





















Pitman's New Era Shorthand

1

150 Common Words

 PEE	
part	
parts	
parting	
parted	
partly	
parter	
partner	
taking part <small>phrase</small>	
in all parts of the country <small>phrase</small>	
in all parts of the world <small>phrase</small>	
person	
persons	
personal	
personality	
personnel	
personable	
picture	
pictures	
picturing	
pictured	




www.long-live-pitmans-shorthand-reading.org.uk

depict	
place	
places	
placing	
placed	
placement	
play	
plays	
playing	
played	
player	
playful	
point	
points	
pointing	
pointed	
pointer	
pointless	
point of view <small>phrase</small>	
appointment <small>contraction</small>	
port	






















Pitman's New Era Shorthand

2

150 Common Words

ports	
porter <small>compare with "operator"</small>	
portable	
portal	
import	
imported	
importer	
export	
exported	
exporter	
possible	
possibility <small>OR</small>	
it is possible <small>phrase</small>	
spell	
spells	
spelling	
spelled	
spelt <small>verb & noun</small>	
speller	
up	
upper	

www.long-live-pitmans-shorthand-reading.org.uk

upwards	
 BEE	
about	
back	
backs	
backing	
backed	
backer	
backwards	
backup	
before	
beforehand <small>OR</small>	
beforetime	
begin	
begins	
beginning	
beginner	
began	
at the beginning <small>phrase</small>	
below	
between	

in-between	
big	
bigger	
biggest	
both	
boy	
boys	
boyish	
boyfriend	
boyhood	
by buy	
TEE	
at	
its contraction Short form "itself" is through line	
out	
outer	
outing	
outwards	
carried out phrase	
set	
sets	

setting	
setter	
setup	
inset	
onset	
outset	
stand	
stands	
standing	
standard standardise	
standby	
stood	
stander	
take	
takes	
taking	
taken	
taker	
took	
take-over	
overtake	

mistake	
mistaken	
mistook	
time	
times	
timing	
timed	
timer	
timely	
timeless	
at the same time phrase	
considerable time phrase	
try	
tries	
trying	
tried short form	
trier tryer	
turn	
turns	
turning	
turned	

turner	
turnover	
DEE	
add	
adds	
adding	
added	
adder	
addition	
additional	
additionally	
additive	
day	
days	
daytime	
daylight	
midday	
did	
done	
does	
do not phrase	

Pitman's New Era Shorthand

5

150 Common Words

don't <i>phrase, insert vowel</i>	↓
did not <i>phrase</i>	↓
didn't <i>phrase, insert vowel</i>	↓
down	↓
downwards	↓
downhill	↓
downright	↓
differ	↓
differs	↓
differing	↓
differed	↓
said	↓
gainsaid	↓
aforsaid	↓
unsaid	↓
CHAY	↓
change	↓
changes	↓
changing	↓
changed	↓
changeless	↓

www.long-live-pitmans-shorthand-reading.org.uk

changeable	↓
changeover	↓
each	↓
each other <i>phrase</i>	↓
such	↓
suchlike	↓
such and such <i>phrase</i>	↓
JAY	↓
just	↓
justly	↓
justice	↓
justness	↓
justify	↓
unjust	↓
KAY	↓
act	↓
acts	↓
acting	↓
acted	↓
actor	↓
action	↓

Pitman's New Era Shorthand

6

150 Common Words

active	↓
activity	↓
actively	↓
actual	↓
actually	↓
came	↓
cause	↓
causes	↓
causing	↓
caused <i>compare with "cost"</i>	↓
causer	↓
causal	↓
causeway	↓
causative	↓
causeless	↓
kind	↓
kinds	↓
kinder	↓
kindest	↓
kindly	↓
GAY	↓

