



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

SHORTHAND (ENGLISH)

SUBJECT CODE-825

CLASS XI

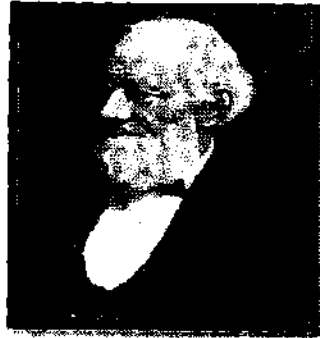
STUDY MATERIAL

DEPARTMENT OF SKILL EDUCATION

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CLASS-XI
SHORTHAND (ENGLISH-825)

UNIT -1
INTRODUCTION TO STENOGRAPHY



Sir Isaac Pitman

1.1 INTRODUCTION

Pitman shorthand is a system developed by Englishman Sir Isaac Pitman in 1837. It is a phonetic system; the symbols do not represent letters, but rather sounds, and words are, for the most part, written as they are spoken. He based his study on twenty-six English alphabets with thirty six typical sounds in English language.

In English, the alphabets are used to spell the words but in shorthand these are called by different names e.g. strokes, consonants or characters. Pitman shorthand uses straight strokes and quarter-circle strokes (curved strokes), in various orientations, to represent consonant sounds. Every stroke has been given a name and character i.e. light or heavy. If the shape of the stroke and its character is disturbed or spoiled, the word is totally changed.

1.2 OBJECTIVES

After going through this unit, you will be able to:

- * know the meaning & importance of shorthand
- * techniques of note taking
- * sitting posture
- * essentials of a good stenographer

1.3 MEANING & IMPORTANCE

Shorthand system is the technique of writing the spoken sounds with the help of certain symbols. Shorthand is a subject whereas stenography is the art or the process of writing in shorthand. The words in English language are written as they are pronounced. Different countries had different way of pronouncing. Keeping this aspect in mind, Pitman adopted the pronunciation as given in The Oxford English Dictionary, edited by Sir James A.H. Murray.

By learning shorthand your vocabulary and grip on English language will improve. If you choose to learn this beautiful art of shorthand writing, would surely fetch you a good professional employment, where you will have ample opportunity for career progression and growth. Healthcare professionals may use shorthand notes in medical charts and correspondence. Shorthand notes are typically temporary, intended either for immediate use or for later typing or data entry. Shorthand notes help us to remember at later stages the deliberations of an occasion. It serves as a memory bank of a computer. Taking notes in shorthand, helps sharpening your focus on the key points and talk. This system of writing is very useful in recording minutes, details of the discussion etc. Shorthand Notes can also serve as documentary evidence.

1.4 TECHNIQUES OF NOTE TAKING

Following are the tips for taking notes in Shorthand:

1.4.1 Use fine quality pen and paper

Using pen and paper is less intrusive and easier to use. Using a tablet, notepad or laptop while taking notes can create a wall between you and the person talking. These devices make it look like you're working on something else or chatting with someone even if you're not. And it's easier to get distracted with all those browsing and other files in your device. It may be a generational thing, but outside of tech companies, using pen and paper is still the accepted corporate practice when taking down notes. Call it nostalgia, but there is more eye contact when you use pen and paper. Incidentally, about using your phone to take down notes, it's recommended to turn it off to avoid receiving calls or texts during the meeting.

1.4.2 Learn shorthand

It's not just for court clerks or secretaries only. Shorthand is still relevant especially when you're listening to a speaker who talks fast (try using a tablet for that). It may appear daunting at first, but like learning typewriting skill, shorthand is easy to learn with enough commitment. If you don't have the patience or time to learn shorthand (meeting is on three days) you can also practice mnemonics or visual note-taking. It doesn't have many rules in it, just a good dash of creativity. For example, instead of writing "task A is assigned to Rob," you can just use an arrow pointing task A to Rob. Instead of writing "important" just use

an exclamation mark. Visualizing or drawing thoughts instead of writing them is faster; just make sure the illustration makes sense to you.

1.4.3 Just highlight the key points

Plot the outline of your notes even before the meeting starts. A good starting point is to check the meeting's agenda. Ask the secretary or your boss for a copy so you can already divide your notes according to the agenda's main points even before the meeting starts. As the meeting rolls on, just fill in the important notes under each of the main points.

1.4.4 Prepare a written report immediately after the meeting

Don't wait for the day to pass after the meeting. Prepare a written report based on your notes right away while everything is still fresh in your mind. Even if you're not tasked to submit a formal report, you can use this document for your personal archive or as a proof in case a conflict arises about the discussion. Besides, while the visual notes are practical during the meeting, you might forget what those mnemonics and drawings stand for soon.

1.4.5 Using abbreviations

Using abbreviations and symbols will help you save time while jotting down points. In fact in this day and age of texting students should be fantastic at this, but do not seem to transfer the skill to note-taking. Encourage them to use this skill for note-taking purposes e.g.

- minus; # - number; \$ - dollar, money; % - percent; ↓ - decreasing,

lowers; ↑ - increasing, rises; → leads to, produces, causes;

Use mathematical signs, wherever needed; b/4 - before; b/c – because;

pg – pages; Q – question; re: regarding, about; ref - reference;

vs - versus, as opposed to; w/ - with; w/in- within; w/o- without;

wt - weight; ASAP - as soon as possible

1.5 SITTING POSTURE

1.5.1 Body Position

Writer should sit conveniently in the chair or stool. Both the feet should be apart from each other at a convenient angle and distance. One foot to be flat on the ground and other slightly raised on its toe. The main body of the writer should be slightly away from the edge of the table.

Where the note book is placed for writing. Back portion of the body should be straight and active.

1.5.2 Position of the note book

The note book should be placed just before the body of the writer on the table. Notebook should be in front of the right arm (for right hand writers) and of left arm (for left hand writers).

1.5.3 Handling of Pen or Pencil

For beginners, shorthand writing is taught through pencil only as it is the pencil only which can differentiate between the light and thick characters of the strokes. Pen can hardly make a difference of characters. The pencil should not be hard. It should be soft in writing. Pencil should be pointed and mended from time to time.

1.5.4 Use of fine Note book

Shorthand note book to be used for writing should contain fine papers with horizontal lines as we see in the normal case of a note book. If the note book is not horizontally lined, it will become very difficult for the beginner to understand the stroke as the strokes are written at three positions: above the line, on the line and through the line.

1.6 ESSENTIALS OF A GOOD STENOGRAPHER

Several people have given their views on the essential qualities that a good stenographer should have. But one thing is important as to how many words a minute can a writer write at present? How many words a minute would he/she like to be able to write? Are any steps being taken to increase their speed of writing? What rate of writing is required to meet the needs of most office workers? Often it is said that a speed of 80 wpm is enough to carry the writer through most of his daily work. But it has also been seen that in many offices it is not the case and those who are at present writing at 50 or 80 wpm should make

up their mind that they will continue their training until they can write at 120 wpm or over.

In order to increase one's speed of shorthand writing, the writer should adhere to the following instructions:

- Use good quality paper for taking shorthand notes.
- Write lightly, passing quickly from one outline to the next and from the end of one line to the beginning of the next
- Good vocabulary of English language
- Mastery of English Grammar
- Proper writing ability to draft letters etc.
- Training to turn over a page very quickly
- Habit of writing with light and easy touch
- Good knowledge of rules of the system and special short forms
- Avoid sneezing during the period of writing
- While taking down the notes, never think of other things to pour in your mind
- Think only of the words being read out and the outlines one is writing
- Transcribe the words written, very smoothly and speedily.
- Regular reading of few topics from English Newspapers,
- listening English news from Radio/TV
- Regular learning of at least ten new English words,
- Increase knowledge on Grammar
- Practice chatting with public/friends only in English

- Read regularly various synonyms, antonyms
- While writing shorthand in the shorthand notebook, only the facing pages are to be used
- Good knowledge of punctuation
- Concentration on taking notes

Transcription – The method of converting or translating the matter written in shorthand to the language concerned (English/Hindi, etc.) is known as transcription. It is important that the reading and transcribing of shorthand should begin in the initial stage. The transcription should be typed on your computer rather than handwritten.

REVIEW QUESTIONS

1. Mention the main factors which have given importance of taking notes.
2. What should be the sitting posture of a shorthand writer?
3. What are the advantages of learning shorthand?
4. What should be the qualities of a good stenographer?
5. Define transcription.

1. Fill in the blanks:

- a) Stenography means the art or any method of writing-----
(very slowly/ speedily)
- b) The system of shorthand invented by ----- in 1837 in -----
---- (John Willis, Rome / Sir Isaac Pitman, England)
- c) Notes written in shorthand-----kept secret. (Cannot be / can be)
- d) Pen should be used for writing shorthand in the -----stages, while pencil can be used at a -----stage. (later / early)

- e) Keep your left elbow -----the table and throw your entire weight on the -----arm. (on, off / left, right)
- f) Stenographer should be sincere to his -----(officer / subordinate)

2. State True / False:

- a) Whenever you start learning any subject or skill, it is necessary for you to know its background.
- b) Shorthand writing is faster than longhand.
- c) You are advised to write shorthand stroke of the size of 1/3rd..
- d) Keep your feet on the floor.
- e) At any moment stenographer must be ready to 'think in shorthand'.
- f) Before learning the techniques of shorthand writing the writer must know the sitting posture.

3. Match the following:

- | | |
|--|--------------------------------|
| 1. Stenographer | a) energy |
| 2. Pitman shorthand verbal communication | b) Transcribes |
| 3. Material required | c) 80 w.p.m. |
| 4. Minimum speed is required | d) shorthand note book |
| 5. It saves time and | e) 1837 |
| 6. With the use of pencil | f) light and thick can be made |

Answers.

- 1. a) very quickly b) Sir Isaac Pitman, England c) can be d) early, later
e) on, left f) officer
- 2. a) T b) T c) F d) T e) T f) T
- 3. 1 (b) 2 (e) 3 (d) 4 (c) 5 (a) 6 (f)

Reference Books

1. The Pitman Dictionary of English & Shorthand by Sir Isaac Pitman, AH Wheeler & Co. Ltd
2. Pitman's Shorthand Instructor by Isaac Pitman, Isaac Pitman & Sons. Ltd., Britain
3. Pitman Shorthand New Course by Isaac Pitman, Wheeler Publishing.
4. Graded Dictation exercises by Edgar Thorpe
5. Principles of shorthand theory, Dr. R.C. Bhatia, G. Lal & Company, Nai Sarak. Delhi-110006

UNIT 2

CONSONANTS & THEIR JOINING

2.1 INTRODUCTION

There are various techniques of shorthand writing. Pitman system of shorthand writing is the most popular and efficient one. This system consists of 24 consonants and 26 strokes. These consonants are represented by simple strokes to enable good joining with other strokes.

2.2 OBJECTIVES

After going through this unit you will be able to:

- understand the meaning of consonant
- classify consonants
- understand that the first 16 consonants form pairs
- know the Shorthand outlines of 24 consonants represented by 26 strokes
- join the consonants
- follow the rules for joining of consonants
- identify various consonants
- enlist all the consonants

2.3 MEANING OF CONSONANTS

A Consonant is a sound made with the help of throat, tongue or lips. There are 26 alphabets in English language, out of which 21 are consonants and the remaining 5 are vowels. Similarly there are 24 Consonants represented by 26 Strokes, 12 Vowels and four Diphthongs in Shorthand.

2.4 CLASSIFICATION OF CONSONANTS

All consonants are classified as under:

- | | | |
|---------------|---|---|
| • Explodents | : | 8 in number i.e. P, B, T, D, Ch, J, K, G |
| • Continuants | : | 8 in number i.e. F, V, Th, TH, S, Z, Sh, Zh |
| • Nasals | : | 3 in number, i.e. M, N, NG |
| • Liquids | : | 2 in number, i.e. L, R |
| • Coalescents | : | 2 in number, i.e. W, Y |
| • Aspirate | : | 1 in number, i.e. H |

2.5 LENGTH OF STROKES

Every stroke should be written $\frac{1}{6}$ th of an inch long (5 mm approximately). The length should neither be less nor more.

2.6 PAIRS OF CONSONANTS

The first 16 (sixteen) consonants i.e. P/ B, T/D, CH/ J, K/ G, F/V, Th/TH, S/Z & SH/ZH form pairs in which; the first consonant is sounded lightly while the second is sounded heavily. The consonants of each pair are represented by the same stroke but for the second stroke, the stroke character is 'thick' or 'heavy', means formation of stroke is done by applying pressure on the pencil. Light stroke are written for light sounds and heavy stroke are written for heavy sounds.

2.7 TYPES OF STROKES

There are three types of strokes:

- Straight Strokes
- Curved Strokes
- Mixed Strokes

Straight strokes are straight lines, curved strokes are simple curves and mixed strokes are the union of both straight and the curved strokes. All the

strokes are written at various angles, in different directions and with different impressions/character i.e. light and dark.

2.8 FORMATION OF CONSONANTS

Straight Strokes

First eight consonants i.e. P, B, T, D, CH, J, K & G are represented by straight lines written at different angles, in different directions and with different impressions. Stroke 'P' is written at an angle of 120 degree in downward direction and with light impression. If the same line is written with dark impression, it will become 'B'.

Consonant 'T' is written at an angle of 90 degree with light impression and in downward direction. The same line written with dark impression will become 'D'.

Consonant 'CH' is written at an angle of 60 degree with light impression and in downward direction. The same line written with dark impression will become 'J'.

Consonant 'K' is written at zero degree angle horizontally with light impression. The same line written with dark impression will become 'G'.

There is another straight stroke e.g. 'R' which is written in upward direction and is called as 'Ray'.

The Shorthand outlines of straight strokes by indicating their directions, angles, impressions and the sound of the strokes is given in the following table:

Stroke	Direction	Angle	Impression	Sound
P 	Downward	120	Light	Pee as in Peace
B 	Downward	120	Dark	Bee as in Been
T 	Downward	90	Light	Tee as in Tea
D 	Downward	90	Dark	Dee as in Deep

CH		Downward	30*	Light	Chay as in Chair
J		Downward	30*	Dark	Jay as in Jaipur
K		Horizontal	0	Light	Kay as in Cane
G		Horizontal	0	Dark	Gay as in Game
R		Upward	30**	Light	Ray as in Race

*From Perpendicular

** From Horizontal

Curved Strokes

Curved strokes are simple curves written with different impressions and in different directions. The outlines of the Curved Strokes indicating their outline, impression, direction and the sound of the consonant is given in the following table:

Stroke	Impression	Direction	Sound
F 	Light	Downward	Ef- as in face
V 	Dark	Downward	Vee as in van
TH 	Light	Downward	Ith as in theory
TH 	Dark	Downward	Thee as in Them
S 	Light	Downward	Ess as in Essay
Z 	Dark	Downward	Zee as in Zoo
SH 	Light	Downward	Ish as in Ship
ZH 	Dark	Downward	Zhee as in Vision
M 	Light	Horizontal	M as in man
N 	Light	Horizontal	N as in Noon

NG 	Dark	Horizontal	Ing as in English
L 	Light	Upward	El as in lock
R 	Light	Downward	Aar as in Army

- Mixed Strokes

Mixed strokes are the combination of both the straight strokes and the curved strokes. The outlines of the curved strokes by indicating their outlines, impressions, directions, angles and sound are given in the following table:

Stroke	Impression	Direction	Angle	Sound
W 	Light	Upward	30	Way as in Weight
Y 	Light	Upward	30	Yay as in Yellow
H 	Light	Upward	30	Hay as in Head
H 	Light	Downward	30	Hay as in Hockey

2.9 JOINING OF STROKES

When the two strokes are joined together without lifting the pen or pencil, it is called joining of strokes.

- Rules for Joining of Strokes

The rules for joining of strokes are given below:

- While joining the strokes, pen or pencil should not be lifted till the whole outline is complete.
- The second stroke should commence at the end of the first stroke, the third stroke should commence at the end of the second stroke and so on.
- When strokes are joined to each other, they must be written in the same direction as when standing alone, down strokes being always written in downward direction i.e. from top to bottom, horizontal strokes being always written from left to right and upstrokes being always written in upward direction from bottom to top.
- While joining strokes, their length, angle, impression and direction should not be changed.

REVIEW QUESTIONS

1. Give the classification of consonants.
2. Describe the arrangement and directions of different strokes for consonants.
3. What is the significance of size, thickness and thinness of strokes in shorthand?
4. Explain different rules applied while joining strokes.

1. Fill in the blanks:

- a) First eight consonants viz. P, B, T, D, CH, J, K and G are called---- (explosives / nasals)
- b) A thick stroke is never written----- (upward / downward).
- c) Strokes are joined-----lifting the pen or pencil (without / with)
- d) Consonants-----are called nasals (R, H / M, N, NG)
- e) The consonants are classified into -----categories. (6 / 4)
- f) Consonants-----are known as coalescents (w and y / (r and h)

2. True / False:

- a) There are 23 strokes in Pitman's shorthand.

- b) "CON" in consonant means together.
- c) The size or length of the stroke should be approx. 5 mm.
- d) Consonant and a stroke are the same thing.
- e) Consonant 'H' is classified as an Aspirate.
- f) Consonant W and Y are known as liquids.

3. Match the following:

- | | |
|---|---------------|
| 1. The dictation room should be free from | a) K G M N NG |
| 2. Horizontal strokes are | b) noise |
| 3. Thick strokes are written | c) downward |
| 4. The first stroke is written on the line and
the next stroke will follow the | d) first one |
| 5. How many strokes are there in Pitman's shorthand | e) 26 |
| 6. How many consonants are there in Pitman's shorthand | f) 24 |

Answers

- 1. a) Explodents and Y b) Upward c) Without d) R, H e) 6 f) W
- 2. a) F b) T c) T d) F e) T f) T
- 3. 1. (b) 2. (a) 3. (c) 4. (d) 5. (e) 6. (f)

ACTIVITY EXERCISES

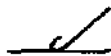
Exercise 1

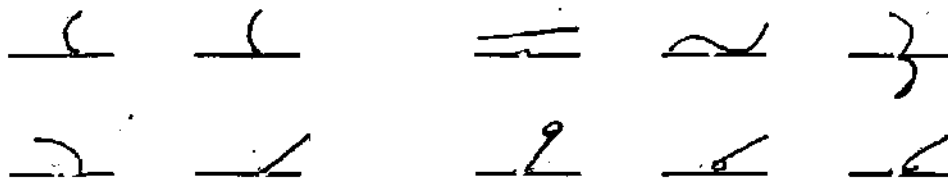
Write the following consonants in Shorthand:

K	M	T	CH	F
P	S	TH	NG	G
V	Z	W	Y	R (Downward)
B	D	ZH	L	J
N	TH	SH		H(Upward)
R (Upward)	/	H (Downward)	/	

Exercise 2

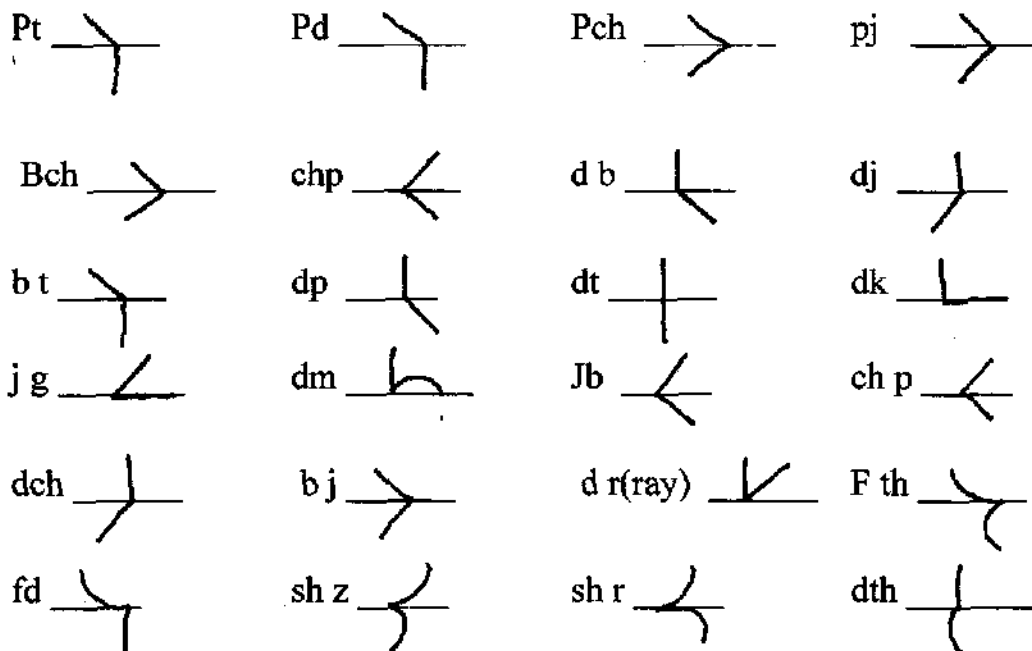
Read and write the following strokes in English:



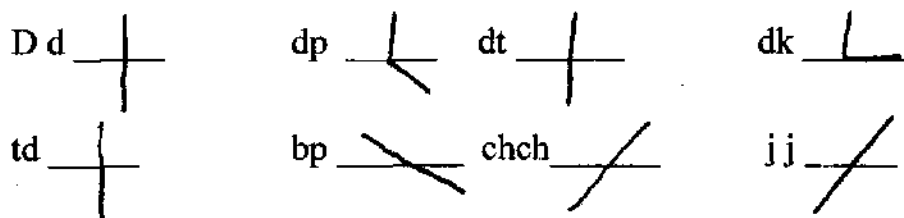
Exercise 3

Read out the following outlines and copy the same on your Notebook



Exercise 4

Read and practice (Joining of two strokes) each line on whole page:



j g	dd	Jb	ch p
dch	b j	d r(ay)	F th
fd	sh z	sh r	d th
b th	ithth	sh d	sh p

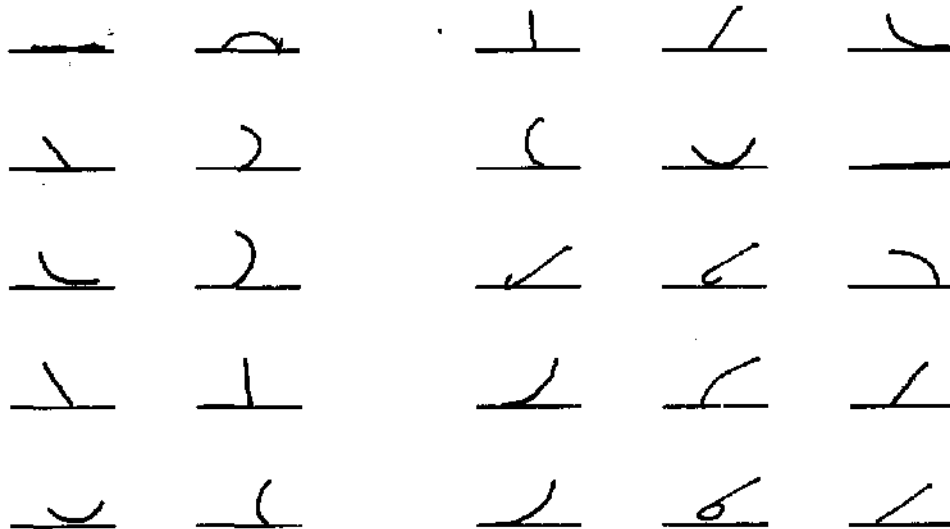
Exercise 5

Read and practice (joining of two or more than two strokes) each line on full page:

J b	BB	W m	f r(dn)
f r(up)	L m	M n	N m
NN	ch k	m k	L v
F m r	Rm	R(up)	L R
M	P R(up)	K	m r
L R(up)	mlr	ishpl	dpl
Nml	ptm	nmt	dnd

KEY TO ACTIVITY EXERCISES

Exercise 1



Exercise 2

P	T	CH	J	K
P B	TD	CHJ	KG	FV
S	Z	ISH	N	NG
tH	TH	KG	MN	SZ
R(Down)	R(Up)	H(Down)	H(Up)	Y

UNIT 3

VOWELS, DIPHTHONGS & TRIPHONES, GRAMMALOGUES AND PUNCTUATION SIGNS

3.1 INTRODUCTION

Vowels are very important pre-requisite of Shorthand because without the use of vowels, it is difficult to make words and sentences. In the previous unit, you have been taught the meaning of Consonants, formation of Consonants, classification of consonants, and the rules for joining the consonants. In this unit you will be taught about the Vowels, Diphthongs, Triphones, Grammalogues and the punctuation signs in Shorthand.

