

GREGG

**SHORTHAND
FOR COLLEGES** Volume Two
Diamond Jubilee Series

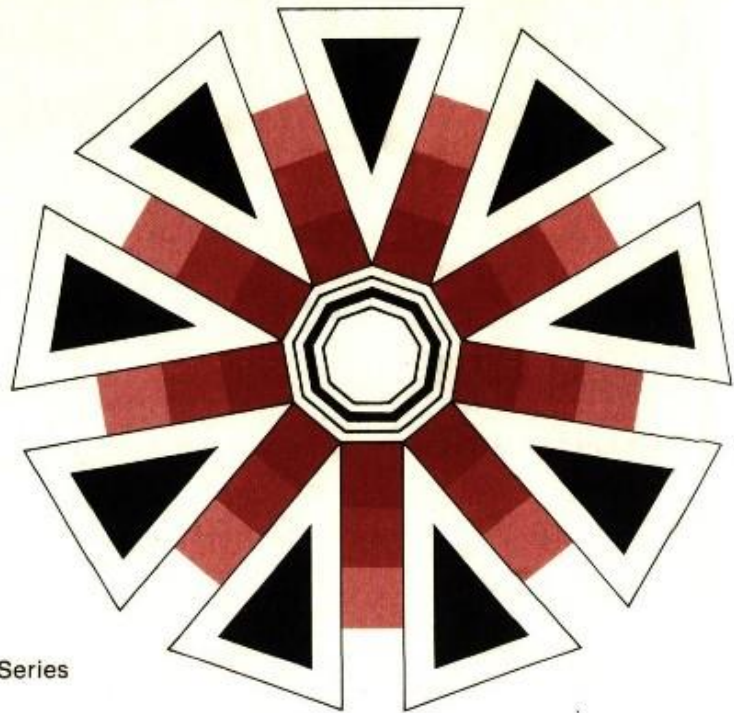
Second Edition



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GREGG
SHORTHAND
FOR COLLEGES Volume Two
Diamond Jubilee Series

Second Edition



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GREGG SHORTHAND FOR COLLEGES, Volume Two
Diamond Jubilee Series
Second Edition

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Preface

In *Gregg Shorthand for Colleges, Diamond Jubilee Series, Volume One, Second Edition*, the student studied all the word-building principles of Gregg Shorthand. In addition, he studied many nonshorthand elements designed to help him become an efficient transcriber.

Volume Two, as its title indicates, is designed to be used following Volume One.

Objectives

Volume Two has the following major objectives:

- 1 To review the principles of Gregg Shorthand.
- 2 To develop the student's ability to construct outlines for unfamiliar words under the stress of dictation.
- 3 To develop the student's dictation speed to the highest point possible.
- 4 To extend the student's knowledge of the basic elements of transcription, which include spelling, punctuation, word usage, and typing style.
- 5 To lay a firm foundation for rapid and accurate typewritten transcription—the student's ultimate goal.
- 6 To teach the student to handle simple problems of office-style dictation.

Organization

Volume Two is organized into 16 chapters, each containing 5 lessons, for a total of 80 lessons. Each lesson consists of 3 parts:

- Developing Word-Building or Phrasing Power
- Building Transcription Skills
- Reading and Writing Practice

Developing Word-Building or Phrasing Power

The 5 lessons comprising each of the 16 chapters contain a carefully planned cycle of word-building or phrasing drills that provide a quick, intensive recall in list form of the important elements of Gregg Shorthand.

The first lesson in each chapter concentrates on brief forms. It contains a chart of 36 brief forms and derivatives. All the brief forms of the system are reviewed at least once; many of them, several times. (The first letter in the Reading and Writing Practice of each first lesson contains many brief forms.)

The second lesson in each chapter concentrates on useful business phrases. The phrases in the drills have been selected from a study of the phrase content of more

than 2,500 actual business letters containing more than 250,000 running words. (The first letter in the Reading and Writing Practice of each second lesson is a letter containing a high concentration of useful phrases.) In addition, each second lesson contains a drill on cities, states, and other geographical expressions.

The third lesson in each chapter is devoted to shorthand word families. These shorthand word families enable the student to take advantage of a very effective aid in word building—analogy. Shorthand word families are an important factor in helping the student construct outlines for unfamiliar words.

The fourth lesson in each chapter is devoted to an intensive drill on word beginnings and endings. Through these drills, the student reviews all the word beginning and endings of the system at least once; some of the more important ones, several times.

The fifth lesson in each chapter contains a shorthand vocabulary builder that provides drills on major principles of Gregg Shorthand—blends, vowel combinations, omissions of vowels, and so on.

Building Transcription Skills

Transcription teachers will agree that one of the basic problems in shorthand classes is the difficulty that students have in handling the mechanics of the English language. Businessmen frequently comment that stenographers cannot spell, cannot punctuate, and have no grasp of correct grammar.

To cope with this basic problem, a number of transcription skill-building features were introduced in Volume One. In Volume Two the emphasis on the mechanics of the English language has been intensified, beginning with the very first lesson. Volume Two contains the following transcription skill-building features:

SPELLING

Two types of spelling exercises are provided.

Marginal Reminders Words have been selected from the Reading and Writing Practice for special spelling attention. These words are printed in a second color in the shorthand and appear in type, correctly syllabicated, in the margins of the shorthand.

Spelling Families Each spelling family contains a list of words that present common spelling problems—for example, words ending in -ible, -able; -ance, -ence.

PUNCTUATION

In Volume One the student studied several of the most frequent uses of the comma. In Volume Two he continues to drill on those uses of the comma. In addition, he studies other important punctuation marks, including the semicolon, the hyphen, and the apostrophe.

To test the student's grasp of the punctuation rules studied, each lesson (except the fifth lesson in each chapter) contains a Transcription Quiz in which the student

must supply all internal punctuation. The Transcription Quiz also teaches the student to supply from context words that have been omitted in the shorthand.

VOCABULARY DEVELOPMENT

Three types of drills are provided to help the student expand his vocabulary and develop his understanding of words.

Business Vocabulary Builder In each lesson the student studies several words or expressions, selected from the Reading and Writing Practice, with which he may not be familiar. Each word or expression is briefly defined.

Similar-Words Drill The Similar-Words Drills make the student aware of groups of words that sound alike, or almost alike—words that are responsible for many transcription errors. Examples of similar words are *their-there*; *here-hear*; *to-two-too*. In Volume Two there are 14 groups of similar words.

Common Prefixes An effective device to aid the student increase his understanding of words is the study of common prefixes. In Volume Two the student studies 7 common prefixes.

GRAMMAR CHECKUP

A number of the lessons contain drills dealing with common errors in grammar that the unwary stenographer often makes.

TYPING STYLE STUDIES

In the Typing Style Studies the student is taught how to handle quantities, dates, addresses, and other situations in which numbers occur.

OFFICE-STYLE DICTATION

In Chapters 13 through 16 the student learns how to handle some of the office-style dictation problems he will meet when he takes dictation on the job—insertions, deletions, and changes during dictation. Each problem is explained and illustrated.

LETTER PLACEMENT BY JUDGMENT

In Chapter 13 the student is taught how to place short letters, the most common type in business, attractively on a letterhead the way an experienced stenographer or secretary would place them—by judgment.

Reading and Writing Practice

An extremely important part of a student's practice program is the reading and copying of large quantities of well-written shorthand. This reading and copying provides a constant, automatic review of the principles of the system. In addition, it stocks the student's mind with correct joinings of shorthand characters and with the

shapes of individual characters so that he can effectively construct a shorthand outline for any word that is dictated to him.

Volume Two contains 65,473 words of practice material on business letters and interesting, informative articles. Much of the practice material in this Second Edition is new. That which has been retained from the First Edition has been revised and brought up to date.

The publishers are confident that the Second Edition of *Gregg Shorthand for Colleges, Diamond Jubilee Series, Volume Two*, will enable the teacher to do an even more effective job of training accurate and rapid transcribers.

The Publishers

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DEVELOPMENT OF SHORTHAND SPEED

You are about to begin the second, and extremely important, phase of your shorthand training—the development of shorthand speed. Before doing so, take a few moments to review what you have already accomplished. Upon completion of *Gregg Shorthand for Colleges, Volume One*, you have:

Learned the alphabet of Gregg Shorthand consequently, you have the means with which to construct a legible outline for any word in the English language.

Learned many useful abbreviating devices such as brief forms, word beginnings and endings, and phrases that will help you write shorthand more rapidly and easily.

Improved your command of the nonshorthand elements of transcription—spelling, punctuation, word usage, and grammar.

You now have a firm foundation for the task ahead—developing your ability to take dictation and transcribing accurately on the typewriter. With this foundation, and an efficient practice program, you will experience the thrill of watching your shorthand speed grow and your ability to handle the mechanics of the English language improve almost from day to day.

YOUR PRACTICE PROGRAM— OUTSIDE OF CLASS

Your assignments outside of class will consist largely of reading and copying well-written shorthand. Reading and copying shorthand will help your shorthand speed develop rapidly. This part of your practice program should be easy and pleasant, for you have no new shorthand principles or abbreviating devices to learn.

To get the most of your out-of-class practice, follow these suggestions:

Read the word and phrase drills at the beginning of each lesson. Cover up the key as you read. The moment you cannot read an outline, refer to the key.

Read and study the material in "Building Transcription Skills" which follows the word and phrase drills.

Read and copy the Reading and Writing Practice in each lesson in this way:

- 1 Read a letter or article from the shorthand. When you cannot read an outline, spell the shorthand characters in it; this spelling will often give you the meaning. If it does not, refer to your transcript if you have been provided with one. If you do not have a transcript, encircle the outline in your book if it is your personal property. If not, write the out-

line on a slip of paper. Do not spend more than a few seconds trying to decipher an outline. The next day in class find out the meaning of the outlines that you have written on your slip of paper.

- 2 After you have read the material from the shorthand, make a shorthand copy of it in your notebook. Read a convenient group of words—aloud if possible—and then write that group in your notebook. Write as rapidly as you can, but be sure that what you write is legible.
- 3 If time permits, read what you have written. You will be glad you did if you are called upon to read from your notes in class the next day.
- 4 Complete the corresponding lesson in the *Workbook for Gregg Shorthand for Colleges, Volume Two*, if you have been provided with one.

YOUR PRACTICE PROGRAM— IN CLASS

Most of your time in class will be devoted to taking dictation at constantly increasing speeds. Your instructor will see to it that you get the proper kind of dictation at the proper speeds so that your skill will increase easily and rapidly.



General

Comma Brushup

The competent secretary must, of course, be able to take her employer's dictation and read it back. In addition, however, she must be able to punctuate correctly if she is to produce letters that her employer will sign.

In *Gregg Shorthand for Colleges, Volume One*, you studied nine of the most frequent uses of the comma. In Chapter 1 of Volume Two, you will "brush up" on five of these uses of the comma; in Chapter 2, the remaining four uses.

Beginning with Chapter 3 you will take up additional, more advanced points of punctuation.

PRACTICE PROCEDURES

To be sure that you derive the greatest benefit from your study of punctuation and spelling in each Reading and Writing Practice, follow these suggestions:

- 1 Read carefully each punctuation rule and the illustrative examples.
- 2 Read the Reading and Writing Practice. Each time you see an encircled punctuation mark, note the reason for its use, which is indicated directly above the encircled mark.
- 3 Make a shorthand copy of the Reading and Writing Practice. As you copy, insert the punctuation marks in your shorthand notes, encircling them as in the textbook.
- 4 When you encounter a shorthand outline printed in a second color, that indicates the word has been singled out for spelling attention. Finish reading the sentence in which it occurs. Then glance at the margin of the shorthand, where the word appears in type. Spell the word, aloud if possible, pausing slightly after each word division. (The word divisions indicated are those given in Webster's Seventh New Collegiate Dictionary.)

In Chapter 1 you will review:

, parenthetical

In order to make his meaning absolutely clear, a writer sometimes inserts a comment or an explanation that could be omitted without changing the meaning of the

sentence. These added comments and explanations are called *parenthetical* and are separated from the rest of the sentence by commas.

If the parenthetical word or expression occurs at the beginning or end of a sentence, only one comma is needed.

I want to urge you, however, not to worry.

Thank you, Mr. Smith, for your help.

We shall miss you, of course.

Each time a parenthetical expression occurs in the Reading and Writing Practice, it will be indicated as shown in the margin.

par



, **apposition**

Sometimes a writer mentions a person or thing and then, in order to make his meaning perfectly clear to the reader, says the same thing again in different words. This added explanation is known as an expression in *apposition*.

An expression in apposition is set off by two commas, except at the end of a sentence, when only one comma is necessary.

Your secretary, Miss Smith, tells me you are improving.

I met Mr. Smith, president of Smith and Company.

I will see you on Friday, June 1.

Each time an expression in apposition occurs in the Reading and Writing Practice, it will be indicated as shown in the margin.

ap



, **series**

When the last member of a series of three or more items is preceded by *and*, *or* or *nor*, place a comma before the conjunction as well as between the other items.

Please accept my best wishes for your success, prosperity, and happiness.

I can see him on March 1, on March 18, or on April 10.

Each time a series occurs in the Reading and Writing Practice, it will be indicated as shown in the margin.

ser



, conjunction

A comma is used to separate two independent clauses that are joined by a conjunction.

I am proud that you are one of us, and I want you to know that I appreciate your work.

conj



Each time this use of the comma occurs in the Reading and Writing Practice, it will be indicated as shown in the margin.

, and omitted

When two or more adjectives modify the same noun, they are separated by commas.

He was a quiet, efficient worker.

However, the comma is not used if the first adjective modifies the combined idea of the second adjective plus the noun.

She wore a beautiful green dress.

and o



Each time this use of the comma occurs in the Reading and Writing Practice, it will be indicated as shown in the margin.

Developing Word-Building Power

1 BRIEF FORMS

There are 36 brief forms in the following chart. You have already practiced these brief forms many times, and you should be able to read them rapidly. First read each line from left to right; then read each line from right to left. Finally, read down each column.

1	.	^	6	d	2	7
2	o	—	h	✓	6	2
3	ge	2	m	r	L	✓
4	n	P	v	n	R	2
5	oo	—	u	f	2	E
6	r	i	o	o	m	o

- 1 A-an, and, but, could, for, govern.
- 2 Idea, morning, object, ordinary, progress, railroad.
- 3 Satisfy-satisfactory, soon, suggest, they, upon, what.
- 4 Work, about, are-our-hour, can, difficult, from.
- 5 Immediate, Mr., organize, public, send, speak.
- 6 Than, thing-think, use, when, world, acknowledge.

Building Transcription Skills

2 BUSINESS VOCABULARY BUILDER

The greater command you have of the English language, the more efficient stenographer or secretary you will be. In each lesson a Business Vocabulary Builder will help you to continue to build your vocabulary.

Be sure to study each Business Vocabulary Builder before you begin your work on the Reading and Writing Practice of each lesson.

Business
Vocabulary
Builder

clients Customers; patrons.
itinerary Outline of travel; a guide.
consultant Expert; adviser.

Reading and Writing Practice



3 Brief-Form Letter The following letter contains many brief forms and derivatives. You will profit by reading and copying it several times.

(Handwritten cursive text with annotations)

of-fer-ing par chal-leng-ing ser par ac-cept par

4

ad.vance-ment *o 4) Oe ~*

1. 6 at by u 25/

Ini-tial

~ ~ ~ ~ ~

3 co 9, com 27

de-pend-able *and o conj*

2. 0 d 7. ~

ea-ger *1 o o y e*

u ~ ~ ~ ~ ~

m. o ~ ~ ~ ~ ~

no. ~ ~ ~ ~ ~

8 c d 2. b [102]



5 *26 26 26 x*

2 o 6! 1 6 ~

ac-quaint-ed

ny 47 d

priv.i.leges

we ~ ~ ~ ~ ~

ny ~ ~ ~ ~ ~

2 ~ ~ ~ ~ ~

ny ~ ~ ~ ~ ~

}. ~ ~ ~ ~ ~

(009) ~ ~ ~

2 P o e 2. ~

2 c 6 6 u

u ~ ~ ~ ~ ~

h ~ ~ ~ [173]

17 m. 6



h ~ ~ ~ ~ ~

6 *ny ~ ~ ~ ~ ~*

we ~ ~ ~ ~ ~

ny ~ ~ ~ ~ ~

}. v (2 2. .

ny ~ ~ ~ ~ ~

ed ~ ~ ~ ~ ~

ny ~ ~ ~ ~ ~

Ev or e - con] 1
1 2 2 d o
u m e g > s
d par 1
v n m n d
p u n y
o - o f f e
P o n v v o
- o h w y - s [80]

won't

7
i a n e
p u g e ✓ - o
A u r d r e
v m e - o p 2
u z u v ✓
R y u r m . 2 u d

study-ing

litin-er-ary

spon-sored

2 2 . o u e v o
p a b e l u g
b 7 2 h par 1
v i 1

o 2 0 1 ✓ - o
y n y z u
P . l [91]

8

u e n b .
h e y o e r
u p 12 - 2 e z h
- ! 8 n b e t

re-ceive

ser h o /
con] 1
b o - a -
} . n z v n n
- n 2 - 2 1 ap 1

e 3 1 2 t v
2 n o . 6 c e
e e y b e
v . v w ✓ ,

pe-ri-od

2 2 n 9 . n
1 v m v b
e p h o e r m n [104]

9 Transcription Quiz You are already familiar with the Transcription Quiz from your work in Volume One. This quiz gives you an opportunity to see how well you can apply the comma rules you have studied thus far.

In Chapters 1 and 2 of Volume Two, the Transcription Quiz will contain the same type of problems as those in Volume One. In later chapters, as new points of punctuation are introduced, the quizzes will become more advanced.

As you read the letter, decide what punctuation should be used. Then as you make a shorthand copy of it, insert the correct punctuation marks in the proper places in your notes.

For you to supply: 4 commas series.

The

 [142]

LESSON

Building Phrasing Skill

10 USEFUL BUSINESS-LETTER PHRASES

Below are a number of phrases that are used frequently in business letters. Can you read the entire list in 40 seconds?

We

1 *we are, we are not, we will, we will not, we have, we have not, we may, we may not.*

Ago

2 *years ago, months ago, days ago, weeks ago, several months ago.*

Every

3 *every one, every minute, every month, every other, every day.*

You will

4 *you will, you will not, you will have, you will not have, you will be, you will not be, you will see.*

I

5 *I could, I cannot, I met, I should, I will, I have, I did not, I do not.*

1 We are, we are not, we will, we will not, we have, we have not, we may, we may not.

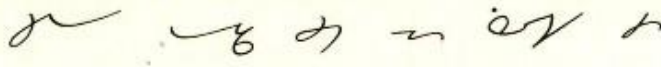
2 Years ago, months ago, days ago, weeks ago, several months ago.


3 Every one, every minute, every month, every other, every day.

4 You will, you will not, you will have, you will not have, you will be, you will not be, you will see.

5 I could, I cannot, I met, I should, I will, I have, I did not, I do not.

11 GEOGRAPHICAL EXPRESSIONS

1 

2 

- 1 Seattle, Los Angeles, San Francisco, New York, Hartford, Chicago.
- 2 Washington, Connecticut, California, Oregon, New Jersey, Illinois.

Building Transcription Skills

12 SIMILAR-WORDS DRILL

In Volume Two you will continue your study of similar words—words that sound alike and words that sound or look *almost* alike. Such words are often confused by stenographers when they transcribe.

Study each definition carefully. As you read and copy the Reading and Writing Practice of the lesson, watch for these similar words; you will find them in the lesson.

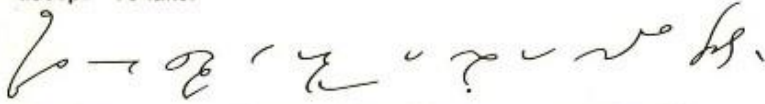
SIMILAR-WORDS DRILL ■ except, accept

except Left out; omitted.



I am free every day *except* Thursday.

accept To take.



Everybody must *accept* the responsibility of keeping our country beautiful.

13

Business
Vocabulary
Builder

stipulation Condition; requirement.

severe Critical; harsh.

ecology Science of the relations of man to his environment.

open-shelf files Business files on book-type shelves rather than in enclosed cases.

Cri-sis

hri-sis
2y b r s i m
h d i e i d
and o
[160]

17

17
further
[94]

further

16

ecol.o.gy

ecol.o.gy
[113]

16
[94]

sal-a-ry

el-i-gi-ble

ac-cept

ac-cept
[113]

17
[94]

en-vi-ron-ment

en-vi-ron-ment
[113]

18

18
[94]

rec.om-mend-ing



SABIN SALES SPECIALTY CORP.

216 Williams Avenue • Jackson, Mississippi 39219

June 20, 197-

Mrs. Carole Thomas
730 Clark Street
Philadelphia, Pennsylvania 19150

Dear Mrs. Thomas:

It was indeed a pleasure to receive your letter of February 12. We were concerned about your not having paid your bills for the months of November, December, and January, but we knew that there must have been a good reason.

Won't you come in to our office on Friday, March 3, at 2 p.m., at which time we can work out a special plan that will enable you to pay your bills over an extended period of time.

We value you as a customer and want to continue our business relationship for many years to come.

Cordially yours,

Donald H. Wright
Donald H. Wright
Customer Relations Manager

DHW:KD

Short Letter
Blocked Style
Standard Punctuation

LESSON 3

Developing Word-Building Power

20 WORD FAMILIES

The principle of analogy will be of great help to you as you construct new shorthand outlines. The word families that you will find in the third lesson of each chapter will enable you to take advantage of that principle.

Read the following Word Families, referring to the key whenever you cannot read an outline in a few seconds.

-let

1 *l e a l e m e t r e l e*

-er

2 *z m y z n o o*

-ple

3 *e o r r e l e r*

-sure

4 *h h r h h h h*

- 1 Let, outlet, booklet, pamphlet, leaflet.
- 2 Manufacturer, dealer, offer, computer, meter, matter.
- 3 People, ample, sample, simple, principle, example.
- 4 Sure, pleasure, treasure, measure, assure, leisure, pressure.

Building Transcription Skills

21 SPELLING FAMILIES ■ -ize, -ise, -yze

Words Ending in -ize

re-al-ize	equal-ize	crit-i-cize
mod-ern-ize	sum-ma-rize	sym-pa-thize
apol-o-gize	econ-o-mize	or-ga-nize

Words Ending in -ise

ad-vise	com-pro-mise	mer-cha-n-dise
ad-ver-tise	en-ter-prise	com-prise

Words Ending in -yze

par-a-lyze	an-a-lyze
------------	-----------

22

Business
Vocabulary
Builder

computer Business machine that can, when programmed properly, perform numerous routine calculations electronically.

pertinent Applicable; pertaining to.

computer terminal A keyboard or other keying device connected to a computer.

Reading and Writing Practice



23

re-al-ize
mod-ern-ize
apol-o-gize
ad-vise
ad-ver-tise
par-a-lyze



equal-ize
sum-ma-rize
econ-o-mize
en-ter-prise
an-a-lyze
crit-i-cize
sym-pa-thize
or-ga-nize
mer-cha-n-dise
com-prise

par

ad-vise

a ... than
 of ... juices
 conj
 (of 15 ... par
 1 ...
 apol-o-gize
 [126] de-scrib-ing

24
 [119]

amaz-ing
 25
 ap
 de and o
 cam-paign
 al-ready
 conj

Handwritten cursive notes on the left side of the page, including the word "conjunction" and the number "120".

Handwritten cursive notes on the right side of the page, including the word "pertinent" and the number "120".

[108]



26

Handwritten cursive notes on the left side of the page, including the word "than" and the word "analyze".

Handwritten cursive notes on the right side of the page, including the word "worries" and the word "par".

than

an-a-lyze

ac-com-pa-ny-ing

2 (" o , z u , o m o 9 v "
) 6 t z u " z u E y " o (2 1 6 .
 e m y) [239] buried

27 Transcription Quiz For you to supply: 4 commas—2 commas parenthetical, 2 commas conjunction.

(z u , o p p o z u y o m t
 e u 2) / t 4 n n e n e e e e e e
 u v ' z o u u p u e e e e e e
 x . 1 5 e o n l p o m e y . e e
 y p e e z i . o l u n k e e e e e e
 p 9 s y v t z u w t u d r e , o n
 - e y , t . u n p p e e e e e e e e
 n d r e e n e t o e l p e e e e e e
 e u s u b s t i t u t e e u n e e e e e
 i d e p u n u n , h e . [154]

■ Don't be discouraged if your first invasion of the business world produces only a position that you feel is of a menial nature. No one starts at the top of a ladder. Hard work and an honest interest in your job are still the best aids to success.

4

LESSON

Developing Word-Building Power

28 WORD BEGINNINGS AND ENDINGS

Re-

1 *re re re re re re re re*

In-

2 *in in in in in in in in*

Ex-

3 *ex ex ex ex ex ex ex ex*

-ly

4 *ly ly ly ly ly ly ly ly*

- 1 Reason, repel, resale, reserve, reserved, residents, replenish.
- 2 Install, instructor, inspection, increase, incident, incline.
- 3 Explanation, extra, extract, exercises, extremely, excuse, examine.
- 4 Essentially, properly, briefly, simply, thoroughly, timely, nearly, merely.

Building Transcription Skills

29 GRAMMAR CHECKUP ■ pronouns

A pronoun must agree with its antecedent in person, number, and gender.

Each person must complete his (not their) work.

The description you gave of this property indicates that it is just the type we want.

The children must do their assignments.

30

Business
Vocabulary
Builder

extractor A device to remove objects.

enhance To make better.

precisely Exactly.

Reading and
Writing Practice



31



es.sen.tial.ly

conj

pro.hib.i.tive

par

copies

conj

Handwritten cursive text for exercise 31, including words like 'essential', 'prohibitive', and 'copies' written in a cursive script.

32



par

Handwritten cursive text for exercise 32, including words like 'copies' and 'prohibitive' written in a cursive script.

en-hance

Handwritten cursive notes on the left side of the page, including the word 'en-hance' and various scribbles.

pre-cise.ly

Handwritten cursive notes on the left side of the page, including the word 'pre-cise.ly' and a red starburst symbol.

35

[121]



Handwritten cursive notes on the right side of the page, including the words 'and o', 'than', 'whisk-er', and 'unique'.

and o

than

whisk-er

unique

[134]

5

LESSON

Developing Word-Building Power

38 SHORTHAND VOCABULARY BUILDER

Ngk

1 *nk nk nk nk nk nk nk nk*

Ted

2 *td td td td td td td td*

Ow

3 *ow ow ow ow ow ow ow ow*

Ind-, Int-

4 *ind ind int int int int int int*

U

5 *u u u u u u u u*

- 1 Ink, blank, frank, punctuation, rink, sink, sank.
- 2 Permitted, decorated, adopted, consisted, resisted, estimated.
- 3 Now, round, pound, bound, found, down, discount, mount.
- 4 Industry, India, index, induce, independent, into, integrity.
- 5 Few, beautiful, document, refuse, review, reviewed, futile, tube.

Building Transcription Skills

39

Business
Vocabulary
Builder

- crudely** Roughly.
posterity Future generations.
innovation New idea, method, or device.
subsidiaries Something which supports; a branch.

Reading and Writing Practice



40 The History of Pens

Handwritten practice text for the words listed on the left. The text is written in cursive and includes the following words and their parts:

- crudely**: crudely
- posterity**: posterity
- punctuation**: punctuation
- centuries**: centuries
- Another bright**: Another bright
- pre-ceed-ing**: pre-ceed-ing
- than**: than

Red circles and lines highlight specific parts of the handwriting, such as the 'con' in 'conjunction', the 'ser' in 'series', and the 'par' in 'parallel'. The text is arranged in two columns separated by a vertical line.

1 e par 2 d d
e, o v p
L e o v 9 e
4 6' se, n)
" i e, e, e, e
e. n. v. l. e
2 n >

l e → m -
m a n, i e, n
o. e l p a
h u a d, i o
n o, 1 n d
d u n b
m e l, v b, e d,

roles

Quill pens

wear

dis-ad-van-tages

amaz-ing

e y . e e
l o n a n -
e b e h e
o o l a e
o r a
e u b e
l n e d .
o p o b u e
e p e e
f . e l e n
d o o u n a
n n > i e i

f i e l f
o a n e
b e f i o b b
- l n e n e
m u e e o l 1 2
e b n o .
2 u e n n
n i d

man's

sim-i-lar

Capitals took

e 2 9
o n r, n
m e l . e d

The first part of the text is written in a cursive script. It appears to be a list or a series of notes. The text is somewhat difficult to decipher due to the handwriting, but it seems to contain several lines of text.

Although it

de-vel-op-ment

The second part of the text continues with more cursive writing. It includes several lines of text, some of which are annotated with small red circles and labels.

In 1803

conj

	1880's to 1900's	practical	principle
	1900's to 1950's	of ten	realized
	1950's to 1975	designed	world's
	1975 to 1990's		subsidiaries over-seas

-Adapted from *The History of Writing*, distributed by the Parker Pen Company.

■ *Cheerfulness is contagious! Even over the telephone a pleasant disposition and a friendly tone of voice are easily communicated to the invisible person at the other end of the wire.*



2 General

Comma Brushup (Concluded)

Introductory Commas

In Chapter 2 you will review the remaining four uses of the comma that you studied in Volume One—commas with introductory expressions. As in Volume One, introductory commas will be treated under the four headings given below. Next to each heading is the indication that will appear in the shorthand of the Reading and Writing Practice for that use of the comma.

, when clause	when (,)	, if clause	if (,)
, as clause	as (,)	, introductory	intro (,)

All introductory dependent clauses beginning with words other than *when*, *as*, and *if* will be classified as “, introductory.”

When the original shipment is located, we will make the necessary adjustments.

As you know, we guarantee our cameras for a year.

If you are in urgent need of the notebooks, wire us.

Unless we receive our supplies soon, we will be in difficulty.

When the main clause comes first, however, no comma is usually necessary between the main clause and the dependent clause.

We will be in difficulty unless we receive our supplies soon.

Wire us if you are in urgent need of the notebooks.

A comma is also required after introductory words and explanatory expressions such as *frankly*, *consequently*, *on the contrary*, *for instance*.

Frankly, I cannot wait any longer.

On the contrary, you are the one who made the error.



LESSON

Developing Word-Building Power

41 BRIEF FORMS

Can you read these brief forms in 35 seconds or less?

1						
2						
3						
4						
5						
6						

- 1 It-at, character, during, general, great, important-importance.
- 2 Mrs., of, over, publish-publication, recognize, several.
- 3 State, thank, this, value, where, worth.
- 4 Advantage, be-by, railroad, enclose, gentlemen, have.
- 5 In-not, must, one (won), part, purpose, regard.
- 6 Shall, street, that, those, very, which.

Building Transcription Skills

42

Business
Vocabulary
Builder

- flat rate** A set fee; no additional charge.
- extension** An addition.
- equivalent** An amount equal to.

Reading and Writing Practice



43 Brief-Form Letter

(L h n s i n = i n s j - s [110]
 u h - o i v
 u h f - . n s
 n s n s - } - {
) u 30 e r conj
 } i e y e o r u
 t h i j - r y u
 m (i n - l
 u n d e . l o s t conj
 b i p l a m s
 m e l i e
 n s 26 n s m e
 i n e l u - r y
 i t s n o . s e r
 u t t h i n t r o
 o m e e
 n s u o o r l e y
 n s y . s i n e

prac.tices

cloth.ing

mon.ey's

44



i j o h u as
 i e l s . h e n swim.ing
 i m u l o r y
 s t o n l e . s j
 . h e n s e when
 f o r . e i g n
 j u r e o n n e fac.tor
 s o m o , u g l
 o y i e y r t h
 n e l i e y t h e trav.el.ers
 s i m) e i s
 l e n e e e
 - h i e s t o e
 t h i s o . s y
 m o e m e r
 5 h u u) .

any.where
mile.age
[146]

pan-el-ing
if
par
of-fects

45
in-stalled
[146]
pi-ano
[146]

city
stain
[137]
46

Handwritten notes on the left side of page 47, including the word "Ha-waii" and various symbols and numbers.

Ha-waii

per-son-nel

as-sis-tance

47

Handwritten notes on the right side of page 47, including the word "shank" and various symbols and numbers.

fair-ly

ex-pands

shank

[94]

48

Handwritten notes at the bottom of page 47, including the number [120].

[120]



ware-house

<p>Ware-house</p> <p>Ware-house</p> <p>Ware-house</p> <p>Ware-house</p>	<p>Ware-house</p> <p>Ware-house</p> <p>Ware-house</p> <p>Ware-house</p>
---	---

leas-ing

<p>Leas-ing</p> <p>Leas-ing</p> <p>Leas-ing</p>	<p>Leas-ing</p> <p>Leas-ing</p> <p>Leas-ing</p>
---	---

cap-i-tal

<p>Cap-i-tal</p> <p>Cap-i-tal</p>	<p>Cap-i-tal</p> <p>Cap-i-tal</p>
-----------------------------------	-----------------------------------

[125]

49 Transcription Quiz For you to supply: 5 commas—1 comma conjunction, 2 commas parenthetical, 2 commas introductory.

<p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p>	<p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p> <p>Transcription Quiz</p>
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[127]

LESSON 7

Building Phrasing Skill

50 USEFUL BUSINESS-LETTER PHRASES

The following groups contain a number of phrases. Can you read them in 55 seconds?

He

1 *he he will he will not he will not have he will not be he is he is not he may*

Hope

2 *I hope I hope that I hope you I hope you will we hope we hope you can we hope you will we hope this will*

If

3 *If you if you are if you are not if you will if you will not if you will have if you will be if you will not be*

After

4 *After the after that after they after them after these after which after that time*

In

5 *In our in the in which in which we are in which we can in that in those in it in this in such*

- 1 He will, he will not, he will not have, he will not be, he is, he is not, he may.
- 2 I hope, I hope that, I hope you, I hope you will, we hope, we hope you can, we hope you will, we hope this will.
- 3 If you, if you are, if you are not, if you will, if you will not, if you will have, if you will be, if you will not be.
- 4 After the, after that, after they, after them, after these, after which, after that time.
- 5 In our, in the, in which, in which we are, in which we can, in that, in those, in it, in this, in such.

51 GEOGRAPHICAL EXPRESSIONS

1 *Miami Boston New York Des Moines Minneapolis St. Paul Indianapolis*
 2 *Iowa Minnesota Florida Massachusetts Indiana Pennsylvania Ohio Kansas*

- 1 Miami, Boston, New York, Des Moines, Minneapolis, St. Paul, Indianapolis.
- 2 Iowa, Minnesota, Florida, Massachusetts, Indiana, Pennsylvania, Ohio, Kansas.

Building Transcription Skills

52 SIMILAR-WORDS DRILL ■ billed, build

billed (past tense of *bill*) Charged.

We should have billed you for \$50.

We should have *billed* you for \$50.

build To create or produce; to construct.

The title of the talk was "How to Build Goodwill."

The title of the talk was "How to *Build* Goodwill."

53

Business
Vocabulary
Builder

competent Capable.

flatware Knives, forks, spoons, etc.

proficiency Progress, as in attaining skill.

Reading and Writing Practice



54 Phrase Letter

26 2 h. - work 6 2 2 n
now Intro 2 P 2 The 2 6 n
now - v. P 1. 50/ ✓ 60/ - 2 y.

billed

not v → a
D e h e n ^{par} - u
26. ^o M u e y
p u > v a t y -
u m i d u -
o o o o o o
e u h e r i
g u e g ^{and o} =
e d g u e y ^[98]

ea-ger

55

p o n e r s
p - e a e
h y r e y i i
y i y - r e n g
h y p m a g -
e d (r - u 2)
h i e e s t e n
w i o n e r e n
- h m a g > i a ^{ap}

gram-mar
us-age

p r h e r e ^o o .
d f r o d - (e i . w r i t - i n g
d (. l y u h) .
m u e r i t .
n t u y o 2)
o i e e d f r o d ^{intro}
m p r e i e . h ^{ex-cel-lent}
o (u t) p e .
r e r > h o n y ^{re-ceive}

h y u m a g -
h (e r i n t
e i 2) e n i ^{intro}
a r u v o s o ^{con-fi-dent}
i - o r e i s [156]


56

L e d . 7 0 ✓ .
x u e e l e y 2 ^{flat-ware}
h m . i e 4 7
h g (o n e i

Feb.ru-ary ^{conj} 1 2 3
 i 2ae. ue h
 P o 2o, - o
 o ^{ser} 1 ool y, i
 n m 1 2ae
 m y 2 3 4
 bot-tom u t s k n
 u > ce ce - o
 u 2 n 0 v.
 o ^{intro} e y, i
 e. 2 [93]

er ^{as} i - t y i
 e d. ^{ap} - o
 y y 1 7 t ^{conj}
 i n p u h u i
 y i - u
 102 / 1 0 m
 2 o 7 2 y i y
 m 2 e n p ^{||}
 ce hu 2 o r ea-ger
 i e n p. s [109]

57 
 ac-cept-ing u n 3 o e u
 7 7 s - o k e b
 Busi-ness-men's o e u y
 i n t o n u
 Build ^{ap} o e u y
 , e e n a
 pre-vi-ous o o v - o y

58 
 u n e . u u
 u p u n i u won't
 9 2 9 / 9 7 - e
 i - o n o n d its
 o e o n - o
 Build ^{when} . m l o r scarce
 s e e b a . 1 a
 P n - o u

tuition

1	u	a	z	1	e	9	m	2	u
e	b	>	u	z	1	9	u	2	e
v	e	-	2	u	u	u	2	o	22
s	e	1	e	22	u	u	2	u	u
u	u	u	u	u	u	15	p	o	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u

59 Transcription Quiz For you to supply: 6 commas—2 commas apposition, 2 commas if clause, 2 commas parenthetical.

u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u
u	u	u	u	u	u	u	u	u	u

8

LESSON

Developing Word-Building Power

60 WORD FAMILIES

Pro-

1 *Pro- pro- pro- pro- pro- pro-*
-st

2 *Best test list protest honest earnest*
-port

3 *Sport import export report deport importation exportation*
-time

4 *Time daytime nighttime sometime overtime meantime*

- 1 Promotion, provide, problems, products, protect, protection.
- 2 Best, test, thirst, list, protest, honest, earnest.
- 3 Sport, import, export, report, deport, importation, exportation.
- 4 Time, daytime, nighttime, sometime, overtime, meantime.

Building Transcription Skills

61 SPELLING FAMILIES ■ -ar, -er, -or

Always be careful when you transcribe a word ending in the sound of *-er*—sometimes it is spelled *ar*, sometimes *er*, and sometimes *or*.

Words Ending in -ar

sug-ar	col-lar	reg-u-lar
gram-mar	par-tic-u-lar	cel-lar

Words Ending in -er

pa-per	fold-er	em-ploy-er
nev-er	let-ter	larg-er
lon-ger	deal-er	man-ag-er

Words Ending in -or

ma-jor	gov-er-nor	hu-mor
su-per-vi-sor	pro-fes-sor	el-e-va-tor

62

Business
Vocabulary
Builder

direct-mail piece Advertising mailed directly to potential buyer.

lease Rent agreement over a fixed period for a predetermined fee.

inventory Stock of merchandise on hand.

monopoly Exclusive control over an area.

**Reading and
Writing Practice**



63

major

Handwritten practice for word 63, showing cursive letters with stroke order numbers (1, 2, 3) and arrows. The word is 'major'.



Handwritten practice for word 63, showing cursive letters with stroke order numbers (1, 2) and arrows. The word is 'par'.

car-toons

[101]

64

Handwritten practice for word 64, showing cursive letters with stroke order numbers (1, 2) and arrows. The word is 'par'.



piece

e b or by 4
a i y i x v b n l
i a j u z n l i
n Pa o. Pa >

when 3 "4 d
"4 m E i f
l 7 E) m P
i f e w n r
i o m 2 f 7

be.lieve

2 x n Pa 2 4
b r o 2 0 2 i

ser 6 e
u d x v n t e

sup.pli-ers

g e a u e
2 x p o r = e
2 i n e > e e m
1 h e ser h e t e
w a r e 1 o d l e y
6 0 9 . - - 4

ad.vice
1 x 3 r e 2 m
y x > s o n 4 m
n h y a l y h
f e 1 2 n l y
n o h u . : > 0 .

won't

w n g i e
e 2 par 2 6
n o u r e a u
e w n . 2 (122)

flex.i-ble
h y e u - 1 d
m 2 1 o
f e > 2 l y e d
e (e) u

65



e o r d .

and o 3 . 2 a 1 u =
o e y n i f (j r e =
e l o y 3 > u " 4 d

con" or con
par
par
[153]

con - 16
su ap
su-per-vi-sor
[121]

66



intro
per-son-nel
gram-mar
if

67



than
when
me-di-um-sized
in-te-ri-or

mo-nop-o-ly

el-e-gance

15. b 10. ce.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

fare-well

quite

68



ap

[78]

69 Transcription Quiz For you to supply: 2 commas—1 comma and omitted, 1 comma if clause.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

[114]

LESSON 9

Developing Word-Building Power

70 WORD BEGINNINGS AND ENDINGS

Ex-

1 *E e E e e e e e*

Con-

2 *z z z z z z z z*

-ual

3 *a a a a a a a a*

-tion

4 *o o o o o o o o*

- 1 Except, extra, expense, excellent, extend, extension, exhibit, exempt.
- 2 Consideration, confident, contribution, contact, contract, condemn.
- 3 Annual, manual, gradual, mutual, equal.
- 4 Organization, position, addition, recreation, distribution, national, edition.

Building Transcription Skills

71 GRAMMAR CHECKUP ■ *between, among*

Between is used when referring to two things or persons; *among*, to more than two.

Between you and me, I do not think he will complete the job.

She divided the work among the three secretaries.

◆ Remember that when the word *between* is used as a preposition, any pronoun that follows it must be in the objective case.

Correct: "Between you and me . . ."

Incorrect: "Between you and I . . ."

72

Business
Vocabulary
Builder

conscientious Thoughtful; hard-working; self-checking.

mutual Given or received equally.

electronic calculator Machine which does mathematical computations electronically rather than mechanically.

**Reading and
Writing Practice**



73

Fair

Handwritten practice for 'Fair' (left side)

Handwritten practice for 'Fair' (right side)

[103]

Handwritten practice for 'ca-reers' (left side)

Handwritten practice for 'ca-reers' (right side)

ca-reers

conj

ap-plied

Handwritten practice for 'as-sign' (left side)

Handwritten practice for 'as-sign' (right side)

as-sign

Handwritten practice for '60' (left side)

Handwritten practice for '60' (right side)

con-sci-en-tious
and o
conj

intro
par
[104]

en-trust
[120]

76
intro

75
ac-cept-ing
ser
conj

intro
ap
conj

man-u-al

oc-ca-sion
intro
be-lieve

cy. m) g r
Intro
o h) 5) 9.
re r q v i.
i o l d)
y q , p conj
ly & ly i
res.i.dents
re s o. l e n

res.i.dents

rec.re.ation.al

re s o. l e n
d i > m o z v
e l f u r i . s
[157]

77



its

re s o. l e n
g q u r - r e l y
y : > 0 . e h y
re s o. l e n
ap
se > 2 ; r u
par
y f) E 7
re s o. l e n

m u r r > ③ q r b priv.i.leges
u r b o v o n 2
- h > r i o z
P u a
conj
b o r 2 -) B 2
dues
o e r B u o 3 /
o s p t b . à
Intro
u b o . v v
ser
2 12) 13 . 2 [133]

78



be.lieve

o h o l y o n
i h y i b h e
Intro
a 2 . n . e l r o .
b n e q u e e r
o n e y . e r
e r i e o r o
e u f h u e . n

| | |
|--|--|
| <p>4). 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.</p> | <p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.</p> |
|--|--|

80 Transcription Quiz For you to supply: 6 commas—1 comma as clause, 4 commas series, 1 comma if clause.

| | |
|--|--|
| <p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.</p> | <p>1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.</p> |
|--|--|

NEW ENGLAND PRODUCTS



44 TREMONT STREET
BOSTON, MA 02112

August 17, 197-

Union Manufacturing Company
130 Randolph Street
Springfield, MA 01126

ATTENTION: Mr. Martin

Gentlemen:

In many business organizations, sending out a big mailing creates difficult problems. High-paid workers are diverted from their regular jobs to fold and stuff circulars and other advertising material into envelopes in order to meet a mailing deadline. The operation of the office is disrupted, and important work must be neglected.

This will not happen, however, in an organization that has installed a Harper Mailer 161. This unit folds mailing pieces, inserts them in envelopes, and seals the envelopes at the rate of 5,000 an hour. Thus in one ordinary working day you can process as many as 40,000 pieces while your regular staff goes about its regular duties.

Wouldn't you like to have us install a Harper 161 in your office on a ten-day trial basis? To arrange this, simply return the enclosed card.

Very truly yours,

Howard C. West
Howard C. West
Product Manager

HCW:DS

**Average-Length Letter
Semiblocked Style,
with Attention Line
Standard Punctuation**

LESSON 10

Developing Word-Building Power

81 SHORTHAND VOCABULARY BUILDER

Rd

1

Omission of Short U

2

Dif-, Div-, Etc.

3

Men, Etc.

4

- 1 According, compared, standards, yardstick, guard, card, feared.
- 2 Much, income, judge, budget, sums, someone, welcome.
- 3 Different, difference, definition, divide, devote, individual.
- 4 Businessmen, many, month, manner, harmony, women.

Building Transcription Skills

82

Business
Vocabulary
Builder

formulate To put together; to plan.

retained profits Receipts above expenses kept by a company.

per capita Per head; per person.

vague Not clear.

