



Handwritten shorthand symbols on a blue-lined background.

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1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34

35 36 37 38 39 40 41 42

43 44 45 46 47 48 49 50

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34

35 36 37 38 39 40 41 42

43 44 45 46 47 48 49 50

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Handwritten shorthand symbols on page 7, line 1.

Handwritten shorthand symbols on page 7, line 2.

Handwritten shorthand symbols on page 7, line 3.

Handwritten shorthand symbols on page 7, line 4.

Handwritten shorthand symbols on page 7, line 5.

Handwritten shorthand symbols on page 7, line 6.

Handwritten shorthand symbols on page 8, line 1.

Handwritten shorthand symbols on page 8, line 2.

Handwritten shorthand symbols on page 8, line 3.

Handwritten shorthand symbols on page 8, line 4.

Handwritten shorthand symbols on page 8, line 5.

Handwritten shorthand symbols on page 8, line 6.

✓ ~ c s o n , j e = w l x

o n . < l = a r w t h x

o n j . r z = d w l . < b x //

. = ) a y p | . m d n t x

o = b k p j . m v h x

j ~ ~ s d e o i h < x

o = l < - b ~ h . e v x

b b = / . h t e f n x

v = n h - g l j a ) a e r x

( = ) j b k a e d i e x //

o n j . p s r n e l x

. t h o b . h r j o l o b x

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## Short Form Sets Part 1

If you were writing a note to yourself in longhand, it is unlikely you would write "and" in full but instead use a scribbled plus sign, and certainly use numerals instead of the full words. You would be using the accepted short forms for longhand, and using anything else would be unthinkable and a waste of time. Considering the quantity of words in the English language, those represented by the short forms of our shorthand are relatively few in number, but they do comprise a large percentage of spoken matter. Although lists vary slightly, of the hundred most common words, 50 are short forms, and of the first 20, 19 are short forms. It would be quite difficult to compose a sentence that did not contain one.

=====

A short form consists of a single consonant stroke or a single vowel sign. If there is more than one stroke, then that is called a contraction, although some books do present them all together. As the outlines generally represent only one of the sounds of the word, they are faster to write than full outlines, but do need a little more effort to learn thoroughly. Because of their frequency, your ability to write them instantly is a big factor in your progress, and you don't want to be hesitating over such a large proportion of the outlines you need to write. Fortunately as they occur so frequently, they get practised much more but it is always beneficial to revise them.

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Short forms are easiest to remember when there is only one of a particular shape, such as "have, put, been, from, how, why" but where they come in pairs or threes, they need some extra attention, so that they can be written rapidly in their correct position. The examples below present these sets in easy sentences, with no difficult vocabulary, to enable you to improve and revise. In the following paragraphs the short forms follow the first vowel of the word. The short forms being practised are in capitals.

=====

I have a SPECIAL message for you and I will SPEAK to you about it later.

I will be SPEAKING at the meeting about my SPECIAL job news.

Please BE ready at nine for the meeting which is TO BE held here.

You will BE happy to know that you are about TO BE promoted.

Please TELL Jim that we will wait TILL he arrives at the office.

They are TELLING everyone to stay in the office TILL five.

=====

I CAN always ask Joe to COME into the office.

CAN you please find out who is COMING to the party.

They CAN wait until Sam COMES in at six.

There is a debt OWING for the LANGUAGE classes, amongst other THINGS.

The LANGUAGE tutor is teaching the YOUNG students French.

The notice in six LANGUAGES lists THINGS that the YOUNG people should do.

It would be a big ADVANTAGE to learn this, even though some of it is DIFFICULT.

There are many ADVANTAGES to reading this rather DIFFICULT book.

=====

## Short Form Sets Part 1

They asked him to pull up a CHAIR and say something to CHEER them up.

Mr Smith said he would take a CHAIR and CHEER them up with his good news.

He did a good job of CHAIRING the meeting and everyone was CHEERING the company's success.

I wondered who CHAIRED the meeting and if the news CHEERED up the staff.

We are in ACCORD with the man's report who obviously CARED about the staff.

ACCORDING to the report, the shop staff CARED very little about the customers.

ACCORDING to Mrs Brown, the employee CARED greatly about doing his job well.

=====

The GUARD was very busy as he had a GREAT number of issues to deal with.

You must GUARD this box as it contains a GREAT number of valuable items.

He was GUARDING the money and was GREATLY pleased with his pay for the job.

You must CALL at the shop and choose another item of EQUAL value.

These phone CALLS are a waste of time and that EQUALS lost money.

I CALLED him at home and he said the house was very COLD today.

They CALLED us today to tell us to expect very COLD weather next week.

=====

Mr Green HAS said that the accounts report IS now finished.

The customer HAS chosen HIS item and the assistant HAS taken HIS payment.

AS a matter of interest, IS the sales manager still here?

You can do AS you please, AS long AS your homework IS done.

I kept the cake for MYSELF and he took the chocolates for HIMSELF.

I have made a meal for MYSELF, but he must make one for HIMSELF.

=====

He REMARKED that a lot MORE work had appeared on his desk.

MR Jackson wrote down his REMARKS but they MERELY glanced at them.

MR Black asked MORE questions but the staff MERELY ignored him.

It is QUITE warm today and I COULD probably leave my coat at home.

This list is not QUITE what I wanted, COULD you please do it again.

THAT is a very difficult question and one WITHOUT an easy answer.

THAT person standing over there is the one WITHOUT a car.

=====

They came to the YARD so that they could have a WORD with the manager.

I was sitting in the YARD when I heard Miss Brown say those exact WORDS.

His job was to HAND me the sheets as I put them UNDER the copier.

I took the papers in my HAND and put them UNDER the folders.

I TRIED to walk across the dark room TOWARDS the door without tripping.

He has TRIED very hard to learn the building TRADE. (949 words)