
GREGG SHORTHAND PROGRESSIVE EXERCISES

BY

JOHN ROBERT GREGG

*ANNIVERSARY
EDITION*

NAME

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GREGG SHORTHAND

PROGRESSIVE EXERCISES

By
JOHN ROBERT GREGG, S. C. D.

Anniversary Edition

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PREFACE

Progressive Exercises was first issued in 1899. It was revised in 1902 and again in 1916. Its popularity as a convenient, economical, and accurate testing book has made it an inseparable companion to the Gregg Shorthand Manual.

The Anniversary Edition is a complete revision. Each of its thirty-six exercises is a thorough objective test of the principles presented in the correspondingly numbered unit in the Anniversary Edition of the Shorthand Manual. The material composing the exercises is new and contains a large percentage of business words and phrases of high frequency, supplementing, but not duplicating, the vocabulary of the new Manual unless the nature of the test made it desirable to do so. The words were chosen mainly from the fourth and fifth thousand words of high frequency (the Horn Study). The phrases were selected from the Hoke list of 500 commonly used business phrases.

The size of the book has been changed to conform to the size of the Manual. The standard-width column and line of the Gregg Shorthand notebook are used for the first time in this edition of Progressive Exercises. Teachers will welcome this standardization as an effective aid in securing more accurate proportion.

The tests have been printed on both sides of the paper, thus giving the student thirty-six instead of twenty exercises without increasing the cost of the book.

Unit by unit, as these exercises are completed, the teacher has before him a dependable diagnosis of the work of each of his students. Intelligent interpretation of the results of this testing in the form of helpful remedial teaching should follow immediately. The major value of testing is lost if the results are used solely to determine grades.

JOHN ROBERT GREGG

INSTRUCTIONS TO THE TEACHER

Each of the thirty-six exercises consists of three parts:

1. A list of words and phrases, to test the student's knowledge of the principles.
2. Connected matter written in shorthand, to test the student's reading or transcribing ability.
3. Connected matter set in type, to test his shorthand-writing ability.

The teacher who is using the individual method of instruction will welcome the simplicity of Progressive Exercises. Upon completion of a unit in the Shorthand Manual the student may be given Progressive Exercises, and without directions or supervision he will be able to test his progress quickly and thoroughly.

An optional method of procedure, growing in favor with teachers of large classes, is to dictate the first and third parts of each exercise at an average rate of speed. This method of testing has in its favor the fact that the conditions under which the student takes the test approach the practical conditions under which stenographers work. The teacher will, of course, use whichever method is best suited to his needs.

All three parts of each exercise can be completed easily in thirty minutes. A teacher's key in the form of an exact duplicate of the exercise correctly filled in enables the teacher to make corrections rapidly, at his convenience. Those teachers having a fifty-minute period at their disposal may find it desirable to use the remainder of the period for the correction of the exercise by the students. If this method is used, the aid of the blackboard should not be overlooked. It will take but a few minutes to place the key to an exercise on the board to guide the students in correcting the outlines.

Progressive Exercises in bound form, neatly filled out and graded, furnishes a convincing and attractive exhibit of each student's progress and of the teacher's scientific method of testing that progress. Any teacher, however, who prefers to use the exercises in loose-leaf form may obtain them printed separately.

INSTRUCTIONS TO THE STUDENT

Shorthand outlines are of little value to you unless you can form them readily. In taking these tests, therefore, remember that their value in measuring your skill will be increased if you write each outline at as rapid a rate as is consistent with accuracy.

Unless your teacher permits you to do otherwise, do not change an outline when it is once written, and do not write it more than once.

After an exercise has been corrected, practice each corrected outline in your notebook five times.

The wide margins have been left purposely for the teacher's use in making corrections. Therefore, do not let your writing extend beyond the printed lines.

UNIT 1

ail_____ key_____

aid_____ heating_____

allay_____ laying_____

heading_____ knee_____

elm_____ hilly_____

hem_____ aim_____

hair_____ tree_____

hen_____ tea_____

ache_____ I can go_____

hit_____ he would not_____

gay_____ he cannot_____

adding_____ there are_____

e o s n r r
 n. o i n i i.
 p o v i. o
 n. p i i n.
 l o - o x

He will aim at the tree. He will not hit it. Can he add? Henry would not eat the ham. He will not go in May. Her ear ached. I will lay the key here. I am ailing.

[illegible]

UNIT 2

rear_____ main_____

claim_____ reed_____

enemy_____ creek_____

clad_____ drill_____

married_____ gaining_____

nail_____ maim_____

needing_____ treat_____

linen_____ reckon_____

rating_____ that the_____

trick_____ you will be_____

neck_____ to you_____

drama_____ in this_____

Unit 2]

1 e. u b e.
- e e n i. e
- e. i g. e e
n. o e r e
1 e e.

Are you ready to take in the net? He was willing to take the meat. The enemy was drilling. Are you needing more rain? He had a lame knee.

UNIT 3

lemonade_____ My dear Sir:_____

dating_____ he could be_____

debt_____ at this time_____

headed_____ that it is_____

liking_____ to those_____

edit_____ I could not_____

aided_____ I would like_____

money_____ into the_____

emanate_____ of our_____

mental_____ what is the_____

mending_____ he will not be_____

treated_____ and I am_____

Handwritten practice lines for the letter 'v' in various styles and orientations.

A great many of those that were there
had met at the game. They all had a
good time at the meeting in the country.
I am not in debt at this time.

UNIT 4

brave_____ avail_____

chapel_____ chamber_____

flag_____ laughing_____

label_____ image_____

French_____ sharp_____

laboring_____ pave_____

maple_____ tariff_____

freshmen_____ flesh_____

platform_____ if you are_____

cape_____ in which the_____

bake_____ I have been_____

grief_____ very much_____

Unit 4]

resp-ent
 e. e. e. e. e.
 e. e. e. e. e.
 e. e. e. e. e.
 e. e. e. e. e.
 e. e. e. e. e.

He read in the clipping about the magic jade image. The two men won fame by their bravery in the fatal crash. It was a tragedy to the city.

[illegible]

UNIT 5

darkness_____ salad_____

debts_____ phrases_____

dresser_____ neighbors_____

finances_____ cement_____

scrap_____ immense_____

sleeves_____ dishes_____

slippers_____ peaches_____

stays_____ staff_____

stretch_____ I think_____

safety_____ under the_____

glasses_____ as it is_____

released_____ he must be_____

o c. n (n e
 m - h e h e
 / e e e e
 e e e e e
 / e e e e
 / e e e e

UNIT 6

basket_____ lax_____

bigger_____ actions_____

ended_____ inspiration_____

beach_____ named_____

fitted_____ presented_____

fiction_____ physician_____

formed_____ increases_____

informal_____ infinite_____

parted_____ and have_____

freeze_____ if you will_____

belt_____ I should be_____

bricks_____ let me_____

He may not be given an increase today because he has made many errors in adding the fees. I begged him not to put it in the papers for the sake of his people.

UNIT 7

chase_____ rolling_____

blocks_____ offset_____

omit_____ broad_____

bolts_____ salt_____

tall_____ soap_____

borrowed_____ solo_____

holidays_____ zero_____

caution_____ remote_____

loans_____ to receive_____

jobbers_____ on that day_____

tone_____ so much_____

notices_____ I believe_____

the person
 on the left,
 who is now
 the one who
 is sitting.

UNIT 8

ledger_____ daughters_____

auditor_____ owners_____

cedar_____ readers_____

flatter_____ stars_____

grammar_____ teachers_____

harder_____ publisher_____

harmony_____ regarded_____

hearty_____ workers_____

jar_____ with regard_____

oftener_____ very glad_____

factor_____ at that time_____

urged_____ it is possible_____

22 06 1 2 3 4 5
1 2 3 4 5 6 7 8 9
1 2 3 4 5 6 7 8 9
1 2 3 4 5 6 7 8 9

The debtor gave the dealer his note for 30 days instead of paying cash. The workmen were bitter at the partners because they could not collect the money owed them. Take off your coat.

[illegible]

UNIT 9

growth_____ theme_____

conform_____ thrilling_____

bathing_____ conviction_____

briefly_____ compel_____

steadily_____ plainly_____

totally_____ slowly_____

comments_____ healthy_____

values_____ complaints_____

authors_____ as glad as_____

months_____ I have not been able_____

convey_____ you may not be_____

freely_____ I have your letter_____

1 2 3 4 5 6
 7 8 9 10 11 12
 13 14 15 16 17 18
 19 20 21 22 23 24

UNIT 10

bonus_____ tooth_____

rub_____ uneasy_____

coupé_____ utterly_____

shoe_____ cares_____

drug_____ bus_____

accrued_____ fuss_____

cups_____ issues_____

overlook_____ campus_____

purchaser_____ to look_____

renewals_____ if you care_____

bluff_____ if you wish_____

status_____ to carry_____

u r l m o n b
 h e e l n s y
 j . e . o . o .
 o z 9 . 7 4 - 1
 n 2 / r 9 3 -

The heavy trucks that carried the troops had to be routed over a well-paved road. He took a pair of rubber boots in the canoe. The blade of the cutting tool was dull.

UNIT 11

hardware_____ replies_____

wheels_____ equipped_____

whistle_____ quickly_____

width_____ quoted_____

worlds_____ remarked_____

woke_____ square_____

sweater_____ walks_____

washing_____ awaiting_____

wore_____ I have gone_____

supposing_____ in particular_____

quarrel_____ in reply_____

quilt_____ I suppose_____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

Will you quote me a rate on liquid soap? Wash the woolen sweater in soft rain water. I hear that they have been waiting for their week's wages because the owner is away. His equity in his home was only one-half its real value.

