

Lesson - 1

Introduction to Stenography

1.1 INTRODUCTION

You have learnt to read and write English language. You must have learnt an Indian language as well. So, you are quite familiar with their scripts or alphabets. But, do you know that these scripts are not fast enough to write the language as quickly as you might require ? Look at Fig. 1.1 and Fig. 1.2 below wherein a word and a sentence have been written both in English script as well as in shorthand. Compare the movements of pen and time taken in writing the word and the sentence in English and shorthand. You will definitely find the difference.

	English	Shorthand
Fig. 1.1.	Know	
Fig.1.2	I do not know	

Don't you see that the word 'know' and the sentence 'I do not know' have very small and short outlines in shorthand ? Since the language scripts are not fast enough, there arose a need for a 'speedy script' to write a language as quickly as you might require. This is exactly what shorthand is. The shorthand has as such all the qualities to record the human voice speedily. Ordinarily, shorthand writing is six times quicker than the language writing.

In order to record the human voice into neat and clean shorthand script, and to transcribe the same accurately, you require thorough knowledge of the

principles of the system of shorthand, aided by a good background of the language.

With the invention of the typewriter the transcription of notes written in shorthand is now done on a typewriter/computer, so that the documents could be typed speedily, accurately and neatly. Thus, the term 'Stenography' has now come to be used in a wider sense, to represent the combination of three skills - Shorthand, Transcription and Typewriting. While the Shorthand and Transcription shall form the contents of these lessons, you will also have to acquire a fairly good speed - say 30-40 words per minute - in typewriting, unless you possess it already.

Wherever you start learning any subject or skill, it is necessary for you to know its background, importance and the methodology used in learning this subject or attaining that skill. You will, therefore, study in the first lesson, importance of shorthand, qualities required for a successful Stenographer, techniques for writing shorthand and the material used in writing shorthand.

1.2 OBJECTIVES

After going through this lesson, you will be able to -

- recall the meaning of Stenography and definition of shorthand;
- explain the importance and scope of shorthand and other related subjects or skills.
- enumerate the essential qualities of a Stenographer;
- adopt correct sitting posture when taking dictation;
- list the equipment (including dictation equipment) and the materials required for writing shorthand.
- list the points to be kept in mind while transcribing.

1.3 WHAT IS STENOGRAPHY ?

The term 'Stenography' is composed of two words 'steno' and 'graphy'. 'Steno' means narrow, 'graphy' means to write. So, Stenography means the art or any method of writing very quickly.

Stenography was later known as Shorthand. Shorthand has been described by Sir Isaac Pitman as 'the art of representing spoken sounds in shorthand characters (written signs)'. Shorthand provides a way of representing every sound heard in English words.

Originally the transcription of shorthand notes was done in longhand or the language script, which involved a longer time to transcribe. The transcription of shorthand notes speedily and neatly be done on either the typewriter or computer.

Pitman's system of Shorthand

The system of shorthand invented by Sir Isaac Pitman in 1837 in England, has been found to be scientific and complete. In this system all minute sounds of English words can be written in shorthand, and the shorthand outlines can be read back accurately without any difficulty. Since this system is widely practised all over the world and each and every town of India, it has been adopted by the NIOS for imparting instructions to the students.

DEFINITION

Shorthand may be briefly and accurately defined as "the art of representing spoken sounds by geometrical characters. It is also called 'Phonography' or 'Sound Writing.' It is a system to write words as they are pronounced. Since shorthand is written as briefly as possible, it is called Stenography.

Pitman's system is phonetic

It is a philosophical system of writing - a method based on phonetics (sounds). Ordinary longhand is seldom phonetic. But Pitman's shorthand is phonetic, that means, words are generally written as they are pronounced, and not according to ordinary longhand spellings. With a few exceptions, only such sounds, as are heard in pronouncing English words, are written in shorthand. Unspoken or unheard sounds are not to be written. A few illustrations are given below :-

Words	Sounds to be written
palm	p-ah-m
tomb	t-oo-m
ache	a-k
coal	k-oh-l

1.5 IMPORTANCE OF SHORTHAND

When shorthand was invented in the 4th Century B.C. it was used only for verbatim reporting of speeches. Its use was later extended to write communications. It shows that the usefulness of shorthand has been recognised by all in every part of the world. Shorthand has received greater importance because of the following factors:-

- (i) Shorthand writing is faster than longhand writing**
- (ii) It provides jobs to a number of persons**
- (iii) It saves time and energy**

1.5 STENOGRAPHER, HIS TECHNIQUES AND EQUIPMENT

QUALITIES OF A SUCCESSFUL STENOGRAPHER

During the course of his official duties, a Stenographer may have to take dictation, receive telephone calls and visitors, fix appointments for his officer, maintain diary of engagements, meetings and reminders to be sent, keep a note of movement of files, and generally assist his officer in such matters as the latter may direct. He may also dispose of such work which he is authorised to do, during the absence of his officer. In order to take dictation accurately and neatly, speed, legibility, sharp grasp, hard work and good knowledge of the language are essential pre-requisites. But to perform the general duties, as listed above, he should possess the following qualities :-

- (i) Punctuality**
 - (ii) Patience and personal qualities**
 - (iii) Sincerity**
 - (iv) Personality**
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SITTING POSTURE AND TECHNIQUES FOR WRITING SHORTHAND

In writing shorthand three things have to be kept in mind, viz. speed, accuracy and freedom from fatigue. This depends on correct position of the shorthand notebook, size of notes, body, hand and fingers outline, rapid leaf-turning, besides table and chair of proper sizes. When sitting for dictation you should feel at ease and there should be no tension in mind.

- (i) **Position of body** : Sit erect at table, body close to the table. Hold your head high at a distance of about 40 cms . from the notebook. Keep your feet on the floor.
- (ii) **Position of Shorthand Notebook**: Keep your note book at right angle or slightly turned inside. Number pages and turn a few left hand page-ends for rapid turning of leaves.
- (iii) **Position of arms, hands and fingers** : Keep your left elbow on the table and throw your entire weight on the left arm. Rest your right elbow firmly so that it does not move forward or backward, or from side to side.

Keep your right wrist on the note book to ensure easy writing on the writing line. Hold the pen/pencil low between the thumb and the first and second fingers. Grip the pen lightly. The third and fourth fingers shall simply touch the paper.

- (iv) **Size of outlines** : Writing very small or very large characters should be avoided. You are advised to write shorthand stroke of the size of 1/6" (5 mm approx.).
 - (v) **Rapid leaf-turning** : While writing on the upper half of the leaf or page, introduce the second finger of the left hand between it and the next leaf. When convenient (not necessarily at the fag end of the last line) turn the leaf.
 - (vi) **Time Management** : You should keep the dictation material ready in a certain place on the desk, so that no time is wasted in searching for them when called for dictation. The pen should be filled with ink, and the pencil sharpened even before receiving the call from the officer. The date should be written at the top left hand corner of the first page to be started for the day's notes. If you have to attend to many officers in the office, the
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name of the dictating officer should also be written near the date. The rubber band should be used to mark the end of a finished page of your notebook so that you can start writing on the next blank page without waste of time. If these details are attended to beforehand, the buzzer (bell from the officer) can be responded to at once.

- (vii) **Knowledge of Language** : Sound knowledge of language is very important. Use dictionary wherever required.
- (viii) **Concentration** : Shorthand writing requires good amount of concentration. Give your full concentration on what you are writing.
- (ix) **Proper lighting** : The room should have proper ventilation and light should be adequate in the room.
- (x) **Believe in yourself** : Always have a positive approach towards your duties & never avoid responsibility.

1.6 MATERIAL REQUIRED FOR WRITING SHORTHAND

For a skilled subject like shorthand, proper choice of material is essential. The list of material and equipment can vary from situation to situation.

- (a) **Pen or Pencil** : Any good quality pen with a nib, not too stiff, can be used for writing shorthand. Such a pen should be used exclusively for writing shorthand. In no case a ball point pen should be used for writing shorthand. You can use either pen or pencil, especially available for writing shorthand.
 - (b) **Shorthand Notebook** : Only ruled paper is used for writing Pitmans system of shorthand. Standard size ruled shorthand notebooks of the size 12 cms. x 19 cms. are commonly available in the market, which should be used for writing shorthand. When writing shorthand, only the front side of the leaf should be used, leaving the back side. When the whole notebook has been used, it should be reversed, to enable you to write on the other side of the various leaves of the notebook.
 - (c) **Printed Lessons containing Exercises or Textbooks** : As you have to practice from the exercises given in these lessons and also from other text material at a later stage, these should be readily available when writing shorthand.
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- (d) **Furniture and layout:** You should use an armless chair, approximately 40-45 cms. high depending on your height. For writing shorthand you should prefer an office table (approximately of the height of 70-75 cms.)

You should also make sure that the room in which you write shorthand, particularly when you are transcribing from dictation, should be free from noise. There should be sufficient lighting in the room, so that the thin shorthand outlines can be read easily.

- (e) **Dictation Equipment :** Dictation Machines, Dictaphones are used by some officers when the services of Stenographers are not available, such as, beyond office hours, at homes or holidays, for the purpose of dictating correspondence or any other matter. These machines record human voices (dictated matter) on suitable media, such as, plastic tape, plastic disc, plastic belt, coated paper, wire etc. Shown below is the photo of dictaphone.



1.1 Dictaphone

The Stenographer or audio-typist plays back the recording on any desired speed, listens to it (usually through headphones) and types what he/she hears. Some modern transcribing units incorporate foot or hand controls for starting and stopping the machine, voice control adjustments (to regulate speed, volume

and tone), a backspacer for repeating dictation, and a signalling device to indicate the length of dictation and places where corrections have been made.

You should be conversant with the operation of the recording machines such as dictaphones, computers etc. the situation can arise when you may have to use one in any office.

Transcription techniques

- (i) The notebook and reference papers should be placed adjacent to each other. Omission of words made from dots and dashes in shorthand is often the cause of many failures in examinations.
 - (ii) The notes should not be read too fast. It is advisable to read the whole dictated passage before transcription.
 - (iii) Once the transcription is over, in order to ensure accuracy, the whole transcription should be read back.
 - (iv) The transcript, should be read back for accuracy before it is removed from the machine. In this way errors can be corrected without the necessity of re-inserting the papers into the typewriter/computer.
 - (v) To avoid repetition, the whole page should be crossed through, once the transcription is over.
 - (vi) Unless you have a good background information of the work you are called upon to do daily, you will not be in a position to follow the sense of the dictation, to take it down efficiently. You should therefore do spare-time reading of the subject relating to your work and should make a list of special terms and phrases which occur frequently in dictation in your office and for which you should prepare brief outlines, phraseograms and intersections. This will increase your speed of writing in shorthand.
 - (vii) Used shorthand note books should be stored for future reference, as the need may arise sometimes to refer back to them. The notebooks may be stored in order of dates/months of use.
 - (viii) When you are transcribing shorthand notes from the dictating machine, you should be well conversant with the operating methods.
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SOME BRIEF HINTS TO SPEED WRITING

1. Buy a good fountain pen with a fine and flexible nib.
 2. Use good clean ink, preferably blue-black.
 3. Buy a good notebook with smooth lined paper.
 4. Prepare the page for rapid turning over before beginning to take dictation.
 5. Cultivate a small and neat style of shorthand writing.
 6. Write lightly, with no digging into the paper.
 7. Hold the pen lightly, not tightly.
 8. Take the cap off from the pen in order to avoid weight.
 9. Keep a spare pen/pencil handy.
 10. Let the little finger of the writing hand rest lightly on the paper.
 11. Concentrate when taking dictation.
 12. Follow the sense of the matter dictated.
 13. Practice drill exercises every day.
 14. Memorize the Short Forms and Contractions.
 15. Understand and apply the Principles of Phrasing.
 16. Learn to spell correctly, whenever in doubt, consult dictionary.
 17. Acquire a good knowledge of the rules of English Grammar.
 18. Do plenty of transcriptions from your own shorthand notes.
 19. Read plenty of printed shorthand matter.
 20. Keep your general reading wide.
 21. Write legible outlines when the speed is comfortably low. When the speed is high try to write the shorthand outlines for all the words dictated.
 22. Read through the shorthand notes before transcribing.
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23. Aim always at a higher speed.
24. Through persistence, achieve your aim.

1.7 WHAT YOU HAVE LEARNT

The material required for note-taking in shorthand is (1) Shorthand Notebook (2) Shorthand Pen/Pencil (3) Rubber Band.

Before taking dictation, be ready with the used pages of your notebook duly marked (enclosed) with a rubber band. Fill in the ink in the pen or sharpen your pencil beforehand.

When taking dictation, you should sit facing the officer, across the table. The room should be well-lighted to improve the writing and reading of notes. The notebook should be kept at right angle and the lower left-ends of the blank pages of your notebook be turned for quick leaf-turning. When a page has been completed, turn it with the left hand fingers.

Your shorthand outlines should be neither too large nor too small. Write approximately 12 outlines in one line. Always follow the sense of the matter being dictated and insert full stop during the course of dictation. Hold your pen with a proper grip and write lightly. Outlines not properly written should be vocalised. Unfamiliar words, names and addresses may be written in English to ensure correct transcription.

You should write outlines of all the words. Never leave any word. Write something for every word. In case you have not heard any word, it is better to ask the officer than to leave some gap. Corrections should be inserted either above the line in the margin or at the end of the page.

All errors should be erased and corrected there and then. If the transcript is a draft, type it in double line space. You are expected to remove all grammatical mistakes cropping up in the dictation, type correct spellings and insert proper punctuation marks in the transcript. Use of dictionary be made in case of any doubt. While transcribing, read a group of 3-4 words at a time and then type the same. After you finish a page of transcript, it is better to compare and read back the same and make corrections while the paper is still on the typewriter/computer. Every page of the notebook transcribed should be cancelled by drawing a line over it.

Prepare brief outlines, phraseograms and intersections of all common words and phrases frequently occurring in the dictation in your office. Before using dictation machine, be familiar with all the working parts you are required to handle. Listen to the entire dictation of a letter or document before you start transcribing. Make sure that you type the necessary number of copies of the letter/document.

Lesson - 2

Consonants

2.1 INTRODUCTION

In the last lesson you have learnt about the origin of Shorthand, its definition, usefulness of this art, as well as the job opportunities available for a shorthand writer. You have also read about the qualities of a stenographer, sitting posture, techniques for writing shorthand, material required for writing shorthand and the techniques of transcription. Not only in India but in many countries of the world, Pitman system of shorthand writing is most popular. Therefore, in these lessons you will be taught the Pitman's System of Shorthand.

Pitman's system of shorthand consists of 24 consonants, 12 vowels and 4 diphthongs. We will restrict this lesson to the consonants only. The vowels and diphthongs will be explained to you in the subsequent lessons.

The first essential principle of Pitman Shorthand system, is that it is a Phonetic system, which means that the shorthand is written according to the sound heard and not as per the ordinary spellings, for example see the following words and their sounds :

Knife Bridge Knot Knowledge

2.2 OBJECTIVES

At the end of this lesson you will be able to :

- define consonant;
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- explain the Phonetic system;
- classify the consonants;
- to join the consonants;
- know the position of strokes while joining;
- know the rules of joining of strokes.

2.3 MEANING OF CONSONANTS

Consonant is a term derived from two Latin words, CON means together and SONANS means sounding. Prof. Sweet has defined a Consonant as, "Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat."

In simple terms a consonant is defined as a sound which cannot be produced clearly without the aid of a vowel. The shorthand sign made for a consonant is called a character or a stroke.

All the consonant sounds (except W, Y & H) are represented by the simple geometrical forms viz. the straight lines and the shallow curves as shown below in the table:

CONSONANT TABLE

Character	Name	Letter	as may be heard in
.....	pee	P	play, ripe, peep
.....	bee	B	boy, boat, bribe
.....	tee	T	toy, tale, late
.....	dee	D	dig, drum, deed
.....	chay	CH	chin, chest, peach
.....	jay	J	just, jet, judge
.....	kay	K	coal, joke, coke

.....	gay	G	God, good, flag
.....	ef	F	fine, fair, roof
.....	vee	V	very, live, love
.....	ith	TH	three, author, kith
.....	thee	Th	them, that, breathe
.....	es	S	safe, same, strokes
.....	zee	Z	zeal, lease, excuse
.....	ish	SH	shame, shell, brush
.....	zhee	ZH	television, measure
.....	em	M	mile, milk, Bombay
.....	en	N	nice, news, queen
.....	ing	NG	ling, king, belong
.....	el	L	love, light, claim
.....	aar, ray	R	arm, bore, row, raw
.....	way	W	wet, were, weight
.....	yay	Y	yak, yoke, yellow
.....	hay	H	here, hot, adhere

Note: Now you should memorise these consonants, their sounds, the phonetic names and the characters.

2.4 CLASSIFICATION

The consonants may be classified as under:

1. **Explodents:** The first eight consonants viz. P, B, T, D, CH, J, K & G are
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called as explodents because while pronouncing them the outgoing breath is forced through barriers already closed.

2. **Continuants** : Consonants F, V, TH, TH, S, Z SH & ZH are called as continuants, because while pronouncing them the outgoing breath goes in a continuous stream.
3. **Nasals**: Consonants M, N, NG are called as nasals because the outgoing breath goes out through nose.
4. **Liquids**: Consonants L & R are called as liquids, because liquids flow into union with other consonants preceding these two i.e. L & R.
5. **Coalescents** : Consonants W & Y are known as coalescents because these precede vowels & unite with them.
6. **Aspirate** : Consonant H is classified as an aspirate because these follow vowels.

2.5 TYPES OF CONSONANTS

Types of Consonants are given below:-

1. **Straight downward strokes** : P B T D CH & J - as they are formed by straight lines in a downward motion. P & B are written with 120° degree angle, T & D with 90° degree angle and Ch & J with 30° degree angle, from the perpendicular.
2. **Curved downward strokes**: F V tH TH S Z SH & ZH - as they are the shallow curves with downward motion, the angle should be approx. 95°.
3. **Horizontal strokes**: K G M N & NG - as they are formed by lines and curves drawn horizontally, thus these are written at an angle of 180°.
4. **Up strokes** : L W & Y are written with upward motion, starting from the line. L is a shallow curve while W & Y are written straight with 30° degree angle.

Strokes R & H are written in both upward and downward forms. R downward is a shallow curve. R upward is written with a straight line with upward motion and with 30° degree angle from the horizontal.

Another division of strokes is according to the thinness and thickness of the strokes, thin which are represented by light characters and thick which are represented by heavy or thick characters. The light strokes may be written downward, upward and horizontally, while thick strokes are written downward and horizontally. A thick stroke is never written upward.

2.6 SIZE OF STROKES

The size or length of the stroke should be approx. 5 mm as shown in the table. Remember that while practising the consonants you should be very careful about the accuracy and uniformity of the size of the stroke. If the size of the stroke varies, it may put you in a great difficulty later on, when the size of the stroke is reduced to its half and doubled length. Therefore you are advised to write the strokes with great accuracy, neatness and uniformity in size. A stroke is written with one impression, no correction is done afterwards. In case you have formed a wrong outline, cross it and write again.

2.7 THINNESS/THICKNESS OF THE STROKES

For shorthand writing you should use a shorthand pen with flexible nib. If it is not possible you may use a pencil specially made for shorthand writing. The pencil should be sharply pointed and lightly held in the fingers of the writer. The heavy/thick strokes should be written with your normal pressure of writing and the light/thin strokes be written with light touch/pressure. You might have observed in the consonant table that -P T CH F tH S Sh K M N L R W Y & H are the light strokes and B D J V TH Z ZH G & NG are the heavy strokes.

Now you may identify that the consonants which are lightly pronounced are written by thin/light strokes and the consonants which are pronounced with a heavy sound are represented by thick/heavy strokes.

You can now start your practice of shorthand observing all the instructions imparted to you in this lesson. Be sure that your shorthand pencil is sharply pointed, and you have a proper shorthand note-book/ copy.

Exercise 1

Practise each consonant of the consonant table given earlier in this lesson. Write two pages for each consonant and name aloud each shorthand stroke as you write it. The strokes must always be called by their phonetic names.

Exercise 2

Read and copy each of the following line in your shorthand note-book, speak aloud and practise on the whole page:

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

Exercise 3

Write each of the following pairs and practise the same on the whole page :

P B, T D, CH J, K G, F V, tH TH, S Z, SH ZH, M N NG, L R (dn) R (up) W Y,
H (dn) H (up).

Exercise 4

Read out the following and copy the whole exercise 15 times:

1.
 2.
 3.
 4.
 5.
-

6.
7.
8.
9.

2.8 JOINING OF STROKES

Now you have practised all the consonants of the Pitman's system of shorthand. Like other systems of writing, the next step of learning shorthand is the joining of consonant strokes. Joining of consonant is necessary for making the words. Joining of strokes means to write two or more consonant strokes together without lifting the pen or pencil.

RULES FOR JOINING OF STROKES

The rules for joining strokes are given below:

- i) While joining the strokes, the pen/pencil should not be lifted. The second stroke should be written at the end of the first stroke, the third stroke should be written at the end of the second stroke and so on.
 - ii) When strokes are joined to each other, they must be written in the same direction as when standing alone, downstrokes 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 from bottom to top.
 - iii) The size of the stroke will remain the same i.e. 1/6th (5mm approximately) of an inch.
 - iv) The thinness/thickness of the strokes will remain unchanged.
 - v) The angles and the shallow curves will remain the same.
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2.9 POSITION OF STROKES

- i) When the first stroke in an outline is a down stroke, it should rest on the line and the second down stroke will be written below the line e.g.

P+T..... F+ch T+ ch.....

Th +D..... Sh+P.....

- ii) When a horizontal stroke is followed by a down stroke, the horizontal stroke should commence sufficiently high above the line to allow the down stroke to rest upon the line e.g.

K+P K+F

G+P..... K+SH

M+F..... N+V

- iii) When a horizontal stroke is followed by either a horizontal stroke or by an upstroke, the horizontal stroke must be written on the line e.g.

K+N K+M..... M+N.....

K+R K+L M+M.....

N+R

- iv) When an upstroke is the first stroke in an outline, it should begin on the line e.g.

L+P L+K L+R.....

R+K R+P..... R+R.....

Now carefully observe the joining in the following exercises, recall the phonetic names of the consonants and practise thoroughly.

Exercise 1

Read and practise each line on whole page:

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

Exercise 2

Read and practise each line on full page:

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

INTEXT QUESTIONS 2.1

Answer the following questions :

1. What is the base of Pitman's Shorthand system?
 2. How many consonants are there in Pitman's system?
 3. How many strokes are there in Pitman's Shorthand?
 4. In how many groups the consonants are divided according to their classifications?
 5. In what direction, strokes P B T D CH & J are written?
 6. In what direction strokes L W & Y are written?
 7. What are horizontal strokes?
 8. If in an outline the first stroke is a down stroke, where it should be written while joining of strokes.
 9. Where the second stroke should be written while joining of strokes?
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2.10 WHAT YOU HAVE LEARNT

Pitman's system of shorthand writing is a phonetic system - a system which is based on sound and not on the ordinary spellings of the words. The system consists of 24 consonants, 12 vowels and 4 diphthongs. The consonants are represented by straight lines and curves; with downward, upward and horizontal direction. Consonants which are pronounced heavily are represented by thick strokes and which are pronounced lightly are represented by thin or light strokes. Each stroke represents only one sound. The length of the stroke should be 1/6 of an inch, and uniformity in length must be maintained.

In joining the strokes, the pen or pencil should not be lifted and are written with one impression. While joining, the strokes must be written with the same angle, thinness/thickness, motion and the length as when standing alone. The first downward stroke rests on the line. A horizontal stroke is written above the line when joined to a downward stroke and is written on the line when joined to an upward stroke.

2.11 TERMINAL QUESTIONS

1. What are the various divisions of consonants according to classification? Group the consonants accordingly.
2. What do you understand by joining of consonants? Explain the rules for joining of strokes by giving suitable examples.
3. Explain by giving suitable examples the rules relating to position of strokes.

2.12 ANSWERS TO THE INTEXT QUESTIONS

2.1

- | | |
|------------------------------------|----------------|
| 1. Sound | 2. Twenty-four |
| 3. Twenty-six | 4. Six |
| 5. Downward | 6. Upward |
| 7. K G M N & NG | 8. on the line |
| 9. At the end of the first stroke. | |

2.13 MATERIAL FOR ENRICHMENT

For extended learning you may consult the following books:

1. Pitman Shorthand Instructor - Sir Isaac Pitman
2. Pitman Shorthand New Course - Sir Isaac Pitman

Lesson - 3

Vowels, Diphthongs, Triphones, Diphones & Abbreviated W

3.1 INTRODUCTION

In the previous lesson you have been explained the consonants, rules for joining of consonants and the position of consonants while joining. You have also come to know that Pitman Shorthand is written according to the sound and not according to the spellings.

In this lesson you will learn about the Vowels, Diphthongs, Triphones, Diphones and Abbreviated 'W'.

