

Lege-Bäse

German-English Shorthand

Deutsch-Englische Kurzschrift

PART II:

Eilschrift und Redeschrift



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*Gebrüder
Grimm*

Darmstadt

German-English Shorthand

Part II

Quick and reporters' styles
adapted to the official German Shorthand

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Preface

The German-English Shorthand is principally a phonetic writing which is based on the English pronunciation as shown in 'Daniel Jones: Everyman's English Pronouncing Dictionary, revised by A C Gimson', The vowels, diphthongs and consonants are transcribed according to the phonetic symbols of the International Phonetic Association.

The German-English Shorthand matches in Part I as well as in Part II to the German Unified Shorthand. New signs and further rules are introduced only when necessary because of linguistic specialities. Part II does not depend on a knowledge of the Speed style (= quick and reporters' styles) of the German Unified Shorthand; it is based only on Part I (correspondence style) of the German-English Shorthand. However, knowing the German Unified Shorthand, one repeats simultaneously by studying the German-English Shorthand the most important rules of the German Unified Shorthand.

The examples in Part II are chosen to meet necessities of the special language of business practice; they comprise the essential vocabulary of the ordinary and special language.

Whoever studies Part II of the German-English Shorthand dominates the English language to an extent that he certainly understands the rules in English. For those in doubt about the meaning of a rule the German version is published in the key to Part II.

To practise rules and short-cuts intensively, sentences and phrases instead of continuous texts are provided. These are published in a special text book accompanying Parts I and II of the German-English Shorthand of which the texts for Part II include further reporters' style short-cuts.

Writing can only be learned by writing. Therefore, you should practise the signs and rules of shorthand by writing them. Do not only read the examples of the lessons, but copy them repeatedly, exactly and distinctly.

1 a

Contractions

①	②	③	④
from the I have	to do to err to the to a	adding tipping	betray invite

1) Prepositions may be joined to the following articles, pronouns to the following auxiliary verbs. 2) to may be joined to the following word. 3) -ing may be fused to the bottom of signs rounded to the right. 4) Signs for prefixes up to one step may be attached to the top of signs beginning at the upper boundary line.

① *from the, I have, to do, to err, to the, to a*

② *adding, tipping*

③ *betray, invite*

④ *re- relax, re- reside, re- revision, re- edition, re- recruit*

⑤	⑥ Short form
[i, i:] easy see movies -y, -e, -ee, -i, -ie	re- relax reside revision re-edition recruit

5) The sign for [i, i:], -y, -e, -ee, -ie, is always used at the end of a word as well as before endings and the suffix -ly. 6) The short form for re- is not used if it results in inconvenient, illegible or other figures which cannot be read without any doubt.

⑤ *easy, see, movies*

⑥ *re- relax, re- reside, re- revision, re- edition, re- recruit*

1 b

Initial short-cuts: [ʌ, a:]

⑦ branch — b. l. o. t. —	far — f. —	mark — m. a. r. k. —
but — b. —	g(u)ard — g. a. r. d. —	-sult — s. u. l. t. —
charg(e) — ch. a. r. g. —	grant — g. r. a. n. t. —	task — t. a. s. k. —
com(e) — c. o. m. —	hard — h. a. r. d. —	trust — t. r. u. s. t. —
draft — d. r. a. f. t. —	just — j. u. s. t. —	
-duct — d. u. c. t. —	last — l. a. s. t. —	⑧ ask — a. s. k. —

Initial short-cuts of syllables are formed by writing only the initial consonant, with the vowel represented in it; the rest of the word is omitted. 7) [ʌ] and [a:] are represented by a thick stroke for the initial consonant. 8) If the syllable begins with a vowel the sign for it is written.

j. g. e. s. i. l. e. f. t. l. r. e. v. e. r. s. e. d. i. o. n. s.
 v. i. c. e. a. n. g. e. b. e. n. e. f. i. c. e. n. t. i. a. l.
 p. r. a. c. t. i. c. e. s. h. a. v. e. b. e. e. n. i. n. v. e. n. t. e. d.
 i. n. t. h. e. p. a. s. t. a. n. d. a. r. e. b. e. i. n. g. u. s. e. d.
 a. s. a. s. i. g. n. a. l. s. i. n. t. h. e. p. r. e. s. e. n. t.
 t. o. d. a. y. t. h. e. s. e. s. h. o. r. t. c. u. t. s. a. r. e.
 u. s. e. d. i. n. t. h. e. s. e. s. e. n. t. e. n. c. e. s.
 b. e. c. a. u. s. e. t. h. e. y. a. r. e. s. o. s. i. m. p. l. e.

Write in Shorthand (S): I. At the foot of the hill, to be or not to be, they were riding, you have nothing to do, the pudding, they invited us to dinner, to an extreme.

II. To levy a tax, after the revision, to repel the enemy, you can rely an them, the re-admission, a heavy sea, our representation in Malawi, quick relief to the victims.

III. After consulting an advocate she insulted the guard. We are far from using overdrafts. Mark just these reductions. The justice had to ask Audrey for the loading charges.

2 a

Further contractions; omission of vowels

①	②	③
<i>from us</i> <i>have we</i>	<i>radio</i> <i>theory</i> <i>power</i>	<i>rubber</i> <i>eager</i> <i>broker</i> <i>error</i> <i>leader</i> <i>super</i>

1) Prepositions may be joined to the following pronouns, auxiliary verbs to the following we. 2) The less important of two consecutive vowels may be omitted. 3) At the end of a word [ə] may be omitted in the syllables [-bər, -gər, -tər, -kər, -rər, -dər, -fər, pər].

① *from us, have we, radio, theory, power, rubber, eager, broker, error, leader, super*

② *from us, have we, radio, theory, power, rubber, eager, broker, error, leader, super*

③ *from us, have we, radio, theory, power, rubber, eager, broker, error, leader, super*

④	Short forms
<i>you can only for for of</i>	<i>great order int(e)r(o)(-)</i>
<i>can you you you you yours</i>	<i>-ly badly fully</i>

4) *You* may be represented by intersecting the preceding sign, *your* by intersecting with the sign *r*, *yours* with *rs*.

④ *you can only for for of*

can you you you you yours

great order int(e)r(o)(-)

-ly badly fully

2 b

Initial short-cuts: [e, æ, ə]

back	l. u. ~ go	hand	2 2 2 2o	-spect	f f f f f f
bet(-)	l. b. ~ w s	-ject	7 7 7 7 7		f -f -f -f
-dom	~ b. f. ~ p l	land	~ n. ~ o ~	-stan(ce, -)	~ f. f. ~
expect	~ t. ~ g. ~ s o	less	~ y. ~ p. ~ l	-tect	~ e. ~ n. ~ e. ~ s
fact	~ l. ~ l. ~ r h	let(-)	~ y. ~ r. ~ u. ~ g	-tend	~ t. ~ n. ~ e. ~ h
-fect	~ l. ~ l. ~ b y	-par(e)	~ k. ~ e. ~ e. ~ l	-tent	~ t. ~ n. ~ e. ~ t
get	~ 7. ~ e. ~ l. ~ l. ~	purchas(e)	~ p. ~ l. ~ s	-tract	~ t. ~ r. ~ a. ~ c. ~ t
glad	~ 7. ~ 7. ~ 7. ~ 7. ~ 7. ~	purpos(e)	~ k. ~ k. ~	wel(l)	~ e. ~ e. ~ e. ~
-gress	~ 7. ~ p. ~ 7	set	~ s. ~ s. ~ s. ~	yet	~ j. ~

Only the initial consonant is written, with the vowel [e, æ, ə] represented in it; the rest of the word is omitted. If a short-cut could be misinterpreted as short form, the sign for the vowel [ə] may be added.

1. The culture is very old. The man is very young. The letter is very old.
 2. The fact is that the trial orders for butter cannot be filled.
 3. The debtor had to suffer a heavy loss. We had to consider these offers at a low figure.
 4. The manufacturer expects you to hand him this letter. The plane landed smoothly. Were you glad to have guests from Ireland?
 5. The sign for the vowel [ə] may be added.

