

Lege/Bäse

GERMAN-ENGLISH SHORTHAND

Deutsch-Englische Kurzschrift

TEIL I: Verkehrsschrift

PART I: Correspondence style



*Winklers
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Übersicht über die Zeichen zur Wiedergabe der englischen Aussprache

Vokale

i: <i>mean</i>	ɪ <i>bit</i>	eɪ <i>pay</i>
a: <i>farm</i>	e <i>bed</i>	aɪ <i>high</i>
ɔ: <i>form</i>	æ <i>cat</i>	ɔɪ <i>joy</i>
u: <i>boom</i>	ʌ <i>but</i>	əʊ <i>so</i>
ɜ: <i>firm</i>	ɒ <i>dot</i>	aʊ <i>how</i>
	ʊ <i>food</i>	ɪə <i>beer</i>
	ə <i>another</i>	eə <i>hair</i>
		ʊə <i>sure</i>

Konsonanten

g <i>go</i>	ŋ <i>hang</i>	ʃ <i>show</i>
tʃ <i>church</i>	θ <i>thick</i>	ʒ <i>pleasure</i>
dʒ <i>jet</i>	ð <i>there</i>	j <i>young</i>

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GERMAN-ENGLISH SHORTHAND

Deutsch-Englische Kurzschrift

P A R T I

Correspondence style

On the Basis of preparatory work

by Wilhelm Lege †

adapted to the official German Shorthand

by

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Vorbemerkungen - Preface

Die Deutsch-Englische Kurzschrift ist eine im wesentlichen phonetische Schrift, deren Grundlage die englische Aussprache ist. Die stenografische Umschrift folgt für die Aussprache folgendem Standardwerk: *Everyman's English Pronouncing Dictionary. Originally compiled by Daniel Jones. Extensively revised and edited by A. C. Gimson. Fourteenth Edition. London, New York 1977.* - Die Deutsch-Englische Kurzschrift ist eine Übertragung der Deutschen Einheitskurzschrift auf die englische Sprache. Neue Zeichen und weitergehende Regeln sind nur dann verwendet worden, wenn es die sprachlichen Besonderheiten des Englischen erforderten.

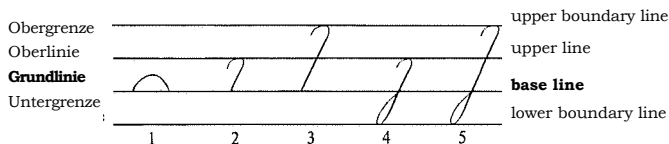
Dieses Lehrbuch setzt die Kenntnis der Deutschen Einheitskurzschrift nicht voraus. Wer das deutsche Kurzschriftsystem bereits kennt, wiederholt bei der Durcharbeitung der Deutsch-Englischen Kurzschrift zugleich Zeichen und Regeln der Deutschen Einheitskurzschrift.

Die Beispiele des Lehrbuchs sind besonders im Hinblick auf die Fachsprache der kaufmännischen Praxis ausgewählt worden. Wo immer möglich, entstammen sie dem gemeinsprachlichen Grundwortschatz und dem fachsprachlichen Grundwortschatz der Wirtschaft. Mit freundlicher Genehmigung von Verfasser und Winklers Verlag wurden die Geschäftsbriefe den in diesem Verlag erschienenen Englischlehrbüchern von Klaus KIRSCHNING entnommen.

Schreiben lernt man nur durch Schreiben! Sie sollten deshalb Zeichen und Regeln der Kurzschrift schreibend einüben. Lesen Sie also nicht nur die Beispiele der einzelnen Lehreinheiten, sondern schreiben Sie sie auch mehrmals genau und deutlich ab.

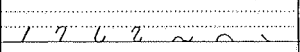
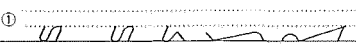
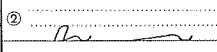
Schreibzeile im kurzschriftlichen Liniennetz ist die *Grundlinie*. Der Abstand zwischen zwei Linien wird als eine Stufe bezeichnet. Es gibt kleine, mittlere und große Zeichen. *Kleine Zeichen* sind höchstens eine halbe Stufe groß (1), *mittlere Zeichen* eine Stufe (2), *große Zeichen* zwei (ausnahmsweise eineinhalb) oder drei Stufen (3, 4, 5). Bei den großen Zeichen unterscheidet man *Oberlängen* (3), *Unterlängen* (4) und *Ganzlängen* (5).

Liniennetz und Zeichengröße - Writing system and size of signs



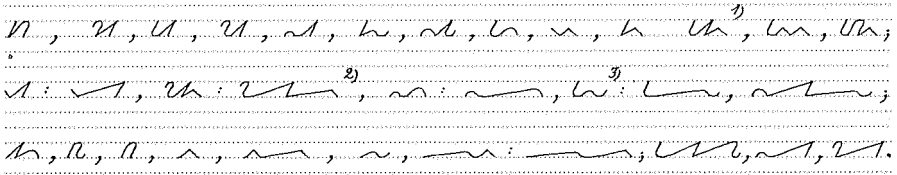
Writing line in the shorthand writing system is the *base line*. The space between two lines is called a step. There are small, medium and large signs. *Small signs* cover half a step at the most (1), *medium signs* one step (2), *large signs* two (exceptionally one and a half) or three steps (3, 4, 5). The large signs are divided into three forms: *upper length* (3), *lower length* (4) and *full length signs* (5).

You learn writing only by writing. Therefore, you should practise the signs and rules of shorthand by writing. Do not only read the examples of the lessons, but copy them repeatedly, exactly and distinctly.

	① 	② 
t g b m n k r	beg = bag [e] [æ]	bear rock coat [eə] [ɒ] [əʊ]
		again own [ə][e] [əʊ]

1) [e, æ, eə] are represented by a narrow connection between two consonantal signs, [ɒ, əʊ] by a wide connection. 2) Initial vowels are represented by a stroke written upward from the base line.

1) [e, æ, eə] werden durch enge, [ɒ, əʊ] durch weite Verbindung zweier Mitlautzeichen angedeutet. 2) Der Anstrich anlautender Selbstlaute beginnt auf der Grundlinie.













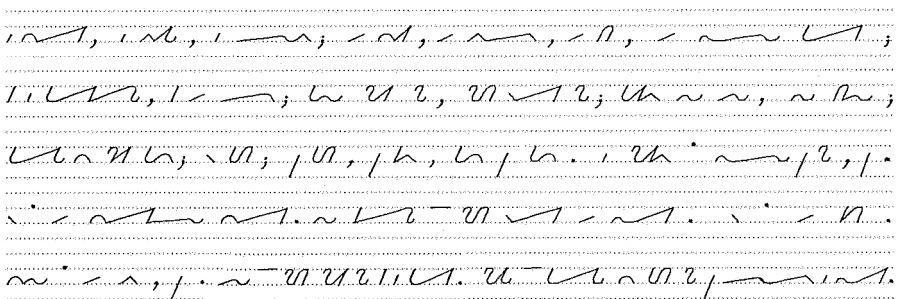
1) Final mute *r* is written in shorthand.

2) Unstressed *o* (*ou*) reduced to [ə] is written by a wide connection. 3) There are no particular capital letters in shorthand.

1) Am Wortschluss nicht gesprochenes *r* wird geschrieben. 2) Unbetontes *o* (*ou*), das wie [ə] gesprochen wird, wird durch weite Verbindung bezeichnet. 3) Es gibt keine Großschreibung in der Kurzschrift.

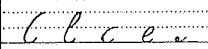
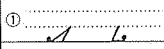
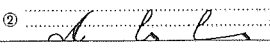
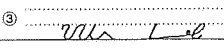
Short forms/Kürzel

									
the	a an	at	them	than then	can	their there	to too	is	and



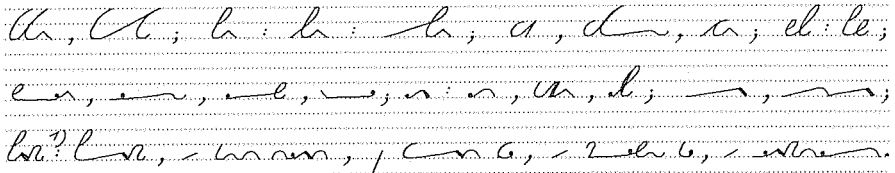
Write in Shorthand/Übertragen Sie (S/Ü): I. Tear, gone, care, rock, cotton, am. II. Then Tom and Bob ate an egg. Ben ran and ran to get a better cab than Mag. Can the owner get a better note? Get back to them. Their boat is known to them.

p, f, w, d, l; [ʌ, a:], [ɜ:]

	① 	② 	③ 
p f w d l	let tell	cup far fir, fur [ʌ] [a:] [ɜ:]	member told









1) Final l is written without an upstroke. 2) [ʌ, a:] are represented by a narrow, [ɜ:] is represented by a wide connection and a thick stroke for the following consonantal sign. 3) Consonantal signs immediately following each other are written as close as possible. Preceding l in consonant clusters is written close to the following consonantal sign.

