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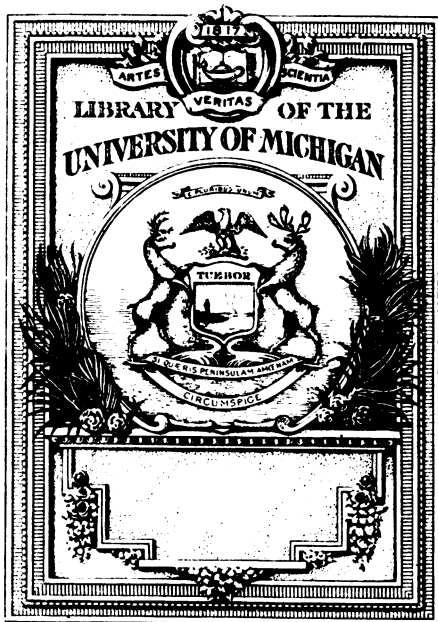
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The Universal English
SHORT-HAND;

O R,

The Way of Writing English,

IN THE MOST

Easy, concise, regular, and beautiful Manner,

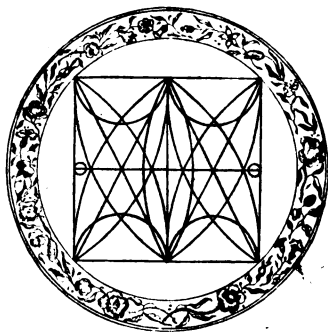
Applicable to any other Language,

But particularly adjusted to our own.

Invented by JOHN BYROM, M. A. F. R. S.

And some time Fellow of Trinity College, Cambridge,

Now published from his Manuscripts.



Frustra Per Plura.

M A N C H E S T E R :

Printed by JOSEPH HARROP, opposite the Exchange. 1767.





To the Right Honourable
The Earl of Morton, President,
And the rest of the
Fellows of the Royal Society,

THIS System of SHORT-HAND,
the Invention of Mr. JOHN BYROM,
a late Worthy Member of their Body,
is with all due Respect inscribed

By their most devoted

And obedient humble Servant,

The EDITOR.

Manchester,
May 1, 1767.

Reg. St.
City
5-28-43
48109



P R E F A C E

AS a great Part of the following Treatise consists of Observations introductory to the Art therein taught, (the Essentials of which are comprisd within the Compass of a few Pages,) nothing more seems requisite to be said by Way of Preface, than to assure the Public, that it contains what it pretends, to wit, Mr. Byrom's Compleat System of Short-hand.

Mr. Byrom had not, it must be owned, absolutely finished any Part of it for the Press; but had, however, committed the whole Method to Writing, and had also made some Progress in drawing it up in Form, enough to shew perfectly the Plan, upon which he intended to proceed. From his Manuscripts, communicated by the Family, it is now faithfully extracted, and published.

The World, indeed, had been much better entertained, had it received its perfect Form, and last Polish from the masterly Pen of the ingenious Inventor; and the Learned have particular Reason to regret, that it did not; as it appears by a great Variety of Extracts from Greek and Roman Antiquity, found amongst his Papers, that he had proposd, by Way of Introduction, to have given a literary History of Short-hand, and shewn in what Estimation it was held, and what Use was made of it, by the greatest Geniuses of those inquisitive Ages.

Mr. Byrom's great Learning, and particular Talents for a Work of this Nature are too well known to need descanting upon here; but it may be some Satisfaction and Entertainment to the Lovers of Short-hand to be informed, how he first came to think of it, and what Steps he took, for a long Course of Years, in the Pursuit of it.

The first Occasion of turning his Attention that Way arose from his Acquaintance with the late Mr. Sharp, at Trinity College, Cambridge.

Cambridge. This Gentleman's Father, at that Time Archbishop of York, had recommended to his Son to make himself Master of Short-hand, as an Art very useful and commodious. Incited by an Authority so respectable, the two Friends applied themselves to the Study of the Method then in Vogue; but Mr. Byrom was so disgusted with the Absurdity, and Awkwardness of its Contrivance, that he soon threw it aside. Smitten however with the Idea of an Art so useful in Life, and so capable, in his Opinion, of being brought to much greater Perfection, he consulted every thing that could be procured, either in Print or Manuscript, which had been written upon the Subject; but finding them all, however differing in trifling Circumstances, equally arbitrary, inartificial, and defective in their first Principles, he resolved to attempt a System of his own, upon a more natural, rational, and philosophical Plan.

The Rules he prescribed to himself in the Execution of it were, 1st, That all the simple Sounds of the Language should be denoted by the shortest and simplest Strokes, or Marks in Nature. 2dly, That those Marks, which were the shortest, and easiest to be formed, should be assigned to the commonest Letters. 3dly, That those Letters, which most frequently occurred together, should be denoted by those Marks, which were most easily joined. 4thly, That all the Marks, of which any Word was composed, should be written without taking off the Pen, or permitting any of them to rise above, or sink below two parallel Lines, within which the Writing should be always regularly and beautifully confined. And lastly, that all the Rules of Abbreviation should be founded upon the Properties of the Language, and expressed by the Letters of the Alphabet only, without admitting of any arbitrary Marks for that, or any other Purpose.

To unite so many different Perfections in one Scheme, and make a consistent System of the whole, was an Undertaking of such Difficulty and Labour, that Mr. Byrom himself, though excellently well qualified for it by a very extensive Knowledge of the Nature of Language in general, and a thorough Acquaintance with the Idiom and Properties of his own in particular, for a long Time despaired of being able to accomplish it; and it was by an indefatigable

fatigable and obstinate Perseverance, in making, through the Course of many Years, continual Trials, Alterations, and Amendments, that he at last succeeded to the Satisfaction of himself, and a few learned and judicious Friends, to whom he communicated his Invention.

The Curiosity of the Public was some Years after this, excited towards Short-hand, by the Publication of Mr. Weston's Method, which occasioned Mr. Byrom to reconsider, and retouch his own. The Gentlemen, to whom it had been communicated, being very sensible of the great Superiority it had over Mr. Weston's, and every other Method, advised him, upon this Occasion, to publish it; which he, desirous of making it as extensively useful as possible, consented to, and printed Proposals accordingly.

But the World, too often amused with specious Pretences to new Discoveries and Improvements, seeming to require some previous Evidence with Respect to this, it was thought advisable, that the Publication should be deferred, till it had been taught to a Number of Gentlemen, who by their own Experience might be proper Judges of its Merit, and enabled to give the World incontestable Assurances of it.

This Plan Mr. Byrom persued, and for several Years taught his Art, in a private Way, to a considerable Number of Persons of Taste and Judgment, who highly approved of it, and urged him very earnestly to consent to the Publication of it. Their Desire, coinciding with his own of fixing a perfect Standard of Short-hand for general Use, induced him to resume his former Design; and the Gentlemen, his Scholars, to remove any Doubt, which the Public might possibly entertain of its Merit, drew up, and signed a recommendatory Description of it, which was then printed, and, for the Readers Satisfaction, is now subjoined to this Preface.

From this full and authentic Testimonial Mr. Byrom had Reason to hope, that he should be enabled to communicate his Invention to the Public in a Way, which would render it of the greatest general Use; and many of his Friends and Scholars taking upon
 C themselves

themselves the whole Trouble of procuring Subscriptions, he published Proposals for printing it.—But by the Death of Gentlemen, who had undertaken the Office of distributing Receipts, and other unforeseen Accidents, he was obliged to drop his Design, and never afterwards resumed it.

Upon Mr. Byrom's Decease, some of his intimate Friends and Scholars, who had been experimentally convinced of the Usefulness of his Method, and were afraid, that, without some authentic Publication of it, it might either be lost, or at best imperfectly handed down, applied to the Family for their Consent to the printing it, which was immediately given, and all the Manuscripts relating to it put into their Hands.

Out of these Papers the following Treatise is, as was said before, compiled; and the World may rest assured, that they have the whole of that Method of Short-hand, which Mr. Byrom invented and taught. As to any Faults or Defects in the Arrangement and Explication of the Rules of Abbreviation, the Editor must take them upon himself, hoping however for some Indulgence from the candid Reader, when the Difficulty of writing with Perspicuity, and at the same Time due Conciseness upon a Subject of this Nature is considered.—He lays Claim to no sort of Merit, but what is due to a disinterested Intention of perpetuating a very useful Art, and doing some Honour to the Memory of an ingenious and worthy Gentleman.



A General



A General DESCRIPTION of

Mr. *Byrom's* new Method of *Short-Hand*.

WE whose Names are hereunto subscribed, being acquainted with Mr. *Byrom's* Method of *Short-Hand*, and convinced of its great Usefulness in all the various Branches of Business and Science, wherein Writing is concerned, have pressed him to make it public: And that we may the better engage others to favour this our Design, we have agreed to give the following General Description of it, which, though it does not convey a just and perfect Notion of this Method, may yet satisfy the Reader, that it is an Invention quite new in its Kind, and worthy of all Encouragement.

Mr. *Byrom's* Method of *Short-Hand* may be termed, The Art of expressing all the Words and Phrases of the *English* Tongue by a Character, which is perfectly regular and beautiful, and, as we conceive, the shortest possible.

It may perhaps be asked, whether these are not inconsistent Properties, and whether arbitrary Marks are not necessary to the shortest Character possible? But this, however plausible it may seem at first Sight, is not true in Fact. On the contrary, the greatest possible Brevity does, from the Nature of the Thing itself, entirely coincide with perfect Regularity and Beauty; and this will appear, whether we consider Mr. *Byrom's* Alphabet, his Marks for Words, or his Contractions for Sentences.

His Alphabet consists of the plainest and simplest Marks in Nature; the most common Letters are denoted by the most easy of them; and such, as are most frequently combined in Pronunciation, by those, which are most readily joined by the Pen: So that any Alphabet, which should differ from this, would of Necessity be less compendious; as either representing simple Letters by compound Characters,

Characters, or appropriating the simple Characters in a Manner less suited to the usual Occurrences and Combinations of the Letters.

His Marks for Words are all formed out of the simple ones, which denote their respective Letters. As the Words have various Lengths, Relations to, and Dependencies upon each other, so have the Marks; and, if this exact and beautiful Correspondence were destroyed in any Instance, for the sake of some fancied Advantage, the Loss, upon the whole, would be always greater than the Gain; for arbitrary Marks not only burden the Memory, and occasion much Difficulty and Confusion both in Writing and Reading; but there being no Rule, in such Cases, to be a Guide and Test, the Fancy would neither be able to invent all the proper Marks, nor the Judgment to adjust them, as the greatest Brevity should require.

But the Adherence to Rule and Method has the greatest Advantage in the Contractions for Sentences; for a very few Things given according to a certain Rule render a whole Sentence as precise and determinate as a single Word: And the Practice of Mr. *Byrom's Short-Hand* begets such a Facility in decyphering from a few Things given, as is hardly to be imagined; so that his Method is capable of the greatest Contractions, which yet are free from Uncertainty, easy to be made and read, applicable to all Kind of Business, Arts, or Sciences, and to Language in general; at the same Time that they exceed any arbitrary Characters in each particular.

It appears therefore, that perfect Beauty and Regularity are so far from being inconsistent with the greatest possible Brevity, that they are the true and only Means of attaining it, and by these Mr. *Byrom* has actually succeeded in the Invention and Establishment of *Short-Hand*.

It is very entertaining, in the Practice of this Method, to see how the Reasons for each Rule offer themselves to the Scholar's View; and how he himself, after a few natural and easy Hints given him, becomes, as it were, his own Teacher; and discovers, that every Conveniency and Advantage is deducible from the simplest and most evident Principles, in a Manner, which at once satisfies the Judgment,

ment, and fixes the Memory. And indeed, if it be, as we apprehend it is, the shortest Character possible, every Degree of Expedition in Writing must be attained by it in the shortest Time possible.

However, it is not yet known, what is the utmost Expedition to which a Person may arrive in it by Practice; for it is at present confined to a few, and is therefore scarce applicable but to private Use, whereas the Character itself is remarkably fitted for general Use, inasmuch as the Hands of different Writers are perfectly legible to each other; nay, it would be difficult to distinguish them, were the Writers exact, every Stroke being so determinate and significant, that there is no Room for those Particularities, which render other Hands unlike to each other.

Now were the Public so far acquainted with the Usefulness of this Character, as that it should be commonly received in their Inter-courses with each other, taught early to the Youth, and practised by them, when they came to be Men of Letters and Business, the Dispatch arising from it, and every other Advantage would increase, in Proportion to the more general Reception of it.

And this is our chief Aim in the Application which we here make to the Public—We would raise a Desire in them for a Thing, which we know they would desire, were they aware of its Merit.

Mr. *Byrom's* Method was brought to such Perfection, before he communicated it to his Scholars, that they have not found Room for any Alterations, notwithstanding various Trials for that Purpose. There is therefore nothing more wanting but a Number of Learners, who, by putting in Practice the Method, which he has completed, may render *Short-Hand* universally serviceable.

The Rev. Mr. <i>Edw. Abbot</i> , Master of <i>Magdalen College, Cambridge</i>	<i>John Balls</i> , Esq;
<i>Richard Adams</i> , Esq; (now <i>Baron Adams</i>)	<i>John Baskeroyle</i> , Esq;
<i>E. Bacon</i> , Esq; Member for <i>Lynn Regis</i>	<i>H. Bathurst</i> , Esq; Member for <i>Cirencester</i>
	<i>John Bradshaw</i> , Esq;
	<i>Jf. Hawkins Browne</i> , Esq;
	<i>George Carter</i> , Esq;

The

- The Rev. Mr. *Thomas Gattel*
 The Rev. Mr. *John Clayton*
Dennis Clarke, Esq;
T. Clerke, Esq;
Joseph Clowes, Esq;
Hambleton Cufstance, Esq;
 Dr. *R. Davies*, of *Shrewsbury*
 Lord *Delawar*
Charles Erskine, Esq;
James Erskine, Esq; Member
 for *Stirling*, &c.
Francis Faquier, Esq;
Mart. Folks, Esq; President of
 the *Royal Society*
Richard Fydell, Esq;
Pierce Galliard, Esq;
Edward Greaves, of *Culcheth*,
 Esq;
 The Rev. Mr. *John Haddon*
Thomas Hall, Esq;
 Mr. *R. Hall*
Samuel Hammersley, Esq;
J. Hardres, Esq;
 Dr. *D. Hartley*,
Richard Hassel, Esq;
 Dr. *B. Hoadly*
 Dr. *J. Hoadly*, Chancellor of
Winchester
Robert Holden, Esq;
 The Rev. Dr. *Francis Hooper*
John Houghton, Esq;
Richard Houghton, of *Liver-*
pool, Esq;
George Kenyon, Esq;
William Knipe, Esq;
T. Kyffine, Esq;
George Legh, Esq;
- Peter Legh*, Esq;
 Sir *Darcy Lever*, L. L. D.
Ralph Leycester, of *Tost*, Esq;
R. Lightfoot, Esq;
George Lloyd, Esq;
Robert Lowe, Esq;
 Dr. *P. Mainwaring*
James Maffey, Esq;
William Melmoth, jun. Esq;
William Mildmay, Esq;
Thomas Nelson, Esq;
 The Rev. Mr. *Caleb Parnham*
C. Pratt, (now Lord Chancellor)
If. Preston, Esq;
 His Grace the Duke of *Queens-*
berry
Francis Reynolds, Esq; Member
 for *Lancaster*
Daniel Rich, Esq;
 The Rev. Dr. *Richardson*, Master
 of *Eman. College*, *Cambridge*
Thomas Robinson, Esq;
W. Selwin, Esq;
 The Rev. Dr. *Robert Smith*,
 Professor of *Astronomy*, and
 Fellow (now Master) of *Tri-*
nity College, *Cambridge*
 Sir *Robert Smyth*
 The Rev. Mr. *John Swinton*,
J. Taylor, L. L. D. (Chancellor
 of *Lincoln*, and Canon Refi-
 dentiary of *St. Paul's*)
 Rev. Mr. *Venn Eyre*, Rector of
Stambourn
William Vere, Esq;
 The Rev. Mr. *William Walton*

Tho.

