

**The complete instructor of short hand upon principles applicable to the European languages--also to the technical terms used by anatomists ... /  
By W.I. Blanchard.**

**Contributors**

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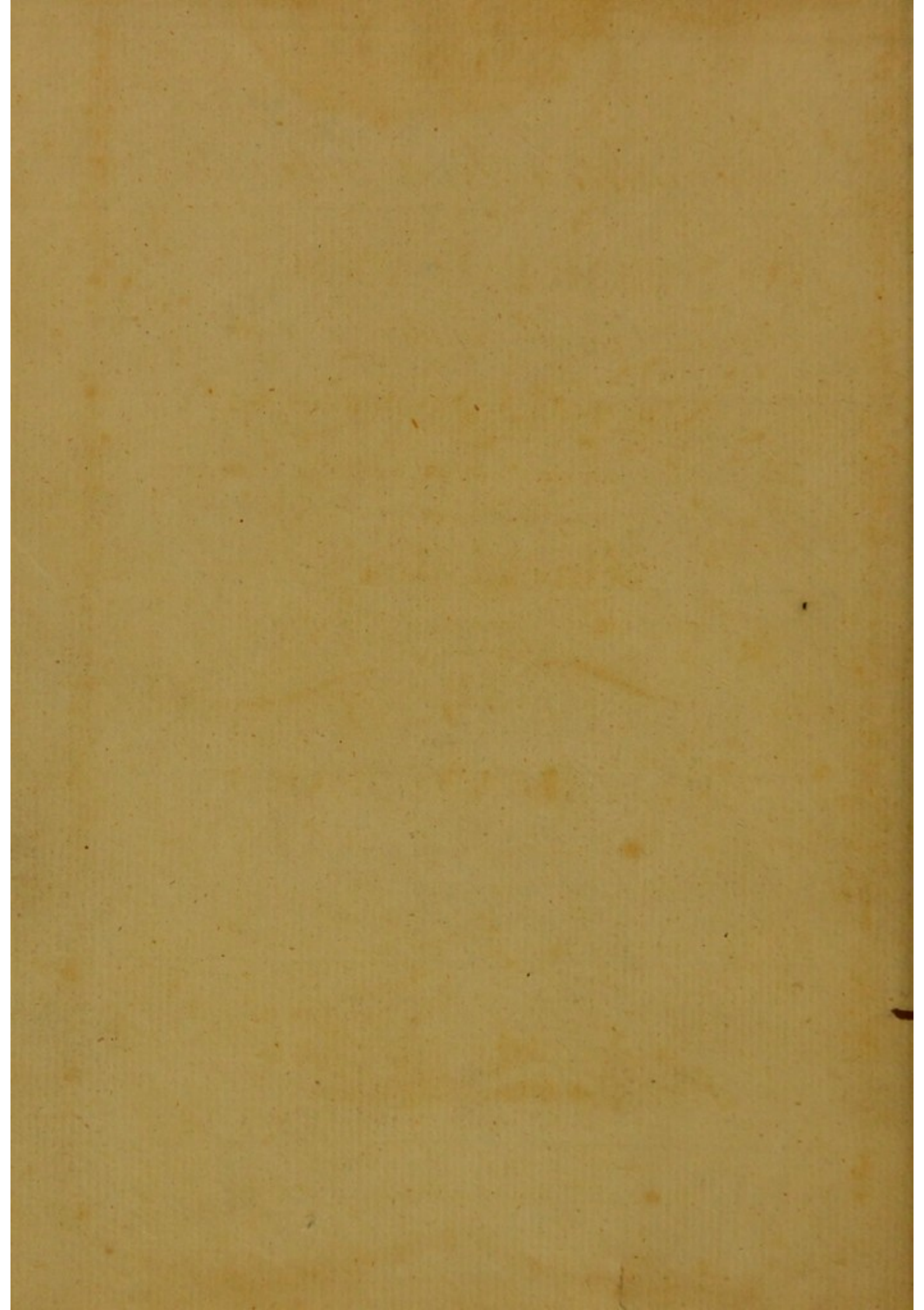
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also to the Technical Terms used by Anatomists,  
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Near twenty Years a Practiser of the Art  
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OF  
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Long, Splendid, and Honorable  
administration of the Laws in that High  
Office, have render'd his Name immortal;

---

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---

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---

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## E R R A T A.

- Page 3, Line 9, *for prevent, read prevents.*  
— 3, — 11, *after the word able, insert either.*  
— 3, — 12, *instead of and, read or.*  
— 25, — 16, *for e, read l.*  
— 26, — 1, *instead of the word for, read before.*  
— 26, — 2, *instead of for, read the word before.*  
— 31, — 19, *for compounding, read compound.*  
— 38, — 14, *after the word subj, the following words are omitted,  
of ths bk of or commts (viz.) t mns.*  
— 40, — 1, *after crm insert s.*  
— 41, — 4, *for that, read the.*

## ERRORS in the PLATES.

- Plate 2, Col. 3, sha— the s is a great deal too short.  
— 3, — 2, the ring of the word into is on the wrong side  
of the t.  
— 6, — 2, in the word misrepresent, the first dot is inserted  
by mistake, that is under the middle of the word.  
— 10, line 1, in the word subj the j is not complete, and there  
should be no dot.  
— 12, — 1, the mk should be one continued curve, no break.



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## INTRODUCTION.

**O**F the number of professors, who are in constant practice in Westminster-Hall, few have arrived at a sufficient degree of perfection in the art of Short-Hand Writing, to keep pace with rapid speakers, or to read what has been written at a distant time; owing to the want of a system sufficiently short, and at the same time sufficiently plain.

This I have fully experienced in the course of twenty years practice, as a professor of the art. With a view of removing every difficulty, and rendering it more generally useful, I began some years ago to form the present system, upon a much simpler and less complicated construction, than any hitherto known; and I now take the liberty



of presenting it to the public, under the patronage of the Right Honourable the Earl of Mansfield, and the other Gentlemen who have done me the honour to subscribe to the Work; by whom I hope it will be favourably received.

The value of such a work as this not depending upon the quantity of printing, but upon its real utility, I shall not amuse the reader with a long history of the origin of Short-Hand (the antiquity of substituting hieroglyphics for language being almost as old as the creation); neither shall I attempt to trace the progress of the art from its commencement to the present time, nor trouble the reader with an account of the various systems hitherto published; my principal aim shall be, merely to point out the most striking errors of the modern systems, and explain the reason why the practisers of Short-Hand Writing have so long laboured under insurmountable difficulties; and why so few have succeeded in their endeavours to acquire any degree of perfection in the art.



The principal objection to many systems is, the improper construction of the characters of the alphabet, which has forced the practisers to make use of a vast number of arbitrary characters, very difficult to be learnt, and scarcely ever to be acquired: hence they have been obliged to use points or breaks for vowels; and for diphthongs, points and breaks, which take up a great deal too much time, and prevent all, but those few, whose rapidity has been acquired by many years practice, from being able to keep pace with rapid \* speakers, and to read their writing at a future period.

Some authors have asserted that beauty is necessary to expedition, and therefore object to arbitrary characters; yet, in order to preserve their line of writing, they are obliged to make use of an alpha-

\* As a proof of this, and to give some idea of the rapidity of gentlemen of the bar in the course of argument, I remember to have written in one hour and forty minutes, from a speech of the Honourable Thomas Erskine, in the Carlisle Committee, upon the Petition of Mr. Christian against Mr. Lowther, 208 law sheets, each sheet containing 72 words, in all 14,976 words.



bet, of which the greater part of the characters are formed by a small circle, and a line for single letters; alleging, the circle takes up but very little time, and if it is any loss of time, it is more than compensated for, by the facility it gives in joining, and preserving regularity; in which they are so very particular, as not to permit the letters to exceed the limits of the lines, either at top or bottom.

The rules laid down by most of them, are to write all the consonants of a word, before they make the vowels, which is afterwards to be done, by making points about the word: that, by their rules must be done, for want of vowels being formed by letters in the middle of words, and it being impossible by such method to shew where the vowels should come in, till they mark the places by making points, it prevents their keeping pace with rapid speakers.

One of my principal rules is, to use another  
kind



kind of substitute for vowels, viz. a small Ring for *a* or *o*; a little larger for *u* or *w*, in all those places where the vowel, upon which the explanation of the word depends intervenes, which is a clue sufficient for all common words in the English tongue; *e* or *i* may in general be omitted in the middle of words, fifteen letters having the sound of *e* in themselves; a little experience will convince the reader of the truth of this observation. This method of shewing the intervening vowel, seems never to have occurred to any writer upon the subject before; notwithstanding some have found it so necessary to point out the vowels, they lay it down as a positive rule, that the points to give the sound should not be omitted.—By the method which I now propose, the vowels are formed with as little loss of time, as it takes to form their ring (which is only half their letter) and as it introduces the sounding vowel, must, consequently, be an improvement.



Then as to the application of separate letters, for the primary and concluding syllables, they apply so few, that their systems are not so easily written as some of those which contain arbitrary characters.

An author has lately appeared, who styles himself a Profeffor \* of the Art at Oxford, and the Universities of Scotland and Ireland, who is not quite so strict in the bounds of his line of writing; but he uses six of those letters which are formed by a circle and line; composes likewise by consonants only, and uses no vowels, but a single point at the beginning or end of the word; he therefore never can shew where there is a diphthong omitted, nor give the letters of it, which are sometimes very necessary; and his point he places just in the centre of the line, leaving it to the reader's sagacity to find out which of the five vowels it is meant to represent.

\* He gives no direction in his book where he lives, nor offers himself to the public to take down arguments in Westminster-Hall.



