

Pitman's Shorthand Online Tutorial

#### LESSON - 9

# SMALL & LARGE LOOPS 'ST' 'STR'

**'ST' LOOP** 

A simple combination of 's'+'t' ('st') is represented by a small loop written to the half of the stroke to which it is attached; thus, stop, paste, cost, stock, mist, steam, justify.

The small loop may be employed initially, medially and finally; thus, \*\* stage, \*\* just, \*\* justify.

Like the circle 's', the small loop is written with left motion to the straight strokes and inside the curves.

Like the circle 's', initial loop is read first and final loop is read last, vowels are placed and read to the strokes but not to the loops.

The small loop when written finally represents the combinations of 'st', 'sd' and 'zd' also; thus past, passed, faced, amused, deposed.

When a vowel occurs between 's' and 't', the outline is written using circle 's' and 't' but loop is not used; thus, best, but beset, rest, but receipt.

When a vowel follows final 't' or 'd', i.e. when a word ends with a vowel, loop cannot be written, as there must be a place for the final vowel sign; thus, but dusty, rust, but rusty.

The word 'caused' is written fully to distinguish with <u>cost.</u>

## **'STR' LOOP**

A combination of three sounds s'+t'+r' 'str' (ster) is represented by writing a large loop extending to two thirds of the stroke to which it is attached. The 'str' (ster) loop must not be written initially in the outlines. Like the circle 's' and loop 'st', 'str' loop is written with

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left motion when attached to straight strokes and inside curves; thus opose, post, poster, toss, taste, taster, mass, mass, mast, master.

The 'st' and 'str' loops may be used medially also; thus, itest, itestify, tester, master-piece.

A small circle 's' can be added to the 'st' and 'str' loops; thus taste, tastes, busters, chesters.

When a strongly sounded vowel occurs between 'st' and 'r', the large loop 'str' cannot be written, as there must be a place for the vowel sign; thus, paster, but pasture; poster, but posture.

#### GRAMMALOGUES

first influenceinfluenced next most language thing young your Lord we

first influenceinfluenced next most language thing young your Lord we owing



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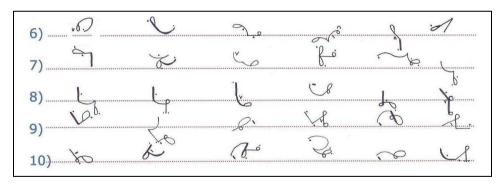
### **EXERCISE - 12**

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

1)	stoppage	stoutly	storage	sterling	steam-ship	Stemless
2)	stethoscope	stainless	suggests	stylist	stevedore	pessimist
3)	burst	denounced	memorized	invester	justness	artistic
4)	manifests	fantastic	semesters	administer	forester	Gesture
5)	reservists	Winchester	Investers	ancestors	hypnotized	scholistic

5)	reservists	winchester	investers	ancestors	nypnotizea	SCHOIISTIC
1)						
2)						
3)						
4)						
_,						

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

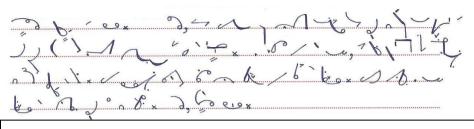


6)			
7)			
8)			
9)			
10)			



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



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

Messrs. Johnson Sons, Singapore. Sirs, We-have-your memo of-the first August, and-thank-you. You-may-rely on-our dealing-with-this, with-the slightest delay. We hope to dispatch-the cases by Monday, so-as-to-reach-you on Tuesday. We-know, we-can satisfy-you fully as-to-the style and make-up of both-the sarees and shawls. As you know, we-are-now almost seventy years in-this business, and so we-have so-much capacity to-make things. We always exercise our utmost ability in testing and fixing necessary details of style in all-our wares. We-seek first to arrest the notice of-ladies by emphasizing beauty of-the "hang" of our sarees, noticing, as-we-do, how this induces a likely customer to decide to buy in many-cases. Yours, India Silk House.


KEY EXERCISE 12.pdf



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#### **BRIEF ANALYSIS**

A small loop written to the half length of the stroke to which it is attached represents 'st' initially, 'sd' or 'zd' medially or finally.

A large loop written to two thirds of the stroke to which it is attached represents 'str' (ster), medially and finally. 'str' loop should not be written initially.

The small loop initially written to the straight strokes with the same motion as the initial circle 's' or 'sw'.

The small loop 'st' and large loop 'str', medially and finally, are written to straight strokes with the same motion as the final circle 's' or 'ses'.

The 'st' loop cannot used when a vowel occurs between 's' and 't'. It cannot be written when a vowel follows final 'st', to provide a place for the vowel sign (and there are no places for the vowel sign on the circles or loops).

The small or large loops are always written inside the curves.

The loops 'st' or 'str' when written initially read first, and finally read last. When a small circle is attached to the final 'st' or 'str' loops, that small circle 's' is read last.

The 'str' loop cannot be written when a strongly sounded vowel occurs between 'st' and 'r'.



# 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-12 as directed.