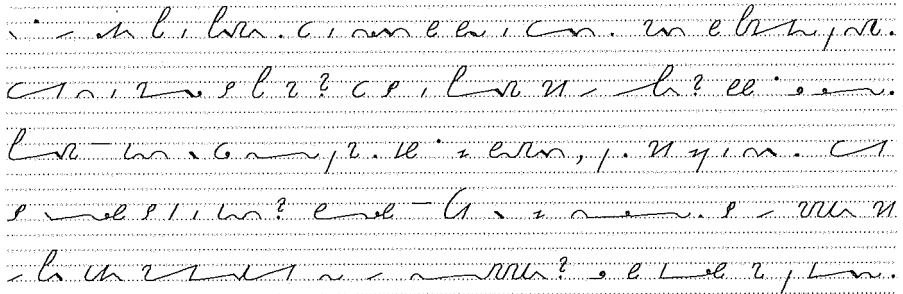
1) Am Wortschluss wird l ohne Ausstrich geschrieben. 2) [ʌ, a:] werden durch enge, [ɜ:] wird durch weite Verbindung und Verstärkung des folgenden Mitlautzeichens angedeutet. 3) Folgen Mitlaute unmittelbar aufeinander, werden ihre Zeichen eng aneinandergereiht. Als Vorlaut einer Mitlautfolge rückt l dicht an das folgende Zeichen.



1) Mute r before a consonant is written in shorthand.

1) Vor einem Mitlaut nicht gesprochenes r wird geschrieben.

Short forms/Kürzel							
							
for (-)/fore(-)	when	had	do	does	all al-	are	in



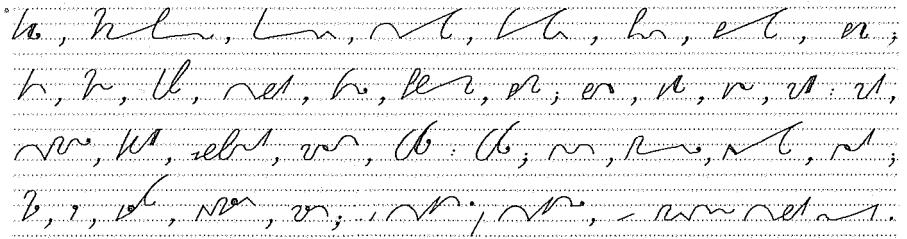
S/Ü: I. Model, pen, to learn, column, noble, well, double-decker, to err, an arm. II. The Turk had to laugh a lot. Then all had told them to run to the car. When does Pat come to Durban? The farmer awoke at 7 o'clock and read a catalogue.

tr, gr, br, kr, pr, fr, dr; [I, i:, Iə], [jU, ju:]

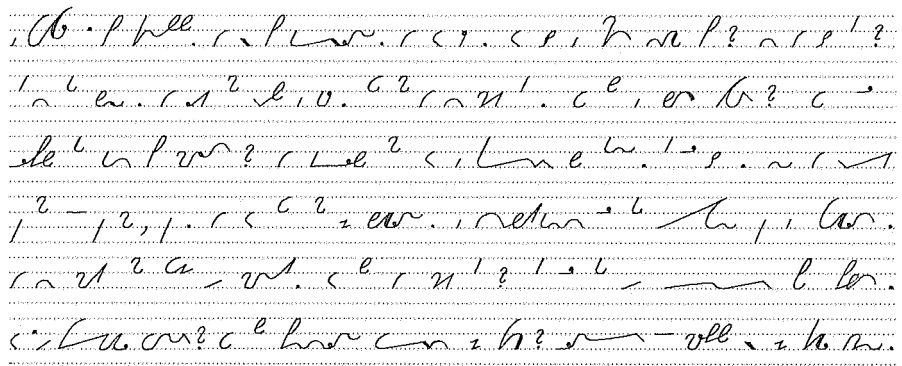
	①	②
tr gr br kr pr fr dr cr	trip greet peer pure inn unique [i] [i:] [Iə] jU	bill film

1) [I, i:, Iə] are represented by a narrow connection and a high position of the following consonantal sign, [jU, ju:] by a narrow connection, high position and a thick stroke. As a rule, high position represents half a step. 3) l in high position is written immediately below or on the line.

1) [I, i:, Iə] werden durch enge Verbindung und Hochstellung des folgenden Zeichens angedeutet, [jU, ju:] durch enge Verbindung, Hochstellung und Verstärkung. Die Hochstellung beträgt in der Regel eine halbe Stufe. 2) Bei der Hochstellung rückt l auf oder unter eine Linie.

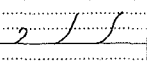
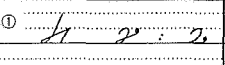
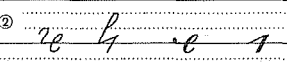
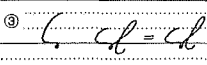


Short forms/Kürzel									
from	we	were where	it	be	him	with	did	will	



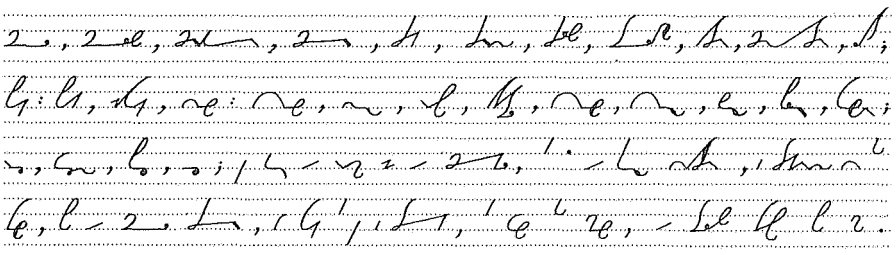
S/Ü: I. Tin: tune, immune, unique, a trip to Europe, to grill meat, a critic. **II.** Bertram will be the winner. Where did we drink milk? We got him with a firm grip. Edwin and Eric were in trouble, too. We met him at the truck.

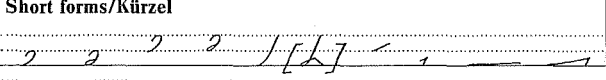
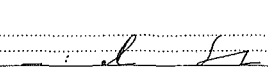
h, [j], v; [ʊ, u:], [aʊ]

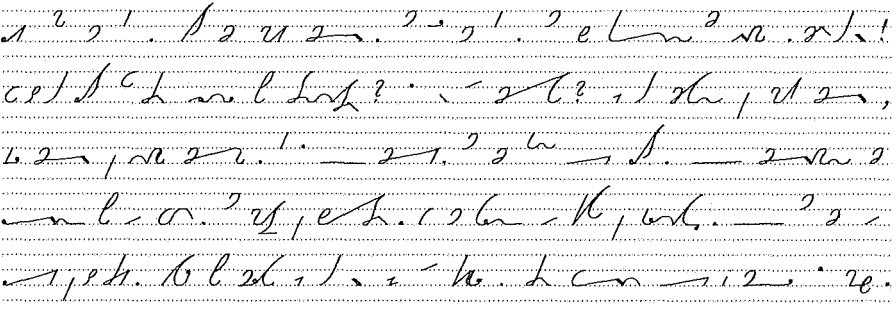
	① 	② 	③ 
<i>h [j] v</i> <i>y</i>	<i>yet hill : hell</i>	<i>good fruit loud out</i> <i>[ʊ] [u:] [aʊ] [aʊ]</i>	<i>pool wolf</i> <i>pull</i>

1) Signs ending at bottom left are written with a slight loop when connected with following upstrokes. 2) [ʊ, u:] are represented by a narrow connection and low position, [aʊ] by a narrow connection, low position and a thick stroke for the following consonant sign. As a rule, low position represents half a step. 3) In low position *l* is written with a right turn immediately below or on the line.

1) Die linksauslaufenden Zeichen erhalten in der Verbindung mit folgenden Aufstrichen eine kleine Schleife. 2) [ʊ, u:] werden durch enge Verbindung, [aʊ] durch enge Verbindung, Tiefstellung und Verstärkung des folgenden Zeichens angedeutet. Die Tiefstellung beträgt in der Regel eine halbe Stufe. 3) Bei der Tiefstellung rückt *l*, rechtswendig geschrieben, unter oder auf eine Linie.



Short forms/Kürzel		
		
<i>have has he his you any if so on</i>	<i>-ed laughed voted</i>	



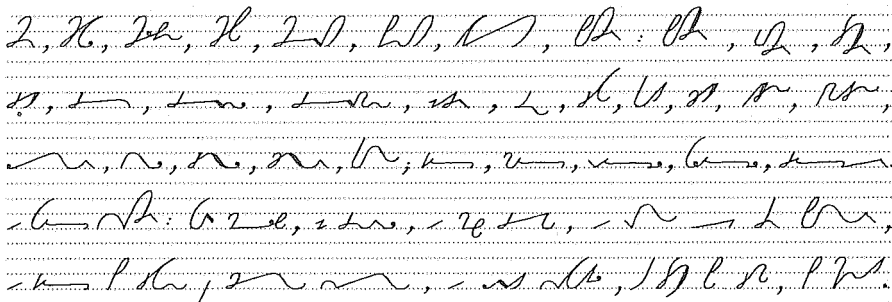
S/Ü: I. Yield, river, horror, letterhead, group, inherit, tool, howl, veal. **II.** Without any doubt, if so, on and on, if you were clever, his van. He needed a haircut. When did you do your homework? Hamburg has a big harbour.

[tʃ], [dʒ], [ŋw]; [ʊə(r)]

	①
[tʃ] ch = tch	[dʒ] j = dg = g
[ŋ, ŋw] ng = ngu	[ʊə(r)] juridical

1) The signs for syllables or parts of syllables are used within a syllable, always.

