



### LESSON – 12

#### N & F HOOKS (SMALL FINAL HOOKS)

##### 'N' HOOK

A small hook struck with right motion at the end of all straight strokes, indicates the addition of 'n'; thus, pen, bone, tin, 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, pave, 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 fine with five; lean with leaf; thin with thief; nine with knife; moon with move, earn with arrive.



When a vowel follows final 'n', 'f' or 'v', hooks cannot be written, since a final vowel requires a final stroke to provide a place for the vowel sign; thus, compare pen, with penny; chain with China; fun with funny, men with many.

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, melon, nylon, fallen, situation, attenuation.

'N', 'F' & 'V' hooks can be written medially also when they join easily with the following stroke; thus, pinning, dining, refinery, vacancy, proven, driving, traffic, 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, gravity.

Final syllable 'ner' is generally written with ; but after straight up stroke 'ner' is written with hook 'n' and downward 'r'; thus banner, dinner, joiner, keener, manner, liner; but runner, winner, yawner, honer.

In phraseography 'N' hook represent the words, *been, than, on* and *own*; and the 'F' hook represents the words *of* and *have*; thus, *I-have-been, I-had-been; better-than, carried-on, our-own, which-have, out-of.*



### CIRCLES AND LOOPS TO FINAL HOOKS

#### 'NS' 'NZ' AFTER STRAIGHT STROKES

The sound of 's' or 'z' represented by small circle, 'ses', represented 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 right

motion; thus, dan, dance, dances, danced, Dunster, span, glens, glances, glanced, spinster, spinsters, expense, expenses.

#### 'NZ' AFTER CURVES

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, van, vans,

assigns, zones, shines, moon, moons, balloons, earns.

#### 'NS' AFTER CURVES

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 by writing stroke 'n' and circle 's'; thus observe, fence, fences,

fenced, fencing, fencer, mince, minces, minced, mincing, mincer, silence, silences, silenced, silencer, silencing.



### 'S' AFTER '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' are distinctly shown; thus, immensity, sponsor, densely, transit, chancel, rancid, ransome, winsome, lonesome.

### GRAMMALOGUES

<i>been</i>	<i>general-ly</i>	<i>within</i>	<i>southern</i>	<i>northern</i>	<i>behalf</i>
<i>advantage</i>	<i>difficult-y</i>	<i>balance</i>	<i>circumstance</i>	<i>deliverance</i>	<i>signify</i>
<i>Signified-cant</i>	<i>significance</i>	<i>opinion</i>			

### PHRASES & CONTRACTIONS

<i>had-been</i>	<i>have-been</i>	<i>out-of</i>	<i>which-have</i>	<i>who-have</i>	<i>at-once</i>
<i>any-thing</i>	<i>nothing</i>	<i>every-thing</i>	<i>altogether</i>	<i>difficulty</i>	<i>knowledge</i>
<i>acknowledge</i>	<i>enlarge</i>	<i>inform-ed</i>	<i>never</i>	<i>together</i>	<i>yesterday</i>



### EXERCISE - 15

Write outlines for the following words, verify them with the 'key', and practice them at least three lines each.

1)	join	brown	strain	weapon	sweeten	suburban
2)	fireman	brothern	sunshine	arrange	learner	meanness
3)	proof	supportive	recovery	stubbornly	fradulency	origin
4)	foreigner	announces	excellency	refinery	observes	pencil
5)	extensive	hansome	cleanser	coincide	Johnson	bouncer

Read the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each.

1)						
2)						
3)						
4)						
5)						



Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times, as you can.

(1) Dear Mr. Jaganath, We-have-been having much difficulty with your balance generally, and-we expected you to-call and-inform us-the signifi-nance of-this. We-were-of-the opinion that your balances for January to March should-be much higher. The trouble with-you is, you have-been out for too much-pleasure on-your-own behalf; hence, the remarkable difference. During-this next year we-expect-you to-be more regular. We-have-seen what you-can-do, and-more is expected from-you. Yours truly.

