

Lesson 8

Whole-Word Lower-Sign Contractions for *to*, *into*, *by* Part-Word Lower-Sign Contractions for *bb*, *cc*, *dd*, *ff*, *gg*, *ea* More Short-Form Words

8.1 Contractions for *to*, *into*, *by* [XIII.41]

8.1a **In general.** There are three whole-word lower-sign contractions in addition to those studied in the preceding lesson. They are:

<u>Contraction</u>	<u>Whole Word Meaning</u>
	to
	into
	by

Unlike the whole-word lower-signs learned in lesson 7 (*in*, *enough*, *be*, *his*, *was*, *were*), which must always be preceded and followed by a space, the contractions for *to*, *into*, and *by* are always joined to the word, contraction, composition sign, number, or symbol that follows. This rule prevents *by* from being read as *was*. These contractions are never used as parts of words. Examples:

Toby was to go by the bank at noon in order to put the deed into the safe.

The bylaws are written by and for the people.

8.1b **With composition signs.** These contractions are used both before and after composition signs such as capital, number, and italic signs (to be studied later). Example:

2 GAMES TO GO, REDS WIN 6 TO 0!

- Note that when *to*, *into*, or *by* and the following word are both fully capitalized, each word must be preceded by the double capital indicator—even though they are joined.

8.1c **With punctuation.** The contractions for *to*, *into*, and *by* are used when they come after punctuation such as an opening quotation mark, opening parenthesis, a bracket, or a dash. But, they are not used when they come before punctuation marks. Examples:

18. Automobiles began to be popular toward the end of the second decade of the twentieth century.
19. Bit by bit, he was winning the respect of the well-to-do merchant.
20. Toshi hurriedly paid for her ticket but she still missed her train—by just seconds.
21. His letter said that by May 1 he will have completed his basic training.
22. TO HAVE AND TO HOLD is a novel depicting early colonial life.
23. The job opening you asked me to look into seems to be very attractive.
24. On his way to and from school he likes to stop and talk with the little old gentleman.
25. With continued effort he will attain his goal by and by.
26. Tomas stopped by to remind me of our dinner date.

If it is desirable to divide this lesson into two sections, the first 23 sentences in Exercise 8 may be assigned at this time, as they relate only to the material studied in the unit to this point.

8.2 The Double-Letter Signs and *ea* Sign [XIII.42]

Contraction	Meaning
⠠⠨	bb
⠠⠠	cc
⠠⠠	dd
⠠⠠	ff
⠠⠠	gg
⠠⠠	ea

8.2a Used only within words. Note that, in addition to the meanings given above, each of these characters is also used to represent some other contraction or punctuation. Some represent whole words, others act as contractions at the beginning of words, and some appear at the end of words as punctuation. To prevent confusion, a rule has been adopted that when these characters are used to represent the double-letter signs or the *ea* sign, they are used *only* between letters and/or contractions within a word. For that reason they are sometimes called the "sandwich contractions." Examples:

Bobby occupy added puffy eggs tease
 ⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠

Consequently, these contractions cannot be used at the beginning or the end of a word. Nor can they be used in contact with punctuation or composition signs. Examples:

easy tea sheriff's SeaCliff Apts. ebb-tide
 ⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

- Keep in mind: Although the *ea* sign is used in a word like *feature*, where such a word is divided between lines (fea/ture), the contraction is not used because it would then be in contact with a hyphen.

8.2b Preserving the usual form of a base word beginning with *ea*. [X.34.b(1)] When a word beginning with *ea* is preceded by a prefix or another word resulting in the formation of a different word, the *ea* contraction is not used because it would change the usual braille form of the base word. Thus, the *ea* contraction is not used in *uneasy*, *anteater*, or *northeast* because it would not be used in *easy*, *eater*, or *east*.