[illegible]

UNIT 12

swing _____ unfair _____

blanks _____ installing _____

longing _____ immensely _____

unlike _____ exceed _____

listing _____ changed _____

carload _____ openings _____

yearly _____ dealings _____

yards _____ seemingly _____

hungry _____ I will return _____

fingers _____ thank you _____

banker _____ what else _____

frankly _____ in answer _____

1. 2 11 10, 2 /
 2. 1 6 6 6
 3. 2 4 1 8. - 5 6 -
 4. 1 1 1 1 1 1 1 1

I was impressed by the friendly character of his communication. The shares of this company are listed among the leaders. This car is strongly built. The returns on my business in recent years have been decreasing.

UNIT 13

fewer_____ climb_____

fuel_____ hire_____

huge_____ lighted_____

knife_____ pine_____

slide_____ nicer_____

blouse_____ pile_____

outcome_____ retired_____

powder_____ lining_____

shower_____ why not_____

boiler_____ I cannot find_____

noisy_____ on this side_____

royal_____ how can_____

2-7 5 2, 16
2 0 2 2 - 6 20
2 1 0 2 3 1 6
2 2 3 0 20

The guide said good night and left the group tired but in good humor. The knife with the white handle was lying on the tile floor. Wire the outcome of your visit.

[illegible]

UNIT 14

created_____ arranging_____

diary_____ pleases_____

appliance_____ respected_____

bias_____ strangely_____

objections_____ trusted_____

pneumonia_____ considers_____

radiator_____ newer_____

annoyance_____ ideas_____

strenuous_____ I trust_____

violence_____ take advantage_____

violin_____ please let_____

addressing_____ we enclose_____

in the end,
 we have to
 go to the
 end of the
 world
 to find
 the answer.

Thousands earn their daily bread by the sweat of their brow. The plot of the serial story was very amusing. You may trust the men; there will be no rioting. The strange theories of the young genius aroused the wonder of some and amused others.

UNIT 15

tongue_____ profitable_____

drunk_____ promotion_____

announce_____ profession_____

directions_____ durable_____

gown_____ liable_____

crown_____ visible_____

judging_____ employment_____

touches_____ enjoyment_____

renounce_____ I regret_____

assuming_____ to satisfy_____

consumer_____ to cover_____

performance_____ please rush_____

er. 1. 1. 1. 1.
 er. 1. 1. 1. 1.
 1. 1. 1. 1.
 1. 1. 1. 1.
 1. 1. 1. 1.

The announcement of his employment was unexpected. I informed him that I would recommend him for promotion because of his laudable performance. You will be expected to send samples of the provisions you carry.

[illegible]

UNIT 16

venture_____ thrilled_____

claimed_____ standpoint_____

grind_____ references_____

compiled_____ stocks_____

drafts_____ remittances_____

detailed_____ holdings_____

consigned_____ brand_____

indulge_____ painter_____

rental_____ please remit_____

induce_____ my attention_____

binding_____ with reference_____

spoiled_____ I suggest_____

96. zu wo 6'
 21. y. w. d
 - . { 2 , o y.
 07 ne . M - 1
 2 } 3

UNIT 17

spent_____ removal_____

pending_____ differences_____

devices_____ indefinite_____

sharpened_____ movies_____

gently_____ deliveries_____

defined_____ diligently_____

defraud_____ expended_____

positively_____ My dear Mr._____

creditors_____ for credit_____

agencies_____ in this instance_____

ruling_____ definite time_____

dependent_____ Very cordially yours_____

8 9 0 e ~ , 9
 1 2 3 4 5 6
 7 8 9 0 1 2
 3 4 5 6 7 8
 9 0 1 2 3 4
 5 6 7 8 9 0

The new railway agent made a mistake in allowing the removal of the goods before the shipper's draft was collected by the bank. The carpenter who was responsible for the purchase of the new device endeavored to defend his action.

UNIT 18

belonging_____ revision_____

began_____ reprint_____

beginning_____ resigned_____

depending_____ advertisement_____

recover_____ occasional_____

recording_____ sufficiently_____

release_____ acquaintances_____

relief_____ inspection_____

misgiving_____ he had been_____

discharge_____ I was not_____

discover_____ please insure_____

replacement_____ on this occasion_____

on the - 1. 4
2. 3. 4. 5.
6. 7. 8. 9.
10. 11. 12. 13.

The shipment of merchandise was insured for one-half its value, nevertheless the loss is sufficiently heavy to embarrass the owners. They have little hope of recovering even a small quantity of the shipment.

UNIT 19

beaten_____ temporarily_____

wooden_____ intentions_____

fountain_____ tamper_____

attempting_____ pretense_____

kingdom_____ satin_____

contents_____ straighten_____

estimates_____ intently_____

countenance_____ maintenance_____

intimate_____ you do not regard_____

widen_____ I do not want_____

intense_____ we do not know_____

discontinue_____ they do not like_____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

When he landed from the steamer he rented a temporary residence near his office. The wisdom of his tenant's counsel was easily seen, and it is his intention now to discontinue the suit.

UNIT 20

pardon_____ margin_____

curtain_____ indorsement_____

burnt_____ export_____

chart_____ argue_____

rather_____ warmer_____

resources_____ dormitory_____

surrounding_____ virtues_____

urgent_____ verse_____

journey_____ about that time_____

confirming_____ about these goods_____

research_____ about which you are_____

ordinance_____ about this thing_____

a r f r , d e
 , d f - f f
 e z h r r r
 c - e f o , g e
 m c o r -

Our worries were confirmed when the findings of the survey, gathered from many sources by an expert, were published. Be as courteous and as obliging as possible in dealing with them concerning the reservations in the terms of the agreement.

UNIT 21

certified_____ encouragement_____

forth_____ matured_____

foresaw_____ creature_____

furnishings_____ some weeks ago_____

hopeful_____ several days ago_____

successfully_____ we hope you will_____

gratify_____ you will be sorry_____

ratify_____ we are not sure_____

percentage_____ as well as possible_____

messages_____ I hope that_____

passage_____ I cannot be sure_____

voyage_____ as quickly as possible_____

2. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

He planned to build a model village filled with modern cottages beautifully yet comfortably furnished. He told me that his valuable furs were always placed in his cold storage vault during warm weather.

UNIT 22

repeat_____ longest_____

biggest_____ adoption_____

competent_____ selecting_____

conducts_____ east_____

deduction_____ sweetest_____

dentist_____ content_____

earnestly_____ youngest_____

coaster_____ faster_____

harvest_____ all matters_____

incident_____ all may be_____

consists_____ and I am sure_____

least_____ and in reply_____

UNIT 23

admiration_____ pretend_____

advancement_____ ulcer_____

commanded_____ adversely_____

helpless_____ attending_____

hopeless_____ acquainted_____

reminded_____ advantages_____

adjusted_____ advertisement_____

substances_____ allowance_____

worthless_____ answered_____

also_____ we will advance_____

submitted_____ please advise me_____

subsidy_____ he admires_____

10 - C.
 11 - C.
 12 - C.
 13 - C.
 14 - C.
 15 - C.
 16 - C.
 17 - C.
 18 - C.
 19 - C.
 20 - C.

The dividends from his business were so small and the demands upon his time so heavy that he sold out to his former partner. Print the subheads in this folder in boldface type. As an alternative he requested that his note be extended thirty days.

UNIT 24

glad to have_____ what to do_____

able to see_____ two or three_____

ought to have_____ for the first time_____

in order to be able_____ ought to be able_____

in such a way_____ men and _____
women

more and more_____ expect to hear _____
from you

in the usual _____ up to date _____
manner

for a considerable _____ out of town _____
time

bill of exchange_____ glad to know _____

I should like to be_____ one of them _____

in answer to your _____ in reply to your _____
letter letter

none of them_____ one of these _____

one o b d
v z m
y n y
o o o m b
- -

We should like to have our attorney's opinion in reference to the matter. To be of value to us, we ought to receive it in a day or two. For the time being we shall act in such a manner that there will be little or no delay in filling important orders.

UNIT 25

accustomed_____ decidedly_____

poverty_____ collateral_____

miscellaneous_____ crowded_____

powerful_____ customer_____

unanimous_____ railroads_____

strikes_____ developments_____

preliminary_____ doubtful_____

certificates_____ elaborate_____

arrives_____ discounts_____

proceedings_____ memoranda_____

deposited_____ balances_____

engagement_____ cooperation_____

$a - b_1 - \dots - b_{n-1}$
 $\rightarrow r_1, r_2, \dots, r_n$
 r_1, r_2, \dots, r_n
 r_1, r_2, \dots, r_n
 r_1, r_2, \dots, r_n

The post offices serving the large cities of the United States are always housed in splendid buildings. It is a pleasure for us to cooperate with our depositors in every way possible to aid them in establishing a high financial rating. We invite the public to use our banking privileges.

UNIT 26

associations_____ temptation_____

canceling_____ socially_____

delicate_____ adequate_____

frequently_____ ambitious_____

imitation_____ celebrate_____

indicator_____ consequence_____

invitations_____ totally_____

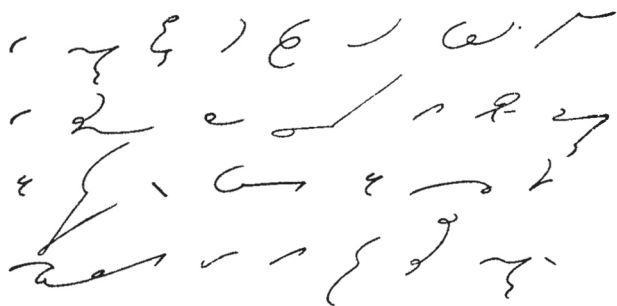
locally_____ melancholy_____

omission_____ pamphlets_____

permanently_____ any more than_____

separately_____ any other_____

tradition_____ as if_____

[illegible]

Please render a separate quotation on each item in your bid. The terms specify that you make a notation in your offer of all special conditions affecting delivery, commission, etc. Ordinarily, numerous local firms take part in the yearly art auction.

