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## Blogs - 2018 - August

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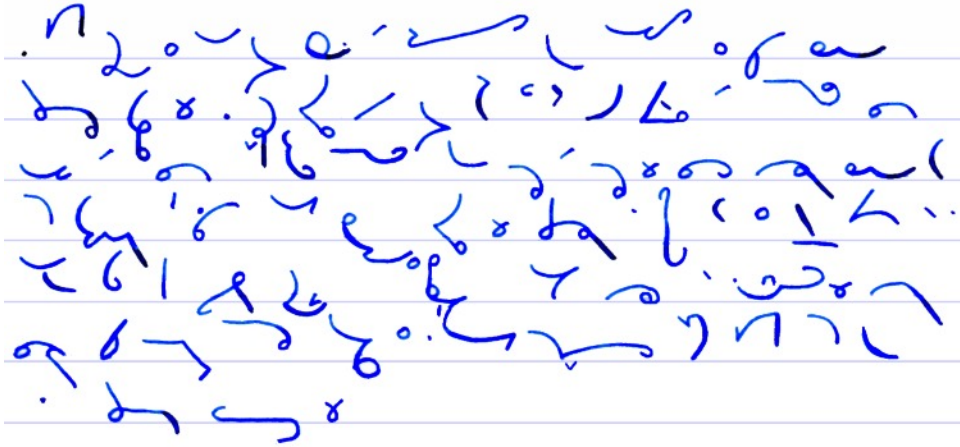
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PDF Date: 8 November 2022



Postcards 2

The holiday season is in full swing and I wonder if anyone is still sending postcards these days. The seaside shops are full of them, with all the usual jokes and captions, some new and some that have been going on for years and years. Someone must be sending them or they would not be on sale in the souvenir shops. It seems to be\* a tradition that has become much more\* of a

novelty than it used to be\*, seeing as it is no longer the only means of communication. Maybe some people just keep the cards for themselves, as a reminder of their holiday, or have a postcard collection.

\* Omission phrases "it seems (to) be" "much mo(re)" "use(d to) be"

Lined writing area with horizontal lines for notes.



Postcards 2

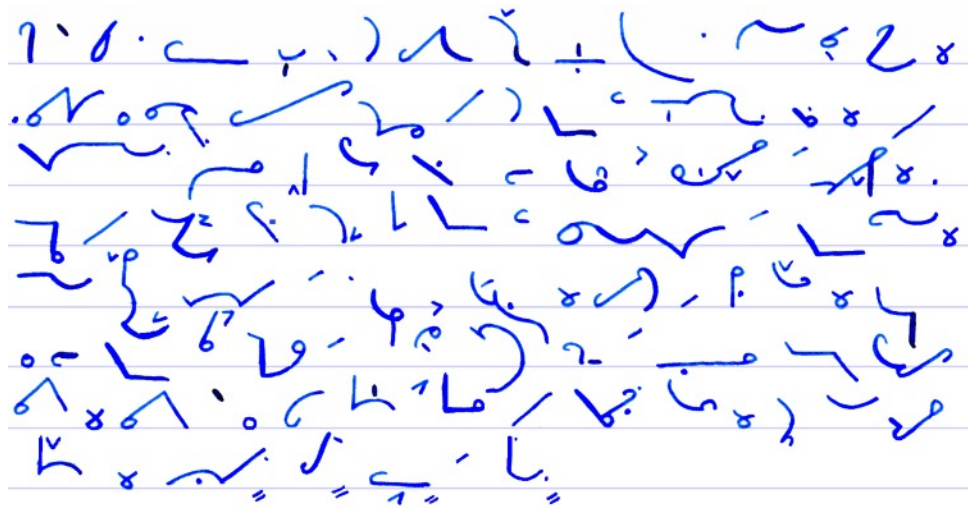
Here are some shorthand postcards from folk who seem to have not heard of email, social media or online personalised greetings cards. They just wrote them in ink on the left-hand side of the card, put the address on the other side, stuck on the stamp and then carried on with their holiday. With their phones (if they have any) switched off, they will truly\* have got away from it all during the week or two and they can return home with minds swept clear of the minutiae\* of daily life by the salty sea breezes and the complete

absence of office and housework, lawn mowing, car washing and email answering. I am not sure how they crammed it all onto that tiny space unless it was in quite small and neat shorthand outlines.

\* "truly" "utterly" Always insert the first vowel in these, as they are similar in outline and meaning

\* "minutiae" There are several variations on how to pronounce this

Lined writing area with horizontal lines for notes.



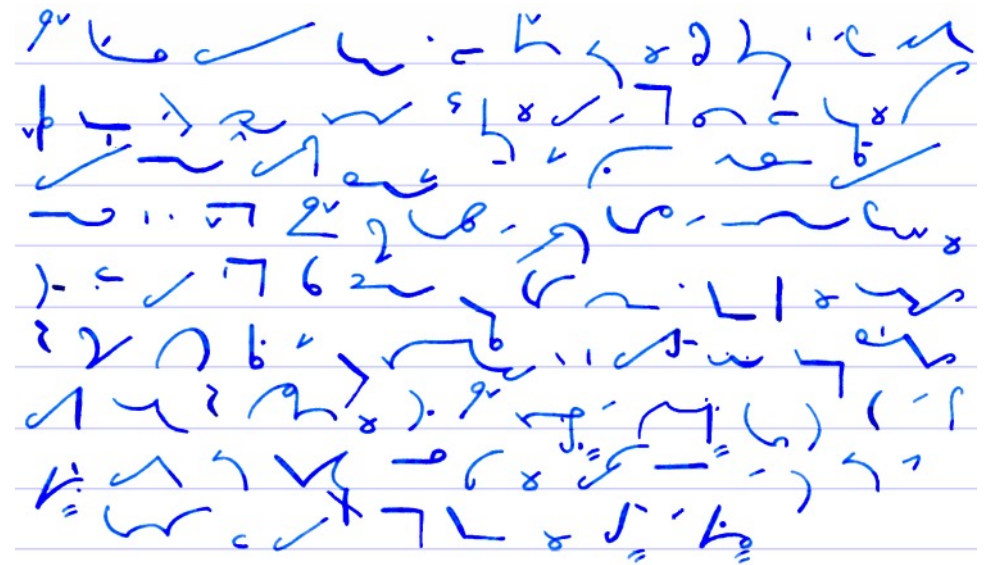
**Postcards 2**

Dear All, Just a quick note to say we have arrived OK after a long hot journey. The hotel is simply wonderful, rooms are so big with comfy beds. Our balcony looks out over the bay, great views of the sunrise and countryside. The kids are enjoying the play area at the back with swimming pool and big garden. Going sightseeing tomorrow, and a visit to the funfair. Weather should stay fine. Food is great, big

choice of dishes and lots\* of fresh fruit and cakes, to keep everyone happy. Hope all is well at home and the dogs are behaving for you. See you in two weeks' time. Mary, John, Chloe and Danny

\* "lots" "masses" Always insert the vowel in these, as they are similar in outline and meaning

Blank lined area for writing a response to the postcard on page A.



**Postcards 2**

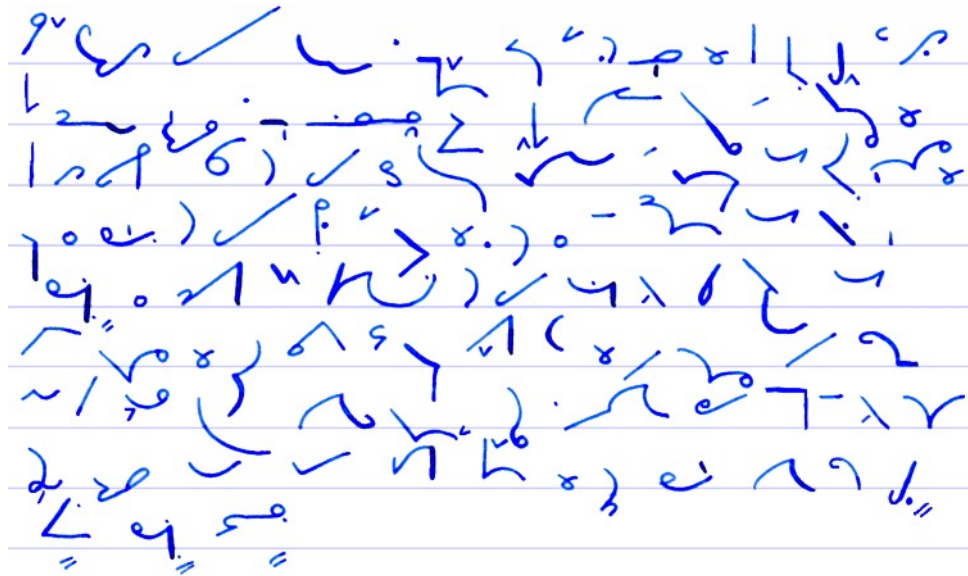
Hi Folks, We are having a great time here. There is so much on offer and we have decided to go up the mountain tomorrow with the tour. We should get some great photos\*. Later on we are going water skiing on the lake and next week\* we are going on a guided hike through the forests and river valleys, and camping overnight. So glad we got those walking boots, they will make a big difference. In between all that, there are lazy days on the beach to look forward to, but we don't intend to get sunburned, we had enough of that last time.

