

**STUDENT'S SHORT-HAND DICTATION
MANUAL, DEVOTED TO CHOICE SELECTIONS
OF LITERATURE RELATING TO ALL THE
DIFFERENT DEPARTMENTS OF PRACTICAL
EVERY-DAY LIFE IN WHICH THE SHORT-HAND
WRITER IS LIKELY TO BE ENGAGED**

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Student's short-hand dictation manual, devoted to choice selections of literature relating to all the different departments of practical every-day life in which the short-hand writer is likely to be engaged by Charles Eugene McKee

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CHARLES EUGENE MCKEE

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DEVOTED TO

CHOICE SELECTIONS OF LITERATURE RELATING TO ALL THE
DIFFERENT DEPARTMENTS OF PRACTICAL EVERY-DAY
LIFE IN WHICH THE SHORT-HAND WRITER
IS LIKELY TO BE ENGAGED,

for the Use of Students

IN

SHORT-HAND COLLEGES, BUSINESS OFFICES,

AND IN

HOME STUDY.

BY

CHARLES EUGENE MCKEE,

BUFFALO, N. Y.

AUTHOR OF "THE NEW RAPID" SHORT-HAND, "THE NEW METHOD" OF
TEACHING PENMANSHIP, "THE NEW RAPID SYSTEM" OF WRITING,
"THE STENOGRAPHER'S SHORT-HAND VOCABULARY," ETC.

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PREFACE.

The present work has been long needed in the schools of stenography, and at the home of the self-learner of the useful and beautiful art of short-hand writing.

It is well understood that after the theory of short-hand has been thoroughly acquired it is necessary for the learner to practice considerably from dictation, and especially on matter relating to the subject about to be engaged in, before he can write easily and rapidly, and be fit to offer his services as a short-hand writer. In order to insure rapid advancement it is necessary that the practice matter be of the most practical nature and the lessons carefully graded. It is with a view of furnishing the student with the choicest class of practical literature for stenographic practice that the present work has been prepared.

Teachers and self-learners have long felt the need of a complete work devoted to the various subjects upon which the short-hand student is likely to be engaged. Especially is this true in large and well organized schools where there are various classes in dictation and where many students are fitting themselves for some particular position in the shortest possible time.

The matter presented in the following pages has been very carefully selected, having been gathered during the past three years while the author was engaged in teaching short-hand.

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It has been the constant aim of the author to present only matter of the most practical nature, extending over a large field of thought, in many modes of expression.

These lessons contain a large number of practical words and phrases relating to the various departments of business as well as trades and professions, which will acquaint the short-hand writer with all the expressions with which he is likely to meet. It is quite safe to say that the writer who goes through this book intelligently will be able to take from dictation matter relating to any subject at a speed equal to that acquired in the different departments which this work represents.

The dictation matter has been arranged in the form of lessons, so that the learner will have a definite amount of practice work for daily use and not make the common error of writing over a vast amount of work at a time, thus neglecting to gain speed and the ability to read his notes fluently. The object in dividing the work into lessons is also for the purpose of inducing the student to thoroughly study a definite portion of reading matter before attempting to write it from dictation, and thus knowing beforehand the correct outlines for every word and phrase.

A very novel and practical feature of this book is the presentation of a full court trial, so arranged that a real case can be conducted in the school room, thus giving the pupil a thorough and practical drill on the various steps in a case, as well as practice in short-hand writing from real court proceedings. This course of procedure is not only extremely interesting to the student, but it acquaints him

with court work in a practical form, and enables him in a very short time to be complete master of all the technicalities of the work.

This book is sent forth with the hope that it will be the means of assisting short-hand writers of all systems in their efforts to acquire a complete mastery of swift writing, and that it will also prove highly beneficial to teachers of phonography in supplying the students in their charge with good wholesome material for stenographic practice.

