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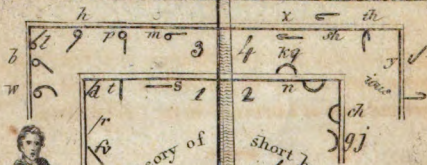
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The theory of

short hand



## The ten Commandments in short hand

1 b - p - d - g - o	4 s - l - r - g - h - w	8 s - z - f - o - t - e - u - o
2 o - n - f - g - p - u	5 d - p - b - e - s - t - i	9 s - o - n - o - s - e - k - l
3 h - y - p - e - u - u	6 h - y - f - o - o - v - l	10 g - f - e - r - l - y - z
	7 e - u - o - z - u - l - u - r	



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THE  
ANALYTIC GUIDE,  
AND  
AUTHENTIC KEY

TO THE

**A R T**

OF

**SHORT HAND WRITING ;**

By which the Language of a Public Speaker may be recorded as fast as delivered, in a style at once beautiful and legible.

BEING

A Compilation from the latest European and American publications, with sundry improvements, adapted to the present state of Literature in the United States.

  
BY M. T. C. GOULD,  
Stenographer.

THIRD EDITION.

  
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NORTHERN DISTRICT OF NEW-YORK, to wit:

\*\*\*\*\*  
L. S. \*\*\*\*\*  
BE it remembered, That on the second day of January, in the forty-seventh year of the Independence of the United States of America, A. D. 1823, M. T. C. GOULD, of the said District, has deposited in this office the title of a Book, the right whereof he claims as Author, in the words following—to wit: "The Analytic Guide, and Authentic Key to the Art of Short Hand Writing; by which the language of a public speaker may be recorded in a style at once beautiful and legible. Being a compilation from the latest European and American publications, with sundry improvements, adapted to the present state of literature in the United States. By M. T. C. Gould, Stenographer"—In conformity to the act of the Congress of the United States, entitled "An act for the encouragement of learning, by securing the copies of maps, charts, and books, to the authors and proprietors of such copies, during the times therein mentioned"—and also to the act entitled "An act supplementary to an act entitled 'An act for the encouragement of learning, by securing the copies of maps, charts, and books, to the authors and Proprietors of such copies, during the times therein mentioned,'" and extending the benefits thereof to the arts of designing, engraving, and etching historical and other prints."

R. R. LANSING,

Clerk of the Northern District of New-York.

# ADVERTISEMENT.



**THE** first and second editions of the Analytic Guide, having been sold in about eight months, the Author is now enabled to present a third, with a number of corrections and improvements; which, though not intended to vary the theory, will be found important to the learner.

Since the first appearance of this work, the same theory has been published on a card, in a letter so large as to be legible to a whole school at once, thus materially abridging the labor of teaching, and reducing the expense of systems from dollars to cents. The following work being designed more particularly for individuals who wish to acquire the Art without other instruction, it has been the aim of the Author, so to illustrate and exemplify the principles, that they may be easily acquired and reduced to practice. The many flattering testimonials which he has received, from some hundred gentlemen who have attended to his instructions; together with the present flourishing state of the Art in many colleges, academies, and common schools, have induced him to believe, that, through the medium of his book and card, the system will soon find its way into all good schools, and thus become extensively useful. In support of this opinion, the reader is respectfully referred to the following introduction, which briefly sketches a history of the art, and delineates the prominent features of this particular system, with its supposed superiority over those which have preceded it, and the advantages anticipated from its dissemination.



# INTRODUCTION.



THE art of short hand was known and practised by individuals, in most of the ancient civilized nations of the earth. The Egyptians, who were early distinguished for their learning, were familiar with the delineation of words by hieroglyphics. The Jews appear also to have been peculiarly fond of this species of writing, and added to it a plan of abbreviating words, and the use of arbitrary characters, to represent important, solemn, or awful terms. A similar method was practised by the Greeks, and is said to have been introduced at Nicolai by *Xenophon*. The Romans also adopted the same method, and it is asserted by some writers, that *Ennius the poet*, was the inventor of a new system, by which the Notari recorded the language of their most celebrated orators. *Ennius* commenced with about eleven hundred marks of his own invention, to which he probably added many more; and after this the plan was considerably improved by *Tiro*, and held in high estimation at Rome. *Titus Vespasian* was remarkably fond of short hand, and considered it not only a great convenience, but one of his most interesting amusements.

*Plutarch* tells us, in his life of Cato, that the celebrated speech of that patriot, relative to the Catalinian conspiracy, was taken and preserved in short hand. *Seneca* made use of a species of short hand, which consisted in the use of about five thousand characters.



The first publication upon the subject, of which we have any correct information, was from a latin manuscript, dated 1412. In 1588, Dr. *Timothy Bright* published in England, a system of short hand, and in 1590, a similar work was published by *Peter Bale*. In 1618, Mr. *Willis* attempted reducing the subject to a science; but *Byrom* first suggested and published the principles which must ever constitute the essence of every practicable system of stenography. Previous to these improvements, short hand consisted principally in the use of hieroglyphics, or arbitrary characters, intelligible only to their inventors, or particular individuals who spent their lives in making them familiar: And even since the true principles have been published, much difficulty has arisen in the selection of appropriate characters, and in assigning to each its proper office; and the propensity, for introducing favourite arbitrary marks, has rendered complex and useless to the world many modern publications. Most books upon short hand have been burthened with theoretical niceties, remote from practical utility; thus rendering them so voluminous and intricate, as to discourage instead of invite the attention, and so expensive as to exclude them from schools, and prevent their general circulation. Few persons in our country have ever seen a system of stenography, and fewer still have been able to profit by the art, from the above circumstances. The individuals who have been successful in acquiring the knowledge, have found an interest in suppressing its dissemination, and the multitude, ignorant of the merits, have condemned it as a mystic and useless Art.

