

## Lesson 13

### *Abbreviations, Personal Initials, Initialisms and Acronyms, Slash (Oblique Stroke), Ditto Sign, Telephone Numbers, Postal Codes, Dates, Symbols, Format for Letters (correspondence)*

#### 13.1 Abbreviations in General [VI.27, VIII.31]

The short-form or abbreviated words studied in Lesson 11 are peculiar to braille. Standard abbreviations, however, are commonly used in print and are represented in braille according to specific rules.

Abbreviations, when brailled, should follow print capitalization, punctuation, order, and spacing except in certain circumstances which will be mentioned later. A letter sign is not used with an abbreviation unless it could be confused with a word or short-form word. Unspaced abbreviations and abbreviations that represent a unit such as *sq. ft.* and *W. Va.* should not be separated between braille lines. Examples:

|                    |                       |                   |               |
|--------------------|-----------------------|-------------------|---------------|
| a.m.<br>⠠⠠⠠⠠⠠⠠     | Mrs.<br>⠠⠠⠠⠠⠠⠠        | Dr.<br>⠠⠠⠠⠠⠠      | viz.<br>⠠⠠⠠⠠⠠ |
| Ph.D.<br>⠠⠠⠠⠠⠠⠠⠠⠠  | 27 sq.ft.<br>⠠⠠⠠⠠⠠⠠⠠⠠ | 5 KW<br>⠠⠠⠠⠠⠠⠠⠠   |               |
| N.W.T.<br>⠠⠠⠠⠠⠠⠠⠠⠠ | ASAP<br>⠠⠠⠠⠠⠠⠠⠠       | q.i.d.<br>⠠⠠⠠⠠⠠⠠⠠ |               |


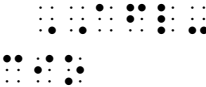
When an abbreviation is unspaced from the preceding number, insert a letter sign before the abbreviation. [VIII.31.a] Examples:

|               |                           |
|---------------|---------------------------|
| 5mL<br>⠠⠠⠠⠠⠠⠠ | 2yds, 4ft<br>⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠ |
|---------------|---------------------------|

**13.1a Capitalization in abbreviations.** [VI.27.a] The double capital sign is used only where two or more capital letters in an abbreviation follow one another with no intervening periods. Following a period the appropriate capital or double capital sign is repeated. In abbreviations that contain both upper and lower case letters, it is suggested that each upper case letter be capitalized individually. Examples:

|                |                      |                  |
|----------------|----------------------|------------------|
| NATO<br>⠠⠠⠠⠠⠠⠠ | Y.W.C.A.<br>⠠⠠⠠⠠⠠⠠⠠⠠ | LL.D.<br>⠠⠠⠠⠠⠠⠠⠠ |
| MHz<br>⠠⠠⠠⠠⠠   | USAir<br>⠠⠠⠠⠠⠠⠠⠠     | B.Sc.<br>⠠⠠⠠⠠⠠⠠  |


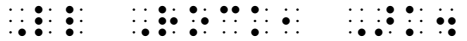
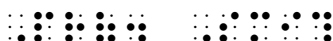
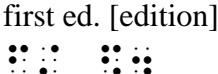
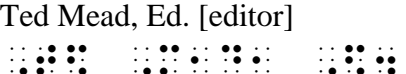


As in the case of a hyphenated compound word, the double capital sign placed before a hyphenated compound abbreviation indicates that all the letters of the abbreviation are capitals, and the capital sign is not repeated after the hyphen. Such a compound abbreviation may be divided at the end of a line after the hyphen. Examples:

AFL-CIO  
  


In a fully capitalized abbreviation, where each letter represents a word and is followed by a period, the entire abbreviation should be written on one line without a space between the separate letters. Example:

K. U. (Kansas University) 

**13.1b Contractions in abbreviations.** [VI.27] As a general rule contractions are used in abbreviations that represent a single word regardless of whether or not they could have been used in the complete word. Examples:

|  |   |  |
|--|---|--|
| St. Paul, Minn.<br>   | Little Rock, Ark.<br>   |  |
| Prof. Smith<br>     | first ed. [edition]<br> | Ted Mead, Ed. [editor]<br> |
| Phys. Ed. Dept.<br> | ch. 7, pg. 3<br>     |  |

- Note: When the abbreviation for chapter (ch) is followed by a period, the *ch* contraction is used. The contraction cannot be used if there is no period because it would be read as *child*.

