

**SYLLABIC WRITING: OR,  
SHORTHAND MADE EASY. A NEW  
SYSTEM OF SHORTHAND, IN  
WHICH THE VOWELS ARE  
IMPLIED.**

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Syllabic writing: or, Shorthand made easy. A new system of shorthand, in which the vowels are implied. by M. Armitage

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**M. ARMITAGE**

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# SYLLABIC WRITING:

OR SHORTHAND MADE EASY.

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A

## NEW SYSTEM OF SHORTHAND,

IN WHICH THE VOWELS ARE IMPLIED,

MORE EASY TO LEARN, AND MORE CERTAIN TO READ THAN  
MOST OTHER SYSTEMS OF SHORTHAND YET PUBLISHED.

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BY M. ARMITAGE,

(INSTRUMENTER OF BATLEY.)

*Certified Teacher of Shorthand for upwards of 35 years.*

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ENTERED AT STATIONERS' HALL.

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## PREFACE.

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### A NEW SYSTEM OF SHORTHAND WRITING.

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In presenting a New System of Shorthand Writing to the public for general adoption, I submit the following principles as a test of the merits of the system here exemplified.

(1.) Speed in writing stenographically depends chiefly upon the following conditions:—

- 1.—The use of the briefest signs for the expression of sounds.
- 2.—The use of the most readily made junctions.
- 3.—The use of forms favouring lineality of writing.
- 4.—The application of the laws of analogy.

The Alphabet of Consonants is in harmony with the foregoing conditions:—

(a) The Alphabet of Consonants, is of the simplest Geometrical construction, and consists entirely of light marks. These have been tested satisfactorily in practice; it is also found that the junction of consonants and vowels are easily made, and the combinations give great lineality.

(b) The alphabet is based on the analogy of sound formation, and is classified in pairs, in accordance with the affinity of the formation of these sounds. The light straight characters are appropriated to the light, or "sharp" sounds, and the curved characters to the breathed or "flat" sounds.

(c) The vowels are of the simplest construction, being mere ticks, and can readily be joined for legibility.

(2.) Legibility, in addition to good penmanship, depends chiefly upon the following conditions:—

(a) By implying the vowels when writing the consonant. This is accomplished by representing a syllable by one consonant character generally, and by giving duplicate letters for the "flat" sounds (see alphabet), and also by writing the consonants in certain positions, as given in Table 2.

(b) In distinguishing words (which in other systems have a similar consonant outline, but which outline may signify totally different words), by writing the initial, medial or final vowels, as the case may require.

(c) In improved principles of contracting words so that they do not clash with the ordinary fully written words. Specific rules are given for guidance on this point.

(3.) Double and triple consonants are provided, on a simple plan, for the oft repeated syllables, *nt, nd, st, str, ndr, thr, tr, tl, cnc, ncc, ment, tion, &c.*

Thus, systematic arrangement, simplicity of construction, brevity and legibility are combined in this system, hence the adoption of the title, "SHORTHAND MADE EASY."

Shorthand writing is becoming indispensable to the Clerk if he is determined to succeed in life; it is proved to be of great service in Telegraph, Railway, Merchants' and Solicitors' Offices, &c., and in taking down from dictation replies to correspondence, &c., for transcription in their proper order, as instructed by managers of the different departments.

It is hoped that this will form a useful Text Book for Elementary and Higher Grade Schools, and for Private Students; and that the system will also be found well-adapted for the Professional Reporter, as an easy method of taking down verbatim reports of public proceedings, which can be transcribed with ease and certainty.

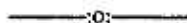
To those friends who have long expected the appearance of this handbook the Author has only to say that owing to Postal and other imperative duties, the delay in publishing has been unavoidable.

M. ARMITAGE.

*Batley, Sept., 1884.*



## INTRODUCTION.



SHORTHAND WRITING at the present time is confined to comparatively few. Although thousands of persons have had a natural desire to learn Shorthand, and have attempted to master the art, yet after a time they have given up their practice of it, and why? because they find that difficulties arise of various kinds. In some systems there are difficult and irregular joinings; or combinations of light and heavy marks; or a lack of facilities for placing vowel signs, the neglect of which entails difficulties in the transcription of the notes. The growing popularity of the art since the introduction of Phonography by Mr. Isaac Pitman, of Bath, and the increasing demand for works which profess to treat on the subject, and especially for those which lay a claim to any improvement, have offered temptations which were not to be resisted, and consequently a number of *new* systems have appeared, got up not so much for use as for sale, with the result that the practice of them has been given up in disgust.

The BREVITY of Shorthand is a point on which judges are apt to be deceived. Notwithstanding the appearance a system may have on bare inspection, the shortest characters are not always those which can be most easily and expeditiously written. Time, and not paper, is the proper measure for swift writing, as some of our best and fastest Professional Reporters at the present day can testify, some of whom write their characters large. Three distinct sizes are now in general use. Mr. J. B. Davidson, late the principal reporter to the *Leeds Mercury*, adopted three different sizes of characters, as well as light and heavy signs, in his abbreviating rules—a system of his own invention. Mr. I. Pitman's Phonography has practically three different sizes in length of characters—ordinary size, half size, and double size, just as in longhand writing we use different lengths for *i*, *z*, *l*, and *f*.



