

GREGG

SHORTHAND 2

LOUIS A. LESLIE

CHARLES E. ZOUBEK

HENRY J. BOER

Shorthand written by CHARLES RADER



Diamond Jubilee Edition

Gregg Adult Education Series

ROBERT FINCH, Consulting Editor
Director of Continuing Education
Cincinnati Public Schools
Cincinnati, Ohio

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GREGG DIVISION McGraw-Hill Book Company

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To the Student

Gregg Shorthand 2 of the Gregg Adult Education Series is designed for use by those who have completed Gregg Shorthand 1 or any one of the other Diamond Jubilee Series elementary texts. It has as its objectives:

1. To review the principles of Gregg Shorthand.
2. To refine the student's writing style so that he can read his shorthand notes rapidly and accurately.
3. To develop the student's shorthand vocabulary.
4. To develop the student's ability to construct outlines for unfamiliar words under the stress of dictation.
5. To build the student's dictation speed.

The material is presented in such a way that the adult, who usually has but a limited time to devote to his shorthand practice, can profitably utilize every spare moment that he has available.

Your Tools

Gregg Text-Kit—Gregg Shorthand 2.

In your Text-Kit you will find the following materials:

A textbook—Gregg Shorthand 2—by Leslie, Zoubek, and Boer

A pad of Self-Checks

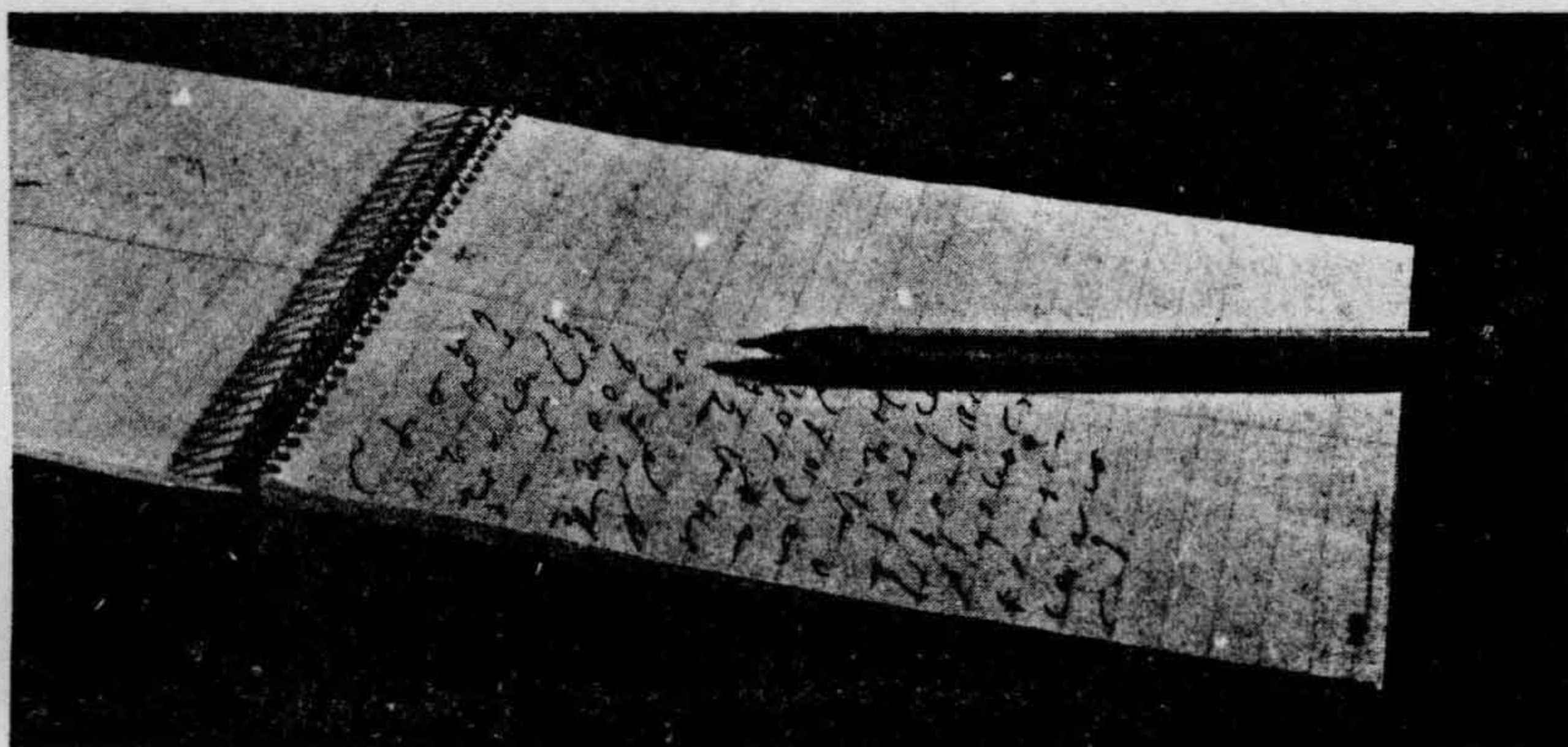
The Transcript of Shorthand and Key to Self-Checks

