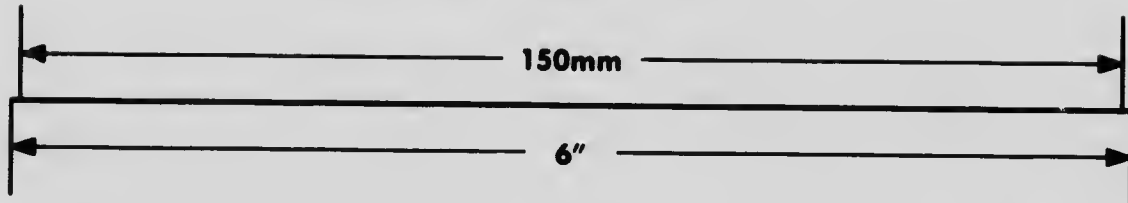
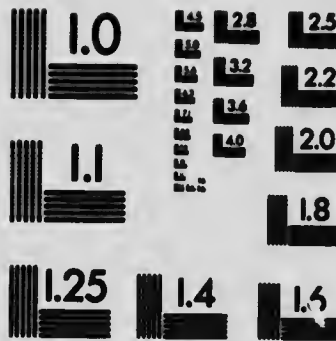
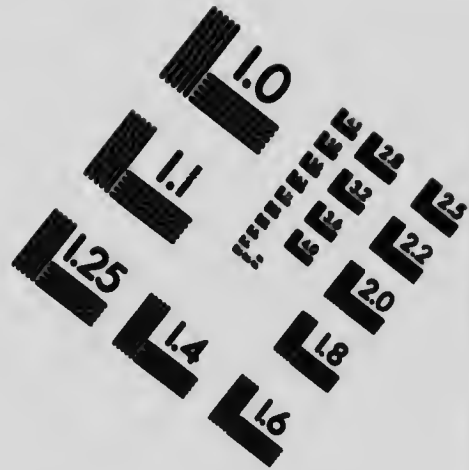
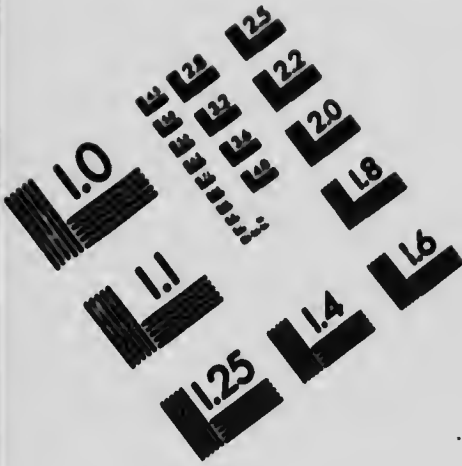


