

SYNOPSIS OF SPEEDWRITING

A PRINCIPLES

a for "ar" in such words as

ar	harm	ham
	farm	fam
	barn	ban

When "a" is used in the spelling write

a for the sound of

aw	law	la
	raw	ra
au	author	A

(Write "o" for the same sound if the word is spelled with "o." See "o.")

a for the sound of long a spelled

ei	weigh	wa
	reign	ran
	feign	fan

af for initial and final

after	afterthought	aftht
	thereafter	traf

aj for initial and final

age	age-old	ajol
	storage	stoaj

ak for initial

accom	accommodate	akda
accor	according	akdg
accoun	accountable	aktb
accum	accumbent	akb-

and omitted in phrases

more and more		momo
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' (apostrophe)

for the sound of final "ss" preceded by any short vowel sound

lass	l'
abbess	ab'
tailoress	Tal'
countess	kt'
kiss	k'
floss	fl'
truss	tr'

a-	for initial		
	anta	antagonize	a-gnz
	ante	antediluvian	a-divn
	anti	antipathy	a-pt,
A	for initial, medial and final		
	aggra	aggravate	Ava
	aggre	aggregation	Agj
	agra	anagram	aAm
	agre	disagree	dsA
	agri	agriculture	Akl
A	for final		
	asm	spasm	spA
	(Capitalize vowel immediately preceding "sm" to indicate endings, "asm," "ism," "osm.")		
Al	for initial		
	alter	alternative	Alnv
		alteration	Alj

B PRINCIPLES

b for final

ble	noble	nob
able	eatable	etb
ably	notably	notb
ible	forcible	fsb
ibly	sensibly	scb
uble	double	db

b; for

ability	capability	kpb;
ibility	legibility	ljb;

C PRINCIPLES

c	for		
	ch	chap	cp
c/	for final		
	ance	dance	dc/
	ence	fence	fc/
	inse	rinse	rc/
	ancy	buoyancy	byc/
	ency	fluency	fluc/
	(When the sound of "ance," "ence," or "inse," occurs medially, the slant (/) may be omitted.)		
		extensive	xtcv
		responsible	rspcb
C	for initial		
	circ	circle	Cl
	circu	circular	Clr
	circum	circumvent	Cv-

• (Comma)

for medial and final short vowel sounds of "ie" and for final "st" preceded by any short vowel.

baby	bb,
anywhere	n,wr
money	mn,
amidst	amd,
amongst	mg,
mast	m,
latest	la,
graphologist	Gol,
lost	l,
trust	tr,
mists	m,,
tests	t,,
testy	t,,
amnesty	mn,,
laziest	lz,

(When the sound of "st" occurs medially, the "t" may safely be omitted. See "s.")

Capitalizing

Capitalizing the principal syllable of a word adds the sound of

ar	similar	Sml
er	hearer	He
	larger	Lj
or	honor	On

SPEEDWRITING

der	louder	Lw
ter	later	La
	better	B
ther	other	O
	father	Fa

Note: Derived forms may drop the vowel "e."

filter, Fl

filtrate, Fl;

hinder, Hi-

hindrance, Hi-c/

D PRINCIPLES

d	omitted before		
	j	adjudge	ajj
	m	admission	amj
	v	advance	ave/
d	omitted finally when slightly enunciated, as in		
		side	si
		bide	bi
		divide	dvi
d	for initial		
	de	devote	dvo
	di	divine	dvn
dc	for initial		
	decla	declaim	dcm
	decle	declension	dcnj
	decli	decline	dcn
D	for		
	deter	determine	Dmn
	detri	detriment	D-
Ds	for initial		
	dista	distaste	Ds,
	diste	distend	Ds-
	disti	distinct	Dsq
		destine	Dsn

E PRINCIPLES

EI for initial
electri
electro

electric
electrocute

EIk
EIkU

F PRINCIPLES

f	for final		
	fer	infer	nf
	fere	interfere	Nf
	fore	therefore	trf
	ful	useful	usf
	fully	carefully	caf
	fy	verify	vf
f	for initial, medial, and final sound of		
	for	forgive	fgi
		forbid	fbd
		effort	eft
		misfortune	msftn
		metaphor	mtf
		therefor	trf
f/	for final		
	fiction	classification	klsf/

