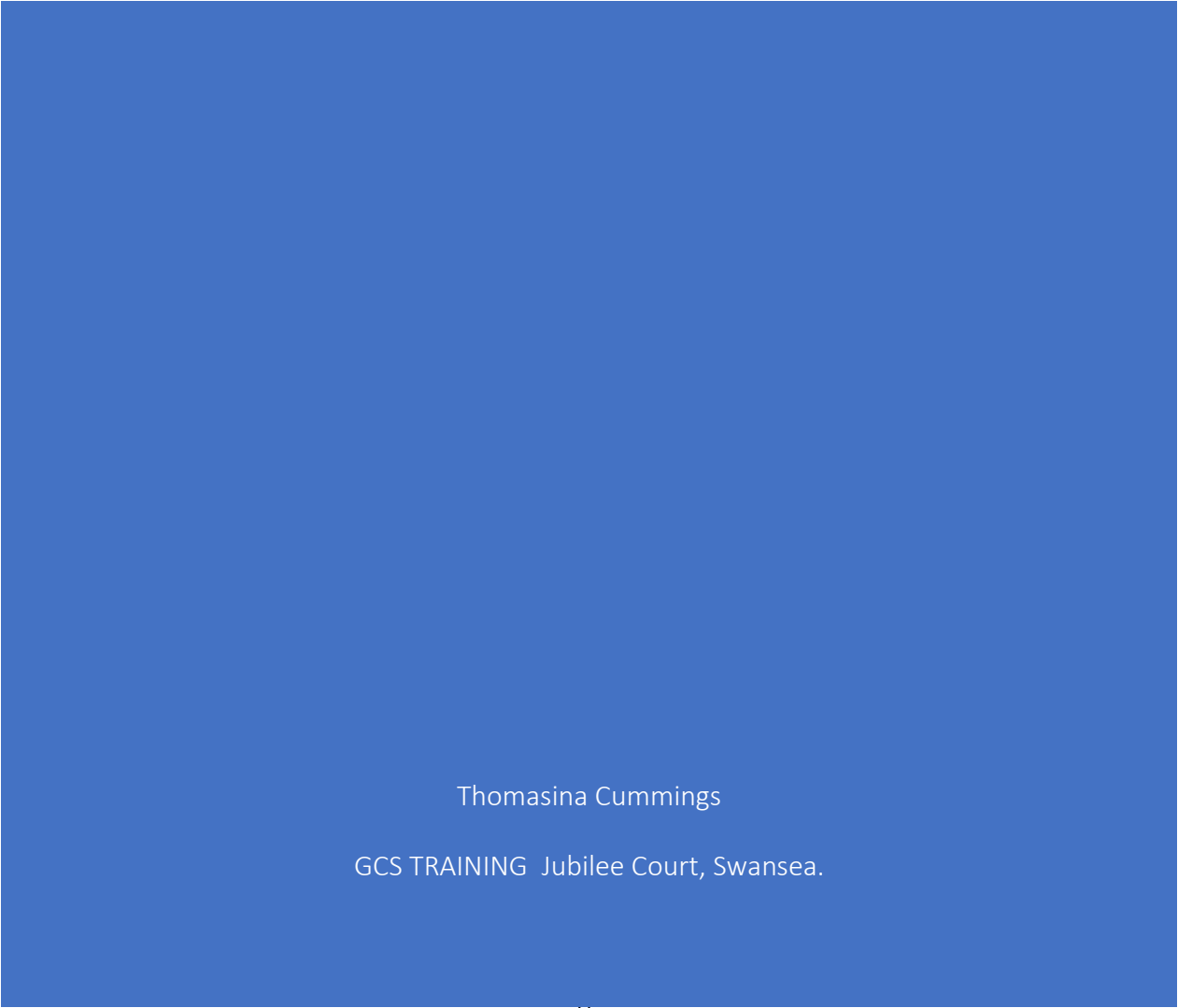




SPEEDWRITING

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Introduction

Speedwriting uses letters and punctuation marks to reduce the time it takes to write words. These notes are a condensed study guide of the International version of ABC speedwriting (Dodd & Dodd, 1976). Because the method doesn't use any strange symbols, it can be both handwritten and typed (although the latter might require some minor adjustments to spacing).

Tools

Before you begin, you will need to gather some tools:

- A pen: a good ball-point pen that glides smoothly across the paper. Although a pencil is recommended for symbolic shorthand (with thick and thin strokes) this is not necessary for speedwriting shorthand.
- A spare pen! Just in case.
- A coloured pen: use this to mark corrections, make changes or indicate instructions such as print single sided.
- A reporters' notebook: the narrow pages reduce the time it takes to move from line to line, and it's easy to flip to the next page. If you are using a regular sized notebook, divide the page into two halves by drawing a line down the centre of the sheets with a ruler.
- Optional (and old school cool): an elastic band to separate the used pages from the unused pages. Simply wrap around the used pages so that you can quickly open to a new page.
- Post-it arrows/highlighter/paperclip: any of these can be used to mark URGENT items.

Good Practice

Sit comfortably and make sure you have the equipment you need.

Make sure you can hear the discussions or speaker clearly. If you miss a word, or are not sure about something, make a note to clarify once the speaking has finished.

If the meeting is interrupted, use the time to read your notes back, use the coloured pen to insert extra notes.

Transcribe your notes as soon as possible, while the content is fresh in your mind, and begin with high priority items.

Spelling: when transcribing your notes, it will be important that you can spell correctly. If this is a personal weakness, you may benefit from learning to use a spell checker, dictionary, or thesaurus.

Punctuation and Grammar: On the printed page, you do not have the benefit of voice tones, or natural pauses. Therefore, it is important that you use correct punctuation marks.

- To indicate the end of a sentence, use a \
- To indicate a question mark, use a ? omitting the dot if desired.
- To indicate the end of a paragraph, write \\ or ?? for paragraphs ending in a question.
- For a comma, you should strike through the comma resulting in a small x shape.
- Proper nouns can be indicated with a Tilda (~) under the final letter, although many speedwriters smooth this out to a small, upturned curve (˘)

The comma is the most frequently used punctuation mark and has many different uses. The following outlines the most common uses.

Use commas between three or more words in a series (i.e., a **list**).

- Alice, Bob, Carol, and David were in the class.
- Would you like beans, tomatoes, or spaghetti on your breakfast?

Use commas after **introductory clauses** – ones that set the stage for what follows and can't stand alone. Commonly, these introductory clauses begin with if, when, as, although, since, until, while, whether, because and though.

- When Simon arrives, I would like to see him in my office.
- At the start of the day, I need you to take the register.

Use commas with **appositives**.

An appositive is a word or phrase that explains or renames the preceding part of the sentence.

- Stephen's new book, *The Way I Walk*, was all the team could talk about.

Use commas with **parenthetical expressions**. Parenthetical expressions can be removed without changing the meaning of the sentence.

- I think it is important, therefore, that we have the meeting as soon as possible.

Use commas to set off **dates** in sentences.

- The next meeting will be held on Monday, 04 December.

Use a comma before **coordinate conjunctions**. The words and, or, but, for, and nor, are conjunctions. This rule only applies if the two parts can stand alone.

- Susan will hold the ladder, and Mark will paint the wall.
- There are some other examples of use on the Oxford English Website (Oxford International Education Group, 2023) if you want to do further research.

Initial, medial, and final sounds

- Words are made up of sounds, called phonemes. A phoneme is the smallest unit of sound.
- In speedwriting, we often isolate these sounds from each other.
- The initial sound is the first sound we hear in a word. It can be a consonant, a vowel or a combination sound.
- The medial sound is the sound in the middle of the word. Most words have a vowel sound (even if they don't contain a vowel).
- The final sound is the last sound we hear in a word.
- Words of multiple syllables may have several medial sounds.
- Some speedwriting principles will apply only to initial, medial, **or** final sounds. Take care to **observe the position as well as the principle**.

Long and short vowels

- Long vowels: a as in pay, e as in see, i as in bike, o as in boat, and u as in cue.
- Short vowels: a as in pat, e as in bet, i as in big, o as in lock and u as in cup.

Context

Our language contains many homophones (words that sound alike) and words that differ by just one letter. This can result in the same outline meaning different words. The context of the sentence should be used to determine which word applies. It is unlikely that more than one word would fit a scenario.

E.g., *The cut on his head needed stitches*, would create the same outline as *the cat on his head needed stitches*. Common sense should tell you which one applies to the current situation.

Practice

Your aim when practicing your shorthand is for the outlines to become natural and automatic. You need to write quickly and clearly without applying thought to the outline.

Read the principle, look at the examples, repeat the examples many times aiming for speed and accuracy. Practice writing the sentences for each principle – return to your notes the next day and see if you can read them. Once you can consistently read and write the sentences clearly and at speed, you are ready to move on.

At each stage, stick to just the words given. Until all principles are introduced, you risk using longer outlines than are required and developing bad habits.

Once you have been introduced to all of the principles, there is no reason you cannot then develop your own outlines for commonly used phrases and terms. This is especially true if you work in an environment with lots of acronyms and abbreviations.

Fun Fact

25 percent of everyday English is made up of only 9 words and 50 percent of everyday English is made up of only 69 words.

To increase your speed, these words of highest frequency are given as **Brief Forms** in the following course. Make sure you

Speed

80-120 words per minute with repetition and achieved automation of outlines.

Penmanship

- Use cursive writing but avoid excessive loops.
- To streamline what you write, the t is uncrossed and the i and j are undotted.
- The soft sound of g as in giraffe is represented by a j. The hard sound of g as in gear is represented by a g.
- A looped l is used to distinguish it from the letter t.
- The letters m and w are smoothed out and written as simple curves without mountains and valleys.
- Use short tails, keeping them just long enough to distinguish between letters.

Lesson 1

Omit all silent letters. Write long vowels only.

a a
are æ
be b
beg/big bɜ
bill bl
book bk
delay dle
did dd
due/do du
done dn
few fe
file fl
firm fr
follow flo
get/got gl
hope hop
I/eye i
knew/new nu
know/no no
let/lot l
live/love lv
may ra
mail/male ra
me re

men m
my m
pay pa
read/red rd
remit re
sail/sale sa
sea/see se
sell sl
some/sum s
value vl
way/weigh wa
when w
you u

Write the vowel at the beginning of words

if i
item i
of o
own on
us u

Write k to express the hard sound of K

case ka
capital kpl
coarse/course ks
could kd
lack/lock lk

Write j to express the sound J (includes soft g sounds)

age *aj*
 college *kly*
 edge *ej*
 judge *ʃj*
 manage *mɔnj*
 package *pkej*

Write c to express the sound CH

cheap *cep*
 check/cheque *ck*
 chief *cef*
 each *ec*
 teach *lec*
 match/much *ɪc*
 reach *reec*
 such *sc*
 touch *lc*
 watch/which *uc*

Brief Forms

and *ɹ*
 at/it *l*
 can *k*
 for *f*
 have/having *v*

his/is *s*
 look *lo*
 of/very *v*
 shall *ʒ*
 the *.*
 we *e*
 well/will *l*
 your *u*

Vocabulary

add/aid *ad*
 aim *an*
 ate *at*
 away *awa*
 back *bk*
 base *bas*
 belt *bl*
 bottle *bl*
 built *bl*
 cap/cup *kp*
 coffee *kfe*
 damage *dry*
 deep *dep*
 develop *dɜlp*
 die/dye *di*
 fix

garage *gar*
half *hf*
head *hd*
gone *gn*
high *he*
ill *il*
knowledge *nlj*
leg *lg*
lie *le*
limit *lrl*
mark *mrk*
metal *ml*
milk *mlk*
message *msj*
oh/owe *o*
pi/pie *pl*
sign *sn*
sew/so *so*
tax *tx*
tie *te*
till *tl*
top *tp*
use (noun) *us*
use (verb) *uz*
view *vu*
women *wn*

written *rlr*
attach *alc*
church *crc*
sketch *skc*
kitchen *ken*
switch *sw*

Practice 1

Write each of the sentences carefully. Check there are no errors. At the end of the next lesson, you should return to the previous lesson's outlines to practice your reading.

Pay the bill. Let me have a cheque for the bill. May I see the book you have?

Your cheque can pay for the book. Is the book cheap? The new book is cheap.

I know his watch is of some value. Can you judge the match? I shall judge the match.

Pay for the file if you get a bill. Of course, I shall get a bill for it.

Fetch the watch and pay for it. Let me have the book and I shall sign it.

Which is the cheap book? Each book is cheap. The book is new, and I can get it for you.

When will it be done? It is a big item. It is of value, and I can get it for the firm.

