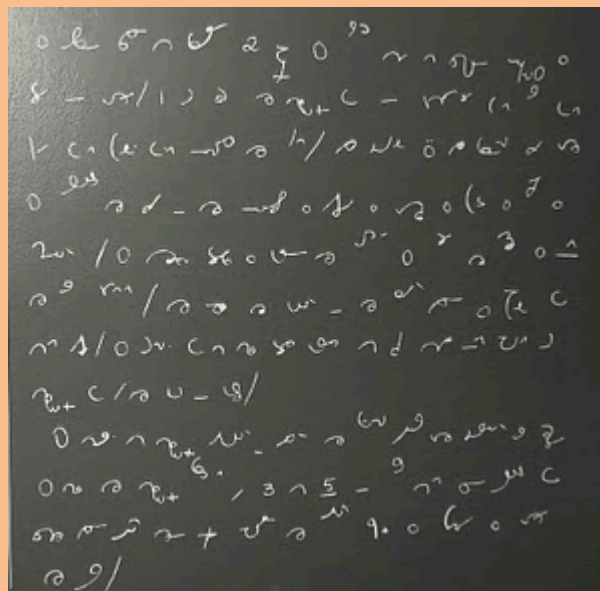


# SHORTHAND TERMINOLOGY

## TECHNICAL WORDS AND EXPRESSIONS EXTRACTED FROM SHORTHAND BOOKS



Mural from the Exhibition

"SPOKEN WORDS FLY AWAY, WRITTEN WORDS REMAIN"  
at the House of Representatives - Brazil (May, 2011) \*

**Prof. Waldir Cury**

**Retired parliamentary reporter and teacher of Shorthand.**

**(Rio de Janeiro, Brazil)**

## FOREWORD

This work is the result of an invitation made to me last year by Prof. Boris Neubauer, Chairman of the INTERSTENO Scientific and Educational Committee. He proposed for me to develop a vocabulary of shorthand terms in Portuguese to be published in the organization's website.

The Vocabulary was to aim more towards words, terms and expressions used by professional stenographers when at work.

As one idea leads to another, and as I am used to reading shorthand textbooks, I began to collect diligently words, terms and expressions usually used and repeated in these books. In all, I exhaustively scrutinized 31 textbooks, covering various authors and shorthand systems.

I am exceedingly gratified in being able to present to the public the result of that scrutiny.

This paper does not have the intention of exhausting the subject. Rather, it may, as time passes, be enlarged and enriched with new entries. There is a great amount and variety of specific words and expressions used in teaching/learning shorthand writing, whether in relation to the specific terminology used to refer to the shorthand signs of each particular system, or to the generic terms of this very shortened writing system – that due to its abbreviated nature, enables writing speeds several times greater than longhand.

I hope this collection serves as a subsidy for all those that are either interested in teaching/learning shorthand or are simply lovers of this art and wish to know the vast terminology used in this field.

Rio de Janeiro, June 19th, 2011.

- A
- Abbreviate (to)
- Abbreviating
  - abbreviating rules
  - whatever the abbreviating principle may be, whether a circle, loop, or hook
  - by the ordinary abbreviating principles of the system
  - another extremely valuable abbreviating device in Pitmans Shorthand is the use of a light dot – at the beginning of an outline to represent the syllables *con-* or *com-*
- Abbreviation
  - prefixal abbreviations
  - arbitrary abbreviations
  - alphabetical abbreviations
  - special abbreviation
  - methods of abbreviation
  - highly concentrated abbreviation
  - abbreviation by suffixes and prefixes
  - In reporting, abbreviation by omission must be employed to a large extent in any system.
- Ability
  - reading ability
  - writing ability
  - practical shorthand ability
  - fine, fluent reading ability
- Above
  - written centrally above the introductory outline
- Abridge (to)
  - it will therefore very much abridge the labor of the pen to express those words
- Absence
  - the absence of a vowel

- Accelerate (to)
  - the writer will find his practice greatly accelerated by the use of the “Reporters’ Classical Practice Books”
- Accuracy
  - vowels may be expressed with sufficient accuracy and conciseness
  - he should pay particular attention to the accuracy of the characters
  - Don’t strive for speed at the sacrifice of accuracy.
  - verbatim accuracy
- Accurate
  - accurate shorthand writer
- Accurately
  - Until you can read shorthand accurately
- Accustom (to)
  - drills to accustom your hand and eye to the exact size
- Achieve (to)
  - to achieve high speeds
- Acquire (to)
  - the time requisite for acquiring a competent knowledge of short-hand
  - the possibility of acquiring a speed of sixty or seventy words a minute
- Acquirement
  - acquirement of shorthand skill
- Acquisition
  - acquisition of speed
- Action
  - mental action
  - manual action
- Adaptation
  - adaptation of the French-Duployan system of shorthand to English
  - adaptation of Gregg Shorthand to the International Language, Esperanto
- Adapted to
- Add (to)
  - by adding regular affixes

- Adept
  - he is going to become adept in the art
- Adjoin (to)
- Advance
  - rapid advance
  - easy advance
- Advancement
- Advantage
  - It is there they will prove the inestimable advantage which Stenography bestows on those who have learned and cultivated it.
- Aerial movement
  - The chief advantage of detached vowels is that they present an appearance of brevity, and look neat, especially in print. They are so inconspicuous that the inexperienced eye does not realize the difficulty of inserting them accurately, and takes no account of the aerial movements of the pen which their insertion involves.
- Affinity
  - It will be noticed that the consonants are arranged in pairs, according to their affinity of sound.
  - As will be observed, some of the consonants are related by affinity of sound, such as p-b, t-d, k-g, r-l.
- Affix (A letter or group of letters added to the beginning or end of a word to change its meaning.)
  - joined and disjoined affixes
- Affix (to)
  - If there is a circle affixed to the stroke halved...
  - Having thus considered both the consonants and vowels, and affixed proper characters to represent each...
  - to affix **r**, shade it at the end, the shade expressing **r**
- Agile
  - agile hand

- Agility
  - Agility of hand can only be attained when the mind by prompt conceptions urges the hand to do its best.
- Aid
  - visual aid
- Alertness
  - mental alertness
- Alphabet
  - shorthand alphabet
  - stenographic alphabet
  - phonetic alphabet
  - common alphabet
  - longhand alphabet
  - ordinary Roman alphabet
  - written Roman alphabet
- Alphabetic
- Amanuensis
- Ambiguity
  - so that should no ambiguity arise from the use of these strokes
  - without danger of producing any ambiguity
- Angle
  - to form an angle
  - to make a sharp angle
  - acute angle
  - obtuse angle
  - right angle
  - blunt angle
  - long angle
  - wide angle
  - by writing the *t* and *d* at a more acute angle upward
- Angularly
  - it is represented by the **p** joined angularly

- Annotate (to)
  - the easiest way to annotate an outline for transcription in its contracted form
- Annotation
- Anticlockwise
- Anxiety
  - an intense anxiety to keep pace with the speaker
- Application
  - after an application of many years
  - application of the principle
- Apply (to)
  - and you should apply yourself diligently and faithfully, to this mastery of this part of the phonographic art.
  - Let no rule or remark pass until you thoroughly understand and can apply it.
- Apprenticeship
  - a much longer apprenticeship is required for verbatim work
- Arbitraries
  - Yet it seldom happens that stenographic memoranda fall into the hands of those who can read them; and when the writer has any reason to anticipate such an occurrence, it will be easy, after learning a good system, so to transpose a few of the Arbitraries, as to render the writing illegible to all but himself.
- Arbitrarily
  - or any symbol that is arbitrarily used, to suggest a word, is a word-sign
- Arbitrary
  - arbitrary sign
  - arbitrary symbol
  - initial and final arbitrary signs
  - The abbreviations used in most systems of shorthand are arbitrary.
  - arbitrary: that is, made without rule
- Arc
  - perpendicular arc
- Arch
- Art
  - the art of shorthand


- the art of shorthand writing
- the “winged” art
- this highly useful and interesting art
- expedition is one of the chief requisites in the stenographic art
- Articulate (to)
  - that is to say almost as fast as the words themselves can be distinctly articulated
- Articulation
  - articulation of sound
- Ascender = The letter invariably written upwards.
- Aspirate
  - the aspirate H
- Assessment
  - assessment of transcripts
- Asset
  - Phrasing, or the joining of simple words, is an indispensable asset to speed.
- Assiduity
- Assignment
  - shorthand homework assignment
- Atop
  - These vowels are always written atop the consonants M and N for the sake of consistency.
- Attach (to)
  - A large loop, extending two-thirds of the length of the stroke to which it is attached
  - So that when no vowel sign is attached to a consonant
- Attached to
- Attachment
  - When following a straight stroke with an initial attachment, SH is generally written on the side opposite to such attachment, to preserve the balance of the outline.
- Attain (to)
  - The Dictation Exercises should be practiced several times until the required



speed can be attained.

- a moderate speed has been attained
- Attainment
  - But for the attainment of high reporting speed much manual facility is indispensable.
  - absolutely necessary for the attainment of high speed
- Attention
- Aural
  - aural comprehension
- Automatic
  - the writing has become automatic
- Automatically
- Automaticity
  - the time taken to achieve in nerves and muscles the effortless skill which we call automaticity.
- Automatism
  - The great desideratum, automatism – “the absolute disengagement of the mind, so far as consciousness is concerned, from the process of writing” – cannot be attained or approximated except by cherishing in every way uniformity of writing habits. Without fixity of practice, there cannot be automatism; and without a large degree of automatism, there cannot be speed.
- Automate (to)

## • B

- Back-circle
- Backstroke
- Backward downstroke = 
- Basic
  - the signs of the basic alphabet
- Be called upon to (to)
  - but write every word so that you may be sure what it is when called upon to

read it

- If called upon to read any part of your notes, do not undertake to read aloud until you are sure of the right place, and then run your eye over it before reading aloud, to give you confidence in reading.

- Beginner
  - Beginners in shorthand are apt to make their notes too large.
  - with beginners in stenography
  - the stenographic beginner
- Beginning
  - beginnings and endings of words
- Behind
  - It may here be remarked incidentally that the liability at any time to meet a “hard word” is one strong reason for cultivating the habit of writing as little behind the speaker as necessary. SEE “catch up”.
- Bend (to)
  - by bending the termination of the sign into a small hook
  - to blend with other letters
- Beneath
  - Proper names and unfamiliar terms may be denoted by two short dashes beneath.
- Blank
  - In reviewing, dictate every exercise to the class, one or more pupils writing on the board while others write on their blanks.
- Blend
  - blended consonants
  - curved blends
  - backwards blend
- Blending
  - consonantal blending
- Bottom
  - But to distinguish the plural from the singular, make that for *ing* by the side of the last letter in the word, and for *ings* at the bottom.

- Breadth
  - the breadth of the semicircles is about two-thirds the length of “t”
- Break (to )
  - It is better to break the form than to omit too much.
- Breve = a mark (  $\breve$  ) over a vowel to show that it is short
  - breve dot
  - breve sign
- Brevity
  - brevity of outline
  - By brevity we do not mean simply shortness of outline, but rather speed, or shortness of time.
  - It is evident that, in arranging the alphabet, brevity will be best secured by giving the quickest and easiest signs to the commonest sounds, and the clearest and most facile joinings to the commonest combinations.
- Brief
  - in brief
  - brief signs
- Briefest
  - the briefest way
- Briefly
  - A few phrases are written more briefly than the separate outlines which compose them.
- Building
  - speed building
  - word building
- Build up (to)
  - let us for a moment analyze the building up of outlines from the simple stroke with one vowel to the equally simple sign
- Burden
  - can prove no great burden to the memory
- Burdensome
  - I must add here that it cannot be burdensome to the memory.

- C
- Canon
  - the canons of the system
- Capability
- Capacity
  - the student's capacity
  - the real speed capacity of his hand
- Capital
  - Most abbreviations begin with a capital.
- Carefully
  - At first, write slowly and carefully.
- Caret
- Catch up (to)
  - but after each clause there should be a sufficient pause to allow the writer to “catch up”
  - It is highly desirable that the writer shall never “catch up” with the reader, but be constantly on a chase after him.
- Celerity
  - will not come to his mind [in speedy writing] with sufficient celerity to be available.
  - with astonishing celerity
- Centrally aside
- Certainty
  - he is to read his notes with facility and certainty.
- Challenge
  - To provide valuable repetition and at the same time to keep up the challenge of speed and variety, the “step-up” method is unrivalled.
- Character - The shorthand stroke, curve, or formation representing the longhand letter or letters.

- shorthand character
- angular character
- small character
- small size character
- short character
- large character
- long character
- light character
- shaded character
- curved character
- sprawling character
- double-length character
- single character
- compound character
- combined character
- connected character
- joined character
- disjoined character
- separate character
- medium character
- terminative character
- loop character
- vowel character
- joined characters
- joined vowel character
- arbitrary character
- logogram characters
- symbolical character
- downward character
- upward character
- backward character
- backward oblique character
- forward character
- symmetrical character

- perpendicular character
- alphabetical character
- alphabetic characters
- contracted character
- ticked character
- vowel character
- long vowel character
- consonant character
- coalescent character
- syllabic character
- inclined character
- horizontal character
- familiar character
- unfamiliar character
- ill-formed character
- wrongly written character
- on the outside of the character
- two stroke characters
- circle character
- preceding character
- following character
- linear characters (those having only length)
- surface characters (those having both length and breadth – like hooks, circles, etc.)
- left oblique character
- right oblique character
- Do not make these characters too long and do not spread them out into indefinite forms.
- characters with notes on how to write them and join them to other characters to form outlines
- Check (to)
  - Pause for a few seconds then write down what you can recall, checking it against the tape, when checking each word against each outline.
  - Pause for shorthand and reading check.

