

GREGG SHORTHAND PHRASE BOOK

BY
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INTRODUCTION

This book is intended for the student or the stenographer who wishes to increase his speed. Obviously, no one writer will find use for all the phrases presented. While all writers will be able to use the phrases of a general nature, each writer should select and learn the special phrases which will be useful in his own line of work. As an example, the phrase "Assistant General Passenger Agent" would ordinarily be of value only to one taking dictation involving the transportation business, while the phrase "as a matter of fact" would be valuable to any writer, regardless of the nature of the matter which he might be writing.

Phrasing in General. Intelligent phrasing increases speed, and the limit of phrase-making rests almost altogether upon the ability of the writer to execute the forms correctly. But phrasing must be based upon certain well-defined principles. In the following pages these principles will be presented as concisely as possible. The exposition of the laws of phrasing, taken in conjunction with the practice afforded by the lists of phrases, should enable the writer greatly to extend his skill in the general application of phrasing in practice. At the same time, these principles will enable the writer to avoid the pitfalls of both mind and hand that so often result from an attempt to improvise phrases.

A good phrase should be and is more easily read than if it were divided into its component parts and

each word written separately. One reason for this is that the eye can take in two, three, or even more words in a phrase at a glance, and the words are read with but one effort instead of several, as would be the case were the words written separately.

Another reason for the increased legibility resulting from phrasing is the fact that the words usually present a more distinctive outline when phrased, due not only to the ability to understand a group of closely associated words as a unit, but to the greater executional facility secured by joining the words. For example, the phrase "would be glad" when written at no matter how great a speed is always more legible than the separate words would be if written without joining, because it is easier to maintain the correct form and proportion of the characters when joined than when written with a pen lift after each word. Moreover, if one of the characters in the phrase should become distorted, the other characters joined to it would be a help in reading the poorly written one, whereas when each character is written alone this help is not available.

Phrases which are not thoroughly mastered are worse than useless, as they are in such cases a source of hesitation. Particular attention should be paid to the phrases given in each chapter in the Manual, as they are among the most common phrases in the language. In practicing them it must be remembered that a phrase must be an entity. It should be written without a pause—as if it were only one character. Thinking of each separate word in the phrase will cause a distinct stop at the end of each word, and facility in execution will thus be lost. In learning the longer phrases, however, it is sometimes necessary to separate them into smaller units. If you find it difficult to write some of the phrases consisting of

several strokes, practice a part of the phrase at a time until the difficulty of that part has been removed. Then add a little more to it and so on until the whole phrase can be written without a perceptible stop. Several illustrations of this method of practice will be found in "Gregg Speed Studies."

In "The Science and Art of Phrase-Making" David Wolfe Brown says:

"A phrase, to be of value, must be spontaneous. It should flow from the pen smoothly and pauselessly, without perceptible mental effort. Phrases which, while being written, require close attention in following their intricacies, hamper the free movement of the hand and cause hesitation. But when it is said that phrases should be spontaneous—should indeed be written almost automatically—we do not mean that only such phrases are to be written as can be flung from the pen without thought or effort by one who has never given time or attention to the study of phrasing as a fine art. A good phrase should be spontaneous with those who have been educated, so to speak. The spontaneity desired is not the spontaneity of ignorance, but the spontaneity of education and culture. Good phrasing habits do not come without cultivation. Phrasing rules, and in some cases particular phrases, are to be studied until thoroughly familiarized. While it is true that 'any conscious effort to make phrases, except as a matter of mere experiment, is a mistake,' yet the absence of 'conscious effort' should come as the natural result of a mastery of the phrasing art in its principles and details. That phrase, which to a tyro may seem difficult, requiring him to 'wrestle' with it letter by letter

or stroke by stroke, may be in fact not a bad phrase, but an extremely good one, because it is one that comes easily and naturally (that is, spontaneously) to the writer if by study and practice he has properly prepared himself for his work.

"But though phrases should in general be spontaneous, it is not meant that all the phrases useful to a reporter can be devised off-hand, on the spur of the moment, during the hurry of reporting. It would be a mistake to disparage certain highly useful special phrases which the books have provided to be memorized or which the practical reporter constructs for himself. Through the labor and experience of reporters and authors there have been evolved, and placed in the textbooks to be mastered by everyone who would be an expert, certain highly useful phrases which—because they involve in their construction abstruse rules, or complex mental processes, or arbitrary or unique methods of abbreviation—could scarcely be extemporized by the most accomplished reporter. Besides these highly useful and almost indispensable phrases, others of similar nature are almost daily invented by every practical reporter to meet his personal and immediate needs. Some are not invented during the stress of reporting, but are devised deliberately beforehand, because their necessity is foreseen. Others of the same nature are gradually evolved during actual reporting work, being suggested by the continued repetition of certain verbal combinations. The reporter, as a particular group of words is spoken again and again, gradually writes it more and more briefly, achieving at last a special phrase, arbitrary perhaps in its

character—following perhaps in its construction no general law—but which possibly, because of its aptness and prospective usefulness becomes thereafter a permanent part of his reporting equipment. While insisting that phrases should in general be spontaneous, we by no means discourage or disparage the memorizing or invention of a certain number of these highly useful special or irregular phrases."

It will be seen that Mr. Brown, of course, had reporters in mind in writing the foregoing passage, but all that he said is equally applicable to every stenographer or every shorthand student.

The Four Fundamental Principles of Phrasing. There are four general rules which must govern the formation of every phrase, and they are given here so that the student may observe how they apply to everyone of the more definite suggestions which follow, as well as to all the examples given in this book.

1. *At the outset short and common words only should be joined.* That is, until the writer has, by experience, become capable of judging for himself of the value of a phrase, he should be very hesitant about phrase forms containing long or unusual words. It is only in exceptional cases that such phrases are worth while.

2. *The words joined in a phrase should make good sense when standing alone, they should constitute a natural "speech phrase."* As an example, if you have the group of words "therefore I went" it would be incorrect to phrase "therefore—I went." The proper phrasing would be "therefore I—went." Any departure from this principle will cause hesitation and errors in reading.

3. *The outlines for the words composing the phrase should be such as will join easily to other outlines.* To illustrate: The phrase "and-will" is a good one, because of the ease of joining; but the phrase "and-go" would be a very poor one, because the joining is impossible to execute with accuracy.

4. *Phrases which carry the hand away from the line of writing, or unduly long phrases, should be avoided, as they tend to break the rhythm of the writing.*

In short, the student always should remember that phrasing should exist only for the purpose of increasing both legibility and speed in writing. Phrasing should be considered not an end, but a means. The rules just given are only a more detailed expression of the same thought, intended to be used by the student as a test for any phrases which he may formulate.

In going over his notes the beginner should apply these four tests to any new phrases he may form. He may remember them briefly as:

1. *Is it common?*
2. *Is it natural?*
3. *Is it easily joined?*
4. *Is it short?*

When he can answer "Yes" to each of these questions, he may adopt it as useful and therefore worth learning.

Classes of Phrases. Having studied the principles which apply to all phrases, the student is now ready to take up some definite suggestions covering the various classes of phrases.

The first and simplest class of phrases is composed of those which are made up of short words, usually

wordsigns, joined together without modification and without the omission of any word or stroke. As the majority of the phrases are of this kind, it will be worth while to go into this classification rather fully. The following are useful examples, illustrating principles. Hundreds more may be gleaned from the lists in the book.