The prejudices, excited previous to the publication of those fundamental principles which now distinguish short hand as a science, have been unjustly kept alive, through the superstition of those who are more ready to condemn what they do not understand, than to acknowledge their ignorance of a subject with which others are familiar. Under such a complication of embarrassments, it is not at all surprising

that short hand has not hitherto become more common. But when we take into consideration, the various improvements which have been making in the arts and sciences within the last few years, we have some reason to hope the day has nearly arrived, when the merits of this invaluable art will begin to be appreciated ; and when, being released from the shackles of bigotry and unjust oppression, it will emerge from its obscurity to assume the rank reserved for it by the sister arts, without which, a blank must still remain in the constellation of modern improvements. Although the value of this art can be duly appreciated by none who do not possess it, still they must be wilfully blind, who do not discover, that it may be rendered infinitely useful, not only in the recording of public discourses, but in the saving of time, labor, paper, &c. With this hand, we can record in a small space, a history of the passing events of the moment ; whether the operations of an active imagination, what may be read, or even the language of a public speaker, which, borne upon the wings of time, is soon beyond the reach of human memory, and without the aid of short hand must frequently be lost for ever. And should we be led by a rapid speaker, through the abstruse meanderings of philosophical or metaphysical investigation, beyond our own immediate comprehension ; still, we should be able to station landmarks, by which we could, at a future period, call up the language afresh, and at our leisure, reflect, compare, and judge.

Short hand affords, then, the most ready way of accumulating and preserving, for future speculation and improvement, a fund of useful information. By this means, an individual can accomplish in ten minutes, what would otherwise require an hour, and may carry in his pocket, for his amusement or edification, the epitome of an extensive library, or miniature encyclopedia ; and the contents of such a volume may be daily ripening in the mind, by the genial

Influence of a frequent perusal and comparison with the suggestions of the imagination—Whilst, on the other hand, the man destitute of this facility in writing, must permit many of the same important maxims to moulder among the rubbish of books, or committing them to the charge of frail memory, allow the fluctuations and casualties of human life imperceptibly to rob him of the whole, or cloak the mutilated remnant in obscurity or doubt.

Every young person, therefore, desirous of improving in useful knowledge, should record in a common place book for the purpose, all such maxims, historical events, &c. as his judgment, the advice of instructors or superiors may dictate, as worthy of recapitulation or preservation; as such a cabinet may be infinitely useful, when situation or circumstance forbid resorting to the sources from whence it was derived, and when time may have tarnished the lustre of original impressions upon the mind. But setting aside every other advantage, the saving of time alone would be a sufficient compensation to all who believe with *Franklin*, that "*time is money*;" and that by short hand forty or fifty minutes of an hour may frequently be saved, which to the business man may be worth shillings, dollars, or pounds. Besides all this, the practice of short hand, in recording public discourses, quickens and enlivens the imagination, and by degrees expands and invigorates the faculties of the mind, thus preparing it to receive more and retain longer, whatever may be worthy of its exertion.

The most serious objections to *ancient stenography* were, 1. That it consisted almost exclusively in the use of hieroglyphics and arbitrary characters, which were necessarily very numerous, and must have required great time and labor to render them familiar. 2. That however numerous, the writer must, by the continual increase of human knowledge, often find himself at a loss for appropriate marks to represent new words or ideas, and consequently require an unceasing

exertion of the inventive faculty, without the hope of ever approximating perfection. 3. That when a particular system was rendered tolerably familiar, by the practice of years, the feeble powers of human memory could not retain it unless constantly exerted. 4. That the unavoidable introduction of new marks into a system, would make it dependent on the caprice of every individual disposed to interpolate or remodify the same. 5. That all systems founded upon such principles, must consequently be very voluminous, and thus prove an effectual barrier to their general extension or usefulness. That these causes have conspired to depress the art of short hand is evident, and that the prejudices thus justly excited, have continued to operate since the causes have ceased, is equally true. But as the system before us is to rise or fall by its own merits or demerits, it is hoped that the eyes of reason will not be shut to the dictates of philosophy and plain common sense, which, we believe, will be found its distinguishing characteristics.

Were it not for the following facts, which will be readily acknowledged by every individual, there would be less hope of establishing the superiority of this system to many which have preceded it. But we are all aware that ten simple figures have been found sufficient for all the purposes of numerical calculation, which extends to infinity, and that these ten figures are now used by every civilized nation on earth. We also know that seven notes comprise the whole of music, and that, by the different arrangement of these seven notes, we produce all the varieties of harmony. It is also evident, from the confined nature of our vocal organs, that simple natural sounds to be distinct must be few ; hence the practicability of assigning to each distinct sound a representative, which shall be readily understood at all times, however remote the period, or however combined the character, in painting for future use the skeleton, or even the entire features of a public speech.

By a careful attention to the ordinary method of spelling, pronouncing, and writing the English language, the following facts are established. 1. In spelling, many superfluous letters are used: 2. In pronouncing, not more than twenty distinct sounds are heard: 3. The letters usually employed are complex, and contain many unnecessary crooks and curves, which serve only to perplex and embarrass the learner. 4. That when rendered familiar by the practice of years, they can never be written with sufficient facility, to answer many of the most valuable purposes of writing.

