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AN
Improved Edition
of
MR. BYRON'S
SHORT-HAND.
By F. Malineux.
Price Half-a-Guinea,
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AN
Introduction
TO
M^R BYRON'S
Universal English
SHORT HAND,

OR
The way of Writing English
in the most
Easy, concise, regular & Beautiful Manner.
In a Series of Letters addressed to a Young Friend.
To which are added,

General Observations on the Short Hand Characters,
With appropriate Examples
for the Learner's Exercise.

Designed for the Use of Schools
By **T. MOLINEUX**

The Third Edition.

Printed for the Editor,
By **J. CLARKE, STOCKPORT,**

and Sold by
Mess^{rs} LONGMAN & REES,

London
1804.

Price Ten Shillings & Six Pence.



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ADVERTISEMENT.



From the Approbation which Mr. Byrom's valuable Treatise upon Short-hand has met with from the Public, some Apology may, perhaps, be thought necessary for an Attempt to abridge and render more commodious a Work, which, in its original State, was so universally admired.

Of the original Publication, however, a great Part consists of miscellaneous Observations introductory to the Art,---Observations which are certainly not necessary to those who would wish to acquire a sufficient, or even a complete Knowledge of Short-hand. His Remarks on the Selection of the Characters,---the Reasons which induced him to appropriate each Mark to the particular Consonant it represents, ---the Account of his various Alterations and Amendments,---may, indeed, display the Ingenuity of the Author, but will be found to be but little conducive to the Improvement of the Pupil.

In the following Pages, therefore, the EDITOR has endeavoured to comprise every
A *Thing*

Thing useful which is contained in the original Work, and has thrown the whole into a new and more convenient Form, adapted to the Use of Schools. From the present Publication, the EDITOR has no Doubt, but that any Person, of tolerable Capacity, may, without the Assistance of a Teacher, acquire a competent Knowledge of Short-hand; he does not say, in that Perfection as to enable him to keep Pace with a rapid Speaker; but to be able to write it readily for his own private Business. In this Point of View, Short-hand is as useful an Art as any Man of Business or Scholar can be Master of. Many have experienced the Want of it themselves, and seen the Advantage of it in others.

Though the Accommodation of his own Pupils was the principal Inducement to the present Undertaking, an additional Motive, however, was to present to the Public, at a moderate Expense, a faithful and satisfactory Abridgement of a valuable Work, which was originally sold to the Subscribers at ONE GUINEA a Copy, and is now become extremely scarce.

To the whole is subjoined a Series of appropriate Examples, adapted to the principal Rules, with a Variety of useful Lessons, for the Exercise and Improvement of the Learner.

The

The following Critical Observations on the Second Edition of this Work, are extracted from the different Reviews whose Titles are prefixed; and the EDITOR flatters himself, that, if his former Attempt, planned amidst the Bustle of a School, and written in a few Weeks during a Summer Vacation, was thought not unworthy of Commendation, the numerous Improvements contained in the present Edition will render it much more acceptable to his Friends, and to the Public in general.

T. M.

MACCLESFIELD,
June 16, 1803.

CRITICAL OBSERVATIONS
ON THE SECOND EDITION OF THIS WORK.

Monthly Review for August, 1798.

“**S**HORT-HAND should not be learnt too early. It may be taught in the College, but perhaps not in the School; —to young men who have acquired a knowledge of their own tongue, and who can write it correctly, but not to mere boys. To those who have gone through the preparatory branches of science, and who are intended for any of the learned professions, for the senate, or for the more extensive department of commerce, it may be taught with propriety; and as the Editor of this Abridgement has endeavoured to comprise in it every thing useful which is
con-

contained in the original Work, and has thrown the whole into a more commodious and practical form, he has rendered no inconsiderable service to the Learner of Short-hand."

As to the alleged impropriety of teaching Short-hand to young persons, different opinions are entertained. The following Remarks are extracted from the

Gentleman's Magazine for August, 1798.

"We are happy to find that Short-hand is now taught at many respectable Schools and Seminaries for the education of Youth. It is a science exceedingly useful; and the advantages arising from a complete knowledge of it are too evident to be pointed out. From a long use of Mr. Byrom's Short-hand, we can say that this Abridgement is well executed, and equally valuable as the original Work."

Critical Review for June, and the Analytical Review for December, 1798.

"This Abridgement of Mr. Byrom's Treatise of Stenography will enable a Learner, with very little assistance, to make himself master of Short-hand, as taught by Mr. Byrom. The plan of learning to write for a considerable time without the use of abbreviations, we recommend to all the lovers of Short-hand. In the pages before us, every thing useful is comprised, which Mr. Byrom's very ingenious and valuable Treatise contained; the principles of the Art are clearly stated, and the examples for the Learner's exercise appropriate. The Work is neatly printed; contains eleven* plates of engraved specimens; and seems, from its simplicity, to be well adapted to the use of schools."

* The present Edition, being the Third, contains twenty plates of examples and engraved specimens.



THE ELEMENTARY PRINCIPLES OF

Mr. Byrom's
SHORT-HAND

ELUCIDATED.

In a Series of Letters to a Young Friend.

LETTER I.

INTRODUCTION.

February 22.

MY DEAR FRIEND,

You have so often expressed a wish that you were able to read Short-hand, that I am inclined to believe you are really in earnest. The last time we had any conversation on this subject, I offered to give you lessons in writing, on condition that you would receive them with that attention, which is the first and most indispensable requisite in every learner.

In the System of Short-hand, the elementary principles of which I now propose to elucidate, there are, it must be acknowledged, some difficulties; but these I shall not attempt

tempt to direct your attention to, till, by previous application and diligent perseverance, you are prepared to meet and overcome them. In the acquirement of this ingenious and useful Art, there is, as you will naturally suppose, somewhat for the exercise of the memory; but as you possess that faculty in a very superior degree, I do not apprehend that the most essential parts of the present System, even if they were all presented to you in one view, would in any measure deter you from the undertaking.

I now proceed to give you my first initiatory Lesson, just premising, that the five vowels, *a, e, i, o, and u*, are denoted in Short-hand, by points or dots, placed in different positions; and that the consonants, *b, d, f, v, g, h, j, k, l, m, n, p, q, r, s, z, t, w, x, and y*, are represented by easy simple marks, partly invented, and wholly appropriated to their respective letters, by the celebrated JOHN BYROM, A. M., who was commonly called DR. BYROM, a native of Manchester, and some time fellow of Trinity College, Cambridge*.

In our common long-hand, there are, in

* For an account of his life and writings, I refer you to the *Biographia Britannica*, the *General Biographical Dictionary*, or to DR. AIKIN'S *History of Manchester*.

all,

all, twenty-one consonants. In Short-hand, there are only eighteen single consonants, because, in the first place, the letter *c* is represented in Short-hand, either by *s* or *k*, according as its sound is either soft or hard; and, in the next place, the letters *f* and *v*, are denoted by one and the same mark. The letters *s* and *z*, also, have only one character allotted to them, on account of the similarity of their sounds. In addition to these, however, Mr. Byrom has introduced the following double consonants, *ch*, *sh*, and *th*, which are represented in Short-hand, by single marks. It is proper to add, that, for the purpose of joining the characters more easily together, he has given to some letters, two characters, and in one instance (the letter *l*), there are no less than three. Hence the number of Short-hand characters exceeds that of the consonants in long-hand, the former being thirty, and the latter only twenty-one.

Nature affords us four straight lines, sufficiently distinguished from each other by their respective position, viz., $\diagup$, — , $|$, and $\diagdown$. These four characters are, in Mr. Byrom's Scheme, appropriated to the consonants *r*, *s*, *t*, and *v*. That is, a straight line, inclining from the right to the left, denotes *r*, which character, when joined to other Short-hand marks, is, perhaps, as frequently written up-wards



wards as downwards. The horizontal straight line denotes *s* or *z*, and soft *c*. The third or perpendicular character, which is invariably written downwards, is *t*. And the last of these four characters, which declines from left to right, represents the letters *f* or *v*. Thus the four elementary strokes in Short-hand are as follows :

- / denotes the letter *r*.
- , the letters *s* or *z*, and soft *c*.
- |, the letter *t*. And
- \, the letters *f* or *v*.

In my next Letter, I purpose laying before you, some of the public testimonies which have been given in favour of that System of Stenography*, which my own practice has recommended to your particular notice. After more than thirty years' experience, I believe it to possess, in very many respects, a decided superiority over every other system. Most of the *professional* Writers, indeed, have each their own peculiar system, a kind of *unknown hand*, merely calculated for the purpose of taking down speeches, trials, &c., to be immediately translated into long-hand,

* This Art has been variously denominated, by different Writers, as follows, *Brachygraphy*, *Cryptography*, *Polygraphy*, *Tachygraphy*, &c.

memory supplying those defects, and obviating those difficulties, which another person who had not heard them, or even the same person, at some distance of time, could not, with any degree of certainty and precision, make out. The Systems I now allude to, are by no means sufficiently legible for general practice. A Scheme of Short-hand, designed for the use of the public at large, and asserting a claim to *universality*, ought to be legible to all who have been instructed in the same method, and legible also at any distance of time. This, it may be truly affirmed, is the peculiar characteristic of Mr. Byrom's System. Little sacrifices must occasionally be made to secure so essential a point; such as forming the characters with neatness and accuracy,---often writing the consonants with which words begin, though not sounded in pronunciation, ---and, when time permits, inserting more vowels than what are absolutely necessary to distinguish the words. Of the want of *legibility*, in other Systems of Short-hand, and the ill consequences resulting from it, the following observations by DR. DARWIN, afford a striking proof.

'The book I learned Short-hand from
' [says Dr. Darwin] was published by Gurney,
' and said to be an improvement on Mason;
' other treatises of Short-hand I have also ex-
B 'amined

‘amined, and found them all nearly of equal
‘excellence. I can only add, that many
‘volumes I wrote from medical lectures, I
‘now find difficult to decipher; and that I
‘believe this Art is still capable of improve-
‘ment by first forming a more accurate alpha-
‘bet, than that in common use amongst all
‘European nations.’

That my success in the present undertak-
ing, as a Teacher, may be equal to your most
sanguine expectations, as a Learner, is the
sincere wish of

Yours, affectionately,

T. M.

LETTER II.

PUBLIC TESTIMONIES.

“SHORT-HAND, however it may, in the conveniency and extent of its
“use, fall below the boasts of those who teach, or the expectations of
“those who learn it, is yet undeniably commodious on many occasions, where expedition, or where secrecy, is required.”

Gent. Mag. for Jan., 1748.

February 26.

Agreeably to the promise in my last, I shall now lay before you, some of those Testimonies which have been given in favour of MR. BYROM'S System. They will shew in what high estimation the original Work has been held by a discerning Public; and may induce you to pay such attention to the subsequent Lessons, which are designed to elucidate that System, as will naturally insure their desired effect.

I begin with that of his contemporaries, the first promoters and recommenders of the original Publication. Amongst these, his intimate friends and scholars, there were many persons of eminence and distinction in the literary world; particularly, The Right Honourable the Earl of Morton, President of the Royal Society;---The Lord Chancellor Pratt;
His

---His Grace the Duke of Queensberry ;---
 Dr. John Taylor, Chancellor of Lincoln ;---
 Isaac Hawkins Browne, Esq. ;---Ralph Leicester, of Toft, Esq. ; &c. &c. &c.

After stating that it is an Invention quite new in its kind, and worthy of general encouragement, the gentlemen above mentioned add,——

“ Mr. Byrom's Method of Short-hand may be termed, the Art of expressing all the words and phrases of the English tongue, by a character which is perfectly regular and beautiful, and, as we conceive, the shortest possible.—— His Alphabet consists of the plainest and simplest marks in nature ; the most common letters are denoted by the most easy of them ; and such as are most frequently combined in pronunciation, by those which are most readily joined by the pen.—His marks for words are all formed out of the simple ones, which denote their respective letters. Arbitrary characters, to represent particular words and phrases, are totally rejected, as burdensome to the memory, and productive of much difficulty and confusion, both in writing and reading. On the contrary, an adherence to rule and method, has the greatest advantage in the contractions for sentences ; for a very few things, given according to a certain rule, render a whole sentence as precise and determinate as a single word. Mr. Byrom's Method is capable of the greatest abbreviations, which yet are free from uncertainty, easy to be read, and applicable to all kinds of business, arts, and sciences. The character itself is remarkably adapted for general use, as the hands of different writers are perfectly legible to each other ; indeed, it would be difficult to distinguish them, were the writers exact in the formation of the letters, as every stroke is so determinate and significant, that there is no room for those peculiarities, which render other hands so unlike one another.—It was brought to such perfection, before he communicated it to his pupils, that they have not found occasion for any alterations, notwithstanding various trials for that purpose.

“ Were

“ Were the Public so far acquainted with the usefulness of this Art, that it should be commonly received in their intercourses with each other, taught early to youth, and practised by them when they came to be men of letters and business, the dispatch arising from it, and every other advantage would increase, in proportion to its more general reception.”

I have before alluded to *Dr. Aikin's* History of Manchester, as containing a brief sketch of the Life and Writings of Mr. Byrom. The following are his remarks on Mr. Byrom's System of Short-hand writing.

“ When at Cambridge, Mr. Byrom had invented a new System of Short-hand, which for beauty and legibility has obtained great praise from the best judges in the principles of that useful Art. This he first began to teach professionally at Manchester, and afterwards pursued the same employment on the greater theatre of London. Amongst his pupils were several persons of rank and quality, one of whom was Lord Stanhope, afterwards the celebrated Earl of Chesterfield.”

The suffrage of those able and judicious Critics, the Monthly Reviewers, to the merit of Mr. Byrom's Invention, is manifested in the following strictures, inserted in their 52nd volume, which was published in the year 1775.

“ The art of Short-hand, on account of its great and general utility, merits a higher rank among the arts, than is usually allotted to it ; and is by no means unworthy the attention and study of men of science and genius. It is with pleasure that we perceive the improvement of this valuable invention, of late taken into the hands of persons who are capable of raising its reputation. Mr. Byrom's Short-hand is a very successful attempt to accomplish this design : its alphabetical characters are neat and entirely distinct ; so that in the quickest writing, one will not be confounded

founded with another, and they join with the greatest possible ease, elegance, and dispatch. The prepositions and terminations are, occasionally, expressed each by a single character, disjoined from the rest of the word; and instead of calling in the aid of arbitrary characters, much more regular and general methods of abbreviation are suggested. The rules of abbreviation are derived from the common modes of contraction practised in long-hand, but point out such improvements as usually render the contractions much more legible in Short-hand, than in common writing; at the same time these rules authorize only such abbreviations, as each writer shall judge, at any period of his practice, proportionate to his skill in the English language. Very little burden is laid upon the memory, and the rules are so distinct, that a person may take one, and reject another, at pleasure. The writing is perfectly lineal and beautiful; and the Short-hand regular, easy to be learned, and capable, in its most perfect state, of almost incredible dispatch."

A late ingenious Writer, who published, some years ago, a book of Short-hand, passes many encomiums on Mr. Byrom's System, and very justly styles its Inventor, THE FATHER OF RATIONAL SHORT-HAND.---DR. MAJOR, also, in the Introduction to his own Treatise on Stenography, alluding to Mr. Byrom's Work, observes, 'Without critically examining the executive part of his performance, it must be owned, that it is above the reach of human ingenuity to exceed his general plan; which [he adds] must for ever be the basis of every future rational system.'

DR. JOHN TAYLOR, Chancellor of Lincoln, and one of the earliest patrons of the Work, was a perfect master of Mr. Byrom's Short-hand, which he looked upon as barely
short

short of perfection. Like most other practitioners, he had such an affection for the Art, that he taught it to as many of his friends, as chose to learn it.---That the same communicative disposition still prevails among the numerous writers of Mr. Byrom's Short-hand, the present Series of Letters is a sufficient proof, as they owe their origin to an effort of that kind. Indeed, when the first difficulties are overcome, there are few studies, perhaps, more fascinating than that of Short-hand. Of the peculiar excellence of Mr. Byrom's System, I have already given sufficient testimonies, in the foregoing extracts ; and the utility of Short-hand in general, with the many advantages arising from a complete knowledge of it, are too obvious to require pointing out.

I am, &c.

LETTER III.

ELEMENTARY PRINCIPLES.

March 3.

Having, in my First Letter, given you some account of the four principal or fundamental characters used in Short-hand, I proceed now to observe, generally, on the very extensive powers which those, and most of the other Short-hand characters, possess. I shall select, for example's sake, the perpendicular straight stroke, |, which, you have been informed, represents the letter *t*. This may be called its simple, primary, or alphabetical power, which, when joined to other marks, it always retains.* It is made, also, to stand for a whole word, *the*, that is, when it is written singly by itself. It denotes, also, the latin preposition, *trans-*, which is used in the composition of many English words, as *trans-plant* |∞|, *trans-form* |λ, &c., being placed just before, and very near the remaining part of the word. In the third place, it is used

* There is one exception to this remark, which I shall notice in its proper place.

for

for a termination, | -ity, (and in the plural | -ities,) and is placed very near the preceding part of the word, to which it belongs; as *verac-ity* √|, *univers-ities* √|.

This three-fold power of the Short-hand character, has been happily illustrated by the ingenious Inventor, by a reference to the Roman method of notation; and as it tends to impress it on the memory, I shall transcribe the passage pretty much at large.

The numbers *one*, *five*, *four*, and *six*, are expressed, according to the Roman notation, thus---I, V, IV, and VI. Here we see the figure I, is considered in three different situations, as standing by itself, close before, and close after another figure, and has accordingly three different powers, of numeration, subtraction, and addition. When it stands by itself, its name or power is *one*; when it is prefixed or annexed to another figure, it still retains something of its original power, by lessening or increasing the figure, to which it is joined, by *one*, and both concur to signify but one word or number, expressed by the single figures, 4 or 6.—And just in the same manner, our letter | *t*, has also its three distinct powers, exclusive of its simple or alphabetical power as a letter, when it is joined with other letters, whether those letters are vowels or consonants, as | *at*, | *tongue*.

And first, for the first, when it stands by itself, it expresses the definite article *the*, a word which we have perpetual occasion to write. Secondly, when it is placed close before any other characters, it stands for the preposition *trans*-, which begins with the same letter, as |∨ trans-parent. Thirdly, when it is placed close at the end of other marks, it signifies the common termination *-ity*, of which the first consonant is *t*, as ∨- propens-ity.

In the same manner, most of the other consonants denote, according to their single, previous, or final situation, a common word, a preposition, or termination. For instance, the letter \ *f*, denotes the common word *of*, the preposition *for*-, and the termination *-ify*; as \ *of*, \ *for*-bid, ∂ \ *just*-ify.

The alphabetical prepositions, however, though generally made separate, and expressed by single consonants, are occasionally joined to the other part of the word to which they respectively belong. The detached prepositions, in Short-hand, were designed, sometimes to shorten words, but very frequently they are used out of mere convenience, and to avoid an awkward combination of consonants, where the subsequent part of the word would not otherwise join well to the prepositional part. The same observations apply, in
a de-

a degree, to the use of Short-hand terminations, which are, for the most part, expressed by single consonants, detached, at the end of words; though, when occasion requires, they are sometimes written at length, and joined to the former part of the word. For example, the word *exhibit*, is best written in two parts, thus, $\swarrow \mathcal{U}$, the letter $\swarrow x$, in Short-hand, denoting the preposition *ex*-. But in the word *extract* $\swarrow \mathcal{M}$, there is no necessity for writing the preposition separately.----- The termination *-ed*, is generally expressed in Short-hand by the letter $\subset d$, placed at the end of the word to which it belongs; though in many common words, it is often joined to the preceding part of the word. Thus, in the word *received*, the preposition *re*- is joined, and the termination *-ed*, detached, as $\swarrow \mathcal{C}$. On the contrary, in the word *rehearsed*, write the prepositional part separate, and join the letter d for the terminational part, thus $\swarrow \mathcal{V} \mathcal{C}$. In a few words, both the preposition and the termination are written separately, in which case, each word consists of three distinct parts, as *understanding* $\swarrow \mathcal{U}'$. Here the first character $\swarrow$, denotes the preposition *under*-; then follows the middle part of the word, containing the letters *s*, *t*, *n*, and *d*; and, lastly, for the third part, the little mark $'$, placed close after a word, denotes the final syllable *-ing*.
Having

Having frequent occasion, for the purpose of illustration, to introduce a variety of Short-hand characters, I have subjoined to the present Letter, a Table of the Alphabet, containing all the Characters used in Short-hand, with three columns annexed, shewing the common words, the prepositions, and terminations, which those characters respectively denote.