3.2 OBJECTIVES

At the end of this lesson you will be able to :

- Recall the definition of vowels;
 - Illustrate and undertake practice of long and short vowels;
 - Recall the definition of Diphthongs;
 - Write diphthong sounds 'I', 'OW', 'OI' and 'U' as heard in the sentence 'I now enjoy music';
 - Make use of diphthongs in writing words;
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- Recall the meaning of Diphones;
- Differentiate between Diphthongs and Diphones;
- Undertake practice of writing words with the help of Diphthongs and Diphones;
- Recall, identify and undertake practice of words with abbreviated 'W'.

3.3 VOWELS

A Vowel is a sound which can be produced without the assistance of any other. Prof. Sweet has defined vowel as:

“If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel.”

In shorthand there are twelve vowels. Out of these twelve, six are long or heavy vowels and the remaining six are short or light vowels. The heavy vowels are represented by the sounds:

AH	A	E
AW	O	OO

as heard in the sentence “Pa may we all go too.”

The short vowels are represented by the sounds:

a	e	i
o	u	oo

as heard in the sentence “that pen is not much good.”

The first three heavy vowels are represented by a dark dot, the next three heavy vowels are represented by a dark dash. The first three short vowels are represented by a light dot and the next three short vowels are represented by a light dash.

Places of Vowels:

The vowels (dots and dashes) are represented at three places i.e. first place,

second place and third place. First place is the position from where the stroke starts, second place is the position at the middle of the stroke and the third place is the position at the end of the stroke e.g.

P T CH K F
TH S SH M N
L R R W H
H

Sides

Every stroke has two sides i.e. left hand side and right hand side. If the vowel sound comes before the stroke, then the vowel sign (dot or dash) is to be written on the left hand side of the stroke. If the vowel sound comes after the stroke, then the vowel sign (dot or dash) is to be written on the right hand side of the stroke.

But in case of horizontal strokes, if the vowel sound comes before the stroke, the vowel sign is put on the upper side or the above side of the stroke. In case the vowel sound comes after the stroke, the vowel sign is put on the lower side of the stroke. These sides are also known as ‘before side’ and ‘after side’ of the consonants.

Table of vowels

All the twelve vowels are explained in the Table:

HEAVY VOWELS

Word	Sound	Indication	Place	Example
Pa	AH	Dark Dot	First	Palm, Talk
May	A	Dark Dot	Second	Paid, Raid
Be	E	Dark Dot	Third	Tea, Eat
All	AW	Dark Dash	First	Paw, Ball
Go	O	Dark Dash	Second	Boat, Road
Too	OO	Dark Dash	Third	Zoo, Ooze

SHORT VOWELS

That	a	Light Dot	First	Bat, Tap
Pen	e	Light Dot	Second	Bell, Red
Is	i	Light Dot	Third	Ill, Bill
Not	o	Light Dash	First	Top, Body
Much	u	Light Dash	Second	Touch, Rush
Good	oo	Light Dash	Third	Wood, Hood

RULES

1. If the first sounded vowel of a word is of first place, then the first consonant of that word will be written at the first place or above the line
e.g.

back lad calm

pad paul saw

tag shop

2. If the first sounded vowel of a word is of second place, then the first consonant of that word will be written at second place or on the line e.g.

cheque..... red boat

foe bell touch

leg duck aim

3. If the first sounded vowel of a word is of third place, then the first consonant of that word will be written at third place or through the line e.g.

fee tea she

eat zoo shoe

ill lee if

Intervening Vowels

Third place vowel signs in between two strokes are written before the second stroke at the end on the left hand side e.g.

dim lead bill

chill look push

took book pool

Horizontal Strokes and Third Place Vowels

Horizontal strokes and third place vowels are governed by following rules:

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

kick cook king

meena neena kin

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

mill kill meal

milk coolie guilty

- c) If the horizontal stroke is immediately followed by a downstroke and third place vowel, the horizontal stroke is written above the line and the downstroke is written through the line e.g.

keep needy geeta

cooked kid keyed

Exercise 1

Write the following words in shorthand five times:

map	shah	knock
laid	raid	date
deep	keep	tool
balm	saw	ball
debt	make	vote
feed	cool	lead

INTEXT QUESTIONS 3.1

Choose the correct answer:

1. How many long vowels are there in Pitman Shorthand?
 - (a) 3
-

- (b) 6
 - (c) 12
2. If the first sounded vowel is of first place, the first consonant of that word will be written:
- (a) On the line
 - (b) Above the line
 - (c) Through the line
3. Third place vowel in between two strokes is written:
- (a) at the end of first stroke
 - (b) at the end of second stroke on left hand side
 - (c) at the end of second stroke on right hand side
4. If the horizontal stroke is immediately followed by an upstroke and third place vowel, the horizontal stroke is written:
- (a) on the line
 - (b) below the line
 - (c) through the line
-

3.4 DIPHTHONGS

Definition

Diphthong is the union of two vowels in one sound or syllable. Diphthong can also be defined as “A union of two vowel sounds occurring consecutively and pronounced simultaneously”. There are four common diphthongs i.e.

‘I’, ‘OW’, ‘OI’, and ‘U’

as heard in the sentence ‘I now enjoy music’. All the above diphthongs have been discussed below:

- i) **Diphthong ‘I’** : Diphthong ‘I’ is a first place diphthong and is represented
-

‘ ’

by an angular signe.g.

time like mike

bite dye shy

ride pile fire

In the beginning diphthong ‘I’ can be joined with downstrokes e.g.

idle item ivory

idea eyes ice

The sign for diphthong ‘I’ can also be abbreviated e.g.

isle i can i am

i may i will

The sign for diphthong ‘I’ can be joined at the end with consonant ‘N’ only e.g.

nigh deny

ii) Diphthong ‘OW’:

Diphthong ‘OW’ is a third place diphthong and is represented by an angular sign e.g.

cow cowed couch

rowdy mouth out

loud outlaw

Diphthong sign for ‘OW’ can be abbreviated for the word 'now' e.g.

iii) Diphthong 'OI'

Diphthong 'OI' is a first place Diphthong and is represented by an angular sign e.g.

toy boy enjoy

toil boil annoy

roy coinage

In the beginning it can be joined with consonant 'L' only e.g.

oil oiling oiler

iv) Diphthong 'U'

Diphthong 'U' is a third place Diphthong and is represented by a small semicircle e.g.

dupe tube beauty

mule duke cure

duty tunic assume

Diphthong sign 'U' can be joined to the consonants wherever it is convenient to join e.g.

due purview issue

review

Diphthong sign 'U' changes its form as when it is joined finally to consonants K, G, M, N, and 'L' e.g.

argue kew new

mew value renew

TRIPHONES

Triphones is union of a diphthong plus one vowel. The first sound is always that of a diphthong. If a vowel comes after a diphthong, a small tick is attached to that diphthong in the opposite direction. This tick will indicate that there is a vowel after diphthong but will not indicate which is that vowel e.g.

diary loyal genuine.....
diadem..... renewal denial

INTEXT QUESTIONS 3.2

1. Fill in the blanks :
 - (a) A diphthong is the of two vowels in one sound/syllable.
 - (b) The sign of Diphthong 'I' is written in the place.
 - (c) The word diphthong means
 - (d) A is a third place sound immediately following a Diphthong.
 - (e) The sound of 'U' is represented by a
 2. Choose the right word in the following sentences
 - (a) 'I' and 'OI' are second/first/third place diphthongs.
 - (b) 'OW' and 'U' are third/second/first place diphthongs.
 - (c) Diphthong signs can be/cannot be joined with consonants.
 - (d) The direction of diphthong sign 'U' can be/cannot be changed.
 - (e) Diphthong signs can be written at three/two places of consonants.
 3. Write the following words in Shorthand:
right, lie, high, cowed, vouch, boy, toy, mouth, mule, revenue.
-

3.6 DIPHONES

Definition

"Diphone is a union of two vowel sounds occurring consecutively and pronounced separately."

Diphones are represented by two angular signs as and The rules for diphones are given below:

(i) DOT VOWEL DIPHONES

In a diphone, if the first vowel is a dot vowel and the second, any other vowel (any one out of the remaining eleven), the diphone sign will be represented by an angular sign..... and written at the position of first vowel e.g.

theory	laylor	real
gaity	laying	leo
neo	asia	radio
zia		

(ii) DASH VOWEL DIPHONES

In a diphone, if the first vowel is a dash vowel and the second, any other vowel (any one out of the remaining eleven) the diphone sign will be represented by an angular sign and written at the position of the first vowel e.g.

poet	lower	poem
goa	goel (Goyal).....going	
sawing	lui	

DIFFERENCE BETWEEN DIPHTHONGS & DIPHONES

After going through the rules of diphthongs and diphones, you must have understood the difference between the two vowel sounds. Here are some points which should be remembered to distinguish the sounds of diphthongs and diphones:

DIPHTHONGS	DIPHONES
1. Two vowel sounds are pronounced simultaneously.	1. Two vowel sounds are pronounced separately.
2. Two vowel sounds occur consecutively.	2. In diphones also two vowel sounds occur consecutively.
3. Are expressed by three angular signs and a semi-circle.	3. Are expressed by two angular signs only.
4. Signs can be attached & abbreviated with some strokes.	4. Signs can not be attached or abbreviated with any stroke.
5. Are placed on Ist and 3rd vowel places only.	5. Are placed on all the three vowel places according to the vowel sound i.e. Ist, IInd and IIIRD place.

INTEXT QUESTIONS 3.3

1. Fill in the blanks:
 - a) is a union of two vowel sounds occurring consecutively and pronounced separately.
 - b) Dot vowel Diphones are represented by the angular sign.
 - c) Dash vowel Diphones are represented by the angular sign.
 - d) Diphone signs are written at places.
-

e) Diphones are vowel sounds pronounced separately.

2. Write the following words in shorthand:

saying ratio shoeing

Showing rio boeing

toeing theory

3.7 THE DEFINITION & USE OF ABBREVIATED "W"

Abbreviated means shortening of words. But in Shorthand writing such devices are used for easy and facile outlines with a view to get more speed and accuracy. Abbreviation of "W" is therefore, device through which it is possible to get clear, easy and facile joining of W with certain types of strokes.

You have already read about the use of W stroke in the previous lessons. However, to obtain a clear and easy joining of outlines with W, the stroke of W is shortened or abbreviated in the form of a semicircle and a small hook before certain consonantal strokes.

THE SEMI-CIRCLE OF "W"

In shorthand writing, the stroke of W can not easily be joined with certain strokes. Therefore, the stroke of W is shortened or abbreviated initially in the form of a right semi-circle before k, g, m and r strokes. The initial semi-circle of W is read first and the vowels and the strokes following it are read after, as will be clear from the following examples:

..... wig week

..... worry worried

..... were womanly

..... walk walking

But if a vowel precedes W, the semi-circle of W can not be used. In such cases, the stroke of W is used because a vowel sign can be indicated or placed on a

stroke, as will be evident from the following words:

.....	ware	but	aware	
.....	wake	"	awake	
.....	war	"	award	
.....	worry	"	awara	

INTEXT QUESTIONS 3.4

1. Transcribe the following

- | | |
|-------------|--------------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |
| (vii) | (viii) |
| (ix) | (x) |

2. Write in shorthand the following words:

- | | |
|----------------|---------------|
| (i) worth | (ii) awardee |
| (iii) warranty | (iv) weeding |
| (v) width | (vi) wipe |
| (vii) wage | (viii) washer |
| (ix) weeping | (x) waging |

3. Fill in the blanks with appropriate words:

- W is represented initially by asemi-circle before k, g, m, r.
 - The semi-circle of W can not be used initially when a
-

.....precedes.

- (iii) Initially the stroke of W is used when it is preceded by a.....
 - (iv) The initial semi-circle of W is read..... and the vowels & strokes are read after.
-

Note: Check & correct your answers and write each outline 25 times in your note book.

ABBREVIATED W BEFORE L STROKE

Whenever W comes before L stroke initially, the W stroke is abbreviated in the form of a small hook to give a facile and easy outline. In other words it can also be said that the semi-circle of W when joined initially with L stroke, forms a small hook. The initial hook of W is read first and the vowels and L stroke are read after the hook. The hooked form of W takes the vowel positions following it; as will be clear in the following examples:

..... will	 well
..... weld	 welding
..... wield	 wealth
..... wealthy	 William

INTEXT QUESTIONS 3.5

1. Write in Shorthand the following words:

- | | |
|--------------|----------------|
| (i) wool | (ii) willing |
| (iii) weld | (iv) wild |
| (v) wieldy | (vi) will |
| (vii) wooley | (viii) welding |
| (ix) wall | (x) walled |
-

2. Read, copy and transcribe:

- | | |
|-------------|--------------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |
| (vii) | (viii) |
| (ix) | (x) |
-

DRILL EXERCISES

Write in Shorthand:

1. pie, pile, piracy, die, dial, shy, file, pipe, tire, ripe, buy, high, bite, time, timely, ride, fire, isle, idle, I am.
2. boy, boil, boiling, boiler, toil, toiler, coil, toy, enjoy, joy.
3. cow, cowed, rout, rowdy, pouch, vouch, loud, couch, foul, mouth, bow, vow, outlaw, lounge.
4. few, view, review, sue, issue, knew, due, fuel value, mule, item, eyes, high, deny, argue, irony, oil.
5. now, new, ice, sigh, bureau, beauty, duty, fury.
6. tower, power, royal, dialogue, diary, vial, genuine, annuity, towel, fewer, riot.

Write the following words in your note book in Shorthand:

- (i) working, work
 - (ii) wide, widely, witch
 - (iii) watch
 - (iv) worm, worriedly
-

- (v) weekly, wicky

Write in Shorthand the following words in your note book:

- (i) Roy, boil, Goel, Mica, folio
- (ii) file, romeo, barium, radium
- (iii) mania, radio, video, polio
- (iv) deity, tile, area, aerial
- (v) Nigeria, opium, knife, Korea

3.8 WHAT YOU HAVE LEARNT

Vowels:

After reading this lesson carefully, you are now aware that there are six heavy vowels and six corresponding light vowels. The heavy/long vowels are represented by heavy dots and dashes whereas light/short vowels are represented by light dots and dashes. Vowels are to be written by disjoining the same on the stroke.

There are three places for putting the vowels i.e. first place, second place and third place. These places are meant for first place vowels, second place vowels and third place vowels respectively. Vowels written on the left side of the strokes and on the upper side of the horizontal strokes are known as vowels on the 'before side' and vowels put on the right side and under the horizontal strokes are known as vowels on the 'after side' of the stroke and they be read as they are put on the stroke. When first and second place vowels are coming between the two strokes, the same are to be put after the 1st stroke and when third place vowel comes that is to be put on the 'before side' of the second stroke on the third place.

Diphthongs:

- 1. A diphthong is defined as a union of two vowel sounds spoken/pronounced together.
 - 2. There are four common diphthongs - I OW OI and U as heard in the sentence "I NOW ENJOY MUSIC."
-

3. DIPHTHONGS I.....and OI are indicated in the first place while OW..... andU are indicated in the third place. Strokes are accordingly written above and through the line respectively.
4. Diphthongs follow vowel pattern in writing with consonants. They are indicated before and after a stroke according to occurrence of the sounds.
5. Sign.....(I) when occurring first is joined to a consonant in words like Item (.....) Ice (.....) etc. It is also abbreviated when joined to consonant L and M in words like I will (.....) I am (.....). Exceptionally, it is joined in the third place in words like "nigh" (.....).
6. The sign(OW) is abbreviated when affixed to consonant N (.....) as in the word now (.....).
7. Sign (U) is joined to a consonant in convenient direction for example, few (.....) issue (.....).
8. A third vowel sound immediately following a diphthong sound called triphone is indicated by a small tick in words like towel (.....) and fewer (.....).

DIPHONE :

- A Diphone is the occurrence of two vowel sounds pronounced separately.
 - Diphones are represented by two angular signsand placed in three vowels, according to the first vowel sound. Like vowels,
-

Diphones are also divided into two groups i.e., dot vowel diphones and dash vowel diphones.

ABBREVIATED 'W'

- W stroke is abbreviated before k, g, m, r (upward and downward) in the form of a semi-circle.
- W is abbreviated in the form of a hook before L stroke initially.
- W can not be abbreviated initially if it is preceded by a vowel.

3.9 TERMINAL QUESTIONS

1. Explain in brief the meaning of vowels and their uses in Pitman Shorthand.
2. Prepare a chart explaining 12 vowel signs.
3. Explain in detail intervening vowel.
4. How many Diphthongs are there in shorthand and how are they represented?
5. Define Triphone by giving suitable examples.
6. What do you understand by abbreviated 'W'?
7. Define Diphones. Explain with examples the Dot Vowel Diphones and Dash Vowel Diphones.
8. Differentiate Diphthongs with Diphones.

3.10 ANSWERS TO INTEXT QUESTIONS

3.1

1. Six
 2. Above the line
 3. At the end of the second stroke on left hand side
 4. Below the line
-

3.2

1. (a) Union
 (b) First
 (c) Union of two vowels in one syllable/sound
 (d) Triphone
 (e) Semi-circle
2. (a) First
 (b) Third
 (c) Can be
 (d) Can be
 (e) Two
3.

3.3

1. (a) Diphone
 (b)
 (c)
 (d) Three
 (e) Two
2.

3.4

1. (i) walk
-

(ii) weaker

(iii) wicky

(iv) weekly

(v) worth

(vi) worrying

(vii) worthy

(viii) wore

(ix) warm

(x) warmth

2. (i) (ii) (iii)

(iv) (v) (vi)

(vii) (viii)..... (ix)

(x)

3. (i) right

(ii) vowel

(iii) vowel

(iv) first

3.5

1. (i) (ii) (iii)

(iv) (v) (vi)

(vii) (viii)..... (ix)

(x)

2. (i) welfare

(ii) willingly

(iii) wealthy

(iv) wealth

(v) unwell

(vi) unwilling

(vii) wali

(viii) ill-will

(ix) wall

(x) wooley

Lesson - 4

Grammalogues, Punctuation Signs and Phraseography

4.1 INTRODUCTION

The main aim of Shorthand learning is to develop skills for faster and still faster writing. The knowledge of short forms and phrases is very important in building shorthand skill. A thorough knowledge of these will extremely help you to accelerate your writing speed.

In the previous lessons, you have learnt various consonants and vowels Diphthongs, Diphones, Triphones and Abbreviated 'W' used in shorthand writing. In this lesson you will learn usefulness of a class of short forms. This class of short forms is known as Grammalogues in Pitman Shorthand.

Besides, you will also learn the use of phrases for speedy shorthand and different punctuation signs.

4.2 OBJECTIVES

At the end of this lesson you will be able to :-

- define a class of short forms known as Grammalogues;
 - define logogram;
-

- list the different punctuation signs used in shorthand;
- define Phraseography;
- write Phrases.

4.3 SHORT FORMS (GRAMMALOGUES)

Grammalogues are frequently occurring words represented in shorthand by a single sign. These signs can be written above, on or through the line, e.g.

Had

Do

Different

A Grammalogue sign is called "logogram". It is essential that Grammalogues are mastered thoroughly as the minimum frequency of these words is about 60 percent.

Note : The Grammalogues are included in the respective chapters -

4.4 PUNCTUATION MARKS

Punctuation marks are represented in shorthand by the following signs :-

Full Stop

Comma

Semi-colon

Colon

Hyphen

Dash

Exclamation

Question

Paragraph

Two short lines underneath an outline indicate Proper Noun (initial Capital)
as

4.5 PHRASEOGRAPHY

Phraseography is the art of writing of two or more words together without lifting the pen or pencil. The resulting outline is called a "Phraseogram". The best phraseogram combines the qualities of facility (easy to write) lineality (it should not ascend too far above, nor descend too far below the line) and legibility (must be legible when written).

The following points should be borne in mind while forming phrases-

- (a) A first-position word-form may be slightly raised or lowered to permit a following stroke being written above, on or through the line. The first word in a phrase is written in its normal position & the second thus follows as -

I thank you

With much

With which

With each

- (b) When joined to K, M, L, the sign 'T' may be shortened, thus
..... ,

- (c) The word 'He' standing alone or at the beginning of a phrase is written asbut in the middle of a phrase, the word 'He' is represented by the logogram.....asif he may,.....if he should know, etc.

- (d) For the sake of an easier joining, the word "much" is sometimes written
-

in full in phrases as so much..... how much
too much, etc.

(e) "Were" is written either as or as thus
they were you were, etc.

(f) In phrases, the word "him" should have the dot vowel, inserted,
as of him, to him.

(g) After 'T' and 'We', the word 'hope' is represented by consonant 'P' as I
hope we hope we hope you should I
hope you should be

4.6 TICK "THE"

The word "the" may be expressed by a slanting tick joined to a preceding character and written either downward (from right to left) or upward (from left to right)

- | | | | |
|-----|-----------|------------|-------|
| (a) | Downward- | of the | |
| | | and the | |
| | | with the | |
| | | if the | |
| (b) | Upward- | Beyond the | |
| | | What the | |
| | | How the | |
| | | At the | |

Note : Tick "The" must never be used initially

List of Phrases

I thank you	
I think you should be	
I have the	
I have had	
I saw the	
I see	
I am	
I may be	
I will	
You should	
You should be	
You can	
You will	
You will be	
You may be	
You were	
If you were	
They were	
How can they	
Why do you	
Why have you	

With you	
So much	
With much	
With which	
With each	
When they	
What do you	
When do you	
What was	
What can be	
It would be	
It should be	
It will be	
It was	
Which was	
Which were	
He should be	
He will be	
If he	
If he were	
Too much	

DRILL EXERCISES

1. Practice all the Grammalogues thoroughly till you gain mastery of the outlines.
2. Practice the phrases given in this Chapter, 25 times each.
3. Take the dictation of following passage in shorthand:-
 - (i) If you will be ready when I come I shall be happy to take the ride with you to the show.
 - (ii) I-think-you-will enjoy the ride, and you may take a fair share of the game.
 - (iii) How do-you-like-the new book?
 - (iv) I-think-you-were right to-come away when you-were feeling weary.
 - (v) I-have-had a talk with Webb and Duke, who-were both at-the party on-Monday.
 - (vi) I-saw Booth today and he-will-be with us at-the show.
 - (vii) If-you-should-know anybody who-can share the work of-the opera with us I-shall-be happy to know.
 - (viii) I-have a new camera which I should like to show you when I-see you.
 - (ix) I-shall-be happy to see you tomorrow if-you-can come.

INTEXT QUESTIONS 4.1

1. Fill in the blanks :-
 - (a) 'He' short form is used in or of a phrase.
 - (b) 'Hope' in phraseography is represented by stroke.
 - (c) Joining of two or more words without lifting the pen is
 - (d) A frequently occurring word represented by a stroke is called
 - (e) The sign used for a phrase is called
 - (f) The full stop is indicated by a
 - (g) The sign for a grammalogue is called a
-

4.7 WHAT YOU HAVE LEARNT

Distinctive and instant legible short forms (Grammalogues) for a large number of words as well as some phrases have been adopted for quick shorthand writing.

Grammologue is a frequently occurring word represented by a single sign. The sign for a grammologue is called a logogram.

The full stop is indicated by a small cross 'x'; the dash by mark interrogation and mark of exclamation by '?' and respectively.

Phraseography is the name given to the principle of joining word forms together. The outline thus obtained is called a phraseogram.

4.8 TERMINAL QUESTIONS

1. What is Phraseography? What are characteristics of best phraseograms?
2. Explain the principles governing the usage of phraseograms with illustrations.
3. Explain the rules governing the use of tick 'The'.
4. Explain the rules governing the usage of 'He'.
5. Explain the use of 'were' in phraseography.

ANSWERS TO INTEXT QUESTIONS

4.1

1. (a) Middle, end
(b) 'P'
(c) Phraseography
(d) Grammologue
(e) Phraseogram
(f) Small cross
(g) Logogram
-

Lesson - 5

Alternative forms of 'R' and 'H'

5.1 INTRODUCTION

In this lesson you will learn that consonants 'R' and 'H' can be written in two ways. 'R' can be represented either by a downward 'R' or upward 'R'. Similarly 'H' can be represented either by Downward 'H' or by upward 'H' Further, the sound of 'H' can be represented by a tick and also by a dot.

In lesson one you have learnt that there are 24 consonants, but they are represented by 26 strokes in shorthand. Two more strokes are there because consonant 'H' & 'R' are represented by two strokes each.

5.2 OBJECTIVES

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

- explain the rules for using the alternative forms of 'R' upward and downward;
 - identify the cases where upward 'R' is not used and where downward 'R' is not used;
 - explain the rules for using the alternative forms of 'H'upward
-

and downward;

- represent the sound of 'H' through a light dot or by a small tick.

5.3 RULES FOR WRITING UPWARD AND DOWNWARD 'R'

- (i) When 'R' comes in the beginning of a word and there is a vowel before 'R', downward stroke is used.

For example:

early army

argue air

- (ii) When 'R' comes in the beginning of a word and vowel after 'R', upward stroke is used.

