



LESSON – 2 VOWELS

You are thorough with all the stroke consonants, joining of strokes and grasped sounds of the language and phonetic basis of Pitman's shorthand system.

Now, this is the time to learn the very important lesson on VOWELS.

Definition of a Vowel:

"If the mouth passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel."
(Prof. Sweet).

The difference between the consonant and vowel is given below:

A consonant is a sound which cannot be produced distinctly without the aid of a vowel.	A vowel is a sound which can be produced without the assistance of any other.
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There are six simple long vowels and six corresponding short vowels in English language, represented by heavy dot and heavy dash; light dot and light dash respectively.

LONG VOWELS

The six long vowels are divided into two groups, AH, A, E and AW, O, OO.

The first group of three vowels AH, A, E are called Lingual vowels because, in their production, the tongue is mainly concerned and these three vowels are represented by heavy dot (•).

The next group of three vowels AW, O, OO are called Labial vowels because, in their production, the lips are mainly concerned and these three vowels are represented by heavy dash (-).

The three vowels in each group are numbered and are called as first place vowel, second place vowel and third place vowel. The order of the vowels in each group corresponds with their utterance by the vocal organs.

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The table below shows the usage of long vowels:

Lingual				Labial			
Vowel	Sound	As in	Sign	Place	Sound	As in	Sign
1 st place	AH	Pa		1 st place	AW	all	
2 nd place	Ā	may		2 nd place	Ō	go	
3 rd place	Ē	we		3 rd place	ŌŌ	too	

Based on the above table, the long vowels are to be called by their distinct names, thus,

Vowel	Name of vowel	As in	Consonants in the word
AH	First place heavy dot vowel	calm, palm, balm	k-m, p-m, b-m
Ā	Second place heavy dot vowel	Plate, rate, mate	p-l-t, R-t, m-t
Ē	Third place heavy dot vowel	Peak, ream, meet	p-k, r-m, m-t
AW	First place heavy dash vowel	Paul, rod, top	p-l, R-d, t-p
Ō	Second place heavy dash vowel	Goat, shore, boat	g-t, sh-r, b-t
ŌŌ	Third place heavy dash vowel	Tour, shoot, boot	t-r, sh-t, b-t

On every stroke, there are three places either side to write the vowels.

The **first place vowels** are written at the **beginning of a stroke**.

The **second place vowels** are written at the **middle of a stroke**.

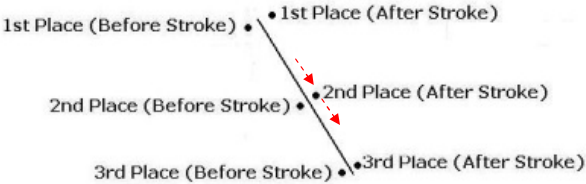
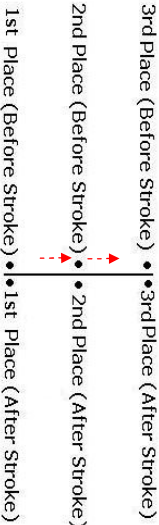
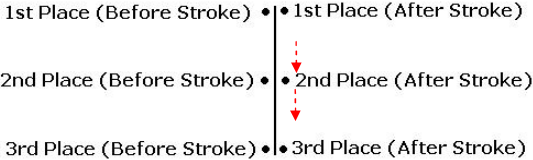
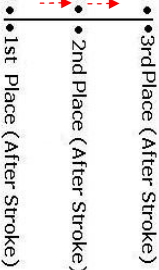
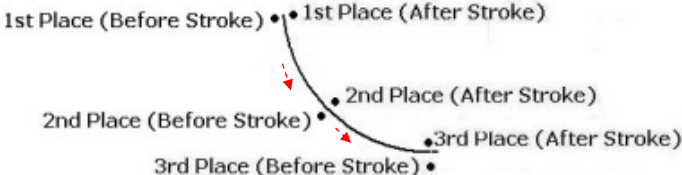
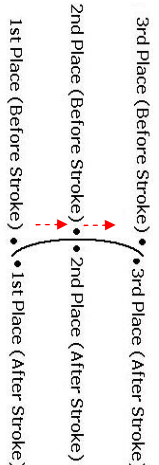
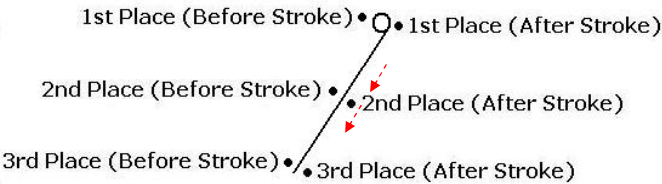
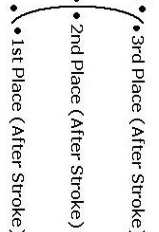
The **third place vowels** are placed at the **end of a stroke**.

Vowels are placed either before the stroke (preceding vowel) or after the stroke (following vowel) according to the occurrence of vowel, before or after the consonant.

