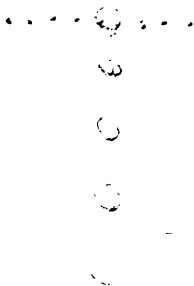




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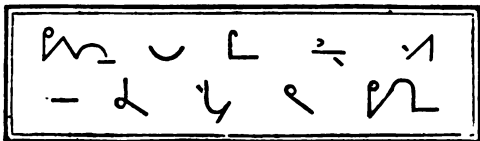
**O D E L L ' S**  
**System**  
**OF**  
**SHORT-HAND,**

*(Taylor improved,)*

**BY WHICH THE NATURE OF TAKING DOWN SERMONS,  
LECTURES, TRIALS, SPEECHES, &c.**

*May be acquired in a Few Hours,*

**WITHOUT THE AID OF A MASTER!**



**LONDON :**

**G. ODELL, 18. PRINCES-STREET, CAVENDISH-SQUARE  
AND R. GROOMBRIDGE, 5, PATERNOSTER-BOW.**

*(1843)*





# ODELL'S SHORT-HAND.



**THE** learner must first acquire a perfect knowledge of the Alphabet, for which purpose nothing is more necessary than a close attention to the formation of the letters. He must endeavour to decipher, by the use of the Alphabet (plate 1), one of the specimens, writing the characters in common hand upon a piece of waste paper, as he deciphers them; they will by this means soon become indelibly impressed upon his memory. He must not proceed to form the characters, until he has by these means acquired a thorough knowledge of the figures and the words they stand for.

## RULES AND EXAMPLES.



1. **THE** single vowel must be kept at a proper distance, to prevent its being taken for a vowel belonging to a word, and be written as small as possible. Example No. 1, plate 3.

2. A diphthong beginning or terminating any word is expressed by one vowel, which is generally sufficient to convey the proper sound. Example No. 2.

3. *C* has a harsh and soft sound, similar to *k* and *s*; they therefore supply its place, according as it sounds. Example No. 3.

4. *G* and *h* meeting together, are not written, unless sounding like *f*, which letter is then put in their place. Example No. 4.

5. *H* is omitted, except when beginning a word, and then very often by expressing the following vowel. Example No. 5.



6. *Ph*, when together, sound like *f*, then *f* is always substituted. Example No. 6.

7. *R*, when joined to another letter, is made as *d*, with this difference, *d* is begun from above, *r* from below. Example No. 7.

8. To express *rr* together, without any other consonant following, as in the words *rare*, *error*, make a scratch *r* ' and a small writing *r* at top. Example No. 8.

9. But when *rr* are joined to any other consonant, the scratch *r* is made double the usual length. Example No. 9.

10. *Ch*, *Sh*, and *th*, are written whenever either of these double consonants happen in a word. Example No. 19.

11. When two similar consonants meet together in a word, they are expressed by one them. Observe, that to write two letters of the same name together, is only to make the loop or semi-circle larger, or the straight line longer, of the letter. Example No. 11.

12. For the termination *ing* or *ings*, place a

comma under the last letter in the word.  
Example No. 12.

13. The termination *ly*, is represented by a dot placed under the last letter. Example No. 13.

14. Some compound words wrote singly, are much easier to write, as well as to decipher. Example No. 14.

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## INSTRUCTIONS.



THE learner may next proceed to write sentences, until he can write with freedom and correctness.

The plainest and the surest rule which can be given for joining two short-hand characters together is, make the first character, and take care not to remove the pen from the paper, but immediately to make the second character; the two will then of necessity be united together. See Plate 2, which is on the plan of a multiplication table. For instance, if you wish to join *nt*, look for the letter *n* on the top line, and carry your eye down the column until you come opposite the *t* at the side, and you will see the two letters united.

The alphabet, and the few simple terminations, which are explained in the preceding rules, are all the characters requisite to be grounded on the memory, the rest being given only for examples of ease and instruction.

The mode of spelling adopted by short-hand writers generally, is that of following the word as closely as possible *as pronounced*, as *ft* for fight, *rf* for rough, leaving out the vowels, except where they sound strong at the beginning or end of the words; a plan which obviously reduces the number of characters, and creates the first object in stenography—brevity of expression. (See pl. 3.)

The learner need not trouble himself with the terminations and prepositions, at present, but write the words in full.

The vowels are to be written separately, except the *o* at the end of a word, as in *to*; and, in some instances, before the last consonant of a word, as in *out*. The difference of which is in turning the loop to the right or the left. (See pl. 1.)

If you should be at a loss to discover the meaning of a contracted word, write the letters in long-hand, attend to the sound, and you cannot fail to find out the signification. Sound is the gauge of short-hand, and connexion the master-key for deciphering.

You may probably find it more difficult to read short-hand for some time, than you will to write it, but you must not be discouraged. Observe, therefore this simple rule—*Read over several times every thing you write*, when, by attending to the terminations and simplicity of the letters, which cannot be mistaken, together with the sense of the sentence, you will soon find it as easy to read as long-hand. In quick reading, it has been observed, that many vowels resolve themselves into the *e*, as it sounds in *fed*, *men*, &c., and that very generally if for the proper vowel such an *e* be substituted, a great approximation to the true sound is obtained.

