

# **Government Polytechnic for women**

## **OMCA – 2<sup>nd</sup> Semester**

### **Subject- Stenography- IInd Sem.**

## **Unit – I**

### **What is shorthand and its importance?**

#### **1.1 INTRODUCTION**

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

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

#### **1.2 MEANING & IMPORTANCE**

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

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

#### **1.3 Phonetic System in Pitman Shorthand**

Pitman shorthand uses a phonetic system. This means that the symbols represent sounds, rather than letters. This shorthand system uses straight or quarter-circle strokes to indicate consonant sounds. To indicate vowel sounds, writers use dots, dashes, or other varying marks.

In Phonetic Shorthand words are spelled as they are pronounced, and no silent letters are used. In the English [alphabet](#) the sounds of Ch as in chain, Th in thin, Sh in show, and Ng in sing, are not provided with distinct letters, though they are really simple sounds. The same letter often indicates different sounds, in different words, as the letter G, in the words gun, gem; the use of two or more letters to indicate a sound for which a single character is provided, is also very frequent, as the sound of F in the word trough, triumph; and a single, simple sound is often indicated by letters to which entirely different values are usually assigned, as in the words pleasure, azure, the letters S and

Z are used to indicate a sound which has no precise representative in the language. Similar inconsistencies exist with respect to [vowel](#) sounds. In Phonetic Shorthand, however, each distinct vocal sound is provided with a distinct letter.

b. The alphabet should be carefully studied, and the names of the letters should be learned in connection with their sounds. The letters Chay and Gay, for instance, which represent the sound of Ch and the "hard" sound of G, should not be called see-aitch and jee [There](#) is probably no better way to commit the letters to memory, than to trace them repeatedly with a penholder, pointed like a pencil, the sound of each letter being pronounced aloud as it is traced; varying the exercise by frequently writing the letters with particular attention to form and to the proper angle with the line of writing.

c. It is only by careful and persistent practice, not only in writing but in reading his shorthand notes, that a legible style can be acquired by the student: and an illegible style is worthless, even though written at high rate of speed. Every character should be made with precision, and no attempt should be made to write rapidly; speed will come when practice has given the necessary facility for smooth and graceful writing.

d. The different principles should be taken in order, and each thoroughly understood before the next one is taken up. These principles do not apply to single words alone - they apply to classes of words and phrases; and if any one of them be misunderstood or misapplied, the error is far-reaching, involving all the words or phrases in the language to which the rule is applicable.

e. The student should not be satisfied with once reading the engraved exercises; they should be read and copied in shorthand many times, until each [word-form](#) can be recognized instantly. The same care should be taken in the use of the [writing exercises](#), which begin on page 73. The value of one's knowledge in this study, depends not only upon his perfect familiarity with every principle, but upon his ability to apply each of those principles readily and correctly; and this ability can only be attained by earnest and painstaking effort.

## **1.4 SITTING POSTURE**

**1.4.1 Body Position** : Writer should sit conveniently in the chair or stool. Both the feet should be apart from each other at a convenient angle and distance. One foot to be flat on the ground and other slightly raised on its toe. The main body of the writer should be slightly away from the edge of the table. Where the note book is placed for writing. Back portion of the body should be straight and active.

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

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

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

## **1.5 QUALITIES OF A GOOD STENOGRAPHER**

Several people have given their views on the essential qualities that a good stenographer should have. But one thing is important as to how many words a minute can a writer write at present? How many words a minute would he/she like to be able to write? Are any steps being taken to increase their speed of writing? What rate of writing is required to meet the needs of most office workers? Often it is said that a speed of 80 wpm is enough to carry the writer through most of his daily work. But it has also been seen that in many offices it is not the case and those who are at present writing at 50 or 80 wpm should make up their mind that they will continue their training until they can write at 120 wpm or over.