<i>Tho. Warner, Esq;</i>	<i>Taylor White, Esq;</i>
<i>George Weller, Esq;</i>	<i>Francis Wilkes, Esq;</i>
<i>The Rev. Mr. Charles Wesley</i>	<i>William Windham, Esq;</i>
<i>The Rev. Dr. Whalley, Master</i>	<i>John Wood, jun. Esq;</i>
<i>of Peter-House, Cambridge</i>	<i>Henry Wright, of Moberley, Esq;</i>
<i>J. White, Esq; Member for</i>	<i>The Rev. Mr. Henry Wrigley.</i>
<i>Retford</i>	

To these the following GENTLEMEN have now added their Names.

<i>The Right Hon. the Earl of</i>	<i>Harbord Harbord, Esq; Mem-</i>
<i>Morton, President of the Royal</i>	<i>ber for Norwich</i>
<i>Society</i>	<i>———— Duane, Esq; of Lin-</i>
<i>The Hon. Sir Joseph Yates, one</i>	<i>coln's-Inn</i>
<i>of the Justices of the King's-</i>	<i>Dr. J. Lloyd, F. R. S.</i>
<i>Bench</i>	<i>Radcliff Sidebotham, of the Mid-</i>
<i>The Hon. Edwin Sandys, Esq;</i>	<i>dle Temple, Esq;</i>
<i>Member for Westminster</i>	



ERRATA.

E R R A T A.

Page 14, Line the last, for *c, q, w, x*, read *c, q, w, v, y*.

P. 26, L. 15, for *as* read *as*.

P. 29, L. 1, for *in* read *in*.

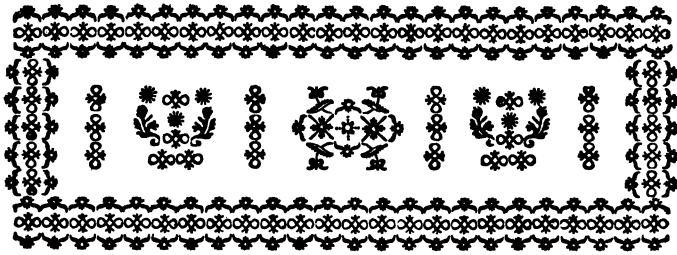
P. 30, L. 1, for *always* read *always, when long*.

P. 32, L. 2, for *Sgnification* read *Signification*.

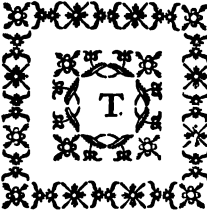
P. 40, L. 24, for *curve-line* read *curvilineal*.

P. 68, L. 12, for *godlily* read *godly*.

In the last Page of Engraving but one, Line 2, for *Litltns* read *Littltns*.



T H E
UNIVERSAL ENGLISH
SHORT-HAND.

 THE Design of introducing a Method of Short-hand, for general Use, obliges me to lay before the Public, not only the Result of my Endeavours to bring that useful Art to Perfection, but also the Reasons, whereon the Preference of this to any other, which has been assigned for that Purpose, is founded.

From the Time that my Attention to Short-hand was first raised, I had a great Opinion of the Use, and Excellency of such a Compendium; but wondered much at the great Variety of Books about it, and the obvious Defects of

all the Instructions, that I could meet with, either in Print, or Manuscript, by which it had been taught, or practised amongst us. And conceiving, that if a Method could be discovered free from the several Inconveniencies observable in all the Short-hands hitherto published, and yet possessed of all the Advantages, which the Nature of the Thing might admit of, it would be an acceptable Present to the Public; I resolved, if possible, to find it out.

And that it was not impossible I supposed, because the best Alphabet, and the justest Rules for the Application of it, was all that was wanted; the first apparently attainable by sufficient Trials, the other by the like Attention to the Nature of Language in General, and of our own in particular; the Idiom of which coincides, more happily by far than that of others, with the Nature of Short-hand.

The Defects, observable in all the common Forms of it, may be reduced to these two. First, that they are ugly; Secondly, that they are arbitrary—Qualities so directly opposite to the main Things required, viz. Beauty, Brevity, and Method, that we must by all means endeavour to avoid both; or else we shall neither write so well, nor read so readily, as otherwise we might.

It

It is plain enough, that arbitrary Marks are not so legible, as regular ones. But the Connection between the Beauty of Characters and their Brevity, does not, perhaps, so immediately appear to a Learner; Nay even the Teachers do not seem to have been aware of it's Necessity. They are apt to say with the Unexperienced, what signifies it how ugly they are, if they be but short? whereas no Marks, that join together so as to make an ugly distorted Appearance to the Eye, can ever be made so quickly by the Pen, as those which fall in more neatly, and of Consequence, more easily and speedily, with each other.

A Method consisting chiefly of arbitrary Marks carries it's own Absurdity along with it. If any one is inclined to make Use of such for Secrecy, or any other Reason, he may chuse them for himself much better, than others can for him; and connecting them according to his own particular Fancy, may perhaps more easily remember them; but as they are totally inconsistent with our present Design, we must point out the Way of making regular ones in their Stead, which, without any Burthen to the Memory, will be shorter and easier upon the whole, than such, as are imposed at Random, can be. This will appear to be feasible, by a right Alphabet once established, and always kept to, and suitable Directions for the Use of it.

In

In order to investigate this Alphabet, we have two Things to consider; First, the Letters, that occur in our Language; and Secondly, the Figures, by which they must separately, or conjointly, be express'd; separately—that every single Letter may have it's particular Figure assigned to it, according to the Frequency of it's Occurrence; and conjointly—that such Letters, as most usually meet together, may be denoted by Marks, that unite most easily and neatly with each other: for the best Alphabet, it is evident, must be formed upon these Principles.

Our common Alphabet, even with respect to Long-hand, is very defective; and our customary Application of it, or Spelling, monstrously absurd: but upon that I shall not here dilate, it being sufficient to observe, that, in writing Short-hand, we are under no Obligation to follow Custom, where we can leave it with Advantage; nor to desert it, where any Advantage may be got by following it. We are at Liberty to make use of all Helps, which Nature affords against Custom; or which Custom, or second Nature as it is called, furnishes against the first; or even to disregard both, if we can secure our Point, without minding either.

To Instance in all the three Cases—First, The Nature of Writing, that is, of expressing Sound by Figure, supposes that every Figure
has

has it's correspondent Sound. If therefore Custom has introduced more Figures than are necessary for that Purpose, we are not at all obliged to follow it; for if the Figure, or Figures, that we make use of, sufficiently discover to us the Sound, or Words which we want, it is enough—as *bo*, *tbo*, *nebor*, or even *nebr*, is enough to express the Words *Beau*, *though*, *Neighbour*.

Secondly; Custom has limited the Number of Vowels in our common Alphabet to five, whereas in Nature there are more; and in Fact, two of these five are not simple Vowels, but Diphthongs, or Compositions of two simple ones each; but as this customary Number happens to be more commodious for our Purpose than the natural, we are at Liberty to keep to it for that Reason.

Thirdly; Sometimes, even in our common Long-hand, we depart both from Nature, and from our Customary Alphabet; as when we borrow Words from other Languages, and retain the foreign Manner, both of writing and pronouncing them—In the Words, *Chaise*, *Machine*, &c. for Example, the *ch* in both is pronounced like our *sh*. So We, in some Instances, may borrow one Figure for another of nearly like Sound, if any eligible Convenience shall result from it.

Alpha-

Alphabetical Writing is in itself, beyond all Question, the most regular and compendious. Whether it was at first given by divine Inspiration, or discovered by natural Reason; whether Moses, or any antient Patriarch, or our first Parent himself was the Receiver, or Inventor of it, has been Matter of much Enquiry amongst the Learned; whose various Disquisitions upon the subject only serve to convince us, that a Thing, in its Nature so simple, and in its Consequences so useful, must be owing to the Hand of Providence some way or other; but that the Time of its first Rise in the World lies too remote from us, to be positively ascertained.

Moses, we know, received the ten Commandments in it from God himself; and many Authors have contended, that he not only received the Law from him, but the Alphabet likewise, whereby that Law was, (and still continues to be) written. But its present Characters, whether Jewish or Samaritan, afford us no visible Inducement to be of their Opinion: and as neither he himself, nor any of the succeeding Prophets have any where affirmed this, the Denial of its previous Use has more of Conjecture, than Solidity in it. It is necessary to urge the Authority of Heaven for the Commands, which are perfectly worthy of it, but hardly for these Characters, the Imperfections
of

of which seem rather to betoken human Custom, than divine Appointment: One might as well urge it for adopting that kind of Compendium, which runs through the Writings of Moses, and the Prophets, and is the Occasion of this Mention of them, viz. that, which arises from the frequent Omission of the Vowels in Hebrew; which in any Language, and particularly in ours, may very often be spared, without any Impediment to the Reader.

For this Reason, and for others which will appear hereafter, we do not admit of any lineal Marks for Vowels in our Alphabet, but express them, when requisite, by a Point or Dot in five Places, before or after the Character appropriated to any particular Consonant, as the common Short-hand Writers very frequently do; though they have also allotted other Marks for Vowels, not considering, what Inconveniences that needless Expence was attended with, nor the Advantages accruing from a more provident Disposal. (a)

Our

(a) In most of the common Methods of Short-hand, The Vowels are represented in three different Manners.

First, When Final, they are denoted by Dots in five distinct Places after the last Consonant.

Secondly, When Intermediate, by taking off the Pen, and drawing the following Consonant from that Place after the preceding one, which the Vowel would have occupied had it been a final one.---A Contrivance this, that frustrates the main Intention of Short-

Our Alphabet therefore, as the Hebrew by the mistaken Grammarians is supposed to do, will consist of Consonants only, which running neatly into each other, will form the Marks for Words; all the Consonants of which are to be expressed in the most expeditious Manner possible, without taking off the Pen at each, or any Occurrence of a Vowel, which, if requisite to distinguish the Word, is to be punctuated afterwards: for whenever we interrupt the connection of Consonants in any Word, it is to obtain a more expeditious, but still regular Way of expressing it, than by all it's Consonants.

The leading Part of a Word, nay even the initial Consonant, is very often sufficient to discover the rest; and whole Phrases are also, in numberless Instances, distinguishable enough
by

Short-hand; as nothing is a greater Obstacle to Expedition, than such frequent taking off the Pen.

Thirdly, When Initial, they are represented by five of the Lineal Marks. In the scarcity of simple Marks, This needless Expence forced the Inventors, either to represent single Consonants by complex Marks, or by enlarging or diminishing the Character: The first occasions not only Delay in Writing, but also Ambiguity in the Reading, it not being easy to distinguish whether the complex Mark signifies one, or two Letters. And the other Contrivance is liable to the same Objection of Ambiguity, since it is hardly possible to preserve such exact Proportions in swift Writing; Whereas all the Vowels, whether initial, intermediate, or final, may be very commodiously expressed by the different Situation of the Dot.

by a regular Connection of their first Consonants. And this will be the Ground and Source of innumerable Contractions, arising in just Proportion to our Want of them, that is, to the more or less frequent Occurrence of the Phrases to be so contracted.

These general Observations being premised, let us go on with the Consideration of an Alphabet for Short-hand; wherein (the Vowels being express'd by Points, whenever they are wanted) the plainest and simplest Marks in Nature are to be so adjusted to the Consonants, as to produce, upon the whole, from their mutual Combinations, the most neat and lineal, and, of Course, the most easy, expeditious, and legible Method of writing Short-hand. For in Fact, I must repeat it, the Beauty of the Character is a principal Thing to be attended to; and by an obstinate Attention to it many seeming Impossibilities have been overcome. There is hardly any Short-hand, but what has pretended, at it's first setting out, to be lineal; and shewn immediately, by it's own cristy-croisty Pot-hooks and Ladles, how far it was from it.

To be lineal, indeed, no Character ought to exceed the Limits of two parallel Lines, within which the Writing should run horizontally along, yet without being crowded, so as to render the diminutive Strokes indistinct or illegible

C

gible—A Defect, which, like arbitrary Marks, creates, upon a little Intermiffion, fuch an Obscurity, that even the Writer is hardly able, with long Poring, to read his own Papers; much lefs can any one decypher another's Writing: which has often proved a detriment, not only to private Perfons, but alfo to the Public; and raifed an Objection to Short-hand, which, while it continues to be fo various, confufed, and arbitrary, is indeed of fome Force; but upon the Admiffion of one clear, and regular System, all Objections vanifh.

The Alphabet being the Foundation, upon which all the reft muft depend, the greateft Care muft be taken, in the firft Place, to eftablifh this in the beft and moft folid Manner: and yet we find, that the Inventors of the feveral Methods of Short-hand, hitherto publifhed, have neglected it; and, to remedy the Inconveniencies arifing from this Defect, have beftowed great Pains in contriving numberlefs arbitrary Marks for particular Words and Phrafes. It has unfortunately happened, that thofe Gentlemen, who have applied themfelves to the Study of this Art, have not been fufficiently attentive to the Nature of Language in general, and our own in particular; from an accurate Knowledge of which only a proper Alphabet can ever be formed.

An

An Alphabet for Short-hand, to be a good one, must be formed upon these just and natural Principles—viz. that all the simple Sounds, occurring in the Language, to which it is to be particularly adapted, be represented by as simple and easy Marks, as can be invented: but as amongst a Number of simple and easy ones, there will be found some more, some less so, it is further requisite, first—that the most simple and easy be appropriated to those Sounds, which occur the ofteneft; and secondly—that those Letters, which are most frequently combined, be denoted by those Marks, which most easily unite.

These Principles evidently oblige us, not only to reject the very complex Marks established by Custom for Consonants in our common Alphabet, but also those Consonants themselves, whose Sound may always be signified by others, (except some particular Convenience will arise by retaining some of them); and further to provide simple Marks for such simple Sounds, as are, in the customary Way of Writing, represented by two Consonants a piece. For which Reason, it will be proper to examine the Alphabet, and to fix the Number of Consonants, before we proceed to investigate the Marks, which are to represent them.

The Consonants, according to our usual Reckoning, are these, *b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z.*—According to Nature, and the most orderly Situation to view them in, they may be thus exhibited.

