

B.S.P.
I.P.S.
C.R.P.P.

PITMAN SHORTHAND
**Supplementary
Phrase Book**

A. GULDFORD REFFELL

INDIAN EDITION ONLY
NOT FOR SALE OUTSIDE INDIA
S 522

NEW ERA EDITION

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PITMAN SHORTHAND
SUPPLEMENTARY
PHRASE BOOK

COMPILED BY
A. GUILDFORD REFFELL

NEW ERA EDITION

Isaac Pitman

a. h. wheeler & co., private limited
ALLAHABAD BOMBAY CALCUTTA DELHI MADRAS

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FOREWORD

THE art of phrasing, to which Pitman Shorthand lends itself to such a remarkable degree, has always appealed strongly to the shorthand writer, and it is because of this appeal that this small book has been added to the Phrase Books already in existence.

Careful thought has been given to this collection of phrases, and it is felt that advanced writers of the system will find it of the greatest interest, as well as assistance, in speed work.

At one time I was the Official Shorthand Writer to the Lieutenant-Governor, Northern Provinces, Nigeria, before the country became independent, and during the course of my shorthand career I have received much help from the use of the abbreviated outlines and phrases which I recommend in this book.

A. GUILDFORD REFFELL.

NIGERIA.

to additional taxes

PHRASES

(A)			
abnormal conditions	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advertisement manager	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
above-mentioned	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advertising purposes	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
absent minded	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advertising value	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
absent mindedness	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advisory board	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
absolute certainty	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advisory committee	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
absolutely certain	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	advisory council	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
absolutely necessary	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	agricultural chemist	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
accident branch	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	agricultural classes	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
according to instructions	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	Air Force	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
acknowledge receipt	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	Air Liner	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
acknowledgment of receipt	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	Air Ministry	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
additional allowance	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	air transport	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
additional evidence	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all along the line	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
additional expenditure	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all I can say is	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
additional taxes	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all I know is	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
adequate and satisfactory report	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all is said and done	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
adjoining property	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all of a sudden	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
administrative staff	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all round the world	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
administrative work	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all sorts and conditions	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
advantageous position	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all that is necessary	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ
adverse reports	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ	all those concerned	ⲁⲛⲁⲃⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗⲁⲛⲁⲗ

all those who are concerned
 all those who may be concerned
 allotment policy
 almost immediately
 already mentioned
 already referred to
 already taken
 always be borne in mind
 amicable settlement
 and the manner in which
anno domini
 annual conference
 annual election
 annual general election
 annual general meeting
 annual meeting
 annual report
 annual stocktaking
 annual subscription
 annual valuation
 another aspect of the question
 another reason
 any longer
 anything to the contrary
 appreciative terms

architect and surveyor
 architect's report
 architect's report and plans
 are few and far between
 are you absolutely sure
 are you aware of the fact
 are you of opinion
 arguments for and against
 Army and Navy Club
 Army and Navy Co-operative Society
 Army and Navy estimates
 arrange details
 arranged in order
 arrived at the conclusion
 artificial silk
 as a consequence
 as a general principle
 as a general rule
 as a last resort
 as a matter of convenience
 as a matter of course
 as a matter of form
 as a matter of necessity
 as a matter of principle
 as a matter of right

as a natural consequence
 as a necessary consequence
 as a precaution
 as a precautionary measure
 as a temporary measure
 as a whole
 as an illustration
 as briefly as possible
 as compared with
 as far as I can
 as far as I know
 as far as I remember
 as far as it goes
 as has been already said
 as has been already stated
 as has been shown
 as Hon. Members are aware
 as I have already explained
 as I have already pointed out
 as I have already remarked
 as I have already said
 as I have already stated
 as I have explained
 as I have mentioned
 as I have reason to think

as I have said before
 as I understand it
 as in the case of
 as is apparent
 as is well known
 as it is necessary
 as it now stands
 as long as it is necessary
 as long as necessary
 as pointed out
 as quickly as possible
 as requested by you
 as requested in your letter
 as the case may be
 as the matter is one in which
 as time goes on
 as to the way in which
 as was pointed out
 as we have already explained
 as we have already pointed out
 as we have already remarked
 as we have already said
 as we have already stated
 as we have explained
 as we have mentioned

as we have reason to think
 as we have said before
 as you are aware
 as you know
 as you will know
 as you will see
 ascertain the fact
 ashore and afloat
 assets and liabilities
 assuming for the sake of
 argument
 at a certain stage
 at a discount
 at a later stage
 at a moment's notice
 at an early date
 at any future time
 at any great length
 at any length
 at considerable length
 at cross purposes
 at one and the same time
 at owner's risk
 at the date of
 at the last meeting of the
 Company (Council)
 at the last moment

at the manner in which
 at the present moment
 at the present time
 at the public expense
 at the risk of
 at the root of
 at the time in question
 at your discretion
 at your disposal
 authoritative article
 authority to incur
 expenditure

B

Bachelor of Arts
 Bachelor of Commerce
 Bachelor of Science
 backwards and forwards
 bad state of repair
 bad to worse
 bank books
 bank certificates
 bank charges
 bank drafts
 Bank Holiday
 bank notes
 banking currency

bankruptcy court
 bankruptcy law
 barrister-at-law
 be necessary
 be that as it may
 beck and call
 before mentioned
 benefit of the doubt
 benefit to be derived
 beside the mark
 beside the point
 best of my judgment
 best of our judgment
 best wishes
 better times
 beyond the bounds of possi-
 bility
 beyond the range of possi-
 bility
 bird's-eye view
 birds of passage
 birds of the same
 feather
 birthday celebrations
 birthday honours
 births and deaths
 board and lodging