UNIT 27

afterthought_____ within the_____

outgoing_____ everybody else_____

outfit_____ 500 lbs._____

outlay_____ \$3,000,000_____

outstanding_____ fourteen hundred dollars_____

sometime_____ \$100,000_____

notwithstanding_____ \$10.82_____

however_____ 92c_____

elsewhere_____ several thousand dollars_____

whereas_____ few hundred dollars_____

herewith_____ 12 %_____

somewhere_____ 3 o'clock_____

7 20 1 5 6 9 20
 1 2 1 5 11 18
 1 7 1 2 4 1
 1 14⁴⁰ 16 10 1
 9 6 1 7 6 1 1 1 1

[illegible]

Someone has figured that the dome of the national capitol weighs nearly 9,000,000 pounds. In the first second of its descent a body falls 16 feet. His insurance policies provided his widow with a yearly income of over \$10,000 besides paying all his debts.

UNIT 28

centerpiece_____ electric fan_____

controversy_____ extract_____

destroyed_____ interior_____

destruction_____ internal_____

distributed_____ retrench_____

districts_____ interrupted_____

electrician_____ contrive_____

intermission_____ counterbalance_____

entrance_____ contraband_____

exclusively_____ detector_____

restricting_____ intersect_____

controller_____ inactive_____

The action of electrolysis is detrimental to fine instruments. The subject was so uninteresting that the utmost concentration was necessary in order to grasp it. Many appliances operate upon the principle of centrifugal force. The contractor contributed many constructive ideas.

UNIT 29

transformer_____ anticipated_____

transmission_____ McKenzie_____

circulars_____ inclemency_____

declared_____ counterclaim_____

shortly_____ overcharge_____

postpaid_____ overhead_____

supervision_____ underestimate_____

supervisor_____ underbid_____

postponed_____ transplant_____

disagreement_____ paraffin_____

self-respect_____ multimillionaire_____

antitrust_____ circularize_____

[illegible][illegible]

The duties of the engineer in charge of the reclamation project included the supervision of a multitude of details. He was told that a new agreement superseded the contract under which he had been working. Under these circumstances the circulation of the magazine should be multiplied many times.

UNIT 30

definite understanding_____ longer than_____

fully understood_____ worse than_____

center rail_____ please give us_____

over there_____ sales department_____

under any consider-_____ freight department_____
ation

enter into the_____ as a matter of _____
course

agree with us_____ we always_____

extra expenses_____ ten days' sight_____

short life_____ we have your order_____

could not be done_____ first-class condition_____

counter attack_____ at all times_____

larger than_____ it is certain_____

and - my
of - or 2nd
it - as - for 1st
and - 2nd

Please write us what has been done by your shipping department about giving quicker service to us. A great deal depends upon your getting our orders to us as soon as possible. As a matter of fact, our future relations with you will be determined, to a great extent, by the speed with which you fill our orders.

UNIT 31

descriptive_____ affliction_____

entertainment_____ transcribe_____

features_____ transcription_____

fixtures_____ impose_____

actually_____ exposition_____

inquired_____ measurements_____

proficiency_____ deputation_____

acquired_____ opposed_____

perpetual_____ results_____

empire_____ brochure_____

confinement_____ erasures_____

proposal_____ proficient_____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

My subscription to “Nature in Pictures” expires with the December issue. He found that much reflection was required in deciding how to make the best disposition of the treasures he had gathered during his leisure time. Keep this prescription on hand for an emergency. He had not consulted me about his departure.

UNIT 32

diagram_____ ownership_____

familiarity_____ population_____

automatic_____ verification_____

characteristic_____ audacity_____

monumental_____ reality_____

enthusiastic_____ insulation_____

economical_____ acceptability_____

systematic_____ desirability_____

facilities_____ durability_____

likelihood_____ advisability_____

humanity_____ mimeograph_____

mechanical_____ airship_____

. e e o o o
) E - o o o
 (-) o o o
 . M 1 2 3 4
 (, C o o o

Sincerity is fundamental to friendship. A radiogram was received from Mr. Blaine offering a substantial reward for the return of the lost securities. The scarcity of telegraphic facilities proved a hardship to that locality. His political ability was unquestioned.

UNIT 33

(The intersecting principle is tested only in parts 2 and 3 of this exercise.
This first part is a continuation of the test on Unit 32.)

homeward_____ steamship_____

onward_____ speculative_____

downward_____ accumulate_____

logical_____ stipulation_____

radical_____ charity_____

periodical_____ irregularity_____

chemical_____ legality_____

gratification_____ individuality_____

emphatic_____ vicinity_____

similarity_____ static_____

monogram_____ geology_____

workmanship_____ biology_____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

The new general manager of the Board of Trade has been for years with the Federal Reserve Board. The Associated Press released a statement regarding the recent activities of the United States Chamber of Commerce. He enclosed a bank draft to cover the purchase of 100 shares of Union Pacific stock at the market price. The Board of Education questioned the legality of the proposed bond issue.

UNIT 34

Connecticut_____ Gary_____

Hawaii_____ Lansing_____

Missouri_____ Little Rock_____

New York_____ Jackson_____

Michigan_____ Macon_____

Indiana_____ Madison_____

Allentown_____ Phoenix_____

Charlotte_____ Mobile_____

Decatur_____ Quincy_____

Brockton_____ Savannah_____

Wheeling_____ Stockton_____

Fresno_____ Troy_____

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 ١٧٠ / ١٨٠ / ١٩٠ / ٢٠٠
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 ٨١٠ / ٨٢٠ / ٨٣٠ / ٨٤٠
 ٨٥٠ / ٨٦٠ / ٨٧٠ / ٨٨٠
 ٨٩٠ / ٩٠٠ / ٩١٠ / ٩٢٠
 ٩٣٠ / ٩٤٠ / ٩٥٠ / ٩٦٠
 ٩٧٠ / ٩٨٠ / ٩٩٠ / ١٠٠٠

The goldenrod is the state flower of Alabama, Kentucky, Nebraska, and North Carolina; the apple blossom of Arkansas and Michigan; the violet of Illinois, New Jersey, Rhode Island, and Wisconsin; the rose of New York, District of Columbia, and Iowa.

UNIT 35

Lynchburg_____ Belleville_____

Asheville_____ Charlottetown_____

Brockville_____ Clinton_____

Fairfield_____ State of Maine_____

Williamsport_____ State of Nevada_____

Medford_____ State of Tennessee_____

Haverford_____ San Francisco, _____
Calif.

Bloomington_____ Louisville, Ky._____

Huntington_____ Victoria, B. C._____

Framingham_____ Fall River, Mass._____

Bellingham_____ Nashville, Tenn._____

Brantford_____ Springfield, Mass._____

1. The first part of the paper
 is devoted to a general
 survey of the subject.
 It is divided into two
 main sections, the first of
 which deals with the
 history of the subject, and
 the second with the
 present state of the
 subject.

When it is 12 o'clock noon at Atlantic City, New Jersey, it is 11 a. m. at Omaha, Nebraska; 10 a. m. at Denver, Colorado; and 9 a. m. at Seattle, Washington. Harrisburg is the capital of the Keystone state. Manitoba, Saskatchewan, and Alberta, known as the "Prairie Provinces," raise 94 per cent of the wheat grown in Canada.

UNIT 36

abstract_____ fault_____

accommodation_____ fulfill_____

affidavit_____ independent_____

application_____ legislation_____

assistance_____ likewise_____

significant_____ messenger_____

civil_____ mortgage_____

comparative_____ negotiation_____

conclusion_____ observe_____

connect_____ practice_____

disappoint_____ subsequent_____

energy_____ wholesale_____

The delegation from the Pacific Coast states of California, Oregon, and Washington was forced to obtain accommodations at a second-class hotel. After the brilliant attorney had concluded his argument for the defense, the jury quickly reached a verdict in favor of the defendant.

CHAPTER TESTS AND GRADE RECORD

The following series of vocabulary tests—one on each of the twelve chapters of the Anniversary Edition of the Gregg Shorthand Manual—may be used according to the individual needs of the student. Each test consists of twenty-four words selected from the first 5,000 words of the Horn List. Practically none of the words used in the preceding unit tests is duplicated.

Both student and teacher will find the blank form on page 123 most convenient for recording the grade received on each test.

