DOWNLOAD PDF SHORTHAND NOTES IN HINDI

Chapter 1 : Shorthand Meaning Hindi, Translate Kya Hai Definition

Shoes have become shorthand for an old-fashioned femininity we thought had deserted us, a dubious attribute in a politically correct world. Times, Sunday Times () So we will continue to use this convenient shorthand term for a way of eating that is "modified" with four main aims in view.

Both "ie" and "oi" are written in first position, while "ow" and "ew" are written in third position. If the diphthong is followed by a neutral vowel, a little flick is added. Other shapes[edit] Circles The circles are of two sizes â€" small and large. Loops The loops are of two sizes â€" small and big. Small hooks At the start. For straight strokes pee, bee, tee, dee, chay, jay, kay and gay the hook comes in both the sides of the stroke. Shun hook The shun hook is written on the right hand side of a simple t, d or j. For straight strokes with initial circle or loop or hook, the shun hook is written in opposite direction section. Depression and depletion have shun hooks in different directions. For simple straight strokes, the shun hook is written in the direction opposite to the occurrence of the vowel. Caution and auction have shun hooks in different directions. For curved strokes, the shun hook is written after the stroke, continuing the curve motion, notion. To represent the sound s-shun as in sessation, decision, musician etc. The halving principle may be combined with an initial or final hook or both to make words such as "trained" appear as a single short vertical light stroke with an initial and final hook. There are some exceptions to avoid ambiguous forms: Doubling of curved strokes If ter, der, ture, ther, dher comes in the word the preceding stroke is written double the size matter, nature, mother. There are exceptions to avoid ambiguous forms: Doubling of straight strokes the doubling principle has an exception when "ter" et al. Doubling is not employed in that case cadre. If it has more than one stroke before "ter" et al. Cultural references[edit] The protagonist of David R. This second Australian edition of the Instructor commemorates the centenary of the system of shorthand invented by Sir Isaac Pitman, who, in , published his first treatise on the art. One possible reason for this could be that in the early 19th century, British English had not yet started to drop its non-intervocalic rs.

Chapter 2 : Shorthand - Wikipedia

We are giving below the audio playlist of administrative short notes terminology for Stenographers exam. Bhai shorthand in hindi ka mtlb kya calendrierdelascience.com iska ye.

