








### Chart of Gregg Shorthand Simplified Brief Forms













Word	Brief Form (Text)	Brief Form (Image)
a, an	[dot]	.
about	a b	
acknowledge	a k	
advantage	a v	
advertise	a v t	
after	a f t	
agent	a j	
all	o (turned sideways)	◌
allow	a l	
always	o l s	
am, more	m	







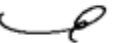





among	m ng	
and, end	nd	
any	n e	
are, our, hour	r	
at, it	t	
automobile	o tem b	
be, by	b	
been	b n	
belief, believe	b e	
between	b ten	
big	b g	
bill	b l	








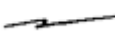




body	b o	
business	b s	
but	b t	
can	k	
character	k a k	
circle	s e k l	
company, keep	k p	
conclude	k k	
conclusion	k k sh	
confidence, -dent	k f	
consider, -ation	k s	
correct	k r	

correspond, -ence	k r e s	
could	k d	
cover	k v	
date, did	dt	
Dear Sir, desire	d s	
deliver	d l	
difficult	df k	
direct	d r k	
doctor, during	d r	
else	l s	
enable	e n b	
enclose	n k	













enough	n u f	フ
envelope, nevertheless	n v l	乙
etc.	e t s	ト
ever	e v	フ
every	e v e	フ
experience	e s p	ト
for	f	フ
from	f m	フ
future	f t r	フ
general	j e n	フ
glad	g l	フ
go, good	g	フ

gone	g n	
got	g t	
govern	g v	
great	g r	
have	v	
he	e	
his, is	s	
house	h u s	
how, out	a u	
I	a	
idea	a d e	
immediate	e m e	

important, -tance	m p	
in, not	n	
individual	nd v	
instance, instant	n s	
let, letter	l e	
like	l a	
likewise	l i a s	
long	l ng	
market, Mr.	m r	
matter	m a t	
merchandise	m e ch d i s	
merchant	m e ch t	

morning	mn [dot]	
Mrs.	m r s	
must	m s	
necessary	n e s s	
never	n v	
newspaper	n s p	
next	n e s	
number	n u m	
object	o b	
of	o	
office	o [right s]	
opportunity	o p r	



order	o d	
ordinary	o den	
organize	o g	
over	o (over the line)	
part	p t	
particular	p a t	
please	p l	
presence, present	p r	
probable	p r b	
progress	p r g	
property	p r p t	
prosecute	p r s k	

public, publish	p b	
purchase	p r ch	
purpose	p r p	
put	p	
quantity	k t (intersected)	
question	k sh	
railroad	r r	
recognise	r k n i s	
refer, reference	r f	
regard	r e	
regular	r e g	
remainder	r e m n r	

remember	r e m n	
remit	r e m	
request	r k e s	
return	r e t	
right, write	r i	
satisfy, -actory	s a t	
send	s e n	
several	s e v	
shall, ship	sh	
should	sh d	
side	s i	
situation	s e t sh	

soon	s n	
speak	s p	
stand	s tn	
state	s t	
street	s t r	
subject	s j	
success	s u k	
such	s ch	
suggest, -tion	s u j	
than, then	[over th] n	
thank	[over th] [raised dot]	
that	[over th] a	

the	[over th]	
their, there	[under th]	
them	[over th] m	
they	[over th] e	
thing, think	[over th] [dot]	
this	[over th] s (one stroke)	
those	[over th] [left s]	
throughout	[under th] r u t	
time	tm	
to, two, too	t u	
unable	n b	
under	u (over the line)	

upon	p n	⌒
use	e u	6
usual, wish	u sh	7
value	v l	⌒
very	v e	7
want	o nd	⌒
was	o s	ε
weak, week	e k	6
well, will	l	⌒
were, year	e r	6
what	o t	7
when	e n	6

where	a r	e
which	ch	/
why	i	o
with	e [over th]	o
won, one	u n	2
wonder	u u n	m
work	r k	∫
world	u u	m
worth	u u [over th]	m
would	d	/
yesterday	e s t	2
yet	e t	o

you, your	u	
Yours truly,	u t	

To find a word quickly, use the Find function (CTRL-F) of your browser.