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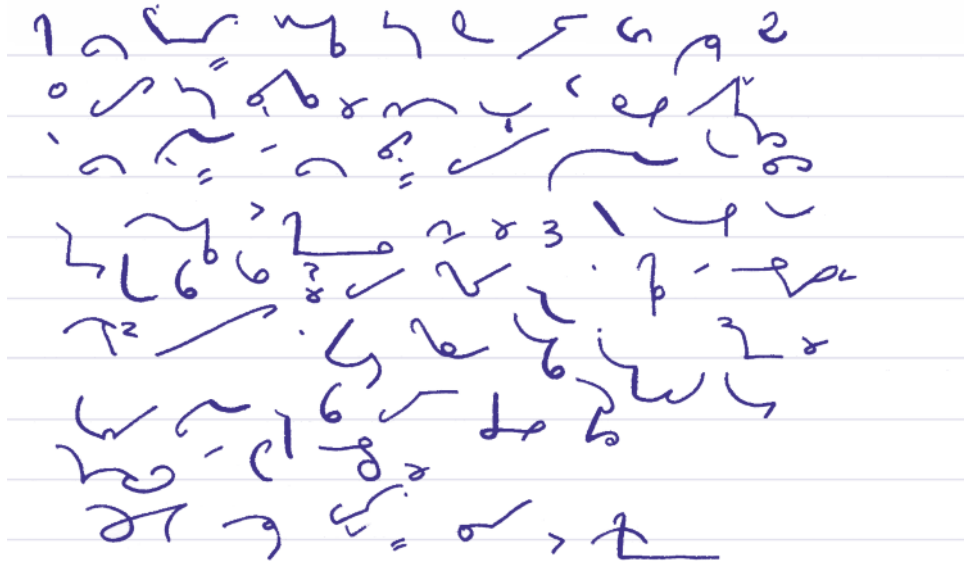
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**G01 Just Supposing**

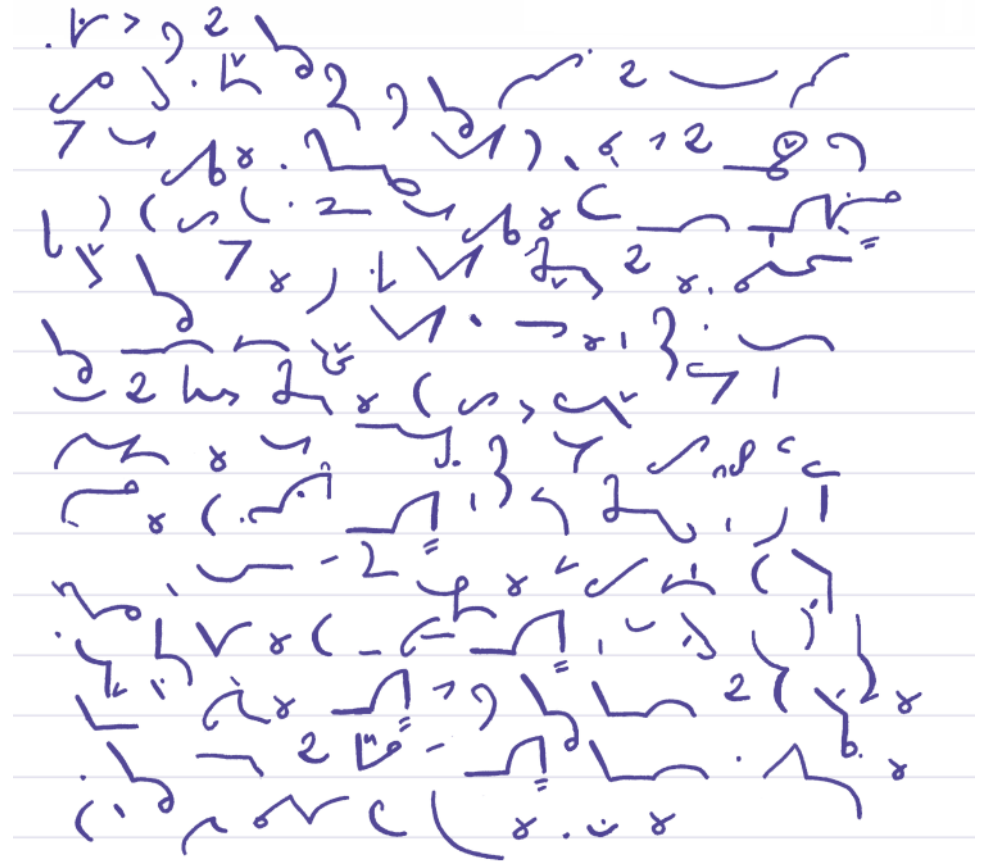
Just supposing ... you received this unexpected email at work - are you ready to take up the challenge?