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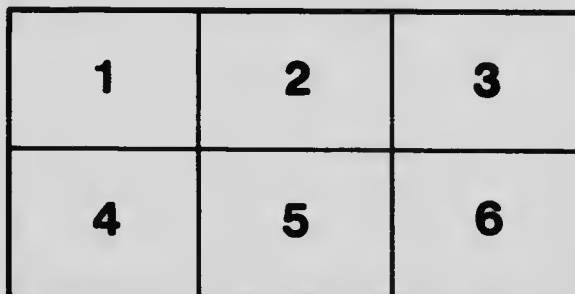
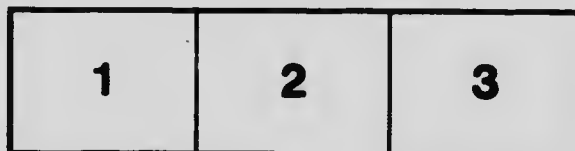
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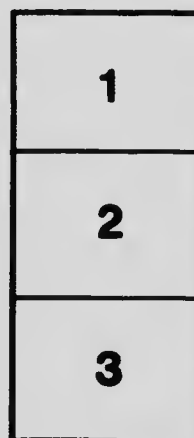
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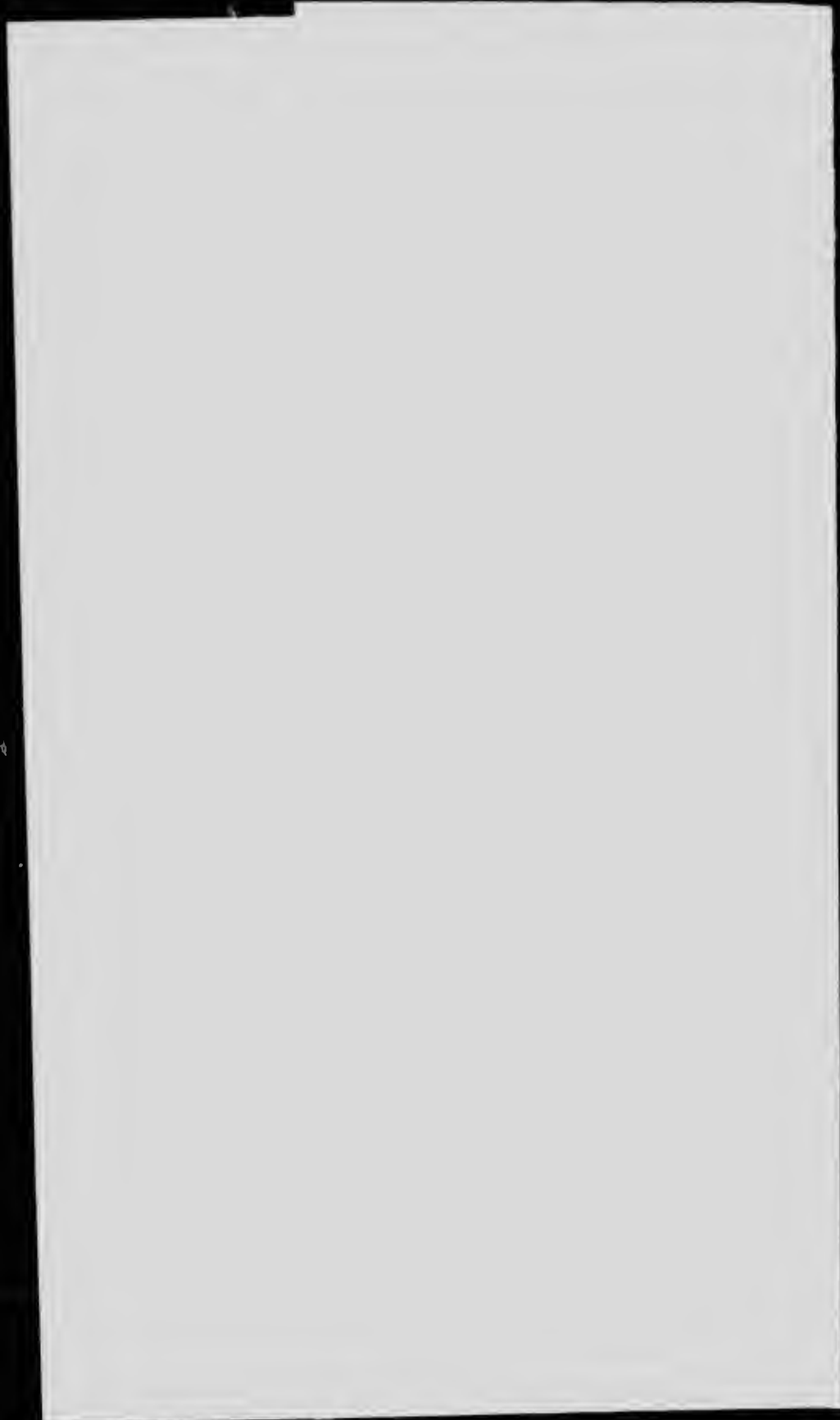
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THIS Booklet is not intended to supplant in any way the regular text-book, but to present in convenient form for learning and reference, the essential principles of outline construction.

It also contains supplementary exercises to serve as tests of the learner's knowledge.

A thorough mastery of the rules herein contained is necessary if proficiency is to be attained, and it is hoped that "Essentials of Phonography" may assist in its acquisition.

A. M. KENNEDY.

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1904

Entered according to Act of the Parliament of Canada,
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Writing

Writing is a means of representing ideas by characters or signs.

Alphabetic writing, the kind now almost universally used, is, as the name indicates, based upon an alphabet.

Alphabet

An alphabet is a group of symbols used to represent the elementary values of a language.

Generally there are also signs for certain common combinations of values. An alphabet to be a good one must comply with at least three requirements, viz. :

- (1) Every simple value should be represented by a separate sign.
- (2) No sign should represent more than one value.
- (3) The sign should be such as can be easily and rapidly made.

Vowels and Consonants.

The elements of speech sound divide themselves into two classes, called vowels and consonants, the distinction between the classes depending upon the degree of obstruction of the sounding breath. If this obstruction or friction is scarcely noticeable a vowel is produced, if it is quite apparent a consonant is formed. It may be said, therefore, that

A *consonant* is a complete or partial obstruction of the sounding breath ;

A *vowel* is sounding breath modified by the speech organs.

