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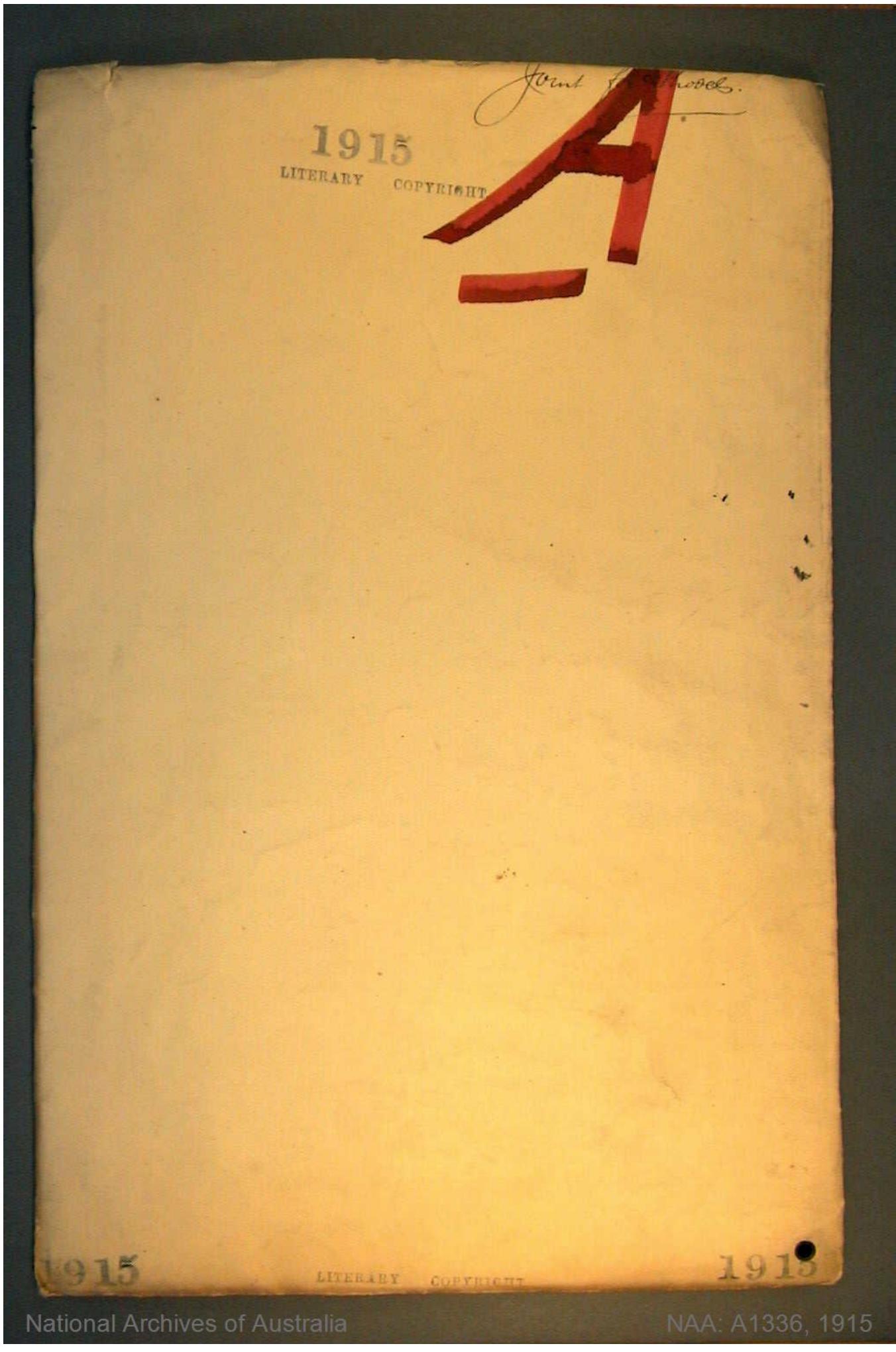
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National Archives of Australia

NAA: A1336, 1915

## DEPARTMENT OF PATENTS-COPYRIGHT OFFICE.

## APPLICATION FOR THE REGISTRATION OF LITERARY COPYRIGHT.

1915

No.

APPLICANT

Ernest Cluney

REPORT

Clear  
Prashnallan  
T.M.  
T.T.

Copy of Work to Library

3/4/11 J.B.

OTHER PROCEEDINGS.

Submissions to Registrar—

No Objection to Registration of Copyright

R.P.

3/4/11

Order of Registrar—

Register.

J.L.

3/4/11

Date of Entry in Register APR 6 1911

J.L.

Certificate of Registration forwarded (Form No. 1)—

R. APR 6 1911

Registration of Copyright notified in Official Journal

28. 4. 11

E.L.

Entry in Register checked

MAY 3 1911

J.L.

C.13366

1915 1913 LITERARY

COMMONWEALTH OF AUSTRALIA.

Form A.

Copyright Act 1905.

COPY-  
RIGHTS.

APPLICATION FOR REGISTRATION OF COPYRIGHT (EXCEPT  
COPYRIGHT IN ARTISTIC WORK), PERFORMING RIGHT,  
OR LECTURING RIGHT.

(By the Author.)

I, Ernest Blaney

of <sup>(3)</sup> 141 Hawke Street, West Melbourne, Victoria

Press Reader hereby make application for the registration of

my <sup>(5)</sup> Copyright in <sup>(4)</sup> my  
book, "Orthographic Cursive Shorthand"

under the provisions of the *Copyright Act 1905*, and <sup>(7)</sup> I do hereby declare that  
such <sup>(5)</sup> book was first <sup>(9)</sup> published  
at <sup>(10)</sup> 366 Bourke Street, Melbourne, Victoria  
in Australia on <sup>(11)</sup> 15th March 1911  
by <sup>(12)</sup> Mackay and Knight  
and that such date was not later than fourteen days after the date of its  
first <sup>(13)</sup> publication elsewhere.

And I do further declare that <sup>(14)</sup> I am

the author of the said <sup>(8)</sup> book and that <sup>(15)</sup> I

have not effected an assignment of <sup>(1)</sup> my <sup>(5)</sup> copyright therein.

And I make this declaration, conscientiously believing it to be true.

Recd - 57 RECEIVED  
Receipt No. 1915 Dated this 30th day of March A.D. 1911  
Ernest Blaney

Date 30/3/1911 Declared before me at Melbourne, the 30th day of  
March 1911 G. Coulter & P.

To the Registrar of Copyrights,  
Commonwealth of Australia.

(1) "I" or "We," and name of applicant (in full). In the case of a firm or company, application in its behalf may be made by a member of the firm or responsible officer of the company.

(2) Address.

(3) Occupation.

(4) "My," "our," "their," or "its."

(5) "Copyright," "performing right," or "lecturing right," as the case may be.

(6) Here insert "book," "musical or dramatic work," or "lecture," as the case may be, together with title or particulars thereof.

(7) "I" or "we."

(8) Here insert "book," "musical or dramatic work," or "lecture," as the case may be.

(9) "Published," "performed," or "delivered," as the case may be.  
(10) Full address or place of publication, performance, or delivery, as the case may be.

(11) Date of first publication, performance, or delivery.

(12) Christian and surname of publisher, performer, or deliverer, as the case may be.

(13) Here insert "publication," "performance," or "delivery," as the case may be.

(14) "I am," "we are," etc., in the case of a firm or company, insert the full name of such firm or company, with the necessary verb.

(15) "I," "we," or, in the case of a firm or company, insert the full name of such firm or company.

(16) Signature of declarant (in full).

(17) To be signed by the person before whom the declaration is made.

1915

1915

COMMONWEALTH OF AUSTRALIA.

Form B.

COPY.  
RIGHTS.

Copyright Act 1905.

## STATEMENT OF ADDRESS.

SIR,

I hereby authorize and request you to send all notices, requisitions, and communications in connexion with my application for registration of my <sup>(1)</sup> Copy-

right <sup>(2)</sup> in Orthographic Cursive  
Shorthand

to <sup>(3)</sup> E. Clarey, 141 Hawk-street, West Melbourne

Dated this 30<sup>th</sup> day of March, 1911

<sup>(4)</sup> Ernest Clarey

TO THE REGISTRAR OF COPYRIGHTS,

COMMONWEALTH OF AUSTRALIA.

NOTE.—A particular address must be given. An address such as "General Post Office, Melbourne," will not be accepted.

(1) "Copyright," "performing right," or "lecturing right," as the case may be.

(2) Here insert title or particulars of book, artistic work, musical or dramatic work, or lecture, as the case may be.

(3) Here insert name and full address.

(4) Signature of Applicant (in full).

## COMMONWEALTH OF AUSTRALIA.

Copyrights.



Copyright Act 1905.

CERTIFICATE OF REGISTRATION OF COPYRIGHT  
IN A BOOK.

No. 1915

I, GEORGE TOWNSEND, Registrar of Copyrights, do hereby certify that

*Ernest Blaney*  
 of *141 Hawke street, East West Melbourne, Victoria*  
*Press Reader*  
 has this day been registered as the owner of Copyright in *Book entitled*  
*"Orthographic Cursive Shorthand"*  
 which was first published by  
*Mackay and Knight at 366 Bourke street,*  
*Melbourne, Victoria, Australia on the fifteenth day of*  
*March A.D. 1911.*

Given under my hand and the seal  
 of the Copyright Office this *sixth*  
 day of *April*  
 A.D. 1911.

