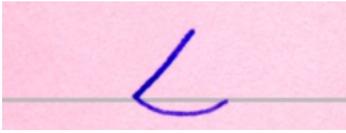


January



A system of writing is required that shall bring the operations of the mind and of the hand into close correspondence; that shall relieve the penman from the drudgery inseparable from the use of the present system, by making writing as easy and as rapid as speech.

Isaac Pitman - Manual of Phonography

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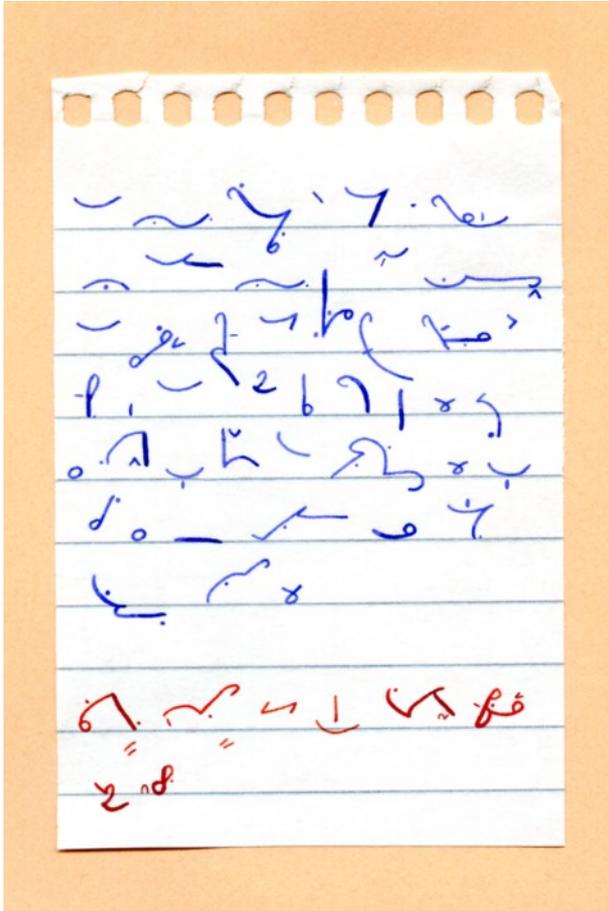
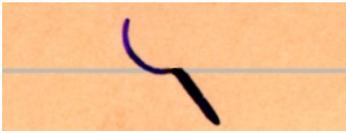
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February



In many branches of knowledge a person may neglect many details and not encounter any serious trouble in the further progress of the study, but in shorthand it is very different. Here, is allowed no time for reflection. No chance is given to recall things only vaguely learned.

Selby Moran - 100 Valuable Suggestions to Shorthand Students

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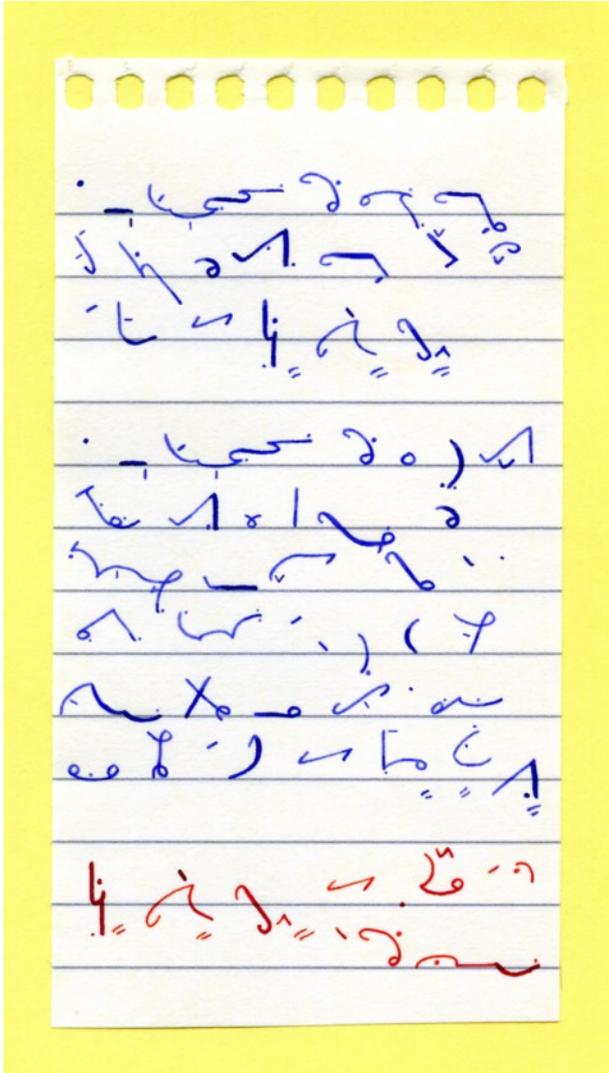
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March