1. Pronoun joined to a verb:

I am		you do	
I can		he will	
I shall		they may	

2. Pronoun joined to the negative form of the verb:

they can not		we are not	
he may not		you would not	
she does not		I should not	

3. Pronoun joined to the verb and its auxiliary:

I may be		you have seen	
he might be		who could be	
I have gone		we have said	

4. Preposition joined to its object:

for me		on which	
from you		to them	
by the		at that	

5. The word *to* may nearly always be joined in writing the infinitive form of the verb:

to go		to give	
to create		to care	
to continue		to send	

6. Verb joined to its object:

give me		told you	
tell me		ask me	
take that		gives them	

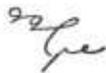
7. Adjective joined to the word qualified:

large number		great man	
good time		common people	
many days		all my attention	

8. Combinations of the forms just given:

by which it is		to which you refer	
he told me		I could not say	
I have your letter		you should not be	

Omission of Non-essential Words. The next simple method of phrasing is to omit unessential words which naturally must be restored in transcribing in order to make sense. The most common omission is *a, an* or *the*:

as the case may be		on the contrary	
during the year		on the other side	
in a position		at a loss	
at such a moment		in the usual manner	

Another word frequently omitted in phrasing is the conjunction *and*:

here and there		by and between	
back and forth		by and by	
heaven and earth		more and more	

Other examples which will give the student an idea of the flexibility of this principle are:

look into the matter		take into consideration	
one of the most		form of agreement	
we are of the opinion		attorney at law	
many of these		as a rule	
in addition to that		for a number of years	
one of the best		for a day or two	
with or without		hope to hear from you	
with reference to the matter		free of charge	
about how many		according to my	
balance of the account		in order to receive	
line of credit		so far as I know	
out of stock		I desire to thank you	
in the first instance		adjust the matter	
two or three		one or two	

Modification of Forms. Some combinations occur with sufficient frequency to make it worth while to modify slightly the original outline of one or more words in order to make the phrase possible. This practice is not generally to be recommended. Some examples of this principle are given in the Manual. A few additional instances are:

Above

above day		above date	
above mentioned		above named	
and above all		above named place	

Against

against the		against that	
against them		against me	

All over the

all over the country		all over the kingdom	
all over the place		all over the world	

Assure

and assure you		and I assure you	
I can assure you		we assure you	

Fact

I am aware of the fact		well-known fact	
on account of the fact		we are aware of the fact	
in point of fact		call your attention to the fact	

Extent

to a certain extent		to a great extent	
to a considerable extent		to a large extent	
to some extent		to such an extent	

Miscellaneous examples.

great deal		as follows	
all alone		at any rate	
all along		at first sight	
at once		day's sight	
at the same time		day or so	
I always		whole lot	
we always		once in a while	
in other words		in my opinion	
fire insurance		in my judgment	
life insurance		one another	
on hand		on the present occasion	

Intersection. Many useful and distinctive phrases are formed by using the principle of intersection. There are two classes of intersected phrases—those formed according to a regular principle and those especially composed for some frequently recurring

expression. The regular use of an intersected *b* for *board* is an example of the first kind:

school board		Federal Reserve Board	
board of management		Board of Education	

The irregular phrases are not worth while unless it is fairly certain that the expressions which they represent will recur with a reasonable degree of frequency. A few typical examples, chosen from different lines of work are:

Treaty of Versailles		Muscle Shoals	
atmospheric pressure		Liberty Bond	

METHODS OF USING THE BOOK

There are two ways in which a phrase book may be helpful to a pupil.

1. He may use it to look up phrases which he meets in his dictation practice, the outlines for which he is not certain of. In this way it serves merely as a reference book. It will be noted that the words have been arranged in strict alphabetical order to facilitate quick reference.

2. The more profitable way of using it is as a textbook, organizing the work and studying it systematically. After having studied the principles and the phrase lists given in the introduction, the pupil should go through the book, page by page, practicing all the phrases that may be of value to him.

The pupil in school should practice only the general phrases unless he is preparing for some definite future position, in which case he should also, of course, practice the phrases which would be applicable to that field of business. After finishing a page, writing each outline four or five times or more if necessary to be able to execute it fluently, the writer should have the phrases dictated to him several times at gradually increasing speeds. This is for the purpose of developing ability to write a phrase from *hearing* it rather than from *seeing* it. The phrases should be reviewed from time to time in order to fix them in the mind.

The teacher may have the class use the "Phrase Book" in the manner just described. In addition he may find it interesting and profitable to assign, say, one page a day to be studied in this way and then dictate a short passage of connected matter containing as many of the phrases on the page as can be worked

into the dictation. These passages may usually be composed as they are dictated, although the dictation would be improved if the notes were prepared beforehand. This practice may be begun as early as the tenth or eleventh lesson in the Manual, as by that time the students are able to take simple dictation. By having these dictations transcribed by the students, and preserving a copy of each, in a short time the teacher can build up a large collection of such matter.

If this method of using the book be employed, the phrases may be taken up as drills in execution. It will be found that penmanship drills on the phrases—practicing for high speed and accuracy on the easily executed phrases, and drilling on the harder phrases progressively—will develop a high type of executional skill that will favorably affect all the writing.

A second plan is to take the dictation material to be used for the day, run through it and underline every phrase. The outlines for these should be looked up in the "Phrase Book" by the pupil, and practiced until they can be written readily and legibly before the dictation is begun. The teacher may prefer to place the phrase forms on the board for drill purposes. In this way special attention can be given to analogous phrases, or phrases that illustrate principles. In fact, this work on the phrases—and perhaps also the *unusual* words—is a preparation for dictation. The plan may be applied to all dictation material, letters as well as literary matter. The advantages of this method are that the phrases are applied in a natural way, there is variety in the work, and the pupil acquires facility in *recognizing words that should be phrased*.

References. So much has been written on the subject of phrasing that it is now practically impossible

to present anything new. For a more detailed and advanced treatment of the subject than is given here we would refer the student to the following books, which have been consulted in preparing the material given here:

Gregg Reporting Shortcuts. By John Robert Gregg. This contains a discussion of the phrasing principles applicable more particularly to court reporting, as well as a classified list of shortcuts suitable for such work.

The Stenographic Expert. By Willard B. Bottome in collaboration with John Robert Gregg. This offers not only a section on phrasing possibilities and a generous list of examples, but also articles on the general features of a reporter's work, together with practice matter in longhand and shorthand.

The Factors of Shorthand Speed. By David Wolfe Brown. Although written in the first place with the particular needs of another system in mind, the student will find much helpful material in this book relating not only to phrasing but, as the title indicates, to all the other factors entering into the attainment of high speed in shorthand. The amount of space devoted to phrasing is, in itself, an indication of the importance which the author placed on proper phrasing as an aid to speed.

The Gregg Shorthand Manual and Gregg Speed Studies. Both of these contain a great deal of very valuable assistance to those wishing to acquire the "knack" of phrasing. We mention them particularly because frequently the student overlooks the material in these two books, feeling that after having been through them once or twice he should go on to pastures new. As a matter of fact, in most cases more

benefit could be obtained by a thorough review of what had already been covered than by going over other books in a superficial way.

In conclusion we want to impress upon the student that half-learned phrases, like half-learned wordsigns are more a hindrance than a help. If a phrase is worth learning at all, it is, as a rule, worth learning well.

JOHN ROBERT GREGG.

A

	able to say		about which you are
	about how many		about which you can
	about it		above day
	about that		above date
	about that time		above mentioned
	about the		above named
	about them		above named place
	about these		absolutely necessary
	about these goods		abstract of title
	about these things		accept thanks
	about the world		accept that
	about this		according to my
	about this matter		according to our
	about this thing		account book
	about this time		acknowledge receipt of your letter
	about those		across the
	about which		act of Parliament
	about which it is		A. D.
	about which the		adjust the matter
			a dollar

	after dinner speech		a hundred thousand
	after due consideration		all alone
	after which		all along
	after that		all day
	after that date		all in all
	after that time		all information
	after the		all matters
	after them		all may be
	after this		all means
	after this date		all men
	after this is		all my
	after this time		all my attention
	after you had been		all my time
	again and again		all necessary attention
	against that		all necessary information
	against the		all of which
	a gallon		all orders
	a hundred		all over the country
	a hundred dollars		all over the kingdom
	a hundred pounds		all over the place

	all over the world		and assure you that
	all right		and company
	all round		and forward
	all there is to say		and have
	along the		and have been
	A. M.		and have taken
	American people		and have you
	American Railway Express Company		and hope
	a million		and hope you have
	a million dollars		and I am
	among the		and I am glad
	among us		and I am glad to say
	amount of commission		and I am glad to see
	amount of premium		and I am pleased
	ample time		and I am pleased to say
	and above all		and I assure you
	and else		and I have
	and am		and I may
	and are		and I was
	and assure you		and I will

	and I will expect		and those
	and I will have		and was
	and I will not		and which
	and I will not be		and which has been
	and in reply		and which is
	and is		and which is not
	and it is		and which may be
	and looked		and which must be
	and make		and will
	and our		and will be
	and see		another thing
	and sons		another time
	and that		anybody else
	and that the		any longer
	and that this		any more
	and the		any more than
	and their		any one
	and therefore		anyone else
	and there is		any one of the
	and they		any other