L.S.

Geo Townsend

Registrar of Copyrights.

C.5460.

Literary Copyright.

No. 19131915

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*Correspondence.*

---

(Not Open to Public Inspection.)

C.15750.—11/09.—1000.

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Orthographic Cursive Shorthand.

[ORTHIC]

**THE CAMBRIDGE SYSTEM.**

—BY—

HUGH L. CALLENDAR, LL.D., F.R.S., &c.

REVISED, EXTENDED AND IMPROVED

—BY—

E. CLAREY

(“THE AGE” STAFF).

1911.

[ALL RIGHTS RESERVED.]

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Printed for the Proprietor by Mackay and Knight, 366 Bourke Street, Melbourne.

## ADVANTAGES OF THE ORTHOGRAPHIC BASIS.

An Orthography, that is to say, a definite standard of spelling, is the necessary groundwork of any practical system of writing. It is essential, both for the sake of rapid automatic writing and to secure ease and certainty in reading, that each word should always be spelt in the same way. In this way alone can it be written without conscious thought, and read without hesitation.

Every system of Shorthand must in one sense be orthographic. There must be a correct outline for each word. Every departure from this rule entails a certain loss of efficiency, and a systematic violation of it results in hopeless confusion.

The simplicity and definiteness attained by adopting the commonly accepted orthography as the basis for a system of Shorthand make it far preferable to the phonetic. The common spelling is already familiar to everyone, and is a practically perfect standard in point of strictness and uniformity. Phonetic spelling, on the other hand, is to many people extremely distasteful and difficult to learn. It is, moreover, even when learnt, an uncertain and unsatisfactory standard, owing to varieties and changes of pronunciation.

One very practical advantage of Orthic is that all the familiar longhand abbreviations can be at once utilised. Most of the examples given in the lists, it will be seen, are simple transliterations of those in common use, and being already familiar require no learning.

It is commonly urged in favor of phonetic spelling that there is a great gain in point of shortness by the omission of mute and silent letters, and by using simple signs for diphthongs and other compound signs. This argument as applied to Shorthand is somewhat misleading. All phonetic methods of abbreviation, such as tho for though, brot for brought, &c., in so far as they are convenient and clear, are naturally utilised in any orthographic system. Common diphthongs and combinations are also naturally represented by simple curves. The characters of the orthographic alphabet can also be grouped on the principle of representing similar sounds by similar signs, thus securing whatever advantages a phonetic system may claim in this respect.

From the inventor's point of view, the real advantage of a phonetic system lies in the fact that it is much easier to construct. The early inventors could not find sufficient material for their alphabets in the way of characters which would join easily and clearly. They got out of the difficulty by rejecting what they called duplicate or superfluous letters, such as c, j, q, x, and by omitting all the vowels or expressing them by detached marks. This was really only a method of cutting the Gordian knot, and could not result in the production of a system adequate and suitable for general use. The comparative ease of constructing a system on this basis is, however, undoubtedly the true explanation of the extraordinary prevalence of systems of this type.

It is much more difficult to find sufficient stenographic material for a complete phonetic system, providing joined characters for both vowels and consonants. The difficulty of constructing a complete orthographic system is of the same kind, but greater, owing to the great number and variety of different combinations to be provided for.

Phonetic spelling is undoubtedly a useful educational subject and a valuable aid in teaching correct pronunciation. This argument is often advanced in favor of phonetic shorthand. But there is no necessary connection between the two; and it is manifestly unreasonable to saddle shorthand with unnecessary difficulties in order to teach at the same time a subject which many people have no need or desire to learn. In any case the work of both teacher and learner would be much simplified by keeping the two subjects separate.

1915

1915  
1913

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**INTRODUCTION.**

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Orthographic Cursive Shorthand is an adaptation of shorthand to the common spelling.

The writing requires no niceties of penmanship.

No distinction is made between thin strokes and thick.

Only two sizes of characters are employed.

The vowel characters are connecting strokes joined in their natural order together with the consonants.

The great majority of the signs are written on the ordinary slope of longhand.

The forms of and distinctions between the characters are such as are already familiar to everyone who has learned to write in the ordinary style.

There are no alternative hooks and loops, or halving and doubling devices to puzzle and distract the student.

A letter is always represented by its alphabetical character, consequently a word can be written in full in one way only.

Do not attempt to write fast before the hand is familiar with the forms of the characters. At first they should be drawn carefully, so that correctness and neatness may be secured. Speed will come by practice, but if attempted too soon will probably lead to bad and slovenly writing.

NOTE.—All the specimens of shorthand have been taken from "The Idle Thoughts of an Idle Fellow," by Jerome K. Jerome.

2.  
THE ALPHABET.

Letter.	Example.	Letter.	Example.
A -	 absent,  opera	N ~	 nine,  hasten
B l	 back,  bib	O —	 often,  canto
C c	 centre,  mimic	P /	 point,  step
D ~	 dirty,  wind	Qu o	 query,  equity
E //	 enter,  line	R G	 render,  fir
F o	 fasten,  calf	S \	 simply,  tends
G (	 gentle,  cog	T u	 time,  comet
H Q	 help,  oh	U -	 under,  gnu
I //	 insert,  anti	V U	 vine,  wave
J f	 jest,  reject	W C S	 wow,  award
K )	 kept,  kick	X S	 exist,  sex
L Q	 lender,  until	Y \	 yes,  haply
M ~	 melt,  stem	Z S	 zebra,  waltz

The arrows show the directions in which the characters are written.

Doubled letters are shown, not by repeating the character, but by putting a dot below. Thus:—  odd,  coo. Exception,  ee. Thus:—  peep; compare  pup.

P and S, when standing alone, are written straight down to distinguish them from Ee and E.

J, Qu and V are written through the line.

## GENERAL RULES.

Orthographic Spelling.—All words, when written in full, are spelt according to the common orthography. The characters are to be joined together smoothly without lifting the pen or making unnecessary angles or breaks.

The Two Sizes of Character must be carefully distinguished, just as C and c, l and e are in longhand. The actual size of the characters may be varied according to circumstances, such as the goodness of the light and the writing materials. The minuteness of any kind of writing is limited by the size of the smallest characters. In Orthic the small size may be made as small as desired, and the small circle may be reduced to a dot. But it is best to make the small characters about one-twelfth of an inch long, and the large ones at least twice as big.

Diphthongs.—When two vowels come together forming a "diphthong" the angle between them is slurred, or rounded off, into a continuous curve. Thus:— j ai = j, m oy = m, n ou = n, r eau = r.

But when the vowels are separately sounded either the characters are separated or the angle between them is marked, as in the words ow re-enter, ba boa, ou chaos, coporate co-operate, leo Leo, fiasco fiasco, fuel fuel, poem poem, serious serious.

The first letter of a word generally begins or ends on the line, but a, e and o may be raised when preceding downstrokes.

A short connecting tick may be used after g, q, &c., when they are followed by c, l and i. Thus:— d dirge, f faiths, s serpent.

Dividing a Word.—A word may always be divided when the joining happens to be awkward or the outline descends too far below the line. Thus:— lawsuit, bagpipes. The necessity for this, however, seldom arises.

Punctuation is effected in the usual way, except the hyphen + and the dash —. The full stop may be indicated by a space.

Initial Capitals are indicated thus / . Examples: J Jew, W Wales, E England, S.E., L.S.W.R.

## COMPOUND CHARACTERS.

The following compounds, which are not strictly alphabetic, require noting:—

Bl  $\text{Q}, \text{Q}$  :  $\text{Q}$  black,  $\text{R}$  sensible,  $\text{Q}$  bleak,  $\text{R}$  trebly.

Ch  $\text{O}, \text{Q}, \text{Q}$  : The first is used in the compounds Chr and Rch,  $\text{O}$  Christ,  $\text{O}$  arch; the second in the compound Lch,  $\text{O}$  filch; the third in other cases,  $\text{O}$  chat,  $\text{O}$  such,  $\text{O}$  scholar,  $\text{O}$  scheme. Chl may be written  $\text{Q}$  or  $\text{O}, \text{Q}$  chloric,  $\text{O}$  richly,  $\text{O}$  speechless.

Dv  $\text{U}$  :  $\text{U}$  advert; compare  $\text{V}$  avert.

Mb  $\text{N}$  :  $\text{N}$  timber,  $\text{N}$  lumber;  $\text{N}$  lamb; compare  $\text{N}$  temper,  $\text{N}$  lumper,  $\text{N}$  lamp.

Nsp  $\text{N}, \text{N}$  :  $\text{N}$  inspirit,  $\text{N}$  inspect,  $\text{N}$  ensphere,  $\text{N}$  conspire.

Ph  $\text{b}, \text{d}$  : The first is used in the compound Phr, before / and /, and final. Thus:—  $\text{b}$  phrase,  $\text{b}$  philter,  $\text{b}$  sulphur,  $\text{b}$  epitaph.

