Lesson 11

Shortforms

11.1 In General [UEB §10.9]

Following is a list of all of the 75 shortforms used in braille, including the twenty-four studied in earlier lessons. The words in this list have been grouped together in order to facilitate learning through association. A complete alphabetical list of all shortforms can be found in Appendix 1 of The Rules of Unified English Braille, Second Edition 2013.

* Starred words have special rules.

<table>
<thead>
<tr>
<th>Shortform</th>
<th>Meaning</th>
<th>Shortform</th>
<th>Meaning</th>
<th>Shortform</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ab</td>
<td>about</td>
<td>*fr</td>
<td>friend</td>
<td>hm</td>
<td>him</td>
</tr>
<tr>
<td>abv</td>
<td>above</td>
<td>*gd</td>
<td>good</td>
<td>hmf</td>
<td>himself</td>
</tr>
<tr>
<td>ac</td>
<td>according</td>
<td>*grt</td>
<td>great</td>
<td>xs</td>
<td>its</td>
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<tr>
<td>acr</td>
<td>across</td>
<td>imm</td>
<td>immediate</td>
<td>xf</td>
<td>itself</td>
</tr>
<tr>
<td>af</td>
<td>after</td>
<td>*lr</td>
<td>letter</td>
<td>yr</td>
<td>your</td>
</tr>
<tr>
<td>afn</td>
<td>afternoon</td>
<td>*ll</td>
<td>little</td>
<td>yrf</td>
<td>yourself</td>
</tr>
<tr>
<td>afw</td>
<td>afterward</td>
<td>m(st)</td>
<td>must</td>
<td>yrvs</td>
<td>yourselves</td>
</tr>
<tr>
<td>ag</td>
<td>again</td>
<td>nec</td>
<td>necessary</td>
<td>h(er)f</td>
<td>herself</td>
</tr>
<tr>
<td>ag(st)</td>
<td>against</td>
<td>pd</td>
<td>paid</td>
<td>myf</td>
<td>myself</td>
</tr>
<tr>
<td>alm</td>
<td>almost</td>
<td>p(er)h</td>
<td>perhaps</td>
<td>(one)f</td>
<td>oneself</td>
</tr>
<tr>
<td>alr</td>
<td>already</td>
<td>*qk</td>
<td>quick</td>
<td>(ou)rvs</td>
<td>ourselves</td>
</tr>
<tr>
<td>al</td>
<td>also</td>
<td>sd</td>
<td>said</td>
<td>(the)mvs</td>
<td>themselves</td>
</tr>
<tr>
<td>a(th)</td>
<td>although</td>
<td>sdg</td>
<td>together</td>
<td>(th)yf</td>
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<tr>
<td>alt</td>
<td>altogether</td>
<td>cd</td>
<td>could</td>
<td>dcl</td>
<td>declare</td>
</tr>
<tr>
<td>alw</td>
<td>always</td>
<td>(sh)d</td>
<td>should</td>
<td>dclg</td>
<td>declaring</td>
</tr>
<tr>
<td>(be)c</td>
<td>because</td>
<td>wd</td>
<td>would</td>
<td>rjc</td>
<td>rejoice</td>
</tr>
<tr>
<td>(be)f</td>
<td>before</td>
<td>ei</td>
<td>either</td>
<td>rjcg</td>
<td>rejoicing</td>
</tr>
<tr>
<td>(be)h</td>
<td>behind</td>
<td>nei</td>
<td>neither</td>
<td>(con)cv</td>
<td>conceive</td>
</tr>
<tr>
<td>(be)l</td>
<td>below</td>
<td>m(ch)</td>
<td>much</td>
<td>(con)cvg</td>
<td>conceiving</td>
</tr>
<tr>
<td>(be)n</td>
<td>beneath</td>
<td>s(ch)</td>
<td>such</td>
<td>dcv</td>
<td>deceive</td>
</tr>
<tr>
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<td>beside</td>
<td>td</td>
<td>today</td>
<td>dcvg</td>
<td>deceiving</td>
</tr>
<tr>
<td>(be)t</td>
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<td>tn</td>
<td>tonight</td>
<td>p(er)cv</td>
<td>perceive</td>
</tr>
<tr>
<td>(be)y</td>
<td>beyond</td>
<td>tm</td>
<td>tomorrow</td>
<td>p(er)cvg</td>
<td>perceiving</td>
</tr>
<tr>
<td>*bl</td>
<td>blind</td>
<td></td>
<td></td>
<td>rcv</td>
<td>receive</td>
</tr>
<tr>
<td>*brl</td>
<td>braille</td>
<td></td>
<td></td>
<td>rcvg</td>
<td>receiving</td>
</tr>
<tr>
<td>*(ch)n</td>
<td>children</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>*f(st)</td>
<td>first</td>
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The shortforms learned to this point have been used only as whole words, but, with a few exceptions, shortforms can be used as both whole words and parts of longer words.

