

**COMPLETE SHORTHAND
MANUAL FOR
SELF-INSTRUCTION AND
FOR USE IN COLLEGES**

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Complete shorthand manual for self-instruction and for use in colleges by Alfred Day

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ALFRED DAY

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COMPLETE
SHORTHAND MANUAL

for Self-Instruction
AND
FOR USE IN COLLEGES.

NEW COLUMBIAN EDITION

REVISED, ENLARGED, AND ENTIRELY REWRITTEN

By ALFRED DAY,

AUTHOR OF "AID TO GRAHAM," "SHORTHAND COPYBOOK," "COMPLETE SHORT-
HAND MANUAL," "SHORTHAND TEACHER," "METHOD OF LEARNING THE
WORD-SIGNS," "COMPREHENSIVE SHORTHAND DICTIONARY," ETC.,
TEACHER AND REPORTER OF THIRTY-FIVE
YEARS' EXPERIENCE.

CLEVELAND, OHIO:

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1902.

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ABSTRACTS OF THE
PROCEEDINGS OF THE
ANNUAL MEETING OF THE
AMERICAN ASSOCIATION OF
PHYSIOLOGISTS
Held at the University of Chicago
Chicago, Illinois, September 1-5, 1902

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1902

PREFACE TO THE NEW COLUMBIAN EDITION.

Engraving of shorthand characters carefully looked over and corrected in September, 1902.

WE TAKE pleasure in presenting herewith the New Columbian edition of Day's Complete Shorthand Manual. The book has been very carefully gone over, and the recommendations and suggestions of many of the best shorthand teachers in the country, who are using the Manual, carefully considered, and adopted wherever they are in accordance with the principles of Graham Shorthand (which we aim to present correctly), and for practical usage in offices and the court room. Most of the errors that existed in the previous edition were due to defective engraving, and we think we have now succeeded in correcting all of these. It has not been possible to adopt all the suggestions which have come to us, since shorthand is not an "exact science," but we believe that no principles or contractions have been introduced which the student would later find it difficult to put into actual practice.

The continued and largely increased sales of the Manual lead us to feel that it fills to the greatest possible degree the requirements of the best Colleges and High Schools of the country.

THE PUBLISHERS.

CLEVELAND, September, 1902.

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PREFACE TO THE COLUMBIAN EDITION.

Engraving of shorthand characters carefully looked over and corrected in January, 1899.

It is with pleasure we present to the public the Columbian edition of the Complete Shorthand Manual. Every word has been rewritten, the engraving has been done by skilled workmen, and the typographical appearance of the work has been improved. We have greatly simplified the learning of the principles; the number of lessons has been increased, with a corresponding decrease in the number of the principles presented in each lesson; the writing of words containing three or more full-length strokes on the line is an improvement which will be duly appreciated by those who have been in the habit of writing all the words according to the position of the accented vowel, regardless of the number of consonants in the word.

The number of questions has been materially decreased. Sentences have been presented at the earliest possible moment; thus relieving the student from the drudgery of learning the principles from the writing of separate words only, — a very unsatisfactory way indeed.

The diphthong *ew* has been changed to correspond with the representation of that diphthong as presented in Graham's Handbook. The diphthong *oi* has been

changed to the extent of its opening to the left instead of at the bottom, placing it beyond the possibility of conflicting with the diphthong *ou*. A few word-signs appearing in Graham's reporting list are presented in the lists preceding the reporting signs in the Manual.

Aside from the changes noted above, and the "cutting down" of the word-signs, the Columbian edition presents the Graham system of shorthand in its entirety. The object kept constantly in view has been to simplify the learning of that system; whether we have succeeded or not we leave to the judgment of a discriminating public.

The time in which the student is to write certain words and sentences has been carefully computed, according to the progress he is supposed to have made. In the ninth lesson, letters to be written from dictation are presented, so that at an early stage of his progress he is introduced to the actual work of the amanuensis. The hints and suggestions to the learner are new features, serving as a means of encouragement at just those points where such helps are most needed.

If, in the presentation of the Columbian edition, we have still further smoothed the rough places in the road to shorthand knowledge, we shall feel repaid for the time and labor we have spent in our efforts to attain that desirable end.

ALFRED DAY.

CLEVELAND, O., July, 1893.

PREFACE TO FIRST EDITION.

THIS book does not present a new system of shorthand. The Pitman system, as modified by Graham, Longley, Munson, Howard, Scott Browne, Moran, and others, has answered all the requirements of verbatim reporting, and it would be presumptuous on the part of the author to attempt to elaborate a new system, which could, at best, be but another modification of the original Pitman phonography.

For upwards of twenty years the author practised and taught shorthand as presented in Graham's Handbook, a work containing some excellent modifications of the original Pitman system; but the unfortunate "make-up" of the book as a whole, together with its abundance of extraneous matter, made it a work exceedingly difficult to master; and, to materially assist the learner, the author prepared his "Aid to Graham," in 1887. The favor with which it was received by teachers and students, and the hundreds of commendatory letters and press notices, stamped the work as a valuable acquisition in the learning of the Graham shorthand.

The result of the favorable reception of the "Aid" brought scores of letters from stenographers and students of shorthand asking the author to prepare