It is his watch. It is the cheap watch. Will you pay for it? I shall pay for the watch.

Could you cut the edge off? I can cut the edge off. Judge the edge when you cut it.

Which case is it? Well, it is your case. The big case may have some value.

I may be away at college. Such a course may be of use to you. Some of us lack knowledge.

Let me know when the package arrives.

I shall let you have it.

Lesson 2

Underscore the last letter of a word to express final ING and THING

billing	<u>bl</u>
checking	<u>ck</u>
doing	<u>du</u>
filling	<u>fl</u>
filing	<u>fl</u>
getting	<u>gt</u>
hoping	<u>hop</u>
judging	<u>jt</u>
knowing	<u>no</u>
mailing	<u>mal</u>
owing	<u>o</u>
packing	<u>pk</u>
paying	<u>pa</u>
running	<u>rn</u>
seeing	<u>se</u>
selling	<u>sl</u>
nothing	<u>no</u>
something	<u>sn</u>

Write capital Z to express the sound of SH

cash	<u>kz</u>
------	-----------

finish	<u>fz</u>
furnish	<u>fznz</u>
furnishing	<u>fznz</u>
issue	<u>z</u>
machine	<u>zn</u>
shop	<u>zp</u>
should	<u>zd</u>
show	<u>zo</u>
showing	<u>zo</u>
wish	<u>z</u>

Brief forms

am	<u>n</u>
an	<u>a</u>
being	<u>b</u>
been	<u>b</u>
but	<u>b</u>
buy/by	<u>b</u>
in/not	<u>n</u>
move	<u>w</u>
our/hour	<u>r</u>
to/too	<u>to</u>
with	<u>w</u>
would	<u>d</u>
Dear Sir	<u>ds</u>
Yours Faithfully	<u>uf</u>
Yours Sincerely	<u>us</u>

Phrasing – phrasing is the natural joining of words. Whenever possible join the word to with the following word.

to + verb = t

to + any other word = to

to be	ʅb
to bed	ʅobd
to college	ʅokly
to <u>delay</u>	ʅdla
to <u>do</u>	ʅdu
to <u>hope</u>	ʅhop
to <u>know</u>	ʅno
to <u>let</u>	ʅl
to me	ʅore
to my	ʅou
to <u>own</u>	ʅon
to <u>pay</u>	ʅpa
to <u>see</u>	ʅse
to <u>sell</u>	ʅsl
to the	ʅo .
to you	ʅou

Additional Words

bad/bed	bd
box	bʌ
does	dʒ

fill	fl
gone	gn
low	lo
met	~
office	ofs
said	sd
say	sa
set/sit	sl
sir	sr
so	so
tell	ʅl
term	ʅon
who	hu
why	y
yes	ys
yet	yl

Vocabulary

adding	ad
attaching	atc
buying	b
heading	hd
letting	ʅl
living	lv
looking	ʅo
moving	~

saying	sa
setting	st
soliciting	sels
teaching	lec
telling	le
weighing	wa
fishing	fz
issuing	iz
push	pz
sash	sz
shoe	zu
wishing	wz
bet/bit/bat	bt
booklet	bkll
build	blld
bulletin	blln
bus	bs
button	bln
coal	ko
cotton	kln
dead	dd
dig	dq
fat/fit	ft
fun	fn
~~fun~~	
hay	ha

hen	hn
hog	hq
hit/hot	hl
job	jb
net	nl
none	nr
nor	nr
run	rn
sat	st
son/sun	sn
ticket	tkl
win	wn

Practice 2

Will you file the bill, too? I am hoping you will file it. I see it is in the file.

I shall finish in an hour. It should have been done very well. I can pack it for you.

I can buy something I am hoping to get cash at the office? did you get it as you wish?

I hope to finish packing in an hour. I can finish it in an hour. nothing will be done to delay it.

I am doing the filing. Look for the big book in the file. Will you show it to me?

I am paying the bill with cash. I wish to pay cash for the bed.

I am filling the packing case for you. Will you look at it? Do you see the coffee in the case?

I have a job in a shoe shop. The head of our shop is teaching me to run his office.

We shall not buy a file, nor shall we furnish our shop until we can pay cash. By paying cash, we shall furnish the shop bit by bit.

We shall see you at the bus. We should have fun. We shall have something to eat. I shall have some milk too.

I have something to show you. It will sell well. Show me the cash you got for it.

Do you have a son living at college? You may wish to know my son lives at college too. Knowing the value of college, he will, of course, wish to aid us. Do so by filling in the sum you wish to pay.

Judging by the men wishing to aid us, our new garage will be built. Some of the men are hoping to build a new garage.

Lesson 3

Overscore the last letter of a word to express the past tense ED

added	ad̄
attached	at̄
billed	bl̄
checked	ck̄
damaged	dr̄
delayed	dl̄
deposited	dp̄
designed	ds̄
filed	fl̄
filled	fl̄
fitted	ft̄
fixed	fx̄
followed	fl̄

furnished

issued

marked

omitted

owned

reached

remitted

signed

valued

Write a comma (,) to express the medial or final sound IE, EY.

any

anything

anyone

heavy

money

copy

happy

policy

ready

Brief Forms

about

above

acknowledge

again/against

as/has	as
day	d
go/going/good	g
had/he/her	h
man	~
many/him	~
on	o
those	los
time	u
what	wa
where	ur
without	ur
woman	un

Vocabulary

cached	kβ̄
finished	fnβ̄
limited	lri
looked	lō
mailed	nal
moved	rū
packed/picked	pk̄
rushed	rβ̄
showed	ʒō
wished	ʒβ̄
borrow	bro

bottom	bl̄
cabinet	kbn̄l
cattle	kll
debit	dbl
depot	dpo
furnace	fens
journal	ʃrn̄l
lamp	lrp
led	ld
level	lv̄l
lot	ll
mad	rd
magic	rk̄
manual	rn̄ul
map	rp
margin	reyn
meal	rel
mid	rd
middle	rdl
mill	rl
mix	rx
model	rdl
nap	rp
neck	rk̄
odd	od
offset	ofsl

often	ofn
opposite	opsl
pack/pick	pk
pamphlet	prfll
park	prk
pin/pen	pn
per	pr
pump	prp
ran	rn
rid	rd
rough	rf
row/roe	ro
sad	sd
sat	sl
scale	skal
settle	sl
sick	sk
silk	slk
solid	sld
source	srs
tan	ln
tariff	lrf
ticket	lkt
wet	vl
wood	wd
yellow	ylo

Practice 3

The money can be checked item for item in about an hour. The cash is added and deposited each day. Where has he signed for the cash?

It is my policy to pay cash for each item on time. I followed the above policy in each case. I acknowledged your signed cheque as cash.

We pay cash for each item. I am happy to pay it to her. I did not see the damaged item.

He let me have the bill and I checked each item against it. Having marked it in the book, I signed for it.

Is it getting heavy for you. I say the case is heavy.

Have you damaged the watch again? I shall check to see if it will go. The woman has to have it fixed.

Have you added the book to the bill for the man? Is it a good book? When it is signed it is of value.

The attached policy is ready to be signed. The watch will be running in a day. Is it a very good watch? Is it a cheap one?

I wish to get a copy of the pamphlet issued by the college.

My copy has a model of the new college which will be built. He did not say where he would build the college. Will he build it opposite the church?

We have marked the building on the margin of the map. The map may be delayed.

Let me have a new pamphlet. I wish to have it in time for the course. I borrowed a copy.

The bottom edge of my cabinet has been damaged in moving. Added damage has been done to the wood above the leg. Had it been well packed, it would not have been marked in such an odd way. The body of the cabinet looked as if it had been moved against a big metal pin. I hope it can be polished.

We acknowledge the damage done when the cabinet reached the shop. Our man said it had been moved against a heavy barrel. It is our policy to renew any damage. We hope to offset any delay by doing a good job.

Lesson 4

Write t to express the sound TH

health	hll
length	lrl
method	rd
than/then	ln
them	ln
thus	ls
though	lo
worth	wrl

Associate all the words of similar sound (families) in your mind and thereby save the learning of separate words. In the following families, omit the r and end the word with the vowel.

car	ka
care	ka
dear	de
fear	fe
assure	afu
cure	ku

desire	dze
tyre/tire	le
fair	fa
far	fa
hear	he
here	he
pure	pu
secure	sku
do	du
wire	wr
fair	fa
repair	epa
mere	re
near	re
sure	zu
more	ro

In the following families, omit the t and end the word with the long vowel

beat	be
heat	he
meat	re
awaiting	awa
date	da
late	la
receipt	rse
sheet	ze
sweet	se

rate	ra
relate	rla
wait/weight	wa
coat	ko
light	le
might	me
night	ne
suit	su
wrote	ro
sight	se
white	we
wright/right	re

Brief Forms

come/came	ke
during	du
their/there	te
they	ly
else	ls
that	la
this	ls
while	wl

Salutations

Dear sir	ds
Dear madam	dm

Vocabulary

bath	bl
death	dl
thorough	bro
worthy	wrl
jar	ja
mar	ma
aware	awa
bare/bear	ba
bearing	ba
cashier	kfe
cheer	ce
cared	ka
chair	ca
hair	ha
hearing	he
repairs	rpas
wear	wa
rear	re
furniture	fndu
securing	sku
mature	ru
heating	he
meeting	me
receipts	reses

repeated *rpé*
 seat *se*
 dated *da*
 dates *das*
 eliminate *elwa*
 hesitated *hztā*
 waiting *wa*
 devote *dvo*
 vote *vo*
 delighted *dlī*
 fight *fe*
 kite *ke*
 writing *re*
 route *ru*
 ahead *ahd*
 aim *an*
 column *klr*
 desk *dstk*
 dog *dq*
 egg *eq*
 fed *fd*
 fee *fe*
 felt *fel*
 fuel *fuel*
 gallon *gln*
 ice *is*

lay *la*
 modern *rdrn*
 normal *nrnl*
 omit *orl*
 pan *pn*
 parcel *prsl*
 pocket *pkl*
 rag *rq*
 rail *ral*
 rid *rd*
 show *zo*
 took *Lk*

Practice 4

I hear you might again buy a tyre for the car.
 Can you repair the tyre where it is cut? Buy the
 tyre in the sale and pay cash.

Pay them for the door. What is the door
 worth? The man will pay for the door in cash.

Their method is right, I am sure. I hear there is
 good value in it.

We can see by the light here. You cannot see
 the light well there.

You write to say your coat is too light. Will it be
 too heavy for you?

Do you wish to hear more about the car? I am
 happy you got the receipt for it. See if the
 policy is in the file. The date is sure to be on
 the sheet.

We wish you to meet our top men to hear about their design for a lightweight suit. Designed for the mature woman come it has a fitted coat with a belt. Women may wear a sash with a metal pin. There is a matching felt hat. The design will be repeated in tan and white silk. We are awaiting the new model. They assure us that they will have it in time.

In setting the date for the meeting, we wish to know what dates would suit you. Write if you would like to be met at the bus. Our office will pay the bus fare. The Parkview is near us. Those wishing to go ahead may follow the route right to the door of the Parkview. They may wait there. If they wish, they may park in the garage at the back. Though we fear that the rate of the Parkview may be high, we hope to get a low rate for the meeting. I am sure that the rate will not be more than we wish to pay. If you wish to know anything else, I should be delightedly if you would write to me.

Lesson 5

When an initial letter is pronounced with r (combination r), join a hyphen to the letter.

ar a

er E

ir i

pr p

br b

fr f

kr k

thr/tr t

dr d

gr g

or o

ur u

shr ʒ

air a

arm a

army a,

bread b

crop k

cry k

drop d

earn e

earth e

free f

from f

grow g

iron i

or o

original o

prepare p

profit p

through t

track t

trip t

true t

try t

Write l to express the final sound LY, LEY.

daily dl
early El
family frl
highly hul
merely rel
nearly nel
originally oyl
truly tul

Omit the medial long vowels in words of more than one syllable, except long 'i' before 'n'.

baby bb,
basis bas
design dʒɪn
locate lkeɪ
machine mən

produce pds
reduce rds
total ttl or ltl

Vocabulary

area aa
brick bk
brief bf
bridge bj

brought bl
criticism klɪzɪzən
dry du
fresh fʃ
fruit fu
fry fr
group gp
growing go
growth gɒl
prepaid ppd
prepared ppā
preparing ppā
pressure pʃu
privilege prɪvɪlɪʒ
promise prɪs
proof pf
traffic tfk
travel tvl
travelling tvl
treat te
treated te
trial trl
tried ti
trying ti
urge ɜ
badly bɒdli

briefly	bfl
fairly	fal
lately	lal
rapidly	rpdl
easily	egl
readily	rdl
thoroughly	lról
valley	vl
appeal	apl
avail	awl
broken	bkn
coupon	kpn
data	dla
deeply	dpl
duty	dl,
genuine	jrnn
hotel	hll
title	ttl
legal	lgl
local/locally	lkl
medium	rdn
safely	sfl
mutual	ruul
premium	prn
retail	rell

Practice 5

Is it too early to check the original design again? We might try again in an hour.