1	2	3	4	
<i>p,</i>	<i>b,</i>	<i>f,</i>	<i>v,</i>	
<i>s,</i>	<i>z,</i>	<i>sh,</i>	<i>zh,</i>	<i>m, n, l, r, b,</i>
<i>t,</i>	<i>d,</i>	<i>th,</i>	<i>dh,</i>	
<i>k,</i>	<i>g,</i>	<i>ch,</i>	<i>j.</i>	

In this View the Relation, or Affinity of the Letters to one another, becomes more observable. That between the Letters of the first and second Rank, and also between those of the third and fourth, is so near, that the Welch generally pronounce those of the first Rank, instead of those of the second, and the Inhabitants of Somersetsshire, on the contrary, those of the fourth, instead of the third; the first pronouncing the Word *God*, as if it had been written *Kot*, the other, *for*, as *vor*.*

The Number is the same in both Alphabets, viz. twenty-one—But Custom differs from Nature in inserting the Letters, *c, q, w, x*, and in
c q w x Vomitting

* The curious Reader may see this Matter more fully discussed and explained in *A Letter to the President of the Royal Society; containing some Remarks on Mr. Lodwick's Alphabet*. Vid. *Philos. Trans.* No. 488.

omitting the *fb*, *zb*, *tb*, *db*, *cb*: for, *c*, having always the Sound either of *k*, or *s*; *q*, that of *koo*; *w*, of *oo*; *x*, of *ks*; and *y* of *i*; in an Alphabet, according to Nature, none of these could have found a Place. And *fb*, *zb*, *tb*, *db*, *cb*, really representing single consonantal Sounds, (as much as *pb* does, whose Power is that of *f*,) ought all to have been inserted, and denoted by single Characters; as most of them are in the Alphabets of other Languages. *Db* and *tb* differ very sensibly in Sound, as may be perceived in the Words *tby*, *Thigh*, *this*, *Thistle*, &c. and were formerly in our old Saxon represented by two different single Letters, as ð or Ð , and þ . This Distinction, indeed, in Process of Time came to be, in some Degree, neglected, they sometimes using ð for þ , or vice versa: but because the old Character for our Θ Theta, as I may call it, was something like our present *y*, we to this Day often write *ys. yt. ym.* for *this, that, them*. Now the leading Printers, not having either of these Consonants in their own Language, had made no Types for them; so that, when they came to print English, they were obliged to supply both their Places, by the Types for *t* and *b* combined; by which means these two single Letters probably were dropt.

The natural Alphabet, therefore, might have been taken for our Short-hand one, rejecting the

the superfluous Letters *c, q, w, x, y*, and inserting in their Stead, *fb, zb, tb, db, cb*; but having some Marks, that were not conveniently applicable to any other Purpose, and it being a Compendium to represent two Letters by a single Character, as in the *q* and *x*, and some Ease to the Reader to retain at the Beginning of Words the *w* and *y*, to which he has been long accustomed; we shall, totally rejecting the *c*, appropriate distinct Marks to denote *q, x, w, y*, when they are initial Letters; not scrupling however in other Situations, if it prove more convenient, to denote them by *k, ks, oo, and i* respectively.

Zb never had any particular Mark to signify it by; and Custom has, for a long Period of Time, ceased to make any Distinction in Writing between the *tb* and *db*: and as the Adherence to Nature in making nice Distinctions, where Custom has not, would be so far, in this Case, from serving any valuable Purpose of Short-hand, that it would rather, on the contrary, render the learning to write and read it, more difficult, we have, in Pursuance of our Plan, complied with Custom, in dropping the *zb*, and marking the Sounds, both of *tb* and *db*, by the same Character.

S and *z* bear the same Relation to each other, that the *tb* and *db* do; and the Sound of *z* in
our

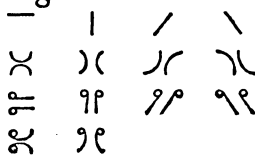
our customary Way of Writing is very frequently expressed by *s*, except in Cases, when it occurs at the Beginning of Words, which happen but very seldom. These Considerations induced us to secure the great Convenience, which arises from signifying both *s* and *z* by one Mark. And, for a like Reason, we shall make one Mark representative both of *f* and *v*. The Sense of the Place will easily discover, to a Man tolerably acquainted with English, which of the two it must there represent; and the Reader will be taught, when the Characters are appropriated to the Consonants, how, in most Cases, entirely to remove any little Ambiguity, that possibly might arise from it.—Our Alphabet will then, consist of the following Consonants, viz. *b*, *d*, $\overbrace{f\ v}$, *g*, *h*, *j*, *k*, *l*, *m*, *n*, *p*, *q*, *r*, $\overbrace{s\ z}$, *t*, *w*, *x*, *y*, *ch*, *sh*, *th*.

The Number of our Consonants being thus settled, and the Reasons for fixing upon that Number being given; the next Business must be, to invent as many simple Marks, easy to be made and distinguished from each other, as are necessarily required to represent them. They must be simple, if Brevity be consulted, to which the Inventors of the common Alphabets in all Languages seem to have paid little Regard; and they must be easily distinguishable from each other, to avoid the Confusion arising from mistaking one Letter for another, a Confusion scarce

scarce avoidable in any Short-hand Alphabet, hitherto published, when there is a Necessity of writing with Speed.

Nature affords us four streight Lines, sufficiently distinguishable from each other, by their horizontal, perpendicular, and inclined Position, to execute our design by, viz. — | / \ ; but it affords only these four. In this scarcity of streight Lines, Recourse must be had to curved ones, for a further supply. The four streight Lines bent in the following Manner, that is to say, the horizontal upwards and downwards, the perpendicular and inclined ones to the Right and Left, will each of them furnish two more very good Short-hand Marks.

The Number of Marks thus encreased still falls short of supplying our Wants. The best Expedient, to remedy this Defect, is the Addition of a little Twirl to the Beginning of as many of the foregoing Marks, as there will be Occasion for. It is easily and quickly made, when the Marks are formed separately ; and the twirled Marks are joined to preceding ones in as little Time, as the plain ones. This will be best understood by viewing them placed in the following Order.



A

A sufficient Number of proper Marks being thus obtained it remains, that each of them be appropriated to the particular Consonant, which it is to represent. Easy as this may seem, it is, however, a Point of the greatest Nicety; and demands, not only the most careful Consideration, but also the most assiduous Application to continual Trials and Alterations. And yet, from the unskilful Allotment of the Characters in all the Short-hand Alphabets hitherto published, one would be tempted to believe, that the Inventors had bestowed no Thought at all about it; but had distributed them amongst the Letters hap-hazard, without having any Reason for appropriating their Marks to one particular Letter, rather than to another. No Wonder then, that their Letters, when joined together, should run above, or below the line, and make such aukward, ugly, distorted Figures. The right Adjustment of the Characters to the Letters is, not only as difficult, but also as necessary a Point to be secured, as any in the whole Art; for by failing in that Respect, a very bad Alphabet would be formed out of the best chosen Marks. A Short-hand Alphabet may have all its Characters simple, easy, and distinguishable, when separately formed, and yet not be a perfect one. To merit that Title, it is further requisite, that they be so contrived and adjusted, that all the Consonants occurring in any Word, may be easily, beautifully, and

D

inter-

interlineally joined together, without taking off the Pen. Experience has taught quick Writers, even of Long-hand, that the joining all the Letters of a Word together contributes much to Dispatch, though they are obliged to make little additional Strokes, for that Purpose.

Let us then consider, to what particular Consonant each of our Marks is to be appropriated; and begin with the four streight Lines, viz.
 — | / \.

The first of these Lines, viz. the horizontal, as it goes streight forwards, can never exceed the Limits of the given Parallels, whatever Part it begins from; and therefore, in a Short-hand formed for lineal Beauty, it must be appropriated to that Consonant, which, of all others, occurs the oftenest, and challenges, of Right, the most commodious Character for Beauty and Dispatch. Now the Consonant, that occurs the most frequently in our Language (and perhaps in most others) is the *s*; which has a Property, peculiar to itself, of mixing with other Consonants, before or after it, without the Intervention of a Vowel. The plural Number of most of our Substantives, and the third Person singular of our Verbs are formed by it, which must occasion the most frequent Repetition of it; so that, being undoubtedly the commonest of all our Consonants, it must, of Necessity

Necessity, be denoted, in the best Short-hand, by the horizontal freight Line, thus, —.

The second freight Line, or perpendicular, is also a very easy Mark, and, separately made, even preferable to the other; but, as in Union with others, it may endanger our descending below the Line, it must therefore be allotted to a common Consonant; and one also, that will the least occasion us to run that Hazard. Now the *t* has, in Fact, these and other Properties, that entitle it to this perpendicular freight Line, |.

The third freight Line, by its peculiar Inclination, is adapted to a very easy and convenient joining with other Characters; because our customary Method of inclining the Letters, in common Writing, teaches us to form it with equal Readiness upwards, or downwards, as the keeping the previous, or following Marks within the prescribed Parallels, shall require. The Consonant therefore, that Claims this Character, is the *r*, which makes so many of our double Consonants (as we call them); and admits any other single one to follow it immediately. The freight Line then, which slopes downwards to the left, as */*, is *r*.







The last Line of the four freight ones, by it's Direction or Slope to the Right, is awkward to make (and therefore never is made) upwards, like the foregoing, to which it unites the most readily

readily. Its Properties, upon Trial, suit best with the Occurrency of the Consonant *f*. The streight Line descending to the Right, as \backslash , is therefore *f*, or *v*.

The Twirl being formed to the Left Hand in these four Marks \uparrow , \updownarrow , \downarrow , \backslash , disqualifies them from an easy Junction with any preceding Consonant—They must, for that Reason then, be assigned to such Consonants, as occur the seldomest in the Middle, or at the End of Words; or to such, as may be otherwise signified, when they do occur in such Situations. Now the *b*, or *j*, are rarely to be met with in the Middle of Words, unless immediately preceded by some Preposition, as *inhabit*, *reject*, &c. in which Case, the Reader will be taught hereafter how to write them. And when *x* and *y* are not at the Beginning of Words, they may be expressed by *ks*, and the Dot for the Vowel *i* respectively. The Properties of these four Letters agreeing well with those of the four Marks, luckily point out a Use for four easy Characters, which could not however have been conveniently allotted to any other Consonants; and the following Appropriation of them upon Trial, is found to be the most commodious, viz.

\uparrow *b*, \updownarrow *j*, \downarrow *x*, \backslash *y*.

K is a very common Consonant, and the Frequency of its Occurrence will be much en-
creased

creased by its being made so often representative of the rejected *c*, and *k*s of *x*: a Character, therefore, which is not only easy to be made, but which will also join readily with all the rest, without running either above, or below the Line, must be appropriated to it. The horizontal streight Line, with the additional Twirl, will, for these Reasons, be the most Commodious. But, as the distinguishing the *k* and *q*, at the Beginning of Words especially, will, in some Degree, facilitate the Reading; the horizontal streight Line, with the Twirl above thus , is made for *k*, with the Twirl below thus , for *q*, when they are initial Letters. In all other Cases the Marks  and  are used promiscuously for *k* or *q*, whenever a more easy, beautiful Junction may, by that Means, be obtained; the one joining evidently much better with the Characters, which are written upwards, the other with those downwards as  .

But to give a Detail of all the Reasons, for the Appropriation of each particular Mark to each Consonant, would prove tedious to the Reader, and draw out this Treatise to an undue Length.—Most of them cannot escape the Observation of an attentive Practiser, as he goes along. It will, therefore, be sufficient to assure the Reader, that no Pains has been spared to adjust our Alphabet to the utmost Nicety, by such an exact Attention to continual Trials and
Amend-

Amendments, as was necessary to ascertain the Preference of the Disposition of the Characters in it, to any other, that could possibly have been pitched upon, amongst that almost infinite Variety, into which they might have been thrown; and that, if he has the Curiosity to make the Experiment, he will find, that no Change can be made in the Allotment of the Marks, but what will be attended with considerable Disadvantage.

As it may be of some Use to view Things in different Lights, a Table is here subjoined of all the Short-hand Marks, placed in the Order observed in forming them, together with the Consonants, which they stand for, affixed to each. They will be hereafter given in the common alphabetical Order.

—	\widehat{sz} ,		t,	/	r,	\	\widehat{fv} ,
∩	m,)	p,	∩	b,	∩	b,
∪	n,	(d,	∪	th,	∪	th,
—	k,	9	b,	∩	x,	∩	y,
∩	q,	∩	w,	∩	l,	∩	l,
∩	cb,	9	j,				
e	g,	∩	sh.				

Two Marks are allotted both to the *b*, and the *l*, to wit, ∩ ∩ to *b*, and ∩ ∩ to *l*; the better Marks, when separately formed, viz. ∩ ∩, not joining well, either with each other, or with the Mark assigned to the *r*; which Consonants,

sonants, however, are very frequently combined; in which Cases, the using of the other Marks, viz. \backslash $\&$ will procure an easy and elegant Junction, as \backslash *bl*, $\&$ *lb*, \vee *br*, \vee *lr*, \wedge *rb*, \wedge *rl*. For a like Reason, two Marks are given to the *th*, to wit \frown \smile ; but the latter Mark, \smile , not being so easily formed, by Reason of the customary Way of leaning the Letters to the Left Hand in common Writing, the Learner will be taught hereafter, how he may, for the most Part, avoid it.

The Mark appointed for *w* is always to be used, when it is an initial Letter; in other Situations we scruple not to express it by a Dot in the *e* or *ou*' Place, writing \vee *Pair* for *Power*; especially if it joins not well with the preceding Consonant, or no great Ambiguity arises thereby.

The Marks being thus adjusted to the particular Consonants, which they are to represent, let us see, how any precedent, subsequent, or intermediate Vowel may be affixed to any of these Consonants, as Occasion shall require.

In separate Letters there is no Difficulty, there being five distinguishable Places for any given Vowel or Point, either preceding, or following the Consonant; reckoning therefore the Vowels, *a*, *e*, *i*, *o*, *u*, according to the established Number and Sequence, *a* is to be placed
at

at the Beginning of the Consonant, *e* at the End of the first Quarter, *i* at the End of the second Quarter, that is the Middle, *o* at the End of the third Quarter, and *u* at the End of the Consonant itself.

In the perpendicular and inclined Letters, the Vowels, which precede, are placed upon the Left Hand; those, which follow, upon the Right, because we write from Left to Right, as for Example, | *at*, | *et*, | *it*, | *ot*, | *ut*, | *ta*, | *te*, | *ti*, | *to*, | *tu*.

In the horizontal Letters — — —, the Vowels, which precede, are placed above; those which follow, below; because we write from Top to Bottom; as — *as*, — *es*, — *is*, — *os*, — *us*, — *sa*, — *se*, — *si*, — *so*, — *su*.

In the semicircular Letters ∪ ∪ ∪ ∪, the Vowels *a*, *e*, *o*, *u*, are placed upon the Left Hand, the *i*, above, when they precede, and the contrary when they follow, agreeably to the two foregoing Remarks, as ∪ *am*, ∪ *em*, ∪ *im*, ∪ *om*, ∪ *um*, ∪ *ma*, ∪ *me*, ∪ *mi*, ∪ *mo*, ∪ *mu*.

A Vowel between two Consonants may be referred to either, and therefore seems to have two Places; but in Letters, which form an Angle when joined, this is the Case of *i* only; for

for *a*, and *e*, can only be placed immediately after the first Consonant, *o* and *u*, only before the last ; lest *a* and *e*, if placed before the last, should, in the narrow Part of the Angle, be confounded with *u* and *o* after the first, as *Arat*, *Arret*, *Arrit*, *Arit*, *Arrot*, *Arut*.

