































































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,



9. street, 9. streets, 9. rent, 9. rents, 9. gift, 9. gifts.

Half length 'h' when standing alone is written upward; thus, 9. hat, 9. hats, 9. hunt, 9. 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, 9. pat, 9. patty, 9. brand, 9. brandy.

(b) When a triphone immediately occurs before 't' or 'd', halving principle is not employed, but full form is to be written; thus, 9. fight, but 9. fiat; 9. diet, 9. 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, 9. secret, but 9. sacred, 9. unavoidable, but

9. inevitable, 9. hotly, but 9. hotel.

(d) In few words like right, rights if written with half length 9. 'R' may lead to confusion for the outlines of the words, such as, 9. rents, 9. rifts, etc. In such circumstances, full forms are written; thus, 9. right, 9. rights, 9. rate, 9. 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, 9. fighting, 9. trademark, 9. lightly, 9. lately, 9. little, 9. applicant, 9. secondary, 9. shoot, 9. 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 halfed 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, halt, 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.








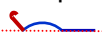
But, when there is difference in thickness one full length stroke can be joined to the other half length stroke in such words; as named, afford.

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.

GRAMMAGLOGUES

 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	lagged	detail
6)	grant	front	merchant	silent	volunteer	fluctuate
7)	behind	hammered	discoloured	exert	timidity	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.

(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						



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.

(3) 1. The first part of the script is a series of shorthand symbols written on a set of three horizontal lines (top, middle, and bottom). The symbols are connected by lines, forming a continuous sequence. The second part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The third part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The fourth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The fifth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The sixth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The seventh part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The eighth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The ninth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part. The tenth part of the script is a series of shorthand symbols written on a set of three horizontal lines, similar to the first part.

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