



LESSON – 16

UPWARD & DOWNWARD 'L' & 'SH'

UPWARD & DOWNWARD 'L'

The consonant 'l' which is a light curve can be written upward or downward, according to convenience while joined with other strokes. The following rules will describe the use of 'l' in various situations:

In most of the cases upward (original direction) form of 'l' is used;

thus, leaps, slope; spell; lead; deal;
 steel; least; fellow; leave; mill,
 lime; style.

When 'l' is the only stroke in a word, or when joined to another stroke, it is written upward; thus, ail, lay, lace, sail,
 sails, swell, losses, stylist; live,
 lash, lathe, allege.

'L' is written upward when it is followed by a downstroke initially circled or hooked; thus, lisp, leader, ultra, leather,
 leisure.

When a word begins with 'l' and followed by a horizontal, 'l' is written upward; thus, like, long, lamb, leg;
 and when the initial 'l' is preceded by a vowel and followed by a simple horizontal, it is written downward; thus, alike, elm,
 align.

When 'l' has initial or final circle and attached to another curve, 'l' is written in the same direction of that circle; thus, loosen, lacing,
 vessel, looser



'L' is written downward after the strokes 'n' and 'ng' for convenience in joining and the same is retained in derivatives; thus, only, canal, strongly, manly, manliness.

After f, v, sk, or straight upstroke, downward 'l' is written if no vowel follows 'l' and upward if a vowel follows; thus, full, fully, vale, valley, rule, ruly, skill, scaly.

Medial 'l' is generally written upward, but either form can be used which facilitates easier joining with other strokes; thus, pulp, melody, unload, column, volume, film.

UPWARD AND DOWNWARD 'SH'

'sh' when standing alone with or without initial or final attachment is written downward; thus, ash, ashes, shoe, shoes, usher, Swash, shine, ocean, ushers.

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

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.

PHRASES & CONTRACTIONS

as-is	is-as	this-is	last-year	at-first	just-now
Exchange	executive	executor	expense	familiar-ity	familiarization
Financial-ly	govern-ed	insurance	howsoever	informer	inspect-ed-ion

EXERCISE - 19

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

1)swell	stale	solution	swallows	lure	lisp
2)lofer	like	legal	muscle	alliance	select
3)elusive	lacing	soberly	chilly	fril	fullest
4)enlist	fossil	relic	feeling	calamity	fullness
5)shrines	shipper	shield	shaker	brush	Wash
6)fish	slash	flourish	ticklish	auspicious	patience

Decipher 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)						
(6)						



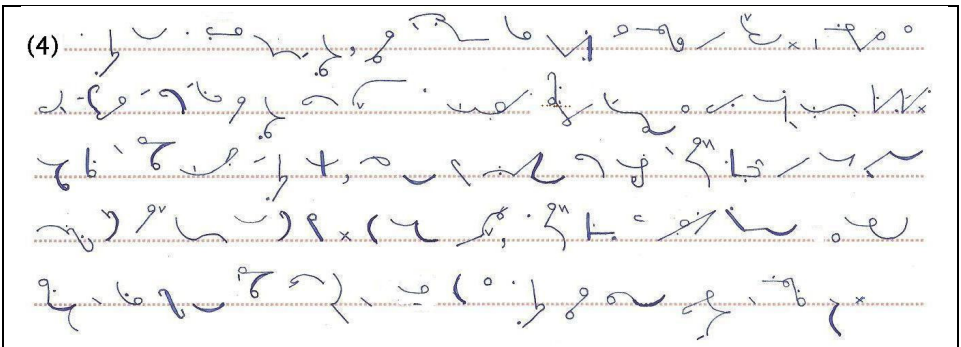
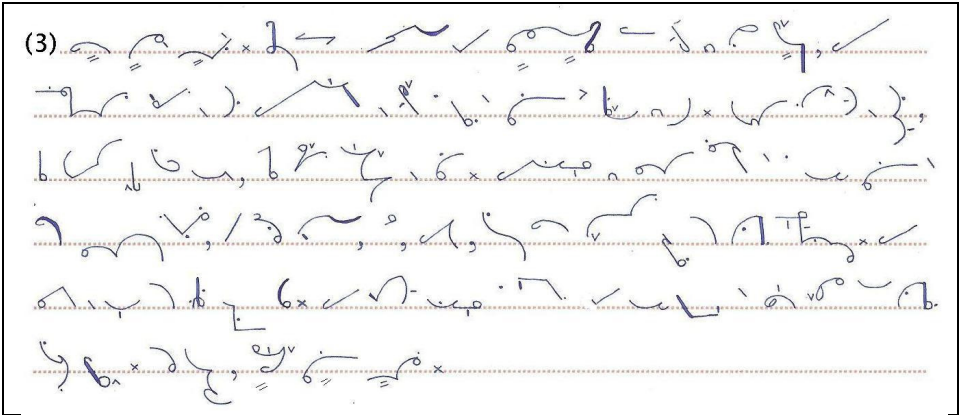
Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times, as you can.