This twofold Place of *i* may be of use in distinguishing, when thought necessary, the short *i* from the long one, by making it short, when placed immediately after the first Consonant, long, when before the second, as *quit*, *quite*.

The great Difficulty of learning the true Pronunciation of our Language, occasioned chiefly by our perplexed, various, and confused Way of Spelling, has been always Matter of much Complaint with all Foreigners, who have attempted to learn it. But this absurd Irregularity is by far the most remarkable, in the customary Management, or rather Mismanagement of the Vowels. It is hardly possible to give a Rule for them, against which the Exceptions will not be almost as numerous, as the agreeing Instances. How frequently do we put two, nay sometimes three Vowels, to express the Sound of one only? What, for Example, has the *e* and *a* to do in the Word Beauty? The Short-hand, Writer however, is not embarrassed with any of these Difficulties. He, totally disre-

E

garding

garding the common Way of Spelling, is to insert only such Letters, as are pronounced; and must consequently write the Word *Beauty* thus, *Buty*. But the Insertion of more Vowels, than are necessary to the Sound, is not the only Instance of Irregularity to be met with—There being more than five Vowel Sounds in our Language; and Custom, having allotted only five Letters to signify them all by, often makes one Vowel express two or three different ones, nay even Diphthongs or Combinations of Vowels. We therefore, taking the Advantage, which Custom in this Case affords us, shall extend the Power of our Dots or Points to the same Degree. The Fairness and Propriety of doing this, will more fully appear, upon a particular Examination of all the Vowels; in their Order.

And first, in common Writing, the Letter *a* has three Powers, viz. that of *a*, of *ai* or *ay*, and of *au* or *aw*, as in the Words *Father*, *Fable*, *fall*, or *Amen*, *able*, *Altar*, which are pronounced all one, as if they had been written, *Father*, *Faible*, *fau*, or *Amen*, *aible*, *Aul-tar*; so that we are fairly authorized to extend the Power of our Vowel or Point to the same Degree, in all other Instances.

The Vowel *e* sometimes expresses singly the Sound, that two of them are often made for, as
in,

in, he, me, we, where its Sound is the same as that of two *e*'s, as in *Fee, Tree, agree, &c.* We are, therefore, free to use one *e* in this Case; whenever it suits our Purpose, as well as for *ea, ey, ei, eo*; for of what Use is the latter of these Vowels in *Pea, Prey, Heifer, People*, but to puzzle Children and Foreigners?

The same Irregularity and Confusion is observable, in the customary Management of the other Vowels, *i, o, and u*; they each of them singly expressing several different Sounds, which also are denoted, at other Times, by several different Combinations of them. The Vowel *i*, for Instance, when it is short, is sounded in English as *ee*, agreeable to the Pronunciation of it in most foreign Languages; when long, it has always the Sound of a Dipthong, or Combination of the two Vowel Sounds, (which we might express by the open *a* or *au*, and the short *i* or *ee*) which Sound or Dipthong is also sometimes expressed by *oi*, as *fill, file, foil, fin, fine, foin*.

In like Manner, the Vowel *o* has several different Sounds, as in the Words *Pol, Pole, do*; the Sound of the *o* in *Pole*, is sometimes expressed by *ow*, as to *sow*, sometimes by *wo*, as *Sword*, sometimes by *oa* as *Foal*; its Sound in *do*, by *oo, wo, and ough*, as *too, two, through*.

E 2

And

And lastly, the Sound of *u* (which is always really a Diphthong, expressible by the Combination of the two Vowel Sounds *ee* and *oo*) is denoted in a great Variety of Ways, in our common Spelling, viz. by *u*, *ue*, *eu*, *ew*, *ieu*, *iew*, *ugh*, *eau*, *you*, as in the Words *Tune*, *due*, *few*, *adieu*, *view*, *Hugh*, *Beauty*, *you*. We are therefore certainly at Liberty to represent all these by a Point, in the Place of the Vowel *u*; and thus not only all the single Vowels, but all the Combinations of them are expressible by the shortest and easiest of all Marks, viz. a Dot in the Place of the Vowel of nearest Sound.

We will now proceed to examine, what further Use we can make of these Marks or Letters, for the Purposes of Short-hand. And as numeral Figures exhibit to us a kind of Short-hand, with which every one is acquainted, an Allusion to them will, perhaps, explain what we have to say hereupon.

Observe, then, the Figures, by which the Words or Numbers one, five, four, six, are express'd in the Roman Characters, which are likewise some of those which we make Use of I, V, IV, VI. Here we see the Figure I is considered in three different Situations, as standing by itself, close before, and close after another Figure; and has accordingly three different Powers, of Numeration, Subtraction, and Addition;

dition—When it stands by itself, its Name or Power is one, when it is close to, or belongs to another Figure, it loses its Name, yet retains something relative to its Power, by lessening or increasing that other Figure by one, and both together concur to signify but one Word or Number, vulgarly express'd by the single Figure of 4 or 6.

To apply this to Short-hand, let the same Character |, being our Letter *t*, have also its three distinct Powers, viz.

First, When it stands by itself, let it express the commonest Word or Particle in our Language, the initial Consonant of which is a *t*; let the Name therefore of this Character for Instance be *tbe*, a Word which we have such perpetual Occasion to write.

Secondly, When it is placed close before any other Characters, let it stand for the commonest Preposition, or leading Part of a Word, that begins with the same Consonant; which in this Case will be *trans*.

And Thirdly, When close at the End of other Marks, let it signify the commonest Ending or Termination, of which the first (or only) Consonant likewise is *t*, viz. *ity*.

From

From this easy and regular Assignment of a threefold Power, or Signification, to a Consonant, a threefold Advantage naturally follows. First, By allotting to every Mark standing by itself, a Name, viz, that of the commonest Word or Particle, of which it is the first, we shall have a Number of Words, some or other of them perpetually occurring, dispatched by the single Characters of the Alphabet, which otherwise when single, would stand for nothing. All Short-hands, therefore, have named their Letters from some Words, though not always the commonest, as the Reason of the Thing requires. (a)

Secondly, The prepositional Part of a Word, being described by its leading Consonant in close Situation, but unjoined to the following Part of it, secures alike the Beauty and the Brevity of the Characters, in many Cases, wherein it could not otherwise be maintained; and also renders arbitrary Marks needless, and superfluous; there being no sort of Occasion for complicated Crotchets, where the simple Letter

(a) It is proper to observe to the Reader in this Place, that, in one single Instance we have deviated from this Rule, viz. in assigning the Mark for the Letter *d* instead of that for the Letter *n*, to stand for the Word *and*; but we found so many other common Words, of which the first Consonant is *n*, as *in*, *into*, *under*, &c. that to avoid greater Inconveniencies, we were obliged to do it.

ter determines, precisely enough, the Preposition wanted. (*b*)

Thirdly, As it does likewise the Termination, by its near Approach to the End of Characters ; when, by the mutual Help of each other, they describe a Word, sufficiently to distinguish it from all others.

Thus in the Instance here alluded to, the same straight Lines, and the same Situation of them, by which four different Numbers are express'd in numeral Short-hand, are those by which we should in literal Short-hand, express occasionally four such Words, as the Letters, and similar Use of them, just hinted at, would describe, viz. in the numeral I *one*, V *five*, IV *four*, VI *six*; in the literal I *the*, V *fr*, IV *transfr*, VI *frity*.

For though the initial and final Power of a Consonant could not, indeed, be express'd in this Manner by a bad Alphabet, and a piecemeal huddling of its Characters up and down, to denote the Vowel's Places; yet, in a well contrived

(*b*) The Method, observ'd in other Short-hands, of disjoining the Consonants, in order to signify an intermediate Vowel, deprived them of the Power of making the Letters, when disjoined, representative of Prepositions and Terminations; and forced them upon the awkward Expedient of making arbitrary complicated Crotchets for that Purpose.

trived one, where Consonants of shorter Words fall easily, by one continued Stroke, into each other, a Break in those of longer ones may be so descriptive of their initial, or final Syllables, as often to express the whole with a Conciseness, which many shorter Words may not admit of. Every Consonant, then, may denote, according to its single, previous, or final Situation, a common Word, Preposition, or Termination, as | *the, trans, ity.*

But the Line or Letter — may be made from the Top, Middle, or Bottom of the said horizontal Space, that is from the Place of *a, i, or u*; since, then, these Vowels before an *s*, make the three common Words, *as, is, us*, it may as well stand for them all, in their several Places, after this Manner — *as, — is, — us.*

Trans is the only common Preposition beginning with *t*; but there are three common ones that begin with *s*, viz. *super, circum*, (or as we should write it according to Nature, *fircum*) and *sub*, which the Character — may also stand for, at the Top, Middle, and Bottom of the Line, *circum* in the Middle, because of its first Vowel *i*; but if, for the like Reason *super* and *sub*, were both written at the Bottom, it might occasion an Ambiguity; therefore we make *super* over *circum*, and *sub* under it, because (in Latin)

Latin) they signify *over* and *under*, — *super*, — *circum*, — *sub*.

Again, the commonest Termination in our Language is *ſion* or *tion*, in Pronunciation, *ſhon*. There are a thousand Words, all in general borrowed from the Latin, which end in this Manner, the greateſt Part of them of common Uſe. Now let the Letter *s* —, be drawn near to the End of any of theſe Words, from the Place of the Vowel preceding the — *ſion* or *tion*, and it will ſerve for any three final Syllables whatever, of the numerous Words, that afford this Termination.

A few Inſtances may ſuffice at preſent, as $\sqrt{\text{—}}$ *Oration*, $\text{∞}^{\text{—}}$ *Repletion*, $\text{V}^{\text{—}}$ *Attrition*, $\text{∩}^{\text{—}}$ *Promotion*, $\text{∖}^{\text{—}}$ *Effuſion*. And alſo, when one, or more Conſonants intervene between the Vowel and the Termination *tion* or *ſion*, they are, by the Rule, to be expreſſed by the — *s*, drawn from the Vowels place, as $\text{V}^{\text{—}}$ *Attraction*, $\text{I}^{\text{—}}$ *Attention*, $\text{∞}^{\text{—}}$ *Affliction*, $\text{∩}^{\text{—}}$ *Adoption*, $\text{∠}^{\text{—}}$ *Eruption*.

All the reſt of the Conſonants are to be conſidered in the ſame threefold Light, viz. as ſtanding by themſelves, as placed cloſe before, or cloſe after other Marks; and muſt, accordingly, have a Power of denoting ſome common Word, Prepoſition, or Termination, in which that

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Con-

Consonant is found. This is the general Rule; but in Practice there are few Prepositions and Terminations necessary or useful, besides those set down in the following Table. This Rule is very convenient in some Cases; as where the Consonants, of which the Word is composed, join not well together, or cannot be kept within the Parallels; for instance, in *ℳ behold*, *ℳ inhabit*, *ℳ deposit*, &c. and affords a great Contraction in others, as *ℳ underwritten*, *ℳ Distinction*, *ℳ Direction*. But here it is to be observed, that, in placing the Termination, Regard is to be had to the Vowels place, with respect to the Line, and not to its Place after the last Consonant (except that happens to be — ◡ or ◢); as in the Word *ℳ Direction*, the — is drawn from the *e*'s Place in the Line, but it is in the *o*'s Place with respect to the last Consonant /, which appears evidently to have begun at the Bottom of the Line. But when — ◡ or ◢ immediately precede the Termination, Regard is then to be had to the Vowel's Place after the Letter, as *ℳ Assumption*, *ℳ Assertion*, &c. The plural Number of the Termination is denoted by adding a little *s* — as *ℳ Verities*, *ℳ Distinctions*, &c.


(37)

A Table containing the Alphabet, the common Words which the Letters stand for. y^e Prepositions & Terminations.

	Names.	Prepositions.	Terminations.
1	b be but	be	ble or able
2	d and	de or dis	ed
3	f of	for	ify
4	g against		
5	h have had		
6	j judge just		
7	k can	con or com	ical
8	l could		
9	l all		
10	m amongst	mis	ment
11	n { an	{ ante or ante	ness
12	n { in	{ inter or in	
13	n { under	{ under	
14	p upon	pre per pro	
15	q question		
16	r or	re	ary
17	s { as	{ super	a e i o u tion or sion
18	s { is	{ circum	
19	s { us	{ sub	
20	t the	trans	ity
21	w will would	with	ward
22	x except exercise	ex or extra	
23	y yet		
24	ch which		
25	sh shall should		ship
26	th that		

at &c. a
to &c. e
 o
 u

as &c. a
sa &c. J eye
 o owe
 y you

am &c.  made. an &c. na &c.

Before the Learner begins to write by the preceding Alphabet, it may not be improper to premise a few Observations upon the Form and respective Proportion of the Letters, and the Ways of joining the curved ones, with the most Ease and Elegance, together with some Rules, or Hints, for the obviating a few Difficulties, which he may happen to meet with in his Progress; advertising him however, that they were not placed here, out of any Apprehension of the Necessity, or Use of such a diligent Application to the Study of them, as would be required to imprint them all in his Memory, before he proceeds to write—An attentive Reading of them once or twice over will be sufficient. They were collected and placed here, only that he might the more readily consult them occasionally; their Reasons and Use being best explained, and understood by the Occurrence of those Difficulties in the Writing, which first gave Birth to them.

First, All the perpendicular and inclined Letters (that is all the Letters except $\text{—} \text{—} \text{—}$
 $\text{∩} \text{∪} \text{∩} \text{∪}$) are made to touch two parallel Lines, the Distance of which is measured by the $|$, thus $| / \backslash) \cup \backslash$, &c. but, however, these Letters are sometimes, for greater Convenience, made of Half-size, and two of them included between the Parallels, thus $\backslash \}$.

F 2

The

The Letters \smile \frown \smile \frown are Semicircles, the Diameter of which is the — s, and their Radius or Height is rather more than one third Part of the l s.

The Letters formed from the l / \, that is, the () () () () are Segments of larger Circles, whose Chords are the Letters l / \ respectively.

It must be observed, however, that it is not necessary, nor indeed scarce possible, that these Proportions should be exactly kept, especially in quick Writing; but they are given here, because the nearer they are kept to, the more beautiful the Writing appears.

Secondly, When \smile and \frown , are joined together, they are not each of them to be made compleat in this Manner \smile ; but a Part is to be cut off from each of them, thus \smile .

In the same Manner, the inclined Letters, when joined with \smile or \frown , are not made compleat, but running into one another lose each a Part, as *mf* is not written in this Manner \smile , but thus \smile ; nor \frown , but \frown . So the rest of the Curve-line Letters, when joined together, are made to run into one another smoothly, avoiding, by this Means, that Stopping of the Pen, which the Making of any Angle necessarily

rily Occasions; as for Instance, *mp* is not written thus \cap , but thus \cup , Part of the curved Line being in common, both to the \cap and \cup .

Thirdly, The Twirl is always made at the Beginning, never at the End of any Letter; whenever, therefore, the following Marks \uparrow \downarrow \nearrow \searrow \curvearrowright appear in this inverted Situation \downarrow \downarrow \swarrow \swarrow \curvearrowleft , they must be supposed to have been begun from the Bottom of the Line—The general Rule is, that all perpendicular and inclined Letters are to be begun from the Top, and drawn downwards; but in all Instances, in which the inclined Letters \downarrow \swarrow \curvearrowright \searrow \searrow will join better with the preceding or following Marks if drawn upwards, they must be drawn in that Direction, as in the Words \mathcal{U} \mathcal{N} \mathcal{V} \mathcal{L} \mathcal{A} .

