

THE MANUAL OF PHONOGRAPHY

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649500871

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

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BENN PITMAN & JEROME B. HOWARD

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THE

Manual of Phonography.

BY

BENN PITMAN AND JEROME B. HOWARD.

TWO HUNDRED AND FORTIETH THOUSAND.

CINCINNATI:
PHONOGRAPHIC INSTITUTE.

1890.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. This section outlines the various methods and systems used to collect, store, and analyze data, ensuring that information is readily accessible and reliable.

2. The second part of the document focuses on the role of technology in enhancing data management and analysis. It explores how modern software solutions and digital tools can streamline processes, reduce errors, and provide more comprehensive insights into organizational performance. This section also addresses the challenges associated with data security and privacy, highlighting the need for robust protocols and regular updates to protect sensitive information.

3. The third part of the document discusses the importance of training and development for staff involved in data management. It stresses that ongoing education and skill-building are crucial for ensuring that personnel are equipped with the latest knowledge and techniques required for effective data handling. This section provides recommendations for designing training programs that cater to the specific needs of different roles and departments.

4. The fourth part of the document examines the impact of data on decision-making and strategic planning. It illustrates how data-driven insights can inform key business decisions, optimize resource allocation, and identify new opportunities for growth. This section also discusses the importance of fostering a data-driven culture within the organization, where data is used to guide all levels of operations and strategy.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It reiterates the importance of a holistic approach to data management, one that integrates technology, training, and strategic vision. The document ends with a call to action, encouraging stakeholders to take immediate steps to implement the proposed changes and ensure the long-term success of their data management initiatives.

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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-