In the system before us, it is determined—1. To have a character to represent each distinct sound heard in the pronunciation of the language: 2. That these characters shall be the simplest in nature, consistent with legibility; at the same time such as may be combined with each other without a loss of labour. 3. That the most simple shall be assigned to the sound which occurs most frequently; and that when joined in spelling words, they shall neither ascend nor descend beyond the limits of an easy running hand. 4. That these characters may be used, not only as the signs of simple sounds in spelling, but as the representatives of a few of the most common words when alone, and of the beginning and ending of words when placed according to established rules. 5. That these component parts shall form a perfect symmetry in the whole, giving to the writing an easy and graceful appearance in a small space.

This system may be said to differ from many which have preceded it, in the following particulars: 1. By the introduction of a card for a whole school, instead of a book for each individual, it reduces the expense of systems from dollars to cents, and the labour of teaching the art from weeks to days. 2. It can be learned sooner, written with greater facility, and read with more ease and accuracy. 3. The exhibition of the elements in the form of a tree, serves as a species of mnemonics to aid the memory, not only in

acquiring, but in retaining the principles. These several advantages combined, have warranted a belief that the time has already arrived, when this art may be with propriety introduced into all good schools, and when every philanthropist and every lover of science ought cheerfully to unite in forwarding the *era*, from which an acceleration in the progress of human improvement may be so justly computed; and from which, another gem may be numbered with the trophies of American genius.

## EXPLANATION OF THE PLATES.

*Plate 1*, Is a frontispiece, exhibiting at one view the elements of the system, and the origin of the stenographic characters.

*Plate 2*, Presents a classification of the characters, and the letters and words which they represent.

*Plate 3*, Shows the manner in which some of the most frequent beginning and ending of words are represented by particular signs.

*Plate 4*, Is a specimen of joining characters—one letter at the top, and another at the left, are joined in the angle of meeting.

*Plate 5*, Exemplifies the method of representing prepositions and terminations, and is literally explained on the page facing it.

*Plates 6, 7, 8, 9, 10, 11, 12*, Are specimens of short hand, to facilitate the learner in forming a correct and handsome style. The contents, of each, is printed at full length, immediately preceding the plate.

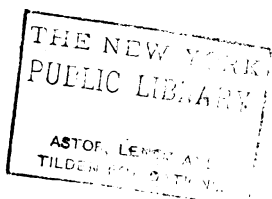
## GENERAL INSTRUCTIONS.

1. The learner should commence by writing the characters of the alphabet, at the same time repeating to himself the letters and words at the right hand, till the whole are familiar. [*See Plate 2.*]








2. Proceed in the same way with the signs used for prepositions and terminations. [*See Plate 3.*]

3. Write in short hand the seventh Psalm, as explained on pages 61, 71, 18; comparing each verse with the specimen that follows. [*Plate 6.*]





# Alphabet and Common Words *n*

<p>1 </p>	<p>* —   / / \ /</p>	<p>s t d r for</p>	<p>is as us his into unto it do did done are our or of off if</p>
<p>2 </p>	<p>( ( ( )</p>	<p>know n ch gor</p>	<p>know knew known and an in such chance church God good give</p>
<p>3 </p>	<p>9 9 9 9 6 9</p>	<p>m p h b l w</p>	<p>me my many peace person power have he had be by been lord all love with which who</p>
<p>4 </p>	<p>l l l r v u</p>	<p>x sh th y ious</p>	<p>example ex-accept shall shalt should the they that you your year conscious judicious</p>
<p>Key </p>	<p></p>	<p>all the charac.</p>	<p> all the vowels</p>

### *Rules for making the Characters.*

1 *Class.* Make s to the right, t down, d downward, r upward, f v downward.

2 *Class.* Make k q and n from left to right, ch and g j downward.

3 *Class.* Make the circle first in all cases.

4 *Class.* Make the hook first in all cases, except the character ious, which always ends with the hook.

### *Rules for joining Characters.*

Make one letter as if no other was to be made; and without lifting the pen, make the next as if the first had not been made, observing that the third class may be turned either way, provided the line projects in the same direction as in the alphabet. (See Table of Joining, plate 4.)

The words on the opposite plate are represented by the stenographic characters at their left; but all other words must be spelt and written according to the following rules:—

### *Rules for Spelling.*

1. Use no vowels in spelling, except when distinctly sounded at the beginning and end of words. Ex. entity *ntt*, chastity *chstt*, obey *oba*, away *awa*, pay *pa*, lay *la*.

2. Omit all silent letters. Ex. light *lit*, sight *sit*.

3. When two letters sound like one, use only the one. Ex. laugh *lauf*, physick *fysik*; Utica *Utk*, empty *mt*.

4. As we have no C, it must be supplied by K and S. Ex. comply *kompky*, celestial *selestial*, receive *reseive*.

5. H may frequently be omitted as follows: Ex. behold *beold*, how *ow*, highway *iwa*, heaven *even*, help *elp*.

6. Ph and gh are never written in short hand, as they are always sounded like f or v (when not silent,) and represented by the same character. Ex. enough *enuf*, tough *tuf*, Philadelphia *Filadelfia*, Philosophy *Filosofy*.

7. When double consonants occur, use only one; but if a vowel intervene, use both. Ex. restlessness *restlesnes*, commendation *comendation*, memory *mmory*, people *pple*.

8. B and W may be omitted, as follows: Ex. number *numer*, encumber *encumer*, slumber *slumer*, answer *anser*.

9. When ch sound like sh or k, spell as follows: Ex. chaise *shase*, Christ *Krist*, chemist *kemist*. In other cases use the ch character as in charm, church, chapter, choice.

10. Let z be represented by s in all cases.

## *Rules for Writing.*

1. With a fine hard pen, good ink and paper, proceed to write in short hand.

2. When a vowel is to be written, make a small dot ; and if it belong to a particular word, let it stand near that word, at the right or left ; if not attached to a word, give it the same room as any other character.

