

After he is familiar with the Reporting Exercises, the student should make himself acquainted more thoroughly with the principles illustrated in the subsequent sections, part of which he will of course already understand, having referred to them from the numbers of the Key Exercises. The List of Prefixes and Suffixes, as also the List of Abbreviations and Word Signs, come in for a share of attention. At first it is best to learn those Word Signs only which are most useful, or of most frequent occurrence, which in the List are marked in italics. But the student will find it much to his advantage to thoroughly learn the whole List, as it is much more easy to change from short forms to long ones, (if the writer thinks best to do so,) than to write short forms, if once in the habit of writing long ones.

The student, having made himself acquainted with the engraved Exercises, the principles, and the more useful of the Word Signs, should begin to practice writing after a reader. In this exercise the reader should read only as fast as the writer can follow, without hurry or inconvenience. In other respects the reading should be as natural as possible, so as to give the writer the advantage of the pauses in forming his phrases. The writer should not for one moment endeavour to write rapidly. As remarked before, be careful only to write well; with practice, rapidity will take care of itself.

Care should be taken to make every character as nearly perfect as possible. Rapidity mainly depends upon familiarity with the word forms, so as to be able to write them without hesitation; and this is more quickly acquired by the patient and careful writer than by one who begins more rapidly; and legibility, a most important consideration, is of course, secured by the first, and is sure to be more or less injured by a careless style.

The extracts to be used as exercises should be chosen from every source likely to be of service to the reporter, such as sermons, lectures, conversations, trials, etc.; and as much time should be spent in reading the written notes as in writing them, otherwise the student will find difficulty in transcribing. The student should meanwhile take every opportunity of taking notes from sermons, speeches, etc. In doing this he should not attempt to follow the speaker till he is ab-