PITMAN'S JOURNAL
The oldest and largest weekly journal devoted to Shorthand and Commercial Education. Every issue contains shorthand reading practice, with key, specially adapted for students at various stages.

1d. weekly.

PITMAN'S SHORTHAND WEEKLY
An illustrated weekly periodical in beautiful Shorthand without a key. Provision is made for the beginner, the intermediate student, and the advanced writer.

1d. weekly.
A CHRISTMAS CAROL

BY

CHARLES DICKENS

PRINTED IN THE ADVANCED STYLE OF PITMAN'S SHORTHAND

Isaac Pitman

LONDON
Sir Isaac Pitman & Sons, Ltd., 1 Amen Corner, E.C.
Bath: Phonetic Institute
New York: 2 West 45th Street
Melbourne: The Rialto, Collins Street
All rights reserved
Any of the longhand editions of Dickens's "Christmas Carol" can be used as a Key to the Shorthand.
A CHRISTMAS CAROL

STAVE ONE.

Marley's Ghost.
"A Christmas Carol."
MARLEY'S GHOST.

"...!" "7.
"... ; ...; ...; ...!" "7.
"...!" "7.
"...; ...; ...; ...; ...?" "7.
...; ...; ...; ...; ...
...; ...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
...; ...
"...!
"...!
"...!" "7.
...; ...
...; ...
...; ...
...; ...
"...!" "7.
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
"...!
MARLEY'S GHOST.
"Oh!"

"..."
"A Christmas Carol."
STAVE TWO.

THE FIRST OF THE THREE SPIRITS.

WHEN
"The First of the Three Spirits."
THE FIRST OF THE THREE SPIRITS.

"I, ... ?" ... ...

"... ... ... ... ..."

"... ... ... ... ..."

"... ... ... ... ..."

"... ... ... ... ..."

"... ... ... ... ...

... ... ... ... ...

"... !"

"... ... ...

... ... ...

"... !"

"... ... ...

... ... ...

"... ... ...

... ... ...

"... ... ...

... ... ...

"... ... ...

... ... ...

"... ... ... !"
A CHRISTMAS CAROL.
"...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"

"...", "...", "...", "...!"
THE FIRST OF THE THREE SPIRITS.
THE FIRST OF THE THREE SPIRITS.

"...?"

"...?"

"...?"

"...?"

"...?"

"...?"
THE FIRST OF THE THREE SPIRITS.

"..." p

"..."

"..."

"..."

"..."

"..."
STAVE THREE.

THE SECOND OF THE THREE SPIRITS.

WAKING
THE SECOND OF THE THREE SPIRITS.

"Oh, no!"

"Yes,"

"No,"

"No," A.

"17," "18,"

"7,"

"I,"

"Yes!"
THE SECOND OF THE THREE SPIRITS.

"...!"
THE SECOND OF THE THREE SPIRITS.
"A Christmas Carol."
STAVE FOUR.

THE LAST OF THE SPIRITS.
THE LAST OF THE SPIRITS.
"(...) "

"..."

"..."

"..."

"..."

"..."

"..."

"..."

"..."
THE LAST OF THE SPIRITS.

"...

"...

"...

"...

"...

"...

"...

"...

7—(122)
STAVE FIVE.

THE END OF IT.

YES! ....

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"

"... it is!"
An Abridged
Catalogue of the Publications
of
Sir Isaac Pitman & Sons, Ltd.

LONDON: 1 AMEN CORNER, E.C.
BATH: Phonetic Institute.
NEW YORK: 2 West 45th St.
MELBOURNE: The Rialto, Collins St.

SOLD BY ALL BOOKSELLERS THROUGHOUT THE WORLD.

TERMS:
639 Goods of the value of 1s. and upwards are sent post paid, unless marked "net." Cash must be sent with the order.
Sums under 1s. can be sent in stamps, ½d. preferred. For sums over 1s. Postal Orders or Money Orders are preferred to stamps, and should be crossed and made payable to Sir Isaac Pitman & Sons, Ltd.
Remittances from abroad should be by crossed Money Orders. Foreign stamps or Foreign Postal Notes cannot be accepted.