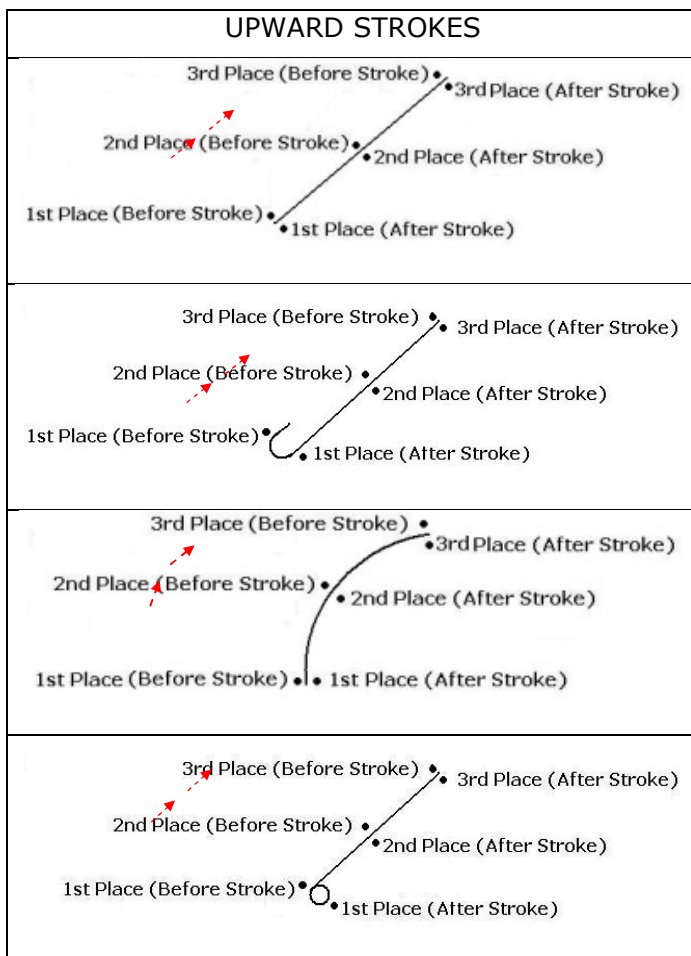
Places are to be counted from the beginning of the stroke in the direction in which it is written.



The following tables shows the places of vowels, before or after the strokes.

Downward Strokes	Horizontal Strokes
	
	
	
	

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The following sentence reminds you the sequence of long vowels.

Pah

1st place
heavy dot

māy

2nd place
heavy dot

wē

3rd place
heavy dot

all

1st place
heavy dash

gō

2nd place
heavy dash

tōō

3rd place
heavy dash



While forming outlines for the words, the **consonants heard in the word** are written first by joining them together, without lifting the pen. Then the vowels are placed as they occur naturally in the word. See the following examples:

				<p>In this word, the consonants heard in the word are t & k. There is a vowel before 't' which is written on the left side of stroke. One more vowel occurred after 't' which is written on the right side of stroke. The consonant 'k' occurred after 't'. In the natural pronunciation of word 'attack', t is followed by k. Hence, one vowel before 't' and the subsequent vowel after 't' are written, forming the outline for the word 'attack' in its natural way.</p>
t	at	ata	attack	
<p>Find the natural way of occurring consonants and vowels in the above word.</p>				

Some more such examples are given below:

				<p>While writing the outlines, all the consonants heard in the word are written together without lifting the pen. So consonants occurred in the word i.e. 'b' and 'd' are to be written initially. Then vowels heard in the word are placed accordingly. First place heavy dash vowel occurred after 'b'. It is placed after 'b'. Then third place light dot vowel is placed after 'd'. This way, the outline for the word 'body' is formed.</p>
b	bo	bod	body	
<p>Please note that the above is to explain the natural way in which the word heard is written in shorthand.</p>				

In this example **outline** for the word '**followed**' is written.

The consonants occurred are **f – l – d**. They are written together.

Vowels are placed after writing the outline.

		<p>The vowels occurred in the word are a first place heavy dash vowel after 'f' (f+aw=fo); and then a second place heavy dash vowel after 'l' (l+o=lo) and there is no vowel after the last consonant 'd'. Hence the vowels are placed accordingly to form the outline for the word 'followed'.</p>
f – l – d	f-o-l-o-d	

The dash vowels may be written at the right and convenient angle to the straight strokes and like spokes in a wheel direction to the curves.



Read and practice each of the following outlines, as many times as possible (in a separate exercise book) to gain knowledge of **long vowels** represented by **heavy dot** and **heavy dash**.

Pah	Paid	Eat	Paul	Goat	shoe	Arrow	Ashore	Italy
Ap	Ate	Tea	Off	Ore	Root	Era	Manage	Lake

SHORT VOWELS

The six corresponding short vowels are **Ä, Ě, Ĩ** and **Ŏ, Ů, Ő**.

The first group of three vowels **Ä, Ě, Ĩ** are **Lingual vowels** and **these are represented by light dot (·)**.

