

241. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; *ford*, by *fd*; *ington*, by a disjoined *tn*; and *ingham*, by a disjoined *m*.

The Alphabet of Gregg Shorthand

Consonants

Written forward:

K	G	R	L	N	M	T	D	TH
---	---	---	---	---	---	---	---	----

 or         

Written downward:

P	B	F	V	CH	J	S	SH
---	---	---	---	----	---	---	----

 or        

  
V O W E L S

ă	ō	ĭ	◦	ō	◦	ū	◦
ä	◦	ě	:	aw	?	oo	?
ā	◦	ē	;	ō	;	oo	?

DIPHTHONGS

Composed
of

ū ē-oo as in *unit* σ oi aw-ē as in *oil* σ

ow ä-oo as in *owl* σ ī ä-ē as in *isle* σ

Composed
of

BLEND ED CONSONANTS

The consonants are so arranged that two strokes joining with an obtuse or blunt angle may assume the form of a large curve, thus:

ten, den  ent, end  def-v, tive 
tem, dem  emt, emd  jent-d, pent-d 

218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This rule is extended to the words *understand* and *understood* when they are preceded by a pronoun, a brief form, or a short phrase form.

219. The words *extra*, *enter*, *over*, *under*, *short*, *center*, *counter*, *agree*, *grand* are expressed by the prefixal forms placed over the next word.

220. The word *done* is expressed by the *den* blend in many phrases.

221. In many phrases the word *than* is expressed by *n.*

222. Many useful business phrases may be secured by slightly modifying the form for *us*.

223. In many phrases *department* is expressed by a disjoined *d*.

224. In a number of phrases the word forms are modified or a word is omitted where the grammatical construction of the sentence would compel its restoration when transcribing.

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them that will be brief and yet absolutely distinctive. Very often the writing of one character through another will meet the exigency.

199. The vowel is omitted in the terminations *tition*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation*:

204. After numerals the word *dollars* is expressed by *d*; *hundred* by *n* placed under the numeral; *thousand* by *th*; *million* by *m* placed on the line close to the numeral; *billion* by *b*; *pounds* (weight or money) by *p*; *gallons* by *g*; *barrels* by *br*; *bushels* by *bsh*; *feet* by *f*; *francs* by *fr*; *cwt.* by *nw*; *o'clock* by *o* placed over the numeral:

The sign for *hundred* is placed beneath the figure to distinguish it positively from *million*, which is written beside the figure.

205. The above signs may be used after the article *a* and such words as *per*, *few*, *several*:

a dollar		several hundred	
a pound		several hundred dollars	
a million		a thousand dollars	
a gallon		few thousand dollars	
per hundred		a hundred thousand	

206. Cents when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars, the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to *per cent*.

1. Shorthand is written by *sound*; thus *aim* is written *am* (long sound of *a*), *cat* is written *kat*, *knee* is written *ne*.

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length.

The characters for the consonants in this lesson are derived from an elliptical figure, thus:

3. All these consonants are written *forward* from left to right; *th* and *r* and *d* are struck *upwards* from the line of writing. The *g* given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate *h* is indicated by a dot placed over the vowel. Many frequently recurring words are represented by simple alphabetic characters. Some of these signs represent two and even three words; for example, the sign for *r* represents *are*, *our*, *hour*. A dot on the line of writing represents the articles *a*, *an*. A dot at the end of a word expresses *ing*. The pronoun *I* is expressed by a large circle; *he*, by a small circle.

The student should practice all these characters until he can write them without the slightest hesitation. The size of the characters given in this manual will be a safe standard to adopt.

4. **Phrasing.** The joining of simple words is a great help to accuracy and speed in writing shorthand, and its acquirement should not be deferred until the habit of writing common words separately has been formed.

I will he can it will in the

5. **Punctuation, etc.** In shorthand the following marks are used:

period	paragraph	interrogation	dash	hyphen	parenthesis	

Capitals and proper names are indicated by two short dashes beneath the word.

VOWELS

7. In shorthand there are twelve distinct vowel sounds, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the A group and the E group.

Memory aid: $\alpha = \circ$ $\varphi = \cdot$

THE A GROUP

\check{a} \circ as in mat <u> </u> m \check{a} t	\check{a} \circ as in calm <u> </u> k \check{a} m	\check{a} \circ as in came <u> </u> k \check{a} m
--	---	---

THE E GROUP

\check{i} \circ as in kit <u> </u> k \check{i} t	\check{e} \circ as in get <u> </u> g \check{e} t	\check{e} \circ as in need <u> </u> n \check{e} d
--	--	---

NOTE: The first sound in the E group of vowels is the short *i*, heard in *din*, and should not be confused with long *i*, heard in *dine*, which will be given later.