CHAPTER I

detail_____ knit_____

lemon_____ lean_____

alike_____ meal_____

aware_____ rare_____

keel_____ clay_____

track_____ hay_____

career_____ willing_____

nickel_____ acre_____

attack_____ this_____

hurried_____ those_____

lading_____ is_____

dairy_____ that_____

CHAPTER II

appeals_____ flakes_____

pave_____ lazy_____

beats_____ phases_____

buried_____ ceiling_____

feed_____ desk_____

matches_____ places_____

shade_____ causes_____

shells_____ mission_____

varied_____ vision_____

victory_____ election_____

cheaper_____ gauge_____

bricks_____ shipped_____

CHAPTER III

borrowed_____ urged_____

broke_____ steamer_____

chose_____ senator_____

closes_____ soldiers_____

drove_____ tells_____

fought_____ worker_____

solid_____ breath_____

hall_____ thread_____

score_____ thinner_____

cheer_____ conference_____

debtors_____ partly_____

earned_____ generally_____

CHAPTER IV

butter_____ worn_____

drew_____ quarrel_____

dues_____ quoted_____

reduction_____ awaiting_____

choose_____ yards_____

conscious_____ yellow_____

number_____ angry_____

famous_____ fingers_____

waste_____ inking_____

walked_____ enforce_____

washed_____ excess_____

wears_____ things_____

CHAPTER V

confusion_____ bureau_____

views_____ via_____

outfits_____ renew_____

join_____ produce_____

authorize_____ lump_____

confine_____ tons_____

height_____ desirable_____

ice_____ acceptable_____

pile_____ simply_____

lively_____ proportion_____

outline_____ experiment_____

assume_____ payments_____

CHAPTER VI

claimed_____ differently_____

joined_____ depend_____

profound_____ disease_____

sounded_____ refund_____

enduring_____ revise_____

doesn't_____ belong_____

handled_____ mislaid_____

folder_____ improvement_____

June_____ apparently_____

October_____ seemed_____

divide_____ promptly_____

indefinite_____ gained_____

CHAPTER VII

attempt_____ standard_____

attended_____ absurd_____

bulletins_____ research_____

fountain_____ insert_____

written_____ confirm_____

maintain_____ deserve_____

patent_____ imports_____

adjourned_____ surface_____

burning_____ warrant_____

farmer_____ leather_____

pertaining_____ encourage_____

guard_____ itself_____

CHAPTER VIII

adjusted_____ substance_____

exists_____ worthless_____

honestly_____ nameless_____

request_____ strictly_____

elect_____ directs_____

protect_____ acts_____

minds_____ adapts_____

tremendous_____ demands_____

admits_____ recommends_____

advised_____ sends_____

advancement_____ useless_____

intended_____ unless_____

CHAPTER IX

decide_____ stations_____

provide_____ \$3,040_____

pure_____ 26¢_____

perceive_____ 4½%_____

powerful_____ 6 gals._____

balance_____ 20,000_____

custom_____ \$400_____

frequently_____ 12 lbs._____

single_____ 8 ft._____

totals_____ 3 o'clock_____

commission_____ 10 bbl._____

foundation_____ 16 bu._____

CHAPTER X

centrally_____ overcharge_____

destroyed_____ shortage_____

entertained_____ support_____

extremely_____ transfer_____

instruct_____ I understood_____

interval_____ counter_____

affected_____ extra_____

effective_____ circumstances_____

anticipate_____ higher than_____

circulars_____ interfere_____

includes_____ we have done_____

postman_____ give us_____

CHAPTER XI

actually_____ curiosity_____

agencies_____ forward_____

assurance_____ historical_____

expensive_____ liability_____

expires_____ maturity_____

figure_____ program_____

mature_____ regulation_____

patient_____ telegram_____

secure_____ telegraph_____

apology_____ experimental_____

athletic_____ dignity_____

authorities_____ membership_____

CHAPTER XII

afford_____ execute_____

approval_____ familiar_____

assist_____ investigate_____

avoid_____ merchant_____

citizen_____ neglect_____

clerk_____ passenger_____

comparison_____ possession_____

conclude_____ salesmen_____

connection_____ signature_____

consequence_____ substitute_____

distinct_____ succeed_____

variety_____ sympathy_____

RECORD OF GRADES RECEIVED

| Unit | Per cent | Unit | Per cent | Unit | Per cent | Chap. | Per cent |
|------|----------|------|----------|------|----------|-------------|----------|
| 1 | | 13 | | 25 | | I | |
| 2 | | 14 | | 26 | | II | |
| 3 | | 15 | | 27 | | III | |
| Avg. | | Avg. | | Avg. | | IV | |
| 4 | | 16 | | 28 | | V | |
| 5 | | 17 | | 29 | | VI | |
| 6 | | 18 | | 30 | | VII | |
| Avg. | | Avg. | | Avg. | | VIII | |
| 7 | | 19 | | 31 | | IX | |
| 8 | | 20 | | 32 | | X | |
| 9 | | 21 | | 33 | | XI | |
| Avg. | | Avg. | | Avg. | | XII | |
| 10 | | 22 | | 34 | | Avg. | |
| 11 | | 23 | | 35 | | Final Grade | |
| 12 | | 24 | | 36 | | | |
| Avg. | | Avg. | | Avg. | | | |
| | | | | | | |% |

TEACHER'S KEY

GREGG SHORTHAND
PROGRESSIVE
EXERCISES

BY

JOHN ROBERT GREGG

*ANNIVERSARY
EDITION*

THE GREGG PUBLISHING COMPANY
NEW YORK CHICAGO BOSTON SAN FRANCISCO TORONTO LONDON

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GREGG SHORTHAND
PROGRESSIVE
EXERCISES

By
JOHN ROBERT GREGG

Anniversary Edition

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PREFACE

Progressive Exercises was first issued in 1899. It was revised in 1902 and again in 1916. Its popularity as a convenient, economical, and accurate testing book has made it an inseparable companion to the Gregg Shorthand Manual.

The Anniversary Edition is a complete revision. Each of its thirty-six exercises is a thorough objective test of the principles presented in the correspondingly numbered unit in the Anniversary Edition of the Shorthand Manual. The material composing the exercises is new and contains a large percentage of business words and phrases of high frequency, supplementing, but not duplicating, the vocabulary of the new Manual unless the nature of the test made it desirable to do so. The words were chosen mainly from the fourth and fifth thousand words of high frequency (the Horn Study). The phrases were selected from the Hoke list of 500 commonly used business phrases.

The size of the book has been changed to conform to the size of the Manual. The standard-width column and line of the Gregg Shorthand notebook are used for the first time in this edition of Progressive Exercises. Teachers will welcome this standardization as an effective aid in securing more accurate proportion.

The tests have been printed on both sides of the paper, thus giving the student thirty-six instead of twenty exercises without increasing the cost of the book.

Unit by unit, as these exercises are completed, the teacher has before him a dependable diagnosis of the work of each of his students. Intelligent interpretation of the results of this testing in the form of helpful remedial teaching should follow immediately. The major value of testing is lost if the results are used solely to determine grades.

JOHN ROBERT GREGG

INSTRUCTIONS TO THE TEACHER

Each of the thirty-six exercises consists of three parts:

1. A list of words and phrases, to test the student's knowledge of the principles.
2. Connected matter written in shorthand, to test the student's reading or transcribing ability.
3. Connected matter set in type, to test his shorthand-writing ability.

The teacher who is using the individual method of instruction will welcome the *simplicity of Progressive Exercises*. Upon completion of a unit in the Shorthand Manual the student may be given Progressive Exercises, and without directions or supervision he will be able to test his progress quickly and thoroughly.

An optional method of procedure, growing in favor with teachers of large classes, is to dictate the first and third parts of each exercise at an average rate of speed. This method of testing has in its favor the fact that the conditions under which the student takes the test approach the practical conditions under which stenographers work. The teacher will, of course, use whichever method is best suited to his needs.

All three parts of each exercise can be completed easily in thirty minutes. A teacher's key in the form of an exact duplicate of the exercise correctly filled in enables the teacher to make corrections rapidly, at his convenience. Those teachers having a fifty-minute period at their disposal may find it desirable to use the remainder of the period for the correction of the exercise by the students. If this method is used, the aid of the blackboard should not be overlooked. It will take but a few minutes to place the key to an exercise on the board to guide the students in correcting the outlines.

Progressive Exercises in bound form, neatly filled out and graded, furnishes a convincing and attractive exhibit of each student's progress and of the teacher's scientific method of testing that progress. Any teacher, however, who prefers to use the exercises in loose-leaf form may obtain them printed separately.

INSTRUCTIONS TO THE STUDENT

Shorthand outlines are of little value to you unless you can form them readily. In taking these tests, therefore, remember that their value in measuring your skill will be increased if you write each outline at as rapid a rate as is consistent with accuracy.

Unless your teacher permits you to do otherwise, do not change an outline when it is once written, and do not write it more than once.

After an exercise has been corrected, practice each corrected outline in your notebook five times.

The wide margins have been left purposely for the teacher's use in making corrections. Therefore, do not let your writing extend beyond the printed lines.

UNIT 1

ail 

key 

aid 

heating 


allay 

laying 

heading 

knee 

elm 

hilly 

hem 

aim 


hair 

tree 


hen 

tea 


ache 

I can go 

hit 

he would not 

gay 

he cannot 

adding 

there are 

e o s . ~ ~ ~
 n . o i ~ ~ ~
 e o o e . o
 ~ . o i ~ ~ ~
 ~ . o ~ ~ ~

I will aim at the eagle there in the
 tree. Lay the good hat here. Ella
 had gray hair. I cannot go. Ray
 hid the key. Will he not aid me?

He will aim at the tree. He will not
hit it. Can he add? Henry would not
eat the ham. He will not go in May.
Her ear ached. I will lay the key here.
I am ailing.

e o s n e
i l - n o b x i n g
f b i o e
n - p i e e
o v e e l i n
i o e e

UNIT 2

rear

main

claim

reed

enemy

creek

clad

drill

married

gaining

nail

maim

needing

treat

linen

reckon

rating

that the

trick

you will be

neck

to you

drama

in this

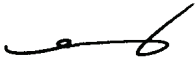










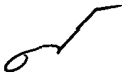


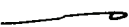

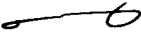

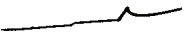





1 e. - f e. -
- e. - f e. -
- e. - f e. -
- e. - f e. -
- e. - f e. -

The railing will need nailing. Mr.
Carr kicked it. He was accurate in
rating the cattle. They came to the
creek. I ran to the train eager to
greet them.

Are you ready to take in the net? He was willing to take the meat. The enemy was drilling. Are you needing more rain? He had a lame knee.

— , e n o — (b x
 e — . n (b .
 o o & p e . — .
 b — e x o j .
 e — .

UNIT 3

| | | | |
|----------|---|----------------|---|
| lemonade |  | My dear Sir: |  |
| dating |  | he could be |  |
| debt |  | at this time |  |
| headed |  | that it is |  |
| liking |  | to those |  |
| edit |  | I could not |  |
| aided |  | I would like |  |
| money |  | into the |  |
| emanate |  | of our |  |
| mental |  | what is the |  |
| mending |  | he will not be |  |
| treated |  | and I am |  |

x . e u r / r u -
 e / n o o o x o
 d i n n d i
 o x o o o u o
 e o o e e i

There was an error in the date of
 the will. Where did you get this
 ticket? When could you come to the
 country with me. My lack of money
 led me to remain here.