8.2c Base word and a prefix. Many words that originally were formed from a base or root plus a prefix have become so common that most dictionaries no longer recognize the prefix. In easily recognized words such as *abbreviate*, *accept*, *accent*, *address*, *addict*, *affect*, *aggrieved*, and *disease*, the old prefix is ignored and the *ea* or double letter contractions are used. Examples:

address ⠠⠠⠠⠠⠠⠠⠠⠠ affect ⠠⠠⠠⠠⠠⠠⠠⠠ disease ⠠⠠⠠⠠⠠⠠⠠⠠

As with other contractions, where the prefix is noted as such in the dictionary and the use of an overlapping contraction would clearly have an adverse affect on pronunciation, the contraction is not used. Examples:

preamble ⠠⠠⠠⠠⠠⠠⠠⠠ readjust ⠠⠠⠠⠠⠠⠠⠠⠠ subbase ⠠⠠⠠⠠⠠⠠⠠⠠

8.2d Base word and a suffix. When a word ends with the letters *bb*, *cc*, *dd*, *ff*, *gg*, or *ea*, the contractions cannot be used. However, if such a word is followed by a suffix, the contractions are used. For example, although these contractions may not be used in *stiff*, *puff*, or *ebb*, they are used in *stiffly*, *puffed*, and *ebbing*.

These contractions are also used when the final consonant of a word is doubled before adding suffixes such as *ed*, *en*, *er*, and *ing* because they are "sandwiched" in between other letters and the use of the contraction does not overlap the letters of a base word and its suffix. Examples:

rubbing ⠠⠠⠠⠠⠠⠠⠠⠠ padded ⠠⠠⠠⠠⠠⠠⠠⠠ hidden ⠠⠠⠠⠠⠠⠠⠠⠠ slugger ⠠⠠⠠⠠⠠⠠⠠⠠

Where a contraction would overlap the letters of a root/base word and a suffix, however, the contraction cannot be used. Examples:

permeable ⠠⠠⠠⠠⠠⠠⠠⠠⠠ mileage ⠠⠠⠠⠠⠠⠠⠠⠠⠠ oleaginous ⠠⠠⠠⠠⠠⠠⠠⠠⠠

EXCEPTION: When the suffixes *ate*, *an*, or *al* are added to a base/root word ending in *e*, the *ea* contraction is used. Examples:

permeate
⠠⠏⠑⠗⠑⠎⠑⠗⠑⠗⠑⠗⠑

delineate
⠠⠔⠑⠗⠑⠗⠑⠗⠑⠗⠑⠗⠑

gigantean
⠠⠒⠒⠒⠑⠗⠑⠗⠑⠗⠑⠗⠑

venereal
⠠⠕⠑⠗⠑⠗⠑⠗⠑

European
⠠⠑⠗⠑⠕⠑⠒⠑⠒⠑⠒⠑⠒⠑

subterranean
⠠⠑⠒⠒⠒⠑⠗⠑⠗⠑⠗⠑⠗⠑⠗⠑

Transcribers should take care to look up words that they are not sure of, for some can be deceptive. For example, *lineage* (lin/e/age), referring to ancestry, appears to have the suffix *age*. But this is not the case as the origin of *lineage* is the Old French word *lignage*. Because this is a base word that has no suffix, the *ea* contraction is used. When the word *linage* is spelled *lineage* (line/age) and refers to the alignment of lines on a page, *age* is a suffix and the *ea* contraction is not used.

8.2e Solid compound words. Although these contractions are not used in *tea*, *sea*, or *egg*, they are used in the compound words *teacup*, *seashore*, and *egghead*. If, however, the letters comprising any of these contractions fall partly into one component of a compound word and partly into the other, the contraction is not used. Examples:

pineapple
⠠⠏⠒⠑⠗⠑⠗⠑⠗⠑⠗⠑⠗⠑

dumbbell
⠠⠔⠑⠒⠒⠑⠒⠑⠒⠑⠒⠑

headdress
⠠⠑⠒⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑

poleax
⠠⠑⠒⠒⠑⠒⠑⠒⠑⠒⠑

8.2f Causing difficulty in pronunciation. These contractions are not used if their use would cause difficulty in the recognition or the pronunciation of the word by combining the letters of a dieresis (two adjacent vowels pronounced separately). Example:

genealogy ⠠⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑ [not] ⠠⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑

8.2g In trigraphs and diphthongs. In the trigraph *eau* the *ea* sign is used because both letters of the contraction fall within the same syllable. Examples:

tableau ⠠⠒⠑⠒⠑⠒⠑⠒⠑⠒⠑ beau ⠠⠑⠒⠒⠑⠒⠑

When two adjacent vowels combine to create one sound (a diphthong), as in *paeon* (⠠⠑⠒⠒⠑⠒⠑⠒⠑), they must not be separated by the use of a contraction.

