# GREGG SHORTHAND PHRASE BOOK

BY JOHN ROBERT GREGG, S.C.D.

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SHORTHAND FORMS WRITTEN BY
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## INTRODUCTION

This book is intended for the student or the stenographer who wishes to increase his speed. Obviously, no one writer will find use for all the phrases presented. While all writers will be able to use the phrases of a general nature, each writer should select and learn the special phrases which will be useful in his own line of work. As an example, the phrase "Assistant General Passenger Agent" would ordinarily be of value only to one taking dictation involving the transportation business, while the phrase "as a matter of fact" would be valuable to any writer, regardless of the nature of the matter which he might be writing.

Phrasing in General. Intelligent phrasing increases speed, and the limit of phrase-making rests almost altogether upon the ability of the writer to execute the forms correctly. But phrasing must be based upon certain well-defined principles. In the following pages these principles will be presented as concisely as possible. The exposition of the laws of phrasing, taken in conjunction with the practice afforded by the lists of phrases, should enable the writer greatly to extend his skill in the general application of phrasing in practice. At the same time, these principles will enable the writer to avoid the pitfalls of both mind and hand that so often result from an attempt to improvise phrases.

A good phrase should be and is more easily read than if it were divided into its component parts and each word written separately. One reason for this is that the eye can take in two, three, or even more words in a phrase at a glance, and the words are read with but one effort instead of several, as would be the case were the words written separately.

Another reason for the increased legibility resulting from phrasing is the fact that the words usually present a more distinctive outline when phrased, due not only to the ability to understand a group of closely associated words as a unit, but to the greater executional facility secured by joining the words. For example, the phrase "would be glad" when written at no matter how great a speed is always more legible than the separate words would be if written without joining, because it is easier to maintain the correct form and proportion of the characters when ioined than when written with a pen lift after each word. Moreover, if one of the characters in the phrase should become distorted, the other characters joined to it would be a help in reading the poorly written one, whereas when each character is written alone this help is not available.

Phrases which are not thoroughly mastered are worse than useless, as they are in such cases a source of hesitation. Particular attention should be paid to the phrases given in each chapter in the Manual, as they are among the most common phrases in the language. In practicing them it must be remembered that a phrase must be an entity. It should be written without a pause—as if it were only one character. Thinking of each separate word in the phrase will cause a distinct stop at the end of each word, and facility in execution will thus be lost. In learning the longer phrases, however, it is sometimes necessary to separate them into smaller units. If you find it difficult to write some of the phrases consisting of

several strokes, practice a part of the phrase at a time until the difficulty of that part has been removed. Then add a little more to it and so on until the whole phrase can be written without a perceptible stop. Several illustrations of this method of practice will be found in "Gregg Speed Studies."

In "The Science and Art of Phrase-Making" David

Wolfe Brown says:

"A phrase, to be of value, must be spontaneous. It should flow from the pen smoothly and pauselessly, without perceptible mental effort. Phrases which, while being written, require close attention in following their intricacies, hamper the free movement of the hand and cause hesitation. But when it is said that phrases should be spontaneous—should indeed be written almost automatically—we do not mean that only such phrases are to be written as can be flung from the pen without thought or effort by one who has never given time or attention to the study of phrasing as a fine art. A good phrase should be spontaneous with those who have been educated, so to speak. The spontaneity desired is not the spontaneity of ignorance, but the spontaneity of education and culture. Good phrasing habits do not come without cultivation. Phrasing rules, and in some cases particular phrases, are to be studied until thoroughly familiarized. While it is true that 'any conscious effort to make phrases, except as a matter of mere experiment, is a mistake,' yet the absence of 'conscious effort' should come as the natural result of a mastery of the phrasing art in its principles and details. That phrase, which to a tyro may seem difficult, requiring him to 'wrestle' with it letter by letter

or stroke by stroke, may be in fact not a bad phrase, but an extremely good one, because it is one that comes easily and naturally (that is, spontaneously) to the writer if by study and practice he has properly prepared himself for his work.

"But though phrases should in general be spontaneous, it is not meant that all the phrases useful to a reporter can be devised off-hand, on the spur of the moment, during the hurry of reporting. It would be a mistake to disparage certain highly useful special phrases which the books have provided to be memorized or which the practical reporter constructs for himself. Through the labor and experience of reporters and authors there have been evolved, and placed in the textbooks to be mastered by everyone who would be an expert, certain highly useful phrases which—because they involve in their construction abstruse rules, or complex mental processes, or arbitrary or unique methods of abbreviationcould scarcely be extemporized by the most accomplished reporter. Besides these highly useful and almost indispensable phrases, others of similar nature are almost daily invented by every practical reporter to meet his personal and immediate needs. Some are not invented during the stress of reporting, but are devised deliberately beforehand, because their necessity is foreseen. Others of the same nature are gradually evolved during actual reporting work, being suggested by the continued repetition of certain verbal combinations. The reporter, as a particular group of words is spoken again and again, gradually writes it more and more briefly, achieving at last a special phrase, arbitrary perhaps in its

character—following perhaps in its construction no general law—but which possibly, because of its aptness and prospective usefulness becomes thereafter a permanent part of his reporting equipment. While insisting that phrases should in general be spontaneous, we by no means discourage or disparage the memorizing or invention of a certain number of these highly useful special or irregular phrases."

It will be seen that Mr. Brown, of course, had reporters in mind in writing the foregoing passage, but all that he said is equally applicable to every stenographer or every shorthand student.

The Four Fundamental Principles of Phrasing. There are four general rules which must govern the formation of every phrase, and they are given here so that the student may observe how they apply to everyone of the more definite suggestions which follow, as well as to all the examples given in this book.

- 1. At the outset short and common words only should be joined. That is, until the writer has, by experience, become capable of judging for himself of the value of a phrase, he should be very hesitant about phrase forms containing long or unusual words. It is only in exceptional cases that such phrases are worth while.
- 2. The words joined in a phrase should make good sense when standing alone, they should constitute a natural "speech phrase." As an example, if you have the group of words "therefore I went" it would be incorrect to phrase "therefore—I went." The proper phrasing would be "therefore I—went." Any departure from this principle will cause hesitation and errors in reading.

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- 3. The outlines for the words composing the phrase should be such as will join easily to other outlines. To illustrate: The phrase "and-will" is a good one, because of the ease of joining; but the phrase "and-go" would be a very poor one, because the joining is impossible to execute with accuracy.
- 4. Phrases which carry the hand away from the line of writing, or unduly long phrases, should be avoided, as they tend to break the rhythm of the writing.

In short, the student always should remember that phrasing should exist only for the purpose of increasing both legibility and speed in writing. Phrasing should be considered not an end, but a means. The rules just given are only a more detailed expression of the same thought, intended to be used by the student as a test for any phrases which he may formulate.

In going over his notes the beginner should apply these four tests to any new phrases he may form. He may remember them briefly as:

- 1. Is it common?
- 2. Is it natural?
- 3. Is it easily joined?
- 4. Is it short?

When he can answer "Yes" to each of these questions, he may adopt it as useful and therefore worth learning.

Classes of Phrases. Having studied the principles which apply to all phrases, the student is now ready to take up some definite suggestions covering the various classes of phrases.

The first and simplest class of phrases is composed of those which are made up of short words, usually wordsigns, joined together without modification and without the omission of any word or stroke. As the majority of the phrases are of this kind, it will be worth while to go into this classification rather fully. The following are useful examples, illustrating principles. Hundreds more may be gleaned from the lists in the book.

1. Pronoun joined to a verb:

I am	<u> </u>	you do	1
I can	0	he will	<u>_</u>
I shall	9	they may	0

Pronoun joined to the negative form of the verb:

they can not	~	we are not	حرجه
he may not		you would not	1
she does not	12	I should not	9

3. Pronoun joined to the verb and its auxiliary:

I may be	7	you have seen	1
he might be	-9	who could be	in/
I have gone	2	we have said	2

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4. Preposition joined to its object:

for me 2 on which 7
from you 2 to them
by the at that

5. The word to may nearly always be joined in writing the infinitive form of the verb:

to go to give to create to care to send

6. Verb joined to its object:

give me told you tell me ask me gives them

7. Adjective joined to the word qualified:

good time great man common people all my attention

8. Combinations of the forms just given:

by which it is to which you refer to which you refe

Omission of Non-essential Words. The next simple method of phrasing is to omit unessential words which naturally must be restored in transcribing in order to make sense. The most common omission is a, an or the:

as the case on the contrary on the contrary on the other side of the other side on the other side on the other side of t

Another word frequently omitted in phrasing is the conjunction *and*:

back and forth by and by

back and forth by and by

heaven and earth more and more

Other examples which will give the student an idea of the flexibility of this principle are:

look into the matter	~6	take into consideration	00
one of the most		form of agreement	20
we are of the opinion	20	attorney at law	6
many of these		as a rule	2
in addition to that	600	for a number of years	Lei
one of the best	7	for a day or two	20
with or without	600	hope to hear from you	5
with reference to the matter	626	free of charge	4
about how many		according to my	000
balance of the account	Cor	in order to receive	~6
line of credit	ممق	so far as I know	2
out of stock	Or	I desire to thank you	6
in the first instance	2	adjust the matte	r 20
two or three	no on	one or two	~