- S: I.** Can we trust the guardian? Tell him from me that Theodore is a historian, too. The debtor had to suffer a heavy loss. We had to consider these offers at a low figure.
- II.** Have you seen the royal palaces? Your trial orders for butter cannot be filled. Can you interpret his behaviour? Things are going great. Are we badly dressed?
- III.** Wisdom-teeth are the four back teeth. The manufacturer expects you to hand him this letter. The plane landed smoothly. Were you glad to have guests from Ireland?

3 a

Omission of endings and of r; [ɪə], [jʊə], uni

<p>① <i>open neutral measure issue</i></p>	<p>② <i>force heart court</i></p>	<p>③ <i>[ɪə] [jʊə] uni real fuel unit</i></p>
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1) The last syllable of a word pronounced [ə] or [ɪ] and the last sound of a word may be omitted if the complete word can be read without any doubt (except for -bær etc. syllables). 2) r preceding another consonant in the same syllable may be omitted. If the following consonant is *upstroke-t* the vowel is represented according to the rules of initial short-cuts; if that is impossible, *downstroke-t* may be written. 3) The signs for syllables or parts of syllables are used within a syllable, always.

① *ph. ve, th. g-y k p q. be b. at f. a. x. y.*
gr. l. n. e. c. p. t. d. c. n. et p. l. g. e. r. b. ?

② *g. y. s. l. h. i. k. u. l. g. p. p. t. o. e. o. t.*
b. o. e. v. i. t. p. e. t. p. o. o. n. u. s. o. n.

③ *r. lo. e. v. o. h. o. n. i. b. s. e. r. I. o. r. o.*
I. o. h. e. s. t. b. s. k. u. r. y. d. v.

Short forms				
<i>s</i>	<i>or [ɔ]</i>	<i>or [ə]</i>	<i>or [ɪ]</i>	<i>or [jʊ]</i>
<i>unite sir</i>	<i>sur- surtax sub-</i>	<i>sub- -self</i>	<i>them -ish finish</i>	<i>ism -istic</i>
		<i>sidy -selv -selves</i>		

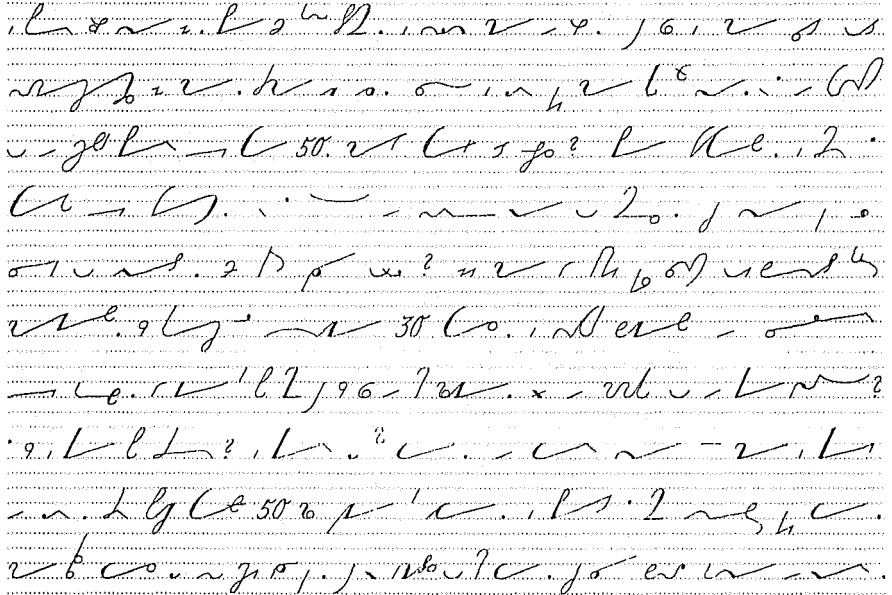
u. se. n. e. l. p. s. o. n. d. C. I. I. x. 2. b. w. n. k. u.
do. u. a. s. r. e. l. e. s. s. e. l. e. r. e. g. r. o. h. o. p. t.
u. p. e. y. l. e. n. g. e. n. e. r. e. l. e. n. t. s. e. n. t. s. e. n. t.
l. o. o. b. l. e. o. w. h. e. s. e. p. e. n. t. s. e. n. t. s. e. n. t.
u. s. e. n. t. s. e. n. t. s. e. n. t. s. e. n. t. s. e. n. t. s. e. n. t.
i. g. n. o. r. a. n. t. s. e. n. t. s. e. n. t. s. e. n. t. s. e. n. t.

3 b

Initial short-cuts: [eɪ]

came	pag(e)	tak(e)
freight	pay	trad(e)
gave	rang(e)	train
main	say	wait
may	-tain	way
May		
nam(e)		weigh(t)

Only the initial consonant is written, with the vowel [eɪ] represented in it by a thick stroke and a wide upstroke of one step.



S: I. The summer Fashion, the underlying features, open your hand, the Sterling area, mother enabled Percy to do it, the real reason, they added fuel to the flames, in unity.

II. Let us unite, Sir Richard himself, the survival of the fittest, we agree in substance with you, archaistic and specialistic, the ideas of humanism, to diminish.

III. Free trade area, to take up negotiations, the surname of the Turkish trainee, the trainer was mistaken, to maintain a high level, a nameless melody, she came last.

Omission of *l* and *n*; further contractions

①	②	③	④
health	bank convince sense	fealt cult tent tenant paint enter	have had have not

1) *l* preceding another consonant in the same syllable may be omitted. 2) *n* preceding another consonant in the same syllable may also be omitted, except for the consonant clusters *-nce* and *-nse*. 3) If the consonant following *l* or *n* is *upstroke-t* the vowel is represented according to the rules of initial short-cuts; final *-ant* and *-ent* in polysyllabic words are always written in full. *Downstroke-t* may be used if the application of *upstroke-t* is impossible. 4) Auxiliary verbs may be joined to each other and to the following *not*.

① *g* - *gn*, *ver*², *re*² - *l*, *fe*, *st* *ro* - *e*, *ne* *g*,
u *u* *e*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
 ② *gn* *u* *u*, *re* *l*, *li* *o* *e* - *e*, *re* *e* *ll*, *e* *l*
e *l*, *l* *e* *n* *e* *l*, *l* *e* *n* *e* *l*, *ne* *g* *e*, *u* *ll*, *gn* *e*.
 ③ *gn* *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
 ④ *u* *u*, *l* *e*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.

Short forms				
capit(al)	favour	gentleman	people	(-s)soci(al)
			popul- publ-	

gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.
gn *u*, *re* *l*, *e* *n* *e* *n*, *gn* *e*, *u* *ll*, *gn* *t* *e*.

4 b

Final short-cuts

best		most		should	
big		must		size	
case		not(e)		(-)stead(-)	
cash		port		street	
comp-		prompt		sur(e)	
form		proper		tir(e)	
hous(e)		right		voic(e)	
mind		school		week	

Final short-cuts of syllables are formed by omitting the initial consonant of a syllable, the rest of the word is written as usual. In compound words after a lowered part the next word should return to the base line.

Handwritten examples of cursive writing showing final short-cuts in various words and phrases, demonstrating the technique of omitting the initial consonant of a syllable.

- S: I.** A foreign accent, your self-confidence, the front window, a bond-holder, Gerald and Gilbert felt cold, a vulgarism, you did not do it well.
- II.** A capital letter, a great favour, in the society of these gentlemen, popular film stars, a densely populated country, hundreds and thousands.
- III.** The most-favoured nation clause, of minor importance, to handle formalities, a note to this effect, you may rest assured, our last invoice.

Omission of inserted syllables and sounds; contractions

① <i>investigate</i> <i>gratitude</i>	<i>vacancy</i>	<i>signature</i>	<i>English</i>	<i>dictate</i>	② <i>so</i> <i>far</i>	<i>very</i> <i>well</i>	③ <i>high</i> <i>I am</i> <i>street</i>
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1) Inserted syllables and sounds in compound words and before suffixes may be omitted. 2) Closely connected words may be joined if this is advantageous and can be read without any doubt. 3) When parts of words or words are joined, upstrokes may overlap.