3.2 OBJECTIVES

After going through this unit, you will be able to:

- Define vowels – Long & Short vowels
- Undertake repeated practice of words with long and short vowels.
- Identify Diphthongs and Triphones
- Distinguish between Diphthongs and Vowels
- Know the definition of Grammalogues and Logograms
- Identify and use the punctuation signs written in Shorthand
- Undertake repeated practice of words& sentences written by using Vowels, Diphthongs, Triphones, Grammalogues and Punctuation signs.

This unit has been divided into the following parts:

PART- A Vowels

PART- B Diphthongs & Triphones

PART- C Grammalogues & Punctuation Signs.

All these are discussed below:

VOWELS

3.3 MEANING

The sound which comes from inside the throat without the friction of tongue or lips is called a vowel. In Shorthand, there are twelve vowels – six are long/ heavy vowels and other six are short/ light vowels, as explained below:

3.3.1 Long Vowels

The long vowels in Pitman's shorthand are: ah, a, e, aw, o, oo. These long vowel sounds can be remembered by a single sentence – "Pa may we all go too". These vowel sounds are represented by heavy dots and dashes. First three sounds are represented by heavy dots and next three sounds are represented by heavy dashes.

3.3.2 Short Vowels

The short vowel sounds are a, e, i, o, u, oo. These are six in number and can be easily remembered by a sentence: "That Pen is not much good". These six short vowel sounds are represented by light dots and dashes.

3.3.3 SIDES OF A STROKE

Every stroke has two sides, i.e. left side and right side. Left side of a stroke is also called the 'Before side of a stroke. Right side of a stroke is also called the 'After side of a stroke'. Left and right sides of the Consonants are given as:

LEFT & RIGHT SIDES OF STROKES:

P  B  T  D  CH  J 
 K  G  F  V  ITH  TH 
 S  Z  SH  ZH  M  N 
 NG  L  R (downward)  R (upward) 
 W  Y  H (upward)  H (downward) 

3.4 PLACES OF VOWELS:

There are three places where the vowel signs are placed i.e. 1st place (in the beginning of the stroke), 2nd place (in the middle of the stroke) and 3rd place (at the end of the stroke) in the left and right side of the stroke, whatever the case may be. If the vowel sound comes before the consonant, it is placed on the left side of the consonant, if it comes after the Consonant, it is placed on the right side at the relevant places. Vowels placed at 1st position of the stroke is called as first place vowel and at the 2nd position is called as second place vowel and if placed at 3rd position, it is called as third place vowel. Tables of long and short vowels indicating the word, sound, indicated, place and examples are given below in order to have a quick look about the vowels and their signs:

Table of vowels:

Long Vowels

Word	Sound	Indication	Place	Example
Pa	ah	Heavy dot	First	Calm, Talk
May	a	Heavy dot	Second	Pay, Lake

2.4

We	e	Heavy dot	Third	Tea, Sea
All	aw	Heavy dash	First	Shawl, Ball
Go	o	Heavy dash	Second	Road, Mole
Too	oo	Heavy dash	Third	Zoo, Fool

Short Vowels

Word	Sound	Indication	Place	Example
That	a	Light dot	First	Back, Pad
Pen	e	Light dot	Second	Dell, Red
Is	i	Light dot	Third	Bill, Till
Not	o	Light dash	First	got, not
Much	u	Light dash	Second	Luck, Duck
Good	oo	Light dash	Third	Full, Pull

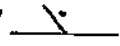
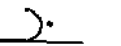
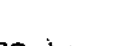
3.4.1 RULES

- If the first sounded vowel of a word is of first place, the first consonant of that word is written above the line and the vowel placed at the first place e.g.

Saw 5 Law 5 Tall 5 Chalk 5

all 5 Laud 5 Paul 5 Pad 5 Lad 5

- If the first sounded vowel in a word is of second place, the first consonant of that word will be written on the line and the vowel placed at the second place e.g.

Pay  Say  Day  Lay 
 Male  Name  Fame  Shame 
 So  No  Low  Pole 
 Mole  Shore  Four  touch 

- If the first sounded vowel in a word is of third place, the first consonant of that word will be written through the line and the vowel placed in the third place e.g.

See  Eat  Tea  Sea  Zee  She 
 He  Fee  Each  Zoo  If 

3.5 INTERVENING VOWELS

- The third place vowel signs in between the two strokes are written before the second stroke at the end of the left hand side, because the vowel signs are written more conveniently in that place e.g.

Pool  Book  Chill  Took 

3.5.1 Placement of Vowels with straight and Horizontal strokes

The horizontal strokes are governed by the following rules:

- If in a word, the first consonant is a horizontal consonant and the second a down stroke and there is a first place vowel between the two, in that case the horizontal stroke should be written sufficiently high above the line so that the second down stroke may finish above the line e.g.

Cap 

Gap 

Map 

- If in a word, the first consonant is a horizontal consonant and the second a down stroke and there is a second place vowel between the two, in that case the horizontal stroke should be written in such a manner that the second down stroke may finish on the line e.g.

Goat 

Mode 

Code 

- If the word consists of only horizontal strokes, then in the case of third place vowel, both the strokes are written on the line and the vowel is indicated at the third place e.g.

Kick 

Cook 

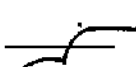
King 

Meena 

- If the horizontal stroke is immediately followed by an upstroke and there is a third place vowel between the two, the horizontal stroke is written below the line and the upstroke through the line e.g.

Kill 

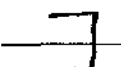
Mill 

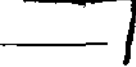
Milk 

- If the horizontal stroke is immediately followed by a down stroke and there is a third place vowel between the two, the horizontal stroke is written above the line and the second down stroke is written through the line e.g.

Needy 

Kid 

Keyed 

Cooked 

3.6 DIPHTHONGS AND TRIPHONES

i) DIPHTHONGS

Two vowel sounds occurring simultaneously and pronounced together is called a Diphthong or it is union of two vowel sounds in a word of single syllable. There are four Diphthongs i.e. 'I', 'OW', 'OI', 'U' as heard in the sentence, 'I now enjoy music'. Two of them are of first place and two of third place. There is no second place Diphthong. The rules for Diphthongs are given below:

1. Diphthong 'I' is a first place Diphthong and is represented by an angular sign (v)

e.g.

Time h^v Like l^v Mike m^v Bite b^v

-In the beginning Diphthong 'I' can be jointed with down strokes e.g.

Item h^v Idle l^v Ivory v^v

-Diphthong 'I' can also be abbreviated e.g.

Isle ✓ I can — I May — I will ✓

-At the end it can be joined with Consonant 'N' only e.g.

Deny h^v Nigh h^v

2. -Diphthong 'OI' is also a first place Diphthong and is represented by an angular sign (>) e.g.

Boy h[>] Toy h[>] Boil h[>] Enjoy h[>]

-In the beginning Diphthong 'OI' can be joined with Consonant 'L' only e.g.

Oil h[>] Oiling h[>] Oiler h[>]

3. Diphthong 'OW' is a third place Diphthong and is represented by an angular sign

((' ') e.g.

Out

Loud

Mouth

Outlay

-It can be abbreviated for the word 'Now' e.g.

4. Diphthong 'U' is also a third place Diphthong and is represented by a semi-circle

(' ') e.g.

Dupe

Beauty

Mule

Duke

-This sign can be joined to the consonants wherever it is convenient to join e.g.

Due

Few

Issue

Review

-The sign of Diphthong 'U' changes its form when joined to other Consonants e.g.

Renew

Value

Avenue

Revenue

ii) TRIPHONES

A Triphone is a Diphthong sound plus a vowel sound. The first sound is always that of a Diphthong. So Triphone is a union of a Diphthong and one Vowel. If a Vowel comes after a Diphthong, a small tick is attached to that Diphthong in the opposition direction. This tick will indicate that there is a vowel after a Diphthong but will not indicate which is that Vowel e.g.

Diary

Loyal

Genuine

Diadem

3.7 GRAMMALOGUES & PUNCTUATION SIGNS

i) GRAMMALOGUES

A Grammalogue is a frequently occurring word represented by a single sign
The sign for Grammalogue is called as Logogram e.g.

A/An _____ The _____ All _____ To _____ Two/Too _____

On _____ Of _____ But _____ And _____ Should _____

ii) PUNCTUATION SIGNS

The Punctuation Signs in Shorthand are represented as given below:

Full Stop _____ Dash _____ Sign of Interrogation _____

Sign of Exclamation _____

The other Punctuation signs are represented as usual. Two short lines underneath an outline indicate an initial Capital e.g.

Monday _____ May _____ March _____ Canada _____

REVIEW QUESTIONS

1. Explain in brief the meaning of vowel and their uses in Pitman's shorthand.
2. What do you understand by logograms and grammalogues?
3. Explain the punctuation marks used in shorthand.
4. Explain in detail intervening vowel.
5. Prepare a chart explaining 12 vowel signs.
6. What is grammalogue?
7. What is Diphthong? How many diphthongs are there in Pitman Shorthand? Explain.
8. Is it possible to join the Diphthongs? If yes, how can we join the Diphthongs?
9. How are the Punctuation Signs represented in Shorthand?
10. What do you understand by Triphone? Write any five outlines in Shorthand by using the Triphone Signs.

1. Fill in the blanks:

1. First and Second place vowel signs when occurring between two strokes are written _____ (after the first stroke / before the first stroke)
2. There are _____ positions in which to write the outlines of words. (3/2)
3. Vowels are indicated by _____ (diphthongs and diphones / dots and dashes)
4. Outlines used to represent grammalogues are called _____ (phraseography / logograms)
5. Commonly occurring words that are represented in single outline are _____ (grammologue / logograms)
6. When two or more than two words are joined to each other without lifting the pen or pencil is called a _____ (grammologue/phraseography)
7. A small tick if attached to a word at the end, represents _____ (the / he).
8. Full stop is represented in shorthand by a _____ (small cross / hyphen).
9. With the help of vowels, it becomes _____ to learn shorthand. (easy / difficult)
10. There are _____ vowels in Pitman shorthand. (12 / 5)
11. Diphthong is a union of two vowel sounds in a word of one syllable _____ (Prof. Sweet / Prof. Skeat)
12. There is no diphthong of _____ place (2nd / 3rd)
13. There are _____ diphthongs. (4 / 5)
14. A small tick attached to a diphthong sign represents _____ vowel. (first place / any)
15. The sign of diphthong "I" is written in the _____ place. (1st / 2nd)
16. A _____ is a third vowel sound immediately following a Diphthong. (triphone / u)
17. I and Oi are the _____ place diphthongs (1st / 3rd)

2. True / False:

1. Inserting vowel signs in an outline is called vocalizing.
2. Tick for 'the' must never be used finally.
3. In phrases, the word 'him' should have the dash vowel.
4. The word 'he' standing alone or at the beginning of a phrase is written----
5. Two short lines underneath an outline indicates an initial capital.
6. Grammalogue 'should' is written on the line.
7. Third place vowel signs are written before the second stroke at the end.
8. The position of an outline is governed by the first sounded vowel in the word.
9. Diphthong signs can be joined.
10. The word diary is composed of two sounds.
11. Joining of diphthongs with lifting the pen or pencil.
12. The word fewer is composed of two sounds.

3. Match the following:

- | | |
|--------------------------------------|--------------------------|
| 1. Tick for 'the' must never be used | a) heavy sound |
| 2. In the sound of 'ah' | b) 6 |
| 3. Pa may we all go too | c) initially |
| 4. Long vowels are | d) heavy dot |
| 5. Be is a | e) small cross |
| 6. Who is | f) phrase |
| 7. Full stop | g) short form |
| 8. The resulting out line | h) logogram |
| 9. Triphone is a | i) two vowel |
| 10. Diphthong is a | j) three vowel |
| 11. There is no diphthong of | k) 2 nd place |

Answers: 1. 1. After the first stroke 2.3 3. Dots and dashes 4. Logograms
5. grammalogue 6. phraseography 7. The 8. small cross
9. Easy 10. 12 11. Prof. Sweet 12. 2nd place 13.4 14. Any

2. 1. T 2. F 3. F 4. Full 5. T 6. T 7. T 8. T 9. T 10. F 11. F 12. F
3.s 1. (c) 2. (d) 3. (a) 4. (b) 5. (g) 6. (f) 7. (e) 8. (h) 9. (j) 10. (i) 11.
(k)

ACTIVITY EXERCISES

Exercise 1

Write the following words in Shorthand:

Rime	Shy	Mile	wide	Tile	Timely
Knife	Alloy	Toil	Coil	Annoy	Joy
Boiler	Coil	Duty	Tube	Due	Dew
Bureau	Tissue	Cow	Venue	Occupy	Lieu
Purely	Fewer	Via			

Exercise 2

Read, copy and transcribe the following words:

Exercise 3

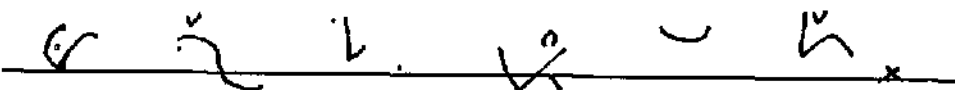
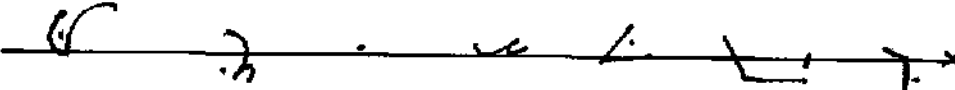
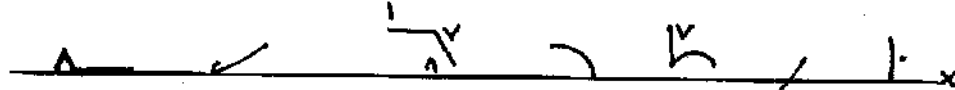
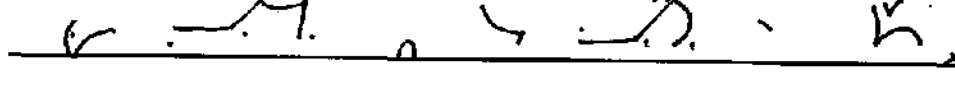
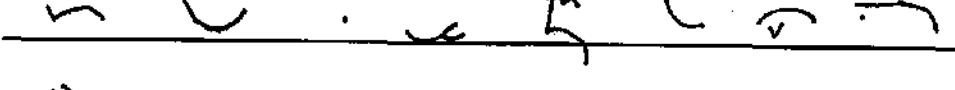
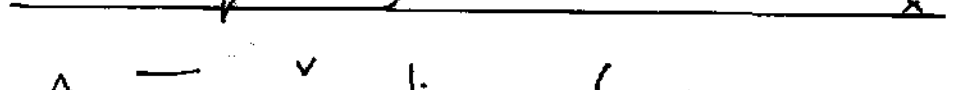
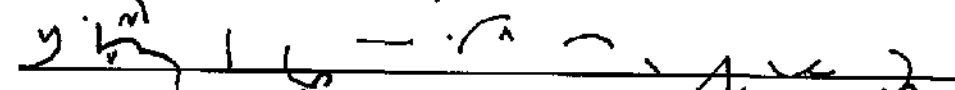
Write the following sentences in shorthand five times:

1. They will arrive at the bureau in time.
2. They will issue the new cheque book today.
3. How can we occupy your time each day?
4. They will guarantee you for the accuracy of time.

5. I am buying a new Tyre for my car.
6. Ask Joe to verify this bill.
7. My towel was lying in the car.
8. How can I deny them?
9. Fewer books can reach them in time.
10. I shall admire it if you can allow me to read the new issue.

Exercise 4

Read, copy and transcribe the following sentences:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

Exercise 5

Read and write the shorthand outlines of the following sentences five times:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

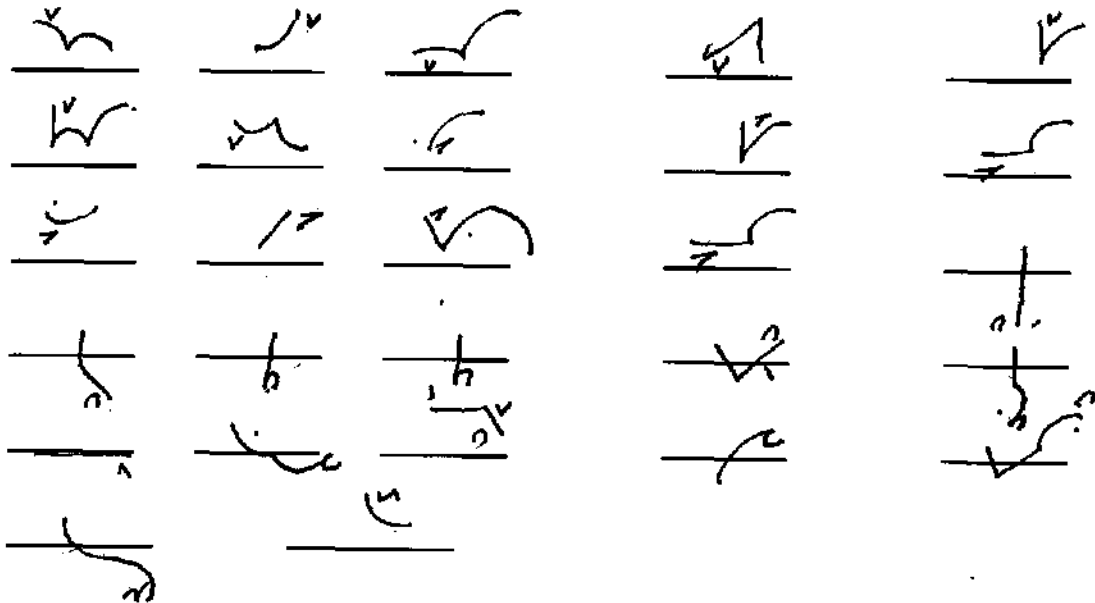
Exercise 6

Write the following words in Shorthand:

Tyre	Fiat	Buying	Diet	Towel	Pious
Viewer	Science	Joyous	Diary	Denial	Liar
Annoyance	Fiery	Reviewer	Allowing	Enjoying	Sewer
Annoyer	Fewer	Via	Pioneer	Vacuous	Tortuous

KEY TO ACTIVITY EXERCISES

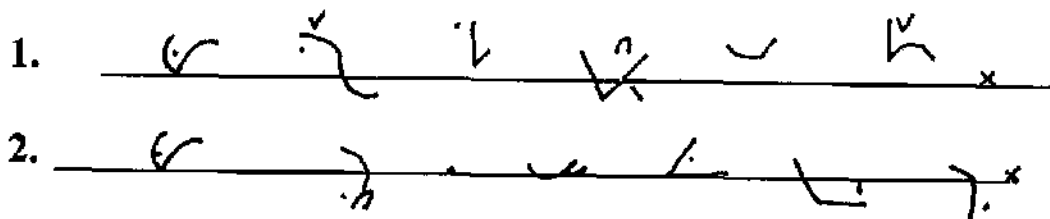
Exercise 1

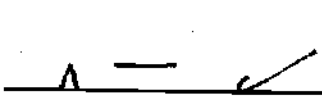
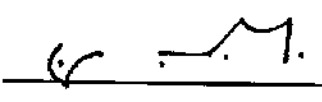
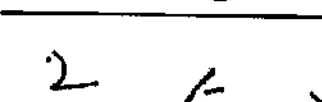
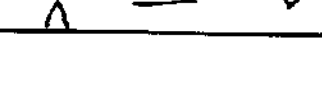
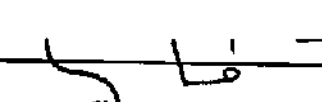


Exercise 2

Owl	Bow	Now	Knew	Issue
Value	Eyes	Ice	Idle	Eye
Toy	Duke	Die	Sigh	Rowdy
Ripe	Cow	Idle	Item	Due
Deny	Argue	Mule	Fury	Tunic

Exercise 3



3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

Exercise 4

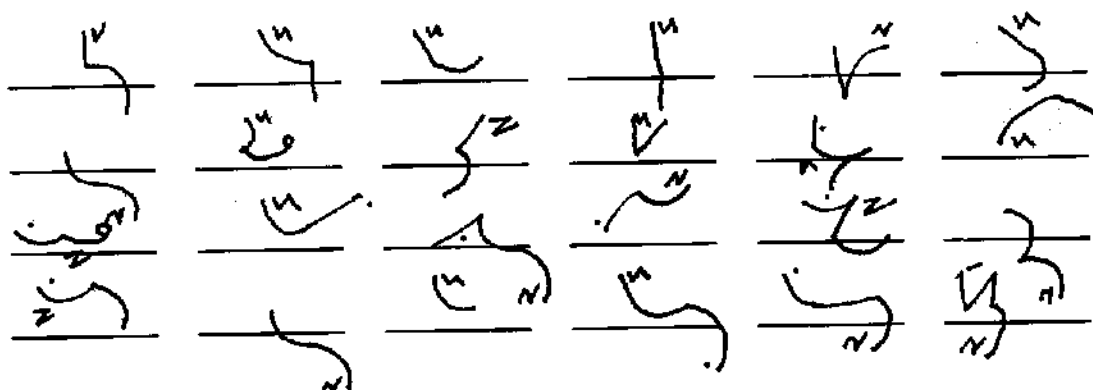
1. They should ship all the coal.
2. They should change the date.
3. The Head may have on Monday.
4. Should all the money be put into a bank?
5. How can you attach the wire to the high chimney?
6. You should verify each item on the bill.
7. Do you like the new tyre you have had put on the car?
8. Few of the party knew why you had to go to India.

9. A week ago I saw Doyle, but he had no time.
10. They were due to arrive at five, but were delayed.

Exercise 5

1. I know I can rely on you to put him on the right path.
2. They will pay the debt today.
3. Do you think it will be right for them to come and annoy you?
4. The failure to pay bill in time can make you to pay much by cheque.
5. Nobody can annoy you on this issue.
6. We shall ship the oil in July in the large ship.
7. Nobody can annoy you on the issue.
8. The boy should reach the highway on tenth of July.
9. We are having our weekly off on Monday.
10. He will retire in the month of July.

