

# '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

PRACTICE SPACE	COVER LESSON AND WRITE IN SHORTHAND:
2.	
it, is, if, its	it is
<i>i → l → /</i>	if it is
for <i>f →  </i>	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
	is this 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
be, been, being; by, buy, bye	
<i>b → 6</i>	
but <i>B</i>	
was, as, she, his	
<i>z</i>	
you, your, yours	
<i>u</i>	
my, mine, him, am	
<i>m → \</i>	
with <i>w/ → \</i>	
	English grammar has laws -- a word can be used only in certain ways.
	This fact permits us to use <u>one</u> shorthand form for 2 to 6 different words.
	If <i>m</i> stands for "him, am, my, mine" read the following:
	Give it to <i>m</i> lawyer. That book is <i>m</i> . I <i>m</i> an individual. Does he know we like <i>m</i> ?

PRACTICE SPACE	COVER LESSON AND WRITE IN SHORTHAND:
3.	
have, has, had, having	you have it
<i>h</i>	they have had it
all, will, well	without having them
<i>l → /</i>	she has them
on <i>o → /</i>	you had it
only <i>o → /</i>	(IF NEEDED FOR CLARITY, WRITE "HAD" AS )
no <i>o → /</i>	all is well
not <i>o → /</i>	that will be all
(hasn't = <i>h' \</i> )	she will have it
are, her, hers, hour	the book fell( ) in the well
<i>r → /</i>	all of this is for you
our, ours	but that is for me
<i>R</i>	I know you
we, were	you have no book
<i>w → \</i>	it was not mine
he, me	it wasn't( ) yours
<i>e → · (tiny circle)</i>	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
	<b>Rules for Remembering</b>
	1. What you learn, <u>use</u> .
	2. Use it every chance you get.

PRACTICE SPACE	COVER LESSON AND WRITE IN SHORTHAND:
4.	
can; came, come, coming	can we, can't we?
<i>k</i>	you can all come to the
do, did, done, doing;	will you be coming with them?
due	she came to me for them
<i>d</i>	is this book due?
go, going, gone	he only did it for her
<i>g</i>	these have not been done
see, seeing, seen	we are not doing them
<i>c</i>	go on and do it
up, put	as we were going
<i>p → p</i>	will you be gone by then?
why <i>y</i>	they are going to buy your book
who <i>yo</i>	she is gone to do it
what <i>yo</i>	do you see it?
when <i>yo</i>	are you seeing it with us?
where <i>yo</i>	I will not be seen without it
whether <i>yo</i>	we were seeing it for that
which <i>yo</i>	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
	NOTE THIS ABOUT ALPHA...
	The sound of a word will often instantly give you the shorthand:
	are/her-s/hour = <i>r</i>
	we/were = <i>w</i>
	or/owe = <i>o</i>
	do/did/done/doing/due = <i>d</i>
	can/come/came/coming = <i>k</i>
	be/been/being/by/buy/bye = <i>b</i>
	for = <i>f</i>
	it-s/is/if = <i>i</i>
	you/your-s = <i>u</i>
	am/my/mine/him = <i>m</i>
	why = <i>y</i> when = <i>yo</i>

or, owe

o

so

so

I

one

1

out

O (capital "O")

made md -> d
would wd -> d
more mr -> d
from fr -> d
how h
now n
time tm -> l

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...

a w/ co. gnt.
alm. mfg.

PRACTICE THE SHORTHAND WAY EVERY CHANCE YOU GET.

ch -c-

cheap cep
choose choo
attach atch

des, dis -d-

discuss dks
describe des
design des

ng -g-

eating etg
meeting metg
thing thng

which - wch
teacher - tch
church - ch
chain chn
chair chr
chase chs
each ech
speech spch
dismiss - dms
dispair - dsp
dislike - dsk
dispute - dsp
desire - dsr
disease - dsz
deserve dsr
discharge dsr
discover dsr
disapprove dsr
dissect dsr
dispose dsp
ringing - rng
nothing - nng OR: o g
among - amg
along - alg
giving giv
living liv
selling sel
anything any
bring brng

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

action acty
session sessn
ocean ocn

con, com, counter -k-

compare cmp
contact cntct
connection conncn

mis, im -m-

mislaid mlad
mislead mlad
image imj
impact mpk

motion - my
vision - vsh
fashion - fsh
position - psn
version - vsh
illusion - ilsh
disposition - dspsh
diversion - dvrsh
vacation - vash
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 - mbn
commit - mps
misplace - mps
missing - msh
mistake - msh
impair - msh
improve - msh
impose - msh
impression - msh
misguide - msh
mischief - msh
mission - msh

nk, qu -g-

bank bnk
equal eqal
quit qit

sub -s- or -z-

subject subj
submit smt
subdivision subdvsn

super -s- or -z- (write dot last!)

