

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

it, is, if, its	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
for	
be, been, being; by, buy, bye	
but	
was, as, she, his	
you, your, yours	
my, mine, him, am	
with	

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		you have it
all, will, well		they have had it
on only no not		without having them
(hasn't = h')		she has them
are, her, hers, hour		you had it
our, ours		(IF NEEDED FOR CLARITY, WRITE "HAD" AS)
we, were		all is well
he, me		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

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		can we, can't we?
do, did, done, doing; due		you can all come to the
go, going, gone		will you be coming with them?
see, seeing, seen		she came to me for them
up, put		is this book due?
why who what when where whether which		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 = yn or y'

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 = o)
 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 chs
 attach atk

des, dis -d-

discuss dks
 describe dsk
 design dsn

ng -g-

eating elg
 meeting metg
 thing ting

which - wch
 teacher - tch
 church - ch
 chain chn
 chair chr
 chose chs
 each eak
 speech spch
 dismiss - dms
 despair - dsp
 dislike - dsk
 dispute - dsp
 desire - dsr
 disease - dsz
 deserve dsrv
 discharge dsch
 discover dskr
 dissect dskt
 dispose dspz
 ringing - rng
 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 mla
 mislead mlad
 image mc
 impact mpk

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 - ksh
 commit - ksh
 misplace - ksh
 missing - ksh
 mistake - ksh
 impair - ksh
 improve - ksh
 impose - ksh
 impress - ksh
 impression - ksh
 misguide - ksh
 mischief - ksh
 mission - ksh

nk, qu -g-

bank bk
 equal eq
 quit qt

sub s- or s-

subject shj
 submit smt
 subdivision sdv

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

supervise shs
 supermarket smkl
 superior so

ive, tive -v

give gv
 active akv
 positive psr

equip - eqp
 thinker - tksh
 liquid - lqsh
 distinct - dsh
 quiz - ksh
 distinction - dsh
 sank - sksh
 drinker - drksh
 equation - eqsh
 aqua - aksh
 sublet - sksh
 subheading - shdsh
 subgroup - shgsh
 subscription - shsh
 subway - swsh
 subdue - sbsh
 submission - sbsh
 superfine - shfsh
 supercharge - shchsh
 superego - shesh
 supervision - shvsh
 superimpose - shpsh
 supersonic - shsh

motive - mv
 living - lvsh
 passive - psh
 subjective - shjsh
 olive - olsh
 alive - alsh
 impressive - shpsh
 competitive - ksh

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
 official ofsh
 conscious ksh

ry, rry; oi, oy -y

vary vy employ vpy
 marry my point ppy

sh "sh, zh" sound -z

wish wsh
 issue ish
 measure msh

spacious - spsh
 previous - prvsh
 facial - fsh
 righteous - rsh
 subconscious - shsh
 superficial - shsh
 mischievous - shsh
 racial - rsh
 sorry - shy
 battery - bsh
 boy - boy
 annoy - any
 directory - drsh
 carry - ksh
 toy - tosh
 ferry - frsh
 contrary - ksh
 subsidiary - shsh
 cash - ksh
 finish - fsh

seizure - szsh
 shoe - sho
 shopping - shsh
 shampoo - shsh
 fish - fsh
 shell - shsh
 shine - shsh
 dish - dsh
 shake - shsh
 shallow - shsh
 sharing - shsh
 shape up - shsh
 sheet - shsh
 ship - shsh
 show - sho
 tissue - tsh
 pleasure - shsh
 shutter - shsh
 sherbet - shsh

nce -n-

chance chs
 expense xsh
 difference dsh

rd, rk, rt -r-

guard g
 order -r
 work w export x

nd, nt -n-

mand, mend, ment -n-

end e
 event ev
 demand dm- or d-
 amendment a-

romance - rsh
 rinse - rsh
 condense - ksh
 immense - msh
 occurrence - osh
 conscience - ksh
 reliance - rsh
 dance - dsh
 confidence - ksh
 convenience - ksh
 competence - ksh
 impatience - ksh
 word - wsh
 concert - ksh
 short - sh
 forward - fsh
 comfort - ksh
 importance - msh
 import - msh
 backward - ksh
 disorder - dsh
 shirt - sh
 toward - tsh
 discomfort - ksh
 shorthand - sh
 important - msh
 equipment - eqsh
 impeachment - msh
 apartment - aptsh
 defendant - dsh

kind - ksh
 command - ksh
 ending - endsh
 sending - sendsh
 consent - ksh
 parent - psh
 patient - psh
 brand - brsh
 grand - grsh
 commandment - ksh
 landing - landsh
 condescend - ksh
 discontent - ksh
 confident - ksh
 commitment - ksh
 ferment - fsh
 attachment - ksh
 employment - msh
 recent - rsh