For the purpose of making the explanation possibly clearer we may say that a consonant is an inflection of a vowel, or the position in which certain speech organs are placed before or after producing a vowel sound. From this it will appear that a consonant, being but an impression upon a vowel, will have no audible sound, and in order to

give it a name we use with the consonant value, a vowel. Thus in the case of *p* we place after the consonant the vowel *e*. The name of the letter is then then *per*, but *per* is not its value. The actual value of this consonant is a compression of the lips before or after a vowel.

Determine the elements in the following words:

Mauled, through, comb, shore, peel, laughing, delayed, rough, shame, dough, bear, thong, weighed, dingy.

Joining of Consonants

In a combination of consonants the first up or down stroke rests on the line.

Write the following:

Ma, kr, rm, pt, mt, r, mch, fk, mst, kf, gn, vpts, rdki, mat, rfam, blk, tps, ms, lsa, ks, rr, dtrrt, td, kg.

rti, lfj, jn, prj, lkt, mnbm, rbt, t/k, sArm, frA, wrd, rnj, wid, lkj, hrj pk, rrd, vt, bk, tnth, wj, vg, fr, bb, btr.

Position of Vowels

- (1) A third-place vowel when between two stroke consonants is written before the second.
- (2) A second-place short vowel when between two stroke consonants is written before the second.

retail, leafage, Juno, peerage, locate, moonbeam, rowboat, toothache, showroom, fourth, weird, range, waylaid, leakage, hero, opaque, reared, veto, boquet, eighteenth, wage, vogue, Pharoah, baubee, bolero.

Knotty, dumb, gauge, thawed, laugh, forty, ferried, candy, picnic, auntie, showing, juicy, reforming, bank, efficacy, nominate, mark, forum, epitome, roguish, moneyed, emanate, fatigue, decorum, vague, became, hobby, polar, parole, park, revolve, decalogue, remove, lovely, annul, naked, memory, mash, enmity, leash, defame, apathetic, anomaly, cuckoo, woody, manage, delayed, indulge, inmate, belong.

Czarina, corrode, comic, colleague, conceiy, cockade, chunky, cholera, anemone, chandelier, academy, admonish, chimney, esthetic, affinity, agency, animate, alimentary, amalgam, anatomy, caterer, cautery, cavity, capillary, arcade, agility, allopathic, anathema, milked, canopy, camera, calefactory, album, cadenza, calamity, apology, archipelago, archway, assailed, avenge, barbaric, baronage, becalming, bellower, botanic.

Grammalogues

A grammalogue is a short, frequently occurring word, represented in Phonography by one of its letters.

A logogram is the shorthand sign representing a grammalogue.

(For further explanation see page 13.)

Circle S

Circle s is written :

- (1) On the right side of straight downstrokes.
- (2) Above straight horizontals and upstrokes.
- (3) Outside angles formed by straight strokes.
- (4) Inside curves.
- (5) When between a straight stroke and a curve, inside the curve.

Write the following outlines :

Kam, lol, ad, pang, nat, fan, dak, ade, den, tang, ran, katnev,
rat, man, kacnj, ra, dat, chng, ram, men, wap, spa, pan,
tka, sne, kat, skat, paf, paj, spnar, vent, kada, nam, sgag,
sgshna, pafk, kapa, nanert, kbkar, latat, gmnatka, hatka,
gap, hTHnam, flat, dkanj, depra, datn, depang, nalv, bapa, tetr,
- /Arz, ala, rarcA.

Write the following :

Passage, suppose, pacify, sixty, exit, sneeze, tax, pacen,
spice, wasp, mason, resume, choosing, deceit, race,
exchange, massive, receipt, extensive, reason, tossing,
design, seduce, disc, fasten, nasty, opposing, sued, loosely,
chasm, research, sluice, authorize, etcetera, biceps, enslave,
despising, destiny, disappears, doxology, felicity, heathen-
ism, gossip, hostilities, gymnastics, elasticity, excuser,
insincerity, expose, pacific, sagaciousness, zigzag, noisome,
exodus, vicinity, Spencer.

Circles and Loops.

The following list gives all the circles and loops, and shows in what positions they are used. They must be written on the same side of consonants as circle S.

