

Simple (Pitman) *Shorthand* *(Self-Learner)*

Approved Book for All Courses

By



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SHORTHAND is a subject of Linguistics (language-science), but it has yet to become a subject of higher studies since it is not classified as such, even after 25 years of Academic Research and the first-ever Award of Ph.D. in Stenography in the world, by the Panjab University (Language Department), Chandigarh in 1986. The CBSE or the UGC are unable to take decision in spite of Experts' repeated recommendations. That is why, it has not kept pace with the fast developing communication systems. Un-Trained Teachers, improper Examination & Evaluation Scheme and no faculty for teaching and linguistic research and non-recognition as a profession has not encouraged well educated youths or scholars towards this noble profession. That is why there is acute shortage of efficient Shorthand Writers for various jobs including the Class I posts of Parliamentary Reporters, though thousands of graduates and post-graduates are unemployed in this country.

Pitman's Shorthand is based on the phonetic principle of Sanskrit and has been practiced in the world for more than 150 years as a subject of under-graduate study under Commerce. In India it has entered the graduate level as a Course in Stenography or Secretarial Practice or Modern Office Management etc. in B.Com. and B.A. Arts in Colleges, Polytechnics or I.T.Is. with completely diluted examinations, proved by MHRD's *NKC Report*.

After a long and outstanding Research & Experimentation, the Author has improved, simplified and systematized Shorthand with a linguistic approach to make it more logical, correct, simpler and systematic as a Script Science with a new Scheme of Study with all the teaching material and electronic aids.

English language pronunciation differs widely in the world and in India. Therefore, the Received Pronunciation (RP) has been adopted for Shorthand writing wherever necessary. Accordingly, modifications in the phonetic vowel places of some illogical logograms or grammalogues have been made and some new added so that these could be easily understood and remembered, after fully testing their application and practicability in Speed writing.

Another innovation in the teaching of Shorthand is the use of Practical Work Book on Shorthand, Dictation and Correspondence to fully guide the learners to write correct outlines in proper directions with proper angles and shapes with corrective steps and Test Exercises. This will increase communication skills of students by learning business and official correspondence which is the main function of a Stenographer. Help Books with Vishisht Audio Dictation Cassettes are the best source of self-practice to reach the desired speeds according to one's ambition in life.

Stenography has assumed greater importance today being a priority subject in Vocational Education as no wing of a democracy - the Executive, the Legislature and the Judiciary, along with trade, commerce and industry -- can function efficiently and effectively without Shorthand Writers. Stenography is a Course in which multiple job opportunities are available with the knowledge of modern electronic aids and Computers, e.g. Office or Executive Assistant, Stenographer, Personal Assistant, Assistant Private Secretary, Private or Personal Secretary, Stenography Instructor, Training Officer, Vocational Teacher, Lecturer, Assembly Reporter or class I Gazetted post of Parliamentary Reporter through direct recruitment with prescribed qualifications.

The major failure of students in Shorthand is because of poor knowledge of Theory and Wrong Outlines, as they do not care to check the correct outlines, if given in the Key, by repeatedly turning the pages at the end of Text Books. Therefore, in this New Edition, the Key to Exercises has been added with the Lesson Exercises so that students can check instantly the correct outlines, given on the same page, while learning. This will save their time and energy in making and correcting mistakes and also encourage them to become Self-Learners. I hope this forward step will be a great help to the students and teachers, both.

The Book has been further upgraded, updated, simplified, computerized and designed to overcome any difficulty or criticism. The Author will be happy to answer all queries with regard to the Theoretical and Practical problems including the Evaluation Scheme of Practical Tests from Teachers or learners.

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CHAPTER 1

Brief History of Shorthand

LANGUAGE is broadly used in two forms — written and oral (phonetic). Whereas a beautiful language-script is essential for its written form, a relatively easy, short and facile script (shorthand) is necessary for speedy transmission of thoughts. Shorthand, that is to say, the script which aims at the maximum speed in the transmission of thought is, in a sense, the last stage of the history of writing.

Writing is not an end in itself. We need systems of writing not only as beautiful or fine as possible, but as well fitted to the purpose for which they are required. When constructing any system or Theory of Shorthand, speed must be the supreme guide and accuracy the valid test.

Origin of Shorthand

Shorthand is, by no means, a modern invention, nor is reporting of Parliamentary Debates peculiar to the modern age. The origin and development of Shorthand lies buried in antiquity. Shorthand has been variously known as *Tachygraphy* (quick writing); *Brachygraphy* (short writing); *Zeiglographia*; *Scmography*; *Stenography* or Shorthand (narrow writing) and hundreds of Shorthand systems have been experimented and used since time immemorial.

Utility of Shorthand

The utility of Shorthand is not new to human history. It has been used for various purposes since its beginning. Notarii (Reporters) reported the speeches of Roman Senators. Shorthand was used to write the sermons of religious leaders of the Church. It was used for *notations* (marginal notes) in public documents to protect them against forgery. Samuel Papys recorded his diary in Shorthand. George Bernard Shaw wrote all his literature in

Shorthand. Famous Novelist Charles Dickens was a Shorthand Reporter first. Shakespeare's plays were all preserved by means of Shorthand. Julius Caesar (the King) is also known to have written in Shorthand. References in Kalidas's works to *scribes* and *oliczuthalers* (sound writers) in the works of Tamil authors, indicate that Shorthand writing was prevalent in ancient India.

The mythological story of writing *Mahabharata* by Lord Ganesha taking dictation from Vyasa also indicates a system of Shorthand writing in ancient India. In Mughal period *Qatibs* (reporters) were appointed to take down *Shahi Fermans* (orders of the King).

Thus, Shorthand has been used to record the proceedings of the legislative bodies, testimony of law courts, for literary work, business correspondence, etc. Its importance has been recognized by scholars, linguists, phoneticians and political leaders. Shorthand writers have become indispensable in the present day world and no technological or scientific advancement can replace Shorthand writers since it requires intelligence, understanding and discretion which cannot be expected from a machine.

Development of Modern Shorthand (Pitman System)

The modern system of Shorthand writing is the product of phonetics which received considerable attention in England from Renaissance period and the general stimulus to phonetic studies from the discovery of Indian phonetic work towards the end of the 18th Century. In 1786, Sir William Jone, a British Judge in Calcutta, read his famous paper to the Royal Asiatic Society, wherein he established beyond doubt the historical kinship of Sanskrit (the classical language of India) with Latin, Greek and German languages. William Jone's phonetic work was studied carefully in English by A.J. Ellis who corroborated with Sir Issac Pitman on alphabetic reform, setting out the possible vowel and consonant sound-types, classified by their articulation represented by distinctive symbols and illustrated from a number of different languages. Sir Issac Pitman published his *Stenographic Soundhand* in 1837 which was later called *Phonography* or the *Pitman's Shorthand*. Till the advent of Pitman's phonetic system, nearly 460 systems of English Shorthand writing had been tried in England

alone without much success. Thus, Pitman's Shorthand, which was developed 150 years ago, on the phonetic structure of Sanskrit, is continuing even today. The peculiarity of this system was that the vowels were disjoined from the consonantal strokes (characters) unlike other old systems. Majority of the world languages follow or adopt the phonetic structure of Shorthand, with modifications to suit their requirements.

Sloan-Duployan System

After the widespread use of Pitman's system, efforts continued for simpler systems of Shorthand throughout the world. In 1884, Mr. J.M. Sloan of the Institute of Stenographique de Delux Mondes of Paris brought out an adaptation to English of the French system of Duploye. It was later called the Sloan-Duployan System. The distinguishing feature of this system was that unlike Pitman's System, vowels were joined to the consonants (strokes). This system was also adopted by many languages in India in the beginning when Shorthand systems were developed in Indian languages.

Gregg System

After studying so many systems of English Shorthand Dr. John Robert Gregg, published his system of Shorthand in 1888 based on the longhand slope (portions of longhand letters). This system became popular in the United States. The special feature of this system was that there were no thick and thin strokes and there was no position writing. This system is not popular in India because of its peculiar longhand Roman style, contrary to the writing systems in Indian languages.

There are yet many systems of Shorthand writing in the world languages, but very little is known about their origin, authors etc. as these systems could not make any impact on the writers or learners of Shorthand.

Thus, it can be said that broadly three Shorthand systems are popular in the world, viz., Pitman, Sloan-Duployan and Gregg of which the commonly used system in India is Pitman and its improved versions. (For detailed study read A Linguistic Study of Stenography, by Dr. G.D. Bist, published in Hindi with the financial assistance of Min. of H.R.D., Deptt. of Education).

Entry of Modern Shorthand into India

Pitman's Shorthand entered India towards the close of the 19th Century nearly hundred years ago. After its successful use in trade and commerce, its utility was gradually established in the fields of administration and judiciary.

The first batch of Indian youths was trained by Mr. Luker, in Pitman Shorthand, in 1884 at Madras. Later, the Trustees of Pachayyappa's College started a Commercial School in 1886 under the charge of Mr. K.S. Ayyar, known as the father of commerce education in India. He organized several lecture tours, assisted by his two followers for noting down his speeches and reading back to the audience, thus convincing people about the utility and advantage of Shorthand in saving time and energy.

In 1887, when the Indian National Congress met at Madras, Sir Ayyar prevailed upon the organizers of the Congress to engage the services of his Assistants, himself taking the responsibility for the accuracy of their reports, thus winning laurels at the hands of the A.I.C.C. authorities and the public.

Use of Shorthand in Legislature

The first official for recording the Proceedings of the Governor General's Council was appointed in 1890. Mr. W. Latimer, A.P.S. to Viceroy, did the work of verbatim reporting. Later on, Mr. Teasdale was appointed as a whole-time Reporter, who managed the heavy load of reporting work singly for a long time and was, therefore, called the father of Parliamentary Reporting in India. The Minto-Morley Reforms of 1909 resulted in the constitution of an enlarged body called the Imperial Legislative Council which consisted of elected Members and their speeches attracted country-wide attention. Elaborate arrangements for reporting its Proceedings became necessary and six high speed Shorthand writers working in various Government offices were drafted for reporting duty, whenever the Council was in Session.

In course of time, sittings of the Council took longer hours and reporting work consequently became still heavier to shoulder. Thus eight full-time Reporters were appointed for the purpose who were called the Officers of the First Grade. Montford Reforms resulted in the creation of a bicameral legislature and each House was allowed to have its own Reporting staff. Till

1929, there was a common corps of 12 reporters. After the separation of Legislature, their number was distributed, and their strength increased gradually. Thus Shorthand established a close bearing upon the correct publication of the Proceedings of the Legislature.

Use of Indian Languages in the Legislature

English being the Official Language of the British Indian Government, the Proceedings of the Council were held in English only. If any Indian Member spoke in his mother tongue, the mere fact of his having spoken in that language was noted down in the Proceedings. However, if the Member concerned supplied the English translation of his speech, it was included in the Debates.

After Independence, with the establishment of a National Government at the Centre, in 1948, for the first time four Hindi Reporters were appointed to report the Proceedings in Hindi.

Under the Indian Constitution, when Hindi became the link (national) language of India and all the Indian languages became the official languages of the respective States, the Proceedings of the State Legislatures started in their respective official languages alongwith English. With this, bilingual or trilingual functioning of the Indian legislatures has become necessary and consequently the reporting work of the legislature has assumed difficult and complicated proportions for which a close coordination of English and Indian language Reporters is very necessary. It has become essential for Reporters to acquire the working knowledge of English and the respective official language with which they are concerned. However, for want of proper training, literature and guidance, efficient Stenographers and Reporters are not available in the country.

The Objective

India is a multi-lingual country where bilingual/trilingual functioning is imperative. Therefore, to overcome the shortage of efficient English Stenographers and Reporters to enable them to acquire bilingual efficiency in Indian languages easily, it has become imperative for Stenographers in Government and Public Sectors to add to their knowledge the advances made in the field of Stenography. The present work will achieve these objectives.

This book is the product of the Author's long outstanding research and experimentation in the field of Stenography; combined with his wide experience of reporting the Proceedings of both Houses of Parliament for 3 decades including teaching of Stenography; organising Short-term Training-cum-Refresher Courses and Workshops for Stenography Teachers and Lecturers throughout the country. All the deficiencies of Pitman's system including its redundancies, ambiguities, have been removed in this book. A new Chapter Scheme with logical and definite rules has been adopted, supplementing the phonetic strokes for writing proper nouns to enable Stenos & Reporters to attain bilingual competence in English and Indian languages.

A Practical Workbook for Shorthand writing has been prepared for the first time for proper guidance of learners to make learning easy, interesting and accurate from the very beginning, without which Stenography teaching is meaningless. The Workbook has been so designed so as to test the student's progress in every chapter with corrective instructions and methods. The Practical Workbook gives enough Practice and Test Exercises on each chapter with Shorthand script (*outlines*), to test the knowledge, skill and understanding of the learners. More than 124 Test Exercises with script of the Workbook on Dictation, Personal, Business and Official Correspondence (*Letter-writing*) in different styles (*formats*) on varied matters will help students acquire the necessary knowledge and understanding of letter-writing skills which is the main job of a Stenographer/P.A./P.S. Correspondence has been given due weightage in the C.B.S.E. Examinations in all subjects in vocational stream viz. English, Office Practice, Typewriting & Shorthand. In fact, letter-writing is given more importance than speed writing in business organisations, private enterprises or multi-national companies, in recruitment of Stenos or Secretaries.

It is hoped that this book alongwith the help-books/aids will give a new fillip to the Teachers, Instructors, Students and High Speed Writers of Shorthand and will make their task easier.

Author

SHORTHAND WRITING EQUIPMENTS

THE following equipments/material is required for a learner/writer of Shorthand.

Table & Chair

The writing table should be approximately 75 centimetres high and the chair around 45 centimetres high so that the writer can sit comfortably while writing. This height may vary with the height of the Shorthand writer.

Note Book

A standard Shorthand notebook containing about 100 leaves or 200 pages is an ideal notebook for Shorthand writing. A rubber band around the used leaves will make easy opening of the book. The students should learn the method of turning pages with the left hand gradually so that the right hand is not disturbed while writing. The movement of the page with left hand should be line by line as these are written. (*See details in Simple Speed Guide*).

Pencil/Pen

In the beginning a neat style of writing with a Shorthand pencil should be adopted so that the thick and thin outlines are clearly visible. With the acquaintance of strokes/outlines, a Shorthand Pen with a fine and flexible nib can be used for flowy writing.

Pen or pencil should be held lightly between fingers of the right hand so as to permit facile writing. The middle of the fore-arm should rest on the edge of the desk so that free movement of the wrist of the right hand is allowed. The writer should keep his/her notebook parallel to the edge of the table, pressed firmly by the left hand fingers.

Stop Watch or Wrist Watch

The dictator should have a Stop Watch or a Wrist Watch with seconds bar so that the dictation speed is regulated properly by

checking at every quarter of a minute which is marked in the dictation passage. The dictation should be given loudly so that there is no element of mishearing by the students.

Computer/Typewriter

Now Computers, replacing typewriters, has eased the fatigue of Stenographers for proper transcription of Shorthand notes. Erasing/correction is done by Delete or back-space key.

Dictation CDs/CD Player:

The latest electronic device for Dictation recording and writing is done through digital recorder or mobile phone. Selected speeches of Debates on every topic from both Houses of Parliament are available in Audio CDs at required speeds with proper instructions for Shorthand learners.

An Ideal Shorthand Teacher

Shorthand is a visual representation of the language and not a collection of rules and gimmicks. Therefore, what the Teacher knows is very important and what he is, is more important. His personality and influence counts much to govern the student.

The student's ability to write Shorthand has to be measured by his ability to read it. Shorthand writing has no meaning if it can not be read back correctly. The student should not feel shy in the classroom if he is not able to read his notes quickly. He should be encouraged to develop confidence in himself and benefit from his criticism. Everything dictated should be read back which can be done only if the student is encouraged to develop the habit of reading Shorthand regularly.

The Teacher should elicit answers to questions put by him and should expect questions from students to be answered by him to find out whether the students have done their home work fully. Students should not be cursed for their failure but should be advised to cooperate with the Teacher. Dullness should never appear in the course of teaching.

The principles of Shorthand should be explained in English and to make students understand clearly, the help of the colloquial (local) language can also be taken. Transcription must be insisted from the beginning to acquire thorough knowledge of outlines. Weekly tests should be conducted and the areas of mistakes, *i.e.*

spelling, grammatical, full stop, punctuation etc. must be pointed out to the students, for improvement. Quality not quantity should be the watchword of the Teachers.

The Teacher should be punctual and should have a tremendous enthusiasm for his profession and real love for his students. He should be a guide and philosopher to the weak students and a source of inspiration to the gifted ones. Ultimately a Teacher of Shorthand is judged by the actual (practical) performance of his/her students.

The Teacher should make use of all the material available on the subject. A good teacher is always a student and tries to give to his students up-to-date knowledge on the subject. The Teacher should be a good motivator, on the basis of which alone, learning of the art becomes a highly interesting cooperative effort of the teacher and the taught. He should try to modernise the method of teaching from the beginning. This will minimise the drop-outs from the class. The teaching should not only be instructive and interesting but also educative in itself.

Dictation is the heart of Shorthand teaching. Naturalness, sincerity and ease are helpful to the students. Dictation should be given from a standing position.

Reading from Shorthand script trains the eye to decipher, the brain to read fast with understanding and the hand to accept the words at the wanted speed. If the brain is not trained by reading to digest and grasp the words 20 to 30 words per minute ahead of the wanted speed, the hand automatically stops writing on account of the brain taking time to accept words at the speed to which it is not accustomed. The eye creates hesitation and becomes a hindrance to hand movement when an outline is written wrong. Therefore, it is essential to train the three simultaneously to get the shortest possible-time results.

Francis Bacon has said:

"Every man is a debtor to his profession. It is unfair for anybody to ignore one's profession to get its due status"

Hence, if the Shorthand Writers or Teachers remember this, the profession of Stenography can gain its due prestige and respect from all quarters.

VALUABLE TIPS FOR A SHORTHAND WRITER

Shorthand is the only art which has immediate and attractive job opportunities. Mere writing at speed is not the sole purpose of Shorthand writers. It is an acquired art (knowledge) for the development of which one has to put in hard labour to make it perfect. The Stenographer is not only required to give a literal transcription but should also be able to give a summary, an abridgement, a precis, a concise and condensed note of every matter dictated in Shorthand in a business or professional life. Practice of this sort is necessary in addition to his ordinary speed practice. The ideal Stenographer does not make the context too short or too long. He should remember:

- ◆ Shorthand is a delicate and fascinating craft of speed and beauty, exemplified in the quality and legibility of outlines and the power to record and transcribe the whole communication correctly, at a speed with which a man can speak out his thoughts clearly.
- ◆ The students of Shorthand must develop a spirit of competition which should be maintained throughout the study to achieve the goal and bring the desired results. Once a keen start is developed the knowledge of the subject automatically improves and the love for the subject ushers in.
- ◆ A Shorthand writer should be a good receiver and good reproducer for which he must have a sound base of the language, combined with general knowledge. When complicated problems arise, ideas and solutions sometimes have a tendency suddenly to appear and get lost into oblivion if not recorded immediately. Shorthand writer helps to photograph the various workings of the mind and capture the fleeing thoughts.
- ◆ The student of Shorthand must have a sound knowledge of the language concerned, without which he may be prone to make mistakes in the transcript, *i.e.* spelling, meaning, punctuation, etc. The student should keep on learning the language side by side, if he is weak in language.
- ◆ The student should master the logograms, grammalogues, contractions and phrases and maintain the clarity of his

outlines. His ability to mark full stops, paragraphs and proper turning of pages of the Shorthand notebook would also be helpful to render a good transcription.

- ◆ The Shorthand writer should have patience and should never lose concentration during dictation. He should have sharp hearing and alertness of mind. He should have adequate knowledge of the terminology of the department where he is working. He should make use of the available aids for high speed writing such as Tape Recorders, Slow Speed News Bulletins of A.I.R., T.V., in addition to his classroom dictations. He should clear all doubts about the corrections of outlines from his teacher or colleagues.
- ◆ Too much movement of hand and paper shifting is time consuming. It shows the nervousness of the Shorthand writer. The size of the outlines given in this book is nearest the ideal. The ideal should not be to make the heavy strokes heavier but to make the light strokes lighter. This will enable the free movement of hand in speed writing.
- ◆ Phraseography is an essential element of Shorthand without which its purpose cannot be achieved. Good phrases are those where the outlines are joined easily, legibly with forward motion of hand. Phrase-formation should be governed by certain rules of Shorthand and knowledge of the language. Students should not try to manufacture their own phrases. Distinction should be made between phrases having grammatical variations by putting vowels. Phrases should be thoroughly practised. Judicious use of phrasing is one of the important factors of Stenography.

If these instructions are followed strictly, the task of Shorthand writers will become easy and sure.

Use of "**Practical Workbook for Shorthand, Dictation & Correspondence**" will greatly help students achieve their targets within the shortest time. However, some guidance for Practical Shorthand Writing has been given in the end of the Book for proper, accurate and quick learning.

Dr. G. D. Bist

CHAPTER 2

Consonants

ACCORDING to Indian Linguists *Consonants are the body of a language and vowels are its soul.* In fact no language can exist without them. Also, *Consonants are the result of audible friction in some parts of the mouth or throat.* They are so inter-related that no consonant can be used in a language without a vowel and no vowel can be used in a language without a consonant. In Shorthand writing also consonants are the body (Strokes) on which the soul (vowel signs) can be put. Therefore, Consonants have a major role in Shorthand (phonetic) writing, while vowels can be omitted by many devices or rules of theory.

The Consonants (strokes) of Shorthand are phonetic units (syllables) of the language and are not fully dependent on the Consonant letters of English language. Therefore, a phonetic stroke of Shorthand can represent one or more consonant letters of English, e.g., the Stroke of K represents the sounds of C (call), Q (queen), K (king) and CH (chemist); the Stroke of J represents the sounds of J (Jolly) and G (Geography); the stroke of S represents S (see, sea) and C (cite, cease); the Stroke of Z represents X (Xerox), C (Czar) and Z (zero); while the single sound stroke sound of (च) Ch, (श) Sh, (थ) Th or (द) Thee is represented by two or more consonant-letters of English. Therefore, Shorthand script has less consonantal strokes and has certain limitations compared to the longhand script.

Classification of Consonants

The Consonants are broadly classified in six groups according to their sounds. The first eight consonants (p/b, t/d, ch/j, k/g) are *plosives* (explodents) as in pronouncing them the air passes through the barriers of the mouth suddenly. The next three consonants (m, n, ng) are *nasals* as in pronouncing them the air passes through the nose also. The consonants (f/v, ith/thee, s/

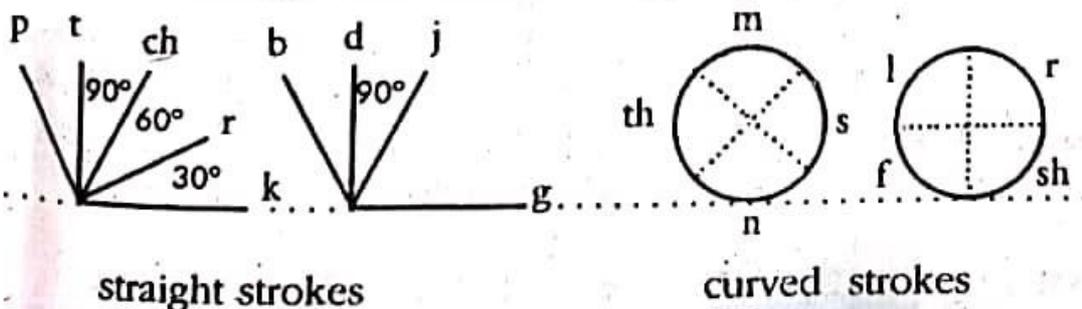
sh/zh) are *fricatives* (continuents) in the pronunciation of which the breath passes slowly through the mouth barriers. The consonants L and R are rolled (liquids) which make double consonants by uniting with other consonants. W & Y are semi-vowels (collescents) which mix with the vowels and the consonant H is aspirate which is a breathed vowel sound.

Pairs of Consonants

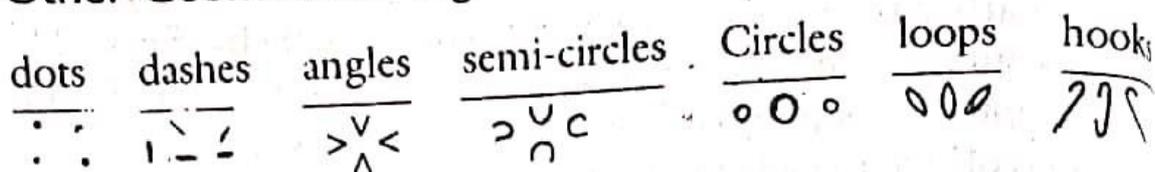
The Consonantal strokes of English Shorthand have been paired into *light* (voiceless) and *heavy* (voiced) strokes according to their phonetic value, similar to their classification in Indian languages based on the phonetic principle of Sanskrit. Thus the light and heavy strokes of K & G represent the voiceless and voiced consonants of K group [ka (क), kha (ख), ga (ग), gha (घ)]; Ch & J represent the Ch group [cha (च), cha (छ), ja (ज), jha (झ)]; T & D represent the *Retroflex T* group [ta (ट), tha (ठ), da (ड), dha (ढ)]; the sound consonants Th & Thee represent the Dental T Group [t (त), th (थ), d (द), dh (ध)] P/B & F/V represent the *Labiodental P* group [pa (प), pha (फ) ba (ब), bha (भ)] of Indian languages. The nasals [m (म), n (न), ng (ङ)] represent the nasals of different p, t & k groups of Indian languages; the voiceless and voiced pairs of S/Z, Sh/Zh are special sounds of English and represent sa(स) za (ज) sha (श) zha (झ) sounds of Indian languages. The consonants r (र), l (ल), w (व), y (य), h (ह) do not have phonetic pairing of voiceless and voiced sounds and are represented by light strokes irrespective of their phonetic (voiced or voiceless) character as will be clear from the Table of Consonants.

Arrangement of Consonants

Consonants in Shorthand are represented by 24 straight and curved strokes. Strokes forming part of a straight line are called *Straight Strokes* while strokes forming part of a circle are called *Curved Strokes* as given in the following diagrams:



Other Geometrical Signs of Shorthand



Direction of Stroke Consonants

Shorthand strokes are written in three directions and are called *Downward Strokes*, *Horizontal Strokes* and *Upward Strokes* respectively. Strokes have been given phonetic names according to the sound represented by them in the words given in the Table:

Table of Consonants

Phonetic name	Direction of Stroke	Consonant's sign and name	Sound represented by consonant in words
PLOSIVES	Downward 	P B T D CH(chay) J	pot, cap, pen bat, ball, tub tap, hat, tale dog, doll, die check, teach joy, jar, jeep
	Horizontal 	K G(gay)	key, kit, peak go, bag, good
NASALS	Horizontal 	M N NG(ing)	man, mug, met no, not, pen bank, rang, ink
FRICATIVES	Downward 	F V TH(ith) THE(thee) S Z SH(ish) ZH(zhee)	fee, photo, fit van, vote, dove think, theory they, the, this sit, boss, best zoo, zeal, was she, shy, dash casual, pleasure
ROLLED	Upward 	L R (ray)	low, pale, lie ray, rode, pair
SEMI-VOWELS	Upward 	W (way) Y (yeh)	way, wife, week yes, year, use
ASPIRATE	Upward	H (hay)	how, when

- (a) Strokes are paired according to their consonantal sounds. Voiceless consonants are represented by light strokes and voiced consonants are represented by heavy strokes.
- (b) The first six consonants (strokes) are written Downward. The next five consonants (strokes) are written Horizontally; the next eight consonants are written Downward and the last five consonants are written Upward, as given in the table.
- (c) Downward Strokes are written downward and Upward strokes are written from below upwards. The Horizontal Strokes are written from left to right, parallel to the base line on your Shorthand notebook.
- (d) Each stroke should be written with a Shorthand pencil with light and heavy touch according to their light or heavy sounds indicated by them as given above. The size of the Stroke should be roughly $\frac{3}{4}$ of a centimetre, so that there is a clear difference between small signs, half strokes, full strokes and double strokes.
- (e) Light (straight & curved) Strokes are written with uniform thickness while heavy curved strokes are thick in curves and taper at the ends. Heavy strokes are never written upward.
- (f) The Downward strokes of Ch and J form angles of 60 degrees while the Upward H & R are written at angles of 30 degrees from the horizontal (base line).

Joining of Strokes (See Pages 176-92 for Practice Workbook)

Strokes can be joined together without lifting the pen, as can be seen in the following examples. Every stroke should be written in its own direction.

...pk ...pl ...lm ...pch ...vj ...gl
 ...fj ...hv ...thm ...sk ...fl ...hn
 ...vm ...nk ...tl ...shm ...shk ...ft
 ...dk ...mn ...ml ...pm ...chl ...hd
 ...dr ...sht ...fl ...vl ...shr ...ht
 ...hsh ...shn ...kl ...gm ...bm ...mr

Exercise 1

Write in Shorthand :

(a) upward strokes

r...l...w...y...h...s...

(b) Downward straight
Strokes

p...b...t...d...ch...j...l...

" curved strokes

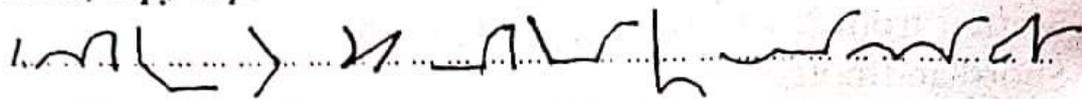
th...thee...f...v...s...z...sh...zhee...

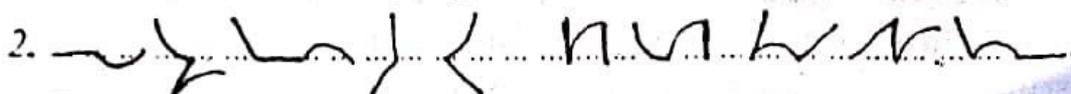
(c) Horizontal strokes

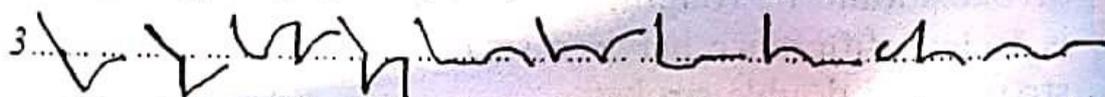
k...g...m...n...ng...

Exercise 2

Read, copy & practice:

1. 
mld, tpk, beh, zrj, glt, bkl, dtm, nkl, mml, ydl

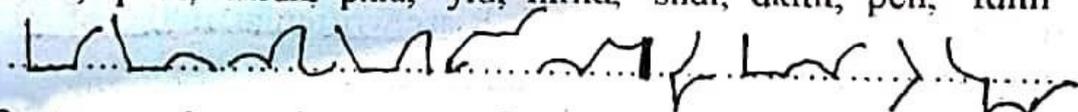
2. 
kng, vjl, bgm, tcb, shp, dld, vld, jmr, rtl, bmk

3. 
pbl, bdr, vldl, pld, pkn, bml, dnk, dmK, wdm, mnk

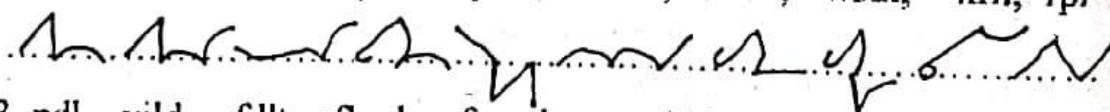
Exercise 3

Write in Shorthand:

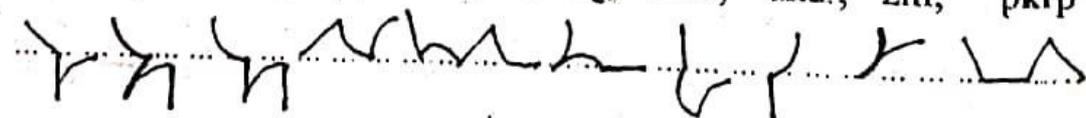
1. tkl, pkm, mldn, pkld, ykl, mrnd, shdl, dkml, pch, fdml



2. rtm, rtml, nml, ysm, pdit, nmr, wsk, wsd, hrm, rpr



3. pdl, vjld, fdlt, rfl, bnrf, shmg, dthl, shd, zhl, pkrp



Summary

The 24 consonant strokes represented by straight and curved strokes are written downward, upward and horizontally. The Strokes are paired into Voiceless and Voiced sounds written by light and dark strokes. Light Strokes are written in all the 3 directions, but dark strokes are never written upward.

CHAPTER 3

Vowels

VOWEL is a speech sound produced by vocal cord without audible friction. In fact vowels are the soul of the language without which it cannot be used. The five vowel-letters (A, E, I, O, U) of Roman script, cannot represent all 12 vowel-sounds of the English language. Therefore, 12 vowels have been adopted in Phonetic Systems of Shorthand according to their sounds.