EXCEPTIONS:

Do not use the *in* contraction in the abbreviation for *inch* (*in*) or *inches* (*ins*). [VIII.31.a]

Examples:

|   |   |   |
|---|---|---|
| 8 ins.<br> | 3ft, 6in<br> | 8-in. dia.<br> |
|---|---|---|

Do not use contractions for two-letter postal abbreviations such as AR [Arkansas] and IN [Indiana].

Do not use the contractions for *be*, *con*, or *dis* in an abbreviation if they do not constitute the first syllable in the complete word. [XIII.43.a]

Examples: Belg. [Belgium] (Con)n. [Connecticut]

Do not use the contractions for *be*, *con*, or *dis* if they comprise the entire abbreviation.

Examples: Dis. [District] Be [beryllium] Con. [Consolidated]

Do not use a one-cell, whole-word contraction for an abbreviation.

Examples: Can [Canada] IT [Italy] do [ditto]

**13.1c Avoiding confusion between whole-word contractions or short-form words and abbreviations.** Place a letter indicator before an abbreviation not followed by a period that could be confused with a whole-word contraction or a short-form word. Examples:

c 1850    c. 1850  
 c1850    c.1850

We are going to Memphis, TN.

CD-ROM  
 100 volts AC

A Fr equals 100 centimes.

When context makes the meaning of an abbreviation without a period perfectly clear (see §12.4), as in *2 am* or *6 pm*, a letter indicator is not needed.

**13.1d Apostrophes added to abbreviations.** [I.4.a] As in the case of numbers and letters, for clarity the apostrophe is inserted before the *s* in plural abbreviations even though it does not appear in print. An apostrophe is also inserted for missing letters, as in *OKd*.

Examples:

WACs                  IBMs                  OKd [OKed]

**13.1e Connecting words and word endings in abbreviations.** [VI.27.a(1)] When connecting words or lowercase endings are used with abbreviations, they may be contracted. If a capital letter or letters follows the contraction, the appropriate capital or double capital sign is repeated. Follow print spacing. Examples:

A&P                  AFofL                  AT&T                  4-Hers

- Note that the ampersand is represented by the *and* contraction. Note also that an apostrophe is not inserted in *4-Hers* because the additional letters in the word ending render it unnecessary.





**13.4a Dividing between lines.** When a slash occurs between words and there is not room on the braille line for both words, the expression may be divided only if there is room on the first line for the first word, the slash, and a hyphen. Example:

and/or      ⠠⠠⠏⠠⠃⠏⠠  
                 ⠠⠏⠠

**13.4b Slash (oblique stroke) with single letter abbreviations.** Where context makes the meaning clear, single letter abbreviations that are separated by a slash do not require a letter sign. These expressions should not be divided between braille lines. Examples:

c/o Sam Jones      ⠠⠏⠠⠕    ⠠⠎⠠⠎    ⠠⠁⠎

b/w TV set      ⠠⠃⠠⠗    ⠠⠄⠠⠇    ⠠⠄⠠⠄

In situations where a single letter could be misread, as in (*w/copy*) where the *w* is an abbreviation for *with*, not *will*, use a letter sign for clarity.

[Slashes between numbers will be studied in the next lesson. For diagonal slashes used in poetry see Lesson 18.]

