

FOREWORD

THIS Dictionary and Phrase Book has been compiled as an easy reference key for the student of Speedwriting. It will be of especial help to one who wishes to extend his study into new fields after he has completed the Elementary Course.

The Synopsis of the System found on pages 1 to 31 is carefully arranged to call attention to the revisions in the code which will appear in the 1927 Edition of Speedwriting.

Approximately 20,000 words and over 4,000 phrases have been coded for this work. These words and phrases have been carefully selected from many different sources of material. The plurals, and the adverbial and participial endings of words have been generally omitted in order to make the work as compact as possible.

The arrangement and compilation of this dictionary has been done largely by Mr. Charles E. Smith, whose cumulative experience in the teaching of shorthand and typewriting for over a quarter of a century has placed him in a position where he has trained every World's Professional Champion Typist. His work has given him an opportunity to observe the needs and discrepancies in shorthand such as has been afforded to no other man.

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