The Lessons

1. PRACTICE SPACE

the
of
and

2. PRACTICE SPACE

have, has, had, having
all, will, well
co, only, on
not

3. PRACTICE SPACE

can, came, come, coming

do, did, done, doing, done

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:

es/er/her/hers/hours = e
we/are/are = a
or/our/ours = o

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 we stand for "him, an, my, mine" read the following:

Give it to n lawyer.

That book is n.

I am n individual.

Does he know we like n?

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

es/er/her/hers/hours = e
we/are/are = a
or/our/ours = o
Concerning all the above words (Lms. 1-5), a linguistic study has shown that 50% of everything we say and write 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.

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.
owe, our, over
cow
your
power

ble
able
feeble
sensible

circ, circular

sp
speech

full, fully; full-
peaceful
faithfully
ful of

sk: ask

intr, inter, enter

introduces interaction, entrance to enter

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).

lived
fished
orders

lives
fishes

Your tick mark ANNOY the word always means the word is plural: BELOW the word always means it is in the past tense:

14.

rn, rm

learn
return
confirm
transformation

MAKE rm LARGER: turn

an

written

sudden

chicken

earth

15.

ly, ty, ny, y
A, A, A, A

kindly
quality
specify

ate

data
understatement
coordinate
grateful

less

endless
regardless
senseless

or

dinner

shorten

order

transfer

teacher

APPENDIX

THE WORDS BELOW WERE NOT IN OUR "TOP 70 MOST USED WORDS" BUT ARE FREQUENT ENOUGH TO MERIT A SPECIAL ALPHA FORM!

any

off, often

many

same

also

different

be

begin

before

be

between

very

had

us

don't

against

began

tell

never

question

Jan, Feb, Mar, April, May, June, July, Aug, Sept, Oct, Nov, Dec

January, Feb, Mar, April, May, June, July, Aug, Sept, Oct, Nov, Dec

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