Modification of Forms. Some combinations occur with sufficient frequency to make it worth while to modify slightly the original outline of one or more words in order to make the phrase possible. This practice is not generally to be recommended. Some examples of this principle are given in the Manual. A few additional instances are:

Above	
above day	above date
above mention-	above named
and above all	above named &
Against	
against the	against that
against them	against me
All over the	
all over the country all over the place	all over the kingdom all over the world
Assure	
and assure	and I assure you h
I can assure you	we assure you %
Fact	
I am aware of the fact	well-known fact
on account of the fact	we are aware of the fact
in point of fact	call your attention to the fact

#### Extent

to a certain	33	to a great extent
to a consider- able extent	13	to a large extent
to some extent	3	to such an extent

# Miscellaneous examples.

iscentineons c.	ampies.		_
great deal .	~~	as follows	9
all alone	<u> </u>	at any rate	0
all along	<u> </u>	at first sight	2
at once	~	day's sight	b
at the same	8	day or so	8
ï always	2	whole lot	i
we always	2	once in a while	20
in other words	1	in my opinion	-
fire insurance	de	in my judgment	7
life insurance	ع	one another	~
on hand	$\dot{\nu}$	on the present occasion	3

Intersection. Many useful and distinctive phrases are formed by using the principle of intersection. There are two classes of intersected phrases—those formed according to a regular principle and those especially composed for some frequently recurring

expression. The regular use of an intersected b for board is an example of the first kind:

school board Federa
Board
board of Board
management tion

Federal Reserve Board Board of Educa-

The irregular phrases are not worth while unless it is fairly certain that the expressions which they represent will recur with a reasonable degree of frequency. A few typical examples, chosen from different lines of work are:

Treaty of Versailles atmospheric Liberty Bond

### METHODS OF USING THE BOOK

There are two ways in which a phrase book may be helpful to a pupil.

- 1. He may use it to look up phrases which he meets in his dictation practice, the outlines for which he is not certain of. In this way it serves merely as a reference book. It will be noted that the words have been arranged in strict alphabetical order to facilitate quick reference.
- 2. The more profitable way of using it is as a textbook, organizing the work and studying it systematically. After having studied the principles and the phrase lists given in the introduction, the pupil should go through the book, page by page, practicing all the phrases that may be of value to him.

The pupil in school should practice only the general phrases unless he is preparing for some definite future position, in which case he should also, of course, practice the phrases which would be applicable to that field of business. After finishing a page, writing each outline four or five times or more if necessary to be able to execute it fluently, the writer should have the phrases dictated to him several times at gradually increasing speeds. This is for the purpose of developing ability to write a phrase from *hearing* it rather than from *seeing* it. The phrases should be reviewed from time to time in order to fix them in the mind.

The teacher may have the class use the "Phrase Book" in the manner just described. In addition he may find it interesting and profitable to assign, say, one page a day to be studied in this way and then dictate a short passage of connected matter containing as many of the phrases on the page as can be worked

into the dictation. These passages may usually be composed as they are dictated, although the dictation would be improved if the notes were prepared beforehand. This practice may be begun as early as the tenth or eleventh lesson in the Manual, as by that time the students are able to take simple dictation. By having these dictations transcribed by the students, and preserving a copy of each, in a short time the teacher can build up a large collection of such matter.

If this method of using the book be employed, the phrases may be taken up as drills in execution. It will be found that penmanship drills on the phrases—practicing for high speed and accuracy on the easily executed phrases, and drilling on the harder phrases progressively—will develop a high type of executional skill that will favorably affect all the writing.

A second plan is to take the dictation material to be used for the day, run through it and underline every phrase. The outlines for these should be looked up in the "Phrase Book" by the pupil, and practiced until they can be written readily and legibly before the dictation is begun. The teacher may prefer to place the phrase forms on the board for drill purposes. In this way special attention can be given to analogous phrases, or phrases that illustrate principles. In fact, this work on the phrases—and perhaps also the unusual words—is a preparation for dictation. The plan may be applied to all dictation material, letters as well as literary matter. The advantages of this method are that the phrases are applied in a natural way, there is variety in the work, and the pupil acquires facility in recognizing words that should be bhrased.

References. So much has been written on the subject of phrasing that it is now practically impossible

to present anything new. For a more detailed and advanced treatment of the subject than is given here we would refer the student to the following books, which have been consulted in preparing the material given here:

Gregg Reporting Shortcuts. By John Robert Gregg. This contains a discussion of the phrasing principles applicable more particularly to court reporting, as well as a classified list of shortcuts suitable for such work.

The Stenographic Expert. By Willard B. Bottome in collaboration with John Robert Gregg. This offers not only a section on phrasing possibilities and a generous list of examples, but also articles on the general features of a reporter's work, together with practice matter in longhand and shorthand.

The Factors of Shorthand Speed. By David Wolfe Brown. Although written in the first place with the particular needs of another system in mind, the student will find much helpful material in this book relating not only to phrasing but, as the title indicates, to all the other factors entering into the attainment of high speed in shorthand. The amount of space devoted to phrasing is, in itself, an indication of the importance which the author placed on proper phrasing as an aid to speed.

The Gregg Shorthand Manual and Gregg Speed Studies. Both of these contain a great deal of very valuable assistance to those wishing to acquire the "knack" of phrasing. We mention them particularly because frequently the student overlooks the material in these two books, feeling that after having been through them once or twice he should go on to pastures new. As a matter of fact, in most cases more

benefit could be obtained by a thorough review of what had already been covered than by going over other books in a superficial way.

In conclusion we want to impress upon the student that half-learned phrases, like half-learned wordsigns are more a hindrance than a help. If a phrase is worth learning at all, it is, as a rule, worth learning well.

JOHN ROBERT GREGG.

A

able to say

about it

about that

about the

about them

about these

about these goods

about these things

about the world

about this matter

about this thing

about this time

about those

about which

about which it is

about which the

about this

about how many

about that time

about which you are about which you can above day above date above mentioned above named above named place absolutely necessary abstract of title accept thanks accept that according to my according to our account book acknowledge receipt of your letter across the act of Parliament A. D. adjust the matter a dollar

97	after dinner speech	٠.	a hundred thousand	c <sub>m</sub>	all over the world	M	and assure you that
2003	after due consider-		all alone	9	all right	ノっ	and company
3	after which	$\sim$	all along	$\omega$	all round	N	and forward
20	after that	P	all day	4	all there is to say	1	and have
26	after that date	حو	all in all	0~	along the	1	and have been
26	after that time	7	all information	-0-	A. M.	Jan .	and have taken
2	after the	6	all matters	0,7	American people	7	and have you
2	after them	7	all may be	0.5	American Railway Express Company	1	and hope
20	after this	<del></del>	all means		a million	-5	and hope you have
20	after this date		all men	/	a million dollars	19-	and I am
27	after this is	0	all my		among the	9	and I am glad
20	after this time	6	all my attention	~	among us	90	and I am glad to
201	after you had been	6	all my time		amount of commis-	9-6	and I am glad to
50	again and again	egs.	all necessary attention	<u>_</u>	amount of premium	2	and I am pleased
00	against that	3	all necessary infor-	0	ample time	20	and I am pleased to say
0	against the	4	mation all of which	L	and above all	Sm	and I assure you
$\dot{\sim}$	a gallon	w/	all orders	i	and else	J	and I have
•	a hundred	~	all over the coun-		and am	200	and I may
./	a hundred dollars	~	try all over the king- dom	$\mathcal{I}$	and are	Si	and I was
Ż	a hundred pounds	"Co	all over the place	_lm	and assure you	2	and I will

21	and I will expect	$\nearrow$	and those
27	and I will have	X	and was
ف	and I will not	1	and which
27	and I will not be	p	and which has been
5	and in reply	S	and which is
1	and is	1	and which is not
1	and it is	M	and which may be
~~	and looked	13	and which must be
10	and make	کر	and will
مر	and our	1	and will be
<i>✓</i>	and see	7	another thing
N	and sons	-	another time
	and that	7	anybody else
10	and that the	~	any longer
S	and that this	<del></del>	any more
	and the		any more than
الر	and their	-8-	any one
N	and therefore	-82	anyone else
	and there is	-62	any one of the
	and they	-61	any other

~	a pound	~	as long as possible
4	application blank	عر	as low as
_	are not	ey	as low as possible
-	are you	2-	as many as
25	as a matter of	2	as many as pos- sible
20)	as a matter of fact	20	as might have been
200	as a matter of law		as much as
20	as a result	2	as much as possible
2	as a rule	م	as near as
Ĩ	as follows	29	as near as can be
20	as given	25	as near as can be
23	as good as	200	as near as I can
~	as great as	29	as near as I can
<b>I</b>	as if	200	judge as near as I can remember
25	as it has been	201	as near as I could judge
91	as it is	25	as near as possible
90	as it is not	200	as near as they can
4	as large as	260	as near as you are
200	as little as	2600	as near as you can
<u> </u>	as long as	2 and	as near as you can tell

