

**LICHTENTAG PARAGON
SHORTHAND: A VAST
IMPROVEMENT IN THE ART OF
SHORTHAND: SEVEN EASY
LESSONS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649739325

Lichtentag Paragon Shorthand: A Vast Improvement in the Art of Shorthand: Seven Easy Lessons by A. Lichtentag

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

A. LICHTENTAG

**LICHTENTAG PARAGON
SHORTHAND: A VAST
IMPROVEMENT IN THE ART OF
SHORTHAND:
SEVEN EASY LESSONS**

LICHTENTAG
PARAGON
SHORTHAND



*A Vast Improvement in the
Art of Shorthand*

SEVEN EASY LESSONS

Having Learned which, the Student is in Possession
of a System of Shorthand wherewith *Anything*
and *Everything* in the Language can be
Written *Briefly* and *Legibly*.

By A. LICHTENTAG

PUBLISHED BY
PARAGON SHORTHAND INSTITUTE
311 SIXTH AVENUE, NEW YORK, N. Y.

1919

Copyright 1906
Copyright 1915
Copyright 1918

151082

FOREWORD.

The preface which follows was written for the first edition of Paragon Shorthand which appeared in the year 1906.

Since that time thousands of copies have been used and Paragon Shorthand now counts its devotees in almost every part of the civilized globe where there are English-speaking people.

The author is in possession of stacks of letters from students of Paragon, many of whom previously wrote some other system, expressing complete satisfaction with Paragon Shorthand and setting forth that the system has more than fulfilled every claim made for it.

Business schools are now using this book and Boards of Education of various cities have adopted it for their High Schools, discarding the systems previously taught.

Journals of the shorthand profession are now beginning to publish editorials and articles by expert reporters, which support the correctness of the principle on which Paragon Shorthand is founded: That speed in writing shorthand is more a matter of manual dexterity than the result of the use of an abundance of expedients for contracting the writing, special short cuts, etc.; all of which hinder speed because they cause a tremendous mental friction and do not leave the hand free to proceed unhampered and unimpeded.

256
Lisp
PREFACE.

Fifteen years of actual use in the offices of the largest corporations and firms, in the service of the United States Government, in law and convention reporting, in newspaper work and in reporting the most technical matter, by persons taught by the Author only, either in person or through correspondence, removes Paragon Shorthand from the domain of theory, stamps it as a positive success, and was the test to which the Author, himself, desired the system subjected before he would publish it in book form and place it before the English-speaking world.

Being himself a professional stenographer, a writer of all the generally used systems, and through experience acquainted with the defects of the existing shorthand methods, he was thoroughly equipped to produce a system which should meet all the requirements of practical work.

Paragon Shorthand is a radical departure from the beaten track in this respect: That, though like all other systems of shorthand it employs for its alphabetic characters segments of a circle and straight lines, it is constructed on the principle that what is required in a **practical** system of shorthand is a complete alphabet of brief signs for sounds (so that all words in the language can be written therewith) and a simple method of contracting the writing so that the utmost brevity can be attained without resorting to hundreds of expedients and special abbreviations for thousands of words, thus giving to the mind the least possible work and leaving the hand free to attain the highest speed.

A comparison of the contents of this book with those of any other shorthand text-book will convince any one of the fact that Paragon Shorthand is by far the simplest in construction of any shorthand system in existence. A re-

course to arbitrary means of contracting words is herein reduced to the minimum.

The alphabet is imparted in six lessons; therefore, each lesson must be simple indeed. In the seventh lesson is given the method of abbreviating, a few simple word signs and prefix contractions. **This is all there is to the system**, and yet with it **anything** and **everything** in the language can be written briefly and legibly, the only requisite to obtain speed being practice.

As far as the Author is able to ascertain, Paragon Shorthand is the only system in existence whose **every** alphabetic character is made with but a single stroke or movement of the pencil.

