

'alpha' 3-hr. Course

speeded writing!!!

- Easy
- Convenient
- Learn in 3 Hours

Copyr 1974, 2010 - E: cidevant @ yahoo.com POBox 234100 Sacramento CA 95823 USA

...INSTRUCTIONS...

Each lesson can be completed in 10 minutes. For fastest learning, you should do one lesson at a time, and do them in the order given. Follow instructions 1-4.

- 1) Read the word.
- 2) Look at the shorthand.
- 3) Write the shorthand as you say the word. For each word, write it and say it four times.
- 4) When you have finished the words, cover the lesson and do the exercises quickly.

The Lessons	PRACTICE SPACE	The Exercise
1.		
the —		of the
of ✓		and the
and 4		to the
to, at <i>l → /</i>		at the
a, an <i>· (a dot)</i>		of a
in <i>n → \</i>		and a
that <i>l → /</i>		to a
this <i>l → /</i>		and a
they <i>l → /</i>		to the
them <i>l → /</i>		and the
than/then <i>l → /</i>		to a
there <i>l → /</i>		of the
these <i>l → /</i>		of a
though <i>l → /</i>		and a
those <i>l → /</i>		and in
		to them
		in this
		and they
		and that
		at that
		and there
		of these
		that to them
		and in that
		and though the
		and to them
		and the thought that
		these
		those
		there
		they
		this

2. PRACTICE SPACE COVER LESSON AND WRITE IN SHORTHAND:

it, is, if, its *i → l → /*

for *f → l*

be, been, being; by, buy, bye *b → 6*

but *B*

was, as, she, his *z*

you, your, yours *u*

my, mine, him, am *m → *

with *w/ → *

it is
if it is
is it?
for it
is for
for them
for the
for a
this is for them
it was
there was a
but was it his?
was it by him?
as it was then
it was his book
she was there
this is for you
this is your book
is this book yours?
she is with him
within (w/n) was a book
it was without (w/o) that
my thought being this

English grammar has laws -- a word can be used only in certain ways.

This fact permits us to use one shorthand form for 2 to 6 different words.

If *m* stands for "him, am, my, mine" read the following:

Give it to *m* lawyer.
That book is *m*.
I *m* an individual.
Does he know we like *m*?

3. PRACTICE SPACE COVER LESSON AND WRITE IN SHORTHAND:

have, has, had, having <i>h</i>	you have it they have had it without having them she has them you had it (IF NEEDED FOR CLARITY, WRITE "HAD" AS)
all, will, well <i>l → /</i>	all is well that will be all she will have it the book fell() in the well all of this is for you but that is for me I know you you have no book it was not mine it wasn't() yours hasn't, haven't, hadn't are not, aren't will not, won't were not, weren't this is mine that is yours these are hers at that hour of the not only this but those are ours, not hers we were there but she, you and he have it those are not for them but for me mine, yours, hers and his, that is: ours he, she and you will not be in it we have been there that was our only thought
on only no not <i>o → /</i>	
(hasn't = <i>h' \</i>)	
are, her, hers, hour <i>r → /</i>	
our, ours <i>R</i>	
we, were <i>w → /</i>	
he, me <i>e → a (tiny circle)</i>	

Rules for Remembering

1. What you learn, use.
2. Use it every chance you get.

4. PRACTICE SPACE COVER LESSON AND WRITE IN SHORTHAND:

can; came, come, coming <i>k</i>	can we, can't we? you can all come to the will you be coming with them? she came to me for them is this book due? he only did it for her these have not been done we are not doing them go on and do it as we were going will you be gone by then? they are going to buy your book she is gone to do it do you see it? are you seeing it with us? I will not be seen without it we were seeing it for that hour only no, I have not seen them he put it up there put those with these go see if they are up this is why who do we see there? what is it? when is it to be? where did you buy that? which is it? whether or not to go there
do, did, done, doing; due <i>d</i>	
go, going, gone <i>g</i>	
see, seeing, seen <i>c</i>	
up, put <i>p → /</i>	
why <i>y</i> who <i>w</i> what <i>w</i> when <i>w</i> where <i>w</i> whether <i>w</i> which <i>w</i>	

NOTE THIS ABOUT ALPHA...

