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shorthand is an abbreviated symbolic writing method that increases speed and brevity of writing as compared to longhand a more common method of writing a language the process of writing in shorthand is called stenography from the greek stenos narrow and graphein to write

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shorthand click here to see full size table a system for rapid writing that uses symbols or abbreviations for letters words or phrases among the most popular modern systems are pitman gregg and speedwriting besides being known as stenography close little or narrow writing shorthand is sometimes called tachygraphy swift writing and

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shorthand is any system of rapid handwriting which can be used to transcribe the spoken word shorthand systems use a variety of techniques including simplifying existing letters or characters and using special symbols to represent phonemes words and phrases

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gregg shorthand is a system of shorthand developed by john robert gregg in 1888 distinguished by its phonemic basis the system prioritizes the sounds of speech over traditional english spelling enabling rapid writing by employing elliptical figures and lines that bisect them

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pitman shorthand is a system of shorthand for the english language developed by englishman sir isaac pitman
1813 1897 who first presented it in 1837 1 like most systems of shorthand it is a phonetic system the symbols do
not represent letters but rather sounds and words are for the most part written as they are spoken 2

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shorthand is a writing method that uses symbols abbreviations and shortcuts to represent words and phrases it is
primarily used for fast note taking transcribing dictations or during interviews

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firstly writing in shorthand is much quicker than standard writing standard handwriting reaches speeds of 20 to
30 words per minute which is too slow to record someone speaking the average shorthand speed of some people
has been recorded at over 200 words per minute this makes shorthand better for taking notes

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you from a pen and paper taking notes is fundamental to the study process and sometimes you are expected to
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the gregg shorthand dictionary contains the following indispensible features 1 a list of the 19 000 most
frequently used words in the english lan guage the words for which the shorthand forms are immediately obvious
have been omitted 2 many past tenses plurals and other derivative forms that were not

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invented by sir isaac pitman an english educator the pitman shorthand method was first published in 1837 as stenographic sound hand pitman s system classifies the sounds of a language into basic groups and makes use of simple abbreviations for rapidity consonants are drawn from simple geometrical forms straight lines and shallow curves

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ring binder tabs can be printed from the pdf print your own shorthand notepad the 150 headwords plus the 70 most used short forms cover approximately 80 of everyday speech these 70 short forms are shown separately at the end of the list the blue headwords are ordered according to the first stroke phrases are unvocalised except where

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english has some set of signs alphabet to record the words shorthand also has some set of geometrical signs like longhand the shorthand signs also can be read back later or put them back in longhand words shorthand stenography is learnt by constant regular and vigorous practice

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