



LESSON – 3

INTERVENING VOWELS : POSITION WRITING : GRAMMALOGUES

The two sentences below reminds you of the **six long vowels** and **six corresponding short vowels** written with **heavy dot**, **heavy dash**, **light dot** and **light dash** with their places. Memorize it.

The following sentence reminds you the sequence of long vowels.

Pah	māy	wē	all	gō	tōō
1 st place	2 nd place	3 rd place	1 st place	2 nd place	3 rd place
heavy dot	heavy dot	heavy dot	heavy dash	heavy dash	heavy dash

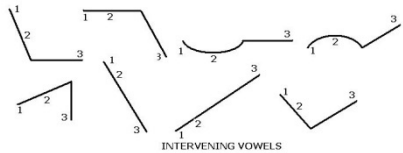
The following sentence reminds you the sequence of short vowels.

thăt	pĕn	ĭs	nōt	mŭch	gōōd
1 st place	2 nd place	3 rd place	1 st place	2 nd place	3 rd place
light dot	light dot	light dot	light dash	light dash	light dash

You were also explained **preceding vowels** and **following vowels** and their placement. Now you will learn the **intervening vowels**:

INTERVENING VOWELS

Any vowel occurring between two strokes is called **intervening vowel**, thus **pam**, **fame**, **peak**, **bought**, **door**, **deep**, **back**, **bet**, **bit**, **top**, **bug**, **took**. Look at the outlines for the words with intervening vowels occurring between two consonant strokes. There are certain rules for writing the vowels between strokes, for convenience in writing and also for deciphering them later.



A first place vowel occurring between two strokes is written after first stroke				
A second place vowel occurring between two strokes is written after first stroke				
A third place vowel occurring between two strokes is written before second stroke				



Exceptions for compound words

The above rules for intervening vowels do not apply for compound words like **head-ache**, **ear-ache**, etc. **Vowels are to be written to the individual outlines, after completing the outline;** thus

head + ache = head-ache	ear + ache = ear-ache

POSITION WRITING

Position writing is one of the **most important features** in Pitman's system of shorthand writing. This feature facilitates the writer to avoid writing vowels at many places while writing at a speed and also to decipher the outlines easily. Position writing is a must and **should never be neglected**. The main reason to use ruled paper for Pitman shorthand writing is to facilitate the position writing only. Please see the outlines given as examples so far, are written according to the position writing rules, though not explained till now.

When the first vowel heard in word is a first place vowel , the first upstroke or downstroke in the outline is written above the line .	
When the first vowel heard the word is a second place vowel , the first upstroke or downstroke in the outline is written on the line .	
When the first vowel heard in the word is a third place vowel , the first upstroke or downstroke in the outline is written through the line .	
When the outline contains all the horizontal strokes , the outline is written above the line for first place vowel and on the line for second and third place vowels .	



GRAMMALOGUES

The term Grammalogue is derived from two Greek words (*gramma* = letter + *logos* = word). *Grammalogues* (also called as *short forms*) are frequently occurring words represented in shorthand by a **single sign**. These signs are called *Logograms* (**word letters**). **These signs are written above the line, on the line or through the line.** By using the grammalogues, speed of shorthand writing dramatically increases. Two or more grammalogues can be joined together and can be added to the outlines to obtain *phraseograms* (phrases are written continuously without lifting the pen).

In the lessons to come, almost, every lesson contains a set of grammalogues. These grammalogues are to be practised everyday and should be committed to memory.

LIST OF GRAMMALOGUES

•	•	\	\	\	\			(down)	(down)	(up)	(up)
<i>a / an</i>	<i>the*</i>	<i>all</i>	<i>two / too</i>	<i>of</i>	<i>to</i>	<i>on</i>	<i>but</i>	<i>awe</i> <i>ought</i> <i>aught</i>	<i>who</i>	<i>and</i>	<i>should</i>

* the shortform (*the*) is also represented by a **slanting tick** attached to the preceding stroke, obtaining an angle, thus, *> of the, > to the, ↓ at the, > for the, > by the, etc. ← on the; < but the* may be written with more slope to avoid confusion with other phrases.

Practice the set of above grammalogues **thoroughly** and memorize them before taking up the following exercises.

PUNCTUATION

Punctuation marks represented in shorthand are given below:

x	↔	?	↓	≡	,	{ }	//	:	;
Period / Full-stop	Dash	Question mark	Exclamation	Indication of initial capital	comma	brackets	paragraph	colon	Semi-colon

Practice the above set of punctuation marks. You have to use them wherever required in future practice sessions.

