

# LIST OF 700 COMMON SHORTHAND OUTLINES

## ARRANGED IN ALPHABETICAL ORDER

THESE OUTLINES REPRESENT APPROXIMATELY 68 PER CENT OF THE  
WORDS CONTAINED IN ORDINARY ENGLISH MATTER\*

<p>A } AN }</p>	<p>AMOUNT</p>	<p>BAD</p>
<p>ABLE</p>	<p>AN (See A)</p>	<p>BALANCE</p>
<p>ABOUT</p>	<p>AND</p>	<p>BANK</p>
<p>ABOVE</p>	<p>ANIMAL</p>	<p>BASE</p>
<p>ACCORDING</p>	<p>ANNOUNCE</p>	<p>BE</p>
<p>ACCOUNT</p>	<p>ANOTHER</p>	<p>BEAUTIFUL</p>
<p>ACROSS</p>	<p>ANSWER</p>	<p>BECAUSE</p>
<p>ACT</p>	<p>ANY } IN }</p>	<p>BECOME</p>
<p>ADD</p>	<p>APPEAR</p>	<p>BED</p>
<p>ADVANTAGE</p>	<p>APRIL</p>	<p>BEFORE</p>
<p>ADVERTISE</p>	<p>ARE</p>	<p>BEGIN</p>
<p>ADVERTISED</p>	<p>ARM</p>	<p>BEHIND</p>
<p>ADVERTISE- MENT</p>	<p>ART</p>	<p>BELIEF } BELIEVE } BELIEVED }</p>
<p>AFTER</p>	<p>AS } HAS }</p>	<p>BEST</p>
<p>AFTERNOON</p>	<p>ASK</p>	<p>BETTER</p>
<p>AGAIN</p>	<p>AT</p>	<p>BETWEEN</p>
<p>AGE</p>	<p>ATTEMPT</p>	<p>BEYOND</p>
<p>AGO</p>	<p>ATTENTION</p>	<p>BIG</p>
<p>AGREE</p>	<p>AUGUST</p>	<p>BLACK</p>
<p>AIR } HEIR }</p>	<p>AUTHORITY</p>	<p>BLUE</p>
<p>ALL</p>	<p>AWAY</p>	<p>BOARD</p>
<p>ALONG</p>	<p>AWE</p>	<p>BODY</p>
<p>ALSO</p>	<p>(See OUGHT)</p>	<p>BOOK</p>
<p>ALTOGETHER</p>	<p>AY (See I)</p>	<p>BOTH</p>
<p>AM</p>	<p>BABY</p>	<p>BOUGHT</p>
<p>AMONG</p>	<p>BACK</p>	<p>BOY } BUOY }</p>

\* See note regarding frequency with derivative outlines, page 8.

BRAKE (See BREAK)		CLEAN		DELIVER	}
BREAD		CLEAR		DELIVERED	
BREAK } BRAKE }		COAL		DELIVERY	
BRING		COARSE (See COURSE)		DEMAND	
BROTHER		COLD		DEPEND	
BROUGHT		COLOUR		DESIRE	
BUILD } BUILDING }		COME		DETAIL	
BUILT		COMFORT		DEVELOP	
BUOY (See BOY)		COMMIT		DIE } DYE }	
BURN		COMMON		DIFFER	
BUSINESS		COMPANY		DIFFERENCE } DIFFERENT }	
BUT		COMPETITION		DIFFICULT	
BUY } BY }		COMPLETE		DIFFICULTY	
BYE }		CONDITION		DIRECT	
CALL		CONNECT		DISCOVER	
CAME		CONSIDER		DISTANCE	
CAN		CONTINUE		DISTRIBUTE	
CAPITAL		CONTROL		DIVISION	
CAR		COPY		DO	
CARE		COST		DOOR	
CARRY		COULD		DOUBT	
CASE		COUNTRY		DOWN	
CAUSE		COURSE } COARSE }		DRESS	
CELL (See SELL)		COVER		DRINK	
CERTAIN		CREDIT		DRIVE	
CHANGE		CRY		DURING	
CHARACTER		CUSTOM		DYE (See DIE)	
CHARGE		CUT		EACH	
CHEAP		DANGER		EARLY	
CHECK } CHEQUE }		DATE		EARTH	
CHIEF		DAY		EASE	
CHILD		DEAR		EAST	
CHILDREN		DECEMBER		EDUCATION	
CITY		DEEP		EFFECT	
		DEGREE		EITHER	
				ELECTRIC	
				ELECTRICITY	

