

STENOGRAPHY;

OR,

VERBATIM REPORTING.

After mastering the principles of the Linear Phonography so as to be able to write by them correctly, if the student intends to master Reporting, he should not tarry longer with the simple Phonography, but at once begin the study of the Stenography, or Steno-Phonography. In doing this he must glance again at the supplementary stem Consonants, and make himself acquainted with the Stenotypes and their use, and the mode of joining the stem Consonants with the attached letters.

This much accomplished, he may begin copying the Reporting Exercises, taking a small portion at a time, writing first from the Exercise itself, then from the Key, comparing and correcting; and in case of portions not understood, turning to the explanatory sections to which the numbers of the Key refer. Continue this process with each portion, till the whole of the Exercises are thoroughly understood, and can be readily written and read. In this way the student will get an idea of the Exercises and the contracting principles at the same time. Of course, if the student prefers it, he can take the opposite method, and study the explanatory sections with their examples first and the Reporting Exercises afterwards. But whichever method is followed, the student must endeavor to do his work thoroughly, as far as he goes, writing the characters, as nearly as possible, like those of the engraved plates. In writing the Exercises a fine-pointed pen is best at first, though when it comes to practice a lead pencil (Faber's No. 2) should be sometimes used, since it is not always convenient to have pen and ink at hand.