The second in other cases, thus:—  $\text{d}$  phase,  $\text{d}$  phlegm,  $\text{d}$  physic.

Phth  $\text{B}$  :  $\text{B}$  phthisis,  $\text{B}$  ophthalmic.

Pth  $\text{b}$  :  $\text{b}$  Aphorpe,  $\text{b}$  depth.

Re  $\text{e}$  :  $\text{e}$  force,  $\text{e}$  tierce,  $\text{e}$  mercy,  $\text{e}$  farcical.

Scr  $\text{b}$  (joined above):  $\text{b}$  scrap; compare Sr  $\text{b}$  (joined below):  $\text{b}$  disrank.

Sh  $\text{b}$  :  $\text{b}$  shop,  $\text{b}$  shrink,  $\text{b}$  push,  $\text{b}$  wash.

Sw  $\text{e}$  :  $\text{e}$  swam,  $\text{e}$  swear,  $\text{e}$  answer.

Th  $\text{g}$  :  $\text{g}$  this,  $\text{g}$  threw; (final)  $\text{C}$  :  $\text{C}$  worth,  $\text{g}$  faith.

5.

Wh G : G whose, G when; compare O chose, G chin.

Wr θ : θ̄ wring; compare θ̄ thing.

Ws ɔ : ɔ̄ pews, ɔ̄ rows, ɔ̄ frowsy.

Xc ε : ε̄ excel, ε̄ exclaim.

Xh ʃ : ʃ̄ exhale; compare Xch ʃ̄

Xp ʃ : ʃ̄ expel, ʃ̄ export.

Xt ʃ : ʃ̄ extent, ʃ̄ text.

## DIPHTHONGS.

Ai ɔ, ɔ̄ : ɔ̄ aim, ɔ̄ nail. It follows the same rules as Ea.

Au ɔ, ɔ̄ : ɔ̄ audit, ɔ̄ landau.

Ay ɔ, ɔ̄ : ɔ̄ pay, ɔ̄ may. The form ɔ̄ is used when it joins more clearly or facilely than the form ɔ̄, as after ɔ̄, ɔ̄, ɔ̄, ɔ̄, ɔ̄; thus

ɔ̄ day, ɔ̄ jay, ɔ̄ dismay, ɔ̄ nay, ɔ̄ quay, ɔ̄ Tay.

Ea ɔ, ɔ̄ : ɔ̄ eat, ɔ̄ seal. The form ɔ̄ is used after ɔ̄, ɔ̄, ɔ̄, ɔ̄; thus:- ɔ̄ bear, ɔ̄ meal, ɔ̄ near, ɔ̄ pea, ɔ̄ sea,

ɔ̄ yea. After ɔ̄, ɔ̄ and ɔ̄ it may be turned either way, thus:- ɔ̄ idea,

ɔ̄ deaf, ɔ̄ or ɔ̄ team, ɔ̄ or ɔ̄ veal. An angle must

always be made after ɔ̄ before ɔ̄, ɔ̄, ɔ̄ and ɔ̄; thus:- ɔ̄ head,

ɔ̄ sneak, ɔ̄ seas, ɔ̄ peat. Eau ɔ̄ : ɔ̄ beauty.

Ee / . Ei / , Ie / are all written upward much more steeply than u / ; thus:- *V* peel (compare *L* pull), *S* rein (compare *a* run), *P* grief (compare *C* gruff).

Ia /, r : *B* briar, *S* denial. It follows the same rules as Ea.

Oe / : *W* oedema, *U* toe, *W* woesome.

Oi / : *F* oil, *W* ointment, *S* foil, *U* coin.

On / : *W* out, *U* count, *W* aloud, *U* stout.

Oy / : *W* toy, *U* annoy, *U* decoy.

Ua / : *G* guard, *S* dual, *S* usual.

### OTHER SLURS.

Ays / : *L* pays, *W* ways, *S* says, *B* prays.

Fs / : *W* waifs, *Q* hoofs, *P* offspring.

Ks / : *W* looks, *T* works, *W* walks.

Mbs (when preceded by e, i and u) / : *Y* kemb, *S* climbs,

*W* numbs.

Ng / : *G* ginger, *Q* hang, *R* sting, *S* singer.

Nk / : *W* wink, *Q* rank, *R* sink, *S* tinker.

Oys / : *S* cloys, *T* employs.

Ps / : *L* psalm, *S* psychic, *G* caps, *W* strips.

Sp / : *B* spire, *F* spear, *T* lisps, *T* wasps.

## HOW TO WRITE AND JOIN THE CHARACTERS.

A - is a short horizontal connecting stroke,  afar. Diphthongs: -Ai , .  
Au  . Ay  . L. Ays  . 

B  is like the letter  , but without the hook upwards at the end. Compounds:  
Bd  . Bf  . Bg  Bh  ,  abhor. Bj  . Bk  . Bl  .  
 (the form  is not used till later). Bm  . Bn  . Bp  . Bq  .  
Br  .  brain. Bs  . Bt  . Bv  . By  . Bz 

C  is written like the letter  . Compounds: Cd  . Ch  is written three ways to facilitate joining. (See Compound Characters.) Chl  ,  . Chr  .

In adding inflections to ch they may be joined either above or below. Thus:-  aches,  pitch'd,  filches,  pilchard. Ck  . Cl  . Cm  .  
Cn  . Cqu  . Cr  . Cs  . Ct  . Cy 

D  is much flatter and longer than  . Compounds: Df  .  
Dge  . Dh  . Dj  . Dk  . Dle  . Dm  . Dn  .  
Dr  . Ds  . Dt  . Dv  . Dw  . Dy  . Dz 

E  is a short upstroke. Diphthongs: Ea  ,  . Ee  . Ei  . Eu  .  
Ew  ,  few.

F  is the opposite of  . No angle is made before F after vowels. Thus:-  
 (not  ) if,  refer. Compounds: Fe  . Fd  . Fg  . Fl  . Fm  . Fn  . Fr  . Fs  .  . Ft  . Fy 

G  is like the left-hand half of a capital G. Compounds: Gb  .  
Gd  . Gh  . Gl  . Gm  . Gn  . Gr  . Gs  . Gy 

H  is a large backward circle beginning at the bottom. It is distinguished from ch  by the way it is joined. Compare  hat,  chat. Compounds: Hd  . Hg  . Hs  . Hy 

I  is a short upstroke like  , but dotted. Diphthongs: Ia  ,  . Ie  .

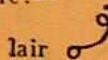
 is like the letter *j*, but is not dotted.

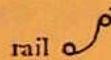
 is the opposite of  . An angle must be made before  after  .

 and  Thus:—  like,  beak,  duke. Compounds:  .  .  .  .  .  .  .  .

 is a small circle. It is turned forward in the direction of the hands of a clock. When not joined to another letter  is distinguished from  by prefixing a short hair stroke to show its direction. In other cases the distinction is obvious.

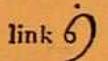
Compare:—

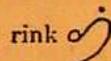
lair 

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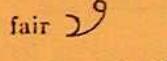
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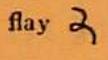
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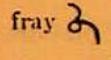
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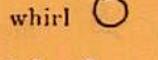
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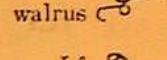
fail 

fair 

flay 

fray 

whirl 

walrus 

Compounds:  .  .  .  .  .  .  
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 .  .  .  .

 is much longer and flatter than  . Compounds:  .  ,

 .  .  .  .  .  .  .

 is like the first hook of the letter  . Compounds:  .  .

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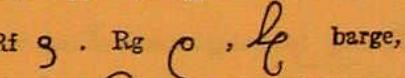
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 .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .

or after p / the s / is sloped backwards (slurring the angle). Thus:—  speck,  
 trips,  cusps.

Qu  is like the lower loop of the letter f. It is turned the opposite way to j.

R o is a small circle turned backwards. It is the opposite of l o. Compounds:

Rb  . Rce  . Rch  . Rd  . Rf  . Rg  .  barge,  
 serge. Rh  ,  rhyme,  Rhine,  catarrh. Rk  .  
Rl  . Rld  . Rm  . Rn  . Rp  . Rqu  . Rs  . Rt  .  
Rv  . Ry  . Rz  .

S l is a short downstroke. Compounds: Sb  . Sc  . Sch  . Sh  .

Shr  . Sk  . Sl  . Sm  . Sn  . Sp  . Sph  . Squ  .

St  . Sw  . Sy  . As the combination sr is not of very frequent occurrence the compound b may be used for scr, which is distinguished from sr by the way in which it is joined. Thus:— scr b ,  scream; sr b ,  misread.

T u is like the hook at the end of the letter t. Compounds: Tb  . Tc  .

Tch  . Th  . At the end of a word the circle need not be completed thus:—  with. Tl  . Tr  . Tw  . Ty  .

U  is a long upstroke on a flat slope making an angle of about 30 degrees with the line. It is written much less steeply than Ee / . Compare  sum,  
 seem. Diphthongs: Ua  . Ue  . Ui  .

V  is distinguished from ste u by its size. Compare  view,  stew.

