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A
PRACTICAL SYSTEM
OF
SHORT-HAND WRITING,
ON THE BASIS OF TAYLOR'S
UNIVERSAL
STENOGRAPHY,

INCLUDING

*The latest Improvements in Stenographic Contractions and
Contracted Writing,*

WITH HINTS TO TEACHERS, PARENTS, AND GUARDIANS, ON THE
FACILITY OF IMPARTING IT TO YOUTH IN CLASSES.

~~~~~  
BY SIMEON S. WOODHOUSE,  
PROFESSOR AND TEACHER OF STENOGRAPHY.

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HULL:
PUBLISHED BY WILLIAM HENRY SMITH,
QUEEN-STREET;

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Alphabet of Characters.

	Words	Prefixes	Terminations
b	9 be but by	ab-abs-ob-	-ble-bly
d	1 do die dary	ad-di-de-dio-	-dom-dis-ed
f	\ of if have	for-	full-fy-ive
g) God go		-age-ogue -geon-gion }
h	- he		
g.h.	- hack hey	com-con- ac-counter-	
l	6 all will ill	al-ill-	-cial-tial-shall
m	o am me much many	mis-magni-	-ment -my
n	u in on no	un-in-	-ant-ance-ness
p	p pie pay ape	pre-pro-	-pal-part-port
r	/r our are air	re-retro-	-ary-ory
s z	- is as his has us	sin-as- his-	-tion-cian-sion
t	1 at it tea	tra-tro-trans-	-ate-ite-tune
w	o who we owe		-wards -ward
x	x example	extra-	
y	J you eye		
th	ſ they thou hath with		-eth
sh	- wish she		-ish
ch	((which		

Method of Connecting the Characters.

/		\)	^	o	o	u	p	/	-	l	o	r	l	l
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
/	9		>	r	o	o	7	7	7	7	7	7	7	7	7
\	2	<	\	<	o	o	7	7	7	7	7	7	7	7	7
)	3	<	>	r	o	o	7	7	7	7	7	7	7	7	7
^	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7
o	2	<	>	r	o	o	7	7	7	7	7	7	7	7	7

No. 2. Signs & Arbitraries.

- o Something
- o Nothing (below)
- o The World
- o Through the world.
- o Throughout the world.
- o From one end of the world to the other.
- o Half round the world.
- + Christ.
- # Jesus Chr.
- 7 The Cross.
- # Jesus Christ upon the Cross.
- o Almighty.
- = Heaven = Heaven & earth.
- " Holy.

No. 3.

- 1 . 3^d /
- 2 | - : ~ ~ ~ ~ ~ | 7 / o
- r 7 /
- 3 . 2 o . 6 o = / . - . 6 f . o f -
- 4 6 - o / 7 . . 6
- 5 Solⁿ o : o \ o
- 6 = / r \ 7 5 8
- 7 . T . T . || T' - ~ ~ ~ 7 v .
- 8 v . 6 - v . - o ~ ~ ~ 7 v

Repetitions.

- ! ~ ~ ~ 7 1 . 6 7 ~ ~ ~
- o , o ~ ~ ~
- ! / ~ ~ ~ = =

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O be joyful in the Lord all ye lands:
 serve the Lord with gladness, and
 come before his presence with a song.

Be ye sure that the Lord he is God: it is
 he that hath made us & not we ourselves
 we are his people and the sheep of his
 pasture.

O go your way into his gates with thanksgiving
 and into his courts with praise: be thankful
 unto him and speak good of his name.

For the Lord is gracious his mercy is everlasting
 and his truth endureth from generation to generation.

N^o 2.

[Handwritten musical notation consisting of various rhythmic symbols and clefs, including a treble clef and a bass clef, with notes and rests.]

Eugene Aram.

N^o 1

Mr. Pulteney's Speech.

2 \ 1 . n + p d d
 p . s e r v e r i v \
 s e r - s - p l u : z
 s \ ~ ~ 1 - 1 - . y b
 v z | \ o n ~ v l u
 . z y s - z . y z s v
 e i p s i p 1 - j \ o
 b y s . j . . p / r z y i
 u s . s i p : v s = :
 r \ v z w ~ - l v p p
 = r - r r s s s . \
 z s o j l c v o u p o u
 \ l z y z r \ u o i c h
 1 - y o e | . h . j ~
 p p z ~ - v o . y y
 s - z p ~ - o b t ~
 \ r o s v . x \ r z
 ~ ~ ~ . o v p s y o
 z s o i v l s r e (r g)

N^o 2

Part of a Sermon by the Rev.^d Charles Simeon

1 \ o \ . s - 1 . . 1 }
 o - z y . b d o ' s e
 r i b z \ b i g v . s . z
 v p i i \ r s \ v m .
 r h e n - l o u d y l
 | \ | - o o h \ v
 l - \ z y r p s i u - h
 - - w p , a s i n s o y
 l - \ , p e y o r \ r y z
 ~ - . 1 . . \ t b , o z
 . v = s t \ - e - - \ p p
 s i \ y - e . s - z
 - x p s i v - - | e p
 p . s i p l - w p o y
 . l . b) - . z - s - b z
 v . s . . r p b o - s i v
 l | e p .

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Shortly will be Published, 8vo. Fcp.,

A
SHORT-HAND COMPANION
OR
GRAMMAR OF STENOGRAPHY,

*Designed expressly as a Class Book for the Use of
Schools,*

With Interrogations, Select Dictation Exercises, and every Instruction
necessary for Young Short-hand Writers.

BY SIMEON S. WOODHOUSE.

PREFACE.

IN offering the present manual to the notice and patronage of a wise and discriminating public, it will not be necessary to preface so largely as the subject would itself allow, since it is well known that whatever is designed to supersede that which may have gone before, and promote the advancement of the future, is ever duly appreciated, and with no less cordiality received than with hopeful anticipation and humility it is presented.

The little work before us is intended to establish an Improved System of Universal Stenography, so far simplified and treated as cannot fail to be understood by every class of readers. Although it is in some measure based on the principles of one (Mr. Taylor) who contributed to throw so much light on the mysteries which pervaded the art, according to the schemes of his contemporaries and predecessors, there is, nevertheless, a material deviation from the original—the extraneous matter with which that was deemed replete being in the present work proved to be superlatively inconsistent with brevity—the cardinal principle and beauty of Stenographic writing. This almost general expulsion was not done without being called to encounter those difficulties which naturally ensue from having taken a major part from the whole; an inefficiency was required to be rectified—an object of undisputed and paramount importance—which, however, the Author

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happily effected, though not without much time, assiduity, and daily practice.

The beauties (though rare) of other systems were culled and examined, but attempts to prove their adaptation being unsuccessful, but very few were retained; whatever appeared to present redundancy were omitted; such as could be expressed more briefly or with more facility by other modes, had those modes adopted; and what *brief, arbitrary* marks could not be likely to escape the mind's eye of the MANY, were inserted in the general rules, as favourable to the STANDARD it was purposed to establish.

To the erudite and the scholar, grasping at every laudable attainment—to the Philosopher and the Few, in their researches after truth—to the affluent in circumstances, and the man engaged in the more active pursuits of life—are the following pages, constituting a Standard of Stenography, for brevity and perspicuity hitherto unprecedented, desired to obtain general introduction.

Should there be any who are prompted to peruse this system with the eye of criticism, the Author is happy in being enabled to acquaint them that it falls not under the list of speculative theories—that it has been taught through a series of years in his own private classes—that its *practicability* is one of the principal means of his dependence; which, had it not been satisfactorily elicited, must long ere this—but like a ghost of time—have vanished.

The principal motive in its being published is, that all may equally participate in the advantages of an art through which knowledge is so felicitously and speedily disseminated—that those in mature years may have a substitute for the failing powers of retention—and that the young may lay up stores for the future, by an avail to the lessons which justice, morality and wisdom, eloquently and daily inculcate.

INTRODUCTION.

WHEN we reflect on the important use of common writing and the great purposes to which it must originally have been rendered, and to which it has ever since its introduction into society been daily and hourly more subservient, we need not be surprised at the present state, and, we may almost say, climax of perfection, to which, as an art, it has attained. As to the origin of an art so serviceable to mankind, it might be difficult in our limited pages to insert any dissertation, whether it be of human invention or divinely given to man as directed in the Mosaic narrative on Mount Sinai; but, certain it is, it took its rise in the dark ages of antiquity, from which time it has been nourished and cultivated in every clime and fostered by succeeding generations. Yet, however great might be the advantages derivable from its lengthened mode, the expediency of one much briefer for noting down the immediate transactions and occurrences of life, and also for condensing the histories of the renowned and the great, necessarily brought into exercise the further ingenuity of the wise of old—when the method of committing their thoughts to paper in a more expeditious manner, or inserting their laws and sentiments on the imperishable marble, by means of symbolic characters, was no less successfully adopted, and continued to be used until the advancing

minds of a more recent race began greatly to improve on the works of their predecessors, and invent more lucid methods of abbreviations, better adapted to their knowledge and the language of their times.

