

up the course of study are strongly recommended to do so from the first lessons, as, the space at our disposal being limited, each lesson will of necessity cover a considerable portion of the work, so none should be missed. The only materials necessary for this course other than the special instruction which will be given in these lessons, are "Isaac Pitman's Phonographic Teacher," "Key" to the "Teacher" and two Isaac Pitman & Sons No. 1 Student's Note Books. These should be ordered direct from The Copp, Clark Co., Limited, 67 Front St., West, Toronto, who will send the same by mail on receipt of fifty cents.

In learning to write ordinary long hand, the beginner must first master the alphabet, and the same course is necessary in shorthand. Having procured the "Phonographic Teacher," on page three a classified list of consonants will be found. From this the student should first learn the sounds of the alphabet by repeating the name of each letter aloud, and then impress the signs which represent these sounds upon his mind by writing each shorthand letter fifty times, pronouncing its name at the same time.

In writing, the pencil or pen should be held so that the elbow points outwards from the body. "Slow, but sure," should be the motto, and great care should be taken to trace the signs neatly and correctly. With practice will come speed, but accuracy is the first essential. Inattention to this will produce an illegible style, which is to be avoided. The exercises on joined consonants present little difficulty, and should all be written out before our next issue to the end of Exercise 9. It will be noted that there are two signs for R upward and downward. The particular use of each will be fully explained later on, but care should be taken to distinguish between R (ray) and CH (chay). The latter is always written downwards, and upward R inclines more to the right.

It should be specially pointed out that adequate progress in the acquirement of the art of shorthand will only be made if a certain portion of time is regularly devoted to the study every day. Study at irregular intervals of time is of little value, but an hour or a longer period, devoted daily to the task, will in a comparatively short time permit a complete knowledge of the system being gained, while assiduous practice will bring speed.

#### THE VOWELS. HOW USED WITH CONSONANTS.

As a thorough knowledge of the alphabet is essential to the student, the same should be written out from twenty-five to fifty times every day until the student is perfectly familiar with the various signs.

#### VOWELS.

All sounds are made up either of vowels or vowels and consonants. Having learned the consonants, the next step is to learn the vowels, of which there are twelve in phonography—viz., six long and six short.

The long vowels are AH, EH, EE, AW, OH, OO. (See "Teacher," page 10.) Each of the first three is represented by a dot: the remaining three are represented by a short dash, written close to, but not touching the consonant. A heavy dot at the beginning of a consonant reads AH, at the middle EH, and at the end EE. A short heavy dash at the beginning of a consonant represents AW, at the middle OH, and at the end OO. Thus the position of the sign determines which of the three vowels is represented. Particular attention should be given to this.

A vowel is said to be a first, second, or third place vowel according as it is written at the beginning, middle, or end of a consonant: so AH, AW are first place, EH, OH, second place, and EE, OO third place vowels.