

**DICTATION STUDIES. A MANUAL OF
BUSINESS CORRESPONDENCE DESIGNED
ESPECIALLY AS
A TEXT-BOOK FOR ADVANCED WORK IN
SHORTHAND DEPARTMENTS OF
SCHOOLS AND COLLEGES**

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Dictation studies. A manual of business correspondence designed especially as a text-book for advanced work in shorthand departments of schools and colleges by W. I. Tinus

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W. I. TINUS

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DICTATION STUDIES

A MANUAL OF BUSINESS CORRESPONDENCE DESIGNED ESPECIALLY
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CONTAINING

Twelve pages of notes on Phrase Writing, including special phrases; also names of states, large cities, etc., and seven full pages to transcribe—exercises on Punctuation; over four hundred Letters selected from twenty-four different lines of business, and a list of Legal Forms. Every page is thoroughly illustrated in Graham Phonography, and shows the outlines for nearly fourteen hundred of the most difficult words.

BY

W. I. TINUS

In Charge of the Stenographic Department,
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PREFACE.

The most critical period in the student's shorthand experience, and when he needs the most careful guidance and attention, in order that his progress may be substantial and reasonably rapid, is just after he has completed the principles of the system and is ready to apply his knowledge of these principles in the way of taking general dictation. It is with the object of placing in the hands of shorthand pupils such assistance as will be of the greatest benefit to them at this stage of their shorthand experience that this manual of dictation has been prepared. While the writer is well aware of the fact that there are at this time numerous publications on the market, presenting courses of dictation, some of which possess special merit (and only books carefully and thoroughly illustrated are of any real value in the hands of the student beginning dictation work), yet it is believed that this manual has advantages over all others, especially as to the method of presenting the illustrated outlines, which is entirely new, and that the course of dictation outlined will be very advantageous to any student who follows it.

In exact accordance with what the name of the manual implies, it is to be studied. The illustrations should be carefully practiced, and every line of matter should be written a sufficient number of times to make very clear each outline contained therein. As the ultimate object sought after in a course of this kind is to get the pupil to write as nearly correct as possible, keeping constantly

before him good illustrations will help greatly to accomplish this result.

All the matter presented is believed to be as practical as it is possible to get, a large per cent of it coming from some of the best and strictly up-to-date offices in the city of Chicago.

That this book may make the work of many dictation students pleasant and interesting, that it may make this part of their course mean more to them, and that it may lessen the labor of the teachers who have this important work in charge, is the earnest wish of the author.

W. I. T.

Chicago, February, 1903.



INTRODUCTION.

How and what to phrase while writing shorthand is a question of great importance, and one that should have special attention at the outset before the student starts on a course of dictation covering several hundreds of letters. To meet these requirements, the writer has prepared the lists shown on the first pages of this manual. There are many expressions, the individual words of which are never written separately, and again, it is very easy for the student of limited experience to join words (very often large words) that should not be joined, and which no practical stenographer would join. Therefore, it will be necessary for him to carefully study the phrases suggested, and to be guided by them in carrying the principle into general use.

The small list of special phrases will be found very useful, and should be carefully practiced, so as to be instantly written whenever heard.

The writer believes that all familiar proper names should be written in shorthand; that the student should be trained to write these outlines in shorthand when they occur in the dictation, just as easily as any other word. By careful and accurate vocalizing, a large per cent of all proper names may be written in shorthand. The same is true of the names of the states, cities, countries, etc. The student should not resort to longhand writing in order to make his page legible, except in cases of absolute necessity, and this generally applies to the spelling of certain proper names.

The method employed in this manual for presenting the illustrations differs materially from that used by any other author. It is believed to be the best; it is likewise the most expensive on