FUNDAMENTAL DRILLS in GREGG SHORTHAND
For Reading, Writing, and Transcription

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SHORTHAND PLATES WRITTEN BY
WINIFRED KENNA RICHMOND

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PREFACE

“Fundamental Drills in Gregg Shorthand” represents the result of many years of comparative study of the processes involved in the mastery of the reading and writing of longhand and of the reading and writing of shorthand. Since the same laws of learning are involved in both subjects, the authors feel that the same modern methods should be used in teaching beginners either subject. Therefore, the material that constitutes this book was prepared to supplement the Manual and at the same time to furnish adequate drill on each principle in order that the reading and writing of connected shorthand may be automatized in the early stages of learning.

The authors also have attempted to incorporate into these drills material that would meet the following additional purposes:

1. To furnish interesting material that will stimulate the student’s desire to read shorthand, and to provide drills based on the repetition of high-frequency words.

2. To teach students to read shorthand for thought rather than to read single outlines only.

3. To develop a smooth and rapid style of writing from the beginning.

4. To make home study more effective and interest-
ing. (It is essential that students have home work that is interesting and definite, and that will make them feel that they are accomplishing the things they desire.)

5. To save time in teaching Gregg Shorthand.
6. To give the repetition necessary to make the students familiar with the shorthand outlines.
7. To furnish shorthand transcript material for typing assignments.

The material for these drills was first arranged for use with the Revised Edition of the Gregg Shorthand Manual, and appeared in stenciled form in 1927. "Fundamental Drills" has been completely revised and correlated with the Anniversary Edition of the Gregg Shorthand Manual.

Some outstanding characteristics of these drills are:

1. The material is arranged in convenient teaching units. New words are introduced slowly, so that the students may be able to read from the context.

2. High-frequency words were selected as the basis (Horn's, Ayre's, Thorndike's lists, and others). Unusual words are omitted.

3. Words are repeated frequently so that students may learn to recognize them wherever they see them.
4. The subject matter selected for the paragraphs and letters is such that students can grasp its meaning easily.

5. The sentences are short and not involved. This feature not only is an aid in reading, but furnishes material that can be used for home copy work. Students save time and increase their writing speed when they can retain the sentence as a whole.

6. The material is easy enough so that the average student can read it without difficulty, thereby giving him a sense of mastery and preparing him for more difficult reading in other books.

The authors make grateful acknowledgment to those who have aided them in this work, particularly to Miss Mildred Clark and the high school teachers who cooperated with her in making a comparative study of the results obtained when the “Fundamental Drills” were used with those obtained when they were not used. They also thank Miss Gertrude Goering, Miss Trilla Gardner, Miss Iva Hufman, and Miss Ruth Jorgensen for their helpful suggestions in the preparation of these drills, as well as the many friends and co-workers whose encouragement and constructive criticisms aided greatly in the writing of this book.

Gertrude Beers
Letha P. Scott
INSTRUCTIONS TO STUDENTS

As students, you approach the fascinating study of shorthand eager to gain the best returns for the amount of time spent in study.

When you are preparing a lesson, you should keep in mind the following points:

1. First get the thought from the shorthand notes.
2. Read each exercise again and again until it can be read as rapidly as longhand or print.
3. Read until you are able to recall the form of each outline as quickly as you hear the word spoken.
4. When you have carried out these suggestions, you are prepared to begin writing drills.
5. Follow carefully the writing instructions given by your teacher.
6. Write as rapidly as you can from the beginning, so you will develop speed with accuracy.

If you follow these instructions carefully, you will find that learning to read shorthand is easy, that developing the ability to write shorthand rapidly is easy, and that your mastery of shorthand will be a source of "joy forever."
CHAPTER I

EXERCISE 1.............................. Unit 1; ¶ 2-4
FUNDAMENTAL DRILLS

EXERCISE 2

Units 1–3; 17, 28
FUNDAMENTAL DRILLS

EXERCISE 3 ..................... Unit 2; ¶14, 15, 17, 23, 24
FUNDAMENTAL DRILLS

\[ e \times \theta \]

\[ \frac{r}{\theta} \]

\[ e \times e \]

\[ \frac{r}{\theta} \]

\[ e \times e \]

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\[ e \times e \]
FUNDAMENTAL DRILLS

