TECHNICAL VOCABULARIES

from the

GREGG WRITER
FOREWORD

A student whose shorthand training includes practice on some of the technical terms used by the firm with which he seeks employment will find entry easier. Employment managers are usually glad to furnish teachers with special lists of technical words and phrases for use in the classroom.

Such coordination of interest and effort is valuable to the training of shorthand students in the community.

As a measure of cooperation, THE GREGG WRITER publishes from time to time technical word lists together with the shorthand outlines. Many of these lists have been prepared by practicing stenographers, showing the abbreviated outlines they use. These vocabularies, while not including all words used in the line of business represented, have been found adequate in giving students a working knowledge of the technical terms most frequently encountered in the office correspondence of the business from which they were taken.

A few of these vocabularies from THE GREGG WRITER are presented in this book. We have reproduced the pages as originally published, hence the variations in style and the few duplications of outlines. The shortened outlines used in some cases were suggested by the stenographer who supplied the list and found them to be practical.

We hope this book will be helpful in the classroom as well as useful in the office.

THE GREGG WRITER

New York
Technical Terms Used

in Public Accounting

account
accountant
account current
accounting department
accounting period
accounts payable
accounts receivable
accounts receivable ledger
accrued interest
accrued interest receivable
adjustment entries
administrative expense
amended return
amount of capital
analysis paper
annual premium
annual report
audit program
audit report
average due date
average inventory
bad accounts
bills payable
bills receivable
board of directors
board of examiners
bond and mortgage
current rate of interest
current year
daily cash statement
debenture bonds
debit balance
defered charges
deficiency statement
directors’ meeting
dividend payable
dividend expense
due date
due date
fixed liabilities
furniture and fixtures
general expense
general ledger
general partner
ingcome statement
income tax
individual liability
interest-bearing note
interest expense
interest income
interest rate
petty cash
stock certificate
internal check
petty cashier
stock dividend
Interstate Commerce Commission
post closing trial balance
stock exchange
issue of stock
preferred stock
stockholders
joint return
private ledger
stock ledger
joint stock
public accountant
stock record
journalizing
purchasing agent
suspense account
journal paper
purchasing department
system engagement
junior accountant
quarterly premium
taxable income
ledger
quarterly report
tax exempt
liabilities
raw materials
tax return
limited liability
reorganization
temporary return
limited partnership
reserve for depreciation
trad acceptance
memorandum entries
revised return
trade discount
monthly statement
sales book
transfer journal
mortgage bond
sales check
treasury stock
negotiable instrument
second mortgage bond
trial balance
net profit
senior accountant
turnover
New York Stock Exchange
statement of affairs
uncollectible accounts
noteholder
statement of facts
undeposited cash
notes payable
statement of profit and loss
withdrawals account
notes receivable
statement of resources and liabilities
open account
writing capital
paid in advance
writing papers
paper profit
write off
statute of frauds
stock book
Army Terms and Phrases

Special shortcuts for some of the words and expressions most common in military parlance

absent without leave e barracks coast artillery
AWOL barrages Coast Artillery
accountable officer basic communication Corps Colonel
Adjutant General battalion combat
Air Force battalion commander Commanding General
Airplane battery Commanding Officer
ambulance black ammunition commander
ambulance company bomb
American Army bomb proof
American Flag brigade
American flag brigade commander
ammunition Brigade General
ammunition report Brigade Headquarters
anti-aircraft gun bulletin
anti-tank caliber
arms and services campaign
army camouflage
Army Air Corps Captain
Army of Occupation Cartridge
Army Regulations casualties
Army Retiring Board cavalry
Artillery change of station
Article of War channels of communication
as amended by chemical warfare
as indicated below Chemical Warfare
Assistant Chief of Staff Chief of Engineers
Assistant Chief of Staff Chief of Ordnance
Assistant Chief of Staff Chief of Staff, G-2
aviation cipher code
ball ammunition Civil Authorities

defensive for remark and deployment
deploy recommendation
detach service fortifications
depot forwarded as materiel
detail forwarded per
disciplinary
disability
discharged
Division Headquaters
duty roster
efficiency report
embarkation
engineer
enlisted men
enlistment
equipment
exaction
executive officer
expedition
explosive
fatigue
Federal
field artillery
file of maps
final statement
first aid
first-class gunner
First Lieutenant
first line
flight commander
food supply
for necessary action and reply
that writer of the basic communication hostile
mobilize  

mune, rank, and 
serial number  
national defense  

National Guard  

National Guard officer  
neutral territory  
noncombatant  
noncommissioned officer  
not earlier than  
not favorably considered  
not later than  
observation post  
observer  
offensive  
office of the Division Commander  
officer of the day  
officer's mess  
official business  
olive drab  

one pounder  
operator  
mechanical  
Medical Corps  
memorandum receipt  

mess management  

mess sergeant  
message center  

military  
military observation  
military occupation  
military police  
mobilization  
motor transport  

motorized  
munitions  
name, rank, and  
national defense  

National Guard  
National Guard officer  
neutral territory  
noncombatant  
noncommissioned officer  
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office of the Division Commander  
officer of the day  
officer's mess  
official business  
olive drab  