Reading and Writing Practice



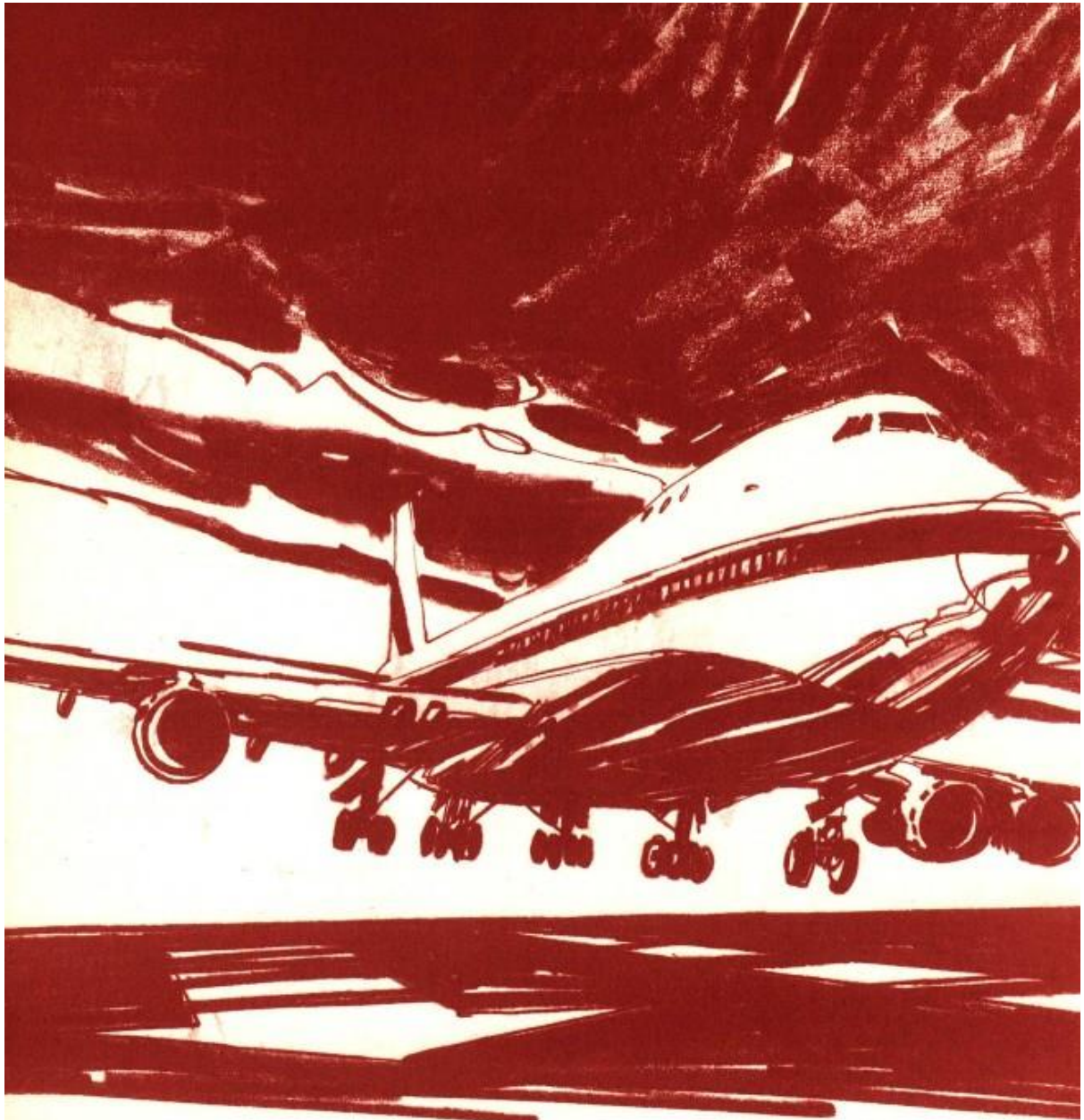
83 GNP—Scorecard of Progress

o go B ~ h
 (go v. l
 over x v d v
 yard-stick *over* / over /
 hox ox 9 vov
 intro *to* / m
 than *to* / m
 fa-mil-iar-ly *to* / m

clothes
 sal-a-ries
 Intro
 coun-try's

A concise
 GNP
 intro

A word
 par
 ap-pro-pri-ate
 GNP
 intro
 1950 GNP
 GNP
 10/ - 1950
 10/
 intro
 GNP to-day's



3 Aviation



Developing Word-Building Power

86 BRIEF FORMS

Can you read these brief forms in 35 seconds or less?

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | / | g | l | e | z | ~ |
| 2 | , | → | 7 | z | z | l |
| 3 | ~ | v | 7 | i | ~ | e |
| 4 | o | e | l | h | l | e |
| 5 | g | ~ | o | z | z | e |
| 6 | l | ~ | z | z | z | , |

- 1 Would, advertise, between, circular, envelope, glad.
- 2 Is-his, manufacture, never, opinion, particular, put.
- 3 Regular, short, subject, the, throughout, was.
- 4 Why, yesterday, after, big, business, company.
- 5 Ever-every, gone, how-out, merchandise, newspaper, opportunity.
- 6 Present, quantity, request, should, success, there (their).

Building Transcription Skills

87 PUNCTUATION PRACTICE

You have now reviewed all the uses of the comma that you studied in Volume One. Beginning with this lesson, which introduces another important use of the comma, you will take up new punctuation pointers.

PUNCTUATION PRACTICE ■ , nonrestrictive

A nonrestrictive clause or phrase is one that may be omitted without changing the meaning of the sentence. Nonrestrictive clauses are set off by commas and might be classified as parenthetical. It is important that you follow the meaning of the dictation in order to be able to identify nonrestrictive clauses and phrases and punctuate them correctly.

Nonrestrictive—commas *Betty Jones, who is enrolling in college, should have a physical checkup.*

Restrictive—no commas *All students who are enrolling in college should have a physical checkup.*

In the first sentence, *who is enrolling in college* is a nonrestrictive descriptive or parenthetical clause that must be set off with commas. It is not needed to identify the particular person who should have a checkup and could be omitted without changing the meaning of the sentence.

In the second sentence, *who are enrolling in college* is a restrictive clause and must not be set off by commas. The expression identifies persons who should have a checkup.

Each time a nonrestrictive use of the comma occurs in the Reading and Writing Practice, it will be indicated thus in the shorthand: ^{nonr.} ◉

88

Business
Vocabulary
Builder

substantially In a major way; having a big effect.

comptroller An accountant in charge of financial control.

comprehensive Complete; inclusive.

terminate Stop, cease.

**Reading and
Writing Practice**



89 **Brief-Form Letter**

Dear Mr. Jones,
I am writing to you
to inform you of
the results of the
exam. You did very
well. Congratulations!

Yours truly,
John Doe

ex-pe-ri-ence

los-ing

los-ing
o: y ser
2 y 3 / r
1 / 2 y y >
intro
g a ca
9 e ' ne

mer-chan-dise

mer-chan-dise
2 d i o o e
h p e o e
ca ii
ce o u
u - 1 [138]

3 . n p . 2
2 r v 2 2 intro
2 g u h 2
2 . c a o c a
one intro
2 f v
r v u q . h

cat-e-go-ries

cat-e-go-ries
2 b v
p o r o r e
ca ii
1 A v i y >
o r y 1 v v
h e e 1 e 1
ca > 2 h 1 r
e o u > 3 o u 1

han-gar

r m y m - o [152]

90



90
h 2 i 2 v
c o n j i t o u r e
2 2 h ' v
m i 3 o y . 2

de-ci-sion

de-ci-sion
A y . c a t o
u 2 o y conj
1 2 2

al-though

al-though
u e 2 y i > v

91



91
m u r m u r nonr
i b . y v v 3 u
2 = d c a o y
d y 2 h u p o r e

nonr

ex-ten-sive

ac-cu-rate

Handwritten notes for 'ac-cu-rate' including 'and o' and a circled 'o'.

and o

Handwritten notes for 'when' including 'when' and a circled 'n'.

when

[75]

than

par

Handwritten notes for 'par' including 'par' and a circled 'p'.

93

Handwritten notes for 'conj' including 'conj' and a circled 'c'.

conj

ad-di-tion-al

Handwritten notes for 'ad-di-tion-al' including 'if' and a circled 'i'.

if

[96]

Handwritten notes for 'com-pre-hen-sive' including 'com-pre-hen-sive' and a circled 'h'.

nonr

com-pre-hen-sive

92

Handwritten notes for 'ac-com-mo-date' including 'ac-com-mo-date' and a circled 'a'.

ac-com-mo-date

Handwritten notes for 'rec-om-men-da-tion' including 'rec-om-men-da-tion' and a circled 'r'.

ap

raise

com-mis-sion-er

rec-om-men-da-tion

Handwritten notes for 'wit-nesses' including 'wit-nesses' and a circled 'w'.

wit-nesses

ap

Handwritten notes for '114' including '114' and a circled '1'.

[114]

LESSON 12

Building Phrasing Skill

96 USEFUL BUSINESS-LETTER PHRASES

Below are a number of phrases. Can you read them in 50 seconds?

You

1 *u u u u y y*

One

2 *u u u u u u y y*

Able

3 *y y y y y y*

Let us

4 *s s s s s s*

Of

5 *o u u u o o o o y o o*

- 1 You are, you are not, you will, you will not, you will not have, you will not be.
- 2 One of our, one of the, one of them, one of these, one of those, one of the most, one of the best.
- 3 Will be able, I will be able, I will not be able, he will be able, he will not be able, I may be able.
- 4 Let us, let us have, let us see, let us know, let us make.
- 5 Of your, of our, of the, of them, of those, of that, of this, of time, of which, of my.

97 GEOGRAPHICAL EXPRESSIONS

1 *Portland, Fort Worth, New Orleans, Salt Lake City, St. Louis, Denver.*
 2 *Missouri, Colorado, Utah, Idaho, Montana, New Mexico, Texas.*

- 1 Portland, Fort Worth, New Orleans, Salt Lake City, St. Louis, Denver.
- 2 Missouri, Colorado, Utah, Idaho, Montana, New Mexico, Texas.

Building Transcription Skills

98 PUNCTUATION PRACTICE ■ commas in numbers

1 When a number contains four or more digits, a comma is used to separate thousands, millions, billions.

\$1,000 (*not* \$1000) 798,196 6,123,000 9,100,000,000

2 Commas, however, are not used in serial numbers, house or street numbers, telephone numbers, page numbers, and between the digits of a year.

No. 15608 6201 Third Avenue 991-6872
 page 1301 the year 1974

These uses of the comma in numbers will be called to your attention in the margin of the Reading and Writing Practice thus: *Transcribe:*

\$1,115
 No. 11561

- 99 Business
Vocabulary
Builder **contemplate** Consider carefully.
invalid Being without foundation, fact, or truth.
frustrating Causing anxiety.

Reading and Writing Practice



100 Phrase Letter

| | |
|---|---|
| <p><i>vol.ume</i> <i>1970</i> <i>intro</i> <i>2134</i></p> <p><i>Transcribe:</i>
1970</p> | <p><i>Transcribe:</i>
6134</p> <p><i>intro</i> <i>2134</i></p> <p><i>Transcribe:</i>
No. 1156</p> |
|---|---|

cal-en-dar

cal-en-dar
10, 9 hr,
12 0:00
10:00
15 ap

intro
; 16
[94]

ten-ta-tive-ly

105 Transcription Quiz For you to supply: 4 commas—2 commas conjunction, 1 comma when clause, 1 comma nonrestrictive; 2 missing words.

20
112
112
112
112
112
112
112
112
112
112

136

LESSON 13

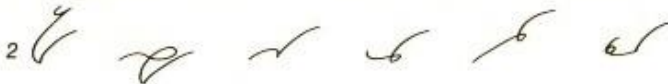
Developing Word-Building Power

106 WORD FAMILIES

-tend



-tain



-serve



-rate



- 1 Tend, intend, attend, extend, pretend, contend.
- 2 Obtain, captain, contain, retain, detain, certain.
- 3 Serve, service, reserve, deserve, conserve, preserve.
- 4 Rate, operate, cooperate, commemorate, separate, concentrate.

Building Transcription Skills

107 TYPING STYLE STUDY ■ numbers at the beginning of a sentence

- 1 Always spell out a number that begins a sentence.

Twenty-seven *crates of fruit have been shipped.*

Five hundred *people attended the convention.*

2 For consistency, also spell out related numbers.

Twenty or twenty-five (not 25) boxes were missing.

108

Business
Vocabulary
Builder

Chartered trip A specially planned trip for which reservations are necessary.

memorandum Short note.

hearings Meetings held to discuss stated subjects.

Reading and
Writing Practice



109



year's

year's
intro
nonr

year's
ap
com.mit.tee
de.pos.it
[131]

fare

ser
nonr

110
char.tered
nonr



1 2 3 4
- he - ce y 4
of 20 / o do
o h u t y
Transcribe:
No. 1156 1 2 / , - ,
6 9 / 2 2 - o .
20 12 15 u
6 u 7 p 2 2 2
20 [75]

Transcribe:
No. 1156

111
L 3 2 2 2 p
n e e t p
u n e e s d
e j - o n e Intro 3 .
dis-turb-ing
cit-i-zens
im-meas-ur-ably

dis-turb-ing

cit-i-zens

im-meas-ur-ably

1 2 3 4
Intro
com-mil-tee
y - x 7 Intro
Fif-teen
twen-ty
the x in [142]

Intro

com-mil-tee

Intro

yes-ter-day's

Fif-teen

twen-ty

[142]

112
26 n e e s t
p r e s e n t
priv-i-lege
conj



priv-i-lege

conj

cor-dial 2 v r r . my
2 o b i e c
The ap y 127
i p r
(2 r u a)
v e r a m
V h . n c y 12.2

[103]

113



10 r p r v
C. n m d
y a e t
K a s l e y
I n l e r o i

re-fu-el-ing

nat-u-ral-ly

ly u a v r
d r h o v
C u a y 2 4
7 h . o s d
L m when
i p . e y and o

2 u a y e o l . con-ve-nient
2 e l par u o p o o
m p y r d i in-stal-la-tion
w o o y e m
7 o b y . n
r u d r o
1 m r i s e y
2 G o y . n .

r o v l y u a
2 2 . 2
[155]

114



2 6 o n l o c
E u a y when
m i g e r i
n x . y r s f .
s a t l e a . flights
2 i o e l p z
o n 2 > o r , when

| | | |
|---------------|------------------------|-----------------|
| | | |
| | I am going to visit my | |
| | mother and father | |
| | in the city of London | |
| lis-ten | I will be there | by the end of |
| | the month of | September. |
| | I am sure that | you will be |
| com-pli-ments | very glad to hear | of your success |
| | in your studies | and hope that |
| | you will continue | to improve |
| | yourself. | |
| | Yours truly, | |
| | John Doe | |
| | 116-1189, n [144] | |

115 Transcription Quiz For you to supply: 6 commas—1 comma conjunction, 2 commas parenthetical, 2 commas apposition, 1 comma *if* clause.

| | |
|------------------------|----------------------|
| I am going to visit my | I have been to |
| mother and father | London several times |
| in the city of London | and I hope to go |
| by the end of | back there soon. |
| the month of | |
| September. | |
| I am sure that | |
| you will be | |
| very glad to hear | |
| of your success | |
| in your studies | |
| and hope that | |
| you will continue | |
| to improve | |
| yourself. | |
| Yours truly, | |
| John Doe | |
| 116-1189, n [144] | |

LESSON 14

Developing Word-Building Power

116 WORD BEGINNINGS AND ENDINGS

For-, Fore-

1 *f f f f f f f f*

-ment

2 *m m m m m m m m*

Per-, Pur-

3 *p p p p p p p p*

De-, Di-

4 *d d d d d d d d*

-ly

5 *l l l l l l l l*

- 1 Effort, form, ford, afford, forward, foreman, forecasting, forget.
- 2 Development, adjustment, replacement, department, compartment, moment.
- 3 Person, perfect, personnel, purchase, purchasing, purple, pursue.
- 4 Deliver, delay, delightful, direct, direction, directly.
- 5 Badly, only, early, surely, thoroughly, closely, daily, freely.

Building Transcription Skills

117 PUNCTUATION PRACTICE ■ ; no conjunction

A semicolon is used to separate two independent but closely related clauses when no conjunction is used between them.

Bill came to work early; Harry was late.

The above sentence could be written as two sentences.

Bill came to work early. Harry was late.

Because the two thoughts are closely related, the use of the semicolon is more appropriate than the use of the period.

Each time this use of the semicolon occurs in the Reading and Writing Practice, it will be indicated thus in the shorthand: ^{nc} ;



118

Business
Vocabulary
Builder

numerous Many.

direct air service One plane service between cities—not necessarily nonstop.

compensated Paid for.

Reading and Writing Practice



119

Transcribe:
Flight 103

night's

board-ing



Handwritten shorthand notes for transcription practice. The notes are arranged in two columns separated by a vertical line. The left column contains shorthand for 'Flight 103', 'night's', and 'board-ing'. The right column contains shorthand for 'Thames', 'nc', 'intro', 'and o', and '[94]'. Various shorthand symbols are used, including circles with dots, lines, and other symbols. The notes are written in cursive and include some corrections and annotations.

120



Transcribe:
Flight 161

P a r t o f
 e b r u a r y
 161 2 n o v e m b e r
 e h 15 c o n j
 2 4 2 2 - n o
 c a n c e l l a t i o n s
 w e a t h e r
 n o r m a l
 n o c a n c e l l a t i o n s
 n o r m a l
 i n t r o
 s a f e l y
 n o r m a l
 r o u t e s
 e a r l y
 a n d o

weather

can-cel-la-tions

safe-ly

routes

[121]

121



P a r t o f
 a p
 e b r u a r y
 o n 26 s e r 27
 28
 c a n c e l l a t i o n s
 w e a t h e r
 n o r m a l
 n o c a n c e l l a t i o n s
 c o n v e n i e n t l y
 e a r l y
 i n t r o
 r e c r e a t i o n
 c u r r e n t

Ad-ver-tis-ers

con-ve-nient-ly

intro

rec-re-ation

cur-rent

4.2 2020
[144]

122
L = 1, ap h, 16

trav-elled

Pitts-burgh

leath-er

oc-curred

the ...
of ...
the ...
the ...
the ...
the ...
the ...
the ...
the ...

nonr 100 y
pur-chased

[124]

123

the ...
the ...
the ...
the ...

intro

86, ...
par

the ...
the ...


conj

ser

Transcribe:
86,000

re-liabil-i-ty

re n d n intro n b 4 u f r a n e
 b a a a a [97] r o b h i r e

124  time.ta.ble
 (b o r d e r s r o u n d w h e n
 u n d e r l i n e e q u a l i n g
 n e g a t i v e t o b e y
 r e s p e c t n e y [84]

125 Transcription Quiz For you to supply: 5 commas—1 comma conjunction, 1 comma introductory, 1 comma as clause, 2 commas parenthetical; 2 missing words.

(P a u s e n w i t h i n
 e n f o r f e c t o n z
 r e s p e c t i v e l y i n t h e
 q u e s t i o n s l a s t
 " r e s p e c t i v e l y " r e f e r s
 e y e s i g n i f i c a n t l y t o
 m a y b e y o u a n d p a r t n e r s
 b e h a v i o r . e g - d o n e
 b e h a v i o r [107]

LESSON 15

Developing Word-Building Power

126 SHORTHAND VOCABULARY BUILDER

Abbreviated Words

1 *or* 2 *or* *de* *of* *or*
 x

2 *be* *el* *ce* *be* *el* *be* *el*

Ses

3 *by* *ce* *by* *se* *ce* *by* *se*

Omission of Minor Vowel

4 *be* *de* *ce* *be* *de* *ce* *be*

- 1 Atmosphere, convenient-convenience, Atlantic, variety, anniversary, significant-significance.
- 2 Taxi, relax, perplexing, taxed, text, mix, box, fix.
- 3 Masterpieces, places, services, assist, persist, resist, insist.
- 4 Period, various, previous, serious, courteous, tedious, theory.

Building Transcription Skills

127

Business
Vocabulary
Builder

- derive** To gain from.
media Means for conveying something.
congenial Harmonious; having similar tastes.
perplexing Puzzling.

Reading and Writing Practice



128 A Trip to France

| | | | |
|---------------|---------------------|---------------------|------------|
| | I e e r u o n g | (e s . 0 o v | |
| | E u e l v | 4 . 2 0 1 2 0 1 7 | |
| | z u . 1 1 1 1 1 1 | | |
| | 2 1 1 1 1 1 | | |
| | 2 1 1 1 1 1 | | |
| bud-gets | 2 1 1 1 1 1 | You can e l 1 1 1 1 | sce-nic |
| | 6 1 1 1 1 1 | E e v u 1 1 1 1 | |
| | 6 1 1 1 1 1 | 2 1 1 1 1 1 | nc |
| | 6 1 1 1 1 1 | 2 1 1 1 1 1 | rev-el |
| | 6 1 1 1 1 1 | 2 1 1 1 1 1 | ser |
| | 6 1 1 1 1 1 | 2 1 1 1 1 1 | pag-eants |
| | 6 1 1 1 1 1 | 2 1 1 1 1 1 | |
| de-scribed | o n g e n d 1 1 1 1 | 2 1 1 1 1 1 | cos-tumes |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | when |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| zest | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | fa-mil-iar |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | al-lure |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |
| pre-vi-ous-ly | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | fo-cal |
| | 1 1 1 1 1 1 | o n g e n d 1 1 1 1 | |

Handwritten cursive text on the left side of the page, including words like "soars", "com-pli-men-ta-ry", and "With the".

soars

com-pli-men-ta-ry

con-ge-nial

Handwritten cursive text on the right side of the page, including words like "taxi-ing", "de-scent", "par", and "francs".

taxi-ing

de-scent

par

francs

With the

intro

intro

Perhaps

Seine

Handwritten cursive text on the left side of the page, including words like "lan-guage" and "Of course".

lan-guage

Of course

Elf-tel

Lou-vre

[584]

LETTERS

129



Handwritten cursive text on the right side of the page, including words like "mea-sles" and "com-pet-i-tor".

mea-sles

com-pet-i-tor

nonr

par

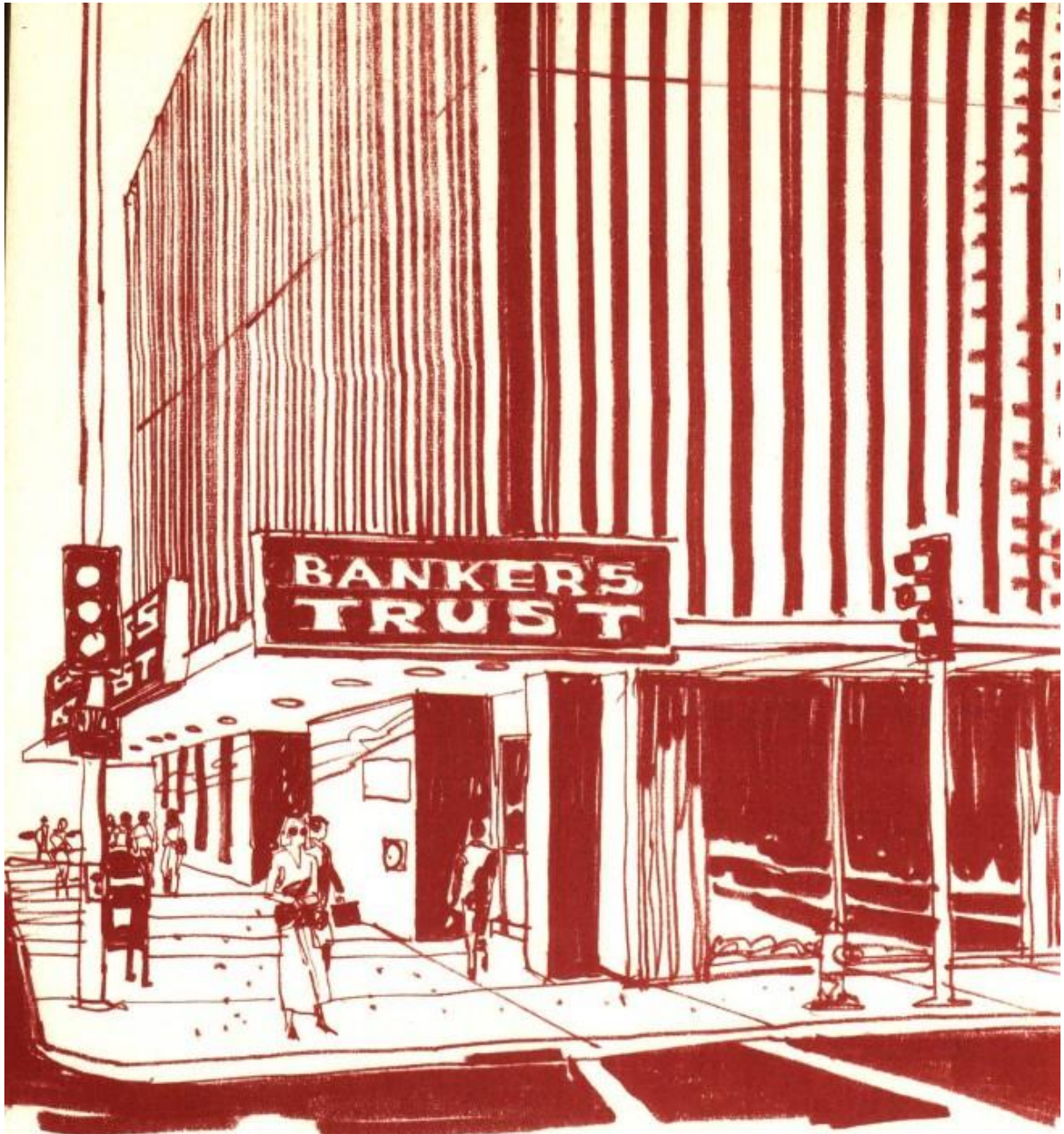
con-nec-ting
 [150]

u. u. e. o. n
 o. y. u. e. n.
 stop-overs

130
 in-stead
 [122]

u. r. o. i. e
 bro-chure

■ There is no substitute for shorthand speed.—H. H. Green



4 **Banking**

LESSON 16

Developing Word-Building Power

131 BRIEF FORMS AND DERIVATIVES

Can you read these brief forms and derivatives in 40 seconds or less?

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |

- 1 Time, will-well, wish, yet, am, correspond-correspondence.
- 2 Experience, good, I, merchant, next, order.
- 3 Probable, question, responsible, situation, subject, them.
- 4 Under, were-year, with, you-your, govern, government.
- 5 Idea, ideas; morning, mornings; object, objected.
- 6 Ordinary, ordinarily; progress, progressed; soon, sooner.

Building Transcription Skills

132 PUNCTUATION PRACTICE ■ . courteous request

Very often one businessman may wish to persuade another to take some definite action. He could make his request for action with a direct statement such as:


I want you to come to my office.

A direct statement of this type, however, might antagonize the reader. Many businessmen, therefore, prefer to make such a request in the form of a question.

May I ask that you come to my office.

This is how you can decide whether to use a question mark or a period:

- 1 When a question calls for definite action, a period is used at the end of the sentence.
- 2 When a question calls for a yes-or-no response, a question mark is used at the end of the sentence.

When a period is used in this situation in the Reading and Writing Practice, it will be indicated thus in the shorthand: 

133

Business
Vocabulary
Builder

investment portfolio One's investment program.

securities Stocks and bonds.

hedge To protect oneself from losing.

semiannually Twice a year.

Reading and Writing Practice



134 Brief-Form Letter

Handwritten cursive text for a brief-form letter, divided into two columns by a vertical line. The text is annotated with red labels and symbols:

- busy**: on the left side of the first line.
- intro**: above a circled dot in the second line of the right column.
- par**: above a circled dot in the second line of the left column.
- fee**: on the right side of the second line.
- ser**: above a circled dot in the fifth line of the right column.
- su-per-vice**: on the right side of the fifth line.
- par**: above a circled dot in the sixth line of the right column.
- ac-cu-rate**: on the right side of the sixth line.

The handwritten text appears to be a letter starting with "Dear Mr. ...".

sug-gest

(7 - o o m par
 - u e o p n
 m s u l m
 2 cr 3 o . m me
 m . u m m
 man-ag-er h h ap
 m) 7 p o
 p o t u o
 n j () o
 - o . o [174]

135

Wheth-er

(26 j r . h
 u . m m
 l e j ? 2 n
 . j q u l m)
 j u > 2 e g
 j . j c e p
 o j p z e n a
 j) o y ser
 h e

w o h l a d o
) o u l o r
 2 p > u y m
 m n p y c e
 o j o p o r
 j o o e n e r
 (o o m h [102]

hedge

136

(2 2 2 (j !
 j y i as i d e l e
 L , c e . -
 l e y m y r o
 j 2 > l j 2 e
 l e - - L j)
 j r e y j j
 u l i . j o
 j (w e r o l
 1115 - o r h e
 o 15 > 2 2 i 2



shop-ping

Transcribe:
1115
be-gin-ning

by 2 over 1 y
 2 u u u q
 b^{Intro} 2 y = 19 = -
 fa.cil.i.ties du s the u q
 h d a = e q
 p 2 . 2 d
 build-ing (u = b . conj) 1 2
 x n y / 2 3 p >
 won't s d Intro u n
 n - b 1 -
 the u q s [147]

137

s o n z u
 don't when u n o
 2 9 u . a b u
 r t h u s
 more-over over u Intro e
 (d 2 m > s
 2 u e s m y

r s u 9 u = e e
 e / e h . b e
 r s e u r . s
 e e e u nonr 1 ne -
 2 9 b - r o o
 y u n r o o
 a . b . s r i Intro
 e e h b e r
 nonr s s f semi-an-nu-al-ly
 n - r h e v = b >
 e y n r z u s
 n u n (b . o s
 9 u s [134]

138

h e , e o conj
 1 9 p o e
 e r (b . s e i
 m s . s e par
 n b s 2 u n

tem-po-rar-i-ly

| | |
|---|---|
| <p> <i>tem-po-rar-i-ly</i>
 <i>o x n / o o l g y</i>
 <i>v o l l m n ?</i>
 <i>e . y u n e</i>
 <i>k p n d o g</i>
 <i>. e . e m . b</i> </p> | <p> <i>v o l l m n ?</i>
 <i>m o . e u i</i>
 <i>(n) . d . o o l</i>
 <i>o o n 2 n e</i>
 <i>e = u f e l s</i>
 <i>d . o o l</i> </p> |
|---|---|

rec-om-mend

| | |
|--|---|
| <p> <i>rec-om-mend</i>
 <i>i c e p e s</i>
 <i>n d > d) ?</i> </p> | <p> <i>v o l l m n ?</i>
 <i>o o n 2 n e</i>
 <i>e = u f e l s</i>
 <i>d . o o l</i>
 <i>o o n 2 n e</i>
 <i>e = u f e l s</i>
 <i>d . o o l</i> </p> |
|--|---|

[135]

139 Transcription Quiz For you to supply: 3 commas—2 commas apposition, 1 comma introductory; 2 missing words.

| | |
|--|---|
| <p> <i>L e c t u r e 12</i>
 <i>o n t h e</i>
 <i>h i s t o r y</i>
 <i>o f t h e</i>
 <i>u n i t e d</i>
 <i>s t a t e s</i>
 <i>o f a m e r i c a</i>
 <i>4 1 5 6 1 5</i> </p> | <p> <i>o n t h e</i>
 <i>h i s t o r y</i>
 <i>o f t h e</i>
 <i>u n i t e d</i>
 <i>s t a t e s</i>
 <i>o f a m e r i c a</i>
 <i>4 1 5 6 1 5</i> </p> |
|--|---|

[113]

LESSON 17

Building Phrasing Skill

140 USEFUL BUSINESS-LETTER PHRASES

The following groups contain a number of phrases. Can you read the entire list in 45 seconds?

I

1 *I am, I can, I cannot, I will, I will not, I will have, I will not have.*

Some

2 *Some of the, some of them, some of that, some of our, some of these, some of those.*

Hope

3 *I hope, I hope you are, I hope you will, I hope that, we hope, we hope that, we hope you are, we hope you will be.*

Omission of A

4 *As a result, at a loss, for a few days, for a few minutes, in such a way, in a few months.*

If

5 *If you are, if so, if you want, if you need, if it is, if these, if the, if we can, if you have not.*

- 1 I am, I can, I cannot, I will, I will not, I will have, I will not have.
- 2 Some of the, some of them, some of that, some of our, some of these, some of those.
- 3 I hope, I hope you are, I hope you will, I hope that, we hope, we hope that, we hope you are, we hope you will be.
- 4 As a result, at a loss, for a few days, for a few minutes, in such a way, in a few months.
- 5 If you are, if so, if you want, if you need, if it is, if these, if the, if we can, if you have not.

141 GEOGRAPHICAL EXPRESSIONS

1 Charleston, Wilmington, Baltimore, Richmond, Columbus.
2 Delaware, North Carolina, South Carolina, Virginia, West Virginia, Georgia, Florida.

- 1 Charleston, Wilmington, Baltimore, Richmond, Columbus.
- 2 Delaware, North Carolina, South Carolina, Virginia, West Virginia, Georgia, Florida.

Building Transcription Skills

142 PUNCTUATION PRACTICE ■ hyphens

Hyphenated before noun

No noun, no hyphen

No hyphen after ly

You can decide whether to use a hyphen in compound expressions like *past due* or *well trained* by observing these rules:

- 1 If a noun follows the expression, use a hyphen.

We are concerned about your past-due account (noun).

Our well-trained salesman (noun) *will call you.*

When a hyphenated expression occurs in the Reading and Writing Practice, it will be called to your attention in the margin thus:

well-trained
hyphenated
before noun

- 2 If no noun follows the compound expression, do not use a hyphen.

Your account is past due.

Our salesman is well trained.

Occasionally, these expressions in which a hyphen is not used will be called to your attention in the Reading and Writing Practice thus:

well trained
no noun,
no hyphen

- 3 No hyphen is used in a compound modifier where the first part of the expression is an adverb ending in *ly*.

He made a carefully planned speech.

To be sure that you are not tempted to put a hyphen in expressions of this type, your attention will occasionally be called to them in the Reading and Writing Practice

thus: care-ful-ly planned
no hyphen
after ly

143

Business
Vocabulary
Builder

inflation Reduction in buying power because of increased prices.

estate All property left by a person at his death.

shrink Become smaller.

Reading and Writing Practice



144 Phrase Letter

high-ly qual-i-fied
no hyphen
after ly
full-time
hyphenated
before noun

Intro and o

past

cr

[Handwritten cursive practice for 'ly' and 'full-time' with annotations]

[108]

up to date
no noun,
no hyphen

[Handwritten cursive practice for 'up to date' with annotation]

145

nc

ap-pre-ci-ate

par

four-page
hyphenated
before noun

[Handwritten cursive practice for 'precious', 'parade', and 'four-page' with annotations]

well-sat-is-fied
hyphenated
before noun

well-sat-is-fied
(well-sat-is-fied
-fied) - it -

too

too
2 2 2 2 2
1 2 1 2 1 2
L. L. L. L. L.
2 2 2 2 2
1 1 1 1 1

conj

pleas-ant

pleas-ant
pleas-ant
[157]

and o

146



pur-chas-ing

pur-chas-ing
pur-chas-ing
pur-chas-ing
pur-chas-ing

as

in-fla-tion

in-fla-tion
in-fla-tion
in-fla-tion
in-fla-tion

nonr

hard-pressed
hyphenated
before noun

hard-pressed
hard-pressed
hard-pressed

ser

well-trained
hyphenated
before noun

well-trained
well-trained
well-trained

ar-range-ments

ar-range-ments
ar-range-ments
ar-range-ments

intro

intro
intro
intro

coun-sel-ors / when / cr / [196]

147 Transcription Quiz For you to supply: 5 commas—1 comma *if* clause, 2 commas introductory, 2 commas series.

The person who reads a good newspaper every day and who keeps up on
 what is going on in the world (and in town, too) can't help but be a more valu-
 able employee as well as a more interesting person.

■ The person who reads a good newspaper every day and who keeps up on
 what is going on in the world (and in town, too) can't help but be a more valu-
 able employee as well as a more interesting person.

LESSON 18

Developing Word-Building Power

148 WORD FAMILIES

-stand

1 Stand, understand, standard, notwithstanding, misunderstand, standpoint.

-pend

2 Opened, depend, spend, happened, expend, expenditure, impending.

-nted

3 Granted, printed, appointed, painted, planted, rented, prevented.

-tment

4 Investment, department, adjustment, apartment, compartment, assortment, treatment.

1 Stand, understand, standard, notwithstanding, misunderstand, standpoint.

2 Opened, depend, spend, happened, expend, expenditure, impending.

3 Granted, printed, appointed, painted, planted, rented, prevented.

4 Investment, department, adjustment, apartment, compartment, assortment, treatment.

Building Transcription Skills

149 PUNCTUATION PRACTICE ■ the apostrophe

1 A noun ending in an s sound and followed by another noun is usually a possessive, calling for an apostrophe *before* the s when the word is singular.

The salesman's work was completed.

Mr. Brown's work will be finished in July.

2 A plural noun ending in s calls for an apostrophe *after* the s to form the possessive.

Several employees' records were lost.

All students' grades were good.

3 An irregular plural calls for an apostrophe *before* the s to form the possessive.

We sell children's clothing.

He will open a men's clothing store next month.

4 The possessive forms of pronouns do not require an apostrophe.

You will be wasting your time as well as ours.

These books are theirs, not ours.

The company decided to update its files.

150

Business
Vocabulary
Builder

magnetic ink Ink which can be "read" by an optical scanner.

distributors Retail outlets for manufactured goods.

specialists Experts.

Reading and Writing Practice



151

Handwriting practice section showing cursive letters and words. A vertical line separates the left side (words) from the right side (letters). A starburst icon is placed above the line.

Left side (words):

- ours
- year's

Right side (letters):

- mag-net.ic
- pro-cessed
- nc

Small 'intro' labels with arrows point to specific letters in the cursive writing.

for-ward

for-ward
ser [117]

fi-nan-cial

fi-nan-cial
ser
when
[124]

152



152
ser

equip-ment

equip-ment
ser

fleets

fleets

intro

dis-trib-u-tors

dis-trib-u-tors

in-ven-to-ries

in-ven-to-ries
as

tai-lor-made
hyphenated
before noun

tai-lor-made
hyphenated
before noun

peo-ple's

peo-ple's

153



153
con-fi-den-tial

con-fi-den-tial
Brown's

bal-ances

1968, 1969

Transcribe:
\$1,000

Transcribe:
\$1,000

ob-li-ga-tions
 in-ter-est
 [163]

154
 loose
 par-tic-u-lar-ly
 yours

bank's
 usu-al
 full-time
 hyphenated
 before noun
 [133]

155
 intro
 conl

buy-ing 1. u b . → e if

o u r e t cr

L . J . 201 h cr

a 2 u e r

a - s) 201

h e r e q .

low-cost
hyphenated
before noun

u = y e u intro

at / co r e : >

① e o r i e p f

e m > ② m n t

o o u u n >

③ h i y l a p f choose

h e { } r e o s [114]

156 Transcription Quiz For you to supply: 5 commas—1 comma introductory, 2 commas if clause, 2 commas series; 1 missing word.

1 u b u d

2 3 h u m

no t l e s s

i n h i c e

v l o w e r

e n t e r s

n e e r e s

3 6 y u e e s

g r e a t

o b j e c t s

h e . d u e 2 u

u e u e s t

u e u e s t

e q) . u e

u l i e u 2 9

o 1 4 t 2 →

u e . s [117]

LESSON 19

Developing Word-Building Power

157 WORD ENDINGS

-tial

1 *initial confidential special essential residential partial official social*

-lity

2 *facility responsibility ability quality personality locality*

-ical

3 *practical logical chemical medical physical musical*

-ington

4 *Wilmington Burlington Harrington Tarkington Washington Lexington*

- 1 Initial, confidential, special, essential, residential, partial, official, social.
- 2 Facility, responsibility, ability, quality, personality, locality.
- 3 Practical, logical, chemical, medical, physical, musical.
- 4 Wilmington, Burlington, Harrington, Tarkington, Washington, Lexington.

Building Transcription Skills

158 SIMILAR-WORDS DRILL ■ some, sum

some A portion.

Some of the work is not finished.

Some of the work is not finished.

sum Total; amount.

sum

A check for this **sum** is enclosed.

159

Business
Vocabulary
Builder

discrepancy Disagreement in figures or terms.

withdrawals Amounts taken by check from a bank.

formerly Before; in the past.

Reading and
Writing Practice



160

fi-nan-cial

dis-crep-an-cy

can-celed

fi-nan-cial
dis-crep-an-cy
can-celed
[81]



161

ours

er-ror

ours
er-ror
[72]



162



Handwritten cursive text for exercise 162, including the word "as" and the number "11561".

Transcribe:
No. 11561

Handwritten cursive text for exercise 162, including the number "1,115".

Transcribe:
\$1,115

sum

Handwritten cursive text for exercise 162, including the word "re-open" and the number "[89]".

re-open

Handwritten cursive text for exercise 162, including the number "[89]".

163



Handwritten cursive text for exercise 163, including the word "un-for-tu-nate-ly" and the number "[143]".

un-for-tu-nate-ly

Handwritten cursive text for exercise 162, including the word "conj" and the word "pain-less".

conj

pain-less

au-to-mat-ic-al-ly

Handwritten cursive text for exercise 162, including the word "prac-ti-cal" and the word "to-day's".

prac-ti-cal
and o

to-day's

Handwritten cursive text for exercise 163, including the word "ser" and the number "[143]".

ser

ini-tial

164



Handwritten notes for 164, including "drive-in" and "hyphenated before noun" annotations.

drive-in
hyphenated
before noun

Handwritten notes for 164, including "with draw-als" annotation.

with draw-als

Handwritten notes for 164, including "when" annotation.

when

con-ve-nient

Handwritten notes for 164, including "[87]" annotation.

165



Handwritten notes for 165.

referred

intro

Transcribe: \$10,000

Handwritten notes for 165, including "par" annotation.

Handwritten notes for 165, including "bud-get" annotation.

Handwritten notes for 165, including "II" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[87]" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[153]" annotation.

Handwritten notes for 165, including "[153]" annotation.

LESSON 20

Developing Word-Building Power

168 SHORTHAND VOCABULARY BUILDER

Tem, Dem

1 *Temporary, estimate, customary, demand, medium, condemn, condemned.*

W

2 *We, went, week, wait, widely, window, woolen, wear.*

W Dash

3 *Always, quiet, quickly, squarely, twice, equipped, roadway, Broadway.*

Amounts

4 *80 percent; \$500,000; 2,000,000; \$1,000; several hundred, a dollar.*

- 1 Temporary, estimate, customary, demand, medium, condemn, condemned.
- 2 We, went, week, wait, widely, window, woolen, wear.
- 3 Always, quiet, quickly, squarely, twice, equipped, roadway, Broadway.
- 4 80 percent; \$500,000; 2,000,000; \$1,000; several hundred, a dollar.

Building Transcription Skills

169

Business
Vocabulary
Builder

excavation Digging.

cascading Tumbling; falling.

currency Money.

Reading and Writing Practice



170 Money

con-demned
 in" / 9 " /
 u u u 2 " /
 d f . " m y b
 . h a " k i t
) / / h e w o
 2 . a) 2 /
 w o u n a)
 their u u = u Intro
 g r
 e a r >

The "it" - 7 , 2 .

fas-ci-nat-ing / 2 d b i n e u
 Intro
 k . 2 u g
 r m y p r / m
 ac-cept-ed
 e u l d 2 o y /
 b u d y i n t

u o r . s o p r
 c o l d u - o e r d
 - m y o o t : >
 sig-nif-i-cant
 m y b u r e e r d
 m y g r 2 >

Demand Deposits. Au - nes

L e o n y ! h y p e
 " e f e " . h t
 u e b , b e - n e s nc
 al-ways
 i n e . h o n y ,
 h e . L . b Intro
 " h - " , d r
 . d h m u v r
 than
 n e y / z h Intro
 (o o u)
 . v b z h , u n e
 coun-try's
 - e o > v g
 2 r - o x - o

1 1951 ^{intro} n r
Transcribe: 2,000,000 2 - e b >

Some coin

1 m . o . d
e - h - s
re - y - d
10 f r o m i e e
o c c a s i o n
e - v e l o p e

per-ma-nent-ly

hoards

auc-tion

large-sized
hyphenated
before noun

la.dy's

2 b e h e

From ancient

b e , - o - s
i b i - e - o
b e - s
i s s - y - o - z
i p a r
p a r - a - l y z e d
p a r
p a r - a - l y z e d
p a r - a - l y z e d

2 1 2 4 p e .
b e r y - h e .

u n - i - t - i - o
p a r - a - l y z e d
p a r - a - l y z e d

u n - i - t - i - o
p a r - a - l y z e d
2 3 / 7 b e y e

u n - i - t - i - o

P r i d g r
 L ser
 nev-er-the-less
 by out
 intro
 L
 up to date
 no noun,
 no hyphen
 [402]

r or amp u r
 ng i de g y r
 ar-er
 L intro
 up to date
 no noun,
 no hyphen
 [112]

LETTERS

172



L
 on-ver-sion
 up-to-the-min-ute
 hyphenated
 before noun
 [92]

173



P 9 s r
 of fi cer's
 yours
 [92]

DICTATION SUGGESTIONS

By this time you have no doubt been taking dictation on unfamiliar material, that is, material that you have not previously practiced. As you have probably discovered by this time, developing skill in the writing of unfamiliar material presents some problems, problems that every shorthand writer encounters at one time or another. Here are some suggestions that will help you meet those problems.