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

- Use good quality paper for taking shorthand notes.
- Write lightly, passing quickly from one outline to the next and from the end of one line to the beginning of the next
- Good vocabulary of English language
- Proper writing ability to draft letters etc.
- Training to turn over a page very quickly
- Habit of writing with light and easy touch
- Habit of writing with light and easy touch
- Good knowledge of rules of the system and special short forms.
- Avoid sneezing during the period of writing

## **UNIT 2**

### **CONSONANTS & THEIR JOINING**

#### **2.1 INTRODUCTION**

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

#### **2.2 OBJECTIVES**

After going through this unit you will be able to:

- understand the meaning of consonant
- classify consonants
- understand that the first 16 consonants form pairs.
- know the Shorthand outlines of 24 consonants represented by 26 strokes
- join the consonants

#### **2.3 MEANING OF CONSONANTS**

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

#### **2.4 CLASSIFICATION OF CONSONANTS**

All consonants are classified as under :

- Explodents Continuants
- Nasals
- Liquids
- Coalescents
- Aspirate

8 in number i.e. P, B, T, D, Ch, J, K, G

8 in number i.e. F, V, Th, TH, S, Z, Sh, Zh

3 in number, i.e. M, N, NG

2 in number, i.e. L, R

2 in number, i.e. W, Y

1 in number, i.e. H

## **2.5 LENGTH OF STROKES**

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

## **2.6 PAIRS OF CONSONANTS**

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

## **2.7 TYPES OF STROKES**

There are three types of strokes:

Straight Strokes

Curved Strokes

Mixed Strokes

Straight strokes are straight lines, curved strokes are simple curves and mixed strokes are the union of both straight and the curved strokes. All the strokes are written at various angles, in different directions and with different impressions/character i.e. light and dark.

## **2.8 JOINING OF STROKES**

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

Rules for Joining of Strokes

The rules for joining of strokes are given below:

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

## **UNIT 3 : VOWELS**

### **3.1 INTRODUCTION**

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

### **3.1 MEANING**

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

### **3.2 Long Vowels**

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

### **3.3 Short Vowels**

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

### **3.4 PLACES OF VOWELS**

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

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

### **3.5 INTERVENING VOWELS**

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

#### **Placement of Vowels with straight and horizontal strokes:**

The horizontal strokes are governed by the following rules:

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

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

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

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

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

### 3.6 DIPHTHONGS AND TRIPHONES

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

#### **1. Diphthong 'I' is a first place Diphthong and is represented by an angular sign (v) e.g. :**

Time , Like ,Mike ,Bite

-In the beginning Diphthong 'I' can be jointed with down strokes e.g. : Item, Idle, Ivory

-Diphthong 'I' can also be abbreviated e.g. : Isle, I can, I May

-At the end it can be jointed with Consonant 'N' only e.g. : Deny ,Nigh

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

Boy, Toy, Boil, Enjoy

-In the beginning Diphthong 'OI' can be jointed with Consonant 'L' only e.g.: Oil, Oiling, and Oiler

#### **3. Diphthong 'OW' is a third place Diphthong and is represented by an angular sign e.g.**

Out, Loud, Mouth,

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

#### **4. Diphthong 'U' is also a third place Diphthong and is represented by a semi-circle (") e.g.**

Dupe, Beauty, Mule, Duke

-This sign can be jointed to the consonants wherever it is convenient to join e.g. : Due,Few,Issue

-The sign of Diphthong 'U' changes its form when jointed to other Consonants e.g. Renew, Value

**TRIPHONES** : Avenue ,Revenue

A Triphone is a Diphthong sound plus a vowel sound. The first sound is always that of a Diphthong. So Triphone is a union of a Diphthong and one Vowel. If a Vowel comes after a Diphthong, a small tick is attached to that Diphthong in the oppos...

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

A/An The All To Two/Too

On Of But And Should

## ii) PUNCTUATION SIGNS

The Punctuation Signs in Shorthand are represented as given below: Full Stop, Dash

Sign of Interrogation? , Sign of Exclamation!