Say Hi to Christine and Linda if you see them, and tell Julie we hope\* her birthday party goes well. We will go and see her and the family when we get back. John and James

\* "photos" "videos" Helpful to insert the last vowel/diphthong, as they are similar and could be misread for each other

\* Omission phrases "ne(k)s(t w)eek" "we (h)ope"

Blank lined area for writing a response to the postcard on page B.



**Postcards 2**

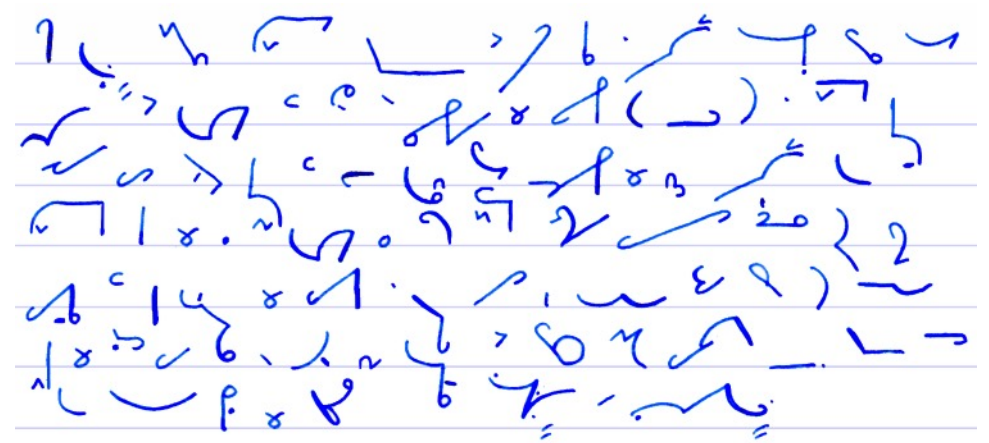
Hi everyone, We are having a good time here on the east coast. It tipped down with rain at the weekend, but that was a good excuse to check out the local pubs and bars. It rained yesterday as well so we spent far too long and too much\* in the shopping malls. Today is sunny, so we are staying\* on the beach. The sea is quite warm in the bay but Cindy is worried about jellyfish, so we ended up just paddling in the rock pools. She was happy with the boat ride though. Our rooms are very good, and not much

noise after 11 pm, so that is a relief, as we get up quite early so as not to waste any of our holiday time. See you soon, love from Jean, Jack, Cindy and Chris

\* "too much" Includes the M stroke in order to join the phrase

\* "staying" Insert the vowel, so it is not misread as "sitting", the same applies to derivatives of sit/seat/stay. No diphone, as the "I" sound is included in the Dot Ing.

Blank lined paper for writing practice.



**Postcards 2**

Dear Evie, I hope\* you like the picture of the church, it is a really interesting place in the middle of the village with lots\* of history. Yesterday they gave us a guided tour and we went up the tower, with great views over the countryside. You would really have liked it. The village is very quiet and there are wonderful walks especially through the woods with different footpaths. We had a bit of rain but nothing that would stop us going out. I can't wait to show you the photos\* of the places, and I think we will be coming back again for another stay. Best wishes\*, Angela and Marvin

\* Omission phrase "I (h)ope"

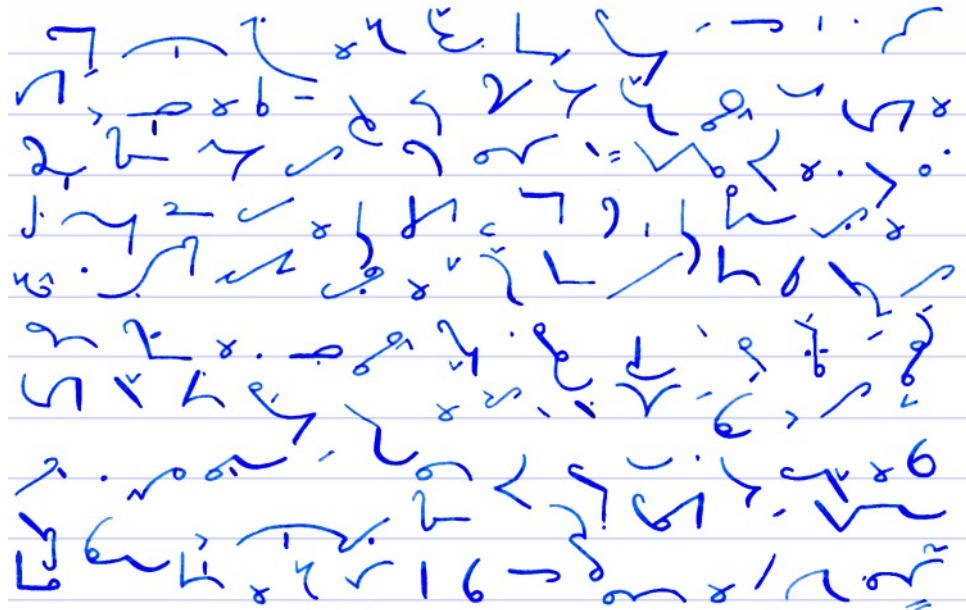
\* "lots" "masses" Insert the vowel, as these are similar in outline and meaning

\* "photos" "videos" Helpful to insert the last vowel/diphthong, as they are similar and could be misread for each other

\* "Best wishes" Upward Ish in order to join the phrase

Blank lined paper for writing practice.



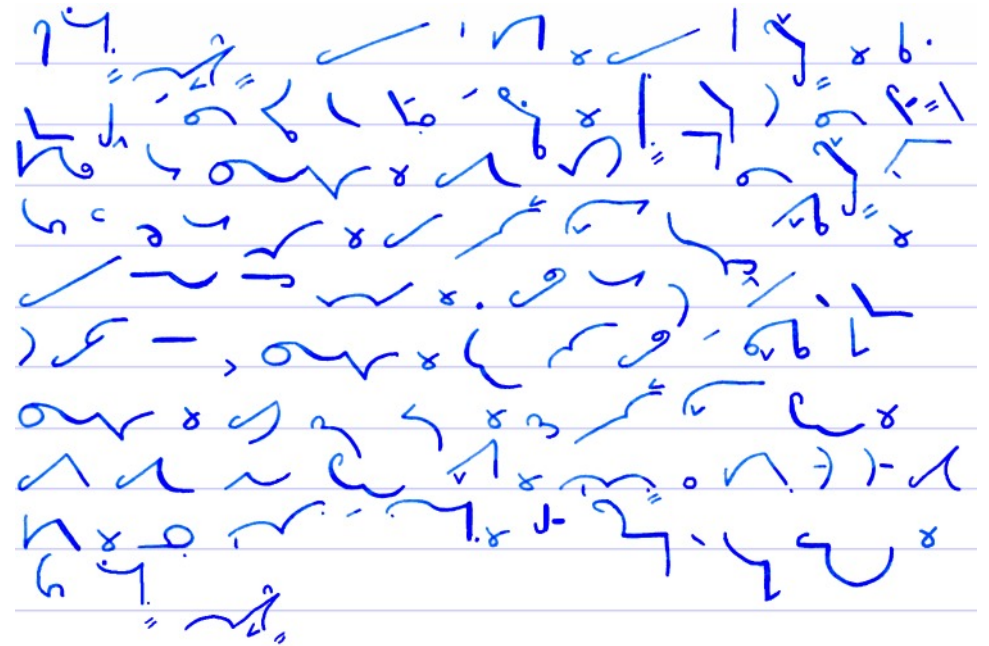


**Postcards 2**

Greetings Mother and Father, I have finally taken the plunge and gone on a little holiday to the coast. It is quite peaceful here, there are only five houses in the village. There is no traffic and only one very small all-purpose shop. The beach is a ten-minute walk away. It was deserted when I got there, but it was starting to rain. I found a shelter and watched the waves. I arrived back rather damp just before the

rain storm broke. The guest house provided a substantial dinner of soup, potatoes and sausages followed by jam sponge pudding. I went to bed early and listened to the rain on the roof, the owls hooting and some sheep bleating in a field nearby. This is better than listening to the motorway traffic, airplanes overhead and barking dogs at home. I think I will do this again sometime. Much love, Samuel

Horizontal lines for writing practice.