EMPLOY	توظيف	FIRE	نيران	HAD	كان
END	انتهى	FIRST	أول	HALF	نصف
ENGINE	محرك	FISH	سمك	HAND	يد
ENGINEER	مهندس	FLY	طير	HAPPEN	حدث
ENGLISH	إنجليزي	FOLLOW	تبع	HAPPY	سعيد
ENOUGH	كاف	FOOD	طعام	HARD	صعب
EQUAL	متساوي	FOOT	قدم	HAS (See AS)	لديه
EQUALLY	متساويًا	FOR	ل	HAVE	لديه
EVEN	متساوي	FORCE	قوة	HE	هو
EVENT	حدث	FORM	شكل	HEAD	رأس
EVER	دائم	FORM	شكل	HEALTH	صحة
EVERY	كل	FORWARD	أمام	HEAR } HERE }	سمعت
EXAMPLE	مثال	FREE	حر	HEART	قلب
EXCEPT	إلا	FREQUENT	كثير	HEAT	حرارة
EXCHANGE	تبادل	FRIDAY	جمعة	HEAVY	ثقيل
EXCHANGED	تبادل	FRIEND	صديق	HEIR (See AIR)	وريث
EXIST	وجود	FROM	من	HELP	مساعدة
EXPECT	توقع	FRONT	أمام	HER	هي
EXPECTED	توقع	FULL	ممتلئ	HERE	هنا
EXPERIENCE	تجربة	FULLY	بشكل كامل	HERE (See HEAR)	هنا
EXPERT	خبير	FURTHER	أبعد	HIGH	عالي
EXPRESS	عبر	FUTURE	مستقبل	HIM	هو
EYE (See 'I)	عين	GAVE	أعطى	HIMSELF	نفسه
FACE	وجه	GENERAL	عموم	HIS (See IS)	له
FACT	حقيقة	GENERALLY	عمومًا	HISTORY	تاريخ
FALL	سقط	GENTLEMEN	سادة	HOLD	أبصر
FAMILY	عائلة	GET	أخذ	HOLE	ثقب
FAR	بعيد	GIRL	فتاة	(See WHOLE)	كامل
FARM	مزرعة	GIVE	أعطى	HOME	منزل
FATHER	أب	GIVEN	أعطى	HOPE	أمل
FEAR	خوف	GO	ذهب	HORSE	حصان
FEBRUARY	فبراير	GOLD	ذهب	HOUR (See OUR)	ساعة
FEEL	شعر	GOOD	جيد	HOUSE	منزل
FEW	قليل	GOVERN	حكى	HOW	كيفية
FIELD	ميدان	GOVERNED	حكى	HOWEVER	بغض النظر
FIGURE	شخص	GOVERNMENT	حكومة	HUNDRED	مائة
FINAL	أخير	GREAT	عظيم	EYE } AY }	عين
FIND	وجد	GROUND	أرض		
		GROW	نما		

IDEA	y	LABOUR	u	MANY	u
IF	l	LAND	u	MARCH	u
IMMEDIATE	u	LANGUAGE	u	MARK	u
IMPORTANT	u	OWING	u	MARKET	u
IMPORTANCE	u	LARGE	u	MARRY	u
IMPOSSIBLE	u	LAST	u	MASS	u
IMPROVE	u	LATE	u	MASTER	u
IMPROVED	u	LAW	u	MATTER	u
IMPROVE- MENT	u	LEAD	u	MAY	u
IN (See ANY)	u	LEARN	u	ME	u
INCREASE	u	LEAST	u	MEAL	u
INDEED	u	LEAVE	u	MEAN	u
INDUSTRY	u	LEFT	u	MEASURE	u
INFLUENCE	u	LESS	u	MEAT	u
INFORM	u	LET	u	MEET	u
INFORMED	u	LETTER	u	MEMBER (See REMEMBER)	u
INFORMATION	u	LIFE	u	MEMORY	u
INSTRUCTION	u	LIGHT	u	MERE	u
INSURANCE	u	LIKE	u	MR.	u
INTEREST	u	LIMIT	u	METHOD	u
IRON	u	LINE	u	MIGHT	u
IS	u	LIST	u	MILE	u
HIS	u	LITTLE	u	MILK	u
ISSUE	u	LIVE	u	MILLION	u
IT	u	LONG	u	MIND	u
ITSELF	u	LONGER	u	MINE	u
JANUARY	u	LOOK	u	MINUTE	u
JUDGE	u	LOSS	u	MISS	u
JULY	u	LOVE	u	MODERN	u
JUNE	u	LOW	u	MOMENT	u
JUST	u	MACHINE	u	MONDAY	u
KEEP	u	MADE	u	MONEY	u
KIND	u	MAID	u	MONTH	u
KING	u	MAKE	u	MORE	u
KNEW (See NEW)	u	MAN	u	REMARK	u
KNOW (See NO)	u	MANUFACTURE	u	REMARKED	u
KNOWLEDGE	u	MANUFACTURED	u	MORNING	u
				MOST	u

MOTHER		OFFER		PASS	
MOTOR		OFFICE		PAY	
MOVE		OFFICIAL		PEACE } PIECE }	
MR. (See MERE)		OFTEN		PENNY	
MUCH		OH! } OWE }		PEOPLE	
MUST		OIL		PERFECT	
MY		OLD		PERHAPS	
MYSELF		ON		PERSON	
NAME		ONCE		PERSONAL	
NATION		ONE		PICTURE	
NATURE		ONLY		PIECE (See PEACE)	
NEAR		OPEN		PLACE	
NECESSARY		OPERATE		PLAIN } PLANE }	
NEED		OPINION		PLAN	
NEITHER		OPPORTUNITY		PLANE (See PLAIN)	
NEVER } NOVEMBER }		OR		PLANT	
NEW } KNEW }		ORDER		PLAY	
NEWS		ORGANIZE } ORGANIZED }		PLEASE	
NEXT		ORGANIZA- TION		PLEASURE	
NIGHT		OTHER		POINT	
NO } KNOW }		OUGHT } AWE }		POLITICAL	
NOR		OUR } HOUR }		POOR	
NORTH		OURSELVES		POSITION	
NOT		OUT		POSSIBLE	
NOTE		OVER		POUND	
NOTHING		OWE (See OH!)		POWER	
NOVEMBER (See NEVER)		OWING (See LANGUAGE)		PRESENT	
NOW		OWN		PRICE	
NUMBER } NUMBERED }		PAGE		PRINCIPAL } PRINCI- PALLY }	
OBJECT } OBJECTED }		PAINT		PRINCIPLE } PROBABLE } PROBABLY } PROBABIL- ITY }	
OBSERVATION		PAPER		PRODUCT	
OCTOBER		PART			
OF		PARTICULAR			
OFF		PARTY			