- Chord
  - perpendicular chord
- Chronograph
- Circle
  - small circle
  - large circle
  - initial circle
  - medial circle
  - final circle
  - half circle
  - quarter circle
  - three-quarters of the circles
  - reversed circle
  - backward circle
  - forward circle
  - to divide a circle horizontally, perpendicularly
  - a small detached circle
  - with a dash beneath the circle
  - with a dot beneath the circle
- Circle-vowel
  - medium-sized, large circle-vowel
- Circumference
- Clarity
  - of the dictator's voice
- Clash (to) (with)
  - "Reason" is placed below the line, so that the outline shall not clash with that for "distance".
  - They are carefully selected, and restricted to cases in which they cannot clash with other characters.
  - The student should exercise the greatest caution at the outset in his use of phraseography: he must remember that abbreviated words cannot be freely joined without danger of clashing.
- Clearness

- Clockwise
  - a motion contrary to that of the hands of a clock
- Close (to)
  - by closing the vowel hook to form the circle.
- Clue
  - by questions intended to direct his attention to some clue which will enable him to read the outline.
- Cluster
  - cluster of consonants
- Coalesce (to)
  - To combine, to unite in harmony. In shorthand consonants coming together, as *r* in pray, *spr* in spray, are said to coalesce, and are called the coalescents.
  - and the lines are allowed to coalesce thus.
  - The *r* coalesces with *d, p, b, k, g, f, th* and *sh*, and is expressed by halving these letters.
- Coalescent
  - A vowel sound always follows these blended or coalescent consonants.
  - coalescent *tw* and *dw*
  - the coalescent L and W
  - coalescent S
  - The coalescent form (digraph, trigraph, and polygraph) gives the power of representing unmistakably all the double, triple, and quadruple sounded consonants that occur (and they occur very frequently) in any words, initially, medially or finally.
  - The letter *r* is a coalescent letter, that is, a letter that combines with other letters to form a sound which is pronounced by a single impulse of the voice.
- Code
- Cognate
  - Allied in origin; partaking of the same nature. Cognate letters are those which are similar in sound, as *p, b* and *t, d*, etc.
- Collocation
  - word collocation



- Column
  - write in two columns
- Combination
  - letter combination
  - consonant combination
  - vowel combination
  - double consonant combination
  - sound combination
  - to form combinations
  - combination of letters
  - various combinations of lines and curves
  - combinations of circles and hooks
  - combinations of ticks and circles with other characters
- Combine (to)
  - the combined characters in each particular word
  - In this system all letters are combined in their natural order without lifting the pen.
- Command
  - Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command.
  - It is only by the frequent use of the pen that we can acquire a masterly command, and great facility in writing.
- Commence (to)
  - When L and R are lengthened they are commenced below the line.
- Commencement
  - Syllabic Trigraphs will be frequently useful at the commencement of words.
- Common hand
- Commonly-occurring
  - a list of commonly-occurring syllables
  - a list of commonly-occurring words
- Common sense
  - Use judgment and common-sense in everything connected with your study of shorthand.

- Common small hand
  - the best way is to transcribe it in common small hand
- Common spelling
  - longhand, ordinary writing.
- Compact
  - to render the writing compact, and avoid discontinuances
  - note the compact forms of the following outlines, made possible by the use of the dot
- Compactness
  - compactness of the writing
- Compass
  - The longest words are then brought into the smallest compass.
- Complexity
  - complexity of a system
- Component
  - The compound characters pt, kt, st, sp, nt, nd, are only used when no vowel intervenes between the components in each case.
- Compound
  - nasal compound (nt, nd, ng, etc.)
- Compound sound
  - bl, pl, gl, br, pr, etc.
- Compound termination
  - The compound terminations *lessly, lessness, fully, fullness*, may in most cases be omitted. Example: *care lessly* – is only to be written *careless*.
- Comprehension
  - easy comprehension
- Concave
  - The regular side of curves is the inner or concave side.
- Concealment
  - - Shorthand may perhaps be worth the learning, both for dispatch in what men write for their memory, and concealment of what they would not have be open to every eye.
- Concentration

- Concert
  - After all the phrases have been written on the blackboard and read in concert as they are written, have the students read the phrases in concert as you point to them at random.
- Concise
- Concisely
- Conciseness
- Confidence
  - until he begins to have some proficiency and confidence
- Conflict
  - To avoid the possibility of conflict, some reporters always write “was it” in full, which interferes with fluent phrasing.”
  - but if there should arise any conflict, “do” should be disjoined, leaving the field to “had.”
- Conflicting words
  - Although in some instances two syllables are represented in the same way, yet no inconvenience should arise from this, as the syllables are such as will not form conflicting words.
- Confound (to)
  - but if he does not proceed regularly, according to the rules herein prescribed, he must expect to be incorrect in his writing, which he may be assured will confound him in the deciphering.
  - very liable to be confounded with other characters
- Confuse (to)
  - will never confuse with
  - These four words will not become confused in reading notes as the context will suggest the right one.
- Confusion
  - In “request, reconquest”, a possible confusion is guarded against by difference of outline
  - no confusion will result from the shading of M and N.
- Conjoin (to)
  - vowels and consonants are conjoined

- Conjunction
  - letters which most commonly occur in conjunction
  - the long or short sound of I, when written in conjunction with, and preceded by other characters
- Connect (to)
  - to connect the signs
  - to connect the characters
  - when a vowel character connects two consonants
  - connected vowels
  - connected signs
- Connection
  - connection is the Master-key of Shorthand
  - the connection of characters
  - there are many other words in our language which are only to be understood from their connection; as, mean, rose, intimate, fine, etc. In such instances, indeed, the grammatical connection is alone sufficient to distinguish the several meanings of the word
  - but in shorthand, where the grammatical often fails, the rational connection will serve the same purpose
  - Since consonants are generally followed by vowels, the connections are made largely by the use of circles and loops.
- Connective
  - connective vowels
- Consolidation
  - penmanship consolidation
- Consonant
  - blending consonant
  - blended consonants (tm, tn, dm, dmt, dmd, etc)
  - sibilant consonant
  - alphabetic consonant
  - preceding consonant
  - succeeding consonant
  - following consonant

- adjoining consonant
- silent consonant
- double consonant
- double initial consonant
- treble initial consonant
- triple consonant
- quadruple consonant
- quintuple consonant
- nominal consonant
- a slightly lengthened consonant
- compound consonant (WL, WH, RR, LR, MP, QU, GU, etc.)
- Consonantals
  - Those shorthand letters representing consonant sounds are called consonantals.
- Consonant-diphthong
  - br, bl, pr, pl
- Consonant sound
  - those signs representing consonant sounds
- Constant
  - constant recurrence
- Constantly
- Construction
  - construction of a shorthand outline
  - in dealing with a new word of considerable length and difficult construction
- Contest
  - speed contest
- Contestant
- Context
  - it is always the context that will provide the vital clue
  - this should not cause a problem when the outline is taken in context.
  - the context will readily determine whether *d* or *t* is to be added
  - if context be insufficient
  - although the outline for words thus contracted may sometimes represent more

than one, the particular word required will be easily determined by the context.

- context allows its omission in most instances
- Context as a rule may be relied on to imply the omitted introductory syllable.
- the system leans on the context continually.
- Continuity
- Continuous
  - continuous movement
- Contract (to)
  - may be very conveniently contracted, and joined together
- Contracted form
- Contracted words
- Contraction
  - arbitrary contractions
  - reporting contractions
  - phrasing contractions
  - “Just as a number of the commonest short words of English are abbreviated to single signs known as **wordsigns**, a few of the commoner long words of English are abbreviated to outlines of more than one sign, known as **contractions**.” – From the book “Personal Shorthand”, page 98,, by Godfrey Dewey.)
- Control
  - manual control
  - drills, which are specially aimed at improving manual control
- Convention
- Conventional
  - conventional representation
- Conversant
  - the more conversant a person is with shorthand, the greater number of words will he find he may abbreviate
  - In Legal reporting the writer should be conversant with the legal forms and expressions in use, as the more he understands of these the better will he be able to report.
- Convert (to)
  - convert into shorthand

- Coordination
  - motor coordination
- Copy
- Copy (to)
  - to copy neatly and correctly
  - they should be carefully copied, and written over and over again
  - to write shorthand only from dictation rather than copy from shorthand plates
- Copying
  - fair copying may be used in two ways; first as an exercise in penmanship, pure and simple, and secondly as a preliminary to further faster dictations
- Correction
- Correctness
  - and so continue it till he can write with some freedom and correctness
  - should be capable of reading a sentence with correctness and fluency
- Count (to)
  - to count the words to determine your writing speed in words per minute
- Counterclockwise
- Counting
  - word counting
- Court evidence
  - sometimes dictated matter is court evidence
- Court proceedings
- Court reporter
- Cramp (to)
  - Do not cramp the hand or wrist; write relaxed.
- Crook
- Crooked
  - the crooked lines, *x*, *y*, *sh* and *th*, must begin with the crook; but that of *iou*s, must always end with it
- Cross (to)
  - to cross the line
- Cross out (to)
  - to cross out an incorrect outline

- Cross-stroke
  - The common participial termination –ing is added by a cross-stroke through the last character of the word; the adverbial termination –ly, similarly, by a cross-tick.
- Cross-tick
- Cumulative
  - cumulative drill
- Curl
  - its distinguishing curl may generally be omitted in practice
- Cursive shorthand
- Curtail (to)
  - when words will be curtailed by it
- Curvature
  - the curvature of right diagonal curved stems is often somewhat flattened
  - the inclination of a stroke or its curvature
- Curve
  - slanting curve
  - upward curve
  - ascending curve
  - shallow curve
  - circular curve
  - oblique curve
  - diagonal curve
  - reverse curve
  - inside curve
  - heavy curve
  - short curve
  - small curve
  - long curve
  - light curve
  - circles are written on the inside of a curve
  - a curve over a syllable signifies



- Curve (to)
  - to curve downwards
  - the downward curve
  - curved outward
  - curved downward
  - curved upward
  - slightly curved
  - sloping curves
  - must have recourse to the straight lines again, by looping and curving them
- Curve-line
  - curve-line letters
- Cut down (to)
  - concentrating on where you can cut down on writing time by phrasing
- Cut through (to)
  - It cuts through the line

## • D

- Dash
  - The mark (—) used to separate parts of a sentence, often instead of a colon or in pairs instead of brackets, parentheses.
  - small dash
  - sloping dash
  - heavy dash
  - light dash
  - perpendicular dash
  - horizontal dash
  - oblique dash
  - curved dash
- Debates
  - (reporter of debates)
- Decipher (to)
- Decipherable
  - That words are easily decipherable without the vowels can be verified by

writing several sentences in longhand, leaving out the vowels; then see how easily the sentences can be read.

- Decipherment
- Deepen (to)
  - To express **w** following these letters their curve is deepened.
- Deficient
  - and give special attention to practice in that direction in which he is most deficient
- Deform (to)
- Deformity
- Degree
  - go on by degrees, always contriving to leave his writing so clear that he may not be at a loss in deciphering it
- Delay
  - Let the pen, when necessarily lifted, get back to its work with no waste motion or needless delay.
- Denote (to)
  - common adverbial phrases may be often denoted by their initial consonants joined together
- Derivation
  - chirographic diagram showing the derivation of the alphabetic characters from the ellipses
- Derivative
  - contraction derivatives
  - to form derivatives
  - these derivatives of “one” are written in accord with
  - word-sign derivatives
  - a few brief-form derivatives
  - When a primitive word is represented by a word-sign, a derivative may be formed by prefixing or affixing to the sign the necessary consonant or consonants to form the derivative, joining them if convenient.
- Derive from (to)
  - It is derived from the short horizontal cross-stroke of the written T.

- Descender
  - a letter struck downward
- Detach (to)
  - detached vowel sounds
  - detached suffixes
  - detached prepositions and terminations
- Determine (to)
  - The first word determines the position.
- Determination
- Develop (to)
  - with whatever writing skill we may develop
  - to develop speed writing ability
- Development
  - speed development
- Device
  - abbreviating device
  - Hooks are a very common stenographic device.
- Devote (to)
  - Devote much time to reading well-written shorthand.
- Dexterity
  - manual dexterity
  - until he arrives at the same degree of dexterity he has acquired in writing the common hand
- Diacritic
  - A mark such as an accent, placed over, under or through a letter in some languages, to show that the letter should be pronounced in a different way from the same letter without a mark.
  - It is, however, sometimes convenient or desirable to write a vowel or a diacritic disjoined.
- Diacritical
  - diacritical marks
  - It is necessary to use a dash or two dots under **c** to mark a following

diphthong, that it may not be confounded with the **k** dot. The dot and dash thus employed are termed diacritical marks.


- Diagonal
  - the slope of right diagonal stems written upward, written downward
- Diagram
- Dictate (to)
  - Dictate quite slowly at first, timing yourself by your duller pupil rather than by a watch.
- Dictation
  - to take dictation and transcribe it
  - progressive dictation
  - legal dictation
  - a trial dictation
  - unseen dictation
  - slow dictation
  - speed dictation
  - new-matter dictation
  - office dictation
  - law office dictation
  - re-dictation
  - the practice of taking dictation
  - Practice the following letter until it can be written from dictation four times in five minutes
  - to write from dictation
  - The chief part of the commercial amanuensis's work consists in taking letters from dictation.
- Dictator
- Dictionary
  - shorthand dictionary
- Differential
  - if a differential is required in some remote situation to avoid confusion with consonants D and M

- Differentiate (to)
  - to differentiate D from T
- Differentiation
- Dig (to)
  - Write very lightly; do not dig into the paper.
- Digraphs
  - ph/ch/sh/th,wh, etc.
- Diligent
- Diligently
- Dimension
  - the normal dimension of the characters
- Diminish (to)
  - The p, y, h and l are also diminished to prefix or to affix L
- Diminutive
  - to be made as light and diminutive in size as possible
- Diphthong
  - A diphthong is a union of two vowel sounds in one syllable.
- Direction
  - upwards direction
  - downwards direction
  - backwards direction
  - forwards direction
  - horizontally direction
  - clockwise direction
  - awkward direction
  - anticlockwise direction
  - counterclockwise direction
  - direction of strokes
  - in the same direction as that in which the hands of a watch move
  - in a slightly downward direction
  - to change direction

- Discipline
  - special manual discipline is as important to the student of shorthand as to the pianist
- Disconnect (to)
- Disconnectedly
  - terminations written disconnectedly
- Discouraged
  - When the student is asked to write new matter before he is altogether ready for it, he becomes discouraged because of the difficulties he encounters.
- Discourse
- Discretion
  - the writer may exercise his or her own inclination or discretion in the matter
- Disjoin (to)
  - the dots are always disjoined
  - a disjoined vocal is written near to
  - disjoined vowel
- Disjoining
  - Please note that some disjoining are similar to those used
- Disjunctively
  - to express the vowel sounds when uttered disjunctively from the consonant letter
- Dislocation
  - dislocations and removals of the pen
- Dispatch
  - and the alphabetical characters join with the greatest possible ease, elegance and dispatch
  - Shorthand may perhaps be worth the learning, both for dispatch in what men write for their memory, and concealment of what they would not have be open to every eye.
- Dissyllable
- Distinguish (to)
  - to distinguish between final T or D