His rules for contraction are likewise to express words of many syllables by two, three, or four of their first consonants, many words by their initials only, and to *omit words in sentences at pleasure*. He says you may omit *all vowels* in expeditious writing: every one of which rules throws the greatest obscurity upon the writing, and renders it impossible to be read at a distance of time; but context, he tells you, is to supply all defects.—It requires very little sagacity to find out that it is totally impossible by his system to write the first chapter of the New Testament, so as to be able to read it again, if the reader does not know it by heart.—No technical terms, no names of persons, places, or things, can be wrote in it, where any vowels must intervene, to give the sense: consequently, not the least word of Latin (which depends upon the vowels entirely) can be wrote in it; therefore, upon a thorough investigation, I found myself deceived in the hopes I had entertained, of gaining some improvement by this author's publication, finding his system not  
so



so good as many others which have appeared before it.

I agree, those must be ignorant of the English tongue, who could not find out that, which it might reasonably be expected context ought to supply; but I deny, that context can supply with any degree of certainty those vowels, diphthongs and monosyllables, which he directs to be left out; his attempts therefore to contract, has rendered his system entirely useless for the gentlemen of the law, as it will never suit the language of Westminster-Hall (the only test of a good Short-Hand) neither can it possibly be of the least assistance to students in anatomy; consequently it can never become what his pompous title says is intended by it: namely, that of making it a standard for universal Short-Hand.

The construction of a proper alphabet is the principal point in composing a system of Short-Hand; that, in my opinion, cannot be well formed  
 where



where any of the letters consist of two lines, as they take up too much time in forming.

Neither can those characters be sufficiently short which are formed of a circle and line, they taking up the same degree of time; two operations of the pen being necessary to make them.

The most complex method that I have yet seen, is a system which wheels about in a strange incoherent manner, that was lately published, under the following title, *ARS SCRIBENDI SINE PENNA; or, How to take down verbatim a week's pleading on a page*: which consists of three different alphabets, and has the strangest complex appearance when written, that ever was seen in Short-Hand, and carries its own absurdity upon the face of it.

There are a number of systems which serve only to deceive the Public: the authors of them seem to be ignorant of the true nature of Short-Hand; and suppose that they have made im-



provements upon the Art, it would take up too much time, and fill a number of pages, to shew the absurdity of these complex systems, which instead of improving the Art, tend only to bring it into disgrace.

I shall now give an account of the principles upon which this Work is founded.

The characters of the alphabet consist of but one right line or curve for each letter, and with the help of dictionaries, by which the English tongue could be viewed by the primary and concluding syllables, the characters easiest to be formed, were applied to the letters in proportion to their numbers.

The rules for contraction are entirely new, and there is nothing in common with other systems, but that of using interfections, and consonants alone to words, where no vowels are necessary.

Vowels



Vowels are only to be used where they are absolutely necessary to convey the sound, and a substitute is appointed for them (without taking off the pen); by which means the exact place is shewn where they should intervene, and the writer is thereby enabled to discover such vowels with certainty. Circles being the most expeditious and useful of all other characters for the purpose of joining, a more extensive use is made of them by this system than any other, as they serve occasionally not only to express single but double vowels, an expeditious power of contraction is gained, as they easily turn into the direction of any other letter, and upon examination of the rules for their application it will be found they cannot possibly create the least ambiguity.

A very great power of contraction is likewise raised by using single points\* for primary and concluding syllables,

\* The learned Dr. Byrom gives his opinion of the power of points in the following manner: "Points being the shortest of all marks, it would argue a great want of œconomy, as well as invention, not to make all the use of them that can be made, consist-



syllables, and that is much increased, by making use of single letters to express double and treble syllables, all of which are so plain (consisting of the letters of the alphabet only) that they require no explanation, but will always be read with ease at any distance of time.

The writing forms a simple neat appearance, and is the least complex of any system hitherto made known.—It is wrote upon a single line, after the nature of common hand, with this difference, it is very seldom that any stroke goes below it.

It is likewise possessed of a very essential qualification, namely, greater brevity than any other system, as will appear by a calculation of the

“ ently with the regularity of our system.—The power of repre-  
 “ senting prepositions and terminations, which was allotted to the  
 “ consonant marks, could not be given to the points; for in that  
 “ situation they stand for vowels, and all the distinguishable places,  
 “ both before and after the consonant marks, are already taken up  
 “ by the five vowels.” Thus he regrets the loss of that power,  
 which I find, by experience, is very great.



number of strokes, breaks, and points, necessary to form the words, in this and other systems.

The writer is not reduced to the miserable shift of leaving out a great number of monosyllables, by doing which it would be impossible to convict a person of perjury upon a trial; and as there are no arbitrary characters, it may always be read at any distance of time, by those who have learned the same system; and it will be found more easy to read than any other.

If the Public receive any benefit from this attempt to improve the Art of Short-Hand Writing, it will be a very great satisfaction to their much obliged and devoted Servant,

W<sup>M</sup>. B L A N C H A R D,

Dec. 1786,

Professor of Short-Hand, N<sup>o</sup> 4, *Dean-Street, Fetter-Lane,*  
and at N<sup>o</sup> 10, *Clifford's-Inn.*



*Observations on the Vowels.*

**I**T has been laid down as a rule, by a number of authors, that notwithstanding the distinct places of the points for the five vowels are shewn, a precise regard to them may be dispensed with, and the use of three of them only are sufficient, as *a*, *i*, *o*; therefore it is, that they have three distinct situations for points in the room of vowels, namely, the top, bottom, and middle of the line; it is laid down as a rule that *a* or *e* may be represented by a point at the top of the line of writing; for *i*, or *y*, a point in the middle of the line, and for *o*, or *u*, a point at the bottom of the line, leaving it to the sagacity of the reader, to find out which is meant to be expressed.

No author seems to have allowed the double vowel *w* has any other power than the mere representation of itself as a consonant; but a little experience will shew, that no kind of distinction is necessary between that and the vowel *u*, for as it



is composed of two u's, it plainly conveys to the idea of the reader, the sound of *u* and of the diphthongs *ou ow*, and I find by the help of context, it will also be sufficient for *oa* or *oo*, or in short any diphthong where *i* does not form a part; in which case I make the letter *i* or *y* instead of the ring, and the ring being joined to it will immediately point out any diphthong where *i* is joined to any other vowel: thus diphthongs in general are provided for without breaking the word, which cannot be done by any other system; and as to the single vowels, it is fully sufficient to place a small ring for *o* or *a*, and rather larger for *u* or *w*, and the context will prevent either of those being read for the other—*e* or *i* in the middle of words are in general not wanted, if they are they can be made by the letters;—*i* at the beginning is always made by the letter *j*; in the middle, or at the end of words by the *i*, or *y*, and so is the *e* by either of the two short right lines; but *e* is less wanted than any other vowel, as there are no less than fifteen consonants have the sound of *e* with them.

In



In all words of one syllable, where a vowel stands between two consonants, it should be omitted where it has no sound, as in fund, found, find, &c. fnd will do for either.

This certainly may be extended to all syllables in which the vowels have but little sound.

Two consonants of the same name, as *tt*, *ff*, *ss*, &c. have no effect upon the vowels, and therefore a single consonant will in general serve the purpose.

All the intervening vowels may be omitted with safety, where the concluding syllables are made by points, or single letters; it may be found necessary in particular cases to form a vowel before you make the concluding syllables: for instance, the words *palli*ATE, *expi*ATE, &c. you may write thus, *pali* and the point at No. 7. for ATE, the *a* being formed by the ring and *expi*- and the point for ATE.

It is only necessary in many thousand English  
words



words to point out where a vowel should come in, in order to make it sufficiently plain; in which case the ring will answer the purpose of a substitute for either vowel.

It is necessary to use vowels in a vast number of instances, and if there is time to make a single vowel in a word, most undoubtedly it would be easier to read; but the more experience the writer has in reading, he will find the less occasion for vowels; they ought to be omitted as much as possible, and never inserted unless the explanation of the word depends upon them.

---

*Observations upon the primary and concluding  
Parts of Words.*

**I**F all words were to be written letter by letter, it would be too tedious, and not answer the end proposed; namely, that of keeping pace with

D

the



the speaker. The primary and terminating syllables seem not to have been sufficiently attended to by the writers on this Art, but in them consists the chief power of the language, as will be found upon examination of the dictionaries. With that assistance I have selected the greatest number of the primary parts of words, by which a very great power is raised; and it is to Mr. Walker's rhyming dictionary that I am principally indebted for the greatest advantage in the whole system, viz. a proper selection of terminations for the application of the rules, which not only contracts the writing very much, but renders it extremely plain and easy to be read.

---

*Observations upon Arbitrary Characters.*

**I**T certainly is possible to construct a system of Short-Hand wholly consisting of arbitrary characters; but I apprehend it must be a very difficult



difficult task, and be too great a burthen for the memory, and if they are only used partially, by way of assistance only, it cannot be doubted such system is not well constructed: arbitrary characters for particular words have been adopted by the greatest number of authors; but upon examination it will be found, they only made use of them where their alphabets, or the rules for the application of them, have been so deficient as not to answer the purpose without such assistance.

Upon investigation it will be found, no system assisted with arbitrary characters, is by any means so short as this which is here presented to the Public.

---

*Observations upon Figures.*

**I**T has been asserted by all authors upon Short-Hand, except Mr. M'Aulay, that the common figures are sufficiently short for all purposes; I



have found by experience, that figures are read off much sooner than they can be written in the common method. By this system figures may be wrote considerably quicker than they can in the common way, which is of great advantage.

The fear of making mistakes in them has been the chief reason why the common figures have been adopted; and another has been given, viz. that of their being taken for words, and therefore puzzling the writer to read them again, which possibly might be the case if they were written in the same line with the Short-Hand (the only method prescribed by Mr. M'Aulay): all those objections are obviated by the following method.