I remain, &c.

THE

THE SHORT-HAND ALPHABET.

		Words.	Prepositions.	Terminations.
B	h	Be, but.	Be-.	-able or -ible.
d	c	And.	De-.	-ed.
for v	\	Of.	For-.	-ify.
g	e	Again or against.	---	---
h	9d	Have, had or hadst.	---	---
j	9d	Judge, just.	---	---
k	e	{ Can, --- Could or couldst.	Com- Con- Contra- or contro-.	--- -ical or -icle. ---
l	6/9e	All, always, altogether.	---	---
m	c	{ Am or amongst. --- ---	Magni- Mis- Omni-.	-ment. --- ---
n	c	{ An, In, Under.	Ante- or anti- In- or inter- Un- or under-.	-ent, --- -ness.
p	)	Upon.	Per-, pre- or pro-.	---
q	o	Question.	---	---
r	/	Or.	Re-.	-ary. Also, -ing.
s or z	—	{ As, Is, Us.	Satis- Circum- Super- or sub-.	-ation. Also, -self. &c. -ution. -soever.
t		The.	Trans-.	-ity.
w	pb	Will, would or wouldst.	With-.	-ward or -wards.
x	o/9	Except, exercise.	Ex-, extra-.	---
y	9	Yet.	---	---
ch	o	Which.	---	---
sh	e6	Shall, should or shouldst	---	-ship, -ships.
th	h	That.	---	---
etc.	t	&c.	---	---

VOWELS' PLACES.

as, &c.
 am, &c.
 sa, &c.
 ma, &c.
 at, &c.
 an, &c.
 ta, &c.
 na, &c.

FIGURES.

1
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LETTER IV.

*FORMATION OF THE CHARACTERS.**March 5.*

I now proceed to make a few remarks on the formation of the Short-hand characters, in general ; and it is proper to observe, that much of the beauty, and even legibility, of Short-hand, certainly depends on the accuracy with which the characters are made.

By those who have written only long-hand, where all the letters are regularly inclined from the right towards the left, the perpendicular straight stroke, |, is not easily acquired. If a pupil is able, at the first trial, to make the letter *t* in Short-hand, thus |, without the slightest inclination either way, it is a proof of a correct eye, without which an accurate method of forming the rest of the Short-hand marks cannot be attained. If, on the contrary, after repeated attempts, the learner is unsuccessful in writing the perpendicular character that denotes *t* in Short-hand, I have known few instances in which he has afterwards arrived at any extraordinary
profi-

proficiency in the Stenographic Art. It will be found, in general, that the best draughtsmen, and those who excel in writing the common hands, are also the neatest writers of Short-hand; for good writing depends chiefly upon command of hand, and a certain imitative genius, without which it is equally impossible to excel either in writing or drawing. Possessing this faculty of imitation, and having the use of his eyes and right-hand, a person may unquestionably write, not only Short-hand, but, as Lord Chesterfield once observed, 'any hand he pleases.'

In the Table which was annexed to my last Letter, all the Short-hand marks are given in the common alphabetical order of the consonants. As it may, however, be of some use to consider them in a different point of view, I shall here divide them into three distinct classes, horizontal, perpendicular, and inclined.

1. The horizontal characters, written from left to right, are as follows :

s, or z,	-- -- -- --	
k,	-- -- -- --	ρ
q,	-- -- -- --	q
m,	-- -- -- --	)
n,	-- -- -- --	(
ch,	-- -- -- --	9
g,	-- -- -- --	e

"Seven in all,---"

2. The

2. The number of perpendicular characters, which are always written downwards, is also "Seven;" namely,

t,	-- -- -- --	
h,	-- -- -- --	q, or j
w,	-- -- -- --	p, or b
d,	-- -- -- --	(
p,	-- -- -- --	)
sh,	-- -- -- --	c, or 6
j,	-- -- -- --	9, or 3

3. Of the ten inclined letters, five lean to the left, as in common writing, though generally written upwards; the other five incline to the right hand, and are always written downwards.

r,	-- -- --	/	f, or v,	-- --	\
l,	-- -- --	o o	l,	-- --	e
x,	-- -- --	o o	y,	-- --	e
b,	-- -- --	/	b,	-- --	\
th,	-- -- --	/	th,	-- --	\

A few remarks on the position of the twirl in the looped characters, and on the contrast which may be observed in various marks to each other, will, I hope, be found useful, and in some measure enable you more easily to remember the particular marks which belong to each consonant.

The *h* has the twirl or loop on the left side of the perpendicular stroke; and *w*, the reverse. D *J* has



J has the twirl on the left side ; and the character for *sh* is exactly the reverse of that for *j*.

In like manner, *p* is the reverse of *d* ; and *n* is also the reverse of *m*.

The two Short-hand marks for the letter *b*, are both oblique curves, having the concave part in each on the left side. On the contrary, the two marks allotted to *th*, which are oblique curves also, have the concave part in each, on the right side.

The letter *l* is represented by any one of the three marks which are assigned to it, and the twirl or loop is, in each of them, on the right side of the lineal part of the character. But the two marks which represent *x*, and also that which denotes the letter *y*, have the loop formed on the left side of the stroke.

The loop is always made at the beginning, never at the end of any letter ; whenever, therefore, a loop occurs between two characters, it always belongs, and must be referred, to the latter, as *∧*, that is *rl*, not *xf*.

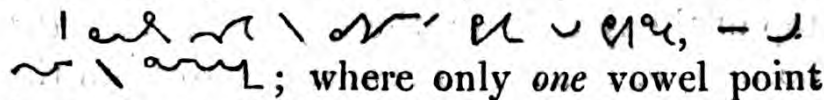
I am, &c.

LETTER V.

POSITION OF THE VOWELS.

March 6.

THE general method of expressing words in Short-hand, is by means of consonants only, omitting, except in a few cases, every vowel. Thus, for instance, the first thirteen words of the preceding sentence, may be written, in Short-hand, as follows :


 ; where only *one* vowel point is used, to distinguish the word, *by*. The same characters, translated into long-hand, would appear as follows :

The gnrl mthd of xprsing wrds in Shrt-hnd, is by mns of cnsnnts. It must be observed, however, that the single characters |, \, ~, and —, which occur above, do, without the addition of any vowel points, virtually represent the words *the*, *of*, *in*, and *is*, according to a power assigned to each single letter in the Alphabet. There are cases, nevertheless,



less, where the vowel points cannot be entirely omitted, particularly at the beginning or end of words, and their insertion, occasionally, in the middle of other words, is highly conducive to legibility. This being the case, it is necessary to learn the places of the vowels, whether standing alone, or joined to other letters.

The perpendicular and inclined characters, in Short-hand, are made to touch, as it were, two imaginary horizontal lines, which are parallel to each other, and whose distance is measured by the length of the letter *t*; thus, &c. This space, then, is supposed to be divided in five parts, corresponding to the five vowels *a*, *e*, *i*, *o*, & *u*. The first place or position, at the top of the line, is *a*; the middle *i*; and the bottom, *u*, as Between the top and the middle is *e*; and between the middle and the bottom is *o*, thus Here then are five different positions, very easily distinguished from each other, which are appropriated to the five vowels; namely, the top of the Short-hand line, for the vowel *a*: a little lower, for *e*; the middle of the line, for *i*; a little lower than the middle, for *o*; and the bottom of the line, for *u*.---Used singly, the vowel *a*, at the top of the line, denotes the article *a*; the vowel *i*, in the middle of the Short-hand space,

space, denotes the pronoun *I*, and the word *eye*; *o* is used for the interjection *O*! and the verb *owe*; and *u*, at the bottom, stands for the pronoun *you*.

· { a.
· {
· { I, eye.
· { O! owe.
· { you.

EXAMPLES OF THE USE OF SINGLE VOWELS.

· ~, *A* man; · 9, *I* have; · P, *you* will;
| 2 \ / P) C, · V! the *eyes* of all wait
upon thee, *O* Lord!

The relative position of the different vowel points, with respect to the Short-hand line, as described above, is the same, in every respect, when they precede or follow any of the perpendicular or inclined characters, such of the latter, at least, as are written downwards. The vowels which precede the consonant, are placed upon the left-hand side of the mark; those which follow, upon the right. As, | *at*, | *et*, | *it*, | *ot*, | *ut*; | *ta*, | *te*, | *ti*, | *to*, | *tu*.---- / *ar*, / *er*, / *ir*; / *ri*, / *ro*, / *ru*.

The vowels are always reckoned from the beginning of the consonant. When, therefore, any consonant is begun at the bottom of the Short-hand line, and written upwards, (for instance, the first mark for the letter *l*,) the vowels are also counted from the bottom,

on

on each side of the character, upwards. Thus, $\swarrow al$, $\swarrow el$, $\swarrow il$, $\swarrow li$, $\swarrow lo$, $\swarrow lu$. In like manner, the inclined letters $\swarrow r$, $\searrow b$, and $\swarrow th$, when followed by such characters as l , $)$, &c., are necessarily written upwards, and the vowels, in that case, always follow the direction of the consonant. Thus, $\swarrow art$, $\swarrow ert$, $\swarrow irt$, &c.

In the horizontal letters $- s$, $\circ k$, and $\circ q$, the vowels which precede the consonant, are placed above; those which follow, below. As, $- as$, $- es$, $- is$, $- si$, $- so$, $- su$.

Thus far, the rules for ascertaining the vowels' places are sufficiently simple, and easily understood and remembered by the attentive learner. But in the semicircular letters $\frown m$, $\smile ch$, $\smile n$, $\smile g$, the positions of the vowel points, appear somewhat irregular and embarrassed. I must intreat your particular attention, therefore, to the directions which follow.---When the vowel i precedes any of these letters, it is always placed *above*, and exactly over the middle of the character; and the contrary, when it follows. Thus, $\frown im$, $\smile ich$, $\smile in$, $\smile ig$; $\frown mi$, $\smile chi$, $\smile ni$, $\smile gi$. Also, the vowels a , e , o , and u , when they precede any of these consonants, are placed upon the left-hand side of the curve; and when they follow, upon the right. Thus, am ,



	<i>am, em, om, um ;</i>
	<i>ma, me, mo, mu ;</i>
	<i>an, en, on, un ;</i>
	<i>na, ne, no, nu.</i>

In placing these vowels, it is observable, that when *a* and *e* are on the outside of the mark, the other two vowels, *o* and *u*, are on the inside ; and when the two former vowels are placed within, the two latter stand without. In all cases, the best method of ascertaining the place of any particular vowel, is to recollect the *general rule* for placing vowels, namely, the *preceding* vowels upon the *left* hand, or *above* the character ; those which *follow*, upon the *right* hand, or *below* the character.

When a vowel comes between two consonants, it may be referred to either, and therefore seems to have two places ; but in letters which form an angle when joined, this is the case of *i* only ; for *a* and *e* can only be placed, with propriety, immediately after the first consonant ; *o* and *u*, only before the last ; because, in the narrow part of the angle, the vowels *a* and *e*, if placed before the last, might be confounded with *u* and *o* after the first.* There are, however, two distinct

* In placing the intermediate vowel, it is not always possible, wholly to avoid the angular position. For in-
places

places for the vowel *i*, (in the middle of either consonant, as $\sigma\lrcorner$ quit, or $\sigma\lrcorner$ *quit*,) and it is of little importance which of them is used by the writer. As, $\nearrow$ rat, $\nearrow$ ret, $\nearrow$ or $\nearrow$ rit, $\nearrow$ rot, $\nearrow$ rut. A few additional examples will render any farther instructions on this head, altogether superfluous.

1. Between *s* and *t*:

$\lrcorner$, $\lrcorner$, $\lrcorner$ or $\lrcorner$, $\lrcorner$, $\lrcorner$.

2. Between *t* and *r*:

$\vee$, $\vee$, $\vee$ or $\vee$, $\vee$, $\vee$.

3. Between *f* and *m*:

$\smile$, $\smile$, $\smile$ or $\smile$, $\smile$, $\smile$.

4. Between *r* and *n*:

$\frown$, $\frown$, $\frown$ or $\frown$, $\frown$, $\frown$.

5. Between *s* and *m*:

$\sim$, $\sim$, $\sim$ or $\sim$, $\sim$ or $\sim$, $\sim$.

6. Between two *s*'s:

— , — , — or — , — , — .

But when no vowel intervenes, the second *s* is usually joined to the first, without a break, making the whole rather less than two Short-hand *s*'s, thus — .

It is proper to observe, further, that, not only all the *single* vowels, but, also, all the

stance, in the word *profit*, if the vowel *o* be inserted, it must be between the *r* and *f*, and consequently either near the end of the *r*, or the extremity of the *f*.

differ-

different *combinations* of them, are generally expressed in Short-hand by a single dot or point, in the place of the vowel of nearest sound. Thus, for *ea*, in the word *near*, write *e*; for *ou*, in the word *sound*, write *o*; and for *eau* in *beauty*, write *u*.—The letter *y*, at the beginning of words, is a consonant; but at the end of words, or when it follows a consonant, it is a vowel, and, as such, is represented in Short-hand, by a dot in the *i*'s place; as *ŷ beauty*.

When two *e*'s, or two *o*'s, occur together in any word, it is extremely easy to double the point; as *tree*, *good*, *woo*, &c. A double point is almost as soon made as a single one, and in a very few cases, it may be deemed necessary, in order to distinguish some words, in which the vowels alone constitute the difference. It is well known, that orthographical accuracy, even in long-hand, is no small assistance to the reader, where the writing is, in other respects, truly contemptible. The badness of the writing is, in some measure, compensated by the correctness of the orthography. And hence, perhaps, it is, that members of parliament, and clergymen in general, are not celebrated for writing the best hands. With them, perhaps, good penmanship is not considered as an estimable accomplishment. But to return.---

E

There



There are a few words in which it may be thought useful to express *two different* vowels, between the same consonants ; in which case, the leading vowel may be distinguished from the other by a larger dot ; as  *science*,  *air*,  *aid*, &c. Where vowels have been generally omitted, in the haste of writing or transcribing, it may not be amiss to insert them afterwards, while the subject matter is fresh in the writer's memory.

The comma, semicolon ; colon : the note of exclamation ! and the note of interrogation ? as they do not resemble any of the Short-hand marks, may be used, when time will permit, or when it is intended that the writing should be correct in all points. But when a period or full stop is to be used, this mark . must be substituted instead of the usual point . , which, you know, in Short-hand, represents the vowel *u*. Instead of a dash —, which might be mistaken for the letter — *s*, recourse may be had to two or more short strokes, thus --, or ---.

When the consonant marks are accurately formed, and the most essential and emphatical vowels occasionally inserted, it is just as easy to read Short-hand, at any distance of time after it is written, as if the same had been immediately translated into long-hand.

Cer-

Certainly, the *illegibility* of Short-hand, where it exists, is a strong and insuperable objection to its general acceptability, an objection which we have seen justly urged against some of the most popular treatises extant. From long experience, however, I dare affirm, that this objection does not belong to Mr. Byrom's Method of Short-hand; only let it be written with care, abstaining from the use of Abbreviations, except in a few common rules, where the examples are given in the subsequent Part of this Work, and which, from their frequent recurrence, soon become familiar to the reader. On the whole, I have generally found the common method, as taught in the First Part, sufficiently expeditious for most purposes to which Short-hand is usually applied.

The length of the present Letter seems to require an apology; but as the subject I have endeavoured to elucidate, is apt to appear, at first sight, more intricate and difficult than it really is, it was necessary to consider it more at large; and I can assure you, that the insertion of vowels, where necessary, is attended with very little trouble to the more advanced writer of Short-hand. The rules for ascertaining their respective places, are as simple and uniform as the nature of the subject will admit; and the number of vowels
which

which are absolutely necessary for the discrimination of words, is very inconsiderable, seldom exceeding *one*, or it may be, *two*, in any single word.

I remain, &c.

LETTER

LETTER VI.

*OF THE USE OF VOWELS.**March 14.*

ON comparing the date of the present Letter with that of my last, (March 6,) I think it must be acknowledged, that I have allowed both myself and you a sufficient respite from our enquiry into the first principles of Short-hand writing. The preceding two or three Letters, indeed, were composed almost in the space of as many days, at such intervals as I could snatch from a laborious occupation; in reality, I was afraid of relaxing in my efforts, before I had established a good beginning; which, in most undertakings, is justly esteemed one-half of the conquest.

When I first offered to address you on this subject, I was inclined to think, that the whole of the introductory part, containing the elementary principles of the Art, might have been comprised in the compass of two or three letters of moderate length. I did not, to be sure, coolly sit down, and deliberately

rately compute every item of expense; were we invariably to pursue that plan, there are many things, I apprehend, highly useful, when accomplished, which, viewing the extent of our labours at the beginning, we should neither have courage to attempt, nor resolution to perform. Although I am now arrived at my Sixth Letter, yet the progress I have made does not appear very considerable. I flatter myself, however, that there is now, at least, so much accomplished, that it would afford matter of regret to leave the rest undone.

Notwithstanding the great extent of my last Letter, respecting the use of vowels in Short-hand, the subject, I assure you, is far from being exhausted. I shall now make a few additional remarks, tending to shew, when vowels ought to be inserted, and when they may be omitted, with advantage to the writer, and without any inconvenience to the reader.

1. The initial and final vowels (the *e* mute excepted) are generally expressed, and the middle vowels omitted; except in cases where there are other words, consisting of the same consonants, which might, without the distinguishing points, be taken for one another.

2. All words which have only one consonant, (except those contained in the column
of

of Words in the Short-hand Alphabet,) must always have the proper vowel annexed; as, *by*, *to*, *at*, *easy*, &c.; because a single consonant without any vowel point, denotes only that particular word, which is assigned to it in the Alphabet.

3. A word of more than one syllable, having a long vowel in it, must, generally, have that vowel expressed; for the long vowel, being found in the syllable which is most distinctly sounded, affords the greatest help for reading. As, *private*, *miscellaneous*. ---When a word, of more than one syllable, abounds with consonants, the long vowel may frequently be omitted; as, *mistaken*.

4. When the negative prepositions *im-*, *un-*, *ir-*, are prefixed to words beginning with the same consonant with which they respectively terminate, the incipient* vowel must always be expressed; as, *immortal*, *unnatural*, *irreligion*, &c., to distinguish them from *mortal*, *natural*, *religion*, &c.

5. In all words whatsoever, having neither *incipient*, *long*, nor *terminative* vowel, express no vowel at all; as, *burden*, *miscellanies* &c.

* It is somewhat remarkable, that the word *incipient* is not inserted in the regular alphabetical series of Johnson's Dictionary, though it is used by him in explaining the word *initial*, to which it is nearly synonymous.

6. As



6. As the horizontal characters may be written at the top, or middle, or bottom of the line, the vowel may sometimes be *indicated* by their situation between the parallels; as,  *same*,  *sin*,  *sun*, &c.

My 7th and last remark on the use of vowel points, relates to their position before the two consonant marks, ʃ *h*, and ʃ *w*. There are few monosyllables, beginning with a vowel, that are immediately followed with either *h* or *w*; for which reason, the following rule, peculiar to these two letters, will seldom occasion any ambiguity, and affords a very convenient method of expressing a great variety of very common words. The letters ʃ *h* and ʃ *w*, then, having a vowel point before them, are to be considered as denoting, by one mark, the two letters *ht*, *wt*, respectively, with the prefixed vowel between them; as, ʃ *hat*, ʃ *het*, ʃ *hit*, ʃ *hot*, ʃ *hut*; ʃ *wat*, ʃ *wet*, ʃ *wit*, ʃ *wot*, ʃ *wut*.

In my next Letter, I purpose making a few miscellaneous observations on the form and proportion of the Short-hand characters, ---the various ways of joining the curvilineal ones with most ease and elegance, ---together with some rules and hints, designed to obviate a few difficulties, which may be supposed to occur, more or less, to every learner of Short-hand.

I am, &c.

LETTER VII.

MISCELLANEOUS.

March 17.

AGREEABLY to the intimation in the close of my last Letter, I now proceed to make a few observations on the form and proportion of the Short-hand characters, on a due attention to which, much of the beauty and elegance of the writing chiefly depends.