supervise svp
supermarket smkt
superior sps

ive, tive -v-

give grv
active akv
positive psv

equip - eqp
thinker - thkr
liquid - lqd
distinct - dkt
quiz - kwz
distinction - dktsh
sank - sk
drinker - drkr
equation - eqn
agua - agw
sublet - slt
subheading - shdng
subgroup - subgrp
subscription - subscrpn
subway - subway
subdue - sbdu
submission - sbmsn
superfine - spfne
supercharge - spchrg
superego - spreg
supervision - spsvsn
superimpose - spspms
supersonic - spsrnk
motive - mv
living - lvng
passive - psv
subjective - subjctv
olive - olv
alive - alv
impressive - mpresv
competitive - kmpetv

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 - spshl
official - ofshl
conscious - kshs

ry, rry; oi, oy -y-

vary vry
employ emply
marry my point

sh -z-

"sh, zh" sound -z-

wish wsh
issue issh
measure - msr

spacious - spshs
previous - prvsh
facial - fshl
righteous - rshs
subconscious - sbkshs
superficial - spshfshl
mischievous - mshshs
racial - rshl
sorry - srsh
battery - btry
boy - bry
annoy - any
directory - dtry
carry - kry
toy - tosh
ferry - frsh
contrary - ktrsh
subsidiary - sbshdary
cash - ksh
finish - fnsh
seizure - szsh
shoe - shsh
shopping - shppng
shampoo - shmpoo
fish - fsh
shell - shll
shine - shn
dish - dsh
shake - shk
shallow - shlow
sharing - shrnng
shape up - shp up
sheet - shet
ship - shp
show - shw
tissue - tshs
pleasure - plshr
shutter - shtr
sherbet - shrbt

nce -n-

chance - chns
expense - spns
difference - dfrns

rd, rk, rt -r-

guard - grd
dark - drk
order - drd
apart - apt
work - wrk
export - xprt

nd, nt -n-

mand, mend, ment

end - end
event - evnt
demand - dmnd
amendment - amndmt

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

romance - rmns
kind - knd
command - kmnd
condense - kndns
immense - imns
occurrence - okrnns
conscience - kshns
reliance - rshns
dance - dns
confidence - knfdns
convenience - knvns
competence - kmpns
impatience - mpns
word - wrd
concert - knt
short - shrt
forward - frwd
comfort - kmft
importance - mpns
import - mprt
backward - bakwd
disorder - dsrdr
shirt - shrt
toward - trwd
discomfort - dskmft
shorthand - shrtnd
important - mpnt
equipment - eqpmnt
impeachment - mpchmnt
apartment - aptmnt
defendant - dfndnt

11.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

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*

low, lower - *ls*  
allow - *al*  
allowance - *alb*  
shower - *sw*  
touring - *tw*  
contour - *ctw*  
noble - *nb*  
label - *lb*  
readable - *rd*  
admissible - *adm*  
trouble - *tr*  
disposable - *sp*  
assemble - *asm*  
capable - *cap*  
breakable - *brk*  
likeable - *lik*  
perishable - *prsh*  
circular - *cl*  
circus - *cs*  
circuit - *ct*  
circumvent - *cv*  
circuitous - *ct*  
spin - *sp*  
Spanish - *Sp*  
spice - *sp*  
spy - *sp*

spell - *El*  
spoon - *sp*  
special - *sp*  
spacious - *sp*  
spray - *sp*  
space - *sp*  
speed - *sp*  
sport - *sp*  
spring - *sp*  
spreading - *sp*  
spare - *sp*  
spotlight - *sp*  
inspect - *sp*  
wasp - *sp*

12.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

ful, fully; full - F

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

sk; ask K

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

intr, inter, entr; enter N

introduce *N*  
interaction *N*  
entrance *N*  
to enter *N*

spoonful - *sf*  
thoughtful - *tf*  
fitfully - *ff*  
full circle - *fc*  
full speed - *fs*  
healthful - *hf*  
graceful - *gf*  
fulfill - *ff*  
fullback - *fb*  
full house - *fh*  
skip - *sk*  
basket - *bl*  
mask - *mk*  
sketch - *sk*  
ski - *sk*  
scratch - *scr*  
scope - *sk*  
skate - *sk*  
skillful - *sk*

skin - *sk*  
skirt - *sk*  
skylight - *sk*  
casket - *sk*  
interview - *sk*  
inconvert - *sk*  
intricate - *sk*  
interval - *sk*  
interior - *sk*  
interfere - *sk*  
interlude - *sk*  
internal - *sk*  
interpret - *sk*  
introduction - *sk*  
enterprise - *sk*  
entertainment - *sk*

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.

