

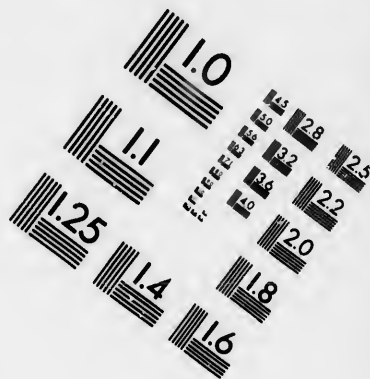
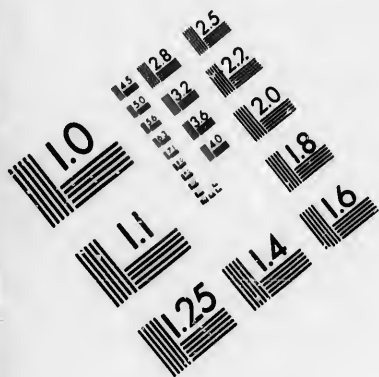
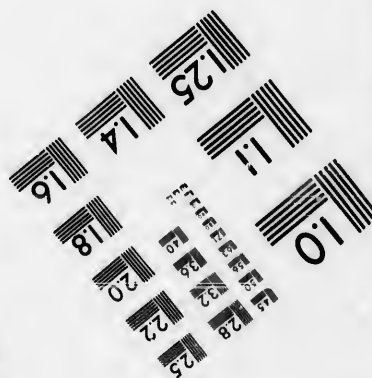
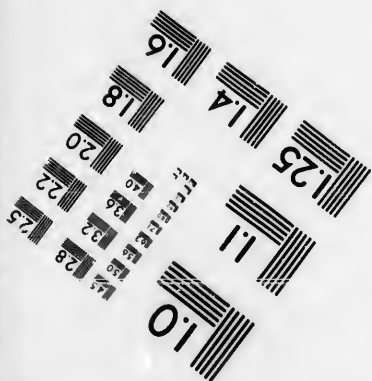
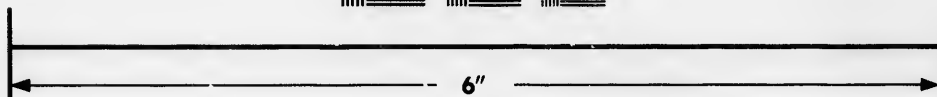
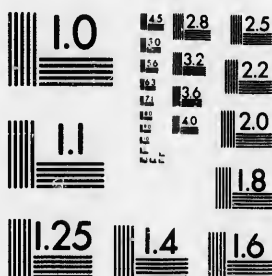


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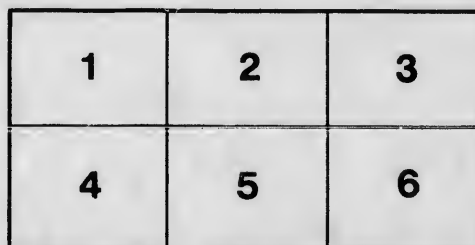
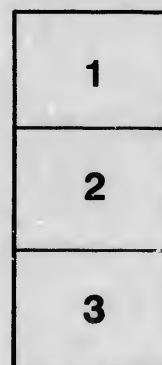
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STENOGRAPHIC SYNOPSIS,

OR,

AN ABSTRACT

OF THE MOST APPROVED SYSTEM

OF

SHORT-HAND.

Containing the whole theory of this important Art, together with such explanations as will render a knowledge of it attainable, in a few hours, without the tedious perusal of intricate authors, or the expence of instruction ; and qualify a person for taking the substance of any discourse delivered in public.

BY THOMAS HENRI GLEASON,
Stenographic Teacher.

To which is added a System applicable to the French Language : arranged by a Student in the College d'Humanité at PARIS, in 1816.

QUEBEC :

Printed by FRs. LEMAITRE, No. 18, St. Charles Street.

1823.

86811



ORIGIN AND USE

OF THE

STENOGRAPHIC ALPHABET.

THE characters made use of in short-hand, are divided into five classes, and represented by a dot, or the properties of a right line and circle, simple or combined. The 1st class is represented by a dot, or point, and includes the vowels, a, e, i, o, u, y. The 2d class by right lines, and consists of the letters s, t, d, r, f, or v. 3d Class by semi-circles, making k, or q, n, ch, and g, or j. 4th Class by circles and lines combined, making m, p, h, b, l, and w. 5th Class, by quadrants and lines making x, y, sh, th, and ious. These characters are used as arbitrary symbols representing words, or terminations of words ; or as mere letters in spelling all words not represented by them in their arbitrary capacity.

