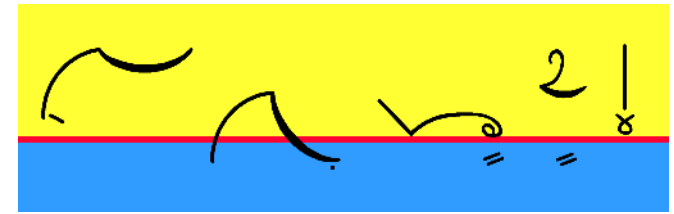


# PITMAN'S NEW ERA SHORTHAND – 120 MOST FREQUENT WORDS

- These words cover about half of everyday word usage, with the first 25 covering one third. The words included and their frequency order are approximations. This list is not suitable for academic word frequency studies and is to aid shorthand learning only.

- **BEFORE FOLDING:** If your printer does not print to the edges, cut off any margins outside the red border, to ensure the text is central to each booklet page.



Free download from

[www.long-live-pitmans-shorthand.org.uk/vocabulary-word-lists.htm](http://www.long-live-pitmans-shorthand.org.uk/vocabulary-word-lists.htm)

5 February 2023 © Beryl L Pratt

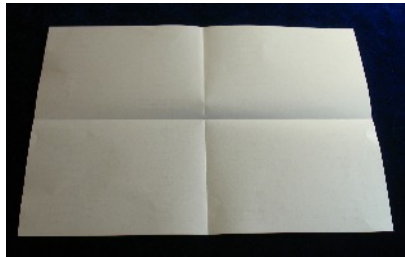
[www.long-live-pitmans-shorthand-lessons.org.uk](http://www.long-live-pitmans-shorthand-lessons.org.uk)

[www.long-live-pitmans-shorthand-reading.org.uk](http://www.long-live-pitmans-shorthand-reading.org.uk)

Folding demo on [https://www.youtube.com/watch?v=gZbYsEB\\_qN8](https://www.youtube.com/watch?v=gZbYsEB_qN8)

## FOLDED BOOKLETS – OUTLINES & WORD LIST p2-3

*(Illustrations show the Short Forms booklet)*



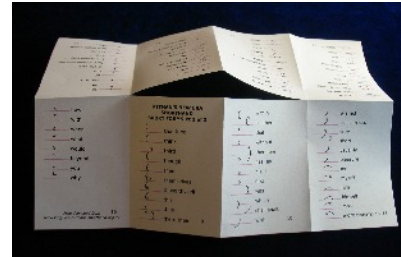
Printed side down, fold in half in both directions. Open out.



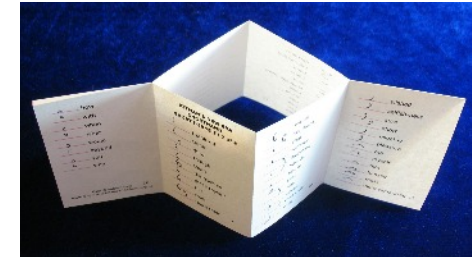
Printed side up, fold short sides to the centre. Open out.



Fold in half and cut through centre as far as the next fold.



Printed side up, open out and bring up the long centre fold.



Pinch in the two ends and push the central folds outwards until



Fold spine and press creases.

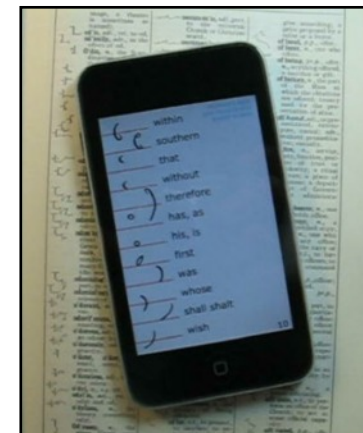
**OUTLINES & WORD LIST PAGES p4 & 5** Booklet pages repeated suitable for A4 or A5 ring binder resource file.

