

Lesson 2

Capitalization, Paragraphing, Page Numbering Punctuation: Period, Question Mark, Exclamation Point, Comma, Semicolon, Colon, Hyphen, and Dash Dollar Sign, Cent Sign, and At Sign Numbers with Punctuation

2.1 Capitalization [UEB §8]

Capitalization of a single letter in braille is indicated by placing the *capital letter indicator*, dot 6 (⠠), immediately before the letter affected.

Example:

New York ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ DeLeon ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

When two or more successive letters in a word or letter grouping are capitalized, the *capitalized word indicator*, dot 6 placed in two consecutive cells immediately before the capitalized letters (⠠⠠), is used. Examples:

NEW YORK ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ YMCA ⠠⠠⠠⠠⠠⠠

MacDONALD ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

When three or more consecutive words are fully capitalized, capitals mode is set using a *capitalized passage indicator*, dot 6 placed in three consecutive cells immediately before the first word of the passage (⠠⠠⠠). The end of the capitalized passage is signaled by a *capitals terminator*, dot 6 followed by dot 3 (⠠⠠). More about the definition of a passage in braille will be studied later. Examples:

sign says DOGS CATS HORSES WELCOME

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

TURN TO PAGE 25 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠

margins being in "3-1." Blank lines are not left between indented paragraphs unless print indicates a break in thought or scene by means of extra spacing. Paragraph formatting will be discussed further in Lesson 19.

2.3 Page Numbering

It is possible to braille twenty-five lines on a braille page. Each braille page should be numbered, starting with number ⠠⠠⠠. Place the braille page number at the far right margin of the last line of the page (line 25). Do not use a period following the page number. Do not include the word "page." Text may be transcribed on line 25 along with the page number, as long as three blank cells are left between the end of the text and the beginning of the page number.

2.4 Period or Decimal, Question Mark, Exclamation Point, Comma, Semicolon, Colon [UEB §7]

The use, order, and spacing of braille punctuation should follow print practice. As in print, only one space (cell) is left empty following commas and semicolons. However, unlike print that sometimes leaves two blank spaces following a colon and between sentences, only one empty cell is left in braille.

If a capitalized passage ends with a mark of punctuation, place the capitals terminator after the punctuation.

Learn the following punctuation signs:

period or decimal	.	⠠	(dots 256)
question mark	?	⠠	(dots 236)
exclamation point	!	⠠	(dots 235)
comma	,	⠠	(dot 2)
semicolon	;	⠠	(dots 23)
colon	:	⠠	(dots 25)


Drill 6

Practice brailleing the following sentences. In this and future drills, unless otherwise noted, treat each sentence as a paragraph using 3-1 margins, i.e., start each one in cell 3 with runover lines starting in cell 1. Be sure to include the number and its period at the beginning of each paragraph. Leave one empty cell between the period and the beginning of the sentence.

Numbers in a printed listing are usually arranged so that the periods are in alignment. This is not so in braille. In braille, the numeric indicator is placed in cell 3, regardless of the number of digits in the number.

1. I want six items: saw, nails, nuts, bolts, screws, tacks.
2. Miss Flynn, take a memo: CALL MR. PHELPS AT TWELVE NOON; SEE MR. GRAY AT SIX.
3. Is Mr. Dale a college graduate?
4. Ralph is sick; hail a cab!
5. My prophecy: victory is 6.5 seconds away!
6. Take my book; hold my coat! Hang up my umbrella!
7. Turn on a radio or TV at once; an unusual report is on.
8. Quiet, Aunt Em, I am afraid! An angry man knocks at my door.
9. My favorite play is MY FAIR LADY.
10. Did Jimmy get an old bicycle at bikes.net?
11. Help! Help! I hurt my leg!
12. Pizza2Go uses homemade sauce.
13. Next exit: Peoria, Galesburg, Decatur.

2.5 Hyphen [UEB §7.2]

The hyphen is represented in braille by dots 36 (). As in print, the principal use of the hyphen is to connect the components of compound words or numbers. Example:

a long-awa**ited** get-away 

2.5a Capitalization. Hyphenated compound words and abbreviations are capitalized in braille as they appear in print. A hyphen terminates the

Hooray! We won. — Oh, boy! — I am truly happy.

⠠⠏⠠⠊⠏⠠⠃⠑⠑! ⠠⠈⠑ ⠠⠋⠗⠑. ⠠⠎⠠ ⠠⠔⠃, ⠠⠋⠋! ⠠⠎⠠ ⠠⠎⠠ ⠠⠏⠗⠏⠠⠎⠏.

2.6b Hyphens Used As Dashes. If a spaced hyphen is used in print, use a spaced hyphen in braille. If two unspaced hyphens are used in place of a dash, a dash may be substituted in braille unless it is clear that two hyphens are intended to show omission. Examples:

He gave a big yawn. - too sleepy!

⠠⠋⠑ ⠠⠔⠁⠋⠑ ⠠⠁ ⠠⠃⠊⠎⠏ ⠠⠏⠗⠏⠠⠎! ⠠⠎⠠ ⠠⠏⠗⠏⠠⠎⠏!

