

**TECHNICAL
VOCABULARIES**

from the

GREGG WRITER



FOREWORD

A STUDENT whose shorthand training includes practice on some of the technical terms used by the firm with which he seeks employment will find entry easier. Employment managers are usually glad to furnish teachers with special lists of technical words and phrases for use in the classroom.

Such coördination of interest and effort is valuable to the training of shorthand students in the community.

As a measure of coöperation, THE GREGG WRITER publishes from time to time technical word lists together with the shorthand outlines. Many of these lists have been prepared by practicing stenographers, showing the abbreviated outlines they use. These vocabularies, while not including all words used in the line of business represented, have been found adequate in giving students a working knowledge of the technical terms most frequently encountered in the office correspondence of the business from which they were taken.

A few of these vocabularies from THE GREGG WRITER are presented in this book. We have reproduced the pages as originally published, hence the variations in style and the few duplications of outlines. The shortened outlines used in some cases were suggested by the stenographer who supplied the list and found them to be practical.

We hope this book will be helpful in the classroom as well as useful in the office.

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Special Forms for Accounting Terms

Suggested by VELMA OVERNE ABNEY

abrogate	C	balance sheet	6s	C.O.D.	/
acceptances	2	bank balance		collateral	2
accommodation	2/	bank check	4	collectibility	2/
accountancy	or	bank deposit	4	commission payable	—
accountants	or	bank note	4	commission receivable	2
accounts payable	q	bankrupt	4	commitments	2
accounts receivable	o	bankruptcy	4	commodity	2
accrued	or	bank statement	4	common stock	2
accumulated	or	beneficiary	4	comparative	2
acknowledgment	g	bill of sale	6	comparison	2
adjustments	2	bond and mortgage company	4	compensation	2
affiliated	2d	bondholder	4	compound interest	2
aggregate	o	bondholdings	4	confirmations	2
allowances	2	bonds outstanding	4	consigned	2
alterations	g	book value	4	consignee	2
amortization	o	brokerage	4	consignment	2
amortized	o/2	building and loan	4	consolidated	2
annual dividend	or	Bureau of Internal Revenue	4	contra
annual premium	o	by-laws	4	contract	—
annual report	or	calendar year	4	copartnership	2
annual report of the company	o/2	canceled	2	copyrights	2
apportionment	2	canceled check	2	corporation tax	2
appraisal	o	capital and surplus	4	cost accounting	2
appraised value	o/2	capital stock	2	cost or market	2
as of the close of business	2	capital stock of the company	2	countersigned	2
assignee	2	capitalization	4	coupons	2
assistant general auditor	2	cash on hand	2	credit department	2
assistant auditor	o	cash value	4	currency	2
at the rate of	o	certificate of deposit	4	current	2
auditing	2	Certified Public Accountant	6	customers' accounts	2
auditing department	2	certificate holder	2	debit memorandum	2
auditor	2	chattel mortgage	4	deductions	2
authorized	re	checking account	4	deed of trust	2
automobiles	2	checks outstanding	4	default	2
auxiliary	2	claim	2	deferred charge	2

deferred credits *re*
 deficit *z*
 depletion *h*
 depreciation *h*
 disbursements *h*
 discounted *h*
 discrepancies *h*
 distribution *h*
 dividend *v*
 document *h*
 donated *h*
 donations *h*
 doubtful accounts *h*
 drawee *h*
 drawer *h*
 drawing account *h*
 encumbrance *h*
 endorsed *h*
 endorsement *h*
 endowments *h*
 erroneously *h*
 expenditure *h*
 execute *h*
 expense account.....
 face value *g*
 falsification *h*
 Federal Income Tax *h*
 Federal Reserve Bank *h*
 Federal Tax *x*
 fictitious *h*
 finished goods *h*
 fire insurance *h*
 first mortgage *h*
 fiscal year *h*
 fluctuate *h*
 f.o.b. *h*
 footings *h*
 foreign credits *h*
 for sale *h*
 foreclose *h*
 foreclosure *h*
 franchises *h*
 franchise tax *h*
 fraudulent *h*
 freight auditor *h*
 furniture and fixtures *h*
 general auditor *h*
 general expense *h*
 general ledger *h*
 genuineness *h*
 goods in process *h*
 goods in transit *h*
 government bonds *h*
 grant deed *h*
 guarantor *h*
 home office *h*
 house and lot *h*
 household goods *h*
 hypothecated *h*
 imprest fund *h*
 income tax *h*
 incorporation *h*
 indebtedness *h*
 inheritance tax *h*
 insolvency *h*
 insolvent *h*
 installments *h*
 insurance company *h*
 intangible *h*
 interest *h*
 interest coupons *h*
 interest earned *h*
 interest paid *h*
 interested in *h*
 interim certificate *h*
 internal revenue *h*
 inventory *h*
 invoices *h*
 irregularity *h*
 itemized account *h*
 journal *h*
 landholder *h*
 leaseholder *h*
 leaseholds *h*
 lessee *h*
 lessor *h*
 liabilities *h*
 life insurance company *h*
 machinery *h*
 margin account *h*
 market price *h*
 market value *h*
 material *h*
 maturity *h*
 merchandise *h*
 misappropriated *h*
 Mr. and Mrs. *h*
 mortgages *h*
 mortgagor *h*
 negotiable instruments *h*
 negotiable paper *h*
 net profit *h*
 net worth *h*
 nominal *h*
 notes payable *h*
 notes receivable *h*
 obligated *h*
 obsolescence *h*
 obsolete *h*
 outstanding *h*
 on account *h*

opening inventory *h*
 overhead *h*
 par value *h*
 partnership *h*
 past due *h*
 past-due accounts *h*
 payee *h*
 payees *h*
 payment on account *h*
 pay-rolls *h*
 per annum *h*
 percentage *h*
 per diem *h*
 periodically *h*
 perpetual inventory *h*
 personal property *h*
 petty cash *h*
 pledged *h*
 policyholder *h*
 postings *h*
 power of attorney *h*
 preferred stock *h*
 premium *h*
 prepaid *h*
 present market value *h*
 price *h*
 principal and interest *h*
 product *h*
 profit and loss *h*
 promissory note *h*
 pro rata *h*
 prorate *h*
 rate of interest *h*
 raw materials *h*
 real estate *h*
 real estate mortgage *h*
 real property *h*
 reasonable value *h*
 receipt *h*
 reconciliation of account *h*
 redemption *h*
 reduction *h*
 regulations *h*
 rentals *h*
 replacements *h*
 reserve for depreciation *h*
 reserves *h*
 returns and allowances *h*
 revenue *h*
 royalties *h*
 salary *h*
 sale *h*
 sales tax *h*
 sales returns and allowances *h*
 savings account *h*
 schedule *h*
 season of the year *h*
 second mortgage *h*
 security *h*
 selling price *h*
 semi-annual dividends *h*
 semi-annually *h*
 service *h*
 service charge *h*
 share of stock *h*
 shares of stock *h*
 shareholdings *h*
 shortage *h*
 signatures *h*
 sinking fund *h*
 statement of account *h*
 stockholders *h*
 stock market *h*
 stocks and bonds *h*
 subordinate *h*
 subsequent *h*
 subsidiary *h*
 summarized *h*
 sum of money *h*
 sums of money *h*
 sundry *h*
 supplies *h*
 surplus *h*
 taxable *h*
 tax exempt *h*
 telephone and telegraph *h*
 trademarks *h*
 transaction *h*
 Treasury Department *h*
 trial balance *h*
 trust deed *h*
 turnover *h*
 unamortized *h*
 unauthorized *h*
 unclaimed *h*
 uncollectible *h*
 undeposited *h*
 unendorsed *h*
 unexpired *h*
 unexpired insurance valuation *h*
 verification *h*
 verified *h*
 vouchers *h*
 warehouse receipt *h*

Technical Terms Used

account	o	books of account	g	current rate of interest	a
accountant	o	books of the corporation	g	current year	a
account current	o	bureau of internal revenue	g	daily cash statement	a
accounting department	o	calendar year	g	debenture bonds	a
accounting period	o	cancelled check	o	debit balance	a
accounts payable	o	capital account	o	deferred charges	a
accounts receivable	o	capital liabilities	o	deficiency statement	a
accounts receivable ledger	o	cash discount	o	directors' meeting	a
accrued interest	o	cash dividend	o	discount expense	a
accrued interest receivable	o	cash statements	o	dividend payable	a
adjustment entries	o	certificate of incorporation	o	due date	a
administrative expense	o	chart of accounts	o	financial policy	a
amended return	o	chart of organization	o	first mortgage	a
amount of capital	o	check book	o	fiscal agency	a
analysis paper	o	check register	o	fiscal period	a
annual premium	o	collateral trust	o	fiscal year	a
annual report	o	consignment account	o	fixed liabilities	a
audit program	o	consolidated return	o	furniture and fixtures	a
audit report	o	contingent fee	o	general expense	a
average due date	o	contingent liability	o	general ledger	a
average inventory	o	controlling account	o	general partner	a
bad accounts	o	credit department	o	income statement	a
bills payable	o	credit ledger	o	income tax	a
bills receivable	o	credit rating	o	individual liability	a
board of directors	o	credit sales	o	interest-bearing note	a
board of examiners	o	cremation certificate	o	interest expense	a
bond and mortgage	o	current liabilities	o	interest income	a

in Public Accounting

interest rate	o	petty cash	o	stock certificate	m
internal check	o	petty cashier	o	stock dividend	m
Interstate Commerce Commission	m	post closing trial balance	m	stock exchange	m
issue of stock	o	preferred stock	o	stockholders	m
joint return	o	private ledger	o	stock ledger	m
joint stock	o	public accountant	o	stock record	m
journalizing	o	purchasing agent	o	suspense account	o
journal paper	o	purchasing department	o	system engagement	o
junior accountant	o	quarterly premium	o	taxable income	o
ledger	o	quarterly report	o	tax exempt	o
liabilities	o	raw materials	o	tax return	o
limited liability	o	reorganization	o	temporary return	o
limited partnership	o	reserve for depreciation	o	trade acceptance	o
memorandum entries	o	revised return	o	trade discount	o
monthly statement	o	sales book	o	transfer journal	o
mortgage bond	o	sales check	o	treasury stock	o
negotiable instrument	o	second mortgage bond	o	trial balance	o
net profit	o	senior accountant	o	turnover	o
New York Stock Exchange	o	sinking fund	o	uncollectible accounts	o
noteholder	o	statement of affairs	o	undeposited cash	o
notes payable	o	statement of facts	o	withdrawals account	o
notes receivable	o	statement of profit and loss	o	working capital	o
open account	o	statement of resources and liabilities	o	working papers	o
paid in advance	o	statute of frauds	o	working trial balance	o
paper profit	o	stock book	o	write off	o

Army Terms and Phrases

Special shortcuts for some of the words and expressions most common in military parlance

absent without leave	barracks	coast artillery	de
AWOL	barrage	Coast Artillery Corps	de
accountable officer	basic communication	Colonel	~
Adjutant General	battalion	combat	
AEF	battalion commander	Commanding General	sf
side-de-camp	battery	Commanding Officer	~
Air Corps	blank ammunition	commandant	~
air force	bomb	Commander	~
airplane	bombard	Commissioned Officer	~
ambulance	bombardment	communications	~
ambulance company	bombproof	communications zone	~
American Army	brigade	company clerk	~
American flag	Brigadier General	company commander	~
ammunition	Brigade Headquarters	company headquarters	~
ammunition report	bulletin	company mechanic	~
antiaircraft gun	caliber	company street	~
anti-tank	campaign	conference	2
arms and services	camouflage	convenience of the Government	2
army	Captain	coordinated attack	2
Army Air Corps	carbon copy	corporal	~
Army of Occupation	cartridge	Corps	~
Army Regulations	casualties	Corps Area	~
Army Retiring Board	cavalry	Corps Area Headquarters	~
artillery	change of station	Corps of Engineers	~
Article of War	channels of communication	corrected copy	~
as amended by	chemical warfare	counter-attack	2
as indicated below	Chemical Warfare Service	course of instruction	~
Assistant Chief of Staff	Chief of Engineers	Court Martial	~
Assistant Chief of Staff, G-1	Chief of Ordnance	cross-country flights	~
Assistant Chief of Staff, G-2	Chief of Staff	current supplies	~
aviation	cipher code	daily sick report	~
ball ammunition	Civil Authorities	defenses	2

defensive	for remark and recommendation	howitzer
deploy	fortifications	immediate action
depot	forwarded as a matter pertaining to your command	in accordance with the provisions of in confinement
detached service	forwarded herewith	in the order named
detail	front	individual equipment endorsement
disability	front line	second indorsement
disrated	furlough	infantry
disciplinary	garrison	inspection
Distinguished Service Medal	gas attack	Inspector General
division	gas mask	intrenched
Division Headquarters	General	joint operations
duty roster	General Court-Martial	Judge Advocate
efficiency report	General Headquarters	Judge Advocate General
embarkation	GHQ	killed in action
engineer	general mobilization plan	land mine
enlist-enlistment	general orders	leave of absence
enlisted men	general staff	liaison officer
evacuation	grade	Lieutenant
executive officer	grenade	Lieutenant Colonel
expedition	guard	Lieutenant General
explosive	guard duty	line of duty
fatigue	guard house	low explosive
federal	guard rosters	machine gun
field artillery	gun crew	machine gun company
file of maps	Headquarters	maintenance
final statement	Headquarters 2nd Corps Area	Major
first aid	heavier-than-air	Major General
first-class gunner	heavy artillery	maneuver
First Lieutenant	high explosive	Manual for Courts-Martial
first line	home defense	Manual of Arms
First Sergeant	Honorable Discharge	marksman
flight commander	hospital	mass attack
food supply	hostile	Master Sergeant
for necessary action and reply to writer of basic communication	in	oe

mechanic	one pounder	recruit
mechanized	operator	recruiting officer
Medical Corps	orderly	Recruiting Publicity Bureau Red Cross
memorandum receipt	ordnance	re-enlist
mess management	ordnance department	Regiment
mess sergeant	ordnance officer	Regimental Commander
message center	overseas	Regimental Headquarters
military	parole	regular army
military observation	passenger-carrying cars	reinforcement
military occupation	permanent station	report of survey
military police	personnel adjutant	reserve
MP	physical examination	responsible officer
mobilization	platoon	reveille
mobilize	pontoon	rifle
motor transport	post commander	Second Lieutenant
motorized	Post Exchange	Secretary of War
munitions	Post Headquarters	sector
name, rank, and serial number	prior service	selectee
national defense	prisoner	sentry
National Guard	private, first class	Sergeant
National Guard Officer	procured without delay	service record
neutral territory	procurement authority	service school
noncombatant	procurement department	Signal Corps
noncommissioned officer	Provost Marshal	signal communications systems
not earlier than	provisions	soldier
not favorably considered	purchasing officer	sound ranging
not later than	pursuant to War Department orders	spare parts
observation post	quartermaster	Special Court-Martial
observer	quartermaster corps	special duty
offensive	Quartermaster General	special orders
office of the Division Commander	quarters	Springfield rifle
officer of the day	rail head	squad
officer's mess	rail transportation	squadron
official business	range-finder	statement of charges
olive drab	reconnaissance	

stock record account	to note and return	under arrest
submachine gun	term of service	under the provisions of
subsistence allowance	topographical	United States of America
Summary Court-Martial	torpedo	United States Army
surgeon	tractor	United States Government
Surgeon General	trainee	U.S. Property & Disbursing Officer
Tables of Organization	training manual	volunteer
tank	training program	War Department
Tank Corps	training regulations	War Department policy
target	transfer of accountability	warfare
target range	transferred	war reserves
target report	transportation	warrant officer
technical sergeant	travel directed is necessary in the military service	wireless
temporary duty		your headquarters
this headquarters	trench mortar	zone of interior