**FACILITY DRILL BOOKLETS Blue p6 & 7, Red p8 & 9** The outlines are in the same order as the text list. Having red outlines in the sample line helps your eye return to it whilst filling in the blank lines with your black or blue pen. When practising facility drills, omit non-essential vowels.

**NOTES ON OUTLINES, & TEXT LIST p10** Clipboard the text and recreate the list as a Word table so that you can create your preferred layout for personal study.

## BLANK LINES BOOKLET & LINED PAGE p11 & 12

Fill with your own shorthand reading or practice material.



Also available as JPGS for your phone

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55	make	
56	can SF	
	cannot SF	
	can't	
57	like	
58	many	
59	time	
60	no	
61	just	
62	him SF	
8	himself SF	

1	the SF	
	for the, or the	
2	be SF	
	been SF	
	being	
	am	
	is SF	
	are SF	
	were	
1	was SF	

Pitman's New Era Shorthand  
120 Most Frequent Words Book 1 of 2  
SF = Short Form

3	to SF	
4	of SF	
5	and SF	
6	a SF	
7	in SF	
8	that SF	
9	have SF	
	has SF	
	had SF	
10	I SF	
11	it SF	
12	for SF	
2		

13	not	
14	on SF	
	on the SF	
15	with SF	
16	he	
	if he SF	
17	as SF	
18	you SF	
19	do SF	
	does	
	doing SF	
3	did	

53	me SF	
	going SF	
52	go SF	
51	which SF	
50	get	
	whom	
49	who SF	
48	about	
47	if	
	women	
	woman	
7	when SF	

46	man	
45	out	
44	each	
43	up	
42	so	
41	more SF	
40	what SF	
39	their SF	
38	there SF	
37	would SF	
36	all SF	
6	men	













35	one	
	myself SF	
34	my	
33	will	
32	an SF	
31	or	
30	she	
	herself	
29	her	
	said	
	saying	
5	oneself	

28	say	
27	we SF	
26	they	
25	from SF	
24	by	
23	his SF	
	but the SF	
22	but SF	
21	this SF	
20	at	
	done	
4	says	



16	
120 us	-
owned	↑
owner SF	↓
119 own SF	↓

63 know	
64 take	
65 person	
66 into SF	
67 year SF	
68 your SF	
69 yourself SF	

yourself SF	
69 good	
70 some	
71 could SF	
72 them SF	
themselves SF	
73 long	
longer	
longest	
74 see	
seen	
75 other 10	

76 thing SF	77 than	78 then	79 now	80 may	might	81 look	82 such	83 only	84 come SF	coming SF	came
-------------	---------	---------	--------	--------	-------	---------	---------	---------	------------	-----------	------

	110 because SF
	111 little
	112 much SF
	113 any SF
	114 should SF
	115 these
	<i>those</i> SF
	116 give/n SF
	<i>giving</i> SF
	117 day
	118 most SF
	<i>mostly</i> SF 15

	101 well
	102 great SF
	<i>greater</i> SF
	<i>greatest</i> SF
	103 way
	104 even
	105 through
	106 new
	107 want
	<i>wanted</i>
	108 very SF
	109 where 14

	94 down
	95 how SF
	<i>however</i> SF
	96 our SF
	<i>ours</i> SF
	<i>ourselves</i> SF
	97 must
	98 work
	99 first SF
	<i>firstly</i>
	100 before 13

	85 its SF <i>it's</i>
	<i>itself</i> SF
	86 over SF
	87 think SF
	<i>thought</i>
	88 also
	89 find
	<i>found</i>
	90 back
	91 after
	92 use
	93 two SF 12



Pitman's New Era Shorthand  
120 Most Frequent Words Book 1 of 2

SF = Short Form

	1 the SF
	for the, or the
	2 be SF
	been SF
	being
	am
	is SF
	are SF
	were
	was SF

	3 to SF
	4 of SF
	5 and SF
	6 a SF
	7 in SF
	8 that SF
	9 have SF
	has SF
	had SF
	10 I SF
	11 it SF
	12 for SF

