

**Government Polytechnic for women**  
**OMCA – 4<sup>th</sup> Semester**  
**Subject- Stenography**

**UNIT-1 HALVING PRINCIPLE**

**INTRODUCTION**

In our shorthand writing, effort is made to reduce the time of writing. You have seen in preceding chapters the use of small circle, large circle, hooks attachment initially and finally, short cuts, abbreviations etc. The main purpose of their introduction is to minimize the time of writing. In halving principle, halved strokes are used, wherever required with certain conditions whereas in doubling principle, under some circumstances the strokes are doubled to facilitate swift and speedier writing.

**MEANING OF HALVING PRINCIPLE:** Whenever the length of any stroke is halved, there is an addition of either 'T' or 'D' to that stroke.

**THE RULES FOR HALVING PRINCIPLE ARE GIVEN BELOW :**

**HALVING PRINCIPLE FOR SINGLE SYLLABLE WORDS**

In the case of single syllable words, beginning with light strokes, light strokes are halved for 't' only e.g. : Pat, cat, chat, tight

**Single syllable words beginning with thick/heavy strokes, are halved for 'd' only, e.g. :**  
**Dead, deed, bade, guide, bed**

**In case of single syllable words with third place vowel, the said half-length stroke is written on the line e.g.:** Pit, lit, meet

**HALVING PRINCIPLE TO TWO OR MORE STROKES** : The following rules were laid down for the application of halving principle to words with two or more than two strokes: knit, bad, good, bid

i) Words with more than one syllable, are halved either for 't' or for 'd' e.g. : Debate, rapid, rabbit, pocket

(ii) Last 't' or 'd' is halved for the sound of words ending with ted/ded e.g. : Guided. debited

(iii) Thickened strokes of 'm', 'n', 'l' and 'r' (downward) are halved for the addition of 'd' e.g. : Mad, maid, field, bored

(iv) Stroke 'l' (downward) is thickened and halved for 'd' only e.g. : Old bailed field

(v) Stroke 'l' (upward) is halved for 't' only e.g. : Belt melt built relate felt But 'l' (downward) stroke is halved for 't' if occurring after Consonants 'N' or 'Ng' e.g. : Inlet, ringlets, insult

(vi) If a Vowel comes in between R-D or L-D, the outlines will be written in full e.g. : but, Old, Load

**CIRCLE 'S' AFTER HALF-LENGTH STROKES** : Circle 's' attached at the end of half-length strokes is read after the sound of 't' or 'd' e.g. Bids, fits, meets, nets

**'-ns' after half-length down straight strokes** : After half length (down straight strokes -t or d), 'ns' at the end is represented/indicated by disjoined 'ns', e.g. : Aptness, agedness, deadness

**-ingly after half-length t/d strokes** : After half length, -ingly is indicated by disjoined 'ngly' and is written below the last stroke before 'ingly' e.g. : Hesitatingly, rotatingly

**Final-ted or -ded** : 'ted' or 'ded' occurring at the end of a word is indicated by 't' or 'd' joined or disjoined. e.g. Cheated, fitted, graded, reported

**When is the Halving Principle not employed** : Halving principle is not employed under the following situations e.g:

- (i) Downward form of 'h' is not halved, when standing alone. It is the upward form of 'h' which is halved. e.g. : Hat, Hit, Height
- (ii) Upward form of 'r' when standing alone, without initial attachment is not halved. e.g.: Rate, Write
- (iii) In the words ending with 't' or 'd' and followed by a vowel, halving principle is not employed e.g. : Mighty, Body, Naughty
- (iv) Stroke is not halved if followed by a 'triphone', e.g. flat, diet
- (v) Halving principle is not used when there is a joining of two straight strokes, forming no angle, e.g. : Cooked, kicked, looked, locate
- (vi) If 'r' (downward) and 'sh' occur 'el', then r(dn) and 'sh' are not halved e.g. : Alter, polished
- vii) After 'm', 'sh' is not halved, e.g. : Smashed, blemished
- viii) After 'n', m or 'm' aftern are not halved e.g. : Nominateminat
- (ix) when a vowel occurs between l-d or r-d, both consonants will be written in full forms e.g. : dominate, minute, Married
- (x) Strokes for mp, mb and ng cannot be halved for the addition of t or d unless they are Hooked initially or finally; e.g. : Impute, belonged, rampart, hampered

**Use of Halving Principle in Phraseography** : The use of Halving Principle in Phraseography is discussed below: Towards-the told-him, that-they, it-could, It-could-be

In above, you will find the use of half -length form of 'w' as would. Otherwise, we have been using half semi-circle form of 'would' as in following cases: It-would it-would-not it-would-not-be who-would, Who-would-be which-would which-would-be

**Short Forms/Grammalogues: Could quite accord/ing called, cold great**

## UNIT- II DOUBLING PRINCIPLE

**MEANING OF DOUBLING PRINCIPLE** : You have seen in earlier chapters the use of standard length strokes whether straight or curved-ones. When we talk of doubling with reference to shorthand writing, we deal with double length strokes. When any stroke is doubled in length, it is called as Doubling Principle.