W C  is an upward hook turned either way. The first form is always used initially except before r. Compounds: Wd  . Wh  is the w hook enlarged to look like the h circle. Wk  . Wl  . Wn  . Wr  is distinguished from th  by its size. Ws  . The addition of the s tick to the w hook forms a loop. Thus:—  saws,  news. Wy  ,  snowy,  sinewy,  
 dewy.

X- $\zeta$  is a combination of c and s. Compounds: Xc $\zeta$ . Xch $\zeta$ . Xh $\zeta$ .  
Xp $\zeta$ . Xqu $\zeta$ . Xt $\zeta$ .

**Y** \ is a downward tick from left to right.

**z**) is a short downward curve from right to left.

In the following specimen of writing every word is written in full letter for letter. Nothing is left out:—

## **ON BEING IDLE.**

II.

20-25, 85mm-11, 86mm-11, 87mm-11  
88mm-11, 89mm-11, 90mm-11, 91mm-11  
92mm-11

## **ABBREVIATIONS.**

The following are some simple methods of abbreviation. Most of them are already familiar in longhand:—

A and O.—The vowels a and o are omitted before m and n, except initially and in rare words. Thus:— b bank, c common, v alone, w woman. An omission of this kind can always be corrected, if desired, by writing the omitted character above. Thus:— h band, h bond; v dame, v dome; g gang, g gong; v tame, v tome; w wander, w wonder.

K and C-K may be often substituted for c when the latter has the hard sound.

Thus:-  $\gamma$  income,  $\gamma$  close.

Dots are generally omitted. Thus:-  $\cap$  is,  $\cap$  if,  $\cap$  in,  $\cap$  it,  $\cap$  apply,  $\cap$  assist,  
cotton,  $\cap$  fiddle.

In adding inflections to words ending in y, the y need not be changed into i or ie if it is more facile to retain the y. Thus:— flys, tryes, sayd, dryr.

## PREFIXES.

Mis      ms.—     misuse,      mislay,      misnomer.

Trans  $\varphi$  trs.— $\wp$  transfer,  $\wp_w$  transmit,  $\wp_j$  transcript.

## TERMINATIONS.

Asion, Ation ~ n (disjoined).— b abrasion, oo relation.

Ed.—The e may generally be omitted. Thus:— t tired, z faced.

Ful ~ ll.— n useful, w wonderful, b beautiful.

Hood Q hd.— m manhood, w widowhood, fa fatherhood,  
b bachelorhood, h hardihood.

Ing V.— a leasing, t placing, b praying, c coming. This form is used only for the inflection ing, and not in such words as king h. Compare b bring, b bringing; s sing, s singing. It is better to curve the stroke after d, m, n, t, y and vowels. Thus:— r reading, b blaming,  
s sinning, s setting, s seeing, g going, s saying.

Ion, Tion ~ un (dotted if necessary).— u position, p passion,  
d deception, a action, s section.

Less q ls.— u useless, u unless, f fearless.

Ment ~ mt.— p payment, r raiment, m moment.

Ness es.— s slyness, f faithfulness, s senselessness.

Ough — o'.— u ought, b brought, l plough.

Ther Q hr.— o other, m mother, r rather, e either.

Ward e ard.— i inward, o outward, z forward.

In the following compounds the silent letters may be omitted:—

Acqu Q aqu.— a acquire, o acquaint.

Adj J aj.— ad adjure, o adjourn.

Dge ge.— g edge, o lodge, b budge.

Tch O ch.— tc fetch, o match, co crutch.

The following list of abbreviations contains many longhand friends:—

### ABBREVIATIONS FOR COMMON WORDS.

A or An -	Could C	Half O	Round e
Able l, About l	Course q	Have Q	Same ~
Above f	Court G	Having R	Some h, Self D
After T	Dear C	Into ~, Like g	Shall b, She b
Already s	Do C, Does y	Made ~	Should b
Also z, Always q	Down ~	Might ~	Something h
Am ~	Even / (e'en)	More ~	State w, To u
Amount ~	For D, Form Z	Most ~	Under f
Anger g	Forthwith d	Much o	Very u, Verify R
Answer p	Found v	Must ~	Weak, Week g
Any j, -one w	Friend L	Never i (ne'er)	Were e, What G
Are o, are not ~	From S	Not ~, Note ~	Which O
Be l, Beg, Big f	Further g	Nothing ~	Whom o
Body l, But l	General G	Of —, On n	With C
Both B	Gentleman G	Once ~, One ~	Without g
Came c	Gentlemen G	Out J	Would ~
Come c	Good C	Over — (o'er)	Young y, -ster y
Can c, Can't ~	Great G	Perhaps D	You x, Yours y
Child O	Had Q	Right e, -ful e	Youth ~

## **ON CATS AND DOGS.**

## WRITING BY MODE.

A powerful method of abbreviation is writing by "mode," that is, writing characters in position with respect to each other. There are three modes. In Mode I. the second character is written above the first, in Mode II. on the same level, in Mode III. below.

### MODE I.

#### PREFIXES.

Th.—Initial th is omitted in all common words, the omission being shown by writing the rest of the word above. Thus:— than, that, the, them,  
there, this, those, though, thus, thy. Thing is written L.  
Exception: The character — a written above is used for the word and. Example:  
, I ^ 2 0 C C I think they knew him then.

Eve and Evi are similarly indicated. Thus:— evening, event, ever,  
every, evident, evil. Exception: Even is written / e'en, as in longhand, to distinguish it from than or then.

Be.—This prefix is peculiar to a special class of English words, and may also be expressed by writing above. Thus:— before, because, befall, beset. The word be is expressed by a dot above , been ^ , being \ . The former will not be found to clash with than. Better is written ^ , best L , and by \ .

Per, Pre, Pro.—These prefixes, being Latin, will not clash with any of the foregoing English prefixes, and may be expressed in the same way. Thus:— person,  
present, proclaim. Pre and Pro are distinguished from Per, if necessary, by retaining the vowels e and o. The cases, however, in which it is necessary to make the distinction are very rare. Examples: persecute, prosecute;  
promise, premise. Always write o before f. Thus:—  
profane, profess. In the prefixes super, supra, hyper the per is expressed by writing the terminal portion of the word close above and to the right of the initial prefix. Thus:— superfine, supralinear.

Pri, Pur.—These allied prefixes may be expressed in the same way as pre in many instances. Thus:—  $\sim$  primary,  $\wedge$  private;  $\sigma$  purchase,  $\wedge$  purvey.

Para, Peri.—These Greek prefixes may be indicated in a similar manner. Peri is distinguished by retaining the i. Thus:—  $\sigma$  parallel,  $\sim$  period,  $\sim$  perimeter.

#### TERMINATIONS.

Ive, Ve.—These common terminations are expressed by a dot above and to the right of the word to indicate the v. When the word is inflected the last letter of the inflection is substituted for the dot. Thus:—  $\sigma$  leave,  $\sim$  cove,  $\cdot$  give,  $\sim$  saves,  $\sigma$  lived,  $\sigma$  given,  $\sigma$  loving. In words ending in ove or olve it is generally better to omit the o or ol and to write the v. Thus:—  $\sigma$  grove,  $\gamma$  novel,  $\sim$  movement,  $\sigma$  prove,  $\sigma$  solve.  $R$  shoving,  $W$  involved.

Ety, Iety, Ity.—These terminations are expressed by writing y above. Thus:—  $\sim$  entirety,  $\sim$  society,  $\sim$  insanity. Write piety  $\sim$  to distinguish it from pity  $\sim$

#### MODE II.

Com, Con are expressed by a dot close in front of the word. Thus:—  $\sim$  compose,  $\cdot$  comparative.  $\sim$  comprehend,  $\cdot$  preconceived. In practice they are generally expressed by Mode II. Thus:—  $\sim$  in combination,  $\cdot$  I conceive. In compound prefixes such as incom, recon, &c., the com or con is expressed by mode. Thus:—  $\sim$  incompetent,  $\sim$  reconsider. Cum may be similarly expressed. Thus:—  $\sim$  circumvent. Cam and Can may sometimes be expressed in this manner. Thus:—  $\sim$  camphor,  $\sim$  candid,  $\sim$  the campaign,  $\sim$  to cancel.

#### MODE III.

##### PREFIXES.

Magna, Mague, Magni are written m, the rest of the word being placed below to indicate the g. Thus:—  $\sim$  magnanimity,  $\sim$  magnetic,  $\sim$  magnify.

## TERMINATIONS.

Age, Ake, Dge, Ge, Ke are expressed by a dot below and to the right. When the word is inflected the last letter of the inflection takes the place of the dot. Thus:— passage, awake, dredge, wage, strike, urged, taken. After n it is better to write the ge. Thus:— change, linger. Such words as cake, flake, rake, wake are better written .

Gn is written n below. Thus:— sign, impugn.

Gram is written m below. Thus:— diagram.

Ight is written t below. Thus:— sight, alight.

Ly is written y below. Thus:— slowly. In practice the y may generally be joined. Thus:— finely, fearfully, nearly, only. After a mode the ly would of course be written in full. Thus:— lovely, hugely.

Note.—In the middle of a short word g or v may be conveniently expressed by the modes, as in severe , reign , design . But in the case of longer words it is generally better to keep the g or v if it forms part of the first syllable or root of the word, and only to express it by mode if it occurs in a subsequent syllable. For instance, it is better to write benevolent than . Similarly prerogative is written , regular , reverend , several . But in alleviate , elevate , intelligence , religion , the v or g would be appropriately expressed by mode.

