



Machine Shorthand

A shorthand machine has 22 keys. Multiple keys can be depressed at the same time much like a chord on a piano. Words are written phonetically a syllable at a time, or with memorized shortcuts. "Missing" letters are formed by grouping keys together. For instance, beginning TKPW is "g," ending PL is "m."

Example: to write the word "set," depress the left-hand S, the vowel E, and the ending T all at the same time.

This is what steno notes look like. Each line is a single downward stroke of the keys.

STKPWHRAO*EUFRPBLGTSDZ	All keys depressed at once
U	you
S H U D	should
B	be
A BL	able
T O	to
RAO E D	read (AOE is the long e sound)
T H AO E Z	these
S H O R T	short
W U R DZ	words
P H F P	. (period)

Sample courtroom sentence:

STKPWHR	Q.
WH * T	When the
TK F T	defendant (TK = beginning d)
T O EUF D	testified
TK *E R L	did he recall
H O* U P L TS	how many times (PL = m)
H EU Z	his
ST O R	store
H * B	had been
RA U B D	robbed



Stenotypists can write at 225 words per minute. The steno notes are translated against a dictionary providing instant English text on the writer screen or a computer. This is called *realtime* writing.



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