

RECOMMENDED

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# Pitman New Era Shorthand

## *Anniversary Edition*

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NCS/02/25



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New Era

*Pitman New Era Shorthand*



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## Acknowledgements

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# **Study Plan**

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To help you with your studies, each unit of this book contains the following:

## **1 Theory examples**

These should be drilled. Drilling is the writing of an outline many times until you are confident that you will never have any hesitancy in writing it. The first time you write an outline, write it carefully and get the feel of it, but at each repetition write faster and faster. As you write, say the word(s) to yourself. This is your own personal dictation system and is invaluable. It will help you to build up your vocabulary.

## **2 Reading and writing practice**

Read each sentence several times, either by way of pre-dictation preparation, or as a remedial procedure in between each dictation. Reading is an easy way to develop your shorthand skill, which comes through instant recognition of each outline. Rapid reading develops rapid writing.

## **3 Short form and phrasing practice**

Many common words and phrases have abbreviated outlines and you will meet a number of these in each of the units. It is essential that you learn these as you meet them in each unit. Familiarity in reading and writing these from dictation is a positive way to develop your speed. A full list of the short forms is given at the end of the book.

## **4 Practice dictation passages**

These passages contain both the theory points and short forms learnt in the unit, and should be taken from live or recorded dictation. Try to repeat this dictation at least three times. This repetition is one of the key factors in speed building. After each dictation, read back from your shorthand notes; check the outlines and circle any errors; drill each correction and any outlines which caused hesitancy. Rapid-read the shorthand passage. Then take the repeat dictation. Correcting your errors will help you to progress.

## **5 Theory check**

To test that you have understood the theory, each unit ends with a theory check. Write the shorthand for each word, or take it from dictation. You can check your outlines with those given in Appendix V.

### **Typewritten transcription**

You should begin to type from your shorthand notes as soon as possible. Aim to produce mailable copy of all your shorthand notes, as you would do in a real business situation. When transcribing memorandums and letters, remember to display these correctly, as you would do in business or in an examination.

### **Additional study aids**

Workbooks 1 and 2: Anniversary Edition

Facility Drills: Anniversary Edition

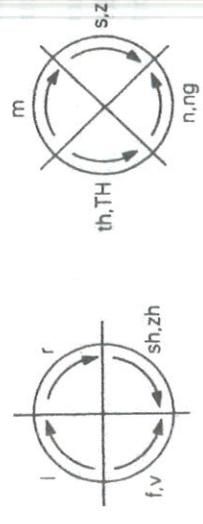
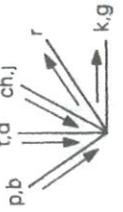
Memo magazine

Once you have learnt the theory in the Anniversary Edition, there are many other Pitman New Era Shorthand books to help you add to your shorthand skills and to develop your speed.

Shorthand is a way of rapidly writing spoken sounds and Pitman Shorthand provides a way of representing every sound heard in English words.

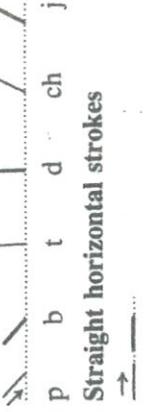
The system is phonetic; that is, words are generally written as they are sounded and not according to ordinary longhand spelling.

The English alphabet is made up of 26 letters — the vowels *a, e, i, o* and *u*, and the 21 consonants. The Pitman Shorthand alphabet has 24 consonants. With the exception of *W, Y* and *H*, the strokes representing these consonant sounds can be shown as the parts of a wheel:



*Summary:*

**Straight downstrokes**



**Straight horizontal strokes**



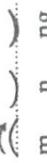
**Straight upstroke**



**Curved downstrokes**



**Curved horizontal strokes**



**Curved upstroke**



**Speciably formed upstrokes**



**Speciably formed downstrokes**



Shorthand should be written as neatly and as accurately as possible. Although everyone has their own writing style, the size of the shorthand strokes in this book is a good standard to adopt in your own writing. The signs join easily with one another and they can be written with great speed when practised sufficiently. Write lightly and quickly, with only the slightest pressure to give the darker strokes.

# Unit 1

## Straight downstrokes

In Pitman Shorthand, the sounds heard in English words are divided into:

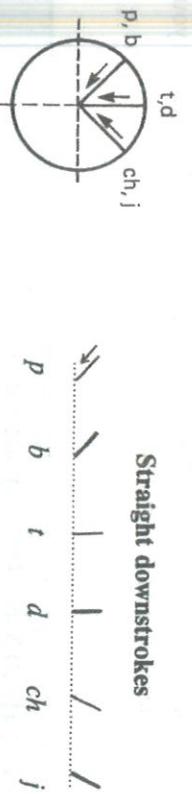
### 24 Consonants

### 12 Vowels

### 4 Diphthongs

and a shorthand sign is provided for each of these sounds.

The first six consonants are represented by light or darker straight strokes written downwards. Arrows indicate the direction in which strokes are written; they are never written in any other direction.



Never be tempted to sacrifice accurate formation of outlines for speed. You will find your speed naturally increasing with daily practice of writing neat and accurate outlines. Remember that your writing should always be as light as possible. All strokes are light but some strokes are lighter than others.

Letter	Sign	Phonetic name	As in		
P	...	pee	pay	tape	up
B	...	bee	be	rebate	curb
T	↓...	tee	take	ate	it
D	↓↓...	dee	day	edit	add
CH	...	chay	cheque	etch	which
J	...	jay	jet	edge	age

**Note:** These consonants form pairs; *P* and *B*, *T* and *D*, *CH* and *J*. In each pair a light sound is represented by a light stroke, and a corresponding heavy sound is represented by a darker stroke.

## **Position of outlines**

Position writing is an important part of shorthand writing and vowel indication.

The outline is written:

- 1 above the line, in *first* position 
- 2 touching the line, in *second* position 
- 3 through the line, in *third* position 

according to the *first vowel sound*.

In this unit and in Units 2 and 3 all the outlines are written in the second position.

This is the first of a number of exercises in this book to help you in your studies. Practise reading and writing these outlines:

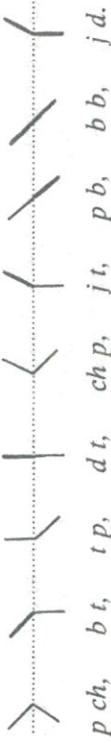
## **Reading and writing practice — 1**

*As you read these outlines, say the sounds. Write the outlines from dictation.*

- 1     
- 2     
- 3     

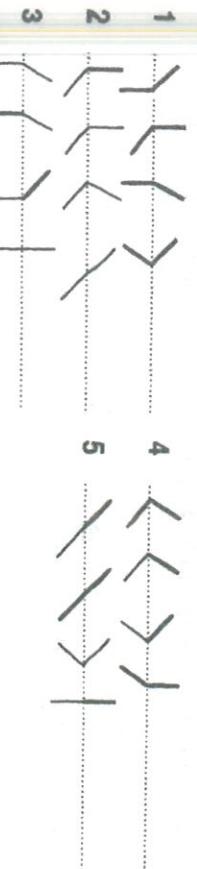
## **Joining of consonants**

Consonants are joined without lifting the pen, as in longhand. Begin the second where the first ends, and write each stroke in its proper direction. In this unit we are going to start writing in the second position, so the first stroke in each outline will rest on the line:



p ch, b t, t p, d r, ch p, j t, p b, b b, j d.

## Reading and writing practice — 2



### Vowels

Vowels are represented by dots and dashes written close to the consonant strokes. When a vowel comes *before* a consonant, it is placed *before* the stroke (left side) and when a vowel comes *after* a consonant, it is placed *after* the stroke (right side). Always write the consonant stroke first and then place the vowel sign.

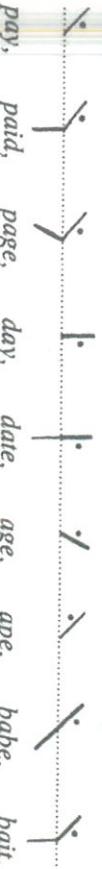
The first upward or downward stroke takes the position of the first vowel sound in the word.

Vowels are written:

- |  | Dots  | Dashes |
|--|-------|--------|
| 1<br>at the beginning of the stroke, in <i>first</i> place | ·   · | -   -  |
| 2<br>in the middle of the stroke, in <i>second</i> place   | ·   · | -   -  |
| 3<br>at the end of the stroke, in <i>third</i> place       | .   . | _   _  |

### Vowel a

The long vowel *a* is represented by a heavy dot and is written in second place:



*pay, paid, page, day, date, age, ape, babe, bait.*

### Reading and writing practice — 3

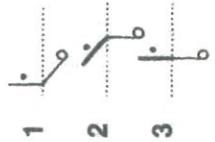
- |                  |                  |
|------------------|------------------|
| 1<br>  .   /     | 4<br>/ .   \     |
| 2<br>  .   \   / | 5<br>/ \   \   / |
| 3<br>  .   \   / |                  |

## **S circle**

S circle is used to indicate the sound of *s* or *z* at the end of a word and is represented by a small circle written to the left (anti-clockwise):

*pays, jays, days, dates, tapes, apes.*

## **Reading and writing practice — 4**

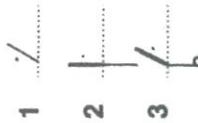


## **Vowel e**

The short vowel *e* is represented by a light dot, and is a second-place vowel:

*edge, bet, jet, debt, debris.*

## **Reading and writing practice — 5**



## **Short forms for common words**

A few very frequently-used words, such as *it, to, but*, are expressed in shorthand by a single sign or abbreviated outline without vowels. Several are introduced in each unit and it is important to master them immediately by drilling them, as explained in the Study Plan at the beginning of this book. These short forms make up a considerable percentage of business and general dictation and they should be thoroughly memorized:

## Short forms

↙ *be, it, do, which, to, two/too, but, who, the, is/his, object/objection,*

S circle is also joined to short forms, eg ↘ objects.

### Phrasing

To help in rapid writing, shorthand words may often be joined. This is known as phrasing. Outlines should only be phrased when they join easily and naturally, the meaning being clear, as shown in the examples in this book. The first word in a phrase is written in its normal position:

#### Phrases

↙ b ↘ ↙  
but which, who is, it is, is it, is to.

Some consonant strokes also represent phrases:

5 ↘ 20 ↗

5 per cent, 20 per cent per annum.

Note: The sign for *per cent* must always be used with a figure, as shown, and not with a shorthand outline.

#### Tick the:

A small, light, slanting tick at the end of a word represents *the*. The tick is written either upwards or downwards, whichever forms the sharper angle:

↘ ↘ ↗ ↛ ↙ ↚  
pay the, be the, to the, which the, is the, to do the, is to.

## Punctuation

The following special punctuation marks are used in shorthand:

“ ” capital letter, full stop, question, exclamation, hyphen, dash, brackets,  
// “ ” paragraph, stroke (oblique), underline or whole word in capital letters.

Other signs are written as in longhand.

### Short form and phrasing practice

- 1 > 2 | , 1 6 1 [ ?
- 2 > a . | ~ x
- 3 > > > ~ | ?
- 4 / o | 6 | ?
- 5 b 5 \\ x

### Practical dictation

- 1 / | . p } ?
- 2 a | o ~ } x
- 3 y | b ~ x
- 4 b o > ~ x
- 5 d | ?
- 6 b | ~ } x
- 7 l b ~ } ?

- 8 / . o f  $\hat{z}$   
9 | . y  $\hat{z}$   
10 . > q v o |  $\hat{z}$   
11 . y o v  $\hat{z}$   
12 | y | x p 5  $\hat{z}$   
13 b > y |  $\hat{z}$   
14 / > \ 5 // > |  $\hat{z}$   
15 l b | ' > |  $\hat{z}$

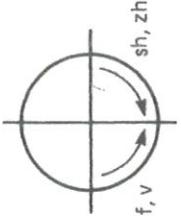
### Theory check

As a test of what you have learnt so far, write the following in shorthand:

- 1 which is
- 2 pays the
- 3 bays
- 4 aid
- 5 baits
- 6 pep
- 7 page the
- 8 babes
- 9 do the
- 10 date the

# Unit 2

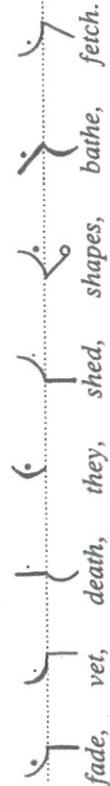
## Curved strokes



The next four pairs of consonants are all curves and are written downwards.

Letter	Sign	Name	As in
F	↗ ↘	ef	laugh
V	↗ ↘	vee	video
Th	↗ ↘	ith	thank
TH	↗ ↘	thee	path
S	↗ ↘	ess	then
Z	↗ ↘	zee	bathe
Sh	↗ ↘	ish	sign
Zh	↗ ↘	zhee	race
			so
			zero
			easy
			was
			she
			cash
			measure
			leisure
			usual

*F, Th, S and Sh are light strokes and V, TH, Z and ZH are darker strokes:*



*say.*

The *stroke S* is used when *S* is the only consonant in a word, as in *...).*  
*Stroke S* is also used when a vowel is sounded before *S* at the beginning  
of a word and when a vowel follows *S* at the end of a word as in *...).* *ace,*  
*... say, ...).* *essay.*

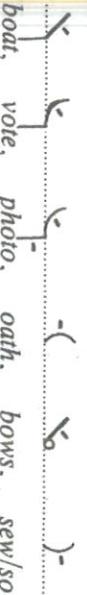
## Reading and writing practice — 1

- 1
- 2
- 3
- 4
- 5

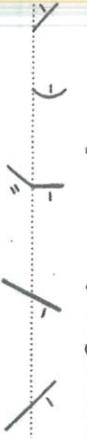
### Vowels o and u

There are two more second-place vowels — the dash vowels.

1 Long *o* is represented by a heavy dash:



2 Short *u* is represented by a light dash:



*up, us, Dutch, judge, pup.*

Remember always to write the strokes of the outline first and then add the vowel sign.

## Reading and writing practice — 2

- 1
- 2

3 b / > - > / > / > /  
4 / / > / > / > /  
5 / > / > / > /

### Short forms

have, ( think, ( them, ) shall, ) was,  
) usual/usually, ( February. Note: 5( 5th (in dates).

Note: As an aid to transcription, where a short form is a proper noun, the capital letter is indicated, as in *February*.

### Short form and phrasing practice

1 b / > / - > / > /  
2 / ( ) : > / - > /  
3 5( / > / > / > /  
4 ( / ) > / > /

### Practical Dictation

1 f / > ( / - > / > /  
2 b / > / > / > /  
3 / / > / > /  
4 / > / > / > /  
5 b / > / > / > /

6. 

7. 

8. 

9. 

10. 

11. 

12. 

13. 

14. 

15. 

## Theory check

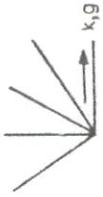
Write the following in shorthand:

- |         |          |
|---------|----------|
| 1 shape | 6 depot  |
| 2 essay | 7 edge   |
| 3 jet   | 8 show   |
| 4 thud  | 9 fed    |
| 5 fade  | 10 votes |

# Unit 3

## Horizontal strokes; upward strokes

The next consonants are all written forward (from left to right) and are light strokes, except for G and NG.



Letter	Sign	Name	As in
K	⇒	kay	company luck kind
G	⇒	gay	gain give big
M	≈	em	may seem him
N	≈	en	no know seen
NG	≈	ing	long bank thing

When a vowel comes *before* a horizontal stroke it is written *above* the stroke; when a vowel comes *after* a horizontal stroke it is written *below* the stroke:



### Reading and writing practice — 1

- 1 ( name ) became
- 2 came, make, aim, game, aim, make, no/know, name, became.

3 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘

4 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘

5 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘

length, load, mail, coal, delayed, way/weigh, wage, yellow, yes.

### ***Upward strokes***

The following consonants are written upwards and are light strokes:

Letter	Sign	Name	As in
L	↗	el	lie mail will
W	↖	way	weigh we aware
Y	↖	yay	youth yes yellow

Vowels to upstrokes are placed to the *left* when they come before a consonant and to the *right* when they follow a consonant:

length, **l**oad, **m**ail, **c**oal, **d**elayed, **w**ay/**w**eigh, **w**age, **y**ellow, yes.

### **Reading and writing practice — 2**

- 1 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘
- 2 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘
- 3 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘
- 4 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘
- 5 (.) ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘

## Short forms

come, give/given, him, thing, we,  
never, inform / informed, January, November.

## Phrases

In a phrase, after a downstroke, the stroke *l* represents the word *will*:

✓      ✓      ✓  
it will, which will, who will, they will be, it will have.

## Intersections

A single stroke may represent a complete word when written through or written close to another outline. It is a useful device to represent common words and may be adapted to special vocabulary needs. It is helpful if intersections through words of joined consonants are written through the first stroke, if the intersection is read first, or through the final stroke if the intersection is read second.

Intersected K represents company:

†      ✚      ✚  
company debt, mail company, usual company, Lake Company,

to the company.

Intersected D represents department:

↗      A  
mail department, Wage Department.

Intersected L represents limited:

↙      ↘  
Date Limited. Note: Boat Company Limited.

## Short form and phrasing practice

- 1
  - 2
  - 3
  - 4
  - 5
- 
- Practical dictation
- 
- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12

13. *ئە*) *ئا*, *ئە*, *ئا* } *ئەلە* *ئەنە* → *ئە*

*ئە* *ئە*

14. *ئە* *ئە* *ئا* *ئە* *ئە* } *ئەنە* *ئەنە*

*ئە* *ئە*

15. *ئە*) *ئا*, *ئە*, *ئا* } *ئەنە* *ئەنە*

*ئە* *ئە*

## Theory check

*Write the following in shorthand:*

- |           |                   |
|-----------|-------------------|
| 1 make    | 6 yoke            |
| 2 length  | 7 wedge           |
| 3 escapes | 8 wage department |
| 4 joke    | 9 envelope        |
| 5 vague   | 10 it will be     |

# **Unit 4**

## **First-place vowels**

When the first vowel in a word is a first-place vowel:

- 1 the outline is written in first position, with the first upstroke, downstroke or horizontal stroke above the line;
- 2 the vowel is placed at the beginning of the stroke;
- 3 where the first stroke is a horizontal, followed by an upstroke or downstroke, it is the upstroke or downstroke which takes the position.

There are four first-place vowels.

Two dot vowels:

- 1 Long *ah* — represented by a heavy dot



*Pa, calm, palm, pass.*

- 2 Short *a* — represented by a light dot



*fact, at, add, attach, bank, catch, cash, cab,*

*among, ask, attack, back, manage.*

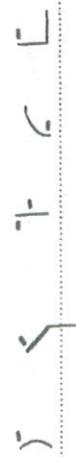
### **Reading and writing practice — 1**

- 1
- 2
- 3
- 4



Two dash vowels:

- 1 Long *aw* — represented by a heavy dash



saw, *bought*, *auto*, *law*, *talk*.

*Note:* Before the upstroke *L*, the *aw* vowel may be joined, eg *also*.

- 2 Short *o* — represented by a light dash



*long*, *top*, *job*, *shop*, *odd*, *bottom*, *got*, *lock*.

## Reading and writing practice — 2

- 1 *for*



## Short forms

*for*, *a/an*, *of*, *on*, *all*, *as/has*,  
*I*, *had*, *c*, *with*, *language/owing*, */*, *large*, *and*.

## Phrases

on the, but the, of the, all the, and the, with the, as the,  
for the, as to, and as/is.

## Short form and phrasing practice

on the, but the, of the, all the, and the, with the, as the,  
for the, as to, and as/is.

## Practical dictation

- 1 Telephone instructions dictated to secretary by Area Sales Manager

1. All sales reports must be submitted by Friday.  
2. All sales reports must be submitted by Friday.  
3. All sales reports must be submitted by Friday.

- 2 Memo to: Shop Manager From: Security Chief  
Subject: Anticipated robbery Date: Today's

1. All sales reports must be submitted by Friday.  
2. All sales reports must be submitted by Friday.  
3. All sales reports must be submitted by Friday.

§ 5 > F N — J > ° A — C > L,  
C R - c - ) — Z

### 3 Extract from the minutes of a meeting of the Board Subject: Poor company performance

b . h c t v c l + ~ k — f v  
l a l d ~ ) v k v - i . l |  
v t p u c f v , v v v a v  
t g v c v c l o b o l t

#### Theory check

*Write the following in shorthand:*

- |        |          |
|--------|----------|
| 1 at   | 6 manage |
| 2 calm | 7 off    |
| 3 tall | 8 damage |
| 4 away | 9 talk   |
| 5 got  | 10 knock |

# Unit 5

## Third-place vowels

The last four vowels are written in the third place. This means that:

- 1 the outline is written with the first upstroke or downstroke through the line;
- 2 the vowel is placed at the end of the stroke;
- 3 when a vowel comes between two strokes, it is put in third place before the second stroke.

