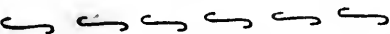


(8) In determining the outline of a word, the sounded consonants only are considered, the vowels are purposely omitted, and the silent letters ignored. The ordinary spelling, therefore, has nothing whatever to do with the phonographic manner of writing it. To illustrate: The word "echo" is represented by the stem Kay, "h" being silent, and "e" having the sound of "k." Be careful not to confuse the stem Gay with the soft sound of "g." The stem Gay represents the hard sound of "g," as heard in the word "go," but not the soft sound as heard in the word "gem."

(9) The learner will soon notice that, generally speaking, there is a peculiar and striking resemblance between the name of the stem and the word or words represented by that particular stem. In fact, the stem may be designated as the skeleton outline of the word. In most cases the stem is immediately suggested by substituting the vowel "e" as heard in the word "net" for the accented vowel in the word; thus, the word "grain" gives the stem Gren; "Kane" or "cane" gives Ken; "crate" gives Kret; "kill" gives Kel; "cleft" gives Kleft; "gray" gives Greh—Ger; "cliff" gives Clef; etc., etc.

(10) The following exercise must not be attempted until the first series of stems has been thoroughly mastered. The student will practice this exercise, and each subsequent exercise until otherwise instructed, in the following manner: Make a list of the words in the exercise, writing but one word on a line at the left edge of your note book. Then, without consulting the Key to the exercise, determine for yourself, and write opposite each word the name of the stem which you think is the proper one to use. Now, compare your work with the Key immediately following the exercise, and when satisfied that you have the proper stem opposite each word, fill up the remaining space with the shorthand symbol, mentally naming the stem and associating it with the word it represents, while your pen or pencil is actually tracing it; thus:

Clean Klen 
Craft Krefe 
Gruff Gref 

Practise on paper ruled with red lines, and write the exercise over and over again until the correct forms instantly suggest themselves, and until they can be made with the utmost rapidity.