

# **Lesson - 6**

## **Circles, Loops and Hooks**

### **6.1 INTRODUCTION**

Speed is the main object of shorthand writing. If full forms of all consonants occurring in words are always to be written in shorthand, many words cannot be written as fast as you require. Pitman, therefore, made use of circles, loops and hooks etc. to represent most commonly occurring consonants briefly in shorthand, wherever convenient.

- (a) Sounds 'S' and 'Z' were until now being represented with the help of the respective strokes. These sounds can conveniently be represented with the help of a small circle. Similarly the sound of 'SW' 'SS' and 'SZ' can be represented with the help of a big circle. In this unit the relevant rules for representing the sounds of 'S', 'Z', 'SW', 'SS', 'SZ' will be discussed in detail.
  - (b) Many words have the sounds of 'ST' and 'STR'. In shorthand, these sounds can be represented with the help of a small and big loop respectively. The relevant rules for making use of these loops will be discussed in detail in this chapter.
  - (c) The consonants 'R' and 'L' are frequently occurring sounds in the English language and are represented by the Strokes 'R' and 'L'. These two sounds can also be represented by initial hooks in Pitman Shorthand. These hooks facilitate writing of shorthand outlines rapidly and also increase speed. In this lesson you will learn about the initial 'R' and 'L' hooks.
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- (d) 'N', 'F', 'V' are frequently occurring sounds in English language. These sounds can be represented by two final small hooks. These hooks are primarily meant to obtain brief and compact outlines to write shorthand rapidly. You will learn the use of these small final hooks in this chapter.

Many words in English language end with the terminations 'shun' or 'Zhun'. In Pitman Shorthand, both these terminations are generally represented by a large final hook. Thus, the use of 'Shun' hook has made it possible to write many words in shorthand speedily.

In the previous lesson you have learnt about R & H. In this less on you will learn about small circles, big circles, small loops, big loops, initial small hooks, final small hooks and final big hooks.

## **6.2 OBJECTIVES**

At the end of this lesson, you will be able to:

- explain the rules for using small and big circles;
- identify cases where small & big circle cannot be used;
- understand the rules for using ST & STR loops;
- identify cases where ST & STR loops cannot be used;
- explain the use of initial hooks;
- enumerate the use of final hooks (N, F/V & Shun hooks);
- identify the cases where initial & final hooks are not used;
- undertake repeated practice given in this unit;
- take dictation of the exercises which you have practised, read back & transcribe.

## **6.3**

This lesson has been divided into the following sub-units:

### **6.3.1 Circles (small and big)**

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6.3.2 Loops (small and big)

6.3.3 Initial Hooks (R and L Hooks)

6.3.4 Final Hooks (N, F/V hooks)

6.3.5 Shun Hook

These sub-units have been discussed in detail in the following pages:

**6.3.1 CIRCLES (SMALL AND BIG)**

**(i) Circles 'S' and 'Z'**

Consonants S and Z are represented by ..... but they are also conveniently represented by a small circle. Initially, the small circle represents the sound of 'S' only, but medially & finally, it represents the sound of either 'S' or 'Z'.

The rules of attachment of circles to straight, curved and horizontal strokes are as follows:

- (i) A circle is written with left-motion/anti-clockwise motion when standing alone or when attached to straight strokes (downward, horizontal and upward), whether in the beginning or at the end of a stroke e.g.  
ps....., ts....., ks....., rs....., sp.....,  
st....., sr.....
  - (ii) In case of curved strokes, circle is written inside the curve whether in the beginning or at the end of a curve e.g. sf....., fs.....,  
sm....., ms....., sl....., ls....., sr.....,  
rs.....
  - (iii) A circle in between two straight strokes, running in the same direction is written with left-motion/anti-clockwise motion e.g. ksk....., tst....., rsr.....
-

- (iv) A circle in between two straight strokes, forming an angle, is written outside the angle formed by the strokes e.g. dsk..... , rsp....., rsk....., rst.....
- (v) In between a straight stroke and a curve, the circle should be written inside the curved stroke e.g. passing ..... poison.....

### 1. When the 'S' Circle comes Initially :-

Initially the circle s represents the sound of s only. e.g. .... sit, seek..... , soap..... , save..... .

The circle 's' written initially should be read before the consonant.

Write each line 10 times:-

- (i) .....  
stay soap sob sat set such said sad
- (ii) .....  
sip sit some sun son seem sin
- (iii) .....  
sing sung song sake sick sign
- (iv) .....  
safe save sale soul same snow
- (v) .....  
sleep slip satire sir sky spy
-

**2. When the 'S' circle comes Medially :-**

In the middle of a word, a small circle is used to represent the sound of

S or Z. e.g. disease ....., possess..... , muscle .....

**Note :** After Fs, Vs and Ns, upward R is used.

Write each line 10 times:

(i) .....

sleep      slip      satire      sir      sky      spy

(ii) .....

decide      racer      wiser      cask      pass-book

(iii) .....

answer      nicer      officer      adviser      risk

(iv) .....

dusty      misty      rusty      upside      muscle

(v) .....

design      resign      justice      risen      facing

**3. When the 'S' circle comes Finally :-**

At the end of word, a small circle represents the sound of S or Z, if it does not follow a vowel. S/Z circle is always read last.

Write each line 10 times:

(i) .....

pace      pays      pause      peace      boys      toys

---

(ii) .....

race      raise      rose      face      voice      noise

(iii) .....

guess      annoys      days      case      kiss      dose

.....

(iv) says      these      fees      shows      miss      lease

.....

(v) pose      lies      cause      loves      likes      nose

.....

(vi) accuse      house      revise      release      race

.....

(vii) suppose      space      saves      refuse      slaves

### **Grammalogues/Short Forms**

.....

as/has      is/has      this      those      thus

.....

special      specially      several      because      ours

.....

speak      subject      subjected      itself

---

The small circle may be added to short-forms

.....

puts            wishes            differences            goes            gives

.....

hours            comes            yours            years            thanks            thinks

.....

speaks            subjects            things            its

### **Use of circle 'S' in Phraseography**

The small circle may be used in phraseography to represent the word 'us', and also in general phrases as:

.....

to us            for us            with us            give us

.....

what is,            when is the            those who,            because of

.....

because it is            as it is            for those            who may

.....

in his            for his            who has            is it            when it is

### **DRILL EXERCISE**

Write ten times each of the above short forms and phrases and speak aloud while practising.

