

# pitman 2000 SHORTHAND

AN INTRODUCTION FOR TEACHERS



## **WHAT IS PITMAN 2000 SHORTHAND?**

Pitman 2000 Shorthand is a modified version of Pitman's Shorthand as it has been known and practised over the past fifty years in its New Era form. A page of Pitman 2000 is immediately recognizable as Pitman's, and anyone who knows New Era well has little difficulty in reading it (see page 15). The '2000' in the title is not to be taken as having any reference to vocabulary limitation, but is an easy name to remember and appropriate to the age in which it makes its appearance. The modification has been introduced:

- ★ to streamline the system so as to make it considerably easier and quicker to learn
- ★ to dispense as far as possible with those parts of the New Era form that are applicable only to small groups of words, or that create exceptions and differences
- ★ to create a simple system of rules that are applicable in all circumstances, and as far as possible exceptionless
- ★ to reduce the memory load
- ★ to retain ease and certainty of transcription
- ★ to retain the ease of writing, and as far as possible economy of line
- ★ to retain the speed element so that a good student can still attain speeds of 120–140 w.p.m.
- ★ to create a system that will enable students who wish to teach to go on to learn the New Era version

The means by which this has been done are basically these:

- (i) a substantial reduction by more than 70 per cent in the number of contracted forms that have to be learned by heart;
- (ii) a reduction in the number of consonants and compound consonants;
- (iii) a logical regularization of the rules so that they are in themselves both easier to grasp and reduced in number;
- (iv) the introduction of new rules, affecting large groups of words, which are easy to understand and to apply consistently;
- (v) the retention of all those phrasing principles that make for fast writing and easy reading and are not obviated by the modifications.

The net result has been to produce a modified version that effectively meets the goals, and introduces changes affecting about 20 per cent of all outlines. Of these changes, research has shown that in average English matter rather less than half are differences in the Short Forms, etc., and rather more than half are theoretical differences.

## **BRIEF HISTORICAL SETTING**

The epoch-making shorthand system produced in 1837 by Isaac Pitman was itself the successor to a long line of shorthand systems going back to the Roman Empire and probably beyond. Those who have studied the original 'Penny Plate' of 1840, produced to coincide with the introduction of the penny post, will recognize how substantially Pitman's Shorthand has developed in these 138 years. The fact is that a number of changes were introduced by Isaac Pitman himself in the nineteenth century. Even in the present century we have had the Century version (in 1900), the Centenary version (in 1913, the anniversary of Sir Isaac's birth) and the New Era version (in 1922). So Pitman 2000 Shorthand is the latest link in a long chain that stretches back into the past. Most of the modifications and refinements that have taken place in Pitman's Shorthand during the period have been made with the requirements of the high-speed writer (the Court and Parliamentary reporter) in mind. Pitman 2000 Shorthand is the first version that caters for the needs of the learner who requires a system to provide for livelihood-earning office skills. Today those who use shorthand in their daily work, not only in the English-speaking countries, but in all the other countries where linguistic adaptations of Pitman's Shorthand are available, are numbered in millions.

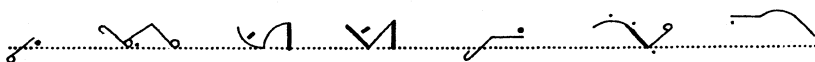
## EXPLANATION OF PITMAN 2000 SHORTHAND

Most of the vowel and consonant representation is the same as in the New Era form; the following are some of the changes:

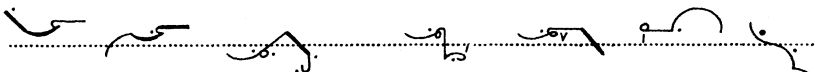
1. Consonant and compound-consonant indications are not used for downward H; dot H; -LD; -RD; initial and medial semi-circle W; -MB and -MP; NG-GR and NG-KR; INH-, INSTR-, INSCR-, -LER, -RER, SW-, WL- and WHL-. Consonant SH is always written downwards, as is SHL.