www.long-live-pitmans-shorthand-reading.org.uk

again	↓
again and again <i>phrase</i>	↓
against	↓
get	↓
gets	↓
getting	↓
got	↓
gotten	↓
good	↓
goods	↓
goodly	↓
goodness	↓
goodwill <i>insert vowel</i>	↓
goodbye	↓
goodnight	↓
together <i>contraction</i>	↓
togetherness	↓
altogether <i>contraction</i>	↓
HAY	↓
he	↓
if he can <i>phrase</i>	↓

high	
highly	
highest	
higher <small>compare with "hire"</small>	
hire <small>compare with "higher"</small>	
hot	
hotter	
hottest	
hotly	
hotness	
hotheaded	
hotbed	
hothouse	
hotspot	
house	
houses	
housing	
housed	
in the house <small>phrase</small>	
WAY	
one	

ones	
once	
oneness	
oneself	
want	
wants	
wanting	
wanted	
unwanted	
water	
waters	
watering	
watered	
watery	
waterproof	
rainwater	
way weigh	
ways	
away	
anyway	
in no way <small>phrase, insert vowel</small>	

went	
HWAY	
where	
anywhere	
nowhere	
somewhere	
elsewhere	
wherever	
whereabouts	
YAY	
use	
uses	
using	
used	
user	
useful	
useless	
usable	
usage	
misuse <small>noun, verb</small>	
ELL	

along	
alongside	
also	
I am also <small>phrase</small>	
it is also <small>phrase</small>	
help	
helps	
helping	
helped	
helper	
helpful	
helpless	
unhelpful	
land	
lands	
landing	
landed	
landowner	
landscape	
landlord	
last	

lasts	
lasting	
lastingly	
lasted	
lastly	
last week phrase	
last year phrase	
leave	
leaves	
leaving	
leaver	
left	
left-hand	
left-handed	
life	
lifelike	
lifeless	
lives	
light	
lights	
lighting	

lighter	
lightest	
lighted	
lightly	
lighten	
lightening verb compare with "lightning"	
lightness	
lightning noun, compare with "lightening"	
lighthouse	
like	
likes	
liking	
liked	
likely	
unlikely	
liken lichen	
likened	
likeness	
I would like phrase	
line	
lines	

lining	
lined	
liner	
linear	
lineal	
little	
littleness	
belittle	
belittled	
long	
longs	
longing	
longed	
longer	
longest	
look	
looks	
looking	
looked	
looker	
onlooker	

lookout	
outlook	
low	
lows	
lowing	
lowed load lode	
lowly	
lowest	
lower	
lowered	
lowering "to let down"	
lowering louring "gloomy, menacing"	
self	
selves	
selfless	
selflessly	
selflessness	
self-respect	
self-control	
self-confidence	
still	

Pitman's New Era Shorthand **11**

150 Common Words

stilled	
stillness	
LD	
old	
older	
oldest	
oldish	
oldness	
old-fashioned	
WEL	
well	
wells	
welled	
unwell	
welcome	
welcomer	
welcomed	
welcoming	
well-known	
as well as possible <small>phrase</small>	
very well <small>phrase</small>	

www.long-live-pitmans-shorthand-reading.org.uk

will	
wills	
willing	
willingly	
willed	
wilful	
wilfully	
you will <small>phrase</small>	
we will <small>phrase</small>	
HWEL	
while	
whilst	
whiling	
meanwhile	
awhile	
AR	
air heir ere	
airs	
airing	
aired	
airy	

Pitman's New Era Shorthand **12**

150 Common Words

airline	
around	
turnaround	
or	
one or two <small>phrase</small>	
two or three <small>phrase</small>	
her	
hers	
herself	
here	
herewith	
hereabouts	
were	
were not <small>phrase</small>	
weren't <small>phrase, insert vowel</small>	
you were <small>phrase</small>	
they were <small>phrase</small>	
they were not <small>phrase</small>	
work	
works	
working	

www.long-live-pitmans-shorthand-reading.org.uk

worked	
worker	
rework	
RAY	
read	
reads	
reading	
read red <small>past tense</small>	
reader	
readable	
unreadable	
real	
really	
reality	
realism	
realistic	
realise	
realisation	
unreal	
unrealistic	
right rite	

