










LESSON – 24

VOWEL INDICATION & ESSENTIAL VOWELS

VOWEL INDICATION

Rules relating to usage of stroke consonants, their brief or abbreviated forms with several devices like circles, loops, hooks, half-length forms, double-length forms, prefixes, suffixes, etc. have been explained in the preceding lessons. Practically, so far, all the possible devices have been utilized to make the shorthand outlines at their briefest form.

It was also explained that the outlines are to be vocalized and till now, all the vowels occurred in the word are indicated on the outline, to enable to decipher the outline at any time later. However, **it may not be necessary to place every vowel on the outline**, if the relevant rules are thoroughly reviewed. Let us critically examine some of the rules being followed to make an outline.

- (a) It can be seen that when a word begins or ends with a consonant, that consonant is written with its brief form, as in,  suit,  trace,  clusters,  bounces,  cloves; however, if rules does not permit to write brief form, full form is written in words like  science,  joyous.
- (b) If a word begins or ends with a vowel, the first or last consonant is written with full stroke, to provide a place for the vowel sign.

It is understood by the above rules, that when an outline contains a full stroke initially or finally, it implies that the word began or ended with a vowel sign. In this case, even if we do not place the vowel before initial stroke or after final stroke, we can easily understand that there was an initial or final vowel sound. We can also find out the place of vowel occurred before initial consonant by the position in which outline is written. Final vowel can be ascertained easily with our knowledge of words in English language. The following table shows the initial or final vowels or strokes implied, i.e. it may **not be necessary to place the vowel signs**.

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INITIAL OR FINAL VOWELS OR CONSONANTS IMPLIED

Initial vowel implied	Initial consonant implied	Final vowel implied	Final consonant implied
asleep	sleep	lessee	less
assume	sum	tasty	taste
arising	rising	penny	pen
arrives	raves	defy	deaf
along	long	robbery	repair
alike	like	sorry	sore
aware	ware	worry	wore
awake	wake	follow	fall
awhile	while	scaly	scale
awoke	woke	yellow	yell

ESSENTIAL VOWELS

In spite of the explanation above, it is to be noted that some outlines should be vocalized, to some extent, according to the following rules:

- In single stroke outlines having an initial and a final vowel, the final vowel should be inserted; thus, ago, arrow, era, essay.
- An outline should be written in position though it has an initially or finally joined diphthong-sign; thus, Isaac, Item, argue, renew, future, institute.
- When an upward or downward 'r' or 'l' does not indicate a preceding or a following vowel, the vowel-sign should be inserted; thus, aright, erode, irritable, yellow.



oracle, aroma, jolly, jelly, billow, early.

(d) General speaking, vowels should be inserted (1) where words of the same part of speech have similar outlines and the same position; (2) where a word is unfamiliar, or unfamiliar in the special sense in which it is used; and (3) where an outline has been written incorrectly, badly or in a wrong position, in which case the insertion of a vowel is the quickest way of making the outline legible.

(e) It is also advisable to vocalize as fully as possible – (1) where the subject matter is unknown; and (2) where the language is poetical, unusual, or florid, because in these instances the context is not as helpful as in other cases.

Few common words in which, vowels (marked in green italics) should be inserted are given below:

INSERTION OF INITIAL VOWEL

<i>ap</i> posite	<i>a</i> pathetic	<i>a</i> pproximate	<i>a</i> bsolute	<i>a</i> uditor	<i>a</i> ccept
opposite	pathetic	proximate	obsolete	daughter	except
<i>a</i> cross	<i>a</i> far	<i>a</i> ffect	<i>e</i> ffaced	<i>e</i> motion	<i>a</i> ltitude
cross	far	effect	faced	motion	latitude

INSERTION OF MEDIAL VOWEL

<i>a</i> dapt	<i>e</i> xtricate	commis <i>s</i> ionaire	exaltation	voluble	am <i>o</i> ring
adopt	extract	commissioner	exultation	valuable	amusing
lost	layman	innovation	sulphite	humanly	
last	laymen	invasion	sulphate	humanely	



INSERTION OF FINAL VOWEL

chilly	monarchy	amicably	mor key	manly	enemy
chill	monarch	amicable	monk	manual	name
anomaly	snow	liberally	radically		
animal	son	liberal	radical		