Among the most popular modern systems are Pitman, Gregg, and Speedwriting. Besides being known as stenography close, little, or narrow writing , shorthand is sometimes called tachygraphy swift writing and brachygraphy short writing. Because shorthand can be written rapidly, the writer is able to record the proceedings of legislative bodies, the testimony of law courts, or dictation in business correspondence. In addition, shorthand has been used through the centuries as a cultural tool: It was in the Roman Empire, however, that shorthand first became generally used. Devised in 63 bc, it lasted over a thousand years. Tiro also compiled a shorthand dictionary. Among the early accomplished shorthand writers were the emperor Titus, Julius Caesar, and a number of bishops. With the beginning of the Middle Ages in Europe, however, shorthand became associated with witchcraft and magic, and disappeared. While he was archbishop of Canterbury , Thomas Becket c. By the 15th century, with the discovery in a Benedictine monastery of a lexicon of Ciceronian notes and a Psalter written in Tironian shorthand, a renewed interest in the practice was aroused. The 17th century produced four important inventors of shorthand systems: John Willis, who is considered to be the father of modern shorthand; Thomas Shelton , whose system was used by Samuel Pepys to write his famous diary; Jeremiah Rich, who popularized the art by publishing not only his system but also the Psalms and the New Testament in his method of shorthand; and William Mason, whose method was used to record sermons and to translate the Bible in the years following the Reformation. Several other systems were invented in the next decades, but most of them were short-lived. One of the most successful was that of the British stenographer Samuel Taylor, who invented a system in that was based on that of one of his predecessors. The Industrial Revolution brought a demand for stenographers in business. Because the geometric systems then in use required a high level of education and long training, a need existed for a method that would be easier to learn. The German Franz Xaver Gabelsberger â€" turned away from geometric methods and developed a simple cursive system. It enjoyed a spontaneous success and spread to Switzerland, Austria, Scandinavia, Finland, and Russia. Modern symbol systems Sir Isaac Pitman â€"97 , an educator who advocated spelling reform, was knighted by Queen Victoria for his contributions to shorthand. He published his system in , calling it Stenographic Sound-Hand. It consisted of 25 single consonants, 24 double consonants, and 16 vowel sounds. Similar, related sounds were represented by similar signs, shading was used to eliminate strokes, the shortest signs were used to represent the shortest sounds, and single strokes were used to represent single consonants. At first, the principle of positioning to express omitted vowelsâ€"i. Later, positioning was introduced with the first lesson. An investigation in stated that 97 percent of the shorthand writers in America used the Isaac Pitman system or one of its modifications. He then studied Pitman by himself but disliked its angles, shading, and positioning. Later, while in his early teens, he read a history of shorthand by Thomas Anderson, a member of the Shorthand Society of London. Anderson listed the essentials of a good shorthand system, stating that no method then in use possessed them: Gregg was 18 when he invented his own system and 21 when he published it in the form of a pamphlet, Light-Line Phonography The Gregg system was predominantly a curve-motion shorthand with circles, hooks, and loops. Based on the ellipse or oval and on the slope of longhand, its motion was curvilinear. Obtuse angles were eliminated by natural blending of lines, vowels were joined, shading was eliminated, and writing was lineal, or in one position. The inventor found that, except for the eastern coastal cities, shorthand was virtually unknown. At that time high schools began teaching shorthand, and Gregg traveled through the Midwest, the West, and the South, selling his system and demonstrating his teaching methods with great success. It also spread to Canada and to the British Isles. An early German system of importance was the Stolze-Schrey method. Wilhelm Stolze invented his system at about the same time as Gabelsberger and along similar lines. In Ferdinand Schrey, a Berlin merchant, attempted to simplify the Gabelsberger system. Sometime later the Stolze and Schrey methods were merged and became the leading system in Germany and Switzerland. In , after two

decades of development, a new system based on the Gabelsberger and Stolze-Schrey methods was completed. As revised in and , the Deutsche Einheitskurzschrift is the principal system now used in Germany and Austria. Modern abbreviated longhand systems The system of Speedwriting shorthand was created around by Emma Dearborn , an instructor at Columbia University. Her method was designed to be taken down on the typewriter; but in it was changed to be written by hand with pen or pencil. Speedwriting shorthand uses the letters of the alphabet and the known punctuation marks to represent sounds. For example, the sound of ch is written with a capital C; the word each is thus written eC. More than 20, words in the Speedwriting dictation can be written with a total of 60 rules and a list of approximately brief forms and standard abbreviations. Speedwriting shorthand is taught in several languagesâ€"including English, Spanish, Italian, Portuguese, German, Flemish, and Afrikaansâ€"in many countries. Forkner Alphabet shorthand was first published in in the United States. The author, Hamden Forkner, spent 10 years in research before publishing the first edition of the new system, which uses a combination of conventional letters and a few symbols for the hard-to-write letters and sounds. For example, H is expressed by a short dash above the line. This same short dash through the letter C gives the ch sound, through the longhand S it gives sh, and across the T it designates th. Abbreviations are used for a number of common words. Another American method, Hy-Speed Longhand, was first published under that title in Based on Andrew J. Stenoscript ABC Shorthand is a phonetic system using only longhand and common punctuation marks. It originated in London in and was revised by Manuel Claude Avancena, who published a modern edition in Stenoscript has 24 brief forms that must be memorized; e. It is used by many schools as a standard text. Other alphabetic or partially alphabetic systems have also been devised. Among these is Teeline, a system used extensively in Great Britain. Machine shorthand A method of recording speech by using machines became commercially feasible around , when the Stenotype machine was invented by Ward Stone Ireland, an American stenographer and court reporter. At present, the Stenograph and Stenotype machines are used in offices to some extent, but they are principally employed for conference and court reporting. Both machines have keyboards of 22 keys. Because the operator uses all fingers and both thumbs, any number of keys can be struck simultaneously. The machines print roman letters on a strip of paper that folds automatically into the back of the machine. The operator controls the keys by touch and is thus able to watch the speaker. The fingers of the left hand control the keys that print consonants occurring before vowels. These keys print on the left side of the tape. The thumbs control the vowels, which are printed in the centre of the tape, and the fingers of the right hand control the consonants that follow the vowels, which are printed on the right side of the tape. There are not separate keys for each letter of the English alphabet; thus, those letters for which there are no keys are represented by combinations of other letters. Abbreviations are used for some of the most frequent words, giving the operator the ability to write two or three words in one stroke.

