



### LESSON – 7

#### CIRCLE 'S' 'Z' & STROKE 'S' 'Z'

The sound of 's' with its heavy sound 'z' is also considered one of the the most frequently used sound in English Language. The light sound of 's' is represented by downward curved stroke ) and its heavy sound of 'z' is represented by heavy stroke ). Since the sounds of 's' and 'z' occurs frequently in the language, a very simple device of a small circle, o has been used to represent these sounds. This is the most useful methods of abbreviation in the system.

The circle can be written with the right-hand or left-hand motion and can be joined initially, medially and finally to strokes. It can also be joined to initial hooks, to final circles, final hooks and final loops.

The small circle when standing alone is written with left-motion (anti-clockwise) o and is used for grammalogues, above the line and on the line; as in o as, has; o is, his.

When attached to straight strokes, the circle is written with left motion, thus, | sat, | toss, \_ f kiss, | rose, \ sorrow.

The circle o 's' is written inside the curves; thus, | safe, | face, | lace, | sale, | slow, | seems, | since, | muscles.

It is written outside the angles; thus, | risk, | task, | hasty, | gossip.

It is written with left motion when attached to two straight strokes not forming an angle; thus, | cask, | razor, | busby, | tasty.

Between curve and a straight stroke, or, between straight stroke and curve, circle 's' is written inside the circle; thus, | poison, | design, | chosen, | inside, | officer, | answer.



When circle 's' is preceded by a curve and followed by another curve, the second curve is written in the motion of that circle; thus,

fossil, lesson, insane, lesser, Nelson.

A small circle initially represents the light sound of 's' only; medially and finally it represents the sounds of 's' or 'z'.

Initial circle is read first and final circle is read last. Vowel signs are placed and read to the strokes but not to the circles; thus,

s	ad	sad	to	ss	toss	ta	s	k	task
s	ing	sing	show	s	shows	fa	c	it	facit
s	ell	sell	ra	ce	race	ta	s	ty	tasty

It is to be noted that there is no beginning, middle or end and there are no places like first place, second place or third place on the circles, we cannot place vowels on the circles.

### STROKE 'S' & 'Z'

#### GENERAL RULE (applicable in all the cases):

**Where there is an initial or final vowel sound, there must be a stroke consonant to provide a place for the vowel sign.**

When a word begins with a vowel, there must be a stroke consonant to provide a place for that vowel; thus, ask, but sack; asp, but sap; acid, but sad.

When a word ends with a vowel, there must be a stroke consonant to provide a place for the vowel sign; thus, lessy, but loss; busy, but boss; rosy, but rose.

The stroke 's' is written when initially 's' is followed by a triphone; thus, science, sewing, sciatica.



When a word begins with two 's' 's' with a vowel between them, the first 's' is written with stroke ) and second is written with circle o ; thus, ) saucer, )- society, ) season.

In some words like ) sinuous, where the final 'ous' is preceded by a diphthong, the stroke 's' is employed; thus, ) tortuous, ) joyous.

When stroke 's' is written in root word, the same is retained in its derivatives; thus, ) saw, ) saw-mill.

**Generally, a slightly sounded vowel may be omitted.**

### GRAMMALOGUES

usual-ly    as/has    is/his    because    itself    those    thyself    this

thus    me    him    myself    himself    special    specially    speak

subject    subjected



### EXERCISE – 10

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

1) spice spade speech sites spike said

.....

2) sparrow smooth south jobs images injustice

.....

3) mosque snail slower desire costumes husky

.....

4) assailed uneasily sizing asbestos assylum pursue

.....

5) autopsy galaxy foresee joyousness iceberg seagull

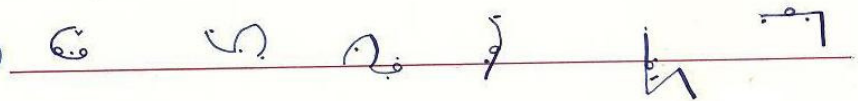
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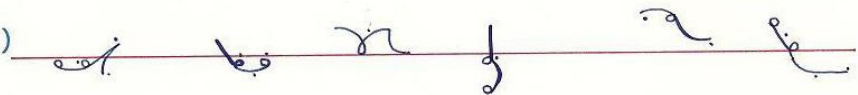
Read the following outlines and write correct words, verify them with the 'key' and practice them, at least three lines each.

6) 

7) 

8) 

9) 

10) 



Write the following sentences in shorthand, verify and correct them with 'key' and practice five times each.