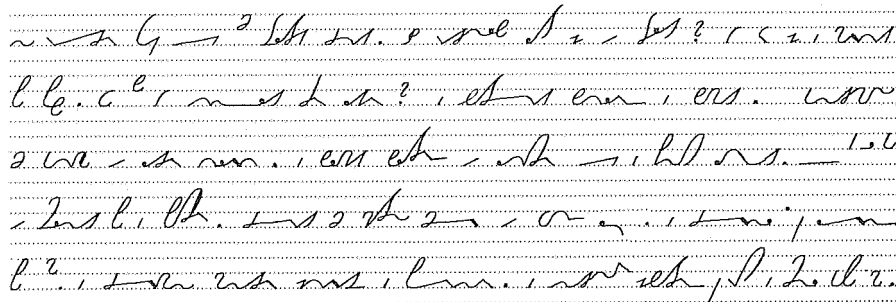
1) Die Zeichen für Silben oder Silbenteile werden innerhalb einer Silbe immer angewandt



②	[ɪ]: nas : stet
belong [ɪ]	prepare [ɪ]
college [ɪ]	fortunate [ɪ]
	[ɪn] encourage envelope
	en-

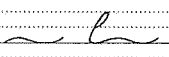
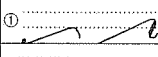
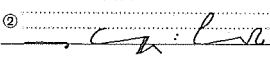
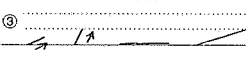
2) Unstressed a (ai, ay) and e pronounced [ɪ] are represented by a narrow connection.

2) Wie [ɪ] ausgesprochenes unbetontes a (ai, ay) und e werden durch enge Verbindung bezeichnet.



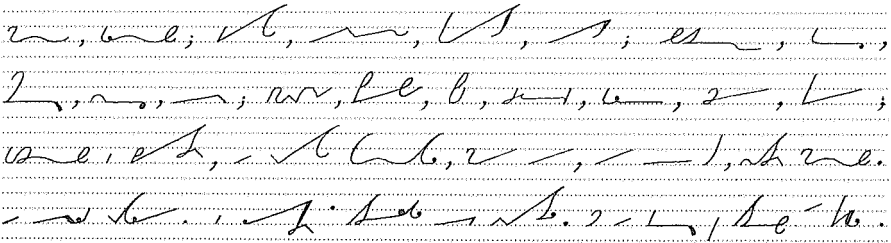
SÜ: I. To jingle, we hang out, he imagined. The juror had lunch in the kitchen. II. We refer to your offer for cheap chocolate. All began to learn. If you prefer he will repeat it. Their car has been damaged in Belgium in a traffic jam.







[aɪn]; [aɪ], [ɔɪ], [ɔ:] signs for vowels]

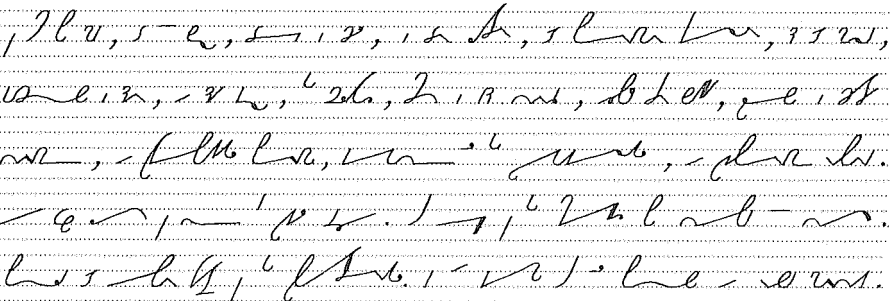
	① 	② 	③ 
[aɪn] fine	like aim [aɪ] [eɪ]	oil water form [ɔɪ] [ɔ:] [ɔ:(r)]	[ə] [i, i:] [əʊ] [aɪ]

1) [aɪ] is represented by a wide connection and high position, [eɪ] in addition by a thick stroke for the following consonantal sign. 2) [ɔɪ] is represented by a wide connection and low position, [ɔ:] in addition by a thick stroke. *or* is written by wide connection only. 3) There are special *signs for vowels* used alone or at the end of a word.

[aɪ], [ɔɪ] werden durch weite Verbindung und 1) Hoch- bzw. 2) Tiefstellung des folgenden Zeichens angedeutet, [eɪ], [ɔ:] zusätzlich durch entsprechende Verstärkung. *or* wird nur durch weite Verbindung bezeichnet. 3) Für alleinstehende Selbstlaute oder Selbstlaute am Wortschluss werden besondere *Selbstlautzeichen* verwendet.

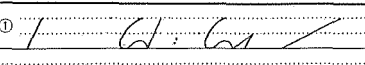
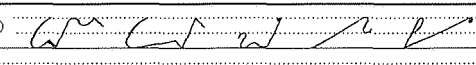


Short forms/Kürzel					
					
much	up upp-	our	count -ccount	full (-)ful(l)	un- unlike unchanged unable



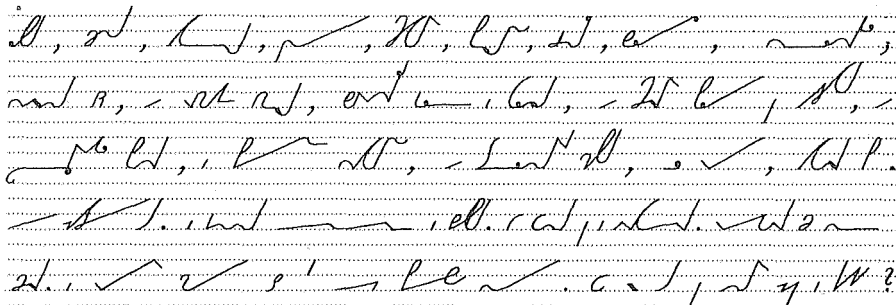
SÜ: I. Brought : broad, kind, a wall, delivery date, I am hungry, try the tea. II. Much remained to be done. Henry has waited a full year. David ought to be careful with the old wine. Our aim is to open an account with a credit limit.

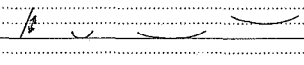
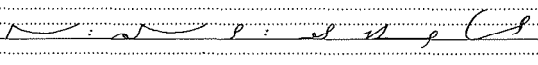
Upstroke-t; [aɪt]

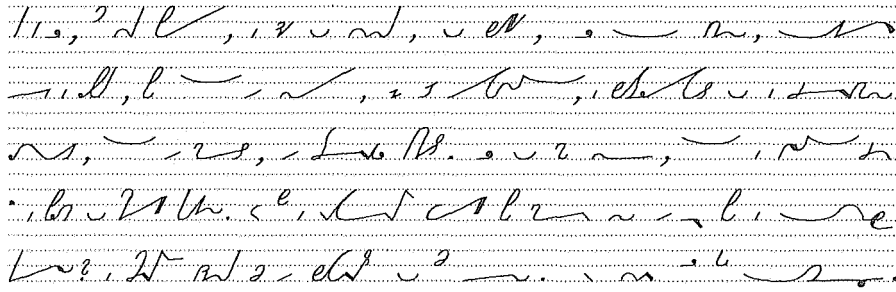
<p>① </p> <p>t pact packet [aɪt] (consonant + t)</p>	<p>② </p> <p>partner porter mental item frightful</p>
--	--

1) At the end of a syllable *t*, following immediately after another consonant, is written two steps upward (*upstroke-t*). 2) Consonantal signs and short forms are immediately attached to *upstroke-t* and [aɪt]. In this case [ə] before another consonant is omitted.

1) Nach einem Mitlaut wird *t* am Schluss einer Silbe zweistufig aufwärts geschrieben (*Aufstrich-t*). 2) Zeichen für Mitlaute und Kürzel werden unmittelbar an *Aufstrich-t* und [aɪt] angeschlossen. In diesem Falle wird [ə] vor einem anderen Mitlaut weggelassen.



Short forms/Kürzel	
<p></p> <p>not of over only off</p>	<p></p> <p>[jən] onion -ment element enjoyment payment -ion</p>

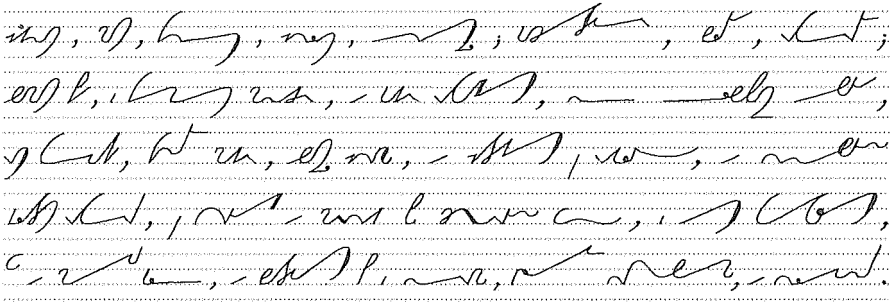


S/Ü: **I.** With fraudulent intent, the rightful owner, paint the front door, title. **II.** In my opinion, we were unaware of the overcharge. Captain Porter need not be proud of his overweight. Have you altered the chapter? Eat it with enjoyment.