Chapter 3 : A Guide to Alternative Handwriting and Shorthand Systems

Using shorthand to write Hindi can save time and paper, and can prove beneficial for those who need to take notes quickly, such as in lectures or when working as an interpreter. Learn the full form letters of the Devanagari script.

Alternative Handwriting for Dummies Introduction The letters you are now reading, while well adapted to the eye to be read, are so ill adapted to the hand to be written that schools teach longhand as an alternative to printing them. As a bonus for learning an alternative system, you can be almost certain that no one you know will be able to read anything you write, so you will have learned not only a fast but secret way to write. Learning an alternative to longhand can not only be fun and way cool, but practical as well. Most alternative systems write words the way they sound, not the way they are spelled. English spelling is so quirky that winning a spelling bee is a major achievement, and even the champs falter at some point. To make up for the missing symbols, several letters are often combined to represent a sound. For example the "sh" sound can be spelled 13 different ways: With vowels things are even worse about 20 spellings per vowel sound! The "oo" sound has 29 different spellings: On average, there are at least 13 different ways to spell each sound in frequently used Engish words. If all English words are counted, there are 28 different spellings for each sound, or over 1, ways to spell 40 sounds. The way out of this madness is to write using a phonetic alphabetâ€"one sound, one symbol. Because multiple letters are often used to indicate a single sound, the average English word has more letters than sounds. Writing phonetically requires learning more symbols initially, but requires fewer symbols per word, and so is faster. If each sound is represented by the simplest possible symbol single stroke lines, loops and hooks , the number of strokes needed to write a word can be greatly reduced in comparison to longhand. This is how the alternative systems can be so much faster than loooooonghand, which uses several strokes per letter and often several letters per sound. Pitman Shorthand The better known alternative systems include the Pitman system, developed by Sir Isaac Pitman in It is based on geometrical curves and lines in varying lengths and angles written on lined paper. Lines are also written thin or thick using a special flexible fountain pen tip, though a pencil will work. The Pitman system is a complete phonetic alphabet, though diacritical marks have to be added alongside the lines to indicate vowels, which is awkward. When speed is important they are often omitted. Shorthand systems go for maximum speed at the expense of readability. The Pitman system is still used, especially in England. Do check it out. It is not easy to learn or become proficient in, but it is fast up to 10X faster than longhand! Gregg Shorthand John Robert Gregg devised the most famous of alternative systems in All lines are of the same thickness, position relative to a line is irrelevant so lined paper is not needed, and awkward diacritical marks are avoided though not abscent. Gregg Shorthand won out over Pitman Shorthand in America, and was widely taught in public schools as an essential skill needed by office workers to take dictation. Many books are available, and most public libraries in America will have copies. Unfortunately, Gregg Shorthand is only a shorthand system; you can only write outlines of words. If you write something and then immediately transcribe it, as secretaries tend to do, then no major problem, but if you try to read something you wrote last year, then a major effort may be needed to decipher it, unless, that is, you have so mastered the system that you can sight read thousands of brief forms. Although Gregg Shorthand is nominally phonetic, in practice outlines sometimes follow the sound of a word, and sometimes its spelling. Dictionaries are available to show you how to outline tens of thousands of words, but the need for such dictionaries should tell you something of the inherent ambiguities of the system. The system is fast, attractively cursive, but frustrating for personal use since each vowel symbol can represent several possible vowel sounds. It is the exact opposite of printing alphabetic characters by hand; handwritten text is readable, but blocky and slow to write, while Gregg Shorthand is highly cursive and fast, but only marginally readable. Teeline Shorthand Teeline Shorthand is taught to journalism majors in some Commonwealth countries, mainly the UK, but is little known elsewhere. James Hill, an instructor of Pitman Shorthand, developed it in It is simpler than Pitman Shorthand, without the need to use both thick and thin lines, or diacritical marks. It is not phonetic, but instead is based on the standard alphabet, and so retains the inadequacies of that alphabet. Vowels are often omitted for speed at the expense of readability, as in most

