

## Chapter 1 : Popular Shorthand Books

*Learn Shorthand Book Category SH LEARNING SH LOWER UPTO 80WPM popular\_books SH INTER UPTO WPM SH SENIOR UPTO WPM SH HIGHSPEED >WPM SH HIGHSPEED >WPM SH HINDI TW ENG LEARNING TW ENG LOWER/HIGHER SH PITMAN BOOKS SEC SECRETARIAL STUDIES SSC SSC-STENO PRACTICE BOOKS SH LEARNING KITS AUDIO CDs our\_publications other\_publications BOOK+CDS.*

Basics of Pitman Shorthand: Originally, the shorthand was written with old-fashioned pens which had nibs. This made it easy to write both light and heavy strokes. With a pencil, your light stroke should be a fine line on the paper, and a heavy stroke should be only a little heavier than a light stroke. The best pencil to use is a mechanical pencil with a self-advancing lead such as Dixon SenseMatic disposable plastic pencils. If you have to click to advance the lead, you will waste time. You need lined paper, preferably one of those "steno" notepads with a line running down the middle, dividing the page into two columns. My diagrams below are a little rough, and the size of dots are exaggerated for visibility. The following are the basic stroke shapes in Pitman for the consonant sounds. They consist of the simplest possible strokes, in different orientations and thicknesses. Note that th represents the sound of th in words like thank and think, and TH represents the sound of th in words like they and them. Most of these strokes are written from left to right, or top to bottom if they are oriented vertically like T, D, th or TH. Vowels are indicated by dots or dashes which can be light or heavy , or other marks, written next to a consonant stroke. If the vowel sound occurs before a consonant, it is written to the left of the consonant stroke, if it occurs after, it is written to the right. In Pitman, you write the consonant sounds first to form a shorthand "outline" and then, if necessary, mark in the vowels. In many instances, no vowel marks are necessary. Vowels should, however, be marked in full the first time a proper name is mentioned or if the name has an unfamiliar spelling, it should be spelled out in regular letters. Each vowel mark occupies one of three possible positions on a consonant stroke: Third-position marks for vowels occurring after a consonant stroke are written in front of the next stroke, if there is one, to avoid confusing first and third-position vowels. The same mark in different positions represents completely different vowel sounds. It is important to practice the placement of vowel sounds until it becomes second nature, and then train yourself to recognize when they can be safely omitted. It was discovered early on that completely omitting the vowels could create ambiguous shorthand outlines, so a few rules were made for vowel indication without actually using any vowel marks. The principal rule is this: If the first consonant of a word includes a second-position vowel, write this stroke on the line. And, finally, if the first consonant of a word includes a third-position vowel, the stroke is written through the line, lower than a stroke on the line exceptions: These go on the line itself. With this rule, there is some indication of the first vowel of a word from the total possibilities , and this works surprisingly well to distinguish very similar words. Again, with a pencil, light marks should be the lightest possible dots and dashes, with heavy marks heavy enough to distinguish from light marks. The I and oi marks count as first-position vowel marks, the ow and you marks are third-position. In England, the heavy dash is a particularly deep "aw" sound, and they pronounce words like "dog" light dash differently from words like "law" heavy dash. It adds "short forms" either simple strokes for words or strokes based on existing consonant sounds as well as special modifications of consonant strokes. Short forms for the most common words are: Most short forms are based on existing consonant strokes. A dash means the stroke is not used as a short form in that position: Most punctuation marks are the same or close to regular printing. However, owing to the dots and dashes of Pitman symbols, changes have been made to eliminate confusion with Pitman strokes: Here is a sentence written in Pitman. Click on this banner to order "I Love Pitman Shorthand" merchandise:

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Cursive script East Asia In imperial China , clerks used an abbreviated, highly cursive form of Chinese characters to record court proceedings and criminal confessions. These records were used to create more formal transcripts. In Timothy Bright published his *Characterie; An Arte of Shorte, Swifte and Secrete Writing by Character* which introduced a system with arbitrary symbols each representing one word. It was also used by Sir Isaac Newton in some of his notebooks. Each consonant was represented by an arbitrary but simple symbol, while the five vowels were represented by the relative positions of the surrounding consonants. Thus the symbol for B with symbol for T drawn directly above it represented "bat", while B with T below it meant "but"; top-right represented "e", middle-right "i", and lower-right "o". A vowel at the end of a word was represented by a dot in the appropriate position, while there were additional symbols for initial vowels. This basic system was supplemented by further symbols representing common prefixes and suffixes. The reader needed to use the context to work out which alternative was meant. The main advantage of the system was that it was easy to learn and to use. Another notable English shorthand system creator of the 17th century was William Mason fl. Samuel Taylor published a similar system in , the first English shorthand system to be used all over the English-speaking world. Thomas Gurney published *Brachygraphy* in the mid 17th century. Gabelsberger based his shorthand on the shapes used in German cursive handwriting rather than on the geometrical shapes that were common in the English stenographic tradition. For this reason, it is sometimes known as phonography, meaning "sound writing" in Greek. One of the reasons this system allows fast transcription is that vowel sounds are optional when only consonants are needed to determine a word. The availability of a full range of vowel symbols, however, makes complete accuracy possible. The record for fast writing with Pitman shorthand is wpm during a two-minute test by Nathan Behrin in . The seeker after high speed should devote himself to obtaining a thorough mastery of the principles of his system of shorthand. Not until the ability to write shorthand without mental hesitation has been acquired, should speed practice begin. A student observing the note-taking of an experienced stenographer will be struck with admiration at the smoothness of the writing and the perfect regularity of the outlines. An excellent method of practice for the like facility is in the copying of a selection sentence by sentence until the whole is memorized, and then writing it over and over again. All notes taken at any speed should strictly be compared with the printed matter. It will then be found that many words are taken for others because of the forms they assume when written under pressure. Most of these can be avoided by careful attention to the writing. Experience alone will authorize any deviation from the text-book forms. Phrasing should be indulged in sparingly on unfamiliar matter. But on familiar matter the student should always be alert for opportunities of saving both time and effort by employing the principles of intersection, elimination of consonants and the joining of words of frequent occurrence. Nothing less than absolute accuracy should satisfy the student. Conflicting outlines should be carefully distinguished. Where words may be distinguished either by the insertion of vowels or the changing of one of the outlines, the latter should always be the method employed; vowels should freely be inserted whenever possible. The sense of the matter should be carefully preserved by the punctuation of the notes, indicating the full stop and leaving spaces in the notes between phrases. The best matter of the for the student beginning practice for speed is to be found in the dictation books compiled by the publishers of the system. At first, the dictation should be slow to permit the making of careful outlines. The student ambitious to succeed will endeavor to familiarize himself with all matters pertaining to stenography. By reading the shorthand magazines he will keep himself in touch with the latest developments in the art. Facility in reading shorthand will also be acquired by reading the shorthand plates in these magazines. For comparison and suggestion, he will study the facsimile notes of practical stenographers. He will neglect no opportunity to improve himself in the use of his art. And finally he will join a shorthand society where he will come in contact with other stenographers who are striving toward the same goal as himself. In the United States and