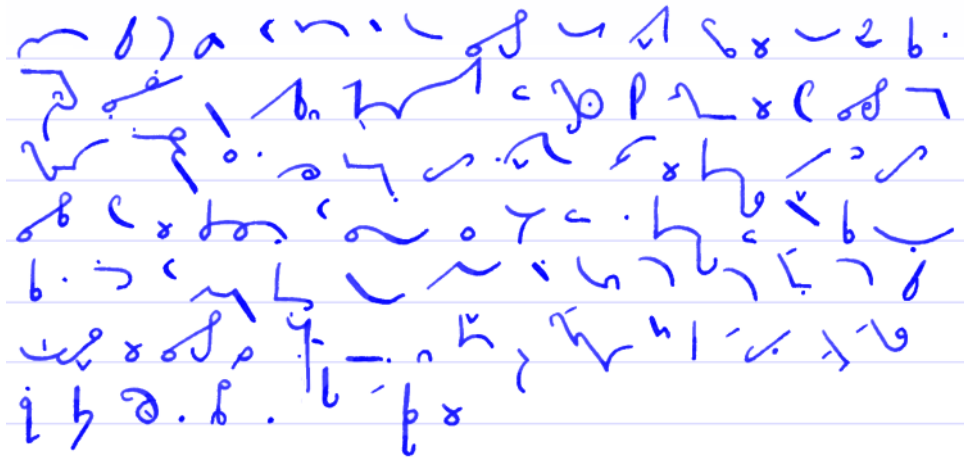


**Postcards 2**

Dear Auntie Muriel, We are on holiday. We are at Brighton. It is a big town and some shops have buckets and spades. Daddy bought us some blow-up dolphins for the swimming pool. We have also got some Brighton rock for you with words in the middle. We really like the fairground rides. We are going again tomorrow. The waves in the sea are too big so we will go to the

swimming pool. They have little waves and slides at the swimming pool. We wish you were here. You would really like everything. We hope we have written everything right. Mummy is helping us so we think it will be. Kisses. Molly and Mandy. Don't forget to feed the goldfish. Thank you, Auntie Muriel (1024 words)

Horizontal lines for writing practice.



**Temptation And Hesitation**

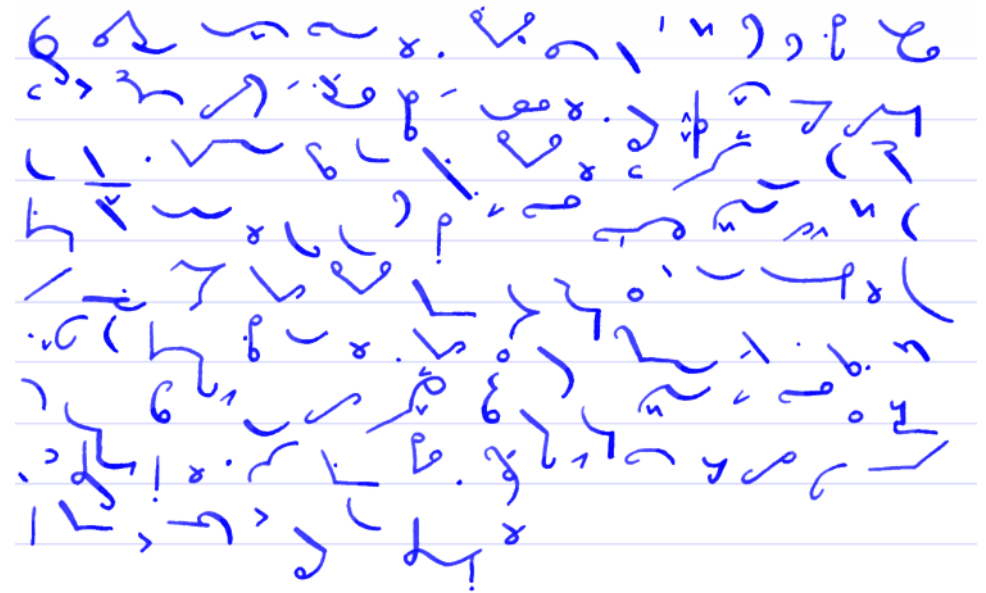
Let me just say first of all\* that I am all for hesitation, in the right place. In shorthand it is an occupational hazard, to be reduced and demolished with persistent study and practice. Other hesitations can be perfectly acceptable, as a means of keeping one alive and well. Temptations\* are what one hesitates over. It seems to me\* that something is only called a temptation when by its nature it is an action that should not be taken, being wrong, bad for you or your pocket, or just unwise. Hesitation is the antidote, giving you time to think properly\* about it and weigh up the options, consider

the danger versus the satisfaction, the advantage and disadvantage.

\* Omission phrase "first (of) all" "it seems (to) me" Insert the vowel in "me", so the phrase does not look like "it seems important"

\* "temptations" Omits the lightly sounded P, therefore using stroke M

\* "properly" Insert the first vowel, and the diphone in "appropriately" (and derivatives), as they are similar in outline and meaning

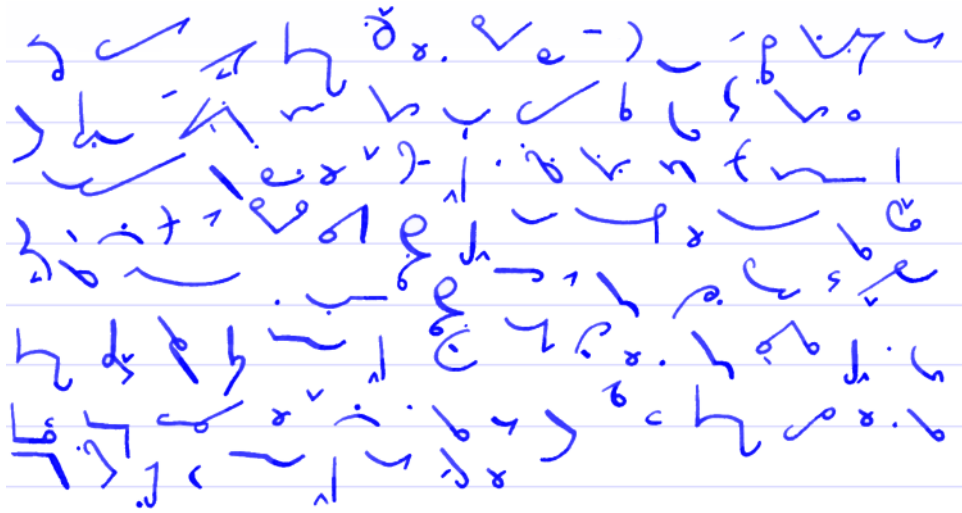


**Temptation And Hesitation**

This has been happening in my garden. The sparrows seem to be on about their third set of nestlings, with all the warm weather and abundance of seeds and insects. The bushes outside my kitchen window have become a parking place for baby sparrows. When really young, they cannot be tempted by anything. Even if they are sitting on the grass, crumbs lying round about them are ignored and only the parent sparrow's beak full of food is of any interest. After a while

though temptation sets in. The parent is busy breaking up a piece of bread or feeding the others, and the young one realises that this bit of food lying on the grass is identical\* to what it has been eating. A little peck starts the process, and the more intelligent ones will carry it back to the cover of the bushes for dismantling.

