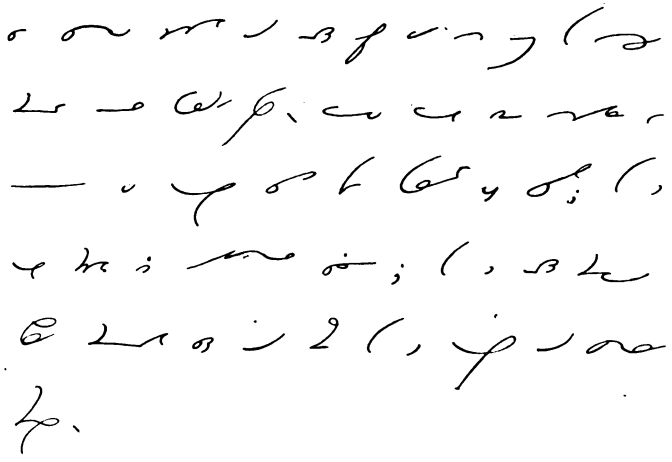

A DREADFUL WORM.

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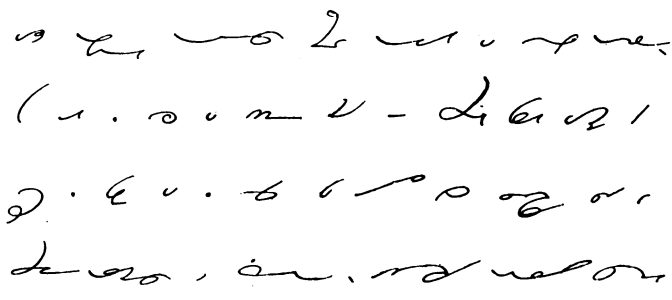

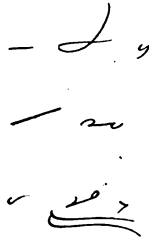

A RIVER THE EMBLEM OF HUMAN LIFE.

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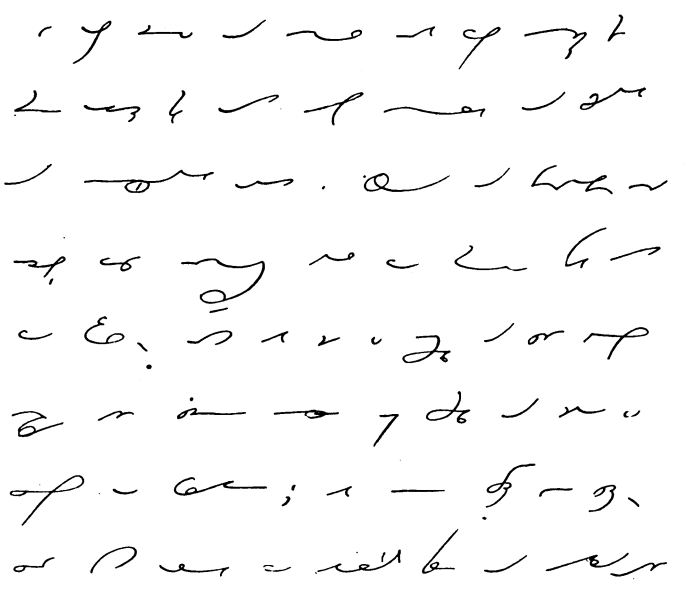
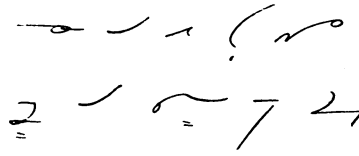
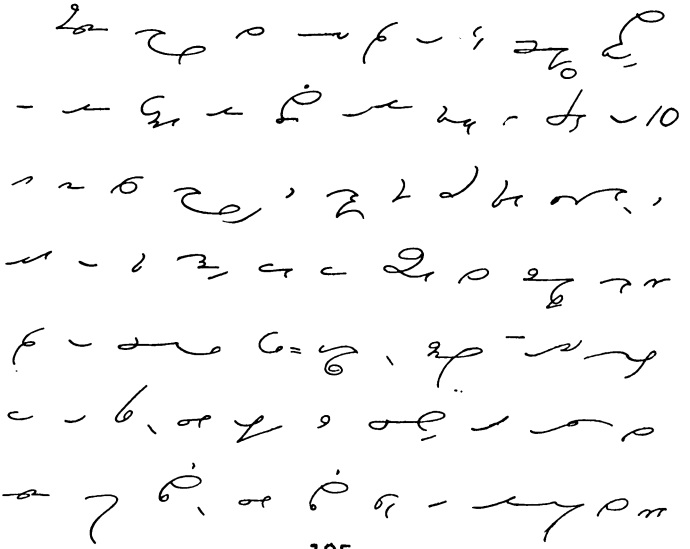
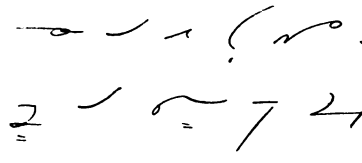




FAULT FINDING.