PROFIT		REPRESENT		SEEN	
PROPERTY		REPRES- SENTED		SCENE	
PROVIDE		REQUIRE		SELF	
PUBLIC	}	RESPECT		SELL	
PUBLISH		RESPECTED		CELL	
PUBLISHED		RESPONSIBLE		SEND	
PULL		RESPONSI- BILITY		SENSE	
PURPOSE		REST		SENT	
PUT		WREST		SEPTEMBER	
QUALITY		RESULT		SERIOUS	
QUARTER		RETURN		SERVE	
QUESTION		RIGHT		SERVICE	
QUICK		WRITE		SET	
QUITE		RIVER		SEVERAL	
RADIO		ROAD		SEW (See SO)	
RAIL		ROOM		SHALL	
RATE		ROUND		SHE	
RATHER	}	RULE		SHILLING	
WRITER			RUN		SHIP
REACH		SAFE		SHORT	
READ		SAID		SHOULD	
READY		SAIL		SHOW	
REAL		SALE		SIDE	
REALLY		SAME		SIGN	
REASON		SATISFAC- TORY		SIMPLE	
RECEIVE		SATURDAY		SINCE	
RECENT		SAVE		SIR	
RECORD		SAY		SIT	
RED		SCENE		SITUATION	
REGARD		(See SEEN)		SIX	
REGRET		SCHOOL		SIZE	
REGULAR		SCIENCE		SMALL	
RELATE		SEA		SO	
REMARK	}	(See SEE)		SEW	
REMARKED			SECOND		SOME
(See MORE)		SEE		SUM	
REMEMBER	}	SEA			SOMETIMES
REMEMBERED			SEEM		SOON
MEMBER					
REPORT					

SORT		SYSTEM		TOMORROW	
SOUND		TABLE		TOO } TWO }	
SOUTH		TAKE		TOUCH	
SOW (See SO)		TALK		TOWARD } TRADE }	
SPEAK		TAX		TOWN	
SPECIAL } SPECIALLY }		TEACH		TRADE } (See TOWARD)	
SPEND } SPENT }		TELL		TRAIN	
STAND		TEST		TRIED	
START		THAN		TROUBLE	
STATE		THANK } THANKED }		TRUE	
STATION		THAT		TRUST	
STEEL } STEAL }		THE		TRUTH	
STEP		THEIR } THERE }		TRY	
STILL		THEM		TUESDAY	
STONE		THEMSELVES		TURN	
STOP		THEN		TWO (See TOO)	
STORE		THERE } (See THEIR)		UNDER	
STORY		THEREFORE		UNTIL	
STRAIGHT		THESE		UP	
STRANGE		THEY		UPON	
STREET		THING		US	
STRONG		THINK		USE	
SUBJECT } SUBJECTED }		THIRD		USUAL } USUALLY }	
SUCCESS		THIS		VALUE	
SUCH		THOSE		VERY	
SUGGEST		THOUGH		VIEW	
SUM (See SOME)		THOUGHT		VOICE	
SUMMER		THOUSAND		WAIST } (See WASTE)	
SUNDAY		THROUGH		WALK	
SUPPLY		THURSDAY		WANT	
SUPPORT		TILL		WAR	
SURE		TIME		WARM	
SURPRISE		TO		WAS	
SWEET		TOGETHER		WASTE } WAIST }	

WATCH		WHILE		WORD	
WATER		WHITE		WORK	
WAY (See <i>WEIGH</i> )		WHO		WORLD	
WE		WHOLE } HOLE }		WORTH	
WEAK (See <i>WEEK</i> )		WHOM		WOULD	
WEATHER		WHOSE		WREST (See <i>REST</i> )	
WEDNESDAY		WHY		WRITE (See <i>RIGHT</i> )	
WEEK } WEAK }		WIDE		WRITER (See <i>RATHER</i> )	
WEIGH } WAY }		WILL		WRITING	
WELL		WINDOW		WRITTEN	
WENT		WINTER		WRONG	
WERE		WIRE		YARD	
WEST		WISE		YEAR	
WHAT		WISH		YES	
WHATEVER		WITH		YESTERDAY	
WHEN		WITHIN		YET	
WHENEVER		WITHOUT		YOU	
WHERE		WOMAN		YOUNG	
WHETHER		WOMEN		YOUR	
WHICH		WONDERFUL } WONDER- } FULLY }			

## DERIVATIVE OUTLINES

THESE DERIVATIVES, TOGETHER WITH THE ROOT WORDS,  
REPRESENT APPROXIMATELY 80 PER CENT OF THE WORDS  
CONTAINED IN ORDINARY ENGLISH MATTER

ably		added		advertising	
accounts		adding		afterwards	
accounting		addition		afternoons	
acts		additions		against	
acting		additional		ages	
action		advantages		aged	
actions		advertises } advertise- } ments }		ageing	
adds					



