

**Class XII**  
**STUDY MATERIAL**  
**Shorthand (English)**

# **ACKNOWLEDGEMENTS**

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## **P R E F A C E**

This Book Shorthand (English) for Class XII is based on Pitman Shorthand system which is a phonetic system. Stenography is known as ‘Twin Art’ since it is unique combination of Shorthand and Typewriting. Shorthand outlines for words are strictly written according to the sound or pronunciation and not according to the English spellings. In English language there are a good number of words where the pronunciation is the same, but the spellings and usage are quite different. For example, we have two words ‘Sun and Son’ where pronunciation is the same but the usage different. The Shorthand outlines for these two words will be same but the typed. Similarly, there are several such words in English Language where some of the alphabets are not pronounced or are pronounced differently e.g. ‘Psychology’, ‘Chemistry’, and School’ etc. So the shorthand outlines of these words will be written according to their pronunciation and not according to their spellings. But while transcribing these words, the correct spellings are to be typed.

Stenography is a job- oriented course. It provides jobs to millions of boys and girls both in the Public as well as in the Private Sector. Thus, Stenography is indispensable in Business, Profession, Vocation and Administration wherever it is desirable to have a quick and neat record of the Typewriter or Computer. Though Stenography is an independent discipline, its theory is generally not taught to the learners. The Central Board of Secondary Education (CBSE) has tried to provide this theory based Book to the students of Class XII. Both the theory and practical components have been incorporated in this Book.

It is hoped that both the teachers and the taught will find it easier to teach and to learn with the help of this Book. Suggestions or feedback are solicited from the teachers and readers for the improvement of this Book.

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## **UNIT I**

### **DIPHONES, MEDIAL SEMI-CIRCLE, ESSENTIAL VOWELS, UPWARD AND DOWNWARD 'L' & UPWARD AND DOWNWARD 'SH'**

#### **1.1 INTRODUCTION**

Welcome to Shorthand (English) Class XII. It is hoped that you have revised your syllabus after your Class XI Examinations were over. You have learnt about Vowels and Diphthongs in Class XI. Vowel is single sound: Diphthongs are two vowel sounds occurring simultaneously and pronounced simultaneously. There are other two vowel sounds occurring simultaneously but being pronounced separately. You will be taught about these two vowel sounds. Consonant W represents the sound of "W" which is used in writing words in Shorthand. This is also represented in Shorthand by abbreviating the same, which has been taught to you in Class XI. Whenever it is not convenient to write the 'W' in its normal form or its abbreviated form the sound of 'W' is represented with the help of a Semi-Circle.

When we write Shorthand in Speed, it is not sometimes convenient to write all the vowel signs. So at the time of writing in speed, some vowels can be avoided but there are circumstances when it is essential to write the vowel signs. Consonant 'L' is normally written in upward direction: But in certain cases this consonant can be written in downward direction too for the convenience of joining. Similarly Consonant 'SH' is normally written in downward direction but this Consonant can also be written in upward direction.

## 1.2 LEARNING OBJECTIVES

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

- know the meaning of the term ‘Diphones’ in Shorthand;
- distinguish between Diphthongs and Diphones;
- make use of Diphones at the time of writing in speed;
- develop shorthand writing speed after the practice of Diphones:
- identify the cases where the sound of "W" will be represented by a semi-circle
- know that Consonant 'L' can be written in upward and downward directions
- identify the words where the Consonant "L' is to be written in downward direction;
- a develop shorthand writing speed by writing Consonant L in upward and downward directions
- make use of consonant I medially:
- recall that consonant 'SH' can be written in two directions i.e., upward and downward:
- make use of Consonant SH in upward and downward directions:
- identify the words where consonant 'SH' is written in upward direction.

1.3 This Unit has been divided into the following parts,



Parts A	Diphones
Part B	Medial Semi-Circle
Part C	Essential vowels
Part-D	Upward and Downward L
Part-E	Upward and Downward ‘SH’

## PART-A DIPHONES


**Definition:** A Diphone is a union of two vowel sounds occurring consecutively but pronounced separately.

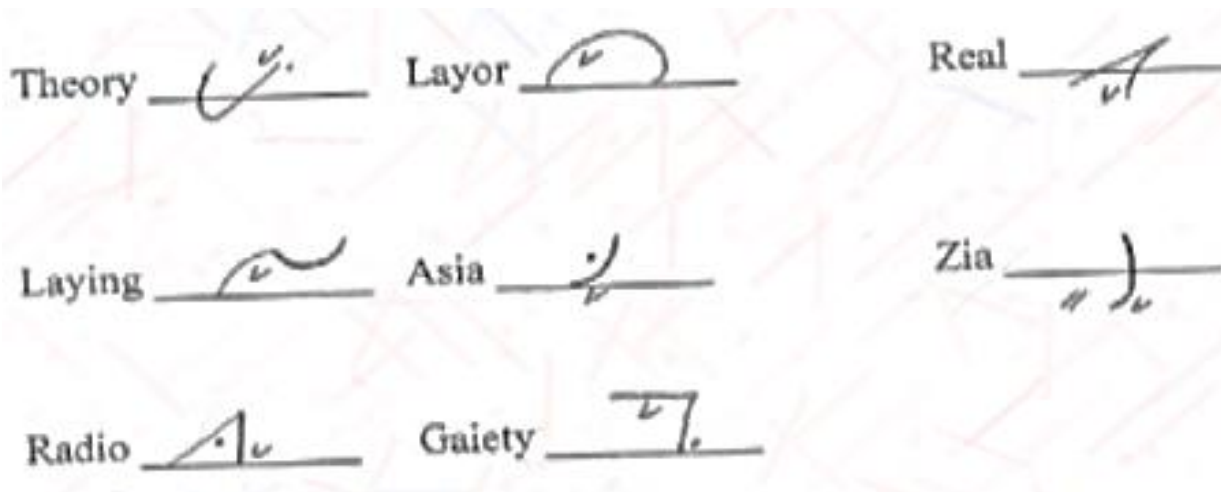
OR


Two vowel sounds coming simultaneously but being pronounced separately is called Diphone (From the Greek Language Di - two and phones-sounds i.e. two vowel sounds). Diphones are represented by two angular signs i.e.

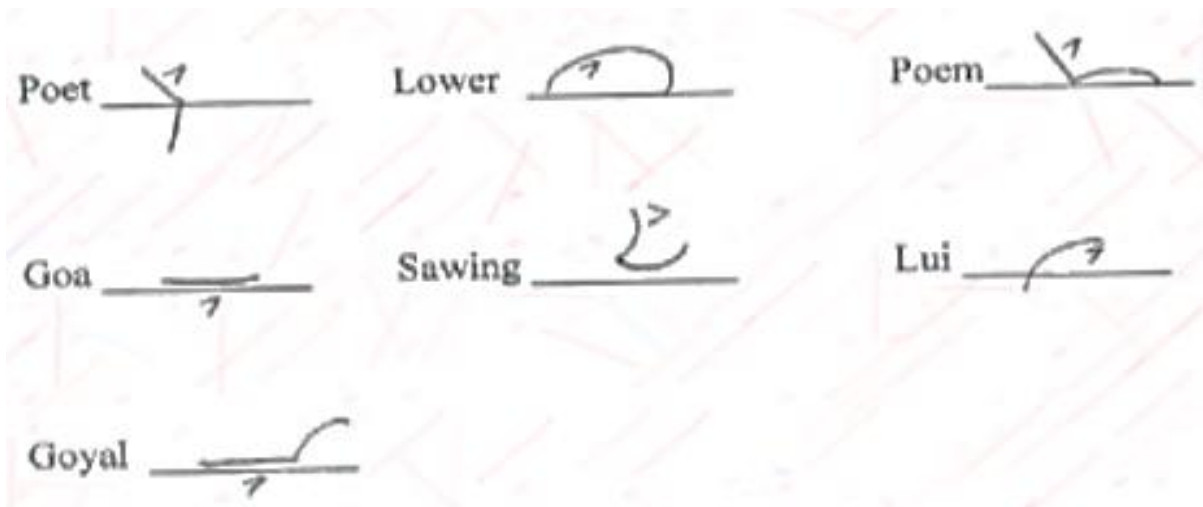
 and 

### RULES

1. If the first sounded vowel in a word is a dot vowel and the second any other vowel (any one out of the remaining 11), the Diphonesign will be represented by an angular sign  and written at the position of the first vowel, eg.



2. If the first sounded vowel in a word is a dash vowel and the second any other vowel (any one out of the remaining 11), the Diphone sign will be represented by an angular sign  and written at the position of the first vowel e.g.



### **Difference between Diphthongs & Diphones**

- Two vowel sounds coming simultaneously and pronounced simultaneously are known as Diphthongs whereas two vowel sounds coming simultaneously but being pronounced separately are known as Diphones
- Diphthongs are expressed by three angular signs and a semi-circle whereas Diphones are expressed by only two angular signs.
- Diphthongs are four in number whereas Diphones are two in number.
- Diphthong signs can be attached and abbreviated with some strokes whereas Diphone signs cannot be attached and abbreviated.
- Diphthong signs are placed on first and third vowel places of a consonant whereas Diphone signs are placed on all the three places of a Consonant.

## 1.4 REVIEW QUESTIONS

1 Define Diphones

2. Distinguish between Diphthongs and Diphones

3. Enlist the vowel groups in which the Diphones are divided.


4. Write any five words in Shorthand by using the Diphonic signs.

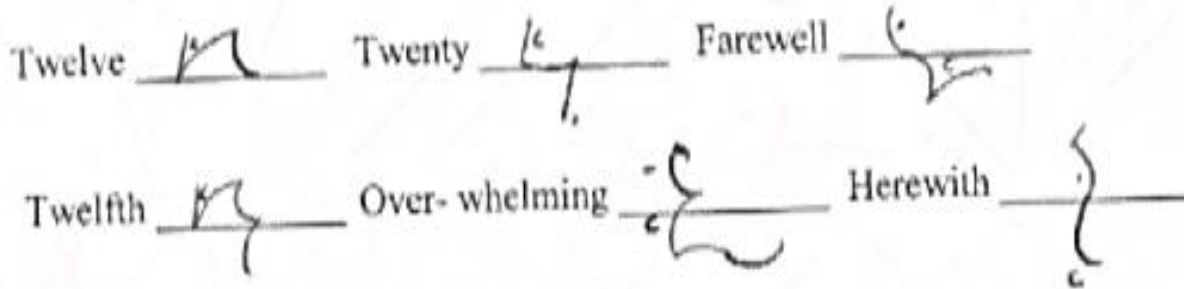
5. Fill in the blanks with appropriate words


- Diphone signs are placed on \_\_\_\_\_ places of a Consonant.
- Diphones are represented by \_\_\_\_\_ angular signs.
- Diphones can be divided into \_\_\_\_\_ vowel groups
- \_\_\_\_\_ signs are placed on all the three places of a Consonant.
- Diphones are represented by \_\_\_\_\_ signs.

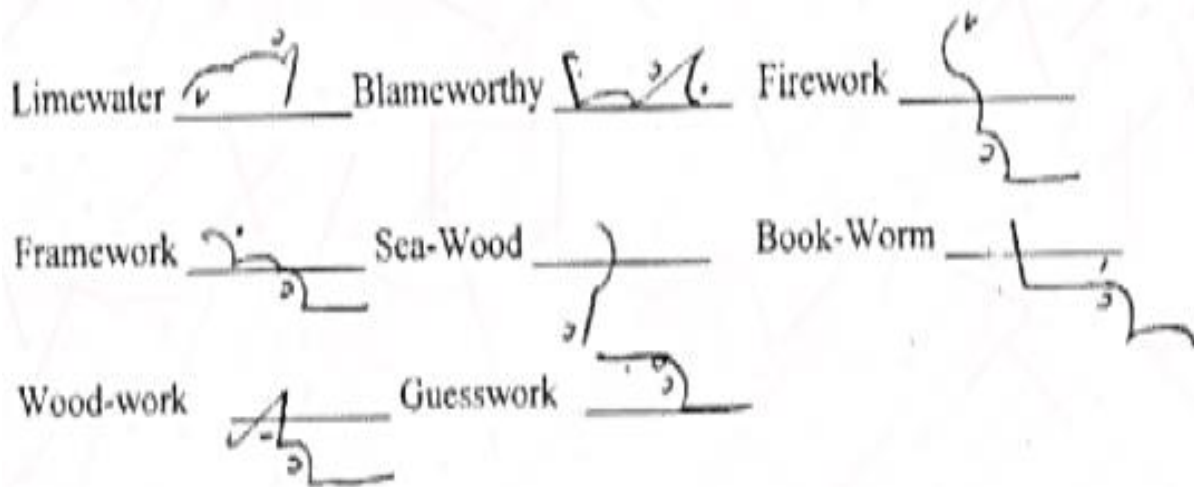
## PART-B MEDIAL SEMI-CIRCLE

### Rules

1. If W comes in the middle of a word and a dot vowel comes after it, the combination (W+dot vowel) will be expressed by a left semi-circle  e.g.



2. If comes in the middle of a word and a dash vowel comes after it, the combination (W+dash vowel) will be expressed by a Right Semi-Circle e.g. 



3. The Semi-circle for 'W' and vowel is not used finally e.g.



## REVIEW QUESTIONS

1. Explain the rules for the use of Medial Semi-circle
2. Can a Semicircle for W and vowel be used finally?
3. Write any five words in Shorthand by using Medial Semi Circle
4. Fill in the blanks with appropriate words:
  - a) If 'W' comes in the middle of a word and a dot vowel coming after it, the combination will be expressed by a \_\_\_\_\_ semi-circle
  - b) If 'W' comes in the middle of a word and a dash vowel comes after it, the combination will be expressed by a \_\_\_\_\_ Semi-Circle.
  - c) The Semi-circle for "W" and vowel is not used \_\_\_\_\_

## PART-C

### ESSENTIAL VOWELS

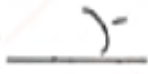
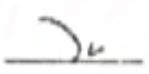
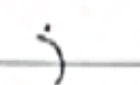
It is practically impossible in fast writing to insert all the vowels. The Shorthand writer has to depend upon the outline of the word. Hence it is desirable to adopt some method of vowel indication so that it is not necessary to insert the vowel signs,

### VOWEL INDICATION




Vowel indication is the writing of a word with such outline or in such a position as to indicate a vowel without inserting the vowel sign.

### RULES

1. In single stroke outlines having an initial and final vowel, the final vowel should be inserted e.g.

Arrow  Area  Era 

2. Where an upward and downward 'r' or 'l' does not indicate a preceding or a following vowel, the vowel sign should be inserted e.g.

Oracle  Aroma  Early 

3. It may be noted that the vowels determine the position of the outline. In all the cases it is the first sounded vowel in the word that determines the position of the outline. There are three positions corresponding to the three places of the vowels, namely:

**First position**, that is, above the line, for the outlines of words in which the first sounded vowel is a first place Vowel. Diphthong or Diphons



**Second position**, that is, on the line, for the outlines of words in which the first sounded vowel is a second-place vowel or Diphone.

**Third position**, that is, through the line, for the outlines of words in which the first sounded vowel is a third place Vowel, Diphthong or Diphone.

4. Although it may be regarded as a rule that vowels are omitted in the advanced stage, yet there are certain word-outlines which must be vocalized to some extent. The students will learn by experience when to vocalize, but the following instructions as to the insertion of the vowels will prove very useful:

- In half-length stroke outlines standing alone e.g.

Fat \_\_\_\_\_

Fate \_\_\_\_\_

Fit \_\_\_\_\_

Mat \_\_\_\_\_

Neat \_\_\_\_\_

Pat \_\_\_\_\_

- Join the vowel 'aw' initially and the Diphthong signs initially or finally as discussed in the respective chapter e.g.

Alter \_\_\_\_\_

Awl \_\_\_\_\_

Item \_\_\_\_\_

Oil \_\_\_\_\_

Now \_\_\_\_\_

Few \_\_\_\_\_

New \_\_\_\_\_

Nigh \_\_\_\_\_

Deny \_\_\_\_\_

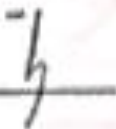
Ice \_\_\_\_\_

Eyes \_\_\_\_\_

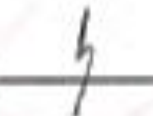
- Where a downward or an upward R or L does not indicate a preceding or a following vowel the vowel signs should be inserted e.g.

Alright  Pulley  Early 

- Insert an initial vowel in words having the same consonantal outlines, to distinguish one word from the other as given below:

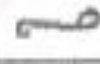
Auditor 

but

Daughter 

Across 

but

Cross 

Emotion 

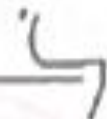
but

Motion 

Altitude 

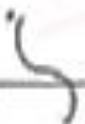
but

Latitude 

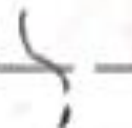
Affect 

but

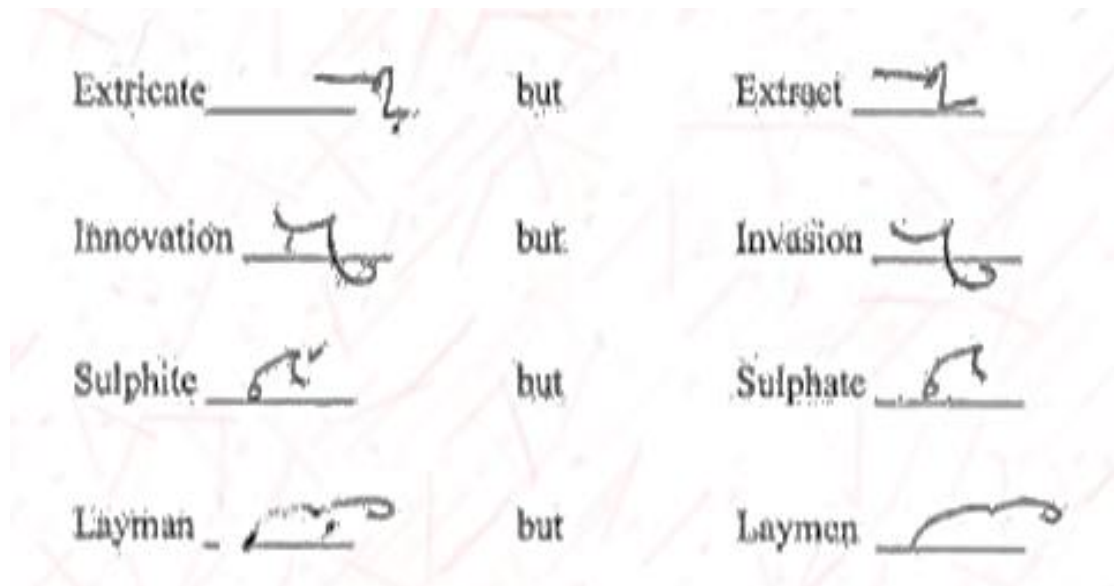
Effect 

Afar 

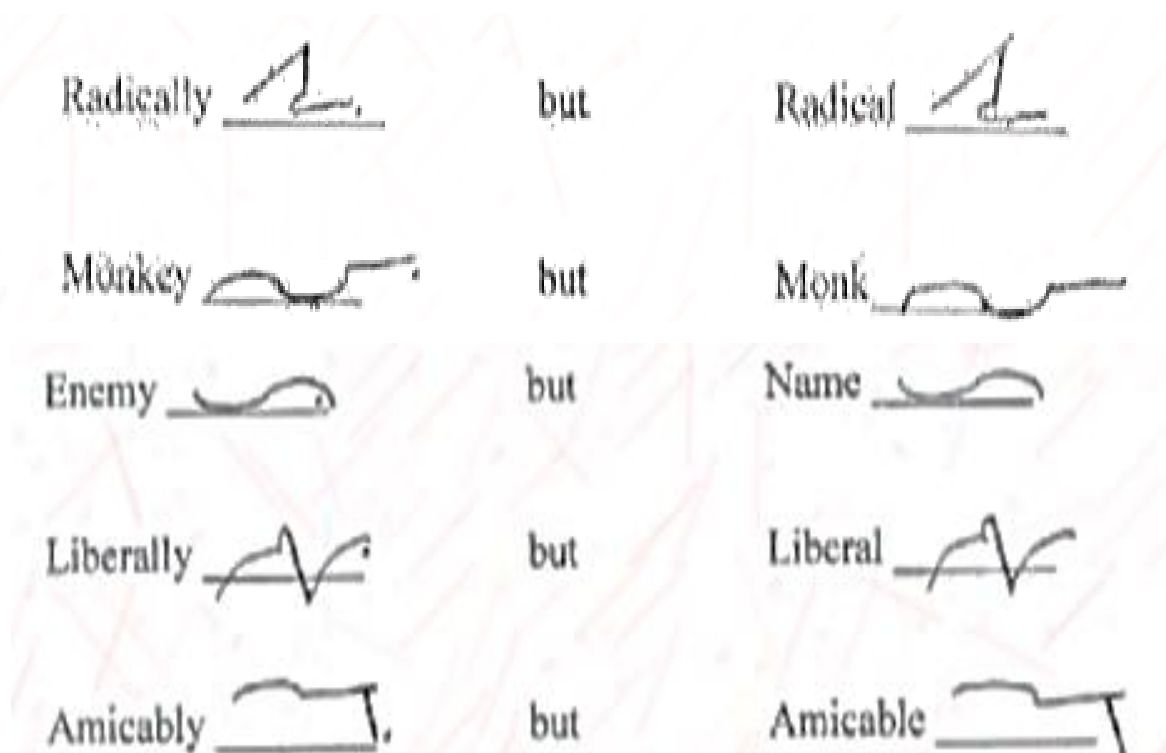
but

For 

- Insert a medial vowel in words having the same consonantal outlines, to distinguish one word from the other as given below:



- Insert a final vowel in words having the same consonantal outlines, to distinguish one word from the other as given below:-








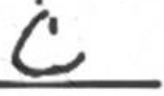

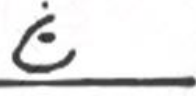

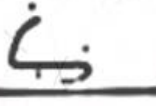


- The Vowels should also be inserted in the following cases:
  - Where words of the same part of speech have similar outlines and the same position.
  - Where a word is unfamiliar, or unfamiliar in the special sense in which it is used
  - Where an outline has been written incorrectly, badly, or in the wrong position, in which case the insertion of a vowel is the quickest and simplest way of making the outlines legible.
  - . Where the subject matter is unknown.
  - Where the language is poetical, unusual, because in these cases the context is not as helpful as in other cases.

## PART-D

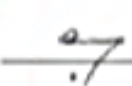

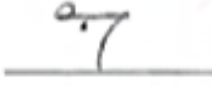
### UPWARD AND DOWNWARD FORMS OF CONSONANT L

#### Rules

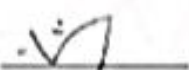
1. In the beginning consonant "L" is written in downward direction if it is preceded by a vowel and immediately followed by consonants K, G, M, N & NG eg.


Like 	But	Alike 
Location 	But	allocation 
Long 	But	along 
Loan 	But	alone 
Legation 	But	allegation 
Lime 	But	elm 

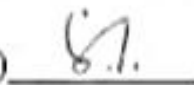
2. Consonant "L" is written in downward direction after SK e.g.

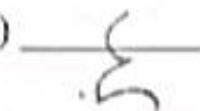
Skill  Skull  Scale 

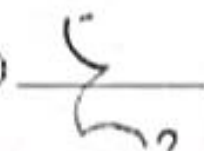
3. Medial 'L' is generally written in upward direction but for convenient joining, any form can be used e.g.

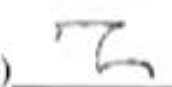
Uphold (upward) 

Vulgar (upward) 

Facility (upward) 

Film (downward) 

Volume (downward) 

Column (downward) 

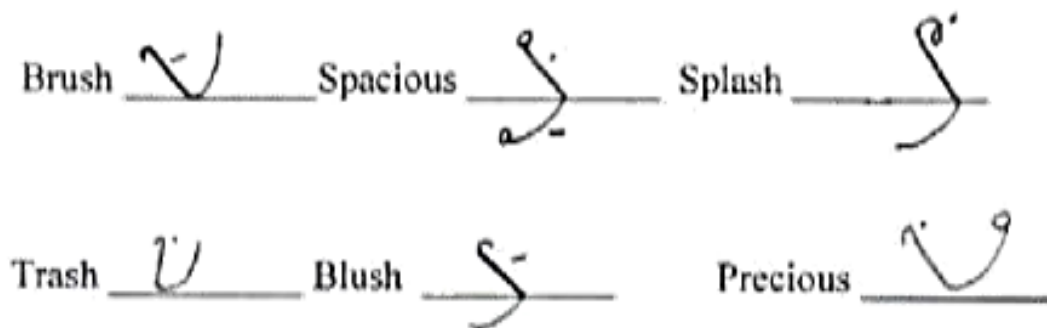
## REVIEW QUESTIONS

1. In which direction consonant L is written after 'SK'?
2. Write the rules for writing consonant L in downward direction.
3. In which direction consonant L is written if it is preceded by a vowel and immediately followed by horizontal consonants?
4. Write any four words in Shorthand by using consonant 'L' in downward direction.
5. State True or False in the following sentences
  - Consonant L is written in upward direction after "SK"
  - Consonant L is written in downward direction if it is preceded by a vowel and immediately followed by consonants, K, G, M, N and 'NG'.
  - Consonant L cannot be written in downward direction)
  - Medial L is always written in upward directions.
  - Most commonly consonant L is written in upward direction.

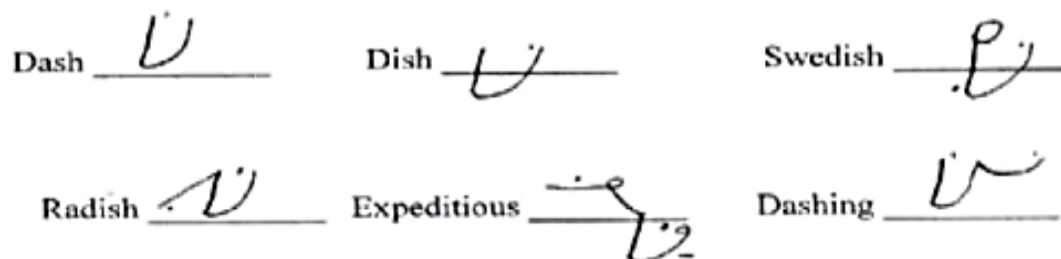
## PART-E UPWARD AND DOWNWARD FORMS OF CONSONANT 'SH'

### Rules

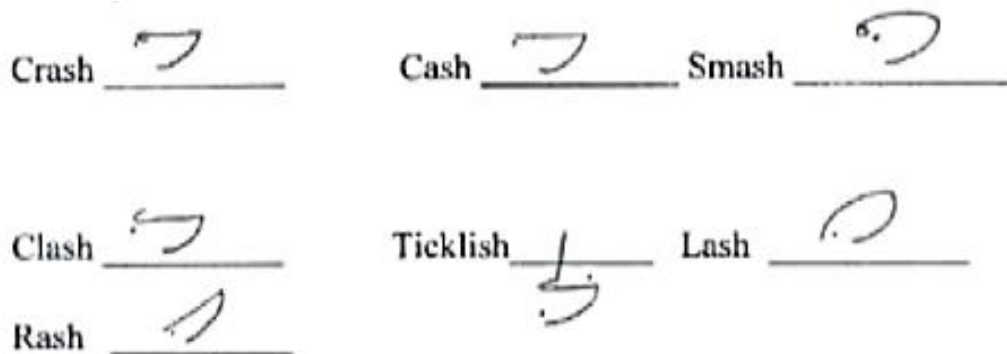
1. Consonant 'SH' should be written against initial attachments in the form of circle, loop or hook with the down straight strokes, except consonant 'D' e.g.



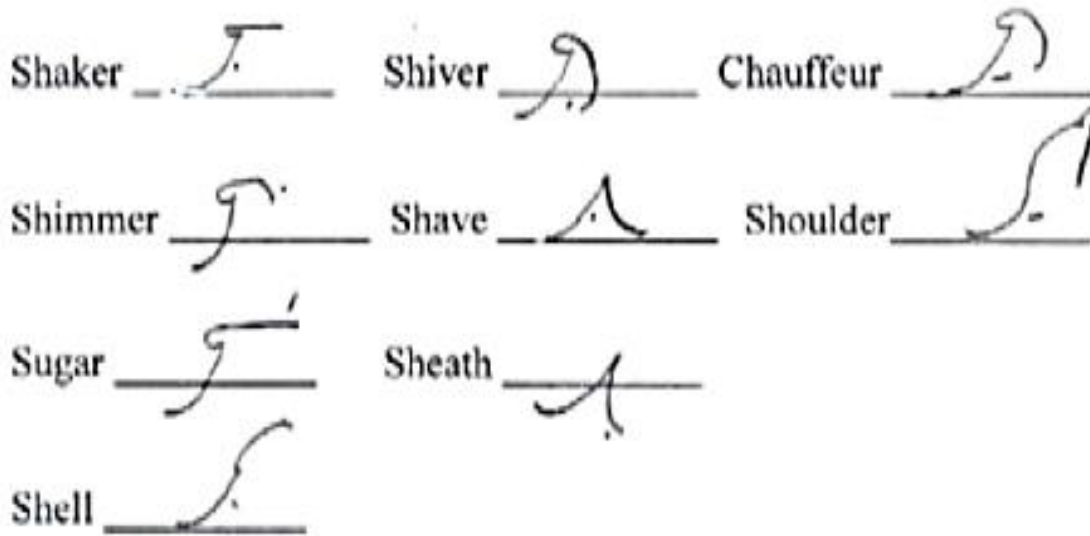
2. After consonant 'D', consonant SH, should always be written in upward direction even if there is an attachment to consonant D e.g.



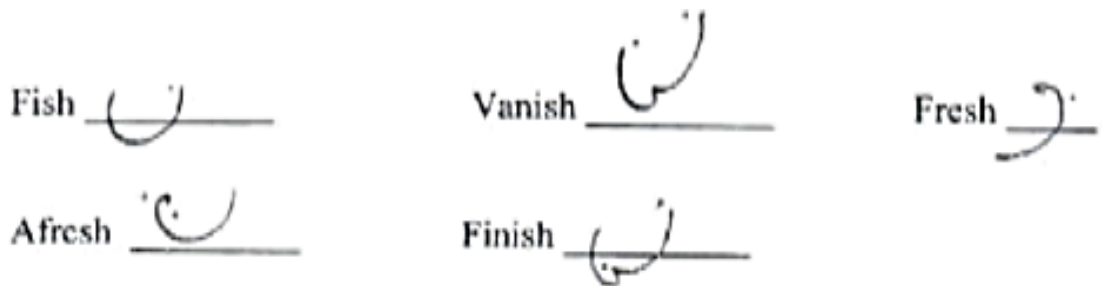
3. Consonant 'SH' should always be written in downward direction after an upstroke, down straight strokes without initial attachments and horizontal strokes e.g.



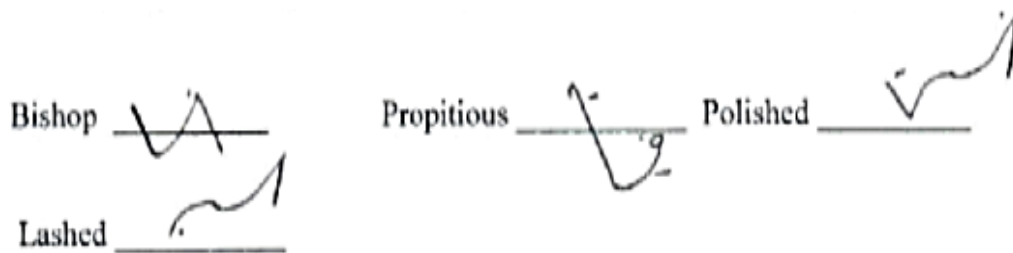
4. Consonant 'SH' should be written in upward direction before consonants F, V, TH, TH, KR. 'GR', 'KL', 'GL', 'FR', 'VR, MR and L e.g.



5. After a down curved stroke, consonant 'SH' may be written according to its motion e.g.



6. Consonant 'SH' should be written in upward direction after two straight strokes, between consonants 'B' & 'P', between 'L' & 'T' and between 'L' & 'D' e.g



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



## REVIEW QUESTIONS

1. Explain with examples the rules for writing Consonant 'SH' in upward and downward directions.
2. Can Consonant 'SH' be written in downward direction after Consonant 'D' with initial attachments in the form of Circle, Loop or Hook?
3. Write four words in Shorthand by using Consonant 'SH' in upward direction.
4. Fill in the blanks with appropriate words in the following sentences:
  - Consonant 'SH' after Consonant 'D' is written in \_\_\_\_\_ direction.
  - Consonant 'SH' is written in \_\_\_\_\_ direction between Consonants 'B' & 'P'.
  - Consonant 'SH' is written in \_\_\_\_\_ direction before F', 'V', 'TH', 'TH', 'KR', 'GR', 'KL' & 'GL'.
  - Consonant 'SH' should always be written in \_\_\_\_\_ direction after an upstroke.
5. State True and False in the following sentences:
  - Consonant 'SH' should be written in upward direction between consonants L & T and L & D.
  - Consonant 'SH' should always be written in downward direction after an upstroke.
  - After Consonant 'D', Consonant 'SH' should always be written in downward direction.
  - Consonant 'SH' should be written in downward direction before Consonants F, V, TH, TH, KR, GR, KL, GL, FR, VR, MR, NR & L.

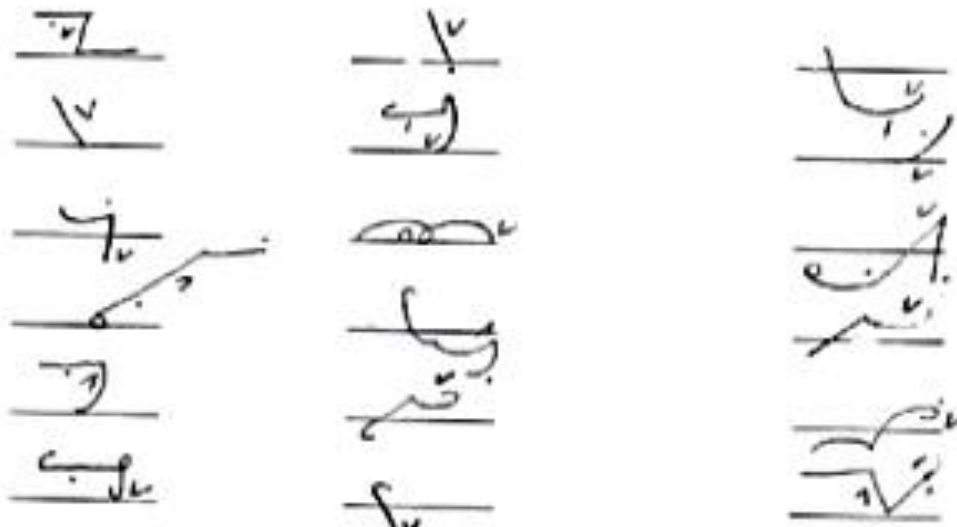
## EXERCISE NO. 1

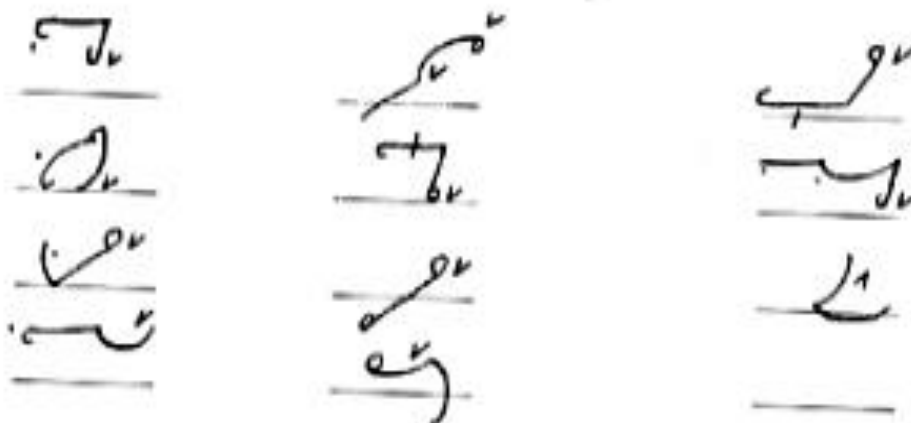
Write the following words in Shorthand:

Knowing	Earlier	Following
Carrier	Reality	Idea
Healthier	Borrowing	Narrower
Aerial	Betrayal	Algebraic
Creation	Re-open	Agreeable
Premium	Ideal	Co-operate
Medium	Material	Experience
Jewel	Convenience	Previous
Obvious	Cordial	Theatre

## EXERCISE NO. 2

Read, copy and transcribe the following words:





### EXERCISE NO. 3

Write the following sentences in Shorthand:

- It is understood that real estate is a wonderful business.
- My friend has ten years' experience in this field.
- All of us will go to the theatre tomorrow.
- We must take into account the previous accounts of the firm.
- He is a Canadian and come here to complete his studies.
- Your premium is due on tenth of July.
- He had cordial relations with his previous Officer.
- You are eligible for this post on the basis of your experience.
- The cost of raw-material has increased.
- The students were playing with Piano in the function of their school.