Note.—All books are in 32mo. 8vo unless otherwise stated; p.f. indicates post-free.

Shorthand Instruction Books, Etc.

Centenary Editions of Text-books are marked with an asterisk.

* Pitman's Shorthand Teacher; a first book in Shorthand. 6d.; p.f. 6½d.
* Key to "Pitman's Shorthand Teacher." 6d.; p.f. 6½d.
* Pitman's Shorthand Exercises; graduated sentence exercises on the Shorthand Teacher. 2½d.; p.f. 2½d.
* Pitman's Shorthand Primers for use in day schools and evening classes. Books I, II, and III. 6d. each; p.f. 6½d.
* Key to "Pitman's Shorthand Primers." Books I, II, and III. 6d. each; p.f. 6½d.
* Chart of the Phonographic Alphabet (22 by 35 in.) 2d. p.f. 2½d.; mounted on canvas, with roller, 2s.
* Charts on Pitman's Shorthand; 16 large Charts (22 by 35 in.). illustrating "Teacher" and "Primer," 7s. 6d. the set; mounted on canvas, 15s.
* Pitman's Shorthand Reading Lessons, No. 1. 6d. net; p.f. 6½d.
* Key to "Pitman's Shorthand Reading Lessons, No. 1." 2½d. net; p.f. 2½d.
* Pitman's Shorthand Reading Lessons, No. 2. 6d. net; p.f. 6½d.
* Key to "Pitman's Shorthand Reading Lessons, No. 2." 2½d. net; p.f. 2½d.
* Pitman's Shorthand Instructor, complete instruction in the System. Cloth, 3½d. 6d.
* Key to "Pitman's Shorthand Instructor." 1s.; cloth, 1s. 6d.
* Pitman's Shorthand Writing Exercises and Examination Tests; writing exercises on every rule of the system. Cr. 8vo, quarter cloth, 1s.; cloth, 1s. 6d.
*Key to “Pitman’s Shorthand Writing Exercises and Examination Tests.”"  
Cloth, 3s. 6d.

*Pitman’s Shorthand Manual, containing instruction in the Intermediate Style ......................................................... 1s. 6d.; cloth, 2s.

*Key to “Pitman’s Shorthand Manual” ........................................ 6d.; p.f. 7d.


*Pitman’s “Fono’’ Headline Shorthand Copy Books, Books A, B, C, containing the Exercises on the “Shorthand Teacher”; Nos. 1, 2, and 3, containing Exercises on the “Primer, Book 1,” set as shorthand copies. Fcap. 4to. ........................................ 2d. each; p.f. 2½d.

*Pitman’s Shorthand Reporter, containing instruction in the Advanced Style. 2s.; cloth, 2s. 6d.

*Key to “Pitman’s Shorthand Reporter” ........................................ 6d.; p.f. 6½d.

*Reporting Exercises: containing Exercises on all the contractions in Advanced Style. In ordinary print ........................................ 6d.; p.f. 6½d.

*Key to the “Reporting Exercises”; in which all the Exercises are presented in Shorthand. ........................................ 1s.

*Pitman’s Shorthand Commercial Course; specially adapted for business students. ................................. Cloth, 3s. 6d.

*Key to “Pitman’s Shorthand Commercial Course” ........................................ Cloth, 1s. 6d.

*Additional Exercises for “Pitman’s Shorthand Commercial Course.” Supplementary word and sentence exercises. Quarter cloth ........................................ 1s.

*Technical Reporting: containing abbreviations for words and phrases in legal, scientific, and other technical subjects. By T. A. Reed. 5th Ed. 1s. 6d.; cloth, 2s.

*Pitman’s Shorthand Writers’ Phrase Books and Guides—Electrical and Engineering, Shipping, Railway, Printing and Publishing, Estate Agents, Insurance, Stockbroking and Financial, Commercial, Legal, Municipal, Banking, Iron and Steel Trades, Civil Engineering, etc. Each contains about 1,500 phrases, and explains the duties of the Shorthand Typist. specimen letters, etc. ........................................ Cloth, 1s. 6d. net.