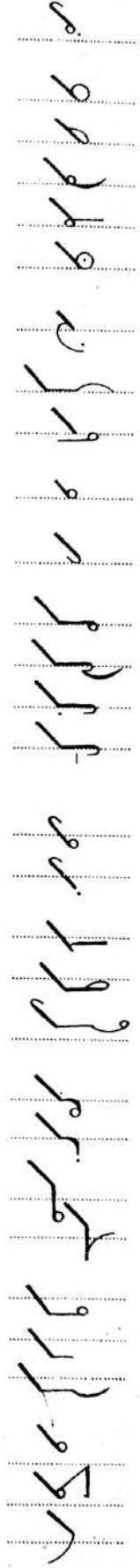
agrees  
agreed  
agreeing  
agreeable  
agreeably  
agreement  
agreements  
  
airplane  
airplanes  
  
airs }  
heirs }  
airy  
  
almost  
already  
although  
always  
  
amongst  
amounts  
amounting  
  
animals  
  
announces  
announced  
announcing  
announcement  
announcements  
announcer  
announcers  
  
answers  
answered  
answering  
  
anybody  
anyone  
anything



anywhere  
appears  
appeared  
appearing  
arms  
armed  
arming  
army  
armies  
  
arts  
asks  
asked  
asking  
attempts  
attempting  
authorities  
authoritative  
babies  
babyish  
backs  
backed  
backing  
backward  
backwards  
background  
badly  
banks  
banked  
banking  
balances  
balanced


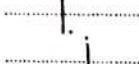
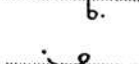


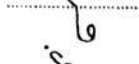
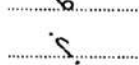
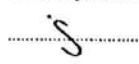
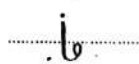

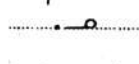

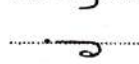
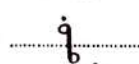
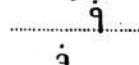
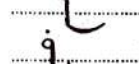
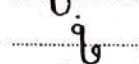
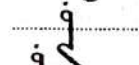

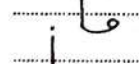

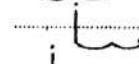
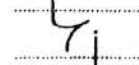

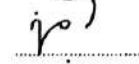


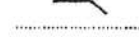






balancing  
bases  
based  
basing  
basic  
basis  
beautifully  
became  
becomes  
beds  
been  
begins  
beginning  
began  
begun  
believes }  
beliefs }  
believing  
bigger  
biggest  
blackness  
boards  
boarding  
bodies  
bodily  
books  
booked  
booking  
boys }  
buoys }  
boyhood  
boyish


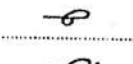
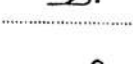

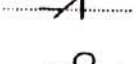
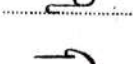

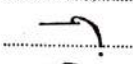
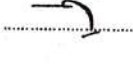
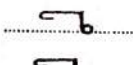
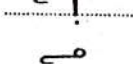
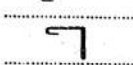
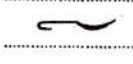
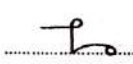
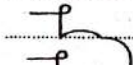
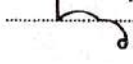
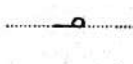

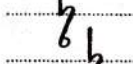


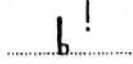
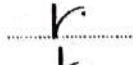

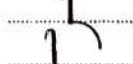
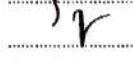


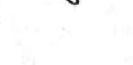





brakes } breaks }		carefully		chiefs	
braking } breaking }		carefulness		cities	
broke		careless		citizen	
broken		carelessly		citizens	
brings		carelessness		cleans	
bringing		carries		cleaned	
brothers		carried		cleaning	
builds } buildings }		carrying		clears	
buoys (See boys)		cars		cleared	
burns		cases		clearing	
burned } burnt }		causes		clearly	
burning		causing		clearer	
businesses		cells (See sells)		coals	
buys		celled		coal-field	
buying		certainly		coal-fields	
buyer		certainty		coal-mine	
buyers		changes		coal-mines	
calls		changed		coldly	
called		changing		coldness	
calling		changeless		colours	
cannot (See Section 12, p. 37)		characters		colouring	
capitals		charges		colourless	
capitalist		charged		colourful	
capitalists		charging		comes	
cares		cheaper		coming	
cared		cheapest		comforts	
caring		cheaply		comforting	
careful		cheapness		comfortable	
		checks } cheques }		comfortably	
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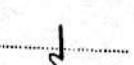

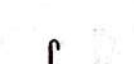
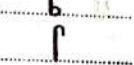

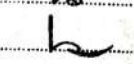
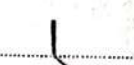

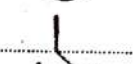
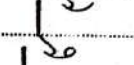
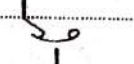

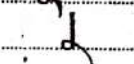
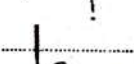
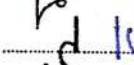
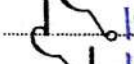
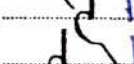
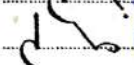


