

5,000 MOST-USED SHORTHAND FORMS

The 5,000 Words of Highest Frequency as Compiled by

DR. ERNEST HORN

Classified by John Robert Gregg
According to the Lessons in the
Gregg Shorthand Manual
Anniversary Edition

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SHORTHAND PLATES WRITTEN BY
WINIFRED KENNA RICHMOND

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FOREWORD

The following list of the 5,000 words of highest frequency is taken from "A Basic Writing Vocabulary—Ten Thousand Words Most Commonly Used in Writing," compiled by Ernest Horn, Ph.D., Professor of Education of the University of Iowa, and Director of the University Elementary School. These words were selected from 5,136,816 running words taken from the vocabularies of business correspondence; of personal letters from all parts of the country, including the vocabulary of letters of people of more than average literary ability; of well-known writers; of letters printed in magazines and metropolitan newspapers; of minutes, resolutions, and committee reports; and of excuses written to teachers by parents.

It is interesting to note that in this list of 5,136,816 words the word *the* occurs 560,601 times; *and* 519,583 times; *a* 359,119 times; *be* 147,612 times; and *all* 91,568 times.

One of the principal factors that should be considered in the teaching of shorthand is the probable future importance of words in the writing done in life outside of school. If the teacher would strive to drill the pupils on the group of high-frequency words in each lesson until these words become automatic—and they may be made more interesting by drilling on them in context rather than singly—the pupil will have a writing vocabulary of more than 90 per cent of all that he is likely to be called upon to write.

We wish to extend our thanks to Dr. Horn for his permission to arrange this list according to the Gregg Shorthand Manual.

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CHAPTER I

UNIT 1

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length:

1 a	.	1 go 1-ing	—	1 not	—
1 am	—	1 good	—	1 our	—
1 an	.	2 hay	○	1 the	—
1 are	—	1 he	○	1 their	—
1 at	/	1 hour	—	1 there	—
1 can	—	1 I	○	1 well	—
1 cannot	—	1 in	—	1 will	—
1 can't	—	1 it	—	1 would	—
1 eye	○	1 more	—		

11. Circles Joined to Single Strokes. At the beginning or end of a single curve, the circle is placed *inside* the curve:

5 ache	σ	5 glee	~~~~~	3 hill	·
4 acre	σ	2 gray	~~~~~	2 hurry	·
2 air	○	1 hair	○	2 ill	—
3 ear	○	1 hear	·	5 key	—
2 egg	—	2-ing	—	2 lay	—
4 gay	—	1 her	○	5-ing	—
		1 here	·	3 tree	—

12. At the beginning or end of a single straight stroke, the circle is written with *right motion*:

1 add		1 had		1 him	
4-ing		1 hat		3 hit	
2 aid		2 hate		4 knee	
2 aim		1 head		1 may	
2 ate		5-ing		1 me	
1 day		3 heat		2 tea	
1 eat		5-ing			
2-ing		5 hem			
		3 hen			

UNIT 2

14. Circles Between Strokes. Where an angle, or a point, is formed at the junction of consonants, the circle goes outside the angle:

2 cake		5 drama		5 lame	
4 calm		2 dream		5 lean	
1 came		5 drill		3 limit	
5 cane		3 gain		2 mad	
5 canning		4-ing		1 made	
1 game		1 game		3 maid	
3 cat		4 gate		1 make	
3 cattle		1 get		1-ing	
1 claim		1-ing		2 mark	
2 clean		3 grain		5-ing	
3-ing		2 green		3 marry	
2 cream		3 keen		5 mat	
4 dairy		4 kick		5 mate	
2 dark		5-ed		3 meal	
5 deem		1 kid		3 meat	
		4 knit			

1 meet		4 neat		4 rare	
1 -ing					
4 merry		3 neck		3 rear	
1 met		1 need		5 tail	
3 mid		2 net		4 tale	
2 middle		4 rail		3 tan	
2 milk		1 rain		2 team	
2 mill		3 -ing		1 train	
5 nail		4 rainy		2 -ing	
		3 ran		5 turkey	

15. Where straight strokes and curves join without an angle, or where two similar curves join without an angle, the circle is placed inside the curve:

3 attack		1 lady		1 ready	
4 dig		2 laid		1 red	
4 dread		1 late		2 retail	
4 greet		2 lead		3 rid	
5 -ing		3 -ing			
3 headache		3 led		1 take	
5 hurried		1 married		1 -ing	
2 lading		1 rate		2 ticket	
		4 -ing			
		1 read		3 treat	
		1 -ing		5 -ing	

16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. Any vowel which does not contribute to the legibility of an outline may be omitted if its omission gives a more facile outline:

4 career		1 error		5 nickel	
4 eager		5 mayor		1 taken	
		3 metal			

17. Between straight strokes in the same direction the circle is written with *right* motion:

3 data		4 enemy		1 man	
3 deed		4 linen		1 mean	
		2 main		3-ing	

18. Between opposite curves the circle is turned back on the first curve:

5 creek		2 lake		5 reckon	
3 guilty		4 league		3 track	
3 kill		2 leg		5 trick	
3 lack		5 liquor		4 wreck	
		3 rag			

23-24. BRIEF FORMS FOR COMMON WORDS AND BUSINESS ABBREVIATIONS

1 and		3 handy		1 them	
1 be		1 his		1 then	
1-ing		1 is		1 they	
1 but		1 market		1 this	
1 by		1 Mr.		1 to	
1 desire		1 Mrs.		1 too, 1 two	
1 end		1 of		1 was	
4-ed, 4-ing		1 sir		1 with	
1 great		1 than		1 without	
1 hand		1 that		1 you	
5-ing				1 your	
1 handle					
4-s, 1-ing					

UNIT 3

26. By blending *d* and *t* into one long stroke the syllables *ted*, *ded*, *det* are expressed:

2 added		2 detail		2 needed	
2 dead		3 hated		1 today	
4 debt		5 headed		3 treated	
		2 limited			

27. By blending *m* and *n* into one long stroke the syllables *men*, *mem* are expressed. In addition to *men*, *mem* this blend represents similar sounds, such as *min* in *minute*, *mun* in *money*:

4 eliminate		1 men		2 minute	
1 many		5 mend		1 money	
2 meant		4 mental		1 month	
3 memory		3 minimum		1 remain 3-ing	

29. BRIEF FORMS FOR COMMON WORDS

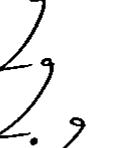
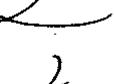
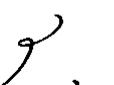
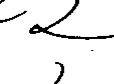
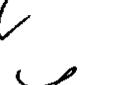
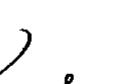
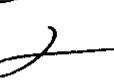
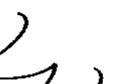
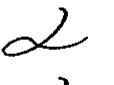
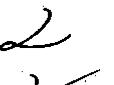
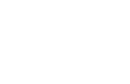
4 alike		1 date		1 those	
1 all		4-ing		1 time	
1 any		1 did		2 truth	
3 aware		1 into		1 were	
1 come		1 like		1 what	
1-ing		4-ing		1 when	
1 could		1 little		1 where	
1 country		2 meantime			
		1 my			
		1 other			

CHAPTER II

UNIT 4

34. The consonants in this chapter are *p, b, f, v, ch, j, sh, s:*

<i>P</i>		3 map		3 tip	
3 appeal		2 nap		1 trip	
2 camp		3 pack		<i>B</i>	
2 campaign		3-ing 2 pain		1 baby	
2 cap		2 pair		1 back	
5 cape		3 pan		2 bag	
4 clipping		5 parade		4 bake	
5 crêpe		2 park		5 bare	
5 damp		4 parlor		4 bargain	
2 deep		1 pay		3 barrel	
4 grip		2 pen		3 bat	
1 happen		4 penny		3 battle	
5-ing					
4 happier		2 pick		3 bay	
1 happy		3-ed, 5-ing		3 beach	
5 heap		3 picnic		5 bean	
1 help		2 pig		2 bear	
3-ing				2-ing	
4 lamp		2 pin		2 beat	
3 lap		3 pity		5-ing	
5 lip		4 rapid		3 bee	
		3 rip		3 behalf	

3 bell		1 fee		1 even	
3 belt		2 feed		1 evening	
2 bet		1 feel		3 evil	
3 bid		1 feet (204) <i>1-ing</i>		3 grave	
1 bit		2 fell		2 heaven	
4 buried		1 felt		5 heavier	
5 cabin		3 fever		2 heavy	
5 debit		1 fill		1 leave	
3 habit		2 <i>ing</i>		1-ing	
4 ribbon		1 finish		4 level	
F		4 <i>ing</i>		1 live	
2 affair		3 fish		1 <i>ing</i> , 2-d	
5 calf		4 <i>ing</i>		3 navy	
1 factory		1 fit		4 relieve	
2 fail		2 gift		4-d	
5 <i>ing</i>		4 grief		5 vague	
1 fair		1 half		3 vain	
5 fame		1 if		3 valley	
4 fare		2 laugh		5 vary	
4 farewell		4 <i>ing</i>		5 <i>ied</i>	
1 fat		5 leaf		4 velvet	
5 fatal		1 left		4 victory	
3 fate		5 lift		Ch	
1 fear		3 relief		2 attach	
3 fed		5 tariff		1-ed, 2-ing	
3 federal		5 welfare		2 catch	
		V		4 chain	
		4 avail		5 channel	
		4 driven		5 chat	
				2 cheap	

		J		Sh
1 check				
2 -ing				
3 chicken		1 age		1 cash
2 chief		3 edge		4 -ed
1 each		5 gem		3 garage
2 kitchen		5 jade		1 machine
3 match		5 jail		3 -ry
3 peach		5 jelly		3 shade
4 ranch		5 magic		4 shake
1 reach		1 page		4 shame
4 -ing		3 range		2 shape
3 rich		4 religion		5 sharp
1 teach		5 tragedy		1 she
1 -ing				5 shed
4 wretched				4 sheep
				1 sheet
				5 shell

37. Pr and Pl. In writing *pr* and *pl*, start to the left:

Pr	1 pretty		2 plain	
3 cheaper		Pl	5 plane	
1 paper		4 apple	1 plan	
2 pray		5 chapel	1 -ing	
3 -er		5 maple	2 plate	
4 preach			1 play	
			2 -ed, 2 -ing	
			4 pledge	
			5 -d	

38. Br and Bl. In writing *br* and *bl*, start down, thus:

Br	3 brick		3 neighbor	
4 brain		2 bridge		Bl
2 branch		3 brief		1 able
4 brave		4 chamber		1 black
3 bread		2 labor		2 blame
2 break		5 -ing		5 label
3 -ing		2 member		

39. Fr and Fl. In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:

	<i>Fr</i>		<i>Fl</i>
3 frame		2 fresh	
1 free		4 freshman	
4 French		5 freshmen	

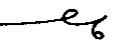
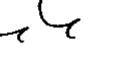
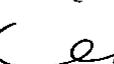
41. BRIEF FORMS FOR COMMON WORDS

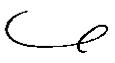
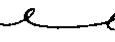
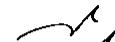
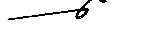
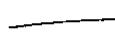
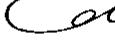
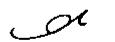
1 about		1 form		1 over	
1 after		1 from		1 people	
1 been		1 have		4 platform	
1 before		1-ing		1 put	
2 bound		1 maybe		2-ing	
1 change		4 moreover		1 shall	
3-ing		1 most		1 ship	
1 ever		1 much		1-ing	
1 every		1 never		1 should	
1 for		1 one		1 very	
		2 won, 2-s		3 one-half	
				1 which	

UNIT 5

49. Initial and Final S. 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:

<i>Before P</i>	<i>After P</i>	
2 spare		2 pass
3 heaps		2-ing
4 speed		4 pays
3 helps		2 peace
4 lamps		5 peas
5 lips		1 piece
3 spread		4 puts

2 space		5 mercy		1 sell	
4 trips		4 neighbors		2 -ing	
After B		3 nurse		2 silk	
5 babies		2 ours		3 silly	
3 base		1 hours		1 sleep	
1 busy		5 pairs		3-y, 4-ing	
Before R		1 papers		4 slept	
3 easier		5 phrase		2 slip	
After R		5 players		4-ed, 5-s	
4 acres		3 praise		5 slippers	
2 affairs		2 press		After L	
4 bears		3 race		5 appeals	
4 brass		2 raise		4 apples	
2 crazy		5-ing		4 barrels	
1 dress		3 tracer		1 class	
4-ing		2 trees		2 details	
4 ears		Before L		2 feels	
4 errors		3 asleep		2 glass	
4 factories		5 ceiling		3 hills	
5 fears		5 cellar		3 lace	
4 fierce		4 sail		3 lazy	
4 freeze		5-ing		3 lease	
4 grace		4 salad		1 less	
3 grass		2 salary		3 likes	
1 members		5-ies		4 meals	
4 memories		1 sale		3 mills	
		4 seal		4 palace	
				1 place	
				2-ing	

