

GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
for the MILLION

By
JOHN ROBERT GREGG

New and Revised Edition

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PREFACE

In the Preface to the first edition of this system, I said:

The endeavor of the author has been to compile a system so simple as to be readily acquired by the humblest capacity and those possessed of little leisure, and yet rapid enough to reproduce verbatim the fastest oratory. In presenting his work to the public he asks for nothing beyond an impartial investigation, and with perfect confidence awaits the result.

The subsequent history of the system has justified the confidence expressed at that time. Gregg Short-hand has demonstrated its superiority to the older systems in simplicity, legibility and speed—and there are to-day nearly a million writers of the system. In beginning the preparation of this edition it was my intention to make some radical changes in the manner of presenting the principles; but in proceeding with the revision I was forced to the conclusion that it would be a mistake to depart materially from the general plan and form of the previous edition. No better evidence of the popularity and success of the previous edition could be given than the fact that, although nearly a million copies of it have been sold, there has been very little demand for revision except requests for the inclusion of those changes and improvements that have been made in the course of the past few years.

This edition, then, retains the general plan and form of the previous edition, but much of the material contained in it is arranged in more logical sequence, and the illustrations are chosen with greater care, with a view to developing quickness in the application of its rules and principles. An attempt has been made to state some of the rules more clearly than was done in the old book, and to put them into language better adapted to the comprehension of young students.

In the system itself few changes have been found necessary or desirable. Some new word-signs and extensions of advanced principles have been introduced, but all of these are in harmony with the fundamental principles of the system. All of them have been subjected to very careful trial in practical work before they have been adopted.

In sending forth this book I desire to express my heartfelt appreciation of the suggestions that have come to me from writers, from reporters and from teachers who are using the system in all parts of the world. These suggestions have been of great service to me in the preparation of this presentation of the system.

JOHN ROBERT GREGG.

NEW YORK, June 17, 1916.

ABOUT GREGG SHORTHAND

HISTORY.—Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in book form.

There are few more interesting or inspiring stories of success than the career of Gregg Shorthand in the years that have elapsed since its publication in book form. To-day Gregg Shorthand is the standard shorthand system of America. It is taught in more than seven thousand five hundred schools—that is to say, in more than eighty-five per cent of the schools that teach shorthand. It has been adopted in the public schools of 3900 cities and towns, and has superseded the older systems in a large number of these cities by formal action of Boards of Education.

WINS WORLD'S CHAMPIONSHIP.—In the 1921 contest of the National Shorthand Reporters' Association, Mr. Albert Schneider, a writer of Gregg Shorthand, won the world's championship, defeating the largest number of writers to participate in one of these contests, among them three former champions. In the championship tests, consisting of dictations for five minutes each at 200 words a minute literary matter, 240 words a minute jury charge, and 280 words a minute testimony, he made an average percentage of 97.94. Only one other contestant qualified. Mr. Schneider also transcribed the literary matter dictations at 215 and 175 words a minute and established new world records on both of these, tying with Mr. Willard B. Bottome, an official reporter of the Supreme Court of New York City, on the 175 with three errors. In the 215 dictation *he made the highest net speed ever attained in any contest at any speed on matter of this kind*—211.2 words a minute. The extraordinary legibility of Mr. Schneider's notes was shown by the fact that he transcribed five of the highest speed dictations in the time allotted for the three championship dictations. Mr.

Schneider was but twenty years old at the time of the contest, and was the youngest and least experienced writer to win the championship.

OTHER PUBLIC TRIUMPHS.—In 1910 a writer of Gregg Shorthand, Mr. Fred H. Gurtler, won the final contest for the famous Miner Medal, in the Fifth International Shorthand Speed Contest held under the auspices of the Eastern Commercial Teachers' Association. Gregg writers won *first*, *second* and *third* places. All of the Gregg writers qualified—ten of the fourteen writers of other systems failed.

In the 1911 shorthand speed contest of the National Shorthand Reporters' Association, a writer of Gregg Shorthand, Mr. Charles L. Swem (then eighteen years of age), established a world's record for *accuracy* on literary matter at 170 words a minute for five minutes, and with a net speed of 237 words a minute exceeded the previous world's record by ten words a minute on a judge's charge to a jury dictated at 240 words a minute.

In the 1912 speed contest of the National Shorthand Reporters' Association, Mr. Swem achieved a net speed of 268 words a minute for five minutes on testimony, and defeated three of the former champions as well as eighteen other contestants—all of them experienced reporters.*

In 1912, in the shorthand contests held at the Business Exhibition, London, a writer of Gregg Shorthand, Mr. Ernest W. Crockett, of Liverpool, won the Junior Shorthand Championship, having *less than one per cent errors in his transcript*.

AWARDED MEDAL OF HONOR AT PANAMA-PACIFIC EXPOSITION.—At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any Exposition and the only award ever granted which was based on the results accomplished by students in a model school conducted under the observation of

*Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. He was twenty years of age when he received the appointment at the White House.

the International Jury of Awards. The Gregg system was selected by the Exposition Authorities for use in the model school of business in the Palace of Education—a school designed to demonstrate the most advanced methods in business education.

