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excerpt from a manual of pitman phonography prepared for school private and mail instruction a good book needs no apology and a bad one cannot be saved by any effort to conceal its defects an acceptable text book on phonography is a difficult work to write the author of such a book must put himself in the place of the student of little culture as well as the student of education and literary attainments to write a text book that will be clear to one and not over explained to the other to adapt the instruction to all classes of minds is no easy task that this has been accomplished is attested by the fact that students of this system have become professionals in every branch of labor requiring the skill of a stenographer in the multiplicity of methods published in this country owing to the fact that the american copyright law encourages rather than stifles invention as is the case in england it might seem to a person not versed in the art that there could be little or no difference in the value of systems that one might as well be chosen as another that each is equally good that all serve the purpose required of shorthand on pretty much the principle that the same result can be attained by different penmen using different pens but there is this important difference skilled work can be done more easily and more satisfactorily and with greater expedition and certainty by the very best instrument than with any one of a dozen fairly good tools it is a fact in shorthand authorship as in other literary work that some one man is capable of writing a

better book than all other authors for evidence of this we have but one blackstone expounder of law though hundreds of law writers one gray on botany though botanists without number one ruskin on art in scores of art writers one herschel among many astronomers one morse in hundreds of electricians one webster in a world of definers for half a century our art has been burdened with over explanation or lack of illustration making it difficult for a student to understand the application of principles or impossible for him to get an adequate knowledge of the art for practical use about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works this work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it this work was reproduced from the original artifact and remains as true to the original work as possible therefore you will see the original copyright references library stamps as most of these works have been housed in our most important libraries around the world and other notations in the work this work is in the public domain in the united states of america and possibly other nations within the united states you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work as a reproduction of a historical artifact this work may contain missing or blurred pages poor pictures errant marks etc scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public we appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant excerpt from a complete manual of the pitman system pitman of phonography arranged in progressive lessons for class and self instruction the general directions which may be given the student in advance are few as the principles introduced from time to time in the following pages will be specifically treated when reference is made to them ruled paper must always be used and the shorthand characters should be written about one sixth of an inch in length the characters must be carefully and correctly formed and should never be written faster than they can be written well ability to write rapidly and legibly will depend upon the precision with which in the beginning each character is written accuracy in writing depends upon the direction in which each character is written its length and whether it is light or heavy the perpendicular slanting and horizontal strokes should be made in the proper direction and the curved strokes when made heavy should be thickened in the center only and should taper toward the extremities while straight strokes are made heavy throughout and should be made only sufficiently heavy to distinguish them from light strokes either a pen or a pencil may be used and it may be held between the first and second fingers in an almost upright position the note book must be kept in place with the left hand and when writing the weight of the body should not rest upon the right arm everything should be written and read over and over again each character word or principle must be

learned perfectly before the next one is taken up and nothing outside of the exercises given in connection with each lesson should be attempted word signs must be reviewed daily about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works excerpt from phonetic shorthand a complete manual of pitman's phonography with all the modern improvements seed Introductory a in phonetic shorthand words are spelled as they are pronounced and no silent letters are used in the english alphabet the sounds of oh as in chain th in thin sh in show and n g in sing are not provided with distinct letters though they are really simple sounds the same letter often indicates different sounds in different words as the letter g in the words gun gem the use of two or more letters to indicate a sound for which a single character is provided is also very frequent as the sound of f in the word trough triumph and a single simple sound is often indicated by letters to which entirely different values are usually assigned as in the words pleasure azure the letters s and z are used to indicate a sound which has no precise representative in the language similar inconsistencies exist with respect to vowel sounds in phonetic shorthand however each distinct vocal sound is provided with a distinct letter about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works excerpt from the new practical shorthand manual a complete and comprehensive exposition of pitman shorthand note to revised edition the cordial endorsement which has been given to this book by shorthand teachers together with the results of its work in our own school as shown in the successful careers of our shorthand students have led us to undertake a revision of its contents by which we have improved some important features of the original and added about twenty five pages of new material about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works many of the earliest books particularly those dating back to the 1900s and before are now extremely scarce and increasingly expensive we are

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# **A Complete Manual of the Pitman System of Phonography**

1895

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2018

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## **The New Practical Shorthand Manual**

1892

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2015-08-31

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## **The New Practical Shorthand Manual**

2016-05-23

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## **Phonetic Shorthand**

1896

excerpt from challenge shorthand manual pitman graphic the introduction of the circles and loops at this stage very greatly enlarges the list of words that may be used for dictation work the student is here warned to go no farther in word formation than the words presented otherwise wrong outlines will have to be unlearned about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology



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## **The New Practical Shorthand Manual; a Complete and Comprehensive Exposition of Pitman Shorthand**

2012-08-01

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## **A Complete Manual of the Pitman System of Phonography**