11.2 As Whole Words [UBE §10.9.1]

Use shortforms to represent all the meanings of a word, as long as that word is standing alone. Thus, use the shortform for quick in expressions like a quick recovery, the quick and the dead, hurt to the quick, and Mr. Quick. The shortform for must is used in he must go, the must of the grape, and the closet smelled of must.

The capitalization of shortforms should follow print. Example:

Please Come to Afternoon Tea at 5:00

11.3 As Parts of Longer Words [UBE §10.9.2]

11.3a Most shortforms can only be used within a longer word if the longer word is standing alone and if the longer word appears on a definitive list of permitted words (Shortforms list) in Appendix 1 of The Rules of Unified English Braille.

besides  quicken  musty  would've  littler

In the following examples, shortforms cannot be used in the longer words because they are not standing alone.

friendly@juno.com  himself/herself  GreatBooks

11.3b Ten Special Shortforms: The shortforms for blind, braille, children, first, friend, good, great, letter, little, and quick can appear within longer words that stand alone and are not on the Shortforms List as long as they follow these provisions.

11.3b(1) Braille and great. Use these shortforms wherever they occur in a longer word that is standing alone.
Fastbraille 

greatness

11.3b(2) Children: Use this shortform wherever it occurs in a longer word that is standing alone, provided the shortform is not followed by a vowel or a y.

Our godchildren'll have a ball at the fair – and the adults'll be quite childrenish too, for sure.

11.3b(3) Blind, first, friend, good, letter, little, or quick. Use these shortforms in longer words not on the Shortforms List only at the beginning of such words and only if the shortform is not followed by a vowel or a y.

Blindlaw but not blinding

friendly but not friended

11.4 Shortforms in conflict with contractions.

Do not use shortforms as parts of words if their use would violate a basic contraction rule. For example, the shortform for before cannot be used in hereinbefore because in order to use the be contraction, which is part of the shortform, it must be the first syllable of the word. The same restriction applies to misconceive, where the shortform for conceive cannot be used because the con sign does not occur at the beginning of the word.

11.5 Shortforms with a suffix.

In some words, in order to add a suffix, the final e is dropped or the final y is changed to an i. When this happens to a word that has a shortform in braille, the shortform is not used—to do so would result in a misspelling.
Examples:

- declare  "decl" declaration  "dcl" [not] dcla(tion)
- conceive  "conceiv" conceivables  "not" (con)cvable
- necessary  "nec" necessarily  "necessibly" [not] necly

When a word ending in an e is changed by the addition of d or r, as in received or receiver, the shortform is used as it keeps its original meaning. To prevent doubling the e in such words, be certain that only the single letter, d or r is added—not the ed or er contraction. Examples:

- braille  "brl" brailler  "brl" [not] brl(er)
- declare  "decl" declared  "dcl" [not] dcl(ed)

When in print ing is added to words that have a shortform, there may be a temptation in braille to simply add the ing contraction to the shortform, but to do so may result in a misspelling. Note that there are special shortforms for declare, rejoice, conceive, deceive, perceive, and receive when they end in ing. Examples:

- braille  "brl" brailling  "brl" [not] brl(ing)
- rejoice  "rjcg" rejoicing  "rjcg" [not] rjcg(ing)

Drill 28

Braille the following words. Treat each numbered line as a new 3-1 paragraph. Leave three blank cells between each word. Repeat this drill until you are comfortable with the shortforms and their variations.