The first six vowels are *Long Vowels* and the next 6 vowels are *Short Vowels* classified according to their sounds. The Long Vowels can be remembered by the following sentence:

pa may we all go too
आ ए ई औ ओ ऊ

Classification of Vowels

Vowels are classified in Shorthand in two groups - **dot vowels** and **dash vowels**. In Linguistic definition, dot vowels are called *Front vowels* and Dash vowels are called *Back vowels* because in pronouncing dot vowels, the tongue remains in the front while in dash vowels it goes back in the mouth.

Long Vowels

The first three long vowels representing heavy sounds are expressed in Shorthand by a heavy dot, while the next three long vowels representing heavy sounds are expressed by a heavy dash. The vowels are divided into two groups according to their sounds (place of articulation and position of tongue), viz., AH, A, EE & AW, O, OO.

Long Vowels

• Dot (front) Vowels				- Dash (back) Vowels			
1st	2nd	3rd	Places	1st	2nd	3rd	
ah	आ	a ए	ee ई	aw	औ	o औ	oo ऊ

Places of Vowels

Vowels are divided in three places according to their sounds (based on the position of the tongue) and are placed on the Strokes in their respective places. Vowel \overline{AH} is called the first place vowel, \overline{A} is the second place vowel and \overline{EE} is the third place vowel in the dot (front) vowel group. Similarly, \overline{AW} is the first place vowel, \overline{O} is the second place vowel and \overline{OO} is the third place vowel in the dash back vowel group.

Use of Vowels on strokes (Consonants)

Strokes (consonants) have been given three places in which vowels are placed. The beginning of the stroke is the first place, the middle is the second place and the end of the stroke is the third place.

Places are counted from the beginning of the stroke as indicated below:

Up & Down Strokes		Horizontal Strokes	
read before (left side)	read after (right side)	read before (above)	read after (below)

Following Vowels

Vowels placed on the right side of UP or DOWN strokes and below Horizontal Strokes are read after the strokes, thus:

1. DOT VOWELS

(a) A heavy dot in the first place represents the sound of \overline{AH} (\overline{aa}), as in-

pal mall palm calm data Tata

(b) A heavy dot in the second place represents \overline{A} , as in-

day pay bay say lay they way

(c) A heavy dot in the third place represents \overline{EE} , as in-

pea tea bee fee see she sea

2. DASH VOWELS

(a) A heavy dash in the first place represents the sound of \overline{AW} , as in-

raw Paul Kaul paw saw jaw

(b) A heavy dash in the 2nd place represents O, as in -

low foe show toe know load

(c) A heavy dash in the 3rd place represents OO, as in -

shoe loo woo zoo Balu Kalu

Preceding Vowels: Vowels placed on the left side of Up or Down strokes and above Horizontal strokes are read before the strokes, as in -

aid aim Om eat ease age
easy each ache eight oak oath

Exercise 4

Read, copy and practise:

1. ah Papa Asha palm Jat path bath
2. a date may pale they way lay day
3. ee knee pea Zee she ready lady key
4. aw Kaul Paul tall shawl ball maul
5. o so low no boat goal road polo
6. oo Babu Laloo shoe ooze Bapu Matoo

SHORT VOWELS: Every long vowel has a corresponding short vowel. The 6 short (3 dot and 3 dash) vowels are represented by light dot and dash signs in 3 places and are easily remembered by the sentence: *That Pen is not much good*, as in -

1. 1st place bat badge rat rack back
2. 2nd place peg red bet bell get led
3. 3rd place itch ill inn ink if

It is sometimes difficult to distinguish between light vowel a and e with different pronunciations. Therefore, it is safer to write such words according to the vowel, i.e., a stroke with vowel e should be written on the line while a stroke with vowel a should be written above the line, as in-

..... bag beg lad led

2. LIGHT DASH Vowels

(a) A light dash in the first place represents the sound of *ō* as in-

..... bought rod doll cod shop log

(b) A light dash in the second place represents vowel *u*, as in-

..... up tug rub rush mug

(c) A light dash in the third place represents vowel *oo* as in-

..... Uma Uppal Usha Urdu Umesh

Intermediate Vowels

Vowels coming between strokes are called *Intermediate Vowels*. When two or more strokes are joined their first and second place vowels remain in their places, but their third place vowel is shifted to the preceding third place of the following stroke because the 3rd place of the first stroke joins the 1st place of the following stroke as indicated in the following figures, thus-

UP/DOWN Strokes
 HORIZONTAL Strokes
 as in-

..... feed shook heed bill mill
 chilly witch lead lid food

The places of UP and DOWN strokes are determined by the initial vowels they carry, thus-

..... talk bath daily reach cheap leading
 read laid paid shade sheep hub
 tick head ready hope food hotel

Places of Joined Horizontal Strokes

Horizontal strokes when followed by Up or Down strokes are shifted up or down so that their places are indicated by the position of the following up/down stroke, thus-

match map catch goal nodal mole

needy keep nip mill kill milk

Two horizontal strokes joined together are written above the line, on the line but are never written through (below) the line even if they carry third place vowels, as in-

mig kick cook mink

But since the position of the first horizontal stroke cannot be determined by the second horizontal stroke, these should be shifted up or down so that the position of the first stroke is determined by the following Up or Down stroke,

mental minute monetary namely

cooked cookery kicked monthly

Exercise 5

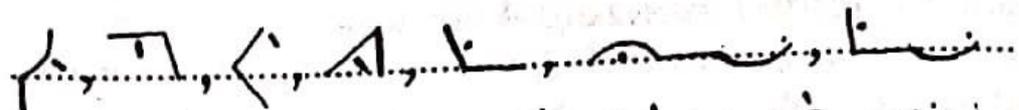
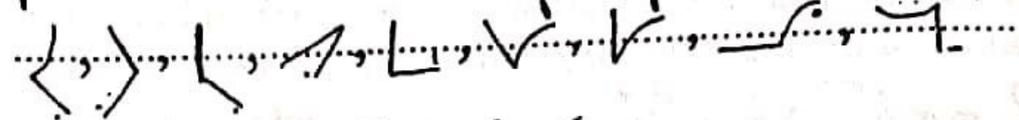
Write in Shorthand:

1. Bail, tally, tale, mail, rate, fade, raid, faith, gate
2. Head, ready, shady, rape, show, bale, cope, male
3. Rope, dairy, fellow, wed, coal, pole, volley, make
4. Game, name, gaze, cage, male, tape, lake, shake
5. Showed, cope, chop, rode, bake, making, taking
6. Ship, pitch, dip, rich, took, pool, tool, coolie, into

(Key)

Exercise 5

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

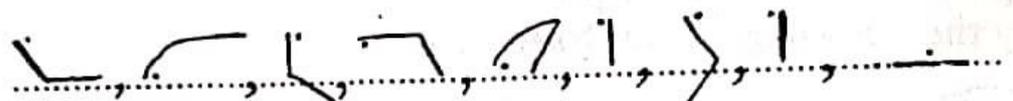
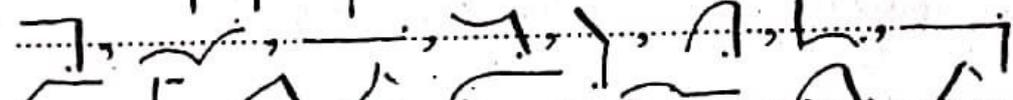
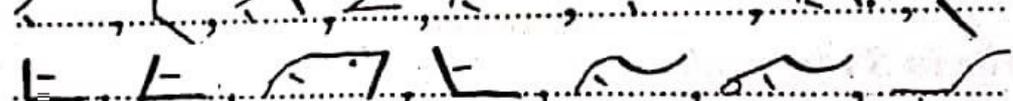
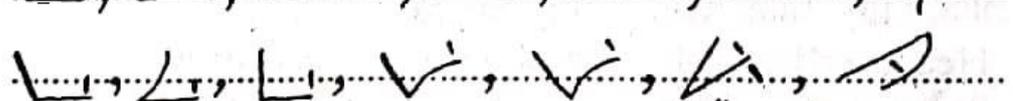
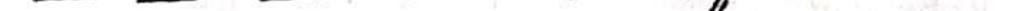
5. 
6. 

Exercise 6

1. Back, lack, tap, cap, latch, at, patch, add, egg
2. Led, fed, shed, debt, checking, neck, badge, edge
3. Kid, mill, kick, nib, bit, lid, dim, kicked
4. Rock, top, rob, shock, lock, mock, lobby, job
5. Dug, jug, luggage, bug, lung, hung, cull
6. Book, shook, took, bull, pull, Churu, rush

Exercise 6 (Key)

Read, copy and exercise:

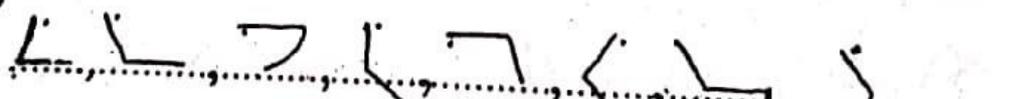
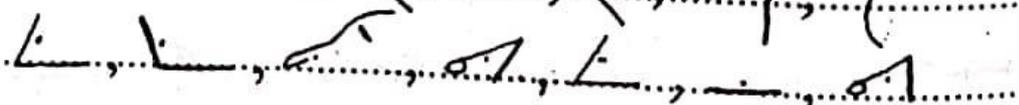
1. 
2. 
3. 
4. 
5. 
6. 

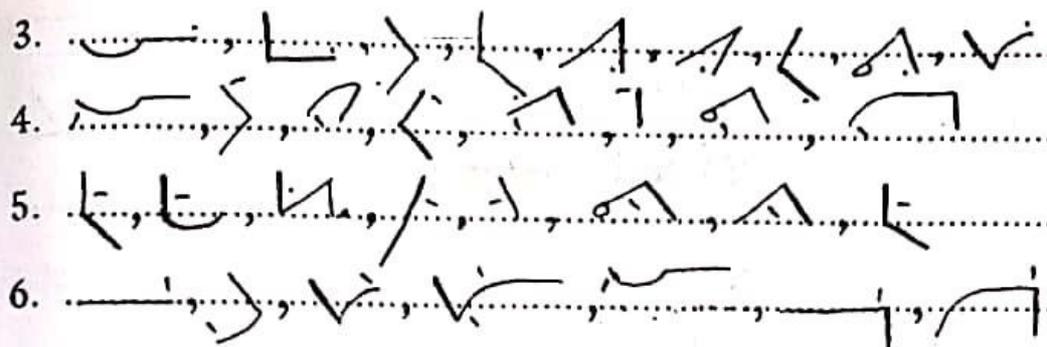
Exercise 7

Write in Shorthand

1. Jack, pack, cash, tap, gap, chap, packed, path
2. Check, beg, yellow, hedge, cheque, egg, head
3. Nick, dig, bitch, tip, rid, rich, jib, hip, bill
4. Knock, potch, lodge, job, rob, odd, hop, locked
5. Tub, dung, dirty, judge, up, hub, rub, dub
6. Cook, push, bull, bullock, knock, cooked, looked

(Key)

1. 
2. 



Summary

There are 12 vowels – 6 Long and 6 Short – paired according to their light or heavy sounds. These are divided into Dot (front) and Dash (back) vowels indicated by heavy and light dots and dashes on the Strokes, in 3 vowel positions.

Preceding vowels are placed on the left of up or down strokes and above horizontal strokes, while following vowels are put on the right of the up or down strokes and below horizontal strokes. Third place intermediate vowels are put on the preceding 3rd place of the following stroke. Places of horizontal strokes are determined by the position of the following stroke.

NOTE: *Shorthand learning requires hundred per cent accurate writing to achieve the targets in the shortest possible time. Majority of Shorthand learners do not follow the basic principles. Therefore, in this Revised New Edition, Key to Shorthand Outlines have been given immediately after the Exercises to guard the students from writing wrong outlines, making the student a Self-Learner.*

Use of "Practical Work Book on Shorthand, Dictation & Correspondence" is necessary for Theoretical and Practical learning and Testing the Accuracy and Speed which are basic skills of Shorthand. The Shorthand Theory has been made perfect on Linguistic Principles after long and outstanding Research and Experimentation by the Author which guarantees your Success with all the Help Books and Electronic Aids, Audio Cassettes etc.

Short Forms

FOR the purpose of quick and easy writing, frequently occurring words are represented by small signs/strokes in Shorthand called *Short Forms*. These can be divided into three categories *viz.*, *Logograms*, *Grammalogues* and *Contractions*.

Logogram

A frequently occurring word represented by a small arbitrary (imaginary) sign in Shorthand is called a *Logogram*. There are only 24 *Logograms* formed by dots, dashes, angular signs, circles and loops in English Shorthand, given in respective chapters. Practise them thoroughly:

Logograms

..... a(an) the all two (too)

..... of to on but owe

..... ought who and should

Logograms are imaginary signs and are not based on the consonantal strokes. Therefore, vowel signs can not be placed on them to get derivatives of words.

Grammalogue

A frequently occurring word represented by a single consonantal stroke in Shorthand is called a *Grammalogue*. Grammalogues are formed with the prominent sounds of consonantal strokes, hence derivatives of words can be obtained by prefixing or suffixing outlines to these. The number of Grammalogues cannot be fixed in any language Shorthand and can be increased or decreased according to requirements. Practise the following Grammalogues thoroughly:

Grammalogues

can come government (go) give (given)
 bank-ed be much which each large
 it had do department (different - ence)
 put in (any) no own

Simple Contraction: Derivative of a word formed by a logogram or grammalogue by joining or disjoining strokes is called a Simple Contraction, as -

tomorrow become governmental also
 differently departmental em-banked

'-ing': Stroke 'ng' can be added to certain dark downward or horizontal strokes or grammalogues to represent 'ing', as -

being doing going giving

Phrasing : Writing of two or more words or short-forms without lifting the pen/pencil is called Phrasing or phraseography. Vowels should be put to distinguish similar outlines/words, as -

to do, but today to give, but to go
 should be ought to to be ought to be
 to which to each to become

Tick 'the' : Frequently used definite article 'the' is represented by a light slanting tick joined after a stroke or logogram or grammalogue, in the opposition direction, as -

of the all the to the should the at the
 and the on the but the had the be the
 put the give the which the can the

Exercise 9

Read, copy and transcribe:

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

Write in Shorthand: (Key)

1. All the money should be put into the bag which they bought today.
2. If the ship can leave today it can reach Italy tomorrow.
3. They should see the red mark on the map to locate the bank.
4. It can make a big difference, if they know the departmental policy.
5. They should go today and know the fact which they ought to know tomorrow.
6. They can take charge of the boat on 5th March.

Exercise 10

Write in Shorthand

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

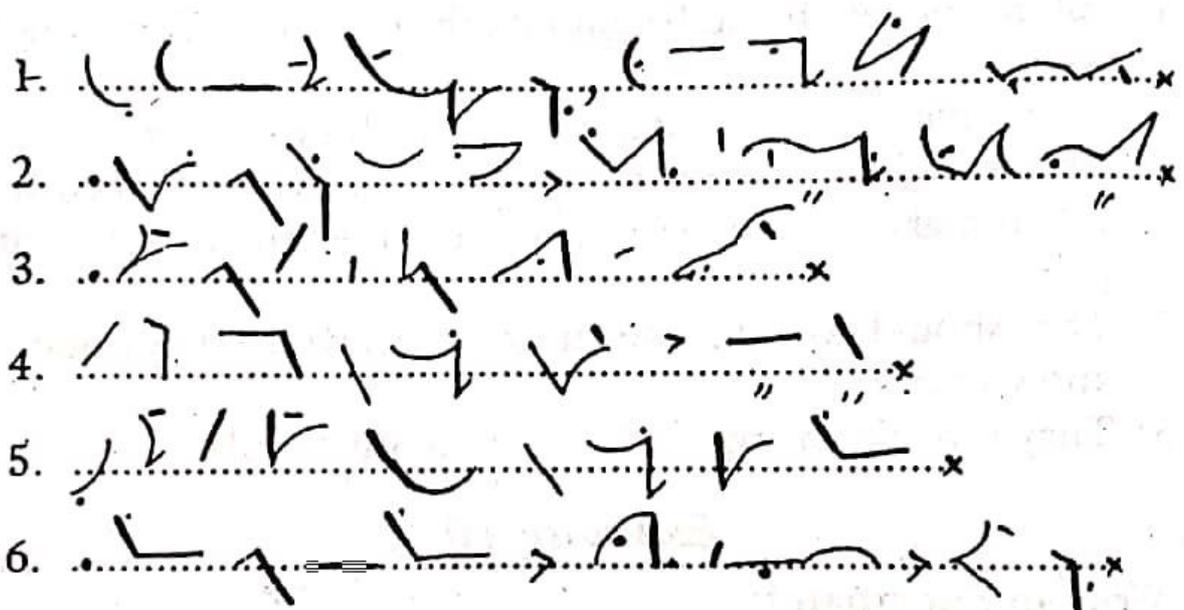
Exercise 10

Write in Shorthand:

1. They should talk to the King on Monday, to get the difference.
2. A big dog can kill a large animal, too.
3. All should go and watch the match at 2 p.m. today.
4. Each of us can do the job of the department, if given today.
5. She should go to the shop to get back the difference of the bill.
6. If she can manage to get the money, she can go tomorrow.

Exercise 11

Read, copy and transcribe:



Write in Shorthand Exercise 11 (Key)

1. If they give us the bundle today, they can get the charge tomorrow.
2. The bill should be paid in cash to the party on Monday, the 4th March.
3. The shawl should be large but it should be red and yellow.
4. Much of it can be put into the pool of the Government Bank.
5. She saw the large doll being put into the departmental bag.
6. The bag should be given back to the lady who came to the shop today.

Summary

Frequently occurring words represented by small signs are called Short Forms. These are of 3 types - *Logograms*, *Grammalogues* and *Contractions*. A word represented by a small imaginary sign is a *Logogram*; a word represented by a single stroke is a *Grammalogue*, and a word represented by two or more strokes is called a *Contraction*. Logograms, Grammalogues and Contractions are not vocalised in English Shorthand. Therefore these should be written carefully according to their places.

Joining of two or more words without lifting the pen is called *Phraseography* (Phrasing). The definite article "the" is represented by a slanting tick joined at the end of a Stroke or short form, written in opposite direction.

Note : Short Forms e.g. Logograms, Grammalogues and Simple Contractions play an important part in speed writing and accuracy. Practice logograms and grammalogues accurately by writing them in their allotted places to get accurate reading and transcription. Read back the outlines and rectify Errors of wrong outlines, Short Forms or wrong placing of vowels by repeated practice.

Punctuation Marks are essential for accurate transcription. Always put full stop sign after completion of the sentences to avoid mis-reading or wrong transcription or capitalization of Words.

Phrases are essential for speed writing. Practise natural and essential phrases regularly and distinguish between similar phrases or outlines. Write correct and beautiful outlines to facilitate correct and quick reading. Develop the skills of reading printed and hand-written shorthand script faster than you write.

'Workbook on Shorthand, Dictation and Correspondence' is essential for accurate learning and writing of Shorthand in the quickest possible time with Audio Cassettes etc.

Remember, Shorthand Writing is good, Reading is better and Shorthand Transcription is best, to achieve the targets quickly.



CHAPTER 5

Diphthongs

Numerous definitions of Diphthongs are given in English by Phoneticians and Linguists. However, in Phonetic or Shorthand writing (without going into these controversies), we follow the accurate definition of Daniel Jones - e.g. "a diphthong is a union of two vowel sounds", as - tie, by, my, boy, cow, type, lie, in which two vowel sounds occur.

In Shorthand, the 12 vowels of Shorthand form the 24 Diphthongs of English, (as against 4) in Pitman Shorthand, easily represented by 3 *angular signs*, put in the vowel places - long or short, which are easy to learn, understand and remember. The first vowel decides the place of the diphthong, as defined below.

Diphthongs, their Signs and Places:

The first angular sign \vee represents Dot Diphthongs formed by dot vowels, according to their first vowel sound, placed in the 3 vowel places. The second sign \succ represents Dash Diphthongs, according to their first vowel sound, placed in the 3 vowel places. The third sign \wedge represents the remaining Diphthongs in 3 places not covered by the 2 signs, as shown in the following Table.

Sign	1st vowel place	2nd vowel place	3rd vowel place
1. \vee	aai/ai(I) आई-आई	a+vowel ए + स्वर	e+vowel इ + स्वर
2. \succ	oi/oy ऑय-ऑइ	o+vowel ओ + स्वर	u+vowel उ + स्वर
3. \wedge	aa+vowel आ + स्वर	u/अ +vowel/ स्वर	ou/ow औ/अउ-ऑउ

The 1st place and 3rd place diphthongal signs can be joined with the strokes wherever convenient and should be slanted for clarity.

1.(a) The angular Sign \vee represents the first place Dot Diphthong of ai or aai according to the 1st place sound of 'aa'+ 'ee' आई-इ पु

in the 1st Place, as in -

by tie lie my idle item time
shy pipe dye(mighty) China

(b) In second place, it represents the sound of 2nd place vowel A followed by any other vowel, as in - *ayee*

saying payee bayonet gaity deity

(c) In the 3rd place, it represents the sound of vowel E followed by any other vowel, as in - *weya*

idiom ideal India Korea malaria
period radio radium podium Polio

2. (a) The 2nd angular sign 7 represents the Dash Diphthong (oy/oi) = (O/aw+vowel) in the 1st place, as in -

boy toy joy Roy boil alloy
oil cawing toil enjoy annoy

(b) In the 2nd place it represents the sound of dash vowel O+any vowel, as in -

sowing poet Goa Hanoi Boeing
knowing poem Doyal Goenka

(c) In the 3rd place, it represents the sound of dash vowel U+any vowel, generally used in Proper Nouns, as in -

duo Dua Barua Bua Lui Rui

3. (a) The 3rd sign represents the remaining Dot Diphthong aa+O/U आओ-आऊ, in the 1st place, generally used in Proper Nouns, as in -

Mao माओ Rao राव Kao काओ Raut राउत

(b) In the 2nd place it represents the remaining Dash Diphthong a+any vowel (अई-अया), used in Proper Nouns, as in -

Chennai Jaya Daya Bommai Nai नई

(c) In the 3rd place, it represents the sound of Ou/Ow आऊ, अऊ, as in -

now cow rout allow vow
out bow loud owl Lucknow

Triphthongs (three vowel sounds)

A diphthong followed by a vowel sound is called a *Triphthong*, and is represented by a small tick attached to the diphthong-signs, as in -

..... diary loyal riot variety lying

 buying denying radii enjoying

Logograms & Grammalogues

..... I(eye) how why for have
 are require(d) hour(our) Lord

Phrases

..... I can I go I give I had for the
 I do I know I saw I say I see
 I have I saw the I see the I take the have the

Exercise 12

Write in Shorthand:

1. Boiling, toiling, coiling, following, annoying, Madurai
2. Oily, Koyali, boeing, bounty, buoyant, tide, life, Jaya.
3. Allowed, radio, varying, Naik, now, how, tidy, allied
4. Dairy, defy, verify, right, diet, loudly, malafide
5. Nayak, dial, tile, dual, type, poem, lively, Annadurai
6. Timely, period, delaying, poetic, defying, allowing, Pai.

Read, copy and transcribe: (Key)

1.

 2.

 3.

 4.

 5.

 6.

Exercise 13

Write in Shorthand:

1. Who can go to take charge of the shop right now?
2. She came to my shop to get the idol she liked much.
3. I can give the book to the girl by tomorrow, if required.
4. Can it be right to keep the boy out of our departmental game?
5. Why are they saying and how can they say it to be wrong?
6. I hope to go to Mathura to revive my memory of our Lord.

Read, copy and transcribe. (Key)

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

Exercise 14

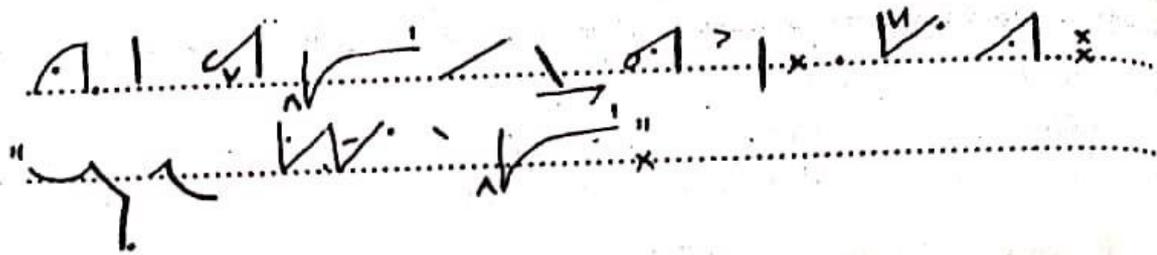
Write in Shorthand :

The diary which I saw lying in the book shop belonged to Reena Roy. She had to get it back on Monday, the 5th May. But Leena who liked it, took it away, on the fourth May. The lady who came to take it back on Monday had to go back and I had to give an apology for it. The lady had a wide outlook required to become the Head of the Department. The diary read: "Nobody should have a territory of outlook".

(Key)

Read, copy and transcribe:

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



Write in Shorthand Exercise 15

1. Type, ripe, like, knife, hide, lifetime
2. Barrier, noisy, bite, mike, time, pile, tile
3. Voyage, almighty, poetic, radium, radial
4. Coinage, fiery, tide, ride, lime, China
5. Mileage, guile, shy, write, ninety, five, deny
6. Wide, widely, wipe, riding, Palai, tidy, dye

Read, copy and transcribe (*Key*)



Summary

A Diphthong is a union of two vowel sounds. Diphthongs are represented by angular signs placed in vowel positions, according to the first vowel sound. The Triphthongs are 3 vowel sounds and are represented by a tick attached to the diphthong sign. First and third place diphthongs can be joined to the strokes wherever convenient.



Alternative Forms of R & L Strokes

STROKES R & L can also be written with alternative (down) strokes for obtaining clear outlines.

Downward Stroke "R"

1. The stroke "R" is written downward in the following cases:

(a) Initial R when preceded by a vowel, as in -

air airy ore arc Arab
 but earth Orissa arch right erode

(b) R followed by M stroke, as in -

Ram Ramesh roam army farm

(c) When R is final, as in -

Amir shore par armour car
 tyre Mayor retire fire door

2. In all other cases, R is written upward when followed by a vowel finally or for obtaining clear and easy outlines, as in -

ray row rub Rana rug
 read rare marry ferry dairy
 bury diary uproar Rath Arora
 barrack urge marriage party
 rearing uphar reach rush career
 rich America barrier aware urging

Downward Stroke "L"

3. L stroke is written downward when:

(a) It follows N or NG stroke, as in -

Anil nil kingly denial

(b) it is preceded by a vowel and followed by horizontal strokes, as

in -
..... along almirah alone eliminate

(c) it is preceded by a horizontal stroke or F/V stroke and followed by M, as in -

..... column film realm Gulam

(d) when L is final and not followed by a vowel, as in -

..... fail failing full role real
..... rail fell railing reel

4. In other cases L is written upward, as in -

..... fully really fellow relay ruly

Downward "LR" & "RR"

5. Downward R and L strokes are thickened to indicate the addition of R following them to avoid the 3rd down stroke after 2 down strokes, and for obtaining clear outlines, as in -

..... roll roller fill filler bear bearer
..... poor poorer fair fairer admire
..... rule ruler dare darer admirer
but miller pillar cooler colour killer

6. Similarly, after two up strokes, the third stroke is written downward but the parent outlines of the words should be retained as far as possible while adding R or L strokes to them, as in

..... rare rarely rarer rural rurally

Grammalogues

..... arrange-d-ment your year(ear) usual-ly
..... thank-ed think though them
..... was whose shall schedule-d wish

Contractions

...~~x~~... re-arrange-ed-ment ...~~v~~... departmental ...~~y~~... unusual-ly

Phrases

In words and phrases, the diphthongal signs can be joined or contracted, as in -

..... I am ✓..... I will ʹ..... I thank ʹ..... I have ʹ..... I was

..... I write ʹ..... I shall ʹ..... I wish ʹ..... I think

...~~x~~... Scheduled Bank ...~~t~~... Scheduled Caste ...~~f~~... Scheduled date

Exercise 16

Read, copy and transcribe:

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

Exercise 16 (Key)

Write in Shorthand

1. Far, fare, share, lucky, unlucky, burying, loud, earlier
2. Thorough, repair, carrier, carry, varying, arrear, lake
3. Wring, wrote, deer, daily, tally, arming, leaking
4. Range, perry, bury, buried, married, marriage, mirror
5. Firmly, family, fame, rich, richer, wishing, earmark
6. Farming, female, fair, fairly, tailor, burial, allowed

Exercise 17

Write in Shorthand

1. Wrongly, belong, fear, poor, pair, almighty, or
2. Valley, bear, knowingly, borrowing, aerial, armoury
3. Alike, filming, urging, area, ready, factory, followed
4. Lorry, memory, memorial, territory, laying, sharer
5. Thoroughly, verifying, fourthly, dearth, beer, denied
6. Tour, yearly, terror, fuller, tiller, Neelam, arena

Read, copy and transcribe: (Key)

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

Exercise 18

Read, copy and exercise:

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

Exercise 18 (Key)

Write in Shorthand:

1. I have to go to Mathura early tomorrow by my Maruti car.
2. Why should they think I was wrong for saying "no" to them?
3. Show them the item in our show-room today which they wish to buy.
4. They can get the big idol if they pay the money by bearer cheque.
5. Whose job it was to keep the file in the almirah of your department?

Exercise 19

Write in Shorthand:

1. I think the ear-ring belonged to Reena who came to buy the Year Book at my shop.
2. Though the film was urging, I was unluckily delayed in my own department.
3. Usually, I write to my department to pay the bill monthly.
4. They can go to our retail shop for buying the required tea and coffee.
5. I can give them your book if they too are ready to give it back by tomorrow.
6. I go to the shop at usual time, but I followed a long route and was delayed today.

Read, copy and transcribe:

(Key)

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

Summary

Downward R is written (1) when preceded by a vowel (2) before stroke M; and (3) when it is final. Downward L is written (1) after N/NG; (2) preceded by vowel & followed by horizontal strokes (3) after F/V/horizontal stroke followed by M, and (4) when final.

CHAPTER 7

Alternative Forms of W & Y

SEMI-VOWELS W and Y are represented in many cases by semi-circles to obtain clear outlines in the following manner.