EXERCISE 4

Units 2, 3; 18–22, 28
FUNDAMENTAL DRILLS
EXERCISE 5

Unit 3; ¶ 26, 27, 29
FUNDAMENTAL DRILLS

x x x x x

x x x x x

x x x x x

x x x x x

x x x x x

x x x x x

x x x x x

x x x x x
CHAPTER II

EXERCISE 6 ................. Unit 4; ¶ 34, 40, 41
FUNDAMENTAL DRILLS
FUNDAMENTAL DRILLS

\[ \begin{align*}
\text{(Handwritten content not legible)}
\end{align*} \]
FUNDAMENTAL DRILLS

EXERCISE 9

Unit 5; ¶ 46, 50, 53, 54
EXERCISE 10 ....................... Unit 5; ¶ 49, 51, 53
EXERCISE 12 ........................................... Unit 6

2. \[ e \] \[ e \] \[ e \] \[ e \] \[ 6 \] \

6 \[ e \] \[ e \] \[ e \]
FUNDAMENTAL DRILLS
EXERCISE 16

Unit 9; ¶ 78–81, 84–88
FUNDAMENTAL DRILLS

EXERCISE 17

Unit 9; 180, 82, 83, 88
CHAPTER IV

EXERCISE 18

FUNDAMENTAL DRILLS
EXERCISE 20  

Unit 12; 104, 105, 109
62

FUNDAMENTAL DRILLS

\[ x > 12 \]

\[ 6 \times (x^2 - 8) = 2 (x + 1) \]

\[ 0 \leq x \leq 10 \]

\[ \{ 0 \leq (x - 2) \leq 1 \} \]

\[ x > 2 \]

\[ x \leq 0 \leq 5 \]

\[ \int \frac{dx}{x^2 + 1} \]

\[ \frac{d}{dx} \sin(x) = \cos(x) \]

\[ \frac{d}{dx} \cos(x) = -\sin(x) \]

\[ \frac{d}{dx} \tan(x) = \sec^2(x) \]

\[ \frac{d}{dx} \cot(x) = -\csc^2(x) \]

\[ \frac{d}{dx} \sec(x) = \sec(x) \tan(x) \]

\[ \frac{d}{dx} \csc(x) = -\csc(x) \cot(x) \]

\[ \int \sec^2(x) \, dx = \tan(x) + C \]

\[ \int \csc^2(x) \, dx = -\cot(x) + C \]

\[ \int \sec(x) \tan(x) \, dx = \sec(x) + C \]

\[ \int \csc(x) \cot(x) \, dx = -\csc(x) + C \]

\[ \int \frac{1}{x^2 + 1} \, dx = \arctan(x) + C \]

\[ \int \frac{1}{x^2 - 1} \, dx = \frac{1}{2} \ln \left| \frac{x - 1}{x + 1} \right| + C \]

\[ \int \frac{1}{\sqrt{1 - x^2}} \, dx = \arcsin(x) + C \]

\[ \int \frac{1}{\sqrt{a^2 - x^2}} \, dx = \arcsin \left( \frac{x}{a} \right) + C \]

\[ \int \frac{1}{x^2 + a^2} \, dx = \frac{1}{a} \arctan \left( \frac{x}{a} \right) + C \]

\[ \int \frac{1}{x^2 - a^2} \, dx = \frac{1}{2a} \ln \left| \frac{x - a}{x + a} \right| + C \]
FUNDAMENTAL DRILLS

EXERCISE 21 .......................... Unit 12; 106–109

\[ 2 \times 3 \times 11 = 66 \]
\[ 2 \times 6 = 12 \]
\[ 2 \times 6 = 12 \]
\[ 2 \times 6 = 12 \]
\[ 2 \times 3 = 6 \]
\[ 2 \times 3 = 6 \]
\[ 2 \times 3 = 6 \]
EXERCISE 22. ......................... Unit 13

...
EXERCISE 23 ................................. Unit 14

FUNDAMENTAL DRILLS
FUNDAMENTAL DRILLS

\[ (x + y) = z \]

\[ \sqrt{x} = y \]

\[ 2x + 3y = 4z \]

\[ \sin \theta = \frac{y}{z} \]

\[ \cos \theta = \frac{x}{z} \]

\[ \tan \theta = \frac{y}{x} \]

\[ a \times b = c \]

\[ \frac{a}{b} = c \]

\[ a^2 + b^2 = c^2 \]

\[ \log x = y \]

\[ e^x = y \]

\[ \int a \, dx = b \]

\[ \frac{d}{dx} f(x) = g(x) \]

\[ f'(x) = g(x) \]

\[ \frac{dy}{dx} = f'(x) \]

\[ y = f(x) \]

\[ x = f(y) \]

\[ a + b = c \]

\[ a - b = c \]

\[ a \times b = c \]

\[ a \div b = c \]

\[ a^b = c \]

\[ \sqrt[3]{a} = b \]