Exercise 6



UNIT – 4

ALTERNATIVE FORMS OF 'R' & 'H', ABBREVIATED 'W', PHRASEOGRAPHY & TICK 'THE'

4.1 INTRODUCTION

Consonants 'R' & 'H' are written in two directions i.e. in upward and in downward directions. Consonant 'W' is represented in two ways – by Consonant 'W' and by a Semi-Circle. If we write separate outline for all the words, we cannot acquire higher speed. In order to acquire high speed, the words are joined to each other which is known as Phraseography. Similarly the word 'The' is also represented by a light dot but the word 'The' can also be represented by a small tick.

In the previous unit, you have been taught about Vowels, Diphthong & Triphone, Grammalogue and Punctuation signs. In this unit, you will be taught about the alternative forms of R & H, Abbreviated 'W', Phraseography and Tick 'The'

4.2 OBJECTIVES

After going through this Unit, you will be able to:

- Identify that Consonants 'R' & 'H' are represented in two ways i.e. in downward and in upward direction
- Know the Rules for the use of 'R' occurring initially
- Write words by using Consonant 'R' medially.
- Explain the Rules for the use of 'R' occurring finally
- Know the Rules for the use of upward form of 'H'
- Know Rules for the use of downward form of 'H'
- Define Phraseography
- Enlist the qualities of a good phraseogram
- Make use of 'Tick 'The'
- Undertake repeated practice of writing words and sentences with the help of the rules taught in the unit.

This unit has been divided into the following parts:

- Upward and downward forms of Consonants 'R' & 'H'
- Abbreviated 'W'
- Phraseography and Tick 'THE'

All the above parts are discussed below:

4.3 UPWARD AND DOWNWARD FORMS OF CONSONANTS 'R' & 'H'

CONSONANT 'R'

The rules for the use of Consonant 'R' in two directions are given below:

4.3.1 Downward Form of 'R'

If stroke 'R' is written from upward to downward direction, it is called the 'downward' form of 'R'. If stroke 'R' is written in the form of straight stroke from downward to upward direction at an angle of 30 degree to the horizontal, it is technically called 'Ray' or upward form of 'R'. The rules for the use of upward and downward form of 'R' are given below:

4.3.2 Rules for the use of 'downward' form of 'R'

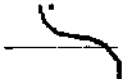
- ❖ When 'r' stands alone and is preceded by a vowel, downward form of 'r' is used. e.g.

Air  Arab  Era  Arrow  Ear 

- ❖ When 'r' immediately follows consonant 'M', Consonant R is written in downward direction e.g.

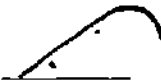
Arm  Aroma  Room 
Army  Roam  Rim 

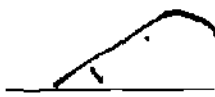
- ❖ When 'r' comes at the end of a word, not followed by vowel, it is written in downward direction e.g.

Error  fair  far  Car 
Share 

- ❖ After two upward strokes, if the last letter is 'r', downward form of 'r' is used e.g.

Rarer 

Rearer 

Roarer 

4.3.3 Upward form of 'R' (ray):

Upward form of 'R' is written from downward to upward direction at an angle of 30 degrees to the horizontal or 60 degrees to the vertical.

4.3.4 Rules for the use of upward form of 'R':

- When 'r' stands alone and followed by a vowel, upward form is used e.g.

Ray 

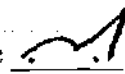
Raw 

- When 'r' comes in the middle of a word, generally upward form of 'r' is used e.g.

Mark 

Carriage 

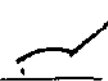
March 

Marriage 

- When final 'r' in the word is followed by a vowel, upward form of 'R' is used e.g.

Lorry 

Carry 

Marry 

dairy 

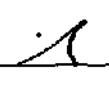
- Before consonants T, D, Chay, Jay and ith, upward form of 'R' (ray) is used e.g.

writ 

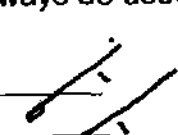
raid 

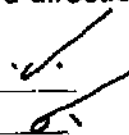
arch 

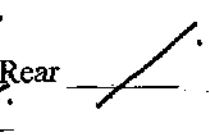
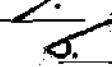
urge 

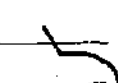
earth 

- If consonant 'R' follows Consonants 'w', 'y', 'h' and upward 'R', then 'R' will always be used in upward direction e.g.

Hero 
Roar 

Aware 
Hurry 

Rare 
Rear 
Harry 

Distinctive outlines: Poor 

Pure 

4.3.5 Downward and Upward forms of 'H'

The Aspirate (hay) is written in two directions – i.e. in downward direction and in upward direction. The rules are given below:

4.3.6 Rules for use of downward form of 'H':

- If consonant 'H' comes alone in a word or when it is followed immediately by Consonants 'K' or 'G', it will always be written in downward direction e.g.

Hike h^v

Hague h

Hog h^v

Hock h^v

Hockey h^v

Hook h^v

- Initial 'H' followed by a Triphone is represented by the downward form. e.g.

Higher h^u

Hierarchy h^u

Higham h^u

- In all other cases, upward form of 'H' is used e.g.

Hope h

Happy h

Heavy h

Hide h

Hung h

Hang h

Hatch h

Hotel h

Headache h

Hindu h

Hijack h

4.3.7 Abbreviated 'w'

If a small right semi-circle is attached initially to strokes 'K', 'G', 'M' & 'R' (upward and downward), it will represent the sound of 'W' e.g.

Were w

Aware w

Weary w

Weak w

Walk w

Walker w

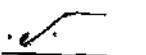
Awake w

Wake w

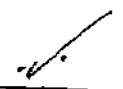
War w

Were w

In case the sound of 'W' is preceded by a vowel, it will be represented by consonant 'W' e.g.

Awake 

Awoke 

Aware 

4.3.8 Phraseography

When two or more words are joined together, it is known as a Phrase. The method of writing two or more words together without lifting the pen or pencil is called 'Phraseography' and the resulting outline is called a Phraseogram.

4.4 QUALITIES OF A GOOD PHRASEOGRAM

Following are the qualities of a good Phraseogram:

- A Phraseogram should be easy to write
- Phrase should neither ascend too far above the line nor descend too far below the line because it spoils the smooth running of hand.
- Phrase should be legible (easily readable) when written.
- The first word -form of a Phrase should occupy its original position, in which it would be written if it stood alone e.g. the first word- form of a phrase 'How can they' would be written on the line as the first word -form 'How' standing alone is written on the line.
- Vowels may be avoided while writing a phrases but vowels may be written where the same outline represents two or more Phrases e.g.

'To me' 

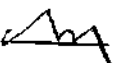
'To him' 

- Pen or pencil should not be lifted unless the whole phrase is complete.
- Use of Consonant 'P' in Phrases: After the words 'I' & 'We', the word 'hope is represented by Consonant 'P' e.g.

I hope 

We hope 

We hope you are 

We hope you should be 

- The word 'Much' after the words 'Too', 'How' & 'So' is represented by strokes 'M' & 'CH' e.g.

Too much How much So much

- The word 'were' is written either with the help of Consonant 'W' + Upward 'R' _____ or with the help of Downward 'R' _____ e.g.

They were You were If they were

- In Phrases, initial word 'He' is represented by Consonant 'H' but in the middle of a Phrase, the word 'He' is represented by a Logogram.

He He should know If he should know

He may If he may

4.4.1 TICK 'THE'

In Pitman Shorthand, the word 'The' is represented by a dot but this dot cannot be joined to other strokes. So, tick or a dash is used to represent 'The'. This Tick for the word 'The' can be written either in downward or in upward direction e.g.

To-the For-the By-the In the

Which-the Be-the At the

This Tick for 'The' is never used initially.

Review Questions

1. What is the definition and use of abbreviated "W"?
2. Where consonant "R" is written in downward and upward directions?
3. Explain alternative forms of consonant "H".
4. Explain the use of abbreviated "W".
5. Write short note on the use of Consonant 'H' in Phraseography
6. Define Phraseography? What are the qualities of a good Phraseogram?
7. Explain the rules governing the use of tick 'The'.
8. How the word 'Hope' is represented after the words 'I' & 'We'?

9. How the word 'Much' is represented after the words 'Too', 'How' & 'So'? Give suitable examples.
10. Explain the rules of writing Consonant 'R' in downward direction. Give suitable examples.

1. Fill in the blanks:

1. Consonant 'R' can be represented----- (downward / downward and upward)
2. When preceded by a vowel, initial 'R' is written ----- in direction. (downward / upward)
3. The downward form of "H" is used when it is immediately followed by consonants ----- . (K or G / P or B)
4. Abbreviated "W" is written in ----- motion. (Clockwise / Anti-clockwise)
5. ----- is used when the "H" sound is the only consonant in the word. (Upward 'H' / Downward 'H')
6. Initial or final "R" is written in ----- direction when not followed by a vowel. (downward / upward)
7. When "W" is preceded by a vowel, ----- must be written (right semi-circle / the stroke W)
8. 'H' is represented by a small tick in the beginning before ----- ('M', 'L' and downward 'R' / 'W', 'Y' and 'K') when not preceded by a vowel.
9. 'H' tick is also employed medially in ----- (Grammaloque / Phraseography) but not in words.

2. True / False:

1. Before 'M', R is written upward.
2. When vowel comes after 'R', upward stroke is used.
3. Abbreviated 'W' is used before K, G, M, R
4. In the middle generally downward 'R' is used
5. The consonant 'H' standing alone, or followed by K or G, is written downward.
6. Final 'R' is written upward when followed by a vowel sound
7. 'H' tick is also employed medially in grammaloque

8. 'H' tick is also employed in phraseography but not in words.

3. Match the following

- | | |
|---|-----------------------------------|
| 1. The consonant 'r' is provided with | a) preceded by a vowel sound |
| 2. Initial 'R' is written downward when | b) two different forms |
| 3. Downward 'r' is always written initially before | c) M |
| 4. In most of the cases 'H' is written | d) follows |
| 5. The consonant 'r' finally is written upward if a vowel | e) upward |
| 6. The initial sound of 'w', before k,g,m,r is represented by a | f) the stroke 'w' must be written |
| 7. When 'w' is preceded by a vowel | g) right semi-circle |
| 8. 'H' tick is also employed medially in | h) Phraseography but not in words |

Answers

1. 1. Downward and upward 2. Downward 3. K or G 4. Clockwise 5. Downward 'H' 6. Downward 7. The stroke 'W' 8. M, L and downward 'R' 9. Phraseography
2. 1. F 2. T 3. T 4. F 5. T 6. T 7. F
3. 1. b 2. a 3. c 4. e 5. d 6. g 7. f 8. h

ACTIVITY EXERCISES

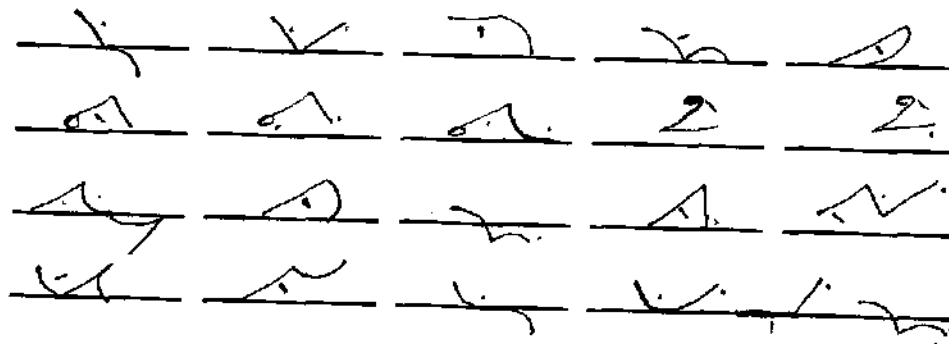
Exercise 1

Write the following words in Shorthand:

Early	Army	Argue	Air	Ready	Relief
Retail	Role	Route	Rush	Authority	Party
High	He	Hug	Hike	Hook	Hockey
Happy	Hope	Head	Heavy	Hung	Hurry
Hang	Highway	Higher	Hatch	Hood	Heath

Exercise 2

Read, copy and transcribe the following words:



Exercise 3

Write the following Phrases in Shorthand:

I hope	I hope you are	I hope you will	We hope
We hope you are	Wake-up	We were	They were
Beyond the	which the	of the	if the
What the	how the	at the	and the
He may	If he may	So much	How much

Exercise 4

Read, copy and transcribe the following Phrases:

Exercise 5

Write the following sentences in Shorthand:

1. I will be leaving early to see the hockey match.
2. The car was going on the highway.
3. The hotel usually pay higher revenue to the bank.
4. He was happy and was laughing at a higher pitch.
5. The head of the jury thinks highly of him.
6. I should like the head of your firm to see our huge new factory.
7. The hotel had a huge lounge.

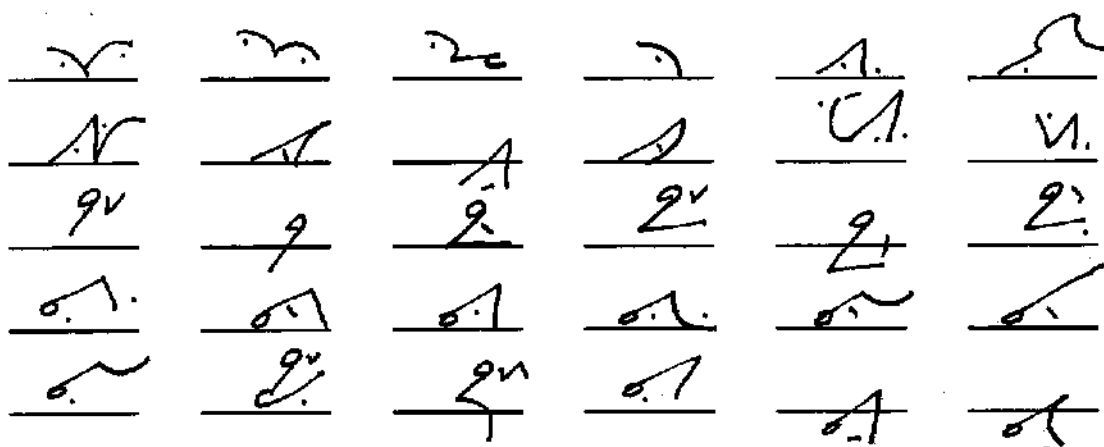
Exercise 6

Transcribe in English:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

KEY TO ACTIVITY EXERCISES

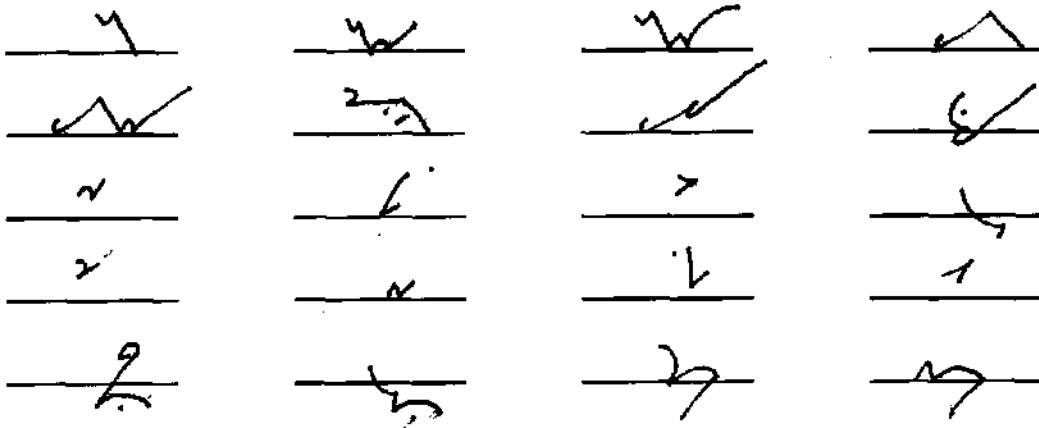
Exercise 1



Exercise 2

Bare	Berry	Core	Roam	Rush
Hope	Happy	Heavy	Hawk	Hockey
Revenge	Rosy	Rim	Ruddy	Robbery
Fourth	Wrung	Fare Fairy	Curry	Roomy

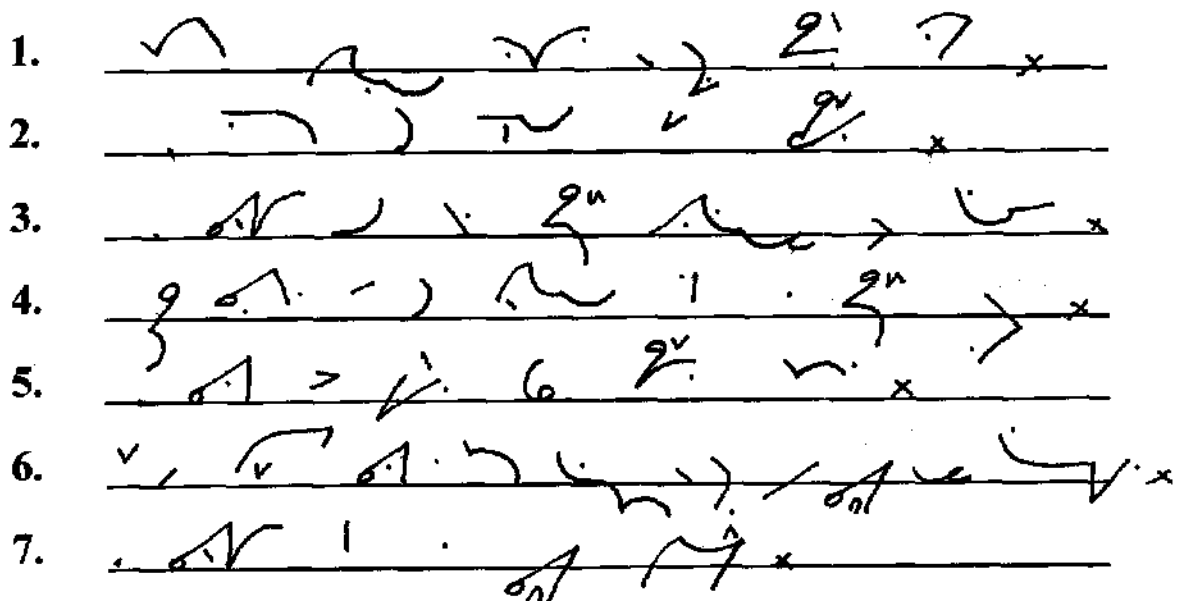
Exercise 3



Exercise 4

High way He was We hope you were We hope you
 He will He may To him Of him
 He should know If he should know and the to the
 When the what the was the by the

Exercise 5



Exercise 6

1. Why-do-you think he-was aware of-the likely failure.
2. I-think-you for-the tube of colour, which I-think right.
3. They deny they-were at-the Tower at-the time of fire.
4. Have-you noticed what useful lessons you-may-receive.
5. You-will-see in-them humour and gloom.
6. I-believe you-are purchasing some house property.
7. If-you-will tell-me just-now what-you desire.

UNIT – 5

CIRCLES and LOOPS

5.1 INTRODUCTION

The main purpose of introducing Pitman's Shorthand is to write speedily and smoothly. In order to write speedily certain shortcuts are introduced by the writer himself from time to time. This speed-writing aspect is being taught in many institutions all over the world. Sir Isaac Pitman thought of an idea of devising some alternate forms of consonants which could be used for speed writing. In shorthand we have consonants 'S' and 'Z', duly represented by their respective strokes which were later written as small circle with certain rules. Pitman also devised a 'large circle' to be used in cases where the ending of the word was 'ses', 'sez', or where the words were beginning from 'sw'. Besides these sounds of 's' and 'Z', Sir Isaac Pitman thought of other sounds of 'st'/'sd', 'str' which were represented in the form of small and large loops. The learners will be taught the use of 'small circle', 'large circle', 'small loop' and 'large loop'.

5.2 OBJECTIVES

After going through this Unit, you will be able to:

- * understand the rules for using small and big circles.
- * identify cases where small & big circle cannot be used.
- * know the rules for using ST & STR loops.
- * identify cases where ST & STR loops cannot be used.

5.3 SMALL CIRCLE FOR 'S' AND 'Z'

So far we have read the use of stroke forms of consonants 's' and 'z'. In order to write swiftly, Sir Isaac Pitman introduced the use of small circle for 's' and 'z' subject to certain conditions.

5.3.1 Way to write small Circle (Left motion)

Small circle can be formed in two ways i.e. with left motion and right motion. Here in this chapter we are concerned with small circle formed with left motion. Left motion is anti-clockwise direction while right motion is clock-wise direction.

5.3.2 Use of small circle 's' and 'z'

Since small circle can be attached with straight strokes, strokes forming angles and curved strokes. Rules were laid down for its use. According to Pitman's theory, small circle can be attached to straight strokes with left motion. Small circle should be written inside the curvilinear portion of curved strokes and outside the angle formed by two strokes. Briefly, let us see the following attachment of small circle initially and finally to a stroke (straight or curved):

Circle 's' is attached with left motion (anti-clockwise direction) to straight & inside the curved strokes.

SP  PS  SK  KS  SF  FS  SV 
SR  RS  SR (up)  R(up)S  SM  MS 
SN  SNG  NGs  SL  LS  BS  TS 

Medial attachment of circle 's'

Tsk  msj  psj  ksn  r(up)sk  r(up) 

5.3.3 Initial use of small circle to straight, horizontal & curved strokes:

Initially, the sound of 's' is represented by a small circle. When a small circle 's' is attached initially to straight strokes, horizontal strokes (m,n,ng,k and g) and curved strokes (f,v,ith,Th,sh,zhee,el, r(down), it is attached with left motion i.e. anti-clockwise direction and inside the curve.

Soap  Sob  soar  site  Side  seek 
 safe  Save  sooth  sir  sorry  some 

5.3.4 Medial use

Sound of 's' occurring in the middle between two straight & horizontal (forming and not forming any angle) is indicated by attaching circle outside the formation of angle. e.g.

Outside  outset  receipt  risk  upset 
 misty  Dusty  task  gasp  receipt 
 risky  excuse  Razor  wiser  riser 
 Dusk  beside  disk 

5.3.5 Use of circle 's' occurring in the middle between straight, horizontal and curved strokes

'S' sound occurring in the middle between a straight and curved stroke, it is indicated by a small circle written inside the curved stroke and the following stroke (if 'el' or 'r') is written according to the motion of the circle e.g. Muscle, adviser, inside, dozen, basing etc.

Visit  fossil  receive  refuse  tussle 
 answer  Loser  Desire  massive  advisor 
 advisory  sincere  cancel  Muscle  loosely 

5.3.6 's' occurring in the middle of two curved strokes

Facing  densely  muscle  vessel  pencil 

5.3.7 Final use of small circle's'

If small circle 's' is attached at the end of a word, it would produce the sound of 's' or 'z' as in the following words, when not followed by a vowel. e.g. pace, pause, case, cause, less, laws

Pace  pause  case  cause  Loss 
Fees  niece  nice  rice  foes 
keys  Shops  sirs  lease  release  seal 
seals  smile  Smiles  miles  noise 

5.3.8 Use of small circle to make plurals

Books  racks  yours  years  wishes 
thanks  hopes  Hours  things 

5.3.9 Use of small circle to make verbs

goes  gives  comes  thanks  thinks 
wishes  speaks  puts 

5.4 Use of circle'S' in Phraseography

1) Use of small circle 's' in phrases to represent 'us' e.g.