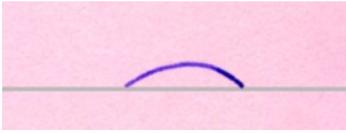
A good phonographic phrase simply groups upon paper, words already grouped by the mind and tongue. - David Wolfe Brown

A good phonographic phrase is easy to write and pleasant to read. It brings the words harmoniously together like the members of a happy family; and to see them in such loving juxtaposition gives one a certain sense of satisfaction and pleasure. - Thomas Allen Reed

David Wolfe Brown - The Science & Art of Phrase-Making

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May

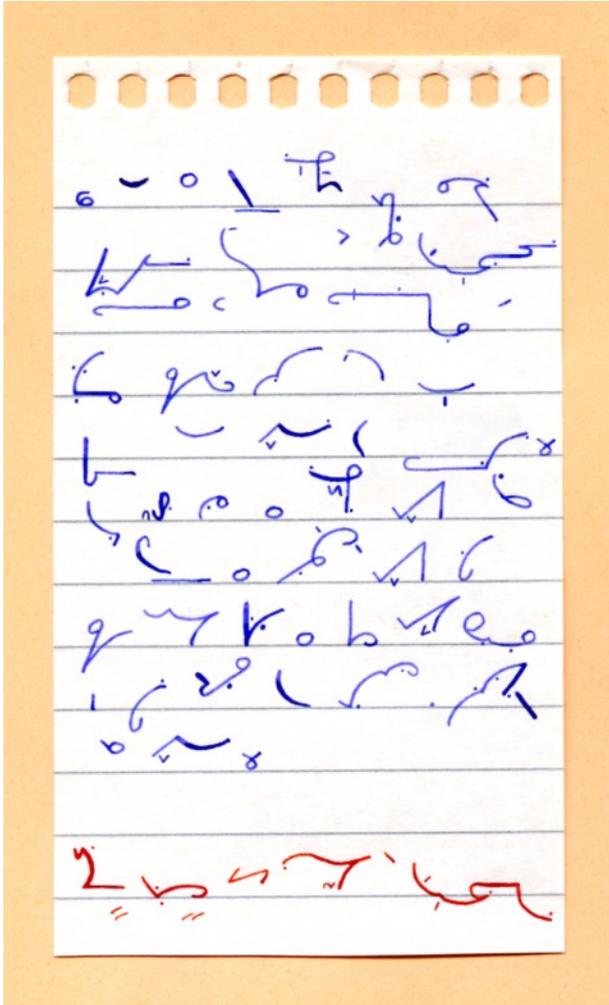
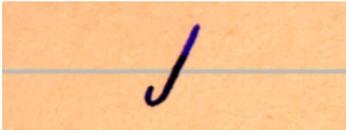


Anything thoroughly understood as a complete whole is never entirely forgotten. But that stage in which it becomes firmly fixed in mind can be reached only by constant and persistent practice, no day being allowed to pass without having made some advancement. By so doing there is no danger of one's interest flagging and of his giving up what would otherwise prove so interesting and profitable.