- Distinction
  - When a distinction is required between Mc and Mac, write the stroke double length for Mac.
  - In any remote situation where context is insufficient and distinction is required, the vowel differentials should be used in connection with such abbreviations.
  - The objection to script systems in general (such as that of Gabelsberger) is that the distinction between different characters is often too vague and indefinite.
  - for the sake of distinction
  - distinctions of size
  - distinctions of direction
  - distinction between s and z
- Distinctive
  - by these distinctive compound signs
- Distinctness
- Distinguish (to)
  - The shaded characters should be simply enough heavier than the light ones to distinguish them.
- Distort (to)
- Distorted
- Distortion
  - distortion of shape
- Do (to)
  - to do stenography
- Dot
  - heavy dot
  - light dot
  - breve dot
  - detached dot
  - diacritical dot
  - I have put a dot under the final consonant
  - It is universally allowed, that the most simple expression of the pen is a point

or dot [ • ]

- The period is represented by a small oblique cross, or by two dots side by side.
- Dot (to)
  - circles may be dotted to show the sound of
- Double (to)
  - doubling the normal length of a stroke
  - by doubling the length of a curve
- Doubled
  - a doubled consonant characters
  - doubled length
- Double-length
  - FF, FV, are usually written as a double-length F
  - after half-length and double-length strokes
- Double-sized
- Doubling
- Doubt
  - without the least doubt or hesitation
- Downstroke 
  - curved downstroke
  - straight downstroke
  - forward downstroke
  - back downstroke
- Downward
  - to strike a sign downward
  - to write a sign downward
  - downward direction
  - downward written
  - written obliquely downward to the left
- Downwards
  - perpendicular downwards
  - Initial vowels are written nearly perpendicularly downwards.
- Draw (to)
  - strokes drawn in the same direction



- draw the characters
- by drawing a short line through the phonic
- name each stroke as you draw it
- and draw a line underneath to show they are connected
- Drill (to)
  - reading drill
  - writing drill
  - practice drill
  - drill work
  - to have insufficient drill
  - let the pupil drill on a number of phrases until he can write them at the rate of a hundred words a minute
  - passages which you have previously drilled
- Drop (to)
  - G may be dropped in such words as *strength, length*
- E
- Ease
  - ease and speed of writing
  - ease and certainty of reading
  - ease of movement
- Economize (to)
  - but the stenographer who has imbibed the prime principle of rapid writing, that to economize movement and economize space is to economize time
- Economy
  - graphic economy
  - economy of effort
- Education
  - shorthand education
- Efficiency
- Efficient
  - To become an efficient writer of shorthand, your knowledge must be definite.

- Effort
  - mental effort
  - muscular effort
  - by saving time and effort
  - effort-saving
  - economy of effort
- Effortless
  - if the phrase does not come effortlessly to the pen
- Element
  - phonetic element
- Elementary
  - the elementary principles of the system
- Ellipse
  - alphabet derived from the inclined ellipse
  - chirographic ellipse
- Elongate (to)
  - using an elongated C
  - even though the writer fail to elongate the hook sufficiently to show the added *t*.
- Elongation
- Embarrassment
- Embody (to)
  - When W and Y are vowels, they are written according to the vowel-sound that they embody.
- Encircle (to)
  - encircle any form that causes hesitation or uncertainty in reading
  - if the form seems awkward or uncertain as you write, encircle it, with a single quick motion
- Ending
  - word endings
  - common endings, such as ing, ment, tion, etc.
  - disjoined ending for plurals or other inflectional endings of the form

- Enlarge (to)
  - to enlarge a sign
  - to enlarge a circle
  - to enlarge a character
- Equivalents
  - The words **though**, **enough**, are quite plainly indicated by **tho**, **enuf**. The letters thus used are called, equivalents.
- Exact
  - a habit of making every character exact, in shape, size, and position
- Exactitude
  - where greater exactitude is desired
- Exactness
  - Write each outline many times, and aim always at the attainment of ease and exactness in execution.
  - to secure exactness in form, direction and size
- Examination (shorthand)
- Exception
- Execute (to)
  - so, in copying the signs fifty times, you are not only “doing,” – learning to execute the signs, - but at the same time memorizing them
  - penmanship drills may be used later to show the student how to execute the forms and various joinings in the most facile ways
- Execution
  - the speed of execution
  - the ease of execution
  - the most rapid execution
- Exercise
  - writing exercise
  - reading exercise
  - review exercise
  - progressive exercises
  - to perform an exercise

- Exertion
  - muscular exertion
- Expediency
- Expedient
  - “The circle and loop, used for as, all, etc, are expedients; that is, they do not belong to the alphabet, but sounds are assigned to them according to the way they are used.” – apud “Rowe Shorthand”.
  - an expedient character is one that is not expressed in the alphabet
  - phrasing expedients
  - arbitrary expedient
  - a natural and logical expedient
  - expedients of abbreviation
- Expedition
  - where expedition and legibility is required
  - a shorthand which possesses great expedition
  - to write with expedition
  - The smaller the characters can be written, without becoming indistinct, the more it will promote expedition.
- Expeditious
  - The smaller the writing the more expeditious.
  - As Mr. Pitman himself says with reference to the hooked and looped forms of which beginners are so fond: “The briefest outline to the eye is not always the most expeditious to the hand”.
- Expenditure
  - expenditure of time
- Experience
  - reporting experience
  - while experience must ever be the supreme teacher in phrase-writing
  - the experience which the student has by this time acquired will enable him, in making phrases for himself, to proceed wisely and profitably
- Expert
- Expertise
- Expertness

- Express (to)
  - the sound expressed by a circle
  - is expressed by a dot
  - the heavy sound of “nz” after a curve is expressed by the circle
  - different methods of expressing W and Y
- Extemporary
  - extemporary discourse
- Extempore
  - extempore speeches
- Extemporize (to)
  - or may extemporize a brief suggestive outline from the principal elements of the words
- Extended
  - slightly extended
- Extension
  - syllable extension

## ● F


- Facileness
  - the gain in brevity and structural facileness
- Facilitate (to)
  - The short sign for S is to facilitate speed
- Facility
  - manual facility
  - facility drills
  - the facility of writing and joining them
  - Daily facility practice will help you to write easily and quickly.
- Faculty
  - natural faculties
- Failure
  - Failure to read the Reading Exercise properly

- Fall (to)
  - when a letter is lengthened, the part added falls below the line
- Familiar
  - practice the exercise until you are thoroughly familiar with the application of the rule
  - to become familiar with the appearance of shorthand characters
  - and that it becomes familiar by practice
  - familiar outlines
  - those who have become familiar with the system
- Familiarize (to)
  - you will familiarize yourself with the system
  - but several principles already familiarized
  - the lists must be as thoroughly familiarized as the word-signs
- Familiarity
  - they are acquiring a familiarity with common outlines
  - increasing familiarity with outlines
- Familiarization
- Fast
  - fast shorthand
  - fast writing
  - to write shorthand much faster than
  - How fast can you read shorthand?
  - method of writing as fast as a person can speak
- Fatigue
  - undue fatigue
- Faulty
  - faulty forms
  - a certain facility in reading shorthand thus faulty
- Fidelity
  - must be written with the utmost fidelity
- Figure
  - elliptical figure
  - geometrical figure

- Final
  - letters in the end of a word
- Finger
  - at one's fingers' ends
  - With the abbreviating principles at one's fingers' ends, a new outline, however complex or difficult, may generally be constructed without serious delay.
- Firmness
  - A happy and judicious combination of firmness and lightness is the goal at which every young shorthand writer should direct his efforts.
- Fix (to)
  - after they are fixed in mind
  - this tends to more quickly and firmly fix the sign in the mind
  - in fixing the outlines in the mind
  - its outline is much more promptly fixed upon paper
- Flatten (to)
  - a hook may be flattened somewhat
  - when the curve is flattened to a semi-ellipse
- Flexibility
  - flexibility of the fingers and thumb
- Flourish
  - avoid all kinds of flourishes, which cause confusion
- Flow
  - In writing a word for the first time, medial hooks or loops should be used very sparingly, because often they seriously retard the flow of the outline.
  - Time-saving phrases will drop from his pen with easy flow and without painful seeking.
  - The easy flow of a system is one of its most important practical elements.
- Flow (to)
  - note how this example flows downwards
  - the outlines flow from his pen readily
- Flowing
  - flowing style
  - cannot be combined with each other in an easy and flowing manner

- Fluency
  - after the student has acquired fluency in reading
- Fluent
  - fluent shorthand
  - fluent phrasing
  - fluent writing
  - fluent reading
- Follow (to)
  - in the practice of following a speaker
- Forcing
  - if these skills had been allowed to develop normally, without forcing
- Form
  - reduced form
  - abbreviated form
  - short form
  - simplified form
  - contracted form
  - conventional form
  - arbitrary form
  - legal forms
  - full form
  - double-length form
  - upward form
  - neat form
  - legible form
  - regular form
  - joined form
  - disjoined form
  - broken form
  - special form
  - cognate form
  - reverse form
  - a hooked form



- geometrical form
- elliptical writing forms
- thick form of the strokes
- thin form of the strokes
- clumsy forms, which retard the writing as well as interfere with legibility
- Form (to)
  - to form every character with ease and rapidity
  - and continue the practice until every consonant can be neatly and correctly formed
- Format
- Formation
  - habit formation
  - formation of outlines
  - words of the same formation
  - characters which are easiest in formation
  - Any difficulty attending the formation of the characters may be easily overcome by repeatedly writing them.
- Forward downstroke = 
- Foundation
  - Master the foundations thoroughly at this point till at the end you are writing good shorthand and writing it well.
- Freedom
  - till he can write with some freedom and correctness
- Freehand
  - In practicing them sit erectly, rest the arm lightly on the table, hold the pen loosely in the fingers, and write by a combined movement of arm, hand and fingers, in a freehand way.
- Frequency
  - word frequency
  - frequency of their occurrence (short words)
  - relative frequency of the sounds to be represented
- Frequent

- Frequently
  - frequently-recurring words
- From left to right
- From right to left
- Full (in full)
  - When *ment* is preceded by a *vowel*, it is generally advisable to write the word in full.
- Full length
- Fundamentals
  - the fundamentals of the system
  
- G
- Gain
  - gain of speed
  - The expected gain from avoiding a pen lift becomes utterly delusive when the avoidance entails an extra movement, frequently a backward movement, for the insertion of a vowel.
- Gain (to)
  - The great argument for inserting the vowels is, that it is not required to lift the pen in making them, and thus speed is gained.
- Gap
  - the gap between hearing and writing
- Geometrical
  - geometrical form
- Geometry
- Get down (to)
  - to get down on paper more quickly the word-form as they crowd upon his mind
- Glide (to)
  - hold your pencil loosely, permitting it to glide in an easy, continuous manner from one outline to another

- The pen or pencil must be held lightly, and in writing it should glide over the paper with ease, grace and precision.
- so that the hand, propelled by the forearm, may deftly glide along without hitch or hesitation
- Gliding
  - the gliding movement
  - a gliding movement of the hand
  - In order to write shorthand rapidly and legibly, the characters must be executed easily and with a continuous gliding movement.
- Gradual
  - gradual preparation for the taking of dictation
  - the gradual storing of the memory with a limited number of useful phrase-signs
- Gradually
  - writing swiftly must be gradually acquired by use
  - the speed should be gradually increased
  - to proceed gradually, step by step
- Grammalogues
  - Special abbreviations used with frequently-occurring words. Same as “letter-words”. The shorthand characters that represent them are called “logograms”, or “word-letters”.
- Graph paper
- Graphic
  - speed which, owing to the graphic character of its word-forms
- Grasp (to)
  - As Thomas Allen Reed says, “Some writers grasp their pen or pencil so tightly that an easy and flowing style is never acquired.”
- Grip
  - grip of the pen (SEE “hold”)
- Gripping
  - Another of the bad habits which the student may need to get rid of, is too tight gripping of his pen or pencil.

- Ground (to)
  - the characters being grounded on the memory, cannot be forgotten
- Grouping
  - word grouping
- Guess-work
  - The meaning of every outline is thus rendered so definite that guess-work is practically eliminated.

## ● H

- Habit
  - bad writing habits
  - wrong habits
  - faulty habits
  - well-settled habits
  - to develop the habit of reading shorthand
- Habituate (to)
  - Habituate yourself to read what you have written.
- Half-circle
- Half-length
  - Half-length upstrokes and downstrokes are not written through the line.
- Half-lengthened
- Half-size
  - half-size character
- Halt
  - They must be taught to write outlines as single continuous movements with rapid changes of direction and with scarcely perceptible halts as direction is changed.
- Halve (to)
  - to halve a stem
- Halving
  - many and beautiful expedients of the Pitmanic varieties for abbreviating words by hooks, circles, loops, halving, etc

- Hand
  - common hand – “old use”
  - heavy hand
  - speedy hand
- Hand (to)
  - Write the words in the following list, and hand to the teacher for correction.
- Hand-lift
  - The pen-lift must not be a hand-lift.
- Handle (to)
  - The speed should be increased as rapidly as the pupils can handle it.
- Handwriting
- Handwritten
  - it is derived from the handwritten
- Hard words
- Heavy
  - The diphthongs au, ou, oi, eu, and oo, are represented by writing the vowel characters heavy.
- Height
- Hesitancy
  - If the principles are thoroughly fixed in the mind, there will be no more hesitancy.
  - These sentences should be practiced until they can be written without any hesitancy.
- Hesitate (to)
  - The simple explanation is that the mind no longer hesitates.
- Hesitating
  - hesitating movement of the hand
- Hesitation
  - staggering hesitation
  - to cause hesitation
  - without the slightest hesitation
  - without a particle of hesitation
  - to apply the proper character without the least hesitation

- Give special drill to any sign that causes hesitation.
- to eliminate hesitation
- to read without hesitation
- Hesitation is the arch enemy of shorthand speed.
- that which occasions hesitation at the moment of its performance
- but by a little practice the learner will easily overcome that hesitation
- Hiatus
  - Medially w and y are expressed by ‘mode of hiatus’, that is to say, by lifting the pen, leaving a small interval or “hiatus”, and starting afresh, above for w, below for y.
- High-speed
- Hindrance
  - Anything short of the absolute mastery of word-signs is a hindrance to your acquiring speed.
- Hold
  - correct hold of the pen
- Holding
  - the proper holding of the pen
- Homework
- Hook
  - small hook
  - large hook
  - connecting hook
  - initial hook
  - medial hook
  - medial vowel hook
  - final hook
  - preceding hook
  - upward hook
  - downward hook
  - deformed hook
  - enlarged hook
  - heavy hook

