



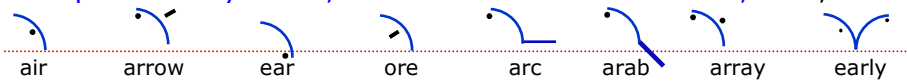
LESSON – 4

ALTERNATIVE FORMS FOR 'R' AND 'H'

CONSONANT 'R'

The liquid consonant 'r' is the most frequently occurring consonant in English language. It is provided with two alternative forms; one is downward and the other is upward These two forms are provided for easy joining with other strokes and also to indicate the occurrence of initial or final vowel sound.

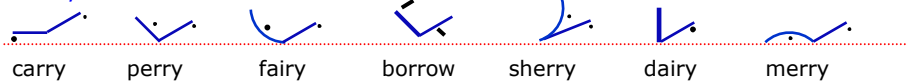
When preceded by vowel, initial 'r' is written downward; thus,



When not preceded by vowel, upward 'R' is written; thus,



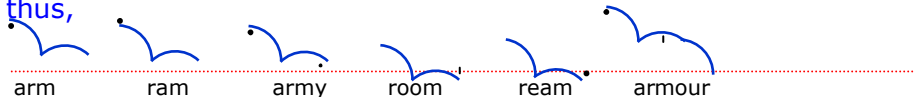
Generally, initial or final 'r' is written upward when followed by vowel; thus



Initial or final 'r' is written downward when not followed by vowel; thus,



Before 'm', initial 'r' is always written downward for easier joining; thus,

















CONSONANT 'H'

The consonant 'h' is also provided with two alternative forms – upward  and downward .










The upward form of 'h' is generally employed; thus

 happy  heavy  hung  hatch  heap  hurry  hero







The downward form is used when it is standing alone or when it is immediately followed by 'k' or 'g'; thus,







 hoe  he  hook  hockey  hague







GRAMMALOGUES INTRODUCED IN THIS LESSON





 put  be  to-be  it  had  do  difference/different  much  which

The grammalogue signs or abbreviated grammalogue signs may be joined to the strokes or outlines either initially, medially or finally, according to convenience to make phrases or compound words; thus,

 I-can  I-have  I-will  you-may  I-take  have-you

 If-you-can  I-thank-you  I-will-do-the  I-have-the  of-which  thank-you

 It-should-be  it-can-be  you-may-be  tomorrow  thank-you  I-love-you

 If-you-are  I-think-you-should-be  why-do-you  how-are-you

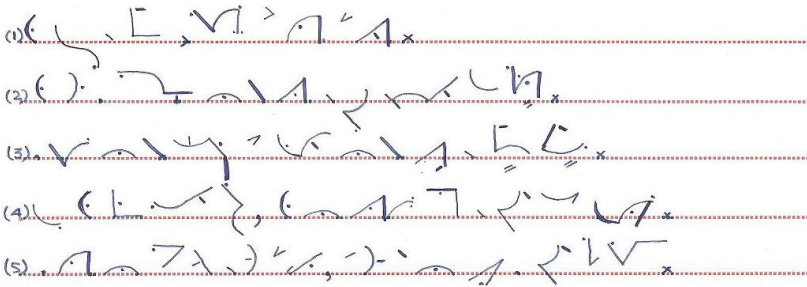


EXERCISE - 7

Write shorthand outlines for the following words in the space provided below, verify with the key and practise the outlines:

pair	dare	fair	core	fairy	curry	hog	honey
.....							
robe	rich	cheer	cherry	Rome	morrow	he	Hope
.....							
aware	beware	early	lorry	armour	armoury	Hockey	hurry
.....							

Read the following shorthand script, write in English and verify them with the key and practise them:



[KEY EXERCISE 07](#)



BRIEF ANALYSIS

LIQUID 'R'

The liquid 'r' is provided with two alternative forms; upward form and downward form. This is mainly to provide easy joining with other strokes and also to decipher the vowel occurred in the word even without placing the vowel. Certain rules are provided for use of upward and downward 'r'.

- Initial 'r' is written downward when preceded by vowel and upward when followed by a vowel.
- Final 'r' is generally written downward when no vowel follows and upward when a vowel follows.
- Medially, upward 'r' is generally used before downstrokes, horizontals or upstrokes; but downward 'r' is used before a right handed curve; before 'm'; after 'h' when no vowel follows 'r'; after 'k' 'g' 'f' 'v' 'l'(up) when no vowel follows 'r' – but if a vowel follows upward 'r' is used.
- Derivative words are written with the same form of 'r' as in the root word, provided a convenient outline is obtained; otherwise either form may be used which is convenient in joining.

STROKE 'H'

- The downward form 'h' is used when it stands alone and in its derivative words.
- The downward form 'h' is used before the straight strokes of 'k' or 'g'.
- The downward form of 'h' is used before 'm' 'l'(up) 'r'(down) when preceded by a vowel; or before 'm' 'r'(down) if followed by a *triphone* (explained in the next lesson).
- The downward form of 'h' is used to provide briefer, more compact, more easily vocalized outline than is secured by using the upward 'h'.



- The upward 'h' is used before a downstroke; before 'n' 'ng' and 'w'.
- The upward 'h' is used before upward 'r' followed by a vowel; before 'p' 'b' 't' 'ch' 'j' 'f' 'v' 'th' 'TH' 'n' 'ng' 'w'; or when a triphone occurs between 'h' and 'r'.