Selby Moran - 100 Valuable Suggestions to Shorthand Students

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June

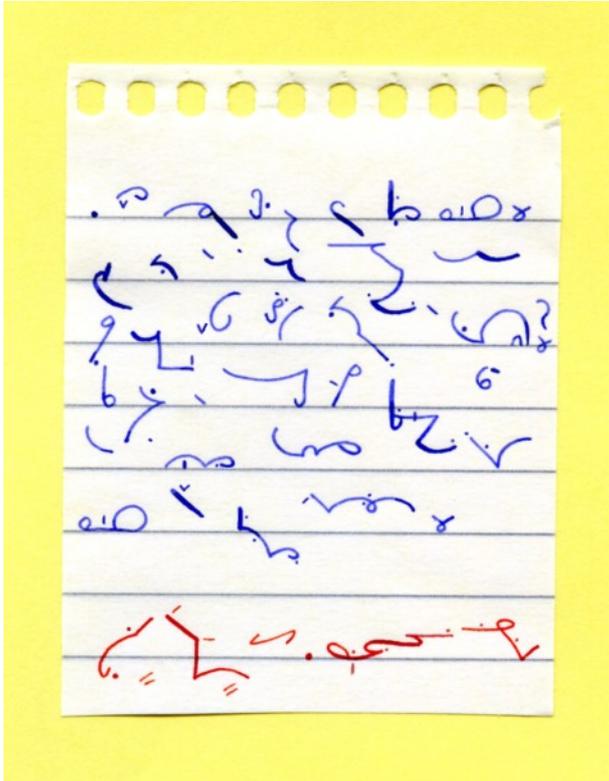


When his hand has become accustomed to trace the simple geometrical forms of the phonographic characters with correctness and elegance, he will find little or no difficulty in writing them quickly; but if the student lets his anxiety to write fast overcome his resolution to write well, he will not only delay his attainment of real swiftness, but will always have to lament the illegibility of his writing.

Isaac Pitman - Manual of Phonography

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July

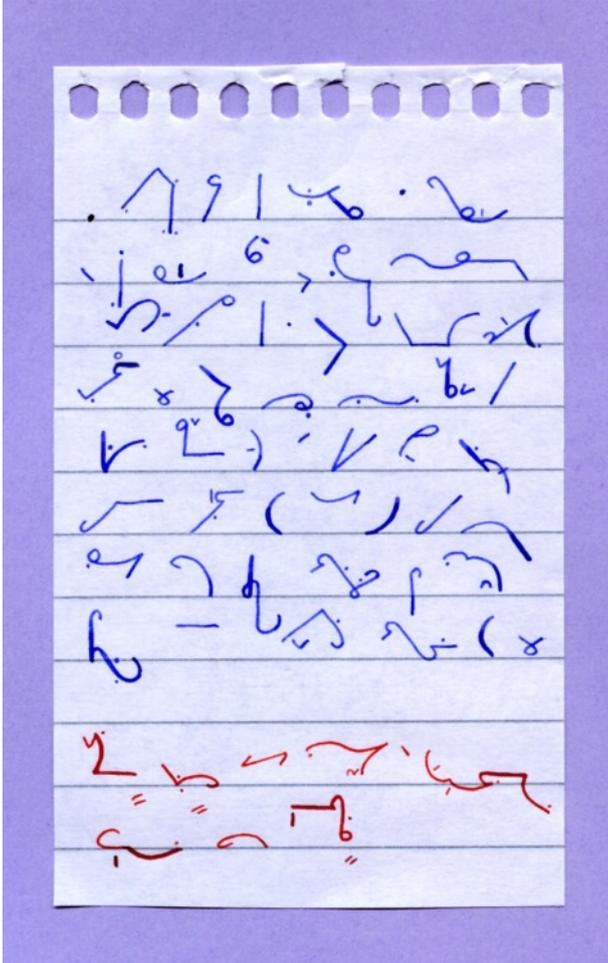


The mind must be trained to think, believe, demand success. Whoever heard of an individual accomplishing anything he undertook while constantly harping of failure? ... It is fatal to entertain such discouraging thoughts for a moment, for you must compel success by determined optimism.

