

Government Polytechnic for women

OMCA-2nd year

Subject- Stenography- IV Sem.

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Definition of consonant: A consonant is a letter (sound) of the English alphabet that is not a vowel.

What is a Consonant?

What does consonant mean? A consonant is most often identified as a letter that is not a vowel.

More specifically, a consonant is a sound that when paired with a vowel makes a syllable.

A consonant is any sound that a letter makes that is not a vowel sound.

What Letters are Consonants?

“There are 21
consonant letters.”

English consonant letters: B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, U, V, W, X, Y (sometimes), Z

Consonant Examples in Words:

- car
 - “c” and “r” are consonants in this word
- storm
 - “s” “t” “r” “m” are consonants in this word
- day
 - “d” is a consonant in this word

Consonants vs. Vowels

“There are only
five English vowels.”

Consonants are not vowels. Vowels in the English language are A, E, I, O, U, (and sometimes Y).

Vowels, just like consonants, do not make syllables on their own. A vowel paired with a consonant makes a syllable.

Example of vowel in word:

- sit
- “i” is the vowel in this word

Forming Syllables

“Consonants work with vowels
to form syllables.”

A syllable is a unit of sound that creates meaning in language. Consonants pair with vowels to create syllables.

Syllables can have more than one letter, more than one consonant, and more than one vowel, but they cannot have more than one sound.

Examples:

- maker
 - two syllables
 - “mak”: two consonants “m” “k” plus one vowel “a”
 - “er”: one vowel “e” plus one consonant “r”
- slow
 - one syllable
 - three consonants “s” “l” “w” and one vowel “o”
- banana
 - three syllables
 - “ba”: one consonant “b” plus one vowel “a”
 - “na”: one consonant “n” plus one vowel “a”
 - “na : one consonant “n” plus one vowel “a”
- lean
 - one syllable
 - two consonants “l” “n” plus one vowel “e”

Literary Devices That Use Consonants

“Alliteration is similar to consonance.”

The sound specifically created from consonants is used in the literary device called *consonance*. Consonance is the repetition of similar consonant sounds within nearby words. It is, in a sense, the opposite literary device to [alliteration](#). Consonance, as with alliteration, is often used in poetry when writers use sound to create meaning.

Example of Consonance:

- the children seemed adorable and endearing
- the repetition of the “d” sound in these examples creates the consonance

The following is an example of consonance from American poet Emily Dickinson’s “T was later when the summer went”:

‘T was later when the summer went

Than when the cricket came,

And yet we knew that gentle clock

Meant nought but going home.

The “t” sound in this example creates the consonance. Dickinson purposefully incorporates consonance into this poem to reflect her intention.

She wants to mimic the sound of the cricket and the sound of the clock. She does so, subtly, by including consonance.

Summary: What are Consonants?

Define consonant: the definition of consonant is *one of a class of speech sounds that are enunciated by constricting or closing one or more points of the breath channel. Examples include, c, d, n, p, etc.*

In summary, a consonant is a unit of sound (a letter) in English.

- Consonants are not vowels.
- When consonants combine with vowels, they create syllables.

Vowel definition: A vowel is a sound produced with a comparatively open configuration of the vocal tract. In everyday language, a vowel is a letter (sound) of the English alphabet that is not a consonant.

What is a Vowel?

A vowel is most often identified as a letter that is not a consonant. More specifically, a vowel is a sound that when paired with a consonant makes a syllable.

A vowel is any sound that a letter makes that is not a consonant sound.

What are the vowels? There are five English vowels,

- A, E, I, O, U.

Sometimes, Y can also function as a vowel, but it is not considered a vowel in and of itself.

“English vowels are
A, E, I, O, and U.”

Examples in Words:

- cat
 - “a” is a vowel in this word
- street
 - “e” and “e” are vowels in this word
- late
 - “a” and “e” are vowels in this word
-

Grammalogues, Punctuation Signs

4.1 INTRODUCTION The main aim of Shorthand learning is to develop skills for faster and still faster writing. The knowledge of short forms and phrases is very important in building shorthand skill. A thorough knowledge of these will extremely help you to accelerate your writing speed. In the previous lessons, you have learnt various consonants and vowels Diphthongs, Diphones, Triphones and Abbreviated 'W' used in shorthand writing.

In this lesson you will learn usefulness of a class of short forms. This class of short forms is known as Grammalogues in Pitman Shorthand. Besides, you will also learn the use of phrases for speedy shorthand and different punctuation signs.

