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PRE-Requisties Of SHORT-HAND

Sitting posture:- A stenographer should sit in the Chair feet should be six feet apart from each other, one feet on ground and second one should be raised on the toe. The height of the table should be 26 inches and the difference between body and table should be four figures.

Note book position:- It should not be kept infront of the body. It should be kept before right arm with an angle of 90° not standing towards left or right.

Type of notebook to be used:
Note book with narrow line is preferred for writting shorthand, exercise notebook should not be used even for home practice

Pen or Pencil:

Pen with fine point flexible nib is right instrument for writting shorthand even if pencil is used, it should be well mended at a distance of 1/4 of an inch.

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Turning of Pages:-
After writting 3 or 4 times, the page should be used with thumb and first finger of left hand, when you reach at the end of page should be fliped without wasting a second.

INTRODUCTION TO SHORT HAND:

Shorthand is an abricated symbolic writting method that increased speed as compared to long hand. The process of writting in shorthand is called stenography. It is derived from a Greek word Steno's "Narrow" and graphic "to-write" In other words we can say the art of writting spoken sounds which are represented by fixed signs is called Stenography.

So far as a credit of shorthand is consult it directly goes to Sir "Issac Pitman". In 1837, he published his Ist edition, regarding shorthand, Another edition was given in 1840 Under the Coverage of photography.

Photography is derived from a Greek word phono which means sound and

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graphy means Writting. This system of phonography is called Stenography.

It is applicable every where in the world. The Pitman says in the beginning of the study, the student should take keen proper attention towards their lesson and before the master of ist chapter, they should not go to the second because the second depends upon the ist. Shorthand is nothing but more and more practice it makes a student perfect. It is applicable every-where in the world. (The Pitman says in the begining of the study, The Student):

Shorthand was used more widely in the past before the invention of recording and dictation machines. Shorthand was considered an essential part of sectorial trailer and police work as well as useful ~~trailer~~ of Jouonalist. Although the primary use of shorthand has been used to record to oral dictation.

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MEANING of CONSONANTS :-

Consonents is a term derived from the latin words "Con" means "together" "Sonants" means "sounding". According to definition, Prof Suvert "Consonents are the results of audible fraction and stoping of the breath in some parts of the mouth of throat".

There are 26 no. of Consonants but actually these are 24 in number because there are 2 forms of R & H. one form is down stroke. The length of the Consonant should be 1/6 of an inch but its not possible to write accurate 1/6 of an inch because minute alteration can be possible. we can say that every Consonants should be of the same length.

Consonants are further divided in the Six divisions:

Explodents:
The 1st eight (8) stroke represented by straight strokes are called explodents. because in pronouncing them the outgoing breath is forced in a budden gust through barriers

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previously class.

→ Continuants:

The next light represented by upright or stopping curves are called "Continuants" because in uttering these the outgoing breath instead of being expelled suddenly is allowed to escape in a continous stream through similar barriers partially open.

→ Liquids:

The liquid flow into union with other consonants and this make double consonants, as in the word cliff, dry where L & R blends with the proceeding consonants.

→ Coalescents:

In coalescents there are two strokes w & y. when they proceed or follow with vowels they get united with them.

→ Aspirate: an aspirates, there are two forms of h, one is downward & one is upward.

Teacher's Signature :

Consonants | Strokes

Letter Character	Letter CHARACTER.
P. (Straight + dw + thin)	SH (Curve + thin)
B (Straight + dw + Thick)	ZH (Curve + thick)
T (Straight + dw + thin)	M (Horizontal + thin)
D (Straight + dw + thick)	N (Horizontal + thin)
CH (Straight + dw + thin)	NG (Horizontal + thick)
J (Straight + dw + thick)	L (Upward, Curve, thin)
K (Horizontal + thin)	R (Straight, Upward, thin)
G (Horizontal + thick)	R (Curve, downward, thin)
F (Curve + thin)	W (Upward + straight + thin)
V (Curve + thick)	Y (Upward + straight + thin)
TH (Thin + Curve)	H (Downward + thin)
TH (Curve + thick)	H (Upward, thin)
S (Curve + thin)	
Z (Curve + thick)	

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CHAPTER 1.
CONSONANTS / STROKES

The Consonants:

Consonants are the result of auidible friction or stopping of the breath or some part of the mouth or throat.

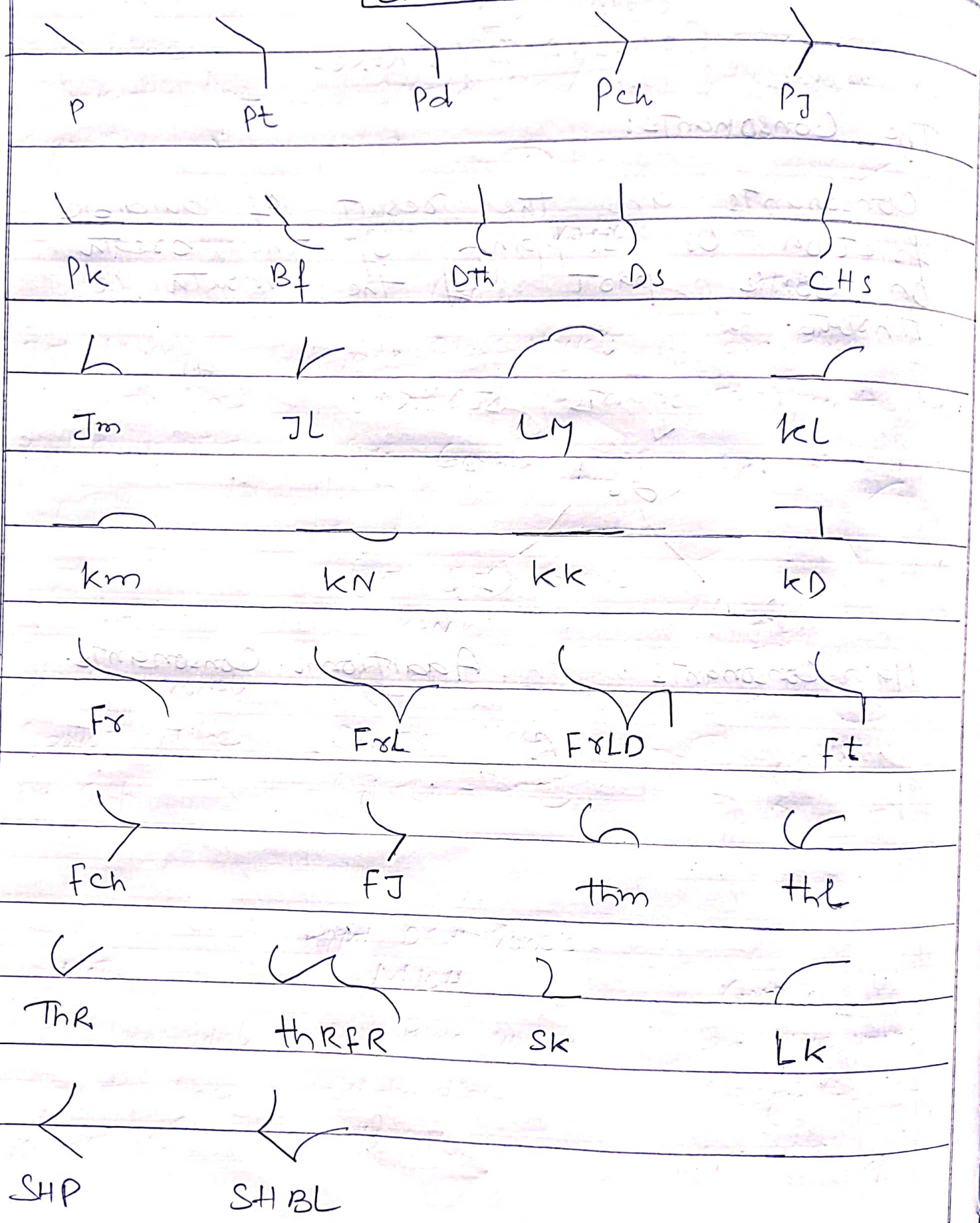
Consonants / Stroke.
↓
(26)