Semi-Circle "W"

(a) A right semi-circle is used as an abbreviated W before K, G, M R and is read before the stroke, as in -

week walk warm worry wear
 were wire work worthy worth

(b) The semi-circle cannot be used if a vowel precedes W in the beginning of a word, as in -

wake awake ware aware award

(c) The semi-circle is attached before "L" stroke in the form of a hook to represent the initial "W" as in -

well will wealthy wealth willing
 well-being William weld welfare

(d) The semi-circle can also be used in the middle and in the end to represent w/v sounds wherever convenient, as in -

Shiv Ishwar Shivalik Shivani
 Ashwini wood-work sea-weed tweed

Semi-Circle of "Y" (Diaphone U)

The semi-vowel Y followed by a long vowel OO has the sound of English letter U (*the sound of Y being inserted in it in many cases*). Though U is not a diphthong in English language, yet when used medially and finally it has sometimes a gliding (*diaphonic - two vowels*) sound which is represented, in Shorthand, by a semi-circle of letter U (ŷ) joined or placed in the third place vowel, according to facility

of the Semi-circle joining the stroke, as in-

...... view few due new jew
 tube queue purity nude cube
 issue value cure purely purify

But initially the sound of U is always represented by stroke Y, as in -

...... youth unity unify unique
 urinal urea uranium

Triphone

Whenever a vowel follows a diaphonic sound of U it forms a triphonic sound (triphone) which can be represented easily by adding a tick to the semi-circle of U, as in -

...... review reviewing chewing fuel
 issuing valuer viewing annual
 annuity casualty failure fueling

Logograms & Grammalogues

...... beyond you with when
 what would revenue we

Contractions

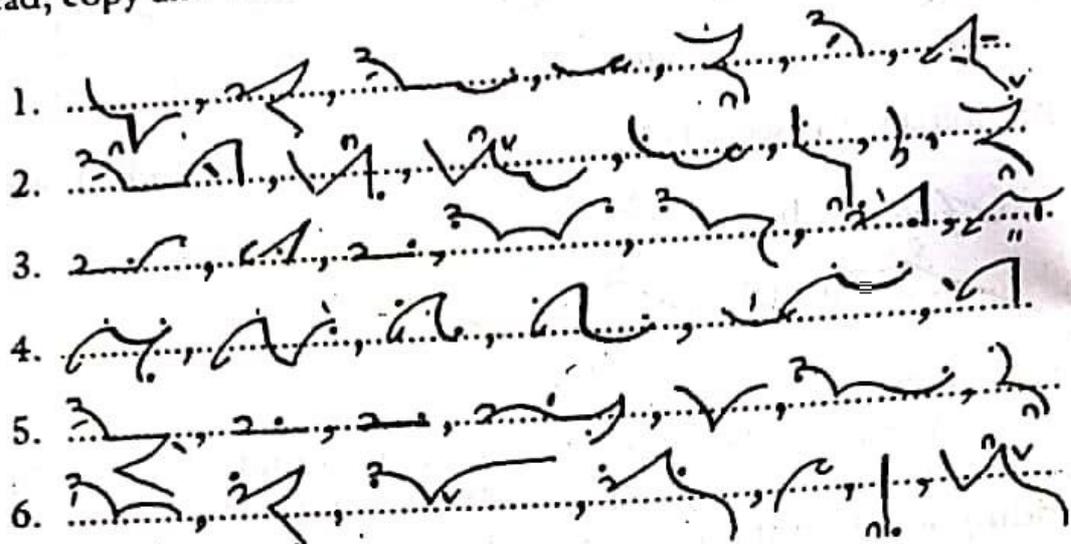
...... outcome income welcome(d)

Phrases

...... with the when the would be with you
 what do you we had we have if you
 what would you it would be we thank you
 how can you alongwith the with them

Exercise 20

Read, copy and transcribe:



Write in Shorthand (Key)

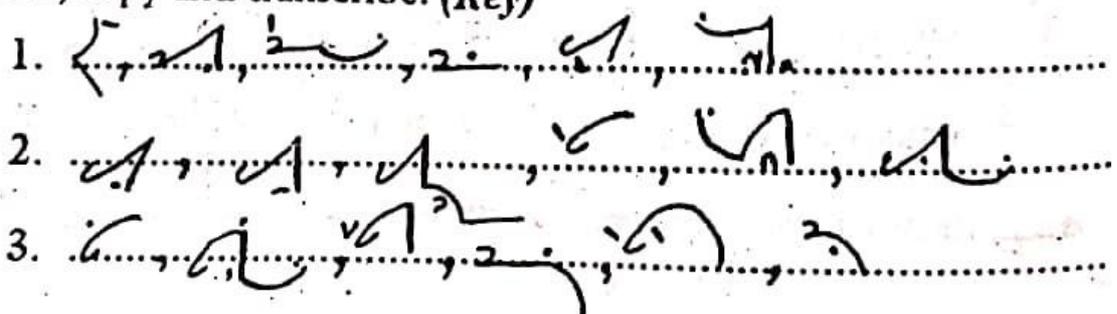
1. Feudal, worship, working, knew, ensure, wore, Utopia
2. Workload, purity, purifying, venue, deputy, sue, insurer
3. Weekly, wedge, weak, warmly, warmth, worried, UNO
4. Willingly, wilfully, wealthy, welding, unwilling, walled
5. Workshop, wake, wig, womanish, yearly, warming, assure
6. Worm, warship, warlike, warfare, lieu, duty, purifier

Exercise 21

Write in Shorthand

1. Shop, worried, walking, wake, watch, annuity
2. Witch, wood, woodwork, wall, valued, wedding
3. Well, weilding, wild, weaker, wallower, ware
4. Wash, warp, wear, wide, wicked, wildly, widow
5. Window, wing, wiry, wishing, wolf, wordy, outgo
6. Wooly, work-day, working-day, yellow, youth

Read, copy and transcribe: (Key)



- 4.
- 5.
- 6.

Exercise 22

Write in Shorthand:

1. What would you write if a book given to you for review was a copy of your book?
2. It would be wrong for you to review the failure of the deal with them so early.
3. How can you get a share with them in the new workshop when both of them are unwilling?
4. We thank you all and wish you a Happy New Year.
5. It would be a real aid to us if you allowed us to share your room along with the monthly bill.
6. The new cooler given to us by you a year back would require heavy repair now.

Read, copy and transcribe: (Key)

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

Exercise 23

Read, copy and exercise:

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

Exercise 23 (Key)

Write in Shorthand:

1. We worship Lord Ganesha on each day, to keep away worry.
2. We are worthy of doing the work, but we have no time.
3. I can give you an unusual work, if you wish to do it willingly.
4. What were you doing when I came to your area today?
5. It was beyond my power to give you money for your part.
6. What was the outcome of your talk with the Government on the revenue policy?

Summary

Semi-vowel W is represented by right semi-circle (∩) before K, G, M, R, initially and L stroke in hooked form. It is used medially and finally also when stroke W is inconvenient. Semi-vowel Y+oo=U is represented initially by stroke, but medially and finally it gives diaphonic (gliding sound), as due, view, new, few. So it is represented by semi-circle (∩) or (∪) according to joining and is called a Diaphone. A vowel following the diaphone is called a Triphone, written by a tick attached with it.

Alternative Forms of H & SH

VARIOUS forms of H are provided for easy and speedy writing. The addition of H with any consonant produces Breathed or Aspirated sound. Therefore, it is called *Aspirate H*.

Downward H

1. The stroke of H is written downward when:

(a) preceded by a vowel, as in -

.....oh Ahir ahead Ohri Ahluwalia

(b) after Up-strokes and the down strokes SH/Z/ZH, as in -

..... Rahi Lohia Zaheer Wahi Shahi

(c) with horizontal strokes K/G/M/N, as in -

..... hawk Guha alcohol Nehru Mohini

(d) when standing alone and followed by a vowel, diphthong or diaphone, as in -

..... high hue hoy Hua hey

2. In all other cases the stroke H is written upward as in -

..... huge Hari hobby honey Harish

Tick H

3. Initial H is represented by a short tick attached to M, L & downward R strokes, as in -

..... home harm hall hill hire health

..... whom Hume humanity Himalaya

But the stroke H should be employed when prefixed by any word, as in -

..... inhumanly unholy anyhow knowhow

Dot H

4. The lightly sounded H is represented by a dot placed by the side of the preceding vowel, as in -

likelihood boyhood Bahl Leh Shah

Upward SH

5. Stroke SH is written upward for easy joining and clarity of outlines, after certain down strokes, as in -

Joshi dish fish Mahesh foolish

Grammalogues

me him he

language(owing) thing young

Contractions

anything nothing enlarge-d

Exercise 24

Read, copy and transcribe:

1. Hike, Guha, heredity, hockey, hauled, outgoing
 2. Heap, hub, happy, home, homely, humming, higher
 3. Witch, hip, hierarchy, hide, highway, hold, owning
 4. Heavy, hanged, hung, huge, hurried, hope, how, highly
 5. Holiday, hope, whole, holy, know-how, anyhow, enlarging
 6. Wholly, Holi, unholy, hobby, happily, outlay
- (Key)

1. Hike, Guha, heredity, hockey, hauled, outgoing
2. Heap, hub, happy, home, homely, humming, higher
3. Witch, hip, hierarchy, hide, highway, hold, owning
4. Heavy, hanged, hung, huge, hurried, hope, how, highly
5. Holiday, hope, whole, holy, know-how, anyhow, enlarging
6. Wholly, Holi, unholy, hobby, happily, outlay

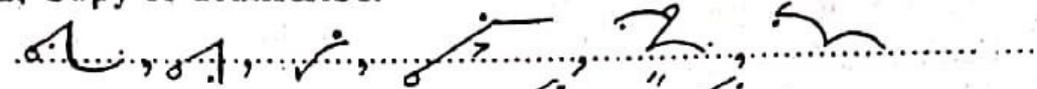
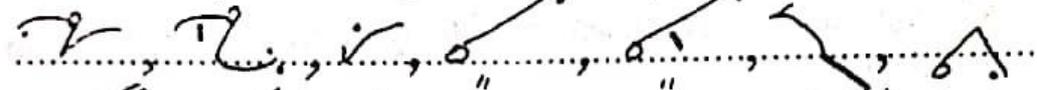
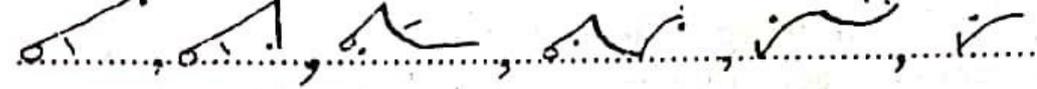
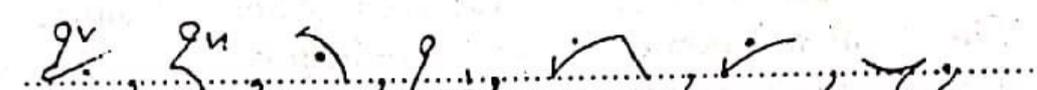
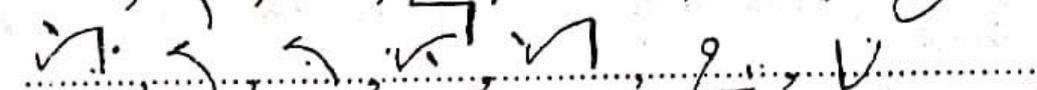
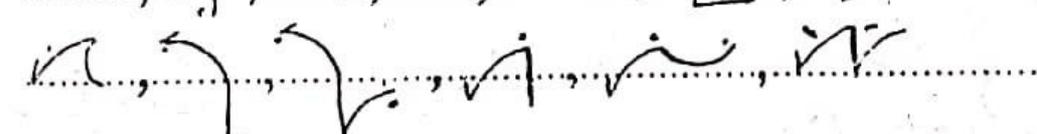
Exercise 25

Write in Shorthand:

1. Heading, heed, heel, heroic, Mahim, harm
2. Mahal, Mohini, hail, Hari, Hori, herb, heap
3. Hurry, hurried, havoc, heavily, hailing, hell
4. Highway, higher, hair, hooked, help, hail unleash
5. Holiday, hear, her, hallo, hauled, hook, dish
6. Health, hearty, heartily, heeled, heeling, hold-all

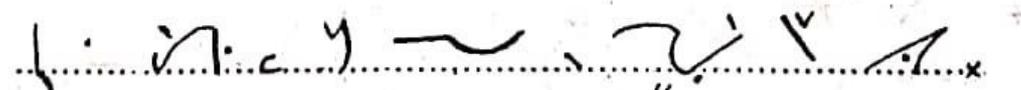
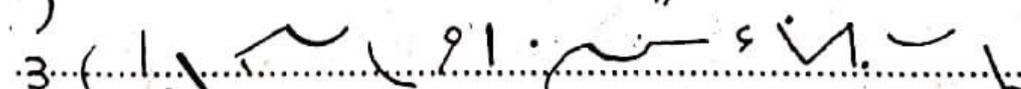
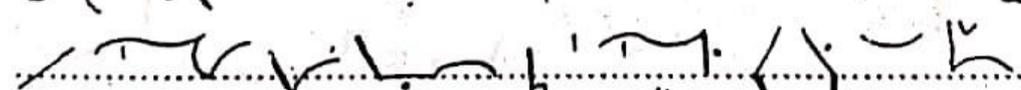
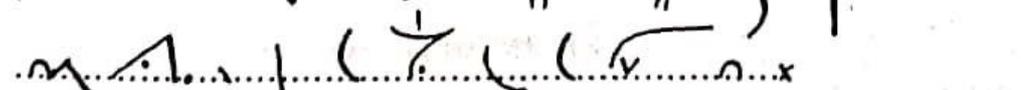
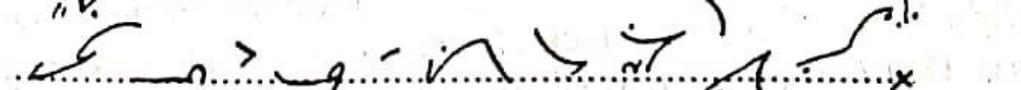
Exercise 25 (Key)

Read, Copy & Transcribe:

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

Exercise 26

Read, copy and transcribe:

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

Write in Shorthand Exercise 26 (Key)

1. It was a holiday when I was going to Mathura by Rail.
2. Would you think it to be wrong if he had a link with the party in power?
3. Our monthly bill became due on Monday which was paid in time.
4. You should be ready to teach them only if they like you.
5. Indira had given all her life for the welfare of humanity.
6. We will give you all the know-how and help for the annual youth Rally.

Exercise 27

Write in Shorthand:

1. He was at home when we saw him a minute ago enjoying health and wealth.
2. She can also come to see me along with her nephew on any holiday.
3. He had nothing to do with the file which you took to him.
4. Her enlarged colour photo was liked by her colleague.
5. Only your will-power and work can help you to go ahead.
6. Why do you like me to share your room when I have no liking for you?

(Key)

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

Summary

Downward H is used when (a) preceded by a vowel (b) after certain strokes (c) with horizontal strokes (d) when standing alone followed by diphthong/diaphone. Tick H is used before M, L & R (downward). Dot H is used when H sound is silent. SH is written upward for clear outlines with certain strokes.

Phraseography

WHEN two or more words are written without lifting the pen, it is called *Phraseography* and the outline thus obtained is called a *Phraseogram*.

Phrases are absolutely necessary for gaining speed in Shorthand. Therefore, phrasing should be done for frequently occurring words. Phrases, should be facile, legible and clear. Phrasing should not be done for words in which there is a rhetorical pause or where punctuation is necessary. A number of phrases can be made by joining of strokes, short-forms etc. but the following points should be remembered while phrasing:

1. The first sign of a word or logogram or grammalogue must be written in its position and thereafter the following stroke or short form (*logogram or grammalogue*) should be joined with its position, as in -

..... I have I shall have I shall be should be
 you can he can you may be should have
 you will be he may be with them with it
 who was she was which was why do you
 ought to be how can you I think you will be

2. For the sake of easy joining, hooks, semi-circles may be omitted, as in -

..... you were he were who were which were
 I will be he will be it will be which will be
 I can be I can have who will be she will be

3. Distinction should be made in similar outlines or phraseograms by position writing or vocalization, as in -

..... I am I may I see I saw I give
 I go I had I do with which with each
 to which to each to me to him to you

4. For the sake of easier joinings, grammalogues may be substituted by strokes wherever necessary, as in -

..... how much so much too much they were
 if they were we were I were

Contractions

..... although altogether together
 almighty already today

Phrases

..... what was you should be he should have
 who should be they should be which should be
 what should be she should be it should have
 he would be who would have she would have
 what would be what would have it would have
 it would be it would become you may be
 you may have you should have he should be
 with you what were you are you
 how are you how can you how can we
 how can they how many any time
 I wish you I can have I will have to be
 I assure you I can give you I give you
 I think it will I hope I hope you will

y I do hope y I had to be y I hope to be
 3 what would have 3 would you 3 she would know
 2 what will be e when you to do so to deal with
 X by and large to do away with in lieu of of my

Exercise 28

Read, copy and transcribe:

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

Write in Shorthand: (Key)

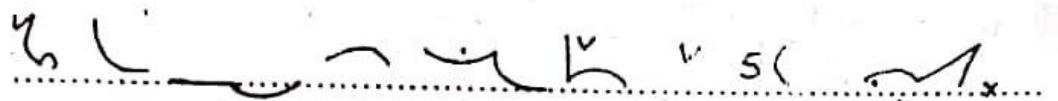
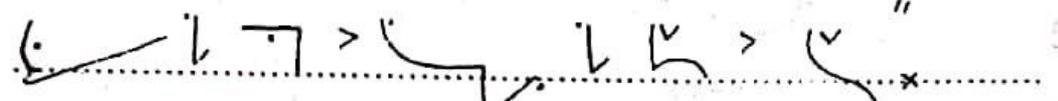
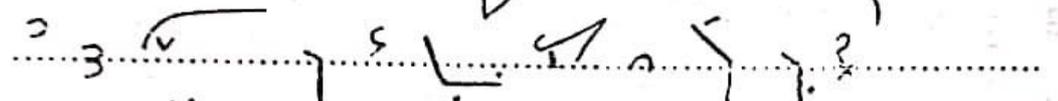
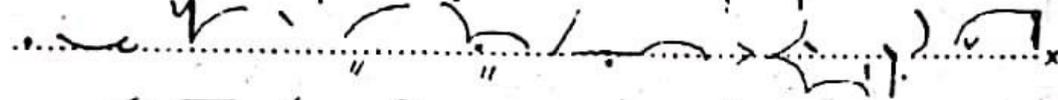
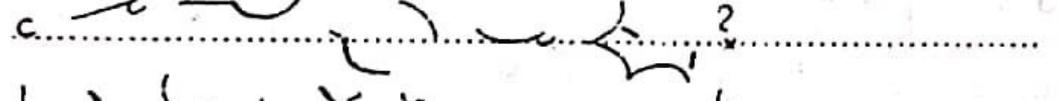
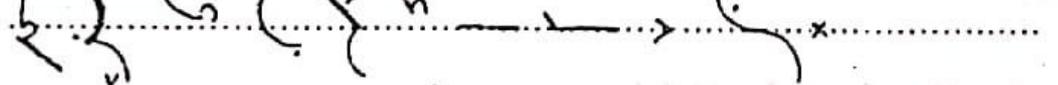
1. I think you should invite me to give a talk on the working of the Bank.
2. I was given enough time by them for doing the job for which you should thank them.
3. Would you like to enjoy if I invite you for my birthday party?
4. I showed him a new almira in the Show-room which he liked to buy.
5. Anybody who can go tomorrow with you, can take leave to see the hockey match.
6. We can also reach Shimla by tomorrow if we hire a taxi.

Exercise 29

Write in Shorthand:

1. I thank you for giving me enough time on the 5th March.
2. They were at the gate of the factory at the time of the fire.
3. What would you like to do with the big watch you bought today?
4. The new idol of Lord Rama which came to the showroom today was liked.
5. When are you going to have your new showroom?
6. It would be easier for you if both of you come together to the fair.

(Key)

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

Exercise 30

Write in Shorthand (40 words per minute):

If you like to go to the shop with them / today, it will be easier for you to get the // manual help of the dealer to remove the big almirah./// But if they are unwilling to take the heavy luggage (1) today, you should ask them to give enough time on / Monday. When you go to the shop, you can get // in touch with the dealer for carrying out the job./// You should be ready to pay the demurrage for the (2) delay. If you wish, I can help you by way / of a Bank guarantee to the dealer with whom you // are dealing now. In my view, it will be far /// easier for you to rely on the party. If you (3) wish, I can also make arrangement to pay the money / to the dealer by tomorrow. I hope they will get // the money in time. I wish you to be here /// by tomorrow and I also hope to be with you.(4)

(160 words)

Exercise 30 (Key)

Read, copy and transcribe:

Handwritten shorthand practice on ruled lines. The text is written in a cursive shorthand style, likely representing the words "The end of the world is near". The characters are stylized and connected, with various diacritics and flourishes. The practice includes copying and transcribing the text.

Exercise 31

Read, copy and transcribe:

Handwritten shorthand practice on ruled lines. The text is written in a cursive shorthand style, likely representing the words "The end of the world is near". The characters are stylized and connected, with various diacritics and flourishes. The practice includes copying and transcribing the text.

Exercise 31 (Key)

Write in Shorthand: (40 words per minute).

Usually I go for a walk early daily. But today / I was delayed by the lady who came to see // my ailing boy. So I had no time to read /// the book given by you on Monday. Anyway, I will (1) give you the book tomorrow.

If you wish to enjoy / the hockey match, you can come to me by 4th // March. We will go together in my car. Raju will /// be too happy to see us at the gate. My (2) duty was to keep in touch with you for the / match. I hope you will like the game and will // come to me well in time. We will talk on /// the outcome of the match when we get together. I (3) am also of the view which was held by you. / But do write to me how much time you are // likely to take to come to me. I will be // happy if I get your idea firmly now. I do (4) hope you will come along with your family to Delhi. (170 words)

Summary

Joining of two or more words without lifting the pen is called *Phraseography*. The first word/sign/stroke should be written according to its vowel-position and then subsequent outlines be joined. Grammalogues are substituted by strokes for clear and easy joining. An outline representing a phrase is called a *Phraseogram*.

ANALYSIS

Pitman Shorthand has only 4 diphthongs (as against 24 in English), written by angular signs and semi-circle U which is not a diphthong (See Page 46). The remaining 20 are shown as Diphones written by similar angular signs. A tick attached to Diphthong is classified as Triphone (not Triphthong). The classifications of Diphthongs and Diphones have been simplified in Chapter 5 & 7 of Simple Shorthand. All Diphthongs are represented by only 3 angular signs, written in 3 vowel places, according to first vowel sound. A vowel following a Diphthong or Diaphone is represented by a tick attached to the angular sign which forms a Triphthong or Triphone respectively.



CHAPTER 10

The Circle

IN order to obtain quick and easier writing the consonantal sounds of S and Z, are represented by a small circle.

Circle " S "

Initially the small circle represents the sound of S only and medially and finally the sound of S or Z. The circle is written

(a) inside the curves, as in -

safe saves source seem sense
signs sings muscles rising dozen
officer answer sincere chosen
but season seasonal facility

(b) outside the angles formed by two straight strokes joined together as in -

risk task desk basic
gossip recede passage history

(c) with left motion (anti-clockwise) with straight strokes, as in -

space seeds sages sorrow use
tasty cask razor wiser ways

(d) Initial circle is read first and final circle is read last. Vowels are read in relation to the stroke not to the circle.

(e) Circle S may be added to grammalogues and short forms to get derivatives of words, as in -

differences arrangements governments
years thanks thinks its banks
revenues ears yours hours wishes

Circle & the Strokes

2. Stroke S is used when it stands alone or it is preceded by a vowel initially or followed by a vowel finally, as in -

...) say ...) see ... 2 ask ...) racy ...) Lucy
 ...) saw ...) assail ...) sauce ...) saucer ...) cease
 ...) essay ...) assess ... 2 assessing ...) assessee

However, the stroke S is written finally to represent "ous" when preceded by a diphthong/diphone sound, as in -

... } tortuous ... } joyous ... } pious ... } ingenious
 ... } joyousness ... } arduous ... } innocuous
 but ... } spacious ... } callous ... } meritorious

3. Stroke Z is used initially and finally when followed by a vowel, as in -

...) zeal ...) zail ...) czar ...) ooze ...) zoo ...) zero
 ...) rosy ...) zealous ...) oozing ...) zealously

S Circle before aspirate H

4. Initial sound of S followed immediately by H is represented by doubling the attachment of H. The rule of upward and downward H should be followed when initial S is immediately followed by H, as in -

...) Sahu ...) Sahi ...) Sahir ...) Sahai ...) Sahni

But the sound of SH is always represented by its stroke, as in -

...) Shahi ...) Sushma ...) Shahanshah ...) Shiela

Stroke L and Circle S

5. Stroke L immediately followed or preceded by a circle attached to a curve, is written in the same directions in which the circle is completed, as in -

...) lesson ...) cancel ...) pencil ...) loser
 ...) vessel ...) facile ...) refusal ...) missile
 ...) nasal ...) muscles ...) Ansals ...) Bansal

Logograms & Grammalogues

.....as(has) ..a.. is(his)because ..b.. itself myself
 himself those this ..c.. thus special-ly
 ..f.. speak ..g.. subject(ed).. several influence selfish

Contractions

..... especial-ly selfishness becomes always

Phrases

..... as the has to be is to be with his
 to his which is who is for his
 all of us who is the on his when is the
 has to become as much as in as much as
 as early as as far as what is the as and when

Exercise 32

Read, copy and transcribe:

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

(Key)

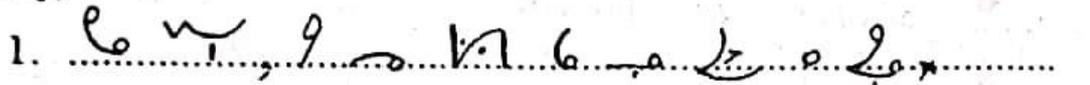
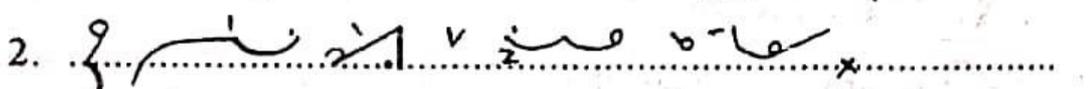
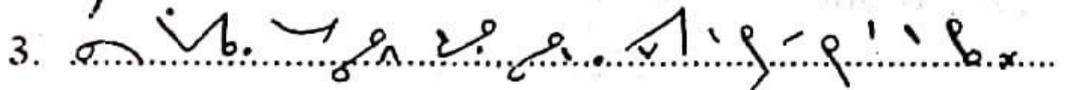
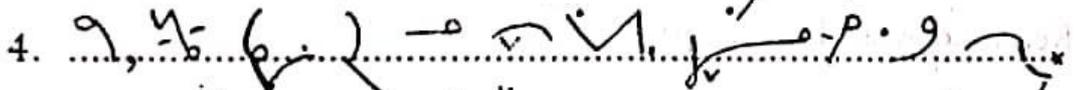
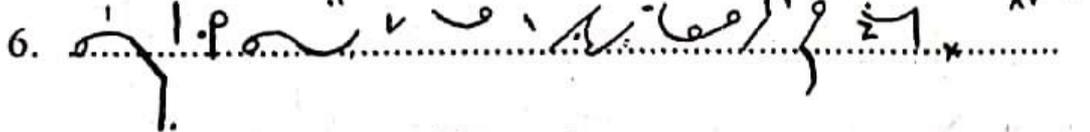
1. Side, sight, refuse, fees, answer, snake, also, massive
2. Save, savings, poisonous, desire, amuse, busy, patience
3. Besides, discuss, receipts, cause, missiles, slashed, Scholars
4. News, songs, sows, licence, lessons, sales, smash, scale
5. Sole, issues, dose, laws, excuse, wise, use, smashed
6. Wisely, tasty, less, shameless, resign, dozen, enslave

Exercise 33

Write in Shorthand:

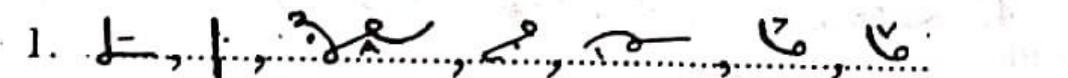
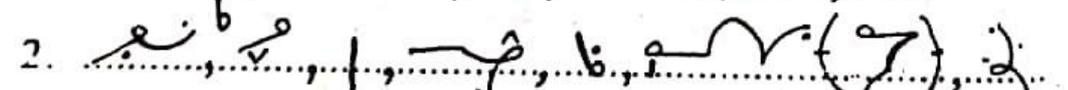
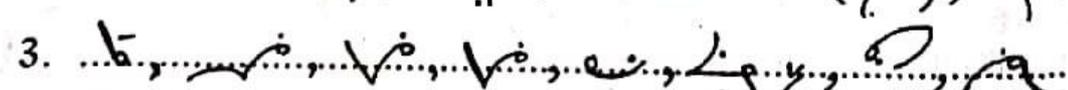
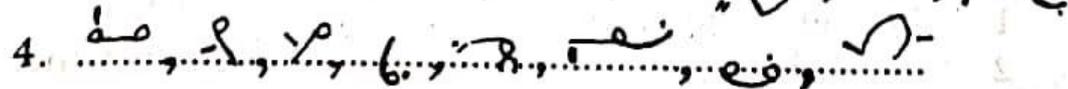
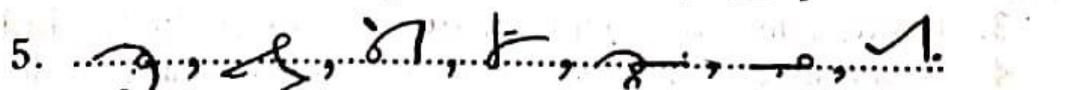
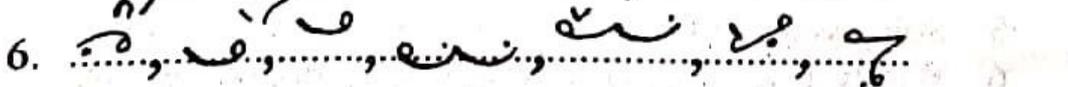
1. As far as I know, he himself delayed this case showing his selfishness.
2. He was looking worried on the annoyance of his officer.
3. Some parties in the House always use the right of speech and speak on all subjects.
4. Sir, I oppose this Bill especially because my party dislikes such a selfish move.
5. The role of this Council is only advisory. Thus it can be said to be a useless and powerless body.
6. Somebody had said something on the influence of Railway officers, on which he was annoyed.

(Key)

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

Exercise 34

Read, copy and transcribe:

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

(Key)

1. Dusk, debts, warehousing, yes, mosque, voice, vice
2. Raising, rise, difference, council, base, scholarly, assessor
3. Bus, mills, pills, bills, scene, Shakespeare, slash, illusive
4. Socks, soap, such, these, amuse, causing, sins, also
5. Misuse, useful, sold, tussle, music, guess, already
6. Mass, things, languages, singing, signing, always, skills

Exercise 35

Read, copy and transcribe:

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

(Key)

1. I am sorry to pass on this sad news to you.
2. I suppose this dose will suffice because it is heavy.
3. What is the reason for allowing these topics in this column?
4. All his influence has become futile.
5. I am listening to the speeches of the scholars on this issue.
6. If you desire, I can help you in this case as much as I can.

Summary

The sound of S/Z is represented by a small circle for easy and quick writing. Initial circle represents S only, but medially and finally it represents s or z sound. S circle is written with left motion with straight strokes. It is written inside curves. Stroke S is written when it is alone or preceded by a vowel initially or followed by a vowel finally or to represent "ous" preceded by a dipthong/diphone. Stroke Z is written initially and finally when a vowel follows. The sound of "SH" is represented by the stroke only.

The Large Circle

A large or big circle represents the addition of SW/SS/SZ to the strokes, according to the following rules:

SW Circle

(a) If the circle is enlarged and joined initially with a stroke, it represents the double consonant SW, as in

...... Swej ...... swam ...... sweets ...... swim ...... switch
 ...... sweet ...... swelling ...... Swaraj ...... Swami ...... swing
 but "sw" cannot be joined with W, Y, H strokes because of initial attachments, as
 ...... sway ...... swaying ...... sewa ...... sewak

SS/SZ Circle

(b) Medially or finally the large circle represents SS or SZ, as in -

...... necessity ...... faces ...... bases ...... buses ...... cases
 ...... masses ...... possessive ...... causes ...... axes ...... rises

Circle & the Vowels

(c) A first or third place vowel can be indicated inside the big circle, as in -

...... resist ...... exist ...... exhaust ...... exercise ...... axis
 ...... thesis ...... basis ...... analysis ...... exercised

(d) Plurals and possessives can be indicated after S stroke or big circle as in -

...... Lucy's ...... policies ...... jealousies ...... do's
 ...... Government's ...... exercises ...... sources

(e) Two sounds of S-S are represented by S circle and stroke, as in -

...... possesses ...... passes ...... access ...... excess

...d... recess ...g... raises ...b... dose ...b... doses
 ...j... cease ...f... decrease ...j... diseases, ...z... size

Grammalogues

...g... ourselves ...g... resource ...b... themselves

Phrases

...b... this is ...b... this is the ...e... as soon as
 ...o... as well as ...e... as we know ...o... as is ...o... is as
 ...e... as we think ...e... as we can ...f... in this subject
 ...p... it is said ...f... this has to be ...e... as we have

Exercise 36

Read, copy and transcribe:

1. ...b, g, f, h, s, e
2. ...d, e, p, b, h, m, f
3. ...j, k, g, b, f, m, e
4. ...e, z, p, b, b, p, e
5. ...f, f, g, p, o, a, n, p
6. ...g, e, h, s, b, b, d

(Key)

1. Basis, thesis, necessities, Ramaswamy, swell, resourceful
2. Sources, resources, losses, taxes, taxi, cases, fixes
3. Ceases, forces, races, faces, fascist, excess, resourcefully
4. Excuse, sizes, laces, voices, analyses, loses, resourcefulness
5. Sweep, sweeps, Swiss, switch, swim, swimming, losses
6. Swear, swinging, pulses, horses, bosses, bases, assesses

Exercise 37

Write in Shorthand:

1. Licences, swam, synonymous, kisses, arises, resources
2. Excuses, excessive, losses, passes, passages, emphasized
3. Rises, roses, does, toes, yes, followers, swelling, sizes
4. Sweethouse, houses, rouses, railways, wages, successes
5. Genesis, offices, misses, shoes, subsist, desist, assessors
6. Resist, fanaticism, emphasize, agencies, success, excesses

(Key)

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

Exercise 38

Read, copy and transcribe:

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

(Key)

1. Sir, I am sorry, I have no work for your son in this office.
2. The cases which I saw on this subject are worthy of analysis.
3. The thieves themselves have given enough basis for a thorough search at the sites.
4. The offices were away and the causes for so many deaths given

by the officers were false.