E	as per our	9	as the
El	as per order	220	as the case may be
E/	as per your order	no	as the result
2	as quick as	29	as there has been
lea	as quick as pos- sible	se	as there were
فعه	as quickly as pos- sible	90	as they
2	as rapidly as pos- sible	97	as this
Sa	Assistant General Freight Agent	93	as this is
1	Assistant General Manager	20	as though
10	Assistant General	91	as to
1	Passenger Agent Assistant General Superintendent	900	as to that
2	Assistant Superin- tendent	95	as to the
&	Associated Press	90 B	as to their
2	as soon as	3	as we find
7	as soon as possible	09/09/09/	as we found
2no	as soon as you are	2	as we have not
1000	as soon as you can	30	as we know
the	as soon as you know	2	as well
%	as stated	٧	as well as
90	as that	eg	as well as can Dt

7	as well as possible	0	at any rate
8	as you	6	at any time
م	as you are	6	at any time and
re	as you are aware	6	at any time or
no.	as you know	N	place at as early a date
26	as you may desire	2	as possible at first
م	as you will	2	at first sight
2	as you will find	رنه	at hand
2	as you will see	r	a thousand
37	as you wish	./	a thousand dollars
%/	as you would	Ż	a thousand pounds
9/8	as you would find	re	at last
r	at all	No	at least
ng n	at all events	~	at length
	at all times	~	at once
~	at a loss	~	at our
g/	at an early date	7	at our expense
1	at an early day	rea	at owner's risk
6	at any date	(	at present
0	at any future time	1	at some time

2_	at such a moment	1	at these
P	at that	1	at the time
6	at that time	1	at the time and
1	at the	P	at this
1	at the earliest pos-	N	at this end
1	sible mement at their	pe	at this end of the
~ f	at the last session	39 -	at this stage of the
P	at the present day	19/	at this time
	at the present min- ute	6	attorney at law
	at the present mo-	67	Attorney General
1	ment at the present ses- sion	1	at which time
1	at the present time	V	at which time and
10	at the rate of	4.	at which you think
~	at the request of	2	at your conven-
7	at the same time	3	at your earliest possible conven- ience

before me  $\mathbf{B}$ back and forth before or after before or since baggage master balance of account before that balance sheet before that time ballot box before the Baltimore & Ohio before their bank draft before them before there is bank note be able before this bear in mind before you be careful before you are because that before you can before and after be glad before another be good enough before any other be it known before it was be it remembered before many be kind enough before many days be known before many weeks best attention

best way be sure be sure that better than better than that better than the between that between the between these bill of exceptions bill of exchange bill of fare bill of lading bill of particulars bill of sale blessing of God board of commissioners board of directors board of education board of health

board of management board of managers board of trade bona fide bond and mortgage bring forth bring forward bring to your attention brother-in-law brought forward business correspondence business men but this is a case but this is a question but this is not so by all means by and between by and by by any means by early mail

by express by mail by me by means of by means of which by next mail by no means by reason by return mail by same mail by telephone by that by that date by that means by that time by the by them by themselves by these presents by the way

by this by this day's mail by this mail by this means by this time by today's mail by us by which by which it is by which it may be by which means by which tney are by which they will by which you will by wire by your by your company by your letter by your order by your own

	C	~00	cannot answer
w	call his attention	7	cannot be
2	call upon	7,	cannot be made
20-	call upon him	29	cannot be sure
20	call upon me	-2	carnot expect
30	call upon my	7	cannot possibly
Z	call upon our	~	cannot remember
2	call upon them	20	cannot say
Z	call upon us	~	cannot see
2	call upon you	1	cannot understand
-N	call your attention	P	can that
M	call your attention	~	can the
Ol,	Canadian Pacific	7	can there be
7	can be	~	can they
2	can be done	~	can you
7726	can be made	~	can you give
2	can have	n-	can you not
~,	can never	mg	can you not say
no	cannot accept	~-	can you remember
20	cannot account	~	can you remember the

or.	can you think	<u>`</u>	circular letter
mes.	can you think of anything	20%	city, county and
30	careful attention	7	City of Boston
3	careful considera-	is .	City of Chicago
~ I	car load		City of London
	car load lot	3	city ordinance
~	car load shipment	73	civil engineer
goo	case of this kind	2	civil law
Le	center rail	3	civil service
N	certificate of deposit	3_	civil service reform
	Chairman of the Committee	d	C. O. D.
1	Chamber of Com- merce	~	come to the con- clusion
de	Chancellor of the Exchequer	~	Common Council
4	Chancery Court		condition of things
n	Chancery Division	2re	confirming our wire
to	chattel mortgage	4	Conservative party
E	cheaper than	3	considerable attention
Ø.	Chicago & Alton	37	considerable importance
h	chief clerk	30	constitute and
9	chief engineer	39	Constitution of the United States

3	construe the	~	could not say
$\sim$	could be	~	could not see
1	could be done	Zu	counselor at law
1	could be made	20	counter claim
1	could be the	3	County Council
7	could have	7	course of busines
7	could have been	2/	credit department
~7	could not be	~	credit memoran-
1	could not be done	~	dum custom house

	D	10	descriptive catalog
po	day and night	1	did not
1	day before yesterday		did you
Pe	day letter	/	did you examine
8	day or so	1	did you have
0	day or two	12	did you have any
100	day or two ago	12.	did you have anything
	days ago	100	did you make
b	days' sight		did you mention
P	day time	17	did you not expect
1	deaf and dumb	Pro .	did you receive
	Dear Madam	13	did you see
(	Dear Miss	De	different creditors
	Dear Mr.	N.	different times
(4	Dear Mrs.	1	direct tax
1	Dear Sir	19	discount for cash
1	Dear Sirs	W.	distinct under-
4	deed of settlement	pre-	standing distinctly remember
jd L	defendant's testi- mony	Joh	distinctly under- stood
(	Democratic party	6	District Attorney

r	does not	and	do you call
se	does not allow	m	do you intend
Be	does not want	~	do you know
So	does that	10	do you know whether
1	does the	0	do you know
10	do that	Mo	whether or not do you mean to say
1	do the	no	do you remember
In	don't you know	m	do you want
pre	don't you remem- ber	his	draw on us
he.	don't you think	pes	draw on you
r	do not	1	dry goods
R	do so	1	dry goods depart
P	do this	tre	ment dry goods store
1	do you	re	during the year

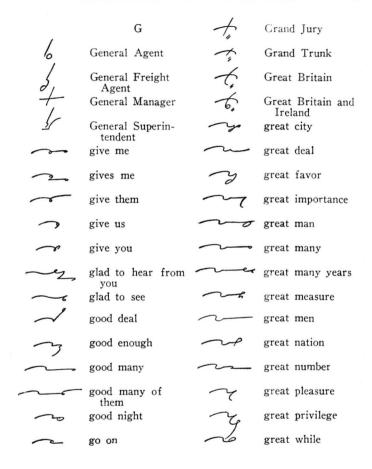
	E	9	
	£	3	every consideration
B	each of these	Jo	every day
2	each one	20	every day or $two$
2	each other	Zus	every direction
	early attention	2	every moment
フ	early information	h	every one
4	early reply	Le	every respect
3	eastern division	2	everything else
~	economical manner	2	exact moment
01	education depart- ment	2	exact time
7	electric company	2	examine this
0	electric iron	2~8	Executive Com-
0	electric wire	5	expecting to hear from you
1	endowment policy	6	expect that
~	enter into	Le	express cars
7	ever since	ξ	express charges
La	ever since then	8	Express Company
J	every attention	En	express money order
4	everybody else	26	extra discount

	F	22	find enclosed	4.	for a considerable	2	for collection
20	fact that	2/	fire department	2	length of time for a considerable	Ry	for different rea-
dia	facts of the case	2,	fire insurance	5	time for a considerable	4	sons foreign exchange
de	faster than	on	fire insurance company	V	number for a day	3	for example
Ju	father-in-law	2	first class	25	for a day or two	2	for him
2-31	fellow-citizens	2~	first class con-	fl	for a few days	4	for instance
R	few days	2	first class manner	} .	for a few minutes	d	for it is evident
2h	few days ago	2,	first instant	}	for a few moments	2	for its
200	few hours ago	7	First National Bank	}	for a few months	Les	for last month
2	few hundred	3	first question	}	for a few weeks	Le	for last week
2	few hundred	2	first place	2	for a good many	2e	for many years
2	few minutes	20	first rate	~	for a long time	Lea	for many years to-
20	few minutes ago	39	first stage	6	for a long time	2	form of agreement
2-	few moments	2	first time		past for a long time to	2	form of govern-
200	few moments ago	7	f. o. b.	2_6	come for a minute	2	ment for more than
2_~	few months	3	f. o. b. cars	2	for a moment	207	for my own part
20	few months ago	2	following morning	V	for and in con-	26	for my part
4	few weeks	gre /	for a certain length of time	Lace	sideration for a number of	2e	for next month
3	few weeks ago	84-	for a certain pur-	Lee	years for any length of	4	for next season
2/	few thousand dollars	3.	for a certain time	free	time for certain reasons	200	for next week

,		,	
4	for next year	2	for the fact
Hy -	for other purposes	3	for the first time
200	for quite a long	2	for their
2000	for quite a long time to come	Le	for the last
28	for quite a while	her	for the last month
34	for said purpose	20	for the last time
3	for sale	LA	for the last week
}	for several reasons	Les	for the last week
In 1	for some cause	LE	for the last year
2~	for some cause or other		for them
2	for some consider- able time	2	for the most part
2	for something else	Zer	for the next week or two
2/	for some time	な	for the past
1/6	for some time past	玄	for the past week
1	for some time to come	E	for the past week or two
Zer	for some years	と	for the present
b	for that	4	for the purpose
ks	for that reason	3	for the same rea-
16	for that time	2	for themselves
7	for the	Je .	for there has been