3. The pen is never to be lifted in a word, except to write a preposition, termination, or vowel.

4. The character y is never written at the last end of words, as it is there a vowel, and represented by a dot.

5. At the beginning of words a small touch is used for *anti*, *anta*, *ante* ; and at the end of words for *ity*, *ality*, *elity*, *ility*. A dot over a word adds *tion*, *sion*, *cian*, &c. and under a word it is *ly*. A small oblique touch, over a word, is *tions*, *sions*, *cians* ; at the right hand, *ing*, *ang*, *ung*, *ong* ; and under a word, *ings*, *angs*, *ungs*, *ongs*. In addition to these, a number of other signs and letters are used ; but at the beginning, they are never joined to the words, and should be made quite small. [See plates 3 and 5.]

6. A short perpendicular touch is used for *up* and *dōwn* ; and a very small circle for *over*, *above*, *on*, *upon*, *under*, *beneath*, *below*, *before*, *after*, &c.—the particular word being known, by the position of the mark, and the sense of the subject.

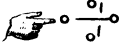
7. Common figures may be used to represent numbers, but they should be made larger than the other writing, that they may be readily distinguished.

8. The common marks for punctuation may be used in short hand, except the period, which would be taken for a vowel. But when a sentence is complete, to leave a blank of half an inch, and let each paragraph begin a line, are the only distinctions necessary in quick writing.

9. Many long words may be represented by two or three of their leading consonants, or by their initials ; and when the sense is clear, many small words may be wholly omitted without impairing the sense.

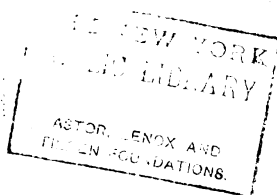
10. When a word or sentence is immediately repeated, write it once, and draw a line under it for the repetition. But when a sentence is not repeated till something else occurs, write a word or two, and make the mark for &c.

# Prepositions And Terminations in

Prep.	Words	Words	Term.
anti ante	antidote	petition	tion
anta	antagonist	possession	sion
contri	contribute	patrician	cian
contra	contrary	conditions	tions
contro	controvert	sessions	sions
counter	counterfeit	patricians	cians
multi	multiply	King Thing	ing oug
magni	magnify	Wings &c	ings &c
int-er	entertain	bravely	ly
-ro	introduce	partiality	ityality
enter	enterprise	fidelity	clityility
per pre	preserve	valuable	ble
pro post	postpone	atonement	ment
recon		fullness	ness
recom	recommend	himself	self
satis	satisfy	forward	ward
super	supercribe		
circum	circumstance	faithfull	full
trans	transfer	lawful	
ext-er	extirpate	infance	
-in	extinguish	conference	ference
extra	extract	pious	ious
for	forward	rightous	cous
fore	foremost	virgous	uous
over	overtake &c	status	ius
under	understand	moral	al shall
before		national	tive
after	up down &c	abortive	ship
		Worship	

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## EXHIBITION OF PREPOSITIONS.

See Plate V.

<i>antecedent</i>	<i>antidote</i>	<i>anticipate</i>
<i>antipathy</i>	<i>antichrist</i>	<i>antagonist</i>
<i>contrast</i>	<i>contribute</i>	<i>control</i>
<i>counteract</i>	<i>counterpoise</i>	<i>countersign</i>
<i>multiply</i>	<i>magnitude</i>	<i>magnify</i>
<i>intercede</i>	<i>intercept</i>	<i>introduce</i>
<i>enterprise</i>	<i>entertain</i>	<i>interfere</i>
<i>perfect</i>	<i>precede</i>	<i>procure</i>
<i>recommend</i>	<i>reconcile</i>	<i>reconduct</i>
<i>satisfy</i>	<i>superfine</i>	<i>circumstance</i>
<i>transfer</i>	<i>transgress</i>	<i>transmit</i>
<i>external</i>	<i>extinguish</i>	<i>extravagant</i>
<i>forsake</i>	<i>forefather</i>	<i>foremost</i>
<i>overtake</i>	<i>understand</i>	<i>beforehand</i>
<i>before, after, up, down, &amp;c.</i>		

## EXHIBITION OF TERMINATIONS.

See Plate V.

<i>nation</i>	<i>session</i>	<i>politician</i>
<i>nations</i>	<i>sessions</i>	<i>politicians</i>
<i>king</i>	<i>thing</i>	<i>wing</i>
<i>king</i>	<i>things</i>	<i>wings</i>
<i>bravely</i>	<i>boldly</i>	<i>manly</i>
<i>fidelity</i>	<i>formality</i>	<i>humility</i>
<i>valuable</i>	<i>revocable</i>	<i>palpable</i>
<i>atonement</i>	<i>refinement</i>	<i>assignment</i>
<i>fulness</i>	<i>boldness</i>	<i>greatness</i>
<i>himself</i>	<i>yourself</i>	<i>thyself</i>
<i>backward</i>	<i>forward</i>	<i>toward</i>
<i>mindful</i>	<i>hopeful</i>	<i>faithful</i>
<i>conference</i>	<i>inference</i>	<i>circumference</i>
<i>righteous</i>	<i>virtuous</i>	<i>genius</i>
<i>executive</i>	<i>deceptive</i>	<i>argumentative</i>

## PSALM VII.—See Plate VI.

1. O LORD my God, in thee do I put my trust :

*O L m G n th d I pt m trst*

save me from all them that persecute me, and deliver

*sv m frm l thm th prsqt m n dlvr*

me :

*m*

2. Lest he tear my soul like a lion, rending it in

*Lst h tr m sl lk a ln rnding t n*

pieces, while there is none to deliver.

