

**PALMER'S NEW MANUAL  
OF SHORTHAND, KEYED  
EXERCISES DESIGNED FOR  
SCHOOLS AND COLLEGES**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649536818

Palmer's New Manual of Shorthand, Keyed Exercises Designed or Schools and Colleges by  
Edwin M. Palmer

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.  
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

[www.triestepublishing.com](http://www.triestepublishing.com)

**EDWIN M. PALMER**

**PALMER'S NEW MANUAL  
OF SHORTHAND, KEYED  
EXERCISES DESIGNED FOR  
SCHOOLS AND COLLEGES**



PALMER'S

NEW

Manual of Shorthand

KEYED EXERCISES

DESIGNED FOR SCHOOLS AND COLLEGES

---

E. M. PALMER  
CINCINNATI, OHIO  
1898



## PREFACE.

---

Having long felt conscious of the fact that our first Manual was defective in many points, we have revised it and now present its successor, "Palmer's New Manual of Shorthand," to the public, with the hope that it will meet with their approbation. We have spared neither pains nor expense to make it as correct and tasteful as possible; and beyond this, we will leave the new Manual to speak for itself. We now feel confident that this work in connection with our Expert Reporter will entitle us to the front rank as publishers of Shorthand textbooks.

E. M. P.





## Contents.

	PAGE.
Preface,	3
Introduction,	7
Observations on beginning the Study of Phonography,	15
Derivation of the Consonant Signs,	18
Table of Consonants,	20
On Pronouncing the Consonants,	21
Abrupts, or Explodents,	21
Continuants,	22
Liquids,	24
Nasals,	24
Coalescents,	24
The Aspirate,	25
Consonants—how written,	26
Exercise on Consonants,	27
Consonants Combined,	28
Exercise on Consonants Combined,	29
Additional Characters for <i>S</i> and <i>Z</i> ,	30
Exercise on <i>S</i> and <i>Z</i> ,	31
Additional Character for <i>R</i> ,	32
Exercise on Upward <i>R</i> ,	33
Long Vowels,	34
Exercise on Long Vowels,	35
Long Vowels—continued,	36
Words containing Long Vowels,	37
Short Vowels,	38
Words containing Short Vowels,	39
Words containing Circle and Stroke <i>S</i> and <i>Z</i> ,	40
Exercise on Words containing Circle and Stroke <i>S</i> and <i>Z</i> ,	41
Diphthongs,	42
Triphthongs,	42
Exercise on Diphthongs,	43
Exercise on Triphthongs,	43
The Coalescents,	44
The Initial <i>N</i> Hook,	44
Exercise on the Coalescents,	45
Exercise on Initial <i>N</i> Hook,	45
Double Consonants,	46, 48
Exercise on Double Consonants,	47, 49
Treble Consonants,	50
Exercise on Treble Consonants,	51
The Aspirate, or Breathing <i>H</i> ,	52
Exercise on Words containing the Aspirate,	53
The <i>N</i> Hook,	54
Exercise on the <i>N</i> Hook,	55
<i>Mp</i> or <i>Mb</i> , <i>Mr</i> and <i>Nr</i> ,	56
<i>Lr</i> , <i>Rl</i> , <i>Ml</i> , and <i>Nl</i> ,	56
Exercise on <i>Mp</i> or <i>Mb</i> , <i>Mr</i> and <i>Nr</i> ,	57
Exercise on <i>Lr</i> , <i>Rl</i> , <i>Ml</i> , and <i>Nl</i> ,	57
The <i>F</i> or <i>V</i> Hook,	58
Double-length Curved Signs,	58
Exercise on the <i>F</i> or <i>V</i> Hook,	59
Exercise on the Double-length Curves,	59
The <i>Way</i> Hook,	60

The <i>Saw</i> Hooks,	60
Exercise on the <i>Way</i> Hook,	61
Exercise on the <i>Saw</i> Hooks,	61
Logograms,	62
Method of Practice,	63
Simple Logograms,	64
Exercise on Simple Logograms,	65
Vowel Logograms,	66
Exercise on Vowel Logograms,	67
<i>W</i> and <i>Y</i> Logograms,	68
Exercise on <i>W</i> and <i>Y</i> Logograms,	69
Simple Stroke Logograms,	70
Exercise on Simple Stroke Logograms,	71
Loops <i>Sr</i> and <i>Str</i> ,	72
Exercise on Loops <i>M</i> and <i>Str</i> ,	73
Initial Hook Logograms,	74
Exercise on Initial Hook Logograms,	75
The Halving Principle,	76
Exercise on the Halving Principle,	77
Final Hook Logograms,	78
Exercise on the Final Hook Logograms,	79
Half-length Logograms,	80
Exercise on the Half-length Logograms,	81
Special Vocalization,	82
The Dissyllabic Diphthongs,	82
Exercise on Special Vocalization,	83
Exercise on the Dissyllabic Diphthongs,	83
Prefixes,	84
Affixes,	84
Exercises on Prefixes,	85
Exercise on Affixes,	85
Irregular Logograms,	86
Exercise on Irregular Logograms,	87
The Ticks,	88
Omitted Consonants, etc.,	88
Exercise on the Ticks, etc.,	89
Exercise on Omitted Consonants, etc.,	89
Nominal Consonant,	90
Punctuation, etc. (Exercise p. 89),	90
Consonant Outlines,	91
Rules for writing <i>J</i> and <i>R</i> ,	92
Exercise on <i>L</i> and <i>R</i> ,	93
On Foreign Sounds,	94
Extended Alphabet,	95
Table of Grouped Consonants,	96
Table of Grammatologies (for the writer),	98
Table of Logograms (for the reader),	102
Outlines,	106
Outlines unnecessary to Vocalize in the Corresponding Style,	107
Reading Exercises,	109
Copy Book Exercises,	121
Reporting,	145
Omission of Vowels,	145
Position,	146
Contractions, etc.,	148
Table of Reporting Logograms,	149
Table of Contractions,	150
Vocabulary,	151
Phraseography,	157
List of Phrases,	158
Miscellaneous Briefs,	168
Exercise,	169

## INTRODUCTION.

Language is the principal vehicle of thought; and so numerous and important are the ends to which it is subservient that it is difficult to conceive in what manner the affairs of human society could be conducted without it. Its utility, therefore, will ever entitle it to a considerable share of attention in civilized communities, and to an important place in all systems of education.

An easy, distinct and rapid mode of communicating our thoughts and feelings becomes a necessity of our existence. Looks, signs, gestures are not always sufficiently expressive; and it is hardly reasonable to suppose that any number of human beings, possessed of unimpaired vocal organs, would pass any considerable length of time together without using articulate sound as their medium of communication. Indeed, it would be impossible to find a family of human beings without a common language of some kind. It may be very imperfect, yet to those who use it every need is supplied.

As it is not always possible for us to speak in our voices to those with whom we wish to have communication, recourse must necessarily be had to durable, visible signs—such signs as will represent or symbolize a thought. The early attempts to represent thoughts by picture-writing are termed hieroglyphic systems, and traces of them are found to-day cut in numerous obelisks and ancient ruins scattered through different parts of the old world, especially in the countries of the Levant.

It is impossible to determine what the outgrowth of hieroglyphic representation of thought would have been had it continued to be the only mode of recording important events for future reference;