INITIAL	MEDIAL	FINAL
s	s (z)	s (z)
sw	sēs	sēs
st	st	st
—	stēr	stēr

Write the following words :

Mississippi, incisive, amused, emphasising, excessive, songsters, barrister, swish, lobster, accessory, summonses, invests, dated, roadster, dusting, lusty, starch, stylish, stigma, honesty, gusset, misty, exoticism, purposed, egotist, locust, colossus, amanuensis, stagnancy, eulogized, excused, scholasticism, statiness, paralyzed, stigmatized, alabaster, exegesis, steered, bolstered, chorister, jurist, submissiveness, tantalized, elapsed, monopolized, sublet, synthesis, mizzenmast, stupidity, demoralized, systolic, dephosphorize, stethoscopic, suspire, dismissive, escharotic, espousal, luscious, sashes, anamorphosis, anathematized, antecessor, fanaticism, exerciser, agnosticism.

Stroke S

Stroke s is used :

- (1) When s is the only consonant in a word, and in derivatives.
- (2) When initial s is preceded by a vowel, or when final s is followed by a vowel.
- (3) When initial s is followed by two vowels, or when final s is preceded by two vowels, in different positions.
- (4) Initially, when a word begins with s followed by a vowel, and s or z.

Misuse, sawdust, zero, access, vacuous, innocuous, suspicious, saucer, size, racy, assiduity, seaway, secede, acidity, aside, mosaic, spiky, daisy, assiduous, chaos, usage, abscess, essences, Bessie, honesty, sinuous, sumptuous, 'eligencey, foxy, searoom, fantasy, ingenuous, asperner, assessable, ensue, acidified, echew, assayed, apostacy, cesspool, ecstasy, pursuance, ascerbity, aspiratory, assassin.

Tick "the," "of the"

Tick *the* is written down after straight strokes written from left to right, and all curves convex to the left or lower side.

It is written up after straight strokes written from right to left or vertically, and all curves convex to the right or upper side.

The phrase "of the" should be expressed by writing the words between which it comes, close together.

At the, move the, reach the, bear the, read the, south the, hang the, urge the, row the, can the, give the, all the, who the, by the, at the, which the, if the, in the, of the, all the, on the, to the, but the, and the, as the, is the, rights of the party, loss of the money, copy of the book, beauty of the palace, color of the vessel, the assiduity of the boy, the voyage of the ship.

PI and Pr Series

- (1) The pi and pr double consonants when used initially have generally a purely consonant value; that is, no vowel comes between the consonant and the hook.
- (2) When used medially or finally they generally represent a syllable.

Clad, proud, tribal, treadle, blotter, clipper, bridle, problem, brighter, propriety, plaster, crisis, impressed, noblest, aggressiveness, replica, gangliosom, cradle, sacerdotal, spectroscopes, synchronizing, blasphemously, chromolitho-
graphy, deplorable, legalized, adroitness, anecdotal.

Right and Left Forms of fl, vl, thl, THl

The right curves must be used only after another stroke. They should be written after k, g, n, and straight upstrokes.

Cavalry, gravely, influx, gavel, ruffle, reflex, gruffly, rivalry, flick, muffle, drivel, sling, shrivel, trifle, inflame, flowed, deflagrable, adjectival, seductively, cupful, chivalry, actively, efflorescence, flanker, Flemish, mournful, bevel, negatively, phlox, oxiflamme, flicker, level, fluster, floecer.

Right and Left Forms of fr, vr, thr, THr

- (1) In words where the curve is joined to another consonant, use the curve which gives the better joining.
- (2) In words where the curve is the only consonant, use the left curve to show that a vowel begins the word; the right curve to show that the curve begins the word.

Weaver, freak, bather, drover, cleaver, throng, lather, clover, briefer, prover, Geoffry, diver, fronty, frizale, tougher, frock, pilfer, phrasing, panther, freethinker, paraphrased, lathering, recoverable, thraldom, orthographer, manoeuvre, livery, freeze, pulverize, snuffers, frill, fresco, fracas, beaver, trottlet, fripper, thrive, frivolous, thrill, frolic, thrifty, froth, thrasher, enthrall, ethnographer, fratricide.

Circles and Loops Prefixed to Initial Hooks

Straighter, excrescence, masterly, seamstress, teamsters, steeper, steople, suffer, stuffer, disciple, disgraceful, stable, rostrum, spliced, stinger, subtlety, suckle, stickle, splutterer, stipple, stammer, stater, rascal, massacre, traceable, dulcimer, sacristan, sacred, scrupulously, physically, strengthener, castral, eltric, civilizable, clasper, cleverness, exposure, emblazoner, expres-ible, extrinsical, lackadasical.

N and F Hooks

When a word ends in n or f or v, the hook must be used except when following circle s or a hook.