Board of Admiralty
 Board of Directors
 Board of Education
 Board of Enquiry
 Board of Examiners
 Board of Management
 Board of Trade
 Board of Trustees
 body of the letter
 both sides of the House
 bottom left-hand corner
 bottom right-hand corner
 bounden duty
 Boy Scouts
 Boy Scouts Association
 branch of education
 breach of contract
 breach of trust
 bricks and tiles
 brief report
 bring forth
 bring forward
 bring into line (with)
 bring to an end
 bring to the notice of

British Ambassador
 British Broadcasting Corporation
 British colony
 British commerce
 British Cotton-Growing Association
 British East Africa
 British goods
 British Guiana
 British industries
 British industry and commerce
 British Mandated Territory
 British manufacture
 British people
 British Possessions
 British Representative
 British Statesmanship
 British subject
 British West Africa
 British workmanship
 broadly speaking
 brought about
 brought into close contact
 brought out
 brought to an end
 brought to bear

brought to light
 brought to the notice of
 Budget discussion
 Budget estimates
 building construction
 building contractor
 building materials
 burden of taxation
 burglary insurance
 business career
 business community
 business difficulties
 business economics
 business experience
 business firms
 business footing
 business houses
 business in hand
 business life
 business methods
 business organization
 business reports
 business transactions
 businesslike manner
 businesslike proposition

businesslike way
 by all means in my (our) power
 by common consent
 by leaps and bounds
 by reason of the fact
 by return mail
 by the manner in which
 by the way/by way of
 by way of explanation
 by way of illustration

C

Cabinet Minister
 call forth
 called to the Bar
 capital account
 capital and labour
 capital charge
 capital costs
 capital expenditure
 care must be taken
 careful attention
 careful consideration
 careful examination
 carefully considered
 carefully examined

cargo boat
 carriage forward
 carriage of goods
 carriage paid
 carried forward
 carried into effect
 carried unanimously
 carry into effect
 cash in hand
 Central Administration
 central authority
 Central Court
 central schools
 century to century
 certain amount
 certain number of
 certified secretary
 certified teacher
 chairman of committee
 chairman of council
 chairman's remarks
 chairman's speech
 Chamber of Mines
 change of policy
 chapter and verse

cheap rate of interest		Collector of Customs and Excise	
Chief Constable		collection of premiums	
Chief Engineer		Colonial Authorities	
Chief Inspector		Colonial Bank	
Chief Inspector of Mines		Colonial Development Fund	
Chief Inspector of Works		Colonial Government	
Chief Secretary		Colonial Institute	
Chief Secretary's Office		Colonial Minister	
Chief Superintendent		Colonial Office	
circular letter		colonial regulations	
circular tour		Colonial Secretary (Secretariat)	
civil and naval authorities		come forward	
civil and naval estimates		come into close contact	
civil engineer		come into contact	
Civil Law		come into force	
Civil Servants		come to a close	
Civil Service		come to an end	
Civil Service Commissioners		come to terms	
civilized country		comes to the same thing	
civilized nation		commercial activity	
civilized people		commercial education	
clearance sale		commercial enterprise	
coastal shipping		commercial world	
Cold Storage Co.		Commissioner of Police	
Collector of Customs		Commissioner of Works	

common interest		considerable hesitation	
common understanding		considerable importance	
community as a whole		considerable increase	
community at large		considerable interest	
Company Secretary		considerable length	
Company Superintendent		considerable progress	
comparative statement		considerable quantity	
comparatively few		considerable time	
comparatively short time		constitutional reform	
comparatively small number		constructive criticism	
competitive prices		contempt of court	
compulsory labour		continuation school	
compulsory service		Co-operative Wholesale Society	
conclusive evidence		cordial relations	
conclusive proof		cordial welcome	
consensus of opinion		Corporation Bonds	
conservancy charges		correct procedure	
considerable amount		correct view	
considerable danger of		corresponding period of last year	
considerable degree		cost of labour	
considerable delay		cost of living	
considerable difference of opinion		cost of materials	
considerable difficulty		cotton goods	
considerable expense (experience)		Cotton Growing Association	
considerable extent			

Cotton-Growing Corporation
 cotton-growing industry
 cotton industry
 cotton manufacture
 cotton piece goods
 Cotton Supply Association
 cotton tree
 counsel for the defence
 counsel for the defendant
 counsel for the plaintiff
 country at large
 course of business
 course of events
 course of instruction
 course of procedure
 Court of Directors
 Court of Referees
 Courts of Justice
 criminal action
 Criminal Court
 criminal investigation
 Criminal Investigation Department
 criminal offence
 critical moments
 criticisms and suggestions

crux of the matter
 cumulative preference shares
 Customs and Excise
 Customs Duty
 Customs Office
 Customs Officer
D
 daily business
 debenture stock
 debenture stockholders
 debit and credit
 declaration of policy
 deferred payment
 degree of efficiency
 demoralizing effect
 departmental circulars
 departmental reports
 depreciation of buildings
 depreciation of machinery
 depreciation of plant
 desired effect
 despite the fact
 destructive criticism
 detailed report
 development scheme