The most doubtless and natural account of the progress of alphabetical letters is, that they took their rise in Egypt. Moses carried the Egyptian letters with him into the land of Canaan, and they, being adopted by the Phenicians, who inhabited part of the country, were transmitted into Greece, from thence into Italy.

This useful and simple invention (if so we may call it) was greedily received by mankind, and speedily propagated through different nations; and although the art of alphabetic writing became from that time generally adopted, and was made to answer the common purposes of the literary world, it has been sufficiently evinced, that, however perfect, like every other branch which is essential to the public welfare, it is seldom found incapable of another progressional advance.

The common mode of writing, sufficiently facilitated to answer the purposes of even the most illiterate, has not of late years been improved; but various methods have been attempted by different nations to pen down in the briefest manner whatever has been necessary to commit to paper. The Greeks and Romans in particular, and the moderns, have each in their turn devoted themselves to this study, and to no little degree has its service been tested; but to whom we are *justly* to attribute the honour and dignify with the epithet of ORACLE, or on whom to place the laurel for such a contribution to the welfare of his fellow-men, is indeed difficult to say, on which we can with any certainty rely.

Zenophon, Pythagoros, and others, have each had this honour paid, and from history we learn that Octavius Augustus gained celebrity for his general use of arbitrary characters in expeditious writing, and in-

structing his children in a knowledge of them. Titus Vespasian is also said to have been expert in writing this kind of Short-hand. And we are informed by Plutarch that the speech of Cato was taken down and preserved by means of Short-hand; yet, from no authenticity extant, can we offer any relative conclusion upon its origin.

Short-hand writing was not only known but much practised among the Romans. We learn that "Nobles and Princes, in order to procure books for their libraries, had always engaged a number of men to copy each work they were desirous of possessing; these were termed copyists, and were scarcely sufficient in number to supply the usual demands; and such was the value of their services, that foreign princes made it a practice to have places connected with their libraries completely fitted up for the business of transcribers. The speeches were usually taken down by persons who solely devoted themselves to this branch of writing—Short-hand."

The Greeks and Romans made use of different modes of abbreviating words and sentences suited to their language. The initials and finals or radicals often served for whole words, and various combinations of the same formed sentences. Arbitraries were also used to determine the meaning and assist legibility. It is very probable that every writer, as at the present day, had some method of his own, as being better calculated to facilitate the expression of his own sentiments, and intelligible to himself alone. Yet this method must certainly have been brought to its highest stage of improvement as well as being assisted by the rapidity of writing, which is dependant upon daily practice, before the Roman notaries would be enabled to take down with precision every syllable as it dropped from the speaker's lips.

To arrive at such consummate perfection, says an able writer, was reserved for modern times, and although

the people continued to keep themselves in the daily exercise of this art, it was not until the close of the 16th century that anything in the form of a Stenographic alphabet was published and offered to the world; and although more than a hundred attempts to devise one, and establish a standard, simplified and possessing all the qualifications necessary to gain its universality, have been published, none have been produced, from Timothy Bright down to our worthy Mr. Harding, so able to withstand the general scrutiny and survive their authors as those based on the principles (as far as possible) and characters of Mr. Taylor.

Whilst perusing some of the many curious systems of Stenography which have been presented for the instruction of the public, it is impossible to perform the task wholly without a smile. If there were ever any advantage attending the publication of some of them, their authors must have been the exclusive reapers, as they were the most liberal in the toil. The irregularities and tediousness of those methods would evidently serve to perplex rather than instruct, and if it were required they should amuse, that perplexity must first be encountered, before the pleasure or benefit could either be seen or anticipated.

Some of the characters seem to be so improperly chosen, and so ill calculated for facility in connexion, that the great barrier to expedition is almost instantaneously perceptible on viewing them. The formation of many, if not most of the characters, would seem to be so opposite to what simplicity would dictate, that if it were possible for a learner to make them, it would be attended with the greatest difficulty; the most simple characters are thrown away upon such consonants as are seldom used, whilst those of more common use have those assigned them no less difficult to correct than read.

Another circumstance tending to bring their sys-

tems into disuse is, that they are crowded with a number of arbitraries or symbols—introduced as representatives of things or a particular set of words.

Now, writing is of two kinds—first, *signs for things* as hieroglyphic symbols, or pictures used by the ancients—second, *signs for words*, as the alphabetic characters formed into words and arbitraries, and used by all European nations at the present time. If, then, after advancing on the methods adopted (for want of better) by our predecessors, we really cannot proceed another step beyond what we have arrived ; we will not for that reason go back to the imperfect hieroglyphic system, and endeavour to fill up the measure of our imperfections by what we less understand.

In writing our modern Short-hand we do not aim at signs for things, but signs for words ; and when things are distinguished by words, the character or characters by which those words are signified will dispense with the necessity of a dictionary of symbols, which can only be indigenous to the *particular* soil from which they sprang. Short-hand bears the same relation to long hand, as one language does to another, and is only another mode of communication.

Arbitrary signs are very well in their way when such are adopted as cannot fail to strike the eye of every one with their simplicity ; and, even under such favourable circumstances it is obvious that a number must be perplexing to a learner, and more particularly when they are the indiscriminate selection of another ; had they been such as necessity herself suggested, or *involverarily and unceasingly* rushed into the mind, they might with a greater degree of justice be inserted in the learner's private tablet of abbreviations.

After having briefly considered a few of the oversights of some writers on Short-hand, we will next consider that general corruption of which most systems seem, more or less, to partake.

A few who have been pleased to criticise the works of their predecessors have very truly remarked, that the great objection to Stenography arises from the numerous impracticable systems by which persons aspiring to be Short-hand writers have been misguided. But there still remains one great particular to eradicate before the lovers of Stenography can be indulged with anything more than the *hope* of its *universal* adoption. What we here refer to is the **USE OF VOWELS.**

The vowels, as usually expressed by dots, present one of the greatest annoyances the young Short-hand writer has generally been called to encounter; the use of them can be compared to nothing better than a contaminating precept, or an old bad law, which can only be renounced by judicious deputies.

It is not a little singular to observe in the instructions of some writers a number of rules, and indeed in some the greater part, representing directions for the use of vowels, and, all in the end, amounting to nothing—since, say they, “the writer will be enabled to dispense with most of them on becoming familiar with the sound and use of the consonants.”

It is not to be denied that vowels must be signified in some cases either by dots or otherwise; but to attempt to insert them invariably, for the sake of distinguishing a few words which could not be identified without them, is nothing better than continuing on the longer road with the view of avoiding delay in an inquiry after the shorter.

To rectify this great objection, which, it is well-known many have endeavoured to support by force of argument, and which we have through a series of years proved unnecessary by the force of practice, is one of the beauties of our system, which, as an improvement, we should wish to establish and render practicable to others as well as ourselves.

It may be asked why should they be omitted when we can do so well by the use of them? In reply to which, nothing simpler can be offered than, that we can do better without them; if taking off the pen or pencil to make these vowels (*each having a proper place assigned it*) can be done imperceptibly as has been said, it does not follow that the dropping them in their *proper places*, so as to lead to no misconstruction or ambiguity, should be done imperceptibly *also*. The error we look upon as a mere oversight, arising from the deficiency of an established remedy. Some have attempted to dispense with them; but, being unable to read without them, have reinstated their favourite dots, as though they were the very wheels upon which every Short-hand system ran.

By a few rules which have been drawn from the Author's notes of daily instructions, every unprejudiced learner may become a proficient Stenographer without hesitating where to put the "*dot and go on*," or without finding himself embarrassed in the reading, since he will be relieved by additional rules for decyphering, and which are in direct connection with those whereby the vowels are signified or omitted.

In presenting this theory, whereby the vowels are no longer so generally recognised "as of old," we are aware that our position is not a little startling; but be that as it may, we have the practicability which constitutes the ready possibility for substantiation; moreover, we may, without staying to collect individually our undisputed evidence, refer for further testimony to that able and intellectual body of men, upon whose exertions hang the very hinges of truth, and the welfare of our country is dependant—the public reporters of the day,—who, in a general way, omit the vowels as far as possible, to assist brevity—and, to afford additional facilities to rapidity, leave their preceptive lesson, finding "*Necessitas non habet leges*."