There are four third-place vowels.

Two dot vowels:

- 1 Long e — represented by a heavy dot

e.      e.      e.      e.      e.      e.

- 2 Short i — represented by a light dot

i.      i.      i.      i.      i.      i.

if, big, ships, live, ill, bill, thick, width.

The short i is also used to represent the sound of y at the end of a word

ye.      ye.      ye.      ye.      ye.      ye.

money, copy, monthly, apology, many, daily, lady.

### Reading and writing practice — 1

- 1 e.      e.      e.      e.      e.      e.
- 2 i.      i.      i.      i.      i.      i.
- 3 ye.      ye.      ye.      ye.      ye.      ye.

4   
5 

Two dash vowels:

1 Long *oo* — represented by a heavy dash



*chew, shoe, food, pool, youth, tool, move.*

2 Short *oo* — represented by a light dash



*book, took, look, wood, pull, push.*

### Reading and writing practice — 2

- 1
- 2
- 3
- 4
- 5

### Third-place horizontal outlines

- 1 When the first vowel is a third-place vowel and the outline consists only of horizontal strokes, the outline is written on the line



*key, cook, ink.*

2

When the outline begins with a horizontal stroke, followed by an upstroke or downstroke, the upstroke or downstroke is written in the third place

*keep, move, meal.*

Note: -ing ending is written leaving out the *i* vowel

*making, taking, living, looking, asking, mailing.*

### Reading and writing practice — 3

1

2

3

4

5

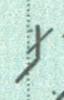
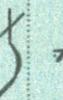
### Short forms

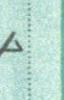
- ✓ *wish, put, to be, different/difference, owe,*
- *can, go, ought, in/any, young,*
- *anything, nothing.*

### Phrases

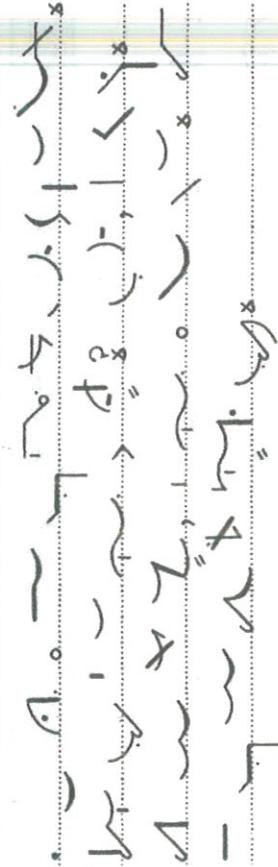
- ✓ *we wish, in the, to be the, ought to be, to go (vowel is inserted to distinguish from to give).*

## Intersections

P represents *party*:  big party  
or policy:  bank policy

B represents *bank*:  at the bank

## Short form and phrasing practice



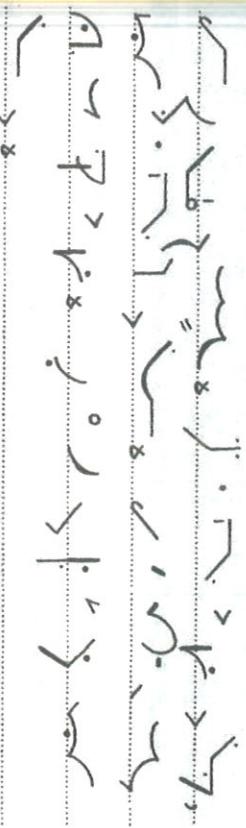
## Practical dictation

- 1 Confidential memo from Company Secretary to Managing Director

Mr. John Smith  
Managing Director  
123 Main Street  
Anytown, USA  
123-4567-8900  
j.smith@anytown.com

- 2 Memo from Chief Cashier to a new member of the department

Ms. Linda Green  
Chief Cashier  
123 Main Street  
Anytown, USA  
123-4567-8900  
l.green@anytown.com



## Theory check

*Write the following in shorthand:*

- |           |           |
|-----------|-----------|
| 1 ease    | 6 inch    |
| 2 cool    | 7 king    |
| 3 leaving | 8 talking |
| 4 keeps   | 9 lucky   |
| 5 feed    | 10 family |

## Summary of vowels

There are six long vowels, represented by a heavy dot or dash and six light vowels, represented by a light dot or dash.

These *mnemonic* sentences use all the vowel sounds, in order according to their positions:

- Pa may we  
All go too  
That pen is  
Not much good

They will help you to remember your vowels:

Vowels	1st place	2nd place	3rd place
heavy	• Pa	may	we
	— All	go	too
light	· That	pen	is
	— Not	much	good

# Unit 6

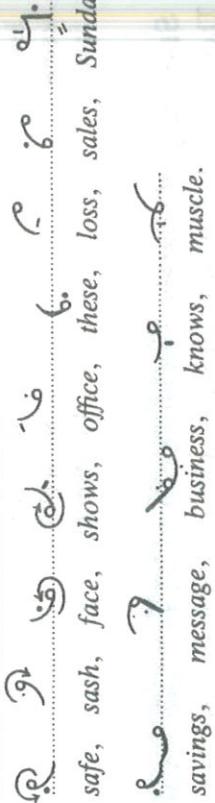
## S circle; downward L

The consonants *S* and *Z* are two of the most important of all the consonants because they occur so frequently. They are represented by a small circle ..... as well as by the strokes ..... *S* and ..... *Z*, all of which you have already met.

The small circle joins easily to other consonant strokes at the beginning, in the middle or at the end of an outline. At the beginning of an outline the *S* circle is read first; at the end of an outline it is read last.

### **S circle**

1 *S* circle is written inside a curve



*safe, sash, face, shows, office, these, loss, sales, Sunday,*

*savings, message, business, knows, muscle.*

### Reading and writing practice — 1

1

2

3

4

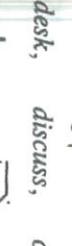
5

2 *S* circle is written with a left (anti-clockwise) motion to straight strokes, that is on the right-hand side of straight downstrokes and on the upper side of straight horizontal strokes and straight upstrokes

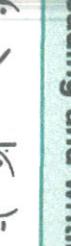
pass, copies, ladies, choose, speed, such, city, folks,  
use, ways.

3

S circle is written on the outside of the angle formed by two straight strokes

d  p  op  off  te  disc, discuss, opposite, sixty, succeed, extensive, disc, despatch, capacity.

## Reading and writing practice — 2

- 1 
- 2 
- 3 
- 4 
- 5 

### Strokes S and Z

In words beginning with Z the stroke Z  is used

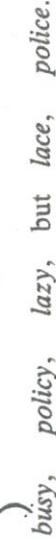
zoo, zeal, zinc.

2

When a word begins with a vowel followed by the sound of S/Z, stroke S/Z must be written in order to place the initial vowel sign

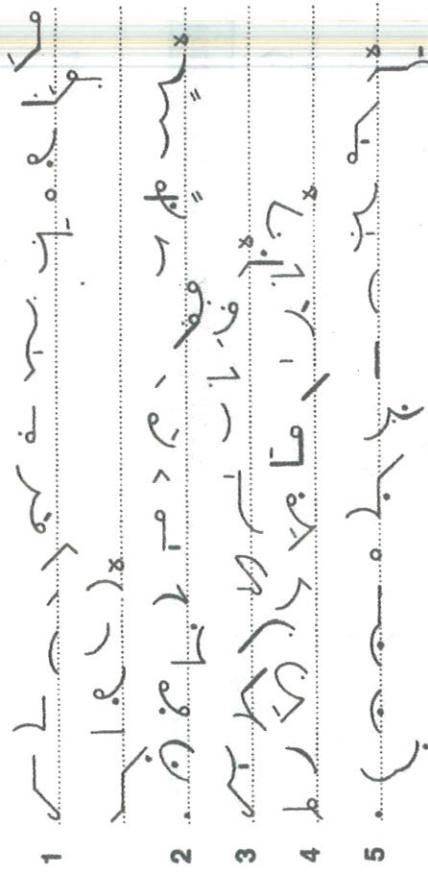
ask, asleep, escape, assail, ease, but sack, scope.

- 3 When S/Z + vowel ends a word, the stroke S ...) or Z ...) is used

   
busy, policy, lazy, but lace, police.

The use of the stroke S/Z or S circle therefore indicates the presence or absence of a vowel at the beginning and end of outlines, and it is not necessary to place vowels in outlines using stroke S/Z.

### Reading and writing practice — 3



### Downward L

Although L is usually written upwards , sometimes it is easier to write it downwards .

- 1 when stroke L precedes or follows S circle attached to a curve, it is written in the same direction as the circle:

   
lesson, senselessly, listen, vessel, cancel.

- 2 after N or NG:

   
only, unless, exceedingly, canal.

## Reading and writing practice — 4

- 1
  - 2
  - 3
  - 4
  - 5
- 6.
- 3 When a word begins with a vowel which is followed by *L* and a simple horizontal stroke write downward *L*
- 
- along, elm, alone, but long, lame, look.*
- 4 When *L* follows , , or a straight upstroke, and a vowel does not end the word write downward *L*
- 
- fail, falls, feeling, vale, scale, skills, useful.*
- Special outlines:
- column, film.*
- Note: As has already been seen, when a vowel ends the word, *L* is usually written upwards:
- 
- fully, awfully, yellow.*

## Reading and writing practice — 5

- 1 b.
- 2
- 3
- 4
- 5

### Short forms

6 several, 6 those, 6 this, 6 thus, 6 because,  
6 special/specially, 6 speak, 6 subject/subjected,  
1 much, 1 especial/especially, 6 something,  
6 yesterday.

Remember that the S circle can be added to short forms:

6   
objects, thinks, comes, gives, things, informs, languages,  
wishes.

## Phrases

1 *much:*

*as much as, as much as possible, as much as it is.*

but for easy joining

*so much, too much.*

2

*us — final S circle represents the word us in such phrases as:*

6

*for us, to us, give us, take us, show us, making us, with us.*

3 Other phrases:

6

*because of the, for this, for those (note distinguishing vowel),*

6

*for sale, this will, in some, for some, large sums.*

## Intersections

G represents government:

*Japanese government*

6

*this government*

F represents form:

*customs form*

6

*in the form*

Bs represents business:

*law business*

6

*big business*

## Short form and phrasing practice

اے سارے اپنے کام میں  
کوئی بے شکریتی کرنے کے لئے  
کوئی بے شکریتی کرنے کے لئے  
کوئی بے شکریتی کرنے کے لئے

## Practical dictation

### 1 Memo regarding an enquiry for special lace

بھارتی ملٹری ایجنسی کے  
لئے پہلی بار  
میں اپنے فرمان  
کے مطابق  
کوئی بے شکریتی کرنے کے لئے  
کوئی بے شکریتی کرنے کے لئے

### 2 Report about an order from a business agency

بھارتی ملٹری ایجنسی کے  
لئے پہلی بار  
میں اپنے فرمان  
کے مطابق  
کوئی بے شکریتی کرنے کے لئے  
کوئی بے شکریتی کرنے کے لئے

### 3 Memo to Despatch Department

1 looks  
2 envelopes  
3 justice  
4 safely  
5 succeeds  
6 falling  
7 vale  
8 valley  
9 skills  
10 speaks

### Theory check

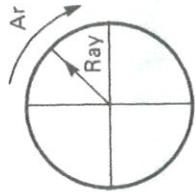
Write the following in shorthand:

- 1 looks
- 2 envelopes
- 3 justice
- 4 safely
- 5 succeeds
- 6 falling
- 7 vale
- 8 valley
- 9 skills
- 10 speaks

# Unit 7

## Stroke R

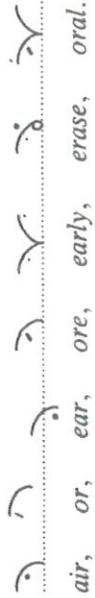
There are two forms for *R*, both written lightly in the direction of the arrows:



Letter	Sign	Name	As in
R	/↗	ray	right wrote carry
	↘	ar	air early car

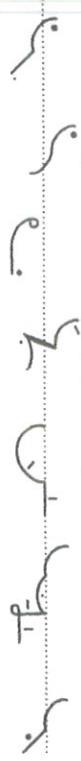
*R* has two forms to make the joining of strokes easier, and also to indicate an initial or final vowel sound.  
Downward *R* is written:

- 1 initially when preceded by a vowel



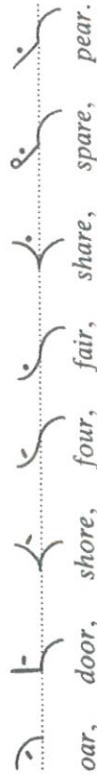
*air, or, ear, ore, early, erase, oral.*

- 2 finally when the sound of *R* ends a word



*pair, customer, colour, injure, cars, fear, appear.*

Note: Words which end in *-ore* or *-air*, however spelled, are written with a heavy second-place vowel:



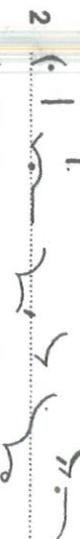
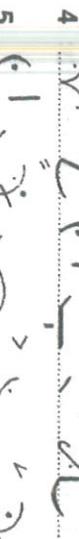
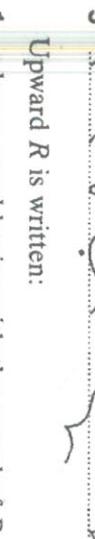
*oar, door, shore, four, fair, share, spare, pear.*

- 3 before *M* for ease of joining



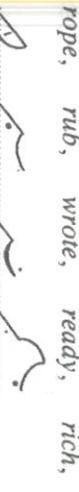
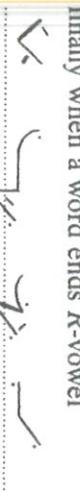
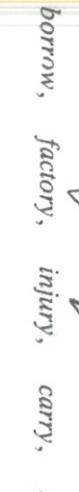
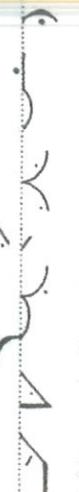
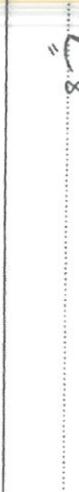
*arm, army, remove, Rome, room, firm, remedy, alarm.*

## Reading and writing practice — 1

- 1 . 
- 2 
- 3 
- 4 
- 5 

Upward R is written:

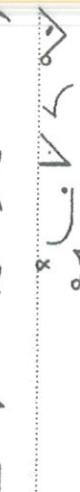
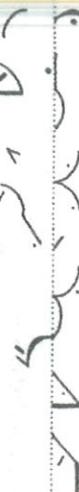
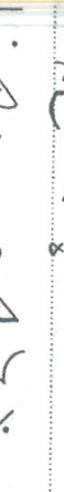
- 1 when a word begins with the sound of R

- 2   
rope, rub, wrote, ready, rich, ridge, rug, Ruth,

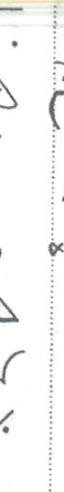
  
  
  
  
  
  
  
  
  
  
  


- 2 finally when a word ends R-vowel

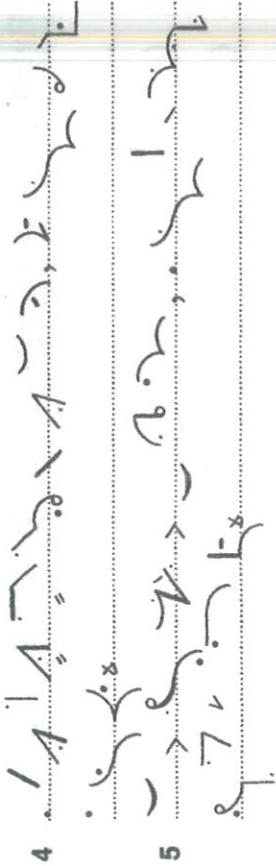
  
  
  
  
  
  
  
  
  


## Reading and writing practice — 2

- 1 .   
  
  
  
  
  

- 2   
  
  
  

- 3   
  
  

In order to avoid awkward joinings, however, *R* is written upwards:

**1 before *T, D, CH, J* and *Th***



*erratic, arid, arch, urge, earth.*

**2 after a straight upstroke**



*rare, aware, career, lawyer.*

**3 usually in the middle of a word**



*March, party, park, authority, garage, charge.*

**4 after 2 downstrokes**



*upstairs, visitor, disappear, despair.*

*Note:* After 2 upstrokes, downward *R* is written, eg

**5 following left motion curves and S circle, and *KS/GS***



*officer, answer, sincere, boxer, geyser.*

### Reading and writing practice — 3



1. حِلْقَهْ لِكْ لِكْ لِكْ

2. حِلْقَهْ لِكْ لِكْ لِكْ

3. حِلْقَهْ لِكْ لِكْ لِكْ

4. حِلْقَهْ لِكْ لِكْ لِكْ

5. حِلْقَهْ لِكْ لِكْ لِكْ

### Short forms

✓ are, ✓ our/hour, ✓ should, ✓ your, ✓ year,  
( thank/thanked, ✓ what, & satisfactory.

### Phrases

as early as possible, as far as possible, it is possible, if possible,  
what is the.

## Intersections

Downward R represents *arrange/d/ment*:



*we arrange, we have arranged, make arrangements.*

Upward R represents *require/d/ment*:



*we shall require, they required, your requirements.*

## Short form and phrasing practice

دَرْجَاتِ الْمَعْلُومَاتِ الْمُتَعَلِّمَاتِ  
أَنْتَ مَنْ تَعْلَمُونَ، أَنْتَ مَنْ تَعْلَمُونَ،  
أَنْتَ مَنْ تَعْلَمُونَ، أَنْتَ مَنْ تَعْلَمُونَ،  
أَنْتَ مَنْ تَعْلَمُونَ، أَنْتَ مَنْ تَعْلَمُونَ،  
أَنْتَ مَنْ تَعْلَمُونَ، أَنْتَ مَنْ تَعْلَمُونَ،

## Practical dictation

### 1 Footwear shop seasonal sale

فَسَادِيَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ  
فَسَادِيَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ  
فَسَادِيَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ  
فَسَادِيَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ  
فَسَادِيَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ مَعْلُومَاتٌ

**Memo to:** Site Foreman      **From:** Works Manager  
**Subject:** Removal of refuse      **Date:** Today's

1. Charge 2. Repair 3. Salary 4. Cashier 5. Erratic

1. Charge 2. Repair 3. Salary 4. Cashier 5. Erratic

### 3 Car servicing advertisement

1. Charge 2. Repair 3. Salary 4. Cashier 5. Erratic

### Theory check

*Write the following in shorthand:*

- |           |                     |
|-----------|---------------------|
| 1 charge  | 6 deter             |
| 2 repair  | 7 beware            |
| 3 salary  | 8 arrears           |
| 4 cashier | 9 censor            |
| 5 erratic | 10 we shall arrange |

# Unit 8

## Diphthongs, triphones and diphones

### Diphthongs

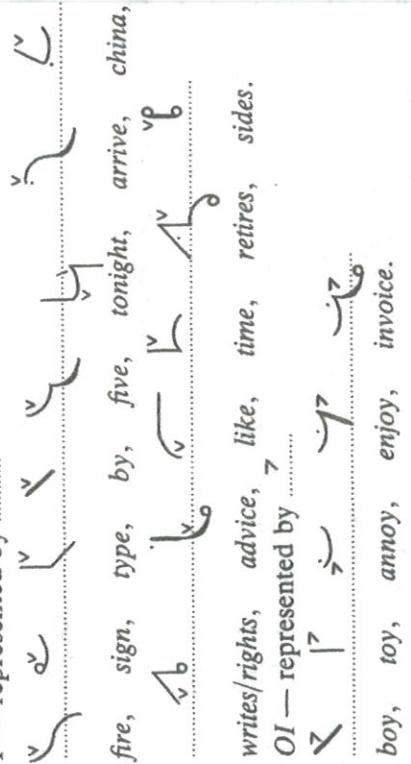
There are four diphthongs:

*I, OI, OW, and U*, as heard in the words 'I enjoy loud music'.

There are two first-place diphthongs:

1 *I* — represented by

2 *OI* — represented by

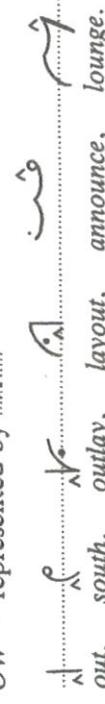


### Reading and writing practice — 1

- 1
- 2
- 3
- 4
- 5

There are two third-place diphthongs:

1 *OW* — represented by



2 U — represented by ... a...

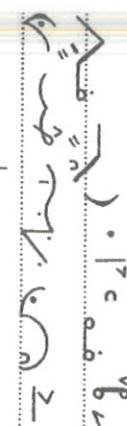
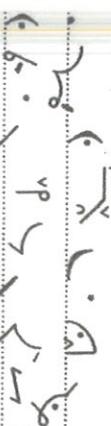
cube, news, duty, beauty, failure, occupy, secure,

reduce.