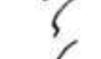
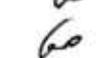
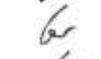
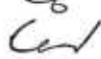
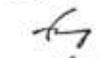
	a pound		as long as possible
	application blank		as low as
	are not		as low as possible
	are you		as many as
	as a matter of course		as many as possible
	as a matter of fact		as might have been
	as a matter of law		as much as
	as a result		as much as possible
	as a rule		as near as
	as follows		as near as can be
	as given		as near as can be done
	as good as		as near as I can
	as great as		as near as I can judge
	as if		as near as I can remember
	as it has been		as near as I could judge
	as it is		as near as possible
	as it is not		as near as they can
	as large as		as near as you are able
	as little as		as near as you can
	as long as		as near as you can tell

	as per our		as the
	as per order		as the case may be
	as per your order		as the result
	as quick as		as there has been
	as quick as possible		as there were
	as quickly as possible		as they
	as rapidly as possible		as this
	Assistant General Freight Agent		as this is
	Assistant General Manager		as though
	Assistant General Passenger Agent		as to
	Assistant General Superintendent		as to that
	Assistant Superin- tendent		as to the
	Associated Press		as to their
	as soon as		as we find
	as soon as possible		as we found
	as soon as you are able		as we have not
	as soon as you can		as we know
	as soon as you know		as well
	as stated		as well as
	as that		as well as can be

	as well as possible		at any rate
	as you		at any time
	as you are		at any time and place
	as you are aware		at any time or place
	as you know		at as early a date as possible
	as you may desire		at first
	as you will		at first sight
	as you will find		at hand
	as you will see		a thousand
	as you wish		a thousand dollars
	as you would		a thousand pounds
	as you would find		at last
	at all		at least
	at all events		at length
	at all times		at once
	at a loss		at our
	at an early date		at our expense
	at an early day		at owner's risk
	at any date		at present
	at any future time		at some time

	at such a moment		at these
	at that		at the time
	at that time		at the time and place
	at the		at this
	at the earliest possible moment		at this end
	at their		at this end of the line
	at the last session		at this stage of the case
	at the present day		at this time
	at the present minute		attorney at law
	at the present moment		Attorney General
	at the present session		at which time
	at the present time		at which time and place
	at the rate of		at which you think
	at the request of		at your convenience
	at the same time		at your earliest possible convenience

	B		before me
	back and forth		before or after
	baggage master		before or since
	balance of account		before that
	balance sheet		before that time
	ballot box		before the
	Baltimore & Ohio		before their
	bank draft		before them
	bank note		before there is
	be able		before this
	bear in mind		before you
	be careful		before you are
	because that		before you can
	before and after		be glad
	before another		be good enough
	before any other		be it known
	before it was		be it remembered
	before many		be kind enough
	before many days		be known
	before many weeks		best attention

	best way		board of manage- ment
	be sure		board of managers
	be sure that		board of trade
	better than		bona fide
	better than that		bond and mortgage
	better than the		bring forth
	between that		bring forward
	between the		bring to your at- tention
	between these		brother-in-law
	bill of exceptions		brought forward
	bill of exchange		business corre- spondence
	bill of fare		business men
	bill of lading		but this is a case
	bill of particulars		but this is a ques- tion
	bill of sale		but this is not so
	blessing of God		by all means
	board of commis- sioners		by and between
	board of directors		by and by
	board of education		by any means
	board of health		by early mail

	by express		by this
	by mail		by this day's mail
	by me		by this mail
	by means of		by this means
	by means of which		by this time
	by next mail		by today's mail
	by no means		by us
	by reason		by which
	by return mail		by which it is
	by same mail		by which it may be
	by telephone		by which means
	by that		by which they are
	by that date		by which they will
	by that means		by which you will see
	by that time		by wire
	by the		by your
	by them		by your company
	by themselves		by your letter
	by these presents		by your order
	by the way		by your own

C	
	call his attention
	call upon
	call upon him
	call upon me
	call upon my
	call upon our
	call upon them
	call upon us
	call upon you
	call your attention
	call your attention to the fact
	Canadian Pacific
	can be
	can be done
	can be made
	can have
	can never
	cannot accept
	cannot account

	cannot answer
	cannot be
	cannot be made
	cannot be sure
	cannot expect
	cannot possibly
	cannot remember
	cannot say
	cannot see
	cannot understand
	can that
	can the
	can there be
	can they
	can you
	can you give
	can you not
	can you not say
	can you remember
	can you remember the

	can you think
	can you think of anything
	careful attention
	careful consideration
	car load
	car load lot
	car load shipment
	case of this kind
	center rail
	certificate of deposit
	Chairman of the Committee
	Chamber of Commerce
	Chancellor of the Exchequer
	Chancery Court
	Chancery Division
	chattel mortgage
	cheaper than
	Chicago & Alton
	chief clerk
	chief engineer
	circular letter
	city, county and state
	City of Boston
	City of Chicago
	City of London
	city ordinance
	civil engineer
	civil law
	civil service
	civil service reform
	C. O. D.
	come to the conclusion
	Common Council
	condition of things
	confirming our wire
	Conservative party
	considerable attention
	considerable importance
	constitute and appoint
	Constitution of the United States

	construe the		could not say
	could be		could not see
	could be done		counselor at law
	could be made		counter claim
	could be the		County Council
	could have		course of business
	could have been		credit department
	could not be		credit memorandum
	could not be done		custom house

	D		descriptive catalog
	day and night		did not
	day before yesterday		did you
	day letter		did you examine
	day or so		did you have
	day or two		did you have any
	day or two ago		did you have any-thing
	days ago		did you make
	days' sight		did you mention
	day time		did you not expect
	deaf and dumb		did you receive
	Dear Madam		did you see
	Dear Miss		different creditors
	Dear Mr.		different times
	Dear Mrs.		direct tax
	Dear Sir		discount for cash
	Dear Sirs		distinct understanding
	deed of settlement		distinctly remember
	defendant's testimony		distinctly understood
	Democratic party		District Attorney

	does not		do you call
	does not allow		do you intend
	does not want		do you know
	does that		do you know whether
	does the		do you know whether or not
	do that		do you mean to say
	do the		do you remember
	don't you know		do you want
	don't you remember		draw on us
	don't you think		draw on you
	do not		dry goods
	do so		dry goods department
	do this		dry goods store
	do you		during the year

	E		every consideration
	each of these		every day
	each one		every day or two
	each other		every direction
	early attention		every moment
	early information		every one
	early reply		every respect
	eastern division		everything else
	economical manner		exact moment
	education department		exact time
	electric company		examine this
	electric iron		Executive Committee
	electric wire		expecting to hear from you
	endowment policy		expect that
	enter into		express cars
	ever since		express charges
	ever since then		Express Company
	every attention		express money order
	everybody else		extra discount

F	
	fact that
	facts of the case
	faster than
	father-in-law
	fellow-citizens
	few days
	few days ago
	few hours ago
	few hundred
	few hundred dollars
	few minutes
	few minutes ago
	few moments
	few moments ago
	few months
	few months ago
	few weeks
	few weeks ago
	few thousand dollars

	find enclosed
	fire department
	fire insurance
	fire insurance company
	first class
	first class condition
	first class manner
	first instant
	First National Bank
	first question
	first place
	first rate
	first stage
	first time
	f. o. b.
	f. o. b. cars
	following morning
	for a certain length of time
	for a certain purpose
	for a certain time

	for a considerable length of time		for collection
	for a considerable time		for different reasons
	for a considerable number		foreign exchange
	for a day		for example
	for a day or two		for him
	for a few days		for instance
	for a few minutes		for it is evident
	for a few moments		for its
	for a few months		for last month
	for a few weeks		for last week
	for a good many		for many years
	for a long time		for many years to come
	for a long time past		form of agreement
	for a long time to come		form of government
	for a minute		for more than
	for a moment		for my own part
	for and in consideration		for my part
	for a number of years		for next month
	for any length of time		for next season
	for certain reasons		for next week