### **Rules For The Use Of Doubling Principle** :

- (i) Single stroke can be doubled for 'tr', 'dr', 'Thr' & 'ture', if it has an initial attachment in the form of a circle, e.g. : Sector spotter, spider centre sender, Senator, slider, slighter
- (ii) Single stroke can also be doubled for tr, dr, Thr & ture, if it has a joined diphthong at the end, e.g.: Neither, tutor, doubtor, counter, powder
- (iii) Single stroke can be doubled for tr, dr, Thr & ture, when it has a final hook e.g.
- (iv) Curved strokes can be doubled to give the sound of tr, dr, Thr & ture at the end.  
:Painter, tender, canter, render
- (iv) When a small circle is attached to double length strokes at the end, it is always read after the sounds of tr. dr. Thr & ture e.g.: Letters matters, enters, nature's
- (vi) 'L' stroke, if standing alone, or with a final circle 's', is doubled for 'tr' only, e.g. : Letter, Later, itter, latter
- (vii) 'L' stroke can be doubled for the sounds of 'tr' or 'dr' when it has attachments in the form of hook, circle 's' or tick 'h' in the beginning/end e.g. : holder, lender
- (viii) Straight stroke can be doubled to indicate 'tr', 'dr' or 'Thr' only when it follows another stroke or circle 's' e.g. : chapter, winter, wonder
- ix) Straight stroke is doubled to indicate tr, dr or Thr only when it has a finally joined diphthong or a final hook e.g. : Render, powder, secondary vendor
- (x) Double consonants (mp/mb) are also doubled to add final -er e.g. : Amber, chamber, December, September
- (xi) consonant 'ng' can be doubled to add final 'kr' or 'gr' e.g. : anger, longer, hunger

**ALTERNATIVE FORMS OF MPR/MBR.** : You have learnt in the previous pages that mp/mb double consonant stroke is doubled to give the final ending as er, as in words timber, bomber, chamber. Sometimes it becomes very difficult to write the outlines of some words where doubling can give an awkward outline. At such places, we can use the alternative form of mpr/mbr. As : Lumber hamper cumber camper

Similarly, we have the alternate forms for ng-kr/ng-gr. Its' alternate form is in 'hooked' form as e.g. : Tanker, finger, banker, stronger

## WHEN IS THE DOUBLING PRINCIPLE NOT EMPLOYED

The doubling principle is not employed under the following conditions:

- (a) if the word ends with a vowel e.g. : boundary, entry, country, foundry, laundry
- b) Doubling principle not employed in past tenses e.g. : Distempered surrendered altered ventured

**USE OF DOUBLING PRINCIPLE IN PHRASEOGRAPHY** : Doubling Principle is used in Phraseography for the representation of the words "Their", "There", 'other' and 'dear' e.g. : In-their My-dear, My-dear-sir, have-their, My-dear-madam, I-wish-there-were

**SHORT FORMS** : Character wonder/wonderfully therefore, rather/writer

## Position Of Double-Length Strokes

For a convenient method of writing such phrases as loves their, thinks their, says their, see

When standing alone or at the beginning of a phrase, the double-length stroke must, according to the regular rule, occupy its own distinctive position. In order to write a doubled stroke in any required position, it usually begins where a single-length stroke of the same position would begin. Illustrations: if more sharply-defined distinction between the doubled stroke in the first place and the doubled stroke in the second place will be obtained if the first-position stroke be written somewhat higher than the rule requires, so that it will rest on the line, instead of being extended a short distance below it.

