

**PRINCIPLES OF SHORTHAND
ARRANGED FOR CONVENIENT
STUDY AND REVIEW AND FOR
READY REFERENCE**

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Principles of Shorthand Arranged for Convenient Study and Review and for Ready Reference
by W. L. Musick

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W. L. Musick Publishing Co.

ST. LOUIS, MISSOURI.

If desired a dot may be placed before a stroke for the long sound, and after the stroke for all other sounds of the vowel. Two dots under an outline denotes that it is a proper name. A shade on any stroke adds "R" to it. The circles are not shaded for "R." Shade S to denote Z.

Study by writing each word five times, and spell it each time it is written. Y is used for y or ly at the end. When it does not make a good joining, strike it horizontally to the right or left. Ch is written downward after B and F.

In the word "pansy," the stroke P is made long to add "N." Any stroke may be lengthened to add M, N or L.

Any stroke except circles and loops may be shaded to express "R," and the "R" may come before or after the vowel in spelling the word, as in the words "dear, dry" in the following list:

jay		wire	
jaw		rare	
pie		higher	
may		dear	
maw		dry	
nigh		drew	
by		partial	
catch		marital	
fetch		mirre	
make		fully	
more		valley	
check		sizes	
new		pansy	
knock		hack	
he		quick	
me		quote	
ray		lead	
raw		rares	
book		racing	
patch		rely	
batch		sale	
boy		sailing	
joy		force	
toy		forcing	
shock		soon	
Joe		sooner	
Smith		decision	
looking		really	
size		losing	
she		seems	
being		sense	
wish		said	
to		sales	
me		dress	
motion		dressing	
squaw		sign	
		your	
		you are	
		dear air	

WORD-SIGNS.

Words-signs are a matter of memory, as they do not spell the word out. They should be practiced by writing them over and over, and by reading them until they are as familiar as figures.

a, an, and		business	
I, the		company	
gentlemen		advantage-a-ous	
if, of		thing	
well or will		think, thank	
all		now, on	
is, his		in, any	
as, has		have, half	
us, use, used, useful		you, your	
give, gave, given		are, our	
such, shall, ship-ed		how, hope	
satisfy-ed-ory-ly-action		favor	

PHRASES.

The words are, or, our may be added by a shade for "R." The ticks for "A," "an," "and," "I" and "the" may be joined for a phrase outline. They may also be joined to other words.

and the	L L I	we are)
and I		you are)
and a		to our)
and I see	o y y	by our)
and the door		be our)
and I fear		why our)
and I do	✓ y	in our)
and I think		on our)
and the buyer		on our)
we shall		will the)
have the		if the)
for the		of the)

NOTE.—Not only practice writing all the words in each list, but read the shorthand with the printed words covered until they can be read without hesitation. This will fix the outline in the mind so it can be used readily when needed.

"Of the" is expressed by proximity, that is, by writing "yours" and "15th" close together in "yours of the 15th" and not writing "of the."

yours (of the)-15th day-(of the) month day-(of the) week

15. (wavy line) (checkmark)

Your favor of the 25th ult.
Yours of the 24th inst.
in ours of the 15th

1250 240 92
2575 57 5 12 5 5

\$25,75, 45
\$500, \$1,500
\$5,000,000, 6%

Dear Sir:

Answering yours of the 15th, we will sell the horses for \$1,200 cash. You may see me this week and pay half²⁰ the money, as you say this will be satisfactory to you. Now, will you give us your decision this week, if you accept our proposition,²¹ as we must take advantage of these prices. If necessary you may wire us. We have no object in forcing the sale beyond taking care²² of these prices and pushing the business.

Hoping to have your decision very soon, we are,

Yours truly,

(93 words)

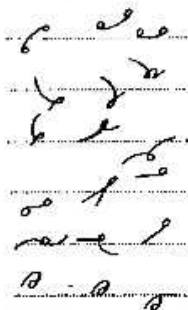
6215 ✓ 12 24 92
2575 57 5 12 5 5

LESSON II.

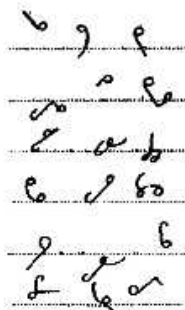
Circles are joined on the inside of curves and on the upper or right-hand side of straight lines at the beginning or end. The opposite side is the irregular or reverse side. Between straight lines, the circle is written on the outside of the angle: between reverse curves it is written on the back of the first curve and inside of the second.

The large circle "ss" for ces, ses, sis, etc., is joined the same as the small circle.

sales
spice
sense
racing
facing
wishing
decision
person
muscle
shoes
cask
ties
mason
treasure
keys
this
these
those



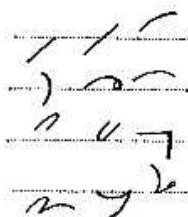
vice
safe
save
joys
sighing
savings
question
hasten
gashes
serious
cheese
dismiss
cases
chosen
twice
twist
receive
sickly



A following l, m, or n may be added by writing any stroke double the usual length.