recruit  
recruiting officer  
Recruiting Publicity Bureau  
Red Cross  

ordnance  
ordnance department  

Regiment  

overseas  

Regimental Commander  

parole  

personnel adjutant  

physical examination  

platoon  

responsible officer  

post  

post commander  

Second Lieutenant  

post headquarters  

Secretary of War  

prior service  
sector  

prisoner  
selectee  

procure without delay  

procurement authority  

procurement department  

Provost Marshal  

Signal Corps  

provisions  

purchasing officer  

pursuant to War Department orders  
quartermaster  

quartermaster corps  

Quartermaster General  

radio  

rail  

rail transportation  

range-finder  

reconnaissance  

report of survey  

reserve  

responsible officer  

revell  

rifle  

service record  

service school  

signal communication systems  
soldier  

sound ranging  

spare parts  

special Court Martial  

special duty  

special orders  

squad  

squadron  

statement of charges  

stock record account  
to note and return  

submachine gun  
term of service  

subsidences allowance  
topographical  

Summary Court Martial  
torpedo  

surgeon  

tractor  

Surgeon General  

trainee  

Tables of Organization  

tank  

tank  

Tank Corps  

training regulations  

target  

transfer of account ability  

warfare  

target range  

transferred  

war records  

target report  

transportation  
warrant officer  

technical sergeant  

travel directed is necessary in the military service  
your headquarters  

this headquarters  
trench mortar  

zone of interior  

under arrest  

under the provisions of  
United States of America  
United States Army  
United States Government  
U.S. Property & Disbursing Officer  
volunteer  

War Department  
War Department policy  

warfare  

war reserve  

war reservist  

war service  

under arrest  

under the provisions of  
United States of America  
United States Army  
United States Government  
U.S. Property & Disbursing Officer  
volunteer  

War Department  
War Department policy  

warfare  

war reserve  

war reservist  

war service
### List of Technical Words Used in Automobile Correspondence—I

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<th>Calcium carbide</th>
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<th>Demountable rims</th>
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<td>Cast shaft</td>
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<td>Differential gear</td>
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<td>Carburetor spray nozzle</td>
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<td>Distributor shaft</td>
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<td>Centrifugal pump</td>
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<td>Change-speed gear</td>
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<td>Channel-steel frame</td>
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<td>Bore bearings</td>
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<td>Cylinder</td>
<td>E</td>
<td>Ignition</td>
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</table>

### List of Technical Words Used in Automobile Correspondence—II

| Igniter spring | E | Propeller valve | E | Sun and planet gear |
| Inject valve cam | E | Proportional | E | Strut brace |
| Inner tube | E | Press steel frame | E | Storage battery |
| Internal expanding brake | E | Provo-O-Line | E | Supply tank |
| Jump spark | E | Primary circuit | E | Tail light |
| Ladder | E | Propeller shaft | E | Taximeter |
| Lay shaft | E | Quarter elliptic | E | Thermo syphon |
| Linemoulin | E | Rear axle | E | Throttle lever |
| Lubrication | E | Repair kit | E | Throttle control |
| Magneto electric generator | E | Reverse gear | E | Thrust bearings |
| Masquer | E | Roadster model | E | Tire iron |
| Maker car company | E | Running boards | E | Tomahawk |
| Nublet cab | E | Sector and shaft | E | Touring body |
| Nublet | E | Semi-floating type | E | Touring car |
| Non-vibrator coil | E | Service brake | E | Truss rod |
| Ohmmeter | E | Sight feed | E | Tubular steel frame |
| Parabolic reflector | E | Spark coil | E | Two-cycle engine |
| Pipe coupling | E | Spark plug | E | Unit power plant |
| Piston ring | E | Speedometer | E | Valve mechanism |
| Piston rod | E | Spray nozzle gasket | E | Windshield |
| Pistons | E | Sprocket drum | E | Wheel base |
Technical Vocabulary

accelerometer  blimp  duralumin  p  f  
aerodynamics  bullseye  dynamic pressure
aeronautics  buoyancy  fairing
aerostat  cabane  fn
aerostation  camber  finger patch
ailerons  catenary  float
aircraft  chord wire  flotation gear
air duct  cockpit  fuselage
airfoil  concentration ring  gas container
airplane  conical sleeve  gondola
airport  control sleeve  gore
air scoop  controllability  grommet
airship  cowling  gyroscopic
airway  critical speed  helicopter
aligraphe  cross-country flight  chapeau
alimeter  cruciform  cloth
alpinist  dead load  inclinometer
amphibian  decalage  indraft
anometer  diametral wire  induction compass
anemometer  dihedral angle  inflation
aniometer  dirigible  inflow
antiflutter  displacement  jacksay
automatic  divergence  king-post
aviation  dock  kymograph
axial conc  drogue  landing field