Pitman's New Era Shorthand **13**

150 Common Words

rights	
righting <small>compare with "writing"</small>	
righted	
rightful	
rightly	
right-angle	
right-hand	
right-handed	
round	
rounds	
rounding	
rounded	
roundest	
rounders	
roundly	
roundabout	
roundhouse	
round-table	
round-up	
world	
worlds	

worldwide	
worldly	
in the world <small>phrase</small>	
all over the world <small>phrase</small>	
write	
writes	
writing <small>compare with "righting"</small>	
written	
wrote rote	
EFF	
after	
afters	
afterwards	
father	
fathers	
fathering	
fathered	
fatherly	
fatherhood	
fatherland	
few	

Pitman's New Era Shorthand **14**

150 Common Words

fewer	
fewest	
fewness	
find	
finds	
finding	
finder	
found	
founder	
follow	
follows	
following	
followed	
follower	
form	
forms	
forming	
formed	
formerly	
former <small>(earlier)</small>	
former <small>(one who forms)</small>	

application form <small>phrase</small>	
we have formed <small>phrase</small>	
if	
off	
offhand	
offchance	
take off <small>phrase</small>	
write off <small>phrase</small>	
VEE	
even	
evens	
evenly	
evenness	
evening	
uneven	
every	
everything <small>contraction</small>	
everyone	
everywhere	
ITH	
thought	

Pitman's New Era Shorthand **15**

150 Common Words

thoughts	6
thoughtful	
thoughtfully	
thoughtless	
three	
thrice	
threesome	
threefold	
through	
throughout	
through-put	
THEE	
other	-c
others	-6
otherwise	-c
any other way	
no other way	
in other words	
on the other hand	
than	6
more than	

www.long-live-pitmans-shorthand-reading.org.uk

better than	
phrase	
then	
thence	
there and then	
phrase	
these	
for these	
phrase, insert vowel	
for those	
phrase, insert vowel	
they	
ESS	
ask	2
asks	
asking	
asked	2
say	.)
says	.)
saying	
see sea	
sees	
seeing	
saw	
seen scene	

Pitman's New Era Shorthand **16**

150 Common Words

unseen	
so sew	
so-so	
us	
for us	
phrase	
with us	6
phrase	
to us	
phrase	
ISH	
she	
show	
shows	
showing	
showed	
shown	
EM	
home	
homes	
homework	
homeless	
home-made	
at home	
phrase, insert vowel	

www.long-live-pitmans-shorthand-reading.org.uk

make	
makes	
making	
maker	
makeup	
man	
men	
manly	
manhood	
mankind	
woman	
singular above line	
women	
plural on line	
many	
manifold	
may	
maybe	
mayhap	
mean	
means	
meaning	
meant mend	

meanness	
meantime	
might mite	
mighty	
mightily	
almighty	
mother	
mothers	
mothered	
mothering	
move	
moves	
moving	
moved	
mover	
movable	
movement	
remove	
unmoved	
must	
mustn't	

my	
mine	
my own <small>phrase, insert vowel</small>	
same	
sameness	
seem seam	
seems	
seeming	
seemed	
seemly	
some sum	
somebody	
somehow	
someone	
something <small>contraction</small>	
sometime	
somewhat	
somewhere	
small	
smaller	
smallest	

smallness	
MD	
made maid	
handmade	
manmade	
self-made	
EN	
animal	
animals	
another	
one another <small>phrase</small>	
interest <small>contraction</small>	
interests	
interesting	
interested	
self-interest	
into	
know	
knows	
knowing	
knowingly	

known	
unknown	
knowable	
knew	
knowhow	
knowledge <small>contraction</small>	
knowledgeable	
name	
names	
naming	
named	
namely	
unnamed	
nation	
nations	
national	
nationalisation	
international	
nationwide	
never <small>contraction</small>	
nevertheless <small>contraction</small>	

