

**THE UNIVERSAL DICTATION COURSE OF
DEMENT'S PITMANIC SHORTHAND, MADE UP
OF BUSINESS LETTERS FROM TWENTY-SIX
DIFFERENT BUSINESSES, TOGETHER WITH
LEGAL PAPERS,
DEPOSITIONS, AND TESTIMONY FROM CIVIL
AND CRIMINAL CASES**

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The universal dictation course of Dement's Pitmanic shorthand, made up of business letters from twenty-six different businesses, together with legal papers, depositions, and testimony from civil and criminal cases by W. L. Musick

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W. L. MUSICK

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MADE UP OF BUSINESS LETTERS FROM TWENTY-SIX DIFFERENT
BUSINESSES, TOGETHER WITH LEGAL PAPERS, DEPOSITIONS,
AND TESTIMONY FROM CIVIL AND CRIMINAL CASES.

...ARRANGED...

WITH COMPLETE VOCABULARY OF WORDS AND PHRASES (WITH PROPER SHORTHAND
OUTLINES) PRECEDING EACH COLLECTION OR BUSINESS TO BE
PRACTISED BEFORE TAKING DICTATION IN THAT BUSINESS

BY

W. L. MUSICK

AND ADAPTED TO ANY OF THE PITMANIC SYSTEMS
(BOOK FOR EACH SYSTEM)

FORTY-FIRST THOUSAND.

A METHOD OF INSTRUCTION

ESPECIALLY PREPARED FOR SHORTHAND SCHOOLS, ACADEMIES, COLLEGES
AND PRIVATE STUDY. THE METHOD AND ARRANGEMENT HAVE
BEEN USED IN SCHOOL TEN YEARS BY THE
AUTHOR BEFORE PUBLICATION

✱

W. L. MUSICK, AUTHOR AND PUBLISHER
SPRINGFIELD, MO.

UNIV OF CALIFORNIA

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PREFACE.

THE text-book of this system is a complete instructor as far as the principles of the system are concerned. It is not intended that this book shall take the place of the text-book, but that it shall be used as an auxiliary to the text-book. It is designed to follow the text-book, as a graded, classified, Dictation Course, for which there has always been a demand.

Throughout the Dictation Course the student is recommended to make free use of the text-book, by frequent reference to it, in all cases in which an outline is not understood, or a principle is forgotten.

It is intended for all grades of writers, but especially, to take the student at the very beginning of dictation and lead him, in a most systematic manner, through a carefully graded course, from the easiest, ordinary business letters, to the most difficult matter. The course should be practised and written through repeatedly, occasionally reviewing work passed over, and speed and accuracy will result.

It will be of great advantage to the instructors, students and writers of the system, for systematic study and practise, in systematically planning the work in the schoolroom and classifying the school, for special preparation in any particular line of business, for gaining speed and at the same time keeping the notes in good form, and as a book of reference.

THE AUTHOR.

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Universal Dictation Course

ADAPTED TO

DEMENT PITMANIC SHORTHAND.

INTRODUCTORY.

THIS course is made up of a large number of business letters, classified under twenty-six different heads of business, as hereinafter explained, together with other matter, such as legal documents, testimony in civil and criminal cases, general information for students, etc.

The words and phrases are selected from all this matter and arranged in the form of a vocabulary. The vocabulary of words and phrases for each business (with the proper shorthand outline), being placed before the matter, or letters pertaining to that business, so that the student may practise the words and phrases preparatory to taking dictation. It is of great convenience to the instructor and the student in the assignment of work to be done from day to day, and is a graded dictation course from the time the student begins dictation until he graduates.

It is the result of several years' work and experience of the author and was developed in the schoolroom. It has been tested by years of satisfactory use in school. The shorthand outlines are strictly in accordance with the system. No arbitrary changes have been made.

It is a step in advance of the old methods of teaching and studying shorthand, and abreast of the present advanced methods of instructing and training students in the Commercial Course.

The student is supposed to have carefully studied the text-book of the system before taking up this Dictation Course, and even then to continue carefully to review the principles in the text-book from time to time, as a foundation for the work herein.

ARRANGEMENT.

The course is made up of business letters that have been taken in actual work and classified under the following different heads of business: Wood and Coal, Furniture, Paper and Printing, Loans and Collections, Lumber, Flour and Feed, Hay and Grain, Wholesale and Retail Hardware, Railroadings, Wholesale Dry Goods, Wholesale and Retail Implements, Real Estate and Insurance, Manufacturing, Building and Loan, Wholesale Grocery Business, Grain and Commission,

Merchandise Brokerage, Mill Machinery, Option Business, Law Correspondence, Legal Documents, together with Civil and Criminal Cases that have been taken in Actual Court Work.

The shortest and easiest Business Letters are put first and those which follow are gradually longer and more difficult, furnishing all kinds of practise, from the simplest to the most difficult, followed by the Court Work and other matter.

THE PLAN.

A vocabulary of words and phrases is selected from the letters of the Wood and Coal Business and placed in the book preceding the letters of that business; then the vocabulary of the Furniture Business, followed by the letters selected from the Furniture Business, and so on, the vocabulary of each business or line of work being followed immediately by the letters, or the testimony, or other matter, so that the student may thoroughly practise all the words and phrases before taking the matter in dictation.

THE METHOD OF INSTRUCTION.

Classes should be graded as nearly as possible according to their speed and accuracy (the instructor is his own best judge in this matter), and arranged in the room in regular order, or so as to be convenient for instructors. The typewriter program should be arranged as nearly as possible by classes, in the order in which the dictation is done.

Students are supposed to have practised their words and phrases in advance, so that, as soon as school is called, the instructor may at once dictate to the advanced class wherever it may be in the course. The class may then be allowed to go to the typewriters, when the instructor will proceed to dictate to the next class, after which the students of this class should read their notes and practise their words and phrases preparatory to taking the next dictation, going to the typewriter at their time on the program, the instructor now proceeds as before, until all the classes have had dictation, when he should go back to the first class, and have them read part or all of the first dictation, and give them another dictation, and so on, going around the same as before, using his own judgment as to how much the class should read back to him. The students in each class should read their notes and practise their vocabulary for the next dictation, while the instructors are dictating to the other classes.

The typewriter program should be written and posted up in a conspicuous place, and each student is supposed to know his typewriting period, and to go to the machine and come away promptly, so that every one can work systematically. Changing the classes and promoting students will necessitate a frequent change of the typewriter program, which change should be made known to the students at the time.

(In this way one instructor can handle five or six classes, and two instructors can handle sixty to seventy-five students, and even more, depending, of course, upon the classification of the school and the number of beginners. Each student will get from fifteen to eighty letters a day, depending on the speed at which he is able to take the dictation. Those who need more dictation may take the dictation of the class in advance of them, and of the classes behind them.

The student has the correct outline to practise, and can prepare on ten times as much matter as in the old way of study, and do it better.

The teacher is relieved of a great deal of tedious and annoying work, as the student can readily refer to the vocabulary for any word or phrase he may want. Every student has the letters and other matter that he will have to take in dictation together with the vocabulary of the words and phrases to practise in preparing for