### EXERCISE NO. 4

Read, copy and transcribe the following sentences:

*(Handwritten practice lines showing various cursive letter forms and combinations.)*

98.  $\frac{1}{2} \log_2 16 = 2$

$\frac{1}{2} (1 + 6) \times$

Handwritten musical notation on a five-line staff, featuring various notes and rests.

↖ 7 6 5 4 3 2 1

9.  $\sqrt{2} \sin \theta + \cos \theta = 1$

$\frac{1}{\sqrt{2}} \begin{pmatrix} 1 & -i \\ i & 1 \end{pmatrix}$

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

مجلس اول - صبح

### EXERCISE NO. 5

Write the following words in Shorthand:

**Soda water**

## Quality

## Bulwark

## Cornwall

## Quality

### Reservoir

**See-weed**

### Qualification

**Frequent**

### EXERCISE NO. 6

Read, copy and transcribe the following words:



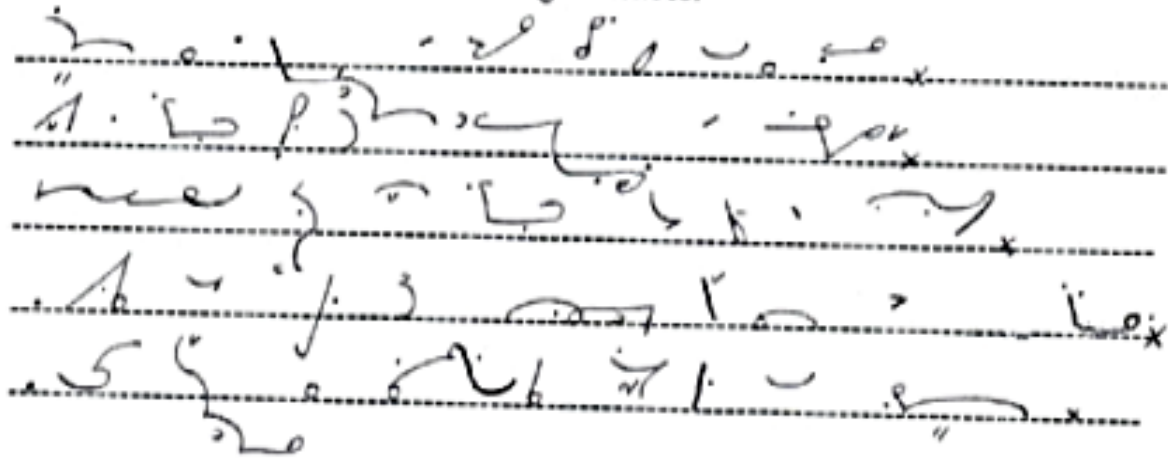
### EXERCISE NO. 7

Write the following sentences in Shorthand:

- The teacher advised the students that the home-work should not be ignored.
- We should store water for the next twelve months.
- He will be of twenty years on Sunday
- The final year students gave farewell to their class mates.
- The wood work done by him was very impressive.

## EXERCISE 8

Read, copy and transcribe the following sentences:



## EXERCISE NO. 9

Write the following words in Shorthand:

Approximate

Proximate

Innovation

Invasion

Monarchy

Monarch

Altitude

Latitude

Extract

Snow

Son

Amazing

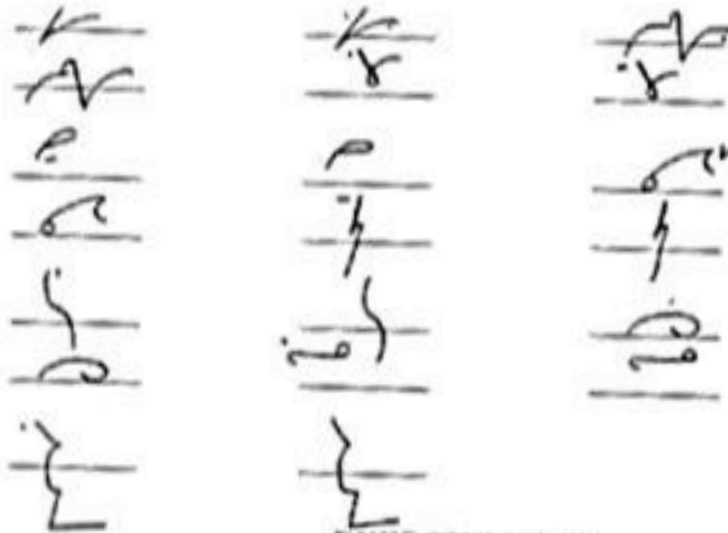
Amusing

Layman

Laymen

## EXERCISE 10

Read, copy and transcribe the following words;



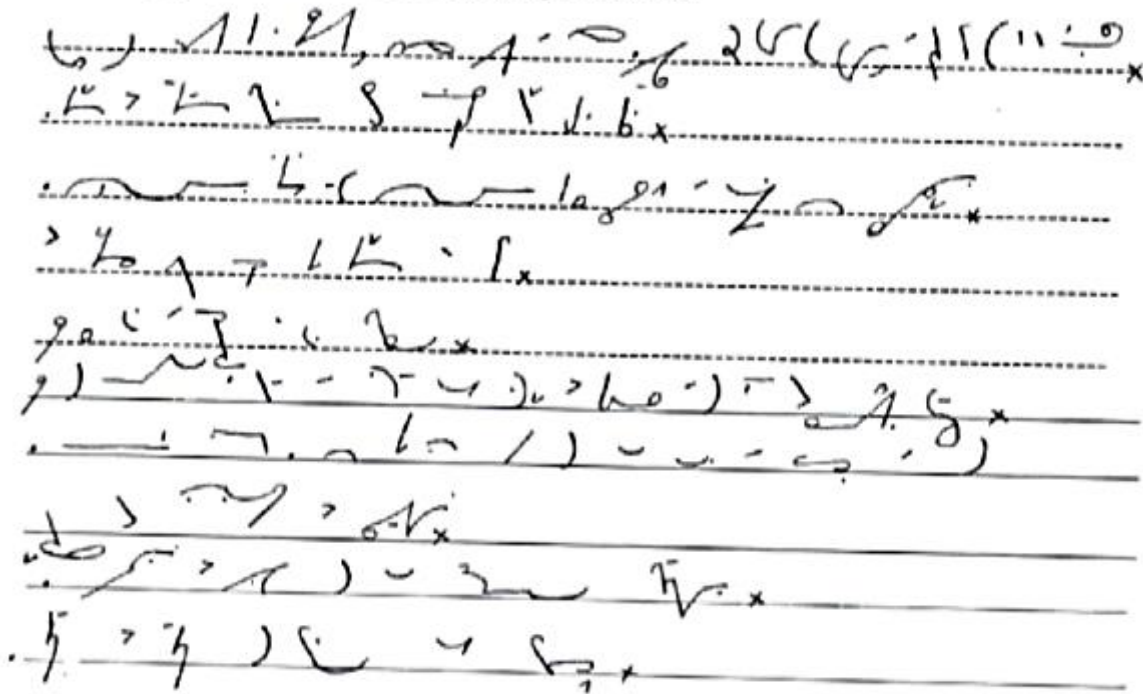
## EXERCISE NO. 11

Write the following sentences in Shorthand:

- The examiner was very liberal and was awarding the marks liberally.
- The snow was melting due to the heat of the Sun.
- He was late so he could not catch the last train to his destination.
- I feel that you cannot fail to fall into the true and right way.
- The motion passed in the House should not hurt the emotions of any person.
- There was an anomaly in the rules passed for the animals.
- The Monarch of the country was actually not in favour of monarchy and hence he resigned from his post.
- The food in the hotel was not at all tasty today.
- The person at the booking window is perfect in his work.
- He was standing opposite the cinema hall.

### EXERCISE NO. 12

Read, copy and transcribe the following sentences:



### EXERCISE NO. 13

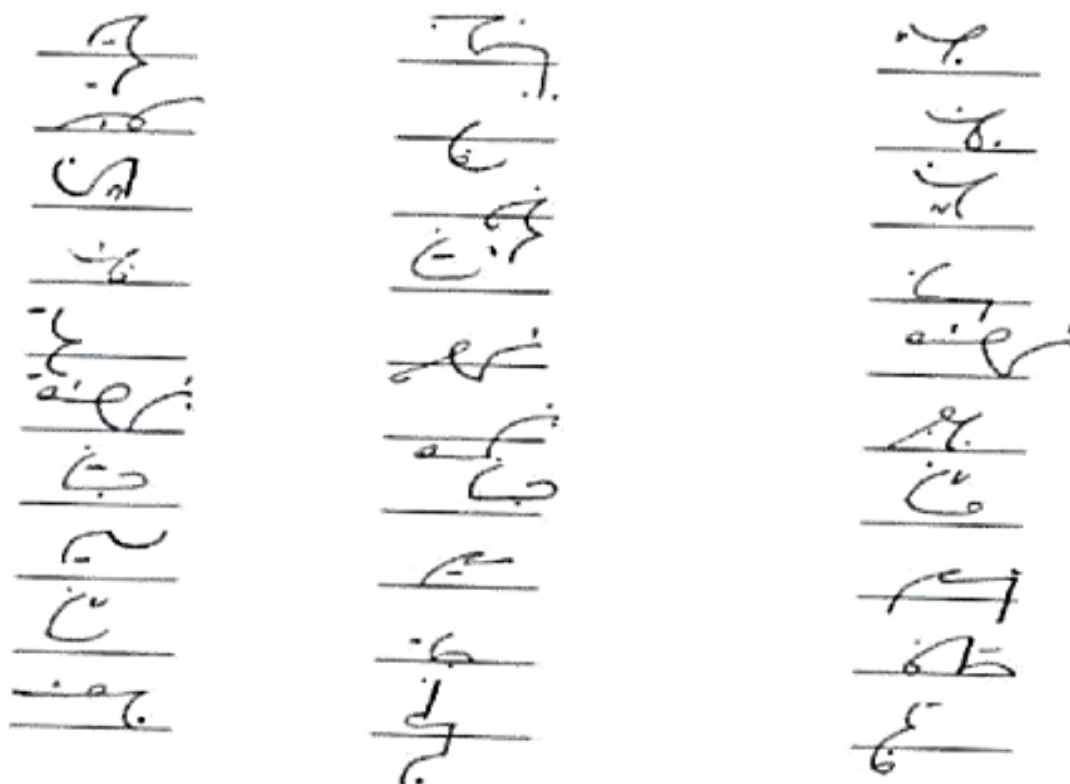
Write the following words in Shorthand:

Scaling	Washing	Cherish
Shoulder	Wholesome	Foolish
Bush	Ailing	Align
Flesh	Smashing	Gnash
Denial	Valued	Aimlessly
Fail	Films	Canals
Whistle	Optional	Actual
Fossil	Nestle	Sensational
Policy	Velocity	Bulk
Unlike	Unlimited	Price-list

### EXERCISE NO. 14

Read, copy and transcribe the following words:





### EXERCISE NO. 15

Write the following sentences in Shorthand:

- The location of the plot on the highway was very attractive.
- The main allegation against him is that he is not an elected representative and hence cannot speak in the House.
- The powers of the Supreme Court are unlimited and its work is praiseworthy.
- The Doctor advised the patient to take lime-water daily.
- We should use the best quality of paper for printing the catalogue.
- My colleague is doing the work very expeditiously.
- All allegations against him are baseless.

# EXERCISE NO. 16

Read, copy and transcribe the following sentences:

١) انا انا انا

٢) انا انا انا انا انا

٣) انا انا انا انا انا

٤) انا انا انا انا انا

٥) انا انا انا انا انا

٦) انا انا انا انا انا

٧) انا انا انا انا انا

٨) انا انا انا انا انا

٩) انا انا انا انا انا

١٠) انا انا انا انا انا

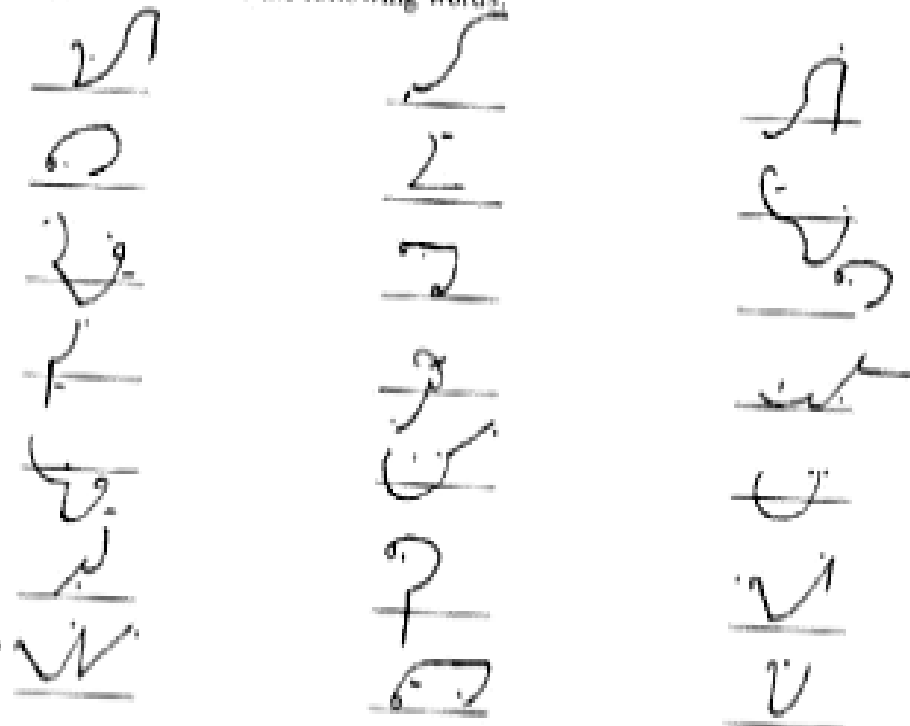
### EXERCISE NO. 17

Write the following words in Shorthand:

Nourish	Shed	Threshing
Shaken	Push	Shelter
Machine	Unsocial	Patience
Schedule	Vicious	Refresh
Appreciatory	Associated	Hush
Fish Shop	Shallow	Fishing
Appreciable	Associating	Childish
Shaft	Socialism	Furnish

### EXERCISE NO. 18

Read, copy and transcribe the following words:



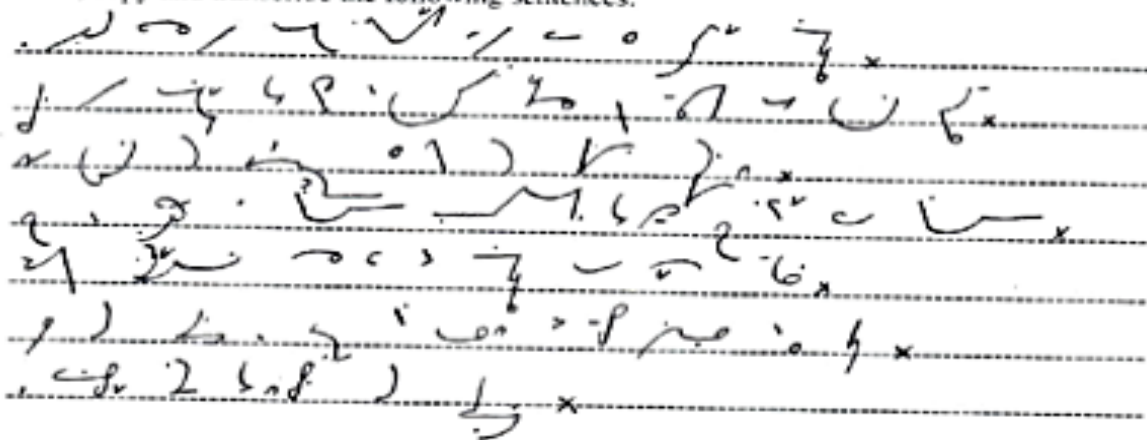
### EXERCISE NO. 19

Write the following sentences in Shorthand:

- He had a refreshing wash followed by a healthy breakfast.
- The night shelters provide relief to the people who do not have any place to sleep.
- The premium for the household insurance policy is due for tenth of March.
- The Bishop of the Church will lead the demonstration to take place on tenth of July.
- The fish market will remain closed on Sunday.
- It will take some time for socialism to come in several countries.
- The Marshall said he will deliver the message by telegram about his promotion.
- He was awarded punishment for smashing the window-panes.
- The sugar mills will be given relief by the Government.
- The move was appreciated by the local police.

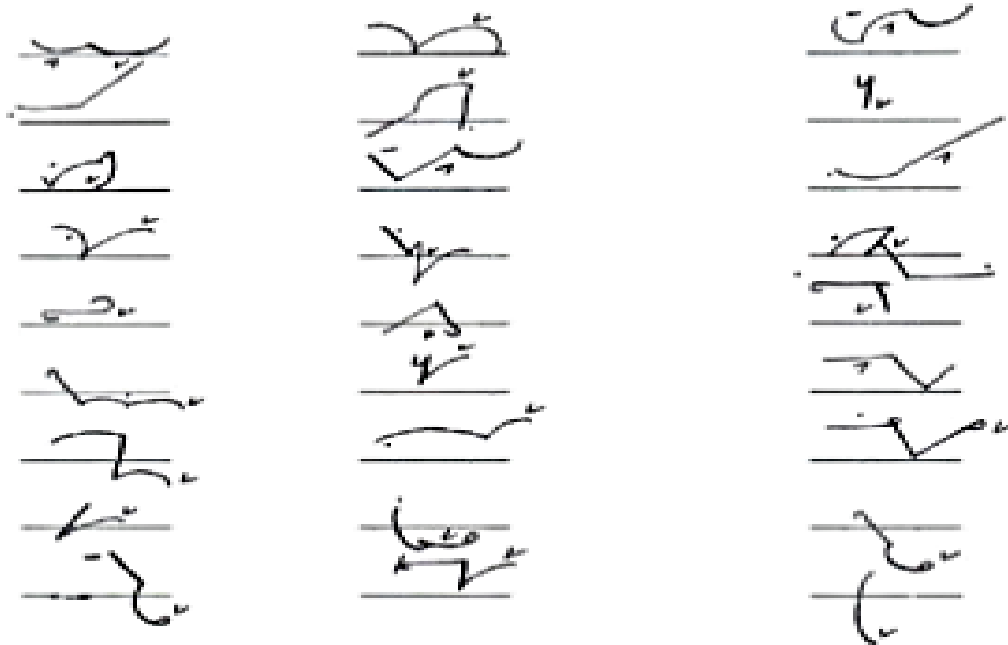
### EXERCISE NO. 20

Read, copy and transcribe the following sentences:



## 1.6 KEY TO ACTIVITY EXERCISES

### EXERCISE NO. 1



### EXERCISE NO. 2

Chaotic  
Payee  
India  
Heroic  
Chaos  
Question  
Guardian  
Wealthier

Paying  
Clothier  
Museum  
Fluency  
Union  
Bluey  
Realise  
Courteous

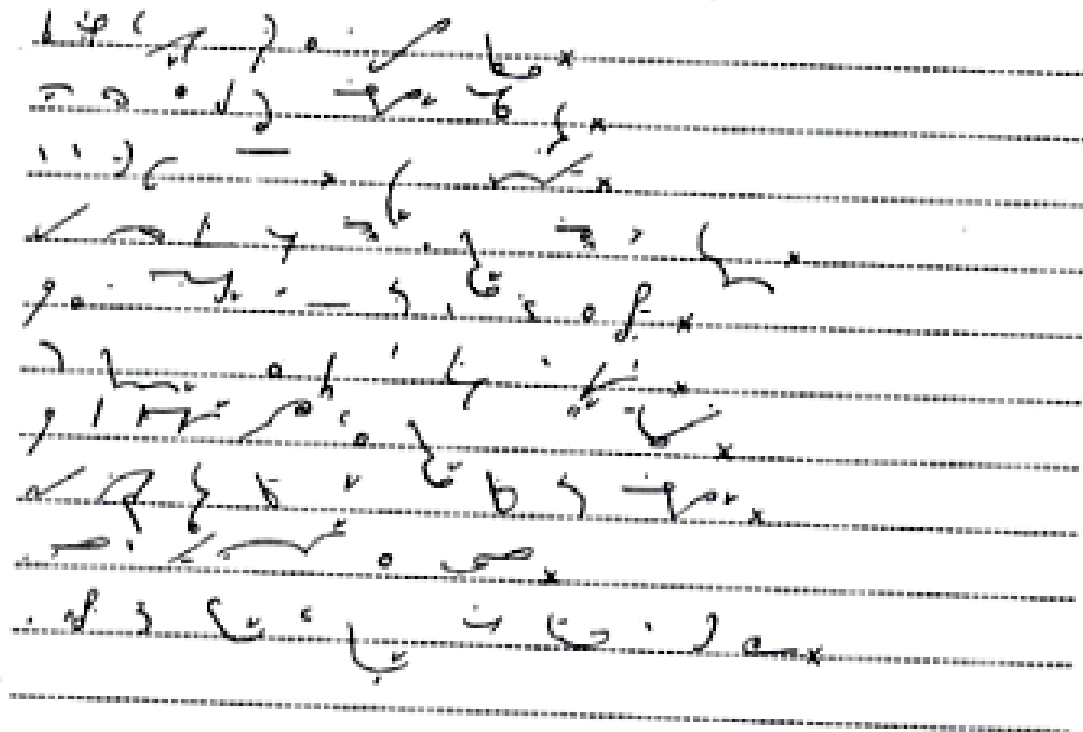
Piano  
Asia  
Seniority  
Ruin  
Million  
Co-Operation  
Glorious  
Canadian

Various  
Accruing

Serious  
Senior

Showing

### EXERCISE NO. 3

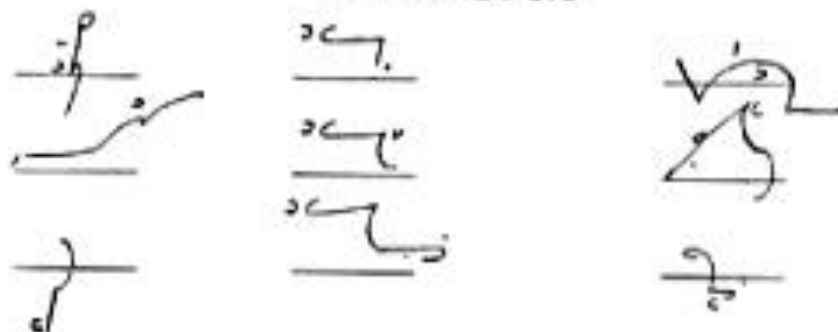


### EXERCISE NO. 4

- Earlier the museum was being run with the help of a Canadian .
- The various aspects of the case will be discussed.
- He will play Piano in the presence of ten million people.
- The question paper was different this year.
- The heavy rains will ruin the crops and will create chaos among the farmers.
- One should be courteous with his friends.
- With the co-operation of all, the nation will be wealthier and we should realise this fact.
- All promotions will take place according to the seniority in the office.
- The cost of material used in the production of furniture has been increased.

- He was looking healthier after his operation and has promised to take various precautions to keep himself fit.

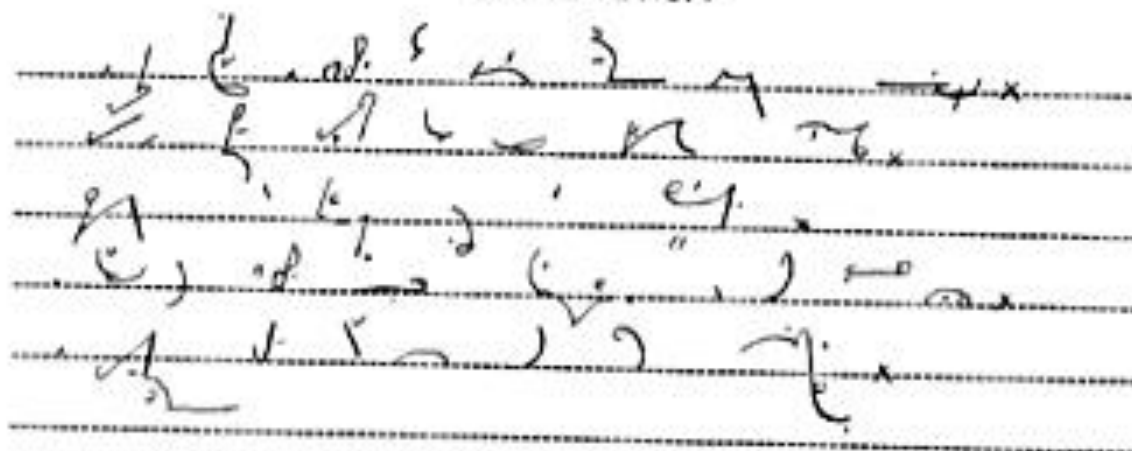
#### EXERCISE NO. 5



#### EXERCISE NO. 6

Subsequent	Butterworth	Fireworks
Pickwick	Abattoir	Misquoted
Dwindle	Wormwood	Free-will

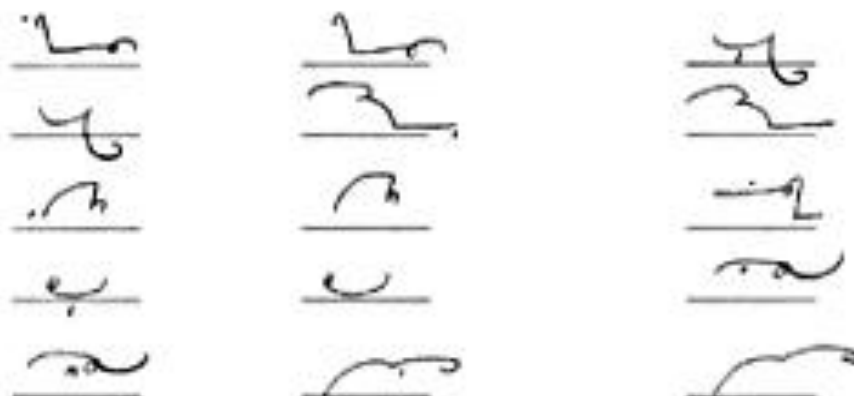
#### EXERCISE NO. 7



#### EXERCISE NO. 8

- Ram is a book-worm and always stands first in his class.
- Write an application stating your qualifications and experience.
- I am enclosing herewith my application for the post of Manager.
- The rates in the tender were mis-quoted by some of the companies.
- The National Fire-works is celebrating its annual day in September.

#### EXERCISE NO. 9

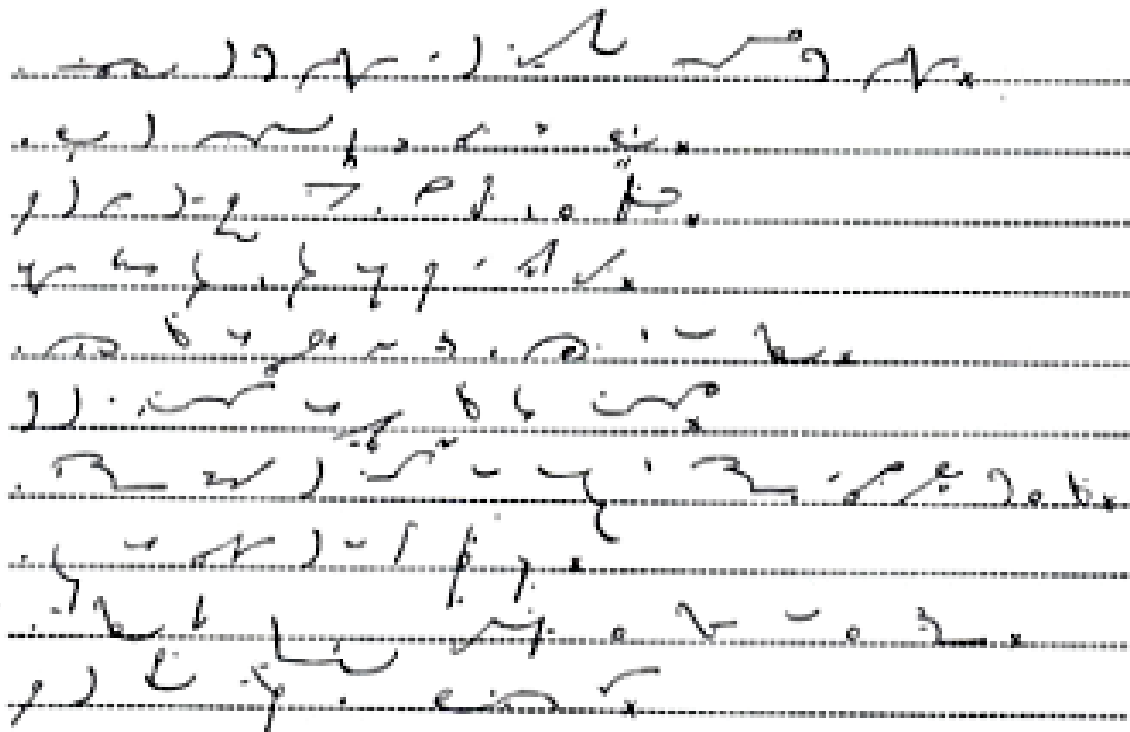


#### EXERCISE NO. 10

Chill	Chilly	Liberally
Liberal	Absolute	Obsolete
Lost	Last	Sulphate
Sulphate	Auditor	Daughter
Afar	Far	Emotion
Motion	Across	Cross
Apathetic	Pathetic	



### EXERCISE NO. 11

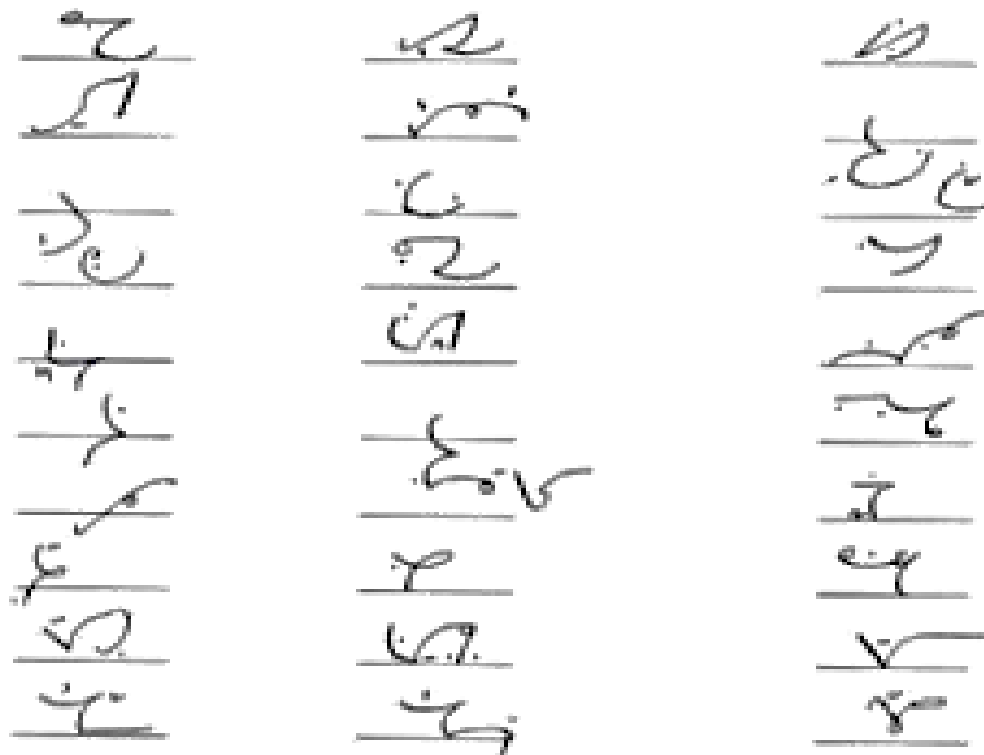


### EXERCISE NO. 12

- If you wish to write at a high speed you must read and master the rules so as to follow them fully, and be able to apply them on all occasions.
- The time of the autumn break has been extended by ten days.
- The monkey attacked the old Monk at his house and injured him seriously.
- All the items should be counted at the time of their delivery.

- He is fat and cannot be called a fit person.
- He was carrying a bow and arrow in the area of the defence and was ca security forces.
- The Cook kept the meat at the meat which was not neat and clean and w by the Manager of the hotel.
- The relay of the rail engine was not working properly..
- The daughter of the Auditor was playing in the playground.

#### EXERCISE NO. 13



#### EXERCISE NO. 14

Lawful

Calamity

Nicely

Muscle

Listen

Enlist

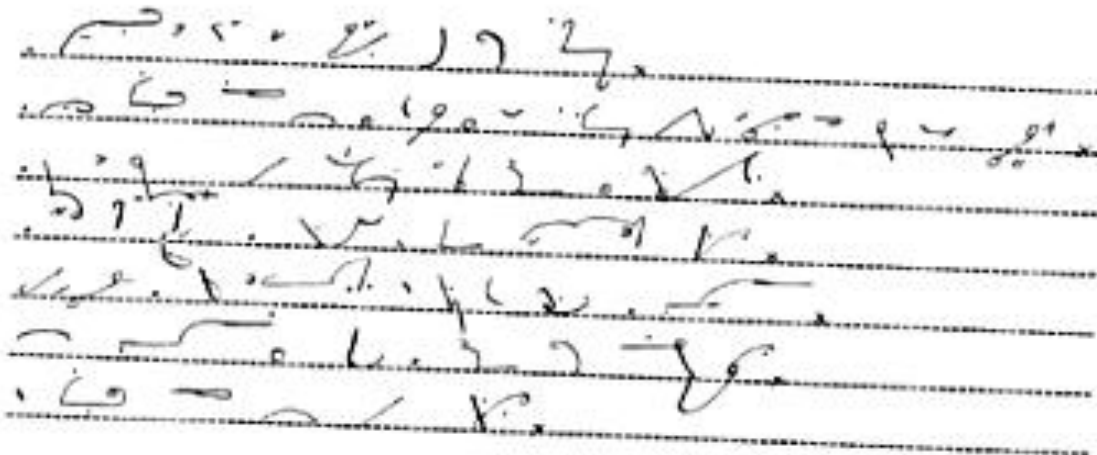
Valued

Wilful

Annual

Unless	Alone	Elected
Awful	Useful	Successful
Successfully	Sickly	Recently
Allocation	Allegation	Alliance
Long	Local	Liquid
Align	Ultimate	Seldom
Exactly	Adequately	Thoughtless

#### EXERCISE NO. 15

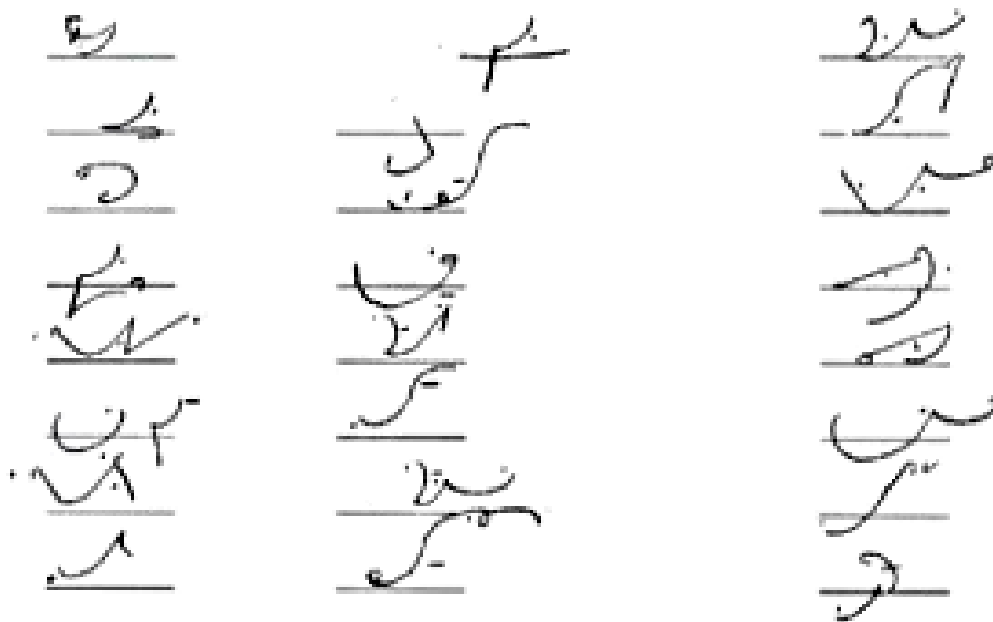


#### EXERCISE NO. 16

- The Annual Day was celebrated successfully.
- There was a huge loss in Northern States due to natural calamities.
- The allocation of the seats will be done exactly at ten and everyone should be present.
- It is the policy of the Government to reserve seats in the educational institutions.
- The ailing lady was taken to the primary health centre by the local police.
- It is optional to take Paper Number six.