(24) Main Consonants

(2) Additional Consonants.

Teacher's Signature :

EXERCISE → 03


P
Pt
Pd
Pch
PJ
Pk
Bf
Dth
Ds
CHs
Jm
JL
LM
kL
km
kN
kk
kD
Fr
FrL
FrLD
Ft
Fch
FJ
thm
thL
ThR
thRfR
Sk
Lk
SHP
SHBL

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"JOINED STROKES"

1) Joined strokes are written without lifting pencil.

2) When Horizontal strokes (K, G, M, N, NG) followed by downward strokes, H/s are written above the line.

3) When H/s's are followed by upward H/s are written on the line.

4) Lengthy process should be avoided.

5) Whatever is convenients should be written.

Teacher's Signature :

VOWELS: (HEAVY DOT VOWELS)

Pa .	May .	We .
Ist place Above the line e.g; Pa	2nd place On the line e.g;	3rd place through the line e.g;

HEAVY DASH VOWELS

All	Go	Too
Ist place Above the line e.g. Paul	2nd place vowel On the line e.g. Goal	3rd Place Through the line e.g; Tool

Light Dot Vowels.

That	Pen	Is
Ist Place vowel Above the line e.g Gap	2nd Place vowel On the line e.g ten	3rd Place vowel Through the line e.g. Kill

Light DASH VOWELS

NOT	MUCH	GOOD
Ist place vowel Above the line e.g. Hot	2nd Place vowel On the line e.g; Cut	3rd place vowel through the line e.g; wood

Date

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CHAPTER 2

THE VOWELS:

There are 12 vowels

Long vowels = 6 vowels 3 (•) + 3 (–)
Short vowels = 6 vowels 3 (•) + 3 (–)

→ Vowels

⇓

12

6 (6)

(Heavy vowels) (light vowels)

(3) (3) (3) (3)

(Heavy Dot vowels) (Heavy dash vowels) (light dot vowels) (light dash vowels)

Teacher's Signature :

PRECEEDING VOWELS

ebb	aid	etch	edge	off	Oath.
ache	egg	aim	in	ore	

FOLLOWING VOWEL

low	row	woe	ye	bow	
day	foe	they	kay	gay	knee.

Date

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" PLACING of VOWELS"

There are two types of vowels which are placed.

1) Preceeding vowels :-
When a vowel is placed before stroke, it is known as preceeding vowels OR vowel before stroke

2) Following vowels:
When a vowel is placed after stroke, it is known as following vowels.
OR
vowel after stroke.

Teacher's Signature :

1) They should ask the head of the

Academy to change the date.

2) Who took the Padlock off the

gate of the Paddock?

3) UP to the date of the party she

looked both rich and happy.

4. The head of the book may leave on

Monday.

Date

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CHAPTER → 3

INTERVENING VOWELS & POSITION

1) first and second place vowel signs when occuring between two strokes are written after the 1st stroke.

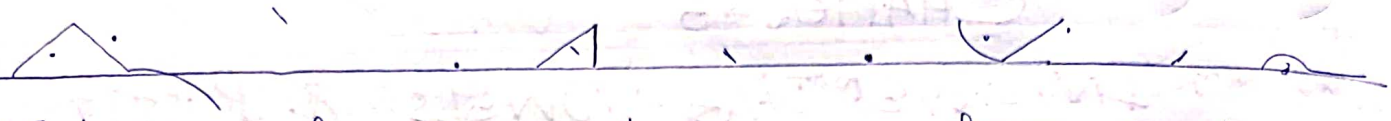
2) Third place vowel signs are written before the second strokes at the end because the vowel sign is more conveniently written in that place.

Grammalogues:

a, an	•	
The	•	
of	\	1/4th of stroke P
to	\	1/4th of stroke P
All	\	1/4th of stroke B
too	\	" " " B
on	'	1/4th of stroke T
But	'	" " T
and	'	" " " R
Should	'	" " " R
awe, aught, ought	'	" " J
who	'	" " J

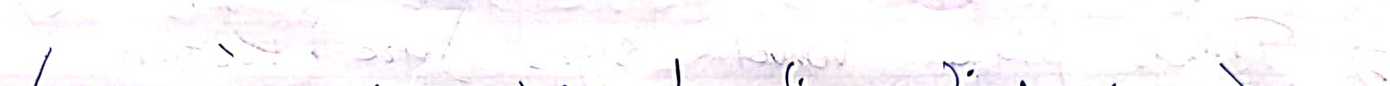
Teacher's Signature :

EXERCISE → 15



Repair of the road to the ferry should make

a difference.



Which of the two, do they say, should put

up the forth pillar?

EXERCISE → 16

They hope to reach Orkney on the

fourth of May.

Tom saw the head of the firm leave at four.

Date

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CHAPTER 4.

