



LESSON – 23
























SUFFIXES & TERMINATIONS

Prefixes are initially joined or disjoined signs in an outline, whereas suffixes are finally joined or disjoined signs in an outline.

SUFFIXES

A suffix is described in shorthand, as a disjoined or joined sign to represent a final 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 suffixes in shorthand:

Prefix	Explanation	Examples
Final ing-	The syllable ng- is generally represented by stroke  . Where this stroke  cannot be written or when written, it would result in awkward joining, a light dot is used to represent the suffix 'ing', as detailed below: The dot 'ing' is written	
(a)	After light straight downstrokes and downward 'r', as in	 paying,  tying,  chewing,  hearing.
(b)	After circle 'ns'; after 'k' or 'g' hooked for 'f' or 'v'; and after an upstroke finally hooked	 bouncing,  coughing,  starving,  burning
(c)	After half-length or double-length strokes, where no angle would be obtained by writing stroke  ; thus	 plotting,  mating,  folding,  motoring
(d)	After some logograms where it is convenient to use dot; and in other cases stroke  is convenient to write.	 coming,  thinking,  remembering; but stroke is convenient in  calling,  wishing,  having,  surprising




































NATIONAL SHORTHAND SCHOOL (BOOKS)

Free Online Shorthand Tutorial

-ings	Wherever -ing is represented by dot, in those cases, -ings is represented by dash	 dropping,  droppings  winning,  winnings  carving,  carvings,  posting,  postings.
-ing is not used medially	The dot -ing cannot be used medially and hence stroke is to be used; thus	 sparing,  sparingly  deserving,  deservingly

TERMINATIONS

-ality, -ility, -arity, -ority, -elty and similar terminations	-Ality, -ility, -arity, -ority, -elty and similar terminations are expressed by disjoining the stroke occurring just before the termination; thus	 hospitality,  neutrality  acceptability,  inability  solidarity,  popularity  majority,  minority  novelty,  frivolity  prosperity,  casualty
	In few cases, full form is written to obtain more distinct outline; thus	 speciality,  reality  actuality,  seniority,  personality, etc.
-logical and -logically	-Logical and -logically are represented by disjoined 'j' /; thus	 ideological-ly  psychological-ly,  mythological-ly
-ment	-Ment is generally represented by  mnt. Where this form of  mnt is not convenient to join, the termination -ment is represented by  nt; thus	 agreement,  document  supplement, but  refinement,  pre-ferment  achievement,
-mental -mentally	-Mental, -mentally, and -mentality are expressed by disjoined  mnt; thus	 sentimental-ly-lity  fundamental-ly  instrumental-ly-ity.



NATIONAL SHORTHAND SCHOOL (BOOKS)

Free Online Shorthand Tutorial

-ly	-Ly is expressed by joined or disjoined 'l' and in some cases with hook 'l' also; thus	Jointly, blindly, evenly, kindly, strongly, promptly, cheaply, frankly, roughly, negatively
-ship	-ship is expressed by a joined or disjoined 'sh' ; thus	citizenship, ownership, scholarship, friendship, township,
	In some cases, for legibility 'sh' is written fully with 'sh' & 'p'.	steamship, fellowship, worship.
-fullness	-fullness is represented by disjoined 'fs' ; thus	hopefulness, carefulness, joyfulness
-lessness, -lousness	-Lessness and -lousness are represented by disjoined 'ls'; thus	hopelessness, carelessness, uselessness, perilousness
-ward, -wart, -wort	-Ward, -wart, -wort are expressed by joined half-length 'w' ; thus	forward, backward, stalwart,
-yard	-Yard is represented by joined half-length 'y' ; thus	brickyard, backyard, shipyard

The compound words beginning with -here, -there, -where, etc. are written as follows

herein		wherein		therein	
hereon		whereon		thereon	
hereat		whereat		thereat	



NATIONAL SHORTHAND SCHOOL (BOOKS)

Free Online Shorthand Tutorial

hereto		whereto		thereto	
hereof		whereof		thereof	
herewith		wherewith		therewith	

