

Lesson 11

Short-Form Words Proper Names

11.1 In General [XVI.47]

Following is a list of all the short-form words used in braille including the twenty-four studied in earlier lessons (in italics). The words in this list have been grouped together in order to facilitate learning through association. A complete alphabetical list of all short-form words can be found in Rule XVI of the official literary code, *English Braille American Edition 1994*.

* Starred words have special rules.

<u>Short-Form</u>	<u>Meaning</u>	<u>Short-form</u>	<u>Meaning</u>	<u>Short-form</u>	<u>Meaning</u>
<i>ab</i>	<i>about</i>	*fr	friend	hm	him
<i>abv</i>	<i>above</i>	<i>gd</i>	<i>good</i>	hmf	himself
<i>ac</i>	<i>according</i>	<i>grt</i>	<i>great</i>	xs	its
<i>acr</i>	<i>across</i>	<i>imm</i>	<i>immediate</i>	xf	itself
*af	after	<i>lr</i>	<i>letter</i>	yr	your
afn	afternoon	<i>ll</i>	<i>little</i>	yrf	yourself
afw	afterward	<i>m(st)</i>	<i>must</i>	yrvs	yourselves
ag	again	<i>nec</i>	<i>necessary</i>	h(er)f	herself
ag(st)	against	<i>o'c</i>	<i>o'clock or o'clock</i>	myf	myself
<i>alm</i>	<i>almost</i>	<i>pd</i>	<i>paid</i>	(one)f	oneself
alr	already	<i>p(er)h</i>	<i>perhaps</i>	(ou)rvs	ourselves
<i>al</i>	<i>also</i>	<i>qk</i>	<i>quick</i>	(the)mvs	themselves
al(th)	although	<i>sd</i>	<i>said</i>	(th)yf	thymself
alt	altogether	tgr	together	dcl	declare
<i>alw</i>	<i>always</i>	cd	could	dclg	declaring
(be)c	because	(sh)d	should	rjc	rejoice
(be)f	before	wd	would	rjcg	rejoicing
(be)h	behind	ei	either	(con)cv	conceive
(be)l	below	nei	neither	(con)cvg	conceiving
(be)n	beneath	m(ch)	much	dcv	deceive
(be)s	beside	s(ch)	such	dcvg	deceiving
(be)t	between	td	today or to-day	p(er)cv	perceive
(be)y	beyond	tn	tonight or to-night	p(er)cvg	perceiving
*bl	blind	tm	tomorrow or to-morrow	rcv	receive
<i>brl</i>	<i>braille</i>			rcvg	receiving
(ch)n	children				
f(st)	first				

11.3b Short-form words with a prefix. In general, prefixes can be added to short-form words. Examples:

necessary	unnecessary	friend	befriend	paid	unpaid
⠠⠠⠠⠠	⠠⠠⠠⠠⠠⠠	⠠⠠	⠠⠠⠠	⠠⠠	⠠⠠⠠⠠

11.3c Short-form words 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 short form in braille, the short-form word cannot be used—to do so would result in a misspelling. Examples:

declare	⠠⠠⠠	declaration	⠠⠠⠠⠠⠠⠠⠠⠠	[not] dcl(ation)
conceive	⠠⠠⠠	conceivable	⠠⠠⠠⠠⠠⠠⠠⠠	[not] (con)cva(ble)
necessary	⠠⠠⠠	necessarily	⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠	[not] necly

When a word ending in an *e* is changed by the addition of *d* or *r*, as in *received* or *receiver*, the short-form word 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:

declared	⠠⠠⠠⠠	[not] dcl(ed)	rejoiced	⠠⠠⠠⠠	[not] rjc(ed)
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- When in print *ing* is added to the words *declare*, *rejoice*, *conceive*, *deceive*, *perceive*, or *receive* there may be a temptation in braille to simply add the *ing* contraction to the short form, but to do so would result in a misspelling. Note that there are special short forms for these words ending in *ing*.

