
The phonographic dictionary and phrase book

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THE AMERICAN SYSTEM OF SHORTHAND.

THE
Phonographic Dictionary

AND

Phrase Book.

BY
BENN PITMAN
AND
JEROME B. HOWARD.

CINCINNATI:
THE PHONOGRAPHIC INSTITUTE COMPANY,

1915.

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PREFACE.

An undertaking so costly in time, labor, and money as the preparation of this, the most complete phonographic dictionary and phrase-book ever published, would hardly have been entered upon had not the great utility of works of its class been abundantly demonstrated during the half century which has elapsed since the publication of Isaac Pitman's first "Phonographic and Pronouncing Vocabulary of the English Language." That work made its first appearance in 1850, and so obvious was its importance to learners of phonography that not fewer than seven editions of it have been published in England, several of them appearing in many distinct issues.

In this country, where Pitman phonography has developed upon somewhat different, and we cannot but think more healthful, lines than in England, various phonographic "dictionaries," "vocabularies," and "phrase-lists," more or less complete, have been published. "The Phrase-Book," first issued by Benn Pitman as early as 1860, and "The Phonographic Dictionary," by Benn Pitman and Jerome B. Howard, first issued in 1882 (both of which have been repeatedly issued under various

dates), are merged in the present work, which, however, is now so amplified, both as to material and method, as to constitute a new and distinct production.

The benefits of a phonographic dictionary, while extending to all phonographers who aim at higher proficiency in their art, accrue chiefly to the self-instructed and to those students who, after taking a course of instruction in a school, have passed from under the eye of the teacher and are going through the early stage of practical experience as amanuenses or reporters—a stage during which even harder study and more devoted practise than is often found in schools is essential, if higher steps are to be taken. For such the dictionary is especially intended, and, if rightly used, will prove indeed a “guide, philosopher and friend.”

The words *if rightly used* are advisedly set down. There is a way of using, or, rather, of misusing, a dictionary which makes it rather an enemy than a friend. The student who finds himself falling helplessly into the habit of turning to the word-list as a matter of course to find the outline for a new word the moment he comes upon it, instead of first *thinking out* and *writing out* the outline *his own judgment* approves, had better throw his dictionary away. To him, if such habit be persisted in, the dictionary will be but an enfeebling influence which will dry up in him all impulse to original phonographic thought and render him a helpless victim of circumstances whenever in the heat of actual reporting he comes upon a

strange word against which he has not armed himself by previously looking into his dictionary.

All phonographic study and practise has for its object the empowering of the writer unhesitatingly to construct, upon sound phonographic principles, legible outlines expressive of each and all the words which may come to his ears in the course of a report. The great mass of common words become so familiar to the experienced reporter that he writes them not only without hesitation, but almost without thought. Nevertheless every day, if not every hour, of his work may bring to him words which are rare, or even wholly new to him—so far as their phonographic forms are concerned, at least. For these words he has no familiar forms pictured in his memory, and if he is to report them truly he must *build* outlines with lightning rapidity and with unfailing accuracy of formation. This power of outline-building rests upon a practical mastery of the *system* of phonography as such, and it is to be acquired only through thorough study of phonographic principles and much careful drill in applying these principles slowly and methodically to practise.

And right here it is, in this slow, accurate practise, that the dictionary helps or hinders. It hinders if the learner gives way to the temptation to let it do his thinking for him. It helps immeasurably if he does his own thinking first and appeals to the dictionary in those cases of doubt as to the excellence of his own results which may naturally and rea-