The sound of a word will often instantly give you the shorthand:

are/her-s/hour = *r*
we/were = *w*
or/owe = *o*
do/did/done/doing/due = *d*
can/come/came/coming = *k*
be/been/being/by/buy/bye = *b*
for = *f*
it-s/is/if = *i*
you/your-s = *u*
am/my/mine/him = *m*
why = *y* when = *w*

or, owe o

so so

I one 1

out O (capital "O")

made md → d
 would wd → d
 more mr → d
 from fr → f
 how h
 now n ("ow" sound = >)
 time tm → t

this or that, when or where
 you owe it to them
 she owes it to me
 he was out there, or so
 I thought
 we made those
 where do we go from there?
 there are no more
 they would know where
 you were
 I see more of it now
 how are you to know that is so?
 at what time would you
 go there?
 I made up the time, but
 how I did it I do not know!
 now is the time for all
 to come out and see it

Concerning all the above words (Les. 1-5), a linguistic study has shown that 50% of everything we say and write and read are those words you have just covered. You just learned to write them in shorthand. That means your writing speed for those words is now 90 to 120 words per minute.

DELETION. Drop unessential letters and letter parts.

[That means: write what you hear, dropping out any letters that are not needed for correct reading back. Do not dot i's or cross t's.]

time = tm
 would = wd
 off = of
 use = us us = s
 excel = xcl
 made = md make = mk
 honey = hny
 write = tl

ABBREVIATE-CONTRACT. Use the short abbreviations you already know or can easily make.

and, with, company, government,
 attention, manufacturing...
 & w/ co. gov.
 atn. mfg.

PRACTICE THE SHORTHAND WAY EVERY CHANCE YOU GET.

ch -c-

cheap cep
 choose cho
 attach att

des, dis -d-

discuss dks
 describe des
 design des

ng -g-

eating etg
 meeting metg
 thing thg

which - wch
 teacher - tch
 church - ch
 chain chn
 chair chr
 chose chs
 each eac
 speech spch
 dismiss - dms
 despair - dsp
 dislike - dlk
 dispute - dsp
 desire - dsr
 disease - dsz
 deserve dsrv
 discharge dsch
 discover dsco
 dissect dsct
 dispose dspz
 ringing - rnz
 nothing - nng OR: o-g
 among - amg
 along - alg
 giving givg
 living livg
 selling selg
 anything anyg
 bring brng

tion, sion -f
 "chun, shun, zhun" sound

action atk
 session ssn
 ocean ocn

con, com, counter k- on k-

compare kpr
 contact ktk
 connection knk

mis, im m- in-

mislaid mlad
 mislead mlad
 image mc
 impact mpr

motion - my
 vision - vsh
 fashion - fsh
 position - psh
 version - vsh
 illusion - ilsh
 disposition - dspsh
 diversion - divsh
 vacation - vacsh
 omission - omsh
 consider - ksh
 compete - ksh
 compose - ksh
 counterclaim - ksh
 conceal - ksh
 concert - ksh
 concept - ksh
 conclude - ksh
 conclusion - ksh
 congress - ksh
 contract - ksh
 countersign - ksh

combine - cmb
 commit - cmb
 misplace - mps
 missing - msh
 mistake - msh
 impair - msh
 improve - msh
 impose - msh
 impress - msh
 impression - msh
 misguide - msh
 mischief - msh
 mission - msh

A shorthand increases writing speed and saves paper space. If you write all shorthand forms small, you get to go even faster (when you have to) and save more space.