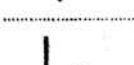
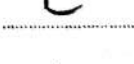
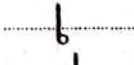

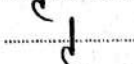

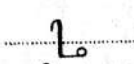





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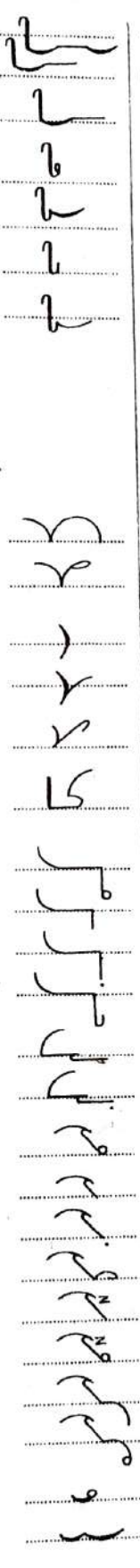
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  


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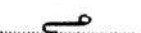

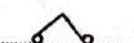






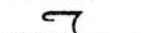

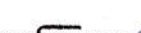



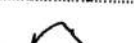





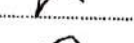











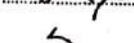



















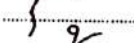
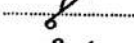

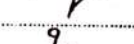


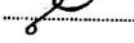


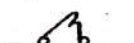


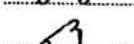

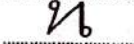
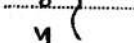


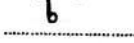



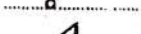






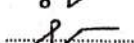


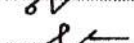


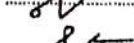
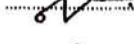
drinking  
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 dyes (See *dies*)  
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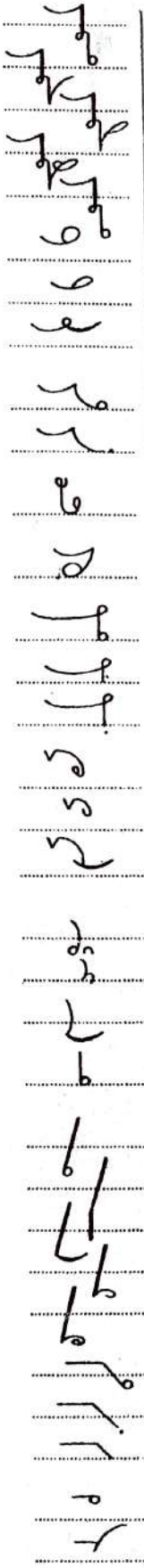
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experts	فخريه	fewer	اقل	forwarding	مقدمه
expresses	يعبر	fewest	اقل	freely	بحرية
expressed	عبر	fields	حقول	frequently	تكرار
expressing	يعبر	figures	ارقام	friends	اصدقاء
expression	عبره	figured	حسب	friendly	صديق
expressions	عبره	figuring	يحسب	fronts	جبهات
expressly	بصريحه	finally	اخيرا	fuller	اكثر
eyes	عيون	finds	يجد	fullness	كامله
faces	وجوه	finding	يجد	furtherance	توسيع
faced	واجه	found	وجد	furthermore	علاوة على
facing	واجه	fires	نيران	gets	يحصل
facts	حقائق	fired	انفجر	getting	يحصل
falls	سقط	firing	انفجار	got	حصل
falling	سقط	fireplace	مدفئ	girls	بنات
fell	سقط	fireplaces	مدفئ	girlish	بناتي
fallen	سقط	fireside	مدفئ	gives	يعطي
families	عائلات	fishes	اسماك	giving	يعطي
farms	مزارع	fishing	صيد	goes	يذهب
farming	زراعه	flies	طيران	going	يذهب
fathers	آباء	flying	يطير	gone	انتهى
fears	خوف	flew	طار	golden	ذهبي
feared	خوف	follows	يتبع	goods	سلع
fearing	خوف	followed	يتبع	goodness	خير
fearful	خوف	following	يتبع	good-nature	طيب
fearfully	خوف	feet	اقدم	good-night	ليله
fearfulness	خوف	forces	قوة	governs	يحكم
fearless	بغير خوف	forced	جبر	governing	الحكم
fearlessly	بغير خوف	forcing	يجبر	governments	حكومات
fearlessness	بغير خوف	forms	شكل	greatly	كثيرا
feels	يشعر	formed	تشكل	greatness	عظمة
feeling	يشعر	forming	يتشكل		
feelings	اشعار	forwards	مقدم		

grounds		heavier		homely	
grows		heaviest		hopes	
growing		heavily		hoped	
grown		heaviness		hoping	
growth		heirs (See <i>airs</i> )		hopeful	
grew		helps		hopefully	
hands		helping		hopefulness	
handing		helped		hopeless	
happens		helpful		hopelessly	
happened		helpfully		hopelessness	
happening		helpfulness		horses	
happier		helpless		hours (See <i>ours</i> )	
happiest		helplessly		hourly	
happily		helplessness		houses	
happiness		herself		housed	
hardest		higher		housing	
hardly		highest		hundreds	
hardness		highly		hundredth	
heads		highland		ideas	
headed		highlands		immediately	
heading		highroad		improves	
headline		highroads		improvements	
headlines		highway		improving	
headway		highways		income	
healthy		histories		incomes	
healthiest		historic		inside	
hears		historical		into	
hearing		historically		increases	
heard		holds		increased	
hearts		holding		increasing	
heats		held		increasingly	
heating		holes			
		homes			