development works
 different aspects
 diplomatic relations
 diplomatic service
 direct taxation
 directly or indirectly
 directly or otherwise
 directly responsible
 Director of Agriculture
 Director of Education
 directors' report
 Disarmament Conference
 disastrous consequences
 distinct understanding
 distinctly better than
 distinctly remember
 distinctly understand
 distinctly understood
 distinguished service
 diversity of opinion
 do you know for a fact
 do you know the reason why
 do you know whether or not
 do you mean to say
 do you mean to suggest

do you mean to tell us
 documentary evidence
 documentary proof
 does it not
 doubled and trebled
 doubtful origin
 draft agreement
 draft circular
 draft convention
 draft estimates
 draft letter
 draft regulations
 draft report
 drastic measures
 dredging machine
 dual capacity
 due to the fact
 during the course of next month
 during the course of next year
 during the course of the month
 during the course of the year
 during the course of this month
 during the course of this week
 during the current month
 during the current year

during the last few months
 during the last few years
 during the past month
 during the past year
 during the period under review
 during the same period
 during the year
 during the year under review

E

earliest possible date
 earmark(ed)
 East Africa
 ebb and flow
 economic condition
 economic depression
 economic development
 economic question
 economics department
 educational point of view
 educational purposes
 educational system
 educational world
 effective control
 effective measures
 effective steps

electric battery
 electric charge
 electric dynamo
 electric generator
 electric lamps
 electric locomotive
 electric power and light
 electrical engineer
 electricity supply
 elementary education
 elementary knowledge
 elementary school
 emergency powers
 eminently desirable
 eminently satisfactory
 eminently suitable
 employers and employed
 employers' liability
 employers of labour
 enclosed you will find
 encumbered estates
 encumbered property
 Encyclopaedia Britannica
 end in view

end of the month
 end of the year
 end to end
 England and Wales
 English Government securities
 enquire into
 enquire into the case
 enquire into the circumstances
 enquire into the matter
 entertainment tax
 entire agreement
 entire satisfaction
 entirely due
 entirely due to the fact
 entirely satisfactory
 error of judgment
 essential points
 estimated balance
 estimated cost
 every reason to believe
 every reason to hope
 evidence to the contrary
 Examinations Board
 Examinations Committee
 Examinations Department

exceedingly desirable
 exceedingly difficult
 excellent character
 excellent quality
 excellent results
 exception to the rule
 exceptional circumstances
 exceptional quality
 exhaustive discussion
 exhaustive examination
 expenditure and revenue
 expert knowledge
 expert service
 export duty
 export market
 export trade
 exports and imports
 express service
 extensive alterations
 extensive circulation
 extra remuneration
 extraordinary general meeting
 extraordinary state of affairs
 extraordinary state of things
 extremely desirable

F

fair and reasonable	فارسه	Financial Secretary to the Treasury	مستشار مالي
fair and reasonable return	فارسه عايد	financial state	حاله مالي
fairly satisfactory	فارسه مقبول	financial statement	بيان مالي
far and near	فارسه قريب وبعيد	financial statistics	احصاء مالي
far be it from me to suggest	فارسه بعيد عني ان اقترح	financial stringency	تضييق مالي
far-fetched	فارسه بعيد المنال	first-class accommodation	اتاقاق من الدرجة الاولى
favourable circumstances	ظروف مواتية	first-class carriage	قطار من الدرجة الاولى
favourable consideration	اعتبار مواتي	First Commissioner of Works	مفتي عمال
favourable opportunity	فرصة مواتية	first-hand information	معلومات مباشرة
favourable reply	اجابة مواتية	first mortgage debentures	سندات اذنية على رهن اول
Federated Malay States	ولايات ملايا المتحدية	fits and starts	تقدم وتراجع
feel confident	اشعر بالثقة	fixed capital	رأس مال ثابت
feeling of goodwill	اشعر بالاحسان	fixed deposit	وديعة ثابتة
feeling of security	اشعر بالاطمئنان	fixity of purpose	ثبات الغرض
fellow feeling	اشعر بالمشاعر المتشابهة	flotsam and jetsam	العوامات والعوامات
few and far between	قليل وبعيد	for a considerable length of time	لفترة طويلة
financial aspect of the case	الجانب المالي من القضية	for a considerable period of time	لفترة طويلة
financial depression	كساد مالي	for a considerable time	لفترة طويلة
financial liability	التزام مالي	for a considerable time past	لفترة طويلة مضت
financial position	الموقف المالي	for a considerable time to come	لفترة طويلة قادمة
financial reports	التقارير المالية	for a few moments	لبعض اللحظات
financial responsibility	المسؤولية المالية	for a long time past	لفترة طويلة مضت
Financial Secretary	مستشار مالي	for a period of	لفترة
		for all practical purposes	لجميع الغايات العملية
		for example	على سبيل المثال