① *investigate*, *gratitude*, *vacancy*, *signature*, *English*, *dictate*, *so*, *far*, *very*, *well*, *high*, *I am*, *street*

② *investigate*, *gratitude*, *vacancy*, *signature*, *English*, *dictate*, *so*, *far*, *very*, *well*, *high*, *I am*, *street*

③ *investigate*, *gratitude*, *vacancy*, *signature*, *English*, *dictate*, *so*, *far*, *very*, *well*, *high*, *I am*, *street*

Short forms										④	
<i>accept</i>	<i>cost</i>	<i>point</i>	<i>per cent</i>	<i>ship</i>	<i>steam-</i>	<i>spy-</i>	<i>guest-</i>	<i>chieftain-</i>	<i>trans-</i>	<i>trans-</i>	
		<i>punct-</i>		<i>ship</i>	<i>ship</i>	<i>ship</i>	<i>ship</i>	<i>ship</i>		<i>port</i>	

4) *ship* always holds its position in the writing system, the sign may be extended upwards.

accept, *cost*, *point*, *per cent*, *ship*, *steam-*, *spy-*, *guest-*, *chieftain-*, *trans-*, *trans-*, *port*

accept, *cost*, *point*, *per cent*, *ship*, *steam-*, *spy-*, *guest-*, *chieftain-*, *trans-*, *trans-*, *port*

accept, *cost*, *point*, *per cent*, *ship*, *steam-*, *spy-*, *guest-*, *chieftain-*, *trans-*, *trans-*, *port*

-cis(e)		-mit		-vis(e)	
-cord				begin	
-fer		-quire		between	
		-tial: [ʃəl]		desir(e)	
-fus(e)		-vice		excus(e)	

In the evening, the dining-room, I will dictate a letter, his attitude, because of
 the identity, not only the opening of an account, I am able, a reliability run.
 The shipping-agent accepted the offer. Cost, insurance and freight (cif). A point
 of Land, to arrange punctually, a four per cent share, a transport ship, scholarship.
 A blood transfusion, submit a plan, an inquiry to an adviser, refusal of payment,
 for prudential reasons, precise orders, a tape-recorder, excuse his conduct, referable.

S: I. In the evening, the dining-room, I will dictate a letter, his attitude, because of the identity, not only the opening of an account, I am able, a reliability run.

II. The shipping-agent accepted the offer. Cost, insurance and freight (cif). A point of Land, to arrange punctually, a four per cent share, a transport ship, scholarship.

III. A blood transfusion, submit a plan, an inquiry to an adviser, refusal of payment, for prudential reasons, precise orders, a tape-recorder, excuse his conduct, referable.

① above — <i>h h o l h o</i> again — <i>n d a g a i n</i> avail — <i>A A</i> doubl(e) — <i>e e e e l l</i> lady — <i>s s o</i> man(y, i-) — <i>u u l l e</i> mon(e)y — <i>u u s s e e</i> number — <i>n n u u p p</i> paper — <i>l l s s</i> parcel — <i>l l e e</i>	read(y, i-) — <i>s s s s o o</i> sampl(e) — <i>s s a g</i> -sumption — <i>s s o p</i> var(y, i-) — <i>h h l l o o</i> whether — <i>w</i> -ference — <i>l l l l e e</i> question — <i>l l e e : e e</i> -quest — <i>l l e e</i> speci(al) — <i>l l p p p l</i> struct(ure) — <i>l l l l p p</i>	together — <i>p p e e</i> advan(c[e], i-) — <i>e e e e e e</i> begun — <i>u u : u u</i> began — <i>u u</i> graph — <i>l l : l l u u</i> par(t) — <i>l l</i> particular — <i>l l l l</i> pass — <i>l l l l : l l</i> past — <i>u u</i> ③ class — <i>u u : u u</i> plac(e) — <i>l l e e</i>
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The outline of a word has to be clear in its context. 1) Therefore, prefixes and suffixes have to be added to the initial short-cuts. 2) However, a suffix may be omitted unless the word could be misinterpreted, in the context, without this suffix. 3) In consonant clusters only the first sign is to be written with a thick stroke.

u u g e s , n n n , u u d p l , u u t t , e e l l , e e o - l ,
u l , p p u , u u s s , u u e e n , s i l l o n n o , l l u u , l l l l ,
e e l l e e . x t e u s s ? l o u u , u u l l p p , u u a r
e e t - e n , l l p p , l l l l e e , u u e e l l e e , l l p p
s , - l l l , l l p p , l l p p , l l e e u u e e , l l e e , u u l l l l p p
u u s s n , e e e e u u o - u u e e , u u s s , l l l l l l e e e e e e
l l l , u u , l l l l , u u e e e e , u u e e , u u e e , u u e e

Revision: Short forms for endings and suffixes

-ces	<i>es</i>	-ity	<i>ty</i>
-ed	<i>ed</i>	le/-ly	<i>ly</i>
-ful	<i>ful</i>	-ment	<i>ment</i>
-ial	<i>ial</i>	-self	<i>self</i>
-ing	<i>ing</i>	-ses	<i>ses</i>
-ion	<i>ion</i>	-ship	<i>ship</i>
-ish	<i>ish</i>	-some	<i>some</i>
-ism	<i>ism</i>	-tion	<i>tion</i>
-istic	<i>istic</i>	-ual	<i>ual</i>
		-zes	<i>zes</i>

es ty ed ful ial ing ion ish ism istic ment ly self ses ship some tion ual zes

S: To advance money, a special offer, specimens are available, to cover particulars, to pass the ship's rail, operating instructions, documents against acceptance, pending questions, spare parts, intended for consumption, their heroism is above all praise.

Affix short-cuts

absolut(e) _____	dispatch _____	interest _____
action _____	-faction _____	perhaps _____
advertis(e) _____	immediate _____	person _____
already _____	industr(y) _____	presiden(t, c-) _____
department _____		

Affix short-cuts are formed by omitting the stem of a word, only affixes - prefix(es), prefix(es) with suffix(es) or suffix(es) - are written.

Handwritten examples of affix short-cuts in cursive script, including words like absolut(e), dispatch, interest, action, -faction, perhaps, advertis(e), immediate, person, already, industr(y), presiden(t, c-), and department.

Revision: Omission at the end of a word

-age	...age	-en	...en
-ain	...ain	-le	...le
-al	...al	-on	...on
-ar	...ar	-or	...or
-el	...el	-our	...our
-er	...er	-ure	...ure

...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er
 ...age ...en ...le ...on ...or ...our ...ure
 ...ain ...al ...ar ...el ...er

S: Advice of dispatch, to conduct an advertising campaign, instruct the shipping department, to pay a fixed rate of interest, to suit a person, they are absolutely right, an action against the president, perhaps already industrialized, a great satisfaction.

-ac-	<i>act out</i>	-end-	<i>hand</i>	-is-	<i>is</i>
-al-	<i>al</i>	-ens-	<i>ens</i>	-it-	<i>it</i>
-an-	<i>an</i>	-er-	<i>er</i>	-on-	<i>on</i>
-anc-	<i>anc</i>	-es-	<i>es</i>	-or-	<i>or</i>
-ar-	<i>ar</i>	-ic(e)	<i>ic(e)</i>	-ul-	<i>ul</i>
-at-	<i>at</i>	-id-	<i>id</i>	-i-	<i>i</i>
-ed-	<i>ed</i>	-ig-	<i>ig</i>	-l-	<i>l</i>
-el-	<i>el</i>	-il-	<i>il</i>	-n-	<i>n</i>
-en-	<i>en</i>	-in-	<i>in</i>	-s-	<i>s</i>
-enc-	<i>enc</i>	-ing-	<i>ing</i>	-t-	<i>t</i>

Handwritten practice text showing various syllables and sounds written in cursive script, including words like 'act', 'hand', 'is', 'al', 'ens', 'it', 'an', 'er', 'on', 'anc', 'es', 'or', 'ar', 'ic(e)', 'ul', 'at', 'id', 'i', 'ed', 'ig', 'l', 'el', 'il', 'n', 'en', 'in', 's', 'enc', 'ing', 't'.

