



LESSON – 25

CONTRACTIONS

To write shorthand easily, quickly and shortly, a number of methods, such as *grammalogues* (writing frequently occurring words with a single sign), *phraseograms* (writing two or more words together without lifting the pen), *contractions* (writing some frequently occurring words having more than two strokes, by omitting consonants medially or finally) have been adopted. The rules relating to grammalogues and phraseography have been explained previously in the lessons 5 & 6.

A contraction is defined as a shorthand sign containing not less than two strokes, in which one or more of the consonants of the word are not represented (omitted).

Difference between *contraction* and a *grammalogue*: *A contraction is a shorthand sign containing not less than two strokes and formed by omission one or more strokes in the outline either medially or finally, whereas a grammalogue is a word represented by a single shorthand sign called logogram.*

Omission of Consonants:

- (a) Where 'p' is slightly sounded, it may be omitted, as in,

 attempt,  prompt,  resumption,  exemption;

but where the 'p' is clearly sounded, it is retained; as in,

 trumpeter,  dampish.

- (b) 'k' or 'g' is omitted between 'ng' and 't' or between 'ng' and 'sh', when a vowel does not occur after 'k' or 'g'; thus

 punctual,  distinct,  languish; but when a




































vowel follows 'k' or 'g', it should be written fully; thus,

 trinket,  blanket;

- (c) The 'k' or 'g' is retained in past tenses; thus,  inked,

 banked,  linked.



- (d) Medial 't' after circle 's' is omitted in many words and also in phrases; thus,  postmaster,  pessimistic,  textbook,  mistake,  most-important,  there-must-be,  your-last-letter.
- (e) By employing the first two or three strokes of the full outline (final omission); thus,  peculiar,  regular,  performed,  unanimity,  projected.
- (f) By medial omission; thus  emergency,  appointment,  satisfactory,  respectively,  executive.
- (g) By using logograms, as in,  thankful,  something,  whenever.
- (h) By intersections; as in  enlarge,  misfortune,  nevertheless,  rate-payers.
- (i) Dot -ing may be generally used after contractions; thus,  informing,  enlarging; but in some cases stroke -ing is used; as in,  distinguishing,  extinguishing.
- (j) Contractions are generally formed by omitting , slightly sounded medial consonant.
- (k) Also in some cases, medial consonant, stroke or hook is omitted, or a final syllable is contracted or omitted; as in,  messenger,  abandonment,  demonstrate,  ministry,  prospect,  respectful,  respective,
- (l) A prefix or a suffix may be attached to such contractions.

There are five sections (lists) of special contractions given in the Pitman Shorthand Instructor. It may be noted that some of the contractions from the said lists have already been given at the end of some previous lessons, which may be considered part of this lesson. Hence, it is strongly advised to make a list of all the contractions and practise them regularly along with grammalogues.



LIST OF CONTRACTIONS

Practise this list of contractions everyday along with grammalogues

Abandonment	Commercial-ly	Electricity	Expenditure
Acknowledge	Contentment	Emergency	Expensive
Administrator	Contingency	England	Extinguish-ed
Admini- stratrix	Cross- examination	English	Falsification
Advertise-d- ment	Cross- examined	Englishman	Familiarity
Altogether	Danger	Enlarger	Familiariza- tion
Amalgamation	Dangerous	Enlarge	Familiarize
Anything	Defective	Enlightenment	February
Appointment	Deficient -ly-cy	Entertainment	Financial-ly
Arbitrary	Demonstrate	Enthusiastic- iasm	Govern-ed
Arbitrate	Denomination- al	Especial-ly	Government
Arbitrator	Description	Esquire	Henceforward
Arbitration	Destruction	Establish-ed- ment	Howsoever
Architect- ure-al	Destructive	Everything	Identical
Assignment	Destructively	Exchahnge-d	Identification
Attainment	Difficulty	Executive	Immediate
Bankruptcy	Discharge-d	Executor	Imperfect- ion-ly
Capable	Distinguish-ed	Executrix	Imperturbable
Certificate	Efficient-ly-cy	Exigency	Incandescence
Character	Electrical	Expect-ed	Incandescent
Characteristic	Electric	Expediency	Inconsiderate
Circumstantial			



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Inconvenience -t-ly	Irrespective	Misfortune	Passenger
Incorporated	Irrespectively	Monstrous	Peculiar-ity
Independence -t-ly	Irresponsible -ility	Mortgage-d	Performance
Indispensable -ly	January	Neglect-ed	Perform-ed
Individual-ly	Jurisdiction	Negligence	Performer
Influential-ly	Knowledge	Never	Perpendicular
Inform-ed	Legislative	Nevertheless	Perspective
Informer	Legislature	Nothing	Practicable
Inspect -ed-ion	Magnetic-ism	Notwith- standing	Practice
Insurance	Manufacture-d	November	Practise-d
Intelligence	Manufacturer	Object-ed	Prejudice -d-ial-ly
Intelligent-ly	Manuscript	Objection	Preliminary
Intelligible-ly	Mathematical -ly	Objectionable	Probable -ly-ility
Interest	Mathe -mician	Objective	Production
Introduction	Mathematics	Obstruction	Productive
Investigation	Maximum	Obstructive	Proficient -ly-cy
Investment	Mechanical-ly	Oneself	Project-ed
Ironmonger	Messenger	Organization	Proportio -ate-ly
Irrecoverable -ly	Metropolitan	Organize-d	Proportion -ed
Irregular	Minimum	Organizer	Prospect
Irremovable -ly	Ministry	Parliamentary	