Poor Outlines Every shorthand writer, no matter how skillful he may be, will occasionally write a poor outline during dictation. When this happens to you, don't make the mistake of scratching out that outline and writing a better one. The dictator will not stop while you are patching up your notes, and you may find yourself hopelessly behind as a result. Once you have written an outline, leave it. Even though you may have written it poorly, the chances are that, with the help of context, you will be able to read it.

Unfamiliar Words No matter how experienced a stenographer or secretary may be, no matter how long she has been writing shorthand, she will often have to write an unfamiliar word. In your practice work and in your dictation on the job, hardly a day will pass that you will not en-

counter a new word. When this happens, try to write it in full; write all the sounds that you hear. If this is not possible, try to write at least the beginning of the word. Often this beginning, with the help of context, will help you find the word in the dictionary.

If the word completely escapes you, leave a space in your notes—perhaps skip a line—and continue writing. Don't spend so much time trying to construct an outline that the dictation gets too far ahead of you. You will be surprised, when you transcribe, how frequently you will be able to fill in the word or supply an acceptable substitute.

Hearing There will be times in your dictation that you will not hear—or mishear—a word because the dictator did not enunciate clearly or because some noise interfered with your hearing. If you do not hear a word, leave a space in your notes. When you transcribe, you may be able to determine from the context the meaning of the word you did not hear.

If you *think* you heard a word but know from the context that it could not possibly be the correct one, write the word that you *think* you heard and encircle it. If you are too pressed for time to encircle it, skip a line. Often the outline for the

word you *thought* you heard will help you supply the correct one.

Sometimes the word you did not hear—or misheard—will occur to you later during dictation. Do not take the time to insert it in the proper place. Instead, try to hold the word in your mind, and immediately upon the completion of the dictation, fill it in.

Phrasing Well-learned phrases are a great help to the writer in his efforts to develop shorthand speed. Remember, however, that the dictator may not always say a phrase as one piece. He may say one word in a phrase and then pause before he says the remaining words. When that occurs, you will probably have the first word written before you hear the rest of the phrase. Do not stop to scratch out the word you have written and substitute the phrase. This takes time, and time is precious in speed development. Rather, write the remaining words of the phrase as though no phrase were involved.

These suggestions, of course, apply to your work on speed development. On the job, you would stop the dictator tactfully when one of these situations arises rather than risk the possibility of turning in an inaccurate transcript.





























5

Data Processing

LESSON 21

Developing Word-Building Power

174 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|---|---|---|---|--|---|
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

- 1 Suggest, suggestion; opinion, opinions; work, worker.
- 2 Difficult, difficulty; immediate, immediately; organize, organized.
- 3 Railroad, railroads; send, sends; speak, speaker.
- 4 Thing-think, things-thinks; use, used; world, worlds.
- 5 Acknowledge, acknowledged; character, characters; general, generally.
- 6 Great, greater; important-importance, unimportant; over, overcome.

Building Transcription Skills

175 TYPING STYLE STUDY ■ dates

- 1 If the name of the month precedes the day, do not use *th*, *st*, or *d* after the number.

On June 13, 1972, he was transferred to Chicago.

When a date is expressed in this way, there is a comma both *before* and *after* the year.

2 If the day precedes the month, *th*, *st*, or *d* should be included.

On the 25th of July he will visit the factory.

When dates appear in the Reading and Writing Practice, they will be called to your attention in the margin thus: *Transcribe:* February 25 *Transcribe:* 25th

176

Business
Vocabulary
Builder

seminar Conference; meeting.

simulation Activity similar to another.

real-time Time actually used by a computer in solving a problem.

Reading and Writing Practice



177 Brief-Form Letter

Handwritten text for exercise 177:

Dear Mr. Jones,
I am writing to you regarding the
order for 100 units of the new
product. The order is being
processed and will be shipped
within the next few days.
Thank you for your order.
Sincerely,
John Doe

Transcribe: October 25 *Transcribe: September 15*


merchandise *ser* *man-ager-ial*

9/12/25 *ap* *127*

178

Handwritten text for exercise 178:

Dear Mr. Jones,
I am writing to you regarding the
order for 100 units of the new
product. The order is being
processed and will be shipped
within the next few days.
Thank you for your order.
Sincerely,
John Doe



Transcribe: 25th
Handwritten notes and symbols on the left side of the page.

as
Handwritten notes and symbols on the left side of the page.

re-ceiving
Handwritten notes and symbols on the left side of the page.

and o
Handwritten notes and symbols on the left side of the page.

[90]
Handwritten notes and symbols on the left side of the page.

179
low-cost
hyphenated
before noun
Handwritten notes and symbols on the left side of the page.

nonr
Handwritten notes and symbols on the left side of the page.

in stalled
Handwritten notes and symbols on the left side of the page.

Handwritten notes and symbols on the left side of the page.

Handwritten notes and symbols on the right side of the page.

4601 model
Handwritten notes and symbols on the right side of the page.

Handwritten notes and symbols on the right side of the page.

real-time
on-line
hyphenated
before noun
Handwritten notes and symbols on the right side of the page.

fur-ther
Handwritten notes and symbols on the right side of the page.

[148]
Handwritten notes and symbols on the right side of the page.

180
Handwritten notes and symbols on the right side of the page.

Handwritten notes and symbols on the right side of the page.

Handwritten notes and symbols on the right side of the page.

Handwritten cursive notes on the left side of the page, including the words "hard-ware" and "Transcribe: January 20".

hard-ware

Transcribe:
January 20

[137]

181

Transcribe:
June 15, 1973

Handwritten cursive notes for exercise 181, including the number "15".

Handwritten cursive notes on the right side of the page, including the words "busi-nesses", "un-for-tu-nate-ly", "off-cam-pus", and "hyphenated before noun".

busi-nesses

intro un-for-tu-nate-ly
off-cam-pus
hyphenated
before noun

par

[140]

182

Handwritten cursive notes for exercise 182.

referred

| | |
|-----------------|---------------|
| 2 (, / / / | my - 0 0 0 2 |
| 27. 2.) . 2 0 | by my / |
| 2 > / 2 2 2 | 2 0 2 9 . 2 . |
| (0 0 / 0 2 2) | 2 [76] |

183 Transcription Quiz Beginning with this lesson the transcription quizzes will be a greater challenge to you. Thus far you have had to supply only commas and missing words; hereafter, you will also have to supply semicolons.

For you to supply: 4 commas—1 comma apposition, 1 comma introductory, 2 commas if clause; 1 semicolon no conjunction; 1 missing word.

| | |
|---------------------|-------------------|
| (P a c k i n g | h a s - 2 7 m |
| n o t b y | l e s s o n s e a |
| m i n e | l e . 2 2 2 2 |
| - 1 5 1 5 | . i t n o t |
| 2 7 / 2 7 2 7 m p i | a n y o n e |
| 2 4 - 6 - 6 2 | s u p p l e |
| 9 0 - 2 - 2 2 | e b 2 2 2 2 |
| 1 8 7 - 2 2 2 2 | 2 2 2 2 . 2 [114] |
| 2 2 2 2 (m i) | 2 |

■ In meeting the public, your best approach is a polite, interested manner, and your best technique is to smile. A smile has an amazing effect, even over the phone.

Fairplay Industries

2962 NORTH STATE STREET

CHICAGO, ILLINOIS 60604

April 1, 197-

Mr. Robert D. Grace
680 Fifth Avenue
Los Angeles, California 90015

Dear Mr. Grace:

While I was attending the meeting of computer manufacturers in Boston last week, I had lunch with a mutual friend of ours, Harry C. Barnes. Mr. Barnes told me you had recently resigned your position with the Eastern Business Machines Company and that you are looking for a new connection. He said it would be all right for me to mention that I am getting in touch with you at his suggestion.

We are now working on plans to organize a West Coast sales office to promote our electronic equipment in the western area, where we have never had representation before. We feel that the West Coast has great potential for our products, and it offers a wonderful opportunity for a man like yourself who has had experience in electronic data processing.

Would you consider representing us in the states of California and Washington on a salary and commission basis? If you have not yet made a new connection and this offer appeals to you, please call me so that I can arrange an interview for you with the officers of the company.

As we are anxious to begin our sales efforts on the West Coast as soon as possible, I hope you will let me know of your interest, or lack of it, within a few days.

Very truly yours,

Arthur D. Johnson
Arthur D. Johnson
Sales Manager

ADJ:JC

**Long Letter
Indented Style
Standard Punctuation**

LESSON 22

Building Phrasing Skill

184 USEFUL BUSINESS-LETTER PHRASES

In



Been



Which



Yet



Time



- 1 In the, in that, in this, in these, in them, in those, in which, in our, in time, in the past.
- 2 Have been, I have been, I have not been, I have not been able, has been, has been able, has not been able, we have been, who have been, you have been able.
- 3 By which, in which, in which the, to which, to which you are, for which, on which, of which, upon which.
- 4 As yet, has not yet, have not yet, I have not yet, has not yet been, we are not yet, we have not yet.
- 5 At this time, any time, next time, since that time, at the time, for some time.

185 GEOGRAPHICAL EXPRESSIONS

1 Phoenix, Madison, Lexington, Philadelphia, Birmingham, Providence.
2 Alabama, Arizona, Wisconsin, Rhode Island, Arkansas, Tennessee, Vermont.

Building Transcription Skills

150 TYPING STYLE STUDY ■ addresses

1 Use figures to designate house numbers.

She works at 300 (not three hundred) Canal Street.

2 Spell out numbers below 11 in street names.

He works at 250 Fourth Avenue.

3 Use figures for street names above ten.

Her new address is 27 West 83 Street, New York, New York 10037.

◆ Note 1: Spell out Street, Avenue, Road, etc.

◆ Note 2: Omit th, st, and d from numbered street names. The omission of these endings makes numbered street names easier to read.

When street addresses occur in the Reading and Writing Practice, they will occasionally be called to your attention in the margin of the shorthand thus:

Transcribe:
18 West 61 Street

186

Business
Vocabulary
Builder

competence Sufficiency; ability.

advent Coming or arrival.

hard copy Printed for reading by the eyes.

Reading and
Writing Practice



187 Phrase Letter

Ph 2 2 1 | ne - 2 1 1 1
e n ca 1 2 | 4 1 2 2 2

lo-cal
Transcribe:
Fourth Street

o i u m z ,
w f / 7 1 9 z n n o n r
h o v r z u
n . 2 L g m y
y t h e b e p r t h e s m
z y . 2

[149]



189

ad-vent

l e s o d v
= 1026 b z n
z n L
r e s u o c

intro

in-stan-ta-neous

and o

r o o e r b
z n . n n o o d

cus-tom-er's

nonr

i s b z n
h l e s e s -
e y . L
e u i e l . ' o r

via

r . z n
z n d .
z n z n

b e r " e " e d i
i b z n z n o
o o n z n e r i i

Transcribe:
18 West 61 Street

z u s e r / 1 8
z n 6 1 n . z n o j

m y n m y
z n z n z n o
z n z n z n o

sim-ply

n i e i n [133]

190



l o m n d
n o s o y z n
i . s . i . d . s

, z n z n z n
i . y . u . d . o z n =
d . z n z n z n

com-put-er-fast
hyphenated
before noun

z n z n z n
z n z n z n
z n z n z n

hand-held
hyphenated
before noun

hand-held
24 05

nc

hand-held

up-date

op-ti-cal

op-ti-cal

op-ti-cal

wheth-er

wheth-er

wheth-er

[137]

wheth-er

intro

191 Transcription Quiz For you to supply: 4 commas—1 comma introductory, 1 comma apposition, 2 commas if clause; 1 missing word.

Handwritten transcription of the first part of the quiz, including the words "hand-held", "op-ti-cal", and "wheth-er".

Handwritten transcription of the second part of the quiz, including the words "up-date" and "[137]".

■ Get your day off to a good start by wishing everyone a cheery "Good morning."

LESSON 23

Developing Word-Building Power

192 WORD FAMILIES

-tional

1 *tr* *ad* *ed* *ex* *in*

-ware

2 *so* *ha* *be* *sil* *flat*

-ous

3 *ted* *var* *ser* *stud* *cour* *inst*

-man

4 *bus* *sa* *sa* *fore* *work*

- 1 Traditional, additional, educational, exceptional, instructional.
- 2 Software, hardware, beware, silverware, flatware.
- 3 Tedious, various, serious, studious, courteous, instantaneous.
- 4 Businessman, salesman, salesmanship, foreman, workmanship.

Building Transcription Skills

193 TYPING STYLE STUDY ■ amounts of money

- 1 In business letters transcribe whole dollar amounts without adding a decimal or following zeros.

The check for \$152 (not \$152.00) was mailed yesterday.

2 In business letters use the word *cents* in amounts under \$1.

The pen costs only 19 cents (not \$.19).

When amounts such as those above appear in the Reading and Writing Practice, they will occasionally be called to your attention in the margin of the shorthand

thus: *Transcribe:*
\$225

194

Business
Vocabulary
Builder

traditional Standard.
exceptional Outstanding.
license (verb) To grant official permission.
simultaneously At the same time.

Reading and
Writing Practice



195

its
ac.com.mo.date
cus-tom
when
par
par
adapt
to-day

[Handwritten shorthand text in cursive script, including words like 'its', 'ac.com.mo.date', 'cus-tom', 'when', 'par', 'adapt', 'to-day']

Co. v. p. n. g
u. z. s. [163]



196

h. - u. n.
b. d. b. f.
o. o. b. i. v. r.
a. u. i. o. b. p.
2. 9. 5. 1. /
1. 2. 9. 3. /
b. h. e. r. e. n. t.
p. o. s. i. t. i. v. e.
e. n. e. r. g. y.
c. o. n. s. i. d. e. r. a. t. i. o. n.
e. n. e. r. g. y.

Transcribe:
\$500
\$300

busi-ness-man's

h. e. r. e. n. t.
n. e. c. e. s. s. a. r. y.
o. r. d. e. r.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.

nc

conj

h. e. r. e. n. t.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y. [124]

promptly



197

h. e. r. e. n. t.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.
p. r. i. n. c. i. p. a. l.
u. n. d. e. r. l. y.

par

re-cent

qual-i-fi-ca-tions

intro

usu-al

up to date
no noun,
no hyphen

here
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
[145]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
[154]

198



an-swer-ing

de-grees

ap nc

199



raised

as and o

cer-ti-fi-ca-tion

ac-cu-rate

rec-og-ni-tion

ser

li-cense

par ex-pen-sive

cer-ti-fy-ing

| | |
|---|---|
| <p> The first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these </p> | <p> The first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these </p> |
|---|---|

200 Transcription Quiz For you to supply: 8 commas—2 commas introductory, 1 comma and omitted, 2 commas series, 2 commas apposition, 1 comma conjunction.

| | |
|---|---|
| <p> The first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these </p> | <p> The first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these
 is the first of these </p> |
|---|---|

LESSON 24

Developing Word-Building Power

201 WORD BEGINNINGS AND ENDINGS

Inter-, Intro-

1 *inter intro*

-ful

2 *successful careful helpful beautiful thoughtful meaningful*

-ble

3 *probable trouble durable enjoyable flexible reliable*

Tern, Term

4 *turn eastern western term terminal determine*

- 1 Interested, interview, intervene, international, introduce, introductory.
- 2 Successful, careful, helpful, beautiful, thoughtful, meaningful.
- 3 Probable, trouble, durable, enjoyable, flexible, reliable.
- 4 Turn, eastern, western, term, terminal, determine.

Building Transcription Skills

202 TYPING STYLE STUDY ■ time

- 1 Use figures to express time with the word *o'clock*. (Remember the apostrophe!)
He arrived at 10 o'clock (not ten o'clock, unless formality is required).

2 Use figures to express time with *a.m.* and *p.m.*

She left at 10:15 *a.m.* and returned at 9:45 *p.m.*

◆ Note: Type *a.m.* and *p.m.* with small letters and no space after the first period.

Occasionally these expressions of time will be called to your attention in the margins of the shorthand in the Reading and Writing Practice thus:

Transcribe: 9 a.m. Transcribe: 2 o'clock

203

Business
Vocabulary
Builder

defective Out of order; broken.
jeopardy Danger.

Reading and
Writing Practice



204

re - by
ser
intro
a
b
c
d
e
f
g
h
i
j
k
l
m
n
o
p
q
r
s
t
u
v
w
x
y
z
1
2
3
4
5
6
7
8
9
0
\$100
\$1,000

reel
ap-plied
than

g. u e h. ce
DT401
m. g u u s i 150

Transcribe:
150 Sixth Avenue

Transcribe:
9 a.m.
5 p.m.

2 2 2 2 2 2
9 0 1 5 t nc
2 9 0 1 1:30 t m
[218]

sim-ilar
- n 7 x o h p i
K i g 1 v u
- u h 2 h 1
m. s u - p
c y o b o r c e
2 6 u m. - o
c u p x i n d.
[133]

205



f l y r e e e n
o b i l i t y u n t m

two-week
hyphenated
before noun,

Transcribe:
Fifty

1 = 2 s u -
p l y 1 t e e s i
50 e y r a n a p
- o u i n e y =

per-son-nel

suc-cess-ful

as
b l y o i m e
i n d u s t r i a l
t r a n s a c t i o n s

206



e p p r f e e p e
i e u y and o e l en-joy-able
E - p . l m e -
p l y 1 v e v m p
e n u . g y n i f
c o n j
i n d u s t r i a l
d e - c i d - e d
P i n e t r i a
c a r b o n d

2 me, m, a
 ze E. u. l...
 s...
 ses-sion
 n (V - p...
 n...
 m...
 20 ap
 Transcribe:
 10 o'clock
 [129]

l... 2 b... to-day's
 me y...
 No...
 2... of-fer-ings
 full-time
 hyphenated
 before noun
 ap
 Transcribe:
 3 o'clock
 15 3
 20 m
 intro
 [130]

207
 ac-cept
 judg-ment
 intro

208
 easy-to-un-der-stand
 hyphenated
 before noun
 and o
 par

m st ser ring | .20 v r u p aware-ness
 st . 1 r | ly of) oe >
 fa.mil-iar-ize in serp | r v r intro 2
 s v r u p ly. o r d 2 l e
 i h e r i n d i l l y intro 2 s. r
 i d e r i n e r o s. 6) 12 / m
 [135]

209 Transcription Quiz For you to supply: 5 commas—2 commas conjunction, 1 comma introductory, 2 commas if clause; 1 missing word.

r p o j y. i | u n g y ? i
 m p p ly oe m d ly x r p
 u o y - r e ly oe l e i g y
 e l e u h u u ly e r i m
 u n e n m i r u 17 h 2 p y u
 e p l 2 d i n o e y m n b o
 o u l m r e e h e . 10:30 x
 l e s t e i p 2 u l e b m r
 . l y o p l y u r m o r
 u o r i p u 12 2 . h [142]
 m r l e l y . y

LESSON 25

Developing Word-Building Power

210 SHORTHAND VOCABULARY BUILDER

-ld

1 *in 2 billion 3 million*

Tem

2 *temperature 3 temper 4 contemporary*

Nt

3 *central 4 century 5 account 6 accounts 7 invent 8 inventory*

Nd

4 *thousand 2 trained 3 handle 4 find 5 lined 6 bindery 7 kindly*

- 1 Installed, filled, shareholders, skilled, mailed, called.
- 2 Customers, automatically, automation, temperature, temper, contemporary.
- 3 Central, century, account, accounts, invent, inventory.
- 4 Thousand, trained, handle, find, lined, bindery, kindly.

Building Transcription Skills

211

Business
Vocabulary
Builder

revolution Sudden change; turn around.

shunted Pushed away.

consultants Persons who give advice.

com-pa-nies

Handwritten notes on the left side of the page, including the word "com-pa-nies" and various cursive scribbles.

Intro

its

Handwritten notes on the right side of the page, including the word "its" and various cursive scribbles.

safe-ty growth

qual-i-fies

Handwritten notes on the left side of the page, including the word "qual-i-fies" and various cursive scribbles.

when

Handwritten notes on the right side of the page, including the word "when" and various cursive scribbles.

whiz-zing

Handwritten notes on the left side of the page, including the word "whiz-zing" and various cursive scribbles.

fill-ing

well-trained hyphenated before noun

Handwritten notes on the left side of the page, including the phrase "well-trained hyphenated before noun" and various cursive scribbles.

Chain stores

Handwritten notes on the right side of the page, including the phrase "Chain stores" and various cursive scribbles.

track

A large

Handwritten notes on the left side of the page, including the phrase "A large" and various cursive scribbles.

sup-plies conj

Handwritten notes on the right side of the page, including the phrase "sup-plies conj" and various cursive scribbles.

flight

Handwritten notes on the left side of the page, including the word "flight" and various symbols and characters.

nonr

ser

soft-ware

con-sul-tants

Handwritten notes on the left side of the page, including the word "con-sul-tants" and various symbols and characters.

par

intro

intro

1161

Transcribe:
No. 1161

conj

[540]

LETTERS

213



Handwritten notes at the bottom left of the page.

Handwritten notes on the right side of the page, including the word "flight" and various symbols and characters.

intro

six-page
hyphenated
before noun

6=6 by p
er i h me
e v l e e
nc
[160]

214

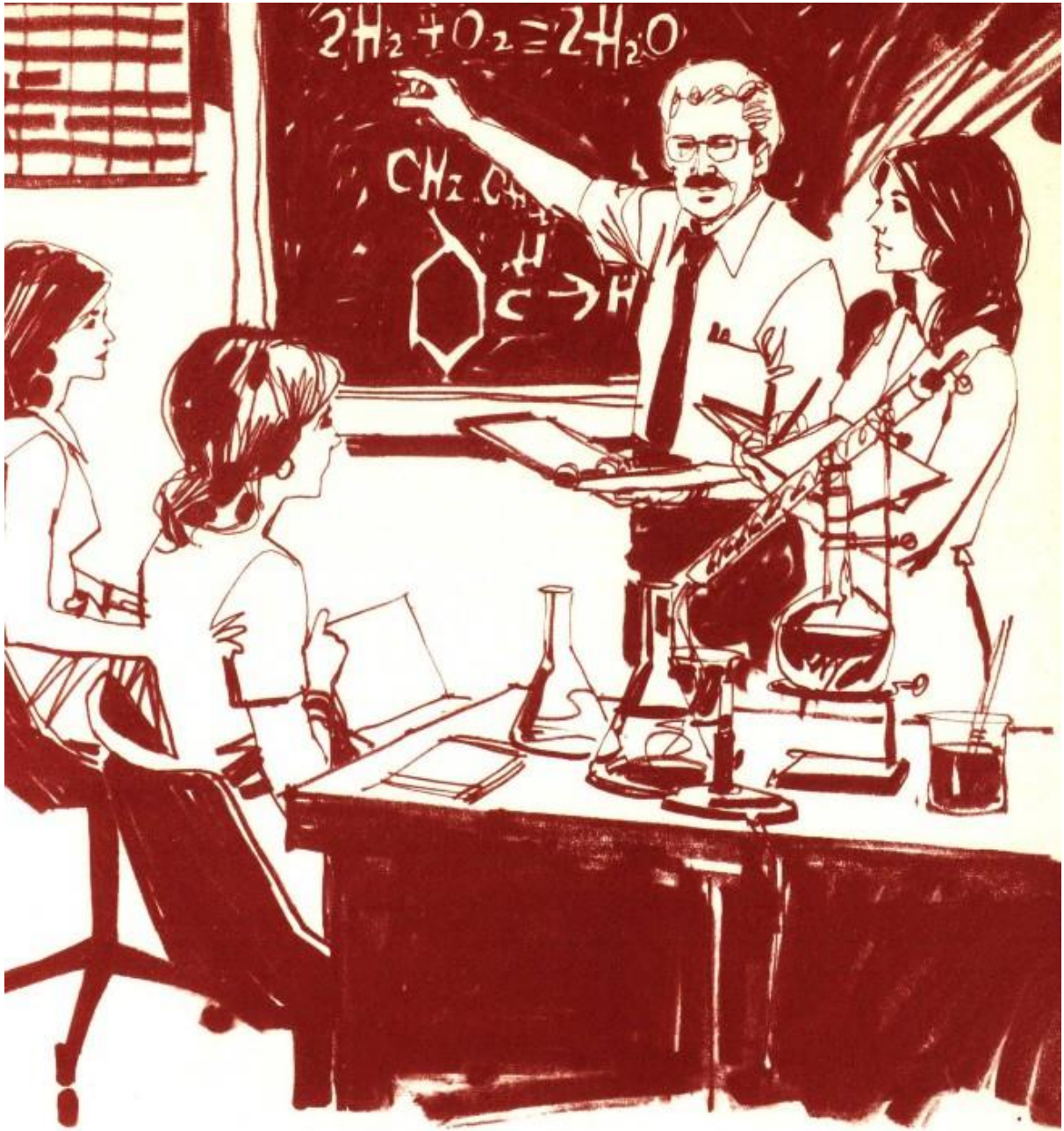
fi-nan-cial

L i p y e
f or - r i e
d my by r
ser
intro
suc-cess-ful
conj

if i o r e m
[91]

215

ap
book-keep-ing
and o
par
intro
nc
bear
[110]



Education

LESSON 26

Developing Word-Building Power

216 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Recognize, recognized; state, states; thank, thanked.
- 2 Value, values; where, wherever; worth, worthy.
- 3 Advantage, advantages; enclose, enclosed; gentlemen, gentleman.
- 4 One (won), ones; part, parts; purpose, purposes.
- 5 Street, streets; which, whichever; advertise, advertisement.
- 6 Circular, circulars; envelope, envelopes; glad, gladly.

Building Transcription Skills

217

Business
Vocabulary
Builder

eliminates Does away with.

leisure Ease; freedom from hurry.

honorarium Money paid to a person in appreciation.

Reading and Writing Practice



218 Brief-Form Letter

re-al-ize (r a l a i z)
 conj
 day's d e i z
 year's y e a r z
 as-sis-tance a s i s t a n s
 ques-tion-naire k w e s t i o n n a i r
 re-sponses r e s p o n s z
 if i f
 when w h e n

when w h e n
 par p a r
 (158)

219



ad-vance-or-der a d v a n c e o r d e r
 hyphenated h y p h e n a t e d
 before noun b e f o r e n o u n
 sched-ule s c h e d u l e

last-min-ute
hyphenated
before noun

Handwritten cursive notes on the left side of the page, including the word "last-min-ute" and other illegible words.

re-ceive

Handwritten cursive notes on the left side of the page, including the word "re-ceive" and other illegible words.

220

[181]

Handwritten cursive notes at the bottom left of the page.

growth
intro

Handwritten cursive notes on the right side of the page, including the word "growth" and other illegible words.

equip-
ping

Handwritten cursive notes on the right side of the page, including the word "equip-ping" and other illegible words.

221



Handwritten cursive notes on the right side of the page, including the number "221" and other illegible words.

intro

1

pleas-
ant

an nu-
al

rec-om-mend-
ed

Handwritten cursive notes on the right side of the page, including the word "rec-om-mend-ed" and other illegible words.

ap

Handwritten cursive notes on the left side of the page, including the word "February" and the number "6".

Feb-ru-ary

ours

Transcribe:
2 o'clock

ac-cept

222

Transcribe:
90 percent

coun-try's

Handwritten cursive notes on the right side of the page, including the number "55/2" and the word "Transcribe: \$55,000".

Transcribe:
\$55,000

Handwritten cursive notes on the right side of the page, including the number "47/1" and the word "Intro".

Intro

Handwritten cursive notes on the right side of the page, including the number "18/2" and the word "grate-ful".

grate-ful

Handwritten cursive notes on the right side of the page, including the number "125" and the word "grate-ful".

223

Handwritten cursive notes on the right side of the page, including the number "125" and the word "grate-ful".

for.eign

Co) my - h
 ve 2 o h v
 - v - va u
 f. / n ce +
 - y 2 / 2
 of 2 o / ce
 o v b Coq
 d (y / nc z intro
 of g / W 2 -
 i 2 y / [100]

224



2 o n .
 h e o ce i
 my b y 2
 my road me
 of of of o
 i n i 2 n d
 o r f y) n
 my (n d i
 Coq (y / i . 2 [80]

el-i-gi-ble

225 Transcription Quiz For you to supply: 4 commas—1 comma apposition, 1 comma when clause, 1 comma introductory, 1 comma if clause.

(22 n . ch)
 of " y f / n - b
 - ce p b . o n i
 d i () ce n b . u n ce m e
 ce p - v r d e
 of g . / 2 o n o
 2 o n y i k (.

o n " n e t -
 " 2 o n . h y
 n / W . ce i y -
 . u n ce m e
 n h > o n . /
 f o f f -
 f i n e - h y - n [102]

LESSON 27

Building Phrasing Skill

226 USEFUL BUSINESS-LETTER PHRASES

Few

1 *few days few months few months ago few minutes few minutes ago*

To

2 *to be to be able to put to have to see to say to show to buy to pay to furnish*

You

3 *you will you will not you are you are not you may you can be you must*

Thank

4 *thank you thank you for thank you for your thank you for the thank you for your order*

- 1 Few days, few months, few months ago, few minutes, few minutes ago.
- 2 To be, to be able, to put, to have, to see, to say, to show, to buy, to pay, to furnish.
- 3 You will, you will not, you are, you are not, you may, you can be, you must.
- 4 Thank you, thank you for, thank you for your, thank you for the, thank you for your order.

227 GEOGRAPHICAL EXPRESSIONS

1 *Plattsburg Pittsburgh Harrisburg Newburg Hamburg*
 2 *America American Canada Canadian England English United States*

- 1 Plattsburg, Pittsburgh, Harrisburg, Newburg, Hamburg.
- 2 America, American, Canada, Canadian, England, English, United States.

Building Transcription Skills

228 SIMILAR-WORDS DRILL ■ choose, chose

choose To select.

✓ You should investigate several colleges before you choose one.

You should investigate several colleges before you *choose* one.

chose (past tense of *choose*) Selected.

The students chose the quarter system.

The students *chose* the quarter system.

229

Business
Vocabulary
Builder

visiting lecturer Temporary teacher.

counselors Advisors.

liberal arts Subjects of a general nature.

Reading and Writing Practice



230 Phrase Letter

grad-u-at-ing

grad-u-at-ing

intro

intro

par

par

conj

conj

choose

choose

nonr

liber-al

liber-al

as

and o

and o

well-round.ed
hyphenated
before noun

cam-pus

coun-sel.ors

Handwritten cursive notes for 'well-round.ed' and 'coun-sel.ors' with phonetic symbols and numbers like [140].

Handwritten cursive notes for 'fac-ul-ty' and 'Transcribe: 4 o'clock' with phonetic symbols and numbers like [118].

fac-ul-ty
Transcribe:
4 o'clock

231

over-whelm-ing.ly
chose

two-se-mes-ter
hyphenated
before noun

ef-fect

Handwritten cursive notes for '231' and 'ef-fect' with phonetic symbols and numbers like [140].

232

Handwritten cursive notes for '232' with phonetic symbols and numbers like [62].

ad-mis-sion

233

Handwritten cursive notes for '233' with phonetic symbols and numbers like [62].

tu-ition
 fees
 trust-ees
 choose
 chal-leng-ing

2. m [108]

well-qual-i-fied
 hyphenated
 before noun

par

ser

eight-week
 four-week
 two-day
 hyphenated
 before noun

intro

if

234



agree-ment

par

nc

de-light-ful

[154]

agree-ment

par

nc

de-light-ful

[154]

235 Transcription Quiz For you to supply: 3 commas—1 comma *if* clause, 2 commas introductory; 1 semicolon no conjunction; 1 missing word.

| | |
|--|--|
| <p> The
 such
 a
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 the
 the
 the
 the </p> | <p> the
 the
 the
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 the
 the
 the </p> |
|--|--|

REVIEW TIP

Beginning on page 438 you will find complete lists of the word beginnings and endings, phrases, and brief forms of Gregg Shorthand.

You are already familiar with the words and phrases in those lists, but to be sure that they do not become hazy in your mind, you should review them frequently.

Consequently, plan to set aside a few minutes each day to read from those lists. Time spent on those lists will be time well spent.

After you have read all the lists from left to right, read them again from right to left.

At this stage of your shorthand course, you should be able to read the lists very rapidly.

LESSON 28

Developing Word-Building Power

236 WORD FAMILIES

-come

1 *welcome, become, come, outcome, income, overcome.*

-us

2 *Us, just, campus, gracious, discuss, ambitious, precious, spacious.*

-side

3 *Side, reside, aside, inside, beside, preside, sideline.*

-ish

4 *Spanish, establish, furnish, accomplish, cherish, embellish, finish, varnish.*

- 1 Welcome, become, come, outcome, income, overcome.
- 2 Us, just, campus, gracious, discuss, ambitious, precious, spacious.
- 3 Side, reside, aside, inside, beside, preside, sideline.
- 4 Spanish, establish, furnish, accomplish, cherish, embellish, finish, varnish.

Building Transcription Skills

237 SPELLING FAMILIES ■ for-, fore-

Be careful when you transcribe a word beginning with the sound of *for*. The beginning of the word will sometimes be spelled *for* and other times *fore*.

Words Beginning with For-

for-ward

for-bid

for-get

for-mal

for-gave

for-give

Words Beginning with Fore-

fore-cast

fore-word

fore-tell

fore-ground

fore-close

fore-sight

◆ Be sure to spell the number *four* correctly.

four

four-teen

fourth

but

for-ty

238

Business
Vocabulary
Builder

graduate level College studies beyond the baccalaureate level.

reside To live.

residence Living quarters.

master's degree College degree granted after graduate study.

**Reading and
Writing Practice**



239



Phoe-nix

grad-u-ate

Handwritten cursive notes for 'Phoe-nix' and 'grad-u-ate'. The word 'Phoe-nix' is written with a circled 'i' and 'n'. The word 'grad-u-ate' is written with a circled 'a' and 't'. There are also some other scribbles and a circled 'p'.

Handwritten cursive notes on the right side of the page. It includes a circled 'c' and 'n' at the top right, and a circled 's' at the bottom right. There are several lines of cursive text, some with arrows pointing to specific letters.

reg-is-ter

Handwritten cursive for 'register' with a circled '1' and '[121]'

240



di-rec-tor

Handwritten cursive for 'director' with a circled '1' and 'ap' above

re-cruit-ing

Handwritten cursive for 'recruiting' with a circled '1' and 'intro' above

se-niors

Handwritten cursive for 'seniors' with a circled '1'

ar-ea

Handwritten cursive for 'area' with a circled '1'

em-pha-sizes

Handwritten cursive for 'emphasizes' with a circled '1'

Handwritten cursive for 'convenient' with a circled '1' and '[150]'

con-ve-nient

241



gra-cious

Handwritten cursive for 'gracious' with a circled '1' and '2:30' written below

Transcribe:
2:30 p.m.

Handwritten cursive for 'eager' with a circled '1' and 'con]' above

ea-ger

An-drews'

in / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / 11 / 12 / 13 / 14 / 15 / 16 / 17 / 18 / 19 / 20 / 21 / 22 / 23 / 24 / 25 / 26 / 27 / 28 / 29 / 30 / 31 / 32 / 33 / 34 / 35 / 36 / 37 / 38 / 39 / 40 / 41 / 42 / 43 / 44 / 45 / 46 / 47 / 48 / 49 / 50 / 51 / 52 / 53 / 54 / 55 / 56 / 57 / 58 / 59 / 60 / 61 / 62 / 63 / 64 / 65 / 66 / 67 / 68 / 69 / 70 / 71 / 72 / 73 / 74 / 75 / 76 / 77 / 78 / 79 / 80

[80]

242



de-scrib-ing

of-fered

ma-jor

pro-gres-sive

as

243



ques-tions

[135]

dor-mi-to-ry

res-i-dence

low-els

per-mit-ted

Transcribe:
Fourth

| | |
|---|---|
| <p>2 m. 2 7 0
 0 0 2. m
 v. 2 [117]</p> | <p>o y u r i 3
 - 6 2 2 R
 v i s u b
 y - y e 2 2 t ur-ban
 2 0 m e 1 6 hon-o-rar-i-um
 i n t r o intro
 15 - 6 u 2 2 2
 2 2 - 2 2 2 [84]</p> |
|---|---|

245 Transcription Quiz For you to supply: 5 commas—1 comma as clause, 4 commas parenthetical; 2 missing words.

| | |
|--|---|
| <p>h e 2 2 2
 (2) m
 2 2 2
 2 2 2
 2 2 2</p> | <p>2 2 2
 2 2 2
 2 2 2
 2 2 2
 2 2 2 [97]</p> |
|--|---|

LESSON 29

Developing Word-Building Power

246 Word Beginnings and Endings

Com-

1 *Competition, computer, compliments, complaint, combination, combine.*
-ship

2 *Fellowship, relationship, township, steamship, friendship, hardship.*

-ward

3 *Forward, inward, outward, backward, reward, afterward, upward.*

-ulate and derivatives

4 *Regulate, stimulating, congratulations, stipulations, calculator, simulates.*

1 Competition, computer, compliments, complaint, combination, combine.

2 Fellowship, relationship, township, steamship, friendship, hardship.

3 Forward, inward, outward, backward, reward, afterward, upward.

4 Regulate, stimulating, congratulations, stipulations, calculator, simulates.

Building Transcription Skills

247 COMMON PREFIXES ■ in-

A knowledge of the meaning of the more common prefixes is of great value in helping you increase your command of the English language.

In Volume One you studied a number of common prefixes; in Volume Two you will learn somewhat more advanced prefixes.

Read the definition of each prefix and then study the illustrations that follow.

in- as a prefix, *in* frequently has the meaning "not."

incapable Not able.

incompetent Not proficient.

incomplete Not finished; partially finished.

inconvenient Not suitable.

indisposed Not well.

informal Not formal; casual.

248

Business
Vocabulary
Builder

fellowships Grants to graduate students for teaching or laboratory work.

thesis A graduate research project typed and bound as a book.

duplicators Machines for copying—spirit, stencil, or photocopy.

stimulating Causing excitement.

Reading and Writing Practice



249



coun-try

Handwritten cursive practice text, split by a vertical line. The left side contains the word "country" written in cursive, with a small red starburst icon above the letter 'y'. The right side contains the word "secondary" written in cursive, with a small red starburst icon above the letter 'y'. The text is written in black ink on a white background.

sec-ond-ary

full time
no noun
no hyphen

as-sis-tance

u n k / e
o n conj / o s e
g i s o r e b
2 u u l y i s
[101]

252



cour-te-ly

sep-a-rate-ly

com-pli-ments

m e
m n e - . /
u e e n b intro 2
s i e h n e e
y l e o p r o
z e r e e e w
s d n p v e l
u t m n e i
2 u u s h y
e g o o z i e g
w b i 2 u p e o
o n E u u e y
o y nc i r p e o
o e p w

tech-ni-cal

us-age

o n o d o d o e if
2 y p r 2 m
2 u b y u m
y ap e d b e n
e g n i 2 u m

ar-range

n e l a e o z i
w h o i u e
u i e o e o d
u m m > e
e e b e 1 6 8 7
8 1 0 1 2 u o e y
n m i s [158]

253



P u i e v i
2 / u o i z o d
l o d n e d o
n u u z u n
u s t and o u o e
y o o u u e l l

one-hour
hyphenated
before noun
well-equipped
hyphenated
before noun

Transcribe:
8:30 a.m.
4 p.m.

| | | | |
|-------------|--|-------------------|-------------|
| u u 8:30 | | 3 of the type | ser |
| 4 t. r. n. | | oe | per-son-nel |
| y. e. u | | if | ac-cept |
| u 2. 2 | | 451-4111 | nc |
| y. e. r. n. | | ey b. eq. r. h. 2 | [115] |

254 Transcription Quiz For you to supply: 7 commas—2 commas series, 1 comma and omitted, 1 comma introductory, 2 commas apposition, 1 comma if clause; 2 missing words.

| | | |
|---------------|--|----------------|
| 2 3 d z | | u ne my y u |
| r 7 col ne h | | 13 |
| o m z n | | 12 t y i 4 2 |
| 2 p z | | 3. p p 1 2 |
| re, f r - d. | | 2 ce n - 1 |
| en for / Rose | | 116-1117 ob 80 |
| - 4. 2. r. n. | | 1 3 t. 2 [118] |
| u oe - 7 193 | | |

■ People are judged to a large degree by their ability to work with other people—Robert F. Black

LESSON 30

Developing Word-Building Power

255 SHORTHAND VOCABULARY BUILDER

Omission of Minor Vowel

1 *but* *rent* *cut* *ent*

i

2 *o* *o* *o* *o* *e* *e* *e* *e*

Div, Dev

3 *v* *v* *z* *a* *z* *z*

ü

4 *u* *u* *z* *z* *z* *z* *z*

- 1 Bondholder, stockholder, shareholder, landholder.
- 2 High, higher, buy, buyer, rice, price, private, realize.
- 3 Dividend, individual, diversify, devise, develop, developed.
- 4 Us, conduct, suffer, up, adjust, trust, enough, luck.

Building Transcription Skills

256

Business
Vocabulary
Builder

bonds Loans to companies.

dividend Profit declared in a business.

Reading and Writing Practice



257 The Stock Market


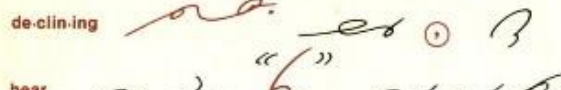
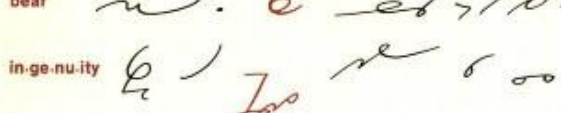

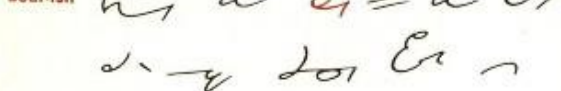
| | | |
|---|---|--|
| <p> . r e s t o r e
 c e b e l e n e
 u b e - . m e p
 s n o r p r
 b e y m e p
 e m s y b e
 r a i s e r e i - o o f
 r e - e o p
 2 n o o d l
 2 n o m - g
 1 n o e
) d e l o m e
 r d e n u b e
 b a - s i - c a l - l y b e m e r p
 e e . r e e u
 v 1 7 8 b
 h u 2 7 7 2
 o . c y . b i n e </p> | <p> r e - c y 1 v
 b - 2 - 7
 Shares of r e p a r
 e n s b e l g
 b i n e o p
 p o r e 2 b e y
 v i n e - y
 V = . e s p
 ? c y 1 2
 2 6 10 b e u .
 m e p r 20 / . e
 n e 2 1 m v r
 2 m e p p e e . V
 v 1 . e 7 e
 n 7 10 / - V
 e b r b e
 e e e e . o e </p> | <p> par
 business
 profit-able
 intro
 cor-po-ra-tion's
 it
 re-ceive </p> |
|---|---|--|

com-pany's
Every body
Second row

over-all
when
conj
when
par
in-di-ca-tor
than
wheth-er
par

instance
par
instance
if
par
de-vice
par



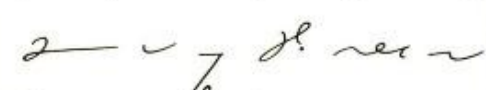
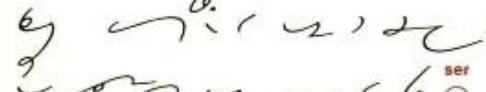

At times
when
par
ris-ing

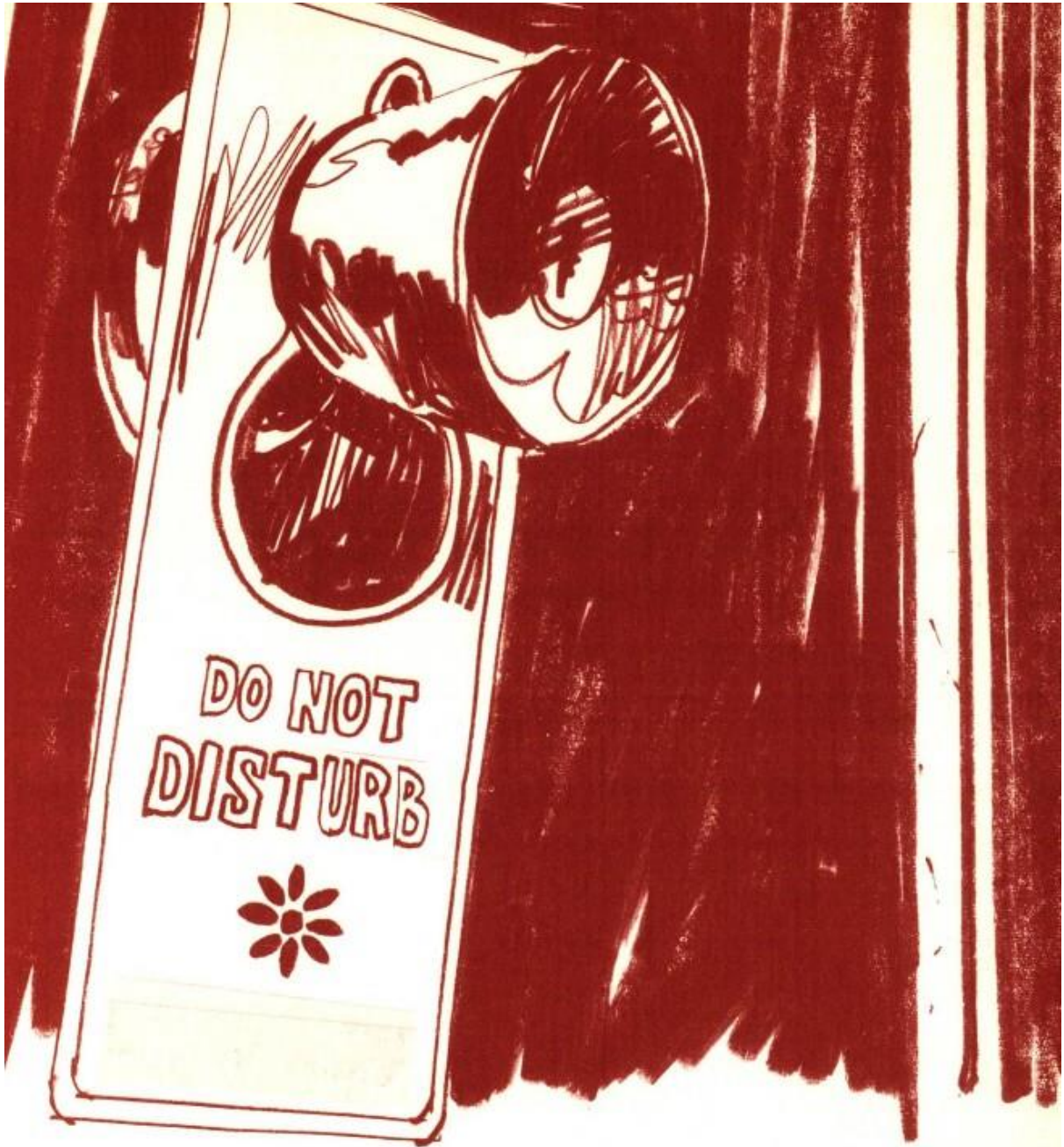
declin-ing ^{par} 
 bear ⁶ 
 in-ge-nu-ity ⁷⁰⁰ 
 bear-ish 
 ring-er ^{conj} 
 [727]

-Adapted from "Investment: The Lure of Wall Street,"
 Senior Scholastic, May 9, 1968, pp. 14-16.