1) The boys may give Samuel, a nice slab, if he only, visits the shop on Tuesday.

.....

2) We wish something can be given this year for the several things that we sent on the first of May.

.....

3) We have given all we can, and it is because of this we shall use our power and do something we can at this time.

.....

4) This cause the young to do the things we wish them to do and we shall be thanked for it.

.....

Read the following shorthand script, transcribe, verify with the 'key' and practice five times each.

9)

5)

6)

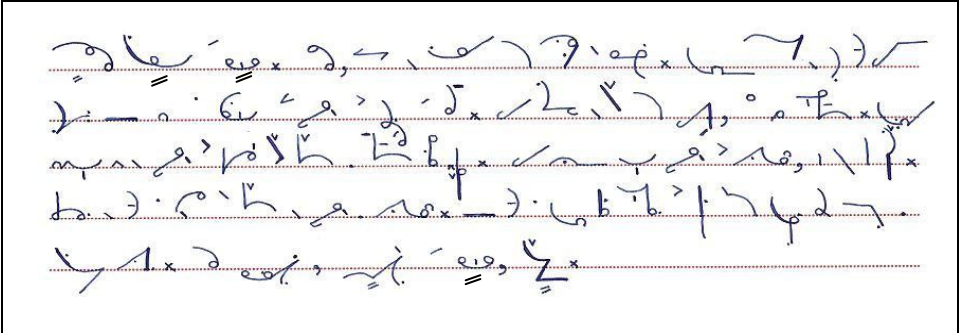
7)

8)



**PASSAGE FOR PRACTICE**

Transcribe the following script into long hand, verify with 'key' and practice it, as many number of times, as you can.



Write the following letter in shorthand, verify with 'key' and practice it, as many number of times, as you can

Sir - We think you should ask Messrs Surath & sons, of Assam to allow you to see the saws as they revolve at the speeds at which they do. We assume you know this firm. This is a slack season at the mills, and as the time suits them to show you. Go and see on the day they choose. They may also show you the use of the small saws. We think, Saturday is the busy day and you should leave it out. Yours sincerely, Ramu & Sons.

.....

.....

.....

.....

.....


.....

KEY EXERCISE 10





### BRIEF ANALYSIS



#### SMALL CIRCLE – 'S' OR 'Z'

The sounds 's' and 'z' represented by strokes are also represented by a small circle .

Like the liquid 'r', the light hissing sound of 's' with its heavy sound of 'z' is considered the most frequent sound in English language.

The small circle  chosen to represent 's' or 'z' is one of the most useful abbreviating methods in this system.

The circle  can be written initially, medially and finally and it joins so easily with other consonants.

The circle  can be written with right-hand motion (clockwise) or left-hand motion  (anti-clockwise).

Initially the small circle represents the light sound of 's' only; medially and finally, it represents 's' or 'z'.

Initial circle is read first and final circle is read last; vowels are placed and read to the strokes but not to the circles.

It can be joined to initial hooks, final circles, final hooks or loops.

The circle when standing alone is written with left-motion (anti-clockwise) and is used to represent grammalogues.

When attached to straight strokes initially or finally, the circle is written with left motion.

The circle is written inside the curves; outside the angles (two strokes forming an angle) and with left motion when attached two straight strokes not forming an angle.

The small circle initially represents the light sound of 's' only; medially or finally it represents 's' or 'z'.



The small circle may be prefixed to the initially hooked strokes (will be explained in the lessons later).

In case two 's' 's' sounds occurs initially in a word, the first 's' is written with stroke and next 's' is written with circle.

Between two curves written with the same motion or in the same arc, the circle is written inside the first curve and the second curve will follow the motion of the circle.

### STROKE 'S' OR 'Z'

The sounds of 's' or 'z' are represented by ) or ). Alternately the same sounds are represented by a small circle o. But there are circumstances where circles is not be written.

When a word contains only 's' or 'z', stroke must be written.

When initial 's' is preceded by a vowel i.e. when a word begins with a vowel, stroke 's' must be written to provide a place for the vowel sign.

When final 's' is followed by a vowel i.e. when a word ends with a vowel sound, stroke 's' must be written to provide a place for the vowel sign.

In root words where stroke 's' is used, the same stroke is retained in their derivative words.

When a triaphone follows initial 's', stroke 's' is written.

When final syllable 'ous' is preceded by a diphthong, stroke 's' must be written finally.



