

Illustration 20-7

NEW KEY COMBINATION

Final M -PL

WORDS

| | | | |
|-----------|------------|----------|----------|
| arm | ARPL | some | SOPL |
| blame | PWHRAEUPL | swarming | SWARPLG |
| blaming | PWHRAEUPLG | swim | SWEUPL |
| came | KAEUPL | swimming | SWEUPLG |
| claim | KHRAEUPL | swimmer | SWEURPL |
| come | KOPL | team | TAOEPL |
| coming | KOPLG | teaming | TAOEPLG |
| crime | KRAOEUPL | term | TERPL |
| farm | TPARPL | them | THEPL |
| form | TPORPL | time | TAOEUPL |
| game | TKPWAEUPL | timing | TAOEUPLG |
| him | HEUPL | warm | WARPL |
| home | HOEPL | warming | WARPLG |
| name | TPHAEUPL | whom | WHOPL |
| room | RAOPL | balm | PWAUPL |
| rooming | RAOPLG | calm | KAUPL |
| same | SAEUPL | palm | PAUPL |
| scheme | SKAOEPL | psalm | SAUPL |
| scream | SKRAOEPL | | |
| screaming | SKRAOEPLG | | |
| seems | SAOEPLZ | | |
| slam | SHRAPL | | |
| slamming | SHRAPLIG | | |

BRIEFS

| | | | |
|-----------|-------|----------|----------|
| Amazon | AOPLZ | anymore | TPHEURPL |
| am | -PL | assume | SAOUPL |
| almost | HR-PL | assuming | SAOUPLG |
| amount | APLT | camera | KARPL |
| amounting | APLGT | criminal | KREUPL |
| amounts | APLTS | empty | EPLT |
| amounted | APLTD | | |

WORD PAIRS

| | | | |
|----------|---------|-----------|----------|
| assume | SAOUPL | normal | TPHORPL |
| resume | RAOUPL | normally | TPHORL |
| presume | PRAOUPL | norm | TPHO*RPL |
| epidemic | PEPLD | permanent | PERPL |
| pandemic | PAPLD | perm | P*ERPL |
| family | TPAEPL | teaming | TAOEPLG |
| familiar | TPAPL | teeming | TAO*EPLG |
| himself | HEUPLS | to me | TOPL |
| herself | HERS | Tom | TAUPL |

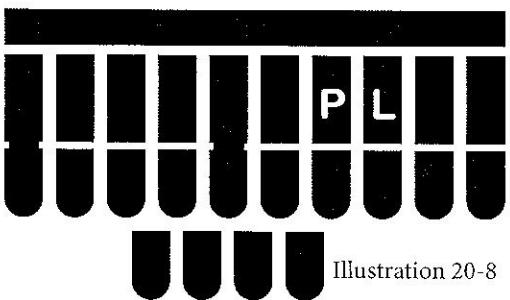


Illustration 20-8

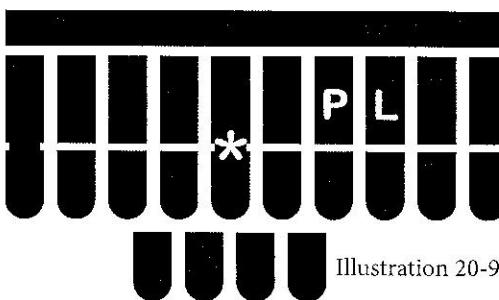


Illustration 20-9

Right-Hand Phrase Enders

| | |
|-----|-----|
| ~me | -PL |
| ~my | *PL |

PHRASES

~me (-PL)

| | |
|-------------|----------|
| of me | -FPL |
| to me | TOPL |
| with me | W-PL |
| on me | OPL |
| for me | TPOPL |
| at me | T-PL |
| let me | HREPL |
| let me know | HR*EPL |
| tell me | TEPL |
| telling me | TEPLG |
| told me | TOPLD |
| get me | TKPWEPL |
| give me | TKPWEUPL |