Dictation Records (6 discs)

Notebook

Much of your practice will be done in the textbook itself. You will, however, need a shorthand notebook when you copy the Reading and Self-Dictation exercises, when you take dictation in class, and when you work with dictation records.

Almost any stenographic notebook will serve your purpose. However, experience



has shown that the notebook that is most satisfactory for Gregg Shorthand is the one that contains the following features:

1. It has a spiral binding that provides the writer with a flat surface on which to write, regardless of the page on which he is writing.
2. It is 6 x 9 inches, and the pages are divided into 2 three-inch columns.
3. The horizontal rulings are about three-eighths of an inch apart.

Pen

You will also need a fountain pen or a good ball-point pen. The use of a lead pencil is not recommended for shorthand writing because the point becomes blunt after a minute or two of writing. With a blunt point, it is difficult to make distinctions between sizes of circles.

Organization of the Text

Gregg Shorthand 2 is divided into two parts. Part One contains 30 sections that review all the major principles of Gregg Shorthand and develop your writing skill.

Part Two contains 10 sections, each devoted to a specific line of business.

Today's Secretary

Today's Secretary is a magazine for professional secretaries that provides information on the newest and best in office procedures, skills, and equipment. It makes the shorthand writer aware of the opportunities in the business world and challenges him to go beyond the confines of his desk—both as an employee and as an individual engaged in useful work.

Today's Secretary helps him to do a better job, for each issue contains skill-building materials, such as typing and transcribing speed tests, shorthand reading and writing exercises, spelling, punctuation, and grammar.

For further information, write to Today's Secretary, McGraw-Hill, Inc., 330 West 42 Street, New York, New York 10036.



YOUR PRACTICE PROGRAM

Drills

In Part One you will find the following types of drills, each designed to help you achieve a definite shorthand objective:

Alphabet Recall. Because of the importance of the shorthand alphabet, Sections 1-3 provide special drills to strengthen your grasp of the alphabet. If you are developing shorthand skill, it is imperative that you know the shorthand alphabet as thoroughly as you know the English alphabet. Accuracy Practice. In each of Sections 4-12 you will find an Accuracy Practice designed to train your style of writing so that you can read your shorthand notes rapidly and accurately. Each Accuracy Practice helps you develop correct proportion—the most important factor in legibility.

Part One

Shorthand Review and Skill Development

Brief-Form Recall. In each of Sections 1-12 there is a recall drill on the back forms of Gregg shorthand. This drill is designed to help you recall the forms of the shorthand symbols which you can take dictation. Phrase Recall. In each of Sections 1-12 there is a phrase recall drill. This drill is designed to help you recall the phrasing principles of Gregg shorthand. Word Recalling and Ending. In each of Sections 1-12 there is a drill on the word recalling and endings of Gregg shorthand. In these drills you will not only review these interesting abbreviating devices but you will also practice many of their derivatives. Theory Recall Drills. These drills illustrate the various uses of each of the shorthand strokes in Gregg shorthand. An awareness of these shorthand meanings is an important factor in the speed and accuracy with which you can read shorthand. Word Families. Sections 1-30 contain a word family drill which is a list of words that are groups of words that contain a common shorthand element. These families enable you to take advantage of a very effective aid in word building—analogy. Your practice on word families will develop your ability to construct new outlines under the stress of dictation. Geographical Expressions. Each even-numbered section from 10 to 30 contains a list of common geographical expressions. You will find it a great help in taking dictation if you can write cities and states in shorthand. Proper Names. Each odd-numbered section from 1-29 contains a list of common first names and common last names. Suggestions on how to practice these drills most effectively are given at the front where each drill is first introduced. Follow these suggestions carefully. Evolution Drills. In Sections 1-30 you will find Evolution Drills. The purpose of which is to develop your ability to construct shorthand outlines for new words from shorthand outlines that you already know. If you complete these drills faithfully,