ial, ious -x
 "shui, shus, eus" sound

special Ex off Kop
 official off
 conscious cons

ry, rry; oi, oy -y

vary ry employ ryp
 marry my point ryp

sh "sh, zh" sound -z

wish wsh
 issue ish
 measure msh

spacious - Esp
 previous - prv
 facial - fsh
 righteous - rsh
 subconscious - scsh
 superficial - spsh
 mischievous - msh
 racial - rsh
 sorry - shy
 battery - bsh
 boy - by
 annoy - any
 directory - drsh
 carry - ksh
 toy - tosh
 ferry - fsh
 contrary - crsh
 subsidiary - subsh
 cash - ksh
 finish - fsh

seizure - szr
 shoe - sho
 shopping - shg
 shampoo - shp
 fish - fsh
 shell - shll
 shine - shn
 dish - dsh
 shake - shk
 shallow - shlow
 sharing - shrg
 shape up - shp up
 sheet - shet
 ship - shp
 show - shw
 tissue - tish
 pleasure - plsh
 shutter - shtr
 sherbet - shrbt

nce -n-

chance chn
 expense exp
 difference dfr

rd, rk, rt -r-

guard g
 order ord
 work w export xp

nd, nt -n-

mand, mend, ment -m-

end e
 event ev
 demand dm or d
 amendment am

romance - rom
 rinse - rsh
 condense - csh
 immense - imsh
 occurrence - ocrsh
 conscience - csh
 reliance - rsh
 dance - dsh
 confidence - csh
 convenience - csh
 competence - csh
 impatience - impsh
 word - wsh
 concert - csh
 short - sh
 forward - fsh
 comfort - csh
 importance - impsh
 import - imp
 backward - bsh
 disorder - dsh
 shirt - shrt
 toward - towsh
 discomfort - dsh
 shorthand - shrtnd
 important - imp
 equipment - eqp
 impeachment - imp
 apartment - apt
 defendant - dft

kind - ksh
 command - cmd
 ending - endg
 sending - sendg
 consent - csh
 parent - prnt
 patient - patnt
 brand - brnd
 grand - grand
 commandment - cmdmnt
 landing - landg
 condescend - csh
 discontent - dsh
 confident - csh
 commitment - cmmt
 ferment - frmt
 attachment - attchmt
 employment - empmt
 recent - rshnt

FOR THE LONGER ENDING,
 MAKE THE - A LITTLE
 LONGER !

11. PRACTICE SPACE

ow, our, ower - O

cow *kw*
sour *sw*
power *pw*

ble - B

able *ab*
feeble *fb*
sensible *sb*

circ, circum C

circle *cl*
circumference *cf*
circulation *clay*

sp E

speak *Ek*
spoke *Ek*
speech *Ec*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

low, lower - *ls*
allow - *al*
allowance - *alb*
shower - *shw*
touring - *trng*
contour - *ctnr*
noble - *nb*
label - *lb*
readable - *rdB*
admissible - *admB*
trouble - *trb*
disposable - *dsps*
assemble - *asm*
capable - *cap*
breakable - *brk*
likeable - *lik*
perishable - *prsh*
circular - *clr*
circus - *crs*
circuit - *clt*
circumvent - *crvnt*
circuitous - *crct*
spin - *spn*
Spanish - *Spn*
spice - *spc*
spy - *sp*

spell - *El*
spoon - *spn*
special - *spcl*
spacious - *spas*
spray - *spr*
space - *spc*
speed - *spd*
sport - *sprt*
spring - *sprng*
spreading - *sprng*
spare - *sp*
spotlight - *spht*
inspect - *spct*
wasp - *sp*

