LESSON – 18

THE HALVING PRINCIPLE
SECTION - 1

GENERAL RULES:

(a) Writing a stroke to its half length indicates the addition of ‘t’ or ‘d’.

(b) In single syllable words (without a final hook or a joined diphthong), a light stroke is halved for addition of ‘t’ only; thus, pat, plate, spate, fat, thought, lot, shot, mate, but in words like paid, tied, kid, goat, food, showed, light strokes are not halved for the addition of ‘d’ and hence, full form is written.

(c) In single syllable words (without a final hook or a joined diphthong), a light stroke is halved for the addition of ‘t’ only and a heavy stroke is halved for the addition of ‘d’ only; thus, tight, treat, pat, pant, bed, bread, blade, dead, jade, good, but in words like paid, tidy, bat, date, jute, greet, light strokes are not halved for the addition of ‘d’ and heavy strokes are not halved for the addition of ‘t’. Hence, full form is written.

(d) In single syllable words with final hook or joined diphthong, a stroke is halved for the addition of either ‘t’ or ‘d’; thus, span, spent, spend, ban, bent, bend, view, viewed, proud, paved, kent, kind.

(e) In words of more than one syllable, a stroke is halved for the addition of either ‘t’ or ‘d’; thus, skipped, rated, raided, orbit, coupled, started.

(f) Vowel signs to half-length forms are read next to the primary strokes; thus, apt, pat, thought, east, sect, skate, seeker, secret.

Circle ‘s’ at the end of half length form is read after the ‘t’ or ‘d’ indicated by halving; thus, act, acts, bid, bids,
street, streets, rent, rents, gift, gifts.

Half length ‘h’ when standing alone is written upward; thus, hat, hats, hunt, hunts.

HALVING PRINCIPLE NOT EMPLOYED

The halving principle is not employed in the following cases:

(a) In words of more than one syllable, if a vowel follows final ‘t’ or ‘d’, as a final vowel requires final stroke to place the vowel and hence, halving principle is not employed and full form is to be written; thus, pat, patty, brand, brandy.

(b) When a triphone immediately occurs before ‘t’ or ‘d’, halving principle is not employed, but full form is to be written; thus, fight, but fiat; diet, diadem.

(c) Halving principle is not employed in cases where a distinct outline would be obtained in pairs of words; thus, by writing full form for one word and half length form for the other; as in, secret, but sacred, unavoidable, but inevitable, hotly, but hotel.

(d) In few words like right, rights if written with half length ‘R’ may lead to confusion for the outlines of the words, such as, rents, rifts, etc. In such circumstances, full forms are written; thus, right, rights, rate, rates, etc.

POSITION OF HALF LENGTH FORMS

The first half length upstroke or downstroke in the outline is written above the line for indication of a first-place vowel; on the line for indication of second or third place vowels. Half-length strokes are never written through the line; thus, fighting, trademark, lightly, lately, little, applicant, secondary, shoot, shooting.
THE HALVING PRINCIPLE
SECTION - 2

The four strokes ‘m’, ‘n’, ‘l’, ‘r’ are halved to indicate the addition of ‘t’—mt, ‘nt, ‘lt, ‘rt; are also halved and thickened for the addition of ‘d’—md, ‘nd, ‘ld (down), ‘rd (down); thus, mate, limit, aimed, mode, deemed, ant, note, need, ailed, toiled, aired, bored.

Though the downward ‘l’ is halved and thickened for the addition of ‘d’, when standing alone, it is used if a word begins with vowel; thus, ailed, old.

‘Ld’ is used Initially when it can be joined to the following stroke; thus, old-man, old-age.

Finally, where ‘ld’ can be joined to the preceding stroke; thus, boiled, killed, nailed, cancelled.

The half length form of ‘ld’ is not used when it is preceded or followed by an initial or final attachment; thus, sold, styled, oldest.

When a vowel occurs between ‘l-d’ or ‘r-d’, both strokes are to be written in full (half length forms must not be used); compare Fold with followed; board with borrowed; marred with married.

The compound forms of ‘lr’, ‘rr’ cannot be halved to represent ‘lerd’ or ‘rerd’, as the same forms are already used to represent ‘ld’ and ‘rd’.

The compound forms ‘mp’—‘mb’—‘ng’ cannot be halved for the addition of ‘t’ or ‘d’, as they represent ‘md’ and ‘nd’, as stated above. When ‘mp, ‘mb’, ‘ng’ are hooked initially or finally, they can be halved to express the addition of ‘t’ or ‘d’; compare, impute,
imbued, prolonged; but hampered, rampart, lingered, impugned.

The light half-length stroke of ‘lt’ is generally written upward; as in felt, but it is written downward after n, ng; as in inlet, ringlet. Also it is written downward after ‘w’, if a vowel occurs before ‘l’ and upward if a vowel occurs after ‘l’; thus, dwelt, twilight.