1. All the perpendicular and inclined letters are made to touch, as it were, two imaginary straight lines, whose distance is measured by the letter *t*; thus, *t* / *p* *q* ✓
 ✓ / \ *q* *r* \, &c. These letters are sometimes, for greater convenience, and to preserve the writing within the proposed limits, made only half their usual alphabetical size, and two of them included between the same parallels; thus, *q* *foot*, *r* *from*, *q* *gold*,
 ✓ *table*.---To avoid the inconvenience of three characters in depth, Mr. Byrom has suggested the occasional substitution of *b* for *p*, as in the word *stupid*, writing *stupid* instead of *stupid*. Very few words of this

F

descrip-



description occur, and when they do, the inconvenience may be somewhat lessened, by beginning a little higher, or making the last character a little lower, than the prescribed limits, without materially injuring the beauty of the writing, by a trifling and almost imperceptible deviation from the common Short-hand space. In very desperate cases, it is better to divide the word into two parts, like a compound word, writing the parts pretty near together, to indicate that the whole constitutes only one word.

2. The letters $\frown m$, $\smile n$, $\circ ch$, and $\cup g$, are semicircles nearly, the diameter or width of each, being the Short-hand $- s$, and their height is rather more than one-third part of the letter $| t$.

3. The letters $) ($, $\swarrow r$, $\searrow f$, which are formed from the $| t$, $\swarrow r$, and $\searrow f$, are segments of larger circles, whose chords are the letters $| \swarrow \searrow$ respectively.---It is not necessary, nor indeed scarce possible, that these proportions should be exactly kept, especially in quick writing; the nearer, however, they are observed, the more beautiful the writing appears.

4. When $\frown$ and $\smile$ are joined together, they are not each of them made complete, in this manner, $\sim$; but a small part is cut off from each character, thus $\sim$, by which
means

means the general uniformity of the writing is better preserved.---In the same manner, the inclined letters, when joined with *m*, or *n*, are not made complete, but running into one another, lose each a part; as, $\frown mf$, not $\frown$. In like manner, the rest of the curvilinear letters, when joined together, run smoothly into one another, avoiding, by this means, that stopping of the pen, which the forming of an angle necessarily occasions; as, for example, *mp* is written thus $\cap$, not $\cap$. Nevertheless, in some cases it is necessary to mark the precise point of concurrence, as $\cap md$, $\cup hb$, &c.

5. The letter $\mid t$, is occasionally used for *th*, writing the adjoining letter only half its usual size; as $\mid thr$, $\mid thm$, &c.

6. Except in the foregoing case, a letter of half size, when it is made *optionally*, always indicates, that the adjoining character is to be resolved into two letters; as $\surd prr$, $\surd rlf$, $\dagger swt$. When there is no other consonant joined to the inclined letters $\surd r$, or $\surd f$, the lengthening them by a greater inclination than usual, denotes that they are to be resolved into two letters; as, $\surd error$, $\surd feoffee$. But when two *t*'s form a word, a little break must be made in the *t*, thus $\mid taught$. A similar expedient may sometimes be used to denote two *s*'s; as, $\overline{\hspace{0.5em}} size$,
There

There are a few cases, in which it is best to draw a small stroke through the character intended to represent two letters; as in the words *butler*, *millar*. It must be observed, however, that this expedient of dividing letters into two parts, by means of a small line drawn through them, is not to be resorted to, when there is any other regular way of expressing them, especially where vowels happen to intervene.

7. Where a letter joins not well with the preceding one, we sometimes borrow the opposite character, or another letter of nearly the same sound, in its stead; as *voyach* for *voyage*, *fikure* for *figure*, *chursh* for *church*, *imachine* for *imagine*, *Mangester* for *Manchester*.

My next Letter, containing some directions for spelling in Short-hand, as far as consonants are concerned, will terminate the present Series of Introductory Letters, on the elementary principles of the Stenographic Art. After which, I shall offer a few general observations on each consonant, as they occur in alphabetical order, annexing to each, suitable examples for the writer's practice.

Yours, &c.

LETTER VIII.

RULES FOR SPELLING.

March 19.

I have observed in a former Letter,* that the general method of writing words in Short-hand, is, by joining all the consonants of which they are composed together, (excepting such words as are more briefly or more commodiously described by the help of detached prepositions and terminations,) the vowels, when necessary, being added afterwards. But, besides the *vowels*, which may generally be omitted, there are, it is manifest, in our common method of spelling in long-hand, many more *consonants* used, than what are necessary to distinguish the words. In selecting, therefore, the consonants by which we mean to denote any word, in Short-hand, we must not employ more than are wanted to express its sound. The principal direction is, 'Spell as you pronounce.' The nature of writing, that is, of expressing sounds by cha-

* Letter V.

racters,

racters, supposes that every character has its correspondent sound. If then custom has introduced more characters than are necessary for that purpose, we are not obliged to follow it; provided the characters we retain are sufficient to discover to us, the word or sound which we want to express. Thus *bo*, *tho*, *nebr*, are enough to express the words *beau*, *though*, *neighbour*.---No letters are to be doubled in Short-hand, unless some vowel comes between them; as, $\forall$ *fall*, $\swarrow$ *letter**; $\swarrow$ *paper*, $\sim$ *candid*.

The following examples of STENOGRAPHIC ORTHOGRAPHY, will, it is presumed, render this subject perfectly easy to every learner, and supersede the necessity of any further directions. See Plate I,

Acquire,	<i>aqir.</i>	Custom,	<i>kstm.</i>
Address,	<i>adrs.</i>	Daughter,	<i>datr.</i>
Adieu,	<i>adu.</i>	15 Debt,	<i>det.</i>
Answer,	<i>ansr.</i>	Difference,	<i>dfrns.</i>
5 Atmosphere,	<i>atmsfr.</i>	Draught,	<i>drft.</i>
Avoid,	<i>avd.</i>	Earth,	<i>erth.</i>
Believe,	<i>blv.</i>	Employ,	<i>empli.</i>
Body,	<i>bdi.</i>	20 Endeavour,	<i>endvr.</i>
Careless,	<i>karls.</i>	Eternal,	<i>etrnl.</i>
10 Chaos,	<i>kaos.</i>	Every,	<i>evri.</i>
Character,	<i>hrktr.</i>	Foreign,	<i>forn.</i>
Common,	<i>kmn.</i>	Generally,	<i>gnrli.</i>

* I know of but one instance in which this rule is not observed. The words *patience* and *passions*, consist of the same consonants in Short-hand, viz., *psns*. In order, then, to distinguish them from each other, write *passions* with a *double* or lengthened *s* in the middle, and *patience* with only *one*.

25 Handsome,	<i>hns̄m.</i>	Pronounce,	<i>pr̄nns.</i>
Happy,	<i>hpi.</i>	Proper,	<i>pr̄pr.</i>
Heaven,	<i>hvn.</i>	65 Purpose,	<i>pur̄ps.</i>
High,	<i>hi.</i>	Quarter,	<i>qr̄tr.</i>
However,	<i>hvr.</i>	Quench,	<i>qn̄sh.</i>
30 Idleness,	<i>idl̄ns.</i>	Query,	<i>qri.</i>
Illustrious,	<i>il̄strs.</i>	Rational,	<i>rs̄nl.</i>
Insert,	<i>ins̄rt.</i>	70 Receive,	<i>rs̄v.</i>
Island,	<i>il̄nd.</i>	Render,	<i>rnd̄r.</i>
Know,	<i>kno.</i>	Restless,	<i>rst̄ls.</i>
35 Laugh,	<i>laf.</i>	Scarcely,	<i>skr̄s̄li.</i>
Little,	<i>l̄tl.</i>	Scatter,	<i>sk̄tr.</i>
Lustre,	<i>l̄str.</i>	75 Sceptic,	<i>sk̄pt̄k.</i>
Maker,	<i>m̄kr.</i>	Sceptre,	<i>s̄ptr.</i>
Manifest,	<i>mn̄fst.</i>	Schism,	<i>s̄ism.</i>
40 Manner,	<i>m̄nr.</i>	School,	<i>sk̄l.</i>
Manufacture,	<i>mn̄fk̄tr.</i>	Seminary,	<i>sm̄nr̄i.</i>
May,	<i>ma.</i>	80 Sentence,	<i>s̄nt̄ns.</i>
Mental,	<i>mnt̄l.</i>	Sermon,	<i>sr̄mn.</i>
Method,	<i>mt̄hd.</i>	Servant,	<i>sr̄vnt.</i>
45 Might,	<i>mit.</i>	Select,	<i>sl̄kt.</i>
Miniature,	<i>mn̄tr.</i>	Spell,	<i>spl.</i>
Musick,	<i>musk.</i>	85 Suppose,	<i>sup̄s.</i>
Nature,	<i>n̄tr.</i>	Tempt,	<i>t̄mt.</i>
Necessary,	<i>n̄ss̄ri.</i>	Thought,	<i>th̄ot.</i>
50 Neither,	<i>nth̄r.</i>	Thousand,	<i>th̄os̄nd.</i>
Never,	<i>n̄vr.</i>	Through,	<i>th̄ro.</i>
Observe,	<i>obs̄rv.</i>	90 Used,	<i>us̄d.</i>
Once,	<i>ons.</i>	Value,	<i>vl̄u.</i>
Passion,	<i>pass̄n.</i>	Vice,	<i>vis.</i>
55 People,	<i>pp̄l.</i>	Victuals,	<i>vit̄ls.</i>
Paper,	<i>pp̄r.</i>	Virtue,	<i>vr̄tu.</i>
Philosopher,	<i>fl̄s̄fr.</i>	95 Wonder,	<i>w̄nd̄r.</i>
Physic,	<i>fisk.</i>	Worthy,	<i>w̄r̄th̄i.</i>
Power,	<i>por.</i>	Expect,	<i>x̄p̄kt.</i>
60 Practice,	<i>pr̄k̄ts.</i>	Yesterday,	<i>ȳstr̄da.</i>
Principal,	<i>pr̄ns̄pl.</i>	Zeal,	<i>sel.</i>
Profile,	<i>pr̄fl̄.</i>	100 Zephyr,	<i>sefr.</i>

The occasional insertion of consonants,
though not distinctly sounded in pronuncia-
tion,

tion, is often conducive to legibility, and sometimes to facility of execution. This is more particularly useful in the writing of proper names, and such words as begin with a quiescent consonant, which ought generally to be retained in Short-hand; as *lamb*, *lmb*, ; *amends*, *amnds*, ; *talk*, *talk*, ; *tombs*, *tmbs*, ; *wrong*, *wrng*, ; *gnat*, *gnat*, ; *psalm*, *slm*, ; *rambler*, *rmblr*, ; *Keswick*, *kswk*, ; *Salford*, *slfrd*, . But when the consonants in any word, (which is neither a proper name, nor a word of infrequent occurrence,) are sufficiently numerous, the general rule, in regard to spelling, must be adhered to; as, *Wednesday*, *wnsda*, ; *Christmas*, *krsm*, .

When there are various ways of joining the same letters together, we should accustom ourselves to the best or most lineal. The sameness of the entire figure, as well as the identity of its component letters, is worth the writer's while to preserve, as it facilitates mutual reading among those who practise the same method of Short-hand. There is a kind of mechanism in the case, by which we easily apprehend, at first sight, the meaning of that which is conformable to a general standard, than when the attention is fatigued with any deviations of unusual appearance. Subjoined
to

07
✓
. .
07
5 "hv
?
X
A

10  

w

V
15 G


A
Z
20 V ✓
W
V
W
e
25 

30

35

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45

50

55                       

75
 80
 85
 90
 95
 100

The Characters joined

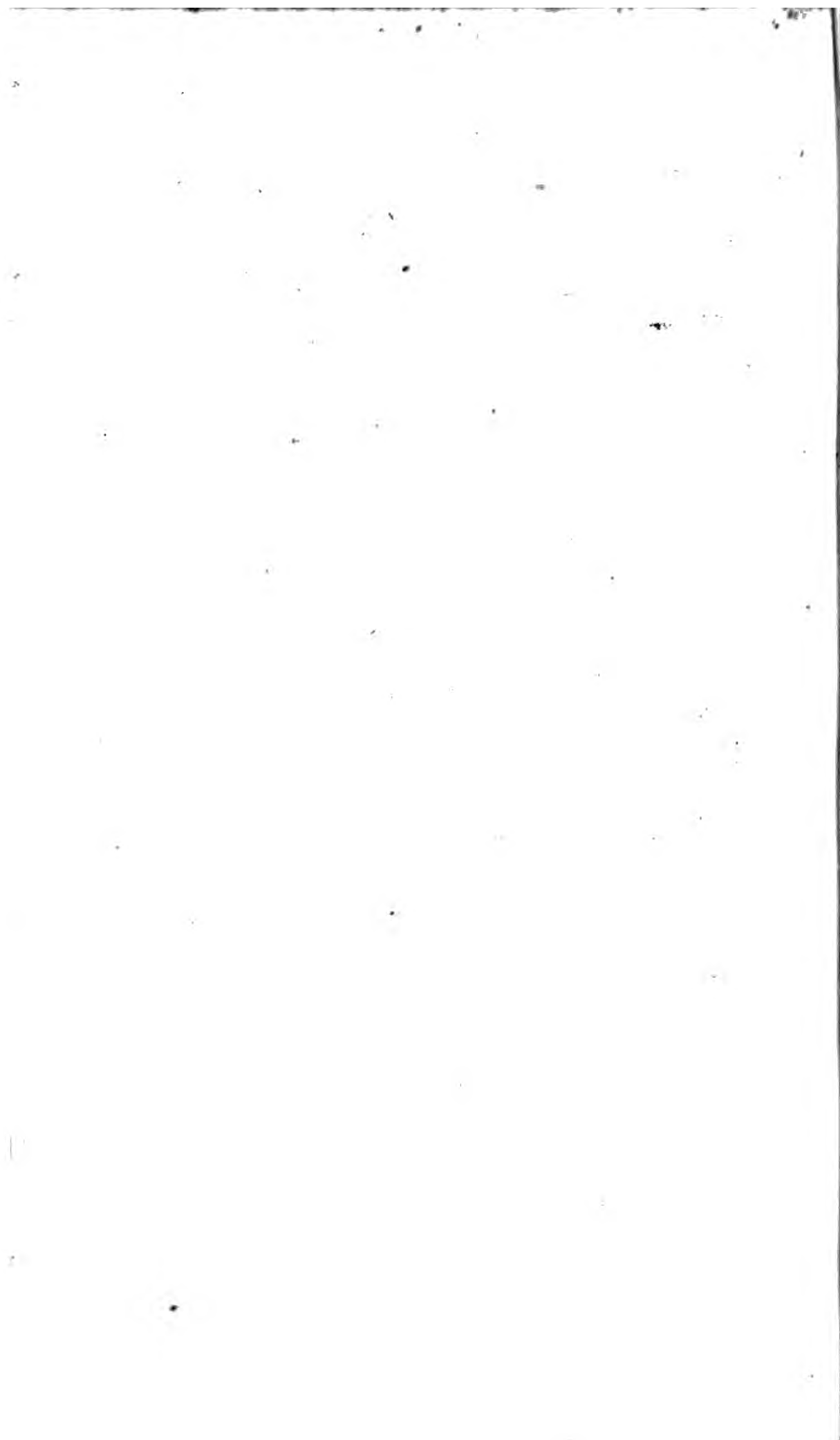
Pl. II.

		b	d	fv	g	kq	l	m
B	ʃʃ	ʋ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
D	(	ʋ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
FV	\	ʋ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
G	e	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
H	ʃ	ʋ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
J	ʃ	ʋ	ʌ	ʌ	---	ʒ	ʒ	ʌ
K	e	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
L	6/9	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
M	ʃ	ʋ	ʌ	ʌ	---	ʒ	ʒ	ʌ
N	ʃ	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
P	)	ʋ	ʌ	ʌ	---	ʒ	ʒ	ʌ
Q	ʃ	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
R	/	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
SZ	—	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
T		ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
W	ʃ	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
X	ʃʃ	ʌ	ʌ	ʌ	ʒ	ʒ	ʒ	ʌ
Y	ʃ	ʌ	ʌ	---	---	ʒ	ʒ	ʌ
Ch	ʃ	ʌ	ʌ	ʌ	---	ʒ	ʒ	ʌ
Sh	e	ʌ	ʌ	ʌ	---	ʒ	ʒ	ʌ
Th	ʃʃ	---	---	ʌ	---	ʒ	ʒ	ʌ

The Characters joined

Pl. III.

	n	p	r	sz	t	ch	sh	th
B	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
D	ʃ	ʃ	ʃ	ʃ	ʃ	---	ʃ	ʃ
FV	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
G	ʃ	ʃ	ʃ	ʃ	ʃ	---	ʃ	ʃ
H	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
J	ʃ	ʃ	ʃ	ʃ	ʃ	---	---	---
K	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
L	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
M	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
N	ʃ	ʃ	ʃ	ʃ	ʃ	---	ʃ	ʃ
P	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
Q	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
R	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
SZ	ʃ	ʃ	ʃ	---	ʃ	ʃ	ʃ	ʃ
T	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
W	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ
X	ʃ	ʃ	---	ʃ	ʃ	---	---	---
Y	ʃ	---	ʃ	ʃ	ʃ	---	---	ʃ
Ch	ʃ	ʃ	ʃ	ʃ	ʃ	ʃ	---	---
Sh	ʃ	ʃ	ʃ	ʃ	ʃ	---	---	ʃ
Th	ʃ	---	ʃ	ʃ	ʃ	---	---	---



to the present Letter is a Table (divided into two parts), shewing the most approved methods of joining any two Short-hand characters, which, if duly attended to, will be a means of securing that uniformity I have recommended to all who practise the present System of Short-hand. *See Plates II. and III.*

Having brought this Series of Introductory Letters to a conclusion, I shall here briefly notice that curious sympathy which seems to subsist between a Master and his Scholar. A pupil, whose talents are bright and promising, will naturally call forth the best exertions of his master ; on the contrary, when dulness and stupidity characterize the learner, it is apt to produce an unkindly influence on the mind of the teacher, and to damp the ardour of his exertions. I pretend not to account for this principle of sympathy. I only state a plain fact, which I have often experienced in the course of my professional avocations.

It has given me no small pleasure to learn, that the present Series of Letters, in which an attempt has been made to explain, in a clear and familiar manner, the elementary principles of Short-hand, has afforded you both amusement and instruction ; and that you are inclined to think a competent knowledge
G of

of this ingenious Art, may be acquired, without any extraordinary labour or difficulty. It is a common fault in learning Short-hand to devote too much time, at the first, to the method of writing; for, unquestionably,

Learners, before they write, should read.

Indeed, I have always found it most eligible to unite the exercises of reading and transcribing. In the subsequent pages, therefore, I shall give a regular series of appropriate examples, shewing the various uses of each letter, correctly written in Short-hand. These examples, by way of copies, are designed for the learner's imitation, and to serve, at the same time, as so many reading exercises. This practice will soon render every letter of the Short-hand alphabet perfectly familiar to him, and instruct him how to write, in the most approved method, a great variety of the most common words in the English language.

As to the length of time which may be requisite to make a person master of Short-hand, it is impossible, in all cases, accurately to determine. Different persons will certainly take a longer or a shorter time, according to their different capacities, and the different degrees of application they may think proper to bestow upon it. But since
profi-

proficiency in all other arts and sciences, requires both time and diligence, it would be highly unreasonable to expect skill in Shorthand to come, as it were, by intuition. In every mechanical art, it is not genius, but persevering industry, which brings things to perfection.

I am, with every good wish,

Your sincere friend,

and very affectionate servant,

T. M.

GENERAL OBSERVATIONS
on the
SHORT-HAND CHARACTERS,
with
**APPROPRIATE EXAMPLES FOR THE LEARNER'S
EXERCISE.**

THE Examples subjoined to the following Observations, being now engraved, by way of Key, with numerical references to the words in long-hand, it will be proper for the pupil to copy the same words in Short-hand, as correctly as possible, and to read them frequently over, in select portions, till they are become quite easy and familiar to him. Hence the learner will gain a complete knowledge of the Short-hand Characters, with their various powers, and acquire, at the same time, a useful facility in forming them, the accuracy and neatness of which, in the first instance, should be principally regarded. Expedition, and celerity of execution, can only be attained by long and assiduous application.