some other parts of the world it has been largely superseded by Gregg shorthand, which was first published in by John Robert Gregg. This system was influenced by the handwriting shapes that Gabelsberger had introduced. In fact, Gregg claimed joint authorship in another shorthand system published in pamphlet form by one Thomas Stratford Malone; Malone, however, claimed sole authorship and a legal battle ensued. Geometric theory has great influence in Japan. But Japanese motions of writing gave some influence to our shorthand. We are proud to have reached the highest speed in capturing spoken words with a pen. Major pen shorthand systems are Shuugiin, Sangiin, Nakane and Waseda [a repeated vowel shown here means a vowel spoken in double-length in Japanese, sometimes shown instead as a bar over the vowel]. Including a machine-shorthand system, Sokutaipu, we have 5 major shorthand systems now. The Japan Shorthand Association now has 1, members. In addition, there is the Yamane pen shorthand of unknown importance and three machine shorthand systems Speed Waapuro, Caver and Hayatokun or sokutaipu. The machine shorthands have gained some ascendancy over the pen shorthands. There are several semi-cursive systems. The two Japanese syllabaries are themselves adapted from the Chinese characters both of the syllabaries, katakana and hiragana, are in everyday use alongside the Chinese characters known as kanji; the kanji, being developed in parallel to the Chinese characters, have their own idiosyncrasies, but Chinese and Japanese ideograms are largely comprehensible, even if their use in the languages are not the same. Prior to the Meiji era, Japanese did not have its own shorthand the kanji did have their own abbreviated forms borrowed alongside them from China. Takusari Kooki was the first to give classes in a new Western-style non-ideographic shorthand of his own design, emphasis being on the non-ideographic and new. This was the first shorthand system adapted to writing phonetic Japanese, all other systems prior being based on the idea of whole or partial semantic ideographic writing like that used in the Chinese characters, and the phonetic approach being mostly peripheral to writing in general even today, Japanese writing uses the syllabaries to pronounce or spell out words, or to indicate grammatical words. Furigana are written alongside kanji, or Chinese characters, to indicate their pronunciation especially in juvenile publications. Furigana are usually written using the hiragana syllabary; foreign words may not have a kanji form and are spelled out using katakana. This led to a thriving industry of sokkibon shorthand books. The ready availability of the stories in book form, and higher rates of literacy which the very industry of sokkibon may have helped create, due to these being oral classics that were already known to most people may also have helped kill the yose theater, as people no longer needed to see the stories performed in person to enjoy them. Sokkibon also allowed a whole host of what had previously been mostly oral rhetorical and narrative techniques into writing, such as imitation of dialect in conversations which can be found back in older gensaku literature; but gensaku literature used conventional written language in-between conversations, however. Stenographic shorthands can be further differentiated by the target letter forms as geometric, script, and semi-script or elliptical. Geometric shorthands are based on circles, parts of circles, and straight lines placed strictly horizontally, vertically or diagonally. The first modern shorthand systems were geometric. The first system of this type was published under the title Cadmus Britannicus by Simon Bordley, in However, the first practical system was the German Gabelsberger shorthand of This class of system is now common in all more recent German shorthand systems, as well as in Austria, Italy, Scandinavia, the Netherlands, Russia, other Eastern European countries, and elsewhere. Script-geometric, or semi-script, shorthands are based on the ellipse. Semi-script can be considered a compromise between the geometric systems and the script systems. However, the most successful system of this type was Gregg shorthand, introduced by John Robert Gregg in Gregg had studied not only the geometric English systems, but also the German Stolze stenography, a script shorthand. The semi-script philosophy gained popularity in Italy in the first half of the 20th century with three different systems created by Cima [ it ], Meschini [ it ], and Mosciaro [ it ]. Systems resembling standard writing[ edit ] Some shorthand systems attempted to ease learning by using characters from the Latin alphabet. However, these alphabetic systems do have value for students who cannot dedicate the years necessary to master a stenographic shorthand. Alphabetic shorthands cannot be written at the speeds theoretically possible with symbol systemsâ€” words per minute or moreâ€”but require only a fraction of the time to acquire a useful speed of between 60 and words per minute. Non-stenographic systems often supplement alphabetic characters by using

punctuation marks as additional characters, giving special significance to capitalised letters, and sometimes using additional non-alphabetic symbols. Examples of such systems include Stenoscrypt , Speedwriting and Forkner shorthand. However, there are some pure alphabetic systems, including Personal Shorthand , SuperWrite , Easy Script Speed Writing, and Keyscript Shorthand which limit their symbols to a priori alphabetic characters. These have the added advantage that they can also be typedâ€”for instance, onto a computer , PDA , or cellphone. Early editions of Speedwriting were also adapted so that they could be written on a typewriter, and therefore would possess the same advantage. Varieties of vowel representation[ edit ] Shorthand systems can also be classified according to the way that vowels are represented. Alphabetic â€” Expression by "normal" vowel signs that are not fundamentally different from consonant signs e. Mixed alphabetic â€” Expression of vowels and consonants by different kinds of strokes e. Abjad â€” No expression of the individual vowels at all except for indications of an initial or final vowel e. Marked abjad â€” Expression of vowels by the use of detached signs such as dots, ticks, and other marks written around the consonant signs. Positional abjad â€” Expression of an initial vowel by the height of the word in relation to the line, no necessary expression of subsequent vowels e. Abugida â€” Expression of a vowel by the shape of a stroke, with the consonant indicated by orientation e. Mixed abugida â€” Expression of the vowels by the width of the joining stroke that leads to the following consonant sign, the height of the following consonant sign in relation to the preceding one, and the line pressure of the following consonant sign e. Machine shorthand systems[ edit ] Traditional shorthand systems are written on paper with a stenographic pencil or a stenographic pen. Some consider that strictly speaking only handwritten systems can be called shorthand. Machine shorthand is also a common term for writing produced by a stenotype , a specialized keyboard. These are often used for court room transcripts and in live subtitling. However, there are other shorthand machines used worldwide, including: Common modern English shorthand systems[ edit ] This section does not cite any sources. Please help improve this section by adding citations to reliable sources. Unsourced material may be challenged and removed. September Learn how and when to remove this template message One of the most widely used forms of shorthand is still the Pitman shorthand method described above, which has been adapted for 15 languages. In the UK, the spelling-based rather than phonetic Teeline shorthand is now more commonly taught and used than Pitman, and Teeline is the recommended system of the National Council for the Training of Journalists with an overall speed of words per minute necessary for certification. Teeline is also the most common shorthand method taught to New Zealand journalists, whose certification typically requires a shorthand speed of at least 80 words per minute.