- We should respect our valued customers and treat them nicely.
- The Price list is being enclosed along with the catalogue and there are unlimited concessions to the elected members.
- The films society of India has recently given long term loans to their workers.
- Enlist the features of small scale industries

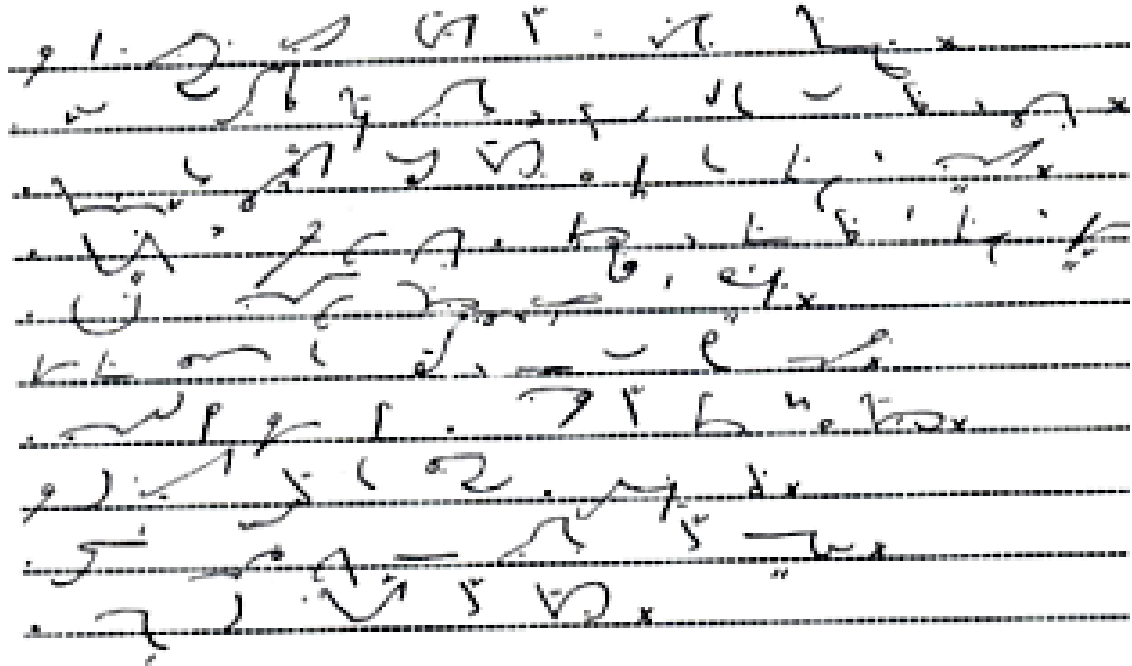
#### EXERCISE NO. 17



#### EXERCISE NO. 18

Threshold	Shawl	Shield
Slush	Shock	Flourish
Auspicious	Gracious	Smash
Shadow	Furnish	Unshackle
Fictitious	Fishery	Fishy
Racial	Smashed	Appreciated
Appreciatory	Sluggish	Trash

#### EXERCISE NO. 19



#### EXERCISE NO.20

- The racial remarks are never appreciated and are called as childish activities.
- Tenders are invited for the supply of fishery items to be sold in fish shops.
- You should finish your homework as per your daily schedule.
- You have to furnish a bank guarantee for the loan you have applied in our bank.
- I would be associating myself with all the activities in my office.
- He was shaken to hear the bad news of the sudden illness of his daughter.
- The question asked by the students was ticklish.

## **UNIT 2**

### **PREFIXES & SUFFIXES**

#### **2.1 INTRODUCTION**

The main objective of every new lesson of Shorthand is to secure brief outlines, to avoid awkward combinations in the ease of frequently occurring syllables, either in the beginning or the end of a word and to write maximum number of words in the minimum time This Unit has been written to meet all the above requirements of Shorthand writers

It is hoped that you have undertaken repeated practice of Unit I wherein you were explained about the use of Diphones, Medial Semi-Circle, Essential Vowels, Upward and Downward Consonant 'L' and Upward and Downward Consonant SH. By going through this have come to know about the Shorthand outlines of several new words.

In this Unit you will be explained the use of Prefixes and Suffixes which are very helpful in acquiring high speed in Shorthand.

#### **2.2 LEARNING OBJECTIVES**

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

- know the meaning of the terms Prefixes and Suffixes;
- learn the use of Prefixes and Suffixes;
- distinguish between Prefixes and Suffixes
- identity new words which can be written by the use of Prefixes and Suffixes
- identify the various signs/forms representing Prefixes and Suffixes
- to undertake repeated practice of the words written with the help of Prefixes and Suffixes

## 2.3 MEANING

Prefix means to fix a part of the word before the other part

Suffix means to fix a part of the word after the first part

This Unit has been divided into the following two parts:

Part A                      Prefixes

Part B                      Suffixes

### PART-A    PREFIXES

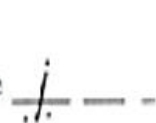
#### RULES

1. Initial Com. or Comm, or Con, or Conn.' is represented by a light dot at the beginning of the following stroke. The outline will be written according to the first sounded vowel after the Prefix Com or Con, or Conn. E.g.


Confine 

Confess 


Contain 

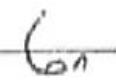
Committee 

Combine 

Common 

Congress 


Convene 

Confuse 


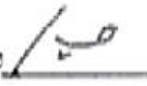



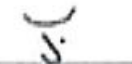
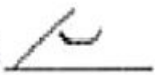
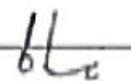
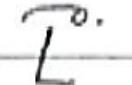
But in certain words, it is convenient to write the Prefix in full in words such as:

Commission 

Commerce 

Conquer 

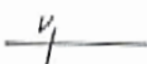
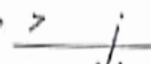
2. Medial Con, or Com or Cum or Cog, is represented by writing the previous and the following forms disjoined e.g.

Incomplete  Recognize  Incompetent   
 Welcoming  By consent  Incumbent   
 Recommend  Discontinue  Misconduct 

Medial Con, or Com. may also be applied in Phraseography e.g.





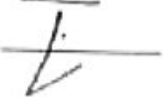
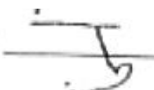
**I am content** 

Medial Com or Con, may be represented by disjoining the upward dash grammalogue to the following word, but not in case of downward dash grammalogue e.g.

'On the Committee'  but 'Of the Committee' 




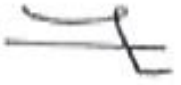


The outlines will be written according to the first sounded vowel

3. Initial accom or accommo is represented by Consonant K either joined or disjoined. The outline must always be written at first place because the first sounded vowel in accom or accommo' is of first place e.g.

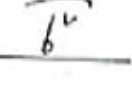
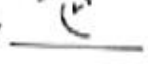
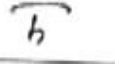
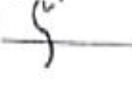

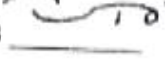
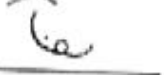
Accommodate  Accompany   
 Accommodation  Accomplish   
 Accommodator  Accomplisher 




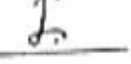
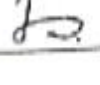





4. Initial 'Intro' is represented by double length N ('ntr.") The outline will always be written in third position because the first sounded vowel in 'intro' is of third place e.g.

Introduce  Introducing  Introduction   
 Introspect  Introspection  Introducer 

5. Initial 'magna', 'magne', 'magni' is represented by disjoined Consonant "M". The outline will be written in the first place because the first sounded vowel in 'magna. etc. is of first place. E.g.

Magnetize  Magnify  Magnitude   
 Magnifier  Magnanimity  Magnanimous   
 Magnificent 

6. Initial 'Trans' will be represented by writing 'Tras' (omission of 'N'). The outlines will be written in the first position because the first sounded vowel in Trans. is of first place, e.g.

Transfer  Transmit  Transmission   
 Transcribe  Transport  Transmitter   
 Translate  Transgression 

But sometimes the full outline is more convenient in words like:

Transit Li Transaction Li Transcend Le  
 Transfuse Li

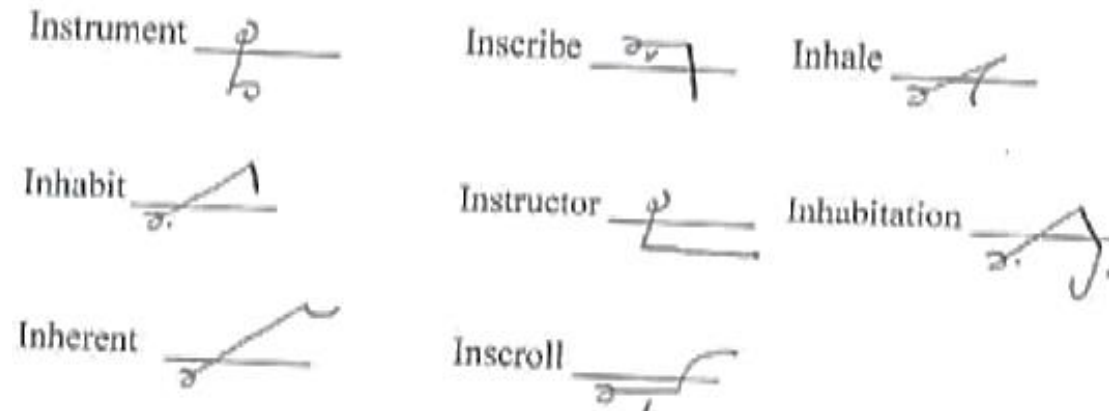
7. Prefix 'Self' is represented by a disjoined Circle written close to the following stroke in the second vowel place. The outline will always be written in the second position because the first sounded vowel in 'self' is of second place e.g.

Self-defence o Self-satisfied o Self-help o  
 Self-made o Self-denial o Self-possession o  
 Self-love o Self-imposed o Self-reliance o

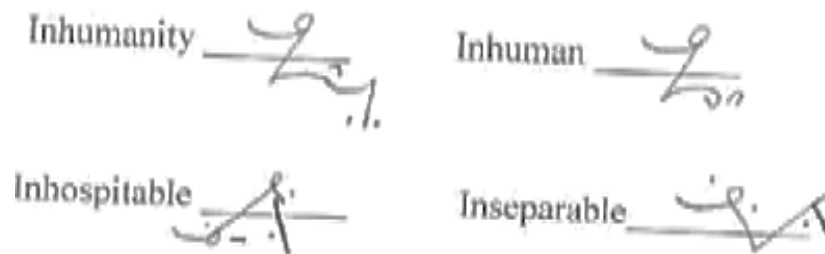
8. Self-con' of self-com' is presented by a disjoined Circle written in the position of con, com dot and there is no need of writing con' or 'com dot. The outlines will always be written at the second position because the first sounded vowel in "self-con is of second place e.g.

Self-control i Self-confident i  
 Self-congratulation o Self-contained i  
 Self-conscious i Self-composed i  
 Self-confidence i Self-congratulate o

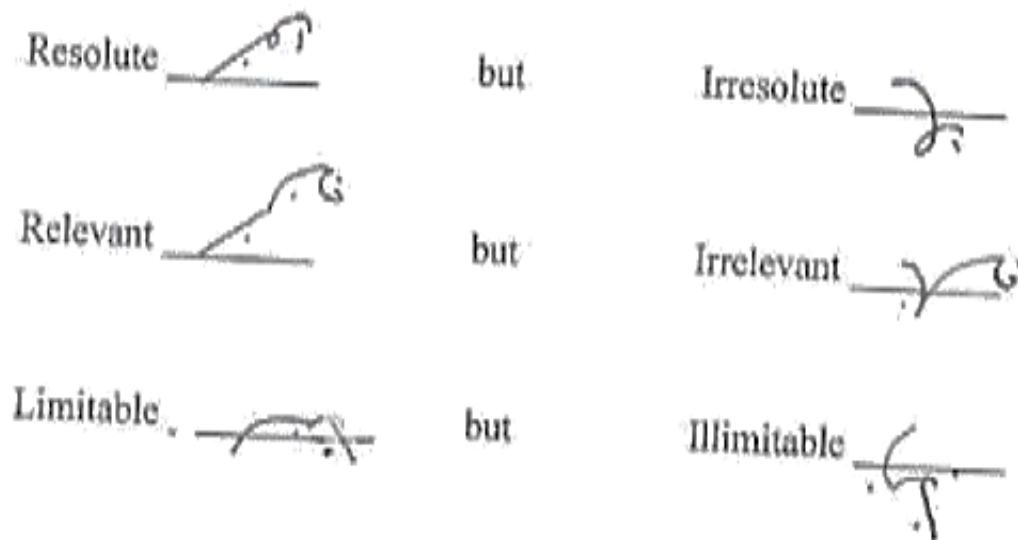
9. In before str, skr and upward H will be represented by a small hook written in the clockwise motion (Right motion). The outlines will always be written in the third position because the first sounded vowel in 'in' is of third place e.g.



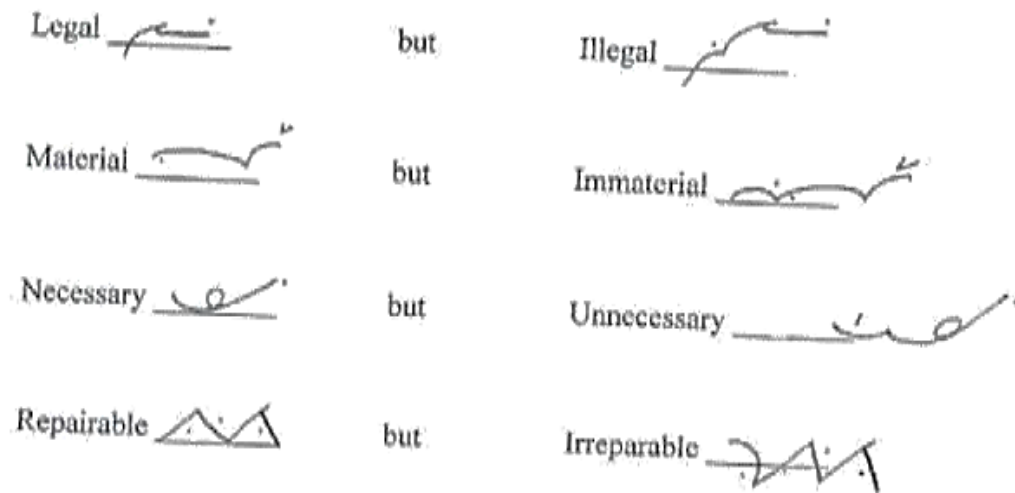
The small hook for 'in' should not be used in the case of negative words. In negative words, 'in' must be written with consonant 'N' e.g.



10. In cases where two 'Ls or 'Rs' come initially, they may be represented by only one downward L or R provided the rule permit for writing them in downward direction e.g.



But in case distinctive and convenient outline is not obtained, then two Ls, Rs. Ms, Ns, should be written e.g.



11. Grammalogues are also used as Prefixes e g



## 2.4 REVIEW QUESTIONS

1. Write the Shorthand outlines of ten words using Prefixes.
2. At which place the outlines of the words written by using Prefix 'accom' or 'accomo' are written?
3. Name the Prefixes which are represented by a small disjoined circle.
4. By which Consonant Prefix 'Magna' or 'magne' or 'magni' is represented?
5. Name the Consonant by which Prefix 'Intro' is represented.
6. Fill in the blanks with appropriate words in the following sentences:
  - Initial Com' or 'Con' is represented by a \_\_\_\_\_
  - Disjoined 'M' represents Prefix \_\_\_\_\_
  - Prefix 'Intro' is represented by double length Consonant \_\_\_\_\_
  - 'In' before 'str', 'skr' & 'h'(upward) is represented by \_\_\_\_\_
  - Prefix 'accom' or 'accomo' is represented by \_\_\_\_\_

## PART B-SUFFIXES










### RULES

1. Ing.' is represented by Consonant 'NG'. Wherever consonant 'NG' is not convenient to write, then a light dot is used at the end of the stroke. This light dot will represent the sound of 'NG' e.g.







Trying       Playing       Staying 

This light dot for 'NG' will be written in the following cases:

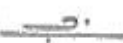


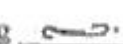




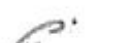









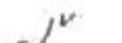




- After light straight strokes and downward 'R' e.g.

Paying       Etching       Teaching   
Keeping       Hiring       Sitting   
Repairing       Securing       Admiring 

- After 'ns' circle e.g.



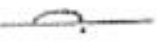
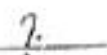



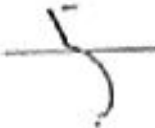
Experiencing       Dancing       Enhancing   
Bouncing       Cleansing       Rinsing 

- After K', 'G', 'NG', 'SH' hooked finally, upstrokes hooked finally, ST or STR Loops and Shun Hook e.g.

Caving  Cliffling  Mentioning   
 Grieving  Craving  Cautioning   
 Functioning  Turning  Lining   
 Learning  Sanctioning  Posting   
 Plastering  Clustering  Boasting   
 Mastering  Nesting  Investing   
 Shining  Waving  Serving   
 But words like Testing  Suggesting  etc.

Should be written by using ST loop and consonant 'NG'

- After a half-length or double-length stroke when no angle is formed by the use of Stroke 'NG' e.g.

Motoring  Fielding  Meeting   
 Treating  Cheating  Hoarding   
 Ordering  Bordering 

- After Grammalogues where Stroke "NG' is not convenient e.g.

Coming — Thinking ⌋ Remembering ⌋  
 Numbering ⌋ Delivering ⌋ Cheering ⌋  
 But some words like Having ⌋ Surprising ⌋ Calling ⌋  
 Influencing ⌋ Wishing ⌋ Distinguishing ⌋  
 Relinquishing ⌋ etc. should be written by using Consonant 'NG'.

'INGS' will be indicated by a final dash to be written perpendicular to the stroke  
 e.g.

Meetings — Sitings ⌋ Stitchings ⌋  
 Etchings ⌋ Plottings ⌋ Windings ⌋

Stroke 'NG' will always be used when coming medially e.g.

Admiringly ⌋ Sparingly ⌋  
 Preservingly ⌋ Observingly ⌋  
 Hesitatingly ⌋ Rotatingly ⌋

2. Ality. Ility, Arity, Ority, Elty and other similar terminations are expressed by disjoining the stroke coming before the termination to the other remained stroke.

Thus, the disjoining will indicate the Suffix after the disjoined stroke and it will not confuse with a medial 'Com'. E.g.

Formality فـ

Majority أـ

Minority قـ

Feasibility بـ

Possibility كـ

Hostility دـ

Totally لـ

3. Ment.' is indicated by 'mnt'(Half-length M and N Hook) but whenever it is not convenient, then NT (half-length N) can be written to represent 'ment' e.g.

Agreement مـ

Enjoyment نـ

Payment مـ

Department نـ

Apartment نـ

**BUT**

Refinement مـ

Pavement نـ


Consignment مـ


Announcement نـ


Resentment مـ




4. Mental, Mentally and Mentality are represented by Stroke MNT (Half-length M and N Hook) disjoined e.g.


Experimental 

Experimentally 


Experimentality 

Instrumental 


Instrumentally 


Instrumentality 


Monumental 

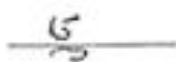
Monumentally 

Regimental 

Regimentally 

Fundamental 

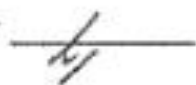
Fundamentally 

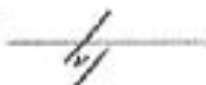
Fundamentality 

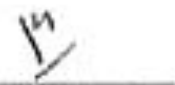
5. Logical-ly are represented by disjoined Consonant 'J' e.g.


Psychological 

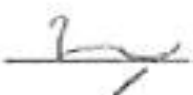
Psychologically 

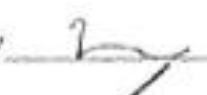
Geologically 

Geological 

Biological 

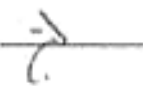
Biologically 

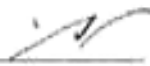
Terminological 


Terminologically 


6. LY' is represented by disjoined/joined Stroke 'L'e.g.

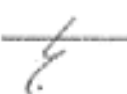
Friendly 

Openly 

Urgently 


Obediently 

Blindly 

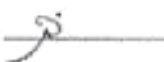
Chiefly 

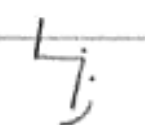
7. "Ship' is represented by joined or disjoined stroke 'SH' e.g.


Relationship 


Leadership 

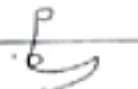
Scholarship 

Friendship 

Dictatorship 


Censorship 

Prime-Minister ship 

Citizenship 

Directorship 

8. Fullness is indicated by 'FS'(Consonant F and Circle S) e.g.

Carefulness 

Usefulness 


Restfulness 

9. Lessness or Louseness are represented by "LS'(Consonant L. and Circle S) e.g.

Hopelessness 

Lawlessness 

Thoughtfulness 

Sleeplessness 

10. "Ward", "Wort", "Wart" is represented by Half-length Consonant 'W' e.g.

Backward 


Awkward 

Forward 

Stalwart 

Wayward 
















11. Yard is represented by half-length consonant 'Y' e.g.

Brickyard 

Graveyard 

Courtyard 

12. Compound words of "here", "there", "where" etc. are represented as follows:

	In	on	at	to	with
Here					
Where					
There					

## REVIEW QUESTIONS

1. Write the Shorthand outlines of ten words using Suffixes.
2. How the Suffixes 'ality', 'ility', 'arity', 'elty', etc. are represented in Shorthand?
3. Name the Suffix which is represented by joined or disjoined Consonant L.
4. By which Consonant Suffix 'Ship' is represented?
5. Name the disjoined consonant by which Suffixes mental, mentally and mentality are represented.
6. Fill in the blanks with appropriate words in the following sentences:
  - 'Fullness' is indicated by \_\_\_\_\_ in forming Suffixes.
  - Ship is represented by \_\_\_\_\_ in forming Suffixes.
  - \_\_\_\_\_ is represented by joined/disjoined Stroke L in Suffixes.
  - Logical/Logically is represented by \_\_\_\_\_ consonant J in forming Suffixes.
  - \_\_\_\_\_ are represented by stroke MNT (Half-length M & N Hook) disjoined in forming Suffixes.
7. State True and False in the following sentences:
  - Ings' is indicated by a final dash to be written perpendicular to the stroke.
  - Suffixes 'mental', 'mentally, mentality' are represented by Stroke MNT joined.
  - Logical and logically are represented by joined Consonant J.
  - Lessness or Louseness are represented by Consonant L.
  - Word/Wort/Wart is represented by half-length consonant W.

## 2.5 ACTIVITY EXERCISES

### EXERCISE NO. 1

Write the following words in Shorthand:

Connection

Re-control

I shall continue

Transplant

Re-concile

Introversion

Please convey

Unconditional

Self-taught

Self-imposed

Conflagration

Recognition

Magnetized

Constance

Well-conducted

Magnetic

Condense

Conjoin

Complex

Combat

Compilation

I may confess

Self-feeder

Comply

Non-conductor

Self-conscious

Congratulated

Commander

Confuse

Transaction

### EXERCISE NO. 2

Read, copy and transcribe the following words:

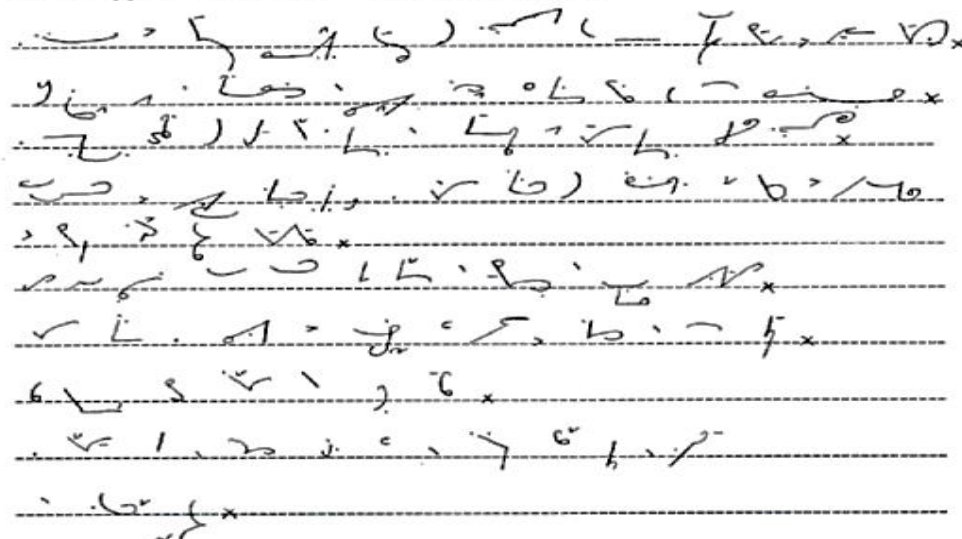
### EXERCISE NO. 3

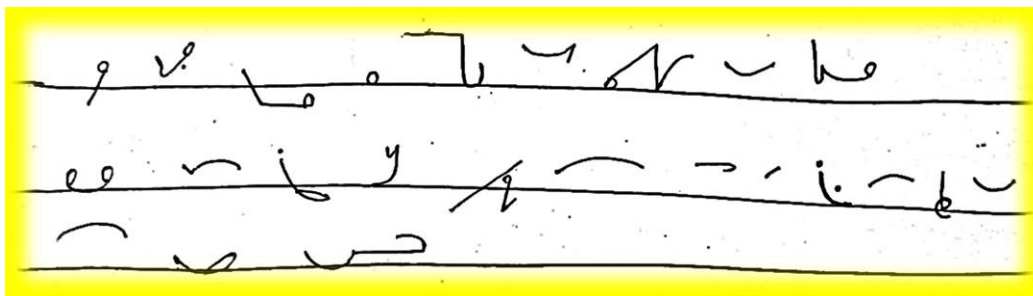
Write the following sentences in Shorthand:

- You will have to comply with the orders given to you by your Executive.
- Please convey the message about the recognition of the services rendered by our group.
- It seems to be a complex question but I shall continue to solve it.
- One should concentrate on the topics and should avoid doing self-praise.
- A letter has been written to the Vice-Chancellor to condone the delay in admission to under-graduate courses by two months.
- The annual examinations should commence before the summer starts.
- A decomposed body has been found in the forest and it was unnoticed for several days.
- He belonged to a minority community and was congratulated on his being appointed as the Head of the Institution.
- Recognizing the urgency of the situation the Committee recommended ten new fair price shops in the minority community areas.
- The question of introducing the new Bill was questioned in the Parliamentary Committee as it did not accommodate all the communities of the society.

### EXERCISE NO. 4

Read, copy and transcribe the following sentences:





### EXERCISE 5

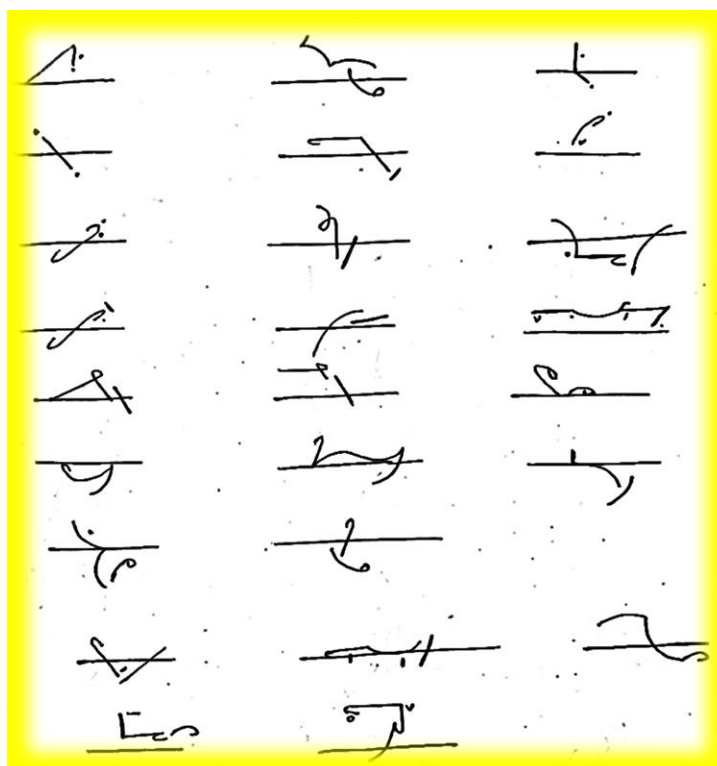
Write the following words in shorthand

Running  
Winning  
Resting  
Finding  
Novelty  
Mythological  
Clerkship  
Faithfulness  
Solidarity  
Championship

spying  
Reaching  
watching  
Budgeting  
Similarity  
Disability  
Township  
harmfulness  
Amazement  
Joylessness

Surrendering  
Catching  
Repeating  
Leaning  
Taxability  
Detrimentially  
Professorship  
cheerlessness  
Achievement  
Gracefulness

### EXERCISE 6



### EXERCISE 7

#### Write the following sentences in shorthand

The first meeting of the Selection Committee for Professorship was held under the Chairmanship of the Secretary, Department of Education.

The Weaving mills in the area are finding it difficult to survive in view of the increasing prices.

The way of functioning of the Chairman shows the quality of his leadership.

A meeting was held on Saturday and those who were caught cheating during the course of examination, were punished.

I have attended his several meetings and watched him admiringly putting his point of view about the futility of enhancing the allowances of his employees.

Restlessness and not restfulness prevailed all the night as the doctors were struggling with all types of instruments to save his life.

If the law and order fails, the lawlessness and restlessness prevails.

Even the faithfulness of some of the sincere workers is doubted.

Majority of decisions taken under his chairmanship were appreciated by all.

He is living in the hostel under the guardianship of one of his teachers.

### EXERCISE NO. 8

Read, copy and transcribe the following sentences:

1. The first meeting of the Selection Committee for Professorship was held under the Chairmanship of the Secretary, Department of Education.

2. The Weaving mills in the area are finding it difficult to survive in view of the increasing prices.

3. The way of functioning of the Chairman shows the quality of his leadership.

4. A meeting was held on Saturday and those who were caught cheating during the course of examination, were punished.

5. I have attended his several meetings and watched him admiringly putting his point of view about the futility of enhancing the allowances of his employees.

6. Restlessness and not restfulness prevailed all the night as the doctors were struggling with all types of instruments to save his life.

7. If the law and order fails, the lawlessness and restlessness prevails.

8. Even the faithfulness of some of the sincere workers is doubted.

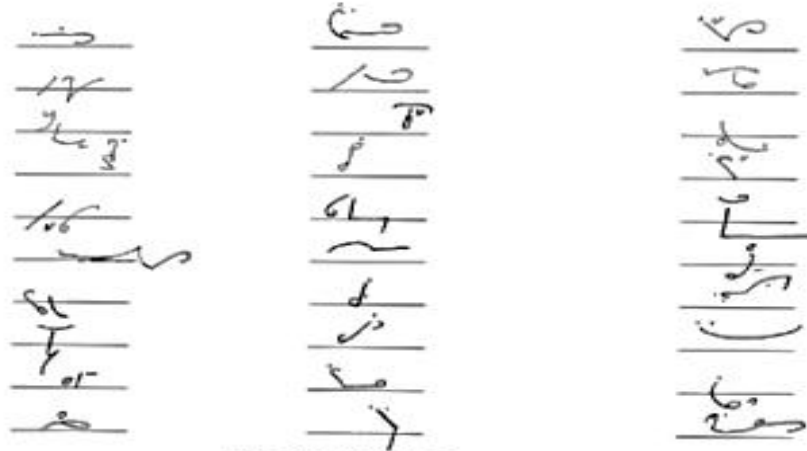
9. Majority of decisions taken under his chairmanship were appreciated by all.

10. He is living in the hostel under the guardianship of one of his teachers.



## 2.6 KEY TO ACTIVITY EXERCISES

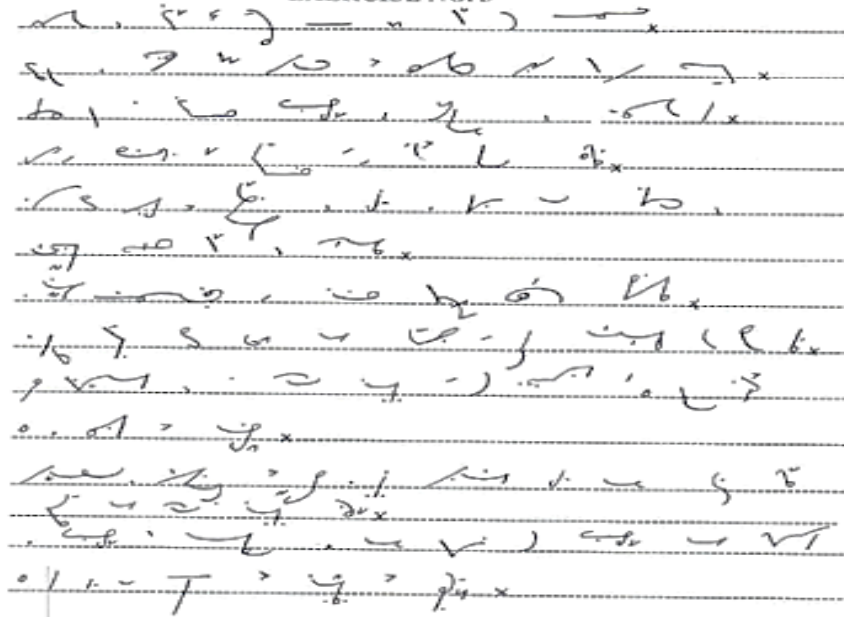
### EXERCISE NO. 1



### EXERCISE NO. 2

Conservative	Concentrate	Compile
Communication	Recommendation	Circumference
I am compelled	Should commence	Self-reliance
Self-praise	Transform	Condone
Misconduct	Decompose	Disconnected
Sub-conscious	Self-condemnation	Introspective
Self-complacent	Conceal	Conduct
Contact	Ill-concealed	In our communication
Comply	Unnoticed	Confusion
Contractors	Transfuse	Compensate

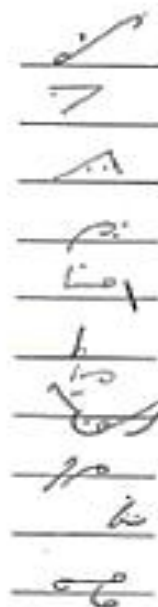
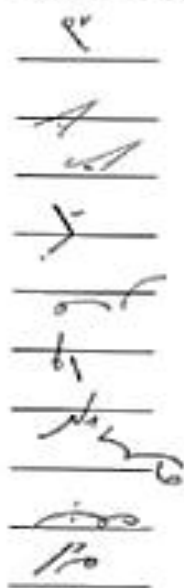
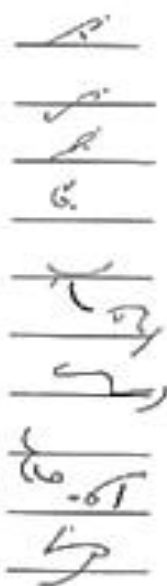
### EXERCISE NO. 3



### EXERCISE NO. 4

- The Commander of the Border Security Force was congratulated for giving an unconditional support to the local police.
- I was confused how a transaction of huge amount has taken place without my signatures.
- The Kidney transplant was done by a team of Doctors and the whole team deserves congratulations.
- In our communication to the Regional Education Committee, the whole attention was concentrated on the basis of the recommendations of the Special Committee appointed for this purpose.
- One should not conceal any information at the time of submission of Income Tax Return.
- I will contact the Head of the Institution with regard to the admission of my daughter.
- This Book has been compiled by three authors.
- The Pilot had to remain content with two combat flights due to shortage of aviation fuel.
- He always books his accommodation in the hotel in advance.
- Since I am confused, I shall re-consider the matter again and convey my decision in my next communication.