For-us  To-us  with-us  give-us  take-us 
Make-us 

2) Use of small circle 's' to represent 'is'/'his'/'has' e.g.

what-is 2 it-is 6 as-it-is 6 when-is 6
 when-it-is 6 for-his 6 is-it 6 as-it-has 6 which-is 6

5.4.1 When circle 's' is not used?

Small circle 's' is not used under the following conditions::

- 1) Initially, when 's' stands alone (giving the sound of 's'), meaning thereby that there is no other stroke attached after 's' e.g.

Say 2 saw 5 see 2

- 2) When 's' is preceded by a vowel, full stroke form of 's' / 'z' is used e.g.

Ass 2 Essay 2 Ease 2 escape 2 Ask 2

- 3) When initial 's' is followed by a triphone e.g.

Science 2 Sciatica 2 Siamese 2

- 4) Final 's' in a word (giving the sound of s or z), if followed by a vowel e.g.

Mercy 2 Policy 2 Racy 2 Rosy 2 Lazy 2

- 5) When at the end of a word if 's' is preceded by a triphone, e.g.

Joyous 2 Pious 2 Sinuous 2 Tortuous 2

- 6) When initial 's' is followed by another 's' e.g.

Seas 2 Sees 2 Sauce 2 Cease 2

5.5 Short Forms/Grammalogues

As/has 0 is/his 0 this 6 those 6 these 6
 ours 2 themselves 6 Special/ly 2 speak 2 subject 2

itself b subjected 9 because — Several 9 thus 6
 things 9 influence — myself — himself —

5.6 LARGE CIRCLE 'SS', 'SZ' AND 'SW'

5.6.1 Use of large circle initially

Initially, the large circle gives the sound of 'sw', as in words: sweep, switch, sweet, swim. It is written in the same direction as small circle is written, e.g.

Sweet p switch p sweep 9 swim o swallow 6

swing e Swell 6 sweetness 6 sweetly p swap 9

5.6.2 Use of large circle 'medially' and 'finally'.

Medially and finally, a large circle represents the sounds such as ses, sez, zes or zez, e.g.

Passes b causes — roses 9 faces 6

losses 9 Necessary 9 necessity p races 9

poses 6 deposes 6 Faces 6 guesses o uses 9

devices 6 sexes o sixes o

When a vowel occurs between 's' and 'sez', it is indicated by placing the vowel/diphthong sign within the large circle and is read between the two consonants, e.g.

Emphasizes 6

synopsis ei

When s/z follows the large circle, the same is indicated by a small circle and the small circle of s/z is written on the opposite side of the large circle e.g.

Successes o!p exercises o!p emphasizes o!p

5.7 LOOPS

The loops are of two sizes – small and big. The small loop represents 'st' and 'sd' (as in words: cost, passed and based) – pronounced 'stee' loop. The big loop represents 'ster' (as in words: master, faster and poster).. 'ster' loop does not come in the beginning of a word (sterling). 'st' loop is attached with left motion to strokes covering half the portion of the stroke, whereas 'str' loop covers 2/3rd portion of the stroke. Loop is also attached with left motion to the strokes.

5.7.1 Rules governing the use of loops (small & large):

- Loop's attachment to straight stroke (with left motion) e.g.

Post b Pastor b toast b toaster b

- Loop's attachment to curved strokes e.g.

Fast b Faster b Lest p must p most p

Master p Star p store p safest b costs p

- 'sd' sound is also indicated by the use of 'st' loop, as in words

Passed b noticed tb amused p raised p

5.7.2 Rules for non-use of when 'st' & 'str' loops

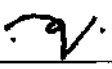
1. 'str' loop is never used in the beginning of a word, such as strike; stroke, strap
2. If there is a vowel, between s and t, 'st' loop is not used e.g.

Beset  tacit  receipt  upset 

3. If there is a vowel after 'st' in a word, 'st' loop is not used e.g.

Tasty  dusty  rusty  masty  nasty 

4. If there is vowel, occurring after 'str' sound, 'str' loop is not used, e.g.

Mastry  Pastry 

5.7.3 Short Forms/Grammalogues

First  influenced  most  next 

5.7.4 Phraseography

At-first  first-aid  first-day  first-thing 
at-first-cost  first-thing 

REVIEW QUESTIONS

1. Explain circle 'S' and 'Z'.
2. Write a short note on 'SS' Circle.
3. Give four examples each of the use of circles and loops in phraseography
4. Why 'SW' circle is not used medially and finally?
5. What is ST loop? Where 'ST' loop is not written?
6. Explain 'STR' loop? What is the size of STR loop?
7. Where 'STR' loop is not written?

1. Fill in the blanks:

1. Sounds 'S' and 'Z' can be represented with the help of a -----(small circle / large circle)
2. Circle SES is used in -----or at the -----of an outline. (Middle, end / initial)
3. Circle 'S' to straight strokes is written in -----(clockwise / anti clockwise)
4. The length of the big loop should be -----of the stroke. ($1/3^{\text{rd}}$ / $2/3^{\text{rd}}$)
5. 'SW' circle is used -----(initially / Finally)
6. 'STR' loop is never used -----(Medially / Initially)
7. 'ST' and 'STR' loops should be written -----the curved strokes. (inside / outside)
8. 'SW' circle is used in phrases like -----(I may be / As well as)
9. 'ST' loop cannot be employed when a vowel occurs between -----(s and t / st and r)
10. In a phrase 'as well as' large circle is used for -----(as well / as – w)

2. State True / False:

1. Sound 'S' is represented by a small loop.
2. The length of small loop should be $2/3$ of the stroke.
3. Circle 'S' is written anti-clockwise.
4. STEE loop is written on the same side as circle's'.
5. Large circle initially represents the combined sound of SW.
6. Circle 'S' can be added on the opposite side of the loop.
7. The initial loop is always read after the word.
8. 'ST' and 'STR' loops when attached to any straight stroke should always be written in left motion.

3. Match the following:

- | | |
|--|------------------|
| 1. The circle's' is written | a) small circle |
| 2. The consonants's' and 'z' are also represented by a | b) inside curves |
| 3. The circle's' may be added to stroke | c) sway |
| 4. The stroke 'w' must be written in words like | d) logograms |
| 5. The 'SW' circle is used for the words 'as we' in | e) phrases |

6. The 'ST' loop may also be employed finally for the Heavy sound of

7. The 'STR' (ster) loop is never written at the

8. The 'ST' and 'STR' loops may be used

f) zd

g) medially

h) beginning

Answers

1. 1. small circle 2. ~~M~~iddle, end 3. Anti-clockwise 4. 2/3 5. Initially 6. Initially 7. inside 8. As well as 9. s and t 10. As-w.

2. 1. F 2. F 3. T 4. T 5. T 6. T 7. F 8. T

3. 1. (b) 2. (a) 3. (d) 4. (c) 5. (e) 6. (f) 7. (h) 8. (g)

ACTIVITY EXERCISES

Exercise 1

Write the following words in shorthand:

Sat	Stay	Son	Seem	Sung	Sign	Snow
Decide	Ask	Eskimo	Slaves	Severe	Asleep	calms
Shops	Assumes	twice	mercy	space	mugs	shoes
Sky	slip	spy	forms	suppose	space	mass

Exercise 2

Read, copy and transcribe the following words 10 times:

Exercise 3

Write the following words in shorthand:

Passing	Poison	Soap	Save	Stay	Sob
Sat	Such	Said	Sad	Sip	Sit
Sing	Sleep	Sky	Tasty	Upset	Facing
Sweet	Switch	Faces	successfully		As we shall
As soon as	is his	as has	Dust	Master	Register
Fast	Rest	Honest	Honesty	Justify	Pasty
Policy	Haste	Missed	Testing	Stair	Story

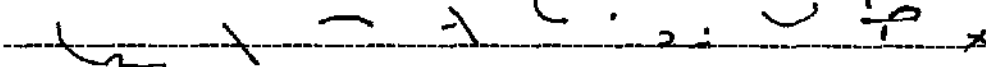
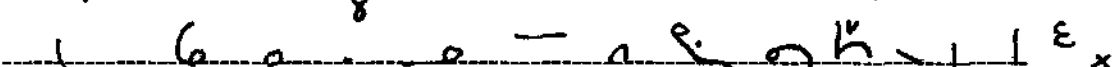
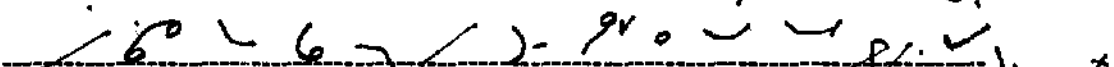
Exercise 4

Write the following sentences in shorthand:

1. I have many books on the subject which I have no wish to keep. Would you like to have them?
2. I would like to speak on this subject.
3. Can you speak for some hours on this topic?
4. I suppose you have some special reason for this.
5. I shall be happy if you can come some day.
6. If you can put me up for a week in August, I shall be ready to go and stay with you.
7. You ask why I have stayed away so long.
8. We shall watch his career at the bar, and we think he must succeed.

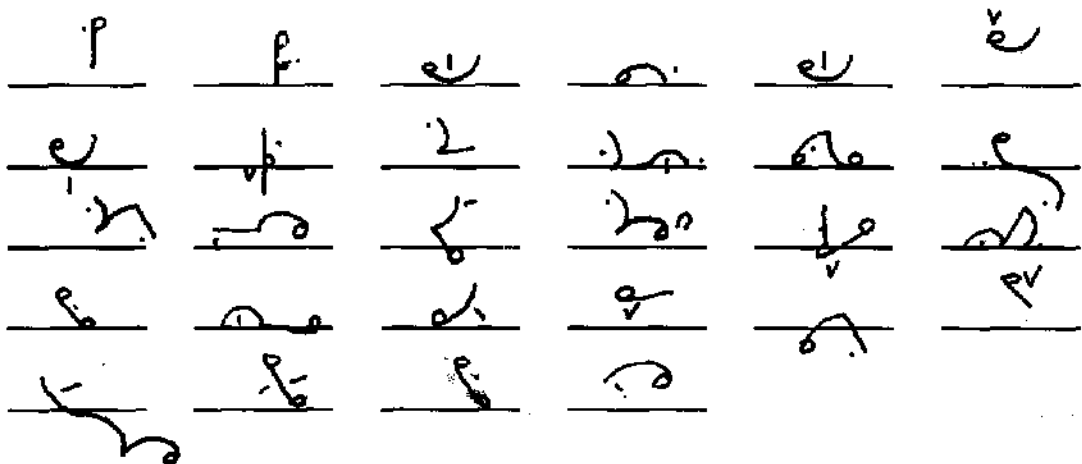
Exercise 5

Read and write the following sentences five times:

1. 
2. 
3. 
4. 
5. 
6. 
7. 

KEY TO ACTIVITY EXERCISES

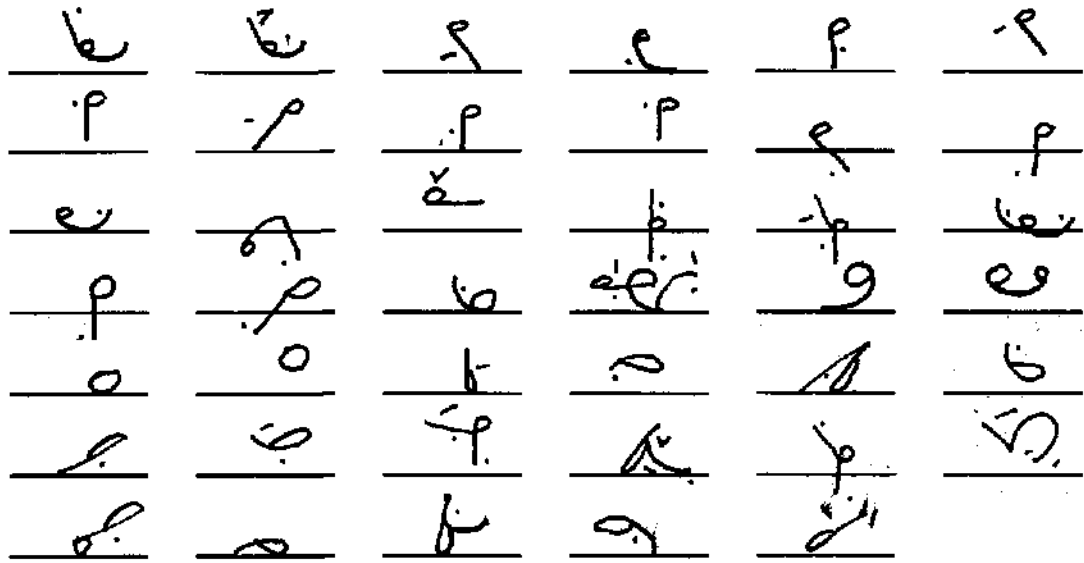
Exercise 1



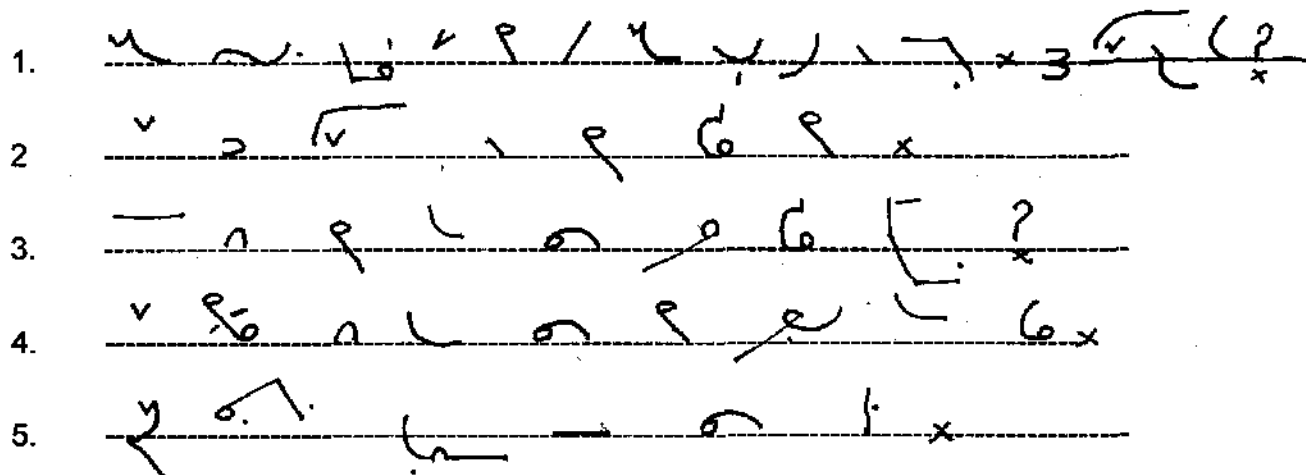
Exercise 2

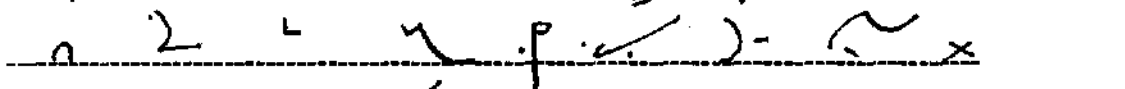
Lays	Slays	Oars	Dusky	Customs	Shameless
Pasty	Texts	Barristers	Vast	Refused	Waste
Style	Stock	Stung	Facit	Honesty	Stone
Master	Posters	Ministers	Chester	Haste	Assist
Used	Bestow	Testing	Mist	Chest	Involved

Exercise 3



Exercise 4



6. 
7. 
8. 

Exercise 5

1. If you can put me up for a week in August.
2. I shall be ready to go and stay with you.
3. You can have as much walking as you like.
4. I shall be at your disposal at almost any hour.
5. If this is the case, can you spare some time to discuss it with you.
6. Our sales for this year are so high as any in the history of our business.
7. This is all I know as to your form. But we shall see for ourselves.

UNIT-6

HOOKS (INITIAL AND FINAL)

6.1 INTRODUCTION

Students will be taught in this unit the use of hooked strokes. Hooks can be big or small. It can be used in the beginning or at the end of a stroke. If a small hook is attached in the beginning of straight strokes, with right motion, this adds 'r' to the stroke to which it is attached. If the small hook is attached to straight strokes in the beginning with left motion, it adds 'l' to the stroke to which it is attached. The hooks can also be attached to curved strokes in the beginning with left motion. No initial hooks are attached to strokes 'R (down)', 'S', 'Z' and 'L'. Double consonants are used in our daily life like Pray, Play, Chrome, Claim, Drip, Troup, Treasure etc.

6.2 OBJECTIVES

The main objective of this unit is to write freely and speedily. Speed can be attained by the use of hooks to straight strokes initially and finally. By the use of hooks, one consonant can be converted into a double consonant. This saves time in writing.

6.3 HOOK TO STRAIGHT STROKES AND CURVED STROKES

As stated in earlier units, 'r' and 'el' are called liquids as they can easily be mixed with strokes to form a new consonant, called 'Double Consonant'. Small hook if attached initially on the circle side (with left motion) of the stroke, it will add 'el' to that stroke. If small hook is attached with right motion, with straight strokes, it will add 'r' to that stroke e.g.

Pr  Br  Tr  Dr  Chr  Jr  Kr  Gr 
(It is called pr, br series)

Pl  Bl  Tl  Dl  Chl  Jl  Kl  Gl 
(It is called pl, bl series)

6.3.1 STROKES WHICH ARE NOT HOOKED

There are strokes which are not hooked for 'r' and 'el'. They are: s, z, el & r(down). These strokes are four in number.

— Word formation for 'pr', 'br' series:

Pray Prey tray tree true Crow grow
Shocker locker tram bitter better
crème try Prime crime drive

6.3.2 WORD FORMATION FOR 'PL' 'BL' SERIES

Play plea Please blame blue claim
Black regal local black clime able
club Apple couple possible
plus clue Glu Apply clarify

6.3.3 HOOKS TO CURVED STROKES

Like straight strokes, curved strokes can also be attached a small hook in the beginning. In the beginning, if a small hook is attached, it will add the sound of 'r' only. If a large hook is attached initially to a curved stroke, this will add 'el' sound to the stroke to which it is attached e.g.

Fr vr thr Thr shr zhr nr mr
Fl vl Thl shl nl ml

(students should note here that 'shl' is always attached from downward to upward direction).

6.3.4 WORD FORMATION FOR 'R' & 'EL' SERIES

Offer  either  eather  ever  every  differ 
 Tougher  Evil  Devil  flow  fly  flier  flew 
 Flame  camel  channel  tunnel  flood  Lisper 
 Mastry  prisoner  destroy  simmer  summer 
 Marshal  initial  crucial  facial  official  racial 

6.3.5 ATTACHMENT OF 'R' HOOK TO STROKE 'NG'

You have seen when 'r' hook is attached to 'n', it gives the sound of 'nr', as in words: thinner, finer etc. But when 'r' hook is attached initially to 'ng' stroke, it produces the sound of 'ng-kr' and 'ng-gr' as in words: tanker, banker, finger, linger etc.

Banker  finger  tanker  drinker 

6.4 ATTACHMENT OF CIRCLE 'S' WITH DOUBLE CONSONANTS (STRAIGHT STROKES) AND CURVED STROKES

A small circle can be attached to double consonants whether hooked for 'r' or 'l' also. If a straight stroke hooked for 'r' is preceded by 's', 'sw' or 'st', a small circle for s and large circle for 'sw', as the case may be, is written on the same side of hook e.g. spray, stray, suiter, suitor, sweeper, stretch, seeker etc. When a circle's' precedes any double consonant, it is attached inside the hook e.g. supply, settle, saddle, sublime etc.

Suitor h suiter h spray 9 stray 9 sweeper 9 stretch h
 Seeker h supply h settle h sublime h saddle h

6.4.1 'SKR'/'SGR' OCCURRING AFTER P, B, T AND D

If 'skr'/'sgr' occurs after 't' or 'd', the circle is attached inside the angle formed below 'k' or 'g' to produce the sound of 'skr/sgr' e.g. tasker, disgrace, disagree

Tasker h disgrace h disagree h

If skr/sgr occurs after 'p' or 'b', then 'r' is removed e.g. Prescriber h describer h

6.4.2 ATTACHMENT OF CIRCLE WITH DOUBLE CONSONANTS (CURVED STROKES)

Like straight strokes, curved strokes hooked for 'r' or 'l' in the beginning are also attached a small circle written inside the hook, if preceded by 's' sound e.g. suffer, civil, sooner, summer, sinner

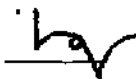
Suffer h civil h sooner h summer h sinner h

6.5 ATTACHMENT OF CIRCLE IN THE MIDDLE

In the middle of a word, if s/z precedes a double consonant, whether straight stroke or curved stroke, 's' sound is indicated by attaching a small circle inside the hook e.g. Extra, prosper, physical, possible, express etc.

Extra h exclaim h prosper h extreme h extremely h express h
 Prisoner h physical h personal h bicycle h tri-cycle h

Please note when there is a occurrence of vowel between the joining of two consonants, forming a double consonant, never use double consonant. e.g.

Expel  sizable  risable  forcible 
usable  musical  Admissible  excusable 

Short Forms/Grammalogues

Dr.  dear  during  Truth  True  Principal/ly 
Principle  Number  Member  Remember  Chair  Cheer 
Care  from  very  there/their  more/remark  nor 
Near  Mr/mere  sure  surprise/d  pleasure  own 
Owner  larger  Everything  over  however 

6.5.1 FINAL HOOK'S ATTACHMENT

Until now, you have read about the attachment of 'r' and 'l' hooks to curved and straight strokes in the beginning. Now we shall learn about the attachment of hooks finally to the same strokes. These hooks are two in number. These hooks if attached finally produce the sound of f/v or n, if attached finally to straight strokes with left motion and if attached finally with right motion respectively .e.g.

Pf/v  bf/v  chf/v  pn  bn  fn  kn  kf/v 
Puff  pain  ban  beef  ten  tough  done 
Dove  cane  gain  rain  vain 

N/ f/v hook is attached to 'r' (down), 'el', 'm', 'n' & 'ng'

Five  fun  man  main  van  move  Love 
Line  fine  shine  shave 

If a vowel follows the final sound of 'n', hook 'n' is not used e.g.

Funny  tonny  Johny  Loanee  Pony 
Bunny  China  Dyna  money  deny 

'n' Hook can be attached medially also, e.g.

Bench  plenty  punish  French  Arrange  Spanish 

If the sound of 's' or 'ses' or 'st' or 'str' occurs after 'n' hook attached to straight stroke, then these attachments are written on the same side of 'n' hook (with right motion - clockwise) e.g.

Dance  danced  dances  fence  fences  chain 
Chance  chances 

If the sound of 'nz' follows a curved stroke, a small circle is written inside the 'n' hook e.g.

Mines  lawns  shines  fines  saloons 

Sounds of 'nz' or 'ns' occurring medially in a word, both consonants must be shown clearly e.g

Announce  cancer  cancel  density  transit 

6.6

SHUN HOOK

You must have come across words, like fashion, section, location, fiction passion, occasion, rotation, gradation, logician, opposition, taxation, etc. There are many more words in English which end with the sound 'Shun' or 'Zhun'.

As you are aware the purpose of writing shorthand is to write speedily. If you write full shorthand stroke for all consonants sounds, the shorthand outlines will have many awkward angles and will become unduly longer. Thus, the shorthand outlines cannot be written fast. In Pitman's shorthand, 'Shun' and Zhun sounds are, therefore, represented by a large final hook in most of the cases, thus,

Fashion-----Motion-----Tention-----Nation-----
 Section-----Expectation-----Addition-----Passion-----
 Option-----Occasion-----Revision-----Provision-----

You will notice from the above that termination 'Shun' or 'Zhun', variously spelt in English language, as ---tion, ---sion, ---tian, ---etc. is represented by a large hook, commonly known as 'Shun' hook.