12. PRACTICE SPACE

ful, fully; full - F

peaceful *pf*
faithfully *ff*
full of *F*

sk; ask K

sky *K*
school *Kul*
ask for *Kf*

intr, inter, entr; enter N

introduce *Nds*
interaction *Ndy*
entrance *N*
to enter *N*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

spoonful - *EnF*
thoughtful - *thtful*
fitfully - *ftful*
full circle - *FC*
full speed - *fs*
healthful - *hthful*
graceful - *grcful*
fulfill - *ffl*
fullback - *fbk*
full house - *fh*
skip - *sk*
basket - *bl*
mask - *mk*
sketch - *sk*
ski - *sk*
scratch - *scr*
scope - *skp*
skate - *skt*
skillful - *skfl*

skin - *skn*
skirt - *skrt*
skylight - *sklyt*
casket - *skst*
interview - *intv*
incovert - *incvrt*
intricate - *intrk*
interval - *intvl*
interior - *int*
interfere - *intfr*
interlude - *intld*
internal - *intnl*
interpret - *intpr*
introduction - *introd*
enterprise - *entpr*
entertainment - *entrtm*

Did you know that nine former American Presidents used some kind of shorthand regularly? So have famous artists (like Martha Graham), businessmen (like Howard Hughes), and writers (like Samuel Pepys whose volumes of diaries are in a shorthand similar to this).

15. PRACTICE SPACE

FAST TENSE word

lived *lvd*
fished *fd*
ordered *ord*

PLURAL word

lives *lvz*
fishes *fdz*
orders *ordz*

Your tick mark ABOVE the word always means the word is plural; BELOW the word always means it is in the past tense:

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

wish = *wy*
afford - *af*
dent - *dt*
love - *lv*
paint - *pt*
interest - *int*
price - *pr*
quiz - *kwz*
measure - *mr*

wishes, wished - *wy*
affords, afforded - *af*
dents, dented - *dt*
loves, loved - *lv*
paints, painted - *pt*
interests, interested - *int*
prices, priced - *pr*
quizzes, quizzed - *kwz*
measures, measured - *mr*

DO SAME FOR: check - *ck*
confine, mismatch, agree, circle, power, cause, care, center, bark, romance, introduce, shop, spell, direct, equal, motion

16. PRACTICE SPACE

ly, ty, fy, y

A, A₁, A₂, A₃

kindly *kn*
quality *qlty*
specify *spcfy*
easy *ey*

ate - A

date *dt*
understatement *ustt*
coordinate *kdnt*
grateful *grtfl*

less - L

endless *endls*
regardless *rgldls*
senseless *snsls*
useless *usls*

er -

dinner *dnr*
order *ord*
transfer *trnsfr*
teacher *trch*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

equally - *egl*
friendly - *frndly*
hardly - *hrdly*
lively - *lvly*
highly - *hghly*
honesty - *hntsty*
dusty - *dsty*
duty - *dyty*
liquefy - *lykf*
verified - *vrfd*
simplify - *splyfy*
body - *bdy*
study - *stdy*
healthy - *hthly*
busy - *bsy*
rate - *rt*
translate - *trnslt*
skate - *skt*
powerless - *plwrls*
shapeless - *shpless*
careless - *krless*
hopeless - *hplless*
seamless - *smless*
publisher - *publsh*
thinker - *thnkr*
outer - *otr*
speaker - *spkr*

SHORTHAND SYMBOLS MAY BE COMPOUNDED! FOR EXAMPLES:
interestingly *intngly*
fortunately *ftunly*
defenseless *dfnsless*
dancers *dnrs*

13. PRACTICE SPACE

ought, out O

ought to *oht to*
out of *oht of*
brought *brht*
thought *thht*
without *wht*
outweigh *owht*

st S

stop *sp*
east *st*
circumstance *cs*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

caught - *kt*
sprout - *sp*
outward - *owd*
outcome - *okm*
about - *abt*
OR SHORTER: *as*
outline - *outln*
throughout - *thruht*
outboard - *outbrd*
outlook - *outlwk*
outbreak - *outbrk*
outdoor - *outdr*
outfit - *outft*
outlet - *outlt*
out of order - *out of ord*
out of shape - *out of shp*
out of reach - *out of rch*
out of fashion - *out of fshn*
outside - *outsd*
estate - *est*
sister - *str*
stay - *st*
fast - *fst*
straight - *str*
list - *lst*

against - *agt*
stable - *stbl*
interesting - *intng*
statement - *sttmnt*
stance - *stns*
stage - *stj*
stain - *stn*
standard - *stndrd*
standing - *stndng*
start - *strt*
stew - *stju*
stipulation - *stpln*
stomach - *stmk*
tasteful - *ststfl*
guest - *gst*
outstanding - *outstndng*
specialist - *spclst*