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Not desiring to deteriorate from the merits of our predecessors, or overturn those modern improvements which have met with so much of public favour, and which they have on the whole so justly merited, we would still recommend all who may have learned Shorthand to comply with the systems from which they have been taught, as far as they find them applicable to the purposes of expedition. But to those who are familiar with the advantages of later improvements, the present work offers additional facilities. The characters, upon which so many systems have been grounded, are principally those of Mr. Taylor, and are, by their formation and adjustment, so adapted for connexion, that none, hitherto, have been enabled to supersede them. Each character is, by a few directions, calculated to represent either the whole or part of a word, and so tending to the advantages of brevity and perspicuity as to enable any one in a short, though not limited period, comfortably to take down whatever is delivered audibly and with deliberation.

The terminations and prefixes in some schemes (as in Mr. Taylor's own) are all joined, but from which we beg to differ. There will be a difficulty attending their connexion, and not merely a seeming one. Unless there be a method of distinguishing the characters intended for long terminations it is impossible they can be so readily decyphered; by joining these terminations expedition is favoured, but it must be so done as to render the writing unintelligible. Nevertheless, we do not strictly lay down this rule as *invariable*, since it frequently occurs that legibility is no less obvious by connexion.

In speaking of arbitrary signs for things and sentences, no limited list can be offered; what we insert are those simple characters, which, by their formation, in a great measure indicate their meaning. The articles we have represented by dots; some compound

terminations are also signified by them, \bar{a} s being the readiest method of contraction; and for which same reason we have given some long conjunctive and adverbial words by their first letter in the common hand.

The scheme throughout is one from which persons of every denomination, may, by an active perseverance, gain proficiency. It may, by being daily practised in noting down heads of discourses, or even the observations of others, lead to advantages unforeseen and incalculable.

Having exercised that prerogative common to all, in our feeble effort to make more general by inservient methods an art of such undisputed worth, we conclude by our expressions of sincere gratitude to all those distinguished personages who have already kindly contributed to the support of our exertions by their liberality and well wishes; and, as the success of the present work is wholly dependant on its merits, we trust that public discrimination will not be found wanting.

IMPROVED
UNIVERSAL STENOGRAPHY.

PART I.

INSTRUCTIONS PREVIOUS TO WRITING.

BEFORE the learner enters upon the rules which are subsequently laid down for his instruction, it will be necessary to be acquainted with the best materials in common use for Short-hand Writing.

Mordan's patent ever-pointed pencils, being free from the trouble attending pens and ink, or cedar pencils (which require to be so frequently prepared), will be found the most serviceable instrument that can be recommended; and a stout close-line ruled paper, made up into hand-books of a con-

2 IMPROVED UNIVERSAL STENOGRAPHY.

venient size for the pocket, may be obtained at any respectable stationer's shop. These, being all that will be required for the learner's commencement, had better be kept in the pocket when not in use, there being occasional opportunities when he may think himself competent to take down notes of transpiring events.— Every leisure moment should be rendered an advantage to the young Short-hand writer, by referring to the book of instruction, which should be his constant companion, and noting down anything that may suggest itself falling under the rules to which he may have already become familiar.

We must guard him against too close contractions at the first; necessity will afterwards urge upon him to attend more particularly to the rules for abbreviation, which will, at the beginning, only tend to give the appearance of ambiguity, although afterwards wear away by their proper application, and a due regard to the instructions with which they are in connection.

VOWELS MORE FULLY TREATED.

In the preliminary part of this little work the vowels have been treated upon and rejected; and indeed it is not to be wondered, if, by the time the following theory, deliberately laid down from the author's practice, shall have been partially digested, that rejection become both simultaneous and universal.

Writers who commonly use the long vowels in Short-hand apply them principally to monosyllables, with which vowels many of those words either begin or end; as also to dissyllables and others—as *true*, *item*, &c. In order to extricate the learner from the difficulties which always attend the use (*or misuse*) of these vowels, the following rules, whereby they may be wholly dispensed with, are here appropriately introduced:—

RULE I.

Monosyllables, reading with a long vowel at their commencement, being preceded by the letter *h* (*aspirated or not*), may be expressed by the *h* joined to the significant consonant following the vowel.—*Ex.* “I hope to be with you before going home,” will read in Short-hand, according to the above rule—*I hp t b th you bfr g-ing hm.* And, “High as the heavens above”—*H s the heavens bv.* And, “Thou shalt make an altar and the height thereof shall be 3 cubits,” will also stand—*And th sht mk an ltr and the ht thrf sh b 3 cbts.*

The same rule will also apply to polysyllables—as, hymeneal altar, *hmdl ltr*; but when the *h* and long vowel in the position of which we are speaking are followed by one of the liquids, *l, m, n,* or *r,* and that liquid belongs to the first syllable, the vowel and *h* may be omitted without any difficulty presenting itself in the translating. *Ex.* “All hail to the land of the brave and the free—*L l to the lnd of the brv and the fr*; here the two *l*'s, standing as two different words, cannot be misconstrued into *ill, ill,* or *lie, lie*; the liquids, when standing alone, always carrying their vowels before them, do not fail to have their mean-

ing understood from the sense of the sentence to which they belong or the context which naturally suggest the words to which the characters have already given the clue. Another example or two will sufficiently demonstrate this simple rule:—“But, hush! hark! a deep sound strikes like a rising knell!”—*Bt, sh! rk! a dp snd strks lk a rsing nl*; and “Arm! Arm! it is, it is—the cannon’s opening roar!” becomes, *Rm! rm! t s, t s, the cans pning rr*.

If the learner will bear in mind that sound is the principal key in decyphering what he has written, the examples here given, illustrative of the rule to which they apply, will appear simple and undeniable.

RULE II.

Such words as have a long vowel between two consonants, and bearing two distinct meanings, may be written in long hand when the exact meaning cannot be identified with the sense of the sentence. Instances of this sort do not frequently occur, but it is necessary the pupil should be prepared for every emergency of this kind. The following example has reference to this rule:—“The brow of the hill whereon stood the castle of renowned ancestors

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was a cite most beautiful." *The brw of the l wern std the cstl of renn-ed nstrs ws a cite m btful.* A misconception of the writer's meaning might here arise, in consequence of the word *cite* being expressed by the same characters as *sight*. *It could not consistently be read seat.*

RULE III.

Words of one or more syllables ending with long vowels may generally have them expressed either by *y* or *w*; such as are of this class seem to be almost innumerable. *Ex.* "The day so long expected is at hand" — *The dy s long xpted s t nd*; and "As she lay all that day" — *S sh ly l tht dy.** Again, "The feast of reason and the flow of soul" — *The fst frsn and the flw of sl.* The first sentence by being read "The *aid* so long expected is at hand" would not destroy the sense of it, although the meaning of the author be misrepresented; yet even the possibility of this error is obviated by the

* The final *y*, as above alluded to, is joined to the last consonant (as also the *w*)—its place being always the same; its signification will be an invariable guide. Make it running obliquely to the left hand, as though the pencil, just before being taken from the paper, had received a jerk.—(See No. 8, Plate 2.)

additional *y*. On passing to the last example we find an accuracy by the addition of the *w* in the word *flow*, which, though it be dispensable to an adept, is allowable in the young beginner.

A LIST IN EXEMPLIFICATION OF THE PRECEDING RULE.

Jubilee	jbly	View	vw
Committee	comty	Flew	flw
Inlay	nly	Show	} shw
Affray	ffry	or	
Descry	dis-cry	Shew	} thrw
Betray	btry	Throw	
Array	rry	or	} blw
Lie	ly	Threw	
or		Blow	
Lay	ry	or	} nw
Ray		New	
Say	sy	Now	} rw
Nigh	ny	Knew	
Sigh	sy	Know	} rw
		Rue	

A more general illustration of these rules will be found in the following

EXTRACT

Taken from Dugald Stewart's Philosophy of the Mind.

THE CONTRACTED FORM.

(The Italics signify Arbitraries or Alphabetical Contractions.)