4.2 OBJECTIVES At the end of this lesson you will be able to :- I define a class of short forms known as Grammalogues; I define logogram; 46 :: Shorthand Writing I list the different punctuation signs used in shorthand; I define Phraseography; I write Phrases.

4.3 **SHORT FORMS (GRAMMALOGUES)** Grammalogues are frequently occurring words represented in shorthand by a single sign. These signs can be written above, on or through the line, e.g. Had Do Different A Grammalogue sign is called "logogram". It is essential that Grammalogues are mastered thoroughly as the minimum frequency of these words is about 60 percent. Note : The Grammalogues are included in the respective chapters –

4.4 **PUNCTUATION MARKS** Punctuation marks are represented in shorthand by the following signs :- Full Stop Comma Semi-colon Colon Hyphen Dash Exclamation Question Grammalogues Punctuation Signs

Alternative forms of 'R' and 'H'

5.1 **INTRODUCTION** In this lesson you will learn that consonants 'R' and 'H' can be written in two ways. 'R' can be represented either by a downward 'R' or upward 'R'. Similarly 'H' can be represented either by Downward 'H' or by upward 'H' Further, the sound of 'H' can be represented by a tick and also by a dot. In lesson one you have learnt that there are 24 consonants, but they are represented by 26 strokes in shorthand. Two more strokes are there because consonant 'H' & 'R' are represented by two strokes each.

5.2 **OBJECTIVES** At the end of this lesson, you will be able to : I explain the rules for using the alternative forms of 'R' upward and downward; I identify the cases where upward 'R' is not used and where downward 'R' is not used; I explain the rules for using the alternative forms of 'H'upward 54 :: Shorthand Writing and downward; I represent the sound of 'H' through a light dot or by a small tick.

5.3 RULES FOR WRITING UPWARD AND DOWNWARD 'R'

(i) When 'R' comes in the beginning of a word an Alternative forms of 'R' and 'H' :: 55 (v) When 'R' comes at the end of a word and there is no vowel or a vowel comes before 'R', downward stroke is used. For example appear fear assure bear door share (vi) When 'R' comes before consonant 'M', downward stroke of 'R' is always used even if it comes in the middle of a word. (exception to rule (iii)) For example: remove remedy form alarm room (vii) Before T,D, Chay, Jay and ith, upward stroke is used, even if 'R' is preceded by a vowel. (exception taken to rule) For example: artery raid arch urge earth (viii) When 'R' comes after upstraight strokes, upward stroke is used. For example: rare aware hurry lawyer (ix) If 'R' comes after two upstraight strokes, downward stroke is used. For example: roarer rarer 56 :: Shorthand Writing

SHORT FORMS/GRAMMALOGUES: your year whose large thank or thanked **INTEXT QUESTIONS**

5.1 1. Fill in the blanks: (i) 'R' is represented by strokes, written in & direction. (ii) In the beginning of a word 'R' is written- (a) Downward

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

5.4 CONSONANT 'H' The consonant H is heard in words like hockey, huge, hotel, higher etc. Likewise there are many other words which could be written with either Upward or downward H. The consonant H is written in two forms because of the following reasons:- Alternative forms of 'R' and 'H' :: 57 (i) For the purpose of legible outline:- Upward H may join more legibly with certain strokes than downward H and hence upward H is used, similarly downward H may join more legibly with certain strokes hence downward H is used. (ii) In order to avoid awkward joining:- These two forms have been formed so that the awkward joining of phrases is avoided. **CASES OF UPWARD AND DOWNWARD H** Downward H We use downward H in the following cases:- (i) When it is standing alone:- high he hay hue In all the above cases you will notice that H is the only consonant in the word. There is no other consonant. These strokes have been positioned according to the first heard vowel in them. Note: You may be knowing by now that a consonant is positioned according to the principle of 'position writing'. Two factors determine the position of a consonant:-

1. The first heard vowel and

2. The first upstroke and downstroke The rule can therefore, be described as- "In the case of first place vowel, the first upstroke or downstroke will be written above the line and the rest of the consonants will follow." This rule similarly applies for the position writing of IInd place and IIIrd Place vowels. (ii) When H is followed either by k or g:- Downward H is used whenever it is immediately followed either by K or G. 58 :: Shorthand Writing hug hike hook hockey In all the above cases, H is written downward because according to the rule if H is followed by K or G, downward H is used. For example, in the word Hug H is followed by g, in Hike, Hook and Hockey, H is followed by K, therefore downward form of H is used. It is important to mention here that there can be a vowel occurring between the stroke H-K and H-G but there should not be any consonant in between them.