The daily showing of the machine will be from 9 to 5. Would you be free to come?

Did he profit by his trip to the sale? It should be of some value, should it not? Has anything been added to the sale?

The package is light in weight and the rate is cheap. The light case would be marked to go in the van.

Did you hear the cry in the night? From time to time, we hear it. We are resigned to it.

Going by the bread for the family. I shall buy it in an hour when I have the money and I shall buy for the family.

We earn a profit by this original method of selling. It is truly highly original. Is it true that the new book is selling well. It is highly original book. Its sales should grow.

While in the army, he is free to go to college. He is happy

Where are the goods that have come? Will the man be ready to check them?

Our family has moved to the valley. We grow our own wheat. It is true that we are often so tired that we go to bed early at night. By daylight we are ready to care for the chickens. We are delighted with the rapid growth of the wheat crop. Though the earth has been dry lately, we hope for a good crop.

Dear Sir, it will be a privilege to let you have a trial copy of our pocket travel book. We will add our new hotel booklet free. A trip is much more fun if you are free from care. Yours faithfully.

Lesson 6

N is omitted before the hard sound of G.

along alq
among arq
bring bq
long lq
single sgl
thing lq
wrong rq
young yq

Write z to express the sound z and any long vowel preceding z.

arise az
cause kz
hesitate hzla
news nz
raise rz
rise/rose rz
realise rz
reason rzr
season szn
these lz
use uz
using uz
visit vzi
whose hz
wise wz

Brief Forms

because ks
business bs
deal dl
fine fi
great q
like lk
line li
note nt
out ou
piece/peace ps
price ps
prove pr
put/up p
small sra
was 3
were u
work wk
angle agl
belong blq
belonging blq
bringing bq
language lq
rings rqs
sing/song/sung sq

abuse	abʒ
caused	kəʒ
choose/chose	ʒ
frozen	fʒn
itemise	ɪtəmʒ
bringing	bɪŋŋ
language	lŋgɪ
lose	lʒ
phrase	fʒ
prize	pʒ
propose	ppʒ
proposed	ppʒ̄
raised	rʒ
refuse	rɪfʒ̄
shoes	ʒus
sized	sʒ̄
suppose	spʒ
trees	tʒ
acknowledged	ak
carbon	kabɒn
nap	nɒp
priced	pɒ̄
row	rɒ
terms	tɜrn
tip	tɪp
wired	wɪ̄

Practice 6

Bring the family to see the baby. The baby is small for his age.

This hat is for you. Is it the right size, or is it small? The hat fits well because it is size 7.

The item on travelling was among the news. News has an item or damaged the car.

Something is wrong. His business is not working out as well as it might.

Dear Sir, in our business, we use a great deal of galvanised iron. Because of the rising price we have refused to buy. Our chief says he will refuse to buy as long as the price is so high. Hearing that you have a new method of heating iron, we have written for data on this phase of the work. We realise that you have not been using this method long. During this time have you raised the price per tonne? We should like an itemised sheet noting the terms you proposed. If you are prepared to meet these terms, we shall be happy to deal with you. Yours truly.

Dear Sir, we're among the few using the new heating method. Many have acknowledged the value of it. I suppose that you have followed the news of this method in the Iron Journal. The man who wrote the column came to our mill for some of his data. While waiting for him to come, we prepared data to show that it had proved of great value. Yet in writing his column, he chose the wrong angle. It is true that our price rose during a time of high carriage rate, but there has been a drop in the mill price. We have cut as low as we can. We hope we may have the privilege of dealing with you. Yours faithfully.

Lesson 7

Write w to express the sound of medial and final OW.

doubt dl
house hs
now n
down dn
how h
town wn

When an initial consonant is followed by l (combination r), join a dash to the consonant.

bl b
gl g
pl p
fl f
kl k
sl s
blue bu
clear ke
close (adj.) kos
close (verb) kez
floor fo
glad gd
plan pn
play pa
slow so

Phrasing

again and again aga
day or two dz
more and more
now and then nln
of course vkes

Brief Forms

appear ap
around r
begin bq
known no
large l
North n
East E
room rn
school skl
she/ship z
whom hn
South s
West u

Vocabulary

block	blɒk
clause	klɔːs
clearly	klɪəli
clerk	klɜːk
clipping	klɪpɪŋ
clock	klɒk
close	kləʊ
closing	kləʊɪŋ
closed	kləʊd
cloth	klɒθ
clothes	kləʊðs
clothing	kləʊθɪŋ
club	klʌb
flat	flæt
gladly	glædli
planning	plænɪŋ
houses	haʊsɪz
plans	plænz
plough	pləʊ
plus	plʌs
slight	slaɪt
slip	slɪp
slips	slɪps
bag	bæg

born	bɔːn
cat	kæt
ceiling	seɪlɪŋ
colleges	kɒlɪdʒɪz
dark	dɑːk
ear	ɪə
remark	rɪmɑːk
revenue	reɪnjuː
review	riːvjuː
risk	rɪsk
rule	ruːl
won	wɒn
Northern	nɔːðən
Eastern	iːstən
Southern	səʊðən
Western	weɪstən

Practise 7

Dear Sir, as our family is planning to move east, we wish to buy a House of medium size. Because of our young son, we do not wish to run the risk of buying too close to the traffic. Now that he is too big for his playpen, we would like to have a small room in which he can play safely. Like many born in the West I am so attached to our town that I doubt if I shall like the east, but business has been bad locally. The clothing firm for which I work is closing our western office. Though we sell a good line of medium-priced clothes, business has been slow. When the clerks have closed this office, I shall come to the capital to manage our eastern office. Yours truly.

Lesson 8

Use standard abbreviations whenever possible.

amount	amt
amounted	amt
amounting	amt
answer	ans
answering	ans
average	av
balance	bal
building	bldg
catalogue	cat
certificate	cert
company	co
credit	cr
department	dpt
discount	dis
dozen	dz
feet/foot	ft
figure	fig
government	govt
manager	mgr
manufacturer	mfr
mile	mi
minute	min
month	mo
morning	morng

mortgage	mtg
noon	nn
no	no
oz	oz
page	pg
page 2	p2
paid	pd
pound (weight)	lb
pound (sterling)	£
pence	p
road	rd
secretary	sec
street	st
television	tv
third	3d
volume	vof
week	wk

Write v to express final EVER.

however	hvr
whatever	var
whenever	vnr
wherever	vr
whichever	vr
whoever	hvr

Brief Forms

absolute	abos
allow	lv
ask	sk
between	bl
black	ḡ
gentleman	ḡ
girl	ḡ
give/given	gr
mine	re
only	nl
place	pl
please	p
year	y

Vocabulary

answered	ar̄s
avenue	ave
averaged	av̄
balanced	bal̄
catalogues	cats
Christmas	xrs
credited	cr̄
crediting	cr
credits	cr̄s

discounted	dis̄
doctor	dr
evening	eve
figured	f̄g
maximum	max
miscellaneous	misc
monthly	mol
mortgage	mtg
mortgaged	mtg
numbered	nō
pair	pr
post office	po
railway	ry
square	sq

Practice 8

Dear Sir, the parcel of goods which I bought came this evening. Whoever packed it wrote South Avenue in place of South Street. I have been greatly put out by the delay, as I had planned to give the socks for Christmas. Not only is the parcel a week late but the sizes are wrong. The parcel will now come back to you, and I should like to be credited with the price of the goods. Yours faithfully.

This package of mine will reach you in the morning. I am given a discount for cash on some goods allotted to a school. We buy goods for the school on credit. However, we pay the amount we owe each month.

Lesson 9

Write y to express the sound Oi.

boil byl
 boy by
 choice cys
 coils kysls
 join jyn
 joy jy
 oil yl
 soil syl
 toy ly

Write f to express initial, medial, and final FER.

differ df
 offer of
 prefer pf
 refer rf

Write a comma to express the sound of initial and final ST. The comma for the initial ST is joined to the letter that follows (rather like a half formed cursive s or small closing bracket).

assist as,
 best b,
 cast/cost k,
 earliest el,
 just j,
 last/list/lost l,
 least le,
 most no,

missed/mist/must ~,

passed/past p,

post po,

rest r,

suggest sy,

test t,

trust t,

waist/waste wa,

state sa

stating sa

steal/steel sel

still sl

stock sk

step sp

study sd,

style sl

Days of the week

Monday ~ ~
 Tuesday ly ~ ly ~
 Wednesday vd ~ vd ~
 Thursday lh ~ lh ~
 Friday br ~ br ~
 Saturday sl ~ sl ~
 Sunday sn ~ sn ~

Brief Forms

call	kl
held	hl
object	ob
several	sv
table	lab

Vocabulary

based	ba,
coast	ko,
discussed	dsk,
earnest	en,
fast	f,
finest	fe,
greatest	g,
highest	hi,
honest	on,
largest	l,
latest	la,
least	le,
lowest	lo,
nearest	ne,
post	po,
promised	pn,
protest	pl,

staff	sf
stage	sa
stamped	sp
stated	sa
stating	sa
stay	sa
stopped	sp
studying	sd,
waste	va,
offered	of
offering	of
offers	ofs
prefer	pl
refers	rfs
memo	mo
occur	okr
schedule	zdl

Practice 9

This is, we shall provide the machine at cost. It will be checked between Friday and Saturday night, and we shall pack it on Monday. We trust there will be no delay and that it will reach you in the morning on Tuesday. The department would like to assist you in getting it set up on the floor. Please tell us when we should begin. Yours faithfully.

The government has asked that an absolute maximum on the price of steel be set, and the plan is being studied. Again and again, many companies have tried to stop the price rise.

Lesson 10

Capitalise the first letter of the main syllable of a word to show the sound ER, DER, TER, THER. generally, the main syllable is the first syllable of the word.

after	af
better	Be
character	Kerk
colour	Kl
cover	Kv
covered	Kv̄
covering	Kv
dealer	Dē
discover	dsKv
either	E
ever	Ev
every	Ev,
favour	Jv
further	Jē
future	Ju
general	gnl
higher	He
larger	l
later	la
longer	lg
lower	lo
manner	n
material	ral

matter	ra
member	mb
mother	ro
motor	ro
neighbour	nb
neither	ne
never	nv
other	o
paper	p
powder/power	Pv
rather	ra
river	rv
similar	sl
smaller	sra
summer	sn
together	tg
water	va
weather/whether	ve
writer	re

*Combination R and L for
Capitals*

When an initial consonant or vowel is pronounced with r, join a hyphen to the capital letter. when an initial consonant is pronounced with l, join a dash to the capital letter.

Ar	a
Or	O
Br	B
Gr	g
Er	E
Dr	D
Ir	I
Fr	F
Ur	U
Kr	K
Tr	T
Pr	P
Bl	B
Fl	F
Gl	G
Kl	K
Pl	P
Sl	S
blower	
brother	

clearer	Ke
earlier	El
greayer	Ga
order	O
player	Pa
error	E
flower	F
greater	G
prior	Pi
tractor	Tr

Brief Forms

delivery	dl
help	hp
labour	lab
latter	ll
little	ll
newspaper	ngsp
open	op
opinion	opn
over	v
particular(ly)	p/
regular(ly)	reg
turn	ln
until	ul
voice	vy

When a speedwriting outline already begins with a capital letter (Z for sh) add an r to express the er sound.

shipper Zr
 shower Zr
 shiner Zr
 shopper Zr
 sugar Zr

Vocabulary

boiler Byl
 bother Bl
 butter Bl
 chamber Cb
 chapter Cp
 cheaper Cep
 collar Kl
 collateral kdl
 coloured Kl
 covered Kū
 covering Kū
 dealer De
 debtor Bl
 dinner Dn
 easier Ez
 escalator Eskl
 familiar Zr

favoured Zr
 favours Zr
 feature Ze
 federal Zdl
 fibre Zb
 fighter Zi
 filter Zl
 finger Zg Zervo
 furthermore
 general gnl
 greater g
 honour On
 jobber gb
 junior gn
 leather Le
 ledger Ly
 liberal Lbl
 lighter Li
 lumber Lrb
 moderate rda
 natural nal
 naturally nal
 nature Na
 officer ofs
 officers ofso
 ordered ō

ordering	<i>Ō</i>
orders	<i>Ōs</i>
others	<i>Ōs</i>
owner	<i>Ōn</i>
papers	<i>Pps</i>
prosecutor	<i>Psk</i>
recovered	<i>rKū</i>
rubber	<i>Rb</i>
silver	<i>Sl</i>
sooner	<i>Sn</i>
teacher	<i>Zec</i> <i>Zc</i>
timber	<i>Znb</i>
upper	<i>P</i>
voucher	<i>Vuc</i>
flower	<i>Zu</i>

Practice 10

Dear Sir, we can deliver your regular newspaper to you during the summer at a low cost. No other company can do this at a lower figure. Yours sincerely.