INSTRUCTIONS for making the Characters exhibited in the Alphabet.

The vowels will require no explanation. Make s, ^{to} the right, t, down, d, downward, r upward, f or v downward. ^ Make k, or q, and n, from left to right, ch, and g, or j, downward. The 4th class must commence with the circle. The line may start from either part of circle, but always project in the same direction as in the Alphabet. The 5th Class will begin with the hook or quadrant, ious excepted.

ALPHABET.

Properties from which the characters are derived.	Classification.	Stenographic Characters.	Common letters, simple and compound.	Words which occur most frequently in the language, represented by arbitrary characters, resembling in sound the words which they represent.
	1	.	{ a, e, i, o, u, y }	The vowels are represented by a dot at the beginning or end of words, or when alone; as the article a, pronoun I, or interjection O.
	2	—	s t d, r r f, v	his, is, as, us. that, time. do, did, done. air, are, our, or. of, off, if.
	3	o	k, q n ch g, j	know, known, no. hand, and, an, in. such, chance. God, good, give.
	4	o	m p h b l	me, my, many. peace, person. have, he. be, by, been. Lord, all.
	5	o	w x y sh th ious	with, which, who. example, except. you, your, year. shall, shalt. thee, the, they. conscious, judicious.

* The common r is to be used for those words.

INSTRUCTIONS FOR REPRESENTING THE TERMINATIONS.

Below will be found 18 terminations, represented by as many dots, dashes, letters, and hooks. The horizontal lines in the first column shew the position of as many words exclusive of their terminations in the second column, which are represented by the dots, dashes, &c. added to the lines in the first.

Horizontal lines shewing the posi- tion of words.	TERMINATIONS.		Words in which ter- minations are repre- sented.	EXAMPLES.
	Terminations represented by dots, dash- es, letters and hooks.			
— .	tion		nation.	c
— -	tions		nations.	c-
— .	sion		passion.	p-
— -	sions		passions.	p-
— /	ing		writing.	1/
— -	ings		writings.	1/
— .	ly		manly.	o
— -	ble		valuable.	8
— -	ment		atonement.	be
— c	ness		fullness.	8
— i	self		himself.	o
— r	ship		friendship.	VZ
— /	full		lawful.	8
— -	ward		forward.	ve
— u	ious		pious.	e
— u	eous		righteous.	1
— u	uous		virtuous.	VZ
— u	ius		genius.	o

TABLE OF COMBINATIONS.

Find one letter at the top of the Table, and another at the left hand, and in the angle of meeting they are joined. To make two letters of the same kind, is only to make the line as long again, or the circle as large again.

	b,	d,	f, v,	g, j,	k, q,	l,	m,	n,	p,	r,	s,	t,	w,	x,	y,
b,															
d,															
f, v,															
g, j,															
k, q,															
l,															
m,															
n,															
p,															
r,															
s,															
t,															
w,															
x,															
ch,															
sh,															
ious,															

EXAMPLES.

I.

The mind that would be happy must be great;
th mnd t wd b apy mst b grt;
f sy l o e .p. sy e n

Great in its wishes; great in its surveys.
grt n its wshs grt n its srvs.
n u .L o n u .L n

Extended views a narrow mind extend.
xtndd vws a nro mnd xtd.
y o . sy y

II.

'Tis education forms the mind;
ts edk-tion frms th mnd;
L .i v f sy

Just as the twig is bent, the tree's inclin'd.
jst s th twg s bnt th trs nklud.
y - f o - y f v sy

III.

Hope of all passions most befriends us here;
op f l ps-sions mst b frnds s er;
.p \ o e sy e v - .n

Passions of prouder name befriend us less.
ps-sions f prdr nm b frnd s ls.
e \ e o e v - o

Joy has her tears, and transport has her death;
jy as er trs n trnsprt as er dth;
y . - .n v u v n . - .n y

Hope, like a cordial, innocent though strong,
op lk a krdl nsnt tho strng,
.p o . n v f . n

Man's heart at once inspirits and serenues.
mns art at ons nsprts n srns.
o . i . v v u u

DIRECTIONS FOR SPELLING.

1st. Spell according to the sound of words, without regard to orthography.

2d. Use no vowels in spelling, except when distinctly sounded at the beginning or end of words.

3d. Throw out all silent letters.

