

## (18)—Fourth Series of Straight Stems.

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<i>Chay</i>	/ /	<i>Jay</i>	/ /
<i>Chel</i>	/ r	<i>Jel</i>	/ r
<i>Cher</i>	/ /	<i>Jer</i>	/ /
<i>Chen</i>	/ v	<i>Jen</i>	/ v
<i>Chef</i>	/ l	<i>Jef</i>	/ l
<i>Chern</i>	/ j	<i>Jern</i>	/ j

Note—The stems of this series are inclined to right as those of the third series are inclined to the left. They are written downward. The short stems are regularly named, viz: Chet, Chelt, Chert, Jet, Jelt, Jert, etc. Chay represents the sound of "ch" as heard in "church." The soft sound of "g" as heard in "age" is represented by the stem "Jay."

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**EXERCISE 4.**


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9) Write—Etch, chain, chair, etched, churn, chained, chart, churned, chafe, chafed, Joe, June, jet, edge, adjourn, jailed, Jove, adjourned.

Key—Chay, Chen, Cher, Chet, Chern, Chent, Chert, Chernt, Chef, Cheft, Jay, Jen, Jet, Jay, Jern, Jelt, Jef, Jernt.

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**TO THE STUDENT.**


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The student is recommended to use none but the best writing materials, even in the most elementary practice, otherwise he will do bad work, make poor progress, and become discouraged. The paper should always be ruled. Heavy foolscap is suitable for practice when the ordinary shorthand note books, which are ruled with red lines, are not available. Either a fine pen or a pencil of medium softness may be used, although the pen is preferable.