SPEEDWRITING

G PRINCIPLES

g	for final		
	ing	knowing	nog
	thing	anything	n,g
		nothing	ng
G	for initial, medial, and final		
	egraph	telegraph	tIG
		telegrapher	tIGr
		telegraphic	tIGk
	graph	graphology	Gol
		graphic	Gk
	igraph	epigraph	epG
	ograph	photograph	ftG

H PRINCIPLES

H for initial

hydr

hydraulic

Hlk

hydrant

H -

hydrophobia

Hfob

hydrographic

HGk

(hyphen)

for medial and final

and

hand

h-

ant

pant

p-

end

lend

l-

ent

sent

s-

ment

sentiment

s--

When "nt" or "nd" or "ment" is preceded by a long vowel write the vowel.

raiment

ra

paint

pa-

saint

sa-

I PRINCIPLES

- | | | | |
|----|---------------------------------|------------|---------|
| i | for the sound of long i spelled | | |
| | y | try | tri |
| i; | for final | | |
| | itis | bronchitis | brqi; |
| | | laryngitis | lrji; |
| | | tonsilitis | tnsl;i; |
| I | for final | | |
| | ism | aphorism | afI |
- (Capitalize vowel immediately preceding "sm" to indicate endings "asm," "ism," and "osm.")

J PRINCIPLES

j	for final		
	tion	action	akj
	ation	relation	rlj
	etian	Venetian	vnj
	ician	physician	fsj
	ition	position	poj
	otion	motion	mj
	usion	fusion	fj
j/	for final		
	cience	omniscience	omnj/
	ciency	deficiency	dfj/
	cient	ancient	aj/
	sient	transient	Tj/
	tiencie	patience	pj/
	tient	patient	pj/

SPEEDWRITING

L PRINCIPLES

l	for final ly ily ley	nearly family valley	nel fml vl
la	for final late	slate exhalete relate interpellate dilale desolate formulate	sla xhla rla Npla dla dsla fm ^{la}
l'	for less	useless selfless colorless	usl' s/l' klr ^{l'}
ln'	for final lessness	hopelessness	hop ^{ln'}
L	for initial leter liter	letterhead literary	Lhd Ly

M PRINCIPLES

m	for initial		
	em	empire	mpi
	im	impartial	mprx
	um	umpire	mpi
Me	for initial and final		
	meter	kilometer	klMe
	metri	metric	Mek
Mg	for initial		
	magna	magnanimous	Mgn
	magne	magneto	Mgto
	magni	magnify	Mgf
Ml	for initial		
	multi	multigraph	MIG
		multitude	Mitu
Ms	for initial		
	masti	masticate	Mska
	masto	mastodon	Msdn

N PRINCIPLES

n	for initial		
	en	enlarge	nlj
	in	inform	nfm
nc	for initial		
	encli	enclitic	ncT
	enclo	enclose	ncz
	incle	inclement	nc-
	incli	inclination	ncnj
	inclo	inclose	ncz
	inclu	include	ncd
n'	for final		
	ness	bigness fairness	bgn' fan'
N	for initial		
	enter	entertain	Ntn
	inter	interrupt	Np
	intri	intricate	Nka
	intro	introduce	Ndu
	intel	intelligent	Nj
N	for final		
	antic	frantic	frN
	entic	authentic	atN
Ns	for initial		
	insta	instant	Ns-
	inste	instead	Nsd
		instep	Nsp
	insti	instigate	Nsga
	insti	institution	Nstj

O PRINCIPLES

o When "o" is used in the spelling write for the sound of

aw	ought	ot
	bought	bot
	fought	fot

(Write "a" for the same sound if the word is spelled with "a." See "a.")

ol for final

olôgy	biology	biol
	theology	teol

O for final

osm	microcosm	mkrkO
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(Capitalize vowel immediately preceding "sm" to indicate endings, "asm," "ism," and "osm.")