3 plays		3 ends		2 hence		
3 release 5-d		1 hands		3 illness		
1 sales		3 heads		4 immense		
5 sells		2 ladies		5 knees		
<i>After T</i>						
4 countries		2 needs		3 man's		
2 dates		5 pads		1 means		
5 debts		3 reads		4 men's		
5 eats		4 shades		3 niece		
5 fits		4 today's		3 one's		
2 gets		<i>After N</i>			4 pains	
4 gifts		5 brains		3 patience		
3 habits		4 cans		5 pins		
5 hats		1 chance		1 plans		
1 its		3 chickens		5 prince		
2 meets		1 dance 3-ing, 5-d		5 rains		
1 minutes		5 darkness		3 remains		
3 plates		2 fancy		4 trains		
2 rates		3 fence		4 vacancy 4-ies		
2 sheets		5 finance		<i>After M</i>		
3 tickets		4 glance		2 claims		
<i>After D</i>						
4 bids		3 goodness		1 comes		
1 days		2 happens		3 dreams		
5 deeds		2 happiness		4 enemies		
		5 heavens		2 forms		

4 frames *(e)*4 mass *(e)*1 times *(e)*3 games *(d)*1 miss
3-ing2. In all other cases the right *s* is used:*Circle*1 as *(9)*4 ease *(9)*2 easy *(2)*5 essay *(2)*1 has *(9)*1 say
1-ing *(2)*3 sea *(2)*1 see
2-ing, 4-s *(2)**K*5 breaks *(6)*1 case *(9)*2 checks *(3)*4 escape
4-d *(9)*5 keys *(9)*1 makes *(03)*4 marks *(e)*5 sack *(9)*5 sacred *(2)*2 sake *(9)*3 scale *(e)*5 scare *(e)*5 scarf *(29)*3 scheme *(2)*5 scrap *(e)*5 screen *(e)*3 secret *(2)*4 seek
4-ing *(2)*1 sick *(2)*5 skating *(2)*3 sketch *(29)*5 skin *(2)*2 takes *(B)**G*3 bags *(G)*4 eggs *(2)*2 gas *(2)*1 goes *(2)*1 goods *(2)*1 guess *(2)*5-ing *(2)*4 legs *(2)**N*4 hasten *(2)*4 sane *(2)*5 sanitary *(2)*3 scene
4-s *(2)*4 scenery *(e)*1 seen *(2)*4 senate *(2)*1 sense *(2)*3 sickness *(2)*4 sin *(2)*1 since *(2)*5 snap *(2)*
*M*4 cement *(2)*1 same *(2)*1 seem
1-s, 5-ing *(2)**T*5 astray *(2)*1 city *(2)*2-ies *(2)*2 east *(2)*5 happiest *(2)*4 haste *(2)*1 history *(2)*5 prettiest *(2)*2 sat *(2)*

2 seat		3 studied		5 peaches	
4-s		D		2 reaches	
1 set		2 sad		5 teaches	
2-s, 3-ing		1 said		J	
2 settle		3 seed		3 ages	
2 sit		F		2 pages	
2-ing		1 face		5 pledges	
4 staff		4 fees		Sh	
3 stage		5 phase		4 dishes	
2 stamp		2 safe		4 sash	
2-s, 2-ed		4 safety		3 ships	
1 stay		V		S	
2-ing, 4-s		5 canvass		4 cease	
2 stayed		2 leaves		5-d	
3 steady		1 save		1 season	
3 steam		2-ing		4-s	
2 steel		3 severe		5 seized	
2 step		5 slaves		Th	
3-s, 5-ing		4 sleeves		1 these	
3 stick		Ch		U	
3 stiff		3 branches		1 yours	
2 straight		2 changes			
4 strain					
4 stream					
5 stretch					
1 study					
2-ing, 3-ies					

51. **S Between Strokes.** When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant:

3 basket		2 desk		2 fast	
3 cast		5 dresser		4 gasoline	
5 chest		5 fascinating		3 guest	

1 least	<i>e</i>	3 medicine	<i>s</i>	4 task	<i>l</i>
2 lesson	<i>e</i>	4 mystery	<i>a</i>	3 taste	<i>l</i>
2 listen	<i>e</i> ^{2-s}	3 pencil	<i>l</i>	4 vast	<i>d</i>
5 listening	<i>e.</i>	3 risk	<i>o</i>	1 visit	<i>g</i>

2-ing, 4-s

52. The Ses Sign. The *ses* sound as heard in *faces*, *basis*, *races*, *cases*, *census*, etc., is expressed by joining the two *s* signs as a blend:

4 analysis	<i>es</i>	3 dances	<i>ps</i>	4 passes	<i>p</i>
1 basis	<i>b</i>	3 dresses	<i>ps</i>	2 pieces	<i>f</i>
1 cases	<i>q</i>	5 faces	<i>d</i>	1 places	<i>g</i>
3 chances	<i>ss</i>	5 finances	<i>ps</i>		
2 classes	<i>ss</i>	4 glasses	<i>ss</i>		

53. BRIEF FORMS FOR COMMON WORDS

1 again	<i>o</i>	1 must	<i>t</i>	1 such	<i>f</i>
1 against	<i>o</i> <i>t</i>	1 others	<i>t</i>	1 thing	<i>c</i>
1 always	<i>o</i>	1 part	<i>l</i>	1 think	<i>..</i>
4 apart	<i>o</i>	2 parties	<i>a</i>	1 thinking	<i>..</i>
1 because	<i>o</i>	1 party	<i>o</i>	2 thinks	<i>..</i>
1 cause		1 public		3 thorough	<i>g</i>
1 business	<i>o</i>	3 publish		2-ly	
1 far	<i>o</i>	2 publication		1 three	<i>g</i>
1 favor		4-s		1 under	<i>...</i>
3 favorite	<i>o</i>	5 publishing		1 work	<i>g</i>
1 first	<i>o</i>	1 says		1-ing, 2-s	
1 matter	<i>o</i>	2 system			
1-s		1 some	<i>o</i>		

54. The suffix *thing* is expressed by a dot in the following words:

1 anything	<i>o</i>	1 everything	<i>o</i>	1 something	<i>o</i>
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55. Plurals of Brief Forms. The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

3 businesses



3 causes



3 desires



Note: The plurals of brief forms not ending in *s* are given with the primitive forms.

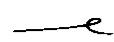
UNIT 6

57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

2 fix



4 mix



3 taxes



5 maximum



3 tax



58. The suffix *shun* (*sion, tion*) is expressed by *sh*:

1 action

^{4-s}

5 generation



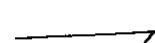
4 registration



3 affection



1 mention



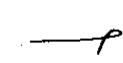
2 relation



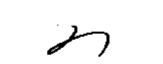
3 affectionate



5 mission



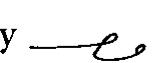
2 section



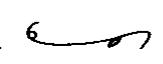
2 election



3 missionary



3 selection



3 fashion



3 nation



3 session



5 federation



1 national



1 vacation



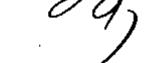
5 fiction



5 physician



4 vision



59. The Past Tense. The past tense is expressed by *t* or *d*:

1. After abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:

2 caused



2 favored



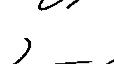
4 parted



2 changed



4 formed



2 published



2 desired



2 liked



1 shipped



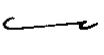
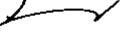
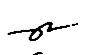
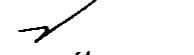
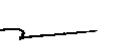
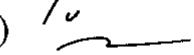
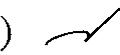
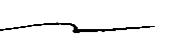
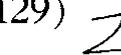
2. In all other cases join *t* or *d* if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

<i>Joined</i>					
2 based	<i>b</i>	3 handed	<i>s</i>	1 passed	<i>s</i>
4 blessed	<i>bl</i>	2 helped	<i>hl</i>	1 placed	<i>pl</i>
2 checked	<i>ch</i>	3 laughed	<i>lh</i>	3 raised	<i>rd</i>
3 dressed	<i>dr</i>	2 marked	<i>mr</i>	1 reached	<i>rh</i>
1 finished	<i>fn</i>	1 mentioned	<i>mn</i>	3 saved	<i>sv</i>
4 fitted	<i>ft</i>	2 missed	<i>ms</i>	5 traced	<i>tr</i>
2 fixed	<i>fx</i>	3 mixed	<i>mx</i>	2 visited	<i>vt</i>
3 guessed	<i>gs</i>	3 packed	<i>pk</i>	2 worked	<i>wk</i>
<i>Disjoined</i>					
1 dated	<i>dt</i>	3 figured	<i>fg</i>	4 scared	<i>sc</i>
5 feared	<i>fr</i>	4 remained	<i>rm</i>		

60. BRIEF FORMS FOR COMMON WORDS

1 also	<i>a</i>	1 let	<i>lt</i>	3 presents	<i>ps</i>
1 another	<i>an</i>	3-ing		1 soon	<i>sn</i>
1 beg	<i>bg</i>	1 letter	<i>lt</i>	1 still	<i>st</i>
5-ing		1 morning	<i>mr</i>	1 tell	<i>tl</i>
5 begged	<i>bgd</i>	1 name	<i>nm</i>	2-ing	
1 between	<i>bt</i>	4-ing		2 tells	<i>tl</i>
1 big	<i>bg</i>	2 named	<i>nd</i>	1 till	<i>tl</i>
1 gave	<i>gv</i>	1 next	<i>xt</i>	1 until	<i>tl</i>
1 give	<i>gv</i>	1 nothing	<i>nt</i>	1 woman	<i>wn</i>
1-ing, 1-n		3 presence	<i>ps</i>	4's	
1 gives	<i>gvs</i>	1 present	<i>pn</i>		
1 got	<i>gt</i>	2-ed, 4-ing			
		5 presentation	<i>pr</i>		

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

1 ago		2 forgive (170)		4 informal (129)	
1 almost		2 forgot (170)		5 informs	
1 anyone		3 formal		1 instead	
2 began		3 income		3 overcharge (214)	
1 begin		1 increase		4 overcome (214)	
4 candidate (80)		2-d, 5-s		4 undertake (214)	
2 candy (80)		3 increasing		2 welcome	
		1 inform (106, 129)			
		2-ed, 3-ing			

CHAPTER III

UNIT 7

65. THE O-HOOK

<i>O</i>			
5 ballot		5 knock 4-ed	
2 block 4-s		4 lock	
3 bottle		3 lodge	
1 box 2-es		1 loss	
3 clock		1 lost	
5 closet		1 lot 1-s	
2 coffee		4 mob	
5 consolidated		2 model	
2 dog 4-s		3 occur 2-ed, 3-s	
5 folly		3 odd	
5 frost		1 off	
4 gossip		5 offense	
2 hog 5-s		5 offset	
2 hospital		1 often	
1 hot		4 opera	
1 job 5-s		2 operation 4-s	
4 jobbers		3 pocket 5-s	
4 jolly		4 possess	
		3 rock 5-s	
		5 rod	
		3 shock 5-ed	
		2 shop 4-ing, 5-s	
		4 shot	
		3 soft	
		5 solemn	
		3 solid	
		1 sorry	
		3 spot	
		2 top	
		2 volume 3-s	
		<i>Aw</i>	
		3 abroad	
		2 ball	
		3 baseball	
		3 basket ball	
		1 bought	
		4 broad	
		1 brought	