Fourthly, The initial or final Vowels (the *e* mute excepted) are generally exprest, and the Middle ones omitted, except in Cases, where there are many Words consisting of the same Consonants, which might be liable to be taken for one another. But all Words, which have one Consonant only, (except those in the Table of the Alphabet, which are exprest by the Letter alone) must always have the proper Vowel Point exprest, as \mathcal{J} *by*, \mathcal{t} *to*, &c. because these little Words are, as it were, the Keys of the Sentences, in which they are found.

Fifthly,

Fifthly, Few Monosyllables, beginning with a Vowel, are immediately followed with either *b* or *w*; for which Reason, *ı* and *ı*, having a Point before them, denote *bt* and *wt* respectively, with the proper Vowel between them, as *ı bat*, *ı bet*, *ı bit*, *ı bot*, *ı but*, and *ı wat*, *ı wet*, *ı wit*, *ı wot*, *ı wut*.

Sixthly, As the horizontal Letters *—* *—* *—*, and these curved ones *~* *~* *~* *~* may be written at the Top, or Bottom, or any Part of the Line, the Vowel following them may be express'd by their Situation between the Parallels, as *~ fan*, *~ Sun*, *~ Man*, *~ mun*.

Seventhly, The easier Mark for *tb*, viz. *⌈* not joining well with */ r*, which, however, is very frequently combined with it; and the other *tb*, viz. *⌋*, being, by Reason of our customary Method of leaning the Letters the contrary Way in common Writing, not so readily made, *ı* may be put for *tb*, when the adjoining Letter is of half Size only, as *ı tbr*, *ı rtb*, *ı tbm*, *ı tbn*, *ı tbs*. In other Cases, a Letter of half Size signifies, that the adjoining one is to be resolv'd into two Letters, as *ı trr*; for here the */*, being twice as long in Proportion to the *ı*, as it ought to have been, had only one *r* been design'd, shows, that, in this Case, the */* of double Length denotes *rr*; but in this Mark *⌋*, the lengthened *⌋* does not

not signify *ll*; for it cannot be resolved into *ll*; but it may into *lf*; for if you divide the \backslash into two Halves thus $\&$, the lower is our Mark for *f*; in like manner \lrcorner is *ft*.—When there is no other Consonant to be joined to the inclined Letters \backslash or $/$, the Lengthening of them, by a greater Inclination than usual, denotes, that they are to be resolved into two Letters, as $/$ is *rr*, \backslash *ff* or *vv*, *fv* or *vf*, as $/$ *Error*, \backslash *five*, \backslash *Feeffee*; but when two *t*'s form a Word, as for Example, the Word, *taught*, or as we should spell it, *taut*, this Expedient cannot be used, without going either above, or below the Line, which is not to be done, upon any Account whatsoever—In this Case a little break must be made in the *t* | thus, \dagger , to show, that there are two *t*'s. This must be confessed to be not altogether regular, and conformable to our Rules of joining the Letters; and, had many Instances occurred, their frequency would have furnished a just Objection against our Alphabet; but on the contrary, the Repetition of the *t* forming fewer Words than that of the other Consonants, was one Reason of appropriating the perpendicular Line to the *t*; the Word, *taught*, being the only one, that often occurs in Practice.

Eighthly, In some few Instances, where a Letter joins not well with the preceding one, as the \cup with any drawn downwards, the \cap with

with any upwards, and the 9 with neither, we scruple not to borrow the opposite one, or some other of nearly the same Sound, in its Stead, writing, instead of *Voyage*, \vee *Voyach*, \vee *Fikur* for *Figure*, \sphericalangle *Cbursb* for *Cburch*, \sphericalangle *Macbesty* for *Majesty*, \sphericalangle *imachine* for *imagine*, &c. And when *n* happens to be at the Bottom of the Line, and is followed by *d*, for the Sake of easy joining, we write *p*, instead of the *d*, as \vee *fnp* for *fnd*, and few Words in our Language ending in *np*, this can cause little Ambiguity.

Ninthly, *Cm* and *cn* occurring very frequently, for the Sake of Dispatch, we shorten the Marks \sphericalangle \sphericalangle , when followed by *m* or *n* thus \sphericalangle \sphericalangle , \sphericalangle \sphericalangle . These cannot be mistaken for \sphericalangle *cb* and \sphericalangle *g*, the Twirl being on the contrary Side, as \sphericalangle \sphericalangle , \sphericalangle \sphericalangle .

Tenthly, This little Mark (') placed close after a Word, denotes, that there is one Syllable still wanting to compleat the Word, and *ing* being a very common final Syllable, it is often so denoted, as *J' being*, *A' writing*, &c.

Eleventhly, A Point, standing by itself, has a Power, as well as the Consonant Marks, of representing a common Word. At the Top of the Line it signifies the Particle *a*, as \cdot \sphericalangle *a Man*, in the Middle *I*, or *Eye*, as \cdot \sphericalangle *I will*,

will, L · *his Eye*, in the *o's* place *o*, as . \sphericalangle , *O*
Lord, at the Bottom *you*, as . \uparrow , *you will*.

Twelfthly, The common Way of writing Numbers being very compendious, we generally use it, when Numbers occur. The Comma, as it does not resemble any of our Short-hand Marks, may always be used; but when a full Stop is thought necessary, this little Mark \circ must be made, instead of the Point.

To these Rules it may be proper to add a few Observations—In writing Words (as before observed) we join all the Consonants, that are wanted, together, to which, if they suffice to distinguish a Word, it is needless to add any of its Vowels; as, for Instance, to write the Word *Strife*, we join the four Consonants, of which it is composed, into one continued Mark, or Figure, comprized within the due Limits thus, \sphericalangle ; for if, without regarding the Limits, we should make it thus, \sphericalangle , the Letters would be the same indeed; but the Direction in this, and all similar Cases, is evidently more incommodious. When, therefore, there are different Ways of joining the same Letters together, we must accustom ourselves to the best, or most lineal. The sameness of the entire Figure, as well as that of its composing Letters, is worth the Writer's while to maintain; and also facilitates mutual Reading, between the Fellow-Practisers of the same

G Method.

Method. There is a kind of Mechanism in the Case, by which the Attention, being less fatigued with any Deviations of unusual Appearance, easily apprehends the Meaning of that, which is more conformable to a Standard.

To proceed—As the Letters *strf* are descriptive of the Word *Strife*, this Mark ∇ may very justly be called a regular Representation of it: for it is the very definitive Distinction betwixt a regular and an arbitrary Mark, that the one describes Words by Properties, which are really peculiar to them, the other quite the contrary. Thus the afore-mentioned Word, *transfer*, is regularly expressed, and easily known, by a Mark that is equal to *t--fr*, to wit, ∇ , the \dagger in that Situation regularly denoting a Preposition, of which *t* is the first Consonant; but if the Characters, representing any other Letters, were joined together to denote *transfer*, they must be totally arbitrary, and might as well, by the same Authority, be made to signify *Transubstantiation*.

This Mark ∇ , then, is equal to *strf*; and these being the Consonants peculiar to the Word *Strife*, this is a regular Mark for it; to which, if any one pleases, he may add the Point for the Vowel *i*, thus ∇ , to suggest the Word to him at first, until he can read it readily without: and this is Answer enough to the Objection, which may be raised, about the
Difficulty

Difficulty of knowing Words by their Consonants only, which it is so easy to do in familiar ones, and even diverting to hunt after, in the more hard and unusual.

The Learner, therefore, is not to mind any such childish Bug-bears, but to exercise himself in his own Mother-Tongue, and acquire that Kind of Sagacity, which discovers a great deal from a little given, when that little is given judiciously; and he may rest assured, that all the Difficulties, which he will meet with in Short-hand, are richly worth encountering, and soon overcome by a little Practice.

In single Words the chief Difficulty is, to unlearn the unnatural and perplexed Method of Spelling, to which we have been long habituated. In this Word *Practice*, for Example, the Consonant, *c*, is pronounced, as *k*, in the first Syllable, and as *s*, in the second; and the Vowel, *e*, has no Pronunciation at all. But, being used to these Difficulties, it is now become one, to know the Word by its true and genuine Spelling, according to our Short-hand Alphabet, viz. *Praktis*.

It may highly perplex a careless Writer of new Characters, to decypher the true Sense thereof; though it should be easy enough to know it by a little Application and Practice. But what Child would not sooner learn to read this

same Sentence, if, after being taught the Use of his Alphabet, he should have it thus written.—*It ma bili perpleks a karles Riter of nu Karakter, to desifer the tru Sens therof, tho it shud be esi enuf to kno it, bi a litl Aplikashon ana Praktis.*

Instead, therefore, of scrupling to return, from such customary Rules, as Children are first initiated in, to a more just and alphabetical Way of Writing Short-hand, Men may easily be taught, when ripened into some Acquaintance with their Mother-Tongue, to reverse the Liberties perpetually taken in Long-hand; that is, instead of employing more Letters than are precisely necessary to express the Sound of Words, they may make Use of fewer, not only dismissing such as are needless to the Sound, but such also as may be omitted, and yet leave the Sense of the Words easily discoverable. If they can tell what is wanting, it is all one as if it was there; the less Expression there is, so much the better for the Purposes of Brevity, which justifies the greatest Omissions, provided what is left be intelligible.

And though the Omission of the Vowels in the Middle of Words may, for a while at the first, make it difficult for a Learner to read, even his own Writing, without Hesitation; yet that difficulty will certainly vanish, in Proportion as the Short-hand Marks become familiar
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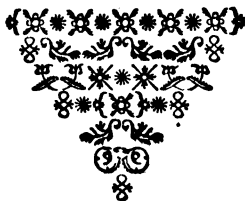
to him, as it arises, not so much from that Omission, as from the strange and unusual Appearances, which the Characters make to his Eye, and which, for that Reason, do not suggest to him the Consonants, for which they stand, so immediately, but that the Attention of the Mind is necessarily taken up in recollecting them one by one; whereas, did they appear so familiar and well known to him, as all to be apprehended in one View, he would soon discover the Word, though all the Middle Vowels were left out. If any one doubts this, he may soon convince himself, by writing in the common Long-hand exactly the same Letters, which he had written before in the Short-hand Characters, and if he can read it with ease, when so transcribed, he may be certain, that a little Custom will make the reading of Short-hand every whit as easy to him; for why should it not, there being the same given in the one, as in the other?

And now, the Way being sufficiently cleared before him, the Learner, after he has, by repeated Trials, acquired a Facility of forming, with tolerable Exactness, all the Letters of the Alphabet separately, and of remembering what particular Consonant each of them represents, may proceed to join two or three of the Marks together; writing at first only short Words, and frequently trying different Ways of joining the
 Marks,

Marks, in Order to discover the best, and most elegant. Several of them being formed almost as easily upwards, as downwards, he will find it convenient, sometimes to begin from the Top, sometimes from the Bottom of the Line, according to the Nature of the Mark, which follows; and when two Marks, which admit of being written downwards only, come together, the Line must be divided between them, making each of them half the usual Depth, as $d \ 5$ &c. and, in some very rare Instances, he will be forced to make them three deep, as $\} \textit{stupid}$, except he chooses to make Use of the Expedient of borrowing the b , a Letter not very different in Sound, writing $\neg \textit{stupid}$ for *stupid*. But, Examples conveying Instruction with the most Ease and Expedition, Specimens of the Writing, according to this Method, are subjoined, for his Reading and Imitation.



Marks, in Order to discover the best, and most elegant. Several of them being formed almost as easily upwards, as downwards, he will find it convenient, sometimes to begin from the Top, sometimes from the Bottom of the Line, according to the Nature of the Mark, which follows; and when two Marks, which admit of being written downwards only, come together, the Line must be divided between them, making each of them half the usual Depth, as *c b* &c. and, in some very rare Instances, he will be forced to make them three deep, as *z* *stupid*, except he chooses to make Use of the Expedient of borrowing the *b*, a Letter not very different in Sound, writing *∩* *stupid* for *stupid*. But, Examples conveying Instruction with the most Ease and Expedition, Specimens of the Writing, according to this Method, are subjoined, for his Reading and Imitation.



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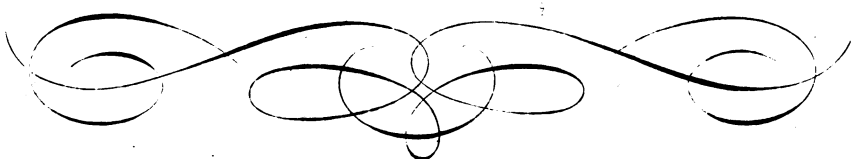
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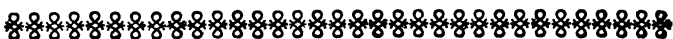
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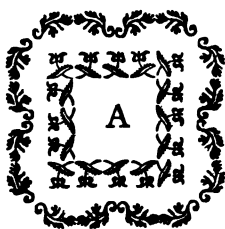




PART II.



Of ABBREVIATIONS.



N Alphabet, formed upon the most just and natural Plan, by which, with the help of a few general Rules, all the Words of the Language, to which it is particularly adapted, may be easily, neatly, and speedily written, will not alone be sufficient fully to satisfy the Expectations, which an inquisitive Reader must have conceived from the Promise of a perfect System of Short-hand. He will be sensible, that, however compleat the Alphabet may be, yet many compendious Applications of it may be obtained by a proper Enquiry into the Nature of our Language, and the Abbreviations, which it admits of. He will not be satisfied with being taught, only how to express all the Letters of a Word by the shortest, and easiest Strokes, but

but will also require further Instruction, how to describe intelligibly Words and Sentences, by as few of those Strokes as possible. To investigate, from a few Things given, many, which are omitted, will be found no unpleasent, nor unprofitable Exercise of the Learners Sagacity; and, if the few be properly given, the sense of the Passage, and a due Attention to the Idiom of our Language, will render the Discovery of the Omissions more certain, and also less difficult, than the unexperienced can easily imagine— Without some such Rules of Abbreviation, one End of Short-hand, that of following a Speaker, would scarcely be attainable.

Before the Invention of the Art of Printing, the Tedioufness of writing all the Words at full length put the Copiers of Books upon forming many Ways of abbreviating them, as appears in all Manuscripts. In those of the New Testament we find many principal Words described by their initial and final Letters only, with a Dash over them. In Latin Manuscripts, those Terminations, by which the Relations of Words to one another are, in that Language, usually expressed, were generally omitted, as *Locis in omn̄* for omnibus, &c. nor was there any need of writing them at length; for the principal Word being given, of which the rest were governed in Case, Gender, and Number, any Reader, who understood that Language, could easily supply

supply those Omissions. Our Language, generally expressing those Relations by little Particles, does not indeed afford that particular Mode of Abbreviation. Upon a careful Examination, however, it will be found capable of furnishing many others as useful and extensive.