For example:

ready relief..... retail.....

role route rush

- (iii) In the middle of a word 'R' is generally written upward.

For example:

authority party charge

forty park march

- (iv) When 'R' comes at the end of a word and vowel comes after 'R', upward stroke is used.

For example :

thorough narrow

factory injury

- (v) When 'R' comes at the end of a word and there is no vowel or a vowel comes before 'R', downward stroke is used.

For example

appear fear assure
bear door share

- (vi) When 'R' comes before consonant 'M', downward stroke of 'R' is always used even if it comes in the middle of a word. (exception to rule (iii))

For example:

remove remedy form
alarm room

- (vii) Before T,D, Chay, Jay and ith, upward stroke is used, even if 'R' is preceded by a vowel. (exception taken to rule)

For example:

artery raid arch
urge earth

- (viii) When 'R' comes after upstraight strokes, upward stroke is used.

For example:

rare aware
hurry lawyer

- (ix) If 'R' comes after two upstraight strokes, downward stroke is used.

For example:

roarer rarer

SHORT FORMS/GRAMMALOGUES:

..... your year whose
..... large thank or thanked

INTEXT QUESTIONS 5.1

1. Fill in the blanks:
 - (i) 'R' is represented by strokes, written in & direction.
 - (ii) In the beginning of a word 'R' is written-
 - (a) Downward
 - (b) Upward
 - (iii) In the middle of a word, 'R' is generally written in direction.
 - (iv) In the end of a word-
 - (a) When there is no vowel stroke is used.
 - (b) When vowel comes after 'R' stroke is used.
 - (v) Before 'M' 'R' stroke is used.
 - (vi) Before T, D, Chay, Jay and ith, 'R' stroke is used.
 - (vii) After upstraight strokes 'R' stroke is used.
 - (viii) After two upstrokes 'R' is used in direction.
-

5.4 CONSONANT 'H'

The consonant H is heard in words like hockey, huge, hotel, higher etc. Likewise there are many other words which could be written with either Upward or downward H.

The consonant H is written in two forms because of the following reasons:-

- (i) **For the purpose of legible outline:-** Upward H may join more legibly with certain strokes than downward H and hence upward H is used, similarly downward H may join more legibly with certain strokes hence downward H is used.
- (ii) **In order to avoid awkward joining:-** These two forms have been formed so that the awkward joining of phrases is avoided.

CASES OF UPWARD AND DOWNWARD H

Downward H

We use downward H in the following cases:-

- (i) **When it is standing alone:-**

high he hay hue

In all the above cases you will notice that H is the only consonant in the word. There is no other consonant. These strokes have been positioned according to the first heard vowel in them.

Note:

You may be knowing by now that a consonant is positioned according to the principle of 'position writing'. Two factors determine the position of a consonant:-

1. The first heard vowel and
2. The first upstroke and downstroke

The rule can therefore, be described as- "In the case of first place vowel, the first upstroke or downstroke will be written above the line and the rest of the consonants will follow."

This rule similarly applies for the position writing of IInd place and IIIrd Place vowels.

- (ii) **When H is followed either by k or g:-**

Downward H is used whenever it is immediately followed either by K or G.

hug hike hook hockey

In all the above cases, H is written downward because according to the rule if H is followed by K or G, downward H is used. For example, in the word Hug H is followed by g, in Hike, Hook and Hockey, H is followed by K, therefore downward form of H is used.

It is important to mention here that there can be a vowel occurring between the stroke H-K and H-G but there should not be any consonant in between them.

3. In derivatives and compound words:-

Downward H is used in the derivatives of words written with downward H. In other words if in the root word downward H is written then in the derivative and compound words it is maintained.

For example, High is a root which is written with downward H. Therefore, the derivatives of high will also be written with downward H only.

high highly..... higher.....

Similarly Hay is written with downward H and Hayrick is a derivative so Hayrick will be written with downward H.

hay hayrick

Upward H

In all the cases than those mentioned above, 'H' is written upward when joined to other consonants. It is a light stroke written with upward direction. For example,

happy hope..... head.....

heavy..... hung..... hurry.....

You will notice that in all the above examples, with use of upward form of H, we get legible outline and a sharp angle. With downward H we may not get such legible outlines when joined with the above combination of consonants.

CONTRACTION FORM OF HOPE

The word 'Hope' can be contracted to the stroke
P..... to be used in phrases like-

I hope I hope you are I hope you will
..... We hope..... We hope you are

In other words, in order to gain speed and write quickly the word 'hope' which occurs too often in official letters, is contracted to P consonant.

Note : It is however, important to mention here that 'hope' will be written full when written alone.

INTEXT QUESTIONS 5.2

1. Fill in the blanks:

- (a) The two forms of H are and
- (b) The direction of writing upward H is
- (c) 'High' is written with H.
- (d) H is written when it is standing alone.
- (e) 'Highly' is a derivative of H is written in it.
- (f) 'Hope' is contracted to consonant.

2. Correct the outlines of the following words:

- (a) Hang..... (b) Hook..... (c) Highway.....
(d) Head.....(e) Higher.....
-

5.1 DRILL EXERCISE

Transcribe the following :-

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

5.2 DRILL EXERCISE

Write 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. They will go to see the hockey match on Monday.
 6. I should like the head of your firm to see our huge new factory.
 7. We are happy to go to the lake and I hope you will enjoy the voyage.
 8. I admire the head of the hotel.
 9. I hope to go to Canada via Nigeria.
 10. The hotel had a huge lounge.
-

KEY TO DRILL QUESTIONS

1. They hope to have the bill of lading in the mail today.
2. I hope he will come to see it for I think it will appeal to him.
3. He was enjoying holiday at hotel when he was caught up by the authority.
4. I will be happy to go with him to see your nephew.
5. I shall be happy to see him and you if you can come too.
6. He may get the higher wage for the job.
7. He was in a hurry to see the huge hotel.

KEY TO DRILL QUESTIONS

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

5.5 'H' TICK

- (a) 'H' sound is represented by a small tick in the beginning before 'M', 'L' and downward 'R', when not preceded by a vowel. 'H' tick is written in the
-

direction of downward 'H'.

For Example :-

hall

health

home

harm

(b) 'H' tick is also employed medially in Phraseography but not in words:-

Thus:- for whom but Inhumanity

of her but Lahore

'H' Dot

Where upward or downward. 'H' cannot conveniently be joined with the preceding stroke, the 'H' dot is used. 'H' dot is indicated by placing light dot before the vowel which is to be aspirated. 'H' dot is used in the middle of a word.

Note the following examples:-

uphill

vehicle

manhood

5.6 WHAT YOU HAVE LEARNT

Consonant 'R' is represented by two strokes-written upward and downward:

Uses of Upward 'R'

1. In the beginning of a word when followed by a vowel, upward 'R' is used.
 2. In the middle generally upward 'R' is used.
-

3. In the end of a word when followed by a vowel, upward 'R' is used.
4. Before T, D, Chay, Jay and Ith, upward 'R' is used.
5. After upstraight strokes, upward 'R' is used.

Uses of Downward 'R'

1. In the beginning of a word when 'R' is preceded by a vowel, downward 'R' is used.
2. Before 'M', always downward 'R' is used.
3. In the end of a word when there is no vowel either preceding or following, downward 'R' is used.
4. After two upstrokes, downward 'R' is used.

There are two forms of 'H'. Upward H and downward 'H'. The downward 'H' is written in downward direction and upward H is written in upward direction. There are certain cases where downward H is used:-

1. H standing alone
2. H followed by K or G
3. Derivative of root word written with downward H

In all other cases, upward H is used. In order to facilitate quick writing, 'hope' word is contracted to 'p' stroke in a phrase.

Abbreviated 'H' is used in two forms i.e. 'H' tick and 'H' dot. 'H' tick is used initially with the consonants 'L', 'M' and downward 'R'. It is used medially in phraseography but not in words.

Where it is not convenient to write upward or downward 'H', then 'H' sound is represented by a dot in the middle of a stroke with the vowel.

INTEXT QUESTIONS 5.3

1. (a) A small tick is represented initially with L, M & downward R for the sound of
-

- (b) 'H' is represented medially by a small.....written with the vowel.
 - (c) 'H' tick is also used medially in.....
 - 2. Correct the outlines of the following words :-
 - (a) uphill
 - (b) for whom
 - (c) healthy
 - (d) perhaps
 - (e) hoghead
-

Extensive use of 'H' tick & dot

The following vocabulary will help you to do the extensive use of Dot and tick 'H' in various outlines.

- 1. hall
- 2. humanity
- 3. hearth
- 4. heartily
- 5. mishap
- 6. homing
- 7. uphill
- 8. downhill

5.7 TERMINAL QUESTIONS

- 1. Explain with examples any four rules for use of upward form of 'R'
-

2. What do you understand by Dot 'H' & Tick 'H'? Explain by giving suitable examples.
3. Write the rules for use of downward form of 'R'. Give suitable examples.
4. State the cases where upward H is used.
5. Highly and Higher are written with downward H, why?
6. What is the purpose of contracting the word 'Hope'?
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.

5.8 ANSWERS TO INTEXT QUESTIONS

5.1

- (i) Two, upward and downward.
- (ii) (a) When preceded by a vowel.
(b) When followed by a vowel.
- (iii) Upward.
- (iv) (a) Downward
(b) Upward
- (v) Downward
- (vi) Upward
- (vii) Upward
- (viii) Downward

5.2

1. (a) upward and downward
(b) upward
-

- (c) downward
- (d) downward
- (e) high; downward
- (f) P

- 2. (a)
- (b)
- (c)
- (d)
- (e)

5.3

- 1. (a) 'H'
- (b) DOT
- (c) Phraseography
- 2. (a)
- (b)
- (c)
- (d)
- (e)

MATERIAL FOR EXTENDED LEARNING/ACTIVITY

You may consult Chapter IV, Chapter XVII of Pitman Shorthand (New Era Edition).

Lesson - 6

Circles, Loops and Hooks

6.1 INTRODUCTION

Speed is the main object of shorthand writing. If full forms of all consonants occurring in words are always to be written in shorthand, many words cannot be written as fast as you require. Pitman, therefore, made use of circles, loops and hooks etc. to represent most commonly occurring consonants briefly in shorthand, wherever convenient.

- (a) Sounds 'S' and 'Z' were until now being represented with the help of the respective strokes. These sounds can conveniently be represented with the help of a small circle. Similarly the sound of 'SW' 'SS' and 'SZ' can be represented with the help of a big circle. In this unit the relevant rules for representing the sounds of 'S', 'Z', 'SW', 'SS', 'SZ' will be discussed in detail.
 - (b) Many words have the sounds of 'ST' and 'STR'. In shorthand, these sounds can be represented with the help of a small and big loop respectively. The relevant rules for making use of these loops will be discussed in detail in this chapter.
 - (c) The consonants 'R' and 'L' are frequently occurring sounds in the English language and are represented by the Strokes 'R' and 'L'. These two sounds can also be represented by initial hooks in Pitman Shorthand. These hooks facilitate writing of shorthand outlines rapidly and also increase speed. In this lesson you will learn about the initial 'R' and 'L' hooks.
-

- (d) 'N', 'F', 'V' are frequently occurring sounds in English language. These sounds can be represented by two final small hooks. These hooks are primarily meant to obtain brief and compact outlines to write shorthand rapidly. You will learn the use of these small final hooks in this chapter.

Many words in English language end with the terminations 'shun' or 'Zhun'. In Pitman Shorthand, both these terminations are generally represented by a large final hook. Thus, the use of 'Shun' hook has made it possible to write many words in shorthand speedily.

In the previous lesson you have learnt about R & H. In this less on you will learn about small circles, big circles, small loops, big loops, initial small hooks, final small hooks and final big hooks.

6.2 OBJECTIVES

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

- explain the rules for using small and big circles;
- identify cases where small & big circle cannot be used;
- understand the rules for using ST & STR loops;
- identify cases where ST & STR loops cannot be used;
- explain the use of initial hooks;
- enumerate the use of final hooks (N, F/V & Shun hooks);
- identify the cases where initial & final hooks are not used;
- undertake repeated practice given in this unit;
- take dictation of the exercises which you have practised, read back & transcribe.

6.3

This lesson has been divided into the following sub-units:

6.3.1 Circles (small and big)

6.3.2 Loops (small and big)

6.3.3 Initial Hooks (R and L Hooks)

6.3.4 Final Hooks (N, F/V hooks)

6.3.5 Shun Hook

These sub-units have been discussed in detail in the following pages:

6.3.1 CIRCLES (SMALL AND BIG)**(i) Circles 'S' and 'Z'**

Consonants S and Z are represented by but they are also conveniently represented by a small circle. Initially, the small circle represents the sound of 'S' only, but medially & finally, it represents the sound of either 'S' or 'Z'.

The rules of attachment of circles to straight, curved and horizontal strokes are as follows:

- (i) A circle is written with left-motion/anti-clockwise motion when standing alone or when attached to straight strokes (downward, horizontal and upward), whether in the beginning or at the end of a stroke e.g.
ps....., ts....., ks....., rs....., sp.....,
st....., sr.....
 - (ii) In case of curved strokes, circle is written inside the curve whether in the beginning or at the end of a curve e.g. sf....., fs.....,
sm....., ms....., sl....., ls....., sr.....,
rs.....
 - (iii) A circle in between two straight strokes, running in the same direction is written with left-motion/anti-clockwise motion e.g. ksk....., tst....., rsr.....
-

- (iv) A circle in between two straight strokes, forming an angle, is written outside the angle formed by the strokes e.g. dsk..... , rsp....., rsk....., rst.....
- (v) In between a straight stroke and a curve, the circle should be written inside the curved stroke e.g. passing poison.....

1. When the 'S' Circle comes Initially :-

Initially the circle s represents the sound of s only. e.g. sit, seek..... , soap..... , save..... .

The circle 's' written initially should be read before the consonant.

Write each line 10 times:-

- (i)
stay soap sob sat set such said sad
- (ii)
sip sit some sun son seem sin
- (iii)
sing sung song sake sick sign
- (iv)
safe save sale soul same snow
- (v)
sleep slip satire sir sky spy
-

2. When the 'S' circle comes Medially :-

In the middle of a word, a small circle is used to represent the sound of

S or Z. e.g. disease, possess..... , muscle

Note : After Fs, Vs and Ns, upward R is used.

Write each line 10 times:

(i)

sleep slip satire sir sky spy

(ii)

decide racer wiser cask pass-book

(iii)

answer nicer officer adviser risk

(iv)

dusty misty rusty upside muscle

(v)

design resign justice risen facing

3. When the 'S' circle comes Finally :-

At the end of word, a small circle represents the sound of S or Z, if it does not follow a vowel. S/Z circle is always read last.

Write each line 10 times:

(i)

pace pays pause peace boys toys

(ii)

race raise rose face voice noise

(iii)

guess annoys days case kiss dose

.....

(iv) says these fees shows miss lease

.....

(v) pose lies cause loves likes nose

.....

(vi) accuse house revise release race

.....

(vii) suppose space saves refuse slaves

Grammalogues/Short Forms

.....

as/has is/has this those thus

.....

special specially several because ours

.....

speak subject subjected itself

The small circle may be added to short-forms

.....

puts	wishes	differences	goes	gives
------	--------	-------------	------	-------

.....

hours	comes	yours	years	thanks	thinks
-------	-------	-------	-------	--------	--------

.....

speaks	subjects	things	its
--------	----------	--------	-----

Use of circle 'S' in Phraseography

The small circle may be used in phraseography to represent the word 'us', and also in general phrases as:

.....

to us	for us	with us	give us
-------	--------	---------	---------

.....

what is,	when is the	those who,	because of
----------	-------------	------------	------------

.....

because it is	as it is	for those	who may
---------------	----------	-----------	---------

.....

in his	for his	who has	is it	when it is
--------	---------	---------	-------	------------

DRILL EXERCISE

Write ten times each of the above short forms and phrases and speak aloud while practising.

1. Exercise

Read and copy the following 10 times:

- (i)
answer books business Sunday months
- (ii)
bills cars advise service box copies
- (iii)
invoice city desire gets nice reason
- (iv)
Wednesday Tuesday Saturday yes small
- (v)
receive seems sir visit similar sense
- (vi)
office soon sorry charges copies
- (vii)
customer history items miles follows
- (viii)
music news outside south desk
- (ix)
wise sixty sake slow sign authorize
- (x)
appears changes selling decide inside
-

(xi)

historic satisfy dispose affairs force

(xii)

allowance deposit passing names

(xiii)

forms hopes capacity message numerous

(xiv)

series soul gas justice century sink

(xv)

custom discuss famous reduce opposite

2. Read and copy the following exercise 10 times:

.....

.....

.....

.....

.....

.....

.....

.....

3. Write the following sentences in shorthand:

(i) I have many books on the subject which I have no wish to keep. Would you like to have them?

- (ii) I would like to speak on this subject.
- (iii) Can you speak for some hours on this topic?
- (iv) I suppose you have some special reason for this.
- (v) I shall be happy if you can come some day.
- (vi) Our sales for this year are so high as any in the history of our business.
- (vii) It seems right to select some different items.
- (viii) If this is the case, can you spare some time to discuss it with you.

(ii) Strokes 'S' and 'Z'

- (a) When a sound of S/Z stands alone, then strokes are applied and not the circles because there will be no place to represent the vowel with a circle.
e.g. ace, say, zoo, saw....., sigh.....
 - (b) If a vowel precedes the initial S or Z, only the consonant is applied e.g.
ask, Assam....., essence....., asleep....., escape.....
 - (c) If a vowel follows S or Z, only the consonant is applied e.g. Race, but rosy....., racy....., juice....., but juicy....., rose....., but rosy.....
 - (d) If a triphone precedes or follows 'S', only the consonant is applied e.g.
science....., sinous....., joyous....., sighing.....
 - (e) Stroke 's' or 'z' is retained in compound derivatives e.g. saw-dust, saw-beach
saw-dust....., saw berch.....
-

DRILL

Exercise 1

Read and copy the following exercise 10 times:

(i)

ooze zoo asp ask saw tissue dizzy

(ii)

saw-beach sea-sickness assailed cease

(iii)

ease disease science busy racy sewer

(iv)

saucer sinuous acid aside assessing

(v)

assails asleep pursue escape

(vi)

jealousy dazy rosy ceasing

(vii)

zealous noisy society

Exercise 2

Write the following words in shorthand, 10 times:

(i) pious, assume, Assam, juicy, legacy, say

(ii) essays, essence, Eskimo, aces, Siamese

- (iii) sighing, ingenuous, saw-mill, sea-dog
- (iv) sahara, zenith, zink, Isaac
- (v) zero, ass, zebra, busy, accuracy, mercy
- (vi) uneasily, assuage, fussy, pursue, Essex

(iii) Large circles 'SW', 'SS', 'SZ'

Initially:

In the beginning of a word, a large circle is used to represent the double consonantal sound of SW. Like small circle, the vowel is indicated on the following stroke which also maintains the position of writing according to the vowel. Large circle is not attached to consonants W, Y and upward and downward H, e.g.

.....
sweet swan swim swami switch sweep swish

Medially and Finally:

In the middle and at the end of a word, a large circle is written with the same motion as circle S. Medially and finally a large circle represents the sounds such as ses, sez, zes or zez, e.g.

.....
necessity necessary possessive causes passes

.....
faces roses successive successfully

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

.....
basis exist insist exhaust exercise

.....

exercised census axis emphasize synopsis

When S/Z follows the large circle, it is indicated by a small circle and the circle S/Z is written on the opposite side of the large circle, e.g.

.....

emphasizes exercises successes

In phraseography a large circle is used to represent two SS, e.g.

.....

this is this subject these subjects is his

.....

this city this side this is the in this city

USE OF LARGE CIRCLES IN PHRASEOGRAPHY

A large circle in phraseography is used initially to represent the phrase 'AS WE' and also to represent the double sounds of S-S, e.g.

.....

as we shall as we may as we know as we can

.....

as we do as we have as we wish as we are

.....

as is as has is his is as as we shall be

.....

as soon as as soon as possible as well as

Grammalogues/Short forms

ourselves as is myself

much themselves is as

himself.....

Read and copy the following words:

(i)

sweet sweat swear swede swiss

(ii)

bases paces poses supposes chases

(iii)

guesses cases laces noses faces

(iv)

disposes deposes mixes necessary

(v)

emphasis emphasized synopsis census

(vi)

legacies jealousies mercies policies

(vii)

genesis thesis Rosy's axis

(viii)

fallacies peruses sweetly sweetness

(ix)

sweet-smelling swimmer entices dazes

- (x)
- romances fences advises refuses

Exercise

Write the following words in shorthand, 10 times:

- (i) swing, swage, assuage, sway, sways, swayed
- (ii) swallow, swear, tissues, legacies
- (iii) possessive, excessive, success, necessary
- (iv) decisive, insist, inclusive, offices, races
- (v) senses, boxes, businesses, swell
- (vi) swimming, passes, uses, accuses, forces
- (vii) invoices, releases, resources, sizes, losses
- (viii) sources, misses, emphasizes, exercises
- (ix) mixes, paralysis possess, resist

INTEXT QUESTION 6.1

1. Fill in the blanks:
- (i) Circle 'S' to straight strokes is written in.....motion.
 - (ii) Circle 'S' is written.....curved strokes.
 - (iii) Circle 'S'/'Z' in between straight and curved strokes should be writtenthe curved strokes.
 - (iv) A large circle used initially gives the sound ofonly.
 - (v) A large circle in between two straight strokes forming an angle is writtenthe angle.
-

6.3.2 ST and STR LOOPS

The sounds 'ST' and 'STR' are represented by small and big loops respectively. The length of small loop should be half of the length of the stroke and the big loop should be 2/3 of the stroke. The rules for making use of these loops are given below:

- (i) The loops when attached to any straight stroke should always be written in the left motion (anti-clockwise) e.g. post, poster....., dust....., duster.....
 - (ii) The loops when attached to any curved stroke should always be written inside the curved strokes e.g. fast....., faster....., nest....., nester....., last....., vast....., monster.....
 - (iii) 'ST' loop, when written last also represents the sound of 'zd' e.g. posed....., raised....., teased....., paused....., gazed.....
 - (iv) In case there is a vowel in between the sounds of 'S-T' or 'ST-R', the word should not be written by using the loops 'ST' or 'STR' but the outline should be written in full e.g. fast....., but facit.....
rest..... but reciept..... past..... but
upset.....
 - (v) In case there is vowel after the final 'ST' or 'STR', the outlines will not be written by using the loops. In such cases, the outlines should be written in full e.g. honest but Honesty..... dust
..... but dusty..... past..... but
pastry.....
-

- (vi) The loops can be written medially only where a convenient outline results
e.g. justify suggestive.....masterpiece.....
registering..... fantastic.....
- (vii) The initial loop is always read first, final loop is always read last and the vowel signs are placed and read in relation to the strokes and not to the loops.
- (viii) Circle 'S' can be added on the opposite side of the loops e.g.
fasts texts..... tests.....
posters..... barristers.....
- (ix) 'STR' loop is never written initially.

GRAMMALOGUES/SHORT FORMS

firstinfluence..... influenced.....
next..... most.....

DRILL EXERCISE

Exercise No.1

1. stout, stoutly, stock, stockade, style, stylish
2. rust, rusts, nest, nests, waste, wastes
3. box, boxed, lapse, lapsed, refuse, refused
4. coaste, stone, stole, stove, stung, star
5. gassed, gazette, vast, visit, rust, russet

Exercise No.2

Read, copy and transcribe

1.
-

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

Exercise No.3

Write in shorthand

1. master, register, faster, poster, minister
2. administer, investor, chester, rochester
3. coster, roadster, tester, masterpiece, masters
4. posters, barristers, hasters, costers, dusters
5. headmaster, registers, roadster, monestor
6. bolesters, waster, lustre, sinister, ministers

Exercise No.4

Read, copy and transcribe:

.....

.....

.....

.....

.....

.....

.....

.....

.....

Exercise No.5

If you can put me up for a week in August, I shall be ready to go and stay with you. You can have as much walking as you like. I shall be at your disposal at an almost any hour, and as I am a rare walker myself, I think I can say you will have all the exercise you wish. You ought to be a different fellow when I leave if you will be influenced by me. I think I can give you a mile and beat you. I have had some talk with young Robin several times in the past month, and know that you can do. This is all I know as to your form. But we shall see for ourselves. You ask why I have stayed away so long. The answer is business keeps me away. The best of luck to you and to the rest of the family.

KEY TO DRILL EXERCISES

Exercise No. 1

1.
2.
3.
4.
5.