Dear Mr Blackley, I notice on your staff record that you listed shorthand as one of your hobbies\*. You may know that, since the retirement of Mr Long and Mr Hand\*, we are looking for someone to take the minutes of the directors' meetings. Would you be interested in doing this for us? We prefer to have a trusted and experienced employee rather than an agency person for

this confidential work. If you are willing to do this, we can discuss the arrangements for the remuneration and other expenses.  
 Yours sincerely, Mrs Whiteley, Secretary to the Managing Director (98 words)

\* "hobbies" Helpful to insert first vowel in this and in "habits" as the meanings are near

\* "Mr Hand" Names do not generally use short forms



**G02 The Tale Of The Three Shorthand Bears**

The Tale of the Three Shorthand Bears. Once upon a time there were\* three bears learning shorthand in their\* little cottage in the woods. The breakfast porridge was too hot and the shorthand exercise very difficult so they went for a walk in the woods. Along came Goldilocks by the bears' cottage. She ate the porridge and transcribed\* the shorthand. The hungry bears came home to find the porridge all gone. But there was a name in shorthand at the end of the transcript.\* They went to the nearby college at lunch time\*. In the canteen, there was only one student with gold locks. They congratulated Goldie on her transcription\* but she had to promise

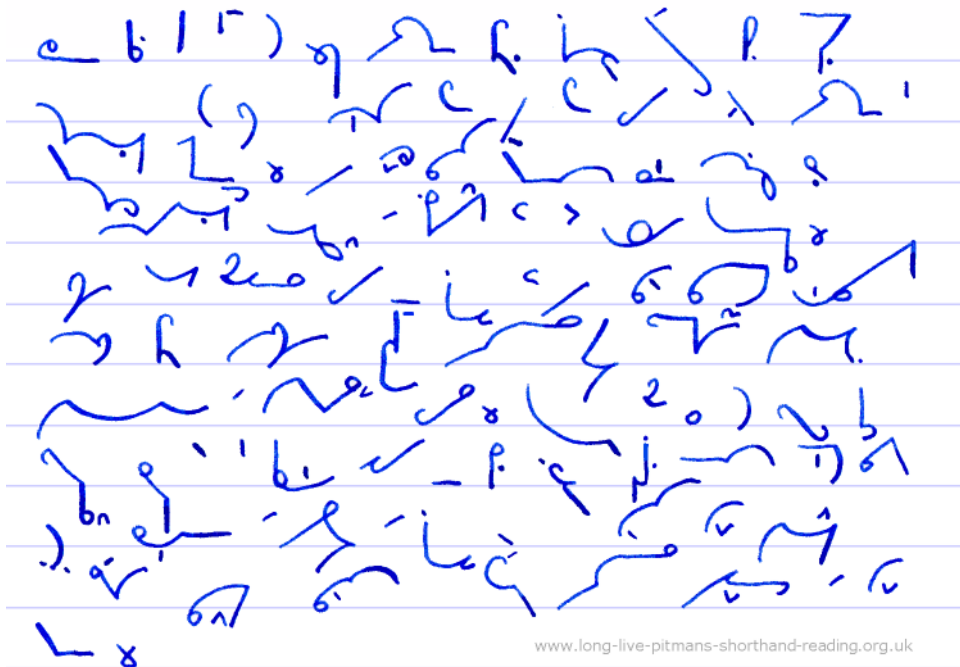
to knock and ask next time\*. On the way home they bought a video doorbell. They could welcome Goldie but not open if they saw it was the Big Bad Wolf. Goldie and the three bears became shorthand buddies. The bears kept shorthand diaries and Goldie became a reporter. They all lived happily ever after. The End. (172 words)