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## 1. Exercise

Read and copy the following 10 times:

- (i) .....  
answer books business Sunday months
- (ii) .....  
bills cars advise service box copies
- (iii) .....  
invoice city desire gets nice reason
- (iv) .....  
Wednesday Tuesday Saturday yes small
- (v) .....  
receive seems sir visit similar sense
- (vi) .....  
office soon sorry charges copies
- (vii) .....  
customer history items miles follows
- (viii) .....  
music news outside south desk
- (ix) .....  
wise sixty sake slow sign authorize
- (x) .....  
appears changes selling decide inside
-



(xi) .....

historic      satisfy      dispose      affairs      force

(xii) .....

allowance      deposit      passing      names

(xiii) .....

forms      hopes      capacity      message      numerous

(xiv) .....

series      soul      gas      justice      century      sink

(xv) .....

custom      discuss      famous      reduce      opposite

2. Read and copy the following exercise 10 times:

.....

.....

.....

.....

.....

.....

.....

.....

3. Write the following sentences in shorthand:

- (i) I have many books on the subject which I have no wish to keep. Would you like to have them?

- (ii) I would like to speak on this subject.
- (iii) Can you speak for some hours on this topic?
- (iv) I suppose you have some special reason for this.
- (v) I shall be happy if you can come some day.
- (vi) Our sales for this year are so high as any in the history of our business.
- (vii) It seems right to select some different items.
- (viii) If this is the case, can you spare some time to discuss it with you.

**(ii) Strokes 'S' and 'Z'**

- (a) When a sound of S/Z stands alone, then strokes are applied and not the circles because there will be no place to represent the vowel with a circle.  
e.g. ace ....., say ....., zoo ....., saw....., sigh.....
  - (b) If a vowel precedes the initial S or Z, only the consonant is applied e.g.  
ask ....., Assam....., essence....., asleep....., escape.....
  - (c) If a vowel follows S or Z, only the consonant is applied e.g. Race ....., but rosy....., racy....., juice....., but juicy....., rose....., but rosy.....
  - (d) If a triphone precedes or follows 'S', only the consonant is applied e.g.  
science....., sinous....., joyous....., sighing.....
  - (e) Stroke 's' or 'z' is retained in compound derivatives e.g. saw-dust, saw-beach  
saw-dust....., saw berch.....
-

## **DRILL**

### **Exercise 1**

Read and copy the following exercise 10 times:

(i) .....

ooze      zoo      asp      ask      saw      tissue      dizzy

(ii) .....

saw-beach      sea-sickness      assailed      cease

(iii) .....

ease      disease      science      busy      racy      sewer

(iv) .....

saucer      sinuous      acid      aside      assessing

(v) .....

assails      asleep      pursue      escape

(vi) .....

jealousy      dazy      rosy      ceasing

(vii) .....

zealous      noisy      society

### **Exercise 2**

Write the following words in shorthand, 10 times:

(i) pious, assume, Assam, juicy, legacy, say

(ii) essays, essence, Eskimo, aces, Siamese

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- (iii) sighing, ingenuous, saw-mill, sea-dog
- (iv) sahara, zenith, zink, Isaac
- (v) zero, ass, zebra, busy, accuracy, mercy
- (vi) uneasily, assuage, fussy, pursue, Essex

**(iii) Large circles 'SW', 'SS', 'SZ'**

**Initially:**

In the beginning of a word, a large circle is used to represent the double consonantal sound of SW. Like small circle, the vowel is indicated on the following stroke which also maintains the position of writing according to the vowel. Large circle is not attached to consonants W, Y and upward and downward H, e.g.

.....  
sweet      swan      swim      swami      switch      sweep      swish

**Medially and Finally:**

In the middle and at the end of a word, a large circle is written with the same motion as circle S. Medially and finally a large circle represents the sounds such as ses, sez, zes or zez, e.g.

.....  
necessity      necessary      possessive      causes      passes

.....  
faces      roses      successive      successfully

When a vowel occurs between s-s/z it is indicated by placing the vowel or diphthong sign within the large circle and is read between the two consonants, e.g.

.....  
basis      exist      insist      exhaust      exercise

---

.....

exercised      census      axis      emphasize      synopsis

When S/Z follows the large circle, it is indicated by a small circle and the circle S/Z is written on the opposite side of the large circle, e.g.

.....

emphasizes                      exercises                      successes

In phraseography a large circle is used to represent two SS, e.g.

.....

this is      this subject      these subjects      is his

.....

this city      this side      this is the      in this city

## **USE OF LARGE CIRCLES IN PHRASEOGRAPHY**

A large circle in phraseography is used initially to represent the phrase 'AS WE' and also to represent the double sounds of S-S, e.g.

.....

as we shall      as we may      as we know      as we can

.....

as we do      as we have      as we wish      as we are

.....

as is      as has      is his      is as      as we shall be

.....

as soon as      as soon as possible      as well as

---

### Grammalogues/Short forms

ourselves ..... as is ..... myself .....

much ..... themselves ..... is as .....

himself.....

Read and copy the following words:

(i) .....

sweet                  sweat                  swear                  swede                  swiss

(ii) .....

bases                  paces                  poses                  supposes                  chases

(iii) .....

guesses                  cases                  laces                  noses                  faces

(iv) .....

disposes                  deposes                  mixes                  necessary

(v) .....

emphasis                  emphasized                  synopsis                  census

(vi) .....

legacies                  jealousies                  mercies                  policies

(vii) .....

genesis                  thesis                  Rosy's                  axis

(viii) .....

fallacies                  peruses                  sweetly                  sweetness

(ix) .....

sweet-smelling                  swimmer                  entices                  dazes

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- (x) .....
- romances          fences          advises          refuses

### **Exercise**

Write the following words in shorthand, 10 times:

- (i) swing, swage, assuage, sway, sways, swayed
- (ii) swallow, swear, tissues, legacies
- (iii) possessive, excessive, success, necessary
- (iv) decisive, insist, inclusive, offices, races
- (v) senses, boxes, businesses, swell
- (vi) swimming, passes, uses, accuses, forces
- (vii) invoices, releases, resources, sizes, losses
- (viii) sources, misses, emphasizes, exercises
- (ix) mixes, paralysis possess, resist

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### **INTEXT QUESTION 6.1**

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1. Fill in the blanks:
- (i) Circle 'S' to straight strokes is written in.....motion.
  - (ii) Circle 'S' is written.....curved strokes.
  - (iii) Circle 'S'/'Z' in between straight and curved strokes should be written .....the curved strokes.
  - (iv) A large circle used initially gives the sound of .....only.
  - (v) A large circle in between two straight strokes forming an angle is written .....the angle.
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### 6.3.2 ST and STR LOOPS

The sounds 'ST' and 'STR' are represented by small and big loops respectively. The length of small loop should be half of the length of the stroke and the big loop should be 2/3 of the stroke. The rules for making use of these loops are given below:

- (i) The loops when attached to any straight stroke should always be written in the left motion (anti-clockwise) e.g. post ....., poster....., dust....., duster.....
  - (ii) The loops when attached to any curved stroke should always be written inside the curved strokes e.g. fast....., faster....., nest....., nester....., last....., vast....., monster.....
  - (iii) 'ST' loop, when written last also represents the sound of 'zd' e.g. posed....., raised....., teased....., paused....., gazed.....
  - (iv) In case there is a vowel in between the sounds of 'S-T' or 'ST-R', the word should not be written by using the loops 'ST' or 'STR' but the outline should be written in full e.g. fast....., but facit..... rest..... but reciept..... past..... but upset.....
  - (v) In case there is vowel after the final 'ST' or 'STR', the outlines will not be written by using the loops. In such cases, the outlines should be written in full e.g. honest ..... but Honesty..... dust ..... but dusty..... past..... but pastry.....
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- (vi) The loops can be written medially only where a convenient outline results  
e.g. justify ..... suggestive.....masterpiece.....  
registering..... fantastic.....
- (vii) The initial loop is always read first, final loop is always read last and the vowel signs are placed and read in relation to the strokes and not to the loops.
- (viii) Circle 'S' can be added on the opposite side of the loops e.g.  
fasts ..... texts..... tests.....  
posters..... barristers.....
- (ix) 'STR' loop is never written initially.

## **GRAMMALOGUES/SHORT FORMS**

first .....influence..... influenced.....  
next..... most.....

## **DRILL EXERCISE**

### **Exercise No.1**

1. stout, stoutly, stock, stockade, style, stylish
2. rust, rusts, nest, nests, waste, wastes
3. box, boxed, lapse, lapsed, refuse, refused
4. coaste, stone, stole, stove, stung, star
5. gassed, gazette, vast, visit, rust, russet

### **Exercise No.2**

Read, copy and transcribe

1. ....
-

2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

### Exercise No.3

Write in shorthand

1. master, register, faster, poster, minister
2. administer, investor, chester, rochester
3. coster, roadster, tester, masterpiece, masters
4. posters, barristers, hasters, costers, dusters
5. headmaster, registers, roadster, monestor
6. bolesters, waster, lustre, sinister, ministers

### Exercise No.4

Read, copy and transcribe:

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### **Exercise No.5**

If you can put me up for a week in August, I shall be ready to go and stay with you. You can have as much walking as you like. I shall be at your disposal at an almost any hour, and as I am a rare walker myself, I think I can say you will have all the exercise you wish. You ought to be a different fellow when I leave if you will be influenced by me. I think I can give you a mile and beat you. I have had some talk with young Robin several times in the past month, and know that you can do. This is all I know as to your form. But we shall see for ourselves. You ask why I have stayed away so long. The answer is business keeps me away. The best of luck to you and to the rest of the family.

## **KEY TO DRILL EXERCISES**

### **Exercise No. 1**

1. ....
2. ....
3. ....
4. ....
5. ....

### **Exercise No.2**

1. post, taste, chest, adjust, fast, must
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2. mast, opposed, supposed, deposed, exposed
3. accused, excused, mixed, state, stately
4. stop, stoppage, sturdy, sturdily, story
5. steam, steamship, stale, stealthy, stair
6. staircase, store, testify, testifies, justify
7. justified, suggest, suggesting, suggestive
8. mist, misty, honest, honesty, best, bestow
9. beset, stayed, stage, stock, used, testing
10. haste, host, invoiced, assist, missed, paused

### Exercise No.3

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

### Exercise No.4

The first cost of the new styles may be heavy, but it will soon be repaid by the saving in waste and by the immense sales which will follow. Business must be influenced by the fact of our having the best and cheapest and latest styles to show to customers, and we think they will endorse our hopes. We are seeking to influence the big buyers to ask to see the new designs, and if they can be induced to look at them we think business must follow. The language of the young barrister in the case was most stately and it must have influenced both judge and jury. We shall watch his career at the bar, and we think he must succeed because of his abilities.

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### Exercise No.5

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### INTEXT QUESTIONS 6.2

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1. Fill in the blanks
    - (i) 'ST' and 'STR' loops when attached to any straight stroke should always be written in.....motion.
    - (ii) 'STR' loops is never used.....
    - (iii) 'ST' and 'STR' loops should be written..... the curved strokes.
    - (iv) 'ST' and 'STR' loops can also be written..... where a convenient outline results.
    - (v) Circle 'S' can be added on the ..... side of the loops.
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### 6.3.3 INITIAL HOOKS/DOUBLE CONSONANTS

When the sound of 'R' and 'L' blends with any consonant, it makes a double consonant. The sounds of 'R' and 'L' are represented by attaching an initial hook to a stroke as discussed below:

#### A. 'R' Hook to Strokes

1. If a small initial hook is attached to any straight stroke in the clockwise motion (right motion), it will represent the sound of 'R' e.g.

..... pr, ..... br, ..... tr, ..... dr, .....  
 chr, ..... jr, ..... kr, ..... gr, as in, .....  
 pray, ..... trip, ..... crop, ..... bridge,  
 ..... dream, ..... liberal

2. If a small initial hook is attached inside the curved stroke, it will represent the sound of 'R' e.g.

..... fr, ..... vr, ..... thr, ..... THr,  
 ..... shr (downward), ..... zhr, ..... mr, .....  
 nr, as in Friday, .....honour, ..... summer,  
 ..... sooner, ..... dinner, .....leisure

The small initial hook for 'R' is not written to the following curved strokes:

.....s, .....z, and.....

3. When 'R' hook is attached to stroke NG, it will give the sound of either Ng-kr or Ng-gr. e.g. banker ....., tanker....., drinker....., conquer....., finger.....
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4. If 's' or 'sw' or 'st' comes before a straight stroke hooked for R, then a small circle for s, a big circle for sw and a small loop for st will be written on the same side of 'R' hook. Of course, 'R' hook will not be visible, but 'R' is there because the small circle/big circle/small loop is written here in the clockwise motion (right motion) e.g.

pray..... but spray....., tray ..... but stray .....

bread..... but spread.....upper....., but super .....

stop..... but stopper..... stitch ..... but

stitcher ....., stock ..... but stocker .....

sweep ..... but sweeper ....., sweet ..... but

sweeter ....., switch ..... but switcher .....

In case 'spr' ..... etc. occur in the middle of the word, both the circle and the hook should be clearly shown e.g. prosper .....,

destroy ....., pastry .....

5. When 'skr' or 'sgr' follows either 'T' or 'D', the circle should be written in the anti-clockwise motion (left motion) e.g.

task..... but tasker ..... disagree.....

disgrace.....

6. If 'skr' follows 'P' or 'B', then 'R' may be omitted e.g.

prescribe ....., subscriber....., prescribes.....,

prescriber.....