But it will be proper, before we proceed further in this Art of Abbreviation, to advertise the Learner, who is apt to be too eager to push forward, not to embarrass himself with it, 'till, by a competent Practice of writing according to the Rules laid down in the first Part, he is become so well acquainted with the Characters, as to be able to write and read them with as much Ease, as his own common Hand. The best Way to learn any Art is to proceed by Degrees, not venturing upon a second Step, before the first is perfectly mastered: And it is evident, that this Method of proceeding is, on this Occasion, particularly necessary; for though, in many Sentences the Sense, and the particular Construction of the Words may plainly enough point out such of them, as are described with unusual Brevity; yet, how shall an unpractised Learner, unable to embrace in one View the Words denoted by the preceding and following Marks, determine, what the intermediate contracted ones must needs be? But, if he will have Patience to abstain from this Second Part, until he can write readily, and read, with-

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out Hesitation, whatever is written according to the Rules of the first, he may rest assured, that he will meet with little more Difficulty in reading Words contracted, than he did in those written more at length, provided that the Rules of Abbreviation be duly attended to. But, if the Reader expects to meet, in the following Treatise, with every particular manner of Abbreviation, which can possibly be invented, he will be disappointed. The principal and most useful Rules are given, and it is left to the Sagacity of the Practiser, by observing the Nature of these, and proceeding upon the same Principles, to make such further Advances, as his Occasions may require. It would be vain to pretend to have exhausted a Subject, which is as extensive as the Language itself, in which we write; and consequently may be carried further and further by every one, in Proportion to his Skill in the Language, and his Knowledge of the Subject treated upon.

The Learner has been already taught, how to write all the Consonants of any Word by one continued Mark, those Words only excepted, which may be more briefly described by the Help of Prepositions and Terminations. He may now advance a Step further, and join together such short Words, as are either represented by the Letters of the Alphabet alone, or such, as by their frequent Occurrence are become so familiar, as to be readily

readily known, though denoted by their first Consonants only. This will be found a greater saving of Time, than can easily be imagined; and must, therefore, when Dispatch is required, be done in all Instances, in which they may be joined neatly, and without Ambiguity.

Rule 1,—The different Times and Modes of the Verbs are generally exprest, in the English Language, by the Help of other Verbs, for that Reason called auxiliary, as *will, shall, have, had, can, could, may, must, be, &c.* These must, upon that Account, occur very frequently, and, being signified by their first Consonant, they may be joined to one another, as c *can be*, v *will be*, v *have, or has been*, t *to be*, v *ought to be*, m *must be*, &c. and when the negative Particle *not* intervenes, it may be denoted by its first Consonant, and be joined with them, as c , or c *cannot be*, v *will not be*, v *have not been*, t *not to be*, v *ought not to be*, &c. When these Joinings are, by a little Practice, become easy to the Learner, he may proceed further, and join the preceding Pronouns to these auxiliary Verbs, as h *he must be*, c *he cannot be*, &c. This can occasion no Ambiguity; for though he was taught in his Alphabet, that this Mark h denoted *have*, this h *had*; yet, when placed immediately before *must* and *can*, their Situation shows, that they cannot, in that Case, signify *have* and *had*, those Auxiliaries

never admitting of such an Arrangement. And further, as *w* and *b* are often dropt in common Speech and Writing, as *be'll* for *be will*, *we've* for *we have*, so they may, for the sake of joining, be omitted in Short-Hand, as \mathcal{W} for *be will*, \mathcal{W} for *be will not be*, \mathcal{V} for *they have been*.

R. 2,—The Learner was taught in the first Part of this Treatise, that, in writing all the Consonants, of which any Word was composed, the Beginnings of the Marks, which follow, must always be joined to the Ends of those, which precede them: Whenever, therefore, they are joined in any other Manner, it is to denote, that each particular Mark signifies a whole Word, and not a single Letter; as, for Example, the particular Way of joining the Letters in this Mark \mathcal{V} is a sufficient Indication, that they were not intended to represent a Word consisting of those two Consonants, but two Words; and the \mathcal{V} in the Middle of the Line standing for *in*, and the \mathcal{V} for *the*, *in the* may be written thus $\mathcal{V} \circ$. So again this Mark \mathcal{V} denotes two Words, and the — being drawn from the Place of the Vowel *i* shows the latter of them to be *is*; and though this Mark \mathcal{V} usually represents the Article *the*, yet, in that Situation, it cannot possibly do so; for that Article can never come immediately before a Verb; but the Pronouns very frequently do: *it is* may, therefore, be
 very

very commodiously written thus †, *it is not to be †*, as it is †, *since it is †*, and by dropping *w*, as before, we may write † *it'as* for *it was*, † *it was not to be*, † *it'ere to be* for *it were to be*, † *it seems to be*; for the — being drawn from the Place of *e* shows, that it must be either *it es---* *to be*, or *it se---* *to be*; and *it seems to be* is so very common a Phrase, that it will not give much Trouble to the Reader, though written in this concise Manner.

R. 3.—Points being the shortest of all Marks, it would argue a great Want of Oeconomy, as well as Invention, not to make all the Use of them, that can be made, consistently with the Regularity of our System. The Power of representing Prepositions and Terminations, which was allotted to the Consonant Marks, could not be given to the Points; for, in that Situation they stand for the Vowels; and all the distinguishable Places, both before and after the consonant Marks, are already taken up by the five Vowels: but a Point placed directly over, or under, the Beginning, or End, of any of those Marks, has as yet had no Signification annexed to it. As, for Example, in this Mark †, the Point being so placed, that, if the † was produced, it would pass through it, is very distinguishable from all the Vowels. All derivative Substantives may, therefore, be very conveniently represented by making the
Point

Point stand for the Substantive derived from the Word, at the End of which it is placed; as, in the Example, if \vee is *forget*, $\vee!$ will be *Forgetfulness*.—But, as there are derivative Adjectives and Adverbs, as well as Substantives, it will be a great Compendium to represent them also by Points, distinguishable, by their Situation, both from the substantive and the vowel Points; which may be done by placing them in a Line, which, if produced, would pass through the substantive Point, and would also be perpendicular to the last consonant Mark; and by making one placed before the substantive Point to signify the Adjective, one after it, to signify the Adverb. As $\vee!$ *forgetful*, $\vee!$ *Forgetfulness*, $\vee!$ *forgetfully*, \sphericalangle *reasonable*, \sphericalangle *Reasonableness*, \sphericalangle *reasonably*, \sphericalangle *sufficient*, \sphericalangle *Sufficiency*, \sphericalangle *sufficiently*.

R. 4.—Although the above described Mode of Abbreviation is very extensive, there being in our Language a great Number of long Words derived from short ones, yet it is far from being the only Use, which may be made of these adjective, substantive, and adverb Points. In all Discourses whatever, there must be some principal Words, which, either by their more particular Relation to the Subject, or frequent Occurrence, will be easily discoverable, however concisely written. If such Words begin with a Consonant, the first Letter, if not the first Vowel

Vowel and Consonant, with the adjective, substantive, or adverb Point annexed, will suggest them immediately; and therefore will be, though a brief, yet a sufficient Description of them. As for Instance, if the following Passage be transcribed, out of a Discourse upon the Folly of worldly Mindedness, in common Long-Hand after this Manner, *Our blessed L—, both by his Preaching, and Ex— has fully shown us the Vanity, and Folly of seeking for solid and lasting H—, in the Possession of any of the Goods of this present W—*, every one must immediately see, that the Words, described by their initial Letters, are too plainly pointed out by the Nature of the Subject, and their accompanying Epithets, to leave any Room for Doubt, or Mistake. In following a Speaker, the same Description of them in Short-Hand must, therefore, be allowed to be sufficient. But it may not be amiss to give another Instance or two, with the Short-Hand Characters for the abbreviated Words, as *Life and ☐ are brought to Light by the ☐*; or again *the / of the Dead, and a future State of / and) are plainly, and positively taught in the ☐*. In these Instances, it will cost an attentive Reader very little Time to fill up ☐ and ☐, in the first Example, with *Immortality and Gospel, / /) and ☐*, in the last, with *Resurrection, Rewards, Punishments, and Gospel*. So in writing after Pleaders, who frequently use the Expression *with Submission to*
your

your Lordship, with —. to your / would be sufficient; If the Adjective *humble* be joined to *Submission*, it may be denoted by its first Consonant, and be joined to the Substantive, and the Phrase, *with humble Submission* may be written thus, *with ʒ*. This will be found a very useful Compendium; for there are many Substantives, to which some particular Adjectives are usually joined, as *human Nature, christian Religion, natural Philosophy, &c.* Whenever, therefore, the Subject treated of will lead to the Discovery of the Substantive, though denoted only by its first Consonant, it will, at the same Time, discover the adjoined Adjective. This Method may indeed appear, at first Sight, to clash with the Rule about derivative Substantives; but it will seldom happen, that the two Consonants will compose any Word, from which another can be derived; or if it should, it would scarcely ever be such a one, as would agree with the Context. As for Example, in the first Instance, viz. *human Nature*, the initial Letters ʒ would form no English Word, from which any Substantive is derived; in the second, ʒ might indeed be *Carefulness*; but that Word can never be inserted in the Room of the Words *Christian Religion*, without destroying the Sense of the Passage, or, at least, breaking its Connexion with the Context.

It will appear evidently, upon a little Consideration of the Nature of this Mode of Abbreviation,

breiviation, that no Limits can be fet to it; but that it may be more, or lefs frequently used in Proportion to the Knowledge, Skill, and Readinefs of the Writer, which will enable him to judge in what Inftances fuch Liberties may be taken, without occafioning Ambiguity. Moft Writers of this Short-hand have accuftomed themfelves to mark fuch Words, as moft frequently occur in their own particular Profefions, by the initial Letters, with the fubftantive, adjective, and adverb Points refpectively, which, through Custom, eafily fuggelt thofe Words to them at firft Sight. But, it muft not be underftood, that thofe Marks neceffarily imply thofe Words, and no other—— They may ftand for any other beginning with the fame Letters, which the Senfe of the Paf-fages requires. It cannot, therefore, be expected, that a Lift of them fhould be given here; but the following are fome of thofe, which are moft commonly ufed, as *∪ God*, *‡ Happinefs*, *‡ Heaven*, *∠ Lord*, *∠ always*, *∞ altogether*, *∞ Occafion*, *∞ accordingly*, *∫ notwithstanding*, *∫ Opinion*, *∫ perhaps*, */ Religion*, *— Subject*, *‡ together*, *‡ World*.

R. 5.—An Attention to that Property of the English Language of expreffing the different Connexions, and Relations of one Thing to another, for the moft Part, by Prepositions, which the Greek and Latin, and fome modern
 I Languages

Languages do by varying the Terminations of the Substantives, or, as the Grammarians stile it, by their Cases, will point out a further Application of the Dot to the Purposes of Abbreviation; for, as in the Latin Manuscripts, the Root, or Body of the Word being given, there was no Necessity of writing the various Terminations of the Cases, since any Reader, who understood that Language, could himself supply the particular Termination, which the Case required; so in English, if the two related Substantives be such, as may be readily known, even when represented by their first Consonants only, they may be joined together, placing a Dot at the Point of their Junction, to show that they are both Substantives, and the Preposition connecting them may be omitted; for it may as certainly, and as readily, be supplied by the Reader, as the Cases in Latin before mentioned. This Consideration will therefore dictate the following Rule, viz. That a Dot placed at the Point of Concurrence of two consonant Marks, thus &̇, denotes two Substantives, of which those Marks are the first Consonants; and also that the latter is governed of, or connected to, the former by some Preposition, which is omitted.

As, for Example, In this Sentence, *the Sum or Substance of all the Commandments is contained in the two following, to wit, the &̇ and the Love of*

of our Neighbour; the particular Situation of the Dot in this Mark & denotes, that both *L* and *G* are Substantives, the Article *the* before the first, points out plainly enough the omitted Preposition *of*, and the least Degree of Attention to the Words, which precede and follow the contracted Mark, will discover, that it must be the *Love of God*.

Or again, *the L is the Root of all Evil*, that is, *the L— of M—, the Love of Money is the Root of all Evil*. Or, *seek ye first the ؤ and his Righteousness*, that is, *the Kingdom of God, &c.*

But, in the following Passage, *Gravity is discoverable in all Sorts of Matter, upon which we can make any Experiments, but the ؤ still remains undiscovered*, it is evident that the *K— of G—*, must be the *Cause of Gravity*.


The Articles *a* or *the*, in this, and in many of the following Ways of Abbreviation, may, for the sake of joining, be omitted, as, in the following Sentence, *since the Light of the Gospel has shone upon the World, &c. the Light of the Gospel* may be written thus, *the & .*


And further, though an Adjective should precede either of the Substantives, yet they may all three be represented by their first Consonants

joined together with the Dot always placed at the End of the first Substantive. No Difficulty can ever arise in distinguishing the Adjective from the Substantives. For, in the following Sentence, *the great Goodness of God is manifest in all his Dealings with his Creatures*, if these Words, *the great Goodness of God* be written thus, *the* ^{ee} the Dot placed at the End of the second Mark shows, that it must be the first Substantive, the third must, therefore, denote the latter Substantive, and the first, consequently, the Adjective.

If the Dot be placed at the End of the first Mark, as in this Example, *his Majesty the* ^{ee} It is evident that the first must be a Substantive; and a little Attention to the usual Arrangement of Words in the English Language will soon suggest, that the second must be an Adjective, as Adjectives generally precede the Substantives to which they are related; there is, therefore as much given, as if it had been written in Long-hand thus, *his Majesty the K— of G— B—*, which, in a Discourse concerning him, would be sufficient to discover, that the contracted Words must be *King of Great Britain*.

If each of the Substantives have an Adjective joined to them, there can be no Difficulty; for the first and third must be Adjectives, except in some rare Instances, in which the common
Order

Order is sometimes changed, and the last Adjective is put after its Substantive, as, in this, *the great Goodness of God Almighty*, in such Cases, either the last Adjective must be separated from the Rest of the Mark, or, if joined, it must have the adjective Dot annexed and *the great Goodness of God Almighty* may be written thus, *the  o*

This Relation of Substantives, which is expressed in Latin by the Genitive Case, in English by the Preposition *of*, is, by far, the most common ; but the Rule is more extensive, and serves to express two Substantives connected by any Preposition whatsoever, as *for*, *in*, *with*, *after*, &c. provided that the Context, or any particular Words of the Sentence easily indicate, not only the two Substantives, which are denoted by their first Consonants, but also the Preposition, which ought to be inserted. As, for Example, in this Sentence, *happy is it for us, if, convinced by Experience of the Vanity of putting our Trust in Man, we place all our Confidence in God*, the three last Words may be thus expressed  For the Context plainly points out the two Substantives, and the Verb *place* marks evidently, that the omitted Preposition cannot be *of*, but must be *in*.

In this Sentence, *our holy Religion absolutely forbids all Instances of Revenge, our Saviour expressly*

presly commanding all his Disciples to return Good for Evil. *Good for Evil* may be written in this Manner v ; for the Verb *return* shows plainly, that it cannot be *Good of Evil*, but must be *Good for Evil*. It may, perhaps, be objected here, that *v* is not the first Letter of the Word *Evil*; but it must be observed, that the Words of the Rule are, that the Dot denotes two Substantives, of which those Marks are the first Consonants, not the first Letters; and a Word may, sometimes, be so pointed out by others, which accompany it, as to be easily discoverable, though the initial Vowel be omitted.

It may not be improper to add another Example or two for the better understanding of this Rule, as thus, *In this present State there is no such Thing to be met with, as pure unmixed Pleasure or Pain, Good or Evil; here below all Things are mixed, Pleasure with Pain, Good with Evil;* the latter Part of which Sentence may be writ- thus 3 , v ; for the Word *mixed*, requiring the Preposition *with* after it, shows, that 3 , v , cannot be P— of P—, G— of V—, but must be P— with P—, G— with V—.