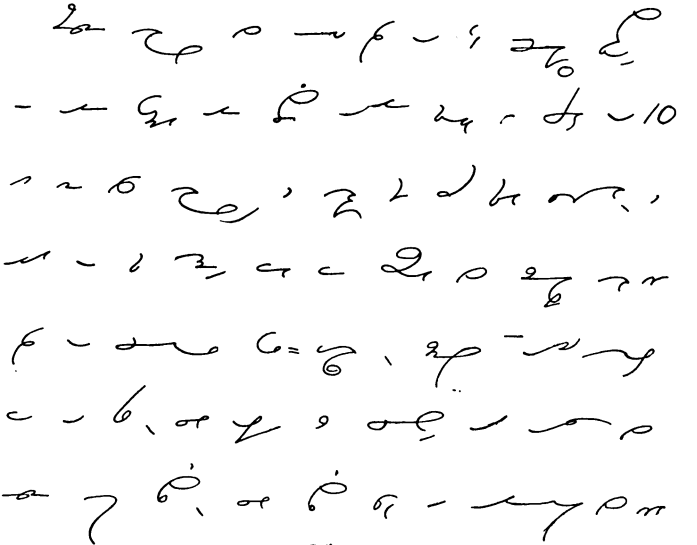
unsympathetic
complainant
preoccupied
glorious
pursuits
faults
intolerable
iceberg





FAULT FINDING.

unsympathetic
complainant
preoccupied
glorious
pursuits
faults
intolerable
iceberg



EXTRACTS
from
Chauncey Depew's Speeches.