\[ a^{1/2} = b \]

\[ a^{1/3} = b \]

\[ \log_{10} a = b \]

\[ e^x = y \]

\[ y = e^x \]

\[ x = \ln y \]

\[ 
\]

\[ \frac{dy}{dx} = f'(x) \]

\[ y = f(x) \]

\[ x = f(y) \]

\[ a + b = c \]

\[ a - b = c \]

\[ a \times b = c \]

\[ a \div b = c \]

\[ a^b = c \]

\[ \sqrt[3]{a} = b \]

\[ a^{1/2} = b \]

\[ a^{1/3} = b \]

\[ \log_{10} a = b \]

\[ e^x = y \]

\[ y = e^x \]

\[ x = \ln y \]
EXERCISE 24

Unit 15; ¶ 124–126, 130
FUNDAMENTAL DRILLS
FUNDAMENTAL DRILLS

EXERCISE 25

Unit 15; ¶ 127–130
FUNDAMENTAL DRILLS

9  8
7  6
6  5
5  4
4  3
3  2
2  1
1  0
0  -1
-1 -2
-2 -3
-3 -4
-4 -5
-5 -6
-6 -7
-7 -8
-8 -9
-9 -10
-10 -11
-11 -12
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-13 -14
-14 -15
-15 -16
-16 -17
-17 -18
-18 -19
-19 -20
FUNDAMENTAL DRILLS

[Handwritten text]
CHAPTER VI

EXERCISE 26 ....................... Unit 16; ¶ 133–135, 138
EXERCISE 27

Unit 16; 136–138
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FUNDAMENTAL DRILLS

EXERCISE 29

Unit 18
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EXERCISE 30

Unit 19
EXERCISE 31

Unit 20; ¶ 161–164
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EXERCISE 32

Unit 20; 165–168
EXERCISE 33

Unit 21
FUNDAMENTAL DRILLS

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EXERCISE 35

Units 23, 24
EXERCISE 36.......................... Units 23, 24; ¶ 186
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EXERCISE 37 ....................... Unit 25; 192–195
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\[ \text{Equations and formulas here.} \]
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Unit 31
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FUNDAMENTAL DRILLS

EXERCISE 45

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EXERCISE 47 .............................. Units 32, 33
CHAPTER XII

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EXERCISE 50

Unit 36
EXERCISE 51

Unit 36
FUNDAMENTAL DRILLS
# VOCABULARY
(The numbers refer to the exercises in shorthand)

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FUNDAMENTAL DRILLS

sense  set  sets  since  sit  staff  stage  stamp  stay  steady  steal  steam  steel  step  stick  stiff  study  task  taste

IO
as  asleep  base  based  basket  bless  busy  case  cast  cease  class  crazy  dress  easier  easy  face  gas

glass  grass  guess  guest  has  kiss  lace  lazy  lease  least  lesson  listen  members  nurse  peace  pencil  piece  place  praise  press  prison  race  raise  release  risk  safe  sails  sake  salary  sale  save  say  scale  scheme  sea  season  secret  see  seek  seize  self  sell  series  sick  sickness  silk  silly  sketch  sleep  slip  space  spare  spell  spread  these  trace  tracer  trees  vast  vessels  visit

II
analysis  basis  cases  causes  chances  classes  dances  desires  dresses  fences  kisses  pieces

places

I2
action  affection  affectionate  ago  almost  anyone  began  begin  fashion  fix  forget  forgive  formal  handle  handy  income  increase  inform  instead  mention  missionary  mix  nation  national  relation  section  session  six  tax  taxes  vacation

I3
abhor  abroad  auto  ball  ballot  baseball  basketball  bishop  block  blow  boat  bolt  bore  borrow  bottle  bought  box  broke  brought  caught  clock  close  coach  coat  coffee  crop  cross  dock  dog  draw  drove  fellow  float  folks  folly  fraud  gross  grow  hog  hope
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Derivatives