The pen most proper to be used for writing short-hand, is either a common pen, made with the nib much finer, the cleft smaller, and somewhat harder than for other writing; or a steel one, generally found the best, both for the neatness with which it cuts the letters, and for duration. If a black-lead pencil is used, one of Brookman and Langdon's HB is to be preferred.

A diligent attention and close application to

the formation of the different characters, will soon render you sufficiently conversant in the art, to make use of it for the purpose of epistolary communications, notes, and memoranda; and were you to proceed no further, you would be able to write with six times the celerity that you would by the use of common long hand. But, by a strict attention to the following instructions, and some practice, you will be sufficiently master of the art to use it in its most extended capacity.

When the learner has made himself master of the preceding, he may make use of the prepositions and terminations, which he will find will greatly shorten his labour. They are to be written separately, and rather smaller, but close to the word to which they belong.

For the conjunction *and*, make a comma below the line, and for the article *the*, a comma above the line. (See pl. 1.)

Auxiliary verbs may occasionally be joined, as *may be*, mb; *may not be*, mnb; *shall be*, shb; *shall not be*, shnb; &c. (See pl. 1.)

We can, by practising concise writing, express many words by a less number of consonants than are used in spelling them. Many words can be expressed by their initials only. In sentences, words may be omitted, without destroying their sense; and all the vowels, though they sound ever so strong, at the beginning or end of words, in following a rapid speaker; though they should be added afterwards, if the writing is to be laid by. Practice will make this omission as familiar as any other. By this method, (with much less trouble than one might at first believe) the desirable end of writing as fast as words can be distinctly articulated, will be attained. The labour may appear considerable, but let the student remember, that nothing worth possessing is to be easily obtained.

The writer must observe to draw a line under such words or sentences that are immediately repeated. But when a sentence is at different times repeated which has been written once, write a word or two of such sentence, with the mark for &c.

Many words beginning with a vowel, we can express by the vowel and first consonant; or if the word has a termination, by adding that termination to such vowel or consonant. Many words beginning with a consonant, we can express by their first consonant and following vowel; or when there is a termination, by writing the first consonant and termination only.

Our common figures are sufficiently expeditious, and as they do not interfere with the writing, may be used in all cases except the *one*, when written by itself, which in this case need never be used, it being better to write a comma and a short-hand *n*. Ciphers are expressed by dots, 3., which signifies 300; and so on for any number except ten, which should be written *tn* in short-hand.

With respect to punctuation, the only distinction necessary to be observed, is the leaving a larger space than common for a fresh sentence.

The letters should from time to time be made smaller, in order that at last they may occupy as small a space as is consistent with perspicuity.



THE method of writing verbatim, as you intend to read, may be obtained by a single lesson of an hour or two, and is readily practicable by those who mean to possess the substance of professors' discourses, and of conversations of literary societies, or any remarks, &c., purposed to be kept secret, or for epistolary correspondence; but to take down *entirely* a well digested treatise or oration, delivered from a manuscript, requires some practice and experience in our art.

## TO BE WRITTEN IN SHORT-HAND.

(SHOWING THE MANNER OF SPELLING.)

*The words, or parts of words, printed in Italics, are alphabetical words, prepositions, or terminations.*

TO THE LEARNER.

When you have got the rules before your eyes

Wn *you have* gt the rls bfr *your* eys

You'll find, by practice, pleasure will arise;

yl fnd *by* prkts plsr *will* ars

'Twill grow familiar as you thus attend,

twl gro fmlr *as you* ths atnd

Nor doubt but find it at the fingers end.

nr dt *but* fnd *it at the* fngrs nd

See the divine, prepar'd to let us know

se *the* dvn *pre*prd *to* lt *us* know

What we to God and to our neighbour owe,  
 wt *we to god and to our nbr ow*

Divides and subdivides, remarks, explains,  
 dvds *and sbdvds rmrks xplns*

What our reformers died for still maintains;  
 wt *our rfrmrs dd fr stl mntns*

Gives us the different readings of the text,  
 gvs *us the dfrnt rdngs of the txt*

Here Calvin's right, there Bellarmine's perplex'd  
 hr *kalvns rt thr belrmns prplxd.*

Or the wise counsel learned in the law,  
 or *the ws knsl lrnd in the lw*

May well debate, and just conclusions draw,  
 ma *wl dbt and jst conklslons drw*

Plead ancient statutes with the nicest care,  
 pld *ansnt stts with the nsst kr*

Point out your right, and what's your neighbour's  
 pnt *ot your rt and wts your nbrs*  
 share; shr

With strength of reasoning stands the injured's  
 with *strnth of rsnng stnds the injrds*  
 friend, frnd

And puts the sons of discord to an end.  
 and *pts the sns of dskrd to an nd*

Should you attend the bard who softly sings,  
 shd *you atnd the brd who sftly sings*

