

'alpha' 3-hr. Course

speeded writing!!!

■ Easy
 ■ Convenient
 ■ Learn in 3 Hours

...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

The Exercise

1.

PRACTICE SPACE

the —

of ✓

and ♯

to, at *h* → /

a, an . (a dot)

in *n* → \

that *l* → /
 this *o*
 they *a*
 them *m* → /
 than/then *n* → /
 there *t*
 these *s*
 though *o*
 those *n*

of the
 and the
 to the
 at the
 of a
 and a
 to a
 to an
 and a
 to the
 and the
 to a
 of the
 and an
 and at
 in the
 in a
 of the
 of a
 and a
 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 → |

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/ → 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
there 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?

have, has, had, having

h

all, will, well

l →)

on
only
no
not

a a, b

(hasn't = h')

are, her, hers, hour

r → (

our, ours

R

we, were

w → ∪

he, me

e → • (tiny circle)

you have it
they have had it
without having them
she has them
you had it(IF NEEDED FOR CLARITY,
WRITE "HAD" AS)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 thoughtRules for Remembering

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

can; came, come, coming

k

do, did, done, doing;
due

d

go, going, gone

g

see, seeing, seen

c

up, put

p → p

why y
 who y
 what y
 when y
 where yr
 whether y
 which y

y
 yr → y

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

NOTE THIS ABOUT ALPHA...

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

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

or, owe

o

so

so

I
one

1

out

O ← (capital "O")

made md → d
 would wd → d
 more mr → r
 from fm → f → L
 how ³ ("ow" sound = >)
 now ³
 time tm → ^

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.

Two Shorthand Principles

DELETION. Drop unessential letters and letter parts.

time = *lm*
would = *wd*
off = *of*
use = *us* us = *u s*
excel = *xcl*
made = *md* make = *mk*
honey = *hne*
write = *rl*

[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.]

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

and, with, company, government, attention, manufacturing...

& w/ co. gov.
atn. mfg.

The next twelve lessons (6-17) give you the Alpha for frequently-occurring word parts

Follow the same instructions. Perhaps you should read them again before going on.

PRACTICE THE SHORTHAND WAY EVERY CHANCE YOU GET.

6.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

ch —c—

cheap *cep*
choose *cus*
attach *alc*

des, dis —d—

discuss *dks*
describe *dke*
design *dsn*

ng —g—

eating *elg*
meeting *melg* or *mg*
thing *g*

which — *yc*
teacher — *ter*
church — *cc*

chain
chair
chose
each
speech
dismiss — *dms*
dispair — *dpr*
dislike — *dlk*
dispute — *dpu*
desire — *dse*
disease — *dee*

deserve
discharge
discover
disapprove
dissect
dispose

ringing — *rgg*
nothing — *ng*
among — *amg*
along — *alg*

giving
living
selling
anything
bring

OR: *g*

7.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

tion, sion ^{-j}
"chun, shun, zhun" sound

action
session
ocean

aky ny of

con, com, counter

compare
contact
connection

*k- or k-
kpr
k/k k/kj*

mis, im

mislaid
mislead
image
impact

*m- in-
mla
mled
inc
inpk*

motion - *my*
vision - *vj*
fashion - *fy*
position - *py*
version - *vj*
illusion
disposition
diversion
vacation
omission
consider - *kadr*
compete - *kpel*
compose - *kpos*
counterclaim - *klem*
conceal
concert
concept
conclude
conclusion
congress
contract
countersign

combine
commit
misplace - *mps*
missing - *mg*
mistake - *mk*
impair - *impr*
improve - *impr*
impose
impress
impression
misguide
mischief
mission

8.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

nk, qu

bank
equal
quit

*-g-
bz
egl
gl*

sub

subject
submit
subdivision

*s- or s-
sk
smk
sdvj*

super

supervise
supermarket
superior

*i- or i- (write dot last!)
i/s
smkl
s*

equip - *egp*
thinker - *gr*
liquid - *lq*
distinct - *dlq*
quiz
distinction
sank
drinker
equation
aqua
sublet - *sel*
subheading - *shdq*
subgroup - *sgp*
subscription - *skp*
subway
subdue
submission
superfine - *sf*
supercharge - *sc*
superego
supervision
superimpose
supersonic

motive - *mv*
living - *lvq*
passive - *psv*
subjective
olive
alive
impressive
competitive

ive, tive

give
active
positive

*gv
akv
psv*

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.