A great many of those that were there
had met at the game. They all
had a good time at the meeting in the
country. I am not in debt at this time.

. ~~~~~
/ o - s - o -
p. o. ~~~~~
- s - n. o -
/ ~~~~~


UNIT 4


brave 

chapel 

flag 


label 

French 

laboring 

maple 

freshmen 


platform 


cape 

bake 


grief 

avail 

chamber 


laughing 


image 


sharp 

pave 


tariff 

flesh 

if you are 

in which the 

I have been 

very much 


1) f r s p - n y
 o e g r a n x
 - f r - p -
 e f s g - r t
 - y i p -

The heavy chain was in the cabin.
 Can you lift that reading lamp in the
 parlor? The shed was in wretched
 shape. Our fleet has been in the
 harbor. The check will reach him
 today.

He read in the clipping about the magic jade image. The two men won fame by their bravery in the fatal crash. It was a tragedy to the city.

o e s n b h
 k g . i i —
 ~ 2 (1 6 s
 m n . h .
 z r s .

UNIT 5

darkness 

debts 

dresser 

finances 

scrap 

sleeves 

slippers 

stays 

stretch 


safety 

glasses 

released 

salad 

phrases 

neighbors 

cement 


immense 

dishes 


peaches 

staff 

I think 

under the 

as it is 

he must be 

I can't see
 on - the other
 I see as on
 I can't see
 I see as on
 I see as on

I am planning to put those three bare
 acres in beans, peas, beets, celery,
 and little red radishes. I must always
 think of my business first. This sys-
 tem will make many changes in the forms.

I shall ship the apples and peaches that
 I have raised at my ranch and pay all
 my debts with the money I shall get
 from their sale.

9 1 c 1 6 0
 9 e 1 0 9
 1 6 c 0 1 8
 1 9 2 1
 e -

UNIT 6


basket 

lax 


bigger 


actions 


ended 

inspiration 

beach 

named 


fitted 


presented 

fiction 

physician 

formed 

increases 

informal 

infinite 


parted 

and have 


freeze 

if you will 

belt 

I should be 

bricks 

let me 

























— y b e c s
2 2 p — — —
y o o — — —
e e b — — —
o b — — —

Many rich people were present at the
informal affair that Mr. and Mrs.
French gave this morning. The sales
soon began to increase. He forgot to
trace the missing letter.

He may not be given an increase today because he has made many errors in adding the fees. I begged him not to put it in the papers for the sake of his people.

209 6-0
 209 6-0
 209 6-0
 209 6-0
 209 6-0

UNIT 7

| | | | |
|----------|---|-------------|---|
| chase |  | rolling |  |
| blocks |  | offset |  |
| omit |  | broad |  |
| bolts |  | salt |  |
| tall |  | soap |  |
| borrowed |  | solo |  |
| holidays |  | zero |  |
| caution |  | remote |  |
| loans |  | to receive |  |
| jobbers |  | on that day |  |
| tone |  | so much |  |
| notices |  | I believe |  |

The boats were blown about on the lake.
 I am crossing the bridge at dawn. His
 grocery store was locked. Several
 small orders were given over the phone.
 John will take a general course at col-
 lege.

Take a horse sled and a heavy rope
with you to the shore, Paul, and haul
that broken rock home. I will pay you
what I owe you on the loan.

o . i e e l .
g y o r a h
l i e l o n
i . e y o o o
o d e .

UNIT 8

ledger

auditor

cedar

flatter

grammar

harder

harmony

heartly

jar

oftener

factor

urged

daughters

owners

readers

stars

teachers

publisher

regarded

workers

with regard

very glad

at that time

it is possible

Handwritten notes, likely a list or set of instructions, written in cursive script. The notes are arranged in four lines:

- Line 1: n d u h - p o v n c
- Line 2: / v n y = a n u /
- Line 3: u n d - n - 1 7 p
- Line 4: n n c 9 u n -

Your set of books will tell you what you own and what you owe--what is your overhead and what is your net income. It is important that you collect all that is owing you.

The debtor gave the dealer his note for 30 days instead of paying cash. The workmen were bitter at the partners because they could not collect the money owed them. Take off your coat.

1 / 2 3 4
 5 6 7 30 8 9
 6 7 8 9 10 11
 12 13 14 15 16
 17 18 19 20 21
 22 23 24 25 26

UNIT 9

growth

theme

conform

thrilling

bathing

conviction

briefly

compel

steadily

plainly

totally

slowly

comments

healthy

values

complaints

authors

as glad as

months

I have not been able

convey

you may not be

freely

I have your letter

























- 8 7 1 2 3 4
 - 5 6 7 8 9 10
 - 11 12 13 14 15 16
 - 17 18 19 20 21 22

The committee representing the work-
 ers complained that the mob had torn
 their clothing and thrown bricks at
 them. I will see him in my office
 immediately on special business.

Will you agree to **take** me to the meeting and, without making any comments, hear what the speaker has to say about the increase of the wealth of our country during these hard times?

u o l a o r
 b i d o o
 n i v l
 o b l n v
 a r t o d t x

UNIT 10

| | | | |
|-----------|---|-------------|---|
| bonus |  | tooth |  |
| rub |  | uneasy |  |
| coupé |  | utterly |  |
| shoe |  | cares |  |
| drug |  | bus |  |
| accrued |  | fuss |  |
| cups |  | issues |  |
| overlook |  | campus |  |
| purchaser |  | to look |  |
| renewals |  | if you care |  |
| bluff |  | if you wish |  |
| status |  | to carry |  |








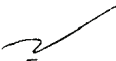

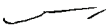














- v l u o n t
 h e e l u . / u
 / r . l e . p o . t
 - 2 9 . 7 5 - 1
 m 2 / v 2 3 -

Most of the flowers that grew by the
 pool were already blooming, and the
 rose hedge was a flaming mass of red.
 My cousin has a government position.
 She took full charge of the office
 force.

The heavy trucks that carried the troops had to be routed over a well-paved road. He took a pair of rubber boots in the canoe. The blade of the cutting tool was dull.

i 2 m o o, i
 17 6 7 10. 1
 9 10. 10. 6
 10 10 10 10
 10 10 10 10
 10 10 10 10

UNIT 11

| | | | |
|-----------|---|---------------|---|
| hardware |  | replies |  |
| wheels |  | equipped |  |
| whistle |  | quickly |  |
| width |  | quoted |  |
| worlds |  | remarked |  |
| woke |  | square |  |
| sweater |  | walks |  |
| washing |  | awaiting |  |
| wore |  | I have gone |  |
| supposing |  | in particular |  |
| quarrel |  | in reply |  |
| quilt |  | I suppose |  |





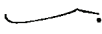












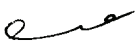



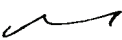


1. u 2. s 3. y
 1. s 2. s 3. s
 1. s 2. s 3. s
 1. s 2. s 3. s
 1. s 2. s 3. s

The reporter quickly read from his
 notebook the wordy replies that the
 witness had given to the questions.
 It is your duty to explain the par-
 ticulars of the case to the women who
 are quoting your remarks.

Will you quote me a rate on liquid soap? Wash the woolen sweater in soft rain water. I hear that they have been waiting for their week's wages because the owner is away. His equity in his home was only one-half its real value.

— 1 2 — . 3
 — 4 5 6 7 8
 9 10 — 11 12 13
 14 15 16 17 18 19
 20 21 22 23 24 25
 26 27 28 29 30 31
 32 33 34 35 36 37

UNIT 12

| | | | |
|---------|---|---------------|---|
| swing |  | unfair |  |
| blanks |  | installing |  |
| longing |  | immensely |  |
| unlike |  | exceed |  |
| listing |  | changed |  |
| carload |  | openings |  |
| yearly |  | dealings |  |
| yards |  | seemingly |  |
| hungry |  | I will return |  |
| fingers |  | thank you |  |
| banker |  | what else |  |
| frankly |  | in answer |  |













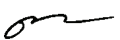











1. L n o, L /
n . 9 6 b e
L 2, 1 8, - 5 b -
9 ~ ~ ~ ~ ~

The banker stated that his bank would install a savings branch that would remain open evenings till eight. Our recent experience among these young men makes further action unnecessary.

I was impressed by the friendly character of his communication. The shares of this company are listed among the leaders. This car is strongly built. The returns on my business in recent years have been decreasing.

e - b c n y
 m - r o s z -
 u - v w -
 o - , n e C - r
 a - o { - y
 e / o e .

UNIT 13

| | | | |
|---------|---|---------------|---|
| fewer |  | climb |  |
| fuel |  | hire |  |
| huge |  | lighted |  |
| knife |  | pine |  |
| united |  | nicer |  |
| blouse |  | pile |  |
| outcome |  | retired |  |
| powder |  | lining |  |
| shower |  | why not |  |
| boiler |  | I cannot find |  |
| noisy |  | on this side |  |
| royal |  | how can |  |











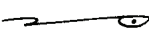













2 - 1 - 5 - 2 - 1 - 6
 2 - 0 - 0 - 1 - 6 - 2 - 0
 1 - 1 - 0 - 0 - 3 - 1 - 6
 1 - 1 - 0 - 0 - 0 - 1 - 1

Sign the voucher on this line. The
 buyer said that these styles in boys'
 clothing suited him. He used wisely
 the power given him to appoint thou-
 sands of youths.

The guide said good night and left the group tired but in good humor. The knife with the white handle was lying on the tile floor. Wire the outcome of your visit.