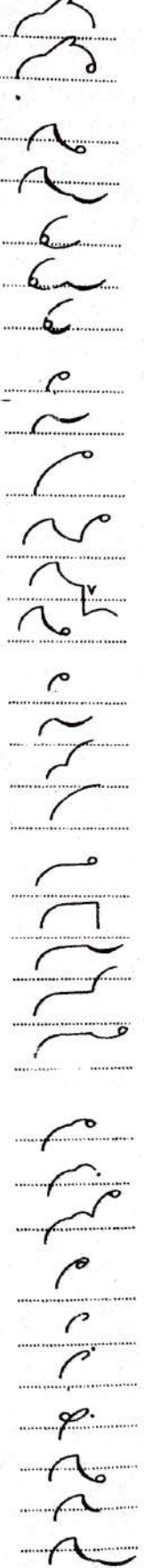
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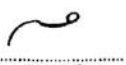



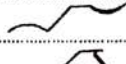
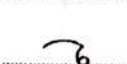
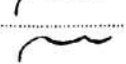
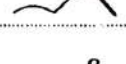
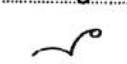
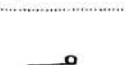


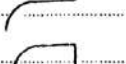


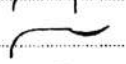

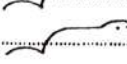

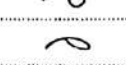




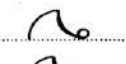

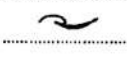

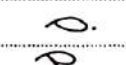






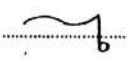




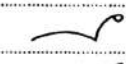
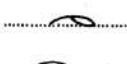
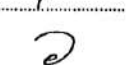
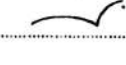




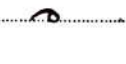
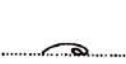
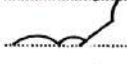
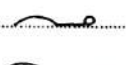

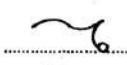
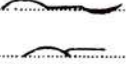


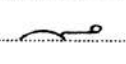
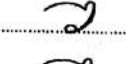

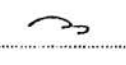





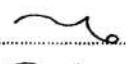








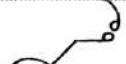


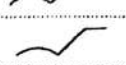







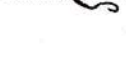







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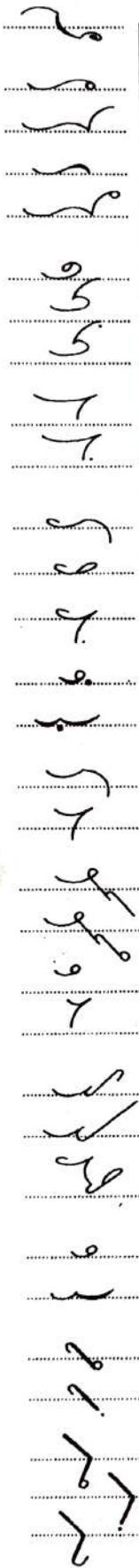
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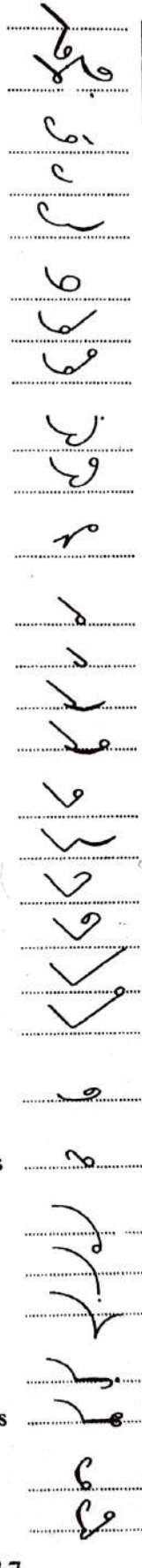
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looked		marrying		milkmen	
looking		masses		millions	
losses		massed		minds	
lost		massing		mindng	
loves		masters		mines	
loved		mastering		mining	
loving		masterpiece		minutes	
lovingly		masterpieces		misses	
lovely		matters		missed	
lower		material		missing	
lowest		materials		moments	
lowly		materially		momentary	
machines		meals		momentarily	
maids		means		months	
makes		meaning		monthly	
making		meant		moreover	
maker		measures		mornings	
makers		measured		mothers	
mankind		measuring		motherly	
men		meats } meets }		motors	
manufactures		meeting		motoring	
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manufacturer		met		moved	
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marked					
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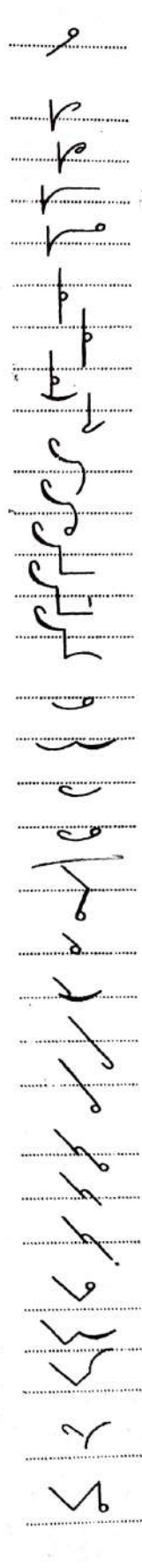
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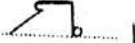
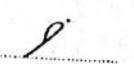





