...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. Write the lesson and do the exercises quickly.
3) Make the shorthand as you say the word. For each word, WRITE IT and say in your own words.

The Lesson

of the

The Exercise

cf

to, at

and

a, an

in

that

this

they

there

though

these

those

with

English grammar has many words - 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, me, my, mine"

read the following:

Give it to m lawyer.

That book is m. I m an individual.

Does he know we like m?

Rules for Remembering

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

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

are/her/his/hour = /s/

can/came/coming = k

can, can we, can't we?

can we all come to the

came to me for

she came to me for is this book due?

he only did it for her

can, can we all come to the

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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.
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 Peck whose volumes of diaries are in a shorthand similar to this).