EXERCISE – 27

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

1)	ask	astray	astir	awhile	award	awoke
2)	pussy	busy	pasty	pastry	penny	puffy
3)	offer	author	ore	pair	rail	reveal
4)	prefer	minute	lentil	make	fetter	produce

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)						

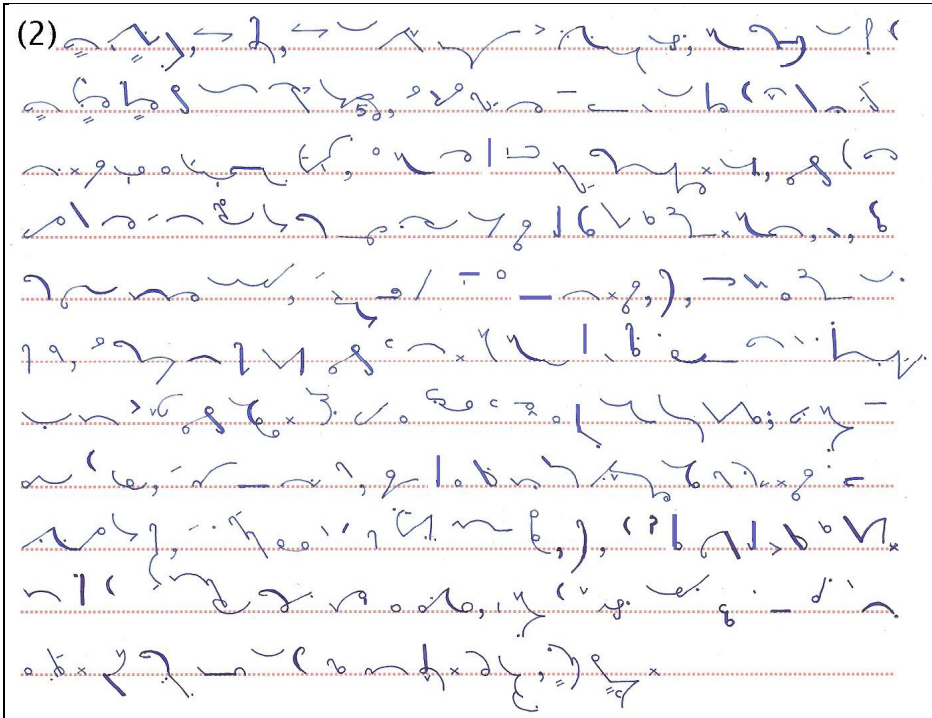


Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times as you can.

(1) Mr. Rajiv Sharma, Dear-Sir, We-have-been inquiring into-the statement you reported to us some-time-ago as made by a gentleman in-your district, and-we-can come to no other conclusion than that he-has uttered language which he himself knows to-be false in spirit and-in-fact. There-must-be many-people near your-place who know-the absurdity of-the thing, and who, from-the-nature of-the case, will know-that-the statement of Mr. Das, is a mere fabrication of-his-own. We-do-not, however, see any-use in-taking further notice of-him, nor shall we-use any other means than that of-mere silence in-dealing-with-the-case. We-have turned-the matter over in every shape, because we-were at first inclined to-go through-the courts with-it ; but, after-all, we threw-out that idea as we-were convinced that when our standing-in-the business world as remembered, no member of-the community whose opinion we valued would think us guilty of carrying-out such a principle as that imputed to us. Our chairman, Mr. Kesav, called here on-the 1st-instant, and-spent an hour discussing-the-matter with our general secretary, and-his view was that, without doubt, the proper-course was to ignore-the statement. Those gentlemen who-have-had dealings with us know-that-we-have always acted for-their good equally with our-own, according to-our ability, and-we-are, therefore, content to-rely upon-the good-name we-have earned in-the past thirty years. We owe-the man no grudge, though how or why he-should come to-make such a statement, and to- use such language, we really cannot say. So far as we-know, he-has-not-been asked to buy any of-our goods, and certainly he-has-not bought any. We-have neither given him, nor shall we ever give him, just cause for enmity. Yours faithfully, Goodman Brothers Limited.



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 27

http://www.nssbooks.com/images/answers/SH_KEY_EX_27.pdf