3. In derivatives and compound words:- Downward H is used in the derivatives of words written with downward H. In other words if in the root word downward H is written then in the derivative and compound words it is maintained. For example, High is a root which is written with downward H. Therefore, the derivatives of high will also be written with downward H only. high highly..... higher..... Similarly Hay is written with downward H and Hayrick is a derivative so Hayrick will be written with downward H. hay hayrick Upward H In all the cases than those mentioned above, 'H' is written upward when joined to other consonants. It is a light stroke written with upward direction. For example, happy hope..... head..... heavy..... hung..... hurry..... You will notice that in all the above examples, with use of upward form of H, we

get legible outline and a sharp angle. With downward H we may not get such legible outlines when joined with the above combination of consonants. Alternative forms of 'R' and 'H' :: 59 CONTRACTION FORM OF HOPE The word 'Hope' can be contracted to the stroke P..... to be used in phrases like hope I hope you are I hope you will We hope..... We hope you are In other words, in order to gain speed and write quickly the word 'hope' which occurs too often in official letters, is contracted to P consonant.

DIPHTHONGS, TRIPHONES, ABBREVIATED 'W' DIPHTHONGS It was already explained that there are twenty four consonant sounds and twelve simple vowel (six long vowel and six corresponding short vowel) sounds in English language. However, there is another class of vowels called 'diphthongs' (di = two + phthongos = sounds) or double vowels. Remember, these diphthongs are the compound sounds of twelve vowels already learnt but not new vowel sounds. Definition of Diphthong: "Diphthong is a union of two vowel sounds in one syllable." (Prof. Sweet). There are four common diphthongs i.e. I, OW, OI, U found in the sentence I now enjoy music. The diphthongs I and OI are written in the first place and OW and U are written in the third place. The diphthong signs may be joined to the consonants or outlines in many occasions. The semi-circle representing U may be rotated slightly for convenience in joining, as in mew. The formation of diphthongs are shown below: 1st + 2nd = Resultant Sign Place as in vowel vowel Diphthong + i = I 1st Tie Pile Tire Shy Ripe Loud Mouth a + ö = Ow 3rd Cow Couch Bowl Joy Coil Duty new a + i = Oi 1st Boy Toil Boil e + oo = U 3rd Few Pew beauty Page 1 In the service of Twin Arts for over 25 Years | Visit www.nssbooks.com

NATIONAL SHORTHAND SCHOOL (BOOKS) Page 2 Pitman's Shorthand Online Tutorial Detailed Rules for using Diphthongs and also joining of diphthongs: DIPHTHONG 'I': The diphthong 'I' is written in the first place; as in..... pipe, pike, right, tire, fire. The diphthong 'I' is joined initially to downstrokes and N; thus, eye-ball, item, idle, ice, ire I-know. The abbreviated form of 'I' i.e. the first tick may be joined initially to upward L and M; thus, isle, I'm. The diphthong 'I' may be joined finally to N; thus Nigh, deny. **DIPHTHONG 'OW':** The diphthong 'OW' is written in the third place initially, medially and finally, unless joined to other consonants or outlines: Ouch, couch, mouth, loud, county. Initially 'OW' is attached to upward L; thus, owl. Finally, 'OW' is joined to downstrokes, when convenient; thus, bow, vow, sow, anyhow. The diphthong 'OW' may be abbreviated when attached to N; as in now. **DIPHTHONG 'OI':** The diphthong 'OI' is a first place diphthong and always be written at the beginning of the consonant; thus, boy, joy, boiling, toil, coil. In the service of Twin Arts for over 25 Years | Visit www.nssbooks.com

NATIONAL SHORTHAND SCHOOL (BOOKS) Pitman's Shorthand Online Tutorial It is always joined initially to upward L; thus, oil, oiling, oilship. **DIPHTHONG 'U':** Diphthong 'U' is a third-place diphthong and must always be written at the end of the stroke. It may be joined to downstrokes; thus, pew, due, few, Mathew, issue. It is joined finally to k, g, m, n, l by slightly changing the angle for convenience in joining; thus, kew, argue, mew, value, renew. **TRIPHONES** The TRIPHONE (tri = three + phone = sound) is a three vowel sound i.e. diphthong + any vowel. The triphone is represented by adding a tick to the relevant diphthong sign; thus, dire, but diary, dialogue, viola, towl, but towel, tower, power, boy, but