8.2h Contraction preferences. The contractions for *bb*, *cc*, *dd*, *ff*, *gg*, and *ea* are the least favored of all one-cell contractions because syllable division usually occurs between double consonants. By using other contractions, proper pronunciation is more likely to be preserved. When a choice must be made between contractions, *any other one-cell contraction is preferred over them*. Examples:

w(ed)d(ing)	[not]	we(dd)(ing)	(of)fice	[not]	o(ff)ice
m(ed)dle	[not]	me(dd)le	ef(for)t	[not]	e(ff)ort
sac(ch)(ar)(in)e	[not]	sa(cc)h(ar)(in)e	(the)at(er)	[not]	(th)(ea)t(er)
le(ar)n	[not]	l(ea)rn	bub(ble)	[not]	bu(bb)le
be(ar)	[not]	b(ea)r	me(and)(er)	[not]	m(ea)nd(er)

8.3 More Short-Form Words [XVI]

Following are six more short-form words to be memorized. If the word *to*, *into*, or *by* falls before a word that has a short-form, the contraction is used and joined to the short-form word.

<u>Short-form</u>	<u>Meaning</u>	<u>Short-form</u>	<u>Meaning</u>	<u>Short-form</u>	<u>Meaning</u>
ab	about	(be)c	because	f(st)	first
abv	above	(be)l	below	grt	great

Example:

Because of the rains, the water above the falls was swift. Below the falls it fell into first a deep pool and then rushed about the great rocks.

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

Drill 18

Practice braille the following words and sentences. In the word section, leave three spaces between words and do not divide words between lines. In the numbered section, divide words as usual.

rubber effective rabble scaffold adds coffee jiggle hobbled
zealot meander pebble create middle succotash meddle Mecca
idea ideal southeast react bleach bleed dabble daddy

1. When he saw the cop put his finger on the trigger he gave up the struggle.
2. Succor was not slow in arriving for the disaster sufferers; in fact it was amazingly quick.
3. "You are a very good little girl, Effie," said Aunt Maggie.
4. You may think it odd, but I simply will not eat cabbage in any form.
5. "I kin go out with a diff'rent girl every night," said the sheriff's son.
6. She was a stiff-necked old aristocrat with an impressive genealogy who refused to mingle with the rabble.
7. The leaders of the plot will be tried for treason.
8. Write a letter saying, first of all, that we are committed and will not tolerate being treated like riffraff.
9. Hiding below the stairs, Mr. Eaton was puffing contentedly on a huge cigar.
10. Eddie paid fifteen hundred dollars for his first car and he is proud as a peacock.

11. For dinner we served the farmhands meatloaf, potatoes and gravy, eggplant, carrot and cabbage salad, bread, coffee, peaches and cream, and white cake topped with fluffy marshmallow frosting.
12. Her wedding bouquet was made of spirea and baby's breath.
13. In 1933 Leander and his boys were arrested as the result of a brawl near a St. Louis speakeasy.
14. The house was deserted and an uneaten meal was still spread on the table.
15. My cousin was taken prisoner by the Chinese Communists in the Korean War.
16. I was agreeably surprised by the fine delivery of the valedictory speech, which was given at the baccalaureate exercises.
17. Mr. Webb loves his old Rambler because it handles so well and he still gets great gas mileage, but above all, he just loves the way it looks.
18. He left his Chevrolet at the garage because he needed to have the carburetor readjusted and the wheels realigned.
19. I believe that the seller will accept considerably less than the price he quoted.
20. President Truman made monkeys out of the political wiseacres who were predicting a Republican victory in 1948.
21. Tina's new beau is picking her up about eight and they are going to the theater.
22. The streets were littered with rubble following the storm.
23. It took a tremendous effort for Uncle Tobias to hobble up the steps because he is disabled by arthritis.
24. When the calisthenics were finished, the teacher gathered up the dumbbells and Indian clubs.
25. The doctor padded the area above and below the injury.
26. Luci avoided the accident by quick thinking.