shorthand systems. It is intended to aid in taking dictation by creating word outlines, and so needs to be transcribed soon after it is taken. It is, therefore, more suited to professional than personal use. Alphabetic Shorthand Systems Various systems of rapid writing based on alphabetic print or longhand characters have been devised. Few if any new symbols need to be learned. Most systems consist of rules for abbreviating words together with memorized abbreviations. If the rules are consistently applied, they can be reversed to decode your notes. These systems have the advantage of working with both pen and paper, and with keyboards. Word processing software, such as Word, could possibly be set up to decode and expand words as you type which would allow you to speed type. Rules usually call for dropping of most vowels, some words, and using semi-phonetic spelling. An example of "Briefhand" might be: Shorthand systems based on alphabetic characters can always fall back on longhand where clarity is important or when you might forget what an abbreviation stands for, such as "RCWs" standing for "red-cockaded woodpeckers. Still, given that many people are spending more time typing than writing by hand, these systems have their appeal. As modifications on longhand, they retain the shortcomings of multi-stroke symbols per letter and, not being phonetic, the vagaries of English orthography. It contains symbols for all the consonants and vowels needed to write English phonetically, and so when words are written in full, the writing is unambiguously readable. Simple strokes, very much like those in Gregg Shorthand, are used, so the system is cursive and fast. In fact, most of the symbols used for the consonants are the same as used in Gregg Shorthand. The main difference is that enough symbols have been added to represent all necessary vowel sounds. Even when written in full, words are much shorter fewer strokes than when written in longhand. When abbreviations are used, making Handywrite into a shorthand system, writing becomes progressively faster as more abbreviations are learnedâ€"but at least you can get by without using or learning any abbreviations, unlike the shorthand-only systems. Normal punctuation symbols can be used which adds to readability. A Handywrite Web site is available to aid in learning the system for free. The handwriting at the beginning of this page is the title in Handywrite. Alexander Melville Bell, whose more famous son was Alexander Graham Bell of telephone fame, developed Visible Speech in as a kind of universal alphabet that reduces all vocal sounds into a series of symbols. He was working with the deaf and wanted to illustrate for them how speech sounds are made by using a shorthand system based on anatomical positions within the human vocal tract. It was the first system for notating the sounds of speech independent of any particular language or dialect. The IPA is the final guide to accurate pronunciation, as all other guides and pronunciation keys used in most dictionaries are flawed. While not intended to be fast, it is the most precise and accurate form of writing. It distinguishes between far more speech sounds than are minimally needed to identify one word from another. With IPA you can write dialects of English, other languages, and individual speech patterns. The phonetic alphabets used in alternative handwriting systems like Handywrite are much simpler, based on the minimum number of speech sounds phonemes actually needed to distinguish one word from another. This allows you to write basic English, but not the subtle nuances of English dialects. Blissymbolics Blissymbolics is a rather intriguing effort to create a modern ideographic writing system based on concepts rather than words. It is similar to Chinese and Egyptian writing systems. Written Chinese can be read by people speaking mutually unintelligible languages, such as Mandarin, Cantonese, or even Japanese. Developed by the Austrian Charles Bliss, Blissymbolics was originally conceived as a universal written language that all native language speakers speaking thousands of different languages could learn and communicate in. The idea is that it would be much easier for everyone to learn an ideographic written language than a constructed spoken, quasi-European language like Esperanto, or, worse, expect everyone to learn English. If everyone in the world could just communicate with one another, Bliss thought, then international understanding and world peace would follow, or at least be more likely. Today Blissymbolics is used to provide individuals with severe speech disabilities a written language to communicate in, although its more idealistic intentions have not been forgotten. Conclusions Most people will probably never bother to learn any alternative handwriting system. Schools and colleges, although depending heavily on lectures, will probably never provide students with a means to take notes efficientlyâ€"as sensible as that would be. A few questioning souls, however, will realize that longhand sucks, and will seek alternatives. More power to them, and I hope that those who are willing to learn some new tricks will have fun

