

**SYNTHETIC METHOD
OF SHORTHAND.
GRAHAM & PITMANIC**

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Synthetic method of shorthand. Graham & Pitmanic by William Billings

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WILLIAM BILLINGS

**SYNTHETIC METHOD
OF SHORTHAND.
GRAHAM & PITMANIC**

SYNTHETIC METHOD
OF
SHORTHAND
GRAHAM & PITMANIC

A NEW WAY OF PRESENTING AN OLD SYSTEM, BEING A
PRESENTATION OF FIRST PRINCIPLES WITH ABSO-
LUTE SIMPLICITY, AND AN EXPOSITION OF
THE MOST ADVANCED METHODS
OF WRITING FOR THE
REPORTER

ADAPTED TO
Schools, Business Colleges and Self-Instruction

BY
WILLIAM BILLINGS
Passaic High School, Passaic, N. J.

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INTRODUCTION.

This is not a new system of shorthand that can be absorbed by sleeping with the book under your pillow. But it is a logical, educational arrangement of the Graham and Pitmanic systems, which are now recognized as pre-eminently superior to all others, and can be learned by anyone of ordinary intelligence, possessing enough perseverance to master thoroughly the principles as presented.

The arrangement is based on common sense, leading from the simple to the more complex, by simplest gradation. This book is not an experiment. It has grown naturally day by day for the past ten years from the author's needs and experience in the schoolroom and practical knowledge of the needs of business men and reporters.

The manuscript has been used in the schoolroom for a year previous to its publication, and results have been gotten that were superior to any accomplished while using other books, and this is why it is published. Nothing more is asked than a consideration of its merits.

Educational methods advance as experience increases. Few new principles are given, but many totally new phases of presenting them. The arrangement is unique and original, comprehensive and simple, embracing fully the peculiar requirements of the amanuensis and the reporter.

Let it rest on its merits.

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SUGGESTIONS TO THE USERS OF THIS BOOK.

Since all teachers have their own methods evolved from their experience, the authors of this book have refrained from any extensive instructions to teachers. A few hints, however, are given for the benefit of instructors who would like to compare their own ideas with the authors'. While self-instruction is an idea which should not be encouraged, yet for the benefit of the self-learner these hints are also given:

1. Learn to use both pen and pencil. Keep your pencil sharp and use a fine pen, which should be thrown away after a day's use.

2. Always keep your notes the same size as those in the book, and as legible. Large notes and ill-made notes are not capable of high speed.

3. Read the definitions and instructions slowly. Stop and think what the information means contained therein.

4. Never practice for speed only, while going through the book the first time; but every effort should be made to write without stopping or halting between the characters.

5. Study the chapter on penmanship, page 185, when beginning the study, if the hand is very poor. The study of this chapter will greatly facilitate speed for the practical writer.

6. The straggle from 80 words per minute to 100 is a fearful one, and many fall by the way. Unless you have an absolute and ready knowledge of all the principles and sign-words, and have carefully studied and understand the chapter on penmanship, you will have a serious time acquiring a bona fide speed of 100 words per minute. Much writing that is called a 100 words a minute would not amount to 60 under a bona fide test.

7. Do not imagine that you are smarter than the average student and only need to look at a lesson. The greatest genius who ever lived was also one of the greatest workers before he ever attained any distinction. Don't imagine you must have some one read to you four or five hours a day when you are half-way through the book. Follow the advice of your teacher, if you have a good one; if not, don't complain, but quit him.

PART I.

PRELIMINARY LESSONS ON THE ALPHABET.

A new method of teaching first principles by which the vowels are introduced one at a time, and consonant strokes are presented in classified groups of curves and straight strokes, upward and downward strokes.

Easy for the slow student.

Rapid for the quick student.