The half-length stroke of ‘rt’ is also used to represent ‘rd’ when ‘rd’ is inconvenient to write; thus, coloured, cordage, deferred.

After ‘shun’ hook, half-length ‘st’ may be written either upward or downward according to convenience; thus, educationist, protectionist.

Unequal lengths of same thickness should not be joined, as it may lead to confusion while deciphering. In such cases, full forms are to be written; thus, fact, looked, minute.

But, when there is difference in thickness one full length stroke can be joined to the other half length stroke in such words; as named, afford.

After full-length ‘t’ or ‘d’, half-length ‘t’ or ‘d’ are always disjoined; thus, treated, frustrated, credited. The half-length forms are also disjoined in some cases where a very clear outline can be obtained by disjoining; thus, tightness, hesitatingly.

In past tenses of ‘-ted’, ‘-ded’, are always indicated by half-length ‘t’ or ‘d’; thus, vote, voted, omit, omitted, print, printed, grade, graded.

Halving principle is employed in phraseography to indicate the addition of words ‘it’, ‘not’, ‘would’, ‘word’, as in if-it, if-it-is,
I-am-not, I-will-not, I-do-not, few-words, they-would-not-be, and in phrases like able-to, at-all-times, able-to-make, etc.

**GRAMMALOGUES**

- quite
- could
- accord-ing
- cared
- guard
- great
- called
- equalled
- cold
- gold
- that
- without
- wished
- cannot
- gentleman
- gentlemen
- particular
- opportunity
- child
- build-ing
- told
- tried
- trade
- toward
- towards
- hand
- under
- chaired
- cheered
- sent
- third
- short
- spirit
- yard
- word
- school
- schooled

**PHRASES & CONTRACTIONS**

- arbitrary
- arbitrate
- arbitration
- amalgamate
- amalgamation
- administrator
- administratrix
- advertise-d
- advertisement
- bankruptcy
- certificate
- English
- England
- establish-ed-ment
- Expenditure
- identical
- identification
- individual-ly
- independent-ly-ce
- indispensable-ly
EXERCISE - 21

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

1) coat  street  float  fruit  slight  solid
2) arts  wait  wheat  adapt  equipped  select
3) implicate  transact  insects  unfit  refutes  clicked
4) washed  adjacent  enriched  resembled  included  validity
5) bridged  averaged  unsolved  laboured  laggered  detail
6) grant  front  merchant  silent  volunteer  fluctuate
7) behind  hammered  discoloured  exert  timidly  salaried
8) claimed  resumed  unarmed  stunned  designed  belonged
9) toiled  tired  availed  retired  injured  judged
10) required  answered  preferred  fashionist  awkward  dominate

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) Messrs. Callingwood & Robert, Great Western Road, Kolkata. Gentlemen,

It is now more than three months since your old bills works out to Rs.2 lakhs due for payment. In-the-mean-time, we have written to-you twice for cheque in settlement, but inspite-of-this we have heard nothing from you. Because of-present circumstances, when all of us are faced with difficulties and sometimes with bad-luck, we have tried to assist you by allowing-you-the benefit of extra time. As, however, you have neglected to inform us your intentions in respect-of these bills we must insist upon your taking some definite action in-this issue. We have no desire to-place-the account in other hands, but unless this debt is discharged within-the next ten days, or at any rate a sizeable proportion of it, we shall be forced to-do-so.

During the past few days, your requirements for extra goods have been handled promptly irrespective of-your overdue account, but no additional requirements will be fulfilled until a more satisfactory state-of-affairs exists. The essence of successful business is friendly co-operation between-the relevant parties, and your failure in-this-respect is regrettable. Yours faithfully.

(2) It was pretty late in the autumn of the year, when the declining sun, struggling through the mist which had obscured it all day, looked brightly down upon a little Wiltshire village, within an easy journey of the fair old town of Salisbury.

Like a sudden flash of-memory or spirit kindling up-the mind of an old man, it shed a glory upon-the scene in-which wet grass sparkled in-the-light; the scanty patches of verdure in-the hedges—where a few green leaves yet stood bravely, withstanding to-the-last the tyranny of-cold and early frosts—took heart and brightened up; the stream, which had been dull and sullen all day long, broke out into a cheerful smile; the birds began to chirp on-the bare boughs, as though-the hopeful creatures half believed-that cold had gone by, and spring had come already. The vane upon-the tall spire of the old church sparkled from its lofty station in sympathy with-the general gladness; and from-the ivy-shaded windows such gleams of-light shone back upon-the sky that it seemed as-if-the quiet buildings were-the storehouse of-many summers, and all-their ruddiness and warmth were stored within.

Even those tokens of-the season which emphatically whispered of-the approach of chill graced the landscape, and-for-the moment, tinged its brighter facets with no oppressive air of sadness.
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 21

Take required no. of print outs of this page and practise all the outlines as given in this lesson and Exercise-21 as directed.

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