

LESSON 12

1. New set of Brief Forms
2. Brief Forms Phrases
3. The Shorthand Principle for the sounds of tem and dem
4. The Salutations and Complementary Closings

BRIEF FORMS

about		glad		Where	
after		Mrs.		with	
from		street			

BRIEF FORM DERIVATIVES

afternoon		streets	
gladly		within	

BRIEF-FORM PHRASES

about the		I will be glad	
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after the

with our

from the

with the

from you, from your

with you, with your

I am glad

SHORTHAND PRINCIPLES FOR THE SOUNDS OF TEM and DEM

tem as in **dem** as in *freedom* are represented by a blend of **d** and **m**

d + m = **dem**

Examples: item freedom

Tem Words

Item

attempting

Items

estimate

temper

automobile

temporary

customer

tomorrow



customers



attempt



accustom



Dem Words

Freedom



seldom



damage



medium



damages



Adams



demonstrate



Dempsey



demonstration



SALUTATIONS AND COMPLEMENTARY CLOSINGS

Dear Mr.



Very truly yours



Dear Mrs.



Yours very truly



Dear Miss



Cordially yours



Dear Sir



Dear Madam