LETTERS

258






 [173]



7 Hotels

LESSON 31

Developing Word-Building Power

259 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Manufacture, manufactured; opinion, opinions; particular, particularly.
- 2 Put, puts; regard, regarded; short, shorter.
- 3 Subject, subjected; yesterday; after, afternoon, aftermath.
- 4 Big, bigger; company, companies; ever-every, everyone.
- 5 Merchandise, merchandising; newspaper, newspapers; opportunity, opportunities.
- 6 Present, represent; quantity, quantities; request, requested.

Building Transcription Skills

260

Business
Vocabulary
Builder

accessible Easy to reach.

ample Adequate.

memorable Worth remembering.

Reading and Writing Practice



261 Brief-Form Letter

referred
 begin-ning
 ap
 nonr
 [112]

low-cost hyphenated before noun
 and o
 [70]

263



Transcribe: \$100
 par

262



its
dai-ly
nc
Intro
[90]

100
[104]

264

com-mil-tee
of-fer-ing
ex-hib-i-tor's

265

Chi-ca-go
am-ple
fur-ther-more
ac-ces-si-ble
na-tion's

Handwritten musical notation on the left side of the page, including notes and rests.

267



Handwritten musical notation on the right side of the page, including notes and rests.

266



Handwritten musical notation on the left side of the page, including notes and rests.

Handwritten musical notation on the right side of the page, including notes and rests.

ac-com-mo-date

Handwritten musical notation on the left side of the page, including notes and rests.

Handwritten musical notation on the right side of the page, including notes and rests.

your

Handwritten musical notation on the left side of the page, including notes and rests.

Handwritten musical notation on the right side of the page, including notes and rests.

your

[93]

x n o | con. Payne
 415-6118 ^{conj} 1 2 | 2. 2 [164]

268 Transcription Quiz In the Transcription Quizzes in previous lessons you have had to supply missing words that were obvious, as only one possible word made sense in the sentence. From now on, several words will make sense, and it will be your responsibility to supply the word you think fits best in the sentence.

For example:

o Payne

Where there has been an omission, any one of the following words could be considered correct: *happy*, *delighted*, *glad*.

If you decide that the word *happy* makes the best sense, you would write it in your shorthand notebook thus:

o (h) Payne

Be sure that the word you choose makes good sense in the sentence.

For you to supply: 5 commas—1 comma conjunction, 2 commas parenthetical, 2 commas series; 1 missing word.

m v f. e s | - d. h / y > |
 j. t y q f | s e f o y n
 u b 2 v n | e e | y
 r / e u m | o r > . y e |
 v r y e n d a o | w h y a o u e n
 f i d e i . m = | p n d a o y .
 s s ' y . e | y n b [101]

LESSON 32

Building Phrasing Skill

269 USEFUL BUSINESS-LETTER PHRASES

For

1 *For me, for my, for his, for the, for that, for it, for some time, for us.*

Sure

2 *Be sure, being sure, to be sure, I am sure, you are sure, if you are sure, I feel sure.*

To in Phrases

3 *To be, is to be, to see, to plan, to fill, to finish, to bear, to put.*

Miscellaneous

4 *As soon as, as soon as possible, to me, to know, to make, to us, to do, let us, we hope you will.*

- 1 For me, for my, for his, for the, for that, for it, for some time, for us.
- 2 Be sure, being sure, to be sure, I am sure, you are sure, if you are sure, I feel sure.
- 3 To be, is to be, to see, to plan, to fill, to finish, to bear, to put.
- 4 As soon as, as soon as possible, to me, to know, to make, to us, to do, let us, we hope you will.

270 GEOGRAPHICAL EXPRESSIONS

1 *Philadelphia, Salem, Dover, Bedford, Richmond, Grand Rapids.*
 2 *Pennsylvania, Massachusetts, Delaware, Michigan, Illinois, North Carolina.*

- 1 Philadelphia, Salem, Dover, Bedford, Richmond, Grand Rapids.
- 2 Pennsylvania, Massachusetts, Delaware, Michigan, Illinois, North Carolina.

intro ① 2 7 by
 and o ①
 mod-ern
 suite
 yours
 ac-com-mo-date ① nc
 guest ① par
 suit
 well-planned
 hyphenated
 before noun
 [176]
 274
 ne a out

as ①
 oc-cu-pied
 suite
 16-2-25
 when ①
 Transcribe:
 \$200
 par ①
 hur-ry
 oc-curred
 conj ①
 su-perb
 [130]

| | | | |
|-------------|--|---|---|
| priv.i.lege | <p>2 8, 1, 4, 0, 2, 1</p> <p>m, i, h, v, v, e, =</p> <p>2, 1, 8, 0, 10, 4, =, 2</p> <p>7, 2, 10, 2, 2, 2</p> <p>l, i, n, e, o, f, 2, -</p> <p>e, =, {, u, l, t, }.</p> | <p>2 2 1 2 2</p> <p>0, 1, 2, 2, 2, 2</p> <p>1, 1, 3, x, 2, 1, 2</p> <p>3, 0, 2, 3, =, 2</p> <p>1, 2, 2, 1, 2, 2</p> <p>2, 2, 2, 2, 2, 2</p> | <p>ques-tion-naire</p> <p>Intro</p> <p>par</p> <p>[127]</p> |
| look-out | <p>2, 2, 1, 2, 2, 2</p> <p>1, 2, 1, 2, 2, 2</p> <p>1, 2, 2, 2, 2, 2</p> | <p>2, 2, 2, 2, 2, 2</p> <p>2, 2, 2, 2, 2, 2</p> <p>2, 2, 2, 2, 2, 2</p> | <p>[127]</p> |

278 Transcription Quiz For you to supply: 5 commas—2 commas series, 1 comma if clause, 2 commas apposition; 1 missing word.

| | | |
|---|---|--------------|
| <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100</p> | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100</p> | <p>[120]</p> |
|---|---|--------------|

LESSON 33

Developing Word-Building Power

279 WORD FAMILIES

-age

1 *h m n h g a*

-ger

2 *g r e e e e*

-val, -vel

3 *g e e e e e*

-less

4 *u p e e e e e*

-duct

5 *u u u u u u*

- 1 Package, luggage, manage, baggage, average, mileage.
- 2 Larger, manager, passenger, messenger, endanger, merger.
- 3 Arrival, approval, naval, marvel, travel, level, shovel.
- 4 Thoughtless, needless, peerless, unless, spotless, valueless.
- 5 Conduct, product, induct, deduct, abduct, by-product.

its

its

its

to-day's

to-day's

well-equipped
hyphenated
before noun

well-equipped

whether

whether

whether

whether

whether

whether

whether

flight

flight

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284



[141]

major

re-al-ize

than

too

Chicago's
intro
[129]

if
available
and o
spa-cious
intro
nc

285



Indiana-polis
intro
ap

ma-jor
heart
intro
[161]

trav-els
ar-rival
intro

286
ser
1 2 3

Transcribe:
5 p.m.

de-layed

mid-town

1 on 7 2 5
 2 5 1 9
 1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

287

288 Transcription Quiz For you to supply: 5 commas—4 commas series, 1 comma if clause; 1 missing word.

1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18 19
 20 21 22 23 24 25 26 27 28 29
 30 31 32 33 34 35 36 37 38 39
 40 41 42 43 44 45 46 47 48 49
 50 51 52 53 54 55 56 57 58 59
 60 61 62 63 64 65 66 67 68 69
 70 71 72 73 74 75 76 77 78 79
 80 81 82 83 84 85 86 87 88 89
 90 91 92 93 94 95 96 97 98 99
 100

LESSON 34

Developing Word-Building Power

289 Word Beginnings and Endings

-ings

1 

En-

2 

3 

Al-

4 

- 1 Meetings, evenings, buildings, dealings, mornings, furnishings, recordings.
- 2 Enjoy, enjoyable, endeavor, engage, engagement, envy, enlarged.
- 3 Until, unless, undisturbed, unfilled, unpaid, untimely, unpacked.
- 4 Almost, also, Albany, alter, alteration, although, altogether.

Building Transcription Skills

290 GRAMMAR CHECKUP ■ don't, doesn't

Use *doesn't* in the third person singular, not *don't*.

She *doesn't* (not *don't*) live in Chicago.

He *doesn't* have a telephone in his office.

That *doesn't* seem logical.

Few people use *doesn't* when they should use *don't*—you seldom hear anyone say, "I *doesn't*," but you often hear people incorrectly say, "he *don't*" and "that *don't*." Be careful not to make that mistake.

291

Business
Vocabulary
Builder

elegant Splendid; choice.

sauna Steam bathhouse.

discriminating (*adjective*) Carefully selective.

Reading and
Writing Practice



292



con-ve-nience
en-deav-ors
cities

nc intro

par

con-j

ser
un-dis-turbed
night's

intro (400) 134-2593

en-joy-able

par

[149]

293



ap

ap

el-e-gant

el-e-gant

lux-u-ry

lux-u-ry
25 me "sh" b

nice-ly fur-nished
no hyphen
after ly

nice-ly fur-nished
3, 6 and o

suites

suites
1 me "y" 20
1 me "y" 20
1 me "y" 20
1 me "y" 20
1 me "y" 20

sau-na

sau-na
2. h. b. 10
1 me "y" 20

mag-nif-i-cent

mag-nif-i-cent
1 me "y" 20
1 me "y" 20
1 me "y" 20

Chef

Chef
1 me "y" 20

sand-wich

sand-wich
1 me "y" 20
1 me "y" 20
1 me "y" 20

sand-wich
1 me "y" 20

294



294
1 me "y" 20
1 me "y" 20
1 me "y" 20
1 me "y" 20

294
1 me "y" 20
1 me "y" 20
1 me "y" 20
1 me "y" 20

295



295
1 me "y" 20
1 me "y" 20
1 me "y" 20
1 me "y" 20

20 C i y u w → u e
 2 u h 1 n h i → o n y
 6 h 2 7 (e) i e i s (y i)
 Transcribe: 1 v m , 20 / . 2 e d p u l y
 S20 P . 2 i u i m 8 i m y u e "
 e b t e e y E n t o f n t i r
 12 u e n e i 2 h p u z i d
 e e f (2 0 n e y / o = e
 h) 60 / 2 u m W s o n h u m
 1 / j a i i e . 2 u m 1 / j a i y
 m [93] o . m [113]

menus

high-quality
hyphenated
before noun

296



P l a n 2
 u e z u 2 0 a p
 Ho-tel's u 12 7 h e y (i e)
 u h h e) .
 2 j i e c y 10
 2 12 2 e " 2
 t > n u z u

297



(h o . E o h
 s i i . e y k u
 when
 v r v i d e)
 p r v i d e)
 par
 ser
 intro
 y a . 9 9 / 1 2 : 7

LESSON 35

Developing Word-Building Power

299 SHORTHAND VOCABULARY BUILDER

X

1 *Deluxe, relax, luxury, maximum, mixed, taxation.*

Ū

2 *Units, utilize, usually, unique, uniform, review, fuse.*

Ēa, ĩa

3 *Area, create, recreation, appreciate, appreciation, depreciate, initiate.*

Ted

4 *Operated, limited, rated, greeted, seated.*

- 1 Deluxe, relax, luxury, maximum, mixed, taxation.
- 2 Units, utilize, usually, unique, uniform, review, fuse.
- 3 Area, create, recreation, appreciate, appreciation, depreciate, initiate.
- 4 Operated, limited, rated, greeted, seated.

Building Transcription Skills

300

Business
Vocabulary
Builder

deluxe Of special elegance or luxury.

forerunners Things that come before.

frustration Discouragement.

Spartan Barren; not luxurious.

1. 2000
1. 2000
eye
the 2000

en-ter-prises

2000
2000
2000
2000

With the

2000
2000
2000
2000

bowl-ing

2000
2000
2000
2000

intro
ken-nels
2000
2000

The convenience

one's
2000
2000
and o
mul-ti-sto-ry
ac-com-mo-da-tions

2000
2000
2000
2000
2000
2000
intro
oc-cu-pan-cy

14 as i e h b - r e s a
17 - d i o w i m b
20 i e h e e e
m s d e >

Motels

e e s u t
20 e n g a r
21 v o r e 2
m "d i" a
o v e s u
d e i y 2 e
d e i d y p b
20 j m e 2 d s
k v r e) .
- o i f 2 e y - 2 o o
- e 9 " 2 e - " - d >

i 2 e v y n e
- d e p o b 2
t e l e i 9 s h

- r e s a
w i m b
e e e
u h e b r e i
r i e g i .
d e e i o)
y e r h u .
2 b . u e p
m s d e >

con-ve-niences

u e r o e i o)
y e r h u .
2 b . u e p
m s d e >

dis-ap-point-ment

o f . 2 . u e
/ 2 u p o i 9 8
1 p a r b - d o i
2 . h s e r i m e
e y x o u i m s
m s >

col.or

The concept

2 14 e e r d

night's

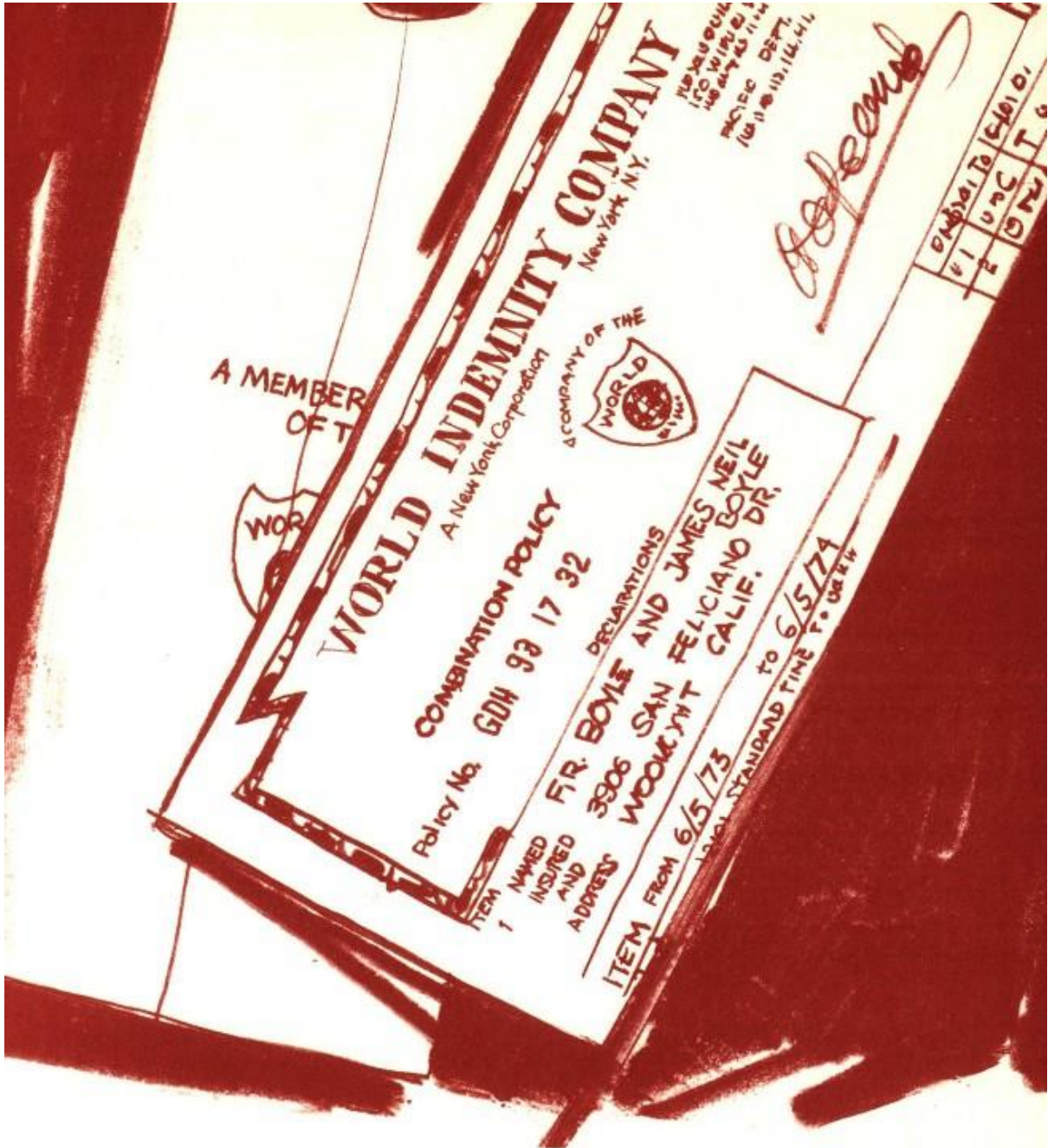
re / r h i o v .
 2 0 0 0 . n
 2 0 0 0 = 1 0 0
 u . t h e i n g
 e i o / y e o
 i e . i n t r o
 u . d e p a r
 u t d 2
 g o v i s r n o
 i d v e i n

lux-u-ries

By / i n t r o
 p r o s t i t u t e
 d i n t r o

o n o u d e h
 b e o d n h e
 i y u s o n o
 d e i e n c o n j
 d e u e b
 i o n o u d B y
 i n e . n
 o e p i . n u
 e i p r v
 i n t r o
 n e o r i p u
 d e p e h i l
 i f . [827]

■ Many young people who have special talents or interest in drama, music, art, journalism, politics, and so on have found that secretarial training works almost like magic in gaining entrance to these areas of work.—John Robert Gregg



A MEMBER OF THE



WORLD INDEMNITY COMPANY

A New York Corporation
New York N.Y.



COMBINATION POLICY
Policy No. GDH 98 17 32

DECLARATIONS
FOR NAMED INSURED AND ADDRESS
F.R. BOYLE AND JAMES NEIL BOYLE
3906 SAN FELICIANO DR.,
WOODMONT CALIF.

ITEM FROM 6/5/73 TO 6/5/74
LOCAL STANDARD TIME P. O. 06214

MANAGEMENT
150 WILSON ST.
NEW YORK 17, N.Y.
RECEIVED
10/10/11/12/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

J. J. [unclear]

| | | |
|---------|----|--------|
| Embroid | To | 5/10/0 |
| 6/1 | 0 | 7 |
| 0 | 7 | C |
| 0 | 7 | T |
| 6 | | |



Insurance

LESSON 36

Developing Word-Building Power

302 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Success, successive; time, untimed; wish, wishful.
- 2 Business, businesses; correspond-correspondence, correspondents; experience, experienced.
- 3 Good, goods; merchant, merchants; order, disorder.
- 4 Probable, probably; question, unquestioned; responsible, responsibility.
- 5 Situation, situations; them, themselves; under, underneath.
- 6 Were-year, years; you-your, yourself; govern, government.

Building Transcription Skills

303

Business
Vocabulary
Builder

imperative Necessary; commanding.

catastrophe Tragic event.

involuntary Done without choice; compulsory.

Reading and Writing Practice



304 Brief-Form Letter

L n row u
 P-1966 O G G
 nei h6 16151
 P 9 f, word
 h6 0 0 0 d
 im.per.a.tive
 nei h6 16151
 par
 2:00
 a l n h6 2
 1200
 1 eq. 3 1 1 1
 0 20 per cent
 by n l n
 415-1515
 Transcribe:
 9 a.m.
 5 p.m.
 9 0 1 5 4 2 0 0
 2 0 2 0 0
 0 1. 2 1. 2

[127]

305



2 10 0 0 0 1
 com.pa.nies
 ser
 nei h6 16151
 9 0 2 "0 1"
 buy
 nc
 nei h6 16151
 2. 1. 0 6. e =
 u 2. 20 = 0 2 x
 nonr
 thou.sands
 ca.tas.tro.phe
 par
 loss

dis-cuss

mind

1 9 2 u v s , o
 e . y v e
 n e a ?) a p
 m ① d a n m
 l u s s o - i n u
 u l e n 2 u l o a
 u n n e a ? ①
 n - d / 9 - d [173]

306



spur

wheth-er

in.vol.un-tary

(f i v e l a t i n e
 e n y c e l m x
 n n / y l . n n
 h r o e u e v
 u n u n c e
 d e ① i n u
 e i o n o . 2 u
 e i o n y . h i o n y . v " 1 6 "
 - n u . u e ①
 1 o n e " u " , n e

u s t n e a ?
 m) 2 n e a ?
 s o e u e l y u
 9 i . " e " h u e x
 o l y o l u i .
 u = / ① i y
 h y . o e n n d
 u n m o . l e
 o f 9 - l i n e
 l y d u n b
 l y o ? e i n d y =
 f e r e y .
 h n c ① n y u o r e
 B . h [158]

all-time hyphenated before noun ur-gent

its

post-age-paid hyphenated before noun

307



L i b u n n a ?
 h i o n y . v " 1 6 "
 h e r e p a l e .
 y . l e y 2 - t , 2

re-spon-si-ble

responsible
and o

oc-curred

occurred
years'

keen

keen
grate-ful
en-ve-lope

ing. up read
ing of the
years'
grate-ful
en-ve-lope
[149]

308 Transcription Quiz For you to supply: 6 commas—2 commas series, 1 comma if clause, 2 commas parenthetical, 1 comma introductory; 2 missing words.

Handwritten transcription of the first part of the quiz text.

Handwritten transcription of the second part of the quiz text, including the number [121].

LESSON 37

Building Phrasing Skill

309 USEFUL BUSINESS-LETTER PHRASES

As

1 *as as as as as as as*

About

2 *about about about about about about*

Few

3 *few few few few few few*

We

4 *we we we we we we we*

- 1 As good, as well, as you, as you are, as you will see, as you can, as you know.
- 2 About the, about the time, about which, about my, about that, about this, about your.
- 3 Few days, few minutes, few minutes ago, few months, few moments.
- 4 We can, we may, we have, we might, we will, we may be, we maintain.

310 GEOGRAPHICAL EXPRESSIONS

1 *Nashville, Ashville, Omaha, Lincoln, Wichita, Tulsa.*
2 *North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Montana.*

- 1 Nashville, Ashville, Omaha, Lincoln, Wichita, Tulsa.
- 2 North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Montana.

ad-vise

Handwritten cursive letters for 'ad-vise' and other words, including a circled 'conj' and the number [154].

ad-vise

Handwritten cursive letters for 'ad-vise' and other words, including a circled 'intro' and the number [154].

of-fer-ing

routes whole

314



safe-ly

Handwritten cursive letters for 'safe-ly' and other words, including a circled 'conj'.

intro

Handwritten cursive letters for 'safe-ly' and other words, including a circled 'intro' and the number [157].

con-ve-nient

when

trapped

Handwritten cursive letters for 'trapped' and other words, including a circled 'conj'.

Handwritten cursive letters for 'trapped' and other words, including a circled 'ap' and the number 112156.

20^{intro} 100 10 l
20 re 6000^{conj}
100 re
60^{intro} 2000
... he re by
2 2 2
60 13. 600
50% ...^{par}
4% ...
6% ...
m^{if} ...
600 2 ...
month's ...
600 50% ...
... [133]

month's

316
...
to-day's ...

to-day's

... 2 2
...^{par} ...
...
...
...
...
...
...
...
...
...^{ser} ...
...^{conj} ...
...
...
...
...
... [118]

too
year's

bank-rupt-cy

317
...
...
...^{if} ...

LESSON 38

Developing Word-Building Power

319 WORD FAMILIES

-ness

1 sickness, willingness, carelessness, cautiousness, witness, neatness, darkness

-pen

2 happen, open, reopen, sharpen, cheapen, ripen, deepen, dampen

-ction

3 protection, reduction, reconstruction, inspection, production, deduction

-form

4 form, inform, information, perform, conform, reform, deform

- 1 Sickness, willingness, carelessness, cautiousness, witness, neatness, darkness.
- 2 Happen, open, reopen, sharpen, cheapen, ripen, deepen, dampen.
- 3 Protection, reduction, reconstruction, inspection, production, deduction.
- 4 Form, inform, information, perform, conform, reform, deform.

Building Transcription Skills

320 COMMON PREFIXES ■ dis-

dis- in many English words, the prefix *dis-* means *not* or *the opposite of* or *in the absence of*.

dislike The opposite of *like*; to have an aversion to.

- disregard** The opposite of *regard*; to pay no attention to.
- disloyal** Not *loyal*; unfaithful.
- disagreeable** Not *agreeable*; taking a different point of view.
- discomfort** The opposite of *comfort*; uneasiness.
- discontented** The opposite of *contented*; not satisfied.
- disapprove** The opposite of *approve*; not agree to.

321

Business
Vocabulary
Builder

- immune** Protected against.
- appraised** Set a value on.
- no-fault insurance** Automobile insurance in which a person's own company pays for a loss without regard to which person caused the accident.
- survive** To remain alive; to exist after.

Reading and
Writing Practice



322



Handwritten cursive practice for the words: *well-trained*, *inquiries*, and *no-fault*. The words are written in cursive on a vertical line. Red annotations include: "nonr" with a circled 'n' above the first 'n' in *well-trained*; "Intro" with a circled 'n' above the first 'n' in *inquiries*; and "no-fault hyphenated before noun" with a circled 'n' above the first 'n' in *no-fault*. A circled '1' is also present above the first 'n' in *well-trained*.

af.fects

af.fects
u i n c y
s o m e y
u n e y z
2 / v e l o e
n 3 . 2 [152]

323

u n e y z
s o m e y
n o i p t i s u n
n e m b r
[158]

im.mune

u n e y z
u i d o r p i

per.son's

u n e y z
e n e y z

pol.i.cies

o f n e y z
n t 2 e l o n b

doc.tors'

n e y z
n y h e u o t p e

to.tal.ly

o b l u e e u
k . 9 v h u
e o n h o

au.to.mat.i.cal.ly

intro

h e s l . b
s . o t t e
u n g . i o b r

par

g u h u
e l l o b u
h o r e e i d 2

nc

h e z y l e
3 2 e o a . h [158]

324

u n e y z
m 9 . s e v

wel.come

cli.ent

ap

u n e y z
e y v e l
g e s i n g y u

and o

agen.cies

u n e y z
e 2 / b r e e

as
 ca-su-al-ty
 nonr
 ap-praised
 ap-prais-al
 nc
 intro
 [167]

conj
 pur-chase
 no-fault
 hyphenated
 before noun
 par
 ap-pre-ci-ate
 Transcribe:
 6 o'clock
 [103]

325
 326
 high
 cus-tom-er's

| | | |
|---------------------------------------|-------------------|------------------------|
| | o b r u o r o | when
n e r y f 9. |
| owes | o p o r x n | n r d y > 1 |
| | n) 2 e h 3 | e u (o r f = |
| bad-debt
hyphenated
before noun | w o r 3 o o r f = | Intro
n e r y 2 o) |
| | n e r o r o r | e i n e . } |

[87]

327 Transcription Quiz For you to supply: 7 commas—4 commas series, 2 commas introductory, 1 comma parenthetical; 2 missing words.

| | |
|-------------------|-------------------|
| o a m e p o | l y , f u n c o r |
| 40, y u a { p 2 | n e r n d u n e r |
| A (d e r u | l y { o r p |
| z m o r | e y . e d o |
| o y x r m | , l e d , n e b e |
| n e r u , | u d u r r |
| e , z o , | d y > o e r o |
| m . 9 o r e n e r | u h l y n e r |
| p l y r o r | u a x . e r u |
| a d e u ! b i | . e r u e l e |
| z e r p u e e . | u n n y n g |
| e u o r l { e r | e r e . } |
| e u o r n } z o | |
| u l r . o e n | |

[167]

LESSON 39

Developing Word-Building Power

328 WORD BEGINNINGS AND ENDINGS

Be-

1 *f b be bo bu fu fu*

-ure

2 *fu fu fu fu fu fu fu*

-ther

3 *g r s t u v w x y z*

Dis-, Des-

4 *dis dis dis dis dis dis dis*

- 1 Before, beginning, become, betray, below, besides, beneath.
- 2 Future, feature, miniature, expenditure, picture, procedure.
- 3 Weather, other, either, rather, bothered, gathered, together, altogether.
- 4 Distract, disappoint, disregard, distinction, described, description, despite.

Building Transcription Skills

329

Business
Vocabulary
Builder

options Alternatives; rights to change.

reimbursed Paid back in money.

versatility Quality of having many skills or abilities.

Reading and Writing Practice



330



perma-nent .
 op-tions
 re-ceive
 fact-filled
 45-page
 hyphenated
 before noun
 when
 ap
 [120]

331



ap-pre-ci-ate
 ap-praise
 [70]

332



ap
 com-mit-tee
 par
 [120]

wheth-er

wheth-er
com-er . e . 2
1 of by - E . 0
2 . C . 2 . 1 . 0
2 . e . 1 . 1 . e . de .
re . ^{ap} . 0 . of . a . o . o .
th . 0 . e . u . 1 . o .
1 . ml . f . [98]

wheth-er
com-er . e . 2
1 of by - E . 0
2 . C . 2 . 1 . 0
2 . e . 1 . 1 . e . de .
re . 4 . 1 . 3 . t . 1 . 2 . 2 . 2 .
th . 0 . e . u . 1 . o .
1 . ml . f . [98]
[135]

333



em-ploy-ees
re-im-bursed

em-ploy-ees

em-ploy-ees
re-im-bursed

re-im-bursed

re-im-bursed

334



334
dis-tin-guished

dis-tin-guished

ver.sa.ti-i.ty

g-m-4-y
2-y-er-63
g-2-er-63
if-er-63
-3-1-2
2-2-y-er-63
2-2-y-er-63
2-2-y-er-63

1-9-00-2-0
2-1-0-1-2
i-er-63
h-er-63
-3-1-2
-3-1-2
-3-1-2
-3-1-2

fea-tures

par

[147]

335 Transcription Quiz For you to supply: 5 commas—1 comma conjunction, 2 commas nonrestrictive, 2 commas parenthetical; 2 missing words.

1-9-00-2-0
2-1-0-1-2
i-er-63
h-er-63
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2

1-9-00-2-0
2-1-0-1-2
i-er-63
h-er-63
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2
-3-1-2

[137]

40

LESSON

Developing Word-Building Power

336 SHORTHAND VOCABULARY BUILDER

Mon, Min, Etc.

1

W Dash

2

Compounds

3

Omission of E in Ū

4

- 1 Monthly, common, examination, minimum, minute, manage.
- 2 Quite, quarterly, breadwinner, liquidation, quietly, Broadway.
- 3 Someone, however, withstand, worthwhile, anywhere, everyone, whenever, everybody.
- 4 New, continue, education, issue, numerous, duties, avenue, manuscript.

Building Transcription Skills

337

Business
Vocabulary
Builder

- contingencies** Possibilities.
conceivable Possible; thinkable.
liquidation Settlement; discharging of debts.

Reading and Writing Practice



338 Planning Insurance

| | | |
|--|---------------------------|--------------------|
| <p>re-al-ize</p> <p>bur-den</p> <p>de-pen-dents</p> <p>arise</p> | <p>Insurance planning</p> | <p>un-hur-ried</p> |
|--|---------------------------|--------------------|

Handwritten cursive notes and words are written in the spaces between the printed labels. The notes include various letters and symbols, some with small circles and arrows indicating stroke order or direction. The printed labels are: re-al-ize, bur-den, de-pen-dents, arise, Insurance planning, and un-hur-ried. There are also some printed words like 'par', 'ser', 'in-stall-ment', 'ne-ces-si-tate', and 'and o' interspersed with the handwriting.

sur-vi-vors

Handwritten notes in cursive script, likely representing the word 'survivors'.

fur-ther

Handwritten notes in cursive script, likely representing the word 'further'.

chil-dren's

Handwritten notes in cursive script, likely representing the word 'children's'.

The ideal

Handwritten notes in cursive script, starting with 'The ideal'.

Handwritten notes in cursive script at the top of the right page.

[354]

-Adapted from Insurance for Credit Unions

339 Ordinary Life Insurance



Handwritten notes in cursive script on the right page, starting with '339 Ordinary Life Insurance'.

con-ceive-able

stake

die

par

intro

intro

grown

chil-dren's

is my / ed /
my / do /

intro 6 me 2 of-ten
par

People

the no / work /
8 9. - or / som /
- 2 / o / car /
- 9 / of / age /
b / the / work /
2 / o / the / o / r

ly / do / w / people
} r / s / h / / top
ly / do / me / / r
9 / h / / 2 / r / e /
me / u / 2 / ed /

sum

(or / - / - / - /
u - . - / - / R
d / 2 / e / r / w

As you as / v / g
the / 9 / o / . / my /
no / o / > / work / v
he / u / the / of / pop

in-di-vid-u-al

y / > / o / r /
/ do / o / intro
g / na / , / too / d
s / h / m / n / i / g
u / h / 2 / o / j / r / o /
- / r / h / y / v / h /
- / - / u / my /

ser semi-an-nu-al-ly
r / ? / o / e /
we / u / e / l / 2
- / - / h / e / v / e / y
u / h / w / - / o / d / v
/ / u / - / u / . / t
g / r / , / too / o / d / v
? / e / o / v / . / h / e / [377]

Advice From a Champion



When Martin J. Dupraw won the world's shorthand championship, he established some remarkable records for accuracy. On a speech dictated at 200 words a minute for five minutes, he made only one error. On court testimony dictated at 280 words a minute for five minutes, he made only two errors. These and many other records that he has established are the result, in large measure, of the amazing legibility of his shorthand notes.

When you examine Mr. Dupraw's shorthand notes on the opposite page, one thing will immediately impress you—the careful attention to proportion.

Notice, for example, how large he makes the *a* circles and how small he makes the *e* circles. Notice, too, how much larger his *l*'s are than his *r*'s.

Another thing that will strike you is the way he rounds off angles. He does not consciously do this; rounding angles comes naturally to him as a result of his high speed. As your speed increases, you, too, will find that you will naturally round off angles.

In the page that Mr. Dupraw has written in his beautiful shorthand, he discusses the size of notes. Note that he has a fairly large shorthand style, just as he has a large longhand style.

Don't try to imitate Mr. Dupraw's style of writing; take the advice he gives in his article, "How Big Should My Shorthand Be?"



9

Manufacturing

41

LESSON

Developing Word-Building Power

340 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Acknowledge, acknowledges, acknowledgment; advantage, disadvantages, advantageous.
- 2 Advertise, unadvertised, advertisement; after, afternoon, afterward.
- 3 Are-our-hour, ours-hours; business, businessman, businessmen, businesswoman.
- 4 Character, characters, characterize; request, requested, requesting.
- 5 Company, companies, unaccompanied; correspond-correspondence, corresponds, correspondingly.
- 6 Difficult, difficulty, difficulties; enclose, enclosing, enclosed.

Building Transcription Skills

341

Business
Vocabulary
Builder

Common Market Group of European nations bonded together by agreement to conduct international trade as a single nation.

gateway International route of entry.

striving Working diligently.

Reading and Writing Practice



342 Brief-Form Letter

healthy

L r e o i ^{intro} ①

u l o o o o p

n u n - u

→ n e . t t ①

n u n ^{intro} ①

suc-cess-ful

h ^{and o} ①

g r i t t ①

ar-ea

c e r s o e e .

a } n t i h u i t

① u 1 f i t ② .

o e f e o t ③

o e f n b t ④ .

n i e o t ⑤

de-scrib-ing

w o j . e n p

a } r e c o m i f

h ^{if} ① u ^{nc} ① 2 2

prompt-ly

i m u t ①

a p i e r u n ①

u r p e e e . s [140]

343



u r p e e e . s

n e a l y 2 e u

u n t n e e x

o b . e o e d

o e d r s i

a y . o t t u ^{mod-ern}

d ^{intro} ① p l o o n

e s i d ^{ser} ① ①

l o o n . u n ^{intro} ① e c o - n o m - i - c a l

o e d 2 u n a o y

a j : t ① u s =

u e l y 1 5 e t ② .

e y ^{and o} ① = e

} r e n c e t y ^{well-trained hyphenated before noun}

③ a b r i n g ①

346



The more
 we try to
 control the
 environment,
 the more
 we are
 polluting
 it.

pol-lu-tion

intro

the more
 we try to
 control the
 environment,
 the more
 we are
 polluting
 it.

qual-i-ty

par

if

[141]

347 Transcription Quiz For you to supply: 5 commas—1 comma as clause, 1 comma introductory, 2 commas parenthetical, 1 comma if clause; 1 missing word.

The more
 we try to
 control the
 environment,
 the more
 we are
 polluting
 it.

The more
 we try to
 control the
 environment,
 the more
 we are
 polluting
 it.

[109]

interoffice memorandum

| | | | |
|-----------------|-----------------------|--------------------------|-----------------|
| To | Richard W. Macy | From | James T. Barnes |
| Dept. or Pub. | Editorial | Dept. or Pub. | Sales |
| Floor or Branch | 25 | Floor and Ext. or Branch | 25 |
| Subject | Manuscript Evaluation | Date | October 7, 197- |

When I was in New York recently, I learned of a manuscript for a modern, up-to-date book entitled Self-Teaching Course in Typing. It occurred to me that Self-Teaching Course in Typing would be a fine addition to our self-improvement and self-study series. Under the circumstances I asked the author to submit the manuscript to us, which he has done.

I assume you will want to examine this manuscript yourself to see whether it meets our specifications. Accordingly, I am transmitting it to you along with the author's letter, which is self-explanatory.

J. T. B.

JTB:CS
Enclosure

Interoffice Memorandum

42

LESSON

Building Phrasing Skill

348 USEFUL BUSINESS-LETTER PHRASES

If

1 *I I I I I I I I I I*

One of

2 *of of of of of of of of*

Ago

3 *ago ago ago ago ago ago ago ago*

Miscellaneous

4 *I hope I hope we hope to me to do to make*

- 1 If you, if you are, if you can, if we, if we are, if we can, if you will, if it is, if this is.
- 2 One of the, one of them, one of our, one of those, one of the most, one of the best.
- 3 Days ago, weeks ago, months ago, minutes ago, years ago, hours ago.
- 4 I hope, I hope you are, we hope you will, to me, to do, to make, your order.

349 GEOGRAPHICAL EXPRESSIONS

1 *Cincinnati Princeton Allentown Jackson Tampa Orlando*

2 *Mississippi Maine Kansas Kentucky Hawaii Alaska*

- 1 Cincinnati, Princeton, Allentown, Jackson, Tampa, Orlando.
- 2 Mississippi, Maine, Kansas, Kentucky, Hawaii, Alaska.

Building Transcription Skills

350 SIMILAR-WORDS DRILLS ■ past, passed

past (*noun*) A former time.

He worked here in the *past*.

past (*adjective*) Just gone; just elapsed.

The *past* year was a good one.

passed Moved along; went by; transferred.

He *passed* your request on to me.

351

Business
Vocabulary
Builder

distressed Worried.

crating Packing in wooden cases.

depot Transportation or shipping terminal.

Reading and Writing Practice



352 Phrase Letter

crates

crates | when

23 4 → 23 > 23
ig 2. 2 [177]

353



Ware-house

ware-house

Ware-house

com-pa-ny's

com-pa-ny's

ar-ea

ar-ea

par



1 2 3 4 5 6 7 8 9
- 20 = 20 1. 2

[131]

first-class
hyphenated
before noun

354



re-spon-si-ble

re-spon-si-ble

re-spon-si-ble

re-spon-si-ble

re-spon-si-ble

par



if



Handwritten notes on the left side of the page, including the number [144] at the bottom.

355



passed

Handwritten notes on the left side, including the word 'passed' and a circled 'ap'.

Handwritten notes on the right side, including the number [150] and the word 'co-op-er-a-tive'.

co-op-er-a-tive

if fur-ther

356



past

Handwritten notes on the left side, including the word 'past' and a circled 'conj'.

Handwritten notes on the right side, including the number 2543 and the word 'reached'.

Transcribe: No. 2543

due

oc-ca-sions
Transcribe:
2 percent

Handwritten notes on the left side, including the word 'due' and a circled 'intro'.

Handwritten notes on the right side, including the word 'as' and a circled 'as'.

208 | ^{intro} re-order [67]

357 Transcription Quiz For you to supply: 4 commas—1 comma introductory, 1 comma conjunction, 2 commas series; 2 missing words.

The girl who stands out head and shoulders above the drones is the one who shows that she can assume responsibility—that she can think for herself and that she possesses the initiative to work out problems on her own.

43

LESSON

Developing Word-Building Power

358 WORD FAMILIES

-ic

1 *z k e t h y t r*

-lution

2 *u h s y h u*

Ind-

3 *n o w A s y e*

-rence

4 *z e z e z e z e u e r r e r r e*

- 1 Topic, basic, specific, graphic, logic, magic, classic.
- 2 Solution, pollution, disillusion, revolution, evolution, resolution.
- 3 Industry, indication, independent, indecision, induce, indispensable, index.
- 4 Conference, reference, inference, preference, occurrence, difference, indifference.

Building Transcription Skills

359 SPELLING FAMILIES ■ -ious, -eous

Another spelling trap is the ending that is pronounced *e-ous*. In most words in the English language, this combination of sounds is spelled *ious*, but there are just

enough words in which it is spelled *eous* that you should stop to think each time you transcribe a word ending with that sound.

Words Ending in -ious

| | | |
|-----------|------------|----------------|
| var-i-ous | te-dious | stu-di-ous |
| se-ri-ous | gra-cious | in-dus-tri-ous |
| ob-vi-ous | pre-vi-ous | cu-ri-ous |

Words Ending in -eous

| | | |
|-----------------|----------------|------------------|
| cour-te-ous | spou-ta-ne-ous | si-mul-ta-neous |
| ad-van-ta-geous | gor-geous | mis-cel-la-neous |

360

Business
Vocabulary
Builder

biannual Occurring twice a year.
literature Pamphlets, booklets, etc.
graciously Warmly; courteously.

**Reading and
Writing Practice**



361

bi-an-nu-al *nonr* *ser* *conj* *var-ious*
prin-ci-ples

Handwritten practice of the words: bi-an-nu-al, nonr, ser, conj, var-ious, prin-ci-ples. The words are written in cursive with numbered arrows indicating stroke order and direction.

best-known
hyphenated
before noun

and o
intro
ad-van-ta-geous-ly

ad-van-ta-geous-ly

[200]

ap
as
se-ri-ous
intro
Ecol-o-gy
fur-ther
[123]

362



guide-lines

intro

363



en-vi-ron-ment
ref-er-ence
ap

0 1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18 19
 20 21 22 23 24 25 26 27 28 29
 30 31 32 33 34 35 36 37 38 39
 40 41 42 43 44 45 46 47 48 49
 50 51 52 53 54 55 56 57 58 59
 60 61 62 63 64 65 66 67 68 69
 70 71 72 73 74 75 76 77 78 79
 80 81 82 83 84 85 86 87 88 89
 90 91 92 93 94 95 96 97 98 99

avail-able

gra-cious-ly

ap-pil-ca-tion

[109]

[124]

364



L - h e y z
 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99

conj

365



L - e h 2 0 g
 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99

when

nc

intro

mod-el

when

Transcribe: \$18

we not a one
p n by u e e
o u r. l [76]

n p, w b z
p z m. z v
u b > 2 m b
u y - d r e z h
z v f. h -
s (z y - m
m (u e m -
l [70]

366



r e 2 u p o
r 2 p 1 5 o
h r e e 10 >

machines

367 Transcription Quiz For you to supply: 7 commas—4 commas parenthetical, 2 commas apposition, 1 comma and omitted; 1 missing word.

(r y = 20 e e
16 a y . u r l
2 z ? u . r r e
. o o l r . o u ,
p) r e e p) y
r l - e e o o
p n f 20 0
r z > r g
r o r r e i

r l 2) 1 s
r e u o r o o l
z r i e
o r r e r e
r 2 z ? > u z
n h u i (i
- r r r . r r
o e z , r h y
[125]

44

LESSON

Developing Word-Building Power

368 WORD BEGINNINGS AND ENDINGS

-cal, -cle

1 *cal cle*

Circum-

2 *circum*

Sub-

3 *sub*

-sume, -sumption

4 *sume sumption*

- 1 Practical, critical, radical, chemically, article, particle.
- 2 Circumstance, circumstances, circumstantial, circumnavigate, circumscribe, circumscribed, circumvent.
- 3 Subscriber, submitting, substantially, subway, sublet, sublease, suburban.
- 4 Consume, consumer, consumption, presume, presumption, presumed, resume.