## ON BEING HARD UP.

The image shows four lines of handwritten cursive script in black ink on yellowed paper. The first line starts with 'N' and ends with 'm'. The second line starts with 's' and ends with 's'. The third line starts with 'm' and ends with 'r'. The fourth line starts with 'o' and ends with 'r'. The script is fluid and varied, demonstrating different letter forms and connecting strokes.



## GENERAL METHOD OF ABBREVIATION.

The general method of abbreviating is the same as that ordinarily employed in longhand, namely, to write the first syllable of a word, and, if necessary, to indicate the termination by writing the last letter or two separated by a small interval from the first part. Thus:— acknowledge, especially, reference, regulation, extraordinary, ordinary, representative. In many cases the termination may be joined, as in the three last examples. In the case of short words containing a characteristic long vowel or diphthong, it is generally better to keep the vowel. Thus:— delete, erode, indeed, meet, read. But in the case of very common words for which abbreviations are already current in longhand it is often better to follow the longhand usage. Thus:— for most or must, for part, for point, for right. As in longhand, the same abbreviation may in some cases be used for two, or even three, different words provided that they are different parts of speech such as would necessarily be distinguished by the context. Thus:— is used for had and head, and also for the termination hood; for would and world, for might and for the termination ment. The principle in itself is good and reasonable, but we would caution writers of Orthic against the abuse of it.

## TERMINATIONS.

Able, Ble : liable, payable, bibles. In short words able is written to distinguish it from ab. Thus:— table, tab.

Acy, Asy : accuracy, diplomacy, embassy, easy.

Acity : capacity, pertinacity, veracity.

Ary, Ory \ : ~ elementary, ~ contrav., ~ conservator.

Bility \ : ~ ability, ~ affability, ~ insensibility.

Ence C : ~ influence, ~ residence, ~ confidence.

Ency C : ~ clemency, ~ competency, ~ emergency

Ent U : ~ opponent, ~ provident, ~ agent.

Fection V : ~ affection, ~ defection, ~ perfection.

Fication D : ~ fortification, ~ modification.

Graph G, d : ~ lithograph, ~ paragraph, ~ geography.

Gue (one syllable) C : ~ league, ~ prologue, ~ rogue, ~ tongue.

Ignant, Iguity C : ~ indignant or indignity, ~ dignity.

Ism ~ : ~ idealism, ~ conservatism, ~ socialism.

Ject J : ~ inject, ~ project, ~ reject.

Oston, Otion ~ : ~ explosion, ~ lotion.

Oud, Out, Ound, Ount ~ : ~ cloud or clout, ~ aloud, ~ route,

~ astound, ~ hound, ~ account, ~ recount.

Words which may clash: Mound and mount, round and rout.

Ship I : ~ fellowship, ~ friendship, ~ worship.

Struct U : ~ instruct, ~ obstructing, ~ destructive.

Wise V : ~ likewise, ~ otherwise, ~ unwise.

Ying Y : ~ conveying, ~ crying, ~ dying, ~ flying.

\*Ade and \*Ate are generally written  and  respectively. Thus:-

 made,  date. It is better, however, to write them — after e, f, g, h, i, k, l, p, r, s, w. Thus:-  decade,  deprecate,  fade or fate,  brigade,  gate,  hate,  obviate,  cockade,  Kate,  glade,  late,  spade,  trade,  rate,  crusade,  wade. In words ending in olate and ulate the o and u are usually omitted. Thus:-  collate,  calculate,  stimulate. Immolate and Emulate.

Insolate and Insulate may clash.

 Ede,  Ete :  concede,  impede,  effete,  obsolete.

 Ide,  Ite :  confide,  reside,  smite,  write.

 Ode,  Ote :  explode,  strode,  promote,  wrote.

Oolute, Ude, Ute :  absolute,  denude,  mute.

Incide and Incite, Rede, Ride and Rite, Side and Site; Mode and Mote, Rode and Role; Delude and Dilute, Illude and Elude may clash.

\*When inflected for the past tense it is better to omit the a. Thus:-  deprecated,  depreciated,  fated or faded (or forded),  hated (headed or hooded),  elated. Exception:  waded.

+When inflected for the past tense it is better to write dd or td than d.

Thus:-  impeded,  sided,  eroded,  concluded,  secreted,  indited,  voted.

Note.—Dd or td is slurred into one long character .

## EXAMPLES OF ABBREVIATIONS.

Derivatives of words are abbreviated in the same way as the primitives from which they are derived. For example, exception is contracted in the same way as the word except. adjust in the same way as just, remember in the same way as member. Party and particular are abbreviated like part, county and country like count. The two forms of ea are used respectively for each and eat. They may be generally applied. For instance, in such words as beach and teach the former abbreviation would be used, while in the case of words like beat and heat the latter abbreviation would be used. Peach should be written in full to distinguish it from pea. Note also the word preach.

Accord $\tau$ , -ing	Comment $\sim$	Expect $\zeta$	Know $\lambda$ , -n $\lambda$
Advantage $\gamma$	Common $\sim$	Favor $\lambda^o$	Knowledge $\lambda$
Afraid $\lambda$	Commonwealth $\sim$	Female $\gamma$	Lady $\alpha$ , -ship $\gamma$
Afternoon $\gamma\gamma$	Concerning $\sim$	Foreign $\gamma\gamma$	Language $\sigma$ .
Announce $\gamma$	Consideration $\sim$	Forgive $\gamma$	Large $\sigma$ , -est $\sigma$
Apparent $\gamma\gamma$	Consult $\cdot i$ , -ation $\sim$	Glorify $\gamma$	Laughter $\sigma$
Appropriate $\gamma$	Counter $\sim$	Grade $\gamma$	Lead, Least $\sigma$
Arrange $\sigma$ .	Country $\sim$	Hand $\sim$	Letter $\delta$
Back $\gamma$	County $\sim$	Happy $\rho$	Little $\sigma$
Background $\gamma\gamma$	Dark $\gamma$	Help $\gamma$ , High $\circ$	Lord $\alpha$
Baptise-ist $\gamma$	Darkness $\gamma$	Him $\sim$ , His $\gamma$	Mad $\sim$
Beautiful $\gamma\gamma$	Difference-ent $\sim$	Horrify $\gamma$	Male $\sim$
Believe $\gamma$	Difficult $\gamma$	Importance-ant $\sim$	Make $\gamma$
Bishop $\gamma$ , Boy $\gamma$	Each $\sim$ , Eat $\sim$	Individual $\sim$	Meek $\gamma$
Breach, Breach $\gamma$	Else $\sim$ , where $\gamma$	Insult $\gamma$	Member $\gamma$
Bread $\gamma$	Endeavor $\sim$	Interest $\sim$	Morning $\sim$
Caught $\gamma$	Except $\zeta$ , -ion $\sim$	Joy, Just $\gamma$	Mortgage $\sim$
Command $\sim$	Executor $\zeta$	Justice $\gamma$	Nearest $\gamma$
Commence $\gamma$	Exercise $\zeta$	King $\gamma$ , -dom $\lambda$	Necessary $\sim$

Neighbor	People	Saviour	Spirit, Spect
Nevertheless	Phil.	Scarcely	Stage, Stake
Next, Nor	Philosophy	Selves, Serves	Strong, Strength
Notwithstanding	Plaintiff	Serve, -ant	Subject
Number	Practice-ical-ise	Short	Such, -as
Obedient	Preach, -er	Shorthand	Superior
Object	Property	Signify	Toy
Owner	Public-ish	Signification	Treacherous
Opportunity	Quiet, -ness	Sir, Sira	Trust, -ee
Paper, Parade	Report of	Solicitor	Voyage
Particular	Result of	Sometimes	Wisdom
Party, Partly	Satisfy	Source	Word, Work
Peculiar	Satisfactory	Speak, Special	Yeoman

### PHRASEOGRAPHY.

Time is frequently saved and legibility increased by joining words together in phrases without lifting the pen. This applies especially to common words, auxiliaries and particles. Thus:— *I say, I am not, we have had, as is, there is, to do, to be so, he does not, it should be, as it was, in the, much more, of the, should not do, of I shall be very, this is, out of, it is not, as if, with a, by the, that the, to the, we are, as long as, as much as, it is not so, there is no more.* This is a powerful method of abbreviation in the hands of experienced writers, and is specially applicable in the case of Orthic owing to its lineality and facility of joining. A reckless use of phraseography, however, is strongly to be condemned. Experience has shown that beginners are apt to run riot with all sorts of impossible and useless phrases, to the great detriment of the speed and legibility of their writing. The student should therefore exer-

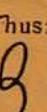
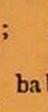
cise the greatest caution at the outset in his use of phraseography. He must remember that abbreviated words cannot be freely joined without danger of clashing; that time is not saved by joining words which join awkwardly or indistinctly; and that phrases which are so long that they cannot be written easily without shifting the hand can be written more clearly and quickly if divided.