### 13.5 Ditto Sign [VIII.31.e]

The print ditto sign is represented in braille by the dots 5, 2 ( $\text{⠠⠠}$ )—a two-cell symbol. Always leave a space before and after a braille ditto sign. When multiple ditto signs are shown in print, only one ditto sign is used in braille. List this sign on the special symbols page (to be studied later). Example:

Tues: exam 2:00      ⠠⠠⠠⠠⠠⠠    ⠠⠠⠠⠠⠠    ⠠⠠⠠⠠⠠⠠

Weds: " "      ⠠⠠⠠⠠⠠    ⠠⠠

### 13.6 Telephone Numbers [VI.27.f]

Follow print spacing for telephone numbers consisting of all numbers. Telephone numbers composed of both letters and numbers are brailled without spaces or contractions, regardless of print.

In lists of telephone numbers for actual use, it is best not to divide seven-digit numbers or letter/number combinations between lines. Long distance numbers may be divided at any point at which a hyphen or space occurs before the seven-digit local number. A telephone number mentioned in a story situation may be divided between lines at any print hyphen. Examples:

(738) 657-9688      ⠠⠠⠠⠠⠠⠠⠠    ⠠⠠⠠⠠⠠⠠⠠

CH 6-1234      ⠠⠠⠠⠠⠠⠠⠠⠠⠠

1-800-STOP      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

1-956-347-9005      ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

- Notice that the *st* contraction is not used in 1-800-STOP. This is because STOP is to be read as individual letters, each letter representing a number to be dialed.

### 13.7 Postal Codes [VI.27.d]

Postal districts and ZIP codes are spaced in braille as they appear in print. Do not use contractions in postal codes or divide them between lines. Examples:

S.W.1    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠      SW2    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

M4G 3E8    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

RR#1    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    [See 3.1c and 13.9a for the number symbol.]

W2N 6CH    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

53581-0439    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

### 13.8 Dates [VI.27.e]

When a date is indicated by the numbers of the month, day, and year (or day, month, and year) separated by a slash, hyphen, or dot, follow print as to the sequence. Use a hyphen in braille to connect the numbers. Only one number sign should precede the entire group. Do not divide between lines.

If roman numerals are used in a date, arabic numerals should be substituted and the month should be brailled first. Example:

5/12/97 or 5-12-97 or 5·12·97 or 12 V 97    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

12/5/97    ⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

If inclusive dates are joined by a hyphen or a dash, the number sign must be repeated before the second date. Example:

Fall Festival 10/2-10/7  
⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

#### Drill 25

Practice brailleing the following sentences.

1. Caesar Augustus (63 B.C.-14 A.D.) was the first Roman emperor.
2. Dr. Chas. R. Hartwell, Jr., will leave Crown Point, Ind., at 11 a.m. and will arrive at Derry, Penn., at 9 p.m.

3. Mr. and Mrs. L.V. Workman are both receiving their degrees from the U. of M.—he a Ph.D. and she a B.Sc.
4. Mr. Shaw was a staunch admirer of the greatest of all British dramatists, i.e., G.B.S.
5. The new Y.M.C.A. director was formerly connected with the ARC.
6. The AAWB-AEVH-NBA Braille Authority preceded the Braille Authority of North America (BANA).
7. The ROTCs were drilling on the football field.
8. The WCTUers were bitterly opposed to his candidacy.
9. A sign in the window of the A&P urged: BE SURE TO ATTEND THE BAZAAR AT ST. JOSEPH'S CHURCH, 5/25-5/30.
10. He did his undergraduate work at UMass, then received an LL.D. from OU.
11. At the bottom of the memorandum appeared the notation: "OKd 5/17/68—T.A.R."
12. Notify me by phone at ED 2-1666 and/or Mr. Hancock by mail, c/o St. Francis Hotel, Toronto, Ontario M5F 3E7.
13. Senator Jones, (D) TN, will head the committee.

### 13.9 Symbols for Coinage, Weight, Measure, and Other Special Symbols [VIII.31]

When in print a number, letter, or word is preceded or followed by an abbreviation and/or a symbol, in braille follow the print with respect to order, spelling, capitalization, punctuation, and spacing.