\* Omission phrases "there (w)ere" "ne(k)s(t) time"

\* "in their"

\* "transcribe, transcript, transcription" These omit the middle N and R

\* "lunch time" Halving for the T of "time"



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**G03 A Dip Into The Thesaurus**

School days had taught us to consider, reflect, deliberate, contemplate, ponder, study, cogitate, ruminate, think through, mull over, chew over, weigh up, reflect on, bear in mind\* and take into account.\* Our minds slowly became soaked, immersed, steeped, marinated, infused and saturated with all the necessary facts. Surely in the shorthand class, we could continue with our slow, sluggish, unhurried, measured, deliberate, leisurely, dawdling, relaxed, gentle, \*gradual, lengthy, lingering and laborious ways. After all, shorthand is so

brief, it would produce speed all on its own, and we could stay comfortable, contented, calm, cosy, happy, easy, snug and restful\*, and continue to loll, lie, lounge, sprawl, slouch, slump, flop, relax, recline and lie back.

\* Omission phrases: "bear (in) mind" "take (into) account"

\* "gradual" has full stroke D, so as not to look like "greatly"

\* "restful" omits the T sound

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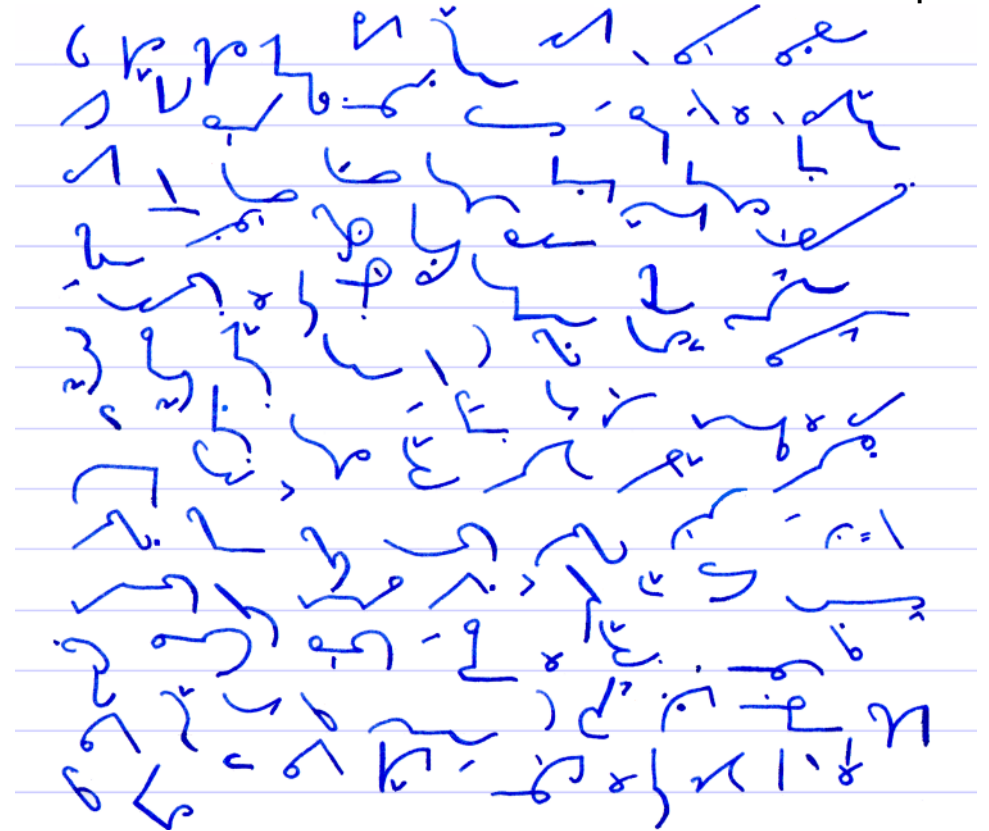
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**G03 A Dip Into The Thesaurus**