9.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

ial, ious — x
"shu, shus, eeus" sound

special
official
conscious

Ex ofx kex

ry, rry; oi, oy — y

vary ry employ mpy
marry my point. pyl

sh
"sh, zh" sound — z

wish uz
issue zyu
measure mzy

spacious - Eax	seizure - seyr
previous - prv	shoe - zu
facial - fx	shopping - zpg
righteous - rlx	shampoo -
subconscious	fish
superficial	shell
mischievous	shine
racial	dish
sorry - sy	shake
battery - bly	shallow
boy - by	sharing
annoy - any	shape up
directory - drky	sheet
carry - ky	ship
toy	show
ferry	tissue
contrary	pleasure
subsidiary	shutter
cash - kz	sherbet
finish - fzy	

10.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

nce —

chance C
expense xp
difference dfr

rd, rk, rt —

guard g dark d
order o apart ap
work w export xp

nd, nt —
mand, mend, ment

end e
event ev
demand dm or d
amendment a

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

romance - rom	kind - k
rinse - rz	command - km
condense - kd	ending - eg
immense - im	sending - zg
occurrence - ok	consent - ks
conscience - kc	parent - pr
reliance - rly	patient - paj
dance	brand
confidence	grand
convenience	commandment
competence	landing
impatience	condescend
word - w	discontent
concert - kc	confident
short - z	commitment
forward - fw	ferment
comfort - kf	attachment
importance - imp	employment
import	recent
backward	
disorder	
shirt	
toward	
discomfort	
shorthand - zh	
important - imp	
equipment - eqp	
impeachment - imp	
apartment - apt	
defendant - df	

11.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

ow, our, ower —

cow k₃
sour s₃
power P₃

ble — B

able aB
feeble feB
sensible s₃B

circ, circum C—

circle Cl
circumference C₃m
circulation C₃l

sp E—

speak Eek
spoke Eok
speech Eec

low, lower - l₃
allow - al₃
allowance - al₃
shower - z₃or
touring - t₃g
contour - k₃
noble - n₃b
label - l₃
readable - redB
admissible - adm₃sB
trouble - t₃l₃B
disposable
assemble
capable
breakable
likeable
perishable
circular - Cl₃
circus - C₃
circuit - Cl
circumvent - C₃—
circuitous
spin - En
Spanish - Eng
spice - Es
spy - E₃

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

12.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

ful, fully; full - F

peaceful peoF
faithfully f₃F
full of F₃

sk; ask K—

sky K₃
school Kul
ask for K₃f

intr, inter, entr;

enter N—

introduce N₃d₃
interaction N₃k₃
entrance N₃
to enter N₃

spoonful - EntF
thoughtful - o₃lF
fitfully - fl₃F
full circle - FC
full speed
healthful
graceful
fulfill
fullback
full house
skip - K₃p
basket - b₃kl
mask - m₃k
sketch - K₃e
ski - K₃e
scratch - k₃re
scope - K₃op
skate
skillful

skin
skirt
skylight
casket
interview - N₃ve
introvert - N₃v
intricate - N₃kl
interval - N₃vl
interior - N₃o
interfere
interlude
internal
interpret
introduction
enterprise
entertainment

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).

