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SHORTHAND IN TEN EASY LESSONS

ISAAC PITMAN'S SYSTEM 20th CENTURY REVISION

By Special arrangement with Isaac Pitman & Sons.

LESSON I.

The Alphabet - How to Write - Practice Makes Perfect.

Phonography, the system of shorthand invented by the late Sir Isaac Pitman, is one of the most useful products of modern civilization. time is to lengthen life, and a knowledge of shorthand is of the greatest advantage in almost every walk of life, whether professional or commercial. At the present time no young man or woman can be said to be properly equipped for a commercial career unless they can count shorthand amongst their accomplishments. The posses sion of this knowledge frequently turns the scale in favor of applicants for employment, and considerably enhances the value of their services Speaking of the value of shorthand, the Christian Herald recently remarked: "There are men and women all over this country now occupying confidential positions, and enjoying high salaries, who, but for a knowledge of shorthand, might never have advanced beyond an ordinary clerkship. * * *

Pitman's Phonography is the best system of shorthand ever devised."

Recognizing the many advantages of this knowledge to every class who have to earn their livelihood, we have made special arrangements with Isaac Pitman & Sons, the owners of the copyright of the 20th Century revision for a short course in shorthand, whereby our readers may acquire a knowledge of the art. We may here state that the subject does not call for any exceptional ability upon the part of the student, but that, on the contrary, anyone of average intelligence will readily master its details, provided they diligently apply themselves to the task.

Just as success in other studies can only be ensured by dint of PRACTICE, so in the acquisition of shorthand, practice is the essential thing; and anyone faithfully carrying out the instructions given hereafter, should acquire a good practical knowledge of the subject. Those intending to take