*Learn to write slow ; all other graces
Will soon fill up their proper places.*

None of the Short-hand characters must *rise above*, or *fall below*, the space allotted for them, the height of which is measured by the Short-hand *l t*. Of course, when two or more characters are to be joined, which would otherwise exceed that limit, they must each be made a little smaller than usual. Examples of this nature will occur, more or less, in almost every line of Short-hand. When an oblique character is joined to a perpendicular one, the former may be made more inclined than usual. By this expedient, the characters may be rendered more distinct, a larger space being left for the perpendicular character. Thus, in the
word

word *glad* , the letter *l* is rather more inclined than when the same letter stands alone, or at the end of another word.

The Short-hand prepositions and terminations must be placed very near the other part of the word to which they respectively belong, to prevent their being mistaken for detached and separate words.

Here it may be useful to observe, that in all the Examples for the Learner, the letters which are used, in Short-hand, are printed in Italics, and those which are omitted, in Roman. Also, when a whole word is represented by a single character or letter, and when a preposition or termination forms part of a word, the letter which, in Short-hand, denotes such common word, preposition, or termination, is printed in Italic, and the other letters, though virtually represented by that character, generally in Roman. For the most part, the words contained in these Examples, may be divided into four classes: 1, Miscellaneous words, generally beginning with that consonant which was the subject of the annexed Observations. 2, Common words, expressed by the same character or letter, standing alone. 3, Words beginning with a preposition, denoted by the same letter. And, 4, Words ending with a termination represented by the same letter.

As to the kind of pen used for writing Short-hand, no particular directions need be given. For writing it, however, with peculiar neatness and accuracy, crow-quill pens are certainly the best, both for durability, and the correctness with which the characters may be formed. In taking down public speeches, lectures, heads of sermons,* &c., I have always found a good black-lead pencil the

* THE EDITOR has frequently the pleasure of gratifying his friends on a Sunday evening, by reading over to them, the substance of those sermons he has heard delivered in the course of the day; and it has been justly remarked, that "*Epitomes of sermons teach the most important truths in the most comprehensive form.*"—Amongst the various advantages of Short-hand, to men of every rank and profession, as enumerated by DR. MAJOR, this is by no means the least striking, that 'by it we can make the copious effusions of animated oratory our own; catch the soothing, the persuasive, the beautiful or sublime, fresh from the lips of a speaker we admire.'



most convenient. If the lead be of the best quality, the point does not often want repairing, and the stroke it produces is sufficiently clear and permanent for the above purposes. The best pencils I have met with, are made by BECK*, of London. Those which are of a harder quality and more durable, will, of course, be preferred.

It may be expedient for the *young Stenographer* to avail himself of ruled lines, in order that the relative position of the different vowel points may be more accurately discerned. This is more particularly useful in the case of letters†, where the Short-hand is to be read by another person. On this account, I recommend the use of a greater number of vowels, than might otherwise be deemed necessary. Their occasional insertion gives very little trouble to the *pen of a ready writer*, and they greatly facilitate the reading of Short-hand. The EDITOR of the present Work flatters himself that he has performed an acceptable service to the lovers of rational Short-hand, in communicating a variety of useful hints, the result of long experience and considerable practice, by means of which, this System of Short-hand may be read with the same ease and facility as common long-hand.



B. ʌ, ˘.

Be, but. Be-. -able or -ible.

This consonant is represented in Short-hand by two characters, the first of which may be written either upwards or downwards, though when written separately, it is sup-

* Maker to his Majesty's Honourable Board of Ordnance.

† By corresponding in Short-hand, three times as much may be communicated in the same paper, as by common writing, and a still greater proportion of time saved. This occasioned the late excellent Mr. JOSEPH ORTON, who carried on an extensive correspondence with his friends, sometimes to say, at the close of his letters, when much indisposed, "*Blessed be God for Short-hand!*"

posed

posed to be made downwards, and the vowels are consequently reckoned from the top; the second character is always made downwards. The first mark denotes *be*, and the second, *but*. They are also used, when occasion requires, to denote the preposition *be-*, and the very common termination *-able* or *-ible*.

EXAMPLES for the LEARNER'S PRACTICE.

105	<i>Book,</i>	110	<i>Obliged,</i>	120	<i>Bi-ography,</i>
	<i>Breast,</i>		<i>Obscure,</i>		<i>Memor-able,</i>
	<i>Blind,</i>		<i>Oblivion,</i>		<i>Miser-able,</i>
	<i>Breakfast,</i>		<i>Branch,</i>		<i>Remark-able,</i>
	<i>Britons,</i>	115	<i>Be,</i>		<i>Honour-able,</i>
	<i>Abridge,</i>		<i>But,</i>		<i>Imposs-ible,</i>
	<i>By,</i>		<i>Be-hold,</i>		<i>Vend-ible,</i>
	<i>Before,</i>		<i>Be-wilder,</i>		125 <i>Invinc-ible.</i>
	<i>Abstract,</i>				

* * In such words as *humble*, *marble*, *table*, &c., ending in *-ble*, it is more convenient to join the consonants which compose the termination to the preceding part of the word.

C.

There is no character peculiarly appropriated to this letter, its soft sound being always represented by — *s*, and its hard sound, by — *k*. As,

<i>Cinder,</i>	<i>Cattle,</i>	130	<i>Clerk.</i>
<i>Cipher,*</i>	<i>College,</i>		

* *Ph* is generally pronounced like *f*, as in *philosophy*, or like *v*, as in *nephew*; in either case it is denoted, in Short-hand, by the letter \, which equally represents both *f* and *v*.

D. (.

And. *De-* *-ed.*

The letter *d* is represented by a character which is always made downwards, and, by itself, stands for the conjunction *and*. Prefixed to other characters, it represents the preposition *de-*, or, by adding a short *s*, *dis-*; and, at the end of words, it is used for the termination *-ed*.

Neither prepositions nor terminations are invariably detached, in Short-hand; and, with respect to the termination *-ed*, it is often more convenient to join the final *d* to the preceding part of the word, than to write it separately. Thus *hallowed* may be written $\mathcal{H}$; but in the word *received*, it is better to use the termination, thus $\angle^c$. See Elementary Principles, Letter III.

EXAMPLES FOR PRACTICE.

Dear,		Difference,	145 Doctor,
Dream,		Admiral,	Dr.,†
Draw,	140	Add,*	Dog,
Dance,		Day,*	—
135 Decimals,		Dead,	And,
Direct,		Debtor,	—
December,		Drink,	De-light,

** In all monosyllables consisting of single consonants, (excepting those which are given in the column of words, in the Short-hand alphabet,) the vowels with which they begin or end, must never be omitted. In the two words *add* and *day*, the vowel *a* is equally necessary in both, because the letter *d*, alone, denotes the common word *and*.

† In this common abbreviation of the word *doctor*, the two characters *dr*, are made a little smaller than usual.

150 *De-*

150	<i>De-gree,</i>	<i>Dis-play,</i>	<i>Support-ed,</i>
	<i>De-ceive,</i>	<i>Dis-cover,</i>	165 <i>Attach-ed,</i>
	<i>De-posit,</i>	160 <i>Dis-cord,</i>	<i>Justif-ed,</i>
	<i>De-pend,</i>	<i>Dis-courses,</i>	<i>Ascend-ed,</i>
	<i>De-prive,</i>	—	<i>Persecut-ed,</i>
155	<i>De-ter,</i>	<i>Repeat-ed,</i>	<i>Produc-ed,</i>
	<i>Di-vine,</i>	<i>Represent-ed,</i>	170 <i>Dis-tribut-ed.</i>
	<i>De-clared,</i>		

F or V. \.

Of. *For-* *-ify.*

This character is always begun at the top, and, by itself, stands for *of*. Prefixed to other characters, it represents the preposition *for* (but not the common word *for*); and at the end of any word, it is occasionally used to denote the termination *-ify*.

The lengthening this character by a greater inclination than usual, denotes two *f*'s, or *fv*; as \ *feoffee*, \ *five*. But when two *f*'s are either preceded or followed by a consonant, they may be denoted by writing the adjoining consonant half its usual size; as \ *favour*.

To prevent ambiguity, the letter *v*, which is represented by the same character in Shorthand, may be distinguished from *f*, by making the stroke thicker; as exemplified in the words *fender* and *vender*. I have been lately informed, that it was a common practice amongst Mr. Byrom's pupils, though not expressly

pressly pointed out in any part of his printed Treatise, to distinguish these letters, when practicable, by comprising the letter *v*, and another inclined character, within the usual limits, and writing the letter *f*, its full length ; as $\vee$ *for*, $\succ$ *ever*, $\vee$ — *phrases*, $\succ$ — *verses*. The sound of *f* and *v*, is so nearly alike, that this mode of distinction, were it always practicable, is seldom necessary.

EXAMPLES for the LEARNER'S EXERCISE.

	<i>First,</i>	<i>Favour-able,</i>	<i>Vender,</i>
	<i>Various,</i>	<i>February,</i>	<i>Fruit,</i>
	<i>Friend,</i>	<i>Aphorism,</i>	195 <i>Flee,</i>
	<i>Fancy,</i>	185 <i>Philosopher,</i>	—
175	<i>After,</i>	<i>Victory,</i>	<i>Of.</i>
	<i>Faithful,</i>	<i>Orphan,</i>	—
	<i>Avenue,</i>	<i>Former,</i>	<i>For-ward,</i>
	<i>Frivolous,</i>	<i>Furnish,</i>	<i>For-bid,</i>
	<i>Fish,</i>	190 <i>Every,</i>	—
180	<i>Friday,</i>	<i>Familiar,</i>	<i>Test-ify,</i>
	<i>Favourite,</i>	<i>Fender,</i>	200 <i>Sanct-ify.</i>

G. $\cup$.

Again or against.

This character represents both the hard and soft sounds of *g*, and, in the latter capacity, is occasionally used instead of *j*. It is also sometimes substituted for *ch*.---Standing by itself, it denotes the words *again* or *against*. It does not represent any particular preposition or termination.

This, and various other Short-hand characters,

racters, when joined to other letters, vary a little from their common alphabetical form, according to the nature of the adjoining characters. This remark is exemplified in the two words *get* and *germ*, in the first of which, the *g* is exactly the same as when it is written singly. In the word *germ*, the letters *g* and *m* are made less round, and something lengthened perhaps.

EXAMPLES FOR THE LEARNER.

Great,	Geography,	Vigilance,
August,	—	Religion,
Gentleman,	Again or against,	Image,
Given,	—	K, or q, is sometimes used for g, as in the fol- lowing words.
205 Get,	cb may be substituted for g, in the following & various similar words.	
Germ,	210 Cottage,	Figure,
Globe,		215 Magnet.

H. 9, J.

Have, had or hadst.

Of these two characters, I consider the first only as the proper representative of the letter *h*, being written downwards from the twirl. The second character, being still retained in the Alphabet, may be used singly, to denote *had* or *hadst*, and notwithstanding the twirl, (which shews the beginning of a character,) is at the bottom, it is certainly more commodious to write it downwards. The first character stands for the word *have*.

The

•••••

The letter *h*, having a vowel before it, denotes *ht*, with the given vowel between the *h* and *t*; as ʔ *hat*, ʔ *het*, ʔ *hit*, ʔ *hot*, ʔ *hut*. ---By writing the letter *r*, in the words *hither* and *hitherto*, only half its usual size, the *t* in the former part of the word, denotes *th*. See Observations on the letter *t*, which, by a peculiar rule, is frequently used for *th*.

EXAMPLES for the LEARNER'S PRACTICE.

Heart,	Has,	230 Hatred,
Habits,	225 Hath,	Heater,
Hand,	Half,	Hither,
Humble,	History,	Hitherto,
220 Haste,	—	Hotel,
Hermit,	Have,	235 Hutch.
Honest,	Had or badst,	
Honour,	—	

J. ʔ, ʔ.

Judge, Just.

Of these two characters, the first only is the proper mark for the letter *j*, and denotes the word *judge*. The other character is used only singly, to denote the word *just*, and notwithstanding the twirl is at the bottom, the character may be written downwards. In a few instances, the letter *g* may be used instead of *j*, as in the words *judicious* and *reject*.

EXAMPLES.

Joy,	Join,	240 July,
John,	June,	Jealousy,
		Justice,

Justice, January, Journal, 245 Judicious,	Re-ject, Judge,	Judg-ment, Just, 250 Just-ify.
--	--	--------------------------------------

K. σ .

(Top) Can, Com-, ----
 (Middle) Con-, -ical or -icle.
 (Bottom) Could or couldst. Contra- or contro-. ----

As the horizontal letter σ *k*, may be placed either at the top, middle, or bottom of the Short-hand space, it is therefore used to denote, at the top of the line, *can*, and at the bottom, *could* or *couldst*. Used as a preposition, it represents at the top, middle, or bottom, *com-*, *con-*, and *contra-* or *contro-*. In the middle of the space, it represents the terminations *-ical* or *-icle*.

The letter *k*, in Short-hand, is used to represent the hard sound of *c*, the soft sound of which is, in like manner, always denoted by *s*.---With the addition of an *s*, it is used also to denote the letters *ks*, or *x*, in the middle or end of words.

The letters σ *k* and σ *q*, are often used promiscuously for each other, whenever a more convenient junction may, by that means, be obtained, the former joining better to the characters which are written upwards, and the latter with those which are made downwards. When they are initial letters,

letters, and in all cases where it is just as easy to write either the one or the other, these marks must be used agreeably to the Alphabet, viz., *c* for *k*, or *c* hard, and *q* for *q*.

EXAMPLES.

<i>Cordial,</i>	260 <i>October,</i>	<i>Could,</i>
<i>Cannot,</i>	<i>Kettle,</i>	<i>Com-pulsory,</i>
<i>Case,</i>	<i>Kitchen,</i>	270 <i>Con-trary,</i>
<i>Claret,</i>	<i>Keen,</i>	<i>Con-gratulate,</i>
255 <i>Col-lier,</i>	<i>Accumulate,</i>	<i>Contra-dict,</i>
<i>Cocoa,</i>	265 <i>Christmas,</i>	<i>Contro-versy,</i>
<i>Cough, (cof)</i>	<i>Buxton,</i>	<i>Method-ical,</i>
<i>Comma,</i>	—	275 <i>Alphabet-ical.</i>
<i>Cause,</i>	<i>Can,</i>	

Cm and *cn* occurring very frequently at the beginning of words, the corresponding characters *c* and *n* are, for the sake of dispatch, shortened thus, *c* and *n*. These contractions, it is obvious, cannot be mistaken for *ch* and *g*, the twirl being formed on the contrary side. But in the middle of words, or when an intervening vowel is to be expressed, the *k* or *q* is always to be written at length.

EXAMPLES.

<i>King,</i>	<i>Candour,</i>	<i>Conference,</i>
<i>Kind,</i>	<i>Conclude,</i>	<i>Consider,</i>
<i>Knot,</i>	<i>Contempt,</i>	<i>Complain,</i>
<i>Kingdom,</i>	<i>Condemn,</i>	<i>Company,</i>
280 <i>Country,</i>	285 <i>Knowledge,</i>	290 <i>Communicate.</i>



L. 6, 7, 8.

All, always, altogether.

Of these three characters, it may be observed *generally*, that in all of them, the swirl is formed to the right hand, which distinguishes them from the letters 4 *x* and 5 *y*, which have the loop formed on the left side of the stroke.

The first *l* is mostly used before *n, g*, or any of the descending consonants, excepting *r*; the second before *m, ch*, or *s*; and the last, before *r*, or any of the ascending consonants.

When written singly, they respectively stand for the words *all, always, altogether*.

EXAMPLES for the LEARNER'S IMPROVEMENT.

<i>Land,</i>	<i>Laborious,</i>	<i>Live,*</i>
<i>Long,</i>	<i>Language,</i>	<i>Life,*</i>
<i>Lark,</i>	<i>Learner,</i>	<i>All,</i>
<i>Letters,</i>	<i>Lovely,</i>	<i>Always,</i>
295 <i>Labours,</i>	300 <i>Lively,</i>	305 <i>Altogether.</i>

M.

(Top)	<i>Am or amongst.</i>	<i>Magni-,</i>	<i>-ment.</i>
(Middle)		<i>Mis-,</i>	
(Bottom)		<i>Omni-.</i>	

The width of this character is nearly equal

** In monosyllables, short vowels are generally omitted, and long ones inserted.



to the length of the Short-hand *s*, and its height, rather more than one third part of the letter *t*. When written singly, it denotes the words *am* or *amongst*. Used as a preposition, it has three distinct situations, representing, at the top, *magni-*; in the middle (adding a short *s*), *mis-*; and at the bottom, *omni-*. When used as a termination, it denotes *-ment*, which by the addition of a short *s*, also stands for *-ments*.---Terminations are, for the most part, made somewhat smaller than the alphabetical proportion of the same characters.

The letters denoting the abbreviations *Mr.* and *Mrs.*, are, for distinction's sake, written smaller than when the same letters are used to denote common words.

EXAMPLES.

	<i>Mark,</i>		<i>Mournful,</i>		<i>Mis-fortune,</i>
	<i>Mind,</i>		<i>Mortify,</i>		<i>Omni-present,</i>
	<i>Merit,</i>		<i>My,</i>		—
	<i>Marble,</i>	320	<i>March,</i>		<i>Arrange-ment,</i>
310	<i>Modern,</i>		<i>May,</i>		<i>Discern-ment,</i>
	<i>Mental,</i>		<i>Mr.,</i>	330	<i>Senti-ment,</i>
	<i>Memory,</i>		<i>Mrs.,</i>		<i>Punish-ment,</i>
	<i>Monday,</i>		—		<i>Retire-ment,</i>
	<i>Model,</i>		<i>Am or amongst,</i>		<i>Apart-ments,</i>
315	<i>Miscellanies,</i>		—		<i>Aquire-ments,</i>
	<i>Miscellaneous,</i>	325	<i>Magni-tude,</i>	335	<i>Experi-ments.</i>



N. .

(Top) *An,* *Ante- or anti-,* *-ent.*
 (Middle) *In,* *In- or inter-,*
 (Bottom) *Under.* *Un- or under-. -ness.*

This character, which is exactly the reverse of $\neg m$, denotes, at the top of the line, *an*; *ante-* or *anti-*; and the termination, *-ent*. In the middle, it represents *in*; and *in-* or *inter-*. At the bottom, *under*; *un-* or *under-*; and *-ness*. If thought necessary, the termination *-ness* is easily distinguished, by joining a short *s* to the letter *n*. This character, as well as the preceding one, when used either as a preposition or termination, is commonly made something less than usual.

EXAMPLES for the LEARNER.

Numerous,	Interval,	In-tellectual,
Novels,	Indulgence,	Inter-pose,
Ink,	Inspired,	Un-happy,
November,	—	Un-belief,
340 Night,	350 An,	360 Under-stand,
No,	In,	Un-question-ably,
Now,	Under,	—
Only,	—	Provid-ent,
Anniversary,	Ante-diluvian,	Happi-ness,
345 Universal,	Anti-ministerial,	Sweet-ness,
Neighbour,	355 In-habit,	365 Kind-ness.

P. .

Upon. *Per-, pre-, or pro.*

This character is exactly the reverse of the letter $\neg d$, each being the segment of a larger circle,

circle, whose chord is the letter | *t*. When this and other curvilinear letters are made only half their usual size, it is an advantage, in that case, to form them with a rounder curve, than when they are made the full size of the letter.---Standing alone, it denotes the word *upon*, and prefixed to other characters, it represents, occasionally, the prepositions *per-*, *pre-*, and *pro-*.

The letter *p* is always mute before *s* and *t*, at the beginning of words, as *psalm*, *ptisan*. It is also mute in the middle of words between *m* and *t*, as *contempt*, *peremptory*, *sumptuous*, &c. In all such words, the letter *p* may, with equal propriety and conveniency, be omitted in Short-hand.

EXAMPLES for the WRITER'S PRACTICE.

<i>Pens,</i>	375 <i>Patience,</i>	<i>Peremptory,</i>
<i>Pencil,</i>	<i>Passions,</i>	—
<i>Pleasure,</i>	<i>Principle,</i>	385 <i>Upon,</i>
<i>Present,</i>	<i>Prinicipal,</i>	—
370 <i>Persist,</i>	<i>Power,</i>	<i>Per-chance,</i>
<i>Permanent,</i>	380 <i>Poor,</i>	<i>Pre-fix,</i>
<i>Pervert,</i>	<i>Preserve,</i>	<i>Pro-long,</i>
<i>Patronage,</i>	<i>Persevere,</i>	<i>Pro-tector,</i>
<i>April,</i>	<i>Peculiar,</i>	390 <i>Pro-hibit.</i>



Q. 