Special outline:  volume.

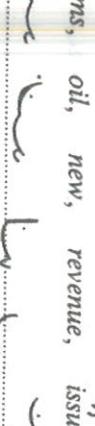
Note: Distinctive outlines  pure,  poor.

### Reading and writing practice — 2

- 1 
- 2 
- 3 
- 4 
- 5 

### Joined diphthongs

The diphthong signs are joined to strokes when an easy joining can be made:

-   
items, oil, new, revenue, issue, view, review, value,
-   
avenue, deny, few, endow.

Note: now because of the shape of the OW diphthong, the first part of the symbol is incorporated into the N stroke.

## Reading and writing practice — 3

- 1 > > > > > >
- 2 > > > > > >
- 3 > > > > > >
- 4 > > > > > >
- 5 b > > > > > >

## Triphones

A small tick added to the diphthong sign indicates another vowel following the diphthong:

buying, variety, via, voyage, enjoying, allowance,  
nowadays, fewer, issuing, annuities.

## Reading and writing practice — 4

- 1 > > > > > >
- 2 > > > > > >
- 3 > > > > > >
- 4 > > > > > >
- 5 > > > > > >

## **Triphones and stroke S**

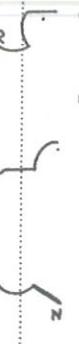
Stroke S is written:

- 1 in words where a triphone immediately follows initial S



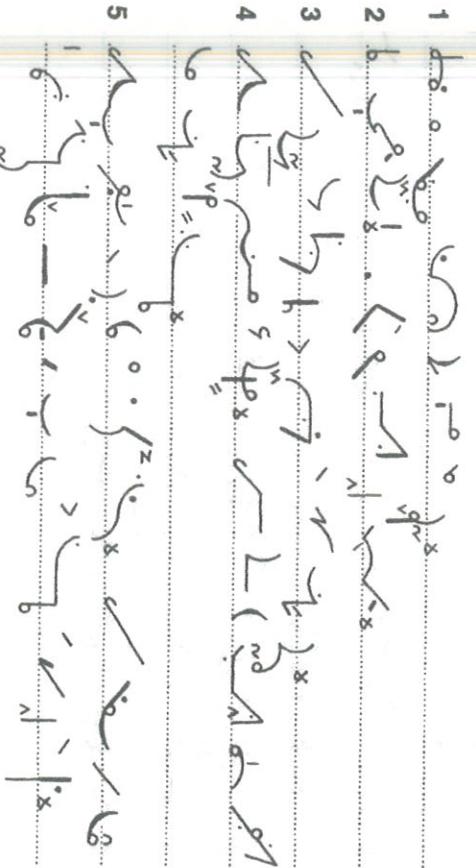
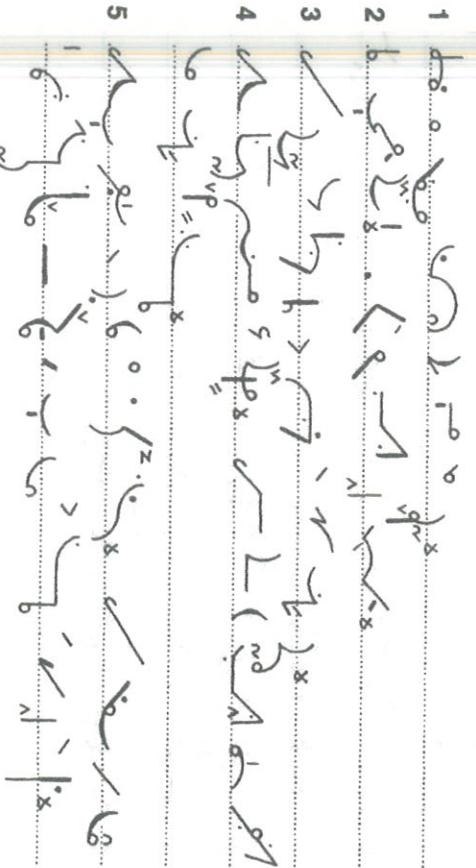
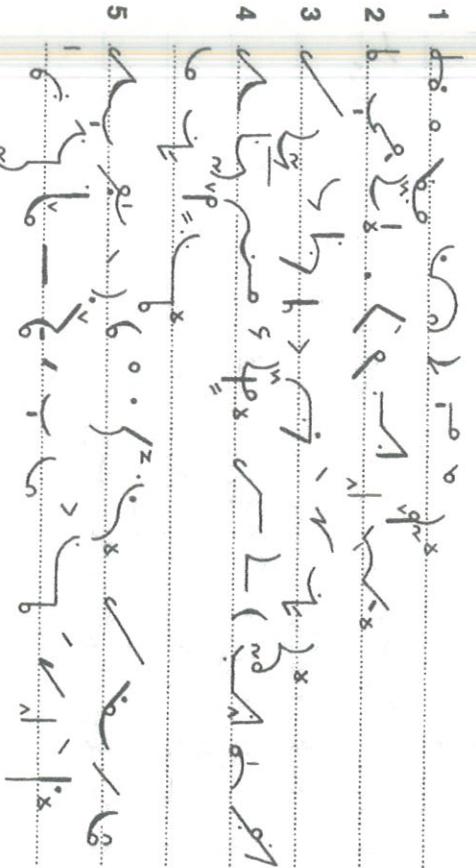
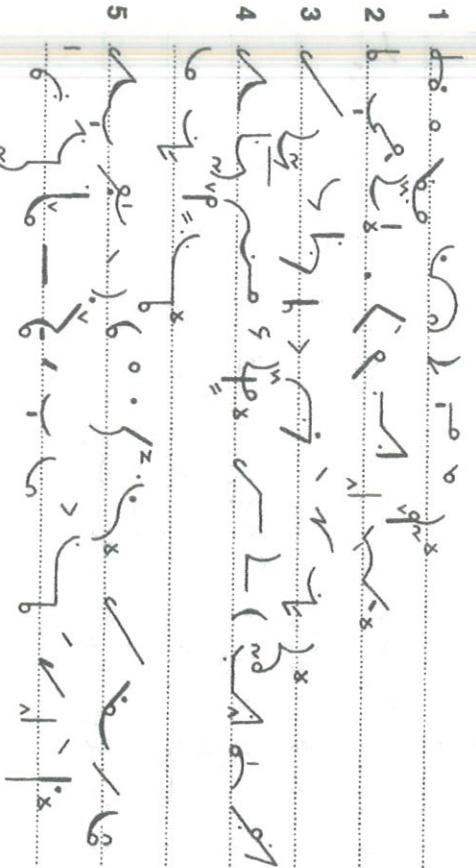
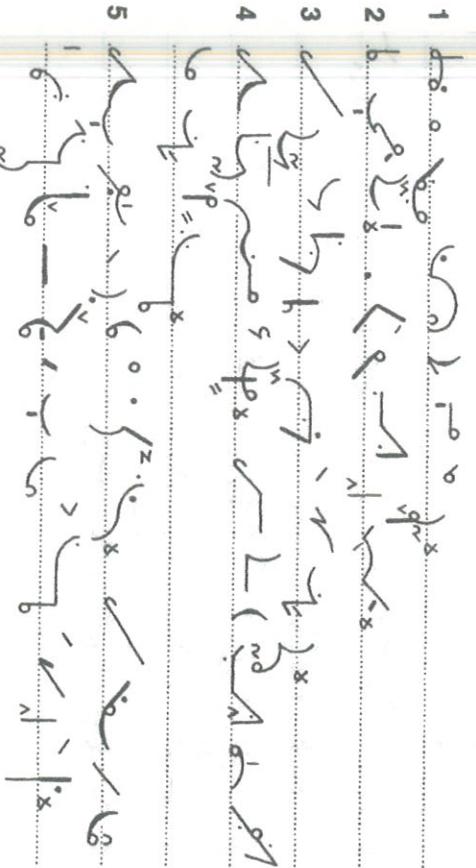
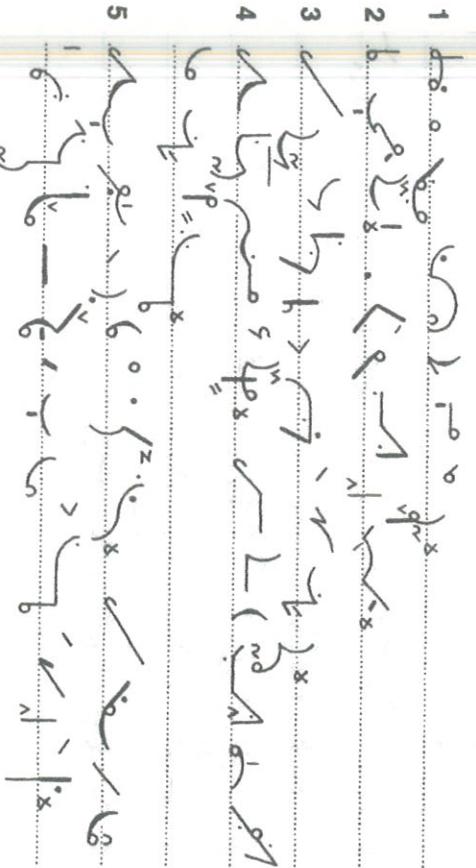
*science, sighing, swing, suicide, sewer.*

- 2 in words where the final syllable -ous is immediately preceded by a diphthong



*tenuous, fatuous, joyous.*

### **Reading and writing practice — 5**

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 

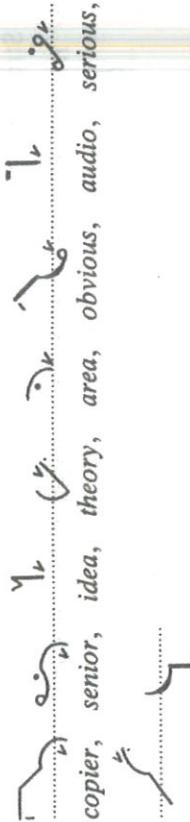
## **Diphones**

Two consecutive vowels, pronounced as two separate syllables

(eg *copier*), are represented by ..... and ..... which are the diphone signs.

The sign is written in the place of the first vowel of the combination.

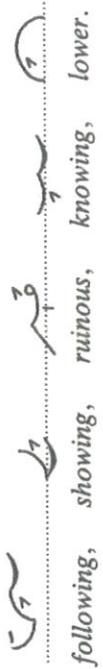
- 1  represents a dot vowel followed by one other vowel:



copier, senior, idea, theory, area, obvious, audio, serious,

really, video.

- 2  represents a dash vowel followed by one other vowel:



following, showing, ruinous, knowing, lower.

### Reading and writing practice — 6

1          

A. 

2         

B. 

3       

C. 

4       

### Short forms

V. I/eye, A... how, L... why, ...n... you, ^... beyond,  
...c... when, ^... me.

## Phrases

1 Because of the shape of the / diphthong, the second part of the symbol is incorporated in strokes *L*, *M*, *K*, and upward *R* to form such phrases as:



*I will,*   *I am,*   *I may,*   *I can,*   *I write.*

2 The short form *you* is turned on its side to form



3

*can you,*   *give you,*   *when you,*   *what you,*   *are you.*

3 Other phrases:



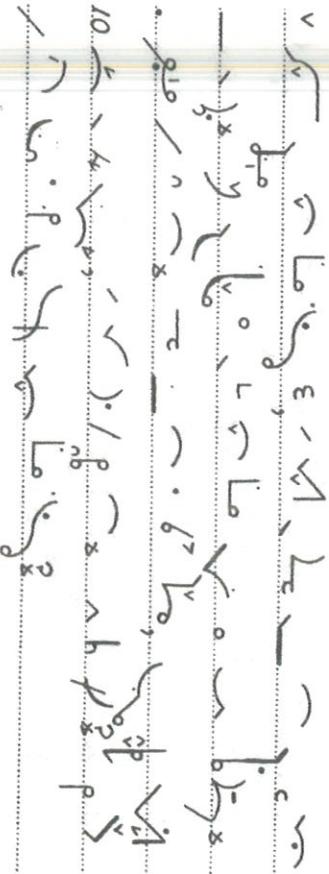
*9 am,*   *2 pm,*   *to me,*   *to him* (note vowel).

## Intersections

*T* represents *attention*: for your attention.

*CH* represents *charge*: this charge.

## Short form and phrasing practice



## Practical dictation

### 1 Letter to travellers about surcharge on holiday

بسم الله الرحمن الرحيم  
الحمد لله رب العالمين  
اللهم إني أسألك من خير ما أنت به وتحل به  
عاجل العاجل عاجل العاجل عاجل العاجل  
عاجل العاجل عاجل العاجل عاجل العاجل  
عاجل العاجل عاجل العاجل عاجل العاجل

### 2 Extract from a financial report on share speculation

الى ٢٩ سبتمبر ٢٠١٦ في  
مدة ٥ شهور  
أيضاً في نفس الفترة  
في ٢٧ سبتمبر ٢٠١٦  
في ٢٨ سبتمبر ٢٠١٦  
في ٢٩ سبتمبر ٢٠١٦

### 3 Memo to: Security Officer From: Construction Manager Subject: Investigation into Date: Today's site accident

بخصوص حادثة في الموقع  
في ٢٧ سبتمبر ٢٠١٦  
في ٢٨ سبتمبر ٢٠١٦  
في ٢٩ سبتمبر ٢٠١٦

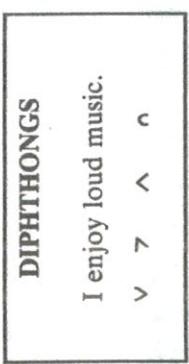
5. > b' u' c' ~ ✓ s' t' v' l' ~  
6. > v' r' c' ~ ✓ g' d' z' h' ~

## Theory check

*Write the following in shorthand:*

- |   |           |    |         |
|---|-----------|----|---------|
| 1 | knife     | 6  | various |
| 2 | copier    | 7  | loyal   |
| 3 | bureau    | 8  | county  |
| 4 | tenuously | 9  | eyes    |
| 5 | power     | 10 | earlier |

## Summary



	[ʌ]	[ɒ]	[ʊ]
That	-	-	-
pen	.	-	-
is	.	-	-

**DPHONE**

Dot vowel  
+  
one other

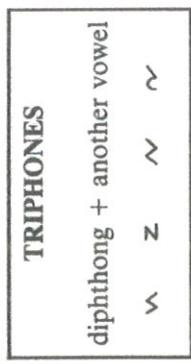
Vowels (12)

	[ʌ]	[ɒ]	[ʊ]	[ə]	[ɔː]	[ɑː]	[ɔː]	[ɪ]	[ʊ]	[əʊ]	[əʊ]
Pa	*	*	*	-	-	-	-	-	-	-	-
may	*	*	*	-	-	-	-	-	-	-	-
we	*	*	*	-	-	-	-	-	-	-	-



**DPHONE**

Dash vowel  
+  
one other



# Unit 9

## Consonant H

There are four ways of writing the consonant *H*:

Letter	Sign	Name	As in
H	↖	Upward Hay	hope hang house head
H	↗	Downward Hay	he high hake hoax
H	↖ ↘	Tick H	home hall hair
H	.	Dot H	mishap leasehold

Upward *HAY* ↗ is a light upstroke and is the most commonly used form:

↖ ↗ ↗ ↗ ↗  
*hope, hotel, house, head, heavy.*

### Reading and writing practice — 1

- 1 ↗ ↗ ↗ ↗ ↗
- 2 ↗ ↗ ↗ ↗ ↗
- 3 ↗ ↗ ↗ ↗ ↗
- 4 ↗ ↗ ↗ ↗ ↗
- 5 ↗ ↗ ↗ ↗ ↗

Downward HAY  is a light downstroke and is only used:

- When *H* is the only consonant sound in a word, and in the derivatives of such words

*high, higher, highly, hoe, he.*

- When *H* comes before *K* or *G*

*hook, hike, hug, hockey.*

- When it is easier to write in the middle of a word



*anyhow.*

### Reading and writing practice — 2

1  

2  

3  

4  

5  

*Tick H — A small tick sloping from right to left represents *H* before *M*, *L* and Downward *R* at the beginning of a word*

*home, whole, help, hear/her.*

*Note: The word *HoMeLieR* will help you to remember when to use Tick *H*.*

*The angle of Tick *H* is very important to avoid confusion with the short form *to*  or *but* .*

## Reading and writing practice — 3

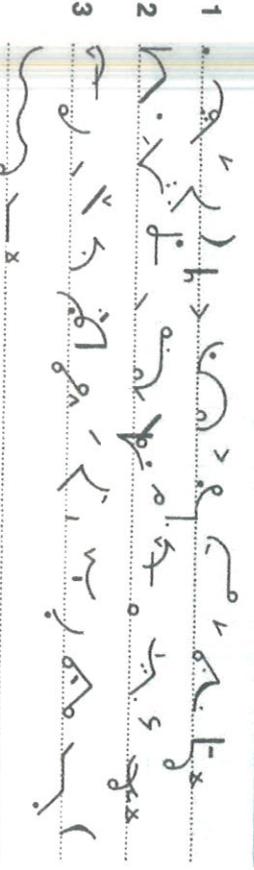
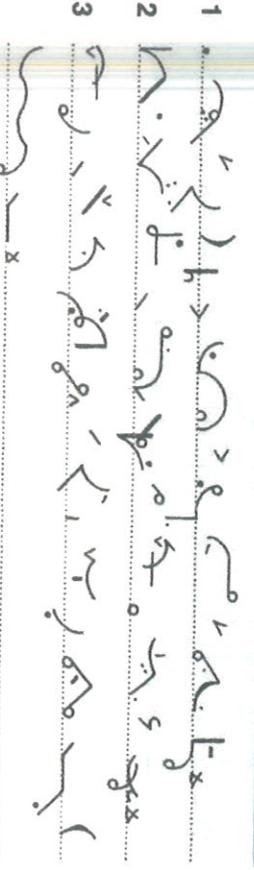
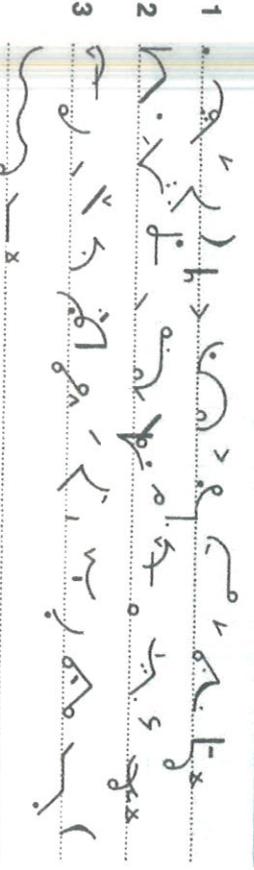
- 1 
- 2 
- 3 
- 4 
- 5 

*Dot H* — In a few cases, where it would be difficult to write the stroke *H* in the middle of a word, *H* may be expressed by a light dot. This dot is placed alongside the vowel sign:

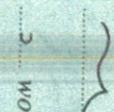
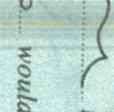
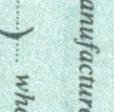


*mishap, likelihood, household, uphill, unhappy.*

## Reading and writing practice — 4

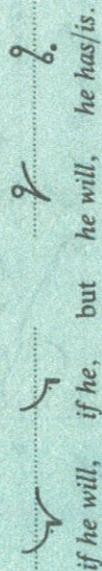
- 1 
- 2 
- 3 

## Short forms

 *manufacture/manufactured.*  *manufacturer,*  
 *would, ...)* *whose, ...*  *he.*

## Phrases

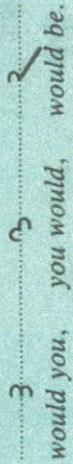
- 1 The short form for *he* ..... 1 can only be used in the *middle* or at the *end* of a phrase, otherwise downward *H* is used:

  
if he will, if he, but he will, he has/is.

- 2 When the word *hope* follows *I* or *we*, it is represented only by the stroke *P*:

  
I hope, we hope, we hope you are.

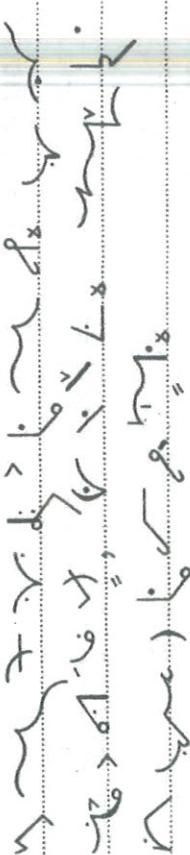
- 3 *Would:*

  
would you, you would, would be.

## Intersections

Stroke *S* represents society: Ⓛ this society, Ⓜ our society.

