









### LESSON – 8






#### LARGE CIRCLES 'SW' 'SS' 'SZ' 'ZS'







A large circle  initially represents the combined sound (double consonant) of 'sw'.



#### 'SW' CIRCLE







When attached to straight strokes, it is written with left motion like small circle 's' and represents the light combination of double consonant 'sw'; thus,  sweet,  sweep,  switch. As a vowel cannot be placed on a circle, in words like  sway,  swastik, small circle is written inside the hook of 'w'. The 'sw' circle is used initially only; medially it is represented by circle 's'+ 'w'; as in  Boatswana.








#### 'S-S' CIRCLE

A large circle medially and finally, written with the same motion as small circle 's' represents two s-s sounds with a light intervening vowel of 'e', i.e. ses, sez, zes, zez; thus,  faces,  necessary;  passes,  possessor,  causes.

When a vowel other than 'e' occurs between 's' and 's', that vowel is indicated between the large circle; thus,  resist,  exhaust,  exercise,  census,  analysis,  emphasize.

The large circle is also used when two 's-s' sounds occurs consecutively; thus  mis-spell and in phrases like  this-city.

When stroke 's' is used in a root word or a singular form, the stroke 's' is retained in derivative or plural and a small circle is added to the stroke 's'; thus  policy, but  policies,  Lucy,  Lucy's,  mercy, but  mercies.

When small circle 's' is used in singular form, it's plural is written with large circle ; thus,  cause,  causes,  rose,  roses,  nose,  noses.



Few words ending with two 's-s' sounds are written with circle and stroke, or stroke and circle, to enable us to decipher them easily from other words written with similar outlines in which large circle is employed; thus, races, but recess, axis, access, excess.

A small circle may be added to the large final circles; thus exercise, exercises.

### LARGE CIRCLES IN PHRASEOGRAPHY

The initial large circle is used in phraseography to represent as-we; thus, as-we-can, as-we-may, as-well-as.

The large circle 's-s' is used to represent two 's-s' in phrases like in-this-subject, in-this-city, and in phrases like this-is, as-is or as-has, is-as or is-his, etc.

### GRAMMALOGUES

in   any   own   your   year   are   our   hour   ourselves   themselves



### EXERCISE - 11

Write the outlines for the following words, verify them with the 'key' and practice them thoroughly.

1)	swab	sweetish	swan	licences	Swedish	as-well-as
2)	criticism	necessity	exist	subsist	emphasized	Excesses
3)	elapses	allowances	denounces	supposes	Exhaustless	abscess
4)	genesis	paralysis	deceases	Italicizing	nexus	agencies

Read the following outlines and write correct words, verify them with the 'key' and practice them thoroughly.

5)						
6)						
7)						
8)						

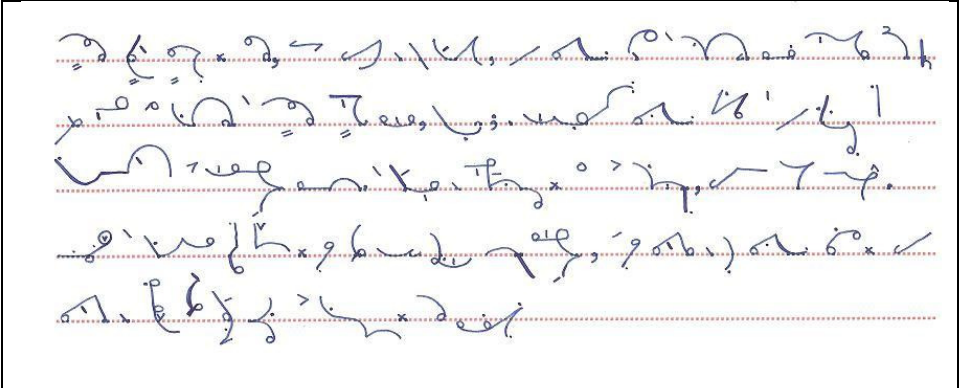


Write the following passage in shorthand, verify with 'key' and practice it thoroughly.

Bharath Silk Show Room, Chennai.

Sirs, We-have-the invoice for-the forty bales of sarees today, and-as-the lorry carrying-them is due to arrive on-Wednesday-the 10<sup>th</sup>, we-shall-hope to-receive-them at a time to-suit our purpose. We-think-the new sarees are likely to-catch. Our customers emphasize-the necessity of changing-the designs of-these sarees. They say it amuses-the buyers and entices them to buy. The business of-selling-these sarees in-this season is lovely. Yours, Moris.


Read the following shorthand script, transcribe it into English, verify with 'key' and practice thoroughly.




KEY EXERCISE 11




### BRIEF ANALYSIS



The large circle  initially represents the combination of `sw`; medially and finally it represents, two `s-s` light or heavy with an intervening vowel of `e` i.e. `ses`, `sez`, `zes`, `zez`.

The rules for writing small circle `s` are also applicable to large circle when standing alone, or when attached to straight strokes initially or finally, or when attached to curves.

The large circle initially read first (like small circle `s`); finally it is read last, but when small circle follows the large circle finally, the small circle is read last,  exercises.

When a vowel occurs between stroke consonant and the large circle `s-s`, the vowel must be written after the first stroke, because if the vowel is written before the second stroke, it is read immediately after the large circle.

When other than second place vowel of `e` occurs between two `s-s` sounds, it is written in between the large circle and read between two `s-s` sounds; like  axis.

When a root word ends with stroke `s`, the plural, possessive, the derivative, or the third person singular is indicated by adding circle `s` to the stroke `s`;  lessee  lessees

Where the root word ends with a circle `s`, the plural, possessive or the third person singular is written using the large circle `ses`.

Few words ending with `s-s` are written with circle `s` and stroke `s` or with stroke `s` and circle `s` to distinguish from the words written with large circle.

The `sw` circle is used in phrases to represent as-well-as, as-we-know, as-we-can, etc. and the `s-s` circle in phrases like `this-city`, `this-subject`, `it-is-said`, etc.