Typing fast--please excuse errors.

⠠⠏⠗⠏⠠⠎ ⠠⠋⠁⠎⠏--⠠⠏⠗⠏⠠⠎ ⠠⠑⠋⠗⠑ ⠠⠑⠗⠗⠠⠐⠗⠎ ⠠⠑⠗⠗⠠⠎.

2.6c With Capital Indicators. Like a hyphen, a braille dash terminates the effect of a capitalized word indicator but not a capitalized passage indicator. Example:

STOP—WAIT!

⠠⠎⠠⠏⠠⠋—⠠⠈⠠⠎⠠⠏!

EYES ONLY—TOP SECRET

⠠⠑⠏⠏⠠⠎ ⠠⠋⠗⠏⠠⠎—⠠⠏⠗⠏⠠⠎ ⠠⠎⠑⠗⠏⠠⠎

⠠⠑⠏⠏⠠⠎ ⠠⠏⠗⠏⠠⠎ ⠠⠏⠗⠏⠠⠎ ⠠⠏⠗⠏⠠⠎ ⠠⠏⠗⠏⠠⠎

Drill 8

Practice brailing the following sentences, treating each as an indented paragraph using 3-1 margins.

- 1. TRAVIS IS A HAPPY MAN—OR IS HE?
- 2. I may take a walk or— No, I lack an umbrella.
- 3. Liam walks two miles—or a mile if he feels lazy.
- 4. Miss Breckette, give Susan my notes--notes I made a week ago.

5. Lectures on sculpture, poetry, classical music – hip-hop is taboo – give visitors broad cultural opportunities.

2.7 Numbers With Punctuation [UEB §6]

2.7a The effect of the numeric indicator. The effect of the numeric indicator carries through intervening commas or decimal points. Examples:

1,000,000 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

Buy 10.5 gallons. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

See Unit 6.3. ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

However, in numbers that include colons, hyphens, or dashes, the numeric indicator must be repeated to restart numeric mode. Examples:

8:30

⠠⠠⠠⠠⠠⠠⠠⠠

1-800-534-8765

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1910?-1917

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1850-57

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

See page 47—48 too.

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

9. Copy all dates on a new page: 1560-65, 1875-81, 1878?-1904.
10. Alex says sunrays promote life—93,000,000 miles away.
11. Email Anna@all.us to get a \$20 gift plus 50¢ back on all future buys!
12. My project requires a look at 2010-14 demographic records.
13. Nancy wants to fly a DC-9.

READING PRACTICE

Read the following sentences and write them out in print. Compare your work with the print version in Appendix A.

1560-65, 1875-81, 1878?-1904.
 Alex says sunrays promote life—93,000,000 miles away.
 Email Anna@all.us to get a \$20 gift plus 50¢ back on all future buys!
 My project requires a look at 2010-14 demographic records.
 Nancy wants to fly a DC-9.

The first paragraph consists of three lines of Braille text. The second paragraph consists of two lines. The third paragraph consists of five lines. The fourth paragraph consists of two lines. The fifth paragraph consists of one line.

EXERCISE

Prepare the following exercise for submission to the instructor. Treat each sentence as an indented paragraph using 3-1 margins; that is, start each in cell 3 with runover lines starting in cell 1. On the first line of each page, center the heading **LESSON 2** in fully capitalized letters. Refer to *General Course Instructions* for help in centering. A blank line should follow the heading on the first page *only*. Number your pages as instructed in 2.3.

LESSON 2

1. Frank, a husky man, takes a horseback ride once or twice a week.
2. Atlanta, pop. 500,900; Tampa, pop. 356,972; Detroit, pop. 2,306,500.
3. Tony saw BIG-volume 2006-07 auto sales.
4. Did Uncle David buy a five- or six-room villa?

5. A small snack—fruit, biscuits, jelly, tea—is welcome.
6. Did Nick get on a No. 40 or a No. 42 bus? Did he pay 80¢?
7. Mr. Fitzpatrick collects textbooks; he has 200 on meteorology, 200 on Greek philosophy, 50 on music, 39 on sociology, 26 on botany, 43 on physiology.
8. 2.8 million refugees seek protection - an urgent crisis.
9. 2007-08 academic progress at Valley College surpasses all prior records.
10. Pick me up at 10:00—10:00 promptly!
11. Sign says: WELL-MADE WOOL COATS.
12. A GLOBE-DEMOCRAT ad describes a model home at 8008 Sunset Drive.
13. On May 25, 1,436 cadets graduate.
14. At 6:50 a bell tolls sadly.
15. Happy Valley, Montana, is a cla\$\$y resort—hotel rooms available at \$600.00.
16. On July 1 - 3, Gettysburg has a mock battle.
17. Call Morris at 608-237-6531, or email morris@aol.net.
18. Craig Adams, physician, 1942-2005.
19. Rebels total approximately 3,500,000.
20. Look at NEWSWeek, April 17 issue.
21. Total casualties equal 4,653,000.
22. Mirage: an optical image.

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