## Short form and phrasing practice



## Practical dictation

### 1 Letter to a publisher

Dear Sirs,  
I am writing to you in regard to the book  
which I have written and would like to offer  
you for publication.

### 2 Memo to sales representative from Sales Manager

To Sales Representative,  
Sales Manager.  
Re: Book proposal.  
Please review the attached proposal  
and let me know if you have any questions.

### 3 Letter to a local estate agent

Dear Sirs,  
I am writing to you in regard to the house  
which I have listed with your company.  
I would like to offer you a commission  
on the sale of the house.

## Theory check

*Write the following in shorthand:*

- 1 heavy
- 2 heading
- 3 hang
- 4 hoax
- 5 hectic

- 6 mahogany
- 7 harm
- 8 help
- 9 whom
- 10 livelihood

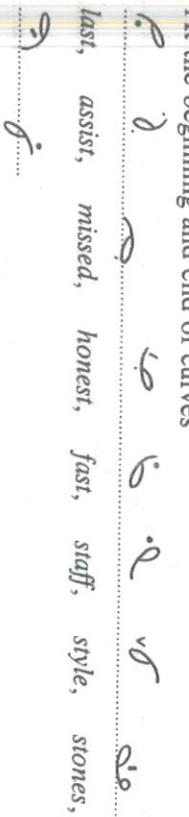
# Unit 10

## ST, STR, SES and SWAY

### **ST Loop**

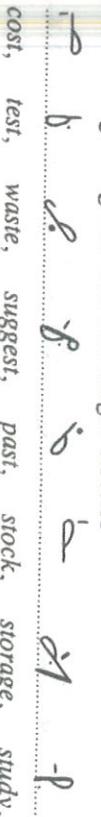
A shallow loop, written in the same direction as the S circle, represents ST (called 'STEE') and is half the length of the stroke to which it is attached. It is written:

- 1 At the beginning and end of curves



store, steal.

- 2 At the beginning and end of straight strokes



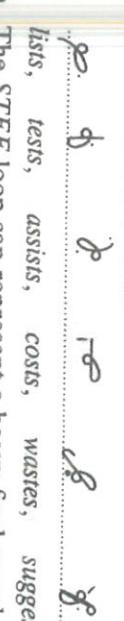
state, status.

- 3 In the middle of some words

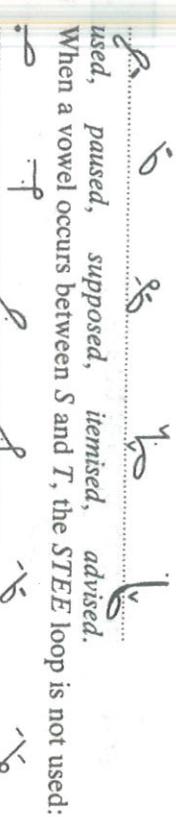


Notes:

- a The addition of S circle:



- b The STEE loop can represent a heavy final sound also:



- c When a vowel occurs between S and T, the STEE loop is not used:  
cast but cassette; rest but receipt; opposed but opposite.

- d When a vowel ends a word, the stroke *T* must be written in order to place the vowel sign:

honest but *honesty*;    modest but *modest*;    haste but *hasty*.

- e Distinctive outlines:    cost,    caused.

### Reading and writing practice — 1

- 1 *ster*
- 2 *ster*
- 3 *ster*
- 4 *ster*
- 5 *ster*

### STR Loop

A large final loop written in the same direction as the *S* circle, extending two-thirds of the length of the stroke to which it is attached, represents *STER*:

- ster*    *ster*    *ster*    *ster*  
poster, *administer*, *investor*, *master*, *faster*, *register*.  
Note: The addition of *S* circle:  
*ster*    *ster*    *ster*  
posters, *investors*, *masters*, *registers*.

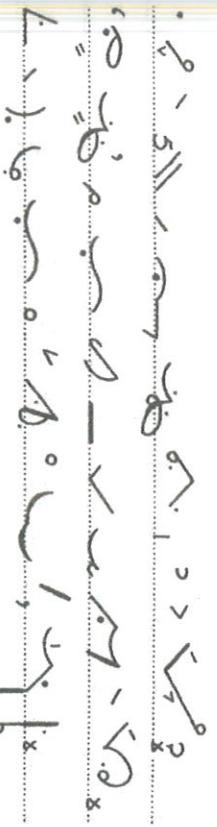
### Reading and writing practice — 2

- 1 *ster*
- 2 *ster*

3

4

5



### **SES Circle**

A large circle written in the same direction as S circle represents SES, ZES or SEZ:

1 at the end of words

Lo alo ro so lo ho xo  
taxes, success, causes, losses, chooses, offices, bases,

ho o lo

lo

ro so

ho xo

2 in the middle of some words

o s p e c e s u s e s .

necessary, necessity, excessive, successfully.

Notes:

a Any vowel other than the short e between the two s's is indicated by writing the vowel sign inside the circle:

o s p i e c e s u s e s .

b basis, insist, exercise, emphasize, exhaust.

b A few words ending in s-s are written with the S circle and stroke S for distinguishing purposes:

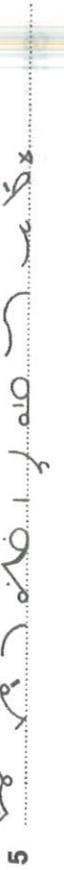
o s p i e c e s u s e s .

c access but causes; excess but cases; possess but pauses.

c Downward L is written in: o s p i e c e s u s e s . necessarily.

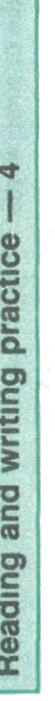
### **Reading and writing practice — 3**

1 Lo a lo r o s o l o h o x o

- 2 
- 3 
- 4 
- 5 

### **SW Circle**

A large initial circle written in the same direction as the S circle represents SW (called 'SWAY')

- 1 
- 2 
- 3 
- 4 
- 5 

swing, switch, swelling, swear, swim, swayed.

### **Reading and writing practice — 4**

- 1 
- 2 
- 3 
- 4 
- 5 

### **Short forms**

first, most, influence, influenced, next,  
 though, themselves, ourselves, myself,  
 himself, itself, largest.  
 Note: { although, all right, already,  
 always, almost.

## Phrases

1      b      &      &      ٹ      ٹ

at first, just as, as fast as, in some cases, last month,

R      ٹ      ٹ      ٹ      O      O

last year, this month, next month, as is, is as.

2 The SWAY circle represents the words as we in such phrases as:

e      e      9      9      o

as we have, as we think, as we shall, as we wish, as we may,

o      o      o      o

as we know, as we can, as we are. Note: as well as.

3 The large circle represents the two s's in such phrases as:

6      6      o      o

this is, this is the, this city, as soon as, as soon as possible,

on this subject.

## Intersections

Th represents month: ٹ for the month

or authority: ٹ my authority

M represents morning: ٹ Monday morning

or manager: ٹ sales manager

or market: ٹ market research

## Short form and phrasing practice

٢. ا. مـ. رـ. ، ١٠، سـ. تـ. وـ. نـ. > to  
لـ. سـ. اـ. لـ. ، اـ. مـ. رـ. ، كـ. اـ. فـ. ٦ـ. وـ. مـ.  
بـ. ، (كـ. رـ.). ، سـ. ، مـ. ، مـ. اـ. مـ. اـ. مـ.  
وـ. ، مـ. اـ. لـ. ، سـ. ، اـ. تـ. ،  
سـ. ، مـ. اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، سـ. ، اـ. لـ. ،  
مـ. ، مـ. اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، سـ. ، اـ. لـ. ،  
اـ. اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، سـ. ، اـ. لـ. ،  
اـ. اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، سـ. ، اـ. لـ. ،

## Practical dictation

- ١ Memo to: All Staff From: WP Supervisor  
Subject: File codifying Date: Today's

مـ. اـ. لـ. ،  
اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ،  
اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ،  
اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ،

- ٢ Extract from an article on the value of exercise

جـ. دـ. نـ. بـ. تـ. سـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ،  
جـ. دـ. نـ. بـ. تـ. سـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ،  
جـ. دـ. نـ. بـ. تـ. سـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ. ، اـ. لـ.

3

### Letter regarding appointment of Research Manager

Dear Sir/Madam,  
I am writing to you to inform you that I have been appointed as Research Manager of your company. I am very excited about this opportunity and I am looking forward to contributing to the success of your organization.  
I would like to thank you for considering my application and for giving me this opportunity. I am committed to doing my best to fulfill the responsibilities of this position.  
Yours sincerely,  
[Signature]

### Theory check

*Write the following in shorthand:*

- |              |             |
|--------------|-------------|
| 1 stereo     | 6 Swiss     |
| 2 elastic    | 7 necessary |
| 3 offices    | 8 barrister |
| 4 statistics | 9 cassette  |
| 5 refused    | 10 pasta    |

## Summary of the circles and loops

Loop/Circle	Beginning	Medial	End
S circle S circle	 such	 basic	 pass
STEE loop STE loop	 state	 justify	 test
STER loop STER loop	 masterpiece	 register	
SES circle SES circle		 necessary	 causes
SWAY circle SWAY circle		 swing	

The circles and loops are written:

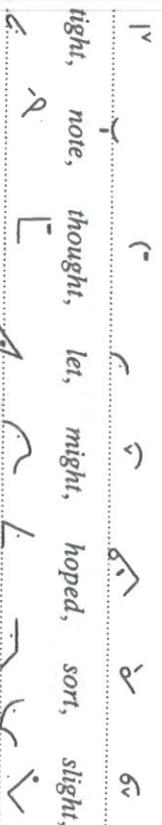
- 1 Inside curves
- 2 Anti-clockwise to straight strokes
- 3 Outside the angle created by two straight strokes

# Unit 11

## Halving

Strokes are halved to indicate a following *T* or *D*.

- 1 In words of *one* syllable a *light* stroke may be halved to indicate a following *T* only

1'   
*tight, note, thought, let, might, hoped, sort, slight,*



*yet, stopped, talked, reached, left, checked, kept, felt, part.*

*Note:* Half-length *H*, when not joined to another stroke, is always written upward:

  
*hot,*

  
*height,*

  
*hat.*

- 2 In words of *one* syllable a *darker* stroke may be halved to indicate a following *D* only

2'   
*bad, dead, jade, guide, lived, changed, changed.*

*Note:* The *S* circle is always read last:

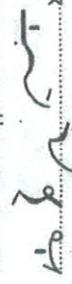
2''   
*tights, thoughts, nights, faults, beds, goods.*

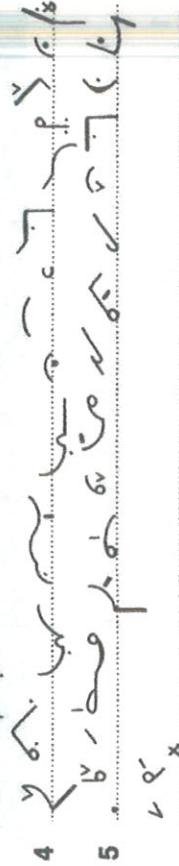
### Reading and writing practice — 1

1   
*light, note, thought, let, might, hoped, sort, slight,*

2   
*yet, stopped, talked, reached, left, checked, kept, part.*

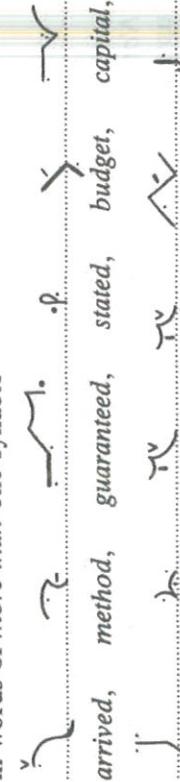
3 

4 

5 

3 A stroke may be halved to indicate either a following T or D:

a in words of *more than* one syllable

  
arrived, method, guaranteed, stated, budget, capital,

b attached, estimate, notify, notified, report, detached.  
in single syllable words which have a final joined diphthong

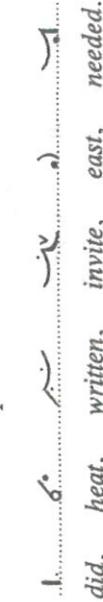
  
heat

  
invite

doubt but doubt, cute/queued, issued, night but nights.

Notes:

a Half-length strokes are written on the line, not through the line, to indicate a third position:

  
needed

b When S-vowel-S is followed by T, S circle is written initially so that the stroke S may be halved, eg  system.

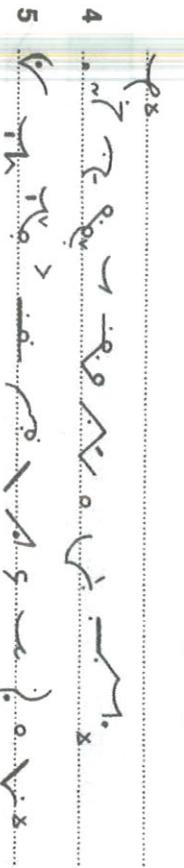
## Reading and writing practice — 2

1 

2 

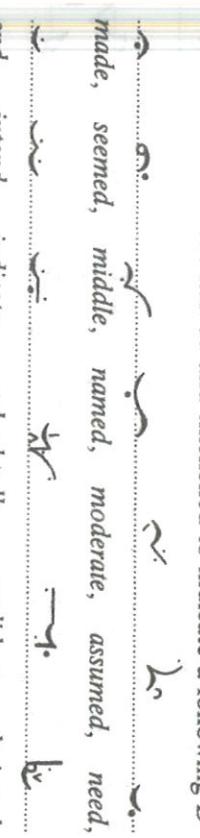
3 

4 

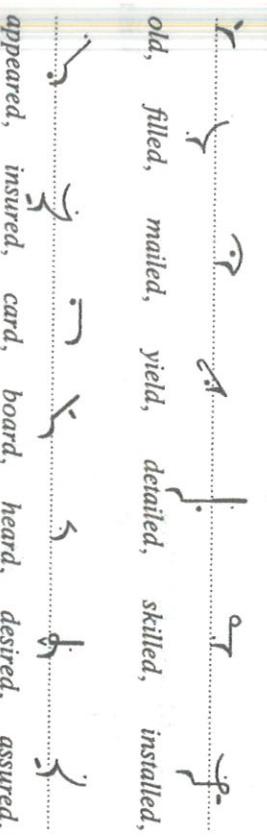
5 

### **Halving and thickening**

1 Strokes M and N are halved and thickened to indicate a following D

  
made, seemed, middle, named, moderate, assumed, need,  
end, intend, indicate, undoubtedly, candidate, designed.

2 Downward L and downward R are halved and thickened to indicate a following D

  
old, filled, mailed, yield, detailed, skilled, installed,  
appeared, insured, card, board, heard, desired, assured.

3 If a sounded vowel comes between L-D or R-D, the full strokes must be written

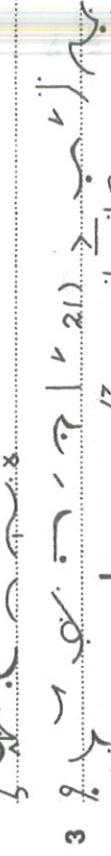
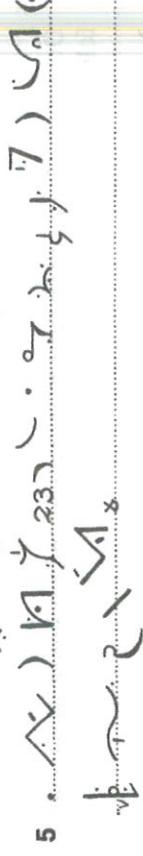


delayed, followed, valued, relied, carried, borrowed.

Note: The halving system may be used in ordinal numbers:

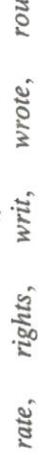
21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>,  
21st, 22nd, 23rd.

### Reading and writing practice — 3

1.  وان
2.  دو
3.  سه
4.  چهار
5.  پنجم

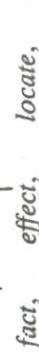
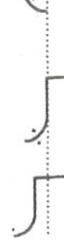
### Non-use of halving

1 To avoid confusion with ... should and ... and, upward R is not halved when standing alone

A.  آ  
 آ  
 آ  
 آ

rate, rights, writ, wrote, route/root, write.

2 In words where the length of a halved stroke would not clearly show, the halving principle is not used

 ف  
 ا  
 ل  
 س  
 ت  
 م  
 ن  
 ک

fact, effect, locate, liked, select, minute, factory.

3 To be clearly shown, a half-length *T* or *D* must be disjoined following another *T* or *D*

l. l. b.  
dated, dictated, doubted, attitude.

4 When a final vowel follows *T* or *D*, it is necessary to write the stroke in order to be able to place the vowel sign

i. i. i. i. i.  
pity, body, agenda, window, into.

### Reading and writing practice — 4

1. o. i. (b. v. a. k. 'A. > v. x.
2. u. a. e. v. u. > v. k. } b. v. d.
3. u. i. l. A. - r. v. u. b. t. x.
4. v. > v. u. k. 'b. v. 'l. A. x.
5. i. ) L. v. x. 'l. o. b. x.

### Short forms

- quite, could, that, without, sent,  
wished, hand, under, immediate, word,  
certificate.

## Phrases

The halving principle is used to indicate the words:

1 *it:*

*if it, if it is possible, in which it is, I think it is.*

2 *word:*

*few words, in his own words.*

3 *would:*

*we would, I would, they would, this would, I would like.*

4 *time:*

*at the same time, at some time, for some time.*

5 *out:*

*carried out, set out, paid out.*

*Special phrases:*

*let us know, let us have.*

## Intersections

N represents *national:*

*National Bank*

*or enquire/enquiry  
(inquire/inquiry):*

*we shall enquire, your enquiry*

## Short form and phrasing practice

أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا  
أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا

### Practical dictation

#### 1 The Works Manager leaves a message for his secretary

أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا  
أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا

#### 2 Factory Manager's report

أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا  
أَنْتَ مُهَاجِرٌ إِلَيْنَا مُهَاجِرٌ إِلَيْنَا

۰ - میں ایک بڑا کارپوریشن کے سربراہ ہوں۔ میرے پاس ایک بڑا فوجی ہے۔ میرے پاس ایک بڑا فوجی ہے۔ میرے پاس ایک بڑا فوجی ہے۔ میرے پاس ایک بڑا فوجی ہے۔

3 Memo to: All Staff  
Subject: New Packaging

From: Managing Director  
Date: Today's

کارپوریشن کے قائم ادارے کے لئے کام کرنے والے کوئی نہیں کہا جائے۔  
کام کرنے والے کوئی نہیں کہا جائے۔

### Theory check

Write the following in shorthand:

- |            |             |
|------------|-------------|
| 1 thought  | 6 writing   |
| 2 report   | 7 dynamite  |
| 3 moved    | 8 married   |
| 4 assumed  | 9 solid     |
| 5 thousand | 10 if it is |

# Unit 12

## R Hook

### Straight strokes

A small initial hook, written on the non-circle side of straight downstrokes and K and G, adds R. The small hook is written at the beginning of the stroke to the right (with a clockwise motion):

↗ ↗ ۱ ۱ ۲ ۲ ۳ ۴ ۵ ۶

pr, br, tr, dr, chr, jr, kr, gr.

(These are called *per, ber*, etc, though they do not always represent these syllables.)

۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰ ۲۱ ۲۲ ۲۳ ۲۴ ۲۵ ۲۶ ۲۷ ۲۸ ۲۹ ۳۰ ۳۱ ۳۲ ۳۳ ۳۴ ۳۵ ۳۶ ۳۷ ۳۸ ۳۹ ۴۰ ۴۱ ۴۲ ۴۳ ۴۴ ۴۵ ۴۶ ۴۷ ۴۸ ۴۹ ۴۹

April, October, trial, address, teacher, manager, increased, progress.

### Reading and writing practice — 1

1 . ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰ ۲۱ ۲۲ ۲۳ ۲۴ ۲۵ ۲۶ ۲۷ ۲۸ ۲۹ ۳۰ ۳۱ ۳۲ ۳۳ ۳۴ ۳۵ ۳۶ ۳۷ ۳۸ ۳۹ ۴۰ ۴۱ ۴۲ ۴۳ ۴۴ ۴۵ ۴۶ ۴۷ ۴۸ ۴۹ ۴۹

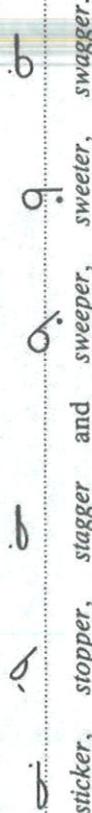
The sound of R is included:

- When S circle is written in the R hook place

۹ ۱۰ ۱۱ ۱۲ ۱۳ ۱۴ ۱۵ ۱۶ ۱۷ ۱۸ ۱۹ ۲۰ ۲۱ ۲۲ ۲۳ ۲۴ ۲۵ ۲۶ ۲۷ ۲۸ ۲۹ ۳۰ ۳۱ ۳۲ ۳۳ ۳۴ ۳۵ ۳۶ ۳۷ ۳۸ ۳۹ ۴۰ ۴۱ ۴۲ ۴۳ ۴۴ ۴۵ ۴۶ ۴۷ ۴۸ ۴۹ ۴۹

string, straight, secretary, separate, strong, street.