<i>ke</i>	for next year	<i>l</i>	for the fact
<i>ky</i>	for other purposes	<i>ly</i>	for the first time
<i>kw</i>	for quite a long time	<i>l</i>	for their
<i>kw</i>	for quite a long time to come	<i>kl</i>	for the last
<i>28</i>	for quite a while	<i>kl</i>	for the last month
<i>ky</i>	for said purpose	<i>kl</i>	for the last time
<i>l</i>	for sale	<i>kl</i>	for the last week
<i>l</i>	for several reasons	<i>kl</i>	for the last week or two
<i>kl</i>	for some cause	<i>kl</i>	for the last year
<i>kl</i>	for some cause or other	<i>l</i>	for them
<i>kl</i>	for some considerable time	<i>ly</i>	for the most part
<i>kl</i>	for something else	<i>kw</i>	for the next week or two
<i>l</i>	for some time	<i>l</i>	for the past
<i>kl</i>	for some time past	<i>kl</i>	for the past week
<i>kl</i>	for some time to come	<i>kl</i>	for the past week or two
<i>kl</i>	for some years	<i>l</i>	for the present
<i>l</i>	for that	<i>ky</i>	for the purpose
<i>kl</i>	for that reason	<i>kw</i>	for the same reason
<i>kl</i>	for that time	<i>l</i>	for themselves
<i>l</i>	for the	<i>kl</i>	for there has been

<i>kl</i>	for there is not	<i>l</i>	for you
<i>kl</i>	for these	<i>kw</i>	for your city
<i>kw</i>	for these goods	<i>kw</i>	for your country
<i>l</i>	for the time	<i>kl</i>	freedom of speech
<i>kl</i>	for the time being	<i>kl</i>	freedom of the people
<i>l</i>	for this	<i>kl</i>	freedom of the press
<i>kw</i>	for this case	<i>l</i>	free of charge
<i>kw</i>	for this cause	<i>l</i>	freight agent
<i>kw</i>	for this class	<i>l</i>	freight department
<i>kw</i>	for this company	<i>kw</i>	from him
<i>kw</i>	for this consideration	<i>kl</i>	from his
<i>kl</i>	for this is the	<i>kl</i>	from all
<i>kw</i>	for this month	<i>kw</i>	from our
<i>kw</i>	for this reason	<i>kl</i>	from our agent
<i>kw</i>	for this route	<i>kw</i>	from our letter
<i>kl</i>	for this time	<i>kw</i>	from our office
<i>kw</i>	for this week	<i>l</i>	from such
<i>l</i>	for us	<i>kw</i>	from that
<i>l</i>	for which	<i>kl</i>	from that time
<i>kl</i>	for which accept thanks	<i>kw</i>	from the

	from them		from which
	from this		from which the
	from this station		from you
	from this letter		furniture department
	from us		further than

	G		Grand Jury
	General Agent		Grand Trunk
	General Freight Agent		Great Britain
	General Manager		Great Britain and Ireland
	General Superintendent		great city
	give me		great deal
	gives me		great favor
	give them		great importance
	give us		great man
	give you		great many
	glad to hear from you		great many years
	glad to see		great measure
	good deal		great men
	good enough		great nation
	good many		great number
	good many of them		great pleasure
	good night		great privilege
	go on		great while

H

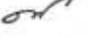
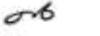
	had been		has done
	had been done		has given
	had been given		has made
	had better		has no
	had not		has not
	had there been		has not been
	half done		has not been able
	half dozen		has not been done
	hand in hand		has said
	hard to say		has that
	has become		has the
	has been		has their
	has been able		has therefore
	has been done		has this
	has been given		has to
	has been going		has to be
	has been known		has to be done
	has been made		has to be given
	has been received		have been
			have been able

	have done		have you sent
	have found		hear from you
	have given		hear from you again
	have known		hear from you at an early date
	have mentioned		hear from you soon
	have not been		heaven and earth
	have not been able		he called upon you
	have not received		he came
	have the		he can
	have there been		he can be
	have thought		he can have
	have understood		he cannot
	have you		he cannot be
	have you been		he cannot say
	have you men- tioned		he cannot see
	have you given		he cannot under- stand
	have you not been able		he can tell
	have you received		he could
	have you seen		he could be
	have you seen the		he could not

	he could not be		he may have
	he did		he might have been
	he does		he must
	he finds		he must be
	he found		he must have
	he gave		here and there
	he gets		here mentioned
	he gives		herewith please find
	he goes		herewith please find enclosed
	he had been		herewith please find statement
	heirs, executors, administrators and assigns		her own
	he is		he says
	he is known		he should
	he is said		he told me
	he is well known		he was
	he knew		he was not
	he knows		he will
	he made		he will ask
	he makes		he will be
	he may		he will find

	he will have		House of Commons
	he will say		House of Lords
	he would		House of Representatives
	hither and thither		how do you know
	hope to be able		how long
	hoping this will be		how many
	hoping to hear from you		how many of them
	hoping to hear from you soon		how many times
	hoping to receive		how much
	hoping you will favor		how much money
	hoping you will find		how to do
	hours ago		human being

	I		I am surprised
	I always		I am told
	I am		I am unable
	I am advised		I am, Very respectfully
	I am afraid		I am very sorry
	I am at a loss		I am, Very truly yours
	I am at a loss to know		I am willing
	I am at a loss to say		I am wrong
	I am at a loss to see		I am, Yours respectfully
	I am aware		I am, Yours sincerely
	I am aware of the fact		I am, Yours truly
	I am concerned		I am, Yours very truly
	I am confident		I ask
	I am directed		I ask that
	I am disposed		I became
	I am of the opinion		I began
	I am sorry to hear		I begin
	I am sorry to learn		I begin to hope
	I am sorry to say		I begin to think
	I am sure it will be		I believe

	I believe there was		I care
	I brought		I collect
	I call upon you		I conclude
	I call your attention		I confirm
	I call your attention to the fact		I could
	I can		I could be
	I can assure you		I could not
	I cannot		I could not be
	I cannot be sure		I dare say
	I cannot possibly		I decline to say
	I cannot remember		I demand
	I cannot say		I deny
	I cannot see		I desire to call your attention to the fact
	I cannot understand		I desire to thank you
	I can say		I do
	I can see		I do not
	I can't		I do not believe
	I can't say		I do not care
	I can't see		I do not consider
	I can't remember		I do not deny

	I do not judge		I expect that
	I do not know		if any
	I do not like		if anybody
	I do not propose		if anyone else
	I do not recollect		if any other
	I do not refer		if anything
	I do not remember		if at all
	I do not remember that		I feel sure
	I do not say		I feel sure that
	I do not see		if I can be
	I do not think		if I could be
	I do not understand		I find
	I do not want		if it be
	I do not want to say		if it has been
	I do not wish		if it is
	I do not wish to have		if it may be
	I do not write		if it is possible
	I don't believe (See other phrases under "I do not.")		if it is the
	I enclose		if it were
	I expect		if it were not

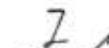
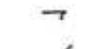
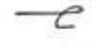
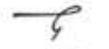
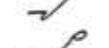
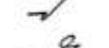
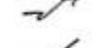
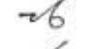
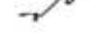
	if it were possible		if we
	if not		if we are
	I forward		if we do
	if possible		if we do not hear
	if so		if we do not hear from you
	if that		if we had
	if that is		if we have
	if that is not		if we think
	if that will		if you
	if the		if you are
	if their		if you are in favor
	if there are		if you can
	if these		if you cannot
	if they		if you desire
	if they are		if you do not
	if they are not		if you do not care
	if they have been		if you do not hear
	if this		if you do not know
	if this is satisfactory		if you do not write
	if this is the		if you do not write him

	if you do not write me		if you want any
	if you do so		if you will
	if you do this		if you will be
	if you find		if you will favor
	if you give		if you will have
	if you give me		if you will make
	if you have		if you will oblige
	if you have done		if you will only
	if you have had		if you wish
	if you have not		if you would
	if you knew		if you would only
	if you know		I give
	if you may		I had
	if you mean		I had been
	if you must		I have
	if you must be		I have another
	if you remember		I have asked
	if you take		I have been
	if you think		I have been able
	if you want		I have been told