Write the following:

Rave, knave, spawn, scan, raisin, define, observe, retain, poison, dozen, proven, defence, reef, pony, briefness, stolen, enshrine, planetary, American, prophecy, disapprove, potency, piquancy, cogitative, residency, devouring, domineer, effectiveness, typhoon.

Circles and Loops added to Final Hooks. Final Forms of ns and nz

After all curves (except upward l following another consonant), represent the value nz by hook n, circle s; the value ns by stroke n, circle s.

In the exception use hook n and circle s for either value.

Write the following:

Maintains, regains, cleaves, deserves, reprieves, dispensed, renounce, gallons, refrains, silence, response, sustains, ravens, thrones, flounce, instance, distrains, trounce, princes, barns, barons, baroness, incense, reclines, entranced, alliance, silence, fragrance, aidance, restrains, flatulence, exuberance, fraudulence, subsistence, defiance, fragrance, arrogance, alliance, manse, thence, bronze, allowance, remains, affiance.

-tion Hook

-tion hook is written :

- (1) Opposite an initial hook, circle, loop, or curve.
- (2) Opposite the accented vowel, on a simple straight stroke ; except T, D and J, when it is written on the right side.
- (3) When two vowels precede -tion, the syllable is written in full.
- (4) After circles s and ns, -tion is formed by continuing the circle through the stroke. This back -tion hook is vocalized by writing a third-place vowel inside the hook, a second-place vowel outside.

Eruption, dissection, repetition, eviction, utilization, notation, repression, repietion, logician, intimidation, friction, infusion, accentuation, insertion, session, secession, successions, laceration, tuition, edition, ebullition, induction, crucifixion, statistician, dispensation, exaggeration, practitioner, attraction, musicianly, reprobation, eradication, provocation, rationalistic, recession, vocalization, recussation.

L̄r, r̄r and mp-b

The character representing the syllable l̄r is used in words derived from words ending in downward L ; and r̄r generally in words derived from words ending in downward R.

Mp, mb is used initially and medially when immediately followed by a vowel ; finally, whenever this consonant value occurs finally.

Amputation, campaigns, shampoo, embody, tempo, empress, impugns, imp, timbrei, impute, ambiguous, lumpy, impede, imprison, embarrass, impiy, impale, temporary, iimbo, iimpidity, impeachable, impudence, impression, imperishable, imperatively, impartial, impetus, dissembier, ampiify, crumbie, impetuous, impel, imposition, bumping, trample, impenitence, impenetrable, impeiler, impatience.

Aspirate

- (1) Downward h is used when it is the only consonant in a word, in derivatives, and before k and g.
- (2) Upward h is used before most downstrokes, stroke n and ng, horizontals hooked initially, and before ray when a vowel follows.

- (3) Tick h is used before s, z, m, mp, downward r, upward l, and a few hooked double consonants.
- (4) Dot h is used in a number of words where the value is easily supplied, to secure good outlines.

Humblest, haystack, highly, hang, hobby, herb, hacker, hack, hedge, hunger, hillside, homestead, horseshoe, harem, hasp, harpoon, hectic, hen, healer, Mohawk, header, heather, hearse, hostile, hyphen, annihilation, highway, human, homage, Hoyle, maidenhair, hog'shead, horsehair, hardihood, manhood, loghouse, apprehensiveness, baldhead, coachhorse, Manhattan, upholsterer, tollhouse, loggerhead, unharness, unhandy, stokehole, reprehend, redhead, pumphandle, Mohammedism, falsehood.

Upward and Downward L and R Initial L

- (1) Initial l is generally written up.
- (2) It is written down when preceded by a vowel and followed by a horizontal not hooked initially.
- (3) It is written down before sn, *ng*, *sv*.

Final L

- (1) Final l is generally written up, but after f, v, sk, kw and straight upstrokes it is written down if it ends a word, up to show that a vowel follows.
- (2) It is written down after n, ns, *ng*, *ngs*, *fs*, *vs*, *ths*.
- (3) It is written down when two vowels come between a straight downstroke and final l.

Initial R

- (1) Write r up if it begins a word; down to show that a vowel precedes.
- (2) Write r up before t, d, ch, j, *th*, kl, gl, w.

Final R

- (1) Write r down if it ends a word; up to show that a vowel follows.
- (2) Write r up after the straight upstrokes.

- (3) Write r up after two downstrokes.