Question.

This letter is formed from the — *s*, with the addition of a twirl at the beginning of the
the

the mark. In the middle or at the end of words, it is frequently used instead of the letter œ *k*, which, in like manner, is often exchanged for the letter œ *q*. Used singly, it denotes the word *question*.

EXAMPLES.

395	<i>Qualify,</i>	In the following words, the letter <i>q</i> is written instead of <i>k</i> , or <i>c</i> hard.	405	<i>Picture,</i>
	<i>Quality,</i>			<i>Perfect,</i>
	<i>Quire,</i>			<i>Respect,</i>
	<i>Quick,</i>			<i>Respectfully,</i>
	<i>Quarrel,</i>			<i>Victim,</i>
	<i>Queen,</i>			<i>Doctrine,</i>
	<i>Acquaintance,</i>			410 <i>Do-mestic.</i>
	<u><i>Question,</i></u>			
		<i>Attic,</i>		
		400 <i>Attack,</i>		
		<i>Rustic,</i>		
		<i>Token,</i>		
		<i>Practical,</i>		

R. /.

Or. *Re-*, *-ary.* Also, *-ing.*

This character is written either upwards or downwards, according to the nature of the marks which happen to precede or follow. When it is not joined to other characters, it is always supposed to be written downwards, and, in that case, the vowels are of course reckoned from the top, downwards.

Or, *re-*, and *-ary* are denoted by this mark, according to its single, previous, or final situation. The very common termination *-ing*, is also denoted by a mark, similar in position to this character, though much shorter, being about the length of the com-
mon

mon accentual dash '. The plural termination *-ings*, is denoted by a short *s*, added to the mark for *-ing*, thus ' *s* .

The detached preposition *re-*, is seldom used in Short-hand, except when the following consonant does not admit of being conveniently joined to the letter *r*.

For the WRITER'S PRACTICE.

Right,	Register,	Writ-ing,
Reason,	Or,	Morn-ing,
Retreat,		430 Even-ing,
Rebellion,	Re-hearse,	Interest-ing,
415 Return,	Re-gard,	Be-ing,
Arranged,	425 Re-gret,	Liv-ing,
Rapid,	—	Bless-ings,
Ardour,	Liter-ary,	435 Proceed-ings.
Remember,	Libr-ary,	
420 Revise,	—	

S or Z. — .

(Top)	As, Satis-,	-ation,	-----
		-etion,	-self.
(Middle)	Is, Circum-,	-ition, Also,	-----
		-otion,	-soever.
(Bottom)	Us. Super-, or sub-. -ution.	-----	

The horizontal straight line, which is equally the representative of the letters *s*, *z*, and *c* soft, denotes, at the top of the line, the word *as*, and the preposition *satis-*; in the middle of the space, *is*, and *circum-* (or as we should write it in Short-hand, *sircum-*); and at the bottom, *us*, and *super-*, or *sub-*. In this last situation, it denotes *two* prepositions;

tions ; but this will occasion no ambiguity, except in the words *subscribe* and *superscribe* (with their derivatives) ; and, for the sake of distinction, the prepositional part of the latter word may be written at length, and joined to the other letters of which it is composed.

Used as a termination, this character has a very extensive application. The commonest termination in the English language is *-tion*, or *-sion*, in pronunciation *shon*. There are a thousand words, all in general borrowed from the Latin, which end in this manner, the greatest part of them in common use. Now the letter — *s*, drawn near the end of any of these words, from the place of the vowel preceding the *-tion* or *-sion*, denotes *-ation*, *-etion*, *-ition*, *-otion*, and *-ution*, being the three final syllables of the numerous words that afford this termination. Also, when one or more consonants intervene between the preceding vowel and the termination, as *-action*, *-ansion* ; *-ection*, *-ention* or *-ension*, *-ertion* or *-ersion* ; *-emption*, *-ession* ; *-iction*, *-inction* ; *-option*, *-ortion* ; *-uction*, *-uption*, *-umption* ; the whole of the termination is still to be expressed in the same manner, by drawing the — *s* from the preceding vowel's place, as if no such consonants had been there. This character, therefore, at the top of the line, denotes *-ation* ; a little lower,
-etion ;

-*etion* ; in the middle, -*ition* ; near the bottom, -*otion* ; and at the bottom, -*ution*. The plural number of the termination is denoted by the same mark, made a little longer ; thus, /— *or-ation*, /— *or-ations*.

In writing this termination, regard is always to be had to the vowel's place, with respect to the Short-hand line, and not to its place after the last consonant, except that happens to be — *s*, *k*, or *q*. When any of these consonants precede the termination, regard is usually had to the vowel's place after the letter ; as = *ass-ertion*, &— *eloc-ution*.

Whenever this termination is preceded by a single consonant only, the word, in every such case, must be written at length ; as ~ *motion*, ~ *nation*. Sometimes, to prevent ambiguity, the letters which compose this termination must occasionally be written at length, and joined to the preceding part of the word, as exemplified in the words, *aff-ect-ion*, *aversion* ; *conv-ent-ion*, *conversion*, *confession* ; &c.

When placed close after any of the pronouns, the *s* loses its power of representing -*ation*, &c. ; since none of the pronouns admit of such a termination. Consequently the words -*self* and -*selves* may be represented, very commodiously, by drawing the *s* from the
the

the *e*'s place, close after any of the pronouns ;
as $\text{I} - \text{itself}$, $\text{O} - \text{myself}$, $\text{I} - \text{ourselves}$.

The words *what*, *who*, *whom*, *how*, &c. have very often the word *-soever* added to them, which, for a reason similar to the foregoing, may be aptly expressed by the *s* drawn from the place of *o* ; as $\text{P} - \text{whatsoever}$, $\text{Q} - \text{howsoever}$, $\text{R} - \text{whomsoever}$.

EXAMPLES FOR PRACTICE.

Sir,	Satis-factory,	Repl-ation,
Song,	Circum-stance,	Red-emption,
Supper,	465 Sub-stance,	Prot-ection,
Sea,	Sub-ject,	Aff-ection,
440 See,	Sub-sequent,	495 Aversion,
Several,	Sub-tract,	Inv-ention,
Saturday,	Sub-scribe,	Inversion,
Sunday,	470 Superscribe,	Conv-ention,
Sabbath,	Super-structure,	Conversion,
445 Square,	Super-natural,	500 Confession,
Singular,	Super-intend,	Perf-ection,
Sometimes,	Not-ation,	Perversion,
Seldom,	475 Numer-ation,	Expr-ession,
Solitude,	Sub-tr-action,	Obj-ection,
450 Splendid,	Multiplic-ation,	505 Coll-ection,
September,	Convers-ation,	Ex-ertion,
Century,	Inform-ation,	—
Sorrow,	480 Affect-ation,	Add-ition,
Astronomy,	Salv-ation,	Ed-ition,
455 Celebrity,	Solicit-ation,	Div-ision,
Estate,	Medit-ation,	510 Perd-ition,
Sister,	Explan-ation,	Pred-iction,
Size,	485 St-ation,	Dist-inction,
Society,	Situ-ation,	Propos-ition,
—	Occ-asion,	Contrad-iction,
460 As,	Voc-ation,	515 Trans-ition,
Is,	Action,	Sub-scr-ption,
Us,	490 Mansion,	Superscr-ption,
—	—	—

Ad-

<i>Ad-option,</i>	<i>Introd-uction,</i>	<i>Persec-ution,</i>
<i>Ext-ortion,</i>	525 <i>Revol-ution,</i>	<u> </u>
520 <i>Prop-ortion,</i>	<i>Constr-uction,</i>	<i>Him-self,</i>
<i>Em-otion,</i>	<i>Prod-uction,</i>	<i>Your-self,</i>
<i>Portion,</i>	<i>Constit-ution,</i>	<i>Them-selves,</i>
<u> </u>	<i>Er-uption,</i>	<u> </u>
<i>Red-uction,</i>	530 <i>Exec-ution,</i>	535 <i>When-soever.</i>

T. l.

The. Trans-. -ity.

It has been objected that Mr. Byrom, in the specimens subjoined to his work, frequently carries this and other perpendicular characters upwards. This is certainly inconvenient, and gives an awkward appearance to the writing; it may, however, be easily avoided, by making those characters only half their usual size, as *advantage* (↘), instead of (↗).

When written singly, it denotes the article *the*, the preposition *trans-*, and the termination *-ity*. The plural termination *-ities* may be expressed by adding a short *s* to the character, thus ^L.

. In a former edition of this Work, the letter *t* was used to denote both the particle *to*, and the definite article *the*. The former word, not originally inserted in Mr. Byrom's scheme, is now expunged; and, in general, I apprehend it is best for each individual character to represent only *one* particular word, writing all others in the usual way, by means of consonants, or consonants and vowels. In some systems of Short-hand writing, the same identical character, without any variation in the minutest respect, is made

made to represent *six* or *seven* different words. For instance, in a small Treatise now before me, entitled "The whole Art of Short-hand Writing," the letter G is used indiscriminately to denote the words GOD, *give*, *great*, *grace*, *go*, *grieve*, *grow*. In DR. MAJOR'S System, the same letter represents GOD, *give*, *gives*; and a single point or dot at the bottom of the line, stands for *ye*, *your*, *yes*. However conducive such methods may be to expedition, they cannot but render the writing very difficult to decipher, with any tolerable degree of accuracy and precision.—It has been my endeavour throughout, to keep as close to Mr. Byrom's System, in every thing essential, as possible; and the only variation of any material consequence, which I have ventured to propose, is respecting the letter S, when used to denote a preposition. In Mr. Byrom's Scheme, it represents *super-* at the top, *circum-* in the middle, and *sub-* at the bottom. In the present Work, it stands for *satis-* at the top, *circum-* in the middle, and *super-*, or *sub-* at the bottom.

When two *t*'s form a word, or part of a word, a little break must be made in the middle of the character, thus *h*, to shew that there are two *t*'s.

The letter *t*, in Short-hand, is often used to denote *th*, which is signified by making, when it can conveniently be done, the adjoining consonant, either preceding or following the *t*, only half its usual size; as *h* *there*, *h* *nothing*. In all other cases, a letter of half size denotes that the adjoining character is to be resolved into two parts or letters; as *h* *terror*, *h* *prayer*. Nevertheless, when from necessity alone, and not from choice, any of the characters in a word are made only half or one-third their usual size,

the rest of the Short-hand characters in that word must be made of full length; as $\mathcal{N}\mathcal{V}$, not $\mathcal{N}\mathcal{V}$, *behaviour*. And, in general, it will be found most convenient, as often as circumstances will permit, to write all the letters of full size, because the characters are not only more easily formed, but likewise more distinct and obvious to the eye; thus $\mathcal{C}\mathcal{L}$ *collect*, is unquestionably better, on both these accounts, than $\mathcal{C}\mathcal{L}$.

A small stroke is sometimes drawn through a single consonant, in order to denote two characters; as $\mathcal{M}^x$ *mill*.

EXAMPLES FOR PRACTICE.

Tea,	550 Author,	The,
To,	Father,	—
Too or two,	Future,	565 Trans-fer,
True,	Mother,	Trans-parent,
540 Turn,	Brother,	—
Train,	555 Therefore,	Utili-ity,
Tuesday,	Another,	Curios-ity,
Table,	Them,	Solid-ity,
Talk,	Whether,	570 Quant-ity,
545 Torment,	Rather,	Simplic-ity,
Terminate,	560 Thursday,	Captiv-ity,
Taught,	Player,	Christian-ity,
Total,	Similar,	Abil-ities,
Agitates,	Murderer,	575 Univers-ities.

V. \.

V and *f*, being nearly alike in sound, are, in Short-hand, represented by one and the same

same character. If in any particular case, it may seem useful or expedient to make a distinction, the stroke for *v* may be made somewhat thicker, thus $\searrow$. See Observations on the letter F.

EXAMPLES.

<i>Vernal,</i>		<i>Face,</i>		580 <i>Valu-able.</i>
<i>Volume,</i>		<i>Vase,</i>		

W. $\wp$, $\flat$.

Will, would or wouldst. With-, -ward or -wards.

Though there are two characters for this consonant, I would advise the Writer, as in a similar case,* to use only the first in conjunction with other consonants. The latter mark, having the twirl at the bottom, may be used singly, to denote *would* or *wouldst*, writing it, like the second character for *h*, downwards. The first mark for *w* represents *will*, the preposition *with-*, and the termination *-ward* or *-wards*.

When *w* is an initial letter, this character is always to be used; but in other situations, especially if it does not join well with the preceding consonant, it may be expressed by a dot in the *o* or *ou* place, writing $\wp$ *pour* for *power*.

The letter *w*, having a vowel before it, denotes *wt*, with the given vowel between those

* See Observations on the letter H.

letters ; as ꝑ *wat*, ꝑ *wet*, ꝑ *wit*, ꝑ *wot*, and ꝑ *wut*.

EXAMPLES for the LEARNER'S EXERCISE.

	<i>When,</i>	<i>With,</i>	<i>Whither,</i>
	<i>Whom,</i>	<i>Without,</i>	<i>Whither-soever,</i>
	<i>Woman,</i>	595 <i>Know,</i>	605 <i>Wot,</i>
	<i>Whose,</i>	<i>Follow-ing,</i>	—
585	<i>Write,</i>	—	<i>Will,</i>
	<i>Writ,</i>	<i>Water,</i>	<i>Would, or wouldst,</i>
	<i>While,</i>	<i>Wait-ed,</i>	—
	<i>World,</i>	<i>Wet, or weight,</i>	<i>With-hold,</i>
	<i>Week,</i>	600 <i>Weather,</i>	—
590	<i>Wednesday,</i>	<i>White,</i>	<i>Wind-ward,</i>
	<i>Works,</i>	<i>Whiter,</i>	610 <i>After-wards.</i>
	<i>Wisdom,</i>		

X. ✓, 9.

Except, exercise. Ex-, extra-.

These characters are used singly, to denote the words *except*, and *exercise*; and, at the beginning of words, to represent the prepositions *ex-*, and *extra-*. As the letter *x* begins no word in the English language, the first preposition *ex-*, needs not be separated from the remaining part of the word, unless the next consonant does not admit of being regularly joined to it; as ✓ *U exhibit*. In the words *express*, *expense*, *extract*, &c., the character denoting the preposition, may be joined to the latter part of each word.

When the letter *x* occurs in the middle or at the end of words, it is represented by — *ks*, (and, of course, sometimes by — *qs*,) which,

which, in that case, must be considered as an entire character, exactly equivalent to the letter *x*, and the vowels' places reckoned accordingly, from the beginning to the end of the whole mark, as exemplified in the words *paradox* and *proxy*.

EXAMPLES for the LEARNER'S IMPROVEMENT.

615	<i>Expense,</i>	620	<i>Perplex,</i>	625	<i>Exercises,</i>
	<i>Explain,</i>		<i>Maxim,</i>		—
	<i>Experience,</i>		<i>Paradox,</i>		<i>Exhort,</i>
	<i>Exactly,</i>		<i>Proxy,</i>		<i>Exchange</i>
	<i>Excellence,</i>	630	—		<i>Examples,</i>
	<i>Oxford,</i>		<i>Except,</i>		<i>Extra-official,</i>
	<i>Tax,</i>		<i>Exercise,</i>		630 <i>Extra-ordinary.</i>
	<i>Sex,</i>				



Y. ʎ.

Yet.

This character, standing by itself, denotes the word *yet*. It is never used, in Short-hand, except at the beginning of words, being represented, when it occurs either in the middle or at the end of words, by the vowel *i*.

EXAMPLES for the LEARNER.

<i>Your,</i>	635	<i>Generally,</i>	640	<i>Quality,</i>
		<i>Sympathy,</i>		—
		<i>Naturally,</i>		<i>Yet.</i>
		<i>Entirely,</i>		



Z. —.

This letter has the same relation to *s*, that
· *v* has

v has to *f*, being a thicker and coarser expression of it; the letters *s* and *z*, therefore, are always represented, in Short-hand, by one and the same character. If, however, in any particular case, it should seem necessary to make a distinction, the stroke for *z*, may be made a little thicker than that which denotes *s*.

Ch. 

Which.

Standing by itself, this character denotes the word *which*. It is frequently written instead of *j*; as  *machesty* for *majesty*. In a few instances, where *ch* does not join well to the preceding consonant, *sh* is used instead of it; as  *Marsh* for *March*. And sometimes we borrow its opposite mark  *g*, writing  *Mangester* for *Manchester*. In like manner, *ch* is frequently substituted for *g*, as  *stach* for *stage*.

When *ch* is pronounced like *k*, it is always, in Short-hand, represented by that letter, as  *character*.

EXAMPLES for the LEARNER.

<i>Each,</i>	645	<i>Church,</i>	<i>Page,</i>
<i>Charity,</i>		<i>Approach,</i>	—
<i>Children,</i>		<i>Merchant,</i>	650
<i>Cheshire,</i>		<i>Imagine,</i>	<i>Which.</i>

Sh. Ɔ, 6.

Shall, should or shouldst. -ship, -ships.

As the first of these characters only, is the proper representative of *sh*, I would advise the Writer to use the second merely to denote the words *should* or *shouldst*, writing the character downwards, notwithstanding the twirl is at the bottom. The first character represents the word *shall*, and the termination *-ship*, the plural form of which, or the genitive case, may be expressed by the second character.

EXAMPLES.

Short, Share, Show, Shoulder,		655	<i>Shrub,</i>		660	<i>Lord-ship,</i>
			<i>Shall,</i>			<i>Wor-ship,</i>
			<i>Should or shouldst,</i>			<i>Hard-ships.</i>

Th. / \.

That.

Exclusive of the horizontal characters, there are, in the Short-hand alphabet, sixteen characters which are either perpendicular, or written from left to right; whereas there are only seven which slope from right to left. On this account, the second of these marks is, I think, preferable to the first; and, for the same reason, the \ *f* is, at least, as readily made, by any one in the habit of writing Short-hand, as the / *r*, notwithstanding

ing our customary method of leaning the letters the contrary way, in common writing.

The former of these characters, joining most commodiously with those which descend, is commonly written upwards; the latter mark, which stands for the word *that*, is always written downwards.

In the pronouns *this*, *these*, *those*, *thus*, the letters *th*, with which they respectively begin, may be omitted, using the proper distinctive vowel in each word, before the letter *s*. This abbreviation, (which I have borrowed from Mr. PALMER'S Short-hand,) though somewhat irregular, will, on account of the very frequent occurrence of these words, be found extremely convenient. It is productive of no ambiguity, except in one instance, the word *ease*, which, however, may be distinguished from the pronoun *these*, by adding the final *e*, thus $\div$ *ease*. The words *is* and *us* are always written without the vowels, the former in the middle, and the latter at the bottom of the Short-hand line.

EXAMPLES.

<i>They,</i> <i>Thy,</i> <i>Then,</i> <i>Things,</i> 665 <i>Method,</i> <i>Thirty,</i>	<i>Through,</i> <i>Thought,</i> <i>Thunder,</i> 670 <i>Thither,</i> <i>This,</i>	<i>These,</i> <i>Those,</i> <i>Thus,</i> 675 <i>That.</i>
---	--	---

Et cætera. †.

This mark, which is not in Mr. Byrom's work, is composed of the letters | *t* and — *ç*, the latter being drawn from the *e*'s place of the former. It is therefore a regular and convenient mark for the common abbreviation of the two Latin words *et cætera*, namely, &c.



OF COMPOUND PREPOSITIONS.

Compound Prepositions are formed by joining together the consonants of the single Prepositions of which they are composed, and, for the sake of distinction, are made somewhat smaller than their usual alphabetical size.

EXAMPLES.

<i>Dissatis-factory,</i>		<i>Inde-fatig-able,</i>
<i>Conde-scend,</i>		<i>Inde-pend-ent,</i>
<i>Compre-hend,</i>		<i>Indis-pensable,</i>
<i>Compre-hensive,</i>		<i>Incon-sistent,</i>
680 <i>Misunder-stand,</i>		685 <i>Incompre-hensible.</i>



OF COMPOUND AND OTHER WORDS, DIVIDED INTO TWO DISTINCT PARTS.