Your Practice Program

Drills

In Part One you will find the following types of drills, each designed to help you achieve a definite shorthand objective:

Alphabet Recall. Because of the importance of the shorthand alphabet, Sections 1-3 provide special drills to strengthen your grasp of the strokes of Gregg Shorthand. If you are to develop shorthand skill, it is imperative that you know the shorthand alphabet as thoroughly as you know the English alphabet!

Accuracy Practice. In each of Sections 4-15 you will find an Accuracy Practice designed to refine your style of writing so that you can read your shorthand notes rapidly and accurately. Each Accuracy Practice helps you develop correct proportion—the most important factor in legibility.

Brief-Form Recall. In each of Sections 1-15 there is a recall drill on the brief forms of Gregg Shorthand and their common derivatives. Mastery of the brief forms will do much to increase the ease and facility with which you can take dictation.

Phrase Recall. In each of Sections 1-15 there is a Phrase Recall that contains illustrations of the common phrases written under the phrasing principles of Gregg Shorthand.

Phrases are an invaluable dictation aid, but they must be learned so well that they can be written without a moment's hesitation.

Word Beginnings and Endings. In each of Sections 1-15 there is a drill on the word beginnings and endings of Gregg Shorthand. In these drills you will not only review these timesaving abbreviating devices but you will also practice many of their derivatives.

Theory Recall Drills. These drills illustrate the various uses of each of the alphabetic strokes in Gregg Shorthand. An awareness of these various meanings is an important factor in the speed and accuracy with which you can read shorthand.

Word Families. Sections 16-30 present a number of helpful word families; that is, groups of words that contain a common shorthand element. These families enable you to take advantage of a very effective aid in word building—analogy. Your practice on word families will develop your ability to construct new outlines under the stress of dictation.

Geographical Expressions. Each even-numbered section from 16-30 contains a list of common geographical expressions. You will find it a great help in taking dictation if you can write cities and states in shorthand.

Proper Names. Each odd-numbered section from 17-29 contains a list of common first names and common last names.

Suggestions on how to practice these drills most effectively are given at the point where each drill is first introduced. Follow those suggestions carefully.

Evolution Drills. In Sections 1-30 you will find Evolution Drills, the purpose of which is to develop your ability to construct shorthand outlines for new words from shorthand outlines that you already know. If you complete these drills faithfully,

you will greatly increase the vocabulary for which you can construct outlines without hesitation.

In each Evolution Drill, you will be given the shorthand for the first item on a line. Using that outline as a guide, you are to fill in the shorthand outlines for the rest of the items on the line.

Examples

WORDS. In the Evolution Drill you will find:

hope  -s -ing -d

The completed drill will look like this:

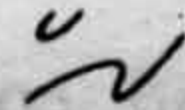
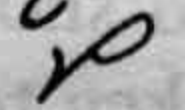

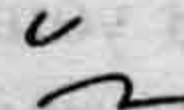
hope  -s  -ing  -d 

WORD BEGINNINGS. In the Evolution Drill you will find:

*overcoat  -stay -bid -come

*All the items on the line are to be based on the underscored syllable, word, or phrase.