7. If 's' comes before a curved stroke hooked for 'R', then circle 's' should be written inside the hook, both the circle and the hook should be clearly visible e.g.

suffer....., summer....., sooner.....,

sinner.....

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Shr is always written in the downward direction e.g. pressure  
..... measure ....., leisure .....

### Shortforms/Grammalogues

dr./doctor ....., dear ....., during .....  
truth....., principle, principally or principal .....  
member, remember or remembered ..... numbered  
or number ....., chair ..... cheer .....,  
care ..... , from ..... , very..... , there/  
their..... , more..... , remark or remarked .....  
Mere, Mr ..... , nor..... , near ..... ,  
surprise ..... , surprised ..... , sure ..... ,  
pleasure ..... , description..... , own..... ,  
owner ..... , remarkable ..... , larger ..... ,  
everything ..... , over ..... , however ..... ,  
respectfully.....

### 'L' Hook to Strokes

1. If a small initial hook is attached to any straight stroke in the anti-clockwise motion (left motion), it will represent the sound of 'L' e.g.

pl..... bl..... tl..... dl.....

chl..... jl..... kl..... gl.....

as in play ..... blue..... blame.....

close ..... terrible..... simple.....

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This small initial hook 'L' is not attached to the strokes, such as

R.....

W....., Y ....., H(upward)..... and H(down).....

These double consonants must be pronounced as a word of one syllable;

thus pel ....., bel....., etc. This hook for 'L' is written first but is read just after the stroke to which it is attached. The vowel signs are placed to them just as they are placed and read to a single consonant e.g.

place....., places....., blue....., black .....

2. If a big initial hook is attached inside the curved stroke, it will represent the sound of 'L' e.g.

Fl..... Vl..... Thl ..... Ml..... Nl.....

A large initial hook is not attached to the strokes such as S..... ,

Z....., Sh....., L ....., R(up).....,

Ng.....

3. To obtain easier forms, the 'L' hook is sometimes used in words in which the 'L' belongs to the following syllable and not to the stroke to which it is attached e.g.

deeply....., briefly....., hopeful....., joyful.....

4. When 'L' hook is attached to stroke 'Sh', it will be written upward e.g.

marshal ....., specialise ....., official.....

anti-social.....

5. If 'S' comes before a straight stroke/ a curved stroke hooked for 'L', in
-

all the cases, both the hook and the circle should be clearly visible e.g.

civil ..... civilize.....

6. In case there is a vowel between the hook and the adjoining consonant, the outline will be written in full, e.g.

blow ..... but ball..... play..... but pale .....

7. The hooks are written first but they will be read just after the stroke to which these are attached e.g.

pray..... offer ..... cry.....

8. In case there is a vowel between the hook and the adjoining consonant, the outline will be written in full e.g.

cry..... but car..... offer..... but far.....

## GRAMMALOGUES/SHORTFORMS

people ..... belief, believe , believed ..... tell.....

till..... deliver, delivered, delivery ..... largely.....

call..... equal, equally ..... valuation.....

## DRILL EXERCISE. 1

Read, write and transcribe the following:

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... | ..... | ..... |

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## **DRILL EXERCISE NO.2**

Write 5 lines each of the words given below ;

offer ..... , ever....., every....., author.....

either ..... , offering....., affray....., differ.....

favour....., fraud....., fruity....., finger.....

linger....., angry....., hungry....., drinker.....

## **DRILL EXERCISE NO.3**

Write 5 lines each of the following words:

lisper....., lascar ..... , mastery....., sufferer.....

prisoner..... , mistress....., mistrust....., sinners.....

prisoners..... , destroy....., summer.....

## **DRILL EXERCISE NO.4**

Write in Shorthand

1. You will be very pleased to see him there at the party.
  2. Please come and see me at my place. I will give you a surprise.
  3. I am sure you will have pleasure at the party.
  4. I am going to the shop there to buy a book.
  5. You should give your remarks on the paper to be given to the officer.
  6. Mere presence of Mr. Prem will do the job.
  7. I will be very near to your place and I hope to see you there.
-

### DRILL EXERCISE NO. 5

Write the following words- at least 5 lines for each word:

play....., placed....., placing....., played.....  
plus....., blue....., black....., class.....  
clear....., clerk....., close....., closed.....  
enclosed....., supply....., apply....., club.....  
claim....., glass....., single.....

### DRILL EXERCISE NO.6

Write in Shorthand:

1. Are you going to play a hockey match ?
2. Yes, I am going to play a hockey match.
3. You should wear blue uniform.
4. I may be able to stock large sizes of uniforms.
5. I think you know, my business is with large business houses.
6. I am going to the club for a birthday party.
7. The opposite team is still in the room.

### DRILL EXERCISE NO.7

Read, write and transcribe the following words :-

....., ..... , ..... , .....  
....., ..... , ..... , .....  
....., ..... , ..... , .....

---

### **DRILL EXERCISE NO.8**

Write in shorthand atleast five lines for each word :

|           |            |             |         |
|-----------|------------|-------------|---------|
| Final     | Original   | Privilege   | Fearful |
| Trifle    | Removal    | Respectful  | Shoval  |
| Grateful  | Playful    | Effectively | Joyful  |
| Traveller | Devil      | Shuffle     | Shelf   |
| Shelves   | Specialise | Freshly     | Deeply  |

### **DRILL EXERCISE NO.9**

Write five lines each of the following words :

Possible ..... , Possibly..... , Display.....  
Displace....., Disclose..... , Physical.....  
Exclusive..... , Civility..... , Personal .....  
Personality ..... , Peaceful .....

### **DRILL EXERCISE NO.10**

**Write in shorthand:**

1. The total charge for a couple per week is only Rs. 100/-. This rate is inclusive of a double room. Single rooms are Rs.50/- and above.
  2. Please tell us what the cost would be of a table. This cost should include delivery charges.
  3. We should be happy if you will get enough to us by the first of March to enable us to make a display of them.
  4. This simple way saves many hours of your toil.
  5. Fill in the form given below and post it to us, or apply to your local dealer for details of the same.
-

6. Please supply me with a few samples of cloth in blue and black which would be suitable for autumn suits.
7. Please supply me as early as possible the samples.

### KEY TO DRILL EXERCISE 1

|          |          |         |          |
|----------|----------|---------|----------|
| pray     | prayed   | pride   | try      |
| cry      | cried    | crowd   | crow     |
| girl     | preach   | press   | bright   |
| trust    | grow     | address | drop     |
| brought  | crop     | cream   | properly |
| progress | daughter | auditor | teacher  |
| water    | paper    | taper   | better   |

### Exercise No. 4

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

### Exercise No.5

1. ....
-

2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

### **Exercise No. 7**

|        |        |       |       |
|--------|--------|-------|-------|
| fledge | flour  | flood | flock |
| flap   | flask  | flag  | flame |
| flow   | flurry | floor | fly   |
| evil   |        |       |       |

### **Exercise No. 8**

|       |       |       |       |
|-------|-------|-------|-------|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

### **Exercise No. 9**

1. ....  
.....
-

2. ....
- .....
3. ....
- .....
4. ....
5. ....
- .....
6. ....
- .....
7. ....