I hope you will wait until the weather is clearer for a sail down the river.

The writer took a long time to give his opinion on the matter. He would turn to his father for help.

In the future, I should prefer a blue material for a summer cover for the bed. In general, it is better for the covers to be similar in colour.

Dear Sir, we have realised that our club is too big for the regular meeting place. We plan to build a larger clubhouse. A lifelong member, whose brother is a director of a Trust Company, has offered to get a mortgage. We might get a more liberal offer at a cheaper rate from the government. However, we would have to pay cash for the site. Would you please come to the members' dinner to assist further in this matter? Yours faithfully.

Dear sirs, the nature of the building business is such that we do not know what will occur in the future. It is clearer than ever that prices will rise by summer. The longer you wait the more you will have to pay for material and labour. As you plan to build sooner or later, I suggest that you go ahead without further delay. If you refer to the catalogue giving building prices, you will see that the sooner you build the better. Yours faithfully.

Lesson 11

Write p to express medial and final PLE, PLY and b to express medial and final BLE, BLY.

applied	<i>api</i>
apply	<i>ap</i>
duplicate	<i>dpka</i>
people	<i>pp</i>
reply	<i>rpi</i>
replying	<i>rpi</i>
sample	<i>srp</i>
simple	<i>srp</i>
supplied	<i>spi</i>
supply	<i>sp</i>
pupil (exception)	<i>pup</i>
able	<i>ab</i>

available	avlb
favourable/favourably	zwb
oblige	obj
obliged	obj̄
payable	pab
possible/possibly	psb
trouble	lb

Join brief forms, standard abbreviations, and words to one another to form new words.

afternoon	Afn
ago	ag
become	bkc
before	bf
everything	Ev̄,
force	fs
form	fr
herewith	hev
inasmuch	nsnc
inform	nfr
into	nl
invoice	nry
booklet	bkl
cancel	ksl
cannot	kn
details	dlls
return	rln
returned	rln̄

returning	rln̄
sometime	srn
somewhat	srva
therefore	lf
today	ld
within	wn

Vocabulary

applies	aprs
applying	ap̄
couple	kp
duplicate	dpka
pupils	pups
replied	rsp̄
replies	rsps
simply	srp
supplies	spus
assembly	asnb
cable	kl
capable	kplb
double	dlb
label	lb
liable	lib
problems	pbors
profitable	pflb
reliable	rlub

reasonable/reasonably	ɹɪznəb
suitable	sʊb
tablet	ˈtæbl
valuable	ˈvæljuəb
accompany	əko
became	bɪk
become	bɪk
becomes	bɪks
becoming	bɪk
behalf	bɪhɪf
belief	bɪlɪf
belongs	bɪlɪŋz
below	bɪləʊ
cancelled	kænsəl
cancelling	kænsəlɪŋ
carriage	kærɪdʒ
chair	ʧeə
elsewhere	elswe
everybody	Ev, bɒdɪ,
everyone	Ev, ɪ
forced	fɔː
foreign	fɔːn
forget	fɔːt
formal	fɔːml
former	fɔːm
forth	fɔː

hereafter	heəf
hereto	heɪtə
high school	haɪ skul
highway	haɪweɪ
ideal	aɪdɪəl
income	ɪnkuː
informing	ɪnfɔːmɪŋ
insist	ɪnsɪst
likewise	laɪkwaɪz
membership	mɛmbrʃɪp
North-West	nɔːθwɛst
otherwise	ɔːðəwaɪz
outfit	aʊtɪft
outfits	aʊtɪfts
outline	aʊtlaɪn
overcome	ɔːvəkʌm
overdue	ɔːvəduː
overlook	ɔːvəluːk
oversight	ɔːvəsɪt
ownership	ɔːnəʃɪp
recall	rɪkəl
removal	rɪmuːvəl
removed	rɪmuːvɪd
renew	rɪnuː
renewal	rɪnuːəl
replace	riːpl

somebody	srb,
someone	sn,
sometimes	srus
thereafter	Tap
thereby	Tb
therein	tn
tonight	tn
warehouse	Wahs
welcome	Wlk
whatsoever	Wsu
whereabouts	Wrabs
whereas	Wrs
whereby	Wrb
wherein	Wrn
wholesale	hsl

Practice 11

Is it possible for you to supply me with a duplicate bill in order to answer the memorandum within the time you allow.

Several months ago, I voiced my opinion before I supplied you with a table, a photo of which appears on page three.

It is a simple matter for the manager to return the goods which are still available. Please inform him of the trouble in this matter.

Because I filled in the form last month and did not get the supplies, I should like to cancel my order from today.

I return herewith the goods supplied to me during the past week and wish to inform you that I cannot possibly duplicate them.

Because the price of steel is fixed, you have no choice in the matter. Within a month this price will not be in force.

Dear me, the pupils of the high school are planning a suitable way to honour one of their former teachers. She is still capable of teaching, but because of her age she is obliged to give up teaching there. Many of the pupils would like to give a dinner in her honour. Will you please reply and tell me if you were able to assist with the details and some of the problems. Yours sincerely.

Dear bill, I shall be pleased to accompany missus grey to the dinner. Some of her former pupils have offered to bring flowers for her table. After dinner, the chair will recall the capable teaching she has done. Then there will be someone to sing for us. On her behalf we have raised money to get her a silver travelling clock. There will be a tablet which will simply say "A great teacher we shall never forget". Yours sincerely.

The balance of the mortgage due on the building is payable within a year from now.

On Saturday, several members were of the opinion that there was no money available to pay the mortgage. This was a somewhat favourable view.

I suggest you inform your firm of the trouble you have had in supplying steel.

Lesson 12

Write / to express medial or final RD, RT, WARD.

according ak/
 accordingly ak/l
 art a/
 assorted as/
 board b/
 card k/
 certain s/n
 certainly s/nl
 court k/
 courtesy k/s,
 effort ef/
 forward f/
 forwarded f/
 forwarding f/
 heard/hard/hurt h/
 part p/
 party p/
 record rek/
 regard rg/
 report rp/
 short ʃ/
 shortage ʃ/
 sort s/
 support sp/

toward l/
 word ʊ/

Write a hyphen to express the sound of medial or final NT, MENT.

agent ay-
 current kr-
 development dvlp-
 different df-
 don't do-
 event ev-
 evidently evd-l
 front f-
 judgement ʃl-
 moment m-
 payment pa-
 point py-
 present pz-
 print p-
 recently rs-l
 sent s-
 settlement sl-
 shipment ʒ-
 statement sa-
 sufficient sʃ-
 want ʊ-
 wanted ʊ=
 wanting ʊ=

winter U-

wouldn't d-

Write q to express the medial or final sound
NK, NKT.

bank bq

blank bq

drinking dq-

precinct psq

thank/think lq

thanking/thinking lq-

Brief Forms

advertise awz

America(n) a

approximate/approximately apx

Britain/British B

child a

children cu

collect kk

communicate kuka

country K

describe/description des

find be

happen hp

kind ke

magazine raq

necessary nec

result rsl

succeed/success suc

world wo

Vocabulary

accord ak/

carton k/n

cord k/

fortunate f/na

forwarded b/

forwarding b/ g/n

guard q/

hardly h/l

heart h/

pardon p/n

regarding rq/

acknowledgement ak-

advertisement awz-

anticipate a-spa

apartment ap/-

appointment apy--

argument agu-

assignment asen-

assortment as/-

can't k/

cement s-

centre s-

development dwlp-

disappoint dspy-

document dk-

doesn't dz-

dominant drn-

efficient efβ-

evident evd-

garment gr-

grant g-

guarantee gr-e

haven't v-

hinted h=

intent nl-

isn't s-

joint jy-

management my-

meant n-

merchant vr-

painted pa=

patent pl-

patient pβ-

pleasant pz-

present pz-

prevent pv-

print p-

prominent prn-

student id-

sufficiently sfβ-l

supplement spl-

urgent uy-

wanted u=

won't v-

frankly fql

sink sq

tincture lqu

Practice 12

Thank you for the settlement of your current bill. We shall credit the payment to your firm.

In a recent delivery, your agent sent a certain supply of paint for our summer house.

As part of the record, they heard the report on the short supply of board for the development.

Courtesy should never be absent from your work. I am certain you wish to support this judgement.

Dear Sir, I should like to describe the recent delivery of paint you sent me for my winter supply. There appears to be a shortage of blue and white. Certainly, you are not short of these colours in your plant. Am I right in thinking that an added delivery of the necessary colours to finish my order will be sent? Thank you for your effort in this matter. Yours faithfully.

Lesson 13

Write a dash to express the sound of medial or final ND.

beyond by-
 bond b-
 demand dr-
 depend dp-
 end e-
 friend f-
 found fr-
 ground gr-
 hand h-
 handle hl-
 land l-
 mind m-
 round r-
 send s-
 sound sr-
 stand st-
 standard stl-
 window w-o

Add s to form the plural of words ending in a letter of the alphabet. Where the outline ends in a punctuation mark, repeat the mark to form the plural.

amounts ams
 bills bls
 boys bys

cases kass
 checks chs
 finds fs
 follows fls
 goods gs
 invoices nrys
 its ls
 rates ras
 agents ay--
 statements sa--
 wants v--
 hands h--
 endings e==
 cards k||
 parts pl||
 records rk||
 samples spps
 sizes szs
 stamps stps
 stocks stks
 times ls
 regards rg||
 reports rp||
 towards ll||
 copies kp,,
 parties pl''

costs k_u
 tests L_u
 findings f_u =

Write s to express medial ST.

custom k_{sn}
 customer k_{sn}
 customers k_{sn}
 estimate es_{va}
 listed l_s
 listing l_s
 mistake m_{sk}
 postage p_{st}
 system s_{sn}
 tested t_s
 trusted t_s
 trusting t_s

Vocabulary

attend at₋
 band b₋
 binding b_u =
 bound b_u =
 brand b₋
 calendar kl₋
 cylinder sl₋
 depending dp₋

dividend d_{vd} —
 ending e₋ =
 friendly f₋ l₋
 fund f₋
 handed h₋ =
 intend nt₋
 pending p₋ =
 refund rf₋
 render R₋
 send s₋
 standpoint j₋ py₋
 windows u₋ os
 wonder u₋
 booklets bk_{lts}
 businesses bs_s
 cars kas
 creditors cr_s
 goes g_s
 lines l_u
 lots l_{ts}
 months m_{os}
 notes nt_s
 sales sals
 sells sls
 sets sls
 states stas

styles	uls
suits	sus
taxes	lxs
things	lgs
times	lis
towns	lons
bonds	b--
friends	f--
grounds	gr--
duties	dl,,
ladies	ld,,
studies	ed,,
plants	p--
points	py--
students	ld--
shipments	3--
notices	niss
offices	ofss
plates	pas
ways	was
weights	was
works	wks
suggests	sl,,
words	wll
proceedings	psd=
assistant	ass-

distinct	dsg
estate	esu
estimated	esvā
installed	rsa
justly	jsf
listing	ls
mistaken	rskn
outstanding	ous=
postal	psl
trustee	tse

Practice 13

Dear Sir, shall we insert the advertisement about your building in our weekly or monthly magazine? You can guard against disappointment by setting the advertisement in large type. The description of the building is good, but if the sale is urgent, we suggest a more prominent heading. You might think about giving the price to. Yours faithfully.

Can I depend upon you to have the order sent by 1:00 PM?

The parties to this report find that the estimate given is sound in every regard.

The mistake in the postage rates added approximately £3 to the cost of the copies we sent to our customers.

In order to sound out opinion, the magazine was sent to every part of the country.

We have found this simple system to be successful in business in most parts of the country.