- 2 When ST loop and SWAY circle are written in the R hook place

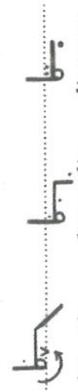


- 3 However, both the *hook* and *circle* are shown when written in the middle of a word — write a small circle inside the hook



sticker, stopper, stagger and sweeper, swetter, swagger.

- 4 When SKR or SGR follows T or D (the circle is written to the left — anti-clockwise)



extra, extremely, industry, district, express.

Distinctive outlines: propriety, property;  
 propose, purpose.

### Reading and writing practice — 2

- 1
- 2
- 3
- 4
- 5

## **Special use of R hook with vowels**

To promote writing speed, in some words the R hook is used even though there is a distinct vowel sound between the consonant and R.

- 1 Dot vowels may be replaced by a small circle as shown

o<sup>o</sup>      r<sup>o</sup>      l<sup>o</sup>      J<sup>o</sup>

parcel, target, dark, directly.

- 2 However, it is not necessary to indicate the short e vowel in words like

o<sup>e</sup>      h<sup>e</sup>      c<sup>e</sup>

person, term, girl.

- 3 A dash vowel, or a *diphthong*, is shown by writing the vowel or diphthong sign at the beginning or end of the stroke, or through it

to<sup>o</sup>      k<sup>o</sup>      b<sup>o</sup>      o<sup>o</sup>      c<sup>o</sup>      e<sup>o</sup>

accordingly, course, record, occurred, purchase, lecture, lectures.

Distinctive outlines: *regard*, *regret*.

### **Reading and writing practice — 3**

- 1 *course*
- 2 *record*
- 3 *occurred*
- 4 *purchase*
- 5 *lecture*
- 6 *lectures*

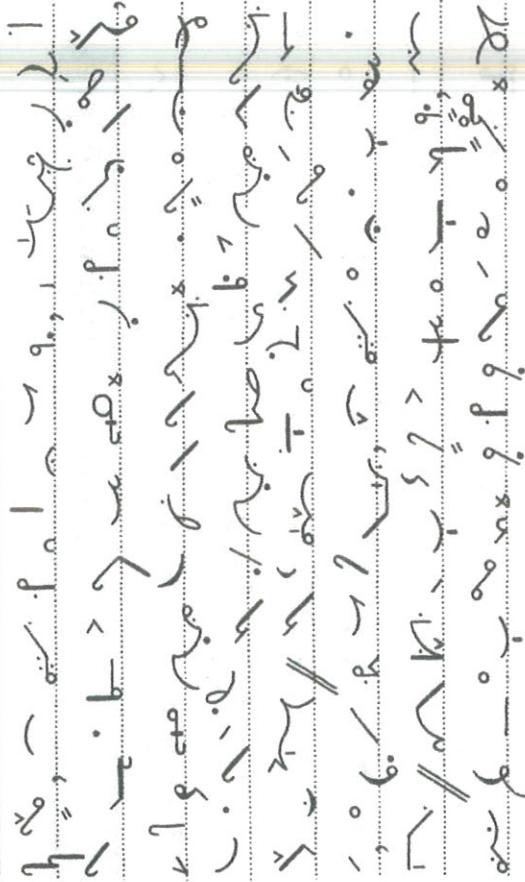
### **Short forms**

- 1 doctor/Dr, 1 dear, 1 during, 1 truth, 1 larger,  
principal/principally/principle, care, cared, chair,  
2 chaired, liberty, member/remember/remembered,  
number/numbered, b description, surprise,  
surprised, project/projected.

### **Phrases**

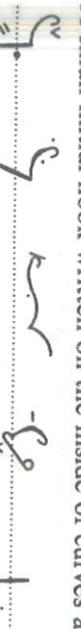
- 1 2 3  
Dear Sir, Yours faithfully, Yours sincerely, Yours truly.

### **Short form and phrase drill — 1**



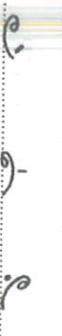
# Curves

1 A small initial hook written on the inside of curves adds R



*Friday, average, normal, otherwise, dinner.*

2 S may be added at the beginning of a curved stroke by writing a small S circle inside the R hook



*sooner, summer, safer.*

Note: The intervening diphone is written through the hooked stroke in a few words:



*junior, healthier.*

3 As well as the forms FR, VR, Thr, THR, reverse forms FR, VR, Thr, THR, are written when:

- the word does not begin with a vowel, and
- this is the only stroke in the word.



## Reading and writing practice — 4

- FR
- VR
- Thr
- THR
- FR
- VR
- Thr
- THR

4 However, when joined to another stroke, the most convenient writing form is used to give the clearest outline — for example reverse forms are usually joined to strokes written towards the right



before, *discover*, *cover*, *forgot*, *gather*, *Thursday*, *fresh*.

5 The stroke *SHR* is always written downwards as in *pressure*.

6 *R* hook is added to *NG* to represent *NG-KR* or *NG-GR*



*banker*, *stronger*.

### Reading and writing practice — 5

- 1
- 2
- 3
- 4
- 5

### Short forms

*nor*, *near*, *more/remark/remarked*, *according*,  
*according*, *Mr/mere*, *sure*, *pleasure*, *short*,  
*over*, *however*, *from*, *very*, *their/there*.

## Phrases

1 according: —



—

according to, according to the.

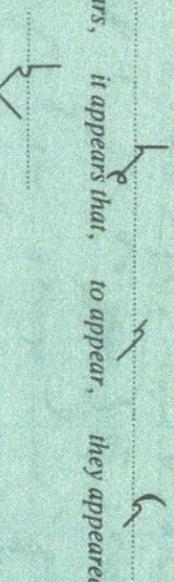
2 appear: ↗

it appears,

it appears that,

to appear,

they appeared.



Note: it would appear.

3 assure: ↗

I can assure you,

to assure you.

4 far: ↗

too far,

very far,

not so far as.

5 our: ↗

in our,

in our view.

6 per: ↗

per month,

per minute.

7 part: ↗

in all parts,

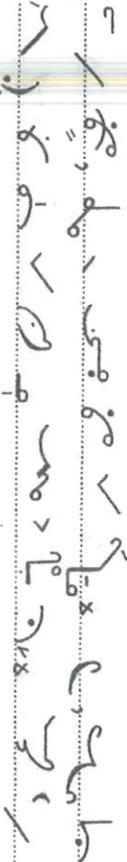
major part,

to take part.

8 they: ↗

they are.

## Short form and phrasing practice — 2



مکانیکی مسکن بے کاروں کے لئے ملکہ فوجیہ  
کے ساتھ، کے منع جمع، ایک ایسا  
افراد کے لئے تھا کہ اپنے وہ  
کام کر کے پہنچنے والے  
مکانیکی مسکن میں پہنچے۔

### Practical dictation

#### 1 Letter from an estate agent

بخاری ملکہ فوجیہ کے  
لئے اپنے ایک ایسا  
کام کے لئے ملکہ فوجیہ  
کے ساتھ، کے منع جمع، ایک ایسا  
افراد کے لئے تھا کہ اپنے وہ  
کام کر کے پہنچنے والے  
مکانیکی مسکن میں پہنچے۔

#### 2 Letter about a new range of goods for sale

بخاری ملکہ فوجیہ کے  
لئے اپنے ایک ایسا  
کام کے لئے ملکہ فوجیہ  
کے ساتھ، کے منع جمع، ایک ایسا  
افراد کے لئے تھا کہ اپنے وہ  
کام کر کے پہنچنے والے  
مکانیکی مسکن میں پہنچے۔

### 3

#### Letter from a freight transport company

Mr. John Smith  
123 Main Street  
New York  
USA  
Dear Mr. Smith,  
I am writing to you to advise you that your  
order for shipping a quantity of books  
from London to New York has been  
received and will be shipped immediately.  
The cost of shipping will be \$100.00 per  
box, and the total cost will be \$100.00.  
Please let us know if you have any  
questions or concerns.

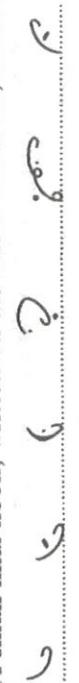
#### Theory check

*Write the following in shorthand:*

- |              |             |
|--------------|-------------|
| 1 programme  | 6 forgot    |
| 2 strength   | 7 conquer   |
| 3 disgrace   | 8 street    |
| 4 literature | 9 direct    |
| 5 everybody  | 10 attorney |

# Unit 13

## N Hook

- 1 A small final hook, written on the inside of curves, adds *N*
- 
- often, phone, then, machine, salesman,*
- 2 At the end of all straight strokes the *N* hook is written to the right (in a clockwise direction)



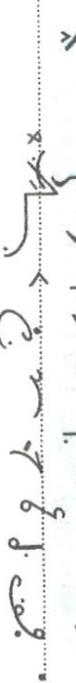
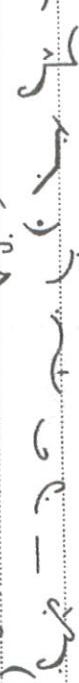
*taken, gone, forgotten, June, bulletin, done.*

- 3 When *N* hook follows *R* at the end of a word, the *R* is usually written upwards



*turn, return, learn, western, corn, pattern.*

### Reading and writing practice — 1

- 1 
- 2 
- 3 
- 4 
- 5 

- 4 A finally hooked stroke is halved to indicate a following *T* or *D*



*find, shipment, demand, account, assistant, extent/extend.*

- 5 N hook is used in the middle of an outline when it joins easily to the following stroke

J. f. L. ~ F. S. o

training, attended, arrangement, merchandise, correspondence, standing;

but not in cases where the N hook does not join easily to a following stroke

~. ~. ~. ~. ~.

wanted, printed, meantime, seconded, accounted.

### Reading and writing practice — 2

- 1 . . . . . o — k — j — l — s — t — x
- 2 . j — k — m — w — n — t — h — ~ — j — x
- 3 . ~ — y — c — i — v — p — o — d — z — j — p — h — ~ — r — v — s — x
- 4 . v — p — o — r — k — p — > — j — k — ~ — b — ~ — v — p — l — m — o — m — x
- 5 . ~ — k — ) — ~ — , — b — ) — ~ — a — i — ‘ — A — , — x — m — e — n — ~ — k — x

- 6 On all straight strokes a final circle or loop written on the N hook side, includes the N

— k — — g — — f — — p — — A — — o — — d —

accounts, expenses, distance, against, returns, students.

**7** After a curved stroke:

a The light sound -NCE is written using stroke N and the appropriate circle or loop

مُنْ  
مُنْ

*announce, announces, announced, announcing.*

b In full length curves a circle written inside the hook adds the final sound of NZ only

مُنْ  
مُنْ  
مُنْ  
مُنْ

*means, remains, loans, shines, nouns, earns*

c In half-length curves a circle written inside the hook adds the final sound of S or Z

مُنْ  
مُنْ  
مُنْ  
مُنْ

*events, statements, lands, finds, payments, demands.*

8 N hook is not used when a vowel ends a word. In these cases it is necessary to write the stroke to indicate the vowel

مُنْ  
مُنْ  
مُنْ  
مُنْ

*county but count; many but men; funny but fun; penny but pen.*

### Reading and writing practice — 3

1 مُنْ  
2 مُنْ  
3 مُنْ  
4 مُنْ  
5 مُنْ

6 مُنْ  
7 مُنْ  
8 مُنْ  
9 مُنْ  
10 مُنْ

11 مُنْ  
12 مُنْ  
13 مُنْ  
14 مُنْ  
15 مُنْ

16 مُنْ  
17 مُنْ  
18 مُنْ  
19 مُنْ  
20 مُنْ

## Short forms

- ↳ *been*, ↳ *general/generally*, ↳ *within*, ↳ *southern*,
- ↪ *northern*, ↪ *opinion*, ↪ *own*, ↪ *owner*,
- *expenditure*, → *expensive*, ↪ *organise/organised*.

## Phrases

1 N-hook may be used to represent the following words in phrasing

*been*: ↳ *J*

*had been*, *have been*.

*than*: ↪ *J*

*more than*, *better than*, *larger than*, *smaller than*.

*next*: ↳ *J*

*Wednesday next.*

*on*: ↪ *J*

*going on*, *carried on*.

*once*: ↳ *d*

*at once.*

*own*: ↳ *J*

*our own*, *their own*.

2 *not* may be represented by halving a stroke for *T* and adding *N* hook:

↪ *J*

*I am not*, *you are not*, *you will not*, *did not*,

↪ *J*

*had not/do not*, *cannot*, *they are not*.

Short form and phrasing practice

لَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا فَلَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا  
لَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا فَلَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا  
لَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا فَلَمْ يَرْجِعْ إِلَيْهِ مُؤْمِنًا

Practical dictation

## **1 Letter to Personnel Manager regarding work experience placements**

## 2 Memorandum to Reprographics Manager

Mr. John Smith,  
Reprographics Manager,  
Dear Mr. Smith,  
I am writing to you to  
discuss the opening of a new  
factory in our company.  
The new factory will be  
located in a new area of the  
city, which is currently under  
development. We believe that  
the new factory will be able to  
handle the increased demand  
for our products, and will also  
provide us with a more efficient  
and cost-effective production  
process. We are currently in  
negotiations with several  
local contractors to build the  
new factory, and we expect  
to have a formal opening  
ceremony in early next year.  
We would appreciate your  
input and guidance on this  
matter, and would be happy  
to provide you with any  
further information you may  
require. Thank you for your  
attention to this matter.

### 3 Letter about the opening of a new factory

Mr. John Smith,  
Reprographics Manager,  
Dear Mr. Smith,  
I am writing to you to  
discuss the opening of a new  
factory in our company.  
The new factory will be  
located in a new area of the  
city, which is currently under  
development. We believe that  
the new factory will be able to  
handle the increased demand  
for our products, and will also  
provide us with a more efficient  
and cost-effective production  
process. We are currently in  
negotiations with several  
local contractors to build the  
new factory, and we expect  
to have a formal opening  
ceremony in early next year.  
We would appreciate your  
input and guidance on this  
matter, and would be happy  
to provide you with any  
further information you may  
require. Thank you for your  
attention to this matter.

## Theory check

*Write the following in shorthand:*

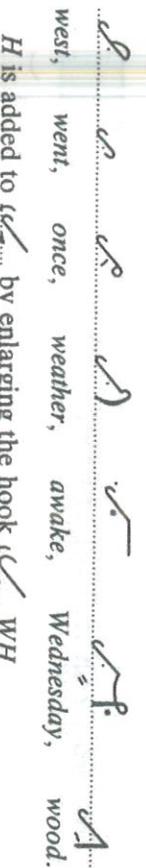
- |            |            |
|------------|------------|
| 1 known    | 6 spending |
| 2 drawn    | 7 country  |
| 3 movement | 8 stands   |
| 4 current  | 9 fenced   |
| 5 extended | 10 lines   |

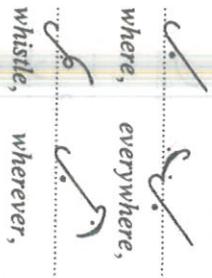
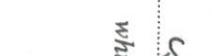
# Unit 14

## WH, Abbreviated W, WL, WHL, and Medial W

### **WH**

The upstroke  is the most common method of representing the consonant *WAY*, as already seen

  
west, went, once, weather, awake, Wednesday, wood.  
*H* is added to  by enlarging the hook  WH

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
*where, everywhere, somewhere, elsewhere, white,*  
*whistle, wherever, whereabouts, whisper.*

### **Reading and writing practice — 1**

- 1   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

- 2   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

- 3   
  
  
  
  
  
  
  
  
  
  
  
  
  
  

- 4   
  
  
  
  
  
  
  
  
  
  
  
  

- 5   
  
  
  
  
  
  
  
  
  
  
  


### **Abbreviated W**

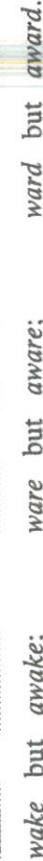
A small semicircle, written as shown, is used as an abbreviation for *W* before *K*, *G*, *M*, and upward and downward *R*

- 1   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  


- week, wagon, woman, women, warden, warehouse, warrant, worth,*

warranty, world, worried, work, were, warn, warm, wire, worst.

Note: When a word begins vowel-W, the stroke W must be written:

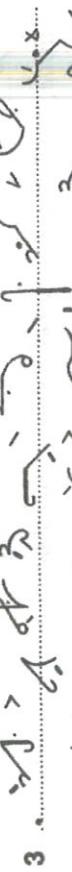
1.    
2.  

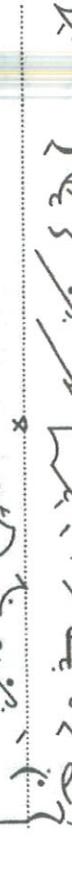
wake but awake; ware but aware; ward but award.

### Reading and writing practice — 2

1  

2  

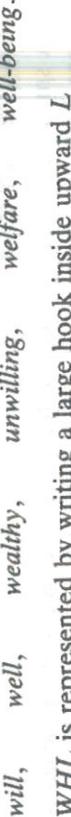
3  

4  

5  

### WL, WHL

1 WL is represented by writing a small hook inside upward L

will, well, wealthy, unwilling, welfare, well-being.

2 WHL is represented by writing a large hook inside upward L

while, whilst, wheel, meanwhile.

## Medial W

In the middle of a word, where stroke WAY would be difficult to write, W can be represented by the abbreviated W, which is written in the position of the following vowel.

- 1 A left semicircle represents W followed by a *dot vowel*



reservoir, frequently, subsequent, hardware, goodwill, herewith.

- 2 A right semicircle represents W followed by a *dash vowel*



woodwork, waterworks, someone.

Special outline: ...... somewhat.

### Reading and writing practice — 3

- 1
- 2
- 3
- 4
- 5

## Vowel indication

Vowel omission was introduced in Unit 6 for outlines where stroke S is written. You will now find that the various rules you are learning will make it possible for you to write outlines which are so clearly distinctive that it is unnecessary to insert the vowel signs. The omission of vowels emphasises the importance of accurate position writing. Correct position writing enables most vowels to be omitted, and this is a great speed builder.

From now on we shall insert only the essential vowels needed to ensure quick and accurate reading back of shorthand notes.

### Short forms

respect/respected, expect/expected, inspect/inspected/  
inspection, together, altogether, insurance,  
practice/practise/practised, university, exchange/  
exchanged, familiarity/familiarity, whether.

### Phrases

1 were:

you were, you were not, who were, which were, they were, we were.

2 week:

this week, next week, last week, 3 weeks, 6 weeks.

3 will:

will not, and will, we will.

Other phrases:

very well, worth while, stock exchange, throughout the world.

## Intersection

Intersected G hooked for N represents beginning:

†

‡

at the beginning, by the beginning, from the beginning.

### Short form and phrasing practice

to  
the  
beginning,  
by the  
beginning,  
from the  
beginning.

### Practical dictation

#### 1 Letter of enquiry

Dear Sirs  
We would like to know if you have  
any information about the  
old building which was  
demolished last year.  
Yours sincerely  
John Smith

## 2 Reply to letter of enquiry

18, May 2007  
Dear Sirs,  
I am writing to you in response to your letter of 12th April.  
We have received your order for 100 units of our new product.  
We will be able to supply you with the goods by the end of June.  
The cost of the order will be £100 per unit.  
Please let us know if you require any further information.  
Yours sincerely,  
John Smith

## 3 Extract from newspaper article

The UK's largest manufacturer of electrical components has announced it is to close its factory in Scotland. The company, which has been in business for over 100 years, has decided to move its production to China. The closure will affect around 500 workers. The company's managing director said: "We have been looking at our options for some time now and we believe that moving our production to China will allow us to compete more effectively in the global market." The decision has been met with anger and disappointment by local politicians and trade unions.

## Theory check

*Write the following in shorthand:*

- |             |                |
|-------------|----------------|
| 1 where     | 6 meanwhile    |
| 2 warehouse | 7 framework    |
| 3 weaken    | 8 who were not |
| 4 warm      | 9 6 weeks      |
| 5 unwell    | 10 aware       |

# Unit 15

## L Hook

A small initial hook written on the S circle side of straight downstrokes and K and G adds the sound of L. The small hook is written at the beginning of the stroke to the left (in an anti-clockwise direction):



*pl, bl, nl, dl, chl, jl, kl, gl.*

(These are called *pel, bel*, etc, though they do not always represent these syllables.)