doing so. For some good advise on how to learn any shorthand system, checkout Shorthand Systems. If I have omitted a system that should have been mentioned or committed some error, let me know use Contact link below. Images up to megapixels allow for fine printing at the largest sizes. Other sites by Alysion.

Chapter 4 : Pitman shorthand - Wikipedia

It is best to transcribe notes written in shorthand as soon as possible while the meaning of your shorthand is still memorable. Stock up on cheap paper - you'll go through lots of it. Make sure that it is smooth, though, so that it doesn't crumble and slow you down.

There are two separate things to keep in mind: Factors of shorthand speed To my thinking, shorthand speed depends upon several factors: No matter how much practice you get, your speed is hampered by the mechanics of forming legible words. Most alpha shorthand systems are capable of reaching speeds upwards of w. Most symbol systems can go w. For comparison purposes, average speech is about w. Beginning secretaries were required [in years past] to write at least 80 w. Experienced secretaries were said to have speeds of w. Really good executive assistants had speeds of and up. While certified court reporting speeds vary with the requirements of each state, in New Jersey, for example, a speed of w. For short bursts of time, you can take down and read back faster dictation than for longer periods. As the dictation continues, mental fatigue sets in quickly, causing you to fall further behind the longer the dictation lasts. Whether you write Gregg or Pitman, pencils are not recommended for writing shorthand. Use a pen for best results. Easy material, with common words, is easier to write and can be written faster. Uncommon words, technical material, and text sprinkled with foreign words must be written at a lower speed. Shorthand must be automatic to be written swiftly. Nervousness whether from test conditions or other causes and stress will hamper shorthand speed. My personal solution to nervousness was to take lots of job interviews and take lots of shorthand tests. Eventually, I calmed down and was able to test well because my nervousness of being tested had faded. Your mind will build speed faster if you write outlines according to the rules of your system. Shorthand is written with your brain. Most of us are all physically capable of writing at high rates of speed if only our minds can supply outlines fast enough. A thorough review of your shorthand system will help stock your mind with correct forms. Speedbuilding Given the above, how do I suggest you build speed? Here are some tips: A good review always helps. The proof is always in the transcript. Consider every mistake an error. Missed words or wrong words even if your notes have it right and you transcribed it wrong are errors. If your notes are sloppy and hard or impossible to read, the dictation was too fast. Again, accuracy before speed. Your mind needs to absorb the work and it needs to rest between practice sessions. Of course, there are those who argue that hard material is better. However, no matter what you write, a good shorthand vocabulary never hurts. To repeat or not? Should you take the same take more than once? You should go over and over the same take as often as necessary to get good, clean notes. If you have the kind of tape player or mp3 player or even certain sound editors such as Audacity which can increase the speed of the output, you might even want to repeat the dictation enough so you can eventually write it 10 or 20 words more per minute than the speed at which it was originally dictated. There are those who say that ANY dictation is good. Well, dictation can be too fast, too uneven, too technical. Dictation rates vary widely, even on "professional" tapes. Like typing excuse me, keyboarding , speed is measured in a "standard" word of 5 strokesâ€"regardless of how many keystrokes actually make up the individual wordsâ€"Gregg standardized on 1. The Pitman people, as court reporters still do today, say one word is one word. Therefore, electricity five syllables will count just as much as the one syllable. You should be aware of how your dictation was counted to get maximum practice results. My advice is to stop and try again later. If you start thinking I can make errors a minute and really write only 10 words per, come back to your practice later in the day. The older systems used to publish "literature" written in shorthand. See if you can get your hands on a few of those old books and start reading. If writing numbers is difficult for you, practice writing numbers. If certain word beginnings or word endings drive you crazy, create your own takes of words with those beginnings and endings and practice them. Shorthand speed is a complex thing and it requires that all phases of theory be cranked up at the same rate. Unfortunately, some principles lag behind others in your mental machinery, so work on the problem areas in each practice session. The better your vocabulary, the more rapid your shorthand writing will be. You may also want to keep track of your progress by keeping a log of your shorthand sessions. List the date, the speed of the take, and the number of

