

Lesson 10

Final-Letter Contractions, More Shortforms

10.1 Contractions preference [UEB §10.10]

Where a choice must be made between consecutive contractions:

- (1) Use the contraction that causes the word to occupy less space:
(dis)tinct [not] di(st)inct.
- (2) Use the strong contraction: (of)fer [not] o(ff)er.
- (3) Use *be*, *con*, and *dis* in preference to other groupsigns when their letters form the first syllable of a word: (be)nevol(en)t [not] b(en)evol(en)t.
- (4) Except as noted in (3) above, use strong groupsigns in preference to lower groupsigns: he(ar)t [not] h(ea)rt.
- (5) Use the *ence* groupsign (to be studied next) when the letters "encea" "enced" and "encer" are present: (in)flu(ence)able [not] (in)flu(en)c(ea)ble.
- (6) Use the strong and lower groupsigns in preference to the initial and final letter contractions except as in (5) noted above, so long as the strong and lower groupsigns do not take up more space: telephon(ed) [not] teleph(one)d.
- (7) choose the groupsign that most closely maintains the usual pronunciation of the word and that does not distort the form of the word.

(wh)(er)(ever)	[not]	(where)v(er)
(wh)(er)e'(er)	[not]	(where) '(er)
di(spirit)(ed)	[not]	(dis)pirit(ed)

10.2 Final-Letter Groupsigns [UEB §10.8]

10.2a In general. Final-letter groupsigns are two-cell contractions that are formed by preceding the final letter of common letter combinations by dots 46 or dots 56. The following is a complete list of these contractions.

Note that in each column the contractions are listed alphabetically using the last letter of the letter grouping.

<u>Dots 46</u>		<u>Dots 56</u>	
-ound	⠠⠠⠠⠠	-----	
-ance	⠠⠠⠠⠠	-ence	⠠⠠⠠⠠
-----		-ong	⠠⠠⠠⠠
-----		-ful	⠠⠠⠠⠠
-sion	⠠⠠⠠⠠	-tion	⠠⠠⠠⠠
-less	⠠⠠⠠⠠	-ness	⠠⠠⠠⠠
-ount	⠠⠠⠠⠠	-ment	⠠⠠⠠⠠
-----		-ity	⠠⠠⠠⠠

Final-letter contractions must follow a letter; therefore they are used *only in the middle or at the end* of a word or name. Examples:

⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠
⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠
⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠
⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠⠠
⠠⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠⠠
⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠
⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠⠠

Final-letter contractions are never used in words such as *ancestor*, *lesson*, *encephalitis*, *fulfill*, *mental*, and other words where the letters of the contractions occur at the beginning of the word.

10.1b Groupsigns only. Use final-letter contractions for parts of words only. They cannot be used for whole words such as *less* or *Sion* because they would not be following a letter.

10.2c Final-letter contractions cannot be used when they follow a hyphen, apostrophe, or capital indicator. As with other contractions, they are not used when their letters bridge the parts of an unhyphenated compound word like *nonglare* or *pityard*.

10.2d Ity. Do not use the contraction for *ity* in these words: *biscuity*, *dacoity*, *hoity-toity*, *fruity*, and *rabbity* because its use would hinder recognition or pronunciation of the word.

10.2e Ness. Do not use this contraction in words with the feminine ending following the letters "en" or "in" in words like *chieftainness*, even though such words require more space without this contraction.

10.2f With a slash. Use final-letter contractions when they are followed by a slash. Example:

hopeless/hopeful ⠠⠏⠗⠑⠇⠑⠎⠎⠒⠏⠗⠑⠇⠑⠏⠏

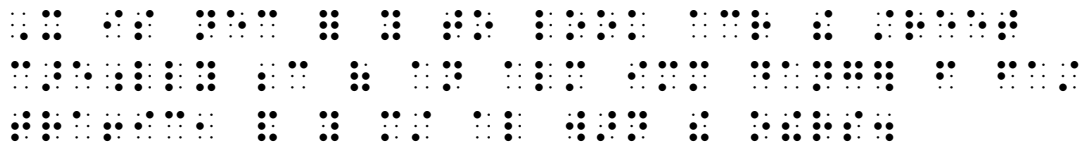
10.3 More Shortforms [UEB §10.9]

Following are six more shortforms to be memorized.

Shortform	<u>Meaning</u>	Shortform	<u>Meaning</u>	Shortform	<u>Meaning</u>
acr	across	alm	almost	m(st)	must
al	also	imm	immediate	nec	necessary

Example:

It is necessary for you to look across the street carefully because of an almost immediate danger from fast traffic, and you must also warn the others.



Drill 27

Practice brailleing the following sentences. Use a 3-1 margin.