2 caught	✓	5 bone	✓	3 hoped	✓
5 caution	✓	4 bore 5-d	✓	3 hose	✓
5 clause	✓	3 borrow 5-ed	✓	2 hotel	✓
4 cough	✓	5 bow	✓	3 joke	✓
2 cross 5-ing	✓	2 broke	✓	1 know 2-ing, 2-s	✓
2 draw 2-ing	✓	2 broken	✓	2 load 3-s, 4-ed	✓
4 fought	✓	5 chose	✓	1 low	✓
4 jaw	✓	4 chosen	✓	3 lowest	✓
1 law 3-s	✓	1 close 3-ing, 5-s	✓	2 motion	✓
1 ought	✓	2 closed	✓	4 narrow	✓
5 pause	✓	5 closer	✓	1 no	✓
2 raw	✓	3 coach	✓	3 nose	✓
5 salt	✓	3 coast	✓	1 note 1-s, 2-ed	✓
1 saw	✓	2 coat 3-s	✓	1 notice 2-d, 4-s	✓
4 sought	✓	5 code	✓	3 notion	✓
5 straw	✓	2 drove	✓	4 oats	✓
1 talk 2-ing, 3-s	✓	5 elbow	✓	5 obey	✓
1 talked	✓	1 fellow 2-s	✓	4 ocean	✓
3 taught	✓	5 frozen	✓	1 open 1-ing, 4-s	✓
4 withdraw	✓	5 globe	✓	2 owe 2-ing	✓
<i>O</i>					
2 auto	✓	4 grocery	✓	5 owed	✓
3 blow 5-ing	✓	3 gross	✓	5 owes	✓
2 boat 5-s	✓	2 grow 2-ing, 5-s	✓	2 phone	✓
4 bolts	✓	4 hero	✓	4 pillow	✓
		1 hope 1-ing, 2-s	✓	4 pole	✓

3 porch	G	3 row	w	5 sober	E
2 portion	G	2 sew	o	5 sole	a
1 post	G	5 sewed	/w	5 solicit	aw
4 posted	G	5 shadow	f	4 solo	au
3 potatoes	tot	4 shore	u	3 sore	a
3 poultry	we	1 show	l	3 sorrow	au
5 prose	e	2 showed	/v	2 soul	a
3 protection	co	1 shown	v	3 stove	y
5 remote	ad	2 slow	e	5 stroke	ya
1 road	d	3 smoke	su	5 toe	r
2-s		5-ing		1 wrote	d
4 rode	d	2 snow	su	4 zero	eo
5 rope	g	4-ed, 5-ing			
3 rose	r	1 so	z		
4-s		4 soap	f		

67. O-Hook Modified. To avoid an unnecessary angle the slant of the o-hook is modified slightly before *n*, *m*, *r*, and *l*, thus:

N		M	
1 alone	o	1 on	~
5 blown	o	1 own	~
5 dawn	pe	5-s	
2 drawn	pe	3 stone	t
3 grown	re	5-s	
1 known	—	4 thereon (201)	—
5 lawn	ee	4 tone	t
2 loan	ee	M	
5-s		5 diploma	eo
4 nonsense	es	1 home	i
		4-s	
		3 homesick	iz
		4 omit	ob
		2-ed	

1 or	~	<i>L</i>	3 hole	~
3 orange	g	2 coal	2 holiday	~
3 score	~	3 collar	5 holy	~
1 store	~	1 college	4 rôle	~
2-s		4-s		
1 story	~	5 doll	3 roll	~
3-ies			5-ing, 5-s	
5 tore	~	3 golf	4 tall	~
4 torn	~	2 hall	1 whole	~
		4 haul	5 wholesome	~

69. BRIEF FORMS FOR COMMON WORDS

3 belief	~	1 girl	~	1 situation	~
1 believe	~	1-s		1 small	~
3-d, 4-ing		1 glad	~	4 so-called	~
5 believes	~	5 gladness	~	1 state	~
1 call	~	1 order	~	1-s, 2-ing	
1-ing, 2-s		2-ing, 1-s		1 stated	~
1 called	~	1 ordered	~	1 told	~
5 coarse	~	1 possible	~	1 upon	~
1 course	~	1 possibly	~	1 want	~
3 courses	~	1 purpose	~	2-ing, 2-s	
1 doctor	~	2 recall	~	1 wanted	~
4-s				1 went	~
1 during	~	1 receive	~		
2 estate	~	1-ing, 4-s			
1 general	~	1 received	~		
		1 several	~		

UNIT 8

71. The circle is written with left motion to express *r* following the vowel:

1. Before straight strokes:

1 arm	~	2 army	~	2 art	~
3-s				5-s	

4 earn		1 heard		1 hard	
5 earned		1 heart		3 harm	
		4-s 4-hearty		4 harmony	

2. After straight strokes:

5 auditor		4 harder		5 partner	
1 better		2 honor		5 pastor	
5 bitter		4-ed 4-jar		4 preacher	
3 cashier		1 later		4 reader	
5 cedar		1 latter		2 register	
2 chair		4 leader		3 registered	
2 chapter		5 ledger		2 semester	
3 cheer		4 major		4 senator	
2 dare		1 manner		2 share	
2 daughter		3 mar		1 sister	
4 debtor		2 mere		4 soldier	
4 Easter		3 minister		5 stair	
3 editor		2 motor		4 star	
5 elevator		1 near		4 steamer	
5 factor		3 nearest		1 teacher	
5 flatter		5 oftener		4 tear	
4 grammar		3 owner		3 visitor	

3. Between straight strokes in the same direction:

5 dared		1 start		5 starts	
3 dirty		2-ing 1 started			

72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church, murmur, urge, hurt*:

1 church		2 hurt		3 urge	
	4-es			5-d	

74. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

3 chairs		4 readers		1 teachers	
5 daughters		3 sisters		5-'s	
3 manners		3 soldiers		4 tears	
5 ministers		4 stairs		3 visitors	
5 owners		4 stars			

75. BRIEF FORMS FOR COMMON WORDS

1 above		1 deal		1 opinion	
1 become		4-ing		3-s	
3-s, 3-ing		1 dear		3 preparation	
1 book		1 dearest		2 prepare	
1-s		1 either		2-d, 3-ing	
4 booked		2 importance		1 rather	
2 booklet		1 important		1 real	
5 booklets		1 keep		5 recollect	
3 capital		2-ing, 3-s		5-ion	
1 children		1 kept		1 regard	
4-s		1 love		1-ing, 4-ed	
2 collect		2-ing, 3-s		3 regardless	
3-ed, 4-ing		2 loved		1 subject	
1 collection		1 necessary		2-s	
3-s				1 together	
1 company				1 yesterday	
3-ies, 3-s					

76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

3 dealer		4 nearer		5 worker	
3 dealers		5 publisher		4 workers	

When the forms are distinctive, the *r* is joined, thus:

4 bigger		3 lover		3 smaller	
2 greater		4 receiver			

When a brief form ends with the last *consonant* of a word, the left-motion circle is used to express *or, er* after straight strokes:

2 former		1 longer		2 sooner	
----------	--	----------	--	----------	--

UNIT 9

78. The left-motion *th* is used before and after *o, r, l*. In other cases the right-motion *th* is used:

O	R	
1 although		4 birth
3 author		2 birthday
5-s		
1 both		4 breath
2 cloth		2 earth
2-es, 4-ing		
4 growth		4 thread
1 though		4 thrill
		4-ing
1 thought		3 throat
2-s		
		3 throw
		5-ing
		4 thrown
		L
		1 health
		5 healthy
		5 wealth

In all other cases the right-motion *th* is used:

3 bath		1 months		4 thence	
5-ing		5-s			
2 death		5 path		4 thick	
2 faith		3 teeth		3 thin	
3 forth		2 theater			
2 method		4 theme			
3-s					

80. The prefixes *con*, *com*, *coun*, *cog*, followed by a consonant, and *can* when followed by *t* or *d*, are expressed by a small circle; *ily* and *ally*, by a loop:

<i>Con</i>	<i>Ly</i>		
5 conception	3 affectionately	3 partly	5 orderly
3 concrete	5 barely	4 plainly	6
5 confer	5 briefly	5 presently	6
2 conference	4 chiefly	3 rapidly	6
3 confess	3 closely	5 rarely	6
4 conscience	3 deeply	3 safely	6
5 consolation	1 early 2-ier	4 slowly	6
2 convention	2 fairly	3 wholly	6
5 convey	2 gladly	<i>Ily</i>	
4 conviction	1 greatly	2 easily	6
4 convince	1 hardly	1 family	6
3-d	5 immensely	4 happily	6
<i>Com</i>		3 heartily	6
5 compel	2 lately	3 necessarily	6
4 compensation	3 lonely	2 readily	6
<i>Coun</i>		4 steadily	6
1 account	1 lovely	<i>Ally</i>	
2-s, 3-ing	5 mainly	2 generally	6
2 council	5 manly	4 locally	6
5-sel	2 monthly	4 materially	6
1 county	3 mostly	5 totally	6
5-ies	1 only		
<i>Can</i>			
4 candidate (61)	5 openly		
2 candy (61)			

81. In words beginning with *comm* or *conn*, the second *m* or *n* is written thus:

4 commence		3 commerce		1 common	
3 comment		4 committed		5 commonplace	

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:

2 daily		2 likely		1 nearly	
3 formerly		2 merely		1 really	
4 freely		3 namely			

83. To express the plural of brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:

4 families		1 letters		1 regards	
2 favors		2 names			

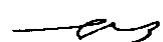
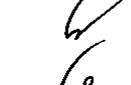
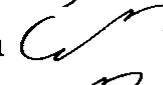
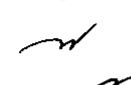
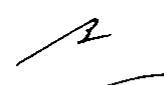
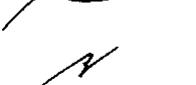
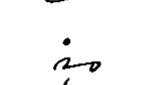
88. BRIEF FORMS FOR COMMON WORDS

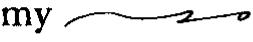
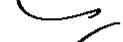
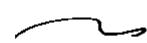
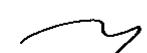
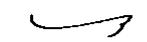
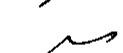
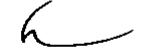
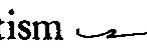
1 agree		1 express		3 represented	
2-d, 5-s		2-ed, 5-ing			
1 already		2 expression		1 send	
5-s		5-s		1-ing, 3-s	
1 ask		1 floor		1 speak	
1-ing, 4-s		5-s, 4-flour		2-ing, 4-s	
1 asked		3 flower		4 speaker	
1 committee		2-s		1 special	
4-s		1 future		5-ly	
3 complain		1 immediate		2 speech	
5-ing		2-ly		4-es	
2 complaint		1 knowledge		4 valuation	
4-s		1 office		1 value	
1 complete		3-s		2-d, 4-s	
2-ly, 4-ing		3 officer		4 weakness	
2 completed		2-s		1 week	
		2 official		3-ly, 2 weak	
4 completion		4-s		1 weeks	
4 employ		3 represent		5-s	
3-ed		3-s, 4-ing			
5 employee		5 representation			
3-s					

CHAPTER IV

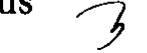
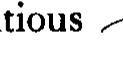
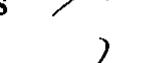
UNIT 10

91. THE OO-HOOK

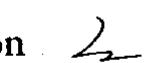
<u>U</u>				
3 blood		5 mysterious		5 uneasy
5 bluff		1 once		4 unhappy
5 bud		3 oven		1 up
3 butter		2 plus		3 upper
4 chorus		3 production		5 upset
1 couple		3 reduction		4 upstairs
3 cup		2 rough		4 utmost
5-s 1 cut		3 rub		5 utter
3-ing, 4-s		3 rubber		4 utterly
4 deduction		2 rug		
1 does		4 shut		2 cook
1 dozen		5 status		3-ing
4 drug		4 stuck		2 foot
3 dull		2 stuff		2 football
3 dust		2 supper		3 pull
1 fur		2 thus		5-ing
3 honey		4 tough		2 sugar
3 jealous		3 truck		1 took
2 luck		5-s		
2-y		4 ugly		5 accrued
				
				5 blew

4 bloom		2 fruit		3 shoe	
5-ing		4 gloomy		5 shoot	
1 blue		4 grew		5 threw	
5 boots		2 group		1 through	
5 coupé		5-s		5 tool	
5 crew		2 loose		5-s	
1 do		2 lose		5 tooth	
1-ing		4-ing		5 troops	
5 drew		5 pool		1 true	
2 food		5 rheumatism		1 truly	
3 fool		3 roof		1 who	
5-s		3 route		1 whom	
3 foolish		5-d, 5-ing			
		5 routine			

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *campus*, *cousin*, etc.:

4 bus		4 conscious		3 precious	
3 campus		2 cousin		3 religious	
2 choose		4-s		2 shoes	
5 conscientious		3 desirous		1 us	

94. The *oo*-hook Modified. To avoid an unnecessary angle, the *oo*-hook is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l*:

1 afternoon		3 famous		2 none (125)	
5-s		4 forenoon		2 noon	
5 annum (206)		3 mood		3 nut	
4 bonus		2 moon		4 smooth	
5 canoe		2 mud			
3 cool					

95. BRIEF FORMS FOR COMMON WORDS

1 care	○	1 expected	E	1 purchase	G
3-d		2 force	Y	3-ing, 3-s	
4 cares	○	3 forced	Z	1 purchased	G
1 carried	○	5 forces	Z	5 purchaser	G
5 carrier	○	1 full	Z	1 question	G
4 carries	○	1 fully	Z	5 questionnaire	Z
1 carry	○	5 governed	Z	1 remember	—
2-ing		1 government	Z	3-ed, 5-ing	
1 charge	/	4 governor	Z	5 remembrance	—
1-s, 3-ing		1 look	Z	1 school	n
1 charged	/	1-ing, 2-s		2-s, 5-ing	
1 clear	W	1 looked	Z	5 skill	n
4-ed, 5-ing		1 number	—	1 sure	s
3 clearly	o	2-s, 4-ed		1 surely	s
1 enough	z	4 overlook (214)	Z	1 usual	1
1 especially	o	2-ed		2-ly	
1 expect	z	1 position	Z	1 wish	1
2-ing, 4-s		3-s		1-es, 2-ing	
4 expectation	z			2 wished	Y
5-s					

UNIT 11

97. By pronouncing the following words slowly it will be found that *w* has the sound of *oo*; therefore *w* is expressed by the *oo*-hook:

4 underwear (214)	z	1 walk	n	1 water	z
3 wages	g	2-ing, 4-s		5-s	g
4 wagon	z	3 walked	vv	5 wave	z
3 waist	z	3 wall	u	1 way	z
1 wait	z	4-s		2-s	
1-ing		2 wash	y	1 we	z
3 waited	z	3-ing		2 wear	z
4 wake	z	3 washed	y	3-ing, 5-s	
		1 waste	z	3 weary	z
		5-ed		3 wed	z
		2 watch	y	2-ing	
		3-ing, 5-ed			

3 weigh	<i>θ</i>	5 whistle	<i>z</i>	5 woke	<i>w</i>
5 <i>ing</i>					
5 weighed	<i>θ</i>	5 wicked	<i>z</i>	1 women	<i>z</i>
				5's	
2 weight	<i>θ</i>	5 widow	<i>z</i>	3 wood	<i>w</i>
5-s				3-s	
2 wet	<i>θ</i>	4 width	<i>z</i>	3 wool	<i>w</i>
4 wheat	<i>θ</i>	1 win	<i>z</i>	3 wore	<i>w</i>
		5 <i>ing</i>			
3 wheel	<i>z</i>	4 witness	<i>z</i>	3 worn	<i>w</i>
5-s					

99. W within Words. In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following:

5 dwell	<i>f</i>	5 queen	<i>z</i>	5 quilt	<i>w</i>
3 equipped	<i>e</i> <i>g</i>	3 queer	<i>z</i>	2 quit	<i>d</i>
4 hardware	<i>h</i> <i>g</i>	2 quick	<i>z</i>	1 quote	<i>v</i>
		2-ly		2-d, 2-ing	
4 quarrel	<i>q</i> <i>r</i>			3 square	<i>w</i>

In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

4 swear	<i>z</i>	1 sweet	<i>z</i>	3 swell	<i>z</i>
3 sweater	<i>z</i>	5 sweetness	<i>z</i>	4 swim	<i>z</i>
				3-ing	

100. A Before W or H. In words beginning with *a-h* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

2 ahead	<i>.z</i>	2 awaiting	<i>z.</i>	1 away	<i>θ</i>
3 await	<i>.z</i>	4 awake	<i>z.</i>		

102. BRIEF FORMS FOR COMMON WORDS

1 accept	<i>o</i>	1 bring	<i>g</i>	2 explained	<i>E</i>
2-ed, 3-ing		2-ing, 3-s			
3 acceptance	<i>o</i>	3 duties	<i>g</i>	2 explanation	<i>E</i>
5 bodies	<i>g</i>	2 duty	<i>g</i>	1 fall	<i>l</i>
				4-ing, 4-s	
2 body	<i>g</i>	2 explain	<i>E</i>	4 fallen	<i>l</i>
		3-ing, 4-s			

3 false		2 natural		2 reported	
1 follow		2 naturally		5 reporter	
1 -ing, 1-s		1 nature		1 room	
2 followed		1 particular		2-s, 5-ing	
1 further		4-s		1 suppose	
3 furthermore		1 particularly		2-d, 5-ing	
1 gone		2 remark		1 whether	
3-s, 5-ed		3-s, 5-ed		2 whose	
1 house		3 replied		1 word	
5 housekeeping		1 reply		1 world	
2 houses		1-ing, 5-s		5-s	
		1 report		1-s, 3-ing	

UNIT 12

104. Y has the sound of long e, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. Ye, as in *year*, *yet*, is expressed by a small loop; ya, by a large loop:

2 yard		5 yearly		1 yet	
2-s					
1 year		2 yellow		3 youth	
1-s, 3-s					

105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant:

5 angle		3 hang		3 sing	
		4-ing		3-ing	
3 angry		5 hung		2 song	
				4-s	
4 finger		4 hungry		1 spring	
				4	
4 fingers		3 king		string	
				5	
4 gang		2 ring		swing	
		3-s			
5 gingham		5 sang		1 wrong	

Nk (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

4 ankle		4 banker		1 blank	
3-s, 3-ing		2 banquet		3-s	

3 frank		3 pink		4 tank	
3 frankly		4 rank		2 uncle	
3 ink		4 sink			

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a vowel follows the prefix the initial vowel is retained. *Ex* is expressed by *es*:

The suffix *ings* is expressed by a left *s*, and *ingly* by a small circle substitute for the *ing*-dot:

<i>En</i>		<i>Un</i>		<i>Im</i>		<i>Ings</i>	
5 enforce		5 unfair		1 impossible		1 expense	
3 engine		5 unlike		5 impress		2-exp	
4 engineer		5 unwilling		4 impressed		5 expiration	
4-ing				2 impression			
4 engineers				5-s			
3 envy		1 impossible		5 impulse		5 dealings	
<i>In</i>							
2 inch		5 impress				4 evenings	
2-es		4 impressed				2 feelings	
4 indebtedness		2 impression				4 greetings	
1 indeed		5-s				2 meetings	
5 infer		5 impulse				5 mornings	
5 inferior						5 openings	
5 infinite						4 savings	
1 inform (61, 129)						1 things	
2-ed, 3-ing							
4 inspiration		3 examine					
		3-d					
4 install		5 exceed					
5-ing							
4 installation		3 excess					
		4 excessive					
		1 exchange					
		5-d					
		4 exhibit					

107. The negative forms of words beginning with *n* or *m* are distinguished from the positive forms by inserting the initial vowel in the negative forms:

4 unknown ~~~~~ 3 unnecessary ~~~~~

109. BRIEF FORMS FOR COMMON WORDS

1 along	~	3 correction	~	1 return	~
1 among	—	3 correctly	~	1 returned	—
1 answer 1-ing, 2-ed	o	1 effect	z	1 strong	r
3 answers	o	1 effort	z	2 strength	rr
1 bill 1-s, 3-ing	C	1 else	~	3 stronger	rrr
2 billed	C,	3 elsewhere (201)	6	4 strongest	rrr
3 built	C	1 experience	6	3 strongly	r
1 car 1-s	—	1 friend	z	1 thank	..
4 carload	~	2 friendly	z	5 thanked	..
1 character 4-s	z	1 list	~	1 thanking	..
3 communicate	~	2-ed, 4-ing	~	1 thanks	..
2 communication	~	3 lists	~	1 yes	0
5-s		1 long	~	1 young	7
1 correct 2-ed	—	5-ing	~	1 younger	7
		1 recent	~		
		1-ly			

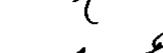
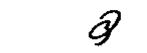
CHAPTER V

UNIT 13

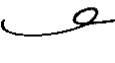
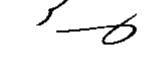
112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:

<i>U</i>				
4 confusion		1 view 3-s		1 enjoy 2-ed, 2-ing
2 cute		o-w		2 join
1 few		5 blouse		2 joy
5 fewer		2 cow		3 noise
4 fuel		3 mouth		2 oil
3 funeral		1 now		5 poison
2 graduate 4-ing, 5-s		5 outcome		5 royal
4 graduated		4 plow		3 soil
3 graduation		4 powder		3 toy
4 huge		4 scout		2 voice
2 human		4 shower		<i>I</i>
4 humor		4 voucher		1 apply 3-ing, 4-ies
5 situated		o-i		2 applied
5 tubes		5 annoyance		4 arise
4 uniform		4 boiler		4 authorize
4 unit 5-s		1 boy 1-s, 5-s		3 authorized
		2 choice		1 buy 2-ing

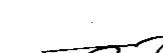
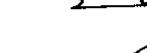
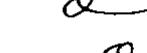
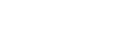
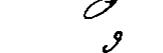
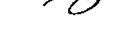
4 buyer	6	2 good-bye	7	2 pipe	6
5 choir	8	4 guide	6	1 price	8
3 climate	20	3 height	8	1-s, 3-d	
5 climb	2	1 high	8	5 primarily	20
2 comply 3-ing, 5-ied	20	2 higher	8	3 primary	20
5 confine	2	4 highway	8	3 prize	8
4 crime	20	5 hire	8	1 realize	20
2 cry 5-ing	20	5 hired	8	3-d	
2 die 4-ing	20	2 ice	8	5 retire	20
2 died	20	2 iron	8	5 retired	20
4 dine 3-ing	20	5 ironing	8	2 ride	20
2 drive 3-ing	20	5 ivory	8	2-ing, 5-s	
2 dry	20	4 knife	8	3 rise	20
3 excited	2	2 library	20	5-ing	
3 exciting	8.	4 license	20	5 rye	20
1 eyes	8	2 lie	20	5 shine	20
2 fight 3-ing	2	3-s	20	5-ing	
1 file 1-s, 3-ing	2	4 lying	20	3 sides	20
2 final	2	1 mine	20	2 sight	20
2 finally	2	5 minor	20	1 sign	20
1 fine	2	1 nice	20	4-s, 5-ing	
1 fire	2	2-ly	20	1 size	20
2 fly 4-ing, 5-ies	20	5 nicer	20	2-s	
4 fry	6	3 oversight (214)	20	5 sized	20
4 galvanized	20	2 pie	6	4 slide	20
		4 pile	6	3 spite	20
		4 pine	8	1 style	20
				5 styles	20
				1 supply	20
				2-ies, 4-ing	
				3 supplied	20
				3 tie	20
				4-d	

4 tight		2 trial		5 vice	
5 tile		1 try		5 vital	
4 tiny		1 ^{1-ing} tried		1 white	
3 tire		2 twice		2 wide	
1 tired		2 type		4 wine	
5 tires		5-s 4 utilize		2 wise	

114. For convenience, long *i* is expressed by the large circle in the following words:

3 alive		3 lively		2 mighty	
1 life		2 lives		1 quite	
1 line		1 might		4 idle	
1-s, 4-ing					

115. BRIEF FORMS FOR COMMON WORDS

2 all right		2 kindness		2 require	
5 appoint		1 light		3-s, 5-ing	
2-ed		3-s, 5-ing		1 required	
3 aside		5 lighted		1 right	
3 awhile		5 lighter		3-s	
2 behind		4 mankind		1 side	
1 find		4 midnight		3 smile	
2-ing, 3-s				4-ing	
4 fortnight		2 mile		1 thousand	
1 how		1 night		1 use	
1 out		2-s		1-d, 1-ing	
3 inquire (227)		2 outfit		4 uses	
3-ing, 4-d		5-s		1 while	
1 inquiry		3 outline		1 why	
3-ies				1 wire	
2 inside		2 outside		4-s, 5-ing	
1 kind		1 point		2 write	
3-s		2-s, 4-ed		1-ing, 3-s	
2 kindest		1 power		1 writer	
		4-s			

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly*:

2 highly Ⓛ 1 kindly Ⓜ 5 rightly Ⓝ

UNIT 14

118. In a few words, vowels follow one another consecutively without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

2 poem	Ⓐ	3 poet	Ⓐ	5 poets	Ⓐ
3 poems	Ⓐ	3 poetry	Ⓐ	3 radio	Ⓐ

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:

3 prior	ⓐ	2 science	ⓐ	5 via	ⓐ
---------	---	-----------	---	-------	---

120. Short *i* followed by *a*, as in *mania*, is expressed by a large circle with a dot placed within it; *e* followed by the large circle vowel, as in *create*, is expressed by a large circle with a dash within it. These distinctions are seldom necessary, however:

4 create	ⓐ	2 piano	ⓘ	5 radiator	ⓐ
4-ed					
4 initiation	ⓐ	5 pneumonia	ⓐ	5 serial	ⓐ

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted:

4 companion	ⓘ	1 idea	ⓘ	4 ruin	ⓘ
4 cruel	ⓘ	2 ideal	ⓘ	3 theory	ⓘ
3 genius	ⓘ	2 quiet	Ⓜ	5 triumph	ⓘ
3 genuine	ⓘ	4-ly			

For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music*:

4 amuse	Ⓛ	1 due	/	1 knew	-
4-d, 4-ing	Ⓛ	2-ly, 4-s			
2 avenue	Ⓛ	1 issue	?	1 music	Ⓛ
2 bureau	Ⓛ	4-s, 5-ing			
		2 issued	?	1 new	-
				1-s	

3 overdue (214)		3 renewal 5-s		5 strenuous
3 reduce 3-d, 4-ing		4 renewed		1 suit 3-s
4 renew		4 revenue		5 suited

122. BRIEF FORMS FOR COMMON WORDS

2 across		1 enclose 1-d, 1-ing		2 respect 2-fully, 4-s
1 address 3-es, 4-ing		3 enclosure		5 respected
1 addressed		1 mail 1-ed, 2-ing		4 respective 4-ly
1 advantage 3-s		2 object 5-s		2 strange
1 arrange 1-ment, 4-ing		3 objection 4-s		5 strangely
2 arranged		1 opportunity 3-ies		4 stranger
2 arrangements		1 please 3-ing, 4-s		2 throughout
1 consider 1-ation, 2-ing		1 pleased		1 trust 1-ing
2 considered		2 progress 5-ing		1 various
2 dollar 1-s		4 progressive		1 wonder 2-ing, 3-ed

UNIT 15

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

Short U	5 bungalow		3 handsome	
5 alumni		3 column 5-s		2 judge 4-ing, 5-s
5 apron		1 done		3 jump 5-ed
5 auditorium		5 drunk		2 lonesome
3 begun		5 dumb		3 lumber
5 brush		1 fun		5 lump
5 budget		1 funny		2 lunch
2 bunch		4 gun 4-s		3 luncheon

3 pump		5 sunset		ow
1 run		3 sunshine		2 brown
1-ing, 3-s		2 ton		4 crown
2 rush		4 tongue		1 down
3-ed, 4-ing		1 touch		4 gown
2 son		5-es, 5-ing		1 town
4-s		4 touched		3 towns
2 sum		3 trunk		
1 summer				
2 sun				

125. Between two horizontal straight strokes *ow* is indicated by a jog, but *u* is inserted:

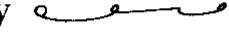
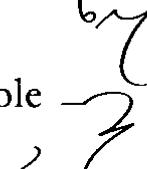
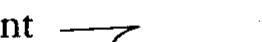
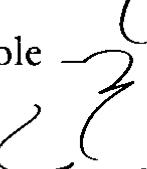
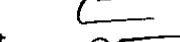
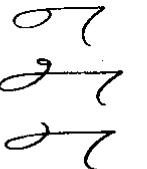
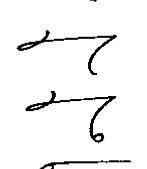
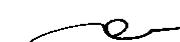
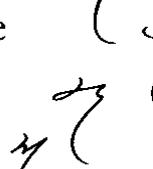
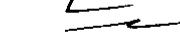
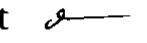
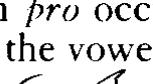
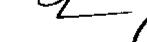
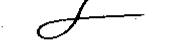
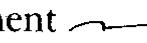
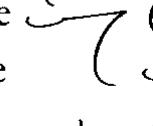
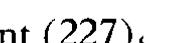
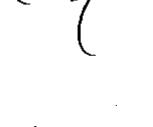
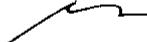
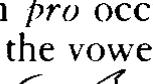
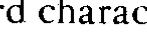
4 announce 3 announced 2 none (94)

126. The *u* is omitted in the termination *sume*:

2 assume 4 assumed 2 presume

127. The syllables *per*, *pro*, *pur* are expressed by *pr*; the syllable *ble*, by *b*; *ple*, by *p* (in the words given below only); *ment*, by *m*:

<i>Per</i>		3 approve		3 proportion	
2 per		2-d		4 prosperous	
5 perform		4 process		2 prove	
5-ed		5 procession		3-d, 5-s	
4 performance		4 profession		4 proven	
1 perhaps		4 professional		4 provision	
2 permit		3 professor		5-s	
5-s		2 profit		4 purple	
4 permitted		5-s		Ble	
4 persuade		2 promise		3 acceptable	
4-d		3-s, 5-ing		4 adorable	
<i>Pro</i>		2 promised		2 agreeable	
4 approach		5 promotion		5 amiable	
5 appropriate		1 proper			
		2-ly			

1 available		2 terrible		5 element	
5 Bible		2 terribly		5 elementary	
4 cable		1 trouble		4 employment	
3 desirable		3-s 5 uncomfortable		5 enjoyment	
2 double		(129)		5 enrollment	
5 durable		2 valuable		1 equipment	
5 enjoyable		5 visible		2 excitement	
2 favorable		Ple		4 experiment	
3-ly		3 ample		4 garment	
5 feeble		3 example		5 installment	
5 honorable		1 sample		1 judgment	
4 horrible		2-s 2 simple		1 moment	
4 humble		2 simply		5 monument	
4 liable		Ment		1 payment	
3 miserable		2 agreement		2-s 5 punishment	
3 noble		4 amusement		4 requirement	
2 payable		3 announcement		1-s 1 settlement	
3 profitable		3 apartment		1 shipment	
3 reliable		3 appointment		1-s 1 statement	
3 remarkable		5 attachment		2-s 4 supplement	
4 respectable		4 basement		2 treatment	
3 sensible		3 commencement			
2 suitable		3 compliment			
2 table		4 document			
4-s		5-s			

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

3 produce 

3 produced 

5 produces 

129. Two or more simple prefixes may be joined:

5 compromise	<u>co</u>	1 inform (61, 106) 5-s	<u>in</u>	5 uncomfortable (127)	<u>uncomfor</u>
5 conform	<u>con</u>	4 informal	<u>for</u>	5 unexpected	<u>unexpec</u>

130. BRIEF FORMS FOR COMMON WORDS

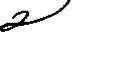
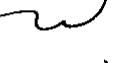
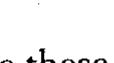
5 accord	<u>ac</u>	3 director	<u>dir</u>	2 problem	<u>prob</u>
1 <i>1-ing</i>	<u>1</u>	3-s		2-s	<u>2</u>
1 accordance	<u>accord</u>	2 excellent	<u>exc</u>	2 proof	<u>pro</u>
2 accordingly	<u>acco</u>	1 except	<u>excpt</u>	5-s	<u>5</u>
1 bad	<u>b</u>	2 exception	<u>exc</u>	4 recover	<u>recov</u>
2 badly	<u>bad</u>	4 exceptional	<u>excptn</u>	3-ed	<u>3</u>
1 bed	<u>bed</u>	4 exceptionally	<u>excptnl</u>	1 regret	<u>regret</u>
5 bedroom	<u>bedroo</u>	2 organization	<u>org</u>	3-ing, 5-ed	<u>3-ing, 5-ed</u>
2 confidence	<u>confid</u>	4 organize	<u>orgniz</u>	1 regular	<u>regul</u>
2-ent	<u>2</u>	3-d		2 satisfaction	<u>satisf</u>
1 considerable	<u>consid</u>	2 perfect	<u>perf</u>	2 satisfactorily	<u>satisfact</u>
2 considerably	<u>consid</u>	2-ly		1 satisfactory	<u>satisfact</u>
3 correspond	<u>corresp</u>	5 perfection	<u>perf</u>	2 satisfy	<u>satisfy</u>
1 <i>1-ence, 4-ing</i>	<u>1</u>	1 person	<u>per</u>	2-ied	<u>2-ied</u>
1 cover	<u>cover</u>	1-al		2 serious	<u>seri</u>
1 <i>1-ing, 2-s</i>	<u>1</u>	2 personally	<u>per</u>	2 seriously	<u>seri</u>
1 covered	<u>cover</u>	2 persons	<u>per</u>	1 stop	<u>stop</u>
1 direct	<u>direct</u>	3 probable	<u>prob</u>	5-ing, 5-s	<u>5-ing, 5-s</u>
2-ly	<u>2</u>	1 probably	<u>prob</u>	2 stopped	<u>stop</u>
2 direction	<u>direct</u>			1 success	<u>success</u>
4-s	<u>4</u>			4 unsatisfactory	<u>unsatisfact</u>

CHAPTER VI

UNIT 16

133. BLENDED CONSONANTS -nt, -nd; -mt, md:

<i>Nt</i>					
4 applicant	<i>Cow</i>	2 paint	6	4 talent	<i>ee</i>
		4-ing			
		3 painted	6	4 vacant	<i>h</i>
2 aunt	<i>o</i>	5 painter	6	5 violent	<i>le</i>
2 cent	<i>s</i>	3 parents	6	5 voluntary	<i>le</i>
2-s					
3 century	<i>s</i>	2 per cent (206)	6	1 winter	<i>s</i>
5-ies					
5 client	<i>~s</i>	1 plant	<i>e</i>	<i>Nd</i>	
		3-s, 4-ing			
3 consent	<i>s</i>	4 planted	<i>e</i>	1 around	<i>w</i>
3 correspondent	<i>~e</i>	2 plenty	<i>e</i>	3 assigned	<i>d</i>
2 count	<i>w</i>	2 prevent	<i>g</i>	5 background	<i>fw</i>
4-ing				2 band	<i>b</i>
5 counted	<i>w</i>	5 prevented	<i>g</i>	4 binding	<i>b</i> .
2 current	<i>w</i>	2 print	<i>g</i>	4 blind	<i>a</i>
		3-ing, 5-s		2 bond	<i>b</i>
2 event	<i>g</i>	2 printed	<i>e</i>	2-s	
3-s				4 brand	<i>c</i>
5 faint	<i>z</i>	2 rent	<i>e</i>		
				5 canned	<i>z</i>
1 front	<i>u</i>	5 rental	<i>er</i>	3 cleaned	<i>ee</i>
				4 confined	<i>z</i>
3 grant	<i>~o</i>	5 rented	<i>er</i>	4 consigned	<i>z</i>
5-ing		5 restaurant	<i>aw</i>	4 dined	<i>za</i>
3 granted	<i>~w</i>				
4 hunt	<i>i</i>	1 sent	<i>s</i>		
4-ing					
3 inventory	<i>zv</i>	5 sentiment	<i>er</i>		
		5-s			
3 joint	<i>zj</i>	4 stunt	<i>r</i>		

3 fond		5 offended		5 surrounding	
1 found		3 outlined		5 trained	
3 fund 2-s		3 owned		5 wander	
3 gained		4 phoned		2 wind	
5 grind		2 planned		2 window	
1 ground 3-s		5 profound		5 wounded	
4 island 5-s		3 rained		Mt	
3 joined		2 round		1 prompt	
5 kindred		5 ruined		1-ly	
1 land 4-s, 5-ing		4 sand		4 promptness	
4 landed		1 second		Md	
5 landlady		2 seconded		2 ashamed	
5 landscape		1 signed		5 claimed	
3 laundry		2 sound		4 dreamed	
5 lend		2-s		4 remedy	
4 lined		5 sounded		1 seemed	
		5 surrounded		5 trimmed	

134. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry*, *empty*, *induce*, etc.:

3 empty		4 induce		5 indulge	
4 entry					

136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

2 build 1-ing		5 childish		4 detailed	
3 buildings		1 cold		5 compiled	
1 child		3 compelled		2 failed	

2 field		4 holds		4 scheduled	
2 filed		3 household		2 settled	
1 filled		4 installed		4 shoulder	
5 folder		3 killed		1 sold	
2 gold		4 mild		5 spoiled	
3 golden		1 old		5 stockholders	
2 handled		2 older		5 thrilled	
1 held		3 pulled		4 tickled	
1 hold		5 rolled		2 wild	
1 -ing		5 sailed		4 yield	
5 holder					