By placing them in a particular manner there is no danger of their being taken for letters, and being well imprinted upon the memory, practice will render them equally certain with common figures.



The rule is : always make them about the top of the line of writing, or rather above it, and forming them singly will always shew they are figures ; if pounds, shillings, or pence, separate them a distance from each other, and that is sufficient, without being obliged to place *l. s.* or *d.* over them, and for farthings, place the 1, 2, or 3, at a proper distance.

Every opportunity the writer has he should make use of them in common practice ; for practice only will render them certain, and a very short space of time is sufficient for the purpose of learning them.

---

### INSTRUCTIONS TO THE LEARNER.

**F**IRST, examine the characters of the alphabet with care and attention, and endeavour to draw them correctly with a fine nibbed pen that will



will make strokes nearly as fine as those in Plate I. observing at which end they are to be begun, which is shewn by the dots. There are four\* that begin at either end (which are so contrived for the purpose of preserving the line of writing within due bounds, and preventing the characters running too high or too low) they are the *b*, *i*, or *y*, and the short stroke for *r*; observe their situation with respect to the line, for the whole of this Short-Hand is wrote upon a single line, and care must be taken to let no characters go below that line, and by making those four characters from the bottom upwards (if necessary) you preserve the line.

In order to render it easy to the memory, take

\* The similarity of those four characters may be objected to upon the first view of them; by experience I have found that the same letter may be made for *b*, as *y*, or *i*, it being impossible not to discover from the context which it is intended for, *i* and *y* having the same sound, and no word in our language will admit of the sound of *b* in reading where *i* or *y* is the sound required; or, upon the contrary, the *i* or *y* being read for *b*: and as to the *r*, the stroke should not be half the length; but if it is made as long as the *b*, the context will discover it with more certainty than if the *d* were the same as *t*, or *f* the same as *v*, which is the case with some systems.

only



# Alphabet

.	a		au, awe, and
o	a	e, o,	
/	b		ble, able, be, by
c	c	k	can, ck, or ct
u	d		did
l	d		do
i	e		to begin words
r	f	ph	if
\	g	gth, gh	God
u	h		he have
j	j	g	Judge
i	i	y	points for ..... } : you, fo
u	l		lord
u	m		him
u	n		in
o	o		oh
u	p		people
l	q		question
i	r		are or our
l	s	z	is
i	t		it, the
o	u		
u	v		vir, ver
o	w	ou, ow	wch, wh
x +	x		exercise + extra
c	ch		chapter, change
l	sh		shall, should - st or s final
\	th		that
t	&c		viz <sup>t</sup> , and so forth



only four or five of the letters to learn at one  
 time, till you are fatigued they are made perfectly  
 correct; in particular, that they have no superior  
 inclination, for it is an error to think that in the  
 beginning, you will not be able to write in one and the  
 same manner; the only object is to render them as  
 certain as the things they represent, and to keep  
 the mind from wandering, as it is the case in most  
 as possible like the original, the plain

When you can write them properly, imprint  
 them in your memory by making them again the  
 next day, till you are perfectly acquainted with the  
 alphabet, and then you may write all the letters  
 at the same time, and you will find that the  
 words for which the characters stand. Do  
 not imagine that you will be learning slowly, and  
 taking a longer time to fix them in memory.  
 Your advancement in the art will be much more  
 rapid in the end. If you enter upon this  
 with a thorough knowledge of the letters of the  
 alphabet, and the words for which they stand,  
 for it this is not well maintained upon the memory,  
 the



only four or five of the letters to learn at one time, till you are satisfied they are made perfectly correct; in particular, that they have no improper inclination, for if you let errors take place at the beginning, you will increase as you go on, and it will be the only obstacle to reading them with certainty; their shape being exceedingly simple, requires particular care to make them as near as possible like the original in the plate.

When you can make them properly, imprint them in your memory by making them again the next day, till you are perfect in the alphabet, and at the same time never omit writing all the letters and words for which the characters stand. Do not imagine time is lost by beginning slowly, and taking a proper time to fix them in memory. Your advancement in the Art will be much more rapid in the rules, if you enter upon them with a thorough knowledge of the letters of the alphabet, and the words for which they stand; for if this is not well imprinted upon the memory,

the



the learner may be compared to a ship at sea without a pilot. Many persons have attempted to learn Short-Hand by the books; they soon gave it up, supposing it too difficult to be attained in a reasonable time, but owned they had not patience to go on *regularly*, without which method of proceeding it is totally impossible to learn this, or any other useful art or science.

The learner will be satisfied in the quickness of his progress, if he begins the rules with a thorough knowledge of the alphabet; as there are no other characters to learn, his memory will not be burthened with any thing but the situation of the points, or strokes, in eight places; for, notwithstanding the formidable appearance of such a number of plates, they may be soon learnt, as they consist of nothing more than a combination of the same letters, and chiefly of an elucidation of the general rules, by way of examples, for the learner's assistance in some words, which might at first puzzle him to make according to rule.



Particular care must be taken to observe which letter has two characters applied to it, for upon that, keeping the writing within due bounds will depend. There are two *d*'s, two very short strokes for *e*, which are seldom if ever to be used but to begin words.

There are two *g*'s, or rather a *j* and *g*; but the *j* may be used for *g* when the *g* would be awkward to make: for instance, before the *v*, which forms an arch with the two ends downwards, the *j* may be made for *g*, and *j* to begin words. There are two *v*'s which assist very much in expedition if a proper choice is made of them to suit with the other letters: for instance, where *n* follows *v*, that *v* will suit best, the points of which incline downwards; and where *e* follows *v*, that will suit best, the points of which turn upwards, as by that method they assist the progress of the pen. The same reason applies with the two *d*'s: with respect to *n* or *l* the upper *d* is best to be made before *n*, the lower *d* before *l*; the *j* before *n* for the *g*;



the *i* to be made upwards for *l*; \* to follow downwards for *n*; the same with the *b*: those are the only letters that admit of being made either way, which is easily learned when the practitioner comes to join letters, as he is forced to make them according to the above rules to keep within bounds, and not go below the line on which he is supposed to write; for which reason it is proper to rule single lines to write upon at first, the same as for common running hand.

The vowels *a, e, o, u*, and the *w*, or diphthong *ou, ow*, greatly assist in joining, as they admit of turning out of one letter into another with the greatest ease; and where the sound lays in the middle of words, it will immediately be discovered by the help of the context.

The vowel *i* in vast numbers of instances is not more necessary to be inserted in the middle of words

\* Dr. Byrom and Mr. Palmer have two or three characters to many of their letters, to turn upwards or downwards to preserve their line.



the y to be made upwards for y, \* to follow down-  
wards for a; the same with the e; those are the  
only letters that admit of being made either way,  
which is easily known when the practitioner comes  
to form letters, as he is forced to make them  
according to the above rules to keep within bounds,  
and not go below the line on which he is supposed  
to write; for which reason it is proper to rule  
single lines to write upon, and the space as for  
common printing hand.

The vowels are a, e, i, o, u, and y, and the  
consonants are b, c, d, f, g, h, k, l, m, n, p, q, r, s, t, v, x, z,  
and the signs of omission, and another in case  
greater care; and where the found law in the  
middle of words, as well as unimportant be covered  
by the help of the context.

The vowel in all numbers of syllables is not  
more necessary to be intoned in the middle of words  
\* Dr. Brown and Mr. Fothergill have two or three chapters  
in many of their letters, to run upwards or downwards to please  
the ear.



# Characters joined with Vowels

6	ca	c	ac	o	sa	l	es	u	ld
2	da	d	ad	b	ta	9	at	2	mr
o	ca	e	ac	d	la	7	et	2	pr
6	fa	p	af	u	va	e	av	h	bn
f	fa	T	ef	o	va	o	av	Y	bp
6	ga	q	aq	u	sha	u	ev	^	bq
6	ha	^	eth	u	sha	u	ev	h	br
6	ha	e	ah	5	ed	u	ed		bos
2	ia	9	ai		ei		ei	L	de <sup>a</sup>
9	ya	5	ay	7	ey	5	ey	^	bt
u	la	e	al	u	ld	u	dl	^	br
u	la	u	el	u	dl	5	ld	h	br
2	ma	9	am	5	em	2	me	h	bx
2	ma	5	em	o	dm	u	md	5	cb
2	na	o	an	u	dn	u	nd	u	cd
2	na	u	en	h	rn	u	nr	f	cf
o	oa	9	ap	h	in	u	ny	u	ng
2	pa	9	aq	7	eq	l	que	u	chs
6	pa	9	at	7	et	l	te	u	lg
6	qua	p	wt	7	st	l	ts	u	gl
6	qua	9	out	6	to	d	ta	2	mn
9	ra	5	ar	h	br	5	ds	u	nn
9	ra	7	er	6	er	u	gr	h	rn
6	sa	e	as	5	ds	2	gr	u	sn

The same method for the w, o, u. as a



than *e*, as it partakes of the sound of *e* short (as it is called\*) and therefore the learner must make it a part of his study to leave out all the *e*'s and *i*'s he can, and he will find he may omit the other vowels very often, in a vast number of instances; the more it can be done with safety the better.

The size of the letters in the plate are proper for general use, and therefore it is recommended to the learner not to make them larger or less, and to be particularly careful of the exact length of the right lines, for some time at least; but if he varies a little more or less afterwards, it will never prevent his reading them.

The second plate requires very little trouble to learn. It chiefly consists of joining the vowels to the other letters; the examples in it are fully sufficient to shew how it is done. Where the vowel begins, the ring is made first (except for *e* or *i*, which need no explanation) and where

\* Holdsworth and Aldridge.



it follows the consonant it is made last. A few days should be applied to the purpose of joining two letters together, and trying to join all the letters of the alphabet with each other in their different combinations, which is perfectly necessary by way of practice, to preserve the true shape of both, and to make them expeditiously, so as to keep the bounds of the line.

