

**THE**  
**SLOAN-DUPLOYAN**  
**PHONOGRAPHIC**

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**INSTRUCTOR**

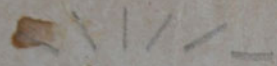
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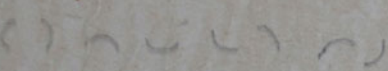
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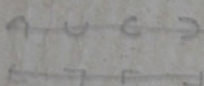
**FOURTEENTH EDITION**



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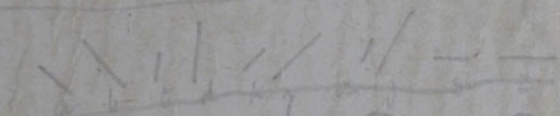
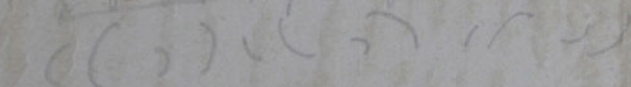
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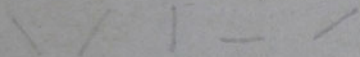
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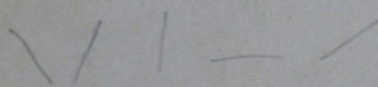
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(3) Two knots 78

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LASH

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# SLOAN-DUPLOYAN SHORTHAND.

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with Speed.



## THE SLOAN-DUPLOYAN PHONOGRAPHIC INSTRUCTOR

By J. M. SLOAN.

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FOURTEENTH EDITION.

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## PREFACE TO THE FOURTEENTH EDITION.

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Since Sloan Duployan shorthand first made its debut to the public many changes have taken place in the stenographic world. During the half-century preceding its introduction, what amounted to a practical monopoly had been built up for the old style of shorthand in the United Kingdom. The introduction of a new system, claiming the triple advantages of superiority in simplicity, legibility, and speed, meant a struggle against tremendous odds. But the barriers of prejudice and vested interests have at length been broken down. One by one the restrictions and obstacles placed in the path of the young system have been swept away, and to-day Sloan-Duployan enjoys what it had been striving for years to obtain—a fair field and no favour.

This desirable state of things could never have been attained unaided, and I am deeply grateful to the many writers of the system who, having confidence in the merits of Sloan-Duployan, and possessing the courage of their convictions, have never ceased to press forward the claims of the system.

To-day the Sloan-Duployan writer, in addition to possessing the incomparable advantage of a superior stenographic equipment, also receives full official recognition and sanction everywhere. That Sloan-Duployanites are taking full advantage of this recognition may be judged by the large number of first, second, third, and fourth places being obtained by them in Civil Service, Municipal, Railway and other public shorthand examinations.

With reference to Parliamentary reporting, it is interesting to note that the "EVERYMAN ENCYCLOPÆDIA" states :—

"Sloan-Duployan writers are found in the Press Gallery of the House of Commons, and on the staff of official Parliamentary reporters, and wherever British shorthand writers exercise their profession. The youngest reporter ever seen in the 'Gallery,' Mr. James Duncan, Parliamentary representative of the Central News, Ltd., at the age of nineteen used Sloan-Duployan, as did Mr. Edward O'Shaughnessy, the greatest Parliamentary reporter of his day."

The spread\* of the system in America and the British Dominions beyond the Seas has been no less remarkable. The most interesting example is, perhaps, that of Newfoundland, Britain's oldest colony. Here Sloan-Duployan, which obtained a fair footing from the first, has completely superseded every other system, and is now the only system taught and used in the country. The result is that Terrenovians have made a name for themselves as expert stenographers, and the Newfoundland schools turn out shorthand graduates who are eagerly sought by the public men of the American continent. Colonel Roosevelt, on his hurricane Presidential campaign, especially selected a Newfoundland Sloan-Duployanite as his stenographer.

This condition of affairs is a happy augury and promise of the final triumph of Sloan-Duployan in the larger and more populous countries of the English-speaking world.

The shorthand student who enters upon the mastery of this "Instructor," and thus enrolls himself as a Sloan-Duployanite, may do so in the confident assurance that he is enrolling on the winning side.

J. M. SLOAN.

RAMSGATE, ENGLAND.



## COMPLETE PHONOGRAPHIC ALPHABET.

The Sloan-Duployan system provides a distinct sign for every distinct sound.

The following is the complete theoretical alphabet by which every sound in the English language may be represented. By this alphabet all syllables and words sounded differently may be written differently.

In practical shorthand writing, however, it is not found necessary to utilise this alphabet in its entirety, as the elimination of some of the distinguishing marks greatly enhances speed without much sacrifice of legibility.

## CONSONANT SIGNS.

p	b	m (	m(i)m (	w /	wh /	sw /
k /	g /	j /	n )	ng )	st \	s(i)st \
f \	v \	s \	s(i)s \	sm \	sn \	
t —	d —	z \	s(i)z \	kw /	skw /	
th, as in pith —	sh \	zh \	ts /	(up), ds /	(up)	
th, „ lathe —	ch, as in church \	sp /	(up), sl /	(up)		
l —	(up), r /	(up)	ch, „ loch \	y ū	h .	

The following signs are shaded to affix “r,” thus :—

pr	br	kr /	gr & jr /	fr \	vr \	tr —	dr —	thr —
lr /	(up)	rr /	(up)	wr /	swr /	str \	s(i)str \	
smr \	snr \	kwr /	skwr & skr /	trs /	(up)	drs /	(up)	
spr /	(up)	slr /	(up)					

The vertical and horizontal curves are thickened to prefix “r,” thus :—

rm (	rmm (	rn )	rng )	rs & rz \	rss & rsz \	rsh & rzh \	rch \
------	-------	------	-------	-----------	-------------	-------------	-------

\* (up) in brackets, means that the stroke is written upwards.

## NASAL SIGNS.

ăn, as in făn ㄣ                      ǫn, as in gǫne ㄣ (up)  
 ěn, „ ěnter ㄣ                      ŭn, „ fŭn ㄣ (up)  
 ĩn, „ prĭnt ㄣ

These signs are also thickened to affix “r,” thus :—

anr, enr, inr ㄣ                      onr, unr ㄣ

## COMPOUND NASAL SIGNS.

own, as in bound ㄣ (up)                      ĩn, as in find ㄣ  
 oin, „ coin ㄣ

These signs are also thickened to affix “r,” thus :—

ownr ㄣ                      ĩnr ㄣ                      oinr ㄣ

## VOWELS.

ă	{	ah, as in făt ㄣ	u	{	oꝝ, as in bułł ㄣ
ā		ah, „ fār ㄣ	ö		òò, „ möve ㄣ
a	{	au, as in fall ㄣ	ĩ	{	ĩh, as in ĩt ㄣ
ǫ		au, „ nǫt ㄣ	ě		ěh, „ mět ㄣ
ô	{	ò, „ nôte ㄣ	ā	{	ā, „ fāte ㄣ
ũ		uh, „ nŭt ㄣ	ē		ee, „ mē ㄣ

## DIPHTHONGS.

ĩ, as in ĩron ㄣ small circle and hook                      } Written in any direction  
 őĩ, „ őil ㄣ large „ „                      } to avoid angles.  
 ū „ tŭbe ㄣ

ow, „ owl ㄣ Written in reversed position as explained on page 32.