---

### INTEXT QUESTION 6.3

---

1. Fill in the blanks:
    - (a) If a small initial hook is attached to straight stroke in ..... motion, it will represent the sound of 'R'.
    - (b) If a small initial hook is attached inside the curved stroke, it will represent the sound of .....
    - (c) Double consonant 'shl' is always written in.....direction.
    - (d) When skr or sgr follows T/D, the circle should be written in the .....motion.
    - (e) If a big initial hook is attached..... the curved stroke, it will represent the sound of 'L'.
-



2. State right or wrong:
    - (a) Upward 'R' should be hooked initially.
    - (b) A small initial hook attached to any straight stroke in the anti-clockwise motion represents the sound of 'R'.
    - (c) Double consonant shr is written upward.
    - (d) Circle 'S' attached to a curved stroke hooked for 'L' should be written inside the hook.
    - (e) Double consonant shl is written upward.
- 

### **6.3.4. FINAL HOOKS - SMALL**

#### **'N' and 'F'/'V' Hooks**

Like the two small initial hooks, there are two small final hooks also. These hooks are called 'N' hook and 'F'/'V' hook. Use of these two hooks has been extensively made in Pitman Shorthand to obtain compact outlines.

1. A small final hook written with the right motion to the straight strokes adds 'N' e.g.

..... pen ..... ban ..... ten ..... done  
..... chain ..... join .....cane..... gain  
..... rain ..... wine ..... yawn

2. A small final hook to any curved stroke written inside the curve represents 'N' e.g.

fun....., man....., van ....., line .....  
shine .....

3. If a vowel follows final sound of 'N', the outline should be written in full and not by using final 'N' hook because the final vowel requires a final stroke e.g.
-

pen ....., but penny ....., ten ....., but tiny .....,  
chain ....., but china ....., man ....., but  
money .....

4. 'N' hook may be used medially wherever convenient to join e.g.

plenty ....., punish....., french .....,  
arrange ....., spanish .....

5. 'N' hook and downward 'R' are used for the representation of the final syllable 'NER' when follows a straight upstroke e.g.

runner ....., winner ....., But in all other cases, 'NER'  
will be represented by stroke N and R hook e.g.

dinner ....., liner ....., thinker .....

6. 'N' hook is used in Phraseography for the words been, than, on, own, e.g.

i have been ....., carried on ....., better  
than ....., their own ....., our own .....

7. If a sound of s, or ses or st, or str follows 'N' hook attached to straight stroke, then these attachments will be written on the same side of 'N' hook viz. with the right motion or clockwise motion e.g.

dan..... dance ....., dances ....., danced .....,  
chain ....., chance ....., chances .....

8. If the sound of 'Nz' follows a curved stroke, a small circle will be written inside the 'N' hook e.g.
-

fines ..... , lawns ..... , mines ..... , shines ..... ,  
saloons ..... .

But in case the sound of 'NS' follows a curved stroke, it will be represented by 'N' stroke + circle 'S' e.g.

fence ..... , lance ..... , essence ..... ,  
offence ..... , announce ..... .

9. Wherever the sounds of 'Nz' or 'NS' occur medially, both the consonants must be shown distinctly e.g.

density ..... , cancer ..... , transit ..... ,  
johnson ..... .

## **SHORTFORMS /GRAMMALOGUES**

..... Been, ..... General, Generally, ..... Within, .....  
Southern, ..... Northern , ..... Balance, .....Balanced,  
.....Circumstances, ..... Signify, Signified, Significant .....  
Significance, ..... Opinion, ..... Responsibe-ility

## **Read and copy the following words & outlines 10 times each**

1. .... open, .....ten, .....retain, ..... fifteen,  
.....bulletin, .....pardon, ..... drawn, ..... june  
.....imagine, .....Clean, .....taken .....gone,  
.....green, .....begin, ..... run, .....one,  
.....everyone, .....win
-

2. .... winner, .....runner, .....turn, .....return,  
..... opener, .....dinner, .....keener,  
.....manner, ..... earner, .....gainer, .....finer,  
..... joiner
3. ....phone, .....often, .....seven, .....than,  
.....then, .....shown, .....machine, .....man,  
.....men, .....mean, .....remain, .....mine,  
..... nine, .....none , .....known, .....line,  
..... loan, .....earn, .....moon, .....lean
4. ....punish, .....opener, .....tanner, .....dinner,  
.....joiner, .....keener, .....thinner, .....liner,  
.....manner
5. ....expenses, .....distance, .....plans,  
.....glanced, ..... instance, .....instances,  
.....turns, .....returns, .....once, .....against,  
.....chains, .....joins, .....Rains, .....chanced,  
.....glance, .....rinse, .....trains, .....danced,  
.....pounces, .....tenses
6. ....zones, .....shines, .....nouns, .....lances,  
.....earns, .....loans, .....means, .....opinions,
-

.....Womens, .....Remains, ..... Baloons,  
.....Frowns

## **DRILL EXERCISES**

Write in Shorthand.

1. I am going out of town next week.
2. Please read this now and tell me your views on this.
3. The machine of which you speak is a foreign one but our own machine is far better.
4. We believe this machine is the more reliable and will do better than the next one.
5. Generally people come by bus but some people come by their own cars.

## **KEY TO DRILL EXERCISE :**

1. ....
2. ....
3. ....
4. ....  
.....
5. ....  
.....

## **DRILL EXERCISE**

---

Read, write and transcribe.

1. ....  
.....
2. ....  
.....  
.....
3. ....  
.....
4. ....  
.....
5. ....  
.....

**KEY TO DRILL EXERCISE :**

1. I shall be in town next Monday the 10th and I shall be happy to call upon you at 3.00 O'clock.
  2. I enclose the lists of the people who brought this machine in northern and southern towns
  3. If you happen to be in town this week, please call upon me and explain the general opinion of the people for our merchandise.
  4. I think there is no hope that if you sell the house today, you would get more than what you paid for it.
  5. In as much as you are out of town, I think it would be to your advantage to have the deal on your behalf.
-

## **DRILL EXERCISE**

### **Write in Shorthand**

1. Do you think it is within your capacity to pay?
2. You should visit the northern region first and try to finish the job there.
3. Ram is to go to the southern region and get things done there.
4. In your opinion, who should do the job first.

### **KEY TO DRILL EXERCISE**

1. ....
2. ....  
.....
3. ....  
.....
4. ....  
.....