Wn a *per-sp-tion* r an *idea* pss thr the mind w-t r b-*ing* ble t r-clt t nx m-ment, the vlgr thm-selves skrb r wnt of m-ry to a wnt of tn-tion. Ths, in the nst-ance lrdy m-tioned, of the clk, a p-sn pn ob-sv-ing, tht the mnt and d jst pss-ed 12, wd ntr-ly sy, tht h dd not t-tend to the clk wn t ws strk-ing. Thr sms t t b a stn frt of mind, pn ch, vn in the j-ment of the vlgr, m-ry, n sm msr, d-pnds; and ch th dis-t-gsh by the nm of tn-tion.

THE ORIGINAL.

“When a perception or an *idea* passes through the mind without our being able to recollect it next moment, the vulgar themselves ascribe our want of memory to a want of attention. Thus, in the instance already mentioned, of the clock, a person upon observing, that the minute hand had just passed twelve, would naturally say, that he did not attend to the clock when it was striking. There seems, therefore, to be a certain effort of mind, upon which, even in the judgment of the vulgar, memory, in some measure, depends, and which they distinguish by the name of attention.”

The word *idea*, in the above paragraph, we would recommend to be written in long hand, since it is evident that as no articles are allowed access into our pages, the meaning could not here be borne out by the final *y*; though the word might still be abbreviated to *ide*, without being less intelligible. In proceeding we have the word *llk* which might possibly be read *cloak*, there being nothing in clauses before it to guide us from such an error; but the subsequent passage speaking of the *minute hand passing 12*, at once converts this previously-imagined *cloak* into a *clock*. The last and not least important word is in the close—"even in the opinion of the vulgar"—*Even* being written in Short-hand the same as *vain*, might lead to an error, although it might as readily be corrected by proper attention to the sense and collocation of the sentences.

RECAPITULATION.

Lest the learner should find the perusal of the preceding rules too tedious and com-

plex, it may be well to give a brief and comprehensive summary as well for his instruction as to simplify the whole :—

Words beginning with a long vowel, preceded by *h*, may have that vowel sounded by the *h* only, as, hyacinth—*h-cnth*; and if they have not *h* before them, the sound of the consonants will generally speak sufficient to convey an idea of the word, as amen, sounded *m-n*;—liquids carry the vowel before them, as in the two instances we here mention.

Words, also, ending with long vowels may have their meaning conveyed by the final *y* or *w*. Such long vowels as fall between consonants will never be required. When the meaning of any word cannot be distinguished from another it may possess, write the word without further deliberation in long hand. These instances will occur so very unfrequently, that no detriment will be found to ensue.

Although the specimens given in illustration of the above rules may appear sufficiently satisfactory to persons of mediocre penetration; the learner of less ingenuity and slower perception will derive further advantage and satisfaction from the *perusal* of the subjoined

EXAMPLE.

(*The Arbitraries, Prefixes, and Terminations, are in Italics.*)

ON THE VALUE OF AN HONEST MAN.

THE CONTRACTED FORM.

It is *the fl-ly and mis-f-tune* of hmn ntr t *pre-fr the* pr-ent to the ftr, *the gr-ble to the s-ful, the shn-ing to* the sld. We dmr wt, *b-ty, wlth, t-tls, and* all tht sprkls th *the brln-cy* of xtrnl lstr, *and th we pro-bly* p-prv the pln *and m-ly* vits ch frm *the fd-tion* of all *re-al xl-ence,* it is th *the cld fl-ings* of *un-im-ps-ed j-ment.* Bt in yth wn r chs in lf is *sl-ly fx-ed,* we are mch *dis-ps-ed* to *per-sw* wt we dmr thn wt we *n-ly* p-prv; *and the con-ence* is, tht *the grtr nmb*r frm *the rl-est and mt dr-ble* s-tch-ment to *vn-ty.* Sbr mxms, rls of *prd-ence, dt-ates* of *jst-ice,* pln trth, *spls-ty* of mnrs, *con-stn-cy* in *f-ship,* *and re-glr-ty* of *bs-ness,* p-pr th fw chrms *in the ys* of m who pnts fr *the n-ble dis-t-sion* of *b-ing re-mrk-ed* t *p-lic* pls-s fr *lg-ance* of drs; *dmr-ed* fr *the m splndd* vel *slbrt-ed* fr s wt t a *mskrd, sml-ed* pn t *crt and t lnth* prps *re-rd-ed* th a *t-tle, a rbnd, and a str.* To btn sch bls, fr thr *qlf-sions* r *ns-ry* thn *the n-qt-ed* vrts of *ns gr-fthr.* *The bs-ness* m be dn by *drs, d-drs, and,* in shrt, *the grs-s, the grs-s, the grs-s!* Th rspt to *ns-ty* I v sm-wr rd, tht a mn of hnr n *r-ing ns-ty* t-trbt-ed to s *f-sion-ble* frnd, *xprs-ed* sm dgr of *dis-plsr* t *the pngrk,* *and d-clr-ed* tht sch a *com-pl-ment* ws *n-ly* ft fr s ftmn. Our 1st *qs-tion con-srn-ing* a *g-mn* ws *krtr* we wsh to lrn, s *sdm, s he n-est?* but s *he rch?* s *he a mn of f-sion,* sprt, r a *bn vv-ant?*

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THE ORIGINAL.

It is the folly and misfortune of human nature to prefer the present to the future, the agreeable to the useful, the shining to the solid. We admire wit, beauty, wealth, titles, and all that sparkles with the brilliancy of external lustre ; and though we probably approve the plain and homely virtues which form the foundation of all real excellence, it is with the cold feelings of unimpassioned judgment. But in youth, when our choice in life is usually fixed, we are much more disposed to pursue what we admire, than what we only approve ; and the consequence is, that the greater number form the earliest and most durable attachment to vanity. Sober maxims, rules of prudence, dictates of justice, plain truth, simplicity of manners, constancy in friendship, and regularity of business, appear with few charms in the eyes of him who pants for the noble distinction of being remarked at public places for elegance of dress, admired for the most splendid vehicle, celebrated for his wit at a masquerade, smiled upon at a court, and at length perhaps, rewarded with a title, a riband, and a star. To obtain such bliss, far other qualifications are necessary than the antiquated virtues of one's grandfather. The business must be done by dress, address—and, in short, the graces, the graces, the graces. With respect to honesty, I have somewhere read, that a man of honour, on hearing this quality attributed to his fashionable friend, expressed some degree of displeasure at the panegyric, and declared that such a compliment was only fit for his footman. Our first question concerning a gentleman is seldom, "Is he honest ? but, Is he rich ? Is he a man of fashion, spirit, or a *bon-vivant* ?"—KNOX.

It must be admitted by every candid reader, that a perusal of the rules and ex-

amples we have given on the above head cannot be misunderstood or present any difficulty, except to those whose misfortune it is to be somewhat unlettered or of confined imaginations.

The rules we have given are clear and decided as regards brevity (without which Short-hand would no longer be Short-hand still), without any likelihood of that brevity being attended with obscurity, or the pupil's proficiency being retarded by their number. It is probable the learner will not be able to read the contracted form at first with success, but by occasionally referring to the lengthened one, he will eventually find it become as easy to understand the former as the latter—(See Instructions on Reading.)

The vowels which are inserted in the examples are only such as belong to terminations and prefixes.

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INSTRUCTIONS ON WRITING.

The first thing in calling the learner's attention to the science of Stenography, is the alphabet, which should be so grounded on the memory as to write any letter without the slightest hesitation. It will not be necessary to trouble him with an harangue on the different sounds of alphabetic letters, but only observe that we have no occasion for them all, as there are only nineteen proper sounds required for Short-hand.

Upon this plan, the alphabet of characters will be reduced to a less number of letters than are made use of in our common writing; the various modifications of sound in some letters rendering the use of others superfluous—ALL THE VOWELS BEING REJECTED ON THE GROUND OF REDUNDANCY, SAVE THE FINAL *y*.

It cannot be denied, that the characters of the alphabet, being formed of straight lines and circles, are the simplest that could possibly be devised.

The circle divided, as our alphabet represents it, makes four very proper and easy characters for joining, with a well-chosen alphabet. They are *g*, *k*, *n*, *ch*.

The straight lines are the next we shall consider, which, according to the various distinct inclinations in which they can be shown, are four, viz. :—One horizontal, one perpendicular, two oblique ; and the most eligible and simple sounds they can represent are *d*, *f*,* *s*, *t*.

The straight lines and semicircles being already exhausted without more than eight characters obtained, and as we cannot join these characters together to form others, without running into the greatest errors—which is the case with most alphabets to be met with—we must have recourse to the straight lines again, by looping and curving them, as in the alphabet (Plate 1.) The four looped characters which we thus obtain, are those that represent *b*, *l*, *m*, *p*.