Willard Bottome - The Stenographic Expert

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August

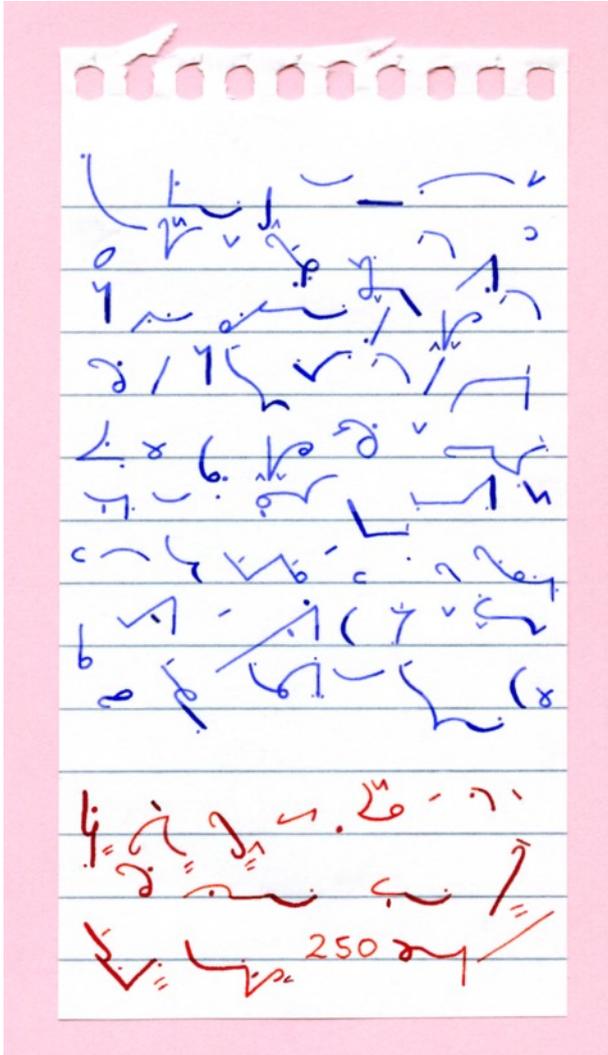
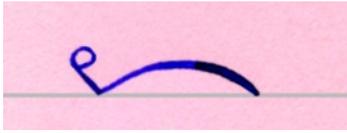


The rapidity with which it enables a person to commit his own thoughts to the safety of manuscript also renders it an object peculiarly worthy of regard. By this means many ideas which daily strike us, and which are lost before we can record them in the usual way, may be snatched from destruction, and preserved till mature deliberation can ripen and perfect them.

Isaac Pitman - Manual of Phonography
quoting Mr Gawtress

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September



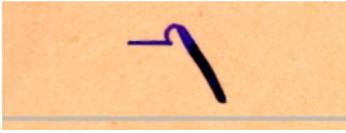
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After taking down any given matter on the first trial*, I proceeded to transcribe or read what I had written, circling each outline or phrase which I had formed badly or which looked shaky. These outlines and phrases I carefully noted in a small book I carried about with me for that purpose; and when an opportunity presented itself, I wrote and rewrote them until I acquired the greatest possible facility in forming them.

David Wolfe Brown - *The Science & Art of Phrase-Making*, quoting George Bunbury, Victorian 250 words a minute writer

* = test, practising for the 250 wpm certificate

October



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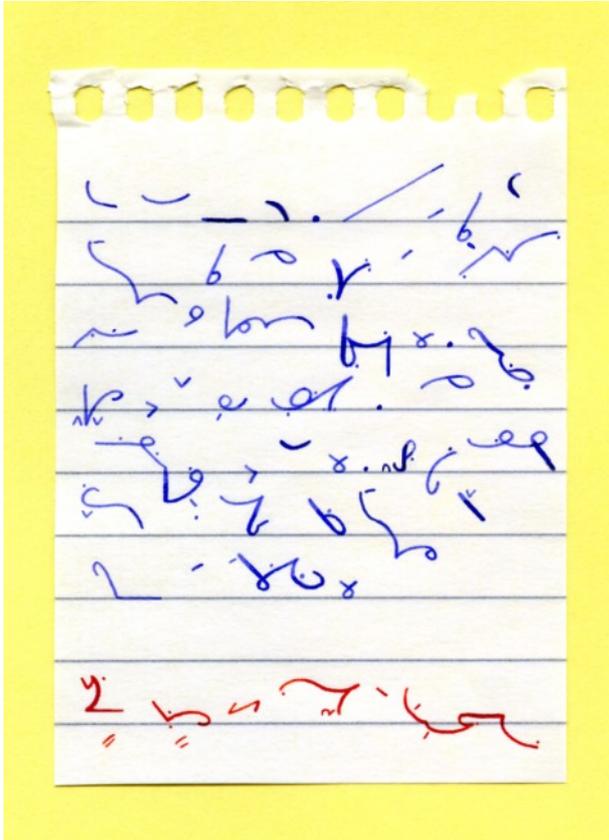
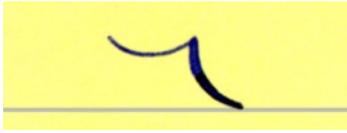
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Another cause of hesitation and indecision in writing is that of a too limited vocabulary ... If the word were known, the ear would catch it easily, and a reference to the context would determine by its appropriateness whether that was the word heard or not. The student who possesses a good knowledge of English is favoured with one of the biggest advantages in the stenographic race ... The number of stenographic word-friends should always be on the increase until he must go afield to meet a word-stranger.

