






Lesson 1: The Gregg Shorthand Alphabet

Shorthand writing in the style known as "Gregg Shorthand" is a common method for taking notes quickly because it employs simplified symbols to represent words and sounds. Starting with the fundamental alphabet, let's get started.






Vowels:

Gregg Shorthand uses curves and lines for vowels, which are written lightly.

Vowel	Symbol
a	
e	
i	
o	
u	

Consonants:

The consonants are represented by straight or curved lines. Write them in a fluid, continuous motion.

Consonant	Symbol
b	
c	
d	
f	
g	

h	.
j	o
k	ʼ
l)
m	
n	-
p	ʼ
q	3
r	ʼ
s	,
t	/
v	ʼ
w	ʼ
x	ʼ
y	ʼ
z	ʼ

Practice:

1. Write every vowel sound once to begin. Make sure the strokes are flowing and light.
2. Proceed with the consonants now. To create syllables, try writing each one separately and then combining it with a vowel (e.g., "pa", "te", "mi").
3. To construct basic words, practice common consonant and vowel combinations.

Tips for Writing Gregg Shorthand:

- Minimize the amount of time you elevate the pen while you complete your strokes.
- Shorthand is made for quickness, so write lightly and fast.
- Prioritize the words' sound over its spelling. To express sounds instead of letters, use Gregg Shorthand.