for further reference	للمرجع	foundation of success	اساس النجاح
for general information	للمعلومات العامة	free of charge	بدون ثمن
for obvious reasons	لسبب واضح	free on board	بدون ثمن على متنها
for one moment	للمoment	free transport	نقل مجاني
for one reason or another	لسبب واحد او لآخر	freedom of speech	حرية التعبير
for several purposes	لبعض الغايات	freedom of the City	حرية المدينة
for shipment	للمشقة	freehold and leasehold properties	عقارات ملكية دائمة او مؤقتة
for some reason or another	لسبب واحد او لآخر	freehold property	عقار ملكية دائمة
for some reason or other	لسبب واحد او لآخر	freight and insurance	نقل والتأمين
for some time to come	لفترة قادمة	friendly relations	علاقات ودية
for some years past	لبعض السنين مضت	friendly societies	جمعيات ودية
for some years to come	لبعض السنين قادمة	from all sources	من جميع المصادر
for the convenience of	للملاءمة	from bad to worse	من سوء الى سوء
for the time being	للموقت	from month to month	شهر بشهر
for their information	للمعلومات	from start to finish	من البداية الى النهاية
for your information	للمعلومات	from the beginning	من البداية
force of circumstances	قوة الظروف	from your experience	من تجربتك
foregone conclusion	نتيجة حتمية	full appreciation	تقدير كامل
foreign and colonial	اخرى و استعمارية	full consideration	اعتبار كامل
foreign exchange	تبادل اعمالي	full responsibility	مسؤولية كاملة
foreign markets	اسواق اعمالي	full understanding	فهم كامل
Foreign Office	مكتب اعمالي	fullest possible extent	الى اقصى حد ممكن
form of agreement	شكل الاتفاق	fully paid	مدفوع بالكامل
form of application	شكل الطلب	fully paid up	مدفوع بالكامل
form of attestation	شكل التوثيق		

fully paid-up shares
 further consideration
 further conversation
 further discussion
 further information
 further reply
 further report
G
 galvanized iron
 galvanized iron sheets
 general assembly
 general expenses
 general merchants
 general procedure
 general proceedings
 general purposes
 General Purposes Committee
 General Reserve
 General Reserve Fund
 gentlemen of the jury
 Geographical Society
 gist of the matter
 go a long way
 go a step further

go into the matter
 goes without saying
 going on
 going on to say
 good deal of business
 good deal of criticism
 goods invoice
 goods traffic
 Government Department
 great danger of
 great deal of experience
 great deal of responsibility
 great majority of people
 great step forward
 greatest possible means
H
 had it not been
 half a century
 half measures
 hand and foot
 hand in hand
 hard and fast rule
 has been received
 has only been
 having regard to the fact

having relation to
 head and shoulders
 heavy expenditure
 heavy expenses
 heavy increase
 heavy taxation
 held in abeyance
 Her Majesty
 Her Majesty's Government
 High Commissioner
 high degree of efficiency
 high degree of proficiency
 high power
 high-power station
 high pressure
 high speed aspirant
 high standard
 high standard of efficiency
 high voltage
 higher standard
 higher still
 highly desirable
 highly satisfactory
 highly satisfactory results
 His Majesty

His Majesty's Government
 His Royal Highness
 His Royal Highness the Prince of Wales
 historic research
 history of the world
 hither and thither
 Home Government
 home markets
 Home Secretary
 honesty of purpose
 honorary secretary
 honorary treasurer
 honorary treasurer and secretary
 horse transport
 hostile criticism
 house property
 how far is it possible
 human beings
 human nature being what it is
I
 I am absolutely certain
 I am absolutely sure
 I am anxious to have
 I am anxious to know
 I am bound to come to the conclusion

I am desired to inform you		I do not think for a moment	
I am desired to say		I do not think it is necessary	
I am extremely sorry		I do not think there is any reason	
I am given to understand		I entirely agree	
I am glad to report		I feel certain	
I am in communication with		I feel confident	
I am in correspondence with		I have already endeavoured	
I am in entire agreement		I have already mentioned	
I am in receipt of		I have already pointed out	
I am in receipt of your communication		I have already referred	
I am inclined to think		I have already said	
I am not in a position		I have already stated	
I am not in a position to say		I have every reason to believe	
I am of the same opinion		I have found it necessary	
I am pleased to hear		I have found it unnecessary	
I am pleased to inform you		I have just heard	
I am pleased to think		I have just mentioned	
I am right in saying		I have no hesitation	
I am strongly in favour		I have no hesitation in saying	
I am strongly of the opinion		I have no objection	
I am well aware		I have no reason to suppose	
I believe I am correct in saying		I have reason to be	
I believe I am correct in thinking		I have the honour to acknowledge receipt of your communication	
I believe I am right in saying		I have the honour to be	
I believe I am right in thinking		I have the honour to inform you	

I have the honour to say		if you would	
I have to acknowledge the receipt of your communication		if you would like	
I have to acknowledge the receipt of your letter		illustrated catalogue	
I have to inform you		Imperial Preference	
I hope and trust		Import Duty	
I may call the attention of the House to the fact		important aspect of the case	
I put it to the House		important aspect of the question	
I put it to you		imports and exports	
I see no reason		in a bad way	
I think I am justified in saying		in a better position	
I think I am right in saying		in a few days	
I think it is necessary		in a few instances	
I think it is unnecessary		in a few months	
I think there is no reason		in a few weeks	
I think you will agree with me		in a few words	
I think you will be glad		in a few years	
I was given to understand		in a general way	
I would consider		in a large measure	
I would like to say		in a position	
if that be so		in a sound position	
if there is no objection		in accordance with your instructions	
if this is done		in any shape or form	
if you please		in certain quarters	
if you will kindly		in compliance with	
		in compliance with your request	

