

**THE SHORTHAND WRITER: A
COMPLETE GUIDE TO THE
COMMERCIAL, PROFESSIONAL,
AND OTHER USES OF
SHORTHAND**

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The shorthand writer: a complete guide to the commercial, professional, and other uses of shorthand by Thomas Allen Reed

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TO THE

COMMERCIAL, PROFESSIONAL, AND OTHER USES
OF SHORTHAND.

BY

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PREFACE.

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HALF-A-CENTURY'S study and practice of the art of Shorthand as a reporter, professional shorthand writer, teacher, lecturer, and examiner, ought to have given me, if it has not, some qualification for assuming the office of a guide to others who are entering upon the fields of labor in which I have been so long engaged. In a more or less fragmentary way, I have, almost from the commencement of my career to the present time, contributed to the literature of shorthand both as an art and as a profession ; and now as the career is, in the nature of things, drawing to its close, I desire to take a more comprehensive view than I have hitherto done, of the many uses to which shorthand has, in these days, come to be applied, and to give my readers the benefit, so far as it can be communicated by the printed page, of whatever experience I have acquired in the various departments of stenographic work. It is a satisfaction to me to know that my other books on the same subject have met with acceptance and kindly recognition from shorthand students and practitioners ; and I venture to hope that the following pages, in which I have endeavored to sum up, as it were, the experiences of a lifetime,

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may not be without their value, especially to those who are entering upon their novitiate. It is for such, mainly, that I have written. The majority of my professional brethren will, perhaps, find little to learn in this volume; the younger ones among them, at any rate, may gather a few hints that will prove serviceable; while to beginners I can safely promise that, if they will give intelligent heed to my counsel, they will avoid some at least of the errors and pitfalls of inexperience, and gain some help towards the attainment of proficiency, if not of high excellence, in the calling which they have chosen.

T. A. R.

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