From Damon's cottage to the courts of kings,  
 frm dmns ktg to the krts of kings

Of men, of arts, where'er the muse can pry,  
 of mn of arts wrt the ms kn pri

From second causes, up to Deity.  
 frm sknd kss up to dti

Whate'er's the theme, if it delight affords,  
 wt ers the thm if it dlt afrds

Dash with the pen, take down the very words,  
 dsh with the pn tk dwn the vri wrds

Swift as the tongue, so shall the pen proceed,  
 swft as the tng so shall the pn prosd

Thus you'll preserve what your third race may read  
 ths yl presrv wt your thrd rs ma rd

To 'numerate how useful 't may be made,  
 to nmrt hw usful tma be md

In voyages, travels, history, and trade,  
 in voags trvls hstri and trd

What the advantage to th' enquiring mind,  
 wt the advntg to the enqring mnd

Would swell the poem larger than design'd;  
 wd swl the pom lgr thn dsnd

So I forbear, turn o'er the leaves and try,  
 so i for br trn or the lvs and tri

You'll find example there to practise by.  
 yl fnd example thr to prkts by

He that tells a long story should take care that  
*he that tlls a lg stri shd tk kr that*  
 it is not made a long story by his manner of telling  
*it is nt md a lg stri by hs mnr of tllng*  
 it. His expression should be natural, and his  
*it his xpr sion shd be ntrl and hs*  
 method clear; the incidents should be interrupted  
*mthd clr the insdnts shd be intrptd*  
 by very few reflections, and parentheses should  
*by vri fw rflktions and prnthss shd*  
 be entirely discarded.—*Cowper.*  
*be entrly dskrdd kwpr.*




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George Odell, Printer, 18, Princes-street, Cavendish-square.







THE ALPHABET.				ARBITRARIEN.
	Single Words.	Prepositions.	Terminations.	
b	bc. by \ but	ab_ ob_	_able	' the (abbrev. line)
d	do	des_	_dom	, and (con. line)
f, v	if, of	for_	_ful	† it is
j, g	God, go	_____	_____	† is it
h	have, he, ham	hype_	_hood	† as it is
k, q	know, no	accom_ com_	_kind	o so
l	lord, all, will	con_	_less	d out
m	me, my, am	magui_	_ment	b to
n	an, in, on	in_ un_ under_	_ness	z to be
p	up, upon, people	pre_ pro_	_port	z shall not be
r	are, or, our	revent_	_ary	z may have
r	(see Rule.)	_____	_____	⊥ &c
c, s, z	as, is, us	super_ circum_	_sion_ tien_	> viz
t	that, it	trans_	_(self)_ ity	together
w	with, we	with_	_with_ ward	= heaven
x	e, example	extra_	_____	+ Christ
y	you	_____	_____	o the world
ch	church	_____	_____	? they
sh	she, shall	short_	_shall_ ship	† to the
th	thy, thee, thou	thcc_	_____	† of the
jeus	judicious	_____	_ious_ eous	z gospel
Vowels	{ a e i e u au eu			z covenant
	{ , , . o , c			z notwithstanding

FOR JOINING THE LETTERS.









## EXAMPLES.

- |      |          |                       |
|------|----------|-----------------------|
| No 1 | [-, 2, 7 | this is a useful art. |
| 2    | y v      | eager. virtue.        |
| 3    | a y      | cube. cinder.         |
| 4    | p 7      | light. rough.         |
| 5    | y v      | handy. history.       |
| 6    | p v      | philosophy. physic.   |
| 7    | 7 v      | right. dear.          |
| 8    | p p      | rare. error.          |
| 9    | p v      | rural. deaver.        |
| 10   | p p      | match. sheep. death.  |
| 11   | v v      | none. season. memoir. |
| 12   | p p      | thing. beings.        |
| 13   | y v      | neatly. dearly.       |
| 14   | p p      | lordship.             |

PROVERBS XVIII. 24.  
 וְעַד אֵלֶּיךָ יִשְׁרָאֵל וְעַד אֵלֶּיךָ יִשְׁרָאֵל

### Method of Spelling.

y fight	p pursue	p shame
7 rough	p through	p absolve
7 dock	v authority	p hypocrite
p whale	v the man	v mansion
p island	v and woman	v courteous

9 1 8 . 5 7 7 h ~ 1 1 - 4 7 . 8 7  
 9 2 ~ \ 8 1 2 4 = 2 7 . 2 7 8  
 ' 2 7 9 9 v 8 8 - , 7 2 7 7

## SPECIMEN.

9 ~ 07 V , 12-

*He was wounded for our transgressions.*

9 ~ 07 V , 12-

*he was bruised for our iniquities. the*

chastisement of our peace was upon him.

and with his stripes we are healed.

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 Psalm 67.
 

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1 2 3 4 5 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19 20 21 22 23 24  
 25 26 27 28 29 30 31 32 33 34 35 36  
 37 38 39 40 41 42 43 44 45 46 47 48  
 49 50 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70 71 72

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 The Lord's Prayer.
 

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100