\* "identical" Contraction that omits the N, therefore on the line

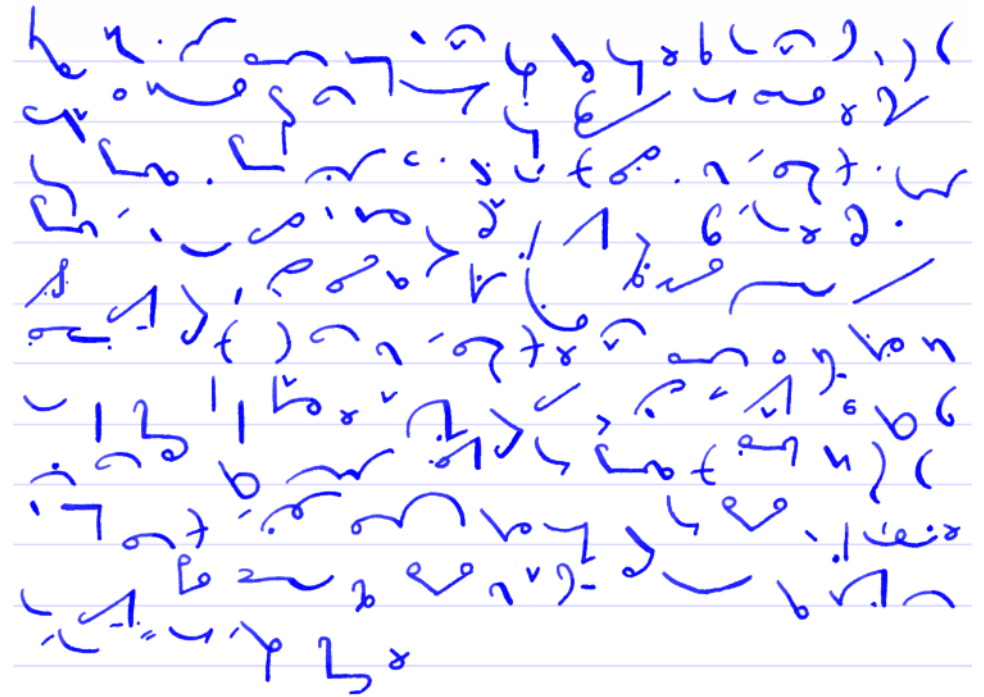


**Temptation And Hesitation**

Here is where the real temptation arises. The sparrow is not quite so young, and sits patiently in the bush, tweeting and chirruping\* to let the parent know where it is, even though the parent is nowhere to be seen. I throw out a compressed pellet of bread (to make it easier to aim) and the sparrow's head swivels down in interest. Another piece flies past, and another, the neck swivels again and the bird leans

forward with the rising temptation, despite the possible danger of going out alone onto the lawn. The bird hops down a few twigs to get closer. I aim a piece under the bush and that is when temptation wins. The piece can be approached and eaten without going out in the open.

\* "chirruping" Note that "chirping" has Chay with R Hook



**Temptation And Hesitation**

At present I have a little scheme to get all my visiting birds fed. It is for my pleasure, to see them nearby, as I know there is\* plenty more natural food elsewhere in the gardens. There are four blackbirds, the black male with a bent foot (hence the bread and sympathy), a female blackbird and two young ones of almost full size, each ready to chase the others off. There is a resident wood pigeon who lost half of his tail feathers and was looking rather scraggly (so more bread and sympathy). My scheme is to throw pellets of bread in different directions at different times. I lead

the pigeon away to the lawn on the right with his pieces, then aim more pieces immediately ahead for the blackbirds (scattered about so that they all get some) and lastly\* smaller pellets into the bushes for the sparrows to eat unseen. If Woodie starts walking towards the sparrows' bread, I throw another piece to lead him off in the opposite direction.

\* "I know there is" Doubling for "there"

\* "lastly" Omits the lightly-sounded T



**Temptation And Hesitation**

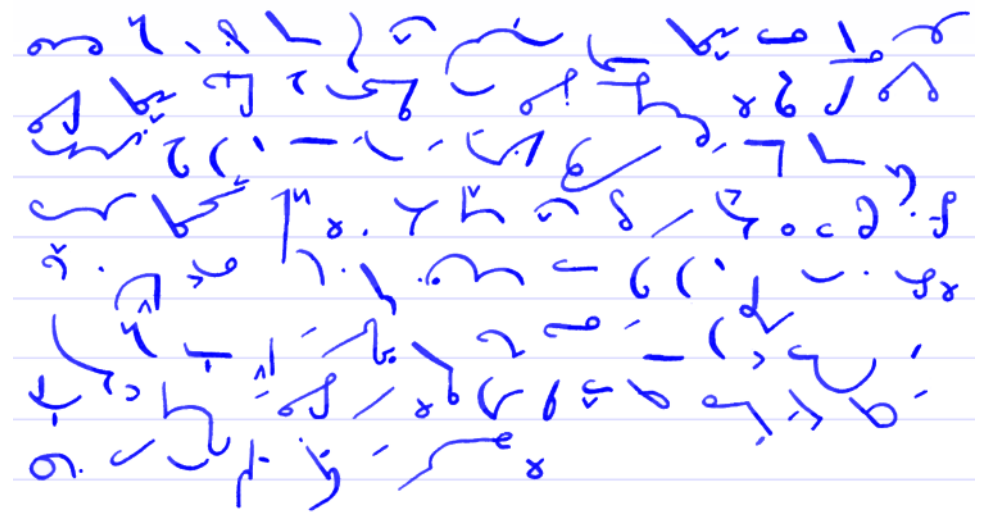
There is also the little robin who sits very close to the kitchen window on his favourite\* branch low down and he will not dive in daringly amongst the others like the sparrows do. I drop a tiny piece straight down, behind the hose reel and watering can\*, and he instantly goes for that, as he can get it easily without competition. Lastly\* the dunnocks might be seen hopping about, getting slowly closer to the house. They are very rarely tempted by anything, in fact\* bits falling their way just makes them retreat. But left to themselves, they slowly hop their way back again and clear up the tiniest of crumbs.

\* "favourite" Note that "favoured" uses the Left Vr stroke

\* "watering can" Full outline for "can". The short form is only used for the auxiliary verb "can", not for the noun or the verb "to can" meaning to put in tins

\* "lastly" Omits the lightly-sounded T

\* Omission phrase "in (f)act"

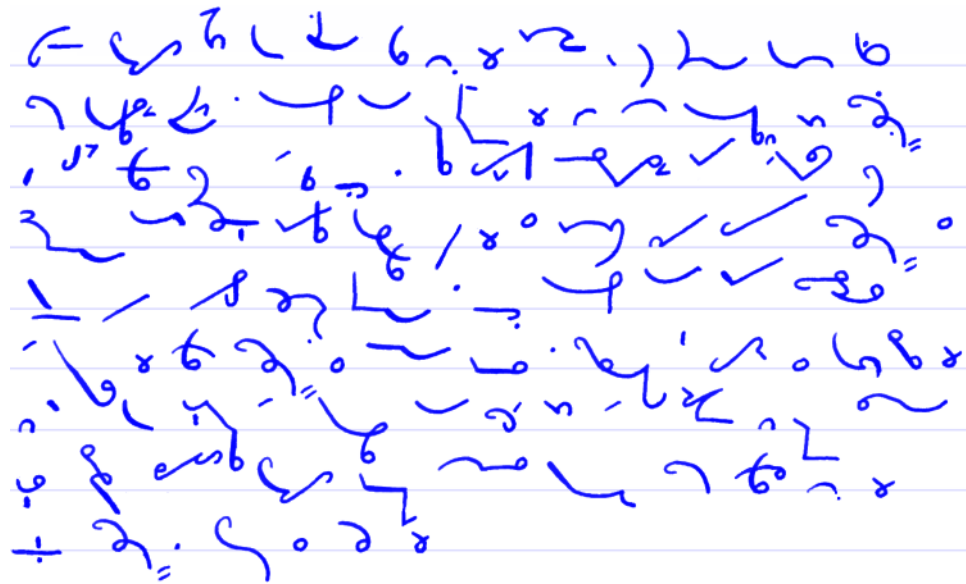


**Temptation And Hesitation**

Sometimes I have to step back so that my looming figure behind the glass becomes mostly hidden behind the curtain, and that encourages any hesitating customers. All this generally happens in the morning, and then they all go off and forage elsewhere, and get back to their normal behaviour and diet. The only time my plans are foiled is when there is a sudden fright, a loud noise

or a bird alarm call, then they all disappear in an instant. After that I have to go out and retrieve the bits from the grass and give them to the goldfish, who do not know what temptation and hesitation are. They will just glide past, scoop up the pieces and swim away in total composure and relaxation. (800 words)