1. He found it necessary but very difficult to dance with the cheerful debutante.
2. Congress established the Department of Agriculture May 5th, 1862.
3. The coroner came to the conclusion that death must have occurred here below the stairs, somewhere around 3:00 in the morning.
4. "Counting the population is known as census-taking," explained the professor.
5. The stern old judge simply will not countenance reckless driving because it almost always ends in injury or death.
6. In the poem "Each In His Own Tongue," the author reconciles the views of science and religion.
7. The blessing was offered on the shores of beautiful Lake Como, across the bay from the little chapel.
8. When the first witness was removed, it was a great pity that the second witness also lost all semblance of self-control and had to be dragged from the courtroom.
9. We hope that the new lessee of the corner building, who has paid his rent in advance, will be more peaceable and less of a nuisance than the former one.
10. His letter says that Lawrence did not have encephalitis, as the doctors feared, and that he is now fully recovered and about to visit the children.
11. The ancestors of many Americans arrived in this country as penniless immigrants and had an immediate need for jobs and land.
12. There were no mountains, just a steady up and down-ness to the terrain.
13. At last he recognized the mournful sound in the distance and gasped: "O Gawd! the blood'ound is on my trail!"

14. The old Tennessean was unlessoned in the refinements of polite society.
15. "Above all, I must extend my very warmest congratulations to the new grandfather," he chuckled as he grasped the hand of his lifelong comrade.
16. Thenceforth the beautiful weather continued without interruption for three days.
17. The hoity-toity governess glanced scornfully at the conglomeration of toys littering the child's bedroom and said, "Perhaps it's time we tidied up here."
18. "That was good; you are very quick and parried the blow with the agility of an experienced fencer," said the fencing instructor.

Reading Practice

Write the following sentences in print. Compare your work with the print version in Appendix A.

The old Tennessean was unlessoned in the refinements of polite society.

"Above all, I must extend my very warmest congratulations to the new grandfather," he chuckled as he grasped the hand of his lifelong comrade.

Thenceforth the beautiful weather continued without interruption for three days.

The hoity-toity governess glanced scornfully at the conglomeration of toys littering the child's bedroom and said, "Perhaps it's time we tidied up here."

"That was good; you are very quick and parried the blow with the agility of an experienced fencer," said the fencing instructor.

1. The first step in the process of writing a research paper is to choose a topic. This is often the most difficult part of the process because there are so many choices. You should choose a topic that interests you and that you know something about. You should also choose a topic that is not too broad and not too narrow.

2. Once you have chosen a topic, the next step is to do research. This involves finding and reading books, articles, and other sources of information. You should keep track of the sources you use and take notes on the information you find. It is important to read carefully and to think critically about the information you are reading. You should also look for different points of view on the topic.

3. After you have done your research, the next step is to write your paper. This involves organizing your information and writing a clear and concise paper. You should start with an introduction that states your thesis. Then you should write several paragraphs that support your thesis with evidence from your research. Finally, you should write a conclusion that summarizes your findings and restates your thesis.

EXERCISE

Prepare the following exercise for submission to the instructor. Use a 3-1 margin. After you have successfully completed this exercise, the instructor will provide you with a reading exercise to complete before proceeding to Lesson 11.

LESSON 10

1. An ounce of prevention is worth a pound of cure.
2. "All the world's a stage, and all the men and women merely players: They have their exits and their entrances; and one man in his time plays many parts."
3. "It's always true, new occasions teach new duties," pontificated Grandmother.
4. "If necessary, I can cite countless instances in which capital punishment has resulted in the execution of the wrong man," orated the defense attorney.
5. Fortunately, he had the presence of mind to first call the fire department even though it was about 3:00 in the morning.
6. He ruthlessly casts people aside as soon as they have outworn their usefulness.
7. In order to avoid a bumpy flight we must get above the thunderclouds.

8. Benjamin Franklin was instrumental in persuading France to become an ally of the United States.
9. She had a great love for acting and faithfully performed even when she didn't get paid.
10. The letter said that Spencer's ancestors were among the early settlers of Tennessee.
11. The lessons learned through experience make a lasting impression.
12. The new institution will specialize in the treatment of encephalitis.
13. Hercules shot Nessus with a poisoned arrow for trying to abduct his wife.
14. Accused persons are protected from self-incrimination by the Fifth Amendment of our Constitution.
15. Can you perhaps braille this recipe for Quick Banana Bread and have it ready for Clancey on Tuesday?
16. Allyson was especially fond of her little pet mongoose.
17. The bewildered Londoner inquired of a passer-by on Pennsylvania Avenue, "I say, which is the street to the Grey'ound Bus Station?"
18. According to the announcement, our flight (DL1985) is cancelled on account of poor visibility over the mountains.
19. The recreational facilities of the CHILDCraft playground have really undergone some major improvements.
20. Because her skills are below average, Frances cannot pass our course in business administration unless she has some special instruction.
21. The Baroness served a beverage with a good fruity flavor.
22. Since her husband's election to Congress she has become rather hoity-toity—and her children are even worse!
23. When he came riding across the bridge and into the village no one knew whence he had come or anything else concerning his background.
24. 4 columns advanced toward the city from without, and a 5th column cooperated from within.
25. Just a short time ago, science seemed almost powerless in finding a cure for cancer.

26. The tribe was governed by a chieftainess who dispensed justice swiftly and impartially.
27. Martha also has applied for the position of governess that was advertised in the Sunday edition of the Times.