LOGOGRAMS USED AS SUFFIXES

The following logograms joined or disjoined, may be used as suffixes; thus

outbalance	overbalance	rebuild	outnumber	foretell	foretold
free-trade	over-trade	indifference	disadvantage	bedchair	easychair
armchair	out-general	become	outcome	overcome	Welcome
recalled	forgive	misgiving	safeguard	vanguard	rearguard
self-importance	improvement	underhand	landlord	underwriter	untold
untried	ungentlemanly	unequal-ly	un-thinking	un-schooled	unusual-ly



EXERCISE – 26

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

1)	spying	watching	sparing	plastering	shining	schooling
2)	grieving	smothering	sparingly	hesitatingly	rinsings	polity
3)	principality	admissibility	unreality	dexterity	impossibility	potentiality
4)	biological	chronological	encroachment	argument	enlistment	elemental
5)	rudimental	detrimental	politely	fairly	keenly	spring
6)	flagship	chairmanship	trusteeship	hardship	wardship	openly
7)	cheerfulness	skillfulness	faithlessness	groundlessness	boilerplate	cabinboy

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)						



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. Kannan & Company, Cochin. Dear Sirs, Having heard that-you-are looking for an enterprising agent for your tracing papers and other goods, I-beg to offer-you my services. I-have some exceedingly strong-connections in-the-printing and-engineering businesses in-this locality, being well-known to majority of-the best firms, and-I-think-that through my acquaintanceship I-could readily introduce your specialities into-the firms to-call-upon. I-am regarded as a man of considerable originality in-my-conduct of business matters, and-I-can give you ample evidence as to-my ability, helpfulness, and-the standing I-have in-the district. Of-course, I should-be willing to-give-you a fidelity guarantee of any amount (at-your expense), and-I-shall-be-glad to enter into an experimental arrangement with-you, if-you prefer it. I-may add that I-have-been instrumental in introducing many novelties into this neighbourhood, and-I confidently assert that I should-be just as successful with your-goods. I-shall-be happy to discuss terms with-you. Awaiting your-kind reply; I-am, Yours faithfully,

(2) Ladies-and-Gentlemen, I consider it a great honour to-preside-over-the Silver Jubilee Celebrations of-the Industrial Development Bank. I-have-been observing with great-interest the working of-your Bank for a number-of-years. You have-been helping the industrial units in a number-of ways. It-is a good thing for-such institutions to-help-the people in all possible ways. In-my view, the Banks and-the other financial institutions like yours which-provide assistance to-the commercial firms should-demand them to pass on-the benefits which they get from-you to-the public at large. As a matter of fact, it-is-only with a view to help-the people, particularly those-who-are below-the poverty line, that-such institutions provide credit and other facilities to-them. So, it-is their duty to help-the people.

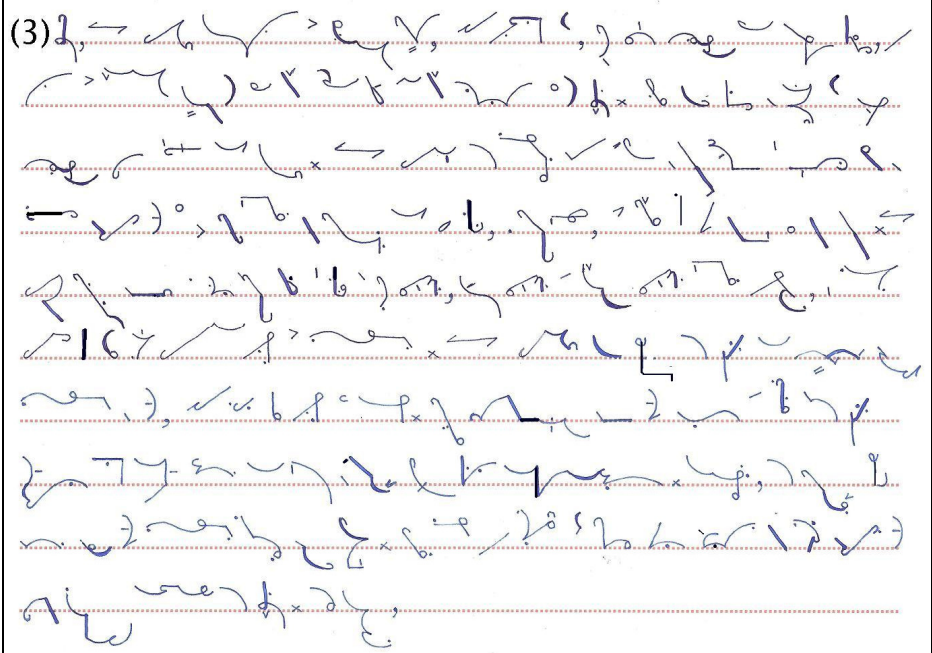
The business institutions should realise that-the-loans given by financial institutions and Banks were from-the resources of-the nation. Therefore, they should go by-the national standards in-the conduct of-their business activities. I hold-the view that if-there-is