In the case of plurals 's' circle can also be added inside the shun hook, as -

Occasions-----Revisions-----Fashions-----
 Motions-----Nations-----

6.6.1 Rules for Writing Shun Hook

- Shun hook is written inside the curves; thus,

Fashion-----Motion-----Nation-----Relations-----

- ii. When attached to a straight stroke with an initial attachment (circle, loop, or hook), the Shun hook is written on the side opposite to the initial attachment; thus,

Station  Creation  Section  Oppression 
 Illustration  Discussion 

Exceptions – There are a few words where this rule cannot be applied, such as,

 Stationery, stationary /  dis-passionate.

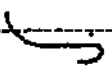
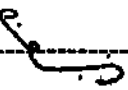
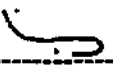
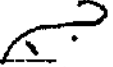
- iii. When attached to a straight stroke having no initial attachment, Shun hook is written on the right side of t, d, j, thus,

Rotation  Gradation  Magician 
 Reputation  Addition  Logician 

- iv. Shun hook is written opposite to the last vowel; thus,

Passion  Option  Operation 
 Application  Caution  Occasion 

- v. Shun hook is written downward after fk/fg and vk/vg, thus;

Fiction  Specification  Vacation  Location 

- vi. The Shun hook is written upwards after lk/lg, thus;

Location  Selection  Legation 

- vii. Shun hook may be used in the middle of an outline, where convenient, thus,

National-----Professional-----Vocational-----
 Educational-----Additional-----

6.7 SHUN FOLLOWING CIRCLE 'S' AND 'NS'

1. When Shun follows the circle 's' or 'ns', it is not expressed by a large hook. Instead it is represented by a 'small hook or curl', written on the opposite side to the circle and with the same motion, or in continuation of the circle itself, such as-

-----decision -----dispensation

2. A third place vowel between the circle and shun hook is placed outside the hook or curl; thus

-----decision -----position -----physician
 -----musician -----proposition -----transition

3. When a second place vowel is to be read between the circle and -Shun, it need not be indicated ; thus,

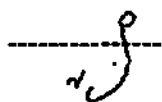
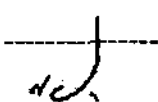
-----taxation -----sensation -----succession
 -----possession -----accession

4. First place vowels do not occur between the circle and shun.
5. To indicate a plural, the circle 's' is placed inside the curl; thus,

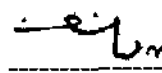
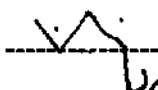
-----decisions -----possessions -----positions
 -----physicians -----musicians

6.7.1 Cases where Shun hook is not to be used

When a diphthong and a vowel (triphone), as in -uation or -uition, occur immediately before Shun, is not used. Instead, the stroke 'sh' hooked for 'n' should be written; thus,

 situation
  tuition
  graduation

This, however, does not apply to such words, as

 accentuation
  perpetuation
  punctuation

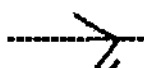
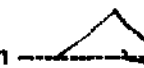
6.8 Use of Shun hook in Phraseography

The circle's' and the hook shun joined together may be used in phrases for the word 'association', as in

 labour association
  local association

 housing association

Short forms/Grammalogues

Information		Objection		Subjection	
Signification		Satisfaction		Justification	
Generalisation		Representation		Investigation	

REVIEW QUESTIONS

1. Explain a few points to keep in mind while writing hook.
2. Illustrate the method of writing R or L hooks to the curved strokes with example.
3. Illustrate the method of writing N and F/V hook to straight strokes with example.

4. What are the different rules that need to be followed while writing shun hook to straight strokes.
5. Illustrate the method of adding 'S' to large and small shun hooks with example.
6. For how many words 'N' hook can be used in Phraseography?
7. Write shorthand outlines for the following words and explain the relevant rule for the specific sound underlined: Nations stationery option fiction vocational
8. State how SHUN is written following 'S' or 'NS' circle. Explain with examples.

1. Fill in the blanks:

1. Shun hook is represented by a -----hook. (large / small)
2. When attached to curved strokes, shun hook is written -----the curves.
(inside / outside)
3. The shun hook is written on the -----side of simple t, d, j. (right / left)
4. Circle 'S' -----be added to the shun hook. (can / cannot)
5. Shun hook -----used in the middle of an outline, where convenient. (may be/ may not be)
6. There is no 'F' or 'V' hook to -----stroke. (curved / straight)
7. If the sound of -----follows a curved stroke, a small circle will be written inside the 'N' hook. (Nz / Ns)
8. Double consonant 'shl' is always written in -----direction. (upward / downward)
9. If a big initial hook is attached -----the curved stroke, it will represent the sound of 'L'. (inside / outside)

2. State True/False

1. Hooks are used as alternative to full strokes.
2. Small hooks are approximately one fifth the length of the stroke.
3. Hooks can be written outside of curves.
4. 'R' and 'L' hook can be added to all strokes.
5. 'Shr' is always written downwards and 'Shl' is always written upwards.
6. Vowels can only be read immediately before the double consonant.
7. Circle 'S' can be followed by the small shun hook.

8. If a small initial hook is attached to straight stroke in left motion, it will represent the sound of 'R'.
9. 'F' or 'V' hook is not used when the words are ending with the sound of a vowel.
10. Hooks can also be written medially.
11. After LK/LG, the shun hook is written upwards.
12. After FK/VK, the shun hook is written downward.
13. Shun hook may not be used in the middle of an outline.
14. The shun hook is written on the right side of simple t, d, or j.

3. Match the following:

- | | |
|---|------------------------|
| 1. Upward 'R' should be hooked initially. | a) not |
| 2. Double consonant 'shr' is written | b) downward |
| 3. 'L' is a hook inside the beginning of the stroke | c) not |
| 4. The shun hook is always written the curve. | d) thin |
| 5. Sound of 'S' or 'Z' is represented by | e) large |
| 6. 'R' or 'L' hook can be added to all strokes. | f) inside |
| 7. Hook are always written | g) small circle |
| 8. Large final hook is used to represent | h) shun |
| 9. 'shun-ist' uses a halved Ess. | i) upward and downward |

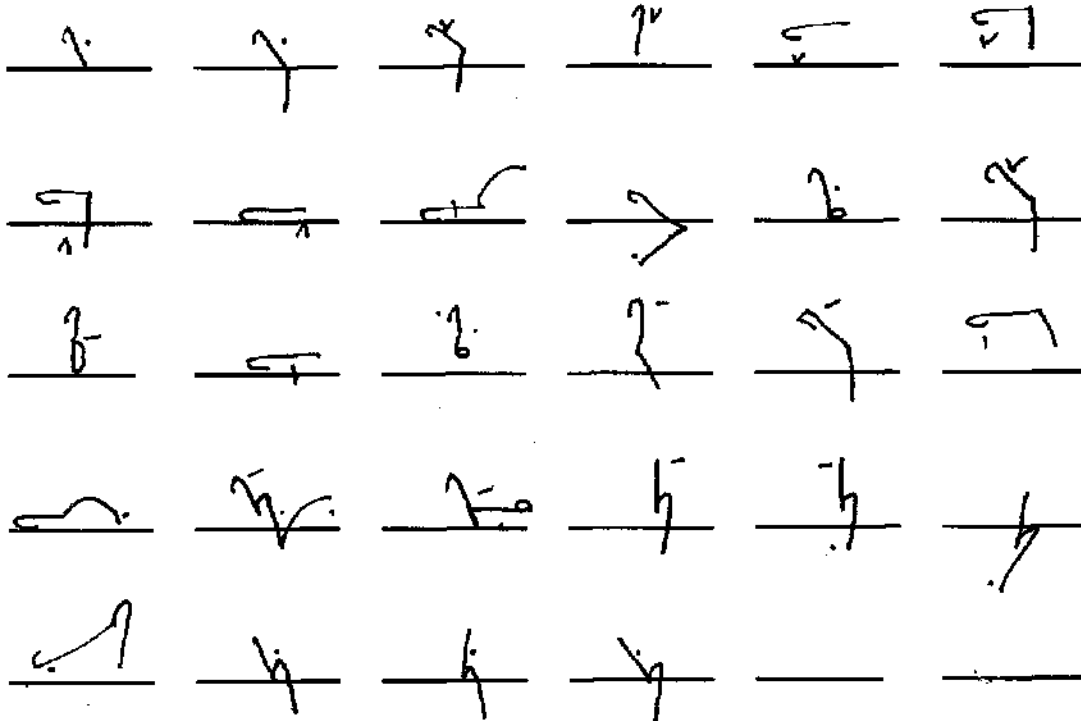
Answers

1. large 2. Inside 3. Right 4. Can 5. May be 6. Curved 7. Nz 8. Upward 9. Inside.
2. 1. T 2. T 3. F 4. F 5. T 6. F 7. T 8. F 9. T 10. T 11. T 12. T 13. F 14. T
3. 1. (a) 2. (b) 3. (e) 4. (f) 5. (g) 6. (c) 7. (d) 8. (h) 9. (i).

ACTIVITY EXERCISES

Exercise 1

Read, Write and transcribe the following:



Exercise 2

Write 5 outlines each of the word given below:

Offer	Ever	Every	Author	Either	Offering
Affray	Differ	Favour	Fraud	Fruity	Finger
Linger	Angry	Hungry	Drinker	Lisper	Lascar
Mastry	Sufferer	Prisoner	Mistress	Mistrust	Sinners
Prisoners	Destroy	Summer			

Exercise 3

Write in Shorthand:

1. You will be very pleased to see him there at the party.
2. Please come and see me at my place. I will give you a surprise.
3. I am sure you will have pleasure at the party.
4. I am going to the shop there to buy a book.
5. You should give your remarks on the paper.
6. Mere presence of Mr. Prem will do the job.
7. I will be very near to your place and I hope to see you there.

Exercise 4

Write the following words atleast five lines for each word:

Play	Placed	Placing	Played	Plus	Blue
Black	Class	Clear	Clerk	Close	Closed
Enclosed	Supply	Apply	Club	Claim	Glass

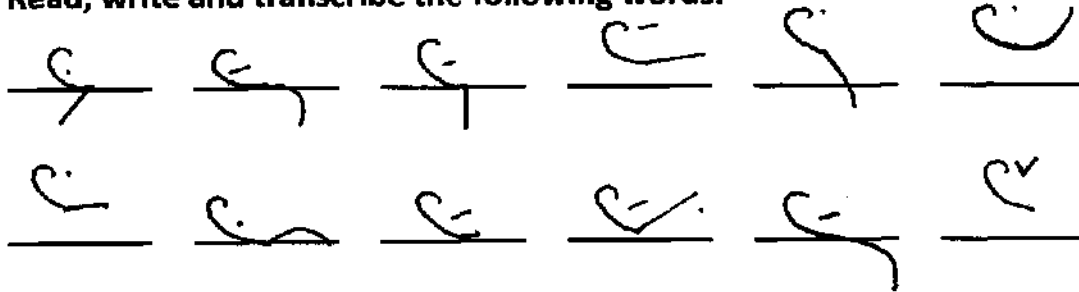
Exercise 5

Write in Shorthand:

1. Are you going to play a hockey match?
2. Yes, I am going to play a hockey match.
3. You should wear blue uniform.
4. I may be able to stock large sizes of uniforms.
5. I think you know, my business is with large business houses.
6. I am going to the club for a birthday party.
7. The opposition team is still in the room.

Exercise 6

Read, write and transcribe the following words:



Exercise 7

Write in shorthand atleast five lines for each word:

Final	Original	Privilege	Fearful	Trifle	Removal
Respectful	Shoal	Grateful	Playful	Effectively	Joyful
Traveller	Devil	Shuffle	Shelf	Shelves	Specialise
Freshly	Deeply	Possible	Possibly	Display	Displace
Disclose	Physical	Exclusive	Civility	Personal	Personality

Exercise 8

Write in shorthand:

1. The total charge for a couple per week is only Rs.100/-.
2. Please tell us what the cost would be of a table.
3. We should be happy if you will get enough to us.
4. This simple way saves many hours of your toil.
5. Fill in the form given below and post it to us.

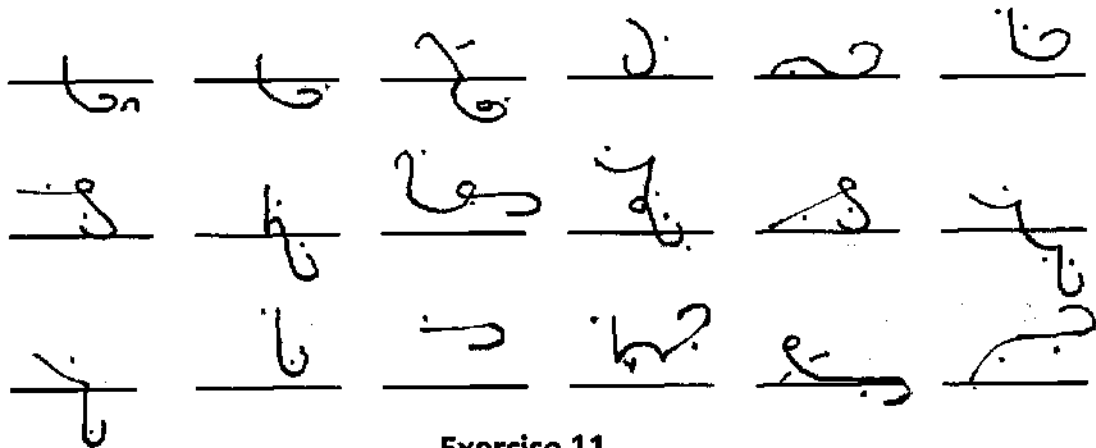
Exercise 9

Write in Shorthand.

1. I am going out of town next week.
2. Please read this now and tell me your views on this.
3. Generally, people come by bus but some people come by cars.
4. The machine of which you speak is a foreign one.
5. We believe this machine is the more reliable.

Exercise 10

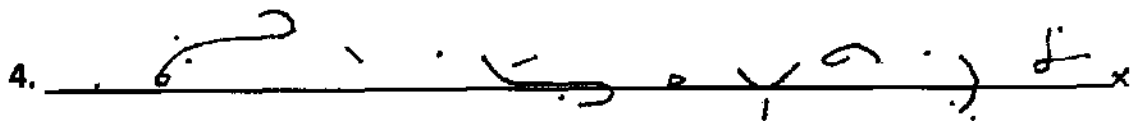
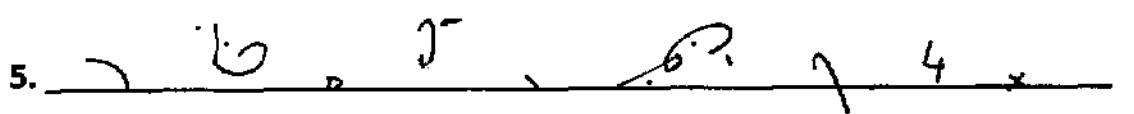
Read and write five lines of each outline.



Exercise 11

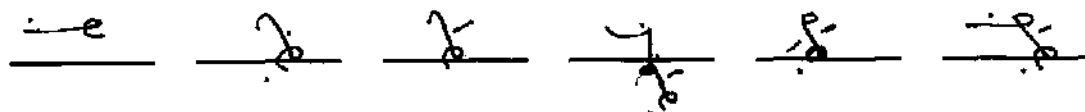
Read and write each sentence in shorthand five times:

- 1.
- 2.
- 3.

4. 
5. 

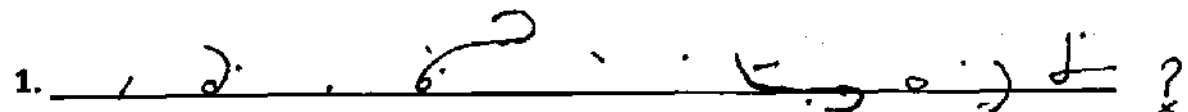
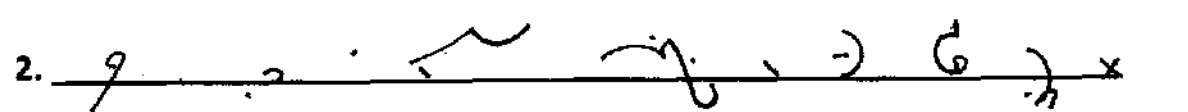
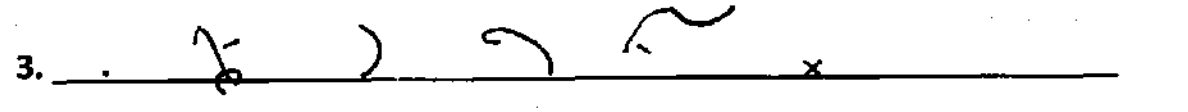
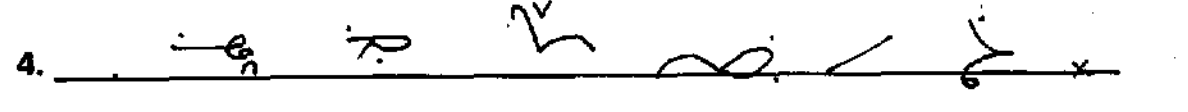
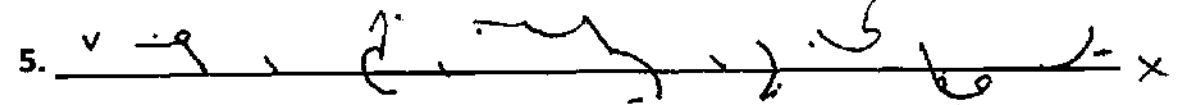
Exercise 12

Read and write five lines of each outline:

- 
- 

Exercise 13

Read and write each sentence in shorthand five times:

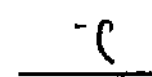
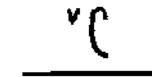
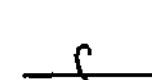
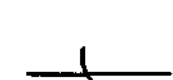
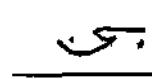
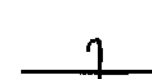
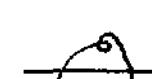
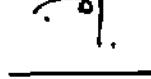
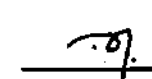
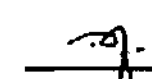
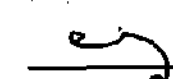
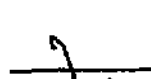
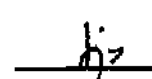
1. 
2. 
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4. 
5. 

KEY TO ACTIVITY EXERCISES

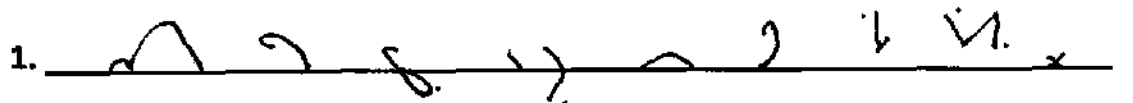
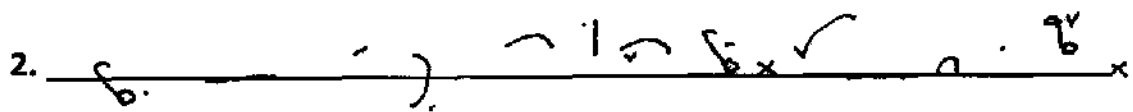
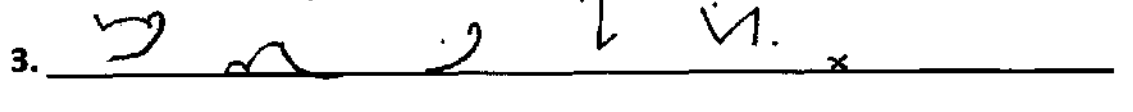
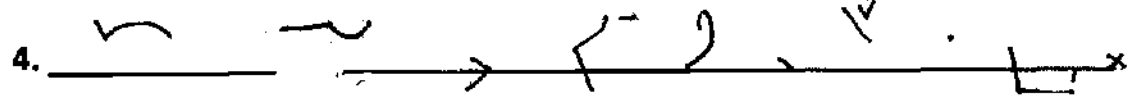
Exercise 1

Pray	Prayed	Pride	Try	Cry	Cried
Crowd	Crow	Girl	Preach	Press	Bright
Trust	Grow	Address	Drop	Brought	Crop
Cream	Properly	Progress	Daughter	Auditor	Teacher
Water	Paper	Taper	Better		

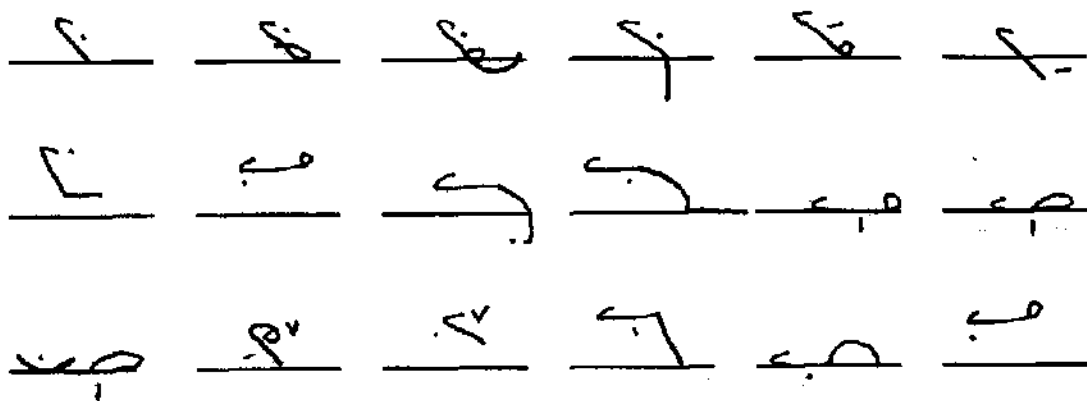
Exercise 2

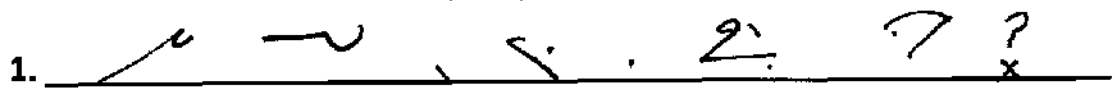
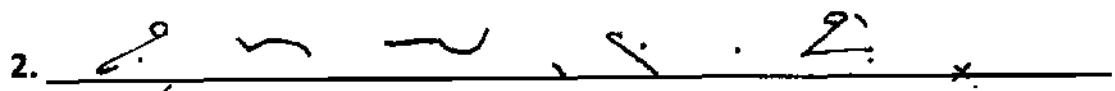
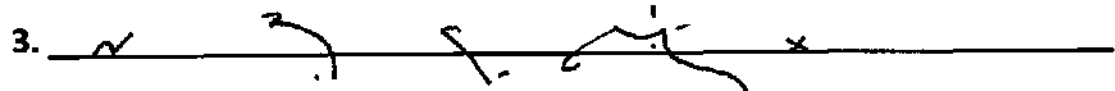
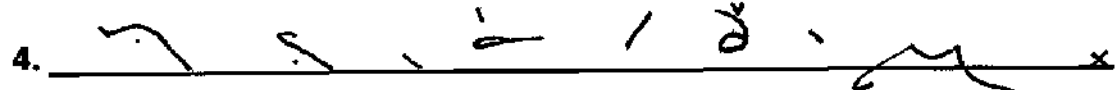
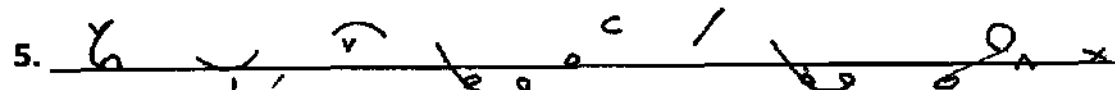
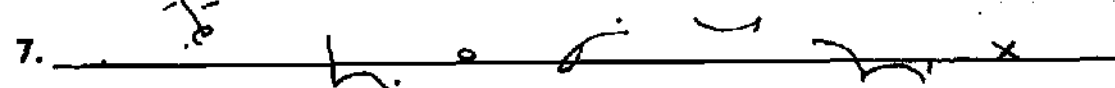
Exercise 3

1. 
2. 
3. 
4. 
5. 
6. 
7. 

