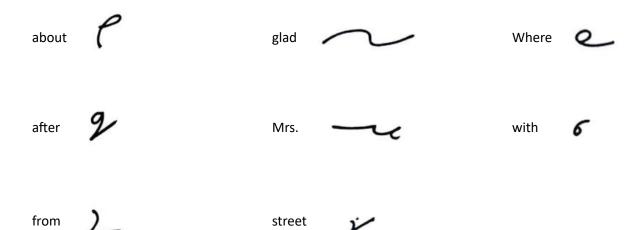
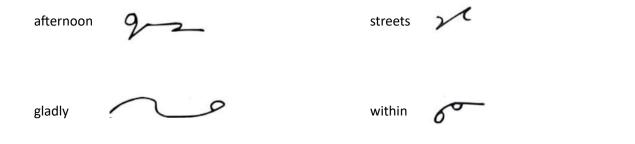
# **LESSON 12**

- 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**

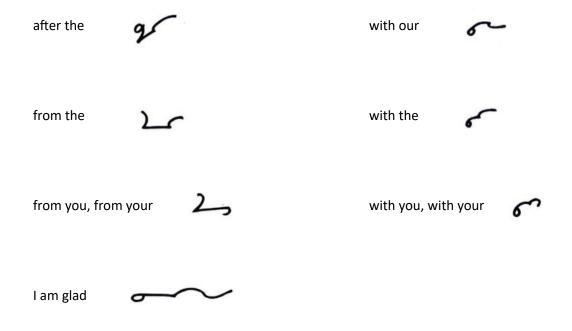


# **BRIEF FORM DERIVATIVES**



# **BRIEF-FORM PHRASES**

about the | I will be glad



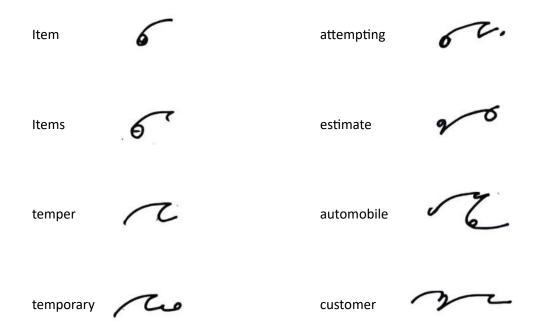
# SHORTHAND PRINCIPLES FOR THE SOUNDS OF TEM and DEM

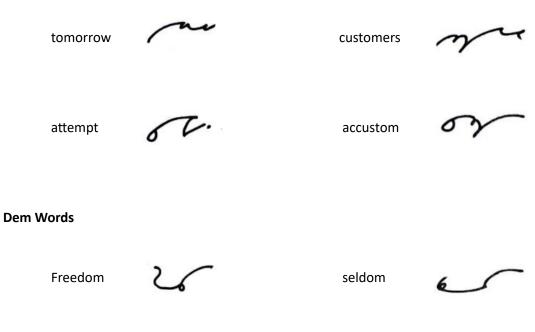
 $\it tem$  as in  $\it dem$  as in  $\it freedom$  are represented by a blend of  $\it d$  and  $\it m$ 

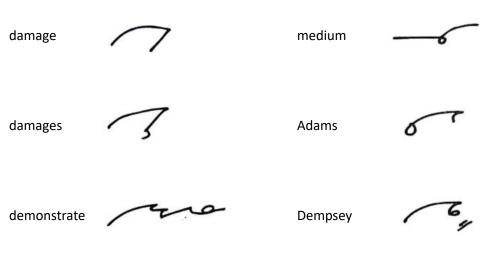
d+ m = **dem** 

Examples: item freedom

## **Tem Words**







demonstration

# **SALUTATIONS AND COMPLEMENTARY CLOSINGS**

Dear Mr.		Very truly yours	2
Dear Mrs.	~	Yours very truly	2
Dear Miss		Cordially yours	m
Dear Sir		Dear Madam	