Some print symbols are brailled as letter abbreviations while others have distinctive configurations.

**13.9a Print symbols brailled as letter abbreviations.** [VIII.31.b] The following print symbols are represented in braille by letters.

| Print Symbol                   | Braille Equivalent | Meaning                         |
|--------------------------------|--------------------|---------------------------------|
| °                              | ⠠⠠⠠                | degree                          |
| ¶                              | ⠠⠠⠠                | paragraph                       |
| '                              | ⠠⠠⠠                | foot, feet                      |
| '                              | ⠠⠠⠠                | minute(s)<br>(angular and time) |
| "                              | ⠠⠠⠠⠠               | second(s)<br>(angular and time) |
| # (when following<br>a number) | ⠠⠠⠠                | pound(s)<br>(weight)            |





**13.9b Print symbols that have distinctive braille equivalents.** Seven print symbols have unique braille equivalents. These equivalents are used, and the print order followed, whenever the print symbols are encountered. They are:

| Print Symbol | Braille Equivalent | Meaning             |
|--------------|--------------------|---------------------|
| \$           | ⠠                  | dollar(s)           |
| £            | ⠠                  | pound(s) (sterling) |
| §            | ⠠                  | section             |
| ¢            | ⠠                  | cent(s)             |
| %            | ⠠                  | percent             |
| "            | ⠠                  | inch(es)            |
| ¥            | ⠠                  | yen                 |

Examples:

|      |      |       |      |
|------|------|-------|------|
| \$36 | £25  | §3    | 16¢  |
| ⠠⠠⠠⠠ | ⠠⠠⠠⠠ | ⠠⠠⠠   | ⠠⠠⠠⠠ |
| 5%   | 6"   | 21¥   |      |
| ⠠⠠⠠⠠ | ⠠⠠⠠  | ⠠⠠⠠⠠⠠ |      |

**13.9c Print symbol indicator for symbols standing alone.** [VIII.31.b(2)] When in print a symbol stands alone or is in conjunction with a word or abbreviation, in braille the *print symbol indicator* (dot 4) is inserted before the braille equivalent of the symbol. A print symbol indicator must be listed on a special symbols page (to be studied later). Example:

The US\$ and the £ fell sharply today.

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

**13.9d Dividing between lines.** Do not separate a symbol from the word, letter, or number to which it pertains. Numbers, symbols, and/or abbreviations that constitute a unit, such as 6' 2" or 27°35'S, should not be divided between lines.

**13.9e "Inches" as an abbreviation and as a symbol.** As noted earlier, the *in* contraction IS NOT used when braille the letter abbreviation for *inch* or *inches* (⠠⠠⠠ ⠠⠠⠠⠠⠠). The *in* contraction IS used when braille the symbol for *inch(es)* (⠠⠠⠠). Example:



## Drill 26

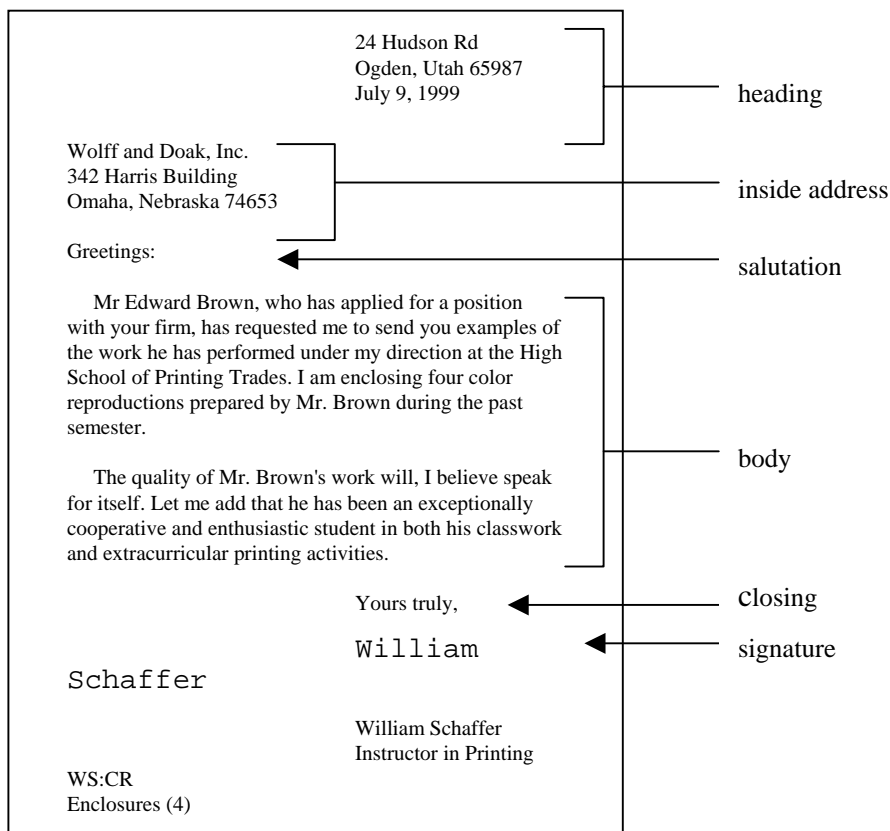
Practice brailleing the following sentences.

1. The farmer had 25 bushels of peaches that he was offering for sale @ \$2 per/bu.
2. The basketball player weighs 187# and is 7'2" tall.
3. The bride-to-be, at 5 ft. 8 in. tall and 140 lbs., is 2 ins. taller and 10 lbs. heavier than the groom-to-be.
4. Tell Tom to remove item #13-B62 from the invoice.
5. Highway 52 intersects Highway 17 at an angle of exactly 52° 30' 15".
6. On Tuesday Wilford made a deposit of £493/16/8.
7. The price of the souvenir was £1 5d, but she found that she had only 18s 4d left after a day at the fair.
8. The ¥ has taken a beating this week while the \$ has remained strong.
9. Pure water consists of approximately 11% hydrogen and 89% oxygen.
10. The symbol & is typed by using the shift key with the figure 7.
11. 100°C is equal to 212°F.
12. The area described in ¶9 can be found on the plat map in §46.
13. A candy bar that cost 25¢ in 1950 now costs \$1.

### 13.10 Format for Letters (correspondence)

No rules are given in *EBAE* or *Braille Formats: Principles of Print to Braille Transcription* for brailleing letters of correspondence. Following are some general guidelines.

**13.10a In general.** Follow print copy as to the location of headings, inside addresses, closings, and signatures, indenting in braille as they appear in print. Indented paragraphs in the body of the letter should start in the third cell, as all braille paragraphs do.



To block a heading, count the number of cells needed for the longest line. This line should end at the extreme right-hand margin. All other lines of the heading start in the same numbered cell as the longest line. Runover lines should be avoided in the heading and inside address—even if this means that the blocked lines of the heading start left of the middle of the page.

If there is not room to include the last line of the body of the letter as well as the complimentary closing, signature, writer's and typist's initials, and notice of enclosure on a braille page, take the last line of the body of the letter to a new page.

It is recommended that the closing and signature be brailled following the rules for attributions (see §17.5)—i.e., start each line in cell 5.

**13.10b Blank lines in letters.** Blank lines are left in braille letters between segments that are not distinguished by margin indentions. When a letter is written in *semiblock form*, as in the illustration above and the following exercise, the only place a blank line is needed in braille is between the inside address and the salutation.

If a letter is written in *full block form* (without any indentions) and all segments start at the left margin, the same should be done in braille. In order to enable a braille reader to distinguish the different segments of the letter, just as in print a blank line is left between the inside address and the salutation, the salutation and the first paragraph, and between following paragraphs. A blank line is also left between the last line of the body of the letter and the closing. If there are writer's initials and/or a notice of enclosures followed by a postscript, a blank line should separate the two.

