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

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

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EDWIN M. PALMER

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PALMER'S

NEW

Manual of Shorthand

KEYED EXERCISES

DESIGNED FOR SCHOOLS AND COLLEGES

E. M. PALMER CINCINNATI, OHIO 1898

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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 text-books.

E. M. P.



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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;