

ALPHA SHORTHAND
PRACTICE LES. 1-5

LESSON 1

the
of
and
to, at a, an
in
that
this
they
them
than/then
there
these
though
those
thought

EXERCISE 1

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 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 and those
there and then
they
this and that

LESSON 2

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

EXERCISE 2

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 was a book
it was without that
my thought being this

TIP

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", then read the following:
"Give it to m lawyer."
"That book is m." "I am an individual. "Does he know we like m?"

LESSON 3

have, has, had, having
all, will, well
on
only
no
not
are, her, hers, hour our, ours
we, were
he, me

EXERCISE 3

you have it
they have had it

without having them
she has them
all is well
that will be all
she will have it
the book fell [write fl] in the well
all of this is for you but that is for me

I know you
you have no book [bk
] it was not mine
it wasn't [w'n] your book
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
TIP
What you learn, use. Use it every chance you get.

LESSON 4

can; came, come, coming
do, did, done, doing; due
go, going, gone
see, seeing, seen
up, put
why
who
what
when
where
whether
which
EXERCISE 4
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

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

are/her(s)/hour

we/were

or/owe

do/did/done/doing/due

can/come/came/coming

be/been/being/by/buy/bye

for

it(s)/is

you/your(s)

my/mine/him/am

why

LESSON 5

or, owe

so

I

one

out

made

would

more

from

how

now

time

Make shorthand by deleting unessential letters, abbreviating and contracting (as in company, attention, manufacturing)

EXERCISE 5

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

TIP
Start now using the above shorthand forms in your classroom notes and work situations. Concerning all the above words you have just covered (Lessons 1 through 5), a linguistic study has shown that 50 percent of everything we say-write-read consists of those words. You just learned to write them in shorthand. That means your writing speed for those words is now 90 to 120 words per minute.

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