PRINT YOUR OWN SHORTHAND NOTEPAD

This notepad is intended only for shorthand practice. The loose binding of the sheets makes it unsuitable for exams or class/office dictations. One hole in top left hand corner gives the easiest page turning, two holes if using card covers. A long treasury tag or smooth thin cord lets the paper turn easily, so long as the binding is kept very loose.

2-6 Lines: Black, Grey, Blue, Red, Green

Vertical distance between lines is 8 mm. Reserve the first and last blank pages of each pad for notes of outlines requiring further attention, for your resource file after the pad is used up.

7-11 Numbered drill page: Black, Grey, Blue, Red, Green

Lines numbered for speed self-tests. Repeat a one-line sentence down the page for one minute. Multiply words in the sentence by number of lines, plus word count of any partial line, to get total words written. To calculate speed:

(words ÷ seconds) X 60 = words per minute (wpm)

A batch can be made up by copying carefully from the instruction book, including word count for each sentence. Write the sample sentence in a different colour.

12 Strokes & Vowels Reminder List

Study bookmark: Fold in half and cover in film. Narrower bookmark: Use one list only, fold along printed vertical line. **Storage Pocket**: Cover whole sheet in film, fold in half and join the lower short sides. Include A6 size piece of card to one of the sides to make sturdier and enable rubber band to be put round, to also store pencils. To store pens and pencils only, omit card and join the long side as well, by wrapping more film round entire pocket.

13-14 Re-usable Covers

Fold in half, insert thick card, and cover with film. A firm front cover enables the used pages to be held in a rubber band without bending, and firm back cover aids writing on uneven surfaces.

The bottom Reminder list will be the right way up when the pad is in use, as the upper one will be unavailable, being underneath the rubber band.

15-20 A5 Ring Binder Tabs

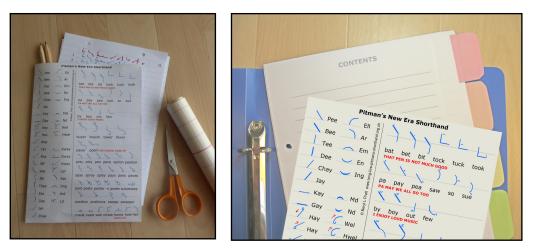
For a shorthand resource file, to build up your own dictionary, phrases, theory notes and drill sentences. Trim left hand side for section dividers, use right hand side for section contents list. Film over the trimmed tabs is helpful.

www.long-live-pitmans-shorthand.org.uk www.long-live-pitmans-shorthand-lessons.org.uk www.long-live-pitmans-shorthand-reading.org.uk Copyright © Beryl L Pratt 8 June 2022





Loose pad - Drill pages Reminder List as pocket - A5 Resource file



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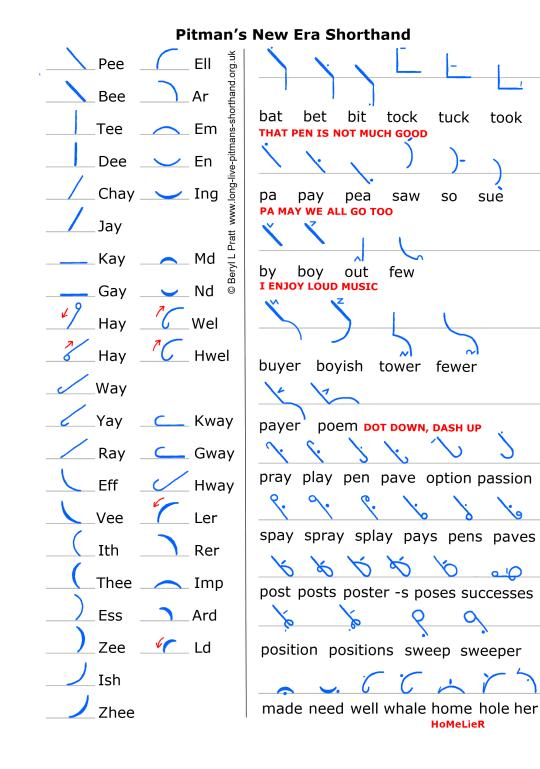
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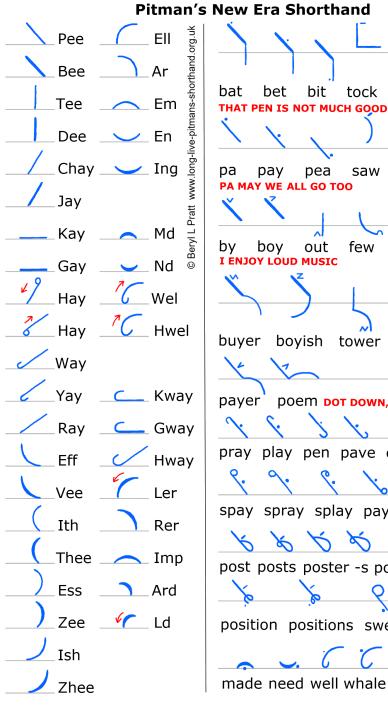
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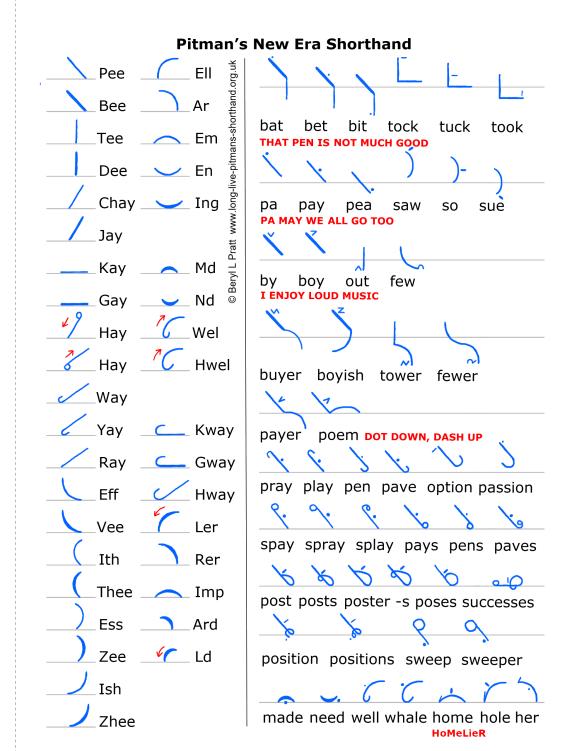