137. DAYS AND MONTHS

<i>Days</i>		<i>Months</i>	
1 Sunday		1 Saturday	
1 Monday		1 January	
1 Tuesday		2 February	
1 Wednesday		1 March	
1 Thursday		1 April	
1 Friday		1 May	

138. BRIEF FORMS FOR COMMON WORDS

1 acknowledge		1 draft		4 industry	
3-d, 3-ing		4-s			
3 acknowledgment		2 enable		1 invoice	
		5-d		5 invoiced	
1 allow		1 entire		2 invoices	
1-ed, 3-ing				3 obligation	
2 allowance		1 entirely		3-s	
				1 oblige	
1 attention		2 individual			
		5-s			
1 copy		3 industrial			
1-ies					

3 outstanding	<i>ov</i>	2 remit	<i>—</i>	4 stockings	<i>—</i>
1 receipt	<i>c</i>	4-ed, 5-ing	<i>—</i>	5 stocks	<i>—</i>
3 receipts	<i>c</i>	1 remittance	<i>—</i>	1 suggest	<i>—</i>
1 refer	<i>r</i>	4-s	<i>—</i>	2 suggested	<i>—</i>
2 ing, 4-s	<i>r</i>	1 stand	<i>✓</i>	2 suggestion	<i>—</i>
1 reference	<i>r</i>	2-ing	<i>—</i>	2-s	<i>—</i>
4-s	<i>r</i>	4 standpoint	<i>✓</i>	1 unable	<i>—</i>
1 referred	<i>r</i>	2 stands	<i>✓</i>		
		1 stock	<i>✓</i>		

UNIT 17**140. JENT-PENT, DEF-TIVE BLENDS**

<i>Jent</i>		<i>Def</i>		<i>Tive</i>	
4 gentle	<i>a</i>	4 defeat	<i>—</i>	5 motive	<i>—</i>
<i>Pent</i>	<i>.</i>	5 defend	<i>—</i>	4 native	<i>—</i>
2 happened	<i>e</i>	4 defense	<i>—</i>	5 negative	<i>—</i>
2 opened	<i>e</i>	5 devote	<i>—</i>	3 positive	<i>—</i>
4 pending	<i>e</i>	3 devoted	<i>—</i>	2 representative	<i>—</i>
1 spend	<i>E</i>	4 divide	<i>—</i>		
3-ing	<i>E</i>	3-d	<i>—</i>		
1 spent	<i>E</i>	4 divine	<i>—</i>		
		1 division	<i>—</i>		

143. BRIEF FORMS FOR COMMON WORDS

1 agent	<i>g</i>	1 credit	<i>—</i>	5 differently	<i>—</i>
3-s	<i>—</i>	2-ed, 4-ing	<i>—</i>	2 gentleman	<i>—</i>
2 altogether	<i>—</i>	5 creditors	<i>—</i>	1 gentlemen	<i>—</i>
3 apparent	<i>a</i>	3 credits	<i>—</i>	4 indefinite	<i>—</i>
2-ly	<i>—</i>	1 definite	<i>—</i>	5 indifference	<i>—</i>
1 appear	<i>e</i>	2-ly	<i>—</i>	4-ent	<i>—</i>
2-s, 4-ing	<i>—</i>	2 deliver	<i>—</i>	2 influence	<i>—</i>
3. appearance	<i>er</i>	1-ed	<i>—</i>	2 instance	<i>—</i>
3 appeared	<i>e</i>	1 delivery	<i>—</i>	4 instances	<i>—</i>
3 approximate	<i>e</i>	5-ies	<i>—</i>		
2-ly	<i>—</i>	5 differ	<i>—</i>		
2 beauty	<i>b</i>	1-ent	<i>—</i>		
		1 difference	<i>—</i>		
		5-s	<i>—</i>		

2 instant	—	3 movies	—	4 remove
2 mistake	—	2 quality	—	3-d, 5-ing
3-n, 4-s		2 qualities	—	2 response
2 move	—	2 railway	—	3-ible
2-d, 2-ing		5 removal	—	2 rule.
2 movement	—			3-s, 4-ing
4 movie	—			2 spirit
				3-s
				1 tomorrow

UNIT 18

145. The vowel is omitted in the syllables *be*, *de*, *re*, *dis*, and *mis*:

Be

5 behavior	ſ
5 behold	ſ
3 belong (201)	ſ
4-ing, 4-s	
4 belonged	ſ
2 below	ſ
3 beside	ſ
2-s	

Re

1 reason	ſ
2-s	
2 reasonable	ſ
4-ly	
3 reception	ſ
5 recital	ſ
5 reform	ſ
5 refrain	ſ
5 refreshments	ſ

*5 revenge**2 review**3 revised**5 revision**5 unreasonable**Dis**5 discharge**4 discover**3-ed**5 discretion**4 disease**5 disgrace**4 dislike**3 dispatch**3 display**Mis**5 misery**5 mislaid**De*

4 debate	ſ
4 decent	ſ
2 decision	ſ
1 delay	ſ
2-ed	
1 department (223)	ſ
2-s	
2 depend	ſ
3-s, 4-ing	
3 depot	ſ
3 design	ſ
5-ed	
5 despair	ſ

2 refund	ſ
5 rejoice	ſ
2 repair	ſ
2-s, 5-ing	
2 replace	ſ
4-d, 5-ment	
5 republic	ſ
4 republican	ſ
5 resign	ſ
4-ed	
5 resolved	ſ
5 respond	ſ

150. BRIEF FORMS FOR COMMON WORDS

2 acquaintance		1 hundred (204)		2 newspaper	
2 acquainted		4 hundreds		2 occasion	
5 advertise		3 improve		3 occasional	
1-ing, 4-d		3-d, 4-ing		3 occasionally	
3 advertisement		2 improvement		1 pleasure	
1 catalogue		4 inspect (227)		2 previous	
3-s		2 inspection (227)		2 quantity	
2 determine		1 insurance		1 record	
3-d		4 insure		5 recorded	
2 difficult		3 insured		2 sufficient	
2 difficulty		1 merchandise		3-ly	
3-ies		2 nevertheless			
1 education					
3 educational					
1 envelope					
3-s					

CHAPTER VII

UNIT 19

153. TEN-DEN, TEM-DEM BLENDS

Ten

- | | |
|---------------|---|
| 1 attend | 6 |
| 3 -ing | 6 |
| 3 attendance | 6 |
| 2 attended | 6 |
| 4 beaten | 6 |
| 2 bulletin | 6 |
| 4 button | 6 |
| 5 -s | 6 |
| 3 captain | 6 |
| 5 contented | 6 |
| 5 continent | 6 |
| 1 continue | 6 |
| 4-s, 5 -ing | 6 |
| 2 continued | 6 |
| 5 continuous | 6 |
| 3 cotton | 6 |
| 5 countenance | 6 |
| 4 discontinue | 6 |
| 4-d | 6 |
| 2 distance | 6 |
| 5 distant | 6 |
| 2 extension | 6 |

4 fountain

- | | |
|--------------|---|
| 2 gotten | 6 |
| 3 mountain | 6 |
| 2-s | 6 |
| 4 rotten | 6 |
| 5 satin | 6 |
| 4 straighten | 6 |
| 4-ed | 6 |
| 3 tender | 6 |
| 3 tennis | 6 |
| 4 tent | 6 |
| 1 tonight | 6 |
| 1 written | 6 |
| 4 audience | 6 |
| 2 danger | 6 |
| 4 deny | 6 |
| 1 dinner | 6 |
| 5-s | 6 |
| 2 evidence | 6 |
| 5 maiden | 6 |

Den

5 obedient

- | | |
|---------------|---|
| 4 residence | 6 |
| 3 sudden | 6 |
| 3 -ly | 6 |
| 4 tendency | 6 |
| 5 wooden | 6 |
| Tem | 6 |
| 2 attempt | 6 |
| 4-ing | 6 |
| 4 attempted | 6 |
| 2 bottom | 6 |
| 5 costume | 6 |
| 4 esteemed | 6 |
| 2 estimate | 6 |
| 5-s | 6 |
| 4 estimated | 6 |
| 1 item | 6 |
| 1-s | 6 |
| 3 itemized | 6 |
| 4 stomach | 6 |
| 5 temper | 6 |
| 4 temple | 6 |
| 4 temporarily | 6 |

3 temporary

Dem

5 tempted

3 freedom

4 timber

5 kingdom

5 victim

3 madam

3 medium

3 seldom

4 wisdom

155. The syllable *tain*, as in *maintain, attain*, is expressed by *ten*:

5 attain

3 maintain

2 obtained

3 contain

5 maintained

2 retain

2 *2-ing, 3-s*

2 contained (156)

2 obtain

3 *ing*

5 retained (156)

156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference:

2 contained (155)

5 intense

3 patent

2 content

2 intention

5 retained (155)

3 *3-s*

2 extent

4 intimate

3 sentence

UNIT 20

161. A circle or loop is written with the left motion to express *r* following the vowel between a downward character and a forward straight stroke:

3 adjourned

2 chairman

2 pardon

3 barn

5 charm

1 period

3 bird

5 expert

4 pertaining

4 burden

1 farm

3 repaired

3 burn

4 *ing*

5 shirt

4 burned

2 farmers

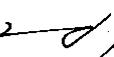
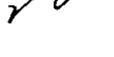
4 virtue

5 burnt

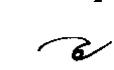
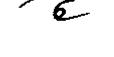
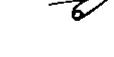
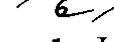
3 journey

5 *s*

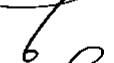
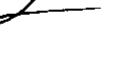
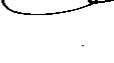
163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

1 card 2-s		2 garden 4-d		3 merit 4-s	
4 courteous 5-ies		2 guarantee 4-d		2 skirt 5-ies	
2 courtesy 5-ies		3 guard 5-ies		4 smart 5-ies	
4 curtain 5-s		2 guardian 5-s		1 standard 5-s	

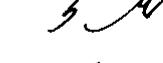
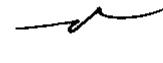
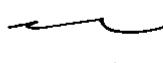
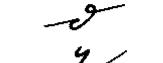
164. Before straight lines, *s* in *ser, cer, sar*, and *th* in *ther, thir*, may be written contrary to the usual method of joining to express *r*:

5 absurd		3 concert		3 search	
5 blizzard		4 desert		3 sermon	
2 concern 1-ing, 5-s		5 insert		5 thermometer	
2 concerned		4 research		1 third	

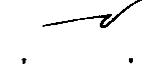
165. R Omitted. In many words containing *ar, er, or, ir*, the *r* is omitted:

<i>Ar</i>		5 confirmed		3 reserve	
1 large		2 conversation		3 reverse	
3 largely		3 deserve		4 servant	
2 larger		5 deserved		5-s	
5 march		2 firm		1 serve	
5 margin		5-ly, 5-s		2-d, 2-ing	
<i>Er</i>		1 learn		1 service	
3 ascertain		3-ing		3 southern	
1 certain		2 learned		4 surface	
1-ly		4 nerve		5 surplus	
4 circle		2 nervous		2 surprise	
4 confirm		4 preserve		1-d	
4-ing		5 reservation		4 survey	
				2 term	
				1-s	

Unit 20] 5,000 MOST-USED SHORTHAND FORMS 51

1 turn 3-ing, 4-s	9	4 dormitory		5 resources	
1 turned	9-	4 export		1 sort	
4 uncertain	7	5 gorgeous		4-s	
1 university	2C	5 indorsed		3 source	
4 urgent	2C	5 indorsement		5-s	
4 verse 4-s	9	3 lord		3 sport	
Or		5 mortal		3 storm	
3 assortment	9	2 normal		2 toward	
1 board 4-s, 5-ing	6	2 north		5 unworthy	
5 border	6	3 northern		1 war	
3 born	6	5 orchard		1 warm	
4 cord	6	3 orchestra		4-er	
3 cordially	7	4 organ		3 warrant	
2 corn	7-	5 port		2 worry	
2 corner 5-s	7-	2 quarter		2 worried	
2 court 4-s	7	4-s		5 worries	
		5 resort		2 worse	
				2 worst	
				1 worth	
				2-y	

166. The syllables *tern*, *dern* are expressed by *ten*:

2 attorney	6	5 eternal		2 pattern	
4 attorneys	6	3 fraternity		4 patterns	
3 eastern	7	2 modern		2 western	

