



### LESSON – 14

#### THE ASPIRATE (UPWARD & DOWNWARD 'H')

##### UPWARD 'H'

The initial and final attachments to the stroke consonants like circles, loops, hooks, have been covered already. Now, the rules for using **alternative forms for 'h'** will be explained; followed by 'r', 'l' and 'sh' in the subsequent lessons.

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, hang, hurry, host, hisses, hive, hen, hawker, heckle, hammer, behave, overhaul.

##### 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.

In few cases when 'h' occurs after another stroke, it is to be written in such a way that 'h' should not be misread as 's-ch' or 's-r'; thus,



compare cohere but exchequer; observer but abhor.

### 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, hair.

The tick 'h' may be used medially also in phraseography (but not in words); thus, with-whom, for-her, to-her, of-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, likelyhood, Pinhole, glasshouse, neighbor-hood, uphill, downhill, lease-hold. The dot 'h' is never used initially.

### PHRASES

|                 |             |                    |                   |                   |                |
|-----------------|-------------|--------------------|-------------------|-------------------|----------------|
|                 |             |                    |                   |                   |                |
| Dear-sir        | Yours-truly | every-circumstance | all-circumstances | you-will-remember | I-believe      |
|                 |             |                    |                   |                   |                |
| I-will-tell-you | by-all      | by-all-means       | at-all            | at-all-costs      | in-our-opinion |
|                 |             |                    |                   |                   |                |
| as-is           | is-as       | this-is            | last-year         | at-first          | just-now       |



### EXERCISE - 17

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

|            |               |          |            |          |            |
|------------|---------------|----------|------------|----------|------------|
| 1)hide     | hobby         | heaven   | hooker     | Hannah   | headmaster |
| 2)highness | High-pressure | hiccup   | High-road  | cohesive | sky-high   |
| 3)mohair   | hasp          | hasty    | historic   | hire     | higher     |
| 4)adhoc    | abhor         | humanity | homeless   | hull     | healthy    |
| 5)herb     | horn          | hairpin  | horse-back | horrify  | Hawai      |

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

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

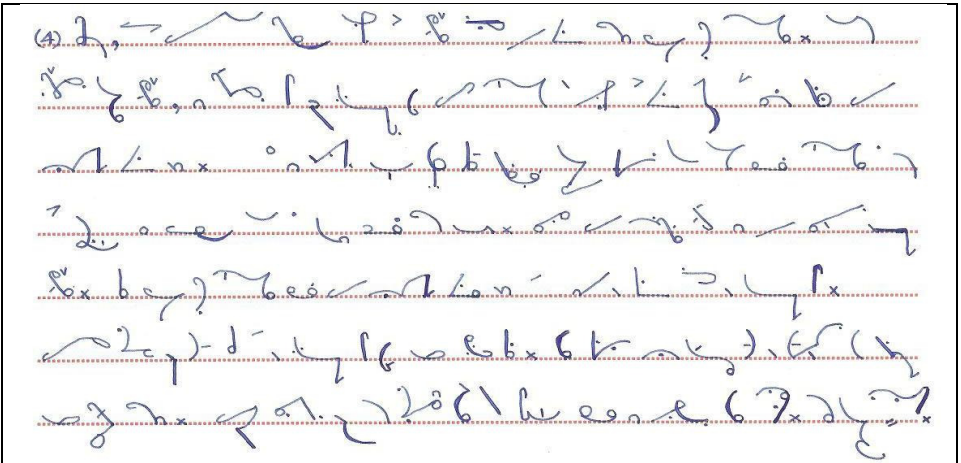
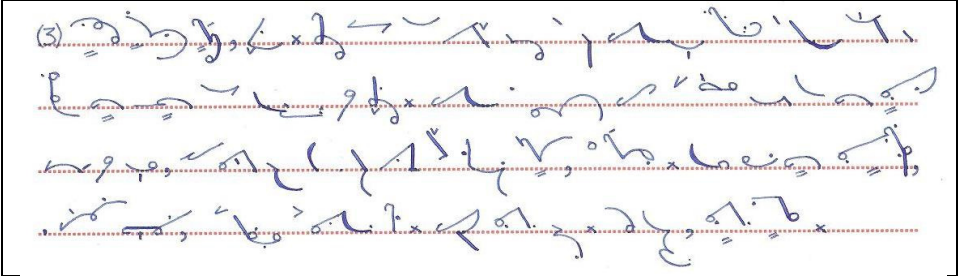
(1) M/s. Hawkins & Sons. Dear-sirs: Referring to-your favour of-March 4<sup>th</sup>, we hope to ship-the hogs hair by-the steamship "Harbour Master" sailing on-the 9<sup>th</sup> of-this month. We-shall-be happy to ship-the stuff sooner if-possible. But we-fear it-will-be hopeless to-try to hurry the business more-than we-have-done. We-have-had some trouble in obtaining four bales, as sellers here are maintaining high-prices, through-the security of the supply. We-are-pleased to-hear you-are likely to dispose of-the bales at enhanced prices, and to effect a ready sale. We-shall-be happy to-hear from-you on M/s. Bharat Gupta and Raghu Sons affair. Yours-truly, Raju & Sons.

(2) It-gives-me immense pleasure to preside-over-the centenary celebrations of-the State Police Force. The century is a long-time in-the life of any Force or organization in the globe. During-this period, the officers and men manning this huge force have gone through painful experiences and they-are able to face-the highly emotional social challenges and severe economic revolutions successfully. During-this long



period, the society by-and-large has passed through revolutionary changes and-the people who-have-been put in suppression for various reasons began to discover their rights and-this agitation of suppressed and oppressed classes have led to creation of law and other regulations of matching with other sections of-the society. It-is here in-this situation, the Police had shown a unique measure of sacrifice and service to-the society.

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



CLICK ON THE LINK BELOW FOR KEY

[SH KEY EX 17.pdf](#)



### BRIEF ANALYSIS

The 'aspirate' 'h' is provided with two alternative forms; one is downward form and another is upward form.

The upward form of 'h' is used most frequently.

The downward form of 'h' is used when it stands alone and in its derivatives and compound words.

Downward 'h' is used before 'k' and 'g'; and after upward 'l' and horizontal strokes 'k', 'g', 'm', 'n', etc.

'H' is represented by a small tick written in the direction of downward 'h', before 'm', 'l', downward 'r'. If a vowel precedes the 'h' or a triphone follows 'h', tick 'h' is not to be used but downward 'h' is used.

In few words where 'h' occurs after 's' or 'sh', the circle of 'h' is written inside the curves. Also in some cases where 's' and 'h' occurs consecutively in the middle of the a word, the circle is enlarged to represent 's-h' and upward 'h' is used.

Medially, 'h' is represented by placing a dot before the vowel where it has occurred, as in apprehend, vehicle, etc.



# 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-17 as directed.

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