



### AN ADVICE

#### Welcome to the Free Online Pitman's Shorthand Tutorial

Are you a shorthand writer? Do you have a desire to learn it?

Then, keep on visiting this website for free online shorthand classes.

- Shorthand is easy to learn and you will enjoy mastering a secret script you can use for the rest of your life.
- Writing shorthand is like writing longhand, but it is quicker. English has some set of signs (alphabet) to record the words. Shorthand also has some set of geometrical signs. Like longhand, the shorthand signs also can be read back later or put them back in longhand words.
- Shorthand (Stenography) is learnt by constant, regular and vigorous practice.
- It takes 2 to 6 months to complete the exercises, depending upon the time utilized for its practice every day.
- Pitman's Shorthand is based on rules and hence you must be thorough with all the rules and exceptions included.
- After completing the course, you will be able to write in shorthand, a simple general passage at 40 to 50 words a minute and with regular practice, 80 words per minute and above can be achieved.
- By sufficient practice your hand speed can be improved along with familiarity with shorthand outlines.
- The way to become an expert shorthand writer is by reading, copying and taking down from dictation shorthand that is not only rightly formed by the rules of the system, but also a good example of shorthand writing in itself.



### ADVANTAGES

- Now let us consider the advantages of learning Shorthand:
- Though the computer has encroached into every corner of our lives, it cannot fit into every area. So far many IT gadgets have made their entry into office automation, no such gadget could replace the Stenographer/Personal Assistant/Private Secretary so far.
- Every Manager needs a Secretary as his/her assistant.
- By learning shorthand your vocabulary and grip on English language will improve.
- If you choose to learn this beautiful art of shorthand, otherwise called 'stenography', which, when you are thorough with the rules, would surely fetch you a good professional employment, where, you will have ample opportunity for career progression and growth.
- Many shorthand writers (stenographers) reach the top positions in their organizations.
- At present, there is scarcity for qualified Stenographers.
- A number of Public and Private Organisations are in need of qualified Stenographers.



### A BRIEF

Good Morning my dear Shorthand student.

- This course is designed to explain to you the rules of shorthand based on the **NEW ERA EDITION of SIR ISAAC PITMAN's SYSTEM OF SHORTHAND** and guide you through the practice at your convenience and you will be able to learn the system by yourself.
- The exercises in the Instructor Book or those given in the following lessons **should be written and re-written until you are thorough with the total system.**
- To become a professional in shorthand, you need to practice hard every day as directed in the lessons and also to continue to practice shorthand till you get through the examination or till you fetch a good employment.
- Please remember **"the secret of success in shorthand is PRACTICE"**.
- There is still a good demand for qualified stenographers in the present day market and thousands of vacancies in government and private sector are yet to be filled.
- At this juncture, it is suggested to the young generation to learn shorthand sincerely to become stenographers presently and personal assistants/private secretaries/executive secretaries or other executives in future.



### **MATERIAL REQUIRED TO START LEARNING/PRACTICING SHORTHAND**

Before you begin learning the system of Pitman's Shorthand, keep the following items ready:

- Pitman's Shorthand Instructor and Key (New Era Edition) or you can print the Lessons and Exercises provided in this Online Tutorial.
- Shorthand Note book (12 cm x 20 cm) readily available in the market or a Ruled Exercise Book for practice. While writing shorthand in the shorthand note book, only the facing pages are to be used. Then the note book should be reversed to use the other side pages (which becomes the facing pages).
- Shorthand Pencil is recommended, (though shorthand is written with Pen having special nib, not available in India at present) and a sharpener.
- Suitable Armless chair and an Office table in a well ventilated and noise free room.
- PC with internet connection, a printer and stationery.



### INTRODUCTION

"Shorthand" is defined as "a method of rapid handwriting using symbols to represent letters, words and phrases."

The process of writing in shorthand is called **Stenography**, derived from two Greek words ('*Stenos*' = *narrow* + '*graphie*' = *writing*). It is also called as **brachygraphy** (*brachy* = *short*) and **tachygraphy** (*tachys* = *swift, speedy*)

Many forms of shorthand exist using different abbreviating approaches to record the spoken words.

**Pitman's shorthand** is a very scientific system of shorthand for the English language developed by an Englishman, **Sir Isaac Pitman (1813-1897)**, with the title "**Stenographic Soundhand**" in 1837.