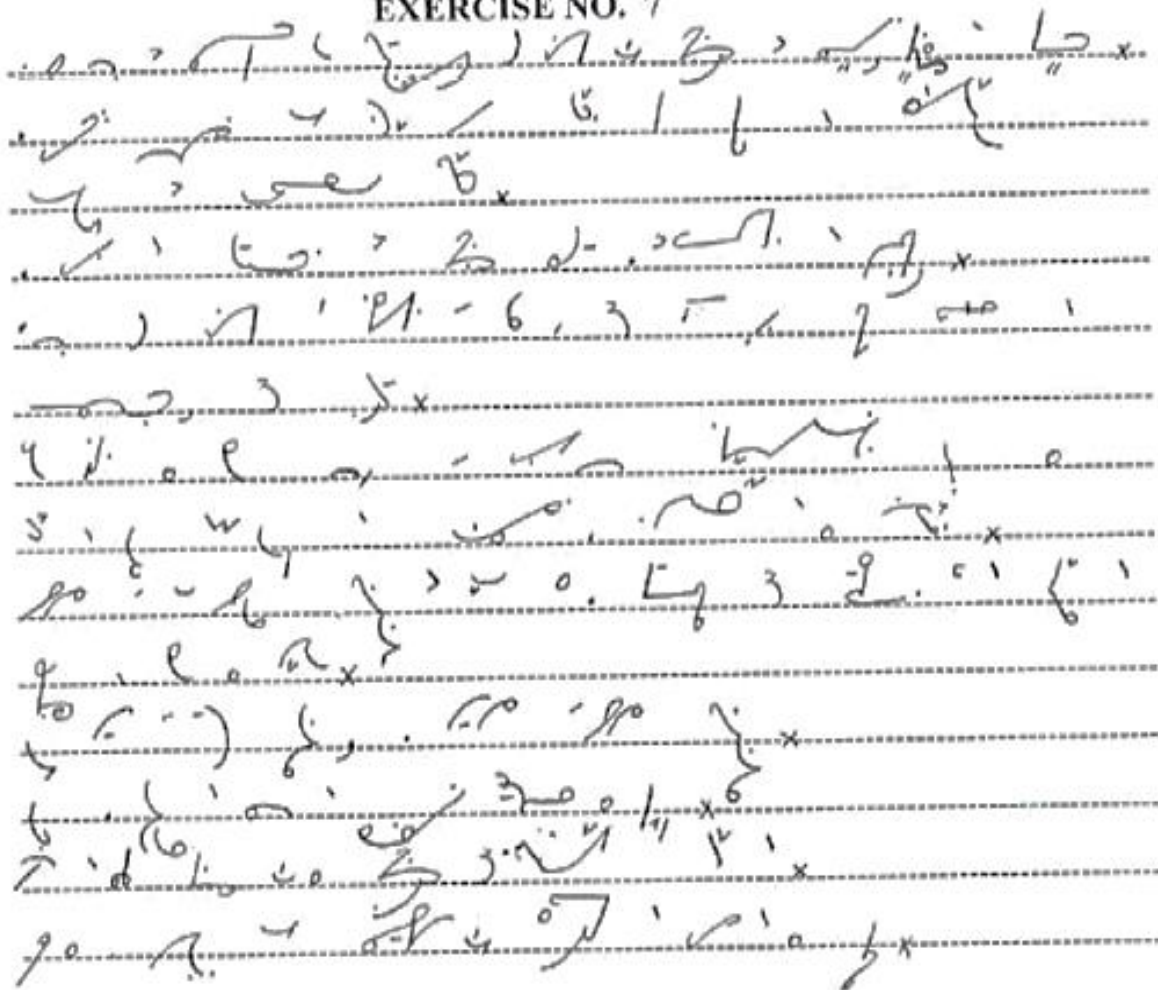
### EXERCISE NO. 5



### EXERCISE NO. 6

Rotating	Harmfulness	Debating
Competing	Groupings	Lining
Rendering	Turning	Haunting
Weaving	Astrological	Irregularity
Winnings	Legality	Gynecology
Respectability	Acceptability	Supplemental
Ownership	Chairmanship	Editorship
Faithlessness	Cheerfulness	
Plurality	Chronological	Movement
Documental	Guardianship	

### EXERCISE NO. 7



## EXERCISE NO. 8

- The budgeting process will start under the chairmanship of Finance Minister.
- Arrange all the papers chronologically and do the necessary numbering on all the pages.
- The child was operated last Sunday and his stitchings will be opened on Friday next.
- The patient was not fit psychologically to give any statement, as informed by the Head of the Gynaecology Department.
- The feasibility of technological promotion in the under-developed countries depends on the successful completion of their plans.
- A departmental inquiry was ordered in the case of the head of the department for showing favouritism to some of the staff members working under him.
- None of these studies is methodologically fool-proof.
- He was given a gold medal for rendering efficient services during his posting in the border areas.
- The motoring department has suggested certain changes in the rules purely on experimental basis.

\*\*\*\*\*

## **UNIT 3**

### **GENERAL CONTRACTIONS, SPECIAL CONTRACTIONS & FIGURES**

#### **3.1. INTRODUCTION**

As you are aware, there is an extremely useful class of words, the Grammalogues which you have already studied in Class XI. Let us remind you about the Grammalogues. A Grammalogue is a frequently occurring word represented by a single shorthand sign. There is another useful class of words named as Contractions. A Contraction is a shorthand sign containing not less than two strokes. It is pertinent to point out here that a large proportion of the most frequently occurring words in English language are included either in the Grammalogues or in the Contractions. Therefore, these should be mastered thoroughly in order to accelerate your writing speed in Shorthand. You will also come to know that some of the figures and monetary units can be written in Shorthand.

#### **3.2 LEARNING OBJECTIVES**

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

- define a class of words known as Contractions;
- know that the Contractions are divided into two classes i.e., General Contractions and Special Contractions;
- understand the rules for writing General Contractions and Special Contractions;
- make use of Contractions while writing the shorthand outlines;
- know that some figures can be written in Shorthand;
- know the shorthand symbols for monetary units and round numbers;
- Undertake repeated practice of writing words with the help of General Contractions, Special Contractions and Figures.

This Unit has been divided into the following three parts:

Part-A        General Contractions

Part - B      Special Contractions

Part-C        Figures

## **PART-A GENERAL CONTRACTIONS**

### **3.3 MEANING**

A Contraction is a short form containing not less than two strokes, in which one or more of the consonants of the word are not represented. Phonographically, the term contraction means omission of certain consonants at the time of writing in Shorthand. The omission of consonants is restricted to the medial or final part of the outline. General Contractions are groups of words in which a lightly sounded medial consonant is omitted, stroke or hook is omitted and a final syllable is contracted or omitted.


### **RULES**

1. General Contractions are formed by the omission of medial or final stroke/syllable e.g.

Subscription (omission of 'rip')  Public (omission of 'lic') 

2. The stroke/syllable which form longer, or inconvenient outline may be omitted e.g.


**Perpendicular** (omission of 'endicular') 


**Difficulty** (omission of 'L') 


3. Contractions are generally written on the line.

4. The contractions should have distinctive, convenient and readable outlines. Contractions should not confuse with ordinary words.

5. Present and past tense contractions are generally written with the same outline e.g.


Expect-ed 

Respect-ed 

Suspect-ed 


6. A Prefix or a Suffix may be added to form contractions e.g.


Dis-respect 


Dis-respectful 


7. Contractions are formed by omitting strokes as explained below:

- Where Stroke 'P' is very lightly sounded, it may be omitted in words like:


Tempt (P omitted) 

Prompt (P omitted) 

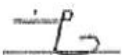
Exempt (P omitted) 


Jumped (P omitted) 

Presumption (P omitted) 


Camped (P omitted) 


- Stroke 'K' or 'G' is omitted in between 'NG'-'T' and 'NG'-'SH' where no vowel occurs immediately after 'K' or 'G' e.g.


Extinction (C omitted) 

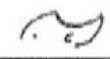
Punctual (C omitted) 

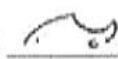
Function (C omitted) 

Distinct (C omitted) 

Sanction (C omitted) 


Anguish (G omitted) 


Languish (G omitted) 


Languished (G omitted) 

- Medial "T" immediately following Circle 'S' may be omitted in many words such as:


Mistake (T omitted) 

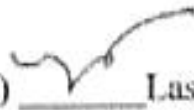
Postman (T omitted) 


Postmaster (T omitted) 

Postpone (T omitted) 

Optimistic (T omitted) 

Most Important (T omitted) 


In your last letter (T omitted) 

Last month (T omitted) 

– Stroke 'R' may be omitted in words like:


Ministry (R omitted) 


Manuscript (R omitted) 

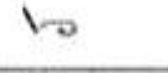
Demonstrate (R omitted.) 


– Stroke 'N' may be omitted in words like:

Danger (N omitted) 

Emergency (N omitted) 

Exigency (N omitted) 

Appointment (N omitted) 

Assignment (N omitted) 



### 3.4 REVIEW QUESTIONS

1. Where the Contractions are written generally?
2. How the General Contractions are formed?
3. Can Prefixes/Suffixes be added to form Contractions?
4. Explain by giving suitable examples the omission of Consonant 'N' for forming General Contractions.
5. Fill in the blanks with appropriate words in the following sentences:
  - a. Present and Past tense Contractions are written with the \_\_\_\_\_ outline.
  - b. Contractions are generally written \_\_\_\_\_ the line.
  - c. Medial 'T' in the \_\_\_\_\_ sound can be omitted to form Contractions.
  - d. The word 'Danger' can be written to make a Contraction by omitting \_\_\_\_\_ Stroke.

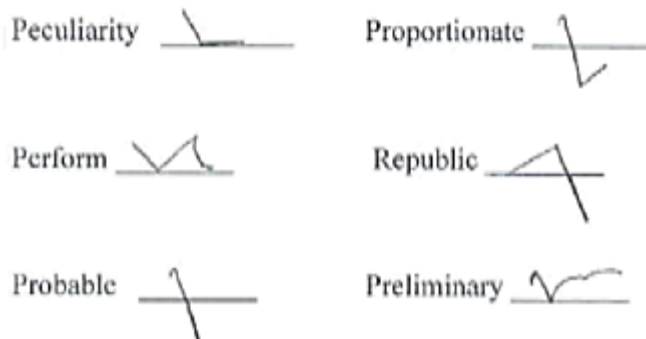
### PART B-SPECIAL CONTRACTIONS

Special Contractions consist of particular words treated in a special or exceptional manner. In this Unit the students will be introduced to further methods of contracting outlines. Whenever we write any passage in English Language, at least 60 to 70 per cent words are of frequent occurrence, and these are included in the Grammalogues and Special Contractions. So, the main idea of forming contracted outlines is to choose forms which are distinctive and legible.

#### RULES

Special Contractions are formed as follows:


- a) By employing the first two or three strokes of the full outline e.g.




b) by omitting the medial stroke/strokes e.g.

Amalgamation 

Inconsiderate 

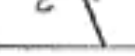
Legislature 


Investigation 


Defective 

c) by employing logograms, initially or finally e.g.


Something 

Remarkable 

Whatever 

Whenever 

Together 

Altogether 

d) by intersections

Enlarge 

Denominational 

Notwithstanding 

Nevertheless 

Misfortune 













Unprincipled 

### 3.4 REVIEW QUESTIONS

1. Define Special Contractions.
2. Can Logograms be used to form Special Contractions?
3. Write four words in Shorthand by Intersecting strokes to make Special Contractions.
4. Write four words in Shorthand by employing Grammalogues to make Special Contractions.
5. State True/False in the following sentences:
  - Special Contractions cannot be made by employing Logograms, initially/finally.
  - Special Contractions can be formed by Intersecting strokes.
  - Special Contractions can be formed by employing first two/three strokes of the full outline.
  - Special Contractions cannot be formed by omitting the medial stroke/strokes.

## PART C-FIGURES

Figures one to twenty (Except 8) are represented by Shorthand outlines when they stand alone e.g.

Figure	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)

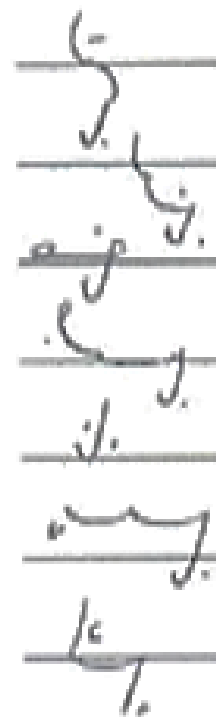
16 (Sixteen)

17 (Seventeen)

18 (Eighteen)

19 (Nineteen)

20 (Twenty)



Other numbers, except round numbers, are represented in the ordinary way by the Arabic Numerals. The Round numbers are represented by the following Abbreviations:

- Consonant 'N' represents 'hundred' e.g.

Seven hundred

7N

Three hundred

3N

Nine hundred

9N

- Consonant "TH" represents 'thousand' e.g.

Four thousand

4TH

Two thousand

2TH

Five thousand

5TH

- Consonant 'M' represents 'Million' e.g.

8 million

8M

Three million

3M

Seven million

7M

- Consonant 'B' represents 'Billion' e.g.

Nine Billion

9B

Ten Billion

10B

Seven Billion

71

- Consonants 'N' & 'TH' represent 'hundred thousand' e.g.

Seven hundred thousand

7

Six hundred thousand

6

Two hundred thousand

2

- Consonants 'N' & 'M' represent 'hundred million' e.g.

Two hundred million

2

Five hundred million

5

Three hundred million

3

- Consonants 'LK' and Circle S' represent 'Lakhs' e.g.

Five lakhs

5

Three lakhs

3

Ten lakhs

10

- Consonants 'KR' and Circle S' represent 'Crores' e.g.

Nine crores

9

Two crores

2

Four crores

4

Some of the monetary units are represented as follows:

- 'Upward R and Circle S' represent Rs. e.g.

Rupees three hundred

₹ 300

Rupees two hundred

₹ 200

Rupees nine hundred

₹ 900

- Consonant 'P and Circle S' represent 'Paise' e.g.

Five Paise

₹ 5

Twenty Paise

₹ 20

Ten Paise

₹ 10

- Half-length 'P and NS Circle' represent 'Pounds' e.g.

Seven hundred Pounds

£ 700

Five million Pounds

£ 5,000,000

Two million Pounds

£ 2,000,000

- Consonant 'D' represents 'Dollar'. Circle's' can be used to make it plural e.g.

Six million Dollars

\$ 6,000,000

Seven Billion Dollars

\$ 7,000,000,000

Three hundred Dollars

\$ 300

- Consonant 'P' represents 'Percent' e.g.

Five per cent

5%

Nine per cent

9%

Seven per cent

7%

### 3.4 REVIEW QUESTIONS

Write the following figures in Shorthand:

Rs. nine hundred

Rs. 7 thousand

8 million

Seven billion

Nine hundred thousand

Ten Dollars

Seven Pounds

Seven Lakhs

Ten Crores

Nine per cent

Two Million Dollars

Seven Million Pounds

Ten Paise

Three Per cent

Nine Lakhs

### 3.5 ACTIVITY EXERCISES

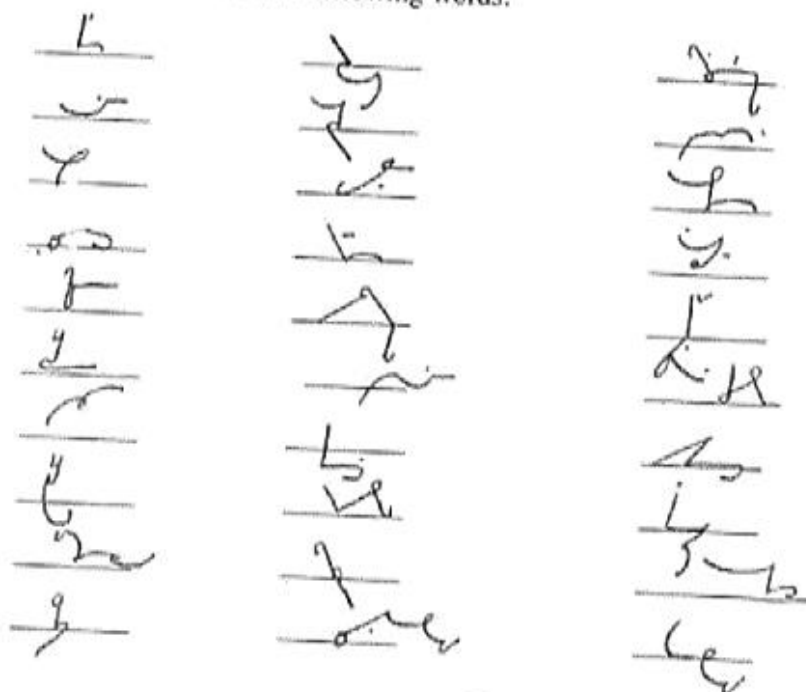
#### EXERCISE NO. 1

Write the following words in Shorthand:

Contempt	Tramped	Bumped
Jumped	Banked	Tempter
Redemption	Legislation	Obstruction
Distinction	Attraction	Injection
Resumption	Sanctity	Textbook
Restless	Wasteful	Plastic
Elastic	Mistaken	Defective
Projected	Passenger	Inspected-ion
Abandonment	Attainment	Destruction
Remonstrance	Dangerous	Stranger
Postage	Blast	Post-free
Temptation	Cramp	Indistinct

#### EXERCISE NO. 2

Read, copy and transcribe the following words:





### EXERCISE NO. 3

Write the following sentences in Shorthand:

- There were drastic changes in the Legislation passed by the Lower House.
- In your last letter the Text Book Section has mentioned identical mistakes in the books of Class X.
- The mistake in the sanction of money for various projects is highly regretted.
- The injection was wrongly administered to the patient.
- The appointment letter will be issued after verification of certificates.
- This letter will be delivered by the Special Messenger.
- The plastic industry has made a great headway during the last century.
- This is one of the most important letters linked with the development of local industries.
- The necessary subscription towards the monthly payment of your loan should be deposited in the Bank.
- It is a defective item and should be replaced within ten days.

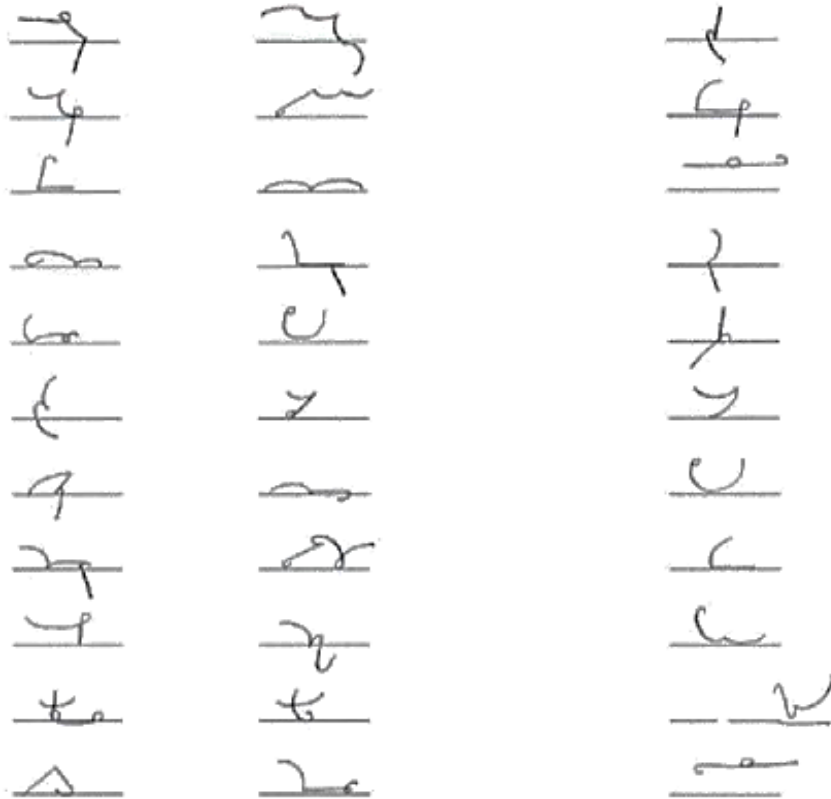
### EXERCISE NO. 4

Read, copy and transcribe the following sentences:



### EXERCISE NO. 6

Read, copy and transcribe the following words:



### EXERCISE NO. 7

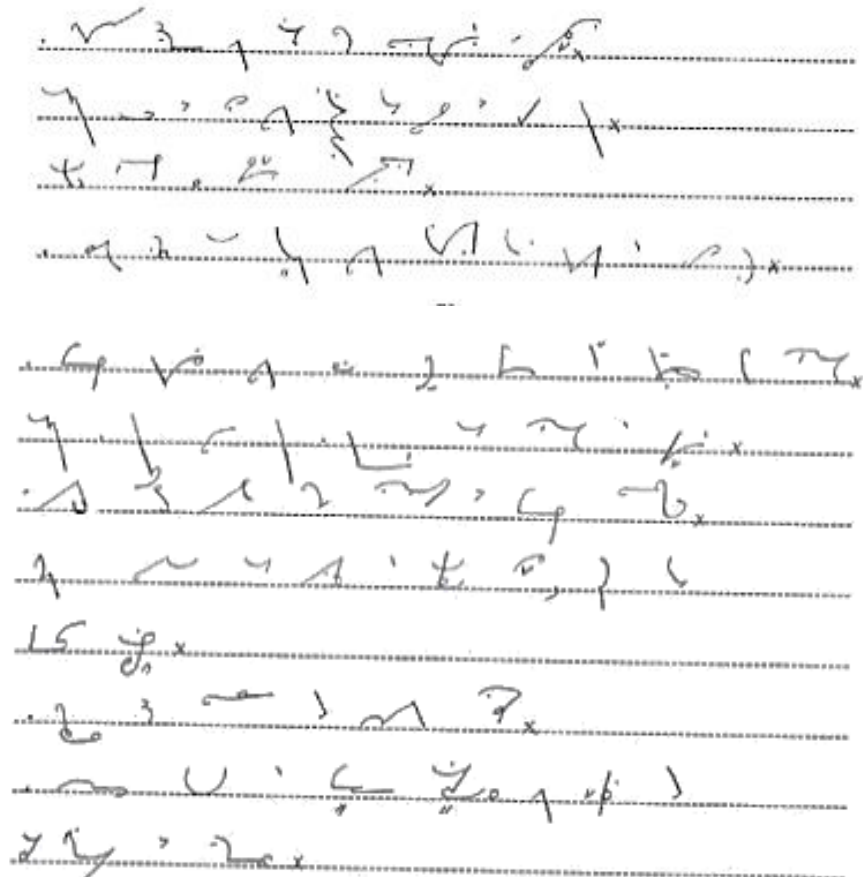
Write the following sentences in Shorthand:

- The Metropolitan Magistrate showed his displeasure on the way the matter has been decided by the Lower Court.
- The rates of incandescent lights were on the higher side.
- We must be thankful to the general public for the co-operation given in the metropolitan cities.
- The expenditure incurred on the refreshment will be refunded on the last day of the month.
- The minimum investment in the electrical companies is sufficiently high and small businessmen cannot invest in such companies.

- The Chief Executive of the Company has given satisfactory report to the organizer of the show.
- An advertisement has been inserted in the local press inviting tenders from the manufacturers of wooden furniture.
- The rate of interest has been increased with immediate effect.
- He proficiently discharged his duties in the public interest.
- The arbitration department should issue show cause notice to the Universal Steel Company.

### EXERCISE NO. 8

Read, copy and transcribe the following sentences:



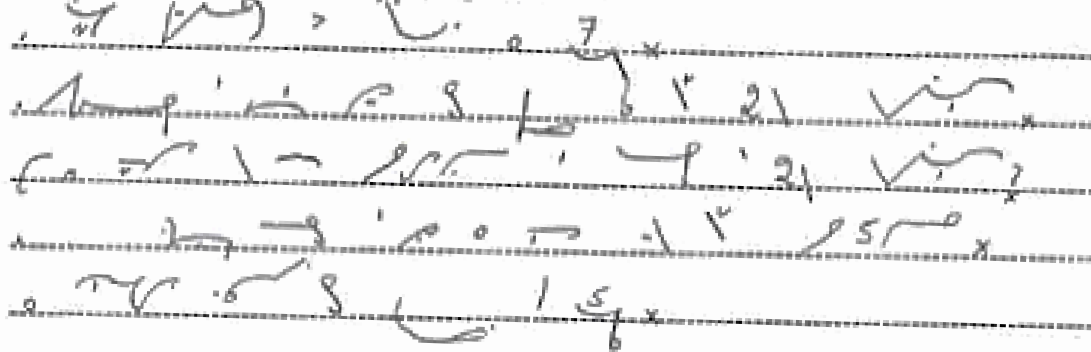
### EXERCISE NO. 9

Write the following sentences in Shorthand:

- Can you lend me Rs. 9 hundred for a period of 6 months? I will pay you interest on the same at the rate of 3% per annum.
- I have already refunded an amount of Rs. Two lakhs on 7<sup>th</sup> of March.
- The Company will have to pay an amount of seven hundred Dollars per annum as interest on the loan.
- The monthly income of the whole family does not exceed Rs. twenty thousand.
- I have paid him Rupees three hundred on 7<sup>th</sup> of July and he will have to pay an interest at the rate of seven percent per annum.

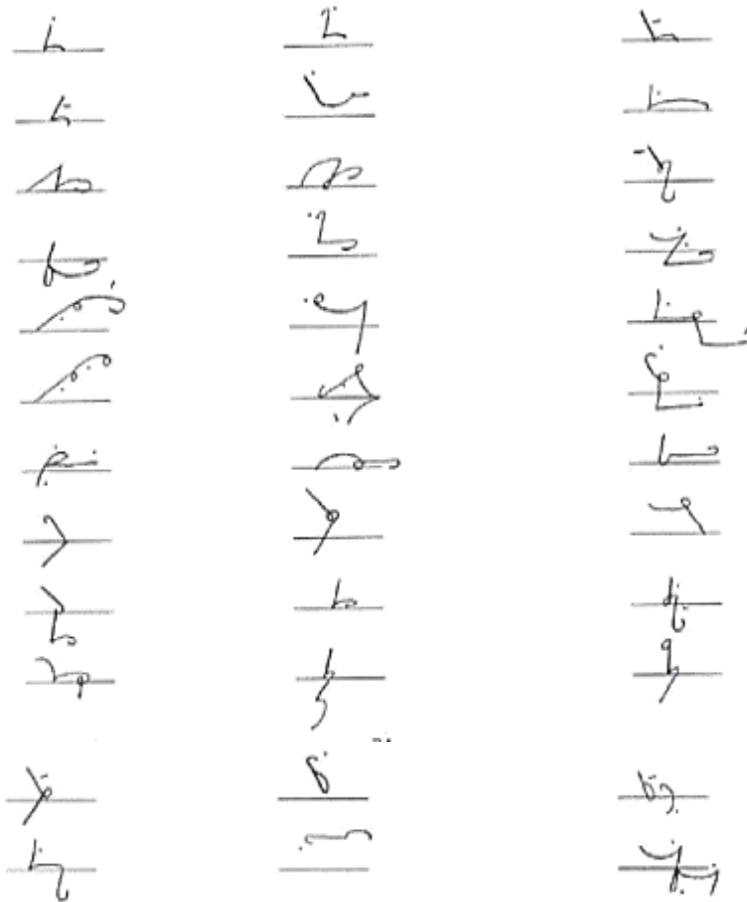
### EXERCISE NO. 10

Read, copy and transcribe the following sentences:



### 3.6 KEY TO ACTIVITY EXERCISES

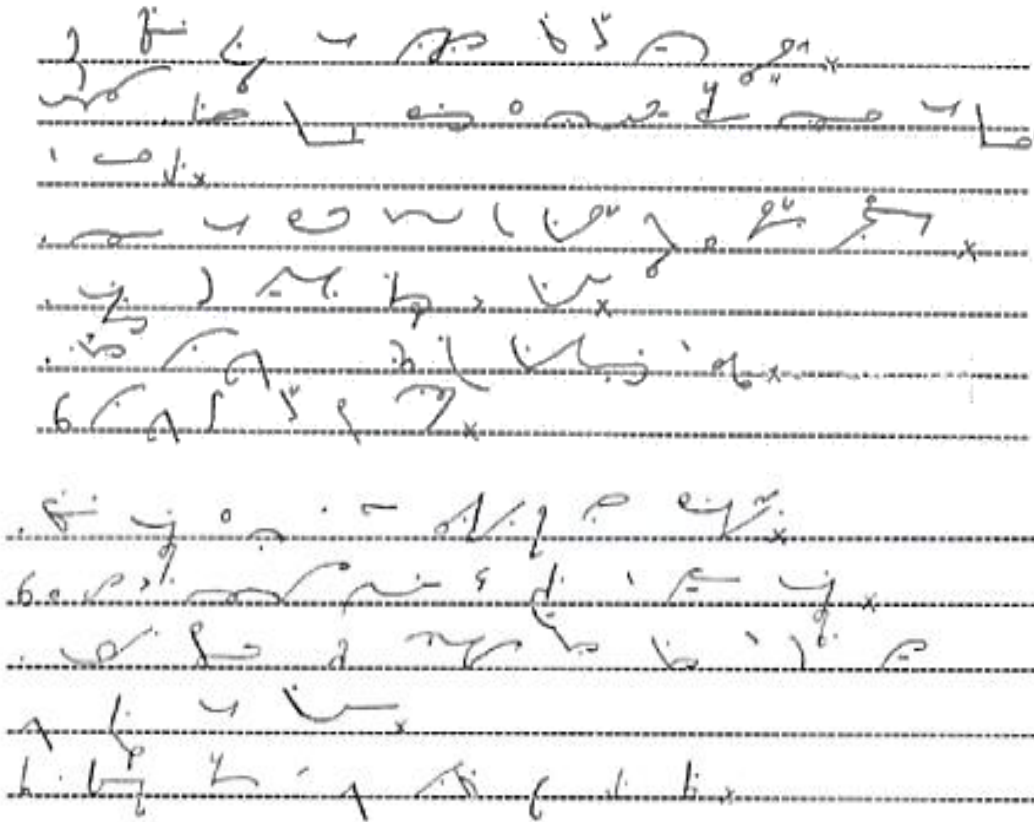
### EXERCISE NO. 1



## EXERCISE NO. 2

Damped	Bankruptcy	Presumptive
Inked	Intelligibly	Limped
Honestly	Waistcoat	Next time
Consumption	Pumped	Anxious
Drastic	Reproductive	Digestive
Identical	Linked	Dis-respect
Lastly	Diction	Rejection
Identification	Perspective	Contingency
Ironmonger	Prospect	Entertainment
Stranger	Henceforward	Thenceforward
Architect	Endanger	Contentment

### EXERCISE NO. 3

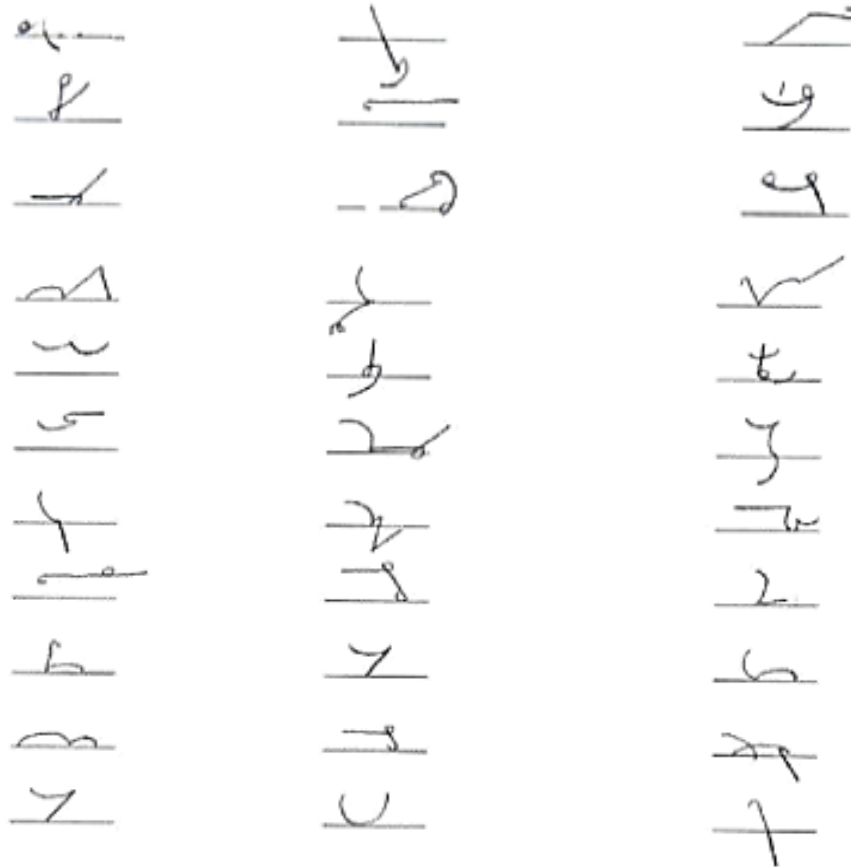


### EXERCISE NO. 4

- The Postman reported the case of theft in the Post Office to the Head Postmaster.
- The Passenger Train was late due to some obstruction in the line.
- The contingency amount already sanctioned will not suffice our requirements.
- The Officer was not punctual in the discharge of his duties.
- We should not be disrespectful to our colleagues.
- As the curfew was clamped in the town, the prospective candidates took the alternative route, which was the longest to reach their destinations in time.
- In his last letter, he made fantastic suggestions, which will not get the sympathetic response even from the optimistic reformers.
- He got his promotion with retrospective effect.
- There is no danger to the perspective buyers though the cost of the product is very high.
- The public was made aware about the monthly subscription of this International Journal.