	I have come		I have noticed
	I have decided		I have not had
	I have desired		I have not yet
	I have done		I have received
	I have done so		I have said
	I have done this		I have taken
	I have found		I have the honor
	I have given		I have the honor to be
	I have gone		I have today
	I have had		I have to thank you
	I have known		I have your favor
	I have laid before		I have your letter
	I have listened		I have your order
	I have marked		I hope
	I have never		I hope it will be
	I have no desire		I hope to hear
	I have no doubt		I insist
	I have not		I just received
	I have not been		I know
	I have not been able		I know their

	Illinois Central		I must ask
	illustrated catalog		I must ask you
	I may be		I must be
	I may be able		I must confess
	I may be told		I must give
	I may go		I must say
	I may have		in accordance with
	I may hear from you		in accordance with my
	I may mention		in accordance with our
	I may not be able		in a day or two
	I may not have been		in addition
	I may say		in addition to that
	I meant		in addition to the
	I might have		in addition to this
	I might have been		in advance
	immediate acceptance		in a few days
	immediate attention		in a few instances
	immediate consideration		in a few minutes
	immediate reply		in a few moments
	I move that		in a few months

	in a few weeks		in connection with my
	in answer to the		in connection with that
	in answer to the question		in connection with the
	in answer to yours		in connection with this
	in answer to your favor		in consequence
	in answer to your letter		in consideration
	in any		incontestable policy
	in any case		indemnity policy
	in any event		in due course
	in any way		in due time
	in a position		in effect
	in a systematic manner		in every respect
	in a week or two		in every question
	in behalf		in fact
	in business		in favor
	in case you think		in first-class condition
	income tax		inform me
	in comparison		inform us
	in conclusion		inform you
	in connection with		in full settlement

	in general		in order to have
	in good condition		in order to insure
	in good order		in order to judge
	in his		in order to observe
	in it		in order to pay
	in many cases		in order to prepare
	in my experience		in order to purchase
	in my mind		in order to receive
	in my opinion		in order to say
	in my position		in order to see
	in my possession		in order to show
	in my territory		in order to understand
	in order		in order to write
	in order that		in order to write him
	in order to answer		in order to write me
	in order to be		I note what you say
	in order to be able		in other words
	in order to become		in our
	in order to determine		in our favor
	in order to do so		in our hands

	in our judgment		inquiry department
	in our line of business		in reference
	in our opinion		in reference to that
	in our own		in reference to the
	in our position		in reference to the matter
	in our possession		in reference to this
	in our power		in reference to your
	in part		in regard
	in person		in regard to such matters
	in place		in regard to the matter
	in point of fact		in relation
	in position		in relation to the matter
	in possession		in reply
	in preference		in reply to your
	in preparation		in reply to your communication
	in progress		in reply to your favor
	in proportion		in reply to your inquiry
	in pursuance		in reply to your letter
	in pursuance of an order		in reply will say
	in question		in reply will state

	in reply would say		insurance agent
	in respect		insurance company
	in respect to the		in that
	in response		in that direction
	in return		in that line
	in settlement of account		in that manner
	in so far as		in that matter
	in so many		in that regard
	in so much as		in that respect
	in spite		in that time
	in such		in that work
	in such a case		in the country
	in such a cause		in the county
	in such a condition		in the course of a few days
	in such a manner		in the course of time
	in such a state		in the event
	in such a way		in the first instance
	in such cases		in the first place
	in such matters		in the hope that
	in such times		in the market

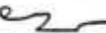
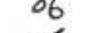
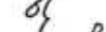
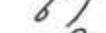
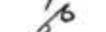
	in the matter		in this city
	in the meantime		in this claim
	in the meanwhile		in this connection
	in the next place		in this country
	in the past		in this county
	in the report		in this court
	in the sale of		in this decision
	in the same man- ner		in this direction
	in these		in this instance
	in these days		in this manner
	in these times		in this market
	in the usual manner		in this matter
	in the usual way		in this respect
	in the way		in this situation
	in the work		in this state
	in the world		in this way
	in the year of our Lord		in those
	in this		in those times
	in this case		in time
	in this cause		into consideration

	into that		in your city
	into the		in your letter
	into the matter		in your line
	into these		in your line of business
	into this		in your section
	into your		I presume
	in vain		I quite believe
	in view of the fact		I regret to say
	in which		I remain, Sincerely yours
	in which case		I remain, Very cordially yours
	in which it is		I remain, Yours respectfully
	in which it was		I remain, Yours truly
	in which the		I remain, Very respectfully
	in which they		I remain, Very truly
	in which to do		I remain, Very truly yours
	in which you are		I remember
	in which you have		I remember that time
	in which you will		I remember the time
	in which we		I return
	in your		is at hand

	I say		I shall be glad to see
	I say so		I shall certainly
	I send back		I shall have
	I send herewith		I shall make
	I send letter		I shall not
	I send receipt		I shall not be able
	I send you		I shall not be able to say
	I send you enclosed		I shall not pass
	I send you statement		I shall see
	I send you today		I shall send you
	I sent		I shall take
	I shall		I should
	I shall be		I should be
	I shall be able		I should be able
	I shall be glad		I should be glad
	I shall be glad to forward		I should be glad to forward
	I shall be glad to have		I should be glad to have
	I shall be glad to hear		I should be glad to hear
	I shall be glad to know		I should be glad to know
	I shall be glad to receive		I should be glad to see

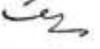
	I should be sorry		is there anything
	I should have		is this
	I should have been		is to be
	I should like		is to hand
	I should like to be		I suppose
	I should like to have		I take pleasure
	I should not		I thank you
	I should not be		I thank you for
	I should not have been		it has
	I should not say		it has become
	is it possible		it has been done
	is it possible that		I think
	is it necessary		I think it will be
	is it not possible		I think this is the
	is made		I think this will be
	is not		I thought
	is received		it is
	is that		it is because
	is the		it is not
	is there		it is ordered

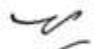
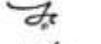
	it is possible		it seems to be
	it is probable		it seems to have
	it is quite necessary		it seems to me
	it is said		it seems to them
	it is some time ago		it seems to us
	it is the		it shall be
	it is your duty		it shall be done
	it may be		it was
	it may be made		it was done
	it may be that		it was not
	it must be		it was said
	it must be done		it was the
	it must have		it was understood
	it must not be		it will
	I told		it will be
	I told him		It will be a great pleasure
	I told them		it will be considered
	I told you		it will fail
	it ought to be		it will have
	it ought to have		it will not be

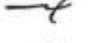
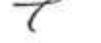
	it will reach you		I will inform him
	it will receive		I will inform them
	it will require		I will inform you
	it would		I will let you know
	it would be		I will not be able
	I understand		I will only
	I understood		I will send you
	I want		I wish
	I want to know		I wish to call your attention to the fact
	I want to say		I would
	I was		I would advise
	I was not aware		I would be able
	I was not sure		I would be pleased
	I went		I would like to have
	I will		I would like to know
	I will ask		I would like to see
	I will ask you		I would not be able
	I will be		I would not be sure
	I will be able		I would say
	I will have		I wrote you

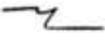
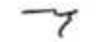
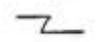
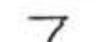
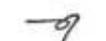
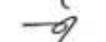
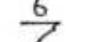
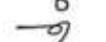
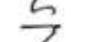
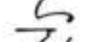
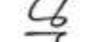
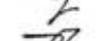
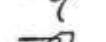
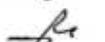
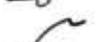
	J		just as well as not
	Jesus Christ		justice of God
	job lot		Justice of the Peace
	joint stock com- pany		just mentioned
	judgment of God		just now
	just as well		just received
	just as well as		just taken