**Chapter 3 : Learn Shorthand – NATIONAL SHORTHAND SCHOOL (BOOKS)**

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Alternative Handwriting for Dummies Introduction The letters you are now reading, while well adapted to the eye to be read, are so ill adapted to the hand to be written that schools teach longhand as an alternative to printing them. As a bonus for learning an alternative system, you can be almost certain that no one you know will be able to read anything you write, so you will have learned not only a fast but secret way to write. Learning an alternative to longhand can not only be fun and way cool, but practical as well. Most alternative systems write words the way they sound, not the way they are spelled. English spelling is so quirky that winning a spelling bee is a major achievement, and even the champs falter at some point. To make up for the missing symbols, several letters are often combined to represent a sound. For example the "sh" sound can be spelled 13 different ways: With vowels things are even worse about 20 spellings per vowel sound! The "oo" sound has 29 different spellings: On average, there are at least 13 different ways to spell each sound in frequently used English words. If all English words are counted, there are 28 different spellings for each sound, or over 1, ways to spell 40 sounds. The way out of this madness is to write using a phonetic alphabet—one sound, one symbol. Because multiple letters are often used to indicate a single sound, the average English word has more letters than sounds. Writing phonetically requires learning more symbols initially, but requires fewer symbols per word, and so is faster. If each sound is represented by the simplest possible symbol single stroke lines, loops and hooks, the number of strokes needed to write a word can be greatly reduced in comparison to longhand. This is how the alternative systems can be so much faster than loooooonghand, which uses several strokes per letter and often several letters per sound. Pitman Shorthand The better known alternative systems include the Pitman system, developed by Sir Isaac Pitman in 1837. It is based on geometrical curves and lines in varying lengths and angles written on lined paper. Lines are also written thin or thick using a special flexible fountain pen tip, though a pencil will work. The Pitman system is a complete phonetic alphabet, though diacritical marks have to be added alongside the lines to indicate vowels, which is awkward. When speed is important they are often omitted. Shorthand systems go for maximum speed at the expense of readability. The Pitman system is still used, especially in England. Do check it out. It is not easy to learn or become proficient in, but it is fast up to 10X faster than longhand! Gregg Shorthand John Robert Gregg devised the most famous of alternative systems in 1888. All lines are of the same thickness, position relative to a line is irrelevant so lined paper is not needed, and awkward diacritical marks are avoided though not absent. Gregg Shorthand won out over Pitman Shorthand in America, and was widely taught in public schools as an essential skill needed by office workers to take dictation. Many books are available, and most public libraries in America will have copies. Unfortunately, Gregg Shorthand is only a shorthand system; you can only write outlines of words. If you write something and then immediately transcribe it, as secretaries tend to do, then no major problem, but if you try to read something you wrote last year, then a major effort may be needed to decipher it, unless, that is, you have so mastered the system that you can sight read thousands of brief forms. Although Gregg Shorthand is nominally phonetic, in practice outlines sometimes follow the sound of a word, and sometimes its spelling. Dictionaries are available to show you how to outline tens of thousands of words, but the need for such dictionaries should tell you something of the inherent ambiguities of the system. The system is fast, attractively cursive, but frustrating for personal use since each vowel symbol can represent several possible vowel sounds. It is the exact opposite of printing alphabetic characters by hand; handwritten text is readable, but blocky and slow to write, while Gregg Shorthand is highly cursive and fast, but only marginally readable. Teeline Shorthand Teeline Shorthand is taught to journalism majors in some Commonwealth countries, mainly the UK, but is little known elsewhere. James Hill, an instructor of Pitman Shorthand, developed it in 1895. It is simpler than Pitman Shorthand, without the need to use both thick and thin lines, or diacritical marks. It is not phonetic, but instead is based on the standard alphabet, and so retains the inadequacies of that alphabet. Vowels are often omitted for speed at the expense of readability, as in most shorthand systems. It is intended to aid in taking dictation by creating word outlines, and so needs to be