~my (*PL)

| | |
|----------|-----------|
| of my | *FPL |
| to my | TO*PL |
| with my | W*PL |
| on my | O*PL |
| for my | TPO*PL |
| from my | TPR*PL |
| at my | T*PL |
| in my | TPHAOEUPL |
| nickname | TPH*PL |



WRITE-IT-OUT WORDS

| | |
|--------------|--------------------------------------|
| amalgam | A/PHAL/TKPWAPL --or-- APL/AL/TKPWAPL |
| ambiguities | APL/TKPWAOUTS |
| ammo | APL/OE |
| arguably | ARG/PWHREU |
| assimilating | A/SEUPL/HRAEUGT |
| cemetery | SEPL/TAER |
| effervesce | EFR/SRES |
| emulate | EPL/HRAEUT |
| herbicide | HERB/SAOEUD |
| immaterial | *EPL/TERL ← |
| ivy | AO*EUF/AOE |
| obtrusive | OB/TRAO*UFS |
| permissible | PERPLS/EUBL |
| proclivities | PRO/KHR*EUFTS |
| seminal | SEPL/TPHAL |
| simulate | SEUPL/HRAEUT |
| simulated | SEUPL/HRAEUTD |
| simulating | SEUPL/HRAEUGT |
| simulator | SEUPL/HRAEURT |
| solitude | SOL/TAOUD |
| zombies | STKPWHROPL/PWEUZ |

Note: *EPL is how we put im~ in front of a word, since EUPL is "I am" and "*EUPL is "I mean."

WORDS - CONTINUED

| | | | |
|--------------|-----------|----------------|-------------|
| loosen | HRAOFPB | since | SEUPBS |
| loosening | HRAOFPBG | skin | SKEUPB |
| main | PHAEUPB | son | SOPB |
| man | PHAPB | soon | SAOPB |
| mean | PHAOEPB | sooner | SAORPB |
| meaning | PHAOEPBG | sovereign | SO*FRPB |
| meant | PHEPBT | sovereignty | SO*FRPBT |
| men | PHEPB | ten | TEPB |
| mend | PHEPBD | than | THAPB |
| mount | PHOUPBT | then | THEPB |
| mourn | PHOURPB | thrown | THROEPB |
| morning | PHORPBG | town | TOUPB |
| mourning | PHOURPBG | turn | TURPB |
| none | TPHOPB | turning | TURPBG |
| noon | TPHAOPB | warn | WARPB |
| one | WUPB | warning | WARPBG |
| once | WUPBS | win | WEUPB |
| own | OEPB | wind (long i) | WAOEUPBD |
| pain | PAEUPB | wind (short i) | WEUPBD |
| panel | PAPBL | won | WOPB |
| phone | TPOEPB | wound | WAOUPEBD |
| plan | PHRAPB | zone | STKPWHROEPB |
| plans | PHRAPBZ | | |
| plane | PHRAEUPB | | |
| plain | PHRA*EUPB | | |
| plant | PHRAPBT | | |
| point | POEUPBT | aren't | ARPBT |
| preference | PREFRPBS | can't | KAPBT |
| preferential | PREFRPBLT | couldn't | KOPBT |
| prevent | PR*EFPBT | didn't | TKEUPBT |
| print | PREUPBT | doesn't | STKEPBT |
| printed | PREUPBTD | don't | TKOEPBT |
| printer | PREURPBT | hadn't | HAEPBT |
| ran | RAPB | hasn't | HAFPBT |
| ruin | RAOUPB | isn't | SEUPBT |
| run | RUPB | mustn't | PHUFPBT |
| screen | SKRAOEPB | shouldn't | SHAO*PBT |
| science | SAOEUPBS | wasn't | WAEPBT |
| seen | SAOEPB | weren't | WERPBT |
| sense | SEPBS | won't | WOEPBT |
| sent | SEPBT | wouldn't | WOPBT |
| shown | SHOEPB | | |
| sign | SAOEUPB | | |