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former
greater
greatest
lover
nearest
recall
recollect
smaller
sooner
account
although
author
bath
birth
birthday
both
candidate
candy
cloth
clothes
commence
comment
commit
common
compel
compensation
conception
concrete
confer
conference
confess
conscience
consolidated
convention
conviction
convinced
council
counsel
county
death
dead
earth
faith
health
teeth
theater
thin
though
thought
throat
throw

affectionately
barely
closely
daily
deeply
earlier
early
easily
fairly
family
formerly
generally
gladly
greatly
hardly
heartily
lately
likely
lonely
lovely
mentally
merely
monthly
mostly
namely
nearly
only
partly
possibly
readily
really
safely
wholly

accrued
afternoon
blew
blood
bloom
blue
bluff
bonus
boom
bus
butter
campus
choose
conscientious
conscious
cook
cool
coupé
cousin
crooked
crude
cup
cut
deduction
desirous
do
does
dozen
dull
famous
flood
food
fool
foolish

foot
football
fruit
fur
gloomy
group
honey
hug
hush
jealous
loose
lose
luck
mood
moon
mud
none
noon
nut
oven
plus
precious
pull
religious
roof
rough
route
rub
rubber
rug
shoe
shoes
shook
shoot
shrewd
shut
stoop
stuff

sugar
supper
through
thus
took
tough
troops
truck
true
truly
up
upper
us
utter
who
whom

ahead
awaiting
awake
away
equipped
equity
hallway
queer
quick
quit
quote
quoted
square
sweater
sweet
sweetheart
swell
swimming
wages
wagon
amuse
area
avenue
bias
bureau
cereal
compliance
create
diet
due
duly
genius
genuine
idea
ideal
issue
knew
mayor
music
new
piano
poem
poet
poetry
prior
radio
reduce
royal
science
serial
suit
theory
via

apron
assume
auditorium
bargain
brown
bunch
carbon
column
consume
done
down
drowned
fun
gun
judge
jump
lumber
lunch
luncheon
million
presume
pump
resume
run
rush
sum
summer
summons
sun
sunshine
ton
touch
town
trunk
volume

adorable
amiable
ample
amusement
announcement
apartment
appointment
appropriate
approve
approved
available
basement
Bible
cable
cement
chargeable
commencement
compliment
compromise
couple
desirable
double
durable
element
elementary
employment
enjoyable
enjoyment
enrollment
equipment
example
excitement
experiment
feeble
garment
honorable
horrible
humble
installation
judgment
liable
miserable
moment
movement
noble
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permit
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produce
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profit
profitable
promise
promotion
properly
proportion
prosper
protection
prove
provision
punishment
pursue
pursuit
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remarkable
requirement
sample
sensible
settlement
shipment
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simply
statement
suitable
table
terrible
treatment
trouble
valuable

apparently
around
ashamed
assigned
aunt
band
bind
blind
bond
brand
cent
cleaned
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found
front
funds
gained
grant
ground
inventory
joined

achievement
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brief form derivatives, page 102, manual
FUNDAMENTAL DRILLS

circumstances
misunderstanding
overcharge
overcoat
overcome
overdue
overflow
overhead
overlooked
oversight
overtake
paragraph
parallel
paramount
postage
postal
postmaster
postpone
selfish
short
shortage
shorthand
superb
superficial
superfluous
superintendent
superior
supervise
support
suppress
supreme
susceptible
suspect
suspense
suspicion
underneath
understand
undertake
unselfish

44
acquire
actual
assignment
capture
describe
description
descriptive
equal
eventually
exquisite
failure
figure
feature
fixtures
gradually
mature
mental
mutual
perpetual
picture
prescribe
procure
requisition
secure
subscription

45
agency
ancient
aspect
assurance
assure
compose
conflict
consult
deficiency
deposit
dispose
disposition
dispute
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empire
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expire
impose
inflict
injure
inspect
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inspire
insult
leisure
measure
opposed
opposite
patient
pressure
proposed
proposition
prospective
prospects
reflection
reputation
result
supposition
supposer
treasurer

46
afterwards
article
authority
awkward
backward
boyhood
brotherhood
childhood
classical
economical
facility
fidelity
forward
historical
homeward
integrity
likelihood
locality
majority
manhood
maturity
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medical
minority
morality
musical
nationality
neighborhood
onward
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personality
physical
popularity
practical
program
prosperity
radical
reality
reward
security
sincerity
sorority
technical
telegram
upward
utility

47
ability
advisability
artistic
calamity
capacity
characteristic
classification
community
curiosity
desirability
dignity
divinity
domestic
domestic
elastic
enthusiastic
friendship
gratification
hardship
humanity
identification
inability
liability
majestic
FUNDAMENTAL DRILLS

temporary
universal
variety
voted
warehouse
wholesale

applicant
approach
artificial
assembly
associate
Atlantic
atmosphere
bankruptcy
behavior
bookkeeping
brevity
canvas
celebrate
civic
civilization
comparatively
coupon
delegate
delicious
document
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elevator
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federation
fortunate
frantic
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inaugurate
incomparable
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likewise
literally
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melancholy
merchant
miscellaneous
neutral
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obvious
passenger
patriotism
patron
philosophy
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unanimous
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vulgar
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witness