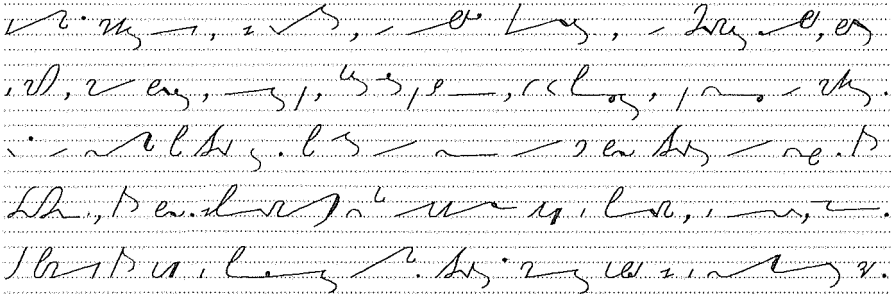
[ʃən, ʒən] ocean cushion provisional	hook higher hire real hunted

Horizontal or upward signs, when following each other, are connected by a *hook* of half a step. thus, a *hook* must be added to [ə], [ɪ], [əʊ], [aɪ] *upstroke-t* and [aɪ] if followed by a vowel or another sign written horizontally or upward.

Zur Verbindung gerader Haarstriche (Auf-oder Flachstriche) wird ein halbstufiges *Häkchen* eingefügt. An [ə], [ɪ], [əʊ], [aɪ] *Aufstrich-t* und [aɪ] werden daher Selbstlaute und andere gerade Haarstriche durch ein *Häkchen* angeschlossen.



Short forms/Kürzel							
-ing	getting	riding	-r-ing	-l-ing	thing	nothing	and so on



S/Ü: **I.** If I had the option, on the radio. Diana mentioned the national problem. **II.** Italian people are buying more again. In the morning or in the evening you could learn accounting, cooking, and so on. There is no dealing with Brian at all.

[ð, θ] th	[θr] thr	sp	spr	[ʃ, ʒ] sh	[ʃr] shr	st	str	sm	sw

sent, let yr. ... yr., yr. ... yr., - fe, - re f, - f, fe,
 - for ... for, for ... for, can't - fe, - fe, fe,
 - a ... a, a ... a, a ... a, - a ... a, - a ... a,
 - a ... a, - a ... a, - a ... a, - a ... a, - a ... a,
 - a ... a, - a ... a, - a ... a, - a ... a, - a ... a,
 - a ... a, - a ... a, - a ... a, - a ... a, - a ... a,
 - a ... a, - a ... a, - a ... a, - a ... a, - a ... a,
 - a ... a, - a ... a, - a ... a, - a ... a, - a ... a,

Short forms/Kürzel							
they	that	other	through	small	-ty, -ety, -ity	plenty	ability

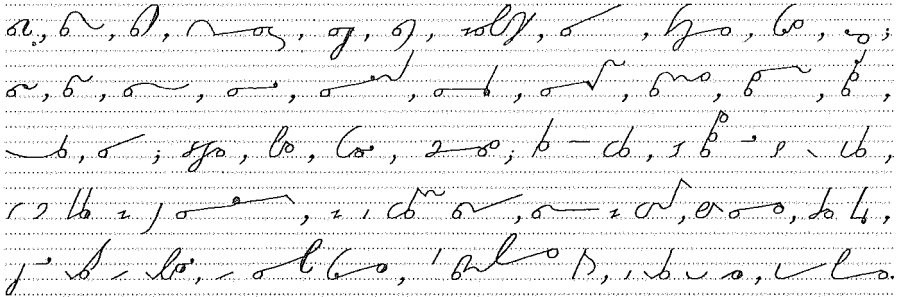
... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability
 ... they, that, other, through, small, -ty, -ety, plenty, ability

S/Ü: I. The thief stole a sweater. Major Smith spoke to Jasper about the machine.
 II. A small star, no other than the shopkeeper, an maturity date, through their life,
 so that, plenty of time, beneath your dignity, another month, like that.

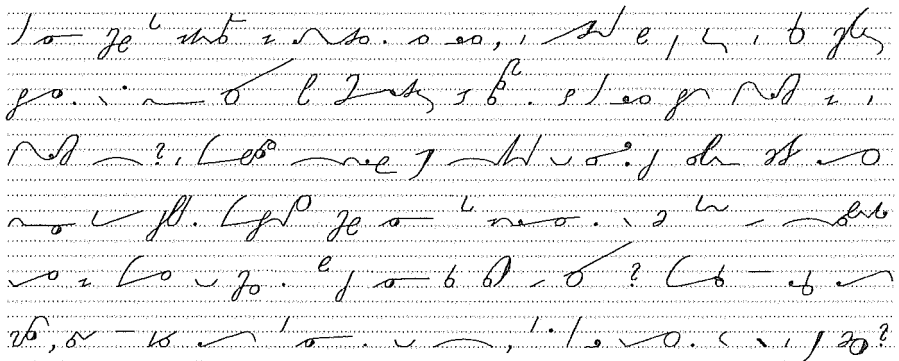
	①	②	③
[s] [z] rs c, s, z	sat sit as set	sank sink soon Rosa sea see	stair rest

1) At the end of a word *s* is written without a horizontal stroke. 2) Small signs and the signs for [ə], [ɪ, i:], [əʊ] and [aɪ] are joined at the upper edge of s.3) *st* at the end of a syllable is written *s* + *upstroke-t*.

1) Am Wortschluss wird *s* ohne Ausstrich geschrieben. 2) Kleine Zeichen und die Zeichen für [ə], [ɪ, i:], [əʊ] und [aɪ] werden am oberen Rand von *s* angeschlossen. 3) *st* am Ende einer Silbe wird durch *s* + *Aufstrich-t* wiedergegeben.



Short forms/Kürzel			
also	always	necessar-	course
-ses	-ces	-sces	prices



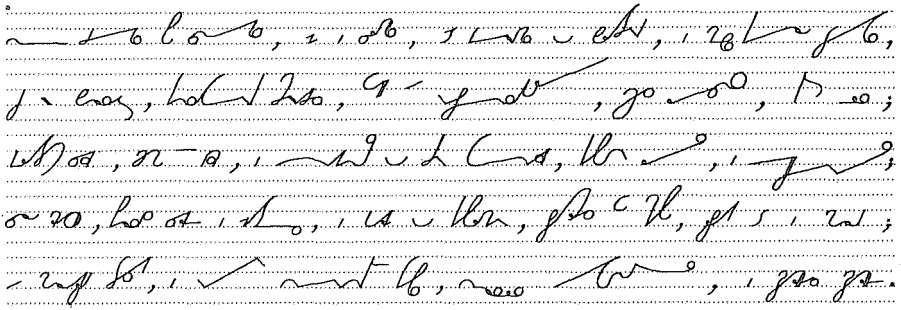
S/Ü: I. In case of change of address, yours faithfully, our suppliers, most of all. II. The Department of Commerce also offers a similar service. Of course, consumers are always interested in such a contact. My superior stressed the necessity of it.

s and l preceded by a consonant

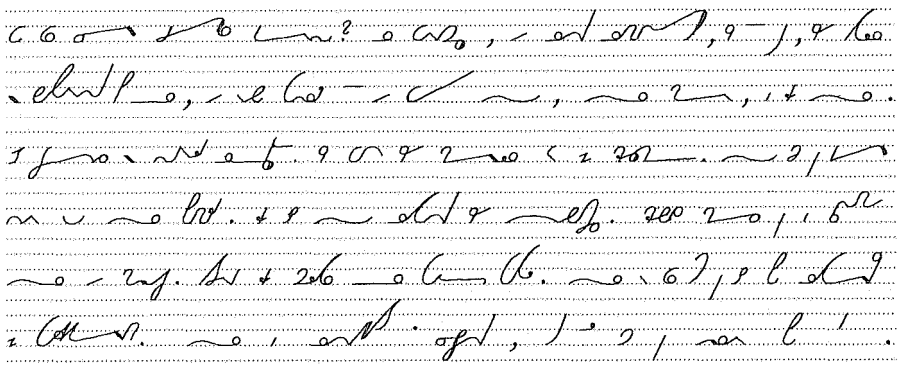
①		②		③	
	bs ms ns ls		gs ts [arts] - (e, i)ties		gl ll [tʃ] spl

1) In consonant clusters s preceded by a sign rounded to bottom right is written with a left turn. 2) After straight signs s is placed to the left. 3) l is written to the left after straight signs, after signs ending at bottom left and after looped signs.

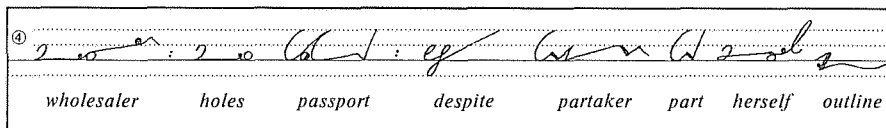
1) In Mitlautfolgen wird nachlautendes s nach rechtsrunden Zeichen linkswendig geschrieben. 2) Es wird nach geradeauslaufenden Zeichen vorgelegt. 3) Nach geradeauslaufenden, nach linksauslaufenden und nach Zeichen mit großer Fußschleife wird nachlautendes l vorgelegt.