The third plate contains a full description of the *w* and its application, which double vowel being very much used in our language as a consonant, I have shewn how most of the words of one syllable are formed with it,

There are a vast number of words where the *w* intervenes : some writers upon Short-Hand are of opinion, if the *w*'s were wholly omitted, the word would still be plain enough ; but I cannot help differing from them, as I apprehend where it can be inserted it ought, and, by a very little practice, it will be found of very considerable advantage from



The Application of W— & of th to y W. thing

o	away	o	when	9	whom
o	aware	o	whenever	9	whomsoever
o	way or we	o	whosoever	o	withstand
o	wish	o	wheresoever	o	withstood <sup>or</sup>
e	well	o	warrant	o	withdraw
e	whole	o	with req <sup>d</sup> to	e	withhold
a	within	o	with resp. <sup>et</sup> to	o	withheld <sup>or</sup>
o	without	o	whose	o	notwithstanding
o	white	o	use ones	o	westm <sup>r</sup> .
e	wet	e	water waiter	o	worth
e	wheat	e	whatever	o	wings
o	want	o	whoever	o	winged
o	went	o	however	o	nothing
o	whence	e	witnesses	o	any thing
o	where	o	non	o	every thing
o	were	o	no	o	this thing
o	wire	o	howssoever	o	that thing
o	wear	o	towards	o	false thing
o	war	o	twice	o	true thing
o	whether	o	cut	o	good thing
o	wither	o	into	o	bad thing
o	what	o	unto	o	all things
o	wait	o	outer	o	something
o	weight	o	way, we	o	this
o	was	o	why	o	these
o	would	o	who	o	those
o	wood &c <sup>a</sup>	o	which	o	thus



18th of the month

1	...	...
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30	...	...



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## Primary Syllables

formed by points only, in 4 situations.

1 2 3 4

N<sup>o</sup> 1

Com, con, cum, ab, ob,

· common · comma · communion

· compare · concise · conceive

· conduct · obstinate · abstract

N<sup>o</sup> 2

au, re, ante, anti, inter, intro

· author · awful · restore

· reclaim · resign · recognize

· antecedent · antiquity · introduction

· interest · intermarriage · interpret

N<sup>o</sup> 3

pre, pro, pri, per, prin.

· prebend · pretend · preclude

· profane · protect · prior

· prison · perhaps · permit

· principle · principal · printer

N<sup>o</sup> 4

un, under, mis,

· uncertain · understand or understood

· undaunted · unlimited · unscen

· mistake or mistook · misinformed

· misfortune · misemployment

· miserable · mischief · miscarriage



its great power, as an inquiry into the number used in our language would soon prove. The application of the *th* to the word *thing*, by placing it under every word to which it relates, will be found extremely useful. The whole of this plate must be got well in memory.

When the learner has acquired a thorough knowledge of the three first plates, he may with safety begin with the fourth, containing the primary syllables, described by a point only, which has a very extensive power by being applied to those of which there are the greatest number in the language; and as there is but one point made use of, the writer can with sufficient expedition and nicety, place it in its proper situation before he begins the rest of the word, which should always be done. Care should be taken that the points are made according to the different numbers, that one should not be applied for the other: for instance, that you do not place a point on the left hand at top, in the the situation of No. II. for either  
of



of those in No. I. or at No. IV. for No. III. or II. &c.

It must be carelessness in the writer to make such mistakes, and therefore the caution is hardly necessary; but to avoid them, the names of those primary syllables, on each line with the figures 1, 2, 3, 4, that come down the page, ought to be well grounded in the memory; the examples, though very few, in comparison of the many thousand words which begin with them, are sufficient to shew the learner how they are to be applied.

Though he is able to compose all the words in Plates I. II. III. and IV. the learner should not attempt to compose any others till he has gone through all the rules, except what are contained in those plates.

Plate V. are the concluding syllables made by points after the consonants are formed.



Terminating Syllables  
formed by points in 4 situations

| | | |  
5 6 7 8

N<sup>o</sup> 5 Dry, ery, ovy, ivy, ury, ity, ety, ify  
 Ex 7 diary    2 salary    7 notary    0 wary  
 6 forgery    7 fiery    1 tory    3 mary  
 7 story    1 fury    7 pity    2 pretty }  
 2 parity    4 Identity or Identify    purify }  
or

N<sup>o</sup> 6 ation, etion, ition, otion, ution, }  
 or asion, esion, ision, osion, usion, } ion  
 7 approbation    2 dictation    2 diction  
 6 trepedation    2 excavation    7 perturbat<sup>n</sup>  
 1 confusion or confession    2 decision  
 2 revision    2 relation    2 persuasion

N<sup>o</sup> 7 ant, ent, ance, ence, oint, int, ness, ounce, ount,  
 2 scant scent    2 sense    2 point pint  
 6 flaunt    2 gallant    6 chant  
 7 pant    7 appoint    2 announce  
 2 amount    6 fulness

N<sup>o</sup> 8 ed, ing, ly, ong, unq, full, nd, rd, ld  
 2 sing, song, sung, 2 sling, stung, 2 sounded, sounding,  
 2 wound, wound<sup>d</sup> } 2 sound, sound<sup>d</sup> } 1 wrong } 1 tong  
 2 wing } 2 wings } 2 winged } 2 swinging } 2 stinging }  
rung } tongue  
 2 chiefly } 2 mostly } 2 costly } 6 oddly } 2 verily  
 2 hard, hold, hand &c "



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Main body of handwritten text, consisting of several lines of cursive script.

Handwritten text at the bottom of the page, possibly a signature or footer.



Date	Description	Amount
1780	...	...
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1782	...	...
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1784	...	...
1785	...	...
1786	...	...
1787	...	...
1788	...	...
1789	...	...
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1795	...	...
1796	...	...
1797	...	...
1798	...	...
1799	...	...
1800	...	...



## Compound primary Syllables

N<sup>o</sup> 1

̣. circumscion  
 ̣. circumlocut<sup>n</sup>  
 ̣. accomplish  
 ̣. compromise  
 ̣. competent-ce  
 ̣. comprehend  
 ̣. uncommon  
 ̣. encounter  
 ̣. concomitant  
 ̣. countervail  
 ̣. contradict  
 ̣. contrivance  
 ̣. cotemporary  
 ̣. consequence  
 ̣. consequently  
 ̣. constitute  
 ̣. constitution  
 ̣. conspicuous  
 ̣. contradistin<sup>h</sup>  
 ̣. communicat<sup>n</sup>  
 ̣. conversat<sup>n</sup>  
 ̣. uncircumcised  
 ̣. reconsider  
 ̣. recompence

N<sup>o</sup> 2

̣. uninterrupted  
 ̣. unintermitted  
 ̣. unintermixed  
 ̣. unreclaimed  
 ̣. inauguration  
 ̣. resignation  
 ̣. disinterested  
 ̣. reinvested  
 ̣. omnipotent  
 ̣. misrepresent

N<sup>o</sup> 3

̣. impropriety  
 ̣. improper  
 ̣. opprobrious  
 ̣. opportunity  
 ̣. predilection  
 ̣. proprietor  
 ̣. transport  
 ̣. trespass  
 ̣. magnitude  
 ̣. multiply  
 ̣. tribulation  
 ̣. tripart<sup>te</sup>  
 ̣. substance

N<sup>o</sup> 3

̣. supervise  
 ̣. omnipresent  
 ̣. ordination  
 ̣. misrepresent<sup>n</sup>  
 ̣. represent  
 ̣. represented  
 ̣. transportation  
 ̣. multitude  
 ̣. multiplied  
 ̣. precedent  
 ̣. president

N<sup>o</sup> 4

̣. unintended  
 ̣. undivided  
 ̣. misunderstand  
 ̣. unimportant  
 ̣. unindiffer<sup>t</sup>  
 ̣. uninformed  
 ̣. unenlightend  
 ̣. uninspired  
 ̣. uninstructed  
 ̣. unprepared  
 ̣. unprovided  
 ̣. unhandsome



The same method laid down for learning of Plate IV. must be followed for Plate V. viz. That No. V. contains the terminations *ary, ery, ory, &c.* No. VI. *ation, etion, &c.* No. VII. *ant, ent, &c.* No. VIII. *ed, ing, &c.* These cannot be too well fixed in the memory, therefore nothing farther should be began till the learner finds himself able to write any word in the five different plates without seeing them; if he deviates from this rule he will find himself involved in difficulties, which will dishearten him, and prevent his progress; and if he goes on according to the directions, he will find it a vast deal easier to learn than it seems to be, and the whole of the Art will be obtained in less time; for by attempting too much, the learner throws himself back. It may be compared to a person learning to swim; he should not venture out of his depth too soon.

Plate VI. contains compounding primary syllables, which are formed by placing letters instead of points, in the situation of those points, accord-  
ing



ing to their respective numbers, by which a very great power indeed is raised, and long words very easily and expeditiously formed; each single stroke in its proper situation contains two, and some of them three syllables, the advantage gained by which is too obvious to require further explanation than the plate.

They are numbered to shew which rule they are derived from of Plate IV. which will assist the memory in learning.

Those require hardly any trouble to learn; but as they are a selection of very useful words, the learner will not find his time lost in practising them, till he can write and read either of them, and make them without referring to the Plate.