*p wl thr's nn to dlvr*

3. O LORD my God, if I have done this ; if there

*O L m G f I h d ths f thr*

be iniquity in my hands ;

*b inqt n m ans*

4. If I have rewarded evil unto him that was at

*f I h rwrdd evl t im th ws at*

peace with me : (yea, I have delivered him that

*p w m ya I h dlvr d im th*

without cause is mine enemy :)

*wt kse s mn nme*

5. Let the enemy persecute my soul, and take it ;

*Lt th nme prsqt m sl n tk t*

yea, let him tread down my life upon the earth, and

*ya lt im trd , m lf ° rth n*

lay mine honor in the dust. Selah.

*la mn onr n th dst Sla*

6. Arise, O LORD, in thine anger, lift up thyself

*Ars O L n thn ngr lft thself*

because of the rage of mine enemies : and awake for  
*bks f th rge f mn nms n awk fr*  
 me to the judgment that thou hast commanded.  
*m to th jgment th tho ast kmndd*

7. So shall the congregation of the people compass  
*So sh th kngrgton f th ppl kmps*  
 thee about : for their sakes therefore return thou on  
*th abt fr thr sks thrfr rtn tho \**  
 high.  
*hi*

8. The LORD shall judge the people : judge me,  
*Th L sh jg th ppl jg m*  
 O LORD according to my righteousness, and accord-  
*O L akrding to m rtsness n akrd*  
 ing to mine integrity that is in me.  
*ing to mn ntgrity th s n m*

9. Oh let the wickedness of the wicked come to  
*O lt th wkdness f th wkd km to*  
 an end ; but establish the just : for the righteous God  
*n nd bt stblsh th jst fr th rteous G*  
 trieth the hearts and reins.  
*trth th arts n rns*

10. My defence is of God, which saveth the up-  
*M dfns s f G w svth th*  
 right in heart.  
*rt n art*

11. God judgeth the righteous, and God is angry  
*G jgth th rteous n G s ngre*  
 with the wicked every day.  
*w th wkd evre da*

12. If he turn not, he will whet his sword ; he  
*f h trn nt h wl wt s srd h*

hath bent his bow and made it ready.

*ath bnt s bo n md t rde*

13. He hath also prepared for him the instruments

*H ath lso prprd fr im th nstrments*

of death ; he ordaineth his arrows against the perse-

*f dih h ordnth s arws agnst th prs*

cutors.

*qtrs*

14. Behold, he travaileth with iniquity, and hath

*Bold h trvllth w inqt n ath*

conceived mischief, and brought forth falsehood.

*knsvd mschf n brt frth fisd*

15. He made a pit, and digged it, and is fallen

*H md e pt n dgd t n s fln*

into the ditch which he made.

*t th dch w h md*

16. His mischief shall return upon his own head,

*s mschf sh rtn ° s on hd*

and his violent dealing shall come down upon his

*n s vlnt dling sh km ° s*

own pate.

*on pt*

17. I will praise the LORD according to his right-

*I wl prs th L akrding to s rt*

eousness : and will sing praise to the name of the

*eousness n wl sing prs to th nm f th*

LORD most high.

*L mst hi*

1 . 6 5 2 1 1 . 9 5 7 2 5 6 8 1 9 7 5  
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 9 8 7 6 5 4 3 2 1 2 3 4 5 6 7 8 9  
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**PSALM XII.—See Plate VII.**

1. **HELP, LORD ;** for the godly man ceaseth ; for the faithful fail from among the children of men.

2. They speak vanity every one with his neighbour : with flattering lips, and with a double heart do they speak.

3. The **LORD** shall cut off all flattering lips, and the tongue that speaketh proud things :

4. Who have said, With our tongue will we prevail ; our lips are our own : who is lord over us ?

5. For the oppression of the poor, for the sighing of the needy, now will I arise, saith the **LORD** ; I will set him in safety from him that puffeth at him.

6. The words of the **LORD** are pure words ; as silver tried in a furnace of earth, purified seven times.

7. Thou shalt keep them, O **LORD** ; thou shalt preserve them from this generation for ever.

8. The wicked walk on every side, when the vilest men are exalted.

**PSALM XIII.—See Plate VII.**

1. How long wilt thou forget me, O **LORD** ? for ever ? how long wilt thou hide thy face from me ?

2. How long shall I take counsel in my soul, having sorrow in my heart daily ? How long shall mine enemy be exalted over me ?

3. Consider and hear me, O **LORD** my God : lighten mine eyes, lest I sleep the sleep of death.

4. Lest mine enemy say, I have prevailed against



him ; and those that trouble me rejoice when I am moved.

5. But I have trusted in thy mercy ; my heart shall rejoice in thy salvation.

6. I will sing unto the LORD, because he hath dealt bountifully with me.

**PSALM XIV.—See Plate VII.**

1. The fool hath said in his heart, There is no God. They are corrupt : they have done abominable works ; there is none that doeth good.

2. The LORD looked down from heaven upon the children of men, to see if there were any that did understand, and seek God.

3. They are all gone aside ; they are all together become filthy ; there is none that doeth good, no, not one.

4. Have all the workers of iniquity no knowledge ? who eat up my people as they eat bread, and call not upon the LORD.

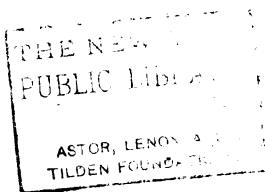
5. There were they in great fear ; for God is in the generation of the righteous.

6. Ye have shamed the counsel of the poor, because the LORD is his refuge.

7. Oh that the salvation of Israel were come out of Zion ! When the LORD bringeth back the captivity of his people, Jacob shall rejoice, and Israel shall be glad.