192. The application of the abbreviating principle discussed in Chapter I, paragraph 23, many illustrations of which previously have been given, is more or less flexible and depends to a large extent upon the familiarity of the writer with the words and subject matter in the dictation.

The abbreviating principle is not employed when advantage may be taken of analogical or definite word-building rules, and it should not be employed when easily written word forms are possible without it. A good rule to apply to any word is: When in doubt, write it out.

193. Short Words. In a small but useful group of common words—many illustrations of which have been given throughout this manual in "Brief Forms for Common Words"—the form stops with a diphthong or a strongly accented vowel.

195. If there is a longhand abbreviation, it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

196. Write through the accented syllable if the outline is distinctive. Illustrations: *abbrev* for *abbreviate*; *lang* for *language*; *elab* for *elaborate*, etc.

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form.

To illustrate, writing *ab* for the word *absent* would not be sufficiently distinctive, but by writing *abs*, the word is immediately suggested. In context, *at* would not suggest *attitude* or *attribute*, but *atit* and *atrib* would furnish perfectly legible forms.

179. The *d* is written in the following words:

commend

contend

attend

180. *D* is omitted when it immediately precedes *m* or *v*.

181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule, the initial vowel also is omitted to facilitate phrasing, as illustrated in the following useful phrases:

we admire

in advance

we advise

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

contested

insisted

extended

t

requested

demanded

compounded

t

183. The syllable *ul* is expressed by the *oo*-hook; *al* (pronounced *aw-l*), by the *o*-hook. The sign *al* has already been given in the words *also*, *almost*. *Sub* is expressed by a joined *s*; *less*, by *l*.

For convenience, the root form of the word *alter* is retained in derivative forms, although the pronunciation changes.

184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as in *suburb*, *sublime*, *subchief*, *subjoin*.

185. When *sub* is followed by a circle vowel, *s* is disjoined and placed on the line close to the following character, thus:

subeditor

subhead

189. Words Omitted. Any unimportant word may be omitted where the sense requires its restoration in transcribing.

8. **Marking Vowels.** The vowels are grouped according to similarity in sound. The large circle expresses three sounds of *a*. The short sound is unmarked, the medium sound is marked with a dot, and the long sound with a short dash, as shown on page 3. This system of marking is used in all vowel groups uniformly.

The dot and dash are occasionally needed to indicate the exact sounds in unfamiliar or isolated words, but otherwise they are seldom used.

9. Frequently we shall have to refer to writing motion. The curved characters in this lesson are taken from horizontal ovals, one written with *right motion*, the other with *left*.

Right motion:



Left motion:



10. Characters taken from the left-motion oval are called *left-motion*, because the rotation is *from left to right*; characters taken from the right-motion oval are called *right-motion* for a like reason; thus:

K-G are
right-motion strokes



R-L are
left-motion strokes



The terms "left motion" and "right motion" refer to the *rotation* in movement, and not to the *direction*.

11. Circles Joined to Single Strokes. At the beginning or end of a single curve, the circle is placed *inside* the curve:

eke



ear



array



12. At the beginning or end of a single straight stroke, the circle is written with *right* motion:

aim  tea  ham 

14. Circles Between Strokes. Where an angle, or a point, is formed at the junction of consonants, the circle goes outside the angle:

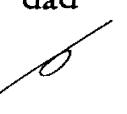
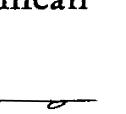
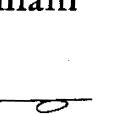
kick  make  rain 

15. Where straight strokes and curves join without an angle, or where two similar-motion curves join without an angle, the circle is placed inside the curve:

writ  raid  dig 

16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. For example, the *e* in the words *taken* and *maker* is absolutely useless, and is omitted. Any vowel which does not contribute to the legibility of an outline may be omitted if its omission gives a more facile outline.