in conformity with
 in connection with the matter
 in contradistinction to
 in course of preparation
 in danger of
 in every other way
 in every way
 in excess
 in excess of last year
 in favour of defendant
 in favour of plaintiff
 in general terms
 in my experience
 in no small measure
 in one form or another
 in one way or another
 in one way or the other
 in other words
 in our experience
 in reality
 in recent times
 in response to
 in search of
 in seconding the resolution
 in some degree

in some form or other
 in some measure
 in some other form
 in some quarters
 in some shape or form
 in spite of the fact
 in the absence of
 in the course of a day or two
 in the course of a few days
 in the event of
 in the great majority of cases
 in the interests of
 in the interests of the community
 in the interests of the community at large
 in the interests of the public
 in the interests of the public at large
 in the long run
 in the meantime
 in the nature of
 in the nature of things
 in the opinion of
 in the ordinary course
 in the ordinary course of events
 in the shape of
 in the special circumstances of the case

in the unfortunate position
 in the vast majority of cases
 in the years to come
 in their heart of hearts
 in this direction
 in view of the fact
 in view of the fact that the
 increased competition
 increased cost of living
 increased expenditure
 indirect taxation
 industrial depression
 industrial life
 Inland Revenue
 Inland Revenue Authorities
 inside out
 instalment system
 insuperable difficulties
 insurance company
 insurance institute
 insurance policy
 insurmountable difficulties
 integral part
 interesting feature
 interim dividend

interim report
 intrinsic value
 investment of funds
 iron and steel
 irrespective of the fact
 is it necessary
 is it not
 is it not a fact
 is it or is it not a fact
 it is a matter for congratulation
 it is a matter for regret
 it is a matter of common experience
 it is a matter of common knowledge
 it is a remarkable fact
 it is absolutely certain
 it is an admitted fact
 it is an undoubted fact
 it is common knowledge
 it is considered
 it is entirely due
 it is entirely due to the fact
 it is hardly likely
 it is hardly necessary
 it is hardly necessary to say
 it is natural to suppose

it is no exaggeration to say
 it is of the utmost importance
 it is only natural to suppose
 it is only reasonable
 it is satisfactory to note
 it is therefore necessary
 it is therefore unnecessary
 it may appear
 it must be mentioned
 it must be observed
 it must be remembered
 it must not be forgotten
 it should be mentioned
 it stands to reason
 it will be necessary
 it will be remembered
 items of expenditure

J

joint stock companies
 judgment for the accused
 judgment for the defence
 judgment for the plaintiff
 judgment of the court
 judicial powers
 just as much

just as well
 just reason for complaint
 just referred to
 justifiable pride
 justified in saying

K

keep in view
 kindly acknowledge receipt
 kindly inform us
 kindly let us have the required information
 kindly let us know
 kindly notify us
 kindly oblige us
 kindly reply
 King and Queen
 King's Advocate
 King's Bench
 King's Bench Division
 knowledge and experience
 knowledge of the subject

L

labour market
 labour saving
 labour-saving appliances
 labour-saving devices

lack of energy
 lack of funds
 lack of information
 land tax
 landlord and tenant
 large majority
 large majority of cases
 large proportion of the population
 large quantity
 large sum of money
 large sums of money
 large volume
 last year's estimates
 last year's report
 latter part of
 Leader of the Bar
 Leader of the House of Commons
 Leader of the Opposition
 leading business men
 leasehold property
 legal action
 legal adviser
 legal documents

legal expert
 legal personal representative
 legal practice
 legal procedure
 legal proceedings
 legal profession
 legislative assembly
 Legislative Council
 length and breadth
 letter of inquiry
 letters patent
 licensing authority
 Licensing Board
 Life Insurance Co.
 Life Insurance Office
 light and power station
 line of business
 line of demarcation
 little later
 little longer
 living wage
 loading and unloading
 local expenditure
 Local Government Act
 Local Government Board

local treasurer
 logical conclusion
 logical result
 long period of time
 loss of profits
 loss of trade
 low standard
 lower standard
 M
 mainly due to the fact
 man in the street
 man power
 Manchester Ship Canal
 manner in which
 many other purposes
 many other reasons
 many other respects
 marine insurance
 Marine Insurance Act
 marine policies
 marked difference
 marked improvement
 marked tendency
 market price
 market quotations

market value
 material alterations
 material loss
 matter of opinion
 matter of urgency
 matter referred to
 may I ask the Hon. Member
 may I call attention to the fact
 may I take it for granted
 means of communication
 medical adviser
 medical examination
 medical officer
 medical report
 medical research
 meeting of directors
 Member of the Royal College of Physicians
 Member of the Royal College of Surgeons
 Memorandum of Association
 Mercantile Law
 mercantile marine
 merits and demerits
 Metropolitan Board
 Metropolitan Water Board
 military service