(1) M/s. Neelam & Lucky Sons. Dear-sirs, We-are-in-position of-your valued message of-the first of-July, and-we agree to-your proposal. We-shall ship you on trial, samples of-our leading lines in umbrellas and sunshades by-the Desk to Desk courier service on-the 30th of-this month. The invoices shall-be enclosed in-our advice and bills of-lading and-the necessary policy shall follow by-the same courier on fourth of August. We trust, the umbrellas may arrive in due season, and-we hope you have had early and profitable sales. Yours-truly, Shekar & Sons.

(2) Dear-sir: I-have only just read your memo asking me at-all-costs to obtain for-you some more information on-the topic of-the activities of-our scholars. I-shall-be happy by-all-means to help-you in-this affair, but I should like to say, it-is only a few who rely in-the potential activities of-the society. As you-are aware, I-have only just been chosen as a Member of-the Executive team of-the society, and I-can say, some very-important changes are going to-take-place. Now, I-will-be able to share few details for two reasons. First, there-is a small body which makes decisions on issues which-may-be unknown to-the main body and most of what takes place at-the gathering is held in reserve at-all-costs and should never be disclosed to-the other citizens outside. Hence, I-wish to-make it clear that I-may-be able to do only modest. 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 19

http://www.nssbooks.com/images/answers/SH_KEY_EX_19.pdf



BRIEF ANALYSIS

DOWNWARD AND UPWARD 'l'

The liquid 'l' is represented by a light upward curve. Though it is an upward stroke, it can also be written downwards, for convenience in joining with other strokes and also to distinguish similar outlines representing different words.

Upward 'l' is most commonly used.

When 'l' is standing alone with or without initial attachment, it must be written upward.

The initial 'l' is written upward when followed by a downstroke with or without initial circle or loop or an upstroke (except 'h'), with or without initial vowel.

The initial 'l' is written upward when not preceded by a vowel and followed by a simple horizontal stroke. But when a vowel precedes, downward 'l' is written for the purpose of vowel indication and also to distinguish between two similar outlines; e.g. like, alike.

The initial 'l' is written upward when followed by a horizontal initially circled or hooked (except where circle 's' precedes 'n' or 'ng' or when 'l' followed by a loop 'st'.

When 'l' is preceded or followed by a circle which is attached to another curve, it is written in the same direction of that circle.

Medial 'l' is generally written upward. In some cases where a facile and easy outline can be obtained, downward 'l' is written.

After 'n' and 'ng' **final** 'l' is written downward

After 'f', 'v', 'sk' and straight upstroke, final 'l' is written downward if not followed by vowel and upward if followed by vowel.



Final 'l' in derivative and compound words is written with the same form of 'l' as used in primitive words, provided an easier joining is obtained, otherwise the alternative direction of the stroke is used.

DOWNWARD AND UPWARD 'SH'

The consonant sound 'sh' is represented by a light downward curve. Though it is a downward stroke, it can also be written upwards, for convenience in joining.

When standing alone 'sh' is always written downward.

Initial 'sh' is mostly written downward, but before f, v, th, TH, l, kl, kr, gr, fr, vr, mr, it is written upward.

Final 'sh' is generally written downward, but it is written upward after d, f, v, s, right thr.

After straight downstroke with initial attachment, 'sh' is written on the opposite side of the initial attachment; eg. brush, blush.

After a final hook, the 'sh' follows the same motion as the hook, either upward or downward.

After two or more downstrokes, 'sh' is generally written upward.

Medial 'sh' is written either upward or downward, which gives more convenient outlines.

[illegible]