S: Acts of Congress, they extend their activities, the controller came almost always, you have exceptional connections, the circulation of money, a change for the worse, if anybody can do it, we concede you that point, as far as you are concerned, a circuit.

Final short-cuts: High position, final vowels

① clock		while		-(i)(y, ie-)	
creas(e)		wise		know	
lik(e)		year		knew	
mail		(2) allow		no	
more		although		ply	
pri(ce, se)		by		pro	
stock		day		who	

1) A final short-cut is written on the upper line if it could be mistaken, in the context, for another outline. 2) If a syllable ends with a vowel the sign for it is written; if not connected with the preceding part of a derived or compound word the sign for the vowel is written on the upper line. However, the signs for low position vowels are always written in their original position.

[Handwritten cursive practice lines showing various words and their final short-cuts and vowel signs.]

-dom: kingdom, serfdom, colony, helms, realm, exile, sole: soera.

-ee: prince, venice, republic, life, who, ic=ics.

-(i)fy: to fog, to liberate, to do, to do, to do.

-graph: photograph, alphabet, map, graph, sketch, sketch.

-i(e): chance, chance, chance, chance, chance, chance.

-less: hopeless, chance, chance, chance, chance, chance.

-like: ice, chance, chance, chance, chance, chance.

-ly: with, joy, chance, chance, chance, chance.

-tial: to do, to do, to do, to do, to do, to do.

-y: to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

to do, to do, to do, to do, to do, to do.

S: Reduction of socks, to comply with an instruction, an increased stability, stockbrokers, reference initials, no reply, by chance, by the by, counter-clockwise, the dress was too creased, likewise, mail early in the day, more or less, no one man.

Initial short-cuts: High Position

① belie(f, v(e))	here	life
bill	least	liv(e)
Brit(ain)	leav(e)	tim(e)
build	list	③ du(e)
ceiv(e) -cept	-sist	-duc(e)
cit(iz)	sit(u-)	dur(ing, [e])
dear	wish	future
giv(e)	② either	new
		-pul(e)

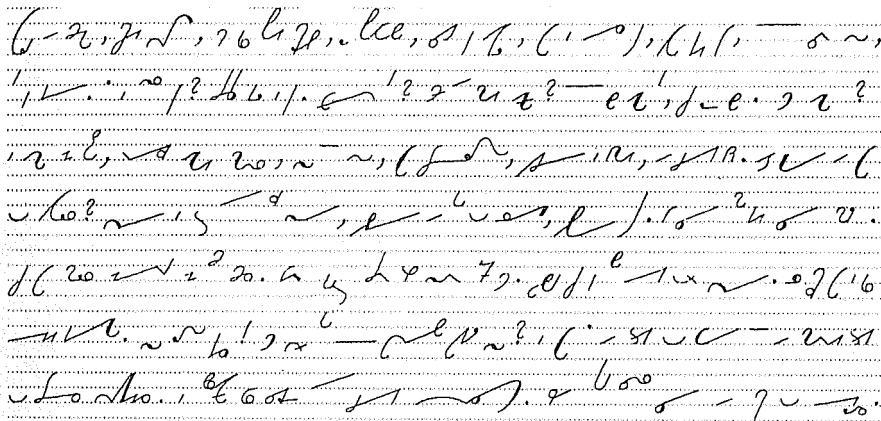
1) The sign for [ɪ, i:] is either written after the initial consonant or represented in it on the upper line. 2) The sign for [aɪ] is written after the initial consonant or alone, when beginning a derived or compound word. 3) [jʊ, ju:] is represented by a thick stroke for the initial consonant on the upper line or by intersecting the initial sign on the base line. - Lower and full length signs shall not be used for initial short-cuts on the upper line. Signs for prefixes shall not be connected with initial short-cuts on the upper line, except for *pro-* and *re-*.

Handwritten practice examples on a grid background, showing various initial short-cuts and their combinations with prefixes like 'pro-' and 're-'. The examples include words like 'believe', 'bill', 'build', 'ceiv(e)', 'cit(iz)', 'dear', 'giv(e)', 'here', 'least', 'leav(e)', 'list', 'sist', 'sit(u-)', 'wish', 'either', 'life', 'liv(e)', 'tim(e)', 'du(e)', 'duc(e)', 'dur(ing, [e])', 'future', 'new', and 'pul(e)'. The handwriting demonstrates the placement of signs on the upper and base lines, and how they are connected or not connected to prefixes.

Initial short-cuts: Low position

④ book	took	now
could	tru(e, th)	pound L. lb
good	would	⑥ join
group	⑤ about	⑦ bought
look	doubt	call
proof prov(e)	down	draw
put	how	fall
soon	mount	saw

4) [ʊ, u:] is represented by a low position of the initial consonant, 5) [aʊ] by a low position and a thick stroke for the initial consonant. 6) [ɔɪ] is represented by a low position of the initial consonant and a wide upstroke of one step, 7) [ɔ:] additionally by a thick stroke for the initial consonant. - Small and medium signs are lowered half a step, upper length signs one step. Lower and full length signs shall not be used for initial short-cuts in a low position.



S: I. At reduced prices, situations vacant, acknowledge receipt, weight list, the import duty, for the future, the Bill of Rights, build up reputation, the citizenship, best wishes.

II. Would you believe it? Free exchange of goods, to slow down the boom, let us overlook his mistake, book the shipping space, put it in hand, the net amount of invoice.

11 a

Initial short-cuts: [ɒ, əʊ], [ɜ:]

① both		pas(e)		what	
com-				ob-	
copy				② first	
follow		post		further	
got(ten)		quot(e)		her	
hope		short		serv(e)	
morning		tomorrow		world	

1) The sign for [ɒ, əʊ] is either written after the initial consonant or represented in it by making a wide curve at the head or foot of the initial consonant or by curving the whole sign, 2) [ɜ:] additionally by a thick stroke for the initial consonant

(Handwritten practice examples for the initial short-cuts [ɒ, əʊ] and [ɜ:] in various words and combinations, showing the thick stroke and curved initial consonants.)

Revision: Initial short-cuts

[e, æ, ə]: 2b, 6a	<i>ee, æ, ə, l, l, h, i, d</i>	[ɑ:, ʌ] 1b, 6a	<i>ɑ:, ʌ, ɜ:, ɜ:, ɜ:</i>
[ɒ, əʊ]: 11a	<i>ɒ, əʊ, əʊ, əʊ, əʊ</i>	[ɔ:]: 11a	<i>ɔ:, ɔ:, ɔ:</i>
[i:, ɪ]: 10a	<i>i:, ɪ, ɪ, ɪ, ɪ</i>	[ju:, jʊ]: 10a	<i>ju:, jʊ, ju:, jʊ</i>
[aɪ]: 10a	<i>aɪ, aɪ, aɪ</i>	[ɔɪ]: 3b, 6a	<i>ɔɪ, ɔɪ, ɔɪ</i>
[u:, ʊ]: 10b	<i>u:, ʊ, ʊ, ʊ, ʊ</i>	[aʊ]: 10b	<i>aʊ, aʊ, aʊ</i>
[ɔɪ]: 10b	<i>ɔɪ, ɔɪ, ɔɪ</i>	[ɔ:]: 10b	<i>ɔ:, ɔ:, ɔ:</i>

The numbers mark the lessons where the short-cuts are taught.