- inclined hook
- joined hook
- a small initial hook
- a small final hook
- a large initial hook
- Do not close up the hook, thereby forming a loop.
- Hook (to)
  - a stroke hooked for F or V may be halved for either T or D
  - hooked backwards
- Horizontal
  - horizontal line (the letter written from left to right)
  - horizontal stroke
  - straight horizontals
  
- I
  - Identify (to)
  - Illegibility
  - Illegible
    - Speed will come from repetition and not from hasty and illegible writing.
  - Illegibly
    - and that the student may not form the habit of writing carelessly and illegibly
  - Ill-formed
    - ill-formed characters
  - Image
    - with clear images of all the alphabetic characters and the typical joinings
  - Imperceptibly
    - for greater ease and rapidity of motion will increase imperceptibly upon him by practice
  - Imperfect
  - Imperfection
    - that irksomeness arises entirely from the imperfection of the methods made use of

- Implied
  - final y is implied, and need not be written
- Impromptu
- Improve (to)
  - to improve the speed and accuracy of your shorthand writing
- Improved
  - improved system
- Improvement
  - I have made considerable improvements in the expeditious part of short-hand.
  - the improvement he has made in the system
- Inch
  - one sixth of an inch is considered the standards for full-length strokes
- Inclination
  - vertical inclination
  - the inclination of a stroke
- Incline (to)

In the second line the phonics are written from left to right, inclining obliquely downward.
- Inclined
  - inclined consonants
  - inclined letters
  - P is written inclined backward for pp, pb.
- Incorporate (to)
  - In these outlines the Circle or Loop incorporates the R Hook
- Increase
  - an increase of shorthand speed
- Indecision
- Indicate (to)
  - the method of indicating H in such words as *whig*, *whine*, and similar words
- Indication
  - vowel indication
- Inexpert



- Inflected
  - the position representing the inflected vocal element of a word which may begin the word, or be in the middle, or at the end of it
- Inflection
  - inflection of pen or pencil
  - The sounds *s* and *z* occur so frequently as terminal inflections that special provision is made for this case. The inflective *s* is expressed by a hook after *p*, *to*, *t*, *d*, *q*.
  - Twenty easy inflections may be written more rapidly than a dozen difficult ones with awkward joinings.
- Infrequent
- In full
  - and to write the word *always* in full
- Ingenuity
- Initial
  - letters in the beginning of a word
- Injury
  - without any injury to the legibility
- Inaccuracy
  - The reporter should be skilled in the use of language, that he may correct inaccuracies of speech which are so likely to occur in such discourse.
- Innovation (s)
- Insert (to)
  - a vowel may be inserted
- Insertion
  - unless insertion of the vowel relieves an obscure joining
- Insight
  - to give the student a practical and instinctive insight into the art of phrasing
- Instantaneous
  - instantaneous and complete reading back of a whole note
  - in no other art is the instantaneous action of the memory more essential than in shorthand

- Instantaneously
  - to attack “hard words” boldly, as soon as heard, and instantaneously to originate some legible outline
  - instantaneously recalled
- Instantly
  - If you can recall the outline instantly you will have plenty of time to write it well.
  - Continue practicing till each letter can be written instantly.
- Instruction
  - to follow instructions for homework practice
- Insufficient
  - insufficient drill
- Intelligible
- Interline (to)
- interlineal
- Interpretation
- Intersect (to)
  - The B may intersect a character when S precedes the termination, as in “invincible”.
  - an intervening dash vowel, or a diphthong, is shown by intersecting the sign for the vowel or diphthong
  - intersected strokes
- Intersection (writing one stroke through another)
  - by the intersection of a consonantal sign with that of the preceding consonant
  - The intersecting N should be made long enough to make the intersection apparent.
- Intervene (to)
  - when a long vowel sound intervenes between the primary consonant and R
  - No vowel can intervene between the symbols.
- Intervening
  - intervening dot vowel

- J
- Jag
  - a slight jag in the outline can be made
- Jog (an irregularity of line or surface; projection, notch)
  - in the termination “n-ment” the jog between the N and M may be omitted
- Join
  - to make clearer join
- Join (to)
  - to join the letters
  - to join the signs
  - to join the characters
  - to join the strokes
  - joining letters together as in normal writing
  - the way they are joined up into words or outlines
  - joined angularly
  - a joined vowel sign
  - suppose, for instance, he wishes to join *t* and *p* together
- Joining
  - hooked joining
  - common joinings
  - sharp angle joining
  - rounded joining
  - medial joining
  - angular joining
  - good joining
  - ease of joining
  - to avoid awkward joinings
  - the joinings of the consonants
  - joining rules
- Join together (to)
  - suppose, for instance, he wishes to join *t* and *p* together
  - when the characters are joined together
- Jot down (to)

- Junction
  - point of junction
  - junction of the characters
  - the inclination of a stroke or its curvature may be considerably varied in order to secure an easier junction
  - awkward, clumsy, and illegible junctions
- Juncture
  - a blendlike juncture
  
- K
- Keep pace with (to)
  - ordinarily, with a practiced writer, the mind will keep pace with, if it does not outrun, the hand
  - and how desirable it is that the system should be as potent as possible, to enable the writer to keep pace with a rapid speaker
- Key
  - It will be seen that the first character of the outline gives the key to the phrase
  - When the pupil has the key, he never has to guess; he knows.
- Kinetic
- Knowledge
  - perfect knowledge of system is a prime essential
  
- L
- Labour / labor
  - The student must not expect to acquire the system without labour.
- Laboriously
  - he must inevitably write laboriously and slowly
- Lag (to)
  - at critical moments, when the reporter is lagging behind the speaker
- Leaf-turning
  - expeditious leaf-turning

- Learn (to)
  - to learn by heart
  - to learn easily
  - to learn accurately)
- Learner
- Learning
  - knowledge learning
  - skill learning
- Left curve
  - A curve made with the left motion. (SEE “motion”.)
- Legibility
  - legibility of the writing
  - in certain words vowels can be omitted without impairing the legibility of the writing
  - in order to secure perfect legibility
- - necessary to legibility
  - this indefinite vowel is frequently omitted by the reporter when it would not involve a sacrifice of legibility
  - to increase speed without loss of legibility
- Legible
  - legible characters
  - legible outline
  - legible shorthand
  - perfectly legible
- Legibly
  - to write briefly and legibly
- Lengthen (to)
  - to lengthen a stroke
- Length
  - normal
  - half
  - half the normal length
  - one-fourth the length of an ordinary stem

- double
- short
- small
- medium
- long
- full
- length of strokes
- length of outlines
- exactness of length
- but there is no need of writing it at full length
- write it at length
- the consonants “j” and “h” are represented by a straight stroke about three-eighths of an inch in length
- Byrom used a half length consonant to indicate that the same letter was repeated.
- Lengthen (to)
  - to lengthen the stroke
  - may be expressed by lengthening a curved stem
- Lengthening
  - first, the lengthening process requires the pen to travel over a good deal more ground
- Lengthwise
  - a single straight line cutting the ellipses in half, vertically and lengthwise
- Lengthy
  - Brief as these characters are, they are much too lengthy for verbatim reporting, and it is necessary to abbreviate them.
- Lessen (to)
  - The speed of the writing is increased by lessening the size of the letters.
- Letter (Synonym of “sign”.)
  - alphabetical letter
  - the common alphabetical letters
  - common letter
  - ordinary letter

- ordinary script letters
  - silent letter
  - mute letter
  - unsounded letter
  - shaded letter
  - single letter
  - curved letter
  - by omitting all silent letters
  - a full-sized letter
  - double letters
  - looped letter
  - italicized letter
  - thin-stroke letters
  - horizontal curved letter
  - thick stroke letters
  - separately sounded letter
  - tall letter
  - roman letter
  - is expressed by a dot placed beneath or close to the preceding letter
  - Silent letters are never written.
- Letter-word (Same as “Grammalogues”.)
  - Lexicography
    - stenographic lexicography
  - Lift (to)
    - without lifting the pen from the paper
  - Light
    - light x shaded
  - Lightly
    - Remember always to write lightly and to hold your pen lightly.
  - Line
    - geometrical line
    - straight line

- upright line
- downward line
- upward line
- curved line
- horizontal line
- vertical line
- perpendicular line
- oblique line
- short line
- short straight line
- short oblique line
- short perpendicular line
- short cross line
- oblique straight line
- horizontal straight line
- narrow line
- parallel line
- sloped line
- sloping line
- ruled lines
- imaginary line
- light line
- written on the line
- must be written in the line
- written above the line
- written below the line
- written near the line
- under the line
- through the line
- it rests on the line
- the short line is written in four different positions, viz: vertical, left oblique, right oblique, and horizontal.
- The line of writing is a real or imaginary one.
- are marked with a wave line



- Lineal
  - the writing is perfectly lineal and beautiful
- Lineality
  - The employment of different signs for the same letter adds to the beauty, lineality, and speed in writing.
- Lined paper
- Line of writing
  - All shorthand forms rest on one natural line of writing, actual or assumed.
- Locate (to)
- Location
- Logogram
  - a symbol that represents a word or phrase
  - an arbitrary shorthand character representing a longhand word
  - arbitrary logograms
- Longhand
  - longhand letter
  - longhand character
  - ordinary longhand
  - to transcribe in longhand
- Long shorthand
  - So far, is what may be termed long Shorthand; which is sufficiently brief for every purpose, except that of following a rapid speaker.
- Loop
  - A shape like a curve or circle made by a line curving right round and crossing itself.
  - small loop
  - narrow loop
  - large loop
  - long loop
  - medial loop
  - final loop
  - semi-final loop
  - upward loop

- thick loop
- flat loop
- independent loop
- unclosed loop
- a small thin loop
- a large thin loop
- The most easy, and at the same time most distinct way of joining is by a loop.



- Example a of “loop” character =
- Loop (to)
  - must have recourse to the straight lines again, by looping and curving them
- Loosely
  - hold your pen loosely
- Loss
  - loss of time
  - loss of speed
  - loss of words
  
- **M**
- Machine
  - he must begin to transcribe his notes on the machine
- Making
  - The making of shorthand notes.
- Manipulation
  - when the writer is able to withdraw a large part of his attention from the matter written, he can watch his own writing habits, and can thus observe and correct his faults of manipulation, which otherwise must escape his attention.
- Manual
  - manual control
  - manual facility
  - manual shorthand

- Manuscript
  - shorthand manuscript
- Mark
  - the remaining vowel marks, which may be joined to consonants when convenient, have no positions answering to the three places of the dot
  - a dot thus being the most simple mark that can be made
  - arbitrary marks
  - diacritical marks
  - angular marks
  - terminative mark
  - detached vowel marks (consist of dots, dashes, angles)
  - attached initial vowel-marks
- Master (to)
  - to master the system thoroughly
  - master each lesson before you proceed with the next
  - the class has mastered the outlines
  - after they are thus thoroughly mastered
  - after the pupil has thoroughly mastered the principles
- Masterly
  - to do this requires, of course, a masterly command of stenographic resources
- Mastery
  - mastery of the system
  - a true mastery of shorthand
- Material
  - writing materials
  - graded material
- Meaning
  - meaning of an outline
- Mechanical
  - mechanical process of writing
- Mechanically
  - never omit repeating or rewriting what has been previously written, until the fingers move mechanically to the sound

- Medial (letters in the middle of a word)
- Medially
  - you will see that, when used medially, the semicircle represents W plus a vowel
- Memorize (to)
  - thoroughly memorize a list
  - the word-signs should be memorized thoroughly
  - well-memorized word-signs and phrases
- Memory
  - memory retention
  - memory devices
  - memory-aid
  - to commit to memory
  - to repeat by memory
  - it will help to impress the forms upon his memory
  - it is important that these words be committed to memory
  - endeavor to impress upon his memory the words they respectively stand for
  - the student should now be able to write them from memory without effort
  - being burdensome to the memory
  - The memory is also improved by the practice of stenography. The obligation the writer is under, to retain in his mind the last sentence of the speaker, at the same time that he is carefully attending to the following one, must be highly beneficial to that faculty, which, more than any other, owes its improvement to exercise.
- Memory-aid
- Mental
  - and the mental action in writing, after a little practice, becomes very easy
- Merge (to) (be merged with) (to merge = to combine or make two or more things combine to form a single thing.)
- Method
  - method of practice
  - the common method of writing
  - method of study

- the method of studying
- the method of joining
- the functional method of teaching shorthand
- we abbreviate by much more general and regular methods
- many other methods of abbreviation
- some methods of abbreviating
- methods of contraction
- the gentlemen who practice Mr. Byrom's Method
- There are thus two methods of representing *-ing*, the stroke and the dot.
- Methodically
- Methodology
  - shorthand methodology
- Mind
  - if the principles are thoroughly fixed in the mind, there will be no more hesitancy
- Miniature
  - with recourse to a miniature k above as a differential
- Minute
  - These minute characters should never become confused with the half-length characters.
- Minutely
  - The student should not endeavour to write too briefly or minutely at the outset.
- Mishear (to)
  - you might have misheard or anticipated a word wrongly
- Misinterpret (to)
- Misinterpretation
  - I have never yet had to have a transcript rewritten or corrected on account of misinterpretation of the notes.
- Mislace (to)
  - When the writer is in haste, it is impossible to be very exact in the placing of the points, and the misplacing of one will deceive the reader more than the entire omission of it.