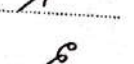


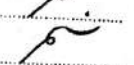

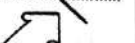
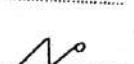


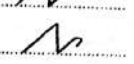

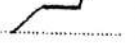



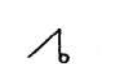


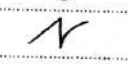

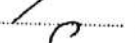
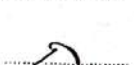
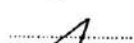
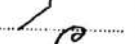
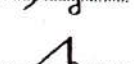
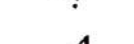

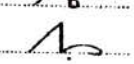

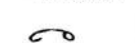


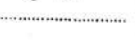

















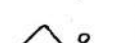


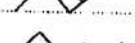
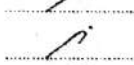



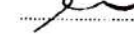
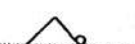
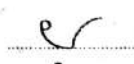


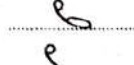





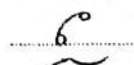
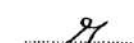

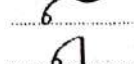
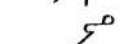

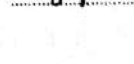




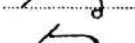


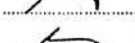



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railway		regretting		restlessness	
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rates		regrettably		resulting	
rated		regularly		returns	
rating		relates		returned	
rateable		relating		returning	
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reached		relations		rightly	
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reader		remembering		roadmen	
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receives		requiring		ran	
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receiving		requirements		safest	
recently		respects		safety	
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satisfactorily		sending		showrooms	
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says		seriously		signing	
scenes		seriousness		simpler	
schools		serves		simplest	
schooling		served		simply	
schooled		serving		simplicity	
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seconding		shipped		sized	
secondly		shipping		sizes	
secondary		shipment		sizing	
sees } seas }		shipments		smaller	
seeing		shipbuilding		smallest	
saw		shipyard		somehow	
seems		shipyards		something	
seemed		shortest		somewhere	
seemly		shortly		sorts	
sells } cells }		shorthand		sorting	
selling		shows		sounds	
seller		showed		sounding	
sellers		showing		south-west	

sows (See sews)

speaks

speaking

spends

spending

stands

standing

starts

starting

stated

stating

states

statesman

statesmen

statement

statements

stations

steeling }  
stealing }

steels }  
steals }

steps

stepped

stepping

stones

stony

stops

stopped

stopping

stores

stored

storing

stories

straightfor-  
ward

strangest

strangely

streets

strongly

subjects

successes

successful

successfully

suggests

suggesting

suggestion

sums

summed

summing

summers

supplies

supplied

supplying

supports

supporting

surely

surprises

surprised

surprising

sweetly

sweetest

systems

tables

takes

taking

taken

took

talks

talking

talked

taxes

taxed

taxing

taxation

teaches

teaching

teacher

teachers

tells

telling

tests

testing

thanks

thanking

thankful

thankfulness

thankless

thanklessness

things

thinks

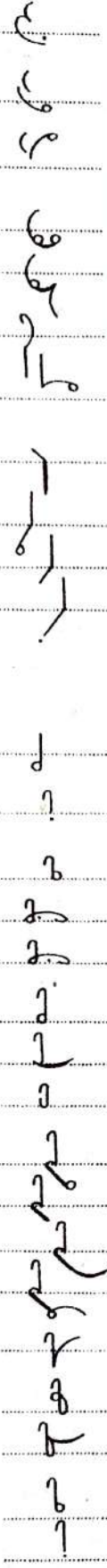
thinking

thirds

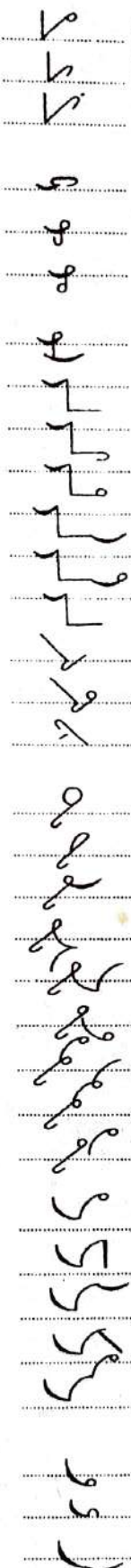
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thoughtful