boyant, boyish, loyal..... due, but dual, tenuous,
duet.ABBREVIATED 'W'The consonant 'W' represented by initially hooked straight upstroke.....
is also represented by an abbreviated form of right semi-circle The initial sound of 'w' before
'k', 'g', 'm' 'r' 'R' is represented by the right semi-circle; thus,..... weak, wig, wim, wore,
..... worry.When initial 'w' is preceded by vowel, stroke must be written to Page3provide a
place for vowel sign; thus, awake, awareIn the service of Twin Arts for over 25 Years
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NATIONAL SHORTHAND SCHOOL (BOOKS) Pitman's Shorthand Online Tutorial CONSONANT
'L'The stroke 'L' is written upward in most of the cases, whether initial or final; thus,fell tally chilly kill
fellow vally shell mill lashFinal 'L' is written downward after 'F' 'V' 'R", when no vowel followsand
upward when followed by a vowel; after 'N' 'NG' 'L' is writtendownward thus,fall follow vale valley
rule ruly nil renewalMedial 'L' is written either upward or downward according toconvenience in
joining; thus,unload falling volga ruling film fillip CONSONANT 'SH'The curved stroke 'SH' when
joined to another curved stroke, itgenerally follows the motion of that curve; thus,Mash fish lash
foolishBut it is written downward after 'N'; thus, Nash minishopWhen joined to straight strokes, 'SH'
is generally written upward;thus,rash sherry push shop cash shake cherishBut it is written downward
after 'D'; thus, dash radish GRAMMALOGUESThe following grammalogues are introduced in this
lesson. These grammalogues may be added to those already being practiced.how why beyond you
large can come go give given for have Page4 In the service of Twin Arts for over 25 Years | Visit
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NATIONAL SHORTHAND SCHOOL (BOOKS) Pitman's Shorthand Online Tutorial EXERCISE -
8Write shorthand outlines for the following words/sentences in the space provided below; verify and
correct them with key and then practise them.type cowed coinage Tumor riot bowel voyage
fewertimely owl foiler Fume vial tower royal annuallifetime downy enjoy occupy buyer Vowel Foiling
genuinehiding outlawed lounge pursue fiat showery oiltank attenuate1) He may annoy and ridicule
us now, and idle away many a day to rebuke your nephew, Tom Boyle.2) Why do you take so wrong
a view of life? Enjoy the full life happily.3) How foolish to allow the time of youth to go idly by and
hope to retire at ripe age.4) All of us should reach to full of power and liked by all who know us.5)
We know the value of time, and if we show much power to do so, we hope to make Denny know it
also. Page5In the service of Twin Arts for over 25 Years | Visit www.nssbooks.com

NATIONAL SHORTHAND SCHOOL (BOOKS) Page6 Pitman's Shorthand Online TutorialRead the
following shorthand outlines and transcribe them below. Then verify them with the key and practice
all the strokes.<a
href=http://www.nssbooks.com/images/answers/SHORTHAND_KEY_EXERCISE_08.pdf
target="_blank" style=> KEY TO EXERCISE 8 In the service of Twin Arts for over 25 Years |
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NATIONAL SHORTHAND SCHOOL (BOOKS) Page7 Pitman's Shorthand Online TutorialTake
required no. of print outs of this page and practise all the outlines as given in Exercise-8 at least each
three lines
each.....

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NATIONAL SHORTHAND SCHOOL (BOOKS) Page8 Pitman's Shorthand Online

Tutorial..... BRIEF ANALYSIS

DIPHTHONGSDiphthong is union of two vowel sounds in one syllable; also known as gliding vowels. There are four diphthongs; viz. I, OW, OI, U as heard in the sentence I now enjoy music. The I and OI are first place diphthongs; OW and U are third place diphthongs. The diphthong I is joined initially to downstrokes and finally to 'n'. When disjoined it is always written in the first place. The diphthong OW is joined initially to upward 'l' and finally to downstrokes. When disjoined it is always written in the third place. The diphthong OI is joined initially to upward 'l'. When disjoined it is always written in the first place. The diphthong U is always written in the third place. It is written finally to downstrokes and to 'k' 'g' 'm' 'n' 'l' (up). The sign for U diphthong may be turned slightly when joined to strokes for better joining. A vowel immediately following a diphthong (triphthong) is represented by adding a small tick to that diphthong. **DOWNWARD AND UPWARD 'l'** The liquid 'l' is represented by a light curved stroke. The stroke 'l' can be written either upward or downward for better joining with other strokes. When 'l' is standing alone, with or without any attachment is written upward. In the service of Twin Arts for over 25 Years | Visit www.nssbooks.com