5. This is the time when we can discuss this subject in detail.

6. As we know, this is a futile exercise you are doing in this subject.

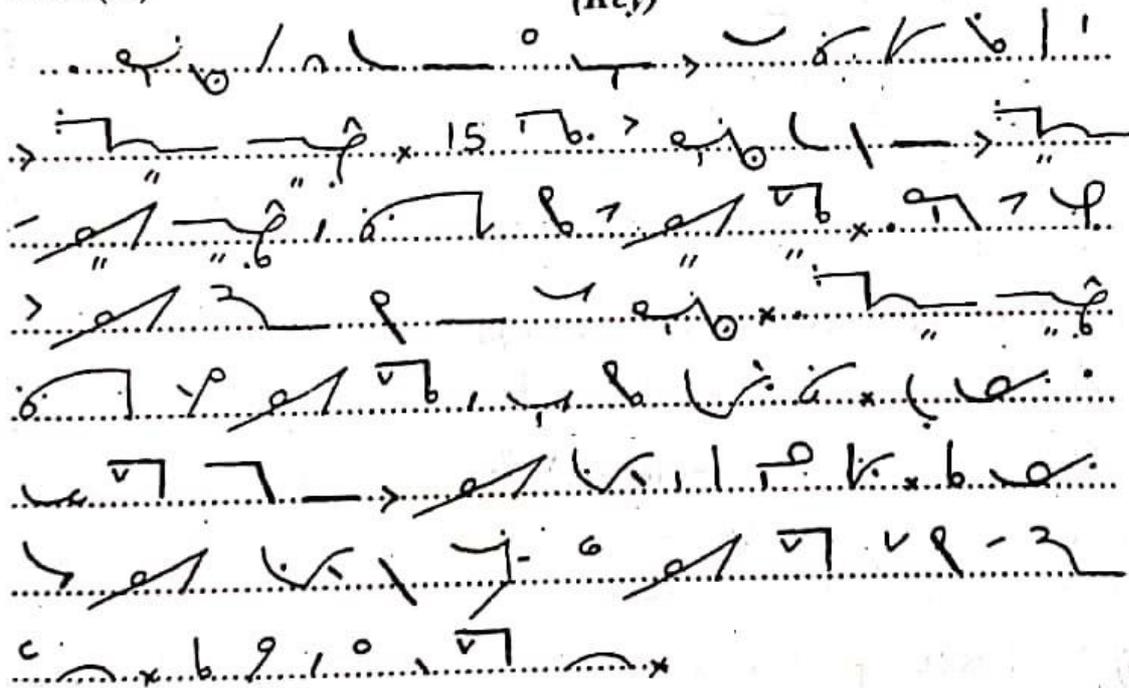
Exercise 39

Write in Shorthand (40 W.P.M)

The synopsis which you have given has to go to / the language cell which will pass it on to the // Academic Council. Fifteen copies of the synopsis have to be /// given to the Academic and Research Councils who select the (1) subjects and the Research Guides. The scope and the necessity / of the research work has to be given in the // synopsis. The Academic Councils select such Research Guides who know /// the subjects fully well. If necessary, a new Guide can (2) be given to the Research Fellow but it causes delay. / It is necessary for the Research Fellow to be in // touch with his Research Guide on the subject and work /// with him. It is he who has to guide him.(3)

(Key)

(120 words)



Summary

A large initial circle represents SW while medially and finally it represents SS or SZ. It follows the rules of circle S with straight/curved strokes. A first or third vowel sign is put inside the big circle. Circle cannot be used when a vowel precedes or finally follows S/Z. SW circle cannot join with strokes W/Y/H because of the initial attachment.

CHAPTER 12

The LOOPS

An oval shaped circle is called a Loop and represents the addition of ST/SD or STR to the stroke, according to their rules:

Loop ST/SD

(a) A small initial loop equal to one third of the length of the stroke, attached to straight strokes (except W/Y/H) with left motion and inside curves, represents the addition of ST to the stroke initially, as in -

steam stone stake state stop
store stove still stock stage

(b) The loop represents addition of ST or SD to the stroke finally, as in -

cost fused refused guest used
nest vast costs haste west

(c) The loop is also employed medially, as in -

justify elastic testify testing
enlisting statistics statistical dusting

But the loop cannot be employed when a vowel follows T or D finally or occurs between S and T/D, as in -

beset bestow rusty dusty tasty

Loop STR

If the size of ST loop is increased to two-thirds of the length of a stroke, joined medially or finally, it represents STR, as in -

foster poster faster duster masterpiece
disturb master barrister roster toaster

investor sinister ...toasters... disturbs... forester

But STR loop is not employed initially with any stroke.

Grammalogues

first influenced next most

Minister youngest youngster largest

Phrases

for the first time first thing first week

at first rate first and foremost first aid

Law Minister State Minister Railway Minister

Home Minister Deputy Minister Food Minister

Exercise 40

Read, copy and transcribe:

1. State, stockist, columnist, wastes, dust, lust

2. Test, fastest, latest, excused, enthused, roast

3. Toaster, roster, muster, barrister, minister, youngest

4. Masters, solicitors, stars, registers, posters, youngster

5. Chest, rest, behest, lest, yeast, hosts, must, invest

6. Supposed, stages, adjust, suggest, stop, still, almost

(Key)

1. State, stockist, columnist, wastes, dust, lust

2. Test, fastest, latest, excused, enthused, roast

3. Toaster, roster, muster, barrister, minister, youngest

4. Masters, solicitors, stars, registers, posters, youngster

5. Chest, rest, behest, lest, yeast, hosts, must, invest

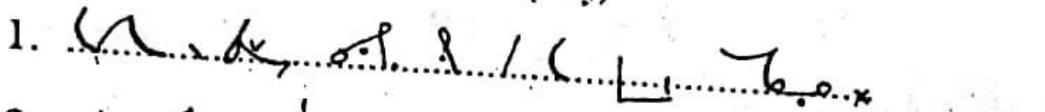
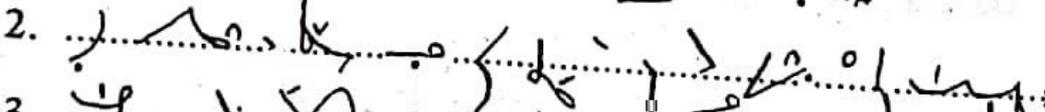
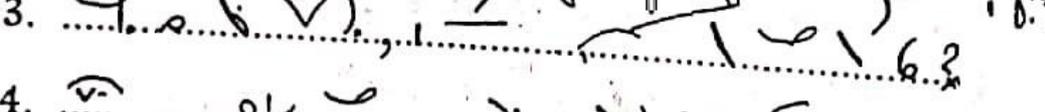
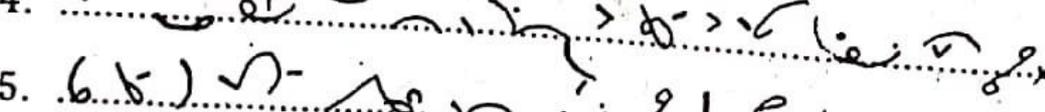
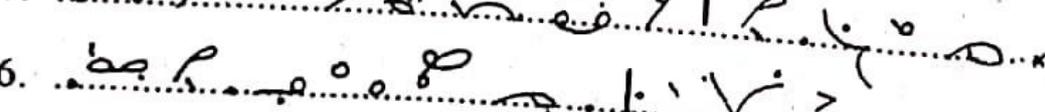
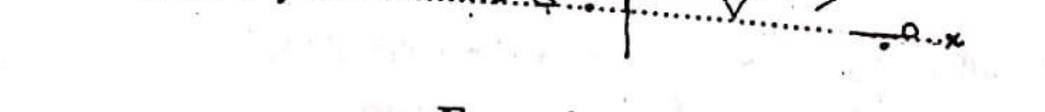
6. Supposed, stages, adjust, suggest, stop, still, almost

Exercise 41

Write in Shorthand:

1. They will have to justify the hasty step which they took in this case.
2. She refused to testify the case which was disposed of today by the Jury as it was unnoticed.
3. Honesty is the best policy, but can lawyers be influenced by this?
4. My youngest son influenced him to remove all the posters of the wall facing my house.
5. This post was also refused to him since he had lost the faith of his Minister.
6. The stockist lost the case as his solicitors missed the date of appeal of the case.

(Key)

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

Exercise 42 (Key)

Write in Shorthand:

1. Voiced, invoiced, announced, honest, amused
2. Reduced, refugees, postal, coastal, mostly, barristers
3. Justifying, kissed, missed, styled, stylish, style
4. Steel, stool, lists, vast, vastly, emphasised, spiced
5. Caste, caused, costs, costly, roused, aroused, pests
6. Hostile, host, invest, feast, justice, chased, gist

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

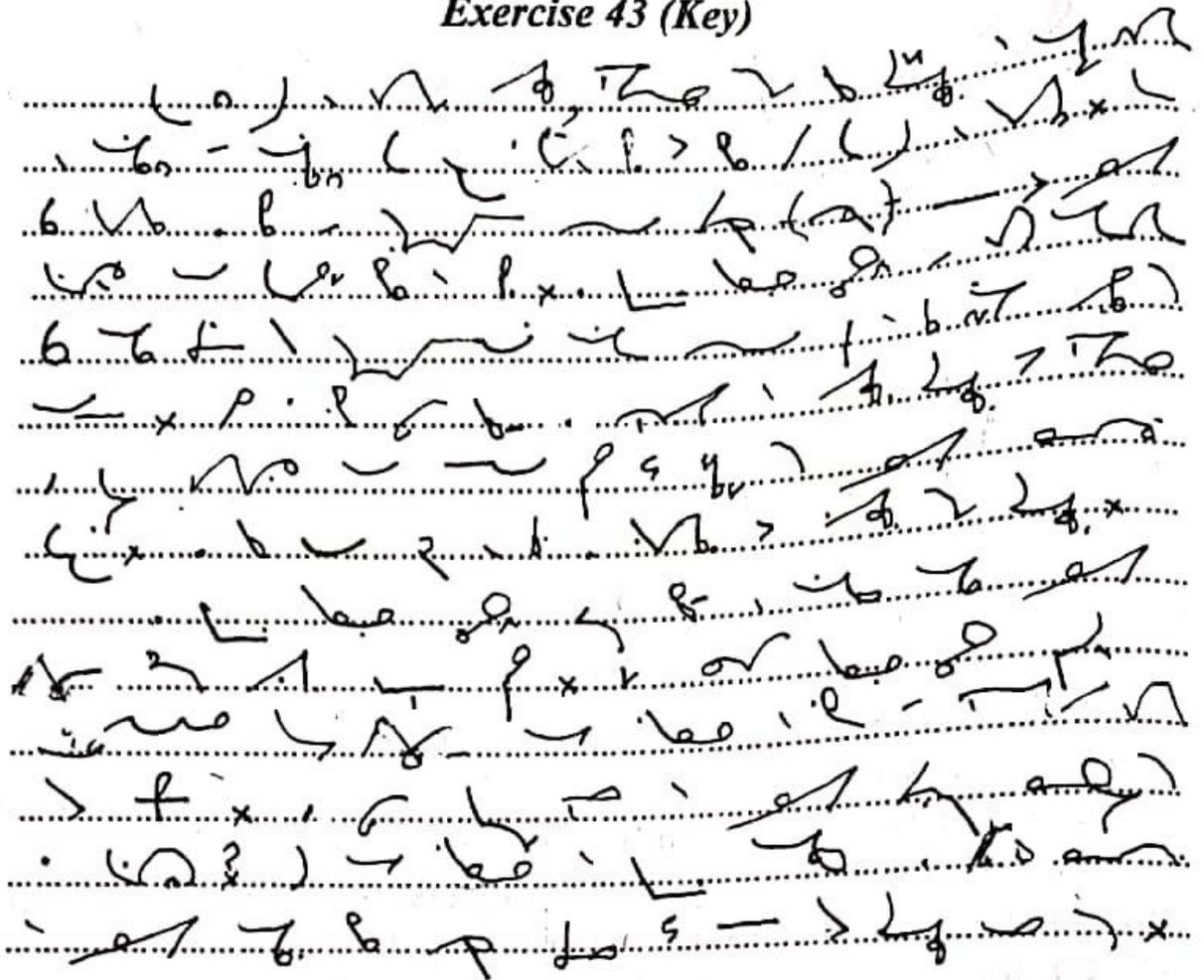
Exercise 43

Write in Shorthand (40 W.P.M)

If you wish to help the artists, columnists or the / best scientists of India, you will have to enthuse and // induce them to have a thorough study of the subjects /// which they wish to pursue. For this purpose, the States (1) should earmark money which must be given to the Research / Fellows in various subjects of study. The big business houses // should also involve themselves in this task by earmarking enough /// money out of its annual receipts or income. Such a (2) step will boost the morale of artists, scientists and the / columnists who feel helpless in going ahead with the ideas // or research schemes they have. The best thing would be /// to test the abilities of the artists or the scientists.(3)

The big business houses who were supposed to invest in/ this research proposal were ready to go ahead. But the // small business houses showed unwillingness for the proposal in the /// absence of staff and monetary help by the State Government. (4) Who will bear the cost of research which may be / successful or a failure? So in the absence of big // investors the proposed scheme of research in these subjects must /// be discussed with the Government by the scientists, next year. (5)

Exercise 43 (Key)



Summary

A small loop attached to strokes with left motion, represents ST initially but ST or SD medially or finally. The length of ST/SD loop is 1/3 of the length of the normal stroke. ST loop is written inside curves. A large loop equal to 2/3 of the length of the stroke represents STR medially or finally. S circle is added outside the loops. ST/SD Loop cannot be employed used if a vowel comes in between ST/SD or follows T/D.

The rolled consonant strokes of R and L are also represented by initial hooks forming double consonants, as pray, brow, fly, blow, dry etc., for easy joining with other strokes. S/Z/W/Y/ H/ R/L strokes cannot be attached with R & L hooks. Vowels on hooked strokes are placed and read according to their places, as explained in the following rules.

R Hook

(a) A small initial hook written with Right Motion  (Clockwise) adds R to the straight strokes, as in -

...pray  ...preach  ...try  ...dry  ...drawing  ...true 
 ...drawer  ...crow  ...grow  ...growing  ...address 

(b) A small hook inside curves adds R to the stroke, as in -

...fry  ...verb  ...ether  ...other  ...adverse  ...Shri 
 ...mercury  ...inner  ...minor  ...manner  ...donor 
 ...either  ...ignore  ...hammer  ...thinner  ...banner 

L Hook

(a) A small initial hook attached to straight strokes with Left Motion  (anti-clockwise) adds L to the stroke, as in -

...ply  ...blow  ...plough  ...glow  ...reply  ...player 
 ...eagle  ...clay  ...glass  ...glider  ...block  ...blue 

(b) L is represented by a large hook inside curved strokes, as -

...fly  ...flying  ...flow  ...flee  ...flop  ...penal 
 ...final  ...outflow  ...flower  ...flowing  ...flaw  ...y 

SHR and SHL Hooks

Hooked 'shr' is always written downward while 'shl' is always written upward, as in -

Shroff... fisher... pressure... treasure... Shrimati
 social... official... shelf... shelve... essential

Vowels & Double Consonants

(f) Vowels are read with the double consonants according to their places, as in -

place... plays... prime... trick... apply
 leader... travel... pressed... butcher... registry
 factor... chemistry... mastery... forestry

(g) In order to obtain easy joining, L hook is employed in many cases, even though it is followed by a vowel, as in -

chiefly... deeply... briefly... thinly... nullify
 locally... localised... brutally... freshly... philosophy
 foolishly... officially... doubly... tackling

Grammalogues

Professor... principle-ly-pal... people... belief(ve-d)
 liberty... member(remember-ed)... number-ed... school
 Dr.(doctor)... dear... during(drinking)... truth
 chair... cheer... larger... largely
 call... equal-ly... deliver-y... tell... till

Contractions

unprincipled... enlarger... disbelief(ve-d)
 removable... influential... equality

Phrases

at all... at all costs... I remember-ed... I believe(d)
 Dear Sir... I will tell you... I will call you
 you may recall... during the last year... to take place

Exercise 44

Read, copy and transcribe:

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

(Key)

1. Player, plead, blue, manner, banner, rubber, former, traced
2. Morally, normally, cordial, corner, paper, properly, trouble
3. Pray, farmer, rumour, trail, drilling, norms, corporal
4. Virtue, turmoil, formerly, durable, notably, possible, grow
5. Teletext, telepathy, hammer, teacher, profess, professed, pro
6. Profuse, professes, telegraphy, telescope, telescopic, tree

Exercise 45

Read, copy & practice:

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

Write in Shorthand:

1. Trust, travelling, pride, blowing, replace, begger, drawing
2. Crowd, enclose, enclosed, enclosure, speciality, rubber
3. Specialists, faithful, specially, ever, employer, producer
4. Employ, employees, treasury, cries, bright, blame, draw.
5. Reply, tiger, meagre, total, totally, treasurer, disable, global
6. Larger, legal, illegal, feeder, otherwise, flowing, employees

Exercise 46

Write in Shorthand (40 W.P.M)

We are happy to announce our sales policy for the / next year. Our Branch Manager is proceeding on tour to // your place in April. We will be thankful if you /// clear your dues by the close of this year. As (1) you are aware, during the last few months, we delivered / to you many items and you were given full liberty // to either pay our bills in cash or by crossed /// cheques. But we regret deeply and are unhappy to write (2) to you on this subject. We hope you will be / equally worried for this type of lapse on your side // in our business dealings and will try to clear our /// bills and settle all issues with our Branch Manager positively.(3) (120 words)

(Key)

Exercise 47

Write in Shorthand (40 W.P.M)

Can you tell me how many States are today in / India? Which is the biggest and the largest State Assembly // in India and the name of its presiding officer? Can /// the proceedings of a State Assembly or its Council be (1) brought to the notice of the people by the Press / if the Chair rules it out? What are the special // privileges and liberties of the Members of the Assemblies in /// India? Members can take the press to task for any (2) breach of privilege. If any paper does it, it has / to express regret for such a lapse. The House takes // proper care for the rights and privileges of its Members. ///

Last year, the Railway Minister spoke on the role of (3) safety measures because of over-crowding in the Railways. But / since no resources were available, the revenues of Railways decreased. // The number of workshops for repairs were increased in three /// zonal railways, and money was available for renewal of tracks (4).

(Key)

Alternative forms of Hooked Strokes

THE curves of F, V, TH and THEE when joined with R & L hooks form two curves called the Left and the Right curves written according to their motions.

Left & Right Curves

(a) The left curve is used when a vowel precedes and the right curve is used when a vowel follows. However, initially only left curve of FL is used, as in -

..... affray fray ether three author
 throw through others either aflow
 flow flame fled afflict aflame

(b) But when joined with other strokes, the convenient curve should be used, as in -

..... virtue frame verb verbal adverb
 leather loafer coffer lover bravery
 joyful arrival thermal flagged rifle

(c) The stroke SH is written upward before K/G initially hooked; and after certain downstrokes, as in following cases:

..... sugar Shukla shackle atrocious
 flushed flushing flash brushed
 thrash thrashing afresh nutritious
 but refreshing refresh refresher thrasher

Intervening Vowels

(d) To obtain clear outlines a light vowel can be placed with the hooked strokes. (2nd place dash cutting the stroke), as in -

..... challenge nerve Burma nullify
 nourish tolerably moral curse
 corner mercury nervously perceive
 telegraphy nurse turkish purchase

(e) A diphthong/diaphone can also be used with hooks, as in -

..... pioneer engineers junior lecture

(f) A heavy vowel between the stroke and the hooks may be separated by placing a small circle in place of dot vowels and two dash-signs in place of dash vowels, as in -

..... Gorki Neeraj barley sharply Noor
 park dark charm Coorg

(g) The hook should not be employed when a heavy vowel intervenes between the hooks and the strokes or finally follows R/L as in -

..... tail futile tally morale
 follow fellow tallow terrace

S Circle & Hooks

(h) Initially circles S/SW/ST can be joined with the R hook by substituting them in place of R hook to straight strokes, as in -

..... stray spray straw screw scrap
 supreme suppress suppressed seeker
 sacred sweeper sweater sagar stagger

(i) Medially and finally S circle is substituted in place of R hook with straight strokes, as in -

..... describe disagree scribe scriber

(j) In other cases S circle is written inside hooks, as in -

suffer ... civil ... supply ... sinner ... mystery
 extra ... bicycle ... possible ... prisoner ... prosper

Grammalogues

from ... very ... there(their) ... through
 more(remark-ed) ... Mr.(mere) ... valuation
 nor ... near ... surprise ... surprised
 sure ... pleasure ... over ... every ... however

Contractions

remarkable-ly ... merely ... surely ... fulfil-led
 surprisingly ... everybody ... everything ... whatever
 whenever ... whosoever ... whatsoever ... moreover

Phrases

through out ... they are ... there are ... I am sure
 I have pleasure ... for ever ... in the first place
 first-ever ... first class ... very well ... very much
 more and more ... there would be ... there may be
 there can be ... there will be ... there is no reason why
 there should be ... there has to be ... there is to be
 I am surprised ... it seems to me

Exercise 48

Write in Shorthand:

1. Traveller, drivers, personnel, personality, cruel, prescribe
2. Cruelty, transistor, flower, floor, honour, pressure, stopper
3. Dinner, measure, otherwise, average, Shrimati, loveliest
4. Author, manner, minor, nervousness, north, truly, vigorously
5. Summer, trouble, summary, summarily, trolley, forget
6. Thermos, forgets, Thursday, cover, thirty, offer, suffering

Exercise 48

(Key)

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

Exercise 49

Read, copy and transcribe:

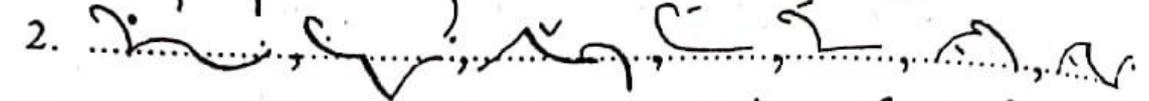
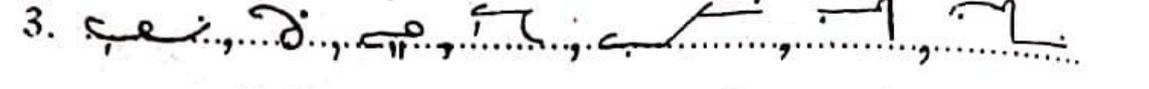
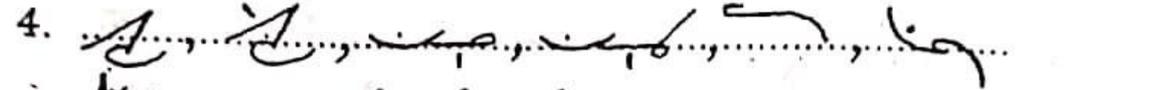
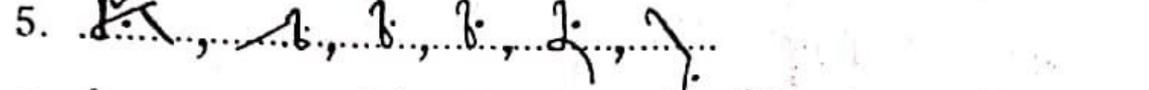
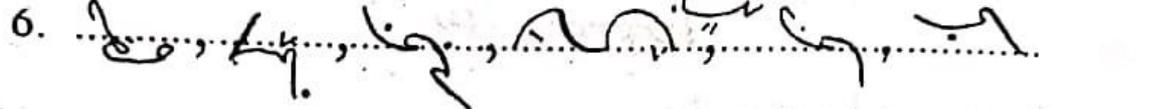
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(Key)

1. I totally disagree with Mr Grover and I am surprised at his remarks.
2. The valuation of the property is far from reality and is very much on the higher side.
3. We were very much surprised to hear the remarks of some people on our Cricket players.
4. The doctors have a sacred duty which is distinct from engineers, scientists, artists etc.
5. Morally, you have no right to recall him from his studies in this school.
6. People who believe in duty for the cause of humanity always believe in almighty.

Exercise 50

Read, copy and transcribe:

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

Exercise 50 (Key)

1. Supplier, spread, supremacy, suffering, sooner, prison, scratch
2. Framing, verbal, revival, flock, frock, lover, lovely
3. Nursing, phrases, course, cloth, clerical, cadre, Matric
4. Regional, original, enclosed, enclosure, caller, favour
5. Desirable, redress, dressed, traced, tracer, Britannia
6. Prisoners, geometry, favourable, lovelier, fervor, neighbour

Exercise 51

Write in Shorthand (60 W.P.M)

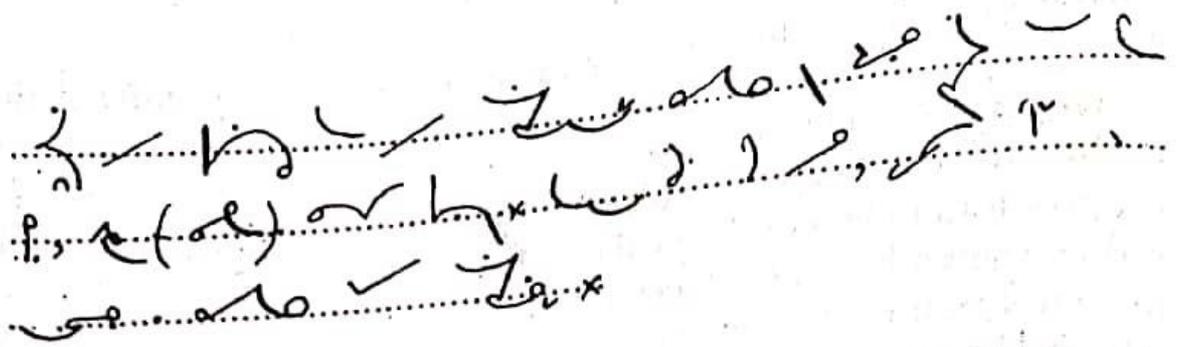
The figures given by the business houses are incorrect. These are to be finalised by / the auditors before placing them on the agenda which is to be put before the // Regional Advisory Body. The manner in which the date is fixed is also improper since /// it is necessary to issue a circular to all members of the body to invite (1) their views on the items to be discussed in the agenda. So the protest of / some members is correct and I very much like to correct the procedure to be // followed. However, this time the officials who were taking wrong steps may be excused if /// they are ready to apologize for their lapses. They should be fully aware of the (2) rules and procedures to be followed in official dealings, and if necessary, they should be / given a refresher course. Sir, I am afraid, our endeavours to invest more money on // this scheme will be

futile unless the dealers remember their promises and fulfil their tasks.///

Whatever facilities are given to our customers, can be beneficial to them if they keep (3) proper business terms with us and fulfil the promises in lieu of the facilities given / to them. We hope these will be remembered by every dealer. We can assure our // dealers for our Engineering services to be always available in every city, howsoever small it /// may be. Having assessed their requirements we will try to increase the services of our engineers.(4) (240 words)

(Key)

Handwritten shorthand notes on lined paper, corresponding to the text above. The notes are written in a cursive shorthand style, using various symbols, lines, and dots to represent the words and phrases of the original text. The notes are organized into several lines, following the structure of the printed text.



Summary

Alternative forms of initially hooked F/V/TH/THE are used for convenient joining and indication of vowels. SH is written upward before hooked K/G. Intervening long vowels are separated by a circle in place of dot vowel and by double dash sign in place of dash vowel. However, intervening light vowels/diphthongs can be placed on hooked strokes. Initially, S/SW/ST before R hooked with straight strokes is indicated by substituting them in place of R hook.

Compound Consonants

WHEN two consonants immediately follow each other, they are called *compound consonants*. Compound consonants are represented in the following manner:

(a) **WH:** Aspirated W or compound consonant WH is represented by increasing the hook of W stroke, as in -

.....wherewhipanywherewhistle

(b) **WHL:** Aspirated W(WH) before L is represented by increasing the hook of W with L stroke, as in -

.....wheelwhilewheelersWhalewhilst

(c) **KW/GW; KY/GY:** Compound consonants Kwa, Gwa, Kya & Gya (joining of W/Y with k,g) are represented by a large initial hook joined with K & G, as in -

.....quarterqualityequityquota
.....linguistsGwaliorGyani

Compound Consonants

Consonants	Strokes	as used in following words
WH	where whisky
WHL	while wheel
KWA/KYA	request Kyomo
GWA/GYA	Rigweda Gyani
MP/MB	lump bomb

(d) **MP/MB:** M stroke is thickened for the addition of P/B when P/B is not initially hooked, as in

embarrassed impartial jump lamp
 but impress emblem employer embrace

Grammalogues

important-ance improve-d-(improvement)
 impossible question-ed whether

Contractions

wherever wheresoever whereinsoever

Exercise 52

Read, copy and transcribe:

1. anywhere, awhile, whims, quarters, quantities
2. quality, enquire, inquiry, quicker, quickly, quickest
3. square, linguist, sympathy, sympathize, lamps, camps
4. request, quire, acquires, elsewhere, wherefrom
5. whips, stamps, bumpy, imposed, impose, lamb
6. Champak, shampoo, Shambhu, shampooing, Cambo

(Key)

Exercise 52

1. Anywhere, awhile, whims, quarters, quantities
2. Quality, enquire, inquiry, quicker, quickly, quickest
3. Square, linguist, sympathy, sympathize, lamps, camps
4. Request, quire, acquires, elsewhere, wherefrom
5. Whips, stamps, bumpy, imposed, impose, lamb
6. Champak, shampoo, Shambhu, shampooing, Cambo

Exercise 53

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

Exercise 53

Write in Shorthand: (Key)

1. Impossible, improvements, emperor, impressed, employee
2. Ambassador, ambitious, humble, humbly, employers
3. Employees, quick, quickly, quicker, earthquake
4. Quickest, equip, quarrel, quota, quack, quest, employable
5. Squatters, trilingual, wheels, quiz, whisky, questionable
6. Squeeze, query, quarry, bilingualism, lingua-franca

Exercise 54

Read, copy and transcribe:

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

Exercise 54

Key

1. It is very important to know whether improvement is possible in the quality of these pumps.
2. Nothing is impossible on this earth, if the scientists try their best.
3. The scientists and engineers have to acquire the know-how to set up a steel factory here.
4. Wherever you go, you will see large camps of college boys and girls.
5. If you impose heavy penalties on tax dodgers, it will surely improve the State revenues.
6. It was unquestionable to challenge the arrears of pay of the employees.

Exercise 55

Write in Shorthand (60 W.P.M.)

The improvement in the quality of these booster pumps is admirable and we hope the / importance of the quality will be realised by the purchasers. Wherever you go, you will // come across our traders and their workshops for quick service and repair. In the last /// quarter at Gwalior our Engineers had to repair 30 booster pumps free of charge. The (1) farmers whether big or small, were happy with our service. Our customers are advised to / approach our dealers for quick service whenever they require it. While dealers have fixed // quota for quarterly service, it is possible to increase it wherever necessary. Nowhere we have /// come across any request for changing our dealers or service engineers. We are ready to (2) offer free service to our customers through our traders wheresoever they are placed and whereinsoever /they require it. With the latest possible improvements in the pumps we hope there will // be no cause for worry to our customers. We request you to enquire from the /// customers whether they wish to have the monthly services of our engineers through our traders. (3)

However, we wish to assure you on the importance of quality and the services we / have given you during these years. No penalty was ever imposed on us nor anybody // raised any questions on our services or the quality of our booster pumps or our /// engineers. Realising the importance of our business dealings, all the bills were quickly paid. (4) (240 words)

Key (Ex. 55)

Handwritten shorthand notes on a set of four horizontal lines. The notes consist of various symbols, including hooks, loops, and strokes, some with small 'x' marks. The symbols are arranged in a somewhat organized manner, likely representing a key for shorthand notation. Some symbols are written in a larger, more prominent style, while others are smaller and more delicate. The overall appearance is that of a personal or instructional shorthand key.

Summary

Compound Consonant Wh is indicated by enlarging the initial hook of W and small hook on L stroke. Kw, Ky, Gw, Gy are represented by a large initial hook on K/G strokes. Mp/Mb is represented by thickening the M stroke. LER and RER are not compound consonants as a vowel occurs between LR and RR.

CHAPTER 16

Final Hooks

FREQUENTLY occurring consonants N, F, V are represented by final hooks for easy and clear outlines, according to their rules.