Or, thus, *he is now become quite blind, he cannot even distinguish L— from D— Light from Darkness.*

Or

Or again, if we consider, that without Health we cannot enjoy any of those Pleasures, which Riches can procure, what Man, that estimates Things according to their Reality, rather than their Appearance, would not prefer V, HEALTH TO RICHES. Or thus, if he had it in his Option, would not rather choose V, HEALTH THAN RICHES. Or, would not choose V, HEALTH BEFORE RICHES

R. 6,—The substantive Point, placed before a single consonant Mark, denotes, that the Substantive, represented by it, is to be repeated, with some intervening Preposition, as, *after*, *to*, *by*, as for Example, *Day after Day*, thus (° Or from *Time to Time* thus, from | &c.

R. 7,—The substantive, adjective, or adverb Point placed before two, or more consonant Marks joined together, denotes two or more Substantives, Adjectives, or Adverbs respectively, of which those Marks are the first Consonants, and also that they are connected by a Conjunction.

As, for Example, *Our blessed* ∠ LORD AND SAVIOUR, *Jesus Christ*, by his ∫ DEATH AND PASSION, made a sufficient ∟ SATISFACTION AND ATONEMENT for the sins of the whole World.

Or again, *the Legislative Power in England*
is

is not vested in a single Person, for THE KING, LORDS, AND COMMONS must join in every Act before it has the Force of a Law.

Or further, *the Precepts both of THE NATURAL AND REVEALED Religion forbid us to do our Neighbours any Injury.* Here the Point shows, that both *n* and *r* are Adjectives, and the Word *Religion*, to which they are connected, will immediately suggest the Words *natural* and *revealed*.

Or, to add one other Instance, *What doth the Lord thy God require of thee, but to live soberly, righteously, and godly in this present World.* Here it appears by the prefixed Point, that *s*, *r*, and *g* must all be Adverbs, and consequently, that there is nearly as much expressed, as if the same Sentence had been written in Long-hand after this Manner, viz. *what doth the Lord thy God require of thee, but to live s—ly, r—ly, and g—ly in this present World*, which surely would give very little Trouble to fill up with the Words *soberly, righteously, and godly*.

Thus any Series of Substantives, Adjectives, or Adverbs, may be expressed by their first Consonants joined together with the proper Point prefixed: But we must not indulge ourselves in doing this, at all Adventures. It is only to be done in such Instances, wherein the Commonness of the Phrase, or the Nature of the Subject

ject points out the Words signified by those Letters; or when the Words, so briefly described, are such, that no other can be inserted in their stead, consistently with the Sense of the Passage.

When great Dispatch is required, as in the Case of following a Speaker, all Omissions are allowable, which can afterwards be supplied by a careful Attention to the Idiom of the Language, and to the Connection of the contracted Words with those which precede, or follow them. And it may not be improper to observe, that greater, or less Liberties of contracting may be taken, in Proportion as the Speaker is more, or less accurate in his Language. For it is certain, that any Contractions, where the Style is clear, and regular, may be more easily decyphered, than where it is confused, and embarrassed. It may happen, indeed, sometimes, that the Words signified by such Contractions will not occur at first sight; but a little Thought will discover them; and the Reader will find, that an Attention of this Sort will very agreeably, and insensibly lead him into a perfect Knowledge of the Idiom of his own Language.

R. 8.—Many long Words may be, and are frequently express'd in common Writing by their first Syllable only, with a Mark, to shew, that something is wanting, as *Mult*— for

K

Multi-

Multitude, Cor— for *Correspondence*. So in Short-hand, long Words, especially those, in which the Marks for the Consonants will not join neatly, may be denoted by their first Syllable, with as many Points annexed, as there are Syllables wanting, as *M* for *Multitude*, *C* for *Correspondence*. * And when great Dispatch is required, the Points may be omitted, especially if the Words do not begin with Prepositions, as *S* for *Signification*, *D* for *Difficulty*, *N* for *Negligence*.

R. 9.—The Power, given to the consonant Marks of representing Prepositions and Terminations, will enable us to write great Numbers of long Words, after a very expeditious Manner: for Words, beginning with Prepositions, may be denoted by their respective Prepositions, together with the next Consonant and Vowel, and oftentimes with the next Consonant only, adding to it the substantive, adjective, or adverb Point, when necessary; as for Example, this Mark *de-li* expresses a Word beginning with the two Syllables *de-li*; and though there are many Words, which begin with those Syllables, as *deliberate, deliver, delicious, &c.* yet, if such a Sentence,

* When one Syllable only is wanting, a Point cannot be used to express it; for a Point so placed must denote a Vowel; but the Learner has been already taught in that Case to make this Mark, *l* as *M* for *writing*.

Sentence, as the following, were to be written thus, *He was not hasty in his Resolution, but took Time to deli— about it*, the Word *deliberate* would immediately occur to every one.

The Trouble of inserting the Vowel may, in many Instances, be saved, by beginning the Consonant from that Point after the Preposition, in which that Vowel should be placed; as in this Mark \hookrightarrow , the *m* beginning from the *u*'s Place after the *t* shows, that the next Vowel after *m* is *u*; and the Mark, therefore, is equivalent to *Transmu—*, which is a sufficient Description of the Word *Transmutation*.

A few Examples more will sufficiently explain this Rule; as \hookrightarrow *recommend*, \hookrightarrow *Recommendation*, \hookrightarrow *recommendatory*, \dashv *Resignation*, \dashv *Resolution*, \equiv *Consanguinity*, ∇ *conveniently*, ∇ *superficial*.

The Participles may be abbreviated after the same Manner, by adding, instead of the Points, the Terminations *ing* or *ed* to the latter consonant Mark, as $\overset{\circ}{\dashv}$ *confi—ing* for *considering*, $\overset{\circ}{\dashv}$ *confi—ed* for *considered*.

Words beginning with double, or treble Prepositions, may be written after the same Manner; as \sim *Misinformation*, \wedge *Representation*, \wedge *Misrepresentation*, \supset *Incomprehensibility*,

sibility, &c. The Prepositions must always be joined together; and, if two Consonants begin the next Syllable, the writing of them both will help to discover the Remainder of the Word; as \curvearrowright for *Misunderstanding*.

It must appear plainly to every one, upon the least Consideration, that the Words in the foregoing Instances are abbreviated; there can, therefore, be no Danger of mistaking, for Example, this Mark (\curvearrowright for some short Word, such as *daily*, *duly*, &c. For, by our Rule, the \curvearrowright (disjoined always signifies the Preposition *de*: nor can it be a Word consisting of the Preposition *de* and the Syllable *li* or *ly* only; for, if such a Word had occurred, it would have been sooner written by joining the Marks together thus \curvearrowright . This Way of writing, therefore, shows, that the Word begins with the Preposition *de*, that the next Syllable is *li*, and that there is some other Syllable, or Syllables, wanting to compleat it. Nor can the Consonants, in those Examples, in which the Vowels were omitted, be mistaken for Terminations; as in this Example \curvearrowright , the \curvearrowright cannot be supposed to represent the Termination *ical*; since it would be absurd to think of describing any Word by its Preposition and Termination only: for as the same Preposition and Termination are common to great Numbers of Words, they alone can never give a good Description of any particular one.

This

This Way of reasoning pursued will lead to the Discovery of an easy and short Method of denoting the Words *self* and *selves*, which so frequently follow the Pronouns. For, if a disjoined Mark loses its Power of representing a Termination, by being placed close after a Preposition, the — must certainly lose that of representing *sion* or *tion*, when placed close after any of the Pronouns; since they never admit of such a Termination. It must, therefore, in that Situation, denote only the Consonant *s* followed by that Vowel, from whose Place in the Line it is drawn; and consequently the Words *self* and *selves* may be very commodiously represented by drawing the — from the *e*'s Place, close after any of the Pronouns, as $\overset{\curvearrowright}{-}$ *myself*, $\overset{\curvearrowleft}{-}$ *itself*, $\overset{\curvearrowleft}{-}$ *ourselves*, $\overset{\curvearrowright}{-}$ *themselves*, &c. And, though the Word *own* should intervene, yet *self* or *selves* may still be signified in the same Manner, as $\overset{\curvearrowright}{-}$ *my own self*, $\overset{\curvearrowright}{-}$ *his own self*, &c.

The Words *what*, *who*, *whom*, *how*, &c. have very often the Word *soever* added to them, which may, for a Reason similar to the foregoing, be very aptly expressed by the — drawn from the Place of *o*; as $\overset{\curvearrowright}{-}$ *whatsoever*, $\overset{\curvearrowright}{-}$ *howsoever*, $\overset{\curvearrowright}{-}$ *whomsoever*, &c.

R. 10.—In like Manner, Words, ending in any of the Terminations marked in the preceding Table of the Alphabet, may be denoted
by

by their first Consonant and Vowel, together with the proper Mark for its Termination. As for Example, // ar——ry for *arbitrary*, A Op——ity for *Opportunity*, °| Cu——ity for *Curiosity*, /~ for *Lawfulness*.

But it must be carefully observed, that the Vowel, whether it precedes or follows the Consonant, must never be omitted; otherwise the Consonant might be taken for a Preposition, and then this Rule would interfere with the foregoing: Whereas its Power of representing a Preposition is destroyed by the Addition of the Vowel, whilst the single disjoined Mark, at the End, retains its Power of representing a Termination. The Word is, therefore, described by its Beginning and Termination, a Vacancy being left in the Middle, to be supplied by the Sagacity of the Reader.

R. II,—It cannot have escaped the Observation of any one, who has considered the English Language with any Degree of Attention, that Words of different Signification govern, or require different Prepositions; that Words, for Example, signifying *Desire*, *Knowledge*, *Ignorance*, &c. require the Preposition *of*; that other Words, importing *Mercy*, *Compassion*, *Dependance*, &c. require the Preposition *upon*, &c. &c. Care, therefore, being taken to write the Prepositions plainly, the first Consonant
only

only will, in many Instances, be found to be sufficiently descriptive of the Words, which require those particular Prepositions. For, although there may be many Words, which begin with the same Consonant, yet all those, which do not require that particular Preposition, are upon that Account, immediately excluded; and the Remainder is, by that Means, reduced to so few, that it will be easy to select the proper one. In every one of the following Sentences, (and many more of the like kind might be given) the Letter *d* denotes a different Word, viz. in *He was very d—— of being thought rich. You may d—— upon my Promise. I d—— from him in Opinion. He d—— vehemently against Luxury. He d—— long about the Choice of a Patron, but at last resolved to d—— his Work to, &c. &c.* and yet, by the Help of the discriminating Prepositions, the particular Word, proper to each Place, is easily discoverable.

A few Instances will be sufficient to give the Learner a right Notion of this Method of Abbreviation.

For Example, the following Sentence, *This belongs to me*, may be written thus, *This) to me*, or, *He made some good) OBSERVATIONS upon it. I want to (DISPOSE of my House. He ∪ AGREED with me in Opinion. There was not the least (DIFFERENCE between us. We must take particular*

particular Care to ∪ GUARD against such Passions, as we find ourselves most & LIABLE to. As for his personal Estate, he (DIVIDED it amongst all his Children, in equal Shares.

And it may be further observed, that, as few English Words end with the Syllable *to*, the Preposition *to* may, for that reason, be joined to the preceding Word, which was directed to be signified by its first Consonant only. For the unusualness of the ending will be a sufficient Hint, that the Mark represents not one, but two Words; and, therefore, *This belongs to me*, may be written thus, *This A me*, *liable to* thus ∆, *satisfactory to* ∩, *subject to* ∟, the — in this last Instance being made at the Bottom of the Line to show, that the Vowel following it is *u*. But, if any one finds it difficult to write the | upwards, he may, whenever it is necessary, distinguish the two last Instances from one another, by inserting the *u*, and write *subject to* thus ∩.

Other Prepositions, which are denoted in the Table of the Alphabet by a single Consonant, may, in like Manner, be joined to the preceding Word; as in the Example, *He made some good Observations upon it*, *Observations upon* may be written thus ∆. Nor will there be any great Danger of the Readers being puzzled by mistaking such like Marks for single Words; for it will not often happen, that the two Consonants

sonants, of which they are composed, will form any Word, scarcely ever that they will form such a Word, as will suit the Place, and agree with the Context. A little Custom will, therefore, soon suggest to the Learner, that the two Marks must denote two Words; the latter of which, being represented in his Short-hand Alphabet by the latter consonant Mark, must, for that Reason, immediately occur to him.

R. 12,—Prepositions generally require after them either a Noun, or a Pronoun. The Pronouns being few in Number, and in all Languages used as Substitutes for Nouns, must occur very frequently, and by that Means soon become familiar to the Learner; the Pronoun, for that Reason, may be joined to the Preposition, without Danger of creating any Difficulty to the Reader.

As for Example, *he gave it* \hookrightarrow *to me*, *he left it* \hookrightarrow *to my*, \perp *to us*, \downarrow *to you*, \vee *to our*, \vee *to your*, &c. The *b*, *th*, or *wh* may, for the Sake of joining, be dropped in the Pronouns, which begin with those Letters, as *his*, *this*, *whom*, &c. and we may write *to his* thus \perp , *to this* \perp , distinguishing, if it ever should be thought necessary, *his* from *this*, by the different Situation of the Point; *to her* and *to their* thus \vee ; for a Distinction between them cannot be made, as was done in the Instance before,

L by

by the different placing of the Point; but the Sense of the Passage will easily show which it must be. *To whom* h, *to those*, or *to whose* L, *to which* h, *to each* h, *it was not* ~ IN MY Power, *it was thrown* ~ UNDER MY Feet, *he came and dwelt* ~ AMONGST US, *you may depend* h UPON ME.

This Rule is not to be restrained to those Prepositions only, which are denoted in the Table of the Alphabet by a single Consonant, as *among*, *under*, *upon*, &c. but may be extended to others, which must, in that Case, be represented by their first Consonant, and be joined to the Pronoun, as *he did it* h WITH MY Consent. This will occasion no Ambiguity, since *ſ* cannot in this Place signify the Word *will*; for such a Sentence as *he did it will my Consent*, would be neither Sense, nor Grammar. Its situation in the Sentence, and Connection with the pronominal Adjective *my* mark plainly, that it must be some Preposition, which begins with *w*.

And though several Prepositions should begin with the same Consonant, yet they may be written in this Manner, provided that the preceding or following Words be such, as will serve to distinguish them, and shew which of them must needs there be meant, as in the following Example, *He came privately and took it away* h WITHOUT MY Knowledge. *To stoop to ſo mean*
an

an Action was much \perp BENEATH HIS Dignity. *It is* \perp BEYOND MY Reach. *Above* may be distinguished from *beyond* by prefixing the initial Vowel, as it is \perp ABOVE MY *Comprehension*. *They divided it equally* \perp BETWEEN THEM. *He had the Impudence to do it* \perp BEFORE MY Face. *He did it slyly* \perp BEHIND MY Back.

But it is to be noted here, that, when the Prepositions themselves are abbreviated, as in these Instances above, they cannot help to explain other Words, as they did in those mentioned in the beginning of the 11th Rule, in which they were directed to be written plainly; for it would be very puzzling, indeed, if that Word, which was to assist in explaining others, wanted Explanation itself.