* The same line drawn a contrary direction is an expeditious character for *r*, when joined to another letter.

The curved ones are procured by adding a curve or crook to such of the straight lines as are most fitting for our purpose. These will be seen by Plate 1 to be four in number, representing *h*, *th*, *sh*, and *y*.

The formation of these several characters, being an important lesson for the learner's consideration, we next consider in the following rules, from which no deviation can be made without liability to confusion and error.

RULE I.

Of the four straight line characters *d*, *f*, *t*, and *s*, the three former must commence at the top, and be drawn down to the line in the direction of those in the plate; *s* begins at the left hand and is drawn to the right.

II.

The looped characters must always commence at the loop—the loop may be made on either side of the character, provided it be placed at the beginning.

This rule is adapted to every direction that might be given on the characters commencing with crooks, and if any of the looped or crooked characters be the last consonant of a word, the termination for *ings* (for which see terminations) may be added. This cannot produce any confusion, since the loop or crook on the characters themselves is at the beginning, whilst the loop for the termination is at the end.

III.

The crooked characters must in no wise be altered from their original formation as they are represented in the plate, otherwise the legibility with which it should be attended will be destroyed.

IV.

W is turned either way, in order to favour the connexion with the letter coming after it, it commences with the loop and turns to the right.

V.

Of the semicircular characters, *k* or *q*, and *n*, are turned from the left to the right; *g* and *ch* are begun at the top, which two may have a leaning inclination, if expedition be the desirable object of the learner.

VI.

X may, when standing alone, be made whatever way the learner finds most convenient to himself; it will seldom require to be joined to other consonants, but when such is the case, the stroke running to the right or left may be made first, as suggested by necessity.

VII.

For *&c.*, the learner had better fix upon a character to suit his own fancy; he will find a scratch drawn in any particular direction, known better to himself than any one else, sufficient for the purpose.

METHOD OF JOINING THE CHARACTERS.

The directions we have here given, if properly understood, will be an early important task to which the learner must apply himself, before attempting to write sentences: he will have a considerable advantage in knowing how to begin each letter, in first attempting to join letters, and, for his further assistance, we have given tables for connexion, which we shall here introduce, previous to giving the general instructions for his subsequent progress.

In the top and left hand squares, are placed some of our common letters, which direct to the characters sought for.—*Ex.*—Suppose it were required to find *l* and *m* joined, look in the square opposite *m* and under *b*, where you have *l* and *m* properly joined. Also, in requiring to find *r* and *d* joined, find the square opposite *d* and under *r*, where *r* and *d* are properly connected, and so on for any two characters that may be wanted. It will be seen that some squares

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are vacant, which are not required to be filled up, in consequence of their being no use for the connexions that would supply them.

It must not be forgotten by the learner that all the terminations and prefixes in the alphabet are required to be well grounded on the memory, without which, one great means of brevity will be lost, and expedition, upon which it is consequent, unattained. It is true that another grand object of Short-hand writing—secrecy—might still be obtained without the two preceding advantages ; yet, so inseparable does the union of the three appear, that we cannot conscientiously direct the learner to the one as wholly independent of the advantages of the other.

ON WRITING ALPHABETICAL
CHARACTERS.

As it is here a fixed rule to write according to the sound of words, without any regard to spelling, so it is also to finish the word before we lift the pen, except where we have occasion to express a prefix or termination.

And words being for the most part expressed by consonants alone, we here submit to the learner the various modifications and uses to which those consonants apply.

RULE I.

B can often be omitted and yet leave the word clearly understood, as in *subtilty*.

II.

The letter *C* having both a hard and soft sound, very similar to *k* and *s*, they will supply its place according to the sound—(See Plate 2, No. 3.)

III.

D, at the end of a word may sometimes be written *t*, in which case it is intended for the termination *ed*; it had better be represented as in the alphabetic list—the custom of putting *t* for the participle termination *ed* having grown much into disuse; moreover, the habit will be found easier, being favoured by common usage.—(See Plate 2, No. 2.)

IV.

F and *V* being similar in sound, are signified by one character. *G* and *J*, for the same reason, are represented alike.—(See Plate 2, No. 8.)

V.

GH, when sounding as *f*, must be signified by *f*; they also occur without being sounded as in *fight, might, &c.*; in such cases can be omitted.

VI.

H is omitted in the middle of words, and is often used in the beginning to denote the sound of a long vowel, by which it may be followed, as in *height*.—(See Vowels, Rule 1.)

K and *Q* require no explanation.

VII.

L will be found necessary to express several terminations, but the learner must not forget that *ly* is expressed by another character.

F

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VIII.

M will be found indispensable in representing the terminations *ment* and *ments*, and must always in such cases be placed a little below the line.—(See Instructions on Terminations.)

IX.

N will be necessary for the terminations *ance*, *ence*, *ent*, &c.

P requires no explanation.

X.

PH may be substituted by *f* in consequence of similarity of sound.

XI.

R, when joined to another letter, is made the same as *d*, only with this difference, that *r* is drawn upwards and *d* downwards.—(See Plate 2, No. 3 and 4.)

The common *r* is only used when standing alone, either as a termination or expressing a monosyllable, as *our*, *or*, *are*, &c.—(See Plate 2, No. 2.)—And, when a termination, may be always joined.—(See Plate 2, No. 6.)

When the scratch *r* is required to be repeated, as in *terror*, it may in such case be made longer.

XII.

S—When the sound of *s* is repeated in the same syllable, it must be made a double length, as it would be required in *sustained*. But when the two sounds are in two different syllables, the former *s* must be

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made a little above the line, standing alone—the other under, as the words *cecede* and *seasons* would require. (For the latter see the third word of Plate 3.)

XIII.

T appertains to the above rule in every respect—applying to such words as *total*, *attempt*.

XIV.

W and *Y* are only used at the beginning and end of a word, the *y*, when final, being made as directed in the foot of page 6.—(See also Plate 2, No. 1 and 8.)

X requires no explanation.

After having studied the preceding rules the learner may take some words from a spelling or other book, and write the consonants of such words, with a due regard to the connection of the characters, which must be made small and neat. The best and quickest manner of becoming familiar with the characters will be to write the same word or words repeatedly, until the difficulty with which it was first attended wear away imperceptibly; afterwards a few short sentences may be written and mastered in the same manner. Other sentences will be found much contracted by acquiring a knowledge of those simple characters which represent a class of *words*

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mixed up in almost every sentence that drops from the tongue.

We have judiciously collected and placed these as the next lesson, which the learner should study to acquire before he proceeds to attempt the use of the terminations and prefixes he will be afterwards called to notice in the order of our pages.

ARTICLES AND DOTTED CHARACTERS.

Articles, and a few common-place words, which in our language seem almost inseparable, it is better to represent by simple signs, to facilitate the learner's progress; but we would carefully avoid presenting too long a list of arbitraries, which, though to some it might present its inducement, yet to others appear an insurmountable barrier.

The article *the* may be simply represented by a dot upon the line—*a* or *an* by a dot under the line.

And the, to the, of the, in the, may each be distinguished by dotted characters; and to keep from the intricacies into which there is a liability of falling, we will multiply them as little as it is possible to avoid. These several characters, four in number, are as follow:—

Ex.—*And the* . : *To the* : *Of the* .. *In the* :

The same may be expressed for *and a, to a, of a, in a*—bearing in mind that the article *a* is made with a dot under the line in contradistinction to the others.

Ex.—*And a* . *To a* : *Of a* .. *In a* :

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The learner will find these abbreviations readily acquired by a little practice; they had better be applied to short sentences before endeavouring to accomplish too much at once. The following exercises may be repeatedly written to impress the characters on the memory.

SHORT EXERCISES.

(*The Arbitrariness and Terminations are distinguished by Italics.*)

In the beginning of the world.

In the b-gn-ing of the world.

To the end of time.

To the nd f tm.

To the wisdom of the just,

To the wsdm of the jst.

The painter and the painting.

The pntr and the pnt-ing.

A great people and a strong.

A grt p-ple and a strong.

To a friend in the college.

To a frnd in the kl-ege.

In a moment of the time.

In a m-ment of the tm.

The simple character for the pronoun *I* may be made by a comma above the line; it cannot be easily mistaken for the dot signifying *and*—hence the characters *and I* will be thus (‘’).

ARBITRARY TERMINATIONS BY DOTS, &c.