*places, replace, blue, black, class, clerk, o'clock, total, enclose, glad, replied, reasonable, including, article, model.*

Distinctive outlines:

*valuable, available,*

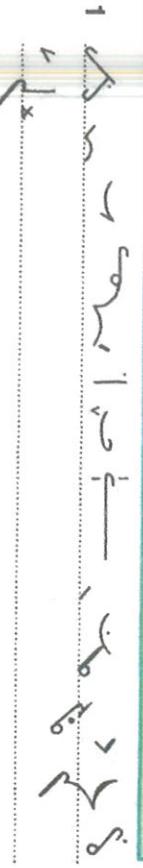
1 The S circle is written inside the hook, whether used at the beginning or in the middle of an outline

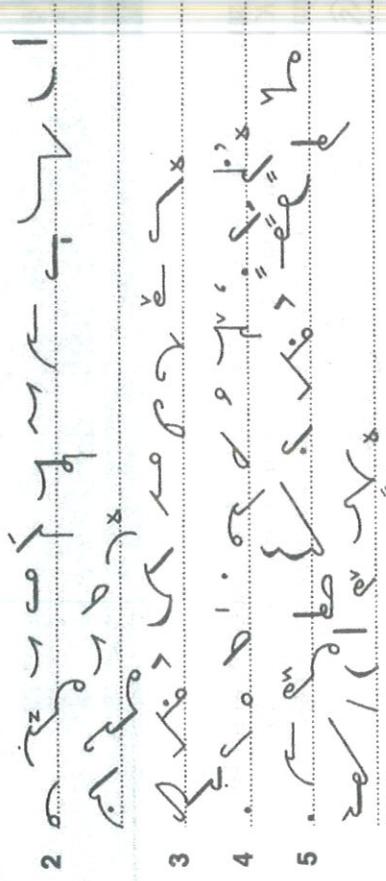


*supply, split, settle, possible, display, disclose.*

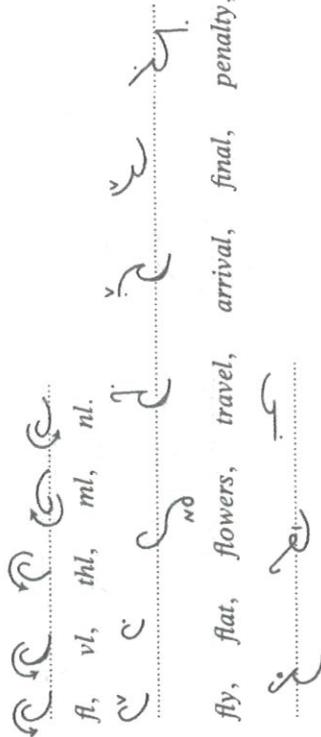
Note: If the S circle is written at the beginning of an outline, it is always read first.

### Reading and writing practice — 1





- 2 A large initial hook, written on the inside of certain curves, adds the sound of *L*



- 3 The circle S at the beginning of the outline is written inside the hook and is always read first, eg. *C*... *civil*.

### Reading and writing practice — 2

- 1 *�* > *Շ*) *պ* *Վ* *օ* *Վ* / *ա* *ւ* *յ* *ւ*  
1 *Վ* *ւ* *յ* > *Շ* *Վ*
- 2 *Կ* *Վ* *Լ* *Փ* *Ւ* > *Է* *Վ* *Վ* *Ն* > *Յ* *Վ* *Վ*  
2 *Վ* *Վ* *Վ* > *Է*
- 3 *Ջ* *Վ* *Ջ* *Վ* *Ջ* *Վ* *Ջ* > *Յ* *Վ* *Յ*  
3 *Յ* > *Յ*

4

5

- 4 After K, G, N or a straight upstroke, FL and VL are reversed: and .

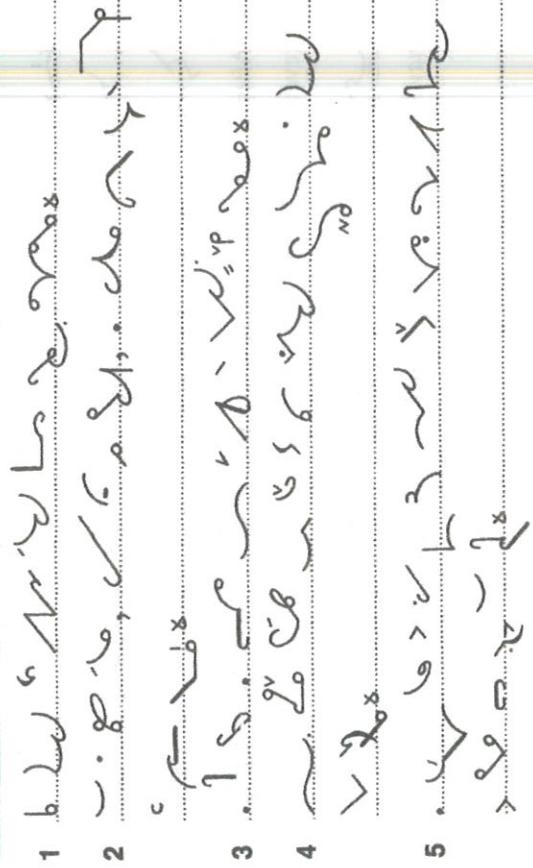
### Reading and writing practice — 3

- 1
- 2
- 3
- 4
- 5

- 5 The double consonant stroke SHL is always written upwards:

SHL      PL      AR  
official, partial, shelf, speciality, essential, artificial,  
marshal, racial.

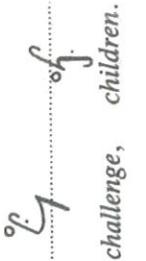
## Reading and writing practice — 4



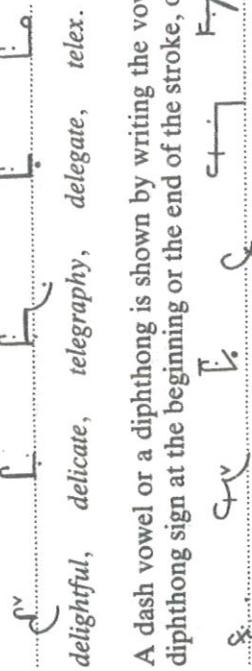
### Special use of L hook with vowels

To promote writing speed, in some words the L hook is used even though a distinct vowel comes between the consonant and L.

- 1 Dot vowels may be replaced by writing a small circle before or after the stroke hooked for L



- 2 Where the intervening vowel is the short e, no vowel sign is written



- 3 A dash vowel or a diphthong is shown by writing the vowel or diphthong sign at the beginning or the end of the stroke, or through it.



In words of one syllable, where a vowel occurs between the consonant and the L, the hooked stroke generally is not used

fly but fall; blow but ball; play but pill.

### Reading and writing practice — 5

- 1
- 2
- 3
- 4
- 5

### Short forms

- equal/equally, equalled/cold, people, belief/believe/believed, tell, deliver/delivery/delivered,
- telegram, largely, call, called, build/building, balance, balanced, distinguish/distinguished,
- nevertheless, remarkable.

## Phrases

1 *all:*

at all,   at all times,   by all,   by all means.

2 *believe:*

*I believe/d*

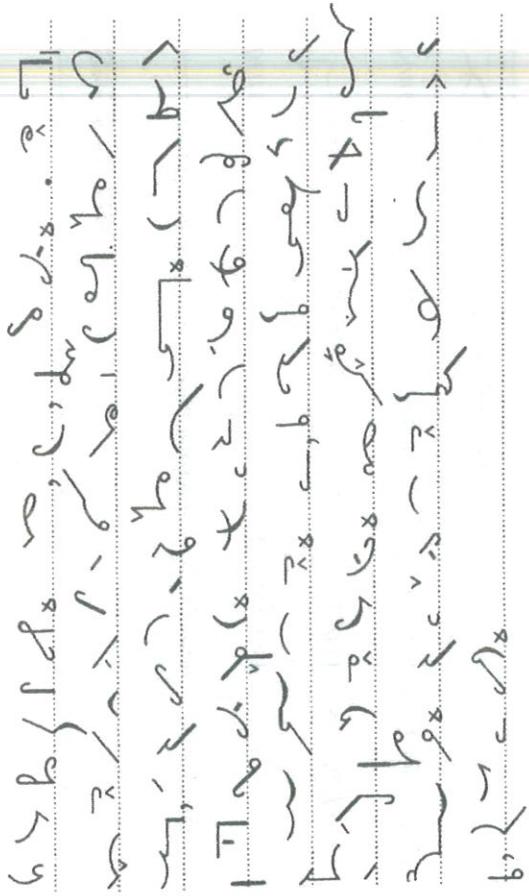
3 *able to:*

*able to, I am able to, I am unable to, you will be able to.*

4 *only:*

*it is only, I can only be, we can only, I have only.*

## Short form and phrasing practice



## Practical dictation

### 1 Letter regarding a home for the disabled

At the moment I am looking for a suitable home for a disabled person. I am thinking of a flat or a room in a house. I am looking for a place which is accessible by lift, has a bathroom with a shower, a large kitchen, a double bedroom and a single bedroom.

### 2 Letter from an insurance company following a burglary

I am sorry to inform you that we have received a report of a break-in at your address. We are investigating the matter and will contact you as soon as possible.

### 3 A reply to an enquiry regarding floor tiles

Dear Sirs / Madam, I am writing to you in response to your enquiry about floor tiles. We have a range of tiles available, including ceramic, vinyl and stone. Our prices are competitive and we offer a delivery service. Please call us for more information.

## Theory check

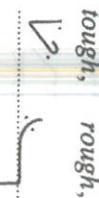
*Write the following in shorthand:*

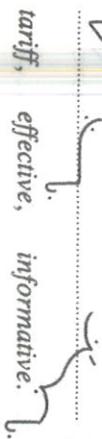
- |              |             |
|--------------|-------------|
| 1 reasonable | 6 roughly   |
| 2 article    | 7 athletics |
| 3 hopefully  | 8 inflict   |
| 4 cyclist    | 9 gravely   |
| 5 developed  | 10 bicycle  |

# Unit 16

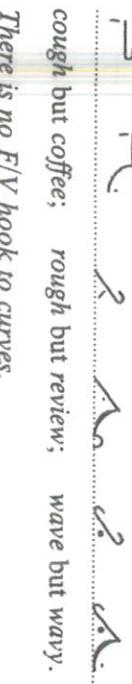
## F/V Hook

A small final hook, written with a left (anti-clockwise) motion at the end of all straight strokes adds F or V

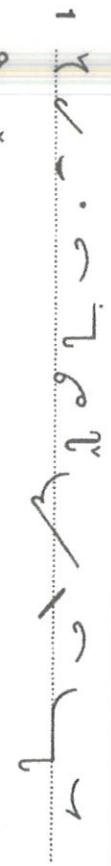
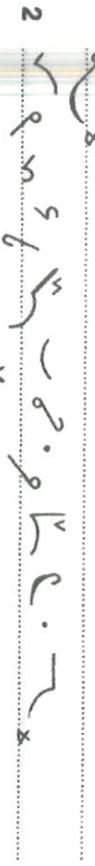
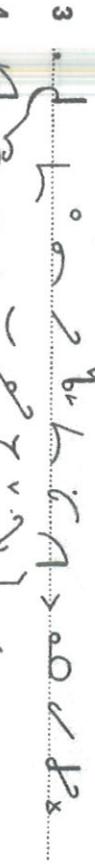
1.    
tough, rough, above, half, drive, brief, active,

2.   
tariff, effective, informative.

Note: When a vowel follows F or V at the end of a word, it is necessary to write the stroke to indicate the following vowel:

→   
cough but coffee; rough but review; wave but wavy.  
There is no F/V hook to curves.

### Reading and writing practice — 1

- 1 
- 2 
- 3 
- 4 
- 5 

A finally hooked stroke is halved to indicate a following *T* or *D*

٧ ۲ ۲ ۱ ۱ ۶ ۷ ۸  
draft, served, reserved, drift, achieved, observed,

۸ ۱ ۱ ۱ ۱ ۱ ۱ ۱  
approved, derived, deserved, gift.

### Reading and writing practice — 2

- 1 ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸
- 2 ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸
- 3 ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸
- 4 ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸
- 5 ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸

The *F/V* hook is used in the middle of an outline when it joins easily to the following stroke

۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸  
profits, prefer, refer, private, telephone, definitely,  
۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸  
activity, dividend, graphic, advance.

### Reading and writing practice — 3

- 1 ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸
- 2 ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۰ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸ ۹ ۱ ۲ ۳ ۴ ۵ ۶ ۷ ۸

- Final S circle is written inside the F/V hook
- 3.
  - 4.
  - 5.
- graphs, photographs, paragraphs, wives, approves, serves, reserves, relatives, deserves.*

### Reading and writing practice — 4

- 1.
- 2.
- 3.
- 4.
- 5.

### Short forms

- 1. represent/represented, representative, behalf,
- 2. advantage, difficult, difficulty, told, tried,
- 3. third, trade/toward, respectful/respectfully,
- 4. danger, financial/financially, mortgage/mortgaged, neglect/neglected.

## Phrases

F/V hook can be used for the addition of the following words:

1 *of*:

*out of*, *number of*, *instead of*, *in spite of*, *part of*, *rate of*.

2 *off*:

*set off*, *better off*, *take off*.

3 *have*:

*which have*, *who have*, *you have*, *ought to have*.

4 *afternoon*:

*Friday afternoon*, *Sunday afternoon*, *yesterday afternoon*.

5 *evening*:

*Thursday evening*, *yesterday evening*.

*third*:

*one third*.

## Short form and phrasing practice

1. *to* *go* *to* *bed*, *an* *in* *the* *morning* *at* *6* *o*<sup>c</sup><sub>r</sub>  
2. *an* *old* *man* *walked* *on* *the* *bridge* *over* *the* *river*

## Practical dictation

### 1 Extract from an annual report to shareholders

6. *W*hile the *R*eserve *I*ndex  
of 1016 has risen by 10%  
over the last year, the  
average *Y*ield on *B*onds  
has fallen by 3%.

### 2 Building society letter regarding a mortgage advance

Dear Sirs,  
I am writing to you in respect of your recent application for a  
mortgage advance. We have received your application and are  
pleased to advise you that we have approved your application  
in principle. Your application will now be referred to our  
internal audit department for final review.

### 3 Extract from an article on the 'Black Economy'

It is estimated that there are over 50 million people working in the black economy in India. This figure is equivalent to about 25% of the total labour force. The black economy is a complex and often hidden system of production and distribution. It involves a wide range of activities, including agriculture, construction, manufacturing, trade, and services. The term 'black economy' refers to those economic activities which are not officially recorded or taxed. These activities are often carried out in secret, and may involve corruption, smuggling, and other illegal practices. The black economy is a significant source of income for many people, particularly in rural areas. It is also a major source of tax revenue for the government.

### Theory check

Write the following in shorthand:

- |             |                      |
|-------------|----------------------|
| 1 above     | 6 divide             |
| 2 overdraft | 7 photographic       |
| 3 perfect   | 8 Thursday afternoon |
| 4 province  | 9 alternative        |
| 5 drives    | 10 photography       |

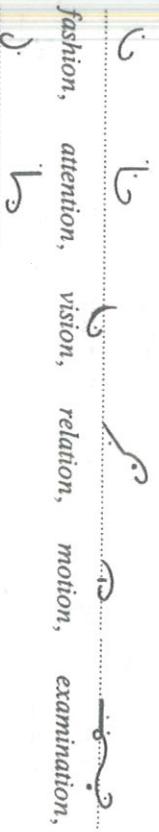
# **Unit 17**

## **SHUN Hook; upward SH**

A large final hook to a stroke adds the sound of SHUN.

Curved strokes:

1 The SHUN hook is written inside a curve

  
*fashion, attention, vision, relation, motion, examination,*

*session, admission.*

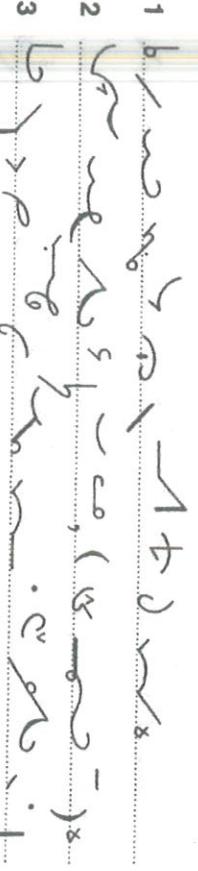
2 The S circle may be added to the SHUN hook, and is read last

  
*observations, missions, nations.*

3 The SHUN hook can also be used in the middle of an outline if it gives an easy joining

  
*national, professional, intentional, fashionable.*

### **Reading and writing practice – 1**

1 

2 

3 



4

5

Straight strokes:

- 1 When attached to a straight stroke the *SHUN* hook is written on the side opposite to an initial hook or circle to balance the outline

station, section, exception, expression, reception, *transaction, discussion, aggression, recollection, hesitation.*

- 2 After and the *L-K/G*, the *SHUN* hook is written away from the curve to balance the outline

*fiction, vacation, location, vocation, selection, affectionate, specification, navigation, legation.*

### Reading and writing practice — 2

1

2

3

4

5

- 3 The SHUN hook is written on the right side of *T*, *D*, or *J* when these strokes have no initial circle or hook

 invitation, imitation, petition, reputation, addition,

 additional, magician, rotation, presentation, notation.

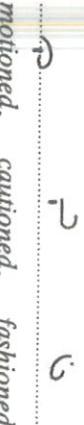
- 4 When added to other simple straight strokes, SHUN is written on the side opposite the last vowel

 action, caution, occasion, education, application,

 operation, portion, election, occupation, educational,

*direction.*

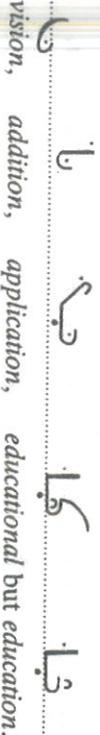
- 5 A stroke hooked for SHUN may be halved to indicate a final *T* or *D*

 motioned, cautioned, fashioned.

Note: As can be seen from the examples given in this unit:

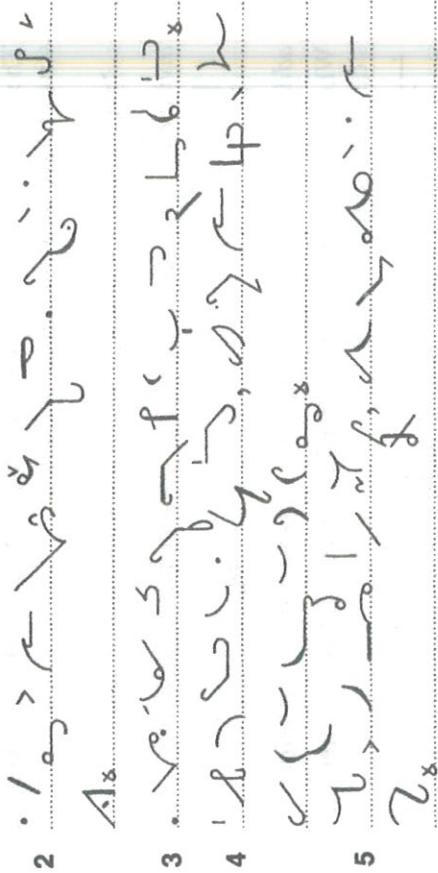
a A third-place dot vowel is written inside the SHUN hook.

b A third-place dash vowel or diphthong *U* is written inside SHUN hook if this comes in the middle of a word, but otherwise it is written outside SHUN in the usual way.

 vision, addition, application, educational but education.

### Reading and writing practice — 3

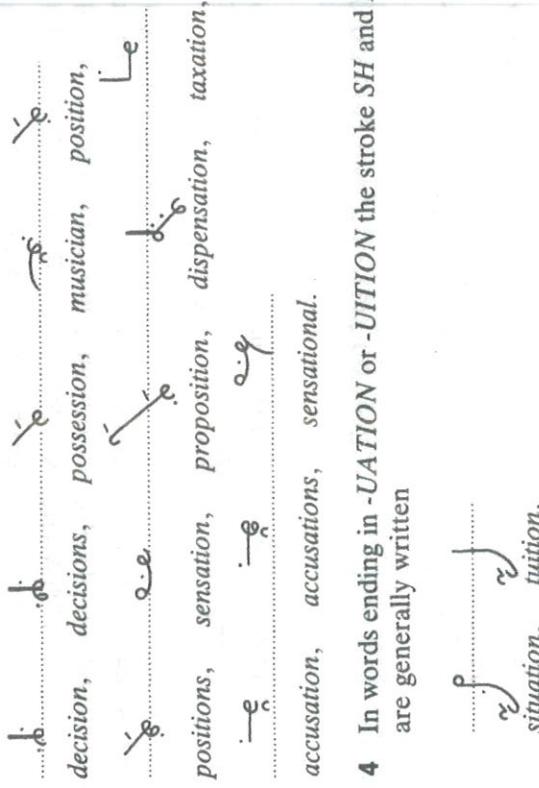
1  2 



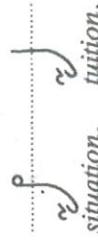
## S-SHUN

- When *SHUN* follows the *S* circle or the *NS* circle, it is represented by a small curl written in the same direction (a continuation of the circle).
- A third-place vowel between the *S* and the *SHUN* is placed outside the curl. Any other vowel is not indicated.
- A final *S* circle can be written inside the curl.