- The position is important because the dot or dash slightly misplaced may mean something quite different.
- Misread (to)
  - to misread an outline
  - to misread a stroke
  - at misreading his notes
- Misshapen
  - misshapen shorthand forms
- Misspell (to)
- Miswrite (to)
  - they are also very liable to be miswritten, or to curve the character
- Mnemonic
  - a word, a sentence, a device, etc. that helps you to remember something
  - mnemonic aids
- Mode
  - On the other hand the device of expression by “mode”, that is of writing characters in position with respect to *each other*, requires no ruled paper and is perfectly reliable and distinct.
  - his mode of teaching
- Mode of Hiatus
  - The Mode of Hiatus consists in lifting the pen and leaving a small interval between two characters instead of joining them together. It is chiefly used in the expression of the rarer and more difficult combinations of sounds.
- Modification
  - by a slight modification of the curve for S
  - when one of the foregoing positional words undergoes modification
- Modify (to)
  - to modify the sign
- Monophtong
  - a speech sound that consists of only one vowel sound
- Monosyllable
  - a vowel which begins a monosyllable must be written, as in “add, apt, elf, ill”
- Motion

- normal motion
  - like motion
  - unlike motion
  - right motion
  - left motion
  - forward motion
  - downward motion
  - backward motion
  - manual motion
  - waste motion
  - must be written with a continuous motion of the pen
  - with no waste motion
  - motion contrary to that of the hands of a clock
  - continuous motion
  - steady motion
  - pauseless motion
  - continuing the curve in a smooth coiling motion
  - rapid unhesitating motion
  - avoid waste motions
  - right motion is clockwise
  - left motion is counter-clockwise
  - the motion of the pen
  - Our ordinary letters are of so complex a form, that most of them require five or six motions of the pen, and are consequently deficient of the necessary rapidity.
- Movement
    - movement of the hand
    - a gliding movement of the hand
    - a slight, quick movement of the hand
    - movement of your pencil
    - ascending movement
    - descending movement
    - quick movement

- slow movement
- precise movement
- uniform movement
- onward movement
- unnecessary movement
- halting movement
- jerky movement
- spasmodic movement
- reverse movement
- writing movement
- the hand and arm movement
- the whole outline is written in one continuous movement
- an angle that would obstruct the continuous movement of the pen
- and takes no account of the aerial movements of the pen
- . Mute
  - mute letters

## ● N

- Nasal
  - when X or the nasal NG sign is the first character
- Nasalize (to)
  - The French nasalized vowels are expressed by making the next character (q if final) intersect the vowel.
- Neat
  - neat writing
- Neatness
  - to execute the characters with neatness and accuracy
- Neatly
  - taking care to make each character neatly
- Nervous
  - Do not allow yourself to become nervous, nor careless in writing.



- Nervousness
  - if he stumbles, give him a little time to prove whether his stumbling is due to lack of preparation or to nervousness
- New-matter
  - new-matter dictation
- Nomenclature
- Nonce
  - A **nonce** word or expression is one that is invented for one particular occasion.
- Notation
  - stenographic notation
  - shorthand notation
  - phonetic notation
- Note
  - shorthand notes
  - the making of shorthand notes
  - hasty notes
  - to take notes
  - legible notes
  - pen-notes
  - pencil-notes
  - let him lose no opportunity to study the speedily-written notes of leading members of the reporting profession
  - when he is sufficiently advanced in the art to take notes in public
  - and she reads old notes with as much ease as fresh ones
  - In taking the notes, everything must be written as it occurs.
- Note-book
  - a small book of plain paper for writing notes in
  - exercise book (shorthand notebook)
- Note down (to)
  - attempts were made to note down the words of their public speakers
  - and with what clearness and facility all the sounds of speech may be noted down and embodied in writing
- Notepad

- Note-taker
- Note-taking
  - and at the same time familiarize him with the process of note-taking
  - verbatim note-taking
  - rapid note-taking
  - hurried note-taking
- Novice
  
- O
- Oblique
  - left oblique
  - right oblique
  - upward oblique
  - downward oblique
  - halved oblique
  - forward oblique
  - backward oblique
- Obliquely
  - written obliquely upward to the right
- Oblong
- Obstacle
  - and will prove a great obstacle to his reading
- Occurrence
  - words of frequent occurrence
  - letters of most frequent occurrence
  - words of common occurrence
  - word-signs of rare occurrence
- Off-hand
  - nothing can be more beneficial to the student than to write off-hand from dictation, words upon which he has had no previous practice
- Offspring
  - expedition is the offspring of practice

- Omission
  - abbreviation by omission of signs, syllables
  - omission of sounds
  - omission of the vowels
  - omission of consonants
  - the omission of letters
  - omission of prefixes
  - omission of suffixes
  - omission of syllables
  - omission of words
  - Omissions are necessary everywhere.
- Omit (to)
  - letters, initial or final vowels are never omitted
  - He should not omit enough to endanger the legibility.
- Open (to)
  - open downward
  - open upward.
  - The semi-circles for y, representing the simple power of that letter, open upward or downward, and are joined at an angle to the consonant strokes.
- Optional
  - The omission of **k** in such cases is optional.
- Orator
- Oratory
- Order
  - natural order
  - they are arranged in phonetic order
  - in alphabetical order
- Ordinary writing
  - common spelling
  - longhand
- Orthographic system (opposed to “phonographic system”)
- Orthography
  - common orthography

- shorthand orthography
- for if the words be expressed according to their sound, and not according to their orthography
- Outline
  - The form a word assumes when written with the shorthand characters. Word-form. A character or characters used in representing a word, or phrase. The completed shorthand representation, of any word, whether fully written or abbreviated.
  - in the shorthand outline
  - outline formation
  - regular outline
  - malformed outline
  - correct outline
  - incorrect outline
  - awkward outline
  - dubious outline
  - accurate outline
  - inaccurate outline
  - difficult outline
  - small outline
  - short outline
  - brief outline
  - long outline
  - large outline
  - geometrical outline
  - full outline
  - fully written outline
  - too large outline
  - long sprawling outline
  - reduced outline
  - contracted outline
  - neat outline
  - fluent outline
  - legible outline

- distinctive outline
- distinct outline
- facile outline
- smooth outline
- familiar outline
- longhand outline
- phonetic outlines
- awkward outline
- cumbersome outline
- the succeeding outline
- the preceding outline
- to join the letters into outlines
- to make a clear outline
- to draw the outlines
- conventional outlines
- a word outline
- the consonant outline of each word
- Shorthand signs joined together are often known as outlines.
- Do not permit your outlines to become too long and straggling.
- Shorthand, after all, is mere “outline” writing.
- explaining how the outline is constructed
- Spell the outlines aloud before trying to say the word.
- The class has mastered the outlines.
- Most of the characters, when standing alone (when not associated with other characters to form what are technically termed “outlines”), are used to represent certain common words called the “Alphabetic Words”.
- Outstrip (to)
  - If possible to avoid it, do not interrupt the dictation, unless you find it absolutely outstripping you.
- Overhead
  - The dot may do double duty as **h** and **i**, placed overhead, but not as close as when denoting only **I**, personal pronoun.

- Overlap (to)
  - The characters should be made to overlap each other slightly, when possible, to show their connection more clearly.
- Outline (to)
  - and the thoughtful writer will carry this principle out in the outlining of words
- Overcome (to)
  - and this can be overcome only by patient practice
- Overstraining
  - muscular overstraining
- Outstrip (to)
  - a hard thing for a novice to do when the speaker in the course of every sentence completely outstrips him
- Overcome (to)
  - The difficulties are easily overcome by practice.
  - By this means you will fully overcome any difficulty you may have in reading.
- Overlap (to)
  - if the second tick is overlapped by a following
- Overstraining
  - From this overstraining, this surplus of effort, there comes generally such a stiffening of the muscles as forbids the best work.
  
- P
  - Pad
    - steno pad
  - Pair
    - phonetic pairs
  - Paired
    - paired sounds
  - Pairing
    - thick and thin phonetic pairing

- Paper
  - lined paper
  - ruled paper
  - unruled paper
  - plain paper
  - smooth paper
  - rough paper
  - slick paper
  - unrolled paper
  - paper with a smooth but medium-soft surface
  - has a smooth run over the surface of the paper
  - paper having a very smooth surface
  - If you use a pen, select a calendered paper of medium-hard, smooth, even surface.
- Particle
  - connecting particles
- Passage
  - rapidly-uttered passages
- Pause
  - causing a very decisive pause and consequently a decrease in speed of execution
- Pausing
  - without pausing or lifting the pen
- Peculiarity
  - besides, there are certain peculiarities in every person's style of writing, with which the writer himself is best acquainted, and which renders his manuscript more intelligible to himself than to any other person
- Pen
  - stiff pen
  - flexible pen
  - If the pen suddenly runs out
  - to avoid lifting the pen
  - to lift the pen from the paper

- the motion of the pen
- do not hold the pen too tightly with the fingers
- All the consonants of a word are written without taking off the pen.
- Pencil
  - If the pencil point breaks
  - keep the pencil sharp
  - well-sharpened pencils
  - hard pencils
- Pen-lift
  - an ingenious writer has estimated that the time necessarily lost during pen-lifts
  - unnecessary pen-lifts
- Pen-lifting
  - and will enable you to avoid many pen-liftings
- Pen gripping
- Penman
- Penmanship
  - that whatever you write you must read, hence the necessity for good penmanship
  - shorthand penmanship
- Perception
  - and will impart an habitual readiness and distinctness of perception
  - quickness of perception
- Perfect
- Perfect (to)
  - and then transcribes the pages of some favorite authors, to perfect himself for reporting a speaker
- Perfection
  - to reach perfection
- Perform (to)
  - to perform the characters with any degree of certainty when expedition is required



- Perpendicular
  - perpendicular character
  - perpendicular stroke
- Perseverance
  - enthusiastic perseverance
  - dogged perseverance
  - patience and perseverance, and a reasonable amount of practice in writing the shorthand signs
  - Perseverance must be the watchword of every student.
  - speed can only be attained by steady perseverance and quiet study and practice
- Persevere (to)
  - Begin the study with the firm resolve to practice and persevere and the battle is half won.
- Persevering
  - persevering practice
- Perseveringly
  - It should be the aim of every student to write shorthand at least well, if not expertly, and in order to do this it is necessary for the student to practice intelligently and perseveringly.
- Persistence
- Persistent
  - persistent practice of shorthand
- Personal
  - personal mastery of shorthand
  - personal use
  - personal notes
  - personal tool
- Perspicuity
  - to form the characters with neatness and perspicuity
- Phonetic
  - phonetic system
  - phonetic equivalent
  - phonetic shorthand

- Phonetical
- Phonetically
  - to read phonetically
  - all words are spelt phonetically
  - and writing words phonetically
- Phonetics
  - The science which treats of the different sounds of the human voice, and their relations.
- Phonic
  - A compound phonic is one composed of two or more simple phonics joined together.
- Phonics
- Phonogram
  - A letter or symbol representing a sound in writing.
- Phonograph
  - A letter or symbol representing a sound in writing.
- Phonographer
- Phonographic system (shorthand) (opposed to “orthographic system”)
- Phonographically
  - Naming the sign or outline is practically, as has been aptly called, “spelling the word phonographically”.
- Phonography
  - The art of representing spoken sounds by written signs; i.e., by phonographs.
- Phonology
  - The science which treats of the different sounds of the human voice, and their relations.
- Phrase
  - frequently-used phrases
  - frequently-recurring phrases
  - carefully-constructed phrases
  - well-constructed phrases
  - abbreviated phrases
  - common and highly useful phrases

- familiar phrases
- business phrases
- legal phrases
- old stereotyped phrases
- extemporaneous phrase-invention
- legitimate phrase
- memorized phrases
- extemporized phrases
- impromptu phrases are phrases invented as the speaking proceeds
- time-saving phrases
- correctly-formed and constantly useful phrases
- properly-formed phrases
- phrase-writing
- phrase signs
- In order to obtain reporting speed, it will be necessary to adopt a still more contracted style of writing. To effect this, the shorthand signs, representing one or more words, may be connected. Words thus connected are called “phrases”.
- Phrase (to)
  - “*Is not*” cannot be phrased. *Isn’t* is written in full.
- Phrase-making
- Phraseology
  - The words in the following list, used as phrasewords, are of frequent occurrence in common phraseology.
  - legal phraseology
- Phrase-outline
  - The words “be able”, in a phrase-outline, as in “would be able, should not be able”
- Phraseogram
  - An outline representing two or more words together such as “at the same time”, “as well as”, “could not”, etc
  - apt and timely phraseogram

- Phraseography
  - Phraseography is the writing of two or more words together without lifting the pen, the resulting outline being called a *phraseogram*.
- Phraseology
  - legal phraseology
  - art phraseology
  - commercial phraseology
- Phrase-sign
- Phrase-writing
  - In shorthand many common words are joined without taking the pen from the paper; this is called phrase-writing.
- Phrasing
  - Phrasing means the representation of two or more words *by one outline*.
  - That phrasing, rightly studied and rightly practiced, is a most valuable reporting aid.
- Pitch
  - pitch of the dictator's voice
- Place
  - vowel place
- Place (to)
  - detached vowel signs are placed over horizontal characters
  - they are placed on the left side
  - they are placed under horizontal characters
  - placed on the right side
  - are expressed by a dot placed immediately over the first consonant
  - placed in the middle of the consonant character
  - The termination "ness" is expressed by a dot placed immediately underneath the final consonant, as "completeness".
- Placing
  - placing of words
- Point
  - smooth point

- stiff point
- flexible point
- Polygraph
  - Four or more consonants expressed either in the coalescent or syllabic character.
- Polysyllable
  - A word of several - usually more than three – syllables.
- Poorly-learned
  - poorly-learned shorthand
- Position
  - position of outlines
  - position of signs
  - paper position
  - pen position
  - below, above, through the line, on the writing line, above the writing line, below the line, touching the line, through the writing line, first, initial, medial, terminal, first, second, third, wrong, right, on the left, on the right, imaginary, exact position, awkward.
  - These L hook strokes are used in all positions; initially, medially and finally.
  - By position is meant the situation of the shorthand character, or characters, to the ruled line in the copybook.
  - To the writer of shorthand, correct position is of the utmost importance.
- Positional writing = The device of writing a word in “Position” above, on, or through the line, is commonly employed in shorthand for indicating the nature of a vowel without writing it.
- Positioning
  - faults in positioning
- Position-writing
- Posture
  - right posture
  - bad posture
  - sitting posture

- relaxed posture
- comfortable posture
- Practice
  - speed practice
  - a warm-up practice
  - daily practice
  - long practice
  - assiduous practice
  - systematic practice
  - diligent practice
  - repetitious practice
  - writing practice
  - reading practice
  - dictation writing practice
  - these methods require continual practice
  - constant practice is essential
  - Practice in reading shorthand is just as essential as practice in writing.
- Practitioner
  - practitioner of the art
  - young practitioner
  - practitioners of shorthand
- Precede (to)
  - downward L is used when L is preceded by an initial vowel
- Precision
  - precision of hand
  - he should take great care to form every character with precision
- Prefix
  - A prefix is a letter, a syllable, or a word added to the beginning of some other word, to vary or modify its meaning; thus, *possible*, means can be done, but prefix *im*, and it becomes impossible, and means *cannot be done*.
  - detached prefix
  - joined prefixes
  - disjoined prefixes