[illegible][illegible]

XIV 18. 170 - 16 - 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0



*Extract from President Washington's Speech to the  
First Congress, April 30th, 1789.\**

See Plates 8 and 9.

With the impressions under which I have, in obedience to the publik summons, repaired to the present station, it would be pequiliarly improper to omit in this first official akt, my fervent supplications to that Almighty Being, who rules over the universe, who presides in the kounsils of nations, and whose providential aids kan supply every human defekt, that his benediktion may konsekrate to the liberties and happiness of the people of the United States, a government instituted by themselves, and may enable every instrument employed in its administration, to exequite with suksess, the funkctions allotted to his charge. In tendering this homage to the great Author of every publik and private good, I assure myself that it expresses your sentiments not less than my own; nor those of my fellow-sitisens at large less than either. No people kan be bound to acknowledge and adore the invisi<sup>ble</sup> hand, which kondukts the affairs of men, more than the people of the United States. Every step by which they have advanced to the karakter of an independent nation, seems

\* The manner of writing this speech is literally explained by the different species of type with which it is printed: as follows—that part which is in Roman, should be written—that in Italic, omitted. Where there is but one Roman letter in a word, that word is one of the number exhibited in plate 2, and represented by a single character, with which it is associated; but where there are more than one, they represent the prominent sounds of the word, and the corresponding stenographic letters are to be used. Where smaller letters are seen, the learner is reminded that some particular mark is to be used which mark may be found in plate 3, and exemplified in plates 8 and 9, which contain this entire speech.

to have been distinguished by some token of providential agency. And in the important revolution just accomplished in the system of their united government, the tranquil deliberations and voluntary consent of so many distinct communities, from which the event has resulted, cannot be compared with the means by which most governments have been established, without some return of pious gratitude along with an humble anticipation of the future blessings which the past seem to presage. These reflections, arising out of the present crisis, have forced themselves too strongly on my mind to be suppressed. You will join with me, I trust, in thinking that there are none under the influence of which, the proceedings of a new and free government can more auspiciously commence.

By the article establishing the executive department, it is made the duty of the president "to recommend to your consideration, such measures as he shall judge necessary and expedient." The circumstances under which I now meet you, will acquit me from entering into that subject further than to refer you to the great constitutional charter under which we are assembled; and which, in defining your powers, designates the objects to which your attention is to be given. It will be more consistent with those circumstances, and far more congenial with the feelings which actuate me to substitute in place of a recommendation, of particular measures, the tribute

that is due to the talents, the rektitude, and the patriotism which adorn the karakters selekted to devise and adopt them. In these honoura<sup>ble</sup> qualifikation<sup>s</sup>, I behold the surest pledges, that as <sup>on</sup> one side, no lokal prejudices or attach<sup>ments</sup>, no separate views nor party animos<sup>ities</sup>, will misdirekt the komprehensive and equal (eye I) which ought to watch <sup>over</sup> this great assemblage of kommunit<sup>ies</sup> and inter<sup>ests</sup>: So <sup>on</sup> another, that the foundations of our national polisy will be laid in the pure and immutab<sup>le</sup> prinsiples of private morali<sup>ty</sup>; and the pre-eminnense of a free govern<sup>ment</sup> be exemplified by all the attributes which kan win the affek<sup>tions</sup> of its sitisens, and kommand the respekt of the world.

I dwell on this prospekt with every satisfak<sup>tion</sup> which an ardent love for my kountry kan inspire; sinse there is no truth more thoroughly established than that there exists in the ekonomy and kourse of nature an indissoluble union between virtue and happi<sup>ness</sup>—between duty and advantage—between the genuine maxims of an honest and magna<sup>nimous</sup> polisy, and the solid re<sup>wards</sup> of publi<sup>k</sup> prosperi<sup>ty</sup> and felisi<sup>ty</sup>. Sinse we ought to be no less pers<sup>uaded</sup>, that the propiti<sup>ous</sup> smiles of Heaven kan never be expek<sup>t</sup>ed <sup>on</sup> a nation that disregards the eternal rules of order and right, which Heaven it<sup>self</sup> has ordain<sup>ed</sup>. And sinse the pres<sup>ervation</sup> of the sakred fire of lib<sup>erty</sup>, and the destiny of the republikan model of govern<sup>ment</sup>, are just<sup>ly</sup> konsidered as deep<sup>ly</sup>, perhaps

as finally staked, on the experiment entrusted to the hands of the Amerikan people.

Instead of undertaking partikular recommendations in which I could be guided by no lights derived from official opportunities, I shall again give way to my entire konfidense in your discernment and pursuit of the publik good: For I assure myself, that whilst you karefully avoid every alteration which might endanger the benefits of an united and effekive government, or which ought to await the future lessons of experiense, a reverense for the karakteristik rights of freemen, and a regard for the publik harmony, will suffisiently influense your delibera<sup>tions</sup> on the ques<sup>tions</sup>, how far the former can be more impregna<sup>bly</sup> fortified, or the latter be safely and more advantageously promoted.

Having thus imparted to you my senti<sup>ments</sup>, as they have been awakened by the ok<sup>asion</sup> which brings us together, I shall take my present leave; but not without resorting onse more to the benign Parent of the human rase, in humble sup<sup>plika</sup>tion, that sinse he has been pleased to favour the Amerikan people with opportunities for deliberating in perfek tran<sup>quility</sup>, and disposi<sup>tions</sup> for desiding with unparalleled unanimity on a form of govern<sup>ment</sup> for the secur<sup>ity</sup> of their union, and the advanse<sup>ment</sup> of their happi<sup>ness</sup>; so his divine blessing may be equ<sup>ally</sup> konspik<sup>uous</sup> in the enlarged views, the temperate konsulta<sup>tions</sup>, and the wise measures on which the sukcess of this govern<sup>ment</sup> must depend.







