LEARNING SHORTHAND

Shorthand for practical application.

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INTRODUCTION

OVERVIEW

Shorthand is a form of writing that uses abbreviations, symbols, and simplified letter formatting. Its main purpose is to increase writing speed.

Since you are a nursing student who must take over forty hours of notes per week, you experience severe hand pain, negative mental health effects, and loss of study time.

These instructions on learning shorthand will help your notetaking by creating efficiency. The increased speed of notetaking will in turn improve your mental health and reduce hand strain.

TYPES OF SHORTHAND

There are two main systems of shorthand: symbol-based and alphabet-based. It is versatile and customizable to the user ("List of Shorthand Systems").

Symbol-Based Systems

Symbol-based systems are the fastest but most complex shorthand systems to learn. Common versions are:

- Gregg
- Pitman
- Taylor
- Teeline

Alphabetic-Based Systems

Alphabetic-based systems combine common abbreviations and simplified alphabet structures, making them easier to learn. This includes:
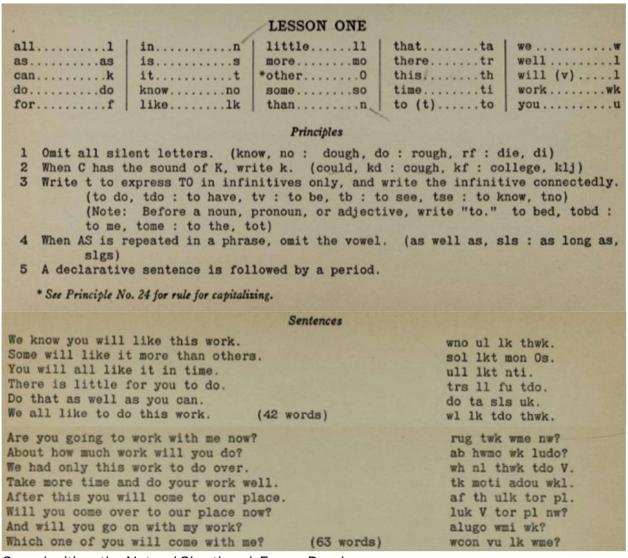
- EasyScript
- KeyScript
- Speedwriting
- T-Script

I believe Speedwriting will work best for your circumstances. That will be the focus of these instructions.

BASICS OF SPEEDWRITING

Speedwriting uses the alphabet and punctuation marks to represent the sounds of English. It uses common abbreviations and English alphabet letters.

This is the first lesson from Emma Dearborn, the author of *Speedwriting, the Natural Shorthand*.

LESSON ONE

all..........l	in...........n	little......ll	that........ta	we ....w
as..........as	is...........s	more........mo	there.......tr	well l
can.........k	it...........t	*other........0	this........th	will (v).....l
do.........do	know........no	some........so	time........ti	work........wk
for.........f	like........lk	than.........n	to (t)......to	you.........u

Principles

1. Omit all silent letters. (know, no : dough, do : rough, rf : die, di)
2. When C has the sound of K, write k. (could, kd : cough, kf : college, klj)
3. Write t to express TO in infinitives only, and write the infinitive connectedly. (to do, tdo : to have, tv : to be, tb : to see, tse : to know, tno) (Note: Before a noun, pronoun, or adjective, write "to." to bed, tobd : to me, tome : to the, tot)
4. When AS is repeated in a phrase, omit the vowel. (as well as, sls : as long as, slgs)
5. A declarative sentence is followed by a period.

* See Principle No. 24 for rule for capitalizing.

Sentences

We know you will like this work.	wno ul lk thwk.
Some will like it more than others.	sol lkt mon Os.
You will all like it in time.	ull lkt nti.
There is little for you to do.	trs ll fu tdo.
Do that as well as you can.	do ta sls uk.
We all like to do this work. (42 words)	wl lk tdo thwk.

Are you going to work with me now?	rug twk wme nw?
About how much work will you do?	ab hwmc wk ludo?
We had only this work to do over.	wh nl thwk tdo V.
Take more time and do your work well.	tk moti adou wkl.
After this you will come to our place.	af th ulk tor pl.
Will you come over to our place now?	luk V tor pl nw?
And will you go on with my work?	alugo wmi wk?
Which one of you will come with me? (63 words)	wcon vu lk wme?

Speedwriting, the Natural Shorthand, Emma Dearborn.

PRINCIPLES

1. **Use standard abbreviations wherever possible.**

   For example: company, co; with, w; number, no.

2. **Do not write out numbers.**

   For example: one, 1; seven, 7; twenty two, 22.

3. **Write only essential letters.**

   For example: received, rcvd; approve, aprv; spoon, spn.

4. **Write phonetically.**

   For example: cancel, kncl; season, szn; photograph, ftg.

5. **Stay consistent with abbreviations.**

Try writing these sentences:

This will work in time.   _____

I like this work more than other work.   _____

My company is number one in Missouri.   _____

We live in the United States of America.   _____

Great job applying what you have learned so far!

Reread the sentences to reinforce what you have learned.

The key to learning shorthand is repetition and application.

Tki t lng Sh- srptj a- aplkj.

SUFFIX REPLACEMENTS

6. A word can be shortened using a representative letter or punctuation.

-ly	l	-ever	v	-rt,rd	/	-ple	p
-ing	g	-st	s	-ss	'	-sh	z
-nd,nt	-	-ment	-	-nk	q	-ity	;
-th	t	-ow	w	-to	t	-aw	a
-nce	c/	-str	S	-en,in	n	-ary	y
-ery	y	-ble	b	-ful	f	-tion	j
-self	s/	-qu	q	-otic	T	-zure	z/
-graph	g	-fer,for	f	-ive	v	-late	la
-itis	i;	-meter	Me	-multi	Ml	-ology	ol

Note: These are the same if found in the middle or beginning of a word. (Dearborn, Sheff)

Try writing these sentences:

You must be timely with the card. _____

His work on the cross is finished. _____

Keep ample time before forever. _____

I am barely keeping up with you. _____

Copy the photograph to learn. _____

7. Speedwriting shorthand can be customized to your needs.

Write ten words you use often and create abbreviations that work for you.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Here is a sheet with Speedwriting that shows its customization:

about	a/	it	/	what	wa
after	af	lot/lot of	lo	where	wh
all	l	me	m	when	wn
always	lw	my	m	will	w/
and	+	of	o	with	‿
are	r	on	⌒	without	‿
at	a/	really	r//	you	y
be	b	say/said	s	your	yr
beautiful	btf	she/her	ʃ	...able/ible	∽
been	bn	take	k	...ate/aight	at
but	b/	that	la	...ed	→
can	c	the	⌐	...ful	f
come/came	cm	their	lr	...fully	f//
day	dy	them	lm	...ight/ite	g/
did	d	then	ln	...ing	—
each	@	there	lh	...ings	=
for	f	these	lse	...ly	"
from	fm	they	ly	...ment	m/
get/got	g/	this	la	...ness	/
give/gave	gv	to	l	...ought/ot	ø
had	h	today	ld	...aught	ø
have	v	was	w	...ould/ood	d
he/him	✓	were	wr	...tion/sion	⌐
in	n	we	e	...cion	⌐
is	)	went	→	...tive	v

"Shorthand Writing System Example." Pinterest

I no u wl hv a gd tm lng Sh-. Rsrz r fd blw nclg a Spd/g dcjry.

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