R. 13,—After the Learner has, by a little Practice, made the last Method of Abbreviation familiar to him, he may venture to combine it with the foregoing, and join the preceding Word, the Preposition, and Pronoun all together; and as he had learned before to write *belongs to* thus \perp , and as the last Rule taught him to write *to me* thus \perp , he may now join them all together, and write *belongs to me* thus \perp , *extends to us* thus \perp , *agreed with me* thus \perp , *depend upon me* \perp , *Observations upon this* \perp . *He was a notorious Traytor and caught in actual* \perp REBELLION AGAINST HIS Majesty.

jefty. He was an ill-natured Man, and always endeavouring to sow ∪ **DISSENTIONS AMONGST HIS Neighbours, &c.**

When a Pronoun, or a Preposition and Pronoun follow the Verb, and are themselves followed by a Preposition and pronominal Adjective, they may all be joined together, as *I* ∪ **CONGRATULATED HIM UPON HIS, &c.** *I* ∪ **CONDOLED WITH HIM UPON HIS, &c.**

The Words *some, any, none, which, each, both, &c.* followed by a Preposition and Pronoun, may, agreeably to this Rule, be denoted by their first Consonants, and be joined to the Preposition, and Pronoun, as ∪ *some of them,* ∪ *any of us,* ∪ *none of them,* ∪ *both of them,* ∪ *which of them,* ∪ *each of them, &c.* The first Dot is inserted to distinguish the Words from one another, which begin with the same Consonant, as *none, any, &c.* The latter Dot must never be omitted, as it is the appointed way of Writing the Pronouns, when joined to Prepositions; as ∪ *of them.*

R. 14—After the Learner has for some Time accustomed himself to the foregoing Rule, he may advance a Step further, and join the Adverbs preceding the Verbs, and the Substantives following the pronominal Adjectives, to
the

the Verbs and Adjectives respectively, denoting both the Adverbs, and Substantives by their first Consonants, or at most by their first Consonants and Vowels; as, for Example, *you may* SAFELY DEPEND UPON MY WORD*.

Difficult as this may seem to a new Beginner, yet Habit, and a little Reflection upon the Nature of our Language, will quickly render it easy to him. His own Experience will soon convince him, that Contractions, when judiciously made, may be more certainly and easily read, than the unexperienced are apt to imagine. It may, perhaps, for a while at the first, be a good Method to take the Contractions to Pieces, writing in Long-hand exactly what is given in Short-hand. The foregoing Contraction so transcribed would stand thus, *you may sa—— d—— upon my W——*. Here the Preposition *upon* will soon suggest, that the preceding Word, beginning with the Consonant *d*, must be *depend*; and the Word denoted by its initial Letters *sa*, coming betwixt the auxiliary *may*, and the Verb *depend*, is by its Situation, according to the usual Arrangement of Words in our Language, plainly enough marked to be an Adverb; so that it is nearly the same, as if it had been written thus,
You

* As a Substantive must necessarily follow the Adjective *my*, there was no occasion to place the Point at the End of the *l* to show, that it was one.

You may sa—ly depend upon my W—, which is too plain a Description, to prove a Stumbling-block to any attentive Reader.

R. 15.—Many common Phrases, formed by a Substantive preceded by the Prepositions *with, without, in, &c.* and followed by *to, of, &c.* may be very conveniently contracted, as *W* with *Regard, Respect, or Reference to. He basely broke his Promise* *W* WITHOUT ANY REGARD TO HIS Honour, *W* in Relation to, *W* in order to, *W* in Consequence, Comparison, or Consideration of, *W* in obedience to your, *W* by Reason of his, *W* by Virtue of his. In this Instance the proportionably little *'* shows, that the Mark following it is to be divided into two Letters. *W* upon Account of, it was not *W* IN THE POWER OF *Man to save him, &c.*

R. 16.—Common adverbial Phrases are, in like Manner, often denoted by their initial Consonants joined together, as *W* for the future, *W* at the same Time, *W* at present, *W* in this Manner, *W* in like Manner, *W* in a great Measure, *W* in the same Manner, *W* in so much that, *W* so much the more, *W* in the mean Time, *W* in general, *W* in particular, &c.

And when the Proportion of Equality is expressed by *so — as, or as — as, with some one Word intervening, they may be all joined together*

gether as \sim *so much as*, \sim *as much as*, \perp *as well as*, \angle *as long as*, \sim *as good, or as great as*, &c.

R. 17.—The Contractions, which may be made, when *it is* or *it was* are followed by an Adjective, and *to* or *that*, are so numerous, that we must content ourselves with giving a few of the most usual, as \sim *it is impossible to*, \perp *it was unnecessary to*, \sim *it is contrary to*, \sim *it is according to*, \sim *it is observable that*, \sim *it is evident that*, \sim *it is demonstrable that*, \sim *it is not to be supposed that*, &c.

The Methods of Abbreviation, which have been taught and explained in the preceding Pages, are such, as are of most common Use and Practice; and tho' they are not many in Number, yet they are very extensive in their Application; for a Sentence can scarce occur, in which some or other of them will not find a Place. But yet we are far from pretending to have exhausted the Subject. An accurate, and assiduous Attention to the Nature and Idiom of our Language may suggest others, as useful, and extensive as these. Proper Care being taken to lay a right Foundation, the lawful, that is the legible Ways of contracting will increase, in Proportion to the Writers Want of them. The more he writes, the more concisely he may venture to write, and yet be able to read his Contractions with
Ease;

Eafe; provided that he builds them upon some known Particularity of our Language: for which Reason we have been more follicitous to explain the Grounds of our Rules, than curious in the Choice, or copious in the Number of Examples.

But it may not be amifs, before we conclude, to make a Remark or two upon Abbreviations in general.—First, that in all the various Ways, that can be taken, of contracting, (that is of describing Words by some shorter Method, than that of writing all the Consonants, of which they confift) Care must be taken, when the Contraction confifts of two or more Words joined together, that no one Word of it be represented by more than one Character; and, fecondly, that the whole Mark by some means or other, if poffible, be shown to be a Contraction, as it has been generally done in the foregoing Pages, either by the Infertion of Points in the Middle of the Marks, as \sphericalangle for *some of them*, (which, when Difpatch is required, is never practifed to denote Vowels in the Middle of Words;) or by the unufual ending of the Mark, as \sphericalangle for *liable to*, it \sphericalangle *appears that*; for few Words, (fince the Termination *eth*, fo frequent in Scripture Language, is now almoft grown obfolete,) end in *th*; or by the unufual joining of the Marks, as \sphericalangle in *the*, \sphericalangle *it is*, &c. Otherwife the Reader might be puzzled in hunting for some one Word confifting of the
Letters,

Letters, which are written : Whereas if he knows it to be a Contraction, he is not bewildered in his Researches, but is, at first, directed the right Road, and has nothing to do, but to search after some Word for every Character, which will suit the Description, and agree with the Context.

And when Contractions are judiciously made, the Learner, provided he will observe the Caution already given, (and which cannot be too often repeated) of beginning with the easiest, and of not proceeding to a second, until the first is become familiar, will certainly find the Difficulty of decyphering them lessen every Day. Many, who have been for some Time accustomed to them, find them as easy to read, as Words written at greater Length.

But, supposing that there was more Difficulty in the Reading of them ; yet, provided that they may be certainly made out by due Attention to the Subject treated upon, and the Idiom of the Language, it will be sufficient : For the Learner must be advertised, that these Contractions were not designed to be taught, as the common standard Method of writing Short-hand upon all Occasions.—That Method, which was taught in the first Part, and which will be as easily read, upon a little Practice, as common Long-hand, will be found sufficiently short for

M

all

all common Purposes; and it should therefore be kept to, when very great Dispatch is not required.

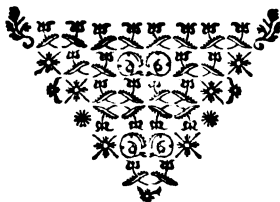
In the Instance of following a Speaker, all Helps, that can be had from the Properties of our Language, and can be expressed intelligibly by the Letters of our Short-hand Alphabet, must be made use of.

All Inventors of Short-hand have found the Necessity, in that Case, of denoting Words by some more expeditious Method, than that of writing all the Letters, of which they consist; but most of them have, for that Purpose, unhappily fallen upon the Expedient of making numberless arbitrary Marks, to signify particular Words, and Phrases, which also were often chosen rather upon Account of their Length, than their frequent Occurrence.

But this injudicious Application of their arbitrary Marks is far from being the only Objection against them.—The strongest by far is, that they made their Methods very burthensome to the Memory, tedious and difficult to be learned, but very soon and readily forgotten; and also rendered their Writings scarcely legible to the Writers themselves, unless they sat down to decypher them immediately, whilst every Thing was fresh in their Memory; but to others,
they

they were almost always illegible. The World by this Means has been deprived of the Labours of several learned Men, of which, had a regular System of Short-hand been then commonly used, it might now have enjoyed the Benefit.

But these Objections lye not against the Methods of Abbreviation here taught. They burthen the Memory with no new and arbitrary Marks, and with but few Rules for the Extension of the Powers of the alphabetical Characters; and yet those Rules are so general, and applicable to such a Multitude of Cases perpetually occurring, that they give this System the Advantage, even in point of Expedition, over arbitrary Marks, and at the same time leave the Writing legible, whatever length of Time intervenes, not only to the Writer himself, but also to every Fellow-practiser of the same Method.



M 2

A .

A Summary of the preceding Rules of
Abbreviation.

R U L E F I R S T,

TO join the auxiliary Verbs, the Particle *not*, and the Pronouns together, as ∩ *can be*, ∪ *have or has been*, ∩ *must be*, ∪ *cannot be*, ∩ *be must be*, ∪ *be cannot be*, ∩ *ought not to be*, &c. Page 55.

R. 2, To join the Marks in an unusual Manner, in order to shew, that each particular Mark denotes a Word, and not a single Letter, as ∩ *in the*, ∩ *it is*, ∩ *as it is*, ∩ *since it is*, ∩ *it was*, ∩ *it was not to be*, ∩ *it seems to be*, &c. P. 56.

R. 3, To denote derivative Adjectives, Substantives, or Adverbs by placing a Point in a particular Manner after the Word, from which they are derived, as ∩ *forgetful*, ∩ *Forgetfulness*, ∩ *forgetfully*, ∩ *reasonable*, ∩ *Reasonableness*, ∩ *reasonably*, &c. P. 57.

R. 4, To denote such Words, as, either by their frequent Occurrence, or particular Relation to the Subject, are easily discoverable, by their first Consonant, or first vowel and Consonant, with the adjective, substantive, or adverb
Point

Point annexed, as *Life* and ♪ IMMORTALITY are brought to Light by the ∪ GOSPEL. The / RESURRECTION of the Dead, and a future State of / REWARDS and) PUNISHMENTS, &c.

And also for denoting the Adjectives, which usually accompany such Substantives, by their first Consonant joined to the Substantive, as *with* ♪. HUMBLE SUBMISSION to your Lordship, &c. P. 58.

R. 5, To place a Dot at the Point of Concurrence of two consonant Marks, to denote two Substantives connected together by some Preposition, which is omitted: as *the & Love of God. We must place all our ∪ Confidence in God. Our Saviour expressly commands all his Disciples to return ∪ Good for Evil, &c.*

And also if an Adjective precedes either the first or second Substantive, to join them all together, taking care always to place the Dot at the End of the first Substantive, as *the ∪∪ great goodness of God. His Majesty the ∪ King of Great Britain, &c.* P. 62,

R. 6, To place a substantive Point before a single consonant Mark, to denote that the Substantive is to be repeated with some intervening Preposition, as, (*Day by Day. From* i *Time to Time, &c.* P. 67.

R. 7.

R. 7, For placing the substantive, adjective, or adverb Point before two or more consonant Marks, to denote two or more Substantives, Adjectives, or Adverbs connected by a Conjunction: as, *our blessed* L *Lord and Saviour.* *The Precepts both of* Y *NATURAL AND REVEALED Religion.* *We must live* S *soberly, righteously, and godly, &c.* P. 67.

R. 8, To express long Words by their first Syllable, with as many Points annexed, as there are Syllables wanting: as, A *Multitude,* C *Correspondence,* &c.

When great Dispatch is required, the annexed Points may be omitted, as, S *Difficulty,* S *Signification.* P. 68.

R. 9, To express Words by their Prepositions, together with the next Consonant and Vowel, or next Consonant only: as, C *deliberate,* I *Transmutation,* R *Recommendation,* C *Consanguinity,* C *conveniently,* &c.

The Terminations *ing* or *ed* must be added to the Participles, instead of the Points: as, C *considering,* C *considered.*

If the Words begin with double or treble Prepositions, the Prepositions must be all joined together: as, R *Representation,* M *Misrepresentation,* I *Incomprehensibility.*

And

And further, for denoting *self* and *selves* after the Pronouns; and *soever*, after the words *what*, *who*, *whom*, &c. as, \ominus *myself*, \dagger *itself*, \swarrow *ourselves*; \ddagger *whatsoever*, \S *whomsoever*, &c. P. 69.

R. 10, For denoting Words by their first Consonant and Vowel, and their Terminations: as \parallel *arbitrary*, \mathcal{N} *Opportunity*, &c. P. 72.

R. 11, For denoting, by their first Consonant, such Words, as are easily discoverable by the means of the particular Prepositions, which they require; as, this \mathcal{J} BELONGS *to me*. *He made some good* \mathcal{J} OBSERVATIONS *upon it*. *We must* \cup GUARD *against such Passions as we are most* $\&$ LIABLE *to*, &c.

And also for joining such Prepositions to the preceding Words, as *this* \mathcal{A} *belongs to*, \mathcal{A} *liable to*, \mathcal{A} *Observations upon*. P. 73.

R. 12, For joining Pronouns to Prepositions, as \hookrightarrow *to me*, \llcorner *to us*, \lrcorner *to his*, \curvearrowright *to whom*, \cup *amongst us*, \S *with my*, &c. P. 77.

R. 13, For joining the preceding Word, the Preposition, and Pronoun all together; as, \mathcal{A} *belongs to me*, \mathcal{A} *agreed with me*, \mathcal{A} *depend upon me*, \mathcal{A} *Observations upon this*, &c.

And

And also for denoting the Words, *some, any, none, which, &c.* by their first Consonant, and joining them to the Preposition and Pronoun : as, V *some of them*, A *any of us*, &c. P. 79.

R. 14, For joining Adverb, Verb, Preposition, pronominal Adjective, and Substantive all together; as, *you may* V *safely depend upon my word*. P. 80.

R. 15, For abbreviating common Phrases, formed by a Substantive preceded by the Prepositions, *with, without, in, &c.* and followed by *to, of &c.* as V *with Regard, Respect, or Reference to*, A *in order to*, V *in Consequence, Comparison, or Consideration of*, &c. P. 82.

R. 16, For denoting common adverbial Phrases, by the initial Consonants joined together; as V *for the future*, L *in like Manner*, W *in a great Measure*, &c. P. 82.

R. 17, Instances of Contractions, when *it is, or it was*, are followed by an Adjective, and *to or that*; as I *it is impossible to*, V *it is observable that*, W *it was unnecessary to*, &c. P. 83.

F I N I S.

The same, Sermon more contracted.

36, 67, 68, 69, ... (The text consists of a dense sequence of handwritten characters, likely a shorthand or cipher, arranged in approximately 25 lines.)

[Redacted]

[Redacted]

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