NATIONAL SHORTHAND SCHOOL (BOOKS) Pitman's Shorthand Online Tutorial The initial 'l' is written upward when followed by a downstroke. The initial 'l' is written upward when not preceded by vowel and followed by a simple horizontal stroke. But when a vowel precedes downward 'l' is written; thus, along; but long. Final 'l' is written upward when following all straight downstrokes, with or without a final vowel. Final 'l' is written upward when following all curved downstrokes, except 'f', 'v', 'n', 'ng', with or without a final vowel. Medially 'l' is generally written upward when followed by horizontal strokes. **DOWNWARD AND UPWARD 'sh'** The light curved downstroke 'sh' is written either upward or downward for convenience in joining and also for vowel indication. 'sh' when standing alone is always written downward. Initial 'sh' is mostly written downward; but before 'f', 'v', 'th', 'TH', 'l' it is written upward. Final 'sh' is generally written downward; but it is written upward after 'd', 'f', 'v', 's'. After upward 'l' not preceded by a stroke, final 'sh' is written downward, but it is written upward in past tenses. When a straight downstroke has an initial attachment, the final 'sh' is written on the opposite side to maintain the straightness of the straight downstroke. After two or more downstrokes, 'sh' is generally written upward, just Page9 not to carry away far from the writing line. In the service of Twin Arts for over 25 Years | Visit www.nssbooks.com

NATIONAL SHORTHAND SCHOOL (BOOKS) Page10 Pitman's Shorthand Online Tutorial 'sh' is written medially in the direction which gives sharper angle or more convenient outline. Derivatives generally follow their root words. In the service of Twin Arts for over 25 Years

phraseography

noun

phra·se·og·ra·phy | \ ,frāzē'ägrəfē, -fī\

plural -es

Definition of *phraseography*

: representation of word phrases by phraseograms

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Circles S And Z

Manner Of Attaching The Circles

One of the most frequently-recurring pairs of sounds in the language is s-z.

These sounds are represented by the most easily-formed appendage - a small circle , which may be attached at either the beginning or the end of any stroke, as follows:

- a. When attached to a straight stroke, it is written with involute motion..
- b. When attached to a curve it takes the motion of the curve; that is, it is written on the concave side.
- c. When between two straight strokes the circle is written with involute motion if the straight strokes are in the same direction (see line 7), but if they are of a different direction the circle is written in the shortest way, that is, on the outside of the angle.
- d. When written between two curved strokes it is usually placed inside of the first though rarely inside of the second
- e. When written between a straight and a curved stroke it is invariably placed within the curve.

stroke s and z: The light sound of 's' is represented by downward curved **stroke** and its heavy sound of 'z' is represented by heavy **stroke** . Since the sounds of 's' and 'z'

occurs frequently in the language, a very simple device of a small circle has been used to represent these sounds.

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

..... sweet swan swim swami

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

necessary possessive cause Circles, Loops and Hooks :: 79

..... exercised census axis

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

..... emphasizes exercises

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

..... this is this subject these

subjects is his this city this

side this is the in this city USE OF LARGE CIRCLES IN PHRASEOGRAPHY A large circle in phraseography is used initially to represent the phrase 'AS WE' and also to represent the double sounds of S-S, e.g.

..... as we shall as we may as we

know as we can as we do as

we have as we wish as we are

..... as is as has is his is as as we

shall be as soon as as soon as

possible as well as 80 :: Shorthand Writing Grammalogues/Short forms ourselves as is

..... myself much themselves is as
himself.....

Read and copy the following words: (i)

..... sweet sweat swear swede

swiss (ii) bases paces poses

supposes chases (iii) guesses

cases laces noses faces (iv)

disposes deposes mixes necessary (v)

..... emphasis emphasized

synopsis census (vi) legacies

jealousies mercies policies (vii)

..... genesis thesis Rosy's axis

(viii) fallacies peruses sweetly

sweetness (ix) sweet-

smelling swimmer entices dazes Circles, Loops and Hooks :: 81 (x)

.....

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

(i) The loops when attached to any straight stroke should always be written in the left motion (anti-clockwise) e.g. post, poster....., dust....., duster.....

(ii) The loops when attached to any curved stroke should always be written inside the curved strokes e.g. fast....., faster....., nest....., nester....., last....., vast....., monster.....

(iii) 'ST' loop, when written last also represents the sound of 'zd' e.g. posed....., raised....., teased....., paused....., gazed.....

