



LESSON – 15

UPWARD & DOWNWARD 'R'

DOWNWARD (r) & UPWARD 'R' (Ray)

The liquid consonant 'r' is one of the very frequently occurring consonants in English language. It is represented by two alternative forms; (1) with downward light curve 'r' and (2) upward straight stroke 'R', the main reason is to avoid awkward outlines/joinings. 'R' is also represented by a brief form i.e. a small initial hook. Few rules relating to using of 'r' have already been explained in **lesson 4**.

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

Final 'r' is written **downward** when **not followed by a vowel** and **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, rainy, narrow, early, reel, lorry.

The object of the above rules is 'vowel indication'. By writing initial 'r' downward or upward, the addition of the vowel (whether it has occurred before 'r' or after 'r') can be determined very easily, even without placing the vowel.

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



For convenience in joining, 'R' is written upward before | t, | d, / ch, / j, (th, _ kl, _ gl and) s; thus, irate, erode, arch, urge, 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, taxpation, horsepower, proposer.

But in few cases downward form is better joined; thus, pacifier, favourer, decipherer.

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, roarer.

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

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, tyranny, party, burden, charity, garble.



When root words are written with downward 'r', it is retained in their derivatives, thus, arrange, disarrange, power, powerful, bare, barely.

Medially, when the downward form 'r' is awkward, upward 'R' is used; thus, bare, barefaced, force, forceful.

In some cases where use of alternative forms provides clear distinction in pairs of word, either form is used; thus, clerk, cleric, search, searcher, arch, archer.

CONTRACTIONS

administrator	amalgamation	arbitrary	arbitration	bankruptcy	distinguish-ed
description	discharge-ed	electric	electrical	electricity	English
English-man	en-large	en-larger	enthusiastic-ism	esquire	cross-examine-d



EXERCISE - 18

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

1) array	organ	arrest	raised	rave	orphan
2) arrear	armoury	rosy	rainy	refuse	Arthur
3) share	error	Lahore	aware	zero	Rehearse
4) polarise	endeavourer	adjourn	turf	burner	defer
5) stationery	tardy	parish	bargain	chargeable	fortress

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.

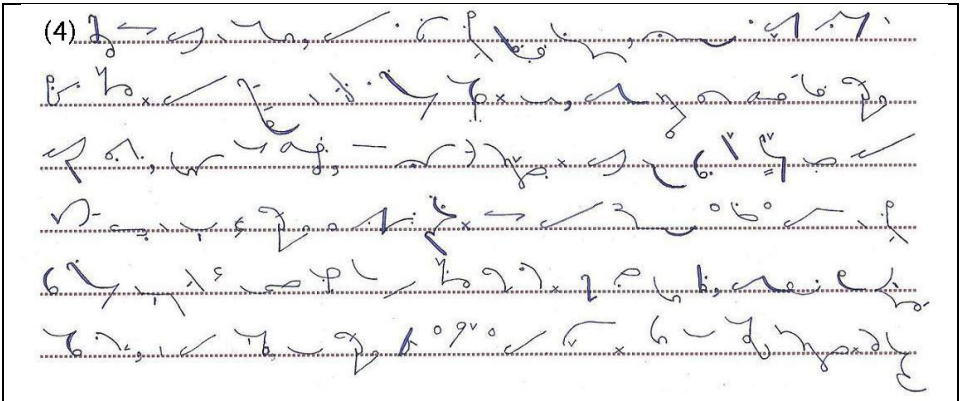
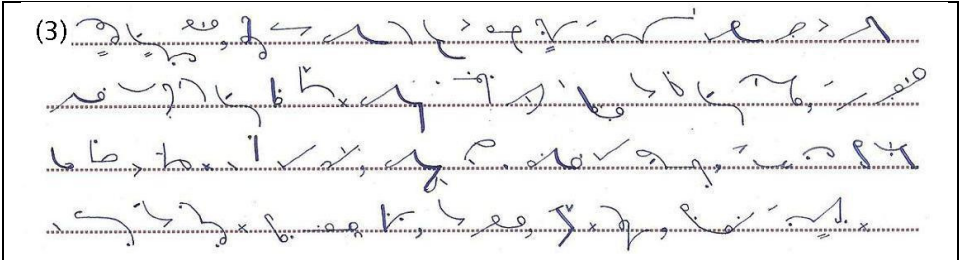
(1) M/s. Earth & Heaven. Dear-sirs: We-are-in receipt of-your favour of-Monday last, enclosing remittance to settle our claim for loss on-the tarpaulin cloth sold to us in the early spring. We-are happy to-thank-the affair is-now closed. We sincerely regret you-should display such irritation in reference to-this business. We should-have-been happy had we been able to arrange it last March; but your Mr. Paparao firmly refused even to discuss our proposal. We assure you once more, the tarpaulin cloth was useless for our purpose, and it-was very-much torn at-the edges. We-are by no means stubborn, and-we-are sorry to observe the tone or sarcasm in-your reply to-our last. We deplore the narrow view you have-taken , and-we-feel we-must adhere to-our rights. Yours-truly, Ruben & Sons.

(2) Dear-sirs: We-thank-you for-your price-list. We-wish to say, as-far-as we-can see, your prices are very satisfactory as they-are less than those of-your challengers, and-we suggest your representative Mr. Swamy, to-call-upon us during his next visit to-this place. We-are-sure he-will-bring with-him original samples of-your items.



Also, we-are-happy to inform-you, we-are proposing to enlarge our factory, and hence, it-seems to-me, the delivery dates should be firm. We hope you-will keep-this in-view when the offer of prices and dates for delivery is mailed to us. We trust, you-will render us all possible assistance in-our expansion programme at our factory. Thank-you in-the-meantime, we remain. Yours faithfully,

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 TO EXERCISE 18](#)

[SH KEY EX 18.pdf](#)



BRIEF ANALYSIS

The 'liquid' 'r' is provided with two alternative forms; one is downward curved form and another is straight upstroke.

The general rule is to write initial 'r' downward when preceded by a vowel; and initial or final 'R' upward when followed by a vowel.

Downward 'r' is written

- Initially when preceded by a vowel and followed by any stroke excepting t, d, ch, j, th, kl, gl.
- Before 'm'.
- Finally when no vowel follows, provided convenient outline is obtained;
- After two upstrokes
- After lefthand curve of f or v;

Upward 'R' is written

- When not preceded by a vowel and followed by any stroke except 'm';
- When a final vowel follows;
- When preceded by a vowel and followed by t, d, ch, j, th, kl, gl, to avoid awkward joining;
- After a single upstroke;
- After two downstrokes;
- After straight horizontal or straight upstroke or lefthand curves followed by circle 's', to avoid awkward combination;
- When 'R' is finally hooked for n, f, or v or shun and follows another stroke;
- After 'shun' hook upward 'R' is more convenient than downstroke;
- When 'R' is finally hooked for 'f' or 'v', although no vowel follows 'r', the upward 'r' is used to facilitate the use of final hook as the final sound in the word.

Medially either of the forms of 'r' is used which gives more convenient outline.

- Upward 'R' is written after a downstroke;



- Medially upward `R` is convenient when followed by k, kr, kl, g, n, sn.
- Medial `R` is written upward when followed by an upstroke;
- Medially, downward `r` is used before `m`; after tick `h`; primitives that end with `r`; when `r` stands alone and is initially circled or looped;

In pairs of words; one is written with downward `r` and the other is written with upward `R`, to distinguish clearly.