## GENERAL REMARKS.

Write words according to their sound ; not according to their ordinary spelling. Practise from dictation if possible ; if not, sound each word before writing. Form the signs very neatly, as legibility is of great importance. A very clear distinction must be maintained between the sizes of the short and long strokes, and between the small and large circles. It is better for beginners to exaggerate the differences during the initial stages of their study. Be thorough in one lesson before passing on to the next. Do not attempt to write words rapidly until after two or three weeks' practice.







Students are recommended to use the Sloan-Duployan pencil (specially adapted for making light and heavy strokes), in preference to a pen ; however, those who prefer using a pen should obtain the Sloan-Duployan, specially manufactured for shorthand writing. If the former be used, write on unglazed paper ; but if the latter, glazed. The "Learners' Reading Book" contains exercises on every lesson of the "Instructor," and is of great value to the student if gone through simultaneously with the "Instructor" from the first lesson. He can then introduce gradually into his writing the other abbreviations contained in the "Reporters' Rules," all of which will be found simple, legible, and brief. Students should read printed shorthand till they can decipher it as easily as ordinary print. By neglecting this advice many fail to become expert stenographers [for list of Reading Books see complete catalogue of Shorthand Works]. As a matter of course, those who take instruction from a competent teacher make more rapid and certain progress.

Students who cannot attend personally can have exercises corrected and full explanations given by correspondence. Private students, after going through the "Instructor" and "Learners' Reading Book," are recommended to forward a specimen of their writing for examination. A suitable exam. test is given on page 46.



## FIRST LESSON.

## CIRCLE AND OVAL VOWELS.

ah, 	as in fāt, fār.	uh, 	as in tūb, her.
au, } 	{ „ fall, nōt.	oo, } 	{ „ möve, bull.
ō    } 	{ „ nōte, fōe.	ū    } 	{ „ tūbe, beauty.

## STRAIGHT LINE CONSONANTS.

Down Strokes,    p |    b |    k /    g and j /    f \    v \

Horizontal Strokes,    t —    d —    th —

The straight line consonants are thickened to affix “r.”

pr |    br |    kr /    gr and jr /    fr \    vr \    tr —

dr —    thr —

The following simple rules should be memorised :—

RULE 1.—When a vowel comes between a straight line consonant and “r,” it is omitted, and the consonant thickened to add “r.” Examples: “bark” | b(ah)rk (“ah” omitted because it comes between “b” and “r”); “fork” > f(au)rk (“au” omitted because it comes between “f” and “r”).

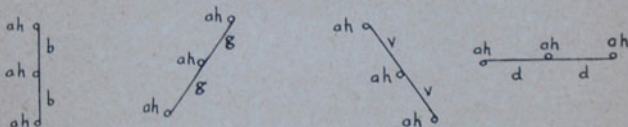
RULE 2.—Vowel signs may be thickened to add “r” at the end of words of one syllable. Examples: “par” ↓ ; “fore” ↓

REMARKS :—Learn the consonants in pairs, putting in each case the half-sized letters first, as p b, k g, &c. It should be observed that Rule 2 is an alternative in some cases to Rule 1. By the application of Rule 1 it will be found that some words will be represented by one single stroke, as “par” | “boar” | “tore” — In such cases, if it is desired to write the words more fully, it is allowable to thicken the vowel sign instead of the consonant, hence the alternative Rule 2. As explained, vowels may only be thickened to add “r” at the end of monosyllables. Only the downward portion of the circle need be thickened. To indicate a proper name draw a horizontal line beneath the outline, as Pat ↓ In reading shorthand, remember

that when a consonant or nothing follows a thick stroke, there is a vowel concealed in the thick stroke. Example: "dark" d(ah)r-k, vowel concealed between "d" and "r." When two straight strokes come together going in the same direction, make a slight break between them (without, however, lifting the pen from the paper), as "barber" "tartar"

### NORMAL POSITIONS OF CIRCLE AND OVAL VOWELS.

The following diagrams illustrate the correct positions of circle and oval vowels when they come at the beginning or end of a word, or between two strokes going in the *same* direction:—



When a circle or oval vowel comes between two strokes going in *different* directions, it is placed outside of the angle formed by the junction of the two straight strokes.

Examples: back , groat , fog , dock

The oval vowel is written in line with the preceding stroke, thus: book , took , food

### WRITING EXERCISE.

Cover the shorthand outlines with your paper, write the shorthand on it, and then compare what you have written with the printed outlines; close the book and transcribe your shorthand outlines into shorthand; repeat till you can form the characters with facility and the shorthand can be read as easily as longhand.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Outline.
upper,	uh-p(e)r,	o	q
beau,	b-ō,	o	d

probe,	pr-ō-b,	1 0	d
backer,	b-ah-k(e)r,	0 /	b
buffer,	b-uh-f(e)r,	0 \	d
proof,	pr-oo-f,	1 0 \	b
path,	p-ah-th,	1 0 -	t
cue,	k-ū	1 0	d
Jack,	J-ah-k,	/ 0 /	t
cog,	k-au-g,	1 0 /	d
grab,	gr-ah-b,	/ 0	t
croup,	kr-oo-p,	1 0	d
grove,	gr-ō-v,	/ 0 \	t
cutter,	k-uh-t(e)r,	1 0 -	t
prude,	pr-oo-d,	1 0 -	t
aft,	ah-f-t,	0 \ -	t
bravo,	br-ah-vo,	0 \ 0	b
few,	f-ū,	\ 0	b
pop,	p-au-p,	1 0	d
fag,	f-ah-g,	\ 0 /	t
vat,	v-ah-t,	\ 0 -	t



fruit,	fr-oo-t,	\ 0 -	ʃ
ado,	ah-d-oo,	o - 0	l
though,	th-ō,	÷ 0	ʒ
through,	thr-oo,	÷ 0	ʒ
daughter,	d-au-t(e)r,	- 0 -	h
daub,	d-au-b,	- 0	h
droop,	dr-oo-p,	- 0	h
duck,	d-uh-k,	- 0 /	h
duke,	d-ū-k,	- 0 /	h
drove,	dr-ō-v,	- 0 \	ʃ
footer,	f-oo-t(e)r,	\ 0 -	ʃ
capture,	k-ah-p-t(ū)r,	/ 0   -	ʃ
barque,	b(ah)r-k,	/	ʃ
afford,	ah-f(ō)r-d,	o \ -	ʃ
overthrow,	ō-v(ě)r-thr-ō,	o \ ÷ 0	ʒ
turbot,	t(uh)r-b-au-t,	-   0 -	ʒ
darter,	d(ah)r-t(ě)r,	-	ʃ
barter,	b(ah)r-t(ě)r,	-	ʃ
boarder,	b(ō)r-d(ě)r,	-	ʃ

The signs of the alphabet are used to represent words of very frequent recurrence. Learn the following thoroughly:—

put, people.	\ in, any.	. I, a, an (when
be, but, by.	\ have, very.	joined in phrases
/ on, could, quite.	— the, to.	a small circle is
/ go, ago, good.	— and, do.	used).
/ great.	— did.	o of, ought, oh.