(2) Dear-Sir: Referring to-your favour of the ninth, we imagine your customer must mean tough steel-box like one we sold you in June last. We gave you notice then it-was-the last of-the make we should supply, as-the cost of-producing it was such as to-make-it positively hopeless for us to-derive any profit from the sales. It-was a very attractive design, of tough make, and thoroughly fireproof; but we-were-unable to obtain a fair price for-it, and-we-were-pleased to-sell-you-the last one. We-have plenty of others in stock, of-fine design and-finish, and-we-trust your customer may choose one-of-these from-the-enclosed list. The line from you is enough to secure-the dispatch of the tough steel-box, or of any-of-the things spoken of in-the list, by-return. Yours-truly, Steven Brown and-Sons.

Transcribe the following script into longhand, verify with 'key', correct it and practise the script, as many times, as you can.

3) Dear Mr. Jaganath, We have been having much difficulty with your balance generally, and we expected you to call and inform us the significance of this. We were of the opinion that your balances for January to March should be much higher. The trouble with you is, you have been out for too much pleasure on your own behalf; hence, the remarkable difference. During this next year we expect you to be more regular. We have seen what you can do, and more is expected from you. Yours truly.

4) Dear Sir: Referring to your favour of the ninth, we imagine your customer must mean tough steel box like one we sold you in June last. We gave you notice then it was the last of the make we should supply, as the cost of producing it was such as to make it positively hopeless for us to derive any profit from the sales. It was a very attractive design, of tough make, and thoroughly fireproof; but we were unable to obtain a fair price for it, and we were pleased to sell you the last one. We have plenty of others in stock, of fine design and finish, and we trust your customer may choose one of these from the enclosed list. The line from you is enough to secure the dispatch of the tough steel box, or of any of the things spoken of in the list, by return. Yours truly, Steven Brown and Sons.

SHORTHAND\_KEY



### BRIEF ANALYSIS

A small final hook for 'n' is affixed with right motion to all straight strokes.

A small final hook for 'n' is written in the same motion of that curve, to all curved strokes.

A small final hook for 'f' or 'v' is affixed with left motion to all straight strokes.

There is no 'f' or 'v' hooks to the curved strokes.

When a word ends with a vowel, the hooks, 'n', 'f', 'v' cannot be written since a final vowel requires a final place to place it.

Although it is a general rule to employ the 'n' hook finally, when it is the final sound in the word. In some cases stroke is written finally although no vowel follows; thus, genuine where a triphone precedes the final 'n'; after the circle 's' 'z' 'sw', final 'n' is written with stroke thus; soon, design, lesson, swan; after 'st' loop; thus, stone.

When joined to other strokes, the forms 'l-n' 'sh-n' may be written either upward or downward.

When 'n', 'f' or 'v' occurs medially, either hook or stroke may be written which gives easier joining.

The final syllable 'ner' may be written either with stroke initially hooked or with hook 'n' and downward 'r'.

In phraseography, 'n' hook represents 'been' 'than' 'on' and 'own' and 'f' hook represents 'of' and 'have'.

The sounds of 's' or 'ses' or 'st' or 'str' may be added to hook 'n' attached to straight strokes by writing the circle or loop on the same side as the hook.



Circle `s` when added to strokes hooked for `f` or `v` may be written inside the hook, so that both hook and circle can be seen.

When attached to curved strokes, the light sound of `ns` may be written with stroke `n` and circle `s`.

When attached to curved strokes, the heavy sound of `nz` may be written with circle inside the hook `n`.

When `ns` or `nz` occurs medially, they may be written with stroke `n` and circle `s`; or with `circle inside the hook` i.e. both `n` and `s` must be shown.





# NATIONAL SHORTHAND SCHOOL (BOOKS)

## Free Online Shorthand Tutorial

Take required no. of print outs of this page and practise all the outlines as given in this lesson and Exercise-14 as directed.

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