List of Technical Words Used in Automobile Correspondence—I

accelerator pedal	7	calcium carbide	10	demountable rims
acetylene generator	29	cam-shaft	2	differential gear
acetylene lamp	7	carburetor spray nozzle	3	distributor shaft
acetylene tank	7	centrifugal pump	10	drag link
alignment	1	change-speed gear	10	dry cell
aluminum bodies	2	channel-steel frame	10	dynamo-electric generator
aluminum castings	1	chassis	2	electrodes
ammeter	2	chauffeur	1	emergency brake
angle-steel frame	7	check valve	more	equalizing mechanism
annular bearings	7	clutch drum	7	external contracting brake
annunciator	more	commercial trucks	3	float feed
antifreezing solution	29	commutator shaft	7	four-cycle engine
antiskids	2	compensating carburetor	7	garage
artillery type	3	compression relief valve	2	gaskets
automobile company	more	cork inserts	2	gasoline tank
babbitt bearings	2	cotter pins	more	grease gun
battery box	2	counter gear	10	honeycomb radiator
bevel gear transmission	2	coupe	1	horsepower
bevel pinion	29	crank shaft	2	hub-cap drive
brazing compound	7	cup and cone ball bearings	3	hub flange
bronze bearings	2	cylinder	more	ignition

List of Technical Words Used in Automobile Correspondence—II

igniter spring	5	poppet valve	10	sun and planet gear
inlet-valve cam	more	preignition	1	surcharge
inner tube	2	pressed-steel frame	10	storage battery
internal expanding brake	10	Prest-O-Lite	2	supply tank
jump-spark	6	primary circuit	20	tail light
landsleit	2	propeller shaft	2	taxicab
lay shaft	more	quarter elliptic	2	thermo syphon
limousine	103	rear axle	10	throttle lever
lubricators	2	repair kit	more	throttling control
magneto electric generator	2	reverse gear	2	thrust bearings
mohair top	10	roadster model	2	tire irons
motor car company	2	running boards	2	tonneau
muffler cutout	29	sector and shaft	2	touring body
mufflers	2	semi-floating type	10	trembler coil
non-vibrator coil	2	service brake	20	truss rod
odometer	2	sight feed	3	tubular-steel frame
parabolic reflector	2	spark coil	2	two-cycle engine
pipe couplings	2	spark plug	2	unit power plant
piston rings	2	speedometer	2	valve mechanism
piston rods	2	spray nozzle gasket	2	windshield
pistons	2	sprocket drums	2	wheel base

Technical Vocabulary

accelerometer		blimp		duralumin	
aerodynamics		bullseye		dynamic pressure	
aeronautics		buoyancy		fairing	
aerostat		cabane		fin	
aerostation		camber		finger patch	
aileron		catenary		float	
aircraft		chord wire		floatation gear	
air duct		cockpit		fuselage	
airfoil		concentration ring		gas container	
airplane		conical sleeve		gondola	
airport		controllability		gore	
air scoop		cowling		grommet	
airship		critical speed		gyroscopic	
airway		cross-country flight		helicopter	
altigraph		cruciform		hog	
altimeter		dead load		hull	
amphibian		inclinometer		indraft	
anemometer		decalage		diametral wire	
aneroid		dihedral angle		induction compass	
antifutter		dirigible		inflation	
automatic valve		displacement		inflow	
aviation		divergence		jackstay	
axial cone		dock		king-post	
ballast		drogue		kymograph	
biplane				landing field	

For Aviation Terms

landing gear		ram		taxis	
leak detector		relative inclinometer		thermograph	
left-hand engine		rigger		thimble	
lift		rotary engine		three-point mooring	
lobe		rudder		toggle	
maneuverability		sag		topping up	
manometer pressure		semirigid airship		triangulation balloon	
monoplane		shaft		trim	
nacelle		sheathing		triplane	
nonrigid airship		shipplane		trolley	
nose batten		shock absorber		useful load	
observation balloon		skid		valve cover	
ornithopter		sky writing		valve petticoat	
over-all length		spar		Venturi tube	
overhang		spiral		vertimeter	
panel		stability		V-type engine	
pay load		stall		washin	
permeability		static ceiling		washout	
phugoid oscillation		statoscope		weight per horsepower	
plywood		streamline		windmill	
pontoon		strut		wire	
profile		supercharger		W-type engine	
propeller		superheat		yaw guy	
propulsive efficiency		sweep back		zero-lift angle	
		tail boom		zoom	

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Technical Vocabularies—1

abstract of title	<i>l</i>	bond value	<i>g</i>	corner	<i>w</i>
acceptance	<i>o</i>	bookkeeper	<i>h</i>	co-trustee	<i>w</i>
accommodation	<i>o</i>	bottom price	<i>g</i>	countersign	<i>z</i>
accrued interest	<i>o</i>	branch bank	<i>g</i>	coupon note	<i>z</i>
active securities	<i>o</i>	broken lot	<i>g</i>	credit balance	<i>z</i>
actuary	<i>o</i>	broker	<i>g</i>	cumulative	<i>g</i>
adjudication	<i>g</i>	brokerage	<i>g</i>	currency	<i>w</i>
administration	<i>o</i>	bucketed	<i>g</i>	currency funds	<i>z</i>
administrator	<i>o</i>	bucket shop	<i>g</i>	current rate	<i>z</i>
affidavit	<i>g</i>	bullion	<i>g</i>	custodian	<i>g</i>
annuity	<i>o</i>	bullish	<i>g</i>	daily balance	<i>g</i>
apportionment	<i>g</i>	buoyant	<i>g</i>	debenture bond	<i>g</i>
appraised	<i>g</i>	callable	<i>g</i>	default	<i>g</i>
appraisal	<i>g</i>	called bonds	<i>g</i>	deficit	<i>g</i>
appraiser	<i>g</i>	call loans	<i>g</i>	delinquent	<i>g</i>
appraisement	<i>g</i>	cancellation	<i>g</i>	denomination	<i>z</i>
arbitrate	<i>g</i>	capitalization	<i>g</i>	deposit	<i>g</i>
arbitrary	<i>g</i>	carrying charge	<i>g</i>	depositor	<i>g</i>
asked price	<i>g</i>	cashier's checks	<i>g</i>	depository	<i>g</i>
assessable	<i>g</i>	certificate of deposit	<i>g</i>	deposit slip	<i>g</i>
assessed valuation	<i>g</i>	certificate of stock	<i>g</i>	depreciate	<i>g</i>
assignee	<i>g</i>	certified accountant	<i>g</i>	depreciation	<i>g</i>
assignment	<i>g</i>	certified check	<i>g</i>	descriptive statement	<i>g</i>
assignor	<i>g</i>	chartered accountant	<i>g</i>	digested securities	<i>g</i>
attachment	<i>g</i>	chattel	<i>g</i>	disbursement	<i>g</i>
auditor	<i>g</i>	check book	<i>g</i>	discrepancy	<i>g</i>
bank book	<i>g</i>	cipher code	<i>g</i>	discretionary	<i>g</i>
bank clearings	<i>g</i>	circulation	<i>g</i>	dishonor	<i>g</i>
bank note	<i>g</i>	clearing house	<i>g</i>	dissolution	<i>g</i>
bear market	<i>g</i>	close corporation	<i>g</i>	dividend	<i>g</i>
bear raid	<i>g</i>	closing price	<i>g</i>	documentary	<i>g</i>
bid price	<i>g</i>	co-assignee	<i>g</i>	drawer	<i>g</i>
bidding up	<i>g</i>	collateral security	<i>g</i>	drawee	<i>g</i>
bill of credit	<i>g</i>	collateral trust	<i>g</i>	dummy	<i>g</i>
bill of exchange	<i>g</i>	common stock	<i>g</i>	dump	<i>g</i>
bill of lading	<i>g</i>	compound interest	<i>g</i>	eased off	<i>g</i>
bills payable	<i>g</i>	comptroller	<i>g</i>	embezzlement	<i>g</i>
blank indorsement	<i>g</i>	consol	<i>g</i>	emergency	<i>g</i>
block of stock	<i>g</i>	conveyancing	<i>g</i>	endorsee	<i>g</i>

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Banking and Financial Terms

endorser	<i>g</i>	insolvency	<i>g</i>	preferred stock	<i>g</i>
equity	<i>g</i>	inspection	<i>g</i>	prior lien	<i>g</i>
escrow	<i>g</i>	irredeemable	<i>g</i>	proceeds	<i>g</i>
ex-dividend	<i>g</i>	joint deposits	<i>g</i>	profit sharing	<i>g</i>
execution	<i>g</i>	joint-stock companies	<i>g</i>	promissory note	<i>g</i>
executor	<i>g</i>	laches	<i>g</i>	proxy	<i>g</i>
executrix	<i>g</i>	legacies	<i>g</i>	pyramiding	<i>g</i>
extension	<i>g</i>	legal tender	<i>g</i>	raised check	<i>g</i>
facilitate	<i>g</i>	letter of credit	<i>g</i>	real property	<i>g</i>
factor	<i>g</i>	liquidated damages	<i>g</i>	redemption	<i>g</i>
fair risk	<i>g</i>	liquidation	<i>g</i>	rediscount	<i>g</i>
false entries	<i>g</i>	manipulation	<i>g</i>	resumption	<i>g</i>
false report	<i>g</i>	margin	<i>g</i>	savings bank	<i>g</i>
false representation	<i>g</i>	market orders	<i>g</i>	scrip	<i>g</i>
farm loan	<i>g</i>	maturity	<i>g</i>	sealed bid	<i>g</i>
feeder	<i>g</i>	merger	<i>g</i>	seller's option	<i>g</i>
finance	<i>g</i>	minority	<i>g</i>	shareholder	<i>g</i>
financial	<i>g</i>	misappropriation	<i>g</i>	sight draft	<i>g</i>
fiscal	<i>g</i>	mixed collateral	<i>g</i>	signature	<i>g</i>
fluctuation	<i>g</i>	moneyed capital	<i>g</i>	sinking fund	<i>g</i>
flurry	<i>g</i>	mortgagee	<i>g</i>	stagnation	<i>g</i>
forced liquidation	<i>g</i>	mortgagor	<i>g</i>	state bank	<i>g</i>
foreclose	<i>g</i>	municipal	<i>g</i>	state bond	<i>g</i>
foreclosure	<i>g</i>	national bank	<i>g</i>	stockholder	<i>g</i>
forfeiture	<i>g</i>	negotiability	<i>g</i>	stock certificate	<i>g</i>
forgery	<i>g</i>	net earnings	<i>g</i>	stock dividend	<i>g</i>
fractional lot	<i>g</i>	net price	<i>g</i>	stop order	<i>g</i>
franchise	<i>g</i>	non-acceptance	<i>g</i>	surrender	<i>g</i>
garnishee	<i>g</i>	non-assessable	<i>g</i>	suspense account	<i>g</i>
garnishment	<i>g</i>	non-taxable	<i>g</i>	tax-exempt	<i>g</i>
ground floor	<i>g</i>	notary public	<i>g</i>	transfer	<i>g</i>
guardianship	<i>g</i>	option	<i>g</i>	trust deed	<i>g</i>
hypothecate	<i>g</i>	outlawed	<i>g</i>	trust funds	<i>g</i>
identification	<i>g</i>	overdraft	<i>g</i>	underwriter	<i>g</i>
illegality	<i>g</i>	parent company	<i>g</i>	vendor	<i>g</i>
income tax	<i>g</i>	part payment	<i>g</i>	vice-president	<i>g</i>
inactive	<i>g</i>	passbook	<i>g</i>	Wall street	<i>g</i>
indebtedness	<i>g</i>	payee	<i>g</i>	waiver	<i>g</i>
indemnity	<i>g</i>	postdated check	<i>g</i>	warranty	<i>g</i>

List of Technical Words Used in Building and Architecture—I

	abutment		baseboard		chute
	acoustic		basement		cistern
	aisle		beam		clapboards
	alabaster		belfry		cleats
	alcove		belvedere		closet
	altar		bevel		coliseum
	amphitheater		bolster		colonnade
	aqueduct		brackets		column
	arcade		buffet		concrete
	arcature		buttress		conduit
	arch		caisson		conservatory
	architect		calcimine		contractor
	architrave		canopy		coping
	arcus		casement		cornice
	asbestos		cathedral		corridor
	asphalt		ceiling		cupboard
	attic		cellar		cupola
	auditorium		cement		dimensions
	balcony		chan cel		Doric
	baluster		chapel		dormitory
	balustrade		chateau		eaves
	banister		chimney		elevator