### EXERCISE NO. 5



### EXERCISE NO. 6

Expediency

Investment

Telegraphic

Amalgamate

Familiarization

Thankful

Legislature

Removable

Interest

Incandescence

Representation

Manufacturer

Unanimity

Minimum

Practicable

Sufficient

Intelligence

Mechanical

Universal

Arbitration

Inconvenience

Organization

Advertisement

Electricity

Executive

Especially

Discharge

English

Sufficiency

Electric

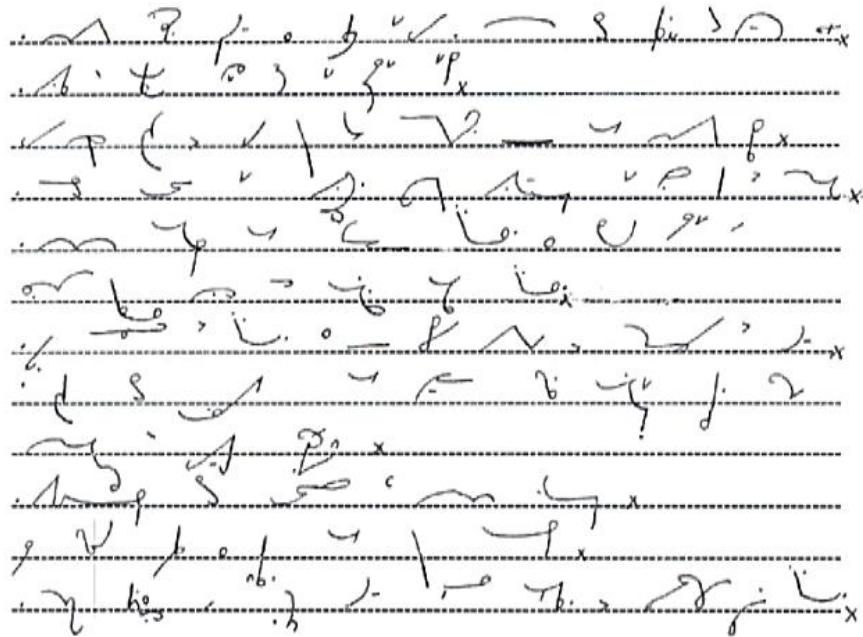
Everything

Proficiently

Cross-examination



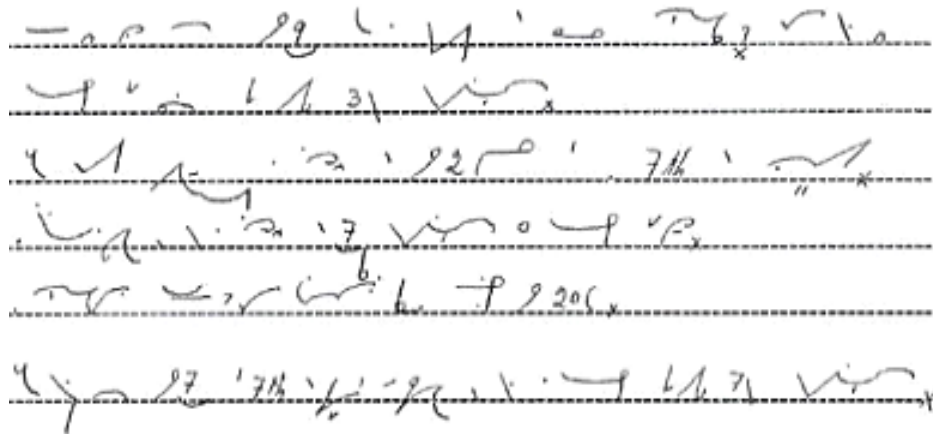
### EXERCISE NO. 7



### EXERCISE NO. 8

- The Parliamentary work should be handled very carefully and seriously.
- In all probability none of the land will be available for the use of the general public.
- Inconvenience caused is highly regretted.
- The certificate issued in February will be valid for a period of one year.
- The electricity bills will be sent through telegram by the Postmaster every month.
- In all probability the publisher will publish the book in the month of July.
- A representation has been received from the Manager of the Electricity Corporation.
- There should be uniformity in the rates of incandescent lights, especially for the educational institutions.
- The prisoners were cross-examined by the Metropolitan Magistrate.
- The mechanical efficiency of Electrical Engineer should be tested by the Intelligence Branch of the organization.

### EXERCISE NO. 9



### EXERCISE NO. 10

- The annual turnover of the Company is seven hundred billion Dollars.
- The rate of interest on home loan has been decreased by 2 per cent.
- Will you kindly pay me Rupees one lakh on interest of 2 per cent per annum?
- The estimated expenditure on rents has gone up by Rupees five lakhs.
- His monthly salary has been fixed at five hundred Dollars.

## **UNIT 4**

### **ADVANCED PHRASEOGRAPHY**

#### **4.1 INTRODUCTION**

It is a well-known fact that Shortforms (Grammalogues & Contractions) and Advanced Phrases constitute an important percentage of day-to-day English vocabulary. You have already studied Grammalogues in Class XI. In the previous Unit you have come to know about the General and Special Contractions. In this Unit, you will come to know the importance of Advanced Phrases in the development of your speed in Shorthand. A successful Shorthand Writer cannot afford to miss the use of Advanced Phrases in order to attain high speed in Shorthand.

You have already learnt about the meaning of the terms 'Phraseography' and 'Phraseogram' in Class XI. In this Unit you will be taught about the rules of writing Advanced Phrases.

#### **4.2 LEARNING OBJECTIVES**

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




- Identify Advanced Phrases written by using Circles, Loops and Hooks.
- Enlist the phrases written with the use of Halving and Doubling Principles;
- Know that Advanced Phrases can be made by omitting the Consonants & Syllables
- Write Advanced Phrases by omitting Logograms;
- Undertake repeated practice of Advanced Phrases given in this Unit:
- Attain high speed by using Advanced Phrases.




### 4.3 RULES

The rules of forming of Advanced Phrases are given below:





1. Advanced Phrases are formed by using:





- Small circles for the words 'as', 'has', 'is' & 'us' e.g.

As it were   
As the matter   
It has been 


As fast as   
In his opinion   
From us 


- Large Circles for the words 'as we', 'as & w', 'as & s', 'is & s', 'his & s', 's & s', 's & has', and 's & is' e.g.


As we think   
As soon as   
For his sake   
This has been 


As well as   
It is said   
In this city   
This is 

- Loops for the words 'first' and 'next' e.g.


At first 

At first cost 


Saturday next 


Monday first 


- R& Hooks for the miscellaneous words e.g.

In our view 

By all means 

It is only necessary 

In the early part 

They will only be 

It appears 

- 'N' & F/V Hooks" for the words 'on', 'than', 'own', 'been', and 'of, have 'after' & 'even' eg.

Carried on on      Smaller than than  
 Our own own      I have been been  
 Out of of      Those who have have  
 Monday afternoon afternoon Tuesday evening evening

- Circle 's & Shun Hook' for the word "Association' e.g.

Traders' Association Association      Political Association Association  
 Your Association Association      Labour Association Association

## 2. Advanced Phrases are formed by using Halving Principle as given below

- For the word "it' e.g,

If it it      If it is not is not

- For the word 'to' eg

Able to to      Able to make make

- For the word not e.g.

You may not not      You must not must not

- For the words 'would' & 'word' e.g.

This would   b   This word   b  

- For 't' in the word 'time' e.g.

At all times   t   For some time   t  

### 3. Advance Phrases are formed by using doubling principle as given below:

- For the word 'other'

Some other   o   Some other way   o  

- for the word 'dear' e.g.

My dear Mother   d   My dear Sir   d  

- for the words 'there' & 'their' e.g.

Upon their   t   I know there is   t  

### 4. Advanced Phrases are formed by omitting the Consonants/ Syllables e.g.

In this manner   n  

Next month   x  

And the contrary   c  

Cannot be considered   n  

Must be   m  

Into consideration   i  

### 5. Advanced Phrases are formed by omitting the Logograms e.g.

By the way   y  

Regret to state   r  

From first to last   f  

Out of place   o  

It appears to me   a  

For the first time   f

#### 4.4 REVIEW QUESTIONS

- 1) Enlist the words which are represented by small circles in forming Advanced Phrases.
- 2) For which words a Large Initial Circle is used in forming Advanced Phrases?
- 3) Enlist the words which are represented by 'N Hook' in forming Advanced Phrases.
- 4) For which word 'Circle S& Shun Hook' is used in forming Advanced Phrases?
- 5) Explain by giving suitable examples the use of Halving Principle in forming Advances Phrases
- 6) Explain by giving suitable examples the use of Doubling Principle in forming Advance Phrases.
- 7) Write any four Advanced Phrases in Shorthand formed by omitting Consonants/Syllables.
- 8) Write any four Advanced Phrases in Shorthand formed by omitting Logograms.
- 9) Fill in the blanks with appropriate words in the following sentences:
  - Advanced Phrases are formed by \_\_\_\_\_ the Logograms.
  - Doubling Principle is used in forming Advanced Phrases for the words \_\_\_\_\_
  - Advanced Phrases are formed by omitting \_\_\_\_\_/Syllables.
  - Half-length Consonant \_\_\_\_\_ is used for forming Advanced Phrases for the words 'word and would'.
  - Halving Principle is used in forming Advanced Phrases for the words \_\_\_\_\_.

## 4.5 ACTIVITY EXERCISES

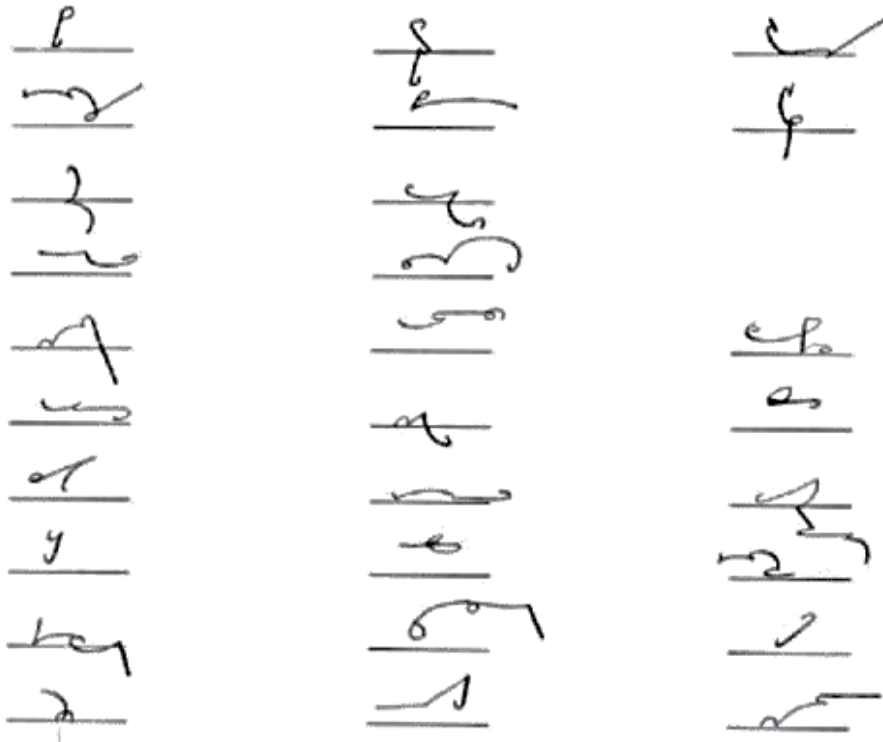
### EXERCISE 1

Write the following Advanced Phrases in Shorthand:

Able to think	Please inform us	First time
State of	Copy of	Group of
Today evening	It is possible	You may consider
It appears that	As we do	Bigger than
Every circumstance	Brought forward	Traders' Association
All those who are	Have been expected	Regret to state
It seems to me	At once	As soon as they
Longer than	At all our own	Out of doors
In his own opinion	Percentage	There would have been

### EXERCISE NO. 2

Read, copy and transcribe the following Advanced Phrases:





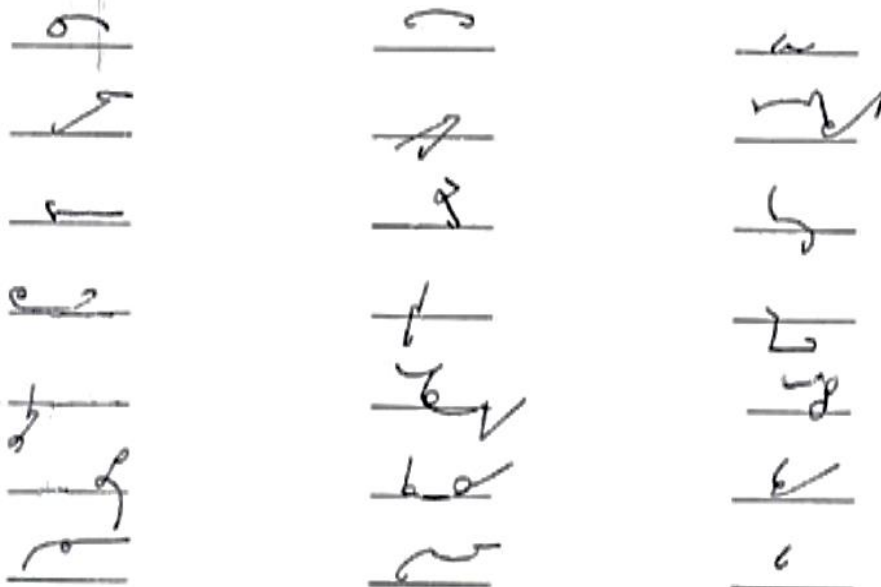
### EXERCISE NO. 3

Write the following Advanced Phrases in Shorthand:

As we can	At a loss	Regret to say
First place	Monday afternoon	Nearer than
Range of	On the other hand	Into effect
At all events	This has been	All circumstances
Cost of production	I have the honour	I will tell you
I think it is necessary	On these occasions	Agree with the
Business man	For the first time	Under no circumstances
It would have been	To carry on	Tuesday next
Technical association	Higher than	As well as usual
Rather than	Have been informed	By some means

### EXERCISE NO. 4

Read, copy and transcribe the following Advanced Phrases:



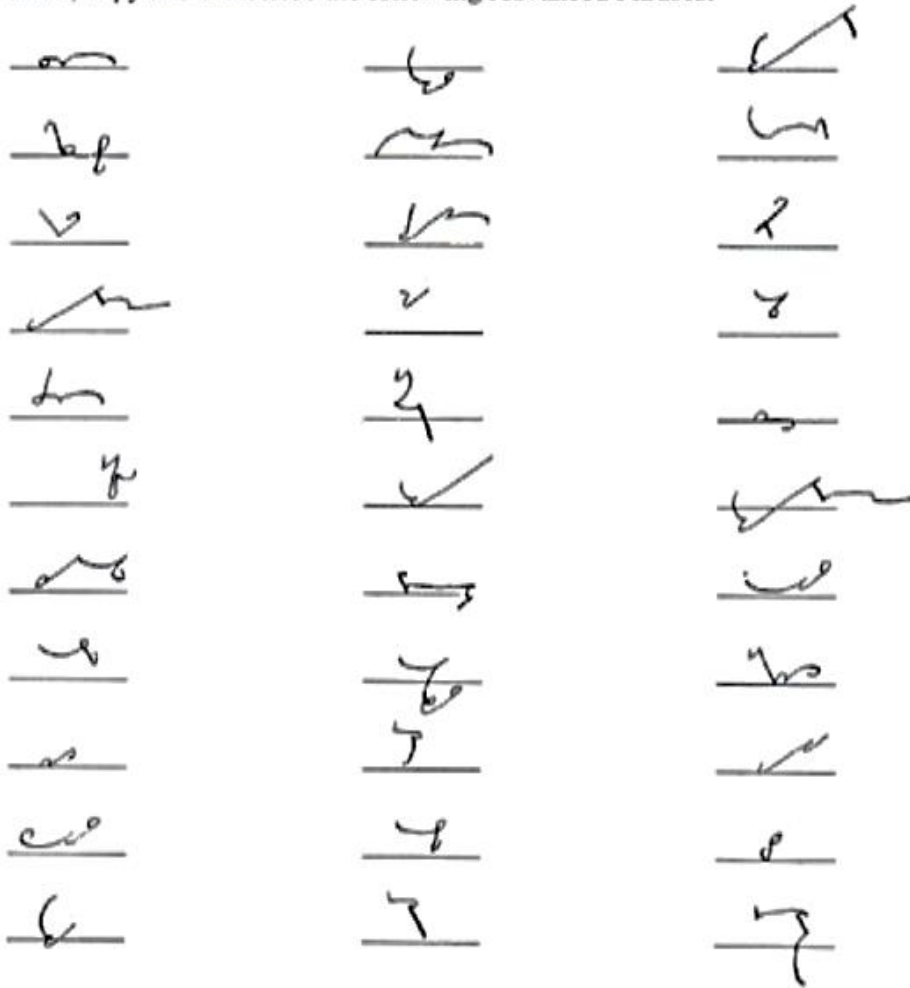
### EXERCISE NO. 5

Write the following Advanced Phrases in Shorthand:

I was not	For some time	Holy word
To set out	I do not	Present state of affairs
Valuable time	They would be	I am able to think
If it would be	Many words	Until it is
They will not	Will be able to	You were not
It would not be	Carried out	Modern times
Every word	I think you are not	This statement
From time to time	If it be not	I may not be
At all times	Set out	Sort of
I would be	Few words	We did not
I do not know	I think it is	At any rate
They would not be	You will be able to	Part and parcel

### EXERCISE NO. 6

Read, copy and transcribe the following Advanced Phrases:



### EXERCISE NO. 7

Write the following Advanced Phrases in Shorthand:

In order

Make their way

I have been there

In their statement

My dear Father

I know there will be

Some other means

Some other

In order that

Copy of their

In their own way

Making their way

We have been there

I know there is no

My dear Grand Father

Somehow or other

I have their

State of their

Then there are

Before there is

Some other respects

From their

I shall be there

My dear fellow citizens

My dear Sister

In their view

If it be there

My very dear friend

If there is

They have been there

In some other way

I believe there will be

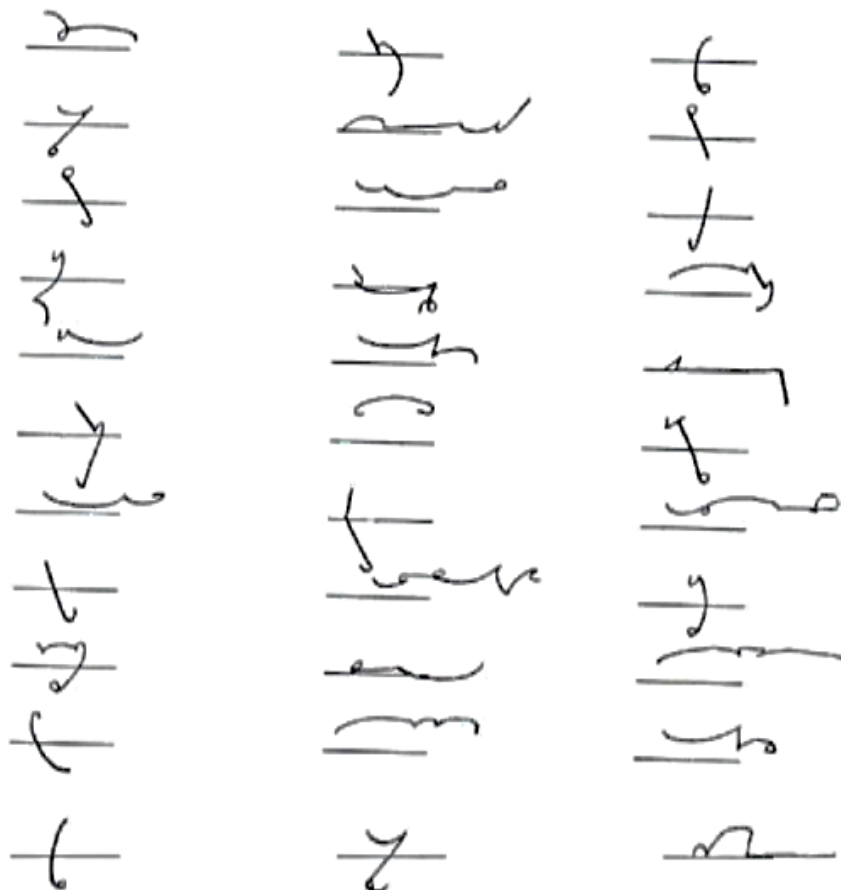
Upon their (there)

We have their

I think there will be

#### EXERCISE NO. 8

Read, copy and transcribe the following Advanced Phrases:



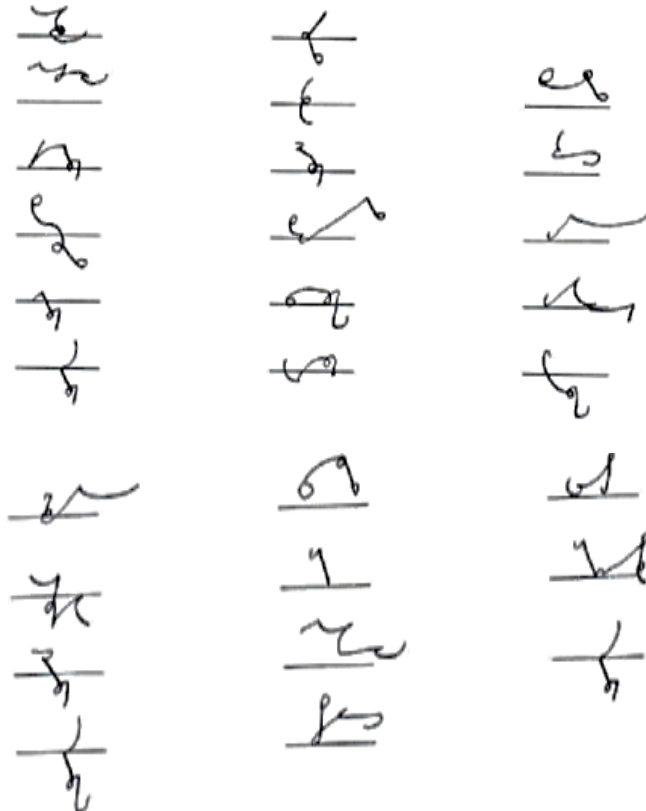
### EXERCISE NO. 9

Write the following Advanced Phrases in Shorthand:

In the manner	I have received	Worthwhile
Further considered	It may be considered	I have concluded
In conclusion	Necessary consequence	Must be considered
Telegraph office	In other respects	In reply
In point of fact	We have received	Almost certain
In fact	You must be	Must be
Little consideration	It is considered	Necessary conclusion
Most probably	Just received	There must be
Last Year	Last month	You must not be
Just been	Fully considered	Ought to be considered

### EXERCISE NO. 10

Read, copy and transcribe the following Advanced Phrases:



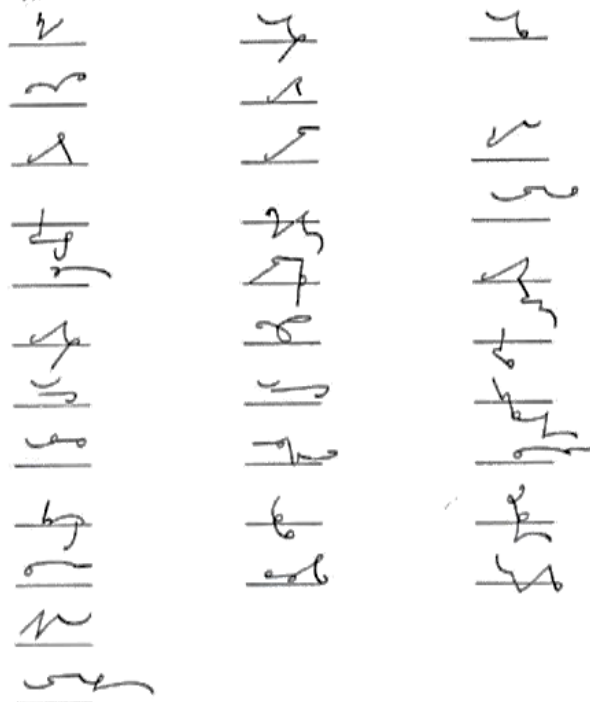
# EXERCISE NO. 11

Write the following Advanced Phrases in Shorthand:

All the circumstances	Into the matter	Notwithstanding the fact
Regret to say	Ought to have known	In the next place
In relation to	It appears to me	ought to have been
Less and less	Faster and faster	Rates and taxes
It appears to have been	in reply to	In a great measure
I will consider the matter	By the way	For the first time
Again and again	Deeper and deeper	Facts of the case
Fact of the matter	Over and over again	Nearer and nearer
It seems to me	To a great extent	At the present time
In respect to	In a few days	For a moment
Ways and means	Time and space	Over and above
In a few days	In such a manner as	In the third place
In the first instance	All over the world	I will consider the matter
About the matter	To a great extent	At the present day
At the present time	Lower and lower	Mr. and Mrs.

# EXERCISE NO. 12

Read, Copy and transcribe the following Advanced Phrases:



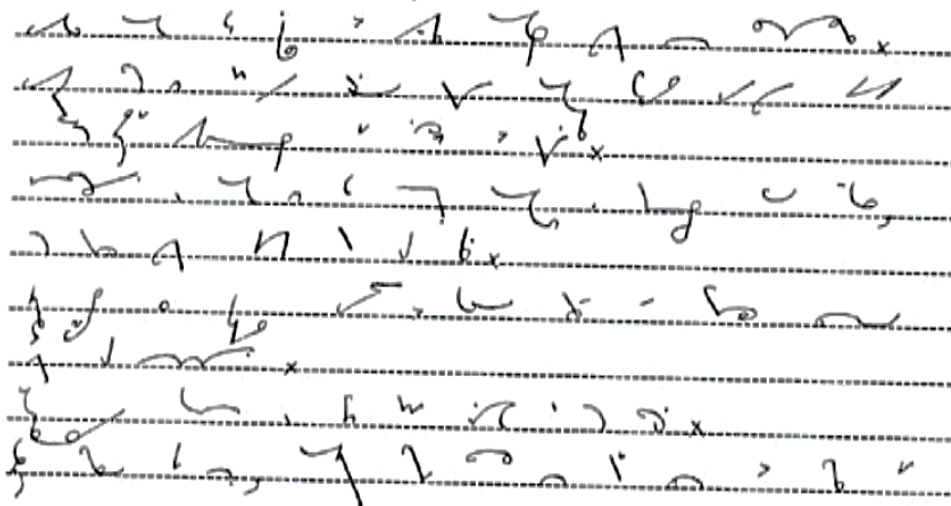
### EXERCISE NO. 13

Write the following sentences in Shorthand:

- My dear friend, I am thankful to you for inviting me for dinner on Tuesday evening.
- A meeting of the Traders' Association will be held on Sunday afternoon to decide the percentage of dividend to be paid to the employees.
- We have decided to finish the products and you will probably get the first consignment in ten days.
- I will tell you about the cost of production going on in the factory and you may consider giving the order to us.
- All those who are concerned with this project, please inform us about the progress done by your section as soon as possible.
- You may consider how you will get fame all over the country with the help of your research activities.
- All the original documents have been returned to the applicants submitted at the time of interview.
- I am very glad to inform you that you have been appointed for the post of Manager in our Company and you will probably get your appointment letter by Monday next.
- I am persuaded that the state of affairs in our Company is up to the mark.

### EXERCISE NO. 14

Read, copy and transcribe the following sentences:

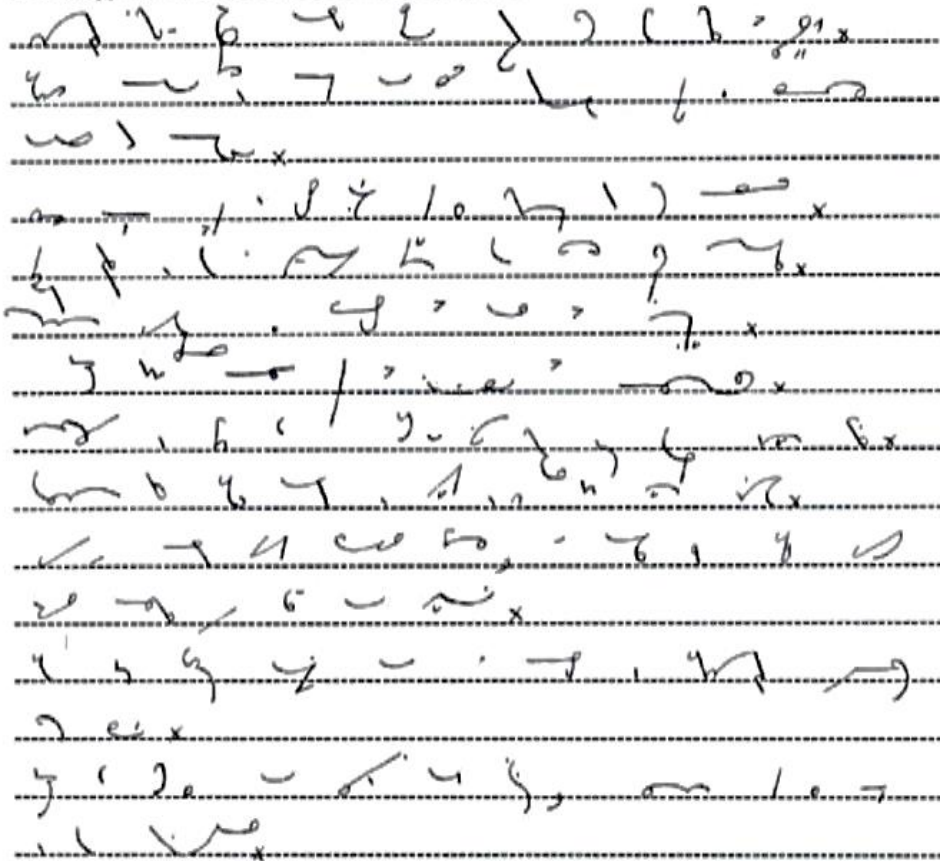






### EXERCISE NO. 16

Read, copy and transcribe the following sentences:



### EXERCISE NO. 17

Write the following sentences in Shorthand:

- I know there will be no problem to my dear fellow citizens to accept my offer given to them through some other means.
- My very dear friend your decision in the matter will be acceptable in some other respects.
- The other members of the Committee, in their statement have said that in order to come to a satisfactory conclusion, they should have majority in the meeting.
- My dear Grand Father will pay a visit to the hospital to see his ailing friend.
- Somehow or the other we have been able to succeed in our plans.
- How can there be two different systems applicable at a time?

- I believe there is no hurry in passing this Bill, I am sure there is sufficient time available at hand.
- I am writing this letter for seeking their opinion on the matter in which there is some dispute.
- If there is any doubt about the case, please try to solve it through some other means.
- We will compensate him in some other way before there is too much delay in the case.

### EXERCISE NO. 18

Read, copy and transcribe the following sentences:

I believe there is no hurry in passing this Bill, I am sure there is sufficient time available at hand.

I am writing this letter for seeking their opinion on the matter in which there is some dispute.

If there is any doubt about the case, please try to solve it through some other means.

We will compensate him in some other way before there is too much delay in the case.

I believe there is no hurry in passing this Bill, I am sure there is sufficient time available at hand.

I am writing this letter for seeking their opinion on the matter in which there is some dispute.

If there is any doubt about the case, please try to solve it through some other means.

We will compensate him in some other way before there is too much delay in the case.

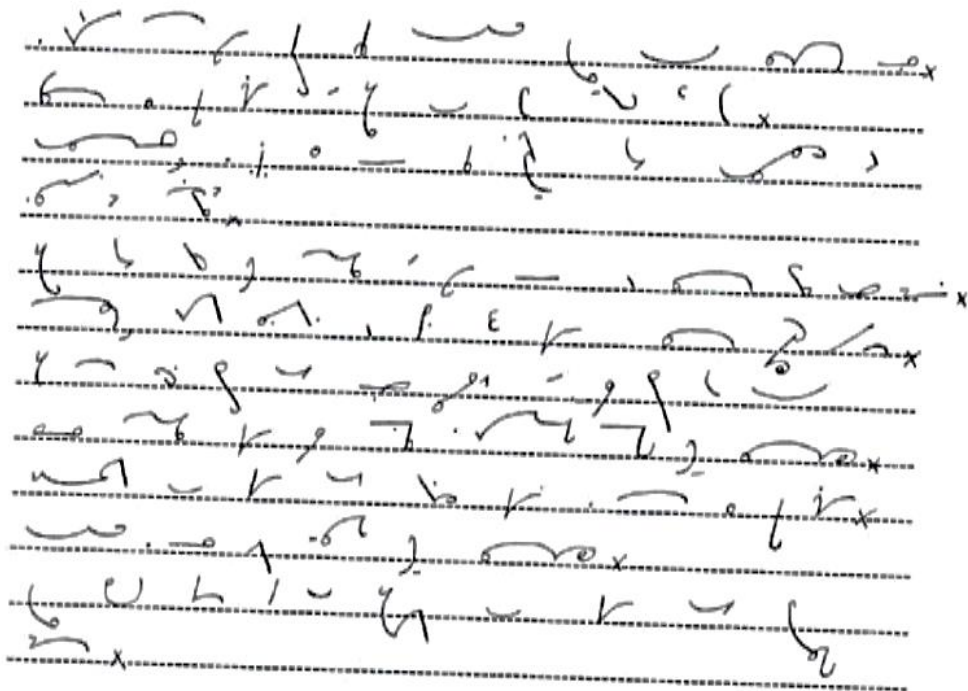
## EXERCISE NO. 19

Write the following sentences in Shorthand:

- We have received your communication of last week on the industrial life.
- There must be some mistake in the accounts and you are requested to rectify the same as soon as possible.
- There is difference in the expenses of this month and last month and the same should not be there next month.
- It seems to me that there is some delay in finalising the order.
- We have just received a message that most probably the whole family will be out of station next week.
- In the first instance, I will consider the matter on its merits, keeping in view all the circumstances.
- We have to devise some other ways and means, keeping in view the peculiar circumstances of the case.
- You are requested to kindly look into the matter and we should be glad to know the results.
- The proposal of promotions has been referred to the Committee for further consideration and the same ought to be considered next month.
- His case for voluntary retirement shall be taken into consideration by a high powered committee.