N Hook

(a) A small final hook attached to a straight stroke with right motion represents the addition of N to the stroke, as in -

..... John chain coin rain hen
..... brain train drawn grain crane
..... den run Pran drain wine

(b) N hook is written inside curves, as in -

..... shine shown loan(lone) lean mean
..... moon zone lemon line men
..... human woman Roman earn gallon
..... balloon nylon fallen Milan challan

F/V Hook

(c) A small hook written with left motion to straight strokes represents the addition of F or V to the stroke, as in -

..... puff puffs rough roof hove
..... half groove wife wives gave

(d) F/V cannot be expressed by hook with curved strokes but is written by the stroke, as in -

..... five live life loves knife
..... move shave thief leaf leaves

(e) Hooks can be employed medially whenever clear outlines are obtained, as in -

plaintiff plenty punish training
 drowning painful graphic defeat
 dividing suddenness gaining happenings
 planning attaining finish

Hooks & Vowels

(f) Final hooks are not used if a vowel follows N/F/V, as in -

funny penny money coffee journey
 tuffy puffy humanity trainee mini

Termination-NER

(g) The termination "ner" is written according to facility, as in -

thinner gunner runner opener
 corner banner trainer dinner

(h) S, SES, ST, SD, STR joined with N hooked straight strokes take place of N, as in -

dance dances danced pens pounced
 dispense dispensed brains expenses tins
 dispenses glanced glance chance

(i) S circle gives Z sound when placed inside the F, V, and N hooks to indicate plurals or singular verbs, as in -

wives earns balloons waves calves
 halves loans man's paves behaves

(j) The sound of NS and NZ should be distinguished by using the hooks and the strokes, as in -

fence fines mince mines
 since lens lines men's

Grammalogues

→ significant → significance → opinion → govern
...d... general-ly ...d... generalise ...b... subjective ...f... within
...f... southern ...c... northern ...b... advantage ...f... difficult
...d... circumstance → union → experience → experienced

Contractions

.....d... expense-ived... response-ibler... governor
...f... disadvantage ...y... advantageousf... disadvantageous
.....c... unionismf... circumstantialf... substantial-ly

Phrases

.....h... who have to beh... which haved... number of
...h... which have been ...h... which have to be ...y... you have been
...d... it has beenf... which has beenf... they have been
...h... above allg... who have beenf... out of tune
...f... out of turnb... on behalf off... there have been
...f... there has beenc... I have beenf... I had been
...f... he has beenf... who has beenf... they had been
...f... she has beenf... in these circumstancesf... out of
.....f... carried onf... going onf... our own

Exercise 56

Write in Shorthand:

1. Mine, tuff, cough, dove, pave, beef, calf, refer, generalised
2. Reference, plain, Ministries, human, summon, pin, gone
3. Prince, princess, win, incidence, hence, meaning, phone
4. Meaningful, dines, engine, plan, planning, twin, hen
5. Painful, reckon, earnings, learn, evening, even, open
6. Often, fan, final, finally, weapon, then, restrain, governs

Exercise 56 (Key)

1. د، ک، ج، نا، تا، پ، تا، د
2. ر، د، ج، م، د، د، د، د
3. نا، ن، م، ج، م، م، م، م
4. ک، پ، د، د، د، د، د، د
5. ل، پ، د، د، د، د، د، د
6. د، ک، ج، نا، تا، پ، تا، د

Exercise 57

Read, copy and transcribe:

1. (م) د، ک، ج، نا، تا، پ، تا، د
2. پ، د، ج، م، د، د، د، د
3. د، م، د، د، د، د، د، د
4. د، م، د، د، د، د، د، د
5. د، م، د، د، د، د، د، د
6. د، م، د، د، د، د، د، د

Exercise 57 (Key)

1. Lines, coins, joins, dispensary, trains, training, drove, unionism
2. Drive, driving, women, main, mainly, means, dense, suddenly, furnishing
3. Tense, wife, punish, finish, furnish, dance, romance, unions
4. Hence, runs, loans, mines, Chancellor, grooves, regain, furnisher
5. Chain, Japan, tone, shine, wine, rain, known, none, manhood
6. Sign, assign, Jain, Menon, hen, ten, strengthen, melon

Exercise 58

Read, copy and transcribe:

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

Exercise 58 (Key)

1. There were nine long iron bars lying in the godown.
2. I will join you in the evening training at ten O'clock today.
3. A Stenographer wrote to an oil dealer to despatch ten "tons" of kerosene oil.
4. The month of June is the hottest month of the year.
5. The machine was sold by the salesman at reduced price since it was out of date.
6. Everyone would like to listen to the daily evening news bulletins.

Exercise 59

Write in Shorthand: (60 W.P.M)

The Regional Seminar on negligence of workmen has done a pioneering work to help the / workmen of various factories and mines. It has impressed the working class as well as // the employers to pay their dues in time and allow them to form and register /// their Unions with the Registrar of Societies. The employers often misuse their authority, abuse their (1) powers to suppress and oppress women workers even in the name of maintaining peace. Workers' / health schemes, legal aid facilities, meaningful wages, creches for women employees and proper planning can // ensure equality, peace and harmony in the various factories. However, due

to high prices the // purchasing power of the factory workers is going down and the real value of coin (2) is shrinking. The Government is worried over this issue. Unless the employers help the Government, / nothing meaningful can be done for the workers.

The employees' Union should realise the difficulties // of the employers and behave responsibly to the advantage of the workers and the employers./// Then only they can produce more and get meaningful wages through all these welfare schemes.(3)

(Key)

Summary

A small final hook with right motion attached to straight strokes indicates N, while with the left motion it indicates the addition of F/V. N hook is employed inside curves. F/V hook is not employed with curves. Hooks are not used when a final vowel follows F/V/N. The circles of S/SES and loops ST/SD/STR are substituted in place of N hook attached with straight strokes.

Large Final Hook

IF the final hook is enlarged, it represents the sound of *Shun*. The hook can extend upto $\frac{1}{4}$ of the length of a stroke.

SHUN Hook

(a) A large final hook attached to straight strokes on the opposite side of a vowel or diaphone/triphone and inside curves adds SHION, TION, CIAN, SION, TIAN, SIAN to the strokes, as in -

.....auction.....actions.....passions.....optional.....vision
institution.....tuition.....graduation.....nation
motion.....mission.....fashion.....tension

(b) This hook is written on the opposite side of a circle or hook attached to the stroke, as in -

.....citation.....station.....section.....exception
collection.....suppression.....aggression

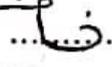
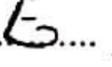
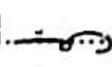
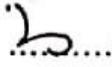
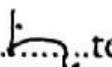
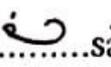
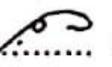
(c) This hook is written on the opposite side of F, V & L curves followed by K/G to maintain the straightness of K/G, strokes as in -

.....location.....vacation.....fiction.....selection
faction.....affectionately.....vocational

(d) This hook is written on the right side of CH, J, T, D strokes to facilitate joinings and clear outlines except rule(a) and (b), as in -

.....rotation.....notation.....quotation.....gradation
registration.....edition.....suggestions.....additional
petitions.....magicians.....invitation.....stationers

(e) Sounds not spelt clearly are not written, as in -

..... extinction  junction  functional  exemption 
..... assumption  temptation  sanction  resumption 

(f) S circle followed by SHUN is represented by a small curl (*continuation of the circle*). A third vowel can be indicated outside the curl, as in -

..... position  decision  opposition  proposition 
..... disposition  succession  sensation  transition 
..... physician  possession  musician  taxation 

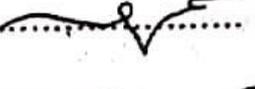
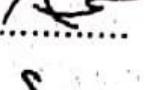
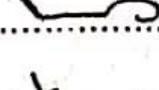
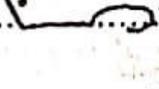
Grammalogues

..... information  corporation  signification 
..... organization  satisfaction  justification 
..... generalisation  subjection  division 

Contractions

..... satisfactory  satisfactorily  unsatisfactory 
..... organizational  incorporation  subscription 
..... departmentalisation  divisional  departmentalise 

Phrases

..... In addition to the  additional requirements 
..... In this situation  Municipal Corporation 
..... Life Insurance Corporation  Steel Corporation 
..... Planning Commission  bank commission 
..... Election Commission  Pay Commission 

Exercise 60

Read, copy and transcribe:

1. Allocation, faction, vocational, rotation, vision, correction
2. Friction, direction, action, affectionate, fashion, rational, stationary
3. Tradition, traditional, location, suggestion, supposition, elections
4. Distribution, reflection, pension, mission, relation, quotation
5. Distinction, mention, petition, execution, precautionary
6. Gradation, graduation, installation, operation, nationalist,

(Key)

1. Allocation, faction, vocational, rotation, vision, correction
2. Friction, direction, action, affectionate, fashion, rational, stationary
3. Tradition, traditional, location, suggestion, supposition, elections
4. Distribution, reflection, pension, mission, relation, quotation
5. Distinction, mention, petition, execution, precautionary
6. Gradation, graduation, installation, operation, nationalist,

Exercise 61

Write in Shorthand:

1. Requisition, acquisition, frustration, inhibition, association
2. Prescription, occupational, profession, professional, invention
3. Provision, provisional, revision, dictation, tuition
4. Elections, education, reduction, limitation, salutation
5. Solution, imperfection, provocation, suffocation, attraction
6. Application, recollection, registration, exception, institution

(Key):

1. Requisition, acquisition, frustration, inhibition, association
2. Prescription, occupational, profession, professional, invention
3. Provision, provisional, revision, dictation, tuition

Handwritten shorthand notes on a set of four horizontal lines. The notes consist of various symbols, including large curved strokes, small circles, and hooks, which are used to represent sounds in shorthand. Some symbols are marked with an 'x' or a dot. The notes are arranged in approximately 15 rows, with some symbols appearing to be examples of the 'shun' sound or related variations.

Summary

The sound of 'shun/shion/tion/cian/tian/sion' is indicated by a large final hook, written inside curved strokes; on the opposite side of initial hooks or attachments, vowels; f/v/l strokes joined before K/G; on the right side of T/D/ch/J (but on their left side when followed by a diphthong/triphthong or diaphone/triphone. S circle followed by Shun sound is indicated by a curl opposite the circle. 3rd place vowel is indicated outside the curl. Analyse Pitman's wrong use of shun hook in... or... 'tuition', ... or ... situation, ... or ... suggestion.

CHAPTER 18

In Shorthand, it is strange to add something to a stroke by halving it. To facilitate speed and clarity of outlines, the frequently used sounds of T or D are obtained by halving Strokes.

Halving for T or D

(a) A light stroke standing alone without any final hook is halved for addition of T and a dark stroke for D, as in -

......pet ......fight ......oft ......sect ......secret ......plate
 ......net ......thought ......meet ......light ......sheet ......shot ......hit
 ......good ......bad ......God ......greed ......bread ......bid
 but ......played ......crowd ......got ......bright ......bit ......bat
 ......lid ......sacred ......greet ......showed ......heed

(b) Any stroke having a final hook can be halved for T or D, as in -

......find ......approved ......amount ......mend ......opened
 ......plant/planned ......tend/tent ......round ......around ......rift

(c) Any downward stroke with attached sign of diphthong 'ow'  or diaphone 'u'  is halved for T or D, as in -

......doubt ......feud ......drought ......proud ......shout
 ......chewed ......ploughed ......tout ......viewed ......dude
 but ......duty ......duet (to give place to the vowel)

(d) A word formed by more than one stroke can be halved for T or D, as in -

......rabbit ......rapid ......debate ......debit ......rocked
 ......shocked ......packed ......budget ......attacked

But Halving principle cannot be employed if a vowel follows T or D finally, as in -

... pit ... pity ... greed ... greedy ... pretty
 ... daddy ... goody ... bloody ... treaty ... plenty

(e) Half length strokes initially are written above the line and on the line according to their vowels, but in no case these can be written through the line, as in -

... optical ... vertical ... lightly ... lately ... little
 ... shortly ... shirting ... shortest ... furnished
 ... witness ... military ... noted ... hint ... tint

Halving M, N, L, R

(f) M, N, L, R strokes can be thickened and halved for D, as in -

... made ... aimed ... timid ... mud ... end
 ... old ... aired ... bowled ... piled ... marred
 ... ward ... seemed ... ending ... filled ... fold
 ... mould ... barred ... endless ... pondered ... middle

MP, MB, NG

(g) The compound stroke consonant of Mp/Mb and Ng can be halved to represent the addition of T or D when they are hooked initially or finally, as in -

... impound ... impuned ... lingered ... conquered

(h) When P/B are not pronounced fully they are represented by half M strokes, light or thickened, according to sound, as in -

... prompt ... exempt ... jumped ... attempt ... pumped

(i) Half sized strokes are sometimes disjoined to get clearcut outlines, as in -

... attitude ... treated ... dreaded ... credited ... audited

... tightness ... aptness ... hesitatingly ... undoubtedly

(j) RT & LT are written upward when halved for T, but when

thick RD is inconvenient, upward R also can be halved for D, as in-

coloured... preferred... afford... part... censored
 fault... bolt... alert... start... allured

(k) Strokes of unequal length or ending with SHUN hook should either be halved or written with half SHN (upward) or written as full strokes when past tenses of words are indicated, as in -

stationed... fashioned... mentioned... sanctioned
 but... named... cooked... looked

(l) Stroke S is halved Up/Downward after SHUN hook, as in -

educationists... protectionists... secessionists

(m) A word (verb) represented by a single stroke with initial attachment or a grammalogue can be halved for its past tense form(-ed) if not provided by other rules earlier, as in -

offered... walked... honoured... cited... stated
 occurred... stocked... suffered... sacked... applied
 called... wished... chaired... cheered... tried
 equalled... schooled... cared... did... governed

Grammalogues

gentleman... gentlemen... opportunity... particular
 child... children... cold... quiet(quite)... great
 could... cannot... that... without... gold
 hand... under... yard... word... third
 build... Board... told... trade... accord-ing

Contractions

immediate... underlying... understand... understood
 undergo... undergone... underline... undertake

o... ordinance v particularly h institute

Phrases

..... w if it is k it will not be e this would
 q if it is to be u I would be f that is to be
 we we would be s able to make g able to do
 not not less than h at all times l they would be
 I I will not r I will not be t able to have
 that that is the m this would be n they would not be
 you you are not o you will not be p this won't be
 in in order to y I do not want z I do not know
 do do not d did not f instead of
 It It would not be q I want to be v inspite of the fact
 it it is a fact that p is it a fact that r let there be

Exercise 64

Read, copy and transcribe:

1. w, k, e, v, h, u, s, g, f, t, r, o, y, z
2. q, u, f, m, n, p, o, y, z, v, w, x, y
3. a, i, j, k, l, h, m, n, o, p, q, r, s, t, u
4. v, w, x, y, z, a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
5. a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
6. w, x, y, z, a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z

Exercise 64 (Key)

1. No doubt, undoubted, made, needless, madam, modern, indirect
2. Acquired, installed, assured, old, doesn't, sand, sent, directed, partly, proficient
3. Yield, wield, noteworthy, prompt, promote, drought, draft, drift
4. Carried, worried, attitude, credited, skirt, secret, secretary
5. Second, don't, undertake, import, port, imported, doubtful, eradicate
6. Field, desired, afford, afforded, card, bolt, built, immediately

Exercise 65

Write in Shorthand:

1. Signed, listened, filed, failed, filled, smiled, ended, called
2. Judged, drift, acquaint, acquainted, edited, editor, told
3. Answered, pitched, plants, trained, grateful, mailed, towards
4. Retired, shared, ward, bullet, coloured, preferred, shirt
5. Tightness, treated, aptness, lined, highest, mountains
6. Grade, tent, attendance, attendant, treatment, gold, beded

Exercise 65 (Key)

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

Exercise 66

Read, copy and transcribe:

The education system in India was formulated by an eminent British educationist called Lord Macaulay during the Imperial Rule in / India. It made little progress since then although thousands of schools and colleges were opened in many parts of the // country. Though the general understanding of the students has appreciably

Write in Shorthand (80 W.P.M) (Key)

The education system in India was formulated by an eminent British educationist called Lord Macaulay during the Imperial Rule in / India. It made little progress since then although thousands of schools and colleges were opened in many parts of the // country. Though the general understanding of the students has appreciably

increased, yet their educational standard can not be said to // have improved much. It is because of the fact that teachers have not received much attention from the Government in (1) a country like India. There was a time when teachers felt proud of their profession and were dedicated towards their / duties with the result that students were able to work whole heartedly. That was the main factor which attracted the // best talents of the country towards this profession.

The present system of education needs to be changed substantially. It should // be aimed at imparting practical education. Mere distribution of post-graduate degrees can not produce good citizens. The system should (2) be so modified that would make the student a real asset to the society and not a burden on the / country. The present system of education has burdened the student with a heavy load of books, help books, guides, notes // etc. and the time at the disposal of the student is limited. Much of their time is wasted in witnessing // television sports and other serials which force them to read ready-made notes or important question answer books. They do (3) not have enough time even to go through their school or college books. Though more funds have been allocated for / education, the real effort has not been made to make them good citizens. That is why modern student is frustrated. // He has no choice to adopt a profession of his liking in which he may be able to put hard // labour. The Ministry of Education should give serious thought to improve the education system in India under the new Education (4) Policy.

Summary

Light strokes without final hooks are halved for the addition of T while heavy strokes are halved for D. Strokes finally hooked or a word having 2 strokes can be halved for T or D. Halving is not done if T or D is followed finally by vowels. Strokes of unequal length are not halved. M, N, I, R can be thickened and halved for D. MP/MB/NG strokes are halved for D when they are hooked finally or initially. P/B not pronounced in MP/MB is represented by halving M stroke. Half length strokes are disjoined to get clear outlines. LT/RT/RD can be represented by half light/heavy strokes. S/ST can be added by halving S or by inserting S/ST after SHUN hook. Past tenses of grammalogues can be obtained by halving them, if they do not form other outlines/words.

Doubling Principle

HIGH frequency sounds of TR/TER, DR/DER and THR are obtained by doubling of strokes, called the *Doubling Principle*.

Doubling for TR & DR

(a) The curved strokes are doubled for the addition TR, DR, THR or TURE, thus -

..... fighter neither future nature
 natural further nurture shelter
 flatter enter furniture cylinder
 thunder founder mother motor
 reminder murder vendor voter

(b) Straight strokes are doubled for the addition of TR, DR, TURE with initial attachment/hook or with a final hook or joined diphthong/diaphone; as in -

..... sector tractor proctor doubter
 wonder tutor picture reactor
 painter render hinder structural
 prouder directors captures chapters

MP/MB & NG

(c) The compound strokes of MP or MB can be doubled for the addition of R only, while NG can be doubled for the addition of KR/GR, as in -

..... chamber cumber bumper lumber

linger timber anger hanger
 hamper longer bomber pamper
 but drinker tanker tinker

LTR/LDR/LTHR

(d) L standing alone (written upward) is doubled for the addition of TR only, otherwise after other strokes it is doubled for TR/DR up/downward as in -

..... alter letters litre lighter slaughter
 ringleader scolder folders filters
 but leather leader ladder louder

(e) Strokes of unequal length cannot be doubled, as in -

..... monitor miniature lectures factor

(f) Doubling principle is not employed when a vowel follows final R or when there is inconvenient joining, as in -

..... anger angry fathery flattery
 pottery wintry battery hungry
 directory votari entry pantry

(g) Past tenses of words written with doubling principle are obtained by halving principle, as in -

..... surrendered altered murdered tinkered
 lingered conquered angered entered
 tendered captured slaughtered flattered

Grammalogues

..... character culture entire industry
 therefore rather(writer) cooperative
 cooperation coordination water-y
 wonderful-ly speaker federation

Contractions

.....characteristicintermediatealternative.....federal
.....interestindustrial-lyindustrialistentirely

Phrases

..... in their in order that rather than
..... no less than not later than no longer than
..... not less than I am sure there is drinking water
..... all over the country Private sector Deputy Speaker

Exercise 67

Read, copy and transcribe:

1. Adventure, after, laughter, reactor, enter, Intermediary
2. Inter-State, interested, surrenders, director, another, tendered, wonders
3. Adopter, sister, letter-box, one-another, collector, mother
4. Father, winter, starter, interpreter, intervene, temperature
5. Instructor, rector, temper, timber, distributor, Surendra
6. Sardar, order, orderly, stay-order, ordered, helicopter, wondered

Exercise 67 (Key)

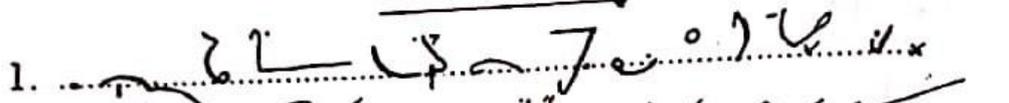
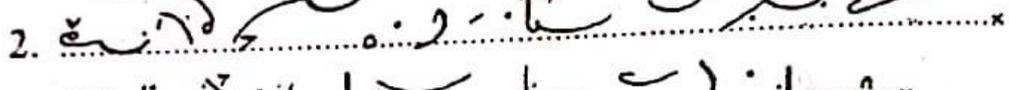
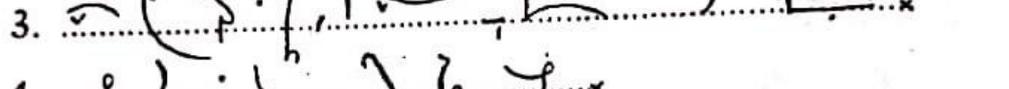
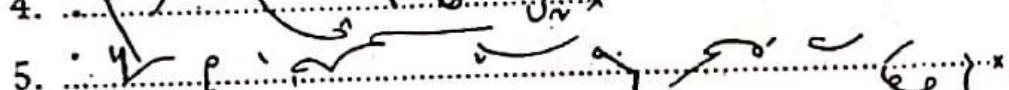
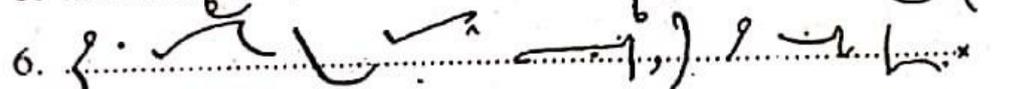
1. Adventure, after, laughter, reactor, enter, Intermediary
2. Inter-State, interested, surrenders, director, another, tendered, wonders
3. Adopter, sister, letter-box, one-another, collector, mother
4. Father, winter, starter, interpreter, intervene, temperature
5. Instructor, rector, temper, timber, distributor, Surendra
6. Sardar, order, orderly, stay-order, ordered, helicopter, wondered

Exercise 68

Write in Shorthand:

1. The importers of this tractor have appointed Mr Gajendra Singh as their authorised agent.
2. Cycling or loitering is a pleasure and an adventure in rainy water.
3. My father appointed a tutor who had neither good temper nor was an educator.
4. The Speaker was a founder member of this institution.
5. An ideal citizen of moral character neither spreads rumours nor listens to them.
6. He was an alternative being all rounder cricketer; therefore, he entered the team.

Exercise 68 (Key)

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

Exercise 69

Write in Shorthand (80 W.P.M)

Sir, another point of interest raised was about typewriters and teleprinters. As you know open tenders were invited and / letters were also written to various traders in the private sector registered with the Directorate. But neither open tenders were // received nor they responded. Therefore, there was no alternative but to place the orders with the factories not registered with /// the Directorate of Supplies and Disposal. I am sure there is no malafide intention of the Ministry in placing the (1) orders. If the picture is not clear to any Member, he can come to my chamber, in future, before asking / such questions on the floor of the House. The suppliers have been asked to deliver the goods immediately and in // any case latest by 15th December. Therefore, it is not correct to say that they can linger on the dates //

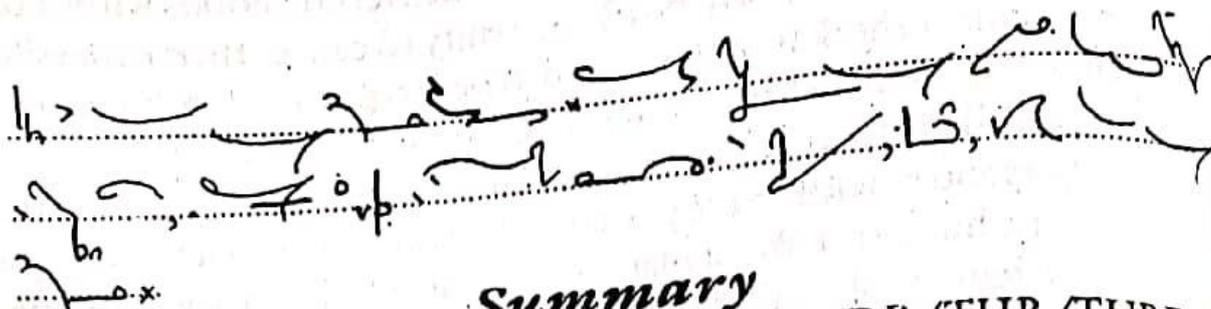
of their supplies. If they are not able to deliver the goods within the specified time limit it will be (2) our duty to cancel their orders for these items. I think it is highly improper to put any hindrance in / their work as it may hamper the progress or affect the supplies.

The Bills introduced in this House relating to // the fighter bombers and reactors were passed in this session without any opposition. The hunger strike of plant workers in /// the reactor has ended and the temper of workers has also cooled down with the agreement signed with their Union. (3) There is no anger in the minds of workers and their leaders now. The Key-Punch Operators joined their duties / in order that the work may not suffer any more. The federation of industries has appreciated the interest and cooperative // attitude of the entire industrial workers all over the country. In order that the private sector industrial units function properly /// to produce more, the Central Government has decided to monitor the schemes of drinking water, education, health for industrial workers. (4)

Exercise 69 (Key)

(320 words)

Handwritten shorthand notes on lined paper, corresponding to the text above. The notes are written in a cursive shorthand style, using various symbols, lines, and dots to represent the words and structure of the original text. The notes are organized into several lines, following the layout of the printed text.



Summary

Strokes are doubled for the addition of TR/DR/THR/TURE. Straight strokes are doubled only when they are preceded by a stroke, or followed by a diphthong/diphone or are hooked initially or finally. MP/MB is doubled for the addition of R while NG is doubled for the addition of KR/GR. L is doubled for TR. Doubling principle is not used when R finally is followed by a vowel/diphthong. Past tenses of doubled strokes are obtained by *halving principle*.

After completing the Basic Theory of Shorthand in the last 19 Chapters, write Dictations at the speed of 60 w.p.m. from the Reading & Dictation Exercises given in Speedography, covering theory up to Halving & Doubling Principle and follow the instructions seriously. The write letters and transcribe them in proper format.

- 1. Analyse the Errors of wrong positions of outlines of Short-forms (logograms/grammalogues/simple contractions), upward & downward strokes, circles, loops, initial/final hooks, Compound Consonants and halving or doubling principles.**
- 2. Write 8 to 10 correct outlines in one line horizontally in your Shorthand Notebook and write 10 to 20 lines, so that your mind and hand do not lose concentration in writing them.**
- 3. Use of CDs for repeated practice of Short Forms, Phrases and Dictations is the quickest and cheapest way of self-practice compared to a Class Room practice.**
- 4. Practise daily for 4 to 6 hours with Breaks and transcribe at least 2 to 3 Dictations on Computer. Analyse the Mistakes. Do not repeat Errors of reading, writing, over-writing or erasing of outlines, spellings, capitalization, paragraphing etc.**

CHAPTER 20

Dictation Writing: Practical

Writing Dictation passages and their transcription accurately, is the real test of a Stenographer. You should be very alert, cautious and attentive while taking Dictation from the Instructor or CDs. Sit straight on the Chair, keep your feet on the ground, put your Shorthand Notebook on the Table. Hold the pen or pencil lightly leaving one inch from below, and use one hand for writing while the other hand should keep pressed the notebook and turn pages when required. You will be able to write simple passages with Speed if you have thoroughly completed the basic Theory of Shorthand up to Halving & Doubling Principles. If you are not able to write at speed, it is because of your lack of understanding of Theory of Shorthand. Speed is the time taken by your mind to guide your hand to write. So mastery of theory will come through proper Text-book, understanding of the rules of writing with repeated practice.

After mastering the vowels, short forms, phrases and simple contractions, you will be able to write and read the outlines of the used words with speed. Position writing will help eliminate vowels by practicing the following Dictations, as vowels are a hindrance in speed writing. After writing dictations, read and transcribe these on Computer. Analyse your Mistakes and rectify them by writing the correct outlines repeatedly 20 times. Always Remember – ***Shorthand Writing is good, Reading is better and Transcription is best*** - to get quick success.

Reading & Copying Shorthand Script from the Book and then taking Dictations at the speed of 60 w.p.m. from the Teacher or Audio CDs will help you. Joining of words/phrasing as shown in Italics is necessary for speed-writing. Take dictation, read back and transcribe these. Count the Mistakes to rectify these.

After the full practice of Basic Theory, study the remaining 6 Chapters of the Text Book, which are Speed Writing Devices, to complete the Course. Use Workbook for Shorthand, Dictations & Correspondence for testing your knowledge of Theory, Speed, Accuracy and correspondence (letter writing).

Now use Speedography for writing Dictations of 60, 70 & 80 words per minute for Grade D Stenographers' Examinations, supported by Audio CDs of different speeds, for quick and sure success.

Exercise 70

Write in Shorthand: (60 w.p.m.)

(/ marking at 15 words each)

Mr. Chairman, Sir, we are discussing the General Budget of the Government in this House / today. Sir, the Budget of the Government is not merely a statement of the total // receipts and expenses; it is also a statement of Government's policy. The Budget reflects the /// economic life of the country. Having this in view, I have gone through the provisions (1) of this Budget, but I see very little to admire it.

First of all, this Government has failed miserably to fulfil the hopes and aspirations of the people that were // aroused at the time of General elections. This Budget has been rejected by the very /// people who voted this Government to power only three months ago. A large number of (2) people, especially the weaker sections of the society, are worried about the impact of this / Budget on their day-to-day life.

Sir, regarding price rise, the Finance Minister, while // presenting the Budget, said that the first task of this Government would be to curtail the /// prices. But the massive hike in the prices of petrol, diesel, food, postal articles, railway (3) fares and freights will result in a cumulative effect, not only on the prices of / essential items but also on the general inflation.

Regarding the deficit shown in Railways, the // Minister has assured the nation that he is going to curtail the deficit at the /// point which he has given in the Budget. Much has been said about the efforts (4) to curtail the deficit. However the deficit reflected in the Budget is, to my mind, / totally unrealistic. To quote one example, only a few crores of rupees have been provided for dearness // allowance when the total value of one instalment is three times the figure given by /// him. The Finance Minister has also increased the prices of gas cylinders and kerosene oil. (5) (300 words)

Note: After writing the Dictations at 60 w.p.m. satisfactorily, write at higher speeds of 80 and 100 w.p.m. with clear and legible outlines.

(Key to Ex. 70)

2 9 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120
 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140
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 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220
 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240
 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260
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 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680
 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700
 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720
 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740
 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760
 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780
 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800
 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820
 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840
 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860
 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880
 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900
 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920
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 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980
 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

Errors Committed

Exercise 71

(/ marking at 15 words each)

Write in Shorthand: (60 w.p.m.)

Sir, I remember, this question has-been raised every year by many honourable-Members in / this House. Some Members on the other side took this occasion to criticize the Government // and its policy. When they are anxious about the working of this Government for the /// last nine months, they should have been anxious of the working of the previous Government (1) for the last ten years. We have been raising this problem year after year and / session after session. But the then Government failed to evolve a rational policy regarding cloth // and cotton.

I would like to suggest that the Textile Ministry should make an effort /// to see that this problem is solved. First, the growers should get remunerative price and (2) thereby we should produce more cotton. Secondly, the Government should see that the exploitation of / the middlemen is eliminated by the State itself purchasing either through the Cotton Corporation or // through the wholesale marketing federations and supply it to the mills directly. They should work /// out the cost of the cultivators in producing cotton to determine the cost of cloth (3) in the mills so that there is no exploitation by the mill owners.

Sir, when / we see the support price of cotton, we are surprised. I do not know on // what basis the support price has been worked out. Next to food, cloth is one // of the most important things for us which is related to thousands of cotton growers (4) and workers in the textile industry. I would request the Government to look into this / matter and solve it to the satisfaction of the growers and the workers and the // people who use cloth.

My next point is about the budget of the Government. I /// am not discussing what the previous Government has done about procurement scheme in my State. (5)

Instructions: Write horizontally the correct outlines of Errors committed in your Notebook and practice 8-10 times/lines. Write again the exercises at higher speeds of 80 and 100 w.p.m.

Exercise 71

9 7 6 c o g p e) 1 ~ c b (c e b)
 7 6 x o n b ' p L 6 7 . 7 v . - - b
 v) x e l z w 2 ~ 6 - 4 p 9 ~ 6 h
 5 > ~ > ~ - 4 p 1 0 x o b e
 6 h) - d) x v 6 - 4 . h . k
 v) s r - r x

~ . p s h p - ~ . e .)
 6 h . o . r x o . ~ . r h y k - 7
 - 7 o r x o r - -) s z > ~
 o h y > p 6 7 2 r 2 v 2
 ~ ~ - p r 1 e > ~ 2 x (- 3
 r > e - ~ r h r 1 r - 1 r

~ { 2 ~ } x
 9 c v l e 7 . r 9 x y
 7 6 . e 8 g 2 h x v - 7 o s i o
 ~ 6 6 6 r . 6 : r - 7 - 3 - 1
 h e ~ x 2 v . - 7 y b -
 - r 1 > 8 > 7 7 7 7 x
 ~ 6 6 o h > 7 x 5 h 2 9 -
 o j h p o a n . ~ . p x

Alt. outlines: c (c) ; 7 (7 a 7 g)
 7 (7 c p) ; 7 (7 -) ;) () ;) ()
 ~ (~) ; 6 (6) ; o (o -)
 ~ (7) ; 6 (6 -)

Exercise 71A

(/ 15 words each)

Write in Shorthand (60 w.p.m.)