1 2 3 4 5
 1 2 3 4 5
 1 2 3 4 5
 1 2 3 4 5
 1 2 3 4 5
 1 2 3 4 5

UNIT 14

| | | | |
|------------|---|----------------|---|
| created |  | arranging |  |
| diary |  | pleases |  |
| appliance |  | respected |  |
| bias |  | strangely |  |
| objections |  | trusted |  |
| pneumonia |  | considers |  |
| radiator |  | newer |  |
| annoyance |  | ideas |  |
| strenuous |  | I trust |  |
| violence |  | take advantage |  |
| violin |  | please let |  |
| addressing |  | we enclose |  |





















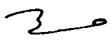

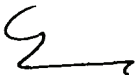
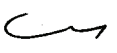
The senior prepared an appropriate ad-
 dress for graduation day. They re-
 spected his religious beliefs. Please
 arrange an opportunity for us to con-
 sider together various new radio in-
 ventions.

The senior prepared an appropriate ad-
 dress for graduation day. They re-
 spected his religious beliefs. Please
 arrange an opportunity for us to con-
 sider together various new radio in-
 ventions.

Thousands earn their daily bread by the sweat of their brow. The plot of the serial story was very amusing. You may trust the men; there will be no rioting. The strange theories of the young genius aroused the wonder of some and amused others.

03 2 1 0 6 6
 3 2 6 1 6 1
 22 20 4 1 03
 20 11 1 1 1
 2 0 1 1 1 1
 1 1 1 1 1 1
 1 1 1 1 1 1

UNIT 15

| | | | |
|-------------|---|-------------|---|
| tongue |  | profitable |  |
| drunk |  | promotion |  |
| announce |  | profession |  |
| directions |  | durable |  |
| gown |  | liable |  |
| crown |  | visible |  |
| judging |  | employment |  |
| touches |  | enjoyment |  |
| renounce |  | I regret |  |
| assuming |  | to satisfy |  |
| consumer |  | to cover |  |
| performance |  | please rush |  |


















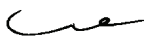






er. u e r l
 e e r l y r -
 m u l f
 oo. m - 2)
 - e i s E -

Millions of dollars were rushed by
 airplane to the banks to stop the run.
 The document permitted no exceptions
 of any kind. Unemployed men often
 have many serious personal problems.

The announcement of his employment was unexpected. I informed him that I would recommend him for promotion because of his laudable performance. You will be expected to send samples of the provisions you carry.

on 4-2
 4 8-0 2, 0-0
 6 2-1 10-4
 2 3 4 5-
 2 3 4 5-
 2 3-
 2 3-

UNIT 16

| | | | |
|-----------|---|----------------|---|
| venture |  | thrilled |  |
| claimed |  | standpoint |  |
| grind |  | references |  |
| compiled |  | stocks |  |
| drafts |  | remittances |  |
| detailed |  | holdings |  |
| consigned |  | brand |  |
| indulge |  | painter |  |
| rental |  | please remit |  |
| induce |  | my attention |  |
| binding |  | with reference |  |
| spoiled |  | I suggest |  |

98. 20 60
2. 2. 2. 2
- . 1 2 1 0 9
0 7 2 . 1 1 - 1
2 7 3

I have had an inventory of my paintings compiled. You will find a schedule filed in a special folder at my office. I am unable to remit a draft in full for the invoice to which you refer.

During the summer months of June, July, and August please follow this list of rentals and ask for references from all who apply. There must be no exceptions or exemptions.

1. 1. 1. 1. 1.
 2. 2. 2. 2. 2.
 3. 3. 3. 3. 3.
 4. 4. 4. 4. 4.
 5. 5. 5. 5. 5.
 6. 6. 6. 6. 6.

UNIT 17

| | | | |
|------------|--|----------------------|--|
| spent | | removal | |
| pending | | differences | |
| devices | | indefinite | |
| sharpened | | movies | |
| gently | | deliveries | |
| defined | | diligently | |
| defraud | | expended | |
| positively | | My dear Mr. | |
| creditors | | for credit | |
| agencies | | in this instance | |
| ruling | | definite time | |
| dependent | | Very cordially yours | |

I am positive that he will devote his
 entire time to defending the credit
 agencies pending their removal. To-
 morrow we shall know definitely the
 approximate time of delivery. This
 credit should appear on your books.

The new railway agent made a mistake in allowing the removal of the goods before the shipper's draft was collected by the bank. The carpenter who was responsible for the purchase of the new device endeavored to defend his action.

1 - 2 9 6 .

2 - 2 . 1 2 2

3 - 3 1 4 7

























4 - 2 , 6 2 . 1

5 - 2 3 7 1 4 .

6 - 2 2 , 1 2

7 - 2 .

UNIT 18

| | | | |
|-------------|---|------------------|---|
| belonging |  | revision |  |
| began |  | reprint |  |
| beginning |  | resigned |  |
| depending |  | advertisement |  |
| recover |  | occasional |  |
| recording |  | sufficiently |  |
| release |  | acquaintances |  |
| relief |  | inspection |  |
| misgiving |  | he had been |  |
| discharge |  | I was not |  |
| discover |  | please insure |  |
| replacement |  | on this occasion |  |

o 2 14 - 7 1 7
/ 2 m - 1 6 1
12 - 1 8 2 1 5
3 1 9 - 1 1 1 1 1

Use your discretion in discharging the responsible duties assigned to you.

The editor determined to resign. The city council advertised in the newspapers for prices on a quantity of merchandise.

The shipment of merchandise was insured for one-half its value, nevertheless the loss is sufficiently heavy to embarrass the owners. They have little hope of recovering even a small quantity of the shipment.

1 4 0 22 4 3
 1 2 1 2 1
 4 1 2 2 1 2
 1 2 1 2 1 2
 1 2 1 2 1 2
 1 2 1 2 1 2
 1 2 1 2 1 2

UNIT 19

beaten



temporarily



wooden



intentions



fountain



tamper



attempting



pretense



kingdom



satin



contents



straighten



estimates



intently



countenance



maintenance



intimate



you do not regard



widen



I do not want



intense



we do not know



discontinue



they do not like



1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
 21. 22. 23. 24. 25. 26. 27. 28. 29. 30.
 31. 32. 33. 34. 35. 36. 37. 38. 39. 40.
 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.


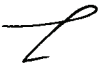









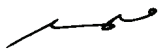












His estimate of the quantity of timber needed to run the wooden button factory for one month was not correct.

He needed much more than he thought he would. We do not believe they know what to do about the extension of the lease.

When he landed from the steamer he rented a temporary residence near his office. The wisdom of his attorney's counsel was easily seen, and it is his intention now to discontinue the suit.

o o e l l e e
 o e . l e e
 , y , e e e
 e e e e e
 , e e e e e
 e .

UNIT 20

| | | | |
|-------------|---|---------------------|---|
| pardon |  | margin |  |
| curtain |  | indorsement |  |
| burnt |  | export |  |
| chart |  | argue |  |
| rather |  | warmer |  |
| resources |  | dormitory |  |
| surrounding |  | virtues |  |
| urgent |  | tournament |  |
| journey |  | about that time |  |
| confirming |  | about these goods |  |
| research |  | about which you are |  |
| ordinance |  | about this thing |  |

2 1 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50

Usually during such times the firm's
 surplus is very large. The public
 accountant's detailed report checked
 with the concern's statement. All
 the experts agreed that his services
 were worth all he asked.

Our worries were confirmed when the findings of the survey, gathered from many sources by an expert, were published. Be as courteous and as cordial as possible in dealing with them concerning the reservations in the terms of the agreement.

— 3 2, — 1 2
 — 2 2 —
 } (. 2 2 — (—
 9 2 2 2 2 —
 — 2 2 2 2 —
 — 2 2 2 2 —

UNIT 21

certified

encouragement

forth

matured

foresaw

creature

furnishings

some weeks ago

hopeful

several days ago

successfully

we hope you will

gratify

you will be sorry

ratify

we are not sure

percentage

as well as possible

messages

I hope that

passage

I cannot be sure

voyage

as quickly as possible

2. - m - y - n - e
 3. - m - y - c - e - t
 4. - m - y - c - e - t
 5. - m - y - c - e - t
 6. - m - y - c - e - t
 7. - m - y - c - e - t
 8. - m - y - c - e - t

Even the most successful manager cannot wholly foresee the outcome of his plans for the expansion of his business. The message will be delivered as soon as possible. I am sorry that we cannot give you an early reply. It will take a few days to gather the data you need.

He planned to build a model village filled with modern cottages beautifully yet comfortably furnished. He told me that his valuable furs were always placed in his cold storage vault during warm weather.

o c e . - ✓
 4 2 5 6 - ✓
 y 5 6 7 4.
 100 0, 6 4 2
 e c c - ,
 ~ y 2 r
 ~ r.

UNIT 22

repeat

longest

biggest

adoption

competent

selecting

conducts

east

deduction

sweetest

dentist

content

earnestly

youngest

coaster

faster

harvest

all matters

incident

all may be

consists

and I am sure

least

and in reply

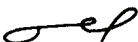
0 2 1 0 1 0 1
 0 7 0 1 1 1 1
 1 1 1 1 1 1 1
 1 1 1 1 1 1 1
 1 1 1 1 1 1 1

I earnestly suggest that you do not invest in that project. I insist that you adjust your standards of living to your modest income. The contents of the president's letter, which was lost in the post, were strictly secret.

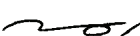
It was quite evident that the report of the insurance agent was not in accord with the facts of the case, and a formal protest was filed with the company by those representing the committee of home owners.