For Aviation Terms

landing gear  ram  taxi
leak detector  relative inclinometer  thermograph
left-hand engine  rigger  thimble
lift  rotary engine  three-point mooring
lobe  rudder  toggle
maneuverability  sag  topping up
manometer pressure  semirigid airship  triangulation balloon
monoplane  sheathing  triplane
nacelle  shipplane  trolley
nonrigid airship  shock absorber  useful load
nose batten  skid  valve cover
observation balloon  sky writing  valve petticoat
ornithopter  spar  Venturi tube
over-all length  spiral  vertimeter
overhang  stability  V-type engine
panel  stall  washin
pay load  static ceiling  washout
permeability  statoroscope  weight per horsepower
phugoid oscillation  streamline  windmill
plywood  strut  wire
postoon  supercharger  W-type engine
profile  superheat  yaw guy
propeller  sweep back  zero-lift angle
propulsive efficiency  rail boom  zoom
<table>
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<th>Technical Vocabularies—1</th>
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<p>| preferred stock | prior lien |
| proceeds | profit sharing |
| promissory note | proxy |
| pyramiding | raised check |
| real property | redemption |
| resumption | savings bank |
| scrip | sealed bid |
| seller's option | shareholder |
| state bank | state bond |
| stockholder | stock certificate |
| stop order | surrender |
| suspense account | tax-exempt |
| transfer | trust deed |
| trust funds | underwriter |
| vendor | vice-president |
| waiver | warranty |</p>
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### List of Terms Used in Government Geological Work

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### Import and Export Terms

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Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special short-cuts presented.

Claimant

Contrary evidence

Client

Contravention

Coadministrator

Contribution to negligence

Co-assignment

Controversy

Codici

Conveyance

Coercion

Conviction

Collateral security

Co-owners

Color of title

Co-partnership

Con

Co-proprietor

Commercial paper

Copyright

Commitment

Co-respondent

Common carrier

Consumer's inquiry

Common law

Corporal punishment

Common stock

Corporation

Complaint

Corporation

Compensation

Corruption

Compliance

Corrupt practices act

Compulsory

Costs

Void

Concurrent

Counselor-on-law

Condemnation proceedings

Counter-claim

Condonation

Counterfeit

Condition precedent

Counterpart

Condition subsequent

Court of equity

Confiscate

Court of law

Confiscation

Covenant

Consanguinity

Court of law

Consignee

Coventer

Consignment

Covered

Consignor

Credentials

Consolidation

Credible evidence

Consular

Creditor

Contract

Credit

Contractual relation

Credit

Custodian

Custody

Custom

Damages

Days of grace

Deceased

Decedent

Decree

Declaration

Deed

De facto

Defalcation

Defamation of character

Default

Detective title

Deposition

Deposit

Description

Desertion

Devise

Devise

Devisor
Legal Terms and Phrases

While many of these outlines will be recognized as the regular Dictionary forms, on account of their frequent use in law work they have been included in this series with the special short-cuts presented.