FAST TENSE word

lived *lv*  
fished *fv*  
ordered *ov*

PLURAL word

lives *lv*  
fishes *fv*  
orders *ov*

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

COVER LESSON AND WRITE IN SHORTHAND:

wishes, wished - *w*  
affords, afforded - *af*  
dents, dented - *dt*  
loves, loved - *lv*  
paints, painted - *pt*  
interests, interested - *int*  
prices, priced - *pr*  
quizzes, quizzed - *qz*  
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

COVER LESSON AND WRITE IN SHORTHAND:

ly, ty, fy, y  
A, A<sub>1</sub>, A<sub>2</sub>, A<sub>3</sub>

kindly *ky*  
quality *ky*  
specify *ky*  
easy *ey*

ate - A

date *dt*  
understatement *ust*  
coordinate *ct*  
grateful *gr*

less - L

endless *el*  
regardless *rg*  
senseless *sl*  
useless *ul*

er -

dinner *dn*  
order *or*  
transfer *tr*  
teacher *tr*

equally - *eq*  
friendly - *fr*  
hardly - *hd*  
lively - *lv*  
highly - *hy*  
honesty - *hn*  
dusty - *dy*  
duty - *dy*  
liquefy - *lf*  
verified - *vr*  
simplify - *sp*  
body - *bd*  
study - *st*  
healthy - *ht*  
busy - *by*  
rate - *rt*  
translate - *tr*  
skate - *sk*  
powerless - *pl*  
shapeless - *sh*  
careless - *cr*  
hopeless - *hp*  
seamless - *sm*  
publisher - *pub*  
thinker - *th*  
outer - *ot*  
speaker - *sp*

SHORTHAND SYMBOLS MAY BE COMPOUNDED! FOR EXAMPLES:  
interestingly *int*  
fortunately *ft*  
defenseless *df*  
dancers *dn*

13.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

ought, out O

ought to *ot*  
out of *of*  
brought *br*  
thought *th*  
without *w*  
outweigh *ow*

st S

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

caught - *ct*  
sprout - *sp*  
outward - *ow*  
outcome - *ow*  
about - *ab*  
OR SHORTER: *as*  
outline - *ol*  
throughout - *th*  
outboard - *ob*  
outlook - *ol*  
outbreak - *ob*  
outdoor - *od*  
outfit - *of*  
outlet - *ol*  
out of order - *oo*  
out of shape - *os*  
out of reach - *or*  
out of fashion - *of*  
outside - *os*  
estate - *es*  
sister - *st*  
stay - *st*  
fast - *ft*  
straight - *st*  
list - *ls*

against - *ag*  
stable - *st*  
interesting - *int*  
statement - *st*  
stance - *st*  
stage - *st*  
stain - *st*  
standard - *st*  
standing - *st*  
start - *st*  
stew - *st*  
stipulation - *st*  
stomach - *st*  
tasteful - *st*  
guest - *st*  
outstanding - *ost*  
specialist - *sp*

14.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

under U

understanding *ud*  
underneath *un*  
underline *un*

over V

overdue *vd*  
overcast *vs*  
stop over *so*

trans T

transit *tr*  
transport *tr*  
trance *tr*

undergo - *ug*  
undertake - *ut*  
underwrite - *uw*  
wonder - *wu*  
underpass - *up*  
underrate - *ur*  
understatement - *us*  
undercurrent - *uc*  
underwear - *uw*  
thunder - *th*  
oversee - *vs*  
overland - *vl*  
overload - *vo*  
overall - *ov*  
overbearing - *vb*  
overcharge - *vc*  
overdose - *od*  
overdraw - *ov*  
overlook - *ol*  
overweight - *ow*  
overpayment - *op*  
oversea - *os*  
oversight - *os*  
skip over - *sk*  
stand over - *st*  
transportation - *tr*

transmit - *tr*  
transcend - *tr*  
transaction - *tr*  
transmission - *tr*  
transcribe - *tr*  
transpose - *tr*  
transcription - *tr*  
transfer - *tr*  
transferable - *tr*  
transient - *tr*  
transition - *tr*  
translate - *tr*  
transparent - *tr*

17.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

rn, rm

learn *lr*  
return *rt*  
confirm *cf*  
confirmation *cf*

MAKE rm LONGER: turn *tr*  
term *tr*

en

written *rt*  
sudden *sd*  
chicken *ck*  
earthen *et*

al

annual *an*  
normal *nr*  
equal *eq*  
governmental *gn*

pattern - *pt*  
govern - *gv*  
earnings - *en*  
arm - *ar*  
performance - *pf*  
quicken - *qk*  
sharpen - *sh*  
woolen - *wo*  
weaken - *wk*  
dial - *dl*  
verbal - *vb*  
logical - *lg*  
legal - *lg*  
informal - *in*

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>hw</i>
off, often <i>of</i>	saw <i>sw</i>	now <i>nw</i>
many <i>my</i>	us <i>us</i>	day <i>dy</i>
money <i>my</i>	again <i>ag</i>	month <i>mt</i>
some <i>sm</i>	against <i>ag</i>	year <i>yr</i>
same <i>sm</i>	begin, began, begun, beginning <i>bg</i>	neither <i>nr</i>
also <i>al</i>	upon, open <i>op</i>	nor <i>nr</i>
therefore <i>tr</i>		either <i>er</i>
because <i>bc</i>	said <i>sd</i>	never <i>nr</i>
	says <i>sz</i>	ever <i>er</i>
before <i>br</i>	say <i>sz</i>	question <i>qn</i>
between <i>bt</i>	agree <i>ag</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)!

\*\*\*\*\*