Edward McNamara - Methods of Teaching Shorthand

November



For any given word, the writer should choose that form which is most easily and rapidly written, and is at the same time distinct. The briefest outline to the eye is not necessarily the most expeditious to the hand. The student will insensibly acquire a knowledge of the best forms by practice and observation.

Isaac Pitman - Manual of Phonography

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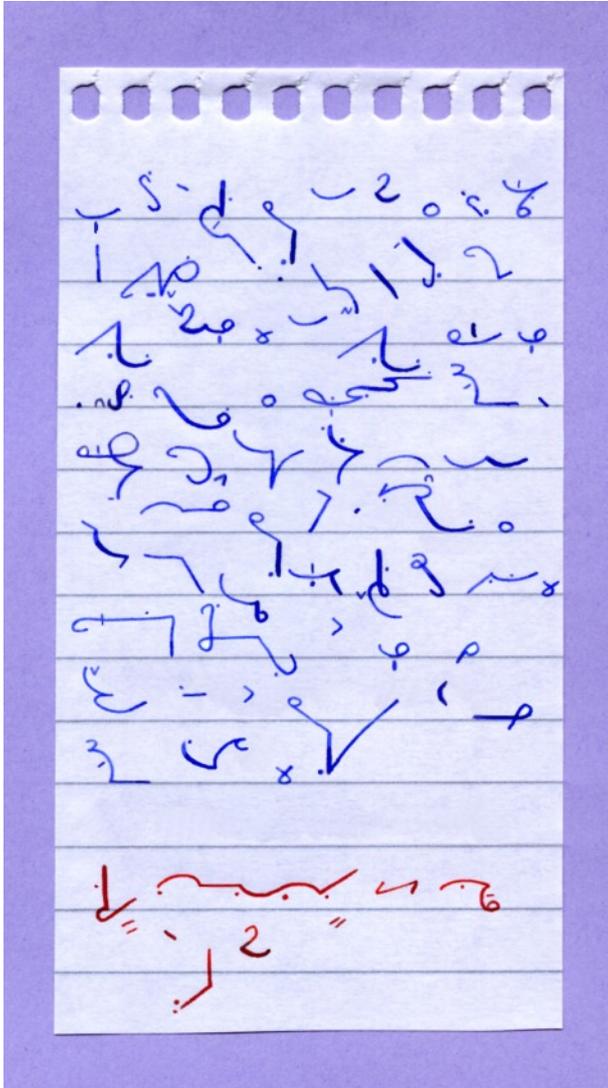
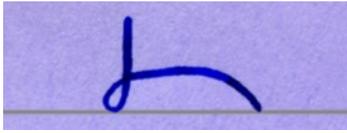
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December

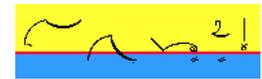


No plan of developing speed in shorthand is complete unless it utilises the power to be obtained from the reading of shorthand notes. In reading his own notes the student brings his stenographic work to successful fruition, for it will avail him nothing to have the maximum speed of which a human being is capable if he is unable to decipher what has been written ... Correct transcription of the notes is the final act of the speed writer that gives the work value.