11 2 7 6 2 5 7
 9 4 2 5 2 5
 3 1 . 2 2 2
 4 2 5 7 6 7
 1 2 0 1 2 2

UNIT 23

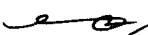
admiration 


advancement 

commanded 

helpless 

hopeless 

reminded 

persuade 

substances 

worthless 


also 

submitted 


subsidy 


pretend 

ulcer 

adversely 

attending 


acquainted 


advantages 

advertisement 

allowance 

answered 

we will advance 

please advise me 

he admires 

10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1

A new manifolding machine was installed for use in billing. He admitted to his creditors that he had thoughtlessly made needless purchases. He gave a satisfactory explanation to the purchaser. The publisher printed a beautiful booklet full of favorable letters that he had received.

The dividends from his business were so small and the demands upon his time so heavy that he sold out to his former partner. Print the subheads in this folder in boldface type. As an alternative he requested that his note be extended thirty days.

1. 12, 12, 12
2. 12, 12, 12
3. 12, 12, 12
4. 12, 12, 12
5. 12, 12, 12
6. 12, 12, 12
7. 12, 12, 12
8. 12, 12, 12
9. 12, 12, 12
10. 12, 12, 12
11. 12, 12, 12
12. 12, 12, 12
13. 12, 12, 12
14. 12, 12, 12
15. 12, 12, 12
16. 12, 12, 12
17. 12, 12, 12
18. 12, 12, 12
19. 12, 12, 12
20. 12, 12, 12
21. 12, 12, 12
22. 12, 12, 12
23. 12, 12, 12
24. 12, 12, 12
25. 12, 12, 12
26. 12, 12, 12
27. 12, 12, 12
28. 12, 12, 12
29. 12, 12, 12
30. 12, 12, 12

UNIT 24

glad to have



what to do



able to see



two or three



ought to have



for the first time



in order to be able



ought to be able



in such a way



men and
women



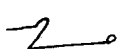
in such a condition



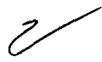
expect to hear
from you



in the usual
manner



up to date



for a considerable
time



out of town



bill of exchange



glad to know



I should like to be



one of them



in answer to your
letter



in reply to your
letter



none of them



one of these




















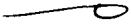






one of the best
 engineers in the
 world will be employed to complete the
 project. I am of the opinion that he
 has little or nothing to say in the
 matter.

We should like to have our attorney's opinion in reference to the matter. To be of value to us, we ought to receive it in a day or two. For the time being we shall act in such a manner that there will be little or no delay in filling important orders.

Wm. L. Brown,
 B. H. Jones
 my son
 - L. J. L.

UNIT 25

| | | | |
|---------------|---|--------------|---|
| accustomed |  | decidedly |  |
| poverty |  | collateral |  |
| miscellaneous |  | crowded |  |
| powerful |  | customer |  |
| unanimous |  | railroads |  |
| strikes |  | developments |  |
| applicant |  | doubtful |  |
| certificates |  | elaborate |  |
| arrives |  | discounts |  |
| proceedings |  | memoranda |  |
| deposited |  | balances |  |
| engagement |  | cooperation |  |

a - 2, - . 6 20, 1
 - 2 2 20, 2 20,
 1 2 2 2 2 2 2
 1 2 2 2 2 2 2
 2 2 2 2 2 2 2

We are engaged in a private undertak-
 ing, and must ask to be excused from
 addressing the assembly relative to
 our travels. The crowd became con-
 fused. The men decided to strike.

The post offices serving the large cities of the United States are always housed in splendid buildings. It is a pleasure for us to cooperate with our depositors in every way possible to aid them in establishing a high financial rating. We invite the public to use our banking privileges.

(6) 1. f d r
2. - c i - e e
C. n. C j -
y o k - d o k
r b - y . o
d o . o j , f
n o - L y .

UNIT 26

associations



temptation



canceling



socially



canvass



adequate



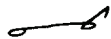
frequently



ambitious



imitation



celebrate



indicator



consequence



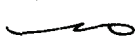
invitations



totally



locally



melancholy



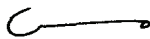
omission



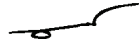
pamphlets



permanently



any more than



separately



any other



tradition



as if



1 7 5 1 6 1 6 1
 1 2 2 0 1 1 8 7
 1 5 1 6 1 6 1
 2 1 1 1 1 1 1

The corporation's expenses for paper and printing during the fiscal year amounted to twice as much as was budgeted. Permission was given for the consolidation of the two public service corporations.

Please render a separate quotation on each item in your bid. The terms specify that you make a notation in your offer of all special conditions affecting delivery, commission, etc. Ordinarily, numerous local firms take part in the yearly art auction.

C. E. E. E. E.
 96 - 6. 12
 6 0 20 . 11
 7 4 { 2 2. 1
 11 1. 10 1
 11 2 1 6 1
 11 1 1.

UNIT 27

| | | | |
|-----------------|-----|--------------------------|------------------|
| afterthought | 2 | within the | or |
| outgoing | on. | everybody else | 2 |
| outfit | 2 | 500 lbs. | 5
7 |
| outlay | o | \$3,000,000 | 3 |
| outstanding | or. | fourteen hundred dollars | 14) |
| sometime | ✓ | \$100,000 | 1✓ |
| notwithstanding | or | \$10.82 | 10 ⁸² |
| however | 9 | 92c | 92' |
| elsewhere | e | several thousand dollars | 2✓ |
| whereas | e | few hundred dollars | 2✓ |
| herewith | or | 12 % | 12, |
| somewhere | 2o | 3 o'clock | 3° |

























7 20 1 5 6 9 20
 1 2 1 5 11 18
 1 1 1 4 1
 14⁴⁰ 16 16 16
 9 6 1 6 1 1 1

This grade of rag paper weighs 20
 pounds to the ream of 500 sheets. At
 18c a pound f.o.b. the mill, 4 reams
 would cost \$14.40 besides 16c freight.
 Hereafter we shall buy this particu-
 lar paper notwithstanding the high
 cost.

Someone has figured that the dome of the national capitol weighs nearly 9,000,000 pounds. In the first second of its descent a body falls 16 feet. His insurance policies provided his widow with a yearly income of over \$10,000 besides paying all his debts.

2 9 2 1 6 1
 ✓ 2 2 2 2 9 7
 5 2 2 1 2
 6 4 16, 1 7 2
 9, 2 2 6 . 2
 2 0 10 6 6
 1 1 1

UNIT 28

| | | | |
|--------------|---|----------------|---|
| centerpiece |  | electric fan |  |
| controversy |  | extract |  |
| destroyed |  | interior |  |
| destruction |  | internal |  |
| distributed |  | retrench |  |
| districts |  | interrupted |  |
| electrician |  | contrive |  |
| intermission |  | counterbalance |  |
| entrance |  | contraband |  |
| exclusively |  | detector |  |
| restricting |  | intersect |  |
| controller |  | inactive |  |

17. E 7 - 7.
 - m o e f - r - i - u
 e e y o e f 3 - i
 - e o e f 3 - i
 - i 2 3 - e 3 -

The intelligence of the speaker enabled him to prepare an introduction that was exceptionally entertaining. The funds were redistributed according to instructions. The interior decorator obtained some startling and extraordinary contrasts in color effects.

The action of electrolysis is detrimental to fine instruments. The subject was so uninteresting that the utmost concentration was necessary in order to grasp it. Many appliances operate upon the principle of centrifugal force. The contractor contributed many constructive ideas.

1 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16 17 18
 19 20 21 22 23 24 25 26 27
 28 29 30 31 32 33 34 35 36
 37 38 39 40 41 42 43 44 45
 46 47 48 49 50 51 52 53 54
 55 56 57 58 59 60 61 62 63
 64 65 66 67 68 69 70 71 72
 73 74 75 76 77 78 79 80 81
 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

UNIT 29

| | | | |
|--------------|--|------------------|--|
| transformer | | anticipated | |
| transmission | | McKenzie | |
| circulars | | inclemency | |
| declared | | counterclaim | |
| shortly | | overcharge | |
| postpaid | | overhead | |
| supervision | | underestimate | |
| supervisor | | underbid | |
| postponed | | transplant | |
| disagreement | | paraffin | |
| self-respect | | multimillionaire | |
| antitrust | | circularize | |






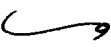


















5, 0, 1, 7 -
 2, 0, 1, 7 -
 2, 0, 1, 7 -
 2, 0, 1, 7 -
 2, 0, 1, 7 -

Self-control is of paramount importance
 in most of our life situations. The
 inclement weather aggravated the dis-
 agreeable conditions we had to overcome.
 I anticipated antagonizing the superin-
 tendent.

The duties of the engineer in charge of the reclamation project included the supervision of a multitude of details. He was told that a new agreement superseded the contract under which he had been working. Under these circumstances the circulation of the magazine should be multiplied many times.

1. / ✓ 2. - / ✓
 3. → 4. 5. / 6. 7. ✓
 8. → 9. 10. 11. 12. ✓
 13. 14. 15. 16. ✓
 17. 18. 19. 20. 21. ✓
 22. 23. 24. 25. ✓
 26. 27. 28. 29. ✓

UNIT 30

| | | | |
|-------------------------|---|-----------------------|---|
| definite understanding |  | longer than |  |
| fully understood |  | worse than |  |
| center rail |  | please give us |  |
| over there |  | sales department |  |
| under any consideration |  | freight department |  |
| enter into the |  | as a matter of course |  |
| agree with us |  | we always |  |
| extra expenses |  | ten days' sight |  |
| short life |  | we have your order |  |
| could not be done |  | first-class condition |  |
| counter attack |  | at all times |  |
| larger than |  | it is certain |  |





















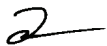



2 3 1 . 4 /
 5 6 - 7 2 10 11
 12 13 14 15 16 17
 18 19 20 - 21 x

I always consider it a great pleasure
 to deal with your purchasing depart-
 ment. Take the extra-fare train under
 these circumstances. Wire us your ad-
 dress at once. Do you know whether or
 not the goods arrived in first-class
 condition?