Plate VII. contains compound terminations, and the same directions given for Plate VI. must be followed with them: there is likewise added a few terminations, by single letters joined to the other



Compound Terminating Syllables

N° 5

1. sedentary  
 2. hereditary  
 3. Identify  
 4. certificate  
 5. sanctificat<sup>n</sup>  
 6. sanctuary  
 7. prohibitory  
 8. prohibition  
 9. repository  
 10. verification  
 11. sincerity  
 12. parity  
 13. gravity  
 14. depravity

N° 6

15. enfranchise  
 16. enfranchisem<sup>u</sup>  
 17. conditionally  
 18. demonstration  
 19. justificat<sup>n</sup>  
 20. justifiable  
 21. justified  
 22. justifying  
 23. transportat<sup>n</sup>  
 24. involve  
 25. survive

N° 8

26. formally  
 27. memorandum  
 28. strongly  
 29. heed,lesly  
 30. eternally  
 31. progressive<sup>ly</sup>  
 32. conducive  
 33. executive  
 34. describing<sup>d</sup>  
 35. descriptive  
 Single Terminations joined

N° 7

36. unaccount<sup>ble</sup>  
 37. significant<sup>ce</sup>  
 38. pointed  
 39. mounted  
 40. counted  
 41. surmounted  
 42. hereditis  
 43. inheritance  
 44. heritable  
 45. significantly  
 46. contentment  
 47. incoherent  
 48. remonstrance

c is ck. et }  
 aqua. ique. }  
 \ age edge idge dge  
 hend  
 ject  
 ment  
 cund und  
 ous ious  
 ace ece efs  
 ice oze  
 cefses  
 sefses  
 efses  
 esty  
 st to begin words  
 st orss to end  
 words

N° 6

1. combination  
 2. retribution  
 3. intergation  
 4. interrogate  
 5. interrogatory  
 6. singly  
 7. negation  
 8. negative by  
 9. probably  
 10. possibly  
 11. apprehension  
 12. apprehensive  
 13. language

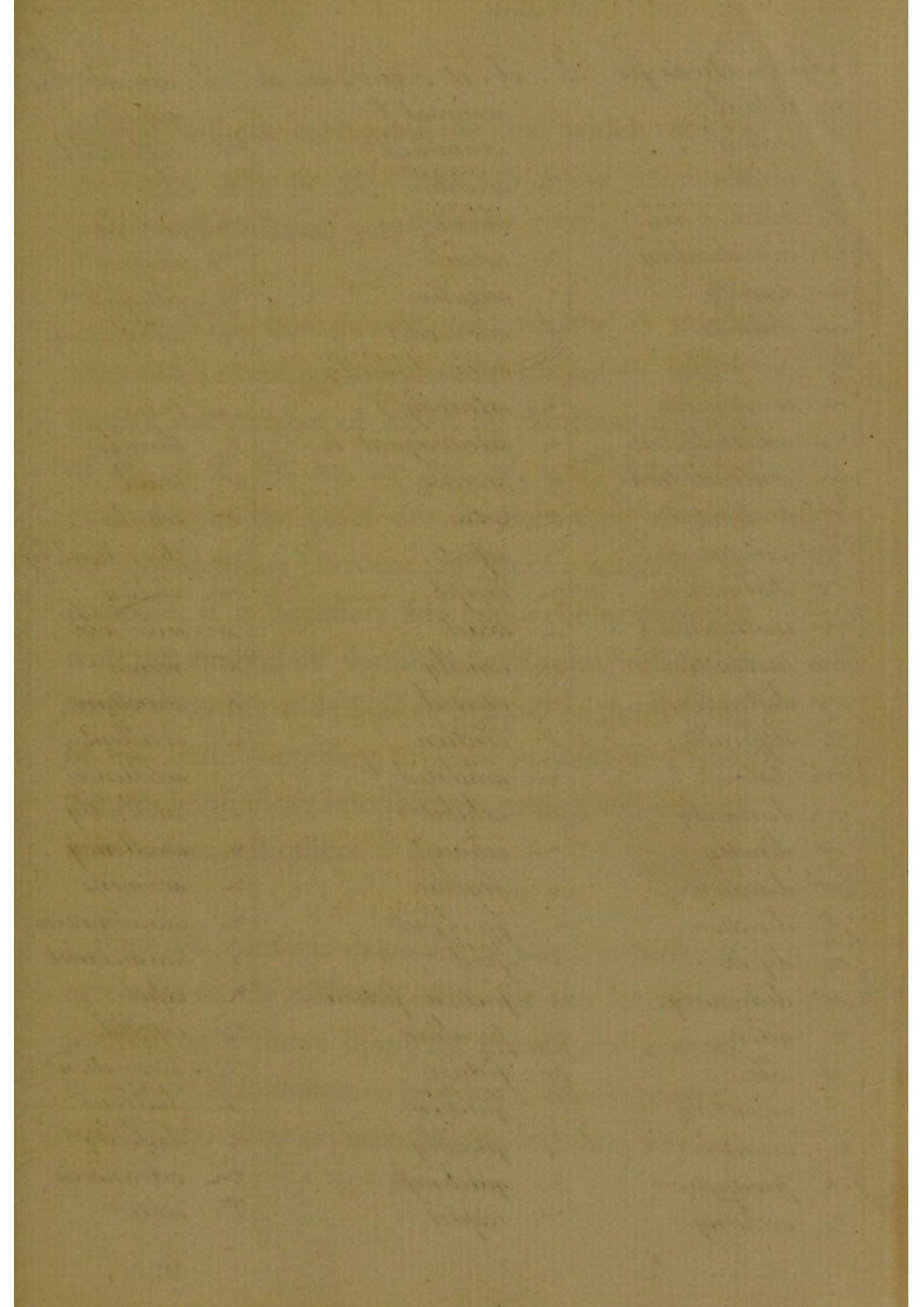
N° 8

14. apprehend, g<sup>d</sup>  
 15. apprehensive



Date	Description	Amount
1871	...	...
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1899	...	...
1900	...	...







Intersections for ck, cl, ct, ctn, cr, ce, cd, cm, cl etc<sup>a</sup>

+ actual	x exercised	↗ respects
+ action	≠ examined	↘ respectable
+ active	ε executed	x see
⊂ acted coaxed	ε· execut <sup>n</sup>	↘ shrinks
⊂ adjudication	ε execute	↗ inspect <sup>n</sup>
≠ anxiety	ε executive	↗ satisfact <sup>n</sup>
⊂ anxious	+ extraord <sup>y</sup>	↗ satisfactory
⊂ correctly	+ <sup>u</sup> extraordinarily	x tax
⊂ co extensive	+ <sub>u</sub> extravag <sup>ly</sup>	+ taxes
⊂ calculate -ion	+ extravagant ce	x taxing
- contradiction	x exercise	+ taxed
↘ contracted	+ extra	↘ trunks
⊂ counteracted	↘ expect	↘ theoretical by
↘ destruction	⊂ except	↘ viction
↘ instruction	⊂ exact	⊂ wax wix
↘ instruction	⊂ exactly	x xxxes
↘ destructive	⊂ erected	⊂ christian
⊂ difficulty	⊂ erection	+ excellent
↘ distinct <sup>n</sup>	x exhibited	or excellence
↘ distinctly	x exhibit	⊂ excellently
↘ directly	⊂ exhaust	⊂ excellency
⊂ dissection	⊂ fracture	≠ examine
⊂ direction	+ for or facts	≠ examination
≠ defects	+ fixed	≠ examinant
⊂ dictionary	⊂ faction fiction	↘ expel
+ extor	≠ peculiar	↘ expell'd
+ extric	⊂ fixture	⊂ excavation
+ executory	⊂ quicken	⊂ dextrous
⊂ executive	⊂ quickly	⊂ dexterity
+ productive	⊂ quickness	⊂ extraneous
⊂ exchange	↘ respect	⊂ exotic



letters, without taking off the pen, which require no study, only to get them upon the memory, which will be found very useful.

Plate VIII. contains a great variety of words where it is necessary to make an interfection, which saves a vast number of letters by the combinations of *ck, cl, ct, ctu, xn, xr, ctr, xl, ical, &c.* The examples in the plate are so plain they require no explanation; before the learner attempts to compose, it is necessary for him to be acquainted with the method of forming them, and before he enters upon the wide field of practice in the system, he will find it necessary to learn to write and read the whole of those interfections, which will enable him to form all others.

Plate IX. contains examples of words contracted agreeable to the different rules, for the learner to practise, as it shews him what quantity of a word in general is sufficient to be wrote, which context will supply. I by no means agree with Mr. Taylor,

F

that



that it is possible to leave out a number of monosyllables, and to make out exactly at a distant time, what came from the mouth of the speaker; but by the powers raised by the rules of this system, the concluding syllables of a vast number of words may be omitted.

---

*General Rules to be observed.*

1st. **N**O word to be broke on account of a single vowel intervening.

2d. No vowel to be used where the consonants are sufficiently expressive of the sound.

3d. Never use more letters, either vowels or consonants, than are sufficient to express the sound of the word; no mutes are to be made use of, particularly *e* final.

4th. Never



Examples of Words Contracted & of Figures

abandon	unlawfulness
affid <sup>t</sup>	unlawful by
advantage	witnessing-ed
amendm <sup>ts</sup>	witnesses
antient	extraordinarily
accord <sup>d</sup> to	estab-lish
accord <sup>g</sup> ly	Gm-or Gentlem <sup>n</sup>
already	Ghost
allowable	Gist
administer	hope
again	happy
always	heritage
above	irrefragable
baptize	ijment Judgement
consequence <sup>t</sup>	inheritance
ch <sup>n</sup> child <sup>n</sup>	long
common	landlord
caution	longest
demonstrat <sup>n</sup>	licentious
bankrupt <sup>cy</sup>	obviated
circum <sup>st</sup> <sup>ce</sup> or circumstances	obtain or
evidently	contain
evidence	solemnized
ecclesiastical	studiously
fraudulent <sup>ly</sup>	somewhat
fraudulency	teste
legis	somewhere
legislature	testimony
legislative	testify
multiply	vared

unintelligible
wrong ring rung wring
yesterday
your Lordsh <sup>p</sup>
my learn'd friend
the learn'd Gent <sup>n</sup>
the learned Advocate

Names of the Months

Jan <sup>r</sup>	Feb <sup>r</sup>
March	April
May	June
July	August
Sep <sup>r</sup>	Oct <sup>r</sup>
Nov <sup>r</sup>	Dec <sup>r</sup>

Days of the Week

Sunday	Mon <sup>d</sup>
Tuesday	Wed <sup>d</sup>
Thursday	Friday
Saturday	

The persons

I	thou	he	she
we	ye	you	
they			

Figures

1	2	3	4	5	6	7	8	9	0
!	;	>	!						