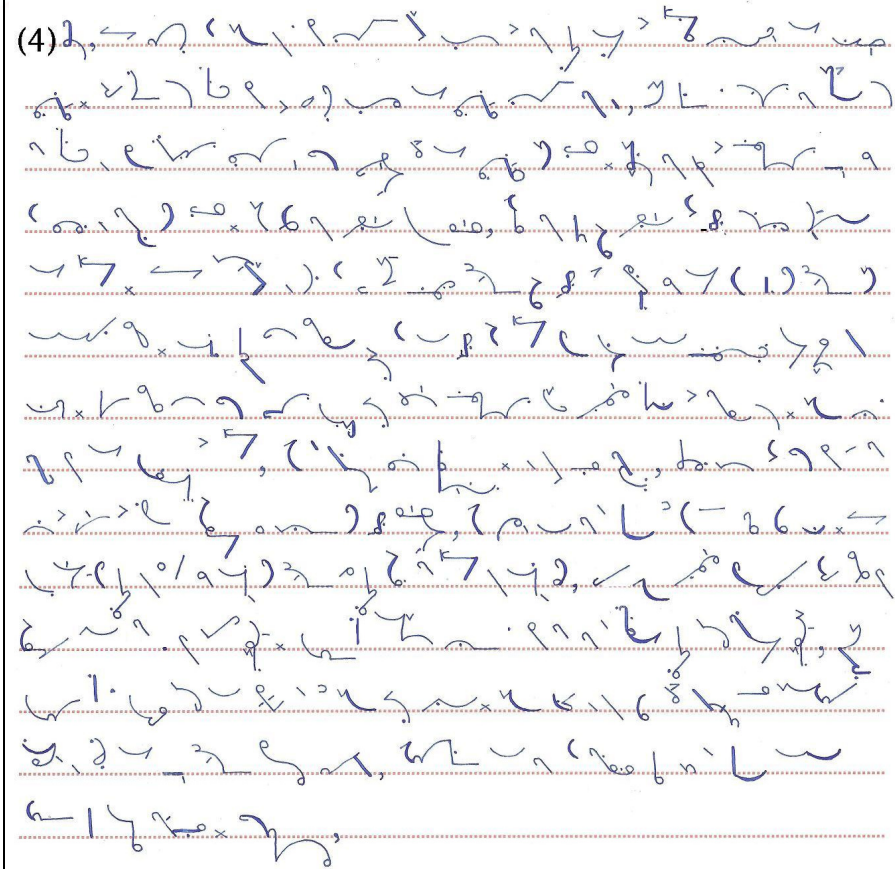


one institution which-has contributed to industrial growth in-the-country in a large way, it-is-only your institution. I-can say this without fear of contradiction.

In-this-connection, I-take-the-liberty of congratulating you on-the various steps you have-taken to help-the sick units. Today we see a number-of industries becoming sick due to various reasons and many-of-them have-been taken care of by-you. The small industries should-consider you as their friend. With-these-words, I-wish-you more-and-more years of useful service in-the-cause of industrial development in-this State.

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 26

http://www.nssbooks.com/images/answers/SH_KEY_EX_26.pdf

[illegible]