17. Between straight strokes in the same direction the circle is written with *right* motion:

deed  dad  mean  main 

18. Between opposite curves the circle is turned back on the first curve:

wreck  rag  lake  kill 

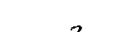
we are sorry  as near as possible 

I want  few days 

you want  few months 

we want  few minutes 

if you want  be sure 

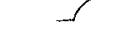
do you want  we are sure 

early reply  I am sure 

174. When slightly enunciated, *t* is omitted at the end of many words.

176. WORD DRILL

(*t* is written in the following words)

lost		dust		worst	
east		taste		distant	
fast		missed		intent	
cast		mixed		content	
vast		post		extent	
least		coast		patent	

178. When slightly enunciated, *d* is often omitted:

mind  dividend  expound 

168. The Syllable Ther. The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

mother	—	bother	6	father*	2
neither	—	brother	6	leather	2
gather	—	weather	2	hitherto	2

*The left-motion *th* is used in *father* to distinguish this word from *faith*, which otherwise would have the same form.

170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ify* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

NOTES: (1) The syllable *ture* is written *tr*. (2) The vowel in *baggage* is omitted to distinguish the form from *package*. (3) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*. When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*.

171. In phrases, the words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, *sure*, *possible*, are modified as shown below:

to him	—	at an early date	↗
I told him	6	days ago	↗
we told him	2	weeks ago	↗
I hope	2	months ago	↗
we hope	2	years ago	↗
I hope to hear	2	day or two ago	↗
I am sorry	2	week or two ago	↗

19. Kr and Gl Combinations. *K* and *r*, and *g* and *l*, are equal curves and are made a little flatter than usual when joined, thus:

kr — gl —

20. Gr and Kl Combinations. Where curves of unequal length join without an angle, as in the following, note how a distinction in length is positively shown.

The movement in writing *gr* is similar to that in writing *y* in longhand; *kl* to that in writing *b*, thus:

— = gr — = kl

gray — green — eager —

21. Rk and Lk Combinations. Since *r* and *k* are of equal length, the curves are somewhat flatter, as with *kr* and *gl*. *Lk* is very infrequent.

ark dark mark milk
— — — —

22. The Signs for Th. The sign for *t* is curved to express *th*, thus: ↗ or ↘

tick thick hat hath
↗ ↗ ↗ ↗

23. A comparatively small number of frequently recurring words make up a large part of the English language. As an illustration, ten words—*the, of, and, to, a, in, that, it, is, I*—form one-fourth of the entire written and spoken language.

The forms for these frequent words are based on a very common method of abbreviation in longhand writing. For example, *amt.* is written for *amount*; *Rev.* for *Reverend*; *gym.* for *gymnasium*; *ans.* for *answer*; *math.* for *mathematics*, and so on. By taking advantage of this method of abbreviation, brief and easily remembered shorthand forms are obtained for the most common words in the language.

26. By blending *d* and *t* into one long stroke the syllables *ted, ded, det* are expressed:

added / rated / today /

27. By blending *m* and *n* into one long stroke the syllables *men, mem* are expressed. In addition to *men, mem* this blend represents similar sounds, such as *min* in *minute, mun* in *money*:

men ————— mimic —————

NOTE: *W* is omitted in the word *were*, and *wh* in *where, when, what*; *other* is expressed by *uth*—see alphabet; *all*, by *aw* placed on its side; *time*, by the *tem* blend; *into*, by blending *in* and *to*. For convenience, the long *i* in *my* is expressed by a large circle.

Right-motion: chat / sham / bin / fame /
Left-motion: chart / charm / burn / farm /

NOTE: The circle is placed *above* the next stroke after *p, b*, as in *burn, bird*, and below the next stroke in all others, as in *charm, farm*.

There is a tendency in rapid writing to curve a straight line when it is followed by a circle. Therefore the distinctive method of joining the circle when it is written with left motion after straight strokes is adopted to prevent any possibility of misreading.

163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

cart / courtesy / guarantee /

164. Before straight lines, *s* in *ser, cer, sar*, and *th* in *ther, thir*, may be written contrary to the usual method of joining to express *r*:

desert / concert / insert /

165. R Omitted. In many words containing *ar, er, or, ir*, as in the words *large, serve, warm, sort, firm, circle, corner*, the *r* is omitted.

In applying this principle advantage is simply taken of dropping a sound that ordinarily is not stressed in speaking.

The syllables *tern, dern* are expressed by *ten*.