CONTRACTIONS

| | |
|-----------|----------|
| aren't | ARPBT |
| can't | KAPBT |
| couldn't | KOPBT |
| didn't | TKEUPBT |
| doesn't | STKEPBT |
| don't | TKOEPBT |
| hadn't | HAEPBT |
| hasn't | HAFPBT |
| isn't | SEUPBT |
| mustn't | PHUFPBT |
| shouldn't | SHAO*PBT |
| wasn't | WAEPBT |
| weren't | WERPBT |
| won't | WOEPBT |
| wouldn't | WOPBT |

BRIEFS - CONTIUED

| | | | |
|---------------|-------------|-------------|-----------|
| erroneous | ERPBS | license | HR-PBS |
| even | AOEPB | licensed | HR*PBS |
| evening | AOEPBG | machine | PH-PB |
| everyone | *EFRPB | machinery | PH-RPB |
| everyone else | *EFRPBLS | maintain | PHAEUPBT |
| fantasy | TPAEPBT | maintenance | PHAEUPBS |
| finance | TP-PB | manner | PHARPB |
| financial | TP-PBL | manual | PHAUPBL |
| forgiven | TPR*EUFPB | Millennial | PH-PBL |
| forgiveness | TPR*EUFPBS | minor | PHAOEURPB |
| forgotten | TPAORPBGT | mineral | PHEURPBL |
| fortune | TPORPB | minimum | PHEUPB |
| frozen | TPROEPB | minimal | PHEUPBL |
| funny | TPEPB | minute | PHEUPBT |
| general | SKWREPB | mistake | PH-S |
| generally | SKWREPBL | mistakes | PH-SZ |
| generous | SKWRERPBS | mistaken | PH-PBS |
| genuine | SKWR-PB | mistakenly | PH-PBLS |
| genuinely | SKWR-PBL | money | PHOEPB |
| govern | TKPWO*FRPB | mountain | PHOEPBT |
| governor | TKPWO*FR | not | -PBT |
| government | TKPWO*FRT | occur | KUR |
| governmental | TKPWO*FRLT | occurrence | KURPBS |
| guarantee | TKPWAEURPB | often | OFPB |
| guaranty | TKPWA*EURPB | oftentimes | OFPBTS |
| Halloween | HAPBL | only | OPBL |
| honor | HOERPB | onto | OPBT |
| honorable | HOERPBL | opinion | P-PB |
| hunger | HURPBG | opinionated | P-PBTD |
| hungry | HEURPBG | opponent | POEPBT |
| icon | KO*EUPB | opportunity | TAOUPBT |
| illness | EUPBLS | owner | ORPB |
| important | PORPB | owners | ORPBZ |
| importance | PORPBS | pander | PARPBD |
| inadvertent | TPH*FRT | partner | PARPB |
| inadvertently | TPH*FRLT | partnered | PARPB/-D |
| incident | EUPBT | passenger | PAEPBG |
| incidents | EUPBTS | person | PERPB |
| incidence | EUPBS | personal | PERPBL |
| inner | EURPB | | |
| instant | STPHAPBT | | |
| instance | STPHAPBS | | |
| know | *PB | | |
| knows | *PBZ | | |
| knowing | *PBG | | |
| knowingly | *PBLG | | |
| language | HRAPBG | | |