2. The left (downward-pointing) diphone is used for any two-vowel combination.

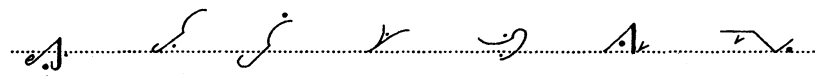
Examples for paragraphs 1 and 2 above:



he perhaps fold board week embarrass camp

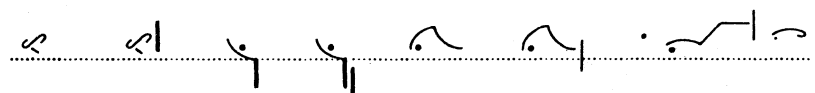


banker linger inhabitant instrument inscribe scholar fairer



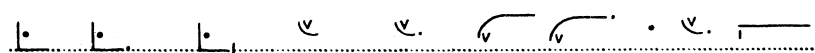
Sweden well wheel shell initial radio co-operate

3. The past tenses and past participles of weak verbs are represented by writing the same outline as for the present tense followed by a disjoined T or D (whichever is sounded):

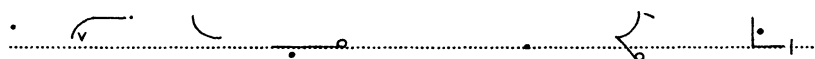


want wanted fade faded laugh laughed a marked man

4. The suffix -ING whether used as present participle, verbal noun or verbal adjective is always represented by a dot, or if plural a dash, at the end of the outline:



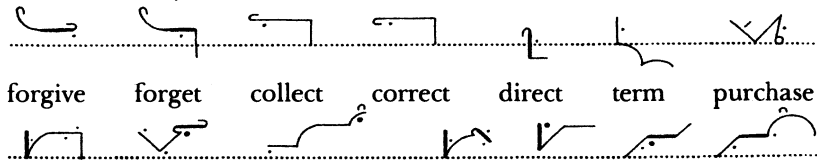
take taking takings fight fighting like liking a fighting cock



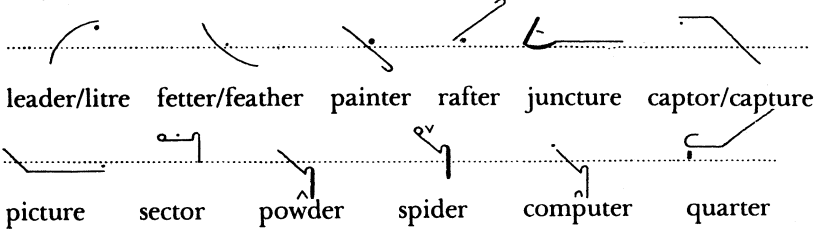
a liking for cakes the shop's takings



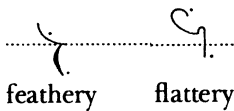
9. The intervening-vowel signs are never used. When an unstressed vowel occurs between a consonant and R or L, the vowel indication is omitted and the initial hook is used; but when a stressed vowel occurs between a consonant and R or L, the initial hook is not used. The R or L hook is not used in monosyllabic words:



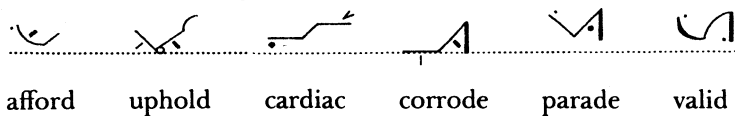
10. All curved strokes may be doubled for the addition of the syllable -TR, -DR, -thR, -THR, -TURE. Straight strokes may only be doubled if they are finally hooked or if joined to another stroke:



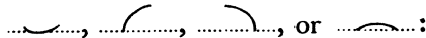
Doubling must not be used when there is a final vowel:

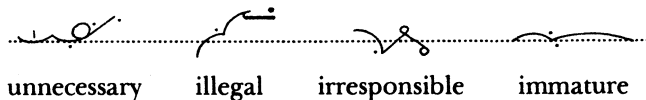


11. In words of more than one syllable upward L and upward R may be halved for a following T or D if no vowel intervenes:

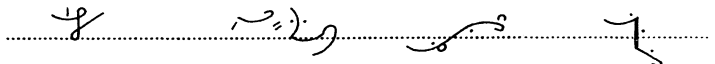


12. The only prefixes are CON and COM, and the only suffixes are -SHIP, -ING and -NT as an alternative to -MENT.

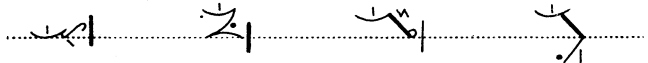
13. Negative words are formed by prefixing the root outline with the strokes :



In other cases they are written:

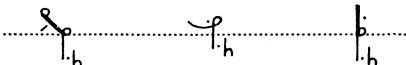
  
unsatisfactory    non-essential    inhuman    independent

Note that the disjoined T or D applies also to negatives:

  
unwanted    unashamed    unbiassed    unbleached

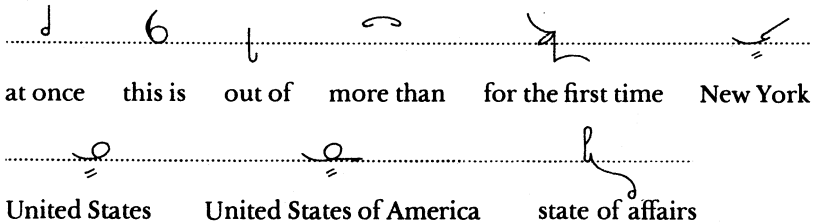
### Disjoining

Disjoining to avoid unduly long outlines containing a series of T's is permitted:

  
substitute    institute    destitute

### Phrasing

All the phrasing principles of the New Era form may be used, where they do not break a Pitman 2000 rule:

  
at once    this is    out of    more than    for the first time    New York  
United States    United States of America    state of affairs

## Intersections

Only the following intersections may be used in Pitman 2000:

arrange/arranged	
arrangement	
attention	
business	
charge	
company	
company limited	
corporation	
department	
form	
enquire/enquiry inquire/inquiry	
month	
require/required	
requirement	

Circle S may be added to these intersections to indicate plurals or possessive case.



## Short Forms

Examples of **some** common derivatives are shown indented

a/an		first	
able to		for	
accord/according/ according to		from	
all		gentleman	
almost		gentlemen	
although		had/dollar	
always		have	
also		having <sup>1</sup>	
altogether		he (phrasing only)	
and		how	
any/in		I/eye	
anybody		immediate	
anyhow		immediately	
anyone		influence	
anytime		influenced <sup>1</sup>	
anyway		influencing <sup>1</sup>	
are		influential	
as/has		information	
be		is/his	
being <sup>1</sup>		it	
before		January	
but		knowledge	
cannot		acknowledge	
commercial/ly		large	
could		largely	
dear		larger	
difficult		largest	
difficulty		manufacture	
do		manufactured <sup>1</sup>	
enlarge		manufacturer	
enlarged <sup>1</sup>		manufactures	
enlargement		manufacturing <sup>1</sup>	
enlarger		more	
enlarging <sup>1</sup>		nevertheless	
		notwithstanding	

of		the (tick used in	
on		phrasing)	
ought		there/their	
our/hour		therefore	
ours/hours		thing	
ourselves		anything	
owe/oh		nothing	
owed <sup>1</sup>		something	
owes		think	
owing <sup>1</sup>		thinking <sup>1</sup>	
particular		this	
particularly		to/too <sup>2</sup>	
particulars		today <sup>3</sup>	
put		to be	
puts		together	
putting <sup>1</sup>		trade/toward	
responsible/ responsibility		towards	
satisfaction		very	
satisfactory		we	
several		which	
shall		who	
should		will	
subject		with	
subjected <sup>1</sup>		without	
subjecting <sup>1</sup>		wonderful/ly	
subjects		would	
thank		year	
thanked <sup>1</sup>		yesterday	
thankful		you	
thanking <sup>1</sup>		your	
thanks		yours	
that		yourself	

<sup>1</sup> Past tenses of short forms conform to the disjoined T and D rule. For the present participle of short forms dot ING is used.

<sup>2</sup> In Pitman 2000 the numeral is used for two.

<sup>3</sup> The vowel is included to distinguish today from to do.