### WRITING EXERCISE. SENTENCES.

The fruit grew in the grove. I could go by the path to  
 the park. Pat approved of a further view. A cat broke the  
 dark jug. Do tar part of the barge for Joe. Bert took a  
 very good photo of the boat at the pier. The duke thought  
 the crab very tough. Did father go to the forge for the bar  
 of copper? A few people drove over part of the track. Jack  
 brought the cue to the Turk. Bob forgot to put on an  
 overcoat. George ought to go for the doctor.



## SECOND LESSON.

## HOOK VOWELS.

ā	u	as in fāte, weight.		ě	}	u	{	as in mět, gět.
ē	u	„ me, seat.		ĩ	}		{	„ lit, fit.

## STRAIGHT LINE CONSONANTS.


Up strokes: l / r /  
 Dot: h . (usually omitted).

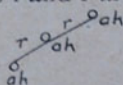
In uniformity with the straight-line consonants in the first lesson, the strokes l and r may also be thickened to affix “r,” although this will not often be found necessary. When the strokes are thickened, vowels coming between l-r, r-r, are omitted.

RULE 3.—When ě or ĩ short come between two strokes going in different directions, the hook is omitted (except after a thick sign). Examples: bit L b(ĩ)t; feather ~ f(ě)thr.

(Note.—The hook must be written if following a thick stroke, as “drip” 7 )

RULE 4.—When two vowel sounds come together, only the more important is usually written. Examples: theatre ~ th-ē(ah)tr; geography L j(ē)o-gr-ah-f-ĩ. The sounds ia, ea, eo, &c., at the end of words, however, are written in full, as Lydia ~ Leo ~

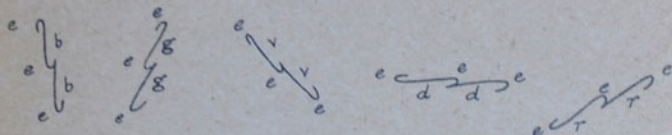
REMARKS.—No special sign for “y” is given in the practical shorthand alphabet, because at the beginning of a word it is nearly equivalent to “ē,” and at the end or in the body of a word it sounds ĩ or ī. The down slope of k and g is the same from “b” as the up slope l and r is from “d.” Thus,  This enables the two forms to be written together, as lk 7 kl 7 rg 7 gr 7. The normal positions of circle and oval vowels in union with the up strokes l and r are the same as with the horizontal strokes t and d,





## NORMAL POSITIONS OF HOOK VOWELS.

The following diagrams illustrate the correct positions of hook vowels when they come at the beginning or end of a word, or between two strokes going in the same direction :—



Hook vowels coming between two straight strokes going in *different* directions take the same positions as final hooks.

Examples : drill → fake ∨ leaf ↗ feel ∨

## WRITING EXERCISE.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Outline.
aloof,	ah-l-oo-f,	o . o \	o
thrall,	thr-au-l,	- o /	o
tool,	t-oo-l.	- o /	o
epoch,	ē-p-au-k,	u   o /	o
bray,	br-ā,	v	v
paybill,	p-ā-b(i)l,	v   /	v
bib,	b-ī-b,	v	v
breaker,	br-ā-k(e)r,	v /	v
beck,	b-(e)-k,	/	/
brave,	br-ā-v,	v \	v

leg,	l(ě)g,	/ /	1
leaf,	l-ē-f,	/ u \	2
lift,	l(ĭ)f-t,	/ \ -	3
late,	l-ā-t,	/ u -	4
aid,	ā-d,	u -	5
day,	d-ā,	- u	6
trade,	tr-ā-d,	- u -	7
deep,	d-ē-p,	- u l	8
lore,	l-ō-r,	/ o	9
teak,	t-ē-k,	- u /	10
thief,	th-ē-f,	- u \	11
differ,	d(i)-f(e)r,	- \	12
daily,	d-ā-l-ĭ,	- u / u	13
dell,	d(ě)l,	- /	14
yacht,	ē-au-t,	u o -	15
yore,	ē-ō-r,	u o /	16
youth,	ē-oo-th,	u o ÷	17
yet,	ěě-t,	~ -	18
year,	ěě-r,	~ /	19

greater,	gr-ā-t(e)r,	/ u _	↳
get,	g(e)t,	/ _	↘
kill,	k(i)l,	/ /	↘
eve,	ē-v,	u \	↗
fee,	f-ē,	\ u	u
vapour,	v-ā-p(ou)r,	\ u l	↘
freak,	fr-ē-k,	\ u /	↘
fig,	f(i)g,	\ /	↘
fate,	f-ā-t,	\ u _	↘
darkly,	d(ah)r-k-l-ī,	_ / / u	↘
curled,	k(uh)r-l-d,	/ / _	↘
debtor,	d-ē-t(au)r,	_ u _	↘
latterly,	l-ah-t(ě)r-l-ī,	/ o _ / u	↘
gravel,	gr-ah-v(ě)l,	/ o \ /	↘
leopard,	l(ě)-p(ah)r-d,	/ l _	↘
rack,	r-ah-k,	/ o /	↘
rave,	r-ā-v,	/ u \	↘
offertory,	au-f(ě)r-t(ō)r-ī,	o \ _ u	↘
leaderette,	l-ē-d(ě)r-ě-t,	/ u _ u _	↘



Memorise this further list of alphabetical words :—

l give-n	/ (up) will, well, less	~ into
o these	/ (up) are, our, hour	~ unto

The alphabetical words may be joined together in the form of simple phrases, such as : "of-the"  $\sigma$  "on-the"  $\angle$  "will-be"  $\uparrow$  "I-will"  $\phi$  &c.