## UNIT- III THE DIPHONES (TWO VOWEL SIGNS) AND MEDIAL SEMI- CIRCLE

**Meaning and Introduction** : You were already explained about the “two vowel sounds in one syllable” i.e. Diphthong in Lesson-5. There are four diphthongs i.e. I, ow, oi, u. Now you will be learning the signs for two vowels occurred consecutively and spelt separately i.e. diphones. The difference between diphthong and a diphone are explained in the following table, for easy understanding. Diphthong Diphone Diphthong is a union of two vowel sounds in one syllable. A diphonic sound is one which consists of any two consecutive vowels sounded separately i.e. in two separate syllables. There are four diphthongs i, ow, oi, u There is no specific number of diphones. Any two vowels occurred consecutively and spelt separately is called a diphone. Three diphongs are represented by angular signs and one is by a semi-circular sign. Diphones are divided into first place and third place diphthongs. Diphones are represented by angular signs and the angular signs are placed on the depending on the first vowel occurred in the diphone. There are two diphone signs viz. left-diphone and The left-diphone is used when the first vowel in the diphone is a dot vowel and the diphone sign is placed on the stroke its vowel-place. The right-diphone is used when the first vowel in the diphone is a dash vowel and the diphone sign is placed on the stroke to its vowel-place. **DIPHONES (TWO VOWEL SIGNS)** You were already explained about the “two vowel sounds in one .There are four diphthongs i.e. signs for two vowels occurred diphones. The differences in the following Diphone A diphonic sound is one which consists of any two consecutive vowels sounded separately i.e. in two separate syllables. There is no specific number of iphones. Any two vowels occurred consecutively and spelt separately is called a diphone. epresented by angular signs and the angular signs are placed on the stroke depending on the first vowel occurred in the diphone. and right-diphone. is used when the first vowel in the diphone is a placed on the stroke according to diphone is used when the first vowel in the diphone is a e stroke according to its vowel places.

**MEDIAL SEMI CIRCLE** : You have studied about the Semi Circle in the Chapter of Abbreviated 'W'. This right Semi Circle is used initially before strokes k,g,m (and mp) and two forms of r.

What is medial semicircle?

**Medial Semi-Circle** : When 'w' is followed by a long or short vowel and the two vowels are sounded in one syllable, a series of diphthongs is formed. Medial 'w' followed by a vowel is represented by a semicircle. For example: weak, women. The semi-circle is also employed medially. It represents initially the sound 'w' only. Medial 'W' can be represented by small semi-circle to give an easier and shorter. Outline. A left semi-circle represents 'W' followed by a dot vowel with which the 'W' is combined ex. Twelve, herewith, guesswork, woodwork.  
Note: The semicircle for 'w' and vowel is not used finally.

## **UNIT –IV PREFIXES AND SUFFIXES** :

**Introduction** : The literal meaning of a Prefix is to place in front of word, to add to or change its meaning. For example, you must have heard many words like control, complete, introduction, self-styled, magnificent, illegal and injustice etc. In these words, the underlined particles (portion of the words) con-, com-, intro- , self-, magni-, il- and in- are the Prefixes. Likewise a Suffix is an addition of a word or a syllable at the end of a word. In words like coming, friendly, leadership, department, psychological and liability etc., the underlined portion of each word i.e. -ing, -ly, -ship, -ment, -logical and ility are the Suffixes and the Terminations. The system has provided some special signs for such Prefixes, Suffixes and Terminations, in order to avoid the lengthy and awkward outlines. The object of this device is to secure briefer outlines and to avoid awkward combinations in the case of frequently occurring syllables, either in the beginning or at the end of a word.

**PREFIXES** : A Prefix is added in the beginning of a word, and a Shorthand Prefix is a joined or disjoined sign which represents an initial syllable or syllables and is used to secure a brief, compact and fluent outline. The following is the list of Prefixes which are used in shorthand.

Con-, Com-(initially) condition

Con-, Com-, Cog-, Cum --- incomplete, (medially) uncommon.

Accommo -- accommodation, (Always First Position) accompany

Intro -- introduce

Magna -- magnitude

Magni -- magnificent

Magne -- magnetise

Trans -- translate, transfer

Self -- self-defence, self-esteem, Self-con, self-contained

In-before skr, str -- instruct

- (a) **Initial-Con-Com** is represented by a light dot written before the commencement of the following stroke, e.g., condition, continue , company, conversation
- (b) **Medial Con-Com-Cum-Cog** is represented by writing the syllable or word by disjoining the preceding syllable or word with the following syllable, e.g. misconduct, disconnect, recognize, discomfort,  
However sometimes the syllable con-com is also written in full for the sake of legibility e.g. commission, commerce
- (c) **Accom or Accommo** is represented by joined or disjoined 'k' (always in the first position) accompany ,accommodate, accomplish
- (d) **Intro** is represented by double length 'N' and the following stroke is written in the third place e.g. introduce, introduced,introspection.
- (e) **Magna- Magne-Magni** is expressed by disjoined m and the following stroke is written in first place e.g. magnanimous, magnificent, magnetize