List of Technical Words Used in Building and Architecture—II

	embrasure		joists		partition
	excavation		keystone		pagoda
	extension		lacquered		pedestal
	facade		lateral		peristyle
	fines		lattice		piazza
	frescoing		lobby		pilaster
	frieze		loggia		pinnacle
	gable		masonry		portal
	gallery		mausoleum		portico
	galvanized		medieval		proscenium
	garret		mezzanine		quoins
	girders		mortise		rabbet
	Gothic		mosaic		reglet
	granite		mural		rotunda
	gravel		museum		scroll
	guttae		niche		specification
	gymnasium		observatory		stucco
	hand-rail		ogive		suite
	helix		ornament		tracery
	hoist		panel		transom
	Ionic		parquet		ventilation
	jamb		parquetry		viaduct

Complete List of Chemical Elements

Al	Aluminum	9	Eu	Europium	~	Hg	Mercury	2	Si	Silicon	8
Sb	Antimony	7	F	Fluorine	1	Mo	Molybdenum	7	Ag	Silver	6
A	Argon	0	Gd	Gadolinium	✓	Nd	Neodymium	7	Na	Sodium	9
As	Arsenic	9	Ga	Gallium	10	Ne	Neon	1	Sr	Strontium	1
Ba	Barium	6	Ge	Germanium	1	Ni	Nickel	10	S	Sulphur	1
Be	Beryllium <small>Glassium</small>	6	Au	Gold	0	N	Nitrogen	1	Ta	Tantalum	0
Bi	Bismuth	6	Hf	Hafnium	9	Os	Osmium	8	Te	Tellurium	1
B	Boron	6	He	Helium	9	O	Oxygen	~	Tb	Terbium	2
Br	Bromine	6	Ho	Holmium	9	Pd	Palladium	✓	Tl	Thallium	1
Cd	Cadmium	6	H	Hydrogen	9	P	Phosphorus	1	Th	Thorium	1
Ca	Calcium	0	In	Indium	—	Pt	Platinum	0	Tm	Thulium	1
C	Carbon	1	I	Iodine	0	K	Potassium	6	Sn	Tin	1
Ce	Cerium	1	Ir	Iridium	0	Pr	Praseodymium	1	Ti	Titanium	0
Cs	Cesium	1	Fe	Iron	1	Ra	Radium	9	W	Tungsten <small>Wolfram</small>	1
Cl	Chlorine	~	Kr	Krypton	7	Rn	Radon <small>R_{adon}</small>	1	U	Uranium	1
Cr	Chromium	—	La	Lanthanum	9	Rh	Rhodium	9	V	Vanadium	1
Co	Cobalt	~	Pb	Lead	8	Rb	Rubidium	7	Xe	Xenon	8
Cb	Columbium <small>Niobium</small>	7	Li	Lithium	9	Ru	Ruthenium	7	Yb	Ytterbium	8
Cu	Copper	7	Lu	Lutecium <small>Congessium</small>	1	Sm	Samarium	1	Y	Yttrium	0
Dy	Dysprosium	1	Mg	Magnesium	1	Sc	Scandium	1	Zn	Zinc	1
Er	Erbium	~	Mn	Manganese	—	Se	Selenium	1	Zr	Zirconium	6

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Name of Radical	Shorthand Symbol	Chemical Symbol	Chemical Name	Shorthand Outline	Chemical Formula	Shorthand Formula
Oxide	✓	O	Mercuric oxide	2m1	HgO	2.
Hydride	✓	H	Lithium hydride	✓✓	LiH	✓9
Sulfide	✓	S	Silver sulfide	✓✓	Ag ₂ S	✓2
Nitride	✓	N	Lanthanum nitride	✓✓	LaN	✓-
Phosphide	✓	P	Manganic phosphide	—✓✓	MnP	—1
Carbide	✓	C	Calcium carbide	✓✓	CaC ₂	✓2
Fluoride	✓	F	Lead fluoride	✓✓	PbF ₂	✓12
Iodide	✓	I	Mercuric iodide	2m✓	HgI ₂	✓9 ₂
Chlorite	~	ClO ₂	Mercurous chlorite	2m~	HgClO ₂	2m~ ₂
Chlorate	~	ClO ₃	Mercurous chlorate	2m~	HgClO ₃	2m~ ₃
Sulfite	~	SO ₃	Sodium sulfite	—~	Na ₂ SO ₃	—2 ₃
Sulfate	~	SO ₄	Cupric sulfate	—~	CuSO ₄	—2 ₄
Carbonate	~	CO ₃	Nickel carbonate	—~	NiCO ₃	—2 ₃
Chromate	~	CrO ₄	Sodium chromate	—~	Na ₂ CrO ₄	—2 ₄
Dichromate	~	Cr ₂ O ₇	Sodium dichromate	—~	Na ₂ Cr ₂ O ₇	—2 ₂ —2 ₇
Bromate	6	BrO ₃	Mercuric bromate	2m6	Hg(BrO ₃) ₂	2(6)2
Permanganate	6	MnO ₄	Potassium permanganate	666	KMnO ₄	6—4
Hydroxide	✓	OH	Potassium hydroxide	6✓	KOH	6f

Chemical Name	Shorthand Outline	Chemical Formula	Shorthand Formula	Common Name
Calcium sulfate	3	CaSO ₄ ·2H ₂ O	3 2 2	alabaster, gypsum
Carbon silicide	3	CSi	3	carborundum
Sodium nitrate	oo	NaNO ₃	o ₃	salt peter
Calcium carbonate	oo	CaCO ₃	o ₃	chalk
Lead sulfide	{1	PbS	{	galena
Potassium nitrate	6-6	KNO ₃	6-6	nitre
Silicon dioxide	o ₂	SiO ₂	o ₂	quartz
Sodium chloride	o	NaCl	o	table salt
Calcium oxide	o 1	CaO	o o	quicklime
Mercuric chloride	2 o n	HgCl ₂	2 n n	corrosive sublimate
Lead nitrate	{	Pb(NO ₃) ₂	{ i ₃ 2	
Potassium sulfite	6 6 o	K ₂ SO ₃	6 i ₃	
Potassium iodide	6 o	KI	6 o	
Sodium nitrite	oo	NaNO ₂	o ₂	
Ferric orthophosphate	2 3	FePO ₄	2 6	
Calcium fluoride	3	CaF ₂	3	
Potassium chlorate	6 n o	KClO ₃	6 2 n	

List of Minerals With Chemical Formulas

Aikinite $\text{Bi}_2\text{S}_3\cdot 2\text{PbS}\cdot \text{Cu}_2\text{S}$	Bornite Cu_5FeS_4	Cuprite Cu_2O
Alabaster $\text{CaSO}_4\cdot 2\text{H}_2\text{O}$	Braunite Mn_2O_3	Cyanite Al_2SiO_5
Albite $\text{NaAlSi}_3\text{O}_8$	Bromargyrite AgBr	Darapskite $\text{Na}_2\text{SO}_4\cdot \text{NaNO}_3\cdot \text{H}_2\text{O}$
Alundum Al_2O_3	Brucite $\text{Mg}(\text{OH})_2$	Datolite $\text{Ca}(\text{B-OH})\text{SiO}_4$
Analcite $\text{NaAlSi}_2\text{O}_6\cdot \text{H}_2\text{O}$	Calamine H_2ZnSiO_5	Diaspore $\text{Al}_2\text{O}_2(\text{OH})_2$
Andalusite Al_2SiO_5	Calaverite AuTe_2	Dietzeite $7\text{CaIO}_3\cdot 8\text{CaCrO}_4$
Anglesite PbSO_4	Calcite CaCO_3	Dolomite $\text{MgCO}_3\cdot \text{CaCO}_3$
Anorthite $\text{CaAl}_2\text{Si}_2\text{O}_8$	Carborundum CSi	Douglasite $2\text{KCl}\cdot \text{FeCl}_2\cdot 2\text{H}_2\text{O}$
Apatite $\text{Ca}_4(\text{CaF})(\text{PO}_4)_3$	Carnallite $\text{MgCl}_2\cdot \text{KCl}\cdot 6\text{H}_2\text{O}$	Embolite $\text{Ag}(\text{Cl}, \text{Br})$
Argonite CaCO_3	Carnotite $\text{K}_2\text{O}\cdot 2\text{UO}_3\cdot \text{V}_2\text{O}_5\cdot 3\text{H}_2\text{O}$	Emplectite $\text{Cu}_2\text{S}\cdot \text{Bi}_2\text{S}_3$
Argentite Ag_2S	Cassiterite SnO_2	Enargite $3\text{Cu}_2\text{S}\cdot \text{As}_2\text{S}_5$
Arsenopyrite FeAsS	Chalcocite Cu_2S	Enstatite $(\text{Mg}, \text{Fe})\text{SiO}_3$
Asbestos $\text{Mg}_3\text{Ca}(\text{SiO}_3)_4$	Chalk CaCO_3	Epididymite $\text{HNaBeSi}_3\text{O}_8$
Azurite $2\text{CuCO}_3\cdot \text{Cu}(\text{OH})_2$	Chromite $\text{Fe}(\text{CrO}_4)_2$	Epidote $\text{Ca}_2(\text{Al}, \text{Fe})_2(\text{Al-OH})(\text{SiO}_4)_3$
Barite BaSO_4	Chrysoberyl $\text{BeO}\cdot \text{Al}_2\text{O}_3$	Epsomite $\text{MgSO}_4\cdot 7\text{H}_2\text{O}$
Bauxite $\text{Al}_2\text{O}(\text{OH})_4$	Chrysolite $(\text{Mg}, \text{Fe})_2\text{SiO}_4$	Eryophylite $3\text{LiF}\cdot 3\text{NaF}\cdot 2\text{AlF}_3$
Beryl $3\text{BeO}\cdot \text{Al}_2\text{O}_3\cdot 6\text{SiO}_2$	Cinnabar HgS	Erythrite $\text{Co}_3(\text{AsO}_4)_2\cdot 8\text{H}_2\text{O}$
Beryllia BeO	Cobaltite CoAsS	Euchroite $\text{Cu}(\text{CuOH})\text{AsO}_4\cdot 3\text{H}_2\text{O}$
Bismuthinite Bi_2S_3	Coccinitite HgI_2	Eucryptite LiAlSiO_4
Bismutite $\text{Bi}_2\text{O}_3\cdot \text{CO}_2\cdot \text{H}_2\text{O}$	Copperas $\text{FeSO}_4\cdot 7\text{H}_2\text{O}$	Eulytite $\text{Bi}_4(\text{SiO}_4)_3$
Blue Vitriol $\text{CuSO}_4\cdot 5\text{H}_2\text{O}$	Corundum Al_2O_3	Evansite $\text{Al}_3(\text{OH})_6\text{PO}_4\cdot 6\text{H}_2\text{O}$
Boracite $\text{MgCl}_2\cdot 2\text{Mg}_3\text{B}_8\text{O}_{15}$	Crocotite PdCrO_4	Feldspar KAlSi_3O_8
Borax $\text{Na}_2\text{B}_4\text{O}_7$	Cryolite $\text{AlF}_3\cdot 3\text{NaF}$	Ferberite $\text{FeO}\cdot 2\text{FeWO}_4$

List of Minerals With Chemical Formulas

Fiedlerite $Pb(OH)_2 \cdot 2PbCl_2$	Jordanite $AsS_3 \cdot 4PbS$	Miargyrite $Sb_2S_4Ag_2$
Fluellite $AlF_3 \cdot H_2O$	Kainite $MgSO_4 \cdot K_2SO_4 \cdot MgCl_2 \cdot 6H_2O$	Millerite NiS
Fluorite CaF_2	Kalinite $K_2SO_4 \cdot Al_2(SO_4)_3 \cdot 24H_2O$	Mimetite $PbCl \cdot Pb_4(AsO_4)_3$
Fluorspar CaF_2	Kaolin $H_2Al_2(SiO_4)_2 \cdot H_2O$	Minervite $2AlPO_4 \cdot 5H_2O$
Footeite $CuCl_2 \cdot 8Cu(OH)_2 \cdot 4H_2O$	Kieserite $MgSO_4 \cdot H_2O$	Mirabilite $Na_2SO_4 \cdot 10H_2O$
Franklinite $(Fe, Mn, Zn) (FeO_2)_2$	Koenenite $Al_2O_3 \cdot 3MgO \cdot 2MgCl_2 \cdot 6H_2O$	Mispickel $FeAsS$
Galena PbS	Lanarkite $PbSO_4 \cdot PbO$	Molybdenite MoS_2
Glaserite $Na_2SO_4 \cdot 3K_2SO_4$	Langbeinite $2MgSO_4 \cdot K_2SO_4$	Molybdite MoO_3
Gothite $Fe_2O_3 \cdot H_2O$	Laurionite $PbCl_2 \cdot Pb(OH)_2$	Molysite $FeCl_3$
Gypsum $CaSO_4 \cdot 2H_2O$	Lawrencite $FeCl_2$	Monazite $(Ce, La, Dy)PO_4$
Halite $NaCl$	Leonite $MgSO_4 \cdot K_2SO_4 \cdot 4H_2O$	Morenosite $NiSO_4 \cdot 7H_2O$
Halotrichite $FeSO_4 \cdot Al_2(SO_4)_3 \cdot 24H_2O$	Leucite $KAl(SiO_3)_2$	Mottramite $(PbCu)_3(VO_4)_3 \cdot 2PbCu(OH)_2$
Hauerite MnS_2	Lewisite $5CaO \cdot 2TiO_2 \cdot 3Sb_2O_3$	Muscovite $H_2KAl_3(SiO_4)_3$
Hausmannite Mn_2O_4	Limonite $2Fe_2O_3 \cdot 3H_2O$	Nantokite $CuCl$
Hematite Fe_2O_3	Magnesite $MgCO_3$	Natrolite $Na_2Al(AlO)(SiO_4)_2 \cdot 2H_2O$
Hemimorphite $Zn_2SiO_4 \cdot H_2O$	Magnetite Fe_3O_4	Nephelite $NaAlSiO_4$
Hessite Ag_2Te	Malachite $CuCO_3 \cdot Cu(OH)_2$	Niccolite $NiAs$
Hubnerite $MnWO_4$	Manganite $MnO(OH)$	Nitre KNO_3
Ilmenite $FeTiO_3$	Marcasite FeS_2	Orangite $ThSiO_4$
Ilvaite $CaFe_2Fe(OH)(SiO_4)_2$	Marshite CuI	Orpiment As_2S_3
Iodrite AgI	Matlockite $PbCl_2 \cdot PbO$	Orthite $Ca_2(Al, Ce, Fe)_3(Al-OH)(SiO_4)_3$
Jadeite $NaAlSi_2O_6$	Melanterite $FeSO_4 \cdot 7H_2O$	Osteolite $Ca_3(PO_4)_2 \cdot 2H_2O$
Jamesonite $Pb_2Sb_2S_3$	Mendipite $PbCl_2 \cdot 2PbO$	Paromite $Ca(CeF)_2(CO_3)_3$