[illegible]

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## DECLARATION OF INDEPENDENCE.

IN CONGRESS, JULY 4, 1776.

See Plates 10, 11, and 12.

**WHEN**, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident : That all men are created equal ; that they are endowed by their Creator with certain unalienable rights ; that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed ; that whenever any form of government becomes destructive of those ends, it is the right of the people to alter or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate, that governments long established should not be changed for light and transient causes ; and accordingly, all experience hath shown, that mankind are more disposed to suffer while evils are sufferable, than to right themselves by abolishing the

forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great-Britain, is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operation till his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless those people would relinquish the right of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of their public records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved representative houses repeatedly, for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolutions, to cause others to be elected; whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise, the state remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these states; for that purpose obstructing the laws for naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice, by refusing his assent to laws for establishing judiciary powers.

He has made judges dependent on his will alone for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers, to harass our people and eat out their substance.

He has kept among us, in times of peace, standing armies, without the consent of our legislatures.

He has affected to render the military independent of, and superior to the civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws ; giving his assent to their acts of pretended legislation :

For quartering large bodies of armed troops among us :

For protecting them, by a mock trial, from punishment for any murders which they should commit on the inhabitants of these states :

For cutting off our trade with all parts of the world :

For imposing taxes on us without our consent :

For depriving us, in many cases, of the benefits of trial by jury :

For transporting us beyond seas, to be tried for pretended offences :

For abolishing the free system of English laws in a neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies :

For taking away our charters, abolishing our most valuable laws, and altering fundamentally the forms of our governments.:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated government here, by declaring us out of his protection, and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation and tyranny, already begun with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country ; to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes, and conditions.

In every stage of these oppressions, we have petitioned for redress in the most humble terms : our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in attentions to our British brethren. We have warned them, from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration



and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connexions and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind—enemies in war, in peace friends.

We, therefore, the representatives of the United States of America, in general congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare, that these united colonies are, and of right ought to be, free and independent states ; that they are absolved from all allegiance to the British crown, and that all political connexion between them and the state of Great Britain, is, and ought to be, totally dissolved ; and that as free and independent states, they have full power to levy war, conclude peace, contract alliances, establish commerce, and to do all other acts and things which independent states may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honour.

JOHN HANCOCK.

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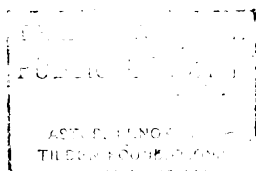
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## TO THE LEARNER.

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THE author of this work, having personally instructed about twelve hundred individuals to write short hand, and having devoted much time to the study and practice of different systems, begs indulgence for the following hints to the learner :—

Do not attempt to write with facility, or to read your short hand, till you have rendered the system quite familiar; as it is striving to arrive at a given point, without passing through the intermediate space, to unfold a mystery which will soon reveal itself. Short hand can never be read with ease, until the letters are so familiar, as to be known at sight; and this familiarity can be attained in no way so easily, as by writing. There being but twenty characters employed in this system, they must necessarily occur very frequently; and consequently, a little practice will render the writing and reading mechanical, as far as the characters are concerned: And when this is the case, the sense of the subject and the connection of sentences, will enable the reader to pass fluently, over obstacles which at first appeared insurmountable.

It will be found, by examining this system, that nearly one half of all the words written, are represented by single characters, with which they are associated; and that all other words are spelt according to their sound, and written with the stenographic letters joined to each other. In reading short hand, then, all words, which are not represented by individual characters, should be spelt out, by speaking each letter distinctly, and pronouncing the whole as rapidly as possible. Thus. In the word entity, read n t t, and pro



nounce rapidly ntt ; and the same with all other words, as chastity, philosophy, perverse, promulgate, estimate, obligate, principle, therefore, gentlemen, &c. Chstt, flsfy, prvrs, prmlgt, estmt, oblgt, prnspl, thrfr, gentlmn, &c.

As some ambiguity may arise, with respect to a few proper names and monosyllables, the following instructions are given, to promote legibility. The learner may undoubtedly derive much benefit from a prudent use of the distinctions here recommended ; and that too, without much loss of time or labor, as not one word in a hundred will require such improvement.

### *Instructions for promoting legibility.*

1. Make d thicker than r, v thicker than f, q thicker than k, g thicker than j ; and when S represents the sound of Z, let it be distinguished by its thickness.

2. When a dot is used alone, for a, i, or o, set it as follows, a · i · o . When at the beginning and end of words, use the same distinction, as follows ; a or e · | i or y · | o or u . | that is, set a or e above, i or y in the middle, and o or u below, the centre of your line of writing.

3. To distinguish a diphthongal from a simple vowel sound, make the dot larger than usual.

4. To distinguish vowel or diphthongal sounds in the middle of words, make use of a comma in three different attitudes, viz. the thick end above, below, and in the middle. A natural comma represents a or e ; when inverted, o or u ; when laid flat, i or y ; and when under words, the diphthongal sounds ou and oy ; thus, for a or e \_\_\_\_\_ i or y \_\_\_\_\_  
o or u \_\_\_\_\_ ou \_\_\_\_\_ oy \_\_\_\_\_

Ex.	{	rate	write	wrote	rout	royt
		rt	rt	rt	rt	rt

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• a e u o e v - a j i r p p o / - . p - - u -  
 m i j / - m - m . y . i . r . o . m i s t i p o \ a e . p . e . o . e  
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## SHORT HAND SHORTENED.

