



LESSON – 22









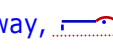












PREFIXES

You understood by this time that, to increase speed of writing in shorthand, a number of devices like attachments/joining of circles, loops, hooks and other abbreviated forms have been utilized.
























Now you will learn to use **joined or disjoined prefixes**, which provides for more clear outlines and rapid increase in speed.

A Prefix is described in shorthand, as a **disjoined or joined sign** to represent an **initial syllable or syllables** for more or less frequently occurring combinations, with the object of giving compact and fluent outlines.























The following tables explains you the employment of prefixes in shorthand:

Prefix	Explanation	Examples
Initial com- , comm- , con- , conn-	The initial syllable(s) com- , comm- , con- , conn- , is represented by placing a small dot at the beginning of the following stroke; thus	 compel,  committee,  contain,  connection,  congratulate.
	In some words clearer outlines can be obtained by writing full outlines, as in	 conor,  consul  conway,  comet.
Medial com- , con- , cum- , or cog-	Medial com- , con- , -cum- , cog- either in a word or in a phrase is indicated by disjoining the form immediately following the com- , etc.; thus,	 recommend  incumbent  welcoming  becomingly  discontinue  recognize
	In words commenced with prefix com- , con- , etc. represented by a dot, the position of the outline is governed by the first vowel after the prefix.	 compare  contact  compose  control  conceal  convenient



	This method of medial -con, can be used in phraseography after upward dash logogram. After downward logogram, medial -con dot cannot be used, thus	 should-commence  on-the-committee  of-the-committee  to-commence
Accom- or accommo-	The prefix Accom- or accommo- is represented by joined or disjoined 'k'; thus	 Accompany  Accommodation
Intro-	Intro- is represented by joined double length 'n' (ntr); thus	 Introduce  Introspect
Magna-magne-magni-	The prefix Magna- or magne- or magni- is represented by disjoined 'm'; thus	 magnanimous  magnetise  magnificent
Trans-	The prefix 'trans' is represented by joined 'trs' i.e. by omitting 'n', thus	 transfer  transmission
	In some cases full outline is written to obtain clear outline;	 transact  transcend
self-	Self- is expressed by a disjoined small circle written close to the following stroke in the second place; thus	 self-made  self-reliance
self-con, self-com	Self-con, or self-com is represented by a disjoined small circle placed in the position of con- dot; thus	 self-control,  self-contained  self-confident
In- before 'str', 'skr', 'h'	The prefix in- before the initially circled strokes is represented by a small hook written in the same direction as the circle; thus	 Instructor  Inscription  Inhabit



Negative words	The small hook written for 'in-' is never used in words where it signifies 'not'. In such words where 'in-' gives a negative meaning, it must be written with stroke 'n'; thus compare	 hospitable  inhospitable  pitable  humanity  inhumanity
il-, im-, in-, ir-, un-	The prefixes il-, im-, in-, ir-, un- are represented by writing the downward 'r' or 'l' when the rules for writing them permits, besides distinction between positive and negative words is obtained; thus, compare	 resolute  irresolute  resistable  irresistible  limitable  illimitable
	In other cases the prefixes il-, im-, in-, ir-, un- are represented by repeating l, m, n, or r, where distinction between positive and negative could also be obtained; thus, compare	 Legal  illegal  Mortal  immortal  Necessary  unnecessary  radiance  irradiance
Logograms	Logograms can be used as prefixes or suffixes; thus	 almost  understand  undermine

GRAMMALOGUES


 selfish-ness


 inscribe-d


 inscription


 instruction



 instructive


PHRASES



 foundation-stone


 Ladies and Gentlemen



 at-the-same-time


 for-some-time


 at-some-time


 all-parts-of-the-world






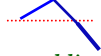




















 that-was


 in-the-course-of-your


 we-are-able-to according-to-the



CONTRACTIONS

 <i>relinquish-ed</i>	 <i>remarkable-ly</i>	 <i>removable</i>	 <i>represent-ed</i>	 <i>representation</i>
 <i>republic</i>	 <i>republican</i>	 <i>responsible-ly</i>	 <i>sensible-ly-ility</i>	 <i>something</i>
 <i>substantial-ly</i>	 <i>sympathetic</i>	 <i>telegram</i>	 <i>telegraphic</i>	 <i>unanimity</i>
 <i>unanimous-ly</i>	 <i>uniform-ity-ly</i>	 <i>universal-ly</i>	 <i>universality</i>	 <i>universe</i>
 <i>university</i>	 <i>whatever</i>	 <i>whenever</i>	 <i>whensoever</i>	 <i>whereinsoever</i>



EXERCISE – 25

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

1)	conception	concentrate	conclusive	compliment	composite	sub-committee
2)	de-compose	uncommon	recognise	misconduct	reconstruct	mis-conceive
3)	accomplice	accomplisher	interject	interviewed	interlock	enterprising
4)	magnitude	magnetometer	disconcert	transmission	transplant	transit
5)	incomparable	interdependence	unnamed	self-contained	self-position	underwork
6)	immaterial	self-taught	illicit	inhospitable	underwent	commission

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) Dear Sir, I-have-carefully-considered-the proposal you-made at-the recent-conference in Delhi, and while I gratefully recognize your-considerate and even magnanimous tone at-the interview, I-have-concluded not to entertain-the idea further.

