

**PERNIN'S UNIVERSAL
PHONOGRAPHY IN TEN
LESSONS, FOR SCHOOLS
AND PRIVATE STUDY**

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Pernin's Universal phonography in ten lessons, for schools and private study by H. M. Pernin

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H. M. PERNIN

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PERNIN

1897

PREFACE TO THE EIGHTH EDITION.

We again have the pleasure of publishing another large edition of the Pernin Universal Phonography and can only reiterate our thanks to the public for its very generous appreciation of the merits of the Pernin Shorthand, which they have unqualifiedly endorsed as the most popular of all shorthand methods, the method best adapted for the schools, the amateur and the expert

H. M. PERNIN, Author.

DETROIT, MICH., July, 1897

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PREFACE TO THE SEVENTH EDITION.

Since the last publication of the Universal Phonography, in 1893, the Pernin Shorthand has been honored with the World's Fair Medal and Diploma, and has advanced wonderfully in all quarters, both in our own and in foreign countries as well. In spite of the season of financial depression that has been with us and the causes mentioned in the previous preface, and which still exist, the Pernin is unquestionably taking the lead, and is the most popular phonography of to-day, with the large number of schools teaching it and the thousands of stenographers employing it practically in all departments—from the office to the court-room.

A couple of pages of notes and word-signs will be found inserted after page 186.

To the thousands of enthusiastic but unknown friends, who by their zeal have contributed so largely to the success of the Pernin Shorthand, as well as to all those who have been its staunch adherents from the beginning, our sincere thanks are hereby returned, and to them we dedicate this seventh edition of the Pernin Universal Phonography.

DETROIT, MICH., September, 1895.

PREFACE TO THE FOURTH EDITION.

It is a little more than three years since the last edition of several thousand copies of the Pernin shorthand method was given to the public. Previous to that time, although two small editions of the work had been printed, there were few if any practical writers of the system. This was due principally to the fact that no effort had been made to teach or introduce it. Now the Pernin stenographers are to be found in every State in the Union, and all are active and enthusiastic agents in making its unrivalled merits known to their friends and acquaintances. The very remarkable success which the system has attained in this brief period of time, while yet in its earliest infancy, has proved that the public demand for a simple, legible and practical method has been fully met. This success is all the more noticeable, as owing to the author's continued ill-health since the publication of the Third Edition, but comparatively little could be done to place the work before the public. It was not even given to the booksellers, the great bulk of the orders coming direct to the author. In spite of the drawback above cited, and in the face of misrepresentation and prejudice from rival interests, on the strength of its superior merits alone, it has steadily worked its way into public favor, finding its way unsolicited into many of the leading Schools and Colleges of the country, and winning golden opinions from writers of the old-time complicated systems who were fair enough to give it a candid investigation. In many instances they have become its most ardent supporters.

The firm hold the Pernin phonography has obtained upon the shorthand public is due to its great simplicity and legibility, which places it, not in the hands of a few as with difficult systems, but within easy reach of the masses, to whom shorthand in the near future will be one of the necessary acquirements of a

common education ; thus justifying its title, the Universal Phonography.

The Third Edition of our work differed radically from the original Duployan method as well as from the two preceding editions. A portion only of the original alphabet was retained, the changes therefrom and the complete reporting style being entirely the author's invention, as well as the arrangement and classification of the method. A still greater deviation from the original alphabet is made in the present work, so that in reality but little resemblance can now be traced between the two systems except in their admirable simplicity and legibility, the Pernin method being much better adapted for rapid reporting work. The system as presented in the Fourth Edition, places it at the head of the brief reporting styles, while it holds, as before, the foremost rank for ease of acquirement and the facility with which the notes can be read, and is the result of several years' study and experience by the author. No special age or education is needed to gain a knowledge of this pleasing and useful art by the Pernin method. It can be learned by the child of seven or the man or woman of sixty years. The ability to read is all that is necessary for its acquirement, and a knowledge of spelling and punctuation the only further requisites to put it into practical use for note-taking or amanuensis work. For the more advanced line of newspaper and court reporting, a higher education and a special adaptability is of course required.