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EXERCISE - 5

Decipher the following outlines, write them in the box below and practice them, 3 lines each.

Write outlines for the words given, in the boxes below and practice them, 3 lines each.

dock	hurry	unity	vacate	remedy	uneasy	ability	thorough	column
luggage	earlier	unpack	italic	appeal	unaware	Berth	rocky	killing
mockery	pudding	village	happily	wedding	lemony	irrigate	bank	victory
unfair	apology	narrow	range	feeling	lovely	charge	firm	beware
Mary	Dollar	Jammu	Kashmir	Baroda	America	Perth	Delhi	Beruit

KEY EXERCISE 05



EXERCISE – 6

Read the sentence and write in shorthand. Practise the shorthand sentences, five times each.

(1) Take *the* money and pay *the* bill *to the* miller.

.....

(2) They may appeal *to* Ramana *to* take *a* share *of the* game, *and* lead *to* victory.

.....

(3) Happy village folk showed Joe Mary *the* route she took *to* reach shed *at the* edge *of the* lake.

.....

(4) Tom *and* Mary may marry. If so, they may *all* be at *the* wedding.

.....

(5) Many take food *on the* leafy bank *at the* bottom *of the* lovely village.

.....

(6) *The* lady may catch us *on the* way *and* so *all* may reach *the* dock early enough *to* look at *the* big ship.

.....



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Read the following shorthand script and write the sentences below the script, verify the same with the key and practise at least 5 times each sentence.

(1)

(2)

(3)

(4)

(5)

(6)

[KEY EXERCISE 06](#)



Take required no. of print outs of this page and practise all the outlines as given in Exercises-3 and 4, at least each three lines each, as per the examples given above:

Handwriting practice lines consisting of multiple sets of three horizontal red dashed lines.



BRIEF ANALYSIS

- Each stroke consonant represents one distinct sound in English.
- Stroke consonants are joined together without lifting the pen, writing in their own direction to obtain outlines for the words.
- Thin strokes for consonants 'l' and 'sh' are written upward or downward according to rules for convenience.
- There are twelve distinct vowel sounds in English.
- The vowels sounds are represented by small signs of dot and dash.
- There are six long vowels represented by heavy dot and heavy dash.
- There are six corresponding short vowels represented by light dot and light dash.
- On every stroke there are three places, i.e. first place (at the beginning of stroke); second place (at the middle of stroke) and third place (at the end of stroke).
- Long vowels are given their distinct places; first place heavy dot vowel; first place heavy dash vowel; second place heavy dot vowel; second place heavy dash vowel; third place heavy dot vowel; third place heavy dash vowel.
- Likewise, short vowels are also given their distinct places; first place light dot vowel; first place light dash vowel; second place light dot vowel; second place light dash vowel; third place light dot vowel; third place light dash vowel.
- Vowel places are counted from the beginning of the stroke.
- Vowel signs are placed on the left side of the stroke if a vowel sound occurs before the consonant, and placed on the right side of the stroke if a vowel sound occurs after the consonant and on both sides if a vowel precedes and a vowel follows the stroke consonant.
- When writing a word in shorthand, its outline is written first and then the vowel sign(s) placed.
- Intervening vowel means, a vowel occurring between two strokes. When a first place vowel occurs between two strokes, the vowel sign is placed after the first stroke; when a second place vowel occurs between two strokes, the vowel sign is placed after the first stroke, but when a third place vowel occurs



between two strokes, the vowel sign is placed before the second stroke, to avoid confusion while deciphering.

- Outlines are also written in three positions, i.e. above the line, on the line and through the line.
- When the initial vowel heard in the word is a first place vowel, the first upstroke/downstroke in the outline is written above the line.
- When a second place vowel is heard initially in the word, the first upstroke/downstroke in the outline is written on the line.
- When the first vowel heard in the word is of a third place vowel, the first upstroke/downstroke in the outline is written through the line.
- When the outline contains all horizontal strokes, for first place place – the out line is written above the line, and for second and third places – the outline is written on the line.
- Frequently occurring words in English language are called grammalogues or short-forms. The grammalogues are represented by single strokes (logograms).
- The grammalogues are written above the line, on the line or through the line.
- The grammalogues can be attached to the outlines to make phraseograms (representing phrases).