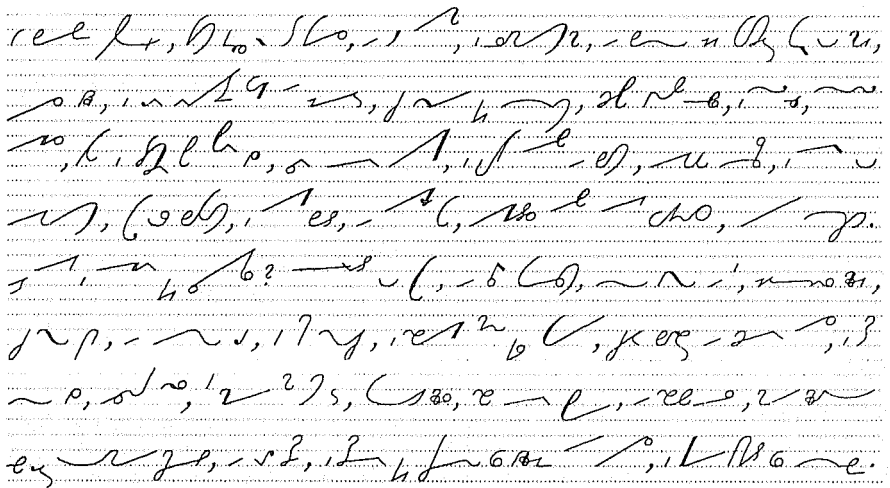
10a. 2b, 6a. ee, æ, ə, l, l, h, i, d. 11a. ɒ, əʊ, əʊ, əʊ, əʊ. 10a. i:, ɪ, ɪ, ɪ, ɪ. 3b, 6a. ɔɪ, ɔɪ, ɔɪ. 10b. u:, ʊ, ʊ, ʊ, ʊ. 10b. ɔɪ, ɔɪ, ɔɪ. 10b. aʊ, aʊ, aʊ. 10b. ɔ:, ɔ:, ɔ:.

S: The observers are not here yet. A great future is reserved for the new party. They would like to hear from her tomorrow morning. This work will nerve you only for a short time. What will the world say? Quote the number of your order in all further letters.

Final short-cuts: Derivations, intersection, omission of upstrokes

<p>① -cid(e) </p> <p>-cis- </p> <p>claim </p> <p>-clam- </p> <p>-clin(e) </p> <p>clos(e) </p> <p>-clud(e) </p> <p>-clus- </p> <p>fin(e) </p>	<p>mak(e) </p> <p>prob(e) </p> <p>-scrib(e) </p> <p>-scrip- </p> <p>stat(e) </p> <p>writ(e) </p> <p>② -cur(e) </p> <p>③ among </p>	<p>long </p> <p>pro- ob- </p> <p>(-)mand(-) </p> <p>next </p> <p>pleas(e) </p> <p>pleasure </p> <p>stamp </p> <p>stand </p> <p>succeed </p> <p>success </p>
<p>keep </p> <p>lat(e) </p>	<p>compan(-) </p> <p>hang </p>	

- 1) Final short-cuts may also be formed for their derivatives. 2) [jʊ] may be written by intersection. 3) Signs for consonants and consonant clusters existing only at the end of a syllable with [e, æ, ə] and [ʌ:] may be written without an upstroke.



Revision: Final short-cuts

[e, æ, ə]: 4b, 5b, 9a, 12a	[ɑ:, ʌ]: 4b, 12a
[o, əʊ]: 4b, 7b, 12a	5b, 9a
[i:, ɪ]: 4b, 5b, 9a, 12a	5b, 9a, 12a
[aɪ]: 4b, 9a, 12a	4b, 9a, 12a
[u:, ʊ]: 4b, 9a, 12a	4b, 9a
[ɔ:]: 4b	4b
ice, one, aim, aid	

p o q r . i e t n . u . 10 - l z . o o
 f e b r e . e . i . n o . g r . e . o . 2 w e . l . b . u .
 , n e d - l . n . v . p . l . . l . b . e . t . s . o . o .
 j e . n . p . r . i . b . o . q . e . a . i . / e . n . / o . i . t .
 e . g . o . e . v . t . e . o . i . b . o . l . i . b . l . y . a . s . p . r . e . s . t . z . z .
 e t .) . z . e . w . . i . t . n . i . m . e . s . e . o . . e . g . w . e . l . b . o .
 e . n . p . a . t . e . n . g . p . e . . n . b . o . . w . e . l . b . o . . i . z . c . b .
 e . n . d . b . o . . i . v .y . e .n . o . . 2 . w .e .l .b .o . . l . .
 e .n .g .e .e . .e .g .z b .r .w .g .e .s .e .t
 a .i .z .o .b .w i .h .u .z .e .n .w .e .l .b .oe .t . - l .o .g .g .

S: Prices will decline. Are you inclined to believe it was a final decision? £30, inclusive of interest. The lady was finely dressed. How can the subscriber finance the subscription? The bookmaker is now claiming this amount from your successor.

Affix short-cuts: Representation of vowels

commission		district		interrupt	
continu(e)		exist		opportun(e)	
convenient(t, ce)		extra-ordinary		-sum(e)	
deliver		influen(ce, t-)			
discount		instrument		-view	

The vowel of the wordstem may be represented in the affix. High position vowels are represented on the upper line, low position vowels by lowering small signs half a step, other signs one step.

[Handwritten examples of vowel representations for various words and affixes, demonstrating the placement of high, low, and other vowels on a dotted line grid.]

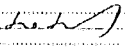

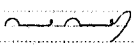
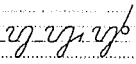
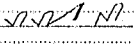
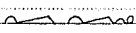
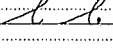
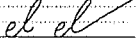
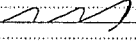
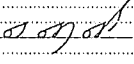
7a. llß. 8 TCI, ßß. 7 97, ßß-ßß. u es es u M u 6
 13a 1, — Le 6 e, , e, h x, x z i z z i z

[Handwritten practice text consisting of several lines of cursive script with some underlined words and symbols.]

[Handwritten practice text consisting of several lines of cursive script with some underlined words and symbols.]

S: At the first opportunity, consumer goods industry, commission of inquiry, the president gave an interview, to be continued, it will be most convenient to you, cash an delivery, the District of Columbia, to call into existence, favourable influence.

Multisyllable short-cuts: Beginning of words

business		genera(l)		previous	
collect		machin(e)		regula(r)	
correspond		offic(e)		sufficien(t, c-)	
difficult		organ		suggest	

Multisyllable short-cuts may be formed by the beginning of the word.

business *genera(l)* *previous*
collect *machin(e)* *regula(r)*
correspond *offic(e)* *sufficien(t, c-)*
difficult *organ* *suggest*

business *genera(l)* *previous*
collect *machin(e)* *regula(r)*
correspond *offic(e)* *sufficien(t, c-)*
difficult *organ* *suggest*

Revision: Omission of l, n, r

Omit preceding l, n, r in consonant clusters at the end of a syllable.

l (4a): ... *el, el, el; o-e, l, e, o, v, be, ll, ll, ll, ll, ll.*

n (4a): ... *nn, nn, nn, nn; le, ye, n, r, p, n, e, e, n, n; e, o.*

r (3a): ... *rr, rr, rr, rr; ll, ll, ll, ll, ll, ll, ll, ll.*

Before upstroke-t represent the vowel in the initial consonant.

l (1b) ... *l, ll; (2b) el, ed, ll, ll; (10a) ll, ll, ll, ll; (11a) ll, ll.*

n (1b) ... *n, n; (2b) n, n, n; (6a) n, n; (10a) n, n; (11a) n, n.*

r (1b) ... *r, r; (2b) r, r; (11a) r, r, r, r.*

If that is impossible, write downstroke-t.

l (4a) ... *el, el, el, el, el, el, el, el, el, el, el, el.*

n (4a) ... *en, en, en, en, en, en, en, en, en, en, en, en.*

r (3a) ... *er, er, er, er, er, er, er, er, er, er, er, er.*

Distinguish between pairs of possible transcription hazards:

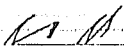
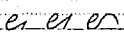
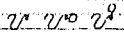


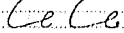
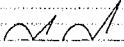
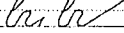

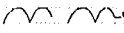

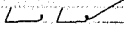


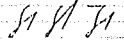
l (add) ... *el, el, el, el; (odd) ... e, ll, ll, ll, ll, ll, ll, ll, ll, ll, ll, ll.*

n ... *en, en, en, en, en, en, en, en, en, en, en, en.*

r ... *er, er, er, er, er, er, er, er, er, er, er, er.*

S: Collection of samples, help (he machinist out of difficulties, regularly recurring fixed amounts, to suggest for adjustments, in rather general terms, old business connections, a foreign correspondent, the officer of the day, organized labour, a party organ.