It is a striking and very prominent feature in Mr. Byrom's plan, to write words occasionally in two, or even three separate parts, ---the prepositional part of the word at the beginning, the primitive part in the middle,

L

and

and the termination at the end of the word. In like manner, it is sometimes expedient to resolve other words, especially compound words, into two distinct parts, though neither of the parts into which the word is divided, be a preposition or termination. By this means, many words are much easier to write, and more obvious to the reader, than if all the characters of which they are composed, were joined together, without lifting the pen, the two parts being placed so near each other, as evidently to shew that they constitute only one word.

EXAMPLES.

<i>Consti-tute,</i>	<i>Half-penny,</i>	<i>Short-hand,</i>
<i>Epi-gram,</i>	<i>Hospi-tality,</i>	<i>Spec-tator,</i>
<i>Epi-taph,</i>	<i>News-paper,</i>	<i>Supple-mentary,</i>
<i>Fare-well,</i>	<i>Repeat-edly,</i>	<i>To-gether,</i>
690 <i>Grati-tude,</i>	695 <i>Ship-wreck,</i>	700 <i>Vindi-cate.</i>

Of the SHORT-HAND MARKS for FIGURES.

The common method of writing numbers, being very compendious, was generally used by Mr. Byrom, when numbers occurred. Those, however, who, for the sake of uniformity, prefer Short-hand marks for numbers, instead of figures, may express them as follows :

1	2	3	4	5	6	7	8	9	0
⌒		/	\	)	—	⌒	\	⌒	/

In order to distinguish the marks for figures from literal characters, when necessary, a small *f* may be prefixed, at the bottom of the line, for numeral figures, and at the top, when they are ordinal; as *f* 15, *f* 15th.
In

In general, however, there is no occasion to use the figure mark, the characters in Short-hand, being written separately for figures, as in long-hand; or being placed in peculiar situations, which evidently point them out as figures, and sufficiently distinguish them from words or alphabetical letters.

It may assist the learner to remember the above Short-hand marks for figures, to observe, that the first character $\smile$ (*n* for 1), is the consonant which occurs in the word *one*; $|$ (*t* for 2), is the first letter of *two*; $/$ (*r* for 3), is one of the consonants in *three*; $\backslash$ (*f* for four), is the initial letter of *four*; $)$ (5), is nearly the same as the lower part of the figure which it represents; $-$ (*s* for 6), begins the word *six*; $\frown$ (*m* for 7), is the reverse of $\smile$ *n*, which is the last letter of *seven*; $($ (8), is the first stroke of the upper part of an 8; and $\swarrow$ (9), is not unlike the descending stroke or tail of the 9; and $\prime$ (*-ing* for 0), is the final part of the word *nothing*. The several marks for the figures being now accounted for, I shall briefly add, that, as $\swarrow$, an oblique curve, is the most appropriate mark for the figure 9, so any other of the oblique curves, viz., $\swarrow$, $\searrow$, or $\backslash$, may occasionally be used for the same purpose. This method of expressing figures is shorter than that in common use; equally distinct, because of the figure mark prefixed; and more beautiful, because it gives a uniform appearance to the whole writing.

When small numbers are casually mentioned, it is better to express them in words, by their consonant marks, a similar method being observed by correct writers in long-hand, avoiding the introduction of figures or figure marks, which would equally destroy the uniformity of the writing.

As the first engraved Specimen of Short-hand, being the Lord's Prayer, will naturally engage the attention of young beginners, I shall now, for their assistance, give such an explanation or analysis of the whole, as may enable them, not only to decipher the same, but also to understand each word, according to the various rules of Short-hand, which are therein exemplified.



ANALYSIS

of

The Lord's Prayer in Short-hand.

THE first character which occurs (in the title) is the letter *t*, which, standing by itself, denotes the word *The*.

The next word consists of the following letters joined together, viz., *lrds*, being all the consonants in the word *Lord's*; and it is by means of consonants only, that words are most usually represented in Short-hand.

The word *prayer* is expressed in Short-hand by the three letters *pr*, the first character *p*, being made only half its usual size, to indicate that the adjoining character is to be resolved into two parts, each part denoting a single letter. The mark annexed to this word, is the Short-hand period.

The next consonant is *r*, with the vowel *o* prefixed, denoting the word *Our*.—The conjunction *or*, is represented in Short-hand by the letter *r* only, without any vowel point.

The three consonants *ftr*, are here equivalent to *fthr*, because the *r* being half its usual size, shews that the preceding *t* is used for *th*. The whole then is an obvious representation of the word *Father*.

Wo stands for the relative pronoun *who*.

The consonants in the next word are *rt*, the former being written from the bottom upwards, the dot placed at the

the beginning of the mark, on the left-hand side, denotes the vowel *a*.

The letter *n*, in the middle of the line, denotes the word *in*.

Hvn are the consonants in the word *heaven*.

Hald represent the word *hallowed*.

The first character for *b* denotes, agreeably to the Shorthand alphabet, the word *be*.

Th, with the annexed vowel *i* (for *y*), is *thy*.

Nm are the consonants in the word *name*, and being placed at the top of the line, it may be supposed to indicate that the vowel which is omitted, is *a*. See Letter V., rem. 6.

Thi for *thy*, as before.

The letters *kngdm* plainly point out the word *kingdom*, the letters *kn* being joined together in a contracted way. See *General Observations*, letter *K*.

Km for *cm*, denotes the word *come*, the letter *k* being contracted, as in the preceding word *kingdom*.

Thi for *thy*.

The first character for *w*, stands for *will*.

B for *be*, as before.

The letters *dn* are thus joined together, without forming an angle at the point of junction, and represent the word *done*.

The consonant *n*, having the vowel *o* prefixed, is *on*.

Erth fully represent the word *earth*, the vowel *e* being used for *ea*.

The letter *s*, at the top, denotes *as*.

The letter *t*, having the vowel *i* prefixed, is *it*.

S, in the middle, denotes *is*.

N, in the middle, is *in*.

Hvn, as before, *heaven*.

Gv are the consonants in the word *give*.

S, at the bottom of the line, denotes *us*.

Is is an abbreviation of the pronoun *this*. Evidently it cannot be the word *is*, because that is denoted, as above, by writing *s* only, in the middle of the line. See *General Observations*, character for *Th*.

Da is written for *day*.

Or, for *our*, the vowel *o* being used for *ou*.

Dli represent *daily*, the vowel *i* being used for *y*.

Brd,

Brd, in the present situation, are sufficient without any vowel, to point out the word *bread*. The vowel *e*, for *ea*, might easily have been inserted, were it in any degree useful or necessary for distinguishing the word. The very same consonants, to be sure, are found in divers other words, as *bard*, *bird*, *board*, &c. ; but in this, and every similar case, CONNEXION, which has been justly styled the KEY of Short-hand, instantly suggests the true word, necessary to complete the sense of the passage.

The letter *d*, by itself, stands for *and*.

The word *forgive* is represented by its consonants *frgv*.

S, at the bottom, is *us*.

Or, as before, for *our*.

Trspss, for *trespasses*. The last *s* being made longer than usual, denotes two *s*'s, and not merely double *s*, as in the word *trespass*; for double letters in long-hand, without any vowel intervening, are not doubled in Short-hand. The letters *trspss*, are therefore the principal consonants in the word *trespasses*.

S, at the top, denotes *as*.

W, having a point or dot annexed in the second vowel's place, is *we*.

Forgive, as before.

Thm for *them*; the *t* standing for *th*, when the adjoining character is optionally made only half its usual size.

Th stands for the word *that*.

The consonants *trspss*, evidently point out the word *trespass*.

The letter *g* denotes the word *against*.

S, at the bottom, *us*.

And, as before.

Ld the first and last consonants in the word *lead*.

Us, as before.

Nt, for *not*.

The consonants in the next word, *into*, are *nt*, the former having the vowel *i* prefixed, and the latter, the vowel *o* annexed.

The letters *tmt*, with the termination *s*, drawn from the vowel *a*'s place, for *-ation*, is the word *temptation*.

The second character for the letter *b*, denotes *but*.

The letters *dlvr* plainly suggest the word *deliver*. The same word might have been expressed a different way, by writing

writing the preposition *de*, separately, and placing the consonants *lvr*, near to the character which represents the preposition.

Us, as before.

Frm, for *from*.

The letters *evl* evidently point out the word *evil*.

Fr, the consonants in *for*.

Thn are consonants, not peculiar indeed to the word *thine*; but in the present situation, they will, at first sight, suggest that word.

S, in the middle, for *is*; *t* for *the*; *kngdm* for *kingdom*; and *d* for *and*;—as before.

Por, for *pour* or *power*.

And the, as before.

Glri, for *glory*.

Fr is *for*, as before.

Evr, express the word *ever*, and the letter *d*, as before, stands for *and*.

The letters *amn*, at the end of the prayer, represent the word *Amen*.

If the learner have the curiosity to compare the number of strokes and dots in this specimen, with those used when the same is written in long-hand, he will find the former about 150, while the latter contains nearly six times that number, which shews the great superiority of Shorthand, independent of those advantages which may afterwards be derived from the Rules of Abbreviation.



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of
The annexed Short-hand Plates.



Plates IV., V., VI., VII., VIII., and IX.

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Plate X.

The Lord's Prayer.

The First Psalm.

.....

Plate XI.

Verses designed for a Watch-case.

An Imitation of them, applied to Short-hand.

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Plates XII., and XIII.

A Parable against Persecution.

Interesting Anecdote of GROTIUS.

.....

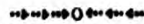
Plate XIV.

The Song of Death.

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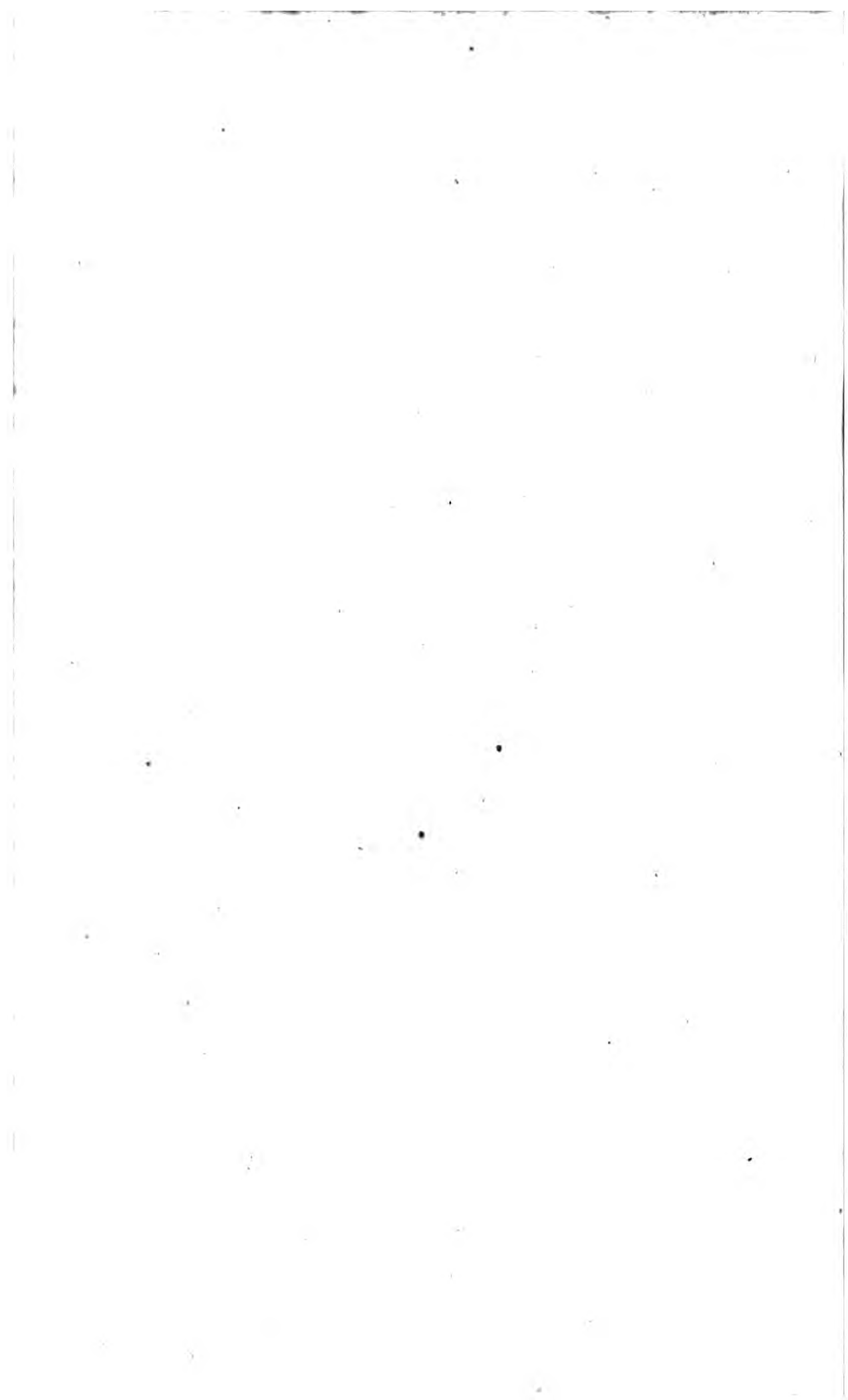
Plates XV., XVI., and XVII.

The last Number of The IDLER.



Pl. IV.

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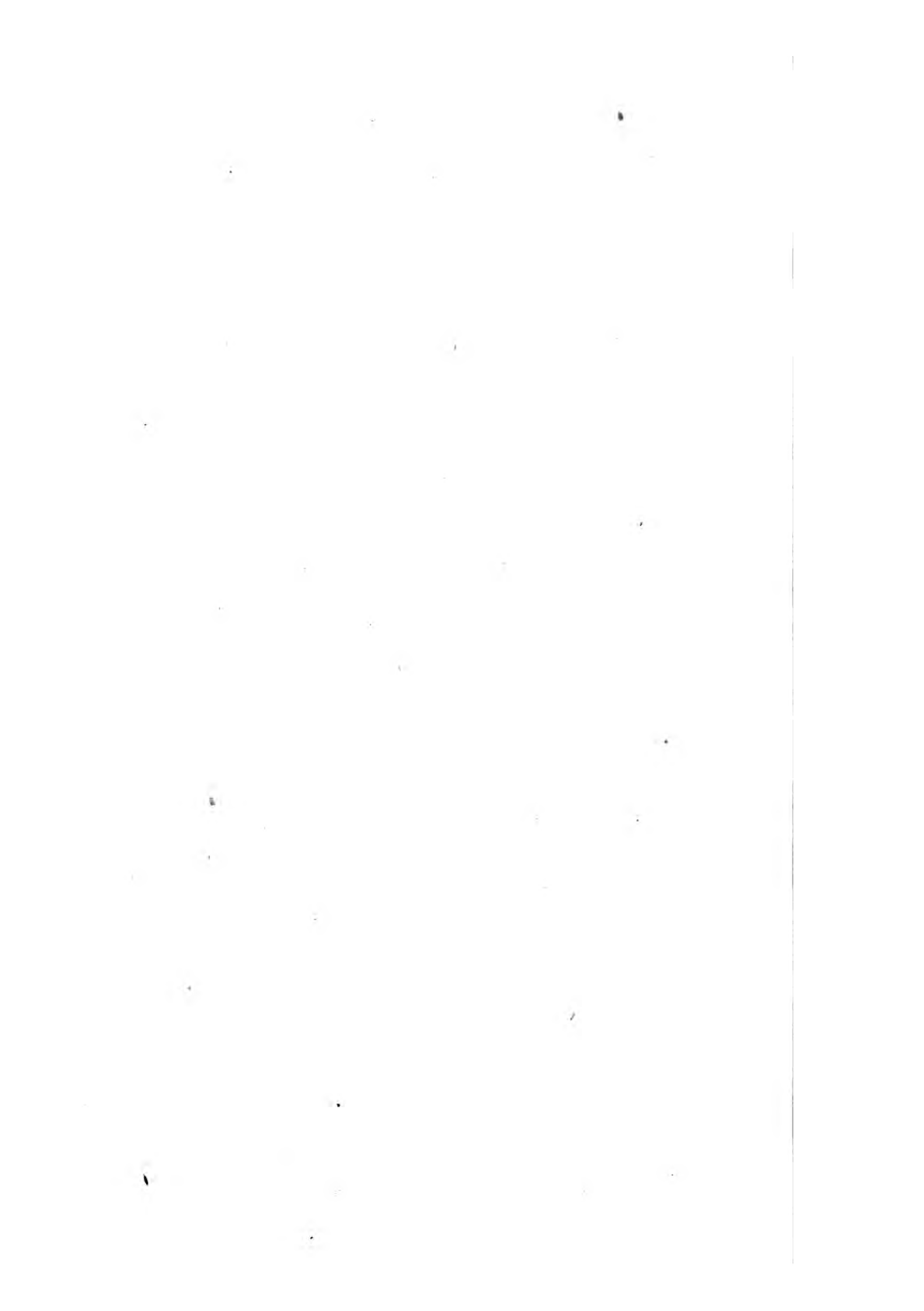


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2	99	253	279
3	100	254	280
4	101	255	281
205	230	256	282
5	102	257	283
6	103	258	284
7	104	259	285
8	105	260	286
210	235	261	287
9	106	262	288
10	107	263	289
11	108	264	290
12	109	265	291
215	240	266	292
13	110	267	293
14	111	268	294
15	112	269	295
16	113	270	296
220	245	271	297
17	114	272	298
18	115	273	299
19	116	274	300
225	250	275	301

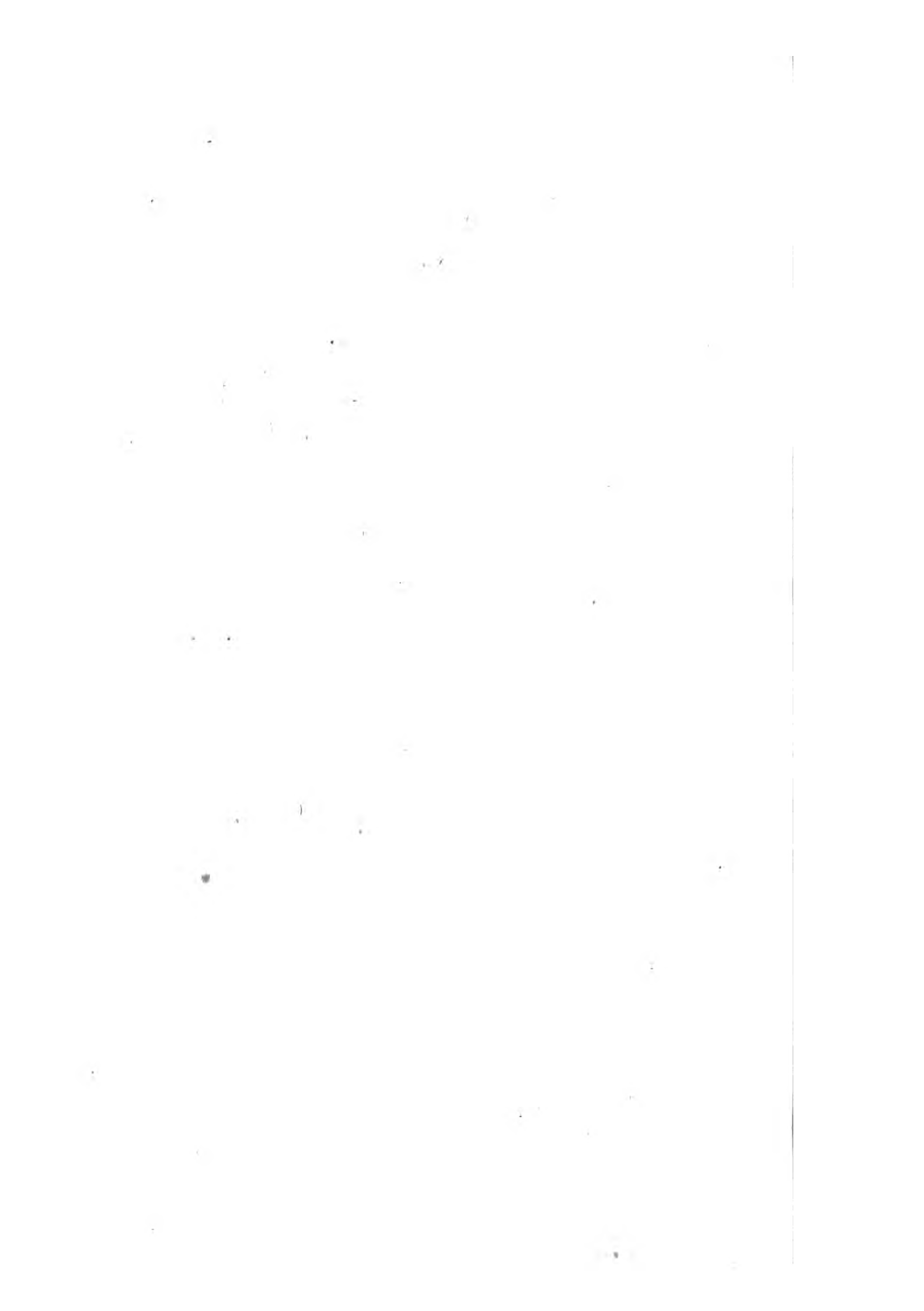


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315	340	365	390
320	345	370	395
325	350	375	400