Please write us what has been done by your shipping department about giving quicker service to us. A great deal depends upon your getting our orders to us as soon as possible. As a matter of fact, our future relations with you will be determined, to a great extent, by the speed with which you fill our orders.

Wm. L. P.
 J. B. B.
 Wm. L. B.
 J. B. B.
 J. B. B.
 J. B. B.
 J. B. B.

UNIT 31

| | | | |
|---------------|---|---------------|---|
| descriptive |  | affliction |  |
| entertainment |  | transcribe |  |
| features |  | transcription |  |
| fixtures |  | impose |  |
| actually |  | exposition |  |
| inquired |  | measurements |  |
| proficiency |  | deputation |  |
| acquired |  | opposed |  |
| perpetual |  | results |  |
| empire |  | brochure |  |
| confinement |  | erasures |  |
| proposal |  | proficient |  |

I have just received
 your letter of the 10th inst.
 and am glad to hear
 that you are well.
 I am also well and hope
 to hear from you soon.
 I am, dear friend,
 very truly yours,
 Wm. L. Garrison

The urgency of the situation inspired
 him to meet the opposition in a most
 efficient manner. It will be to your
 mutual advantage to consult our pros-
 pectus. The senator proposed adjourn-
 ment to kill the emergency measure.

My subscription to "Nature in Pictures" expires with the December issue. He found that much reflection was required in deciding how to make the best disposition of the treasures he had gathered during his leisure time. Keep this prescription on hand for an emergency. He had not consulted me about his departure.

o h n e -
 m " f s l 3 -
 o v p r z e
 o - b o r b
 h r n i o
 r , h r , r
 o m i j . g
 i h - p , h

UNIT 32

| | | | |
|----------------|--|---------------|--|
| diagram | | ownership | |
| familiarity | | population | |
| automatic | | verification | |
| characteristic | | audacity | |
| monumental | | reality | |
| enthusiastic | | insulation | |
| economical | | acceptability | |
| systematic | | desirability | |
| facilities | | durability | |
| likelihood | | advisability | |
| humanity | | mimeograph | |
| mechanical | | airship | |

. e a s 9 - 1
 1 E - or G - 2
 (a) - 1 - 2 - 3
 . 1 - 2 - 3 - 4
 (a) - 1 - 2 - 3 - 4

A salaried man has no justification for speculating. Artistic personalities are often temperamental and critical of the efforts of others. A drastic change was made in the specifications to meet the building regulations of the township.

Sincerity is fundamental to friendship. A radiogram was received from Mr. Blaine offering a substantial reward for the return of the lost securities. The scarcity of telegraphic facilities proved a hardship to that locality. His political ability was unquestioned.

22, 11-14,
 . 22 4 2
 - 19 7. 21
 2/ 1 2 1 2
 22, 1 2, 2 2
 22 7. 21 2
 22, 1 2 2
 2 2

UNIT 33

(The intersecting principle is tested only in parts 2 and 3 of this exercise.
This first part is a continuation of the test on Unit 32.)

homeward



steamship



onward



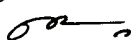
speculative



downward



accumulate



logical



stipulation



radical



charity



periodical



irregularity



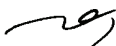
chemical



legality



gratification



individuality



emphatic



vicinity



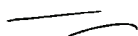
similarity



static



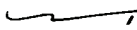
monogram



geology



workmanship



biology



2054722
 1.20 0.11
 5.20 1.10
 4.60 1.10
 4.75 1.10

















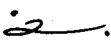
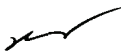


Any item in the price list will be sent C.O.D. for a small additional charge.

The profit and loss statement never contains the bills receivable or bills payable balances. Please return the enclosed application blank to the Board of Managers as soon as possible.

The new general manager of the Board of Trade has been _____ for years with the Federal Reserve Board. The Associated Press released a statement regarding the recent activities of the United States Chamber of Commerce. He enclosed a bank draft to cover the purchase of 100 shares of Union Pacific stock at the market price. The Board of Education questioned the legality of the proposed bond issue.

1. The new general manager of the Board of Trade has been _____ for years with the Federal Reserve Board. The Associated Press released a statement regarding the recent activities of the United States Chamber of Commerce. He enclosed a bank draft to cover the purchase of 100 shares of Union Pacific stock at the market price. The Board of Education questioned the legality of the proposed bond issue.

UNIT 34

| | | | |
|-------------|---|-------------|---|
| Connecticut |  | Gary |  |
| Hawaii |  | Lansing |  |
| Missouri |  | Little Rock |  |
| New York |  | Jackson |  |
| Michigan |  | Macon |  |
| Indiana |  | Madison |  |
| Allentown |  | Phoenix |  |
| Charlotte |  | Mobile |  |
| Decatur |  | Quincy |  |
| Brockton |  | Savannah |  |
| Wheeling |  | Stockton |  |
| Fresno |  | Troy |  |








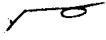
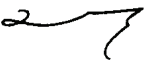









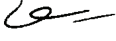




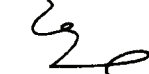
4. 1 2 3 4
 5. 6 7 8 9 10 11 12
 13 14 15 16 17 18 19 20 21 22 1967
 19 20 21 22 15 16 17 18 19 20 21 22
 22 13 11
 . 22

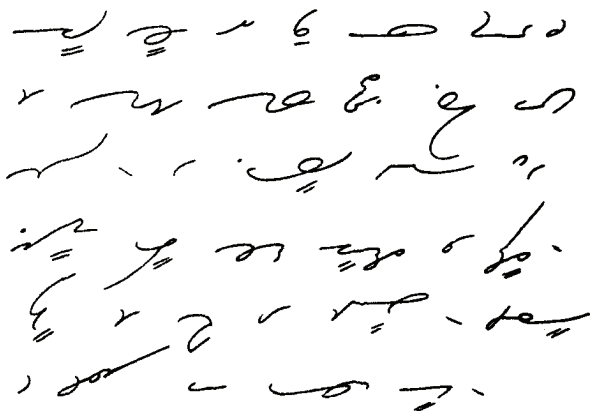
St. Paul and Minneapolis are known as
 the Twin Cities. The distance by water
 from Philadelphia to New Orleans is
 1,967 miles. Nineteen states contain
 a Portland; fifteen, a Lowell; twenty-
 two, a Dayton; thirteen, a Newark; and
 eleven, a Camden.

The goldenrod is the state flower of Alabama, Kentucky, Nebraska, and North Carolina; the apple blossom of Arkansas and Michigan; the violet of Illinois, New Jersey, Rhode Island, and Wisconsin; the rose of New York, District of Columbia, and Iowa.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

UNIT 35

| | | | |
|--------------|---|-----------------------|---|
| Lynchburg |  | Belleville |  |
| Asheville |  | Charlottetown |  |
| Brockville |  | Clinton |  |
| Fairfield |  | State of Maine |  |
| Williamsport |  | State of Nevada |  |
| Medford |  | State of Tennessee |  |
| Haverford |  | San Francisco, Calif. |  |
| Bloomington |  | Louisville, Ky. |  |
| Huntington |  | Victoria, B. C. |  |
| Framingham |  | Fall River, Mass. |  |
| Bellingham |  | Nashville, Tenn. |  |
| Brantford |  | Springfield, Mass. |  |



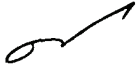























Montreal, Canada, though 600 miles from the sea, is the greatest grain-exporting harbor on this continent. The Holland Tunnel under the Hudson River connects New York City with Jersey City. Boston is the capital of the State of Massachusetts. Chicago, Illinois, is situated on Lake Michigan.

When it is 12 o'clock noon at Atlantic City, New Jersey, it is 11 a. m. at Omaha, Nebraska; 10 a. m. at Denver, Colorado; and 9 a. m. at Seattle, Washington. Harrisburg is the capital of the Keystone state. Manitoba, Saskatchewan, and Alberta, known as the "Prairie Provinces," raise 94 per cent of the wheat grown in Canada.

12 11 10 9 8 7 6 5 4 3 2 1
 11 10 9 8 7 6 5 4 3 2 1
 10 9 8 7 6 5 4 3 2 1
 9 8 7 6 5 4 3 2 1
 8 7 6 5 4 3 2 1
 7 6 5 4 3 2 1
 6 5 4 3 2 1
 5 4 3 2 1
 4 3 2 1
 3 2 1
 2 1
 1

UNIT 36

| | | | |
|---------------|---|-------------|---|
| abstract |  | fault |  |
| accommodation |  | fulfill |  |
| affidavit |  | independent |  |
| application |  | legislation |  |
| assistance |  | likewise |  |
| significant |  | messenger |  |
| civil |  | mortgage |  |
| comparative |  | negotiation |  |
| conclusion |  | observe |  |
| connect |  | practice |  |
| disappoint |  | subsequent |  |
| energy |  | wholesale |  |

' 0 7 11 4 9 8
 5 0 6 () 0 - 1
 - 1 1 1 1 -
 4 4 - 1 1 0
 0 1 0 1 1 1
 1 1 1

The American ambassador could not be
 reached, as he was on the Atlantic
 bound for England. Congress will ad-
 journ before the holidays. The book-
 keeper purchased a new automobile.
 He neglected to make his monthly pay-
 ment on the mortgage.

The delegation from the Pacific Coast states of California, Oregon, and Washington was forced to obtain accommodations at a second-class hotel. After the brilliant attorney had concluded his argument for the defense, the jury quickly reached a verdict in favor of the defendant.

1. 2. 3. 4. 5.
 6. 7. 8. 9. 10.
 11. 12. 13. 14. 15.
 16. 17. 18. 19. 20.
 21. 22. 23. 24. 25.
 26. 27. 28. 29. 30.
 31. 32. 33. 34. 35.