Multisyllable short-cuts: Beginning and end of words

appreciat(e) 	democra(c-, l) 	material 
catalogue 	duplicat(e) 	period 
credit 	famil- 	several 
critic, que) 	limit 	total 
custom 	manag(e) 	visit 

Multisyllable short-cuts may be formed at the beginning and also at the end of the word.

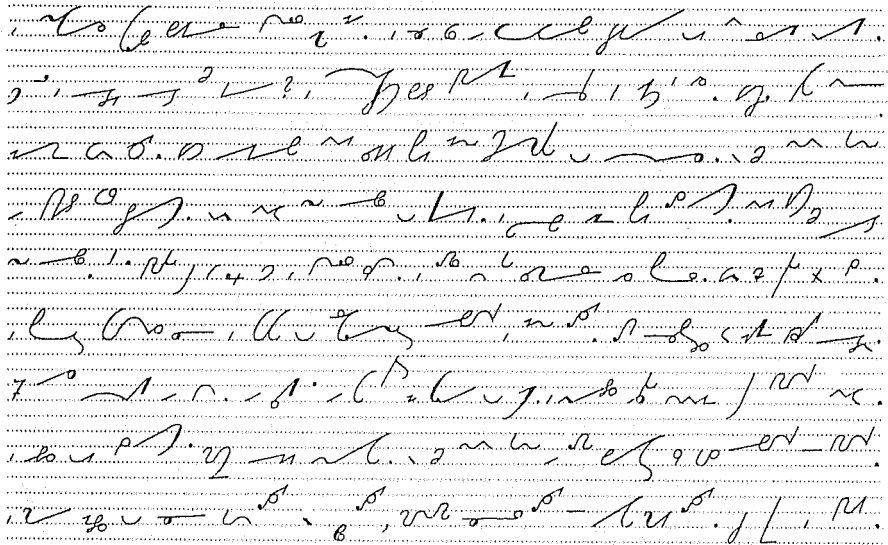
[Handwritten examples of multisyllable short-cuts at the beginning and end of words, including: 'brother', 'mother', 'father', 'grandmother', 'grandfather', 'uncle', 'aunt', 'cousin', 'nephew', 'niece', 'brother-in-law', 'sister-in-law', 'stepmother', 'stepfather', 'stepbrother', 'stepsister', 'stepcousin', 'stepnephew', 'stepniece', 'stepbrother-in-law', 'stepsister-in-law', 'stepcousin-in-law', 'stepnephew-in-law', 'stepniece-in-law', 'stepbrother-in-law-in-law', 'stepsister-in-law-in-law', 'stepcousin-in-law-in-law', 'stepnephew-in-law-in-law', 'stepniece-in-law-in-law', 'stepbrother-in-law-in-law-in-law', 'stepsister-in-law-in-law-in-law', 'stepcousin-in-law-in-law-in-law', 'stepnephew-in-law-in-law-in-law', 'stepniece-in-law-in-law-in-law']

[Handwritten examples of multisyllable short-cuts at the beginning and end of words, including: 'grandmother', 'grandfather', 'granduncle', 'grandnephew', 'grandniece', 'grandbrother', 'grandsister', 'grandcousin', 'grandnephew', 'grandniece', 'grandbrother-in-law', 'grandsister-in-law', 'grandcousin-in-law', 'grandnephew-in-law', 'grandniece-in-law', 'grandbrother-in-law-in-law', 'grandsister-in-law-in-law', 'grandcousin-in-law-in-law', 'grandnephew-in-law-in-law', 'grandniece-in-law-in-law']

Multisyllable short-cuts: End of words

artic-		(i)ffical(e)		problem	
Austria				service	
dollar		method		-stitut(e)	
employ		polic(e)			
esteem		politic		system	
estim-		possib(i)l(e)		-velop(e)	
ever(y)					

Multisyllable short-cuts may be formed at the end of the word. The short-cut is written on the upper line, if not connected with the preceding part of a derived or compound word. Short-cuts with low position vowels begin on the base line; short-cuts with [ɪ, i:] begin half a step above the base line.



S: I. The knowledge of trade customs, detailed catalogue material, the total amount, transitional period, a limited company, to appreciate something, the personnel manager.

II. The dollar is a unit of money, we esteem it an honour, the political system of constitutionalism, to institute, an action, a stamped envelope, an article of consumption, an Austrian employee, the official estimate, the methods of the policemen, several problems.

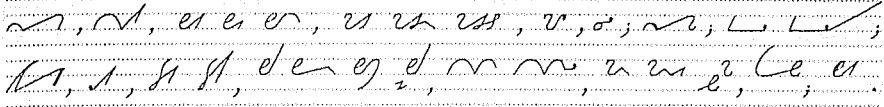
Further multisyllable short-cuts

America	<i>n n</i>	Europe	<i>^ n</i>	origin	<i>^ s t</i>
averag(e)	<i>^ h</i>	example	<i>o t o</i>	peculiar	<i>^ b</i>
co-operat(e)	<i>^ t</i>	German	<i>^ t</i>	tele-	<i>^ n n n</i>
correc(t)	<i>^ n n g</i>	memorandum	<i>n</i>		<i>^ n n B</i>
-dicat(e)	<i>^ e n e t</i>	minist(er)	<i>n n</i>	valu(e)	<i>^ t h e t</i>
direc(t)	<i>^ e g e n</i>		<i>^ e e t</i>	-venue	<i>^ t t</i>
electr-	<i>^ n n</i>	opinion	<i>^ n</i>	yesterday	<i>^ t o</i>

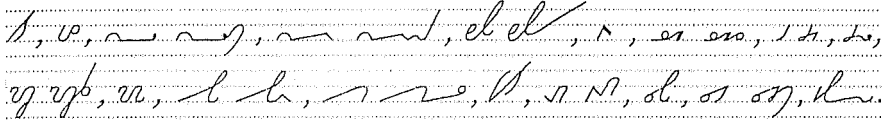
1. n s s n n i e n t s e n t s n n c n n i t i l e e t
s n n e n n n n n n n n n n n n n n n n n n
e g o t h e g e n e s s e n n n n n n n n n n n n
b n
1 - e n
h e t e n n n n n n n n n n n n n n n n n n
n n
n t e n n n n n n n n n n n n n n n n n n n
n e s e h y t o n n n n n n n n n n n n n n n n
n n
e a d t n n n n n n n n n n n n n n n n n n
n n
t e l l e n n n n n n n n n n n n n n n n n n

Revision: Multisyllable short-cuts

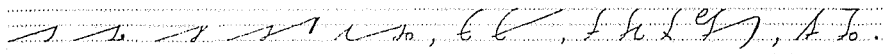
Initial short-cuts (15a, 16a)



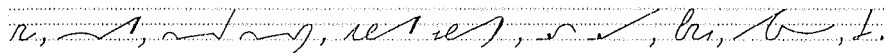
Beginning of the word (14a, 16a)



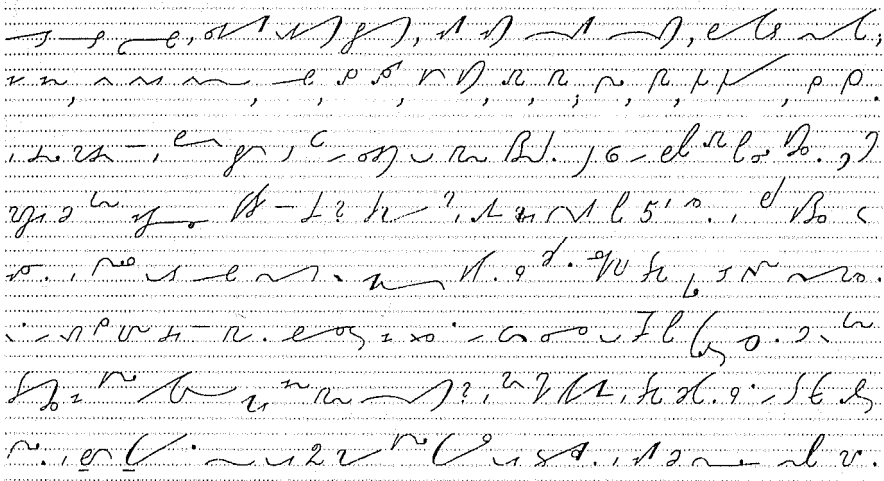
Beginning and parts of the interior of the word (16a)



Beginning and end of the word (15a, 16a)



End of the word (15b)



S: European championship, avenues to success, port of origin, you must correct her statement, abdication of the throne, electrical engineering, an electronic flash, let this be an example to you, above the average, a co-operative society, a directory, electricity.