discretionary power 
execution

disqualification
executors, administrators, and assigns

district attorney
executors, administrators, or assigns

doctrine
executors

document
exemplary damages

documentary evidence
exemption

domestic
ex-officio

domicile
exorcism

dower
ex parte

drawee
expenditure

due process of law
expenses

duplicity
extenuating circumstances

duress
extortion

duty
extradition

earnest
false fraud

embezzlement
federal court

enamor
federal government

enrollment
fee-simple

empowered
fellow servant

enabling act
felonious assault

enact
felony

enunciator
foreclosure

enjoin
forfeiture

entity
franchise

entitled
fraudulent

equitable
freehold

escape
fugitive

escrow
garnishment

establish
goods, wares, and merchandise

estate
grand jury

estoppel
granite

et al
granter

evidence
guardian

ex post facto
guilty

examination
guilty as charged

exposed contract

habeas corpus
hearsay evidence

heirs, executors, and administrators

heretofore mentioned
homicide

household goods and effects
husband and wife

hypothecate

ignorance of the law
illegal practices

illegality

immaterial and irrelevant

impeachment

impeachment

impenetrable

insolvent

insolvent

instamnent

instance

installment

in stau quo

in substance

instituteg

institution

instrumented account

interlocutory decree

interpolation

interstate commerce

interstate

in the first place

in the next place

in the year of our Lord

intemperate

intreducte in evidence

invalid

in witness whereof

irrelevancy

irrevocable

jeopardy

joint and several

Jourtenancy

jurisdiction

jurisprudence

jury

justice of the peace

justification

kindred

kleptomania

knight

known by these presents

known heirs

law suit

L. S.

landlord

married person

last will and testament

latch

majority

maltreatment

malice prepense

malicious

mandamus procedures

mandatory

mariage

master in chancery

maturity

mayhem

measure of damages

merger

minority

miscellaneous

misrepresentation

mistaken

mitigation

misrepresentation

merchant

monopoly

mortgage

mortgagee

mortgagor

motion

multifarious

municipal

municipality

murder in the first degree

national bank

naturalization

necessary

negligence

negotiable paper

next of kin

majority

maintenance

maliciousness

malice prepense

malicious

mandamus procedures

mandatory

married person

master in chancery

maturity

mayhem

measure of damages

merger

minority

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misrepresentation

mistaken

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mortgagor

motion

multifarious

municipal

municipality

murder in the first degree

national bank

naturalization

necessary

negligence

negotiable paper

next of kin
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<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Abatement</td>
<td>Reduction or decrease in the amount of a loss or injury.</td>
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<tr>
<td>Accrual</td>
<td>Increase in the amount of a debt or obligation.</td>
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<tr>
<td>Action</td>
<td>Legal proceeding or lawsuit.</td>
</tr>
<tr>
<td>Address</td>
<td>Communication or communication from one person to another.</td>
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<tr>
<td>Affidavit</td>
<td>Sworn statement or declaration made under oath.</td>
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<td>Affirmative Pleas</td>
<td>Pleas admitting guilt.</td>
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<tr>
<td>Allegation</td>
<td>Statement of a cause of action or a defense.</td>
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<tr>
<td>Amortization</td>
<td>Process of paying off a debt over a period of time.</td>
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<tr>
<td>Answer</td>
<td>Written reply to a complaint or other pleading.</td>
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<tr>
<td>Apportionment</td>
<td>Distribution of a sum of money among several persons.</td>
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<tr>
<td>Appellant</td>
<td>Party who brings an appeal from a lower court to a higher court.</td>
</tr>
<tr>
<td>Appellee</td>
<td>Party against whom an appeal is brought.</td>
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<tr>
<td>Appraisal</td>
<td>Estimation of the value of property.</td>
</tr>
<tr>
<td>Appeal</td>
<td>Request for a review of a decision or judgment made by a lower court.</td>
</tr>
<tr>
<td>Application</td>
<td>Petition or request to a court.</td>
</tr>
<tr>
<td>Arraignment</td>
<td>Hearing to inform the defendant of the charges against him.</td>
</tr>
<tr>
<td>Attachment</td>
<td>Seizure of property to enforce a judgment.</td>
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<td>Attribution</td>
<td>Attribution of responsibility or liability.</td>
</tr>
<tr>
<td>Attributional</td>
<td>Relating to the attribution of responsibility or liability.</td>
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<tr>
<td>Attributional Law</td>
<td>Law concerning the attribution of responsibility or liability.</td>
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<tr>
<td>Attributional Principle</td>
<td>Principle that assigns responsibility or liability to a party.</td>
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<tr>
<td>Attributional Theory</td>
<td>Theory that deals with the attribution of responsibility or liability.</td>
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<tr>
<td>Attributional Unit</td>
<td>Unit of analysis in attributional theory.</td>
</tr>
<tr>
<td>Attributional Process</td>
<td>Process by which responsibility or liability is attributed.</td>
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<tr>
<td>Attributional Identity</td>
<td>Identity that attributes responsibility or liability.</td>
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<tr>
<td>Attributional Structure</td>
<td>Structure that organizes attributional units.</td>
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<tr>
<td>Attributional Framework</td>
<td>Framework that guides the attributional process.</td>
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<tr>
<td>Attributional Scheme</td>
<td>Scheme that organizes attributional units.</td>
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<tr>
<td>Attributional Basis</td>
<td>Basis for attributing responsibility or liability.</td>
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<tr>
<td>Attributional Logic</td>
<td>Logic that underlies attributional theory.</td>
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<tr>
<td>Attributional Reason</td>
<td>Reason for attributing responsibility or liability.</td>
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<tr>
<td>Attributional Evidence</td>
<td>Evidence that supports the attribution of responsibility or liability.</td>
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<tr>
<td>Attributional Method</td>
<td>Method of attributing responsibility or liability.</td>
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Legal Terms and Phrases

- senator
- sessatrix
- seality
- sedition
- thereof
- therein
- thereof
- thereunder

- trial
- tribunal
- trial
- treas
- trustee
- ultra vires
- unanimity
- unanimous
- uncontroverted
- undersigned
- underwriter
- under the present circumstances of the case
- unlawful
- usage
- unsatisfied claim
- usuray
- transaction
- trespass
- trespasser

- value received
- vendor
- vendor
- verdict
- verbatim
- verily believe
- vested rights
- violation
- vice versa
- voidable
- voucher
- waiver
- warrant
- warrantor
- warranty
- whereas
- witness
- witness
- wri of certiorari

General Medical Vocabulary

- absorbent cotton
- adhesive plaster
- bacteriological examination
- bichloride of mercury
- blood count
- blood vessels
- cardiovascular
- compound fracture
- delirium tremens
- family history
- hypodermic injection
- intermittent fever
- injection of mercury
- mitral stenosis
- post mortem examination
- red blood cells
- scar tissue
- white blood cells
- white blood corpuscles
- acromegaly
- aorta
- apnea
- autopsy
- bicarbonate of soda
- bronchial
- calcification
- carcinoma
- cardiographic
- cardiosclerosis
- carminative
- cataract
- catgut
- cerebellum
- cholera
- cirrhosis
- clonic spasm
- corneal
- corpuscular
- debility

- dementia precox
- dermatosis
dericotic
- dilatation
- drainage tube
- dyspepsia
- elephantiasis
- endocarditis
- engorgement
- enzyme
- epidermis
- epiglotitis
- esophagus
- eustachian
- fliiform
- formaldehyde
- ganglion
- gangrene
- genapectoral
- goath
- ichthyosis
- infracavicular
- inoperable
- insufflation
- insulin
- ischemia
- knee-chest
- ladanum
- lithotome
- locomotor ataxia
- mandible
- medulla oblongata
- meso-appendix
- micro cephalus
- morbund condition
- morphology
- myasthenia
- myoma
- nasopharyngeal