Dear Sir, we are glad that you wish to handle our line and are sending our catalogue listing standard styles and sizes of windows. Windows, square or round, may be designed to order. In such cases, payments should be demanded when the order is placed so there is no mistake. Within a few months, I would a new advertisement will appear in outstanding magazines. Before they appear on the newsstands, notices will be sent out to our agents. From the point of view of advertising, we give our dealers as much sales help as we can. On the basis of sales, we can say that we have the largest turnover in the world. Yours faithfully.

Dear Sir, we are happy to inform you of your appointment as trustee of Seaview school. An outline of your duties will be sent to you, together with notes on the proceedings of the last meeting. At the end of each calendar year, you would be obliged to attend a general meeting to find out the estimated costs of maintaining buildings and grounds, and ways of raising funds. Our chair sends you his kindness regards. Yours faithfully.

The custom of this firm is to handle standard goods at fair prices. Please send me a description of the stocks and bonds you handle. I have in mind only late issues.

Lesson 14

Write a closing bracket) to express final ITY.

ability *ab)*
 capacity *kps)*
 city *s)*
 locality *lke)*
 vicinity *usr)*

Write the apostrophe ' to indicate final SS, NESS

class *Te'*
 classroom *Tesrn*
 discuss *dstk'*
 guess *g'*
 happiness *hp'*
 illness *il'*
 lass/less/loss *l'*
 mass/mess/miss *m'*
 pass *p'*

Write k to express initial and medial COM, CON, COR, COUN, CUM.

account *akl*
 accounts *akls*
 comfort *kf/*
 commit *kl*
 committee *k)*
 common *kn*
 complete *kpe*
 confident *kfd-*
 consider *ks*
 considerable *ksb*
 convenient *kevn-*
 corner *kn*
 county *kl*
 recommend *rk-*

almost	bro
already	lr
also	lso
always	lr
avoid	awy
both	bo
busy	bz
charge	cq
charging	cq-
charged	cq
easy	ez
learn	lr
liberty	lb
life	lf
nice	ns
organise	oq
organisation	oq
ought	ol
represent	rep
representative	rep
retain	rla
save	sav
thought	tt
throughout	tw

Vocabulary

cities	s))
facilities	fse))
liability	lib)
maturity	rtu)
necessity	rec)
possibilities	pos))
possibility	pos)
pretty	ps)
publicity	pbs)
security	sku)
society	ss)
variety	vr)
brass	b'
classes	k''
cross	k'
doubtless	dill'
glass	g'
glasses	g''
gross	go'
helpless	help'
kindness	ku'
press	p'
process	po'
professor	pf'
pureness	pu'
regardless	rq/'

useless	usl'
accommodate	akda
accomplished	akpβ
accounts	akls
combined	kbuñ
commands	k _ _
comment	k _
commerce	krs
community	kn)
compare	kpa
compelled	kpl
complaint	kpa-
completely	kpel
complied	kpi
comply	kpe
confined	kfi
confirm	kfrn
consent	ko _
considerable/considerably	Kob
consigned	ksuñ
consist	ks,
consistent	kss _
consists	ks,,
constant	ks _
consult	ksll
contained	klñ

contemplate	klrpa
contemplating	klrpa
content	kl _
contents	kl _ _
corn	kn
corpse	kps
count	kl
counter	1K
economy	ekr,

Practice 14

I am glad to learn that your representative will be at liberty to come and see us.

Always consider what is convenient for you before you complete the necessary report.

I am confident that you wish to avoid the charge that you are too busy to discuss the committee report.

If you work to the best of your ability, you will find it easy to learn this system of writing.

We can now reach the city from our locality in a little less than an hour. It is very easy to get to our house and we save a lot of time.

When you are not too busy our representative will call on you to go over your account. Please retain your receipts.

Throughout the year we work to the best of our capacity. However, we are happy to get a complete rest at the end of the year.

This is a busy organisation, and it is a common sight to see the men in the plant work both regular time and overtime.

"How to organise your business" Mark Wills.
This volume is a completely new study. Each chapter consists of a particular phase of office organisation. Consider the chapter on filing. It describes new facilities such as large- capacity filing cabinets. A file is useless if it does not contain the complete accounts of an organisation. Rapidity in answering mail often depends upon organisation in sorting and filing necessary papers. This book will be of considerable help to you regardless of where you are.

Dear Professor Glass, may we ask you to consider the contents of our latest book, just off the press, for use in your classes. It is called "How to organise your business" and we are sending you a copy. We hope you will have some comment to offer. With your consent we should like to use this comment in our publicity. I will representative will be in your vicinity within a few days, and he will communicate with you for an appointment. We should consider it a kindness if you would look over the contents. Yours sincerely.

Lesson 15

Write j to express the medial or final sound of SHUN, vowel-SHUN, NSHUN.

action *akj*
addition *adj*
additional *adjl*
application *apkj*
association *asʒj*
attention *alj*
collection *kekj*
commission *kj*
consideration *ksj*

decision *dsj*
division *dwj*
education *edkj*
location *lkj*
motion *~j*
national *nyl*
notation *nlj*
communication *kukj*
competition *kplj*
condition *kdy*
connection *knkj*
occasion *okj*
position *pʒj*
proposition *ppʒj*
section *skj*
station *ʒj*
suggestion *sʒj*

Exceptions

completion *kpej*
correction *kerkj*
connection *knkj*
mention *~nj*

Write a to express the sound AU, AW.

all *al*

although *allo*
law *la*
saw *sa*
authority *a)*
fall *bal*
talk *lak*
walk *wak*

Write a to express initial AN. Write un to express initial UN. Write n to express initial EN.

animal *anl*
annual *aul*
another *ao*
enable *nb*
endeavour *ndv*
indicate *ndka*
information *nbry*
informed *nfri*
instant *ns-*
instead *nsd*
engine *ryn*
engineer *ryne*
enough *nf*
entire *nli*
entirely *nli-*
entitled *nttl*
envelope *nulp*
unable *ub*

under *u*
understand *Us-*
understanding *Us-*
undoubtedly *undt^l*
unless *ul'*

Vocabulary

accommodation *akdy*
additions *adys*
anticipation *a-sp1*
cancellation *ksly*
commissioner *ky*
compulsion *kply*
concession *ks1*
confirmation *kfrn1*
connections *knkys*
convention *ky*
conversation *kivrs1*
corrections *krks1*
destination *dsn1*
discussion *dstk1*
edition *edy*
fermentation *f-1*
foundation *fr-1*
installation *nsly*
limitation *brly*

negotiations	ngʒys
objection	obj
obligation	obj
population	ppl
possession	pʒ
preparation	ppaj
production	pdk
protection	ptk
provision	puʒ
recommendation	rk — 1
reduction	rdk
relation	rl
reputation	rpuy
sections	skys slky
selection	
session	sl
vacation	vk
valuation	vluy
altogether	allg
auditor	ad
authentic	al — k
author	a
authorities	a))
authorises	ags
autumn	alr
ball	bal

draw	da
drawing	da
drawn	dan
haul/hall	hal
laws	las
raw	ra —
talked	lak
wall	wa
analyse	alz
analysis	alss
annum	an
enabled	nb
endorse	ndrs
endorsement	ndrs —
endure	ndu
enjoy	ny
inability	nb)
install	nst
institute	nstu
insure	nbu
intention	nty
investigate	rusga
investigation	rusgay
investment	rus —
invited	rvi
involve	rulv

involved *rvlv*
 misunderstanding *rslls*
 understood *lud*
 unfortunately *uf/nal*
 uniform *uf*
 union *un*
 unit *ul*
 university *uvrs)*
 unpaid *upd*

Practice 15

Dear Sir, the annual convention of the National Association of Television Manufacturers will be held during the early autumn. All station managers are invited. Unfortunately, we have been unable to reach a decision as to a location but will endeavour to choose somewhere convenient for all. Undoubtedly plans will have to be discussed for a national location. We shall be pleased to have additional suggestions that will enable us to choose a place. It is our intention to meet all invited members at the station. Yours truly.

Dear sirs, in my talk with the auditor of the Communications Commission some problems in connection with your association were indicated. We were unable to understand your authority for decision in the matters of production cost, reduction of investment involved in television manufacture and the addition of station facilities in relation to population. It is our intention to analyse television sales in many places.

We understand that in your case one station is not enough for the entire county. Such a deficient condition necessitates correction, but all discussions must have the endorsement of the commissioner if they are to have the authority of law. Yours faithfully.

Lesson 16

Write x to express the sound of AKS, EX, OX.
 Write X to express the sound of EXTER, EXTIR, EXTRA, EXTRE, EXTRI, EXTRU.

axle *xl*
 examination *xrvy*
 example *xrp*
 exception *xpy*
 exist *x,*
 expert *xpl*
 explanation *xpry*
 extent *xl -*
 extra *X*
 extremely *Xre*
 oxen *xn*

Associate all the words of similar sound (families) together in your mind and thereby save the learning of separate words. Drop the final consonants m and v and end the word with the long vowel proceeding it.

assume *asu*
 claim *ka*
 home *ho*
 name *na*
 presume *pzu*

same	sa
seems	ses
alive	ali
believe	ble
gave	ga
leave	le
leaving	le
receive	rse
received	rse
receiving	rse

When an outline begins with a comma or capital letter add r to express the ER ending.

steamer	ser
stammer	sr

In words ending in the sound of AKE, drop the long vowel and write k. In words ending in the sound of the long vowel and D, write d. In words ending in the sound of OLD, write ol.

break/brake	bk
make	rk
take	lk
decide	dsd
decided	dsd
side	sd
deed	dd
exceedingly	xd l
indeed	ndd
lead (verb)	ld

load	ld
need	nd
read	rd
reading	rd
grade	gd
made	rd
trade	ld
bold	bol
cold	kol
fold	fol
gold	gol
hold	hol
mould	rol
old	ol
sold	sol
told	lol

Vocabulary

exceed	xd
accident	xd-
examine	xrn
excellent	xl-
exceptional	xpyl
exceptions	xpyjs
excess	x'
excite	xe

execute	xku
exhausted	xa [̄] s
exhibit	xbl
existing	x [̄] s
expenditure	xp - lu
expiration (dot i for clarity)	xpi [̇]
expired	xpi [̄]
export	xpl
extend	xl -
extending	xl -
exterminate	x [̄] na
external	xnl
extremity	x [̄] n)
extravagant	xvg -
Oxford	xpl
oxygen	xyn [̄]
deem	de
frame	fa
game	ga
steam	le
lake	lk
makes	rks
making	rk [̄]
sake	sk
takes	lks
undertakes	l [̄] lks

grades	gds
laid	ld
misaid	rsld
feed	fd
leaders	lds
leading	ld [̄]
proceed	psd
readers	Rds
reading	rd [̄]
seed	sd
aside	asd
beside	bsd
divide	dvd [̄]
divided	dvd [̄]
inside	rsd
outside	ousd
provide	pvd
providing	pvd [̄]
shades	zds
trades	lds
decide	dsd
sides	sds
wide	wd
attitude	attd
older	o [̄]
food	fd

closely	<i>ksl</i>
face	<i>fas</i>
lease	<i>les</i>
nicely	<i>nsl</i>
household	<i>hshl</i>
prices	<i>pss</i>
trace	<i>tas</i>

Practice 16

I presume you wish to leave on the extra- fast coach which will make the trip in an extremely short time.

To what extent do you believe that trading produce will not be so great as last month?

Upon examination of your offer, I find that we cannot take the goods of such low grade.

Several members hold the opinion that additional courses cannot be of help in the extension division.

Additional information is necessary to decide whether an exception may be made.

I believe you will receive a statement of the goods sold in the annual sale.

When we receive your wire, we shall ship the goods by fast vessels.

He produced the old deed to the house in support of his claim.

For example, I presume you have read the exceedingly clear report on which our claim rests.

This is, I have been told that you have a house for sale beside the lake. A friend has need of a home outside town. I believe this house would be excellent. He has been extremely ill

following an accident and needs to receive rest and peace. For his sake, I looked at several houses, all nicely built and in excellent condition. Prices were exceedingly high, however, and the terms did not appear to be fair. We want to examine the house to see if it is all you claim. Yours faithfully.

Dear sirs, before Mr Gold undertakes an examination of your house, he would like an explanation of your terms. Would you take his house in part- payment? He would like to make a deal to reduce his expenditure. I assume that you can make a description of the site. After reading it he may decide to bring an expert with him. Kindly tell us how to proceed after we leave the new road. I have mislaid my map and do not know the name of the road leading to the lake. Yours sincerely.