4th. When two letters sound like one, use only one, as *f*, instead of *ph*, or *gh*.

5th. Let *k*, or *s*, supply the place of *c*, and let *s hard*, be used for *z*.

6th. *h* can be omitted in the middle of words, and often at the beginning, by expressing the following vowel, as in *when*, *heaven*, *highway*, &c.

7th. *b*, or *w*, may be omitted very often as in *member*, *encumber*, *answer*, *to-morrow*, &c.

8th. Let *ch*, be supplied by *k*, or *sh*, except in the English sound.

9th. Diphthongal sounds may be represented by single vowels.

10th. If two consonants of the same kind, come together in a word, use only one ; but if a vowel intervene use both.

RULES FOR WRITING.

1st. Agreeable to the instructions for joining characters, spelling, &c. proceed to write with the Stenographic Alphabet. Never lift the pen in the middle of a word, (except in some compound words,) or let two words join ; but give each word its due proportion of space.

2d. The common *r*, is to be used alone, and in words when no other consonant occurs ; in other places the scratch *r*.

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.

ALPHABET STENOGRAPHIQUE.

b	Q	
d	/	de, du, des.
f, v	\	
g, j	o	je.
h	p	
k, c, q	o	que, qui.
l	o	le, la, les, il, elle.
m	q	me, ma, mes.
n	o	ne, en, ni.
p	p	pas.
r	/	
s, z, c	—	se, sa, ses.
t	l	te, ta, tes.
x	✓	
y	✓	y
ch	c	

TERMINATIONS.

a	—	a, eas, eat, as, ea,
e	—	é, ai, és, ez, iers,
i	—	t, it, is, ie, il, ies,
o	—	o, os, or, au, eaux, eaulz, eault, ault, aud,
u	—	u, us, ut, eux, eut, ue, ues, eu,
	—	ais, ois, oient, es, et, aient,
	—	ou, ons, eon, cont, aont, ont,
	—	out, ou, ouett, eout, où.
	—	ui, uit, uis, uilt, uie.

STENOGRAPHIE.

La Sténographie est l'art d'écrire aussi vite que la parole, son utilité se fait surtout sentir pour conserver, à la postérité, les discours des grands orateurs. Sténographie vient d'un mot grec. 'Grapho' Ecrire, 'Stenos' Court.

REGLES PRINCIPALES.

Il faut dans cette écriture abrégative, écrire comme l'on prononce. Par exemple :

Il est épris d'amour.

Cette écriture inventée pour abréger, est par conséquent composée de lignes droites, divisées d'une circonférence coupée en cercle et perpendiculaire.

EXEMPLE.

Dans le courant de l'écriture on supprime toutes les voyelles initiales et finales, et on les remplace par un point, l'é muet se supprime sans être remplacé.

Ex. lé remplacé, Femme aimée lé supprimé, L'homme chancelle,

Les h excepté les aspirés, sont supprimés et la lettre apostrophée le joint au mots Exemple. L'amour.

Les mots monosyllables composées seulement de voyelles, s'écrivent comme en français. Oui. Oui.

Les négations, interjections, objections, &c. S'expriment par la lettre qui leur fert d'initiale. Ex. ne pas en ni que qui de le la les leur

Il en est de même de tous les articles et pronoms, excepté ceux où il se trouve un terme moyen, alors on le met. Ex. mon ton non nous vous nos

Il faut excepter de cette règle les monosyllables terminaison, alors c'est la terminaison qui les exprime.

où ou a au aux oh interjection, ah interjection:

LETTRES DOUBLES.

Les lettres doubles se font en doublant la longueur de la figure, si c'est une ligne droite et en doublant la boucle et laissant la queue la même dans la ligne

Exemple. assez baba papa

Lorsque dans le cours d'un mot il se trouve trois lettres consonnes on n'en exprime que deux. Ex. erreur.

METHODE POUR BIEN LIRE.

Cet art ayant été inventé pour écrire aussi vite que la parole, il a fallu nécessairement supprimer et retrancher, alors pour se rendre compte de ce qu'on a écrit, il faut placer des voyelles entre les lettres espacées, si la proximation ne vous donne pas un nom suffisant, vous continuerez à traduire la suite et le mot en lettres espacées aidé du sens ne peut manquer de vous fournir un mot propre à remplir le sens. D'ailleurs l'habitude seule peut vous faire lire couramment, à force de pratiquer cette écriture on parvient à l'aspect seule de la ligne à en connaître la signification.