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## **Challenge Shorthand Manual**

2017-11-21

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## **A Complete Manual of the Isaac Pitman System of Shorthand**

1918

excerpt from a manual of pitman phonography prepared for school private and mail instruction a good book needs no apology and a bad one cannot be saved by any effort to conceal its defects an acceptable text book on phonography is a difficult work to write the author of such a book must put himself in the place of the student of little culture as well as the student of education and literary attainments to write a text book that will be clear to one and not over explained to the other to adapt the instruction to all classes of minds is no easy task that this has been accomplished is attested by the fact that students of this system have become professionals in every branch of labor requiring the skill of a stenographer in the multiplicity of methods published in this country owing to the fact that the american copyright law encourages rather than stifles invention as is the case in england it might seem to a person not versed in the art that there could be little or no difference in the value of systems that one might as well be chosen as another that each is equally good that all serve the purpose required of shorthand on pretty much the principle that the same result can be attained by different penmen using different pens but there is this important difference skilled work can be done more easily and more satisfactorily and with greater expedition and certainty by the very best instrument than with any one of a dozen fairly good tools it is a fact in shorthand authorship as in other literary work that some one man is capable of writing a better book than all other authors for evidence of this we have but one blackstone expounder of law though hundreds of law writers one gray on botany though botanists without number one ruskin on art in scores of art writers one herschel among many astronomers one morse in hundreds of electricians one webster in a world of definers for half a century our art has been burdened with over explanation or lack of illustration making it difficult for a student to understand the application of principles or impossible for him to get an adequate knowledge of the art for practical use about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at [forgottenbooks.com](http://forgottenbooks.com) this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

# A Complete Manual of the Pitman System of Phonography

1891

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## **Challenge Shorthand Manual, Pitman-graphic**

1917

excerpt from a complete manual of the pitman system pitman of phonography arranged in progressive lessons for class and self instruction the general directions which may be given the student in advance are few as the principles introduced from time to time in the following pages will be specifically treated when reference is made to them ruled paper must always be used and the shorthand characters should be written about one sixth of an inch in length the characters must be carefully and correctly formed and should never be written faster than they can be written well ability to write rapidly and legibly will depend upon the precision with which in the beginning each character is written accuracy in writing depends upon the direction in which each character is written its length and whether it is light or heavy the perpendicular slanting and horizontal strokes should be made in the proper direction and the curved strokes when made heavy should be thickened in the center only and should taper toward the extremities while straight strokes are made heavy throughout and should be made only sufficiently heavy to distinguish them from light strokes either a pen or a pencil may be used and it may be held between the first and second fingers in an almost upright position the note book must be kept in place with the left hand and when writing the weight of the body should not rest upon the right arm everything should be written and read over and over again each character word or principle must be learned perfectly before the next one is taken up and nothing outside of the exercises given in connection with each lesson should be attempted word signs must be reviewed

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## **Universal Pitman Manual Adapted to Pitman-Howard Phonography**

1912

excerpt from phonetic shorthand a complete manual of pitman s phonography with all the modern improvements see introductory a in phonetic shorthand words are spelled as they are pronounced and no silent letters are used in the english alphabet the sounds of oh as in chain th in thin sh in show and n g in sing are not provided with distinct letters though they are really simple sounds the same letter often indicates different sounds in different words as the letter g in the words gun gem the use of two or more letters to indicate a sound for which a single character is provided is also very frequent as the sound of f in the word trough triumph and a single simple sound is often indicated by letters to which entirely different values are usually assigned as in the words pleasure azure the letters s and z are used to indicate a sound which has no precise representative in the language similar inconsistencies exist with respect to vowel sounds in phonetic shorthand however each distinct vocal sound is provided with a distinct letter about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

## ***The Manual of Phonography***

1885

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the results of its work in our own school as shown in the successful careers of our shorthand students have led us to undertake a revision of its contents by which we have improved some important features of the original and added about twenty five pages of new material about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at forgottenbooks.com this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

## **Questions on Isaac Pitman's Manual of Phonography**

1877

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2002

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2018-02-07

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2016-08-27

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2018-02-24

**Questions on Isaac Pitman's Manual of Phonography**

1860

***A Manual of Pitman Phonography***

2015-08-04

**Phonetic Shorthand**

2016-04-27

**A manual of phonography, based upon the works of I. Pitman, adapted to the French language**

1883

**A Complete Manual of the Pitman System Pitman of Phonography**

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***Questions on Isaac Pitman's Manual of Phonography***

1854

**A Manual of the Typewriter**

1893

**Questions on Isaac Pitman's Manual of Phonography**

1879

**Manual of Pitman Phonography. Prepared for School, Private and Mail Instruction. . . .**

1893

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**Short-hand Students Manual**

1897

***The New Practical Shorthand Manual***

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1905

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1891

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1879

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