ALTERNATIVE SIGNS FOR R & H :-

1) When a vowel proceeds to R, d/w R is written.
2) When a sound of a word ends at R, d/w R is written.
3) When R is followed by stroke M, whether it proceeds or follows, d/w R is written.
4) Medial R is generally written upward.
5) When a vowel follows to R initially or finally upward R is written.
6) When H is alone or when H is followed by stroke K or G d/w H is written.
7) In all other cases upward H is written.

Grammalogues:

Put	\	Do	|
be	\	Difference, different	|
To be	\	Much	/
it	|	Which	/
had	|		

Teacher's Signature :

EXERCISE → 17

Pie Pile Piracy Die DIAL dike Shy Shire

boy bolling boiler buoyant toil toiler

bow View Couch out-law County mouth

lounge Towel

EXERCISE → 18

How can you attach the wire to the

high Chimney? They were due to arrive

at five, but were delayed a long time at wick

Date

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CHAPTER 6

DIPTHONGS:

→ There are 4 dipthongs.

[I ˅ , OI >] [OW ^ , U ∩]

(IST PLACE) (3RD PLACE)

→ Dipthongs + vowel OR tick attach known as TRIPHONE

I	˅	˅ (Triphone)
OI	>	>
OW	^	^
U	∩	∩

vowel will be represented by attaching a tick/dash to the opposite direction of the dipthong.

Grammalogues:

How	^	Go	—
Why	L	Give-n	—
beyond	∩	for	⌣
you	∩	Have	⌣
large	/		
Can	—		
Come	—		

Teacher's Signature :

Letter Words

Wake	Wig	Womanish	Wear	Wary
awake	aWoke	aWare		

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Abbreviated W.

Right Semi-Circle W = ⌒

1) Right semi circle W (⌒) is employed initially to stroke K, G, m, R, R,

e.g; Wake ⌒.

2) When a vowel preceeds to W initially, Stroke W is written.

e.g; Awake ⌒.

Teacher's Signature :

I Thank you	Why have you
I think you should be	with you
I have the	So much
I have had	With much
I saw the	with which
I see	with each
I am	when they
I may be	what do you
I will	What was
I will be	What can be
you should	It would be
You should be	It Should be
You can	It will be
You will	It was
You may be	Which was
You were	which were
If you were	He should be
How can they	He will be
Why do you	too much

Date

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CHAPTER→6

↳ Phraseography:

It is the writting of two or more words together without lifting the pen, the resulting outline being called phraseography / phrasegram. It is a combination of dipthang + Grammalogue + vowels.

Grammalogues:

Thanked (
Think (
Though (
Them (
Was)
Whose)
Shall)
Wish)
With (
When (
What)
Would)
O, oh ,
He ,

Teacher's Signature :

EXERCISE → 24

Lays	slays	Oars	Soars	face
facing	Poison	poisonous	pacifies	voicing
rising	toilsome	Dusky	excites	
Customes	Justice	rusty	Suffice	
less	leslie	Shame	Shameless	
Shamelessly	slums	excusing	refusing	

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CHAPTER 7

CIRCLE S AND Z:

1) Circle S is written initially, medially and finally.

2) Circle Z is written medially & finally only.

3) Stroke L & Circle : When stroke L is immediately proceeds or follows a circle which is attached to curve L is written in the same direction of circle.

4) Logogram : Grammalogue + Circle = logogram.

eg; Puts — Puts.
Come
Give
Go

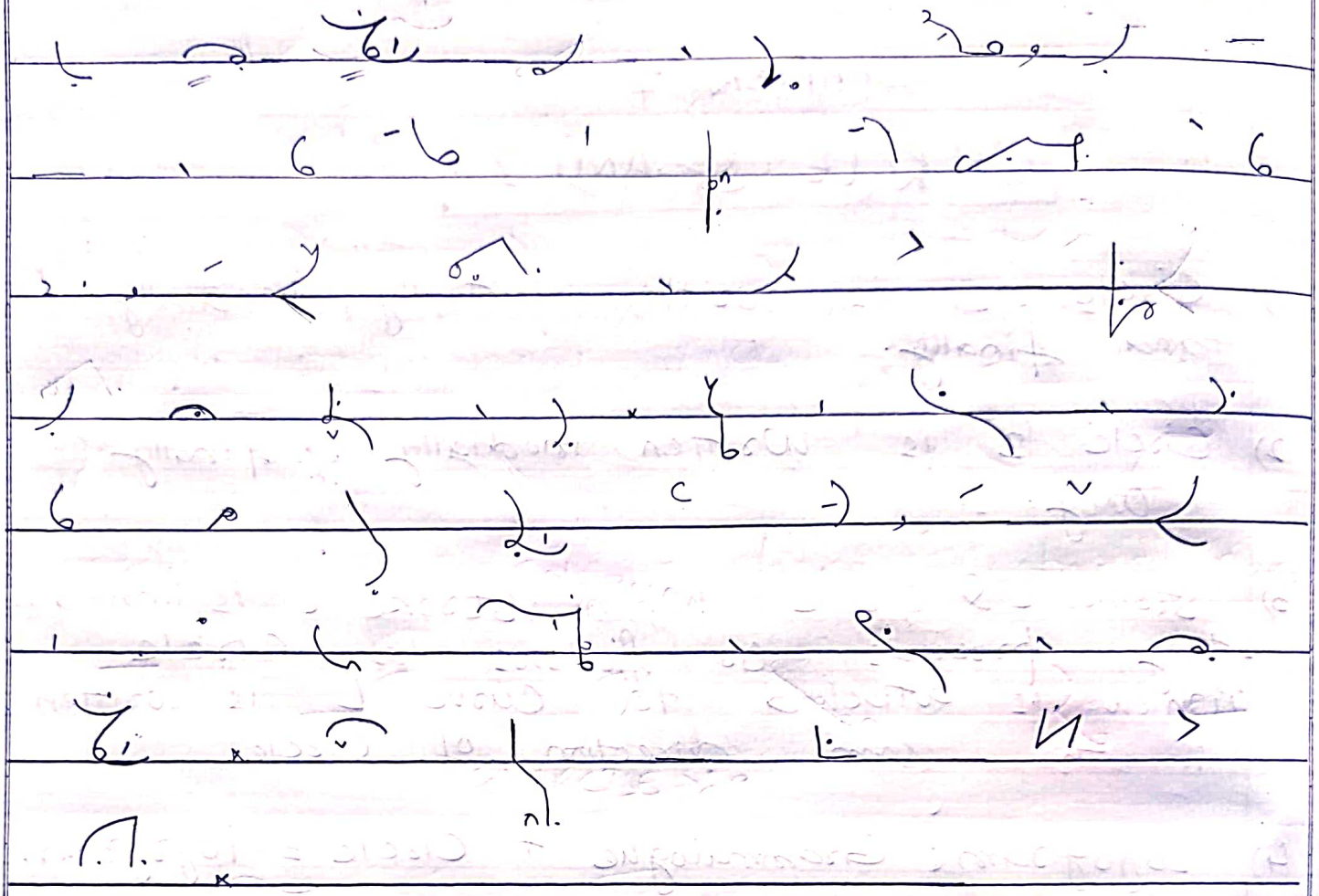
GRAMMALOGUES:

Usual-ly
as, has
is, his
because
Itself

those, thyself
this
Thus

Teacher's Signature :

(EXERCISE → 26) TRANSCRIBE FROM ENG. TO S/H



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EXERCISE → 26

If Miss Nelson wishes to see the works, she can come to this office on tuesday or wednesday of this week, and I shall be happy to show all the details she may desire to see. I think it is but fair to say this is the busy season with us, and I shall have but a few minutes to spare to Miss Nelson. My deputy can take charge of the lady.

Teacher's Signature :

EXERCISE-28

ASP aside assess Assam assailing asylum

assayed base basso Juice Juicy legs

legacy Coals Colza spouse espouse seek

EXERCISE →29

I-am assuming you-will like to see-the details of-the

sales new books on Siam, and-I-am asking-the

Cashier to-give-you these up to-this Week

Date

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CHAPTER 8

STROKE S & Z.

1) When a vowel preceeds to s initially, full form stroke is written.

2) When a triphone follows to s initially, stroke S is written.

3) When a vowel follows to S & Z finally, stroke S is written.

4) Z is always written as a stroke, initially, whether it preceeds or follows vowel

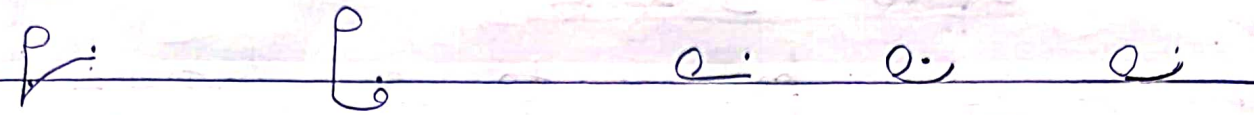
GRAMMALOGUES:

Me
him
myself
himself
special-ly
speak
subject
several

Teacher's Signature :

EXERCISE → 32

Sweetly sweetness swig swain swing

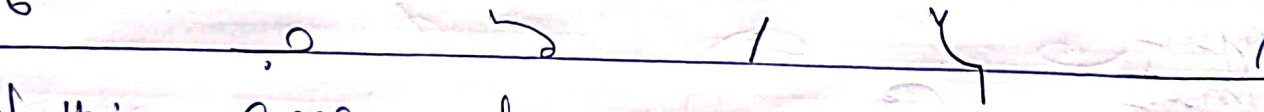


Swimmer entices reduces revises ounces

minces laces roses peruses terraces

EXERCISE → 33

I-wish you to-write to-him as to-the disposal



of-these cases of-yours which I-have-had lying

in-these offices for a year now.

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CHAPTER → 09

LARGE CIRCLE SW, SS OR SZ.

1) A large Circle initially represents SW.

2) A Large Circle medially and finally represents SS OR SZ.

3) When a lite vowel (Diphthong I) Also occurs between SW/SZ/SS, vowel is represented inside the large circle.

4) Large circle can be used in Phraseography.

As is
is as
This is
As we can
As well as
in this city

→ GRAMMALOGUES:

In, any
Own
Your
Year
are

Our, hour
Ourselves
Themselves

Teacher's Signature :

EXERCISE → 36

stout	stoutly	stock	stockade	style
stylish	Rust	rusts	nest	nests
waste	wastes	box	boxed	lapse
lapsed	refuse	refused	Coaster	Coasters
boaster	boasters	muster	stone	stole
stave	stem	stung	star	lassed
gazette	vest	visit	rust	

Date

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CHAPTER → 10

Loop st and STR..

1. A small loop to a stroke represents st it is employed (written initially, medially & finally) 50% ½ of the stroke to be covered.

