

**BRIEF LONGHAND: A SYSTEM OF
LONGHAND CONTRACTIONS; THE
WHOLE
METHODICALLY ARRANGED AND
AMPLE ILLUSTRATED WITH DIRECTIONS
FOR CORRECTING THE PRESS**

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Brief Longhand: A System of Longhand Contractions; The whole methodically arranged and amply illustrated with directions for correcting the press by Andrew J. Graham

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ANDREW J. GRAHAM

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WHOLE
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AMPLY ILLUSTRATED WITH DIRECTIONS
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Time-saving.

Labor-saving.

BRIEF LONGHAND:

A

SYSTEM OF LONGHAND CONTRACTIONS,

BY MEANS OF WHICH

THE PRINCIPAL ADVANTAGES OF SHORTHAND ARE SECURED WITH
OUT RESORT TO STENOGRAPHIC CHARACTERS, AND WITH
PERFECT LEGIBILITY;

THE WHOLE

Methodically Arranged and Amply Illustrated;

WITH

DIRECTIONS FOR CORRECTING THE PRESS,

AND WITH

KEYS TO THE EXERCISES, EMBRACING REMARKS UPON THE MEANS
OF ACQUIRING EASE AND CORRECTNESS IN COMPOSITION, THE
METHOD OF KEEPING A COMMON-PLACE BOOK AND INDEX
RERUM, THE MOST USEFUL MODES OF READING, IM-
PROVEMENT OF EDUCATIONAL PROCESSES, ETC.

TO WHICH ARE ADDED

Several Appendices pertaining to Phonotypy and Phonography.

BY ANDREW J. GRAHAM,

CONDUCTOR OF THE NEW YORK PHONOGRAPHIC ACADEMY; AND AUTHOR OF "THE
HAND-BOOK OF STANDARD PHONOGRAPHY," "THE STANDARD-PHONO-
GRAPHIC DICTIONARY," "THE STANDARD-PHONOGRAPHIC
READERS," AND VARIOUS OTHER WORKS.

"To save time is to lengthen life."

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District of New York.

IN COURSE OF PREPARATION,

A SERIES OF

BRIEF LONGHAND READERS

IN THE

SECOND AND THIRD STYLES.

P R E F A C E .

THE causes that led to the formation of the system of contractions here presented are stated in subsequent pages. There has been, at least, an earnest endeavor to make it accord not only with certain principles of legibility and speed, which have been thoroughly tested in the best system of shorthand ever devised, but also with the principles of abbreviation (developed in this work) which have heretofore been confidently relied upon by the literary public; and it is felt entirely unnecessary to crave for it the lenient exercise of judgment and criticism, since much rigid testing of it by practice has induced the belief that the system will improve in the estimation of writers in the proportion that a practical knowledge of it is attained.

There is nothing abstruse pertaining to the system—nothing which can not be easily learned and readily reduced to practice. Its three styles are three progressive developments of the same principles—corresponding to three different classes of uses. Each style is amply illustrated by Exercises, which should be perused till familiarity with *the appearance of words as contracted* is attained. This injunction should be faithfully heeded by all who wish to reap the full benefits of the system. The Exercises, besides serving as exercise in Brief Long-hand, will, perhaps, furnish their readers with useful subjects for thought. Every reader seeking the means of intellectual improvement will thankfully accept the suggestions of the Exercises entitled, "How to Acquire Ease and Correctness in Composition," "Authorship," "Reading to Purpose," and "Common-Placing." The article on "Mental Machinery," from the *Tribune*, is worthy the serious consideration of every educationist.

The chapter treating of Proof-Reading will doubtless be acceptable to all who have occasion to correct the press. This chapter and the Table of Common Abbreviations make this treatise a complete work of reference in respect of all the more general contractions employed in the language.

Contractions for each special class of subjects may be devised, to any desirable extent, in accordance with the principles specified in the chapter entitled General Principles of Contraction.

The remarks concerning the abbreviation of the forms of letters will be found to contain suggestions which may be acted upon, with great advantage, in the uncontracted style of writing.

That this work may conspire with other causes in giving the human race opportunities for Spiritual Culture, and for the attainment of that rare, but desirable, Spiritual Freedom so beautifully described in the remarks quoted in this work from the writings of the noble and sweet-minded Channing, is the earnest prayer of

THE AUTHOR.

FRANCIS DAZOR, New York, June, 1857.

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INTRODUCTION.

"Who that is much in the habit of writing, has not often wished for some means of expressing by two or three dashes of the pen, that which, as things are, it requires such an expenditure of time and labor to commit to paper? Our present mode of communication must be felt to be cumbersome in the last degree, unworthy of these days of invention. We require some means of bringing the operations of the mind, and of the hand, into closer correspondence."—*English Review*.

The system of phonetic shorthand furnishes the means of bringing the operations of the hand into complete correspondence with the most rapid operations of the mind in composition; and it is to be hoped that the same laws of economy which have given the world the blessings of the railroad, telegraph, steam printing presses, and various other time and labor savers, will in due season confer upon the literary and commercial world the numerous advantages of phonetic shorthand or phonography. Let the public be made fully aware of the benefits of this system as a time and labor saver in writing, as a facility in attaining an education, as an assistance in acquiring a beautifully accurate pronunciation of the English language and in overcoming the various defects of articulation, and as a means of pecuniary success for thousands of young men and women who thoroughly acquire it, and ere long it will be made a branch of study in all our schools, or, in this case, the same motives and reasons will not prevail which constantly induce progress in every other respect. As compared with phonography, the present mode of writing results in the waste of four fifths of the vast amount of time and labor devoted to its use. Give the thought and energy wasted by the common longhand the time that would be saved by the use of phonetic shorthand, and the world would receive for its investment a rich reward in the way of thought embodied in books and all kinds of inventions. In the mean time each one who can, from other immediate demands upon his attention, afford the necessary time for the acquisition of phonography, will find himself involuntarily assisting in the prevalence of that art by the praises he will be compelled to give it for the benefits it will bestow upon him in numerous ways. Those who can not afford so great an advantage, should not fail to do the next best thing—learn brief longhand.