Sir, I-am grateful to-the honourable-Members for-the various suggestions they-have made / about-the pending cases of ex-servicemen and I-fully appreciate that. I-have made // it clear in-the very beginning that so-far-as these proposals are related, obviously /// the purpose of-this Bill is to-solve-the cases of delays in-the administration (1) of justice or-the cases of arrears in courts, because that-is a crisis which-/cannot-be solved merely by adding four more Judges to-the Supreme-Court. It-would //-require-the collective wisdom of right minded people in-the-country in-order to-solve ///-the crisis in its entirety.

Sir, I-am happy to say that in-the recent (2) months a climate has-been created in-the-country wherein the attention of the people / has-been drawn to-this trouble. Here I-am happy to say that a large-//number-of Bar Councils are engaged in-this exercise because the entire fabric of-the /// judicial system in-this- country is at stake. If this situation prevails, I-have-not-the (3) slightest doubt that this system of justice may be overthrown.

In-fact, if I-/may-be allowed to mention just one thing, the question arises as-to what precisely // should-be-the role of-the Supreme-Court in-the scheme of things. Can-it ///-be that-the Supreme-Court can undertake-the task of giving justice to each person (4) in-the litigation?

If-the Supreme-Court finds that, according to-their opinion, a case / has-not-been correctly decided at any level, the Supreme-Court must intervene and give // justice to every citizen, the purpose of-the creation of the Supreme Court will-be /// defeated. The High Courts are fairly high courts and Justice should stop at some level. (5)

Instructions: Write 6 to 8 corrected outlines horizontally in 15 lines for the Errors committed in your Notebook. Do not repeat the same Errors, again and again in transcription.

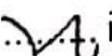
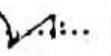
Exercise 71A

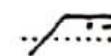
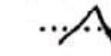
Handwritten shorthand notes on a set of four horizontal lines. The notes consist of various symbols, including circles, lines, and arrows, which are characteristic of shorthand notation. The symbols are arranged in several paragraphs, with some lines starting with a vertical line on the left. The handwriting is fluid and appears to be a practice exercise for a specific shorthand system.

Prefixes

THE part of a word which affects the meaning of another word if put in its beginning is called a *Prefix*. Such part of words are represented by contracted strokes or signs to enable speed writing.

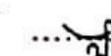
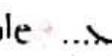
1. A number of prefixes or part words can be represented by their full strokes written on their vowel places, as in -

IR  irrational  irrelevant  irritation  irritate

RE  regain  reopen  reinvest  repay

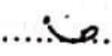
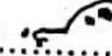
IL  illegal  illegitimate  illegible

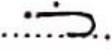
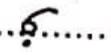
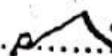
IM  immoral  immaterial  immovable

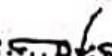
UN  unsuitable  unusual  unnecessary

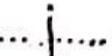
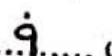
2. The Special Prefixes are represented by the following strokes/signs:

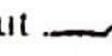
(a) COM/CON/CUM/COME initially is represented by a dot written at the beginning of the stroke, as in -

 combine  commenced  congratulations

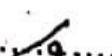
 connection  consult  conservation

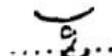
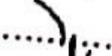
 convene  controlled  concurrence

 committee  consider  contractors

but  commission  commissioned  commissioner

(b) These sounds can also be represented by disjoining the following stroke, as in -

 recommend  reconsider  reconsideration

 inconsistent  air-conditioned  circumscribed

3. ACCOM/ACCOMMO is represented by stroke K, as in -

..... accompany accompanied accomplish
 accomplished accommodate accommodation
 accommodated accommodates accommodator

4. SELF is represented by a disjoined S circle, as in -

..... self-control self-defence self-made
 self-help self-styled self-confident

5. IN is represented by an initial curl before H, SKR & STR strokes, as in -

..... inscribe inscribed instrument inhabit
 inhibition inherit inheritance inhale

6. INTRO is represented by doubling the N stroke, as in -

..... introduce introduced introducer
 introspect introducing introspection

7. TRANS is represented by TRS stroke, as in -

..... transfer transferred transmission translate
 translator translation transmit transcribe

8. MAGNE/MAGNI/MAGNA is represented by an initial disjoined M stroke, as in -

..... magnetic magnify magnified
 magnanimous magnitude magnanimity

Grammalogues

..... company continue inscription
 conference continuation instruction

Contractions

..... continuous continuously discontinue

Phrases

...*٤*... on the contrary ...*٤*... to the contrary ...*٤*... in continuation (cf)
 ...*٤*... in this Committee ...*٤*... in this context ...*٤*... different committees
 ...*٤*... in this connection*٤*..... in connection with the

Exercise 72

Write in Shorthand:

1. complaint, commence, construction, constructive, contain, content, recover, inapt, insecure
2. confusion, confused, reconsider, consideration, contracts, complete, rewrite
3. complainant, improved, compelled, committee, committed, commendable
4. consequently, confidence, confidential, confederation, conceive, command, inadequate
5. misconduct, concept, misconception, reconstruction, conceived, recommendation
6. contrast, contract, contempt, condemn, condemned, conditional, air-conditioner

Exercise 72 (Key)

1. ...*٤*...
 2. ...*٤*...
 3. ...*٤*...
 4. ...*٤*...
 5. ...*٤*...
 6. ...*٤*...

Exercise 73

Read, copy and transcribe:

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

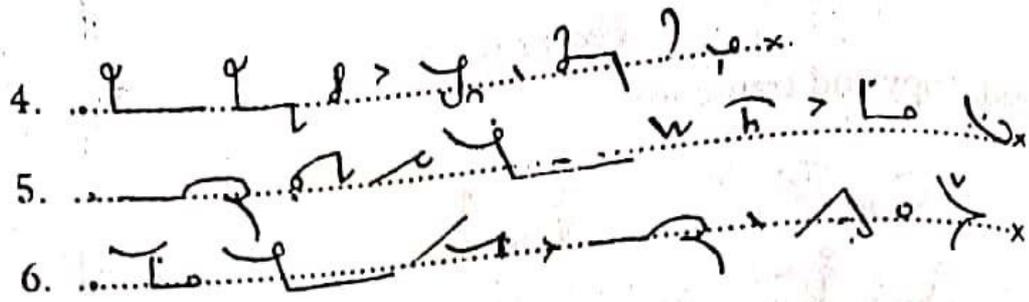
Exercise 73 (Key)

1. Magnificent, magnetise, magnetism, transferred, translation, enslave, mislead
2. Self-confidence, self-control, self-help, selfless, inheritance, inherited, continued, continuously
3. Introduce, introduced, inscribed, inhibited, inhuman, instructor, disbelieve
4. Illegally, ill-will, ill-treatment, illiterate, discontinue, immorality
5. Immaterial, unimaginative, unimportant, uncommon, distrust irrelevant,
6. Self-denial, self-reliance, unnoticed, conversation, understood, unemployed, companies

Exercise 74

Read, copy and transcribe:

- 1.
- 2.
- 3.



Exercise 74 (Key)

1. Self-help is the best help through which one can translate his thoughts into action.
2. Self-confidence and self-control can make you self-reliant.
3. The irrational argument of the Counsel was not accepted by the Jury and the case was dismissed.
4. The Instructor instructed the students of the institution to transcribe their notes.
5. The Commissioner consulted the Revenue Inspector about the magnitude of the tax evasion.
6. The Income-tax Inspector recommended to the Commissioner to re-open his file.

Exercise 75

Write in Shorthand (80 W.P.M):

We transmit our thoughts to others through our languages. With the help of satellites, wireless and powerful transmitters we are / able to transmit the news to many parts of the world. There are a number of translators and interpreters in // the All India Radio who translate the news from foreign languages into all Indian languages and vice-versa. We get /// the news from different news agencies of the world through teleprinters in various languages which are translated in our languages (1) by the Units of All India Radio.

The first air transmission station was inaugurated in India during the British Rule / by an Indian Company as early as 1927. The Indian State Transmission and News Service was started in //1932. Later on its name was changed to Akashwani. The All India Radio caters to the needs /// of every part of the country through its broadcasts in all the official languages, including the local and foreign languages.(2) There is a network of more than 150 Radio Stations covering all parts of the country through which / the transmission is done.

transmission is done or the news bulletins of All India Radio are relayed. With the help of modern satellites, we// are able to introduce powerful transmitters to get the forecast of weather and transmit this useful information to the people/// throughout the country about the weather condition. We also get the pictures of clouds hovering the various parts of the country. (3)

Exercise 75 (Key)

Handwritten shorthand notes on ruled lines, including the years 1927 and 1932.

Summary

Prefix is a part word joined at the beginning of another word affecting its meaning. These are represented by joined, or disjoined strokes, dots, circles or curls.

Suffixes

THE part of a word which affects the meaning of another word if joined at the end, is called a *Suffix*. Suffixes are represented by the following strokes or signs.

1. -ING (INGS)

(a) The suffix "ing" is represented by "NG" stroke (about which you have read) and its plural form "ings" is indicated by circle S added to it, as in -

...being ...doing going ...growing
 ...weighing ...driving giving ...laying
 ...sayings ...showing willing ...opening
 ...training ...testing killings ...borrowing
drafting cuttings paintings fighting

(b) Wherever NG stroke does not give clear joining, or when it is necessary to distinguish between dark and light strokes, ING is represented by a dot at the end of light stroke P/T/CH/R downward without final hooks and its plural form INGS is indicated by a light dash, according to the following rules:

(c) With light down straight & R, strokes, as in -

...reaching teaching itching pouring
securing bearing bearings paying
daring staying sittings sharing
biting buttering catering helping
getting dating ordering eating

(d) With downward halved strokes without N hook, as in -

...hurting ...folding ...breeding ...plotting

...hoarding ...treating ...cheating ...wording

(e) With half and double strokes of M/MP/MB, as in -

...meeting ...meetings ...submitting ...remitting

...motoring ...hampering ...admitting ...tampering

...limiting ...tempting ...omitting ...permitting

(f) With certain strokes ending with circles, loops and hooks, as in -

...assisting ...arresting ...dancing ...shunting

...grafting ...deriving ...costing ...waving

...engraving ...resting ...posting ...rifting

...gifting ...turning ...assigning ...renting

(g) With certain grammalogues, contractions etc. to distinguish them with other words/outlines, as in -

...putting ...remarking ...thanking ...thinking

...arranging ...boarding ...trading ...coming

...interesting ...telling ...numbering ...remembering

...banking ...continuing ...speaking ...buildings

2. **-ALITY/-ILITY/-ARITY** are represented by disjoining the following strokes, as in -

...feasibility ...majority ...utility ...totality

...visibility ...barbarity ...brutality ...possibility

But the parent outline should be retained for easy reading and writing, as in -

...locality ...juniority ...seniority ...legality

3. **-MENT** is represented by half strokes MNT or NT, as in -

...enlightenment ...amendment ...pavements

... achievements ... advancement ... concealment

... commencement ... instruments ... amendments

4. -MENTAL-LY-ITY is represented by disjoined MENT, as in -

... fundamental ... instrumental ... sentimental

... regimental ... instrumentality ... experimental

5. -LY is indicated by downward/upward L stroke, joined or disjoined to the strokes, as in -

... friendly ... constantly ... jointly ... partly

... particularly ... summarily ... mainly ... heavily

... notionally ... constitutionally ... finely ... suddenly

but ... finally ... locally ... briefly ... brutally

6. -SHIP is represented by disjoined SH stroke, as in -

... friendship ... membership ... courtship ... freeship

... citizenship ... statesmanship ... relationship

7. -LESSNESS is represented by disjoined LS stroke, as in

... helplessness ... carelessness ... hopelessness

8. -WART-WARD-WOOD is represented by half W stroke, as in -

... backward ... forward ... stalwart ... plywood

... Hayward ... Underwood ... upward ... onward

but ... downward ... untoward ... steward

9. -YARD is represented by half Y stroke, as in -

... dockyard ... backyard ... courtyard ... shipyard

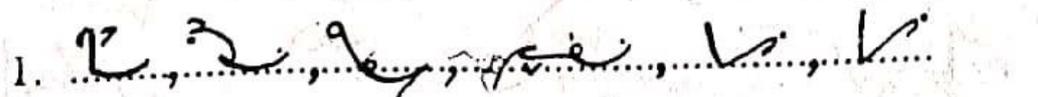
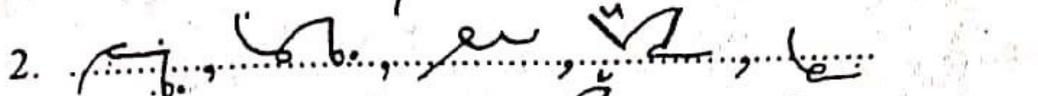
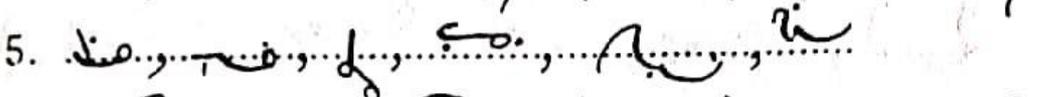
10. -HOOD is represented by dot H before stroke D, as in -

... boyhood ... childhood ... neighbourhood

... womanhood ... brotherhood ... manhood

Exercise 76

Read, copy and transcribe:

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

Exercise 76 (Key)

1. Drawing, warning, surprisingly, legalising, burning, turning
2. Legalities, facilities, resentment, biological, physical
3. Chronological, illogical, meteorological, geological
4. Departmentally, particularly, popularity, nationality, traditional
5. Paintings, cuttings, dispensing, glancing, living, drafting
6. National, experimental, mythological, melting, grafting

Exercise 77

Write in Shorthand:

1. Internship, partnership, scholarship, worship, forwarding, fruitless, heartily, courtyard
2. Leadership, chiefly, actively, careless, weakness, handful, spoonful, regimental, tendering
3. Hopefulness, hopelessly, chairmanship, editorship, consignments, paying, suitability
4. Enhanced, enhancing, teaching, craving, searching, cutting, pleading, deserving, preserving
5. Hearing, saying, doing, faithless, faithfulness, herein, herewith, hereto, hereon
6. Thereto, thereon, childless, soundless, whereon, whereto, wherewith, therewith

Exercise 77 (Key)

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

Exercise 78

Read, copy and transcribe:

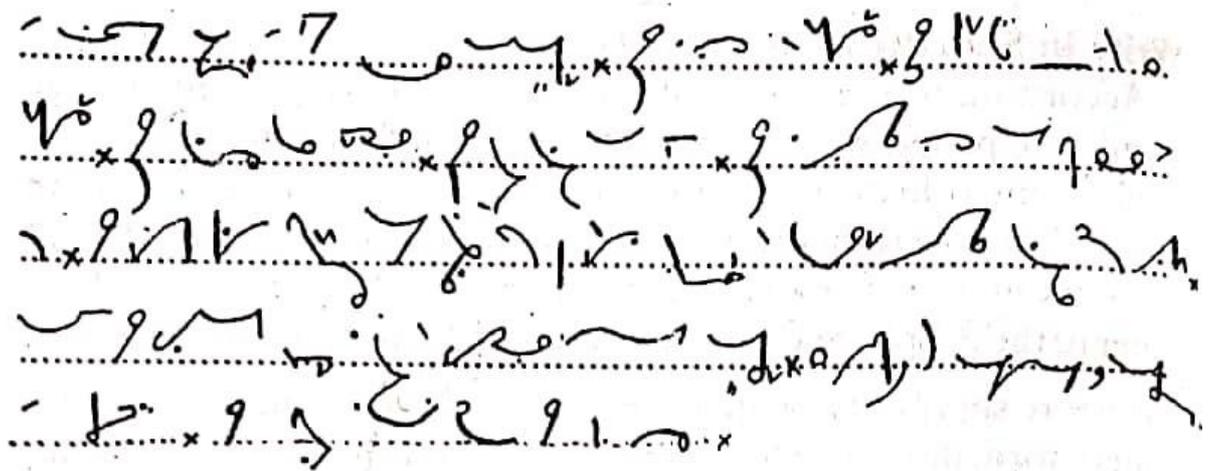
Exercise 78 (Key)

Write in Shorthand (80 W.P.M.):

According to the report of the Minority Commission, a large number of people were rendered homeless in the communal riots / while many others faced hardships. Majority of the victims were waiting for governmental help. There was every possibility of an // epidemic in the entire area due to non-supply of ration and drinking water to the people. Several steps were /// taken by the administration to restore supply of essential items. But due to violence, it looked as a mere formality. (1) The police officers were shifting their liability on civil authorities while the civil authorities blamed police personnel for their inability / to check violent incidents. All the Members of the Committee visited the affected areas and took evidence of the people // victimised in the riots. The report was placed on the table of both the Houses of Parliament last week. The /// House recommended to the Government to immediately suspend the police officer incharge of the area for gross negligence in taking (2) precautionary measures to check violence and communal riots. This was announced by the Home Minister today while replying to an / unstarred question in the Lok Sabha. Members of political parties were agitated over the incidents and shortage of essential commodities. //(2.½) (200 words)

Exercise 79

Read, copy and transcribe:



Exercise 79 (Key)

Write in Shorthand (80 W.P.M)

The personality of Mahatma was unique. His statesmanship, his leadership and his biographical facts are well known in the world. / He was an apostle of peace, a great saint, a social reformer, an advocate of justice, freedom and equality. He // preached and followed non-violence throughout his life and brought freedom to Indian citizens. That is why he is called /// the Father of the Nation. He had tremendous faith in God and praised all religions which preached truth. He was (1) a man of principles and sacrificed his life for the sake of these.

Mahatma was really a great admirer of / simplicity and fearlessness. He was a supporter of Swadeshi movement and encouraged handloom and cottage industries in India. He was // a man of ideals. He would die than give up his ideals. He was famous for his kindness. He had /// full faith in God. He was a religious man in the true sense of the word. He held daily prayers (2) in which passages from different holy books of various religious faiths were read out. In fact, he wanted to create / a feeling of oneness among the Indians. His leadership was unchallenged, undisputed and deserving. He preached whatever he did himself. //(200 words)

Summary

Suffix is a part word joined at the end of another word. Suffix is represented by a joined or disjoined dot or stroke for speed.

CHAPTER 23

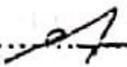
Intersections

CUTTING of one stroke by the following stroke to represent words in common phrases is called *Intersection*.

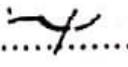
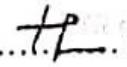
Official (Colloquial) Phrases

Commonly occurring words are represented in official and commonly used (colloquial) phrases by intersection or disjoining the following strokes, thus:

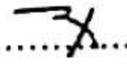
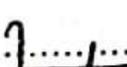
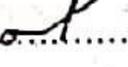
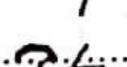
K stroke represents the word "council", as in -

.......... Research Council..... Medical Council
.......... Security Council..... Local Council

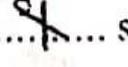
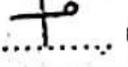
CH stroke represents "Chancellor", as in -

.......... Vice Chancellor..... Acting Chancellor
.......... University Chancellor..... Chancellor of Exchequer

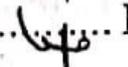
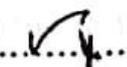
J stroke represents "General" or "Journal", as in -

.......... Governor General..... Major General
.......... Director General..... Secretary General
.......... Medical Journal..... Monthly Journal

T stroke represents "attention" as in -

.......... early attention..... special attention
.......... calling attention..... Government's attention

D stroke (grammalogue) represents "Department", in official phrases, as in -

.......... Revenue Department..... Finance Department
.......... Health Department..... Medical Department

P stroke represents "party", as in -
 ...  ... Congress Party  political party
 ...  ... Communist Party  Socialist Party

B stroke (grammologue) represents "Bank", in official phrases, as in -
 ...  ... State Bank  Reserve Bank
 ...  ... Bank of India  Bank guarantee
 ...  ... Scheduled banks  nationalised banks

TH stroke represents "authority", as in -
 ...  ... Government's authority  district authorities
 ...  ... police authorities  known authority

S stroke represents "society", as in -
 ...  ... cooperative society  housing society
 ...  ... education society  Registrar of Societies

N stroke represents "national" and "inquiry", as in -
 ...  ... international  anti-national
 ...  ... multi-national  Departmental Inquiry

but ...  ... judicial inquiry  Commission of Inquiry

L stroke represents "limited", as in -
 ...  ... private limited  company limited
 ...  ... unlimited resources  fertilisers limited

R stroke (downward) grammologue represented "arrange-d-ment", as in -
 ...  ... necessary arrangements  adequate arrangements
 ...  ... properly arranged  proper arrangements

R stroke (upward) grammologue represents "require-d-ment", as in -
 ...  ... essential requirements  it was required
 ...  ... does not require  local requirements

... legal requirements ...... it is not required

Round Figures

Figures are generally written with numbers, but Round Figures can be represented with disjoined strokes, thus:

1. Stroke **B** represents "billion" after figure (numbers), as in -
 ...... five billion ...... 3 billion ...... 10 billion
2. Stroke **TH** represents "thousand" after figures (numbers), as in -
... four thousand ... six thousand ..... 50 thousand
3. Stroke **N** represents "hundred" after figures, as in -
 ..... 12 hundred ... 5 hundred ... 100 ... 200
4. Stroke **M** represents "million" after figures, as in -
... 5 million ..... 200 million ... 600 million
5. Stroke **KR** represents "crore" after figures, as in -
 ...... 6 crores ..... 12 crores ..... 12,000 crores
6. Stroke **L** represents "lac(lakh)" after figures, as in -
 ..... 2 lacs ..... 50 lakh ..... 9 lacs ..... 60 lacs

Monetary Units

The principle Monetary Units are represented by their sound strokes after/before round figures, thus:

1. Stroke **Rs** represents "rupees" before round figures, as in -
... Rs 200 ... rupees 2000 ... rupees 300 ... Rs 260
 but ..... 5 rupees ..... 20 rupees ..... 76 rupees !... 15 rupees
2. Stroke **PNS** (half) represents £ (Pounds) after figures, as in -
 ...... 300 £ (pounds) ..... 2000 £ (pounds) ..... £ 50
3. Stroke **D** represents "dollar" after figures, as in -
 ..... 1000 dollars ..... 250 dollars ..... 300 dollars
 ..... 30 thousand dollars ..... 100 thousand dollars

Exercise 80

Write in Shorthand:

1. The Prime Minister who conducts the administration of Union Government, is the Head of the Council of Ministers.
2. The Council of States of India is called the Rajya Sabha, which is the upper House of Parliament.
3. The Vice-Chancellor is the sole incharge of the overall administration of a University.
4. Shri C. Rajagopalachari was the first Governor General of free India.
5. Important matters are brought in the Legislature for special attention of Central or State Governments by way of calling attention motions.
6. Political parties play important role in democracy, but the multiplicity of parties weakens the democratic process.

Exercise 80 (Key)

1. P.M. who conducts the admin. of U.G. is the H.O. of C.M.
2. C.S. of India is called the Rajya Sabha, which is the upper H. of P.
3. V.C. is the sole incharge of the overall admin. of a U.
4. Shri C. Rajagopalachari was the first G.G. of free India.
5. Imp. matters are brought in the Legislature for special attention of C. or S. Govts. by way of calling attention motions.
6. Pol. parties play imp. role in democracy, but the multiplicity of parties weakens the democratic process.

Exercise 81

Write in Shorthand (80 W.P.M)

The Planning Commission was set up by the Government of India in March, 1950 for initiating a process / of development in all directions and to set up priorities and programmes. It has been working successfully since then. All // Government Departments and Ministries submit their proposals to the Commission for allocation

CHAPTER 24

Special Contractions

A Contraction is an abbreviated word having more than one stroke. Simple Contractions are formed by prefixing or suffixing strokes, circles, etc. to logograms or grammalogues. The other forms are Special Contractions formed by omitting the less spelt sound-strokes, or inconvenient strokes for easy and speedy writing. Special Contractions are generally written on the line. However, third vowel sounding contractions should be written through the line for easy reading and clarity. No vowels are put on the contractions. Practise the following *contractions* thoroughly.

Part I

..... arbitrary

..... arbitration

..... destructive

..... distinguish-ed

..... electric

..... expenditure

..... individual

..... maximum

..... notwithstanding

..... Parliamentary

..... assignment

..... denomination

..... minimum

..... arbitrate

..... destruction

..... discharge-d

..... efficient-ly

..... electricity

..... incharge

..... manufacture-d

..... non-available-ity

..... Parliament

..... perform-ed

..... jurisdiction

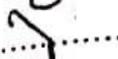
..... manuscript

..... practice(se-d)

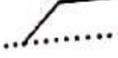
 performer

 practical-ly

 prejudicial (ly)

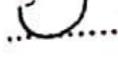
 production

 regular

 regularise

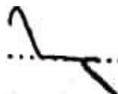
 represent-ed

 representative

 sufficient-cy-ly

 unanimous

 university

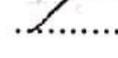
 practicable

 prejudice-d

 preliminary

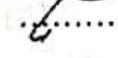
 productive

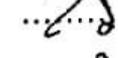
 regularisation

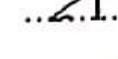
 regularised

 representation

 respect-ed

 unanimity

 universe

 yesterday

Exercise 82

Write in Shorthand:

1. distinguished, distinguishing, distinguishable, arbitrator, arbitrated, electrical
2. electrification, universal, unanimously, universalise, universality, universalisation, universities
3. practices, prejudicial, unpractical, impracticable, electrician, electronic
4. negotiate, negotiated, negotiable, respectable, unsympathetic, sympathise
5. reproductive, unproductive, productivity, reproduction, practicability
6. practically, manufacturer, democratically, mis-representation

(For more dictations, see Practical Workbook)

Exercise 82 (Key)

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

Part - II

<p> independence</p> <p> emergency</p> <p> prospectus</p> <p> respective</p> <p> prospective</p> <p> retrospective</p> <p> executive</p> <p> legislative</p> <p> legislature</p> <p> public (publish-ed)</p> <p> republic (sh-ed)</p> <p> intelligent</p> <p> probable-ly-ility</p> <p> phenomenon</p> <p> never</p> <p> deficient-cy-ly</p>	<p> independent-ly</p> <p> danger</p> <p> dangerous</p> <p> respectively</p> <p> prospectively</p> <p> retrospectively</p> <p> contingency</p> <p> legislation</p> <p> publisher</p> <p> publication</p> <p> Republican</p> <p> intelligence</p> <p> denominational</p> <p> phenomena</p> <p> nevertheless</p> <p> perspective</p>
--	--

..... incorporate perspective
..... recognise recognition
..... appointment investment
..... sympathetic financial-ly

Exercise 83

Write in Shorthand:

1. Emergent, strangers, endanger, endangered, dangerously, participation
2. Execution, executor, executed, legislator, legislate, Legislative Assembly, democracy
3. Publisher, publishing, unpublished, intelligentia, prospectus, fulfilled, contingent
4. Respectively, irrespective, irrespectively, fulfilment, improbable, improbability, deficient
5. Investments, investor, invested, reinvest, investing, nonviolence, non-violent
6. Re-published, recognized, incorporated, reappointed, de-recognition, intelligible

Exercise 83 (Key)

1.

2.

3.

4.

5.

6.

Summary

Special Contractions are abbreviated words in which inconvenient strokes or less spelt sounds are omitted.

Part - III

..... y identical-ly y identification
..... b defective m mechanical-ly
..... 2 mathematics 2 mathematician
..... 2 mathematical-ly o mistake
..... u uniform-ity f falsification
..... i inform-ed i informer
..... o organizer o organize-d
..... c cross-examine-d s signify
..... i introduction c cross-examination
..... h problem i introductory
..... d advertise-d-ment p programme
..... e expect-ed m misfortune
..... e establish-ed(-ment) e expectation
..... f familiarise f familiar-ity
..... f familiarisation i irregular (.....)
..... p practitioner q qualification
..... q qualify c commercial-ise
..... q qualified c commercialisation

Exercise 84

Write in Shorthand:

1. defections, defector, defects, difficulty, anti-malaria, defection, uniformly
2. characteristics, characteristically, reorganize, reorganization, organizational, unorganized, signified

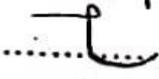
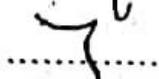
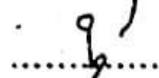
3. disorganized, organizer, informing, informer, informal, formally, discontentment
4. mistakes, signifying, contentment, practices, republication
5. circumstances, cross-examiner, expectation, unexpected, unexpectedly, acceptable, unacceptable
6. expenses, substance, substantial, familiarised, exceptions, substantially, optional, exceptional

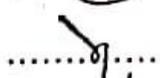
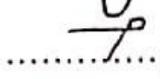
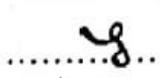
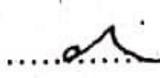
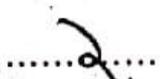
Exercise 84 (Key)

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

Part - IV

- | | |
|---|---|
| <p> object-ed</p> <p> objection</p> <p> messenger</p> <p> amalgamate</p> <p> capable-ly</p> <p> proportion-ate</p> <p> telegram</p> <p> recoverable</p> <p> knowledge</p> | <p> objective</p> <p> investigation</p> <p> passenger</p> <p> amalgamation</p> <p> peculiar</p> <p> metropolitan</p> <p> mortgage-d</p> <p> irrecoverable</p> <p> acknowledge</p> |
|---|---|

.......... rehabilitate
..... extinguish-ed
..... obstructive
..... enthusiastic
..... bankruptcy
..... stranger
..... English

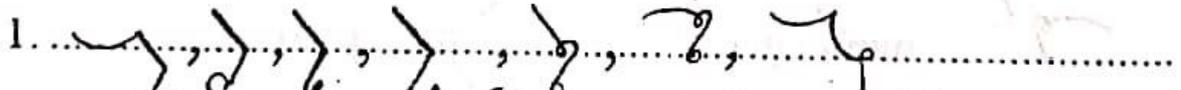
.......... rehabilitation
..... relinquish-ed
..... obstruction
..... exchange-ed
..... indispensable-ly
..... certificate
..... irrespective

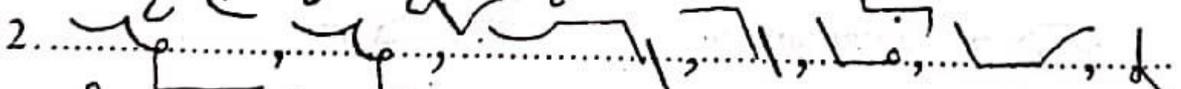
Exercise 85

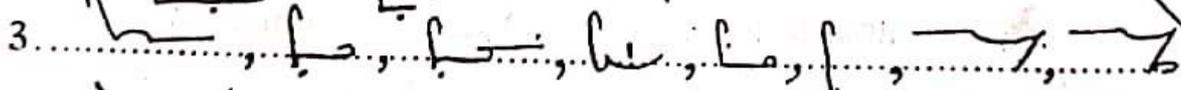
Write in Shorthand.

1. no-objection, objectively, objectives, objectionable, passengers, messengers, investigated
2. investigator, investigate, incapability, capability, peculiarities, peculiarly, disproportionate
3. problematic, telegraph, telegraphic, telephone, telex, teletext, acknowledged, acknowledgement
4. bankrupt, inconvenience, inconveniently, obstructive, obstructions, irrecoverable
5. strangers, stringent, contingent, un-objectionable, re-investigate, reopen, disruptive
6. objectivity, incapable, disproportionately, knowledgeable, extinguisher, certified, certification

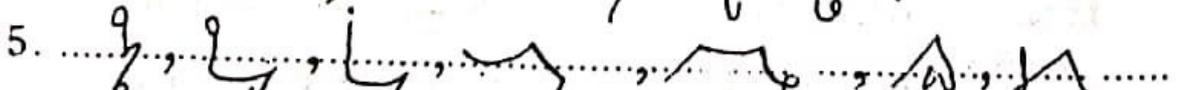
Exercise 85 (Key)

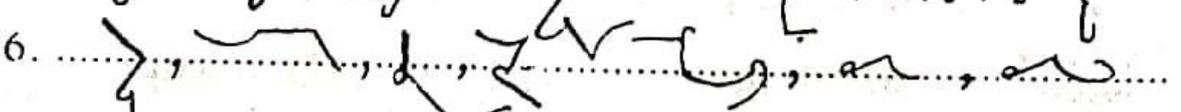
1. 

2. 

3. 

4. 

5. 

6. 

Exercise 86

Write in Shorthand (80 W.P.M.)

Sir, the objects and reasons of the Bill and the justification of the ordinance are other points to which I / have serious objections. The main objection of the general public to the ordinance was a case for special investigation about // which I had also some knowledge. So I had objected for its introduction, as the Government was not objective in /// promulgating this draconian law. It is dangerous in the eyes of the general public, metropolitan citizens, messengers of God or (1) ordinary passengers who travel in Railways. I had already mentioned about the dangers of this measure at the time of / introduction of this Bill. The Railway Minister had assured that necessary amendments would be made in the Bill at the // time of its consideration. But he failed to do so. I still hold the view that it is not practicable /// to enforce such a law through the State Governments. The investigation and the survey reports of the Railways indicate that (2) the number of passengers travelling without tickets has increased during the years and has gone out of proportion i, respective of / the efforts of the Railways.