*Phonographic Phrase Book; containing above 2,400 useful phrases, with Exercise ........................................ 1s. net; cloth, 1s. 6d. net.

Military Phrase Book: containing phrases used in military correspondence. 1s.

Shorthand in the Office: a Complete Shorthand Clerk’s Guide. By A. Kingston. 8th Edition ........................................ 1s. 6d.; cloth, 2s.

*Shorthand Commercial Letter-Writer; a Guide to Commercial Correspondence. Advanced Style ........................................ 1s. net.

*Key to “Shorthand Commercial Letter-Writer”; containing all the letters in ordinary type ........................................ 6d. net, p.f. 7d.

*Shorthand Commercial Letter-Writer and Key, in one vol. ................................. Cloth, 2s. net.

*Office Work in Shorthand: specimens of miscellaneous work commonly dictated to shorthand clerks. Advanced Style. ................................. 1s. net.

*Key to “Office Work in Shorthand”; all the letters, etc., in ordinary type ........................................ 6d. net; p.f. 7d.

*Office Work in Shorthand and Key, in one vol. ........................................ Cloth, 2s. net.

*Commercial Correspondence in Shorthand. Advanced Style. Contains all the letters of “Commercial Correspondence and Commercial English” (price 2s. 6d.), which forms a Key. Crown 8vo. ........................................ Cloth, 2s. 6d.

*Miscellaneous Correspondence in Pitman’s Shorthand. Legal, Banking, and Commercial Letters. 250 words each, with Key. First Series. Limp cloth, 1s. net.

*Business Correspondence in Shorthand. Advanced Style ........................................ 1s. net.

*Key to “Business Correspondence in Shorthand,” in ordinary type. ................................. 6d. net; p.f. 7d.

*Business Correspondence in Shorthand and Key, in one vol. ................................. Cloth, 2s. net.

*Trade Correspondence in Shorthand. Advanced Style ........................................ 1s. net.
Key to "Trade Correspondence in Shorthand," in ordinary type 6d. net.  
*Trade Correspondence in Shorthand and Key, in one vol.; cloth, 2s. net.  
*Pitman's Reporting Practice. Containing passages counted for dictation. Crown 8vo, cloth, 2s.


Key to Graduated Dictation Book, in Shorthand, No. 1, Cr. 8vo, 6d.; p.f. 7d.
Key to Graduated Dictation Book, in Shorthand, No. 2, Cr. 8vo, 6d.; p.f. 7d.
Pocket Dictation Book, Nos. 1, 2, and 3. Speeches counted in 10's for dictation. 2½ in. by 3½ in. 2d. each net.

Pitman's Interlined Speed Practice Books. No. 1, Speeches. No. 2, Sermons. No. 3, Commercial. 1½d. each; p.f. 2d.

Key to Speed Practice Books, in Shorthand. Nos. 1, 2, and 3. 2d. each; p.f. 2½d.

Brief Reporting Notes in Shorthand. Advanced Style. Demy 8vo. 6d., p.f. 7d.; cloth, 1s.

Pitman's Shorthand Candidates' Dictation Exercises in ordinary type. Crown 8vo, cloth, 1s.


*Pitman's Progressive Dictator. Crown 8vo, cloth, 2s. 6d.

Pitman's Cumulative Speller and Shorthand Vocabulary. Crown 8vo. Cloth, 1s. 3d.

*Graded Shorthand Readings (Elementary). Crown 8vo, oblong, 6d. net.
*Graded Shorthand Readings (Intermediate). Crown 8vo, oblong, 6d. net.

Miscellaneous Readings in Pitman's Shorthand. No. 1. In the Advanced Style. 8d. net; cloth, 1s. net.

*Pitman's Commercial Dictation and Typewriting. 1s. net.


*Pitman's Shorthand Dictionary of the English Language, containing the Shorthand forms for 62,000 words, with List of Grammalogues and Contractions. Cr. 8vo, cloth, 372 pp., 3s. 6d. net; "Library Edition," roan, 4s. 6d. net.

