### LESSON 1

- to the
- and the
- to a
- of the
- and an
- and at
- in the
- in a
- this
- of a
- they
- and a
- them
- and in
- than/then
- to them
- there
- in this
- these
- and they
- though
- and that
- those
- at that
- thought
- and there
- EXERCISE 1
- of these
- that to them
- and in that
- to the
- and though the
- at the
- and to them
- of a
- and the thought that
- and a
- these and those
- to a
- there and then
- to an
- 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 fi] 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
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/done/done/done/done/done/done/done/doing/due
can/came/came/coming
be/been/being/by/buy/buy/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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