

Government Polytechnic for women

OMCA – 3rd Semester

Subject- Stenography- II

Unit – I

Initial Hooks to Straight Strokes and Curves?

These are called double consonants, as the two sounds are spoken together. There are two versions, the R Hook and the L Hook. By adding the initial hooks to straight strokes or curves, we are obtaining, the double consonants like fr, vr, thr, fl, vl, nl, shl, etc. These initially hooked strokes, otherwise called, double consonants represents two consonants together or with an unclear and lightly sounded vowel between stroke and 'l' or 'r'.

R HOOK TO STRAIGHT STROKES

A clockwise small hook at the beginning of a straight stroke adds the R sound after the sound of the stroke. A first place vowel sign is written outside the hook

L HOOK TO STRAIGHT STROKES

A clockwise small hook at the beginning of a straight stroke adds the L sound after the sound of the stroke. A first place vowel sign is written outside the hook

R Hook to Curve strokes:

A small Initial Hook written inside the curve, adds R to a curve strokes.

L Hook to Curve strokes:

L is a large hook inside the beginning of the stroke. As hooks are never written outside the curve, the difference has to be shown by having a larger hook.

SHR AND SHL

The double consonants 'shr' is always written downward and 'shl' is always written upward, for convenience in joining with other strokes.

Small Hook to NG

Small initial hook to 'ing' represents ng-kr or ng-gr; thus, tanker, Linger. The Hooked forms should be called by their syllabic names; Per, Pel

Vowels and Double Consonants.

Vowels are placed and read to the hooked forms as they are placed and read to the simple forms.

Extended Use of L Hook

In order to obtain easier forms the L hook is sometimes used in words in which the properly belongs to the following syllable, and not to the stroke to which it is attached.

Circle or Loop preceding initial hooks.

S before straight strokes Hooked for R : The small circle 's' or large circle 'sw' or small loop 'st' is prefixed to the straight strokes initially hooked for 'r', by writing the small/ large circle or small loop with right-motion or on the same side of 'r' hook; as in spr, sbr, str, sdr, skr,

sgr; thus spa, spare, pray, spray, sober, eat, seat, eater, seater, sweeter, sider, soak, stocker scope, scroll, seggar.

S before straight strokes Hooked for R : In other cases s is written inside the initial hook, so that the both circle and hook are clearly shown, thus; offer, suffer.

- a) Where L hook cannot be clearly shown in the middle of a word, the stroke L is written; thus musical, unsaddle
- b) Where skr or sgr follows t or d the circle is written with the left motion, thus; tacker, tasker, disagree. When skr occurs after p or b the hook r may be omitted, thus; prescribe, subscriber.

UNIT 2

Intervening Vowels

INTERVENING VOWELS By adding the initial hooks to straight strokes or curves, we are obtaining, the double consonants like fr, vr, thr, fl, vl, nl, shl, etc. These initially hooked strokes, otherwise called, double consonants represents two consonants together or with an unclear and lightly sounded vowel between stroke and 'l' or 'r'. These hooked strokes such as 'pr' 'br' etc. are called by their syllabic names, such as, per, ber, etc. respectively. If a clearly sounded vowel occurs between the stroke and hooked sound, still hooked forms are employed by placing a separate circle or dash, to represent and decipher the same,

An intervening dot vowel between a stroke and initial hooked sound is indicated by writing a small circle, instead of a dot. An intervening dash vowel between a stroke and initial hooked sound is indicated by writing a dash sign striking through the stroke. If a dash sign cannot be written through the stroke in the first or third place, it may be placed at the beginning for first place and at the end for third place vowel respectively

In words like perceive, mercury, nervous, telegraphy, the hooked form sufficiently represents the first syllable of the word. Exception is given to words like nurse, turk,

Final Hooks to N & F Hook

N Hooks : A small hook struck with right motion at the end of all straight strokes, indicates the addition of 'n'; thus, pen, bone, dawn, chain, join, coin, rain, win, hone. Both the initial hook 'r' and the final hook 'n' are written with right motion to straight strokes; thus, prone, brain, train, drain, crane. A small final hook written inside the curve, adds 'n' to all curved strokes; thus, fine, van, thin, then, assign, zone, shine, moon, nine, loan, earn.