Edward McNamara - Methods of Teaching Shorthand

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Pitman's New Era Shorthand Calendar – Quotes Word Count



1 A system of writing is required that shall bring the operations of the mind and of the hand into close correspondence; that shall relieve the penman from the drudgery inseparable from the use of the present system, by making writing as easy and as rapid as speech. (47 words)

2 In many branches of knowledge a person may neglect many details and not encounter any serious trouble in the further progress of the study, but in shorthand it is very different. Here, is allowed no time for reflection. No chance is given to recall things only vaguely learned. (48 words)

3 A good phonographic phrase simply groups upon paper, words already grouped by the mind and tongue. – David Wolfe Brown.
A good phonographic phrase is easy to write and pleasant to read. It brings the words harmoniously together like the members of a happy family; and to see them in such loving juxtaposition gives one a certain sense of satisfaction and pleasure. – Thomas Allen Reed (64 words)

4 Phonography supplies the want we have shown to exist, by presenting a system of alphabetic writing capable of being written with the speed of the most rapid distinct articulation and of being read with the certainty and ease of ordinary longhand. (41 words)

5 Anything thoroughly understood as a complete whole is never entirely forgotten. But that stage in which it becomes firmly fixed in mind can be reached only by constant and persistent practice, no day being allowed to pass without having made some advancement. By so doing there is no danger of one's interest flagging and of his giving up what would otherwise prove so interesting and profitable. (66 words)

6 When his hand has become accustomed to trace the simple geometrical forms of the phonographic characters with correctness and elegance, he will find little or no difficulty in writing them quickly; but if the student lets his anxiety to write fast overcome his resolution to write well, he will not only delay his attainment of real swiftness, but will always have to lament the illegibility of his writing. (68 words)

7 The mind must be trained to think, believe, demand success. Whoever heard of an individual accomplishing anything he undertook while constantly harping of failure? It is fatal to entertain such discouraging thoughts for a moment, for you must compel success by determined optimism. (43 words)

8 The rapidity with which it enables a person to commit his own thoughts to the safety of manuscript also renders it an object peculiarly worthy of regard. By this means many ideas which daily strike us, and which are lost before we can record them in the usual way, may be snatched from destruction, and preserved till mature deliberation can ripen and perfect them. (64 words)

9 After taking down any given matter on the first trial, I proceeded to transcribe or read what I had written, circling each outline or phrase which I had formed badly or which looked shaky. These outlines and phrases I carefully noted in a small book I carried about with me for that purpose; and when an opportunity presented itself, I wrote and rewrote them until I acquired the greatest possible facility in forming them. (74 words)

10 Another cause of hesitation and indecision in writing is that of a too limited vocabulary. If the word were known, the ear would catch it easily, and a reference to the context would determine by its appropriateness whether that was the word heard or not. The student who possesses a good knowledge of English is favoured with one of the biggest advantages in the stenographic race. The number of stenographic word-friends should always be on the increase until he must go afield to meet a word-stranger. (86 words)

11 For any given word, the writer should choose that form which is most easily and rapidly written, and is at the same time distinct. The briefest outline to the eye is not necessarily the most expeditious to the hand. The student will insensibly acquire a knowledge of the best forms by practice and observation. (54 words)

12 No plan of developing speed in shorthand is complete unless it utilises the power to be obtained from the reading of shorthand notes. In reading his own notes the student brings his stenographic work to successful fruition, for it will avail him nothing to have the maximum speed of which a human being is capable if he is unable to decipher what has been written. Correct transcription of the notes is the final act of the speed writer that gives the work value. (83 words)

1, 4, 6, 8, 11 Isaac Pitman, *Manual of Phonography*
2, 5 Selby Moran, *100 Valuable Suggestions to Shorthand Students*
3, 9 David Wolfe Brown, *The Science & Art of Phrase-Making*
7 Willard Bottome, *The Stenographic Expert*
10, 12 Edward McNamara, *Methods of Teaching Shorthand*

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Pitman's New Era Shorthand Calendar – Diary Vocabulary



