

Hints to Students.

The following excellent remarks we copy from the Introduction to this new Phrase Book by Penn Pitman, in which it is printed in Phonography in a brief Reporting Style. Students not sufficiently advanced to be able to read the Introduction in the Phrase-Book correctly, will find, in the following, a key to the most of it. All words which, in the Phonography, are connected together as phraseographs, will, in the following translation, also be found connected with hyphens, as phrasotypes. [The Phrase-Book, a work illustrating the method of writing all words which may be connected together, with a key in common print, is sent from this office, post-paid to any part of Canada, for \$1.00. It is the same size as the Reporter's Companion, and is designed to accompany or follow that work. Those who wish to obtain the best assistance, and to make most progress in the phonographic journey to chirographical perfection, should have both of these infallible guides.]

Phrasology is of special importance to the reporter. Whatever may have been the amount of his practice, the reporter will sometimes find himself engaged in a chase with the speaker; it is then that the use of this practice will be felt and appreciated, for perhaps a single convenient phrasograph will bring him, as with a bound, close up to the speaker.

It is in vain, however, for the student to imagine that he can, without practice, race with his fingers with that command which it alone can give, any more than he once could with his legs, before repeated attempts had bestowed upon them that development and strength which, by their gradual increase, enabled him to pass from creeping to tottering, and finally to walking erect and free. So self-orient an assertion would not be repeated here, did we not think it needed. Scarcely a week passes in which we are not solicited by students who are qualifying themselves for shorthand writers, for advice in reference to their special cases. These applicants, as a rule, have the good sense to acknowledge that their worth, and prospect of success, as reporters, compilers and writers, will be in the ratio (of the) extent and accuracy of their knowledge, but they do not seem to perceive with equal clearness, that their value as shorthand writers, their pay, and the measure of their success will exactly correspond with the rapidity with which they write, and the ease and correctness with which they transcribe their notes. Our uniform reply in such cases—and it seems to be the only one needed—if you wish success, you must pay its price,—persevering practice.

REPORTING PRACTICE.

There are three kinds of practice in studying Phonography, each of which has its advantages, and none of these methods can be neglected without hindering the progress (of the) student

1st. Writing: write well and as fast as possible, and whenever practical, from dictation.

2nd. Reading from printed Phonography, and so far mastering the outlines of words that no exercise be left till it can be read

backwards almost as well as forwards, or fill any isolated word can be deciphered the instant the eye rests upon it.

3rd. Reading from the writer's own notes: a very necessary and important method of practice, and the one by which more than by any other, the student will become a reliable reporter.

The student is recommended to read and study a reporting exercise from the Phonographic Magazine or the Reporter's Companion, till it can be read with ease and certainty; then he should write the same from a person's reading, and afterwards read from his own notes, while his assistant examines the printed key. This exercise should be continued till the exercises can be read easily and well.

The student's great aim, after he has thoroughly mastered the corresponding style, should be to acquire the habit of writing with an easy freedom. At first he should be willing to write slowly and steadily, tracing his words in a continuous manner, rather than in sudden jerks. In other words, he should spend the time he has at his command, in writing, not in pauses. This method can only be attained by thinking ahead of the word that is being written, and of course this is only possible when the words to be written are already pictured in the memory, ready without a student's pause to be transferred to paper. The student should from the first aim to acquire this habit of continuous writing, for however slowly he may at first trace his outlines, he will in the end become a faster writer than he who traces his words rapidly, but spasmodically, and wastes the time in pauses which should be spent in the more accurate formation (of the) characters.

The student is apt to imagine that phrasography need not be made a special study; that if he is familiar with the outlines of single words he can readily combine them into phrases—that if he knows, for instance, the outlines (of the) words "many instances are recorded," that he would be enabled to write the phrase "many instances are recorded" with ease and facility. This, however, is a mistake: he could no more write this [&c., &c.]

SPECIAL PRACTICE.—Before recommending the following special method of practice, the reader should be reminded that there are two distinct classes of students whose needs here-to-be-considered. The first is the habitual student, possessed of a disciplined mind, good powers of classification, a retentive memory, and a "habit of study"—one who will, without any special effort, commit to memory every principle and detail (of the) system in two months, with one or two hours' daily practice. Such a student, however, may lack that flexibility of muscle and tendon so indispensable to the reporter. This class of students will be greatly benefitted by the method of practice we are about to recommend.

The second class of students consists of those who possess every physical capacity, such as long, or tapering fingers, supple joints and quick perceptions. For such there is nothing needed but to follow the general instructions here given. The main difficulty with students (of the) latter class is of mastering the system; while the chief difficulty with the former is the mastery of their muscles.

A special method of practice to attain speed consists of writing any flowing phrase a great

many times. The student should commence slowly, and from the first avoid the spasmodic style of writing. The following phrases will afford excellent practice. Continue writing the first till it can be written rapidly and well, then take each (of the) remainder in the order here given:

Are there as many as I am sure there is neither. There are many things. I am anxious. Do not be alarmed. We have always been. When nothing is done we must always be ready. Are there as many things done it seems likely that it will. You must not give occasion. Many instances are recorded. I hope you will try to be there. There are some considerations. In all those instances. When there is nothing to be said.

T. G., of Acton, inquires if a person who has no knowledge of English Grammar, can learn to write Phonography freely? We answer, yes. A knowledge of Grammar has nothing to do with a person's ability to learn to read and write Phonography, farther than this, that generally speaking, the more knowledge a person has, the faster he is able to acquire more knowledge. But a knowledge of Grammar is no more necessary in the student of Phonography than of Arithmetic or Greek. Success as a reporter, however, cannot be acquired without some knowledge of the practical application of Grammar, because a reporter who would be constantly guilty of grammatical errors would not find employment on any respectable newspaper.

GRAHAM'S HAND-BOOK OF STANDARD PHONOGRAPHY is the largest, cheapest and most complete and comprehensive work ever issued from the Press. It is really a credit to the Reform that such a book should be issued even, and a much greater credit is the fact that it has had a most extensive sale throughout the United States and Canada. Charles Gahagan, Esq., of London, the able Editor and Publisher of the *Phonographic Examiner*, thus writes concerning it:—"I am much pleased with Graham's Hand-Book of Phonography; it is certainly the most imposing volume that has yet appeared in connection with Phonography, and I am sure that any person who will bestow but a little regular attention upon it, would be able to master our beautiful art in a short time from this book alone. I hope it may meet with the success which it truly deserves." The price of the Hand-Book, sent by mail, post-paid, from this office, is \$1.50 in plain muslin binding, and \$1.75 with gilt side-title and marbled edges. Taking into consideration the vast amount of labor spent in its production, the fineness of most of the types, the large number of engraved illustrations which intersperse the print, the beautiful whiteness of the paper, the large number of pages, and the handsomeness of the style in which it is bound, we pronounce it emphatically one of the cheapest books, of any kind, ever printed. It contains the whole system of Phonography, from the alphabet to the briefest reporting possible to be attained, and should be in the hands of every student who aims at perfection.