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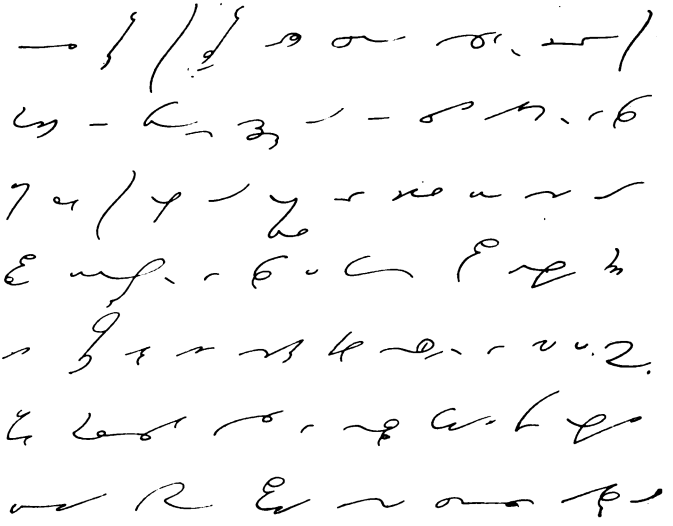
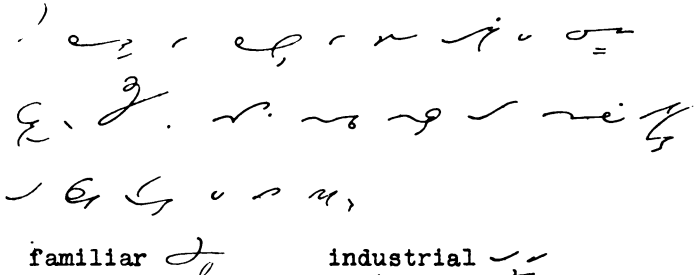
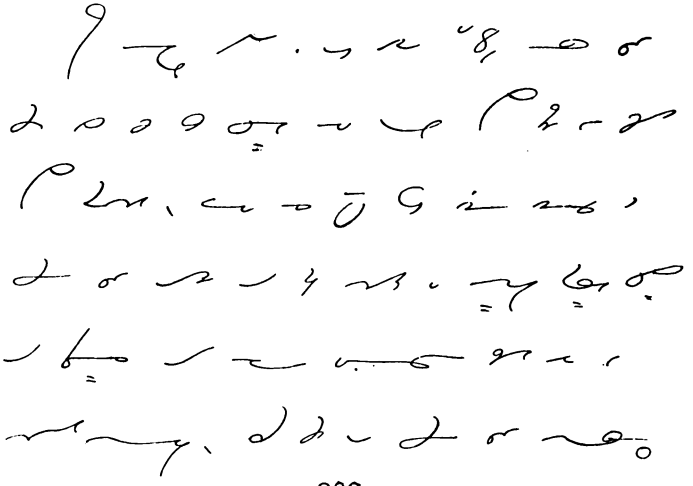
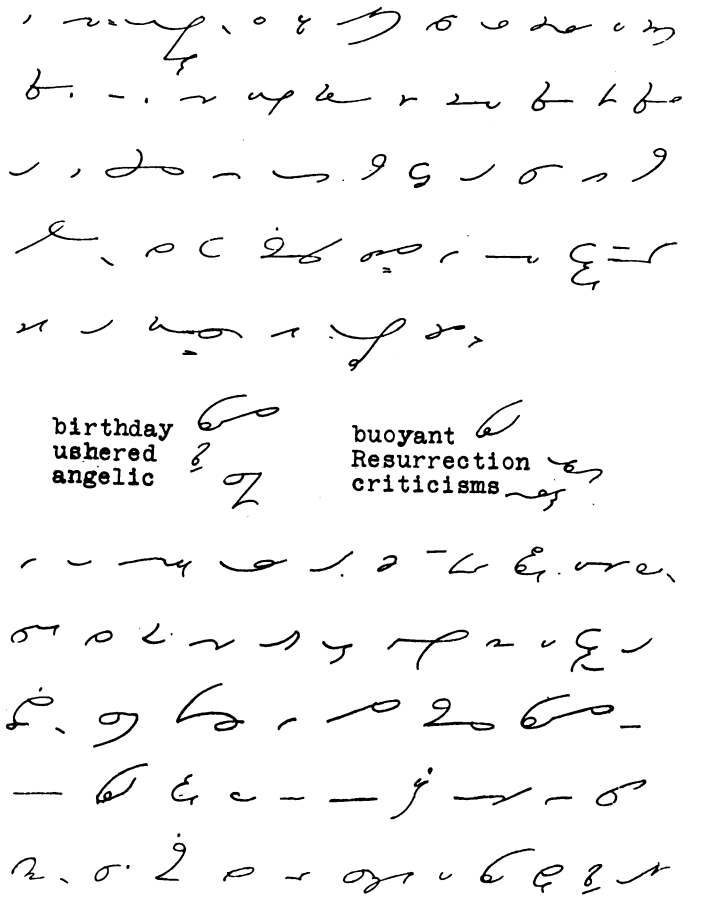
revolutionary	economic
height	obstacles
nemesis	perpetually
celebrations	marvelous
exaltation	conservative
civilizations	neighborhood
India	Australia
comparatively	barbarism
cataclysm	capital
speedily	struggling
elasticity	disturbances





familiar
oases
productive
blizzards
irrigation
caravan
encircling
family
industrial
centers
resistless
scientific
inaugurate
Salt Lake
alkali
intermontane





birthday
ushered
angelic

buoyant
Resurrection
criticisms

E T I Q U E T T E.

Politeness is Kindness Delicately Expressed.

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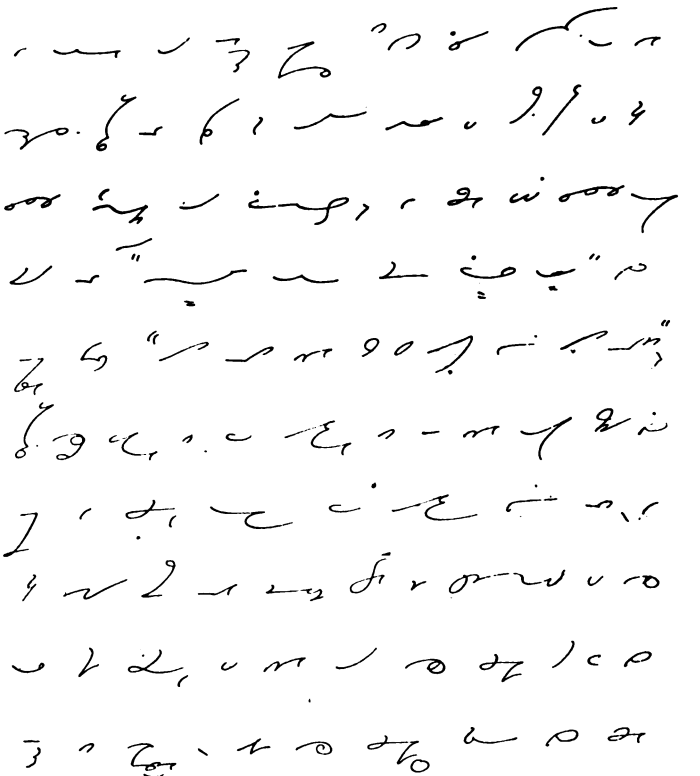