Since 1837 this system has been revised many times and several editions were released. The original Pitman's shorthand had an "alphabet" of consonants which was later modified. Additional modifications took place and rules were added/amended in successive editions.

Pitman New Era Edition was introduced in 1919, had the most developed set of rules and abbreviation lists.

Though there are other versions like Pitman 2000 etc., you will be learning the most popular version of the system enunciated in the New Era Edition.



### TEACHING PLAN

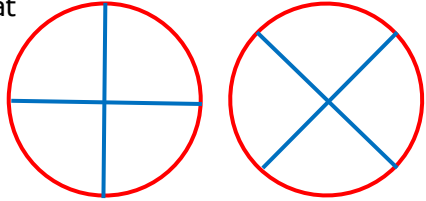
Every lesson in the system is explained in a simple and clear way and practitioners guided for proper practice in the following three different stages, and the learner can choose the way in which he desires to learn the system.

- Stage-1 : Explanation of Rules briefly with corresponding examples.
- Stage-2 : Guidance as to how the strokes or outlines are to be written and practised with brief demo relating to practice (audio/video are provided wherever required). Assignment work for every lesson is given for practice by the learner by way blank ruled pages with the first lines written up for initial lessons, wherever necessary. Exercises and key are provided after every lesson for additional practice and test the familiarity with the rules learnt so far.
- Stage-3 : Detailed explanation and commentary of rules (Analysis) given at the end of lesson/chapter for those who wish to go deep into the system.  
Revisionary exercises and questions on theory are given to improve knowledge of outlines, grammalogues, phrases, etc. after lessons.



### LESSON - 1 PITMAN'S SHORTHAND

Pitman's system is so simple that every sound in English language is represented by simple geometrical forms drawn from these two circles including four forms with small initial hooks or circles.



Shorthand is nothing but recording (writing) the sounds heard in the words (language) in their natural way.

The alphabet in the language consists of 'consonants', 'vowels' and 'combination of vowels'.

### CONSONANTS

*"Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat."* (Prof. Sweet).

Consonant is a sound which cannot be produced distinctly without the aid of a vowel.

In Pitman's shorthand **consonant sounds** (such as 'p' 'b' 't' 'd', etc.) are represented by **straight lines** or **shallow curves** which are called '**strokes**' which differ only in thickness.

The **thin stroke** represents 'light' sound such as 'p', 't' etc., and the **thick stroke** represents corresponding '**heavy**' sound such as 'b' 'd' etc.

Some consonant sounds such as 'f', 'th', 's', 'm', 'l', 'r', 'sh' are represented by **thin quarter-circle strokes** (called **shallow curves**), in various orientations. And some consonants like 'v', 'TH', 'z', 'ng', etc. are represented by **thick shallow curves**.



There are 24 simple spoken consonants represented by straight strokes or shallow curves or initially hooked or initially circled straight strokes. The consonants 'r' and 'h' are represented by two forms, in 'upward' and 'downward' directions. Hence, the 24 consonants are represented by a total 26 different strokes.

In written English, there are 21 consonants. It is necessary to combine two written consonants to get a spoken consonant, as in, 'th', 'TH', 'sh', 'zh'.

The written consonants 'c' and 's' have the same consonantal sound. Hence, both are represented in shorthand by a single stroke. Similarly, 'j' and 'g' have the same consonantal sound and are represented by a single shorthand stroke. Alphabet 'x' is a combination of two sounds 'k' and 's'.





### CONSONANTS (*Explodents*)

The first eight consonants, called "explodents" are represented by straight strokes. Explodents are consonant sounds formed by the outgoing breath being forced in a sudden gust through barriers previously closed.

They are

|   |          |          |          |          |                             |                             |                          |                          |
|---|----------|----------|----------|----------|-----------------------------|-----------------------------|--------------------------|--------------------------|
| Letter of Alphabet  | p        | b        | t        | d        | ch                          | j                           | k                        | g                        |
| Stroke representing consonantal sound (direction indicated) |          |          |          |          |                             |                             |                          |                          |
| Name by which the stroke is always called                   | pee      | bee      | tee      | dee      | chay                        | jay                         | kay                      | gay                      |
| Orientation of the stroke                                   | 45° down | 45° down | 90° down | 90° down | 30° down from perpendicular | 30° down from perpendicular | horizontal left to right | horizontal left to right |
| As sounded in   | pole     | bat      | tape     | dog      | check                       | just                        | came                     | game                     |
|   | top      | tub      | goat     | food     | patch                       | edge                        | look                     | fog                      |

Now, you have to start practicing the consonants (explodents), as shown in the following demo pages.