List of Minerals With Chemical Formulas

Patronite VS_4	60	Safflorite $CoAs_2$	20	Talc $H_2Mg_3Si_4O_12$
Pearceite $(Ag, Cu)_{18}As_2S_{11}$	60	Scheelite $CaWO_4$	20	Tantalite $(Fe, Mn) (TaO_3)_2$
Peotolite $HN_2Ca_2(SiO_3)_3$	10	Selenite $CaSO_4 \cdot 2H_2O$	60	Tephroite Mn_2SiO_4
Penninitie $H_8Mg_2Al_2Si_3O_18$	60	Sepiolite $H_4Mg_2Si_3O_10$	20	Thorite $ThSiO_4$
Pentlandite $(Ni, Fe)S$	10	Serpentine $H_4Mg_3Si_2O_9$	20	Titanite $CaTiSiO_5$
Periclase MgO	60	Siderite $FeCO_3$	10	Topaz $Al_2(F, OH)_2SiO_4$
Phenacite Be_2SiO_4	60	Sillimanite Al_2SiO_5	20	Tremolite $CaMg_3(SiO_3)_4$
Phlogopite $(K, H)_3Mg_3Al(SiO_4)_3$	10	Sodalite $Na_4Al_2(AlCl)(SiO_4)_3$	20	Troilite FeS
Pinnomite $MgBa_2O_4 \cdot 3H_2O$	60	Somberite $Ca_3(PO_4)_2$	20	Turkis $AlPO_4 \cdot Al(OH)_3 \cdot H_2O$
Pollicite $2Ca_2O \cdot 2Al_2O_3 \cdot 9SiO_2 \cdot 2H_2O$	10	Sperrylite $PtAs_2$	20	Turquoise $H_6[Al(OH)]_6CuOH(PO_4)_4$
Polybasite $(Ag, Cu)_{18}Sb_2S_{12}$	60	Spessartite $Mn_3Al_2(SiO_4)_3$	60	Uraninite (pitchblende) $(UO_2 \cdot PbO, X)$
Pyrargyrite $3Ag_2S \cdot Sb_2S_3$	60	Sphalerite ZnS	20	Valentinite Sb_2O_3
Pyrite FeS_2	60	Spinel $MgO \cdot Al_2O_3$	20	Vanadinite $Pb_5Cl(VO_4)_3$
Pyroaurite $Fe(OH)_3 \cdot 3Mg(OH)_2 \cdot 3H_2O$	60	Stephanite $Ag_2O \cdot Sb_2S_3$	20	Vesuvianite $Ca_6(Al, OH, F)Al_2(SiO_4)_5$
Pyrolusite MnO_2	60	Stibiconite $Sb_2O_4 \cdot H_2O$	20	Witherite $BaCO_3$
Pyrope $Mg_3Al_2(SiO_4)_3$	60	Stiblite $Sb_2O_4 \cdot H_2O$	20	Wolfachite $Ni(As, S, Sb)_2$
Pyrophanite $MnO \cdot TiO_2$	60	Stibnite Sb_2S_3	20	Wolframite $(Fe, Mn)WO_4$
Pyrophyllite $H_2Al_2(SiO_4)_4$	60	Stilbite $(Ca, Na_2)Al_2Si_3O_10 \cdot 6H_2O$	60	Wulfenite $PbMoO_4$
Pyrhotite FeS	60	Stoltzite $PbWO_4$	10	Xenotime $YtPO_4$
Quartz SiO_2	10	Strontianite $SrCO_3$	20	Yttrocerite $(Y, Er, Ce)F_3 \cdot 5CaF_2 \cdot H_2O$
Rhodonite $MnSiO_3$	10	Sylvanite $(Au, Ag)Te_2$	20	Zincite ZnO
Rowlandite $2Y_2O_3 \cdot 3SiO_2$	10	Sylvite KCl	20	Zircon $ZrSiO_4$

Electric Cars and Car Building —

air gap		cornice		dust guard	
armature		corridor		eaves	
ash pan		cotton sleeving		electric	
ash pit		counterbrace		electrode	
back lash		crown piece		electromotive	
band wire		car:		emery	
basin		baggage		enclosed fuse	
batten		ballast		end rib	
bead		café		entrance	
binding post		coal		escutcheon	
blower		double-deck		exit door	
body rib		double-end		exit step	
brake strut		double-truck		fare box	
buffer		dump		felt	
bumper		excursion		fender	
burlap		flat		field	
butt hinge		funeral		filament	
camber		gondola		filtering	
canopy		observation		finger	
canvas		parlor		fire extinguisher	
carborundum		pay-as-you-enter		fire pot	
carline		semiconvertible		fixtures	
castle nut		single end		flag holder	
catcher		smoking		flange	
channel		snow sweeper		flap curtain	
chattering		sprinkler		flashing	
chimney		dasher		flat wheel	
choke coil		dead lever		floor stop	
chord		diagonal		flux	
clapper		drawbar		footboard	
cleat		drawhead		frequency	
clevis		dripail		frieze	
clip		driving axle		fulcrum	
commutating		drop sill		furring fuse	
conduit		drum		gap	

governor		negative		sand box	
graphite		nut lock		selector	
grid		oil-vacuum		shank	
grooving		operating valve		sheathing	
ground		overhang		shellac	
guard arm		overload		shunt	
gusset plate		parallel		side rib	
half-elliptic		parting bead		snow scraper	
hanger		partition		snowplow	
hasp		passenger		solder	
headlight		pedal		solenoid	
headpiece		pier post		spoke	
heated pipe		pilot		storage	
horsepower		pinion		stud	
hose		platform		substation	
hub		plow		suburban	
interlock		pneumatic		subway	
intermediate sill		pressurehead		tail lamp	
interpole		purlin		tap	
interurban		putty		tenon	
inverted arch		queen-post		top chord	
journal box		rabbit		tractive	
jumper		radial		transom	
latch		radius		underframe	
locomotive		rattan		unit-switch	
magazine		reflector		varnish	
master controller		regulator		veneer	
material		removable sash		ventilator	
molding		repulsion		vertical	
momentum		resister		wainscot	
monitor		retardation		washer	
mortise		retriever		watt-hour	
motorman		reverser		watt-meter	
muffler		rheostat		wave winding	
mullion		riser		white lead	

List of Terms Used in Government Geological Work

agreement	✓	larch	✓	status
agricultural	✓	logging operation	✓	species
appraisal	✓	merchantable	✓	Secretary of Agriculture
brush burning	✓	merchantability	✓	stumpage
brush disposal	✓	national forest	✓	substantiate
cedar poles	✓	non-competitive	✓	supervision
certificate of solvency	✓	overmature	✓	supplemental
comptometer	✓	occupancy	✓	strategist
Civil Service Commission	✓	promotion	✓	tentative
donkey engine	✓	prospective	✓	transportation request
drainage	✓	prospectus	✓	terminus
extension of time	✓	primarily	✓	tamarack
exemption	✓	quarterly	✓	topographical
fire-killed	✓	reconnaissance	✓	timber sale
Forest Supervisor	✓	right of way	✓	United States Depository
Forest Service	✓	readjustment	✓	unestimated
girdling	✓	reproduction	✓	undesignated
geological	✓	refund voucher	✓	utilized
lumbermen	✓	regional	✓	utilization
laboratory	✓	sylviculture	✓	volume table
long-butted	✓	sylviculturally	✓	western pine
lumber company	✓	standardize	✓	white pine

Import and Export Terms

abandonment	✓	commissioner	✓	insurable interest
acceptance for honor	✓	conditional	✓	intermediary
accommodation bill	✓	confidential	✓	jobber
accommodation parties	✓	consignee	✓	keelage
act of God	✓	consignment	✓	leakage
act of honor	✓	consignor	✓	letter of indemnity
advice note	✓	consulage	✓	letter of indication
after sight	✓	conversion	✓	lien for freight
as per advice	✓	craft loss	✓	lighterage
at sight	✓	cranage	✓	lighters
average	✓	Crown Agents	✓	manifest
average adjuster	✓	customary dispatch	✓	mixed shipment
average bond	✓	customs declaration	✓	pilfering
average general	✓	dead freight	✓	portage
average particular	✓	demand	✓	power of attorney
bank bill	✓	demurrage	✓	principal bill
barratry	✓	deviation clause	✓	provisional note
bill book	✓	discounting bill	✓	quayage
bill of entry	✓	dispatch	✓	rebate
bill of sight	✓	diversion	✓	restrictive indorsement
bill of sufferance	✓	document bills	✓	sailing lists
bills of exchange	✓	double insurance	✓	scow
bills of lading	✓	drawback	✓	scowage
Board of Trade	✓	dunnage	✓	ship's clearance
bonded warehouse	✓	dutiable	✓	ship's manifest
broken stowage	✓	export	✓	sling
Bureau of Foreign and Domestic Commerce	✓	exporter	✓	stamp duty
buyer	✓	ex-ship	✓	steamer
cargo	✓	force majeure	✓	steamship
cartage	✓	foreign bill	✓	stowage
certificate of damage	✓	forwarding agents	✓	subject to insurance
certificate of origin	✓	free harbor	✓	time charter
Chamber of Commerce	✓	freight forward	✓	transshipment
circular letter of credit	✓	freight note	✓	unconfirmed
"clean" bill of lading	✓	headquarters	✓	underwriter
clearance inwards	✓	import	✓	unit of value
clearance outwards	✓	importer	✓	valued policy
clientele	✓	in bond	✓	wharfage
coast houses	✓	indent	✓	wharfinger's receipt
C. O. D.	✓	inspection	✓	wholesale

Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special short-cuts presented.

abatement	5p	annotated	or	bequeath	6
abeyance	5c	annuity	or	bequest	6
above described	5c	annulment	or	bilateral	6
above entitled	5c	appeal	C	bill of costs	6
above mentioned	5p	appellant	C	bill of exceptions	6
above named plaintiff	5p	appellee	C	bill of exchange	6
abrogate	5c	appellor	C	bill of lading	6
abscond	5p	antedated	or	bill of sale	6
absolutely necessary	5p	appurtenances	C	blank indorsement	6
abstract of title	5c	arbitration	C	body corporate	6
abut	5c	arbitrator	C	bona fide	6
accessory after the fact	3-1-	arraignment	C	bond	6
accommodation indorser	3-1-	arson	or	boycotting	6
accommodation paper	or	articles of agreement	or	breach of promise	6
accomplice	re	articles of co-partnership	or	bribery	6
accord and satisfaction	or	as a matter of law	20	burglary	6
according to law	or	ascertain	9	by-laws	6
according to the evidence	or	assault and battery	9	capias	6
Act of God	or	assent	21	care and caution	6
adjudication	5c	assignee	2	cargo	6
administration	or	assignment	2	casualty	6
administrator	or	assignor	2	cause of action	6
administratrix	or	assumption of risk	2	caveat emptor	6
admiralty court	or	assumpsit	2	caveat vendor	6
adverse possession	24	attachment	9	certificate of deposit	6
affiant	2	attestation	8	certificate of stock	6
affidavit	2	attorney in fact	6)	certified check	7
aforesaid	2	attorney for defendant	6	certiorari	6o
aggressor	2	avoidance	6	cestui que trust	20
agreement	5	bailee	6	chairman	6
alias	6	baillif	6	chancellor	6
alibi	6	bailment	6	charter party	6
alienate	6	bailor	6	chattel	6
alienation of affections	6	bankruptcy	6	chattel mortgage	6
alimony	6	barter	6	circuit court	6
allegation	2	beneficiary	6	circumstantial	6
alleged	2			civil action	6
amendment	2			civil law	6

Legal Terms and Phrases

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claimant	re	contradictory evidence	2/	custodian	2/
client	re	contravention	2/	custody	2/
co-administrator	re	contributory negligence	2/	custom	2
co-assignee	re	controversy	2/	customary	2/
codicil	re	conveyance	2	damages	2/
coercion	re	conviction	2/	days of grace	2/
collateral securities	re	co-owners	2/	deceased	2
color of title	re	co-partnership	2/	decedent	2
comity	re	co-proprietors	2/	deceit	2
commercial paper	re	copyright	2/	decision	2
commitment	re	co-respondent	2/	declaration	2
common carrier	re	coroner's inquest	2/	decree	2
common law	re	corporal punishment	2	deed	2
common stock	re	corporation	2/	de facto	2
complaint	2	corpus delicti	2	defalcation	2
complainant	2	corroboration	2	defamation of character	2
complicity	2	corrupt practices act	2	default	2
complied	2	costs	2	defective title	2
compromise	2	counsel	2	de jure	2
concurrent	2	counselor-at-law	2	delinquent	2
condemnation proceedings	re	counter-claim	2	demise	2
condition precedent	re	counterfeit	2	demur	2
condition subsequent	re	counterplea	2	demurrer	2
confiscate	2	court of equity	re	denies	2
consanguinity	2	court of law	re	deponent	2
consignee	2	covenant	2	deposition	2
consignment	2	coverture	2	deputy	2
consignor	2	credentials	2	description	2
consolidation	2	credible evidence	2	desertion	2
constable	2	creditor	2	devise	2
consummate	2	crime	2	devisee	2
contempt of court	re	criminal	2	devisor	2
contiguous	2	cross-action	2	direct examination	2
contingency	2	cross-bill	2	disability	2
contingent	2	cross-defendant	2	discharge	2
continuance	2	cross-examination	2	disclaimer	2
contract	2	cross-question	2	disclosure	2
contractual relations	re	courtesy	2	discontinuance	2

Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special short-cuts presented.

discretionary powers
disqualification
district attorney
doctrine
document
documentary evidence
domestic
domicile
dower
drawee
due process of law
duplicity
duress
duty
earnest
easement
embezzlement
eminent domain
emolument
empowered
enabling act
enact
encumbrance
enjoin
entirety
entitled
equitable
escape
escrow
establish
estate
estoppel
et al
eviction
evidence
ex post facto
examination
executed contract

execution
executors, administrators,
and assigns
executors, administrators,
or assigns
executrix
exemplary damages
exemption
ex-officio
exoneration
ex parte
expedient
expunge
extenuating circumstances
extortion
extradition
falsification
federal court
federal government
fee-simple
fellow servant
felonious assault
felony
foreclosure
forfeiture
franchise
fraudulent
freehold
fugitive
garnishee
garnishment
goods, wares, and
merchandise
grand jury
grantee
grantor
guardian
guilty
guilty as charged
guilty of negligence

habeas corpus
hearsay evidence
heirs, executors, and
administrators
heirs, executors, or
administrators
hereinafter mentioned
hereinbefore
mentioned
hereditaments
homicide
household goods and effects
husband and wife
hypothecate
identify
ignorance of the law
illegal practices
illegality
illegitimate business
immaterial and
irrelevant
immunity
impanel
impeachment
imprisonment
inadmissible
incendiary
incompetency
incriminate
incumbent
incumbrance
indebtedness
indemnify
indenture
indict
indictment
indorse
indorsee
indorser
indorsement in blank
indorsement in full

Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special short-cuts presented.

infringement of patent
in hand paid
inherit
inheritance
injunction
injury
inquest
in re
insanity
insolvency
insolvent
installment
instance
in statu quo
instigation
institute proceedings
itemized account
interlocutory decree
interpolation
interstate commerce
intestate
in the first place
in the next place
in the year of
our Lord
intimidation
intrinsic value
introduce in evidence
invalid
in witness whereof
irrelevancy
irrevocable
jeopardy
joint and several
joint tenancy
jurisdiction
jurisprudence
jury
justice of the peace
justification
kindred
kleptomania
know all men by these
presents
known heirs
L. S.
landlord
larceny
last will and testament
laches
lawful and right
lawsuit
lawyer
legal tender
legatee
legislation
legitimate
lessee
lessor
letters of adminis-
tration
letters testamentary
levy
libel
liberty
license
lien
life estate
limitation
liquidated damages
lis pendens
litigant
litigation
local option
lucrative
lunacy
lynch law
magistrate's
court
maintenance
majority
malfeasance
malice prepense
malicious
mandamus proceed-
ings
mandatory
married woman
marshal
master in chancery
maturity
mayhem
measure of damages
merger
minority
mischief
misdemeanor
misfeasance
misjoinder
misrepresentation
mistake
mitigation
mittimus
monopoly
mortgage
mortgagee
mortgagor
motive
multifarious
municipal law
municipality
murder in the first
degree
national bank
naturalization
navigation
necessary
negligence
negotiable paper
next of kin

Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special shortcuts presented.

nolle prosequi	6
nominal damages	6
nominal partner	6
non compos mentis	6
non-joinder	6
notary public	6
notice	6
notification	6
novation	6
nuisance	6
null and void	6
objection	6
obligation	6
occupancy	6
officer of the law	6
of your own knowledge	6
on or about the	6
on the part of the plaintiff	6
operation of law	6
opinion	6
opposition counsel	6
option	6
ordinance	6
organic law	6
ordinary circumstances	6
ouster	6
outlawed	6
outstanding debt	6
overruled	6
overt act	6
owner	6
ownership	6
panel	6
par value	6
paramount title	6
parcel of land	6
pardon	6
parole	6
partition	6
partnership agreement	6
party of the first part	6
party of the second part	6
patent pending	6
patentee	6
patent office	6
payee	6
payment	6
peculiar circumstances of the case	6
pecuniary	6
penal offense	6
penal servitude	6
penitentiary	6
per annum	6
per capita	6
per diem	6
per se	6
peremptory	6
performance	6
perjury	6
perpetuity	6
pertinent to the case	6
petitioner	6
plaintiff	6
pleading	6
pledgee	6
pledgor	6
police	6
policy	6
post date	6
post mortem	6
posthumous	6
postponement	6
precedence	6
precedent	6
precinct	6
pre-emption	6
preliminary hearing	6
premeditated	6
premise	6
preponderance of evidence	6
preponderating evidence	6
prerogative	6
presumption	6
prima facie	6
primary cause	6
prior right	6
priority	6
prisoner at the bar	6
privy of contract	6
probate court	6
probation	6
proceeding	6
procedure	6
process of law	6
promise	6
promisor	6
promissory note	6
property	6
prosecutor	6
prosecution	6
proviso	6
provocation	6
proximate cause	6
proximity	6
prudent	6
punishment	6
pursuant	6
putative	6
quantum meruit	6
quarrel	6
quash	6
quo warranto	6
proceedings	6
quorum	6

Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special shortcuts presented.

ratification	6
real estate	6
realty	6
rebate	6
rebuttal	6
rebuking evidence	6
receivership	6
reciprocity	6
recommendation	6
reconciliation	6
recourse	6
recovery	6
recoupment	6
re-cross examination	6
redemption	6
redirect examination	6
re-entry	6
referee	6
referendum	6
re-hearing	6
rejoinder	6
relevant	6
relinquishment	6
remainder	6
remititur	6
removal	6
replevin	6
reprieve	6
reprisal	6
repudiate	6
requisite	6
rescind	6
res judicata	6
reservation	6
residuary devisee	6
residuary legatee	6
residue	6
resolution	6
respondent	6
restitution	6
restraining	6
retainer	6
retroactive	6
reversal	6
revocation	6
right of survivorship	6
right, title and interest	6
robbery	6
ruling of the court	6
safeguard	6
sale	6
salvage	6
schedule	6
seal	6
search warrant	6
secondary evidence	6
self-defense	6
self-evident	6
semi-annual	6
separation	6
sequestration	6
seriatim	6
set aside	6
set forth	6
set-off	6
sheriff	6
signature	6
signification	6
sign, seal and deliver	6
situate, lying and being	6
sole support	6
solicitor general	6
sovereignty	6
specialty	6
specific	6
specifications	6
stand accused	6
status	6
statute of frauds	6
statute of limitations	6
statutory	6
status quo	6
stipulation	6
sub-agent	6
sub-contract	6
submission	6
subpoena	6
subsidiary	6
substantial	6
substitution	6
suicide	6
summary	6
summons	6
superior court	6
supplemental	6
support	6
supreme court	6
suppressed	6
surety	6
surrender	6
surrogate court	6
surviving	6
survivor	6
suspension	6
sworn	6
syllabus	6
syndicate	6
tangible assets	6
tax-exempt	6
tenancy	6
tenant	6
tender	6
tenure	6
testament	6

Legal Terms and Phrases

testator	er
testatrix	ers
testify	l
testimony	l
thereabout	lf
thereafter	gf
therein	l
thereof	u
theretofore	rs
thereunder	so
this indenture witnesseth	rs
tort	u
to the best of my knowledge and belief	(7)
to the best of my knowledge, information and belief	(7)
to whom it may concern	na
to-wit	r
trade-mark	rs
transaction	u
trespass	rs
trespasser	rs
trieble	g
tribunal	g
trial	ro
trust	u
trustee	ro
ultra vires	de
unanimity	o
unanimous	oo
uncontroverted	rs
undersigned	z
underwriter	is
under the present circumstances of the case	ro
unilateral contract	on
unlawful	ry
usage	o
unsatisfied claim	zo
usury	ro
untenable	rl
vacancy	ro
valid	lo
value received	hs
vendee	ro
vendor	ro
venue	l
verbatim	g
verdict	g
verily believe	g
vested rights	ro
violation	g
vice versa	g
voidable	g
voucher	g
waiver	ro
warrant	ro
warrantor	ro
warranty	ro
whereas	ro
witness	z
witnesseth	rs
writ of certiorari	sp

General Medical Vocabulary

absorbent cotton	er	dementia precox	rs
adhesive plaster	el	dermatosis	ro
bacteriological examination	ro	dicrotic	ro
bichloride of mercury	re	dilatation	ro
blood count	ro	drainage tube	rs
blood vessels	l	dyspnea	ro
cardiovascular	ro	elephantiasis	ro
compound fracture	ro	endocarditis	ro
delirium tremens	ri	engorgement	ro
family history	ro	enzyme	ro
hypodermic injection	ro	epidermis	ro
intermittent fever	ro	epiglottis	ro
inunction of mercury	re	eruption	ro
mitral stenosis	ro	erysipelas	ro
post mortem examination	ro	esophagus	ro
red blood cells	ro	eustachian	ro
scar tissue	ro	filiform	ro
white blood cells	ro	formaldehyde	ro
white blood corpuscles	ro	ganglion	ro
acromegaly	ro	gangrene	ro
aorta	ro	genpectorad	ro
apnea	ro	gnathic	ro
autopsy	ro	ichthyosis	ro
bicarbonate of soda	ro	infraclavicular	ro
bronchial	ro	inoperable	ro
calcification	ro	insufflation	ro
carcinoma	ro	insulin	ro
cardiographic	ro	ischemia	ro
cardioneurosis	ro	knee-chest	ro
carminative	ro	laudanum	ro
cataract	ro	lithotome	ro
catgut	ro	locomotor ataxia	ro
cerebellum	ro	mandible	ro
cholera	ro	medulla oblongata	ro
cirrhosis	ro	meso-appendix	ro
clonic spasm	ro	micro cephalus	ro
corneal	ro	moribund condition	ro
corpuscular	ro	morphology	ro
debility	ro	myasthenia	ro
		myoma	ro
		nasopharyngeal	ro

Forms for Special Groups

CELL	desmoid tumor	
acid cell	false tumor	
air cell	innocent tumor	
balloon cells	splenic tumor	
basket cell	transition tumor	
bone cell		
corneal cell	VEIN	
cylindric cell	cephalic vein	
dentin cell	emissary vein	
epidermic cells	frontal veins	
fiber cell	jugular vein	
memory cell	median vein	
motor cell	radial vein	
olfactory cells	splenic vein	
parent cell	ulnar vein	
taste cells	MACRO—large	
tegmental cells	macrocephalic	
DUCT—a passage or tube	macrocornea	
adipose duct	macrocyst	
guttural duct	macrognathia	
lacrimal duct	macrophage	
nasal duct	macrosis	
secretory duct	-ALGIA—pain	
tear duct	adenalgia	
GLAND	celialgia	
absorbent gland	gastralgia	
acid glands	myalgia	
arterial gland	nephralgia	
blood gland	ostalgia	
conglomerate gland	otalgia	
cardiac glands	phlebalgia	
carotid gland	splenalgia	
miliary gland	thoracalgia	
pyloric glands	tracheal-gia	
serous gland	-ECTOMY—excision	
suprarenal gland	adenectomy	
TUMOR	adenoidectomy	
benign tumor	appendectomy	
cystic tumor	celiectomy	
dermoid tumor	gastrectomy	
	iridectomy	
	-OTOMY—cutting into	
	celiotomy	
	gastrotomy	
	intercricothyrotomy	
	iridotomy	
	laparotomy	
	myotomy	
	nephrotomy	
	osteotomy	
	ototomy	
	phlebotomy	
	sclerotomy	
	splenotomy	
	tarsotomy	
	thoracotomy	
	tonsillotomy	
	tracheotomy	
	-RRHAPHY—suture of	
	celiorrhaphy	
	myorrhaphy	
	nephorrhaphy	
	osteorrhaphy	
	phleborraphy	
	splenorrhaphy	
	tarsorrhaphy	
	-STOMY—to make a communication or mouth into	
	gastrostomy	
	nephrostomy	
	thoracostomy	
	tracheostomy	

Standard Psychiatric Terms

<u>Signs:</u>	frontal		organic		
Gordon		functional		parietal	
Oppenheim		hemorrhage		peripheral	
Romberg		hysteria		prognosis	
<u>Reflexes</u>	intra-cranial		psychiatric		
abdominal		intra-cranial pressure		psychiatrist	
Achilles		light and accommodation		psychiatry	
Babinski		millimeters of mercury		psychic	
cremasteric		5 millimeters of mercury		pyramidal tract	
palmar		muscle spasm		skull	
patellar		neur, neuro		spinal	
pharyngeal		neurologic		spinal cord	
plantar		neurological		spinal fluid	
<u>General Terms</u>	neurology		spinal puncture		
ankle clonus		neuro-psychiatry		spinal tap	
basal ganglia		neurosis		spine	
cerebral		neuro-surgery		subjective	
concussion of the brain		objective		trauma	
diagnosis		occipital		traumatic	
dura		ophthalmoscope		traumatic neurosis	