transcribed soon after it is taken. It is, therefore, more suited to professional than personal use. Alphabetic Shorthand Systems Various systems of rapid writing based on alphabetic print or longhand characters have been devised. Few if any new symbols need to be learned. Most systems consist of rules for abbreviating words together with memorized abbreviations. If the rules are consistently applied, they can be reversed to decode your notes. These systems have the advantage of working with both pen and paper, and with keyboards. Word processing software, such as Word, could possibly be set up to decode and expand words as you type which would allow you to speed type. Rules usually call for dropping of most vowels, some words, and using semi-phonetic spelling. An example of "Briefhand" might be: Shorthand systems based on alphabetic characters can always fall back on longhand where clarity is important or when you might forget what an abbreviation stands for, such as "RCWs" standing for "red-cockaded woodpeckers. Still, given that many people are spending more time typing than writing by hand, these systems have their appeal. As modifications on longhand, they retain the shortcomings of multi-stroke symbols per letter and, not being phonetic, the vagaries of English orthography. It contains symbols for all the consonants and vowels needed to write English phonetically, and so when words are written in full, the writing is unambiguously readable. Simple strokes, very much like those in Gregg Shorthand, are used, so the system is cursive and fast. In fact, most of the symbols used for the consonants are the same as used in Gregg Shorthand. The main difference is that enough symbols have been added to represent all necessary vowel sounds. Even when written in full, words are much shorter fewer strokes than when written in longhand. When abbreviations are used, making Handywrite into a shorthand system, writing becomes progressively faster as more abbreviations are learned—but at least you can get by without using or learning any abbreviations, unlike the shorthand-only systems. Normal punctuation symbols can be used which adds to readability. A Handywrite Web site is available to aid in learning the system for free. The handwriting at the beginning of this page is the title in Handywrite. Alexander Melville Bell, whose more famous son was Alexander Graham Bell of telephone fame, developed Visible Speech in as a kind of universal alphabet that reduces all vocal sounds into a series of symbols. He was working with the deaf and wanted to illustrate for them how speech sounds are made by using a shorthand system based on anatomical positions within the human vocal tract. It was the first system for notating the sounds of speech independent of any particular language or dialect. The IPA is the final guide to accurate pronunciation, as all other guides and pronunciation keys used in most dictionaries are flawed. While not intended to be fast, it is the most precise and accurate form of writing. It distinguishes between far more speech sounds than are minimally needed to identify one word from another. With IPA you can write dialects of English, other languages, and individual speech patterns. The phonetic alphabets used in alternative handwriting systems like Handywrite are much simpler, based on the minimum number of speech sounds phonemes actually needed to distinguish one word from another. This allows you to write basic English, but not the subtle nuances of English dialects. Blissymbolics Blissymbolics is a rather intriguing effort to create a modern ideographic writing system based on concepts rather than words. It is similar to Chinese and Egyptian writing systems. Written Chinese can be read by people speaking mutually unintelligible languages, such as Mandarin, Cantonese, or even Japanese. Developed by the Austrian Charles Bliss, Blissymbolics was originally conceived as a universal written language that all native language speakers speaking thousands of different languages could learn and communicate in. The idea is that it would be much easier for everyone to learn an ideographic written language than a constructed spoken, quasi-European language like Esperanto, or, worse, expect everyone to learn English. If everyone in the world could just communicate with one another, Bliss thought, then international understanding and world peace would follow, or at least be more likely. Today Blissymbolics is used to provide individuals with severe speech disabilities a written language to communicate in, although its more idealistic intentions have not been forgotten. Conclusions Most people will probably never bother to learn any alternative handwriting system. Schools and colleges, although depending heavily on lectures, will probably never provide students with a means to take notes efficiently—as sensible as that would be. A few questioning souls, however, will realize that longhand sucks, and will seek alternatives. More power to them, and I hope that those who are willing to learn some new tricks will have fun doing so. For some good advise on how to learn any shorthand system, checkout Shorthand Systems. If I have

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omitted a system that should have been mentioned or committed some error, let me know use [Contact link](#) below. Images up to megapixels allow for fine printing at the largest sizes. Other sites by [Alysion](#).