TRIFLES.

THE LOVE OF READING.

---Sir John Herschel.---

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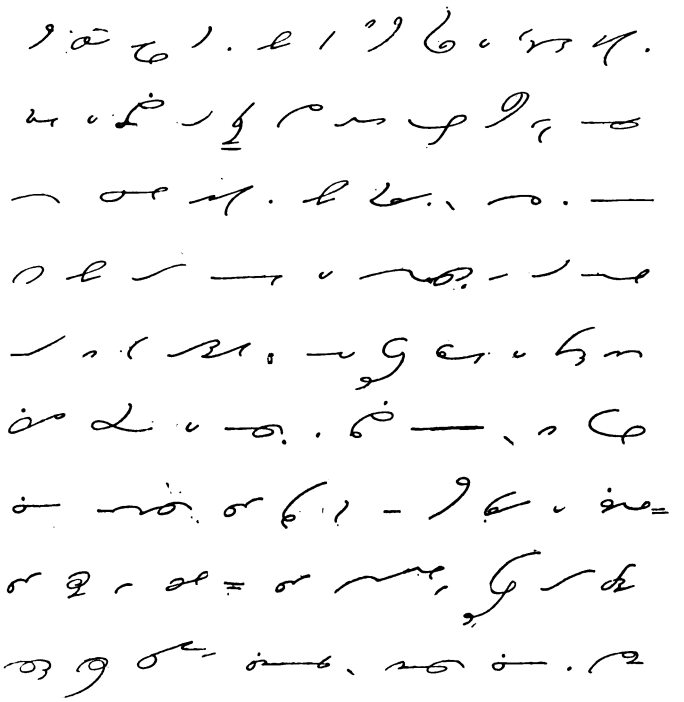

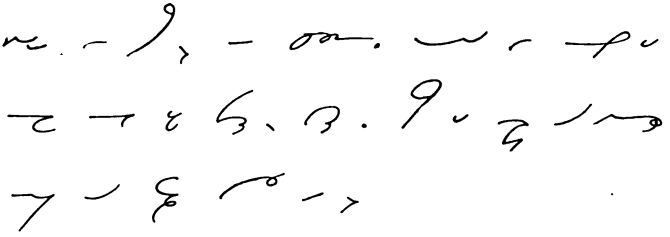
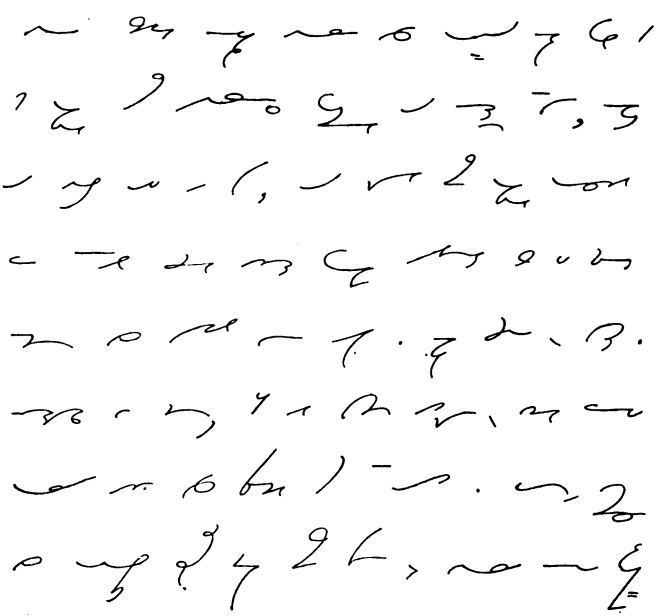
WORD EXERCISE.
(Author Unknown.)