Exercise 4



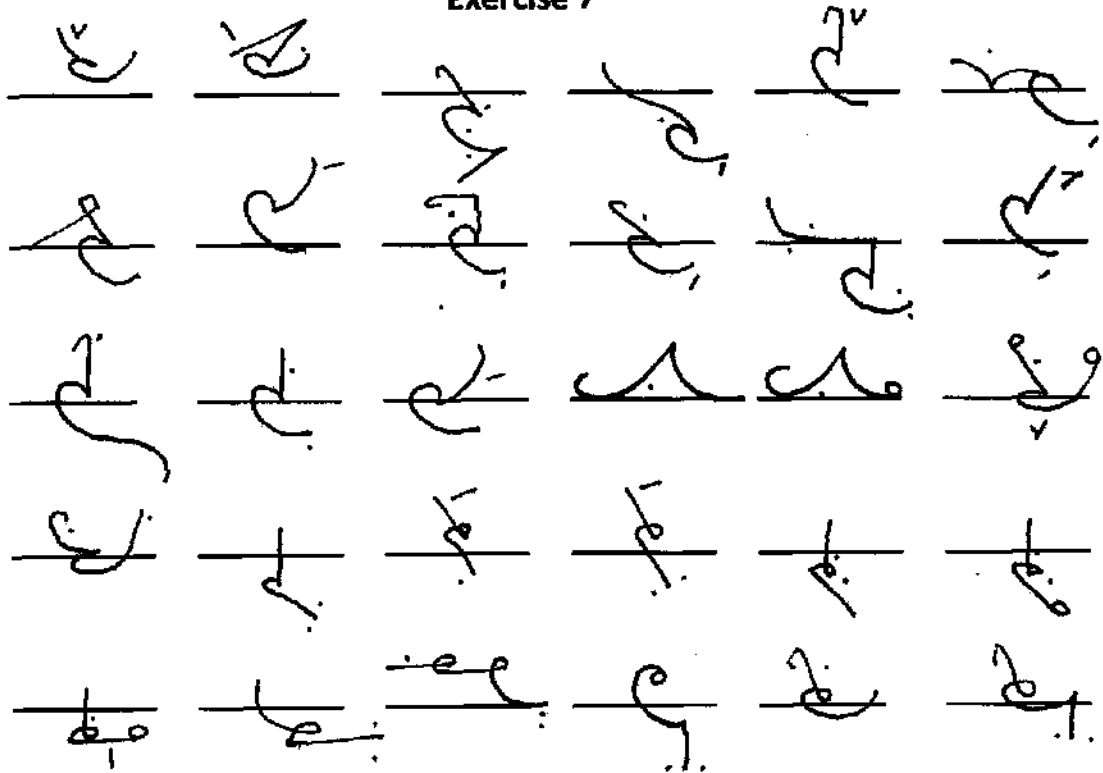
Exercise 5

1. 
2. 
3. 
4. 
5. 
6. 
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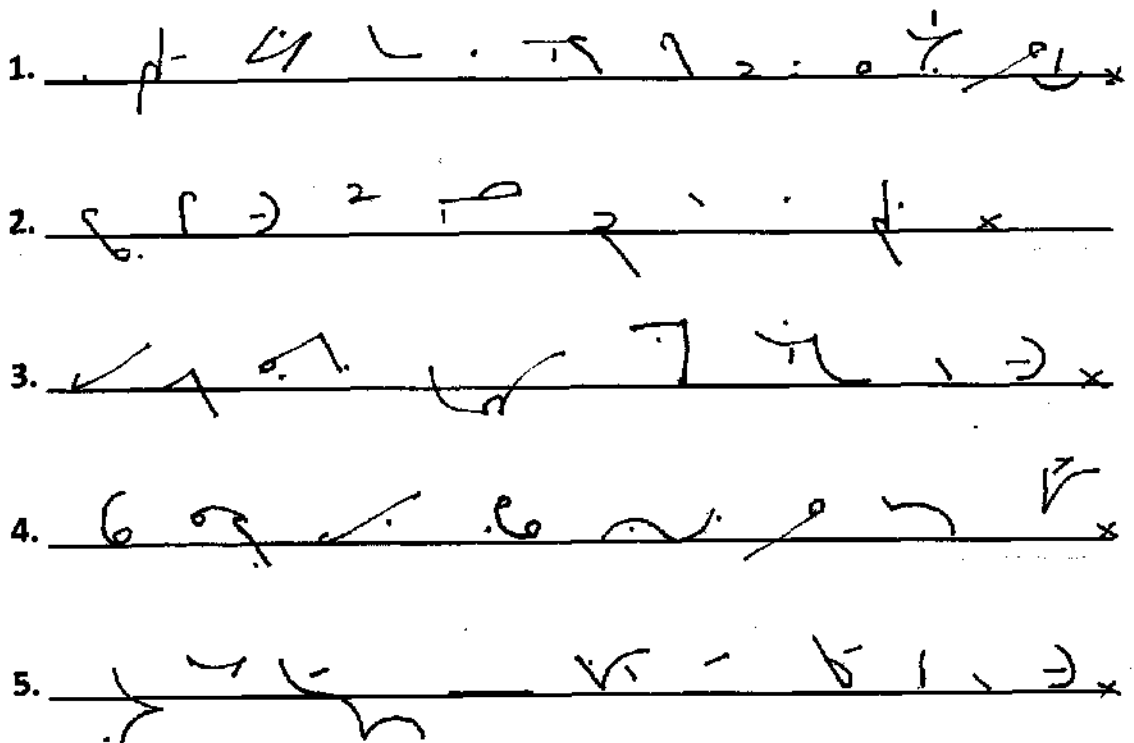
Exercise 6

Fledge	Flour	Flood	Flock	Flap	Flash
Flag	Flame	Flow	Flurry	Floor	Fly

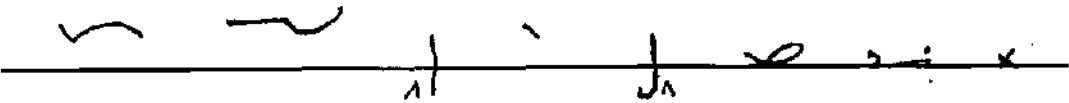
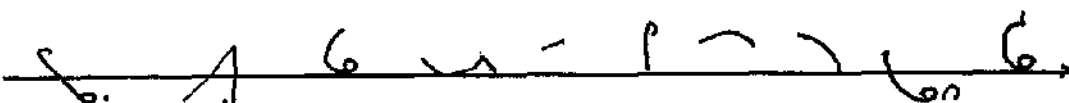
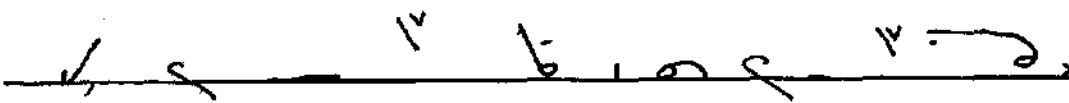
Exercise 7



Exercise 8



Exercise 9

1. 
2. 
3. 
4. 
5. 

Exercise 10

Fusion	Vision	Provisions	Session	Mention	Attention
Exception	Depression	Transaction	Anticipation	Reception	Invitation
Petition	Addition	Action	Admiration	Suffocation	Legation

Exercise 11

1. We wish to call your attention to the motion fixed for discussion.
2. I have read in today's issue of the National News the posts.
3. I have set out on a separate paper, enclosed, my age, education, etc.
4. The selection of a vocation is no more an easy task.
5. Your attention is drawn to Resolution Number 4.

Exercise 12

Accession Precision Procession Indisposition Supposition
Exposition Authorisation Sensational Opposition Transition

Exercise 13

- 1. Who says the selection of a vocation is an easy task?**
- 2. He gave a wrong impression to us on this issue.**
- 3. The procession was very long.**
- 4. The accusations against the Prime Minister are false.**
- 5. I expect to travel to Kanpur to see the National Business Show.**

UNIT-7

HALVING PRINCIPLE & DOUBLING PRINCIPLE

7.1 INTRODUCTION

In our shorthand writing, effort is made to reduce the time of writing. You have seen in preceding chapters the use of small circle, large circle, hooks attachment initially and finally, short cuts, abbreviations etc. The main purpose of their introduction is to minimize the time of writing. In halving principle, halved strokes are used, wherever required with certain conditions whereas in doubling principle, under some circumstances the strokes are doubled to facilitate swift and speedier writing.

7.2 OBJECTIVES

After going through this unit, you will be able to:

- gain the methodology of writing swiftly by using these Principles
- use Halving Principle for the addition of 'T' or 'D'
- identify the cases where halving principle is not used
- use Doubling Principle for the addition of 'Tr', 'Dr', 'Thr. & 'Ture'
- identify cases where doubling principle is not used
- know that Halving and Doubling Principles can be used in Phraseography
- undertake repeated practice of writing words by using Halving and Doubling Principle

This unit has been divided into two parts:

- Halving Principle
- Doubling Principle

HALVING PRINCIPLE

7.3 MEANING OF HALVING PRINCIPLE

Whenever the length of any stroke is halved, there is an addition of either 'T' or 'D' to that stroke.

7.3.1 RULES: THE RULES FOR HALVING PRINCIPLE ARE GIVEN BELOW

- HALVING PRINCIPLE FOR SINGLE SYLLABLE WORDS

In the case of single syllable words, beginning with light strokes, light strokes are halved for 't' only e.g.

Pat t cat t chat t tight t
fat t late t mat t net t
Wait t yet t

- Single syllable words beginning with thick/heavy strokes, are halved for 'd' only, e.g.

Dead d deed d bad d bid d
bade d bed d good d Void d
guide d aged d

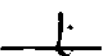
- In case of single syllable words with third place vowel, the said half-length stroke is written on the line e.g.

Pit t lit t meet t knit t

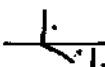
7.3.2 HALVING PRINCIPLE TO TWO OR MORE STROKES

The following rules were laid down for the application of halving principle to words with two or more than two strokes:

- (i) Words with more than one syllable, are halved either for 't' or for 'd' e.g.

Debate  rapid  rabbit  pocket 

- (ii) Last 't' or 'd' is halved for the sound of words ending with ted/ded e.g.

Guided  debited  credited  acted  cheated 

- (iii) Thickened strokes of 'm', 'n', 'l' and 'r' (downward) are halved for the addition of 'd' e.g.

Mad  maid  made  need  end  mood 
Field  bored  tired  retired  card 
Skilled 

- (iv) Stroke 'l' (downward) is thickened and halved for 'd' only e.g.

Old  bailed  field  billed  scaled  skilled 
Killed  revealed  chilled  filled  mailed  mould 

- (v) Stroke 'l' (upward) is halved for 't' only e.g.

Belt  melt  built  relate  felt 

But 'l' (downward) stroke is halved for 't' if occurring after Consonants 'N' or 'Ng' e.g.

Inlet  ringlet  insult 

- (vi) If 'st' sound comes after 'Shun', it is indicated by writing Consonant 'S' either in upward or in downward direction.

Receptionist  fashionist  revolutionist 

educationist -L3ⁿ

Progressionist -V3

- (vii) If a Vowel comes in between R-D or L-D, the outlines will be written in full e.g.

Old -r

but

Load -r

Aired -r

but

Road -r

7.3.3 CIRCLE 'S' AFTER HALF-LENGTH STROKES

Circle 's' attached at the end of half-length strokes is read after the sound of 't' or 'd' e.g.

Bids -s

fits -s

meets -s

nets -s

riffs -s

rents -s

7.3.4 '-ns' after half-length down straight strokes

After half length (down straight strokes – t or d), 'ns' at the end is represented/indicated by disjoined 'ns', e.g.

Aptness -ns

agedness -ns

deadness -ns

7.3.5 -ingly after half-length t/d strokes

After t/d half length, -ingly is indicated by disjoined 'ngly' and is written below the last stroke before 'ingly' e.g.

Hesitatingly -ngly

rotatingly -ngly

7.3.6 Final -ted or -ded

'ted' or 'ded' occurring at the end of a word is indicated by 't' or 'd' joined or disjoined. e.g.

Cheated fitted graded reported
 avoided acted

7.4 When is the Halving Principle not employed?

Halving principle is not employed under the following situations e.g:

- (i) Downward form of 'h' is not halved, when standing alone. It is the upward form of 'h' which is halved. e.g.

Hat hit height hot heat

- (ii) Upward form of 'r' when standing alone, without initial attachment is not halved. e.g.

Rate right writ write wrote

- (iii) In the words ending with 't' or 'd' and followed by a vowel, halving principle is not employed e.g.

Mighty body knotty Petty
 lady Ready

- (iv) Stroke is not halved if followed by a 'triphone', e.g.

Fiat diet punctuate

- (v) Halving principle is not used when there is a joining of two straight strokes, forming no angle, e.g.

Cooked kicked looked locate

- (vi) If 'r' (downward) and 'sh' occur 'el', then r(dn) and 'sh' are not halved e.g.

Alert polished coloured

(vii) After 'm', 'sh' is not halved, e.g.

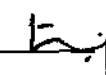
Smashed 

blemished 

(viii) After 'n', 'm' or 'm' after n are not halved e.g.

Nominate 

terminate 

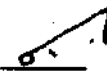
dominate 

minute 

(ix) when a vowel occurs between l-d or r-d, both consonants will be written in full forms e.g.

Married 

sorrowed 

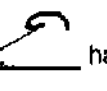
hurried 

pallied 

(x) Strokes for mp, mb and ng cannot be halved for the addition of t or d unless they are Hooked initially or finally; e.g.

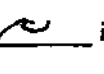
Impute 

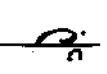
belonged 

rampart 

hampered 

Imbued 

lingered 

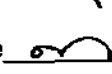
impugned 

7.5 Use of Halving Principle in Phraseography

The use of Halving Principle in Phraseography is discussed below:

Towards-the  told-him  that-they  great-deal 

it-could  It-could-be  that-it  that-it-is 

that-it-is-not  Some-time  for-some-time  we-would 

at-the-same-time  If-it  If-it-is  if-it-is-not  in-which-it 

in-which-it-is  They-would  They-would-not  I-would 

They-would-not-be  it-will-not  It-will-not-be  they-will-not 

they-will-not-be  they-would  They-would-be  we-would-be 

In above, you will find the use of half -length form of 'w' as would. Otherwise, we have been using half semi -circle form of 'would' as in following cases:

It-would l it-would-not l it-would-not-be l who-would l
 Who-would-be l which-would l which-would-be l

7.6 Short Forms/Grammalogues:

Could l quite l accord/ing l called l cold l great l
 Cared l ghuard l equaled l told l gold l build/ing l
 Chaired/cheered l child l wished l particular l opportunity l
 That l without l

7.7 MEANING OF DOUBLING PRINCIPLE

You have seen in earlier chapters the use of standard length strokes whether straight or curved-ones.

When we talk of doubling with reference to shorthand writing, we deal with double length strokes.

When any stroke is doubled in length, it is called as Doubling Principle.

7.7.1 Rules For The Use Of Doubling Principle

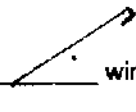
- (i) Single stroke can be doubled for 'tr', 'dr', 'Thr' & 'ture', if it has an initial attachment in the form of a circle, e.g.

Sector l spotter l spider l centre l sender l
 Senator l slider l slighter l solder l sorter l

- (ii) Single stroke can also be doubled for tr, dr, Thr&ture, if it has a joined diphthong at the end, e.g.

Neither  tutor  doubtor  counter  powder 

- (iii) Single stroke can be doubled for tr, dr, Thr&ture, when it has a final hook e.g.

Painter  tender  canter  render  winter 
Hunter 

- (iv) Curved strokes can be doubled to give the sound of tr, dr, Thr&ture at the end e.g.

Enter  order  father  mother  nature 

- (v) When a small circle is attached to double length strokes at the end, it is always read after the sounds of tr, dr, Thr&ture e.g..

Letters  matters  enters  nature's 

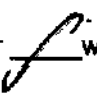
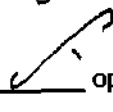
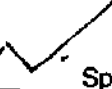
- (vi) 'L' stroke, if standing alone, or with a final circle 's', is doubled for 'tr' only e.g.

Letter  Later  litter  latter  letters 
Alters 

- (vii) 'L' stroke can be doubled for the sounds of 'tr' or 'dr' when it has attachments in the form of hook, circle 's' or tick 'h' in the beginning/end e.g.

Holder  lender  slaughter  solder 

- (viii) Straight stroke can be doubled to indicated 'tr', 'dr' or 'Thr' only when it follows another stroke or circle 's' e.g.

chapter  winter  wonder  operator  Spider 

- (ix) Straight stroke is doubled to indicate tr, dr or Thr only when it has a finally joined diphthong or a final hook e.g.

Render  powder  painter  second  vendor 
Venture  counter 

- (x) Double consonants (mp/mb) are also doubled to add final -er e.g.

Amber  chamber  December  September 
Temper  Timber 

- (xi) consonant 'ng' can be doubled to add final 'kr' or 'gr' e.g.

anger  longer  hunger  hanger 

7.7.2 ALTERNATIVE FORMS OF MPR/MBR .

You have learnt in the previous pages that mp/mb double consonant stroke is doubled to give the final

ending as -er, as in words timber, bomber, chamber' Sometimes it becomes very difficult to write the

outlines of some words where doubling can give an awkward outline. At such places, we can use the alternative form of mpr/mb as  e.g.

Lumber  hamper  lumber  camper 

Similarly, we have the alternate forms for ng-kr/ng-gr. Its' alternate form is in 'hooked' form as  e.g.

Tanker  finger  banker  stronger  tinker 

7.8 WHEN IS THE DOUBLING PRINCIPLE NOT EMPLOYED?

The doubling principle is not employed under the following conditions:

(a) if the word ends with a vowel e.g.

boundary entry country foundry laundry

(b) Doubling principle not employed in past tenses e.g.

Distempered surrendered altered ventured
Shattered tendered countered

7.9 USE OF DOUBLING PRINCIPLE IN PHRASEOGRAPHY

Doubling Principle is used in Phraseography for the representation of the words 'Their', 'There', 'other' and 'dear' e.g.

In-their have-their My-dear My-dear-sir
My-dear-madam I-am-sure-there-is making-their-way
I-wish-there-were In-their-own in-their-own-way
I-shall-be-there pending-their in-some-other I-wish-there-is
In-some-other-way I-know-there-is had-been-there
In-order-their My dear mother

7.10 SHORT FORMS

Character wonder/wonderful/ly therefore rather/writer
Interest

REVIEW QUESTIONS

1. What are the advantages of halving and doubling principles?
2. How is the position of a half -length stroke decided?
3. Explain how a stroke is doubled.
4. When is doubling principle not employed?
5. How is halving principle employed in the case of multi syllabic words?
6. State the circumstances where halving principle is not employed.
7. Explain with suitable examples under which circumstances the halving principle is applied to N, M, L and R (thickened).
8. What are the rules for halving one syllable words and more than one syllable words?
9. In which cases the halving principle is applied in phraseography? Support your answer with suitable examples.
10. Explain with examples the use of doubling principle with straight strokes.
11. Describe with examples the doubling of strokes mp/mb with curved strokes.

I. Fill in the blanks:

1. The sounds of T and D can be indicated by halving the -----stroke.
(preceding / following)
2. Thin strokes are halved to add -----and thick strokes are halved to add -----
(T,D / D, T)
3. The strokes 'Eld' and 'Ard' are always written ----- (upwards / downwards)
4. There are three lengths for consonants in Pitman's Shorthand, which are ----- and -----
(Full-length, half-length and double-length / Diphthong, triphone and diphones).
5. Past tense words generally use -----instead of -----
(doubling, halving / halving, doubling)
6. -----'R' is not halved when standing alone. (upward / downward)
7. Half length 'H' when standing alone is written ----- in direction. (upward / downward)

8. Straight strokes can be doubled for the addition of tr, dr, Thr and ture provided it has an -----circle. (initial / final)
9. Stroke 'L' standing alone is doubled for -----only. (tr / dr)
10. Stroke 'L' can be doubled for tr. or dr. when it has -----
(attachment / without attachment)
11. Writing of any stroke in -----the size of its normal length is called doubling. (double / half)
12. Final circle attached to double length forms is to be read -----tr. dr. Thr. (Before / after)
13. At which place the words 'motor' and 'meter' will be written -----
(2nd place / 3rd place)
14. All double length down strokes are written -----the line. (above / through)
15. If the first sounded vowel is of second or third place all double length horizontal strokes will be written -----the line. (on / through)

2. State True / False:

1. Stroke 'M' is thickened and halved, for 't' only.
2. When a vowel follows final t or d, halving principle is not employed.
3. Half-length 'H', when not joined to another stroke, is always written downward.
4. Circle 'S' at the end of a half-length form is read after the t or d.
5. Halving a stroke in length indicates the addition of 't' only.
6. Half-length 'r' when standing alone or with a circle, the stroke 't' must not be written.
7. Half-length forms should not be written through the line.
8. In past tenses -ted or -ded is always indicated by half-length t or d.
9. The sign for 'rt' and 'lt' are generally written downward.
10. The halving principle is used in Phraseography to represent on, than, own, of.
11. All double-length down strokes are written on the line.

12. Double-length upstrokes are written above, or on, or through the line, according to the second vowel heard in the word.