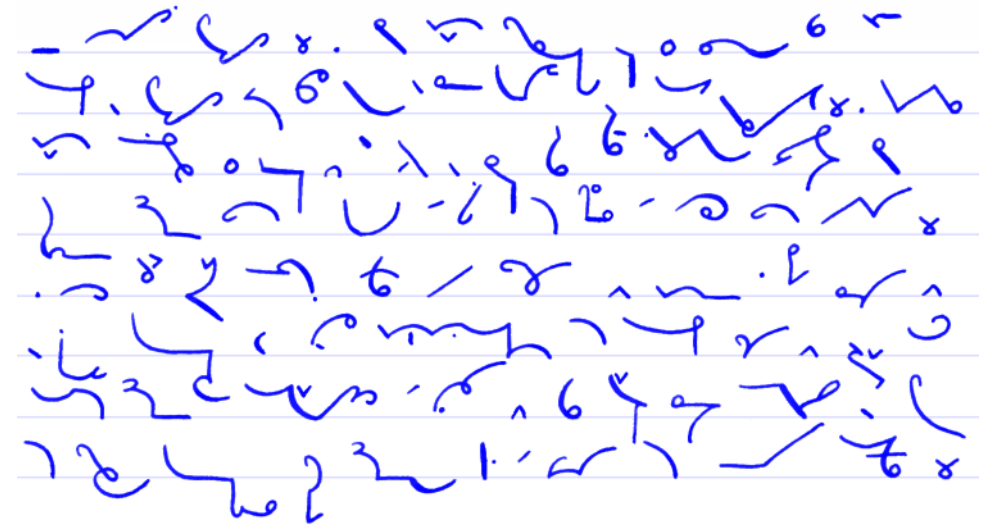


**Fraser's Presentation**

Welcome, everyone, and thank you for attending this meeting. I am glad to see so many familiar faces from various departments showing an interest in today's topic. Let me introduce to you Fraser, who joined this company three years ago, and who has gained a wide experience of our operations through working in all of our departments for several months each. As I am sure you are aware, Fraser has become our resident wordsmith, taking a keen interest in all our correspondence and

publications. This morning Fraser is going to give us a presentation on one of his favourite\* subjects. You all have notepads and pencils in front of you, and I would like you to take as many notes as possible, as we want everyone to get the maximum benefit from this morning's meeting. OK, Fraser, the floor is yours.

\* "favourite" Compare "favoured" which has a left VR stroke



**Fraser's Presentation**

Good morning everyone. The subject\* of my presentation today is something that is of great interest to everyone here, as well as being of significant value to those\* in the business world\*. The purpose of my exposition is to get you all up to speed on this absorbing and useful subject, so that you can work more efficiently and achieve your targets and ambitions more rapidly. The main points I shall be covering this morning are firstly\*, how to make a start, secondly how to continue effectively without loss of momentum or interest, thirdly how to apply the information in your work environment, and lastly\* how this vital\* skill can be used to further your personal effectiveness throughout the working day and ultimately your career in this company.

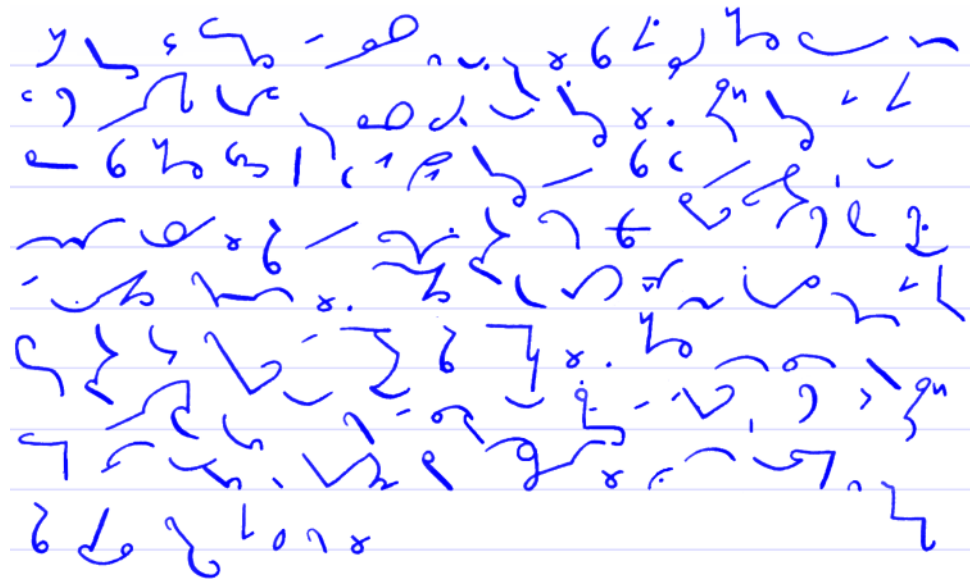
\* "subject of" Not phrased with F/V hook, as that could look like the derivative "subjective"

\* "to those" Always vocalise "these" "those" when out of position in a phrase

\* "business world" The Bs stroke can be either intersected or joined, as convenient

\* "firstly" "lastly" These omit the lightly-sounded T

\* "vital" See [www.long-live-pitmans-shorthand.org.uk/distinguishing-outlines-2-rule.htm](http://www.long-live-pitmans-shorthand.org.uk/distinguishing-outlines-2-rule.htm) "fatal futile vital"

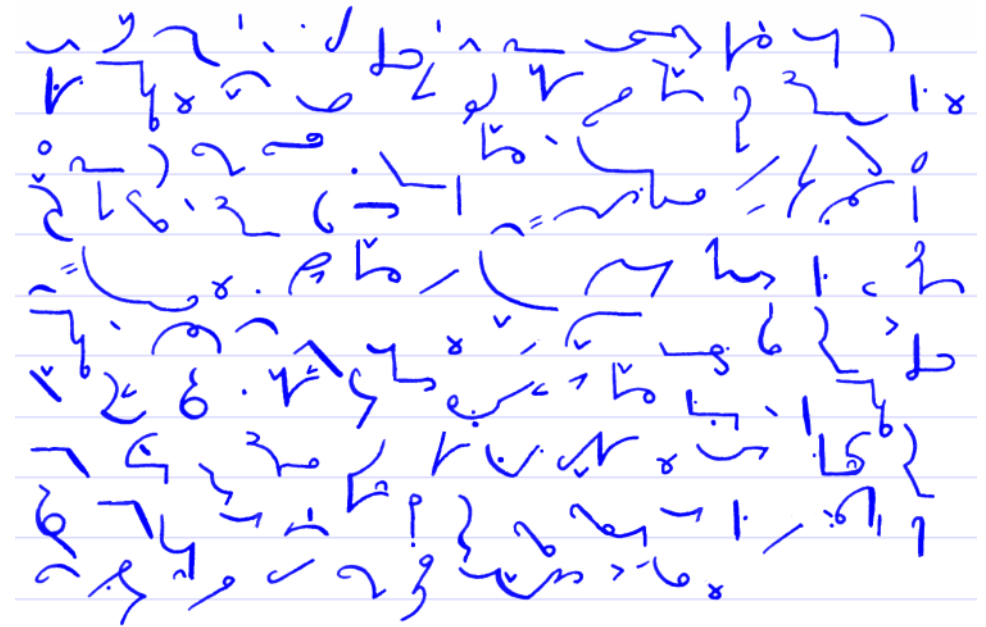


**Fraser's Presentation**

I shall begin with the equipment and resources you need to have. This chart shows the items in order of importance, with their relative value to your success shown in bars. The higher bars on the chart signify those items that you cannot do without and the lowest bars are those that are useful but not immediately necessary. All these are freely available from this company, as part of their staff training and enrichment programme. The management have also kindly made the conference room

on the top floor available for the preparation and accomplishing of this activity. The items may seem to be relatively few in number and simple in construction and operation, but they are of the highest quality and will enable you to pursue the subject most satisfactorily\*. Let me encourage you to take advantage of this generous provision at the first opportunity.

\* Omission phrase "mos(t) satisfactorily"



**Fraser's Presentation**

Now I shall move on to a general discussion on how you can incorporate\* the tools into your daily activities. My next chart shows the ideal use of time throughout the working day. As you can see from the graphs, the peak times of effectiveness are chiefly upon first arrival at the place of work, then again at mid-morning and lastly\* at mid-afternoon. The lowest times are after lunch and at the end of the day, when short-term activities of lesser importance should be undertaken. I should like to expand on this aspect of the discussion by saying that this is an ideal average scenario and the times dedicated to different activities can be allocated to fit the worker's schedule, which will vary widely. In fact\*, the educational\* aspect of this subject can be continued in the home setting, so that the principles presented in

the day are consolidated during more restful hours, away from the high pressure\* environment of the office.