errors made.

Chapter 5 : Learn Shorthand â€" NATIONAL SHORTHAND SCHOOL (BOOKS)

SHORTHAND REPORTER. devices adopted simplified the from the Pitman's system have greatly this system and given it a study o decidedly higher place than any other rival system either in Hindi or Urdu. not found Urdu Shorthand and which have outlines contributed to make.

Cursive script East Asia In imperial China , clerks used an abbreviated, highly cursive form of Chinese characters to record court proceedings and criminal confessions. These records were used to create more formal transcripts. In Timothy Bright published his Characterie; An Arte of Shorte, Swifte and Secrete Writing by Character which introduced a system with arbitrary symbols each representing one word. It was also used by Sir Isaac Newton in some of his notebooks. Each consonant was represented by an arbitrary but simple symbol, while the five vowels were represented by the relative positions of the surrounding consonants. Thus the symbol for B with symbol for T drawn directly above it represented "bat", while B with T below it meant "but"; top-right represented "e", middle-right "i", and lower-right "o". A vowel at the end of a word was represented by a dot in the appropriate position, while there were additional symbols for initial vowels. This basic system was supplemented by further symbols representing common prefixes and suffixes. The reader needed to use the context to work out which alternative was meant. The main advantage of the system was that it was easy to learn and to use. Another notable English shorthand system creator of the 17th century was William Mason fl. Samuel Taylor published a similar system in , the first English shorthand system to be used all over the English-speaking world. Thomas Gurney published Brachygraphy in the midth century. Gabelsberger based his shorthand on the shapes used in German cursive handwriting rather than on the geometrical shapes that were common in the English stenographic tradition. For this reason, it is sometimes known as phonography, meaning "sound writing" in Greek. One of the reasons this system allows fast transcription is that vowel sounds are optional when only consonants are needed to determine a word. The availability of a full range of vowel symbols, however, makes complete accuracy possible. The record for fast writing with Pitman shorthand is wpm during a two-minute test by Nathan Behrin in The seeker after high speed should devote himself to obtaining a thorough mastery of the principles of his system of shorthand. Not until the ability to write shorthand without mental hesitation has been acquired, should speed practice begin. A student observing the note-taking of an experienced stenographer will be struck with admiration at the smoothness of the writing and the perfect regularity of the outlines. An excellent method of practice for the like facility is in the copying of a selection sentence by sentence until the whole is memorized, and then writing it over and over again. All notes taken at any speed should strictly be compared with the printed matter. It will then be found that many words are taken for others because of the forms they assume when written under pressure. Most of these can be avoided by careful attention to the writing. Experience alone will authorize any deviation from the text-book forms. Phrasing should be indulged in sparingly on unfamiliar matter. But on familiar matter the student should always be alert for opportunities of saving both time and effort by employing the principles of intersection, elimination of consonants and the joining of words of frequent occurrence. Nothing less than absolute accuracy should satisfy the student. Conflicting outlines should be carefully distinguished. Where words may be distinguished either by the insertion of vowels or the changing of one of the outlines, the latter should always be the method employed; vowels should freely be inserted whenever possible. The sense of the matter should be carefully preserved by the punctuation of the notes, indicating the full stop and leaving spaces in the notes between phrases. The best matter of the for the student beginning practice for speed is to be found in the dictation books compiled by the publishers of the system. At first, the dictation should be slow to permit the making of careful outlines. The student ambitious to succeed will endeavor to familiarize himself with all matters pertaining to stenography. By reading the shorthand magazines he will keep himself in touch with the latest developments in the art. Facility in reading shorthand will also be acquired by reading the shorthand plates in these magazines. For comparison and suggestion, he will study the facsimile notes of practical stenographers. He will neglect no opportunity to improve himself in the use of his art. And finally he will join a shorthand society where he will come in