afternoon	conference	hear heard	phone phoned	text texted
airport	confirm confirmed	home	post posted	ticket
anniversary	dad	homework	pre-school SF	train
apartment	day daytime	hospital	present	trip
appointment C	deadline	house	ready	tutor
approximately	delay delayed	interview	receive received	uncle
arrange arranged	deliver/ed/y SF	interviewed	remember/ed SF	urgent
arrangements	dentist	journey	remind -ed	visit visitor
ask asked	doctor SF	late later	reminder	walk walked
attend attended	drive drove	letter	request -ed	wedding
aunt auntie	due	mail mailed	reservation	write wrote
baby	early	make made	reserve reserved	Sunday
bank	email emailed	Master Miss	restaurant	Monday
birthday	enquire	meet meeting met	return returned	Tuesday
book booked	enquired	message	ring rang	Wednesday
booking	enquiry	morning	school SF	Thursday
brother	evening	mother	see saw	Friday
buy bought	exam	Mr SF Mrs	send sent SF	Saturday
call SF called SF	examination	mum	service	January C
cancel	expect/ed C	next SF	serviced	February C
cancelled	father	night night-time	shop shopped	March
car	fetch fetched	note noted	shopping	April
card	find found	nurse nursery	sister	May
celebrate	finish finished	office	soon	June
celebrated	flight	order ordered	sort sorted	July
celebration	friend	organise/d SF	start started	August
check checked	garage	parcel	take took	September
church	get got gotten	party	taxi	October
collect collected	grandfather	pay paid	teacher	November C
college	grandmother	payment	telephone -ed	December

SF = Short Form C = Contraction

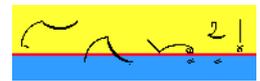
Pitman's New Era Shorthand Calendar – Weather Vocabulary



afternoon	dew dewy	hard	night overnight SF	soft
atmosphere	downpour	haze hazy	noon	south southern SF
atmospheric	drift drifted	heat heatwave	normal	southerly
average	drizzle mizzle	heavy	north northern SF	sticky
becoming SF	drought	high higher	northerly	storm stormy
better	dry drier	high pressure	overcast SF	strong stronger
bitter bitterly	dusk	hoarfrost	patchy	sudden
black ice	east eastern	hot hotter	period	sun sunshine
blizzard	easterly	hottest	pleasantly	temperature
blowy	evening	humid humidity	precipitation	thaw thawed
blue	fine	hurricane	prolonged	thawing
blustery	flash	ice icy icicle	rain raining rainy	thermometer
breeze breezy	flood	improve/d SF	rapid rapidly	thunder thundered
bright	fog foggy	improving SF	risk risk of	tornado
brighten	followed by	increase	rumble	typhoon
changeable	forecast	intermittent	settled unsettled	usual/ly SF unusual/ly
chilly	foul	later	shower showery	violent
clear clearing	freeze freezing	less	significantly SF	visibility
cloud cover	fresh	light	sky	warm warmer
cold SF colder	frost frosty	lighten -ing (verb)	sleet sleety	warning
continuing	frozen	lightning (noun)	slight slightly	weak/week
cool cooler	gale	low lower	slippery	weakening
cyclone anti-	gale-force	melt melted	slowly	weather
damp damper	glaze	midday	slush slushy	west western
dangerous C	gloomy	mild milder	smog	westerly
dangerously C	gradually	mist misty	snow snowed	wet wetter
dark darker	grey	moderate moderately	snowy snowing	widespread
dawn	gust gusty	more SF	snowfall	wind winds windy
decrease	hail hailstones	morning	snowflake	wintery
developing	hailstorm	muggy	snowstorm	worse worsen

SF = Short Form C = Contraction

Pitman's New Era Shorthand Calendar – Notes on Outlines



Take care with pairs:	
learned – learned	
context – text	
fatal – futile	
careful – carefully	
favoured – favourite	
is not necessary is unnecessary	
freezing – frozen	
gradually – greatly SF	
high higher – hire	
firmly – formally	
pleasant - pleasing	
not pleasant – unpleasant	
mailed – emailed	
Mrs – misses	
human – humane (position uses 2nd vowel)	
sunny – snowy	
written writing (exceptional outlines)	
compare normal forms: rotten rotting rattan routine routing	
Alternative phrases:	
in which it, with which it	
for a moment for the moment	
he will not (in June quote, “not only” belong together)	
or not	
high pressure	
afternoon	
Monday afternoon	
evening	
Monday evening	
next week, next month next time	
Mr and Mrs	
received	
we have received	

moderate (adjective) moderate (verb) Note different last vowels	
Contractions used:	
anything nothing C	
attainment C	
become becoming C	
capable C	
character characteristic C	
danger C	
destruction C	
English C	
individual-ly C	
insensible-ly-ility* C	
interesting -ed C	
juxtaposition C juxtapose	
knowledge C	
manuscript C	
maximum minimum C	
neglect-ed C	
never C	
object-ed C	
overcome overcoming C	
peculiar-ly C	
practice practise-d C	
satisfaction C	
shorthand C	
stranger C	
together C	