The same characters which representing particular words in one position may in others have different significations.

The termination *ly* may be signified by a dot under the last consonant of a word. The learner will observe not to make it elsewhere than directed, lest it be misread for the article *a*.

Ious, eous, ous, may be represented by two dots under the last consonant.—(See Plate 2, No. 8.)—And the compound termination *ous-ly* by a dot under the last consonant denoting *ly*, and two dots *ous*; therefore, let them be placed in their order under the last consonant—*ous* first, *ly* under it—thus

($\ddot{\cdot}$)

Ous-ness can be represented by three dots under the last consonant—thus (...).—*Ness*, when a termination standing alone, is signified by the incipient consonant *n*.

* *Self* or *selves*, occurring frequently in common-place discourse, can be distinguished by a dot over the pronoun to which it belongs—as *my*, with a dot over it, will become *my-self*.

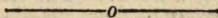
* The word *self* never requires pluralising, since plurality is twice denoted by pronouns with which it is in immediate connexion; its principal use in speaking is to give force to affirmation.

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Own may be understood by a comma over the last pronoun to which it belongs ; thus, *my* or *their*, by the addition of a comma over them, become *my own* and *their own*.

Ing, ings, ong, by having a loop to terminate the last consonant, cannot be misunderstood. The learner will not forget that all the looped characters of the alphabet commence with the loop.

Est.—The proper manner of expressing the superlative termination *est* is a short cross stroke through the last consonant. It is readily done and easily to be understood, there being nothing else for which it can be mistaken.—(See Plate 2, No. 5.)



TERMINATIONS CONTINUED.



Some compound and long words are found to occupy so much of the learner's attention, that to express them by their full characters, would present difficulties where dispatch is desirable. It is by the assistance of well-devised contractions that the facility with which the pupil would take down discourses can be effected. Yet, it could not be done, were a multiplicity of dots and insignificant arbitraries admitted, without being attended with a confusion of ideas, which would neither be eradicated by time, or corrected by practice.

Besides those abbreviations already laid down, others may be formed from the alphabetic characters themselves, which, being in accordance with the rule or sound, will not, like arbitraries, load the memory with what is foreign to our system. It would be almost superfluous here to give a list of terminations, to which every character is applicable—we refer the learner to an inspection of the Alphabetic Plate; and it is not impossible, but that even there some may have been omitted. If it should be thought necessary to increase their number by the addition of others, it will be an easy matter for any one of the least discernment to do so, by proceeding on the principles laid down. The technicalities of different professions would open a catalogue of terminations too numerous for our space; the learner may add such at his discretion as he finds most likely to be intelligible. A small list had better be made out, and, after having studied their meaning, applied to practice by way of trial; if they do not all appear, upon being read, to convey their designed meaning, throw out such as are likely to create confusion. What can appear more simple in writing than to express the terminations *ble* and *bly*—by *b*; *tion*, *sion*, *chion*, &c., by *s*; *ment* by *m*. The difficulty attending terminations in most Short-hand theories is their being attached to the other part of the word, which we obviate by placing them under, taking care to make them rather smaller, to prevent a crowded appearance. In some of the numerous systems now laid aside, they are certainly made distinct from the word to which they belong, but, being upon the line, cannot be so readily decyphered at sight without a proper rule to distinguish them from being intended for whole words. Sometimes a double termination, if we may so speak, will occur, as in *mo-mentary*, when the two characters for *ment* and *ary* may be joined below the line.*

* The arbitrary loop for *ings* may also be joined to these terminations when it occurs.

G

PREFIXES.

Prefixes, like affixes or terminations, being an important part of most long words, require a standard whereby their precise meaning can at once be ascertained; they may be placed above the line close by the words to which they belong, taking care, as in the notice on terminations, to make them smaller.

It is not uncommon for a word to consist of a prefix and termination, in which case there need be no deviating from the rule of their position; as, in writing the word *mission*, we should have the character for *mis* above the line, and for *sion* under the line—the latter character being placed under the former; as also in the word *commence*.

As with terminations, double prefixes will also frequently occur, which may also be joined together, retaining their position above the line; as, in the word *recommence*, we have two prefixes and one termination. The characters for *re* and *com* stand joined above the line, whilst that for *mence* is below. These instances are of common occurrence. We mention them that the learner may not halt or stumble for a rule—know-

ing that many have relinquished any further attempts in the art, when a difficulty upon which they could not satisfactorily decide, has been presented.

These rules, duly observed, will point out a METHOD as concise and elegant as can be required for denoting the longest and most frequent prepositions and terminations in our language.

The prepositions and terminations on this scheme appear at once so simple and easily to be expressed, that the greatest advantage may be derived from them. The incipient consonants of the prepositions and terminations frequently express the whole word. Deviating from the old plan of placing them upon the line, is not attended with any additional trouble or perplexity; the learner will find it as easy to acquire a habit of placing them above and beneath the line as he would in placing them upon it.

The following subjoined specimen may be written in Short-hand, until practice will become succeeded by habit, and attended with perspicuity.

SPECIMEN.

(*The Italics represent what is expressed by Arbitraries and Incipient Characters for Terminations and Prepositions.*)

A man who uses his best endeavours to live
A mn w ss s best ndvrs t lv
 according to the dictates of virtue and right reason,
ac to the ddts f vrt and rt rsn
 has two perpetual sources of cheerfulness in the con-
s 2 pptl srss f chfulness in the con-
 sideration of his own nature, and of that Being on
sdsion f s own ntr and f tht bing n
 whom he had a dependance. If he looks into himself
m h d a dpndance f h lks nt msf

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he cannot but rejoice in that existence which is so
 h cannot b rjs n tht xance ch s s
 lately bestowed upon him, and which, after millions of
 ltly bsted pn m and ch ftr mlms f
 ages, will be still new, and still in its beginning.
 gs l b stl nw and stl n ts bgning
 How many self congratulations naturally rise in the
 hw many self congrtsions ntrly rs in the
 mind, when it reflects on this entrance into eternity.
 mnd wn t rflts n ths ts ntrance nt trnty
 When it takes a view of those improvable faculties,
 wn t tks a vw f ths imprvable felties
 which, in a few years, and even at its first setting out,
 ch in a fw yrs and vn t ts 1^t sting t
 have made so considerable a progress, and which will be
 v md s considble a prgrs and ch l b
 still receiving an increase of perfection, and consequently
 stl recving an ncrse f perfction and c
 an increase of happiness. The consciousness of such
 an ncrs f pness The consciousness f sch
 a Being, spreads a perpetual diffusion of joy through
 a bing sprds a pptl dfsion f jy thr
 the soul of a virtuous man, and makes him look upon
 the sl of a vrtous mn and mks m lk pn
 himself every moment, as more happy than he knows
 mself every m-ment s mr ppy thn h ns
 how to conceive.
 hw t conv.

SPECTATOR.

ARBITRARIES.

(See Plate No. 2.)

When so much has been said against the long lists of arbitraries with which the public have been generously presented by modern writers, it is for us to consider such as may be advantageously applied; and, being free from ambiguity, accelerate the accomplishment of the learner's design, in taking down discourses with clearness and facility.

In the list of those we have given in the plate, no possible objection can arise, unless it be, that they are too small in number. They may not improperly be called symbols, to which numbers of others might be added, as most readily conceived by the learner. But we would guard him against too many at once; a few others may be written out and committed to memory as necessity suggests them; but, to attempt to store the mind with such as are not required almost every time he sits down to write Short-hand, would be attended with more trouble and confusion than the application of them would repay.

To such as are of more common occurrence, we refer the learner's attention. They will be seen by reference to Plate 3. (See also Plate 2, 6, and 7.)

Some long words of very frequent occurrence may be represented by their first letter (*long hand*); but,

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to extend the same rule to more than we here introduce, would doubtless be attended with much perplexity—*w*, for wherefore—*t*, therefore—*n*, notwithstanding—*c*, concerning—*p*, perhaps—*i*, instead of—*a*, although—*ac*, according to.

The words *for ever* may be joined thus **W** ; and if required to be repeated, the connexion may still continue.

In order further to facilitate the reading of what is written, we point out two words in very common use, which we recommend to be placed above the line, viz., the character for *m* when it is intended to signify *many*, and *vr* for *every*. The necessity of these characters having such a position assigned them will perhaps not appear so indispensable in theory as will be proved by their application.

The reason of their being so placed is to distinguish their meaning more readily from others which are signified by the same characters when on the line.—*Not* and *no* may, for the above reason, be represented *below the line* by a stroke, as the character *t*.—(See Plate 2, No. 2.)