- (f) **Trans** is contracted in many words by omitting the n and is written in first place e.g. transfer, translate ,transcribe.
  - (g) **Self** is represented by a small disjoined circle written immediately before the following stroke in the II<sup>nd</sup> place e.g. self made, self defence ,self help, self-satisfied
  - (h) **Self-con** is also represented by a small disjoined circle but the circle is written in the place of con dot i.e., just before the commencement of the following stroke . e.g. self control,self confidence, self contained
  - (i) In before - str,skr and H (upward) is represented by a small hook, written in the direction of s circle e.g. instruct ..... inhabit ..... inscriber .....
  - (j) Un-, Il-, Im- (Negative words ) are represented by repeating the first consonant e.g. unknown ..... unnecessary ..... illegal .....
- In- in negative word is always expressed by the stroke n, as in inhuman ..... inhospitable .....

**UNIT – V SUFFIXES/TERMINATIONS** : Like prefixes, which are the initial syllables, there are some final syllables also which are called suffixes or terminations. You may note here the difference between a suffix and a termination. A suffix is a syllable or syllables which are added to a root word, and the termination is a final syllable or syllables which are added to form a word. Hoping, dancing, agreement, scholarship are the examples of suffixes, and majority, fundamental, biological are the examples of terminations. A shorthand suffix is a joined or disjoined sign which represents the final syllable or syllables for frequently occurring combinations. The object of a suffix or termination is to secure a facile and compact outline to facilitate the fluent writing. The following is the list of suffixes/terminations used in shorthand,

- (i) -ing : meeting,teaching.
- (ii) –ings: meetings , teachings
- (iii) -rity and lity : utility, possibility (disjoined), majority, minority
- (iv) –ment : sentiment, pavement .
- (v) -mental, mentally -mentality : departmental , departmentally(disjoined)
- (vi) -logical : psychological, physiologically -logically (disjoined)
- (vii) -ship : friendship, scholarship
- (viii) -fullness : usefulness ,uselessness
- (ix) -ward : awkward, backward
- (x) –yard: backyard,dockyard.
- (xi) -ly : friendly, deeply

**(i) "-ing"**: Suffix -ing is represented by two methods, the stroke and the dot. Generally, the stroke is used, but in the following cases -ing dot is used:

- (a) after light straight downward stroke and the downward form of 'R', thus : teaching eating boring trying
- (b) after circles, loops and hooks, where the stroke form is not convenient to write, thus dancing posting craving rationing
- (c) after half lengths and double lengths of strokes, where sharp and clear angle is not obtained, thus : meeting motoring
- (d) Generally after short forms, thus : thanking putting giving coming (e) However, in some cases, the stroke is used, thus : being, doing, having

**(ii) "-ings"**: is represented by a light dash, written in place of 'ing' dot; and it is used in accordance with the same rules as the dot 'ing', thus : meetings teachings

**(iii) "rity and -ility"**: These terminations are represented by disjoining the stroke which comes before the termination, thus hospitality majority minority liability

- (v) **"-ment"**: suffix -ment is represented by its own outline (.....) ment, thus : department arrangement But where "-ment" gives an awkward joining or is impossible to write, suffix -ment is indicated by half-lengthed N stroke, thus : achievement resentment pavement
- (vi) **"-mental, -mentally, mentality"**: This termination is represented by disjoined 'ment', thus : fundamental sentimental departmentally (vi) **"-logical, -logically"**: this termination is indicated by disjoined J stroke, thus : biological theological physiologically
- (vii) **"-ship"**: Suffix -ship is represented by joined or disjoined SH stroke, thus : free-ship citizenship friendship
- (viii) **"-fulness"**: The termination -fulness is indicated by disjoined fs thus : usefulness hopefulness carefulness
- (ix) **"-lessness"**: The termination -lessness is represented by disjoined is thus : uselessness hopelessness carelessness
- (x) **"-ward" wart, wort** : are represented by half-lengthed 'W', thus : forward awkward backward stalwart
- (xi) **"-yard"**: is represented by half-lengthed 'Y' stroke, thus : shipyard graveyard courtyard
- (xii) **"-ly"**: Suffix -ly is indicated by disjoined 'L' stroke, where it is not convenient to join 'L' stroke, thus : Friendly, Finally