

**THE REPORTER'S GUIDE:
DESIGNED FOR
STUDENTS IN ANY
STYLE OF PHONOGRAPHY**

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The reporter's guide: designed for students in any style of phonography by Elias Longley

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ELIAS LONGLEY

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THE
REPORTER'S GUIDE

DESIGNED FOR
STUDENTS IN ANY STYLE OF
PHONOGRAPHY

In which are formulated for the first time, in any work of the
kind, Rules for the Contraction of Words, Principles
of Phrasing, and Methods of Abbreviation

Abundantly Illustrated

BY
ELIAS LONGLEY

Author of the "Eclectic Manual of Phonography," "The American
Phonographic Dictionary," and other works

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INTRODUCTORY REMARKS.

In the following pages the author has endeavored to make as plain and easy as possible, the study of the somewhat difficult art of verbatim reporting. Other authors have heretofore labored with the same end in view, no doubt, and each with more or less success. But in some important respects the writer thinks there is great room for improvement in the methods of presenting its various features.

I. In the formulation of principles and rules for the elucidation of the art. In this respect but one other work, "Munson's Phrase-Book," contains the slightest attempt to aid the learner by giving reasons and rules for things. In the present volume may be found sections of this character as follows :

(1.) On pages 9 and 10 will be seen what the author claims as an entirely new feature, in the presentation of rules for the construction of Contracted Word-Forms, the thorough understanding of which will greatly aid the learner in remembering them.

(2.) On pages 34 to 36 is a chapter describing and illustrating the Different Kinds of Phrases.

(3.) On pages 37 to 43 will be found a series of Phrasing Principles, or rules that govern the construction of phrases, that will not only be satisfying to the philosophical mind, but will enable the student to learn to read and write large classes of phrases at once, instead of taking each as an isolated study.

(4.) On pages 48 and 49 are given Rules for the Omission of Words, that will facilitate the use of this source of brevity.

(5.) And on pages 50 to 58 is a chapter on Words Variouslly Written, that will be invaluable in enabling learners to know how to make facile joinings in nearly all combinations.

II. The presentation of principles, as above set forth, enables the author to classify Writing Exercises for his pupils in such a way as to render them more easily written and read, than when presented in a miscellaneous way. See pages 32-33, 44-45, 46-47, 60-61, also 37 to 43.

III. The copious shorthand illustrations given in the text, to explain principles and rules, has never before been deemed expedient on account of the expense. The peculiar process of printing employed in this work, however, affords opportunity to give the learner all the aid in this way that is desirable. Hence, counting the list of Single-Stem Word-Forms (1500), the list of Contracted Words (2,000), the General List of Phrases (13,000), and the various special lists, together with the sample Speeches, Sermon, Testimony, Deposition, Decision, Charge, Correspondence, etc., at the close of the book, gives the learner twice as much shorthand matter, with which to make himself familiar, as he would be able to find in any other instruction book of the kind, and there is no danger of his having too much of this kind of assistance.

IV. In the matter of Reviews, for the purpose of stimulating the study of principles and rules, and in order to test the attainment of accurate and reliable knowledge, this work will be found peculiarly serviceable.

The REPORTER'S GUIDE is Eclectic in character, that is, composed of the best features of all standard systems of phonographic reporting; it is in harmony with the "Eclectic Manual of Phonography," the "American Phonographic Dictionary," and other works, and differs from the older styles as follows:

From ISAAC PITMAN'S English system it differs, in the employment of the simple signs $\backslash w$ and $\curvearrowright y$, and the simpler $\swarrow h$, instead of his complex $\swarrow w$, $\swarrow y$, $\swarrow h$; in confining the *Shn*-hook to one side of stems, as is the case with all other hooks; in the use of the large final hook on the opposite side of the *shn*-hook for a *Ther*-hook; and in some other minor improvements. On account of the *Ther*-hook especially, for the brief and facile representation of the frequently recurring words *their*, *there*, *other*, *there are*, and the better use of other phonographic material, the Eclectic style gives 15 per cent greater speed than the English style.

From the BENX PITMAN style it differs, in the use of the new, natural, or cosmopolitan vowel scale, the uniform hooking of stems, the new $\swarrow h$, the new *Ther*-hook, and a judicious (limited) use of the small hooks upon the dash vowel word-signs. These differences are equal to 10 per cent in favor of the Eclectic style.