contact with other stenographers who are striving toward the same goal as himself. In the United States and some other parts of the world it has been largely superseded by Gregg shorthand , which was first published in by John Robert Gregg. This system was influenced by the handwriting shapes that Gabelsberger had introduced. In fact, Gregg claimed joint authorship in another shorthand system published in pamphlet form by one Thomas Stratford Malone ; Malone, however, claimed sole authorship and a legal battle ensued. Geometric theory has great influence in Japan. But Japanese motions of writing gave some influence to our shorthand. We are proud to have reached the highest speed in capturing spoken words with a pen. Major pen shorthand systems are Shuugiin, Sangiin, Nakane and Waseda [a repeated vowel shown here means a vowel spoken in double-length in Japanese, sometimes shown instead as a bar over the vowel]. Including a machine-shorthand system, Sokutaipu, we have 5 major shorthand systems now. The Japan Shorthand Association now has 1, members. In addition, there is the Yamane pen shorthand of unknown importance and three machine shorthands systems Speed Waapuro, Caver and Hayatokun or sokutaipu. The machine shorthands have gained some ascendancy over the pen shorthands. There are several semi-cursive systems. The two Japanese syllabaries are themselves adapted from the Chinese characters both of the syllabaries, katakana and hiragana, are in everyday use alongside the Chinese characters known as kanji; the kanji, being developed in parallel to the Chinese characters, have their own idiosyncrasies, but Chinese and Japanese ideograms are largely comprehensible, even if their use in the languages are not the same. Prior to the Meiji era, Japanese did not have its own shorthand the kanji did have their own abbreviated forms borrowed alongside them from China. Takusari Kooki was the first to give classes in a new Western-style non-ideographic shorthand of his own design, emphasis being on the non-ideographic and new. This was the first shorthand system adapted to writing phonetic Japanese, all other systems prior being based on the idea of whole or partial semantic ideographic writing like that used in the Chinese characters, and the phonetic approach being mostly peripheral to writing in general even today, Japanese writing uses the syllabaries to pronounce or spell out words, or to indicate grammatical words. Furigana are written alongside kanji, or Chinese characters, to indicate their pronunciation especially in juvenile publications. Furigana are usually written using the hiragana syllabary; foreign words may not have a kanji form and are spelled out using katakana. This led to a thriving industry of sokkibon shorthand books. The ready availability of the stories in book form, and higher rates of literacy which the very industry of sokkibon may have helped create, due to these being oral classics that were already known to most people may also have helped kill the yose theater, as people no longer needed to see the stories performed in person to enjoy them. Sokkibon also allowed a whole host of what had previously been mostly oral rhetorical and narrative techniques into writing, such as imitation of dialect in conversations which can be found back in older gensaku literature; but gensaku literature used conventional written language in-between conversations, however. Stenographic shorthands can be further differentiated by the target letter forms as geometric, script, and semi-script or elliptical. Geometric shorthands are based on circles, parts of circles, and straight lines placed strictly horizontally, vertically or diagonally. The first modern shorthand systems were geometric. The first system of this type was published under the title Cadmus Britanicus by Simon Bordley, in However, the first practical system was the German Gabelsberger shorthand of This class of system is now common in all more recent German shorthand systems, as well as in Austria, Italy, Scandinavia, the Netherlands, Russia, other Eastern European countries, and elsewhere. Script-geometric, or semi-script, shorthands are based on the ellipse. Semi-script can be considered a compromise between the geometric systems and the script systems. However, the most successful system of this type was Gregg shorthand , introduced by John Robert Gregg in Gregg had studied not only the geometric English systems, but also the German Stolze stenography, a script shorthand. The semi-script philosophy gained popularity in Italy in the first half of the 20th century with three different systems created by Cima [it], Meschini [it], and Mosciaro [it]. Systems resembling standard writing[edit] Some shorthand systems attempted to ease learning by using characters from the Latin alphabet. However, these alphabetic systems do have value for students who cannot dedicate the years necessary to master a stenographic shorthand. Alphabetic shorthands cannot be written at the speeds theoretically possible with symbol systemsâ€" words per minute or moreâ€"but require only a fraction of the time to acquire a useful speed of