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Prospective		Republican		Together		At-all	
Prospectus		Respect-ed		Unanimity		At-once	
Public		Responsible-ility		Unani-mous-ly		By-all	
Publication		Retrospect		Uniform-ity-ly		Did-not	
Publish-ed		Retrospection		Universality		Do-not	
Publisher		Retrospective		Universal-ly		From-it	
Questionable-ly		Satisfactory		Universe		Had-been	
Ratepayers		Sensible-ly-ility		University		Had-not	
Recoverable		Something		Whatever		Have-been	
Reform-ed		Stranger		Whenever		If-it	
Reformer		Stringency		Whensoever		In-order	
Regular		Subscribe-d		Wherein-soever		In-order-to	
Relinquish-ed		Subscription		Whersoever		In-our	
Remarkable-ly		Substantial-ly		Whithersoever		Is-as	
Remon-strance		Sufficient-ly-cy		Yesterday		Is-his	
Remon-strate		Suspect-ed				May-not	
Removable		Sympathetic		PHRASE LOGOGRAMS		Out-of	
Represent-ation		Telegram		Able-to		They-are	
Represent-ative		Telegraphic		According-to		Till-it	
Represent-ed		Thankful-ly		As-has		Which-have	
Republic		Thenceforward		As-is			



EXERCISE – 28

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

1)	pumped	promptitude	prompter	assumptive	consumption	extinct
2)	sanction	winked	tasteful	postoffice	punctuality	adjustment
3)	listless	drastic	bestway	wastepipe	conjunction	mostly
4)	westward	blastfurnace	passenger	demonstrate	there must be	instalment

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) A brief observation or inspection is sufficient to show anyone, irrespective of his professional standing, that productive and non-productive wages I respectively require special treatment from the efficient bookkeeper. Only an inefficient accountant, deficient in the organization of financial affairs, and imperfect or defective in his knowledge of commercial matters, could make the mistake of supposing that it would be sufficient in every circumstance to regard both classes of expense as of the same description. No controversial discussion can be held on the point, which is beyond controversy.

Generalization in the preservation of accounts may be termed unconstitutional, from the point of view of anyone who has organized or knows how to organize a set of accounts, whether relating to passenger traffic or any other business. Such generalization would denote inefficiency



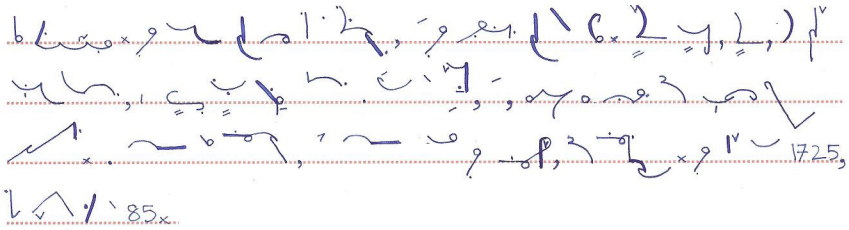
in-the book-keeper, and would-be prejudicial to-the interests of-his firm. It-would-be destructive of accuracy, and-it-might result in substantial loss and-the consequent indignation of-the management or executive, who-would naturally be indignant at a deficiency in-their profits brought about by-the insufficient knowledge of anyone under their jurisdiction or subjection. Imagine their large prospective dividend reduced to an insignificant or unsubstantial amount, and you-will understand-the signification of-such a mistake as I-have mentioned. I-fear they-would cross-examine-the inefficient book-keeper on-his inefficiency, and when-they had cross-examined him sufficiently, the result of-the cross-examination would probably be that-the executive would exercise their prerogative, and without prejudice to-his personal-character, would dismiss him for-his want of proficiency.

He-might plead abstraction on-his-own part, or obstruction on-the part of another as a reason for-the insufficiency of circumstantial detail in-his book-keeping; but this-would-not cover-the imperfection of-his knowledge of-the construction of accounts. The chartered accountant must-have undergone an examination, both subjective and objective, in-the theory of accounts. After-his credentials have-been inspected, he-must inscribe a form of adhesion to-the constitution of-the association, and when this-is inscribed, the inscription is taken as binding upon him. He-must-be a constitutional member and must never behave in an unconstitu-tional way. He-must act constitutionally himself and must restrain others from acting unconstitutionally, or so-as-to-lead to-the degeneration of-the association. He need-know-nothing about perspective or-the doctrines of transubstantiation, regeneration, jurisprudence, or-the transmission of energy; but he-must-be proficient in accounts; must-know how to-draw up a deficiency account, explain-the insufficiency of-the debtor's funds, and how there-might have-been a sufficiency instead-of an insufficiency. His assistants must work efficiently, too. He-must check anyone whose work is inefficiently done, who-is insubordinate himself, or whose conduct leads to insubordination in others. The apparent insignificance of obstructive tactics must-not deceive him, and-if-he- can transcribe shorthand and make an accurate transcription on-the writing machine so-much-the better. (500)



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

(2) 2. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 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