Additional methods of contraction, when necessary, must not be omitted. In following a rapid speaker many common-place words may be joined, and so signified by their being placed above the line—as, *shall be, should be, could be, may be, any one, every one, &c.* Independent of these, many substantives may be expressed by their initials only, the adjectives referring to them being written in such manner as not to be misunderstood. [This rule refers more particularly to the practice of an adept writer.

Contrariety or opposition will be best understood by a dash after the first word—as, *the sun* / for, *the sun and moon*—(see Repetitions, Plate 2)—and, *the evening* / for, *the evening and the morning*—(see No. 1, Plate 2.)

REPETITIONS.

Repetitions of words and sentences often occur in discourses, and particularly when the speaker becomes more than usually excited or zealous in the cause he may have been called to advocate, at which time the imagination growing fertile, he will frequently, though improperly, dispossess himself of sentiment and impression with all the rapidity with which "speech can ventilate the intellectual fire," when the learner will find every method and rule for abbreviation an additional advantage. The following rule is worthy of notice:—

When any word or sentence is repeated, the pen or pencil must be drawn under it; and, at every repetition, two lines or scratches may be substituted for such sentence.—(See Plate 2, and conclusion of Psalm 100.)

In writing figures in Short-hand, no improvement has hitherto been made on the usual mode of representation, nor is there any existing probability of such ever being effected.

Numerous attempts have been made to represent them by the characters of the alphabet; but, however much of credit may be due to this marked ingenuity,

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its effect, tending rather to tax and overburden than relieve the mind, has only fallen into silent contempt.

The *common figures*, then, the learner will observe to always use; and, when cyphers are required to be added, dots may be placed in their stead: as, 4,500 may be signified by 45..—and when the cypher is required between other figures it may be expressed or not by the dot, which we leave altogether optional with the writer. So few figures as are required in the long run will not, by being signified in full, deteriorate whatever from the principles of real Stenography.

Proper names must be written in long hand, although advantage may be taken of the usual methods of contraction—as, Wm. for William—Eg. for England—Fr. for France; or the initials may be sufficient when the writer is familiar with the names.

Punctuation will not be desirable in Short-hand writing. Whenever a full stop is necessary, it may be better signified by a wider space than ordinary. Some have recommended the closing clause to have a cross or other mark at the end of it; but as the same can be indicated by a safer and readier rule, it had better be adopted.

Presuming the rules we have given from our own and others' experience for those who may be pausing as to whether they should or not enter upon a science of such general and individual utility, will be found sufficient for the purpose they are designed, we next proceed to append a few instructions on the method of reading what the learner may himself have written. With the urgent request that he will not be discouraged, at first being unable to decypher what he has written, and that, probably with apparent facility; and lastly, that what he writes *must, until he be very familiar with the characters and what they stand for, be written slowly and legibly, remembering that the t and p are two perpendiculars, and that expedition is only consequent upon practice.*

INSTRUCTIONS FOR READING.

Although the learner in his early attempts to decypher, will not find himself assisted by a multiplicity of vowels, he may still be encouraged by the assurance, that he has none to confound him.

RULE I.

Whatever he first writes in Short-hand, must be transcribed into common writing, *i. e.* the letters for which the characters stand must be written, giving the full meaning to the prefixes and terminations, which will, of course, be generally distinguished by being a little above and below the other part of the word to which they belong.

II.

In order to acquire a knowledge of decyphering more readily, the above rule should be put into force before many lines are written, the subject being, as it were, fresh in the memory; and, *should any part have been forgotten, the letters should be read separately, giving each its proper sound; as, in reading, run here and run there—rn hr and rn thr.**

* Sound is one of the principal means whereby Short-hand is decyphered. Every letter should by the beginner be pronounced audibly, which, as he becomes more familiar with the signification of his characters, will soon be dispensable.

H

III.

If after reading a few lines an unforeseen difficulty is presented, the sense of the subject must be referred to, as it offers an essential aid, and of which advantage must always be taken; indeed, a proper attention to the subject, in translating, will detect many errors that may have been inadvertently made, in endeavouring to write faster than the learner's short practice would allow.

It will thence appear, that, after transcribing from the Short-hand, and giving the sound, as we again observe to the consonants, prefixes, and terminations, with a knowledge of the subject (which every writer will have in some measure); and the words required to constitute the sense of clauses, which so readily strike every comprehensive mind, nothing, except from error, can appear inexplicable.

Since it is seldom known that two persons write Short-hand alike, or rather express the same things precisely, according to the general rules from which they have been taught, though favoured by the same instructor, it is much easier for any one to read his own writing than that of another; this arises from the disposition in most persons to institute certain characters, which, by their imaginary simplicity, would appear to be more easily retained; moreover, there seems to be in the minds of some a particular aptitude for representing particular things and even phrases by marks or *signs*, which, although they are found to remain fixed and almost indelible on the memory of the writer so devising them, would doubtless to another be but little advance upon a blank.

From the use of the above liberty, though perhaps improperly so called, we do not wish to prohibit any learner after he shall have first well learnt to write and read the abbreviations included in the preceding pages.

EXPLANATION OF THE PLATES.

No. 3, PLATE 2.

- 1.—And the evening and the morning were the third day.
- 2.—It is to the wise councils of the senate, and not to ourselves, that we are indebted.
- 3.—In the beginning the Lord made heaven and earth, the sea, and all that in them is.
- 4.—There is nothing hid from the eye of the Almighty.
- 5.—Solomon was the wisest of men.
- 6.—Heaven and earth are full of thy glory.
- 7.—The cross, the cross, the holy cross, I see, on yonder banner fair.
- 8.—For the Lord is gracious, and His mercy endureth from generation to generation.

REPETITIONS.

O! ye sun and moon, bless ye the Lord, *praise him and magnify him for ever.*
 O ye stars of heaven

No. 2, PLATE 3.

There are seasons, often in the most dark and turbulent periods of our life, when, why we know not, we are suddenly called from ourselves by the remembrances of early childhood; something touches the electric chain, and lo! a host of shadowy and sweet recollections steal upon us,—the wheel rests, the oar is suspended—we are snatched from the labour and travail of present life; we are born again and live anew. As the secret page in which the characters once written seem for ever effaced, but which, if breathed upon, gives them again into view, so the memory can revive the images invisible for years; but while we gaze the breath recedes from the surface, and all one moment so vivid with the next moment has become once more a blank!—SIR E. L. BULWER.

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No. 1, PLATE 4.

Part of Mr. Pulteney's Speech on the Motion for Reducing the Army.

SIR,—We have heard a great deal about parliamentary armies, and about an army continued from year to year. I have always been, Sir, and always shall be, against a standing army of any kind: to me it is a terrible thing, whether under that of parliamentary or any other designation; a standing army is still a standing army, whatever name it be called by; they are a body of men distinct from the body of the people; they are governed by different laws, and blind obedience; and an entire submission to the orders of their commanding officer is their only principle. The nations around us, Sir, are already enslaved, and have been enslaved by those very means. By means of their standing armies they have every one lost their liberties; it is indeed impossible that the liberties of the people can be preserved in any country where a numerous standing army is kept up. Shall we, then, take any of our measures from the example of our neighbours? No, Sir; on the contrary, from their misfortunes we ought to learn to avoid those rocks upon which they have split.

No. 2, PLATE 4.

Concluding part of a Sermon by the Rev. Charles Simeon (late Senior Fellow of King's College, Cambridge.)

To you who have "the armour of righteousness on the right hand and on the left," we say, "Stand fast in the Lord." Let nothing prevail upon you to lay aside your breastplate for one moment; the instant you part with it, you are shorn of your strength, and are become weak as other men. "Hold fast, then, that ye have, that no man take your crown." Thus shall your subtle adversary be foiled in his attacks; he shall never be able to inflict on you any deadly wound. "Then shall you not be ashamed, when you have respect unto God's commandments." As "the righteousness of Christ sustained him" amidst the fiercest assaults of his enemies, so shall you be preserved whilst fighting under his banner, and following his commands. His express promise to you is, "He that walketh uprightly, and worketh righteousness, shall never be moved." And again, "The Lord God is a sun and a shield; He will give grace and glory; and no good thing will He withhold from them that walk uprightly."

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PART II.

CONTRACTED WRITING.