PRINCIPLES OF THE SYSTEM.—Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following synopsis will enable the reader to understand the leading features of the system:

- | | |
|--|--------------------------|
| (1) NO COMPULSORY THICKENING.—May be written either light or heavy. | } As in ordinary writing |
| (2) WRITTEN ON THE SLOPE OF LONGHAND, thus securing a uniform manual movement. | |
| (3) POSITION WRITING ABOLISHED.—May be written on unruled paper, and in one straight line. | |
| (4) VOWELS AND CONSONANTS ARE JOINED, and follow each other in their natural order. | |
| (5) ANGLES ARE RARE.—Curves predominate. | |

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles which govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters which is productive of the best results, and is only obtained by years of persistent, painstaking practice if the old geometric systems are employed.

TO SUM UP:

EASY TO LEARN.—Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

EASY TO READ.—Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers

of the system have established the *highest official world's records for accuracy* of transcripts on solid, difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. (Full particulars of these contests will be sent by the publishers on application.) Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form necessary in the old systems, all contribute to legibility.

EASY TO WRITE.—The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at a first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to easy, continuous, effortless writing.

SUPERIOR IN SPEED POSSIBILITIES.—Writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system. A boy of nineteen (who began the study of Gregg Shorthand in a night school less than four years previously) established a record of 268 words a minute net for five minutes, defeating three former champions and eighteen other experienced and capable reporters. The contest committee consisted of seven shorthand reporters, all of whom were writers of other systems. When a mere boy can do this, after such a brief experience, there can be no question that this system of shorthand possesses greater speed possibilities than any of the older systems.

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Its possession has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much prized and valuable accomplishment and a means of mental culture.

BE THOROUGH.—Skill in anything is attained by repetition; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of ease and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to

indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word *ready*. This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

DEVOTE MUCH TIME TO READING WELL-WRITTEN SHORTHAND.—By doing this you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the exercises given each month in the Learners' Department of the *Gregg Writer*. These exercises can be used with great advantage from the very first lesson. Each number contains many helpful suggestions, and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

DON'T GET DISCOURAGED.—The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.



The Alphabet of Gregg Shorthand

CONSONANTS

Written forward:

K G R L N M T D TH
 — — — — — — — — — — (or)

Written downward:

P B F V CH J S SH
 (/ (/ (or /
 H NG NK
 . — —
 (A dot)

VOWELS

A-group

Short $\left\{ \begin{array}{l} \tilde{a} \text{ as in } \textit{cat} \\ \tilde{a} \text{ " " } \textit{calm} \\ \tilde{a} \text{ " " } \textit{came} \end{array} \right. \begin{array}{l} \text{O} \\ \text{O} \\ \text{O} \end{array}$

O-group

Short $\left\{ \begin{array}{l} \tilde{o} \text{ as in } \textit{hot} \\ \textit{aw} \text{ " " } \textit{audit} \\ \tilde{o} \text{ " " } \textit{ode} \end{array} \right. \begin{array}{l} \text{O} \\ \text{O} \\ \text{O} \end{array}$

E-group

Short $\left\{ \begin{array}{l} \tilde{i} \text{ as in } \textit{din} \\ \tilde{e} \text{ " " } \textit{den} \\ \tilde{e} \text{ " " } \textit{dean} \end{array} \right. \begin{array}{l} \text{O} \\ \text{O} \\ \text{O} \end{array}$

OO-group

Short $\left\{ \begin{array}{l} \tilde{u} \text{ as in } \textit{tuck} \\ \textit{oo} \text{ " " } \textit{took} \\ \textit{oo} \text{ " " } \textit{doom} \end{array} \right. \begin{array}{l} \text{O} \\ \text{O} \\ \text{O} \end{array}$

DIPHTHONGS

Composed
of

\tilde{u} $\tilde{e}-\textit{oo}$ as in *unit* O
 \textit{ow} $\tilde{a}-\textit{oo}$ " " *owl* O

Composed
of

oi $\textit{aw}-\tilde{e}$ as in *oil* O
 \tilde{i} $\tilde{a}-\tilde{e}$ " " *isle* O

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FIRST LESSON

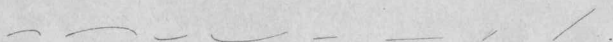
1. Shorthand is written by *sound*; thus *aim* is written *ām* (long sound of *a*), *cat* is written *kăt*, *knee* is written *nē*.

CONSONANTS

2. The alphabet should be mastered in sections, as given in these lessons. It will be noticed that the consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length. There is no absolute standard as to length, as the characters, being founded on ordinary writing, vary in size, slant, etc., according to the personal habits of the writer. The size of the characters given in this manual will be a safe standard to adopt. The characters for the consonants in this lesson are derived from an elliptical figure, thus:



K G R L N M T D H



NOTE: All these characters are written *forward* from left to right, and T, D struck *upwards* from the line of writing. The G given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate H is indicated by a dot placed over the vowel. The student should practice all these characters until he can write them without the slightest hesitation.