- neuralgia
- neuroglia
- neurogial
- node
- nodule
- nosology
- nux vomica
- ophthalmia
- ophthalmometric
- orthopedic
- otiatrics
- palatal
- pampiniform
- pancreatic
- paranoic
- paratyphoid
- parotid
- patellar reflex
- pediatrics
- pemphigoid
- pituitary
- pleural cavity
- pneumococcus
- polypnea
- probang
- pruritus
- pustule
- pyelonephritis
- rigor mortis
- salivation
- serous
- serpiginous
- smallpox
- spastic
- strabismus
- suppuration
- turgescence
- vaso-motor
- veno-motor
- volar
Forms for Special Groups

CELL
acid cell
air cell
balloon cells
basket cell
bone cell
corneal cell
cylindric cell
dentin cell
epidermic cells
fiber cell
memory cell
motor cell
olfactory cells
parent cell
taste cells
tegmental cells

DUCT—passage or tube
adipose duct
guttural duct
lacrimal duct
nasal duct
secretory duct
tear duct

GLAND
absorbent gland
acid glands
arterial gland
blood gland
conglomerate gland
cardiac glands
carotid gland
military gland
pyloric glands
serous gland
suprarenal gland

TUMOR
benign tumor
cystic tumor
dermoid tumor
daemoid tumor
false tumor
innocent tumor
splenic tumor
transition tumor

VEIN
depth vein
emissary vein
frontal veins
jugular vein
median vein
radial vein
spenic vein
ulnar vein

MACRO—large
macrocephalic
macrocyst
macroglossia
macrophage

-ALGIA—pain
adenalgia
celialgia
gastralgia
myalgia
nephralgia
ostalgia
otalgia
phlebalgia
plenalgia

-ECTOMY—excision
adenectomy
adenoectomy
appendectomy
cellectomy
gastrectomy
iritectomy

-laparotomy
myectomy
nephrectomy
osteotomy
otectomy
phlebectomy
splenectomy
tarsectomy
tonsillectomy

-OXY—cutting into
celiotomy
gastrostomy
intercostaystrophy
iritotomy
laparotomy
myotomy
nephrotomy
osteotomy
ototomy
phlebotomy
sclerotomy
splenotomy
tarsotomy
thoracotomy
tonsillectomy

-RRHYPHY—removal of
cellorrhaphy
myorrhaphy
nephorrhaphy
osteorrhaphy
phleborrhaphy
spleenorrhaphy
tarorrhaphy

-STOMY—to make a communication or mouth into
gastrostomy
nephrostomy
thoracostomy
tracheostomy

Standard Psychiatric Terms

Signs:
frontal
organic
functional
parietal
hemorrhage
peripheral
hysteria
prognosis

Reflexes
intra-cranial
psychiatric
abdominal
psychiatrist

Achilles
light and accommodation

Babinski
millimeters of mercury
psychic

cremasteric
5 millimeters of mercury
pyramidal tract

palm
muscle spasm
skull

petellar
neur, nerve
spinal

pharyngeal
neurology
spinal cord

plantar
neurological
spinal fluid

General Terms
neurology
spinal puncture

ankle clonus
neuro-psychiatry
spinal tap

basal ganglia
neurosis
spine

cerebral
neuro-surgery
subjective

concussion of the brain
objective
trauma

diagnosis
occipital
traumatic

dura
ophthalmoscope
traumatic neurosis
### Technical Terms for Motion Picture Trade

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<thead>
<tr>
<th>Term</th>
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<td>extras</td>
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<td>generator</td>
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List of Technical Words Used in Music

- accessories
- acoustics
- alto
- anthems
- amateur
- aria
- arpeggio
- attachment
- bagpipe
- banjo
- baritone
- bass drum
- basso
- baton
- bogle
- cantata
- coda
- chimes
- choir
- choral
- chord
- clarinet
- composition
- conductivity
- concert
- conservatory
- crotchet
- crescendo
- cylinder
- cambalum
- dimidium
- divisi
- ebony
- Edson
- euphonium
- euphonic
- facade
- fable
- fagade
- fugue
- gallopade
- Gigue
- gigue
- glockenspiel
- guitar
- harmonica
- interlude
- keyboard
- melody
- metronome
- minstrel
- minor tone
- organ
- obbligato
- obbligato
- oblique
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Special Forms for Navy Terms

