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## Basics of Pitman Shorthand:

Originally, the shorthand was written with old-fashioned pens which had nibs. This made it easy to write both light and heavy strokes. With a pencil, your light stroke should be a fine line on the paper, and a heavy stroke should be only a little heavier than a light stroke.

The best pencil to use is a mechanical pencil with a self-advancing lead (such as Dixon SenseMatic disposable plastic pencils). If you have to click to advance the lead, you will waste time. You need lined paper, preferably one of those "steno" notepads with a line running down the middle, dividing the page into two columns. The preferred Pitman line-spacing is lines 3/8" thick. In Pitman, if you make a mistake, you don't waste time erasing -- you just circle the mistake and rewrite it, which is quicker.

*My diagrams below are a little rough, and the size of dots are exaggerated for visibility.*

### The Basic Letters:

The following are the basic stroke shapes in Pitman for the consonant sounds. They consist of the simplest possible strokes, in different orientations and thicknesses. Note that th represents the sound of th in words like thank and think, and TH represents the sound of th in words like they and them.

T	F 	th (
D	V 	TH 
P \	M 	R+vowel /
B \	N  NG 	H  or 
K —	SH 	S, Z 
G —	ZH 	
CH /	vowel+R 	S+vowel )
J /	L 	Z+vowel )
W ✓	Y ✓	

Most of these strokes are written from left to right, or top to bottom if they are oriented vertically like T, D, th or TH. The exceptions are: CH/J, top to bottom moving slightly from right to left; SH/ZH, written from top right to bottom left but occasionally left to right; H, always starting with a small clockwise loop; S/Z, a small counter-clockwise loop usually attached to another stroke (and S-R or S-CH can't be confused with H for that reason).

### Vowel sounds:

Vowels are indicated by dots or dashes (which can be light or heavy), or other marks, written next to a consonant stroke. If the vowel sound occurs before a consonant, it is written to the **left** of the consonant stroke, if it occurs after, it is written to the **right**. Exception: horizontal strokes like K/G, M, N or NG show a vowel mark **above** the consonant stroke if the vowel sound occurs before the stroke, and **below** the consonant

# Guide Pitman Shorthand

**Emily D. Smith**



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