## **DRILL EXERCISE**

Write the following passages in shorthand.

1. Many thanks for the loan of the copy of the book on Yoga which you gave me on one fine morning - the suitable time for yoga exercises. This book I am sure you will wish to read. All the exercises given in this book are beneficial to children and young men. The author of this book himself was a very strong man. He gave in his book very easy exercises for the persons who are even above fifty years of age. He has given in
-

his book the ways in which exercises are to be done. He says, if you are to remain young and strong physically, you should do the exercises daily. If you will stop exercising daily, your muscles and body will have pains.

126 words.

2. It is very lovely book to develop our bodies on the right lines. This is a worth reading book. If you read it once, you will like to read it again. I have read it once and now within a weeks time I will read it again and only then I will return the same to you.

In this book, he has given exercises for all age groups and by doing the same one can have charming personality. He has given no allowance to any person who stops doing exercises daily. So to obtain best out of this book, you should do exercises which suits to your body daily and it will give you a strong body and fine personality.

124 words.

## **'F' /'V' HOOK**

### **Straight Strokes:**

A small hook written finally to the straight stroke with the left motion adds either 'F' or 'V'; thus,

.....puff, .....pave, .....buff, .....above,  
.....deaf, .....brief, .....proof, .....chief,  
.....achieve, .....approve, .....active,  
.....relative, .....attractive, .....drive,  
.....rough, .....serve, .....deserve, .....preserve,  
.....reserve, .....wife, .....half, .....cave,  
.....tough, .....dove, .....observe

---



### **Final Hook not to be used:**

'F' or 'V' hook is not used when the words are ending with the sound of a vowel;  
thus,

..... puffy, .....buffy, .....ruffy, .....gravy,  
.....coffee, .....defy, .....review, .....terrify,  
.....toffee.

### **USE OF CIRCLE 'S' WITH F/V HOOK**

Whenever the hook F/V is followed by circle 'S', the same is to be written  
inside the hook; thus,

..... puffs, .....waves, .....caves

### **DRILL EXERCISE**

Write the following words (five lines each)

..... doves, .....tiffs, .....buffs, .....wives,  
.....preserves, .....serves, .....reserves,  
.....proofs, .....proves, .....behaves, .....braves,  
.....heaves, .....archives, .....deserves

**Note : F/V hook cannot be written with the curved strokes**

**e.g.. knife ..... , five .....**

### **DRILL EXERCISE**

Write five lines each of the following words :-

.....revive, .....five, .....live, ..... laugh,

---

.....thief, .....leave, .....live, .....knife,  
.....leaf, .....move, .....moving, .....laughing,  
.....loving, .....leaving, .....arrive

### **F/V HOOK MEDIALY:**

F/V hook can also be written medially; thus,

.....traffic, .....driving, .....define

### **DRILL EXERCISE**

Practice five lines each of the following:

.....defence, .....toughen, .....divide, .....refer,  
.....graphic, .....deafen, .....deafening,  
.....paving, .....provide, .....provoke,  
.....referring, .....profit, .....private,  
.....advance, .....telephone, .....province,  
.....providing, .....dividing

### **SHORTFORMS /GRAMMALOGUES**

.....behalf, .....advantage, .....difficult,  
.....difficulty, .....represent or represented,  
.....representative

### **'F'/'V' HOOK IN PHRASEOGRAPHY**

Hook F/V can be used in phraseography for the following words :

---

'of' as in ..... receipt of out of ..... rate of.....

'have' as in ..... which have .....who have

---

## **INTEXT QUESTIONS 6.4**

---

1. Answer the following questions.
    - (i) Can the 'N' hook be used medially?
    - (ii) Can the 'N' hook be used when the word is ending with a vowel?
    - (iii) Can circle 'S' be added to the final hook 'N'?
    - (iv) For which words 'N' hook is used in Phraseography?
  2. Fill in the blanks
    - (i) A small final hook to any curved stroke written ..... the curve represents the sound of 'N'.
    - (ii) A small final hook to any straight stroke written by left motion represents .....
    - (iii) If a vowel follows final hook, a ..... is employed and not the hook.
    - (iv) If a small circle follows F/V hook attached to a straight stroke, it should be written ..... the hook.
- 

### **6.3.5 BIG FINAL HOOK — SHUN HOOK**

#### **The Shun Hook**

You must have come across words, like fashion, section, location, fiction, passion, occasion, rotation, gradation, logician, opposition, taxation etc. There are many more words in English which end with the sound 'Shun' or 'Zhun'.

As you are aware the purpose of writing shorthand is to write speedily. If you write full shorthand stroke for all consonantal sounds, the shorthand outlines

---

will have many awkward angles and will become unduly longer. Thus, the shorthand outlines cannot be written fast. In Pitman Shorthand, 'Shun' and 'Zhun' sounds are, therefore, represented by a large final hook in most of the cases, thus,

fashion ..... motion ..... nation..... section .....  
 expectation ..... addition .....logician .....passion .....  
 option ..... occasion ..... revision ..... provision .....

You will notice from the above that termination 'Shun' or 'Zhun', variously spelt in English language, as -tion, -sion, -cian, -tian, etc. is represented by a large hook, commonly known as 'Shun' hook.

In the case of plurals 's' circle can also be added inside the Shun hook, as -

occasions ..... revisions ..... fashions .....  
 motions ..... nations .....

### **Difference in the use of small and large final hooks**

You have learnt in the last lesson that there are two small final hooks, n and f/v. 'N' hook is written with straight strokes with the right motion, as .....  
 ten, .....pen, .....chain, whereas f/v hook is written with straight strokes with the left motion, as..... tough ..... puff .....  
 chaff.

You will note, however, that the Shun hook is a large final hook and can be added on both sides of the straight strokes, as ..... passion ..... option  
 ..... caution .....action.

With curved strokes, both small 'n' hook and large Shun hook are written inside the curves.

---

as .....none, .....nation, .....men, ..... motion

**PRACTICE :** You should read all the above outlines and write five lines of each outline in your notebook. Make sure that the Shun hook looks bigger than the two small final hooks.

## **RULES FOR WRITING SHUN HOOK**

- (i) Shun hook with curved strokes. Shun hook is written inside the curves; thus,

..... fashion..... fashions .....motion

.....motions..... nation .....nations

.....relation ..... Relations

- (ii) Shun hook with straight strokes. The following principles govern the use of Shun hook with straight strokes :-

- (a) When attached to a straight stroke with an initial attachment (circle or loop or hook), the Shun hook is written on the side opposite to the initial attachment; thus,

..... station, .....section, .....oppression

..... hesitation, .....illustration, .....discussion

From the above you will observe that in the shorthand outline

.....(station), the initial attachment of 's' circle is on the right

side. Therefore, Shun hook is added on the left side. Similarly, in

..... (section), 's' circle is on the upper side, and Shun hook is,

therefore, written on the opposite side, and so on.