### EXERCISE

Prepare the following letter for submission to the instructor. Use the first line of each page for the running head **LESSON 13** and the page number, as usual. A blank line should be left on the first page between the running head and the heading.

745 16th St., N.W.  
Washington, DC 20006  
3/29/72

Mr. J. W. Wetherby  
116 Crumpet St.  
London W2N 6AA England

Dear Jim,

Shortly after 10 a.m., Feb. 5th, the SS Tubb reached the good old U.S.A. with me and the Mrs. on board. We were treated to the very best weather the Atlantic has to offer, i.e., wind, rain and fog, with the temperature dropping to 5°F at times. However, the unpleasantness was greatly mitigated by the fact that we became acquainted with many interesting people. Allow me, for instance, to introduce you to Dr. Wm. Windham. (The Dr. is for Ph.D., not M.D.) Windy, as he was familiarly known to his fellow passengers, was formerly head of the Phys. Ed. Dept. of an obscure institution in New Haven, Conn., but was recently induced to contribute his talents to the improvement of NYUers. His specialty is the improvement of health through breath control and Yoga, and being a typical absent-minded prof. we jokingly told him that we feared we might someday find him turning blue in the face from having forgotten to resume breathing.

Also on board were an AFL-CIO official from Texas with an LL.D. from T. C. U. (c1970) and a D.Litt from UCLA and a Conservative M. P. from somewhere in Sussex, whose father had served with Eisenhower at S.H.A.E.F. during the 2d World War. These two were constantly engaged in interminable arguments over the UN and NATO. A third passenger would sometimes join in these discussions. He was a retired AT&T executive who often reminisced about F.D.R. and recalled how he had OKd the WPA projects.

Further diversion was provided by a comedian who had performed on several TV networks including ABC and NBC. His wife was more interested in her lineage than in comedy and frequently reminded us of her membership in the DAR.

I will finish this account in a later letter as I must start packing. The Mrs. and I are taking off for Florida for a month of rest in the sun. Until the first of May address your letters to me c/o Gen. H. G. Fairweather, 1210 St. Augustine Rd., W. Palm Beach, FL 33401. Telephone no.: 305-743-6262.

Cordially yours,  
Ed Goodman

EKG/ham

P.S. 4/10/72. You can thank a sudden change in the weather for the fact that you are finally receiving this letter. Since arriving here in Fla., the temperature has been in the 70s and 80s, until last night, when it began turning colder about 10 p.m.; and early this a.m. the thermometer on our veranda registered 45° (F). I was forced to dig out my coat, and lo and behold! there in the pocket was your letter still unmailed.

Our trip down was remarkably fast—2 hr., 20 min. Not bad for a 1200 mi. jaunt, wouldn't you say? We were able to hitch a ride on an old B-52 that was being flown to Fla. to be used in training missions.

Gen. Fairweather has a beautiful and comfortable house with a large swimming pool that measures 20'6" by 40'. The only disturbing factor which somewhat interferes with my rest and quiet is a constantly barking dog that has the bark of a Great Dane but is about 20 ins. long and weighs all of 2# soaking wet!

I am proud to say that I will soon be able to type my own letters. While I was in England I began taking a correspondence course in typing—at the exorbitant cost of £495, 10% off for cash. I am now struggling with the intricacies of &, @, \$, and °. After next month I will no longer need the services of a secretary.

Remember our conversation about the Japanese ¥? If you will check page C6, §4 of last Sunday's paper, you will see that it is on the rebound. Even so, I'll stick with investing in the good ol' US\$ and/or the British £.

The wife and I are considering taking a trip to France and Belg. next spring. Would you be interested in joining us? Perhaps we could rent a BMW and do Europe in style. Eh, what?

Cheerio, old bean,  
E.G.G.