Enroll, hail, yellow, electricity, chancel, lave, rave, fern, aluminum, stirrup, propeller, timbrel, circuitous, allowed, aloof, orthography, missile, thistle, sickly, puzzle, unruly, scurry, prairie, reckons, earthen, urban, jeweler, miller, ruler, annular, cooler, chancellor, disappear, tumbler, nicely, pencil, exerciser, eureka, decisively, declarer, deposer, elemental, ferrule, drizzle, licenser, puerile, rarely, allegory, urchin, electioneer, elegance, rural, pacer, accuser, dispenser, swirling, destroyer, elongation, eruditely, ellipsis, erysipelas, enticingly, illusiveness, eraser, clerical, despoiler, dreamer, despairingly, scowling, sacrificer.

Halving Principle

- (1) Either t or d may be added by halving a consonant in words of more than one syllable, and in words of one syllable ending with a hook.
- (2) A light consonant in a word of one syllable not hooked finally when halved adds t. A heavy consonant in a word of one syllable when halved adds d.
- (3) When a word ends in t or d immediately preceded by a hook letter, use the hook and halve the preceding consonant if it is not a hook or circle.
- (4) Letters of unequal length or two half lengths cannot be joined unless they form an angle.
- (5) When a word ends in td or dd following t or d, write a separate half length.

Gratified, altitude, settled, abdicate, unregenerate, ushered, rapid, dedicate, whispered, stoppered, unscrewed, unfruitful, throttled, ultimatum, swaggered, succored, sequestered, rumored, propagate, sidled, bright, glut, pride, crude, straight, split, threat, strewed, fraught, thread, flight, flayed, sweetened, summoned, cushioned, subserved, scanned, ascend, derived, sickened, blunt, hunts, discounts, defend, resent, advent, prevent, accent, winged, illuminate, squeaked, thronged, hanged, vacate, trident, viscount, piped, quaked, revoked, eliminate, gagged, afflict, animate, reared, clogged, longed, devastated, frightened, edited, premeditated, situate, intimidated, dictated, frustrated, illustrated, resuscitated.

- (a) M, n, l, r, are thickened and halved to add d. (When a vowel comes between l and d, or r and d the stroke letters must be written.)
- (b) Mp, and ng, can be halved only when hooked. L̄r and r̄r are not halved.
- (c) Lt is written up except after n, w, kw.
- (d) Half length s may be written up after the -tion hook only when it cannot be written down.
- (e) Half length h is always written up.
- (f) Half length ray must never be used alone nor when followed by circle s only.

Timed, maimed, climbed, word, arrayed, installed, rampant, word, muddy, pillowed, node, load, knead, reed, restored, mauled, needy, stored, impend, cumbered, hampered, lingered, hungered, angered, highest, newest, illusionist, passionist, sort, routes, stamped, support, import, bride, glued, erred, feed, ailed, loud, daubed, bobbed, potted, routed, stampede, astute, rennet, fright, affront, flicked, fried, inmate, paled, employed, propped, reclined, cleft, intoxicate, haft, hypothetical, infantry, element, imperceptible, indited, transcendent, stirred, stabled, liquidated, embosomed, sprints, embittered, imagined, leaned, fashioned, exposed, esteemed, dated, anchored, angled, descanted, dazzled, danced, engrossed, throned, pruned, aggrieved, caked, booked, distend, drunkard, parade, dado, hydrant, promulgated, invoked, artless, indentation, vibratory, article, volleyed, waltz, vintage, indicator, timidity, urgent, restraint, shouldered, servitude, schismatical, rescind, identification, loosened, redundant, renewed, receptacle, tablets, pommeled.

Double-Length Principle

- (1) A curved letter is doubled to add tr, dr, or thr.
- (2) A straight letter following a stroke consonant or ending with a hook may be doubled to add tr or dr only.
- (3) When a word ends in tr cr dr, immediately preceded by a hook letter, use the hook and double the preceding consonant if it is not a hook or circle. (See No. 3, halving principle.)

- (4) When the double-length principle is used in writing the present tense of a word the halving principle is used in the past tense.
- (a) L standing alone can be doubled to add tr only.
- (b) After f, sh, and m, dr must be written, not expressed.
- (c) Emp, when doubled, becomes empr or embr. Ing, when doubled, becomes inker or inger.

NOTE.—The hooked forms of empr and embr are used in verbs, because the past tense is then easily written by halving, and in words where they make a better joining than the double-length.