## **ON BEING IN THE BLUES.**



### NOTES ON REPORTING.

The most important and generally useful method of abbreviation is the general method already explained. It may be very freely used with due regard to the context. Half the art of reporting depends on a judicious use of the context. The good reporter acquires an instinct which tells him when he may scribble and abbreviate recklessly without fear of subsequent misreading. Common or repeated words may be very generally abbreviated; but uncommon or rare words should be carefully written. It is of no use to burden the memory with special abbreviations for rare words, however long and awkward they may be. Beginners often waste a great deal of time and ingenuity in devising special contractions for such words as heptahexahedral, sesquipedalian, trinitarianism and the like. The absurdity of such a proceeding is too obvious to need further comment. The difficulty in practice is not to devise abbreviations, but to extemporise them. It would be quite easy to make neat and clear abbreviations for all the words in the language; but it would be hopeless to attempt to remember them all at once. In practice it is therefore of much greater importance to form habits of ready abbreviation than to attempt to learn or make out lists of special contractions.

Bl, B-l.—Words beginning bl and b-l are written  and  respectively. Thus:—  block,  bullock;  blow,  bellow or billow;  black,  bulk;  blast,  ballast.

De, Di.—These two prefixes are distinguished by omitting the e and retaining the i. Thus:—  deformity,  difformity;  defendant,  difficult;  delude,  dilute.

Dev, Div.—Words beginning dev or div may be written . Thus:—  devote,  divulge. Devi and divi are distinguished from devc and dive by writing the final i. Thus:—  develop,  devil,  dive,  divide.

E and I may often be distinguished without dotting the i by writing the latter more steeply than e. Compare  inter with  enter,  illude with  elude.

Ing may be written  instead of  whenever it is more facile. Thus:—  bring,  singing,  awning,  mingle.

Initial vowels may be omitted before x. Thus:—  axiom,  excite,  export,  extent.

H is generally omitted. Thus:— v hasten, T hospital. But in short words, medially and in abbreviations it is sometimes better for purposes of identification to retain the h. Thus:— O heat, O home, O adhere, O adhesion (compare v addition), Q had, O history.

Silent letters are generally omitted. Thus:— w straight, M eight, J taught, M phthisic, R rhyme, b buy, L blackguard.

Ect and Ict are omitted. Thus:— v detect, D afflict. Adject and adjust, affected and afraid, collect and cool, collected and cold, select and sell may sometimes clash. Write strict b to distinguish it from strong.

### SLURRING.

In hurried writing it is not always possible to preserve the exact forms of the characters, but it is important to keep as far as possible the general outline of the word. The following are examples of common slurs:— v = v or v, d dead or did, d dedicate, d deduct, c candidate, f fitted, a raided; it may also be used initially for v, d detach, d detain, d determine, d detriment; U = v, U advent; C = C, t transact, O enacts, e exacted, a action; m = m, m monomania, m money, m many; it may sometimes be used for m or m, m memory, a animal, e economy. The larger and more characteristic signs should be retained, but the smaller characters such as l and r may be slurred. Example:— x experience, x experiment, g great, f fellow, p pillow, f follow, t to-morrow, s sorrow, s swallow, t tallow or to allow, f fall off or far off, s solar, n narrow, s sparrow, c coral, a alcohol, c chloroform, c confusion, d duty, d instead, u until.

T may generally be slurred in the termination th. Thus:- θ heath, θ pith,  
θ month, θ wealth. But when th is preceded by r it is better to write  
the th in full. Thus:- θ hearth, θ mirth.

Short vowels may often be slurred. Examples:- θ earnest, θ forest,  
θ meadow, θ modesty, θ remedy, θ shadow, θ caper,  
θ manner, θ national, θ nominal, θ personal, θ upper.

En, In.—In words beginning en or in the n may be slurred when followed by  
a, b, c, e, f, h, i, m, r. Thus:- θ inaccurate, θ enamel, θ inbred.  
θ include, θ inertia, θ infer, θ enhance, θ initiate, θ enmity,  
θ inmate, θ enrich. Infect and effect will not clash.

Un, Une, Uni.—The n in these prefixes may also be slurred. Thus:- θ unfair,  
θ unreal, θ unusual, θ unequivocal, θ uniform. Un and  
under sometimes clash.

L may be slurred when preceded and followed by e or i. Thus:- θ element,  
θ illegal, θ telegraph. Illimitable will clash with inimitable.

R may often be omitted in the r compounds. Thus:- θ brick, θ drink,  
θ frank, θ grand, θ proof, θ sprinkle, θ tranquil, θ strangle,  
Note.—Never omit a letter unless there is a gain in so doing. Thus:- θ (not θ)  
kept, θ (not θ) insert, θ (not θ) said.

## TERMINATIONS.

Arian, Ician ,, : θ librarian, θ grammarian, θ patrician,  
θ academician, θ (not θ) academian).

Arity, Erity, Euity, Icity, Idity, Ivity : θ hilarity, θ celerity, θ brevity,  
θ felicity, θ solidity, θ activity. Parity and pity, polarity and polity,  
privity and principality may clash.

Ector, Essor, Ictor, Itor, Utor:  $\curvearrowleft$  collector,  $\curvearrowright$  assessor,  $\curvearrowleft$  victor,  $\curvearrowleft$  editor,  $\curvearrowleft$  persecutor,  $\curvearrowleft$  coadjutor.

Efy, Ify:  $\curvearrowleft$  humefy,  $\curvearrowleft$  gratify. Exceptions: Defy  $\curvearrowleft$  to distinguish it from defend; glorify, horrify, signify (see pp. 22-23); magnify.

Ereal, Erial, Icial:  $\curvearrowleft$  ethereal,  $\curvearrowright$  imperial,  $\curvearrowleft$  official.

Etic, Etic, Itic, Itic:  $\curvearrowleft$  majestic,  $\curvearrowleft$  pathetic,  $\curvearrowleft$  artistic,  $\curvearrowleft$  critic.

Cosmetic and cosmic,  $\curvearrowleft$ , phonetic and phonic,  $\curvearrowleft$ , phrenetic and phrenic,  $\curvearrowleft$ , prophetic and paragraphic,  $\curvearrowleft$ , splenetic and splenic,  $\curvearrowleft$  will not clash.

Ish (after b, m, n, r):  $\curvearrowleft$  rubbish,  $\curvearrowleft$  famish,  $\curvearrowleft$  vanish,  $\curvearrowleft$  bearish.

Rior:  $\curvearrowleft$  inferior,  $\curvearrowleft$  warrior.

Titude, Titute:  $\curvearrowleft$  attitude,  $\curvearrowleft$  institute.

Tribute:  $\curvearrowleft$  attribute,  $\curvearrowleft$  contributor.

$\curvearrowleft$  has been given as representing ion, tion. It may also be used to express—

Ection, Ession, Etion:  $\curvearrowleft$  recollection,  $\curvearrowleft$  secession,  $\curvearrowleft$  secretion.

Iction, Ision, Ition:  $\curvearrowleft$  restriction,  $\curvearrowleft$  excision,  $\curvearrowleft$  tradition.

Collision and collection, concision and concession, elision and election, emiction and emission, exesion and exection, precession and precision, recession and recision, ses-  
sion and section may clash.

$\curvearrowleft$  represents Uson, Ution. It may also be used for—

Uction:  $\curvearrowleft$  reduction,  $\curvearrowleft$  construction.

Ulsion:  $\curvearrowleft$  emulsion,  $\curvearrowleft$  repulsion.

Unction:  $\curvearrowleft$  junction,  $\curvearrowleft$  inunction.

Ursion:  $\curvearrowleft$  excursion,  $\curvearrowleft$  incursion. Compulsion and com-  
punction, discursion and discussion, expulsion and expunction, fusion and function,  
solution and suction may clash.

## INTERSECTION.

This method of abbreviation, if systematically applied, generally gives rise to difficulty, as some cases of awkward intersection must necessarily occur which require some alternative mode of treatment. For instance, you cannot intersect p and s without doing violence to one or the other. In many cases, however, it is applicable. It is specially adapted to the expression of polysyllabic terminations. The following are examples:-

Ceous, Ciouos :  herbaceous,  audacious. On the principle that similar sounds are represented by similar signs this may be extended to include all endings which have the sound of "shus," or which approximate it. Examples:-

Ctious, Ctuous:  infectious,  unctuous.

Dious, Duous:  tedious,  arduous.

Geous, Giouos:  outrageous,  religious.

Ptious, Ptuous:  exceptionis,  sumptuous.

Sciouos, Seous, Suous:  luscious,  gaseous,  sensuous.

Teous, Tiouos, Tuous:  beauteous,  contentious,  impetuous.

Xious:  anxious,  influxious. Caseous and captious, deciduous and deceptionis, fatuous and factious, innocuous and innoxious, preciosus and precious, tortuous and tortious may clash.

Easance, Escence, Ieence, Isance, Ittance, Iscence, Istance, Istence :  malfeasance,  excrescence,  reticence,  nuisance,  quittance,  reminiscence,  distance,  existence. Defeasance and deficiency may clash.

Acent, Ascent, Easant, Escent, Ieant, Icent, Icient :  adjacent,  de-  
pascent,  pleasant,  incandescent,  mendicant,  beneficent,  efficient. Write nocent to distinguish it from nascent.