Reporters' style: Contractions

Lifting of words: i = 4, o = 2, v = 4, 7 (6-7).

[ks]: no = 10, fo; cons: = 10, -ures: = 10.

-s: fo = 2, so = 2, to = 2, jo = 2, wo = 4, bo = 4, fo = 4, to = 2, co = 2.

of: 2, over: =; -ion: =, -thing: =.

-(uar): =, -i(o)nal: =, -tional: =.

l = 2, ll = 2, l = l, ll = l, ll = l, ll = l;

z = 2, hear: =, v = =, w = =, a = =, or = =, l = l.

-er: R, h = =, y = =, are: =, Russia: =,

v = =, w = =, x = =, y = =, z = =.

in: = =, = =, = =, = =, = =, = =, = =.

is: = =, = =, = =, = =, = =, = =.

Covered downstrokes: = =, = =, = =, = =, = =.

-lessness: = =, = =, as: = =, = =, = =, = =.

Handwritten examples of reporter-style contractions and word forms:
 ... 10-10 ... 20-20 ... 30-30 ...
 ... 40-40 ... 50-50 ... 60-60 ...
 ... 70-70 ... 80-80 ... 90-90 ...
 ... 100-100 ... 110-110 ... 120-120 ...

Sounds: (t): /t/; (c): /k/; (m): /m/; (n): /n/;
 as /g/, (h): /h/; (s): /s/; (r): /r/; (l): /l/; (e): /e/;
 Prefixes: con-: /kən-/, /kən-/, /kən-/, /kən-/, /kən-/, /kən-/
 re-: /ri-/, /ri-/, /ri-/, /ri-/, /ri-/, /ri-/; in-: /ɪn-/, /ɪn-/
 Suffixes: -ly: /li/, /li/, /li- [ə'li-], /li-; -ic: /ɪk/
 Words: be, am, is: /bi/, /bi/, /bi/, /bi/, /bi/, /bi/
 and: /ænd/, /ænd/, /ænd/, /ænd/, /ænd/, /ænd/
 of: /ɒv/, /ɒv/, /ɒv- [əv-], /ɒv-, /ɒv- [əv-], /ɒv-
 to: /tu/, /tu/, /tu/, /tu/, /tu/, /tu/
 the: /ði/, /ði/, /ði/, /ði/, /ði/, /ði/; of the: /əv ði/, /əv ði/
 with: /wɪθ/, /wɪθ/, /wɪθ- [əwɪθ-]; order: /ɔːdər/, /ɔːdər/
 in: /ɪn/, /ɪn/, /ɪn- [əɪn-]; into: /ɪntu/, /ɪntu- [əɪntu-]; well: /wel/, /wel/

... b. l. e. ... p. t. g. o. [g. o.]? ... l. e. f. ... l. e. ...
 ... d. -? ... n. ... l. e. = l. ... p. ... t. ... e. ... a. ... b. ... g. ?
 ... g. ... r. ... a. ... n. ... d. ... t. ...
 ... x. ... l. = l. = l. ... p. = p. ... a. ... g. ...
 ... l. ... a. ... e. ... d. ... p. ... r. ... d. ... g. ...
 ... r. ... e. ...
 ... s. ... a. ... B. ... p. ... e. ... h. ... k. ... h. ... e. ... l. ... e. ...
 ... l. ... a. ... l. ... a. ... e. ... p. ... r. ... e. ... g. ... t. ... e. ...

Reporters' style: Final sound and medial short-cuts; intersections

① early		piece		few	
energy		pound		-muse	
harvest		rid		mutu-	
journ-		road		opportunity	
work		room		pursuance	
worth		soon		schedul(e)	
② account		street		union	
are		③ avenue		united	
Britain		beaut-			
conflict		commun(e)		view	
east		disput(e)		(of) you	
grant		during			

Reporters' style: Short forms

act		common		spread	
castle		dwelt		stay	
caus(e)		fast		strong	
chance		middl(e)		-struction	
circum-		parliament		such	
circumstance		position		univers(e)	
coast		she		w(h)is-	

Alphabetical list of short-cuts and short forms

The numbers mark the lessons where short-cuts and short forms are taught. Lesson 17 to 20 refer to Reporters' style, where further short-cuts are to be found in the exercises.

about 10b	book 10b	condition 18	-ed- 5a, 8b	gard, guard 1b
above 6a	both 11a	conflict 19	-ed 6b	gave 3b
absolute 7a	bought 10b	connect 8a, 18	either 10a	genera(l) 14a
-ac- 5a, 8b	branch 1b	cons- 17	-el- 5a, 8b	gentleman 4a
accept 5a	broad 20	consider 17, 18	-el 2a, 7b	[-gar] 2a
accident 20	Brit(ain) 10a, 19	continu(e) 13a	electr- 16a	German 16a
accomplish 19	Brussels 17	control 8a	employ- 15b	get 2b
according 18	build 10a	convenien(t, -ce) 13a	-en- 5a, 8b	giv(e) 10a
account 19	business 14a	co-operate 16a	-enc- 5a, 8b	glnd 2b
act 8a, 20	but 1b	copy 11a	-er 2a, 7b, 17	go 20
action 7a	buy 19	-cord 5b	energy 19	good 10b
address 20	by 9a	correc(t) 16a	engag(e) 20	got(ten) 11a
advan(c[e], -) 6a		correspond 14a	-ens- 5a, 8b	grant 1b, 19
advertis(e) 7a		cost 5a	-er- 5a, 8b	graph 6a, 9b
again 6a	call 10b	could 10b	-es- 5a, 8b	great 2a
-age 3a, 7b	came 3b	country 17	esteem 15 b	-gress 2b
*agree 18	capit(al) 4a	crease 9a	estim- 15b	group 10b
-ain 3a, 7b	car 18	credit 15a	-ety 6b	guard, gard 1b
-al- 5a, 8b	cure 17	crime 20	Europe 16a	hair 17
-al 3a, 7b	case 4b	crisis 17	over(y) 15b	hand 2b
allow 9a	cash 4b	critic(e, que) 15a	example 16a	hang 12a
almost 8a	castle 20	-cur(e) 12a	excus(e) 5b	hard 1b
already 7a	catalogue 15a	custom 15a	exist 13a	hare 17
although 9a	cause 20		expect 2b	harvest 19
am 18	-ced(e) 8a	day 9a	extraordinary 13a	hear 17
America 16a	-ceed 8a	dear 10a		her 11a
among 12a	-ceit 10a	declar(e) 20	fact 2b	here 10a
-an- 5a, 8b	-ceiv(e) 10a	deliver 13a	-faction 7a	home 20
and 18	-cern 8a	democra(c, -t) 15a	fair 17	hope 11a
-anc- 5a, 8b	-ces 6b	department 7a	fall 10b	house 4b
appreciat(e) 15a	chair 17	[-dør] 2a	fall 10b	how 10b
-ar- 5a, 8b	chamber 18	desir(e) 5b	family- 15a	hundred 4a
-ar 2a, 7b	chance 20	destroy 17	far 1b	
are 17, 19	chang(e) 8a	-dicat(e) 16a	fare 17	-i- 5a, 8b
artic- 15b	charg(e) 1b	difficult 14a	fast 20	-i 1a, 9b
as 17	cheer 17	dirac(t) 16a	favour 4a	-ial 6b
ask 1b	-cid(e) 12a	discount 13a	fear 17	-ic(e) 5a, 8b, 18
assess 17	circ(e) 8a	discuss 19	-lect 2b	-id- 5a, 8b
-at- 5a, 8b	circu(-) 8a	dispatch 7a	-fer 5b	-ie 1a, 9b
attempt 19	circum- 20	disput(e) 19	[-far] 2a	[-i:] 3a
Austria 15b	circumstance 20	district 13a	-fence 6a	-(j)licate 15b
avail 6a	-cis- 12a	dollar 15b	few 19	-ify(ie-) 9a, 9b
avenue 19	cit(-iz) 10a	-dom 2b, 9b	-(i)ficat(e) 15b	-ig- 5a, 8b
averag(e) 16a	claim 12a	done 19	fin(e) 12a	-il- 5a, 8b
	-clam- 12a	doubl(e) 6a	finger 17	immediate 7a
back 2b	class 6a	doubt 10b	first 11a	in 17, 18
balanc(e) 19	-clin(e) 12a, 18	down 10b	fisher 17	-in- 5a, 8b
basis 17	clock 9a	draw 10b	follow 11a	-inal 17
be 18	clos(e) 12a	du(e) 10a	food 18	industr(y) 7a
beaut- 19	-clud(e) 12a, 18	-duc(e) 10a	form 4b, 18	influen(ce, -) 13a
been 17	-clus- 12a	-duct 1b	found 18	-ing- 5a, 8b
began 6a	coast 20	duplicat(e) 15a	free 18	-ing 1a, 6b
begin 5b	collect 14a	dur[ing, -(e)] 10a, 19	freight 3b	instrument 13a
begun 6a	com- 11a	dwel 20	-ful 6b	inter, intro- 2a
belie[<i>f</i> , -v(e)] 10a	com(e) 1b		further 11a	interest 7a
[-bør] 2a	commission 13a	-e 1a	-fus(e) 5b	interrupt 13a
best 4b	common 20	early 19	future 10a	into 18
bet(-) 2a	commun(e) 19	east 19	-fy (ic) 9a, 9b	-ion 6b, 17
between 5b	comp- 4b	economics 20		-ional 17
big 4b	compan(-) 12a	-ce 1a, 9b		is 17, 18
bill 10a	comparison 18			
-body 8a	con- 18			

