

**THE AMERICAN SYSTEM  
OF SHORTHAND; THE  
PHONOGRAPHIC  
AMANUENSIS**

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The American System of Shorthand; The Phonographic Amanuensis by Jerome B. Howard & Benn Pitman

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**JEROME B. HOWARD & BENN PITMAN**

**THE AMERICAN SYSTEM  
OF SHORTHAND; THE  
PHONOGRAPHIC  
AMANUENSIS**



*The American System of Shorthand.*

The  
Phonographic  
Amanuensis.

A Presentation of Pitman Phonography, More Especially  
Adapted to the Use of Business and Other Schools  
Devoted to the Instruction and Training  
of Shorthand Amanuenses.

By  
Jerome B. Howard.

With a Prefatory Note by  
Benn Pitman.

*Revised Edition.*

Cincinnati:  
The Phonographic Institute Company.  
1919.

## Note by Benn Pitman.

*My dear Mr. Howard,*

*I have just finished reading the manuscript of your book, "The Phonographic Amanuensis," and I hasten to assure you of my gratification at its completion, and my recognition of the many new and good features it contains.*

*The plan of presenting Phonography which it employs is one which I never used in any textbook, or in my regular teaching, but I can see that it has certain advantages of its own which ought not to be overlooked, and I feel that the book will respond to a real want in the teaching of latter-day business shorthand.*

*The new features in Lesson XIX meet with my entire approval as additions to the system. They have been familiar to me, and have been used by me to some extent when writing in reporting style. They have been thoroughly tested, and it is time they should be incorporated as a part of the Phonographic System.*

*Sincerely yours,  
Benn Pitman.*

*The Phonographic Institute,  
Cincinnati,  
Feb. 1, '04.*

## Author's Note.

*Further improvements are incorporated in this issue of The Phonographic Amanuensis with respect to the representation of w and y. These principally affect Lessons XIII and XIV, which have been partly rewritten.*

*These improvements were approved and recommended by Benn Pitman in the last year of his life. See "The Phonographic Magazine" for December, 1910, page 324.*

J. B. H.

*The Phonographic Institute,  
Cincinnati, July 1, 1911.*

## Author's Note.

*The changes in the revised edition of the Phonographic Amanuensis are not extensive, but are felt to be of real importance. They include the introduction of the principle of tripling straight strokes, some few alterations in usage with respect to logograms and contractions, and the rewording of various paragraphs of the text.*

*These changes will, it is believed, work advantageously—some in the direction of greater simplicity, others in that of increased efficiency, in the Amanuensis Style of Phonography; and they will entirely harmonize that style with the Reporting Style as developed in the revised REPORTER'S COMPANION, to be published during the present year.*

J. B. H.

*The Phonographic Institute,  
Cincinnati, July 1, 1916.*

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# The Phonographic Amanuensis.

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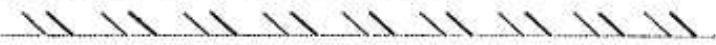
## Lesson I.—Straight Consonants.


### 1. The Strokes.—


P	as heard in	pet	and	cap	is written in Phonography	\	named	pe.
B	"	bet	"	cab		\	"	be.
T	"	tuck	"	bat			"	te.
D	"	duck	"	bad			"	de.
Ch	"	cheer	"	rich		/	"	chay.
J	"	jeer	"	ridge		/	"	jay.
K	"	come	"	lock		—	"	kay.
G	"	gum	"	log	—	"	gay.	


### Exercise I.

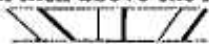









Learn the phonographic characters thoroughly by reading aloud and then copying, many times, the following exercise:

1 

2 

3 

4 

**2. Directions for Writing.**—(a) Write the upright and slanting strokes downward. See groups 1, 2, and 3. (b) Begin all upright and slanting strokes at the same height—about one-sixth of an inch above the line. Double-lined paper ruled to this width  is to be recommended for beginners. (c) The horizontal strokes — and — (see group 4) should be written exactly on the lower line.  are inclined forty-five degrees to the left of  which should be exactly perpendicular.  are inclined thirty degrees to the right of . Do not err in making  with too little slant away from . If anything, let them slant *a little* more than forty-five degrees, thus: . Be particular also to make  absolutely vertical. On no account slant them *in the least* toward the right. A *very slight* slant to the *left*  is far less objectionable. (d) Make light strokes very light and the heavy strokes only sufficiently shaded to distinguish them clearly.

**3. Joining of Strokes.**—When a word is written in Phonography, it is necessary first of all to write all the consonants without lifting the pen. The second stroke begins where the first ends, and so on.

#### Exercise II.

The following exercise should be read and re-read until the student can name the strokes in each combination without hesitation. It should then be carefully copied and re-copied until all the outlines can be written with accuracy and ease.