Omit vowels in syllables

be	besides	bsi
de	delight	dli
di	divide	dvi
re	remove	rmv
dis	dislike	dslk
mis	mistake	mstk

P PRINCIPLES

p	for initial or medial		
	pr	pride	pid
	per	perfect	pfk
	pur	purchase	pcs
		im per ceptible	m pspb
	pre	pre tend	pt-
	pro	pro vide	pvi
		s pre ad	s pd
p	for final		
	ple	cri ple	kr p
		tri ple	tr p
po	for initial		
	pos	pos sible	pob
po	for final		
	pose	dis pose	ds po
	Except when initial "par" is followed by the sound of "a" or "t" use		
pr	for initial and medial		
	par	par ent	pr-
		par son	prsn
		im par tial	m prx
pu	for final		
	pute	im pute	im pu
		com pute	k pu
P	for initial and medial		
	para	para dise	Pdi
		para mount	Pmw
		com para tive	k Pv
Pa	for initial and medial		
	pater	pa ternal	Panl
	patri	pa triotic	PaT
	patro	pa tronize	Panz
		com pa triot	k Pat

Plurals

Plural endings are usually formed by adding "s." When the ending is represented by a **comma**, **semicolon**, **apostrophe**, or a **slant**, it may be repeated to indicate the plural.

works	wks
forms	fms
babies	bb,,

SPEEDWRITING

K PRINCIPLES

k	for initial or medial		
	cog	cog nize	knz
	col	col lect	klk
	com	com fort	kft
		com ment	k_
	con	con nect	knk
	cor	cor rupt	k rp
	coun	coun cil	k sl
	cum	en cum ber	nkbr
k	for sound of k written		
	c	could	kd
K	for initial		
	contra	contra diction	Kdkj
	contri	contri bute	Kbu
	contro	contro vert	Kv/
	counter	counter mand	Km-
K	for final		
	acle	tabernacle	tbnK
K	eckle	speckle	spK
	ical	radical	rdK
	icle	particle	p/K
Ks	for initial		
	consta	constant	Ks -
	consti	consti tution	Kstj

SPEEDWRITING

biologists	biol,,
cavities	kv;;
realities	rl;;
countesses	kt''
sicknesses	skn''
rents	r--
sentiments	s---
yourselves	us//

Q PRINCIPLES

q	for medial and final		
	nk	bank	bq
		think	tq
		drink	drq
		sunk	sq
		honk	hq
		banquet	bqt
		drunkard	drq/
q	for initial		
	qu	quite	qi
		quake	qk
		quoit	qy
Q	for initial		
	quadr	quadrant	Q-
		quadrennial	Qnl
		quadrilateral	QLal
		quadröon	Qn
		quadruple	Qp

R PRINCIPLES

r	omitted before		
	ch	st ar ch	stc
	j	ba rg e	bj
	v	ca rv e	kav
rc	for initial		
	recla	recl amation	rcmj
	recli	recli ne	rcn
	reclu	reclu se	rcs
rk	for initial		
	recog	reco gnize	rknz
	recol	reco llect	rk lk
	recom	reco mmand	rk m-
	recon	reco ncile	rk sl
	recor	reco rd	rk d
	recoun	reco unted	rk td
R	for initial		
	retre	re treat	Rt
	retri	retri bution	Rbj
	retro	re trograde	Rgra
Rs	for initial		
	resti	rest ive	Rs v
	resta	resta urant	Rs r-
	resto	resto rative	Rs rv

S PRINCIPLES

s	for as when repeated in a phrase as well as		sls
s	for initial sub	sub side	ssi
	for initial and medial ser	ser viceable asc er tain	svs b astn
	sur	sur vey	sva
s	for initial some	some thing some how	sg shw
s	for medial st	vastly ghostly lastly beastly lustily	vsl gosl lsl besl lsl
s/	for self	her self my self your self self ish your selves	hs/ mis/ us/ s/Z us//
S	for initial, medial, and final combinations sound- ed like ster	ster ling stir ling disturb con stern ation min ister min istry min istries admin ister	Slg Slg dSb kSnj mnS mnS, mnS,, amS
S	for initial and medial str	stri ke stri ker dist rust dest roy destr uction stre ngth str ong dist ress ind ustry ind ustries ind ustr ious	Sik Sikr dS, dSy dSkj S S dS' ndS, ndS,, ndSx

SPEEDWRITING

S for final

astic	plastic	plS
austic	caustic	kS
estic	domestic	dmS
istic	artistic	a/S
ostic	acrostic	akrS
ustic	rustic	rS