13.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

ought, out

ought to
out of
brought
thought
without
outweigh

O—
Ok
Ov
b+O
—O
w/O
Owa

st

stop
east
circumstance

S—
Sp
es
Ch

caught - kO
sprout - Eto
outward - Ow
outcome - Ok
about
OR SHORTER: ad
outline
throughout - —nd
outboard
outlook
outbreak
outdoor
outfit
outlet
out of order
out of shape
out of reach
out of fashion
outside
estate - est
sister - sbr
stay - saps
fast - fs
straight - Sml
list - ls

against - ags
stable - SB
interesting - Rly
statement - sl
stance
stage
stain
standard
standing
start
stew
stipulation
stomach
tasteful
quest
outstanding
specialist

14.

PRACTICE SPACE

COVER LESSON AND
WRITE IN SHORTHAND:

under U—

understanding
underneath
underline

Ubg
Ume
Uln

over V—

overdue
overcast
stop over

Vd
Vds
Sp V

trans T

transit
transport
trance

T
Tml
Tn
T

undergo - Uq
undertake - Ukh
underwrite - Uxl
wonder - wll
underpass
underrate
understatement
undercurrent
underwear
thunder
oversee - ve
overland - vl
overload - vld
overall - ve
overbearing - vbrg
overcharge - vcc
overdose
overdraw
overlook
overweight
overpayment
oversea
oversight
skip over
stand over
transportation - Tpy

transmit - Tml
transcend - Ta
transaction - Taky
transmission - Tmy
transcribe - Tkb
transpose
transcription
transfer
transferable
transient
transition
translate
transparent

15.

COVER LESSON AND WRITE IN SHORTHAND:

PAST TENSE word

lived *lv-*
fished *fz-*
ordered *oz-*

wish = *wz*
afford - *af*
dent - *d*
love - *lv*
paint - *pa*
interest - *ns*
price - *ps*
quiz - *qz*
measure - *mz*

wishes, wished
affords, afforded
dents, dented
loves, loved
paints, painted
interests, interested
prices, priced
quizzes, quizzed
measures, measured

PLURAL word

lives *lv-*
fishes *fz-*
orders *oz-*

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

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

16.

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

ly, ty, fy, y
A, A, A, A

kindly *k*
quality *gh*
specify *Est*
easy *ee*

equally - *egl*
friendly
hardly
lively
highly
honesty - *hnd*
dusty
duty
liquefy - *lfb*
verified
simplify
body - *bd*
study
healthy
busy
rate - *rt*
translate
skate
powerless - *psl*
shapeless
careless
hopeless
seamless
publisher
thinker
outer
speaker

ate - *A*

date *dt*
understatement *ust*
coordinate *ko*
grateful *grat*

less - *l*

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

er -

dinner *dni*
order *o*
transfer *tr*
teacher *ti*

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

rn, rm — ~

learn *lr*
return *rt*
confirm *kfr*
confirmation *kfrng*

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

en — °

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

pattern - *pt*
govern
earnings
arm
performance
quicken - *qk*
sharpen
woolen
weaken
dial - *dl*
verbal
logical
legal
informal

al — °

annual *anu*
normal *nr*
equal *eg*
governmental *gvl*

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>o</i>	very <i>v</i>	how <i>h</i>
off, often <i>of</i>	saw <i>s</i>	now <i>o</i>
many	us	day <i>D</i>
money <i>me</i>	again <i>ag</i>	month <i>M</i>
some	against <i>ags</i>	year <i>y</i>
same <i>se</i>	begin, began, begun, beginning <i>bg</i>	neither <i>n/</i>
also <i>ao</i>	upon, open <i>pn</i>	nor <i>n</i>
therefore <i>tr</i> (th)	said <i>s</i>	either <i>e/</i> <i>ln</i>
because <i>b</i>	says <i>see</i>	never <i>nr</i>
before <i>bf</i>	say <i>se</i>	ever <i>er</i>
between <i>bf</i>	agree <i>ae</i>	question <i>Q</i>

Jan. Feb. Mar. April May June July Aug. Sept. Oct. Nov. Dec.
ja fb mr ap ma ju jl ag sp oc no de
 Monday Tues. Wed. Thur. Fri. Sat. Sun. January 1st, 1976 = *ja 76*
m t w t f s s

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