2. A large loop to a stroke represents STR. It is employed medially & finally only. 75% of the stroke to be covered.

3. When a long vowel occurs between st & STR full form stroke is written

4. When a vowel follows to st & STR finally, full form stroke is written.

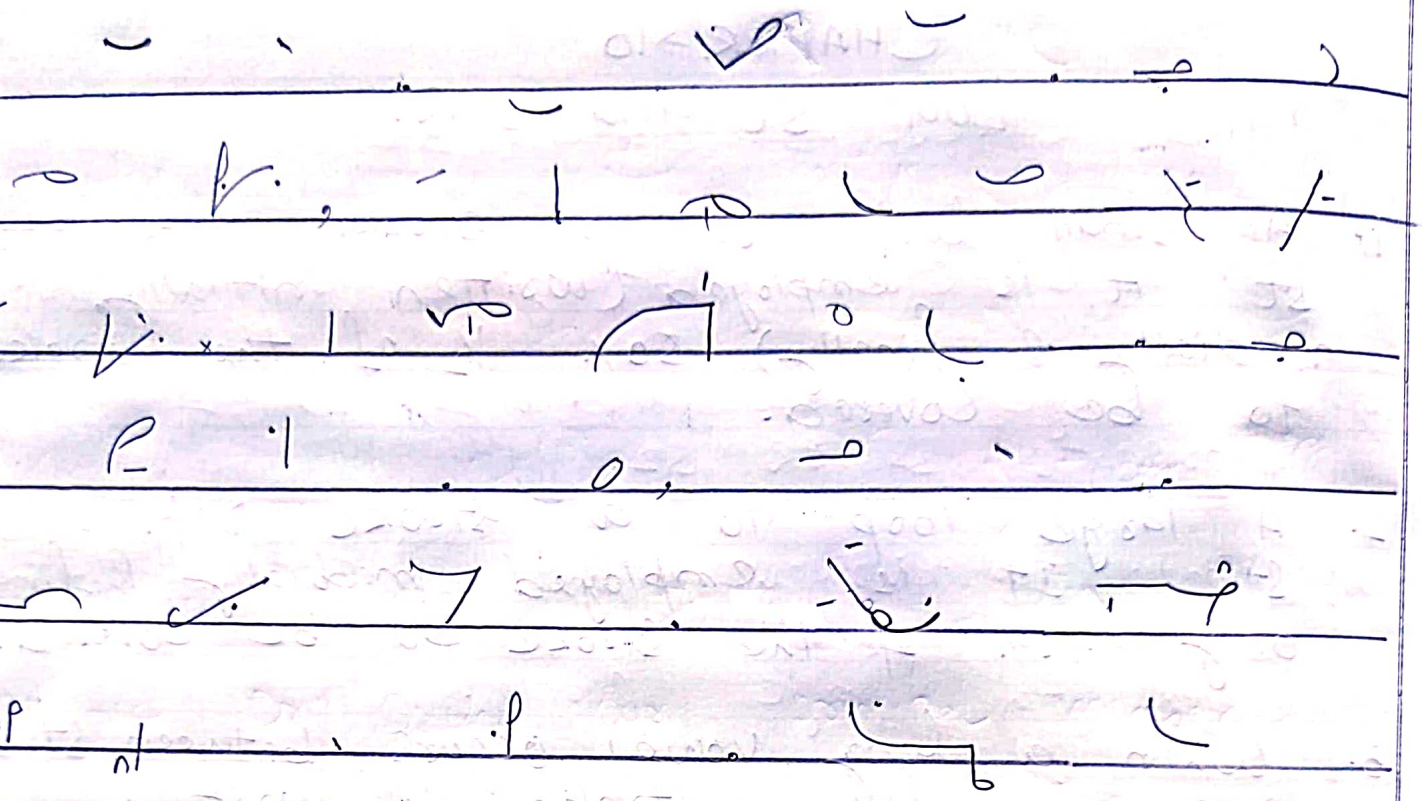
5. Loop st is also employed for the sound of zd.

GRAMMALOGUES:

first
influence
influenced
next
most
language, owing

Thing
Young
Lord
We

EXERCISE → 38 Transcribe from S/H to English.



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EXERCISE → 38

The language of the young barrister in the case was mostly stately, and it must have influenced both Judge and Jury. It almost looked as if the case was lost at the first, because of the calm way in-which the opposing Council set out to state the facts for his side.

Teacher's Signature :

EXERCISE → 41 Transcribe from S/H to eng.

Dear clay, if-you-are at liberty on-friday next,

I-shall-be-pleased if-you-will try to-come in

and see Dr. Driver, our principal member for-the

Borough. He-is to-take-the chair at-the club

dinner in april, and-I should like-you

to know him. The number at-the dinner may-be

larger this year.

Date

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CHAPTER → 11

Initial hooks to straight strokes & Curves (R, L)

1) A small initial hook to a straight stroke written in a right motion adds "R". It is also employed medially in a word.

2) A small initial hook to a straight stroke written in a left motion adds "L". It is also employed medially in a word.

3) A small initial hook to a curve stroke represents 'R' and a large initial hook to a curve stroke represents "L". It is also employed medially in a word.

4) SHR) is always written d/w while as SHL (is always written upward ×

GRAMALOGUES:

Principle pal-ly ↖ truth ↖

liberty ↖ DR, Doctor ↖

member/remember/ed ↖ dear ↖

number-ed ↖ during ↖

Teacher's Signature :

EXERCISE → 46 transcribe from eng to Shorthand

Have-you ever noticed what useful

lessons you-may-receive through a

shrewd look at-the faces of the

people you come across in travelling?

You-will-see in-them humour and

gloom: generosity and miserable

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CHAPTER → 12

ALTERNATIVE forms for FR, VR.

1) When it is alone or when it is preceded by a vowel, simple form left curve is used.

2) When it is followed by a vowel, alternative form Right Curve is used.

3) After straight strokes & horizontal strokes alternative form is used.

4) There are few strokes where R/L hook is not written S, Z, W, Y, R, R, H, H

INTERVENING VOWELS:

When an intervening vowel occurs between stroke and hook, a dot vowel is represented by a small circle and a dash vowel is represented by intersecting / Intervening the stroke.

Teacher's Signature : _____

stinginess; Pluck and nervous fear;

wisdom and simplicity. You will notice

the drinker and the abstainer;

The hopeful and the fearful;

The clever talker and the bore;

The flighty and the modest;

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GRAMMALOGUES:

People
belief-believed

tell

till

Deliver-ed
largely

Call

equal

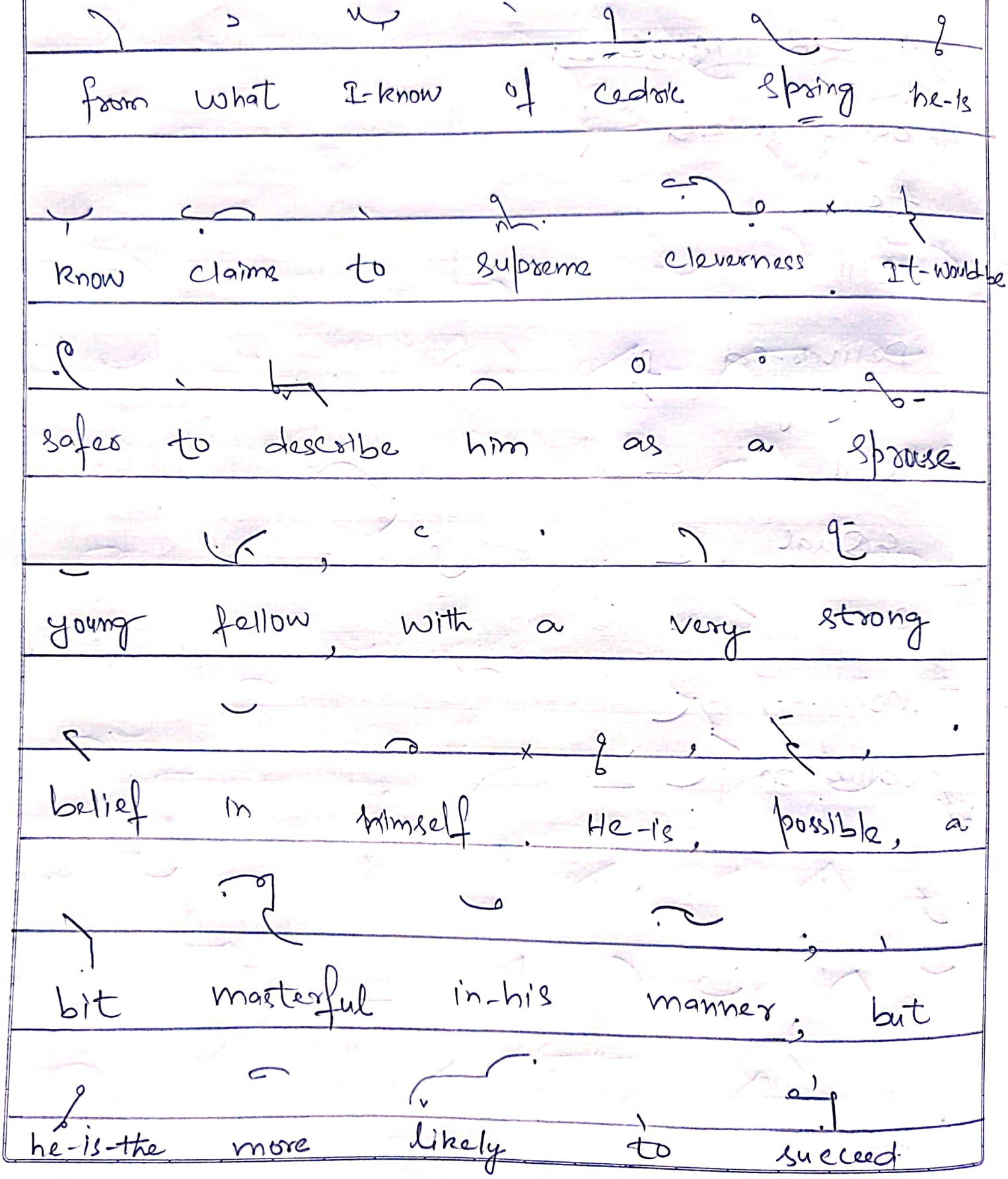
over

however,

valuation

Teacher's Signature : _____

EXERCISE→ 49: Transcribe from S/H to English.



from what I-know of cedric spring he-is

know claims to supreme cleverness. It-would-be

safer to describe him as a sprouse

young fellow, with a very strong

belief in himself. He-is, possible, a

bit masterful in-his manner; but

he-is-the more likely to succeed

Date

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CHAPTER → 13

Circle or Loop preceeding Initial hooks:

1) Merger of "R" with circle S, SW, SZ & loop ST.

2) In curve strokes only small circle is employed inside the curve.

3) In 'L' hook after straight strokes only small circle is employed

4) When 'SKR' occurs ater PorB, R may be omitted.

GRAMMALOGUES:

From
very
There
their
more, remark-ed
mere, Mr
nor
near
surprise

surprised
sure
pleasure
They are

Teacher's Signature :

EXERCISE → 50

Date

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EXERCISE→50

We are surprised to know from your favour of the sixth of August of the Surrey and Gloucestershire books. So far as we can discover, there is no very clear reason for the delay. We have looked into the case, as you may be sure, and it is still a mystery. Mr. Strong, our dispatch clerk, expressly disclaims any blame, but, if possible, he will take more care with the books still to come. He will personally supervise the addressing of the parcels. By the way, we hope to have the new Uxbridge book ready very soon. It will be in the same style as our classical library.

Teacher's Signature :

N AND F hooks in Phraseography:

→ I-have-been

→ I-had-not

→ Better than

→ Carried-on

→ There-own

→ Our-own

→ Which-have

→ Out-of

Date

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CHAPTER → 14

N and f hooks:

1) A small final hook to a straight stroke struck by right motion adds N & is also employed medially.

2) A small final hook to a straight stroke struck by left motion adds f/v. It is also employed medially.

3) In curve strokes only N hook is employed f/v is written in full form stroke.

4) When a vowel follows to N/f/v finally full form stroke is written.

5) LN/ SHN : Upward & downward (direction based)

6) N or f or v is also used medially.

7) Ner: finally Ner is used in straight strokes while in the upward strokes loop N & stroke R is used.

N AND f hook in PHRASEOGRAPHY:

The N hook is sometimes used in phraseography for the words: been, than, own, on & the R/V hook for words have & of.

Teacher's Signature :

Exercise → 53

Date

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TRANSCRIBE from S/H to ENG

It may be difficult for you to follow the general principles upon which foreign business is carried on, but if you are to win your way in a firm which does business with the Northern and Southern states of America, you will have to try no business man, and, above to, no business man whose principle business is with foreigners, and can possibly leave this branch of economics from his training. If he should refrain because of a general dislike of the science, He will surely suffer in the long

Teacher's Signature :

EXERCISE → 54

Date

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Transcribe from English to Shorthand.

local authorities, as borough and urban councils, generally derive their main revenue from the rates they levy. They may, of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state. Either men or women may appeal to the authorities, and they very often do, if they think they have been unfairly assessed. But it will be difficult for them to obtain relief unless they are able to prove their case, and satisfy the authorities as to a supposed overcharge.

Teacher's Signature :

EXERCISE → 56 (written in shorthand)

Pence expense sixpence sixpences dispense

dispenses, dispensed Button buttons train

trains entrance entrances entranced disappearance

disappearances shun shuns Ocean Oceans

mean means linen linens saloon

saloons reprieve reprieves native natives

chief chiefs observe observes fence

Date

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CHAPTER → 15

CIRCLE AND LOOPS TO FINAL HOOKS:

1) Merger of S with N in strokes

2) Merger of N+SS, SZ + ST, STR

3) Merger of S with hook N in curve strokes or on curves only small circle is employed inside N hook.

4) On f/v hook only small circle is employed inside

5) After curve strokes f/v is written as full form stroke.

Grammalogue:

Balance
Circumstance
Deliverence
Signified
Significance
Opinion

Teacher's Signature :

Date

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EXERCISE → 58

If I annoy you in the deliverance of my opinion, as the chances are I may, put it down to a reading man's reverence for books, and his diligence in the pursuit of a course which lightens many an hour for him. Think of these significant facts, and your frowns may vanish. If you have a love of books, you will feel no loneliness if and when forget you. You can dispense with them in the circumstances; for you will have within yourself, through the brains of your authors, many better men to replace them. The balance of advantage in the change is likely to be in your favour. You will grasp the significance of this remark, I am sure; for the man who derives pleasure from reading books makes for himself reserves of strength to call upon against the time of trouble or stress.