## COMPARISON WITH THE NEW ERA FORM

The differences in outlines between Pitman 2000 and Pitman New Era amount, as already stated, to about 20 per cent. The similarities are in fact much more noticeable than the differences. The total number of Short Forms to be learned is reduced to 82, and 50 of the most common derivatives from these are shown on pages 8 and 9. Together, these forms alone represent 132 very high-frequency words. The remaining differences spring from the simplification and rationalization of the rules. The three chief causes of difference arise from the past-tense rule, the dot added for the suffix ING, and the simplified rules for R.

The passage written in Pitman 2000 on pages 15 and 16, is from *English History* by Sir George Clark, published by Clarendon Press, Oxford (1971), and contains 300 words. There are 60 differences from New Era (20 per cent). The five principal causes are: changes in Short Forms, 15; new past-tense rule, 14; R rules, 8; W rules, 4; dot ING, 4.

## YOUR QUESTIONS ANSWERED

We try now to answer some anticipated questions:

### ***Will Pitman 2000 Shorthand be better for the student?***

Yes, for the student who needs a system up to 140 w.p.m., because:

- (i) the student will find it easier to learn and the 'natural' outline will, in almost every instance, be the 'right' outline. 'Stick to the rule' is the basic principle of the system;
- (ii) the system is presented in such a way that step-by-step learning and practice will enable the student to acquire a working vocabulary quickly. Reasonably sophisticated content is possible even before the halfway stage is reached, and students are encouraged and motivated by their quick progress;
- (iii) the system is designed specifically for livelihood-earning and the requirements of industry and business.

### ***Why was Pitman 2000 Shorthand introduced in 1975?***

The first reason is that we are now all faced with the daily necessity of coping with rapid change.

The second is that it was first necessary to create a system that would be acceptable in the British Isles, North America, Australasia and all the other parts of the English-speaking world. This has now been done. A further reason is the rapidly increasing need for a system, streamlined for modern business requirements, that makes fewer demands on the learner intellectually and requires less study time.

### ***Do Examining Bodies accept Pitman 2000 Shorthand?***

The fact is that most shorthand tests today are assessed on the transcription alone. There is no doubt that examining bodies everywhere welcome this important new development just as they accept Pitman New Era. Pitmans have informed every examining body about Pitman 2000 Shorthand, and Pitman 2000 is an accepted option.

### ***How can I, as a teacher, become expert in Pitman 2000 Shorthand?***

For any teacher already acquainted with New Era, the task is not difficult. However, to help teachers:

- (i) copies of this leaflet are available to all bona fide teachers, or intending teachers.
- (ii) A Teacher's Conversion short Correspondence Course with exercises which covers the subject in a few hours of study is available (see page 14).
- (iii) The Service Department is always willing to answer questions at any time.

### ***How best can I help students in speed classes of New Era and Pitman 2000 Shorthand?***

*Memo* and *2000* magazines contain much identical material including 700 Common Words and examination tests.

*Pitman Shorthand Speedbuilder* and *Speed Development No. 3* are available in New Era and Pitman 2000 versions.

## PITMAN 2000 SHORTHAND PUBLICATIONS

S.2000:26 **First Course** presents the theory within a working vocabulary, in clear and easy stages. Each of the 21 units contains a shorthand vocabulary, short forms and phrases, followed by reading and writing practice with a key. A word count is given at the end of every sentence and paragraph. 216 × 138 mm/144 pages ISBN 0 273 00883 8

S.2001:26 **First Course Facility Drills** is an end-opening notebook with shorthand drills related to the *First Course* theory. Each line of shorthand is followed by two blank lines.

Bryan Coombs 203 × 127 mm/48 pages ISBN 0 273 00884 6

S.2018:26 **First Course Graded Exercises** provides intensive reading and writing practice graded to *First Course* vocabulary in sentence form to be used page by page with *First Course*. Also includes revisionary drills of short forms and phrases in continuous material. The longhand key is counted in tens for dictation. Provision is made for recording reading speeds after each exercise.

Bryan Coombs 216 × 138 mm/80 pages ISBN 0 273 00962 1

S.2003:26 **Dictation Practice** contains the longhand, counted in tens for dictation, of material graded to extend the vocabulary taught in *First Course*. The 17 sections each include short forms; phrases; dictation; theory checks; and free dictation.