Exercise No.2

1. post, taste, chest, adjust, fast, must
-

2. mast, opposed, supposed, deposed, exposed
3. accused, excused, mixed, state, stately
4. stop, stoppage, sturdy, sturdily, story
5. steam, steamship, stale, stealthy, stair
6. staircase, store, testify, testifies, justify
7. justified, suggest, suggesting, suggestive
8. mist, misty, honest, honesty, best, bestow
9. beset, stayed, stage, stock, used, testing
10. haste, host, invoiced, assist, missed, paused

Exercise No.3

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

Exercise No.4

The first cost of the new styles may be heavy, but it will soon be repaid by the saving in waste and by the immense sales which will follow. Business must be influenced by the fact of our having the best and cheapest and latest styles to show to customers, and we think they will endorse our hopes. We are seeking to influence the big buyers to ask to see the new designs, and if they can be induced to look at them we think business must follow. The language of the young barrister in the case was most stately and it must have influenced both judge and jury. We shall watch his career at the bar, and we think he must succeed because of his abilities.

Exercise No.5

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

INTEXT QUESTIONS 6.2

1. Fill in the blanks
 - (i) 'ST' and 'STR' loops when attached to any straight stroke should always be written in.....motion.
 - (ii) 'STR' loops is never used.....
 - (iii) 'ST' and 'STR' loops should be written..... the curved strokes.
 - (iv) 'ST' and 'STR' loops can also be written..... where a convenient outline results.
 - (v) Circle 'S' can be added on the side of the loops.
-

6.3.3 INITIAL HOOKS/DOUBLE CONSONANTS

When the sound of 'R' and 'L' blends with any consonant, it makes a double consonant. The sounds of 'R' and 'L' are represented by attaching an initial hook to a stroke as discussed below:

A. 'R' Hook to Strokes

1. If a small initial hook is attached to any straight stroke in the clockwise motion (right motion), it will represent the sound of 'R' e.g.

..... pr, br, tr, dr,
chr, jr, kr, gr, as in,
pray, trip, crop, bridge,
..... dream, liberal

2. If a small initial hook is attached inside the curved stroke, it will represent the sound of 'R' e.g.

..... fr, vr, thr, THr,
..... shr (downward), zhr, mr,
nr, as in Friday,honour, summer,
..... sooner, dinner,leisure

The small initial hook for 'R' is not written to the following curved strokes:

.....s,z, and.....

3. When 'R' hook is attached to stroke NG, it will give the sound of either Ng-kr or Ng-gr. e.g. banker, tanker....., drinker....., conquer....., finger.....
-

4. If 's' or 'sw' or 'st' comes before a straight stroke hooked for R, then a small circle for s, a big circle for sw and a small loop for st will be written on the same side of 'R' hook. Of course, 'R' hook will not be visible, but 'R' is there because the small circle/big circle/small loop is written here in the clockwise motion (right motion) e.g.

pray..... but spray....., tray but stray

bread..... but spread.....upper....., but super

stop..... but stopper..... stitch but

stitcher, stock but stocker

sweep but sweeper, sweet but

sweeter, switch but switcher

In case 'spr' etc. occur in the middle of the word, both the circle and the hook should be clearly shown e.g. prosper,

destroy, pastry

5. When 'skr' or 'sgr' follows either 'T' or 'D', the circle should be written in the anti-clockwise motion (left motion) e.g.

task..... but tasker disagree.....

disgrace.....

6. If 'skr' follows 'P' or 'B', then 'R' may be omitted e.g.

prescribe, subscriber....., prescribes.....,

prescriber.....

7. If 's' comes before a curved stroke hooked for 'R', then circle 's' should be written inside the hook, both the circle and the hook should be clearly visible e.g.

suffer....., summer....., sooner.....,

sinner.....

Shr is always written in the downward direction e.g. pressure
..... measure, leisure

Shortforms/Grammalogues

dr./doctor, dear, during
truth....., principle, principally or principal
member, remember or remembered numbered
or number, chair cheer,
care , from , very..... , there/
their..... , more..... , remark or remarked
Mere, Mr , nor..... , near ,
surprise , surprised , sure ,
pleasure , description..... , own..... ,
owner , remarkable , larger ,
everything , over , however ,
respectfully.....

'L' Hook to Strokes

1. If a small initial hook is attached to any straight stroke in the anti-clockwise motion (left motion), it will represent the sound of 'L' e.g.

pl..... bl..... tl..... dl.....

chl..... jl..... kl..... gl.....

as in play blue..... blame.....

close terrible..... simple.....

This small initial hook 'L' is not attached to the strokes, such as

R.....

W....., Y, H(upward)..... and H(down).....

These double consonants must be pronounced as a word of one syllable;

thus pel, bel....., etc. This hook for 'L' is written first but is read just after the stroke to which it is attached. The vowel signs are placed to them just as they are placed and read to a single consonant e.g.

place....., places....., blue....., black

2. If a big initial hook is attached inside the curved stroke, it will represent the sound of 'L' e.g.

Fl..... Vl..... Thl Ml..... Nl.....

A large initial hook is not attached to the strokes such as S..... ,

Z....., Sh....., L, R(up).....,

Ng.....

3. To obtain easier forms, the 'L' hook is sometimes used in words in which the 'L' belongs to the following syllable and not to the stroke to which it is attached e.g.

deeply....., briefly....., hopeful....., joyful.....

4. When 'L' hook is attached to stroke 'Sh', it will be written upward e.g.

marshal, specialise, official.....

anti-social.....

5. If 'S' comes before a straight stroke/ a curved stroke hooked for 'L', in
-

all the cases, both the hook and the circle should be clearly visible e.g.

civil civilize.....

6. In case there is a vowel between the hook and the adjoining consonant, the outline will be written in full, e.g.

blow but ball..... play..... but pale

7. The hooks are written first but they will be read just after the stroke to which these are attached e.g.

pray..... offer cry.....

8. In case there is a vowel between the hook and the adjoining consonant, the outline will be written in full e.g.

cry..... but car..... offer..... but far.....

GRAMMALOGUES/SHORTFORMS

people belief, believe , believed tell.....

till..... deliver, delivered, delivery largely.....

call..... equal, equally valuation.....

DRILL EXERCISE. 1

Read, write and transcribe the following:

.....					
.....					
.....					
.....					
.....					

DRILL EXERCISE NO.2

Write 5 lines each of the words given below ;

offer , ever....., every....., author.....

either , offering....., affray....., differ.....

favour....., fraud....., fruity....., finger.....

linger....., angry....., hungry....., drinker.....

DRILL EXERCISE NO.3

Write 5 lines each of the following words:

lisper....., lascar , mastery....., sufferer.....

prisoner..... , mistress....., mistrust....., sinners.....

prisoners..... , destroy....., summer.....

DRILL EXERCISE NO.4

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 to be given to the officer.
 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.
-

DRILL EXERCISE NO. 5

Write the following words- at least 5 lines for each word:

play....., placed....., placing....., played.....
plus....., blue....., black....., class.....
clear....., clerk....., close....., closed.....
enclosed....., supply....., apply....., club.....
claim....., glass....., single.....

DRILL EXERCISE NO.6

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 opposite team is still in the room.

DRILL EXERCISE NO.7

Read, write and transcribe the following words :-

....., , ,
....., , ,
....., , ,

DRILL EXERCISE NO.8

Write in shorthand atleast five lines for each word :

Final	Original	Privilege	Fearful
Trifle	Removal	Respectful	Shoval
Grateful	Playful	Effectively	Joyful
Traveller	Devil	Shuffle	Shelf
Shelves	Specialise	Freshly	Deeply

DRILL EXERCISE NO.9

Write five lines each of the following words :

Possible , Possibly..... , Display.....
Displace....., Disclose..... , Physical.....
Exclusive..... , Civility..... , Personal
Personality , Peaceful

DRILL EXERCISE NO.10

Write in shorthand:

1. The total charge for a couple per week is only Rs. 100/-. This rate is inclusive of a double room. Single rooms are Rs.50/- and above.
 2. Please tell us what the cost would be of a table. This cost should include delivery charges.
 3. We should be happy if you will get enough to us by the first of March to enable us to make a display of them.
 4. This simple way saves many hours of your toil.
 5. Fill in the form given below and post it to us, or apply to your local dealer for details of the same.
-

6. Please supply me with a few samples of cloth in blue and black which would be suitable for autumn suits.
7. Please supply me as early as possible the samples.

KEY TO DRILL 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 No. 4

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

Exercise No.5

1.
-

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

Exercise No. 7

fledge	flour	flood	flock
flap	flask	flag	flame
flow	flurry	floor	fly
evil			

Exercise No. 8

.....			
.....			
.....			
.....			
.....			

Exercise No. 9

1.
 -
-

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

INTEXT QUESTION 6.3

1. Fill in the blanks:
 - (a) If a small initial hook is attached to straight stroke in motion, it will represent the sound of 'R'.
 - (b) If a small initial hook is attached inside the curved stroke, it will represent the sound of
 - (c) Double consonant 'shl' is always written in.....direction.
 - (d) When skr or sgr follows T/D, the circle should be written in themotion.
 - (e) If a big initial hook is attached..... the curved stroke, it will represent the sound of 'L'.
-

2. State right or wrong:
- (a) Upward 'R' should be hooked initially.
 - (b) A small initial hook attached to any straight stroke in the anti-clockwise motion represents the sound of 'R'.
 - (c) Double consonant shr is written upward.
 - (d) Circle 'S' attached to a curved stroke hooked for 'L' should be written inside the hook.
 - (e) Double consonant shl is written upward.
-

6.3.4. FINAL HOOKS - SMALL

'N' and 'F'/'V' Hooks

Like the two small initial hooks, there are two small final hooks also. These hooks are called 'N' hook and 'F'/'V' hook. Use of these two hooks has been extensively made in Pitman Shorthand to obtain compact outlines.

1. A small final hook written with the right motion to the straight strokes adds 'N' e.g.

..... pen ban ten done
..... chain joincane..... gain
..... rain wine yawn

2. A small final hook to any curved stroke written inside the curve represents 'N' e.g.

fun....., man....., van, line
shine

3. If a vowel follows final sound of 'N', the outline should be written in full and not by using final 'N' hook because the final vowel requires a final stroke e.g.
-

pen, but penny, ten, but tiny,
chain, but china, man, but
money

4. 'N' hook may be used medially wherever convenient to join e.g.

plenty, punish....., french,
arrange, spanish

5. 'N' hook and downward 'R' are used for the representation of the final syllable 'NER' when follows a straight upstroke e.g.

runner, winner, But in all other cases, 'NER'
will be represented by stroke N and R hook e.g.

dinner, liner, thinker

6. 'N' hook is used in Phraseography for the words been, than, on, own, e.g.

i have been, carried on, better
than, their own, our own

7. If a sound of s, or ses or st, or str follows 'N' hook attached to straight stroke, then these attachments will be written on the same side of 'N' hook viz. with the right motion or clockwise motion e.g.

dan..... dance, dances, danced,
chain, chance, chances

8. If the sound of 'Nz' follows a curved stroke, a small circle will be written inside the 'N' hook e.g.
-

fines , lawns , mines , shines ,
saloons

But in case the sound of 'NS' follows a curved stroke, it will be represented by 'N' stroke + circle 'S' e.g.

fence , lance , essence ,
offence , announce

9. Wherever the sounds of 'Nz' or 'NS' occur medially, both the consonants must be shown distinctly e.g.

density , cancer , transit ,
johnson

SHORTFORMS /GRAMMALOGUES

..... Been, General, Generally, Within,
Southern, Northern , Balance,Balanced,
.....Circumstances, Signify, Signified, Significant
Significance, Opinion, Responsibe-ility

Read and copy the following words & outlines 10 times each

1. open,ten,retain, fifteen,
.....bulletin,pardon, drawn, june
.....imagine,Clean,takengone,
.....green,begin, run,one,
.....everyone,win
-

2. winner,runner,turn,return,
..... opener,dinner,keener,
.....manner, earner,gainer,finer,
..... joiner
3.phone,often,seven,than,
.....then,shown,machine,man,
.....men,mean,remain,mine,
..... nine,none ,known,line,
..... loan,earn,moon,lean
4.punish,opener,tanner,dinner,
.....joiner,keener,thinner,liner,
.....manner
5.expenses,distance,plans,
.....glanced, instance,instances,
.....turns,returns,once,against,
.....chains,joins,Rains,chanced,
.....glance,rinse,trains,danced,
.....pounces,tenses
6.zones,shines,nouns,lances,
.....earns,loans,means,opinions,
-

.....Womens,Remains, Baloons,
.....Frowns

DRILL EXERCISES

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. The machine of which you speak is a foreign one but our own machine is far better.
4. We believe this machine is the more reliable and will do better than the next one.
5. Generally people come by bus but some people come by their own cars.

KEY TO DRILL EXERCISE :

1.
2.
3.
4.
.....
5.
.....

DRILL EXERCISE

Read, write and transcribe.

1.
.....
2.
.....
.....
3.
.....
4.
.....
5.
.....

KEY TO DRILL EXERCISE :

1. I shall be in town next Monday the 10th and I shall be happy to call upon you at 3.00 O'clock.
 2. I enclose the lists of the people who brought this machine in northern and southern towns
 3. If you happen to be in town this week, please call upon me and explain the general opinion of the people for our merchandise.
 4. I think there is no hope that if you sell the house today, you would get more than what you paid for it.
 5. In as much as you are out of town, I think it would be to your advantage to have the deal on your behalf.
-

DRILL EXERCISE

Write in Shorthand

1. Do you think it is within your capacity to pay?
2. You should visit the northern region first and try to finish the job there.
3. Ram is to go to the southern region and get things done there.
4. In your opinion, who should do the job first.

KEY TO DRILL EXERCISE

1.
2.
.....
3.
.....
4.
.....

DRILL EXERCISE

Write the following passages in shorthand.

1. Many thanks for the loan of the copy of the book on Yoga which you gave me on one fine morning - the suitable time for yoga exercises. This book I am sure you will wish to read. All the exercises given in this book are beneficial to children and young men. The author of this book himself was a very strong man. He gave in his book very easy exercises for the persons who are even above fifty years of age. He has given in
-

his book the ways in which exercises are to be done. He says, if you are to remain young and strong physically, you should do the exercises daily. If you will stop exercising daily, your muscles and body will have pains.

126 words.

2. It is very lovely book to develop our bodies on the right lines. This is a worth reading book. If you read it once, you will like to read it again. I have read it once and now within a weeks time I will read it again and only then I will return the same to you.

In this book, he has given exercises for all age groups and by doing the same one can have charming personality. He has given no allowance to any person who stops doing exercises daily. So to obtain best out of this book, you should do exercises which suits to your body daily and it will give you a strong body and fine personality.

124 words.

'F' /'V' HOOK

Straight Strokes:

A small hook written finally to the straight stroke with the left motion adds either 'F' or 'V'; thus,

.....puff,pave,buff,above,
.....deaf,brief,proof,chief,
.....achieve,approve,active,
.....relative,attractive,drive,
.....rough,serve,deserve,preserve,
.....reserve,wife,half,cave,
.....tough,dove,observe

Final Hook not to be used:

'F' or 'V' hook is not used when the words are ending with the sound of a vowel;
thus,

..... puffy,buffy,ruffy,gravy,
.....coffee,defy,review,terrify,
.....toffee.

USE OF CIRCLE 'S' WITH F/V HOOK

Whenever the hook F/V is followed by circle 'S', the same is to be written
inside the hook; thus,

..... puffs,waves,caves

DRILL EXERCISE

Write the following words (five lines each)

..... doves,tiffs,buffs,wives,
.....preserves,serves,reserves,
.....proofs,proves,behaves,braves,
.....heaves,archives,deserves

Note : F/V hook cannot be written with the curved strokes

e.g.. knife , five

DRILL EXERCISE

Write five lines each of the following words :-

.....revive,five,live, laugh,

.....thief,leave,live,knife,
.....leaf,move,moving,laughing,
.....loving,leaving,arrive

F/V HOOK MEDIALY:

F/V hook can also be written medially; thus,

.....traffic,driving,define

DRILL EXERCISE

Practice five lines each of the following:

.....defence,toughen,divide,refer,
.....graphic,deafen,deafening,
.....paving,provide,provoke,
.....referring,profit,private,
.....advance,telephone,province,
.....providing,dividing

SHORTFORMS /GRAMMALOGUES

.....behalf,advantage,difficult,
.....difficulty,represent or represented,
.....representative

'F'/'V' HOOK IN PHRASEOGRAPHY

Hook F/V can be used in phraseography for the following words :

'of' as in receipt of out of rate of.....

'have' as in which havewho have

INTEXT QUESTIONS 6.4

1. Answer the following questions.
 - (i) Can the 'N' hook be used medially?
 - (ii) Can the 'N' hook be used when the word is ending with a vowel?
 - (iii) Can circle 'S' be added to the final hook 'N'?
 - (iv) For which words 'N' hook is used in Phraseography?
 2. Fill in the blanks
 - (i) A small final hook to any curved stroke written the curve represents the sound of 'N'.
 - (ii) A small final hook to any straight stroke written by left motion represents
 - (iii) If a vowel follows final hook, a is employed and not the hook.
 - (iv) If a small circle follows F/V hook attached to a straight stroke, it should be written the hook.
-

6.3.5 BIG FINAL HOOK — SHUN HOOK

The 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 consonantal sounds, the shorthand outlines

will have many awkward angles and will become unduly longer. Thus, the shorthand outlines cannot be written fast. In Pitman Shorthand, 'Shun' and 'Zhun' sounds are, therefore, represented by a large final hook in most of the cases, thus,

fashion motion nation..... section
 expectation additionlogicianpassion
 option occasion revision provision

You will notice from the above that termination 'Shun' or 'Zhun', variously spelt in English language, as -tion, -sion, -cian, -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

Difference in the use of small and large final hooks

You have learnt in the last lesson that there are two small final hooks, n and f/v. 'N' hook is written with straight strokes with the right motion, as
 ten,pen,chain, whereas f/v hook is written with straight strokes with the left motion, as..... tough puff
 chaff.

You will note, however, that the Shun hook is a large final hook and can be added on both sides of the straight strokes, as passion option
 cautionaction.

With curved strokes, both small 'n' hook and large Shun hook are written inside the curves.

asnone,nation,men, motion

PRACTICE : You should read all the above outlines and write five lines of each outline in your notebook. Make sure that the Shun hook looks bigger than the two small final hooks.

RULES FOR WRITING SHUN HOOK

- (i) Shun hook with curved strokes. Shun hook is written inside the curves; thus,

..... fashion..... fashionsmotion

.....motions..... nationnations

.....relation Relations

- (ii) Shun hook with straight strokes. The following principles govern the use of Shun hook with straight strokes :-

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

..... station,section,oppression

..... hesitation,illustration,discussion

From the above you will observe that in the shorthand outline

.....(station), the initial attachment of 's' circle is on the right

side. Therefore, Shun hook is added on the left side. Similarly, in

..... (section), 's' circle is on the upper side, and Shun hook is,

therefore, written on the opposite side, and so on.

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

..... (stationery, stationary),(dispassionate)

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

.....rotationgradationmagician

.....reputationadditionlogician

- (c) opposite to the last vowel, in the case of other straight strokes; thus,

.....passion,option,operation

.....application,caution,occasion

.....rationportion.

- (iii) Shun hook with fk/vk and lk/lg

- (a) In order that k or g may be kept straight, Shun hook is written downward after fk/fg..... and vk/vg..... Thus,

.....fictionspecification.....vacation

.....navigation

- (b) After lk/lg, the Shun hook is written upwards, thus,

.....locationselectionlegation

- (iv) Use of Shun hook medially

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

.....nationalprofessionalvocational

.....educationaladditional

PRACTICE: Read the above outlines and write five lines of each outline at a time.

DRILL EXERCISE

1. Read and write five lines of each outline.

.....

.....

.....

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

2. Write shorthand outlines for the following words. Each outline may be written 10 times:-

Admission, Submission, Lotion, Examination, Attention, Manipulation,
Extension, Observation, Expression, Liberation, Hesitation, Registration,
Visitation, Suspicion, Edition, Operation, Affection.

.....

.....

.....

.....

.....

3. Read and write each sentence in shorthand five times:

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

(i) We wish to call your attention to the motion fixed for discussion tomorrow.

(ii) I have read in today's issue of the National News the posts for which you are calling applications.

(iii) I have set out on a separate paper, enclosed, my age, education, experience, etc.

(iv) The selection of a vocation is no more an easy task.

(v) Generally entrance examinations for those who wish to train for the professions are no more easy.

(vi) Your attention is drawn to Resolution Number 4.

(vii) You must register for the summer session before 15th July.

4. Write in shorthand. Each sentence may be written five times:

(i) They have a wide range of fiction in their book section.

(ii) A reception at the station was given to the Chairman.

(iii) We are arranging a wider distribution of our book 'Educational Occupations for Children'.

(iv) I agree with your proposal for addition to the number of members of the society.

(v) The Commissioner, at his discretion, was to arrange examination and to obtain necessary data for the same.

(i)

(ii)

(iii)

.....

(iv)

.....

(v)

.....

SHUN FOLLOWING CIRCLE 'S' AND 'NS'

- (i) 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

- (ii) A third place vowel between the circle and Shun hook is placed outside the hook/curl; thus

..... decisionpositionphysician

.....musicianpropositiontransition

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

..... taxation sensationsuccession

.....possession accession

- (iv) First place vowels do not occur between the circle and Shun.

- (v) To indicate a plural, the circle 's' is placed inside the curl; thus,

..... revisions,possessions,positions,

.....physicians ,musicians

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, the Shun hook is not used. Instead, the stroke 'sh' hooked for 'n' should be written; thus,

.....situation,tuitiongraduation

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

.....accentuationperpetuationpunctuation

Use of Shun hook in Phraseography

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

..... Labour association

..... Local association

..... Housing association

GRAMMALOGUES/SHORT FORMS

.....

information subjective subjection signification

.....

satisfaction justification generalisation representative

.....

representation organise, organised organisation object or objected

.....

public, publish, published publisher publication

.....

investigation yesterday objection

PRACTICE: Read and write five lines of each of the above short forms. Repeat till you fully memorise these short forms.

Give Constant Emphasis on:

- Fluency in reading shorthand copy.
- Formulation of well constructed shorthand outlines.
- Authomatization of short forms and phrases.
- Daily practice in taking dictation starting at slow speed.
- Practice in transcribing in longhand.
- Dictation each day should be on both practised material (to increase speed) and on new matter (to improve competence).

DRILL EXERCISES

1. Read and write five lines of each outline:-

.....

.....

Accession, Precision, Procession, Indisposition, Supposition, Exposition,
Authorisation, Sensational, Opposition, Transition.

2. Write shorthand outlines for the following words. Each outline may be written 25 times:-

Accusation, Organisational, Transitional, Annexation, Vexation,
Liberalisation.

.....

.....

3. Read and write each sentence in shorthand five times:-

- (i)
-

(ii)

.....

(iii)

.....

(iv)

.....

(v)

.....

(i) Your attention is drawn to item No.4 of our Information Book.

(ii) In this division we insist on a final examination in every extension course.

(iii) I expect to travel to Kanpur to see the National Business Show.

(iv) Who says the selection of a vocation is an easy task?

(v) He gave a wrong impression to us on this issue.

8. Write in shorthand. Each sentence may be written five times:-

(i) The accusations against the Prime Minister are false.

(ii) Generally it is seen, none has satisfaction with his own profession.

(iii) The procession was very long.

(iv) A representation has been given to the police authorities for investigation into this case.

(v) The physicians are arranging a seminar on family planning.

(i)

- (ii)
- (iii)
- (iv)
.....
- (v)

DRILL EXERCISES

Write the following passages in shorthand:-

1. Dear Sirs, We think we are in a position to assist you to tell in what direction your promotion work may get an extension. As you are aware our organisation has given many years of attention to problems of distribution of every description, and the information in our possession is very reliable. We believe you would like a discussion with our Gopal which will be of value to you. He will be happy to receive an invitation from you to call on you. Yours truly.
2. Dear Sir, With the small piece of information in our possession, we are unable to give you a final decision on your application for loan. You make no mention at all of any provision for expansion at your factory, nor do you tell us if you have any idea of taking over the operation of more machines.

However, we believe the proposition is surely worth discussion, although action may be delayed till you supply us with additional information on your plans. We suggest you to call at our office any time during the next few days, to enable us to go through every detail of the situation with you. Yours truly,

INTEXT QUESTIONS 6.5

1. Fill in the blanks:
 - (i) Shun hook is represented by ahook.
-

- (ii) When attached to curved strokes, Shun hook is writtenthe curves.
- (iii) When attached to a straight stroke, the Shun hook is written on theside to an initial circle or hook.
- (iv) The Shun hook is written on theside of simple t, d, j.