Miners' Federation
 Minister of Agriculture
 money market
 most careful attention
 most careful consideration
 most careful enquiry
 most certainly not
 most satisfactory results
 most striking feature
 motor accessories
 Motor Omnibus Co.
 motor pumps
 motor traffic
 motor transport
 Motor Transport Co.
 much better off
 much better position
 much better than
 multifarious duties
 musical instruments
 my noble friend
 my personal opinion
 N
 national affairs

national defence
 National Party/policy
 National Union of Railwaymen
 National Union of Teachers
 Nationalization of mines
 Nationalization of railways
 native labour
 natural consequence
 natural course
 natural course of events
 necessary conclusion
 necessary consequence
 neither here nor there
 neither more nor less
 new year
 New Year's Day
 New Year's Eve
 New York
 next few weeks
 next few years
 no alternative
 no further action
 no further charge
 no longer
 no longer required

nominal price
 nominal sum
 nominal value
 non-recurring expenditure
 nor is it likely
 normal circumstances
 normal relations
 normal situation
O
 obvious reasons
 of course there is no objection
 of this House
 Office of Works
 office organization
 office staff
 officer in charge
 official correspondence
 official records
 official report
 official reporter
 old age pensions
 on a matter of form
 on and off
 on the credit side of the balance Sheet

on the debit side of the Balance Sheet
 on the distinct understanding
 on the face of
 on the face of it
 on the other side of the Atlantic
 on the other side of the Balance Sheet
 on the present occasion
 on the same lines
 on the same principles
 once upon a time
 one day
 one half
 one hour
 one moment
 one or other
 one or the other
 one side or another
 one side or the other
 one-sided argument
 one thing
 one way or another
 one way or the other
 order of merit
 ordinary care and caution
 ordinary course

ordinary course of business
 ordinary course of events
 ordinary shares
 ordinarily speaking
 organizing secretary
 original letter
 other means must be taken
 out of all proportion
 out of date
 out of order
 out-of-pocket expenses
 out of sight
 out of the question
 out of the way
 outside the range of practical politics
 outstanding ability
 outstanding event
 outstanding liability
 outstanding qualities
 Overseas Dominions
 overwhelming evidence
 overwhelming majority
 overwhelming mass of opinion
 owing to the fact that
 owner's risk

P

paid-up capital
 painful necessity
 painful operation
 paper currency
 paper currency reserve
par excellence
 paramount necessity
 Parliamentary Secretary
 Parliamentary Secretary of State
 Parliamentary Under-Secretary
 Parliamentary Under-Secretary of State
 part time
 particular time and place
 passenger fares
 passenger service
 passenger traffic
 passenger train
 passive resistance
 past and present
 past few weeks
 payable by instalments
 payable on demand
 paying-in slip
 payment on demand

pecuniary gain
 pecuniary loss
 penal servitude
 penal servitude for life
 pending receipt
 per head
 per head of the population
 per mile
 per parcels post
 perfectly satisfactory
 perfectly satisfied
 personal estate
 personal experience
 personal nature
 personal secretary
 place on record
 place to place
 plans and estimates
 plans and specifications
 play an important part
 plays a prominent part
 please acknowledge receipt
 please let us hear
 please let us hear from you
 please make the necessary arrangements

please take the necessary action
 please turn over
 please wire us
 plenty of time
 point at issue
 pointed out
 police court
 police enquiry
 police force
 police investigation
 police officer
 police regulations
 police sergeant
 policy holders
 policy of the Government
 political economy
 political life
 political meetings
 political organization
 political reasons
 political service
 Poor Law Administration
 Poor Law Officers
 popular belief
 popular opinion

port of call
 position of importance
 position of responsibility
 position of trust
 postal clerk
 postal expenses
 postal facilities
 poste restante
 Postmaster-General
 potential value
 pounds sterling
 power house
 power of attorney
 practical experience
 precautionary measures
 preceding year
 prefatory note
 prefatory remarks
 preference shares
 preference stock
 preferential right
 preferential treatment
 preferred stock
 preliminary announcement
 preliminary examination

preliminary investigation
 preliminary report
 present and future
 present situation
 present state of affairs
 President of the Board of Trade
 President of the Chamber of Commerce
 President of the Council
 presidential address
 press for a reply
 pressure of work
 prevailing circumstances
 prevailing conditions
 previous statement
 previous year
 previous year's accounts
prima facie
 primary school
 Prime Minister
 Prince of Wales
 private affairs
 private and confidential
 private arrangements
 private enterprise
 private firms

private industry
 private mark
 private means
 private nature
 private ownership
 private school
 Privy Council
pro forma
pro forma invoice
pro rata
 problem of transport
 productive period
 professional services
 promissory note
 pros and cons
 provident fund
 provincial newspapers
 provincial office
 provincial staff
 provisional arrangement
 provisional programme
 provisional specification
 psychological moment
 public library
 Public Library Board

[Handwritten shorthand symbols for the left column of page 34]

public opinion
 public works
 Public Works Department
 punishable offence
 purchase of land
 purchase price
 purchasing power
 put an end to

[Handwritten shorthand symbols for the right column of page 34]

Q

qualified accountant
 qualified dispenser
 qualified druggist
 qualified nurse
 qualified teacher
 qualifying examination
 quantity and description
 quantity and quality
 Queen's Bench
 Queen's Bench
 Division
 question and answer
 question at issue
 question before the House
 question of fact
 question of time and money
 quicker than

[Handwritten shorthand symbols for the right column of page 34]

quinquennial report
 quinquennial valuation

[Handwritten shorthand symbols for the left column of page 35]


























R











railway construction
 railway economics
 railway receipts
 railway revenue
 railway rolling stock
 railway service
 railway staff
 railway system
 railway time table
 railway transport
 railway wagons
 rank and file
 rapid recovery
 rate of salary
 rate per hour
 rate per mile
 rate per ton
 rates and taxes
 real and personal estate
 real and personal property
 real estate
 reasonable care and caution