S.2004/5:26 **Dictation Practice Workbook**, Parts 1 and 2, contain the Pitman 2000 Shorthand, each shorthand line being followed by two free lines for copying.

B. W. Canning 216 × 138 mm/ 80 pages ISBN 0 273 00886 2

Workbook Part 1 203 × 127 mm/128 pages ISBN 0 273 00887 0

Workbook Part 2 203 × 127 mm/128 pages ISBN 0 273 00888 9

S.2012:26 **Beginners, Please! with Pitman 2000** is based on the author's successful articles in *2000 magazine* and combines shorthand theory revision, dictation, transcription, typewriting and English to help the student integrate shorthand and typewriting skills. The material is graded to the units in *Pitman 2000 First Course*.

Doreen Sharp 216 × 138 mm/112 pages ISBN 0 273 00871 4

S.2006:26 **First Course Review** is a complete theory revision with extended vocabulary. Each chapter has a theory introduction; drill with key; and correspondence sections with keys counted for dictation.

Bryan Coombs 216 × 138 mm/128 pages ISBN 0 273 00889 7

S.2007:26 **Pitman 2000 Shorthand Skill Book** is designed to extend the reading and writing skills of the Pitman 2000 Shorthand student by an understanding of the phrasing principles which the book explains and illustrates. Each chapter contains a phrasing drill of continuous material, a correspondence section, and a long passage for reading and

dictation. A key, counted in tens for dictation, is provided.

Bryan Coombs      216 × 138 mm/128 pages      ISBN 0 273 00890 0

S.2002:26 **Pitman 2000 Shorthand First Dictionary** provides the shorthand outlines for the most frequently used words in the language. It is a select list and does not claim to be comprehensive. The main body of the dictionary includes most of the words in *First Course* and *Dictation Practice* and comprises approximately 15,000 entries. There is also a list of short forms and derivatives, one of place names (containing over 2000 entries), and one of the commonest proper names (over 100 entries).

Cased/216 × 138 mm/256 pages      ISBN 0 273 00885 4

S.2013:26 **Pitman 2000 Shorthand Speed Development**. Like its New Era counterpart *Pitman Shorthand Speed Development No. 3*, this book contains some of the shorthand material (counted in tens) set in the RSA Single Subject Shorthand Examinations (50–120 w.p.m.) for 1966 to 1969; there is also some original material. At the back there is a shorthand key of all the longhand passages written in Pitman 2000 Shorthand. An invaluable book for use with its New Era equivalent in mixed speed classes of Pitman 2000 and New Era writers. The complementary tapes and cassettes for the New Era edition are equally suitable for this version.

184 × 124 mm/148 pages      ISBN 0 273 00203 1

S.2014:26 **Pitman 2000 Shorthand Speedbuilder** follows the style of the popular New Era title and retains the “Skill of Shorthand Writing” and “Correspondence” sections. All the material is reproduced in Pitman 2000 Shorthand.

Bryan Coombs      216 × 138 mm/144 pages      ISBN 0 273 00879 X

S.2019:26 **Discovery with Pitman 2000** contains a collection of articles and letters (on business and general topics) presented in Pitman 2000 Shorthand at the front of the book and in longhand, counted in tens for dictation, at the back.

Gwen M Williams      216 × 138 mm/192 pages      ISBN 0 273 00969 9

S.2015:26 **A Secretary’s Guide to the Legal Office** gives a general typing guide to the typing of legal documents and then deals specifically with the documents encountered in the main departments of a legal office. Useful appendices have been included containing Pitman 2000 Shorthand words and phrases, legal abbreviations and Pitman 2000 Shorthand exercises with keys counted for dictation.

Annette Parry      A4/80 pages      ISBN 0 273 00704 1

S.2017:26 **Pitman 2000 Short Form Chart** is printed on both sides providing the Pitman 2000 short forms in three clear columns.

895 × 571 mm      ISBN 0 273 00744 0

Pre-recorded dictation material on open-reel tapes and cassettes to accompany **Dictation Practice Workbooks, First Course Review, Skill Book and Pitman 2000 Shorthand Speed Development** is available.