Renovator, scimiter, reenter, oscillator, bowlder, smother, smothered, spectator, presbyter, tutor, rebutter, vibrator, traitor, refrigerator, squanderer, supplicator, straighter, sector, generator, reflector, seconder, rater, dissector, liberator, shoulder, spreader, pelter, tempter, clamber, prompter, bumper, damper, slaughter, ether, nominator, creditor, auditor, elder, repeater, smother, embitter, reminder, tighter, splatter, fritter, dissenter, mender, cater, tamper, bunker, fodder, rounder, tinker, madder, donator, sprinters, aspirator, clatter, freebooter, provender, defender, saunter, agitator, ember, sombre, hindered, cantered, splintered.

Vocalization of pr and pl Consonants

This is an exceptional principle, and the use of a pr or pl consonant with an accented vowel between the letters is resorted to in a comparatively small number of words to obtain good outlines.

- (1) A long dot vowel is expressed between the letters of a double consonant by a small circle before the consonant.
- (2) A short dot vowel is expressed by a small circle after the consonant.
- (3) A stroke vowel is written through the consonant.
- (4) When an initial or final hook or circle interferes with the writing of a vowel or diphthong, the sign may be placed at the beginning or the end.

Write the following :

Carbide, allegorical, parlance, categorical, cardinal, culprit, anarchy, turtle, atmosphere, accursed, curtain, parallel, nerved, remorseful, paralleled, portrait, collect, corruption, normal, martyr, parlor, terminus, churlish, barley, shirk, garland, jerk, target, admixture, schooled, rigor, tolerant, perquisite, gargle, carbonization, derelict, mercury, external, carnage, dormancy, forestall, mermaid, forge, correspond, fervid, garter, germicide, immortal, inculpable, perplexity, moralized, incurred, jerkin, recalcitrant, perfunctory, repulsive, carmine, purloin, oligarchic, charnel, pulmonary, calligraphic, callisthenics, cordovan, calculating, churlish, corpulence, carbuncle, mari, collaborator, corporation, chronology, darkened, corruptible, deliberator, marmalade, delicacy, corsage, dilapidated, fertilization, curriculum, forsook, galvanism, gorgeous, gurgle, jargon, colonization, gormandizing, murderer, corruptive, mormonism, delightful, north, nullify, corner, narcotic, narrator, palpitate, partook, percolate, culminate, nursery, parallelogram, perforate, personating, cultivator, percussion, tolerator, persistency, curl, perapicacity.

W and Y Diphthongs

- (1) The Diphthong waw or wō is joined to ray, tr, chr, and shr
- (2) The same sign is joined to downward l, k, g, and m, having a consonant value only.

Seaweed, weakened, tweezers, misquoted, nausea, acacia, mediator, mediocre, waxwork, twaddle, warmed, wicket, warrant, wormwood, twinkle, acquaint, memoir, radiant, lenience, alienated, medium, warned, wagoner, melodious, beauteous, amphibious, aquarium, Wilkes, withstand, Wiggins, champion, Olympian, foliage, idiot, studio, weakens, wagged, imperious, cornea, librarian, vitriolization, calcium, variegated, twinge, subsidiary, ceremonious, enviously, bullion, ingenious, millionaire, hideous, dubious, copious, auxiliary, barriers, acquiescence, alleviation, onion, obviously, genial, genius, arduous, warden, wart, miscellaneous, warfare, warp, warrior, warble, opium, tweeds.

Dissyllabic Diphthongs

A dissyllabic diphthong is composed of a long vowel, followed by any *unaccented* short vowel which may occur. They are written in the same positions as the long vowels.

The diphthong aw-i may be also monosyllabic, as in the words coil, hoy, etc.

Aerated, clayey, bayonet, crayon, museum, lyceum, panacea, plebian, truancy, reinstate, brewer, jewelry, bluish, truant, coefficient, coalition, rower, neophyte, poesy, knowable, coexistence, flawy, reassert, reinforce, reabsorb, phaeton, betrayer, chaos, flayer, reiterating, reappears, diet, withdrawal, reaction, malfeasance, diaphanous, misdoer, theocratic, theologian, theorem, neolithic, purveyor, decoyer, tabooing, linoleum, archaic, realism, eon, epicurean, reaffirm.

Prefixes

The prefix inter-, enter-, intro-, should be joined when a good joining is obtainable.

The prefix "in" should not be used to express a negative meaning.

Suffixes

Dot ing, is generally used after p, t, ch, j, k, g, f, v, downward r, circle ns, half length l, and after the n and f hooks, when the stroke ing does not make a good joining.

Stroke ing is used after circle s, straight upstrokes, b and d (generally), all curves, except f, v and R, and after the n and f hooks when a sharp and easily writing angle is formed.