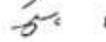
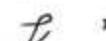
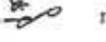
K			
	kind favor		kindly let us hear from you
	kind letter		kindly note
	kindly advise		kindly remit
	kindly consider		kindly return
	kindly give us		Know all men
	kindly let us know		Know all men by these presents
			known fact

L			
			learned judge
	ladies and gentlemen		least possible delay
	large number		left hand
	larger than		legal department
	larger than that		legal tender
	last meeting		less and less
	last month		less than
	last night		let him
	last of this week		let me
	last session		let me know
	last time		let me tell
	last week		letter of recent date
	last year		let us
	later than		let us go
	later on		let us have
	latter part		let us hear from you
	law and order		let us know
	lawful money of the United States		let us say
	lawful money of the United States of America		Liberal party
	learned friend		life and death

	life insurance		long ago
	life insurance company		long past due
	line of business		long time
	line of credit		long time ago
	line of work		long time due
	list price		look into the matter
	list prices		Lord Chancellor
	list price delivered		loss and damage
	little more fully		low price
	little or no		lower price
	little or nothing		lowest price

	M		may be able
	magazine department		may be done
	mail order		may be given
	mail order department		may be sure
	make that		may have
	make the		may have cause
	make them		may not
	make this		may not be
	make us		may not be correct
	make way		may not have
	man of business		member of Parliament
	many of them		member of the bar
	many of these		member of the board
	many of those		member of the cabinet
	many times		member of the committee
	many years ago		member of the House of Commons
	market price		member of the House of Lords
	market value		member of the legislature
	Master in Chancery		member of the opposition
	may be		members of the bar

	members of the board		Mr. Chairman
	men and women		Mr. Speaker
	men, women and children		much more
	Michigan Central		must be
	might be		must be able
	might be able		must become
	might have		must be given
	might have been		must be made
	might have done		must have
	might not be		my attention
	might not have		my dear friends
	money market		My dear Madam
	month or two		My dear Miss
	months ago		My dear Mr.
	more and more		My dear Mrs.
	more likely		My dear Sir
	more or less		my opinion
	more than		my own case
	more than that		my own opinion
	most of the time		my time

	N		next election
	National Express Company		next month
	National Government		next place
	nature of things		next session
	navy department		next thing
	nearer than		next time
	necessary attention		next week
	necessary information		next year
	neither of them		no better than
	net premium		no doubt
	net proceeds		no less
	New England		no less than
	New York		no longer
	New York Central		no longer than
	New York draft		no more
	next best		no more than
	next best thing		no more than that
	next day		no one
	next day or so		no one else
	next day or two		North America

	northern division		not less than
	Northern Pacific		not only
	nothing else		not only that
	nowhere else		now and then
	no, sir		now that
	Notary Public		now therefore

	O		of importance
	of all		O. K.
	of all men		of many of them
	of any		of my
	of any kind		of one
	of course		of our
	of course it is		of our own
	of course it is not		of our own price
	of course there is		of such
	of course they have		of that
	of course they have done		of their
	of course they will		of them
	of course you can		of these
	of course you have		of this
	of course you have not		of this case
	of his		of this city
	of his condition		of this kind
	of his country		of this question
	of his own		of this year
	of his time		of those

	of today		on account of the way
	of what		on account of this
	of which		on account of those
	of which it has been		on arrival of shipment
	of which it is		on behalf
	of which they have		on business
	of which we have		once in a while
	of which you have		once or twice
	of you		one another
	of your city		one of our
	of your claim		one of the
	of your trade		one of the best
	on acceptance		one of them
	on account of		one or both
	on account of my		one thing
	on account of that		one time
	on account of the fact		on file
	on account of their		on hand
	on account of the manner		on hearing from you
	on account of these		on her part

	on her side		on that question
	on him		on that side
	on his		on the contrary
	on his part		on the dollar
	on it		on the first occasion
	on my account		on the last occasion
	on my part		on them
	on or about		on the market
	on or after		on themselves
	on our		on the next occasion
	on our behalf		on the one hand
	on our books		on the one side
	on our line		on the other hand
	on our part		on the other side
	on receipt		on the present occasion
	on receipt of which		on the principle
	on sale		on the question
	on that		on these
	on that day		on these conditions
	on that occasion		on these matters

	on these occasions		on your market
	on these things		on your letter
	on the subject		one-half
	on the whole		one of my
	on this		one of the most
	on this account		one of these
	on this case		one of these days
	on this claim		one of those
	on this class		one or two
	on this date		one or two questions
	on this line		on which the
	on this matter		on which we are
	on this occasion		on which you have
	on this question		on which you will
	on this side		order blank
	on this thing		order will receive
	on those		or rather
	on time		other than
	on you		ought not
	on your line		ought to

	ought to be		our personal attention
	ought to be able		our prompt and careful attention
	ought to be done		our prompt attention
	ought to do		out of that
	ought to do some business		out of the
	ought to do something		out of the city
	ought to have		out of the country
	ought to have been		out of the question
	ought to have done		out of the state
	ought to know		out of the world
	ought to make		out of town
	ought to receive		out of your
	our best attention		over and over again

	P		
			per week
	paid up policy		per year
	particular attention		personal attention
	part of your trade		please advise
	past week		please advise me
	past week or two		please advise us
	people of God		please ask
	people of this country		please find
	people's party		please find enclose
	per barrel		please forward
	per bushel		please give
	per cwt.		please give me
	per dozen		please give us
	per gallon		please give this matter
	per hundred		please let
	per minute		please let us hear from you
	per month		please let us know
	per share		please look
	per steamship		please order
	per thousand		please remember

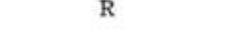
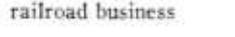
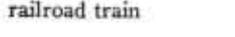
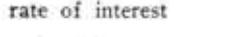
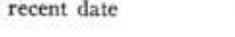
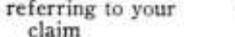
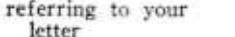
	please remember that		please write us
	please remit us		P. M.
	please return		point of fact
	please say		point of view
	please see		police department
	please send check		postal card
	please ship		postal money order
	please ship at once		Postmaster General
	please ship goods		post office
	please ship me		post-office department
	please ship me at once		post paid
	please ship us		power of attorney
	please ship us at once		premium rate
	please state		present time
	please wire		President of the United States
	please wire promptly		pretty well
	please wire us		price list
	please write		prima facie
	please write him		printed matter
	please write me		prisoner at the bar

 prompt attention
 proof of claim
 pro rata

 prove to your satisfaction
 purchase money
 purchasing department

Q
 question at issue
 question of time
 quick enough
 quicker than
 quite a few

 quite a little
 quite a number
 quite a while
 quite likely
 quite right
 quite sure

R	
	replying to your kind
	replying to your letter
	Republican party
	Respectfully yours
	rest assured
	right and left
	right and wrong
	right hand
	right or wrong
	railroad business
	railroad train
	rate of interest
	rather than
	recent date
	referring to your claim
	referring to your letter
	reterring to your order

S	
	seems to say
	Safe Deposit
	same side
	sample copy
	satisfactory manner
	school board
	school board committee
	season of the year
	Second National Bank
	second place
	Secretary and Treasurer
	Secretary of Agriculture
	Secretary of State
	Secretary of the Interior
	Secretary of the Treasury
	Secretary of War
	Secretary of the Navy
	seems to be
	seems to make
	seems to me
	seems to us
	selling price
	semi-annual dividend
	send this remittance
	send us
	send you
	set forth
	several days ago
	several hundred
	several hundred dollars
	several months ago
	several occasions
	several times
	shall be
	shall be able
	shall be glad
	shall be glad to have
	shall be glad to hear
	shall be glad to know

	shall be glad to receive		should not say
	shall be glad to see		should say
	shall have		should you think best
	shall not pass		should you wish
	she had		side by side
	she is		Sincerely yours
	shipping department		since that date
	shoe department		since that day
	shorthand writer		since that time
	should be		since this case
	should be able		since this is
	should be done		since then
	should be glad		six months
	should be glad to receive		so and so
	should be made		so as to
	should have		so as to get
	should have been		so as to give
	should have done		so as to make
	should not be		so as to receive
	should not have		so far as

	so far as I can		some person
	so far as I know		some reason
	so long ago		something else
	so long as		something like
	so long a time		some things
	so many		some time
	so many times		some time ago
	so much		some time before
	soliciting your orders		some time or other
	some difficulty		some weeks ago
	somehow or other		some years ago
	some of the		somewhere else
	some of them		so much
	some of these		son-in-law
	some of these days		sooner or later
	some of those		sooner than
	some one		so that
	someone else		so that will
	someone or other		so there is
	some other person		so there is not

	so there must be		subject to my order
	so there were		subject to your commission
	so there will		subject to your order
	so there will be		subscribed and sworn to
	so to speak		such as
	southern division		such as it is
	Southern Pacific		such as may be
	southwest division		such as that
	southwestern division		such as this
	special agent		such as this is
	special attention		such cases
	Standard Oil Co.		such consideration
	state department		such may be
	State of New York		sum of money
	state of things		sums of money
	statement of account		supreme court
	state of mind		systematic manner
	subject matter		system of government