- compound joined prefixes
- compound disjoined prefixes
- short initial prefixes
- prefix signs
- Prefix (to)
  - “L” may be added to any full length stem by prefixing a large initial hook
  - hence, to prefix **r** to a letter, shade it at its beginning
- Preparation
  - gradual and careful preparation
  - early preparation
- Prepare (to)
  - new matter is withheld until he is thoroughly prepared
- Preposition
  - and as many words in English begin with parts called *prepositions*, and end with others called *terminations*
  - It will be necessary to turn the attention to the Prefixes and Suffixes, or what are more generally termed in the language of Stenographers, Prepositions and Terminations, which are of great importance in the brevity and legibility of shorthand.
  - The prefixes and suffixes, or prepositions and terminations, here referred to, are such *beginnings* and *endings* of long words as have been selected to suit the convenience of shorthand without regard to their derivation.
- Pressure
  - but shade the heavy strokes with a firm, unhesitating pressure
  - pen pressure
  - hand pressure
  - undue pressure
  - needless pressure
  - light pressure
  - under speed pressure
  - with slight pressure upon the paper
  - the pressure of the pen on the paper should be light and uniform

- the pressure of the fingers upon the pen, and the hand upon the paper, must be as little as possible
- Primary
  - primary syllable = is a term used to designate the most important syllable in the construction of a shorthand outline
- Principle
  - phonetic principle
  - abbreviating principle
  - contracting principles
  - lengthening principle
  - reversing principle
  - principles of abbreviation
  - application of principles
  - the main principles
  - the halving principle
  - the doubling principle
  - general principles of the system
  - fundamental principle
  - more advanced principles would require a change in the manner of their writing
  - when the student has mastered the principles
  - Every principle should be understood so thoroughly that its application may be applied instantly.
  - or complete failure which inevitably results from not mastering the fundamental principles of any study
- Print
  - From the experience I have had with the system, I consider it one that can be rapidly written, and read like print.
- Printed
  - printed H
- Proceedings
  - when a shorthand writer is employed to take down proceedings in the courts of law



- Process
  - mental process
  - learning process
  - wholly involved in the learning process
  - To this end, study, read, write, and review again and again, until shorthand, like longhand writing, becomes largely a mechanical process.
- Profession
  - the reporting profession
  - stenographic profession
- Proficiency
  - without this practice proficiency can never be attained
- Progress
  - to make satisfactory progress in the art
- Progress (to)
  - as he progresses and acquires greater facility and precision in the application of the rules
- Progressive
- Prompt (to)
  - we never hesitate to prompt him when he needs help
- Prompting
  - Insist on the pupil reading all he writes. In reading in class do not allow too much prompting. The pupil should become self-reliant as fast as possible.
- Promptness
  - promptness of execution
- Promptitude
  - unhesitating promptitude of execution
- Promptness
- Pronounce (to)
- Pronunciation
- Proportion
  - proportion of the letters
  - Be careful to form all the letters true, and in their just proportion
- Proportionate

- Proportioned
  - and other characters duly proportioned to each other in all their parts
- Put down (to)

and slowly putting down in awkward symbols the carefully and deliberately dictated letter of the business man, at a speed little exceeding that of a skillful penman
- Put upon (to)
  - while putting a word promptly upon paper
  
- Q
- Quadrant
  - a quarter of a circle or of its circumference
- Quarter
  - quarter circle strokes
  - curved lines, of the quarter of a circle
- Quick
  - quick writing
- Quickly
  - keep your pen moving quickly
- Quickness
  - shorthand is an instrument for writing fast, which implies mental and manual quickness
  - to endue the mind with quickness of apprehension
  
- R
- Range
  - word range
- Rapid
  - For the most rapid stenographic writing, there must of course be considerable agility of hand.)

- Rapidity
  - rapidity of the writing
  - average rapidity
- Rate
  - if your rate of reading is as much as 150 words per minute
  - at the rate of fifty words per minute
  - rate of speed
  - the rate of dictation
- Read (to)
  - to read instantly
  - to read accurately
  - to read fluently
  - to read correctly
  - to read aloud
  - to read unhesitatingly
  - to read fast
- Readability
- Readable
- Read back (to)
  - to read back his own notes
- Reader
  - fluent reader
- Readily
  - to read very readily
  - to make the characters readily and with great precision
- Readiness
  - and this readiness comes largely from a thorough mastery
- Reading
  - ease and certainty of reading
  - rapid and unhesitating reading
  - mental reading
  - aloud reading
  - fast reading

- fluent reading
- accurate reading
- graded reading
- Reading-back
  - the reading-back of considerable portions of all dictated matter
- Recognize (to)
- Recollection
  - prompt recollection
  - tardy recollection
  - uncertain recollection
- Record
  - record of the spoken word
- Record (to)
  - to record in shorthand
  - he must record word for word in his note book
  - to record the exact words
- Recur (to)
  - yet a word-group unfamiliar to the writer when the speaker first utters it – peculiar perhaps to a given subject matter – may one introduced, recur again and again
- Recurring
  - some of the most frequently recurring words
  - recurring sounds
  - recurring consonants
- Reduce (to)
  - can reduce the outline even further
- Reduction
- Reference
  - the matter is then dictated while the pupils keep open before them the printed shorthand copy for ready reference
- Regularity
  - for experience has proved that, in this art, a regularity of practice will produce

a much better effect on a learner than a long and wearied attention, without proper digestion, can possibly produce

- Rehearse (to)
- Relaxation
  - muscular relaxation
- Relaxed
  - Don't cramp the hand or wrist; write relaxed
- Reliable
  - and I have found the system rapid, legible, and perfectly reliable
- Reminder
- Repetition
  - you will find repetition to be your best teacher
  - indefinite repetition
  - continued repetition
  - Only by such repetition long continued and daily pursued can the writer hope to acquire the skill requisite to verbatim reporting.
- Repetitious
- Repetitive
  - in the constant repetitive daily practice
  - repetitive dictation
- Report
  - Court report
  - accurate verbatim report
  - It will be greatly to your advantage if you can practice awhile in court with some experienced stenographer in making the report of a case.
- Report (to)
  - to report the most rapid speakers
  - in reporting a speaker
- Reporter
  - Court reporter
  - official reporter
  - law reporter
  - parliamentary reporter

- newspaper reporter
- practical reporter
- shorthand reporter
- young reporter
- advanced reporter
- accomplished reporter
- veteran reporter
- skilled reporter
- experienced reporter
- inexperienced reporter
- reporter of speeches
- Reporting
  - verbatim reporting
  - legal reporting
  - court reporting
  - parliamentary reporting
  - rapid reporting
- Represent (to)
  - to represent a sound with a sign
  - a small loop represents “st”
  - the first vowel-sound is to be represented by the vowel-sign for “a”
- Representation
  - stenographic representation
  - in its representation of the elemental sounds of speech
  - the use of these characters for the representation of words
  - representation of vowels by position
  - each letter has a separate recognizable representation
- Representative
  - and its representative sound must be expressed
  - they will then serve as arbitrary representatives of some words of frequent occurrence
- Rest (to)
  - where there are two strokes in the outline, the first should rest on the line

- Retain (to)
  - arbitrary characters difficult to be retained
- Retard (to)
  - the regular rate of dictation is somewhat retarded when a hard word is encountered
  - to retard speed
  - besides, characters of this description greatly retard the velocity of the pen
- Retentive
  - I once more set to work, but not so hard, as I found I was losing my retentive powers from over-practice and brain exertion.
- Retouch (to)
  - in retouching notes
- Retrace (to)
- Reverse
  - reverse motion, that is, by a motion contrary to the direction described by the hands of a clock
- Reverse (to)
  - the curve is reversed
- Review
  - systematic reviews
  - the learner must not overlook the importance of constant review
  - the need of unremitting review is imperative
- Revision
  - careful revision
- Rhyme
- Right line
- Ring
  - to place a ring around any word incorrectly written
- Root
- Rostrum
- Round (to)
- Round off (to)
  - the angle in the combination is rounded off

- Rudimentary
  - the rudimentary principles of the system
  - rudimentary rules
- Rule
  - rudimentary rules
  - the basic rules
  - general rules
  - word-reduction rule
  - application of the rule
  - shortening rules
  - the rules of the system
- Ruled paper (x “unruled paper”)
- Run (to)
  - between two straight lines running in the same direction

## ● S

- Sagacity
  - sagacity of the writer
- Satin-paper
- Saving
  - saving of time
- Scattering
  - From the mere substitution of a compact for a scattering style, I have seen in many students an almost immediate gain of speed.
- School (to)
  - school yourself to write unfamiliar words in shorthand without hesitation
- Science
  - the science of stenography
- Scratch
  - R after another letter is commonly made by a small scratch
  - only with this difference, that “r” is a scratch stroke upwards



- Scrawl
- Scribe
  - with the mystic symbols of the silent scribe
- Scribe (to)
- Scribble (to)
- Script
  - in order to record the human voice into neat and clean shorthand script
- Secrecy
  - The advantages of shorthand, in cases where secrecy is required, are sufficiently obvious.
- Secret
- Segment
  - segment of a circle
- Self-instruction
- Self-possession
- Self-reliance
- Self-reliant
  - The pupil should become self-reliant as fast as possible.
- Self-taught
  - self-taught student of phonography
- Semicircle
  - brief semicircle
  - deepened semicircle
  - small semicircle opening to the right, opening to the left
  - large semicircle
- Semi-ellipse
  - are expressed by a horizontal semi-ellipse, opening to the right
- Semivowel
- Sensory-motor
  - It is argued that shorthand is to some extent a sensory-motor activity, that is a stimulus entering through one or more of the senses resulting in an intellectually controlled and concisely co-ordinated physical response.

- Separate
  - separate stems
  - separate suffixes
- Separately
  - when a character is written separately
- Shade
- Shade (to)
  - to shade a character
  - be sure to shade the circle for “these”
- Shading
  - shading of a stroke
- Shape
  - horizontal shape
- Shape (to)
  - so, being instructed to shape his characters carefully
- Shaping
  - aids in the shaping of the characters
- Sharpen (to)
  - be sure to keep the point of your pencil well sharpened
  - Those who use pencils should keep on hand a number neatly sharpened which are well suited to the hand and paper.
- Sharpness
  - to secure greater neatness and sharpness of outline
  - The gain thus secured in sharpness and compactness of outline, by the omission of the awkward slope, is often great.
- Shift (to)
  - Too much hand movement and paper shifting is time wasting.
- Short
  - the short characters
  - short forms
- Shortcut
  - arbitrary shortcuts

- Shorten (to)
  - to shorten words by omitting all silent and unnecessary letters
  - shortening rules
  - shortened words
  - unless it will shorten the outline
  - a vowel sign may be shortened or lengthened
  - The first attempts to shorten shorthand writing were made thru the omission of vowels.
- Shortenings
  - adjoining shortenings
  - arbitrary shortenings
- Short forms
  - Also known as Grammalogues and Contractions, **the Grammalogues** consisting of those Short Forms composed of one sign or stroke only, and **the Contractions** those using more than one stroke.
  - short forms are used for the most common words
- Shorthand
  - shorthand author
  - shorthand character
  - shorthand letter
  - shorthand notes
  - shorthand pad
  - shorthand notebook
  - the making of shorthand notes
  - shorthand penman
  - shorthand penmanship
  - shorthand script
  - shorthand teacher
  - shorthand professor
  - shorthand writer
  - shorthand writing
  - geometrical shorthand
  - cursive shorthand

- phonetic shorthand
- write in shorthand
- abbreviated shorthand
- Shorthandist
- Shortness
- Short-writing
- Sibilant
- Side
  - inner side
  - concave side
  - When the loop is united with curves, it is written on their inner or concave side.
- Sight
  - to read their notes at sight
- Sign
  - arbitrary sign
  - long sign
  - short sign
  - small sign
  - brief sign
  - perpendicular sign
  - geometrical sign
  - slanting sign
  - inclined sign
  - horizontal sign
  - vertical sign
  - upright sign
  - simple sign
  - single sign
  - compound sign
  - diphthongal sign
  - light sign
  - heavy sign

- shaded sign
- curved sign
- slanting curved sign
- circle sign
- half length sign
- full length sign
- preceding sign
- following sign
- supplementary sign
- separate sign
- phrase sign
- prefix signs
- detached sign
- a word sign s
- vowel-sign, the sound it represents
- consonant sign
- a dash vowel sign
- this chart enables you to drill on the signs
- the fundamental principle, that similar sounds should be represented by similar signs
- arbitrary non-alphabetic signs
- Sign-group
- Significance
  - If the significance of a sign is doubtful, indicate the vowel sound of the doubtful word by the diacritical dot.
- Signification
  - the signification of these words and the context
- Silent
  - silent letter
- Simple
  - for characters extremely simple in form, each taken separately, are found in several modern systems of Stenography

- **Simplicity**
  - “Simplicity is one of the conditions of legibility. If a system is too complicated in the number of possible forms and combinations of its characters, or too involved in the application of the rules which determine its outlines, it will be difficult to read in proportion to the intricacy of the mental operations required to decipher it.” (A Manual of Cursive Shorthand (1889), page 22. – **Author:** Hugh L. Callendar, B.A.)
- **Simplification**
- **Simplified**
  - the system is exceedingly simplified in its details
- **Simplify**
  - a number of modifications of the system have appeared in the direction of simplifying it
- **Simultaneous**
- **Simultaneously**
  - to hear and write simultaneously
- **Singly**
  - The same character is also written singly, to express the words are, art, and or.
- **Size**
  - the size of the vowels
  - small size
  - large size
  - to reduce the size
  - half-sized
- **Skill**
  - shorthand skill
  - reading skill
  - writing skill
  - reporting skill
  - a speed writing skill
  - to acquire and develop this skill
  - acquisition of skill

- skill development
- skill in tracing every new outline
- Skilled
  - skilled in Stenography
- Skillful
  - becoming daily more perfect in your knowledge and more skillful in your practice
- Slant
  - forward slant
  - back slant
  - slant upwards
  - slant downwards
  - to that uniform slant of the writing, with which both hand and eye are familiar
  - Being derived from the inclined ellipse, their degree of slant is greater than that of arcs taken from the circle.
- Slant (to)
  - By reference to longhand writing, it will be seen that all strokes made upward slant more than those which are made downward.
- Slanting
  - slanting sign
  - slanting stroke
  - slanting upward
  - slanting downward
- Slope
  - a forward slope
  - backward slope
  - left obliques slope
  - this adaptation of the degree of slope in obliques
  - when the two consonants are of the same slope
- Slope (to)
  - *Hay* and *Ray* slope more than *Chay*.
- Sloped

- Sloping
  - sloping curve
  - sloping strokes
- Slow
- Slow-handedness
- Slowness
- Sluggish
  - Even the beginner (too often indulged in sluggish movements and methods) should habituate himself as soon as possible to “quick transitions”.
- Smooth
  - smooth point
- Smoothly
  - the pen runs on smoothly
- Sound
  - vowel sound
  - vocal sound
  - consonant sound
  - consonantal sound
  - nasal sound
  - aspirated sound
  - soft sound (the soft sound of c, heard in *certain, cent, celestial*)
  - hard sound (the hard sound of c, heard in *calm, cap, cost, cup*)
  - strong sound
  - light sound
  - slight sound
  - heavy sound
  - medial sound
  - final sound
  - initial sound
  - long sound
  - short sound
  - medium sound
  - recurring sound



- similar sound
- distinct sound
- diphthong sound
- diphthongal sound
- cognate sound
- short vowel sound
- long vowel sound
- kindred combined vowel sound
- foreign sounds
- elementary sounds
- hard hissing sound (Z)
- in the Pitman system outlines are written *by sound* and not according to longhand spelling
- an entirely new and comprehensive system of representing the elementary sounds of the English language in stenographic characters
- the long slender sound of a, as heard in age, ake, ale
- the short and broad sounds of o, as heard in object, observe, organ, orphan
- the long close sound ô, in such words as rheum, canoe, shoe, croup, soup, tour, two, etc.
- the short and middle sounds of u, as heard in uncle, upper, urge, urn, etc.
- Space
  - to leave proper spaces between the words
- Spacing
  - wasteful spacing
- Speak (to)
- Speaker
  - a rapid speaker
  - a swift speaker
  - a fluent speaker
  - In both the earlier and the later stages of the young writer's training, he should, if possible, practice upon different speakers, rather than exclusively upon any one man.