Reading Practice

See print version in Appendix A.

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EXERCISE

Prepare the following exercise for submission to the instructor. Correspondence students: Submit the entire exercise at one time and ignore the line of asterisks between sentences #23 and #24.

LESSON 8

1. By curtailing his expenses sharply, he was able to save enough to go to college.
2. It will take a good four hours to go from Baltimore to Los Angeles by jet.
3. His research on this project will continue into the next decade.
4. "What do you expect by 'due process of law'?" asked the judge sternly.
5. From the radio issued the voice of a crooner pouring his heart and soul into "To Each His Own."
6. The story (to be continued in the next issue) is filled with horror and suspense.
7. The problems of space travel—to a little boy this is a fascinating subject—were discussed at length in Bob To's essay.
8. "Don't make me devote the whole evenin' to 'rithmetic," cried Benny.
9. It will be to his advantage to study chemistry in high school, since he is planning to be a doctor.
10. Luke is going to compete in the track meet as a discus thrower.
11. A quick look into the bylaws showed that they were amended to permit voting by proxy.
12. He was enthralled by A TRIP TO THE MOON by Jules Verne.
13. The strikers refused to let anybody go into or out of the plant.
14. The ship hove to a few miles outside the harbor.
15. He sat on the edge of the raft lazily swinging his legs to and fro.
16. His analysis is, by and large, the most convincing I have heard.
17. Apparently the bill was paid, but the matter will be looked into.
18. We are determined to recover our property by hook or by crook.
19. "What will this all come to?" she wailed.
20. By constantly reminding us to "overcome," Martin Luther King gave us hope and pride.
21. "The express letter was to have arrived by 12 noon," said Christopher.
22. Sam put his books into his briefcase.
23. Don't make a "to-do" over her present; I am sure Mom will like it.

24. The alchemists of the Middle Ages were preoccupied with trying to change the baser metals into gold.
25. By about the first of July, he says he will be ready to open his office in that well-to-do neighborhood and we will get paid what he owes us.
26. A determined juror kept doggedly reasserting his belief that the accused was innocent.
27. The motto that Cyril lives by is "Early to bed, early to rise, makes a man healthy, wealthy and wise."
28. The sheriff then placed handcuffs on the ruffians and led them off to jail.
29. For little Bobby's breakfast Pearl was preparing bacon and eggs.
30. Following the meeting of the Ways and Means Committee, the affable hostess served tea and very good muffins.
31. It's the bailiff's duty to keep order in the courtroom.
32. The theater on Byron Street is featuring a great movie this evening.
33. It has been a custom in our household to serve eggnog during the Christmas season.
34. The widespread use of penicillin and other antibiotics considerably reduced the danger from certain diseases.
35. In Beddle Park, oddly enough, people fishing for trout in the pool below the waterfall were having good luck.
36. Eddie's compass showed that we were headed southeast.
37. The Charge of the Light Brigade took place during the Crimean War.
38. The Bible says that "In the beginning God created the heaven and the earth."
39. His entire demeanor was permeated with an air of insufferable conceit.
40. The letter said that at last David was to realize his dream of becoming the proprietor of a small acreage.
41. Brown sugar on oatmeal or Cream of Wheat provides quick energy on a cold morning.
42. The handbill said: "We trace any genealogy and guarantee to provide you with an imposing lineage."
43. Sir Walter Raleigh first introduced tobacco into England in the 1680s.
44. His address to the affiliate accentuated his eccentricities.
45. When I make Mom's muffins I readjust the spices to make them tastier and add pineapple.
46. Because the weather was fair the eastern sky was lighted by the soft rays of a roseate dawn.
47. The scene in the humble cottage presented a tableau of heart-warming domestic bliss and harmony.
48. The funeral sermon was full of paeans of praise for the deceased leader.