11.4 In Compound Words

Short-form words are used when the words they represent are joined with other words to form solid and hyphenated compound words. Examples:

roundabout	⠠⠠⠠⠠⠠	aforesaid	⠠⠠⠠⠠⠠
grandchildren	⠠⠠⠠⠠⠠⠠	hereafter	⠠⠠⠠⠠
inasmuch	⠠⠠⠠⠠⠠	in-between	⠠⠠⠠⠠⠠
do-gooder	⠠⠠⠠⠠⠠	do-it-yourselfer	⠠⠠⠠⠠⠠⠠⠠⠠

11.5 Special Rule for *after*, *blind*, and *friend* as Part Words [XVI.47.f]

These three words, when used as parts of words, are governed by the same rules as all the other short-form words if a consonant or a hyphen follows them. Examples:

afterbirth	⠠⠠⠠⠠⠠⠠	after-shave	⠠⠠⠠⠠⠠⠠⠠
blindness	⠠⠠⠠⠠	friendship	⠠⠠⠠⠠⠠

However, when the words *after*, *blind* or *friend* are followed by a vowel, the short forms cannot be used because they then take on the appearance of another word. For instance, if the short form for *blind* were used in *blinded* the result would be *bled*. If, however, such a word is divided between lines and the vowel falls on a new line, the short form is used. When appearing at the end of a line, it is permissible to use the short forms for *after*, *blind*, or *friend*. Examples:

blinded	⠠⠠⠠⠠⠠⠠	befriending	⠠⠠⠠⠠⠠⠠⠠⠠
aftereffects	⠠⠠⠠⠠⠠⠠⠠⠠⠠		
blind-	⠠⠠⠠	befriend-	⠠⠠⠠⠠
ed.	⠠⠠	ing,	⠠⠠
		after-	⠠⠠⠠
		effects	⠠⠠⠠⠠⠠⠠⠠

11.6 Dividing Short-Form Words Between Lines [XVI.47.a]

The short form of a word can never be divided between lines. A division can be made only between a short form and a syllable addition. Never spell out a word that can be represented by a short form, even though it might be possible to write a portion of such a spelled out word on one line and the remainder on the next. Such division rarely saves space and it is preferable to preserve the normal braille appearance of the word.

Examples:

imm-	[not]	im-	un-	[not]	unp(er)-	de-
ly		mly	p(er)cvd		cvd	dclg [not] cl(ar)(ing)

11.7 In Unusual Words and Vocal Sounds [XVI.47.g]

A short-form word cannot be used if it would cause confusion in pronunciation or difficulty in the recognition of an unusual word. Thus, the short form for *about* is not used in *stirabout* (a porridge), nor is the short form for *said* used in *Port Said* (Sä/eed). However, words like *hereabouts*, *thereabout*, *gadabout*, and *roustabout* are not considered to be unusual words and the short forms are used.

- Note: What may be unusual to one person may be very common to another. Many of these words have simply developed a traditional braille usage that is familiar to the braille reader.

Occasionally the vocal sound "hmm" is spelled with only one *m*. In order to avoid confusion with the short-form word for *him*, in braille an apostrophe is added. Example:

"Hm, him I could do without," she mused.
 ⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠ ⠠⠠⠠⠠⠠⠠

When hyphens are used to spell this sound (hm-m-m), follow print. Example:

"Hm-m-m, him I could do without," she mused.
 ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ ⠠⠠ ⠠⠠⠠ ⠠⠠⠠ ⠠⠠ ⠠⠠⠠⠠⠠⠠ ⠠⠠⠠
 ⠠⠠⠠⠠⠠⠠

Drill 22

Braille the following words. Treat each numbered line as a new paragraph. Leave three blank cells between each word. *Divide words at the end of the line where possible.* Repeat this drill until you are comfortable with the short-form words 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 brailist 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 deceptively 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 hm!
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 necessities
32. o'clock oclock
33. paid unpaid prepaid paid-in-full
34. perceive perceiving unperceivable unperceived
35. perhaps perchance
36. quick quicken quick-freeze quickie quicksand Bisquick
37. receive receiving rejoice rejoicing rejoiced receivership rejoiceful
38. said aforesaid Port Said unsaid
39. today tomorrow tonight tomorrow-night today's

EXERCISE

Prepare the following exercise for submission to the instructor.