### WRITING EXERCISE. SENTENCES.

I quite agree that these are better. The bell pealed on

. /  $\downarrow$   $\sim$   $\rightarrow$  /  $\angle$  x -  $\downarrow$   $\downarrow$   $\angle$

the eve of the great battle. The grave geographer felt

$\angle$   $\sigma$  /  $\downarrow$  x -  $\downarrow$   $\downarrow$   $\sim$

grieved at their levity. There will be a great deal of labour

$\downarrow$   $\sigma$  -  $\sim$  x  $\uparrow$  . /  $\rightarrow$  o  $\uparrow$

for the people to do. Give unto the poor. Let Keith take

$\angle$  /  $\sim$  x  $\downarrow$   $\sim$  - / x  $\sim$   $\angle$   $\sim$

the key into the parlour. Hilda baked bread to-day and

-  $\downarrow$   $\sim$  -  $\downarrow$  x  $\sim$   $\downarrow$   $\downarrow$   $\sim$  -

gave a loaf to an old beggar. Bill agreed to read the Daily

$\downarrow$  .  $\downarrow$   $\sim$   $\sigma$   $\downarrow$  x  $\downarrow$   $\downarrow$  -  $\sim$  -  $\sim$

Record. The old lady appeared quite happy at the thought

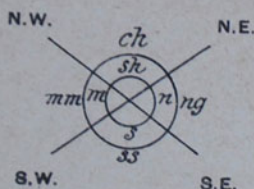
$\angle$  x -  $\sigma$   $\sim$   $\downarrow$  /  $\downarrow$   $\sim$   $\sim$

of tea. Telegraph to Victoria for the luggage.

o  $\rightarrow$  x  $\downarrow$  -  $\downarrow$   $\sim$   $\downarrow$  x

## THIRD LESSON.

## CURVED CONSONANTS.



## DOWN STROKES.

m	(	r-m	(
m-m	(	r-m, -m	(
n	)	r-n	)
ng	} )	r-ng	} )
nj	} )	r-nj	} )

## HORIZONTAL STROKES.

s	} —	r-s	} —
z	} —	r-z	} —
s-s	—	r-s-s	—
sh	} —	r-sh	} —
zh	} —	r-zh	} —
ch	—	r-ch	—

RULE 5.—When a vowel comes between “r” and a curved consonant it is omitted, and the curve thickened to prefix “r.”





Examples: run ) r(uh)n ; race — r(ā)s.


REMARKS.—It must be remembered that the horizontal and vertical curved signs may only be thickened to *prefix* r—that is, to place r before. They may not be thickened to affix or place r after.




The signs m-m ( and s-s — are not used for “mm” and “ss” coming together, but when a short vowel comes between the two consonants, as : “asses” e ah-s(ě)s ; “mimic” ( m(i)m(i)k. When “mm” or “ss” come together, without a vowel between, it is sufficient to write a single consonant, as : “pass” e p-ah-s ; “immediate” C, i-m-ē-d(i)ā-t.










## NORMAL POSITIONS OF VOWEL SIGNS WITH CURVES.



Circles and hooks are turned inside of curves for their normal positions, thus : soul  seal  ash  aim 

In a few cases where inconvenient to turn the hook inside it may be turned outside, as : siege 

When a circle comes between two curves it is turned inside the first curve, as : shows  moan  sash 

When a hook comes between two curves, the hook and second curve are traced together with one motion, as : main  shares  chain 

When a hook comes between a straight stroke and a curve, the hook and curve are traced together with one motion, as : daze  Dane  keys  cream 

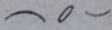





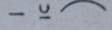































In certain combinations the hook is indicated by projecting part of the curve into the straight stroke, as : leas  green 

## WRITING EXERCISE.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Outline.
arm,	ah-r-m,	o (	o
mail,	m-ā-l,	( u -	(
lash,	l-ah-sh,	- o ~	o
rash,	r(ah)sh,	~	~
church,	ch-uh-rch,	~ o ~	o
rich,	r(i)ch,	~	~



alarm,	ah-l-ah-rm,	o - o (	α
learn,	l-(ě)-rn,	- )	γ
preach,	pr-ē-ch,	1 2 3	ν
breeze,	br-ē-z,	1 2 3	↓
resolve,	r(ē)z-au-l-v,	3 0 1 \	9
rest,	r(ě)s-t,	3 -	5
remodel,	r(ē)m-au-d-(ě)-l,	( 0 - 1	6
render,	r(ě)n-d(uh)r,	) -	2
reinforce,	r(ěi)n-f(o)r-s,	) \ 3	2
rampart,	r(ah)m-p(ah)r-t,	( 1 -	4
thorn,	th(au)r-n,	- )	7
truish,	tr-oo-(i)-sh,	- 0 3	6
humid,	(h)-u-m-(i)-d,	0 ( -	2
mood,	m-oo-d,	( 0 -	6
morn,	m-au-rn,	( 0 )	9
muse,	m-ū-z,	( 0 3	6
knew,	n-ū,	) 0	2
nook,	n-oo-k,	) 0 1	2
lasses,	l-ah-s(ě)s,	- 0 3	2

choose,	ch-oo-z,		
brim,	br-ī-m,		
cringe,	kr-ī-nj,		
teach,	t-ē-ch,		
maim,	m-ā-m,		
remain,	r(ě)m-ā-n,		
miss,	m-(ī)-s,		
neighbour,	n-ā-b(uh)r,		
need,	n-ē-d,		
name,	n-ā-m,		
easy,	ē-z-ī,		
asses,	ah-s(e)s,		
reseek,	r(ē)s-ē-k,		
save,	s-ā-v,		
satiate,	s-ā-sh(i)-ā-t,		
shares,	sh-ā-rz,		
exceed,	ē-k-s-ē-d,		
Nore,	n-ōr,		
sir,	s-uhr,		

Memorise the following alphabetical words :—

( much.	) known.	— says, sees.
( member.	— is, so.	— should, sure.
) no, not, know.	— said.	— which, such.

### WRITING EXERCISE. SENTENCES.

Mary had a little lamb. The home is furnished and the

people may move in to-morrow. Show me the epergne bought

in Roumania. Rachel received a gold nugget to-day by mail.

The shepherd says there will be much rain to-day. Lewis is

very partial to grapes, but Sydney prefers peaches. Sir John

is not known to be a member. The cattle graze in the meadow

and rest in the shade of the maple. The classes prove a great

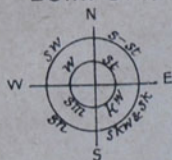
boon to the neighbourhood. I never saw a sadder scene.



# FOURTH LESSON.

## QUADRANT CONSONANTS

## DOWN STROKES.



w } w-r }  
wh } wh-r }

sw } sw-r }

st } st-r }

s-st } s-st-r }

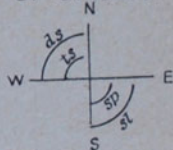
sm } sm-r }

sn } sn-r }

kw } kw-r }

skw } skw-r }  
sk } sk-r }

## UP STROKES.



ts } t-rs }




ds } d-rs }




sp } sp-r }

sl } sl-r }




It is expedient to write the "up" quadrants at a slightly greater angle from the vertical than the corresponding "down" letters, thus :—





























**RULE 6.**—When a vowel comes between w-r, st-r, kw-r, sp-r, t-rs, d-rs, &c., it is omitted. Examples : ward  w(au)rd ; start  st(ah)rt ; daughters  d-au-t(e)rs.

**REMARKS.**—On arrival at this lesson, students generally may safely begin to omit the dots and dashes against the vowel signs. "Qu" is represented by the sign "kw", as : "queen"  kw-ē-n. When a quadrant consonant is followed by a vowel, "r," and a curved consonant, Rule 6 may be dispensed with if desired, and the vowel written. Example : swarm  sw-au-rm, alternative to  sw(au)r-m.