167. The termination *worthy*, as in *noteworthy, trustworthy*, is expressed by *thi*, and *worth* by *uth*, thus:

noteworthy / trustworthy / Ainsworth /

153. By blending *t* or *d* with *n* or *m* facile blends result, which make possible the writing of many syllables with but one movement of the pen:

 blended becomes  and expresses *ten*, *den*

 blended becomes  and expresses *tem*, *dem*

155. The blend is not employed when a strongly accented vowel or diphthong occurs in the syllable. Such words as *dean*, *dine*, *team*, *tame*, *dome*, *dime*, and other words of one syllable are written in full. The syllable *tain*, as in *maintain*, *attain*, however, is expressed by *ten*.

156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference.

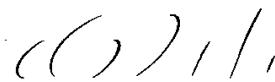
158. When *do-not* is preceded by a pronoun, it is expressed by the sign *den*:

I do not  we do not believe 

159. When necessary, *don't* may be distinguished from *do not* by writing *don* for *don't*, thus:

I don't  we don't  they don't 

161. A circle or loop is written with the left motion to express *r* following the vowel:

Between a downward character, ,

and a forward straight stroke,  ; compare the following forms:

30. The following suggestions will be helpful to an understanding of the general principles of phrasing:

1. Short and common words only should be joined, as *of the*, *in the*, etc.
2. The words should make good sense if standing alone, as *it will be*.
3. Pronouns generally are joined to the words they precede, as *I can*, *you are*, *you can*, *I would*.
4. A qualifying word is usually joined to the word it qualifies, as *good man*.
5. The words *to*, *of*, *in*, *with*, *and* generally are joined to the word following, as *to the*, *of which*, *in that*, *with that*, *and will*.
6. Words that do not make an easily written, distinctive joining should not be phrased.

34. The characters for the consonants in this chapter are derived from another elliptical figure: 

Letters	P	B	F	V	CH	J	SH	S
Words	put	be by but	for	have	which change	shall ship	is his	
Signs								

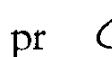
Left motion: P B S

Right motion: F V S

35. All these characters are written downward. *Ch* is named *chay*, and *sh* is named *ish*. The signs for *sh* and *s* are very small. As *s* is one of the most frequent sounds in the language, two signs are provided for it to facilitate joining in various combinations. The following memory aids will be useful:

  \$. ,

37. Pr and Pl. In writing *pr* and *pl*, start to the left:

pr  pl 

38. Br and Bl. In writing *br* and *bl*, start down, thus:

br  bl 

39. Fr and Fl. In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:

 fr =  fl = 

*The sign for the prefix *over* written above a following character is used to express the word *over*.

42. As a prefix, *after* is expressed by *af*. In compounds, *every* is expressed by *ev*.

43. The word *been* following *have*, *has*, *had* is phrased and is expressed by *b*:

have been  has been  had been 

46. The signs for *s*, written downward, are taken from a small elliptical figure, thus: 

Memory aid:  ;

The right-motion *s* is called "right *s*" 
The left-motion *s* is called "left *s*" 

136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

old  fold  gold 

140. By rounding off the angle, as shown in the previous blends, the following useful signs for syllables are obtained:

 blended becomes  and expresses *ent-d*, *pent-d*

 blended becomes  and expresses *def-v*, *-tive*

145. The vowel is omitted in the syllables *be*, *de*, *re*, *dis*, and *mis*.

146. The vowel is retained when *de* precedes *k*, *g*, as in *decay*, *degrade*.

147. The vowel in *re* is omitted only before a downward character, as in *replace*, *repent*, *review*, *repair*, *resign*, *reception*.

148. The word *had* when following a pronoun is expressed as shown in the following illustrations:

I had  he had  they had  we had  you had 

149. The phrases *was-not* and *is-not* are expressed easily and legibly by using the blending principle:

was not  he was not  it is not 

it was not  there was not  there is not 

NOTE: If the contractions *wasn't*, *isn't*, etc. need to be positively indicated, the apostrophe is placed above the forms.

126. The *u* is omitted in the termination *sume*:

assume	resume	consume	presume
<u>2</u>	<u>2</u>	<u>2</u>	<u>C</u>

127. The syllables *per*, *pro*, *pur* are expressed by *pr*; the syllable *ble*, by *b*, *ple*, by *p* (in the words given below only); *ment*, by *m*:

proper	<u>E</u>	trouble	<u>T</u>	sample	<u>ST</u>
process	<u>G</u>	sensible	<u>T</u>	example	<u>ST</u>
perhaps	<u>G</u>	miser- able	<u>T</u>	apart- ment	<u>C</u>

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

protection C produce C produced C

133. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:

—/ blended becomes / and expresses -*nt*, -*nd*

—/ blended becomes / and expresses -*mt*, -*md*

134. The -*nt*, -*nd* blend is an *upward* curve, corresponding in length to the sign for *f*; the -*mt*, -*md* blend is an *upward* curve, corresponding in length to *v*. The *n* or *m* governs the length of the curve; the curve containing *m* naturally is longer. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry*, *empty*, *induce*, etc.