Lesson 17

Join a / to express medial or final sounds of NSE, NSY.

accordance	<i>ak/</i>
announce	<i>a/</i>
assistance	<i>ass/</i>
difference	<i>df/</i>
distance	<i>ds/</i>
expense	<i>xp/</i>
influence	<i>nfl/</i>
instance	<i>ns/</i>
insurance	<i>nzu/</i>
principal	<i>p/p</i>
reference	<i>rf/</i>
sense/since	<i>s/</i>
science (i retained for clarity)	<i>su/</i>

Omit t after the sound of K, P, F, X and M medially and finally.

accept	xp
act	ak
attempt	aln
connect	krk
correct	krk
corrected	krk
correctly	krk
deducted	ddk
direct	drk
draft	dp
effect	efk
exactly	xkl
except	xp
expect	xpk
expected	xpk
fact	fk
left	lf
next	nx
picture	pku
practice	pks
product	pdk
promptly	prl
promptness	pr
texture	lxu

Omit all long vowels (except I) preceding final N.

explain	xpn
obtain	obl
obtained	obl
remain	rn
train	ln
clean	kn
mean	n
seen	sn
sign	sn
resign	rn
loan	ln
shown	zn
soon	sn
stone	sn

Vocabulary

absence	abs
agencies	ay
agency	ay
allowance	l
announcement	a-
annoyance	ay
appearance	ap
assurance	azu

chance	č
compensation	kp/1
compliance	kpu
conference	kf
confidence	kfd/
convinced	kw
efficiency	ef3
evidence	evd/
expenses	xp/
fancy/fence	f
financed	fnv
hence	hv
instance	ns/
instances	ns//
patience	p3
pencil	p/l
pronounce	pn/
remittances	rv//
residence	rzd/
sincere	se
sincerely	s/el
acceptable	xpb
acceptance	xp/
accepted	xp̄
accepting	xp̄
actual	akl

actually	akl
adopted	adp̄
affected	afk̄
attempting	al/
deducting	ddk̄
defect	dfk̄
directed	drk̄
directly	drkl
drafts	dfs
exact	xk
exactly	xkl
excepting	xp̄
expect	xpk̄
kept	kp
neglected	nglk̄
pictures	pkus
products	pdks
project	pyk̄
prompt	p/
protect	plk̄
safety	sf,
select	slk̄
conduct	kdk̄
connected	knk̄
contact	klk̄
deduct	ddk̄

deducted	dok̄
expected	xpk̄
expecting	xpk̄
facts	fks
incorrect	nk̄rk
selected	slk̄
soft	sf
text	lx
textile	lxl
chain	cn
contain	kln
drain	dn
explain	xpn
explained	xpn̄
explaining	xpn̄
gain	gn
gained	gn̄
grain	gn
main	mn
obtaining	obl̄n
pain	pn
plain	pn
plainly	pn̄l
rain	rn
remainder	Rmn
remaining	rn̄

remains	rn̄s
cleaned	kn̄
cleaning	kn̄
green	gn
meanwhile	rn̄wl
assign	asn
sign	sn
alone	aln
loans	lrs
phone	fn
telephone	lfn

Practice 17

On his next trip, your representative may expect our firm to bear the expense of his visit to the work.

It is not convenient in this instance to make a direct reply exactly as you wish. May I explain the effect it may have?

If you take out insurance now, you may ask for a loan on the principle after one year.

I may not be correct, but I cannot connect the assistance he gave me in this instance with his past acts.

My practice has always been to pay cash after the discount has been deducted.

Did you also attempt to explain to him the effect a prompt settlement of his account would have?

If you act now, our product can be expected to add your sales in both volume and profit.

In accordance with what you suggest, the insurance policy will be made out next week exactly as you wish.

It remains to be seen whether you will have any influence in obtaining a loan at the bank.

Dear Sir, when you leave home, is your residence left alone and neglected or is it protected by insurance? We can give instances as evidence that your safety and possessions may be affected by neglect in obtaining insurance. We do not mean to influence you in the type of insurance you select, but there is no sense in taking a risk. We have agencies in all principal cities. You may tell a from your local agency all right to us directly. Save expense and annoyance by acting promptly. Yours faithfully.

Dear Sir, let us give you an example of one instance when insurance was of value. In claim number 468 the brigade came promptly, but for all their efficiency and training, all furnishings were burned except a few pictures. Fortunately, insurance had been in obtained on all household effects. The blaze was plainly traced to the fact that a cleaning product containing alcohol had been kept in the house, but compensation was received. Allowance was made for the age of the damaged items and was deducted from the original valuation. Actually, compensation was collected to cover most of the expenses. Yours faithfully.

Lesson 18

Write capital S to express the sound STR, STAR, STER, STIR, STOR, STUR.

distribute d**sbu**

distribution d**sbuy**

district d**sk**

history h**s,**

industry n**ds,**
instruction n**sky**
start **sl**
started **si**
starter **slr**
story **s,**
straight **sa**
strong **sq**
yesterday **y**sd****

Write capital K to express initial CONTIN, CONTRA, CONTRI, CONTRO, COUNTER.

continent **K-**
continue **Ku**
contract **Kk**
contribute **Kbu**
control **Kl**
counteract **Kak**

Write capital L to express the sound of initial LETER, LITER.

letter **d**
letterhead **ldhd**
literal **dl**
literature **llu**

Brief Forms

arrive **rw**
benefit **brf**

difficult dʃk
 difficulty dʃk
 farm f
 fire fi
 full/fully fu
 God ɡ
 hundred H
 keep kp
 million /
 opportunity opl
 real/really rl
 situation sel
 strength s
 thousand)

Months of the year

January jan
 February fe
 March m
 April ap
 May ma
 June ju
 July j
 August ag
 September sp
 October oc

November nv
 December dc

Vocabulary

abstract abstrk
 astray asa
 construct kstrk
 constructed kstrk
 construction kstrk
 demonstration drɔnsɪ
 destroy dstrɪ
 destroyed dstrɪ
 distributors dstrɪbʊrs
 districts dstrɪkts
 illustrated ɪlstrə
 illustrating ɪlstrə
 illustrations ɪlstrə
 industrial ɪndʌstriəl
 instruct ɪnstrʌkt
 instructed ɪnstrʌkt
 instruction ɪnstrʌkʃn
 instrument ɪnstrʌmənt
 register ɪdʒɪstər
 straighten streɪtən
 started stɑːt
 star/stir/store stɑː

strictly	Skl
stronger	Sgr
strongly	Sgl
storage	Sl
continual	Kul
continuance	Ku
continued	Kū
continuing	Ku
contract	Kk
contacts	Kks
contribution	Kbr
controversy	Kwes
discontinue	dsKu
discontinued	dsKu
letters	ds
literally	Ll
literate	la
litre	L
although	allo
entirely	nl
invoiced	nvj
annual	aul
desirable	dsb
endeavour	nhv
engage	ngj
engineering	ngne

engineers	ngnes
enjoyed	nyj
envelopes	nvps
household	hshl
informed	nf
insufficient	nsf3-
insured	nzū
invoice	nvj
merit	ml
nevertheless	nvl'
stakeholders	sktl
tomorrow	lvro
unnecessary	unes

Lesson 18

In May we shall start to benefit from the assistance you provided to our firm in February.

The distribution of the letter to everyone in the industry should be a strong point in our favour.

The difficulty is that we cannot continue to control the fire until all the men arrive.

I really believe that each difficult situation in life will give each of us an opportunity to learn more and more. In order to keep up sales in the district warehouse, more instruction to the salespeople should be given in March.

In the afternoon they signed the contract in accordance with the letter of the law and fully a million people will benefit.

In your letter of July 13, you made an offer to contribute a large sum of money if the opportunity should arise.

Instruction in literature will start early at school and continue throughout the four years in college.

Since I expected to see you yesterday and I did not arrive on time, may I ask what you desire now?

June, July and August are the months when life really begins down on the farm.

Dear Sir, whether you have a shop, farm, or industry, you can benefit from the opportunity offered by our annual sale of office and industrial supplies. The sale will start tomorrow afternoon, September 15, with a full demonstration of our Gold Star line of business machines and will continue until October 20. Literature containing illustrations of goods on sale should arrive promptly. All units have been constructed strictly in accordance with the latest engineering principles. In addition to really strong construction, our hundreds of models offer many features designed to contribute to office efficiency. Yours faithfully.

Dear Sir, we have travelled literally thousands of miles to check our contracts with manufacturers and distributors. Since the beginning of June, goods have been difficult to obtain. During April and May, we anticipated some difficulty in supply and distribution and attempted to counteract the situation in certain districts by developing new contacts. Although I may be insufficient to take care of new accounts, we shall nevertheless endeavour to fulfil the orders of customers whose confidence we have enjoyed. We strongly urge you to complete the attached contract now, as prices may rise because of conditions entirely beyond our control. Yours faithfully.

Lesson 19

Write capital N to express initial and medial ENTER, INTER, ENTRA, INTRI, INTRO.

enter n
entrance n
interest n,
interior nr
interview nru
intricate nka
introduces nds
intrude nd

Omit n before the sounds CH, J, NSE

arrange ar
arranged ar
arrangement ar-
convenience kw
danger d
exchange xch
change ch-
changed ch
changes chs
inconvenience nkw
ordinance od
range r

Write p to express initial and medial PER,
POR, PUR and medial PAR.

apparently ap-l
co-operation kopy
parent pr-
perfect pfk
perhaps pps
permit prl
person psn
personal psnl
portion pl
properly ppl
property ppl
purchase pcs
purchased pc,
purpose pps
operate opa
separate spa

Write f to express medial and final FUL,
FULLY, FERE, FY.

beautifully blf
carefully kalf
notify nlf
wonderful v-f
wonderfully
notified

Vocabulary

entertain nln
entry n,
interested ns
interests n,,
international nnyl
interview nwn
introduction ndky
intrusion ny
arranging ary
bench bc
changing cf-
exchanged xcy
fringe fl
singe sl
strange sl
stranger slr
co-operate kopa
parking park
percent pc
percentage pcy
perfectly pfkl
permanent prn-
permission py
permitted pri

personally	psnl
persons	psns
pertaining	pln
portion	pl
proportion	ppr
purchaser	Pcs
purchases	pcss
purchasing	pcs
purposes	ppss
pursuit	psu
separately	spal
certified	s/f
grateful	gf
gratifying	gfl-
helpful	hpl
interfere	nf
justify	jst
justified	jst
notified	ntf
preference	pf
useful/usefully	usl

Practice 19

I can arrange an interview for you with manager if you will call in person on Wednesday, April 2.

The manager has given careful consideration to the property on which we hold a mortgage at 62 Exchange Street.

The similarity between personal property and real property is shown on your tax account.

I think you should acknowledge the reference to your letter in the newspaper.

We've had some difficulty in completing different forms for each branch of the company.

Dear Sirs, after we received your letter of September 1 in which you claim a difference between your records and ours, we made a careful examination of our books. Your company is right in its statement that the account was paid in full on August 25. We shall make the change in our books and send you a statement indicate that the account is paid in full. May we thank you for your cooperation in this matter? Yours faithfully.

Dear Sir, I understand that the international haulage company, which operates a parcel delivery to our office, plans to open a separate branch in our area. I am interested in changing my position and should like to apply for the post of Superintendent. My job with the railway involves a great deal of danger and since my interests do not lie in that work the risk does not seem justified. I have notified my company of my desire to change to a different type of work. Although I've had no training in haulage work, my training as the purchasing agent for the Hall Company with the useful. Yours faithfully.

Dear Bill, perhaps you know that international is holding conferences to settle differences with the drivers. Your letter arrived as I was about to enter the conference yesterday. I do not like to interfere personally in these matters, but I felt that I might properly introduce you to the man in charge of the new branch. A personal interview was arranged for Friday. I hope this arrangement will suit you perfectly and that the interview will benefit you. The secretary will notify you if there's any change. Yours sincerely.