Short forms/Kürzel						
was	ex exc-	this	these	those	one	little

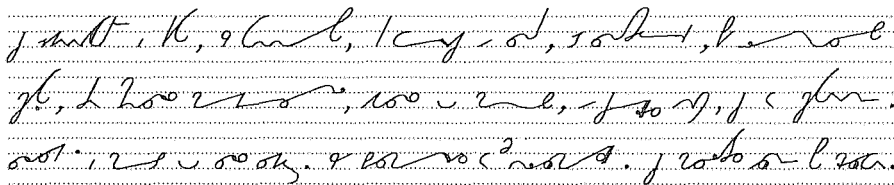


Derived and compound words

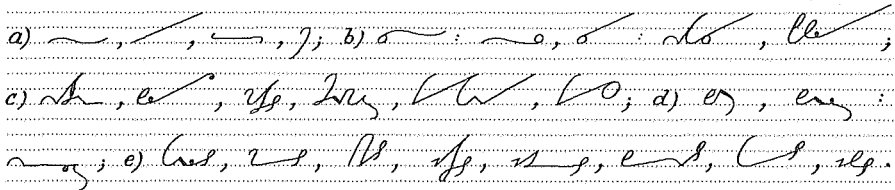


4) In words with prefixes and/or suffixes (derived words) as well as in compound words each part keeps its original form as far as stressed syllables are concerned.

4) In Worterweiterungen und Wortzusammensetzungen behält jeder Teil seine ursprüngliche Gestalt, soweit es sich um betonte Silben handelt.

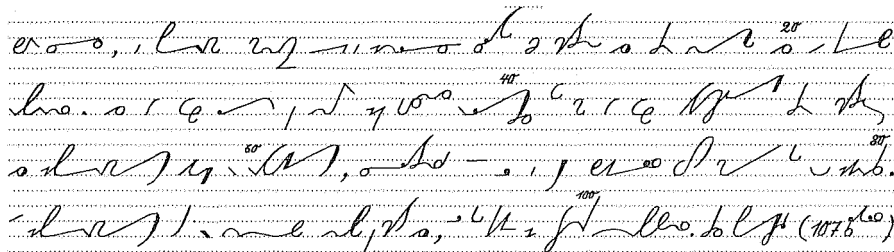


Revision: Signs for syllables and parts of syllables — Short forms



a) Name the signs for syllables. b) What is, in this case, the difference between signs for syllables and short forms? c) Name the short forms for suffixes. d) With which signs *-ing* is blended? How long, in this case, is *-ing* written below the base line? e) How are vowels represented before *-ment*?

Request for information



S/Ü: I. At a glance, all inhabitants, the athletes, no details, traffic signs. II. This will do, she was fully experienced, those little houses, once again. III. They swam crosswise, at wholesale prices, a bedside table, they themselves.

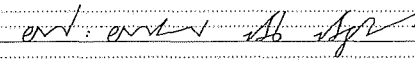
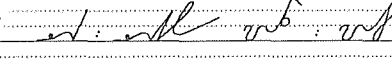
kw	ks, gz	nd	ndr	rd	mp
qu=cqu	x				

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

| Short forms/Kürzel | | | | | | | |
|--------------------|------------|-------|------|-------|-------|------|---------|
| per | presen(t)- | after | very | under | man | some | because |
| pur- | presentat- | | | | manu- | | |

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

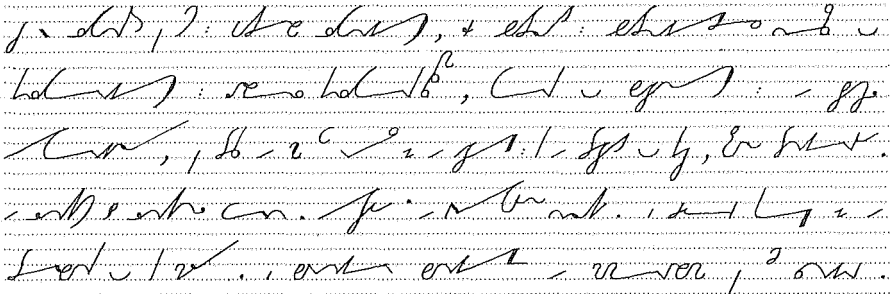
t following another consonant and st in long words

| | |
|---|---|
| ①  | ②  |
| direct directory invest investigate | elect electrify minister ministry |

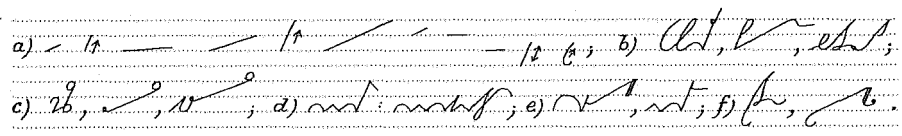
1) At the end of a syllable instead of *upstroke-t* and *s + upstroke-t* the corresponding signs are written downstroke to avoid inconvenient, illegible or other figures which less conform to the writing system. *Upstroke-t* and *-st* are written only at the end of words or if there are following syllables with [ə], suffixes and endings.

2) The downward written signs for *tr* and *str* are always used.

1) Am Silbenschluss werden statt der *Aufstrichzeichen für t und st* die entsprechenden Abstrichzeichen geschrieben, um unhandliche, undeutliche oder wenig zeilenmäßige Schriftbilder zu vermeiden. *Aufstrich-t* und *-st* werden nur am Ende von Wörtern geschrieben oder wenn Silben mit [ə], Nachsilben oder Endungen folgen. 2) Die abwärts geschriebenen Zeichen für *tr* und *str* werden immer verwendet.



Revision: Hairstrokes



- a) Name the signs formed as hairstrokes.
- b) Where are consonants connected to *upstroke-t* and [art]? Which vowel is omitted after *upstroke-t* and [art] before consonants?
- c) How is *s*, when immediately following after *upstroke-t*, [art] and *-ity*, connected with these signs?
- d) In which cases is *t* written with an upstroke and in which with a downstroke?
- e) How are hairstrokes connected with each other?
- f) When is no hook used after prefixes?

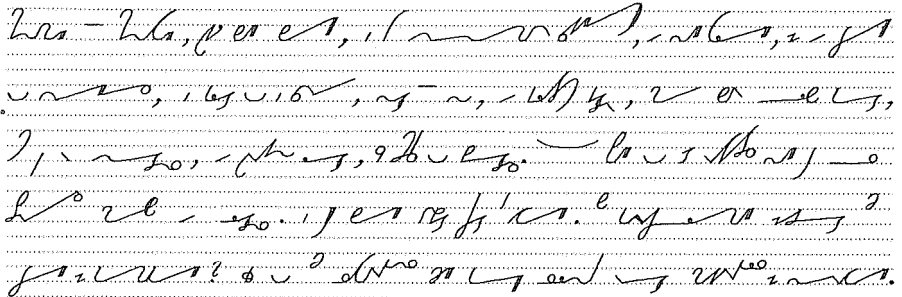
S/Ü: I. In the third quarter, imports from Indonesia, a taxi stand, a laundress. **II.** Per annum, some manuals, in someone's presence, an aftershave lotion. **III.** Certain accepted facts, ex factory, because of fastidious customers.

Further signs for vowels

| | |
|---|--|
| | ① |
| [a:] [jʊ] [eɪ] [ʊ] [aʊ] [ɔɪ] [ɔ:]
[ju:] [u:] | value valuation pay payee how
however |

1) These signs for vowels are used alone, at the end of a syllable and before another vowel.

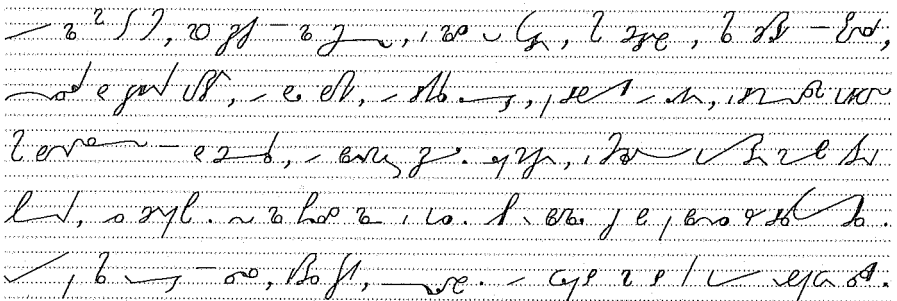
1) Diese Selbstlautzeichen werden alleinstehend, am Ende einer Silbe und vor anderen Selbstlauten verwendet.



| Short forms/Kürzel | | ② |
|--------------------|---------------------|---|
| mis- miss | Mr Messrs Dr doctor | ant- antarctic antitoxin dis- ante- anti- |
| | | unto well-to-do hitherto |

2) When -to(-) occurs at the end of a word or within a word, it is written, at the most, two steps down to the lower boundary line and separated from the following part of the word.

2) Am Wortschluss und im Wortinnern wird -to(-) höchstens zweistufig abwärts geschrieben und vom folgenden Wortteil getrennt.



Endings

| | |
|---------------------|---|
| ③ <i>repeatedly</i> | ④ <i>day days new news renewed issue issued</i> |
|---------------------|---|

3) Inside a word *-ed-* is written in full. 4) The endings *-s (-es)* and *-d (-ed)* are written as final sounds of a syllable. 3) Im Wortinnern wird *-ed-* ausgeschrieben. 4) Die Endungen *-s (-es)* und *-d (-ed)* werden wie Auslaute einer Silbe geschrieben.

repeatedly, day, days, new, news, renewed, issue, issued

Revision: Unstressed vowels

a) is, as, the, o, e, of, the, the, was, the, at, of, on; c) er, or, re, be; d) less, the, the.

a) Name the possible ways of writing the prefix *en-*. b) How is *e* represented in unstressed syllables pronounced as [ɪ]? c) How is *o* (*ou*) written in unstressed syllables pronounced as [ə]? d) How is *a* (*ai*, *ay*) represented in unstressed syllables pronounced as [ɪ]?