The completed drill will look like this:

overcoat  -stay  -bid  -come 

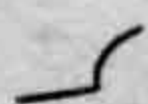
WORD ENDINGS. In the Evolution Drill you will find:

neatly  great- nice- fair-

The completed drill will look like this:

neatly  great-  nice-  fair- 

PHRASES. In the Evolution Drill you will find:

in the  -that -this -those

or

in the  on- at- with-

The completed drill will look like this:

in the  -that  -this  -those 

or

in the  on-  at-  with- 

Practice the Evolution Drills in this way:

1. Say aloud the shorthand word or phrase that introduces each drill.
2. Write the shorthand outlines for the remaining items on the line, saying each word or phrase aloud as you write.
3. Whenever you meet a form for which you cannot immediately construct an outline, make a stab at it and proceed at once to the next outline. Don't spend more than a few seconds on any outline.
4. After you have completed the drill, check your outlines with those in the Transcript.

Reading and Self-Dictation Practice

A Reading and Self-Dictation Practice follows most of the drills in Lessons 1-30. Each Reading and Self-Dictation Practice consists of a letter or memorandum that contains a number of illustrations of the drill that it follows. The reading and copying of these letters and memoranda make a significant contribution to your shorthand growth; therefore, be sure to follow carefully the suggestions given for practicing these exercises.

Reading

Your first step should be to read the Reading and Self-Dictation Practice with the aid of your Transcript. Here are the steps you should follow:

1. Place your Transcript, which contains the key to the shorthand, conveniently at the right of your textbook. Open it to the page and the paragraph that contains

Refer to your Transcript whenever you cannot read an outline. Keep your left index finger anchored in the shorthand; the right index finger on the corresponding place in the Transcript.

When copying, read a convenient group of words aloud and then write that group in your notebook. Keep your place in the shorthand as you copy.



the key to the Reading and Self-Dictation Practice from which you are about to read.

2. Place your *left* index finger under the shorthand outline that you are about to read.

3. Place your *right* index finger on the key to that shorthand outline.

4. Read the shorthand aloud until you come to an outline that you cannot read. Spell the shorthand characters in that outline. If the spelling does not immediately give you the meaning, anchor your left index finger on that outline and refer to the Transcript, where your right index finger rests.

IMPORTANT: Do not spend more than a few seconds trying to decipher any outline.

5. Determine the meaning of the outline, and then place your right index finger just below the word in the Transcript.

6. Return to the paragraph in your textbook from which you are reading, where your left index finger has kept your place, and continue reading.

At this stage of your shorthand training, you will probably need to refer to the Transcript only occasionally.

7. If time permits, read the material a second time.

Copying

After you have read the Reading and Self-Dictation Practice, make a shorthand copy of it in your notebook.

1. Read a convenient group of words, aloud if possible; then write that group in your notebook.

2. Keep your place in the shorthand with your *left* index finger if you are right-handed; with your *right* index finger if you are left-handed.

3. After you have made one complete copy of the exercise, make a second copy if time permits. You will find that this second writing will go much more smoothly than the first.

Self-Checks

At the end of each section you will be instructed to fill out the appropriate Self-Check in your pad of self-checks. Immediately before you begin your work on a Self-Check in a section, take a few moments to glance through the material presented in that section. Thus, you will be giving yourself the best opportunity to make a good score.

Fill out the two parts of each Self-Check as rapidly as you can—with due regard to accuracy! Then check your work with the key to the Self-Checks, which appears in your Transcript.

Recorded Dictation

There are six dictation records in the album in your Text-Kit. Some of the letters that are dictated on these records are taken from the Reading and Self-Dictation Practice exercises. Those letters are indicated by a miniature disc printed in the margin of your text next to the shorthand for those letters.

Some of the dictated letters are answers, or related, to the letters in the Reading and Self-Dictation Practice.

Complete instructions on how to practice from these records appear in Section 2.

Charts

On page 176 you will find a brief-form chart containing all the brief forms of Gregg Shorthand, in alphabetical order. You will also find a list of word beginnings, word endings, and phrases on pages 172-175.

Use this chart and list frequently for quick, intensive reviews.

SECTION



1. Alphabet Recall. The alphabet is a very important part of Gregg Shorthand. If your grasp of the shorthand alphabet is firm, you will be able to construct an outline for any word in the English language, whether the word is familiar or unfamiliar to you, simply by joining together the strokes representing the sounds that you hear in the word. It is vital, therefore, that you be able to recognize and reproduce the alphabetic strokes of Gregg Shorthand as rapidly as you can recognize and reproduce the letters of the longhand alphabet.