Lesson 20

Write y to express medial and final ARY, ERY, IRY, ORY, URY.

carry ky
carried kȳ
factory fky
memory my
sorry sy
territory lyly

Write x to express the medial and final sound US, SHUS, SHUL, SHULLY, NSHUL, NSHULLY.

anxious ax
essential esx
ferocious fx
financial frx
officially ofx
previous prx
seriously syxl
various vrx

Write a small, printed s to express SP. Attach a hyphen to express SPR and a dash to express SPL. write s to express medial SPR, SPL, SPAR, SPER, SPIR, SPOR, SPUR.

correspondence ks-
display dsa
especially esx
grasp qs
respect rsk

response rs/
responsible rs/b
special sx
spent s-
splendid s-d
spring sq

Special Phrases

as soon as sns
as soon as possible snsp
under the circumstances uc,,

Brief Forms

beneficial bfx
circumstance C,
even on
fail/feel fl
field fel
important/importance up
initial ix
market rkl
minimum m
once o
probable/probably pb
satisfaction
satisfactory sal
satisfy

subject *sl*
 usual/usually *x*
 war *we*

Vocabulary

battery *bly*
 carried *kū*
 carrying *ky*
 contrary *ky*
 customary *ksru*
 dairy *dy*
 factories *fky*
 grocery *gsy*
 hurry *hy*
 inventory *rw-y*
 machinery *~Bry*
 married *~ū*
 ordinarily *odryl*
 ordinary *odry*
 preliminary *plrvy*
 salary *shy*
 serial *syf*
 series *srs*
 stationary *shy*
 temporarily *lryf*
 temporary *lry*

wiry *wy*
 bonus *brx*
 commercial *kex*
 confidential *kfdx*
 courteous *k/x*
 numerous *nrx*
 partial *prx*
 previously *prxpl*
 serious *sux*
 social *sx*
 status *sax*
 superficial *spfx*
 correspondence *ks-✓*
 correspondent *ks--*
 dispose *dsz*
 inspection *nsky*
 list *l,*
 prospect *psk*
 prosperity *ps)*
 respectfully *rskf*
 respond *rs-*
 responsibility *rs/b)*
 specified *ssf*
 specify *ssf*
 specimen *ssrn*
 speed *sd*

spending **S_**
 spirit **sr**
 split **sl**
 especially **esx**
 hospital **hsl**
 inspect **nsk**
 space **sas**
 spare **sa**
 specially **sx**
 spoke **sok**
 spot **sl**
 spread **sd**
 probability **pb)**
 unsatisfactory **usal**
 unusual **ux**

Practice 20

Our correspondence with the customers in your district shows that they have respect for our product.

As a matter of fact, the market for our goods will be higher than in previous years.

We're sorry we do not carry a full line of the special goods that are so essential to our customers.

However, it is important for us to send you a minimum amount to keep you going until the end of the year.

He is a serious, responsible man who spent most of the war years in an important post in the government.

When he does speak on the subject of industry, he gets a splendid response for his effort. He does not talk as an official of a financial organisation, but as a representative of the people. Once he begins, he speaks with a minimum number of words, and this probably gives satisfaction to the people who come to hear him. Usually, he does not refer to previous correspondence, but takes the circumstances of today as his subject.

Dear Sirs, officials of our hospital are desirous of obtaining information pertaining to your escalator. The prospect of such a purchase was made possible by his splendid gift in memory of an important hospital official, who died last spring while on war duty in the Far East. He was a man of great merit and often gave up his spare time. Although the trustees did not specify how the fund should be spent comma it is our serious responsibility to spend it in a manner beneficial to the whole hospital. We feel that in addition to our ordinary lifts we should provide the escalator specially constructed at our main staircase. We had an unusual opportunity to make a preliminary inspection of various escalators at the Ideal Homes Exhibition. Of the numerous models we saw your unit seemed the most satisfactory. Yours Faithfully.

Dear Superintendent, in response to your letter of February 19th we are sending information on our escalators. Ordinarily, we do not construct special models. Under the circumstances, however, we will meet your specific needs with respect to space and capacity. The unit will correspond with our customer installation. Should initial inspection reveal any damage a claim should be filed at once. The unit will travel at slow speed or stop at any spot when desired. Yours respectfully.

Lesson 21

Write s to express the sound of initial and medial SER, SUR, SUB.

concerning	ksn
servant	su-
serve	sv
service	svs
submit	sr
substantial	ssx
surface	sfs
surplus	spx

Write streamlined m to express initial and medial AM, EM, UM. Write i to express initial and medial IM.

ambitious	mbx
employ	mpy
immediate	ida
immediately	idal
impossible	upsb
umpire	mpi

In words of more than one syllable, omit the r in the medial combination R series (TR, DR, etc.).

across	ak'
address	ad'
addressed	ad,
appreciate	apʒa
appreciated	apʒa

approval	apvʌ
approved	apū
disprove	dsv
express	xp'
improve	ypv
improvement	ypv-
increase	rkʌ
regret	rgl
telegram	lgr

Write s/ to express selves. Note the exception for writing yourselves to distinguish it from yourself.

herself	hs
himself	rs
itself	ls
myself	ms
ourselves	rs
selfish	sʒ
themselves	ms
unselfish	usʒ
yourself	us
yourselves	usr

Write z/ to express the sound ZURE.

leisure	lz
measure	nz
pleasure	pʒ
treasure	tz

Vocabulary

ascertain	asln
concern	ksn
concerning	ksn
concerned	ksn̄
observation	obsuv
observe	obsu
research	rsc
reservation	rsuv
reserve	rsu
search	sc
served	sū
services	suvs
submit	su
submitting	su
submitted	su
subscription	sstpr
substantially	sstx
substitute	sslu
surface	sfs
surgery	sy
surprised	spz
survey	sva
ample	~p
emphasis	~fss

emphasize	~fss
employed	~ps̄
employee	~pye
employees	~pyes
employer	~pu
employment	~pu-
empty	~u,
implements	up--
impossible	upsb
umpteen	~un
accrued	akū
addresses	ad''
addressing	adls
afraid	afd
appreciation	apz̄l
appreciating	apz̄a
concrete	kke
expression	xpl
impress	up'
impressed	up,
impression	upl
improvements	upv--
library	lby
photograph	flgl
programme	pg,
progress	pa'

regretting	rgt
supreme	spe
surprise	spz
telegraph	lgl
umbrella	bla
congratulate	kgla
poultry	pll,
withdraw	lda
measures	z
seizure	sz
treasurer	tz

Practice 21

It is a pleasure to send you the certificate of service for your unselfish work for the company.

It is a personal pleasure to thank you for the improvements you made possible by your spare time work.

We ourselves cannot immediately measure the extent of the improvements of conditions in the factory.

The only regret we have is that we did not appreciate before this the work of such an ambitious man in our employee.

Because of these facts, we are increasing your pay and hope you will continue the good work.

Will the members of the board please raise their hands to express approval?

May I express my opinion that a straight increase in pay would be beneficial to the men?

Dear Sir, with your approval, we wish to send you our treasure chest containing a delicious selection of fancy fruits. The case itself is a value. Made of imported fibres, it measures 22 centimetres by 30 centimetres. When empty, it will serve as a substantial container. This sample is submitted to let you know about our gift subscription plan. If you approve of our scheme, you only have to submit names and addresses of those who are to receive gifts. By using our services, you will save yourself time and trouble. It is often impossible to forecast what gift would be most appreciated. Nearly everyone appreciates a gift of this nature. It combines the element of surprise and supreme pleasure. As a concrete expression of your regard, it will make a favourable impression. We expect a large volume of Christmas orders and hope you will send your subscription list without delay. Kindly send your reservation. Yours faithfully.

Dear sirs, ask the treasurer of an importing concern, I do not have the time to search for gifts. Through your service businesspeople like me can enjoy the unselfish pleasure of giving, without concerning themselves with the actual selection of gifts. Your scheme enables an employer to express appreciation to ambitious employees whose progress he has observed. In our case, a survey by our research staff shows that sales have improved, because of improvements instituted by our sales manager. We have sent a message congratulating him on the improvement in his branch. In addition to a bonus on turnover, we wish to surprise him with a gift certificate. Yours faithfully.

Lesson 22

Write q to express initial and medial QU.

Write capital Q to express initial QUADR.

equipment	eqp-
frequent	fzq-
inquiry	inqy
quadrant	q-
quality	ql)
quantity	q-)
quarter	q/
quick	qk
quiet	ql
quite	qe
quotation	qo/
quote	qo
quoted	qō
request	rq,
requested	rq;
require	rq-
required	rq̄
requirements	rq̄--

Write Ag to express initial and medial AGRA, AGRE, AGRI. Write Dg to express initial and medial DEGRA, DEGRE.

agree	ag
agreeable	agb
agreement	ag-
degree	Dg

Write v to express medial and final IVE, TIVE, ATIVE, ITIVE, UTIVE.

active	akv
activity	akul
aggressive	agzv
executive	xkv
motive	rov
positive	pzv
relative	rlv

Write nc to express initial ENCLI, ENCLO, INCLE, INCLI, INCLO, INCLU. Write dc to express initial DECLA, DECLE, DECLI. Write rc to express initial RECLA, RECLI, RECLU. Write xc to express initial EXCLA, EXCLU. Write kc to express initial CONCLU.

conclude	kod
conclusive	kcsv
declaim	dcr
decline	dcr
enclose	ncz
enclosed	ncz̄
enclosing	ncz̄
exclaim	xcr
exclude	xcd
inclined	ncr̄
include	ncd
reclaim	rcr
recluse	rcs

Brief Forms

advantage	avɪ
advice	ʊvɪs
declare	dɛ
definite/definitely	dɛfɪ
equal/equally	eg
establish	est
first	bɪ
hole/whole	hl
idea	ɪd
ignore	ɪg
intelligent/intelligence	ɪn
popular	pɒp
public/publish	pʌb
pull	pʊ
question	g
remember	Rɪm
self-explanatory	sɪ

Vocabulary

acquaintance	aq-ɪ
acquainted	aq=
consequence	kɛsq
consequently	kɛsq-l
equipped	eqp

frequently	fɛq-l
headquarters	hdqll ɪHQ
inquire	ɪnqɪ
inquired	ɪnqɪ
inquiries	ɪnqɪz
inquiring	ɪnqɪ
qualities	glɪ
agrees	ags
agriculture	agkɛlu
quickly	gkɛ
quickness	gk'
quoting	go
requested	ɪnqɪst
requests	ɪnqɪst
requisition	ɪnqɪzɪ
degradation	Dgdɪ
degrade	Dgd
aggressively	agsɪv
aggressiveness	agsɪv'
comprehensive	kphrɪv
defective	dɛfɛkɪv
descriptive	dɛskrɪv
distributive	dɪstrɪbɪv
effective	ɛfɛkɪv
excessive	ɛksɪv
expensive	ɛspɪv

negative	ngu
positively	pzu
progressive	pqu
prospective	psku
respective	rsku
responsive	rsu
concluded	kud
conclusion	ku
enclosures	ncz
exclamation	xu
excluding	xud
exclusive	xsu
inclination	nu
inclusive	nsu
reclamation	ru

Practice 22

It is important that the additional quantity we require be included in the order and sent immediately to our factory. The enclosed order form is self-explanatory.

The equipment must be the quality and strength you declared it to be when we agreed upon the order.

We must request that you live up to your agreement and remember that it will be to your advantage to give us quick service.

This is a definite method by which he can build up his health and strength.

An inquiry into the activity of the firm in the first quarter just completed shows quite an increase in sales.

Lesson 23

Write capital C to express initial CIRC, CIRCU, CIRCUM.

circle	Cl
circular	Clr
circulars	Clrs
circulate	Clu
circulation	Clay
circumference	Cf

Write Al to express initial and medial ALTER

alter	Al
alternative	Alru
alternate	Alna
unalterable	uAlb

Write Pa to express initial PATER, PATRI, PATRO.

patriot	Pal
patron	Par
patronage	Paru
patronise	Parz
patrons	Paris
pattern	Pan
patterns	Paris

Write E to express initial ELECTRI, ELECTRO.

electric Elk
 electrician El
 electricity El)
 electrify Elf
 electrocute Elku
 electrocution Elku
 electron Els

Write capital D to express DETER, DETRI.

determination Dm
 determine Dm
 detract Dk
 detrimental D-l

Vocabulary

absolutely absl
 acknowledged ak
 afford af/
 applications apkys
 appointed apy=
 asked sk
 banking bq-
 bankruptcy bqyps,
 banks bq
 coats kos
 comes ks

companies cos
 complied kpi
 definitely dfr
 depends dp--
 developments dulp--
 effort ef/
 ends e--
 finally fel
 garments gr--
 granted g=
 hands h--
 hardware h/va
 heads hds
 individual ndvdl
 judgment H-
 largely lyl
 lessons lsns
 lights lus
 manufactured rfr
 mills rls
 movement rw-
 noted ni
 numbers nos
 organised oq
 ours rs
 painted pas

pays pas
 partly pl
 placing pl
 planting p=
 plenty p-,
 promises priss
 published pb
 rates ras
 recently rs-l
 recorded rk|
 rent r-
 rental r-l
 replacement rpl-
 reported rp|
 reporting rpl-
 shipping 3
 steps sps
 tanks lqs
 teachers 2ecs
 treatment le-
 turned ln
 unsatisfactory usal
 values vlus
 went v-

Practice 23

Please determine how you will circulate the letter to the customers of the business. Remember it will not be popular. As an alternative, can we not hold up the circular until the month of May?