Sh.—One character intersecting another indicates an intermediate sh. Examples:

 bushes,  lashed,  washy,  wishing,  blushed,  dashed,  fishes,  fresher,  quashing,  selfishness,  womanishly.

These methods may sometimes be employed in phrases. Thus:— *l*, but I can't, *l* there isn't, *o* I shall, *l* we should, *l* Irish descent.

When intersection is awkward the second character is written below the first. Thus:— *l* coalescent, *g* rapturous, *o* and shall, *l* so we can't.

### PHRASEOGRAPHY.

It is, it was, it were, it will, it would are written *l*, *o*, *g*, *o*, *o*; compare 'tis, 'twas, 'twere, 'twill, 'twould in longhand.

Was may often be written *o*. This loop should be used whenever it joins or phrases more facilely than *l* or *o* and before a mode. Thus:— *l* was wrong, *l* nothing was easier, *l* but so it was, *o* it was better so, *l* he was disliked. Compare *o* I was not hurt, *o* it was full, *o* he was late, *l* the way was long. Of course as was, this was, it was well, he was wasteful, &c., would be written *o*, *o*, *o*, *o*, &c.

Has or have may always be omitted before an irregular past participle. Thus:—

*o* he has seen him, *o* it has risen, *o* I have done it.

To as the sign of the infinitive may always be omitted. Thus:— *l* I had to tell him, *o* he called to see, *l* we had to do it, *o* able to make, *o* able to do, *l* about to do.

The d of the past participle may be omitted when it is evidently required by the context and there is any gain in doing so. Thus:— *o* I was impressed, *o* it is concluded, *o* I am astounded, *o* could be placed.

The w in will may often be omitted. Thus:— *o* which will, *o* he will, *o* we will, *o* much will.

The conversational pronunciation may usually be followed. Thus:— *o* let us, *o* you will, *o* you are, *o* he is, *o* they will, *o* as soon as, *o* so as, *o* those

who are,  $\curvearrowleft$  in every respect,  $\curvearrowleft$  never more,  $\curvearrowleft$  for evermore. When the same consonant ends one word and begins the next, in conversation no pause is made between the two, but one articulation is made to do double duty. This may generally be applied to shorthand. Thus:—  $\curvearrowleft$  it is said,  $\curvearrowleft$  if further,  $\curvearrowleft$  they are right,  $\curvearrowleft$  it will last,  $\curvearrowleft$  good-day,  $\curvearrowleft$  many years' standing. It would not, of course, be applicable in the case of it followed by another t beginning a verb in the past tense, because it would clash with I. For example,  $\curvearrowleft$  is I took, not it took;  $\curvearrowleft$  is I tried, not it tried. And it would not be used when words have a recognised abbreviation. Thus:—  $\curvearrowleft$  (not  $\curvearrowleft$ ) could do,  $\curvearrowleft$  (not  $\curvearrowleft$ ) did do,  $\curvearrowleft$  (not  $\curvearrowleft$ ) for reasons.

Connecting words such as a, and, of, or, the, to, &c., may be freely omitted, especially where they are necessarily required in the expression. Thus:—  $\curvearrowleft$  (a) matter of course,  $\curvearrowleft$  again (and) again,  $\curvearrowleft$  more (and) more,  $\curvearrowleft$  worse (and) worse,  $\curvearrowleft$  in support (of),  $\curvearrowleft$  point (of) view,  $\curvearrowleft$  for (the) sake (of) glory,  $\curvearrowleft$  for (the) sake of the,  $\curvearrowleft$  sooner (or) later,  $\curvearrowleft$  in relation (to),  $\curvearrowleft$  with regard (to),  $\curvearrowleft$  with reference (to),  $\curvearrowleft$  face (to) face,  $\curvearrowleft$  place (to) place,  $\curvearrowleft$  time (to) time,  $\curvearrowleft$  in comparison (with).

If a phrase is repeated several times in the same passage the first word or letter only should be written at each repetition, followed by a long dash, to which the termination of the phrase may be attached. Thus:—  $\curvearrowleft$   $\curvearrowleft$   $\curvearrowleft$   $\curvearrowleft$   $\curvearrowleft$ .

Philippians IV., 8.

Common and familiar phrases may be treated in a similar way.

## MODES.

They.—Th is indicated by writing the rest of the word by Mode I. This principle may be extended to express they by writing the next word by Mode I. Thus:—  $\curvearrowleft$   $\curvearrowleft$   $\curvearrowleft$  if they say so they but tell the truth.

Have, Has.—Have may also be expressed by Mode I. (compare I've in longhand).

Thus:— o you will have heard, o what have we said? Has may be similarly expressed. Thus:— o he has sent it, o why has he done it?

Be is expressed by a dot above. This dot may be omitted, its omission being shown by writing the next character in the place of the dot. Thus:— o when will he be ready? o o he will be here.

Note.—Have may be distinguished from be by writing the next word directly above the preceding character. Thus:— o o he must have changed, o o he must be changed, o o if he have lost, o o if he be lost.

Des, Dis, Dys.—These prefixes may be expressed by writing the latter part of the word by Mode III.—Thus:— o to disappoint, o I am desperate, o he had dysentery. Exceptions: o deserve, o dissever, o design.

Who and which may also be expressed by Mode III. (being of different genders they will not clash). Thus:— o the man who did so, o the outing which we had, o that discourse which we heard.

The modes themselves may also be used in phraseography. Thus:— o give me, o take him, o the judge said.

Note Well.—Never use a mode when doing so necessitates the breaking of a continuous outline. Thus:— o could be seen, o would be done, o to be put, o we have had.

As only one mode can be expressed at a time, when two occur together choose the one which is the more facile. Thus:— o o o who are they who say

this? o o they have said, o o if they be put, o o they dismissed us, o o if they have disagreed, o o if they be disallowed, o o that which they say.

## FIGURES.

The ordinary Arabic numerals should generally be used. In writing round numbers the abbreviations  $\text{—}$  for hundred,  $\text{—}$  for hundred thousand,  $\text{—}$  for million,  $\text{—}$  for hundred million may be used. Thousand is written by Mode I. Thus:-  
 3 $\text{—}$  300; 4 $\text{—}$  400,000; 8 $\text{—}$  8,000,000; 9 $\text{—}$  900,000,000; 7 $\text{—}$  7,250,000;  
 2 $\text{—}$  2,600; 1 $\text{—}$  1,500,000; 3 $\text{—}$  3,006,009.

When reporting sermons indicate the book or epistle by Mode I., the chapter by Mode II., the verse by Mode III. Thus:- 2) 3 $\text{—}$  5 II. Kings, 3rd ch., 8th v.;  
 1) 4 $\text{—}$  6 I. John, 4th ch., 6th v.

## LIST OF ABBREVIATIONS.

The following list is suggestive rather than arbitrary, and is given mainly with the idea of securing uniformity amongst writers:-

Abbreviate	$\text{f}$	Aggress	$\text{c}$	Appearance	$\text{t}$	Atmosphere	$\text{~}$
Abrupt	$\text{f}$	Agree	$\text{z}$	Appertain	$\text{~}$	Attainment	$\text{~}$
Abstract	$\text{f}$	Agricultural	$\text{c}$	Application	$\text{z}$	Attention	$\text{~}$
Absurd	$\text{f}$	Alternative	$\text{e}$	Appreciate	$\text{z}$	Attentive	$\text{~}$
Accomplish	$\text{d}$	Ambiguity	$\text{r}$	Apprehension	$\text{z}$	Attract	$\text{~}$
Acquaint	$\text{o}$	Ambiguous	$\text{r}$	Arbitrary	$\text{b}$	Audience	$\text{~}$
Acquiesce	$\text{f}$	Ambition	$\text{v}$	Arbitrate	$\text{b}$	Auxiliary	$\text{t}$
Acquisition	$\text{f}$	Animadvert	$\text{~}$	Archbishop	$\text{f}$	Average	$\text{v}$
Adequate	$\text{y}$	Anniversary	$\text{v}$	Assault	$\text{z}$	Avoid	$\text{v}$
Advertisement	$\text{v}$	Antagonism	$\text{v}$	Assimilate	$\text{v}$	Balance	$\text{b}$
Affair	$\rightarrow$	Antagonistic	$\text{v}$	Astonishment	$\text{v}$	Bankruptcy	$\text{f}$

Battalion	Celibate	Congregate	Decent, Decree
Benefit	Century	Consecutive	Default
Between	Certain-ty	Consequence-ent	Defence
Beyond	Challenge	Contingency-ent	Definite
Bitter	Character	Controversy	Degree
Brag, Brig	Chemical	Controversial	Delinquency-ent
Breechloader	Chemist	Convenient	Democrat-ic
British	Christ○, -en	Co-operate	*Describe
Budget	Christendom	Corporation	*Description
Business	Christian	Corrupt	Diabolical
Cabinet	Church	Council-sel	Digress
Capable, Capital	Circle	Covenant	Diminish
Captain	Circumstance	Creak, Creek	Distinct
Careful	Circus	Credit	Distract-trict
Catechise-sm	Citizen	Cross-examine	Domestic-ate
Catholic	Civilise	Crouch	Doubt
Cavalry	Cogitate	Cultivate	Dozen
Celebrate	Cohesion	Culture	Drag
Celebrity	Compare-ison	Cushion	Dress
Celibacy	Congratulate	Custody	Duct

\*Mode III.