Building Transcription Skills

369 GRAMMAR CHECKUP ■ preposition at the end of a sentence

It is considered good practice to avoid ending a sentence with a preposition.

not good

Please give me the address of the building you work in.

better

Please give me the address of the building in which you work.

Handwritten notes on the left side of the page, including the word "year's" and a circled number "110".

year's

375

safe ty

Handwritten notes on the right side of the page, including the word "won" and a circled number "143".

aids

won

col-or-ful

de-pict

[143]



LESSON 45

Developing Word-Building Power

378 SHORTHAND VOCABULARY BUILDER

W, Sw

1 *W Sw*

Wh

2 *Wh*

Ng

3 *Ng*

Md, Mt

4 *Md Mt*

- 1 Widespread, walls, Washington, west, swamped, sweat, swimmer, swear.
- 2 White, whale, wheat, whether, whisper, wheel, whim, overwhelm.
- 3 Single, along, wing, long, strong, length.
- 4 Boomed, named, famed, blamed, framed, promptly, empty.

Building Transcription Skills

379

Business
Vocabulary
Builder

- alterations** Changes.
acoustics Quality of sound.
adorned Decorated.
motifs Themes; styles.

Reading and Writing Practice



380 History of the Capitol Building

| | | | |
|--|-----------------|-------|-------------|
| | Cap-i-tol | cap | sum |
| | ea-gle | par | |
| | coun-cils | par | |
| | con-cep-tion | intro | |
| | | nonr | |
| | | ap | to-ward |
| | | | Hal-let |
| | | | Thorn-ton |
| | Designs for the | | |
| | | | su-per-vise |

6 x W re o u e i e g u l a
x p e 30. 2 y u n i o n . u o
u p l . o . a . > e y p o r e 2 y
h

u e i e g u l a
u n i o n . u o
e y p o r e 2 y
u e l e >

com-ple-tion The Capitol
2 u l o f .

un-fore-seen
me par
u e i e g u l a
u n i o n . u o

shin-gle
2 = i e y
u n i o n . u o

chan-de-lier
u n i o n . u o

cell-ing
2 o e . i o n s
e i h o b l y
"u n i o n . u o"
2 u n i o n . u o
u n i o n . u o (1812, p
e par u n i o n . u o

be-fit-tered
ora
2 u n i o n . u o

Then war o f l u o .
- u n i o n . u o "1814 par l .

sur-prise
u n i o n . u o
u n i o n . u o
u n i o n . u o
u n i o n . u o when peace

La-trobe
u n i o n . u o nonr

u n i o n . u o
u n i o n . u o
u n i o n . u o
u n i o n . u o

mo-tifs
u n i o n . u o
u n i o n . u o

no / y
no / y

Not long

re-al-ized

Intro

re-ed
o / o
o / o
9. su y u 13
re-ed

par

(1851) e o r
o / o
o / o
o / o
o / o

jos-tled

re-ed
o / o
o / o
o / o
o / o

seams

conj

o / o

o / o
nonr
o / o
o / o
o / o
par
o / o
[590]

busy

LETTER

381



o / o
o / o
o / o
o / o
o / o
when
o / o
[47]



10 Office Equipment and Supplies

46

LESSON

Developing Word-Building Power

382 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
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| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Envelope, envelopes; ever-every, everywhere, everyone, everything.
- 2 Experience, experienced, experiences; general, generally, generalize.
- 3 Govern, government, governed; great, greater, greatly.
- 4 Manufacture, manufacturer, manufactured; merchant, merchandise, merchandising.
- 5 Object, objects, objective; opinion, opinions, opinionated.
- 6 Order, ordered, reorder; organize, organization, organizational.

Building Transcription Skills

383

Business
Vocabulary
Builder

diverted Directed away from.

disrupted Put into disorder.

descends Comes down.

Reading and Writing Practice



384 Brief-Form Letter

out-put
 de-scends
 piece
 weight

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385



pre-par-ing
 top-qual-i-ty
 hyphenated
 before noun

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 99
 100

than
max-i-mum

qual-i-ty
[141]

386

intro
[171]

dis-rupt-ed

ser
pieces

Transcribe:
5,000

ten-day
hyphenated
before noun

sim-ply
[171]

387



to be

to be

to be

Transcribe:
\$200

to be

to be

to be

to be

to be

to be

worries

to be

to be

to be

to be

to be

to be

simply

to be

to be

to be

re-pair

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

to be

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[155]

388



to be

to be

to be

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to be

to be

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to be

to be

to be

re-lieved

com pa ny's

re-ceive-able

| | |
|--|--|
| <p>④ I have been told
 by the doctor
 that I must
 stop smoking
 if I want to
 live long enough
 to see my
 grandchildren.</p> | <p>to be by the
 way. I have
 been told
 by the doctor
 that I must
 stop smoking
 if I want to
 live long enough
 to see my
 grandchildren.</p> |
|--|--|

389 Transcription Quiz For you to supply: 6 commas—2 commas series, 2 commas when clause, 2 commas if clause; 2 missing words.

| | |
|--|--|
| <p>The woman
 who lives in
 the house
 next to the
 school is
 the same
 woman who
 lives in the
 house next
 to the school.</p> | <p>to be by the
 way. I have
 been told
 by the doctor
 that I must
 stop smoking
 if I want to
 live long enough
 to see my
 grandchildren.</p> |
|--|--|

[133]

LESSON 47

Building Phrasing Skill

390 USEFUL BUSINESS-LETTER PHRASES

That

1 *That is, that is not, that the, that they, as that, is that, that have, that have not, that will be.*

Several

2 *Several days ago, several months, several months ago, several times, several other, several others.*

Want

3 *You want, if you want, we want, I wanted, who want, she wants, do you want, they want.*

Every

4 *Every month, every way, every day, every other, every minute, every one of the.*

- 1 That is, that is not, that the, that they, as that, is that, that have, that have not, that will be.
- 2 Several days ago, several months, several months ago, several times, several other, several others.
- 3 You want, if you want, we want, I wanted, who want, she wants, do you want, they want.
- 4 Every month, every way, every day, every other, every minute, every one of the.

391 GEOGRAPHICAL EXPRESSIONS

1 *Danville, Knoxville, Jacksonville, Nashville, Brownsville, Louisville.*

2 *New Hampshire, Louisiana, Maryland, Michigan, Nebraska, Nevada, Massachusetts.*

- 1 Danville, Knoxville, Jacksonville, Nashville, Brownsville, Louisville.
- 2 New Hampshire, Louisiana, Maryland, Michigan, Nebraska, Nevada, Massachusetts.

Building Transcription Skills

392 SIMILAR-WORDS DRILL ■ real-reel

real Genuine.

real

The flowers are *real*.

reel Spool.

reel

We used a *reel-to-reel* recorder.

393

Business
Vocabulary
Builder

unique Unlike any other.

flexible Useful in a variety of ways.

optional Not compulsory.

Reading and Writing Practice



394 Phrase Letter

ex-hib-it

1818

par

intro

ap

ser

Transcribe:
Model 1818

ex-pen-sive
cal-cu-la-tor

Handwritten cursive practice for the word "calculator".

nc
[158]

Handwritten cursive practice for the word "choose".

choose

395



Handwritten cursive practice for the word "well-trained".

Handwritten cursive practice for the word "well-trained".

well-trained
hyphenated
before noun

[141]

396



Handwritten cursive practice for the word "than".

Handwritten cursive practice for the word "than".

intro

conj

than

o b o par 9 o o a
ce n ce cy
de . m =
m b conj / ab ce
flex-i-ble 19 ce . a ce n
of here ce
) o . . de u
par 9 1 m
m . ce . ce
1 m
com-pa-ny's 2 G . h ? y
1 m
m [138]

2 b g l ce
24 v ce y
o b 2 l , f m
m > 2
p m e v z
ap 1 o
1211 . n o y ce
f 9 . y b p z
1 2 e f z h
1 o o s y
d f m conj 1
1 e y
e b > o o y
ce when o m
pe - by 1 ad
is p h i n n
). e t b n l e
n u b o v 1211
g l ce . on
n i z 2 . s [154]

flex-i-ble

com-pa-ny's

397



de-scribes
Transcribe:
Howard 1211

clar-i-ty

ear-phones

re-ceived

48

LESSON

Developing Word-Building Power

400 WORD FAMILIES

-point

1 *point appoint appointment*

-ary

2 *secretary budgetary library necessary temporary customary*

-cation

3 *education location communication application vacation indication*

Des-, Dis-

4 *designated decide designate designer disagree disseminate*

- 1 Point, appoint, appointment, pointless, disappoint, disappointment, reappoint.
- 2 Secretary, budgetary, library, necessary, temporary, customary.
- 3 Education, location, communication, application, vacation, indication.
- 4 Designed, decide, designate, designer, disagree, disseminate.

Building Transcription Skills

401 SPELLING FAMILIES ■ words in which y is changed to i in the past tense and in the s form

ap-**ply**

ap-**plied**

ap-**plies**

re-**ply**

re-**plied**

re-**plies**

im-ply

im-plied

im-plies

sup-ply

sup-plied

sup-plies

com-ply

com-plied

com-plies

402

Business
Vocabulary
Builder

defer To put off; to postpone.

prior Before.

letterhead Preprinted business stationery.

Reading and
Writing Practice



403

Handwritten cursive practice for 403

Transcribe:
1502

Handwritten cursive practice for 403

Transcribe:
9 o'clock

Handwritten cursive practice for 403



Handwritten cursive practice for 403

sup-plies



404

Handwritten cursive practice for 404

un-for-tu-nate-ly

intro

ap

nc

Intro

li-brary

pur.chas.ing

conj

intro

16-page
hyphenate
before not

[124]

pri-

Black

405



406



Transcribe:
27th

ap

de-ci-ma

Q, Q! / 2 r
Ea! u - t
o r o f l e r
u m r v
n s p g, n e r e
y () n -
h e / y o s.

sec.re.tary's

no r e o i l e r
m i n e e f.
T e a i o d
n o r e u s o d

when

sim.ply

o f f / n o r i
n o r s i b e /
! l o u k e

im-pres-sion

o r o f i e r
o f f e v n o i
o f t, d v

intro

when

n e r e h i /
i u e i e

ser

switch

Q. 7, n e r,

o f e r = 6 5 0
n - 5 6 0 0
u 10 / n g
n t - 6 0 0 0
e r y u b r e q
n [187]

407



f e . m e n
n o . d e l e n

fire-proof

- . d y b i r
d e - d d i b
i s i h e u

conj

u e p u o u .
i n t o n e i a
m e , d n o s . f
9 4 - 6 2 0

conj

Transcribe:
93 percent

e 93, u h
u e y o l h e
u o u e m e

| | |
|---|---|
| I'm ^{and o} ¹ sure
now, now, now
I'm ² ³ ⁴ ⁵ ⁶ ⁷ ⁸ ⁹ ¹⁰ ¹¹ ¹² ¹³ ¹⁴ ¹⁵ ¹⁶ ¹⁷ ¹⁸ ¹⁹ ²⁰ ²¹ ²² ²³ ²⁴ ²⁵ ²⁶ ²⁷ ²⁸ ²⁹ ³⁰ ³¹ ³² ³³ ³⁴ ³⁵ ³⁶ ³⁷ ³⁸ ³⁹ ⁴⁰ ⁴¹ ⁴² ⁴³ ⁴⁴ ⁴⁵ ⁴⁶ ⁴⁷ ⁴⁸ ⁴⁹ ⁵⁰ ⁵¹ ⁵² ⁵³ ⁵⁴ ⁵⁵ ⁵⁶ ⁵⁷ ⁵⁸ ⁵⁹ ⁶⁰ ⁶¹ ⁶² ⁶³ ⁶⁴ ⁶⁵ ⁶⁶ ⁶⁷ ⁶⁸ ⁶⁹ ⁷⁰ ⁷¹ ⁷² ⁷³ ⁷⁴ ⁷⁵ ⁷⁶ ⁷⁷ ⁷⁸ ⁷⁹ ⁸⁰ ⁸¹ ⁸² ⁸³ ⁸⁴ ⁸⁵ ⁸⁶ ⁸⁷ ⁸⁸ ⁸⁹ ⁹⁰ ⁹¹ ⁹² ⁹³ ⁹⁴ ⁹⁵ ⁹⁶ ⁹⁷ ⁹⁸ ⁹⁹ ¹⁰⁰ | I'm ^{when} ¹ ² ³ ⁴ ⁵ ⁶ ⁷ ⁸ ⁹ ¹⁰ ¹¹ ¹² ¹³ ¹⁴ ¹⁵ ¹⁶ ¹⁷ ¹⁸ ¹⁹ ²⁰ ²¹ ²² ²³ ²⁴ ²⁵ ²⁶ ²⁷ ²⁸ ²⁹ ³⁰ ³¹ ³² ³³ ³⁴ ³⁵ ³⁶ ³⁷ ³⁸ ³⁹ ⁴⁰ ⁴¹ ⁴² ⁴³ ⁴⁴ ⁴⁵ ⁴⁶ ⁴⁷ ⁴⁸ ⁴⁹ ⁵⁰ ⁵¹ ⁵² ⁵³ ⁵⁴ ⁵⁵ ⁵⁶ ⁵⁷ ⁵⁸ ⁵⁹ ⁶⁰ ⁶¹ ⁶² ⁶³ ⁶⁴ ⁶⁵ ⁶⁶ ⁶⁷ ⁶⁸ ⁶⁹ ⁷⁰ ⁷¹ ⁷² ⁷³ ⁷⁴ ⁷⁵ ⁷⁶ ⁷⁷ ⁷⁸ ⁷⁹ ⁸⁰ ⁸¹ ⁸² ⁸³ ⁸⁴ ⁸⁵ ⁸⁶ ⁸⁷ ⁸⁸ ⁸⁹ ⁹⁰ ⁹¹ ⁹² ⁹³ ⁹⁴ ⁹⁵ ⁹⁶ ⁹⁷ ⁹⁸ ⁹⁹ ¹⁰⁰ |
|---|---|

408 Transcription Quiz For you to supply: 5 commas—3 commas introductory, 1 comma as clause, 1 comma if clause; 2 missing words.

| | |
|---|---|
| I'm ¹ ² ³ ⁴ ⁵ ⁶ ⁷ ⁸ ⁹ ¹⁰ ¹¹ ¹² ¹³ ¹⁴ ¹⁵ ¹⁶ ¹⁷ ¹⁸ ¹⁹ ²⁰ ²¹ ²² ²³ ²⁴ ²⁵ ²⁶ ²⁷ ²⁸ ²⁹ ³⁰ ³¹ ³² ³³ ³⁴ ³⁵ ³⁶ ³⁷ ³⁸ ³⁹ ⁴⁰ ⁴¹ ⁴² ⁴³ ⁴⁴ ⁴⁵ ⁴⁶ ⁴⁷ ⁴⁸ ⁴⁹ ⁵⁰ ⁵¹ ⁵² ⁵³ ⁵⁴ ⁵⁵ ⁵⁶ ⁵⁷ ⁵⁸ ⁵⁹ ⁶⁰ ⁶¹ ⁶² ⁶³ ⁶⁴ ⁶⁵ ⁶⁶ ⁶⁷ ⁶⁸ ⁶⁹ ⁷⁰ ⁷¹ ⁷² ⁷³ ⁷⁴ ⁷⁵ ⁷⁶ ⁷⁷ ⁷⁸ ⁷⁹ ⁸⁰ ⁸¹ ⁸² ⁸³ ⁸⁴ ⁸⁵ ⁸⁶ ⁸⁷ ⁸⁸ ⁸⁹ ⁹⁰ ⁹¹ ⁹² ⁹³ ⁹⁴ ⁹⁵ ⁹⁶ ⁹⁷ ⁹⁸ ⁹⁹ ¹⁰⁰ | I'm ¹ ² ³ ⁴ ⁵ ⁶ ⁷ ⁸ ⁹ ¹⁰ ¹¹ ¹² ¹³ ¹⁴ ¹⁵ ¹⁶ ¹⁷ ¹⁸ ¹⁹ ²⁰ ²¹ ²² ²³ ²⁴ ²⁵ ²⁶ ²⁷ ²⁸ ²⁹ ³⁰ ³¹ ³² ³³ ³⁴ ³⁵ ³⁶ ³⁷ ³⁸ ³⁹ ⁴⁰ ⁴¹ ⁴² ⁴³ ⁴⁴ ⁴⁵ ⁴⁶ ⁴⁷ ⁴⁸ ⁴⁹ ⁵⁰ ⁵¹ ⁵² ⁵³ ⁵⁴ ⁵⁵ ⁵⁶ ⁵⁷ ⁵⁸ ⁵⁹ ⁶⁰ ⁶¹ ⁶² ⁶³ ⁶⁴ ⁶⁵ ⁶⁶ ⁶⁷ ⁶⁸ ⁶⁹ ⁷⁰ ⁷¹ ⁷² ⁷³ ⁷⁴ ⁷⁵ ⁷⁶ ⁷⁷ ⁷⁸ ⁷⁹ ⁸⁰ ⁸¹ ⁸² ⁸³ ⁸⁴ ⁸⁵ ⁸⁶ ⁸⁷ ⁸⁸ ⁸⁹ ⁹⁰ ⁹¹ ⁹² ⁹³ ⁹⁴ ⁹⁵ ⁹⁶ ⁹⁷ ⁹⁸ ⁹⁹ ¹⁰⁰ |
|---|---|

49

LESSON

Developing Word-Building Power

409 WORD BEGINNINGS

Super-

1 *d e s g y z 'a*

Post-

2 *g e c a b n p*

Electric-, Electr-

3 *l a z e o e*

Self-

4 *g e s e e s 'e*

- 1 Supervise, superior, superintendent, superlative, supersede, superimpose, superhuman.
- 2 Postage, postcard, postal, postmaster, postpone, postponement, postdate.
- 3 Electric typewriter, electric wire, electrical, electronic, electroplate.
- 4 Self-addressed, self-contained, self-satisfied, self-reliant, selfish, selfishness.

Building Transcription Skills

410 COMMON PREFIXES ■ pro-

pro- in many words, *pro* means *before, forward, ahead, or future*.

proceed To go ahead.

procedure The process of going ahead.

- program** A plan for the future.
- promote** To move ahead.
- progress** To move ahead; forward movement.

411

Business
Vocabulary
Builder

- compact** Small; put together solidly.
- ingenious** Very clever.
- clearinghouse** Central agency for collecting, classifying, and distributing information.

Reading and
Writing Practice



412



Handwritten practice text with labels:

- Su-pe-ri-or** (with 'ap' and '3140' annotations)
- Transcribe: \$200**
- fea-tures** (with 'intro' annotation)
- 3140** (multiple instances)
- intro** (multiple instances)
- su-per-vi-sor**
- per-son-nel**
- 392-**

g 7 - . s [180]

413



sec-re-taries

h o
if
re. i n e
h. re. re.
par
re. s o o.

than

when
u u r o
re. n d.
h re. . e e
p me s e

piece

ser
e x (f)
"re") no 9

whole

o r i a

con)

l y o s co. h o t
l y b a l
e o r e n e v
n t i g n e u
w o n e r e h e l i !
i n t r o
s a m p l e
m e y f e u d
e i e . o h r e .
[153]

414



a d e t e m y
f e y e
1776
42 r e . n s 2
e . w e t e d y
n c
i n g e n i o u s
p r o c e d u r e s

Transcribe:
42 Street

well-qual-i-fied
hyphenated
before noun

ap
16. r. zu
self-con-tained
ser
[128]

and o
self-con-tained
as
180/7
1161
[146]

415



nc
[128]

[146]

de-scribed

nc
1161

416



yes-ter-day's

Transcribe:
No. 1161

| | |
|--|---|
| <p> m^{it} b co 1
 Co 1, 2 6 5
 u 9 co 9.
 y u e am
 7 - rel - 9^{intro}
 f, o i^{conj}
 10 4 1 m 1
 2 e am 2 </p> | <p> o m 2 se^{ser} suc-cess-ful-ly
 y x 1 l
 our^{nc} 2^{intro} 2 con-se-quent-ly
 p o l. m f h
 2 2 ✓ i^{intro} by
 d o m e -
 h. o [131] </p> |
|--|---|

417 Transcription Quiz For you to supply: 8 commas—4 commas apposition, 1 comma when clause, 2 commas parenthetical, 1 comma introductory; 1 missing word.

| | |
|---|--|
| <p> 1 2 1 2 3
 2 3 4 5
 6 7 8 9 10
 11 12 13 14
 15 16 17 18
 19 20 21 22
 23 24 25 26 </p> | <p> 27 28 29 30
 31 32 33 34
 35 36 37 38
 39 40 41 42
 43 44 45 46
 47 48 49 50
 51 52 53 54
 55 56 57 58
 59 60 61 62
 63 64 65 66
 67 68 69 70
 71 72 73 74
 75 76 77 78
 79 80 81 82
 83 84 85 86
 87 88 89 90
 91 92 93 94
 95 96 97 98
 99 100 101 102
 [102] </p> |
|---|--|

LESSON 50

Developing Word-Building Power

418 SHORTHAND VOCABULARY BUILDER

Ea, Ia

1 

-tition, Etc.

2 

Oi

3 

Ya, Ye

4 

- 1 Area, create, initiative, brilliant, miniature, appreciate, negotiate.
- 2 Condition, addition, commissioned, station, edition, quotation, permission.
- 3 Noise, voice, employ, invoice, appoint, disappoint, royal.
- 4 Yard, yarn, Yale, yellow, yield, yes, yelling.

Building Transcription Skills

419

Business
Vocabulary
Builder

drab State of being colorless.

clusters Small groups.

distracting Disturbing; taking attention away from.

skeptical Doubtful.

Reading and Writing Practice



420 Office Landscaping

over-grown ^{ser} *o d e r*

ba-si-cal-ly ^{when} *u e*

per-son's ^{intro} *o s o e r*

drab-ness ^{ser} *o d r a b n e s s*

^{when} *o d r a b n e s s*

Many

met-al ^{ser} *o m e t a l*

con-cept ^{intro} *o n s e p t*

o d r a b n e s s

o d r a b n e s s

o d r a b n e s s

o d r a b n e s s

o d r a b n e s s

o d r a b n e s s

Sound control

o d r a b n e s s

o d r a b n e s s

crit-i-cal-ly

col-or

ar-eas

well-land-scaped
hyphenated
before noun

ser



Handwritten cursive text on the left side of the page, including the word 'break-ing' written in red.

break-ing

Handwritten cursive text on the left side, continuing from the previous section.

Transcribe:
30 percent

Handwritten cursive text on the left side, including the word 'skep-ti-cal' written in red.

skep-ti-cal

Handwritten cursive text on the left side, including the number '[330]' and the phrase '-Adapted from Today's Secretary'.

[330] -Adapted from Today's Secretary

Handwritten cursive text on the right side of the page, including the word 'pri-mari-ly' written in red.

pri-mari-ly

Handwritten cursive text on the right side, including the word 'com-pa-ny's' written in red.

com-pa-ny's

Handwritten cursive text on the right side, including the word 'first-hand' written in red.

first-hand

Handwritten cursive text on the right side, including the word 'Intro' written in red.

Intro

Handwritten cursive text on the right side, including the word 'Intro' written in red.

Intro

con x > sh
 ay p r y o r
 it a re l
 y u d o b r
 u o y e l o
 p o s ser
 u o r o l 2

crit-i-cism >

Personal Conduct.

here intro
 e o s par
 ap-pear-ance
 fac-tor
) n f - m i n
 2 9 m o . e o r
 n e p e y b -
 n d h m u >
 i t e l y i s e r e
 u o l d e .

o r - u n l a
 r - m o r y
 y o h t f b
 d e r e . [280]

LETTERS

422



re fur-nish
 intro
 nonr
 e 9 24 r o o 4 r
 x e l (- p h >
 i n o g r o v n 2
 u m o s y
 o b . 9 5 24 x e r e
 i f
 in-te-ri-or
 p u e n e . 2 f
 h > r o v e t - h
 c o n j
 u - 1 m y
 u b o 24 x e }
 a e u n 3 y

423 [109]



religion

scan-ning

religion

first-class
hyphenated
before noun
up to date
no noun,
no hyphen

religion

religion

religion

religion

religion

religion

64-page
hyphenated
before noun

religion

religion

when

religion

religion

religion

religion

religion

religion

religion

religion

religion

religion

religion

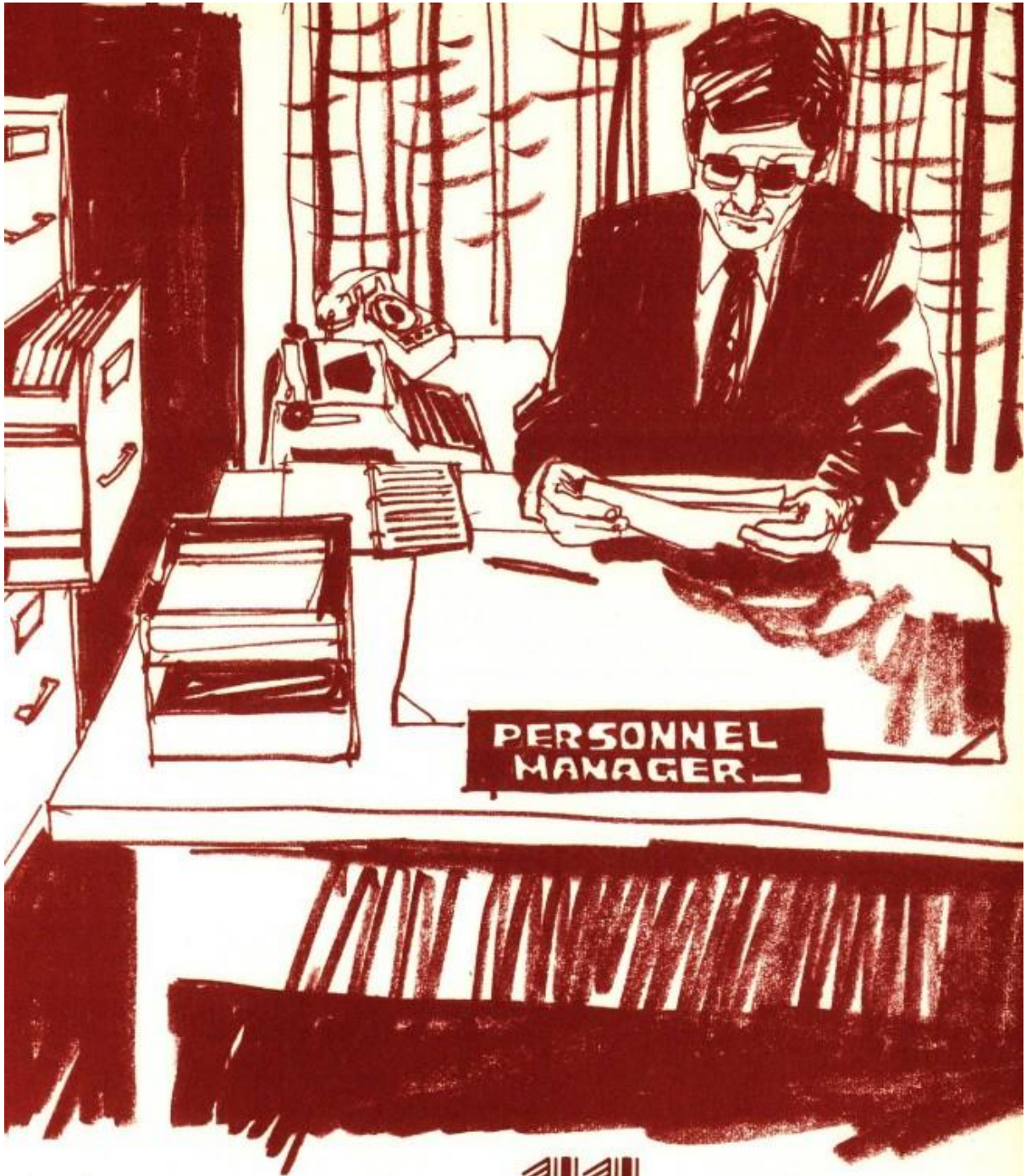
religion

religion

religion

religion

religion



Personnel

LESSON 51

Developing Word-Building Power

425 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Over, overcome, overcame; part, depart, parted.
- 2 Present, presentation, presented; probable, probably, probability.
- 3 Progress, progressed, progressive; publish-publication, unpublished, publishing.
- 4 Recognize, recognizes, recognition; question, questionable, questioned.
- 5 Request, requested, requesting; satisfy-satisfactory, satisfying, dissatisfied.
- 6 Send, sends, sender; short, shortcomings, shortly.

Building Transcription Skills

426

Business
Vocabulary
Builder

appealing Attractive.

analyze Consider very carefully; check completely.

complimentary Free.

eligible Qualified for.

Reading and Writing Practice



427 Brief-Form Letter

The undersigned
 is authorized
 to receive for
 - the use of
 clients
 your services
 hereinafter
 years' term of
 service
 to me
 on the 1st
 of June of
 1901
 in accordance
 with the
 provisions of
 the contract
 made between
 me and
 your firm
 on the 1st
 of June of
 1901
 and in accordance
 with the
 provisions of
 the contract
 made between
 me and
 your firm
 on the 1st
 of June of
 1901

clients

years'

ap-peal-ing

428



I have the honor
 to acknowledge
 the receipt of
 your letter of
 the 10th inst.
 in relation to
 the above
 mentioned
 matter and
 to inform you
 that the same
 has been
 forwarded to
 the proper
 authorities
 for their
 consideration
 and that you
 will receive
 their decision
 in due season
 Very respectfully,
 J. H. Smith

em-ploy-ees

ex-pe-ri-ence

an-a-lyze

Smith's

out-sid-er's

bi-ol-o-gy

bi-ol-o-gy
bi-ol-o-gy
bi-ol-o-gy
bi-ol-o-gy

as-sign-ment

as-sign-ment
as-sign-ment
as-sign-ment

zo-ol-o-gy

zo-ol-o-gy
zo-ol-o-gy
zo-ol-o-gy

well qual-i-fied
no noun,
no hyphen

well qual-i-fied
well qual-i-fied
well qual-i-fied
well qual-i-fied
well qual-i-fied
well qual-i-fied
well qual-i-fied
well qual-i-fied

nc
[133]

431

431
431

as-sis-tant
as-sis-tant
as-sis-tant
as-sis-tant

as-sis-tant

of-fered
of-fered
of-fered

of-fered

of-fered
of-fered
of-fered
of-fered

intro
[108]

432

432
432
432
432
432
432
432
432

intro

2 ^{conj}) of 2 n: | e m 1 3 1.
) f. G and o | re nos. 2 ^{par}))
 un-for-tu-nate-ly 2: 20 ^{intro} | 3 1 de e y >
 me) m m | 7. a h) ? m
 o - r 4 of | m - 2 [90]

433 Transcription Quiz For you to supply: 7 commas—2 commas conjunction, 1 comma and omitted, 1 comma introductory, 2 commas series, 1 comma if clause; 2 missing words.

L n 1/2 w | G i i h u n y:
 e e b 3 5 | . - u r e 2 e
 e n 1 2 n e y h | n r e - v i |
 w o u l d I m e y | h o . 1. G e G i
 p u r y a 2 | 2 f v - . G i 9
 L u e r y 2 0 1 9 | . - f r o d - m
 h y 1 0 2 . - |) i y 2 1 / . n
 m e y 2 w o n 1 | f u n e y a r 3
 p o n o r - d i | r e 1 m l e
 e G t h y 1 9 y | e r - o - e r
 M 1 1 / 2 w o p . a | e y . d . h [159]

LESSON 52

Building Phrasing Skill

434 USEFUL BUSINESS-LETTER PHRASES

Of

1 *o u y v o n u v o*

Us

2 *u b u u u u u u u*

You

3 *u u u u u u u*

Hope

4 *h h h h h h h h*

- 1 Of the, of your, of which, of them, of that, of these, of our, of their, of this, of those.
- 2 For us, by us, from us, on us, with us, gave us, give us, inform us.
- 3 You are, you aren't, you did, you didn't, you wouldn't, you have, you haven't, you will.
- 4 I hope, I hope you are, I hope you will, we hope, we hope you are, we hope you will, we hope you will be, we hope you will be able.

435 GEOGRAPHICAL EXPRESSIONS

1 *o u e s o b*
 2 *o u e l a*

- 1 Detroit, New York, Syracuse, Milwaukee, San Antonio, Buffalo.
- 2 North Dakota, South Dakota, Oklahoma, Tennessee, Vermont, Wyoming.

Building Transcription Skills

436 SIMILAR-WORDS DRILL ■ prominent, permanent

prominent Standing out; noted.

He played a *prominent* part in the meeting.

permanent Lasting; not subject to change.

He will make his *permanent* home in New York.

437

Business
Vocabulary
Builder

inducted Admitted as a member.

initiative Ability to do work without direction.

confirm Verify.

Reading and Writing Practice



438 Phrase Letter

| | | | | | | | | | |
|---------|-------|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | nonr | | | | | | | | |
| past | | | | | | | | | |
| | | | | | | | | | |
| Moore's | | | | | | | | | |
| ad-vice | | | | | | | | | |
| | intro | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

mer-chan-dise

Handwritten cursive for 'mer-cha-nise' with stroke order arrows and numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Handwritten cursive for 'mer-cha-nise' on the right side of the page.

prompt-ly

Handwritten cursive for 'prompt-ly' with stroke order arrows and numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Handwritten cursive for 'prompt-ly' on the right side of the page.

439

Handwritten cursive for 'om-pet-ent-ly' with stroke order arrows and numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Handwritten cursive for 'om-pet-ent-ly' on the right side of the page.

om-pe-tent-ly

Handwritten cursive for 'om-pet-ent-ly' with stroke order arrows and numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Handwritten cursive for 'om-pet-ent-ly' on the right side of the page.

per-ma-nent

Handwritten cursive for 'per-ma-nent' with stroke order arrows and numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Handwritten cursive for 'per-ma-nent' on the right side of the page.

mil-i-tary

when Transcribe: November 8

as

avail-able

g. m. ch
1 u o n d
2. 2 [117]

441

6, intro
2 y 2 h o r
4 y 2 y 2
w p 2 2 l
e. 1 - 2 2 2
w n as
2 u o n - t
9 intro
p. i d u v e nc
con-se-quent-ly intro
o o v. 2
e (2 2 2 2
z h f > l e z e
i n t 2 0 2 l e
up to date
no noun,
no hyphen
n h e w o u r 2 0 2 2 [107]

442

e o b i o e
n y 2 o l o u
e n y e s 2 3 u e al-read
2, u o d d per-ma-nen
i l l e t v as
p u e s i d
w o w - n y - i -
3 u o n s conj
b o i e e
w e r intro
3 y f i c e ini-tia-tiv
u o l - prom-i-ner
u. i v o e
i 2 2 n y l l
w e s e. w
f) o v 2 2 2
v o - n e s i i o
l y e o. v
n y n 2 2 [120]

443



| | |
|--|---|
| <p> <i>di-rec-tor</i>
 <i>nonr</i>
 <i>ap</i> </p> | <p> <i>rec-om-men-da-tion</i>
 <i>ap</i> </p> |
|--|---|

[107]

444 Transcription Quiz For you to supply: 5 commas—2 commas series, 1 comma introductory, 2 commas parenthetical; 1 missing word.

| | |
|-------------------------------------|--------------------|
| <p> <i>ap</i>
 <i>nonr</i> </p> | <p> <i>ap</i> </p> |
|-------------------------------------|--------------------|

[106]

LESSON 53

Developing Word-Building Power

445 WORD FAMILIES

-olve

1 *olve solveolve solveolve*

-son

2 *son personersonerson*

-ply

3 *ply supplyapply complyply*

Rec-

4 *recommendrecallreclaimreconsiderrecollect*

- 1 Solve, resolve, involve, dissolve, evolve, absolve.
- 2 Son, person, personal, Jackson, reasonable, comparison, season.
- 3 Reply, supply, apply, comply, oversupply, misapply.
- 4 Recommend, recall, reclaim, reconsider, recollect.

Building Transcription Skills

446 COMMON PREFIXES ■ ex-

ex- in a great many words, *ex* means *from, out, out of*.

exhaust To tire out; to run out of.

exceedingly Very; beyond the measure of.

exit A way out.

expand To spread out.

expense A paying out; cost.

exterior The outside of something.

expenditure That which is paid out or used up.

447

Business
Vocabulary
Builder

monotonous Repetitive; dull.

diligent Hardworking.

pharmacists Persons who prepare and dispense medicines.

Reading and
Writing Practice



448

En-ter-prises
coun-try's
as



[113]

conj

ap

phar-ma-cists

449



glam-our
if

tem-po-rary ser
 mo-not-o-nous intro
 choose
 rea-son-ably it
 col-ors
 [156]

450
 se-niors
 ex-penses
 ea-ger
 ap
 part-time
 hyphenated
 before noun
 nonr
 ser
 120 22 . - 6



453



I 22 9 4
 so 1) com pare
 of 100. 0 m
 19) ne u u
 E - . ver 2. 1
 2 1/2 of 60 2
 . 6) 1 1/2
 1 22. 6 7 1 6

law.yer's

i o u m - .
 100 1 3 1/2
 by 1/2 3 1/2
 as 100 1/2
 list 1/2 1/2
 100 1/2
 115-1188
 3 1 5 1/2
 100 1/2 [127]

454 Transcription Quiz For you to supply: 5 commas—3 commas parenthetical, 1 comma *if* clause, 1 comma *and* omitted; 1 missing word.

I 22 9 4
 so 1) com pare
 of 100. 0 m
 19) ne u u
 E - . ver 2. 1
 2 1/2 of 60 2
 . 6) 1 1/2
 1 22. 6 7 1 6

100 1 3 1/2
 by 1/2 3 1/2
 as 100 1/2
 list 1/2 1/2
 100 1/2
 115-1188
 3 1 5 1/2
 100 1/2 [123]

LESSON 54

Developing Word-Building Power

455 WORD BEGINNINGS AND ENDINGS

-ings

1 *ŋ* — *ɪŋ* *ɪŋ* *ɪŋ* *ɪŋ* *ɪŋ* *ɪŋ*

Im-, Em-

2 *f* *f* *f* *f* *f* *f*

Fur-

3 *ɪ* *ɪ* *ɪ* *ɪ* *ɪ* *ɪ* *ɪ* *ɪ*

Inter-

4 *r* *r* *r* *r* *r* *r* *r* *r*

- 1 Openings, mornings, Hastings, readings, clippings, feelings, sayings.
- 2 Impress, impressive, imperative, empire, embarrass, employment.
- 3 Furnish, furnishings, furniture, further, furthermore, furnace, furnaces, furlough.
- 4 Interest, interested, interview, interviewing, interference, internal, interior.

Building Transcription Skills

456 GRAMMAR CHECKUP ■ may, can

may Implies *permission* or *possibility*.

May I come for an interview?

can Implies *ability* or *power*.

I can do the work.

457

Business
Vocabulary
Builder

impressive Forceful.
dynamic Powerful.
alleviated Relieved.

Reading and
Writing Practice



458



459



as-sis-tant

Transcribe:
June 20

im-pres-sive

ap-ply-ing

[104]

dy-nam-ic

world's

af-fil-i-ated

em-braces
Ten-nes-see

Handwritten practice text in cursive script, including words like 'as-sis-tant', 'im-pres-sive', 'ap-ply-ing', 'dy-nam-ic', 'world's', 'af-fil-i-ated', and 'em-braces Ten-nes-see'. Includes circled letters and a 'Transcribe: June 20' section.

trav-el-ing

Handwritten cursive text for 'traveling' with annotations: 'nc', '30', and '[167]'.

460

well qual-i-fied
no noun,
no hyphen

Handwritten cursive text for 'well qualified' with annotations: 'ser', 'as', and 'conj'.

Intro

Handwritten cursive text for 'Intro' with annotations: '107' and a star symbol.

461

Handwritten cursive text for '461' with annotations: 'ser', 'ser', and '[57]'.

in-ter-views

462

Handwritten cursive text for '462' with annotations: 'sec-re-tary's' and a star symbol.

sec-re-tary's

Personnel
month's
further

per-son-nel

month's

fur-ther

ap-pre-ci-ate

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

Personnel
month's
further

per-son-nel

| | |
|---|---|
| <p>2000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> | <p>intro 1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> |
|---|---|

ca.pac.i.ties

465 Transcription Quiz For you to supply: 5 commas—2 commas apposition, 2 commas series, 1 comma conjunction; 2 missing words.

| | |
|---|---|
| <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> | <p>30- 1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> <p>1000 1000 = 2000</p> |
|---|---|

LESSON 55

Developing Word-Building Power

466 SHORTHAND VOCABULARY BUILDER

-rd

1 *ow e g il se r t e*

Contractions

2 *h n t w d i e*

Omission of Vowel Before -tion, Etc.

3 *h n o n o t n e*

Omission of Short U

4 *h n e f e r t*

- 1 Record, card, prepared, hardest, answered, standard, stared.
 2 Haven't, don't, wouldn't, doesn't, shouldn't, couldn't, hasn't, weren't.
 3 Conditional, commission, additional, station, admission, donation, omission.
 4 Much, comes, summary, budget, luncheon, rushed, done.

Building Transcription Skills

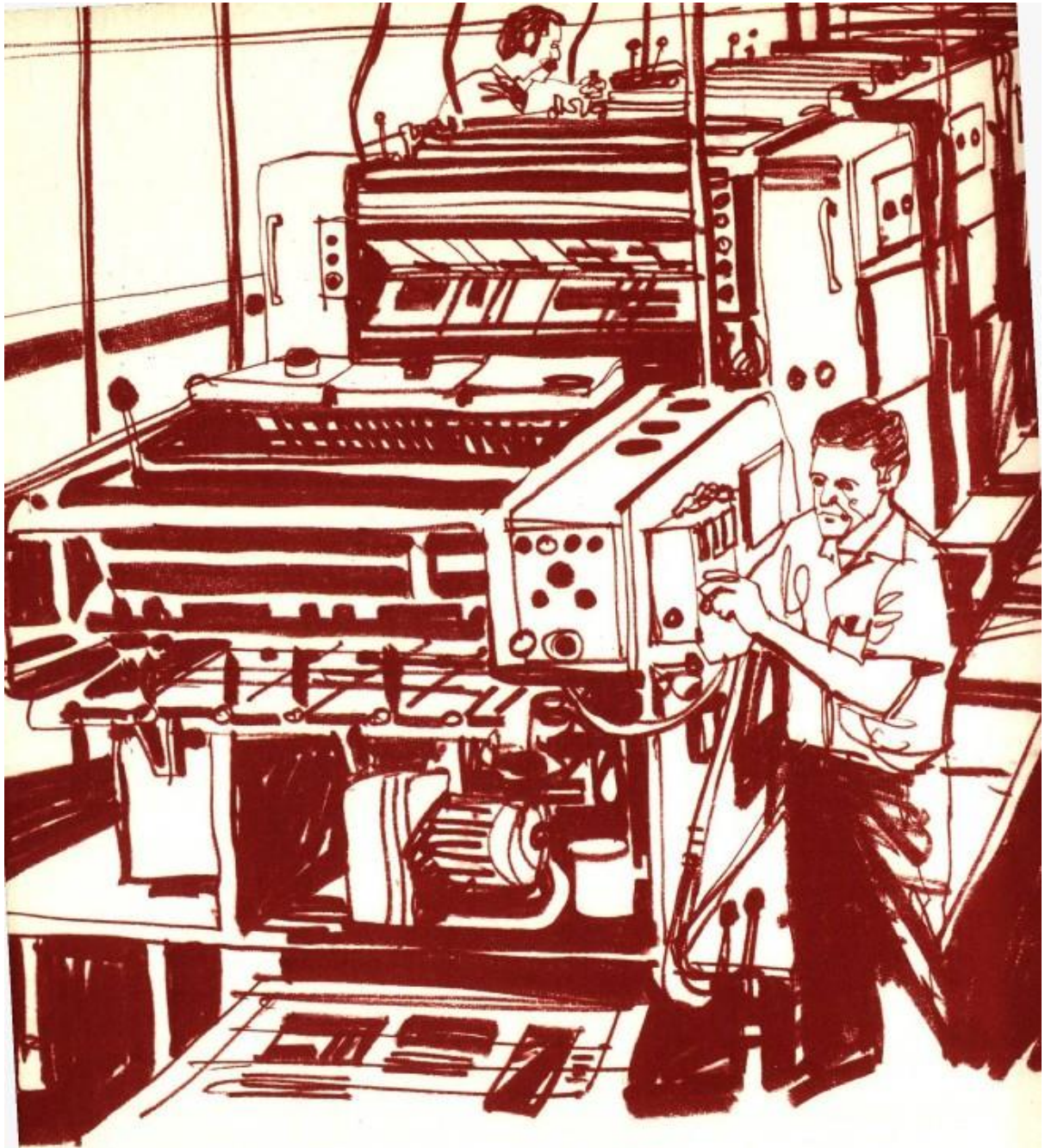
467

Business
Vocabulary
Builder

referral Source of information.

compilation Collection; listing.

inevitably Certainly.



12

Publishing

LESSON 56

Developing Word-Building Power

470 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|------|----------|------------|-----------|------------|---------------|
| 1 | s | speaking | speaker | st | stated | statement |
| 2 | sub | subjects | subjective | success | successful | unsuccessful |
| 3 | sug | suggests | suggestion | thank | thanks | thanked |
| 4 | tim | timely | untimed | under | undertake | underline |
| 5 | use | useful | user | value | values | invaluable |
| 6 | will | well | unwilling | willingly | were-year | years, yearly |

- 1 Speak, speaking, speaker; state, misstated, statement.
- 2 Subject, subjects, subjective; success, successful, unsuccessful.
- 3 Suggest, suggests, suggestion; thank, thanks, thanked.
- 4 Time, timely, untimed; under, undertake, underline.
- 5 Use, useful, user; value, values, invaluable.
- 6 Will-well, unwilling, willingly; were-year, years, yearly.