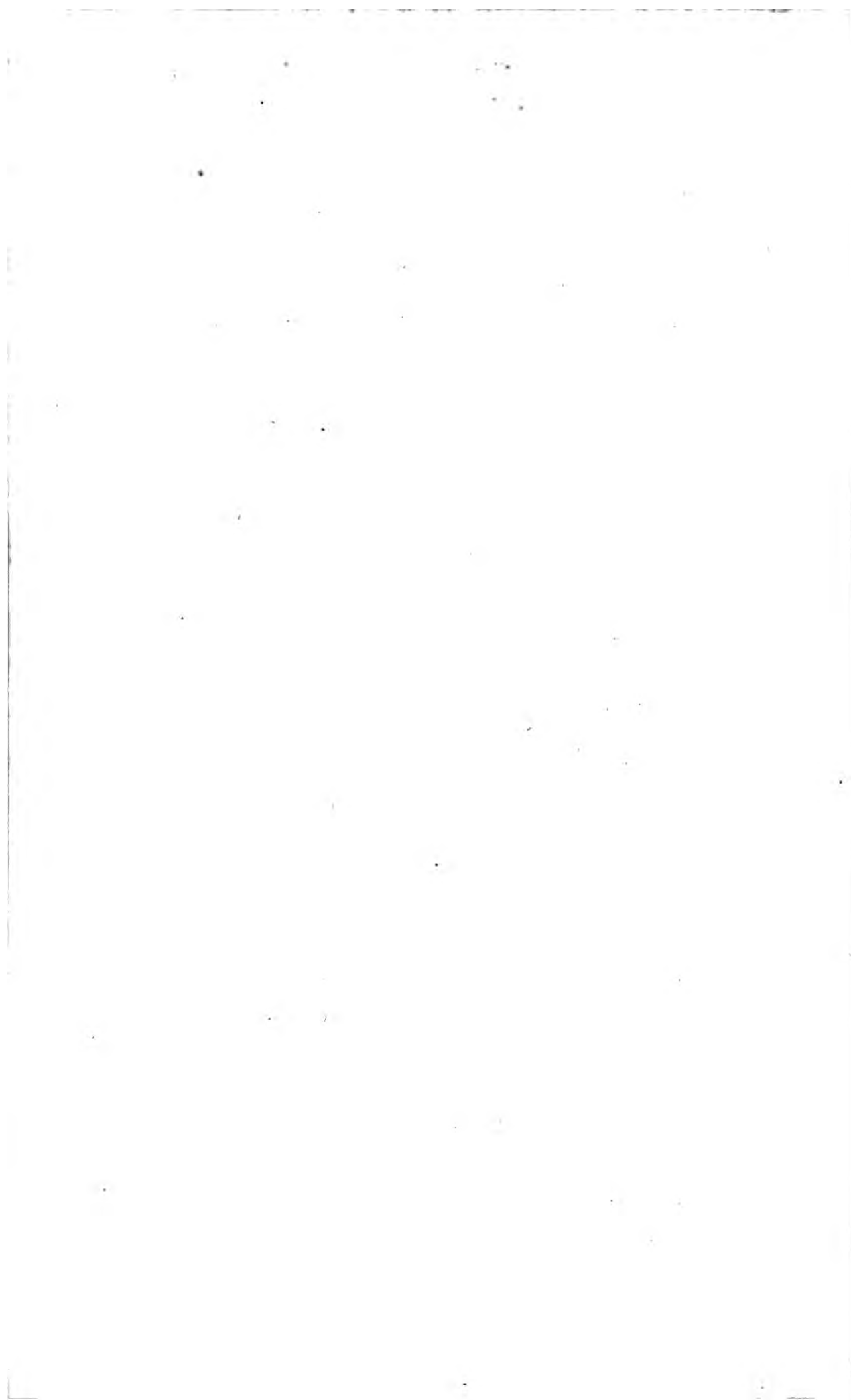
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425	450	475	500



505	530	555	580
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515	540	565	590
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525	550	575	600



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b	✓	b	ca
pgl	ca	ca	ca
ep	ca	ca	ca
610 p .	635 ca	660 ca .	685 ca .
ca	ca	ca	ca
ca	ca	ca	ca
ca	ca	ca	ca
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615 ca	610 ca .	665 ca	690 ca
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1 V. 3.

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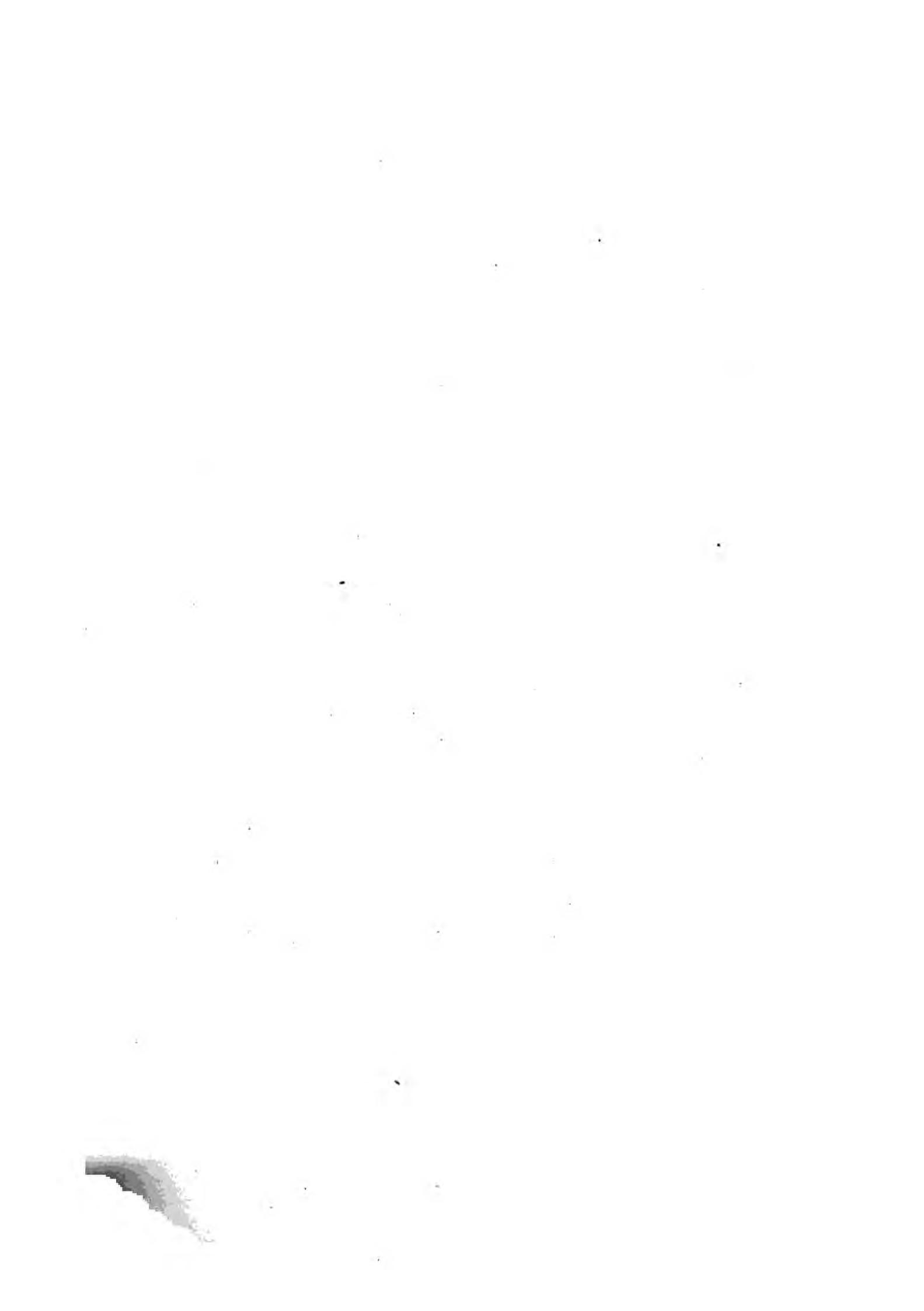
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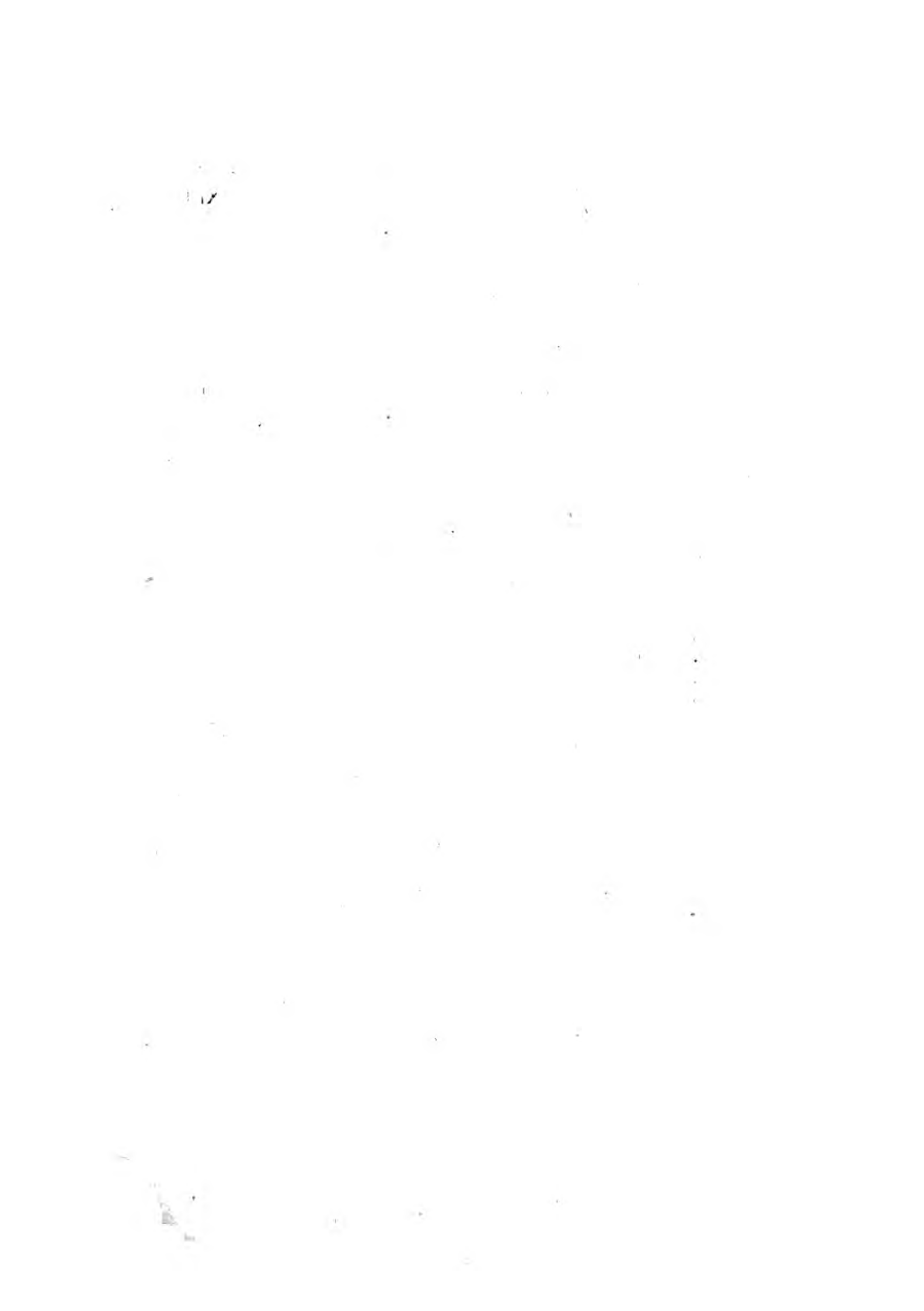
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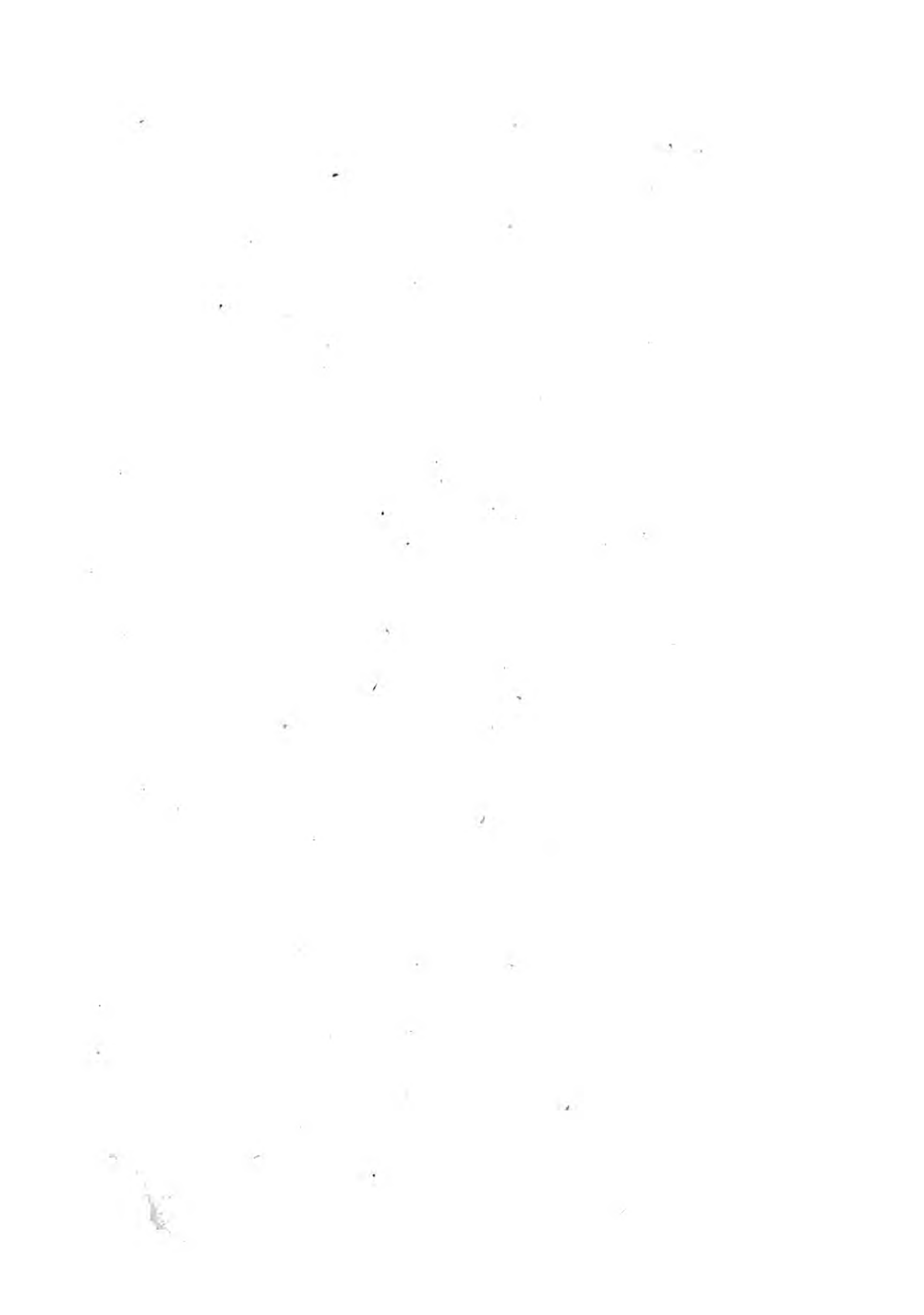
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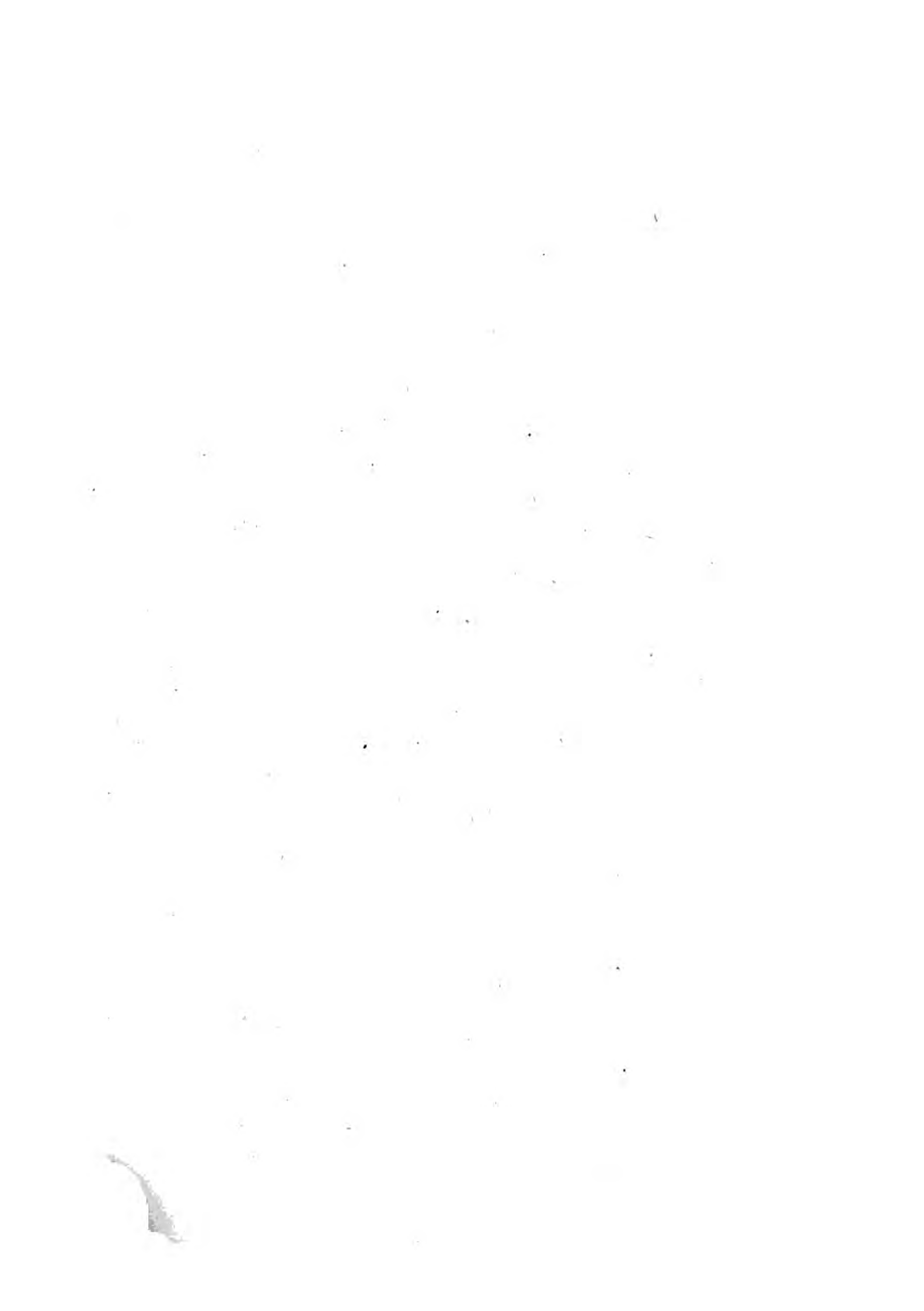


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AN INTRODUCTION TO
MR. BYROM'S
SHORT-HAND.

PART THE SECOND.

Brevis esse laboro—

Hor.

Of ABBREVIATIONS.