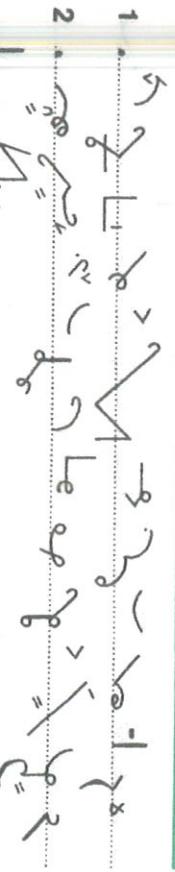
*Note:* *L* may be added for derivatives eg *sensational*.



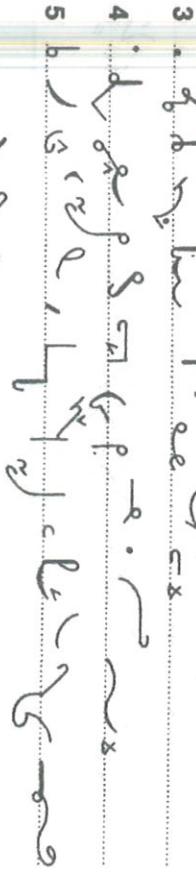
- In words ending in *-UATION* or *-ITION* the stroke *SH* and *N* hook are generally written



## Reading and writing practice — 4

1. 

2. 

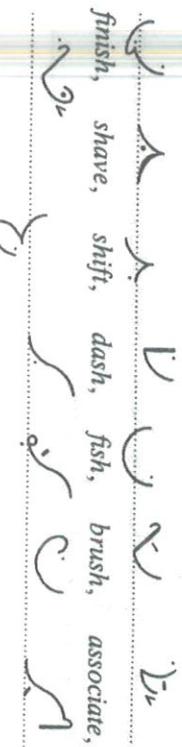
3. 

4. 

5. 

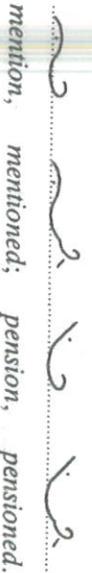
### Upward SH

Though **SH** is generally written downwards , in certain cases it is written upwards  to obtain an outline that is easier to write and to read

  
finish, shave, shift, dash, fish, brush, associate,

appreciation, foolish, shell, social, flash, shoulder.

Note: Where it would be unclear if the stroke were halved for **T** or **D**, **SHUN** hook is replaced by **SH** and **N** hook:

  
mention, mentioned; pension, pensioned.

## Reading and writing practice — 5

1. 

2 responsible/responsibility, great, guard,  
3 information, public/publish/published, objection,  
4 organisation, satisfaction, investigation,  
5 production, productive, efficient/efficiency, sufficiency/sufficiently/sufficiency.

### Short forms

- ↳ responsible/responsibility, ↳ great, ↳ guard,
- ↳ information, ↳ public/publish/published, ↳ objection,
- ↳ organisation, ↳ satisfaction, ↳ investigation,
- ↳ production, ↳ productive, ↳ efficient/efficiency, ↳ sufficiency/sufficiently/sufficiency.

### Phrases

Association:

- ↳ ↳ medical association, your association.
- ↳ ↳ political association, medical association,

### Short form and phrasing practice

medical association, your association.

## Practical dictation

### 1 Letter regarding a statement in the press

Mr. & Mrs. J. K. Smith, 123 Main Street,  
Dear Sirs,  
I am sorry to say that we have seen  
your statement in the paper this morning.  
We do not believe it to be correct.

### 2 Letter to a removal firm

Mr. & Mrs. J. K. Smith, 123 Main Street,  
Dear Sirs,  
We are writing to you to ask for a  
quotation for the removal of our furniture  
and household goods.

**3 Memo to: Managing Director**

**Subject: John Taylor**

**Date: Today's**

سیاره کوچک از سیاره های دستیاب است که در میان سیاره های بزرگی که نمی توانند از طریق ماهواره ای پیدا شوند، می تواند این امکان را فراهم کند. این سیاره های کوچک می توانند از طریق ماهواره ای پیدا شوند و این امکان را فراهم کنند.

**From: Personnel Manager**

**Date: Today's**

*Write the following in shorthand:*

- 1 additional
- 2 appreciated
- 3 notification
- 4 educational
- 5 resolutions

- 6 auction
- 7 edition
- 8 musicians
- 9 sugar
- 10 dish

### Theory check

# **Unit 18**

## **Compound consonants and the omission of consonants**

### **Compound consonants**

The compound consonants are as follows:

Letter	Sign	Name	As in
KW	↖	kwa	quick
GW	↖	gwa	language
MP, MB	↗	emp emb	camp
LR	↖	ler	filler
RR	↗	rer	ruler
			poorer
			admirer
			clearer

*Note:* Compound consonants WL, WH and WHL were introduced in Unit 14.

### **1 KW and GW**

quote, quotation, quick, equipment, requirement,

adequate, enquiries, request, quantity, liquidation,

linguist, linguistic, bilingual.

Special outlines:

quality, qualified, qualification.

## Reading and writing practice — 1

1 *مَلَكٌ* . *مَلِكٌ* . *مَلِكٌ* .  
2 *مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ* .  
3 *مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ* .  
4 *مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ* .  
5 *مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ* .

## 2 *MP, MB*

1 *مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ*.  
impose, import, imported, embark, imperative,  
*مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ*.  
embassy, ambassador, campaign, ambition, stamp.

*Note:* When *M* is immediately followed by *PR*, *BR*, *PL* or *BL*, the  
hooks *مَلِكٌ* are used:

*مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ*.

impress, umbrella, imply, emblem.

## 3 *LR* *Ler* can only be used where downward *L* would be written

*مَلِكٌ* . *مَلِكٌ* . *مَلِكٌ*.  
rule and ruler; full and fuller; council and councillor;  
scholar.

Rer can only be used where downward R would be written

### Reading and writing practice – 2

- 1
- 2
- 3
- 4
- 5

### Consonant omission

- 1 A lightly sounded *T* in the middle of a word, if following *S* circle, may sometimes be omitted

- 2
- 3
- 4

- 2 Other lightly sounded consonants are omitted in some words

b2 *distinction*, *anxious*, *tempted*, *assumption*, *stamped*,  
l. *attempt*, *prompt*.

### Reading and writing practice — 3

- 1 *important*
- 2 *improve*
- 3 *impossible*
- 4 *impartial*
- 5 *imperative*

### Short forms

- *important/importance*, *improve/improved/improvement*,
- *impossible*, *particular*, *opportunity*.

## Phrases

In many common phrases, consonants, syllables or whole words may be omitted. These phrases should be quick to write and also easy to read back. You have already met some phrases with omissions.

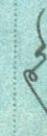
*past few years, past few months, past year, next few days,*



*next few months, last line, last time, almost impossible,*



*most important, it is important, there must be,*



*as quickly as possible, businessmen, in all parts (of the) world,*



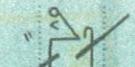
*in (the) past, there (have) been.*

## Intersections

*KR* represents *corporation*:

 *public corporation.*

*P + L + S* circle represents *plc*:

 *Hi-tech*

## Short form and phrasing practice

*... J Xo e | Al... 2go, ...*

### Practical dictation

#### 1 Letter regarding an inaccurate quotation

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
الْحُكْمُ لِلَّهِ رَبِّ الْعَالَمِينَ  
رَبِّ الْجَمَادِ وَالْجَانِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ

#### 2 Memo to: Secretarial Staff

Subject: Addressing envelopes      From: Post room

Date: Today's

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
الْحُكْمُ لِلَّهِ رَبِّ الْعَالَمِينَ  
رَبِّ الْجَمَادِ وَالْجَانِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ  
رَبِّ الْأَنْوَافِ وَالْأَذْوَافِ

### 3 Advertisement for a bilingual secretary

Advertisement for a bilingual secretary  
Multi-lingual temporary embezzler language  
Impression investigation distinct fuller implication

#### Theory check

Write the following in shorthand:

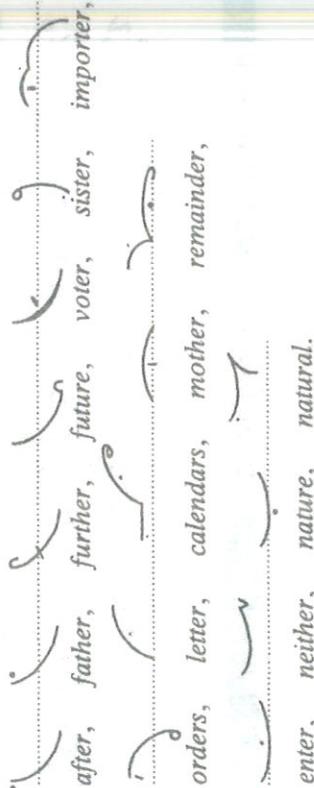
- |                 |                |
|-----------------|----------------|
| 1 question      | 6 imposition   |
| 2 multi-lingual | 7 investigate  |
| 3 temporary     | 8 distinct     |
| 4 embezzler     | 9 fuller       |
| 5 language      | 10 implication |

<b>TSWAPONG BOKONE BRIGADE PROCUREMENT</b>	
<b>★</b>	<b>21 MAR 2023 ★</b>
<b>PRIVATE BAG 003, LERALA</b>	
<b>TEL: 4954021 FAX: 4954175</b>	

# **Unit 19**

## **Doubling**

- 1 Curved strokes are doubled in length to indicate a following syllable *TER, DER, THER* (heavy sound), and, in a few common words, *TURE*. All double length downstrokes are written through the line.



- 2 Stroke *L*, standing alone or with only a final *S* circle, is doubled for *TER* only



**SWAMPONG BOKONG BRIGADE  
PROGRAMEMENT**

**Reading and writing practice — 1**

1 **SWAMPONG BOKONG BRIGADE**  
PROGRAMEMENT  
FAX: 442-54021  
TEL: 442-54021

- 2   
3

1

m

1628, a  
x

3

Straight strokes are doubled for the addition of *TER*, *DER*, *Ther* and, in a few common words, *TIPF*.

When following another stroke

—  
—  
—  
—  
—

chapter, director, structure, pictures, refrigerator,

Kemmer, Necopier

• 9

*scatter, sector, spatter*

c when there is a finally joined diphthong

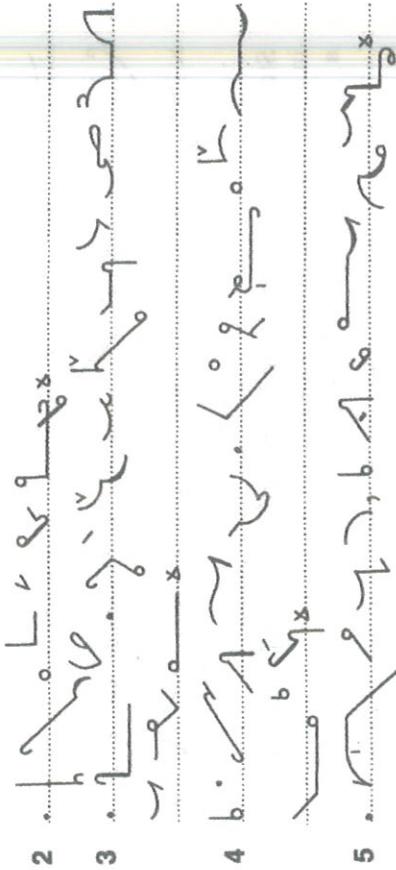
—

*powder, pewter, tutor but powders, tutors*

d when there is a final hook or NS circle

painter, tender, render, winter, wonder, squanders, rafters.

Reading and writing practice — 2



4 The sign *MP/MB* is doubled to add the syllable *ER*



*September, December, temper, temperature, sombre, amber.*

5 Another way to represent the sounds *MPER/MBER* is to use the hooked form and this stroke is used following horizontals and upstrokes for a more easily written and legible outline



*camper, hamper, lumber.*

6 *NG* is doubled to add the syllables *KER* or *GER*



*anchor/anger, longer, linger, hunger, handkerchief.*

As was seen in Unit 12, the hooked stroke also represents the sounds *NG-KER/NG-GER* and this form is used following horizontals and downstrokes, for a more easily written and legible outline



*conquer, banker, tanker, finger, stronger.*

7 The doubling principle is not used:  
a when there is a final vowel



*winter but *wintry*; *seconder* but *secondary*; *bounder* but *boundary*.*

b in past tenses

*rendered, rendered, ordered, mattered, surrendered.*

### Reading and writing practice — 3

1. *acknowledged, informed, agreed,*
2. *prohibited, informed, allowed,*
3. *ordered, informed, agreed,*
4. *interested, informed, agreed,*
5. *surrendered, informed, agreed,*

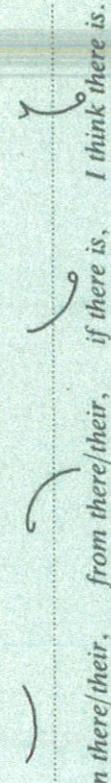
### Short forms

- knowledge, acknowledge, character,*
- wonderful/wonderfully, rather/writer, therefore,*
- interest, everything.*

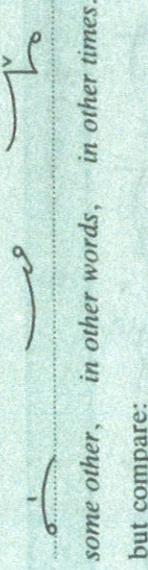
## Phrases

The doubling principle is used in phrases to add the words:

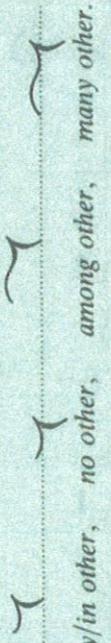
1 *there/their:*

  
*in there/their, from there/their, if there is, I think there is.*

2 *other:*

  
*some other, in other words, in other times.*

but compare:

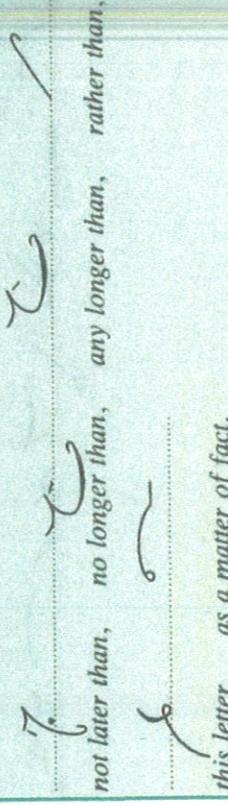
  
*any/in other, no other, among other, many other.*

3 *order:*

  
*in order, in order that*

Note: *in order to.*

Other phrases:

  
*not later than, no longer than, any longer than, rather than,  
this letter, as a matter of fact.*

## Short form and phrasing practice



## Practical dictation

### 1 Newspaper report of a road traffic accident

On 14.11.2016 at 16.45 hrs.  
A 20-year-old male was driving  
a white Toyota Corolla Altis  
from west to east along the  
National Highway No. 106 towards  
Delhi. At about 16.45 hrs., he  
was overtaking a two-wheeler  
when he lost control of his vehicle  
and it hit a concrete barrier wall.

### 2 Business letter

10.11.2016  
Mr. S. K. Sharma  
Shrikrishna Enterprises  
Plot No. 123  
Sector 10  
Gurgaon - 122001  
Haryana  
India

د . س . م . ن . ت . م . د . س .  
ل . ح . ب . ح . ل . ح . ب . ح .  
ل . ح . ب . ح . ل . ح . ب . ح .

### 3 Circular

د . س . م . ن . ت . م . د . س .  
ل . ح . ب . ح . ل . ح . ب . ح .  
ل . ح . ب . ح . ل . ح . ب . ح .

### Theory check

Write the following in shorthand:

- |           |                |
|-----------|----------------|
| 1 order   | 6 adventure    |
| 2 letter  | 7 holder       |
| 3 leather | 8 dictator     |
| 4 ponder  | 9 hunger       |
| 5 sombre  | 10 going there |

# Unit 20

## Prefixes, suffixes and word endings

### Prefixes

1

A light dot written at the beginning of a stroke adds the sound of *CON/COM*. The first vowel after this prefix decides the outline's position.

*i.* *confidential*, *conference*, *computer*, *consider*, *complaint*,  
*s.*

*compact*.

Two special outlines which you should memorise are

*commerce*, *commission*.

*CON-, COM-, CUM-*, or *COG-* may be shown in the middle of a word by writing both parts of the word separately (disjoined) but close together

*a.* *reconsider*, *recommend*, *discontinued*, *disconnect*,  
*b.* *incomplete*, *incoming*, *circumference*, *recognise*.

Note: After another word, the dot may be omitted if the two outlines can be written clearly close together. This cannot be done after *a*, *the*, or single downward dash short forms.

2

*ACCOM-* or *ACCOMMOC-* is represented by the consonant *K*, either joined (*accomplish* and its derivatives, and *accommodation*) or disjoined, but written in first position (for vowel *a*)

*accompany*, *accomplice*, *accompanied*, *accommodation*.

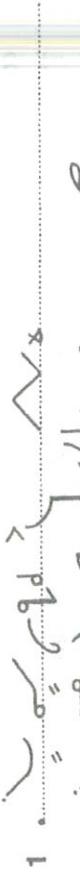
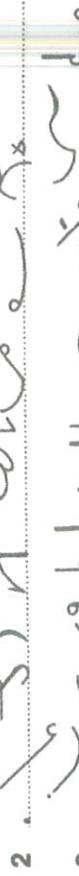
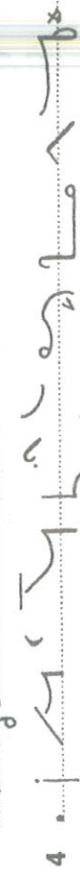
- 3 *INTRO-* is represented by *NTR*, written in the third position (for vowel *i*)

 *introduce,*  
*introvert.*

- 4 *MAGNA-*, *MAGNE-*, or *MAGNI-* is represented by disjoined *M*, written in first position (for vowel *a*)

 *magnanimous,* *magnetise,* *magnificent,* *magnitude.*

### Reading and writing practice — 1

- 1  *self*  
2  *self-contained*  
3  *self-service*  
4  *transport*  
5  *translate*

- 5 *SELF-* is represented by a disjoined *S* circle written in second place. *SELF-CON* is represented by a disjoined *S* circle written in the position of the *CON-* dot. All these outlines are written in the second position (for vowel *e* in *self*)

 *self-defence,* *self-interest,* *self-evident,* *self-contained,*  
*self-service.*  
6 To promote speed, *TRANS-* may be shortened in most words by leaving out *N.* *TRAS* is written in first position (for vowel *a*)

 *transcribe,* *translate,* *transport,* *transmit.*

*IN*- before *ST-R*, *SK-R* and upward *H* is represented by a small hook written in the same direction as the circle. The outlines are written in third position (for vowel *i*)

  
*instructed*, *instrument*, *inherit*, *inhabit*.

- 8 Negative words: When the prefix *IN*- means *NOT*, it is always written with stroke *N*

  
*inactive*, *inaccessible*, *inaccurate*, *inadmissible*, *inadvertent*. but other negative words are distinguished from the positive by repeating the first consonant

  
*known* but *unknown*; *legal* but *illegal*; *necessary* but *unnecessary*.

### Reading and writing practice — 2

- 1 
- 2 
- 3 
- 4 
- 5 

### Suffixes and word-endings

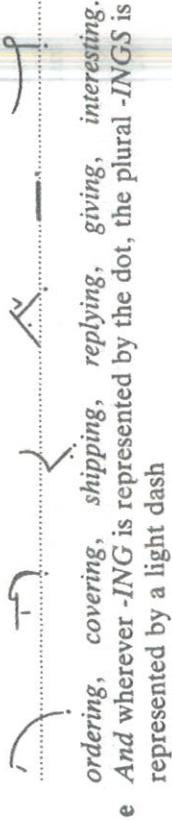
- 1 The suffix *-ING* is represented by a light dot:
  - a Where it would be difficult to write stroke *NG* at the end of a word



*requesting*, *assisting*, *meeting*, *morning*, *attempting*, *wanting*.