	13 not
	14 on SF
	on the SF
	15 with SF
	16 he
	if he SF
	17 as SF
	18 you SF
	19 do SF
	does
	doing SF
	did

	done
	20 at
	21 this SF
	22 but SF
	but the SF
	23 his SF
	24 by
	25 from SF
	26 they
	27 we SF
	28 say
	says

	saying
	said
	29 her
	herself
	30 she
	31 or
	32 an SF
	33 will
	34 my
	myself SF
	35 one
	oneself











	36 all SF
	37 would SF
	38 there SF
	39 their SF
	40 what SF
	41 more SF
	42 so
	43 up
	44 each
	45 out
	46 man
	men

	woman
	women
	47 if
	48 about
	49 who SF
	whom
	50 get
	51 which SF
	52 go SF
	going SF
	53 me SF
	54 when SF

	55 make
	made
	56 can SF
	cannot SF
	can't
	57 like
	58 many
	59 time
	60 no
	61 just
	62 him SF
	himself SF



SF = Short Form

	63 know
	<i>knew</i>
	64 take
	65 person
	<i>personal</i>
	66 into SF
	67 year SF
	68 your SF
	<i>yours</i> SF
	<i>yourself</i> SF

[www.long-live-pitmans-shorthand.org.uk](http://www.long-live-pitmans-shorthand.org.uk)

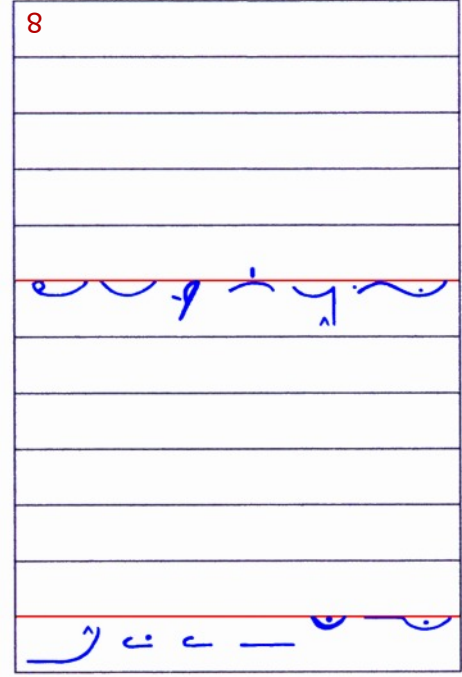
	85 its <b>SF</b> <i>it's</i>
	<i>itself</i> <b>SF</b>
	86 over <b>SF</b>
	87 think <b>SF</b>
	<i>thought</i>
	88 also
	89 find
	<i>found</i>
	90 back
	91 after
	92 use
	93 two <b>SF</b>

[www.lona-live-pitmans-shorthand.org.uk](http://www.lona-live-pitmans-shorthand.org.uk)

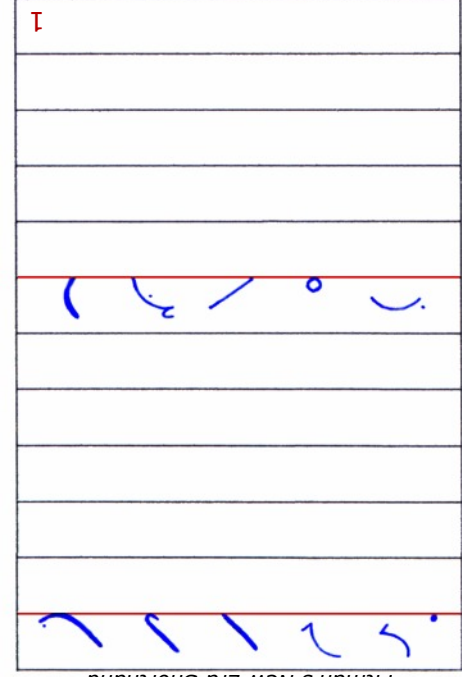
[illegible]