'F' & 'V' HOOK : A small hook struck with left motion at the end of all straight strokes, indicates the addition of 'f' or 'v'; thus, puff, bluff, brave, tough, drive, cheff, cave, grove, rough, half. Both the initial hook 'l' and the final hook 'f' or 'v' are written with left motion to straight strokes; thus, cliff, clove, gliff. There is no 'f' or 'v' hook to the curves. Hence, stroke 'f' or 'v' are to be written after curved strokes; thus, compare fi five; lean with leaf; thin with with knife; moon with move, earn with arrive.

L-N and SH-N: The hooked forms 'l-n' and 'sh-n' when joined to another strokes may be written either upward or downward, according to convenience; thus, colon,

Hooks used Medially : 'N', 'F' & 'V' hooks can be written medially also when they join easily with the following stroke; thus, pinning, refinery, vacancy, proven, driving, graphics.

Medially, in some cases, writing stroke 'N', 'F' or 'V' is more convenient than hook, to obtain more facile outlines; thus, agenda, plunge, sponge, suddenly

Syllable NER. : Final syllable 'ner' is generally written with ; but after straight up stroke 'ner' is written with hook 'n' and downward 'r'; thus Banner, Keener, Winner

Use of final hooks in phraseography : In phraseography 'N' hook represent the words, been, than, on own; and the 'F' hook represents the words of and have. Thus : I have-been, Better than

Circle and loops to final hooks. :

Straight Strokes followed by NS : The sound of 's' or 'z' represented by small circle, 'ses by large circle 'st' or 'str' represented by small or large loop may be added to the hook 'n' attached to a straight stroke, by writing the circle or loop on the same side of 'n' hook, i.e. with the motion; thus, dan, dance, dances,

Curves followed by NS : The sound of 'z' represented by a small circle, is added to the 'n' hook attached to curves, by writing the circle inside the 'n' hook; i.e. the combination of 'nz' after curves, is written with circle inside the small final hook; thus, fan, fans,

When the light combination of 'ns' follows a curve, it is represented by stroke 'n' and circle 's'; thus, fence, essence, immence, silence.

It may be noted that the words containing final 'ns' generally will have derivatives and hence the root form can be retained stroke 'n' and circle 's'; thus observe, fence,fences

Circle S added to 'F' OR 'V' HOOKS : The circle 's' may be added to 'f' or 'v' hooks by writing the circle inside the hooks; thus, puff, puffs, derive, derives, drive, drives, native, natives.

MEDIAL 'NS' 'NZ' : The sounds of 'ns' 'nz' may be employed medially by writing both 'hook and circle' or stroke 'n and circle' so that both 'n and s' distinctly shown; thus, immensity, Chancel, Johnson.

UNIT 3

THE SHUN HOOK

The Termination –SHUN : A large hook written at the end of a stroke represents the sound 'shun' or 'zhun', as in fusion or vision. The 'shun' hook is written either to the left or right depending on the positions of other attachments and vowels in the stroke.

The termination 'shun' or 'zhun' variously spelt (as stated above represented by a large (final) hook, to which a small circle 's' al can be added; thus, motion, motions, fashion, action, actions

The 'shun' hook is written inside the curves, thus; vision,

The 'shun' hook when attached to a straight stroke with an initial attachment like circle, loop or hook, the 'shun' hook is written on the opposite side of the initial attachment. This is to keep the straightness of the straight stroke. See the following examples: section aggression, station, oppression. The 'shun' hook is written with right motion after 'fk', 'vk', 'fg', 'vg' and with left motion after 'lk' and 'lg' to keep the straightness of 'k' or 'g'; thus affection.