## NORMAL POSITIONS OF VOWEL SIGNS WITH QUADRANTS.

Circles and hooks are turned inside of quadrants for their normal positions, thus : stack  wait  Easter   
 The same methods of joining apply as in the case of the horizontal and vertical curves, explained in Lesson 3.

## WRITING EXERCISE.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Word.
water,	w-au-tr,	 o -	
work,	w(uh)r-k,	 /	
warble,	w(au)r-b-l,	   -	
stop,	st-au-p,	 o	
strap,	str-ah-p,	 o	
system,	s(i)st-m,	 (	
cistern,	s(i)st(e)r-n,	 )	
darts,	d(ah)r-ts,	 -	
boards,	b(o)r-ds,	 /	
sport,	sp(o)r-t,	 -	
spot,	sp-au-t,	 o -	
small,	sm-au-l,	 o /	
smoke,	sm-o-k,	 o /	

stream,	str-ē-m,	ㄣ ㄩ ㄘ	ㄣ
spread,	spr-ĕ-d,	ㄣ ㄩ —	ㄣ
worst,	w(uh)r-st,	ㄘ ㄣ	ㄣ
spear,	sp(ē)r,	ㄣ	ㄣ
store,	st(ō)r,	ㄣ	ㄣ
easel,	ē-zl,	ㄩ ㄣ	ㄣ
quarter,	kw(au)r-t(e)r,	ㄣ —	ㄣ
snug,	sn-uh-g,	ㄣ ㄣ /	ㄣ
snow,	sn-ō,	ㄣ ㄣ	ㄣ
glass-ware,	g-l-ah-sw(ā)r,	/ ㄣ ㄣ	ㄣ
clasp,	k-l-ah-sp,	/ ㄣ ㄣ	ㄣ
truism,	tr-oo(i)sm,	— ㄣ ㄣ	ㄣ
space,	sp-ā-s,	ㄣ ㄩ ㄣ	ㄣ
throats,	thr-ō-ts,	— ㄣ ㄣ	ㄣ
tassel,	t-ah-sl,	— ㄣ ㄣ	ㄣ
mosque,	m-au-sk,	( ㄣ )	ㄣ
motes,	m-ō-ts,	( ㄣ ㄣ	ㄣ
smirk,	sm(i)r-k,	ㄣ /	ㄣ
war-horse,	w(au)r(h)au-rs,	/ ㄣ ㄣ	ㄣ



Memorise this further list of alphabetical words :—

{ who, whom, whose.	some, same.	(up) this.
swift.	soon, seen.	(up) days.
just, judge.	quick, quality-ies	(up) spite.
ceased, seized.	circumstance-s.	(up) slight.
	(up) its, it is.	

### WRITING EXERCISE. SENTENCES.

In spite of delays a slight change is still to take place.

Tell the lad to sweep the snow off the steps with a broom.

The stream swirled the skiff quickly to the verge of the fall.

The traders slung the squirrel's cage beneath the spreading tree.

The girls have just struck work at the sweet factory. It is

a pity that the quality of the goods is not better. Those best

able to judge state that progress is very slow on the left wing.



Should circumstances permit the queen will visit the hospital



in a few days. Ask Thomas for the wicker basket.

## FIFTH LESSON.



## NASAL SIGNS.



## DOWN STROKES.




an, en, in  or  as in band, enter, print.
















an-r, en-r, in-r  or  as in banner, energy, dinner.

## UP STROKES.

on, un  or  as in gone, fun.

on-r, un-r  or  as in honour, gunner.

RULE 7.—When a vowel comes between an-r, en-r, in-r, on-r, or un-r, it is omitted. Examples: inner  in(ě)r; tenor  t-en(o)r; honoured  on(ě)rd.

REMARKS.—The nasal signs are very small quadrants . Nos. 2 and 3, traced downwards and forwards, denote an, en, in. Nos. 1 and 4, traced upwards and forwards, denote on, un. In both the “down” sign and the “up” sign there is thus a choice of two positions. The position must be chosen which makes the better angle in joining. Initial small quadrant signs must make the sharpest possible angle with the sign which follows, as: enter  [not  ]; hunter  [not  ]. Medial or final small quadrants must make the sharpest possible angle with the preceding sign, as: dent  [not  ]; pin  [not  ]; stun  [not  ]. Before the consonants p and b, the quadrants an, en, in, may be used to represent am, em, im; and on, un, used to represent om, um. The reason for this is that while “n” very seldom precedes p or b, “m” very often does. Examples: imp  temper  humble  sombre 



## WRITING EXERCISE.

spend,	sp-en-d,	┐ ┐ —	┐
endurance,	en-d(ū)r-an-s,	┐ — ┐ ┐	┐
impart,	im-p(ah)r-t,	┐   —	┐
ponder,	p-on-dr,	┐ —	┐
under,	un-dr,	┐ —	┐
thunder,	th-un-dr,	— ┐ —	┐
encumber,	en-k-um-br,	┐   ┐	┐
stumble,	st-um-b-l,	┐ ┐   ┐	┐
important,	im-p(au)r-t-an-t,	┐   — ┐ —	┐
banjo,	b-an-j-ō,	┐ / o	┐
penman,	p-en-m-an,	┐ ( (	┐
bans,	b-an-z,	┐ —	┐
bands,	b-an-ds,	┐ ┐	┐
pencil,	p-en-sl,	┐ ┐	┐
kangaroo,	k-an-g(ah)r-oo,	┐ / o	┐
general,	j-en(ě)r-l.	┐ —	┐
kinsman,	k-in-sm-an,	┐ ( (	┐
grants,	gr-an-ts,	┐ ┐	┐



fenestral,	f-en-(ě)str-ah-l,	\\ \\ \\ 0 -	
vanquish,	v-an-kw-(i)sh,	\\ \\ ) -	
linger,	l-in-g(e)r,	- \\ /	
liniment,	l-in-(i)-m-en-t,	- \\ ( \\ -	
lens,	l-en-z,	- \\ \\	
anarchy,	an(ah)r-k-i,	\\ / 0	
density,	d-en-st-i,	- \\ \\ 0	
thin-skinned,	th-in-sk-in-d,	- \\ ) -	
tends,	t-en-ds,	- \\ /	
mineral,	m-in(e)r-l,	( \\ /	
mandate,	m-an-d-āt,	( \\ - 0 -	
sentient,	sn-sh-en-t,	\\ - \\ -	
anchovy,	an-ch-ō-v-i,	\\ - 0 \\ 0	
champ,	ch-am-p,	\\ - \\	
channel,	ch-an-l,	\\ - \\ -	
chance,	ch-an-s,	\\ - \\ -	
strands,	str-an-ds,	\\ - \\ /	
ensnare,	en-sn(ā)r,	\\ - \\	
enquire,	en-kw(i)r,	\\ )	

Memorise the following further list of alphabetical words:—

u he, his, him.	{ as, has (traced up or down).	w would, wood.
n she, her, hers.	{ they, them (ditto).	d many.
> we, us.	{ when, time, times.	r only (upwards).
c you, your.		