Then outline drills and dictations started arriving and we had to hurry, hasten, rush, dash, scurry, accelerate, quicken and speed up. To survive we had to become\* fixed, focussed, firm, dedicated, determined, dogged, driven, resolute, persistent, tenacious, single-minded, unswerving and unwavering. It was exhausting, fatiguing, draining, gruelling, arduous, strenuous and tiring having to be so brave, valiant, heroic, bold, daring, fearless and plucky for the whole two minutes. We looked forward to the final relief, respite, release, reprieve, break, breather, interval, liberation, lull and let-up, to recover before tomorrow's repeat of the battle, fight, clash, encounter, confrontation, skirmish, scuffle and

struggle. Finally the exam pass slip arrived in the post, making us joyful, elated, ecstatic, thrilled, pleased, jubilant, glad, happy, delighted and exultant. It was worth it all! (242 words)

\* "to become" Based on the short form phrase "to be"

\* "fixed" "focussed" Inserting a vowel is helpful as the meanings are very close

\* "tenacious" Insert the vowel after the N, so it does not look like "contentious"

\* "dedicated" (and "deducted" and "detected") all need their second vowel, to differentiate between them

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Handwritten shorthand notes in blue ink on lined paper.

**G04 Note To King Charles**

A short note of good wishes, for the day after Charles' Coronation on 6 May 2023

Dear Charles, I am glad that you, your family and friends had a good time on your big day, and that everything went very well

at the event. After all the parties and the meetings with your visitors, I hope that you can have a good rest, before starting work again on all the things in your very full diary. (60 words)

Handwritten shorthand notes in blue ink on lined paper.

**G05 Mary Had A Little (Shorthand) Lamb**

Mary had a little lamb  
Its fleece was black as soot  
And everywhere that Mary went  
The lamb was underfoot.  
It followed her to school one day  
And joined the shorthand class  
But its outlines were too woolly  
And its notes too BAA'D to pass.  
(45 words)

Handwritten shorthand notes in blue ink on lined paper.

**G06 Quote from "Stenography" William Williamson 1782**

It often happens, that the most pertinent remarks, the most lively images, occur to the mind instantaneously; but are so transient and fleeting, that sometimes, before they can be reduced into writing in the common way, those extensive ideas, with the beautiful language which then flowed to express them, are quickly gone,

and perhaps never to be recalled. Nothing can be more desirable than an art whereby those sentiments may be noted down as soon as they are\* conceived in the mind. Stenography by William Williamson 1782 (87 words)

\* "they are" Short form phrase



**G07 David Copperfield Learns Shorthand**

Beginning of chapter 38 of "David Copperfield" by Charles Dickens, who wrote Gurney's system of shorthand

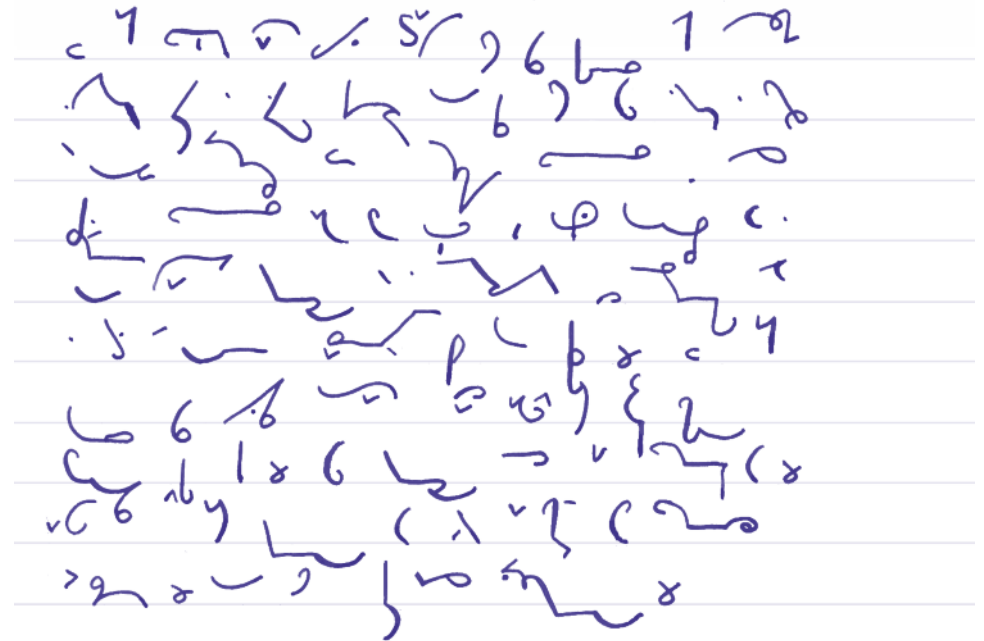
I bought an approved scheme of the noble art and mystery of stenography (which cost me ten\* and sixpence); and plunged into a sea of perplexity that brought me, in a few weeks\*, to the confines of distraction. The changes that were rung upon dots, which in such a position meant such a thing, and in such another position something else, entirely different; the wonderful vagaries

