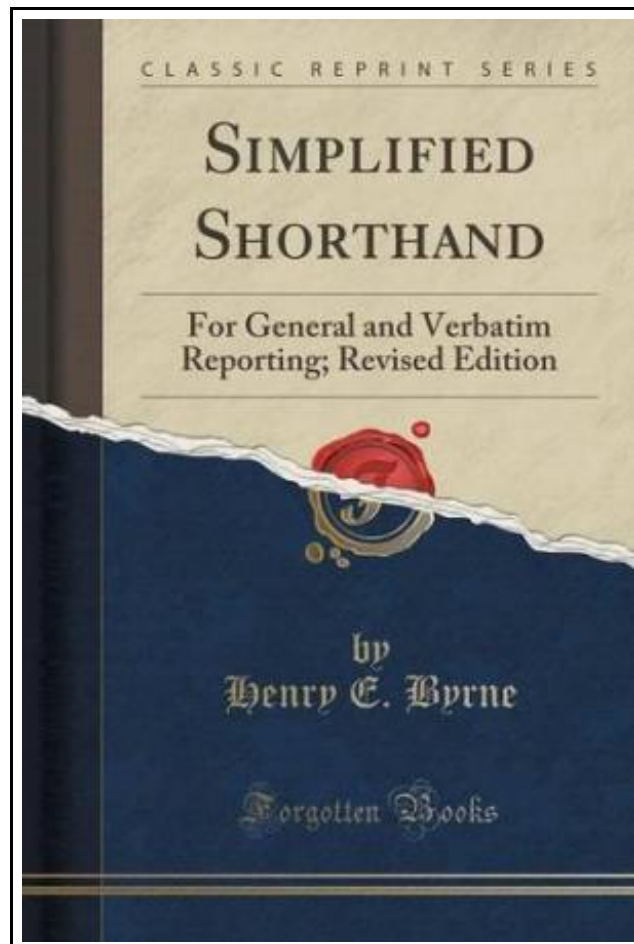


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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Simplified Shorthand: For General and Verbatim Reporting; Revised Edition Begin at the bottom all letters that have a cross mark over them. C is used only in writing initials of proper names. K is used for hard C, and S for soft C. To indicate a capital that is struck upward, begin the letter with a dot. Capitals are not used except in writing initials. Practice the alphabet carefully until you have it thoroughly memorized and can write it two or three times per minute. Contracted Outlines. Notice that a, the, i, o, you, little, before, have, take, and give, are written on positions, and the others have no position and may be written on any position or joined to a proceeding character, thus enabling you to write a number of words without lifting the pencil. Join all words beginning with a vowel to a preceding word when they will join easily. Vowel Positions. You will see from the illustration given, that the position of the letter tells you the first vowel in the word; as in ha the letter H is placed on the A position, giving the sound of Hand A, or, Ha; and the H placed on the E position gives the sound of Hand E, or, He, etc. Outside of the five main vowel positions, A, E, I, O, U, we have the diphthongs, or double vowels. Au, Aw, Oi, Ou, Ow, and Oo. The diphthong position is distinguished from the single vowel position by placing a dot by the side of the letter. The word how is written by placing H on O position and making a dot by the side...

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