### WRITING EXERCISE. SENTENCES.

The humble fakir tramped into Benares through a parched

— 1 x 2 3 4 5 6 7 8

land. The enemy attacked us on our left flank with cavalry

9 x — 10 11 12 13 14 15 16 17

and infantry. I will enquire of the printer as to the density

— 18 x 19 20 21 22 23 24 25

of the ink, and let you know his opinion. Duncan enlisted

26 27 — 28 29 30 31 x 32 33 34

in the Territorials and went to France, where he took part in

35 36 — 37 38 — 39 40 41 42 43

many battles. His Imperial Majesty opened Parliament on the

44 45 x 46 47 48 49 50 51 52

twelfth of September. We only went as far as Bolton, but

53 54 55 x 56 57 58 59 60 61

they went on to Preston. The information received proved

62 63 64 65 x 66 67 68 69 70

of very slight importance to the Austrian general.

71 72 73 74 75 76 77 x





## SIXTH LESSON.

## DIPHTHONGS.









ī (ah-ē) (small circle and hook),	o	as in bright.
ōī (au-ī) (large circle and hook),	o	{ „ boy, toil.
ōī (ō-ī) „ „		
ow o		(“ah” circle reversed in joining), „ loud, cow.



## COMPOUND NASAL SIGNS.





## UP STROKES.

own  or  (small circle and quadrant), as in bound, crown.  
 own-r  or  ( „ thick „ ), „ browner.

## DOWN STROKES.

in  or  (small circle and quadrant), as in find, signed.  
 in-r  or  ( „ thick „ ), „ finer, miner.  
 ōin  or  (large circle and quadrant), „ loin, groin.  
 ōin-r  or  ( „ and thick quadrant), „ coiner.

RULE 8.—When a vowel comes between own-r, in-r, or oin-r, it is omitted. Examples : finer  f-in(e)r ; coiner  k-oin(e)r.

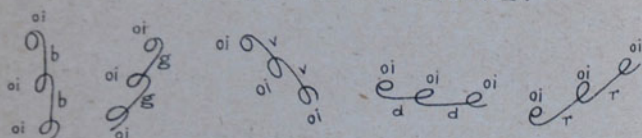
REMARKS.—As the diphthong ī long (ah-ē) is composed chiefly of the sound “ah,” in practical writing merely the small “ah” circle is used for ī long in ordinary words, thus :  fat or fight ;  bat or bite. The full ī sign is reserved for use in proper names, as : Bright  ; Bligh 



In similar manner, when a student becomes more advanced he may use the "au" circle for "oi" in ordinary words. At the present stage, however, it is advisable for the student to write this sign fully.

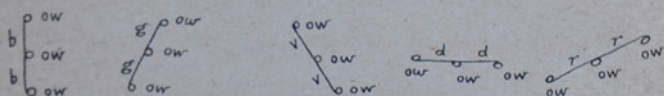
### NORMAL POSITIONS OF DIPHTHONG SIGNS.

The following diagrams illustrate the positions of "oi" and "i" long when coming at the beginning or end of a word or between two strokes going in the same direction:—



When "oi" or "i" long come between strokes going in different directions, the hook must be joined to the following stroke without forming an angle, as *toil* *e* *voyage* *boys* *void* *noise*

The normal positions of "ow" are exactly opposite to those of "ah" shown in Lesson 1.



With curves and with strokes going in different directions, turn the "ow" circle in the opposite direction to "ah." Compare the following:—*lad* *e* *loud* *e* ; *bad* *e* *bowed* *e* ; *brass* *e* *brouse* *e* ; *mat* *e* *mouth* *e* ; *mass* *e* *mouse* *e* ; *aster* *e* *ouster* *e* ; *sat* *e* *south* *e* ; *spat* *e* *spout* *e*

In writing the "oi" and "i" signs, care must be taken to form the hook completely, so as to distinguish clearly from the "oin" and "in" which contain a quadrant instead of a hook. The signs "oin" and "in" are generally joined in the same positions as the small quadrant signs "an, en, in," while "own" is joined like "on, un." Compare the following:—*poet* *e* *point* *e* ; *coy* *e* *coin* *e* ; *Dyer* *e* *diner* *e* ; *Lloyd* *e* *elained* *e*

## WRITING EXERCISE.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Outline.
foist,	f-öi-st,	\ 9 7	ð
Knight,	n-ī-t,	) 9 -	<u>2</u>
oil,	öi-l,	9 /	e
loyal,	l-öi-l,	- e /	e
loiter,	l-öi-tr,	/ 9 -	ð
doit,	d-öi-t,	- e -	- e
Hyman,	h-ī-m-an,	. 9 ( \	<u>2</u>
moil,	m-öi-l,	( e /	e
Isaac,	ī-z-ah-k,	9 ~ o /	<u>2</u>
showy,	sh-öi,	7 9	ð
Child,	ch-ī-l-d,	7 e / -	<u>2</u>
Wright,	r-ī-t,	/ e -	<u>2</u>
hoist,	(h)öi-st,	9 7	ð
stoic,	st-öi-k,	7 9 /	ð
snowy,	sn-öi,	\ 9	e
spoil,	sp-öi-l,	/ 9 -	e
poise,	p-öi-z,	1 9 -	e

pouch,	p-ow-ch,	1 0 ~	b
bouts,	b-ow-ts,	1 0 ~	t
growler,	gr-ow-lr,	1 0 /	f
grouse,	gr-ow-s,	1 0 ~	h
vowel,	v-ow-l,	\ 0 -	v
louts,	l-ow-ts,	- 0 ~	t
out,	ow-t,	0 -	e
however,	how(ě)vr,	0 \	v
sow,	s-ow,	~ 0	o
scout,	sk-ow-t,	) 0 -	t
spouse,	sp-ow-z,	~ 0 ~	e
pine,	p-in,	1 a	h
points,	p-oin-ts,	1 a /	h
pointer,	p-oin-tr,	1 a -	h
finely,	f-in-l-ī,	\ a / v	h
vines,	v-in-z,	\ a ~	h
loins,	l-oin-z,	- e ~	h
ointment,	oin-t-m-en-t,	a - (i -	h
mind,	m-in-d,	( e -	e



sign,	s-īn,	u e	e
shiner,	sh-īnr,	u n	n
whiner,	wh-īnr,	u e	e
brownd,	br-own-d,	l o -	f
bounce,	b-own-s,	l o u	h
gown,	g-own,	l o	f
ground,	gr-own-d,	l o -	f
grounds,	gr-own-ds,	l o /	f
founce,	f-l-own-s,	u / o u	vel
hound,	·(h)own-d,	o -	o
trounce,	tr-own-s,	- o u	o
browner,	br-ownr,	l o	f
scoundrel,	sk-own-dr-ēl,	l o - u /	h

“ Ah ” CIRCLE FOR “ ī ” LONG.

tidy,	t-ī-d-ī,	- o - u	o
likely,	l-īk-l-ī,	/ o / u	h
invite,	īn-v-ī-t,	u \ o -	h
stipend,	st-ī-p-en-d,	u o l / -	h
frighten,	fr-ī-t-en,	u o - u	h

Memorise the following further alphabetical words :—

o all, or.	o what was.	o shall, shalt.
o {who was, which was.	o where was.	C might.
f {who were, which were.	f where were.	C (w-s) was.