The 'shun' hook is written on the opposite side to the last vowel occurred in the word, after straight stroke without initial attachment, so as to indicate the occurrence of the vowel; thus, option, passion, action, caution.

The 'shun' hook is written on the right side of 't' 'd' 'j' so that a vowel always occurs after 't' 'd' 'j' in English language and there is no necessity for indication of vowel. Also, writing hook on the right side of the stroke, carries our hand towards right side to take up the next outline immediately. Examples: rotation, notation

'SHUN' AFTER CIRCLE 'S' OR 'NS' : When the termination 'shun' occurs after circle 's' or 'ns', it is represented by extending a small hook written on the opposite side of the circle, with the same

motion; thus, opposition, sensation, transition. And a circle can be added to hook; thus, transitions, sensations.

- a) When a third place vowel occurs between 's' or 'ns' and 'shun', it is indicated by a vowel sign placed outside (nearer) the hook; thus, position, decision, physician.
- b) When a second place vowel occurs between 's' or 'ns' and 'shun', i may be avoided; thus, possession, relaxation, succession. First place vowel do not occur between 's' or 'ns' and 'shun

SHUN Hook used Medially : 'Shun' hook may be used medially; thus, provisional, visionary, actionable, affectionate, successional.

Words ending in uation and tuition : 'Shun' hook is not used in cases where a 'diphthong and vowel' occurs immediately before 'shun' and hence full form is to be written; compare, extenuation but extension. This rule does not apply in cases where a long outline is to be written; thus, accentuation, perpetuation

The Aspirate

Upward H : The upward form of 'h' is used in most of the cases, as it joins with other strokes and abbreviated forms, more easily; thus, happy, head, hitch, huge, hash, honey

Downward H : The downward form of 'h' is used when standing alone; thus, hew, high; and in the compound words and derivative words, such as, hewer, highway, high-class.

Before 'k' 'g' 'm' 'l (up)' 'r(down)', downward form of 'h' is used; thus, hook, hog, hackney, Higgins, ahem.

After upward 'l' and horizontal strokes, 'h' is written downward; thus, Lahore, cohere, maharaja, unhook.

In few cases when 'h' occurs after curved strokes, the circle of 'h' is written inside the curve; thus, Sahara, Sheehy.

In few cases where 's' and 'h' occur consecutively and medially, the circle is enlarged to represent 's' and 'h'; thus, Fitzhugh, race-horse.

TICK 'H' : Before 'm' 'l' and 'r', initial 'h' is represented by a small tick written in the direction of downward 'h'; thus, ham, hell, hai The tick 'h' may be used medially also in phraseography words); thus, with-whom, for-her, to-her.

DOT 'H' : In some cases where stroke 'h' cannot easily be written in the middle of a word, 'h' is represented by a light dot before the vowel to which 'h' is attached; thus, man-hood, Pinhole, glasshouse, neighbour-hood, downhill, lease-hold. The dot 'h' is never used initially.

UNIT 4

Upward & Downward R

Vowel Preceding R : Initial 'r' (without initial attachment of circle or loop) is written downward, when preceded by a vowel; thus, ore, ark, arrow. When not preceded by a vowel, upward form 'R' is used; thus, row, raise, run, roaster, rough, ration

Vowel Following R : Final 'r' is written downward when not followed by a vowel upward when followed by a vowel. The general rule is to write initial or final 'r' downward when preceded by vowel and upward when followed by vowel; thus, car, carry, dare, dairy, four, ferry, urn, run.

'r' is always written downward before 'm', whether pr vowel or followed by a vowel; thus, arm, Rome,

For convenience in joining, 'R' is written upward before t, d, ch, j, th, kl, gl and s; thus, irate, erode, earth, oracle. After two downward strokes, upward 'R' is written, so that the outline will not go too far below the line and helps bring the hand nearer to the writing line, to take up the next stroke immediately; thus, debar, taxportion, horsepower, proposer. But in few cases downward form is better joined; thus, favourer,

After the first upstroke, upward form of 'R' is written, as it is easy and avoids angle. But, the third stroke 'r' is written downward, to avoid treble length upstroke, which is difficult to decipher; thus, rare, rarer, abhorrer, ro

After a curve with final circle, like fs, ns, and after straight horizontal with final circle, like ks, gs, or after upstrokes circled for 's', i.e. rs, ws, ys, upward form 'R' is easy to write; thus, officer.