Technical Terms for

aberration	g	cathode	d	distributor	y
actor	or	celluloid	co	double-camera	yes
actress	one	censor	z	dovetail	x
accumulator	on	censorship	z	dowser	x
achromatic	o	change maker	lo	dynamo	go
actinic rays	o	characterization	sp	eccentric	z
aero-photography	az	character study	or	educational film	z
after-treatment	go	choke coil	le	electrodes	x
aisles	oe	chromo	ne	electrolysis	ys
all-star	g	chuck	l	emulsion	ez
alternating current	z	cinema	eo	entrance	z
amateur	oo	circuit	s	equipment	et
ammeter	os	close-up	yg	exhibitor	et
amperage	oy	clutch	ym	exit	z
annunciator	oz	comedian	yz	exit lights	ze
anode	os	comedienne	yt	extinguisher	en
applause	ce	commutator	ys	extras	...!
arbor	g	concave	yz	feature	z
armature	zo	concentric	yz	film exchange	yz
asbestos	o	condenser	yz	fire escape	ay
attraction	oy	conductor	ym	flange	ey
attractive	oy	contract	z	flasher	ey
audience	z	converter	z	fly door	ez
auditorium	zy	convex	z	forging	ly
automatic	yo	cosmopolitan	yz	frequency	ly
ball bearing	ye	costume	yz	gelatine paper	ye
battery	ye	coulomb	z	generator	le
beeswax	g	countershaft	g	governor	z
binocular	yz	countersink	z	grid	yz
blurring	ye	creative	yo	gudgeon	z
brilliance	ey	critic	yo	heat shield	z
burner	g	curtain	o	helix	ie
bushing	g	cycle	o	heroine	io
calcium	es	damping coils	yes	high-grade	io
calipers	et	dark-room	g	horsepower	ye
camera	eo	decorative	yo	idler	ye
cameraman	eo	depict	h	illusion	z
candle power	t	development	yz	image	z
carbons	z	direct current	yz	impedance	ye
cartoonist	ye	dissolve	yz	inductance	ye

Motion Picture Trade

induction	z	photometer	z	side drapes	ye
inflammable	yz	photoplay	eo	silhouette	eo
ingenue	yz	photoplaywright	eo	skyline	eo
intensity	yz	pictorial	eo	snap shot	eo
interior	z	picturesque	eo	solenoid	eo
intermittent	z	picturization	eo	sounding board	z
iris	o	picturize	eo	spindle	z
kilowatt	so	pinion	o	spot light	eo
laboratory	z	play house	z	stage director	eo
laminated	eo	polarity	z	stage mechanic	eo
lamp house	ez	polyphase	z	stage setting	eo
lantern	ez	portrayal	z	stepdown transformer	yz
license	z	positive	o	stepup transformer	z
light and power	z	poster	z	stereopticon	yz
lines of force	yz	prismatic	eo	stereoscopic	yz
location	ez	producer	eo	studio	yz
make-up	oy	production	o	synchronize	z
mandrel	oy	profession	z	synchronous converter	z
masterpiece	z	projector	z	technique	z
matched-lenses	yo	proscenium	z	telephoto	z
micrometer	oe	publicity	z	theater	z
mirage	ey	rack and pinion	z	three-phase	z
motion picture	z	ratchet	z	ticket chopper	z
motion picture magazine	z	reactance	or	ticket seller	oe
motivation	oy	reactive	z	titles	o
moving pictures	z	realistic	z	tragedy	z
multiple series	z	rectifier	or	transmitter	z
negative	oy	reflector	z	transparent	z
novelized	z	repertoire	o	two-phase	z
objective	yz	reverse-action	z	under-exposure	yz
ohm	z	rheostat	eo	undeveloped	z
ohmic drop	oy	romantic	z	universal	z
operation	z	rotor	o	vaudeville	z
operator	z	rouge	z	ventilate	z
panorama	eo	scenario	eo	visualization	z
pantomime	oy	scenarist	eo	water rheostat	eo
pathetic	o	sensation	z	watt	z
pathos	o	sentimental	z	wattless	o
pawl	o	series connection	eo	watt meter	z
personality	z	shunt	z	yoke	o

List of Technical Words Used in Music

accessories	20	concertina	—	mahogany
acoustics	21	conservatory	—	mandolin
alto	22	cornet	—	megaphone
anthem	23	crescendo	—	melodeon
amateur	24	cylinder	—	melody
aria	25	cymbals	—	metronome
arpeggio	26	diminuendo	—	minstrel
attachments	27	dulcimer	—	musician
bagpipe	28	ebony	—	nocturne
banjos	29	Edison	—	obligato
barytone	30	equitone	—	oratorio
bass drum	31	euphonium	—	pianola
basso	32	fanfare	—	pianos
baton	33	ferrule	—	resonant
bugle	34	flute	—	serenade
cantata	35	forte	—	soprano
cello	36	fortissimo	—	staccato
chimes	37	fugue	—	symphony
choir	38	guitar	—	tambourine
choral	39	harmonica	—	tenor
chord	40	interlude	—	trombone
clarinet	41	keyboard	—	sither

Technical Terms--Navigation

aberration	6	cycloid	—	monsoon
acceleration	7	cyclone	—	nadir
aerolites	8	declination	—	neap tides
altitude	9	deviation	—	node
amplitude	10	dipping needle	—	nutation
anemometer	11	disc	—	occultation
aneroid	12	diurnal	—	octant
angular	13	divider	—	parallax
anomolistic	14	doldrums	—	parallel
antarctic	15	dry bulb	—	penumbra
anti-trade	16	easterly	—	perigee
aphelion	17	ecliptic	—	perihelion
apparent time	18	ellipse	—	perpendicular
apogee	19	epact	—	perturbation
artificial horizon	20	ephemeris	—	planet
ascensional difference	21	epitome	—	plotting
asteroid	22	equation	—	protractor
augmentation	23	equator	—	quadrant
aurora	24	equatorial	—	radian
axis	25	equiangular	—	radius
azimuth	26	equinoctial	—	radix
binnacle	27	etesian	—	refraction
binocular	28	fahrenheit	—	rhumb
celestial	29	fathom	—	running survey
chip log	30	geocentric	—	secant
chronometer	31	geonavigation	—	sidereal
circummeridian	32	geographical	—	simoon
cirro-cumulus	33	Greenwich time	—	solstices
cirro-stratus	34	heliocentric	—	solstitial
cirrus	35	heliometer	—	syzygy
clinometer	36	heliosstat	—	tangent
co-latitude	37	hygrometer	—	telemeter
collimation	38	hypotenuse	—	telescope
complement	39	incidence	—	temperature
computation	40	inclination	—	terrestrial
conjunction	41	interpolation	—	theodolite
constellation	42	irradiation	—	udometer
coordinates	43	isobars	—	variables
cosecant	44	isochronism	—	vernal
cosine	45	land blink	—	vernier
cotangent	46	landfall	—	vertex
culminate	47	meridian	—	zenith

Special Forms for Navy Terms

Shortcuts for the 258 words reported by the Navy Department as the terms in commonest use in Navy parlance

abnormal	6	battalion	6	cirrus	6
accumulators	6	barrage	6	clearance	6
aeronautics	6	ballistic	6	cocks	6
aerial	6	bearing	6	cofferdam	6
airplane	6	bilges	6	combination	6
aeroplane	6	binnacle	6	combustion	6
alignment	6	bitts	6	commutators	6
alidade	6	boatswain	6	compass	6
alloy	6	bomb	6	composition	6
alkaline	6	booster	6	compression	6
alternate	6	bowline	6	condenser	6
alto-cumulus	6	breaker	6	corrugated	6
aluminum	6	brickwork	6	coupling	6
ammonia	6	bulkhead	6	cows	6
amphibian	7	buoyancy	6	coxswain	6
analysis	6	bureau	6	crosshead	6
anchor	6	burner	6	cruiser	6
aneroid	6	caisson	6	currents	6
annular	6	calked	6	cycle	6
annunciator	6	cepcstan	6	cylindrical	6
apparatus	6	cardinal	6	deflection	6
arraign	6	casualties	6	derelict	6
artificer	6	catepult	6	dihedral	6
assemble	2	camouflage	6	diagram	6
athwartship	6	centrifugal	6	diaphragm	6
atmospheric	6	channel	6	diffuser	6
atomizer	6	chloride	6	dinghy	6
automatic	6	chronometer	6	dioxide	6
auxiliaries	6	circulation	6	dismantle	6
azimuth	6	circumference	6	distillation	6
Babcock & Wilcox	6	cirro-stratus	6	distiller	6
baffle	6	chlorine	6	distortion	6

dovetailed	6	hammock	6	manifold	6
drainage	6	hawsepope	6	manometer	6
dreadnaught	6	hawser	6	marline	6
duplex	6	headers	6	mercury	6
dynamo	6	horsepower	6	mercurial	6
electrical	6	horizontal	6	meteorological	6
electricity	6	hydraulic	6	micrometer	6
emulsion	6	indicator	6	mineral	6
engineroom	6	induction	6	monsoon	6
exhaust	6	injector	6	mooring	6
experiment	6	inoperative	6	multicoil	6
exterior	6	installation	6	multiple	6
extinguisher	6	isobar	6	neap	6
fathoms (10)	6	isotherm	6	nomenclature	6
fittings	6	journals	6	oakum	6
flareback	6	kedge	6	operation	6
fluctuation	6	keel	6	organic	6
forecastle	6	latitude	6	orifice	6
formation	6	launch	6	oscillator	6
fragmentation	6	linoleum	6	oxyacetylene	6
function	6	lieutenant	6	oxygen	6
furnace	6	lignum-vitae	6	parachute	6
fuselage	6	liners	6	pennant	6
gages (gauges)	6	longitudinal	6	pelorus	6
generated	6	longitude	6	performance	6
generators	6	louvres	6	petroleum	6
gradient	6	lubrication	6	Philippines	6
grapnel	6	machinery	6	pinion	6
gravity	6	magnesia	6	plimsoll	6
grommet	6	magnetic	6	pneumatic	6
grooving	6	magnetism	6	polyphase	6
gyroscopic	6	maintained	6	precipitation	6
harbor	6	maintenance	6	preventer	6
hatch	6	maneuver	6	prime	6
hawls	6	manoeuvre	6	propeller	6

reciprocating	7	squiggee	7	transferred	2
reeve	7	stability	7	transformer	2
refrigerant	2	stanchion	2	turbine	2
regulator	2	steering	2	turnbuckle	2
renovation	2	Sturtevant	2	twist	2
resistance	2	synchronous	2	typhoon	2
revolution	2	tachometer	2	vacuum	2
rivet	2	taffrail	2	vehicle	2
rotor	2	tandem	2	vertical	2
scuttle	2	tarpaulin	2	velocity	2
semaphore	2	temperature	2	vigilance	2
shackle	2	tempering	2	viscosity	2
shafting	2	theoretical	2	voltage	2
sheathed	2	thermometer	2	waist	2
sheave	2	Thornycroft	2	wattmeter	2
shellac	2	thwart	2	welding	2
silicates	2	toggle	2	wherry	2
sodium	2	tompion	2	yacht	2
specification	2	torsion	2	zinc	2

Modifying Such Terms in Phrasing

► The outlines given in the preceding word list are as brief as it is safe to write them with the assurance of perfect legibility, when they are written alone. However, these same words will often occur in "stock phrases," and within the phrases it is perfectly safe to use even shorter outlines. For instance, it is not possible to abbreviate *aneroid*, written alone, but in the common expression *aneroid barometer* both words may be cut down and the combination is still unmistakable.

► Each of the phrases in the list below contains some word in the word list, a word which it has been possible to abbreviate more effectively in the phrase than could be done when the word stands alone. These phrases will serve as examples of how technical vocabularies may be developed for the frequently recurring words in any line of business.

electric accumulators	2	circuit breaker	2	force of gravity	2
airplane engine	2	clearance papers	2	law of gravity	2
alloy of aluminum	2	battle cruiser	2	harbor lights	2
aluminum alloy	2	floating derelict	2	harbor charges	2
aneroid barometer	2	fire extinguisher	2	latitude and longitude	2
atmospheric pressure	2	fragmentation bomb	2	plimsoll mark	2
balloon barrage	2	gravity feed	2	pneumatic drill	2

Ophthalmological Terms

These terms compiled at the request of Miss Marie M. Hoffer, secretary to Dr. Robert H. Smith, Los Angeles optometrist, are presented here for the benefit of others of our readers in the same field.

absorptive	2	centimeter	2
achromatic	2	chalarion	2
amblyopia	2	choroid	2
amblyopia ex anopsia	2	chromatic aberration	2
astropia (Am.)	2	ciliary	2
amplitude of accommodation	2	Colonial Boston perfuse (C.B.P.)	2
anisometropia (Aniso.)	2	color blind	2
anisometropia	2	combined with (C)	2
asthenopia (Asth.)	2	(six-inch) comfort cable temples (S.C.C.T.)	2
astigmatism	2	concentric	2
compound hyperopic astigmatism	2	conjunctivitis	2
corneal astigmatism	2	contractile	2
lenticular astigmatism	2	convergence insufficiency	2
atrophy of the optic nerve	2	crossed cylinders	2
autointoxication	2	cruxite	2
axial	2	cycloplegic	2
axis (axes) (Ax.)	2	cyst	2
bifocal	2	decentered	2
bimocular fixation	2	decentration (Dec.)	2
binocular vision	2	degrees prism	2
alternating binocular vision	2	diopter (D.)	2
simultaneous binocular vision	2	presbyopic 3 diopters (P.3.D.)	2
bitemporal heteronymous	2	prism diopter (P.D.) or (Δ)	2
blind spots	2	diplopia	2
calesthenics	2	dynamic skiametry	2
campimeter	2	dynamoscope	2

Ophthalmological Terms

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emmetrope (Em.)	7
endogenous	7
esophoria (Eso.)	3
esotropia	2
exogenous	1
exophoria (Exo.)	5
eye patch	6
field of vision	2
finger-piece (F.P.)	1
focal	2
foci of infection	3
glaucoma	2
granular lids	2
habitual phoria	2
Helmholtz theory	1
hemianopsia	2
hemiopic	2
heterophoria	2
horopter	2
hypermetropia (H.M.)	2
hyperope	2
hyperopia (H.)	2
hyperphoria (Hyp.)	2
infinity (∞)	2
interpupillary distance (P.D.)	2
iritis	2
kryptok	2
lensometer	2
Maddox rod	2
malingerer	2
Marriott's test	2
meniscus	2
meridian	—
horizontal meridian (H.Mer.)	2
vertical meridian (V.Mer.)	2
millimeter	—
monocular	—
muscular imbalance	2
myology	2
neuralgic	2
neurasthenia	2
nyctalopia	2
occlusion	2
oculist	2
ophthalmic lens	2
ophthalmologist	2
ophthalmometry	2
ophthalmoscope	2
optometric	2
optometry	2
orthogon	2
orthophoria	2