### WRITING EXERCISE. SENTENCES.

The outlaws seemed inclined to make a final stand

on the brow of the hill. His poise was very life-like and he

received loud applause. We saw the elephantine porter lounge

into the hall, where were gathered the frightened crowd of visitors. The coins were found under the side-board by a

joiner who was in the house. The sky-line of the high houses

was softened by the half-lights of the summer night. All the

townsmen who were present greatly enjoyed this fine sight.

The paper announces that the allied forces are about to make























a final onslaught. Our attempt to reach the little Alpine town

before nightfall was foiled by the heavy snows.



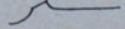






## SEVENTH LESSON.

## THE "R" RULE.

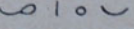



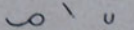

When "r" follows s  ss  sh  ch  m ( mm ( n ng ) [the only signs thickened to prefix "r" as given in 3rd lesson], the "r" is indicated by placing the vowel outside the curve. Compare: sot  sort  shot  short  mole  moral  not  north  seat  certain  cheep  chirp  need  neared  safe  serf  save  serve  In combinations such as  the "r" is indicated by producing an angle thus: serpent 

[The continuation of above important rule will be found in "Reporters Rules and Abbreviations."]

A lengthened "d" is all that need be written for the terminations "ted," "did," "ded," as: degraded  patted  splendid 

W / stands for "woo" at the beginning of words, as wolf  but the loop o may be substituted when it makes a briefer outline, as woman  The "ts" sign  may be used for "ths," as months 

## WRITING EXERCISE.

Word.	Phonetic Spelling.	Phonetic Signs.	Shorthand Outline.
surpass,	s-ŭr-p-ah-s,		
sergeant,	s-ă-r-j-an-t,		
survey,	s-ŭr-v-ă,		



sorely,	s-ör-l-ī,	∞ / ∞	∞
Charles,	ch-är-l-z,	∞ / ∞	∞
murder,	m-ür-dr,	δ —	δ
marl,	m-är-l,	δ /	δ
sharper,	sh-är-pr,	∞ /	∞
nearly,	n-ēr-l-ī,	∞ / ∞	∞
sorted,	s-ör-t-d,	∞ —	∞
sherbet,	sh-er-b-t,	∞ / —	∞
sirloin,	s-ir-l-oin,	∞ / e	∞
shirk,	sh-ir-k,	∞ /	∞
cheerful,	ch-ēr-f-l,	∞ \ /	∞
America,	ah-m-ēr(ī)kah,	o ∞ / o	∞

Memorise the following final list of alphabetical words :—

∞ { (m-s) most, must.	o how.	∞ upon.
∞ beside-s.	∞ government.	∞ been.
∞ become, because.	∞ difficulty.	∞ I am, am.
δ from.		

## WRITING EXERCISE. SENTENCES.

Most likely Charlie will bring home the certificate.

U h. as - h e - z x

It was remarked that the marquis wore a splendid diamond.

- C E - e - E I . s - v x

The Government ably attempted to meet the difficulty. Miss

- d h a - G - r x C

Sherlock is to be married this year to Mr. Martin. The

u - l b r z - s a x -

woman opened the iron gates and the car bounded into the

e a - g b - i f r -

night. He recited the whole piece from memory to the

z x u v - o e d o - -

great delight of the assembled party. As we neared the

i - e o b x r > z -

wood the storm broke in a sharp crash of thunder. I could

- - y b \ . r d o - x . i

see no motive for the elaborate imposture to which he resorted.

u ) b \ - q z - n v e

It was agreed a new clause should be inserted. The sergeant

- C E . d e n l w x - z

was greeted by loud cheers as he stepped from the car.

C b l a e r u z d - i x

## COMPLETE LIST OF ALPHABETICAL WORDS.











The following is a complete list of the alphabetical words given in the various lessons.










As this list is arranged in longhand alphabetical order, some of the words are entered more than once. For instance, the sign for "and, do" is entered once under "a" and once under "d."

· a, an, I.	— difficulty.	° I am, am.
/ ago, go, good.	— do, and.	∩ just, judge.
o all, or.	∩ from.	) know, no, not.
° am, I am.	∩ give-n.	) known.
— and, do.	/ go, good, ago.	— less, well, will.
∩ any, in.	∩ government.	∩ many.
— are, our.	/ great.	( member.
/ as, has.	/ has, as.	∩ might.
be, but, by.	∩ have, very.	( most, must.
) become, because	∩ he, his, him.	( much.
∩ been.	∩ her, hers, she.	) no, not, know.
∩ besides.	o how.	o of, ought, oh.
∩ ceased, seized.	· I, a, an.	/ on, could, quite.
/ circumstance-s.	∩ in, any.	∩ only.
/ could, on, quite.	∩ into.	o or, all.
∩ days.	∩ is, so.	— our, are.
— did.	∩ its, it is.	people, put.
























/ {quick, quality {qualities. / quite, could, on. \ said \ same, some. \ says, sees. \ seized, ceased. \ shall, shalt. n she, her, hers. \ should, sure. \ slight. \ so, is. \ spite.	\ such, which. / swift. - the, to. \ these. / they, them. \ this. \ {time, times, {when. \ unto \ upon. \ us, we. \ very, have. \ was.	\ we, us. / well, will, less. 0 what was. \ when, time-s. 0 where was. { where were. \ which, such. / {who, whom, {whose 0 {who was, {which was. / {who were, {which were. \ would, wood. c you, your.
---	--	--

The final "t" in little words of frequent recurrence is omitted, thus: that ; what ; with ; without ; after . The "t" is added when "the" follows, as that the ; what the ; with the ; without the  after the 

The alphabetical words may be used to make up larger words, thus: sometimes  (  some,  times ); although  (circle for "all"); alway-s ; altogether ; whenever ; whatever ; whatsoever  &c.

## PHRASING.


In Sloan-Duployan there is no necessity to memorise lists of special phrases, as the mere joining together of the simple words meets all requirements. The following are some examples :—


as far as		days ago		quite well known	
very good		when I go		should do well	
very well		I would like		so he says	
all in all		so and so		would not do	
on a par		what is the		they are } quite well }	
Dear Sir		most of the		some people } would }	
who did		just the same		will have to do	

## PUNCTUATION.

The only punctuation marks for which it is necessary to have special signs are the Period or Full Stop, the Dash, and the Hyphen.

