

Lesson - 4

Grammalogues, Punctuation Signs and Phraseography

4.1 INTRODUCTION

The main aim of Shorthand learning is to develop skills for faster and still faster writing. The knowledge of short forms and phrases is very important in building shorthand skill. A thorough knowledge of these will extremely help you to accelerate your writing speed.

In the previous lessons, you have learnt various consonants and vowels Diphthongs, Diphones, Triphones and Abbreviated 'W' used in shorthand writing. In this lesson you will learn usefulness of a class of short forms. This class of short forms is known as Grammalogues in Pitman Shorthand.

Besides, you will also learn the use of phrases for speedy shorthand and different punctuation signs.

4.2 OBJECTIVES

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

- define a class of short forms known as Grammalogues;
 - define logogram;
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- list the different punctuation signs used in shorthand;
- define Phraseography;
- write Phrases.

4.3 SHORT FORMS (GRAMMALOGUES)

Grammalogues are frequently occurring words represented in shorthand by a single sign. These signs can be written above, on or through the line, e.g.

Had

Do

Different

A Grammalogue sign is called "logogram". It is essential that Grammalogues are mastered thoroughly as the minimum frequency of these words is about 60 percent.

Note : The Grammalogues are included in the respective chapters -

4.4 PUNCTUATION MARKS

Punctuation marks are represented in shorthand by the following signs :-

Full Stop

Comma

Semi-colon

Colon

Hyphen

Dash

Exclamation

Question

Paragraph

Two short lines underneath an outline indicate Proper Noun (initial Capital)
as

4.5 PHRASEOGRAPHY

Phraseography is the art of writing of two or more words together without lifting the pen or pencil. The resulting outline is called a "Phraseogram". The best phraseogram combines the qualities of facility (easy to write) lineality (it should not ascend too far above, nor descend too far below the line) and legibility (must be legible when written).

The following points should be borne in mind while forming phrases-

- (a) A first-position word-form may be slightly raised or lowered to permit a following stroke being written above, on or through the line. The first word in a phrase is written in its normal position & the second thus follows as -

I thank you

With much

With which

With each

- (b) When joined to K, M, L, the sign 'T' may be shortened, thus,
..... ,

- (c) The word 'He' standing alone or at the beginning of a phrase is written asbut in the middle of a phrase, the word 'He' is represented by the logogram.....asif he may,.....if he should know, etc.

- (d) For the sake of an easier joining, the word "much" is sometimes written
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in full in phrases as so much..... how much
too much, etc.

(e) "Were" is written either as or as thus
they were you were, etc.

(f) In phrases, the word "him" should have the dot vowel, inserted,
as of him, to him.

(g) After 'T' and 'We', the word 'hope' is represented by consonant 'P' as I
hope we hope we hope you should I
hope you should be

4.6 TICK "THE"

The word "the" may be expressed by a slanting tick joined to a preceding character and written either downward (from right to left) or upward (from left to right)

- | | | | |
|-----|-----------|------------|-------|
| (a) | Downward- | of the | |
| | | and the | |
| | | with the | |
| | | if the | |
| (b) | Upward- | Beyond the | |
| | | What the | |
| | | How the | |
| | | At the | |

Note : Tick "The" must never be used initially

List of Phrases

I thank you
I think you should be
I have the
I have had
I saw the
I see
I am
I may be
I will
You should
You should be
You can
You will
You will be
You may be
You were
If you were
They were
How can they
Why do you
Why have you

With you
So much
With much
With which
With each
When they
What do you
When do you
What was
What can be
It would be
It should be
It will be
It was
Which was
Which were
He should be
He will be
If he
If he were
Too much

DRILL EXERCISES

1. Practice all the Grammalogues thoroughly till you gain mastery of the outlines.
2. Practice the phrases given in this Chapter, 25 times each.
3. Take the dictation of following passage in shorthand:-
 - (i) If you will be ready when I come I shall be happy to take the ride with you to the show.
 - (ii) I-think-you-will enjoy the ride, and you may take a fair share of the game.
 - (iii) How do-you-like-the new book?
 - (iv) I-think-you-were right to-come away when you-were feeling weary.
 - (v) I-have-had a talk with Webb and Duke, who-were both at-the party on-Monday.
 - (vi) I-saw Booth today and he-will-be with us at-the show.
 - (vii) If-you-should-know anybody who-can share the work of-the opera with us I-shall-be happy to know.
 - (viii) I-have a new camera which I should like to show you when I-see you.
 - (ix) I-shall-be happy to see you tomorrow if-you-can come.

INTEXT QUESTIONS 4.1

1. Fill in the blanks :-
 - (a) 'He' short form is used in or of a phrase.
 - (b) 'Hope' in phraseography is represented by stroke.
 - (c) Joining of two or more words without lifting the pen is
 - (d) A frequently occurring word represented by a stroke is called
 - (e) The sign used for a phrase is called
 - (f) The full stop is indicated by a
 - (g) The sign for a grammalogue is called a
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4.7 WHAT YOU HAVE LEARNT

Distinctive and instant legible short forms (Grammalogues) for a large number of words as well as some phrases have been adopted for quick shorthand writing.

Grammalogue is a frequently occurring word represented by a single sign. The sign for a grammalogue is called a logogram.

The full stop is indicated by a small cross 'x'; the dash by mark interrogation and mark of exclamation by '?' and respectively.

Phraseography is the name given to the principle of joining word forms together. The outline thus obtained is called a phraseogram.

4.8 TERMINAL QUESTIONS

1. What is Phraseography? What are characteristics of best phraseograms?
2. Explain the principles governing the usage of phraseograms with illustrations.
3. Explain the rules governing the use of tick 'The'.
4. Explain the rules governing the usage of 'He'.
5. Explain the use of 'were' in phraseography.

ANSWERS TO INTEXT QUESTIONS

4.1

1. (a) Middle, end
(b) 'P'
(c) Phraseography
(d) Grammalogue
(e) Phraseogram
(f) Small cross
(g) Logogram
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