Ophthalmological Terms

These terms compiled at the request of Miss Marie M. Hoffer, secretary to Dr. Robert H. Smither, Los Angeles, optometrist, are presented here for the benefit of others of our readers in the same field.

orthotics	2
paresis	6
perimetric chart	2
peripheral	6
phoropter	2
photophobia	2
pituitary	2
presbyopia (Pres.)	2
prismatic	2
pseudo myopia	2
pseudoscopy	2
pterygium	2
ptosis	2
punctum remotum (P.R.)	2
pyorrhea	6
range of accommodation	2
reflex	—
pupillary reflex	2
retinal reflex	2
rectus muscle	—
inferior rectus muscle	2
internal rectus muscle	2
superior rectus muscle	2
relative reserve	—
negative relative reserve	2
positive relative reserve	2
retinitis	2
retinoscope	2
retinoscopy	2
schematic eye	2
scotoma	2
absolute scotoma	2
shelltex	2
sightmeter	2
sphincter	2
stenopalic slit	2
stereo-orthopter	2
stereoscopic vision	2
strabismus	—
alternating strabismus	2
concomitant strabismus	2
paralytic strabismus	2
striate	2
Tillyer	2
toric	2
toxemias	2
ultex	2
unilateral	2
visual acuity (V.A.)	2
visual purple	2
zylo	2
zylonite	2

Railway Stenographers ~ Technical Terms

abutment		bulkhead		destination	
accelerated		bulletin		detective	
accident		bunk		differential fares	
accommodation		bumper		dining car	
acetylene		cab		disaster	
air-brake		cable		discharging	
air compressor		caboose		distance	
air line		caisson		distribution	
angle bar		carload		ditch	
anti-creeper		carpenter		dividend	
apparatus		carrier		drawbar	
appliance		cashier		drawbridge	
appurtenance		cement		drawhead	
arbitrator		chainman		dredger	
arch		chief dispatcher		eastbound	
assistant freight agent		chief engineer		elevator	
attorney		cinder		embankment	
authorized		circuit		empty	
axis		clinker		engineer	
axle		commission		engineman	
baggage		committee		en route	
baggageman		commuter		error and omission	
bagagemaster		commutation		excavation	
ballast		compartment		expenditure	
barge		competing line		fast freight	
barrel		competitive		ferryboat	
bearing		concession		fireman	
blacksmith		conductor		first-class	
blockade		conduit		fishplate	
block signal		connecting line		flag-station	
boiler		consumer		forge	
box car		corporate		foundation	
bracket		coupling		freight agent	
brakeman		creosoting		freight engine	
brake rod		culvert		freight house	
brake shoe		cylinder		funeral car	
breakage		damage		gasket	
bridgeman		deflecting rod		gatemann	
broken wheel		derail		general manager	
buffet car		derrick		general superintendent	

gondola		parlor car		soft coal	
grade-crossing		paymaster		solder	
graphite		perishable		standard time	
grate-shaker		piston		staybolt	
guard rail		platform		storehouse	
hacksaw		pneumatic		subgrade	
hand brake		porter		suburban	
headlight		postal car		surveyor	
hopper bottom		postal clerk		switchman	
hot box		prime		tallyman	
hydrant		profile		tamping bar	
hydraulic		rear end		tangent	
I-beam		rebill		target	
incandescent		redeemable		tariff	
injury		refrigerator		temporary	
insulator		reinforced		tender	
interlocking		requisition		terminal	
intersection		reservoir		terminus	
Interstate Commerce Commission		retaining wall		through freight	
interurban		roadbed		timekeeper	
itinerary		rodman		time-table	
jetty		roundhouse		torpedo	
joint agent		round-trip		tower	
journal		scaffold		towerman	
junction		scalper		trackman	
lampman		schedule		traffic	
lineman		second-class		transitman	
locomotive		section-boss		trestle	
longitudinal		section-house		triplicate	
lubricator		semaphore		trip-pass	
management		shear		turn-table	
mechanical department		shortage		tunnel	
mileage		sidetrack		velocipede	
milepost		single track		vestibule	
mixed train		siphon		waiting room	
motive power		slag		warehouse	
nut-lock		sleeper		washout	
observation car		sleeping car		watchman	
operative		smoking car		weighmaster	
ordinance		snowplow		worktrain	

Technical Terms Used

abstract of log	<i>l</i>	bunkering	<i>l</i>	dead weight	<i>p</i>
access	<i>o</i>	buoyancy	<i>o</i>	defect	<i>z</i>
accommodation	<i>ol</i>	cable-length	<i>ce</i>	delivery order	<i>re</i>
admiralty	<i>oe</i>	capacity	<i>o</i>	demurrage	<i>y</i>
adrift	<i>ft</i>	capsizing	<i>t</i>	departure	<i>a</i>
advance	<i>z</i>	cargo	<i>o</i>	derelict	<i>ro</i>
affidavit	<i>n</i>	carpenter	<i>w</i>	deserter	<i>o</i>
affreightment	<i>re</i>	carrier	<i>s</i>	despatch	<i>r</i>
aground	<i>or</i>	casualty	<i>ry</i>	detention	<i>f</i>
ahull	<i>i</i>	certificate	<i>o</i>	deviation	<i>q</i>
allotment	<i>co</i>	channel	<i>l</i>	disable	<i>pk</i>
alongshore	<i>cr</i>	charter	<i>8</i>	disbursement	<i>rs</i>
alongside	<i>ct</i>	clean bill-of-lading	<i>tr</i>	discharge	<i>rs</i>
anchorage dues	<i>z</i>	clearance	<i>rc</i>	discipline	<i>rk</i>
apprentice	<i>cl</i>	coaster	<i>v</i>	discount	<i>el</i>
arbitration	<i>g</i>	coastwise	<i>rl</i>	disembark	<i>rh</i>
assault	<i>dg</i>	collier	<i>re</i>	displacement	<i>re</i>
assignment	<i>g</i>	combustibles	<i>rg</i>	distance	<i>ro</i>
average	<i>gl</i>	commander	<i>ro</i>	distress	<i>fg</i>
ballast	<i>ll</i>	compensation	<i>rp</i>	diver	<i>g</i>
ballastage	<i>lg</i>	competency	<i>rg</i>	docker	<i>re</i>
barge	<i>ly</i>	consignee	<i>zo</i>	dockmaster	<i>re</i>
barnacles	<i>ls</i>	consignment	<i>z</i>	document	<i>rn</i>
barratry	<i>lo</i>	consignor	<i>z</i>	dredger	<i>re</i>
beacon	<i>h</i>	consul	<i>z</i>	dry-rot	<i>re</i>
bilged	<i>ly</i>	consul general	<i>rt</i>	elevator	<i>rp</i>
bill of health	<i>le</i>	continental	<i>tr</i>	embargo	<i>rp</i>
bill-of-lading	<i>ll</i>	continuous	<i>l</i>	embarkation	<i>6</i>
bill-of-sale	<i>lo</i>	contraband	<i>6</i>	engineer	<i>69</i>
blockade	<i>lo</i>	conveyance	<i>2</i>	entry of goods	<i>ro</i>
board of trade	<i>lk</i>	corrosion	<i>ry</i>	equipment	<i>re</i>
bottomry bond	<i>re</i>	cove	<i>7</i>	estimate	<i>ro</i>
bottomry premium	<i>re</i>	covenant	<i>7</i>	excursion	<i>2</i>
breakage	<i>g</i>	customhouse	<i>7</i>	exemption	<i>2</i>
breakwater	<i>re</i>	damage	<i>7</i>		

in Steamship Lines

exporter	<i>re</i>	life-saving	<i>g</i>	sailor	<i>en</i>
facilities	<i>re</i>	lighterage	<i>g</i>	salvage	<i>ey</i>
fast steamer	<i>gr</i>	lighthouse	<i>g</i>	seamanship	<i>ps</i>
fireman	<i>z</i>	log book	<i>rg</i>	seamen	<i>eo</i>
flotsam	<i>re</i>	longitude	<i>rg</i>	seaworthiness	<i>ro</i>
foreign	<i>z</i>	mail steamer	<i>gr</i>	semaphore	<i>tr</i>
foreman	<i>z</i>	manifest	<i>g</i>	shipchandler	<i>gr</i>
forfeiture	<i>fr</i>	manned	<i>g</i>	shipwright	<i>eo</i>
foundering	<i>re</i>	maritime	<i>el</i>	signal	<i>en</i>
freeboard	<i>g</i>	mercantile	<i>er</i>	siren	<i>eo</i>
freight	<i>g</i>	merchandise	<i>el</i>	skipper	<i>ec</i>
freightage	<i>g</i>	merchant steamer	<i>gr</i>	spillage	<i>eg</i>
freighter	<i>re</i>	mutiny	<i>g</i>	steamer	<i>gr</i>
general freight agent	<i>g</i>	navigation	<i>rg</i>	steerage passenger	<i>re</i>
grounding	<i>ri</i>	negligence	<i>rg</i>	stevedore	<i>re</i>
guardship	<i>z</i>	observation	<i>rg</i>	steward	<i>ro</i>
harbormaster	<i>re</i>	official log	<i>er</i>	stowage	<i>rg</i>
hemisphere	<i>gf</i>	offing	<i>g</i>	supercargo	<i>ro</i>
horizon	<i>g</i>	overboard	<i>g</i>	tallyman	<i>re</i>
hulk	<i>ri</i>	passenger	<i>g</i>	tariff	<i>gg</i>
hurricane	<i>ro</i>	passport	<i>g</i>	tender	<i>gg</i>
hydrography	<i>g</i>	perishable	<i>g</i>	territorial	<i>en</i>
hypothecation	<i>bg</i>	pier-head	<i>6</i>	tonnage	<i>7</i>
ice breaker	<i>er</i>	pilotage	<i>6</i>	towage	<i>7</i>
ice clause	<i>re</i>	pilot book	<i>6</i>	traffic	<i>g</i>
incrustation	<i>ry</i>	pontoon	<i>re</i>	trans-shipment	<i>z</i>
indemnity	<i>ry</i>	primage	<i>gy</i>	trawler	<i>re</i>
indenture	<i>ry</i>	purser	<i>g</i>	underwriting	<i>re</i>
jetsam	<i>re</i>	quarantine	<i>re</i>	warehouse	<i>es</i>
jetson	<i>re</i>	quartermaster	<i>el</i>	warranty	<i>es</i>
jettison	<i>re</i>	quayage	<i>g</i>	whaler	<i>re</i>
jetty	<i>re</i>	refrigerator	<i>g</i>	wharf	<i>g</i>
junk	<i>re</i>	registration	<i>g</i>	wharfage	<i>g</i>
jurisdiction	<i>re</i>	reship	<i>g</i>	wharfinger	<i>g</i>
latitude	<i>re</i>	restowing	<i>re</i>	wreckage	<i>g</i>

Technical Vocabulary--

alloy	2	conversion	2
analysis	2	copper clad	2
anchor	2	copper wire	2
angle	2	corrugated steel	2
annealed	2	cotter pin	2
back-to-back	2	counter rod	2
band	2	crank shaft	2
band-edge	2	crate	2
bearing plate	2	creosoting	2
bearing value	2	crosstie	2
bent	2	crucible	2
Bessemer	2	crystallized	2
billet	2	cube	2
blank sheet	2	deflection	2
blast furnace	2	derrick	2
bloom	2	diagram	2
bolthead	2	diameter	2
borings	2	dimension	2
box girder	2	edged plate	2
braces	2	elasticity	2
bracket	2	embossed	2
buckle plate	2	enamelled	2
carbon	2	eyebar	2
carbonizing	2	fabrication	2
castings	2	ferromanganese	2
cast iron	2	ferrosilicon	2
cast iron column	2	fibre stress	2
center of gravity	2	filings	2
channel	2	fins	2
chequered plate	2	fireproof	2
circular plate	2	fixed end	2
circumference	2	flange	2
clevis	2	flexure	2
cobble	2	floorplate	2
coefficients	2	flue dust	2
compound	2	flume	2
compression	2	forgings	2
connecting angles	2	foundation	2
construction	2	full-sized	2
contraction	2	function	2
		furring	2
		gallows	2
		galvanized	2
		geometric	2
		granulate	2
		gravity	2
		grillage	2
		guy wire	2
		gyration	2
		H-beam	2
		hematite	2
		hexagon	2
		hinge	2
		hollow brick	2
		I-beam	2
		impact	2
		inertia	2
		ingot	2
		Japanned	2
		lacquer	2
		lateral	2
		leaded	2
		lintels	2
		live load	2
		logarithm	2
		longitudinal	2
		loop	2
		machine bolt	2
		machined	2
		manganese	2
		marbleized	2
		masonry	2
		monitor	2
		neutral axis	2
		nickel plated	2
		oblong	2
		obtuse	2
		open hearth	2
		oval	2
		oxide	2

Structural Steel and Iron

partition	2	sectional area	2	stenciled	2
perforate	2	segment	2	stiffener	2
pig iron	2	separator	2	struts	2
pilot	2	slag	2	studding	2
pin plate	2	sleeves	2	tangent	2
plastered	2	socket	2	tarred	2
primed	2	sole plate	2	T-bar	2
profile	2	span	2	tensile	2
puddle	2	specifications	2	terra cotta	2
purlins	2	specific gravity	2	tie-rod	2
radius of gyration	2	spelter	2	tile arch	2
reaming	2	spiegle	2	tin plate	2
rectangle	2	spike	2	T-rail	2
refractories	2	splice	2	trigonometric	2
reinforcement	2	square bar	2	truss	2
replacement	2	stagger	2	tubing	2
rough turned	2	stampings	2	turnbuckle	2
round edge	2	staple	2	wall plate	2
safe load	2	stay plate	2	web resistance	2
seamless	2	steel bar	2	wrought iron	2