Magnetometer, discontinuation, excommunicator, intermediate, inflexibility, deaconship, effacement, surveyorship, defacement, incumbrance, entwining, excremental, tangibility, commander, reconnoitre, incongruous, non-conductor, cognomen, discommode, communities, self-conscious, interpret, magnetizing, intervening, incombustibility, inhale, inhumane, inheritance, plurality, indelibility, commencement, monumental, novelty, fundamental, wardship, judgeship, chancellorship, ruthlessness, gracefulness, erring, mowing, weighing, marching, rubbing, founding, rounding, paving, chaining, belting, chancing, cleansing, writhing, thawing, laughing, moving, cleaving, towing, neighing, shoeing, being.

Grammalogues

As stated in an earlier lesson, a grammalogue is a short, frequently occurring word, represented in phonography by one of its letters, which sign is called a logogram.

Grammalogues constitute a very large percentage of the words in common use, and it is therefore necessary that their iogograms be learned as thoroughly as the letters of the alphabet.

It would be impossible, even if it were not a disadvantage, to represent every grammalogue by a separate or distinctive sign. As a iogogram must always be a part of the word it represents, it follows that one sign must in many cases represent several words. To insure legibility in such cases, the iogograms are distinguished by being written above, on, or through the line, or in the first, second, or third position. This principle, which so conveniently provides for representing a large number of words with comparatively few signs, also furnishes a method for making these signs easily read.

A iogogram in the first position indicates that the accented vowel or diphthong in the word represented is a first place one, if in the second position it indicates a second-place vowel, and in the third position a third-place vowel.

Horizontals, half-lengths, and vowel iogograms can be written only in the first and second positions. When written in the second position, either second or third-place vowel is indicated.

There are two classes of exceptions to the foregoing rules, viz. :

- (1) Logograms of frequent occurrence written on the line for convenience.
- (2) Logograms written out of their vowel position to prevent clashing with other words.

These are called irregular grammalogues.

Contractions

P may be omitted between m and t or sh.

T may be omitted between s and another consonant.

K or g may be omitted between ng and t or sh.

Bumped, precinct, presumption, anxiety, distinctive, stamped, sumptuously, punctuation, extinguished, languish.

Phraseography

Many of the words in our speech arrange themselves in groups or phrases. In phonography such words are joined, when the outlines will permit, and the resulting characters are called phraseograms.

This principle of phraseography is an extremely important one, and much attention should be given to it.

A phraseogram outline bears the same relation to the group it represents as a single word outline bears to the values which it represents. When a person hears the word "reason" he does not consider the separate parts of the word, but pictures in his mind a character or outline which represents the several elements. So, also, when he hears the phrase "for this reason" there should be pictured in his mind in the same manner, not three characters, but a single outline representing the group.

The essentials of a phraseogram may be said to be :

- (1) Legibility,
- (2) Easy joinings,
- (3) Lineality.

Legibility is of two kinds—legibility of meaning, and legibility of form.

To possess legibility of meaning, a phraseogram should consist only of such words as have a close grammatical relation. The joining of words not so related distorts the sense of the passage in much the same way as misplaced punctuation marks. In fact, phraseography, correctly employed, very largely makes up for the lack of punctuation, and not infrequently expresses the meaning with greater clearness than is possible with our circumscribed method of punctuation.

Legibility of form is obtained by using in a phraseogram only those words whose outlines join easily, since if the joining is difficult the words might better be written separately.

Lineality requires that an outline should not extend too far below or above the line. This principle is violated in such a phrase as *I-think-it-is-said-that-they-have-been*.

Writing in Position

This principle, already applied to iogograms, is also applied to most words of one or two consonants, for the purpose of indicating the accented vowel in a word, and thus making it easily read. Words of more than two stroke consonants generally have distinctive outlines, and are therefore legible without being written in position.

As in the case of iogograms, horizontal and half-length outlines cannot be written in the third position, and are placed in the second position to indicate either second or third place vowels.

To the rule that words of one or two consonants should be written to indicate the principal vowel, there are the following exceptions :

- (1) Double-length straight down-strokes, and double-length s, z, th, and TH can be written only through the line.
- (2) Derivatives should commence in the same position as the words from which they are derived.

NOTE.—To find the proper position for a first, second, or third place outline, write it, without regard to vowel, as required by the rule governing the joining of consonants ; this gives the basic or second position. Raise the outline slightly to obtain the first ; depress it a little to get the third.

Write in position :

Pall, coil, vile, rude, brood, rod, clawed, creak, pipe, dupe, hatch, league, rally, Greek, thither, planter, rafter, winter, rear, gig, crowded, guilt, fighter.