sonably arise in the work of any student. The function, then, of the dictionary, as to the learner of phonography, is to solve doubts; to inform the student whether the result of his efforts is right, faulty, or wrong. No state of mind, save that of stupid self-satisfaction, can be more perilous to the learner than that of anxious doubt. The questions "Am I doing well?", "Are my patient efforts of avail?", "Am I on the right track?", if left too long unanswered may, nay, are likely to, lead to discouragement and final abandonment of the most cherished enterprise. The dictionary should be the counselor who answers these questions promptly and truthfully. The student who sees outline after outline, over which he has faithfully toiled and honestly doubted, approved by the appeal to the dictionary, is stimulated and encouraged. His references to the book gradually become fewer, for he learns to respect his own judgment—the book having shown him that it is worthy of respect. The student who is greeted by reproof after reproof, as he compares his faulty structures with the perfect models, will, if he is wise, soon take the hint and return to his elementary text-books. He will review as often as need be his *Manual* and *Companion*, where he may learn, not merely phonographic outlines, but *phonography*—the science and art of building and vocalizing phonographic outlines.

It is evident, moreover, that a dictionary, to be of any considerable use, must be of a very comprehensive character.

It is not the easy, simple forms about which the student is likely to be in doubt, but those of rarer occurrence and complicated structure—those in whose formation well-founded doubts may arise, and concerning which even doctors may sometimes disagree.

It is for the reason just indicated that a very considerable proportion of technical and foreign words and phrases have been included in this work. The reporter or amanuensis who finds himself about to be called upon to write about technical matters will act wisely to make some preparation therefor, however hasty and superficial it may perforce be. In these days of increasing specialization, the range of technical reporting is widening rapidly. The busy phonographer may to-day be called upon to report a convention of physicians—it may be laryngoscopists or neurologists; to-morrow, of engineers—it may be hydraulic or mining experts; and, again, of manufacturers—it may be nail-makers or silk-weavers. In such emergencies even the smallest interval of time will be availed of by the prudent reporter, who may not only vastly lighten the labor involved in making the report but even save himself from humiliating defeat by reading up the general subject in such encyclopedias or text-books as may be at his command, and especially by studying the significations and *practising the best phonographic outlines* for new words therein found. In this process it is believed that the "Dictionary and Phrase-Book" will be most helpful. It is in view of the fact that reporters

are nowadays called upon with especial frequency to write medical terms that this portion of the vocabulary has received especial fullness of treatment in the following pages.

In the 1861 edition of the "Phrase Book," the following prefatory words are printed :

The extent to which the capacities of the phonographic system are developed in this work, in the special direction to which it is devoted, will both surprise and gratify the phonographer. Indeed, had the system been framed with a special view to the writing of phrases, rather than accurate representation of the elementary sounds of the language, it could scarcely have presented a greater degree of philosophic brevity and completeness than is exhibited in the phraseographic abbreviations of this work.

The extent of the development of phrase-writing in the present volume is (especially when the cross-references are taken into consideration) several times as great as that of the original work. This portion of the book will be found exceedingly useful to the learner, not merely for reference, but as a subject of special study and practise. It is recommended that the student write, first by copying and afterwards from dictation, the entire mass of phrases herein given. He will thus not only receive a valuable training of the hand, and also acquire a ready use of many phrases which will be retained in his memory, but, far more important, he will obtain such a practical knowledge of the principles of phrase-writing, and familiarity with the classes of words which unite to form phrases, as will enable him thereafter to construct correct phrases instantaneously while in the actual process of reporting.

INTRODUCTION.

This book aims to include in its vocabulary every word of the English language which is not "obsolete," "archaic," "very rare," or ultra-technical. It also includes a large number of those words from foreign languages which have come into frequent or occasional use in English speech and literature. It thus contains all the words which the practical phonographer is likely to meet with in his work. Besides this extensive word-list the book comprises a phrase-list of several thousands of useful English and foreign phrases.

Each word in the vocabulary is considered with respect to the following points:

a. Spelling. The modern spelling in most general use is given. In cases where two or more spellings are prevalent, the simplest is chosen. Thus *adz, con*, instead of *adze, con*. Occasionally, more than one spelling is given, especially where usage is not settled or where there is a differentiation of meaning, as *abater* and *abator*.

b. Accentuation. The main accent of each word is marked by the sign (') immediately after the accented syllable. Secondary accents are not marked.