nevermore <i>contraction</i>	
new gnu	
news	
newly	
newer	
newest <i>compare with short form "next"</i>	
newcomer	
newspaper	
no	
nohow	
not	
it will not <i>phrase</i>	
we have not <i>phrase</i>	
now	
nowadays	
only	
only been <i>phrase</i>	
it is only/it has only <i>phrase</i>	
we have only been <i>phrase</i>	
since	
ND	

www.long-live-pitmans-shorthand-reading.org.uk

end	
ends	
ending	
ended	
endless <i>compare with "needless"</i>	
need knead kneed	
needs	
needing	
needed	
needless <i>compare with "endless"</i>	
sound	
sounds	
sounding	
sounded	
soundly	
soundless	
unsound	
VOWEL SIGN	
I	
I am, I will <i>phrase</i>	
I would, I consider <i>phrase</i>	

The 70 short forms that occur in the 200 common words list, in frequency order:

the	
of	
to	
and	
a	
in	
is	
it	
you	
that	
he	
was	
for	
on	
are	
with	
as	
his	

be	
have	
this	
from	
had	
but	
what	
there	
we	
can	
all	
your	
when	
word	
how	
which	
do	
their	

them	
would	
thing	
him	
two	
has	
more	
could	
go	
come	
most	
number	
who	
over	
call	
first	
people	
been	

www.long-live-pitmans-shorthand-reading.org.uk

any	
year	
me	
give	
our	
under	
very	
much	
great	
think	
too	
put	
large	
why	
near	
build building	

Pitman's New Era Shorthand

STROKE PEE

part
parts
parting
parted
partly
partner
partner
taking part
in all parts of
in all parts of the world

person

persons
personal
personality
personnel
personable

picture

pictures
picturing
pictured
depict

place

places
placing
placed
placement

play

plays
playing
played
player
playful

point

points
pointing
pointed
pointer
pointless
point of view
appointment (contraction)

port

ports
porter (compare with
"operator")

portable
portal
import
imported
importer
export
exported

possible

possibility

it is possible

spell

spells
spelling
spelled
spelt (verb & noun)
speller

up

upper
upwards

about

STROKE BEE

back

backs
backing
backed
backer
backwards
backup

before

beforehand
beforetime

begin

begins
beginning
beginner
began
at the beginning

below

between
in-between

big

bigger
biggest

both

boy
boys
boyish
boyfriend
boyhood

by

STROKE TEE

at

its (contraction)
Short form "itself" is through

line

out

outer
outing
outwards
export
carried out

set

sets
setting
setter

150 Common Words

setup
inset
onset
outset

stand

stands
standing
standard
standardise
standby
stood
stander

take

takes
taking
taken
taker
took

take-over

overtake

mistake

mistaken

mistook

time

times
timing
timed
timer
timely
timeless
at the same time
considerable time

try

tries
trying
tried (short form)
trier tryer

turn

turns
turning
turned
turner
turnover

STROKE DEE

add

adds
adding
added
adder
addition
additional
additionally
additive

day

days

Pitman's New Era Shorthand

daytime

daylight

midday

did

done

does

do not

don't (insert vowel)

did not

didn't (insert vowel)

down

downwards

downhill

downright

differ

differs

differing

differed

said

gainsaid

aforesaid

unsaid

STROKE CHAY

change

changes
changing
changed
changeless
changeable
changeover

each

each other

such

suchlike
such and such

STROKE JAY

just

justly
justice
justness
justify
unjust

STROKE KAY

act

acts
acting
acted
actor
action
active
activity
actively
actual
actually

came

cause

causes

causing

caused (compare with
"cost")

causer

causal

causeway

causative

causeless

kind

kinds

kinder

kindest

kindly

STROKE GAY

again

again and again

against

get

gets

getting

got

gotten

good

goods
goodly
goodness
goodwill (insert vowel)
goodbye

goodnight

together (contraction)

togetherness

altogether (contraction)