INDIVIDUALS, who have become very familiar with the preceding system, may abridge their writing still more, by attending to the following instructions. This is by no means, however, recommended to beginners.

### INSTRUCTIONS.

1. Let an inverted stenographic *m* stand for him, am, most; *p* for peculiar, people, practical; *h* for hand, heart, how; *b* for but, because, believe; *l* for law, live, large; *w* for was, what, without; *th* for them, then, this; *y* for young, why, yes; and *iou* for virtuous, righteous, religious.

2. Make a horizontal touch, above the line of writing, for *and the*, *by the*; and the same touch below the line, for *in the*, *of the*.

3. Make two dots above the line, for *for the*, *from the*, and the same below the line, for *with the*, *was the*.

REMARKS.—The horizontal touches and dots, above mentioned, should not stand near to any other words, but over or under the place, which would otherwise be occupied by the words they represent. An inverted *m* will have a handle starting from the bottom of the circle; *p* from the left side, instead of the right; *w* will have the handle bent down instead of up; the hook of the *th* will be on the left; and those of *y* and *iou* bent downward. It will be seen by this arrangement, that all letters have their handles in the same direction, as in the alphabet, except *w*; and that the system is completed, without the introduction of any new characters

## RECOMMENDATIONS.

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.. Mr. GOULD,

*Albany, Jan. 14, 1823.*

"Dear Sir—Having examined the system of *Short Hand*, which you are about to publish, I am satisfied that it possesses merits, which ought to recommend it to the attention of the public. The improvements which you have made, in relation to the facility of writing and legibility of the hand, are obvious; and your design of introducing it into schools, appears to be peculiarly happy, and well calculated to bring into public estimation an accomplishment, which cannot fail of being admired, when its unbounded utility is compared with the trifling time and means necessary to its acquisition.

"The plan of exhibiting your theory upon a card, at a single view, to a whole school, (*"and thus reducing the expense, of furnishing schools, from dollars to cents,"*) is so admirably adapted to economy, and the general extension of the system throughout our country, that it must meet the approbation of every lover of science, and receive the patronage of the community, ever alive to the prosperity and happiness of the rising generation; and I shall most cheerfully recommend it to the notice of our legislature, now in session, and to the public in general.

"I am yours, with respect and esteem,

"J. V. N. YATES," *Secretary of State,*  
*and acting Superintendent of Common Schools, in N. York.*

---

"The undersigned states with pleasure, that he has examined the principles of *Stenography* as taught by Mr. M. T. C. Gould, and has witnessed the success with which the young gentlemen in college have attended to the acquisition of this art, under his instruction. The system is remarkably simple; the art is acquired with great facility, and is worthy of the attention and patronage of all literary men.

ANDREW YATES,"

*Professor of Moral Philosophy, &c.*

*Union College, July, 16, 1822.*

---

"I have attended to Mr. Gould's method of teaching *Short-hand*, and most cheerfully recommend it and him to the encouragement of every one. JOEL B. NOTT."

*Professor of Chemistry, &c.*

*Union College, Schenectady, July 16, 1822.*

The following is a copy of a letter from Mr. AARON CLARK, many years Clerk of the Assembly of the state of New-York, the substance of which has since been signed by at least two hundred gentlemen, who have attended to a similar course of instruction.

*"Albany, March 15, 1821.*

"Mr. M. T. C. GOULD,

"SIR—As you have terminated your course of six lessons in short-hand writing, which I desired you to instruct me, and having justly deserved my decided approbation for the skill and ability with which I know you teach that science, I take this opportunity to put you in possession of my sincere recommendation.

"Of the utility, importance, and great value of short-hand writing, no one can doubt, who understands it. I confess I am astonished to find so little time, so little labor, and above all, so little money, necessary to the acquisition of a knowledge of this delightful and convenient art. Did all classes of men reflect upon and consider the subject, I doubt not they would soon become masters of it. I hope you will continue your instructions—I hope you will explain your system, particularly its simplicity, to our public teachers and their pupils, and I believe you will be liberally patronized. I sincerely wish you success.

"I remain your humble servant,

"AARON CLARK."

---

The following recommendation has been signed by more than 'one hundred young gentlemen, at Union, Williams', and Hamilton Colleges.

"Having attended Mr. Gould's instructions in short-hand writing, we fully concur with others in opinion, that his experience in this art has placed him at the head of his profession, and that his system of writing and method of teaching richly entitle him to public patronage. Our progress in the art has fully answered our expectations, and is a sufficient testimonial in favour of the system here recommended."

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## RECOMMENDATIONS FROM YALE COLLEGE.

WE, the subscribers, members of Yale College, most cheerfully unite with the young gentlemen of other colleges, in expressing our entire approbation of Mr. Gould's System of Stenography, which he has lately taught in this Institution. He is certainly entitled to much credit for the improvements which he has made upon this invaluable Art: and we have no reason to doubt, that his excellent system will soon become a standard for Short Hand, in the United States.

Our progress in the art fully warrants us in recommending him to public patronage, and his system to general use:

YALE COLLEGE, AUG. 1, 1823.

*Signed by 80 of the Students.*

RESOLUTIONS, passed by Mr. GOULD's second class at Yale College, consisting of about one hundred young gentlemen, attached to the Medical and Academical departments of this Institution, December 5, 1823.

*Resolved*, That the thanks of this class be presented to Mr. Gould, for the able and interesting manner in which he has communicated to us, a knowledge of his admirable system of short hand; which must be admired by all who know its merits.

*Resolved*, That we most cordially concur in the opinion expressed at many other Colleges, and particularly by a class of 80 young gentlemen, who attended Mr. Gould's instructions in this Institution, in July last, viz: that our progress fully warrants us in recommending the Author and System to public patronage.

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