

3d. The character y, is used when a consonant, in other places a dot is used.

4th. Numbers may be represented by figures, using dots for cyphers. (One and ten may be written in short-hand.)

5th. Some proper names had better be written in common hand.

6th. For &c. use a circle thus, O : for viz. a square, thus |

INSTRUCTIONS for Abbreviating and Punctuating.

1st. The 18 terminations represented by dots, dashes, &c. are to be used as abbreviations in addition to those made in spelling.

2d. When the sense is clear, long words may be represented by their initials or a few of the most prominent consonants.

3d. Many monosyllables may be wholly omitted.

4th. When a word or sentence is immediately repeated, draw a line under it: if a sentence should not be repeated till something intervene, write a word or two and use &c.

5th. The common marks for punctuation may be used in short-hand except the colon and period, which are distinguished by a blank or space, and appears to be the only distinction necessary in expeditious writing.

REMARKS.—The preceding instructions, if duly attended to, will in a short time enable a person to take verbatim any discourse delivered in public. The learner is advised not to be anxious about reading till he can write correctly, as that will follow of course, when the characters become familiar. To read, it will be necessary to enumerate the letters composing each word, one by one, and pronounce them together as near as possible, which will always give the word. The sense will always determine such words as are represented by arbitrary characters, and assist the reader in supplying such letters and words as may be omitted in following a quick speaker.