*Pitman's Pocket Shorthand Dictionary. With complete list of Grammalogues and Contractions. Royal 32mo, cloth, 1s. net. Roan, 2s. net.

*Compendium of Pitman's Shorthand. 1d.; p.f. 1½d.

*Vest Pocket List of Grammalogues and Contractions 2d.; p.f. 2½d.

*Grammalogues and Contractions of Pitman's Shorthand. For use in classes, 2d.; p.f. 2½d.


*How to Practise and Memorise the Grammalogues and Contractions. By D. J. George. Size 7½ in. by 5 in. 3d.

Acquisition of Speed in Shorthand. By E. A. Cope. Cr. 8vo. 6d.; p.f. 7d.

*Exercises in Business Shorthand. By A. Benjamin 1s. net.


*Talks with Shorthand Students. By J. Hynes 1s. net.

*Chats about Pitman's Shorthand. By G. Boucher 1s. net.

*Notes of Lessons on Pitman's Shorthand. By W. Wheatcroft. 8 in. by 3½ in. 2s. net.

*Examination Notes on Pitman's Shorthand. By H. W. B. Wilson. 8 in. by 3½ in. 1s. 6d. net.

*Preparation for a Shorthand Teacher's Examination. By W. Wheatcroft. Size 8 in. by 3½ in. 1s. 6d. net.

*Pitman's Shorthand Teacher's Hand-book. Crown 8vo. Cloth, 1s. 6d. net.

*Commentary on Pitman's Shorthand. By J. W. Taylor. 4s. 6d. net.

Methods of Teaching Shorthand. By E. J. McNamara, M.A. Crown 8vo, cloth 2s. net.
Shorthand Reading Books.

**Elementary Style.**

*Aesop’s Fables* ........................................ 6d. net; p.f. 6d.
*Easy Readings, with Key* ................................ 6d. net; p.f. 6d.
*Learner’s Shorthand Reader, illustrated* ........... 6d. net; p.f. 6d.

**Intermediate Style.**

*Commercial Readers. No. 1, Commercial Institutions; No. 2, Commodities; No. 3, Leaders of Commerce.* Each 6d. net; p.f. 6d.
*The Chimes.* By C. Dickens .................................. 1s. 6d.; cloth, 1s. 6d.
*The Battle of Life.* By C. Dickens .......................... 1s. 6d.; cloth, 1s. 6d.
*Phonographic Reader, with Key.* .......................... 6d. net; p.f. 6d.
*Select Readings. No. 1.* .................................... 6d. net; p.f. 6d.
*Select Readings. No. 2.* .................................... 6d. net; p.f. 6d.
*Book of Psalms, from the Authorised Version.* ......... 1s.; cloth, 1s. 6d.
*Self-Culture.* By J. S. Blackie ................................ 1s.; cloth, 1s. 6d.
*Key to “Self-Culture,” in ordinary print.* Post 8vo, cloth, 2s. 6d.
*Tales and Sketches.* By W. Irving; with Key. 1s. net; cloth, 1s. 6d. net.
*Vicar of Wakefield, illustrated.* .......................... 2s.; cloth, 2s. 6d.
*Robinson Crusoe, illustrated.* ............................. 2s.; cloth, 2s. 6d.
*The Silver Ship of Mexico.* By J. H. Ingraham ........... Cloth, 1s. net.
*Gulliver’s Voyage to Lilliput.* By Dean Swift ............. 1s.; cloth, 1s. 6d.
*Shorthand Birthday Book of Dickens Quotations.* ....... Cloth, 2s.