PHRASES

| | | <i>on~</i> | |
|-----------------------|---------------------|-------------------------|--------------|
| about an | PW-PB | on a | AOPB |
| in an | TPHAPB | on an | AO*PB |
| of an | -FPB | on a daily basis | TKAOPBSZ |
| from an | TPR-PB | on a regular basis | RAOPBSZ |
| he's an | HAOEPBZ | on a weekly basis | WAOPBSZ |
| she's an | SHAOEPBZ | on a monthly basis | PHAOPBSZ |
| it's an | AEUPBTS | on a yearly basis | KWRAOPBSZ |
| it was an | T-FPBS | | |
| there's an | THAEURPBZ | on the other hand | OERPBD |
| here's an | HAOERPBZ | , on the other hand, | O*ERPBD |
| is an | SAPB | | |
| at an | TA*PB | | |
| with an | W*PB | | |
| <i>~end</i> | | | |
| at the end | TEUPBD | another one | TPH-RPB |
| at the end of | TEUFPBD | and then | SKPEPB |
| at the end of the | TEUFPBTD | at any time | T-PBT |
| at the end of the day | T*EUFPBTD | if at any time | TP*PBT |
| <i>~even</i> | | | |
| can't even | KAEUPBT | , if any, | TPAEPB |
| couldn't even | KOEUPBT | between the | TWAOEPBT |
| didn't even | TKAOEPBT | driver's license | TKHR-PBS |
| don't even | TKOEUPBT | rather than | RAERPB |
| doesn't even | STKOEUPBT | I guarantee you | TKPWAOEURPBT |
| not even | TPHAOEPBT | under the influence | UFT |
| won't even | WOEUPBT | anything of that nature | TPHAEUPBT |
| wouldn't even | WO*EUPBT | | |
| <i>~had a</i> | | | |
| I had a | HAEUD Who sees an O | no one | TPH-PB |
| you had a | HAUD in "no one?" | no one else | TPH-PBLS |
| | No one! | | |
| <i>~want/~wanted</i> | | | |
| I want to have | TO*EUFPT | with reference to | WREFRPBS |
| I want to go | TOEUPGT | with reference to the | WREFRPBSZ |
| I want to be | TOEUPBT | | |
| they wanted to have | THO*EFPTD | up and down | PAPBD |
| they wanted to be | THOEPBTD | upside down | UPDZ |
| they wanted to go | THOEPGTD | in and out | TPHOUT |
| | | on and off | TPHAUF |
| | | off and on | TPAUPB |
| | | upstairs | *UPZ |
| | | downstairs | TKO*UPBZ |

Note: KWR
is initial
Y. You will
learn it
officially in
Ch. 24

WORD PAIRS - CONTINUED

| | | | |
|---------------------|-------------|---------------------|--|
| recur | RUR | | |
| recurrence | RURPBS | | |
| reoccur | ROUR | | |
| reoccurrence | ROURPBS | <i>~sist Briefs</i> | |
| | | assist | ASZ |
| resident | R-PBT | consist | K-SZ |
| are not | -RPBT | desist | TK-SZ |
| | | insist | TPH-SZ |
| residential | R-PBLT | persist | P-SZ |
| reliant | R*PBLT | resist | R-SZ |
| | | | |
| running | R-G | assists | A*SZ |
| winning | W-G | consists | K*SZ |
| | | desists | TK*SZ |
| seen | SAOEPB | insists | TPH*SZ |
| scene | SAO*EPB | persists | P*SZ |
| | | resists | R*SZ |
| under | URPBD | | |
| underneath | URPBTD | assisted | ASDZ |
| under the | UTD | consisted | K-SDZ |
| | | desisted | TK-SDZ |
| | | insisted | TPH-SDZ |
| | | persisted | P-SDZ |
| | | resisted | R-SDZ |
| | | | <i>Note: These are accomplished by using a "lazy Philadelphia Shift." With practice it becomes easy!</i> |
| <i>Times of Day</i> | | | |
| good morning | TKPWORPBG | | |
| this morning | THORPBG | | |
| in the morning | TPHERPBG | | |
| | | | |
| good afternoon | TKPWAFPB | insistence | TPH-SZ/EPBS |
| this afternoon | TH-FPB | persistence | P-SZ/EPBS |
| in the afternoon | TPHAFPB | resistance | R-SZ/APBS or R-FPBS |
| | | | |
| Remember no A! | | | |
| good evening | TKPWAOEPBG | | |
| this evening | THAOEPBG | | |
| in the evening | TPHAOEPBG | | |
| | | | |
| good night | TKPWAOEUPBT | the doctor | TKR-T |
| midnight | PHEUPBTD | the doctors | TKR-TS |
| | | the gun | TKPWUPBT |

“THE-” PHRASES

Right-Hand Phrase Ender

~know

*PB

PHRASES

~know (*PB)

| | |
|------------------|-----------|
| I know | *EUPB |
| you know | *UPB |
| , you know, | A*UPB |
| as you know | S*UPB |
| did you know | TK*UPB |
| do you know | TKAO*UPB |
| if you know | TP*UPB |
| we know | W*EPB |
| how do you know | TKHAO*UPB |
| how did you know | TKH*UPB |