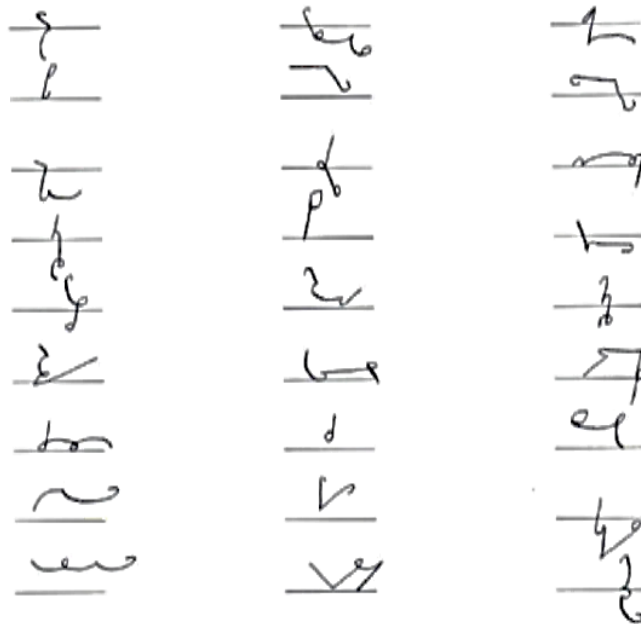
## EXERCISE NO. 20

Read, copy and transcribe the following sentences:



## 4.6 KEY TO ACTIVITY EXERCISES

### EXERCISE NO. 1



## EXERCISE NO. 2

Set of

Plenty of

All over the country

I am very sorry

As the matter

On either side

There were

In our view

Going on

Smaller than

You will probably

Incorporated Association

In our statement

### In conclusion

You should have been

As we cannot

As a rule

To make off

We shall be glad to hear

I had been

Against us

I am very glad

**It may only be**

as well as can be

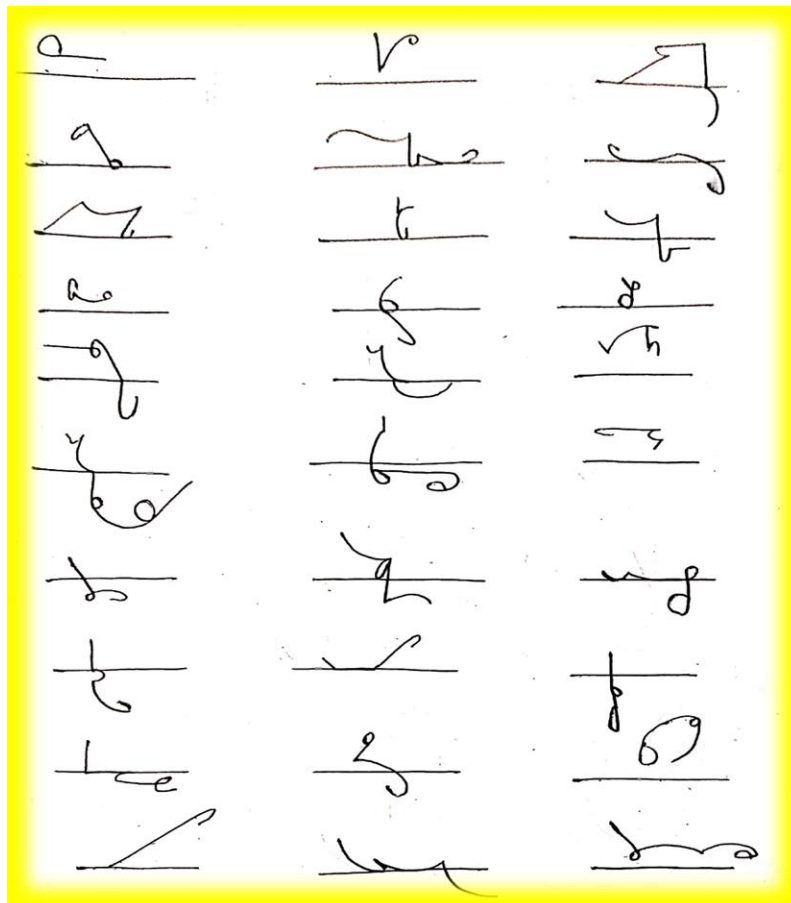
**we have**

## Your association

**Carried on**

**you will agree**

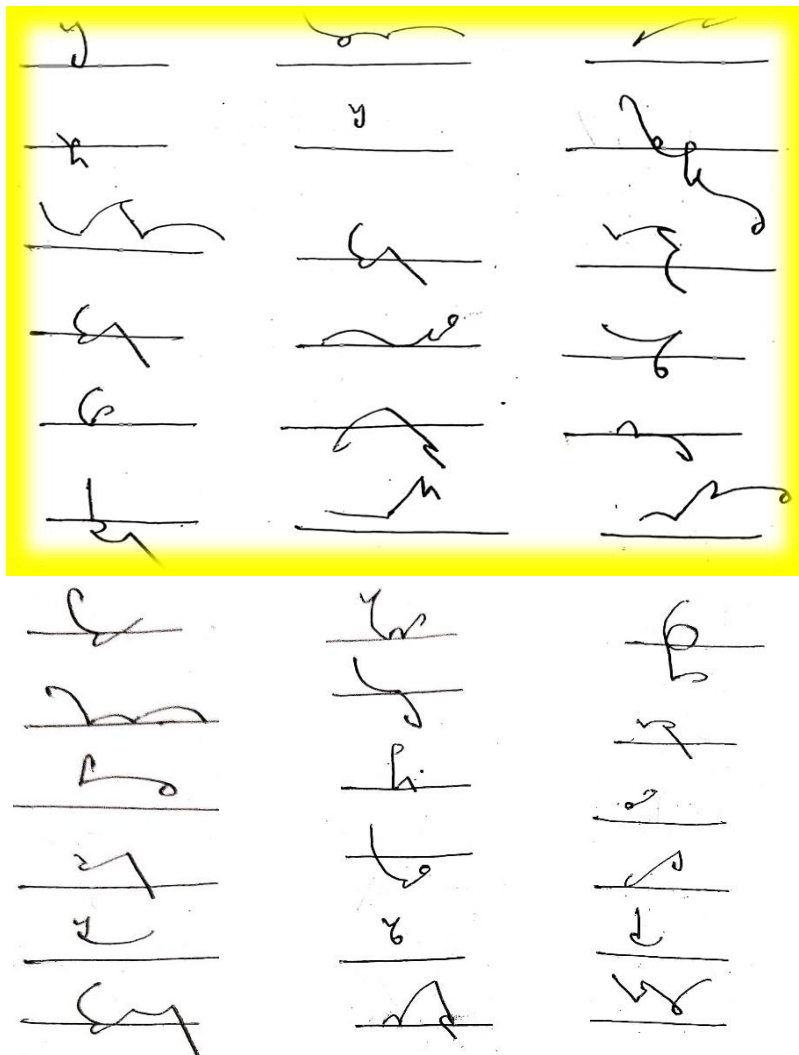
## EXERCISE 3



### EXERCISE 4

As we may	more than	who have not
With regard	richer than	I am persuaded
Able to agree	of which it has been	for your own
Sooner than	total of	to take of
Teacher's association	in this century	in all circumstances
As much as were	it is necessary	those who were
Last week	well known act	ought to have
Up to the present time	Sunday next	percent
As we have	yesterday evening	to us
Rate of interest	in a few days	

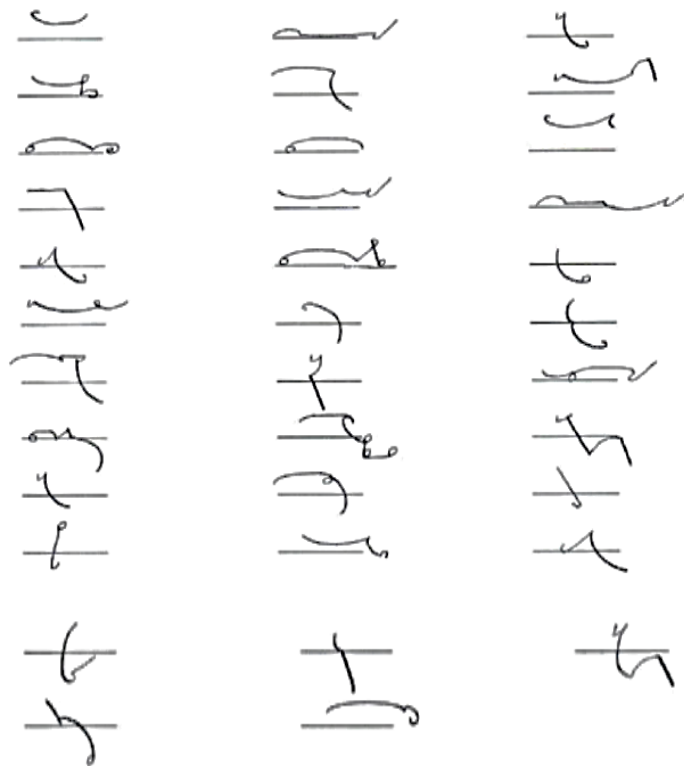
### EXERCISE 5



## EXERCISE 6

Sometime	few words	they were able to
Present state of	lunch time	for my part
Part of	At one time	Larger part of
We are able to make	I would	In which it is
At some time	I shall not be	You cannot
I trust not	If it were	If we are able to make
Certainly not	Able to agree with the	Common words
In spite of	In these words	I hope you will not
You are not	I cannot say	We would
In our words	Instead of	Is it not
They would	I cannot be	I am unable to think

### EXERCISE NO. 7

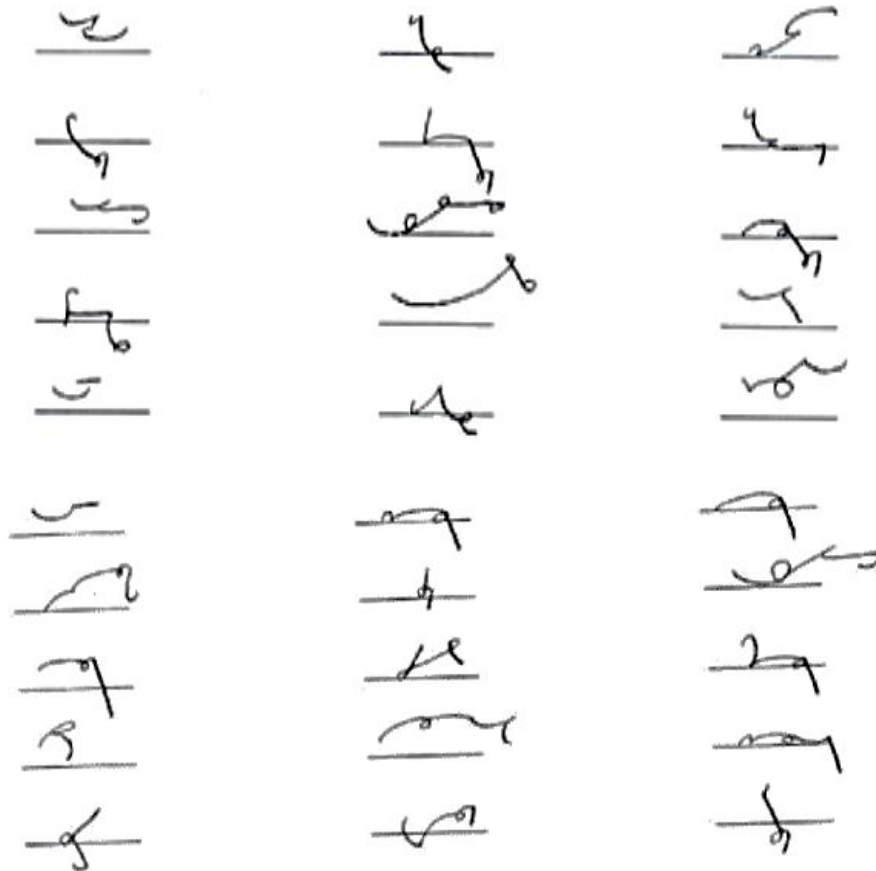




### EXERCISE NO. 8

Or some other	Before there (Their)	Though there is
In which there is	Making their own way	Has to be there
Has been there	In no other case	Had been there
I wish there were	Pending their decision	My dear brother
I know there	In other time	How can there be
Better than their	More than their	I believe there is
In their opinion	Depend upon their	In some other cases
Above their	Increasing their value	I see there is
I am sure there is	Seeking their	My dear Grand Mother
Over their (there)	My dear Madam	In other times
Though there is	In which there is not	You will take their

### EXERCISE NO. 9

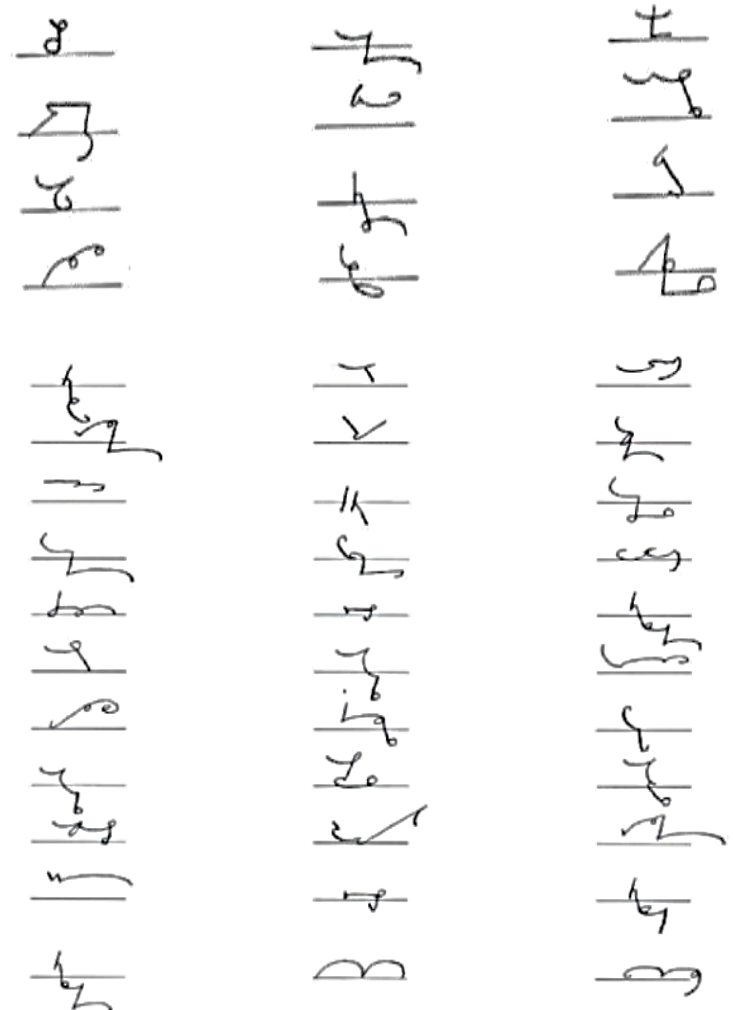




# EXERCISE NO. 10

In this manner	Just possible	
And in the same manner	This month	As soon as possible
Which will be considered	Wereconsidered	That conclusion
As far as possible	As if it were possible	One another
Should be considered	Some consideration	We have concluded
Shall be considered	Fully considered	Further consideration
Towards one another	As well as possible	Foundation stone
Industrial life	I hope	I hope you are satisfied
Cannot be considered	And in like manner	Shall be considered
Shall be taken into consideration		Satisfactory conclusion

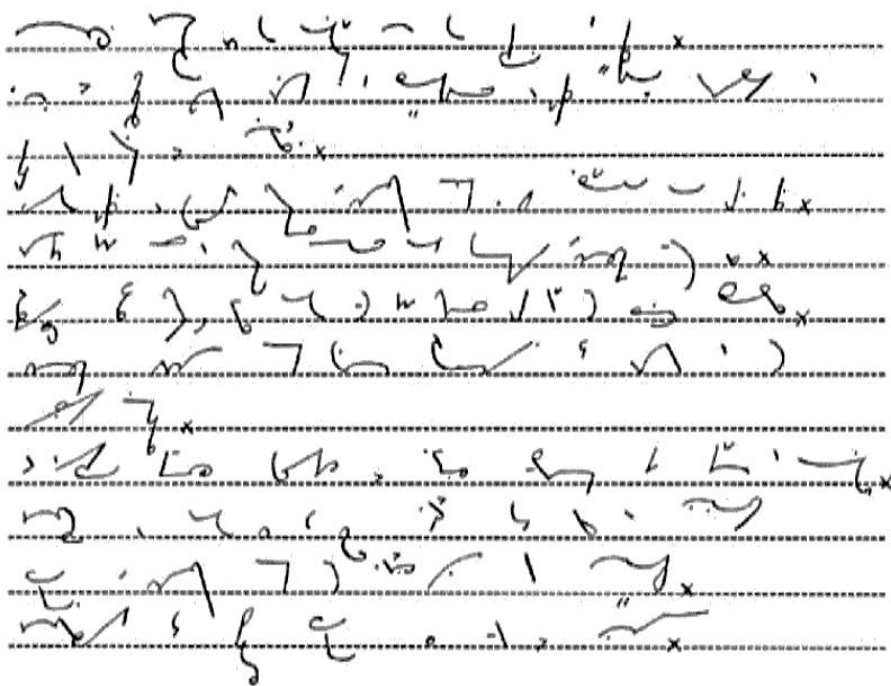
# EXERCISE NO. 11



### EXERCISE NO. 12

On the contrary	In reference to which	in reference to
More or less	One or two	
With respect to	With regard to	On the one hand
Out of the question	Three or four	in accordance with
What is the matter	Regret to state	We shall be glad to hear
With reference to which	From first to last	Out of place
In connection with	In connection with their	Up to the present time
In consequence of	Expression of opinion	As a matter of course
Do you mean to say	Face to face	Short space of time
As a matter of fact	Six or seven	For the purpose
Right or wrong		
In accordance with the matter		

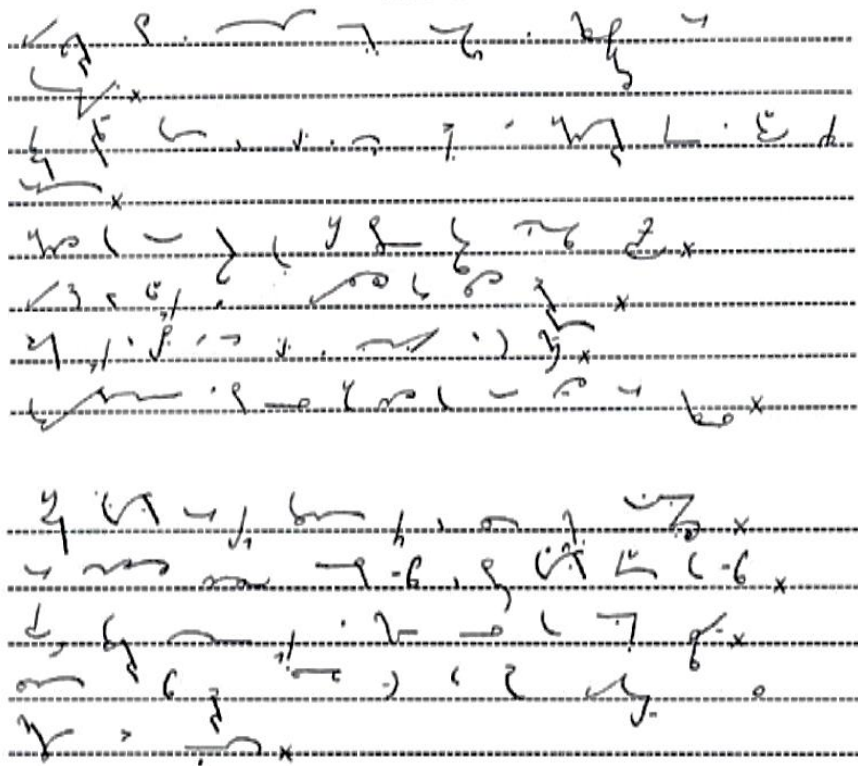
### EXERCISE NO. 13



#### EXERCISE NO. 14

- We have been informed that the conditions of the roads in this city will be improved as early as possible,
- We shall be glad to hear from you about our pending bill in a few days otherwise we will charge higher rate of interest on the amount of the bill.
- I am very sorry to inform you that keeping in view the peculiar circumstances in our office, your payment will be delayed by ten days.
- It appears that the situation is out of doors with regard to the financial position and by all means something should be done immediately.
- I think it is necessary for me to tell you about the health of your friend.
- Those who were present at the meeting, in all probability remember the remarks made by some of the members on the question of development of the country.
- There will be a special meeting to discuss the matter further.
- I am certain that you are not fully conversant with the matter.
- We have been informed about the proposed meeting of your association.
- It will only be necessary to charge high rate of interest on the loan taken for the construction of the building.

# EXERCISE NO. 15

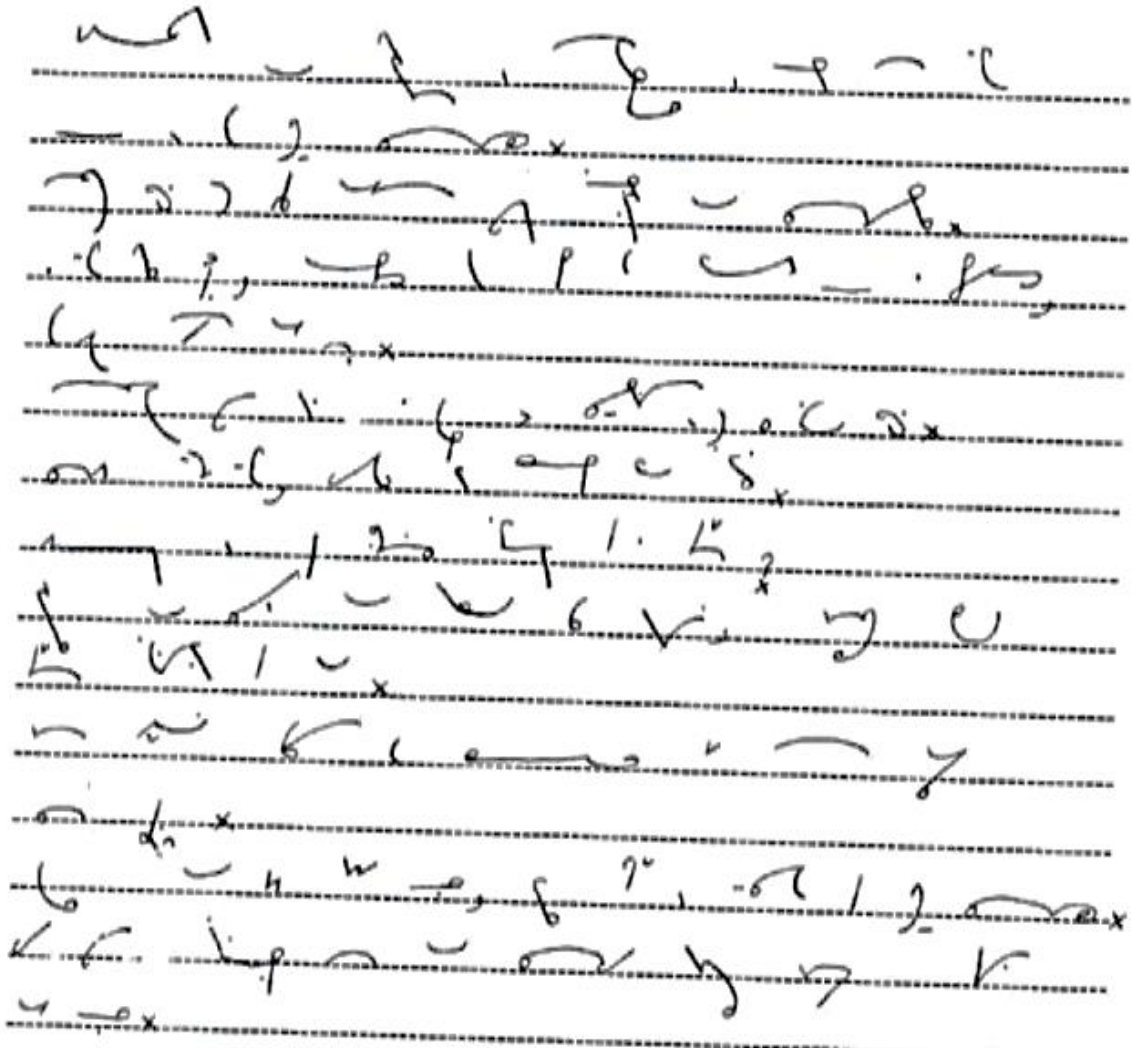


# EXERCISE NO. 16

- You will be able to approve this statement in spite of strong objection from other members of the House.
- I think you are not going to get any sort of benefit out of the schemes announced by the Government.
- You cannot go out of station until it is permitted by your Executive.
- It would not be possible to have a lunch time for more than thirty minutes.
- I think it is your duty to complete the work within the stipulated time.
- From time to time we have discussed the question of the influence of the Media.
- I cannot say about the exact date of the commencement of the examinations.
- I am very sorry to tell you that I was not well previous to your visit to my place.
- For some time past I have been unable to write to you about my health.
- We should expect charity in our words at all times, and in this spirit I trust we shall always express our thoughts in writing.

- I have heard that you were injured in an accident but I hope you will be able to recover very soon.
- I cannot see that there is any hurry in the affair, sometime it is good to have patience.

#### EXERCISE NO. 17



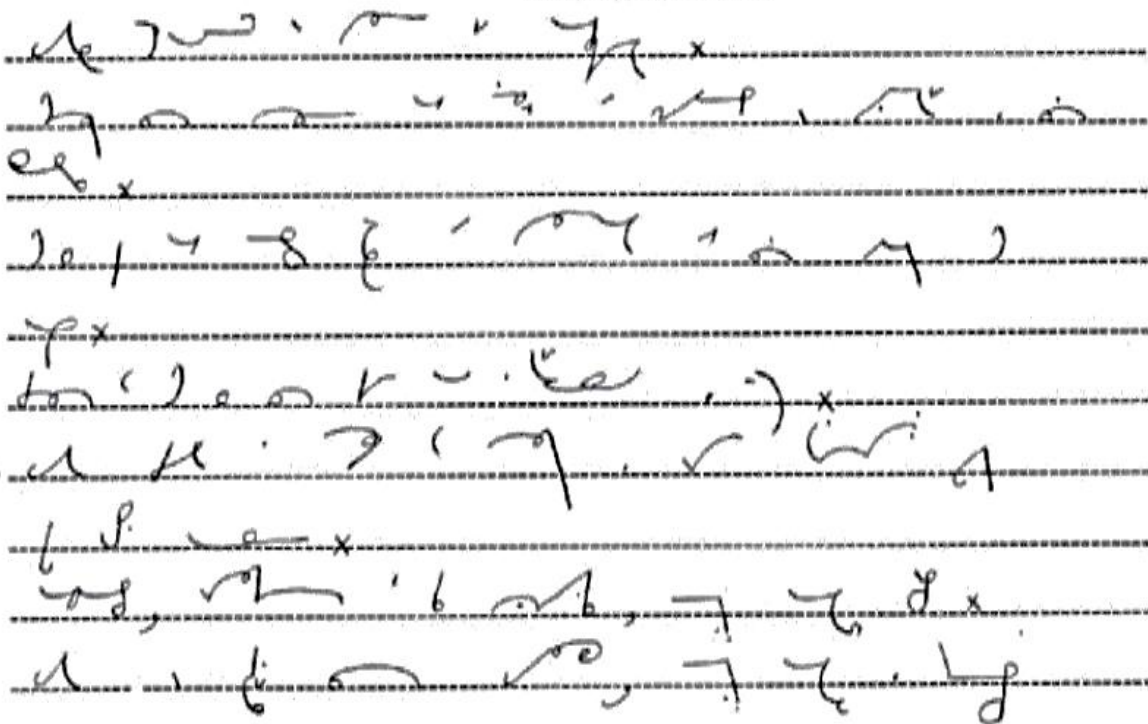
#### EXERCISE NO. 18

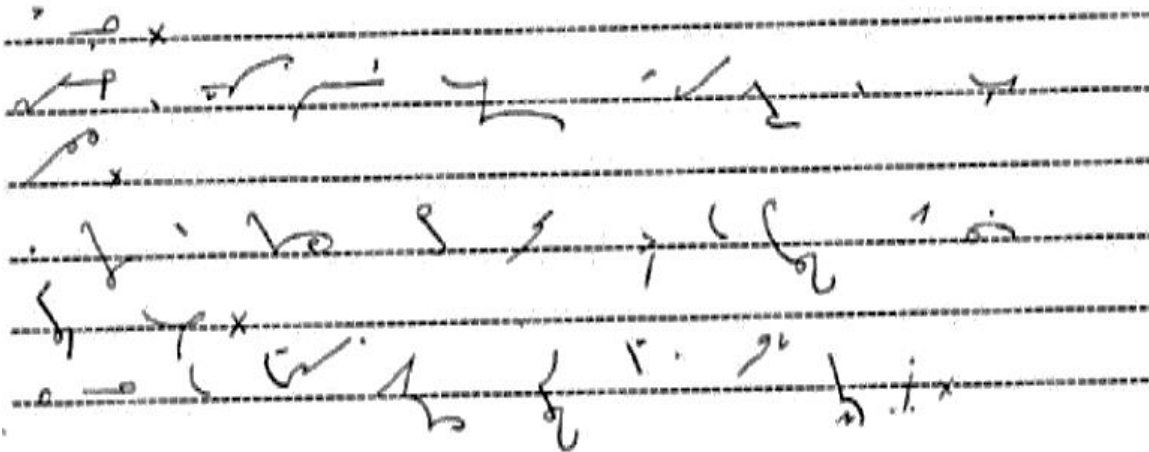
- We have to purchase the books for the purpose of knowing the history of the world.



- East or west: home is the best.
- The recommendations of the Commission will be declared in six or seven days.
- In accordance with the guidelines, the sports prizes will be given over and above the number fixed.
- Sooner or later, the culprit will be brought to book.
- Do you mean to say that the facts of the case are being distorted?
- We have concluded that all admissions will be made on line from this year.
- For the first time, as a rule, face to face interviews will be taken.
- In reply to your last letter, I regret to state that the papers with respect to your case have lost in transit.
- The boat plunged deeper and deeper into the sea.
- We shall expect to receive it in a few days without fail.
- We regret to state that under the circumstances we cannot accept an apology on the part of your client.

#### EXERCISE NO. 19





### EXERCISE NO. 20

- The whole matter will depend upon their decision in their opinion if there is no other similar case.
- This matter is out of their control and I think there is no other option with them.
- In some other cases, the Committee has given its approval for the enhancement of the salary of the employees.
- I have been there for the last three months and will go to some other place next week.
- My dear Sir, I will be happy to stay with you till some other arrangements are made.
- I think my friend has been there in the Guest House and he has to be there for another six months till he gets an alternative accommodation through some other means.
- I know there will be no delay in the payment till the matter is out of their control.
- In their opinion the case should be solved through some other means.
- If there is sufficient time at hand I think there will be no delay in the further consideration of the matter.

\*\*\*\*\*

## **UNIT 5**

### **INTERSECTIONS**

#### **5.1 INTRODUCTION**

One of the important aids for developing speed in Shorthand is Intersections. This device can be used for obtaining brief, distinctive, rapid indication of official titles of persons or associations and of frequently of occurring colloquial phrases etc. If the full outlines are written for all the words or phrases, it will be difficult to take down dictation speedily and accurately.

In this Unit you will be taught about the method of intersecting one stroke through another or writing the strokes in close proximity to another, where it is not convenient to intersect the strokes.

#### **5.2 LEARNING OBJECTIVES**

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

- Define an Intersection;
- Know that strokes can be intersected to one another,
- Identify the strokes which are intersected;
- List the phrases obtained by intersecting the strokes;
- Identify the cases where the strokes cannot be intersected but are written in close proximity to other strokes;
- Intersect strokes at the time of taking down dictation for developing high speed.



- Undertake repeated practice of writing the words made by intersecting the strokes.

### 5.3 MEANING




















The method of writing one stroke through another is called Intersection. When parallel strokes occur and it is not convenient 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 intersecting stroke comes first, the stroke is struck or written first, but when the intersecting stroke comes after, it is struck or written afterwards. Similarly, if the intersection is applied on the first consonant of the word, it is to be read first and if on the last, it is to be read at the end.

The following examples illustrate the manner in which strokes are intersected:

S. No.	CONSONANT	REPRESENTS	EXAMPLES
1	P	Party	Political Party Garden Party Party Labour Party Politics Conservative Party
2	PR (Consonant P and R hook)	Professor, Project, Property	Professor Ranga Professor of Music Electricity Project Government Property
3	B	Bank, Bill, Banking	 Reserve Bank Party Bill  
4	T	Attention	Early attention Your attention To draw the attention Attention of the Government

5	D	Department	Home Department <u>st</u> Finance Department <u>bt</u> Electricity Department <u>cp</u> Government Department <u>bt</u> <u>Y</u> foreign department
6	Ch	Chancery, Charge and cheque	Chancery appeal <u>X</u> <u>6</u> this charge Political charge <u>st</u> <u>X</u> free of charge Cheque Book <u>X</u> Into chancery <u>Y</u>
7	J	Journal	Monthly Journal <u>bt</u> <u>Y</u> Bankers' Journal Educational Journal <u>st</u> <u>st</u> Journal of Commerce Medical Journal <u>st</u> Political Journal <u>st</u>
8	K	Council, Company, Captain, Capital, Cover	Iron & Steel Company <u>Y</u> <u>t</u> this company <u>*</u> Captain of the Ship <u>st</u> <u>X</u> under separate cover <u>to</u> Captain Thompson Watch Company <u>st</u> Share Capital <u>st</u>
9	KR (Stroke K and R hook)	Colonel, Corporation	<del>X</del> public corporation <u>st</u> Colonel Alexander Colonel Kapoor <u>st</u> Corporation Staff <u>st</u> Steel Corporation <u>st</u> Colonel Ram <u>st</u>
9	G	Government	<u>st</u> government official Indian Government <u>st</u> Government of India <u>st</u> British Government <u>st</u> French Government <u>st</u>
10	GN (Stroke G and N hook)	Beginning	<u>st</u> at the beginning

11	F	Form	Application Form <u>40</u> Reservation Form <u>46</u> Entry Form <u>42</u> Form of Agreement <u>48</u> <u>44</u> necessary form <u>46</u> as a matter of form
12	V	Valuation	Valuation of Property <u>47</u> Low Valuation <u>48</u> Property Valuation <u>49</u> Valuation of the site <u>50</u>
13	Th	Authority, Month	Railway Authority <u>44</u> Authority of the Government <u>46</u> Well known Authority <u>48</u> Legal Authority <u>49</u> <u>47</u> in a month's time <u>48</u> <u>49</u> for a month <u>50</u> next month
14	S	Society	Welfare Society <u>45</u> Red Cross Society <u>46</u> Medical Society <u>47</u> Local Society <u>48</u> <u>49</u> agricultural society
15	SR (Circle S and Upward R)	Conservative	Conservative Club <u>44</u> Conservative Government <u>46</u> Conservative Policy <u>47</u> Conservative Party <u>48</u>
16	M	Mark, Major, Manager, Morning	Private Mark <u>43</u> <u>44</u> general manager <u>45</u> Monday morning Major Ram <u>46</u> <u>47</u> auditor's mark This morning <u>48</u> Depot Manager <u>49</u>
17	N	National, Nationalization	National Interests <u>44</u> National Policy <u>45</u> National Defence <u>46</u> Nationalization of the Banks <u>47</u> <u>48</u> national affairs

18	L	Limited, Liberal	Liberal Club  Liberal Policy  Limited Company  Lupin Limited   Robinson, Limited
19	Ray (Upward R)	Require, Required, Requirement, Railway	 you may require  railway officials  will be required  your requirements Railway Ticket  They may require  It was required  Annual requirements 
20	AR (Downward R)	Arrange, Arranged, Arrangement	Who will arrange  It will be arranged  Necessary arrangement  I shall arrange the matter   please make arrangements  we have arranged

## 5.4 REVIEW QUESTIONS

1. Define Intersection.
2. Which words are represented by Downward "R in forming intersections?
3. Enlist the words which are represented by Stroke 'K' in forming Intersections
4. Which words are represented by Upward R in forming Intersections?
5. For which words Stroke 'CH' is used in farming Intersections?
6. Write any four Intersections in Shorthand by employing stroke 'P'.
7. Write any four Intersections in Shorthand by employing Stroke 'K'.
8. State True or False in the following sentences:
  - Stroke 'N' represents the words "National" & "Nationalization" in forming Intersections
  - Stroke 'L' represents the word "local" in forming Intersections.
  - Stroke SR represents the word 'Senior in forming Intersections

- Stroke 'TH' represents the word 'Authority' in forming Intersections.
- Stroke 'D' represents the word 'Development' in forming Intersections.

9. Fill in the blanks with appropriate words in the following sentence

- Stroke K is employed to represent the words \_\_\_\_\_ in forming Intersections.
- Stroke \_\_\_\_\_ is employed to represent the words "Colonel & "Corporation in forming Intersections.
- Stroke F is employed to represent the word \_\_\_\_\_ in forming Intersections.
- Stroke 'S' is employed to represent the word \_\_\_\_\_ in forming Intersections.
- Stroke \_\_\_\_\_ is employed to represent the words 'Mark', 'Major', 'Manager' & 'Morning' in forming Intersections.