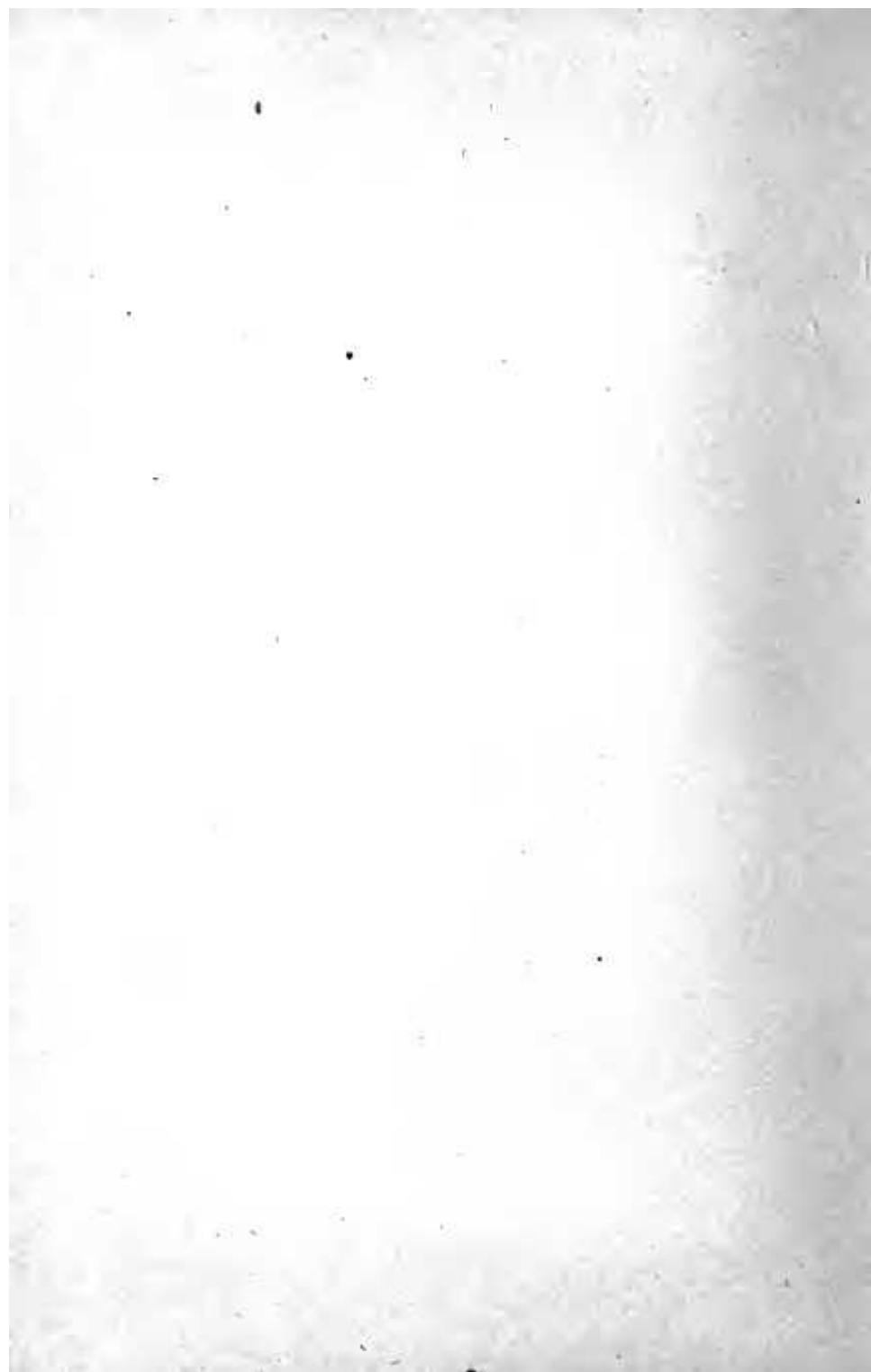


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