## Chart of Gregg Shorthand Simplified Brief Forms

| Word | Brief Form (Text) | Brief Form (Image) |
| :---: | :---: | :---: |
| a, an | [dot] | - |
| about | a b | $\rho$ |
| acknowledge | a k | $\sigma$ |
| advantage | a v | $9$ |
| advertise | $a v t$ | $2$ |
| after | a ft | $2$ |
| agent | a j | $9$ |
| all | o (turned sideways) | c |
| allow | a I | $Q$ |
| always | ols | $c$ |
| am, more | m | - |


| among | m ng |  |
| :--- | :--- | :--- |
| and, end | nd |  |
| any | n e |  |
| are, our, hour | r |  |
| at, it | o tem b |  |
| automobile | bill |  |
| be, by | b |  |
| big | b e |  |
| betief, believe |  |  |
| been | b n |  |
| been |  |  |


| body | b o |  |
| :--- | :--- | :--- |
| business | b s |  |
| but | b t |  |
| can | k a k |  |
| character | s e k l |  |
| circle | k |  |
| correct | k p |  |
| company, keep | k k sh |  |
| conclude |  |  |
| consider, -ation |  |  |
| conce, -dent |  |  |
|  |  |  |


| correspond, -ence | kres | $\cdots$ |
| :---: | :---: | :---: |
| could | k d |  |
| cover | k v |  |
| date, did | dt |  |
| Dear Sir, desire | d s |  |
| deliver | d I |  |
| difficult | df k | $2$ |
| direct | d r k |  |
| doctor, during | d r |  |
| else | 1 s | l |
| enable | e n b | $\%$ |
| enclose | $n \mathrm{k}$ | $\sim$ |


| enough | n u f | ア |
| :---: | :---: | :---: |
| envelope, nevertheless | n v 1 | $7$ |
| etc. | ets | 6 |
| ever | e v |  |
| every | e ve |  |
| experience | esp | \% |
| for | f |  |
| from | f m | 2 |
| future | ftr | - |
| general | j e n |  |
| glad | g I |  |
| go, good | g | $\longrightarrow$ |


| gone | gn |  |
| :--- | :--- | :--- |
| got | gt |  |
| govern | gv |  |
| great | gr |  |
| have | e |  |
| he | em e |  |
| immediate | s |  |
| his, is | a d e |  |
| how, out | a u |  |
| idea |  |  |
| house |  |  |


| important, -tance | mp | ไ |
| :---: | :---: | :---: |
| in, not | n | - |
| individual | nd v | $1$ |
| instance, instant | n s | $\tau$ |
| let, letter | 1 e | $\longrightarrow$ |
| like | 1 a | - |
| likewise | l ia s | 0 |
| long | 1 ng |  |
| market, Mr. | mr | $\cdots$ |
| matter | mat | $-6$ |
| merchandise | m e ch dis | $\rho \mathscr{P}$ |
| merchant | mecht | $\mathscr{F}$ |


| morning | mn [dot] | $\longrightarrow$ - |
| :---: | :---: | :---: |
| Mrs. | mrs | $\longrightarrow$ |
| must | ms | $\longrightarrow$ |
| necessary | n e ss | $\bigcirc$ |
| never | n v |  |
| newspaper | n sp | $\zeta$ |
| next | n es | -0 |
| number | n u m | 2 |
| object | o b |  |
| of | o | $c$ |
| office | o [right s] | $y$ |
| opportunity | opr | $\varepsilon$ |


| order | o d |  |
| :---: | :---: | :---: |
| ordinary | o den |  |
| organize | O g | $\sim$ |
| over | o (over the line) | $\checkmark$ |
| part | pt | $C$ |
| particular | pat | $f$ |
| please | p 1 |  |
| presence, present | pr |  |
| probable | prb |  |
| progress | prg | C |
| property | prpt | $C$ |
| prosecute | prsk | $C_{2}$ |



| remember | remn | Q- |
| :---: | :---: | :---: |
| remit | rem | 9 |
| request | rkes | 9 |
| return | ret | $\bigcirc$ |
| right, write | ri | 0 |
| satisfy, -actory | s a t | $\gamma$ |
| send | sen | 2 |
| several | s e v |  |
| shall, ship | sh | / |
| should | sh d |  |
| side | si | $\theta$ |
| situation | s etsh | $\mu$ |


| soon | s n | 2 |
| :---: | :---: | :---: |
| speak | sp | $\zeta$ |
| stand | $s$ tn | $1$ |
| state | st | 2 |
| street | str | 2 |
| subject | s j | 9 |
| success | s u k | 2 |
| such | s ch | 5 |
| suggest, -tion | s u j | $\eta$ |
| than, then | [over th] n | $\bigcirc$ |
| thank | [over th] [raised dot] | ${ }^{\circ}$ |
| that | [over th] a | 0 |


| the | [over th] | C |
| :---: | :---: | :---: |
| their, there | [under th] | $\checkmark$ |
| them | [over th] m |  |
| they | [over th] e | $\infty$ |
| thing, think | [over th] [dot] | $c$ |
| this | [over th] s (one stroke) | () |
| those | [over th] [left s] | $\rho$ |
| throughout | [under th] rut | $\cdots$ |
| time | tm |  |
| to, two, too | t u | $\rho$ |
| unable | n b | 7 |
| under | u (over the line) | $\stackrel{\cap}{\ldots}$ |


| upon | p n | $C$ |
| :---: | :---: | :---: |
| use | e u | 6 |
| usual, wish | u sh | 7 |
| value | v I | $?$ |
| very | v e | $d$ |
| want | o nd | $\checkmark$ |
| was | 0 S | $\varepsilon$ |
| weak, week | e k | $\sigma$ |
| well, will | I | $\cdots$ |
| were, year | er | e |
| what | Ot | $\lambda$ |
| when | e n | $\sigma$ |


| where | a r | $Q$ |
| :---: | :---: | :---: |
| which | ch | / |
| why | i | 0 |
| with | e [over th] | $\sigma$ |
| won, one | u n | 2 |
| wonder | u un | $n$ |
| work | rk | $\cdots$ |
| world | u u | $m$ |
| worth | u u [over th] | $m$ |
| would | d |  |
| yesterday | est | 9 |
| yet | e t | $\delta$ |


| you, your | u | ? |
| :--- | :--- | :--- |
| Yours truly, | ut |  |

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