**Chapter 4 : The Gregg Shorthand Manual Simplified by John Robert Gregg**

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Writing[ edit ] Gregg shorthand is a system of phonography, or a phonetic writing system, which means it records the sounds of the speaker, not the English spelling. The system is written from left to right and the letters are joined. Many of the letters shown are also brief forms, or standard abbreviations for the most common words for increased speed in writing. There are several others not shown, however. For instance, "please" is written in Simplified and back as simply pl, [25] and "govern" as gv. Based on the notion that lifting the pen between words would have a heavy speed cost, phrasing is the combination of several smaller distinct forms into one outline. The vowels in Gregg shorthand are divided into groups that very rarely require further notation. Speeds of WPM where a word is 1. However, left-handed writers can still write Gregg shorthand from left to right with considerable ease. Versions[ edit ] Throughout its history, different forms of Gregg shorthand have been published. All the versions use the same alphabet and basic principles, but they differ in degrees of abbreviation and, as a result, speed. The version is generally the fastest and most abbreviated version. Series 90 Gregg has the smallest degree of abbreviation, but it is also generally the slowest standard version of Gregg. Though each version differs in its level of abbreviation, most versions have expert and reporting versions for writers who desire more shortcuts. Pre-Anniversary Gregg shorthand[ edit ] Gregg Shorthand was first published in by John Robert Gregg ; however, it was in a very primal stage, and therefore did not gain much success. Five years later, a much better version was published. This version was published in a second edition in , then in a third edition titled "Gregg Shorthand" in The fourth edition, published in , developed more shortcuts. The fifth edition, published in , is the version most commonly referred to as "Pre-Anniversary" Gregg shorthand; this version has the largest number of brief forms, phrases, and shortcuts. Gregg Shorthand Anniversary Edition[ edit ] In another version of Gregg shorthand was published. This system reduced the memory load on its learners by decreasing the number of brief forms and removing uncommon prefixes. It was intended to have been published in on the fortieth anniversary of the system, but it was published a year afterward due to a delay in its production. This system drastically reduced the number of brief forms that needed to be memorized to only Even with this reduction in the number of brief forms, one could still reach speeds upward of WPM. The system was simplified in order to directly address the need of business stenographers, who only needed to produce WPM transcription. The creator of an advanced reporting version of Gregg Shorthand, Charles Lee Swem, wrote in The National Shorthand Reporter, "An abbreviated, simplified edition of our system has been published and accepted for the purpose of training office stenographers, and not necessarily reporters. It is fundamentally the same system as we reporters learned from the Anniversary edition. Once Simplified is learned, the change-over to the reporting style is comparatively simple and can be made by any writer. It was simpler than the Simplified version, and reduced the number of brief forms to For Diamond Jubilee students who wanted to increase speed for reporting, an edition of "Expert" Diamond Jubilee was available to push speeds upward. Gregg Shorthand Series 90[ edit ] Series 90 "€" was an even simpler version, which used a minimal number of brief forms and placed a great emphasis on clear transcription, rather than reporting speed. Although it introduced a couple of new abbreviations and reintroduced some short forms that were missing in Diamond Jubilee, it eliminated several other short forms, and was in the main simpler, longer, and slower than the previous editions. Gregg Shorthand Centennial Edition[ edit ] Published in , this is the most recent series of Gregg shorthand. It was the only version since the Pre-anniversary edition of to increase the complexity of the system from the previous one, having brief forms. Other versions[ edit ] The above versions of Gregg shorthand were marketed for professional use, such as business and court reporting. Gregg Shorthand Junior Manual, designed for junior high school students, was published in and The and editions of Gregg Notehand focused on how to take effective classroom and personal notes using a simple form of Gregg shorthand. With a few customizations, it can be adapted to nearly any language. The Spanish version, designed by Eduardo Vega, is the most popular adaptation.