	110 because SF
	111 little
	112 much SF
	113 any SF
	114 should SF
	115 these
	<i>those</i> SF
	116 give/n SF
	<i>giving</i> SF
	117 day
	118 most SF
	<i>mostly</i> SF

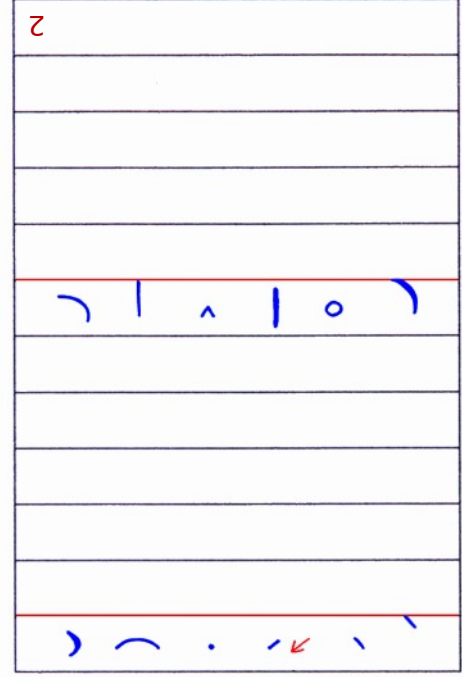
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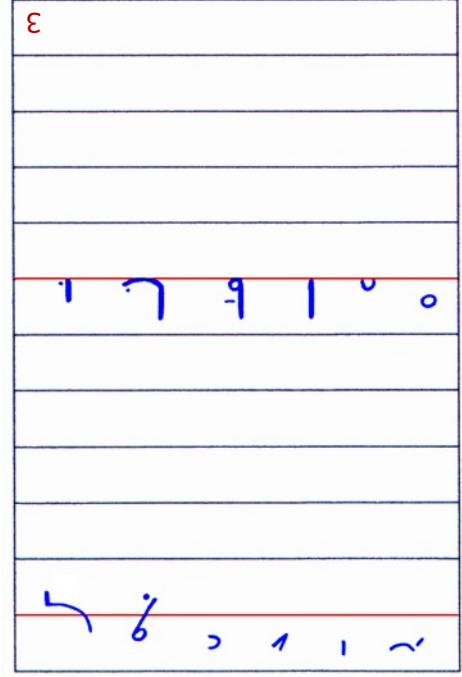
