

HOW TO CONSTRUCT SHORTHAND PHRASES

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How to construct shorthand phrases by Robert F. Rose

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ROBERT F. ROSE

**HOW TO CONSTRUCT
SHORTHAND
PHRASES**

HOW TO CONSTRUCT SHORTHAND PHRASES

By ROBERT F. ROSE

Author of "The Robert F. Rose Expert Shorthand Course," "How to Become a Private Secretary," "How to Do Law Office Stenography," "How to Become an Expert Court Reporter," etc.

COMPILED ONLY FOR STUDENTS OF THE
ROSE EXPERT SHORTHAND COURSE

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PREFACE

If you have a thorough knowledge of the principles of word construction and the application of those principles to the making of phrases, you already know how to construct phrases. It is assumed that you have thoroughly mastered each lesson in the Robert F. Rose Expert Shorthand Course so far as you have gone, and if so, you will find few if any new ideas in this book relative to the subject of phrasing.

What, then, is the object of the book? There must be an object, else it would not have been written. If there are no principles in this book not completely covered in the course, what is the reason for it?

In the first place, this book presents in convenient form all the word-signs and phrase principles in order to make them easy of reference. If this were the only object, the book would be justified.

But to my mind the most important use to which this book can be put is that of review work. No matter how thoroughly you have mastered the lessons, no matter how much study you have given the course, frequent review of the principles of phrase construction and practise in writing the phrase outlines will be found most helpful. No one can know shorthand too well, and as has been frequently iterated in the course, the instant application of the shorthand of which you have a knowledge is an ability which comes only through the most assiduous practise.

In the last quarter of a century it has been my work to instruct others in the art of writing shorthand. To do this, it has been necessary for me to go through the principles thousands of times. In the correction of the work of correspondence pupils, thousands of questions

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have been asked of me. I can truthfully say that I have never gone through a lesson with a pupil, but I have been impressed with the science which underlies the principles of shorthand, and that each time I have seen new beauties and new features which close analysis has revealed. A more profitable evening cannot be imagined by me than the taking of the phrases from phonographic dictation. Each hour's work of this kind makes those phrases more easily executed, and I predict that, no matter how long you may write shorthand, you will ever find profitable the time devoted to just such work.

And it is for this reason that this book will be found of great value to you. That value, of course, will depend upon the time you give to it. It places the opportunity before you to become more accomplished as a shorthand note-maker, and it is my sincere wish that you make use of it.

Yours truly,
























Robert F. Rose

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Chapter One

THE VOWEL WORD-SIGNS

The following word-signs are based on the dot and dash vowels, the diphthongs, the circles and loops:

 the	 but	 I eye
a  an and	 awe already	 is his
 of	 oh owe go	 as has
 put	 on*	 is-as is-his
 all	 he* him* should†	 as-is as-has as-his
to  two too	 how*	 you
 about	 ought	 first
 or	 who	

* These dash vowel word-signs are made upward. All other dash vowel word-signs are made downward.