STROKE HAY

he

if he can

high

highly

highest

higher (compare with
"hire")

hire (compare with
"higher")

hot

hotter

hottest

hotly

hotness

hotheaded

hotbed

hothouse

hotspot

house

houses

150 Common Words

housing

housed

in the house

STROKE WAY

one

ones

once

oneness

oneself

want

wants

wanting

wanted

unwanted

water

waters

watering

watered

watery

waterproof

rainwater

weigh

way

ways

away

in no way (insert vowel)

went

STROKE WHAY

where

anywhere

nowhere

somewhere

elsewhere

wherever

whereabouts

STROKE YAY

use

uses

using

used

user

useful

useless

usable

usage

misuse (noun, verb)

STROKE ELL

along

alongside

also

I am also

it is also

help

helps

helping

Pitman's New Era Shorthand

helped
helper
helpful
helpless
unhelpful
land
lands
landing
landed
landowner
landscape
landlord
last
lasts
lasting
lastingly
lasted
lastly
last week
last year
leave
leaves
leaving
leaver
left
left-hand
left-handed
life
lifelike
lifeless
lives
light
lights
lighting
lighter
lightest
lighted
lightly
lighten
lightening (verb, compare with "lightning")
lightness
lightning (noun, compare with "lightening")
lighthouse
like
likes
liking
liked
likely
unlikely
liken lichen
likened
likeness
I would like

line
lines
lining
lined
liner
linear
lineal
little
littleness
belittle
belittled
long
longs
longing
longed
longer
longest
look
looks
looking
looked
looker
onlooker
outlook
lookout
low
lows
lowing
lowed load lode
lowly
lowest
lower
lowered
lowering ("to let down")
lowering louring ("gloomy, menacing")
self
selves
selfless
selflessly
selflessness
self-respect
self-control
self-confidence
still
stilled
stillness
STROKE LD
old
older
oldest
oldish
oldness
old-fashioned

150 Common Words

STROKE WEL
well
wells
welled
unwell
welcome
welcomer
welcomed
welcoming
well-known
as well as possible
very well
will
wills
willing
willingly
willed
wilful
wilfully
you will
we will
STROKE WHEL
while
whilst
whiling
meanwhile
awhile
STROKE AR
air heir ere
airs
airing
aired
airy
airline
around
turnaround
or
one or two
two or three
her
hers
herself
here
herewith
hereabouts
were
were not
weren't (insert vowel)
you were
they were not
work
works
working
worked

Pitman's New Era Shorthand

worker
rework
STROKE RAY
read
reads
reading
read (past tense) red
reader
readable
unreadable
real
really
reality
realism
realistic
realise
realisation
unreal
unrealistic
right rite
rights
righting (compare with "writing")
righted
rightful
rightly
right-angle
right-hand
right-handed
round
rounds
rounding
rounded
roundest
rounders
roundly
roundabout
roundhouse
round-table
round-up
world
worlds
worldwide
worldly
in the world
all over the world
write
writes
writing (compare with "righting")
written
wrote rote
STROKE EFF
after
afters

afterwards
father
fathers
fathering
fathered
fatherly
fatherhood
fatherland
few
fewer
fewest
fewness
find
finds
finding
finder
found
founder
follow
follows
following
followed
follower
form
forms
forming
formed
formerly
former ("earlier")
former ("one who forms")
application form
we have formed
if
off
offhand
offchance
take off
write off
STROKE VEE
even
evens
evenly
evenness
evening
uneven
every
everything (contraction)
everyone
everywhere
STROKE ITH
thought
thoughts
thoughtful
thoughtfully
thoughtless

150 Common Words

three
thrice
threesome
threefold
through
throughout
through-put
STROKE THEE
other
others
otherwise
any other way
no other way
in other words
on the other hand
than
more than
better than
then
thence
there and then
these
for these (insert vowel)
for those (insert vowel)
they
STROKE ESS
ask
asks
asking
asked
say
says
saying
see sea
sees
seeing
saw
seen scene
unseen
so sew
so-so
us
for us
with us
to us
STROKE ISH
she
show
shows
showing
showed
shown
STROKE EM
home
homes