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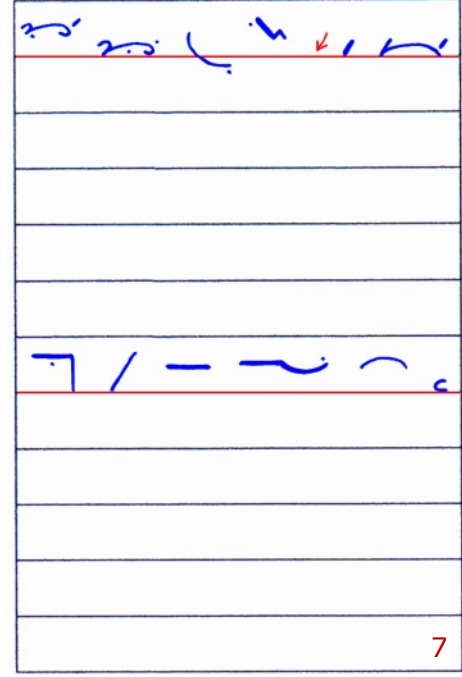
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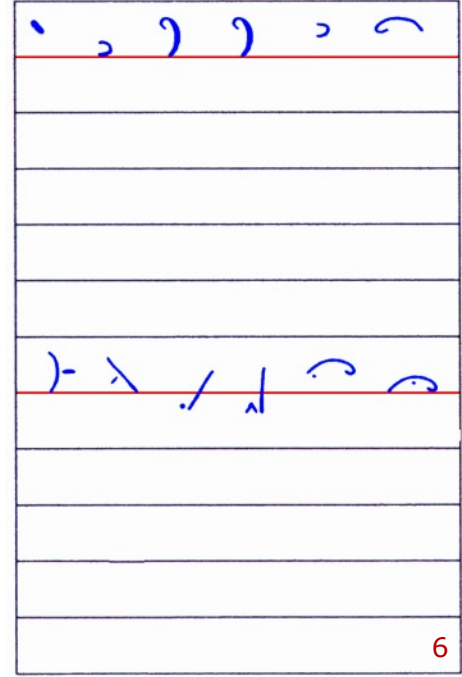
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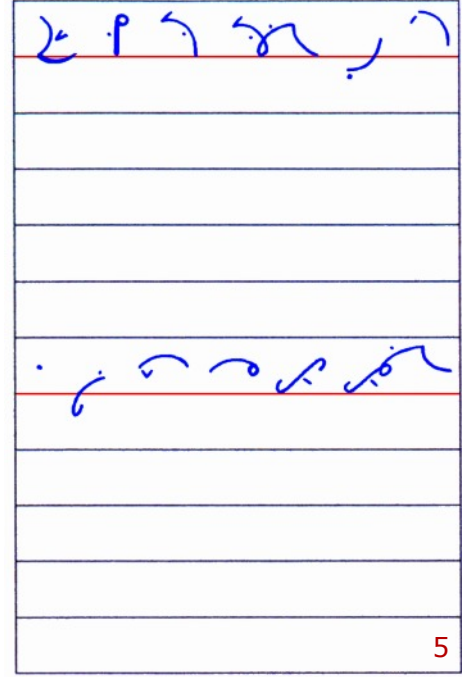
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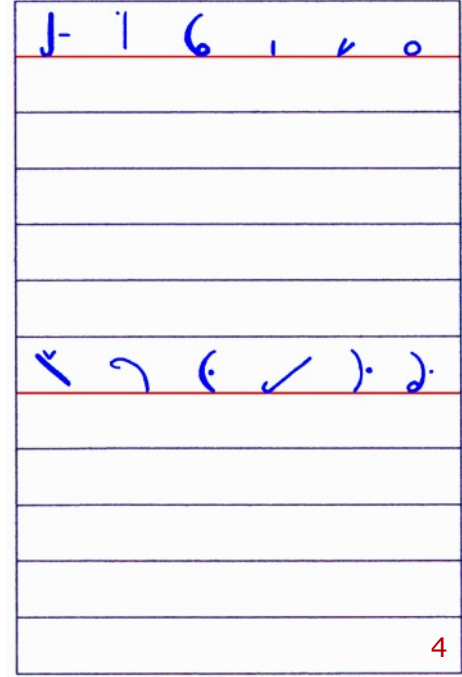
6