47. In practical writing the sound of *z* is expressed by the sign for *s*, since no confusion arises from using the same character for both sounds in connected writing. We already are accustomed to writing and reading *s* for *z* in English, as in *rays*, *praise*.

It is *seldom* necessary to make a distinction between *s* and *z*, but when it is, a short dash is struck at a right angle to the sign for *s* to show that it has the sound of *z*, thus:

race C raise C gas S gaze S

48. The base of the first consonant of a word rests on the line of writing, but when *s* precedes another consonant, the base of the consonant following the *s* is placed on the line.

49. Initial and Final S. 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:

2. In all other cases the right *s* is used:

A circle placed outside the angle in any of these joinings does not change the motion.

51. S Between Strokes. When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant; when *s* occurs between strokes and is not joined to a circle, write the *s* with the syllable to which it belongs:

cast S mask C least C

52. The Ses Sign. The *ses* sound as heard in *faces* is expressed by joining the two *s* signs as a blend:

senses S ceases S basis S

NOTE: In rapid writing, the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare the following:

face faces lease leases

*The sign for the prefix *under* written above a following character is used for the word *under*.

54. The suffix *thing* is expressed by a dot in the following words:

anything something everything

55. Plurals of Brief Forms. The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

cause causes business businesses

In other brief forms the plurals are formed by adding *s* to the singular forms, thus:

parts changes ships forms

57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

mix fix tax
mixes fixes taxes

NOTE: The plural is formed by adding *s* as shown in *mixes*, *taxes*.

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:

via science riot
fiat diet prior

120. Short *i* followed by *a*, as in *mania*, is expressed by a large circle with a dot placed within it; *e* followed by the large circle vowel, as in *create*, is expressed by a large circle with a dash within it. These distinctions are seldom necessary, however:

aria cereal piano
area serial create

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted. For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music*:

theory due idea
genius music ideal

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

sun column announce

125. Between *n-n*, *ow* is indicated by a jog, as in *announce*, short *u* is inserted between *n-n*, *n-m*, as in *nun* and *numb*; *moun* is expressed by the *men* blend, as in *mountain*.

NOTE: The diphthong *u* is a combination of *e* and *oo*; *ow*, of *a* and *oo*; *oi*, of *aw* and *i*. The sign for the diphthong *i* is a large circle with an indentation—resembling a combination of *a* and *e*, which, if uttered in rapid succession, yield a sound almost equivalent to *i*. This sign is generally called "the broken circle."

The signs are written in their *sounded* order. The sign for the diphthong *i* is treated as a circle, and conforms to the rules for joining circles. Note how the diphthong *i* is written in the words *size*, *nice*, *price*, *mine*, which appear in the following word drill.

size		nice	
price		mine	

114. For convenience, long *i* is expressed by the large circle in the following words:

life

line

quite

might

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly*:

lightly

kindly

rightly

nightly

118. In a few words, vowels follow one another consecutively without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

poet		snowy*		radio	
poem		showy		folio	

*When necessary, the long sound of *o* in *oe* is marked to distinguish it from the diphthong *oi*.

58. The suffix *shun* (*sion*, *tion*) is expressed by *sh*:

mention

fashion

vision

59. The Past Tense. The past tense is expressed by *t* or *d*:

1. After most abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:

changed		timed		liked		willed	
/		/		/		/	

2. In all other cases join *t* or *d* if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

passed		raced		shaped	
/		/		/	

*The *s* is added to *tell* by changing the circle into a loop, thus: *tells*

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

almost		inform		formal	
/		/		/	

Before a downstroke, *to* is expressed by *t*.

65. The lower half of the elliptical figure \circ is called the *o-hook*. It is used to express the following sounds:

$\check{\circ}$ <i>as in</i>	aw <i>as in</i>	$\check{\circ}$ <i>as in</i>
rot	raw	wrote
r $\check{\circ}$ t	r $\check{\circ}$ w	r $\check{\circ}$ t

Key to Vowel Sounds: John Paul Jones.