**Exceptions:** There are a few words where this rule cannot be applied, such as,

---

..... (stationery, stationary), .....(dispassionate)

- (b) When attached to a straight stroke having no initial attachment, Shun hook is written - on the right side of t, d, j, thus,

.....rotation .....gradation .....magician

.....reputation .....addition .....logician

- (c) opposite to the last vowel, in the case of other straight strokes; thus,

.....passion, .....option, .....operation

.....application, .....caution, .....occasion

.....ration .....portion.

- (iii) Shun hook with fk/vk and lk/lg

- (a) In order that k or g may be kept straight, Shun hook is written downward after fk/fg..... and vk/vg..... Thus,

.....fiction .....specification.....vacation

.....navigation

- (b) After lk/lg ....., ..... the Shun hook is written upwards, thus,

.....location .....selection .....legation

- (iv) Use of Shun hook medially

Shun hook may be used in the middle of an outline, where convenient, thus,

.....national .....professional .....vocational

.....educational .....additional

---

|   |
|---|
| <p><b>PRACTICE:</b> Read the above outlines and write five lines of each outline at a time.</p> |
|---|

## **DRILL EXERCISE**

1. Read and write five lines of each outline.

.....

.....

.....

Fusion, Vision, Procession, Session, Mention, Attention, Exception,  
Depression, Transaction, Anticipation, Reception, Invitation, Petition,  
Addition, Action, Admiration, Suffocation, Legation.

2. Write shorthand outlines for the following words. Each outline may be written 10 times:-

Admission, Submission, Lotion, Examination, Attention, Manipulation,  
Extension, Observation, Expression, Liberation, Hesitation, Registration,  
Visitation, Suspicion, Edition, Operation, Affection.

.....

.....

.....

.....

.....

3. Read and write each sentence in shorthand five times:

(i) .....

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

(i) We wish to call your attention to the motion fixed for discussion tomorrow.

(ii) I have read in today's issue of the National News the posts for which you are calling applications.

(iii) I have set out on a separate paper, enclosed, my age, education, experience, etc.

(iv) The selection of a vocation is no more an easy task.

---



(v) Generally entrance examinations for those who wish to train for the professions are no more easy.

(vi) Your attention is drawn to Resolution Number 4.

(vii) You must register for the summer session before 15th July.

4. Write in shorthand. Each sentence may be written five times:

(i) They have a wide range of fiction in their book section.

(ii) A reception at the station was given to the Chairman.

(iii) We are arranging a wider distribution of our book 'Educational Occupations for Children'.

(iv) I agree with your proposal for addition to the number of members of the society.

(v) The Commissioner, at his discretion, was to arrange examination and to obtain necessary data for the same.

(i) .....

(ii) .....

(iii) .....

.....

(iv) .....

.....

(v) .....

.....

---

### SHUN FOLLOWING CIRCLE 'S' AND 'NS'

- (i) When Shun follows the circle 's' or 'ns', it is not expressed by a large hook. Instead it is represented by a "small hook or curl", written on the opposite side to the circle and with the same motion, or in continuation of the circle itself, such as -

..... decision ..... dispensation

- (ii) A third place vowel between the circle and Shun hook is placed outside the hook/curl; thus

..... decision .....position .....physician

.....musician .....proposition .....transition

- (iii) When a second place vowel is to be read between the circle and - Shun, it need not be indicated; thus,

..... taxation ..... sensation .....succession

.....possession ..... accession

- (iv) First place vowels do not occur between the circle and Shun.

- (v) To indicate a plural, the circle 's' is placed inside the curl; thus,

..... revisions, .....possessions, .....positions,

.....physicians , .....musicians

### Cases where Shun hook is not to be used

When a diphthong and a vowel (triphone), as in -uation or -uition, occur immediately before Shun, the Shun hook is not used. Instead, the stroke 'sh' hooked for 'n' should be written; thus,

.....situation, .....tuition .....graduation

---

This, however, does not apply to such words, as

.....accentuation .....perpetuation .....punctuation

### **Use of Shun hook in Phraseography**

The circle 's' and the Shun hook joined together may be used in phrases for the word 'association', as in

..... Labour association

..... Local association

..... Housing association

### **GRAMMALOGUES/SHORT FORMS**

.....

information      subjective      subjection      signification

.....

satisfaction      justification      generalisation      representative

.....

representation      organise, organised organisation      object or objected

.....

public, publish, published      publisher      publication

.....

investigation      yesterday      objection

|   |
|---|
| <p><b>PRACTICE:</b> Read and write five lines of each of the above short forms. Repeat till you fully memorise these short forms.</p> |
|---|

**Give Constant Emphasis on:**

- Fluency in reading shorthand copy.
- Formulation of well constructed shorthand outlines.
- Authomatization of short forms and phrases.
- Daily practice in taking dictation starting at slow speed.
- Practice in transcribing in longhand.
- Dictation each day should be on both practised material (to increase speed) and on new matter (to improve competence).

**DRILL EXERCISES**

1. Read and write five lines of each outline:-

.....

.....

Accession, Precision, Procession, Indisposition, Supposition, Exposition,  
Authorisation, Sensational, Opposition, Transition.

2. Write shorthand outlines for the following words. Each outline may be written 25 times:-

Accusation, Organisational, Transitional, Annexation, Vexation,  
Liberalisation.

.....

.....

3. Read and write each sentence in shorthand five times:-

- (i) .....
- .....

(ii) .....

.....

(iii) .....

.....

(iv) .....

.....

(v) .....

.....

(i) Your attention is drawn to item No.4 of our Information Book.

(ii) In this division we insist on a final examination in every extension course.

(iii) I expect to travel to Kanpur to see the National Business Show.

(iv) Who says the selection of a vocation is an easy task?

(v) He gave a wrong impression to us on this issue.

8. Write in shorthand. Each sentence may be written five times:-

(i) The accusations against the Prime Minister are false.

(ii) Generally it is seen, none has satisfaction with his own profession.

(iii) The procession was very long.

(iv) A representation has been given to the police authorities for investigation into this case.

(v) The physicians are arranging a seminar on family planning.

(i) .....

- (ii) .....
- (iii) .....
- (iv) .....  
.....
- (v) .....

### DRILL EXERCISES

Write the following passages in shorthand:-

1. Dear Sirs, We think we are in a position to assist you to tell in what direction your promotion work may get an extension. As you are aware our organisation has given many years of attention to problems of distribution of every description, and the information in our possession is very reliable. We believe you would like a discussion with our Gopal which will be of value to you. He will be happy to receive an invitation from you to call on you. Yours truly.
2. Dear Sir, With the small piece of information in our possession, we are unable to give you a final decision on your application for loan. You make no mention at all of any provision for expansion at your factory, nor do you tell us if you have any idea of taking over the operation of more machines.