2. Write the correct answers:-

- (i) When attached to simple straight strokes (other than t, d, j), the Shun hook is written on the side opposite to the(last vowel, initial attachment)
- (ii) After fk/vk, Shun hook is written(upwards, downwards)
- (iii) After LK/LG, Shun hook is written(downwards, upwards)
- (iv) Circle 's'.....be added to the Shun hook. (can, cannot)

INTEXT QUESTIONS 6.6

1. Choose the correct answers:

- (i) How is Shun expressed after circle 's' or 'ns'? (By a large hook, By a small hook or curl)
- (ii) Which vowel occurring between 's' and Shun is placed outside the curl? (1st place vowel, 2nd place vowel, 3rd place vowel)
- (iii) What should occur immediately before Shun, that will not require the Shun to be written with a large hook? (A vowel, A diphthong, A triphone)

2. Give shorthand outlines for the following words:

- (i) Opposition
 - (ii) Organisation
-

- (iii) Information
 - (iv) Punctuation
 - (v) Position
-

6.7 WHAT YOU HAVE LEARNT

A small circle is used to represent the sound of S or Z. This circle when standing alone is written with left motion. This circle is written with left motion when attached to straight strokes, inside the curved strokes and outside the angle formed by joining two straight strokes. Initially it represents the sound of 'S' only but medially and finally, it represents the sound of either 'S' or 'Z'. A large circle written in the same direction as circle 'S' initially represents the sound of 'SW' and medially and finally, it represents the sounds such as ses, sez, zes or zez. In phraseography a large initial circle is used to represent 'As we'.

'ST loop is used initially, medially and finally. 'STR' loop is used medially and finally. These small and big loops are used with the consonants with the same motions and directions as the circles (small and big). Circle 'S' can be added to these loops for making plurals.

The sounds of 'R' and 'L' are represented by attaching initial small hooks to the strokes. With straight strokes, the 'R' and 'L' hooks are written in left and right motions respectively whereas when coming with curved strokes, 'R' hook is written inside the curved strokes. 'L' hook when joined to curved strokes is enlarged. Both the 'R' and the 'L' hooks are written first but they will be read just after the consonant to which these are attached. Wherever convenient, these hooks can also be written medially. Double consonant 'shr' is written in downward direction and the double consonant 'Shl' is written in the upward direction.

There are two final small hooks 'N' and 'F'/'V'. 'N' hook is written finally to the straight strokes in the right motion and inside the curved strokes. Circles and loops can be added to the final hooks. When the words end with a vowel, these hooks are not used but the outlines are written in full. The final hooks can also be used in phraseography for words 'on', 'than', 'own', 'been', 'of' and 'have'.

Shun is written briefly in shorthand with the help of a large final hook. It can also be used medially in a few cases. Shun hook is written inside the curved strokes. When added to a straight stroke with an initial attachment, shun hook

is written opposite to such an attachment. With simple t, d, or j, shun hook is written on the right side, while with other simple straight strokes, it is written opposite to the last vowel. After FK/VK and VK/VG, shun is written downward but after LK/LG, it is written in upward direction. Shun following circle 'S', or 'NS' is expressed by a small hook or curl. A third place vowel occurring between 'S' and shun is placed outside the curl; second place vowel is omitted. Circle 'S' can also be added inside the curl. Shun hook cannot be used when a triphone occurs before it. The circle 'S' and shun hook joined together may be used in phrases for the word "Association".

6.8 TERMINAL QUESTIONS

1. One shorthand writer argues with you that the word TUITION should be written by writing stroke 'T' with 'Shun' Hook and 'U' diphthong and the word SITUATION by writing circle 's', stroke T and 'SHUN' Hook. Correct the outlines and explain the principle involved.

2. Write shorthand outlines for the following words and explain the relevant rule for the specific sound underlined:

NATIONS STATIONERY OPTION
FICTION VOCATIONAL

3. State how SHUN is written following 's' or 'ns' circle. Explain with examples.
 4. Explain by giving suitable examples the rules of writing shun hook to straight strokes.
 5. Can shun hook be used medially? Explain by giving examples.
 6. Differentiate between small final hooks and big final hooks.
 7. State how shun hook is written after VK/VG/FK/FG and LK/LG. Give suitable examples.
 8. What are the exceptions to the use of shun hook? Explain by giving suitable example.
-

6.9 ANSWERS TO INTEXT QUESTIONS

6.1

- (i) anti-clockwise
- (ii) Inside
- (iii) Inside
- (iv) SW
- (v) outside

6.2

- (i) anti-clockwise/left motion
- (ii) Initially
- (iii) Inside
- (iv) medially
- (v) opposite

6.3

1.
 - (a) Clockwise motion/right motion
 - (b) R
 - (c) Upward
 - (d) Left/anti-clockwise
 - (e) Inside
 2.
 - (a) Wrong
 - (b) Wrong
 - (c) Wrong
 - (d) Right
-

- (e) Right

6.4

1.
 - (i) Yes
 - (ii) No
 - (iii) Yes
 - (iv) Been, Than, On & Own
2.
 - (i) Inside
 - (ii) F/V
 - (iii) Stroke
 - (iv) Inside

6.5

1.
 - (i) large
 - (ii) inside
 - (iii) opposite
 - (iv) right
2.
 - (i) last vowel
 - (ii) downwards
 - (iii) upwards
 - (iv) can

6.6

1.
 - (i) by a small hook or curl
 - (ii) Third place vowel
 - (iii) A triphone
-

2. (i)
- (ii)
- (iii)
- (iv)
- (v)

MATERIAL FOR EXTENDED LEARNING/ACTIVITY

Consult chapter on Shun Hook from the Pitman Shorthand Instructor.

Lesson - 7

Compound Consonants and Medial Semi-Circle

7.1 INTRODUCTION

There are 24 consonants, each consonant representing one single sound. In English language there are so many words which have compound consonant sounds (having more than one consonantal sound). To write these compound consonants, additional consonant strokes have not been provided in Pitman's shorthand. Some of the existing consonants have been used to represent the compound sounds by adding hooks or by writing them as thick forms, yet ensuring formation of concise, brief and facile outlines. Even to represent medial 'W' additional use of semi circle has been made to keep the shorthand outlines as brief as possible.

7.2 OBJECTIVES

At the end of this lesson you will be able to:

- classify the compound consonants;
 - identify the shorthand signs for the various compound consonants;
 - apply initial 'W' before 'kay' and 'gay' to form 'kwa' and 'gwa';
 - explain the use of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds;
-

- state the use of 'LER' and 'RER' compounds by thickening 'L' and 'R' downwards;
- explain where semi-circle is used medially.

7.3 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 tables.

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

Rules for the use of the 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.
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
quote

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 from the logograms.....equal: Thus:-
.....equality..... equalise..... equalisation
..... 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

DRILL EXERCISE NO.1 (COMPOUND CONSONANT KW & GW)

Write the following words in shorthand:

- a) Queen, Quest, Quire, Quash, Quiver
- b) Requisition, Bequeath, Vanguish, Earthquake
- c) Quires, Squire, Requests, Squad
- d) Linguist, Lingual

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

.....whip..... whig.....

where.....whirl.....whereby.....

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

.....wheezewhisky.....
whistle.....whine.

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.....wall.....wool.....
commonwealthunwillingunwellill-will.

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

For example:

.....wills.....wiliest.....wollens.

Note: 'wl' is not employed when an initial vowel precedes 'wl', the stroke 'w' and downward 'L' are used thus..... 'aweel'. It is also not used when the joining is inconvenient and compound words beginning with way. Thus
.....farewellwaylaywaylaid.

The Compound ConsonantWHL (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.....whileswhilst.

We do not use 'whl' on the following conditions.

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

Thusfour-wheeler.....overwhelm.

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

The Compound Consonant.....LR (LER)

The downward 'L' 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.

For example:

- a)feeler.....foiler.....secular
.....ruler
- b) After 'n' or 'ns'. Thus nailor
.....annular.....tonsillar.....chancellor.

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

Thus.....scholarly.....secularly

You can add final attachments to 'Lr'. Thus.....feelers
.....scholars.

It is not employed as follows.

- a) When an accented vowel or a diphthong occurs between final 'L-r'.
Thus.....failure.
- b) When a vowel follows final 'L'. Thus folly.....
ancillary.....
- c) When upward 'L' begins with an attachment: Thus
.....sailor.....solar.
- d) After the straight downward strokes p,b,t,d,ch,j and k,g,m, or L (up).
Thuspailer.....boiler.....
toiler.....dealer.....collar.....miller
-

The Compound Consonant.....RR (Rer)

The downward 'R' thickened adds 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'.

Thus.....terror.....career.....carrier.

After two descending strokes and after upward 'L' it is also not used.

Thus.....preparer.....deplorer.....allure.

For distinguishing outlines.....purer but.....poorer.

The Compound Consonant.....MP or MB (Emp or Emb)

The stroke 'm' when thickened adds 'p' or 'b' and thereby represents the compound consonant mp or mb. It must be used without a vowel between the two consonants. It is used initially, medially and finally:

For example:embody.....camplamp.

Initial and final attachments can be written with 'mp' and 'mb'

Thus.....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.

Thus.....map.....mob.....empress
.....embrace

SHORT FORMS/GRAMMALOGUES

Whether..... important or importanceimpossible
.....improve, improved or improvement

DRILL EXERCISE NO. 2

Read, copy and transcribe the following

- a)
- b)
- c)
.....

INTEXT QUESTIONS 7.1

1. Fill in the blanks:
 - a) A large initial hook addsto stroke 'k'.
 - b) When the aspirate 'h' immediately precedes 'w', the compound consonantis formed.
 - c) Compound consonant 'whl' is not used when anprecedes 'whl'.
 - d) The downward 'L' when thickened adds.....
-

2. (a) How many compound consonants are in shorthand?
.....
- (b) How many compound consonants have initial hooks?
.....
- (c) Write the names of three compound consonants without initial hooks with example.
.....
- (d) How do you use compound consonant 'Rer' in shorthand?
.....
3. State true or false:
- (a) There are five thin and 3 thick compound consonants.
- (b) There are five initial hooks and three without initial hooks.
- (c) The final attachments can be added with compound consonants.
- (d) 'Lr' is not used when a vowel follows final 'Lr'.
- (e) The initial attachments can be prefixed to the compound consonant 'rr'.
-

7.4 MEDIAL SEMI CIRCLE (MEDIAL W)

You have studied about the Semi Circle in the Chapter of Abbreviated 'W'. This right Semi Circle is used initially before strokes k,g,m (and mp) and two forms of r. For example.....weak.....women. The semi circle is also employed medially.

It represents initially the sound 'w' only.

Medial 'W' can be represented by small semi circle to give an easier and shorter

outline. A left semi circle represents 'W' followed by a dot vowel with which the 'W' is combined ex. twelve.....herewith.....
guesswork.....woodwork.....

Note: The semicircle for 'w' and vowel is not used finally. Thus
.....railway.

DRILL EXERCISE NO. 3

Practice the below words by writing them in shorthand.

- a) Twenty, Twig, Touchwood
- b) Abattoir, Misquote, Wormwood, Bewilder
- c) Measuage, Firework, Pickwick
- d) Railways, Dwell, Unworthy

INTEXT QUESTIONS 7.2

Complete the following sentences by writing one of the best suitable word.

- a)
 - i) A semicircle is used.....for the stroke. (initially/medially/finally)
 - (ii) A medial left semicircle represents.....vowels. (Long/short/both)
 - (iii) There are.....places for the semi circle. (Two/One Three)
 - (iv) When a vowel precedes initial 'w' the stroke used. (must not be/must be/occasionally).
 - (v) Sometimes we prefer stroke 'w' in the interest of(frequency/legibility/convenience)
-

- b) (i) How many places are for the semicircles?

.....

- (ii) When do you use stroke 'w' instead of semicircle?

.....

7.5 WHAT YOU HAVE LEARNT

A large initial hook written with the left hand motion to the stroke 'k' and 'g' prefixes 'w' and thus represents the compound consonants 'kw' and 'gw'. These are employed initially, medially and finally. When the sound aspirate 'h' immediately proceeds consonant 'w', the compound consonant 'wh' is represented by enlarging the initial hook of stroke 'w'. A small and large initial hook attached to upward 'L' prefix 'w' and 'wh' respectively and represent the Compound Consonant 'wl' and consonant 'whl'. The downward 'L' thickened adds 'Lr' and 'rer' respectively. The 'M' stroke thickened adds 'p' or 'b' and thereby the compound 'mp' or 'mb'. The 'mp/mb' may be halved for 't' or 'd' and doubled for 'er/dr'. The final attachments are affixed to all compound consonants except 'lr' & 'rer' (circle 's' the only final attachment affixed to 'lr' & 'rer')

Medial Semi-Circle

When 'w' is followed by a long or short vowel and the two vowels are sounded in one syllable, a series of diphthongs is formed. Medial 'w' followed by a vowel is represented by a semicircle. A medial left semicircle represents 'wah, wa, wa' or the corresponding short sounds. A medial right semi circle represents waw, we, woo or the corresponding short sounds. When a vowel precedes initial 'w' the stroke 'w' must be used.

DRILL EXERCISE NO. 4

- (i) Write the following letter in shorthand:

Dear Sirs,

We thank you for your letter of last week and we are asking Messers Cornwell and Warback to look into the matter immediately. We hope that the flow of water into the workings may dwindle away with the advent of the dry weather,

and that the trouble may cease of itself.

In any case, you may rely upon us to do all that we can to stop the nuisance in question. We have already told our engineer Mr. Walther Welson to make close enquiry into the matter and we thank you again for the kindly way in which you have warned us of the possible loss both to ourselves and to you.

Thanks

Yours truly,

7.6 ANSWERS TO DRILL EXERCISE

1.

- a)
- b)
- c)
- d)

2.

Write the following in Shorthand:

- a) Whittle Whinny Wherever Wherewith Wherein
- b) Wile Wool Walton Weldon Welcomer
- c) Wheeled Whaleman Whelm Wheeler Spinning-wheel

3.

- a)
- b)

c)

d)

7.7 ANSWERS TO INTEXT QUESTIONS

7.1

i) a) W

b) hwa

c) initial vowel

d) 'R'

ii) a) Eight

b) Five

c) lr, rer, mp/mb Example.....ruler..... bearer
.....camp.

d) The downward 'r' thickened adds er and thereby forms compound consonant 'rer'.

iii) (a) False

(b) True

(c) True

(d) True

(e) True

7.2

a) i) medially ii) short iii) three iv) must be v) legibility

b) i) there are three places for semicircle

ii) where initial 'w' is immediately followed by h, g, m, mp, r or rr.

7.7 MATERIAL FOR ENRICHMENT/EXTENDED LEARNING

Practice the following words:

- (i) quarry, quarrel, signification, lingual.
- (ii) whip, whippers, whirl, wool, welcomer
- (iii) wheel, crown-wheel, ruler, roller
- (v) burglar, rifler, tramp, jump
- (vi) importer, impositions, bumper, temper.

Suggested reference Books:

- (i) A Commentary on Pitman New Era Shorthand by James W.Taylor.
 - (ii) Shorthand Made Easy (Revised by O.P. Kuthiala).
-

Lesson - 8

Upward and Downward Forms of 'L' and SH'

8.1 INTRODUCTION

In Pitman Shorthand there are certain consonants which are written in both the upward and downward directions. Strokes 'L' and 'SH' are also the same consonants which are written in both the directions. Both these forms are used for writing the outlines smoothly, conveniently and rapidly.

In this lesson you will come to know about the various circumstances when you have to make use of consonants 'L' and 'SH' in two directions i.e. upward and downward.

8.2 OBJECTIVES

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

- understand that consonants 'L' and 'SH' are written in two directions i.e. upward and downward;
 - enumerate the use of downward 'L' with curved strokes and circles;
 - recall that 'SH' can be written in two directions i.e. upward and downward;
 - state medial use of downward 'L';
-

- identify the use of 'SH' in upward and downward directions.

8.3 THIS LESSON HAS BEEN DIVIDED INTO TWO SECTIONS AS GIVEN BELOW

A Upward and downward 'L'.

B Upward and downward 'SH'.

Both these sections are discussed below in detail:

8.3.1 A Upward and Downward 'L'

The rules for writing the consonant 'L' in upward and downward directions are given below.

1. 'L' Stroke is most commonly written in upward direction e.g.

load	lay
------------	-----------

lace	ail
------------	-----------

ill	sale
-----------	------------

saloon	lap
--------------	-----------

live	leaf
------------	------------

elbow	labour
-------------	--------------

loud	life
------------	------------

fellow	lloaf
--------------	-------------

coal	allege
------------	--------------

jelly	lapse
-------------	-------------

2. In the beginning 'L' is written in downward direction if it is preceded by a vowel and immediately followed by stroke 'K', 'G', 'M', 'N', 'NG' e.g.

alike	allocation
-------------	------------------

allegation along

alone elm

3. 'L' is written downward after 'SK' 'F', 'V' or a straight upstroke e.g.

skill skull

scale fail

veal barrel

rail feel

4. Medial 'L' is generally written in upward direction, but for convenient joining, either form can be used, e.g.

unload vulgar

facility film

overlook unlock

column milk

bulk

SHORT FORMS/GRAMMALOGUES

Inform-ed....., Never, November....., Satisfactory.....,

Respect-ed....., Expect-ed....., Inspect-ed-ion.....,

January....., February....., Together.....,

Altogether....., Insurance.....

8.3.2 B Upward and Downward 'SH'

The rules for writing 'SH' in upward and downward directions are given below:

1. Consonant 'SH' should be written against (opposite) initial attachments (circle, loop or hook) with the down straight strokes, except consonant 'D', e.g.

brush	spacious
precious	splash
trash	nutritious
blush	

2. After consonant 'D', 'SH' should always be written in upward direction, e.g.

dash	dish
expeditious	swedish
radish	

3. 'SH' should always be written in downward direction after an upstroke, down straight stroke without initial attachments and horizontal strokes, e.g.

cash	crash
smash	clash
ticklish	

4. After a down curved stroke, 'SH' should be written according to its motion e.g.

fish	vanish
afresh	finish.....

5. 'SH' should be written upward before 'F', 'V', 'TH', 'TH', 'KR', 'GR', 'KL', 'GL', 'FR', 'VR', 'MR' and 'L', e.g.
-

shave shoulder

shaker sugar

shackle shiver

shimmer shawl

6. 'SH' should be written upward after two straight strokes and between 'B' and 'P', e.g..

propitious bishop

7. In all other cases, 'SH' should be written in downward direction.

INTEXT QUESTIONS 8.1

1. State whether correct or not:-
 - a) After 'D', 'SH' is always written in downward direction.
 - b) 'L' is written downward after 'SK'
 - c) Medial 'L' is always written in downward direction.
 - d) In the beginning 'L' is written in downward direction if it is preceded by a vowel and immediately followed by 'K', 'G', 'M', 'N', 'NG'.
 - e) After a down curved stroke, 'SH' should be written according to its motion.
 2. Fill in the blanks:
 - a) 'L' is written downward after
 - b) Most commonly 'L' is written in direction.
 - c) After 'D', 'SH' should always be written indirection.
 - d) 'SH' should be written after two straight strokes and between 'B' and 'P'.
 - e) 'SH' should be written against attachments with downstrokes except 'D'.
-

8.4 WHAT YOU HAVE LEARNT:

Stroke 'L' is generally written in upward direction. It should be written in downward direction if it is preceded by a vowel and immediately followed by strokes 'K', 'G', 'M', 'N', 'NG'. It is written downward after 'SK' F, V and straight upstrokes. Medially 'L' is generally written in upward direction but for convenient joining, either form can be used.

Stroke 'SH' should be written against initial attachments with downstrokes, except 'D'. After 'D', 'SH' should always be written in upward direction. 'SH' should always be written downward after an upstroke, down straight strokes without initial attachments and horizontal strokes. After a down curved stroke, 'SH' should be written according to its motion. It should be written upward before 'F', 'V', 'TH', 'KR', 'GR', 'KL', 'GL', 'FR', 'VR', 'MR' and 'L'. 'SH' should be written upward after two straight downstrokes and between ('B' and 'P'). In all other cases, it should be written in downward direction.

8.5 TERMINAL QUESTIONS

1. Explain with examples the rules for writing upward and downward forms of stroke 'L'.
2. What are the rules for writing the stroke 'SH' in two directions? Explain with suitable examples.

8.6 ANSWERS TO INTEXT QUESTIONS

8.1

1.
 - a. Incorrect
 - b. Correct
 - c. Incorrect
 - d. Correct
 - e. Correct.
 2.
 - a. 'SK', 'F', 'V' and straight upstrokes
 - b. Upward
-

- c. Upward
- d. Upward
- e. Initial

8.7 MATERIAL FOR ENRICHMENT

You can consult following shorthand books for further clarifications, if any.

- (i) Pitman Shorthand Instructor
- (ii) Pitman New Course

DRILL EXERCISE

Write the outlines of the following words ten times:

- | | |
|-----------------|----------------|
| 1. alike | olga |
| elm | align |
| along | lesson |
| looseness | vessel |
| nestle | nicely |
| fossil | kingsley |
| fail | skill |
| lingual | rail |
| awhile | yale |
| annually | canal |
| column | strongly |
| enlist | |
-

2. Write the shorthand outlines of the following words:

pillow	pale	spell	bail
tail	chill	goal	zeal
alliance	alloy	allowance	illness
select	legal	local	
like	lung	long	league
keenly	optional	occasional	
national	rational	bulk	milk

3. Write the shorthand outlines of the following words ten times:

shave	sheath
shawl	shield
shelter	shoulder
social	shackle
shaker	shiver
chauffeur.....	flush
plush	crash.....
furnish	tuition
spanish	unshaken
shaken	

Write the shorthand outlines of the following words:

shuttle	cash
nash	bush

push	sluggish
mash	rush
harsh	wash
hush	lash
slash	polish
abolish	afresh
dash	radish
fish	trash
brush	vanish
finish	unshackled
unsocial	bishop
patience	swedish

2. KEY TO DRILL EXERCISE

[illegible]

4. KEY TO DRILL EXERCISE

.....			
.....			
.....			
.....			
.....			
.....			
.....			

Lesson - 9

Halving and Doubling Principles

9.1 INTRODUCTION

For requiring accuracy and speed in shorthand, it is essential that the shorthand outlines should be written as brief as possible. Halving principle has been adopted to achieve the same objective. In the previous lesson you have learnt about the consonants L & SH. In shorthand if all the consonants are used in full form, the outlines will be too lengthy and time consuming. With this end in view, various devices through which brief shorthand outlines can be written have been introduced.

The Doubling Principle is the fastest mechanism by which many words/phrases can be written in shorthand speedily. Much time gets wasted while lifting our pen & writing another stroke. Doubling principle is time saving device, we double the size of a stroke without lifting our pen/pencil.

9.2 OBJECTIVES

At the end of this lesson you will be able to :-

- define the halving and doubling principle;
 - identify the sounds for which halving and doubling principle is adopted;
 - list the cases where halving principle is not applied;
-

- undertake repeated practice with the help of relevant exercise;
- use the doubling principle in phraseography.

9.3 HALVING PRINCIPLE

Writing a consonant stroke in half the length is called halving principle. In Pitman Shorthand the strokes are halved in length for the addition of 'T' or 'D'. The halving principle is adopted to write the outlines quickly and rapidly.

(i) Halving for 't' only

Light strokes in one syllable words without any final hook or joined diphthong are halved for the addition of 't only' thus -

.....	tight		light		opt
.....	chart		pat		

Vocalizing half length forms

Full length	Half length
..... fie	 fight
..... off	 oft
..... seek	 sect

Position of half length strokes (forms)

Upward or downward half length characters are not written through the line. The half length stroke in third place vowel is written on the line and the vowel is indicated at the third place; thus :-

..... pit	 lit
..... witness	 little

(ii) Halving for 'D' only

One syllable words having heavy strokes without any final hook or joined

diphthong are halved for the addition of 'D' only; thus-

..... aged died
..... bed charged

(iii) Halving for 't' or 'd'

(a) Words having more than one syllable are halved either for the addition of 't' or 'd', thus -

..... rabbit	 credit
..... debate	 received
..... related	 current
..... decided	 indeed

(b) A stroke having final hook or joined diphthong may be halved for the addition of 't' or 'd'; thus-

..... paved	 pound
..... proud	 about
..... doubt	 plant
..... point	 joint

(iv) Circle 'S' after half length strokes-

Circle 'S' at the end of a half length form is read after 't' or 'd'; thus-

..... rift	 rifts
..... coat	 coats
..... rent	 rents
..... hint	 hints

(v) Half length 'H'

Half length 'H' when standing alone is written upward; thus-

..... height	 hot
..... hit	 hoot

Halving Principle is not employed in the following cases:

- (a) In words of more than one syllable when a vowel follows final 't' or 'd', because a final vowel requires a final stroke; thus-

..... pit	but.....pity
..... greed	but.....greedy

- (b) When a triphone immediately precedes 't' or 'd'; thus-

..... fight	but.....fiat
..... died	but.....diadem

- (c) Where a more distinctive outline is obtained by the use of the stroke 't' or 'd'; thus-

..... secret	but.....sacred
..... unavoidable	but.....inevitable
..... hotly	but.....hotel.....

- (d) Upward 'R' standing alone is not halved because the outlines will conflict with Grammalogues 'and' & 'should' e.g.

..... rat	 rate
..... wrote	 writ

- (e) After 'N' stroke, 'M' is not halved and after 'M', 'N' stroke is not halved; thus-

..... nominate	 dominate
----------------	----------------

SHORT FORMS/GRAMMALOGUES

.....quite	 could	 accord-ing
..... cared	 guard	 great
..... called	 cold	 equalled
..... gold	 build-ing	 told
..... chaired, cheered	 that	 without
..... particular	 opportunity	
..... child	 wished	

Practice all the above short forms five lines each.