- Speech
  - common speech
  - everyday speech
  - extempore speech
- Speed
  - speed of writing
  - speed in reading
  - writing speed
  - average speed
  - average of speed
  - an average writing speed of 150 words a minute
  - reading speed
  - reporting speed
  - speed practice
  - speed dictation
  - reading speed
  - low speed
  - slow speed
  - slower speed
  - middle speed
  - moderate speed
  - a moderate degree of speed
  - high speed
  - higher speed
  - satisfactory speed
  - to attain the highest speed
  - to gain speed
  - at great speed
  - to be able to write at speeds of up to 200 words a minute
  - be able to get to speeds of up to 80 words per minute
  - at a speed of
  - rate of speed
  - to build up the speed
  - dictation speed

- speed development
- while developing his speed
- with gradually increasing speed
- to write at the higher speeds
- to improve speed
- to promote speed
- increasing your speed
- material for increasing speed
- increase in the speed
- exercises for speed
- the circle actually increases the speed
- to achieve quite a respectable speed
- to acquire speed
- speed-retarding elements
- it should be written over until the speed mentioned above is attained
- This is why it is important to practice speed bursts.
- there are phenomenal records of speed attained, in incredibly short periods of study
- In reporting at high rates of speed, words cannot be written in full.
- Higher rates of speed are best attained, not by more hurried scribbling, but by methods of abbreviation.
- Speed up (to)
  - they do help to speed up your writing
  - another device for speeding up writing is to join certain outlines together, writing them without a lift of the pen
- Speedily
  - but by practice he will speedily be able to write them in short-hand
- Speed-test
- Speedy
- Spell (to)
  - must be written as it is spelled
  - we do not stop to spell out the outline
  - If time allows, keep up each spell of dictation practice till you are thoroughly

weary.

- the letters and words become so impressed upon his mind, that he readily recollects them without spelling

- Most words are made shorter by being spelled phonetically.

- Spelling

- ordinary spelling

- common spelling

- phonetic spelling (ordinary spelling = knife - phonetic spelling = nif)

- longhand phonetic

- unusual phonetic

- unfamiliar phonetic

- accurate phonetic

- conventional phonetic

- It should be borne in mind that the ordinary spelling is scarcely any guide as to how a word is to be written in shorthand.

- the ordinary spelling of a word is frequently misleading as to its sound

- Stage

- theory stage

- in the early stages

- at an advanced stages of shorthand study

- the learning stage

- elementary stage

- these dictation exercises should be adapted to the successive stages of his progress

- Stage-fright

- Stagger (to)

- Stand for (to)

- and the sign stands for QU

- now when the learner perfectly understand the alphabet, the words the letters stand for

- when a character stands for more than one word in the same position

- Standstill

- The habit of coming to a standstill because a word is uncommon and

somewhat difficult to write is one of the most fatal that a young stenographer can acquire.

- his hand is brought to a standstill, while he hesitatingly decides how a particular word or phrase should be written

- Stem
  - straight stem
  - simple stem
  - light stem
  - heavy stem
  - a hooked stem
  - half length stem
  - double length stem
  - full length stem
  - a consonant stem
  - curved stem
  - sloping curved stem
- Steno block
- Steno book
- Steno notebook
- Steno notes
- Steno pad
- Stenograph = Any character used in shorthand.
  - The same contraction, or stenograph, may stand for several words without causing confusion.
  - With these qualifications, no difficulty will be experienced in each one making his own stenographs.
- Stenographer
  - accomplished stenographer
  - office stenographer
  - advanced stenographer
  - experienced stenographer
  - skillful stenographer
  - the most ready stenographer

- Stenographic notation
- Stenographically
  - when a word has been seen or heard, though never before stenographically written
- Stenography
  - Secretaries must be able to do stenography.
- Step
  - step by step
  - to advance by short steps
  - to proceed gradually, step by step
- Step up (to)
  - to increase the amount, speed, etc. of sth.
  - then the original order can be reverted to finally for a stepped-up dictation
- Stiffly
  - so that the forms may be traced firmly and clearly, but not stiffly
- Stopping
  - avoiding, by this means, that stopping of the pen which the making of an awkward angle necessarily occasions
- Stopwatch
  - A watch that you can stop and start by pressing buttons, in order to time a dictation accurately.
  - Then the students are given a stopwatch-timed one minute to repeat the line with the maximum of speed combined with control that they are able to attain.
- Straight
  - straight line
- Straightness
  - straightness of straight strokes
- Strain
  - intense mental strain
  - unnecessary strain
  - excessive and long-continued muscular strain

- Straining
  - the habit of writing with no undue straining of the muscles, with an easy grasp of the pen or pencil
- Streamline (to)
  - Outlines can be streamlined even further by blending two letters together, so that they are written in one continuous movement.
- Strengthen (to)
  - therefore, the vowel characters are strengthened at the top by beginning them with a shade to express the preceding h.
- Strike (to)
  - to strike a sign downward
  - the following letters are struck upward
  - in which N is struck through R
  - The stroke through the small and large circles must be struck without lifting the pen.
  - An initial capital is marked by a short tick struck through the first character or written close below it.
- Striking
  - the striking of one sign through another
- Stroke
  - Strokes are straight and curved lines used to express sounds.
  - short stroke
  - long stroke
  - upright stroke
  - horizontal stroke
  - vertical stroke
  - perpendicular stroke
  - a short perpendicular stroke
  - lineal stroke
  - inclined stroke
  - round stroke
  - slanting stroke
  - sloping stroke

- intersected stroke
- arc stroke
- normal length stroke
- half length stroke
- double-length stroke
- hook stroke
- single stroke
- down stroke
- up stroke
- upward stroke
- downward stroke
- back stroke
- shaded stroke
- thick stroke
- thickened stroke
- unshaded stroke
- shortened stroke
- prolonged stroke
- lengthened stroke
- full stroke
- straight stroke
- curved stroke
- slightly curved stroke
- preceding stroke
- succeeding stroke
- beginning stroke
- vowel stroke
- consonant stroke
- light stroke
- heavy stroke
- a connecting stroke
- combination quarter circle stroke
- is made up of two separate strokes
- the size of the stroke



- the shape of the stroke
- the lengthening of a stroke
- how to join the strokes into outlines
- to join strokes together
- to write the strokes upward and downward
- with a single stroke of the pen
- each stroke is traced or drawn
- Struggle (to)
  - There is very little profit for the pupil in struggling with an outline he can't get immediately, but there is profit for him in reading any outline he can get immediately without the teacher's help.
- Student
  - shorthand student
  - stenographic student
  - slow student
  - conscientious student
  - average student
  - zealous student
- Study
  - diligent study
- Stumble (to)
  - When the pupil is reading from shorthand he should be prompted immediately if he stumbles.
  - Under this sort of practice, the habit of stumbling and staggering whenever a new word is met should finally disappear.
- Style
  - a correct reporting style
  - to practice a full and unabbreviated style
- Succeeding
  - and their capability of producing an easy and spontaneous junction with the preceding and succeeding letters with which they are combined
- Suffix
  - A suffix is a letter or letters, a syllable or syllables, appended to the end of a

word to vary or modify its signification; thus, imprison means to confine in some place; add **ment** and it becomes imprisonment; which denotes the act of confining in some place.

- Suffixes are simple and compound; **ful** and **ly** are simple suffixes, and when united form a compound suffix, **fully**, of which **full** may be called the stem.
- disjoined suffix
- detached suffix
- suffix representation
- suffix signs
- Supplementary
  - supplementary dictation practice
- Superficial
  - superficial study
- Superfluous
  - to omit all superfluous letters
  - superfluous motions
- Suppress (to)
  - the “p” may always be suppressed, as *temter* for tempter
- Suppression
- Swift
  - swift writing
- Swiftness
  - to write with great swiftness
- Syllabication
- Syllable
  - accented syllable
  - unaccented syllable
  - initial syllable
  - terminal syllable
  - final syllable
  - intermediate syllable
  - internal syllable

- introductory syllable
- foregoing syllable
- Symbol
  - “By a symbol is meant a hook or circle or loop attached to a character to signify the addition of some other sound, instead of writing the latter by its proper alphabetic sign. The symbols in a geometric system form a kind of subsidiary alphabet.” (A Manual of Cursive Shorthand – Hugh L. Callendar,)
  - “A circle, loop, or hook, representing a letter only when in combination with a stroke or curve.” ( Legible Shorthand – Edward Pocknell)
  - phonetic symbol
  - arbitrary symbol
  - consonantal symbol
  - thickened symbol
  - an added symbol
- Symbolize (to)
  - they should be learned for the words they symbolize
- Symmetrical
  - neat, symmetrical style of writing
  - symmetrical shaping of shorthand characters
- Symmetry
- System
  - shorthand system
  - stenographic systems
  - phonetic system
  - geometrical system
  - geometric system
  - cursive system
  - alphabetic system
  - original system
  - derived system
  - improved system
  - script system
  - improved system

- light-line system (I have come into actual contact with only one convert from Pitman to Light-Line – a Professor of Gregg in New Jersey.)
- well-trying system
- when students are mastering the system
- perfect knowledge of system
- these light-line and connective-vowel systems
- one system of shorthand writing
- Systematic
  
- T
- Table
  - tables for joining the characters
  - table of the manner of joining the characters)
- Tachygraphic
- Tachygraphy
- Tack on (to)
  - and the H tacked on to the end of the previous word
- Take
  - At this stage in the shorthand writer's development, long "takes" are undesirable. They go beyond what the student can reasonably cope with.
- Take (to) dictation
- Take down (to)
  - another is to dictate the words which have to be taken down in shorthand
  - to be able to take down the debates and speeches
  - to take down proceedings in the courts of law
  - There is no greater satisfaction to be found in the whole range of literary pleasures, than to be able to take down a speech as it falls warm from the lips of an extemporaneous speaker.
- Take off (to)
  - It is a rule of great importance in saving time, to take off the pen as seldom as possible.
- Talent

- Task
- Teacher
  - shorthand teacher
- Technique (or technic)
  - the teaching techniques
- Tense
  - Good shorthand cannot be written if the muscles of the hand and of the forearm are tense.
- Tension
  - muscular tension
- Term
  - technical terms
- Terminal = Letters in the end of a word. (Also “final”.)
- Terminate (to)
  - when a terminating **t** or **d** or a word precedes an introductory **t** or **d** of a following word
- Termination
  - Many long words may be abbreviated by dropping the terminations.
  - detached terminations
  - common terminations
- Test
  - dictation test
  - shorthand theory tests
- Textbook
- The making of shorthand notes
- Theory
  - shorthand theory
  - the theory of the system
- Thick
- Thicken (to)
  - It is impossible, at speed, to thicken these curves accurately.
- Thickening
  - the thickening of the second consonant

- Thickly
- Thickness
  - thickness of strokes
  - the characters should all be made of equal thickness
  - In Pitman's and similar systems, difference of thickness of stroke is employed to distinguish pairs of letters like **t** and **d**, **m** and **mp** or **mb**.
- Thin
- Thoroughly-trained stenographer
- Tick
  - A mark (✓) put beside a sum or an item on a list, usually to show that it has been checked or done or is correct.
  - straight ticks ( | / \ )
  - short tick
  - long tick
  - diagonal heavy tick
  - light slanting tick
  - horizontal tick
  - vertical tick
  - downward tick
  - a thin tick
  - a thick tick
  - perpendicular tick
  - upright tick
  - These letters running in the same direction are distinguished when united by a slight upward tick.
  - Two parallel ticks seem to be the best indication of the period, since the single dot is used as a word-sign.
- Tightness
  - and the tightness with which pen or pencil is grasped
- Timbre
  - timbre of the dictator's voice
- Time
  - saving time

- time-saving
- to save time
- waste of time
- expenditure of time
- Time (to)
  - Dictate quite slowly at first, timing yourself by your duller pupil rather than by a watch.
  - to time a dictation accurately.
  - Frequently time the student, to ascertain how many words he can write in one, two, three, or five minutes.
- Time-saving (x waste of time)
- Timing
- Tip (to)
  - may be tipped slightly..
- Touch
  - lightness of touch
  - and this lightness of touch conduces largely to speed
  - light touch
  - sure touch
- Touch (to)
  - “To” may be omitted and indicated by writing the following word below and touching the line of writing.
  - The vowels should be written near to but not touch the consonant.
- Trace (to)
  - may be traced in any direction
  - B and P are always traced downwards
  - Of course the characters must be traced slowly and with care at first.
  - Trace the signs accurately, slowly, and with the same degree of precision that you would exercise in drawing.
- Tracing
- Train (to)
  - This drill will train your hand to form these small signs accurately and easily.
  - Of course, you have already trained the class to read in concert as soon as you

point at an outline with your finger or the pointer.