Building Transcription Skills

471

Business
Vocabulary
Builder

concise Brief.
electrifying Extremely exciting.
indispensable Necessary.

Reading and Writing Practice



472 Brief-Form Letter

To-day's
 - m h. n h r y
 rec-og-nized
 con-cise
 thor-ough-ly
 [127]

473

ar-ti-cle
 chil-dren's
 ar-ea
 Transcribe:
 December 1

2, 21, 2 20 }
12 5 6, 2 }
un / i z - 2 [141]

474



ac-cept

in 307 1 0.
con) 207 21-0
p 1 2 0 7 conj
26 0 2 2 2
h 1 2 1 0 0 0 0 0
y 6 2 2 2 = 2 a
2 2 2 2 1 0 2
2 2 2 2 [64]

475



gray

26 - 2 2 2
n 2 0 2 x 2 2 2

Bak-er's

se m 2 2 = 2
h 2 2 2 ap 2 2 2

Over-head

2 2 2 2 2 2 2 2

4 2 2 2 2 2 2
h 2 2 2 2 2
un = 2 2 2 2
2 - 2 2 2 2 2

2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2

2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2

2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2 [137]

476



2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2
2 2 2 2 2 2

| | | | |
|---------------|------|-------|-----------------|
| | par | | |
| Christ-mas | 25 | and o | elec-tri-fy-ing |
| ap-proach-ing | conj | | |
| Mys-tery | as | nc | |

[144]

477 Transcription Quiz For you to supply: 4 commas—1 comma introductory, 1 comma conjunction, 1 comma if clause, 1 comma parenthetical; 2 missing words.

| | |
|--|---|
| <p> The first part of the
 report was very
 interesting and
 showed how
 they were
 working on
 the new
 machine. </p> | <p> It was
 very
 interesting
 and
 showed
 how
 they
 were
 working
 on
 the
 new
 machine. </p> |
|--|---|

[121]

LESSON 57

Building Phrasing Skill

478 USEFUL BUSINESS-LETTER PHRASES

For

1 *for the for their for his for it for many*

Upon

2 *upon the upon which upon such upon this upon you upon the subject*

If

3 *if you if you are if you will if you can if we if we are if my if so if these*

Special Phrases

4 *Your order your orders as soon as as soon as possible of course of course it is let us to us*

- 1 For the, for the last, for their, for these, for whom, for his, for it, for many.
- 2 Upon the, upon which, upon such, upon this, upon you, upon the subject.
- 3 If you, if you are, if you will, if you can, if we, if we are, if my, if so, if these.
- 4 Your order, your orders, as soon as, as soon as possible, of course, of course it is, let us, to us.

479 GEOGRAPHICAL EXPRESSIONS

1 *Framingham, Nottingham, Buckingham, Lexington, Washington, Arlington.*

2 *Alabama, Alaska, Arizona, Arkansas, California, Colorado.*

- 1 Framingham, Nottingham, Buckingham, Lexington, Washington, Arlington.
- 2 Alabama, Alaska, Arizona, Arkansas, California, Colorado.

Building Transcription Skills

480 SIMILAR-WORDS DRILL ■ addition, edition

addition Something added.

i . o . d o r n s i

He will make a fine *addition* to our staff.

edition All copies of a publication printed at one time.

h e o e n s e d o z i

I hope you will print my article in the next *edition* of the newspaper.

481

Business
Vocabulary
Builder

foresee Look into the future.

integrity Complete honesty.

improper Not appropriate.

refuting Challenging; contradicting.

Reading and Writing Practice



482 Phrase Letter

Transcribe:
No. 1302 1302

mod-el

h e o e n s e d o z i | *h e o e n s e d o z i* conj

h e o e n s e d o z i | *h e o e n s e d o z i* for-see

h e o e n s e d o z i | *h e o e n s e d o z i* as

h e o e n s e d o z i | *h e o e n s e d o z i* par

Handwritten cursive notes on the left side of the page, including the number [122] at the bottom.

484



Handwritten cursive notes on the right side of the page, starting with the number 484.

483



Handwritten cursive notes on the left side of the page, including the number 483.

Handwritten cursive notes on the right side of the page, including the number 483.

ap-pre-ci-ate

par

Handwritten cursive notes on the left side of the page, including the word 'ap-pre-ci-ate' and 'par'.

Handwritten cursive notes on the right side of the page, including the word 'par'.

ques-tion-naire

Handwritten cursive notes on the left side of the page, including the word 'ques-tion-naire'.

Handwritten cursive notes on the right side of the page, including the word 'ques-tion-naire'.

[101]

[135]

485



stud.ied

well-or-ga-nized
hyphenated
before noun

22 2 2 2 2
 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 [80]

1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100
 [121]

486



child's

1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

487



prof-it.ed

1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

us-ers

② } of → my

the / who / 2nd

well-known
hyphenated
before noun

③ } of → my

nc
the / who / 2nd

suit

④ } of → my

intro
the / who / 2nd

[140]

488 Transcription Quiz For you to supply: 3 commas—2 commas parenthetical, 1 comma conjunction; 2 missing words.

the / who / 2nd

nc
the / who / 2nd

[116]

LESSON 58

Developing Word-Building Power

489 WORD FAMILIES

-book

1 *book, handbook, textbook, passbook, yearbook, pocketbook, booklet*

Comm-

2 *comments, committee, community, communication, commercial*

-ial

3 *editorial, material, secretarial, managerial, pictorial*

-ct

4 *inspect, defect, expect, project, respect, aspect, prospect*

1 Book, handbook, textbook, passbook, yearbook, pocketbook, booklet.

2 Comments, committee, community, communication, commercial.

3 Editorial, material, secretarial, managerial, pictorial.

4 Inspect, defect, expect, project, respect, aspect, prospect.

Building Transcription Skills

490 SPELLING FAMILIES ■ -ance, -ence

Words Ending in -ance

guid-ance

as-sur-ance

ac-cor-dance


as-sis-tance


ac-cep-tance

al-low-ance

| | | |
|------------------------------|---------------------|---------------------|
| per-for-mance | clear-ance | sub-stance |
| Words Ending in -ence | | |
| con-fi-dence | ab-sence | pref-er-ence |
| ref-er-ence | si-lence | ev-i-dence |
| con-fer-ence | neg-li-gence | com-mence |

- 491** Business Vocabulary Builder
- aspects** Phases; viewpoints.
 - defective** Improperly constructed.
 - exhaustive** Considering all possibilities.

Reading and Writing Practice 

492 

sec-re-tar-i-al

as-sis-tance

guid-ance

conj


Intro

Handwritten notes for 492 include: "the secretary", "the assistance", "the guidance", "the conjunction", "the introduction".

con-fer-ence

Handwritten notes for 492 include: "the conference", "the secretary", "the assistance", "the guidance", "the conjunction", "the introduction".

Handwritten notes for 492 include: "the secretary", "the assistance", "the guidance", "the conjunction", "the introduction".

493 

ref-er-ence

Handwritten notes for 493 include: "the reference", "the secretary", "the assistance", "the guidance", "the conjunction", "the introduction".

re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al

re-me-di-al

par

re-me-di-al

[130]

496



re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al
re-me-di-al

ap

book-let's
book-let's
book-let's
book-let's
book-let's
book-let's
book-let's
book-let's
book-let's
book-let's

book-let's

nonr

par

ap-peal

am-bi-tious

wheth-er

So, and by [181]

497



It is: on the
side of the
book-store
and the
in my
of the

by the
of the
in the
of the
of the
of the
of the
of the [92]

498 Transcription Quiz For you to supply: 6 commas—1 comma as clause, 2 commas apposition, 1 comma conjunction, 1 comma when clause, 1 comma if clause; 2 missing words.

and the
of the
of the
of the
of the
of the
of the

of the
of the
of the
of the
of the
of the
of the [99]

LESSON 59

Developing Word-Building Power

499 WORD ENDINGS

-rity

1 *priority, popularity, sincerity, majority, familiarity, similarity*

-lity, -lty

2 *quality, personality, locality, faculty, penalty, royalty*

-ification

3 *specifications, modification, justification, identification, verification, classification, notification*

-gram

4 *program, monogram, radiogram, programmer, programmed*

1 Priority, popularity, sincerity, majority, familiarity, similarity.

2 Quality, personality, locality, faculty, penalty, royalty.

3 Specifications, modification, justification, identification, verification, classification, notification.

4 Program, monogram, radiogram, programmer, programmed.

Building Transcription Skills

500 GRAMMAR CHECKUP ■ either, or; neither, nor

The correlative conjunctions *either-or*, *neither-nor* are usually used in pairs. Do not mix the members of the pairs by using *or* with *neither* or *nor* with *either*.

I must do the work either today or tomorrow.

Neither Jane nor Alice is here.

501

Business
Vocabulary
Builder

backlog A reserve supply.

artwork Such items as pictures, graphs, maps, etc.

formerly At a time in the past. (Do not confuse with *formally*, which means in a stately, grand, or formal manner.)

Reading and
Writing Practice



502

e p u e r 3 2.
 . z u e y t
 "v i e u - / b"
 { n o 9 y n
 h e p i v b
 z y u 2 b 3
 h u v t r a p
 e y e f . t r u v
 h u n i p a r 9 2
 h u b u s t e
 h 2 u a h 1 g
 o l a i j y t
 1 9 3 > . h e f .

To-day's

ap

conj

as

time-li-ness

sched-ul-ing

pri-or-i-ty

yours

y u d v f
 h u 2 2 0 m
 o p e i e
 z u m u e b
 p r e g e i e
 9 e - s [154]

fac-ul-ty

intro

[154]

503

h u f t
 h e i i b z
 o b l . 2 2
 u e b e
 . i u 1 /
 r y i b z
 2 . 0 i d 2
 1 e e , / .

past due
no noun,
no hyphen

over-sight

2 2 1 1 .
 2 2 2 6 1 4,
 off 1 1 1 9 nc
 s e p . o o o
 rec.i.pes e e y / -
 - m 3 / 2 2
 stretch { m intro 2 2
 w r e . 2 2
 u i o 2 - 2 [106]

m 4 p 1 2
 m 7 7 1 2 3 4
 - 1 1 2 3 - 6
 ce . v 1 1 2
 conj
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2
 [106]

Transcribe:
 \$4
 \$7

504



L P o y . r
 1 7 2 2 e 2
 2 2 0 2 2 2
 Transcribe:
 December 2
 as
 2 2 2 2 2 2
 sub-scrip-tion
 Transcribe:
 1405
 88202
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2

505



2 2 2 2 2 2
 sup.plies
 2 2 2 2 2 2
 2 2 2 2 2 2
 ser
 jour-nals
 ac-quist
 2 2 2 2 2 2
 intro
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2
 2 2 2 2 2 2

post-age-paid
hyphenated
before noun

Intro
[118]

sep-a-rate-ly

5. 22 (120)

506



edi-tion

De-vel-op-ment

ap
[118]

507



par

intro
on trust

W. N. L. # 2 2 | 8 2 2 2
 n p y 0 C | 9 2 2 y. 2 [106]

508 Transcription Quiz For you to supply: 6 commas—4 commas series, 1 comma apposition, 1 comma *if* clause; 1 missing word.

L I h r o | u M p h 2
 n e . 2 d o u n | 1 3 1 2
 0 2 2 7 . 6 | (2 2 1040 .
 e r p i . n . | 2 i 9 n d y
 f e y | e . | 2 2 2 2
 2 . 2 | 2 2 2 | 2 2 2 2
 d M r . y u c | 2 2 2 2 y
 l e - 2 2 y | 2 2 2 2 [123]

■ *In keeping with the increased pace of business, the executive finds that he no longer has time to attend to much of his own detail work. He must now depend on his secretary to take care of many important matters that he formerly handled. He wants a truly competent and responsible assistant. If you can meet these requirements, many a harried executive will be eager and ready to roll out the red carpet for you—wall to wall!*

LESSON 60

Developing Word-Building Power

509 SHORTHAND VOCABULARY BUILDER

-ng

1 *bring wrong angle lengthy longingly belong*

-ngk

2 *frank inkling drink distinctive succinct functional*

Ted, Etc.

3 *adapted created creditor debtor detail deduct*

Dem, Tem

4 *damage demand customer system contemplate medium seldom*

- 1 Bring, wrong, angle, lengthy, longingly, belong.
- 2 Frank, inkling, drink, distinctive, succinct, functional.
- 3 Adapted, created, creditor, debtor, detail, deduct.
- 4 Damage, demand, customer, system, contemplate, medium, seldom.

Building Transcription Skills

510

Business
Vocabulary
Builder

inducing Persuading; convincing.

patronage The trade of customers.

grievances Complaints.

litigation Legal action.

Reading and Writing Practice



511 The Business Letter and Collections

de.lin-quent
 up to date
 no noun,
 no hyphen
 whole
 Each company

vari-a-tion
 conj
 ser
 lat-ter
 ser
 self-in-ter-est
 col-lec-tion
 fre-quent-ly
 when
 stunt

fac-tors

to by. n. p. u. a
b. r. e. c. o. m.
o. f. l. e. t. t. e. r.
r. e. l. a. t. i. o. n.
o. f. c. o. o. r. d. i. n. a. t. i. o. n.

debt-or

em-bar-rass

h. y. p. o. t. e. t. i. c.
i. n. t. r. o. d. u. c. t. i. o. n.
w. h. e. n
b. y. r. e. f. e. r. e. n. c. e.
w. h. e. n

em-bar-rass
w. i. t. h. e. l. p. o. f.
[323]



512 The Business Letter and Adjustments

dis-cour-te-ous

u. n. c. o. u. r. t. e. o. u. s.
l. a. t. e. r. o. n.
d. i. s. c. o. u. r. t. e. o. u. s.
s. e. r. v. i. c. e.

h. o. u. r. i. n. g.
h. i. n. t. e. n. t.
p. a. r. t. i. c. l. e.
u. n. f. a. i. r. l. y.
d. e. b. t. o. r.
c. o. u. r. t. e. o. u. s.
i. n. t. r. o. d. u. c. t. i. o. n.
w. h. e. n
b. y. r. e. f. e. r. e. n. c. e.
w. h. e. n

griev-ances

fair-ly

It is

u. n. c. o. u. r. t. e. o. u. s.
l. a. t. e. r. o. n.
d. i. s. c. o. u. r. t. e. o. u. s.
s. e. r. v. i. c. e.
p. a. r. t. i. c. l. e.
u. n. f. a. i. r. l. y.
d. e. b. t. o. r.
c. o. u. r. t. e. o. u. s.
i. n. t. r. o. d. u. c. t. i. o. n.
w. h. e. n
b. y. r. e. f. e. r. e. n. c. e.
w. h. e. n

sym-pa-thize

par

Handwritten cursive notes, possibly including the words "promptly" and "when".

promptly

when

[82]

up to date
no noun,
no hyphen

em-bar-rass-ment

cus-tom-er's

[233]

LETTER

514



Handwritten cursive notes for the word "letter", including variations and a circled 'a'.



513 The Sales Letter

Handwritten cursive notes for the word "sales letter", including variations and a circled 'a'.

Handwritten cursive notes for the word "leather-bound", including variations and a circled 'a'. Includes the number 850 and 660.

leath-er-bound
hyphenated
before noun

loose-leaf
hyphenated
before noun

DICTATION IN THE OFFICE

At this stage of your shorthand progress you have read and written many thousands of words. You have also taken thousands of words of dictation on familiar material as well as new material. Consequently, your shorthand skill has grown considerably—probably much more than you realize. You could now take dictation in a business office, provided the dictation was not too fast or too difficult.

Until now, your study of shorthand has been carefully controlled. The dictation has been given under ideal conditions. It has been given smoothly and evenly because your skill develops best in that way. Most of the dictation you have taken has been timed, enabling you to progress easily

from one level to the next. The timing has also made measurement of your skill possible.

You will find, however, that taking dictation in an office is quite different from taking dictation in the classroom.

OFFICE-STYLE DICTATION

Your employer is not concerned with the development of your shorthand speed. He assumes that you have adequate skill the first day that you report for work. In order to keep up with the dictation, it is very important for you to develop your shorthand speed to the highest possible level.

The businessman will not always dictate smoothly and evenly. Depending on the flow of his thoughts, his dictation will be slow at times and very fast at other times. Your responsibility as a stenographer will be to keep up with the dictation regardless of the speed. It is essential that you have a reserve which will enable you to take even the fastest dictation. You will quickly become accustomed to office-style dictation if you have sufficient speed. The more speed you possess, the easier office-style dictation will be for you.

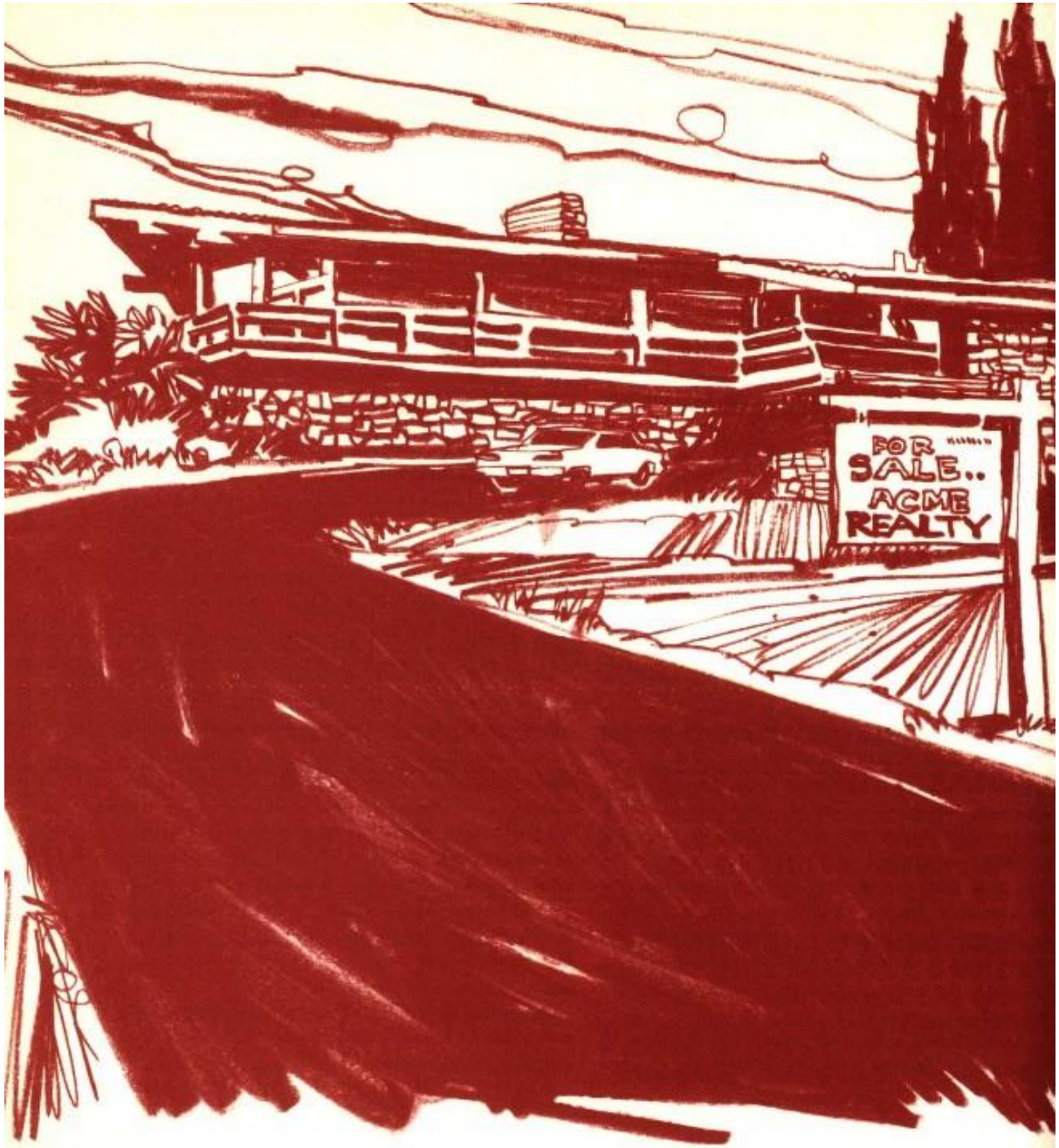
Sometimes a businessman will decide to change a sentence while he is dictating or after

he has finished dictating. At other times he may ask that you take out a word, a sentence, or an entire paragraph. After the dictation has been completed, he may ask that a word or more be inserted or transposed. And the dictation will never be timed! This type of dictation is normal in every business office, and the stenographer must learn to make changes in her notes easily and quickly.

In order to help you learn to take office-style dictation, beginning with Lesson 61—and in the first lesson of each chapter thereafter—you will study some of the problems you will meet when you take dictation in a business office.

You will learn how to make short deletions during dictation and after the dictation has been completed. You will learn the easiest way to make insertions in your shorthand notes in case the dictator wants to add something after he has finished dictating a sentence. You will also learn the most efficient way to restore words, phrases, or sentences to your shorthand notes if the dictator decides to put back something he has told you to delete. You will also learn the best way to handle both short and long transpositions if the dictator decides to change the order of words, phrases, or sentences.

By following the instructions given in the lesson, you will soon be able to take and transcribe office-style dictation efficiently and accurately.



13 Real Estate

61

LESSON

Developing Word-Building Power

515 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|---|-----|----|----|----|----|
| 1 | v | if | o | of | re | re |
| 2 | e | eg | ol | r | 3 | 3 |
| 3 | n | n | n | n | 3 | 3 |
| 4 | w | wel | wo | l | l | l |
| 5 | s | s | s | l | l | l |
| 6 | r | r | r | re | l | l |

- 1 What, whatever; when, whenever; recognize, recognition.
- 2 Where, wherever, anywhere; wish, wishes, wishful.
- 3 Work, working, worker; world, worldly, worlds.
- 4 Worth, worthless, worthy; subject, subjected, subjective.
- 5 Short, shortly, shorten; object, objected, objective.
- 6 State, states; street, streets; value, valuable.

Building Transcription Skills

516

Business
Vocabulary
Builder

tract Area of land.

authorization Official permission.

untoward Adverse; unlucky.

Reading and Writing Practice



517 Brief-Form Letter

Transcribe: \$24,000

Handwritten cursive text for exercise 517, including phrases like '24/2', 'intro', 'as', 'ur.gent', and 'ap'.

ac-cept

Chi-ca-go

ur.gent

[120]

518



Transcribe: March 19 9 a.m.

Handwritten cursive text for exercise 518, including phrases like 'ap', 'nonr', 'intro', 'par', and 'de.vel.op'.

tract

de.vel.op

site

03 2) 9 ab, d
 n, re when
 y w t 2 u
 d i e 2 l y e s
) i n d l y
 x / 9 m t 2 x
 h 2 " c e m o r
 (. h [162]

520



(e n d , . y
 v s t 9 l y)
 e s t i n i - 9
 n t i v u b
 e s t e l > 9
 w d " 9 2 b .
 e s t e r v u

sep-a-rate

519



con-fer-ence

(a r k u s
 b o r n e y
 e m r d e
 a p h 8 t
 2 e r
 p a r
 9 6 m e a p
 h 15 . n e o i y

con-trary

r n e Intro
 2 b . 2
 h . 2 [62]

15

au-tho-ri-za-tion

2 y n o b (h
 15 " 2 e m e s
 e s t i y e h e
 1 . 2 . p h y s t
 o m p l e Intro
 n e i f - r e f > }
 o 3 e . i v " II
 e s t - 1 0 . 2
 [110]

un-to-ward

touch

521



(r e n o u p o

| | |
|---|---|
| <p> <i>ap</i>
 <i>intro</i>
 <i>nc</i> <i>intro</i>
 <i>all-day</i>
 <i>hyphenated</i>
 <i>before noun</i> </p> | <p> <i>ap-pointment</i>
 <i>when</i> </p> |
|---|---|

522 Transcription Quiz Up to this point, you have been told the type of punctuation that was necessary to punctuate each Transcription Quiz correctly. You have also been told how many missing words you were to supply. Beginning with this lesson, it will be necessary for you to determine without any guidance which marks of punctuation are necessary and what words are missing.

| | |
|---|---|
| <p> <i>2 - e 2 7</i>
 <i>2 n k 2 3 7</i>
 <i>e - o n -</i>
 <i>ny ow r 6 n</i>
 <i>3 3 w e . e y</i>
 <i>by en 6 7 0</i> </p> | <p> <i>ny 6 u . e</i>
 <i>ny 1 6 w 7 2</i>
 <i>w . 1 3 7</i>
 <i>e 7 2 6 6</i>
 <i>o w o e e e y</i>
 <i>m 1 n y 6 1 2</i> </p> |
|---|---|

[82]

■ *The secretary with an eye to the future takes her responsibilities seriously and gives her best to every assignment.*

62

LESSON

Building Phrasing Skill

524 USEFUL BUSINESS-LETTER PHRASES

Thank

1 *Thank you, thank you for, thank you for your, thank you for your order, thank you for this, to thank you for, I thank you, we thank you.*

Each

2 *Each one, each month, each other, each morning, each time, each day, each night.*

For

3 *For me, for myself, for ourselves, for themselves, for yourself, for its, for the.*

Omission of Words in Phrases

4 *One or two, two or three, three or four, one of the, some of these, none of them, many of the.*

- 1 Thank you, thank you for, thank you for your, thank you for your order, thank you for this, to thank you for, I thank you, we thank you.
- 2 Each one, each month, each other, each morning, each time, each day, each night.
- 3 For me, for myself, for ourselves, for themselves, for yourself, for its, for the.
- 4 One or two, two or three, three or four, one of the, some of these, none of them, many of the.

525 GEOGRAPHICAL EXPRESSIONS

1 *Philadelphia, Medford, Billings, Madison, Boise, Pierre.*

2 *Georgia, Montana, Connecticut, Delaware, Florida, Hawaii, California.*

- 1 Philadelphia, Medford, Billings, Madison, Boise, Pierre.
- 2 Georgia, Montana, Connecticut, Delaware, Florida, Hawaii, California.

Building Transcription Skills

526 SIMILAR-WORDS DRILL ■ hole, whole

hole An opening.

h o l e

There is a *hole* in the floor.

whole Entire.

w h o l e

The *whole* job is done.

527 Business Vocabulary Builder

vibrating Shaking; quivering.

thermostat Device to regulate heat.

hazardous Dangerous.

Reading and Writing Practice



528 Phrase Letter

ar ea

h o l e
h o l e
h o l e
h o l e
h o l e
h o l e
h o l e
h o l e

h o l e
h o l e
h o l e
h o l e
h o l e
h o l e
h o l e
h o l e

529

past

Handwritten cursive notes for 'past' including 'as' and circled numbers.

Handwritten cursive notes for 'past' including '44' and 'no'.

whole

Handwritten cursive notes for 'whole' including 'Intro' and circled numbers.

Handwritten cursive notes for 'whole' including 'oc.cu.pan.cj'.

im-me-di-ate

Handwritten cursive notes for 'im-me-di-ate' including '4' and 'as'.

Handwritten cursive notes for 'im-me-di-ate' including 'as' and circled numbers.

gauge

Handwritten cursive notes for 'gauge' including circled numbers 1, 2, 3, 4.

Handwritten cursive notes for 'gauge' including 'ai.ways'.

vi-brat-ing

Handwritten cursive notes for 'vi-brat-ing' including circled numbers 1, 2, 3, 4.

Handwritten cursive notes for 'vi-brat-ing' including 'nc' and 'Intro'.

hole

Handwritten cursive notes for 'hole'.

Handwritten cursive notes for 'hole' including '[103]'.

haz-ard-ous

Handwritten cursive notes for 'haz-ard-ous' including '[114]'.

Handwritten cursive notes for 'haz-ard-ous' including a star symbol and 'trans-ferred com.pa.ny's'.

530

Handwritten cursive notes for '530' including a star symbol.

Handwritten cursive notes for '531' including a star symbol and 'con]'.

do 10 cam
n b e → ap
he 10 1 of G
1 2 3 4
2 6 . i 6 6
u 7 m . 2 eg
1 2 3 10
N 2 6 . 2 (78)

Transcribe:
10 a.m.

532

h 1 2 3 4
x y ap
o h - t . n
w 1 y 1 x m
d . 6 . 1)
e a 9 170 .
n d n t . o
v 2 . 1 9 y ,

swim-ming

- x y m 2 9
p 1 2 3 4 5

well trained
hyphenated
before noun
he N >
n o s u r
o 3 2 . m .
1 161-1188
1 2 . m [101]

533

2 6 9 2 3 4
y a h e r o 2
n 2 6 0 6 y . 1
o 2 3 4 5 6
v . n 2 3 4 5 6
o 2 3 4 5 6
d o 2 3 4 5 6
6 7 8 9 10
6 = 6 7 8 9 10
2 3 4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10

par

fore-casts

The ... ^{intro} (98) ... ^{intro} ...

534



... ^{intro} ... ^{intro} ... ^{intro} ... (74)

things

535 Transcription Quiz Supply the necessary punctuation and missing word.

... ^{intro} ... ^{intro} ... ^{intro} ... (115)

63

LESSON

Developing Word-Building Power

536 WORD FAMILIES

-room

1 *for for less us us*

-per

2 *paper paper draper sharper upper shopkeeper proper*

-ually

3 *actually mutually punctually annually individually equally*

-sist

4 *assist insist resist consist persist desist pharmacist*

- 1 Bedroom, bathroom, playroom, showroom, washroom.
- 2 Paper, bookkeeper, Draper, sharper, upper, shopkeeper, proper.
- 3 Actually, mutually, punctually, annually, individually, equally.
- 4 Assist, insist, resist, consist, persist, desist, pharmacist.

Building Transcription Skills

537 SPELLING FAMILIES ■ ie, ei

One of the most troublesome letter combinations in the English language is the *ie, ei* pair. A few basic rules cover most of the words in which these letters appear.

1 i comes before e:

con-ve-nient

niece

friend

piece

chief

be-lieve

2 except

(a) after c:

re-ceive

re-ceipt

de-ceive

(b) when the combination has the sound of a:

eight

heir

neigh-bor

But, unfortunately, there are some exceptions:

ei-ther

ef-fi-cient

lei-sure

Watch for the *ie, ei* combinations in the Reading and Writing Practice.

538

Business
Vocabulary
Builder

appropriate (*adjective*) Satisfactory.

punctually Exactly on time.

pros and cons Reasons for and against.

Reading and
Writing Practice



539



Handwritten practice for 539, including words like 'appropriate', 'punctually', and 'pros and cons' written in cursive.

ap-pre-ci-ate

de-scrip-tive

Handwritten practice for 539, including words like 'appropriate', 'punctually', and 'pros and cons' written in cursive.



540

Handwritten practice for 540, including words like 'appropriate', 'punctually', and 'pros and cons' written in cursive.

book-keep-er

Reed's

Handwritten cursive text on the left side of the page, starting with 'The first one' and continuing down to 'in the year 1870'.

em.ploy.ees

Handwritten cursive text on the left side of the page, starting with 'The second one' and continuing down to 'in the year 1870'.

Handwritten cursive text on the right side of the page, starting with 'The first one' and continuing down to 'in the year 1870'.

Transcribe: \$225

ser

be.lieve

[138]



541

par

nc

intro

un-like-ly

un-like-ly [157]

un-like-ly [121]

542



un-like-ly as

un-like-ly

piece

un-like-ly

un-like-ly

un-like-ly

un-like-ly

un-like-ly

pros
cons

un-like-ly intro

un-like-ly

un-like-ly

un-like-ly (45)

un-like-ly (5)

un-like-ly - 40

un-like-ly

un-like-ly II

punc-tu-al-ly

un-like-ly 100

543



un-like-ly ap

un-like-ly

un-like-ly

un-like-ly

un-like-ly

un-like-ly

un-like-ly intro

un-like-ly

un-like-ly

un-like-ly

un-like-ly (70)

es-sen-tial

544



un-like-ly

un-like-ly oc-cu-pan-cy

un-like-ly 20

| | | |
|-----------------|--|--|
| | o n g . i - r e a 2 1 . y e r > n | |
| | by ^{when} ① n o . y - i , e s i g . n | |
| gra-cious | 3 5 y i - t r e d y 1 r e d y 1 e o r i | |
| acres | 3 5 o i u e d y i e p e r b 7 1 . | |
| | n y 1 2 . h e ser ① 5 e t o . y u | |
| | u ① 1 - e e s i n t r o ① s y n | |
| rec-re-ation-al | e d i d 2 1 679-8900 . h [113] | |

545 Transcription Quiz Supply the necessary punctuation and the missing word.

| | |
|--|--|
| <p> 1. The
 2. The
 3. The
 4. The
 5. The
 6. The
 7. The
 8. The
 9. The
 10. The </p> | <p> 1. The
 2. The
 3. The
 4. The
 5. The
 6. The
 7. The
 8. The
 9. The
 10. The </p> |
|--|--|

Placing Short Letters by Judgment

When you become a stenographer, you will, of course, be expected to take dictation and transcribe it accurately and rapidly. You will be expected to spell all words correctly and to supply proper punctuation.

You will, in addition, be expected to place each letter attractively on the letterhead so that the appearance of the letter will make a good impression on the person to whom it is addressed.

Experienced stenographers acquire the knack of placing letters by judgment; they do not use a placement scale. They glance at their notes and decide that the left-hand margin should be "about here" and the right-hand margin "about there"—and produce letters that are pleasing to the eye.

Most of the average businessman's dictation consists of short letters—letters of approximately 100 words. The suggestions given below will help you acquire the knack of placing short letters by judgment.

On page 347 you will find Letter No. 17 of *Gregg Shorthand for Colleges, Volume Two*—a short letter—as it was written in shorthand by an experienced stenographer and the transcript she produced. Notice that the shorthand for this letter required a little more than half a column in her notebook.

Make a shorthand copy of Letter No. 17 and determine how much space this short letter requires in your shorthand notebook. If your notes are small, they may require less space than the notes on page 347; if they are large, they may require more space.

Whenever your notes for a dictated letter require approximately the same space in your notebook that they require for Letter No. 17, here is what you should do to place the letter attractively on the letterhead, assuming that your machine has elite—small—type:

- 1 Set your margin stops about two inches at the left and two inches at the right.
- 2 Insert your paper or stationery pack and type the date two lines below the last line of the letterhead.
- 3 Start the inside address about 4 inches from the top of the paper. (About 3½ inches from the top if your machine has pica—large—type.)
- 4 Then transcribe the body of the letter.

If you follow these suggestions for placing a short letter of approximately 100 words, you will always produce letters that will make a good first impression on the reader.

CONNECTICUT STATE COLLEGE

EASTFORD, CONNECTICUT 06242

July 1, 1937

Miss Janet Weber
753 Main Avenue
New Haven, Connecticut 06511

Dear Miss Weber:

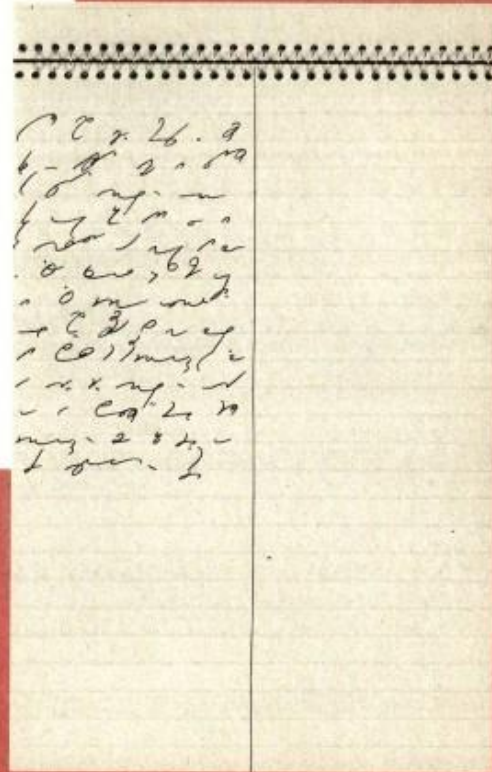
We think you have made a wise choice in deciding to further your education by attending college. More jobs will be open to you when you graduate, and you will be able to earn a higher salary.

After reviewing your high school records, Miss Weber, we find that you are eligible to apply for several scholarships here at Connecticut State College. Enclosed are the application forms for these scholarships. We are also sending you our general catalog.

Very sincerely yours,

Joseph R. Davis
Joseph E. Davis
Registrar

JRD:DG



LESSON 64

Developing Word-Building Power

546 WORD ENDINGS

-ingly

1 *Exceedingly, unhesitatingly, appealingly, entertainingly, overwhelmingly, willingly.*

-ily

2 *Family, easily, readily, temporarily, steadily, heavily, heartily.*

-ment

3 *Development, elementary, basement, assessments, temperament, moment.*

-burg

4 *Pittsburgh, Plattsburg, Petersburg, Gettysburg, Greensburg, Williamsburg, Newburgh.*

1 Exceedingly, unhesitatingly, appealingly, entertainingly, overwhelmingly, willingly.

2 Family, easily, readily, temporarily, steadily, heavily, heartily.

3 Development, elementary, basement, assessments, temperament, moment.

4 Pittsburgh, Plattsburg, Petersburg, Gettysburg, Greensburg, Williamsburg, Newburgh.

Building Transcription Skills

547 COMMON PREFIXES ■ im-

im- not

immobile Not movable; fixed.

impassable Not passable; inaccessible.

impossible Not possible; not capable of occurring.

impolite Not polite; rude.

immature Not mature; undeveloped.

548

Business
Vocabulary
Builder

realty Real estate; property.

converted changed over; remade.

mart Store; market.

unhesitatingly Promptly.

Reading and
Writing Practice



549

le-al-ty
leagues
ser
nonr
conj

le-al-ty

leagues

r.eas




[97]


550

ap
rec-om-mend



ce m or (ry 2. ce m or ^{ser} el.e.me.ta.ry
 sat-is-fac-to-ry 4 l or 2. om
 [90]

551 
 ce m or 16
 de n t or
 ce m or 2
 ce m or
 [146]

ide-al ^{conj} 1 2
 552 
 ce m or 16
 ce m or 2
 ce m or 15
 [56]

200 / 9. — a d d

[145]



555

transferred

Handwritten cursive text on the left side of the top section, including the word "transferred" written in red.

Handwritten cursive text on the right side of the top section, including the word "when" written in red.

man's

[84]

556 Transcription Quiz Supply the necessary punctuation and the missing words.

Handwritten cursive text on the left side of the bottom section, intended for transcription.

Handwritten cursive text on the right side of the bottom section, intended for transcription.

[118]

65

LESSON

Developing Word-Building Power

557 SHORTHAND VOCABULARY BUILDER

ī

1 *sy dercy b r ca*
Ow

2 *o eol ro eo eo o*
Ēa, ĩa

3 *o eoy G eo f*
Tern, Term, Etc.

4 *se e go e t e*

- 1 Simplify, familiarize, provide, buyer, decide, price.
- 2 House, around, ground, surround, allow, town.
- 3 Area, create, negotiate, appreciated, brilliant, initiate.
- 4 Pattern, turn, attorney, term, determine, terminal.

Building Transcription Skills

558

Business
Vocabulary
Builder

familiarize To acquaint.

reputable Of good reputation; respected.

negotiations Business transactions.

too

u say, by a
u say "u
is" r a one to
3. say i - -
e l > o n n
s b when
2 say / o r my
di. d o h.
p. t & e
60' (33) my h b >

when
i r u e n k
ing (g.)
res / u. o r
b b k > h
i o n d. i
p q) y d con
b o e y ca. intro
y n r b
y u b. [385]

am-ple

plan-ning

560 Selling a Home



kitch-en

It is
ey / u ca v
b. u r u u b
2 x B i q y j
2 n e x
2 r o - b e x -
r. e b (33) b u
h e u b n y x > o
l m i. n y u

y k - o u
p (d o b u
e. e. n. y. d
h y conj
e g o n. n. y
" r o u i " p v
h u o n d o b y
u e. . 33 > d u intro
r v r o o y

enough

ne-go-ti-a-tions
-our
x

You can

com.pa.ra.ble
com.pet.i.tive

par
intro

top-notch
hyphenated
before noun

and o

ser
ga-rage

If you have

conj

if

intro
le-gal

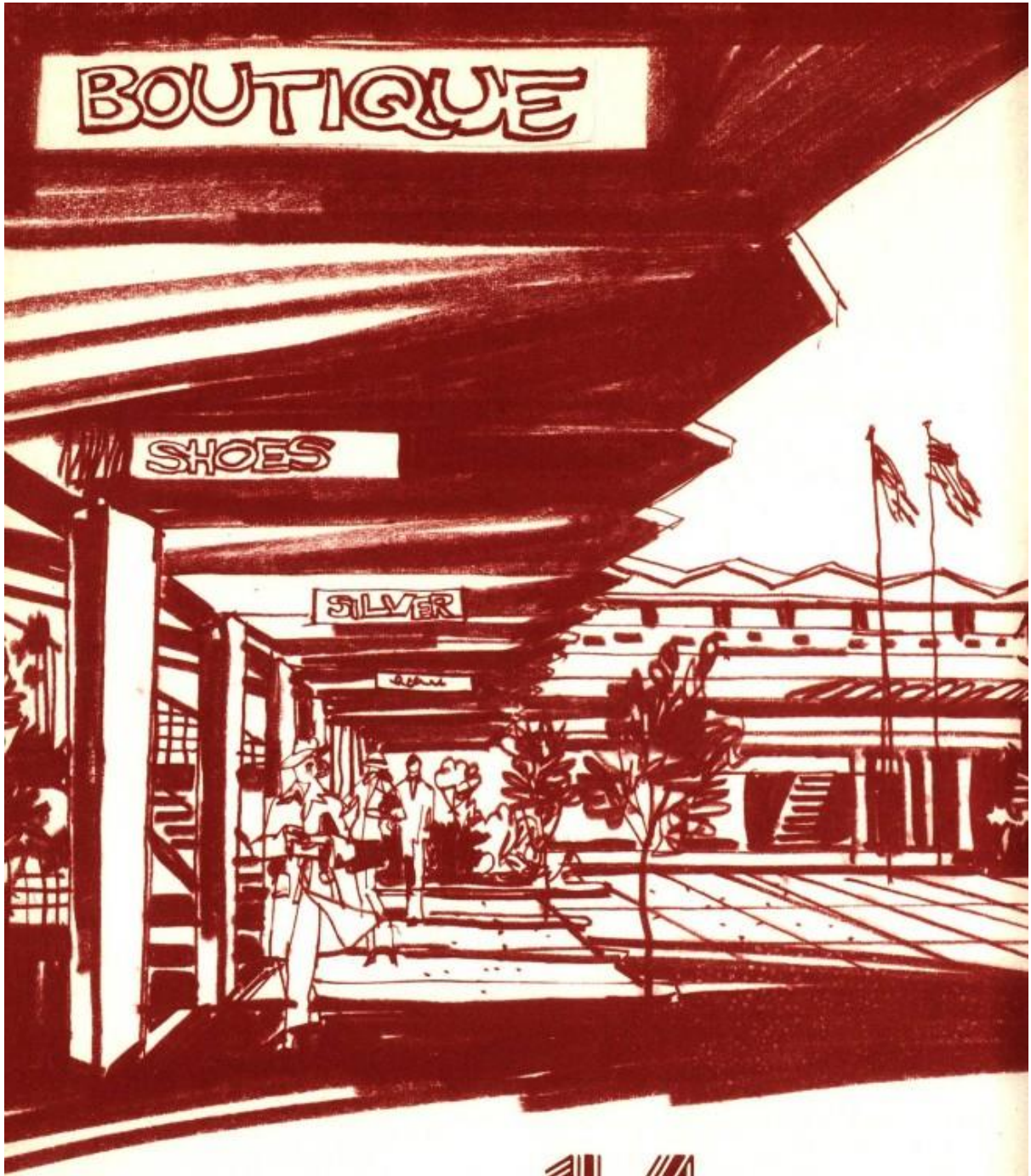
at.tor.ney. *at.tor.ney*
 buy.er *buy.er*
 [331]

LETTER

561



sev.er.ing *sev.er.ing*
 Lei.sure *Lei.sure*
 nonr *nonr*
 Intro *Intro*
 [142]



14

Retailing

66

LESSON

Developing Word-Building Power

562 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Acknowledge, acknowledged, acknowledgment; recognize, recognition, recognized.
- 2 Advantage, advantages, advantageous; newspaper, newspaperman, newspapermen.
- 3 Advertise, advertised, advertisement; responsible, responsibility, responsibilities.
- 4 After, afternoon, afterward; experience, experienced, inexperienced.
- 5 Business, businessman; important-importance, unimportant; ordinary, ordinarily.
- 6 Character, characters, characterize; probable, probably, improbable.

Building Transcription Skills

563

Business
Vocabulary
Builder

deteriorate To waste away.

deprive To keep from the enjoyment of something; deny.

recipient One who receives.

Reading and Writing Practice



564 Brief-Form Letter

suit-cases

Handwritten cursive text for exercise 564, including words like 'suit-cases', 'when', and '[130]'.

good-looking
hyphenated
before noun

565



qual-i-ty

Handwritten cursive text for exercise 565, including words like 'qual-i-ty', 'intro', and '[87]'.