W			
W	for there is not	2	for you
4	for these	30	for your city
3	for these goods	2	for your country
V	for the time	2/	freedom of speech
1	for the time being	2/6	freedom of the
h	for this	2/4	people freedom of the
ng	for this case	4	press free of charge
m	for this cause	12	freight agent
mp	for this class	1/	freight department
m	for this company	2	from him
B	for this considera-	2	from his
カ	for this is the	2	from all
h	for this month	2	from our
nz	for this reason	2	from our agent
n	for this route	2	from our letter
W	for this time	20	from our office
n	for this week	2	from such
3	for us	20	from that
7	for which	26	from that time
La	for which accept thanks	2	from the

2	from them	2	from which
20	from this	4	from which the
2-31	from this station	2	from you
22	from this letter	20/	furniture department
2	from us	2	further than



	H	9	has done
6	had been	20	has given
1	had been done	26	has made
do	had been given	2	has no
66	had better	2	has not
6	had not	3	has not been
61	had there been	7 76 7/2	has not been able
9	half done	2	has not been done
92	half dozen	3	has said
ار	hand in hand	90	has that
06	hard to say	9	has the
5	has become	9	has their
	has been	3	has therefore
6	has been able	97	has this
	has been done	91	has to
6	has been given	7	has to be
6	has been going	9	has to be done
Liel	has been known	2	has to be given
4	has been made		have been
E	has been received	/	have been able

Y	have done	1	have you sent
},	have found	2	hear from you
2	have given	2	hear from you
2	have known	2	hear from you at
2	have mentioned	2	hear from you soon
2	have not been	Le -	heaven and earth
2	have not been able	7	he called upon you
26	have not received	00-	he came
2	have the	0	he can
4	have there been	7	he can be
2	have thought	2	he can have
15	have understood	~	he cannot
7	have you	7	he cannot be
1	have you been	2	he cannot say
2	have you men- tioned	S	he cannot see
200	have you given	2	he cannot under- stand
4	have you not been able	00	he can tell
20	have you received	0	he could
3	have you seen	$\mathcal{A}$	he could be
1	have you seen the	~	he could not

1	he could not be	7	he may have
	he did	-9	he might have
B	he does		he must
9	he finds	7	he must be
2/	he found	-	he must have
00	he gave	2	here and there
281	he gets	~~/	here mentioned
9	he gives	1	herewith please
	he goes	Z	herewith please find enclosed
A	he had been	2	herewith please find statement
2-6	heirs, executors, administrators and	ee-	her own
9	assigns he is	٠,	he says
عد	he is known	9/	he should
2/	he is said	~	he told me
ح	he is well known	E	he was
67	he knew	2	he was not
-4	he knows	<u> </u>	he will
-6	he made	2	he will ask
-03	he makes	7	he will be
0	he may	9	he will find

7	he will have he will say	ż Ž	House of Commons House of Lords
1	he would	2	House of Representatives
y	hither and thither	0	how do you know
6,	hope to be able		how long
,	hoping this will be		how many
2	hoping to hear from you		how many of the
و المحادث	hoping to hear from you soon		how many times
چ و	hoping to receive	07	how much
4	hoping you will favor	2	how much money
4	hoping you will find	0	how to do
4	hours ago	~~	human being

	I	I am surprised				
21	I always	س	I am told			
0	i am	07	I am unable			
2	1 am advised		1 am, Very respect- fully			
5	I am afraid	9	I am very sorry			
019	I am at a loss	2	I am, Very truly			
ark.	I am at a loss to know	<i>-</i>	I am willing			
ong	I am at a loss to say	I am at a loss to				
01	I am at a loss to	0	I am, Yours respectfully			
<u>-e</u>	I am aware	I am, Yours sin- cerely				
og	I am aware of the fact	I am, Yours truly				
00	I am concerned	9	I am, Yours very			
0)	I am confident	2	I ask			
<b>~</b>	I am directed	20	I ask that			
$\mathcal{A}$	I am disposed	6	I became			
2	I am of the opinion	5	I began			
02	I am sorry to hear	6	I begin			
060	I am sorry to learn	Sol	I begin to hope			
08	I am sorry to say	20	I begin to think			
on	I am sure it will be	I believe				

P				
64	I believe there was	00	I care	
6	I brought	0	I collect	
2	I call upon you	0	I conclude	
000	I call your atten-	2,	I confirm	
00)	I call your atten-	0/	I could	
0	tion to the fact I can	$\mathcal{A}$	I could be	
$\mathcal{O}_m$	I can assure you	0	I could not	
0	I cannot	I could not be		
07	I cannot be sure	8	I dare say	
07	I cannot possibly	80	I decline to say	
one-	I cannot remember	6	I demand	
00	I cannot say	60	I deny	
08	I cannot see	(1)	I desire to call your attention to the	
2	I cannot under- stand	6	I desire to thank you	
9	I can say	6	I do	
03	I can see	6	I do not	
01	I can't	9	I do not believe	
06	I can't say	600	I do not care	
016	I can't see	6	I do not consider	
one	I can't remember	6	I do not deny	

Ω	I do not judge	E	I expect that	
		2	if any	
0	I do not know	4	11 ally	
00	I do not like	7	if anybody	
64	I do not propose	2000	if anyone else	
6	I do not recollect	20	if any other	
67	I do not refer	2,	if anything	
6-	I do not remember	20	if at all	
6	I do not remember that	2	I feel sure	
68	I do not say	20	I feel sure that	
6	I do not see	3	if I can be	
6	I do not think	21	if I could be	
68	I do not under- stand	2	I find	
6	I do not want	7	if it be	
606	I do not want to	3	if it has been	
67	say I do not wish	2	if it is	
63	I do not wish to	2	if it may be	
60	I do not write	3	if it is possible	
67	I don't believe (See	2	if it is the	
<b>→</b>	other phrases under "I do not.") I enclose	r	if it were	
8	I expect	2	if it were not	

2	if it were possible	2	if we
2	if not	2	if we are
9	I forward	2	if we do
2	if possible	ze	if we do not hear
2	if so	gez.	if we do not hear from you
2	if that	2	if we had
3	if that is	3	if we have
2	if that is not	2.	if we think
k	if that will	2	if you
2	if the	2	if you are
2	if their	2	if you are in favor
2	if there are	2	if you can
79	if these	2	if you cannot
20	if they	2/	if you desire
2	if they are	2/	if you do not
2-	if they are not	20	if you do not care
3	if they have been	2°	if you do not hear
(2)	if this	2	if you do not know
3	if this is satisfac-	200	if you do not write
3	if this is the	200	if you do not write him

2000	if you do not write	25	if you want any		
2/2	if you do so	2	if you will		
20	if you do this	2	if you will be		
3	if you find	2	if you will favor		
20	if you give	2	if you will have		
2	if you give me	20	if you will make		
3	if you have	2,	if you will oblige		
3	if you have done	200	if you will only		
3	if you have had	3	if you wish		
2	if you have not	2/	if you would		
22	if you knew	2/0	if you would only		
he	if you know	00	I give		
20	if you may	0	I had		
2	if you mean	A	I had been		
2	if you must	7	I have		
2	if you must be	2	I have another		
2.	if you remember	2	I have asked		
20	if you take		I have been		
2.	if you think		I have been able		
2	if you want	09	I have been told		

I have come I have noticed I have decided I have not had I have desired I have not yet I have done I have received I have done so I have said I have done this I have taken I have the honor I have found I have the honor I have given to be I have today I have gone I have had I have to thank you I have known I have your favor I have laid before I have your letter I have listened I have your order Lev I have marked I hope I hope it will be I have never I hope to hear I have no desire I have no doubt I insist I just received I have not I have not been [ know I have not been [ know their able

in connection with

in connection with

in connection with

in connection with

in every respect in every question

in first-class condition inform me inform us inform you

in full settlement

in fact in favor

my

that

the

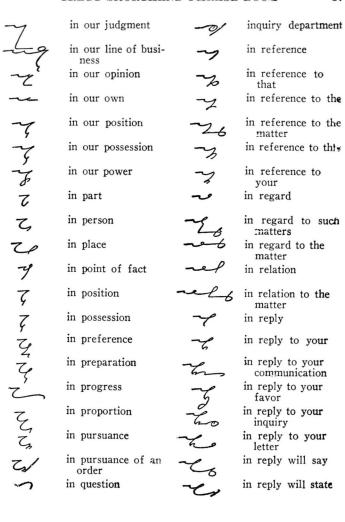
this in consequence in consideration incontestable policy indemnity policy in due course in due time in effect

•	Illinois Central		I must ask
	innois Central	02	I must ask
20	illustrated catalog	on	I must ask you
0	I may be	9	I must be
0	I may be able	05	I must confess
o Co	I may be told	000	I must give
00	I may go	0 8	I must say
9	I may have	0	in accordance with
00	I may hear from you	000	in accordance with
00	I may mention	or	in accordance with
09	I may not be able	S	in a day or two
9	I may not have	6	in addition
061	I may say	-6°	in addition to that
<i></i>	I meant	6	in addition to the
00)	I might have	-6m	in addition to this
00)	I might have been	フ	in advance
-67	immediate acceptance	2	in a few days
-6	immediate attention	2	in a few instances
-03	immediate con- sideration	2_~	in a few minutes
-ef	immediate reply	2	in a few moments
00	I move that	2_1	in a few months