Ship Construction Terms

American Bureau of Shipping		derrick post		scupper
angle iron		devil's claw		seaway
ash hoist		exhaust line		shaft alley
athwartship		fair-lead		shipbuilder
ballast		faying surface		sick bay
batten		fire bucket		signal wire
bilge		flagstaff		sleeper
bitumastic		forecastle		smokestack
blue print		foremast		starboard
boom rest		gun foundation		steam pressure
bulkhead		gunwale		tail shaft
bulwark		guy line		tarpaulin
cargo capacity		jackstaff		telescopic mast
chart table		keelson		templet
chronometer stand		lake navigation		topmast
coal bunker		lifeboat		'tween-deck
contract number		life raft		ventilator
crosstree		ocean navigation		wardroom
cubical contents capacity		pelorus		warship gray
davit		propeller		wheelbarrow
dead center		radiator		windlass
deck house		range light		wireless installation

(Material furnished by Mrs. Josephine Hammond, United Shipping Board, Cleveland, Ohio)

Convention Phrases

all in favor		contrary, no		I ask unanimous consent	
annual convention		don't you know		I can't believe	
annual meeting		don't you realize		I do not think	
annual proceedings		due consideration		I do not want to say	
annual report		each one of the		I don't want	
appointment of the committees		early attention		I do think	
are you ready		executive committee		I expect this	
are you ready for the motion		few days ago		I have come to the conclusion	
are you ready to report		few moments ago		I have the honor	
as far as I can		few weeks ago		I have the honor to be	
as far as possible		first convention		I have the honor to represent	
as far as the		first meeting		I have the honor to say	
at the last conven- tion		go ahead		I hope that	
at the last session		going to be		I hope you will	
by all means		going to have		I second it	
by-laws		I am going		I seconded it	
call on me		I am not going		I second the motion	
call on you		I am positive		I shall ask	
chairman of the com- mittee		I am quite sure		I shall call	
constitution and by- laws		I am ready to report		I shall give	

Convention Phrases

I should like	✓	in all cases	✓	in this connection	✓
I should like to say	✓	in any case	✓	in this manner	✓
I should say	✓	in any event	✓	in this way	✓
I so move	✓	in a short time	✓	is there any	✓
I suggest	✓	in connection with the	✓	is there any question	✓
I suggest that	✓	in connection with the matter	✓	is there such a motion	✓
I suggest this	✓	in connection with that	✓	it has been	✓
I want to second the motion	✓	in less than	✓	it is carried	✓
I will appreciate	✓	in my experience	✓	it is moved and seconded	✓
I will give	✓	in order	✓	it occurred to me	✓
I will give the	✓	in order to be	✓	it occurred to us	✓
I will give you	✓	in order to have	✓	it occurs to me	✓
I will second the motion	✓	in order to make	✓	it will be possible	✓
I wish to thank you	✓	in order to move	✓	it would be a good thing	✓
I would like to make	✓	in order to say	✓	it would be a good time	✓
I would like to make a motion	✓	in our experience	✓	just go ahead and tell us	✓
I would like to move	✓	in our report	✓	ladies and gentlemen	✓
if there is	✓	in that report	✓	last convention	✓
in addition to that	✓	in the morning	✓	last session	✓
in addition to these	✓	in the usual course	✓	later on	✓
		in the usual course of business	✓	let me know	✓

Convention Phrases

let us know	✓	prompt attention	✓	very short time	✓
lot of men	✓	regularly moved and seconded	✓	want to say	✓
member of the committee	✓	rules and regulations	✓	ways and means	✓
members of the committee	✓	say aye	✓	we are not going	✓
Mr. Chairman	✓	serious consideration	✓	we are ready to report	✓
Mr. President	✓	serious question	✓	we ask you	✓
Mr. Speaker	✓	serious thing	✓	we believe	✓
motion is carried	✓	this afternoon	✓	we hope you will	✓
moved and seconded	✓	this convention	✓	we should not expect	✓
my best judgment	✓	to a considerable extent	✓	we will go ahead	✓
next convention	✓	to a great extent	✓	what is your pleasure	✓
nominating committee	✓	to a limited extent	✓	what shall we do	✓
no objection	✓	tomorrow morning	✓	within a short time	✓
one of the most	✓	to such an extent	✓	will be glad to know	✓
on such matters	✓	to this extent	✓	you can't expect	✓
order of business	✓	unanimous consent	✓	your immediate attention	✓
out of the question	✓	very anxious	✓	you will appreciate	✓
out of the way	✓	very anxious to see	✓	you will expect	✓
part of the record	✓	very often	✓	you will give	✓
point of information	✓			you will give that	✓
point of order	✓			you will prepare	✓

Terms Used in Congressional Debates

adjournment	executive	politician
administration	expenditures	politics
allocated	filibuster	propaganda
argument	formulate	prosperity
at all times	great deal	reciprocity
community	humanity	remedy
conclusive	identify	republican
confronted	immigrate	resolution
constitution	impending	Senator Smith
constitutional	legislation	so far as the
constructive	legislative	strike out
criticism	legislature	subscribe
delegate	length of time	support
democracy	minority	taxation
democratic	moratorium	testimony
disarmament	my recollection	Treasury of the U. S.
economical	nonpartisan	unanimous
economy	of course	under the circumstances
emergency	on the subject	unemployment
emigrate	participate	voters
evidence	pending	wherein
execute	political	withhold

Terms Used in Congressional Debates

Mr. Chairman	State Department	Constitution of the United States
Mr. President	Treasury Department	President of the United States
Mr. Speaker	Department of the Treasury	Vice President
Fellow-citizens	Department of State	Supreme Court
Senator from Kansas	War Department	Supreme Court of the U. S.
Gentleman from Missouri	Department of Justice	Circuit Court
Gentleman from Wisconsin	Navy Department	gold standard
Junior Senator from New York	Secretary of State	standard of living
Senior Senator from Alabama	Secretary of the Treasury	budget
unanimous consent	Secretary of Labor	balance the budget
joint resolution	Secretary of Agriculture	balancing the budget
committee (in phrases)	Attorney General	taxpayer
joint committee	Shipping Board	tax exempt
Ways and Means Committee	Farm Loan Board	pending bill
Committee of the Whole House	Bureau of the Budget	free trade
Committee of the Whole	fiscal year	tariff
Finance Committee	Reconstruction Finance Corporation	Interstate Commerce
Agricultural Committee	City government	Interstate Commerce Commission
Foreign Affairs Committee	state government	Interstate Commerce Law
Committee on Foreign Affairs	Government of the U. S.	interstate
Appropriations Committee	Congress of the U. S.	intra-state
Judiciary Committee	session of Congress	Congressional Record

Terms Used in Congressional Debates

Agricultural Department	highway	pro tempore
Department of Agriculture	highways	President Roosevelt
all over the world	House of Representatives	Franklin D. Roosevelt
amendment	House Resolution	reservation
appropriate	Senate of the United States	resolution
appropriation	Senate Resolution	roll call
balanced budget	I want to say	Secretary to the President
Budget Bureau	will the gentleman yield	sergeant-at-arms
chairman of the committee	I will yield	Speaker
Commerce Department	Member of Congress	Speaker of the House
Department of Commerce	Members of Congress	State Legislature
common people	Member of the House	State of New Jersey
debate	Member of the Senate	State of Connecticut
Department of the Interior	men and women	tariff for revenue only
Interior Department	men, women and children	thousands of dollars
Federal Court	on the question	United States Government
Federal Government	on this question	Vice President Garner
Federal Reserve	out of order	wage earner
Federal Reserve Act	point of order	wage earners
Federal Reserve Bank	Post Office Department	waterway
Federal Reserve Board	Postmaster General	waterways
Federal Reserve System	pro tem	White House

Terms Used in Congressional Debates

adopt	Governor of Missouri	prohibition
anticipate	heretofore	prohibition law
authorized	House Resolution	provision
authority	hundreds of thousands of dollars	recipient
billions of dollars	hundreds of millions of dollars	reclamation
by volume	income tax	reconstruction
by weight	instrumental	Republican Party
calamity	intoxicating in fact	resources
centralization	intoxicating liquor	restrictive
civil service commission	introduce	shortsighted
colleague	Labor Department	situation
commission	legislate	speculation
consequently	legislator	substitute
conspiracy	limitations	Tariff Act
construe	majority	tariff law
Democratic Party	majority of the committee	tariff legislation
Department of Labor	non-intoxicating	three per cent
deputation	non-intoxicating in fact	treasurer
detrimental	one half of one per cent	treasury
district	organization	undesirable
domestic	pension	unparalleled
Eighteenth Amendment	postponement	Volstead Act

Reporting Phrases that Speed Up the Taking of Testimony

<i>C</i> hospital	<i>C</i> I picked him up	<i>S</i> she said
<i>C</i> up (in phrases)	<i>C</i> I picked her up	<i>C</i> he said to me
<i>P</i> take (in phrases)	<i>C</i> I picked me up	<i>C</i> he said to her
<i>C</i> took (in phrases)	<i>C</i> call him	<i>S</i> she said to me
<i>P</i> take him	<i>C</i> I called him	<i>C</i> he said to him
<i>C</i> took him	<i>C</i> I called him up	<i>S</i> she said to him
<i>R</i> take her	<i>C</i> he called me	<i>E</i> I was
<i>C</i> took her	<i>C</i> he called me up	<i>C</i> he was
<i>SC</i> take him to the hospital	<i>C</i> I called her	<i>C</i> she was
<i>RE</i> took him to the hospital	<i>C</i> I called her up	<i>C</i> she is
<i>RC</i> take her to the hospital	<i>C</i> I told him	<i>E</i> I was not
<i>CO</i> take care	<i>C</i> I told her	<i>C</i> I wasn't
<i>CD</i> take care of him	<i>C</i> he told me	<i>C</i> he was not
<i>CR</i> take care of her	<i>C</i> she told me	<i>C</i> he wasn't
<i>CM</i> take care of the matter	<i>C</i> I spoke to her	<i>C</i> she was not
<i>SD</i> take the matter up	<i>C</i> I spoke to him	<i>C</i> she wasn't
<i>CO</i> take up the matter	<i>C</i> I talked to him	<i>S</i> I saw him
<i>CG</i> pick him up	<i>C</i> I talked to her	<i>S</i> he saw me
<i>CG</i> picked him up	<i>C</i> I said to him	<i>S</i> he seen me
<i>CG</i> pick her up	<i>C</i> I said to her	<i>S</i> I saw her
<i>CG</i> picked her up	<i>C</i> he said	<i>S</i> I seen him
<i>C</i> I picked up	<i>C</i> I said	<i>S</i> I seen her

Reporting Phrases That Speed Up the Taking of Testimony—II

<i>C</i>	1 object	<i>Z</i>	no foundation
<i>C</i>	objected to	<i>Z</i>	no foundation laid
<i>C</i>	objection	<i>G</i>	speak (speaks) for itself
<i>C</i>	objection sustained	<i>ee</i>	I will allow
<i>C</i>	objection overruled	<i>ee</i>	I will allow him to say
<i>CG</i>	I sustain the objection	<i>ee</i>	I will allow him to state
<i>CG</i>	I overrule the objection	<i>o</i>	he may state
<i>C</i>	sustained	<i>oo</i>	he may answer
<i>C</i>	overruled	<i>E</i>	I except
<i>C</i>	objected to as incompetent, irrelevant and immaterial	<i>g</i>	I take an exception
<i>C</i>	irrelevant, incompetent and immaterial	<i>g</i>	I respectfully except
<i>C</i>	immaterial, irrelevant and incompetent	<i>g</i>	take an exception
<i>C</i>	incompetent immaterial and irrelevant	<i>g</i>	I give you an exception
<i>C</i>	objected to as calling for a conclusion	<i>g</i>	I move to strike (it) out
<i>C</i>	objected to as not binding on the defendant	<i>g</i>	I move to strike out the answer
<i>C</i>	objected to as not binding on the plaintiff	<i>g</i>	I move that the answer be stricken out
<i>C</i>	as not the best evidence	<i>g</i>	I ask that it be stricken out
<i>C</i>	as calling for an operation of the mind	<i>g</i>	I ask that you strike out the answer
<i>C</i>	as calling for a characterization	<i>g</i>	I ask that the answer be stricken out
<i>C</i>	as immaterial	<i>P</i>	strike it out
<i>C</i>	as incompetent	<i>P</i>	strike out the answer
<i>C</i>	as irrelevant	<i>P</i>	it is stricken out

Reporting Phrases That Speed Up the Taking of Testimony—III

<i>no</i>	motion denied	<i>2</i>	of his own personal knowledge
<i>yes</i>	motion granted	<i>3</i>	as answered
<i>ask</i>	I ask that you instruct the jury	<i>20</i>	as already answered
<i>ask</i>	I ask that the jury be instructed	<i>21</i>	that is not the evidence
<i>ask</i>	I ask for the withdrawal of a juror	<i>22</i>	that is not the testimony
<i>move</i>	I move for the withdrawal of a juror	<i>23</i>	as not pleaded
<i>move</i>	I move to set aside	<i>24</i>	as not in issue
<i>ask</i>	I ask for a new trial	<i>25</i>	as not the evidence
<i>move</i>	I move for a new trial	<i>26</i>	as not the testimony
<i>for</i>	for a new trial	<i>27</i>	as contrary to the evidence
<i>ask</i>	I ask your honor	<i>28</i>	as contrary to the testimony
<i>ask</i>	I ask the court	<i>29</i>	as hearsay
<i>may</i>	may it please the court	<i>30</i>	as improper
<i>if</i>	if the court please	<i>31</i>	as leading
<i>if</i>	if your honor please	<i>32</i>	as suggestive
<i>answer</i>	answer the question	<i>33</i>	as leading and suggestive
<i>please</i>	please answer the question	<i>34</i>	as not the best proof
<i>if</i>	if he knows	<i>35</i>	as characterizing
<i>yes</i>	yes or no	<i>36</i>	there is nothing in the record
<i>on</i>	on the ground	<i>37</i>	failure of proof
<i>on</i>	on the grounds	<i>38</i>	failed to prove
<i>of</i>	of his own knowledge	<i>39</i>	bill of particulars

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