*November quote: “insensibly” = 19th century usage meaning “without realising it”, not the modern meaning of “insensitive, senseless”

SF = Short Form C = Contraction

Diary Vocabulary as text

afternoon	confirmed	hear	pay	take
airport	dad	heard	paid	took
anniversary	day	home	payment	taxi
apartment	daytime	homework	phone	teacher
appointment C	deadline	hospital	phoned	telephone
approximately	delay	house	post	telephoned
arrange	delayed	interview	posted	text
arranged	deliver SF	interviewed	pre-school SF	texted
arrangements	delivered SF	journey	present	ticket
ask	delivery SF	late	ready	train
asked	dentist	later	receive	trip
attend	doctor SF	letter	received	tutor
attended	drive	mail	remember SF	uncle
aunt	drove	mailed	remembered SF	urgent
auntie	due	make	remind	visit
baby	early	made	reminder	visitor
bank	email	Master	request	walk
birthday	emailed	Miss	requested	walked
book	enquire	meet	reservation	wedding
booked	enquired	meeting	reserve	write
booking	enquiry	met	reserved	wrote
brother	evening	message	return	Sunday
buy	exam	morning	returned	Monday
bought	examination	mother	ring	Tuesday
call SF	expect SF	Mr SF	rang	Wednesday
called SF	expected C	Mrs	school SF	Thursday
cancel	father	mum	see	Friday
cancelled	fetch	next SF	saw	Saturday
car	fetches	night	send	January SF
card	find	night-time	sent SF	February SF
celebrate	found	note	service	March
celebrated	finish	noted	serviced	April
celebration	finished	nurse	shop	May
check	flight	nursery	shopped	June
checked	friend	office	shopping	July
church	garage	order	sister	August
collect	get	ordered	soon	September
collected	got	organise C	sort	October
college	gotten	organised C	sorted	November SF
conference	grandfather	parcel	start	December
confirm	grandmother	party	started	

SF = Short Form C = Contraction

Weather Vocabulary as text

afternoon	drifted	higher	overcast	strong
anticyclone	drizzle	hoarfrost	overnight	stronger
atmosphere	drought	hot	patchy	sudden
atmospheric	dry	hotter	period	sun
average	dusk	hottest	pleasantly	sunshine
becoming SF	east	humid	precipitation	temperature
better	easterly	humidity	prolonged	thaw
bitter	eastern	hurricane	rain	thawed
bitterly	evening	ice	raining	thawing
black ice	fine	icicle	rainy	thermometer
blizzard	flash	icy	rapid	thunder
blowy	flood	improve SF	rapidly	thundered
blue	fog	improved SF	risk	tornado
blustery	foggy	improving SF	risk of	typhoon
breeze	followed by	increase	rumble	unsettled
breezy	forecast	intermittent	settled	unusual SF
bright	foul	later	shower	unusually SF
brighten	freeze	less	showery	usual SF
changeable	freezing	light	significantly SF	usually SF
chilly	fresh	lighten	sky	violent
clear	frost	lightening (verb)	sleet	visibility
clearing	frosty	lightning (noun)	sleety	warm
cloud cover	frozen	low	slight	warmer
cold SF	gale	lower	slightly	warning
colder	gale-force	melt	slippery	weak
continuing	glaze	melted	slowly	weakening
cool	gloomy	midday	slush	weather
cooler	gradually	mild	slushy	week
cyclone	grey	milder	smog	west
damp	gust	mist	snow	westerly
damper	gusty	misty	snowed	western
dangerous C	hail	mizzle	snowfall	wet
dangerously C	hailstones	moderate	snowflake	wetter
dark	hailstorm	moderately	snowing	widespread
darker	hard	more SF	snowstorm	wind
dawn	haze	morning	snowy	winds
decrease	hazy	muggy	soft	windy
developing	heat	night	south	wintry
dew	heatwave	noon	southerly	worse
dewy	heavier	normal	southern SF	worsen
downpour	heavy	north	sticky	
drier	high	northerly	storm	
drift	high pressure	northern SF	stormy	

SF = Short Form C = Contraction