Here are a number of consonants and vowels of Gregg Shorthand. Write each stroke once in the space provided, saying each stroke aloud as you write it. Go back and write each stroke a second time and, finally, a third time.

Consonants

s-z > > > > f) v) n _ m _
 t / d / r _ l _
 s-z < p (b (sh / ch / j /

Vowels

a O e o o u oo n ow O
 u o oi o i O

2. Brief-Form Recall. Brief forms are an invaluable aid to rapid writing only if you can write them without a moment's hesitation when they are dictated to you. To keep your knowledge of the brief forms of Gregg Shorthand sharp, some of the sections in Part One will contain a brief-form recall.

Practice these brief forms in this way:

1. Write each brief form once, saying the word aloud as you write it.
2. After you have written all the brief forms once, go back and write each brief form once again.
3. As a final step, read the Quick Check as rapidly as you can.

that P P P

you, your n

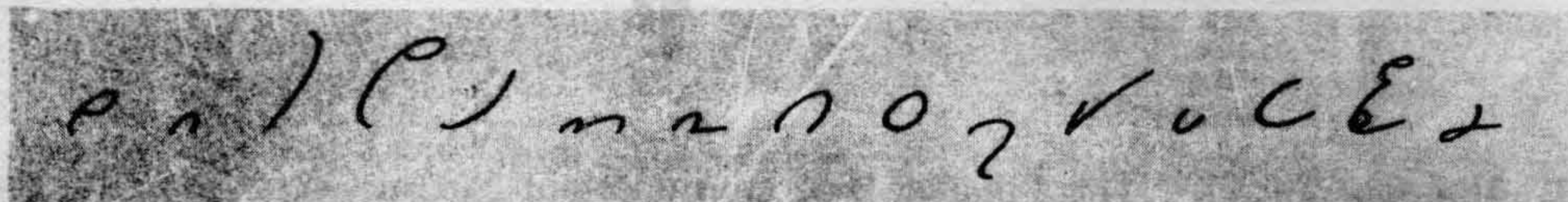
have)

about C

**Brief
Forms**

and ✓ work m one 2 this 0
 10 company 7 should ✓ won
 present C experience E send 2

QUICK CHECK



3. Reading and Self-Dictation Practice. The following letter contains at least one illustration of every brief form in paragraph 2. Practice the letter as suggested on pages 8 and 9.

Dear Mr. Jones,
 I am writing to you
 to tell you that I
 have just received
 your letter of the 15th
 and am glad to hear
 from you. I am
 sure you are well.
 I am, Sir, very
 respectfully,
 Yours, J. E. Jones

Phrases

4. Phrase Recall. Phrasing also helps you to write more rapidly and easily; but as in the case of brief forms, you must be able to write phrases without hesitation or they are useless to you. Here are some frequent phrases for you to review. In the space provided, write each phrase once, saying it aloud as you write it; then go back and write each phrase a second time. Finally, read the phrases in the Quick Check as rapidly as possible.

I have 999 I am from you 2 from the 2
 there is 2 there are 2 there will 2

QUICK CHECK

Handwritten cursive practice lines showing various letter combinations and strokes.

7. Reading and Self-Dictation Practice

Handwritten cursive practice lines, divided into two columns by a vertical line. The text is written in a cursive script, likely for reading and self-dictation practice. The right column ends with the number (126).

8. Evolution Drills. Test your ability to form derivatives of the elements you studied in Section 1. See page 7 for suggestions on how to practice these drills.

Brief Forms

- | | | | | |
|---------------|----------|------|------|-----|
| 1. work | <i>m</i> | -r | -ing | -ed |
| 2. present | <i>C</i> | -s | -ing | -ly |
| 3. experience | <i>E</i> | -s | -ing | -d |
| 4. send | <i>2</i> | -ing | -s | -r |

Phrases

- | | | | | |
|--------------------|----------|-------|-------|------------|
| 5. I have | <i>9</i> | -not | -been | -been able |
| 6. <u>from</u> you | <i>2</i> | -this | -that | -them |