

17. Prefix CON or COM, and Affix ING.

The prefix *con* or *com* is expressed by a light dot at the commencement of a word, thus, $\dot{\text{c}}$ *contest*, c *combine*.

The affix *ing* is a light dot at the end of a word; thus, $\dot{\text{e}}$ *eating*; *ings*, a short dash / \ as t^{ing} *turnings*. Write the stroke ~ or ~ when it is more convenient; as r^{ing} *rising*, f^{ing} *facings*. The final dot *ng* is not used in monosyllables. Write ~ *king*, ~ *long*, ~ *wing*, etc.

EXERCISE 62.

1. Speaking without thinking is shooting without aiming.
2. Confidence is the companion (hook *n* after *p*) of success, and the soul of commerce (*k mrs*).
3. Concealing faults is but adding to them.
4. Cloudy mornings (dash *ings*) often bring clear evenings (stroke *ings*).
5. Consider both what is fit to be said, and when to say it.
6. Conceit (dot *con* and circle *s* and stroke *t*) is the sign of a weak mind.

18. STOPS, &c.

A full stop is marked in Phonography by a small cross \times and a dash by ~ . All other stops and signs are written in the usual way. A capital letter, to distinguish a proper name, may be shown thus: $\text{B}^{\text{r}}^{\text{w}}$ R^{b} J^{r} R^{b} *Brown, Jones and Robinson*. Figures are written in the ordinary way. Exclamations, ' *Ah!* ' *Eh?* ' *O, Oh!* (also *owe*).

EXERCISE 63.

The pupil has now learned 43 Grammalogues: the full list for the Learner's Style, as given on the next page, is 56. Commit to memory the remaining 13 words and then copy the following list, placing the shorthand sign or logogram before each word.

See Grammalogues (page 38). *Above the line*. What, with, as, has, I, all, and, on, of, a, an, not, in, that, can, short, nor, more, cannot, call. *On the line*. When, would, you, first, is, his, who, could, should, but, to, the, shall, thing, was, think, them, have, give, given, be, are, which, it, there, their, dear, near, mere, from, for, he, told, great, care, him, very, will, without. *Through the line*. Put, our.