LESSON 11

1. The hearing before the subcommittee on the Goodman Bill could be characterized as "much ado about nothing."
2. According to the plans made yesterday afternoon, the union is declaring a strike tomorrow morning at ten o'clock.
3. He perceived that this project would entail the expenditure of funds far above and beyond his means.
4. "Know thyself," Socrates admonished.
5. It is difficult today to conceive of the fears that beset the sailors of Columbus as they sailed across the unknown ocean.
6. "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."
7. Braille was not officially adopted as a system of reading and writing for the blind until after the death of Louis Braille, its inventor.
8. "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."
9. Although Representative Doolittle voted against the measure, he said afterwards that he would support it if it became law.
10. It is almost impossible to get an interview with Mr. Truegood since he is almost always out of town.
11. The Pirates were already behind by three runs when Bob Friend came to the mound.
12. He was altogether beside himself with rage when he first discovered that he had been deceived by his friend.
13. He felt it below his station to work in the receiving room.
14. Conceiving of a plan to defraud the bank is easy enough; deceiving the boss isn't!
15. Because of other business, I was unable to give your letter my immediate attention.
16. Either this bill must be paid within the next week or our attorneys will receive instructions to prepare the necessary papers for suit.
17. Perhaps Sally regrets the fact that she married beneath herself.
18. Neither of us should deceive himself into thinking that we can do this by ourselves.
19. Rejoicing, she told him about her raise in pay.
20. Don't blame yourself too much; we're in this thing together.
21. "Get yourselves to bed, and be quick about it, before I lose my patience altogether," she reprimanded the unruly children.

22. Those who put themselves above the law are only deceiving themselves.
23. I am knitting a sweater for myself and hope to finish it tonight.
24. When one declares oneself an expert in such a field, he should be prepared to answer many questions.
25. Hereafter I expect you to be open and aboveboard with me.
26. Police are seeking all over Hereafter Hollow for the whereabouts of the man who acted as go-between for the kidnapers.
27. Although his appointment was not until midafternoon, he arrived beforehand and accordingly had time to compose his thoughts.
28. Of all her grandchildren she was most attached to the first-born.
29. He believed blindly in the integrity of his friends.
30. Since becoming a transcriber, she has brailled "Goodbye, Mr. Chips" and a number of textbooks besides.
31. As a man of letters, his greatness has been highly overrated.
32. "Children! We will read a story about a little girl whose name was Little Goody Two Shoes, immediately after lunch," the teacher said.
33. It will be unnecessary for you to call for the package, as it will be sent to you postage prepaid.
34. Inasmuch as he is depending upon us for a complete report, we mustn't overlook even the littlest detail.
35. We really shouldn't expect him to act quickly on a matter of such great importance.
36. Those words would've been better left unsaid.
37. Perceiving that further discussion would be fruitless, he hung up the receiver with a bang.
38. Mr. Jones would like to speak with you immediately after the ceremony to-night.
39. Captain Littlefield had a preconceived notion of how the campaign should be conducted and expected every soldier to shoulder his responsibilities without question.
40. The rafters shook with applause as the cowboy finally roped the mustang.
41. Perhaps the bread went uneaten because of its musty smell.
42. In the aftermath of the huge explosion that blinded several workers, many acts of unselfishness and heroism were performed.
43. The aftereffects of the earthquake that hit the city of Port Said were terrible.
44. After their early-morning chores had been completed, the roustabouts sat down to a hearty breakfast of stirabout and ham and eggs on board the good ship "Blind Pig."
45. Florence Nightingale not only nursed, but also befriended, the sick, the wounded and the dying soldiers in the Crimean War.
46. Because leeches were used in bloodletting, I think it must've taken a lot to muster up the courage to be a bloodletter.