168. The Syllable Ther. The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

2 bother	6	1 father		2 leather	
5 bothered	6	4 gather		1 mother	
1 brother 3-s	6	5-ing		3-'s, 5-s	
3 farther	6	4 gathered		2 neither	
		5 hitherto		1 weather	

UNIT 21

170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ifly* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

<i>For</i>			
2 foreign	2	2	4 carriage
3 forever	3	3	4 cottage
1 forget	1	1	3 courage
2 forgive (61)	2	2	3 damage
2 forgot (61)	2	2	2-d
2-ten			5 discouraged
<i>Fur</i>			5 encourage
4 furnace	4	4	4-ing, 5-d
1 furnish	1	1	5 encouragement
2-ed, 2-ing			5 garbage
2 furniture	2	2	4 image
<i>Ful</i>			3 manage
1 beautiful	1	1	3-ment, 4-d
4-ly			1 manager
1 careful	1	1	3 marriage
1-ly			2 message
3 cheerful	3	3	4-s
4 dreadful	4	4	1 package
4-ly			3-s
4 faithful	4	4	4 passage
3-ly			3 patronage
5 fearful	5	5	4 percentage
3 grateful	3	3	3 storage
3 helpful	3	3	5 tonnage
4 hopeful	4	4	4 village
4 painful	4	4	5 voyage
4 powerful	4	4	
<i>Ify</i>			
4 certified	4	4	
5 dignified	5	5	
5 gratifying	5	5	
2 notify	2	2	
3-ied			
<i>Self</i>			
2 herself	2	2	
1 himself	1	1	
2 itself	2	2	
1 myself	1	1	
1 yourself	1	1	
<i>Selves</i>			
1 ourselves	1	1	
2 themselves	2	2	
4 yourselves	4	4	
<i>Age</i>			
2 average	2	2	

CHAPTER VIII

UNIT 22

174. When slightly enunciated, *t* is omitted at the end of many words:

<i>After S</i>					
	4 exist	?	3 largest		
	4-ing				
2 adjust	3 existence	?	1 last		
5-ing			5-ing		
1 adjustment	5 exists	?	2 latest		
5 artist	3 finest		5 longest		
1 best	4 forest		5 modest		
4 biggest	5 hardest		4 nicest		
2 breakfast	5 harvest		5 northwest		
3 chemistry	2 highest		5 oldest		
4 consist	2 honest		1 past		
4-ing	3-ly				
5 consistent	3 honesty		4 protest		
4 consists	5 injustice		1 request		
			2-ing		
3 contest	2 insist		3 requests		
1 cost	3 investment		1 rest		
			5-ing		
2 costs	1 just		4 sweetest		
4 dentist	2 justice		2 test		
			4-s		
1 earliest	3 justified		5 unjust		
3 earnest	3 justify		2 west		
4 earnestly	4 justly		4 youngest		

175. *T* omitted after *k*, *p*, *den*:

<i>K</i>			<i>Den</i>
1 act 3-ing	<i>o</i>	2 exact 1-ly	<i>z</i>
4 acts	<i>o</i>	1 fact 2-s	<i>z</i>
4 affect	<i>z</i>	3 product 3-s	<i>z</i>
2 conduct	<i>w</i>	4 project	<i>g</i>
4 contact	<i>w</i>	4 protect	<i>h</i>
4 deduct 5-ing	<i>w</i>	3 select 5-ing	<i>e</i>
5 defect	<i>z</i>	4 strict 3-ly	<i>v</i>
4 elect	<i>w</i>	<i>P</i>	
		4 adopt	<i>f</i>

UNIT 23

178. When slightly enunciated, *d* is often omitted:

5 amendment	<i>o</i>	4 dividend	<i>v</i>	2 recommend	<i>u</i>
2 beyond	<i>u</i>	2 extend 3-ing	<i>v</i>	3-ed, 4-ing	
3 command 4-s	<i>w</i>	2 intend 5-ing, 5-s	<i>u</i>	recommendation	<i>u</i>
5 compound	<i>z</i>	1 mind 3-s	<i>o</i>	4-s	
2 demand 3-s	<i>z</i>	2 pound (204) 2-s	<i>l</i>	3 remind	<i>w</i>
4 diamond	<i>o</i>	4 pretend	<i>z</i>	4 tremendous	<i>u</i>

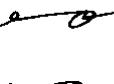
180. *D* is omitted when it immediately precedes *m* or *v*:

5 admirable	<i>o</i>	2 admit	<i>o</i>	5 adventure	<i>z</i>
4 admiration	<i>o</i>	3 admitted	<i>o</i>		

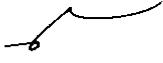
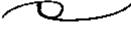
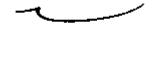
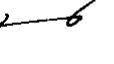
181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule, the initial vowel also is omitted to facilitate phrasing:

3 admire 4-d	<i>o</i>	1 advice	<i>o</i>	1 advise 1-ing, 3-s	<i>z</i>
1 advance 2-d, 5-ment	<i>z</i>	2 advisable	<i>o</i>	1 advised	<i>z</i>

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

5 adapted		3 exhausted		5 pretended	
3 adjusted		2 extended		4 reminded	
2 adopted		5 insisted		1 requested	
5 consisted		2 intended		4 rested	
4 disgusted		5 lasted			

183. *Less* is expressed by *l*; *sub* by a joined *s*:

<i>Less</i>		3 needless		5 worthless	
5 careless		5 restless		<i>Sub</i>	
5 helpless		1 unless		2 submit	
5 hopeless		3 useless		2-ed, 4-ing	

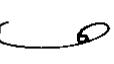
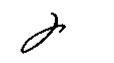
CHAPTER IX

UNIT 25

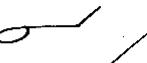
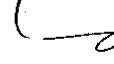
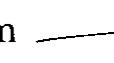
THE ABBREVIATING PRINCIPLE

193. Short Words. In a small but useful group of common words the form stops with a diphthong or a strongly accented vowel:

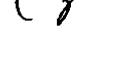
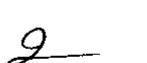
5 abuse		3 delight		5 loyalty	
5 accused		2 delightful		3 operate	
5 appetite		4 desperate		4 peculiar	
2 arrival		1 doubt		5 perceive	
2 arrive		4 doubtful		5 polite	
1 arrived		3 doubtless		1 poor	
2 became		4 engage		5 prevail	
2 bright		3 engagement		5 prevailing	
4 clouds		1 excuse		2 private	
4 cloudy		5-s 1 freight		5 procedure	
4 combined		5 frightened		2 proceed	
4 conceive		4 glory		5 proceeding	
5 confused		1 grade		2 proud	
2 crowd		2-s, 5-ing 2 hesitate		2 provide	
4-ed 5 cure		3 invite		4 provides	
1 decide		2-d, 5-ing 4 loud		3 pure	
1-d 4 decidedly		5 loyal		5 purely	

3 refuse		2 slight		4 strikes	
2-d		5 slightest		1 trade	
5 related		3 slightly		5 undecided	
4 relating		2 south		2 undoubtedly	
3 repeat		3 stood		4 united	
4-ed		3 strike		5-ing	
3 sincere		5-ing			
1 sincerely					

195. Long Words. If there is a longhand abbreviation it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

1 amount		1 etc.		1 paid	
2-ing, 2-s		2 f. o. b.		2 prepaid	
5 amounted		3 magazine		5 P. S.	
1 balance		1 memorandum		2 railroad	
2 degree		4-s		4-s	
1 discount		5 nos.		1 street	
5 discounts		3 O. K.		3 unpaid	

196. Write through the accented syllable if the outline is distinctive:

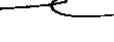
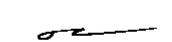
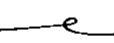
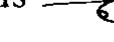
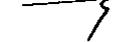
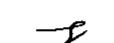
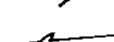
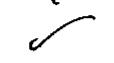
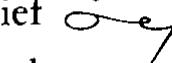
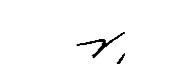
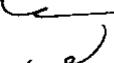
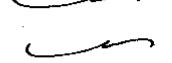
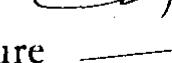
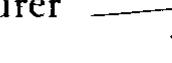
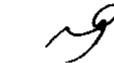
4 accustomed		4 brilliant		2 cooperate	
5 ambitious		3 cabinet		1 cooperation	
4 anxiety		2 certificate		3 custom	
1 anxious		3-s		4-s	
5 anxiously		2 Christmas		5 customary	
5 arithmetic		3 clever		1 customer	
4 assembly		4 collateral		2-s, 5-s	
5 balanced		2 color		5 delegates	
4 balances		3-ed, 3-s		5 delinquent	
		1 convenience		2 deposit	
		2 convenient		4-ed, 5-s	
		5-ly		2 develop	
				5-ing, 3-ed	

3 development		2 language		3 principle	
5-s		2 length		3-s, 2 principal	
5 elaborate		2 liberty		2 privilege	
3 establish		4 magazines		4 refrigerator	
3-ed, 5-ing		2 master		1 relative	
4 establishment		5 masters		5-rely	
4 establishments		5 moderate		5 reunion	
2 familiar		2 mortgage		5 reverence	
2 financial		4 novel		4 ridiculous	
5-ly		1 offer		2 river	
5 geometry		2-ing, 3-s		5 scientific	
4 gratitude		2 offered		2 single	
5 gymnasium		1 original		4 specify	
2 husband		2-ly		3-ied	
4 ignorance		4 philosophy		4 struggle	
4 ignorant		1 pleasant		3 suffer	
5 illustrate		1 policy		3-ed, 3-ing	
4-d, 5-ing		2 popular		3 travel	
5 illustration		5 poverty		3 traveling	
4-s		5 prejudice		5 unanimous	
3 imagination		4 preliminary		2 union	
1 imagine		3-d		4 unpleasant	
4-d				5 vulgar	
5 incapable					
2 inconvenience					
3-d					

UNIT 26

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form:

2 absence		3 accident		4 adequate	
2 absent		5-s			
3 absolute		4 accomplish		3 administration	
1-ly		3-ed			

4 affidavit		4 delicate		1 material	
5 algebra		4 delicious		3-s	
4 animal		1 duplicate		5 melancholy	
5-s		4 enormous		3 military	
1 appreciate		4 enthusiasm		5 miscellaneous	
1-d, 5-ing		5 entitle		5 mischief	
2 appreciation		2-d		2 necessity	
5 artificial		3 essential		3 numerous	
1 association		3 exercise		5 obvious	
4 atmosphere		4 frequent		3 opposite	
2 attitude		4 handkerchief		2 ordinary	
5 beneficial		5 incorporated		4-ily	
2 benefit		2 indicate		3 pamphlet	
5-s		2 indicated		2 permanent	
3 calendar		4 initial		5-ly	
2 cancel		4 innocent		1 practice	
2-ed, 5-ing		3 institute		4-ing	
3 cancellation		3-tion, 4-tions		4 prominent	
3 capable		3 journal		3 render	
5 carnival		3 legal		2-ed	
5 celebrate		2 liberal		3 sacrifice	
5-d		1 local		1 separate	
2 commercial		1 locate		4-ly	
4 confidential		2-d, 4-ing		3 silver	
3 consequence		2 location		1 similar	
4-s		3 manufacture		2 social	
2 consequently		3-ing, 4-d		2 splendid	
4 contemplate		4 manufacturer		1 territory	
5-d, 5-ing		3-s		3 title	
5 cordial		4 marvelous		1 total	
3 corporation				4 trifle	
5 cylinder					

199. The vowel is omitted in the terminations *tition*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation*:

1 addition	<i>6</i>	3 destination	<i>✓</i>	5 omission	<i>→</i>
	<i>1-al, 5-s</i>				
4 admission	<i>○</i>	2 edition	<i>✓</i>	3 permission	<i>○</i>
3 combination	<i>7</i>	5 estimation	<i>✓</i>	4 petition	<i>5</i>
2 commission	<i>6</i>	3 foundation	<i>✓</i>	2 quotation	<i>✓</i>
	<i>5-er</i>	5 imitation	<i>→</i>	3-s	
4 competition	<i>3</i>	1 information	<i>2</i>	5 recognition	<i>→</i>
1 condition	<i>3</i>	2 invitation	<i>2</i>	1 station	<i>1</i>
	<i>1-s</i>	2 notation	<i>→</i>	5-s	
4 confirmation	<i>2</i>			4 stationary	<i>4</i>
4 definition	<i>2</i>			3 stationery	<i>1</i>
				5 temptation	<i>→</i>