1. 2 ^{intro} 2 1 P n
 2. 6 u 6 3. 2 6 u 7 -
 2 ^{par} 9 1, 2 u 6 - 2 u 6 2 25 / 1 40 / ^{par}
 2 6 u 6 9 6 u u (1 6) 6
 2 u 6 3 ^{intro} 2 3. 1 9 3 5 2 ^{de-ri-ve}
^{for-ev-er} 2 1 2 6 u 6 1 2 6 u 6
 2 6 2. 2 2 u 6 1 2 - 1 n [124]

569 Transcription Quiz Supply the necessary punctuation and the missing word.

1. 1 1 6 u
 2. 6 u 10, 6 u 6 u
 3. 2 2, 2, 2, 2, 2
 4. 1 0 0 0 0 5
 5. 1 1 6 u 6
 6. 1 1 6 u 6
 7. 1 1 6 u 6
 8. 1 1 6 u 6
 9. 1 1 6 u 6
 10. 1 1 6 u 6
 11. 1 1 6 u 6
 12. 1 1 6 u 6
 13. 1 1 6 u 6
 14. 1 1 6 u 6
 15. 1 1 6 u 6
 16. 1 1 6 u 6
 17. 1 1 6 u 6
 18. 1 1 6 u 6
 19. 1 1 6 u 6
 20. 1 1 6 u 6
 21. 1 1 6 u 6
 22. 1 1 6 u 6
 23. 1 1 6 u 6
 24. 1 1 6 u 6
 25. 1 1 6 u 6
 26. 1 1 6 u 6
 27. 1 1 6 u 6
 28. 1 1 6 u 6
 29. 1 1 6 u 6
 30. 1 1 6 u 6
 31. 1 1 6 u 6
 32. 1 1 6 u 6
 33. 1 1 6 u 6
 34. 1 1 6 u 6
 35. 1 1 6 u 6
 36. 1 1 6 u 6
 37. 1 1 6 u 6
 38. 1 1 6 u 6
 39. 1 1 6 u 6
 40. 1 1 6 u 6
 41. 1 1 6 u 6
 42. 1 1 6 u 6
 43. 1 1 6 u 6
 44. 1 1 6 u 6
 45. 1 1 6 u 6
 46. 1 1 6 u 6
 47. 1 1 6 u 6
 48. 1 1 6 u 6
 49. 1 1 6 u 6
 50. 1 1 6 u 6
 51. 1 1 6 u 6
 52. 1 1 6 u 6
 53. 1 1 6 u 6
 54. 1 1 6 u 6
 55. 1 1 6 u 6
 56. 1 1 6 u 6
 57. 1 1 6 u 6
 58. 1 1 6 u 6
 59. 1 1 6 u 6
 60. 1 1 6 u 6
 61. 1 1 6 u 6
 62. 1 1 6 u 6
 63. 1 1 6 u 6
 64. 1 1 6 u 6
 65. 1 1 6 u 6
 66. 1 1 6 u 6
 67. 1 1 6 u 6
 68. 1 1 6 u 6
 69. 1 1 6 u 6
 70. 1 1 6 u 6
 71. 1 1 6 u 6
 72. 1 1 6 u 6
 73. 1 1 6 u 6
 74. 1 1 6 u 6
 75. 1 1 6 u 6
 76. 1 1 6 u 6
 77. 1 1 6 u 6
 78. 1 1 6 u 6
 79. 1 1 6 u 6
 80. 1 1 6 u 6
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 178. 1 1 6 u 6
 179. 1 1 6 u 6
 180. 1 1 6 u 6

Short Insertions and Changes

Occasionally a businessman may change his mind about a word or phrase after he has completed a sentence. He may say:

I am enclosing 11 copies of the form—change 11 to 15.

You would indicate this change in your notes thus:

σ → 11 ¹⁵ γ ✓ 2 ✓

Sometimes the businessman may wish to insert a word or a phrase in a sentence he has dictated. He may say:

I am enclosing 15 copies of the form—make that 15 copies of the latest form.

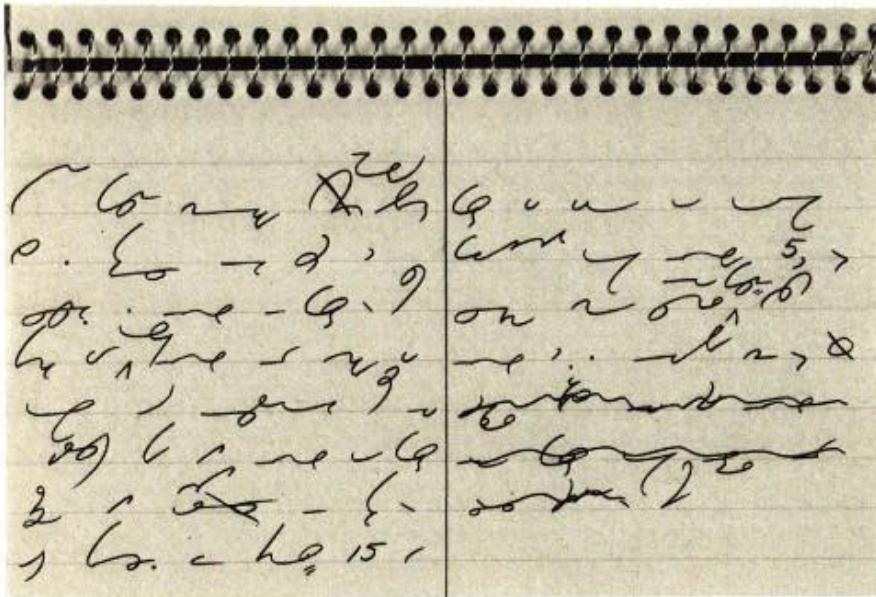
You must be on the alert so that you can quickly find the point at which the addition is to be made. When you find the point, insert the word or phrase with a carat, just as you would in longhand, thus:

σ → 15 γ ^{of the latest} ✓ 2 ✓



**OFFICE-
STYLE
DICTATION**

570 Illustration of Office-Style Dictation



67

LESSON

Building Phrasing Skill

571 USEFUL BUSINESS-LETTER PHRASES

Very

1 *V V V V V V*

Month

2 *M M M M*

Done

3 *D D D D D D*

Few

4 *F F F F F F*

Will

5 *W W W W W W*

- 1 Very much, very well, very glad, very good, very important, very satisfactory.
- 2 Each month, every month, months ago, several months ago.
- 3 Have done, I have done, to be done, has done, should be done, could be done, will be done.
- 4 Few days, few minutes, few months, few days ago, few minutes ago.
- 5 Will be, will be able, you will be, you will have, you will find, we hope you will.

572 GEOGRAPHICAL EXPRESSIONS

1 *by y ny f by g z*
 2 *a an o on a g z*

- 1 Brownsville, Knoxville, Greenville, Nashville, Jacksonville, Ashville, Louisville.
- 2 Canada, Canadian, America, American, United States, United States of America, Puerto Rico.

Building Transcription Skills

573 SIMILAR-WORDS DRILL ■ purpose, propose

purpose (*noun*) An intention.

Our purpose is to create goodwill.

Our *purpose* is to create goodwill.

propose (*verb*) To offer for consideration.

Here is the plan that we propose.

Here is the plan that we *propose*.

574

Business
Vocabulary
Builder

portable Easily movable.

alternative Different route or method.

in vogue In fashion; popular.

Reading and Writing Practice



575 Phrase Letter

crowd-ed *when*

crowd-ed when

rolls

ny u m e o

2) 1 4 0 1

wheels

2 1 1 2 4 1

2 1 1 2 4 1

week's

2 1 1 2 4 1

2 1 1 2 4 1

fau-cet

in 1 1 4 1

in 1 1 4 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

[142]

576



1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

1 1 1 1 1 1

cer.tain.ly

ev.ery.body's

[173]

577



brows-ing
 well-trained
 when
 and o
 hyphenated
 before noun
 [62]

ab-sorb
 par
 cus-tom-made
 hyphenated
 before noun
 [143]

578



raise
 over-head
 ser
 [143]

billed
 [143]

579



[143]

LESSON 68

Developing Word-Building Power

581 WORD FAMILIES

-or

1 *for nor born more nor original*

-ert

2 *Expert, alert, insert, exert, concert, assert, dessert.*

Adv-

3 *Advance, adventure, advise, adverse, advancement, advocate.*

Thing

4 *Thing, something, anything, nothing, everything, plaything.*

- 1 Floor, store, bookstore, more, nor, original.
- 2 Expert, alert, insert, exert, concert, assert, dessert.
- 3 Advance, adventure, advise, adverse, advancement, advocate.
- 4 Thing, something, anything, nothing, everything, plaything.

Building Transcription Skills

582 COMMON PREFIXES ■ en-

en- in, into

enact To make into law.

enroll To register in.

enter To go in.

entrance A way in.

583

Business
Vocabulary
Builder

precision Exactness.

functional Workable; useful.

browse Look around leisurely.

**Reading and
Writing Practice**



584



585



fash-ions

Handwritten cursive practice for 584. Includes words like "fash-ions", "one-half", "well-trained", "hyphenated", "before noun", and "and o".

one-half

well-trained
hyphenated
before noun

[93]

Handwritten cursive practice for 585. Includes words like "as", "intro", "men's", "wom-en", "la-dies'", "ap", "ser", "pre-ci-sion".

men's

wom-en

la-dies'

pre-ci-sion

u i c e e m
— G f > a
G o n i b e t
u n g n o s l
r e o f t v r
e m . a h a
p u y t . i . r .
ad.ven.ture

n g . n o o u
r h . e l . e d .
b e s o p l m g
? e l e n d
r u n y i e c e
i s r i n
e t p e c o r
r u n u n e t

ad.ven.ture

and o



586

r e h e y .
r u e e l b
n b . i t u e r
h e r u n
z . o p p m d o l

r . i . v p t
r h e d u n n
e t e d y z
l e n g e y . s
[142]

Franklin's

587



— s —> / l e n g e
9 6 7 5 u o .
r u p m h e
o e ! r u s
e l , t d e

r e s u m p t e d
o e v o i n y
m p o i n t
f u n c t i o n
Nash's

2 u e intro f i re
u q : i o m
e l u r u ser i u
d u m i s d d
m . u r e) 2
u r m 7 .
h e e u
snack 20 2 2 2 2 2
o n i e d when
m o 9 u e
1 e 2 2 2 2 2
2 2 2 2 2 2
o d i l u
u o o o o
2 2 2 2 2 2
e n t o n 2 2 2

[127]

588

2 2 2 2 2 2

2 2 2 2 2 2
2 2 2 2 2 2
e r l . o e)
m , o . 2 2
r p o 2 2
e o 2 2 2 2
r e > 2 2 intro
2 2 2 2 2 2 trial
r d i l 2 2
e o 2 2 2 2
e 2 2 2 2
1 e o 2 2 2 2
e 2 2 2 2 2 2
2 2 2 2 2 2
e r o o i 2 2 m . n

week days

trial

[124]

589

L o o o o o
e e e e e

eg - The... | ...
 ...
 ...
 ...
 ... [83]

590 Transcription Quiz Supply the necessary punctuation and the missing words.

The... | ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ...
 ... [158]


69

LESSON

Developing Word-Building Power

591 WORD BEGINNINGS AND ENDINGS

Mis-

1 
-gram

2 

Ex-

3 
-ington

4 

- 1 Mistake, misplace, misprint, misrepresent, misinterpret, misunderstood.
- 2 Telegram, diagram, cablegram, radiogram, monogram.
- 3 Express, expect, exactly, extend, example, examine, extra.
- 4 Wilmington, Lexington, Washington, Huntington, Burlington.

Building Transcription Skills

592 GRAMMAR CHECKUP ■ possessive with gerund

A gerund is a verbal noun ending in *ing*.

Verb
work
need
take

Gerund
working
needing
taking

Be sure to use the possessive case for nouns and pronouns that precede gerunds.

Joan's working *caused her family no problem.*

Our commission depends on our (not us) finishing on time.

◆ Note: Be especially careful when transcribing the pronoun *your* before a gerund. Stenographers often transcribe the brief form *you-your* as *you*.

I would appreciate your (not you) checking into this matter.

593

Business
Vocabulary
Builder

partial Part; incomplete.

illegally Unlawfully; outside the law.

suites Sets of furniture.

Reading and Writing Practice



594

Be sure to use the possessive case for nouns and pronouns that precede gerunds. Joan's working caused her family no problem. Our commission depends on our (not us) finishing on time.

suites

Be sure to use the possessive case for nouns and pronouns that precede gerunds. Joan's working caused her family no problem. Our commission depends on our (not us) finishing on time.



Be sure to use the possessive case for nouns and pronouns that precede gerunds. Joan's working caused her family no problem. Our commission depends on our (not us) finishing on time.

par

595

Be sure to use the possessive case for nouns and pronouns that precede gerunds. Joan's working caused her family no problem. Our commission depends on our (not us) finishing on time.



conj

at.mo.sphere

intro

rea-sons
 per-ma-nent
 past
 when
 par
 [157]

596
 Intro
 your
 [109]

597

Cos-met.ics

Handwritten cursive notes for 'Cos-met.ics' with annotations: 'ap' above a circled 'p', 'ser' above a circled 's', and 'ap' above a circled 'p'.

well-known hyphenated before noun

Handwritten cursive notes for 'well-known hyphenated before noun' with annotations: 'nonr' above a circled 'n', 'nc' above a circled 'n', and 'intro' above a circled 'i'.

20-min-ute hyphenated before noun

Handwritten cursive notes for '20-min-ute hyphenated before noun' with annotations: 'conj' above a circled 'c', and 'par' above a circled 'p'.

598



Handwritten cursive notes on the right side of the page, including the word 'piece' and 'scratches' written in cursive.

piece

scratches

de-vel-ops

Transcribe: 10 a.m.



citizens

re 2 3
 2 y 1 m 1 2 1
 1 u r 20 e 1
 111 b 1 1 intro 1 2 1
 2 1 1 1 1 1
 h 1 1 316 2 1 nonr 1
 1 1 1 1 2 1
 1 1 1 1 1 1

one citizen
 may be
 by
 last
 2
 re
 h 1 1 [102]
 ap

600 Transcription Quiz Supply the necessary punctuation and the missing word.

P m n o o
 1 0 u r 8 2
 6 1 1 6 4
 u r 1 1 1
 2 1 1 1 1
 2 1 1 1 1
 2 1 1 1 1
 u r 1 1 1 1

2 1 1 1
 h 1 30 2 1
 o o 1 1 1 1
 1 1 1 1 1
 1 1 1 1 1
 1 1 1 1 1
 1 1 1 1 1
 1 1 1 1 1
 1 1 1 1 1 [101]

LESSON 70

Developing Word-Building Power

601 SHORTHAND VOCABULARY BUILDER

Compounds

1 *How, within, worthwhile, notwithstanding, someone, somewhere, everybody.*

Dev, Etc.

2 *Development, devoted, device, different, differences, definite, defray.*

Nd, Nt

3 *Industry, indicate, independent, center, central, continent.*

Ow

4 *Counter, discount, allowed, surrounded, recounted, countless.*

- 1 However, within, worthwhile, notwithstanding, someone, somewhere, everybody.
- 2 Development, devoted, device, different, differences, definite, defray.
- 3 Industry, indicate, independent, center, central, continent.
- 4 Counter, discount, allowed, surrounded, recounted, countless.

Building Transcription Skills

602

Business
Vocabulary
Builder

innovations New developments; new inventions.

frugality Thriftiness.

phenomenal Remarkable.

Reading and Writing Practice



603 Changes in Retailing

Amer.i.ca's

2 u o s y g o o
) 6 m e , - . r u

h u . 3 i n t r o d u c e
) 6) 6 i s t p l a z a s

sym.bol

h y . e l . a p i d
 2 u o s 2 6 0

u y e p a r 6 . e l
 { r { }

full-line
hyphenated
before noun

2 u o s 2 6 0
 R e y c o n j h i

This change - e l u a
 9 p a r i . n . r v

spe.cial.ly

e l . n o n r i e l o
 b r . u . d e n

9 p a r i . n . r v
 5 W U R e n o n r d e . p e r . d e n t

sub.urbs

9 c u r r e =
 a r m e

5 W U R e n o n r d e . p e r . d e n t
 1 e d r y v a l l o w e d

fam.i.lies

9 c u r r e =
 a r m e

9 c u r r e =
 a r m e

quan.ti.ties

1 - 2 m i p r o r p e l u r .
2 6 - 2 u n .
(6 6 - 2 4 .
i n 2 4 - 2 3 .
e o r 1 6 2 . o r
4 6 , 1 2 r
p r o m e r
w h i l e m
r " 4 = 6 " r

phe.nom.e.nal

m (d e n -
s e c (c o n j) 1 2 3 -
p r o d e m
r 7 6 . [2 6 4]

LETTERS

605

L i x u r p p
o 4 i n m e h
1 8 4 1 2 1 2
o 6 , 4 7 (w h e n) 2 2 2 6

r e r p e l u r .
b e r e f r e y 3
6 7 - 6 . 5
k e e . 1 2 3 4 5 6 7
r 7 1 2 3 4 5 6 7 8
- o r 2 3 4 5 -
(h e 1 5 . m [8 3]

break-age

606

f e d , u
p u r . 2 e . 1
m - u , 2 3 4
c e l 7 3 4 5
1 2 3 4 5 6 7 8
2 3 4 5 6 7 8
i n e r u - 1 2 3
2 3 4 5 6 7
2 3 4 5 6 7 8
3 4 5 6 7 8 9
2 3 4 5 6 7 8 9

choose

you ① I can
know ① I will
I for you ①
when ①
ser ①
I e h s r
2 9 2 v . 2
[130]

607

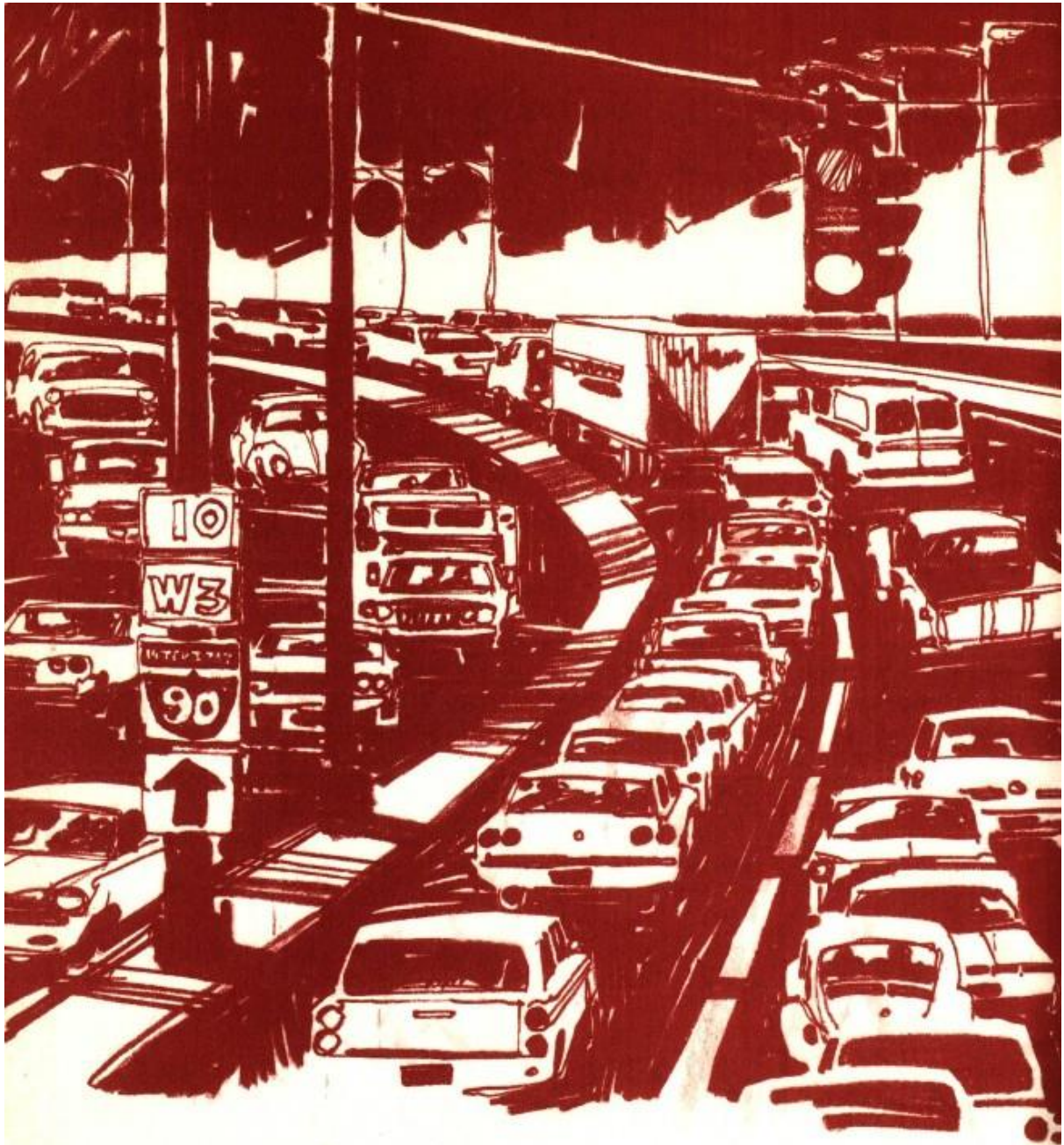
transcribe:
No. 1181

1181 re . 3 . 2)
E - d o k i
w m o m i
intro ①
whole-sal-ers
nonr ①

4/6 2/2 r . 2 h b t
P n i r e e
u r e 2 4 r
C a p a y , o
[102]

608

ser . l h
w n i . - n e
o d n s e l t o
m i . n e y C e , d nc ①
P a y - t e r o
i . n C a y w i
u v m e - m ser ①
e n i ① K e y C e Yon-kers
o . - e o i d i
e r 1 , o b) m j
e o r z y e y
u v t h ① C e
h n h . 2 [84]



15 **Transportation**

Developing Word-Building Power

609 BRIEF-FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 Circular, circulars; govern, government; railroad, railroads.
- 2 Company, companies, accompanies, accompanied; never, nevertheless.
- 3 Correspond-correspondent, corresponded, correspondingly; worth, worthless, worthy.
- 4 Enclose, enclosing, enclosure, enclosed; opportunity, opportunities.
- 5 Envelope, envelopes; ordinary, extraordinary; work, workable.
- 6 Ever-every, everyone, everywhere, everybody; purpose, purposely.

Building Transcription Skills

610

Business
Vocabulary
Builder

- counselors** Guidance personnel.
- destination** The ending place of a journey.

Reading and Writing Practice



611 Brief-Form Letter

The 9. 4 r
 me u s intro
 { e f v v
 L u i G
 v 2 o h i
 7 6 0 u)
 C p l i e
 u r 2 u
 v . o m r r
 0 2 r r
 6 6 c o q r r
 2 r r 2 h o m e
 r 0 2 - r
 m " o f 2 o
 i d 2 l e e i
 r s 2 9 2 v i c
 2 2 0 0 0 0
 4 6 r i 2 2

de-pict

intro

[114]

612



my ev. up
 E. i f u be.
 . a y r h o m e
) 7 7 7 2 o
 o e q o . u
 2 9 3 r r
 2 2 i m p l e
 r y l e q) f
 2 9 2 i c o u n . s e l . o r s
 2 2 i n 2 . o
 m e 7 . r o
 m i m p r e
 u e 2 2 2 h r
 2 o u b l y a c . c o m . m o . d a . t i o n s
 P a r t l y 2 2 o r e a . g e r
 m e 2 c a 2
 i n t r o
 2 2 2 2 2
 2 2 2 2 2
 2 2 2 2 2

well-known hyphenated before noun

coun.sel.ors

ac.com.mo.da.tions

ea.ger

intro

[123]

613



when
 weighs
 any.where
 ev.ery.where
 shelved
 week.end
 then
 [120]

en.trance
 re.mod.el.ing
 ser
 es.ca.la.tor
 tem.po.rar.i.ly
 [105]

614



ap
 [120]

615



itin.er.ar.ies

| | | |
|--|--|--|
| <p> <i>o n e b a l y</i>
 <i>i n r o a b e</i>
 <i>r o b e y e a</i>
 <i>b o o h u i e</i>
 <i>r o i e a b e</i>
 <i>r e y m ? n M</i>
 <i>s. " p e i. n u s</i>
 <i>" h e s c o n j</i>
 <i>u i d e r e</i>
 <i>" l e y). r e</i> </p> | <p> <i>h y r e a b e</i>
 <i>r e l e i d</i>
 <i>s. u y</i>
 <i>s. e a b e</i>
 <i>s) 1 0 h. 1 9 2 6</i>
 <i>s t o r e p i l y</i>
 <i>e y b e</i>
 <i>h e r " e "</i>
 <i>e n v o i s [1 3 0]</i> </p> | <p>Intro</p> <p>Intro</p> <p>receipt</p> <p>Intro</p> <p> </p> <p>owe</p> |
|--|--|--|

616 Transcription Quiz Supply the necessary punctuation and the missing word.

| | |
|---|---|
| <p> <i>(r e z e)</i>
 <i>b e n e i</i>
 <i>2 y b e n e</i>
 <i>(u) b e</i>
 <i>2 y u n e</i>
 <i>u n e o ?</i>
 <i>(u n e)</i>
 <i>r e b e l e</i> </p> | <p> <i>e e c 2 6 - u 2 6</i>
 <i>, 2 y - u</i>
 <i>2 y e n e</i>
 <i>e () e h y 1 4</i>
 <i>1 5 u 1 6 y 2 2</i>
 <i>(2) u e n e</i>
 <i>h e r e</i>
 <i>r e s [1 0 0]</i> </p> |
|---|---|

Restorations

There will be times when your employer will dictate the word or phrase and then change it. Upon reflection, however, he will decide that the original word or phrase was better. He might say:

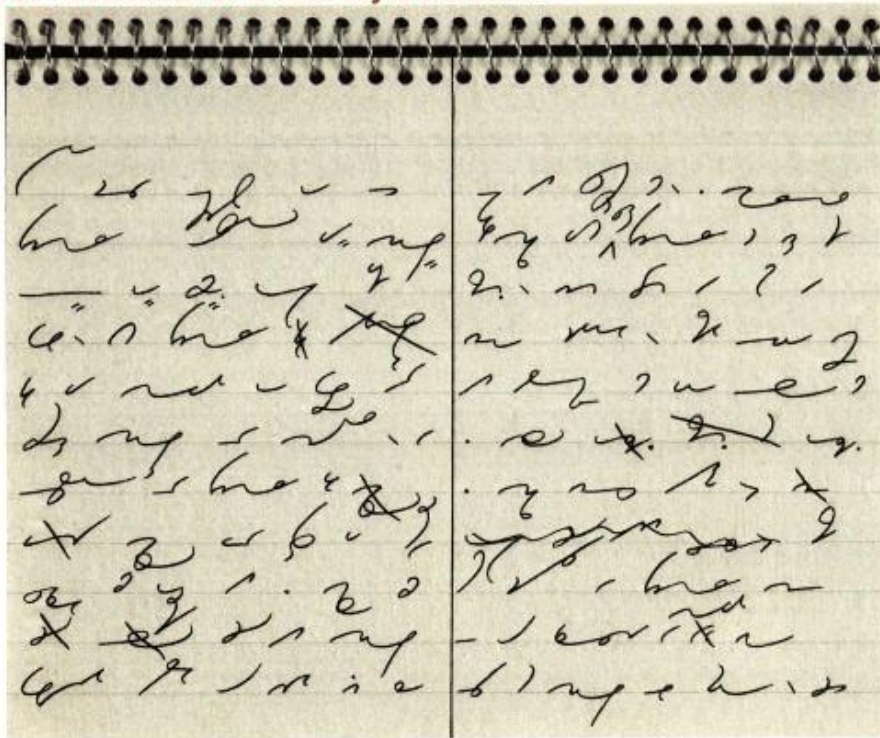
*The work he did was satisfactory—no **passable**; oh, perhaps **satisfactory** is better.*

The best way to handle this situation is to write the restored word or phrase as though it were a completely new form. You write the word *satisfactory*; then strike it out and substitute *passable*; finally, strike out *passable* and rewrite *satisfactory*. Your shorthand notes would look like this:



Do not try to indicate that the original outline for *satisfactory* is to be restored. This attempt may make your notes difficult to read, with the result that you may not be able to transcribe them correctly.

617 Illustration of Office-Style Dictation



**OFFICE-
STYLE
DICTATION**

LESSON 72

Building Phrasing Skill

618 USEFUL BUSINESS-LETTER PHRASES

To

1 *t to t to t to t to t to t to t*

As

2 *a as a as a as a as a as a*

Do Not

3 *d n d n d n d n d n d n*

Want

4 *w w w w w w w w w w*

Words Omitted

5 *o o o o o o o o o o*

- 1 To the, to that, to them, to it, to keep, to go, to gain.
- 2 As you know, as you may, as you are, as you will, as you will not, as you will have.
- 3 I do not, you do not, they do not, we do not, do not have, we do not have, they do not have.
- 4 I want, we want, you want, he wants, if you want, they want, do you want, who wanted.
- 5 One of the, one of the most, one of the best, in the future, during the past, as a result, will you please.

619 GEOGRAPHICAL EXPRESSIONS

1 Chicago, New York, Pittsburgh, Parkersburg, Greensburg, Harrisburg, Plattsburg.
2 Illinois, Iowa, Kansas, Kentucky, Texas, Utah, Idaho, Montana.

Building Transcription Skills

620 SIMILAR-WORDS DRILL ■ affect, effect

affect To influence; to change.

The transaction will affect our financial picture.

effect (noun) Outcome; result.

What effect will the discussion have on the audience?

effect (verb) To accomplish; to bring about.

We want to effect a settlement of your account.

621

Business
Vocabulary
Builder

working capital Cash available for general business expenses.

acute Critical.

revitalize Bring new spirit or life to.

Reading and Writing Practice



622 Phrase Letter

as
cap-i-tal

ay n cy (e.
v m cy e
y m so b m
i e u c e

ef-fect

1. 2. v o.
2. 3. m 3
v f / h >

bad-ly need-ed
no hyphen
after ly

o - m re 10
e - o c 20 ap h
16 m 1 y 05

ma-jor

v f e h y
m i y ? 2
y ca 2 m 2 y
e i y ? 1 26.

opin-ion

e h y 3 2
je de [138]

623



- fi: n m p
o 200' e u e

m m , n p 2
m m , n p 2
y e. m o i y
v b m 2
h 2 m o 16

acute

m m 1 2 1
e. l 2 1 1
m m m m f

conj

2 b u d m
i 2 i y ?
26. e h y 3

2 y > o 1 e h o
2 i l e h y
c o n 2 u 9

when

1 e u 2 v
? 201 h m m
2 0 y n y

af-fect

com-pa-ny's

e m . f d v
201 m p y
u o u e

intro

whole

e f [142]

624



L) 2 a , n g
h g (m) d
i n e (r 20 00
2 0 y n i h u n
2. 2 6 u e h o p h
n e k u u 100
1 3 t - m l o r
2 2) i . c a n e -

of fer ing

ef fec t

suc cess ful ly

4 - i g i n t r o
e . i s t u w i g e
e l e c t r i c i t y
x e n o g (o f
n g 16 e i i
n 20 p 2 2
3 e y - h [125]

u l p a e g n e y
15 e g - V n c
i n t r o
2 2) n z > 2 2 y
i n t r o
n o n r
i f m i g h y
e n 2 5 e .
e d i n n
n e p b i z
e d e d 2
e e 2 0 1 2
1 e i r g r
p a r
9 n o r f g r o
i n p e V . 2 2
e y 2 e n s y h

re paired

Pitts burgh

re quest ed

[142]

625



e l n e y
p e y 20 n 1 p

626



n 2 0 0 p

| | | | | |
|--------------|-------------------|-------|-------------|--|
| | re 2 un 1 2 2 | con | 1 0 0 2 1 0 | at tempt ing |
| | un 1 1 2 2 2 | | 1 0 0 2 1 0 | |
| | 2 1 1 0 1 0 | | 1 0 0 2 1 0 | lit tle used
hyphenated
before noun |
| | - 1 0 0 0 1 1 8 7 | | 1 0 0 2 1 0 | fre quent ly used
no hyphen
after ly |
| | 2 1 1 0 1 0 | as | 1 0 0 2 1 0 | |
| ef fect | re 1 1 0 1 2 1 | | 1 0 0 2 1 0 | |
| | 2 1 1 0 1 0 | intro | 1 0 0 2 1 0 | |
| com plete ly | 1 0 0 2 1 0 | con | 1 0 0 2 1 0 | |
| | 1 0 0 2 1 0 | | 1 0 0 2 1 0 | |
| strain | 1 0 0 2 1 0 | | 1 0 0 2 1 0 | |

[138]

627 Transcription Quiz Supply the necessary punctuation and the missing words.

| | |
|-------------|-------------|
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |
| 1 0 0 2 1 0 | 1 0 0 2 1 0 |

[122]

LESSON 73

Developing Word-Building Power

628 WORD FAMILIES

Ins-

1 *Instant, install, instruct, institute, instigate, instrument.*

-tention

2 *Attention, intention, detention, contention, pretention, inattention, retention.*

-holder

3 *Holder, stockholder, shareholder, leaseholder, householder.*

-sult

4 *Result, consult, insult, resulted, consulted, insulted.*

1 Instant, install, instruct, institute, instigate, instrument.

2 Attention, intention, detention, contention, pretention, inattention, retention.

3 Holder, stockholder, shareholder, leaseholder, householder.

4 Result, consult, insult, resulted, consulted, insulted.

Building Transcription Skills

629 SPELLING FAMILIES ■ des-, dis-

Words beginning *des* and *dis* are often pronounced alike in such words as *de-scribe* and *dis-turb*. Study the words in the following list so that you will know how to spell them correctly.

Words Beginning with Des-

de-spite

de-scribe

de-stroy

de-sire

de-sign

de-spair

Words Beginning with Dis-

dis-turb

dis-cern

dis-agree-ment

dis-ap-point

dis-agree

dis-burse

630

Business
Vocabulary
Builder

debris (pronounced *de-brē*) Remains of something broken or destroyed; rubble.

agenda A list of things to be done.

proxy Written authorization to act for another.

Reading and
Writing Practice



631



re-cent
de-te-ri-o-rat-ed

Handwritten cursive practice for 're-cent' and 'de-te-ri-o-rat-ed' with annotations: 'as', 'conj', 'par'.

Handwritten cursive practice for 'prompt', 'sub-stan-ial', 'de-sire', 'de-scried', and '[143]' with annotations: 'and o', 'as', 'conj'.

de-bris

Handwritten cursive practice for 'de-bris' with annotation: 'intro'.

632

Transcribe:
\$200

Handwritten cursive practice for 'Transcribe: \$200' with a decorative starburst icon.

2 2 0 (e e a 2
 buy.ing 1 6. intro 2
 1 9 1 5 6
 cap.i.tal 2 e e n 2
 1 r e y 7 d i
 e v 6 6 2
 u m 5 e p
 2 e e e n d
 i m p a 6 -
 0 0 8 p 2 6 . 2

[83]

635



1 2 1 1 1
 8 2 1 e u 5 0
 6 2 2 n. e. 2
 spec.i.fied 1 2 0 as 1
 1 2 0 1 2 1 2
 6 7 2 2 3
 p r e 3 2 1

2 2 0 (e e a 2 2 2 1 8 as 1 e
 r i h u d e - d i 7
 0 u e e 1 2 m
 top-notch hyphenated before noun
 - 2 1 . 2 2 =
 1 9 4 e 1 1 e
 1 2 0 2 1 e
 nonr 1 1 1 1 1
 - u 1 2 1 1
 cities 2 2 4 u. p. 1 2
 u e e 1 1 . 1 2
 0 0 1 6 1 e
 p u 1 1 u i 9
 1 1 u 1 e e n
 well-trained hyphenated before noun
 u e e e e e e e
 3 2 2 1 1 e e e
 1 1 1 1 1 1 1
 4 1 2 u e e
 1 1 1 1 1 1 1
 2 2 1 2 1 2

74

LESSON

Developing Word-Building Power

637 WORD BEGINNINGS AND ENDINGS

Trans-

1 *2 2 2 2 2 2 2*

-ble

2 *2 2 2 2 2 2 2*

Al-

3 *2 2 2 2 2 2 2*

-ure

4 *2 2 2 2 2 2 2*

- 1 Transfer, transferred, translate, transmit, transmitted, transform.
- 2 Available, reliable, reasonable, suitable, creditable, valuable.
- 3 Alternative, also, Albany, almost, alter, alteration, altogether.
- 4 Furniture, feature, creature, nature, stature, miniature, secure.

Building Transcription Skills

638 GRAMMAR CHECKUP ■ pronoun after than or as

You can determine which pronoun to use after *than* or *as* by mentally adding the words that make a complete clause.

I want to go with you rather than him. (rather than go with him)

Jane can type the paper as well as I. (can type the paper)

No one knows better than I that you are dependable. (better than I know that you are dependable)

639

Business
Vocabulary
Builder

fragile Easily broken.
meticulous Extremely careful.
effects (noun) Movable property.

Reading and
Writing Practice



640



yours

oc.ca.sion.al.ly

ex.pen.sive

em.ploy.ee

Handwritten practice for the words: yours, occupational, expensive, employee, clothing. The page shows the words in print on the left and their cursive handwriting on the right. Some letters in the print version are circled and labeled with 'as', 'par', 'ser', or 'when' to indicate specific stroke order or placement. A decorative starburst icon is present at the top right of the handwriting area.

1 d n 2 n u
ca [211]

641



L i o s = u s y
p n 2 e b
h 2 6 0 as
g r 2 . o r .
- u s y y
m . 2 u r

fac.tor

in par 9 10 o
3 2 4 y d
p i y m e
m a y f 2 2 6
s c Intro m
ca ap - j m 6

trans.ferred

2 2 u i
y 1 6 - u 6
e e 1 9 n
m u 6 - 1 6

1 0 . 0 8 4 f u r

p e r) u u r
40 / 2 h 2 2 2 2
c 2 y o - 6 2 p
o 1 y 6 2
g - 2 1 2 [145] ap.pre.i.ate

642



2 u r s m u .
w u l l Intro 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
say's

d i e 1 2 3 4
2 2 2 1 0 3 0
x 2 2 2 u u

ca 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
if 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

u l y y 1 1
2 - 2 1 2 m i
1 y x o u
o 6 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
idle

Handwritten cursive practice for the word 'reasonable'. The word is written multiple times in various sizes and orientations, showing the flow of the penmanship.

rea-son-able

nc

[180]

Handwritten cursive practice for the word 'well-trained'. The word is written multiple times in various sizes and orientations, showing the flow of the penmanship.

well-trained
hyphenated
before noun

[134]

643



Handwritten cursive practice for the word 'preparing'. The word is written multiple times in various sizes and orientations, showing the flow of the penmanship.

pre-par-ing

Intro

644



Handwritten cursive practice for the word 'lives'. The word is written multiple times in various sizes and orientations, showing the flow of the penmanship.

lives

Reading and Writing Practice



648 Revolution in Transportation

dra-mat-ic
 horse-drawn
 hyphenated
 before noun
 Amer-i-ca's
 role

Intro
 Intro
 par
 par
 Intro
 par
 Intro
 par
 Intro
 par
 Intro
 par
 Intro
 par

de-vel-opment
 high-speed
 hyphenated
 before noun
 ar-eas
 The development
 Kit-ty Hawk

un-for-tu-nate conj al-ready ser intro ef-fect
 pol-lu-tion
 con-ges-tion

The first "ap"

Man par [483]

LETTERS

649



f b du ^{as} n & du
 e. a e u - v
 w e - o - a
 ce p / v w t
 u du h y - a
 n u z m ^{intro} v

day's

morn-ing's

u b - a d l
 r u w e d
 w t h e d
 u r - y u
 n a t i n g
 u b / d u r
 a u a n a
 e y n g e y
 s i t n t ^{intro}
 s w e n t
 z o n a z ^{par}
 p d h u w

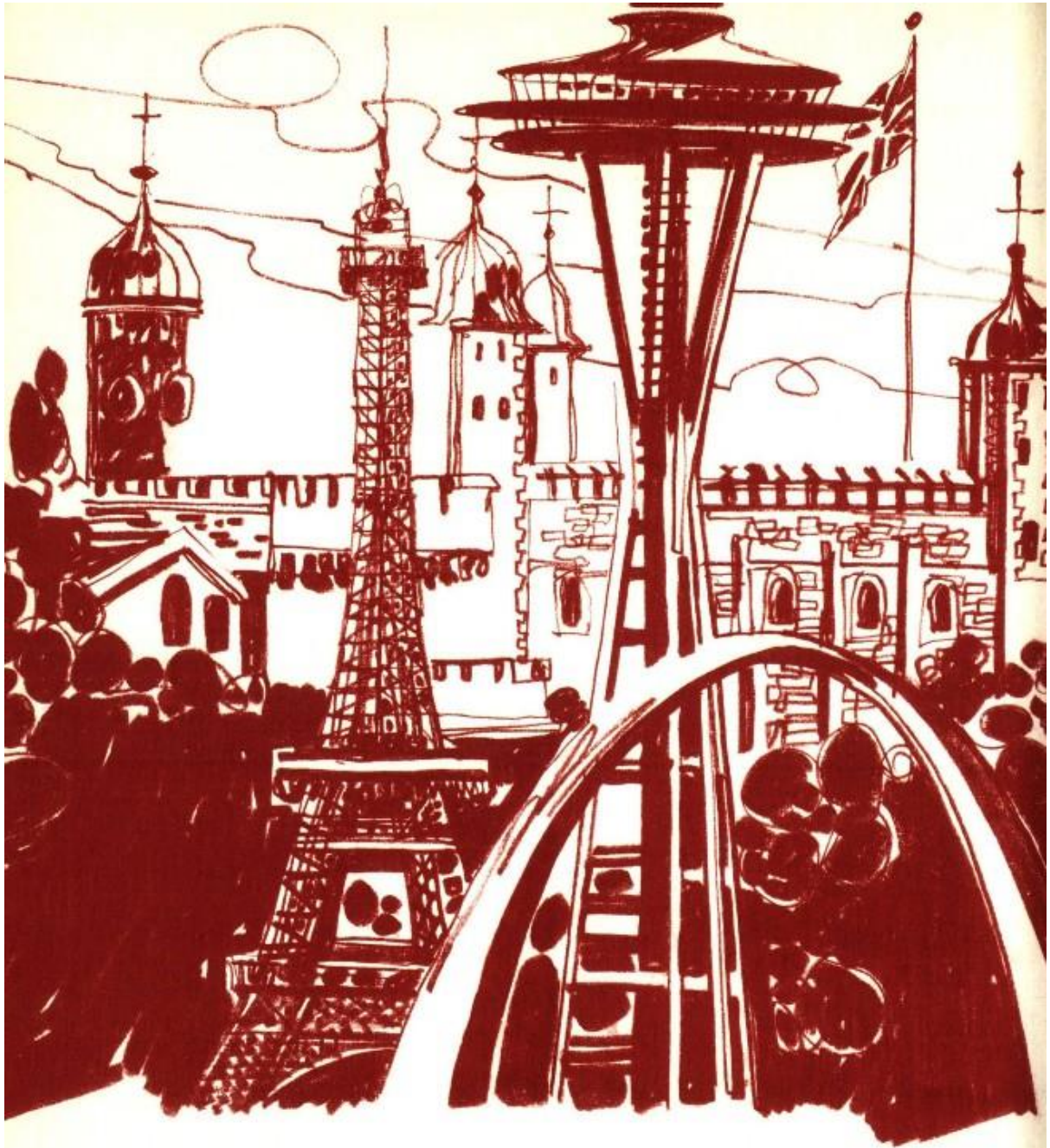
com-mut-er

^{intro}
 y z . e g b
) h - r - o y
 u a b . - o
 u b y b l w
 w b ^{conj} l a l
 h y n o r
 e g d r n .
 s u n [180]

650



b e i d n g
 r y z w ^{intro}
 l v h a i n g
^{ser}
 n e g - y u
 s l i y . r e u
 60 - h k i e e
 - r e ^{and o} v r
 a h u e n t l r
 e n t o e . n .



16 **Travel**

LESSON 76

Developing Word-Building Power

653 BRIEF FORMS AND DERIVATIVES

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

- 1 General, generally; ordinary, ordinariness; quantity, regular.
- 2 Govern, governed, government; recognize, responsible, send.
- 3 Manufacture, manufactured; regarding, regardless; several, such.
- 4 Merchant, merchandise; short, shortly; situation, progressed.
- 5 Object, objected; objective, idea, morning, mornings.
- 6 Organize, organized, organization; value, valuable, invaluable.

Building Transcription Skills

654

Business
Vocabulary
Builder

- scenic** Beautiful.
- itineraries** Detailed plans for trips.
- wistfully** Longingly; wishfully.