- It is very important to train yourself to write fluently from the early stages.
- and it is by no means unusual for teachers to train writers up to speeds of two hundred words a minute and over
- Training
  - shorthand training
  - a complete course of studying and training in the art of shorthand writing
  - training for speed
  - but affords a valuable mental training
- Transcribe (to)
  - to transcribe in shorthand
  - to transcribe in longhand
  - to transcribe accurately
  - to transcribe readily
  - carelessness in transcribing shorthand outlines
- Transcriber
  - Possession of a wide vocabulary is essential if one is to become a first-class transcriber.
- Transcript
  - Afterwards the student should compare his transcript with the key, and make corrections.
  - making transcript
- Transcription
  - accurate transcription
  - the transcription of his notes
- Transition
  - “Quick transitions” should be the watchword of every writer who aims at speed. While the pen is lifted, let all sluggishness and dawdling be avoided.
- Translate (to)
  - designed to aid shorthand writers in translating reporting notes
- Trigraph
  - Three consonants expressed either in the coalescent or syllabic character.
  - “ght” is a trigraph (right, thought, Brighton)




- Triphone
  - A sign that represents three vowels in one sign, in words such as “diary”, “loyal”, “riot”, etc.
- Triphthong
  - forming triple consonant compounds sometimes referred to as consonant triphthongs
- Turn
  - form it by giving the pencil a very slight, quick turn
- Turn (to)
  - the semicircle is begun at the top, and turned downwards
  - How is the circle turned between strokes?
  - the circle is turned on the right side
  - who turns the leaves of his notebook
  - Circles and loops are turned on all straight strokes with a movement turning to the right, the same as that described by the hands of a clock.
- Turning
  - Let the turning of the leaf be always properly prepared for, and then at the right moment, be done “with a whiz”.
- Twice
  - twice their usual size
- Twirl
  - a character which begins with a twirl
- Tyro
  - the stenographic tyro

## U

- Unaccented
  - where the first syllable is unaccented
- Unattached to
- Uncertainty
  - Leave no uncertainty behind you.

- Unconsciously
  - automatic and unconsciously applied
  - may have been memorized unconsciously
  - While putting a word promptly upon paper in the manner I have described, the writer inaudibly, and perhaps unconsciously, pronounces each syllable do himself.
- Undecipherable
  - and in hurried writing it often becomes quite undecipherable
- Underline (to)
  - The clearest way to emphasize a word is to write it in longhand; if the word is written in shorthand, draw a line round it, or underline it.
- Underneath
  - two small sloping dashes underneath the word
  - if a word or sentence be repeated, the repetition may be signified by an horizontal line drawn underneath the first word
- Underscore (to)
  - Numbers should be underscored by a single light line.
  - Proper names are underscored.
- Unfamiliar
  - the presence of the forms containing unfamiliar alphabetical characters
  - an unfamiliar term
- Unfamiliarity
  - caused by unfamiliarity with the forms
- Unflinchingly
  - the faculty of grappling a hard word promptly and unflinchingly
- Unhesitating
  - unhesitating motion
- Unhesitatingly
  - but return to that outline over and over again until the class reads it unhesitatingly
  - to write unhesitatingly
- Uniform
  - These four short letters are uniform in length

- Uniformly
  - and therefore making uniformly well-written notes
- Uniformity
  - lack of uniformity
  - uniformity of outline
- Unintelligible
  - and having a tendency to render the writing unintelligible
- Union
  - union of the signs
- Unite (to)
  - to unite the letters
  - to unite the signs
  - to unite the characters
- Unlooped
  - when followed by an unlooped character
- Unprepared
  - then the student is unprepared for anything in the nature of “speed practice”
- Unruled
  - unruled paper (x “ruled paper”)
- Unshaded
  - The shade for h must be confined to the beginning of the vowels, leaving them unshaded at the end.
- Unskillful
  - To the unskillful hand exact shading may seem at first to be difficult, but practice will soon render it easy.
- Unsounded
  - unsounded letter
- Unsounding
  - unsounding letters
- Untrained
  - the fact may be that his hand is simply untrained or mistrained

- Untranscribed
  - where the original notes (untranscribed) are required to be read easily at any distance of time, perfect legibility is the most essential point
- Unvocalized
  - To read unvocalized shorthand is not a difficult task.
  - Besides this, detached vowels usually involve hesitation: after finishing the consonant outline the writer has to make up his mind what vowels to insert and where, or whether he can leave the outline unvocalized.
- Upper right
  - The diphthong (or re-enforced vowel) OI is denoted by the O vowel together with a perpendicular tick at upper right, when such tick is required to distinguish OI from O.
- Upright
  - Although upright in character and principle, the U and O vowels may in certain situations (limited) conveniently lean to the left on their side.
- Upstroke = 
- Upward
  - upward direction
  - upward written
  - written obliquely upward to the right
- Use
  - frequent use
  - infrequent use
- Useful
- Usefulness
- Utility
- Utter (to)
- Utterance
  - The rate of speed requisite to reporting varies with the utterance of the speaker from eighty to two hundred words a minute, the average rate being about one hundred and forty to one hundred and fifty.

- V
- Value
  - the value of vowel-signs
  - the value of the consonants
- Variable = The letter written either upward or downward.
- Variation
  - variation of form
- Variety
  - variety of voices
  - variety of verbal styles
- Velocity
  - with the velocity of speech
  - the velocity of the pen
- Verbatim
  - To record the spoken word “verbatim”
  - Transcriptions must be a verbatim reproduction of what was read out.
- Vocalize (to)
  - To vocalize the outline = “When the vowels are dotted”.
  - It is optional with the writer whether he vocalize fully, partially, or not at all; all will depend upon his ability to read unvocalized outlines.
  - The consonant outline of each word is written first, and the vowels are dotted in afterwards in their proper places. This is called “vocalizing” the outline.
- Vocalization
  - vocalization of hooked forms
- Vocals = The shorthand letters which represent the sounds of vowels.
- Vocal signs = The shorthand letters which represent the sounds of vowels.
- Voiceless
- Vowel
  - initial vowel
  - short vowel
  - initial short vowel

- accented short vowel
- medial vowel
- medial short vowel
- intermediate vowel
- intervening vowel
- final vowel
- final short vowel
- final mute vowel
- double vowel
- treble vowel
- missing vowel
- omitted vowel
- silent vowel
- brief vowel
- long vowel
- medium vowel
- accented vowel
- unaccented vowel
- stressed vowel
- unstressed vowel
- alternative vowel
- detached vowel
- inserted vowel
- dash vowel
- heavy-dot vowel
- light-dot vowel
- incipient vowel
- terminative vowel
- connective vowel
- disconnective vowel signs
- a strongly sounded vowel
- final-sounded vowel
- omission of vowels
- unwritten vowel

- vowel insertion
- vowel omission
- dot-vowels: if represented by a dot.
- dash-vowels: if represented by a dash.
- the joining of two consonant characters generally implies an intervening short vowel
- Vowelize (to)
- Vowelization
  - the representation of the sounds of vowels in words
- Vowelless
- Vowel-sound
  - long vowel-sound
  - short vowel-sound
  
- X
  
- Y
  
- W
  - Warm-up
    - “Warm-up” dictation is a useful and stimulating beginning to the lesson.
  - Waste
    - waste of time and effort
  - Waste of time (x time-saving)
  - Wavy
    - The dash is indicated by a short, horizontal, wavy line.
  - Width
    - half the width of

- Word
  - compound word
  - usual word
  - unusual word
  - uncommon word
  - unfamiliar word
  - hard word
  - doubtful word
  - complex word
  - perplexing word
  - abbreviated word
  - long word
  - short word
  - rare word
  - strange word
  - commonest words
  - short words
  - contracted words
  - the most frequent recurrent words
  - the more commonly used words
  - frequent word
  - infrequent word
  - primitive word
  - derivative word
  - root word
  - technical word
  - fully-written word
  - in order to distinguish between conflicting words like “send” and “sent”
- Word-building
  - word-building principles
  - It is this familiarity with fundamental word-building principles that enables the accomplished reporter to write new and strange words without loss of time and without getting “rattled”.



- Word-carrying
  - word-carrying capacity: the faculty of carrying a number of words
- Word-ending
  - word-endings such as “ng”, “nk”
- Word-form
  - The conformation which the letters of a word present when written in shorthand characters.
- Word-group
- Word-letter (SEE “logogram”)
- Word-outline
  - The conformation which the letters of a word present when written in shorthand characters.
- Words a minute
  - a speed of 90 or 100 words a minute
- Word-sign
  - A word sign is an abbreviated outline used to represent a word. An abbreviation or an exception. It is not written according to rule, but it expresses one or more of the most important sounds in the word.
  - One system – the Graham – has a dictionary of 60.000 word-signs to be committed to memory, besides the great variety of other arbitrary contractions upon which the method is based.
- Words per minute
  - a speed of 90 or 100 words per minute
  - in order to write legible shorthand at the rate of 150 words per minute
- Wpm = Abbreviation of “words per minute”
- Write (to)
  - to write in shorthand
  - to write without pausing
  - to write slowly and with care
  - to write thickly
  - to write heavily
  - to write lightly
  - to write accurately

- to write carefully
- to write confidently
- to write neatly
- to write spontaneously
- to write correctly
- to write fluently and fast
- to write quickly
- to write readily
- to write confidently
- to write swiftly
- to write cursively
- to write uniformly
- to write up
- to write down
- to write downwards
- to write underneath the outline
- to write on top
- to write from left to right
- to write above the previous letter
- to write in full
- to write much faster
- write it all in one movement, without lifting the pen from the paper
- to write with ease and accuracy
- This letter is written from the top downwards
- to write without pausing, fluently and fast
- to write shorthand only from dictation
- Write down (to)
  - to write down a dictation in shorthand
- Write out (to)
  - But when he came to look at the notes, the magnitude of the task of writing them out appeared so formidable, that he shrank from it as an impossibility.
- Writer
  - shorthand writer
  - high-speed writer

- expeditious writer
- expert writer
- practiced writer
- practical writer
- experienced writer
- immature writer
- rapid writer
- ready writer
- speedy writer
- slow writer
- young writer
- pen-writer
- pencil-writer
- fast and accurate writer
- Writing
  - common writing
  - ordinary writing
  - longhand writing
  - ordinary longhand writing
  - brief writing
  - close writing
  - easy writing
  - continuous writing
  - effortless writing
  - speed writing
  - speedy writing
  - high-speed writing
  - rapid writing
  - fast writing
  - swift writing
  - quick writing
  - expeditious writing
  - cursive writing
  - phonetic writing

- neat writing
- flowing writing
- unhesitating writing
- brief writing
- short-writing
- compendious writing
- fluency writing
- back-hand writing
- short and expeditious writing
- shorthand writing
- the art of shorthand writing
- stenographic writing
- ease and speed of writing,
- he develops a halting, hesitating style of writing
- in the course of writing
- position writing (Position Writing Abolished. – May be written on unruled paper, and in one straight line.)

---

\* The following parliamentary reporters wrote in shorthand the “Mural” of the cover:  
 Adriana Paula Ferreira da Silva  
 Daisy Leão Coelho Berquó  
 Mônica Corrêa Xavier  
 Sandra Silva Maia

---

## Bibliography:

- A Complete Guide to the Art of Writing Shorthand, being an entirely new and comprehensive system of representing the elementary sounds of the English language in stenographic characters.” (1841) – **Author:** Towndrow, Thomas.
- Acme Phonography (1888) – **Author:** Mulvey, Francis J.
- A Light-Line Phonography for the Million (1916) – **Author:** Gregg, John Robert.

- A Manual of Cursive Shorthand (1889) – **Author:** Callendar, Hugh L, B.A.
- A new scheme of Short-hand; Being an Improvement upon Mr. Byrom's Universal English Short-Hand. (1774) – **Author:** Palmer, John.
- An Universal System of Stenography, or Short-Hand Writing...(The Fifth Edition) (1814) – **Author:** Taylor, Samuel.
- Aristography (1905) – **Author:** Dement, Isaac S.
- Aristos (the best) Shorthand – (Edition of 1901) **Author:** Janes, A.
- A System of Short-hand (1805), invented by Mr. Jeremiah Rich, and improved by Dr. Doddridge.
- Complete Shorthand Manual for Self-Instruction and for Use in Colleges (1902) – **Author:** Day, Alfred
- Eclectic Short-Hand – A New System, Adapted both to General Use and to Verbatim Reporting (1879) – **Author:** Cross, J. Geo
- Eclectic Shorthand Dictionary – Writing by Principles instead of Arbitrary Signs, for general use and verbatim reporting. (1900) – **Author:** Cross, J.G.
- Elements of Brakigraphy: a system of phonic shorthand writing, founded upon the vowel sounds of the English language...(1883) **Author:** Porter, John T.
- Gregg Shorthand Manual for the Functional Method, Teachers' Handbook (1936) – **Author:** Leslie, Louis A.
- Legible Shorthand (1880) – **Author:** Pocknell, Edward
- McEwan Easy Shorthand, The Wonder Manual (1919) – **Author:** McEwan, Oliver
- McKee's New Standard Shorthand (1903) – **Author:** McKee, Charles E.
- New American Stenography (1899) – **Author:** Ward, Nicholas.
- Phonetic Shorthand Speed-Book (1890) – **Author:** Osgoodby, William W.
- Pitman's Shorthand Instructor – A Complete Exposition of Sir Isaac Pitman's System of Shorthand - **Author:** Pitman, Isaac.
- Pringle's Ideal Shorthand – (1915) – **Author:** Pringle, Harry Polk
- Rowe Shorthand – (1915) **Author:** Rowe, Harry M.

- Rubicam Manual of Shorthand – (1911) – As developed and taught in the Rubicam Business School, St. Louis, MO.
- Shorthand Teaching Technique (1964) – **Author:** B.W. Canning, B. A., F.S.C.T.
- Silagraphy; a new system ov short-hand (1910) – **Author:** Hurst, William Hudson.
- Teach Yourself Shorthand Pitman New Era (1983) – **Author:** Pitmans College
- Teeline Shorthand E-Course. (INTERNET)
- The Factors of Shorthand Speed (1910) – **Author:** Brown, David Wolfe.
- The Ready Writer, and Interpreter of the Royal Lewisian system of Short Hand (1786) – **Author:** Lewis, James Henry
- The Self-Instructor of ABC Shorthand for Colleges, Schools, and Private Study. (1888?) – **Author:** Barter, John.
- Which System of Shorthand Should we Learn? (1902?) – **Author:** Barker, E.

\*\*\*

Rio de Janeiro, June 19<sup>th</sup>, 2011.