Our plan of dividing the alphabet into graded lessons and not introducing contracted forms until the student is able to spell phonetically and to write words in full, instead of giving the entire alphabet at once and using contractions from the start, as is done in other shorthand methods, enables any one to readily undertake the study, even without the assistance of a teacher. The present work retains the simple arrangement of former editions ; a mode of presenting the art to be found only in our books. The instructions are ample, the illustrations profuse, and the reading and writing exercises embrace all departments of shorthand work. The author and publisher has spared no expense in phonographic

engravings for this book. This department has been executed by the leading engraving establishment in the country, and for the number, variety and quality of the engraved illustrations and exercises, it is unequalled by any other shorthand text-book in use.

A knowledge of the superior merits of the system has prompted unscrupulous persons to take advantage of the author's inventions by fraudulently appropriating them to their own use. A notable instance of this kind is found in the case of a former agent, Sloan, who copied our work literally, including all the author's improvements upon the Duployan Shorthand, and, under the name of the Sloan-Duployan Phonography, took a most unmanly advantage of his residence in England to have our book copyrighted there. The system was subsequently mutilated to show a little deviation from the original, but the Pernin inventions are still retained in Sloan's pamphlets. Others have also endeavored to use our improvements without due credit to us, and notice is hereby given that in future all plagiarists will be dealt with to the utmost limits of the law for infringement of copyright.

Since the publication of the last edition some improvements, resulting from further practice, study and teaching, as before stated, have suggested themselves. These improvements, with the necessary changes in the method, are embodied in the present volume, and can be readily adopted by all Pernin writers with advantage and without difficulty where greater rapidity is desirable. While these changes produce a gain of at least 25 per cent. in brevity, the other leading points of superiority of this system, its great *simplicity* and *legibility*, have been in all cases preserved, indeed, in many respects equally improved. One of the most important changes is the new method of vowel contraction, whereby one general position takes the place of several as heretofore, thus bringing the writing into almost uniform lineality, making the contraction much simpler and the writing more brief, while the production of the vowel or combination upon which the abbreviation is made, instead of the mere suggestion of it, adds greatly to the legibility of the writing. The short *r* sign, and the

method of frequently indicating it without writing, are other steps toward greater brevity, as *r* is one of the most frequently recurring letters, and in most shorthand systems is indicated by shading and by various changes for the one character. The new sign for *û*, and the set positions for *oo*, *u*, *ê*, *è*, *ï*, and the combinations *an*, *en in*, *on un* also tend to greater legibility, while the adoption of the new combinations, *am*, *im em*, *om um*, as they are of such frequent occurrence, adds a good deal to the brevity of the words in which they occur. The new signs for the combined consonants *st*, *str*, *sp*, *spr*, *sk*, *skr*, *kr*, *grs*, *kwo*, *gwo*; the double length consonant signs; the simplification of *of*, and additions to the prefixes and affixes; the indication of *the* before words; the indication of final *s*; the greater amount of phrasing, and the larger number of illustrations, etc., etc., in this edition, are all improvements in the matter either of simplicity, legibility, brevity, rapidity, or ease of acquisition. These changes are all so simple and practical, that any writer of the system can readily adopt them into his writing with much advantage to himself.

And just here I would earnestly advise those who take up the study of the Pernin shorthand, to adhere closely to the text-books and not to patch it up with crude devices of their own, originating in their inexperience, or to borrow contrivances from other methods foreign to it in construction. Use this system in its purity and you will be successful stenographers; select some other system if you prefer, but at any rate be a follower of one system or the other, not a mixture of both and a success in neither, at the same time calling yourself a Pernin stenographer, as has sometimes been done.

The present work has been prepared for the press under the most trying circumstances, owing to the author's ill health. Publishers of shorthand books know that it requires, under the most favorable conditions, the utmost care and vigilance, to prevent mistakes; so, if a few errata are found herein, it is hoped they will be kindly excused on the above ground.

To the public, who so generously showed their appreciation of my former work, and to my friends and former students in the shorthand profession, this book is respectfully dedicated by

THE AUTHOR.

DETROIT, MICH., September, 1886.