Remember, all the strokes are to be written with the same length i.e. 1/6<sup>th</sup> of an inch. At a later stage, you will be taught to write double-length or half-length strokes. It will, therefore, be necessary that you should maintain uniform length for the strokes from the beginning.

Strokes are to be written with single inflection of pen/pencil. Over-writing, correction, erasing, modification are not permitted while writing strokes.

Light (thin) strokes are to be written with light pressure of the pencil.

While writing a thick stroke do not overwrite the thin stroke to get distinction, but apply a little extra pressure to get the thickness.

You have to practice all the consonant strokes till you are thorough with them. Pay attention to the sounds of English language, not to the letters of longhand.



### ASSIGNMENT

Start practicing the strokes, commencing from the consonant 'p'.

'p' is a light sound and hence represented by light stroke and 'b' is heavy sound represented by heavy stroke.

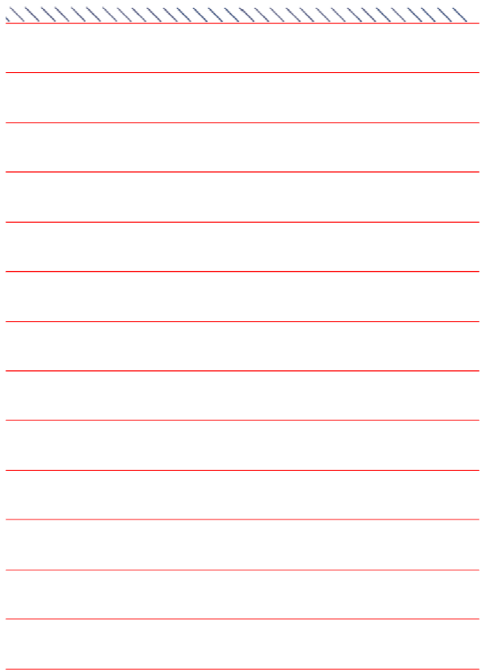
Orientation of 'p' and -b- is 45° from horizontal, as shown on the right side demo page.

All the consonant strokes must be of same length i.e. 1/6<sup>th</sup> of an inch.

While writing the stroke each time, say yourself the name of the stroke i.e. 'p' or 'b' in this case.

Practice all the explodents, p, b, t, d, chay, jay, kay, gay at least one page each, as shown in the demo pages.

Take one or two printouts of pages 11 to 22 on A5 size paper with portrait orientation and practice with short-hand pencil or shorthand pen.

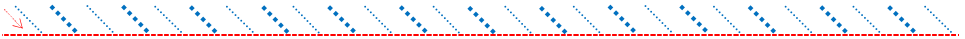




Practice 'p' and 'b' with light and heavy strokes for a page or more, 45°, 1/6<sup>th</sup> of inch, down strokes. Take a print out of this page on A5 size paper in portrait orientation and copy the strokes on the lines, as shown, saying 'p' 'b' yourself each time you write the stroke.



Practice 'p' on the dotted line and on rest of the lines, practice on your own.