From the *GRAHAM* style it differs in the same respect as from that of *BEN PITMAN*; and, furthermore, in that *Graham* carries the hooking of the dash vowel word-signs to its fullest extent, uses other abbreviating devices, and teaches the use of contracted forms for about three-fourths of all words. Thus, while *Graham's* style may be apparently briefer, it takes much longer to learn it, is read with greater difficulty, and unless the reporter is in constant practice he finds himself losing speed.

From *MUNSON'S* more recent style the *Eclectic* differs as much as from any of the others. His vowel scale is the same, however, and he also employs the *Ther*-hook; but he uses the heavy, burdensome sign \curvearrowright for the light sounding *k*; and his contracted word-forms, and especially his modes of phrasing, are not *Pitmanic*. It is regarded as, next to *Isaac Pitman's*, the most cumbrous and laborious style of writing.

All things considered, the *Eclectic* is conceived to be the happy medium between the excessive complexity and apparent brevity of *Graham* and the unnecessarily cumbrous styles of other authors.

REPORTING FACILITIES.

Whatever facilities are necessary to enable a reporter to do his work conveniently and successfully, it is desirable, also, for the student to have, to aid him in his study and practice. The first requisite is a table, or stand, that will maintain a steady position, regardless of a jostling crowd or the jerkings of half a dozen reporters. In a church one generally has to use his knees instead of a stand; and at a serenade speech, or in a mob, he lays his note-book on the back of the man standing in front of him.

Whenever it is practicable, use pen and ink. The pen should be a short nibbed, *Phonographic Gold Pen*, made for the purpose; the short nib allows the fingers to hold the pen near the point, and thus to control its quick and short movements, and it responds more promptly to pressure for the purpose of shading, than the long springy nibs. Hold the pen as you are accustomed to do in your ordinary writing, or as you find it most comfortable, after trial of both methods, whether between the thumb and fore-finger, or between the first and second fingers.

When it is necessary to use a pencil, the best for the purpose are the "*Phonographic medium*," manufactured by the *American Lead Pencil Company*, or "*Faber's No. 3*." One should always have three or four, sharpened ready for use, so as to change from one to another in doing an hour's note-taking. The pencil should be held like the short-nibbed pen, near the point, and more vertical than for longhand writing.

Double-ruled paper is preferable, both for the student and the practical reporter; it keeps his shorthand signs from becoming too large and scrawly, and renders his writing more legible, by enabling him to indicate vowel-

position more distinctly than in the use of stangled-ruled paper. Paper for the pen should be hard, but with a slightly rough or velvety rather than an ivory or glazed surface, so that the pen will take hold of it and be readily guided; for the penell, it may be softer and cheaper, but should have as near the same kind of a surface as possible. The generally preferred form of paper is in oblong note books, of 80 pages, cut out of flat-cap paper, three folds to a sheet, and covered with card-board cover.

Reporting covers, of the same shape, made of stiff paper boards and covered with leather, with a rubber band at the fold, for holding 12 to 24 sheets of paper, are preferred by some to the note-books, on account of being lighter.

In transcribing notes the practice varies with the class of work done. The newspaper reporter, if the only shorthand man on the paper, after taking notes of the whole, or perhaps only the major part of a speech, lecture, or sermon, rushes to the office and hastily copies them in loughand, with a soft pencil on soft paper. If he finds he will not have time to copy it all himself, he calls upon the fastest writer he can command and reads to him, who, not being delayed by deciphering notes, will produce "copy" twice as fast as he could. If there is a pressure for space in the newspaper, the reporter condenses, and towards the last puts his matter in the third person, and writes from memory, aided by an occasional reference to his notes. But, if the occasion is important, and an accurate full report is wanted, two or three shorthand writers are detailed; they learn the probable length of the speech, and divide the time between them, in the proportion of about 25 minutes to the first, 20 to the second, and 15 to the third. Each beginning to transcribe as soon as he stops taking notes, they will all finish near the same time.

The Court Stenographer, since the use of the Type-Writer has become common in professional and business offices, finds it necessary to furnish his transcripts of testimony, charges, and decisions, in print. To do this requires a corps of assistants able to write 75 or 100 words per minute, in shorthand, from dleration by the official note-takers; these assistants must also be good Type-Writer operators, capable of turning off clean work, properly spelled, capitalized and punctuated. By their aid the reporter is relieved of the necessity of copying his own notes, and enabled to get them in print two or three times as fast as he could do it himself.

When two or more copies are wanted of the same matter, they can be produced at little expense by manifolding on the Type-Writer, with the use of carbon paper: or by making the first copy with a hektograph ribbon, transferring it to the gelatine, and then multiplying from that.