However, we believe the proposition is surely worth discussion, although action may be delayed till you supply us with additional information on your plans. We suggest you to call at our office any time during the next few days, to enable us to go through every detail of the situation with you. Yours truly,

---

### INTEXT QUESTIONS 6.5

---

1. Fill in the blanks:
    - (i) Shun hook is represented by a .....hook.
-

- (ii) When attached to curved strokes, Shun hook is written .....the curves.
- (iii) When attached to a straight stroke, the Shun hook is written on the .....side to an initial circle or hook.
- (iv) The Shun hook is written on the .....side of simple t, d, j.

2. Write the correct answers:-

- (i) When attached to simple straight strokes (other than t, d, j), the Shun hook is written on the side opposite to the .....(last vowel, initial attachment)
- (ii) After fk/vk, Shun hook is written .....(upwards, downwards)
- (iii) After LK/LG, Shun hook is written .....(downwards, upwards)
- (iv) Circle 's'.....be added to the Shun hook. (can, cannot)

---

## **INTEXT QUESTIONS 6.6**

---

1. Choose the correct answers:

- (i) How is Shun expressed after circle 's' or 'ns'? (By a large hook, By a small hook or curl)
- (ii) Which vowel occurring between 's' and Shun is placed outside the curl? (1st place vowel, 2nd place vowel, 3rd place vowel)
- (iii) What should occur immediately before Shun, that will not require the Shun to be written with a large hook? (A vowel, A diphthong, A triphone)

2. Give shorthand outlines for the following words:

- (i) Opposition
  - (ii) Organisation
-

- (iii) Information
  - (iv) Punctuation
  - (v) Position
- 

## 6.7 WHAT YOU HAVE LEARNT

A small circle is used to represent the sound of S or Z. This circle when standing alone is written with left motion. This circle is written with left motion when attached to straight strokes, inside the curved strokes and outside the angle formed by joining two straight strokes. Initially it represents the sound of 'S' only but medially and finally, it represents the sound of either 'S' or 'Z'. A large circle written in the same direction as circle 'S' initially represents the sound of 'SW' and medially and finally, it represents the sounds such as ses, sez, zes or zez. In phraseography a large initial circle is used to represent 'As we'.

'ST loop is used initially, medially and finally. 'STR' loop is used medially and finally. These small and big loops are used with the consonants with the same motions and directions as the circles (small and big). Circle 'S' can be added to these loops for making plurals.

The sounds of 'R' and 'L' are represented by attaching initial small hooks to the strokes. With straight strokes, the 'R' and 'L' hooks are written in left and right motions respectively whereas when coming with curved strokes, 'R' hook is written inside the curved strokes. 'L' hook when joined to curved strokes is enlarged. Both the 'R' and the 'L' hooks are written first but they will be read just after the consonant to which these are attached. Wherever convenient, these hooks can also be written medially. Double consonant 'shr' is written in downward direction and the double consonant 'Shl' is written in the upward direction.

There are two final small hooks 'N' and 'F'/'V'. 'N' hook is written finally to the straight strokes in the right motion and inside the curved strokes. Circles and loops can be added to the final hooks. When the words end with a vowel, these hooks are not used but the outlines are written in full. The final hooks can also be used in phraseography for words 'on', 'than', 'own', 'been', 'of' and 'have'.

Shun is written briefly in shorthand with the help of a large final hook. It can also be used medially in a few cases. Shun hook is written inside the curved strokes. When added to a straight stroke with an initial attachment, shun hook

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is written opposite to such an attachment. With simple t, d, or j, shun hook is written on the right side, while with other simple straight strokes, it is written opposite to the last vowel. After FK/VK and VK/VG, shun is written downward but after LK/LG, it is written in upward direction. Shun following circle 'S', or 'NS' is expressed by a small hook or curl. A third place vowel occurring between 'S' and shun is placed outside the curl; second place vowel is omitted. Circle 'S' can also be added inside the curl. Shun hook cannot be used when a triphone occurs before it. The circle 'S' and shun hook joined together may be used in phrases for the word "Association".

## **6.8 TERMINAL QUESTIONS**

1. One shorthand writer argues with you that the word TUITION should be written by writing stroke 'T' with 'Shun' Hook and 'U' diphthong and the word SITUATION by writing circle 's', stroke T and 'SHUN' Hook. Correct the outlines and explain the principle involved.

2. Write shorthand outlines for the following words and explain the relevant rule for the specific sound underlined:

|         |            |        |
|---------|------------|--------|
| NATIONS | STATIONERY | OPTION |
| FICTION | VOCATIONAL |        |

3. State how SHUN is written following 's' or 'ns' circle. Explain with examples.
  4. Explain by giving suitable examples the rules of writing shun hook to straight strokes.
  5. Can shun hook be used medially? Explain by giving examples.
  6. Differentiate between small final hooks and big final hooks.
  7. State how shun hook is written after VK/VG/FK/FG and LK/LG. Give suitable examples.
  8. What are the exceptions to the use of shun hook? Explain by giving suitable example.
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## 6.9 ANSWERS TO INTEXT QUESTIONS

### 6.1

- (i) anti-clockwise
- (ii) Inside
- (iii) Inside
- (iv) SW
- (v) outside

### 6.2

- (i) anti-clockwise/left motion
- (ii) Initially
- (iii) Inside
- (iv) medially
- (v) opposite

### 6.3

1.
    - (a) Clockwise motion/right motion
    - (b) R
    - (c) Upward
    - (d) Left/anti-clockwise
    - (e) Inside
  2.
    - (a) Wrong
    - (b) Wrong
    - (c) Wrong
    - (d) Right
-

- (e) Right

#### **6.4**

1.
  - (i) Yes
  - (ii) No
  - (iii) Yes
  - (iv) Been, Than, On & Own
2.
  - (i) Inside
  - (ii) F/V
  - (iii) Stroke
  - (iv) Inside

#### **6.5**

1.
  - (i) large
  - (ii) inside
  - (iii) opposite
  - (iv) right
2.
  - (i) last vowel
  - (ii) downwards
  - (iii) upwards
  - (iv) can

#### **6.6**

1.
    - (i) by a small hook or curl
    - (ii) Third place vowel
    - (iii) A triphone
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2.    (i)    .....
- (ii)   .....
- (iii)   .....
- (iv)   .....
- (v)    .....

### **MATERIAL FOR EXTENDED LEARNING/ACTIVITY**

Consult chapter on Shun Hook from the Pitman Shorthand Instructor.