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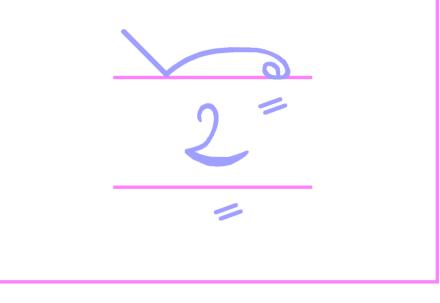
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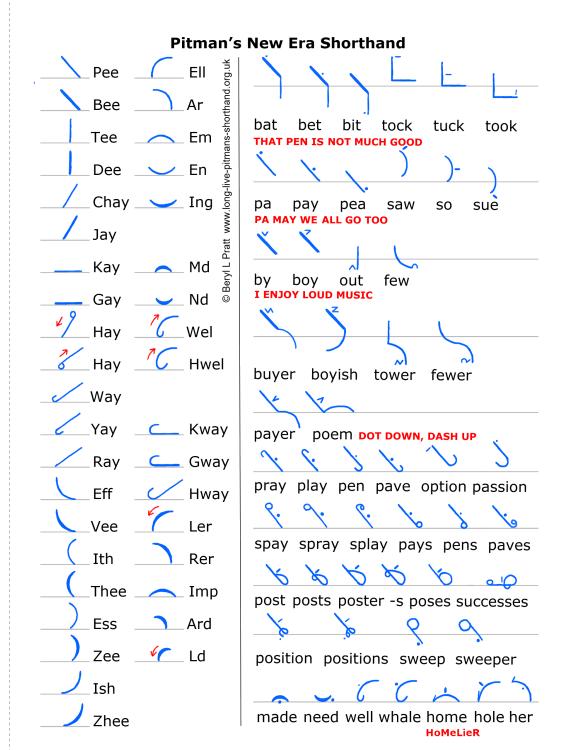
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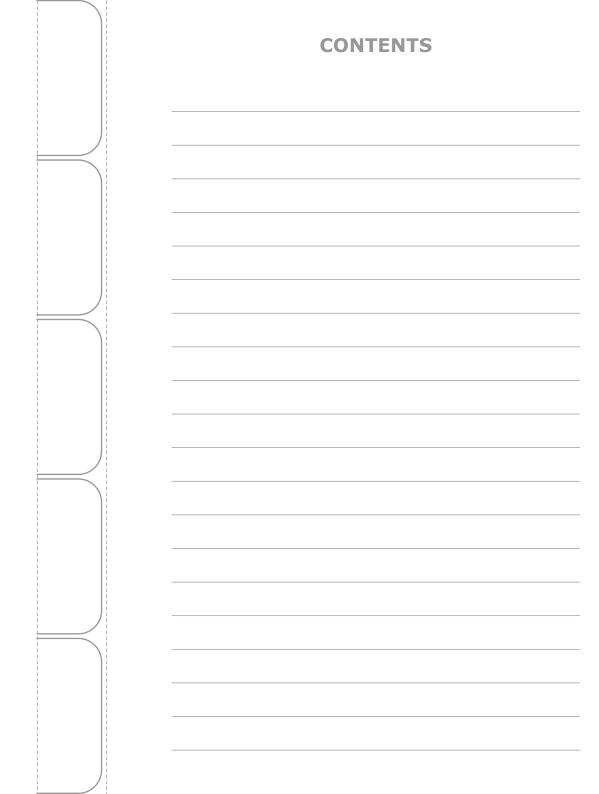
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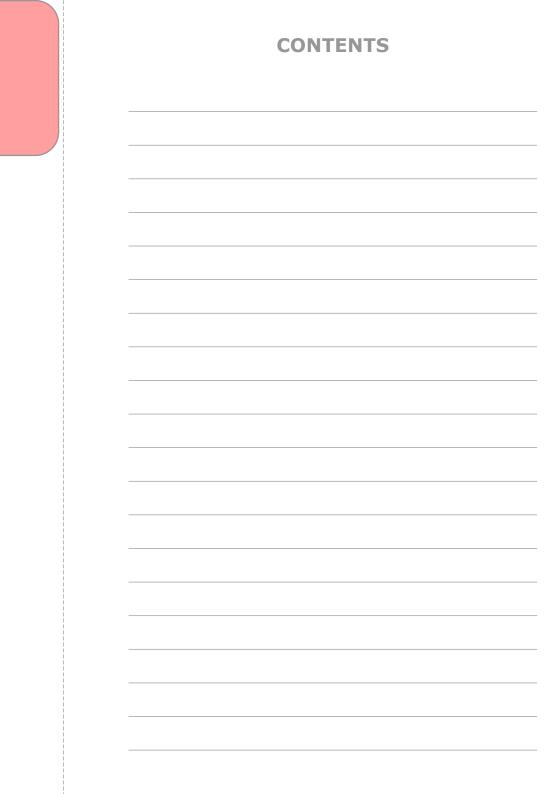


Pitman's New Era Shorthand









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