	T		that can be
	take into consideration		that can be done
	take part		that is
	take them		that is all
	tariff law		that is given
	tariff reform		that is my
	telephone and telegraph		that is my opinion
	tell us		that is not
	ten days		that is nothing
	ten days ago		that is not possible
	thank you		that is not the
	thanking you for		that is not the point
	thanking you for the order		that is not the question
	thanking you for your attention		that is said
	thanking you for your careful attention		that is to be
	thanking you for your kind attention		that is to say
	thanking you for your order		that it is
	than the		that it must be
	that are		that it was
	that are not		that it was not

	that may be done		that time
	that that		that was
	that the		that was the
	that there		that will
	that there is		that will be
	that there is not		that will be done
	that there was		that will have
	that these		that would
	that they		that would be
	that they are		the day and year
	that they had		the latter part
	that they have		the loss of time
	that they have been		the only difference
	that they will		the only time
	that they will be		the only way
	that they will receive		the order
	that this		their own
	that this is		there are
	that this is not		there are many
	that this is the		there are many things

	there are some things		the right honorable gentleman
	there has been		these things
	there have been		these will
	there is only		these will be
	there may not		the time
	there might have been		the time of payment
	there might not be		the time you mention
	there must be		the whole
	there must have		they are
	there shall be		they are not
	there should be		they are of the opinion
	there was		they are willing
	there was not		they are willing to have
	there were		they can
	there were many		they do not (See other phrases under "I do not")
	there were many things		they don't (See other phrases under "I do not")
	there were some things		they had
	there will		they had not
	there will be		they have been
	there would be		they have done

	they have known		they were not
	they have not yet		they will
	they have said		they will be
	they have seen		they will be able
	they make		they will forward
	they may be		they will have
	they may be able		they will not be
	they may consider		they will reach you
	they may not		they would
	they might not		they would be able
	they must		they would be glad
	they must be		they would have
	they must have		they would have been
	they ought to be		they would like to have
	they ought to be able		they would like to know
	they ought to be glad		they would like to see
	they ought to have		they would receive
	they tell me		they would require
	they think		Third National Bank
	they were		third place

	this account		this is done
	this can		this is necessary
	this can be		this is not
	this can not be		this is the
	this case		this is their
	this cause		this is well known
	this city		this kind
	this claim		this matter
	this class		this may be
	this class of goods		this minute
	this clause		this month
	this company		this morning
	this consideration		this note
	this country		this order
	this date		this question
	this day		this reason
	this defendant		this seems
	this indenture		this session
	this is		this state
	this is an occasion		this thing

	this time		to all concerned
	this way		to any
	this week		to anyone
	this will		to anyone else
	this would be		to any other
	this would perhaps		to any question
	this year		to ask
	thoroughly understood		to assure you
	three days' sight		to assure you that
	three or four		to be
	three or four days		to be able
	three or four months		to become
	three or four weeks		to begin
	through the		to believe
	through this		to be done
	time to pay		to be sure
	to a certain extent		to bring
	to a considerable extent		to buy
	to a great extent		to call
	to a large extent		to call attention

	to call his attention		to feel
	to call upon you		to find
	to call your attention		to furnish
	to call your attention to the fact		to get
	to come		to give
	to conclude		to give him
	today or tomorrow		to give me
	to deal with me		to give us
	to deal with the matter		to give you
	to develop		to go
	to dictate		to have
	to do		to have and to hold
	to do so		to have been
	to do something		to have done
	to do the best		to have had
	to do this		to hear from you
	to draw		to him
	to enable		to his
	to enforce		to his attention
	to favor		to honor

	to it		to my account
	to judge		to my attention
	to keep		to my credit
	to know		to our
	told you		to our agent
	to learn		to our place
	to leave		to pass
	to let us know		to pay
	to like		to place
	to lead		to please
	to look		to prevent
	to make		to put
	to make a motion		to reach
	to make known		to receive
	to many of them		to remain
	to many of those		to reply
	to me		to represent
	to mean		to say
	to meet		to secure
	to my		to see

	to sell		to them
	to send		to these
	to send a representative		to think
	to send him		to this
	to send them		to this claim
	to send us		to this conclusion
	to send you		to this question
	to ship		to those
	to ship us		to try
	to show		to turn
	to some extent		to us
	to speak		to which
	to such		to which you refer
	to such an extent		to which your attention
	to take		to which your letter
	to talk		to which your letter refers
	to tell		to which your question
	to that		to whom
	to the conclusion		to whom it may concern
	to their		to whom these presents

	to work		transportation company
	to write		treasury depart- ment
	to write him		trust company
	to write me		trusting that
	to write us		trusting to hear from you soon
	to you		trusting you will
	to your credit		two or three
	to your satisfaction		two or three days
	traffic manager		two or three months

	U		upon the
	under any		upon them
	under cover		upon receipt
	under date		upon that occasion
	under separate cover		upon the subject
	under the		upon the whole
	Union Pacific		upon which
	United Kingdom		up to date
	United Kingdom of Great Britain and Ireland		up to that
	United States		up to that time
	United States Government		up to the
	United States of America		up to the date
	United States Mail		up to the day
	up and down		up to the time
	upon his		up to this
	upon our		up to this time

	V		Very respectfully yours
	Very cordially yours		Very sincerely
	very glad		Very sincerely yours
	very glad to have		very soon
	very long time		Very truly
	very many		Very truly yours
	very much		very well
	Very respectfully		vice versa

	W		we are in possession
	war department		we are in receipt of
	was considered		we are in receipt of an order
	was done		we are in receipt of your check
	was it right		we are in receipt of your letter
	was not		we are in receipt of your order
	was that		we are of the opin- ion
	was the		we are not
	ways and means		we are pleased
	Ways and Means Committee		we are pleased to hear
	we always		we are pleased to know
	we are		we are pleased to say
	we are advised		we are pleased to see
	we are afraid		we are pleased to state
	we are aware		we are prepared
	we are aware of the fact		we are sending you
	we are enclosing		we are sorry
	we are favored		we are sorry to hear
	we are in a posi- tion		we are sorry to learn
	we are informed		we are sorry to report

	we are sorry to say		we can have
	we are sure		we can not
	we are sure that		we can not possibly
	we are unable		we can not see
	we are very sorry		we can not sell
	we are very sorry to hear		we can not
	we are, Very truly yours		we can see
	we are willing		we confirm
	we are writing		we consider
	we are, Yours respectfully		we consider that
	we are, Yours truly		we could
	we ask that		we could be
	we ask your attention		we could have
	we assure you		we could have been
	we believe		we could not have
	we call upon		we decided
	we can		we declare
	we can be		we deny
	we can get		we desire
	we can go		we desire to say
			we desire to thank

	we did		we give you
	we did our best		we had
	we do		we have
	we do not (See other phrases under "I do not")		we have been
	we doubt		we have been able
	we doubt that		we have been able
	we duly received		we have decided
	we don't		we have done
	we don't know		we have done so
	week or so		we have done our best
	week or two		we have given
	week or two ago		we have known
	weeks ago		we have never
	we enclose		we have no doubt
	we enclose copy		we have not
	we enclose statement		we have not been
	we expect		we have not been able
	we feel		we have now
	we feel sure		we have received
	we find		we have the
			we have the honor