SUMMARY OF CONTRACTION USAGE
Initial- and Final-Letter Contractions
Short-Form Words

VI. Whole-Word Contractions (Initial- and final-letter contractions)

- A. Initial-letter contractions are used for whole words when they retain their original sound. They can be followed by punctuation.

Mother's ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑⠗⠊⠑ here'll ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

- B. Final-letter contractions are never used for whole words.

VII. Part-Word Contractions (Initial- and final-letter contractions)

- A. Initial-letter contractions

Can be used for part words only when they retain their original pronunciation.

thunder ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ spiritual ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

EXCEPTIONS:

Know and *ought* need not always retain original sound.

acknowledge ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ drought ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

One is used anytime the letters *o* and *n* are in the same syllable.

money ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ component ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

Some is used only when it forms a complete syllable in the base word.

somebody ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ blossomed ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

Part need not retain original sound. Cannot be used if *par* is a prefix.

partial ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ partake ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

- B. Final-letter contractions

1. Are used only in the middle or at the end of a word.

elemental ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ mental ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

bless ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ lesson ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

2. Are used at the beginning of a line in a divided word.

tempera- ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

mental ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

3. Are not used if they overlap a major syllable division.

fruity ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ citizenship ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

SOME EXCEPTIONS:

equally ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ totally ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

lioness ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ baroness ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

4. Cannot follow an apostrophe or hyphen.

'ounds ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑ re-ally ⠠⠏⠢⠞⠑⠗⠊⠎⠗⠊⠑

- C. Are not used if their use would cause difficulty in pronunciation or where two adjoining consonants are pronounced separately.
- fever— fev(er) [*not*] f(ever) sword— sword [*not*] s(word)
 mongoose— mongoose [*not*] m(ong)oose

VIII. Contraction Preferences

Where a choice must be made between two alternative contractions, take the following steps. (Remember that these are general rules and that there are exceptions.)

- A. Use the contraction that saves the most space.

pranced— pr(ance)d [*not*] pranc(ed) whence— (wh)(ence) [*not*] (wh)(en)ce
 bubble— bub(ble) [*not*] bu(bb)le wither— (with)(er) [*not*] wi(the)r

- B. Use the contractions *for*, *and*, *for*, *of*, *the*, and *with* in preference to any other contraction as long as no more space is required.

coffee— c(of)fee [*not*] co(ff)ee meander— me(and)(er) [*not*] m(ea)nd(er)
 theater— (the)at(er) [*not*] (th)(ea)t(er) effort— ef(for)t [*not*] e(ff)ort

- C. Usually a one-cell contraction is used in preference to a two-cell contraction as long as no more space is required.

phoned— phon(ed) [*not*] ph(one)d adhered— adh(er)(ed) [*not*] ad(her)e(d)

EXCEPTION: The two-cell *ence* contraction is preferred over a one-cell contraction so long as no more space is required.

commenced— (com)m(ence)d [*not*] (com)m(en)c(ed)
 fencer— f(ence)r [*not*] f(en)c(er)

- D. Use any one-cell contraction in preference to *ea* or the double letter contractions.

peddled— p(ed)dl(ed) [*not*] pe(dd)l(ed) dear— de(ar) [*not*] d(ea)r

- E. Use the contraction(s) that most closely approximates correct pronunciation.

wherever— (wh)(er)(ever) [*not*] (where)v(er)
 noblesse— nob(less)e [*not*] no(ble)sse
 recreation— recre(ation) [*not*] recr(ea)(tion)

- F. Do not use a contraction if it would obscure the recognition of an unfamiliar or coined word—even if more cells are required.

where'er— (wh)(er)e'(er) [*not*] (where) '(er)
 Mrs. Whatshername— (Wh)atsh(er)(name) [*not*] (Wh)at(sh)(er)(name)