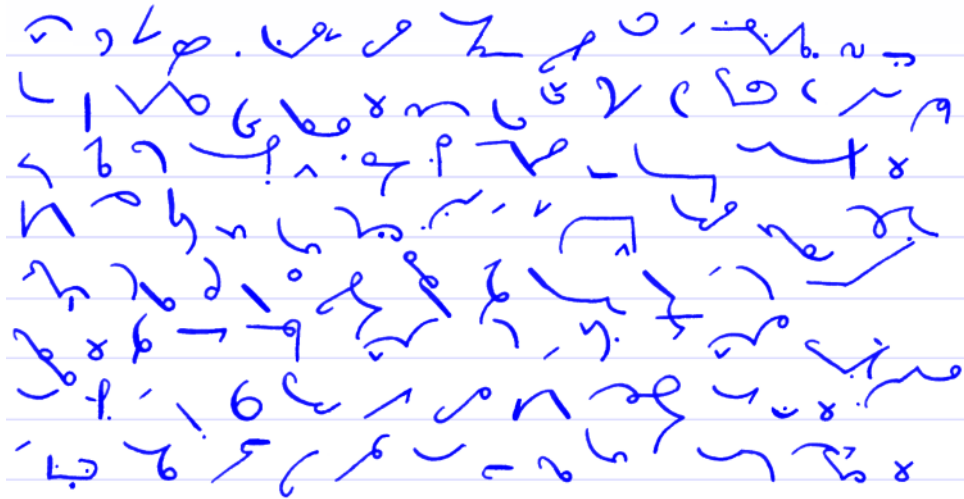
\* "incorporate" It is the P stroke that is in position, on the line for third position halved stroke

\* "lastly" Omits the lightly-sounded T

\* Omission phrases "in (f)act" "high (pre)ssure" Similarly "low pressure, blood pressure"

\* "educational" The U diphthong sign normally goes outside the Shun Hook, but here that is not possible, so it has to be written inside

\* "restful" Omits the lightly-sounded T

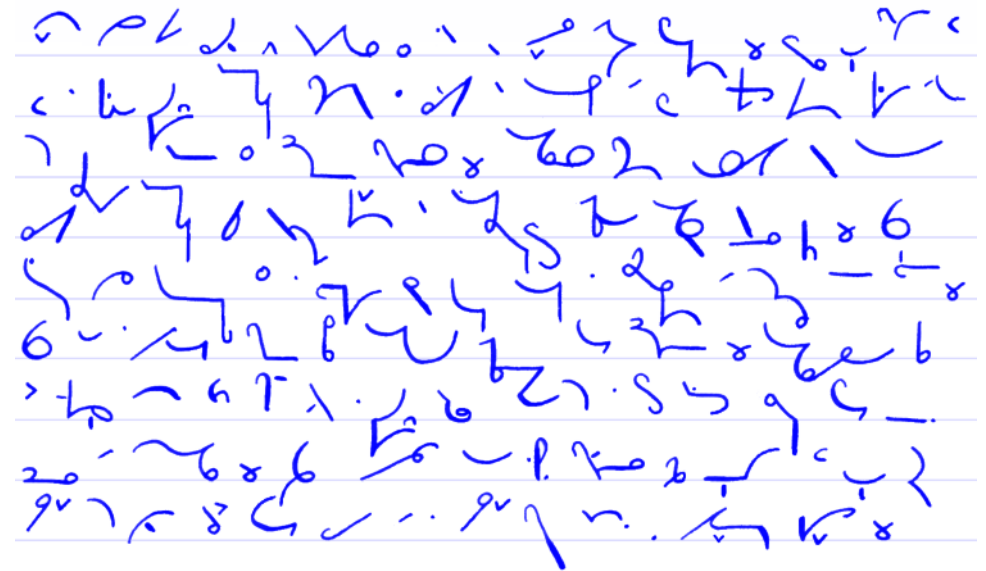


**Fraser's Presentation**

My third chart lists the various ways in which you can use the information and expertise you have gained for different purposes within the business. You may even find there are other applications that are not listed here, and it is very interesting how a skill set can be used to good effect in another department. It will be most advantageous to you if you remain alert and on the lookout for ways to present yourself and promote\* your abilities\*, so as to be as useful as possible, and this will benefit both the company and your career prospects. Those who go the extra mile, or should I say miles plural, in

study and putting themselves forward are the ones who will be the most successful\* in the end. Alertness and dedication in this regard will result in great opportunities for you in your employment.

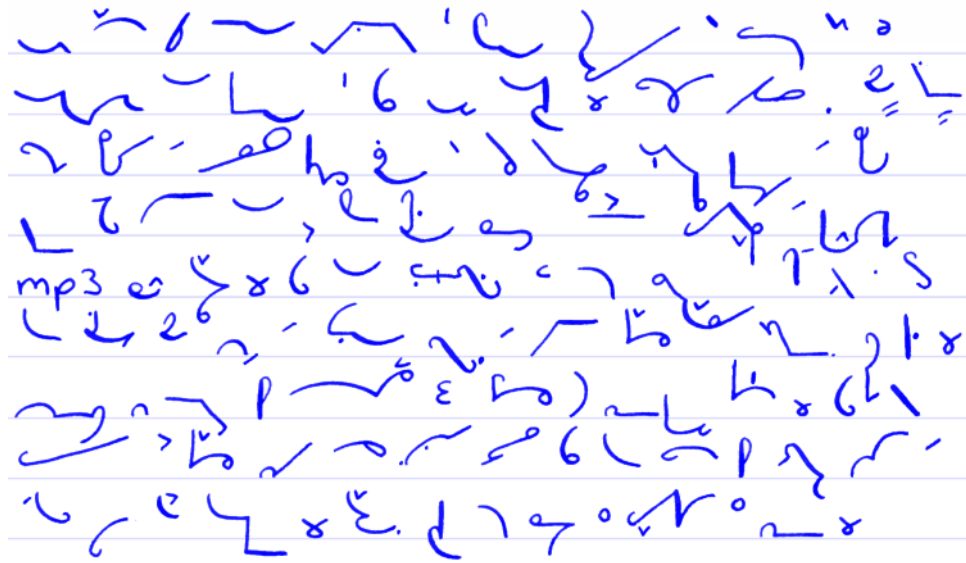
- \* "promote" "permit" Helpful to insert the second vowel in these
- \* "your abilities" Copying the suffix termination "-ability". Not intersected, as that would be "your business"
- \* Omission phrase "mos(t) successful



**Fraser's Presentation**

My last chart shows how performance is apt to rise and fall over time\*. Please note\* particularly that, without a definite schedule of activity, there will be a surge of interest and effort at the beginning, which may tail off or disappear altogether as work progresses. In those cases there may necessarily be another surge of activity just before the time of anticipated completion and testing in this subject becomes due. This is far less effective as a great deal has to be fitted into a short space of time\* and errors can occur. This is not a recommended practice, as it is inefficient and discouraging for the worker. For this reason it is of the utmost importance\* that you draw up a schedule of events, or a plan of action, spread over the coming weeks and months. This will result in steady\* progress towards the goal, with no especially\* high or low points along the way and a high probability of meeting the required deadline.

- \* "over time" Keep clearly above the line so that it does not look like "every time"
- \* "Please note" Do not phrase the "note", as that could look like "please know". This applies to all phrases with a halved outline "know/note" "may/might" "can/could".
- \* Omission phrase "short space (of) time"
- \* "utmost importance" Not phrased, so it does not look similar to "it is most important"
- \* "steady" Insert the first vowel, as in this context it could be misread as "study"
- \* "especially" It is always in order to insert a disjoined L stroke for the "-ly" part of a contraction, if clarification is needed



**Fraser's Presentation**

Now, I'm just going to recap on everything so that we are all clear about what is involved in taking on this new endeavour. Firstly, request the Shorthand Pack from the Stationery and Resources Department, consisting of pens, pencils, notepads, dictionary and instruction book, and then log in to the staff training section of the company website and download the MP3 sound files. Then, in collaboration with your supervisor, draw up a plan for attending the shorthand meetings and allocating brief\* and regular times of practising throughout the day. Make sure you keep