- b After downward *R*
- c After light straight simple downstrokes
- d After most short forms (where stroke *NG* would not join easily, or a distinguishing outline is required, as with *giving*)

*ordering, covering, shipping, replying, giving, interesting.*  
e And wherever -*ING* is represented by the dot, the plural -*INGS* is represented by a light dash



- 2 The suffix -*MENT* is represented by *NT*, where the sign *MNT* cannot be easily joined

*meetings, mornings, hearings, hearings, coming.*



- 3 But the suffixes -*MENTAL*/LY/ITY are represented by disjoined *MNT*

*achievement, consignment, commencement, announcement.*



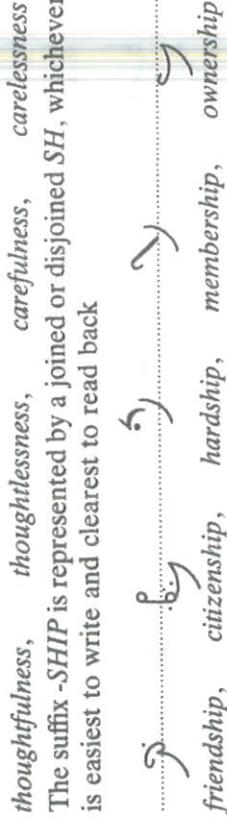
- 4 The suffixes -*FULNESS* and -*LESSNESS* are written by disjoining *FS* and *LS* respectively

*experimental, departmental, sentimental/sentimentally/sentimentality.*



- 5 The suffix -*SHIP* is represented by a joined or disjoined *SH*, whichever is easiest to write and clearest to read back

*friendship, citizenship, hardship, membership, ownership.*



### Reading and writing practice — 3

- 1 *...ship, citizenship, hardship, membership, ownership.*
- 2 *...ship, citizenship, hardship, membership, ownership.*

3

(9) 

4



5



6

The suffixes *-LITY* or *-RITY*, preceded by any vowel, are represented by disjoining the preceding stroke



7

The word endings *-LOGICAL*/*LOGICALLY* are represented by disjoined *J*



8

*chronological-ly*, *biological-ly*, *psychological-ly*, *physiological-ly*.

The suffixes *-WARD* and *-YARD* are represented by half-length *W* and *Y* respectively



9

The ending *-LY* is represented by

- a stroke *L*, which can be disjoined where necessary
- b *L* hook



Note: Special use of disjoining:



## Reading and writing practice — 4

- 1 ɔ • v s t ɔ r m l y • c o m p
- 2 T ɔ r m l y i ; ) c o m p
- 3 v e g ( w l ) c o m p o u l l g — v
- 4 g a z o — v a z o — v a z o — v
- 5 b a z o — v a z o — v a z o — v

### Short forms

- ✓ commercial/commercially, ✓ instructive, ✓ instruction,
- ✗ circumstance, ✓ advertise/advertised/advertisement,
- ✗ govern/governed, ✓ government, ✓ probable/probable/probability, ✓ regular, ✓ regularly,
- ✗ prospect, ✓ individual/individually, ✓ become,
- ✗ becoming, ✓ income, ✓ welcome, ✓ welcoming,
- ✗ inconvenience/inconvenient/inconveniently,
- ✓ introduction, ✓ appointment.

## Phrases

I am confident, you will be compelled, income tax, to become,

in (the) circumstances, in connection (with) the,

I have (come to the) conclusion, telephone conversation, I consider,

to consider, for your consideration.

## Short form and phrasing practice

I am confident, you will be compelled, income tax, to become,  
in (the) circumstances, in connection (with) the,  
I have (come to the) conclusion, telephone conversation, I consider,  
to consider, for your consideration.

Practical dictation

## **1 Letter regarding a computer club**

وَكُلُّ مُؤْمِنٍ يَعْلَمُ مَا  
عَمِلَ وَلَا يُنْهَا نُفُوسُهُمْ  
أَنَّهُمْ لَا يُحِلُّونَ  
لِيَوْمٍ إِلَّا مَا كَانُوا  
بِهِ يَعْمَلُونَ

## **Memorandum from Marketing Director to all sales staff**

۲۷  
۲۶  
۲۵  
۲۴  
۲۳  
۲۲  
۲۱  
۲۰  
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۳  
۲  
۱

### Memorandum from Personnel Manager to Training Manager

Re: ~~new employee orientation~~, ~~introduction to our company~~, ~~transportation~~, ~~legible handwriting~~, ~~running~~, ~~desirability~~, ~~self-satisfied~~, ~~connected~~, ~~accommodate~~, ~~inhospitable~~

#### Theory check

*Write the following in shorthand:*

- |   |                |    |                |
|---|----------------|----|----------------|
| 1 | community      | 6  | desirability   |
| 2 | uncommon       | 7  | self-satisfied |
| 3 | transportation | 8  | connected      |
| 4 | illegible      | 9  | accommodate    |
| 5 | running        | 10 | inhospitable   |

# Appendix I

## Figures

Figures 0–9, except 0 and 8, are best written in shorthand

٠ ١ ٢ ٣ ٤ ٥ ٦ ٧ ٩

Other numbers, except round numbers, are represented by the ordinary arabic numerals. Round numbers are represented as follows

— for *hundred* or *hundredth*: ٣٠٠, ٣٠٠, £300, £300.

(— or —) for *thousand*: ٥٠٠, ٥٠٠, £2000, £2000, £300000, £4500.

(—) for *million*: ٤٠٠٠٠٠, ٤٠٠٠٠٠, ٢٠٠٠٠٠٠, ٢٠٠٠٠٠٠, £2 million.

— for *billion*; ٢٠٠ two billions.

— for *dollar*; ٢٠ two billion dollars.

## Figures combined with fractions

— a dash *above* the figure to which the half belongs

١— ٢— ٣—

١½ ٢½ ٣½%

— a dash with an initial tick *above* the figure

٣— ٤—

٣٤ ٤٤%

— a dash with a final tick

٧— ٨—

٧¾ ٨¾%

### Dates are written

1st January, 1st February, 2nd March, 22nd July, 7th April,  
9th June, 23rd May, 21st June.

### Times are written

5.17.09.30.9.7.6..  
5 o'clock, 1700 hours, 0930 hours, 7 am, 6 pm.

## Appendix II

### ***Verbatim reporting***

1 When initials are dictated, they should be written as such in lower case shorthand; however, in some cases a shorthand outline may be used.

<i>words</i>	<i>initials</i>	
BBC		<i>bbc</i> British Broadcasting Corporation
EC		<i>ec</i> European Community
NASA		<i>nasa</i> National Aeronautics and Space Administration
NATO		<i>nato</i> North Atlantic Treaty Organisation
PIN		<i>pin</i> Personal Identification Number
UNESCO		<i>unesco</i> United Nations Educational, Scientific and Cultural Organisation
VAT		<i>vat</i> Value Added Tax
VDU		<i>vdue</i> Visual Display Unit

2 If it is necessary to indicate in your shorthand notes that a longhand abbreviation is to be used, write a fully vocalised outline for the abbreviation:

	<i>hadn't</i> ,		<i>don't</i> ,		<i>isn't</i> ,		<i>can't</i> ,		<i>doesn't</i> ,
	<i>won't</i> ,		<i>that's</i> ,		<i>it's</i> ,		<i>I'm</i> ,		<i>I'll</i> .

# Appendix III

## Short Forms

### List one

The number in brackets indicates the unit in which the word is introduced.

A			
a (4)	.	become (20)	cold (15)
accord-ing (12)	—	becoming (20)	come (3)
acknowl-edge (19)	—	been (13)	commercial-
advantage (16)	b	behalf (16)	-ly (20)
advertise		belief (15)	could (11)
-ment-d (20)	—	believe-d (15)	
all (4)	—	beyond (8)	danger (16)
altogether (14)	—	building (15)	dear (12)
an (4)	.	but (1)	deliver-y-ed (15)
and (4)	—		description (12)
any (5)	—		different-ce (5)
anything (5)	—	call (15)	difficult (16)
appointment (20)	—	called (15)	difficulty (16)
are (7)	—	can (5)	distinguish-
as (4)	—	cannot (13)	-ed (15)
		care (12)	do (1)
B		cared (12)	doctor, Dr (12)
balance (15)	—	certificate (11)	during (12)
balanced (15)	—	chair (12)	E
be (1)	—	chaired (12)	efficient-ly-cy (17)
because (6)	—	character (19)	equal-ly (15)
		circumstance (20)	equalled (15)
C			
D			
E			

especial-ly (6)	his (1)	J	a	January (3)
everything (19)	hour (7)	/	/	
exchange-d (14)	how (8)	K	/	
expect-ed (14)	however (12)	/	/	knowledge (19)
expenditure (13)	I	L	v	
expensive (13)	I (8)	language (4)	/	
eye (8)	immediate (11)	large (4)	/	
F	important- -ce (18)	large (15)	/	
familiar-ity (14)	impossible (18)	largely (15)	/	
February (2)	improve-d- -ment (18)	larger (12)	/	
financial-ly (16)	in (5)	largest (10)	/	
first (10)	income (20)	liberty (12)	/	
for (4)	inconvenienc- -e (20)	M	manufacture-d (9)	
from (12)	individual-ly (20)	manufacturer (9)	/	
G	influence (10)	me (8)	/	
general-ly (13)	influenced (10)	member (12)	/	
give-n (3)	inform-ed (3)	mere (12)	/	
go (5)	information (17)	more (12)	/	
govern-ed (20)	inspect-ed- -ion (14)	mortgage-d (16)	/	
government (20)	instruction (20)	most (10)	/	
great (17)	instructive (20)	Mr (12)	/	
guard (17)	insurance (14)	much (6)	/	
H	interest (19)	myself (10)	/	
had (4)	introduction (20)	N	/	
hand (11)	investigation (17)	near (12)	/	
has (4)	/	neglect-ed (16)	/	
have (2)	/	never (3)	/	
he (9)	/	nevertheless (15)	/	
him (3)	/	next (10)	/	
himself (10)	/	nor (12)	/	
		northern (13)	/	

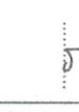
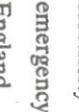
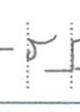
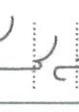
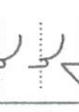
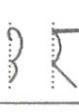
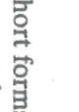
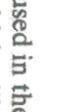
nothing (5)		prospect (20)		special-ly (6)
November (3)		public (17)		subject-ed (6)
number-ed (12)		publish-ed (17)		sufficient-
<b>O</b>		put (5)		-ly-cy (17)
object-ed (1)		quite (11)		sure (12)
objection (17)		—		surprised (12)
of (4)		<b>R</b>		
on (4)		rather (19)		
opinion (13)		regular (20)		telegram (15)
opportunity (18)		regularly (20)		
organisation (17)		remarkable (15)		tell (15)
organise-d (13)		remark-ed (12)		thank-ed (7)
ought (5)		remember-		that (11)
our (7)		-ed (12)		the (1)
ourselves (10)		represent-		their (12)
over (12)		-ed (16)		them (2)
owe (5)		representative (16)		themselves (10)
owing (4)		respect-ed (14)		there (12)
own (13)		respectful-		therefore (19)
owner (13)		-ly (16)		thing (3)
<b>P</b>		responsible-		think (2)
particular (18)		-ility (17)		third (16)
people (15)		this (6)		
pleasure (12)		satisfaction (17)		those (6)
practic(s)e-d (14)		satisfactory (7)		though (10)
principal-ly (12)		sent (11)		(
principle (12)		several (6)		thus (6)
probable-		shall (2)		)
-ly-ility (20)		short (12)		to (1)
production (17)		should (7)		to be (5)
productive (17)		something (6)		together (14)
project-ed (12)		speak (6)		
<b>S</b>				trade (16)

U	tried (16)	1	we (3)	within (13)
	truth (12)	1	welcome (20)	without (11)
	two (1)	2	welcoming (20)	wonderful-ly (19)
	under (11)	2	what (7)	word (11)
	university (14)	2	when (8)	would (9)
	usual-ly (2)	2	whether (14)	writer (19)
V	whose (9)	Y	year (7)	
	very (12)	2	why (8)	yesterday (6)
	was (2)	2	wish (5)	you (8)
W	wished (11)	2	wished (11)	young (5)
	with (4)	2	with (4)	your (7)

## Short forms

### List two

The following short forms are not used in the book. They represent words which are less frequently used but which will be found useful in high-speed writing.

<b>A</b>	administrator		demonstrate		gentleman	
	amalgamate		destruction		gentlemen	
	amalgamation		destructive		gold	
	arbitrary		destructively		I	
	arbitrate		discharge-d		identification	
	arbitration				imperfect-ion-ly	
<b>B</b>	architect-ure-al		E		inconsiderate	
	assignment		electric		intelligible-ly	
	attainment		electrical		incorporated	
	bankruptcy		electricity		independent-ly-ce	
	capable		England		indispensable-ly	
	characteristic		F		influential-ly	
	cheer		enlarge		inscribe-d	
	cheered		entertainment		inscription	
	child		enthusiastic-m		intelligence	
	contentment		establish-ed-ment		intelligent-ly	
	contingency		F		investment	
<b>D</b>	dangerous		G		irrecoverable-ly	
	defective		generalisation		irregular	
	deficient-ly-cy		J		irrespective	
					irresponsible-ility	
<b>E</b>					jurisdiction	
					justification	

L	legislative	perspective	significant
	legislature	practicable	signify-ed
	Lord	prejudice-d-ial-ly	spirit
M	manuscript	preliminary	stranger
	mathematics	proficient-ly-cy	stringency
	maximum	proportion-ed	subjective
	mechanical-ly	prospective	subscribe-d
	messenger	prospectus	subscription
	metropolitan	publication	substantial-ly
	minimum	publisher	suspect-ed
	ministry	Q	sympathetic
	misfortune	questionable-ly	T
	monstrous	R	telegraphic
N	negligence	recoverable	thankful
	New York	reform-ed	U
	notwithstanding	relinquish-ed	unanimous-/
O	objectionable	removable	unanimity
	objective	representation	uniform-ity-ly
	obstruction	reproduction	United Kingdom
	obstructive	republic	United States
	oneself	republican	United States of
	organiser	respective	America
P	passenger	respectively	universal
	peculiar-ity	retrospect	universe
	perform-ed	retrospective	V
	performance	S	valuation
			W
		school	whatever
		schooled	whenever
		selfish-ness	Y
		sensible-ility	yard
		significance	

# Appendix IV

## Intersections

Note: Where intersection is not practicable, write one stroke close to another as illustrated. The unit in which the intersection appears is given in brackets.

B	represents <i>bank</i> (5)	X	bank	rate
BS	represents <i>business</i> (6)	to	business	conference
CH	represents <i>charge</i> (8)	f	this	charge
D	represents <i>department</i> (3)	X	free	of charge
F	represents <i>form</i> (6)	OK	foreign	department
G	represents <i>government</i> (6)	t	necessary	form
G	(with N hook) represents <i>beginning</i> (14)	t	government	official
K	represents <i>company</i> (3)	t	at the	beginning
Kr	represents <i>corporation</i> (18)	X	this	company
L	represents <i>limited</i> in firm's name only (KL represents <i>company limited</i> ) (3)	X	public	corporation
M	represents <i>manager</i> ,	t	Robinson	Limited
	<i>market</i> or	m	general	manager
	<i>morning</i> (10)	M	money	market
N	represents <i>national</i> or	N	Monday	morning
	<i>enquire/enquiry/inquire/inquiry</i> (11)	N	national	affairs
P	represents <i>party</i> or	P	your	enquiry
	<i>policy</i> (5)	C	Conservative	Party
PLS	represents <i>plc</i> (18)	G	government	policy
		S	Systems	plc

*R* represents *arrange-d-ment* (7)

*make arrangements*

*we have arranged*

*you may require*

*will be required*

*your requirement*

*agricultural society*

*early attention*

*Local Authority*

*for a month*

*next month*

*RAY* represents *require-d-ment* (7)

*S* represents *society* (9)

*T* represents *attention* (8)

*TH* represents *authority* or

*month* (10)

## Appendix V

### Key to Theory Check

#### Unit 1

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

#### Unit 2

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

#### Unit 5

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

#### Unit 4

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

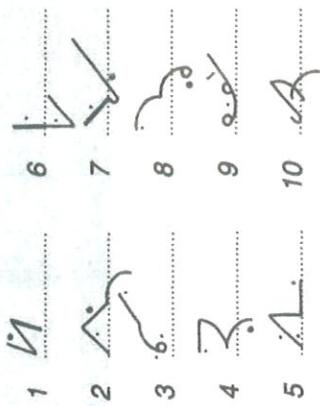
#### Unit 3

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

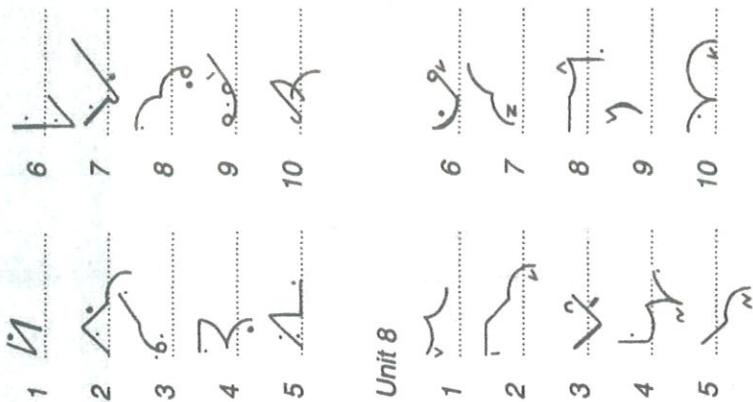
#### Unit 6

- |   |    |    |    |    |
|---|----|----|----|----|
| 1 | 6  | 6  | 6  | 6  |
| 2 | 7  | 7  | 7  | 7  |
| 3 | 8  | 8  | 8  | 8  |
| 4 | 9  | 9  | 9  | 9  |
| 5 | 10 | 10 | 10 | 10 |

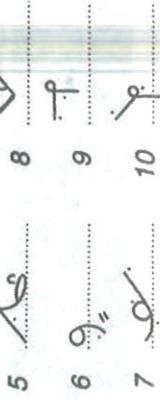
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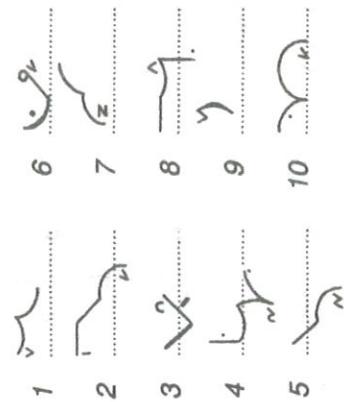
### Unit 8



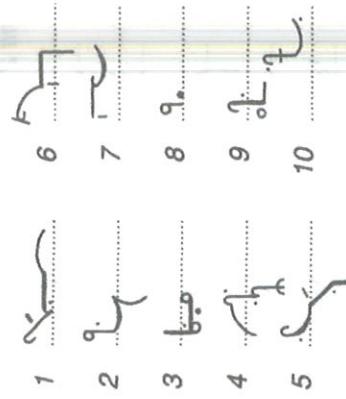
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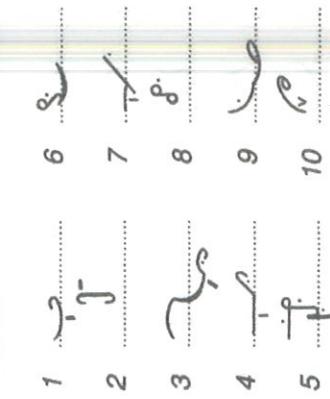
### Unit 8



### Unit 12



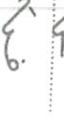
### Unit 13



### Unit 10



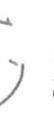
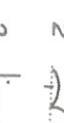
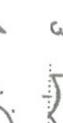
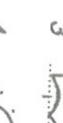
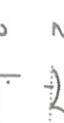
### Unit 14

1		6		5		8	
2		7		6		9	
3		8		7		10	
4		9		8		1	
5		10		9		2	

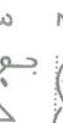
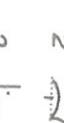
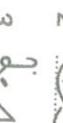
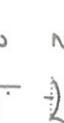
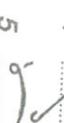
### Unit 15

1		6		2		7	
2		7		3		8	
3		8		4		9	
4		9		5		10	
5		10		1		6	

### Unit 19

1		6		2		7	
2		7		3		8	
3		8		4		9	
4		9		5		10	
5		10		1		6	

### Unit 20

1		6		2		7	
2		7		3		8	
3		8		4		9	
4		9		5		10	
5		10		1		6	

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