R finally Hooked : When 'R' is finally hooked and attached to another stroke, upward form is used; thus, spurn, turn, burn, darn, churn, morn, fern, portion, carve.

Medial R : Medial 'R' is generally written upward; thus, spark, miracle, mark, garrison,

When root words are written with downward 'r', it is retained in their derivatives, thus, arrange. Medially, when the downward form 'r' is awkward, upward 'R' is used; thus, bare, barefaced, force, In some cases where use of alternative forms provides clear distinction in pairs of word, either form is used; thus, cleric, search, searcher, arch.

Upward & Downward L and SH :

Upward L : The stroke l, whether initial or final, is most commonly written upward. Thus ; lapse, delay, fellow.

L preceding or following Curve and Circle. When l immediately precedes or follows a circle which is attached to a curve, it is written in the same direction as the circle. Thus; lesson, nasal.

L after N and NG : After the strokes n and ng, final l is written downward so as to avoid a change of motion; as in only, wrongly and the downwards form is retained in derivatives; as , mainliness.

L and Vowel indication : for the purpose of vowel indication, initial l is written downward when preceded by a vowel and followed immediately by a horizontal, not hooked or circled initially; thus, alike but like.

Also for the purpose of vowel indication final l is written downwards after f or v, sk or a straight upstroke when no vowel follows, and upwards when followed by a vowel, thus; fall but follow.

Medial L : Medial L is generally written upward but either form is used for an easier joining. Thus; unload but unlock.

Upward and Downward Sh. :

'sh' when standing alone with or without initial or final attachment is written downward; thus, ash, ashes, shoe.

When attached to a straight stroke, 'sh' is generally written downward; thus, rash, sherry, cherish.

When attached to straight downstroke with initial attachment, 'sh' is written on the opposite side of the initial attachment; thus, splash, brush, blush, but after 'd' it is written upward; thus, dash.

When 'sh' is joined to a curve, it generally follows the motion of that curve; thus, fresh, afresh.

'Sh' is written downward after 'n'; thus, gnash,

In other cases, either form is used which is easier to join; thus, sugar, shackle, social, unship, sheath.

UNIT 5

Compound Consonants :

Initial W : A large initial hook with left motion to the strokes 'k' or 'g', prefixes 'w' and forms compound consonants. The compound consonants 'kw' or 'gw' can be used initially, medially and finally; thus, quire, quarry, quest, acquire, quicker

Initial W and WH : A small initial hook to l represents w, and a large initial hook to l represents wh, thus, ell, well, whale.

Strokes L and R Thickened : Downward L is thickened for the addition of r preceded by any lightly sounded vowel, downward r is thickened for -er only; thus vale, valour

Addition of P or B to M : The Curve m is thickened for the addition of p or b. thus; hem, hemp

Aspirated W : The aspirate is added to w by enlarging the hook. Weasel, aware.

Vowel Preceding W : The initial hooks in wl and whl are read first. Therefore if a vowel precedes w, the stroke form of w or wh must be written and not the hook; thus; while, awhile.

Stroke L after KW : After KW, L is written upward when followed by a vowel, downward when not followed by a vowel. Thus; squall, squally.

Use of LR and RR Signs : The form of L and R which is used in the root word is retained in the derivative; thus, boil, boiler, mill, miller.

The use of rer is strictly confined to derivatives of words written with downward R.

Vowel after Final R : The thickened forms lr, rr must not be written finally if a vowel follows; Fuller with foolery

Hooked form of MP : An initial or final hook may be attached to the sign m ; as in scamper, hempen. The sign m is not used when pr, br, pl or bl immediately follows m, compare empress with emperor. Imply with impel.