GREGG SHORTHAND PHRASE BOOK

2	in a few weeks	20
-02	in answer to the	200
00	in answer to the question	2
-03	in answer to yours	-on
-03	in answer to your favor	3
The	in answer to your letter	-3
	in any	~
00	in any case	
7)	in any event	m
-8	in any way	
7	in a position	ユ
	in a systematic manner	1
5	in a week or two	Z
J	in behalf	2
9 7	in business	2
2.	in case you think	2/
~l	income tax	2
2	in comparison	2,
$\sim$	in conclusion	2,
2)	in connection with	3

7	in general	~)	in order to have		
	in good condition	~	in order to insure		
$\neg$ /	in good order	-1	in order to judge		
~	in his	-1	in order to observe		
_	in it	-6	in order to pay		
-09	in many cases	-16	in order to pre-		
-8	in my experience	-4	in order to pur- chase		
	in my mind	~	in order to receive		
-	in my opinion	-16	in order to say		
-6	in my position	-16	in order to see		
-	in my possession	~	in order to show		
	in my territory	-1	in order to under-		
-/	in order	-/-	in order to write		
~	in order that	-/-	in order to write		
- Ja	in order to answer	-	in order to write		
$\mathcal{A}$	in order to be	orb	I note what you say		
-6	in order to be able	~	in other words		
-1	in order to become	~	in our		
~	in order to deter-	7	in our favor		
-1	in order to do so	~.~	in our hands		



-66	in reply would say	70	insurance agent	6	in the matter	-30	in this city
	in respect	7	insurance company		in the meantime	ne	in this claim
-6	in respect to the	~	in that		in the meanwhile	son	in this connection
7	in response	_6	in that direction	-9	in the next place	M	in this country
-0	in return	Ra	in that line	-6	in the past	S	in this county
200	in settlement of account		in that manner	7	in the report	~~	in this court
3	in so far as	10-6	in that matter	6.0	in the sale of	SP	in this decision
2-	in so many	R	in that regard	2-	in the same man-	~	in this direction
2-3	in so much as	Se	in that respect	-19	ner in these	2	in this instance
ź	in spite	Jb.	in that time	-sl	in these days	~	in this manner
7	in such	S	in that work	200	in these times	2	in this market
3	in such a case	~	in the country	2	in the usual	26	in this matter
Z	in such a cause	~	in the county	7	manner in the usual way	No	in this respect
21	in such a condition	Te	in the course of a few days	7	in the way	-31	in this situation
7_	in such a manner		in the course of time	~	in the work	-3	in this state
7	in such a state	7	in the event		in the world	-3	in this way
7	in such a way	2	in the first instance	end	in the year of our Lord	_^	in those
7 7 70 70	in such cases	70	in the first place	~	in this	20	in those times
20	in such matters	-6	in the hope that	29	in this case		in time
V	in such times		in the market	n	in this cause	S	into consideration

P	into that	3	in your city
	into the	~_	in your letter
1	into the matter	-0	in your line
1	into these	29	in your line of business
M	into this	3	in your section
10	into your	6_	I presume
7	in vain	09	I quite believe
5	in view of the fact	2003	I regret to say
37	in which	0-35	I remain, Sincerely yours
70	in which case	9	I remain, Very cordially yours
7.	in which it is	0-2	I remain, Yours respectfully
74	in which it was	<u></u>	I remain, Yours truly
7	in which the	~	I remain, Very respectfully
7	in which they	9	I remain, Very
7	in which to do		I remain, Very truly yours
え	in which you are	0-	I remember
3	in which you have	0-6	I remember that
2	in which you will	0-	I remember the time
7	in which we	200	I return
_	in your	منه	is at hand

9	I say	9	I shall be glad to see
9	I say so	300	I shall certainly
27	I send back	3	I shall have
2	I send herewith	20	I shall make
عب	I send letter	2	I shall not
20	I send receipt	2	I shall not be able
2	I send you	2	I shall not be able to say
2	T send you en- closed	2008 2 3	I shall not pass
27	I send you state-	3	I shall see
مرو	ment I send you today	3,	I shall send you
2	I sent	90	I shall take
9	I shall	4	I should
9	I shall be	91	I should be
9	I shall be able	%	I should be able
69	I shall be glad	9/	I should be glad
9	I shall be glad to forward	My	I should be glad to forward
21	I shall be glad to have	9h	I should be glad to have
9)	I shall be glad to hear	% e	I should be glad to hear
ge	I shall be glad to know	9/_	I should be glad to know
2.	I shall be glad to receive	Mr.	I should be glad to see

%	I should be sorry	(200	is there anything
9)	I should have	n	is this
9/	I should have been	7	is to be
	I should like	كعز	is to hand
9	I should like to be	E	1 suppose
4	I should like to	007	I take pleasure
9	I should not	6	I thank you
4	I should not be	0)	I thank you for
4	I should not have	Ż	it has
2/3	I should not say	9	it has become
Z	is it possible	Z	it has been done
6	is it possible that	6	I think
75	is it necessary	01	I think it will be
7	is it not possible	07	I think this is the
26	is made	ory	I think this will be
2_	is not		I thought
28	is received	1	ıt is
po	is that	n	it is because
~	is the	~	it is not
v	is there	N	it is ordered

1	it is possible	07	it seems to be
3	it is probable	0	it seems to have
(100	it is quite neces-	2	it seems to me
8	it is said	0	it seems to them
1	it is some time ago	0 3	it seems to us
N	it is the	1	it shall be
W	it is your duty	1	it shall be done
1	it may be	4	it was
16	it may be made	N	it was done
16	it may be that	N	it was not
1	it must be	8	it was said
((	it must be done	N	it was the
()	it must have	3	it was understood
((	it must not be	~	it will
8	I told	~	it will be
6	I told him	7	It will be a great
5	I told them	7	pleasure it will be con-
On .	I told you	2	sidered it will fail
1	it ought to be	7	it will have
7	it ought to have	4	it will not be

ny	it will reach you	2	I will inform him
M	it will receive	2	I will inform them
~	it will require	2	I will inform you
	it would	ever	I will let you know
1	it would be	9	I will not be able
or	I understand	مه	I will only
90	I understood	es	I will send you
2	I want	0	I wish
~	I want to know	200	I wish to call your attention to the
06	I want to say	6	fact I would
ę	I was	69	I would advise
ee	I was not aware	6	I would be able
e	I was not sure	6	I would be pleased
0	I went	8	I would like to
0	I will	6	I would like to
en	I will ask	6	I would like to see
es	I will ask you	66	I would not be able
4	I will be	6	I would not be sure
4	I will be able	6	I would say
6	I will have	es	I wrote you

Jesus Christ

job lot

joint stock company
judgment of God
just as well
just as well as

just as well as no justice of God

Justice of the Peace just mentioned

just now

just received

just taken

	K	des	kindly let us hear from you
3	kind favor	od.	kindly note
D	kind letter	ae	kindly remit
3	kindly advise	od'	kindly return
900	kindly consider		Know all men
2	kindly give us	-wy	Know all men by these presents
asi	kindly iet us know	- 6	known fact

	L	9	learned judge
0	ladies and gentle-	-do	least possible delay
9	large number	2	left hand
7	larger than	1	legal department
L	larger than that		legal tender
es.	last meeting	L	less and less
es	last month	4	less than
Lo	last night		let him
In	last of this week	مس	let me
-f	last session	س	let me know
4	last time	محسف	let me tell
L	last week	Les/	letter of recent
L	last year	<i>پ</i>	let us
مع	later than	4	let us go
de	later on	7	let us have
Q	latter part	Lez	let us hear from
w	law and order	مع	let us know
<u> </u>	lawful money of the United States	3	let us say
U g	lawful money of the United States of	4	Liberal party
سي	America learned friend	-go	life and death

ے	life insurance	~	long ago
en	life insurance com-	V	long past due
G	line of business	~	long time
محم	line of credit		long time ago
en	line of work		long time due
4	list price	مسل	look into the mat-
La	list prices	J.	Lord Chancellor
a,	list price delivered	4	loss and damage
-	little more fully	Je .	low price
	little or no	Le	lower price
ہس	little or nothing	-yo	lowest price

	M	6	may be able
-0/	magazine department	6	may be done
_e/	mail order	7	may be given
_0//	mail order depart-	ラ	may be sure
-00	make that	4	may have
-01	make the	7	may have cause
-0	make them	-	may not
-00	make this	7	may not be
-07	make us	7	may not be correct
-00	make way	7	may not have
-9	man of business		member of Parlia- ment
	many of them	7	member of the bar
	many of these	2	member of the board
	many of those	7	member of the cab- inet
	many times	-8	member of the committee
en	many years ago		member of the House of Com- mons
	market price		member of the House of Lords
-	market value	7	member of the legislature
-	Master in Chan- cery	7	member of the op-
7	may be	-6	members of the bac
		•	