**Chapter 5 : Gregg shorthand - Wikipedia**

*You searched for: shorthand book! Etsy is the home to thousands of handmade, vintage, and one-of-a-kind products and gifts related to your search. No matter what you're looking for or where you are in the world, our global marketplace of sellers can help you find unique and affordable options.*

Andrew Owen Gregg Shorthand is named after its inventor, John Robert Gregg is a system of pen stenography that gained popularity in the United States in the early twentieth century. However, since the invention of mechanical stenography, the form lost its appeal to the public. Only twenty years ago, shorthand classes were seen in nearly every high school in the country. Now, the overwhelming majority of high school students today has never seen nor heard of Gregg Shorthand. The purpose of this site is to increase awareness of Gregg Shorthand, and refresh those who learned it and have not used it in several years. However, the year in which one learned it in school affects how he or she writes. As vocabulary and needs change, so does the version of Gregg Shorthand. This version is good for business dictation, having more brief forms than its predecessors, the Series 90 and Diamond Jubilee series. Most experts find, though, that for serious court reporting and stenography, the Simplified and, even better, the Anniversary Series is most efficient. The series for a person now is dependent on why he or she needs shorthand. If he or she has good interest, determination, and time, Anniversary or Simplified is recommended. If one merely wants to know shorthand to take notes faster without much time studying the system, he or she may use one of the later systems. This book, Gregg Shorthand: The only way to find this book is to go to just the right libraries, estate sales, and eBay auctions. To save the trouble of hunting down this item, this book in full is now in PDF format. One will find that most Gregg literature is written in this series. The widely-read, but long discontinued Gregg Writer magazine generally uses this series. For later series, use eBay. This PDF is mostly text-searchable for fast reference. It contains about 19, words, including some very obscure words that are usually quite difficult. This is quite possibly one of the handiest references available to a Gregg Shorthand writer, particularly when it comes to finding the most facile way of writing a particular word. It does not contain a few simple words that are too easy to require an entry. Unlike traditional dictionaries, it lists derivatives and similar words along with their root words. This book, 5, Most-Used Shorthand Forms, is also long out of print. This page book works a bit like a small dictionary of Gregg Shorthand Anniversary Series outlines. Though it does not contain as many words as the page Gregg Shorthand Dictionary, it can be a very helpful reference to the shorthand writer. The outlines were compiled by Dr. To find a particular word, one should use the index found in the back of this reference. Scott and written by Mrs. Richmond contains very helpful drills in developing shorthand speed. It is written with a different, but very beautiful and regular style by Mrs. Richmond, who wrote the plates to the Anniversary manual and dictionary. It was written to furnish interesting and stimulating reading material, to build shorthand comprehension, to give repetition in order to build confidence in writing outlines, and to furnish material for typing transcripts. This book is Gregg Shorthand: A Light-Line Phonography for the Million, the edition. It is the full manual for a pre-Anniversary Series of Gregg Shorthand, referred to as the fifth edition. This book is about as rare as the Anniversary Manual, and is long out of print. This manual is divided into twenty sections, and does not contain an index in the back, but rather a concise table of contents at the beginning. If one is just starting shorthand, it may be best to stick with the Anniversary or later. This version is still learnable, however, and could be a handy set of different outlines for the use of the shorthand writer. This site includes in its entirety the remarkably rare adaptation of Gregg Shorthand to the International Language, Esperanto. This adaptation was originally made by Ernest L. Jackson in, and is now fully available here in a legible format. Jackson assumes that the reader of the adaptation has a good understanding of Pre-Simplified Gregg Shorthand. The instruction is in English.

**Chapter 6 : Basics of Pitman Shorthand**

*NATIONAL SHORTHAND SCHOOL (BOOKS) Pitman's Shorthand Online Tutorial Page 10 Start practicing the strokes,*

*commencing from the consonant 'p'.*

### Chapter 7 : Books about shorthand (Pitman, Gregg, Teeline)

*"The letter is susceptible of operations which enables one to transform literal expressions and thus to paraphrase any statement into a number of equivalent forms.*

### Chapter 8 : Shorthand - Wikipedia

*Gregg Shorthand. The Gregg Group was founded 22 May , prompted by the lack of online shorthand resources. As the primary use for shorthand " business and legal recording " has waned in recent decades, we generally acclaim the skill as a hobby or personal tool.*

### Chapter 9 : Gregg Shorthand: Books | eBay

*Visit your local library or bookstore to locate books on learning shorthand. Alternatively, you can order books about shorthand online. Lots of books on shorthand are probably out of print.*