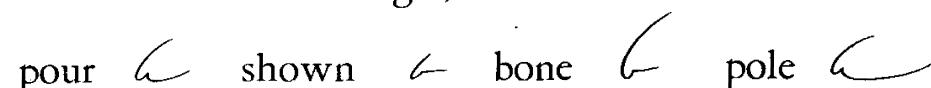


NOTE: The sound aw is spelled in various ways, as in *fall*, *bought*, *taught*, *raw*. The same method of marking vowels is employed in this chapter as in the first.

67. O-Hook Modified. To avoid an unnecessary angle, the slant of the *o-hook* is modified slightly before *n*, *m*, *r*, and *l*, thus:



When a downstroke comes before the *o-hook*, this rule does not apply, since the *o-hook* joins to down-strokes without an angle, as in:



71. The circle is written with left motion to express *r* following the vowel:

i. Before and after straight strokes:



infer	\check{z}	unseen	\check{z}	expense	\check{z}
envy	\check{z}	engine	\check{z}	lovingly	\check{z}
impel	\check{z}	innate	\check{z}	seemingly	\check{z}
impressions	\check{z}	emotion	\check{z}	exceedingly	\check{z}
embrace	\check{z}	emit	\check{z}	meetings	\check{z}

107. Negative words beginning with *in*, *un*, *im* in which the *n* or *m* is doubled are distinguished from the positive forms by omitting one of the doubled consonants and inserting the initial vowel:

known	\check{z}	unknown	\check{z}
noticed	\check{z}	unnoticed	\check{z}

112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:

\check{u}	\check{o}	as in fume	f \check{u} m	\check{z}
ow	\check{o}	as in now	n ow	\check{o}
oi	\check{o}	as in oil	oi l	\check{e}
\check{i}	\check{o}	as in die	d \check{i}	\check{o}

99. **W Within Words.** In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following. In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

quick equity squall

100. **A Before W or H.** In words beginning with *a-b* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

ahead .	awake .	await .
away .	awoke .	awaken .

104. Y has the sound of long *e*, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. *Ye*, as in *year*, *yet*, is expressed by a small loop; *ya*, by a large loop.

yacht yellow youth

105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant; *nk* (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

ring drink bank

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a written vowel follows the prefix, the initial vowel is retained. *Ex* is expressed by *es*.

The suffix *ings* is expressed by a left *s* and *ingly* by a small circle substituted for the *ing-dot*:

2. Between straight strokes in the same direction:

tart dared church murmur

72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church*, *murmur*, *urge*, *burt*.

74. The letter *s* is added to a final left-motion circle, on straight strokes by changing the circle to a loop:

tears shares stairs

76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

keeper dearer worker

When the forms are distinctive, the *r* is joined, thus:

greater bigger smaller

When a brief form ends with the last *consonant* of a word, the left motion circle is used to express *or*, *er* after straight strokes:

sooner former

78. The left-motion *th* is used before and after *o*, *r*,
l. In other cases the right-motion *th* is used:

though author bath

79. When *th* is the only consonant stroke, as in the brief forms for *that* or *they*, or is in combination with *s*, the right-motion *th* is used; as in *these* and *seethe*.

80. The prefixes *con*, *com*, *coun*, *cog*, followed by a consonant, are expressed by *k*. The suffix *ly* is expressed by a small circle; *ily* and *ally*, by a loop:

confess council conform

81. In words beginning with *comm* or *conn*, the second *m* or *n* is written, thus:

common connote commence

When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*, thus:

comedy comrade comic

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:

dearly daily nearly

83. To express the plural of some brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:

names letters families

84. Before words beginning with a downward character or *o*, *r*, *l*, the word *to* is expressed by *t*:

to see to say to pay

85. When repeated in a phrase, *as* is expressed by *s*:

as well as as much as

86. After *be* or *been*, the word *able* is expressed by *a*:

have been able should be able

91. The upper part of the small elliptical figure , which is called the *oo-book*, is used to express the following sounds:

Key to Vowel Sounds:

The duck took to the pool.

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *campus*, *cousin*, etc.

94. The *oo-book* Modified. To avoid an unnecessary angle, the *oo-book* is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l*:

mood m canoe k n

97. By pronouncing the following words slowly it will be found that *w* has the sound of *oo*; therefore *w* is expressed by the *oo-book*:

we =

wave =

wall =