Unlike almost every other system, it has only **one** sign for any given sound or letter.

Instead of obtaining sufficient symbols by making strokes light and shaded, in Paragon Shorthand the strokes are short and long as in ordinary longhand, where half the alphabet is composed of short letters and the other half long, viz:

a c e i m n o r s u v w x

b d f g h j k l p q t y z

The alphabet is so arranged that the most frequently occurring sounds are represented by signs which are the easiest to execute, and those sounds which happen together the oftenest, such as **tr**, **dr**, **st**, **sk**, **sw**, **skw**, etc., are allotted signs which make the best joinings.

In Paragon Shorthand the writing is placed on **one** position, as in ordinary handwriting, unlike those systems where the identical mark has different meanings when placed **above** the line, **on** the line or **across** or **below** the line; in some

systems as many as **five** different positions being employed.

In Paragon Shorthand, when vowels are used they are written **in** the word with the consonants in the order in which they occur, unlike the old systems where vowels are represented by little dots and dashes **disjoined** from the consonants and inserted **after** the consonants of a word are written.

In Paragon Shorthand, the vowels having distinctive signs, initials of names (when they are vowels) can be written, which is **impossible in the old systems**.

The marvelous simplicity of the Paragon system makes it easy of acquisition within a brief space of time by any person of average intelligence who can read and write. It, therefore, will appeal to the millions, who, not wanting to follow shorthand as a profession, still can profitably employ a brief system of writing in making their memoranda, recording incidents and thoughts, reporting lectures, etc.

To the person desiring to adopt shorthand as a vocation, Paragon Shorthand is of the utmost value, in that it can be mastered and put to money-making use in a few weeks—months sooner than would be possible by any other system. Besides, the remarkable ease with which the notes can be read, the facile outlines, the freedom from the perplexities and complications of the old systems, the relatively little mental and nervous strain imposed, makes it the most practical and most efficient working instrument for the purpose extant.

To the progressive schools, whose ambition it is to turn out the greatest percentage of proficient stenographers, **capable of reading their notes**, this text-book comes as a boon.

Backed by fifteen years' demonstration of its utility, Paragon Shorthand is submitted as the simplest system in existence, the quickest to learn, by far the easiest to read; and, as for **speed**, one's common sense will enable one to

concede the fact that the system whose writing is all light-line, all on one position; which has only one sign for any letter—therefore, only one way in which a word can be written; which has only about twenty-five simple word signs, and where any desired brevity of outline can be obtained by the application of its single rule of contraction; **must be capable of much faster execution** than the writing in those systems where time is occupied in making heavy strokes, in placing the words on different positions (on the line, above the line, across or below the line); which have several different signs for many sounds, thus making it possible to write words in a great variety of ways (thereby giving cause for hesitancy in determining the right way); which have hundreds, in fact thousands of arbitrary word signs to burden the memory; and which, when employing vowels, must dot them in after the consonants of a word are written; and whose multiplicity of rules and exceptions all tend to confuse the mind, and, therefore, hamper the hand.

THE AUTHOR.

Consonants.

\ F		∪ H
\ V		∪ Sh
P		∪ Th
B		∪ K
/ T		∪ G
/ D		∪ Ch
- L	} Write "up	∪ J
/ R		∪ S Z
- N		∪ W
- M		∪ Y
		∪ Ng

Vowels and Diphthongs:

A E I O U Aw (ah) Oo Oy Cw
 ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪ ∪

C is either K or S; viz: Cat (Kat) City (Sity)

Q is a combination of K and W; viz: Quire (Kwire)

X is a combination of K and S; viz: Box (Boks)

A way for representing the different shades of vowels is provided for in the Lessons.

The above is a *complete practical* Phonetic Alphabet.

This alphabet and the method of abbreviating given in Lesson VII is all that constitutes Paragon Shorthand.

When learned, the student is in possession of a system of shorthand with which **anything and everything** in the language can be written briefly and legibly.