between 60 and words per minute. Non-stenographic systems often supplement alphabetic characters by using punctuation marks as additional characters, giving special significance to capitalised letters, and sometimes using additional non-alphabetic symbols. Examples of such systems include Stenoscript , Speedwriting and Forkner shorthand. However, there are some pure alphabetic systems, including Personal Shorthand , SuperWrite , Easy Script Speed Writing, and Keyscript Shorthand which limit their symbols to a priori alphabetic characters. These have the added advantage that they can also be typedâ€"for instance, onto a computer , PDA , or cellphone. Early editions of Speedwriting were also adapted so that they could be written on a typewriter, and therefore would possess the same advantage. Varieties of vowel representation[edit] Shorthand systems can also be classified according to the way that vowels are represented. Alphabetic â€" Expression by "normal" vowel signs that are not fundamentally different from consonant signs e. Mixed alphabetic â€" Expression of vowels and consonants by different kinds of strokes e. Abjad â€" No expression of the individual vowels at all except for indications of an initial or final vowel e. Marked abjad â€" Expression of vowels by the use of detached signs such as dots, ticks, and other marks written around the consonant signs. Positional abjad â€" Expression of an initial vowel by the height of the word in relation to the line, no necessary expression of subsequent vowels e. Abugida â€" Expression of a vowel by the shape of a stroke, with the consonant indicated by orientation e. Mixed abugida â€" Expression of the vowels by the width of the joining stroke that leads to the following consonant sign, the height of the following consonant sign in relation to the preceding one, and the line pressure of the following consonant sign e. Machine shorthand systems[edit] Traditional shorthand systems are written on paper with a stenographic pencil or a stenographic pen. Some consider that strictly speaking only handwritten systems can be called shorthand. Machine shorthand is also a common term for writing produced by a stenotype , a specialized keyboard. These are often used for court room transcripts and in live subtitling. However, there are other shorthand machines used worldwide, including: Common modern English shorthand systems[edit] This section does not cite any sources. Please help improve this section by adding citations to reliable sources. Unsourced material may be challenged and removed. September Learn how and when to remove this template message One of the most widely used forms of shorthand is still the Pitman shorthand method described above, which has been adapted for 15 languages. In the UK, the spelling-based rather than phonetic Teeline shorthand is now more commonly taught and used than Pitman, and Teeline is the recommended system of the National Council for the Training of Journalists with an overall speed of words per minute necessary for certification. Teeline is also the most common shorthand method taught to New Zealand journalists, whose certification typically requires a shorthand speed of at least 80 words per minute.

Chapter 6 : Hindi Shorthand Outlines Practice (Rishi Pranali) â€" Steno India

College lectures can stretch much longer than the lectures you receive in high school and they can also be very detailed. For this reason, many college students address the potential problem of missing critical information by developing a personalized form of shorthand.

Chapter 7 : How to Learn Hindi Shorthand | The Classroom

Shorthand is a quick way of writing and uses signs to represent words or syllables. Shorthand is used by secretaries and journalists to write down what someone is saying. Ben took notes in shorthand.

Chapter 8 : Shorthand in Hindi, translation, English-Hindi Dictionary

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Chapter 9 : Stenography à¤®à¥‡à¤, à¤•à¥€ Speed à¤•à¥ˆà¤¸à¥‡ à¤ªà¥•à¤°à¾à¤ªà¥•à¤ à¤•à¤°à¥‡à¤,

This is an introductory video of "PITMAN SHORTHAND" course which gives you an overview of what Shorthand really is. Learn Vocabulary easily with the help of pictures.