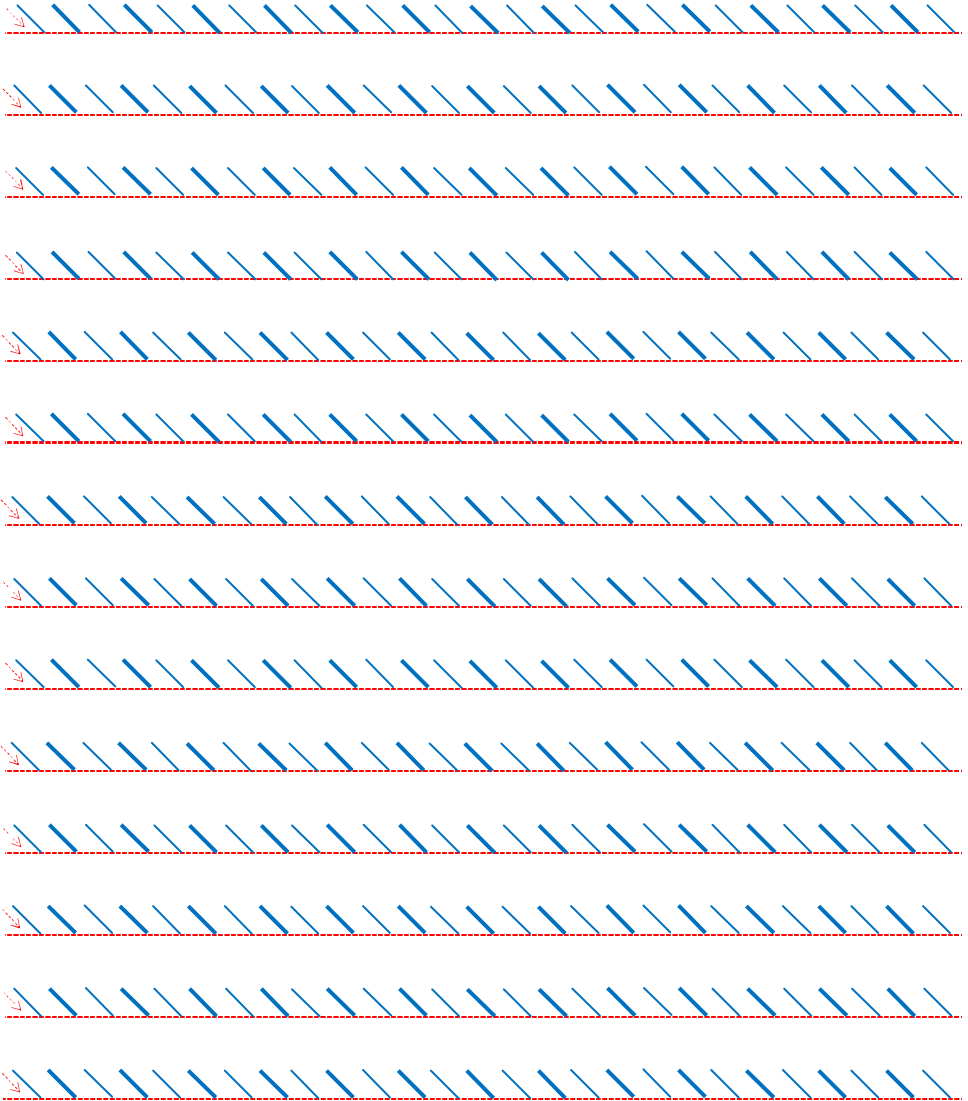
Multiple sets of horizontal red dashed lines for handwriting practice.



# NATIONAL SHORTHAND SCHOOL (BOOKS)

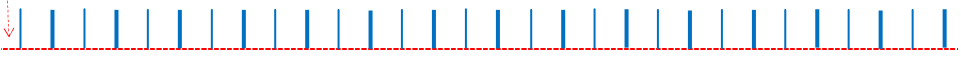
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After completion of a full page practice, the page should appear like this. Compare!





Practice 't' and 'd' with light and heavy stroke for full page or more, 90°, 1/6<sup>th</sup> inch, down stroke. Say 't' 'd' yourself each time you write the strokes.



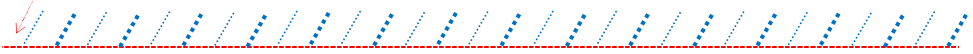
Blank handwriting practice lines consisting of multiple horizontal red dashed lines for writing practice.



# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice **'chay'** and **'jay'** with light stroke and heavy stroke for full page, 30° from perpendicular, 1/6<sup>th</sup> inch. Print this page and copy saying yourself 'chay' 'jay' each time you write the stroke.



Blank handwriting practice lines consisting of three horizontal red lines (top, middle, bottom) repeated down the page.



# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Practice 'kay' and 'gay' with light and heavy strokes for full page, 1/6<sup>th</sup> of an inch, horizontal from left to right. Print this page and copy saying yourself 'kay' 'gay' each time you write the stroke.





# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

p, t, ch, kay .. say yourself and practice for a full page.



Handwriting practice lines consisting of multiple sets of horizontal red dashed lines for tracing and writing practice.





# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

b, d, jay, gay ... say yourself while practicing and practice for a full page.





# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Pitman's Shorthand Online Tutorial

Now take a print out and practice the pairs, saying the sounds yourself



Multiple sets of red horizontal lines for handwriting practice, each set consisting of a solid top line, a dashed middle line, and a solid bottom line.

### LESSON-1A

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