Independent of Short-hand, there is a mode of *contracted writing* much used by reporters, legal professors, and those whose avocation is confined to the closer attention of the counting-house, whom, it is well-known, adopt methods of contraction, which, by custom, become established. It would be impossible here to introduce those used by general dealers, since they are too numerous, and would contribute little to our purpose; yet, as all persons have not equal opportunities of acquiring a knowledge of Short-hand, the following method will, in many cases, be found useful in taking down

heads or parts of discourses, whether from the pulpit or the bench; and, indeed may, by the aid of a retentive memory, answer the general purposes to which stenographic writing is applied.

In all other, as in the following example, illustrating the method to which we refer, the learner will observe that the words bearing EMPHASIS, as well as those implying NEGATION, AFFIRMATION, and DOUBT, are necessary to be inserted, in order that the thread of the discourse may be borne out, whilst numerous other words, and in many cases sentences, are omitted. In most cases, the initials of *words gone before* will be sufficient, and in others the first and last consonants will give the proper signification. The conjunction *and* may be denoted by a perpendicular or oblique stroke; and every word, which is omitted, by a dash on the line; as also all vowels judged to be superfluous may be omitted.

The original form is here placed first to assist the young reader by a knowledge of the subject, before commencing to decypher the contracted specimen.

PART OF DEMOSTHENES' ORATION IN DEFENCE OF
CTESIPHON.

"Censure me, Æschines, for the advice I gave; do not asperse me for the event; for the Supreme Being unravels and terminates everything at pleasure, whereas, we must judge from the nature of the advice or opinion themselves of him who gives them. If, therefore, Philip has been a conqueror, do not impute it to me as a crime, since God disposed of the victory and not I. But show me what it is that I did not pursue with an integrity, a vigilance, an indefatigable ac-

tivity, superior to my strength ; show me that I did not use every expedient which human prudence could employ—that I did not inspire noble and necessary resolutions, and such as were worthy of Athens ; and after this give full scope to your accusations. But if a sudden thunderbolt or a tempest should strike you to the ground, Athenians, and not only you, but all the rest of the Grecians, how can this be helped ? Must the innocent be sacrificed ? If the owner of a vessel had fitted it out with everything necessary, and provided to the utmost of his power against the dangers of the sea, and if a storm should afterwards arise and break the masts, would any one, in that case, accuse him of being the cause of the shipwreck ? But he would say, I did not command the vessel ! Nor did I command the army. I did not dispose of fortune ; on the contrary, it was fortune that disposed of everything.

THE ABBREVIATED SPECIMEN.

Cnsr me Aschines — — dvs — gve do nt sprs —
 for — vent — — Sprm Bing nvrls | trmnts — thng
 — plsr whras — must jdg — — ntr — — advs —
 pnn — selves — him w gs thm. f — Philip — bn —
 cnqrr — nt mpt — — me — — crim, sns Gd dpsd —
 — vtry | nt I. Bt shw me — — is — I dd nt psu
 — an ntrty — vglnce — indftigable ctvty spr —
 strnth shw — — I — nt use — xpdnt — hmn prdns
 — emply — I — nt nspr nble — nsry rslutns | sch
 — — wrthy — Athnns — ftr — gv fl scp — —
 csatns. Bt — — sdn thndrblt — — tmpst — strk —
 — — ground Athnns | nt nly y — all — rst — — Grens,
 how — — — hlpd ? mst — ncnt — scrfsed ? f — wnr
 — — vsl — fted — out — — ncsr | prvded — —
 tmst — — pwr gnst — dmgs — — c — f — strm —
 ftrwds arse — brk — msts wld any — in — case cuse
 hm — — — cause — — shprk ? Bt he — sa I —

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nt cmmnd — vs! Nor — I cmnd — rmy. I — nt
dspose — frtn — — cntry — — frtn dsped — vry
thng.

*The two following Specimens we leave for the Reader to
Decypher.*

EXTRACT FROM MRS. C. HALL.

To lk frwrd — — priod — 25 yrs blnches
mny — fr cheek | xtes — glw f hp | nthssm — ths
— vgrous | dtrmand crctr while the bty trmbles fr hr
empr — sttsmn — hs pls | — mnrch vn — — thrn :
those w hv nthng — lse | very — — gn rgrd — ftr
as n ndfnble somthng prgnnt — lit — lf to sch dimnd
lk r — snds — sprkl — — hr glss — Time wil — wthrd
hnd — hlds — mystc vs! s nhdd — nseen. So b t so
dtlss t s bst 1 — — chsst blsings bstd — — Crtr on
crtr — — hopefl sprt.

She died n buty like — rose

Bln frm ts prnt stn

Sh d — — — — prl

Drpd — sm ddm

Sh — — — — — la

Alng — mnlt lake

Sh — — — — — sng

f brds md — brk

Sh — — — — — snw

On flrs dslvd awa

Sh — — — — — str

Lst on — brw f da

She lvs n glry lke nt's gms

St rnd — slvr mn

She l — — — — — sn

Amd — blu f June

SILLERY'S ELDRID OF ERIN.

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REPORTING BY MEANS OF CONTRACTED
WRITING AND SHORT-HAND.

A very successful method of reporting, by means of contracted writing combined with the simplest Short-hand characters, is now much adopted, and many parliamentary reporters and professors of the law perform by this means all that is required to be done with dexterity. It also offers a ready method of making extracts in the course of reading, and may be made a beneficial attainment by any one habitually frequenting the lecture room or other public assembly.

The Short-hand arbitraries and dotted characters—with what terminations may be most convenient—by being used with the abbreviated writing, as given on the previous page, will furnish a system in no way to be rejected or despised, even by those who, from diffidence or a natural tendency to depreciate their own inherent qualifications, have withholden from any attempt at Stenography. And although there exist a dissimilarity between this and what we may term pure Short-hand, the result is as one, they are different means effecting the same object.

TEACHING.

The want of an efficient instructor does not unfrequently lay an impression on the minds of some, that they are incapable of the task; and it is to be feared this prevailing error, leading to a bias against the art, constitutes one of the main causes why it is not more used in common.

Although Short-hand may be learnt by many applying themselves with a little diligence, it is advisable in others to avail themselves of the advantages offered by a teacher. No system is free from its minor points of objection, and it is impossible to present one on any topic whatever, favourable to every conception; there will always, to some, appear a portion requiring explanation; but, however far this may extend, those little intricacies, which may be deemed detrimental to its general adoption, may, upon inquiry, be reconciled and removed, and thereby all accomplished by a teacher's elucidation.

A WORD TO SCHOOLMEN, PARENTS, AND
GUARDIANS.

Whenever we are called upon to address a body of the above denomination, it is not unattended with a slight degree of delicacy; yet the subject before us is one, although intimately connected with, yet so far from what is classical, that to appear diffident or premeditative might be solved into inadequacy.

When the writer of this work commenced teaching Short-hand to junior classes, it was by first instructing each pupil individually in a knowledge of the alphabet, arbitraries, &c., until he had become sufficiently familiar with the rudiments, before commencing to write sentences from dictation. This was attended with a greater perplexity and loss of time than would by many be expected; the tediousness of instilling into the memory of each a new set of characters for writing, was no less than would attend the characters of a foreign language. This, however, seemed speedily remedied, by a system corresponding with that usually adopted in our public and national schools. It is still pursued with unvarying success, leading to the hopeful anticipation of its becoming, what it may, by the exer-

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tions influential and encouraging of school proprietors and teachers—a nationally-instituted elementary branch of education.

Instead of each pupil being *separately* grounded in a knowledge of the characters, &c., almost any number, by being arranged to face their teacher, may, with book and pencil in hand, follow the directions given. And in order to fix a more than partial knowledge equally on the minds of all, interrogations on the preceding lessons, before entering on the following one, cannot be too numerous; thus, progressively advancing, with certainty, will everything be mastered; and, by occasionally writing from dictation, and afterwards reading aloud whatever has been written, effectually retained.

It is well-known that the minds of youth are naturally repulsive to every thing depriving them of their favourite diversions, or overturning their well-fought schemes of entertainment; from which, it would seem necessary to introduce Short-hand writing into the number of those minor branches of education, which pave the way to, and form the ground work, of all future acquirements; but, if youth be left to decide on the probable returns of their present application to Stenography, they might, with equal propriety, judge for themselves in all other cases—the result would be the same; and, although it is well understood that Short-hand can be acquired by an adult, whose talents reach not beyond mediocrity, in the course of a few days, it is, with youth, by the practice of months, that that dexterity is acquired, which enables them to keep time with the music of unmeasured orations. ✓

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(near the Post Office,) Hull.

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