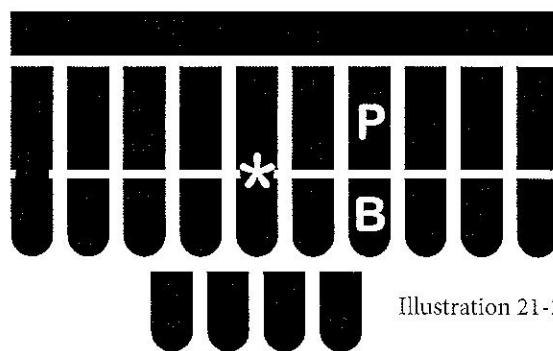


Illustration 21-3

Right-Hand Phrase Ender

~understand

-PBD

PHRASES

~understand (-PBD)

| | |
|--------------------|----------|
| I understand | EUPBD |
| to understand | TOPBD |
| you understand | UPBD |
| do you understand | TKAOUPBD |
| did you understand | TKUPBD |

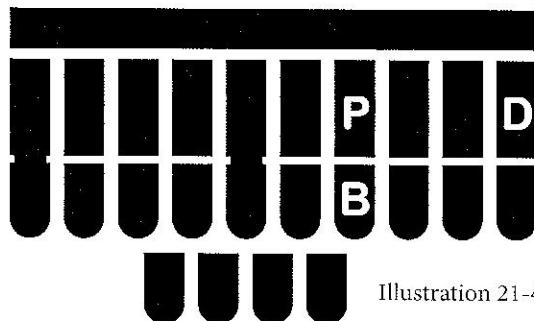


Illustration 21-4

WORD PAIRS

| | | | |
|------------|--------|--------------|---------------|
| weren't | WERPBT | done | TKUPB |
| we are not | W-RPBT | did you know | TK*UPB |
| | | Dunn | TKUPB/TKUPB |
| | | --or-- | TK*UPB/TK*UPB |



WRITE-IT-OUT WORDS

| | |
|-------------|---|
| ad hominem | AD/HOPL/TPHEUPL --or-- AD/HOPL/TPHEPL |
| Balkan | PWAL/KAPB |
| barbarian | PWAR/PWAEURPB |
| canopy | KAPB/PEU |
| contrive | KOPB/TRAO*EUF |
| conundrum | KOPBD/RUPL |
| feminine | TPEPL/TPHEUPB |
| femininity | TPEPL/TPHEUPBT |
| formidable | TPORPLD/ABL |
| gabardine | TKPWAB/TKAOEPB |
| Ho Chi Minh | HO/KHEU/PHEUPB |
| imprimatur | EUPL/PREUPL/TUR |
| incongruity | EUPB/KOPBG/RAOUT --or-- EUPB/KOPB/TKPWRAOUT |
| indices | EUPB/TKEUSZ |
| indubitable | EUPB/TKAOUBT/ABL |
| indubitably | EUPB/TKAOUBT/PWHREU |
| inimitable | EUPB/EUPLT/ABL |
| insolent | EUPBS/HREPBT |
| insolence | EUPBS/HREPBS |
| magnanimous | PHAG/TPHAPLS --or-- PHAG/TPHAPB/PHUS |
| mediocre | PHAOED/OERBG |
| ordinance | ORD/TPHAPBS |
| ordnance | O*RD/TPHAPBS |
| renegade | REPB/TKPWAEUD |
| San Pedro | SA*PB/PED/RO |
| San Benito | SA*PB/PWEPB/AOET/OE |
| tenuous | TEPB/WUS |