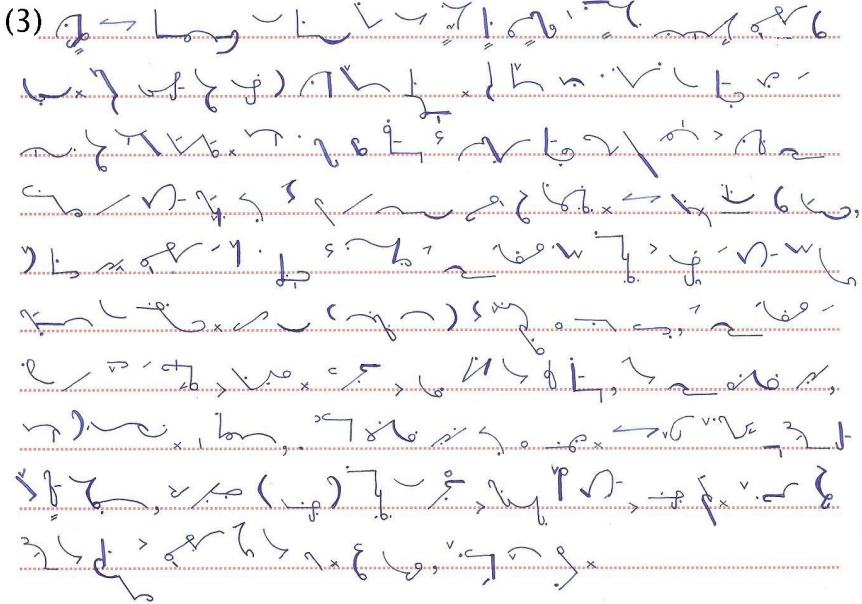
There-are what I consider inherent defects in-the-proposed enterprise which forbid my name being on-the list of shareholders in-the-company. I-fear it-will-not-be-the instrument of-profit which-you anticipate. I-am-conscious of all your-kindness towards me in-connection with-the scheme you have introduced, I-desire to-express my gratitude for-the hospitable respect you gave me. I-can but repeat my appreciation of-the great self-control you exhibited inspite-of-the interruptions to-which-you exposed in-the-course of-your speech at-the conference. Yours faithfully,

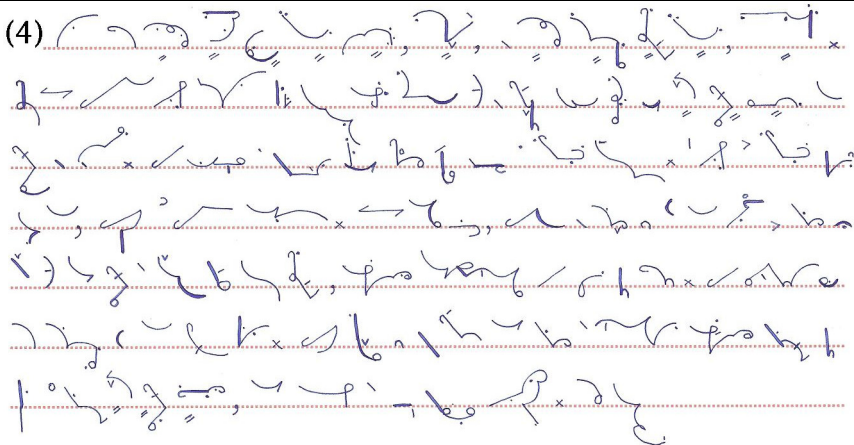
(2) A man or a woman is-the happier for having some definite hobby to-which he or she-can turn in periods of leisure. It-is really immaterial what that hobby may be, and it need-not-necessarily bring pecuniary benefit. The point of real importance is-that it-should furnish agreeable relaxation from one's daily work and-the worry that so frequently goes with-it. The man with a hobby is almost invariably less given to worrying than-the man without one. What an amazing variety of hobbies there-are! Some-people collect various articles, such as coins, medallions, miniatures, stamps from all-parts-of-the-world, theatre programmes, antique jewellery, miscellaneous curios, and so on, while others employ their spare time in hobbies of a more practical or creative nature, say woodwork, drawing, gardening, sewing and all forms of fancy needlework.

If-those who-are in-the habit of worrying over troubles, real or imaginary, would but take-up some form of hobby they-would-find that-it had a steady influence upon them, and-it-is-possible that in many cases they-would realize of-course suggested that all-our leisure should-be devoted to following a hobby.



Transcribe and write the following script into longhand, verify with 'key', correct it and practise the script, as many times, as you can.

(3) 

(4) 

CLICK ON THE LINK BELOW FOR KEY TO EXERCISE 25
http://www.nssbooks.com/images/answers/SH_KEY_EX_25.pdf

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