14. PRACTICE SPACE

under U

understanding *undrstndng*
underneath *undrneath*
underline *undrln*

over V

overdue *ovrdue*
overcast *ovrcast*
stop over *sp ov*

trans T

transit *trnsit*
transport *trnsprt*
trance *trns*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

undergo - *undrgo*
undertake - *undrtk*
underwrite - *undrwr*
wonder - *wndr*
underpass - *undrps*
underrate - *undrrt*
understatement - *undrsttmnt*
undercurrent - *undrcrrnt*
underwear - *undrw*
thunder - *thndr*
oversee - *ovrs*
overland - *ovrld*
overload - *ovrld*
overall - *ovrll*
overbearing - *ovrbearng*
overcharge - *ovrchrg*
overdose - *ovrdos*
overdraw - *ovrdrw*
overlook - *ovrlwk*
overweight - *ovrwght*
overpayment - *ovrptmt*
oversea - *ovrsea*
oversight - *ovrsht*
skip over - *skp ov*
stand over - *stnd ov*
transportation - *trnsprttn*

transmit - *trnsmt*
transcend - *trnsctnd*
transaction - *trnsctn*
transmission - *trnsmsn*
transcribe - *trnskr*
transpose - *trnsps*
transcription - *trnskripshn*
transfer - *trnsfr*
transferable - *trnsfrbl*
transient - *trnsjnt*
transition - *trnsjshn*
translate - *trnslet*
transparent - *trnsprnt*

17. PRACTICE SPACE

rn, rm

learn *lrn*
return *rt*
confirm *knfrm*
confirmation *knfrmshn*

MAKE rm LONGER: turn *trn*
term *trm*

en

written *rt*
sudden *sdn*
chicken *chkn*
earthen *arthn*

al

annual *anl*
normal *nrml*
equal *egl*
governmental *gvnmtl*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

pattern - *ptn*
govern - *gvn*
earnings - *ernngs*
arm - *arm*
performance - *prfrmns*
quicken - *qk*
sharpen - *shrpn*
woolen - *wl*
weaken - *wk*
dial - *dl*
verbal - *vrbl*
logical - *lgcl*
legal - *lg*
informal - *infrm*

APPENDIX

THE WORDS BELOW WERE NOT IN OUR "TOP 70 MOST USED WORDS" BUT ARE FREQUENT ENOUGH TO MERIT A SPECIAL ALPHA FORM:

any <i>ny</i>	very <i>vr</i>	how <i>h</i>
off, often <i>of</i>	saw <i>s</i>	now <i>n</i>
many <i>ny</i>	us <i>us</i>	day <i>d</i>
money <i>ny</i>	again <i>ag</i>	month <i>m</i>
some <i>sm</i>	against <i>agst</i>	year <i>y</i>
same <i>sm</i>	begin, began, begun, beginning <i>bg</i>	neither <i>n</i>
also <i>as</i>	upon, open <i>pn</i>	nor <i>n</i>
therefore <i>trf</i>	said <i>s</i>	either <i>er</i>
because <i>b</i>	says <i>ss</i>	never <i>nr</i>
before <i>bf</i>	say <i>s</i>	ever <i>vr</i>
between <i>btwn</i>	agree <i>agr</i>	question <i>q</i>

Jan. Feb. Mar. April May June July Aug. Sept. Oct. Nov. Dec.
Monday Tues. Wed. Thur. Fri. Sat. Sun. January 1st, 1976 = Jan 1st

Write in ALPHA important dates in your life (birthday, graduation, vacation)!