BRIEFS - CONTINUED

| | | | |
|------------|-----------|----------|---------|
| message | PHEPBLG | schedule | SKEPBLG |
| mortgage | PHORPBLG | subject | SUPBLG |
| original | ORPBLG | | |
| originally | HRORPBLG | | |
| origin | TPHORPBLG | | |
| originate | ORPBLGT | | |
| outrage | OURPBLG | | |
| outrageous | OURPBLGS | | |
| package | PAPBLG | | |
| percentage | PERPBLGS | | |
| project | PROPBBLG | | |
| region | RAOEPBLG | | |
| regional | RAO*EPBLG | | |
| reject | R-PBLG | | |

PHRASES

| | | | |
|----------------|----------|---------------------|-------------|
| emergency room | PH-RPBLG | majority of | PHAFRPBLG |
| text message | TEPBLG | majority of the | PHAFRPBLGT |
| text messages | TEPBLGZ | the majority of | #PHAFRPBLG |
| | | the majority of the | #PHAFRPBLGT |

WORD PAIRS

| | | | |
|--------------|-----------|---------|-----------|
| legitimate | HREPBLGT | hostage | HOFPBLG |
| illegitimate | HR*EPBLGT | massage | PHAFPBBLG |
| legit | HREUPBLGT | passage | PAFPBLG |
| | | sausage | SAUFPBLG |
| | | eject | AOEPBLG |
| marriage | PHAERPBLG | deject | TK-PBLG |
| emerge | PHA*ERPBL | reject | R-PBLG |

BRIEFS - CONTINUED

| | | | |
|------------|---------|--------------|---------|
| evaluate | SRAELT | individually | SREULD |
| evaluated | SRAELTD | invoice | SROEU |
| evaluating | SRAELGT | involve | SRO*FL |
| evolve | SRO*EFL | involved | SRO*FLD |
| individual | SREUD | involving | SRO*FLG |

CONTRACTION

| | |
|---------|--------|
| haven't | SRAPBT |
|---------|--------|

PHRASES

| <i>have~</i> | | <i>very~</i> | |
|---------------|--------|----------------|----------------|
| have a | SRA | very big | SREB |
| have you | SRU | very bad | SREBD or SR*EB |
| have the | SR-T | very far | SREFR |
| have been | SR-B | very few | SR*EFR |
| have you had | SRUD | very good | SREG |
| have you been | SRUB | very well | SREL |
| have you seen | SRUZ | very many | SREPL |
| have to | SROT | | |
| have to be | SROBT | <i>Other</i> | |
| have to do | SROTD | no good | TPHOGD |
| have to go | SROGT | so bad | SO*BD |
| have to say | SROTS | too bad | TAOBD |
| have to have | SRO*FT | too big | TAOB |
| | | in advance | STPHRAPBS |
| | | vice president | SR-P |



Note: Start by practicing this one in two steps: First write *advance* and hold it down; then include initial N

WORD PAIRS

| | | | |
|--------------|---------|----------|----------|
| independent | EUPD | venture | SRERPBT |
| independence | EUPS | veteran | SR*ERPBT |
| no good | TPHOGD | a few | AEUFR |
| nodding | TPHO*GD | very far | SREFR |
| | | very few | SR*EFR |
| evaluate | SRAELT | | |
| valuate | SRAULT | | |
| vault | SRA*ULT | | |



Right-Hand Phrase Enders

| | |
|-----------|-----|
| ~happen | -P |
| ~happens | -PZ |
| ~happened | -PD |

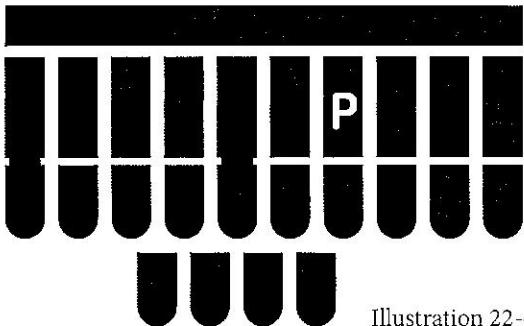


Illustration 22-4

PHRASES

~happen (-P)

| | |
|-----------------|----------|
| did you happen | TKUP |
| going to happen | TKPW-PGT |
| I happen | EUP |
| it happen | T-P |
| they happen | THEP |

~happens (-PZ)

| | |
|--------------|-------|
| it happens | T-PZ |
| that happens | THAPZ |
| this happens | TH-PZ |
| what happens | WHAPZ |

~happened (-PD)

| | |
|---------------|-------|
| it happened | T-PD |
| that happened | THAPD |
| what happened | WHAPD |
| she happened | SHEPD |
| has happened | SHAPD |

Note: We can't do "I happened" since EUPD is "independent."