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 - *cntr*
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 - *crts*
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 - *spng*
spreading - *spndng*
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 - *thft*
fitfully - *ff*
full circle - *FC*
full speed - *flsp*
healthful - *hthfl*
graceful - *grcfl*
fulfill - *ffll*
fullback - *flbk*
full house - *flhs*
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 - *ntv*
incovert - *ntv*
intricate - *ntk*
interval - *ntvl*
interior - *nt*
interfere - *ntf*
interlude - *ntld*
internal - *ntnl*
interpret - *ntprt*
introduction - *ntrod*
enterprise - *ntpr*
entertainment - *ntm*

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 *fvsh*
ordered *ordr*

PLURAL word

lives *lvz*
fishes *fvshz*
orders *ordrz*

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 - *nt*
price - *pr*
quiz - *kwz*
measure - *mr*

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

DO SAME FOR: check - *ch*, *ck*, *chk*
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 *spfy*
easy *ey*

ate - A

date *dt*
understatement *ustmt*
coordinate *kdnt*
grateful *grft*

less - L

endless *endl*
regardless *rgld*
senseless *snsls*
useless *usls*

er -

dinner *dnr*
order *ordr*
transfer *trfr*
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 - *trslt*
skate - *skt*
powerless - *plwls*
shapeless - *shpl*
careless - *krsls*
hopeless - *hpl*
seamless - *smfls*
publisher - *publsh*
thinker - *thnkr*
outer - *otr*
speaker - *spkr*

SHORTHAND SYMBOLS MAY BE COMPOUNDED! FOR EXAMPLES:
interestingly *ntngly*
fortunately *ftnly*
defenseless *dfns*
dancers *dn*

13. PRACTICE SPACE

ought, out O

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

st S

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

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

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

against - *agt*
stable - *stbl*
interesting - *ntng*
statement - *stmt*
stance - *stns*
stage - *stj*
stain - *stn*
standard - *stndrd*
standing - *stndng*
start - *strt*
stew - *stju*
stipulation - *stpl*
stomach - *stmk*
tasteful - *stftfl*
guest - *gst*
outstanding - *stndng*
specialist - *spclst*

14. PRACTICE SPACE

under U

understanding *udstndng*
underneath *undrnt*
underline *undrln*

over V

overdue *ovrd*
overcast *ovrcst*
stop over *spv*

trans T

transit *trnt*
transport *trnsprt*
trance *trns*

PRACTICE SPACE

COVER LESSON AND WRITE IN SHORTHAND:

undergo - *udrg*
undertake - *undrtk*
underwrite - *undrwr*
wonder - *wndr*
underpass - *undrps*
underrate - *undrrt*
understatement - *undrstmt*
undercurrent - *undrcrnt*
underwear - *undrw*
thunder - *thndr*
oversee - *ovrs*
overland - *ovrlnd*
overload - *ovrlod*
overall - *ovrll*
overbearing - *ovrbearng*
overcharge - *ovrchrg*
overdose - *ovrdos*
overdraw - *ovrdrw*
overlook - *ovrlk*
overweight - *ovrwght*
overpayment - *ovrpymnt*
oversea - *ovrsea*
oversight - *ovrsht*
skip over - *skpvr*
stand over - *stndvr*
transportation - *trnsprt*

transmit - *trnsmt*
transcend - *trnsknd*
transaction - *trnskshn*
transmission - *trnsmsn*
transcribe - *trnskrb*
transpose - *trnsps*
transcription - *trnskripsn*
transfer - *trnsfr*
transferable - *trnsfrbl*
transient - *trnsjnt*
transition - *trnskshn*
translate - *trnslt*
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 *erthn*

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 - *kwkn*
sharpen - *shprn*
woolen - *wl*
weaken - *wkn*
dial - *dl*
verbal - *vrbl*
logical - *lgkl*
legal - *lg*
informal - *nfml*

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>mn</i>	us <i>us</i>	day <i>d</i>
money <i>mn</i>	again <i>agn</i>	month <i>m</i>
some <i>sm</i>	against <i>agnt</i>	year <i>y</i>
same <i>sm</i>	begin, began, begun, beginning <i>bg</i>	neither <i>n</i>
also <i>aso</i>	upon, open <i>pn</i>	nor <i>n</i>
therefore <i>trfr</i>	say <i>s</i>	either <i>er</i>
because <i>bc</i>	say <i>s</i>	never <i>nr</i>
before <i>br</i>	agree <i>agr</i>	ever <i>vr</i>
between <i>btwn</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)!