DRILL EXERCISE

1. Read and copy five lines of each word-

1.					
2.					
3.					
4.					

2.	(i)	blood	resembled	ploughed	aged	
	(ii)	soft	white	sided	avoid	glad
	(iii)	pound	spot	secret	deed	
	(iv)	viewed	plates	robbed	apt	effort

3. Write in shorthand five lines of each word-

(i)	argued	grade	labelled	opened	land
-----	--------	-------	----------	--------	------

(ii) grades duplicate halt load tied

(iii) freight weight coat tight

(iv) hunt beat raid party pat

(i)

(ii)

(iii)

(iv)

4. Read, copy and practice five times each sentence.

1.

.....

2.

.....

3.

.....

4.

.....

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. 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 placed on the table and no notice was followed on it.

6. Write in shorthand the following sentences five times each.

1. The judge rejected his appeal because he could not see any argument in it.
2. If you want to become a literary person, you should cultivate the habit of reading.
3. He has set his business very efficiently.
4. They have sold the number of tickets for the charity show to be held in Delhi.

1.
.....
2.
.....
3.
.....
4.
.....

INTEXT QUESTIONS 9.1

1. Fill in the blanks :-
 - (i) Halving a stroke indicates the addition of
 - (ii) R is not halved when standing alone.
 - (ii) Half length 'H' when standing alone is written
 2. Write the shorthand outlines of the following words :-
 - (i) opt
-

- (ii) abode
 - (iii) fight
 - (iv) bent
 - (v) secret
 - (vi) extend
-

9.4 STROKES ‘M’ ‘N’ ‘L’ ‘R’

There are a few additional applications of the halving principle :-

- a) Strokes M, N, L and R (Downward) are thickened and halved for the addition of 'd'; thus-

..... made	 mood
..... need	 designed
..... indicate	 end
..... field	 bored
..... bold	 dared
..... skilled	 card

- (b) The half-length form ld, standing alone, is used only for words beginning with a vowel; thus-

..... ailed	 old
-------------	-----------

The words like sold..... styled

..... holed, must be written with the full strokes.

- (c) When a vowel comes in between l-d or r-d, both the consonants will be written in full e.g.

..... pallied	but..... paled
---------------	----------------

..... married but..... marred

..... sorrowed but..... sword

..... hurried but..... hoard

- (d) The signs..... (downward cannot be halved to represent the syllable-lerd, rerd respectively because the forms (downward) are used for representing ld, rd, as explained above.

- (e) The strokes MP, MB, NG cannot be halved for the addition of either 't' or 'd' unless they are hooked initially or finally; thus-

..... impute imbued

..... belonged but..... hampered

..... rampart lingered

Strokes LT and RT

- (a) The signs for rt and lt are generally written upward, thus-

..... part pelt

..... fort fault

but 'lt' is written downward after n and

..... ng; thus-

..... inlet ringlet

and it is written downward after 'w' if no vowel follows 'l;' thus-

..... dwelt but twilight

- (b) The light sign r (upward) may be used for rd when it is not convenient to write rd (downward) thus-

..... lard coloured

..... preferred deferred

- (c) After the shun hook..... st may be written either downward or upward; thus-

..... receptionist educationist

STROKES OF UNEQUAL LENGTH

- (a) Strokes of unequal length are not joined but are represented by disjoining half-length 't' or 'd' thus-

..... attitude treated

..... rotated credited

..... traded dictated

- (b) The half-sized stroke is also disjoined in some other cases; thus-

..... aptness tightness

..... hesitatingly hardness

..... outfit indebtedness

- (c) In past tenses 'ted' or 'ded' is always indicated by halving 't' or 'd' respectively; thus-

..... parted reported

..... coated graded

HALVING PRINCIPLE IN PHRASEOGRAPHY

Halving principle in phraseography is used for the following words:-

- | | |
|------------|----------|
| a) to | c) word |
| b) it | d) would |
| e) not e.g | |

..... able to	 able to make
..... able to have	 able to speak
..... able to think	
..... I am not	 you may not
..... I will not	 you will not
..... this would	 we would be
..... a few words	 some words
..... for some time	 at the same time
..... if it is	 if it is not
..... if it is to be	 in which it is

Note : 'for' and 'in' are not halved for 'it' in phraseography thus-

..... for it	 in it
--------------	-------------

SHORT FORMS/GRAMMALOGUES

..... short	 hand	 under
..... yard	 word	 immediate
..... school	 schooled	 spirit

..... certificate knowledge acknowledge

..... cannot gentlemen gentleman

..... tried toward towards

DRILL EXERCISE

1. Practice all the words five lines each given in this lesson.
2. Practice all the phrases and shortforms five lines each given in this section until you are able to write them easily.

3. Read and practice five lines of each word in shorthand.

(i)

(ii)

(iii)

(iv)

(v)

1. said signed bored borrowed thronged

2. solid resumed boiled stated homeguard

3. forfeit imitate deducted frustrated deduct

4. injured suited burried melody cautioned

5. heard treated exported retired recent

4. Write in shorthand five lines of each word-

1. current agreement mastered old draft

2. skilled stated homeland suited colt

3. invalid intruded witness sunlight

4. pillared surrendered glared answered
5. treated dictated attitude acquainted honoured

5. Read and practice one page of each sentence :-

1.
.....
2.
.....
3.
.....
4.
.....
5.
.....

6. Write in shorthand one page of each sentence:

1. An account with the United Commercial Bank was opened by him so that he may be able to save something for the rainy days.
2. I have great pleasure to receive the gratitude showered on me by your goodself.
3. I am not able to pay you such a huge amount at this stage because I have also borrowed some money from my friend which I have to pay in instalments.
4. The police officer fired in the air to disperse the big mob which had gathered due to some riots in the affected areas.
5. The men penetrated into the great secrets of the earth, when he tried to find its hidden treasures of gold and diamonds for the purpose of trade.
-

7. 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 prices of essential goods were cut down at the request of the Minister.
4. The delegates were requested to elect their leader with responsibility and give him proper regards.
5. Truth has been divided into three kinds - truth about things, truth of thought about things and truth in the accurate expression of thought about things.

1.
.....
 2.
.....
 3.
.....
 4.
.....
 5.
.....
-

INTEXT QUESTIONS 9.2

1. Choose the correct answer :
 - (i) Stroke 'M' is thickened and halved, for (t/d)
 - (ii) The signs for rt and lt are generally written, (upward/downward)
 - (iii) The upward form of half length R is used, (initially/finally)
 2. Write the English words of the following shorthand outlines.
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
 - (vii)
-

9.5 WHAT YOU HAVE LEARNT

In this sub-unit you have learnt that halving a stroke indicates the addition of t or d. A light stroke of one syllable is halved for t only and a heavy stroke for d only. Vowel signs to halved form are read next to the primary stroke. Half length 'h' when not joined to another stroke is always written upward. Upward 'r' is not halved when standing alone. The halving principle is not applied when a word ends with a vowel, when 't' or 'd' is immediately preceded by a triphone and in a few other cases where the fuller form is necessary to secure distinction of outline. Half length strokes are not written through the line for vowel indication.

In the second part of this sub-unit you have learnt that the four strokes M, N, L and R (downward) are halved and thickened for the addition of 'd'. The thickened form of L and R (downward) are not used if a vowel occurs between ld, rd. MP,

MB and NG are halved when initially or finally hooked. Half-length upward R is used medially and finally for rd. The half-length st may be written downward or upward after shun. Two strokes of unequal length are not joined unless there is an angle at the point of junction. Half sized 't' or 'd' is always disjoined immediately following the strokes t or d.

In past tenses -ted or -ded is always indicated by half length t or d respectively. The halving principle is used in phraseography to represent the words 'it', 'not', 'word', 'would', 'to', etc.

9.6 TERMINAL QUESTIONS

1. State the circumstances where halving principle is not employed.
2. Explain with suitable examples under which circumstances the halving principle is applied to M, N, L and R (downward).
3. What are the rules for halving:
 - a) one syllable words
 - b) more than one syllable words
4. In which cases the halving principle is applied in phraseography ? Support your answer with suitable examples.

9.7 ANSWERS TO INTEXT QUESTIONS

9.1

1.
 - i) 't' or 'd'
 - ii) Upward
 - iii) Upward
 2.
 - (i)
 - (ii)
 - (iii)
 - (iv)
-

(v)

(vi)

9.2

1.
 - i) d
 - ii) upward
 - iii) finally
2.
 - i) grade
 - ii) edited
 - iii) desert
 - iv) report
 - v) belonged
 - vi) marred
 - vii) married

9.8 MATERIAL FOR ENRICHMENT

For extended learning you may consult Chapter XXII and XXIII of Pitman Shorthand Instructor. Undertake repeated practice of the material related to this chapter and the exercises given in this lesson. Take dictation from any of your friends or family members.

9.9 THE DOUBLING PRINCIPLE

Writing of any stroke in double the size of its normal length is called Doubling. Strokes are doubled to get easier and flexible outlines. You have already learnt about the full and half lengths of the stroke. Now you will learn about the double length form of strokes.

Position of double length strokes

- a) All double length downstrokes are written through the line whether there
-

is a first, second or third place vowel, e.g.

painter voter

tender avoider

fitter

- b) All double length horizontal strokes will be written on the line if the first sounded vowel is of second or third place e.g.

motor enter

metre nature

neater

Doubling of straight strokes

A straight stroke can be doubled for the addition of tr. dr. Thr. and ture when:

- i) another stroke occurs before it e.g.

folder chapter

dictator picture

- ii) has an initial circle e.g.

sector scatter

spider

- iii) has a final hook or final joined diphthong e.g.

painter printer

tutor

Doubling of Curved strokes

- a) Curved strokes are doubled to indicate tr. dr. THr, ture, e.g.

enter finder

order father

mother future

nature

- b) When a final circle 's' is attached to double length forms, it is to be read after tr. dr. THr, etc.

matters letters pictures

Doubling of stroke 'L'

- a) Only tr. will be added when stroke 'L' standing alone is doubled. Circle 'S' can also be added. e.g.

letter letters

litre litres

- b) However, stroke 'L' can be doubled for tr. or dr. when it has attachments e.g.

lender slaughter

holder money-lender

Remember the Three lengths of a stroke i.e. Full, Half and Double.

The various lengths will be clear from the following examples:

Full length

pick

.....

Half length

picked

.....

Double length

picture

.....

fie	fight	fighter
.....		
nay	neat	neater
.....		
hang	hanged	hanger
.....		

DRILL EXERCISES

1. Read and write five lines of each of the following:

.....		
.....		
.....		
.....		
.....		
.....		
.....		
Tractor	Doubter	Operator
Rotator	Educator	Director
Typewriter	Another	Neither
Founder	Mender	Thunder
Louder	Father	Hinder
Pointer	Motor	Binder

[illegible]

.....

.....

3. Read and copy each sentence five times

1.

2.

3.

4.

5.

1. Sealed tenders are invited for the supply of Dry Chemical Powder.

2. Five people were killed in the encounter.

3. The Shorthand writer should always be ready to perform his duties.

4. The temperature will come down in the afternoon.

5. The slaughter house will remain closed after lunch time.

4. Write in shorthand the following sentences five times each.

1. The educators should take interest in the development of the country.

2. Please type a reminder on the typewriter. 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 tender 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.

1.

2.
-
3.
4.
-
5.

INTEXT QUESTIONS 9.3

1. Fill in the blanks:
 - i) There are three lengths of a stroke i.e.. full, half and
 - ii) Straight stroke can be doubled for the addition of tr. dr. THr, and ture provided it has an circle.
 - iii) Straight stroke can be doubled for the addition of tr. dr. THr, and ture provided another stroke occurs it.
 - iv) Stroke 'L' standing alone is doubled for only.
 - v) Stroke 'L' can be doubled for tr. or dr. when it has
 2. Fill in the correct answers :
 - i) Writing of any stroke in the size of its normal length is called Doubling;
(Half, Double)
 - ii) Final circle attached to double length forms is to be read tr, dr, THr,
(After, Before)
 - iii) If the first sounded vowel is of second or third place, all double length
-

horizontal strokes will be written the line.

(on, through)

3. At which place the words 'motor' and 'metre' will be written ?

DOUBLE LENGTH MP/MB

The character mp-mb, when not initially or finally hooked, is doubled for the addition of -er. e.g.

bumper..... timber

chamber jumper

amber..... september.....

temper.....

Alternative forms of MPR/MBR

The strokes MP/MB can also be represented in hooked form when attached to any upstroke or K. e.g.

lumber..... cumber

camper..... hamper.....

Double length NG

The character NG, is doubled for the addition of kr./gr. It is used initially and when following a circle or an upstroke e.g.

inker..... sinker

linger..... winker

ranker.....

Alternative form of NG-KR/NG-GR

The stroke NG can also be represented in hooked form when attached to downstrokes or horizontal strokes e.g.

tanker	banker
finger.....	conquer
stronger	tinker

9.10 EXCEPTIONS

The doubling principle is not employed in the following cases:

- a) in past tenses of any word; e.g.

wonder.....	but wondered
enter.....	but entered
ponder.....	but pondered
matter.....	but mattered

- b) When a vowel follows final tr. dr. Thr. because the final vowel requires a final stroke for the vowel sign e.g.

anger.....	but angry.....
flatter.....	but flattery
inventor	but inventory
winter.....	but wintry

Doubling Principle in Phraseography

- a) The Doubling Principle is employed in phraseography for the addition of the following words:
-

a) There

b) Their

c) Other

d) Dear e.g.

In their.....

I am sure there is

Taking their.....

Some other way

In other times.....

In other words

My dear sir.....

Very dear

b) The doubling principle may also be, with advantage, used for writing Indian words e.g.

chowkidar.....

mazumdar

zamindar.....

thanedar

avtar.....

sardar

Short Forms/Grammalogues

character.....

wonderful

and

wonderfully

rather.....

therefore

and writer

interest.....

ANSWERS TO INTEXT QUESTIONS

9.3

1. i) double
 ii) initial
 iii) before
 iv) tr.
 v) attachments
2. i) double
 ii) after
 iii) on
3. second place

DRILL EXERCISES

1. Read and write five lines of each outline.

.....		
.....		
.....		
.....		
.....		
.....		
Temper	Temperature	Slumber
Pamper	Hamper	Linger
Hanger	Sinker	Ranker

Tanker	Hunger	Malingering
Canker	Drinker	
Feather		

2. Write shorthand outlines five lines each of the following words:

Anchor	Vamper	December
Longer	Rendered	Ordered
Hungered	Pantry	Secondary
Votary	Gentry	Wintered
Tendered	Boundary	Ultra
Pleasantry	Country	
.....		
.....		
.....		
.....		
.....		
.....		

3. Write shorthand outlines five lines each of the following phrases:

Making their way	Pending their decision
I know there is	I shall be there
My dear brother	My dear Sir
In some other way	I wish there were
In another case	In their own way

.....		
.....		
.....		
.....		
.....		

4. Read and write five lines of each outline

.....	
.....	
.....	
.....	
.....	

Has to be there

How can there be

I have been there

Some other

We have been there

My dear friend

Some other way

Shall be there

Or some other

Though there is

5. Try to read the following sentences

1.
 2.
.....
 3.
-

.....

4.

.....

5.

6. Read, copy and transcribe the following pharagraph.

.....

.....

.....

.....

.....

.....

.....

.....

September is a pleasant month. Snow falls in December, temperature falls down and people remain inside. May, June and July are hot months and people go to hills on holiday resort. But as the prices have gone up, perhaps it will affect the tourist's traffic which will no longer be as it was last year. My dear Sir, we wish to draw your attention to our letter of tenth May. In this connection we have to inform you that as importers and exporters like yourselves we are at the tender mercy of our suppliers.

7. 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 June 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.

.....

.....

.....

.....

.....

.....

INTEXT QUESTIONS 9.4

1. Fill in the blanks :
 - (i) Stroke mp-mb when not hooked initially or finally is doubled for the addition of
 - (ii) Stroke mp-mb can also be represented in hooked form when attached to any or 'K'.
 - (iii) Stroke NG is doubled for the addition of
 - (iv) Stroke NG can also be represented in hooked form when attached to or horizontal stroke.
 - (v) Doubling Principle is not employed in tense of any word.
 - (vi) Doubling principle is not employed when a vowel follows
tr, dr
 - (vii) Doubling principle is employed in for the addition of the words their, there other and dear.
-

9.11 WHAT YOU HAVE LEARNT

Writing of any stroke in double the size of its normal length is called doubling. There are three lengths of a stroke i.e. full length, half length and double length. A straight stroke can be doubled for the addition of tr, dr, THr, and ture when another stroke occurs before it, has an initial circle or has a final hook or final joined diphthong. Curved strokes are doubled to indicate tr. dr. THr. Only tr. will be added when stroke 'L' standing alone is doubled. Circle 'S' can also be added to double length 'L'.

The character mp-mb, when not initially or finally hooked, is doubled for the addition of -er.. The strokes mb and mp can also be represented in hooked form when attached to any upstroke or 'K'. The character 'Ng'. is doubled for the addition of kr-gr. It is used initially and when following a circle or an upstroke. Stroke 'Ng' can also be represented in hooked form when attached to downstrokes or horizontal strokes.

Doubling principle is not employed in past tenses of any word or when a vowel follows final tr. dr. THr. because the final vowel requires a final stroke for the vowel sign.

The doubling principle is employed in phraseography for the addition of the words: their, there, other and dear.

9.13 MATERIAL FOR EXTENDED LEARNING

Consult Chapter XXIV on 'Doubling Principle' from the Pitman Shorthand Instructor. Shorthand dictionary can also be used in case of difficulty. Take dictation at a speed of 40-50 words per minute from the drill exercises and terminal exercises given in this chapter.

9.12 TERMINAL QUESTIONS

1. Explain with examples the use of doubling principle with straight strokes.
 2. Describe with examples the doubling of strokes mp/mb.
 3. Explain the circumstances under which doubling principle is not employed. Give examples.
-

ANSWERS TO INTEXT QUESTIONS

9.4

1. (i) er
 - (ii) upstroke
 - (iii) kr, gr
 - (iv) down stroke
 - (v) past
 - (vi) final
 - (vii) phraseography
-

Lesson - 10

Contractions, Prefixes, Suffixes, Intersections, Figures and Advanced Phrases

10.1 INTRODUCTION

As you are aware that short forms and phrases are extremely useful class of words which have been briefly explained in an earlier lesson containing a list of short forms, each having single consonantal stroke, and vowels and diphthongal signs. It also contains a list of simple phrases that help you to accelerate your writing speed in shorthand.

In the last lesson, you have learnt the uses of halving and doubling principles. In this lesson, you will learn a further useful class of short forms represented by shorthand signs containing two or more consonants. This class of short forms is also known as "contractions" in Pitman Shorthand. Besides, you will also learn the use of Prefixes and Suffixes, Intersections and Figures and many more advanced phrases for speedy shorthand writing.

10.2 OBJECTIVES

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

- recognize more short forms for rapid writing;
-

- define a class of short forms known as contractions;
- list the use of Prefixes and Suffixes;
- explain the use of Intersections in shorthand writing and abbreviations used for writing figures.

10.3

This lesson has been divided into the following sub-units:

10.3.1. Contractions

10.3.2 Prefixes and Suffixes

10.3.3 Intersections and Figures

10.3.4 Advanced Phrases

All these sub-units have been discussed below:-

10.3.1 CONTRACTIONS

Introduction:

Apart from the short forms and phrases that you have learnt and practised, there are yet additional short forms that you need to learn and practise. The new special short forms that you will learn now are formed by omitting some consonants or syllables either from the middle, or from the end of the outline besides other methods as well. An essential point in forming such short forms is to choose forms that are distinctive and legible at sight while transcribing.

In this sub-unit you will learn about the formation of special kind of short forms called 'contractions'.

Meaning and Definition

A contraction is a short form containing not less than two strokes in which some of the consonants of the word are not written. The term contraction denotes both the word as well as the shorthand sign representing the contractions for a number of words in common use and are formed by the omission of a

medial or final consonant or syllable.

There are two types of contractions:

(i) General Contractions

- (a) Omission of consonants (a) Where 'P' is very Slightly sounded, it may be omitted as in the word 'prompt' , tempt , assumption , exemption , but where 'P' is clearly sounded, it is represented in words like trumpet , trumpeter
- (b) K or G is omitted between 'ng' and 't', or between 'ng' and 'sh' when no vowel occurs immediately after 'K' or 'G' , e.g. , extinction but in trinket , blanket , and in such words where a vowel follows the consonant, the K or G is retained.
- (c) Medial 't', immediately following circle 'S' may be omitted in many words, thus postman , honestly , mistake , institute , and in phrases like most important , there must be etc.

Other General contractions:

Contractions for some words in common use are formed by omission of a medial or final consonant or syllable, a prefix or suffix may be attached to a contracted outline; thus respect , disrespect , respective

Contracted outlines are mostly written on the line.

(ii) Special Contractions

An essential point in forming contracted outlines is to choose forms that are distinctive and legible at sight. Therefore, special contractions are formed according to the following rules:

- By employing the first two or three strokes of the full outline e.g.
perform , advertisement , regular
- By medial omission, as in intelligence , sympathetic
..... , satisfactory , influential
.....
- By using logograms, as in thankful , something
..... , remarkable
- By intersection, such as enlarge , nevertheless
.....

Lists of General Contractions and Special Contractions are given below which should be practised repeatedly till you remember all these contractions :

GENERAL CONTRACTIONS

Omission of N

.....	passenger		appointment
.....	stranger		attainment
.....	messenger		contentment
.....	danger		assignment

.....	dangerous		entertainment
.....	contingency		enlightenment
.....	emergency		abandonment
.....	exigency		ironmonger
.....	stringency		oneself

Omission of R

.....	demonstrate		monstrous
.....	remonstrate		manuscript
.....	remonstrance		henceforward
.....	ministry		thenceforward

Omission of -ect

.....	expect-ed		imperfect-ion-ly
.....	inspect-ed-ion		suspect-ed
.....	prospect		object-ed
.....	respect-ed		project-ed
.....	retrospect		architect-ure-al

Omission of kt before -ive

.....	perspective		destructive
.....	prospective		destructively
.....	productive		retrospective
.....	obstructive		irrespective

.....	objective		irrespectively
-------	-----------	-------	----------------

Omission of K before -shun

.....	production		destruction
.....	obstruction		jurisdiction
.....	objection		introduction
.....	objectionable		retrospection

SPECIAL CONTRACTIONS

Section -1

.....	peculiar-ity		preliminary
.....	perform-ed		probable-ly-ility
.....	performance		proficient-cy-ly
.....	performer		proportion-ed
.....	perpendicular		proportionate
.....	public		subscribe-d
.....	republic		subscription
.....	republican		substantial-ly
.....	publish-ed		deficient-cy-ly
.....	publisher		description
.....	publication		difficulty
.....	practice/ practise-ed		discharge-d

.....	practicable		advertise-ed-ment
.....	distinguish-ed		
.....	prejudice-d-ial-ly		

Section -2

.....	January		February
.....	capable		govern-ed
.....	character		government
.....	characteristic		familiar-ity
.....	commercial-ly		familiarize
.....	cross-examine-d-ation		familiarization
.....	exchange-d		financial-ly
.....	expediency		efficient-cy-ly
.....	expenditure		sufficient-cy-ly
.....	expensive		manufacturer
.....	especial-ly		mathematical-ly
.....	esquire		mathematics
.....	establish-ed-ment		mathematician
.....	immediate		maximum
.....	imperturbable		mechanical-ly
.....	magnetic-ism		metropolitan
.....	manufactur-ed		mortgage-d
.....	extinguish-ed		

Section - 3

.....	enthus (iastic-iasm)		irrecov(erable)
.....	incorporated		ref (orm-ed)
.....	independ(ence-ent-ly).....		ref(or)mer
.....	indispens(able-ly)		reg(ular)
.....	individ(ual-ly)		irreg(ular)
.....	inf(orm-ed)		relinq(uish-ed)
.....	inf(or)mer		rep (resent-ed)
.....	interest		rep(resenta)tion
.....	invest(ment)		rep(resentat)ive
.....	negl(ect-ed)		respons(ible-ility)
.....	negl(ig)ence		organ(ize-d)
.....	[nev(er) nov(ember)		orga(ni)zer
.....	sensib (le-ility-ly)		organ(i)zation
.....	elec (tric)		certif(icate)
.....	elec(tri)cal		uni(form-ity-ly)
			[unan(imity) unan(imous-ly)
.....	recov(erable)		yesterday

Section - 4

.....	Parl(iament) ary		defec(t)ive
-------	------------------	-------	-------------

.....	pros(p)ec(t)us		execu(t)ive
.....	tel(egraph)ic		exe(cut)or
.....	tel(egr)am		exe(cutr)ix
.....	satis(fact)ory		En(gli)sh
.....	adm(inistrat)or		En(gli)shman
.....	adm(inistratr)ix		En(g) land
.....	ques(tion)ab(le-ly)		leg(islat) ive
.....	fals(ific)ation		leg(isla)ture
.....	amal(ga)mation		ar(bi)trate
.....	amal(ga) mate		ar (bi) trator
.....	m(inim) um		ar (bi) tration
.....	symp (athet) ic		ar (bi) trary
.....	inves(tig) ation		wheresoev(er)
.....	insu (ran) ce		whereinsoev(er)
.....	know (l) edge		whithersoev(er)
.....	acknow (l) edge		u (ni) verse
.....	in (con) siderate		u (ni) versal
.....	in (fluen) tial-ly		u (ni) versality
.....	int (elli) gence		u (ni) versity
.....	int (elli) gent		howsoeve (er)
.....	int (elli)gible		whensoev (er)

Section - 5

.....	al (to) ge (ther)		unprincipled
.....	toge(ther)		n(o)t(withstand-ing)
.....	(circum)stan-tial		de(nomi)nation(al)
.....	everything		in(can)descent
.....	thankful		in(can)descence
.....	something		enlarge
.....	remarkable		enlarger
.....	anything		in(con)ven(ient-ly-ce)
.....	nothing		n(e)v(er)theless
.....	whatev(er)		irrem(ov)able
.....	whenev(er)		misf(ortune)

INTEXT QUESTIONS 10.1

1. Fill in the blanks:-
 - (i) Contraction is a short form that contains not less than strokes.
 - (ii) The term contraction indicates both the word as well as the representing the contraction.
 - (iii) The consonant generally omitted, when slightly sounded, are
 2. What is an essential point in framing contracted outlines?
 3. Give two examples in the following cases, when writing special contractions:
-

- (i) Rule 1: By employing first two or three strokes of full outline, for example
 - (ii) Rule 2: By medial omission, for example
 - (iii) Rule 3: By using logograms, for example
-

10.3.2 PREFIXES AND SUFFIXES

Introduction

The literal meaning of a Prefix is to place in front of word, to add to or change its meaning. For example, you must have heard many words like control, complete, introduction, self-styled, magnificent, illegal and injustice etc. In these words, the underlined particles (portion of the words) con-, com-, intro-, self-, magni-, il- and in- are the Prefixes.