## 5.5 ACTIVITY EXERCISES

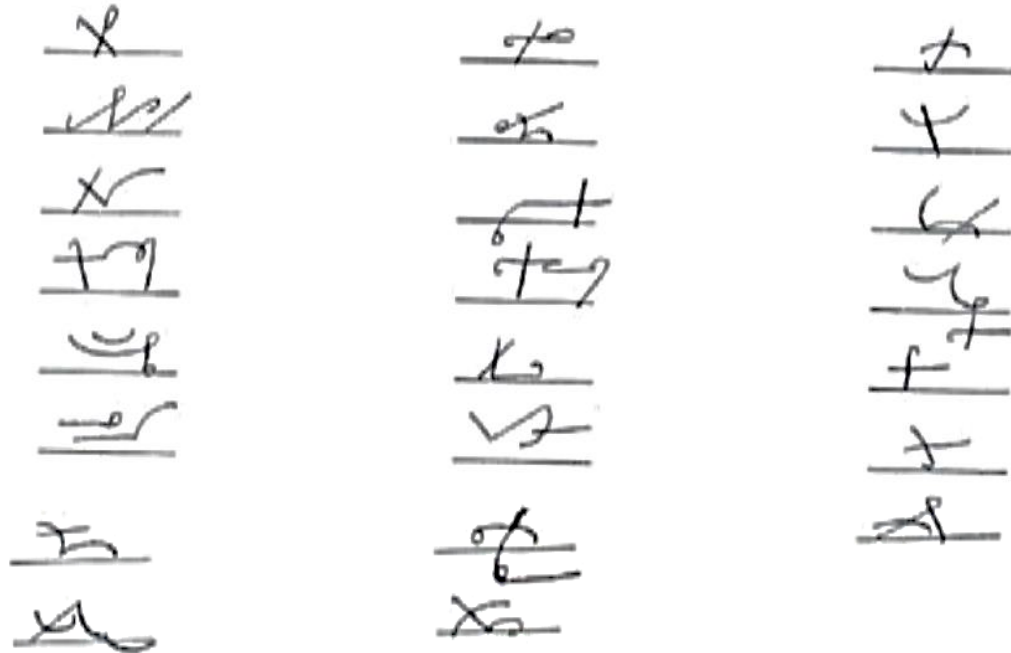
### EXERCISE NO. 1

Write the following Intersections in Shorthand:

Labour Party	Political Charge	Trade Mark
Railway Passengers	Children's Party	Punjab National Bank
Cabinet Council	Textile Journal	Into Chancery
Corporation of Leeds	Parliamentary Party	Forms of Agreement
Captain of the Team	Weekly Journal	Carriage Company
Borough Council	Share Capital	Captain Dixon
Some months ago	Save the mark	National desire
Liberal discount	Weaving Company Limited	

## EXERCISE NO. 2

Read, copy and transcribe the following Intersections:



## EXERCISE No. 3

Write the following Intersections in Shorthand:

Party Bill

Bank Passbook

Electrical Department

This month

Corporation Staff

Government of India

Property of the Bank

National Policy

Foreign Department

Garden Party

Savings Bank

Shipping Department

Chancery Judge

County Council

Capital Expenditure

Captain of the Team

Medical Form

Local Authority

National Affair



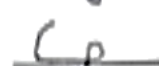
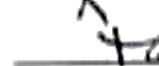




It was arranged



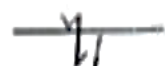

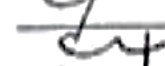
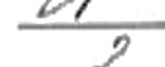


Railway Rates



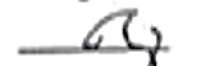

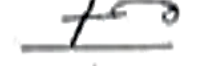


I shall arrange the matter

Monthly requirements

### EXERCISE NO. 4

### EXERCISE NO. 5

Write the following Intersections in Shorthand:

College Party

In a month's time

Early morning

Careful Attention

Penny Bank

Capital Receipts

Party Councils

Political Journal

Low Valuation

Home Department

Mercantile Bank

Sea Embankment

Authorised Capital

Ship's Captain

National Desire

Major General

Railway Facilities

Better Arrangement

Railway Time Table

Liberal Payment

Liberal Discount

Chancery Proceedings

My attention has been called

Nationalization of the Insurance Corporation



## EXERCISE NO. 6

Write the following sentences in Shorthand:

- The Captain of the Ship is going to give a dinner party on the sea embankment.
- The Engineering Department in a letter to the Sanitary Authority has informed that legal proceedings will be initiated against the people who do not follow the instructions issued by the Local Authority.
- The Labour Party is against capital punishment and my attention has been called to this fact by its General Secretary.
- The monthly requirements of the Music Society were negligible.
- The Finance Department has drawn the attention of the Council of Ministers to the shortcomings in their recent estimate which is very conservative.
- An account with the Reserve Bank of India will be opened by the Head, Department of Commerce next month.
- The Western Railway has invited applications for the post of Manager on prescribed form by the tenth of July of this month.
- It is hoped that the Conservative Government will disqualify the nationalization policy of the Labour Party.
- The Captain of the Team is sure that his team will win the match to be played on Sunday afternoon of next month.
- This may be arranged subject to the approval of the Executive Council.
- The nationalization of sugar industry is no more under consideration.



### EXERCISE NO. 7

Read, copy and transcribe the following sentences:

1.  $\rightarrow 4 \times 1, 7, 2, 1, 4 \times$   
 2.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 3.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 4.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 5.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 6.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 7.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 8.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 9.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$   
 10.  $\rightarrow 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12$

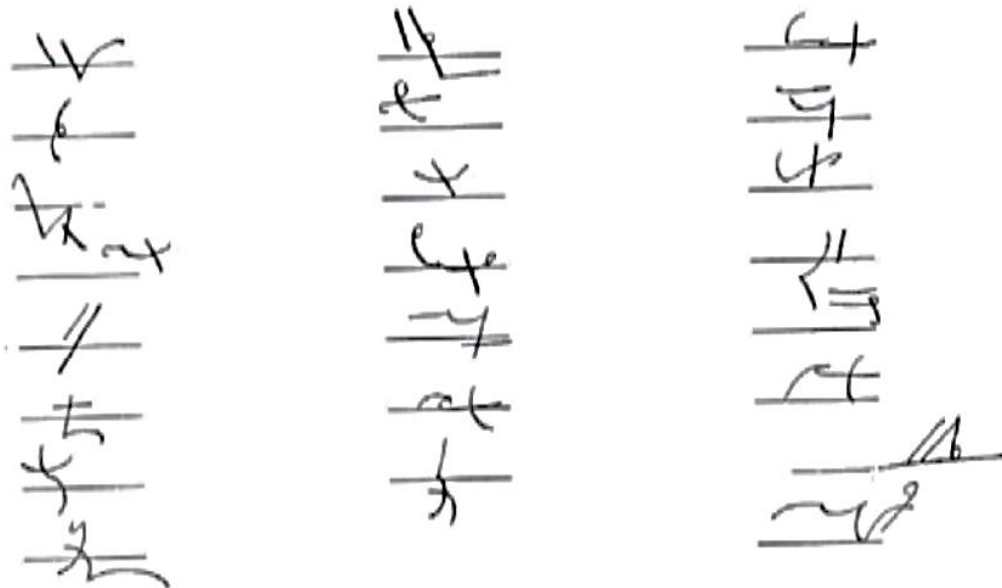
## 5.6 KEY TO ACTIVITY EXERCISES

## EXERCISE NO. 1

## EXERCISE NO. 2

State Property	Crossed Cheque	General Manager
Western Railway	Conservative Estimate	National Bank
Chancery Appeal	Silk Department	They may require
Professor of Chemistry	Department of Agriculture	Investment Corporation
National Interests	Journal of Education	Delivery Company
Gas Company Limited	Parish Council	Capital Punishment
Captain of the Army	Some months ago	Mark of respect
National Revenue	Liberal Payment	

## EXERCISE NO. 3



## EXERCISE NO. 4

Bill of the Party	Next month	Council of Ministers
Mark the Papers	Labour Party	Town Council
Electricity Project	To draw the attention	Welfare Society
Bank of England	Bank Bills	Metropolitan Railway

Special Attention

Engineering Department

Journal of Commerce

Privy Council

Capital Charge

Colonel Jackson

Written Authority

National Reserve

Railway Official

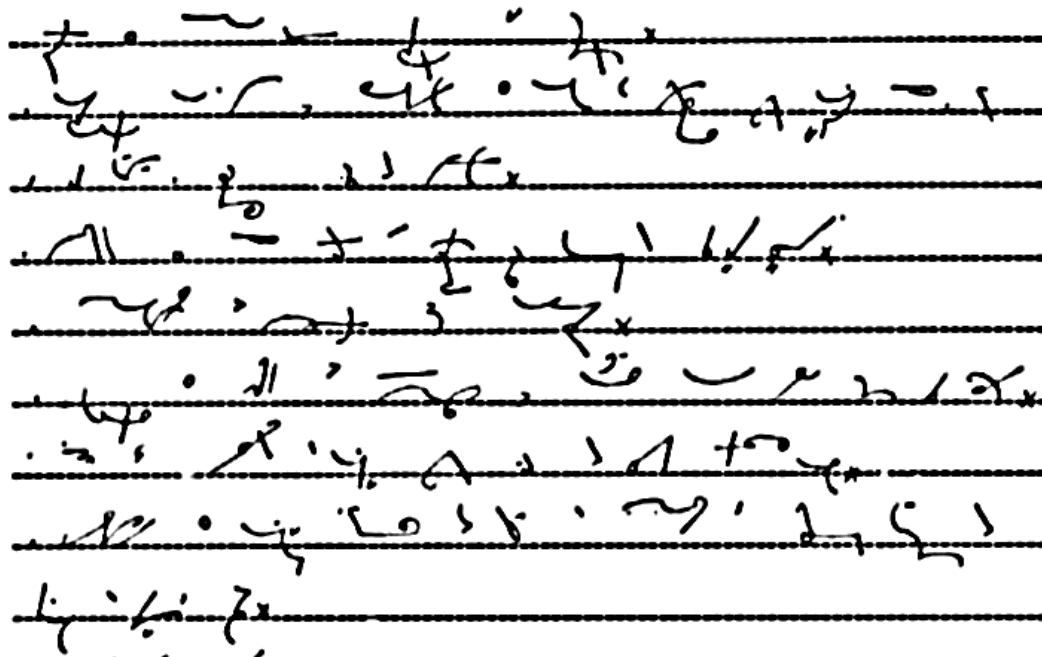
Authority of the Government

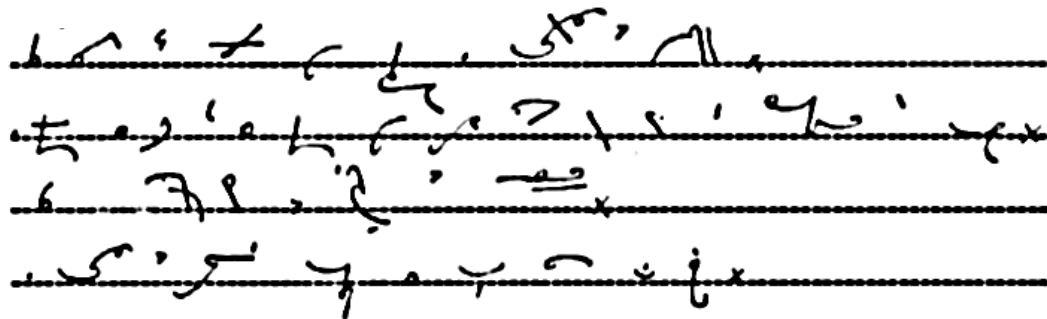
Sanitary Authority

### EXERCISE NO. 5



### EXERCISE NO. 6





#### EXERCISE NO. 7

- An account with the Reserve Bank of India was opened by Prof. Singh.
- Who will make the arrangements to meet the stationery requirements of the Agriculture Department?
- Ten railway passengers were caught without railway tickets by the railway officials.
- A meeting of the Investment Corporation Ltd. will be held on Saturday next to give liberal discounts to its account holders.
- The valuation of the property was fixed this morning by Government Department.
- The local authority has decided to give a dinner party next month.
- Prof. Ram will take over as General Manager of Weaving Company Limited after his retirement from the Department of Commerce.
- The Congress Party and the Communist Party, both are national parties.
- The Punjab National Bank has issued special Bank Passbooks for the Savings Bank account holders.
- A meeting of the National Disaster Committee will be held in the Defence Department of the Government of India.
- Captain Dixon will join as Professor of Chemistry after the Borough Council meeting.

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## UNIT 6

### DICTATION PASSAGES AND THEIR TRANSCRIPTION

#### 6.1 INTRODUCTION

One of the most important tasks for Shorthand writer, after learning the theory is to take down dictation and to transcribe the same on Computer. The dictation is given at a particular speed e.g. at the speed of 50 words per minute or at the speed of 80 words per minute (w.p.m.) and so on. The matter to be dictated in one minute is divided into four parts, each part to be dictated within fifteen seconds in order to measure the speed per minute. These parts are indicated by slashes which are not dictated. These slashes are meant only for the person who has to dictate the matter. On every fourth slash, the time is indicated within brackets e.g. (1) which means that this matter, from first slash to the figure given within brackets, has been dictated or is to be dictated in one minute. The speed per minute is measured like this. Similarly the whole passage is marked by slashes and the number of minutes. The time for transcription is also prescribed accordingly.

You will have to do lot of practice of taking dictation of Seen and Unseen Passages and transcribing the same on the Computer. For doing practice of taking dictation, some Seen Passages of different speeds have been given in the following pages. You will have to take dictation of these passages and transcribe the same on Computer. Practice of these passages will be helpful in improving your speed in dictation and transcription. In your Annual Practical Examinations, you will be given dictation of an Unseen Passage of 400 words. For practice of taking dictation of Unseen Passages, a list of Shorthand Magazines published by various Publishers has been given at the end of this Book under the List of Recommended Books. These books are easily available in the market.

The techniques of Note Taking and Transcription have already been taught to you in Class XI and you will have to take into consideration the guidelines suggested for this purpose before you start the practice of taking dictations and their transcription.

## **6.2 LEARNING OBJECTIVES**

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

- Define transcription;
- Identify the precautions you have to take at the time of transcription;
- Acquire necessary knowledge to become an efficient and accurate shorthand writer;
- Take down dictation of exercises and transcribe the same on Computer.

## **6.3 MEANING**

The method of converting or translating the matter written in shorthand to the language concerned (English/Hindi etc.) is known as transcription. The most accurate and beautiful page of shorthand is lifeless until it is transcribed. The shorthand is written to be read, and usually to be turned into some form of typewritten document. It is important that the reading and transcribing of shorthand should begin in the initial stage. The transcription should be typed on your computer rather than handwritten.

## **PRECAUTIONS**

One should take the following precautions at the time of doing transcription:

- Before start doing transcription work, the matter written in shorthand should be read once or twice in order to understand the contents and subject matter

of the matter dictated. There are two methods of reading the matter before transcription. One is to read the whole dictated matter before transcription and the other is to read 3-4 words at a time before typewriting and go on repeating the process till the whole matter is transcribed.

- After transcribing the whole matter, it should be read back for accuracy. In case any mistake is detected during the reading time, the same should be rectified before giving the print command.
- After each page of the matter/shorthand notes is transcribed, a cancellation line should be drawn through it. This is an important safeguard against the possible omission or repetition of some part of the work.
- The shorthand notes should be stored for future reference.

#### **6.4 DIFFERENT TYPES OF DOCUMENTS THAT MAY BE PRODUCED FROM SHORTHAND**

Numerous types of documents can be written in shorthand, as dependent on the work of the stenographer. Different documents may be needed in the private or governmental sector as a memorandum, notices, letters. Also, emails or business letters follow their pattern of writing. Similarly, official and personal letters vary in style, font, format, the inclusion of sender's and receiver's name, salutation, and language. If the stenographer considers a transactional document format, he/she should mention the recipient's or company's name and customer's details.

The stenographer has to follow a specific format in government tender advertisement, like mentioning the tender date, rate and provide the proper information about the tender item.

An example of a format of agreement documents.

**AGREEMENT**

**AGREEMENT BETWEEN OWNER AND CONTRACTOR**  
for use when a stipulated price forms the  
basis of payment and to be used only  
with the General Conditions of the Contract

**THIS AGREEMENT** made on the \_\_\_\_ day of \_\_\_\_ in the year two thousand  
and \_\_\_\_.

**BY AND BETWEEN**

\_\_\_\_\_

\_\_\_\_\_

hereinafter called the "Owner"

AND

\_\_\_\_\_

\_\_\_\_\_

hereinafter called the "Contractor"

**WITNESSETH:** that the Owner and Contractor undertake and agree as follows:

*Fig. A sample of Legal Agreement paper document format*

The stenographer should be language savvy and possess sound knowledge in English spelling, grammar and punctuation. In courtrooms, every document (like legal notice or petition) and conversation between judge, lawyer and client, all are documented by the shorthand scripts as they act as important evidence. These scripts are kept as records in court or government office.

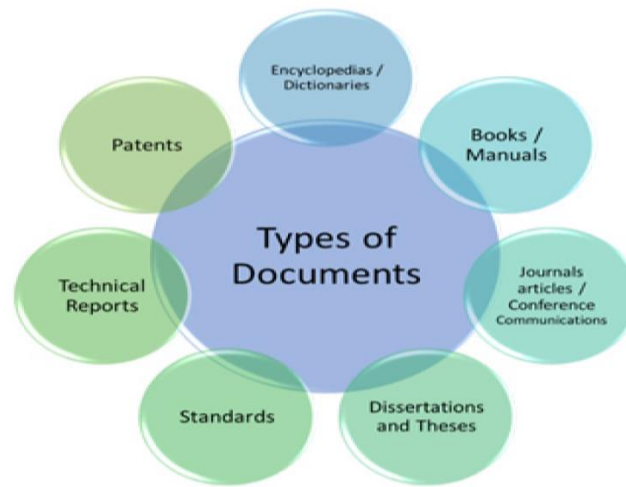
A stenographer should collect and study different types of documents as reference material which will help the stenographer increase their understanding, efficiency and accuracy.

## **6.5 DIFFERENT FORMATS IN WHICH THE TEXT MAY BE PRESENTED**

Different types of formatting: A book/manual document format is different from journals and articles in magazines. Books follow the pattern of a paragraph or



pointwise document formatting. But journals follow the column wise format and put the references with another font style, which is different from the actual text.



*Fig. Different types of the documents*

In dissertations or theses, formats are different from standards format documents. Dissertations or academic these include many references and citations and follow particular formats of the text style. A standard document is mostly dictation or conversation based. A lawyer can dictate to his/ her stenographer on any legal topic, affidavit or drafting for the hearing. It should follow a proper formatting style as per the legal document requirements, like having double spacing in the text body and single spacing for indented text. For courtroom conversation or while taking an interview, it should be a column wise format, and the speaker's name should be on the left side of the documentation. The stenographer should be very vigilant so as to not miss out on a word of conversation as that can spoil the prospects of a case.

Technical report and patents (authorized licenses) have different rules of formatting style. When a stenographer prepares a technical report, he /she should know the required margins of the report, proper spelling of the technical terms and

the different font styles and their related names like Italics font, Times New Roman, Calibri, etc. Different style formats are followed in patent documents, like in the copyright portion; different margins are needed. In contrast, in encyclopaedias / dictionaries, the column-wise format is prevalent, and a certain gap between two words is maintained.

## **6.6 EVALUATE THE DOCUMENT FOR ACCURACY AND CORRECTNESS**

For lending a professional finish to a document, a stenographer should compulsorily do editing and proofreading in the process of preparing documents. A hearing document or a petition in the courtroom includes several conversations and communications, from client to lawyer and judge, so they need to be perfect not to miss vital details. Minute checking and rechecking of documents is essential for capturing the exact tone and format, and verification needed so that the facts are accurate. If a stenographer produces wrong information, then it can be fatal for the client.

Follow some steps below to correct and perfect the script.

***A formatting style:*** Ensure that the tone and style of the document match the document type and purpose. For example, a dictated hearing drafting will have a different format and tone than a legal notice. The stenographer should compare the document to previously published written documents to ensure that all the clauses and terms and condition mentioned by the judge have been incorporated.

***Format Review:*** The stenographer should transcribe his note in the English language. He should maintain proper flow from one section to the next. Checking the document for correct headlines or subheadings in a consistent manner is important. Like judicious use of different fonts, bold and italics can help present

information effectively as fonts to convey a message. He should verify the bullets or number lists are formatted correctly and enhance the flow of the document.

- ***Grammar and spelling:*** The stenographer should not miss the basic grammar and spelling in the document. Read sentences and paragraphs attentively and make sure the construction of the paragraph is logically and grammatically correct.

- ***Commonly misspelt or misused words in legal notice documents like*** - affect and effect, loose and lose and compliment and complement. Misspelt legal documents create a lot of miscommunication between the producer of the notice and the receiver of the notice. A grammatical error of documents can deliver wrong information and can mar a case. Be sure words are used correctly and spelt correctly.

- ***Layout and format:*** Check the layout of the overall document. Run a critical eye over the page elements, such as margins, justification, page number, text and illustrations. If the document includes charts, ensure they are sized and placed properly so as not to overwhelm the text and formatted properly. Leaving enough white space in a document is important for relaxing the eyes while reading. Proper font size in a document is important for better clarity and visibility.

- ***Confirm Accuracy:*** Fast-checking is an essential editing step. References, citations should be mentioned in different font size and style. Then references would be more distinguishable from the text. References are very important to mention the source of information. Accurate information and referencing in a legal document upholds a lawyer's integrity. A stenographer may require having the final version checked by a legal department or outside legal counsel before it is released.

- ***Final proof:*** The last section is final proof, where again, one has to glance through each section of the document in detail and remove any typos. Check the margins and the need for including the government's or company's logo. It's often

helpful to read the final document silently and read it aloud for a different perspective. The stenographer might have to seek suggestions from another legal person to clear out his doubts before submitting the final documents.

## **6.7 REVIEW QUESTIONS**

1. What do you mean by Transcription?
2. What precautions will you take at the time of transcribing from shorthand notes?
3. What are the different formats in which text may be presented?
4. What are the guidelines to evaluate a document for accuracy and correctness?

Some Passages of different speeds such as ‘Dictation Passage at the speed of 40/60/80/100 words per minute’ are given below:

### **Dictation Passage No. 1** **(SPEED 40 w.p.m.)**

The performer who performed at the theatre gave a very / satisfactory and uniform performance. His uniformity has been universally acknowledged. /The inconvenience caused to the executor and the executrix is / governed by identical magnetism. The metropolitan cities are very expensive (1) for the rate-payer if he is not familiar with/ its falsification. However, whenever he may come or whatever he / may do requires familiarization together with intelligence. It is his / misfortune that either he had to mortgage or had actually (2) mortgaged his property in November last year. To enlarge the / sphere of denominational institutions, especially inspected for the purpose of / proportionate distribution of wealth,

individually or otherwise, is probably a / step in the right direction. Therefore, to familiarise ourselves with (3) the imperturbable working of incandescent lights, we require good practice. **(130 words)**

## **DICTATION PASSAGE NO. 2**

**(SPEED 40 w.p.m.)**

It is surprising that the Manager of the Bank has / not figured anywhere in the whole case. To my mind, / the main responsibility rests with the Manager of the Bank. / He holds the keys of the strong room and it (1) is he who has released the entire amount. What has / this gentleman to say about this matter? Has any action / been taken against him? Has he been asked to submit / any report in this regard? The Manager is primarily responsible (2) for the transactions in the bank. He holds the key / to the strong room and it is he who must / say something to clear our doubt. It is also clear / from one of the employees what he has said to (3) the police that he got a telephonic message at midnight / about this robbery. If that is so, it is clear / that this amount was not in the second withdrawal and/ if it was done in the second withdrawal, there must (4) have been additional justification for the withdrawal of this huge / amount from the bank, a justification convincing enough for the / withdrawal of a huge amount of this kind. **(188 words)**

## **DICTATION PASSAGE NO. 3**

**(SPEED 40 w.p.m.)**

Notwithstanding his representation, mathematicians of the universe unanimously decided to / represent against the recoverable theories of such republican practices whereinsoever / it is irremovable. He had to subscribe substantial subscriptions

sufficient / for the purpose. He relinquished his personal responsibility for something (1) which was considered inconsiderate by his sympathetic and practiced speaker / who extinguished all prejudice in him. The proposal of the / parliamentary committee is questionably far from practicable. Whenever it was / cross-examined, it gave circumstantial account concerning its deficiency to (2) organize manufacture of incandescent lights. He requires foreign exchange with / sensibility, and howsoever his perpendicular style may be, he needs / reform and proficiency. The electrical executive engineer can repair all / defective appliances efficiently and independently and he is very enthusiastic. (3) **(120 words)**

#### **DICTATION PASSAGE NO. 4**

**(SPEED 40 w.p.m.)**

Please be kind enough to supply the items on the / attached list as soon as possible. At the present moment / there is an active demand for them, and we hope / that we can count on having them within three days. (1) If you find that you cannot supply them within that / time, please inform us by return of post. Please note / that the exact items specified are to be supplied. If / you are out of stock of any of the items, (2) do not supply different articles. Anything that is not exactly / as specified should be returned. Sir, this firm gave us / excellent references, so we think we should extend the time / for payment of the balance due on their account immediately.(3) **(120 words)**

## **DICTATION PASSAGE NO. 5**

**(SPEED 60 w.p.m.)**

We have come to know that you are considering the purchase of a few motor-cars / and vans for your organization. We would like to bring to your notice that / we are the agents for the well-known models of cars and vans. Trial runs / can be given on any of these vehicles, free of charge at any time convenient (1) to you. At the same time we wish to point out the advantages which you can / get if you purchase your requirements from a large firm like ours. In the first / place the drivers under your employment will be taught to drive and instructed in the / general mechanism of the vehicles entirely free of charge. Secondly as we have a big (2) workshop also and you will get the benefit of your experience in keeping the cars/ and vans in good running condition. Thirdly we give you free delivery at your premises/ and we also give the special attention of our staff to such of the customers / who make their purchases through us. We would also be giving a discount of 5% (3) on all purchases.

**(183 words)**

## **Dictation Passage No. 6**

**(Speed 60 w.p.m.)**

Mr. Chairman Sir, I am grateful to the Hon. Members who participated in the budget / debate. I am all the more grateful to the Hon. Members who took a critical / attitude on the budget because I do realize we faced with a complex and very / difficult situation. There are no clear answers to many of the questions. There are no (1) simple solutions. Therefore, I do realize that there would be alternative approaches to this situation/ and therefore, when Hon. Member made points which were not in conformity with the budget,/ it is not as if they had no relevance at all or no validity at/ all. But I can assure the Hon. Members that it is not just without any (2) discussion whatsoever or detailed study whatsoever that I have formulated the budget.

**(132 words)**

## **Dictation Passage No. 7**

**(Speed 60 w.p.m.)**

There is transport by rail or you may say railways. Although the carriage of goods / by road has increased at a faster rate during the recent years, many goods are / still carried for long distances by the railways. No doubt, in every country road transport / is very common and also very fast but for transportation of goods to far off (1) places, the road transports is slightly costly and as such some people prefer transport by / rail. In this country the railway system was considered to be of such basic importance / to the economy that it was taken over by the Government. There are no private / railway companies in the country but in some foreign countries such railway companies still exist. (2) In the opinion of many people there should be proper division of the business between / the railway and the road transport



companies. Some people even express their view that the / big road transport companies should be made in to a public company or should come / under the control of the State Government or any such body formed by the Government. (3)

**(180 words)**

### **DICTATION PASSAGE NO. 8**

**(SPEED 60 w.p.m.)**

If it is not very inconvenient for you, may I call on you to demonstrate/ in a preliminary way how you can advertise in the most distinguished publication in the/ universe? Advertising is an indispensable and should not be neglected at all in business these / days. According to my instructions I am to call on you by appointment. I am (1) at your pleasure and if it is satisfactory to you I will call at once. / I am informed that one of my friends owes you several hundred rupees. I thought / he had reformed and had distinguished himself in the legislature but I see that he / had mortgaged and neglected all that he owes. What is to become of him, I (2) cannot tell, except that if he wishes to reform I will do all I can / for him in this respect. Tell him when you see him next that I wish / to speak to him on the subject and wish to help him overcome the difficulties / he is facing in this organization. What is your opinion? Do not hesitate to tell (3) me the truth so that we could make proposal to take you out of the / situation.

**(196 words)**

### **DICTATION PASSAGE NO. 9**

**(SPEED 60 w.p.m.)**

My dear friends, during the last three years, I met many of you, both in / the Civil and Defence Services of this country, I have addressed you, discussed many

matters / with you and worked in close touch with some of you. If I had my / way, I would have liked to meet many more of you so that we might (1) know each other better; for we are workers in the common cause and much depends / upon the degree of our mutual understanding. I know that many have praised you greatly/ and many have sometimes unfairly criticised you. That was natural in the circumstances and it/ is possible to find most of us room for praise and room for criticism. Most (2) of you have had to adopt yourselves to new conditions of work within a short / period of time. I want to tell you that in the three years I have / known you, I have found you as whole, loyal servants of the country. I / have appreciated the way you have adopted yourselves to new conditions. Most of you have (3) had to work much better than before because the situation demanded hard work; you have / applied yourselves to this work with good-will and a desire to serve this country / of ours which has at last achieved its freedom. Those of you who are in / the Defence Services have had to face many trials and have stood a hard test (4) successfully. You have thereby gained something even more and that is self-confidence and faith / in yourselves and your cause. Not only the men of the Defence Services but all / of us, whatever the capacity we have worked in, have stood the test of our / faith and capacity during this early period of our freedom. Just at the moment when (5) all our services as well as much else in the country had been split up, / difficulties faced us all bringing death and sufferings to many human beings. While facing them / we set about rebuilding the structure that had been partly damaged. Let us not / praise ourselves for what we did, for so much remains undone. But let us at (6) least recognise our achievements, for they are not less important.

**(370 words)**

## Dictation Passage No. 10

(Speed 60 w.p.m.)

During the last hundred and fifty years for the sake of running the administration, the / English language was in use as the common vehicle for exchange of ideas between persons / speaking the different languages of the country. English is however, understood only by a limited / number of persons who may be called well-educated. Therefore, in a vast country like (1) ours, where several languages, entirely different from each other, are prevalent, it is very necessary/ that there should be one common language for the interchange of views and for keeping / up healthy link between the people. There could be no difference of opinion in this / matter. It is with this object that the framers of our Constitution gave the significant (2) status of national language to Hindi. This, in no manner diminishes the importance of the / State languages. The States are free to run their administration in the State languages and / take all steps for their development. Besides, all the State languages have originated from Sanskrit / and thus they are closely related to Hindi as well. Therefore, the improvement of one (3) language is always supplementary to the development of the other. In a country in which / more languages are spoken, it is but natural and usual to have one common language / for conducting the business of the State. No multi-lingual country can make adequate progress / without having a common language. Therefore it is very necessary for the country as well, (4) to have a common language. **(245 words)**

## **Dictation Passage No. 11**

**(Speed 60 w.p.m.)**

We are taking the liberty of asking you to address our graduates on Monday, 29th / January. Our Principal and teachers, as well as the graduates, would be proud to have/ you deliver an address. We know that what you would tell us as the principal/ speaker on our program would be remembered by all our graduates for many years to (1) come. We know that you have many calls to speak, and that your time is / exceedingly valuable, but we feel that you will be glad to talk to us if / you possibly can. We trust that you will be able to accept our request. Because / of the rapidly increasing cost of copper and steel, we are obliged to increase the (2) prices of many of the articles included in our catalogue. We extremely regret the necessity / of passing on the higher charges to our customers, but at the present time this / is the only possible course we can follow. You will be notified when better terms / are available on our supplies, and we are thus enabled to reduce the prices. (3)

**(180words)**

## **Dictation Passage No. 12**

**(Speed 80 w.p.m.)**

I am happy to be here today to inaugurate the Conference of Power Ministers of the States. This Conference assumes / importance in view of the fact that power shall play a defining role in India's socio-economic development in the / twenty first century. Our expanding industrial base, increasing agricultural demand and galloping domestic requirement necessitate rapid enhancement of India's total / power generation capacity. More importantly, we should bear in mind that power and energy production as well as management is (1) crucial to our national security

concerns. A country that is self-sufficient in power and is not burdened by energy / shortages is a secure country. If we look back at the performance of the power section in the past fifty / years, we will find that the growth of this sector has been impressive. From a little over thousand Mega Watts,/ our total production today has gone up to around hundred thousand Mega Watts. This is no small achievement. However, despite (2) this impressive growth, we continue to face power shortage. In the Eighth Plan period, we could achieve only a little / above half the target we had set ourselves. In the Ninth Plan period, we are likely to add roughly two-thirds / of the additional capacity we have targeted. The poor financial health of our State Electricity Boards which do not haveadequate / private sector investment in the power sector, are largely responsible for this inability to meet targets. In order to meet (3) the requirements of the opening decades of the new century, we have to add more than a lakh Mega Watts / during the Tenth and Eleventh Plans. To achieve this target, we would need around Rupees one lakh crores, but the / resources that are likely to be available would be about only a one third of that amount. Our Government /has listed the restructuring and reforming of the power sector as a priority initiative. We have already taken several measures (4) in this regard. We have been emphasizing on the development of hydelpower, especially by developing projects in the North-East / that have immense potential. We are also committed to strengthening the National Power Grid and delinking transmission and distribution / from generation so that we can ensure both reliability and quality of power to customers. We need to take a / hard look at the financial health of our Electricity Boards. Of the twenty State Electricity Boards, eighteen have a negative rate of return. (5)

**(400 words)**

## **Dictation Passage No. 13**

**(Speed 80 w.p.m.)**

I am very glad that we are all meeting here on this happy occasion, and I am also glad that / I am asked to address you. Now that you are all conferred with degrees, I wish you success in your / life. At present there is a general complaint that the universities are failing to produce able young men and women / who can serve the country without self-interest. I have been a teacher for over forty years of my life. (1) Being acquainted fully with the functioning of universities, I would like to explain clearly the real factors that are responsible./ University is essentially a corporation of teachers and students. The relations between the two have been of a scared character. / The kind of education that we provide to our youth is determined mostly by the kind of men and women / we secure as teachers. At present the condition of teachers is deplorable. The university teacher should be so paid as (2) to enable him to live in comfort, if he is to devote himself to learning, teaching and research. As they / are low paid, best intellectuals are seeking attractive jobs elsewhere and they are not willing to work as teachers in / universities. Every attempt should be made to draw a good number of able persons into the teaching profession. I hope / the university service will become as attractive as the All India Services, for that is the only way to recruit (3) and train some of the ablest persons for the universities. It is also necessary to select such of the persons / as teachers who have love for the subject they have to handle. Securing of a few able teachers is not / sufficient. Their number must be proportionate to the number of students. The accommodation in the colleges is insufficient. A class / room which can normally accommodate thirty students have now to accommodate five times the normal number of students. It is (4) no doubt true that such over-crowding is not conducive to the students to get adequate

tuition and moral guidance. / Some of the educational institutions have become commercialised and adopt the shift system as in factories. These circumstances do not /allow students to express themselves i.e. to take part in games etc. and to have real contact with the teachers, / which is much better than a long course of study. It is therefore necessary that our colleges should have restrictive (5) admissions, have adequate staff, and there is living communication across the table with a wise teacher. (416 words)

### **Dictation Passage No. 14**

**(SPEED 80 w.p.m.)**

Mr. Speaker Sir, you have referred to a number of problems in your letter. You have praised some activities of/ the Government criticised others and offered advice so that we may function better than we have so far done. We / welcome your advice and the advice of others given with good intentions and with a view to improving conditions in / the country. Anything that you suggest or your organization suggests will, undoubtedly receive our most earliest attention. I am sure (1) that you do not expect me to deal with the various matters you have discussed. Perhaps, it would be more / suitable to the occasion if I speak to you about certain matters of basic importance; for we have to be clear / in our minds about our basic social objectives. You will permit me to say something which I probably ought not / to and that is to confess that, during the last few years, we have not been very clear as to (2) the direction in which we are going. In the immediate present, we might realise the importance of particular steps / in the broader aspects of policy. Nevertheless, there is a big gulf between the immediate present and future about/ which in these changing circumstances, there is a greater deal of difference of opinion in the country among those who / have given thought

to it. The fact is that vast, new social forces are at work all over the world, (3) as a result of various developments but mainly because of tremendous technological and political changes. In India and Asia/ number of people have become politically conscious and refuse to submit as they did in the past. Tremendous social / conflicts are taking place and they sometimes lack the international conflicts. The great nations of the world are following economic / policies that differ widely from one another. We may have a certain theoretical approach to problems but that does little (4) well unless it is related to the practical aspects of reality. Our approach must be fashioned by a study of / existing conditions and our objectives, so that we can apply the idealistic approach with a practical consideration of the problems/ prevailing in the country at a particular time. You will permit me to say that it is possible that our / approach is a very limited one and has emerged from something static that belongs to (5) our past. (402 words)