[Handwritten shorthand symbols for the left column of page 35]















reasonable length of time
 reasonable objections
 reasonable period of time
 reasonable requirements
 reasonable wear and tear
 receipts and expenditure
 receipts and payments
 received with thanks
 recurring expenditure
 redeemable debenture stock
 reduced to a minimum
 referred to above
 referring to the question
 referring to the subject
 referring to your communication
 registered trade mark
 Registrar-General
 reliability tests
 reliable source
 reluctantly compelled
 rental value
 reorganization scheme
 report and accounts
 report of the meeting
 report of the proceedings


























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





















representative gathering 
 research work 
 reserve capital 
 reserve force 
 reserve fund 
 restriction scheme 
 retail prices 
 retail store 
 revenue and expenditure 
 reversionary bonus 
 revised edition 
 revised estimate 
 revised statement 
 revival of trade 
 rightly or wrongly 
 rise and fall 
 road construction 
 road development 
 road development policy 
 road transport 
 roads and bridges 
 rolling stock 
 Round Table Conference 
 Royal Air Force 
 Royal Army Medical Corps 


















































Royal Army Service Corps 
 Royal Assurance Co. 
 Royal Automobile Club 
 Royal Colonial Institute 
 Royal Commission 
 Royal Mail Steam Packet Co. 
 Royal Mandate 
 rules and regulations 
 running costs 
 running expenses 



















































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

















































safety first 
 safety valve 
 sailing list 
 sales reports 
 salutary effect 
 salvage charges 
 salvage operations 
 sanitary inspector 
 sanitary officer 
 sanitary regulations 
 sanitary service 
 satisfactory explanation 
 satisfactory reason 
 satisfactory record 


















































satisfactory reply 
 satisfactory report 
 satisfactory response 
 school children 
 school curriculum 
 school life 
 school master 
 school mistress 
 school teachers 
 scientific principles 
 scientific research 
 scientific treatment 
 second-class 
 second-class accommodation 
 second-class compartment 
 second-class travel 
 second reading of the Bill 
 second time 
 secondary school 
 Secret Service 
 Secretary of State for Foreign Affairs 
 Select Committee 
 sender's risk 
 sense of justice 
 sense of proportion 

sense of responsibility 
 serious consideration 
 serious difference of opinion 
 serious inconvenience 
 set aside 
 set forth 
 set on foot 
 set out 
 set out below 
 set out hereunder 
 settlement of claim 
 severe criticism 
 sewing machine 
 shipping documents 
 shipping statistics 
 Shop Hours Act 
 shops and factories 
 short space of time 
 short time 
 short time ago 
 shorthand typist 
 shoulder to shoulder 
 similar request 
 simple reason 
 since received 

representative gathering		Royal Army Service Corps	
research work		Royal Assurance Co.	
reserve capital		Royal Automobile Club	
reserve force		Royal Colonial Institute	
reserve fund		Royal Commission	
restriction scheme		Royal Mail Steam Packet Co.	
retail prices		Royal Mandate	
retail store		rules and regulations	
revenue and expenditure		running costs	
reversionary bonus		running expenses	
revised edition		S	
revised estimate		safety first	
revised statement		safety valve	
revival of trade		sailing list	
rightly or wrongly		sales reports	
rise and fall		salutary effect	
road construction		salvage charges	
road development		salvage operations	
road development policy		sanitary inspector	
road transport		sanitary officer	
roads and bridges		sanitary regulations	
rolling stock		sanitary service	
Round Table Conference		satisfactory explanation	
Royal Air Force		satisfactory reason	
Royal Army Medical Corps		satisfactory record	

satisfactory reply		sense of responsibility	
satisfactory report		serious consideration	
satisfactory response		serious difference of opinion	
school children		serious inconvenience	
school curriculum		set aside	
school life		set forth	
school master		set on foot	
school mistress		set out	
school teachers		set out below	
scientific principles		set out hereunder	
scientific research		settlement of claim	
scientific treatment		severe criticism	
second-class		sewing machine	
second-class accommodation		shipping documents	
second-class compartment		shipping statistics	
second-class travel		Shop Hours Act	
second reading of the Bill		shops and factories	
second time		short space of time	
secondary school		short time	
Secret Service		short time ago	
Secretary of State for Foreign Affairs		shorthand typist	
Select Committee		shoulder to shoulder	
sender's risk		similar request	
sense of justice		simple reason	
sense of proportion		since received	

<i>sine qua non</i>		spare parts	
sinking fund		spare time	
sitting room		speaking from experience	
skilled labour		speaking from memory	
small measure		speaking subject to correction	
so far as I am able		special measures	
so far as I am aware		special mention	
so far as I am concerned		special purpose	
so far as I can		special reference	
so far as I know		square feet	
so far as possible		square miles	
social conditions		square yards	
Society for the Prevention of Cruelty to Animals		staff officer	
Society for the Prevention of Cruelty to Children		stage manager	
Solicitor-General		stamped addressed envelope	
some considerable time		starting point	
some such measure		state of repair	
something to that effect		statement of claim	
source of gratification		statement to the contrary	
source of satisfaction		statesmanlike action	
source of supply		statesmanlike manner	
South Africa		station master	
South African Government		statutory powers	
South African Union		Steam Navigation Co.	
spare moments		steamship lines	


