**Advanced Style.**

*Christmas Carol.* By Charles Dickens .................... 1s. net; cloth, 1s. 6d. net.
*Cricketer on the Hearth.* By C. Dickens .................. 1s. 6d.; cloth, 2s.
*The Haunted Man.* By C. Dickens .......................... 1s. 6d.; cloth, 2s.
*Tales from Dickens.* From “Sketches by Boz” .............. 1s. 6d.; cloth, 2s.
*Scenes from “Pickwick.”* By Charles Dickens ............ Cloth, 2s. 6d. net.
*The Sign of Four.* By Sir A. Conan Doyle ................. 1s. 6d. net; cloth, 2s. net.
*Gleanings No. 1.* containing Articles by T. A. Reed and J. I. Scott, with Key ......................... 6d. ; p.f. 6d.
*Gleanings No. 2.* containing Article by T. A. Reed ........ 6d.; p.f. 6d.
*Selections from American Authors.* with Key .............. 1s. net.
*Legend of Sleepy Hollow.* By W. Irving; with Key ........ 6d. net.
*Rip Van Winkle.* By W. Irving; with Key ................. 6d.; p.f. 6d.
*Around the World in Eighty Days.* By Jules Verne, abridged .. 1s. 6d.; cloth, 2s.

**Typewriting Works.**

*The Junior Typist.* By Annie E. Davis. A complete guide to the Elementary Examinations. Demy 8vo. ................. Cloth, 1s. net.
*New Course in Typewriting.* By Mrs. Smith-Clough. Large post 4to. 1s. net.
*Pitman’s Typewriter Manual.* Can be used with any machine. 6th Edition. Large post 4to. Cloth, 2s. 6d.

*Pitman’s Typewriting Examples for any machine—*
On cards, 48 examples, 1 cap. folio ........................................ 2s. 6d.
In oblong note-book, for standing by the side of the machine ......... 2s.
In note-book form, in covers ............................................. 1s. 6d.
Quarter cloth, 2s. 6d.; cloth, 3s.

How to Teach Typewriting. By Kate Pickard, B.A. (Loud.). Crown 4to.
Cloth, 3s. 6d.

Practical Course of Touch Typewriting. English Edition..... 1s. 6d. net.
Practical Touch Typewriting Chart. Sze., 30 in. by 40 in. On stout paper.
2s. 6d. net.

Pitman Backing Sheet, with page-foot signals, etc. Can be used with any
machine, 9 by 13 in. ................. 2d.; p.f. in tube, 2½d.

Remington Typewriter Manual. For Nos. 5 and 7, 10 and 11. With
Exercises and Illustrations. 8th Edition. Lr. post 4to, 1s.; cloth, 1s. 6d.

Instructions on the Remington (Nos. 5 and 7), Yost (No. 10), and Bar-Lock
Typewriters ....................................... Each, demy 8vo, 6d.; p.f. 7d.

about 120 pp. ..................................... 1s. 6d. net.

6½ in. by 9½ in. .......................... Cloth, 2s. 6d.; interleaved, 3s. 6d.

Practical Typewriting and Examination Guide. By A. E. Morton. 6½ in.
by 9½ in. ........................................ Cloth, 2s. 6d.

Shorthand Stationery, Etc.

All Note-Books and Reporters' Requisites bear our trade mark "FONO," and
the register number, which should always be mentioned in ordering.

No. 1.—Id. Reporters' Note-Book, 80 pp., p.f. 1½d.; six copies, p.f. 9d.
12 copies, p.f. 1s. 3d.

No. 2.—2d. Reporters' Note-Book, 160 pp., p.f. 3d.; six copies, p.f. 1s. 3d.
12 copies, p.f. 2s. 6d.

No. 3.—3d. Reporters' Note-Book, 200 pp., p.f. 4d.
The following are Patent Elastic-bound:

No. 4.—4d. Reporters' Note-Book, 160 pp., p.f. 5d. Cloth cases for this and
also No. 3 from 6d. to 3s.

No. 5.—Reporters' Note-Book, 200 pp., 6d., p.f., 8d., Single or Double Lines.
Cloth cases for holding this Note-Book can be had at 1s. each.

No. 5W.—6d. Same size, etc., as the last, but ruled in red.

No. 5M.—6d. Same size, etc., as No. 5, but with lines ruled wider in red.

No. 6.—Unruled Note-Book, 240 pp., to open at the side, 6d., p.f. 7d.