3. Match the following:

- | | |
|--|------------------------------------|
| 1. Stroke 'M' is thickened and halved, for | a) tr.dr.thr.ture |
| 2. The signs for 'rt' and 'lt' are generally written | b) rd |
| 3. In a word 'Report', 'r' is written | c) down or upward |
| 4. A straight stroke can be doubled for the addition of | d) with a vowel |
| 5. All double length horizontal strokes are written on the line if the first sounded vowel is of | e) second or 3 rd place |
| 6. The half-length form 'ld' standing alone, is used only for words beginning | f) halved |
| 7. After the shun hook, 'st' may be written | g) upward |
| 8. The light sign 'rt' may be used for when it is not convenient to write. | h) d |

Answers

1. 1. Preceding 2. T,D 3. Downwards
 4. Full-length, half-length and double length.
 5. Halving, doubling 6. Upward 7. Upward 8. Initial
 9. Tr. 10. Attachment 11. Double 12. After
 13. 2nd place 14. Through 15. On

2. 1. F 2. T 3. F 4. T 5. F
 6. F 7. T 8. T 9. F 10. F
 11. F 12. F

3. 1. (h) 2. (g) 3. (f) 4. (a)
5. (e) 6. (d) 7. (c) 8. (b)

ACTIVITY EXERCISES

Exercise No. 1

Write the following words in shorthand:

Tractor	typewriter	founder	pointer	deductor	chapter
lighter	father	remoter	diameter	order	supporter
porter	insulator	importer	barter	charter	disorder
skater	cylindrical	calendar	sector	powder	motor

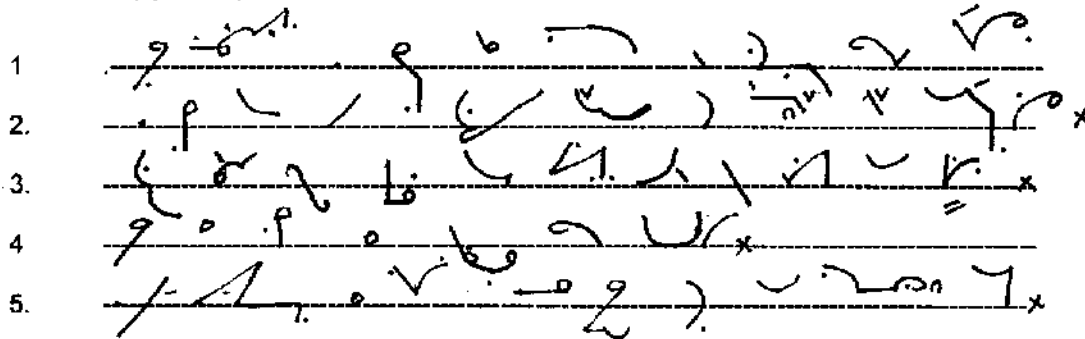
Exercise No. 2

Write the following words in shorthand:

tutor	doubter	painter	ponder	binder	blunder
canter	hunter	builder	hinder	diverter	educator
dedicator	dictator	inceptor	indicator	inspector	reflector
temper	timber	distemper	dampener	amber	longer
linger	feature	future	signature	adventure	picture
debenture	charter	bounder	mazumdar	zamindar	thanedar

Exercise No. 3

Read, copy and practice five times each sentence:



Exercise No. 4

Write in Shorthand the following sentences:

1. He associated the speed of his car to escape from the police.
2. The seat for which they were fighting was occupied by anybody else.
3. Mohan will help you in your business and if it is possible for you then you should meet him.
4. The report submitted by the officer was and no notice is following on it.

Exercise No. 5

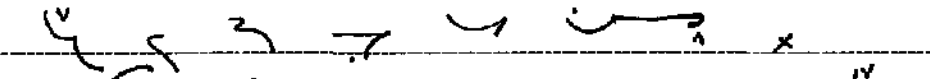
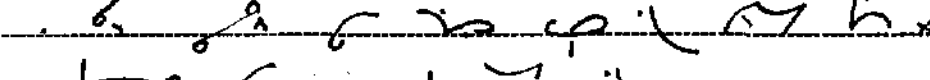
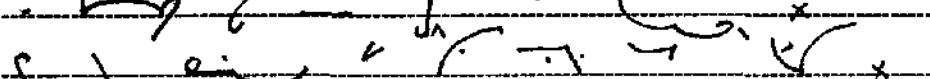
Write in shorthand one page of each sentence:

1. The Board of Secondary Education has started the vocational course in shorthand at senior secondary level.
2. The report which was sent to the press stated that the allegations made against the Minister are baseless.
3. The price of essential goods were cut down at the request of the Minister.
4. The delegations were requested to elect their leader with responsibility and give him proper regards.

5. Truth has been divided into three kind – truth about things, truth of thought about things and truth in the accurate expression of thought about things.

Exercise No. 6

Transcribe in English:

1. 
2. 
3. 
4. 
5. 

Exercise No. 7

Write the following passage in shorthand:

Mr. Chairman, Sir, I am happy that all the credit goes to the Prime Minister. This was the reason that this draft had to be changed and got cyclostyled a bit late. You have misled the Prime Minister because the Member knows it very well that there is difference between removal, discharge and dismissal. A man who is dismissed from service is debarred from Government service. A man who is discharged from service is entitled to be re-settled in service. In this particular case I do not know that the person concerned is in Indian Forest Service or Indian Foreign Service but he is already in service.

Exercise No. 8

Write in shorthand the following sentences five times each:

1. The education should take interest in the development of the country.
2. Please type a reminder on the computer. The matter can be had from the letter kept in the folder.
3. The absconder surrendered in the court of First Class Magistrate in the afternoon today.

4. You should not surrender to anybody or render your resignation till you discuss the matter in detail with the Parliamentary Reports in the Central and State Legislatures.
5. Please put your signatures on the letter kept in the folder.

Exercise No. 9

Write in shorthand the following paragraph:

The structure of our business is such that delays of this nature cause shortage of materials in stock and the inevitable loss of future orders from the disappointed customers. We must have all these materials by the 15th J^{ly} at the latest in order to prepare our catalogues and deliver the proofs to the printers by mid july. We therefore request that a definite delivery date rather than an explanation should be given to us.

Exercise No. 10

Try to read the following paragraph:

The structure of our business is such that delays of this nature cause shortage of materials in stock and the inevitable loss of future orders from the disappointed customers. We must have all these materials by the 15th J^{ly} at the latest in order to prepare our catalogues and deliver the proofs to the printers by mid july. We therefore request that a definite delivery date rather than an explanation should be given to us.

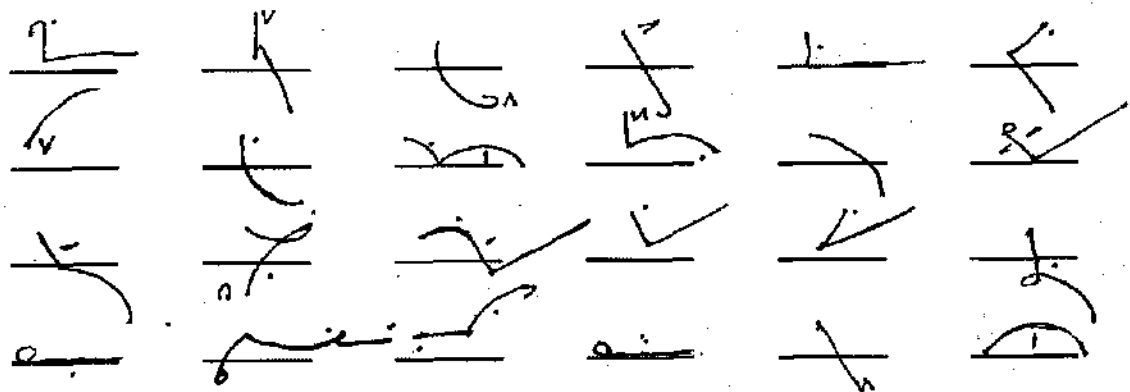
Exercise No. 11

Write in shorthand the following paragraph:

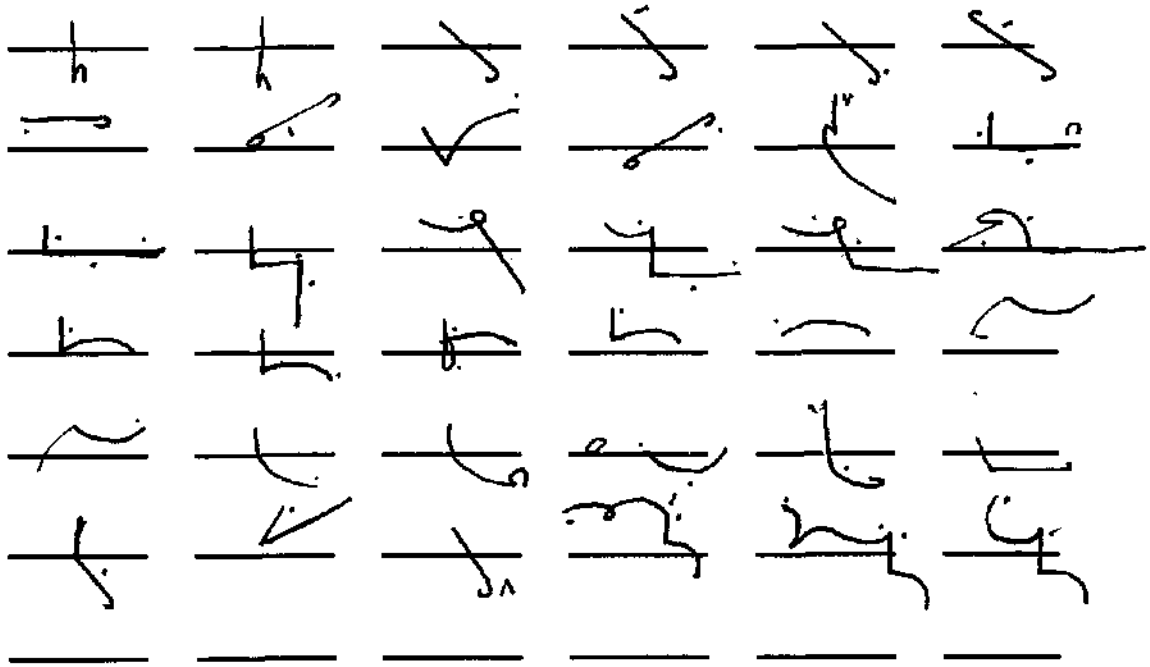
The director of the firm issued orders for shifting of a new motor scooters. A copy of the order was also sent to the Director General of Police for issuing necessary permission to the shifting of the vehicles so that the staff deployed for this work may not face any difficulty at the time of transportation. After getting the necessary permission from the police the motor scooters were shifted.

KEY TO ACTIVITY EXERCISES

Exercise No. 1



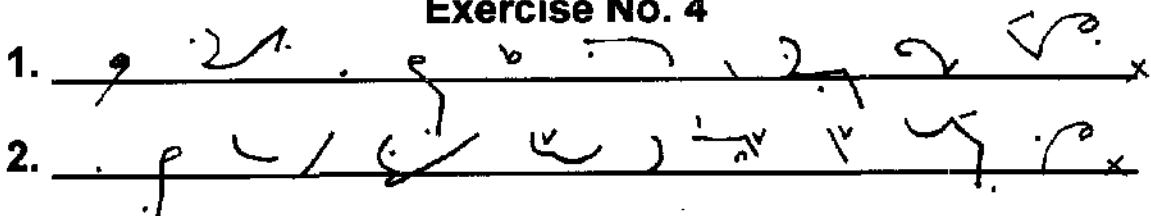
Exercise No. 2

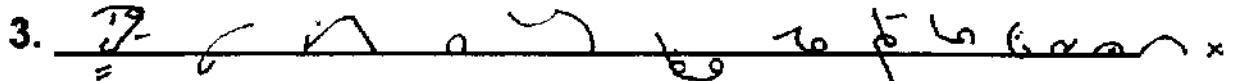
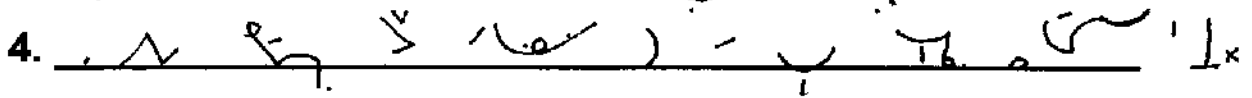


Exercise No. 3

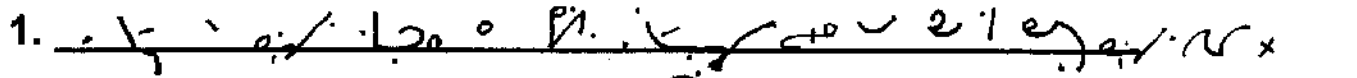
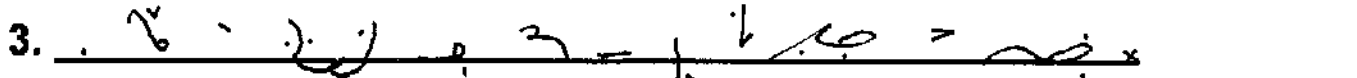
1. He accelerated the speed of his car to escape from the police.
2. The seat for which they were fighting was occupied by anybody else.
3. They have sold the number of tickets for the charity show to be held in Delhi.
4. He has set his business very efficiently.
5. The judge rejected his appeal because he could not see any argument in it.

Exercise No. 4



3. 
4. 

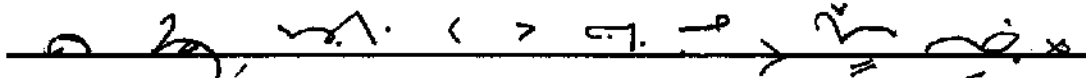
Exercise No. 5

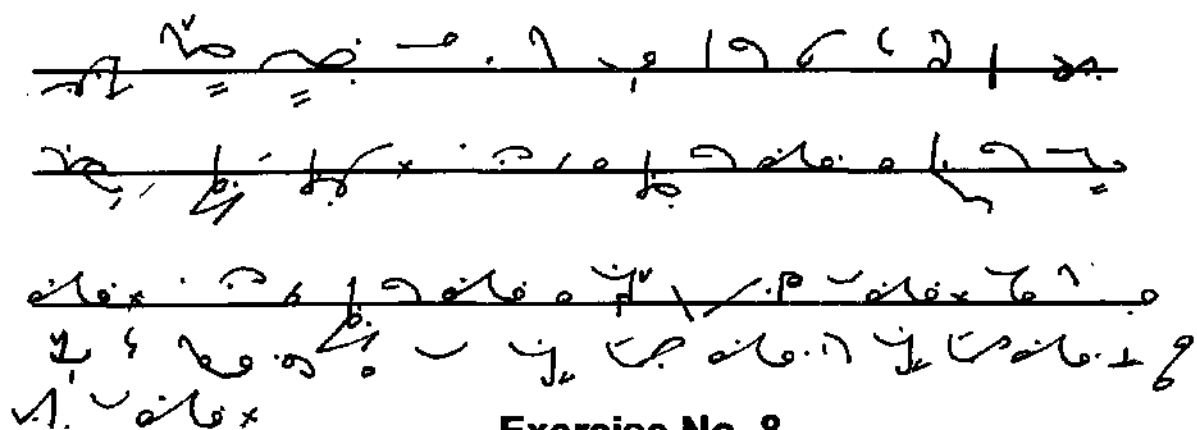
1. 
2. 
3. 
4. 
5. 

Exercise No. 6

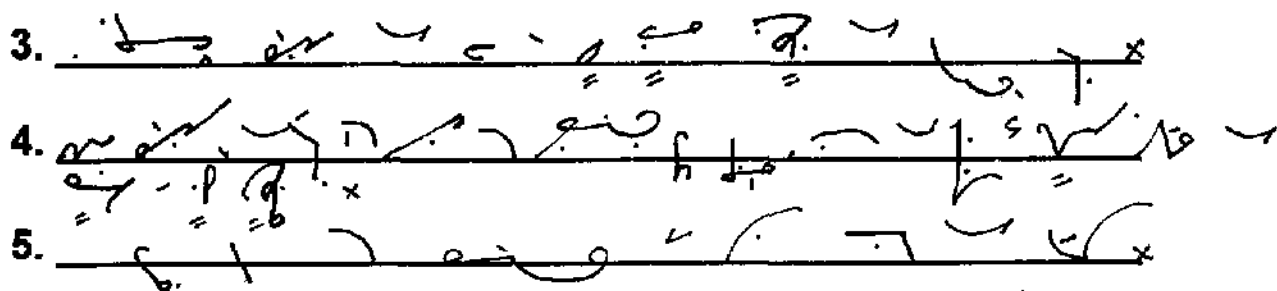
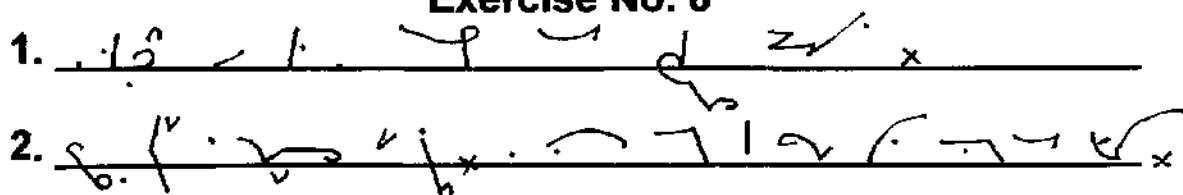
1. Five people were killed in the encounter.
2. The slaughter house will remain closed after lunch time.
3. The temperature will come down in the afternoon.
4. Please put signature on the letter kept in the folder,
5. The Educators should take interest in the development of the country.

Exercise No. 7

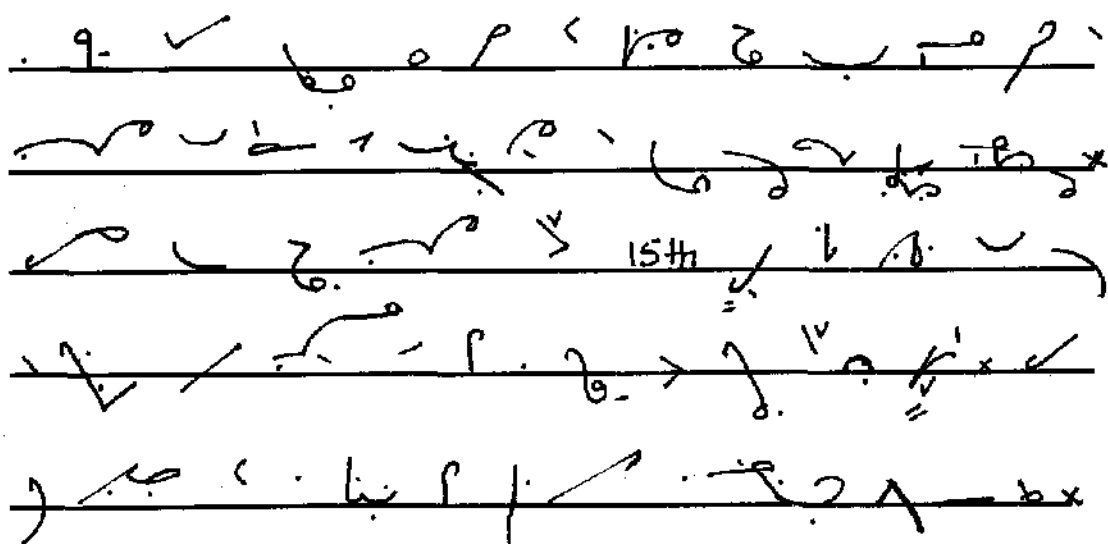
1. 
2. 



Exercise No. 8



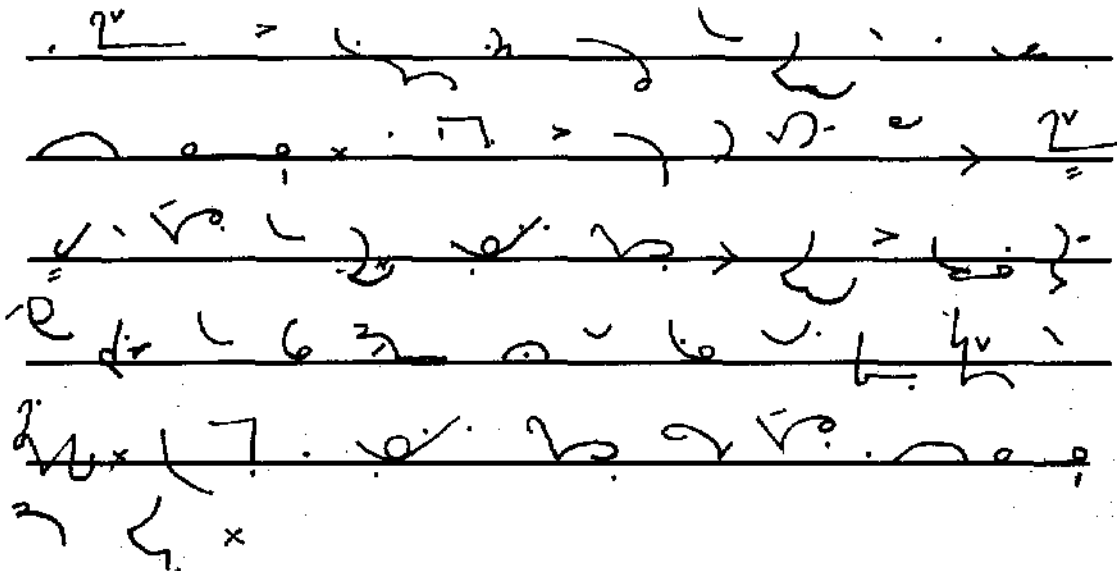
Exercise No. 9



Exercise No. 10

A great authority on the subject has asserted that there are slight earth tremors every quarter of an hour. The hand of man seems weak indeed when we think of the wondrous power of these mighty forces. We have to hand today, under last Wednesday's date, another copy of the wonderful catalogue issued by Crowder and Standerson. Their motor cycle department rather appeals to the boys in his school, and we have, therefore, sent word that we should like several extra copies of the catalogue.

Exercise No. 11



UNIT –8

COMPOUND CONSONANTS, DOT & TICK 'H'

8.1 INTRODUCTION

In English language there are so many words which have compound consonants (having more than one consonantal sound). Some of the existing consonants have been used to represent the compound sounds by adding hooks, thick forms, etc. yet ensuring formation of concise, brief and facile outlines.

The last consonant sound 'H' can also be represented by a tick and also by a dot 'H'. Downward Hay is reduced to a tick before simple em imp, upward ell, ar, rer, ard, etc. Tick Hay is also used medially in a phrase. When the other forms of Hay cannot be written conveniently, Dot Hay is also used.

8.2 OBJECTIVES

At the end of this unit, you will be able to:

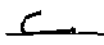
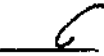
- Classify the compound consonants
- Develop shorthand writing speed after the practice of compound consonants
- Identify the shorthand signs for the various compound consonants
- Represent the sound of 'H' through a light dot or by a small tick.
- Use of phrases medially but not in words, etc.

8.3 MEANING OF COMPOUND CONSONANTS

As you know in the beginning that simple consonant is a sound which cannot be produced distinctly without the aid of a vowel. The compound consonants are the combination of two consonants.

There are eight compound consonants in shorthand with distinct sign. The same are shown in the given table

COMPOUND CONSONANTS

Sign	Name	Letters	Examples
	kwa	KW	quick, request
	gwa	GW	guava, lingual
	(up) wel	WL	wail, unwell
	(up) hwel	WHL	whale, meanwhile
	(down) ler	LR	feeler, scholarly
	(down) rer	RR	poorer, sharer
	emp	MP	camp, jumb
	emb	MB	Bombay, Embassy
	hwa	WH	where, everywhere

Thick Compound Consonants

Letter	Sign	Name	Example
GW		gwa	Gwallior
Lr		ler	Feeler
Rr		rer	Bearer
Mp		emp	camp
Mb		emb	emblem

8.4 RULES FOR THE USE OF COMPOUND CONSONANTS

(1) The compound consonants KW, GW, WH, MP or MB are used when two consonants immediately succeed one another without any vowel between them e.g. while, wheel, quake, linguist, camp, tomb

(2) Similarly the other compound consonants are used when they immediately succeed one another

(i) The compound consonants KW (kwa) & GW (gwa)

A large initial hook written with the left motion or anticlockwise motion to the stroke k prefixes w and thereby represents the compound consonant kw. For example: quick

request require inquiry

Exceptions : The compound consonant kw is not employed in the following cases:

(i) In order to avoid lengthy or awkward form, especially when the outline is quite legible without the 'w' being expressed. Thus, quality qualitative

(ii) In the derivatives form the logogram equal, thus; equality equalize

equalization _____ equalizing _____

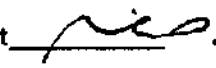
(iii) In distinguishing outlines. Thus,

'queer' to keep distinct from 'clear' notwithstanding the difference in

the size of the initial hook.