In the first place &c<sup>a</sup>



1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31
32	32	32
33	33	33
34	34	34
35	35	35
36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
42	42	42
43	43	43
44	44	44
45	45	45
46	46	46
47	47	47
48	48	48
49	49	49
50	50	50



4th. Never make use of two syllables for diphthongs where one gives a sufficient sound.

5th. The same rule applies to triphthongs.

6th. Never join the letters that are used for primary or concluding syllables to the other letters, except the letters for terminations described in Plate VII.

7th. The primary syllable, and the next letter being formed, the rest of the word may safely be omitted in a vast number of instances, as the context will supply it; where there is the least doubt, the terminating point may be added.

8th. All proper names, and technical terms often occurring, may be expressed after the first or second time of using them by their initial and a terminating point, or with the point of deficiency, as it is called by Dr. Byrom, placed just at the end of the letter, in the same direction as the end of the stroke. This rule is only to be



applied to such words as have no termination point, or letter prescribed by the other rules.

9th. For a common repetition draw a line under it, but where there are repetitions of sentences, with an additional word to be added, draw a flant stroke long enough to go quite through the line of writing, crossing the line, and then add the word which is to follow it.

10th. Make the figures as in Plate IX. and place them rather above the line of writing, which will prevent their being taken for the letters; but for long sums and accounts they may be placed as other figures.

11th. A vast number of substantives, where great dispatch is required, may be expressed by a point for the primary syllable and a single letter, or a single letter and a terminating point.

*N. B.* This is left to the discretion of the writer,



writer, as well as the 7th and 8th rules; but in following quick speakers every advantage should be taken.

Plates X. XI. XII. and XIII. contain the whole of the eighteenth chapter in volume IV. of Mr. Justice Blackstone's Commentaries, the octavo edition, written in Short-Hand by this system, according to the rules, without leaving out any word, or taking any liberties of contraction that are not shewn by the Plates; but in writing after rapid speakers, greater liberties may be taken, according to the seventh and eighth general rules for composing. The explanation of a great part of it is here added for the use of the practitioner, to assist him in learning to read it. The Italics shew all the letters that are necessary to form the words, except the contractions that are made according to the rules, which are all in the common print; by which it may be seen, at one view, what power is gained by the points, or the single letters in the room of them; it likewise shews the whole system



system is founded upon the real properties of the language, and chiefly governed by the primary and concluding syllables; and as to the space it takes up, it is not material, provided it can be written with fewer operations of the hand and pen; and upon a calculation of them, and comparison, it will be found not to require so many by nearly a fifth part, as any other system; and it may be wrote quicker by a considerable proportion of time, on account of the facility with which the characters can be joined to each other, owing to their simplicity.

*We r nw arved at th 5 gnrl brnch r hd ndr w I  
 propfd to consdr th subj of prevnting th cmission  
 of crms and misdemnrs and t s an hnr and almst  
 a sn glr on to r nglsh lws th they frnsh a titl  
 of ths srt snce prevntive jsts s upn every prnsp  
 of reasn of hmny and of sound plcy prefrb n  
 al respts to pnishing jsts th xcution of w tho  
 nssary and n ts conseqs a spses of mrcy to the com-  
 nwlth*







Extract from Mr. Justice Blackstones Commentaries Vol. 4 C18

1771. 15. 12. 10. 9. 8. 7. 6. 5. 4. 3. 2. 1. 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. 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.



nowth s alws atended w mny hrsh and disgrb circumstances.

This preventive jsts consists n obliging thos w<sup>m</sup> thr s probb grnd to susp of ftr misbvr to stplate w and to gv st asfrance to th pb th sch ofence as s aprhended shall nt hpn b fnding plgs r secrities fr kping th ps r fr thr gd bhvr ths reqsition of srities hs bn mntion'd bfr as prt of th pnlt nflt'd upn sch s h bn glt of crtn gros misdemnrs bt thr s also t mst b ndrftd rthr s a cation agn th repetition of th ofence thn ny imdate pan r pnshms n a lrg and xtended vw w sh fnd thm al rthr clcklated to prevent futr crms thn to xpate th p<sup>st</sup> since s ws obsrvd n a frm<sup>r</sup> ch al pnshms nflt'd b tmprl lws my b clasd ndr 3 hds sch s tnd to th amendm of th ofndr msself r to dprv m of ny pwr to d futr mischf or to dtr othrs b's xmpl al of w conds to on and th sm end of prevnting futr crms wr tht b efctd b amendm difbity r xmpl bt th caution w w spk of at presnt s sch as s ntended mrly fr prevntion without ny crm actlly commted b th prty bt arsing nly frm a probb



probb fuspicion th sm crm ntended r lkly to hpn  
 and conseqt s nt meant s ny dgre of pnishm unls  
 perhps fr a mns mprudence n gving jst grnds of  
 ap'rhenfion b th Sxn constitution thes srities wr  
 alws at hnd by mns of king Alfrds ws nsttution of  
 dsfnaries or frank plgs wrn s hs mr thn ons bn  
 obsrved th wl nabrhood r tithing wr mutally plgs fr  
 ech othrs gd bhvr bt ths grt and gnrl scurity bing nw  
 fln nto difus and nglctd thr hth fuded to t th mthd  
 of mking fufpctd persns fnd pr and spfl scurities fr  
 thr futr condc of w w fnd mntion n th lws of king  
 Edward th confsr tradat fide usores d pace et legal-  
 tate tuenda lt us thrfr confdr frst wt ths scurity  
 s nxt w my tk and dmand t and lstly hzw t my b dis-  
 chrged.

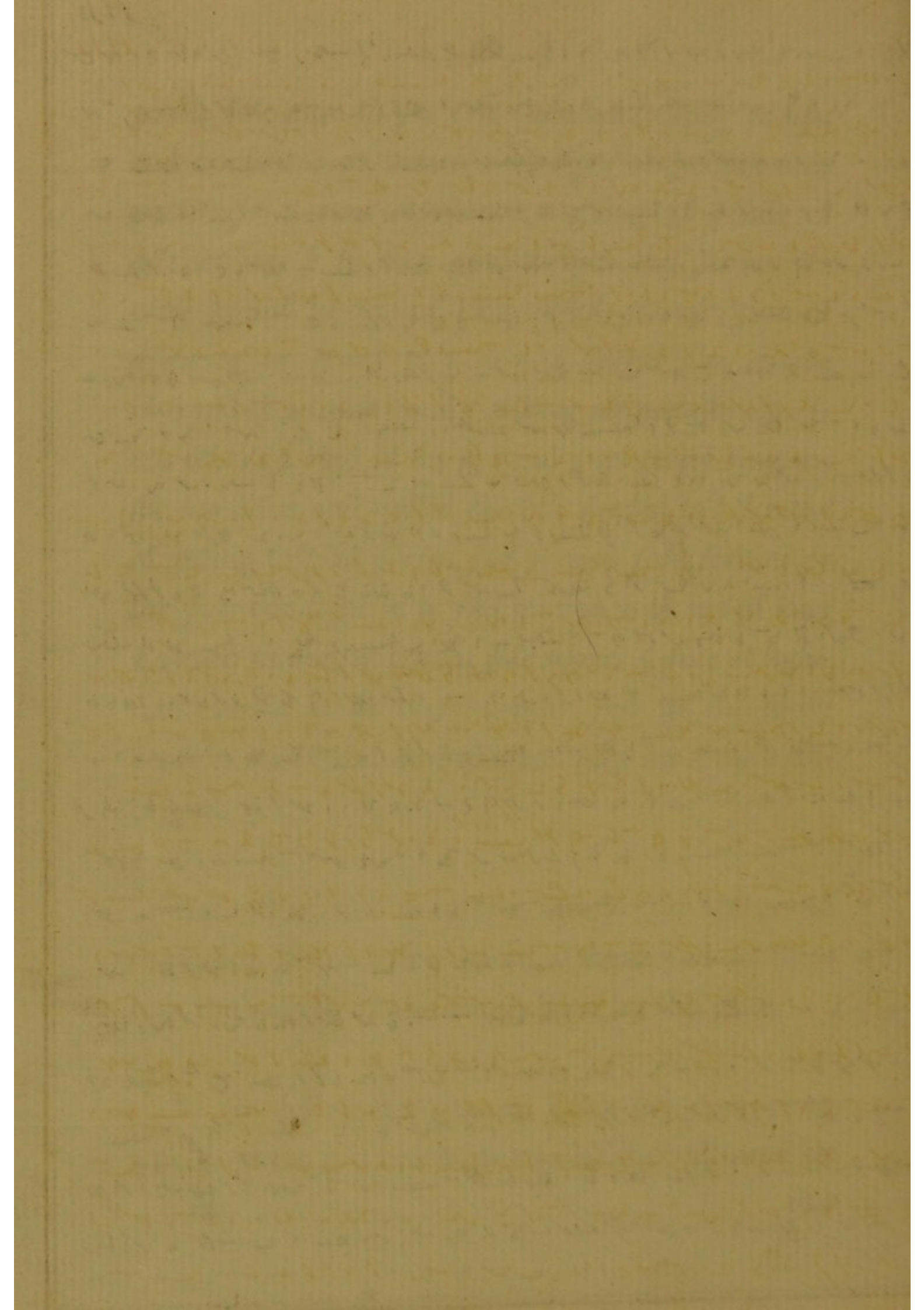
The rest of this chapter is left for the learner to  
 decypher, there being enough explained to shew  
 him the nature of the contraction by the rules.

