

LESSON 10

1. New sets of Brief Forms
2. Phrases containing theory words and brief forms.
3. The Shorthand Principles for word ending -ly

BRIEF FORMS

the

that

this

them

should

could

but

which

THEORY AND BRIEF-FORM PHRASES

of the

in the

in which

of these

on the

which is

of them


is this is
in,


is not


on the

this is

should be

as the 

this is 
the

should 
have


by the 

in this 

I could 

to the 


on this 


I could 
not


for the 

this will 

did not 

for this 

this will 
be

for you, 
for your,

that will 

SHORTHAND PRINCIPLE FOR WORD ENDING in -LY

word ending -ly (which sound like "lee") as in only is written with the **e circle**. o

Example: only

-ly Words


only 

likely 

greatly 

clearly 


properly 

highly 

weekly 

daily 

mostly 

early 

sincerely 