	we have today		we may say
	we have your letter		we might have been
	we have your order		we must
	we hope		we must ask
	we hope you will be		we must ask you
	we intend		we must ask your attention
	we knew		we must be
	we know		we must confess
	we like		we must give
	well-known fact		we must have
	we look		we need
	we made		we note
	we make		we note what you say
	we make the		we realize
	we may		we receive
	we may be		we regard
	we may be able		we regret
	we may be sure		we regret to say
	we may have		we remain
	we may not be able		we remain, Very truly yours

	we remain, Yours respectfully		we shall be pleased
	we remain, Yours truly		we shall have
	we remain, Yours very truly		we shall make
	we remember		we shall not
	we replied		we shall not be
	we represent		we shall not be able
	we respectfully		we shall send you
	we respectfully call your attention		we shall take pleasure
	we return		we should
	we say		we should be
	we send herewith		we should be able
	we send you		we should be glad
	we send you today		we should be pleased
	we sent you		we should like
	we shall		we should not be able
	we shall be		we take
	we shall be able		we thank you
	we shall be glad		we thank you for your
	we shall be glad to hear		we think
	we shall be glad to receive		we think this will be

	we told him		we will forward
	we told you		we will have
	we took		we will let you know
	we traced		we will not accept
	we tried		we will not be able
	we trust		we will pay
	we trust that		we will probably
	we trust you will		we will say
	we understand		we will see
	we understood		we will ship
	we want		we will ship at once
	we want to be		we will ship you
	we want to have		we will ship you at once
	we want to know		we will therefore
	we will		we wish
	we will allow		we wish to do
	we will allow you		we wish to have
	we will be able		we wish to know
	we will be pleased		we wish to say
	we will be sure		we would

	we would advise		what a lot
	we would be		what are necessary
	we would be able		what are you
	we would have been		what did you find
	we would have been able		what do you know
	we would have had		what do you mean
	we would like to be		what do you mean by saying
	we would like to have		what do you mean by that
	we would like to know		what do you think
	we would like to see		what do you want
	we would like to sell		what has been
	we would not be		what has been done
	we would not be able		what is
	we would probably		what is called
	we would request		what is that
	we would require		what is the
	we would respectfully		what is this
	we would say		what is to be done
	we wrote you		what is your business
	we wrote you that		what must be

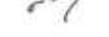
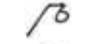
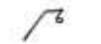
	what right		when you first
	what shall be		when you go
	what to do		when you have
	what to do in the matter		when you have done
	what took place		when you have done so
	what was said		when you have given
	what you can do		when you have seen
	when I see		when you next
	when I was		when you told
	when the		when you told him
	when they		when you told me
	when they have		when you told us
	when they have done		when you would
	when was		where are
	when you		where did
	when you are		where is
	when you came		where is that
	when you can		where is the
	when you cannot		where is your
	when you consider		where it is

	where it was		which is
	where it will be		which is now
	where was		which is the only way
	where were you		which it is
	whether or not		which it is believed
	which are		which it is not
	which can		which made
	which has been		which makes
	which has been done		which may be
	which has never		which might have been
	which has not		which might not be
	which has not been		which must be
	which has nothing		which must be done
	which has now		which that
	which have		which the
	which have done		which they
	which have had		which they had
	which have not		which was made
	which have taken place		which was never
	which have the		which was not

	which we		which you may be
	which we consider		which you may have
	which we consider to be		which you sent
	which will		which you will
	which will enable		which you will receive
	which would		which you will see
	which would be		which you wish
	which would be done		which you would
	which would have been		who are
	which would not		who can
	which would not be		who can not
	which you		who could
	which you can		who could not
	which you can not		who do
	which you claim		who had
	which you have		who have
	which you have done		who have done
	which you have not		who have tried
	which you have not done		who is
	which you may		who is not

	who is now		why did
	who makes		why do
	who may		why have
	who may never		why not
	who might		why will
	who must be		why would
	who say		will be
	who should		will be able
	who should have		will be done
	who told him		will be duly considered
	who told you		will give
	who was		will have
	who will		will have been
	who will be		will have due consideration
	who would		will have no doubt
	who would be		will not
	who would have		will not be
	who would not		will not be able
	whole lot		will reach you
	why are		will receive

	will receive prompt attention		within the
	will there be		with it
	will write		with its
	will you		with kind regards
	will you be kind enough		with only
	will you consider		with or without
	will you consider the matter		with our
	will you kindly		with reference
	will you please		with reference to that
	will you please say		with reference to the
	will you send		with reference to the matter
	will you write		with regard
	wire me at once		with regard to my
	wire reply		with regard to the matter
	wishing that		with relation
	wish to go		with respect
	wish to have		with respect to the matter
	wish to say		with that
	with all		with that end in view
	with him		with the

	with the least possible delay		would be glad to have
	with the understanding		would be glad to hear
	with them		would be glad to receive
	with these		would be glad to see
	with these men		would be sure
	with this		would have
	with this case		would have been
	with this company		would have been able
	with this firm		would have done
	with this matter		would like
	with those		would not
	with us		would not be
	with what		would not have
	with which		would not say
	with which it is		would not see
	with which it is not		would not sell
	with which it was		would see
	with you		write him
	would be		write me
	would be able		write us

	Y		you are prepared
	years old		you are probably
	year or two		you are requested
	year or two ago		you are right
	years ago		you are supposed
	years and years		you are sure
	years of age		you are wrong
	yes or no		you ask
	yes, sir		you can
	you always		you can be
	you are		you can do
	you are advised		you can do this
	you are aware		you can do so
	you are aware of the fact		you can get
	you are hereby		you can give us
	you are hereby summoned		you can have
	you are in a position		you can have no
	you are in possession		you can have the
	you are not		you can never
	you are not obliged		you cannot

	you cannot be		you did not
	you cannot be sure		you did not say
	you cannot say		you do
	you cannot see		you do not
	you can state		(See other phrases under "I do not") you do that
	you can tell		you don't
	you can understand		(See other phrases under "I do not") you employ
	you could		you gave
	you could be		you gave me
	you could have		you give
	you could have been		you give him
	you could not		you give us
	you could not be		you had
	you could not be sure		you had not
	you could not have		you have
	you could not say		you have been
	you could not see		you have been able
	you could not understand		you have done
	you desire		you have doubtless
	you did		you have had

	you have known		you may consider
	you have never		you may have
	you have no		you may not be able
	you have not		you may not have
	you have not been able		you mention
	you have nothing		you might
	you have no time		you might ask
	you have now		you might let us know
	you have received		you might not
	you have said		you might not be
	you have seen		you might not be able
	you have some		you must
	you have today		you must be
	you knew		you must be able
	you know		you must become
	you made		you must be sure
	you may		you must bring
	you may be		you must consider
	you may be able		you must decide
	you may be sure		you must give

	you must go		your letter of recent date
	you must have		your letter reached me
	you must recollect		your letter received
	you must say		your many favors
	you must see		your message
	younger than		your name
	young man		your order
	young woman		your order received
	you notice		your order will have
	your attention		your order will receive
	you refer		your question
	you represent		your reply
	your insurance		your reply to my letter
	your kind attention		your statement
	your kind attention to the matter		your telegram
	your kind attention to this		Yours faithfully
	your kind attention to this matter		yours of today
	your kind letter		Yours respectfully
	your letter		Yours sincerely
	your letter in reply		Yours truly

	Yours very sincerely		you will be able
	Yours very truly		you will be sorry
	you see		you will be sure
	you shall not		you will feel
	you shall not be		you will find
	you should		you will find enclosed
	you should be		you will have
	you should be sure		you will let us know
	you should have		you will not
	you should not		you will not be
	you should not be		you will not be able
	you think		you will note
	you told him		you will observe
	you told me		you will pardon
	you want		you will probably
	you want to have		you will readily
	you want to know		you will readily understand
	you will		you will receive
	you will arrange		you will see
	you will be		you will understand

	you wish		you would have been
	you would		you would have no
	you would be		you would have nothing
	you would be able		you would not
	you would be sure		you would not be able
	you would have		you would not have