Likewise a Suffix is an addition of a word or a syllable at the end of a word. In words like coming, friendly, leadership, department, psychological and liability etc., the underlined portion of each word i.e. -ing, -ly, -ship, -ment, -logical and ility are the Suffixes and the Terminations.

The system has provided some special signs for such Prefixes, Suffixes and Terminations, in order to avoid the lengthy and awkward outlines.

The object of this device is to secure briefer outlines and to avoid awkward combinations in the case of frequently occurring syllables, either in the beginning or at the end of a word.

PREFIXES

A Prefix is added in the beginning of a word, and a Shorthand Prefix is a joined or disjoined sign which represents an initial syllable or syllables and is used to secure a brief, compact and fluent outline. The following is the list of Prefixes which are used in Shorthand:

Prefixes

Syllable	Shorthand sign	as in words like	
Con-, Com-(initially)		condition	
		committee	
Con-, Com-, Cog-, Cum (medially)		incomplete	
		uncommon	
		recognition	
Accommo (Always First Position)		accommodation	
		accompany	
		accomplish	
Intro (Always Third Position)		introduce	
Magna-		magnitude	
Magni-		magnificent	
Magne-		magnetise	
Trans		translate	
		transfer	
Self		self-defence	
		self-esteem	
Self-con-		self-contained	
		self-control	

In-before skr, str,		instruct	
		inscriber	
H(upward)		inhale	
		inhabit	
In-, Un-, Il-, Im-		injustice	
		unnecessary	
		illegal	
		immaterial	

- (a) **Initial-Con-Com** is represented by a light dot written before the commencement of the following stroke, e.g.,

condition..... continue..... company

conversation contrary complaint

- (b) **Medial Con-Com-Cum-Cog** is represented by writing the syllable or word by disjoining the preceding syllable or word with the following syllable, e.g.

misconduct disconnect recognize

discomfort uncommon.....

However sometimes the syllable con-com is also written in full for the sake of legibility e.g.

commissioncommerce.....

- (c) **Accom or Accommo** is represented by joined or disjoined 'k' (always in the first position)

accompany accommodate accomplish

- (d) **Intro** is represented by double length 'N' and the following stroke is written in the third place e.g.

introduce introducedintrospection.....

- (e) **Magna-Magne-Magni** is expressed by disjoined m and the following stroke is written in first place e.g.

magnanimous magnificent magnetize

- (f) **Trans** is contracted in many words by omitting the n and is written in first place e.g.

transfer translate transcribe.....

- (g) **Self** is represented by a small disjoined circle written immediately before the following stroke in the IInd place e.g.

self made self defence self help

self-satisfied

- (h) **Self-con** is also represented by a small disjoined circle but the circle is written in the place of con dot i.e., just before the commencement of the following stroke . e.g.

self control self confidence self contained

- (i) **In** before str,skr and H (upward) is represented by a small hook, written in the direction of s circle e.g.

instruct inhabit inscriber

- (j) **Un-, Il-, Im-** (Negative words) are represented by repeating the first consonant e.g.

unknown unnecessary illegal

illegible

In- in negative word is always expressed by the stroke n, as in

inhuman inhospitable

SHORT FORMS

.....

commercial-ly inscrib-ed inscription instructive

.....

instruction circumstance signify-ied-icant significance

PHRASES

.....

I am compelled I am confident You will be compelled

.....

in the coming season on the contrary early consideration

DRILL EXERCISES

1. Write five lines of each short form and phrase given in this section.
2. Read and copy the following words five times each:

(i)

(ii)

(iii)

(iv)

(v)

(i) company, contract, committee, consider, continue

(ii) common, communicate, self-possession, content, self-contained

(iii) recommended, transfer, accommodate, accomplished, inscriber

(iv) inhale, unduly , transacted, magnificent, inherent

(v) transform, introduce, instructed, inhabited, injustice.

3. Write the following in shorthand, each line five times;

(i) connection, complete, condition, consideration, compile

(ii) self-esteem, self-conscious, concern, comfort, conversation.

(iii) community, contrary, recommendation, magnitude, transportation.

(iv) accompanied, translation, competition, conclude instructed.

(v) competent, consequences, unknown, transferred, recognition.

(i)

(ii)

(iii)

(iv)

(v)

4. Read and copy the following phrases, each line five times:

(i)

(ii)

(iii)

(iv)

.....

- (i) In our company, in this company, we have no connection, if you can complete.
- (ii) Under these conditions, I am concerned, you are completely, it has been connected, in this condition.
- (iii) It is contrary, I shall continue, satisfactory condition, in your communication, this contract.
- (iv) To reconsider, to recommend, regarding the complaint, in order to comply, we are consequently.

5. Write the following passage in shorthand five times:

I have received your instructions concerning the accommodation you want. You should call us on Monday next in connection with the contract given to our company. We assure you that the work will be completed within the time. The terms and conditions of the contract for transporting the material are not convincing. In order to comply with the order of the company I had to recommend his name for transfer. No doubt, the bungalow under construction, when completed, will be one of the most beautiful mansions in and around Delhi.

.....

.....

.....

.....

.....

.....

.....

6. Read, copy and transcribe the following:

.....

.....

.....

.....

.....

.....

.....

.....

We are confident, everybody will recognise that we have always acted to the best of our ability. Moreover, the report of the committee dealing with the entire aspect is before you. Those of you, who have attended the conference this morning must have heard about the recent statement of the Chairman in connection with this report. This report gives you a complete picture of the case and our reasons for wishing the immediate change of the Chairman and his accomplices. We hope and trust, you will appreciate our going ahead with the matter and will give your cognizance without the slightest delay.

INTEXT QUESTIONS 10.2

1. Choose the correct answer given in the bracket:-
 - (i) Initial com-, con- is represented by a dot. Where the dot is placed? (in the first vowel place, at the commencement of the stroke)
 - (ii) How a medial com-, con- is represented? (by con- dot-, by writing in close proximity)
 - (iii) In which place prefix-Acomm- is written? (in first place, in second place)
 - (iv) Prefix Magna-, Magne-, Magni- is indicated by..... (joined M, disjoined M)
 2. What will be the position of the stroke after 'Intro-'?
 3. Name the prefixes which are represented by a small disjoined circle.
-

SUFFIXES/TERMINATIONS

Like prefixes, which are the initial syllables, there are some final syllables also which are called suffixes or terminations. You may note here the difference between a suffix and a termination. A suffix is a syllable or syllables which are added to a root word, and the termination is a final syllable or syllables which are added to form a word. Hoping, dancing, agreement, scholarship are the examples of suffixes, and majority, fundamental, biological are the examples of terminations.

A shorthand suffix is a joined or disjoined sign which represents the final syllable or syllables for frequently occurring combinations.

The object of a suffix or termination is to secure a facile and compact outline to facilitate the fluent writing. The following is the list of suffixes/terminations, used in shorthand:

Suffixes & Terminations

Syllable		As in words like			
(i)	-ing	meeting	teaching		
(ii)	-ings	meetings	teachings		
(iii)	-rity and lity (disjoined)	utility	possibility		
		majority	minority		
(iv)	-ment,	sentiment	pavement		
(v)	-mental, mentally -mentality (disjoined)	departmental	departmentally.....		
(vi)	-logical -logically (disjoined)	psychological.....	physiologically.....		
(vii)	-ship	friendship	scholarship		
(viii)	-fulness -lessness	usefulness	uselessness		

(ix)	-ward	awkward		backward	
(x)	-yard	backyard		dockyard	
(xi)	-ly	friendly		deeply	

(i) "-ing": Suffix -ing is represented by two methods, the stroke and the dot. Generally, the stroke is used, but in the following cases -ing dot is used:

(a) after light straight downward stroke and the downward form of 'R', thus

.....
teaching eating boring trying

(b) after circles, loops and hooks, where the stroke form is not convenient to write, thus

.....
dancing posting craving rationing

(c) after half lengths and double lengths of strokes, where sharp and clear angle is not obtained, thus

.....
meeting motoring

(d) Generally after shortforms, thus

.....
thanking putting giving coming

(e) However, in some cases, the stroke is used, thus

.....
being doing having

(ii) "-ings": is represented by a light dash, written in place of 'ing' dot; and it is used in accordance with the same rules as the dot 'ing', thus

.....
meetings teachings

- (iii) "rity and -ility": These terminations are represented by disjoining the stroke which comes before the termination, thus

.....
hospitality majority minority liability

- (iv) "-ment": suffix -ment is represented by its own outline (.....) ment, thus

.....
department arrangement

But where "-ment" gives an awkward joining or is impossible to write, suffix -ment is indicated by half-lengthed N stroke, thus.....

.....
achievement resentment pavement

- (v) "-mental, -mentally, mentality": this termination is represented by disjoined 'ment', thus

.....
fundamental sentimental departmentally

- (vi) "-logical, -logically": this termination is indicated by disjoined J stroke, thus

.....
biological theological physiologically

- (vii) "-ship": Suffix -ship is represented by joined or disjoined SH stroke, thus

.....
free-ship citizenship friendship

- (viii) "-fulness": The termination -fulness is indicated by disjoined fs
....., thus

.....
usefulness

hopefulness

carefulness

- (ix) "-lessness": The termination -lessness is represented by disjoined ls
....., thus

.....
uselessness

hopelessness

carelessness

- (x) "-ward" wart, wort : are represented by half-lengthed 'W', thus.....

.....
forward

awkward

backward

stalwart

- (xi) "-yard": is represented by half-lengthed 'Y' stroke, thus

.....
shipyard

graveyard

courtyard

- (xii) "-ly": Suffix -ly is indicated by disjoined 'L' stroke, where it is not
convenient to join 'L' stroke, thus

.....
friendly

finely

blindly

SHORT FORMS/GRAMMALOGUES

.....
govern-ed

government

advertise-d-ment

probable-ly-ility

.....
regular

prospect

individual-ly

whatever

.....
whenever efficient-ly-cy sufficient-ly-cy

DRILL EXERCISE

1. Write five lines for each word and short forms given in the above examples.
 2. Read and copy the following lines, five times each:
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (i) Teaching, getting, meeting, returning, sincerely
 - (ii) Shipping, forwarding, instructed, assuring, hearing
 - (iii) Staying, requesting, meetings, possibility, inability
 - (iv) Liability, backward, dating, greetings, experimental
 - (v) Complying, dancing, announcement, utility, scholarship
 3. Write the following in shorthand:
 - (i) Replying, unnecessary, morning, downward, hoping
 - (ii) Running, trying, transportation, transferred, relationship
 - (iii) Serving, lecturership, statement, theological, ideological
 - (iv) Prosperity, fidelity, formality, approvment, commencement
 - (v) Regimental, document, rigidly, keenly, duly
-

(i)

(ii)

(iii)

(iv)

(v)

4. Read and transcribe the following:

(i)

.....

(ii)

(iii)

.....

(iv)

.....

(v)

.....

(i) The learning of the twin art, namely, Shorthand and Typewriting is not difficult.

(ii) The majority of the designs have not attained popularity.

(iii) The director of the company has agreed to forward and recommend the names of the candidates who have topped.

(iv) Can you recommend a few names of students from the backward communities for scholarship.

(v) In a spirit of resentment, the head of the department resigned and accepted lecturership in another college.

5. Write the following letter in shorthand:

Dear Sir, In our communication during the last month and the telephonic conversation yesterday, I told you that we are having some posts of Stenographers and Typists lying vacant in different departments of our company. It is, therefore, requested to send us the names of your students who are good in shorthand and typewriting. The candidates will have to appear in a test of shorthand and typewriting at a speed of 100 words a minute and 50 words a minute respectively. The successful candidates will then have to appear before a Selection Committee of the company, and on the recommendation of the Committee, they will be appointed in suitable grades. Besides salary, our perks include provident fund, leave travel allowance, bonus, gratuity and medical facilities.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

INTEXT QUESTIONS 10.3

1. Fill in the correct word, from the words given in brackets:
 - (i) Suffix -ing is represented by a dot at the of a word. (end/middle)
 - (ii) After R, suffix -ing is indicated by a dot. (upward/downward)
 - (iii) Suffix -mental, -mentally is expressed bymnt. (disjoined/joined)
 - (iv) The -fulness is represented by disjoined fs. (suffix/termination)
 - (v) A suffix represents asyllable of a word. (initial/final)
 2. What does the disjoined J represent?
.....
 3. Name the suffix which is represented by joined or disjoined 'SH'.
.....
 4. Generally after short forms, suffix -ing is represented by?
.....
-

10.4 WHAT YOU HAVE LEARNT

1. A contraction is a short form containing not less than two strokes in which some of the consonants of the word are not written. Contractions are formed by the omission of a medial or final consonant or syllable. Contractions are of two types. General and Special. In General contractions generally 'p', k or g' medial 't' are omitted. Special contractions are written by using first two or three strokes, by medial omissions and by using logograms.
 2. Prefixes and suffixes are the devices for fluent writing. The prefixes are words which are joined in the beginning of words. The suffixes and
-

terminations are the syllables which are joined at the end of a word. A suffix is a syllable or syllables which are added to a root word, and a termination is a final syllable or syllables which are added to form a word.

10.5 TERMINAL QUESTIONS

1. What are the rules for writing General Contractions?
2. Explain and illustrate the initial and medial use of con-, com-.
3. What is the difference between a prefix and a suffix?
4. Distinguish a suffix from a termination. Give two examples for each.

10.6 ANSWERS TO INTEXT QUESTIONS

10.1

1. (i) Two
(ii) Shorthand Sign
(iii) 'p', k or g' medial 't'
2. An essential point is to choose forms that are distinctive and legible at sight.
3. (i) perform regular
(ii) intelligence..... sympathetic
(iii) thankful..... something

10.2

1. (i) at the commencement of the stroke
(ii) by writing in close proximity
(iii) in the first place
-

(iv) disjoined M

2. Third position
3. Self-and Self-con-

10.3

1.
 - (i) end
 - (ii) downward
 - (iii) disjoined
 - (iv) termination
 - (v) final
2. -logical or -logically
3. -ship
4. a dot

10.3.3 INTERSECTIONS AND FIGURES

Introduction

The method of writing one stroke through another is called Intersection. It is a very useful device for writing commonly occurring phrases in Shorthand speedily.

In this sub unit you will learn about the method of intersecting one stroke through another thereby obtaining brief, distinct outlines and rapid indication of official titles of various kinds and frequently occurring colloquial phrases. You will also learn how to write figures in shorthand.

Part I - Intersections

The purpose of intersecting one stroke by another or writing of one stroke in close proximity to the other is to get brief and distinct outlines for rapid indication of official titles and colloquial phrases. If full outlines for such words or phrases are written, it will be difficult for you to write the dictation

speedily and accurately.

When parallel strokes occur and it is impossible to intersect one stroke with another, in such cases, the following stroke is written close to the first one.

When the word to be indicated by an intersecting stroke comes first, the stroke is struck or written first, but when the intersecting stroke comes after, it is struck or written afterwards.

The following examples will illustrate the manner in which the phrases may be obtained by intersecting strokes:

Stroke P is employed to represent 'party'

as in -

birth-day party	
political party	
garden party	

Stroke Pr is employed to represent 'Professor'

as in-

Professor Jain	
Professor Sinha	
Professor Kalra	
Professor of Commerce	
Professor of English	

**Stroke B is employed to represent the words 'bank' 'banking' and 'bill',
as in -**

Bank

City Bank	
Bank of India	
Saving Bank	
Bank rate	

Banking

Banking institutions

Banking Laws

Bill

Finance Bill

Education Bill

Money Bill

Stroke T is employed to represent 'attention'

as in -

early attention

special attention

necessary attention

to call the attention

my attention

proper attention

Stroke D is employed to represent 'department'

as in -

Engineering Department

Health Department

Government Department

Agriculture Department

Department of Commerce.....

Commerce Department

Stroke J is employed to represent 'journal'

as in -

Weekly Journal	
Medical Journal	
Monthly Journal	
Science Journal	

Stroke K is employed to represent 'Council', 'Company', 'Captain' and 'Capital',

as in-

Company

Iron and Steel Company	
Batra and Company	
Shipping Company	

Council

Security Council	
State Council	
Medical Council	
Bar Council	

Captain

Captain Pande	
Captain of the ship	
Army Captain	

Capital

Capital punishment	
--------------------	-------

Capital expenditure

Share capital

Authorised capital

Stroke Kr represents the words 'Colonel' and 'Corporation',

as in -

Colonel Mathur

Colonel Jackson

Colonel Raina

Corporation

Municipal Corporation

Electricity Corporation

Transport Corporation

Steel Corporation

DRILL EXERCISE

1. Read and write ten lines of the following:

(i)

(ii)

(iii)

(iv)

(i) party affairs, children's party, Congress Party, Communist Party.

(ii) Professor of Mathematics, Professor of Linguistics, Colonel Saxena,
Col. Jackson, Col. Mathur.

- (iii) City Bank, Reserve Bank, State Bank, Bank Commission.
- (iv) Finance Bill, Electricity Bill, Money Bill, Cash Bill, Amending Bill.

2. Write each ten times in Shorthand:

- (i) British Council, Banking Company, Savings Bank, Bank guarantee, Municipal Corporation.
- (ii) Agriculture Department, Foreign Department, Parliamentary Party, Prof. Mathur, Export Department.
- (iii) Prompt attention, Government's attention, my attention, early attention, Security Council.
- (iv) Health Department, Electricity Department, Weekly Journal, Share capital, Army Captain.

(i)

(ii)

(iii)

(iv)

3. Write the following sentences five times in Shorthand:

- (i) Party questions are discussed in the Annual Meetings of the Political parties.
- (ii) Professor Menon is not a party worker, but he is a great scientist.
- (iii) The opposition parties got many seats in the General Elections.
- (iv) The bank rate was reduced by the Reserve Bank of India which affected seriously the savings bank deposits.
- (v) Representatives of the Department of Agriculture, the Health Council and the Medical Council were also invited in this Joint Council.

(i)

- (ii)
- (iii)
- (iv)
- (v)

INTEXT QUESTIONS 10.4

- A. Fill in the blanks with suitable words:
- (a) Intersection means writing of one stroke through stroke.
 - (b) If the intersecting stroke, is written first, it is first.
 - (c) Intersection of strokes is done to write briefly and speedily.
 - (d) The stroke 'Kr' intersect for and while intersecting another stroke.
 - (e) When a stroke cannot intersect the other stroke, it is written to that stroke.
-

Stroke G is employed to represent 'Government'

as in -

- Government official
- Indian Government
- Government of India
- Government Institutions

Stroke F is employed to represent 'form'

as in -

Entry form

Form of Government

Medical form

Correct form

Stroke 'th' is employed to represent 'authority' and 'month'

as in -

authority

School authority

Final authority

Transport authority

month

In this month

Next month

Stroke S represents 'Society'

as in -

Agriculture Society

Servant's Society

Housing Society

Stroke M represents 'Manager' and 'morning'

as in -

Manager

General Manager

Bank Manager

Branch Manager

Morning

Sunday morning

Tuesday morning

Next morning

This morning

Stroke N is employed to represent 'national'

as in -

National affairs

Anti-national

International

National parties

Stroke L is employed to represent 'limited'

as in -

Private Limited

Iron & Steel Co. Ltd.

Transport Company Ltd.

Stroke R (Up) represents 'require -required-requirement and 'railway'

as in -

Railway

Railway official

Railway receipt

Western Railway

require - required - requirement

You may require

It may be required

Your requirements

Necessary requirements

Minimum requirements

Stroke RNS (Up) is employed to represent 'conference'

as in -

World Conference

In this conference

Peace Conference

State Ministers Conference

Stroke R (downward) is employed to represent 'arrange-arranged-arrangement'

as in -

Please arrange

Properly arranged

It was arranged

Proper arrangement

DRILL EXERCISE

1. Write in Shorthand each line five time:

(i) Medical Council, Medical Society, Corporation Bank, can you arrange?

- (ii) if you can arrange, railway ticket, Railway Authorities, Northern Railway.
- (iii) full arrangements, necessary arrangements, timely arrangements, could not be arranged.
- (iv) official arrangement, higher authorities, Railway authorities, Development Authority.

(i)

(ii)

(iii)

(iv)

2. Read and copy each line five times in your note book in Shorthand:

(i)

(ii)

(iii)

(iv)

Key

- (i) Col. Raju, British Council, special attention, to call the attention.
- (ii) Capital share, share capital, Governor General, Gas Co. Ltd.
- (iii) Capitalist society, Private Ltd., Brook Bond Ltd., Voltas Ltd.
- (iv) Tuesday morning, Wednesday morning, Field Manager, Asstt. Manager.

3. Write in shorthand, each line five times:

(i) The Railway official who was arrested by the Police at the Railway station was a terrorist.

(ii) Every month the Health authorities visit this hospital, but the doctors do

not care for the patients.

- (iii) Col. Batra was the General Manager of the Bank when the loan was granted to this private company.
- (iv) I have arranged a railway ticket for your visit next month for the Western Railway Sports Council's meeting.
- (v) The anti-national elements entered the Medical Society's office this morning and set the building on fire.

Key

- (i)
- (ii)
- (iii)
- (iv)
- (v)

INTEXT QUESTIONS 10.5

Fill in the blanks by choosing the right letter/word given in the bracket:

- (a) The word 'manager' is represented by intersecting stroke
(N/M).
 - (b) The stroke 'L' represents while intersecting another stroke. (Lord/Limited).
 - (c) Railway is expressed by intersecting Stroke 'R'
(Downward/Upward)
 - (d) The stroke N represents when intersecting other stroke
(normal/national)
 - (e) The intersecting stroke 'P' is in writing the phrase
'Labour Party'. (struck/disjoined).
-

FIGURES

In shorthand writing generally small figures one to twenty (except 8) are represented by shorthand outlines, i.e. by their Phonetic sounds as will be clear from the following :

Figure	Name	Shorthand outline
1	one	
2	two	
3	three	
4	four	
5	five	
6	six	
7	seven	
9	nine	
10	ten	
11	eleven	
12	twelve	
13	thirteen	
14	fourteen	
15	fifteen	
16	sixteen	
17	seventeen	
18	eighteen	
19	nineteen	

20	twenty	
----	--------	-------

Long numbers, if written in shorthand will take a long time, Thus these are represented by Arabic Numerals as 1999-2000, 531, 841, 607

However, if these figures are in round numbers, these can be represented by their corresponding strokes by intersecting (disjoining) method after their first figure or numeral, as will be clear from the following examples:

1. Stroke 'N' represents 'hundred' after the numerals in round figures as in-

five hundred	
nine hundred	
nineteen hundred	

2. Stroke 'TH' represents 'thousand' as in

six thousand	
twenty thousand	
seven hundred thousand.....	