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

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

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

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

#### **4.3.2 Rules for the use of 'downward' form of 'R'** :

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

Air ,Arab, Era,Arrow

When 'r' immediately follows consonant 'M', Consonant R is written...

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

Rarer ,Rearer, Roarer

#### **4.3.3 Upward form of 'R' (ray):**

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

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

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

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

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

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

#### **4.3.5 Abbreviated 'w'** :

If a small right semi-circle is attached initially to strokes 'K', 'G', 'M' & 'R' (upward and...

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

Awake,Awoke,Aware

#### **4.3.6 Phraseography** :

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

## QUALITIES OF A GOOD PHRASEOGRAM

Following are the qualities of a good Phraseogram:

A Phraseogram should be easy to write. Phrase should neither ascend too far above the line nor descend too far below the line because it spoils the smooth running of hand.

Phrase should be legible (easily readable) when written.

The first word-form of a Phrase should occupy its original position, in which it would be written if it stood alone e.g. the first word-form of a phrase "How can they" would be written on the line as the first word-form 'How' standing alone is written on the line. Vowels may be avoided while writing a phrases but vowels may be written where the same outline represents two or more Phrases e.g. 'To me' 'To him'. Pen or pencil should not be lifted unless the whole phrase is complete.

Use of Consonant 'P' in Phrases: After the words 'I' & 'We', the word 'hope' is represented by Consonant 'P' e.g.

I hope, We hope, We hope you should be, We hope you are

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

Too much, How much, So much

The word 'were' is written either with the help of Consonant 'W'+ Upward 'R' or with the help of Downward 'R' e.g. They were, you were, If they were

In Phrases, initial word 'He' is represented by Consonant 'H' but in the middle of a Phrase, the word 'He' is represented by a Logogram. : He, He should know, If he should know, He may, If he may

### 4.4.1 TICK 'THE' :

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

**This Tick for 'The' is never used initially.**

## UNIT-5

### **CIRCLES and LOOPS**

#### **5.1 INTRODUCTION**

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



## **5.2 SMALL CIRCLE FOR 'S' AND 'Z'**

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

### **5.3.1 Way to write small Circle (Left motion)**

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

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

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

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

#### **Medial attachment of circle 's'**

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

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

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

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

Visit , fossil , receive, refuse

's' occurring in the middle of two curved strokes : Facing, densely,muscle

#### **Final use of small circle's'**

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

#### **Use of circle's in Phraseography**

1) Use of small circle 's' in phrases to represent 'us' e.g. : For-us , To-us, give-us, take-us

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

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

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

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

3) When initial 's' is followed by a triphone e.g. : Science, Sciatica, Siamese

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

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

6) When initial 's' is followed by another 's' e.g. : Seas Sees

**Short Forms/Grammalogues : Sauce, Cease, As/has, these**

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

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

Sweet, switch, sweep, swim, swallow

**Use of large circle 'medially' and 'finally'. :** Medially and finally, a large circle represents the sounds such as ses, sez, zes or zez, e.g. : Passes, causes, roses, faces

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

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

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

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

Loop's attached to straight strokes with left motion : Post, Paster

Loop's attached to curved strokes : fast, faster

Sd sound is also indicated by the use of 'st' loop in words : Passed, Noticed

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

1. 'str' loop is never used in the beginning of a word, such as strike; stroke, strap
2. If there is a vowel, between s and t, 'st' loop is not used e.g. : Beset, tacit, receipt
3. If there is a vowel after 'st' in a word, 'st' loop is not used e.g.: Tasty, dusty, rusty
4. If there is vowel, occurring after 'str' sound, 'str' loop is not used, e.g. : Mastry, Pastry

**Short Forms/Grammalogues : First, influenced**

**Phraseography :** At-first, first-aid, first-day, at-first-cost