	N	60	next election
E	National Express Company	-	next month
É	National Govern-	-6	next place
-5"	nature of things	F	next session
T	navy department	-6-	next thing
-	nearer than	-0	next time
-63	necessary attention	-6	next week
3	necessary informa-	E	next year
-6	neither of them	7	no better than
-de_	net premium	-0	no doubt
-26	net proceeds	red	no less
3	New England	-	no less than
~	New York	~	no longer
- the	New York Central	~~	no longer than
4	New York draft	~	no more
7	next best	~	no more than
7	next best thing	-	no more than that
8	next day	~	no one
-08	next day or so	m	no one else
-00	next day or two		North America

-7	northern division	~	not less than
4	Northern Pacific	-2.0	not only
~	nothing else	-0	not only that
di	nowhere else	-0-	now and then
	no, sir	00	now that
-4	Notary Public	0)	now therefore
(-			

	О	7	of importance
w	of all	9	O. K.
<u> </u>	of all men		of many of them
~	of any	~	of my
40	of any kind	n	of one
~	of course	w	of our
and .	of course it is	ac	of our own
on	of course it is not	ny	of our own price
ari	of course there is	5	of such
~	of course they	P	of that
J.	of course they have	w	of their
on	of course they will		of them
m	of course you can	B	of these
7	of course you have	0	of this
Ź	of course you have	Ng	of this case
7	of his	3	of this city
2	of his condition	20	of this kind
2	of his country	3	of this question
2	of his own	n	of this year
*	of his time	n	of those

P			
	of today	600	on account of the way
W	of what	us	on account of this
7	of which	000	on acount of those
7	of which it has	29	on arrival of ship- ment
"X	of which it is	7	on behalf
3	of which they have	7	on business
20 49 4	of which we have	\	once in a while
13	of which you have	nd	once or twice
0	of you	2	one another
z	of your city	n	one of our
ne	of your claim	~	one of the
mo	of your trade	7	one of the best
607	on acceptance	26	one of them
5	on account of	7	one or both
000	on account of my	2.	one thing
000	on account of that	~	one time
Cos	on account of the fact	2	on file
000	on account of their	2	on hand
60-0	on account of the	ces.	on hearing from
079	on account of these	ce	on her part

eg	on her side	201	on that question
-	on him	-9	on that side
~	on his	~	on the contrary
7	on his part	4	on the dollar
~	on it	2	on the first occa-
-	on my account	alg	on the last occa-
-6	on my part		on them
4	on or about	_	on the market
g	on or after	~	on themselves
e	on our		on the next occa-
J	on our behalf	~	on the one hand
ey	on our books	36	on the one side
ence	on our line	~	on the other hand
ay	on our part	46	on the other side
uf	on receipt	To	on the present oc-
ng	on receipt of which	Z	on the principle
6	on sale	-	on the question
D	on that	<u>~</u> 9	on these
م	on that day	2	on these conditions
4	on that occasion	26	on these matters

esa	on these occasions	4	on your market
L97	on these things	w	on your letter
7	on the subject	of	one-half
دز/	on the whole	~	one of my
~	on this	~~	one of the most
9	on this account	29	one of these
S	on this case	2gl	one of these days
ne	on this claim	~	one of those
no	on this class	~	one or two
$\mathcal{A}$	on this date	~	one or two ques-
na	on this line	7	on which the
26	on this matter	7	on which we are
Ng	on this occasion	7	on which you have
S	on this question	19	on which you will
3	on this side	d	order blank
Si	on this thing	100	order will receive
~	on those	م	or rather
	on time	1	other than
-	on you		ought not
no	on your line	1	ought to

1	ought to be	Co	our personal atten-
6	ought to be able	Ton	our prompt and careful attention
4	ought to be done	To	our prompt atten-
B	ought to do	00	out of that
1	ought to do some business	0	out of the
	ought to do some- thing	080	out of the city
2	ought to have	00	out of the country
1	ought to have been	0	out of the question
2	ought to have done	01	out of the state
De la constantina della consta	ought to know	On	out of the world
	ought to make	0	out of town
16	ought to receive	8"	out of your
6	our best attention		over and over again

	P	Con	per week	مـم	please remember	حو	please write us
a	paid up policy	Ce	per year	Ces	that please remit <b>us</b>	$\leftarrow$	P. M.
8	particular attention	5	personal attention	$\sim$	please return	9	point of fact
Cono	part of your trade	9	please advise	4	please say	g	point of view
6	past week	9	please advise me	C	please see	34	police department
6,	past week or two	9	please advise us	Can	please send check	6	postal card
EV	people of God	Jag of gran	please ask	$\subseteq$	please ship	(/	postal money order
En	people of this	8	please find	CV	please ship at once	4	Postmaster Gen-
E	people's party	S	please find enclose	C	please ship goods	6	eral post office
4	per barrel	5	please forward	<u></u>	please ship me	(4)	post-office depart-
4	per bushel	$\subseteq$	please give	Cal	please ship me at	4	ment post paid
2	per cwt.	C	please give me	5	once please ship us	fo	power of attorney
$\mathscr{L}$	per dozen	C3	please give us	Com	please ship us at	6-0	premium rate
5	per gallon	000	please give this	C	once please state		present time
6	per hundred	$\overline{}$	please let	Ca	please wire	Cens	President of the
<u></u> ;	per minute	Cez	please let us hear from you	ر ب	please wire	Ce	United States pretty well
C	per month	Cou	please let us know	Cas	promptly please wire us	4	price list
6	per share	$\subset$	please look	Co	please write	9	prima facie
Son	per steamship	0	please order	C-0-	please write him	-	printed matter
4	per thousand	<u> </u>	please remember	Ca	please write me	6	prisoner at the bar

prompt attention
proof of claim
pro rata

prove to your satisfaction purchase money

purchasing depart ment

Q quite a little

Question at issue quite a number

question of time quite a while

quick enough quite likely

quicker than quite right

quite a few quite sure

	R	Lo	replying to your kind
y	railroad business	L	replying to your letter
مرث	railroad train	4,	Republican party
0	rate of interest	$\mathcal{L}$	Respectfully yours
<u>~</u>	rather than	J.	rest assured
4/	recent date	2	right and left
Ze	referring to your		right and wrong
7	referring to your letter	کی	right hand
7/	reterring to your orde	er ec	right or wrong

	S	2	seems to say
94	Safe Deposit	<del>ی و</del>	seems to us
26	same side	4	selling price
25	sample copy	200	semi-annual divi-
8	satisfactory manner	ara-	send this remit-
nf	school board	ود	send us
nts	school board com- mittee	مه	send you
re	season of the year	32	set forth
on on	Second National Bank	Il g	several days ago
2	second place	2	several hundred
one	Secretary and Treasurer	ال	several hundred dollars
20"	Secretary of Agriculture		several months ago
23	Secretary of State	29_	several occasions
2	Secretary of the Interior	P	several times
and	Secretary of the Treasury	/	shall be
on	Secretary of War		shall be able
of	Secretary of the Navy	6,	shall be glad
7	seems to be	7	shall be glad to have
20	seems to make	77	shall be glad to hear
~~	seems to me	J.	shall be glad to

/	shall be glad to	10	should not say
Jus	shall be glad to see	16	should say
5	shall have	16	should you think best
7	shall not pass		should you wish
	she had	0	side by side
d	she is	رد	Sincerely yours
1	shipping depart-	arb	since that date
4/	ment shoe department	and	since that day
مر	shorthand writer	200	since that time
1	should be	ens	since this case
6	should be able	203	since this is
1	should be done	2	since then
1	should be glad	-	six months
Lu	should be glad to	桑	so and so
1	should be made	3	so as to
0	should have	3	so as to get
1	should have been	300	so as to give
2	should have done	30	so as to make
1	should not be	بح	so as to receive
1	should not have	3	so far as

2			
2,	so far as I can	-5	some person
L	so far as I know		some reason
~	so long ago	2	something else
4	so long as		something like
	so long a time	2_1	some things
	so many	1	some time
-	so many times	1	some time ago
~	so much	1	some time before
26/	soliciting your	1	some time or other
20	some difficulty	202	some weeks ago
20	somehow or other	~en	some years ago
2_~	some of the	200	somewhere else
	some of them	~	so much
2_0	some of these	20	son-in-law
20	some of these days	20	sooner or later
2	some of those	20-	sooner than
	some one	20	so that
2	someone else	R	so that will
2	someone or other	u	so there is
2	some other person	w	so there is not
•			

		5,	
2	so there must be	56	subject to my order
se.	so there were	my.	subject to your
w	so there will	4	subject to your order
any	so there will be	20	subscribed and sworn to
y	so to speak	}	such as
V9	southern division	L	such as it is
mt,	Southern Pacific	£	such as may be
39	southwest division	6	such as that
27	southwestern division	5	such as this
6	special agent	5	such as this is
E	special attention	4	such cases
1	Standard Oil Co.	5	such consideration
1/	state department	4	such may be
La	State of New York	2	sum of money
11	state of things	۷	sums of money
10	statement of ac-	<u>,</u>	supreme court
70	state of mind		systematic manner
4	subject matter	う	system of govern- ment