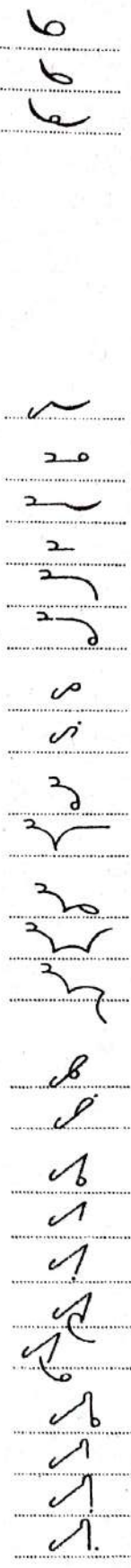
thoughtfully  
 thoughtful-  
 ness  
 thoughtless-  
 ness  
 thousands  
 thousandth  
 throughout  
 times  
 today  
 touches  
 touched  
 touching  
 towards  
 (See trades)  
 towns  
 trading  
 trades  
 towards }  
 tradesman  
 tradesmen  
 trains  
 training  
 trained  
 troubles  
 troubled  
 troubling  
 troublesome  
 truly  
 trusts  
 trusting  
 tries  
 trying



turns  
 turned  
 turning  
 underground  
 understand  
 understands  
 understand-  
 ing  
 undertake  
 undertaken  
 undertakes  
 undertaking  
 undertakings  
 undertook  
 upward  
 upwards  
 upper  
 uses  
 used  
 using  
 useful  
 usefully  
 usefulness  
 useless  
 uselessly  
 uselessness  
 values  
 valued  
 valuing  
 valuable  
 valueless  
 views  
 viewed  
 viewing



voices  
 voiced  
 voicing  
 waists  
 (See wastes)  
 wait  
 (See weight)  
 waits  
 (See weights)  
 waiting  
 walks  
 walking  
 walked  
 walker  
 walkers  
 wants  
 wanting  
 wars  
 warlike  
 warmest  
 warmly  
 warmth  
 wastes }  
 waists }  
 wasting  
 watches  
 watched  
 watching  
 watchful  
 watchfulness  
 waters  
 watered  
 watering  
 watery



ways  
(See weighs)

wayside

weakly  
(See weekly)

weakness

week-end

week-ends

weeks

weekly }  
weakly }

weighed

weighing

weighs }  
ways }

weight }  
wait }

weights }  
waits }

well-being

well-known

wells

whereas

wherein

whereupon

whilst

whiteness

wholesale

wholly

widest

wider

widely

widen

widened

widens

widening

willing

willingly

willingness

windows

winters

wintering

wires

wiring

wired

wireless

wisely

wishes

wished

wishing

words

works

worked

working

worker

workers

workman

workmen

worlds

worthless

worthlessness

wrests  
(See rests)

wresting  
(See resting)

writers

wrongs

wronged

wronging

wrongly

wrong-doing

wrote

yards

years

yearly

yourself

yourselves

## PHRASES


















































The phrases used in the shorthand pages of this book have been formed in accordance with the following rules—

A. Phrases may be formed by the joining together of two or more of the outlines appearing in the list of the 700 most frequently used shorthand outlines, or derivatives of these outlines, as: *it is*, *it is not*, *if you*, *if you can*, *to our*, *to turn*, etc.

B. Special phrases are used to represent very common word groups, and sixteen points for the formation of such phrases are listed below—

1. *THE*: represented by a small tick, written either upwards or downwards at a sharp angle:  
*in the*, *with the*, *for the*, *and the*, *on the*, *pay the*, *take the*, etc.
2. *I*: represented by writing the first part of the sign only: *I can*, *I am*, *I believe*, *I want*, *I went*, *I agree*.
3. *HE*: represented *medially* or *finally* by a short downstroke: *that he may*, *for he*, *if he*, *when he*.
4. *MUCH*: represented by strokes *m* and *ch*: *how much*, *too much*, *so much*, *very much*.
5. *WILL*: represented by upward *l*: *I will*, *you will*, *they will*, *it will*, *he will*.
6. *US*: represented by circle *s*: *to us*, *for us*, *to give us*.



7. *S-W, S-S:* represented by large circle:  as well as,  as we have, etc.;  this is,  as is,  is as,  as soon as.
8. *WERE:* represented by strokes *w* and *ray*:  we were,  they were; *ar*:  you were.
9. *ARE:* represented by initial hook *r*:  they are.
10. *BEEN, THAN, OWN:* represented by final hook *n*:  have been,  had been,  better than,  more than,  rather than,  our own,  their own.
11. *HAVE, OF:* represented by final hook *f/v*:  which have,  who have,  out of,  number of,  rate of.
12. *NOT, TO:* represented by halving and by hook *n*:  I am not,  I will not,  I cannot,  I do not,  I did not,  had not,  we will not,  we cannot,  we do not,  we did not,  you will not,  you cannot,  were not;  may not be;  able to.
13. *MUST:* represented by stroke *m* and circle *s*:  must be,  must not be.
14. *CON:* represented by writing the outline close to the preceding outline:  in connection,  in control,  in consideration,  we consider,  we continue,  this company,  this committee,  I will comfort,  it is common,  in condition, etc.

15. *THEIR, THERE*, represented by doubling the stroke preceding  
*OTHER*: these words: in their, I  
 am sure there is, some other.

16. *HUNDRED*, represented by strokes *n*, *th*, and *m* respectively:  
*THOUSAND*, one hundred, two hundred; one  
*MILLION*: two thousand, two hundred  
 thousand; one million, two million.

C. Phrases shown under *B* may be joined, where convenient, to  
 other outlines: I agree, I agree that the; it will, it  
 will be; have been, we have been; I do not, I do  
 not think; must be, it must be.

These rules cover most phrases ordinarily required by the short-  
 hand writer in general work. Further phrases are taught in the  
 textbooks and in *The New Phonographic Phrase Book*. In addition,  
 lists of phrases for use in the reporting of specialized matter are  
 available should students require them at a later stage of their study.