The circulation of the newspaper will rise when each question is determined in a responsible, intelligent manner.

The electrician placed a circle on the plan where the wire would be pulled through the opening. His opinion in the matter was unalterable; he did not accept any alternative to his idea.

Frequently, he would alter his policy not to publish any advice on the question of equal rights. He would first remember he was a citizen who should take a definite stand on the policy of this government. Then he would remember as well that flexibility in government was a part of the pattern of the country. He would not allow himself to be indebted to the people, because it was detrimental to his cause. However, he would never alter his stand that the people of a country should determine the policy of government.

Dear Sir, last summer, I received circulars announcing that the DX Electric Company had been appointed district distributor for the Brown Electric Washing Machine. At the time, my machine was giving efficient service and I decided I could not afford a new one. Recently, trouble developed, and the electrician could not ascertain the cause. I finally went to your dealer. The company agreed to install a washing machine on a rental basis. After using the machine regularly for 6 weeks, I wish to report that it damages clothes. When I reported this, the company referred me to you. I am not satisfied with the treatment received. Yours faithfully.

Lesson 24

Write R to express initial RETRA, RETRE, RETRI, RETRO.

retract Rk
retreat RL
retrieve Rw
retrospect Rsk

Write capital streamlined T to express initial TRANS. Write / with a joined overscore to express final TIC, ATIC, ETIC, ITIC, OTIC, UTIC.

transact Tk
transfer Tl
transit Tl
translation Tly
transmission Tly
transmit Tlu
transport Tpl
automatic alnT
cosmetic kgnT
dogmatic dgnT
dramatic drnT
emphatic nft
politics plT^s

Write capital K to express final ACLE-y, ECKLE-LY, ICAL-LY, ICLE-LY, UCKLE-LY.

article a|K
economical eknK
logical lyk

medical

ndk

particle

p|K

physical

bzk

political

pek

practical

pkk

Write f/ to express final FICATION.

classification

Tesf

identification

id-f

specification

ssf

verification

v/f

Write capital printed S to express final ASTIC, ESTIC, ISTIC, OSTIC, USTIC.

artistic

als

domestic

ans

drastic

ds

enthusiastic

nlzS

plastic

ps

statistic

us

statistic s

usS

Write Ig to express initial IGNE, IGNI, IGNO.

Write Mg to express initial MAGNA, MAGNE, MAGNI. Write Sg to express initial SIGNE, SIGNA, SIGNI.

ignite

Igl

ignorant

Ig-

signature

Sglu

signal

Sgl

magnificence

rgfs

magnificent *ngfs-*
 significant *sgfk-*
 significance *sgfk*
 signify *sgf*

Vocabulary

anaesthetic *asf*
 pathetic *pf*
 therapeutic *lvp*
 transaction *2k1*
 transferred *2f*
 transferring *2f-*
 articles *a/Ks*
 electrical *ElK*
 mechanical *~kK*
 practically *pkK*
 specifically *ssfk*
 ignition *gq1*
 ignoble *gqb*
 ignorance *gq*
 advertising *avz*
 advertised *avz*
 arrived *rw*
 assisting *ass*
 beginning *bq*
 blanks *7qs*

boards *bll*
 boxes *bxs*
 buildings *blags bld*
 called *kē*
 calling *kl*
 demands *dr--*
 described *des*
 desired *dzi*
 details *dls*
 direction *drk1*
 distinct *dsq*
 educational *edkyl*
 established *esi*
 everything *Ev,*
 failed *fē*
 feeling *fl*
 holes *hls*
 hours *rs*
 ink *vg*
 jobs *jbs*
 keeping *kp*
 kinds *kus*
 nose/knows *nz*
 lists *l,,*
 needed *nd*
 opened *op*

opening *op*
 operated *opā*
 causes *kgs*
 charged *cq*
 checks *cks*
 collecting *kk*
 complaints *kpa--*
 deduction *ddk*
 delivered *dē*
 deliveries *dls*
 files *fls*
 finds *fus*
 forms *fws*
 frank *fg*
 frankly *fgl*
 funds *f--*
 giving *ge*
 helped *hp*
 holding *hol*
 operating *opa*
 publication *pbj*
 relating *rela*
 repaired *rpā*
 represented *rep*
 satisfied *sal*
 succeeded *suc*

Write a Euro symbol with a single line to express initial EURO.

European *Eper*
 Europe *Ep*
 Eurosceptic *Eskp*
 Eurovision *Evt*

Practice 24

The article was logical and gave advice to the public on the whole medical question which was then popular. The idea in the article was intelligent and practical; it did not ignore the political significance of the matter.

Furthermore, it was not a signal to the ignorant to break the law and take matters into their own hands.

While I am glad to believe that the transfer is economical and will mean improved service, I believe that we should not be so drastic with the new specifications. We have not had an opportunity to test the statistics which show how many people use surface transit.

You should now be enthusiastic in your writing of shorthand. Your writing should be artistic and automatic so you can write what you hear.

Dear Edward, I cannot ignore such a dramatic request from an old friend. If I seemed to postpone the translation of my former decision into action, I had good reason to do so. I have strong political ties here and I'm busy with local politics a great deal of the time. Also, my car was in the garage with a broken automatic transmission and defective ignition system. However, it has been repaired and I am free to say how enthusiastic I am about the transfer, but I am ignorant as to whom I transact my business with now - you or the company. Please write and give me instructions. Yours sincerely.

Lesson 25

Write " to express final LESSNESS.

carelessness	ka"
fearlessness	fe"
hopelessness	hop"
helplessness	hp"

Write capital P to express initial and medial
PARA, PERI, PIRA.

comparative	kPv
comparison	kPsn
experience	xP
experiment	xP-
paradise	Pds
paragraph	Pgl
parallel	Pll
paragraph	Pgl
paramount	Pw-
period	Pd
superior	sPr

Write capital A to express initial ATTRA,
ATTRI, ATRO, ATTOR.

attract	ak
attractive	akv
attorney	An,
attributed	Abū
atrocious	ax

Omit the letter d before J, M, V.

adjoining	ajyn
adjustment	ajš-
adjust	aj,
admission	ary
advance	aw
adventure	aw-u
advisable	awzb
advised	awž
advises	awzs
advising	awz

Write Me to express initial and final METER,
METRE, METRI.

diameter	dre
perimeter	Pre

Write i) to express final itis.

appendicitis	ap-si)
laryngitis	layi)
tonsilitis	Ve)
bronchitis	bg)

Write Ml to express initial MULTI.

multiply	mlp
multitude	mlld

Write ol to express final OLOGY.

apology	apol
biology	bol
geology	jol
physiology	bzol

psychology skol

zoology zol

Write H to express initial HYDRA, HYDRO.

hydrant H-

hydraulic Hlk

hydrogen Hgn

phobia = fb

hydrophobia Hfb

Vocabulary

thoughtlessness tt''

weightlessness wa''

comparatively kpol

periodical Pdk

attraction ak1

atrociti as)

adjacent ajs-

adjust a1,

administration arns1

adjusting a1,

adjustment ajs-

administrator arnsar

advance av

advanced av-

advisable avzb

advise avz

advantages avys

assumed asu

begins bqs

believe ble

believing ble

calls kls

claimed ka

claims kas

comments k--

desires dzus

farms frs

farmers frs

framer fr

gives gus

happens hps

holds hols

ideas ids

lace las

loose lus

named na

publishers Pbs

producing pds-

receiver Rse

release rle

room rn

scheme ske

seems *ses*
 drive *di*
 esteemed *esi*
 falls *fals*
 namely *nal*
 names *nas*
 needs *nds*
 subjects *sjs*
 ton *tn*
 wires *urs*

Practice 25

The best advice for your future in business is not to allow carelessness to become a part of your work.

An attractive letter will show the paragraphs as each new idea begins. It is good psychology to use short paragraphs.

Enclose a direct quotation with quotation marks. This makes the statement clear to the person who reads the letter.

A comparison of the number of words with the size of paper will force you to adjust the margin.

After you leave school and then to the business world, opportunity awaits you. Make the most of it.

Do not make an apology for your work. Work that is good needs no apology.

If you work for a medical man, he might advise you to look up hydrophobia and appendicitis.

Dear professor, I should like your advice concerning my admission to an advanced class. Because of my marks last period I was refused admission, and my situation seems to be one of complete hopelessness. The advanced work would be of paramount advantage in enabling me to attract a multitude of better positions. The reason for my poor marks last year is that I had an attack of appendicitis and could not study. However, I am now well and eager to continue. I should appreciate anything you could do to attract favourable notice to my case. He was sincerely.

Dear Robert, I was happy to read your letter, particularly the paragraph explaining your poor Marks and I should like to offer you an apology. I had attributed them to carelessness and thoughtlessness on your part, but it is apparent that they were poor for physical reasons beyond your control. Therefore, I advise you to apply again for admission and I shall do what I can to your advantage. If you want to work, there is an attractive job with a multi graph company which needs a part time comptometer operator. Let me know if you are interested in working and for what courses you intend to apply. Sincerely yours.

Endnote

You have now completed the theory of your speedwriting course. You have learned all the principles and will have been taught to write the 3000 words of highest frequency, which, with their derivatives, represent approximately 90% of everyday written and spoken English.

The learning process, however, is far from over. You must continue to read and write at every opportunity to ensure that you develop automatic recall and recognition.

Good luck on your continuing journey.

A complete summary of brief forms

about	ab
above	bv
absolute	abs
acknowledge	ak
advantage	avɹ
advertise	avɹz
advice	vs
again/against	aq
allow	lv
almost	lvɹ
already	lv
also	lvɹ
always	lv
am	—
American	an
an	a
and	&
appear	ap
approximate/approximately	apɹx
arrive	rv
around	rv
as	as
ask	sk
at	l
avoid	avɹ

because	ks
been/being	b
begin	bɹ
benefit	bnf
beneficial	bfx
between	bt
black	b
both	bo
Britain/British	B
business	bs
busy	bɹ
but/buy/by	b
call	kl
came/can	k
charge	cɹ
child	u
children	ul
circumstances	C,
collect	kk
come/coming	k
communicate	kuka
country	K
day	d
deal	dl
declare	dc
definite/definitely	dfn

deliver/delivery	dl
describe/description	des
difficult/difficulty	dfk
during	du
east	E
easy	ez
else	ls
equal/equally	eg
establish	est
even	vn
fail	fl
farm	fn
feel	fl
field	fel
find/fine	fe
fire	for
first	f'
for	f
full/fully	fu
gentleman	j
girl	q
give/given	ge
go/going/good	q
grate/great	q
had	h
happen	hp

has	as
have/having	v
he	h
held	hl
help	hp
her	h
him	h
his	s
hole	hl
hour	or
hundred	tl
idea	vd
ignore	gq
importance/important	up
in	n
initial	u
intelligence/intelligent	ny
is	s
it	l
keep	kp
kind	ku
known	no
labour	lab
large	ly
latter	ld
learn	ln

liberty lb
 life lf
 like lk
 line ln
 little ll
 look lo
 magazine naq
 man n-
 many n
 market nkel
 million n
 mine n
 minimum m
 move w
 necessary/necessarily nec
 newspaper njo
 nice ns
 north N
 not n
 note nl
 object ob
 of v
 on o
 once c/
 only nl
 open op

opinion opn
 opportunity opl
 organisation/organise oq
 ought ol
 our r
 out ou
 over v
 particularly p/
 peace/piece ps
 place pl
 please p
 popular pop
 price ps
 probable/probably pb
 prove pv
 public/publish pb
 pull pu
 put p
 question q
 real/really rl
 regular/regularly reg
 remember Rrb
 represent/representative rep
 result rsl
 retain rla
 room rn

satisfy/satisfaction/satisfactory *sal*

save *sav*

school *skl*

self-explanatory *sx*

several *sv*

shall/she/ship *3*

situation *sul*

small *sra*

south/strength *8*

subject *sl*

succeed/success *suc*

successful/successfully

table *lab*

that *la*

the *.*

their/there *l*

they *ly*

this *lh*

those *los*

thought *tt*

thousand *J*

throughout *tw*

time *le*

to/too *lo*

turn *lr*

until *ul*

up *p*

upon *pn*

usual/usually *x*

very *v*

voice *vy*

war *vr*

was *3*

we *e*

well *l*

were *u*

west *u*

what *va*

where *vr*

while *wl*

whole *hl*

whom *hn*

will *l*

with *u*

without *u*

woman *u*

work *vrk*

world *wo*

would *d*

year *4*

your *u*

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