NOTE.—Avoid using the double length when there is any doubt as to which letter is meant to be added.

come
came
line
farm
meals
mill
him
when
telegram
humane
noble
feelings



fame
pleased
still
slime
lime
all
foreman
German
names
gain
grain
train



WORD-SIGNS.

take, took, taken
over, very, every
until, ult.
extra
accept
except
before, being
observe-d-ation
object-ed
gentleman
favor
beyond

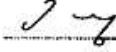

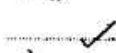
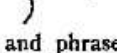
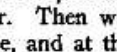

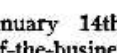
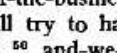
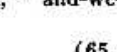


each
which
much
from, form
subject
yet
disappoint-ed-ment
defend-ed-ant
develop-ed-ment
are, our
in, any
you



PHRASING.

Familiar words may be written in "u" position to add a following "you" or "your." Doubling light strokes may add "well, will or all." Heavy strokes doubled add "in or than."

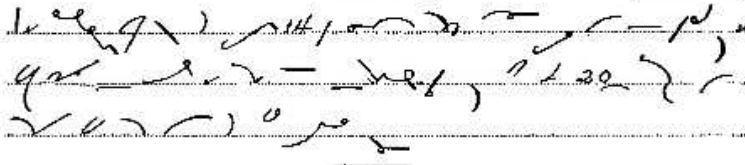
for you) \ (which will be	
have you) \ (in any case	
do you) \ (we will shp you	
in your) \ (you may see him	
will you) \ (we are in	
are you) \ (and we will	
of you, if you) \ (if you will	
to you) \ (you can	
from you—your) \ (he will do	

NOTE.—Learn the foregoing words, word-signs and phrases thoroughly before attempting to write the following letter. Then write the letter many times. Make the notes small and accurate, and at the same time get up as much speed as possible.

Gentlemen:

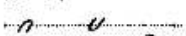








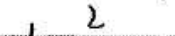
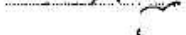






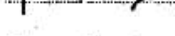
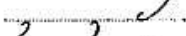











Since-receiving-your welcome favor of January 14th from Sherman, we-are-sure Mr. Jones will take care-of-the-business for-you. He-will-do-all he-can to please-you. We-shall try to have-the-necessary cars for him before-the 20th-of-the-month, 50 and-we-will-do all we-can when we learn of his plans.

Yours truly, (65 words)



LESSON III.

Any stroke may be made half length to add a following "t, d, th." Note that a small hook at the beginning is "a" or "e" and a large hook is "o" or "u." Use small hooks before "s" for "e" or "a" and make it larger for "o" or "u."

that		open	
what		occurred	
would		estate	
could		acquit	
with		piano	
it		tobacco	
should		absence	
shot		ascertain	
quote		lots	
wild		grand	
length		fluid	
mold		author	
mother		trend	
reader		rather	
write		heated	
admire		great	
adult		remit	
after		lard	
about		letter	
afford		between	
up		return	
act		credit	
another		north	
over		assessed	

A half-length stroke may be used at the end to express "ment, dent, lent, gent, vent, dend, etc."

regent invent relent incident payment treatment inventing

WORD-SIGNS AND PHRASES.

A half-length stroke for "t" may be used to express a following "to, it, not."

into
glad
certain-ly-ty
advertise-ed-ment
notwithstanding
month-ly
immediate-ly
advise

if it
if not
of it
do it
do not
or not
may not
be not
will not

Gentlemen:

Your kind favor of the 12th received and noted. Upon receipt of your letter we immediately looked into the business you mention and find²⁸ that what you think of the matter is true, and I would advise you to take immediate steps to force the collection. The treatment you³⁰ have received certainly justifies you in forcing payment, if you can do it. If not, I would obtain a judgment. We received the information through⁷⁸ your correspondent, who had a letter from their president about the same subject. Do not mention this correspondence, as I am not authorized to furnish¹⁰⁰ these facts.

I shall be pleased to assist you in any way I can.

Yours truly,

(116 words)

LESSON IV.

PREFIXES.

N at the beginning is "in" or "un."

K at the beginning is com, cum, con, coun.

Same half length and shaded is Contr, for contra, contre, contri, contro, counter.

I at the beginning is "im" or "il."

Sm at the beginning is curcu or circum.

N half length at the beginning and shaded is "intr" for "intra, intro, intu, inter."

A tick through a stroke denotes an abbreviation.

IN, UN		uncommon	
interest		condition	
unfortunate		counterfeit	
introduce		discontinues	
CON, COM,		discontent	
CONTR, ETC.		noncommittal	
contain		IM, IL,	
contents		immigrate	
convert		illusion	
commit		impair	
compel		CIRCU, CIRCUM	
complain		circulation	
consent		circumstance	
confer		circulate	
converse		ABBREVIATIONS	
countermand		New York	
consult		California	
constitute		Michigan	
convey		Missouri	
constancy		Minnesota	
comparison		Indiana	
compliance			
discontent			
contempt			
contradict			
interfere			
imagine			

HOOKS.

1. A small hook at the end on the inside of curves and on the upper or right-hand side of straight strokes is for "f" or "v."
2. A large hook at the end on the inside of curves and on either side of straight strokes is "p" or "b."
3. A small hook on the outside of curves and on the under side or left side of straight strokes is "g" or "j." This hook closed forming a circle is "gs" or "js."

F OR V		type	
pave		warp	
safe		cramp	
leave		labor	
live		report	
lively		drip	
love		G OR J	
lovely		charge	
move		charges	
movement		change	
movable		changes	
immovable		strong	
shaving		wagon	
P OR B		wages	
map		wag	
lump		judge	
grab		judges	
rope		judgment	
stamp		pages	
damp			