Shortcuts for the 258 words reported by the Navy Department as the terms in commonest use in Navy parlance

abnormal | battalion | cirrus
accumulators | barrage | clearance
aeronautics | ballistic | coasts
aerial | beaming | coffin
airplane | bilge | combination
aeroplane | binacle | combustion
alignment | bits | commutators
alidade | boatspan | compass
alloy | bomb | composition
alkaline | booster | compression
alternate | bowline | condenser
alto-cumulus | breaker | corrugated
aluminum | brisklock | coupling
ammonia | bulkhead | coales
amphibian | buoyancy | conmain
analysis | bureau | crookhead
anchor | burner | cruiser
annelid | causon | current
annual | caked | cycle
anastomosis | capstan | cylindrical
apparatus | cardinal | deflection
arrangement | casualties | devise
artificer | catapult | dihedral
assemble | camouflage | diagram
athwartship | centrifugal | diaphragm
atmospheric | channel | diffuser
atomizer | chloride | dinghy
automatic | chronometer | dioxide
auxiliaries | circulation | dismantled
azimuth | circumferance | distillation
Bebcock & Wilcox | cirro-stratus | distiller
baffle | chlorine | distortion
dovetailed | hamlock | manifold
drainage | hemp | manometer
draught | hawser | marline
duplex | headers | mercury
dynamo | horsepower | mercurial
electricity | horizontal | meteorological
demonstration | hydraulic | meter
emulsion | indicator | mineral
engineer | induction | monsoon
exhaust | injector | mooring
experiment | inoperative | multiple
exterior | installation | multistage
extinguisher | isobar | nap
fathoms (10) | isotherm | names
fittings | journals | oakum
flap | kedge | operation
fluctuation | keel | organic
fireweight | latitude | orifice
formation | launch | oscillator
fragmentation | limine | oyster
function | lieutenant | oxygen
fungus | ligament | parachute
fuselage | liners | pennant
gages (gauges) | longitudinal | pelorus
generated | longitude | performance
generators | luxure | petroleum
gradient | lubrication | Philippines
grapnel | machinery | pinion
gravity | magnasia | plinacol
ground | magnesia | pneumatic
grooving | magnetism | polyphase
gyroscopic | maintained | precipitation
harbor | maintenance | preventer
hatch | maneuver | prime
heliocraft | maneuver | propeller
Opthalmological Terms

Those terms compiled at the request of Miss Maria M. Hoffer, secretary to Dr. Robert H. Smith, Los Angeles optometrist, are presented here for the benefit of others of our readers in the same field.

absorptive
achromatic
achromat
cycloplegia
chronic abscission
ciliary
Columbia Boston Periflex (C.B.P.)
color blind
combined with (%)
(aniso- to) comfort cable temples ((-2.00 G.C.T.)
concentric
conjugate
contractile
convergence insufficient
crossed cylinders
crustite
cycloplagia
cyclide
decentered
decentration (Dec.)
degree prism
diopeter (D.)
prebifoveal = diopeters (D.
prism diopeter (P.D.) or (O)
diplopia
dynamic stigmatometry
-5.00 G.C.T.)
dynamoscope
<table>
<thead>
<tr>
<th><strong>Ophthalmological Terms</strong></th>
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<td>These terms compiled at the request of Miss Marie M. Heffer, secretary to Dr. Robert H. Smith, Los Angeles optometrist, are presented here for the benefit of others of our readers in the same field.</td>
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Railway Stenographers Technical Terms

abutment
accelerated
accident
accommodation
acetylene
air-brake
air compressor
air line
angle bar
anti-creeper
apparatus
appliance
appurtenance
arbiter
arch
assistant freight agent
attorney
authorized
axis
axle
baggage
baggage master
ballast
barge
barrel
bearing
blacksmith
blockade
block signal
boiler
box car
bracket
brakeman
brake rod
brake shoe
breakage
bridgeman
broken wheel
buffet car
bulkhead
destination
detective
differential fares
dining car
disaster
discharging
distance
distribution
ditch
dividend
drawbar
drawbridge
drawhead
dregerder
eastbound
elevator
embankment
empty
engineer
en route
error and omission
excavation
expenditure
fast freight
ferryboat
fireman
first-class
fishplate
forge
foundation
freight agent
freight engine
freight house
funeral car
gasket
gate
general manager
general superintendent

goodola
grade-crossing
graphite
grate-shaker
guard rail
hack saw
hand brake
headlight
hopper bottom
hot box
hydrant
hydraulic
i-beam
incandescent
injury
insulator
interlocking
intersection
Interstate Commerce Commission
interurban
itinerary
jetty
joint agent
journal
junction
lampman
liner
locomotive
longitudinal
lubricator
management
mechanical department
mileage
milepost
mixed train
motive power
mutt-lock
observation car
operative
ordinance
parlor car
paymaster
perishable
piston
platform
pneumatic
porter
postal car
postal clerk
primaige
profile
rear end
rebell
redeemable
rebill
reinforced
requirement
reservoir
retaining wall
roadbed
rodman
roundhouse
round-trip
scaffold
scapler
schedule
second-class
section-boss
section-house
semaphore
shear
shortage
sidetrack
single track
siphon
slag
sleeper
sleeping car
smoking car
snowplow
soft coal
solder
standard time
staybolt
storehouse
subgrade
suburban
surveyor
switchman
tallman
tamping bar
target
tariff
temporary
tender
terminal
terminus
through freight
timekeeper
tunnel
velocity
vestibule
waiting room
warehouse
washout
watchman
weighmaster
worktrain
### Technical Terms Used in Steamship Lines