The compound consonant gw (gwa)

A large initial hook written with the same motion like kw to the stroke g, prefixes w, and thereby represents gw.

Thus lingual  linguist .

The final attachments in the forms of circle, loops or hooks can be added to 'gw'.

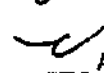
Example linguist  penguin .

Note: When 'gw' occurs medially before 'sh', the outline is contracted by omitting the 'g' and expressing the 'w' and following vowel by the diphthong. Thus,

anguish  languish .

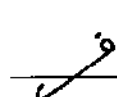
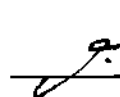
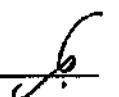
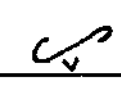
8.4.1 The Compound consonant WH (HWA)

When the sound of aspirate 'h' immediately precedes 'w', the compound consonant 'hw' is formed. It is represented by enlarging the initial hook of stroke 'w'. It is used initially and medially. For example

 whey  whip  whig  where
 whereby  whirl  Anywhere  nowhere  everywhere

NOTE; The sound of 'hwa' does not occur finally.

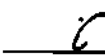
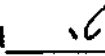
The final attachments as in case of 'kw', 'gw' can be added to 'wh'. For example,

 wheeze  whisky  whistle  whine.

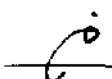
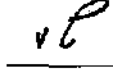
8.4.2 The Compound Consonant WL (WEL)

A small initial hook written inside upward 'L' prefixes 'W' and thereby represents the compound

consonant 'WL'. It is used initially, medially and finally. For Example:

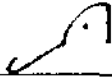
wail  well  wail  wool 
 commonwealth  unwilling  unwell  ill-will 

The final attachments are affixed to 'wl' in the same manner as they are attached to all the other curved strokes.

For examples:  wills  wiliest  woollens.

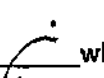
Note: 'wl' is not employed when an initial vowel precedes 'wl', the stroke 'w' and downward 'L' are used for example:

 'awheel'. It is also not used when the joining is inconvenient and compound words

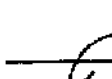
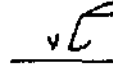
beginning with way. Thus,  farewell  waylay  waylaid.

8.4.3 The Compound Consonant WHL (HWEL)

When the sound of 'h' immediately precedes 'wl' the compound consonant 'hwl' is formed. It is represented by enlarging the small initial hook of the compound consonant 'wl' and is used initially and finally. For example:

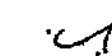
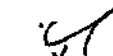
 wheel  whiled  whelm  wheeler  crown-

Wheel  mill wheel  meanwhile. We can add final attachments to 'whl'.

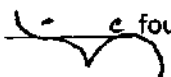
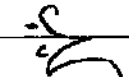
Thus,  wheels  whiles  whilst.

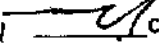
Never use 'whl' on the following conditions:

- When an initial vowel precedes 'whl'. The compound consonant 'wh' and downward 'L' are used.

 awheel  awhile.

- b) Occurs medially and the use of which is inconvenient for joining or would result in a long outline, the dot 'h' the 'w' series of diphthongs and stroke 'L' are used for 'whl'.

Thus,  four-wheeler  overwhelm.

- c) In certain words ending 'wheel', thus  cog-wheel  fly-wheel.

8.4.4 The Compound Consonant LR (LER)

The down ward form of 'L' when thickened adds 'r' and thereby represents the compound consonant 'Lr'. The compound consonant 'Lr' is never used initially. It is employed after the strokes to which final 'L' is written downward:

- a) After the strokes f,v,sk,kw,skw and the straight upstrokes r,w,y, and h.

Examples:

a)  feeler  foiler  secular  ruler

b) Use after 'n' or 'ns'  nailor  annular  tonsillar  chancellor.

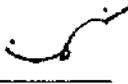
Medially: It is used medially in a few derivative and compound words e.g.

 scholarly  secularly. You can add final attachments to 'Lr'.

 feelers  scholars.

It is not employed as follows.

- a) When an accented vowel or a diphthong occurs between final 'L-r' e.g.  failure.

- b) When a vowel follows final 'L'. Thus follery  ancillary 

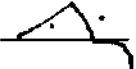
- c) When upward 'L' begins with an attachment e.g.  sailor  solar.

- d) After the straight downward strokes p,b,t,d,ch,j and k,g,m, or L (up) e.g.

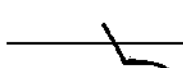
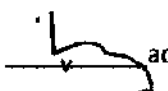
 pailer  boiler  toiler  dealer  collar  miller

8.4.5 THE COMPOUND CONSONANT 'RR' (RER)

The downward 'R' thickened for the addition of 'er' and thereby represents the compound consonant 'rer'. It is only used finally. For example

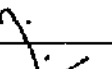
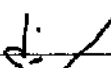
 repairer  bearer  curer  fairer.

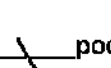
Initial and final attachments are also added with 'rr'. Thus

 swearers  bearers  admirers.

Exception: It is not employed to derivative from words written with final downward 'r'.

 terror  career  carrier. After two descending strokes and after upward 'L'

it is also not used e.g.  preparer  deplorer  allure.

For distinguishing outlines  purer but  poorer.

8.4.6 THE COMPOUND CONSONANT 'MP' OR 'MB' (EMP OR EMB)

The stroke 'm' when thickened adds 'p' or 'b' consonants. It is used initially, medially and finally. For example:

 embody  camp  lamp.

Initial and final attachments can be made with 'mp' and 'mb' e.g.

 swamp  stamp  impose  imposed  ambitions.

Note: The Compound Consonant mp and mb is not employed when a vowel occurs between m-p or m-b and mp or mb immediately followed by r or L, the stroke 'm' and the initially hooked letter are employed e.g. __

 map  mob  empress  embrace

SHORT FORMS/GRAMMALOGUES:

Whether  important or importance  impossible 

Improve/improved or improvement 

8.5 TICK 'H'

Downward Hay is reduced to a tick before simple Em Imp, upward Ell, Ar, Rer, Ard. It is used only initially, never medially or finally. The tick is treated as an initial attachment like circle S. It therefore does not count as the first stroke when placing the outline in position and is not used if a vowel precedes it.

Em: ham  hammock  hamster  hamstring 
 Haulm  home  hemmed  hymn  humble 
 Whom  humid  humidity  humality  humanity 

8.6 TICK 'H' IN PHRASES

Tick Hay may occur medially in a phrase. In this case, vocalization should be considered, as in a

phrase it is identical to Tick "The". Both ticks cannot be used together in a phrase.

For example

For whom  in her  compare in the air 

In the given example

1. Note the exact placement of first place vowels in regard to the tick.
2. The vowel sign is placed at the extreme end of the stroke. It is necessary so that the vowel sign is not mistaken for a second place vowel.
3. This does not mean the vowel is spoken before the H, if there is a vowel before H, you would be using a full downward hay stroke to place it against.
4. It should also be noted that the tick does not count as the first up or down stroke.

8.7 DOT 'H'

Dot Properties

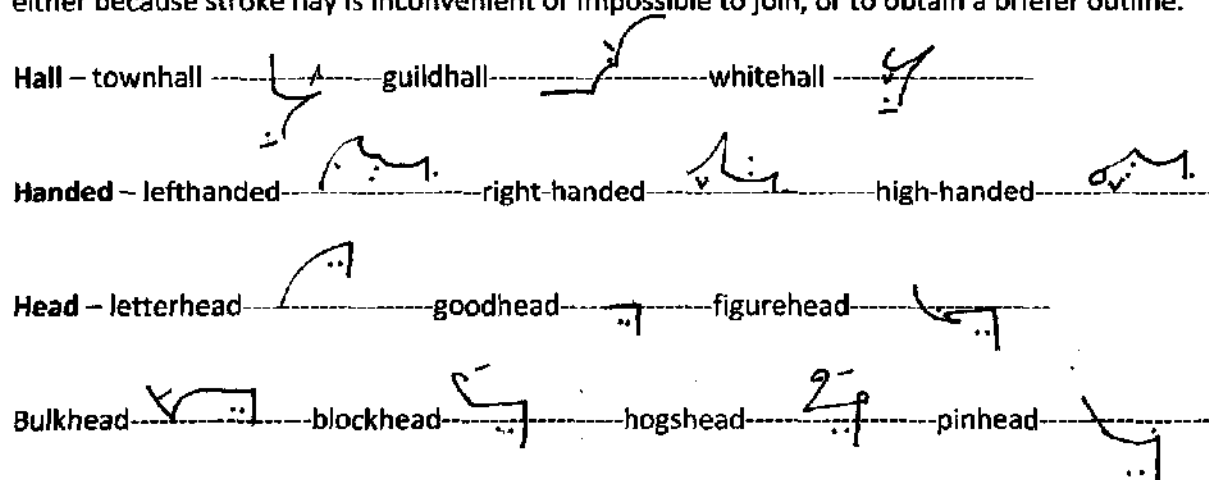
1. Used when the other forms cannot be written conveniently.
2. Only used if the resultant outline remains legible when unvocalised.
3. Mostly used in compound words, where the original form of Hay would make an awkward joining.
4. It is never used initially or finally.
5. The dot is always placed close against the vowel that comes after the H sound, and both signs are placed against the following stroke, regardless of whether the vowel is a first, second or third place one (as the "H" is medial, this is similar to the behaviour of vowels after a medial circle S or medial hook).
6. The sign for a vowel that is sounded immediately before the H sound also remains with its own stroke, whatever first, second or third place vowel, because it cannot 'jump' over the H, eg. "apprehend".
7. The dot is always written against a vowel sign. If you omit the vowel sign, then Dot hay is also omitted.

For example

Blackheath Pinhole Uphill unhappy
Unheard unhurt apprehend apprehension

8-7.1 Dot 'H' in Compound Words

Some outlines that use stroke hay changes to Dot hay when they are part of a compound word, either because stroke hay is inconvenient or impossible to join, or to obtain a briefer outline.



REVIEW QUESTIONS

1. Explain the formation and usage of eight compound consonants which are not formed by any uniform principle.
2. Explain the use of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds.
3. When we do not use 'whl'?
4. Explain stroke L and R thickened.
5. Draw a table to compound consonants.
6. Write a short note on hooked form of MP.
7. State with examples the circumstances under which "H" tick is used.
8. State the circumstances where dot "H" is used. Support your answer with suitable examples.
9. What are the exceptions for the use of "H" tick and dot.

1. Fill in the blanks:

1. A large initial hook adds -----to stroke K. (W / L)
2. Aspirate 'h' immediately precedes 'w' the compound consonant-----is formed. (whl / hwa)
3. Compound consonant 'whl' is not used when an -----precedes 'whl'. (initial vowel/ followed vowel)
4. The downward 'l' when thickened adds -----(r / t)

5. How many compound consonants are in shorthand-----(10 / 8)
6. How many compound consonants have initial hooks----- (5 / 7)
7. Write the name of three compound consonants without initial hooks-----
(lr, rer, mp/mb / rt, rd, st)
8. After KW, 'l' is written -----when followed by a vowel. (upward / downward)
9. The curve 'm' is thickened for the addition of -----(p or b / t or d)
10. Dot hay is mostly used in -----(compound words / simple words)
11. In phrases, the word 'him' is represented by inserting a -----at-----
(Dash vowel, 2nd place / dot vowel, third place)
12. "H" tick is written in the direction of downward----- (R / H)
13. "H" dot is used in the -----of a word. (middle / finally)
14. "H" tick is also employed medially in -----but not in -----,
(phraseography, words / words, phraseography)

2. State True/False:

1. There are five thin and three thick compound consonants.
2. There are five initial hooks and three without initial hooks.
3. The final attachments can be added with compound consonants.
4. 'lr' is not used when a vowel follows final 'lr'.
5. The initial attachments can be prefixed to the compound consonant 'rr'.
6. The thickened forms 'lr', 'rr' must be written finally if a vowel follows 'r'.
7. The form of 'l' or 'r' which is used in the root word is retained in the derivative.
8. A small tick is represented initially with L, M and downward R for the sound of 'H'.
9. 'H' is represented medially by a small dash written with the vowel.
10. 'H' tick is also used medially in phraseography.
11. When 'H' follows another stroke, it must be written.
12. In a word 'manhood' dash vowel is used.

3. Match the following:

- | | |
|---|-------------|
| 1. A large initial hook adds 'w' to | a) downward |
| 2. A small initial hook to 'l' represents | b) mp, mb |
| 3. An initial or final hook may be attached to the sign | c) w |
| 4. After 'KW', 'l' is written when not followed by a vowel. | d) K,G |

- | | |
|--|---------------|
| 5. The aspirate is added to 'w' by the hook | e) enlarging |
| 6. Downward 'r' is thickened for the addition of | f) er only. |
| 7. The tick 'H' may be employed medially in | g) initially |
| 8. In a word 'inhuman' the tick 'h' may be used | h) vowel sign |
| 9. Where a stroke form of 'H' is not convenient in the middle of a word, 'h' is represented by placing before the vowel. | i) light dot |
| 10. The dot is always written against a | j) not |
| 11. In a word 'Home' tick 'H' is used | k) phrasing |

Answers:

1. 1. W 2. Hwa 3. Initial vowel 4. R 5. 8 6. 5 7. Lr, rer, mp/mb 8. Upward 9. P or b 10. Compound words 11. Dot vowel, 3rd place 12. H 13. Middle 14. Phraseography, words.
2. 1. F 2. T 3. T 4. T 5. T 6. F 7. T 8. T 9. F 10. T 11. T 12. T
3. 1. (d) 2. (c). (b) 4. (a) 5. (e) 6. (f) 7 (k) 8 (j) 9(i) 10 (h) 11 (g)

ACTIVITY EXERCISES

Exercise 1

Write the following words in shorthand:

Queen, Quest, Quire, Quash, Quiver,
Requisition, Bequeath, Vanguish, Earthquake, Quires,
Squire, Requests, Squad, Linguist, Lingual

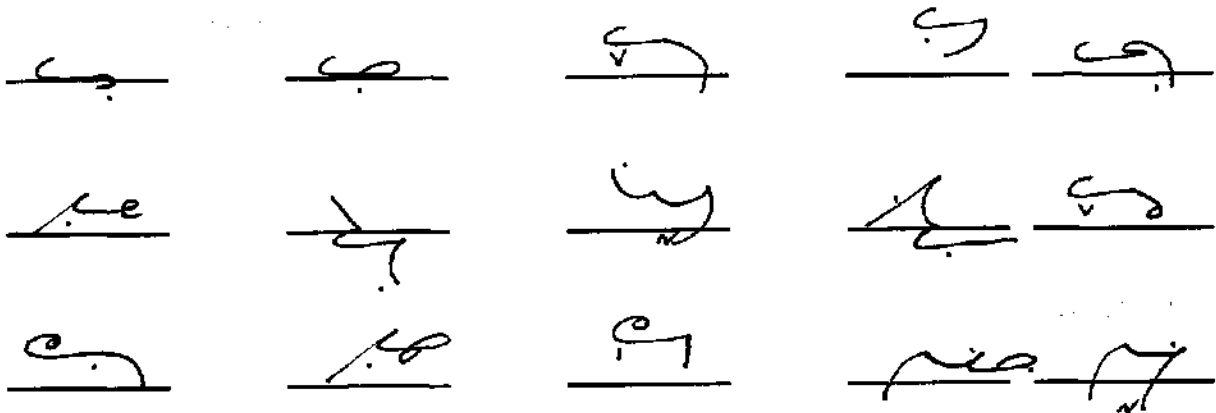
Exercise 2

Write the following words in shorthand at least five times:

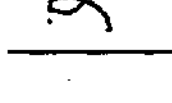
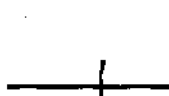
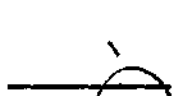
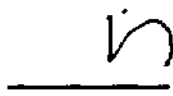
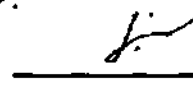
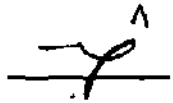
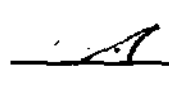
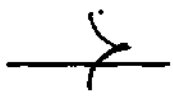
Faller	Valour	Revealer	Railer	Tonsillar	Councillor
Stenciller	Feelers	Raillery	Chancellory	Taller	Cooler
Tearer	Scorer	Assurer	Reverer	Starer	Hearer

KEY TO ACTIVITY EXERCISES

Exercise 1



Exercise 2



GRADED DICTATION EXERCISES

40 W.P.M.

Passage No. 1

Sir, 80 percent population of this country lives in / villages and a majority of them are landless labourers and // marginal farmers. Out of this 80 percent that is seventy /// crores of rural population, more than thirty crores are landless (1) labourers. They live below the poverty line. Really speaking, there/is no legal provision for their well-being and welfare. // The urban labour is less than ten crores and the /// Government has taken many steps and measures for their well (2) being and upliftment.

Sir, I would like to tell some/ of the measures taken by the Government for the welfare // of the urban labour. There is an Act governing industrial /// relations and disputes. There are workers' committees, joint management councils, (3) National Commission on Labour etc. The Government has also taken / many steps for social security like Employees' State Insurance Scheme, // Employees' Provident Fund, Family Pension, Maternity benefits etc. for this /// industrial and urban labour. There is also the Central Board (4) of Workers' education, the objective of which is to create / a well-informed and responsible labour force, capable of organizing // the running trade unions on a sound basis. All these /// measures are taken for the benefit of labourers. (5)

40 W.P.M.

Passage No. 02

Sir, we know that there will not be socialist under / you. All that we say is that if the Members // of that some of the Houses go to some other /// Houses and hear lectures very seriously they should come here (1) and tell us that they are also going to increase / the wages of the workers when such measures are brought // up. Such occasions are good occasions for them to-begin /// to cultivate this because you have yet to learn (2) the ABC of socialism first and you cannot / write a book or a poem or an article straightway // and we do not expect you to do it either. /// But, if you are really sincere about what you are (3) talking, you should try to learn the ABC / that is to say, begin with giving the workers a // fair deal, giving them a living wage and dealing with /// the workers here in this Bill you should make provisions (4) for them. I do not suggest that in this Bill / there should be provision that so much wages shall be // given to the rubber plantation workers or fix a scale /// and all that sort of thing. All that I have (5) proposed in this amendment is that the Board should be given that orientation or outlook.

40 W.P.M.

Passage No. 3

Mr. Deputy Speaker, in the course of the discussion, it / has been pointed out by a large number of members // as to how the rubber industry is in the grip /// of certain foreign elements and Indian monopolists at the top. (1) We know that there are small planters and producers but / the Dunlop Company was also mentioned. So far as the // big industries are concerned, it has been their policy to /// capitalise the money and to put money in the reserve (2) fund instead of utilizing such funds and profits for the / improvement of the labourers. It was pointed out yesterday that // at the Dunlop Company gave very high dividends. You will be /// surprised to know that while the Company had money to (3) declare a dividend of 40 percent and also to / capitalise a part of the profits, it did not give // at all a fair deal to the workers. On the /// contrary, they were kept at more or less the same (4) old level, where they had a kind of labour. Therefore, / it becomes necessary to look into this matter. We are // interested in the increase in production and everybody is interested /// in it . Essential commodities must be increased in the country (5)

60 W.P.M.

Passage No. 1

My. Deputy Speaker, Sir, as you have already pointed out that the Union Public Service / Commission submits annual reports and these reports are laid before the Houses of Parliament along // with any memorandum, if there be any, from the Government, explaining their position as to // why they have not accepted the particular advice of the Commission. Sir, we have so /// far received three such reports from the Commission and I have gone through these three (1) reports is that apart from the fact that there have been cases of non-acceptance / of the Commission's advice in many important matters, there are very serious irregularities committed by // the Executive Government in the matter of appointments to the civil posts and the civil /// services. If you permit me, Sir, I may add that I have found that there (2) are occasions when the Government has even by – passed the Houses of Parliament in their / anxiety to provide for their favourites. Sir, as you have already pointed out, the recruitments // to civil Posts and the civil services are to be made by the Union Public /// Service Commission. There are two basic ideas underlying this system of recruitment to the civil (3) services adopted in our Constitution. Firstly, we desire that all eligible persons to a particular / post should be entitled to enter into a fair and free competition to get that // job. Secondly, we want to avoid all elements of patronage in the matter of appointments /// to our civil services. You will find that under the old Regulation which has been (4) kept in force in the constitution there are several categories of employment and posts which / have been kept away from the purview of the Public Services Commission.

60 W.P.M.

Passage No. 2

Sir, I would like to ask this question from the Hon. Minister, when it was / such an important measure, what was the Ministry doing, till such a long time, excepting // to come forward before the House with another amending Bill of this nature? Originally, only /// four months' time was asked for, when the patent Bill was moved and it was (1) stated that within that period of four months they would come forward with a comprehensive / legislation. Then again they came forward with another amending Bill, extending the period. Now, between // April and December nothing has happened excepting that the Advisory Committee has been constituted and /// it met once only just to recommend for extending the period by another one year. (2)

Sir, nobody, in both the Houses would oppose this measure but they can only / criticize the way in which the Government is dealing with this measure, the way in // which the Government is sleeping over the matter, a matter which affects the very life /// of a Member of Parliament, not only a Member of Parliament but also a Member (3) of the State Legislature. As the Hon. Law Minister has pointed out that the article / of our constitution does not define what is an office of profits except to say// that a Ministership or a Deputy Ministership or even a Parliamentary Secretaryship and by a /// later amendment, even a member of the Congress Party would not amount to an office (4) of profit. Only a few instances are specified as to which offices would not amount / to an office of profit. Then the complications had arisen even when the original Bill // was moved introducing statutory committees and advisory committees. What a statutory committee was or what /// an advisory committee was, was not all defined in the patent Bill. (5)

60 W.P.M.

Passage No. 3

Sir, in the course of one year this bill has come up before this House / three times. This is the third time that this Bill is coming up before the /// House. The patent Bill was introduced in December and in less than one year two /// amending Bills were being / moved before us. Even at the time when the patent Bill (1) was moved, it was suggested by several Members, both on this side as well as / on the other side of the House, that it is safe to enumerate in the // Bill itself, by attaching a schedule to it, to specify clearly, provisions as to what /// would amount to an office of profit and what would not amount to an office (2) of profit. It was then stated by the then hon. Mover of the Bill and that the Bill // by itself, as moved, was comprehensive enough. Then, Sir, certain difficulties were felt and various Members of this House, as well as of the other House, had addressed the Hon. (3) Law Minister then, asking him whether their remaining in a particular committee would amount to / an office of profit or not. Probably, looking at the numerous letters that had been // addressed to the Hon. Law Minister he was in dilemma as to what to do. /// He had come forward with an amending Bill to extend the life till the end (4) of December. A Committee was constituted to advise the hon. Law Minister as to what / offices would not amount to offices of profit. I am told by one or two // members who had served in that Advisory Committee that only once they were summoned to /// meet.