



LESSON – 6

PHRASEOGRAPHY

Phraseography in shorthand is writing two or more words together, without lifting the pen. The resultant outline is called *phraseogram*.

You can write your own phrases subject to the following rules:








- The qualities of best phraseogram are *facility*, *lineality* and *legibility*.
- A *phraseogram* should *neither ascend too far above the line, nor descend too far below the line*, the reason being, if the hand is carried too far away from writing line, it will take some time to come back to the writing line to take up the next outline.
- A phrase must be easy to write.

The terms of *facility*, *lineality* and *legibility* are discussed below:

Facility: Phraseogram should be easy to write even in high speed.

Lineality: Phraseogram should not go up too far above the line of writing and should not go down too far below the line of writing.

Legibility: Phraseogram should be easily readable at first sight.

- The first word form should be written in its own position and the rest will follow it; thus,  how-can-they,  it-would-be,  I-have-the.
- When the first outline in the phraseogram is of first place one, the same may be slightly raised or lowered, so that the second stroke can also be written in its own position for easy deciphering; thus,  I-thank-you,  with-much,  with-which,  with-each.













































- Before 'k', 'm', 'l'(up) 'I' is written with a single tick; thus, I-can-be, I-may-be, I-will-be.
- In phraseography 'he' is represented by stroke initially, and by logogram medially; thus, he-may, if-he-may, he-should-know, if-he-should-know.
- In phrases 'much' is written in full for easier joining and also to distinguish from 'which' and 'each'; thus, so-much, how-much, too-much.
- 'Were' is represented by or whichever joins easily in phrases; thus, you-were, if-you-were, they-were, if-they-were.
- In phrases, the word 'him' is represented by inserting a dot vowel at third place, to distinguish from 'me' 'am', 'my' etc.; thus, of-him, to-him.
- Generally there is no need of vocalization (placing vowel signs) in phraseography.

GRAMMALOGUES

<i>thank-ed</i>	<i>think</i>	<i>though</i>	<i>them</i>	<i>was</i>	<i>whose</i>	<i>shall</i>
<i>wish</i>	<i>with</i>	<i>when</i>	<i>what</i>	<i>would</i>	<i>O, oh, owe</i>	<i>He</i>
<i>usual-ly</i>	<i>me</i>	<i>him</i>	<i>in/any</i>	<i>own</i>	<i>language</i>	<i>owing</i>
<i>thing</i>	<i>young</i>	<i>your</i>	<i>year</i>	<i>we</i>	<i>are</i>	<i>our/hour</i>



SAMPLE LIST OF PHRASES

<i>I-thank-you</i>		<i>You-will-be</i>		<i>What-was</i>	
<i>I-think-you-should-be</i>		<i>You-may-be</i>		<i>What-can-be</i>	
<i>I-have-the</i>		<i>You-were</i>		<i>It-would-be</i>	
<i>I-have-had</i>		<i>If-you-were</i>		<i>It-should-be</i>	
<i>I-saw-the</i>		<i>They-were</i>		<i>It-will-be</i>	
<i>I-see</i>		<i>How-can-they</i>		<i>It-was</i>	
<i>I-am</i>		<i>Why-do-you</i>		<i>Which-was</i>	
<i>I-may-be</i>		<i>Why-have-you</i>		<i>Which-were</i>	
<i>I-will</i>		<i>With-you</i>		<i>He-should-be</i>	
<i>I-will-be</i>		<i>With-much</i>		<i>He-will-be</i>	
<i>You-should</i>		<i>With-which</i>		<i>If-he</i>	
<i>You-should-be</i>		<i>With-each</i>		<i>If-he-were</i>	
<i>You-can</i>		<i>When-they</i>		<i>Too-much</i>	
<i>You-will</i>		<i>What-do-you</i>		<i>So-much</i>	



EXERCISE – 9

Write the following sentences in shorthand. Verify with key and practise the shorthand script, five times each.

1) Which of the two ought to go and thank him for it?
.....

2) Though it be your own wish, the difference is too much.
.....

3) Should we go in and give him all of it?
.....

4) The difference is too large and ought to be given away.
.....

5) Though the year by year come and go, we should do all we can.
.....

6) We thank them usually and shall do much for them.
.....

7) We wish the young to have all of the language book.
.....

8) We wish to do all we can for him, and we should have love for it.
.....

9) The difference should be given to all who come for it.
.....

10) I shall see whose usual duty it was to keep the shed tidy.
.....



Transcribe the following shorthand script, verify with the key and practice it.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

[KEY EXERCISE 09](#)



BRIEF ANALYSIS

'Phraseography' is a term used in shorthand to write two or more words together without lifting the pen. The resultant outline is called a 'phraseogram'.

Phraseograms can be formed by the writer, observing the facility, lineality and legibility.

While forming phraseograms, awkward joining must be avoided.

The first word form in the phraseogram should occupy its own position and the rest will follow it.

When a first place outline occurs initially in the phraseogram, it may be slightly raised or lowered, so that the second outline also can be written in its own position, for better readability.

The word 'the' in phraseography may be expressed by a slanting tick joined to the preceding stroke forming an angle, written either downward or upward. This is called tick-'the'.

The tick 'the' should not be used initially in a phraseogram.



NATIONAL SHORTHAND SCHOOL (BOOKS)

Pitman's Shorthand Online Tutorial

Take required no. of print outs of this page and practise all the outlines as given in Exercise-9 at least each three lines each.

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