The next group of three vowels **Ŏ, Ů, Ő** are **Labial vowels** and **these are represented by light dash (-)**

The three vowels in each group are numbered and are called as first place light **dot/dash** vowel, second place light **dot/dash** vowel and third place light **dot/dash** vowel. The order of the vowels in each group corresponds with their utterance by the vocal organs.

The table below shows the usage of short vowels:

Lingual				Labial			
Vowel	Sound	As in	Sign	Place	Sound	As in	Sign
1 st place	Ä	that		1 st place	Ŏ	not	
2 nd place	Ě	pen		2 nd place	Ů	much	
3 rd place	Ĩ	is		3 rd place	Ő	good	



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Based on the above table, the short vowels are to be called by their distinct names, thus,

Vowel	Name of vowel	As in	Consonants in the word
Ǻ	First place light dot vowel	Bat, cap, pack	b-k, c-p, p-k
Ė	Second place light dot vowel	Bell, deck, get	b-l, d-k, g-t
Ī	Third place light dot vowel	Bit, chip, mill	b-t, ch-p, m-l
Ŏ	First place light dash vowel	cot, talk, shop	k-t, t-k, sh-p
Ũ	Second place light dash vowel	nut, boat, vote	n-t, b-t, v-t
Ű	Third place light dash vowel	foot, push, wood	f-t, p-sh, w-d

The following sentence reminds you the sequence of short vowels.

thăt pĕn ĩs nŏt mŭch gŏod
 1st place 2nd place 3rd place 1st place 2nd place 3rd place
 light dot light dot light dot light dash light dash light dash

PRECEDING VOWELS

As explained above, when a vowel occurs before consonant it is called **preceding vowel** and written before the consonant i.e. on left hand side to up strokes/down strokes and written above the horizontal strokes, thus

ape	aid	if	ace	air	ill	away	earth	ache	egg	aim

FOLLOWING VOWELS

When a vowel occurs after consonant, it is called **following vowel** and written after the consonant i.e. on right hand side to up strokes/ down strokes and written below the horizontal strokes, thus

pay	day	fee	say	ray	low	way	row	key	go	may



EXERCISE - 3

Decipher the outlines, write the words and verify with the 'key'.
Practice the outlines, four lines each, as shown in example.

>	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈
⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈	⋈

Press the link below to view the Key or copy the link and paste in your browser address bar:

<http://www.nssbooks.com/images/answers/KEY%20TO%20EXERCISE%203.pdf>



EXERCISE - 4

Write outlines for the following words in the boxes given below.
Verify and correct the mistakes and practice each outline at least three lines in your practice book.

mole	aim	name	nail	lead	loaf	loath	lazy	lobby	arch
road	rogue	Rome	rare	way	wage	woe	yee	Hague	hoe
pity	yoke	heed	they	theme	park	rope	repair	wake	inning
Web	rake	beat	keyed	feed	rich	fig	wood	poor	retail
family	Tamil	fear	earth	beer	myth	teak	leak	teach	air
Woo	Leaf	boom	ream	heath	jute	rate	judge	cake	memo

Press the link below to view the Key or copy the link and paste in your browser address bar:

<http://www.nssbooks.com/images/answers/KEY%20TO%20EXERCISE%204.pdf>



Now practise the outlines as written in Exercises-3 and 4, at each three lines each, as per the examples given below:

Handwriting practice lines for Pitman's Shorthand. The page contains several sets of three horizontal lines (top, middle, and bottom) for writing. Each set includes a blue example stroke and a series of grey dashed strokes for tracing. The strokes are as follows:

- Row 1: A series of 15 slanted strokes, each starting with a dot and ending with an arrowhead.
- Row 2: A single slanted stroke starting with a dot and ending with an arrowhead.
- Row 3: A single slanted stroke starting with a dot and ending with an arrowhead.
- Row 4: A blue example of a slanted stroke starting with a dot and ending with an arrowhead, followed by a series of grey dashed strokes.
- Row 5: A single slanted stroke starting with a dot and ending with an arrowhead.
- Row 6: A single slanted stroke starting with a dot and ending with an arrowhead.
- Row 7: A blue example of a curved stroke starting with a dot and ending with an arrowhead, followed by a series of grey dashed strokes.
- Row 8: A single curved stroke starting with a dot and ending with an arrowhead.
- Row 9: A single curved stroke starting with a dot and ending with an arrowhead.
- Row 10: A blue example of a curved stroke starting with a dot and ending with an arrowhead, followed by a series of grey dashed strokes.
- Row 11: A single curved stroke starting with a dot and ending with an arrowhead.
- Row 12: A single curved stroke starting with a dot and ending with an arrowhead.
- Row 13: A blue example of a vertical stroke starting with a dot and ending with an arrowhead, followed by a series of grey dashed strokes.
- Row 14: A single vertical stroke starting with a dot and ending with an arrowhead.
- Row 15: A single vertical stroke starting with a dot and ending with an arrowhead.



This image shows a full page of white paper with horizontal red dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings present.