LESSON 13

1. The Shorthand Principle for word beginnings con-, com-

2. The Shorthand Principle for the sound of th

3. The Shorthand Principle for word beginning re-

SHORTHAND PRINCIPLES FOR WORD BEGINNINGS CON-, COM-

con- as in *control and com-* as in *complain* are represented by the *k* symbol.

Examples: control   complain

Con- Words

control		consideration	
contract		concern	
contacts		conference	
conduct		conversation	
consider			

NOTE: when **k** is followed by an **f** or **v**, the outline is blended

Com-Words

complain		conduct	

complete

completion

completely \km

compare

comparing

combine

compile

combines

But: When n or m is represented in **con-** or **com-**, these words beginnings are represented by kn or km.

SHORTHAND PRINCIPLE FOR THE SOUND OF TH

Like the two **s** symbols to facilitate fluent joining to other symbols, shorthand has two **th symbols** for the same reason. The **th** you learned in Lesson 9 is called **over ith**.

under ith is the mirror image of the **over ith**_____

Example: though

Under Ith Words

though	thought	those
threw, through	health	healthy
clothes	clothing	thorough
both	growth	wealth

SHORTHAND PRINCIPLES FOR WORD BEGGINNING RE-

re- is represented by the **r** symbol_____.

Example: reject

Re-Words

reject		receive
replace		received
reply		refer
replies		referring
repair		reference
research		reason

NOTE: Before a forward or upward stroke, **re-** is written re.

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