Though, Railway is a public service, yet its commercialization is necessary for its efficient running. // The problem is that no efforts are made in this direction. You can generate revenue through advertisement in the Railway /// wagons, platforms, stations by hiring experts in the field. It is a misfortune that we cannot expect much from you.(3/240)

Key

Handwritten shorthand transcription of the text above, written in a cursive style on lined paper. The shorthand uses various symbols, including letters, numbers, and dots, to represent the words and structure of the original text.

Special Phrases & Words

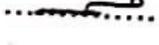
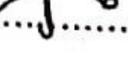
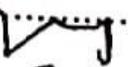
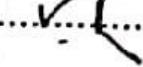
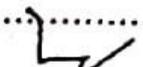
A group of words which make sense, though not complete is called a *Phrase*. You have already read about many phrases—Official phrases and Colloquial (commonly used) phrases. In addition to these, a number of Verbal Phrases (idioms) Parliamentary, Executive, Judicial, Departmental and Foreign Phrases (words) are also used in English language, which have to be practised thoroughly for speed writing.

Verbal Phrases

All languages have certain expressions which are peculiar to them and lend special meaning to the words and phrases known as *idioms*. English language is rich in such expressions. Thus idiomatic phrases are formed by the combination of verbs, prepositions, adjectives, adverbs, nouns etc. It is impossible to give all the phrases of English language in a book on Shorthand. However, some important phrases given in this lesson will help you realise their utility in the day to day working.

Phrases are of great help in Shorthand. Therefore, phrases should be short, simple and sure to enable speedy writing, reading and correct transcription.

Part - I —Verbal Phrases (Idioms)

- | | |
|--|--|
|  to bring about |  act upon |
|  come across |  to call upon |
|  to carry on |  to take place |
|  to take into account |  to lay down |
|  to deal with |  to turn down |
|  held up |  held over |
|  to take away |  to take down |

..... laid down
 to set up
 to get rid of
 to call the attention
 of the Government
 hand over
 let us see
 let us have (e)
 let us know (e)
 let us do

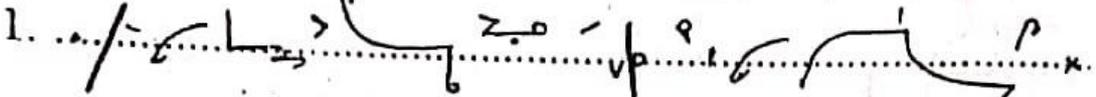
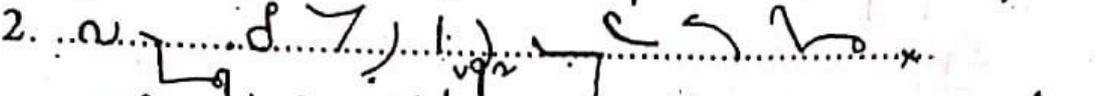
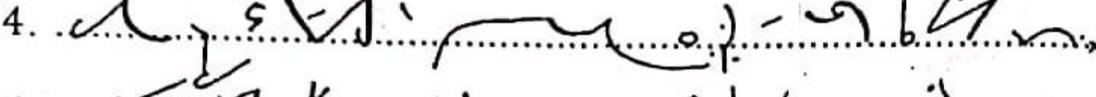
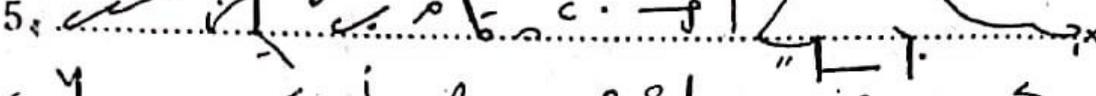
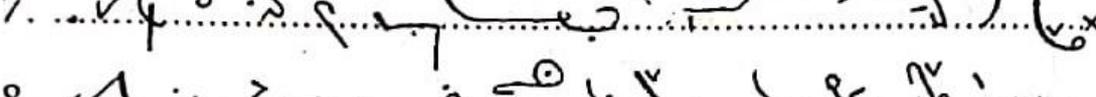
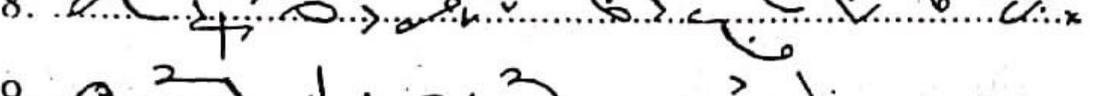
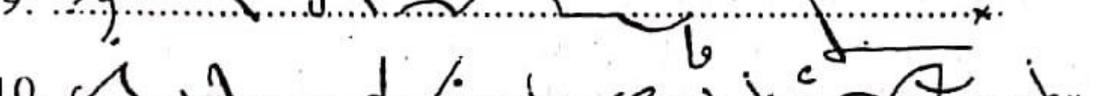
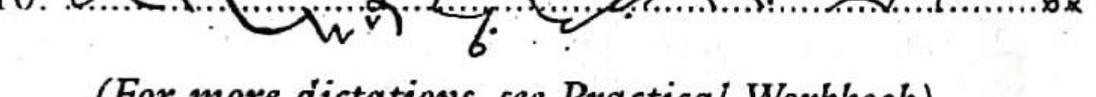
..... to look forward
 to look after
 looked forward
 to take into
 consideration
 to take over
 to do away with
 to bring up
 brought about
 to bring out

Exercise 87

Write in Shorthand:

1. The judge will take into account all the facts of the case and decide as to who will look after the child.
2. You have to take into consideration the circumstances in which she committed suicide to get over her problems.
3. The accident took place yesterday morning, at the Delhi Railway Station and the judicial enquiry is being carried out.
4. We have to do away with the burden of looking after his estate and hand over its charge to him.
5. We were held up on the way as the bus met with an accident at Chandigarh, today afternoon.
6. I had to turn down his request for transfer to Delhi, as he had to deal with a number of cases here.
7. The Health Department has warned the people to get vaccination of Cholera and act upon their advice.
8. We have to call the attention of the Minister to the serious crisis faced by the cultivators for support price of wheat.
9. Let us see what can be done to improve the working conditions of the public sector.
10. We have to bring about the desired changes if we want to compete with multinational companies.

Exercise 87 (Key)

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

(For more dictations, see Practical Workbook)

Summary

This Book gives accurate Theory of Shorthand on which Practicals are easy. Transcription of Shorthand Dictations should be done daily to rectify the Errors of mis-reading, spelling, mis-hearing, leaving of words, wrong outlines, etc. This will enrich vocabulary, language command, knowledge and understanding of the Text with application of mind.

Official phrases, Round Figures, Monetary Units and Special Phrases are necessary for speed writing. These should be practiced thoroughly so that the Brain does not take time to guide the hand to write the correct outlines fast.

The quickest and cheapest method of practice is reading script, copying, audio dictation cassettes and their transcription and self-evaluation by playing back cassettes to achieve the set goal.

Part - II — Parliamentary Phrases

	I would like to know		I would like to state
	I would like to submit		Hon'ble Members of this House
	my hon'ble friends		in the first instance
	in this House		pointed out
	human lives		it will not be
	both Houses of Parliament		to the best of my ability
	to the best of their ability		to the best of your ability
	from time to time		come to the conclusion
	in spite of the fact that		having regard to the
	in regard to the		in relation to
	with regard to the		they were able to
	keep(ing) in view		on account of
	in view of		on my behalf
	on his behalf		on your behalf
	on their behalf		brought out
	Member of Parliament		social and economic
	ifs and buts		Honourable Minister
	Mr Deputy Speaker		in this connection

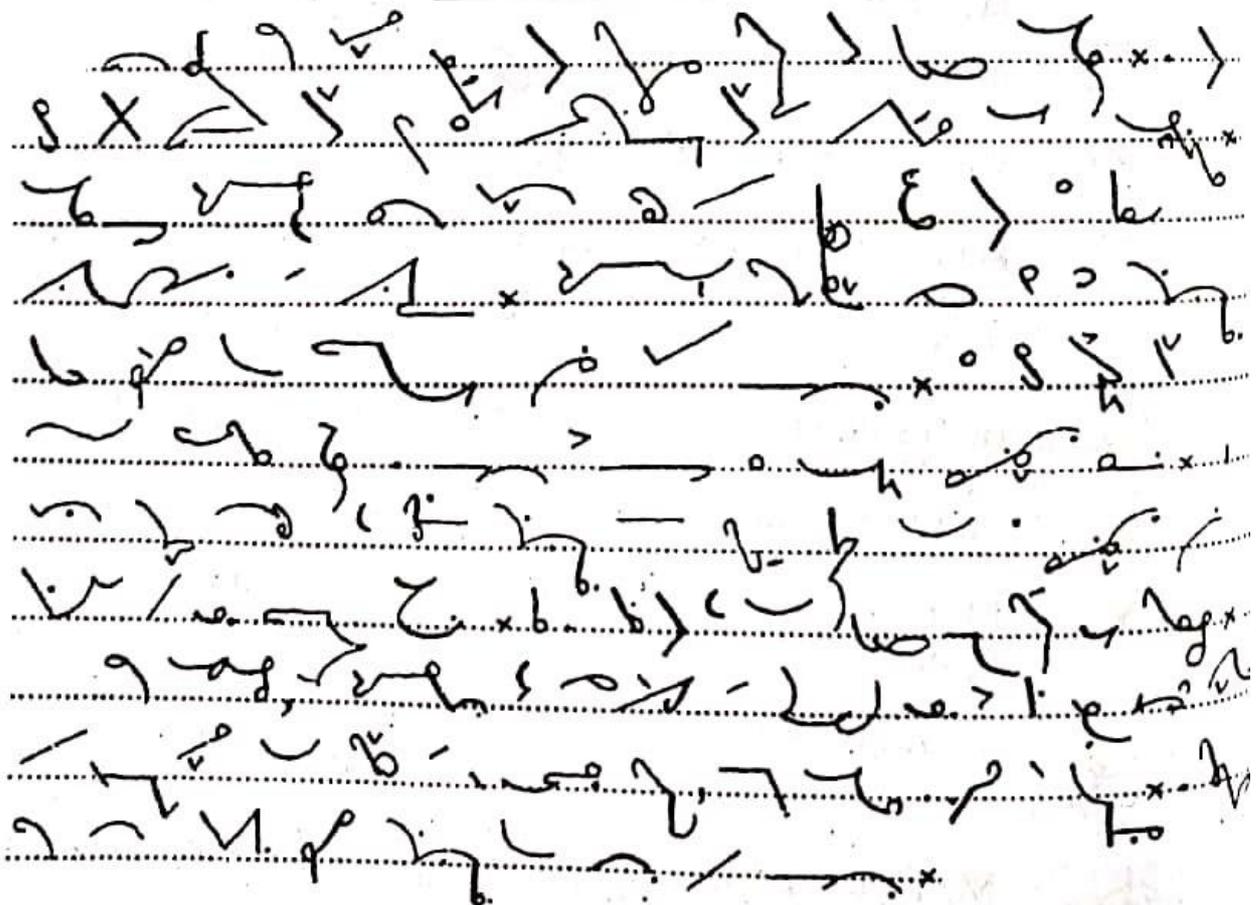
Exercise 88

Write in Shorthand (80 w.p.m):

Mr. Deputy Speaker, Sir, I rise to support the budget proposals brought forward by the Finance Minister in this House. / The Budget has been by and large welcomed by the people as reflected by the reports in the newspapers. In // this connection, I would like to state that some of my friends are dis-satisfied with this budget as it /// is not revolutionary and radical. I would like to know from the Minister as to what remedies have been suggested (1) for curbing the ills of our economy. As has been pointed by many Hon'ble Members of this House the economy / of the country is no doubt seriously sick. But I may remind my friends that drastic remedies can prove dangerous // in a seriously ill patient which needs careful handling. It is the best budget that any Finance Minister could have /// brought under the present circumstances.

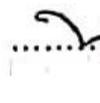
Sir, in the first instance I would like to submit that the most urgent and (2) essential needs of the day to save human lives are to curb the rise in prices and to increase production, / keeping in view the shortage of foodgrains. The Members of Parliament from my Party suggested remedies for improving our economy.// (2½) (200 words)

Exercise 88 (Key)

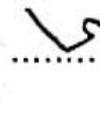


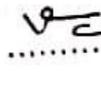
Part III — Executive Phrases

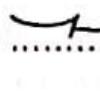
 from the point
of view

 from my point
of view

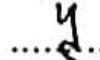
 in view of the
circumstances

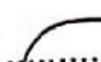
 apart from the
fact that the

 I should like
to conclude

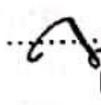
 in the course
of the

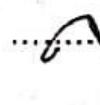
 from the facts

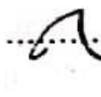
 on the table

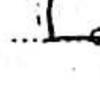
 Lok Sabha

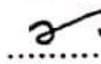
 Rajya Sabha ()

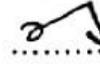
 will be taken
into consideration

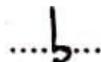
 will be taken
into account

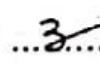
 will have to be
considered

 taken into
consideration

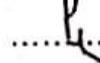
 what has happened

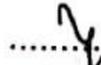
 what is happening

 it would have been

 what would happen

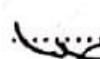
 balance sheet

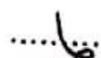
 state of affairs

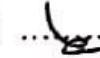
 profit and loss

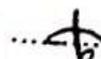
 assets and liabilities

 deficit financing

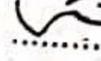
 Finance Minister

 fiscal policies

 fiscal targets

 Mr. Deputy Chairman

 Mr. Vice Chairman

 for a long time

 let us try

 special consideration

 has to be considered

 for consideration

 for your consideration

 under consideration

 shall be considered

 as a result of

 ought to be considered

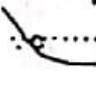
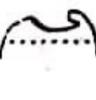
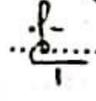
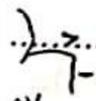
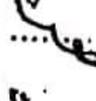
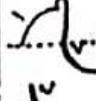
Exercise 89

Write in Shorthand:

With regard to the drought I would like to say that neither the Finance Minister nor the Government are responsible. / It is the act of God. We have to face the situation in the best possible manner. As regards the // increase in the military expenditure, we cannot afford to relax on our defence requirements in the world situation of today. /// In spite of that there was a severe drought in the country. The Government has done its task to the (1) best of their ability and it will not be out of place to mention here that our defence forces have / shown their capabilities having regard to our policy of peaceful co-existence. We have been living peacefully and have been // reminding them from time to time about the settling of the border disputes amicably. We were able to settle many /// problems connected with the repatriation of refugees and the social and economic upliftment of the people. Having regard to the (2) friendly relations with our neighbours and in view of the forthcoming talks between the two countries I would not say / anything more on this subject. I made some suggestions last year, but the ifs and buts of officers ignored them. // 2½ (Key) (200 words)

[Handwritten shorthand notes on lined paper, corresponding to the text above. The shorthand is dense and cursive, with various symbols and lines representing the words and punctuation of the original text.]

Part IV — Foreign Phrases (Words)

Outlines/Words	Meaning	Outlines/Words	Meaning
 bona fide	actual; lawful	 coup d'etat	a sudden attack
 de facto	actual; in fact	 de jure	by law; by right
 en bloc	wholesale	 exit	goes out
 en route	on the way	 ex officio	by virtue of his office
 ex gratia	as an act of grace	 ex-post facto	on completion of work
 ex parte	from one party/side	 fait accompli	already done
 faux pass	a false step	 inter alia	among other things
 impass	a deadlock	 in absentia	in absence
 inter se	among themselves	 ipso facto	by that very fact
 in principle	in the beginning	 in toto	entirely, whole
 lingua franca	mixed language	 locus standi	right to interfere
 mala-fide	with bad faith	 pro rata	in proportion
 prima facie	on the face of it	 res judicata	case already settled
 pari passu	alongwith, side by side	 sine die	adjourned without fixed date
 status quo	conditions existed on date	 sub judice	under judicial consideration
 suo motto	on own initiative	 sine mora	without delay
 viva voce	orally; in person	 ultra vires	beyond one's powers/rights
 verbatim	word by word	 vice versa	in the reverse way
 vis-a-vis	face to face; opposite	 via media	a middle course

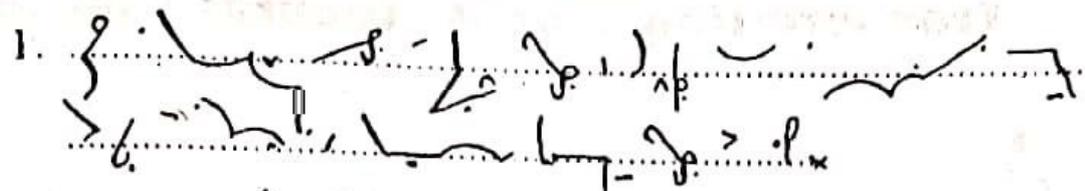
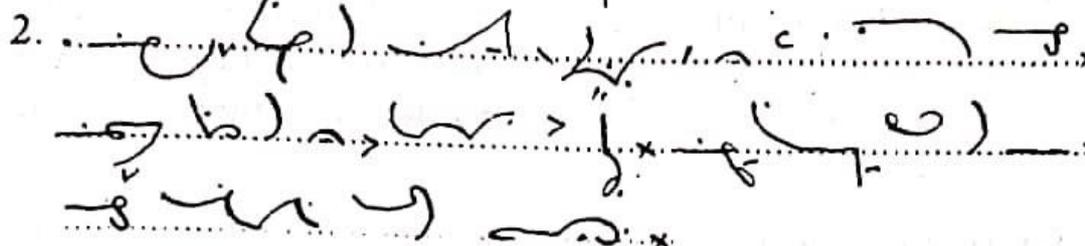
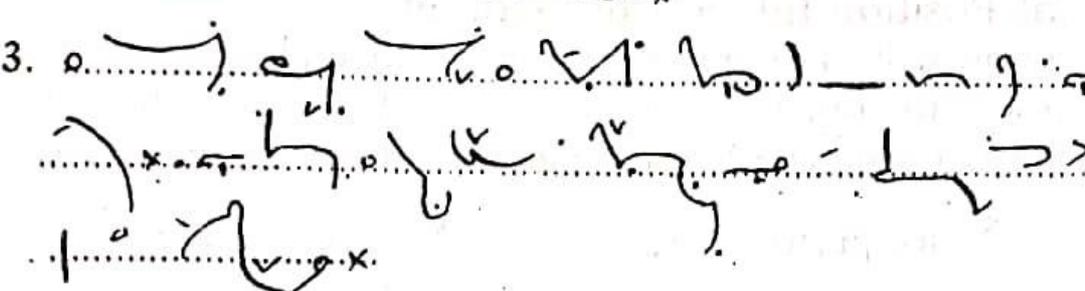
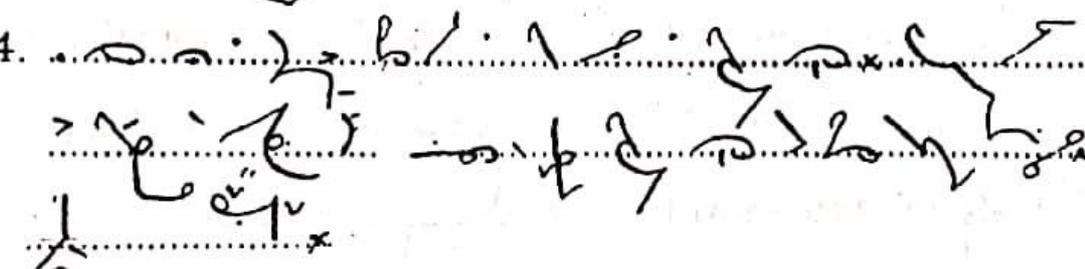
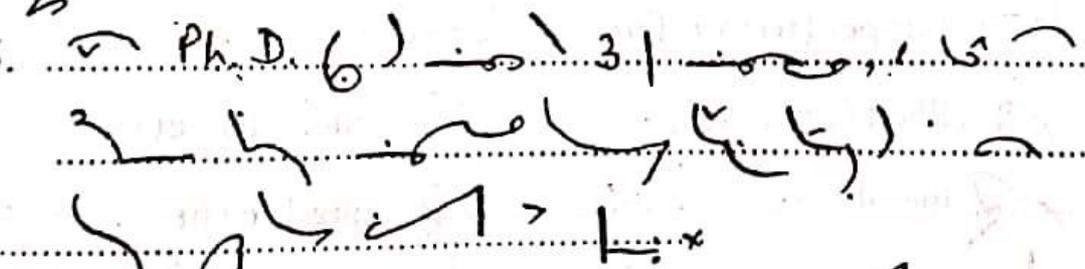
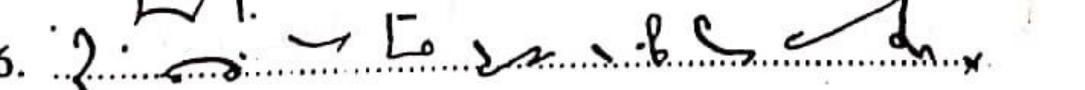
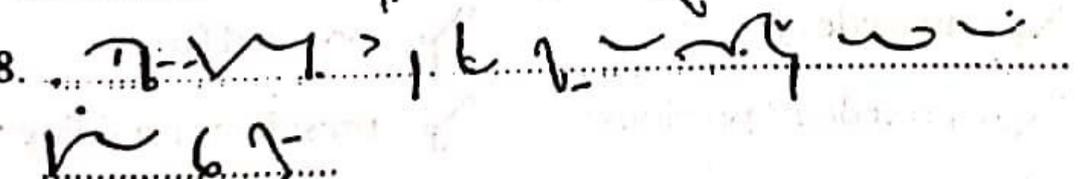
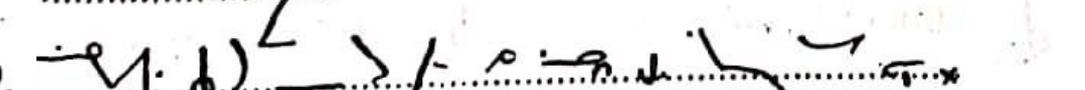
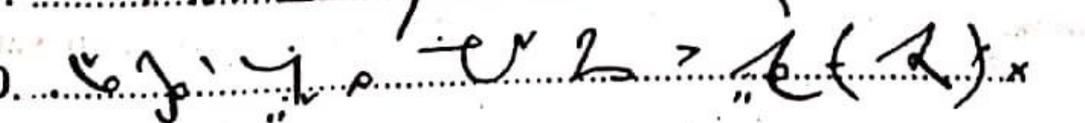
Exercise 90

Write in Shorthand:

1. He was a *bonafide* resident and *de jure* President but was ousted in a military *coup* by the Chief of Army who became the *de facto* President of the State.
2. The *ex officio* Chancellor was *en route* to Shimla, who met with a car accident. *Ex gratia* payment was made to the family of the deceased. *Ex post facto* sanction was given to the expenditure involved in their cremation.
3. His *inter se* seniority, *inter alia* his *pro rata* promotion was given to him through a court order. The court admitted his petition finding a *prima facie* case and declared the action of the Department as *ultra vires*.
4. The Minister made a *suo moto* statement on which a Member raised a privilege motion. The *verbatim* record of the proceedings of Rajya Sabha was examined to decide the privilege motion by the Chairman before the House adjourned *sine die*.
5. My Ph.D. Thesis was examined by three different Examiners, who found my work *par excellence* after which *viva voce* was a mere formality for the award of the Degree.
6. There was an *impasse* in the talks between the two States over the water dispute.
7. Members *en-bloc* voted against the Bill irrespective of their parties.
8. The *modus operandi* of the Department does not prove any *malafide* intention in delaying this project.
9. *Ex parte* decision was given by the judge as the accused did not appear in the court.
10. The Vice President of India is the *ex-officio* Chairman of the Rajya Sabha.

(For more dictations, see Practical workbook)

Exercise 90 (Key)

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

Transcription Aids & Accurate Writing

A number of similar outlines or similar sounding words confuse Shorthand writers, if essential steps are not taken to distinguish them. The following points should be remembered to avoid confusion:

(a) Position (places) of Outlines

Always write the outlines according to their places. Put the necessary vowels to distinguish similar outlines. Remember the difference in the following words, meaning of which are given in brackets:

 accept (to receive)

 except (save)

 access (approach)

 excess (more than enough)

 marry (to wed)

 merry (to be happy)

 affect (to move)

 effect (result)

 tamper (to interfere)

 temper (state of mind)

 illicit (unlawful)

 elicit (to get)

 illegible (unreadable)

 eligible (fit)

 adapt (fit)

 adopt (use)

 imminent (sure)

 eminent (famous)

 precede (go before)

 proceed (to go)

 precedent (previous)

 president (presiding officer)

 differ (disagree)

 defer (postpone)

 immerse (to sink)

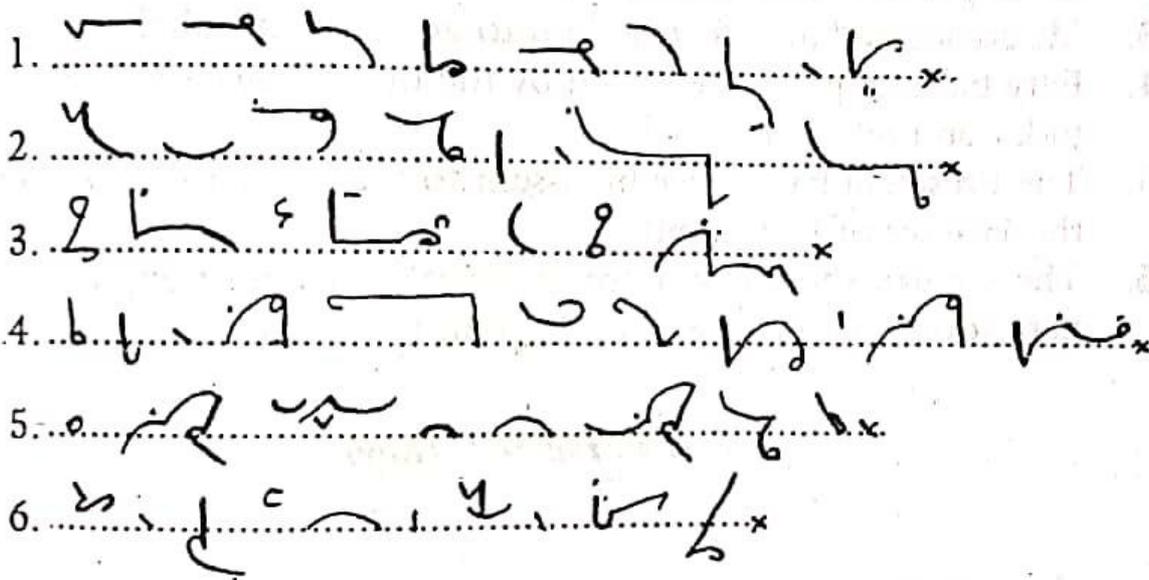
 emerge (to dip in water)

Exercise 91

Read, copy and transcribe:

1. I can accept all your demands except your tour to Delhi.
2. I have no access in this department to affect the effects.
3. He cannot tamper with the documents though he is ill-tempered.
4. It is difficult to elicit correct information from the dealers on illicit dealings.
5. His illegible handwriting made him ineligible for this post.
6. I want to differ with him but I do not want to defer the judgement.

Exercise 91 (Key)



(b) Using Essential Vowels

A preceding vowel is necessary when the words are written on the same places:

.....: emotion (mental stage)

.....: emission (result)

..... auditor (one who audits)

..... across (from one to another)

..... afar (far off)

..... apposite (suitable)

.....: motion (movement)

.....: mission (service)

..... daughter

..... cross

..... far

..... opposite (against)

..... anomaly (irregularity)

..... animal

..... efface (destroy)

..... face

..... aright (right way) {.....}

..... right

..... advice (noun)
advise (to suggest)

..... device (method)
devise (to invent)

Exercise 92

Write in Shorthand:

1. No other officer can accept a bribe except him at the site.
2. This excess amount was recovered by my Private Secretary since he had access to the authorities.
3. My advice had no effect on him to go to the hospital.
4. Fifty bales of jute were stolen by the driver who was arrested today and released on bail.
5. The President has to give his assent to the Bills passed by both the Houses of Parliament.
6. The Centre should bear the financial burden of appointing bare-foot doctors for every village in the country.

Exercise 92 (Key)

1.
 2.
 3.
 4. 50
 5.
 6.

(c) Similar Outlines with Different Meanings

A number of words are written or spoken alike but their meanings differ. Such words should be distinguished and spelt out correctly according to their meanings while using them in sentences:

...V... bail (security) bale (bundle)	...b... bare (only) bear (to endure)
...e... caste (a race) cast (to throw)	...M... berth (railway sleeper) birth (to take place)
...f... ceiling (roof/limit) sealing (to stamp or seal)	...c... coarse (rough) course (range/race)
...p... site (situation) cite (to quote) sight (view)	...b... decent (nice) dissent (disagreement) descent (decline)
...f... council (assembly) counsel (advise)	...f... fair (beautiful) fare (rent for travel)
...r... hale (healthy) hail (come)	...v... miner (mine owner) minor (small)
...h... heel (foot) heal (to cure)	...m... male (masculine) mail (post)
...o... ordinance (order) ordnance (military stores)	...s... plane (smooth) plain (clear)
...f... suit (set of clothes) suite (set of rooms)	...e... cease (to end) seize (to hold)
...l... stationery (writing material) stationary (not moving)	...r... straight (erect/frank) strait (narrow)
...e... lessen (to reduce) lesson (learning)	...l... lightning (to light) lightning (flash)
...h... human (man) humane (kind)	...d... divers (who dive in water) diverse (different)
...m... morale (mental make up) moral (character)	...d... defy (challenge) deify (worship)

	practice (noun)		principal (chief)
	practise (verb)		principle (conduct)
	altitude (height)		extract (substance)
	latitude (relaxation)		extricate (to release)

Exercise 93

Read, copy and transcribe:

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

Exercise 93 (Key)

1. One of the divers drowned in the river due to diverse currents.
2. I have to reserve a berth for me as I have to go to Mumbai.
3. I want a suite in your locality since it will suit my family members.
4. We went to the Kumbha fair at Allahabad for which we had to pay double fare.
5. The new devices devised by his advocate were decent but I had to dissent with him on his advice.
6. The ideal student does not sit idle like an idol in a showroom.

Exercise 94

Write in Shorthand:

1. If all the payments above rupees hundred are made by cheques it will be easy to check the generation of black money.
2. The principal of the Institute outlined the principles on which the institution should function.

3. The Member of the Council cast aspersions on the Government for not filling the posts reserved for the Scheduled Castes.
4. I paid my share & money to his father, who appreciated my work, on Monday.
5. She sent a mail to his male friend that she would not marry him till he earned.
6. He did not like to lose his old suit though he was offered a new one.

Exercise 94 (Key)

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

(d) Proper Nouns

The number of consonantal sounds (strokes) in English Shorthand are far less than the corresponding consonants of Indian languages. That is why Stenographers face great difficulty in writing the proper nouns, i.e. names of persons, places etc. No provision has been made in English Shorthand for the representation of proper nouns which are used in everyday sphere of human activity where Stenos have to face great difficulty in writing them. This difficulty can be solved by supplementing the English Shorthand (Phonetic) Strokes with the Indian Phonetic strokes by the following process which is very simple and can be easily remembered.

(i) Aspirated (Breathed) Sounds

As every plosive consonant has a voiceless and voiced (sound) stroke (consonant), every plosive consonant has a breathed (aspirated)

sound in Indian languages. This is represented in Shorthand by cutting the strokes in the middle, as given in the table below:

Pairs of Consonants

(Plosives) Voiceless/Voiced	(Breathed) Voiceless/Voiced	As used in proper nouns
.. प P .. ब B (Fricatives)	.. फ Ph .. भ Bh .. फ F .. व V	Photo Bhim File vote
.. ट T .. ड D	.. ठ dh .. ढ dh	Seth Chadha
.. च Ch .. ज J	.. छ Chh .. झ Jh	Lachhi Jha
.. क K .. ग G	.. ख Kh .. घ Gh	Khan Ghar
.. त *t .. द thee	.. थ ith .. ध *dh	Santhal Dhan
.. र R .. ×	.. ङ rh .. ढ rh	Ghori Ghori or लोढ़ा

*Dental T(त) does not exist in English language. These sounds are expressed in English by the T(ट) group consonants.

(ii) **Nasalised Vowels:** English Roman Script has no nasal vowels and are written by nasal consonants, unlike Hindi. These can be easily represented by placing a circle in place of dot vowels and by a parallel dash for dash vowels, as -

Gandhi Gainda Dhindsa
Gonda Andheri Boondi

(iii) **Proper Nouns:** Write proper nouns - days and months -

Monday Tuesday Wednesday Thursday
Friday Saturday Sunday
January February March April May
June July August September
October November December

(iv) Names of States & Union Territories

States

Andhra Pradesh Arunchal Pradesh Assam
Bihar Chhattisgarh Delhi Goa
Gujarat Haryana Himachal Pradesh
Jammu & Kashmir Jharkhand Karnataka
Kerala Madhya Pradesh Maharashtra
Manipur Meghalaya Mizoram
Nagaland Odisha/Orissa
Pondicherry Punjab Rajasthan
Sikkim Tamilnadu Telengana
Uttrakhand Uttar Pradesh West Bengal

Union Territories

Andaman & Nikabar Dadra & Nagar Haveli
Chandigarh Lakshadweep Daman & Divi

Religions

Hindu Muslim Sikh Christian
Jain Buddhist

Summary

Proper Nouns are represented with Indian phonetic shorthand correctly. Use of aspirated sounds, nasalized vowels help in correct Shorthand writing in all wings of a democracy - The executive, Judiciary and the Legislature. Use of abbreviated names or longhand should be avoided, which reflects upon the inability or inefficiency of Stenographers/Reporters.