UNIT 27

201. A number of compounds may be obtained by joining brief forms:

2 anybody	<i>1</i>	1 herewith	<i>✓</i>	5 thereof	<i>1</i>
3 anyhow	<i>2</i>	1 however	<i>✓</i>	4 thereon (67)	<i>1</i>
1 anyway	<i>2</i>	2 inasmuch	<i>→</i>	5 thereto	<i>1</i>
2 anywhere	<i>2</i>	2 nobody	<i>2</i>	1 whatever	<i>3</i>
3 belong (145)	<i>2</i>	2 somebody	<i>2</i>	5 whatsoever	<i>3</i>
	<i>4-ed, 4-ing</i>	3 somehow	<i>→</i>	2 whenever	<i>2</i>
3 elsewhere (109)	<i>6</i>	2 someone	<i>→</i>	4 whereabouts	<i>2</i>
1 everybody	<i>1</i>	1 sometime	<i>✓</i>	3 whereas	<i>2</i>
5 everyday	<i>1</i>	1-s		5 whereby	<i>2</i>
2 everyone	<i>2</i>	2 somewhat	<i>→</i>	3 wherein	<i>2</i>
3 everywhere	<i>2</i>	2 somewhere	<i>→</i>	3 wherever	<i>3</i>
4 hereafter	<i>2</i>	5 thereafter	<i>✓</i>	4 whoever	<i>3</i>
5 hereby	<i>2</i>	3 thereby	<i>2</i>	1 within	<i>6</i>
3 hereto	<i>2</i>	1 therefore	<i>2</i>		
3 heretofore	<i>2</i>	4 therein	<i>→</i>		

203. IRREGULAR COMPOUNDS

4 meanwhile —— 1 otherwise Ⓛ 3 Thanksgiving 

204. FIGURES, ETC.

4 bushel		5 gallons		1 o'clock
3 feet		1 hundred (150)		2 pound (178)
3 gallon		3 million 5-s		2 pounds (178)

CHAPTER X

UNIT 28

ANALOGICAL WORD-BEGINNINGS—DISJOINED

209. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line, very close to the remainder of the word:

<i>Centr-, Center</i>		2 district		5 internal	
2 central		4-s		4 international	
<i>Constr-</i>		<i>Electr-, Electric</i>		5 interrupted	
2 construction		3 electric		5 interval	
<i>Contr-, Counter</i>		4 electrical		4-s	
1 contract		<i>Intr-, Inter,</i> <i>Enter, Intel</i>		3 interview	
3-s		3 entertain		4 introduce	
2 contrary		4-ing		3 introduced	
5 contrast		4 entertained		4 introduction	
4 contribute		4 entertainment		<i>Extr-, Exter, Excl-</i>	
3 control		4 entrance		3 exclusive	
4 controversy		5 intellectual		5-ly	
<i>Distr-, Destr-</i>		4 intelligence		4 extraordinary	
3 destroy		3 intelligent		2-ly	
4 destroyed		5 intercourse		<i>Instr-</i>	
5 destruction		1 interest		3 instruct	
5 distribute		1-ed, 1-ing		5-ing	
5-d		2 interests		2 instructed	
2 distribution		4 interfere		3 instruction	
		4 interior		1-s	
				4 instrument	
				5-s	

211. In forming the derivatives of words ending in *ct*, as in *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form and also in its derivatives:

3 acted		4 conducted		2 elected	
2 active		5 constructed		4 instructor	
4 activity		2 deducted		5 protected	
3-ies		3 defective		2 selected	
4 affected		3 directed		4 tractor	
2 attractive		2 effective			

UNIT 29

214. ANALOGICAL WORD-BEGINNINGS—DISJOINED
(Continued)

<i>Agr-, Aggr-</i>		3 inclusive		5 postmaster	
5 agricultural		<i>Magn-, Mc</i>		5 postpone	
3 agriculture		4 magnificent		5-d	
<i>Ant-</i>		<i>Over</i>		<i>Self, Circu,</i> <i>Circum</i>	
3 anticipate		3 overcharge (61)		4 selfish	
5-d, 5-ing		4 overcome (61)		2 circular	
4 anticipation		3 overdue (121)		4-s	
<i>Decl-</i>		4 overlook (95)		4 circulation	
5 declaration		2-ed		4 circumstance	
4 declare		3 oversight (112)		2-s	
4-d		<i>Para</i>		4 circus	
4 decline				<i>Grand</i>	
5 declined		3 paragraph		5 grandfather	
<i>Incl-</i>		<i>Post</i>		4 grandmother	
2 inclined		3 post office		<i>Super, Supre</i>	
1 include		2 postage		2 superintendent	
1-ing, 3-s		3 postal		3 superior	
2 included					

4 supervision		5 suspicion		2 transportation	
5 supervisor		Trans		Under	
2 support		3 transaction		1 understand	
5-ed		2 transfer		1-ing	
3 supreme		3-ed		2 understood	
Susp-, Suscep		3 transit		4 undertake (61)	
3 suspect		5 translation		4 underwear (97)	
5 suspected					

UNIT 30

218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing:

3 misunderstanding  5 misunderstood 

219. The words *extra*, *enter*, *over*, *under*, *short*, *center*, *counter*, *agree*, *grand* are expressed by the prefixal forms placed over the next word:

2 center		2 entering		2 shortage	
5 counter		1 extra		5 shorter	
2 enter		2 grand		2 shortly	
2 entered		1 short			

CHAPTER XI

UNIT 31

227. ANALOGICAL WORD-ENDINGS—JOINED

<i>-scribe, -scription</i>	4 propose 2-d	4 picturesque G
4 describe 3-d, 4-ing	1 proposition <i>-pote, -putation</i>	3 procure 4-d
2 description	5 dispute 3 reputation <i>-ure, -ture</i>	1 secure 2-ing, 2-ed
4 descriptive	4 creature 4-s	4 temperature 2
3 subscription	5 departure 5 endure	4 venture <i>-ual, -tual</i>
<i>-cient, -tient, -ciency</i>	5 expenditure 2 failure	2 actual on
3 ancient	2 feature 4 figure 2-s, 4-ing	2 annual on
4 efficiency	4 fixtures 2 lecture 4-s	2 equal on
4 efficient	2 mature 5 pasture	4 manual —
5 impatient	1 picture 2-s	3 mutual —
3 patient	—	5 perpetual E
<i>-pose, -position</i>	—	2 schedule E
4 composed	—	<i>-spect, -spection</i>
4 composition	—	4 inspect (150) 7
2 dispose 2-d, 4-ing	2 lecture 4-s	2 inspection (150) 7
2 disposition	4 mature 5-d	2 prospect 2-s
4 opposed	5 pasture	5 prospective G
4 opposition	1 picture 2-s	
5 proposal	—	

-quire		1 assure	9	-sult
5 acquire	oo	2 ing		
5-d		2 assured	9,	4 consult
3 inquire (115)	o	5 injured	7	5 insult
4-d		4 injury	7	1 result
4 requirement (127)	o	3 leisure	h	5 resulted
1-s		2 measure	—h	2 results
-pire		5 measurements	—h	-nment
5 expired	e	4 measures	—h	3 assignment
5 inspired	e	3 pressure	h	-ually
-nsive		5 treasure	h	2 actually
3 expensive	g	3 treasurer	h	4 continually
5 extensive	g	5 treasury	h	3 equally
-gency	g	-flect, -flection, -flict, -fliction		5 eventually
2 agency	g	5 reflect	z	4 gradually
5-ies		5 reflection	z	
5 emergency	z			
-sure, -jury, -jure	z			
3 assurance	z			

UNIT 32

230. ANALOGICAL WORD-ENDINGS—DISJOINED

-ical, -icle, -acle		2 practical	z	4 mathematics
1 article	o	2-ly		5 pathetic
2-s		5 specifically	g	3 political
5 economical	o	5 technical	g	3 politics
4 historical	g	-tic, -tical, -tically		5 sympathetic
5 mechanical	g	5 athletic	o	2-lity
4 medical	g	4-s	o	4 facilities
4 musical	g	5 automatic	o	2 faculty
3 physical	z	5 critical	g	
		5 dramatic	g	

4 locality		-rity		1 forwarded	
4 personality		2 authority 4-ies		3 neighborhood	
5 reality		3 majority		4 reward	
-ulate, -ulation		4 maturity		-ship	
3 congratulate		3 security		2 friendship	
3 congratulations		5 sincerity		3 membership	
3 population		4 sorority -fication		4 ownership	
5 regulation		5 classification		4 scholarship	
5 regulations		3 specifications		5 township	
-bility		-ograph-y		4 worship	
2 ability		5 geography		-mental	
3 inability		3 photograph		5 fundamental	
3 liability		5 photographs		5 sentimental	
2 possibility		5 stenographer -eograph-y		-mity, -nity	
5-s		2 telegraph -gram, -grim		2 community	
4 probability		1 program 5-s		3 dignity	
2 responsibility		2 telegram 5-s		4 humanity	
-city		-ward, -hood		4 vanity	
2 capacity		2 afterwards		3 vicinity -stic	
5 curiosity		5 awkward		5 artistic	
4 publicity		4 backward		5 characteristic	
5 simplicity		1 forward		3 domestic	
-logy, -logical		2-ing		4 enthusiastic	
5 apologize				4 statistics	
4 apology					
4 psychology					

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases:

4 a. m. ⊖
3 C. O. D. ✕

2 parcel post ✏

4 p. m. ✏

CHAPTER XII

UNIT 36

246. A SHORT VOCABULARY

4 abstract		4 bankruptcy		3 compliance	
3 accommodate		4 battery		3 conclude	
4 accommodation		4 bookkeeping		4-d 3 conclusion	
4 accompany		4 burst		3 congress	
3-ed, 5-ing		3 carbon		4 connect	
4 accurate		5 chocolate		2 connected	
2 afford		3 Christian		1 connection	
1 afraid		5 citizen		3 constitution	
2 American		5 civic		4 coupon	
5 anniversary		3 civil		3 criticism	
1 application		4 civilization		2 crop	
3-s		5 civilized		5-s 4 curious	
1 approval		2 clerk		4 dangerous	
3 argument		1 club		5 democracy	
5-s		2 comfort		3 demonstration	
2 assist		3 comfortable		5 diameter	
5-ing		4 comparatively		3 disappoint	
2 assistance		3 compare		2 disappointed	
2 assistant		3 comparison		5 disappointment	
5 associate					
4-d					
5 attraction					
2 automobile					
2 avoid					
5-ed					

3 discuss		3 investigate		4 precisely	
· 5-ing		5-d, 2-tion		2 prefer	
3 discussed		5 involve		3-ed	
3 discussion		3 junior		4 preference	
4 distinct		5 jury		2 premium	
· 4-ly		5 lawyer		1 property	
5 distinction		5 legislation		3 pupil	
4 distinguished		5 legislature		3-s	
2 drop		4 likewise		4 push	
· 3-ed		5 literally		4 qualified	
5 economic		3 literary		3 recognize	
4-s		2 literature		4-d	
4 economy		4 merchant		3 remainder	
3 energy		2 neglect		4 requisition	
3 English		5 negotiations		5 resignation	
5 execute		4 northwestern		3 resolution	
3 executed		4 observation		5-s	
3 executive		3 observe		5 revolution	
4 exquisite		5 occupation		4 rural	
2 fault		4 occupy		2 salesman	
5-s		2 parcel		3 salesmen	
3 fortunate		3 partial		3 scarce	
5-ly		5 passenger		3-ly	
3 fortune		5 patron		1 secretary	
3 generous		5 photo		2 senior	
2 glorious		2 possession		5-s	
5 gloves				2 signature	
2 God				5-s	
2 greatest				3 silence	
4 headquarters				3 silent	
3 independent				2 society	
				5 solution	

4 specific		2 sympathy		3 variety	
5 specimen		2 telephone		5 violence	
5-s		5-d		4 violin	
2 spoke		5 testimony		5 vocal	
3-n		4 text		5 vocational	
3 struck		5 topic		2 vote	
4 stupid		4 tournament		4-s	
4 substantial		4 typewriter		3 voted	
3 substitute		3 unfortunate		3 warehouse	
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3 succeed		5 universe		1 wife	
5-ing		2 unusual		5 willingness	
3 succeeded		4-ly			
5 sympathize					

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(Explanation : 2b *ability* 32,230 means that the word *ability* occurs in the second half of the second thousand words in order of frequency, and that the shorthand outline may first be written in Unit 32, Paragraph 230.)

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