3. Stroke 'M' represents 'million', as in

eight million	
two million	
three hundred million	

4. Stroke 'B' represents 'billion, as in

seven billion	
two hundred billion	
thirty billion	

Stroke PNDs represents 'pounds' is an or a round figure stroke,

as in -

two hundred pounds

five hundred pounds

nine pounds

Stroke D represents 'Dollar', after a figure or a round figure stroke,

as in -

five dollars

three hundred dollars

fifteen thousand dollars

Stroke Rs represents 'Rupees' after or before a figure or a round figure

as in -

three hundred rupees

Rupees five hundred

two million rupees

Rupees eleven thousand

DRILL EXERCISE

1. Write in Shorthand each phrase line 5 times:

(i) three hundred, 16 hundred, 2 hundred, 5 hundred pounds.

(ii) six thousand, nine thousand, 12 million, 2 million dollars, five thousand pounds.

(iii) 900 rupees, three hundred seventy, two million dollars, 3 hundred million.

(iv) 1975, 10000 rupees, 1200 pounds.

Key

(i)

(ii)

(iii)

(iv)

2. Write in Shorthand each line five times:

(i) I paid him Rs.900 on fifteenth May.

(ii) If you cannot pay him the amount of Rs.5,000 you will have to pay interest of 12 per cent.

(iii) India is a country where over 80 million people live.

(iv) We had to pay 500 pounds as interest on loan to the World Bank last year.

(v) The 138th session of Parliament started on 27th July.

Key

(i)

(ii)

(iii)

(iv)

(v)

INTEXT QUESTIONS 10.6

Choose the correct answer given in the brackets:

(a) A round figure can be represented by a Shorthand stroke by writing it (before/after) the numeral.

(b) Numerals (one to five/one to twenty) are written in Shorthand outlines.

(c) The stroke 'D' represents (Department/Dollar) in monetary units.

(d) The stroke Rs. represents (Railways/Rupees) in monetary units.

STROKE	WORDS REPRESENTED
P, Pr	Party, Professor
J	Journal
G	Government
F	Form
S	Society
L	Limited
R (up)	Railway, require-
.....	required-requirement
RNS	Conference
Th	Thousand (after fig.)
B	Billion (after fig.)
PND\$	Pounds (after figures)
T	Attention,
D	Department
K	Company, Council,
.....	Captain, Capital
Kr,	Colonel, Corporation
Th	Authority, month
M	Manager, morning
N	National
R (dn)	Arrange-arranged-
.....	arrangement
M	Million (after figures)
N	Hundred (after figures)
Rs.	Rupees (after figures)

10.8 WHAT YOU HAVE LEARNT

Many commonly occurring words representing office titles and colloquial phrases are expressed by strokes intersecting other strokes.

Intersection of strokes is done to get brief, distinct and speedy outlines in Shorthand. Whenever it is not possible to intersect a stroke by another stroke, the intersecting stroke is written close or parallel to the other stroke.

The intersecting stroke if written first is read first and if written last is always read last.

Round figures are represented in Shorthand by disjoining their representative strokes after or below the numerals.

10.9 TERMINAL QUESTIONS

1. Define an intersection and give three examples.
2. How the principle of intersection is applied when two strokes can not intersect each other?
3. Write the outlines for the following phrases: this month, next month, next morning, this morning.
4. Give three examples in which round figures are represented by their representative strokes.

10.10 ANSWERS TO INTEXT QUESTIONS

10.4

- (a) another
 - (b) read
 - (c) phrases
 - (d) colonelcorporation
 - (e) close
-

10.5

- (a) M
- (b) limited
- (c) R (upward)
- (d) national
- (e) disjoined

10.6

- (a) after
- (b) one to twenty
- (c) dollar
- (d) rupees

10.3.4 ADVANCED PHRASES

Introduction

Advanced phrases play an important role in rapid shorthand writing. A successful Stenographer or a Reporter cannot afford to miss the use of advanced phrases. In short it is a magic for transformation of shorthand practitioner to a highly proficient shorthand writer.

Advanced Phrases

You have already learnt about the form of phrases by the use of circles, loops, halving and doubling principles. Advanced phrases are formed by omission of:

1. Shortforms
 2. Consonants
 3. Syllables
-

Omission of Shortforms:

Shortforms are omitted in the following manner:

'a'	as in		for (a) time
'the'	as in		all (the) way
'of'	as in		difference (of) opinion
'of the'	as in		fact (of the) matter
'to'	as in		in (r) eply (to)
'and'	as in		again (and) again
'or'	as in		more (or) less
'with'	as in		in connection (with)
'by'	as in		side (by) side
'in'	as in		bear (in) mind
'have'	as in		there mus(t) (have) been

Omission of Consonants:

Consonants may be omitted in phrases like:

Mos(t) probably	
in (f)act	
in this (m)anner	
animal (l)ife	
in (r) eply	

Omission of Syllable:

The syllable 'con' may be omitted as in the phrases:

I will (con)sider

we have (con) cluded

Advanced Phraseography : Section 1

(Simple joining of words, use of circles, loops, hooks and omission of logograms.

agree with the

as it were

by and by

by some means

dealing with the

on this occasion

I am certain that you are

peculiar circumstances

per annum

per cent

I am very glad

in all circumstances

in his opinion

in his own opinion

in the mean time

in this country

in this respect

very satisfactorily

you will agree	
there is no doubt	
as a rule	
at a loss	
in a few days	
to a great extent	
all over the world	
at the present time	
in the first instance	
on the other hand	
notwithstanding the fact	
it appears to me	
it appears to have been	
regret to say	
having regard to	
in reference to which	
regret to state	
with regard to	
ought to have been	
ought to have known	
we shall be glad to hear	
with reference to	
it seems to me	

again and again	
higher and higher	
more and more	
for the purpose of	
more or less	
for the purpose of	
more or less	
over and over again	
over and above	
here and there	
ways and means	
side by side	
bear in mind	
borne in mind	
all parts of the world	
facts of the case	
in accordance with	
in connection with	
I am certain that	
in this manner	
worth while	
I have concluded	
foundation stone	

Advanced Phraseography : Section 2

Phrases formed by using (Halving Principle)

brought forward

I am unable to think

at any rate

some time ago

you are not

you will be able to

I hope you will not

at the same time

from time to time

Advanced Phrases: Section 3

Phrases formed by using Doubling Principle

before there

before there is

if there is to be

in their statement

in which there is

some other respects

as the matter

any longer

longer than

no longer than

I have been there

I am sure there is

as a matter of fact

into the matter

as a matter of course

SPECIAL ADVANCED PHRASES :

Five Year Plan

First Five Year Plan

Second Five Year Plan

Third Five Year Plan

Fourth Five Year Plan

Fifth Five Year Plan

Sixth Five Year Plan

Seventh Five Year Plan

Prime Minister

Planning Minister

Home Minister

Railway Minister

Finance Minister

Defence Minister

Hon'ble Member

Mr. Deputy Speaker Sir

Lok Sabha

Rajya Sabha

High Court

Supreme Court

10.11 WHAT YOU HAVE LEARNT:

Abbreviations are utilised in advanced phraseography, as follows:

- (a) The small circle for as, is, us.
- (b) The large circle initially for 'as we'.
- (c) The loop st for 'first', the loop nst for 'next'.
- (d) The N Hook for than, been, on own.
- (e) The f or v hook for of, have, and in a few common phrases like: at all events, into effect, etc.
- (f) The halving principle for it, to, not, would, word etc.
- (g) The doubling principle for there, their, other and dear.

The following may be omitted-

- (a) Consonants not essential to phraseograms.
- (b) The syllable con., and a few other common syllables.
- (c) Any logogram or logograms provided in the phraseogram.

10.12 TERMINAL QUESTIONS

- 1. Explain in detail the rules for framing a good Phraseogram.
 - 2. Can you omit logograms from a phraseogram. If so, which are the common logograms which can be omitted.
-

MODEL TEST PAPER

SHORTHAND THEORY

Time : 1½ Hours

Marks : 30

Instructions to Candidates

1. All questions are compulsory.
2. Questions nos. 1 to 10 are Very Short Answer type. Their answer should not exceed 10 words each.
3. Question nos. 11 to 17 are Short Answer type. Their answer should not exceed 50 words each.
4. Question nos. 18 & 19 are Long Answer type. Their answer should not exceed 150 words.
5. Marks allotted to each question are given in the right hand margin.

-
- | | | |
|----|--|---|
| 1. | By whom was the system of Shorthand invented ? | 1 |
| 2. | Name the two elements to represent the Consonants in Pitman Shorthand. | 1 |
| 3. | What is the difference between strokes "Chay" and "Ray"? | 1 |
| 4. | How do you indicate the vowel signs in Pitman Shorthand? | 1 |
| 5. | Define the term "Phraseography". | 1 |
| 6. | In which direction 'L' is written after KW, when followed by a vowel? | 1 |
| 7. | Will you write upward R or downward R before M? | 1 |
| 8. | Can a loop be used when T/D is followed by a vowel? | 1 |
-

-
- | | | |
|-----|--|---|
| 9. | Whether the thickened forms of "lr" and "rr" must be used or not when a vowel follows "r"? | 1 |
| 10. | State any two qualities of a good Phraseogram. | 1 |
| 11. | Distinguish between Grammalogue and Logogram. | 2 |
| 12. | Explain with suitable examples any two rules for writing Shun Hook | 2 |
| 13. | Explain the rules governing the use of downward "H". | 2 |
| 14. | Explain with examples when strokes 's' or 'z' must be written in place of circle 's'/'z'. | 2 |
| 15. | Distinguish between Diphthongs and Diphones. | 2 |
| 16. | Write in short about the use of final hooks. | 2 |
| 17. | Write shorthand equivalents for the following :- | |
| | a) Whether | |
| | b) Improvement | |
| | c) Exceedingly | |
| | d) Spacious | 2 |
| 17. | State the use of doubling principle in phraseography. | 3 |
| | o r | |
| | Write the circumstances under which halving principle is not applied. | |
| 18. | Write shorthand outlines for the following phrases : | 3 |
| | a) All parts of the world. | |
| | b) We shall be glad to hear | |
| | c) At your earlier convenience | |
| | d) I think you should not | |
| | e) It is not possible | |
| | f) I know there is not | |
-

Self-Employment in Modern Secretarial Practice

INTRODUCTION

After completion of this course, you have got two options either opt for a career like Private Secretary, Private/office Assistants, Stenographers, DTP Operators etc. or start something on your own i.e. be self-employed.

Given below is the answer of some of the often-asked questions regarding self-employment. At the end, we have also worked out one sample budget for you. However, it should be kept in mind that the cost of raw material, labour, service charges, rent etc. will vary from place to place. In the beginning, two or more people can also club themselves, pooling the available resource and start their business.

WHAT CAN I DO AFTER COMPLETING THIS COURSE ?

After completing this course you have two options

- 1 Go and look for a job or
- 1 Be a job provider

For the first there are many options available to you as mentioned earlier. For the second option you should know the scope of self-employment in Secretarial Practice:

Scope of self-employment in Modern Secretarial Practice

In the course on Modern Secretarial Practice, a person is trained in various skills such as Computer Operator, Shorthand, handling mails, attending telephone calls, use of various electronic gadgets and office equipment, maintenance of records, arranging meetings and appointment drafting of various official and business correspondence etc.

Persons with such types of secretarial skills are required in all types of offices e.g., government, public or private, different types of agencies like, publishing houses,

insurance companies, and banks, transport etc. which are located in big or small cities.

The application of modern technology advancements has brought a revolution and greater effectiveness in day-to-day working of the offices. Due to this, procedures have become more streamlined and office work has become more interesting and challenging.

- ✓ After completion of this course, the learner can open a training cum facilitation centre in the field of Secretarial Practice/Stenography/Computer

OR

- ✓ For the beginners, even one of the services given can be provided individually.

The center can provide the following services :-

1. Training for secretarial practices like -
 - ✓ Typing Training Center
 - ✓ Computer Training Center
 - ✓ Shorthand Training Center
 - ✓ Training for Office Assistants
2. Placement assistance for secretarial services
3. Secretarial assistance to client agencies
4. Undertaking typing jobs e.g. thesis, book publication, reports, research work etc.
5. Undertaking DTP job work
6. Documentation -
 - ✓ Photocopying
 - ✓ Spiral binding
 - ✓ Lamination
 - ✓ Courier
7. Fax and E-mail services
8. PCO/STD/ISD

WHAT IS SELF-EMPLOYMENT?

A self-employed person works for himself/herself utilizing the resources available and also by way of procuring the resources through assistance from various sources and gradually expanding the business. Therefore a self-employed is also termed as an **entrepreneur**.

WHAT QUALITIES ARE NEEDED FOR SELF EMPLOYMENT?

Before starting your own business, you should know basically what all **entrepreneurial qualities** a self-employed person should possess in order to be successful. Some of the most important assets in your success plan should be **risk taking ability, confidence, enthusiasm and realistic goal setting**. Other qualities required are:-

- ✓ Behavioral quality
 - Patience
 - Perservance
 - Courtesy
 - Empathy
- ✓ importance of time management/timely delivery
- ✓ good communication skills
- ✓ ability to take decision
- ✓ creative and innovative
- ✓ aware of the latest information technologies
- ✓ ready to accept challenges
- ✓ curious to learn more
- ✓ work in a team
- ✓ learn to shoulder the responsibilities

DO I POSSESS THE QUALITIES REQUIRED?

Make a self-analysis, you will notice that you possess most of the qualities to start and run the business. Some of the qualities however can be enhanced gradually by way of experience and training.

WHAT BUSINESS SHOULD I SELECT?

You can start any business in which you are confident of handling the work and have enough knowledge about that area. As an example we have given below one such business which you may think of starting.

TRAINING CENTER

The training center will provide the following services to various offices, which can be done on contract basis also:-

1. Taking dictations in shorthand and transcribing the same.
2. Communication based on telephonic instruction, or brief notes.
3. Putting up drafts for incoming mail.
4. Maintaining record of incoming and outgoing files.
5. Creating and maintaining databases relevant to organization.
6. Documentary assistance for the meetings.
7. Sending and receiving fax.
8. Handling incoming and or outgoing mail.
9. DTP services for pamphlets, letterheads, visiting cards, invoices, challans, souvenir, annual reports, catalogues, reports, and various forms.
10. Providing manpower on full/part time basis for the secretarial assistance on temporary/permanent basis.

WHERE SHOULD SUCH A CENTRE BE LOCATED ?

For selecting location and site, several factors should be considered like -

- ✓ Nearness to the market
- ✓ Availability of services like post, freight
- ✓ Availability of labour
- ✓ Supply of electricity and water

The best location for starting this type of center is near the commercial complexes with suitable concentration of small and large offices. However, due to the improving communication facilities in the country, it can be started in the residential areas also. Generally the public dealing offices outside colleges and schools also run such centres very effectively.

HOW THE AMBIENCE OF MY WORK PLACE BE?

By ambience we mean the atmosphere and the environment of your work place. When a client enters a place he/she should feel welcome and comfortable and the place should look attractive. When you start the typing cum facilitation centre, it is very important that in order to get business and clients, the center should have the minimum following requirements -

- ✓ Good environment
- ✓ Neat and clean rooms

It is suggested that before selecting any business **MARKET SURVEY** should be done which would help in gaining insight into the existing market conditions and market reactions for the service/product.

For selecting any business the following factors should be considered :-

1. Demand and supply of the service proposed.
2. How much is the competition?
3. Is the raw material easily available?
4. How are the infrastructural facilities like water, power transport etc. in that area.
5. Do you have adequate knowledge in this field?
6. Legal requirements, if any.
7. Investment required.

IF I OPEN MY TRAINING CENTRE WHAT WILL BE ITS OBJECTIVES?

Objectives of the center -

This type of center may basically have two objectives -

1. It helps the persons who are looking for the jobs in Secretarial Practices such as Stenographer, Office Assistants and Private Secretaries by the way of providing necessary training for acquiring the secretarial skills. It also provides guidance, on the job training in various offices and assistance for the placement after successful completion of the training.
2. The second objective is to provide the secretarial services on contract basis to small and large business organizations.

These two objectives put together can give a lot of scope of applying entrepreneurial qualities of the qualified person in the vocation of Secretarial Practices.

- v. Good layout
- v Back-up service
- v Charts/posters displaying the cost of various services offered
- v Some catchy display lines like -"**service is our motto**" "**service with a smile**" "**free home delivery**" "**no error service**" etc.
- v Water dispenser etc.

WHAT INFRASTRUCTURE IS REQUIRED?

The infrastructure required would depend on the type of business you have selected. Generally, following infrastructure is required:

- 1 Office space with basic facilities of electricity, water, sanitation etc.
- 1 Furniture
- 1 Equipment (computer, typewriter, telephone, fax, etc.)

I DON'T HAVE MONEY, FROM WHERE DO I GET FINANCIAL ASSISTANCE?

(i) Fixed Capital

Fixed capital generally remains constant over a longer period and is required only in the beginning stage. On the other hand, working capital is required frequently. It is implied that after sometime money starts coming out of the business and thus working capital is met out of the turnover.

(ii) Working Capital

Working capital is required for purchase of raw material (like paper, cartridges, flopies, CDs, etc.), for making payments to staff, electricity and telephone bills, conveyance and travel, etc. These are recurring in nature.

IS THERE ANY SCHEME AVAILABLE FOR FINANCIAL ASSISTANCE?

Money can be arranged from own sources, friends and relatives. However, the financial support is also provided by various financial institutions such as Nationalised banks, cooperative, rural banks, national and state level financial corporations and NGOs etc. under various schemes. You will require two types of capital to invest in an business. They are Fixed Capital and Working Capital.

State Bank of India (SBI) has a scheme known as "**Entrepreneur Scheme**" whereby loan is given to technically qualified person to set up a small unit. The rate of interest is also very low. The loan amount granted will depend upon the project report that you submit.

Various departments and ministries of the Central/State Government have different schemes under which financial assistance/loans are available. Prime Minister Rozgar Yojana (PMRY) is one such scheme. Some of the departments which provide financial assistance are:

Department of Rural Development

Department of Small Scale Industries

Department of Tribal Development

Department of Minorities Development

Department of Women Development

Small Scale Industries Institute (Govt. of India) provides valuable help in preparing project report and procuring machinery and raw material. This institute has its head-quarter in Okhla (New Delhi) and branch offices in all state capitals and major cities. Addresses of this institute and other government departments may be obtained from the nearest Employment Exchange or the Office of the District Collector.

Finance is generally available for Fixed Capital, i.e., one time only. Generally up to 80% finance is available and rest you have to arrange from your resources. This difference is called the Seed Money.

HOW WILL I LET PEOPLE KNOW ABOUT THE SERVICES THAT I AM OFFERING?

It is very important to sell your product/service in order to survive in the business. Therefore, it becomes very essential for you that till you are known in and around your area, you can adopt the following marketing strategies -

Marketing Strategy -

- ✓ You will have to contact various offices in the region and explain the cost-benefit of the services offered by the center. With the growing cost of office space, equipment, furniture and the inherent benefits of managing with less number of regular employees, many offices can be convinced to enter into the contract with this center.
- ✓ Use of hand made posters which could be easily made, informing about the services you are offering. Small hand made banners could also be made.
- ✓ You can make more customers if you value the "**Time**" of your customer. You should be able to give your service in the time stated by you. Make sure you know exactly what time it takes to finish one particular job before giving the time limit to your customer/client.
- ✓ Make sure your work is correct and error free. Check your work twice before handing it out to your client.
- ✓ Marketing strategies like "**free home delivery**" always can do wonders to your business. If a client is in urgent and has given some pages for typing/DTP work or for photocopying or for spiral binding etc. you can suggest him to deliver at his place with nominal charges, it is very much guaranteed he will become your regular customer.

- v Keep enough stock of your raw materials like stationery. You should take all precautions to make sure that you are never short of cartridges, typing papers etc. for this you can maintain a '**stock register**' which states how much stock you have, how much is in store, during when you have to order for more etc.

WHERE DO I GET MACHINES AND EQUIPMENT?

It can be purchased from the market. Generally all reputed companies have dealers network throughout the country.

The requirement of machinery/equipment spare parts, tools, etc. should be properly assessed and the proper size of plant and machinery should be decided upon. Initially one should start with minimum and expansion can be done eventually. Temptation to accumulate machinery at the initial stage should be avoided. At the training center you may require the following machines -

1. Computer with printer and scanner
2. Photocopying machine
3. Fax

For training the students, you should have the following facilities -

1. Blackboard - one
2. Table and chair of appropriate height for shorthand dictation and typing
3. Table and chair for computer purpose
4. Books on Typing, Stenography, Computer Applications and Secretarial Duties, Business Communication
5. Books containing passages of various speeds
6. Stop-watch for dictation purpose.
7. Adequate stationery supply

WHAT OTHER SERVICES CAN THE CENTRE PROVIDE?

The center can also offer secretarial placement to various nearby offices thereby you will be able to place your own students also and charge the offices for placement too. For this it is

very important that you make contacts with the nearby public and private sectors and inform them about your placement service.

At your center itself photocopying, DTP work, lamination, spiral binding etc. can be done. The machines required for photocopying and lamination can be purchased or hired with the help of financial institutions.

Services of fax and E-mail can be given either at the center or these things can be opened up individually. Similarly PCO/ISD/STD can be opened along with the center or individually.

WHAT SHOULD I DO IF I FACE SOME PROBLEMS?

It is not uncommon to have some problems in the initial stages. It is where the entrepreneurial qualities will help you to overcome the problems. All the successful business persons had problems initially. But they struggled and succeeded. You can also take help of support agencies set up by Govt. and Pvt. for handholding support. In the long run you will be able to cope up with this pressure yourself.

- 1 Analysis your business from time to time
1. Consult the experts for advice
- 1 Use your creativity to find out newer ways to enhance the satisfaction of customers for repeat and referral business.

Good Business Practices

Other than the financial aspects of a business, an entrepreneur should also take care of good business practices. These practices not only pay in the long run but also create harmony and cordial environment in the society. These practices are:

- (1) Be polite to the customers. Always greet and receive them properly. Remember that **Service with a Smile** brings reputation and goodwill to your business.
- (2) Be punctual and adhere to the Delivery Schedule. If the job of a customer is not ready by scheduled time, inform her/him in advance and apologise.
- (3) Be honest in dealings. Charge reasonably and honestly from the customers. Make prompt payments to your suppliers.
- (4) Pay your dues and taxes in time. It is our earnest duty to pay the taxes honestly. Taxes are the revenue for the government. This money is used for the welfare of the society.

(5) Pay reasonably to your staff. Payment to them should commensurate with their qualification, experience and the output they produce. Besides you have to comply by the **Minimum Wages Act** in this regard.

(6) Try to explore new business opportunities. Diversify your business.

All these are income-generating trade and subsequently will be able to provide job to other also therefore you will become job provider and not job seeker.

Model Calculation of Investment of one Training Centre

A. Fixed Capital

1.	Land & building	Rented
2.	Equipment	
	1 Computer with Ups	35,000
3.	1 Photo copier	10,000
4.	1 Scanner	6,000
5.	1 Inkjet Printer/DOT Matrix Printer	6,000
6.	Software (licensed)	15,000
7.	Furniture	15,000
		88,000

B. Working Capital (for 1 month)

1.	Rent of room	3,000
2.	Electricity, water bill etc.	1,000
3.	Telephone/Internet Charge	2,000
4.	Wages of 1 Asstt.	3,000
5.	Raw material	4,000
6.	Conveyance	2,000
7.	Confingencies	1,000
		16,000
	Total Investment	1,04,000

C. Calculation of Income over Expenditure

Expected Turn over (for one month)

75 pages per

day @ Rs. 15 per page

30,000

Less expenses

Electricity, Rent, Wages, Telephone charges etc.

20,000

Surplus of INcome over Expenditure (infit)

10,000

Syllabus

Lesson No.	Name of the lesson	Contents
1.	Introduction to Stenography	– Introduction to Stenography – Note taking techniques
2.	Consonants	– Classification of consonants – Size of strokes – Joining of strokes
3.	Vowels, Diphthongs Triphones, Diphones and Abbreviated W	– Placing of vowel – Joining of Diphthongs and Triphones – Use of abbreviated W
4.	Grammalogues, Punctuation signs and Phraseography	– Grammalogues – List of punctuation – Phraseography
5.	Alternative forms of R and H	– Rules for writing upward and downward 'R'
6.	Circle, Loops and Hooks	– Circle S and Z – Large circle and loops – Initial hooks – Final hooks
7.	Compound Consonants and Medial semi-circle	– Compound consonants – Medial semi-circle
8.	Upward and downward forms of L and SH	– Upward Sh and L – Downward Sh and L
9.	Halving and Doubling principle	– Usage of Halving principle – Usage of Doubling principle – Cases Where Halving and Doubling cannot be used – Phraseographic use of Doubling principle
10.	Contractions, Prefixes, Suffixes, Intersection, Figures and Advanced Phrases	– General and special contractions – Use of Prefix – Use of Suffix – Intersection and figures – Advanced phrases