	T	9	that can be
00	take into considera-	9	that can be done
20	take part	19	that is
0	take them	P	that is all
Du	tariff law	120	that is given
Ry	tariff reform	120	that is my
ese	telephone and telegraph	12-6	that is my opinion
8	tell us	12	that is not
	ten days	12.	that is nothing
	ten days ago	2	that is not possible
~	thank you	12	that is not the
9	thanking you for	20	that is not the
2/	thanking you for the order	12/	that is not the ques- question
D	thanking you for your attention	3	that is said
29	thanking you for your careful attention	9	that is to be
20	thanking you for your kind attention	3	that is to say
2/	thanking you for your order	0	that it is
~	than the	61	that it must be
R	that are	104	that it was
R	that are not	de	that it was not

of	that may be done	6	that time
100	that that	R	that was
6	that the	R	that was the
N	that there	R	that will
d	that there is	Ry	that will be
al	that there is <b>not</b>	R	that will be done
py	that there was	2)	that will have
69	that these	6	that would
6	that they	de	that would be
o,	that they are		the day and year
0	that they had	ng	the latter part
9	that they have	N	the loss of time
9	that they have been	20	the only difference
6	that they will	de	the only time
01	that they will be	B	the only way
are	that they will re-	d	the order
6	that this	1	their own
03	that this is	~	there are
PL	that this is not		there are many
63	that this is the	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	there are many things

m	there are some things	ny	the right honorable gentleman
9	there has been	n	these things
7	there have been	2	these will
(10	there is only	2/	these will be
1	there may not	2	the time
-9	there might have		the time of pay- ment
-9(	there might not be	1	the time you men-
7	there must be	~	the whole
7	there must have	$\sim$	they are
1	there shall be	~	they are not
M	there should be	Z	they are of the opinion
4	there was	m.	they are willing
W	there was not	ng	they are willing to have
مع	there were	6	they can
e	there were many	6	they do not (See other phrases under "I do not")
2 60	there were many things	d	they don't (See other phrases under "I do not")
220	there were some things	6	they had
~	there will	8	they had not
7	there will be	2	they have been
H	there would be	12	they have done

9	they have known	~	they were not
2	they have not yet	~	they will
2,	they have said	~	they will be
49	they have seen	~	they will be able
300	they make	~	they will forward
0	they may be	~	they will have
-6	they may be able	~	they will not be
003	they may consider	~	they will reach you
0	they may not	d	they would
06	they might not	1	they would be able
0	they must	L	they would be glad
7	they must be	6)	they would have
9	they must have	6	they would have
ý	they ought to be	2	they would like to
7	they ought to be	1 ne	they would like to
2	they ought to be	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	they would like to
m)	they ought to have	6	they would receive
Jamos .	they tell me	4	they would require
6	they think	2	Third National Bank
~	they were	3/1	third place

0	this account	3	this is done
2	this can	3	this is necessary
7	this can be	2	this is not
my	this can not be	3	this is the
3	this case	2	this is their
3	this cause	2-	this is well known
Zo	this city	00	this kind
ne	this claim	26	this matter
ne	this class	20	this may be
nez	this class of goods	26	this minute
my	this clause	2_	this month
2	this company	2	this morning
3	this consideration	n	this note
m,	this country	$\alpha'$	this order
1	this date	2	this question
P	this day	Rz	this reason
1	this defendant	2	this seems
n	this indenture	3	this session
3	this is	3	this state
29	this is an occasion	or.	this thing

	this time	M	to all concerned	W	to call his attention	2	to feel
.,	this way	0	to any	T.	to call upon you	2	to find
3	this week	0	to anyone	my	to call your atten-	2	to furnish
2	this will	m	to anyone else	Lus	to call your atten- tion to the fact	Mg	to get
1	this would be	Con	to any other	m	to come	100	to give
10	this would perhaps	0	to any question	July 1	to conclude	~	to give him
NY	E 12		to ask	P	today or tomorrow	Mario	to give me
R	this year	3			to deal with me	1	to give us
30	thoroughly under- stood	Am	to assure you	100	to deal with the	10	to give you
فكرو	three days' sight	Amo	to assure you that	M	matter to develop	~	to go
1	three or four	1	to be	Sol	to dictate	4	to have
Sl	three or four days	6	to be able		to do		to have and to hold
2_	three or four	1	to become	N	to do so	2	to have been
3	three or four weeks	5	to begin	1		2	
مثد	through the	1	to believe	1	to do something	2	to have done
M	through this	1	to be done	1	to do the best	2	to have had
16	time to pay	1	to be sure	no	to do this	2	to hear from you
189	to a certain extent	4	to bring		to draw	<u></u>	to him
1	to a considerable	1	to buy	7	to enable	1	to his
مر	extent to a great extent	6	to call	7	to enforce	N	to his attention
M	to a large extent	~	to call attention	2	to favor	pe	to honor
9							

1	to it	6	to my account	8	to sell		to them
1	to judge	0	to my attention	3	to send	M	to these
m	to keep	100	to my credit	30	to send a repre- sentative	1.	to think
C	to know	~	to our	3-	to send him	N	to this
M	told you	4	to our agent	2	to send them	ma	to this claim
~	to learn	no	to our place	20	to send us	m	to this conclusion
~	to leave	6	to pass	2	to send you	m	to this question
Les	to let us know	6	to pay	1	to ship	M	to those
~	to like	C	to place	3	to ship us	no	to try
~	to lead		to please	1	to show	No.	to turn
~	to look	6	to prevent	20	to some extent	13	to us
6	to make	4	to put	1	to speak	1	to which
1000	to make a motion	~	to reach	1	to such	2	to which you refer
On	to make known	1	to receive	1	to such an extent	20	to which your at-
_	to many of them	<u></u>	to remain	10	to take	ho	to which your let- ter
1	to many of those	~	to reply	M	to talk	Les	to which your let- ter refers
	to me	~	to represent	P	to tell	2	to which your
	to mean	6	to say	P	to that	m	to whom
	to meet	2	to secure	m	to the conclusion	me	to whom it may
	te my	16	to see	N	to their	mg	to whom these presents
							Processes

		/.	
~	to work	m	transportation company
~	to write	~{/	treasury depart- ment
10	to write him	my	trust company
~	to write me	No	trusting that
~9	to write us	1623	trusting to hear from you soon
pi	to you	m	trusting you will
me	to your credit	N	two or three
3	to your satisfaction	rel	two or three days
L	traffic manager	No Me	two or three months

	U	6	upon the
2.	under any	6	upon them
31	under cover	Le	upon receipt
2/	under date	609	upon that occasion
3	under separate	4	upon the subject
7	under the	a	upon the whole
of.	Union Pacific	9,	upon which
w	United Kingdom	1	up to date
~6°	United Kingdom of Great Britain and	6	up to that
8,	Ireland United States	26	up to that time
3	United States Government	2,	up to the
3,	United States of America	2/	up to the date
3_	United States Mail	20	up to the day
1	up and down	2/	up to the time
4	upon his	3	up to this
4	upon our	4	up to this time

		)	TT
	V	9	Very respectfully yours
2	Very cordially	2	Very sincerely
2	yours very glad	4	Very sincerely yours
2	very glad to have	2	very soon
2/	very long time	/	Very truly
2	very many	h	Very truly yours
2	very much	2	very well
2	Very respectfully	1	vice versa

	W	27	we are in posses-
3/	war department	ai,	we are in receipt
5	was considered	and	we are in receipt of an order
4	was done	ay	we are in receipt of your check
80	was it right	eu	we are in receipt of your letter
W	was not	and	we are in receipt of your order
40	was that	24	we are of the opin-
8	was the	2	we are not
2	ways and means	ac	we are pleased
9 28	Ways and Means Committee	e e	we are pleased to hear
21	we always	2 v	we are pleased to know
2	we are	20	we are pleased to say
2	we are advised	26	we are pleased to see
20	we are afraid	20	we are pleased to state
20	we are aware	26	we are prepared
2eg	we are aware of the fact	240	we are sending you
2	we are enclosing	21	we are sorry
2	we are favored	2h	we are sorry to hear
27	we are in a posi- tion	2ha	we are sorry to learn
22	we are informed	2hg	we are sorry to report

2g	we are sorry to	2	we can have
21	we are sure	on	we can not
20	we are sure that	Such	we can not possibly
27	we are unable	200	we can not see
2)	we are very sorry	are.	we can not sell
2	we are very sorry to hear	3	we can see
2	we are, Very truly	2	we confirm
a.	we are willing	23	we consider
ero.	we are writing	230	we consider that
es	we are, Yours respectfully	2	we could
21	we are, Yours truly	M	we could be
20	we ask that	2	we could have
2	we ask your atten- tion	2	we could have been
300	we assure you	2	we could not have
Ĉ	we believe	26,	we decided
25	we call upon	of a second	we declare
2	we can	80	we deny
27	we can be	of a	we desire
2008	we can get	8	we desire to say
~	we can go	8	we desire to thank

1	we did	20	we give you
16	we did our best	2	we had
1	we do	)	we have
7	we do not		we have been
8	(See other phrases under "I do not") we doubt	29,	we have been able
200	we doubt that	3	we have decided
no	we duly received	7	we have done
of a	we don't	3	we have done so
1	we don't know	35	we have done our best
7	week or so	30	we have given
~	week or two	4	we have known
0	week or two ago	73,	we have never
3	weeks ago	4	we have no doubt
2	we enclose	2	we have not
2	we enclose copy	73	we have not been
23	we enclose state- ment	73	we have not been
7	we expect	30	we have now
2	we feel	Lag	we have received
2	we feel sure	1	we have the
3	we find	2	we have the honor