that were played by circles; the unaccountable\* consequences that resulted from marks like flies' legs; the tremendous effects of a curve in a wrong place; not only troubled my waking hours, but reappeared before me in my sleep.

\* "ten" Always insert the vowel in this and in "eighteen"

\* Omission phrase "few wee(k)s"

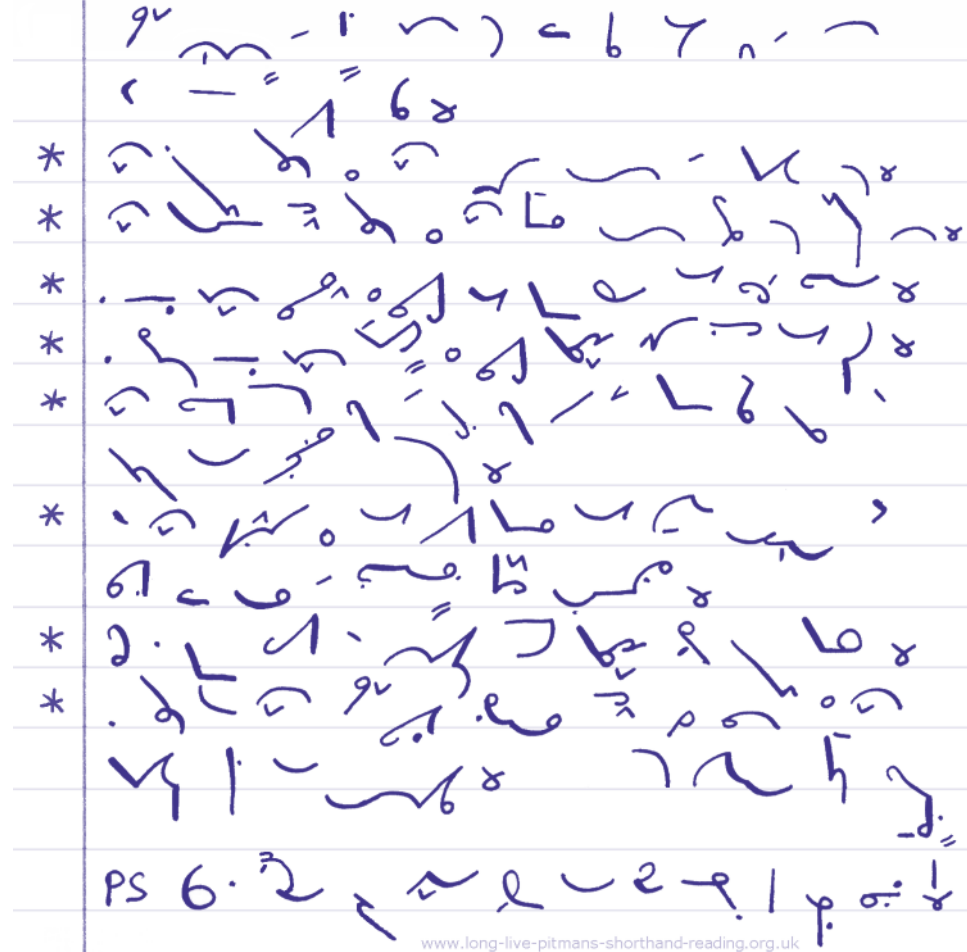
\* "unaccountable" Insert the vowel after the N, to differentiate this from "uncountable"