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Technical Vocabulary

alloy  conversion  furring
analysis  copper clad  gallows
anchor  copper wire  galvanized
angle  corrugated steel  geometric
annealed  cotter pin  granulate
back-to-back  counter rod  gravity
band  crank shaft  grillage
crane  guy wire  gyratation
band-edge  crossdiag  H-beam
bearing plate  croostie  hematite
bearing value  crucible  hexagon
beet  crucible  hinge
tessaener  crystallized  hollow brick
billet  cube  I-beam
blank sheet  deflection  impact
blast furnace  derrick  inerts
bloom  diagram  ingot
bolthead  diameter  Japanned
borings  dimension  lacquer
box girder  edged plate  lateral
braces  elasticity  leaded
bracket  embossed  ledges
buckle plate  enamelled  lilacs
carbon  eyecan  live load
carbonizing  fabrication  logarithm
castings  ferromanganese  longitudinal
cast iron  ferronilicon  loop
cast iron column  fibre stress  machine bolt
center of gravity  filings  machined
channel  fins  manganese
chequered plate  fireproof  marbled
circular plate  fixed end  masonry
circumference  flange  monitor
clevis  flexure  neutral axis
cobble  floor plate  nickel plated
coefficients  flue dust  oblong
compound  flume  obtuse
compression  forgings  open hearth
connecting angles  foundation  oval
construction  full-sized  oxide
contraction  function  9

Structural Steel and Iron

partition  sectional area  stenciled
perforate  segment  stiffener
pig iron  separator  struts
pilot  slug  studding
pin plate  sleeves  tangent
plastered  socket  tarred
primed  sole plate  T-bar
tone  span  tensile
tudors  specific gravity  terra cotta
tie-rod  specific gravity  tie-rod
tiles  spelter  tile arch
tin plate  spike  trigonometric
T-rail  spile  truss
turnbuckle  square bar  tubing
turnbuckle  spike  turnbuckle
web resistance  stampings  wall plate
wrought iron  stay plate  web resistance
Ship Construction Terms

- American Bureau of Shipping
- Derrick post
- Scupper
- Angle iron
- Devil's claw
- Seaway
- Ash heap
- Exhaust line
- Shaft alley
- Abwarpship
- Fairlead
- Shipboarder
- Ballast
- Faying surface
- Stick bay
- Batten
- Fire bucket
- Signal wire
- Bilge
- Flagstaff
- Sleeper
- Bituminous
- Forecastle
- Smokestack
- Blue print
- Foremast
- Starboard
- Boom rest
- Gun foundation
- Steam pressure
- Bulkhead
- Guawale
- Tail shaft
- Bulwark
- Guy line
- Tarpaulin
- Cargo capacity
- Jackstaff
- Telescopic mast
- Chart table
- Keelson
- Templar
- Chronometer stand
- Lake navigation
- Topmast
- Coal bunker
- Lifeboat
- ‘Tween-deck
- Contract number
- Life raft
- Ventilator
- Crosshead
- Ocean navigation
- Wardroom
- Cubical content
- Pelerus
- Warship gray
- Capacity
- Propeller
- Wheelbarrow
- Davit
- Dead center
- Radiator
- Windlass
- Deck house
- Range light
- Wireless installation

(Material furnished by Mrs. Josephine Hammond, United Shipping Board, Cleveland, Ohio)
Convention Phrases

I should like in all cases in this connection
I should like to say in any case in this manner
I should say in any event in this way
I so move in a short time is there any
I suggest in connection with the is there any question
I suggest that in connection with the matter is there such a motion
I suggest this in connection with that it has been
I want to second the motion in less than it is carried
I will appreciate in my experience it is moved and seconded
I will give in order it occurred to me
I will give the in order to be it occurred to us
I will give you in order to have it occurs to me
I will second the motion in order to make it will be possible
I wish to thank you in order to say it would be a good thing
I would like to make a motion in our experience just go ahead and tell us
I would like to make a motion in our report ladies and gentlemen
I would like to move in that report last convention
If there is in the morning last session
In addition to that in the usual course later on
In addition to these in the usual course of business let me know

let us know prompt attention very short time
lot of men regularly moved and seconded want to say
member of the committee rules and regulations ways and means
members of the committee say no we are not going
Mr. Chairman serious consideration we are ready to report
Mr. President serious question we ask you
Mr. Speaker serious thing we believe
motion is carried this afternoon we hope you will
moved and seconded this convention we should not expect
my best judgment to a considerable extent what is your pleasure
next convention to a great extent what shall we do
nominating committee to a limited extent within a short time
no objection one of the most to begin with will be glad to know
one of the most on such matters tomorrow morning you can't expect
order of business to such an extent your immediate attention
out of the question to this extent you will appreciate
out of the way unanimous consent you will expect
part of the record very anxious you will give
point of information very anxious to see you will give that
point of order very often you will prepare

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Terms Used in Congressional Debates

adjournment  executive  politician
administration  expenditures  politics
allocated  filibuster  propaganda
argument  forecast  prosperity
at all times  great deal  reciprocity
community  humanity  remedy
conclusive  identify  republican
confronted  immigrate  resolution
constitution  impending  Senator Smith
constitutional  legislation  so far as the
constructive  legislative  strike out
criticism  legislature  subscribe
delegate  length of time  support
democracy  minority  taxation
democratic  minority  testimony
disarmament  my recollection  Treasury of the U.S.
economical  nonpartisan  unanimous
economy  of course  under the circumstances
emergency  on the subject  unemployment
emigrate  participate  voters
evidence  pending  wherein
execute  political  withhold