It is also intended that a book will be published later on, to cater for those students who, because they decide to aim for verbatim ability, need a reporting course.

## SERVICES

**Pitman Periodicals Limited** publish the monthly **2000** magazine which contains graded exercises in Pitman 2000 Shorthand as well as exercises in Pitman 2000 Shorthand for speed classes.

**Pitman Periodicals Limited** publish the monthly magazine **Office Skills** for teachers. This contains the longhand keys, counted in tens for dictation, to all the shorthand appearing in **2000** magazine (and **MEMO** magazine for the student of New Era Shorthand).

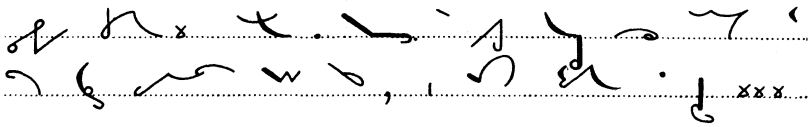
**The Pitman Examinations Institute** examines in the theory and speed of Pitman 2000 Shorthand. All enquiries concerning examinations should be addressed to Mr. J. A. Hope, Examinations Director, Pitman Examinations Institute, Godalming, Surrey, GU7 1UU. (*tel:* 048 68 5311)

**The Pitman Correspondence College** provides a special short Conversion Course for teachers who wish to convert to the Pitman 2000 system by correspondence. This course is also “a must” for teacher-trainees who need to answer the compulsory question set in Pitman 2000 Shorthand in the Teachers’ Examination of the Joint Examining Board. For students, the Pitman 2000 Correspondence Course for Beginners is readily available and the Pitman 2000 Speedmaster Modules (a series of seven) will soon be on the market. For up-to-date details please write direct or telephone to The Principal, Pitmans Correspondence College, Worcester Road, Wimbledon, London, SW19 7QQ. (*Tel:* 01-946 6993/4)

**The Service Department** continues to organize informative conferences to acquaint educationists and teachers with Pitman 2000 Shorthand and to give them information about the books and materials. The venues and dates of these conferences, seminars and workshops will be announced in *Office Skills* and by direct mail to teachers. Additional literature and teachers’ aids will be made available through the Service Department. All enquiries regarding conferences, publications and literature should be made to Mr. A. G. H. Elsegood, Service Manager, Pitman Publishing Limited, 39 Parker Street, London, WC2B 5PB. (*Tel:* 01-242 1655)

Handwritten shorthand notes on a set of four horizontal lines. The notes consist of various symbols, including straight lines, curves, and dots, arranged in approximately 20 rows. Some symbols are accompanied by small numbers (e.g., 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20) and punctuation marks (e.g., commas, semicolons, exclamation points, periods, parentheses, and apostrophes). The symbols are written in a cursive, flowing style characteristic of Pitman shorthand.





## TRANSCRIPT

From the first written statements by civilized men about the country and its inhabitants English history covers more than two thousand years or seventy generations of mankind. In comparison with the whole length of time during which men have lived here this period is short. Somewhere about three thousand years ago there were people with domestic animals, horses, cattle, and pigs; and if we try to fix the time when men and women first lived here we have to think in terms of tens of thousands of years. A great deal is known about pre-historic man. Archaeologists have examined and classified all the objects, from earthworks to arrow-heads, which have survived from these unimaginably distant times. With the aid of modern scientific techniques they can answer questions about many of these objects, not only how old they are and where the materials originated from which they were made, but how their makers and users must have lived. Astronomy and geology give the framework for reckoning time; physics and botany each provide refined techniques for dating objects; chemistry and radiography recover details of primitive technology. Social anthropology, studying the less advanced peoples of our contemporary world, is able to interpret the uses of ancient man-made articles and so to draw pictures of the societies which formed them. Thus archaeology has advanced from merely investigating things to distinguishing the successive waves of culture which flowed over the country. Sometimes it even tries to plot out the course of events. Not long ago 'prehistoric' meant outside the range of historical knowledge, but now we often think of prehistory as the first chapter of history itself. Nevertheless the beginning of written evidence means not only that from this point we know more about the past, but also that we have a different . . .

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