						THE THIRD	35 BOOK 35
30	we have today	26	we may say	2-	we remain, Yours respectfully	3	we shall be pleased
2	we have your letter	20	we might have been	2	we remain, Yours	13	we shall have
1/	we have your order	2-1	we must	2	we remain, Yours very truly	20	we shall make
?	we hope	2	we must ask	20	we remember	2	we shall not
2	we hope you will be	2-5m	we must ask you	2,	we replied	2 (2)	we shall not be
کے	we intend	2	we must ask your attention	27	we represent	2	we shall not be
25	we knew	2-5	we must be	20	we respectfully	3	we shall send you
20	we know	29	we must confess	260	we respectfully call your attention	307	we shall take pleasure
20	we like	200	we must give	20	we return	4/	we should
J	well-known fact	2,	we must have	3	we say	W.	we should be
2	we look	26	we need	3	we send herewith	36	we should be able
26	we made	21	we note	3	we send you	W.	we should be glad
20	we make	26	we note what you say	3	we send you today		we should be pleased
200	we make the	2eg	we realize	3/	we sent you	a/	we should like
20	we may	26	we receive	9	we shall	a/6	we should not be
2	we may be	20	we regard	9	we shall be	20	we take
2	we may be able	20	we regret	2	we shall be able	3.5	we thank you
2	we may be sure	203	we regret to say	9	we shall be glad	23	we thank you for
2)	we may have	2	we remain	3	we shall be glad to hear	g.	we think
20	we may not be able	2/2	we remain, Very truly yours	3	we shall be glad to receive	and .	we think this will be

g-	we told him	2/	we will forward
des	we told you	2	we will have
m	we took	a e	we will let you know
re	we traced	201	we will not accept
no	we tried	27	we will not be able
gri	we trust	26	we will pay
go	we trust that	24	we will probably
ga	we trust you will	206	we will say
3/	we understand	26	we will see
30	we understood	21	we will ship
کرھ	we want	2	we will ship at
2	we want to be	2/1	we will ship you
2)	we want to have	24	we will ship you at
are	we want to know	2	we will therefore
2	we will	71	we wish
20	we will allow	al	we wish to do
200	we will allow you	3	we wish to have
21	we will be able	20	we wish to know
26	we will be pleased	3	we wish to say
2	we will be sure	1	we would

what a lot we would advise what are necessary we would be what are you we would be able what did you find we would have been what do you know we would have been able we would have had what do you mean we would like to what do you mean by saving what do you mean we would like to by that have what do you think we would like to know what do you want we would like to what has been we would like to sel1 what has been done we would not be what is we would not be able what is called we would probably what is that 10 we would request what is the we would require we would respectwhat is this fully what is to be done we would say what is your we wrote you business what must be we wrote you that

~	what right	3	when you first
1	what shall be	9	when you go
	what to do	フ	when you have
	what to do in the matter	2	when you have done
M	what took place	2	when you have done so
N/	what was said	2	when you have given
	what you can do	7	when you have seen
2	when I see	500	when you next
of	when I was	or	when you told
~	when the	-	when you told him
مہ	when they	0/0	when you told me
-9	when they have	0/9	when you told us
2	when they have	01	when you would
94	when was	0	where are
~	when you	0	where did
02	when you are	01	where is
• • • • • • • • • • • • • • • • • • • •	when you came	Op	where is that
~	when you can	00	where is the
0	when you cannot	06	where is your
2	when you consider	d	where it is

de	where it was	}	which is
07	where it will be	10	which is now
04	where was	Seg	which is the only
ces	where were you	h	which it is
<b>-</b>	whether or not	4	which it is believed
1	which are	W	which it is not
4	which can	4	which made
6	which has been	400	which makes
6	which has been done	4	which may be
4	which has never	4	which might have
4	which has not	407	which might not be
dy	which has not been	4	which must be
(d.	which has nothing	4	which must be
do	which has now	1/b	which that
}	which have	1	which the
3	which have done	6	which they
3	which have had	1	which they had
1	which have not	66	which was made
2/	which have taken place	4	which was never
Py	which have the	W	which was not
1			

6	which we	hop	which you may be
by	which we consider	hy	which you may
by	which we consider to be	3	which you sent
(_	which will	4	which you will
Ly,	which will enable	Lis	which you will re- ceive
4	which would	ho	which you will see
1	which would be	h.	which you wish
1	which would be done	4	which you would
7_	which would have been	i-	who are
	which would not	in	who can
1	which would not be	in-	who can not
4	which you	~/ 	who could
6	which you can	in	who could not
ha	which you can not	1	who do
he	which you claim	<i>;</i> /	who had
5	which you have	/	who have
1	which you have	1	who have done
3	which you have not	20	who have tried
3	which you have not	j	who is
ho L	which you may	2	who is not

why did who is now why do who makes why have who may who may never why not who might why will why would who must be who say will be will be able who should will be done who should have who told him will be duly considerec' will give who told you will have who was who will will have been who will be will have due consideration will have no doubt who would who would be will not who would have will not be who would not will not be able whole lot will reach you why are will receive

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will you be kind with only with these men would be would be would be would be would be will you consider with our with our with this case would be will you kindly with reference with this company would be with this company with this company would be with the would be with	e glad to e glad to e glad to
the matter  will you kindly with reference with this company would he	
6 able	ave been
will you please with reference to that with this firm would be will you please say with reference to the with this matter would be	
will you send with reference to the matter with regard with us would be with us would be with what would be would be with what would be would be would be with what would be with what would be would be with what what we would be with what what what we would be with what what what what we would be with what what what what what we would be with what what which we would be with what what which we would be with what which we will be with which which which we will be with which which we will be with which which which we will be with which which which we will be with which which which which we will be with which which which which which which which we will be with which will be with which which which will be with which which will be with which which will be with	ot be
with which would be with regard to the matter with relation with which it is would be would b	ot say
wish to go with respect with which it is would in the wish to have with respect to the matter wish to say with that with which it was would say with that	ee
wish to say with that with you write he with all with him with the would be write me with him with the would be write me	e

	Y	N	you are prepared
a)	years old	7	you are probably
8	year or two	269	you are requested
	year or two ago	~0	you are right
~	years ago	y	you are supposed
6	years and years	~	you are sure
Jo	years of age	me	you are wrong
be	yes or no	2	you ask
a	yes, sir	2	you can
~	you always	7	you can be
~	you are		you can do
2	you are advised	M	you can do this
re	you are aware	$\sim$ $\sim$ $\sim$	you can do so
rej	you are aware of the fact	my	you can get
rej	you are hereby	mg	you can give us
re	you are hereby summoned	$\gamma$	you can have
17	you are in a posi-	Ý	you can have no
7	you are in posses-	2	you can have the
٠ ٢	you are not	m	you can never
Z	you are not obliged	n	you cannot

my	you cannot be	1	you did not
my	you cannot be sure	18	you did not say
2	you cannot say	1	you do
m²	you cannot see	1	you do not (See other phrases under "I do not")
23	you can state	1	you do that
~	you can tell	1	you don't (See other phrases under "I do not")
~	you can understand	~	you employ
~	you could	20	you gave
$\sim$	you could be	~~	you gave me
~)	you could have	~	you give
M	you could have been	~	you give him
	you could not	~ 3	you give us
$\sim$	you could not be	1	you had
$\sim \zeta$	you could not be sure	1	you had not
$\sim$	you could not have		you have
m/8	you could not say	2	you have been
2	you could not see		you have been able
14	you could not un- derstand	0/	you have done
1,	you desire	for	you have doubtless
1	you did	y	you have had

you must go	res	your letter of re-
you must have	reg	your letter reached me
you must recollect	res	your letter received
you must say	2	your many favors
you must see	29	your message
younger than	20	your name
young man	1	your order
young woman	16	your order received
you notice	$\sim$	your order will have
your attention	100	your order will receive
you refer	~	your question
you represent	Y	your reply
your insurance	Les	your reply to my letter
your kind attention	3-	your statement
your kind attention	e	your telegram
your kind attention	2	Yours faithfully
your kind attention	3/	yours of today
your kind letter	~	Yours respectfully
your letter	3	Yours sincerely
your letter in reply	1	Yours truly
	you must have you must recollect you must say you must see younger than young man young woman you notice your attention you refer you represent your insurance your kind attention to the matter your kind attention to this your kind attention to this matter your kind letter your letter	you must have you must recollect you must say you must see younger than young man young woman you notice your attention you refer you represent your insurance your kind attention to the matter your kind attention to this matter your kind attention to this matter your kind letter your letter

2			
5	Yours very sin- cerely	7	you will be able
1	Yours very truly	7	you will be sorry
3	you see	3	you will be sure
2	you shall not	2	you will feel
7,	you shall not be	y	you will find
1	you should	2	you will find en-
N	you should be	7	you will have
2	you should be sure	we	you will let us
2)	you should have	~	you will not
1	you should not	7	you will not be
1	you should not be	4	you will not be able
N.	you think	~	you will note
~	you told him	ny	you will observe
10	you told me	~ E	you will pardon
N	you want	25	you will probably
2)	you want to have	مره	you will readily
20	you want to know	N	you will readily understand
~	you will	~	you will receive
Leo	you will arrange	~ 6	you will see
7	you will be	~	you will understand

you wish
you would have been
you would have no
you would be
you would be able
you would be sure
you would not be
able
you would have