As to the eleven general rules for composing  
 words, there is a much greater latitude allowed by















The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be clearly documented and verified. The text continues to describe various methods for ensuring the integrity of the data, including regular audits and cross-checking of entries.

In the second section, the author details the specific procedures for handling discrepancies. It is noted that any inconsistencies should be immediately investigated and resolved. The document provides a step-by-step guide for identifying the source of an error and correcting it. This process is crucial for maintaining the trustworthiness of the records.

The final part of the document outlines the long-term goals for the record-keeping system. It stresses the need for consistency and transparency in all reporting. The author concludes by encouraging a culture of accountability and precision, where every individual involved in the process takes responsibility for the accuracy of the information provided.







The of them, the 17th and 8th, that the law  
 right in composing the engraved specimens, after  
 the response has attained a sufficient knowledge  
 of their system, the more remote is derived as far  
 as the species will permit, care being always taken  
 not to exceed the limits of exact origin to which  
 a good part number of the engraved subjects, and  
 various other may be traced by a single  
 and by a point and a single line, which  
 resolution to enable an engraver to  
 copy for with a rapid sketch, the  
 a good being found the most  
 likely to think proper to engrave  
 plates, for the engraver should be  
 own a single monochrome, or two  
 want as it is in the present state of the  
 colored, the advantage gained by the  
 of the long words is in regard to a  
 than to the outline of the  
 it will be a valuable  
 this is one thing, which  
 by Mr. Taylor, in which  
 with a single



two of them, viz. the 7th and 8th, than has been taken in composing the engraved specimen: after the learner has attained a sufficient knowledge of that system, he may venture to contract as far as his genius will permit, care being always taken not to exceed the limits context ought to supply; and a vast number of substantives, adjectives, and auxiliary verbs may be formed by a single letter only, or by a point and a single letter, which will be sufficient to enable an expeditious writer to keep pace with a rapid speaker. The root of a word being formed, the writer may take what liberty he thinks proper in omitting the other syllables; but great care should be taken not to omit a single monosyllable, or any other small word, as it is by them the context must be discovered: the advantage gained by the contraction of the long words being much more than equivalent to the omission of the monosyllables; and it must be a wretched system which makes it necessary to omit them, notwithstanding what is asserted by Mr. Taylor, in whose system it is impossible to



keep pace with a rapid speaker, without omitting them, even according to his own account; and I think no man who omits them should, at a distance of time, venture to swear, in cases of perjury, to the exact words spoken by the witnesses, without which they could never be convicted.

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*Example of Contraction beyond that of the Specimen  
in the three Plates, the Subject being known.*

*Part of the First Chapter of GENESIS.*

*n th bging g crate th h and th rth and the earth  
w without f and void and drk ws pn th fs of th d  
and th sp of g mv p th fs of th w and g f lt thr b lt and  
thr ws lt and g fw th l th t ws g and g cl th l d and  
th dnefs h cl n and th ev and th mrn ws th ffs d and  
g fd lt thr b a frmment n th m of th wtrs and l t dv  
th wtrs f th wtrs and g md th frmment an dv th  
frmment and dved th wtrs w wr ndr th frmment f th  
wtrs*



*wtr's w wr abv th frment and t ws so and g cld  
th frment hv and th ev and th mrrn wr th 2 da.*

The above being taken from a well known part of sacred history, the reader can have no difficulty in decyphering it, though there are a great number of syllables omitted; but it is sufficient to inform the gentlemen of the law, who are acquainted with their technical terms, what liberties of contraction they may safely take, as the terms used in equity, or law, will be sufficiently described by their initials only, in a great number of instances; and a vast number that would not be sufficiently described by them, with the assistance of a terminating point, will be rendered plain enough to be read at any distance of time; but it is a liberty too great to be taken by any but those who are perfect masters of all the technical language of the courts. The points for the terminations *ed, ing, ly, ant, ent, ence, nefs, ment, ation, etion, ition, &c.* and some of them doubled, as *edly, ingly, antly, ently,*



*ently*, &c. may be omitted in a vast number of instances which the context would naturally supply.

In Plate XIII. there is a specimen of auxiliary verbs, particles, &c. that may be safely joined together; which will contribute greatly to expedition, there being no points or detached letters; they consisting of the first letters of each word joined to the others, the context will naturally discover them.

The rules for contracting are such as may be applied to any language, governed by the sound of the five vowels, giving to each letter of the alphabet the sound of such language, and the power of representing single words in it, and applying the other rules to the primary and concluding syllables.

The prepositions and terminations of other languages having a determined or fixed place similar to the directions of Plates IV. V. VI. and VII. and the  
leading



leading letters of them placed in the same manner, single points may be used for diphthongs, whether they begin or end words; and in the middle of such words the succeeding letter may be placed instead of the point, and the diphthong would then be included, context shewing which was included, a diphthong or the termination of a verb.

The letters would likewise require a little changing, as *q* is very little required in English, but very much in French or Latin; therefore, instead of the long perpendicular, the character used for *th* might be applied for *q*; as *th* is seldom wanted, the *t* might serve for itself and *th*; *sh* not being much required, if at all in French or Latin, that should only be applied to *st* or *ss*; the *ch* being much wanted, the letter *c* made rather larger would suit very well; and the long perpendicular for *y*, as *y* is used singly for a distinct word in the French language,

It is impossible to form any system for the English  
 3 tongue,



tongue, that can possibly suit all other languages, notwithstanding what has been asserted by other authors of Short-Hand; and I have for that reason only hinted at the proper mode of contraction for two of them, as it would swell this volume to three or four times its bulk to apply it in a proper manner to Latin or French only; it may be applied to any of the European languages by those who understand them, and in its present state it is capable of writing a number of words in either, which is all that can be expected in this publication.

The same thing may be said with respect to the technical language made use of in anatomical lectures, there being a vast number of terminations totally unknown to those who do not study them. A proper application of the rules, to those terminations, would greatly assist the student: for instance, the terminations *oideus*, *stoideus*, *roideus*, *noideus*, *hyorideus*, *pharingeus*, *staphylinus*, *glossus*, &c. If enough is composed to shew the root of the word, a single letter detached from the  
rest



rest at No. 5, 6, 7, or 8, according to Plate V. having a fixt determinate place appointed, might always be used for the same termination, and it would be read with the greatest certainty: I intended to have made a complete index of all the terms used in the description of the different parts of the human body, all the different names of the arteries, muscles, &c. and had proceeded some way, but I found the expence of the plates would be very great. When a subscription can be raised sufficient for that purpose, I intend publishing, by way of supplement, a set of Plates, containing all the technical terms used in Anatomy, which will enable the gentlemen of the faculty to take very complete notes of anatomical lectures.

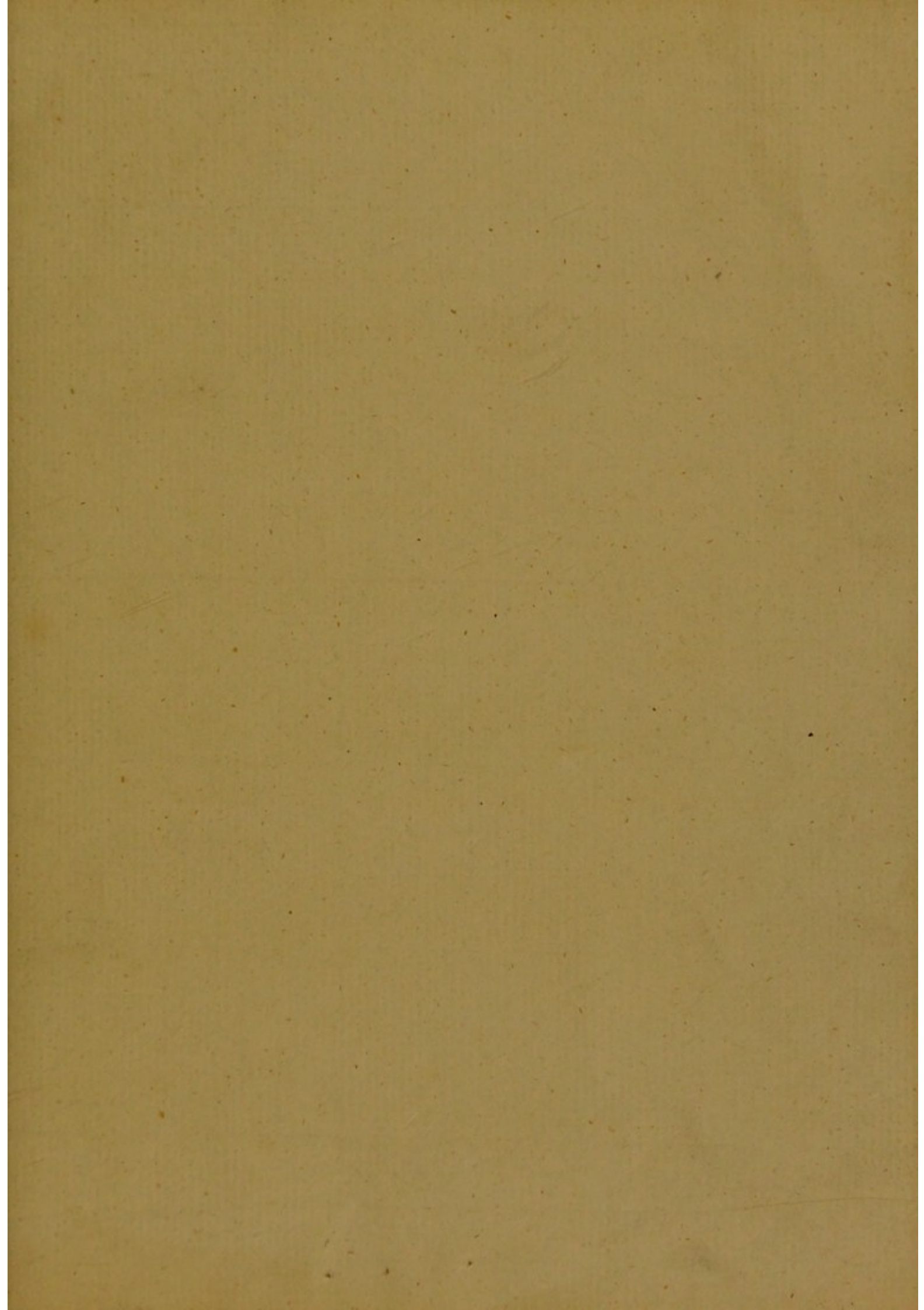
*Note.* The letter *s* is to stand for the word *yes*; and where any consonant is lost in the sound of the next letters, it must be omitted, as, for instance, the *r* in the word *first*, &c.