Inquiry

en- as, the, o, e, of, the, the, was, the, at, of, on; c) er, or, re, be; d) less, the, the.

S/Ü: I. A new employee, out of view, a cure at a spa, a brake shoe, ray of hope. **II.** Mrs Shaw, the Antarctic Circle, a discourse on law, to misquote a speech. **III.** Unexpectedly Mr Jay Lewis married Miss Viola Matthew. Who bought the toys?

Derived and compound words

| | | |
|----------------------------------|------------------------------|----------|
| ① | ② | ③ |
| light-handed light-fingered | bookkeeping masterpiece | withhold |

1) The parts of *derived words* as well as of *compound words* are written separately if the connection forms inconvenient, illegible or other figures which conform less to the writing system; then the parts are written as close as possible. 2) After prefixes and the determinative element of compound words the following part may return to the base line if the word is to be read without any doubt. 3) Short forms for words may be displaced for the purpose of connection if the complete word is to be read without any doubt.

1) *Zusammengesetzte und erweiterte Wörter* werden dann getrennt geschrieben, wenn die Verbindung unhandlich oder das Wort-bild undeutlich oder zu wenig zeilenmäßig wäre; die einzelnen Teile werden dann möglichst eng nebeneinandergestellt. 2) Nach Vorsilben und Bestimmungswörtern darf der folgende Wortteil zur Grundlinie zurückkehren, wenn das Wortbild eindeutig lesbar bleibt. 3) Wortkürzel dürfen zur Verbindung ihren Platz verlassen, wenn die Deutlichkeit gewahrt bleibt.

Handwritten examples of cursive writing for derived and compound words, showing various connections and line placements.

| | | |
|--------------|---|-------|
| | ④ | ⑤ |
| c cr y | am BBC Cr YMCA cif
(ante meridiem) (chromium) | first |

4) Longhand *abbreviations* may be imitated in shorthand - without full stops - as long as short forms are not more convenient. 5) Instead of *-st, -nd, -rd, -th*, ordinal numbers may be written with a full stop.

4) Die in der Langschrift üblichen *Abkürzungen* dürfen - ohne Punkt - sinngemäß in die Kurzschrift übertragen werden, soweit Kürzel nicht zweckmäßiger sind. 5) Die Ordnungszahlen dürfen statt *-st, -nd, -rd, -th* einen Punkt erhalten.

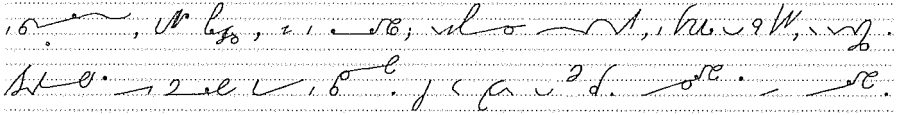
Handwritten examples of shorthand abbreviations and ordinal numbers, showing various forms and connections.

Vowels in derived and compound words

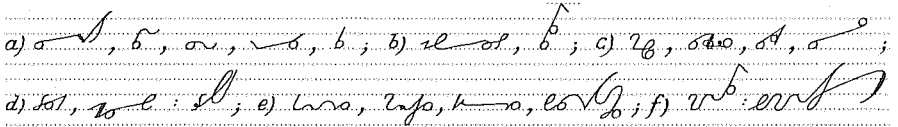
| | | | |
|---|--|---|------------------------------|
| ⑥ | | ⑦ | |
| | <i>snowfall highland seeing annoying showman</i> | | <i>prearrange overall</i> |

6) The vowels [ə], [əʊ], [ɪ] and [aɪ] at the end of a part of the word are represented if a downstroke follows. 7) No hook is used after signs for prefixes if the following syllable begins with a vowel.

6) Die Selbstlaute [ə], [əʊ], [ɪ] und [aɪ] am Ende eines Wortteils werden versinnbildlicht, wenn ein Abstrichzeichen folgt. 7) Nach Vorsilben wird kein Häkchen geschrieben, wenn die folgende Silbe mit einem Vokal beginnt.

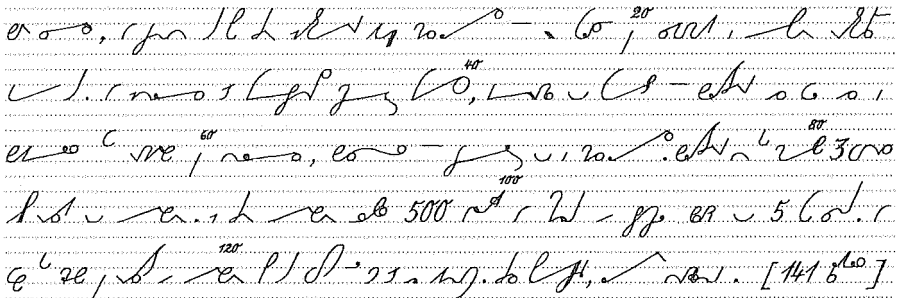


Revision: s, st



a) Name the signs joined to the upper edge of *s*. b) Name the signs with which *s* forms a consonantal combination. c) Name the signs with which *s* is connected by a left turn. d) How is *s* written at the beginning of a syllable within a word? e) Name the signs with which *s* does not form a special connection or combination. f) When do you write *s* + upstroke-*t*? When do you write the sign for *st*?

Offer



S/Ü: I. A football championship, the list-prices in the price-list, to withstand. II. The ABC, in the year 63 BC, YWCA means Young Women's Christian Association. III. A highroad to health, the keyboard of the typewriter, by-elections in the UK.

Special distinctions

| | | | | |
|-------|-------|----------------------------|------------------------------|----------------|
| ① | ①a) | ①b) | ② | ③ |
| Scott | Gregg | Qantas Schick
test Ness | question shortfall righteous | Weltanschauung |

1) Familiar proper names are written according to pronunciation, unfamiliar proper names are written as spelt. In this case indicate a) the doubling of a consonant by a dot below the consonantal sign; b) q, ck, sch, schr, schm, schw, ch by a dot above qu, k, sh, shr, sm, sw, [tʃ]. 2) Upstroke-t and [aɪt] are written three steps before large signs. 3) Words of foreign languages are written in the corresponding shorthand of those languages and are underlined.

1) Bekannte Eigennamen werden nach der Aussprache geschrieben, unbekannte entsprechend der Langschrift. Dabei werden bezeichnet: a) die Verdoppelung eines Mit-lautes durch einen Punkt unter dem Mitlautzeichen; b) q, ck, sch, sehr, schm, schw, ch durch einen Punkt über qu, k, sh, shr, sm, sw, [tʃ] 2) Aufstrich-t und [aɪt] werden vor großen Zeichen dreistufig geschrieben. 3) Wörter fremder Sprachen werden in der entsprechenden Kurzschrift jener Sprachen geschrieben und unterstrichen.

Handwritten examples of shorthand for names and words, including 'Scott', 'Gregg', 'Qantas', 'Schick', 'Loch Ness', 'question', 'shortfall', 'righteous', and 'Weltanschauung'.

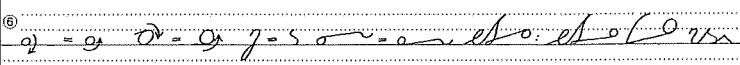
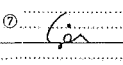
| | |
|---------------|---------------------------------|
| ④ | ⑤ |
| Upton Cushing | in inning oh, owe affect effect |

4) In proper names the signs for prefixes and suffixes may be used at the beginning or the end of the word. 5) Short forms and rules to shorten words are not used if transcription hazards are possible. A short downstroke below a figure means that it is not a short form.

4) In Eigennamen dürfen die Zeichen für Vorsilben bzw. Nachsilben am Wortanfang bzw. Wortschluss verwendet werden. 5) Kürzel und Kürzungsregeln werden nicht verwendet, wenn das Schriftbild nicht eindeutig ist. Ein kurzer Abstrich unter einem Schriftbild hebt die Kürzelbedeutung auf.

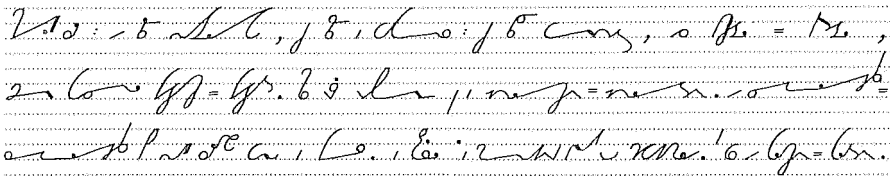
Handwritten examples of shorthand for names and words, including 'Upton', 'Cushing', 'in', 'inning', 'oh', 'owe', 'affect', and 'effect'.

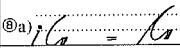
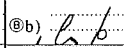
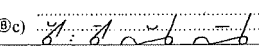
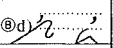
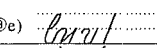
Further distinctions

| | |
|--|---|
| ⑥  | ⑦  |
| z -zes [3] zone advice advise prizes
measure | Pulitzer |

6) z and [3] are written like s and sh; there are special optional signs for better distinction. 7) In case of need tz may be distinguished from z by a dot above the optional sign.