Exercise 95

Write in Shorthand :

The war of Indian independence began with the revolt of some Bengali soldiers. Later the mutiny spread to Lucknow, Bareilly, Kanpur, Agra, Bundelkhand and other places. The mutiny failed because of lack of unity among the rebels. During the latter half of the 18th century, the impact of western civilization was felt in social, religious and political fields. This resulted in political and social reforms in India. The Brahmo Samaj of Hindus and similar religious groups of Muslims (1) and Sikhs supported the movement. Syed Ahmed dubbed the movement as a civil war without arms.

In 1909 / the Indian Council Act was passed and the number of Members of the Central Legislative Council was raised from 16 // to 60. The Government of India Act, 1935, introduced provincial set-up which was characterized by Pandit Nehru /// as a new charter of slavery. Netaji escaped from India and formed the Indian National Army. With the sacrifices of (2) our great leaders, non-violent movement of Mahatma Gandhi and political leaders and freedom fighters, though British India got independence, in 1947 / but was divided into India and Pakistan with the stiff attitude of certain religious leaders.

The Indian Constitution // was adopted in 1952 and India became a Sovereign Democratic Republic. Elections were held in the country for /// Lok Sabha and State Assemblies with division of powers between Central and State Governments. Presently India is a union of (3) 30 States and 4 Union Territories. The Prime Minister is the Head of the Central Government while the Chief Ministers / are the Heads of their State Governments. The President of India is the Head of the country while the Governors // are the Heads of the States who act as agents of the President and are under the control of the /// President through the Ministry of Home Affairs. They act under the Constitution and are the custodian of the Indian Constitution. (4/320 words)

Exercise 95 (Key)

3. y y l y e r o l y i b x
 7. q u v m l g o l b x r e
 y m e y m r o x l o o > 18 l y
 m i c h e l l e - e r o - e l y x b a
 - e - e l y y x x t o y o (o y) - o v
 b o y m o - a p e l r u x i e 2 l r o
 e r e b o x

- 1909 y m p -) b r b > e y A
) p 16, 60 x y - 1935 y b l p f
 m i c h e l l e - e r o - e l y x b a
 y y b h x e o b e r o m r o
 2 o y - e r o - e l y y i t y - 1947
 1) 4 y y - l y e l h o r b b x
 y b o l y - 1952 - y l e p h y x
 b o y l e - l y e b i b e y
 f o x y y o e o b - 4 e r o x b o s o l
 e f o b o - 1 b y f o x y y s o l 2 o
 3 - 1 b > b - o d > y - y r > y 2
 p h o x l - y b - 1 f - y b x

PART VI – Dictations on Contractions & Proper Nouns

Exercise 96 (Test)

Write in Shorthand (80 W.P.M) (15 seconds per slash)

Sir, I do not understand that when both Houses of Parliament have passed a law for the conduct of examinations / in all the Indian languages, why the U.P.S.C. is not serious enough till to day to execute // the Government of India's policy? My feeling is that the I.A.S. and the U.P.S.C. have /// lost their utility in this country. Throughout the world, the experts or specialists have replaced these types of administrative officers.(1) But it is unfortunate that the system of British Rule is being continued in this country by the lobby of / these I.A.S. officers. I fail to understand how a simple graduate from Arts or Commerce side who failed // to get admission in the Medical College or in the Engineering College at the graduation level can acquire such vast /// knowledge and run all the departments of the Govt. of India or the State Governments?

It is time that we (2) replace this old system by specialist system as is done in other countries of the world. In almost all of the / countries of the world there is all-round development in all fields, but in India, the situation is just the opposite. //

Sir, I do not understand the wisdom of this Government or the framers of the Constitution in allowing the same /// facilities of reservation even after 40 years of independence. So I would like to suggest that if the father or (3) the mother of any minority community has enjoyed the benefit of reservation to enter the I.A.S. or the / I.P.S. or allied services, that benefit should not be extended to his or her children. That benefit may // go to some other families in the same community or some backward classes. Let the benefit be equally distributed /// to all communities for whom reservation is made.

Sir, the I.A.S. system is causing unnecessary friction between the (4) Central Government and the State Governments. It is a reality that in more than twelve States non-Congress Governments are / working. The Confidential Reports of I.A.S. people are written by the Union Home Ministry, and not by the // States. I would request the Government through you, Sir, that this point needs to be . considered at the earliest. If /// the friction can be reduced to some extent, then the relations between the Centre and the States can improve fast.(5)

Exercise 96

Read, Copy and Transcribe:

1. The Government of India has decided to increase the number of seats in the IAS and IPS. The number of seats in the IAS will be increased from 100 to 120 and the number of seats in the IPS will be increased from 200 to 250. This decision was taken after a long and detailed discussion. The Government is of the opinion that this will help to improve the quality of the services.

Exercise 97 (Test)

Write in Shorthand (80 W.P.M)

The distinguished arbitrator initiated the case for arbitration but the electricity authority did not agree on many points and used / its arbitrary legal power to ban the strike and declare the electric supply an essential service. This action was condemned // by the trade unions unanimously and was considered prejudicial to workers' interests. The unions did not find it practicable to /// withdraw the strike notice at this stage. The workers went on strike notwithstanding the arbitrary decision of the Electricity Board.(1) The workers did not discharge their duties affecting seriously the generation and distribution of electricity throughout the city. The non-availability / of power affected production in industries, shipment of goods by electric trains, generation and supply of water, and efficiency of // all sectors. The strike was a total success. At last the Electricity Board agreed to their demands after suffering huge /// losses. The maximum amount of expenditure for meeting the demands of workers was far less than the loss suffered by (2) the Board due to strike. It could have been avoided by negotiations with the unions. This was created by the / bureaucratic attitude of the Electricity Board. The workers' demands should be considered sympathetically and respectfully because they subscribe to the // development of the nation. Their representatives should be represented in the Board for better and efficient performance of the power /// plants. This can be achieved by penalising the inefficient and corrupt officials of the Board for discharging their responsibilities inefficiently.(3)

As far as the charter of demands is concerned, there are many demands on which there is complete unanimity between / the management and the Trade Unions which can be passed unanimously in the Board's meeting. Whatever irregularities have been found // during the strike can be regularised. Arrangements for the entertainment of workers should be made by opening recreation clubs for /// which the manufacturers have agreed to supply five colour T.V. sets to the Club at concessional rates, free of (4) tax. Those who had indulged in destruction of property during the strike should be prosecuted after preliminary enquiries are made. / The Government should bring a Bill in the Parliament for curbing the destructive activities so that the workers could also // realise that attainment of liberty means more responsibilities on the part of the individuals. If the workers put their individual /// efforts to increase productivity and do not waste their energy in unproductive and destructive activities, they can also benefit individually.(5)

Read and Transcribe: Exercise 97.

Handwritten shorthand notes on lined paper, consisting of approximately 20 lines of symbols and characters. The symbols are a mix of letters, numbers, and special characters, often with dots or lines above or below them, representing a shorthand system. The text is written in a cursive, flowing style across the lines.

Write in Shorthand (80 W.P.M)

According to the distinguished advocate, the two cases were not identical which came up for discussion before the Kerala High Court. One was about the defective printing of a book on Mechanical Engineering written by an eminent Mechanical Engineer and the other was regarding the delayed publication of a book on Mathematics written by a great Mathematician. The two cases were not uniform. According to the first petitioner the defective printing of the book was not a misfortune but was (1) a deliberate negligence on the part of the publisher. In the second case the Author had claimed damages from the publisher for the non-publication of his book in time. But the Defence Counsel said that the delay in the publication was beyond his control and the publisher was not obliged to publish the book by a fixed date for submission to the Academy for award. The authors claimed that they had bright chances for winning the awards as they (2) were informed that no books on these topics had been received by the Academy.

The Defence Counsel stated yesterday that according to the agreement, the books were to be published by the end of October and the publisher had a definite project for publication which was decided well in advance. Regarding the printing mistakes in the book of Mathematics, the Defence Counsel stated that the third proof was given to the author on his specific instructions for final approval. The (3) Executive Director of the Press was cross-examined by the Prosecution Counsel and there was no circumstantial evidence which would prove any negligence on the part of the press or its incapacity. The Court held that it was not necessary to republish the book now and the mistakes could be rectified at the time of its republication. After cross-examination the mistake of the author was established and the Court dismissed the case. The problem of publication of this book (4) was thus further complicated with the strained attitudes of the publisher and the author. Any way, the programme of the republication remained undecided by its publishers due to the discontentment on both sides. The book, however, could not win prize from the University and the expectations of the authors were belied. It is a universal fact that at least three proofs are to be read for correctly printing a book. This practice is universally adopted by all writers and publishers.(5)

Exercise 98

Read, Copy and Transcribe:

1. 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
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 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680
 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700
 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720
 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740
 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760
 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780
 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800
 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820
 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840
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Exercise 99

Write in Shorthand (80 W.P.M)

A state of emergency can be declared by the President of India when there is an external danger to the / security of the country. This power is incorporated in the Constitution which can be executed by the President on the // advice of the Prime Minister who is the head of the Council of Ministers. A state of emergency can be /// declared by the President in a financial contingency also. The President is the chief executive authority of the country and (1) all the appointments and decisions are made by the Government officers in his name through delegated legislation. But the President / has to discharge his functions only on the advice of his Council of Ministers. He can take the powers of // any State Government on the recommendations of the Governor who is his nominee as the Head of the State. In /// accepting the recommendations of the Governor, he is supposed to consult his Council of Ministers. The President cannot act independently (2) in the political affairs of the country, particularly in a democratic form of Government or a Republic. The deficiency or / efficiency of the President depends much on his intelligence, knowledge and his capability. If he is intelligent he can influence // the decisions of his Council of Ministers, irrespective of his jurisdiction on certain matters.

The Vice-President is the ex-officio /// Chairman of the Council of States called the Rajya Sabha. He also acts as President when the President is not (3) able to function due to illness or is out of the country or is on leave. He is a prospective / candidate for the office of the President. As Chairman of the Rajya Sabha, the Vice-President conducts the proceedings of // Upper House. He is the final authority to allow or disallow any Member to raise any motion, question, calling attention, /// special mention or privilege issue in the House. He recognizes the various political parties or groups in the House and (4) allows time for discussions on the various Bills, etc. through the Rajya Sabha Secretariat Staff, according to their strength in / the House. He can direct the Rules Committee of the House to include new rules in the Rules of Procedure // and Conduct of Business in the Rajya Sabha. He can direct the Ministries to fulfil the assurances given on the /// floor of the House by the respective Ministers. The main political parties recognised in the Rajya Sabha are as follows:(5)

Read and Transcribe: Exercise 99

Handwritten text in a cursive script, likely a shorthand or shorthand system, written on a set of horizontal lines. The text consists of approximately 15 lines of characters, including various symbols, loops, and strokes. Some characters resemble letters like 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z' but are stylized and often combined. The text is written in black ink on a white background.

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Write in Shorthand (80 W.P.M)

Mr. Deputy Speaker, Sir, the discussion on the budget demands of the Ministry for the year is an occasion for / the Members of Parliament to find out from the Minister an account of what he has done in the year // that has been just left behind. I presume this House also will concede the privilege to the Minister, who represents /// them outside on their behalf as to what his difficulties are, so that if possible they can come to his (1) rescue and his support.

This year in particular, it is a still more important occasion because we have just completed / the second plan. So far as this programme is concerned, it is something even more important, because as I mentioned // last year about this time, we were stepping into the phase which would mean a biological change, a mutation of /// the whole programme. It is, therefore, necessary that I have the privilege of taking the House into confidence and talk (2) without any reservations whatsoever.

I realise that this House and this country have a tremendous expectation of this Ministry. I / can not describe to you, Mr. Deputy Speaker, and to the honourable Members of this House, how very eager and sincere // I am to see that the instrument that they have placed at my disposal rises near to the expectations /// they have of this programme. Just a little while ago, a friend here mentioned that the Community Development Programme was (3) intended to bring about a social and economic transformation of the people. True, but this is not the function, I / think of one single Ministry. I maintain this is not even the function of the whole Government. A social and // economic transformation of people can only be brought about by the collective will and collective cooperation of the world people./// The Community Development Ministry can act as a catalyst and as my friend mentioned at this time last year, as (4) an attorney for the people of the rural areas, who have been subjected to an unkind and unhappy economic pressure / from more powerful sections of the Indian community, primarily those who live in the urban areas and who have a // potent voice.

Sir, I would like to thank you and all the honourable Members for the patience with which they /// have heard the long rigmarole of mine. I should like to conclude by asking the House to cooperate with me.(5)

Exercise 101

Write in Shorthand (80 W.P.M)

The balance sheet and the profit and loss account of a business enterprise show the net effect of the various transactions, events and decisions taken by its management, on the operational and financial position of the enterprise. These statements, no doubt, constitute an important raw material for analysing the financial position of an enterprise, but they are not capable of conveying all the information needed for analysing the reasons for the state of affairs as depicted in the balance sheet. (1) The information of events causing changes in the assets and liabilities items in the balance sheet is particularly needed for such reason-oriented analysis. The profit and loss account helps in explaining the changes to the extent they are affected by transactions and events which exercise their impact through profit and loss. But all transactions and events taking place in an enterprise do not necessarily operate through profit and loss account. This means, that changes in the assets and liability (2) items of a balance sheet over a period arise out of profit and loss transactions and other transactions. If one has to understand the financial strategy and financial condition of a business then both the above types of transactions must be traced and analysed properly. The technique by which the balance sheet changes are traced to original transactions for the purpose of analysis is known as Fund Flow Analysis.

Fund Flow statement is a statement which attempts to explain the changes over two periods in the balance sheet items by tracing them back to the original transactions, thus throwing light on the financial strategy of the business unit and enabling its proper interpretation and predictions. It summarises the various transactions in terms of the sources and uses of the funds involved in business activities. Such a summary enables one to judge the validity and effect of financial strategy of the business. It is useful particularly in situations where in spite of profitable operations the firm is in the grip of liquidity crisis, which arises because the liquid profits are blocked in fixed assets. Therefore, every business house has to appoint a Chartered Accountant to take care of the accounting of the company. The profit and loss account has to be placed before the Managing Committee which the financial experts will examine and reasons for the good or bad performance of the company and will take remedial measures or corrective steps. (5)

Exercise 101

Read, Copy and Transcribe:

۱۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۲۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۳۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۴۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۵۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۶۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۷۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۸۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۹۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۰۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۱۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۲۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
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 ۱۶۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۷۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۸۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۱۹۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔
 ۲۰۔ جہاں سے آئے ہیں وہاں سے واپس آئے۔

Exercise 102

Write in Shorthand (80 W.P.M)

India is the biggest democratic country in the world. According to the census of 1982 its population is / more than 80 crores. The people of this great country are also great. That is why they chose a Constitution // for India which is unique in the world.

India is a federation of States. The federal structure of the Indian // Constitution consists of States and Union Territories. The States are - Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Goa, Gujarat, Haryana, Himachal (1) Pradesh, Jammu & Kashmir, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Sikkim, Tamil Nadu, Tripura, / Uttar Pradesh and West Bengal. The centrally administered areas or Union Territories are - Delhi, Andaman & Nicobar, Lakshadweep, Minicoy and // Amindivi, Dadra and Nagar Haveli, Pondicherry and Chandigarh.

The distribution of powers between the Centre and States are defined in // the Constitution. The Union Territories are administered by the President. In the interest of the security of the country, a (2) unitary form of Government has been set up with a strong Centre. That is why under the Indian Constitution, the / administration of any State can be taken over by the President, if he is satisfied that the State Government is // not functioning according to the provisions of the Constitution. No State has the power to secede from the country.

A // Planning Commission has been set up for the proper development of the country. The financial year of the country starts (3) on 1st April and ends on 31st March. The budget of the Union Government is presented by the Finance / Minister on the last working day of February in which the financial allocation of the various Ministries of the Central // Government is made for the new year. The Budget Session of Parliament starts in February and continues up to May. // The Monsoon Session is held in July, August and September, while the Winter Session is held in November and December. (4)

The Budget Session starts with the President's address to both Houses of Parliament in a Joint Session. The Government business / is done in the sittings of the Houses on Monday, Tuesday, Wednesday and Thursday. The non-official business is done // on Friday in which the Members move their Resolutions, Bills etc. for the consideration of the Government. No sitting is // held generally on Saturday and Sunday unless some urgent legislative business is to be passed by either House of Parliament. (5)

APPENDIX I

List of Logograms & Grammalogues

Logograms

..... a (an) a... his(is) λ... to
..... all Λ... how λ... too(two)
..... and a... is(his) ρ... what
..... as(has) \... of c... when
..... awe (ought) on /... who
..... beyond !... owe L... why
..... but /... ought(awe) c... with
..... first /... should ρ... would
..... has(as) the O... you

Grammalogues

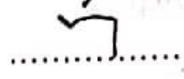
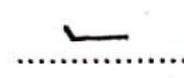
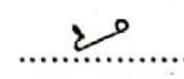
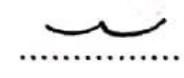
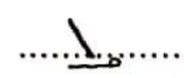
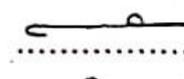
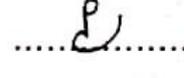
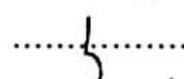
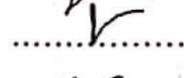
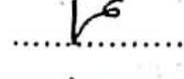
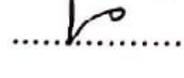
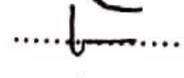
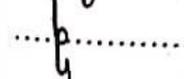
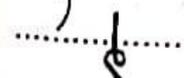
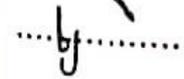
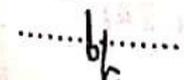
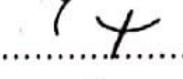
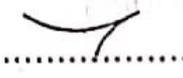
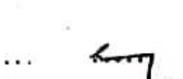
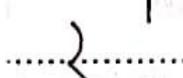
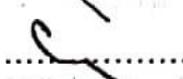
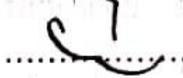
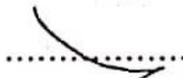
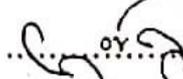
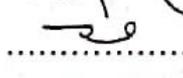
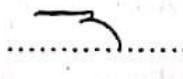
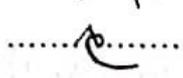
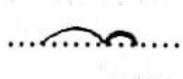
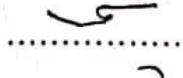
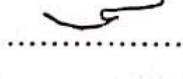
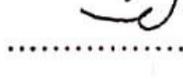
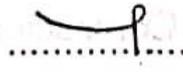
..... accord-ing λ... board \... company
..... advantage c... call ρ... conference
..... any(in) —... can J... continuation
..... are ρ... cannot h... continue
..... arrange-d-ment c... care ρ... cooperation
..... balance /... chair ρ... cooperative
..... balanced /... cheer J... coordination
..... bank-ed ρ... child ρ... corporation
..... be \... children could
..... because ρ... circumstance /... dear
..... behalf c... cold c... deliver-ed-y
..... believe —... come d... deliverance

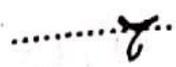
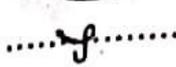
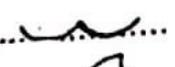
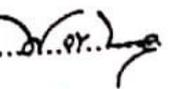
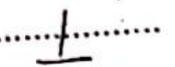
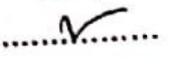
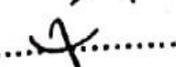
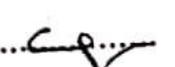
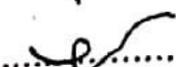
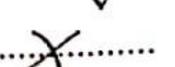
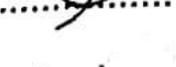
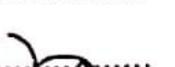
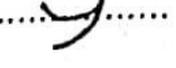
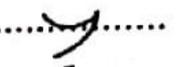
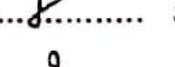
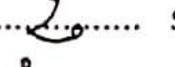
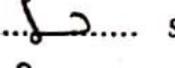
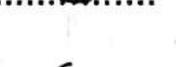
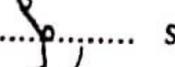
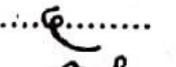
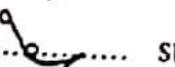
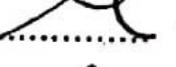
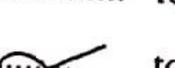
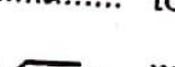
.....l..... departmente..... gold/..... large
..... difference-to..... great?..... larger
.....j..... difficultr..... guard^..... largely
.....b..... division hado..... largest
.....l..... doc..... hand^..... liberty
.....?..... doctor/Drw..... have^..... Lord
.....f..... drinkingh..... he^..... me
.....f..... duringu..... him^..... member
.....e..... equal-lyo..... himselfu..... mere/Mr
.....o..... experienceo..... Hinduo..... Minister
.....z..... expenditure/..... hour(our)^..... more
.....)..... entirec..... howevero..... most
.....e..... every^..... importance-t/..... much
.....)..... federationo..... impossibleo..... myself
.....r..... foro..... improve-d-mente..... near
.....)..... from)..... in(any)e..... next
.....v..... general-lyo..... influencee..... nor
.....d..... generaliseo..... influencedo..... northern
.....d..... generalisedo..... information^..... number-ed
.....d..... generalisationo..... inscriptione..... opinion
.....u..... gentlemane..... instruction^..... opportunity
.....u..... gentlemene..... instructive/..... our(hour)
.....-..... give-nl..... ito..... ourselves
.....-..... go(government)b..... its(itself)e..... over
.....j..... governd..... justificatione..... owing
.....-..... government(go)c..... languagee..... own

..... 2..... particular 9..... special-ly 7..... truth
..... 8..... people 9..... spirit 2..... under
..... 2..... pleasure 8..... subject-ed 8..... union
..... 7..... principal-ly-ple 8..... subjection 7..... usual-ly
..... 1..... put 8..... subjective 8..... valuation
..... -..... quiet(quite) 7..... sure 2..... very
..... 6..... question-ed 8..... surprise 2..... was
..... /..... rather(writer) 8..... surprised /..... water-y
..... 8..... remark-ed 8..... tell /..... we
..... 2..... remember-ed (..... thank-ed /..... whether
..... /..... require-d-ment (..... that /..... which
..... 8..... resource 7..... their/there)..... whose
..... /..... revenue (..... them /..... wish
..... 8..... satisfaction 6..... themselves 6..... within
..... e..... school)..... therefore (..... without
..... 7..... schedule-d 7..... thing 2..... word
..... 8..... selfish (..... think /..... wonderful-ly
..... 8..... several 2..... third /..... writer(rather)
..... 7..... shall 6..... this 7..... yard
..... 2..... short 6..... those 7..... year
..... 8..... significant (..... though 8..... young
..... 8..... significance 6..... thus 8..... youngest
..... 8..... signification 8..... till 8..... youngster
..... 6..... southern 8..... told 8..... your
..... 8..... speak 7..... toward(trade)	

APPENDIX II

List of Simple Contractions

<p>.....  advantageous</p> <p>.....  almighty</p> <p>.....  already</p> <p>.....  alternative</p> <p>.....  although</p> <p>.....  altogether</p> <p>.....  always</p> <p>.....  anything</p> <p>.....  becomes</p> <p>.....  characteristic</p> <p>.....  circumstantial</p> <p>.....  continuous</p> <p>.....  continuously</p> <p>.....  departmental</p> <p>.....  departmentalisation</p> <p>.....  departmentalise</p> <p>.....  devaluation.</p> <p>.....  difficulty</p> <p>.....  disadvantage</p> <p>.....  disadvantageous</p> <p>.....  disbelief (disbelieve-d)</p> <p>.....  discontinuation</p> <p>.....  discontinue</p>	<p>.....  divisional</p> <p>.....  enlarge-d</p> <p>.....  enlarger</p> <p>.....  entirely</p> <p>.....  equality</p> <p>.....  especial-ly</p> <p>.....  everybody</p> <p>.....  everything</p> <p>.....  federal</p> <p>.....  fulfil(led)</p> <p>.....  governance</p> <p>.....  governor</p> <p>.....  Hinduism</p> <p>.....  howsoever</p> <p>.....  immediate</p> <p>.....  incorporate</p> <p>.....  incorporation</p> <p>.....  industrial-ly</p> <p>.....  industrialist</p> <p>.....  influential</p> <p>.....  insignificant</p> <p>.....  institute</p> <p>.....  interest</p>
--	--

	intermediate		underline
	merely		underlying
	moreover		understand
	nothing		understanding
	oneself		understood
	organizational		undertake
	outcome		unionism
	particularly		unprincipled
	questionable		unsatisfactorily
	re-arrange(ed)ment		unscheduled
	remarkable(ly)		unusual(ly)
	removable		unusual(ly)
	response-ive(ible)		welcoming
	satisfactorily		welcome(d)
	satisfactory		whatever
	selfishness		whatsoever
	subscription (sub)		whenever
	substantial(ly)		whensoever
	surely		whereinsoever
	surprisingly		wheresoever
	together		wherever
	tomorrow		whosoever
	undergo		yardstick
	undergone		

(Lists of Special Contractions are given in Chapter 24)

List of Special Contractions

A

Acknowledge.....
 Advertise-ment.....
 Amalgamate.....
 Amalgamation.....
 Appointment.....
 Arbitrate.....
 Arbitrated.....
 Arbitrator.....
 Arbitrary.....
 Arbitration.....
 Architect-ure.....
 Assignment.....

B

Bankruptcy.....
 Bankrupt.....

C

Capable.....
 Certificate.....
 Certification.....
 Commercial.....
 " -lisation.....
 Contingency.....
 Cross-examine.....
 " -examined.....
 " -nation.....

D

Danger.....
 Dangerous.....
 Defective.....
 Deficient-cy.....

Denomination.....
 Destructive.....
 Destruction.....
 Difficulty.....
 Distinguish-ed.....
 Discharge-d.....

E

Efficient-cy-ly.....
 Electric.....
 Electrical.....
 Electricity.....
 Electronic.....
 English.....

Enthusiastic.....
 establish-ed.....
 Exchange-ed.....
 Expenditure.....

Executive.....
 Expect-ed.....
 Expectation.....
 Extinguish-ed.....

F

Familiar.....
 Familiarise.....
 Familiarisation.....
 Financial.....

I

Identical.....
 Identification.....
 Identify.....
 In-charge.....

Incorporate.....
 Incorporation.....
 Individual.....
 Independence.....
 Independent.....
 Inform-ed.....
 Informer.....

Intelligent.....
 Intelligence.....
 Intermediate.....
 Intermediary.....
 Investment.....
 Investigation.....
 Irrecoverable.....
 Irrespective.....
 Irregular.....

J

Jurisdiction.....
 Jurisprudence.....

K

Knowledge.....
 Knowledgable.....

L

Legislative.....
 Legislature.....
 Legislation.....

M

Manuscript.....
 Manufacture-ed.....
 Manufacturer.....
 Mathematics.....

Mathematician...	Practicable	Republican.....
Maximum	Practitioner.....	Republish-ed.....
Mechanical-ly.....	Preliminary.....	Responsibility.....
Messenger.....	Prejudice-d	Retrospective.....
Metropolitan.....	Prejudicial.....	Retrospectively.....
Mistake.....	Productive.....	S
Mistaken.....	Production.....	Satisfactory.....
Minimum	Programme.....	Stranger
Mortgage-ed.....	Problem.....	Stringency.....
N	Prospectus.....	Subscription.....
Never.....	Prospective.....	Substantial-ly.....
Nevertheless.....	Prospectively.....	Sufficient-ly.....
Non-available.....	Probable-ly.....	Sympathetic.....
" -ity.....	Proportion-ate.....	T
Notwithstanding	Quality.....	Technical-ly.....
O	Qualified.....	Telegram.....
Object-ed.....	Qualification.....	Telephonic.....
Objection.....	R	U
Objectionable.....	Reform	Unanimity.....
Obstructive.....	Reformer.....	Unanimous.....
Obstruction.....	Regular	Unanimously.....
Organizer.....	Regularise.....	Uniform-ity
P	Regularisation.....	Universe.....
Parliamentary.....	Rehabilitate.....	University.....
Passenger.....	Rehabilitation.....	Universal
Peculiar-ity.....	Relinquish-ed.....	W
Perform-ed	Removable.....	Wherever
Performance.....	Representation.....	Wheresoever.....
Perspective.....	Represent-ed	Whereinsoever.....
Perspection.....	Representative.....	Y
Practice-se-d.....	Respect-ed.....	Yesterday.....
Phenomenon.....		

Appendix III

New Syllabus Stenography/Sectt.Practice CBSE/ITI/MOP/MOM Courses

1. Introduction to Shorthand: Brief History of Shorthand.
2. Consonants - Definition, Classification, arrangements.
Vowels: Long & Short Vowel, Dot & Dash Vowel.
Short Forms - Logograms, Grammalouges, punctuation.
Diphthongs: Signs of diphthongs and Triphthongs.
3. Alternative forms of R & L : Thickened R & L; Semi Vowels
Y/W Abbreviated, Diaphone U, Triphone. Aspirate H, Tick &
Dot H, Downward H Upward SH. Phraseography - Simple
Phrases: joining short forms.
4. Small circle for S & Z, use of Circle and stroke S; Circle S
with H stroke. Circle S and Stroke L; Large Circle SW/SS/S.,
The loops: Small Loop of ST/SD, Large loop for STR.
5. Initial hooks R & L, SHR & SHL hooked strokes; Left & Right
hooked Curves of f/v/th/TH, intervening vowels with hooks,
Compound Consonants of K/G/M strokes.
6. Final Hooks: N & F/V small hooks, Hooks and Vowels,
Large Final: (Shun Hook) Use of Shun after Circle.
7. Halving Principles: Halving of Strokes for T/D, M,N,L,R.
Doubling Principles: Doubling of Strokes for TR & DR.

CBSE-XII / SEMESTER - II

1. REVISION OF HOOKS, HALVING & DOUBLING
2. Prefix & Suffix - Use and their representative strokes.
3. Intersection- Monetary Units & Round Figures
4. Contraction - formation and uses, Essential Vowels.
Special Phrases and words- verbal phrases (Idioms) etc
5. Proper Nouns & Official and Foreign Phrases.
6. Transcription & Note Taking Techniques.

Examination Scheme (CBSE): XII Class

1. 1 Dictation of 80 wpm for 5 minutes (unseen passage) M-30
For 5 minutes (400 words)
2. 2 Dictations of letter writing business & official of 3 M-30
Minutes @ 60 wpm. (200 words)
3. Practical work file to be checked by Examiner and M-10
Marks given out of 10.

Appendix IV

I.T.I. SYLLABUS - 2012 - I & II Semester
SHORTHAND/Sectt. Practice (ENGLISH) - (THEORY)

MARKS: 40

TIME: 2 HOURS

(Contents of Syllabus I & II are same as given in the previous pages of CBSE Vocational Course - Stenography)

SHORTHAND (ENGLISH) PRACTICAL - TRADE SEMESTER - I

1. Shorthand practical test will consist of:-

Job I - Dictation - 5 minutes @ 60 wpm - (300 words) Marks: 40
(Reading & Transcription Time - 50 minutes)

Job II - Short Forms & Phrases (Logograms, Grammalogues, Simple Contractions and Phrases - 150 - to be dictated at 30 w.p.m.M - 20 Dictation - 5 minutes ; Reading & Transcription Time - 30 minutes

Shorthand - II - Practical - will be conducted on the following:

TIME - 3 HOURS

MARKS - 75(60+15)

1. One Dictation of 80 w.p.m. unseen for 5 minutes (40)
2. One Dictation of 60 w.p.m. of an Official letter for 3 minutes (20)
of about 180-200 words (Name, address, Ref. No. sender etc. to be dictated at slow speed)
3. Sessional (Practical) work File to be shown to the Examiner (15)
for awarding Marks. (1 hour for Award of Sessional Marks)

EVALUATION & MARKING SCHEME

Job I - Speed Test of 80 w.p.m. - 5 minutes - 400 words:

Job II - Letter Writing Dictation; Job III - Sessional Work File

BEST Formula : $MO = \frac{MM(40) - EC \times QPM(16)}{EA(20)}$

MM (Maximum Marks); QM(Qualifying Marks) = 60%(ITI)
QPM (Qualifying Penalty Marks) = MM-QM eg. (40-24)= 16
EC(Errors Committed) = Actual Errors/Mistakes committed.

(Detailed Evaluation & Marking Scheme in Shorthand Quiz)