**G07 David Copperfield Learns Shorthand**

When I had groped my way, blindly, through these difficulties, and had mastered the alphabet, which was an Egyptian Temple in itself, there then appeared a procession of new horrors, called arbitrary characters; the most despotic characters I have ever known; who insisted, for instance, that a thing like the beginning of a cobweb, meant

expectation, and that a pen-and-ink skyrocket stood for disadvantageous. When I had fixed these wretches in my mind, I found that they had driven everything else out of it; then, beginning again, I forgot them; while I was picking them up, I dropped the other fragments of the system; in short, it was almost heart-breaking. (214 words)



**G08 Not So Secret After All**

Hi Mum and Dad, I am so glad it is only you and me that can read this.

My computer password is my middle name and birth year.

My bank account password is my dog's name plus the year I bought him.

The key to my house is hidden under the big stone in the front garden.

The spare key to my Porsche is hidden behind the oil can in the shed.

My credit card number and PIN number are on the back of this piece of paper in

reverse order.

All my jewellery is in the red box in the loft including all the solid gold things and Granny's diamond necklace.

There is a big wad of emergency cash behind the soap powder boxes.

The password for my high yield savings account is the same as my birthday date in numerals.

Your loving daughter Prudence

P.S. This is a warning to people writing stuff in shorthand expecting it to stay secret! (162 words)



**G10 Quote from "Universal Stenography" William Harding 1827**

Harding's shorthand was the system that Sir Isaac Pitman first learned, before he invented his own.

"The motto of every young Stenographer should be, Persevere! The theory of the art may be speedily attained; but to acquire a practical proficiency in it, more unremitting diligence and vigorous assiduity are perhaps requisite\*, than in almost any other\* study whatever; without these, genius will be of very little avail, for so much of the attainment is entirely mechanical, that practise, and nothing but practise, can impart and increase

expedition. Neither this nor any other\* treatise can make a man a good Stenographer, without exertion on his own part. Let then those who value the purchase be willing to pay the price." From William Harding's Universal Stenography 1827 (103 words)

\* "requisite" Insert the vowel before the T, as this could be misread as "requested" in some contexts

\* Omission phrase "any oth(er)"

The image shows the shorthand for the text 'Abe's Cheques' written on a set of four horizontal lines. The shorthand is composed of simple strokes, circles, and loops, representing the words of the text. The text is written in a consistent, cursive style across ten lines.

**G09 Abe's Cheques**

Plain strokes, basic vowels/diphthongs, circles and loops only - no hooks, halving or doubling.

Abe paid a cheque. Maybe it was to pay back Ted, Ed or Joe for the café bill last Sunday, as they ate a meal of sausages and tomato sauce, cookies, cakes and loads of icy beer. But I think the cheque was for Abe's new red car which he bought at the garage up in the city, and a new bike at the small bike shop in the village. In the store he bought a long wide yellow rug for his back room, so his dog Jack can sit on it by the log fire. Abe took loads of money out of

his savings to buy a big sail boat so he can go to Sandy Bay each Saturday, for a few hours sailing on the calm sea. He wrote a cheque for a large bunch of red roses and some lovely perfume for Auntie Sheila's birthday. He had bought so many things he had to stop and add it all up. It was a fairly big shock as he looked at the bank list of items he had paid for. At last\* Abe said, in a sad voice, I shall have to eat nothing but eggs on toast and milk for a long, long time! (207 words)

"at last" "at least" Always insert the vowel

The image shows the shorthand for the text 'Abe's Cheques' written on a set of four horizontal lines. This version includes vocalisation marks (small dots and dashes) above the shorthand symbols to indicate pronunciation. The text is written in a consistent, cursive style across ten lines.

**G09 Abe's Cheques**

Fully vocalised

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