step by step		T	
still longer		table of contents	
strict letter of the law		take(n) as read	
strictly confidential		take exception	
structural alterations		take(n) in hand	
structural repairs		take(n) into account	
struggle for existence		take it for granted	
stumbling block		take stock	
<i>sub judice</i>		take the necessary action	
subject to correction		take the necessary steps	
subscribed capital		take the place of	
subscription list		tariff barriers	
suffice it to say		tariff reductions	
Superintendent of Police		Tariff Reform	
Superintendent of Prisons		technical education	
supplementary expenditure		technical institute	
supplementary vote		technical matter	
supply and demand		technical nature	
suppose for a moment		technical point	
Supreme Court		technical school	
surplus balance		technical terms	
surplus profits		telegraph clerk	
surveyor's report		telegraphic address	
survival of the fittest		telephone conversation	
suspense account		telephone message	

telephone operator
 telephone service
 telephonic communication
 temporary measure
 temporary premises
 tenure of office
 terms of the contract
 thanking you in anticipation
 that goes without saying
 that the Directors' Report
 that the Directors' Report and Accounts
 Their Royal Highnesses
 then and there
 there are several other points
 there can be no doubt
 there can be no question
 there can be no reason why
 there is a tendency
 there is certainly no reason why
 there is every reason to believe
 there is no exaggeration in saying
 there is no likelihood
 there is no objection
 there is no reason
 there is no reason why

























thin end of the wedge
 third-class
 third-class accommodation
 third-class carriage
 third-class passengers
 third-party indemnity
 third-party indemnity insurance
 third party risks
 this is not the first time
 thoroughly satisfactory
 thousand and one things
 through thick and thin
 time and effort
 time and labour
 time and place
 to a certain degree
 to a certain extent
 to a considerable degree
 to a considerable extent
 to a great extent
 to our entire satisfaction
 to whom it may concern
 top left-hand corner
 top right-hand corner
 Town Planning Committee

























trade and commerce
 trade depression
 trade discount
 trade dispute
 trade figures
 trade revival
 trade union
 Trade Association
 traffic control
 traffic manager
 traffic signals
 Transatlantic cable
 Transatlantic flights
 transition period
 transmission of goods
 transport facilities
 travelling allowance
 travelling expenses
 travelling facilities
 trial by jury
 tropical agriculture
 tropical climate
 tropical diseases
 trunk call
 trust deed


























trust funds
 trusting to be favoured with
 tsetse fly
 turn of events
 turning point
 U
 unallocated profits
 unanimity of opinion
 unanimous opinion
 unanimously agreed
 unanimously carried
 unauthorized expenditure
 unauthorized payment
 unconditional acceptance
 unconditional apology
 under consideration
 under review
 Under Secretary for the Dominions
 Under Secretary of State
 Under Secretary of State for the Colonies
 under the influence of
 under the necessity of
 undischarged bankrupt
 unearned income
 unearned increment






































Union Government 
 Union of South Africa 
 Unionist Party 
 unity of purpose 
 universal approval 
 universal condemnation 
 universal popularity 
 universal practice 
 universal satisfaction 
 universally acknowledged 
 University of London 
 unlawful possession 
 unlimited liability 
 unlimited power 
 unlikely event 
 unreasonable delay 
 unsatisfactory report 
 unsatisfactory results 
 unsatisfactory service 
 until recently 
 upward movement 
 urgently required 
 useful information 
 useful purposes 
 useful suggestion 

V

vade mecum 
 valuable feature 
 valuable information 
 valuable property 
 valuable service 
 variety of topics 
 various aspects of the case 
 various aspects of the question 
 vast majority 
 vast majority of people 
 vehicular traffic 
 verbal alterations 
 verbal instructions 
 verbatim note 
 verbatim report 
 very careful consideration 
 very careful examination 
 very considerable amount 
 very desirable 
 very first 
 very good reason 
 very heavy expenses 
 very much obliged 
 very much regret 

very much satisfaction 
 very satisfactory results 
 very serious consideration 
 very simple reason 
 vice-president 
 Vice-President of the Council 
 Vice-President of the Society 
 vital force 
 vital importance 
 vital statistics 
 vitally necessary 
viva voce 
 voluntary liquidation 
 voluntary subscription 
 vote of censure 
 vote of thanks 
W
 wage earner 
 warrant of arrest 
 waste of time and energy 
 waste of time and labour 
 waste of time and money 
 watertight compartments 
 we acknowledge receipt of your communication 
 we acknowledge receipt of your letter 

we beg to submit 
 we beg to thank you for your letter 
 we regret to say 
 we regret to state 
 we send herewith 
 we send you herewith 
 wear and tear 
 weekly wages 
 weighing machine 
 weights and measures 
 Welfare Association 
 well-known fact 
 West Coast 
 Western civilization 
 whole life assurance 
 whole life policy 
 whole-hearted support 
 whole-hearted sympathy 
 wholesale and retail 
 wholesale prices 
 wholly and solely 
 wide experience 
 will be borne in mind 
 will be brought forward 
 will be taken into consideration 

will power		word of mouth	
wire full particulars		word or two	
wire instructions		working classes	
wireless receiving set		working expenses	
wireless station		working men	
wireless telegraphy		Workmen's Compensation	
with special reference to		Workmen's Compensation Insurance	
with the object of		world affairs	
with this end in view		worthy of mention	
within a few months		worthy of special mention	
within a few years			
within the bounds of possibility		Y	
within the knowledge of		year under review	
within the next few days		year's work	
witness for the defence		yield per acre	
witness for the prosecution		yield per cent	
wives and children		you are doubtless aware	
women and children		you will no doubt agree	
word for word		you will observe	
word of caution		your enquiry	