49. "Caveat emptor" is a legal maxim which allows advertisers considerable leeway.
50. Saccharin is used as a sugar substitute in diabetic diets and as a noncaloric sweetener.
51. The old peddler can afford to sell his vegetables cheaper since he has no overhead expense.
52. In the quiet forest a meandering stream babbled merrily, while high above in the treetops birds warbled.

SUMMARY OF CONTRACTION USAGE

Lower Signs

III. Lower Signs In Succession Rule

- A. Any number of lower-sign contractions may follow one another without a space provided that one of them is in contact with a character containing dot 1 or dot 4.

to disengage ⠠⠠⠠⠠⠠⠠⠠⠠

- B. When a series of lower signs is not in contact with a dot 1 or 4, the last possible contraction is spelled out.

to disen- ⠠⠠⠠⠠⠠⠠⠠⠠
gage ⠠⠠⠠⠠⠠⠠⠠⠠

IV. Whole-Word Contractions (*in, enough, be, his, was, were, to, into, by*)

A. *In, enough, be, his, was, were*

1. Must stand alone. Cannot be in contact with a letter, word, contraction, or punctuation that either precedes or follows it.

Let it be enough for now. ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠

"Were you?" ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ Go in. ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

break-in ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ break- ⠠⠠⠠⠠⠠⠠⠠⠠⠠
in ⠠⠠

2. May be preceded by composition signs. Were you? ⠠⠠⠠⠠ ⠠⠠⠠⠠

B. *To, into, by*

1. These contractions cannot stand alone. They must be joined to the *following* word, contraction, number, or composition sign.

by train ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ 9 to 5 ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠ to this spot ⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠

2. These contractions cannot be used in hyphenated compound words.

by-and-by ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

3. With punctuation

a) Can be preceded by punctuation. "by now" ⠠⠠⠠⠠⠠⠠⠠⠠

b) Cannot be followed by punctuation.

I'll drop by. ⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

4. With composition signs
 - a) Can be preceded by composition signs
By now ⠠⠠⠠⠠⠠⠠ "By now" ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
 - b) Can be followed by composition signs.
By George! ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
5. When one of these words comes before any other whole-word lower-sign, the last possible contraction must be spelled out. to be ⠠⠠⠠⠠
6. These contractions are used when they come before part-word lower signs.
by consent ⠠⠠⠠⠠⠠⠠ to distract ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
7. When the contraction for *into* cannot be used, the *in* should be contracted.
Go into "O'Brians." ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
8. When there is not room at the end of a line for one of these contractions and the following word or portion thereof, take the contraction to the next line.

V. Part-Word Contractions (*in, en, be, con, dis, com, bb, cc, dd, ff, gg, ea*)

A. In, en

Are used whenever they occur as long as they are in contact with a sign containing a dot 1 or 4.

ingenuous ⠠⠠⠠⠠⠠⠠⠠⠠ in- ⠠⠠⠠⠠ disin- ⠠⠠⠠⠠⠠⠠⠠
genuous ⠠⠠⠠⠠⠠⠠⠠ genuous ⠠⠠⠠⠠⠠⠠⠠

B. Be, con, dis

1. Are used only when they constitute an entire syllable at the beginning of a word — or at the beginning of a line in a divided word unless they constitute the last syllable of such a divided word.

been ⠠⠠⠠⠠ belief ⠠⠠⠠⠠⠠⠠⠠ disc ⠠⠠⠠⠠⠠ distant ⠠⠠⠠⠠⠠⠠⠠⠠
mis- ⠠⠠⠠⠠ may- ⠠⠠⠠⠠⠠⠠
conduct ⠠⠠⠠⠠⠠⠠⠠ be ⠠⠠⠠

2. Are used following the hyphen in a hyphenated compound word.
make-believe ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ dual-control ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
3. Are not used when in contact with the hyphen in syllabicated words.
con-ta-gion ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ dis-creet ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
4. Are used following punctuation, but not preceding it.
O'Connell ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ (be)tray ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠
5. The contraction for *con* cannot be used as a whole word as in *con game*.