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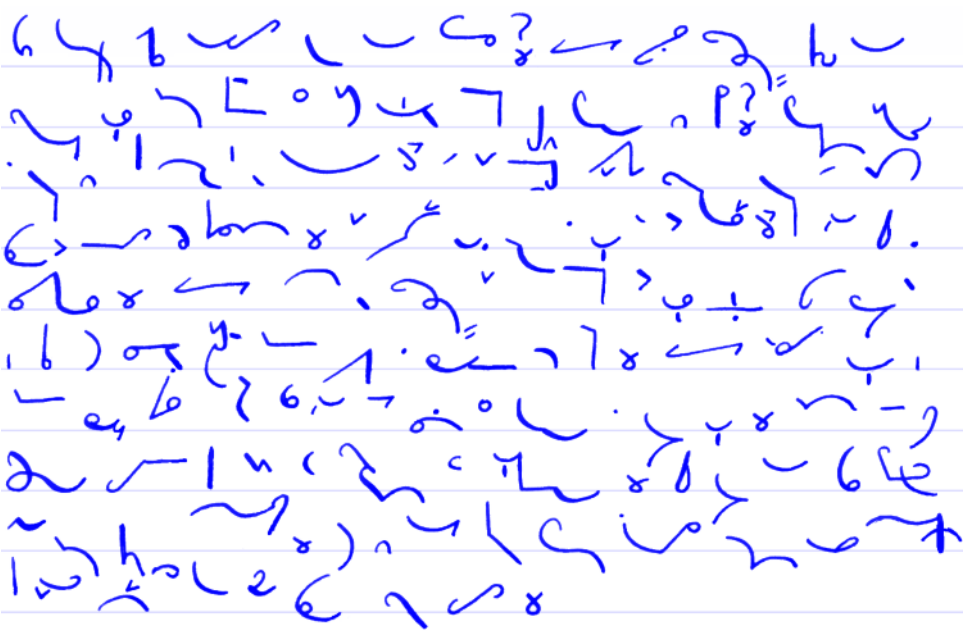
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**Fraser's Presentation**

Thank you for your attention and does anyone have any questions?\* "Yes, Fraser, do you have any printed notes of your talk, as I was unable to\* get down everything you said? Every time I finished a bit, you had moved on to another point, and I couldn't write the previous bit and also listen to the current words at the same time. I really need to have a note of all the points, not just the headings." "Me, too, Fraser, I got all the notes OK, well nearly all, but it is so scribbled I don't think I can read a single word of it." "Sorry, no, but I can send you the charts although that is not quite the same as having a full note. I am quite sure there is something we can do about that problem with note-taking. Just fill in this application form and hand to your departmental\* manager. See you in the top

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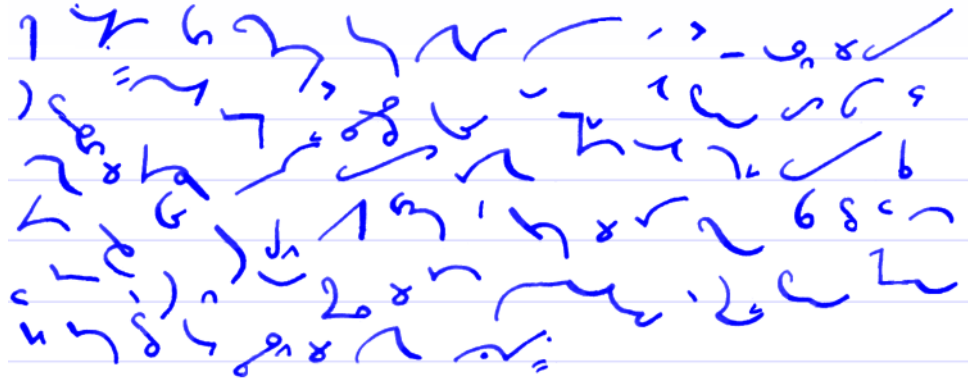
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the study materials with you at all times\*, so you can continue at home. Then be aware of the times you are most alert and use those for more study, and remember that little and often will avoid fatigue. Finally advertise your skill as widely as you can.

- \* "brief" Always insert the vowel, as this is the same outline as "number of"
- \* "at all times" Halving to represent the T of "times"

- floor conference room next Monday morning at 9 a.m. for shorthand lesson number one." (1201 words)
- \* "questions" Optional contraction
- \* "unable to" Helpful to insert the first vowel in this and "enabled" as they are similar in outline and opposite in meaning
- \* "departmental" The intersected D stroke is only used for "department"

We first met Fraser at the beginning of his career in his first article: <https://www.long-live-pitmans-shorthand-reading.org.uk/blog-pages/blog-2015-10.htm#Fraser's Phrases>



Short Letters 14

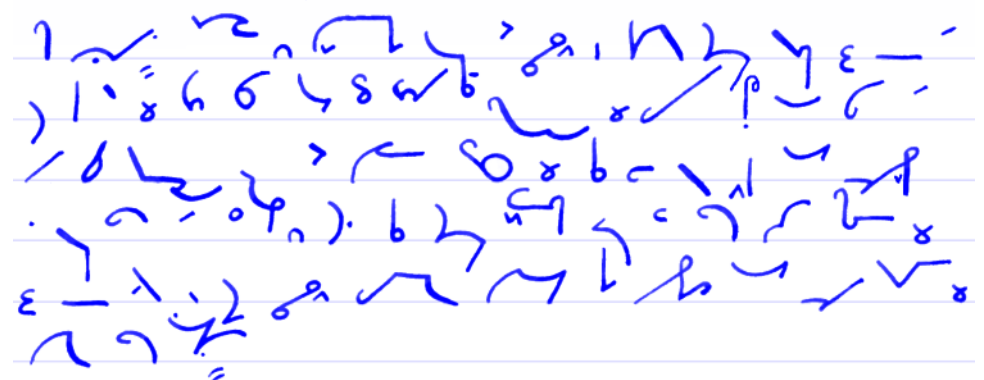
Dear Angela, Thank you very much\* for your lovely letter and all the good news. We are so pleased that you\* managed to get all the house arrangements finished in good time and that everything went well with the move. It must be\* really wonderful to live in that area where it is much more peaceful than the busy town road that you were\* on before. I will bring those plants with me when I come to see you in three weeks\*. I am looking forward\*

to seeing everything and talking about all your plans for the house. Love, Mary (100 words)

\* "very much" Joining this phrase is quicker than writing the short form for "much" separately

\* Omission phrases "please(d) that you" "it mus(t) be" "that you (w)ere" "three (w)eeeks" "looking fo(r)ward"

Horizontal lines for writing practice.



Short Letters 14

Dear Mary, I am glad you liked the photos\* of the house but it will be so much\* better when you come and see it all. Thank you as well for the plants that you are bringing. We are settling in well and are just beginning to visit all the local places. It is great to be out in the countryside a bit more and, as you say, it is so much\* quieter here with very little traffic. When you come up to see the house, we can

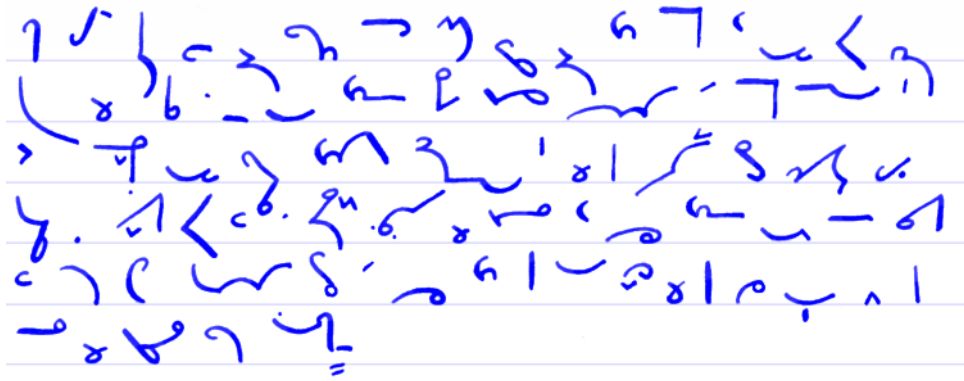
have lunch at the restaurant in the country park. Love from Angela (100 words)

\* "photos" Helpful to insert the last vowel, and the diphone in "videos", as these are similar in outline and meaning

\* "so much" Joining this phrase is quicker than writing the short form "much" separately

Horizontal lines for writing practice.