-is- 5a, 8b	more 9a	position 20	ship 5a, 6b	trad(e) 3b
-ish 3a, 6b	morning 11a	post 11a	short 11a	train 3b
-ism 3a, 6b	most 4b	pound, lb 10b, 19	should 4b	trans- 5a
-istic 3a, 6b	mount 10b	power 18	sir 3a	tru(e), truth 10b
-it- 5a, 8b	move 18	presiden(t, c-) 7a	-sist 10a	trust 1b
-ity 6b	-musc 19	press 20	sit(u) 10a	truth, tru(e) 10b
	must 4b	previous 14a	size 4b	-ty 6b
	mutu- 19	prif(ce, se) 9a	(s)soci(al) 4a	
-ject 2b		pro 9a	-some 6b	
join 10b		prob(e) 12a	soon 10b, 19	-ual 6b
journ- 19	-n- 5a, 8b	problem 15b	sorry 18	[ʊər] 17
[juəl] 3a	name 3b	process 17	speak 18	-ul- 5a, 8b
just 1b	need 17	prompt 4b	speci(al) 6a	uni 3a
	new 10a	proof, prove 10b	-spect 2b, 18	union 19
	next 12a	proper 4b	spread 20	unite 3a
keep 12a	no 9a	prove, proof 10b	stamp 12a	united 19
[-kəp] 2a	not(e) 4b	publ- 4a	-stance 2b	univers(e) 20
knew 9a	now 10b	punct- 5a	stand 12a	-ure 2a, 3a, 7b
know 9a	number 6a	purchase 2b	-stant 2b	-ures 17
[ks] 17		purpose 2b	stal(e) 12a	
		pursuance 19	stay 20	
		put 10b	(-)stead(-) 4b	valu(e) 16a, 19
		-put(e) 10a	-stitut(e) 15b	var(y, i-) 6a
			stock 9a	-velop(e) 15b
-l- 5a, 8b	ob- 11a		street 4b, 19	-venue 16a
lady 6a	of 17, 18, 19	quality 20	stri(k)e 20	-vice 5b
land 2b	offic(e) 14a	quantity 20	strong 20	-view 13a, 19
larg(e) 20	-on- 5a, 8b	-quest 6a, 18	struc(ure) 6a	-vis(e) 5b
last 1b	-on 3a, 7b	-question 6a	-struction 20	visit 15a
lat(e) 12a	opinion 16a	-quir(e) 5b, 18	study 18	voic(e) 4b
law 18	opportun(e) 13a	quot(e) 11a	sub- 3a	vouch 17
lb, pound 10b	opportunity 19		succeed 12a	
-le 3a, 7b	-or- 5a, 8b	rail 17	success 12n	wait 3b
least 10a	-or 2a, 3a, 7b	rang(e) 3b	such 20	ware 17
leav(e) 10a	order 2a, 18	rare 17	sufficien(t, c-) 14a	way 3b
less 2b, 9b	organ 14a	rather 17	suggest 14a	wear 17
-lessness 17	origin 16a	re- 1a, 18	-sult 1b	weigh(t) 3b
let(-) 2b	-our 2a, 3a, 7b	read 17	-sum(c) 13a	week 4b
life 10a	over 17	read(y, i-) 6a	-sumption 6a	wel(l) 2b, 18
lik(e) 9a, 9b		regula(r) 14a	sur- 3a	what 11a
limit 15a	pag(e) 3b	[-rər] 2a	sure 4b	whether 6a
list 10a	paper 6a	rid 19	system 15b	which 4a
liv(e) 10a	parcel 6a	right 4b		while 9a
long 12a	-par(c) 2b	river 17	-l- 5a, 8b	whis- 20
look 10b	parliament 20	road 19	-tain 3b	who 9a
-ly 2a, 9b, 18	par(t) 6a	room 19	tak(e) 3b	winter 17
	particular 6a	rule 17	task 1b	wis- 20
machin(e) 14a	pass 6a	Russia 17	-tect 2b	wise 9a
mail 9a	past 6a		tele- 16a	wish 10a
main 3b	pay 3b	-s- 5a, 8b, 17	-tend 2b, 18	with 18
mak(e) 12a	peculiar 16a	sampl(e) 6a	-tent 2b	wonder 17
manag(e) 15a, 19	people 4a	sav(e) 19	[-tər] 2a	world 11a
(-)mand(-) 12a	[-pər] 2a	saw 10b	the 18	worth 19
man(y, i-) 6a	perhaps 7a	say 3b	-thing 17	would 10b
mark 1b	period 15a	schedul(e) 19	thousand 4a	writ(e) 12a
material 15a	per cent 5a	school 4b	-tial = [ʃəl] 5b, 9b	
may, May 3b	person 7a	-scrib(e) 12a	tim(e) 10a	
mean 17	piece 19	-scrip- 12a	-tion 6b	-y 1a, 9b
member 18	pleas(e) 12a	season 17	-tional 17	year 9a
memorandum 16a	pleasure 12a	-selv-, selv- 3a, 6b	tir(e) 4b	yesterday 16a
-ment 6b	-ply 9a, 18	serv(e) 11a	to la, 17, 18	yet 2b
mere 17	point 5a	service 15b	together 6a	you 2a, 19
method 15b	police 15b	-ses 6b	tomorrow 11a	your 2a, 17
middle 20	popul- 4a	set 2b	took 10b	yours 2a
mile 20	port 4b	several 15a	total 15a	
mind 4b	pos(e) 11a	she 20	town 20	
minist(e)r 16a, 17	possess 17		-tract 2b	
-mit 5b	possib(i)l(e) 15b			-zes 6b
none(y) 6a				



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