Books on Commercial Education, Etc.

Business Man's Guide. Ed. by J. A. Slater. Cr. 8vo......Cloth, 3s. 6d. net.
Office Desk Book. Crown 8vo. ----------------------------- 1s. net.
Demy 8vo. -------------------------------------------- Cloth, 5s. net.


Manual of Business Training. Crown 8vo.................. Cloth, 2s. 6d.

Counting House Routine. .................................. Cloth, 1s. net.

Ditto, 2nd Year. ..................................... Cloth, 1s. 6d. net.

Office Routine for Boys and Girls. Stages 1, 2, and 3. Crown 8vo. Each, 6d.

Office Routine Copy Books. Nos. 1, 2, and 3. Lr. post 4to. .......... Each, 9d.


Exercise Book of Facsimile Commercial Forms. Lr. post 4to. .......... 6d.

Facsimile Commercial Forms. Set in envelope............... 6d. net.

How to Teach Business Training. Crown 8vo............ Cloth, 2s. 6d. net.
Commercial Handwriting. Feap. 4to. Cloth, 2s.

Business Terms, Phrases, and Abbreviations. With foreign equivalents. Crown 8vo. Cloth, 2s. 6d. net.
Exercise Books for "Book-keeping Simplified." Set of Fecap. folio. 1s.
Advanced Book-keeping. Crown 8vo. Cloth, 2s. 6d.
Full Course in Book-keeping. By H. W. Porritt and W. Nicklin, A.S.A.A. Crown 8vo... 3s. 6d. net.
Complete Book-keeping. Crown 8vo. Cloth, 3s. 6d.
How to Teach Book-keeping. Crown 8vo... Cloth, 2s. 6d. net.
How to Become a Qualified Accountant. Crown 8vo... Cloth, 2s. 6d. net.
Book-keeping Transactions. No. 1, 1s.; No. 2, 2s.
Primer of Book-keeping. Crown 8vo... Cloth, 1s.
Easy Exercises for Primer of Book-keeping. Crown 8vo... Cloth, 6d.

Book-keeping Test Cards. Elem., Inter. Each, 1s. 6d. net.
Insurance. By T. E. Young. Demy 8vo. Cloth, 7s. 6d. net.
Insurance Office Organisation. Demy 8vo... Cloth, 3s. 6d. net.

Bills, Cheques, and Notes. By J. A. Slater, B.A., LL.B. Demy 8vo. Cloth, 5s. net.

Indexing and Precis-Writing. Crown 8vo... Cloth, 1s. 6d.
Civil Service Guide. By A. J. Lawford Jones... Cloth, 1s. net.
Civil Service Copying Forms, 6d.; Ruled Forms for ditto. Bks. 1 and 2. Ea. 8d.
Civil Service Tests. Crown 8vo. First Series, 6d.; Second Series, 6d. net.

Guide to Commercial Correspondence. By W. J. Weston. Cr. 8vo... Cloth, 1s. 6d.
Commercial Correspondence and Com. English. Cr. 8vo... Cloth, 2s. 6d.
French Commercial Correspondence. Crown 8vo... Cloth, 2s.
German Commercial Correspondence. Crown 8vo... Cloth, 2s. 6d.
Spanish Commercial Correspondence. Cloth 8vo... Cloth, 2s. 6d.

Mercantile Correspondence. Crown 8vo. Cloth. English-French, 2s. 6d.; English-German, 2s. 6d.; English-Italian, 3s. 6d.; English-Portuguese, 3s. 6d.; English, 2s. 6d.

Dictionary of Commercial Correspondence in French, German, Spanish, and Italian. Demy 8vo... Cloth, 5s. net.
Commercial Dictionary of the English Language. Qr. cloth, 9d. net.

English Grammar and Composition. By W. J. Weston. Crown 8vo... Cloth, 2s. 6d. net.