Reading and Writing Practice



655 Brief-Form Letter

Mr J. E. P. [130]

Dear Mr P.
I have the pleasure
to inform you

routes

that the
order for
the purchase of
the material
has been placed

sce.nic

with you.
I have the pleasure
to inform you
that the order
for the purchase
of the material
has been placed

at ten dants

with you.
I have the pleasure
to inform you
that the order
for the purchase
of the material
has been placed

656



Dear Mr P.
I have the pleasure
to inform you
that the order
for the purchase
of the material
has been placed

Transcrib
8 a.m.

with you.
I have the pleasure
to inform you
that the order
for the purchase
of the material
has been placed

avail.at

with you.
I have the pleasure
to inform you
that the order
for the purchase
of the material
has been placed

ce e - o - u -
aj re [107]

657



re a b p
s i z i n g
a y m i g i n p
n d i r g v e

ser
p e r n n y
e h 5) e e e
h 30 . n n e

n d i r g v e
w e d i e r n y
e h 20) n d i
r g v e w e
d i r g v e
p e r n n y

in-er-aries

n e d o . e e r
q u o r t l y

u r , c e d e
p e u n n t

o e r o o l 3
r p i o n n t

par

for-ward

n e r i t e
i g n e n e
i a y [141]

658



b e h o o d
e g n e r g
d e - r

ad-ver-tise-ments

e e r i g o n
e p r e n n t
b o r g v i n e

conj

n y y i
p e r n n y
p e r n n y

par

ad-ven-ture

b e e r n y
y i b e r

re-al-i-ty

| | |
|------------------------------|--------------------|
| u r e s z i { | o d e "o z w 7" 3 |
| v y z o i h g | u u u u u u |
| n i b u o i | u u u / 240 - o r |
| z o f c a l y i | - o r - o r u 16 7 |
| m r e i n e d f | 2 / u s u r m |
| s u o r w t | o v g - u u u 2 |
| z u i n g i m e m | u h e h i n |
| e y n e b ^{nc} 3 10 | z o i b [169] |

659 Transcription Quiz Supply the necessary punctuation and the missing word.

| | |
|---------------|------------------|
| l 3 . y z i | e g i n r z e |
| u e e b e a i | n v b i e y . 2 |
| o n i , z u u | o n 2 p u |
| h u c a n | 7 2 8 7 r e e g |
| e l - . o r a | r u e u u 7 r |
| o b - y e y d | 161-1222 . u 2 4 |
| o u u b w l | o n e r e 2 . |
| u e u s 7 o n | 2 [107] |

Short Transpositions

A businessman may decide to transpose a word or phrase for emphasis or some other reason. The simplest way to indicate the transposition of a word or phrase is to use the printer's sign for transposition. The businessman might say:

*We are conducting a campaign for our cars in both weekly and monthly magazines—make that **monthly and weekly** magazines.*

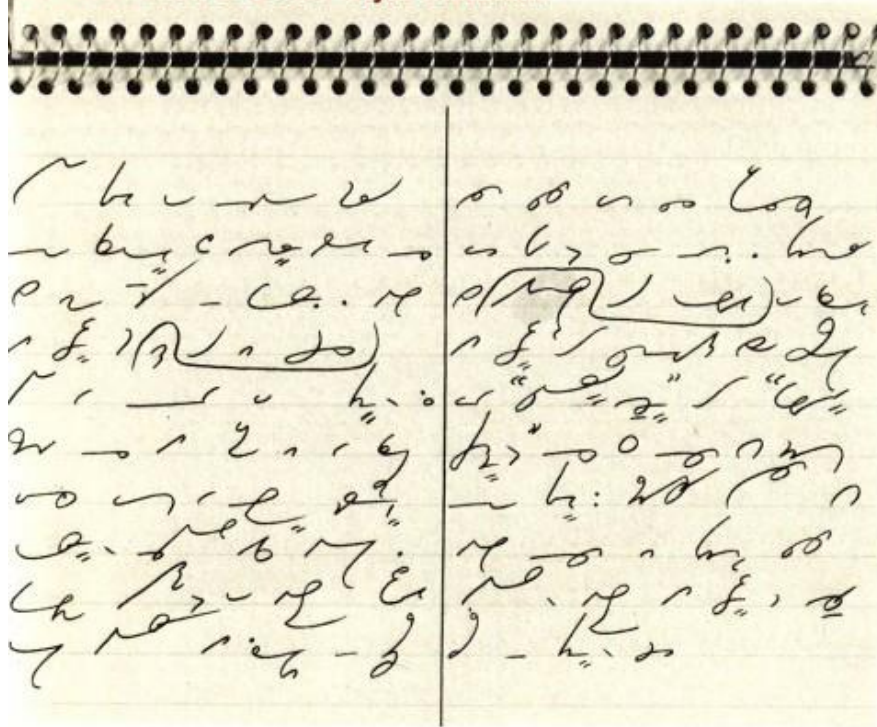
In your notes you would indicate the transposition thus:

You should then be careful, when you transcribe, to type the word *and* after the word *monthly*.



**OFFICE-
STYLE
DICTATION**

560 Illustration of Office-Style Dictation



LESSON 77

Building Phrasing Skill

661 USEFUL BUSINESS-LETTER PHRASES

Let Us

1 *l e t u s l e t u s s e e l e t u s s a y l e t u s h a v e l e t u s k n o w l e t u s m a k e*

To Omitted in Phrases

2 *G l a d t o h e a r a b l e t o s a y i n a d d i t i o n t o t h e i n o r d e r t o o b t a i n u p t o d a t e s e e m s t o b e*

Which

3 *W h i c h i s w h i c h i s n o t w h i c h i s t h e w h i c h y o u w h i c h y o u a r e w h i c h y o u c a n w h i c h y o u w i l l w h i c h w e a r e w h i c h m e a n s*

Special Phrases

4 *T o m a k e t o k n o w t o d o a s s o o n a s p o s s i b l e y o u r o r d e r I h o p e y o u a r e w e h o p e y o u w i l l t o u s*

That

5 *T h a t t h e t h a t t h e y t h a t i s t h a t i s n o t t h a t i s t h e t h a t a r e t h a t w i l l t h a t w o u l d t h a t w o u l d b e*

- 1 Let us, let us see, let us say, let us have, let us know, let us make.
- 2 Glad to hear, able to say, in addition to the, in order to obtain, up to date, seems to be.
- 3 Which is, which is not, which is the, which you, which you are, which you can, which you will, which we are, which means.
- 4 To make, to know, to do, as soon as possible, your order, I hope you are, we hope you will, to us.
- 5 That the, that they, that is, that is not, that is the, that are, that will, that would, that would be.

662 GEOGRAPHICAL EXPRESSIONS

1 a l a b o f n e n e r y
 2 o s f o r o f l o o

- 1 England, France, Germany, Spain, Norway, Denmark, Sweden.
- 2 United States, America, Pacific, Europe, Asia, Africa.

Building Transcription Skills

663 SIMILAR-WORDS DRILL ■ fair, fare

fair Just; clear weather.

f a i r
 f a i r

We want to be *fair*.
 The weather is usually *fair*.

fare The price of transportation.

f a r e

Did you pay your plane *fare*?

664

Business
 Vocabulary
 Builder

- innovations** New developments.
- congenial** Friendly; easy to know.
- departure** Act of leaving.
- lodging** Living accommodations.

Reading and Writing Practice




665 Phrase Letter

l r a v . e l

l r a v . e l | p a r r e a s o n


2 4 1 1 ^{intro} 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10 ^{par}
 1 2 3 4 5 6 7 8 9 10 ^{conj}
 1 2 3 4 5 6 7 8 9 10 ^{intro}
 1 2 3 4 5 6 7 8 9 10 ^{con-genial}
 1 2 3 4 5 6 7 8 9 10 ^{intro}
 1 2 3 4 5 6 7 8 9 10 ^{conj}
 1 2 3 4 5 6 7 8 9 10 ^{lodj-ing}
 1 2 3 4 5 6 7 8 9 10 ^{when}
 1 2 3 4 5 6 7 8 9 10 ^{ser}
 1 2 3 4 5 6 7 8 9 10 ^{ap}
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10 ^{par}
 1 2 3 4 5 6 7 8 9 10 ^{de-scribes}

prompt

666 
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10 ^{ap}
 1 2 3 4 5 6 7 8 9 10 ^{par}
 1 2 3 4 5 6 7 8 9 10 ^{de-scribes}
 1 2 3 4 5 6 7 8 9 10
 1 2 3 4 5 6 7 8 9 10 ^{un-hu-ried}
 1 2 3 4 5 6 7 8 9 10 ^{ap}

667

| | | | | |
|-----|-------------|---|------|----------------|
| | ruises | ap | conj | month's |
| | in joy-able | par | ser | fair |
| | | | " | Scan-di-na-via |
| | | | | fare |
| | | [150] | | |
| 668 | |  | | |
| | | | | [151] |

669



all-ex.pense
hyphenated
before noun

all-ex-pense
20

and o

de-li-cious

Cin.cin.nati

Cin-cin-nati

Lou.is.ville's

Lou-is-ville's

Transcribe:
8 a.m.
May 6

8 a.m.
May 6
60/ nonr [120]

670 Transcription Quiz Supply the necessary punctuation and the missing words.

Transcription Quiz
10 a.m. 21
ap 6
nonr [137]

LESSON 78

Developing Word-Building Power

671 WORD FAMILIES

-dent

1 *President, confident, incident, resident, student, accident, evident*

-gency

2 *Agency, emergency, contingency, urgency, regency, stringency*

Impr-

3 *Impress, impression, imprint, improve, improvise, improper*

-ser

4 *Tracer, nicer, sponsor, grocer, announcer, eraser*

- 1 President, confident, incident, resident, student, accident, evident.
- 2 Agency, emergency, contingency, urgency, regency, stringency.
- 3 Impress, impression, imprint, improve, improvise, improper.
- 4 Tracer, nicer, sponsor, grocer, announcer, eraser.

Building Transcription Skills

672 SPELLING FAMILIES ■ -cial, -tial

Be careful when you transcribe words ending in the sound of *shul*. Sometimes it is spelled *cial*; at other times, *tial*.

Words Ending in -cial

spe-cial

ben-e-fi-cial

ar-ti-fi-cial

so-cial

fi-nan-cial

su-per-fi-cial

Words Ending in -tial

es-sen-tial

po-ten-tial

res-i-den-tial

ini-tial

con-fi-den-tial

par-tial

673

Business
Vocabulary
Builder

traverse To travel across or through.

thesis Written account of a research project.

reimburses Pays back.

Reading and
Writing Practice



674

con-fer-ence *con-fer-ence* ap

ac-cept *ac-cept* conj

emer-gen-cy *emer-gen-cy* intro

com-pa-ny's *com-pa-ny's*

Com-mer-cial *Com-mer-cial* ap

con-fer-ence *ac-cept* *emer-gen-cy* *com-pa-ny's* *Com-mer-cial* conj

con-fi-dent

[131]

675

con-fi-dent

ca-no-ing

traverse

2 6 1 1 2 6 1 2 6 1 2 6
u 5 1 1 0 a. p nonr
1 u y c e s
1 d. ser 2. 1 h
e. > 1 n (v - 1 6 d h y
r. d 1 4 x y z
b (u 2 3 2 1 2
b ' if e y no
i y / s. r
e v e r t
e s. n [125]

equip-ment

676



f e 3 e -
b r e a k y
c a 2 e 3 1 e
1 6 . 1 p u 2 v . a
o b n nc o b z
r e e > v o par
p e y 6 t i

thor-ough-ly

u e . 9 m o u e
n o b r a 1 nonr
i o a . s : 9
u s r e i o r h
1 6 d h y
e s) p i d u e i p
o v o o o o p
1 2 n e i p > 0
g n e - o . conj
1 6 n 1 r
v e r y) .
p e r and o
z

broth-er's

ini-tial

first

conj

en-joy-able

[140]

677



u l o i z e y
h , o . - 2 1 1
u p o h) w
g u a m i s c a
i i d c a . n
c e intro n e r 2 a y

spon-sor

Eu-ro-pe-an

Handwritten notes on the left side of the page, including the word "beneficial" and some illegible characters.

ben-e-fi-cial

Handwritten notes on the left side of the page, including the word "re-im-burses" and some illegible characters.

re-im-burses

Handwritten notes on the left side of the page, including the word "cul-tured" and some illegible characters.

cul-tured

Handwritten notes on the left side of the page, including the word "and o" and some illegible characters.

Handwritten notes on the right side of the page, including the word "es-sen-tial" and some illegible characters.

es-sen-tial

Handwritten notes on the right side of the page, including the word "678" and some illegible characters.

Handwritten notes on the right side of the page, including the word "ac-cept" and some illegible characters.

ac-cept

Handwritten notes on the right side of the page, including the word "Hol-i-day" and some illegible characters.

Hol-i-day

Handwritten notes on the right side of the page, including the word "679" and some illegible characters.

679

| | |
|------------------------------|----------------------------------|
| 14 0 / e e e e | 20 / 0 14 - 0 u i i . |
| 14 2 m 1 4 1/2 x | 9 u 16 / e u i i |
| 0 0 . e b > | 1 32 / e m |
| 0 - 0 e e e e | 6 > 2 / e { u |
| b ^{intro}) e e e e | 2 e 0 1 1 4 1/2 ^{intro} |
| m . e b e | 0 . e e b 1 14 |
| 0 1 4 1/2 - e | 0 / e e . 1 [103] |
| 4 u) e 11 / u | |

680 Transcription Quiz Supply the necessary punctuation and the missing word.

| | |
|---------------|---------------------|
| 1 6 0 e e 0 | 1 = e 18 19 u |
| e ? 1 u u e . | 20 - 2 e e . 4 e |
| 0 u e e e e | e e e e e e e e e e |
| 0 0 0 0 0 0 0 | 0 . e e e e e |
| 2 0 - 0 0 1 | 0 1 1 2 e e |
| e e e 2 0 1 | 2 e u e e 2 e |
| 1 e e e e | e e e e e e |
| 0 . 2 0 1 e | e e e e [116] |
| 1 3 1 0 0 0 0 | |

LESSON 79

Developing Word-Building Power

681 WORD BEGINNINGS AND ENDINGS

Turn, Etc.

1 *Eastern, western, southern, turn, terminal, attorney, determine.*

Inter-

2 *Interest, international, interview, interpret, interval, interrupt, interfered.*

Ther-

3 *Other, together, altogether, either, neither, bothered, rather, gather.*

-lity

4 *Facility, responsibility, advisability, quality, reliability, personalities.*

- 1 Eastern, western, southern, turn, terminal, attorney, determine.
- 2 Interest, international, interview, interpret, interval, interrupt, interfered.
- 3 Other, together, altogether, either, neither, bothered, rather, gather.
- 4 Facility, responsibility, advisability, quality, reliability, personalities.

Building Transcription Skills

682 COMMON PREFIXES ■ inter-

inter- between

international Between nations.

intermediate In between; coming between two points.

interim The time between one event and another.

interval A space between two objects; a space of time between events.

intercede To come between.

intermission The period between the acts of a performance.

683

Business
Vocabulary
Builder

abroad Overseas.

wholesale Price charged to retailers for subsequent sale to public.

amended Changed.

**Reading and
Writing Practice**



684



three-week
hyphenated
before noun

Ot.ta.wa

in.ter.me.di.ate

Handwritten cursive practice for 684, including the words "three-week", "Ot.ta.wa", and "in.ter.me.di.ate" with hyphenation and circled letters.

Handwritten cursive practice for 684, including the number "[110]" and other cursive characters.

685



Handwritten cursive practice for 685, including the word "Can.a.da's" with hyphenation and circled letters, and the phrase "sep.a.rate.ly".

1 d u p y u v | " 3 e r e l ."
 m > h e y e s . n r e m i v p
 e n d e) a t u e - 2 r e m . 9 ^{Intro}
 h e t , u u d | u e s o l ^{re-cent.}
 a p o n y e > | h e r o p e
 e 3 ^{par} - u 3 (u) | (o n l e p : 8)
 e n - j o y - a b l e . u e ^{and o} 7 d a - s | 9 6 p : 6 e m v e
 [120]

686

L n e r o s i y : > | u e l e - , o u l p
 o n e n o y 9 7 | 2 w e d i e n ^{Intro}
 H o - r i - z o n s | n o y u i o y u
 p e e p 9 . h e p > 2 | u . v b h n
 a r - t i - c l e | h e h o o e i d y s
 e n " e t " | e u . h [187]
 e n e h i s e n
 i n s " u r - l e

687

a b r o a d | e l y e l ^{Intro} | 2 6 2 o 7
 o n n o r e , | 7 i - y e l 7
 w h o l e - s a l e | i n e l u t h y | 7 i - e l e ^{ap} t 2 1 .

Transcribe:
Flight 211

eg - 211 = | 0 x 7 0 7 6 6
211 | 1 1 1 1 1 1
1 2 4 | 2 2 2 2 2
1 1 1 1 1 1 | 2 1 2 2 2 2
1 1 1 1 1 1 | 2 2 2 2 2 2
1 1 1 1 1 1 | 2 2 2 2 2 2 [104]

688 Transcription Quiz Supply the necessary punctuation and the missing word.

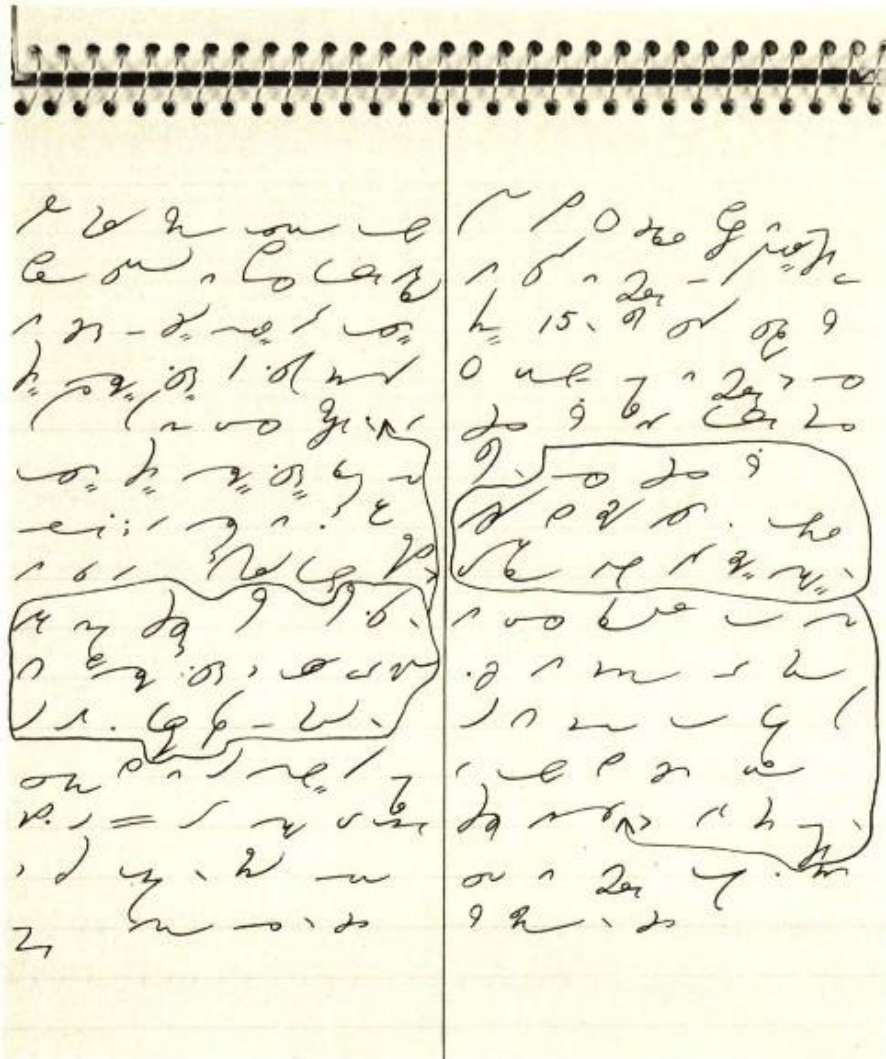
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

■ An attractive, neatly typed letter signifies more than a responsible secretary; it becomes a sample of the taste and character of the company. No letter that a secretary mails out should ever be less than perfect.

Long Transpositions

Occasionally your employer will decide that an entire sentence or even a paragraph would be more effective if it were transposed to another part of the letter. When this happens, the simplest way to show the long transposition is to encircle the material to be transposed and indicate the new position by an arrow.

689 Illustration of Office-Style Dictation



**OFFICE-
STYLE
DICTATION**

80

LESSON

Developing Word-Building Power

690 SHORTHAND VOCABULARY BUILDER

Ten, Den, Etc.

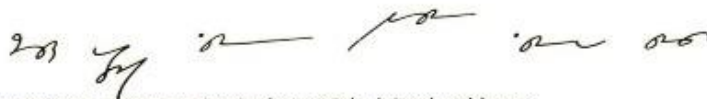
1 

Abbreviation -quire

2 

Mem, Men

3 
ū

4 

- 1 Assistance, whitten, maintain, fortunately, intend, guidance.
- 2 Inquire, acquire, acquired, require, requirement, esquire.
- 3 Memory, memorable, remember, mention, recommendation.
- 4 Excuse, reputable, human, document, humor, unique.

Building Transcription Skills

691

Business
Vocabulary
Builder

consul Official representative of one country residing in another.

passport Official paper granted by one's own government authorizing international travel.

carriers Transportation companies.

Reading and Writing Practice



692 Travel Know-How

| | | | |
|----------------|----------------|----------------|--|
| | con = 0, 00 r | con = 0, 00 r | |
| | in = 0, 00 r | in = 0, 00 r | |
| ex-cep-tion | ex-cep-tion | ex-cep-tion | |
| for-tu-nate-ly | for-tu-nate-ly | for-tu-nate-ly | |
| | car-ri-ers | car-ri-ers | |
| | phase | phase | |
| | wear | wear | |
| | It is | It is | |
| | con = 0, 00 r | con = 0, 00 r | |

blurred
 necessary
 foreign
 up to date

first-class
 hyphenated
 before noun
 intro
 burden
 intro
 ser
 med.i.cines

Always
 length
 vi-sas
 up to date
 no noun,
 no hyphen

Don't
 me-men-to

spe.cial.ties

stren.u.ous

hu.mor

best-made
hyphenated
before noun

guid.ance
as.sis.tance

Handwritten cursive notes for 'spe.cial.ties' with annotations like 'conj' and circled numbers.

Handwritten cursive notes for 'stren.u.ous' and 'hu.mor' with annotations like 'nc' and 'conj'.

Handwritten cursive notes for 'best-made hyphenated before noun' and 'guid.ance as.sis.tance' with annotations like 'when'.

Handwritten cursive notes on the right side of the page, including annotations like 'par', 'nonr', 'ser', and 'ad.vice'.

LETTERS

693



Handwritten cursive notes under the 'LETTERS' section, including annotations like 'when Transcribe: Flight 115', 'en.trees', and 'menus'.

hon-ored

del-i-ca-cies

re b r y v
 2 k h o b y
 u x - i
 i r j u .
 r 7 j . 6 u 9
 E *no* > d n b intro
 u 7 i n s and o
 y 2 y 2 u 4 >
 i d n 2 o r
 b intro f u 2 a 115
 i n . E u 7
 2 d . n [122]

, a ser , o n s
 , , o l d i
 2 9 p e d
 n r b v o
 2 k n e g - d
 u o e r n
 u o r s i intro
 2 u e n b e r
 h u o n r u
 u 7 n s y v
 b 2 n f p o n t intro
 n s { a i e - let-ter-head
 2 y n i
 (600) 211-5556 - 19
 n = 20 and o 24 = u y
 y > a n i d
 i intro
 p u r e s o
 (u e t a)
 E . n [153]

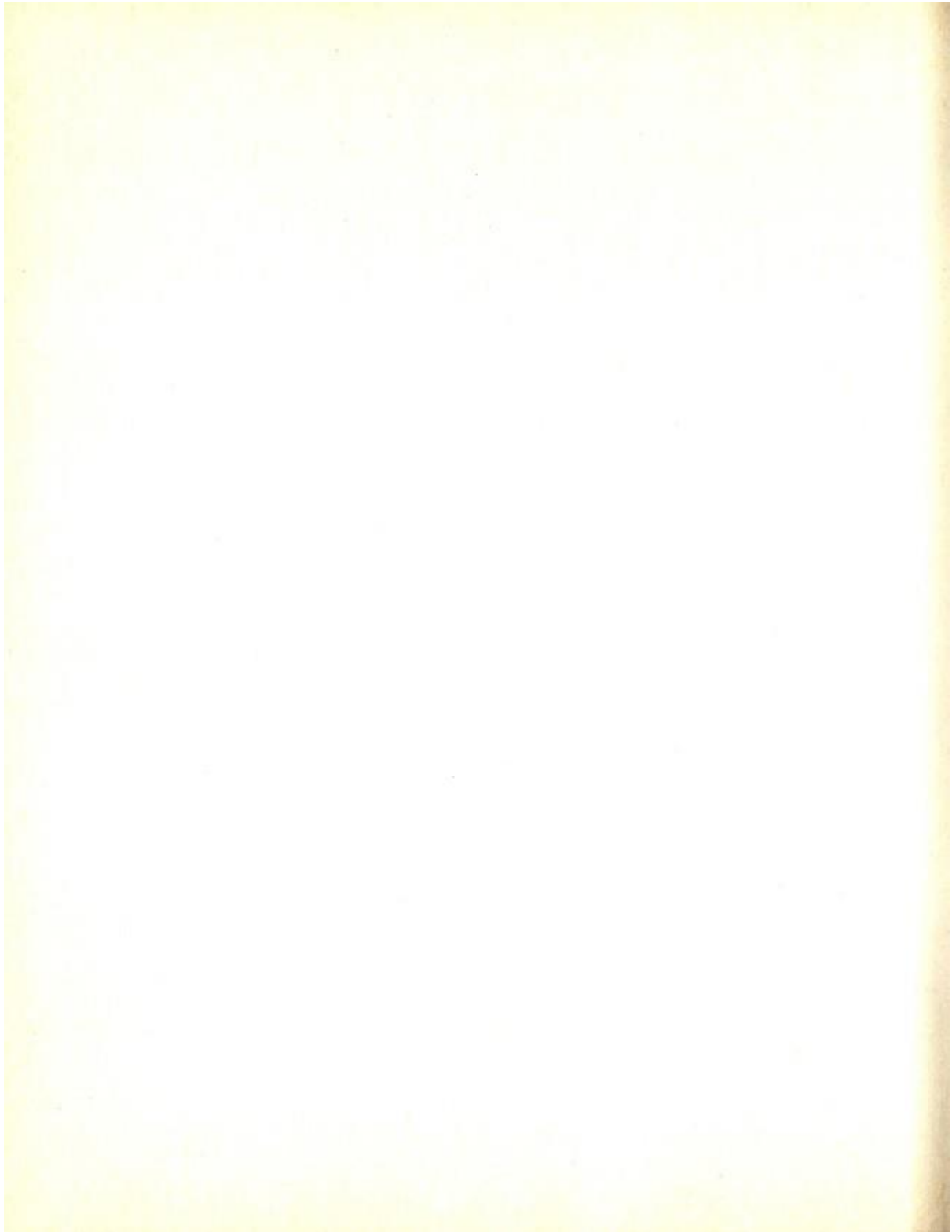
694

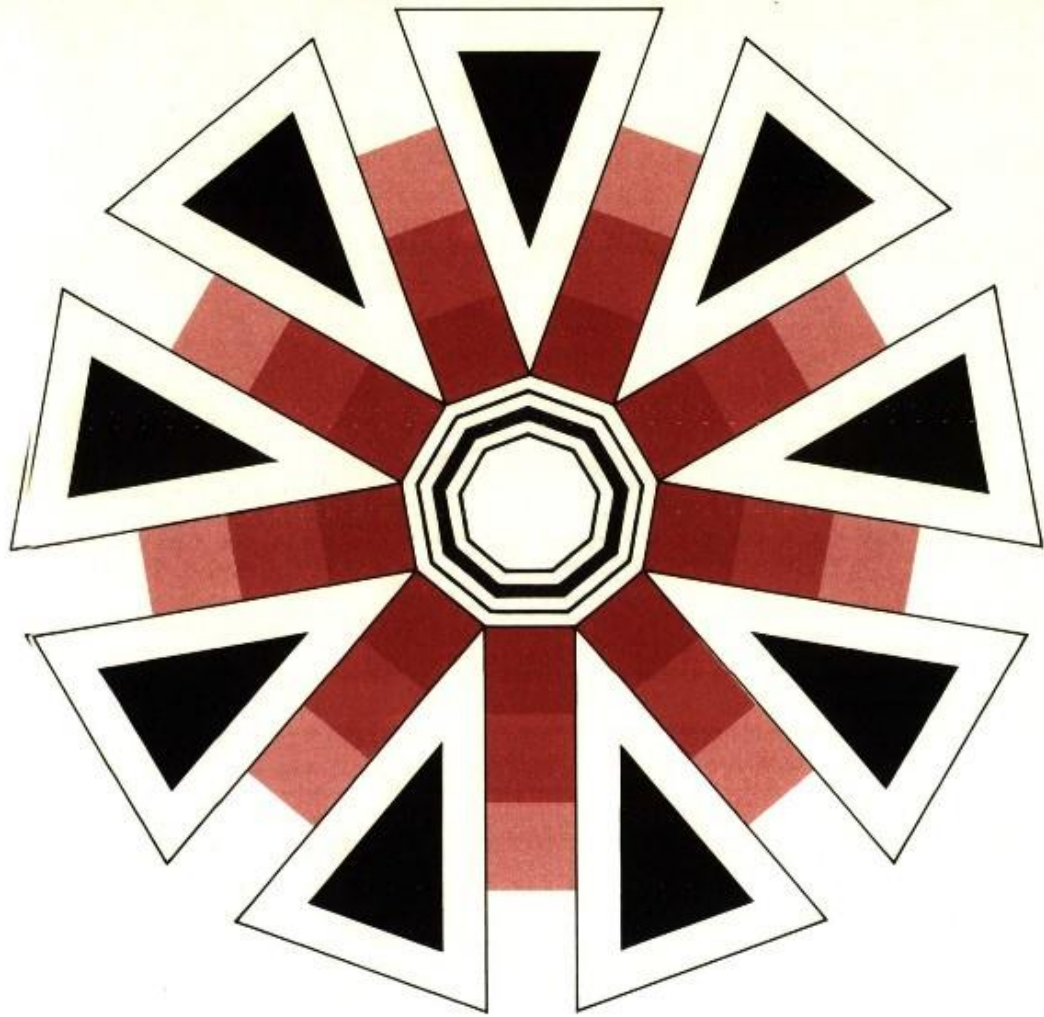


Di-rec-to-ry

r 26 , 9 n
 7 o s . { n o
 w . i b n f
po p e r i u
 6 450 b v o
 p a e o . i u

2 y n i
 (600) 211-5556 - 19
 n = 20 and o 24 = u y
 y > a n i d
 i intro
 p u r e s o
 (u e t a)
 E . n [153]





APPENDIX

RECALL DRILLS

Joined Word Endings

1 -ment

ment ment ment ment

2 -tion

tion tion tion tion

3 -tial

tial tial tial tial

4 -ly

ly ly ly ly

5 -ily

ily ily ily ily

6 -ful

ful ful ful ful

7 -sume, -sumption

*sume sume sume sume
sumption sumption sumption sumption*

8 -ble

ble ble ble ble

9 -ther

ther ther ther ther

ual ual ual ual

10 -ual

ual ual ual ual

11 -ure

ure ure ure ure

12 -self, -selves

*self self self self
selves selves selves selves*

13 -ort

ort ort ort ort

14 -tain

tain tain tain tain

15 -cient, -ciency

*cient cient cient cient
ciency ciency ciency ciency*

Disjoined Word Endings

16 -hood

hood hood hood hood

17 -ward

Handwritten cursive examples for -ward: w, h, e, n, e, f, a, r

18 -ship

Handwritten cursive examples for -ship: e, p, i, t, o, n, s, h, i, p, s

19 -cal, -cle

Handwritten cursive examples for -cal, -cle: c, a, l, c, l, e, s

20 -ulate, -ulation

Handwritten cursive examples for -ulate, -ulation: u, l, a, t, e, u, l, a, t, i, o, n

21 -ingly

Handwritten cursive examples for -ingly: i, n, g, l, y

22 -ings

Handwritten cursive examples for -ings: i, n, g, s

23 -gram

Handwritten cursive examples for -gram: g, r, a, m

24 -ification

Handwritten cursive examples for -ification: i, f, i, c, a, t, i, o, n

25 -lity

Handwritten cursive examples for -lity: l, i, t, y

Handwritten cursive examples for -ity: i, t, y

26 -ity

Handwritten cursive examples for -ity: i, t, y

27 -rity

Handwritten cursive examples for -rity: r, i, t, y

Joined Word Beginnings

28 Per-, Pur-

Handwritten cursive examples for Per-, Pur-: p, e, r, p, u, r

29 Em-

Handwritten cursive examples for Em-: e, m

30 Im-

Handwritten cursive examples for Im-: i, m

31 In-

Handwritten cursive examples for In-: i, n

32 En-

Handwritten cursive examples for 'En-'

33 Un-

Handwritten cursive examples for 'Un-'

34 Re-

Handwritten cursive examples for 'Re-'

35 Be-

Handwritten cursive examples for 'Be-'

36 De-, Di-

Handwritten cursive examples for 'De-, Di-'

37 Dis-, Des-

Handwritten cursive examples for 'Dis-, Des-'

38 Mis-

Handwritten cursive examples for 'Mis-'

39 Ex-

Handwritten cursive examples for 'Ex-'

40 Com-

Handwritten cursive examples for 'Com-'

41 Con-

Handwritten cursive examples for 'Con-'

42 Sub-

Handwritten cursive examples for 'Sub-'

43 Al-

Handwritten cursive examples for 'Al-'

44 For-, Fore-

Handwritten cursive examples for 'For-, Fore-'

45 Fur-

Handwritten cursive examples for 'Fur-'

46 Tern-, Etc.

Handwritten cursive examples for 'Tern-, Etc.'

47 Ul-

Handwritten cursive examples for 'Ul-'

DISJOINED WORD BEGINNINGS

48 Post-

Handwritten cursive examples for 'Post-'

49 Inter-, Etc.

Handwritten cursive examples for 'Inter-, Etc.'

50 Electr-, Electric

Handwritten cursive examples for 'Electr-, Electric'.

Handwritten cursive examples for 'Electr-, Electric'.

51 Super-

Handwritten cursive examples for 'Super-'.

59 Able Represented by A

Handwritten cursive examples for 'Able Represented by A'.

52 Circum-

Handwritten cursive examples for 'Circum-'.

60 Want Preceded by Pronoun

Handwritten cursive examples for 'Want Preceded by Pronoun'.

53 Self-

Handwritten cursive examples for 'Self-'.

61 Ago Represented by G

Handwritten cursive examples for 'Ago Represented by G'.

54 Trans-

Handwritten cursive examples for 'Trans-'.

62 To Omitted in Phrases

Handwritten cursive examples for 'To Omitted in Phrases'.

55 Under-

Handwritten cursive examples for 'Under-'.

56 Over-

Handwritten cursive examples for 'Over-'.

63 The Omitted in Phrases

Handwritten cursive examples for 'The Omitted in Phrases'.

Phrases

57 T for To in Phrases

Handwritten cursive examples for 'T for To in Phrases'.

64 Of Omitted in Phrases

Handwritten cursive examples for 'Of Omitted in Phrases'.

58 Been Represented by B

Handwritten cursive examples for 'Been Represented by B'.

Handwritten cursive practice lines consisting of several rows of connected loops and curves.

65 A Omitted in Phrases

Handwritten cursive practice lines for section 65, featuring various letter forms and flourishes.

66 Intersected Phrases

Handwritten cursive practice lines for section 66, showing intersecting strokes and complex letter combinations.

67 Special Phrases

Handwritten cursive practice lines for section 67, containing special phrases and decorative elements.

ADDRESSES FOR TRANSCRIPTION

(The numbers of the following names and addresses correspond to the numbers of the supplementary letters in the *Instructor's Handbook for Gregg Shorthand for Colleges, Diamond Jubilee Series, Volume Two, Second Edition.*)

Chapter 1

- 1 Miss Jane Johnson, State Realty Company, 1201 Avenue B, Elkhart, IN 46514
- 2 Mr. D. C. Royal, National Products Company, 206 Wilson Road, Harrison, NY 10528
- 3 The Honorable John Kelley, Mayor of Springfield, Springfield, TX 75214
- 4 Mr. George Rusk, 1801 First Street, Westport, CT 06880
- 5 Mr. Keith Jackson, 814 Sixth Avenue, Dover, DE 19901

Chapter 2

- 6 Mr. Edward C. Hunter, 128 Madison Avenue, Tacoma, WA 98411
- 7 Mr. A. B. Weaver, 215 Beacon Street, Boston, MA 02143
- 8 Mr. H. M. Jamison, Manager, Governor Smith Hotel, 201 Elm Street, Dallas, TX 75201
- 9 Mr. Willard Preston, 18 Green Road, White Plains, NY 10601
- 10 The National Service Station, 1300 Crestwood, Denver CO 80222

Chapter 3

- 11 Mr. K. N. Brown, 41 South Street, Rockville, NH 03301
- 12 Mr. Carl Jackson, 160 Franklin Avenue, St. Louis, MO 66111
- 13 Mr. J. T. Newton, Director, Birmingham Regional Air Terminal, Birmingham, AL 36302
- 14 Mr. S. T. Houston, Manager, Customer Relations, Western Airlines, 156 Fifth Avenue, Los Angeles, CA 90015
- 15 Wilson Aircraft Corporation, Wilson Building, Kennedy Boulevard, Jersey City, NJ 07304

Chapter 4

- 16 Mr. A. R. James, Vice President, Springfield National Bank, 300 Third Avenue, Springfield, OH 45512
- 17 Mr. Ray Snider, Virginia National Bank, 165 Lee Avenue, Falls Church, VA 22040
- 18 Mr. C. C. Toby, First National Bank, 151 Grand Avenue, Detroit, MI 48207
- 19 Mr. T. E. Hunt, Personnel Director, Chemical Bank of California, 121 Bay Street, San Francisco, CA 94120
- 20 The First National Bank, Main Plaza, Providence, RI 02901

Chapter 5

- 21 Mr. George M. Smith, Central Commercial College, Little Rock, AR 72203
- 22 Mr. Kenneth Baxter, Universal Computer Company, 510 Del Rey Street, Los Angeles, CA 90025
- 23 Mr. Albert R. Green, Coastal Electronics, 18 Eastern Parkway, Portland, OR 97250
- 24 Mr. Donald Harding, President, Colorado Data Processing Systems, 415 Trent Street, Pueblo, CO 81009
- 25 The Goldberg Company, 15 Park Place, Minneapolis, MN 55433

Chapter 6

- 26 Dr. Charles Evans, School of Education, Eastern State University, Newark, NJ 07118
- 27 Professor Gerald Burns, The Art Institute of Georgia, 15 West Street, Atlanta, GA 34615
- 28 Dr. J. C. Andrews, Dean, Graduate School, Western University, Helena, MT 59601
- 29 Mr. Charles M. Farmington, Southern Michigan Distributors, 14 Dade Boulevard, Miami, FL 33125
- 30 Mr. A. C. Smith, Personnel Manager, Technical Service Company, One Main Street, Montpelier, VT 05602

Chapter 7

- 31 Mr. L. H. Scott, The Hotel Association of Chicago, 15 Wabash Street, Chicago, IL 60655
- 32 Mr. James Kent, 1617 Jefferson Street, Cullman, AL 35055
- 33 Mrs. J. R. Fraser, 18 Lake Drive, Seattle, WA 98112
- 34 Mr. H. H. James, 1301 Glendale Avenue, Los Angeles, CA 90015
- 35 The General National Bank, One Main Place, Dallas, TX 75208

Chapter 8

- 36 Mr. Thomas Short, Vice President, World Insurance Company, Chicago, IL 60670
- 37 Mr. Joseph Harding, National Insurance Company, 30 Madison Avenue, New York, NY 10037
- 38 Mr. L. A. Kennedy, Mercantile Life Insurance Company, Durham, NC 27701
- 39 Mr. William Bauer, Reliable Insurance Company, 16 East 51 Street, New York, NY 10022
- 40 Mrs. Lucille Bennette, 81020 Lindhurst Drive, Los Angeles CA 90056

Chapter 9

- 41 Mr. Alvin C. White, General Clothing Manufacturing Company, 141 Commerce Street, Memphis, TN 38128

Chapter 9 (Continued)

- 42 Mr. J. C. Black, Central Manufacturing Company, 42 Park Avenue, Detroit, MI 48226
- 43 Mr. Horace Wilson, President, Wilson Company, 30 Franklin Square, Philadelphia, PA 19144
- 44 Mr. Arthur C. King, Wilson Manufacturing Company, One Madison Avenue, New York, NY 10017
- 45 Mrs. James Jones, 1611 Hancock, Vernon, TX 78701

Chapter 10

- 46 Johnson Business Systems, 30 Madison Avenue, New York, NY 10017
- 47 Mr. D. K. Davis, Simplex Company, 14 Parker Drive, Bloomsburg, PA 17815
- 48 Mr. David Anderson, Ajax Business Machines Company, 56 Harris Road, Reading, PA 19607
- 49 Mr. Phillip Wagner, Central Supply Company, 1516 First Avenue, Lexington, NC 27292
- 50 Mr. Henry Carson, 141 Second Street, New Haven, CT 06512

Chapter 11

- 51 Mr. P. C. Pierce, Pierce Supply Company, 416 Railroad Avenue, Milton, DE 19968
- 52 Miss Delphine Day, 33 Main Street, Elizabeth, NJ 07215
- 53 Mr. A. L. Shaw, Personnel Director, The Foley Company, 55 State Street, Chicago, IL 60655
- 54 Dr. Jeffrey Washing, Director, Placement Center, State College, 48 Mill Road, Houston, TX 77017
- 55 Mrs. Janet Mason, 130 South Boulevard, Des Moines, IA 50315

Chapter 12

- 56 Mr. Tim South, 18 East Broadway, Brooklyn, NY 11224
- 57 Mr. V. V. Green, 171 Jackson Street, Florence, AL 35904
- 58 Mr. Arnold Wolff, Manager, The Modern Book Company, Long Beach, CA 90801
- 59 Mr. Edward Crawley, 166 Garden Road, Missoula, MT 59801
- 60 The Basic Book Company, 16 Butler Road, Glendale, CA 91209

Chapter 13

- 61a Mr. G. R. Powell, 1301 Hancock Street, Cincinnati, OH 45217
- 61b Mr. Everett Weaver, 1816 Bensonhurst Drive, Cleveland, OH 44131
- 62a Mr. Paul Smith, 61 Eastern Parkway, Oak Grove, WI 53925
- 62b Mr. J. C. Morgan, 1209 Spaulding, Madison WI 53716

Chapter 13 (Continued)

- 63a Mr. Z. A. Brown, 611 Field Point Drive, Belleville, NJ 08502
- 63b Mr. Max Ryder, Ryder Realty, 18 Southpark Drive, Vicksburg, MS 39180
- 64a Mr. F. A. Strong, 14 Weber Road, Ogden, UT 84401
- 64b Mr. James R. West, 416 Adams Street, Charleston, SC 29404
- 65a Leisure Village Corporation, Smoke Rise, NJ 07070
- 65b Mr. Horace Jennings, 17 South First Street, Yonkers, NY 10704

Chapter 14

- 66a Mrs. Ethel Rogers, Retail Business Association, Milford, CT 06460
- 66b Mr. Benjamin Hill, Coordinator, Department of Distributive Education, Milford High School, Milford, CT 06051
- 67a Mr. Kenneth Casey, Casey Manufacturing Company, 16 Randolph Street, Peoria, IL 61604
- 67b Mr. Kenneth Casey, Casey Manufacturing Company, 16 Randolph Street, Peoria, IL 61604
- 68a Mr. J. P. Jones, 1611 Hancock Avenue, Kermit, TX 79732
- 68b Mr. J. P. Jones, 1611 Hancock Avenue, Kermit, TX 97932
- 69a Mr. T. C. Shaver, Nation Plumbing Company, 61 Eighth Avenue, Flint, MI 48706
- 69b Mr. B. T. Day, 1842 Jones Street, Flint, MI 48707
- 70a Mr. Boyd Hanstins, 1130 Oak Lawn, Dallas, TX 75210
- 70b Gersons China Shop, Central Plaza, Worcester, MA 01610

Chapter 15

- 71a Miss Catherine Evans, Page Elementary School, 141 Spellman Drive, Fayetteville, AR 72701
- 71b Mr. Jerome Green, The Railroad Institute, 316 Park Avenue, New York, NY 10017
- 72a Mr. Quincy Fisher, 18 Red Bluff Road, Parkersburg, PA 15104
- 72b Mr. Carlos Burns, Suburban Bus Company, 191 Stephen Street, Pittsburgh, PA 15205
- 73a Mr. Barry O'Connell, Central Railroad Corporation, 18 Wabash Street, Chicago, IL 60655
- 73b Mr. Barry O'Connell, Central Railroad Corporation, 18 Wabash Street, Chicago, IL 60655
- 74a Mr. Gary Wilson, Reliable Delivery Service, 1077 Main Street, Denver, CO 80215
- 74b Mr. B. W. Williams, President, Quick Print Company, 1801 South Street, Denver, CO 80223
- 75a The Central Railroad, 181 Benson Street, Chicago, IL 60671
- 75b Mr. James Kent, 130 State Street, Chicago, IL 60680

Chapter 16

- 76a Mr. B. B. Carson, Public Relations Department, National Oil Corporation, Houston, TX 77004
- 76b Mr. Jason Worth, 1801 Canal Street, New Orleans, LA 70125
- 77a Mr. Rodger Taylor, World Tours, 18 East 36 Street, New York, NY 10016
- 77b Miss Janice Tucker, School of Education, Hartford College, Hartford, CT 06108
- 78a Mr. Fred Brown, 40 Court Street, Stamford, CT 06901
- 78b Mr. Fred Brown, 40 Court Street, Stamford, CT 06901
- 79a Mr. William R. Tibbs, Personnel Director, International Travel, Inc., 1401 Elm Street, Dallas, TX 75201
- 79b Mr. Robert McNair, 1408 Vine Street, Mobile, AL 36605
- 80a The Johnson Travel Agency, 1800 Madison Avenue, New York, NY 10016
- 80b Mr. Art Smith, 14 Almoda Road, Almeda, GA 31401

INDEX OF BUILDING TRANSCRIPTION SKILLS

The number next to each entry refers to the page in the text in which the entry appears.

| | | | | | |
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