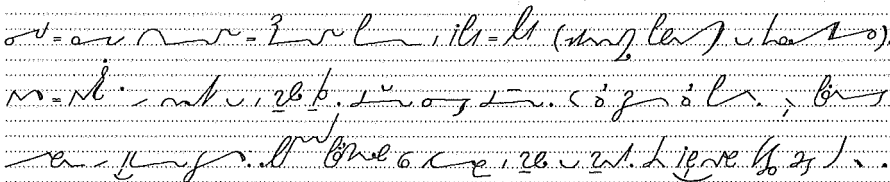
6) z und [3] werden wie s und sh geschrieben; zur besseren Unterscheidung werden wahlfreie Zeichen verwandt. 7) Bei Bedarf kann tz von z durch einen übergesetzten Punkt über dem wahlfreien Zeichen unterschieden werden.



| | | | | |
|--|---|---|---|---|
| ⑧a)  | ⑧b)  | ⑧c)  | ⑧d)  | ⑧e)  |
| IPA = International Phonetic Alphabet | the Far East | sit seat cost coast | I'm
we're | forget-me-not |

8) In case of need indicate: a) the Letter *i* used alone by a dot above; b) capitals by underlining; c) a short or long vowel by "or" above; d) the omission of sounds by an apostrophe; e) hyphenated or closely associated words, by a curve below.

8) Bei Bedarf werden bezeichnet: a) allein-stehendes *i* durch einen übergesetzten Punkt; b) Großbuchstaben durch Unterstreichen; c) ein kurzer oder langer Selbstlaut durch die übergesetzten Zeichen oder"; d) die Auslassung von Lauten durch das Auslassungszeichen; e) zusammengehörende Wortteile durch einen untergesetzten Bogen.



- S/Ü: I.** From Auckland to Canberra, in Westphalia, Dr Scholl, Mr and Mrs Schwann.
II. In effect, smoking affects health. Oh, nevertheless I owe Anthony 80 Pfennig.
III., IV.: Teaspoonful, a zebra crossing. When did the rich man reach Zurich?

Revision: All short forms

(Write the following sentences in shorthand and practise each of them for one minute.)

| | |
|---|---------------------------------|
| How much is it altogether? (8) Will you / discount this bill of exchange? (9) There are considerable discrepancies. (11) These / antiquarians had full discretion to act. (13) Repeatedly Miss Constance ask/ed for a box of make-up. (15) Our permanent representative played with all the / arguments when he discussed those up-to-date problems. (27) The postman made another / counterproposal. (12) Mr Irving | 20
40
60
80
100 |
| had to withdraw his offers in the after/noon. (16) Mrs Joan Moore and her daughter Miss Valentine Moore will be invited. (18) / After a very long flight the plane landed smoothly at 6 am. (17) What percentage of / your income is paid in income tax? (14) Did he explain the reasons for his nego/tiations in the USA, eg terms of payment? (26) It was the first snowfall / this winter in Missouri. (13) International | 120
140
160
180
200 |
| commercial terms are called Inco/terms. (14) These department stores accepted no other cheques than Eurocheques. (16) All of them / had an excellent entertainment at the seaside resort. (18) That is not much in / their line. (7) Do not overrate your abilities. (10) The other day everyone / thought otherwise. (12) They always try to anticipate all your needs of life. (14) Did the / sportsman have any difficulties? (11) Any- | 220
240
260
280
300 |
| thing will do. (5) The disappointed ex/pert did not ask anybody. (14) The manufacturer felt satisfied be/cause he was successful throughout the year. (21) The accountant made a sight-seeing tour / to Connecticut. (15) England is a seafaring nation. (9) In our opinion, / you ought to read through the proceedings carefully. (19) They were buying nothing other than under/clothing. (11) The necessary quality | 320
340
360
380
400 |
| can be specified as high-grade. (16) He ought / not to stay there if it is inconvenient for him. (11) We were unwilling to / write Messrs Whiteshaw. (11) Then we were somewhat surprised at those misunderstandings. (14) You / will find the swimming champion somewhere. (11) The foreman has always been very tired / in the morning. (15) We have only a quarter of an hour to wait now. (14) The gains / offset the small losses. (8) So they saw them | 420
440
460
480
500 |
| very little in the course of the week. (14) / The lights were all full on. (6) There was only one way to do it. (9) The performance is / on. (6) How are your little ones, Mrs Disney? (10) Of course, Constantine not only heard / it but also remembered what he had heard. (20) So he does his duty. (6) Take your / doctor's advice! (6) They got a present from their Fellow countryman. (12) Be thankful for / small mercies! (7) Payable within two months | 520
540
560
580
600 |
| net cash or within ten days with two per / cent discount. (20) Is the Department of the Environment responsible for the / protection of the coast and countryside, and so on? (30) How much is a second-class / return ticket to Ealing? (14) Dr Fulbright did not learn of it until after/wards. (14) On that occasion the workman asked for a fuller and more precise de/scription. (20) Water freezes at the tempera- | 620
640
660
680
700 |
| ture of zero degrees centigrade. (18) / The conductor cannot come because he has an engagement. (15) Can we count on him? (5) / Undoubtedly the salesman will succeed. (10) That was very much in question. (8) There has / been nothing else for them to do. (10) These measures are necessary to prevent ac/cidents. (14) The purchasing agent has also been invited. (13) They worked through an out/line on Asian history with difficulty. (17) | 720
740
760
780
802 |

Business letters
Favourable reply

200
 400
 600
 800
 1000
 1200
 1400
 1600
 1800
 2000
 [2136]

A business transaction

200
 400
 600
 800
 1000
 1200
 1400
 1600
 1800
 2000
 [2246]

S/Ü: In English-speaking countries a standard / pattern for business letters does not exist. There are, however, certain rules / which should be observed. The essential parts of a business letter are: the / letter-head, reference initials, date, inside address, salutation, contents / of the letter, complimentary close, signature. The letter-head mainly con/sists of the name and address of the firm, and so on.

Inquiry

Dear Sirs, I have the pleasure to inform you that I have received your letter of the 8th of this month together with the prospectuses and sales literature. After carefully studying your offer we have decided to place the following trial order with you in line with the terms outlined therein: 5 / Television sets 'Golden Star' Cat No 25 b at £ 55.00 / each, 5 Tape-Recorders 'Silver jet' Cat No 42 e at £ 34.00 / each, 10 Fan Heaters 'HRF' at £ 5.00 each. If your products meet with a favourable reception from the market, substantial orders will follow. We hope that this order will turn out to our satisfaction. Yours truly,

[145.6]

Offer

Dear Sirs, I have the pleasure to inform you that I have received your letter of the 8th of this month together with the prospectuses and sales literature. After carefully studying your offer we have decided to place the following trial order with you in line with the terms outlined therein: 5 / Television sets 'Golden Star' Cat No 25 b at £ 55.00 / each, 5 Tape-Recorders 'Silver jet' Cat No 42 e at £ 34.00 / each, 10 Fan Heaters 'HRF' at £ 5.00 each. If your products meet with a favourable reception from the market, substantial orders will follow. We hope that this order will turn out to our satisfaction. Yours truly,

[258.6]

S/Ü: Order

| | |
|--|-----|
| Dear Sirs, We have received your Letter / of 8th of this month together with the | 20 |
| prospectuses and sales literature. / After carefully studying your | 40 |
| offer we have decided to place the / following trial order with you in | 60 |
| line with the terms outlined therein: 5 / Television sets 'Golden Star' Cat No | 80 |
| 25 b at £ 55.00 / each, 5 Tape-Recorders 'Silver jet' Cat | 100 |
| No 42 e at £ 34.00 / each, 10 Fan Heaters 'HRF' at | 120 |
| £ 5.00 each. If your products meet with a / favourable reception from the mar- | 140 |
| ket, substantial orders will follow. We / hope that this order will turn out to | 160 |
| our satisfaction. Yours truly, | 180 |

Advice of dispatch

ex. 00, r p t l t r u u 15. d r r e l u g 20 r e.
s g h s e l t e l t f t , 6 , 1 , j , r e . o k z u n c i g h s
s f z j e z . l m . s g h s s d o d n e s , j . r e . l u g h
v o w h y o u r l r e n u 24 . r 2 b j , o o r
- s b - 200 , 6 o l y r e o c 120 r e l y z , r
j . p . a l l , o o l j z d i c s . b o l f t , [145 8 60]

Request for information

l l y . e x 00 , l e r u g s i n e o d o r t h e s d e
o . d n e . o r t e r o o c e l e r e l e r e f f e l t r d s
s e r d n e j . j z b o , r e c a l 450 68 , - r . 1
j o o r p r . o b . 2 d e r e t , 0 . r j e 100 r e
d n e j . l r e b g z j d n e j , l r e s d o , e l t
c j t l l o . r e 140 l r e , r e t , 80 r e b . b o l . m p z n e r
s h y , b e r d e , e o s t e l . [173 8 60]

Favourable information

ex. 00, r o t l m u u 3. d b d n e j y . l e r u g
m o d . r . 6 , 6 j , n o v l e r s s , r e . a . 1 . 000
m o . r o t h a b e l e 80 r e r e t . 80 r e l s e r s j j z
e o u . w o t e l s . l . r e | 200 , 2 2 . r e j z o l . 1 . f e j 9
d n e j . s h e f t l l o - 9 z o o s d . b o l f t , [156 8 60]

Letter of complaint (cf page 29)