Punctuation as a Means of Expression. By A. E. Love. Cr. 8vo, Cloth, 1s. net.
Business Arithmetic. Cr. 8vo. Cloth. 1s.; 2, Inter., 1s. 6d.
Answers to "Business Arithmetic." Cr. 8vo. Cloth, 1s.; 2, Inter., 1s. 6d.
Complete Commercial Arithmetic. Crown 8vo... Cloth, 2s. 6d.


The above is only a short abridged list of Commercial publications. Write to the Publishers, 1 Amen Corner, London, E.C., for the complete list.
Pitman’s Shorthand Books

Exercises on the Grammalogues and Contractions

Centenary Edition. In Shorthand, with Key.

By J. F. C. Grow.

In crown 8vo, 6d.

How to Practise and Memorise the Grammalogues

Centenary Edition.

Compiled by D. J. George.

Size 7½ in. by 5 in., 32 pp., 3d.

Vest Pocket List of Grammalogues and Contractions of Pitman’s Shorthand

Centenary Edition.

2½ in. by 1½ in., 48 pp., limp cloth, 2d.; post free 2½d.

Talks with Shorthand Students

By James Hynes,

Fellow and Past President of the Incorporated Society of Shorthand Teachers.

Centenary Edition.

In foolscap 8vo, 1s. net.

Graded Shorthand Readings

Centenary Editions. Elementary, with Key.

In crown 8vo, oblong, 64 pp., 6d. net.

Intermediate, with Key.

In crown 8vo, oblong, 76 pp., 8d. net

Sir Isaac Pitman & Sons, Ltd., 1 Amen Corner, London, E.C.

Bath, New York and Melbourne
DICTATION PRACTICE BOOKS

CENTENARY EDITIONS

All books in foolscap 8vo except where otherwise stated.

SHORTHAND COMMERCIAL LETTER-WRITER. A Guide to Commercial Correspondence in the Advanced Style. Price 1s. net.

KEY TO THE "SHORTHAND COMMERCIAL LETTER-WRITER." Containing all the letters in ordinary print. Price 6d. net.

THE SHORTHAND COMMERCIAL LETTER-WRITER AND KEY. In one volume. Price, cloth, 2s. net.

OFFICE WORK IN SHORTHAND. Being Specimens of Legal and other Professional Work commonly dictated to Shorthand Clerks, in the Advanced Style. Price 1s. net.

KEY TO "OFFICE WORK IN SHORTHAND." Containing all the Letters, etc., in ordinary print. Price 6d. net.

OFFICE WORK IN SHORTHAND AND KEY. In one volume. Price, cloth, 2s. net.

COMMERCIAL CORRESPONDENCE IN SHORTHAND. Advanced Style. Containing all the letters of "Commercial Correspondence and Commercial English." Price 2s. 6d., which forms a Key to this work, with a chapter on the Shorthand Clerk and his Duties. In crown 8vo, 240 pp., cloth. Price 2s. 6d.

BUSINESS CORRESPONDENCE IN SHORTHAND. In the Advanced Style. Containing original letters relating to various trades. Price 1s. net.

KEY TO "BUSINESS CORRESPONDENCE IN SHORTHAND." In ordinary print, with the letters counted for dictation. Price 6d. net.

BUSINESS CORRESPONDENCE IN SHORTHAND AND KEY. In one volume, bound in cloth. Price 2s. net.

TRADE CORRESPONDENCE IN SHORTHAND. In the Advanced Style. Containing letters concerning trades and businesses not dealt with in previous works. Price 1s. net.

KEY TO "TRADE CORRESPONDENCE IN SHORTHAND." In ordinary print, with the letters counted for dictation. Price 6d. net.

TRADE CORRESPONDENCE IN SHORTHAND AND KEY. In one volume, bound in cloth. Price 2s. net.

MISCELLANEOUS CORRESPONDENCE IN PITMAN'S SHORTHAND. Legal, Banking, and Commercial Letters. 250 words each. Advanced Style, with Key in ordinary print. First and Second Series. Each in crown 8vo, oblong. Price, limp cloth, 1s. net.

LONDON: SIR ISAAC PITMAN & SONS, LTD.,
1 AMEN CORNER, E.C.