### **DICTATION PASSAGE NO. 15**

**(SPEED 80 W.P.M.)**

Madam, I would like to touch upon some of the important issues that have arisen in relation to the pattern / and structure of the Plan. One important issue is whether we are doing enough for agriculture as compared to the/ other sectors, whether we are concentrating too much on heavy industry and not doing enough for consumer goods. Again, it/ is very often criticised that we are not doing enough for social services particularly in regard to education. No doubt, (1) there is a very considerable increase of expenditure under education. But I must admit that we are not in a / position to meet all the needs that emerge before us. The reasons are obvious. In the matter of provision of / ancillary and basic facilities, such as power, transport, etc., there is hardly a difference of opinion. They have to be / adequate in



order to meet the increasing requirements of production and distribution. So far as we have been able to (2) judge, adequate arrangements have been made for those purposes. But there are still certain other questions in that connection to / which there do not seem to be any satisfactory answer at the moment. For example, road development has not received/ adequate attention, and for Ship Building we have not been able to make sufficient provision. There are some of the / lacunae but broadly speaking we have tried to meet the pressing needs of the economy as best as possible. Madam, (3) there is a controversial question relating to the pattern of the Plan that is the respective shares of the private / sector and the public sector in the overall Plan Outlay. This depends on the capacity of the two sectors in / relation to the objectives of the Plan and I believe if a fair balance has been struck in this matter. We / have also to take into account the consumption requirements and the need for exports. We have also to ensure whether (4) various targets laid down provide adequately for exports in the case of certain items in order that we may not/ expose ourselves to serious difficulties regarding balance of payments. All these activities, more on agriculture, more on industries and other / things, add up to a big total in terms of both money and effort. This means a corresponding increase in / the size of the Plan. It should not also be forgotten that the investment in the Third Plan will be (5) partially as much as the total of investments during the First and Second Plans put together. **(416 words)**

### **Dictation Passage No. 16**

**(Speed 80 W.P.M.)**

Mr. Chairman Sir, I would like to request the members present here in this House that agriculture should be treated / as an industry and it should be brought to the level of industry, because no industry in this country has / matched agriculture. But

we could not do economic justice till today to agriculture. In spite of the fact that our / agriculturist is so much tolerant; he never complains; he has always supported us; he has always supported the national cause, (1) he has already supported the high principles of our great leaders. But now time has come, as modernisation of other / industries in the country is taking place, electronic industry is coming up and we are manufacturing very sophisticated machinery in / the field of industry, in the same way we must make agriculture also the most sophisticated and scientific industry. If / we can take proper care of agriculture during the coming five or ten years, its production can easily be increased. (2) Sir, if we are producing less food grain, it is because of the wrong policies adopted by us. By adopting / effective policies in the field of agriculture, the agricultural production can be doubled. If proper irrigation facilities are provided to / the farmers, if technology is modernised and if the farmers are provided with good quality seeds, our production will be / increased and there will be no shortage of food grains. Time has come when we must tackle the available resources, (3) we must promote these resources for our agriculture, to the maximum possible extent. Sir, sugar factories must be licensed and / we should have the benefit of the various by-products that go side by side with sugar production. That is / one reason that we are considering to give licenses to sugar factories so that with the manufacture of sugar, these / factories could as well produce the other by-products. I have seen in the foreign countries that along with sugar, (4) the sugar factories are also producing other by-products like alcohol, wax and other chemicals. They manufacture paper also along / with the sugar. So unless we are convinced that with the installation of one sugar factory, there will be so / many other by-products that will be produced, we should not allow a sugar factory to run. These sugar factories must / produce other items side by side and then only a sugar factory can become economic and our farmers would be interested (5) in starting sugar factories. **(405 words)**

## **Dictation Passage No. 17**

**(Speed 100 w.p.m.)**

Mr. Speaker, Sir, I would like to express my thoughts about Science and Technology. I would like to set a new goal on Science and /Technology community, indeed before the general academic community. The goal that we all should work towards is to dramatically increase the number of highly trained / professionals not only in Science and Technology, but also in Medicine, Law, Management, Accountancy, and other areas. It is said that the present shortage of / talented and well-educated professionals in the global market will grow more acute in the coming years. Given the high quality of India's professional resources (1) and the comparative advantage that we enjoy in making them available at relatively lower posts, India could become a major exporter of professional services. With / the proliferation of Information Technology of high speed internet connectivity, these services can also be provided remotely. Such high Information Technology services from India are / estimated to create, in the coming years,millions of new jobs can be created. Therefore, we should take up massive and diversified expansion of India's / professional resource base as a national mission. Needless to say this will require a determined effort by all concerned to achieve both larger capacities and (2) higher standards. This brings need to our shared concern about the quality of science education today. The present practice of stereo-type teaching and learning, / with almost the sole objective of securing high marks in written examination, is doing no good to the development of the Indian mind. The challenges / of modern life demand problem-solving capabilities, which puts a premium on independence thinking, questioning, self-study and practical activity, all of which are largely / ignored in our school and college education. The Government alone cannot do much to change this. The community

of academics and researchers should take the (3) lead in changing the way science is taught and learnt in our country. All of you can, individually in your own small ways, and perhaps / organizationally as research institutes, develop little centres of excellence in schools and colleges in your locality. I would like to see the scientists going to / their neighbourhood schools and colleges to teach, guide and inspire our youth who are thirsty for knowledge. We should also allow flexibilities to research institutions / and industrial organizations to adopt schools and colleges in their neighbourhood. It is these small beginnings which can lead to great things. I also believe (4) that corporate sector has not contributed enough to science education. I would like to see our business houses more proactively and professionally involve in helping / to bring in excellence in science and all other streams of higher education. I would like a strong public private partnership to develop with a / priority on improving existing Government institutions with corporate and generous funding. All of us know that creation of scientific and technological knowledge and the development / of its practical applications, is highly capital intensive. Not only does it involve significant investment in infrastructure, but also a long term effort to build (5) and retain top class brainpower. **(505 words)**

### **DICTATION PASSAGE NO. 18**

**(SPEED 100 w.p.m.)**

Mr. Speaker Sir, I am very sorry to say that the Government is making a mockery of this Hon. House. How many times can an/ Ordinance be re-promulgated? If Government wanted this Bill to be passed last time, they could have extended the session for a few more days / and could have very well passed the Bill. After the House adjourned, again an Ordinance was promulgated by including some new Clauses. I can very / well understand the Hon. Minister's anxiety to encourage the

corporate houses and monopoly houses by buying and selling shares. The Hon. Minister has said about (1) that. But what necessitated the promulgation of the Ordinance? The corporate sector is going through difficult times. The capital market requires immediate morale boosting efforts / on the part of the Government to promote investors' confidence in the capital market. The economy also needs certain impetus for promoting inter-corporate investments / considering slow flow of funds in new investments. Is it an urgent cause for the promulgation of an Ordinance? Bypassing the right of Parliament to / discuss thread ware the Clauses, it has been promulgated. The House was adjourned and then new Clauses had been incorporated in the Bill. Again, it (2) was promulgated as an Ordinance. So, the Bill now has been imposed on us. What is happening in the share market by the selling and / buying efforts in our country? Even the Hon. Prime Minister could not get the details as to how many fake companies have looted the masses / and looted the investors? Today's newspapers say that more than four hundred fake companies totally faked the securities and they are nowhere to be traced. / How many fake companies are coming up, looting the masses and looting the share markets? Thousands of crores of rupees of the masses have been (3) looted. Even in the case of the Unit Trust of India, where has the fund gone? Hon. Minister please excuse me for telling this. Unreliable / monopoly houses have looted the Unit Trust of India fund. Why all these things are happening today? Crores of common people invested in the Unit / Trust of India and the fund was utilized by the monopoly houses challenging all the established rules. Where was the Reserve Bank of India? Where / was the Government of India? Thousands of crores of rupees of the common investors are looted by so many companies everyday. Mr. Minister, could (4) you reveal how many companies have gone underground after faking the securities? I can understand your anxiety is that crores of people are looted every / day by these fake companies. The Government is doing nothing on

that point. So, when we think of the Companies Act, and its various Clauses, / can you enforce them on us by an Ordinance? Now, the Government come and say that it has already been implemented and we should pass / it. It is an embarrassing position for us. Proclaiming Ordinance is repeated not once but several times. Chairman, Sir, the first Ordinance came in October. (5) **(500 words)**

### **Dictation Passage No. 19**

**(SPEED 100 wpm)**

I am very thankful to the students for the address which they have presented to me this evening. I have spent a great part of / my active life in the midst of students and there can be no greater joy than to be in the midst of students again, to / be in touch with their glowing enthusiasm and with their happy and hopeful natures. I assure you that no welcome that has been accorded to / me in this city is more gratifying to me than the welcome from the students. I wish my task was over with this brief acknowledgement (1) of your kindness, but I fear that you expect me to give you some advice, advice which it is so easy to give but which / it is not always easy to act upon. However, since you have been so good as to present this address to me, I must, on / my part, discharge such responsibility as rest on me on this occasion. I believe that the subject of the duties and responsibilities of students is / one of the most well-known subjects on which anybody could be called upon to speak. On numerous occasions not only here but throughout the (2) country, this subject, in particular has been handled exhaustively by men much greater than myself. It is not therefore possible for me on this occasion / to say anything new or anything that may be particularly useful to you. But I venture to make a few observations on some of the / practical aspects of the student's life. It is often said that the days of student life were in some respects the happiest days of one's / life.

I confess that I was not in those days quite able to understand where the happiness lay. However, since I began what may be (3) called my later life and saw most of the world outside, I begin to understand and now I understand more and more everyday for / the deep significance and the meaning of that observation. There is no doubt whatever in my mind that if I could now go back once / again to the days of studenthood, I would do so at once with pleasure. The life of student comparatively speaking is a sheltered life. / There are, of course, certain responsibilities which you cannot get rid of but you occupy a position of vantage in regard to the performance of (4) these responsibilities. The responsibilities are definite and they are assigned to you by those who are willing to take care of you and there is / no need to be constantly exercising your own judgement. You know that in later life the position is reversed. Instead of others helping you, you / have in the first place to help yourself. Often you have to help others and thus have the worry and anxiety of watching the eternal / conflict, the awareness of the little done and the vast undone. All these hang on you as you grow in life and you realise more (5) and more in meaning and significance of the observation that the happiest days of your life, are the days of your student hood. **(523 words)**

### **Dictation Passage No. 20**

**(Speed 100 w.p.m.)**

In my view the objectives of education are three, two of them relate to the life of the individual and the third is concerned with / the collective life. Its first objective is to enhance the power and capacity of reason of the individual given to him by nature. The reason / is a gift made by nature to man at the time of his birth. But in its original form, its capacity and power are extremely / limited. The education makes his reason as powerful and capable as to understand the nature of his own

personality and that of the world around (1) him and while living in it to direct his life in the right channel. The second objective of education is to train the senses of / every individual human being as to enable him to employ them for satisfying all his physical and other needs. While knowledge is essential for /a proper employment of these organs, their practical training is also necessary for the same purpose. The third purpose of education is to train the / individual to enable him to live and work with his fellow beings. Whether a person likes it or not, he has to live in the (2) society. Collective life is inevitable and it is also necessary that every individual should be fully conversant with the art of collective living. In the / past there was no necessity for an effort to achieve these three objectives or to maintain a balance of them. But today it has become / necessary to realise these objectives in one's life. In the past people have been feeling in all parts of the world, the urgent necessity for / a fundamental change in the existing educational system. In our country there has been no change in the sphere of education. People here have no (3) doubt been thinking about this problem but I am afraid that so far there has been no outward effect worth mentioning of such thinking. It / is true that our educational institutions are fulfilling the first objective of education, but they are doing almost nothing to realise the other two objectives / of education. We have hardly any educational institutions where an effort is sincerely made to make the individual efficient in manual work to enable him / to earn by his own labour sufficient wealth to meet all his needs. The result is that even those of our graduates who are quite (4) good at talking are now finding difficulty in making place in life and often have to drink the bitter cup of failure. We are in / need of a larger number of skilled workers. We have to work right from now to realise these three objectives and so we need today / hundreds of thousands of skilled technicians. It is my sincere view that our educational institutions should now start laying more emphasis on technical skill. If / this is done much of the imbalance in



educational system would disappear. There should be arrangements in universities for every kind of research and particularly (5) there should be arrangements for that type of research which is related to problems of the region in which that university is situated. **(523 words)**

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## **UNIT 7**

### **BUSINESS LETTERS AND THEIR TRANSCRIPTION**

#### **7.1 INTRODUCTION**

One of the important jobs of Shorthand Writers (working as Stenographers, Personal Assistants, Senior Personal Assistants and Private Secretaries etc.) is to take down dictation of letters and typewrite the same with proper display. It is hoped that you have opted for this job-oriented paper for getting job of the above-mentioned posts. You should therefore be equipped with the technique of taking down dictation of letters and typewriting the same with proper display on Computer. The rules of display of typewriting letters have been taught to you in the Typography and Computer Applications Paper. How to take down dictation has also been taught to you in Class XI under the Unit ‘Techniques of Note-Taking and Transcription’. You are now capable of taking down dictation of Business Letters and their transcription. Some letters have been given in this Unit as specimen. You will be dictated these letters and you will have to transcribe the same with proper display on your Computers. In addition to this Book, a list of Books and Shorthand Magazines has been given at the end of this Book. You may refer to these Books and Magazines for enhancing your knowledge in taking dictation of letters and their transcription with proper display.

#### **7.2 LEARNING OBJECTIVES**

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

- Know how the Business Letters are to be typed on the Computer;
- Distinguish between Indented and Block Styles of Letters

- Take down dictation of Business Letters and transcribe the same in different styles i.e. Indented, Block & Semi-Block Styles;
- Acquire the knowledge of typewriting the business letters with proper display from shorthand notes;
- Undertake repeated practice of typewriting business letters from shorthand notes.

### **7.3 BUSINESS LETTERS**

Letters written by the Business Houses to the Government Departments on various subjects such as requesting for licenses, making representations, making complaints, letters written to their customers for making enquiries, execution of orders, reminders for payment, sending circular letters, tenders and quotations, appointment& termination letters, etc.are called Business Letters.

#### **STYLES OF BUSINESS LETTERS**

The layout of business letters is a matter of individual preference of the firm concerned. Yet, some common styles have been standardized over the years which are now adopted by the business houses. The common styles of typewriting business letters are:

- a) Indented Style
- b) Block Style
- c) Semi-Block Style

The above styles have been discussed below in brief:

##### **a) Indented Style**

The word ‘Indented’ generally refers to beginning the first line away from the left set margin i.e. to leave 5 or 7 spaces in the first line of each paragraph in the body of the letter.

**b) Block/Fully-Blocked Style**

The word 'Block' generally refers to starting all the lines (including the first line) of each paragraph from the left set margin in the body of the letter. Most of the parts in this style are typed in the same way as in Indented Style. This style is also known as Fully-Blocked Style or American Style of Typewriting the letters. There is difference in the placement of a few parts of the letter at different places, which has been shown in the specimen letter given in the following pages.

**c) Semi-Block Style**

The style of typewriting the business letter in Semi-Block Style is a combination of both the Indented and the Block Styles. There is only one difference between the Indented and the Semi-Block Styles. In Semi-Block Style, there is no indentation in the first line of each paragraph in the body of the letter. The body of the letter in both the Block and Semi-Block Styles of letters is typed without leaving any space in the first lines of all the paragraphs. All the lines in the body of the letter (including the first line) are typed from the left set margin. All the parts of the letter are typed more or less in the same way as in the Indented Style.

The other details about the different styles of typewriting business letters such as the parts of business letter, placing of various parts at respective places in the concerned style and spacing etc. in all the three styles have already been taught to you in Class XI in the Typography and Computer Applications Unit.

## **Dictation of Business Letters**

The names and addresses in the Business Letters are dictated at a low speed so that these can be written in long hand. The contents in the body of the letters are dictated at the prescribed speed i.e. at the speed of 60 words per minute or at the speed of 80 words per minute. Hence the time of dictation should be counted from there only. The contents in the body of the letter are marked with slashes and the number of minutes in which the whole letter is to be dictated, as has been shown in the Activity Exercises given at the end of this Unit.

## **Specimens of Business Letters in different styles**

In order to make you understand and remind how the business letters are typed in different styles, specimens of all the three styles are given below:

### **SPECIMEN OF BUSINESS LETTER IN INDENTED STYLE**

NARENDER GUPTA STEEL WORKS

123-A, DeshBandhu Gupta Road  
Karol Bagh  
New Delhi-110005

10<sup>th</sup> July,....

M/S.Khanna Brothers  
C-25, Bunglow Road  
Hyderabad  
Andhra Pradesh

Dear Sirs,

We have received your letter regarding your complaint of late delivery of the steel items ordered by your company. We quite agree that your order was placed with us well in advance. We are also aware that in spite of this the goods were not delivered to you in time. Let us assure you that there was no carelessness on our part. As soon as we received your above-mentioned letter, we enquired into this delay. We find however that this delay was beyond the control of our company. We understand from our manufacturing Unit that we did not receive steel of the desired quality in sufficient amount to meet your requirements which has resulted in late delivery of your goods.

We wish to inform you that the conditions have changed considerably during the last few months. We would therefore suggest that you send one of your responsible officers to our office so that we could tell him just what difficulties exist and we could therefore find the best way to overcome such difficulties. We are sure you would find this the most satisfactory course in the long run and would help both parties.

Thanking you,

Yours faithfully,  
for Narender Gupta Steel Works

(R.K. Singh)  
Sales Manager

### **SPECIMEN OF BUSINESS LETTER IN BLOCK STYLE**

**ANURADHA ENTERPRISES**

12-A Raj Nagar  
Srinagar  
Jammu & Kashmir

10<sup>th</sup> March,....

M/S. Adnan and Brothers  
C-43, Shastri Market  
Amritsar  
Punjab

Dear Sirs,

We are in receipt of your letter of 8<sup>th</sup> February with regard to your complaint about the execution of your order. It is indeed a matter of regret to us that our negligence has given you reason to complain. From what you have seen of us in the course of our long-standing business relations, you must have been convinced that we are ever mindful of the interests of our valued customers. It is our duty, therefore, to clear up the charge of negligence rightly brought against us by you to remove the blot on the fair name of our company.

Our Business Manager, who is the sole charge of the Order Department, has been absent for some time due to illness. During his absence the work of this department has been entrusted to a new hand. As this is a busy season, it is quite likely that some mistake might have occurred due to oversight. But we assure you that the negligence complained of was not deliberate. It was purely accidental owing to circumstances over which we had no control.

We would now request you to be good enough to send back the unapproved goods debiting the cost of carriage to our account. If you would also give us a list of the items which suffered breakage, we would be glad to replace the articles at our cost.

Thanking you and hoping to hear from you in this regard, we remain,

Yours faithfully,  
For Anuradha Enterprises

(Simran Seth)  
Chief Manager

## **SPECIMEN OF BUSINESS LETTER IN SEMI-BLOCK STYLE**

### **CHANDAN FURNITURE COMPANY**

C-45, Lower Ground Floor  
M.G. Road  
Jaipur  
Rajasthan-302001

8<sup>th</sup> August,....

M/S. Nirmal Singh and Sons  
A-29/23 W.Z. Area  
Karol Bagh  
New Delhi-110005

Dear Sirs,

Thank you very much for your letter of 2nd August placing order for the supply of wooden boxes. We are extremely happy to receive your esteemed order for the manufacture of wooden boxes for keeping important documents and confidential files.

We are enclosing herewith a printed pamphlet showing the various types of wooden boxes manufactured by us and the time within which they will be supplied. From the pamphlet you will find that the Box at Serial Number 6 is nearer to the measurement indicated by you in your order. This box is ideally suitable for the purpose you have in view. Of course, minor alterations or additions can be made if you so desire at an additional cost, to serve any special use. On receipt of your confirmation, we will immediately start the work and make every effort to supply you the boxes within the stipulated time. The boxes will be painted white outside and red inside with proper locking arrangement. The prices of the boxes are shown in the pamphlet itself. Local taxes will be extra. If you so desire we can send you a sample of the box mentioned above.

Thanking you and hoping to hear from you soon in this regard, we remain,



Yours faithfully,  
for Chandan Furniture Company

(Raj Singh Sharma)  
Manager

Encls: as above

#### **7.4 REVIEW QUESTIONS**

1. Define Business Letters.
2. Distinguish between Indented Style and Block Style of typewriting letters.
3. What is the difference between Indented and Semi-Block style of letters?
4. Where the 'date' is typed in the Block Style of letter?
5. Distinguish between Block and Semi-Block Style of letters.

#### **7.4 ACTIVITY EXERCISES**

##### **EXERCISE NO. 1 (SPEED 60 w.p.m.)**

**SINGHANIA PAPER COMPANY**

A 36, Chawari Bazar  
Delhi-110006

9<sup>th</sup> October, ....

M/S. Meenakshi Stationers  
K-34 Kamla Nagar  
Delhi-110007

Dear Sirs,

This has reference to your letter of 7th September informing us of the inconvenience which / has arisen in the delay for the delivery of your order for Paper Packing Boxes. / We are extremely sorry to hear this, and beg to offer an

explanation with a /view to showing you that we are not entirely responsible for the delay in the(1)supply of Packing Paper ordered by you.

This is to inform you that we have /been out of stock of the particular kind of paper we use in the manufacture /of the goods ordered by you, owing to a fire which occurred three months ago/ at our factory, where this paper is made. We anticipated a fresh supply before this,(2) and have been expecting its arrival daily. However, we have just received a communication from /the Store Keeper of the branch informing us that they will be unable to run/ the machine again for at least another fifteen days, as the time taken to repair/ them has been longer than they estimated at the time of the fire. This of (3) course, places us in a very awkward position as regards the execution of your order,/ and to avoid further delay it is suggested that you may use boxes made with/ another and finest quality of paper. For your information and record we are sending a /specimen of the box which we propose to supply to you. You are requested to (4)check the box and if found suitable, please let us know so that we can /supply the boxes which are easily available with us without any delay.

Yours faithfully,  
for Singhania Paper Company

(Ram Singh Malhotra)  
Manager

Encls: as above

**(267 words)**

**EXEERCISE NO. 2**  
**(SPEED 60 w.p.m.)**

**SUGANDHA PUBLICATIONS**

4/16 West Inderpuri  
New Delhi-110005

13th April

The In-Charge  
Department of Higher Studies  
K.P. Institute of Life Learning  
Gupta Market  
New Delhi-110001

Dear Sir,

Please refer to your letter of 19th March in connection with the supply of Social / Science Books of various authors. In this connection it is informed that some of the / books given in your list are not available and are likely to be in the / stock within a period of one month. In case you are in a position to (1) wait for one month for these books, kindly let us know.

In the meantime we / have sent the books which are in the stock through National Courier Company, which will / be delivered to you within a period of ten days. Our Bill amounting to Rs. 30,000.00 / has also been sent along with the books. You are requested to kindly inspect (2) the books immediately on receipt of the same from the above mentioned courier and make/ the payment of the above bill within one month of the receipt of the books. / We will make efforts to supply the rest of the books at an early date./

Thanking you and hoping to have our payment at an early date, we remain, (3)

Yours faithfully,  
for Sugandha Publications

(Inder Malhotra)  
Manager

**(180 words)**

**EXERCISE NO. 3**  
**(SPEED 60 wpm)**

KEWAL NANDAN SINGHAL AND SONS

B-21 Clive Square Road  
Gurdaspur  
Punjab

9<sup>th</sup> June,....

M/S. P.K. Enterprises  
1234, Gupta Colony  
Haridwar  
Uttarakhand

Dear Sirs,

We have recently received a number of enquiries from dealers in the northern India about / the products manufactured by our company. There is a great demand for our products in /North Indian States. This leads us to believe there is a promising market waiting to/ be developed in that part of the country. Sales of our goods in other parts (1)of the countryhave greatly exceeded our expectations but the absence of an agency in /North India has meant poor sales in that region of the country.

On the basis /of your experience in this line, we believe that an active agent would have little /difficulty in expanding sales of goods. We have come to know that you have good (2)connections in this area. We would like to appoint you as our selling agents in / the Northern India. In case you are interested in the same, you are requested to /get back to us immediately on receipt of this letter and we will send you / the other details about our Company.

Thanking you and hoping to hear from you in (3)this regard at an early date, we remain,

Yours faithfully,  
for Kewal Nandan Singhal and Sons

(Pritam Singh Chauhan)  
Sales Manager

(188 words)

**EXERCISE NO. 4**  
**(SPEED 60 w.p.m.)**

RADHEY SHYAM KHANNA AND SONS

K-45 Chakrata Road  
Dehradun  
Uttarakhand

30th April,

M/S. Chandan Singh and Sons  
121, G.T. Road  
Jalandhar  
Punjab

Dear Sirs,

This has reference to your letter of 6th April in connection with the supply of / furniture items on rate contract basis. This matter has also been discussed on phone by /our Sales Manager on 10th April wherein all the terms and conditions to supply the /furniture items were finalized. In this connection we would like to bring to your notice(1) that the prices of raw-material have increased enormously during the last two-three months. / The order for the above items was placed in November last year when the prices / of the raw material used in the manufacture of the furniture items ordered were not / as high as on date. The rates quoted by us are on the lower side. (2)

It is informed that in view of the increase in the prices of raw-material / used in the manufacture of furniture; it will not be possible for us to supply / the furniture on the prices quoted by us in November last year. We will be / able to supply the furniture items in case you agree to increase the prices by (3) 25% on the prices already quoted by us.

Yours faithfully,  
for Radhey Shyam Khanna and Sons

(Seema Sridharan)  
Sales Manager

**(188 words)**

### **NOTE**

You have now come to know about the placing of various parts in the letters in different styles and are able to typewrite the Business Letters as per the rules of display taught to you in Class XI. In the following exercises only the body of the letter has been given. The rest of the parts of the letters are to be typed as per the directions given to you.

### **EXERCISE NO. 5** **(SPEED 60 w.p.m.)**

Dear Sirs,

We are in receipt of your enquiry of 10th June and have pleasure to inform / you that we are now in a position to offer you the machinery required by /you by the middle of next month. As you are aware, we have not been/ able to cope with the heavy demand for these machines. Unless we receive a confirmed (1)order with 20 per cent of the cost in advance, it will be difficult for / us to reserve your requirements.

We are enclosing herewith our price-list and a pamphlet/ explaining the technical details of the machines. You will notice from our price-list, compared / to other manufacturers, we have fixed moderate prices for almost all types of machines offered (2)by us.

We are advising our local representative there to contact you at his earliest / convenience and explain to you the salient features of our machines, and we feel sure/ that you will be fully satisfied with the machines. Our terms

will include 20 per / cent of the cost with order and the balance on delivery. We allow a (3) liberal discount on all orders received with cash.

Thanking you,

Yours faithfully,

**(188 words)**

**EXERCISE NO. 6**  
**(SPEED 60 w.p.m.)**

Dear Sirs,

This is to bring to your notice that our Office is insured for Rupees ten/ lakhs vide Policy No.187263534. We have made the payment of all the premiums till/ date.

We are sorry to inform you that our building caught fire last week. Fire /Fighting Department was informed telephonically immediately we came to know about the fire. Local Police (1) Station was also informed in writing about the fire in our building.

Our whole office/ has been damaged. All the items kept in the office have also been destroyed by /the fire. You are requested to kindly depute your Surveyor to assess the loss caused/ by the fire. We are enclosing the copy of Policy for your information. We shall(2) be thankful if you kindly take immediate steps for giving us the compensation as per/ the terms and conditions laid down in the Policy. Since there is lot of loss / to our business, it is requested that an amount of Rs. 2 lakhs may / be sanctioned to us in advance and the same may be adjusted at the time (3) of finalization of our claims.

Thanking you,

Yours faithfully,

**(185 words)**

**EXERCISE NO. 7**  
**(SPPED 60 w.p.m.)**

Dear Sirs,

We are extremely sorry that your February balance of Rs. 34000.00 with us has not / been cleared by us till now. We never wanted to keep your account open so / long, nor did we purposely avoid acknowledging your reminders. You will agree that our past / record of remittance do not call for any censure.

However, the present invoice remained unpaid on (1) account of an unforeseen difficulty in our counter sales. For a few days we just /could not realise why there was such an unexpected decline. Just recently we have noticed / that a couple of our competitors who are new entrants in the list had been / following the policy of price-cutting.

We have already made necessary arrangements to counter the (2) effect and are recovering this temporary blow. We, therefore, ask you to do us a / favour. Will you kindly accept the enclosed thirty days Promissory Note from us for the / above balance? We are sure by then our sales shall catch us with the regular / figures and we shall be sending you our cheque on account.

Thanking you and hoping (3) to have cordial business relations, we remain,

Yours faithfully,

(187 words)

**EXERCISE NO. 8**  
**(SPEED 60 w.p.m.)**

Dear Sirs,

This has reference to our three reminders in connection with the outstanding amount of Rs. 56,000.00./We feel sorry in pointing out that you have neither responded to our earlier / letters nor cleared our payment. We have sent the statement of accounts along with our/ previous letters but all our efforts have failed to have our payment.



In view of (1)the above, we are constraint to inform you that you have this last opportunity to/ set right your account by paying in full our balance amount mentioned above or at / least in part with a definite promise of paying the balance within a specified period./ Your account has been kept open for quite a long period in order to help(2)you arrange for settlement. But it does not imply that accounts can be kept unsettled /even three months after the expiry of the agreed term.

We would still keep your/ account open but only on settlement of the above balance within fifteen days. So the / ball is in your court. We are sure you will avoid the unpleasant consequences of (3) our resorting to other measures.

Thanking you,

Yours faithfully,

**(185 words)**

**EXERCISE NO. 9**  
**(SPEED 80 w.p.m.)**

Dear Sirs,

Supposing one of your customers owes Rupees five lakhs and has not paid anything for the last three months, what / would you think of him? What would you do? Perhaps you allowed such an unusually long time to get your / payment because you thought that your customer was in financial difficulties and it would be worth keeping his business.

Because / of the financial difficulties to your customer, you made an appeal to his self-interest in paying his overdue balance. (1) We are sure you felt that he would, as a sincere and creditworthy businessman respond to your appeal. In / this position, would you not respond? That is where exactly our relations stand now. None of our reminders has met / with your attention and response. We cannot wait for our payment indefinitely like this.

We are sure you realize the / importance of meeting punctually the obligations as they fall due. Otherwise, business would come to a stand still and everybody would (2) suffer. We believe you dislike the process of law as much as we do. But you will leave us with / no alternative if you do not act promptly to

avail yourself of this opportunity to save your credit. Will you / please cooperate with us by putting your cheque in the next post? In case we do not hear from you / in this regard, we would be compelled to take legal action against you, which would be the last resort to (3) get our payment.

Thanking you,

Yours faithfully,

(243 words)

**EXERCISE NO. 10**  
**(SPEED 80 w.p.m.)**

Dear Sirs,

Reference may please be made to our earlier letters of even number dated 18th October and 15th November about our / pending payment of Rupees three lakhs. We have also sent duplicate copies of our Invoice No. 234 dated 23rd August, / each time thinking that you might have misplaced the same. However, it appears that for some genuine reasons, you are / not able to make the payment, which is causing considerable concern to us.

Kindly let us know by return post (1) whether there has been any lapse on our part with regard to the execution of your orders. Are you not / satisfied with our goods or after sale service? Is there anything that we can do to help you? In case / there is any problem in settling the accounts, we can talk it over so that you feel comfortable with us. /We have longstanding business relations with your company and have never come across such a situation. Please feel free to (2) tell us your problem in this regard.

In case you need any financial assistance from us, please let us know / so that we are in a position to help you run your business satisfactorily. We hope this is a short / term problem and you would come over the same in near future. As an interim assistance, we are enclosing herewith / a cheque for Rupees five lakhs which may be treated as a loan till your financial position improves. We will (3) not charge any interest on this amount for six months.

Thanking you,

Yours faithfully,

**(252 words)**

**Disclaimer**

The names, addresses and contents given in the Activity Exercises are imaginary and have been given in this Book only for illustrative purposes.

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# GRAMMALOGUES

## (Arranged Alphabetically)

**A**

a .....  
 accord .....  
 according .....  
 according to .....  
 advantage .....  
 all .....  
 an .....  
 and .....  
 any .....  
 are .....  
 as .....  
 as is .....  
 aught .....  
 awe .....

**B**

balance .....  
 be .....  
 because .....  
 been .....  
 behalf .....  
 belief .....  
 believe .....  
 believed .....  
 beyond .....  
 build .....  
 building .....  
 but .....

**C**

call .....  
 called .....  
 can .....  
 cannot .....  
 care .....  
 cared .....  
 circumstance .....  
 cold .....  
 come .....  
 could .....

**D**

dear .....  
 deliver .....  
 deliverance .....  
 delivered .....  
 delivery .....  
 difference .....  
 different .....  
 difficult .....  
 do .....  
 doctor .....  
 dollar .....  
 dollars .....  
 during .....

**E**

equal .....  
 equalled .....  
 equally .....

**F**

first .....  
 for .....  
 from .....

**G**

general .....  
 generalization .....  
 generally .....  
 gentleman .....  
 gentlemen .....  
 give .....  
 given .....  
 go .....  
 gold .....  
 great .....  
 guard .....

**H**

had .....  
 hand .....  
 has .....  
 have .....  
 he .....  
 him .....  
 himself .....  
 his .....  
 hour .....  
 how .....  
 however .....

**I**  
 importance .....  
 important .....  
 impossible .....  
 improve .....  
 improved .....  
 improvement .....  
 in .....  
 influence .....  
 influenced .....  
 information .....  
 inscribe .....  
 inscribed .....  
 inscription .....  
 instruction .....  
 instructive .....  
 is .....  
 is as .....  
 it .....  
 itself .....  
 ..6..

**J**  
 justification ✓

**L**  
 language .....  
 large .....  
 largely .....  
 larger .....  
 liberty .....  
 .....

**M**  
 me .....  
 member .....  
 mere .....  
 more .....  
 most .....  
 Mr. ....  
 much .....  
 myself .....  
 .....

**N**  
 near .....  
 next .....  
 nor .....  
 northern .....  
 number .....  
 numbered .....  
 .....

**O**  
 O! .....  
 of .....  
 Oh! .....  
 on .....  
 opinion .....  
 opportunity .....  
 ought .....  
 our .....  
 ourselves .....  
 over .....  
 owe .....  
 owing .....  
 own .....  
 .....

**P**  
 particular .....  
 people .....  
 pleasure .....  
 principal .....  
 principally .....  
 principle .....  
 put .....  
 .....

**Q**  
 quite .....  
 .....

**R**  
 rather .....  
 remark .....  
 remarked .....  
 remember .....  
 remembered .....  
 .....

**S**  
 satisfaction .....  
 school .....  
 schooled .....  
 selfish .....  
 selfishness .....  
 sent .....  
 several .....  
 shall .....  
 short .....  
 should .....  
 significance .....  
 significant .....  
 signification .....  
 signified .....  
 signify .....  
 southern .....  
 speak .....  
 .....

**T**  
 tell .....  
 thank .....  
 thanked .....  
 .....

that	.....
the	.
their	)
them	(
themselves	6
there	)
therefore	)
thing	)
think	(
third	)
this	6
those	6
though	(
thus	-6-
till	-f-
to	,
to be	-/-
told	r
too	.
toward	1
towards	6
trade	1
tried	-!-
truth	1
two	.

# U

under	)
usual	)
usually	)

# V

valuation	.....
very	)

# W

was	)
we	✓
what	.....
when	.
whether	✓
which	/
who	.
whose	.....)
why	.....
wish	.....)
with	.....
within	.....(
without	(
wonderful	✓
wonderfully	✓
word	,
would	.
writer	/

# Y

yard	.....
year	.....)
you	.
young	.....
your	)