Teacher's Signature :

EXERCISE → 62

Preposition propositions precision procession

Processions Disposition indisposition accusation

accusitions vexation Mission missions

missionary Commission Commissions Commissionaire

exception exceptional Discretion discretionary

affection affectionate

Date

Expt. No. Page No.

CHAPTER 16

The Shun Hook:

1) A large final hook to a stroke represents shun (tion, lian, lion, sian, cian) etc. It is employed medially.

2) A small circle can also be employed inside shun hook.

3) Shun can also be written to the opposite initial attachment of a stroke.

4) When shun occurs medially small form of shun is used when it is preceeded by circle

5) When a triphone occurs between shun hook full form shun is written.

GRAMMALOGUES:

Subjective
Subjection
Signification
Information
Satisfaction
Justification
Generalisation

Teacher's Signature :

Date

Expt. No.

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EXERCISE → 64

lord Macaulay was blessed with the possession of rare powers of memory. His accumulation of facts was immence. He was almost in a state of subjection to his memory, and a subjective examination of the information in his possession at any time would have been a revelation even to himself. The retention and repetition of figures, the manipulation of facts in discussion, the selection and citation of authorities caused him no hesitation. He was to have been a barrister, but the legal profession had no fascination for him. Macaulay took a share in the promotion of education, but his reputation rests mainly on his famous essays. His criticisms brought him into opposition with several fashionable authors, and his expositions occasionally produced bitterness in opposite factions.

Teacher's Signature :

EXERCISE → 65

Happy happiness hobby hid hidden

Hatch heavy heath hash heather haze

hast hustle hone hive hackle

Hooker behave adhere adhered adhesion

Overhang unheading hue huwer high highroad

Date

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CHAPTER-17

The Aspirate:

1) Most Commonly Upward "H" is Written

2) When h is alone or when H is followed by k or G. in both Cases downward H is written

3) Dot(·) h is written medially as an alternative

4) Tick h is written medially as an alternative

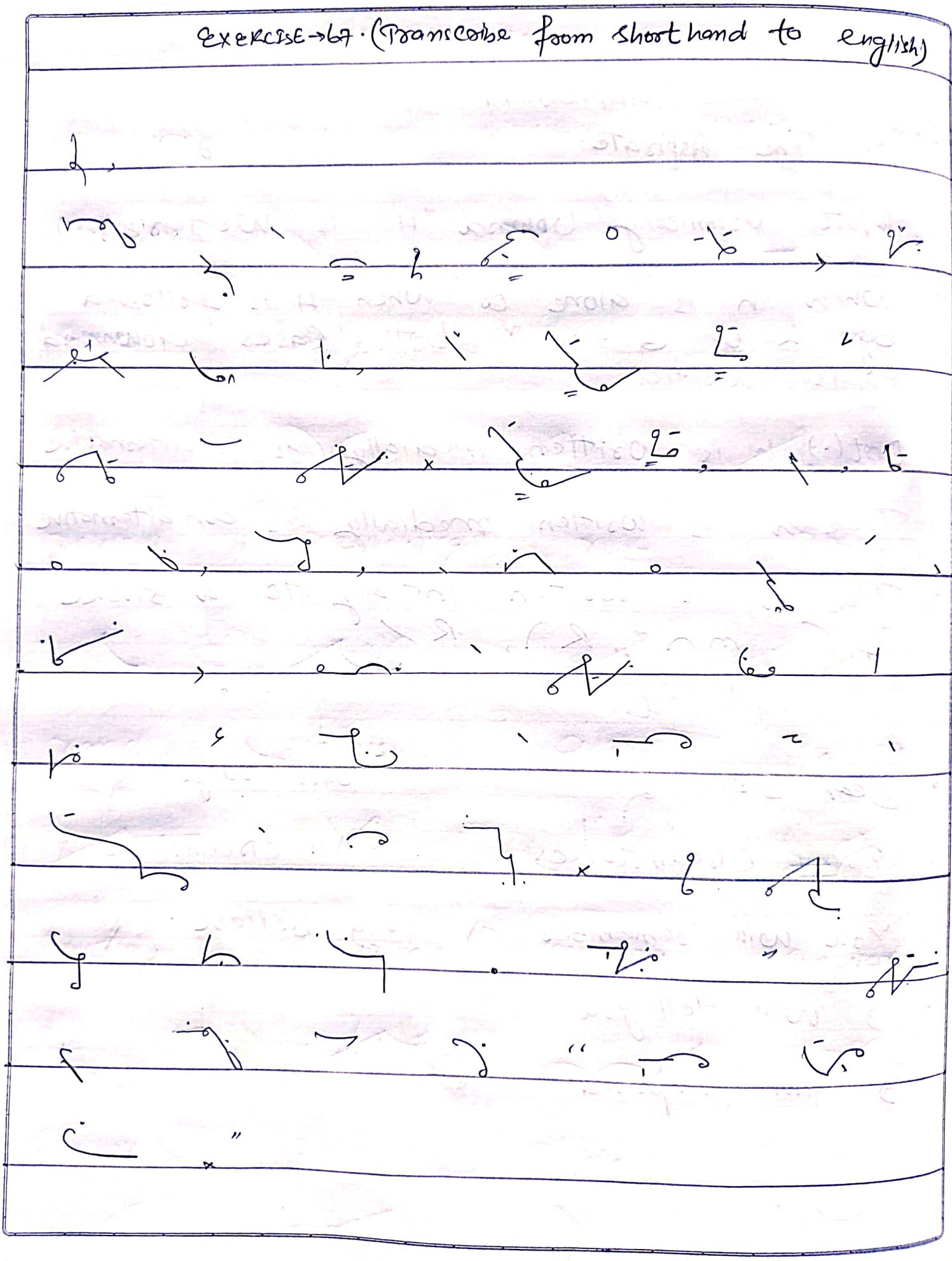
5) Tick h is written initially to a stroke L C, m n, R J, R /

PHRASES:

- Dear Sir
- Yours truly
- Every circumstances
- All circumstances
- You will remember
- I believe
- I will tell you
- I am surprised

Teacher's Signature :

EXERCISE → 67. (Transcribe from shorthand to english)



Date

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EXERCISE → 67

Dear Sir,

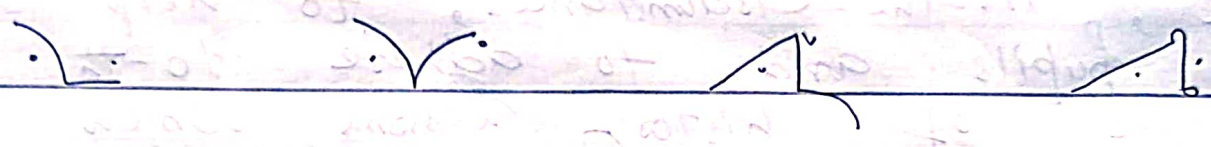
I am surprised to hear of Mr, Hugh Hamer his opposition to the highly reasonable views taken by professor Hawkins on the syllabus in history. Professor Hawkins, I believe, does his best, in the circumstances, to help his pupils and to adhere to the scheme of history lessons which deals with the extention of Commerce and with of forms of mans activity. He is headful every circumstances which may affect the Coherence and the historic belief expressed in the phrase "Commerce follows the flag".