Dear Sir,
 I am writing to you in regard to the order for 50 units of product X, which was delivered to me on 15/10/2018. Unfortunately, I have received 45 units instead of 50, and the quality of the goods is poor. Some of the units are damaged, and some are defective. I have inspected the goods and found that 10 units are damaged and 5 units are defective. The remaining 30 units are also of poor quality.
 I have spoken to the supplier and they have agreed to replace the damaged and defective units. However, they are not providing the replacement units quickly enough. I need the replacement units as soon as possible, as I have a large order to fulfil.
 I would like to see a replacement of the 15 units as soon as possible. Please contact me if you need any further information. I am sure we can reach an agreement.
 Yours faithfully,
 [Signature]
 [Name]
 [Address]
 [Postcode]

Answer to letter of complaint (cf page 29)

Dear Sir,
 Thank you for your letter of 12/10/2018 regarding the order for 50 units of product X. I am sorry that you are not satisfied with the order. I have checked the records and found that the supplier delivered 45 units. I have also checked the quality and found that 10 units are damaged and 5 units are defective. I have spoken to the supplier and they have agreed to replace the damaged and defective units. I have also arranged for the replacement of the remaining 30 units to be delivered as soon as possible. I will contact you again when the replacement units are delivered.
 I would like to see a replacement of the 15 units as soon as possible. Please contact me if you need any further information. I am sure we can reach an agreement.
 Yours faithfully,
 [Signature]
 [Name]
 [Address]
 [Postcode]

| | |
|--|-----|
| S/Ü: As complaints have to be made immedi/ately after arrival of the consignment, the buyer investigates / the consignment at once. If the way the order has been executed by the seller / gives cause for complaint - damaged, | 20 |
| spoilt, defective or wrong goods, devi/ation from sample, delay in delivery, | 40 |
| and so on - the buyer will lodge / a complaint indicating clearly what | 60 |
| | 80 |
| | 100 |

claims he has to make. 105

Letter of complaint

Dear Sirs, We have received the 50 / cases of Assam Tea as per our order 20
of Sept 15 and must in/form you that the consignment has given 40
cause for complaint. On investigating / the contents of the cases we found that: 60
1. The tea in case 5 is complete/ly spoilt. As the tea must have been exposed 80
to rain and as the packing was in/sufficient, the tea got wet in transit. 100

As this tea is unsaleable we ask you to ship a / replacement by air. 2. There is 120
a discrepancy between the packing / list of case 14 and your invoice. The 140
correct weight is entered on the in/voice, but there are only 18 instead 160
of 20 lbs in the case. Please credit / our account with the amount concerned. 180
3. The tea in case 18 is not / up to sample. When comparing the tea 200

received with the sample we were sur/prised to find that the colour is not 220
the same. Your packing department has ob/viously made a mistake. As this type 240
of tea does not sell well here, we are only / prepared to keep it, if you grant an 260
allowance of 20 per cent. We / look forward to receiving your early reply 280
and hope that our next order will be / carried out with the usual care. Yours 300

faithfully, M F White & Co Ltd.

Answer to the letter of complaint

Dear Sirs, We have received your letter / of 12 of this month and are sorry that 20
your order was not executed with / the necessary care. We have arranged 40
for the immediate dispatch of / the replacement, and credited your account 60
with £ 15 in compensation / for the shortweight. As it is difficult 80
to sell this tea in England we are will/ing to grant the allowance of 20 100

per cent requested by you. Please accept / our apologies for the trouble caused 120
to you and rest assured that further orders / will be executed with the 140
greatest possible care. Yours faithfully, 151

S/Ü: Delay in delivery

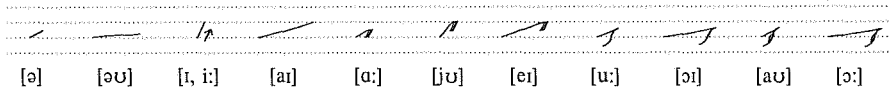
Dear Sirs, We refer to our order for / binoculars and sun glasses which we 20
placed with you on April 15. We / had specially pointed out that deliv- 40
ery had to be effected by April / 30 at the latest. As the con- 60
signment which has already been disposed / of in the meantime, has not arrived 80
at the date fixed we shall be com/pelled to cancel the order if the 100

binoculars and sun glasses are not / received here by May 10. You will under- 120
stand that we shall hold you liable / for any loss which may result from a 140
further delay. Yours truly, 147

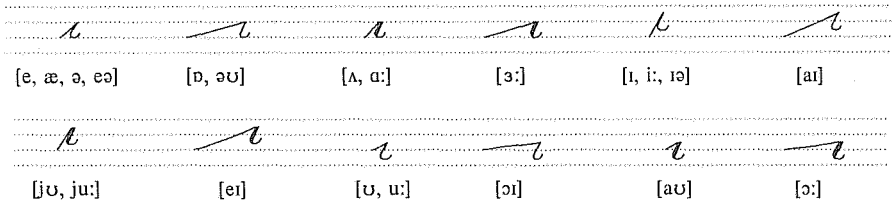
Synoptic table of the Shorthand system

1. Vowels

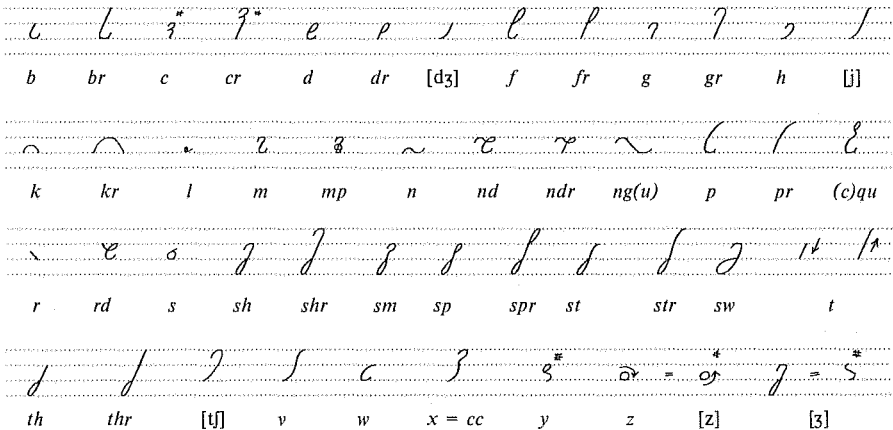
a) Signs for vowels



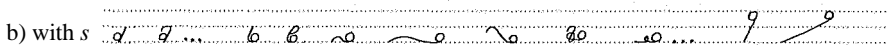
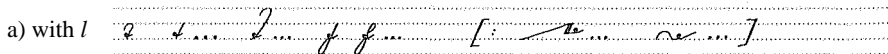
b) Representation of vowels



2. Signs for consonants



3. Special connections:



* Facultative signs, especially to avoid transcription hazards

4. R at the end of a syllable and preceding r in consonant clusters

require hour player arm work form order board court

5. High and low position of n and l

rain range mill meal miller wool wolf win twinkle

6. Upstroke-t

gentle tactless sportsman porter acceptable question righteous

7. Hook; no hook after prefixes

poetry violin higher hire hunted invited deodorant react

8. Loop; minor alterations of signs

hill whole church chalk ginger spoil spare Sudan sad
heal hole

9. Short forms for to and un-

tonight altogether ready-to-wear unto hitherto undo unafraid

10. Unstressed e, a and o

before foreign average Saturday London honour courageous

Alphabetical list of short forms

The numbers mark the lessons where short forms and signs for syllables are taught.

| | | |
|-------------------|----------------------|------------------|
| a, an
1 | dis-[s]
13 | is
1 |
| after
12 | do
2 | it
3 |
| all, al-
2 | does
2 | little
11 |
| also
10 | Dr, doctor
13 | man, manu-
12 |
| always
10 | -ed
4, 13 | -ment
7 |
| an, a
1, 14 | en- = [m]
5 | Messrs
13 |
| and
1 | ex[c-]
11 | mis-, miss
13 |
| and so on
8 | for, (-)fore(-)
2 | Mr
13 |
| ant- (e, i)
13 | from
3 | much
6 |
| any
4, 14 | full, (-)ful(l)
6 | necess(ar)
10 |
| are
2 | had
2 | not
7 |
| at
1 | has
4 | nothing
8 |
| be
3 | have
4 | of, off
7 |
| because
12 | he
4 | on
4 |
| can
1 | him
3 | one, once
11 |
| -ces, -ses
10 | his
4 | only
7 |
| con-[n]
10 | if
4 | other
9 |
| (-c)count
6 | in
2, 5 | our
6 |
| course
10 | [l, r]-ing
8 | over
7 |
| did
3 | -ion
7 | per, pur-
12 |

presen(t) 12 / d M

pur-, per 12 C (Oo)

-ses, -ces 10 o (Co)

small 9 f

so 4, 14 (oo)

some 12 o (o o o)

than, then 1 ~

that 9 h

the 1 h

their, there 1 ~

them 1 ~

then, than 1 ~

there, their 1 ~

these 11 f

they 9 j

thing 8 s (s h s)

this 11 g

those 11 o

through 9 / (f)

to, too 1, 13 t (p p f)

[e, i] -ty / (e)

un- / (e)

un- 6 C (e o)

under 12 l (p e l s)

up, upp- 6 s h (s)

very 12 j

was 11 o

we 3 /

were, where 3 <

when 2 c

where, were 3 < (u g)

will 3 - (s)

with 3, 14 C (o e g)

you 4 j (h o o o)

-zes = [-zɪz] 10, 15 o = o

Signs for syllables and parts of syllables

[aɪn] 6 ~

[aɪt] 7 /

[ʃən, ʒən] 8 j g

[ʊə(r)] 5 ~



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