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THE LONG GAIN OF SHORTHAND

The gaining of enough shorthand to quadruple the speed and ease of any writer is a matter of ready accomplishment. A dot on the line for "a" and a dot above it for "the"—you can calculate how many strokes you have already saved yourself in a day's writing. A short oblique stroke above the line for "of" and on the line for "to"—and you have another immense economy. Step by step, as you learn shorthand, you can put it to use in your writing, to your immediate and vast relief. The principles are so simple that ordinary child could learn them; so scientific as to delight the mature mind. The forms of the words are beautiful enough to please the artist; practical enough to please the man of business. No teacher is needed, and the odd minutes will suffice for its mastery for private use. If you need it you can have it, and ought to have it.

Of course, you are confused by the rival claims of the different systems. Shorthand, like temperance, would long ago have won the world, could its advocates have united on a method. But never mind—there are many systems, any one of which will do your work. A friend of mine has adopted one of the most illogical, clumsy, absurd styles of writing imaginable—to be shorthand at all—and produces

results so accurate and swift that all objectors are instantly silenced. It is, however, of the utmost utility to be able to hand over your notes to your typewriter for her to transcribe; and so I advise you to adopt one of the three admirable systems in widest use—Graham's, Pitman's or Munson's. I swing my own particular hat for the first named.

If you will get a full series of books—hand-book, reader, and dictionary; if you will persistently introduce the forms, as you learn them, into your ordinary writing; if you will practice reading your shorthand as vigorously as writing it; and if you will constantly consult the shorthand dictionary to avoid learning forms that are not the best,—you will soon win a happy emancipation from the labyrinth of longhand.

Then you will be able to make complete memoranda while other folks would be scrawling the date. Then you can take down pleasing sentences from lectures and sermons, precisely in the words used by the speaker. Then you can make liberal extracts from useful and helpful books, and carry a small library of these quotations in your vest-pocket, if need be. Then, so far as you can persuade your correspondents to use shorthand, you can abridge your letter-writing three-