SS for initial

suspe	suspect	SSk
suspi	suspicion	SSj
suscep	susceptible	SSb

; (semicolon) for final

ate (when it is a separate syllable)

	passionate	pj;
	numerate	Nm;
eate	roseate	rz;
iate	palliate	pl;
oate	inchoate	nk;
uate	actuate	ak;
ity	lucidity	lud;
	heredity	hed;
	oddity	od;
	finality	fil;
	docility	dsl;
	frivolity	frvl;
	credulity	krdl;
	profanity	pfm;
	serenity	sen;
	unity	un;
	rarity	rr ;
	temerity	tmr;
	seniority	snyr;
	futurity	Fu;
	tenacity	tns;
	obesity	obes;
	duplicity	dpls;
	verbosity	vbs;
	cavity	kv;
	longevity	lnjv;
	proclivity	pklv;
	laxity	lx;
	ability	ab;
	fallibility	flb;
	nobility	nob;

SPEEDWRITING

/ (slant) for medial and final "rd" and "rt" when preceded by a short vowel

rd	hard	h/
	hard rd hood	h/hd
	guard rd	g/
	bird rd	b/
rt	art	a/
	heart rt	h/
	heart rt less	h/l'
	heart rt lessness	h/l'n'
	art rt istic	a/S
	start rt	st/
	squirt rt	sq/
	filbert rt	fb/
	dirt rt	d/
	curt rt	k/

When "rd" or "rt" is preceded by a long vowel, write the vowel

hoard	ho/
soar rd	so/
gourd	go/
cure rd	ku/
dare rd	da/

When "rd" or "rt" follows c, f, j, s, and z, insert the vowel to avoid conflict.

chart	ca/
suffer rd	sfe/
jar rd	ja/
sort	so/
lizard	lza/

/ (slant) for

ward	backward	bak/
	down ward	dw/

T PRINCIPLES

t	for (in infinitives only)		
	to	to do	t do
t	omitted finally when slightly enunciated, as in		
		wait t	wa
		treat t	tre
		night t	ni
		promote t	pmo
t	for		
	th	them	t m
T	for initial		
	trans	trans pire	T pi
		trans portation	T p/j
T	for final		
	atic	dogm atic	dgm T
	etic	cosm etic	ksm T
	itic	pol itic	pl T
	otic	cha otic	ka T
	utic	therap eutic	thrp T

U PRINCIPLES

u	for sound of ew	few	fu
u	for initial un	unlike	ulk
UI	for initial ulte ulti	ulterior ultimate ultimo	UIr UIma UI
U	for initial and medial under	understand undertake mis understand	Ust- Utk ms Ust-

V PRINCIPLES

v	for final		
	ever	when ever	wn v
		who ever	ho v
		how ever	hw v
	ive	respons ive	rspc v
	tive	fur tive	fr v
	ative	figur ative	fig v
	itive	fug itive	fuj v

W PRINCIPLES

Write

w for the sound of

ow

cow

kw

X PRINCIPLES

x	for sound of		
	ex	exact	xak
		excel	xl
x	for the sound of aks spelled		
	acc	accept	xp
x	for final		
	acial	racial	rx
	atial	palatial	plx
	ucial	crucial	krx
	sual	visual	vx
	tial	martial	max
x	for final		
	ous	hazardous	hza/x
	eous	gorgeous	gjx
	ius	radius	rdx
	ious	odious	odx
	acious	gracious	grx
	itious	ambitious	mbx
X	for initial		
	exter	exterior	Xr
	extir	extirpate	Xpa
	extor	extortionate	Xja
	extra	extradite	Xdi
	extre	extreme	Xm
	extri	extricate	Xka
	extru	extrude	Xd

Y PRINCIPLES

y for
oi

toy
joy

ty
jy

y for final
ary
ery
ory
ury

momentary
finery
history
treasury

mo-y
fiy
hsy
trzy

Z PRINCIPLES

z	for sound of		
	aze	gaze	gz
	ize	prize	pz
		size	sz
	ose	dose	dz
z/	for		
	zure	seizure	sz/
		leisure	lz/
Z	for medial and final		
	sh	flashy	fZ,
		rushing	rZg
		mesh	mZ
		dish	dZ