Dwell	Extinct	Futurition	Impregnable
Dynamite	Extinguish	Generation	Incidence
Dynasty	Extract	Genuine	Incognito
Ecclesiastic-al	Extravagance	Grace	Indefatigable
Educate	Extravagant	Gradual	Independence
Embrace	Extreme	Graduate	Independent
Enormous	Facilitate-ity	Grave, -ly, -y	Indignation
Entertain	Fact	Greek	Indispensable
Entertainment	Faculty	Growth	Inevitable
Enthusiasm-stic	Familiar	Harass	Inexcusable
Episcopal-ian	Farce, -ical	Hazard	Inexorable
Equal, Esquire	Feminine	Health	Inscription
Essential	Finance-ial	Hedge	Instance-ant
Establish	Free	Hesitate	Instinct
Exaggerate	Frequent-cy	Hold	Insurmountable
Example	Fulfil	Holy, Hope	Integrate-ritiy
Exhaust	Funerai	Horizon	Intelligence-ent
Expenditure	Furnish	Ignore-ance-ant	Interrupt
Extemporaneous	Furniture	Immediate	Introduce-tion
Extempore-ise	Future	Imperturbable	Kill, Knight

Last q	, Latest σ	Measure ~	Nature ~	Perpendicular h
Latin, Latitude σ		Melody ~	Navigate ~	Perpetual-ate h
Laudanum o		Memorandum ~	Necessity-ate ~	Philanthropy-ic d
Legible-islate σ		Meteor ~	Obscure f	Physiognomy b
Liberal l		Method ~	Obvious f	Please-ure d
Liberty l		Metropolis ~	Occupy ~	Plenipotentiary d
License σ		Metropolitan ~	Omit ~	Policy L
Licentiate σ		Microscope ~	Omnipotence ~	Political L
Lieutenant σ		Microscopical ~	Omnipotent ~	Popular-ate-ion L
Literal σ, -ary σ		Military ~	Opposite ~	Position L
Literature σ		Militia ~	Organise ~	Possess, Possible L
Local σ, -ise σ		Mischief f	Original-ate ~	Post-office L
Magazine ~		Mischievous ~	Orthodox ~	Poverty b
Majesty, Major σ		Modern ~	Parliament L	Prejudice σ
Manufacture ~		Monopoly ~	Parochial 6	Preliminary 6
Manuscript ~		Monopolise ~	Parody ~	Preserve ', Press 6
Market ~		Moreover ~	Paroxysm 6	Principal-le 6
Marksman ~		Municipal ~	Passenger L	Privilege U
Mathematics-cal		Mutilate ~	Path 6	Prize '
Meanwhile σ		Mystery ~	Pension V	Probable O

Purpose	Reverberate	Success ✓	Upon ↗	Able
Purport	Routine	Sufficient	Utilise, Utility ↗	Absol
Put ↗	Rule	Supposition ↗	Valuable ↗	And
Qualify-ity ↗	Science	Surprise ↗	Vapor ↗	And
Quarter ↗	Separate	Suspicion-ous ↗	Variety-ious ↗	And
Question ↗, -able ↗	Shown	Sympathy-ise ↗	Vary ↗	And t
Reason-s ↗, -er ↗	Seek, Sick	System ↗, -atic ↗	Vegetable-ate ↗	As fa
Recent ↗	Significance-ant ↗	Tabernacle ↗	Velvet ↗	As ma
Reciprocate ↗	Similar ↗	Tantamount ↗	Vengeance ↗	As so
Recognise ↗	Simple ↗	Teetotal ↗	Venom ↗	As to
Refer-ence ↗	Singular ↗	Temper-ate-ure ↗	Verbatim ↗	Be ab
Regard ↗	Situate ↗	Temporary ↗	Vice versa ↗	By a
Regular-ate ↗	Skill ↗	Thanksgiving ↗	Visible, Visit ↗	By me
Relate ↗	Small ↗	Town ↗	Wait ↗	By wh
Relinquish ↗	Spasm ↗	Transmission ↗	Warfare ↗	Chanc
Remain-ark ↗	Speculate-ion ↗	Treasure ↗	Welfare ↗	Christ
Remunerate ↗	Strange ↗, -er ↗	Treason ↗	Wholesale ↗	For m
Repugnance-ant ↗	Strychnine ↗	Unanimity-mous ↗	Worth ↗	For th
Return ↗	Subordinate ↗	Uninfluential ↗	Yesterday ↗	Havin
Revenue ↗	Subsequent ↗	University ↗	Yield ✓	Her M
				His o
				House
				House
				House

## SOME PHRASES.

Able to put	House of Representatives
Absolutely necessary	How many
And are <sup>9</sup> , And as if <sup>7</sup>	In a <sup>1</sup> , In all <sup>1</sup>
And by <sup>7</sup> , And in <sup>1</sup>	In all respects <sup>9</sup>
And is not <sup>7</sup> , And the <sup>1</sup>	Inasmuch as <sup>1</sup>
And the contrary	In order to do <sup>1</sup>
As far as <sup>7</sup> , As it is <sup>7</sup>	In other words <sup>1</sup>
As many as are <sup>7</sup>	In proportion <sup>1</sup>
As many as possible	In the first place <sup>1</sup>
As soon as possible	In the next place <sup>1</sup>
As to the <sup>7</sup> , As well as <sup>7</sup>	In the second place <sup>1</sup>
Be able to <sup>0</sup> , Because it is <sup>7</sup>	Leader of the House <sup>0</sup>
By a <sup>1</sup> , By and by <sup>1</sup> , By the by <sup>1</sup>	Local government <sup>0</sup>
By means of <sup>7</sup>	May be <sup>1</sup> , May be so <sup>2</sup>
By which they are <sup>7</sup>	Might have the <sup>1</sup>
Chancellor of the Exchequer <sup>0</sup>	Must see <sup>1</sup> , My own <sup>1</sup>
Christ Jesus <sup>9</sup> , Everywhere else <sup>8</sup>	Of a <sup>1</sup> , Of our <sup>1</sup>
For my own part <sup>1</sup>	Of course it is not expected <sup>1</sup>
For the purpose of <sup>1</sup>	On the contrary <sup>1</sup>
Having regard to <sup>1</sup>	Peculiar circumstances <sup>1</sup>
Her Majesty <sup>9</sup> , His Majesty <sup>7</sup>	Per annum <sup>1</sup>
His own <sup>1</sup> , His own sake <sup>1</sup>	Reform Bill <sup>0</sup>
House of Commons <sup>1</sup>	Right hon. baronet <sup>0</sup>
House of Lords <sup>1</sup>	Right or wrong <sup>0</sup>
House of Parliament <sup>1</sup>	Secretary for Home Affairs <sup>1</sup>

## 40.

Secretary of State *w*  
 Shall give *p*, Shall go *C*  
 Should be able to *o*  
 So far as *L*, So much *o*  
 That it is not so *u*  
 That it was *w*  
 That it was not *wn*  
 That they *u* (before a mode)  
 That which *o* (before a mode)  
 That you can *r*  
 There was *e*. There were *eo*  
 There would *e*, They are *o*  
 To be able to say *h*  
 To give him (or them) *y*, To you *u* Would have *U*

What are *o*, What was *o*  
 What were *o*, What were the *o*  
 What were the reasons *o*  
 What were their reasons *o*  
 Which he *O*, Which he did *O*  
 Which he is, *O*, Which he says *O*  
 Which he could *O*  
 Which he could do *O*  
 Which he would *O*  
 Which he would do *O*  
 Which they *O* (before a mode)  
 With a view to *g*  
 With respect to *g*

## ON MEMORY.

-e-a-w-i-d-y-p-o-s-n-a-g-o-n  
 ~ w-a-o-r-s-w-h-w-h ~ b-h-b.-  
 ~ b-t-n-s-t-o-n-e "o." ~  
 "b-e-y" ~ w-u-r-i-y-u-o-a-n-d  
 ~ w-b-s-t-r-o-v-e-o-r-s ~ w  
 ~ G-a-r-y-o-k-o-p-i-b-y + ~ v  
 ~ b-w-h-c-n. ~ o-r-r-s + ~ v-s -

very difficult to understand.  
 But I can tell you a good  
 number of them, even  
 though I don't know  
 what they mean.  
 They all seem to be  
 about the same kind  
 of "language".  
 There are some  
 which are quite  
 different from others,  
 but they all seem to be  
 about the same kind

of language.  
 There are some  
 which are quite  
 different from others,  
 but they all seem to be  
 about the same kind

42

1. 100 m. 918. - 600 m.  
2. 100 m. 1000 m. 1000 m.  
3. 100 m. 1000 m. 1000 m.  
4. 100 m. 1000 m. 1000 m.  
5. 100 m. 1000 m. 1000 m.  
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39. 100 m. 1000 m. 1000 m.  
40. 100 m. 1000 m. 1000 m.  
41. 100 m. 1000 m. 1000 m.  
42. 100 m. 1000 m. 1000 m.