5



4







8

1

2

3

7

6

5

4



91

6

2022.12.22

### Pitman's New Era Shorthand

2.  $\sim$  (negation)

9) - 1 - 2

A hand-drawn diagram consisting of a horizontal line. On the left side of the line, there is a small dot. On the right side, there is a bracket-like shape that starts under the line and extends to the right.



6. 1. 2. 3.

رے

و

2020-08-14

$\frac{1}{6} \quad \frac{1}{6} \quad \frac{1}{6}$

٦ ٥ ٤ ٣ ٢ ١

# PITMAN'S NEW ERA SHORTHAND

## 120 MOST FREQUENT WORDS

Clipboard this list and convert to table, separating at the hyphens, to produce three columns = number, word, SF

SF = short form, or partly short form

### NOTES ON OUTLINES

- "being" "doing" "going" Do not use diphones, as the first vowel is deemed to be part of the non-vocalised short form, and therefore only the dot is required against the stroke Ing.
- "coming" "giving" take dot Ing (not the normal stroke Ing for horizontals) to maintain legibility, as the short form does not contain the middle consonant.
- "into" The stroke En is deemed to be the short form "in" and so that stroke is not vocalised.
- "tick the" and the short vertical sign for "he" used only in middle or end of a phrase. Write "tick the" at sharpest angle.
- "on" and "but" are vertical, but are written with a slight right slope when "tick the" is added, to distinguish from "I".
- "oneself" omits the hook N.
- "woman" and "women" are positioned according to the 2nd vowel, to provide distinction between them.
- "can't" Such abbreviations for negatives with an apostrophe in longhand are always written as full outlines and fully vocalised, regardless of whether they may be short forms when written separately.
- Note the phrase "it's" is vocalised. "it's" is an abbreviation of "it is" whereas "its" is the possessive of "it" - e.g. "It's a dog." "The dog was on its lead."
- "those" "no" "own" "go" should always be vocalised in phrases to prevent misreading as: these/any/no/give.
- Avoid or vocalise "not" "might" "could" "thought" in phrases to prevent misreading as: no/may/can/think.
- "own" and "young" (*not in list*), and their derivatives, are the only outlines that are written under the line.
- These words have identical short form outlines: their/there, as/has, is/his, in/any, two/too.

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1 - the - SF	- says	60 - no	- found
- for the, or the	- saying	61 - just	90 - back
2 - be - SF	- said	62 - him - SF	91 - after
- been - SF	29 - her	- himself - SF	92 - use
- being	- herself	63 - know	93 - two - SF
- am	30 - she	- knew	94 - down
- is - SF	31 - or	64 - take	95 - how - SF
- are - SF	32 - an - SF	65 - person	- however - SF
- were	33 - will	- personal	96 - our - SF
- was	34 - my	66 - into - SF	- ours - SF
3 - to - SF	- myself - SF	67 - year - SF	- ourself - SF
4 - of - SF	35 - one	68 - your - SF	- ourselves - SF
5 - and - SF	- oneself	- yours - SF	97 - must
6 - a - SF	36 - all - SF	- yourself - SF	98 - work
7 - in - SF	37 - would - SF	- yourselves - SF	99 - first - SF
8 - that - SF	38 - there - SF	69 - good	- firstly
9 - have - SF	39 - their - SF	70 - some	100 - before
- has - SF	40 - what - SF	71 - could - SF	101 - well
- had - SF	41 - more - SF	72 - them - SF	102 - great - SF
10 - I - SF	42 - so	- themselves - SF	- greater - SF
11 - it - SF	43 - up	73 - long	- greatest - SF
12 - for - SF	44 - each	- longer	103 - way
13 - not	45 - out	- longest	104 - even
14 - on - SF	46 - man	74 - see	105 - through
- on the - SF	- men	- seen	106 - new
15 - with - SF	- woman	75 - other	107 - want
16 - he	- women	76 - thing - SF	- wanted - SF
- if he - SF	47 - if	77 - than	108 - very - SF
17 - as - SF	48 - about	78 - then	109 - where
18 - you - SF	49 - who - SF	79 - now	110 - because - SF
19 - do - SF	- whom	80 - may	111 - little
- does	50 - get	- might	112 - much - SF
- doing - SF	51 - which - SF	81 - look	113 - any - SF
- did	52 - go - SF	82 - such	114 - should - SF
- done	- going - SF	83 - only	115 - these
20 - at	53 - me - SF	84 - come - SF	- those - SF
21 - this - SF	54 - when - SF	- coming - SF	116 - give/n - SF
22 - but - SF	55 - make	- came	- giving - SF
- but the - SF	- made	85 - its it's - SF	117 - day
23 - his - SF	56 - can - SF	- itself - SF	118 - most - SF
24 - by	- cannot - SF	86 - over - SF	- mostly - SF
25 - from - SF	- can't	87 - think - SF	119 - own - SF
26 - they	57 - like	- thought	- owner - SF
27 - we - SF	58 - many	88 - also	- owned - SF
28 - say	59 - time	89 - find	120 - us



3

2

1

8

4

5

6

7