Teacher's Signature :

EXERCISE → 70

Ear era erase argue oral

Eric early retire retrace



review reviewing rose roses

rank paris diary gallery

victory assurance memory answer

Censor Cruiser origin turn

Expt. No. _____ Date _____

Page No. _____

CHAPTER → 18:

Upward AND DOWNWARD R.

1) When a vowel preceeds to vowel initially, downward R is written
2) When a sound of a word ends at R, d/w R is written.
3) When a vowel follows to R initially or finally upward R is written.
4) When R is immediately followed by stroke M whether its preceeds or follows vowel, in both cases d/w R is written.
5) Medial R is generally written upward
6) When R is finally hooked upward R is written.
7) After curve S, R follows the direction of a circle.
8) Above all whatever is convenient for easier joining of strokes.

PHRASES AND CONTRACTIONS:

- By all
- By all means
- At all
- At all costs
- In our opinion
- In our
- Something
- everything
- nothing
- Anything

Teacher's Signature : _____

EXERCISE → 72 :-

Date

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EXERCISE → 72 :

The food eaten by man bears something like the same relation to his power of working as the coal thrown into the furnace bears to the engine which drives the rotary press, or draws the train. The power in our arms or in our brians is rightly said to be produced in our stomach, and it is from the same organ we derive the force necessary to rouse us to severe exertion in the earning of the wage or salary we recive for our services. Something of the value of our work ~~[illegible]~~ rests upon the strength producing value of our food. At all costs, and by all means, we should take measures to ensure the food value of everything we eat.

Teacher's Signature :

EXERCISE → 75

A life of leisure is a life of-pleasure. Needless

to say This-is a folley, but, false as-it-is, It-is

fairly widely spread. Many foolish fellows

bewail there lack of-means to-choose either to-loll

or to-labour Just as-they like. They look

Jealously on-those-who appear to-have no-thing

Date

Expt. No. Page No.

CHAPTER 19

UPWARD AND DOWNWARD L & SH.

1) Most commonly upward l is written.
2) After circle s, l follows the direction of a circle.

3) Medial l is generally written upward.
4) After f, v, sk, when l is followed by a vowel upward l is written and with strokes when it does not follow vowel d/w l is written.
5) SH is written to the opposite initial attachment of a stroke.
6) Above all whatever is convenient to write for easier joining of strokes is allowed.

PHRASES:

- as is o
- is as o
- This is G
- Last year R
- at first b
- Just now b

Teacher's Signature :

EXERCISE 76

Date

Expt. No. Page No.

EXERCISE → 76

Dear-Sir,

The volumes of the french Revolution for-which-you ask in-your favour of-the first July shall-be delivered to-you early tomorrow. We-are just-now out-of stock of-the "Life of Lord Lumley," last-year's best seller, and we-are unable to say when-we-shall receive copies: we-have a daily delivery from-the wholesalers, however, and you-may-rely upon our mailing-the volume to-you as-soon-as it reaches us.

Teacher's Signature :

EXERCISE → 79.

we-shall require consular in-voices for-the fore cases

of liquid glue, and-for-the square bottles of hair

restorer which we-are to ship to Guatemala

and by-the "welsh Rose," sailing next friday.

Please ask Mr Wheeler or Mr weldn to say

to-this

Date

Expt. No. Page No.

CHAPTER → 20:

COMPOUND CONSONANTS:

1. A large initial hook adds W to stroke K or G and makes sound of 'Qua,' Gua, Kwa.
2. A small initial hook to a stroke L represents W & a large initial hook to a stroke L represents WH.
3. When d/w L and d/w R is thickened its adds R making ler/Rer
4. When stroke M is followed by Pr, Br, Bl, Pl, hook form is used.
5. When ler/Rer is followed by a vowel, full form is written.
6. When a stroke M is thickned it adds P or B making mP/mB.

GRAMMALOGUES:

- whether
- impossible
- important-ance
- Improve-d-ment

Teacher's Signature :

EXERCISE → 80:

Date

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EXERCISE → 80

I have no wish to impose my views upon the ambassador, or to embarrass him by asking for impossible improvements; but it is important I should impress upon him the Chancellor's opinion in the case of those lumber vessels. You will see how imperative it is I should see the ambassador, if we are to have any improvement in our relations just now.

Teacher's Signature :

(INITIAL VOWEL IMPLIED:)

asleep assume arising arrives along alike

assume aware awake awhile awoke sleep

sum rising raves long like wear wake

while woke

(FINAL VOWEL IMPLIED)

lessee tasty penny Defy robbery

sorry worry follow scaly yellow

less taste pen deaf repair

Date

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CHAPTER 21

VOWEL INDICATION

Omitting of the light vowels.

e.g.: Sum [illegible], [illegible]

Assume [illegible]

Ask [illegible]

Teacher's Signature :

EXERCISE → 84

Tie	tight	trite	Coe	Coat	Coats
kate	skate	weigh	weight	weighty	
fry	fright	frights	gray	grade	grades
graded	met	metal	Label	labelled	
open	opened	land	lands	lent	tight
tied	tidy	wit	witty	Pat	Patty

Date

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CHAPTER 22:

HALVING PRINCIPLE SEC 1.

1) Halving the stroke in size adds T or D
2) Upward R cannot be halved alone, Unless it is having a finally hooked or any other stroke is added.
3) Upward L is mostly halved for t only.
4) When a vowel follows to T or D finally, full form is used.

5) 3rd place stroke when halved cannot be shown through the line, it can be shown on the line.

GRAMMALOGUES:

Quite —
Could —
according —
Guard —
Cared —
Great —
called —
equalled, cold —
Gold —
That (
without (
Wished)

Teacher's Signature :