Mr. Chairman  State Department  Constitution of the United States
Mr. President  Treasury Department  President of the United States
Mr. Speaker  Department of the Treasury  Vice President
Fellow-citizens  Department of State  Supreme Court
Senator from Kansas  War Department  Supreme Court of the U.S.
Gentleman from Missouri  Department of Justice  Circuit Court
Gentleman from Wisconsin  Navy Department  gold standard
Junior Senator from New York  Secretary of State  standard of living
Senior Senator from Alabama  Secretary of the Treasury  budget
unanimous consent  Secretary of Labor  balancing the budget
joint resolution  Secretary of Agriculture  balancing the budget
c Committee (in phrases)  Attorney General  taxpayer
joint committee  Shipping Board  tax exempt
Ways and Means Committee  Farm Loan Board  pending bill
Committee of the Whole House  Bureau of the Budget  free trade
c Committee of the Whole  fiscal year  tariff
Finance Committee  Reconstruction Finance Corporation  Interstate Commerce
Agricultural Committee  City government  Interstate Commerce Commission
Foreign Affairs Committee  state government  Interstate Commerce Law
Committee on Foreign Affairs  Government of the U.S.  interstate
Appropriations Committee  Congress of the U.S.  intra-state
Judiciary Committee  session of Congress  Congressional Record
Terms Used in Congressional Debates

- Agricultural Department
- Department of Agriculture
- all over the world
- amendment
- appropriate
- appropriation
- balanced budget
- Budget Bureau
- chairman of the committee
- Commerce Department
- Department of Commerce
- common people
- debate
- Department of the Interior
- Interior Department
- Federal Court
- Federal Government
- Federal Reserve
- Federal Reserve Act
- Federal Reserve Bank
- Federal Reserve Board
- Federal Reserve System

highway
highways
House of Representatives
President Roosevelt
Franklin D. Roosevelt
House Resolution
reservation
Senate of the United States
resolution
roll call
I want to say
Secretary to the President
sergeant-at-arms
will the gentleman yield
Speaker

Governor of Missouri
prohibition
henceforth
prohibition law
House Resolution
provision
recipient
hundreds of thousands of dollars
hundreds of millions of dollars
reclamation
income tax
reconstruction
instrumental
Republican Party
intoxicating in fact
restrictive
intoxicating liquor
resources
introduce
shortsighted
introduce
situation
introduce
speculation
introduce
substitute
introduce
tariff Act
tariff law
majority
tariff legislation
non-intoxicating
non-intoxicating in fact
three per cent
treasure
treasure
organization
treasure
undesirable
unparalleled

Eighteenth Amendment
postponement
Volstead Act
Reporting Phrases that Speed Up the Taking of Testimony

hospital
up (in phrases)
take (in phrases)
take him
take her
took him
took her
take him to the hospital
take her to the hospital
take care
take care of him
take care of her
take care of the matter
take the matter up
pick him up
picked him up
picked him up
pick her up
picked her up
picked her up
I picked up

she said
I picked her up
he said to me
picked me up
he said to her
call him
she said to me
I called him
he said to him
I called him up
she said to him
he called me
I was
he called me
he was
I called her
she was
I called her up
she is
I told him
I was not
I told her
I wasn't
he told me
he wasn't
she told me
he wasn't
I spoke to her
she was not
I spoke to him
she wasn't
I talked to him
I saw him
I talked to her
he saw me
I said to him
he seen me
I said to her
I saw her
he said
I saw him
I said
I seen her

no foundation
no foundation laid
spoke (spoke) for itself
I will allow
I will allow him to say
I will allow him to state
he may state
he may answer
I except
I take an exception
I respectfully except
take an exception
I give you an exception
I move to strike (it) out
I move to strike out the answer
I move that the answer be stricken out
I ask that it be stricken out
I ask that you strike out the answer
I ask that the answer be stricken out
strike it out
strike out the answer
it is stricken out
Reporting Phrases That Speed Up the Taking of Testimony—III

- motion denied
- motion granted
- I ask that you instruct the jury
- I ask that the jury be instructed
- I ask for the withdrawal of a juror
- I move for the withdrawal of a juror
- I move to set aside
- I ask for a new trial
- I move for a new trial
- for a new trial
- I ask your honor
- I ask the court
- may it please the court
- if the court please
- if your honor please
- answer the question
- please answer the question
- if he knows
- yes or no
- on the ground
- on the grounds
- of his own knowledge
- of his own personal knowledge
- as answered
- as already answered
- that is not the evidence
- that is not the testimony
- as not pleaded
- as not in issue
- as not the evidence
- as not the testimony
- as contrary to the evidence
- as contrary to the testimony
- as hearsay
- as improper
- as leading
- as suggestive
- as leading and suggestive
- as not the best proof
- as characterizing
- there is nothing in the record
- failure of proof
- failed to prove
- bill of particulars