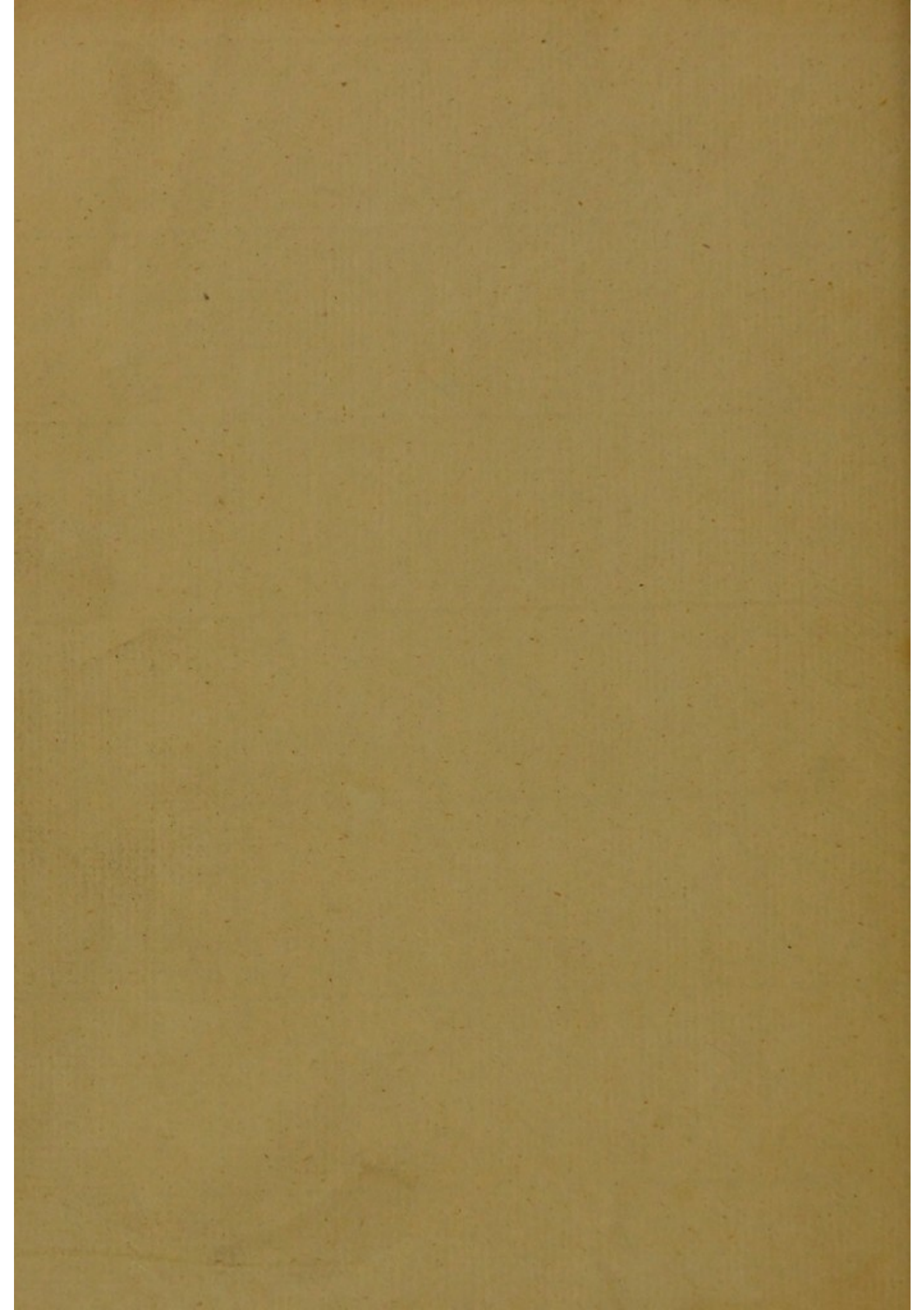
with No. 2, 3, or 4, according to the  
 having a flat determinate place opposite  
 always be used for the same reason, and  
 it would be read with the greatest comfort  
 intended to have made a complete index of all  
 the terms used in the description of the different  
 parts of the human body, &c. the different names  
 of the arteries, muscles, &c. and had proceeded  
 some way, but I found the expense of the plates  
 would be very great. When a table is printed  
 it is sufficient for that purpose, & indeed better  
 for by way of supplement, a set of plates con-  
 taining all the technical terms used in Anatomy,  
 which will enable the gentleman of the faculty to  
 take very convenient notice of anatomical terms.

The first is to find the thick and  
 and whose way comes in in the hand of  
 the next history, shall be omitted, as for instance  
 in the word Anatomy, &c.

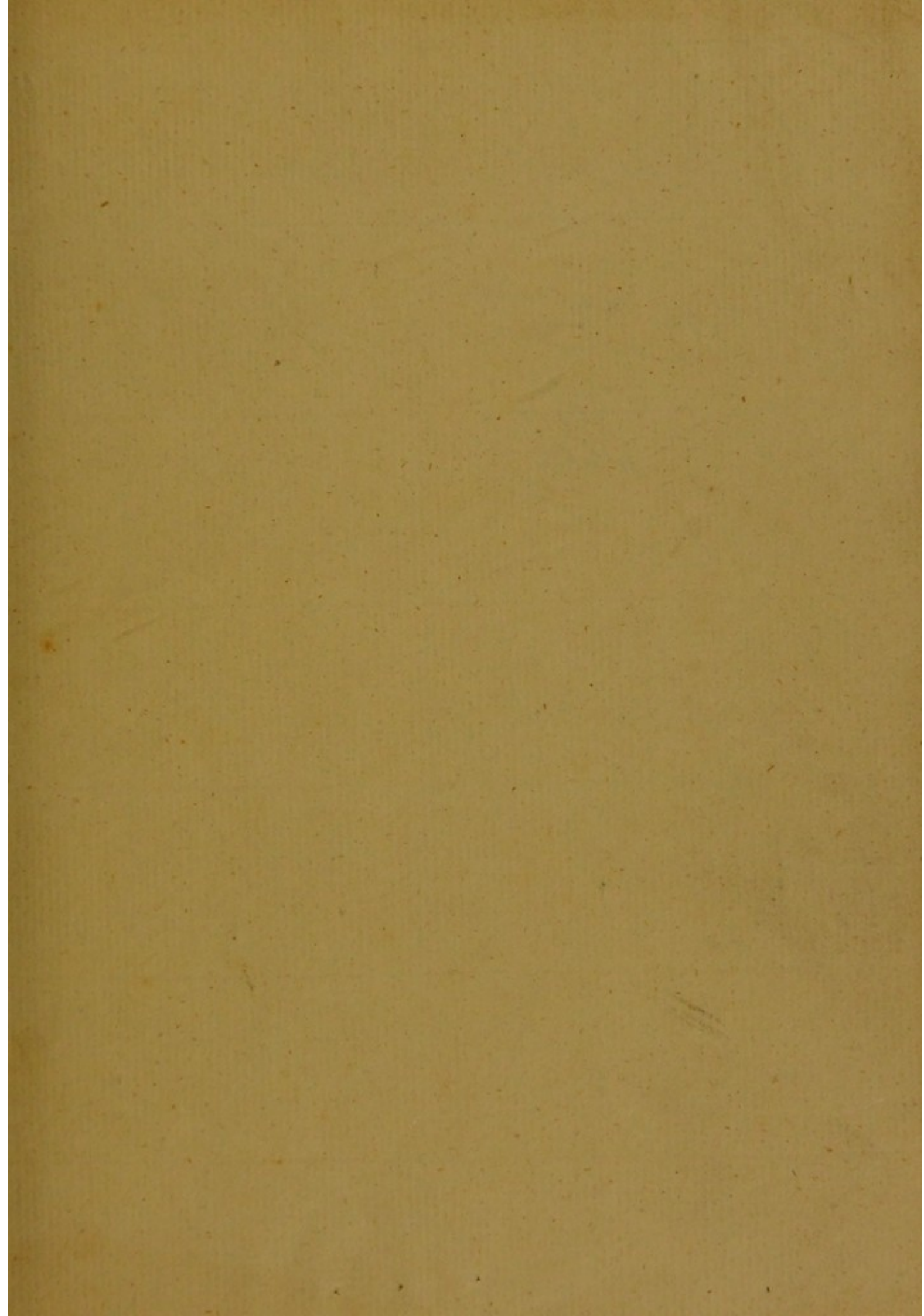














o away  
 i aware  
 u we are we  
 o wish  
 e well  
 o what  
 whether