AN Alphabet, formed upon the most just and natural plan, by which, with the help of a few general Rules, all the words of the Language, to which it is adapted, may be easily, neatly, and speedily written, will not alone be sufficient to satisfy the expectations of an inquisitive reader; who must be sensible, that, however complete the Alphabet may be, yet many compendious applications of it may be obtained by an enquiry into the nature of our Language, and the abbreviations, which it admits of. He will not be satisfied with being taught, only how to express all the letters of a word by the shortest and easiest strokes, but will also require further

ther instruction, how to describe intelligibly words and sentences, by as few of those strokes as possible. To investigate from a few things given, many, which are omitted, will be found no unpleasant exercise of the learner's sagacity; and, if the few be properly given, the sense of the passage, and a due attention to the idiom of our Language, will render the discovery of the omissions more certain, and also less difficult, than the unexperienced would be apt to imagine. Without some Rules of Abbreviation, one end of Short-hand, that of following a speaker, would scarcely be attainable.

Before we proceed further in this art of Abbreviation, it may not be amiss to advise the learner not to embarrass himself with this Second Part, till, by a competent practice of writing according to the Rules laid down in the First Part, he is become so well acquainted with the characters, as to be able to write and read them with as much ease, as his own common hand. He will then meet with little more difficulty in reading words contracted, than he formerly did in those written more at length, provided that the Rules of Abbreviation be duly attended to.

The learner has been already taught, how to write all the consonants of any word by one continued mark, those words only excepted,

cepted, which may be better described by the help of detached prepositions or terminations. He may now advance a step further, and join together such short words, as are either represented by the letters of the Short-hand Alphabet alone, or such as, by their frequent occurrence, are become so familiar, as to be readily known, though denoted by their first consonants only. This will be found a great saving of time, and must therefore, when dispatch is required, be done in all instances, in which they may be joined neatly, and without ambiguity.

RULES OF ABBREVIATION.

RULE I.

THE auxiliary verbs, will, shall, have, had, can, could, may, must, be, &c., being signified by their first consonant, may be joined to one another; as, *∩ can be*, *∪ will be*, *∪ have or has been*, *∪ to be*, *∪ ought to be*, *∪ must be*, &c. And when the negative particle *not* intervenes, it may be denoted by its first consonant, and be joined with them; as, *∩ or ∩ cannot be*, *∪ will not be*, *∪ have not been*, *∪ not to be*, &c. The preceding pronouns may also be joined to these

these auxiliary verbs; as, *W* *he must be*,
h *he cannot be*, &c. *W* and *h*, which are
 often dropt in common speech and writing,
 as *he'll* for *he will*, *we've* for *we have*, may, for
 the sake of joining, be omitted in Short-hand;
 as, *W* for *he will*, *W* for *he will not be*,
W for *they have been*.

RULE II.

In writing all the consonants, of which
 any word is composed, the beginnings of the
 marks which follow, are always joined to the
 ends of those which precede them: When-
 ever, therefore, they are joined in any other
 manner, it is to denote, that each individual
 mark signifies a whole word, and not a single
 letter; as, *W* *in the*, *W* *it is*, *W* *it is not*
to be, *W* *as it is*, *W* *since it is*, and by
 dropping *w*, as in the preceding Rule, *W* *it*
was, *W* *it was not to be*, *W* *it seems to*
be, &c.

RULE III.

Derivative substantives may be very con-
 veniently represented by placing a point at
 the end of the words, from which they are
 derived; as, *W* *forget*, *W* *forgetfulness*.
 Derivative adjectives and adverbs may be
 represented also by points, distinguishable
 by their situation, both from the substantive
 and

and the vowel points; which may be done by placing them in a line, which, if produced, would pass through the substantive point, and would also be perpendicular to the last consonant mark; one placed *before* the substantive point, signifying the adjective, one *after* it, the adverb; as, $\vee^1$ *forgetful*, $\vee^1$ *forgetfulness*, $\vee^1$ *forgetfully*; $\angle$ *reasonable*, $\angle$ *reasonableness*, $\angle$ *reasonably*; $\neg$ *sufficient*, $\neg$ *sufficiency*, $\neg$ *sufficiently*.

A plural substantive may be denoted by adding a little *s*; as, $\downarrow$ *triumphant*, $\downarrow$ *triumph*, $\downarrow$ *triumphs*, $\downarrow$ *triumphantly*. No great accuracy is necessary with respect to the adjective and adverb points, provided they be placed so as to be clearly distinguished from the vowel and substantive points.

RULE IV.

Such words as, by their particular relation to the subject, or frequent occurrence, are easily discoverable, however concisely written, may be denoted by the first letter, if they begin with a consonant, if not, by the first vowel and consonant, with the adjective, substantive, or adverb point annexed; as, Life and $\curvearrowright$ *immortality* are brought to light by the $\cup$ *gospel*.---The $\swarrow$ *resurrection* of the dead, and a future state of $\swarrow$ *rewards* and $\cup$ *punishments* are plainly, and positively taught

taught in the *gospel*. The adjectives, which usually accompany such substantives, may also be denoted by their first consonant, joined to the substantive; as, With *humble submission* to your *lordship*. There are many substantives, to which some particular adjectives are usually joined; as, *human nature*, *Christian religion*, or *Critical Review*, *Monthly Review*, *natural philosophy*. Whenever, therefore, the subject treated of will lead to the discovery of the substantive, though denoted only by its first consonant, it will, at the same time, discover the adjoined adjective.

Most writers of Short-hand accustom themselves to mark such words, as most frequently occur in their own particular professions, by the initial letters, with the substantive, adjective, or adverb points, which, through custom, easily suggest those words to them at first sight. But, it must not be understood, that those marks imply those words exclusively, and no other. They may stand for any other, beginning with the same letters, which the sense of the passages necessarily requires. It cannot, therefore, be expected, that a complete list of them should be given here; but the following are some of those which are most commonly used. *happiness*, *heaven*, *religion*, *subtraction*, *multiplication*,

tiplication, C. division, —. accordingly, V.
 notwithstanding, ? particularly, l. together,
 † world.

RULE V.

A dot placed at the point of concurrence of two consonant marks, denotes two substantives, of which those marks are the first consonants; and also that the latter is governed of, or connected to, the former by some preposition, which is omitted; as, The V love of money is the root of all evil.--- Seek ye first the e kingdom of God, and his righteousness, &c.---The effects of gravity are visible in every part of that system to which we belong, but the e cause of gravity still remains undiscovered.

The Articles *a* or *the*, in this, and in many of the following ways of Abbreviation, may, for the sake of joining, be omitted; as, Since the s light of the gospel has shone upon the world, &c.

And also, if an Adjective precedes either of the substantives, they may all three be represented by their first consonants joined together, with the dot always placed at the end of the first substantive, as, The ee great goodness of God is manifest in all his dealings with his creatures.---His Majesty the e King of Great Britain.---V F. R. S., that is, Fellow of the Royal Society.

This

This relation of substantives, which is expressed in Latin by the genitive case, and in English by the preposition *of*, is, by far, the most common ; but the Rule is more extensive, and serves to express two substantives connected by any other preposition, as *for*, *in*, *with*, *after*, &c., provided that the context, or any particular words of the sentence easily indicate, not only the two substantives, but also the preposition which is omitted ; as, We must place all our *confidence in God*. ---Our Saviour expressly commands all his disciples to return *good for evil*.---In this present state, all things are mixed, *pleasure with pain*, *good with evil*.---The *liberty of the press* is the grand palladium of British freedom.---He is now become quite blind, he cannot even distinguish *light from darkness*.---Having finished the *questions in reduction*, he is now beginning to learn the *Rule of three*.

RULE VI.

The substantive point, placed before a single consonant mark, denotes that the substantive is to be repeated, with some intervening preposition ; as, *day after day*.---*From time to time*.

RULE VII.

The substantive, adjective, or adverb point,
placed

placed before two or more consonant marks joined together, denotes two or more substantives, adjectives, or adverbs, of which those marks are the first consonants, and also that they are connected by a conjunction; as, Our blessed $\mathcal{L}$ *Lord and Saviour* Jesus Christ, by his $\mathcal{S}$ *death and passion*, made a sufficient $\neg$ *satisfaction and atonement* for the sins of the whole world.---The legislative power in England is not vested in a single person, for $\mathcal{K}$ *King, Lords, and Commons* must join in every Act, before it has the force of a Law.---The precepts both of γ *natural and revealed* religion forbid us to do our neighbours any injury.---What doth the Lord thy God require of thee, but to live $\mathcal{S}$ *soberly, righteously, and godly* in this present world.

Thus any series of substantives, adjectives, or adverbs, may be expressed by their first consonants joined together, with the proper point prefixed. But this is only to be done in such instances, where the commonness of the phrase, or the nature of the subject, evidently points out the words signified by those letters.

RULE VIII.

Many long words, especially those in which the marks for the consonants will not join neatly, may be denoted by their first
N syllable,

syllable, with as many points annexed, as there are syllables wanting; as, *multi-* tude, *correspondence*. And when great dispatch is required, the points may be omitted, especially if the words do not begin with prepositions; as, *signification*, *difficulty*, *negligence*, *plenipotentiary*.

RULE IX.

Words, beginning with prepositions, may be denoted by their respective prepositions, together with the next consonant and vowel, and sometimes with the next consonant only, adding, when necessary, the substantive, adjective, or adverb point; as, He was not hasty in his resolution, but took time to *deliberate* about it.

The vowel may, in many instances, be denoted, by beginning the consonant from that point after the preposition, in which the vowel should be placed; as, *transmutation*, *recommend*, *recommendation*, *recommendatory*, *resignation*, *resolution*, *consanguinity*, *convenient*, *superficial*, &c.

The participles may be abbreviated after the same manner, by adding, instead of the points, the terminations *-ing* or *-ed* to the latter consonant mark; as, *considering*, *considered*.

Words

Words, beginning with double or treble prepositions, may be written after the same manner, joining the prepositions together; as, $\wedge$ representation, $\wedge$ misrepresentation, $\wedge$ incomprehensibility, $\wedge$ comprehension. If two consonants begin the next syllable, the writing of them both will help to discover the remainder of the word; as, $\wedge$ misunderstanding, $\wedge$ transubstantiation.

RULE X.

Words, ending in any of the terminations, which, in the Alphabet, are denoted by consonant marks, may be expressed by their first consonant and vowel, together with the proper mark for its termination; as, $\wedge$ arbitrary, $\wedge$ opportunity, $\wedge$ curiosity, $\wedge$ lawfulness.

But it must be carefully observed, that the vowel, whether it precedes or follows the consonant, must never be omitted; otherwise the consonant might be taken for a preposition, and then this Rule would interfere with the foregoing: whereas its power of representing a preposition is destroyed by the addition of a vowel, whilst the single disjoined mark, at the end, retains its power of representing a termination. The word is, therefore, described by its beginning and termination, a vacancy being left in the middle, to be supplied by the sagacity of the reader.

RULE

RULE XI.

Such words, as are easily discoverable by the particular prepositions which they require, may be denoted by their first consonant only ; as, This *∩ belongs* to me.---He made some good *∩ observations* upon it.---I want to *(dispose* of my house.---He *∪ agreed* with me in opinion.---There was not the least *(difference* between us.---We must take particular care to *∪ guard* against such passions, as we find ourselves most *∠ liable* to.---He *(deliberated* long about the choice of a patron, but at last resolved to *(dedicate* his work to, &c.

As few English words end with the syllable *-to*, the preposition *to* may be joined to the preceding word, which is signified by its first consonant only ; as, This *∆ belongs to* me, *∆ liable to*, *∇ satisfactory to*, *∇ subject to*.

Other prepositions, which are denoted in the Alphabet by a single consonant, may, in like manner, be joined to the preceding word ; as, He made some good *∩ observations upon* it.

RULE XII.

Prepositions generally require after them either a noun or pronoun. The pronouns being few in number, and used as substitutes for nouns, must occur very frequently, and
by

by that means soon become familiar to the learner; pronouns, therefore, may be joined to the prepositions, without danger of creating any difficulty to the reader; as, He gave it $\hookrightarrow$ to me, he left it $\hookrightarrow$ to my, $\hookleftarrow$ to us, $\hookrightarrow$ to you, $\vee$ to our, $\vee$ to your, $\vee$ for thy, $\vee$ for my, $\hookrightarrow$ upon them. The *h*, *th*, or *wh* may, for the sake of joining, be dropped in the pronouns which begin with those letters; as, $\hookleftarrow$ to his, $\hookleftarrow$ to this, $\vee$ to her or to their, $\hookrightarrow$ to whom, $\hookleftarrow$ to those or to whose, $\hookrightarrow$ to which, $\hookrightarrow$ to each, it was not $\hookrightarrow$ in my power, it was thrown $\hookrightarrow$ under my feet, he came and dwelt $\hookrightarrow$ amongst us, you may depend $\hookrightarrow$ upon me.

This Rule is not restrained to those prepositions only, which are given in the column of words in the Alphabet, but may be extended to others, which must, in that case, be represented by their first consonant, and be joined to the pronoun; as, He did it $\hookrightarrow$ with my consent.---He came privately and took it away $\hookrightarrow$ without my knowledge.---It is $\hookrightarrow$ beyond my reach. *Above* may be distinguished from *beyond* by prefixing the initial vowel; as, It is $\hookrightarrow$ above my comprehension.---They divided it equally $\hookrightarrow$ between them.---He had the impudence to do it $\hookrightarrow$ before my face.

RULE

◆◆◆◆◆

RULE XIII.

After the learner has made the last method of Abbreviation familiar to him, he may combine it with the foregoing, and join the preceding word, the preposition, and pronoun all together; as, *belongs to me*, *extends to us*, *agreed with me*, *depend upon me*, *observations upon this*. He was a notorious traitor, and caught in actual *rebellion against his Majesty*.---He was an ill-natured man, and always endeavouring to sow *dissentions amongst his neighbours*.

When a pronoun, or a preposition and pronoun, follow the verb, and are themselves followed by a preposition and pronominal adjective, they may all be joined together; as, I *congratulated him upon his*, &c.

The words *some*, *any*, *none*, *which*, *each*, *both*, &c., followed by a preposition and pronoun, may be denoted by their first consonants, and be joined to the preposition and pronoun; as, *some of them*, *any of us*, *none of them*, *both of them*, *which of them*, *each of them*. The first dot, in the second and last examples, is inserted to distinguish the words, which begin with the same consonant, from one another. The latter dot must never be omitted, as it is the appointed way of writing the pronouns, when joined to prepositions.

RULE

RULE XIV.

The adverbs preceding the verbs, and the substantives following the pronominal adjectives, may be joined to the verbs and adjectives respectively, denoting both the adverbs and substantives by their first consonants, or at most by their first consonants and vowels; as, You may *Yi safely depend upon my word.*

RULE XV.

Many common phrases, formed by a substantive preceded by the prepositions *with*, *without*, *in*, &c., and followed by *to*, *of*, &c., may be very conveniently abbreviated; as, *W* *with regard, respect, or reference to*, *A* *in relation to*, *A* *in order to*, *C* *in consequence, comparison, or consideration of*, *V* *by reason of his*, *^* *by virtue of his*,* *2* *upon account of*, it was not *W* *in the power of* man to save him.

RULE XVI.

Common adverbial phrases are, in like manner, often denoted by their initial consonants joined together; as, *'* *at the same time*, *'* *at present*, *~* *in this manner*, *~* *in like manner*, *~* *in a great measure*,

* In this example, the proportionably little *'* shews, that the character following it, is to be resolved into two letters.



└ in the same manner, ʼ in the mean time,
 ∞ in general, ʼ in particular.

And when the proportion of equality is expressed, with some one word intervening, they may be all joined together; as, — so much as, — as much as, — as well as, — as long as, — as good or as great as.

RULE XVII.

The contractions which may be made, when *it is*, or *it was*, are followed by an adjective, and *to* or *that*, are very numerous. The following instances are a few of the most usual. └ it is impossible to, └ it was unnecessary to, └ it is contrary to, └ it is according to, └ it is evident that, └ it is not to be supposed that.



The above methods of Abbreviation are such as are of most common use and practice; and though they are not many in number, yet they are very extensive in their application; for few sentences can occur, in which some or other of them will not find a place. An accurate and assiduous attention to the nature and idiom of our Language may suggest others, as useful and extensive as these. Proper care being taken to lay a right foundation, the legitimate ways of contracting will increase, in proportion to the Writer's want
 of

of them. The more he writes, the more concisely he may venture to write, and yet be able to read his contractions with ease.

In all the various ways of describing words by some shorter method than that of writing all the consonants of which they consist, care must be taken, when the contraction consists of two or more words joined together, that no one word of it be represented by more than one character; and, that the whole mark by some means, if possible, be shown to be a contraction, either by the insertion of points in the middle of the marks, which, when dispatch is required, is seldom practised to denote vowels in the middle of words,---or by the unusual ending or joining of the marks.

These contractions are not designed to be taught, as the common standard method of writing Short-hand, upon all occasions.---That method which was taught in the First Part, and which will be as easily read, upon a little practice, as common long-hand, will be found sufficiently short for all common purposes; and it should therefore be kept to, when very great dispatch is not required.

Inventors of Short-hand have generally introduced into their systems, besides the alphabetical characters, a multitude of arbitrary marks,---one, for instance, now before me, has *three hundred and thirty* of that description,---to signify particular words and phrases,

o

which



which are often chosen rather upon account of their length than their frequent occurrence. The injudicious application of these arbitrary marks, is not the only objection against them. They are particularly burdensome to the memory, tedious and difficult to be learned, but very soon and readily forgotten ; and scarcely legible to the Writer himself, unless he sits down to decipher them immediately, whilst every thing is fresh in his memory ; but to others, they are almost always illegible. By this means, the world has been deprived of the labours of several learned men, of which, had a regular system of Short-hand been then generally used, it might now have enjoyed the benefit.

But these objections are not applicable to the methods of Abbreviation here taught. They burden the memory with no new or arbitrary marks, and with but few Rules for the extension of the powers of the alphabetical characters ; and yet those Rules are so general, and may be applied to such a multitude of cases perpetually occurring, that they give this System the advantage, even in point of expedition, over arbitrary marks, and, at the same time, leave the writing perfectly legible, whatever length of time may intervene, not only to the person himself, but also to every other writer of the same method.



CONTENTS

of the

Annexed Short-hand Specimens.

Plates XVIII. and XIX.

Part of Dr. Sherlock's First Sermon. With some of the
most common Abbreviations.

.....

Plate XX.

*In this Specimen, which terminates the present Work,
there are exemplified all the Rules of Abbreviation,
except the 14, 15, and 17. The abbreviated Words
are printed in Roman Capita's, and the numerical
Reference shews the Number of the Rule.*

THE BEAR.

A FABLE.

A Bear, who was bred IN THE² savage Desarts
of Siberia, had an INCLINATION⁴ to see the
WORLD.⁴ He travelled from FOREST TO FOREST,⁶
and from one KINGDOM³ to another, making many
profound OBSERVATIONS¹¹ IN HIS¹² Way. Among
the Rest OF HIS¹² EXCURSIONS,⁹ he came by
ACCIDENT⁴ into a Farmer's Yard, where he saw a
Number of Poultry standing to drink by the SIDE OF
A POOL.⁵ Observing that at every Sip they turned up
their HEADS⁴ towards the Sky, HE COULD NOT¹ for-
bear enquiring the Reason of so peculiar a Ceremony.

They

They told him, that IT WAS² by Way of returning Thanks to HEAVEN⁴ for the Benefits they received, and was indeed an ANCIENT AND RELIGIOUS⁷ Custom, which they could not, with a safe Conscience, or without IMPIETY,¹⁰ omit. Here the Bear burst into a FIT OF LAUGHTER,⁵ at once mimicking their Gestures, and ridiculing their SUPERSTITION,⁹ IN THE² most CONTEMPTUOUS MANNER.⁴ ON THIS¹², the Cock, with a Spirit SUITABLE TO¹¹ the BOLDNESS OF HIS¹³ Character, addressed him IN THE² FOLLOWING¹⁰ Words: 'As you are a Stranger, Sir, you perhaps MAY BE¹ excused the INDECENCY⁴ OF THIS¹² BEHAVIOUR;⁹ yet GIVE ME LEAVE TO¹⁶ tell you, that none but a Bear would ridicule any RELIGIOUS CEREMONIES⁴ whatsoever, IN THE² Presence OF THOSE¹² who believe them of Importance.'

THE END.

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216. 67, 68, 69.

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