(iv) In case there is a vowel in between the sounds of 'S-T' or 'ST-R', the word should not be written by using the loops 'ST' or 'STR' but the outline should be written in full e.g. fast....., but facit..... rest..... but receipt..... past..... but upset.....

(v) In case there is vowel after the final 'ST' or 'STR', the outlines will not be written by using the loops. In such cases, the outlines should be written in full e.g. honest but Honesty..... dust but dusty..... past..... but pastry..... Circles, Loops and Hooks ::

(vi) The loops can be written medially only where a convenient outline results e.g. justify suggestive.....masterpiece..... registering..... fantastic.....

(vii) The initial loop is always read first, final loop is always read last and the vowel signs are placed and read in relation to the strokes and not to the loops.

(viii) Circle 'S' can be added on the opposite side of the loops e.g. fasts texts..... tests..... posters..... barristers.....

(ix) 'STR' loop is never written initially. GRAMMALOGUES/SHORT FORMS firstinfluence..... influenced..... next..... most.....

The liquids 'r' and 'l' written with shallow curves are also represented by small **hooks** attached initially to most of the straight **strokes** and **curves**. ... A small initial hook written with right motion (clockwise) attached at the beginning of the straight stroke adds 'r' to it.


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

1. A small final hook written with the right motion to the straight strokes adds 'N' e.g. pen
..... ban ten done chain join
..... cane..... gain rain wine yawn
2. A small final hook to any curved stroke written inside the curve represents 'N' e.g. fun.....,
man..... , van , line shine
3. If a vowel follows final sound of 'N', the outline should be written in full and not by using final 'N'
hook because the final vowel requires a final stroke e.g. 100 :: Shorthand Writing pen , but
penny , ten , but tiny , chain , but china , man
..... , but money
4. 'N' hook may be used medially wherever convenient to join e.g. plenty ,
punish..... , french , arrange , spanish
5. 'N' hook and downward 'R' are used for the representation of the final syllable 'NER' when follows a
straight upstroke e.g. runner , winner , But in all other cases, 'NER' will be
represented by stroke N and R hook e.g. dinner , liner , thinker
6. 'N' hook is used in Phraseography for the words been, than, on, own, e.g. i have been
..... , carried on , better than , their own ,
our own
7. If a sound of s, or ses or st, or str follows 'N' hook attached to straight stroke, then these attachments
will be written on the same side of 'N' hook viz. with the right motion or clockwise motion e.g.
dan..... dance , dances , danced , chain , chance
..... , chances
8. If the sound of 'Nz' follows a curved stroke, a small circle will be written inside the 'N' hook e.g. Circles


The Shun-Hook

The syllable which is variously represented in longhand by sion, sian, shion, tion, tian, cion, cian, may in phonography be expressed by a large [final](#) hook.

Manner Of Attachment

- a. Following curves the shun-hook is written on the concave side. b. Following straight strokes the shun-
hook may be written on  side, with the following restrictions: (1) When the straight stroke is
preceded by an appendage, or by a curved stroke which joins it at a tangent (compare par. 25), the shun-
hook is written on the side opposite the preceding curve. (2) When no such curve or appendage precedes

the straight stroke, the shun-hook is written on the side opposite the accented vowel, except (3)



after 



to which it is written on the right side (see line 8). (4) When the shun-hook is used in the middle of outlines it may be written on either side of the straight stroke, according to convenience

Rules For The Use Of Shun-Hook And Sh N-Hook

a. When shun ends a word use the shun-hook, except (b) when it is preceded by two vowels, one of which is accented, in which case the form should in general be used. See line 10. However, (c) in

words  like association, initiation, etc., where shun is preceded by a stroke-sh, the shun-hook is preferable, as also in a few other cases where very awkward outlines would result from the use of 

Combined Shun-Hook And Circle-S

The circle-s may be written within the shun-hook to indicate the plural.

Backward Shun-Hook

After the circle-s or contracted ns (see par. 105) shun is written as a small hook turned through the stroke. See lines 13 and 14. The vowel which comes between the circle and the shun is expressed by writing the dot before the combined circle and hook for a first-place vowel, and after the combined circle and hook for a second-place vowel. No third-place vowel occurs in any word written with a backward shun-hook. The circle-s may be written within the backward shun-hook.

Zhun Distinguished From Shun

When the syllable expressed by the shun-hook is pronounced zhun the fact may be indicated by shading the hook, but this is unnecessary in practise.