

Simple-ly-icity, Iss-Emp(1).
 Simplest, Iss-Empst(1).
 Single-d, Iss-Ing(1).
 Singular-ity-ly, Iss-Gler(1).
 Situation, Steeshon(1).
 Somebody, Semb(2).
 Southeast, Iss-Theest(2).
 Southerr, Iss-Then(2).
 Southwest, Iss-Wayst(2).
 Speak, Spee(1).
 Special-ly-ity, Spee(3).
 Splendor, Splend(2).
 Spoken, Spen(1).
 Spontaneous-ity, Spent(1).
 Stenography-er-ic, Steh-En(2).
 Strange-ness, Stren(2).
 Stupendous-ness, Steh-Pend(2).
 Stupid-ly-ity, Steh-Pet(3).
 Subordinate-d-ion, Iss-Bee(1).
 Subjection, Iss-Beeshon(2).
 Subjective-ness, Iss-Beetive(2).
 Success-ful, Iss-Kayses(2).
 Suggest-ed-ion, Iss-Jay 2).
 Suggestive-ness, Iss-Jef(2).
 Superintend-ent-ence, Sprent(2).
 Superlative-ly-ness, Sprel(2).
 Superior-ity, Spee(1).
 Supernatural-ness, Sprent(2).
 Supplication, Spelshon(2).
 Suppress, Spers(3).
 Suppression, Spershon(3).
 Surprise, Spers(2).
 Suspect-ed, Ses-Pee(2).
 Suspension-sive, Ses-Pen(2).
 Suspicion-cious, Ses-Pee(1).
 System-atic, Ses-Tee(2).

T

Take, Tee(2).
Take it, Tee(2)-Ket.
Mistake, Ems-Tee(2).
Betake, Bet(2)-Kay.
Overtake, Vert(1)-Kay.
Partake, Pert(2)-Kay.
Retake, Art(2)-Kay.
Undertake, End-Tee(2).
 Taken, Ten(2).
 Tendency, Tend(2).
 Thousand, Ith(3).
 Tolerant, Tlernt(2).
 Tolerate-d-ion, Tler(2).

U

United States, Enses(1).
 Universe-al, Vers(2).
 Unless, Ne's(1).

V

Virtue, Vert(2).
 Visible-y-ity, Vees(1).
 Vocation, Veeshon(2).

W

Warrant-ed-able, Wernt(1).
 Will-ing-ness, Lay(2).
 Woman, Wemen(2).
 Women, Wemen(1).
 Work-ed-ing, Wer(2).
 Workman-men, Wern(2).

Y

Yesterday, Ester(2).
 Youngman-men, Yeh-Ingen(2).

Punctuation.

(162) The marks of punctuation used in Shorthand are as follows:

..... x or / / = " ()
 (Note: The diagram shows shorthand symbols for 'or', a slash, and parentheses, followed by an equals sign and their longhand equivalents: double quote, parentheses, and dots.)

Period, interrogation, dash, underscore, parenthesis.

(163) The minor punctuation marks are generally omitted, but they may be expressed by leaving more or less space between words proportionate to the length of the pause desired to be indicated.

(a) A word is designated as beginning with a capital, by under-scoring it.

(b) Initials are generally written in longhand, and proper names should be fully vocalized.