1. about  abouts  gadabout  stirabout  about-face  hereabout  thereabout  roustabout  roundabout  whereabouts
2. above  below  above-mentioned  aboveboard  aboveground  belowground
3. according  accord  accordingly
4. across  across-the-board
5. after afternoon afterward after-hours hereafter rafter aftereffects afterwards aftershock aftereffects afterbirth after-shave
6. again against once-again
7. almost already also always also-ran
8. although though through thorough thought
9. altogether together togetherness
10. because before beforehand behind become beneath hereinbefore befit befuddle between beside hereinbefore began besides begin in-between behold beyond
11. blind braille blindness braillist blinded? blinders brailled Louis Braille brailler braillewriter blindfold
12. children child childlike children's grandchildren childless
13. conceive conceiving preconceive misconceived conceivable
14. could would would've should shoulder could've shouldn't
15. deceive deceiving deceived deceivingly deceiver deceives
16. declare declaring declared declaration declares declarer declarable
17. first first-born firstly firsthand first-class
18. friend friendly befriending friends befriended! friendship friendless befriend befriended befriends
19. either neither either-or
20. good goodhearted do-gooder Goodwill good-by goodness goody-goody
21. great greats not-so-great greatest greatcoat greater Great Salt Lake
22. her herself him himself
23. your yourself yourselves do-it-yourselfer
24. them themselves thy thyself
25. it its itself it's it'd it'll
26. one oneself our ourselves my myself
27. immediate immediately immediacy immediateness
28. letter bloodletter letterhead letterman Letterman lettering
29. little belittle Little Rock littler littlest littleneck
30. much such must musty suchlike most mustache
mustang inasmuch mustn't muster
31. necessary necessarily unnecessary necessaries
32. paid unpaid prepaid paid-in-full
33. perceive perceiving unperceivable unperceived
34. perhaps perchance
35. quick quicken quick-freeze quickie quicksand Bisquick
36. receive receiving rejoicing rejoiced receivership
rejoiceful
37. said aforesaid Port Said unsaid
38. today tomorrow tonight tomorrow-night today's
Reading Practice

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

[The format for brailled letters of correspondence will be studied in Lesson 13.]
EXERCISE

Prepare the following exercise for submission to the instructor. Use a 3-1 margin.

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1. According to the plans made yesterday afternoon, the union is declaring a strike tomorrow morning at ten o'clock.

2. He perceived that this project would entail the expenditure of funds far above and beyond his means.

3. It is difficult today to conceive of the fears that beset the sailors of Columbus as they sailed across the unknown ocean.

4. "Love vaunteth not itself, is not puffed up, doth not behave itself unseemly, seeketh not its own, is not provoked, taketh not account of evil; rejoiceth not in unrighteousness, but rejoiceth with the truth."

5. Braille was not officially adopted as a system of reading and writing for the blind until after the death of Louis Braille, its inventor.

6. "There is a vanity which is done upon the earth; that there be just men, unto whom it happeneth according to the work of the wicked; again, there be wicked men, to whom it happeneth according to the work of the righteous; I said that this also is vanity."

7. Although Representative Doolittle voted against the measure, he said afterwards that he would support it if it became law.

8. It is almost impossible to get an interview with Mr. Truegood since he is almost always out of town.

9. The Pirates were already behind by three runs when Bob Friend came to the mound.

10. He was altogether beside himself with rage when he first discovered that his friend had deceived him.

11. He felt it below his station to work in the receiving room.

12. Because of other business, I was unable to give your letter my immediate attention.

13. Either this bill must be paid within the next week or our attorneys will receive instructions to prepare the necessary papers for suit.
14. The connection between the refreshable braille display and the computer is made either by USB or by bluetooth—children, do you know why we call it BLUETooth?

15. Neither of us should deceive himself into thinking that we can do this by ourselves.

16. Rejoicing, she told him about her $7,500 salary increase.

17. Don't blame yourself too much; we're in this thing together.

18. “Get yourselves to bed, and be quick about it, before I lose my patience altogether,” she reprimanded the unruly children.

19. Those who put themselves above the law are only deceiving themselves.

20. When one declares oneself an expert in such a field, she should be prepared to answer many questions.

21. Hereafter I expect you to be open and aboveboard with me.

22. Police are seeking all over Hereafter Hollow for the whereabouts of the man who acted as go-between for the kidnappers.

23. Although his appointment was not until midafternoon, he arrived beforehand and accordingly had time to compose his thoughts.

24. Of all her grandchildren she was most attached to the first-born.

25. He believed blindly in the integrity of his friends.

26. Since becoming a transcriber, she has brailled "Goodbye, Mr. Chips" and a number of textbooks besides.

27. As a man of letters, his greatness has been highly overrated.

28. "Children! We will read a story about a little girl whose name was Little Goody Two Shoes, immediately after lunch," the teacher said.

29. Inasmuch as he is depending upon us for a complete report, we mustn't overlook even the littlest detail.

30. We really shouldn't expect him to act quickly on a matter of such great importance.

31. Those words would've been better left unsaid.

32. The fifth-generation Mustang's styling echoes the fastback models of the late-1960s.

33. Mr. Jones would like to speak with you immediately after the ceremony to-night.
34. Tonight at Koenig Arena, the rafters shook with applause as the lead vocalist declared his love in song and then crowd surfed with great alacrity.

35. In the aftermath of the huge explosion that blinded several workers, many acts of unselfishness and heroism were performed.

36. Florence Nightingale not only nursed, but also befriended, the sick, the wounded and the dying soldiers in the Crimean War.

37. Because leeches were used in bloodletting, I think it must've taken a lot to muster up the courage to be a bloodletter.

[This lesson last revised February 25, 2019.]