Short Letters 14

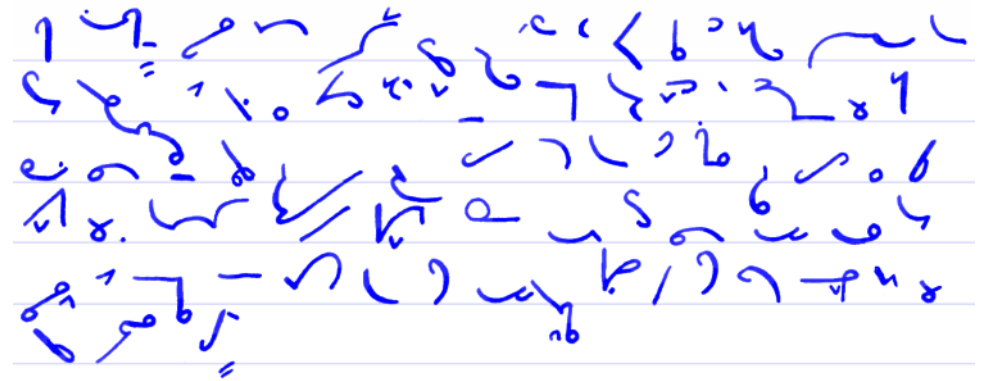
Dear John, It was great to hear from you again and I was pleased to hear that you got that new job you were\* after. It is a good thing that you can start almost immediately and get going on all the exciting new projects that you will be working on. It really has been worth the wait for just the right job with a higher salary. Of course, that means that you can

now go ahead with your other family plans and improvements that you had in mind. Do let us know how it goes. Best wishes\* from Andrew (100 words)

\* Omission phrase "you (w)ere"

\* "Best wishes" Upward Ish in order to join the phrase

Horizontal lines for writing practice.



Short Letters 14

Dear Andrew, Yes I am really pleased to have been offered that job, it is what I have been looking for over\* the past few years\*, and the pay is much more than\* I thought I could\* get for that kind of work. I had seen some good positions but they were too far\* away or for short contracts, but this one is just right. The family are delighted as we can\* now plan some new things for the house, and the kids can also have their new computers at last\*, which they are very excited about. Best regards, John (100 words)

\* Omission phrase "much mo(re tha)n"

\* "I could" Not phrased, to differentiate from the similar "I can", likewise most phrases where "could" is not the first outline

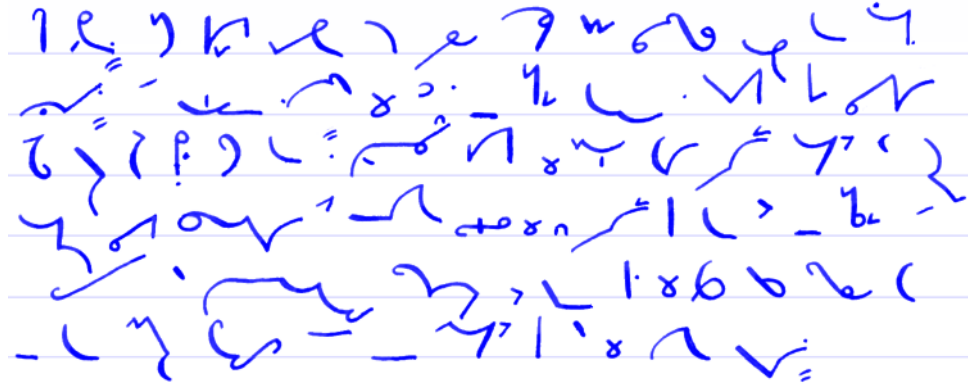
\* "too far" On its own "far" has full strokes

\* "as we can" The Sway Circle is used for "as we" at the beginning of phrases

\* "at last" and "at least" Always insert the second vowel, to differentiate

\* "over the" Make the hook clear, as "for the" could also make sense, although not here (e.g. "I have been working for/over the past year")

Horizontal lines for writing practice.

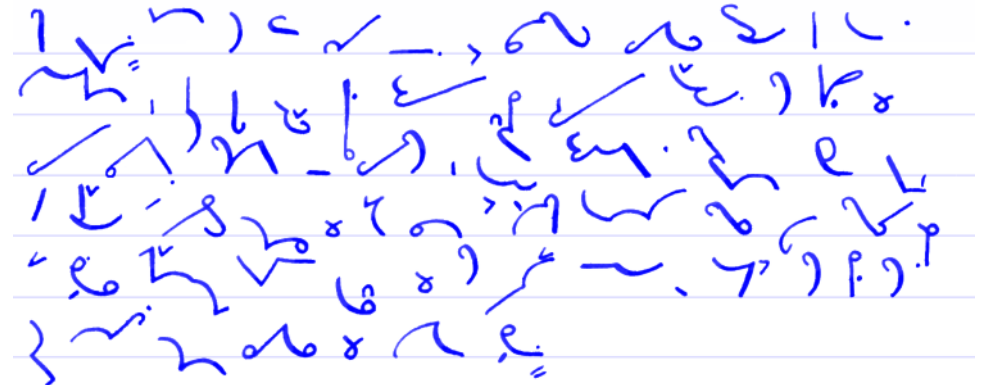


Short Letters 14

Dear Sophie\*, I was delighted to receive your recent message about the celebrations next month\* for Auntie Mary and Uncle Albert\*. What a good idea, having a party at the hotel and then both of them staying\* there for a luxury holiday. I know they will really enjoy that, especially the indoor heated swimming pool and the golf course. You really do have all the good ideas and we are all looking forward\* very much\* to the big day. This is the best present they could have, and I hope that\* everyone can come and enjoy it all. Love Bill (100 words)

\* "Sophie" Names are best always vocalised, at least on the first occurrence, and also here to differentiate from "Sofia"

- \* "Albert" Compare with the distinguishing outline for "Robert" which has B + halved Ray
- \* "staying" and "sitting" Helpful to always insert the vowel, as often both could make sense
- \* Omission phrase "looking fo(r)ward" "I (h)ope that"
- \* "very much" Joining this phrase is quicker than writing the short form "much" separately

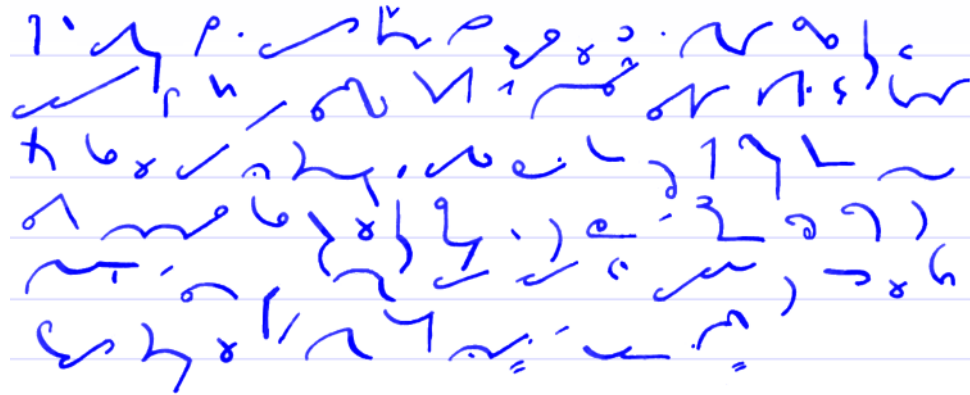


Short Letters 14

Dear Bill, I am so glad you are coming to the celebration, we have been planning it for a long time, but it was difficult to find dates that were suitable, but we are finally there at last\*. We are hoping there will be good weather, but if not, that would not be a problem as we have\* booked large dining and reception rooms. I think some of the older family members will prefer to sit\* on the sofas and admire the park views. They are really going to enjoy their stay\* there,

especially the morning room service. Love Sophie (100 words)

- \* "at last" and "at least" Always insert the second vowel, to differentiate
- \* "as we have" The Sway Circle is used for "as we" at the beginning of phrases
- \* "sit" "stay" Helpful to always insert the vowel, as often both could make sense



**Short Letters 14**

Dear All, We have had such a wonderful time the last two weeks\*. What a lovely surprise it was when we were told about our celebration party and the luxury hotel holiday that the family had arranged for us. We met so many people who we have not seen for years and it brought back many happy memories for us both. It was strange to see school and work friends from so long ago and some who had moved away and we thought we would not see again. Thank you everyone so much\*.

Much love, Auntie Mary and Uncle Albert\*  
(100 words) (Total 700 words)

\* Omission phrase "two (w)eeks"

\* "so much" Joining this phrase is quicker than writing the short form "much" separately

\* "Albert" Compare with the distinguishing outline for "Robert" which has B + halved Ray

Blank lined paper for handwriting practice, consisting of 15 horizontal lines.