

**THE MANUAL OF TAKIGRAFY,  
ADAPTED FOR USE IN HIGH  
SCHOOLS AND ACADEMIES,  
WITH SOME EXERCISES SUITABLE  
FOR CHILDREN**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649507184

The Manual of Takigrafy, Adapted for Use in High Schools and Academies, with Some Exercises Suitable for Children by D. P. Lindsley

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**D. P. LINDSLEY**

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By D. P. LINDSLEY,

Author of "THE ELEMENTS OF TACHYGRAPHY" and "THE NOTE-TAKER."

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SECOND EDITION.

CHICAGO :

D. KIMBALL, 87 E. WASHINGTON STREET.

NEW YORK : D. P. LINDSLEY, 87 PARK ROW.

BOSTON : OTIS CLAPP & SON.

1878.

KE11218



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Entered according to Act of Congress, in the year 1876, by

D. P. LINDSLEY,

in the Office of the Librarian of Congress at Washington.

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R. R. McCABE & Co.,  
PRINTERS,  
57 Washington St., Chicago.

BLOMGEN BROS. & Co.  
ELECTROTYPERS,  
150 & 152 Clark St., Chicago.

## PREFACE.

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This work is designed for use in the class-room by both teacher and pupils. It contains explicit directions as to the manner of conducting the lessons, with ample Reading and Writing Exercises, examples for drill, and tables showing the manner of joining the letters in all their combinations. These directions, tables and exercises are introduced in the order in which they are needed for use.

The work is especially adapted for teachers of public classes, being arranged into lessons of a suitable length, with suggestions as to the mode of teaching sufficient to guide any careful instructor.

The first lessons are, from the nature of the case, very simple, and equally adapted to children and older persons. To make the work throughout of use to those who wish to teach the art to children, the writing exercises, commencing with Lesson IV., are divided into two parts—Part I. consisting of simple words for children, and Part II. of longer words illustrating the principles taught in the lesson. While the first part of the exercises are especially designed for children, it will be well for older persons to write both parts, as the simplest exercises are useful in learning an art in which everything is new.

It is not supposed that the length of the lessons will be adapted to all classes. Some may be able to take two lessons at once; others may need to divide some of the lessons, and spend two sessions on them. Much will depend upon the length of the interval between the lessons. They are designed to be given at the rate of two or three lessons a week.

The principles of pronunciation and phonetic analysis, are left mostly to the teacher. It was beyond the design of the work to treat of such matters; but some miscellaneous writing exercises are given, spelt as nearly phonetically as possible with our imperfect alphabet, which may be an aid to those needing instruction in the omission of silent letters. The Reading exercises will furnish examples of correct orthography, and should be thoroughly studied.

This work is not designed to take the place of the "Elements," but to be used in connection with that work. It will furnish an excellent introductory course, to be followed by a course in the Elements.

The style taught in this work may be known as the Literary Style of Takigraphy. The Common, or Corresponding, style taught in the Elements differs from it only in the introduction of a few word- and phrase-signs; the freer use of the circle in long words, and a more general omission of obscure and unimportant vowels. These two styles may be considered for all practical purposes as one, and no effort need be made to keep them apart, as the first will run into the other by insensible degrees. They may, however, when more fully developed, and used by larger classes of people than now, acquire greater distinctness.

The author has developed in the following pages a plan of teaching which long practice has shown to be very efficient. While he has employed most of its features in his own teaching for many years, it will be found in some respects new to many teachers of the art. He wishes, however, here to acknowledge his indebtedness to some teachers who have, from time to time, offered suggestions. The tables of joinings, in particular, are given in more minute detail in accordance with the suggestions of Mr. Melvil Dewey, of Amherst College.

The illustration of the work is by Mr. D. Kimball, of Chicago, executed by a process substantially his own, and which promises to render the art much service in this way.

THE AUTHOR.

*Andover, Mass., September 1, 1875.*



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