The Full Stop is represented by a small cross x

The Dash by a long wavy line 

And the Hyphen by a short wavy line 

For the Parenthesis, use the square brackets, thus [ ] instead of the curves.

The other punctuation marks, Comma, Semicolon, Colon, Note of Interrogation, Note of Exclamation, Quotation Marks, &c., are made exactly the same as in ordinary writing. Most of these signs, however, are rarely used in shorthand writing.

## GENERAL EXERCISE IN LEARNERS' STYLE.

Mr. Midshipman Easy and Mesty hold a Cabinet Council.

"6" + l e o d l o x "o! -  
 - l m , v \ - - x" d l -  
 u e - - / o l \ v x " 7 - d  
 d d - l \ o" s l m "l o c o  
 , l ) l - d / l x" d e u o - c  
 l l a 7 a \ l l - - l - 7 u o  
 v . v o l m ~ u o d l o m x  
 u o v a - d o / - o m - d l c  
 a - l d - - - l m - a . 6 o  
 v l - - l l l 7 3 x "o l" s  
 d " . l - l e a ; v - l - l d -  
 l m e d o r - o p - 7 - a c  
 - ( o o h l d 2 l l o r l o a  
 o - m v o o o l l 12 ~ -  
 o r 4 6 7 x " e l o . o o e x  
 " - o r l o a o l l - l e \ o e





## GENERAL EXERCISE IN LEARNERS' STYLE.

Mr. Midshipman Easy and Mesty hold a Cabinet Council.

"What that?" cried Mesty, looking out of the cabin window. "Ah! the drunken dogs—they set fire to tent." Jack looked, and perceived that the tent on shore was in flames. "I tink these cold nights cool their courage any how," said Mesty—"Massa Easy, you see they soon ask permission to come on board." Jack thought so too, and was most anxious to be off, for, on looking into the lockers in the state-room, he had found a chart of the Mediterranean, which he had studied very attentively. He had found out the rock of Gibraltar, and had traced the Harpy's course up to Cape de Gatte, and thence to Tarragona—and, after a while, had summoned Mesty to deliberate on the course to be taken. "See, Mesty," said Jack, "I begin to make it out; here is Gibraltar, and Cape de Catte, and Tarragona—it was here—about we were when we took the ship, and if you remember, we had passed Cape de Gatte two days before we were blown off from the land, so that we had gone about twelve inches, and had only four more to go." "Yes Massa Easy, I see all dat." "Well, then, we were blown off shore by the wind, and must of course have come down this way; and here you see are three little islands, called Zaffarine Islands, and with no names of towns upon them, and therefore uninhabited; and you see they lie just like the islands we are anchored among now—we must be at the Zaffarine Islands—and only six inches from Gibraltar." "I see, Massa Easy, dat all right—but six debbelish long inches." "Now, Mesty, you know the compass on deck has a flourish for the north point, and here is a compass with a north point also. Now the north point from the Zaffarine Islands leads out to the Spanish coast again, and Gibraltar lies five or six points of the compass to this side of it—if we steer that way we shall get to Gibraltar." "All right, Massa Easy," answered Mesty; and Jack was right. To make sure, Jack brought one of the compasses down from deck, and compared them. He then lifted off the glass, counted the points of the compass to the westward, and marked the corresponding one on the binnacle compass with his pen. "There," said he, "that is the way to Gibraltar, and as soon as the mutiny is quelled, and the wind is fair, I'll be off."

## STUDENTS' EXAMINATION

### FOR THE

## LEARNERS' STYLE DIPLOMA.

---

ALL STUDENTS, on completing the study of the "Instructor," should enter for this examination in order to ensure that their knowledge is accurate before proceeding to the next text book.

Should the candidate's work prove satisfactory, the handsome illuminated Diploma of Accuracy in Learners' Style, signed by Mr. J. M. Sloan, is awarded. If, on the other hand, the work should fail to pass, the specimen is returned corrected, together with suitable advice and remarks, accompanied by a coupon entitling the candidate to submit a second specimen at half fee.

The examination fee is 1s. 7d., including postage, and should accompany the shorthand specimen. The name and address of the candidate should be very clearly written at the top of the paper. Address papers to The Principal, Sloan-Duployan Shorthand College, Ramsgate, England.

The following is the test piece, which should be written in shorthand neatly, on ruled paper, leaving every alternate line blank :—

My good aunt, who never parted from me at the end of a holiday without stuffing a sweetmeat into my pocket, had dismissed me one evening with a smoking plum cake, fresh from the oven. In my way to school—it was over London Bridge—a grey old beggar saluted me. I have no doubt, at this time of day, that he was a sham. I had no pence to bestow, so I made him a present of the whole cake! I walked on a little, buoyed up, as one is at such times, with a sweet-soothing of self-gratification, but, before I had got to the end of the bridge, my better feelings came back, and I burst into tears, thinking how ungrateful I had been to go and give my aunt's good gift away to a stranger that I had never seen before, and who might be a bad man for aught I knew. And then the odour of that spicy cake came back upon my memory, and the pleasure and curiosity I had taken in seeing my aunt make it, and her joy when she went into the oven. I thought how grieved she would feel that I had never had a bite of it in my mouth at last. I blamed my impertinent spirit of alms-giving, and above all I wished never to see the face again of that crafty old impostor.



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Students and writers of Sloan-Duployan in all parts of the world may join this Society and share in its benefits. Its scope is quite beyond that of local associations where members meet together for mutual improvement and practice. Its sphere is world-wide. The student resident in village or city—whether at home or abroad—may compete for the various medals offered and benefit in the improvement of his, or her, writing by the stimulating effect of competition. He may enter into communication with fellow Sloan-Duployanites, either by private correspondence or by means of evercirculators, and be constantly in touch with the headquarters of the system.

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The Society is composed of—

ASSOCIATES—Those studying Sloan-Duployan, and

MEMBERS—Those who possess the Diploma of Accuracy in  
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Prospectus and enrolment forms are obtainable gratis from the Secretary.

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The above Society is composed of Duployan writers throughout the world (British, French, Italians, Swiss, Belgians, and other Continental peoples; Americans, Canadians, &c., &c.). The Duployan is the only method suitable for writing all languages; hence it is the only system that can become *universal*. Meetings are held monthly at 150, Boulevard St. Germain, Paris. The sole object of the Society is to make the art of Shorthand universal throughout the world. Students who write the specimen referred to on page 46 accurately are eligible for membership. Beautiful diplomas are awarded, which grant the title of *Member of the Institut Sténographique des Deux Mondes*, of Paris. Fee, 10s. 6d., should be sent to J. M. SLOAN, Head Offices, Ramsgate, England. The proceeds of fees received are devoted to the propagation of the art.



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et sur les fonds de l'Etat.

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no 60

16 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

10 (Germes)

10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

