THE MANUAL OF PHONOGRAPHY

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The Manual of Phonography by Benn Pitman & Jerome B. Howard

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Manual of Phonography.

BY

BENN PITMAN AND JEROME B. HOWARD.

TWO HUNDRED AND FORTIETH THOUSAND.

CINCINNATI:
PHONOGRAPHIC INSTITUTE.
1890.

PREFACE.

This work is a revised edition of the Manual of Phonography, by Benn Pitman, the first edition of which appeared in 1855, and which, for thirty years, has been the standard text-book of Phonography in America. While a number of new features appear in the following pages which were not a part of its predecessor, the plan of presenting the system is essentially the same, it being felt that any marked change in method would be accompanied by a diminution of that clearness and simplicity for which that book has been so long conspicuous, and which made it so eminently successful as a text-book both for self and class instruction.

It is natural, considering the astonishing spread of Phonography of late years, that many variations upon the recognized system should be published, and, to a limited extent, adopted. The authors of this book have felt, however, after careful examination and test of these supposed improvements, that, for the most part, they were but the expression of mere individual taste or caprice. Those changes and additions to the system which have been adopted in the present work, it is believed are such as are of real importance and they have all stood the test of some years of actual practice, and have received the general approval and adoption of reporters and phoneticians.

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INTRODUCTION.

It is nearly half a century ago that PHONOGRAPHY was published in its earliest form by ISAAC PITMAN, of Bath, England. Since that time, upwards of two and a half million copies of text-books on the art have been printed, tens of thousands of men and women have practiced phonetic shorthand writing as a profession, and many thousands more have saved an incalculable amount of time and labor by using Phonography for all the purposes for which the ordinary longhand had before been used. It has, to a great extent, revolutionized the methods of conducting journalism, proceedings at law, and business management, and is to-day one of those indispensable agencies in modern life which take rank with the telegraph and railroad.

The popularity accorded Phonography has arisen through the insufficiency of the ordinary script to meet the demand of the age for a rapid and easy mode of putting words into written forms. There are two cardinal defects in the ordinary writing which make it a time-wasting and fatiguing process: (1), its extremely complicated outline, and (2), the unsystematic use of the letters. The latter fault applies, of course, equally to printing. These two defects have been transmitted to us from a period when writing was an empirical art.

The growth of every art is naturally from an empirical to a rational state. Every art has its beginning in random, incoherent efforts to attain some desired end. Of these efforts many, of course, fail, some succeed well, some indifferently. The experience gathered from the results of these experiments forms the basis of more definite and clearly-directed efforts, and when the experiments become exhaustive, covering a large range of facts and conditions, it becomes possible to recognize and formulate the underlying laws which govern the practice of the art—a science has been acquired. The art now receives a new birth, and may be reconstructed on the basis of a fore-knowledge of the conditions which are necessary to its most successful practice—it becomes a rational art.

"Again and again, at different epochs, men of various races have independently succeeded in inventing methods of Writing, which may be defined as 'the art of recording events and sending messages.' In all such cases the starting point and the general direction of development have been the same. Every system of writing has begun with rude pictures of objects; these pictures, more or less conventionalized, were gradually assumed as the representatives of words, and afterward became the symbols of more or less elementary sounds.

"To use the convenient technical phraseology, which is now generally adopted, we may say that writing began with Ideograms, which afterward developed into Phonograms.

"Ideograms may be defined to be pictures intended to represent either things or thoughts. There are two kinds of Ideograms: (1) Pictures, or actual repre-