LEGIBILITY and EXPEDITION are the two essential properties of Shorthand, and should be always kept in view. Some methods are too legible to be expeditious; others too expeditious to be legible. The former is the case when despatch in writing is neglected for the sake of ease in reading; the latter, when too much is trusted to connection, and when the writing is illegible by reason of the brevity with which words are expressed. It is hardly necessary to observe that the *real* excellency of a system consists in its possessing a due proportion of both these desirable qualities.

The system here presented obviates many of the difficulties which have obstructed the path of the Young Stenographer, by furnishing a system comparatively easy (the result of a long life of hard study), in which the vowels are implied in a very large degree, thus obviating the necessity of their being dotted in after the consonant outlines have been written. Provision has been made for the expeditious expression of *st*, *str*, *nt*, *nd*, and *ntr*, by the writing of the normal alphabet; *s*, thickened for *st*, as in "*L stain*," *N* thickened for *nt*, *nd*, as in "*7 bend*," "*7 paint*," and so on throughout the alphabet of consonants. By the application of the circle at the beginning, middle or end of words, a rapid outline is obtained for the very frequently occurring letter *r*. Thus *str* "*f strain*," "*9 rest*," so that *ret*, *ntr* or *rat* are written, as it were, with only one inflection of the pen in each case, thereby simplifying the system on the basis of a broad and general principle, applicable to a very large class of monosyllables, all of which can be definitely written without the use of the vowel point, and more easily read than the generality of published systems known. (See examples of the utility of the small circle *r*, and enlarged circle *l*, in their general application in Table 6, where the words *feel*, *fail*, *fool*, *fly*, *flow*, *fellow*, *follow*, are all distinctively written according to established rules, and can be easily read with certainty, each having a separate individuality of its own, which is not obtainable in most other published systems of Shorthand.) The construction of this system is so simple that even a child may acquire it.

## A RÉSUMÉ OF THE FUNDAMENTAL PRINCIPLES OF SYLLABIC WRITING,

*With reasons for their adoption, as compared with other popular  
systems of the day.*

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1. Phonetic writing cannot be shorter than in this system. The Elementary characters constituting the shorthand alphabet are of the simplest geometrical form, and all light marks—straight lines and curves. Three sizes of character are adopted, short lengths for sharp sounds, medium lengths for the modified sounds, and full length for the prolonged sounds, arranged in pairs in their natural order, and in groups, in harmony with the seats of articulate sound. Straight lines written either upwards or downwards are of the same consonant value. The alphabet when once learnt does not undergo any change in size; half length and double length, as practised in some systems, being abolished. It is acknowledged by those who practice such systems that great care is necessary to make those refined distinctions, and that to know when to halve and when to lengthen, or whether to write in ordinary sized character or not, is a frequent puzzle, and requires a certain amount of extra study and care to obtain the best consonant outline suitable for quick writing, and yet to be legible. Some Reporters prefer to write a longer outline for words rather than to be burdened with niceties of outline which some modern systems adopt in brief writing, because, if the shortening rules are not strictly observed, the careless writer will find the transcription of his notes quite uncertain, and his disappointment great.

2. It will be seen that the system here exemplified obviates to a great extent these difficulties, by establishing an alphabet of fixed and permanent sizes, which, when known and practised, will be found to harmonize with the established system of longhand writing.

3. In longhand writing three or four different sizes of letters are in common use, such as *i*, *t*, *l*, *v*, *f*, and *p*, but these are fixed sizes, and in like manner the normal stenographic alphabet of consonants is given in three fixed sizes in this system, so that when once known they are known permanently, and the hand

trained to their use will find no difficulty in writing the character correctly and readily. A new feature in the alphabet of Syllabic Writing is that all the curved letters can be written in two directions, under and over, or left and right, thus giving additional power to the normal alphabet, without any extra labour in committing extra signs to memory, as is the case in some systems now in use.

4. The utility of these duplicate characters, is that greater distinctness is given in indicating the exact vowel sound of a large class of monosyllables, thus giving clearness of outline, and thereby rendering the transcript pleasant, easy, and exact. The words *beat, bait, bat, bought, but, boat, deed, date, sod, bitter, better, bottle, &c.*, are correctly written with one inflection of the pen in each case, which is not obtainable in most other systems yet before the public. By this mode of implying the vowels greater speed is obtained, and legibility secured.

5. The simplicity of the rules for abbreviation is another special feature of Syllabic Writing.

6. When the alphabet of consonants is thoroughly mastered, and can be written in its three different sizes with ease and readiness, each character may be written thick by an expert (although it is an acknowledged fact that a heavy mark requires about one-third more time to make than a light one), and by adopting heavy strokes "t" or "d" is added to the primary consonant, thus every thick letter implies a double consonant, and by its use three-fourths of a letter is gained. This Rule is applicable, without exception, to the whole of the consonant characters, thus a decided gain is obtained over other methods which form one half of their alphabet by light and the other half by heavy marks.

7. Another valuable method of abbreviation in Syllabic Writing is by using a small circle for the consonant *r*. It is a letter of very frequent occurrence. In use it follows the direction of the curve in curved consonants, without exception. This is the best and most expeditious symbol for combining with the consonants at the beginning, middle, or end of a word.

(a) When the circle *r* is written on the *left* side of straight letters at the commencement of the consonant character, a vowel *e, a, or ah*, is read after the circle, according to its position, above, on, or above the line, as indicated in Table 1, vowels Mode 1, as *reap, rate, rat*.

(b) When the circle *r* is written on the *right* side of straight letters, at the commencement of straight letters, a vowel *au, o,*