Seasons -

| | |
|----------|----------|
| season | SOEPB |
| seasonal | SOEPBL |
| autumn | A*UPLT |
| winter | WEURPBT |
| spring | SPREUPBG |
| summer | SURPL |
| fall | TPAUL |

Friend -

| | |
|--------------|------------|
| friend | TPREPBD |
| friendly | TPREL |
| girlfriend | TKPWEUFRLD |
| boyfriend | PWOEUFD |
| my friend | PHEUFD |
| my friends | PHEUFDZ |
| good friends | TKPWAOFDZ |



WRITE-IT-OUT WORDS

| | |
|----------------|--|
| animates | APB/PHAEUTS |
| conglomerate | KOPB/TKPWHRORPLT |
| consonant | KOPBS/TPHAPBT |
| consonants | KOPBS/TPHAPBTS |
| individuality | SREUD/WALT or SREUTD |
| intimate | EUPBT/PHET |
| intricate | EUPBT/KET |
| legible | HREPBLG/EUBL |
| legibly | HREPBLG/PWHREU |
| legibility | HREPBLG/EUBLT |
| linguini | HREUPBG/WAOEPB/AOE |
| malfeasance | PHAL/TPAOEFPBS --or-- PHAL/TPAOEZ/APBS |
| monetize | PHOPB/TAOEUZ |
| panacea | PAPB/SAE --or-- PAPB/SAOE |
| patron | PAEUT/ROPB |
| pinnacle | PEUPB/KEL |
| rendezvous | REPBD/SRAOU |
| repaginate | RE/PAPBLG/TPHAEUT |
| reprehensible | REP/HEPBLS |
| vagrant | SRAG/RAPBT --or-- SRAEUG/RAPBT |
| vamanos | SRAPL/APB/OS --or-- SRAPL/TPHOS |
| venerable | SREPБ/RABL |
| venerated | SREPБ/RAEUTD |
| venerating | SREPБ/RAEUGT |
| verisimilitude | SRER/SPHEUL/TAOUD |
| veritable | SRERT/ABL |
| vicariously | SRAOEU/KAEURLS |

WORDS

| | | | |
|---------|-----------|----------|-------------|
| act | ABGT | pact | PABGT |
| back | PWABG | park | PARBG |
| bake | PWAEUBG | pick | PEUBG |
| bike | PWAOEUBG | picket | PEUBGT |
| black | PWHRABG | pocket | POBGT |
| block | PWHROBG | reek | RAOEBG |
| bracket | PWRABGT | Rick | REUBG |
| broke | PWROEBG | rocket | ROBGT |
| buck | PWUBG | sack | SABG |
| bucket | PWUBGT | shock | SHOBG |
| check | KHEBG | sick | SEUBG |
| chick | KHEUBG | slick | SHREUBG |
| circuit | SEURBGT | sneak | STPHAOEBG |
| click | KHREUBG | sneakers | STPHAOERBGS |
| clock | KHROBG | speak | SPAOEBG |
| cork | KORBG | speaker | SPAOERBG |
| correct | KREBGT | spoke | SPOEBG |
| crack | KRABG | stark | STARBG |
| creek | KRAOEBG | stick | STEUBG |
| duck | TKUBG | stock | STOBG |
| fact | TPABGT | struck | STRUBG |
| factor | TPARBGT | stuck | STUBG |
| factory | TPAERBGT | talk | TAUBG |
| folk | TPOEBG | talks | TAUBGS |
| heck | HEBG | talked | TAUBGD |
| knock | TPHOBG | thick | THEUBG |
| like | HRAOEUBG | ticket | TEUBGT |
| liked | HRAOEUBGD | track | TRABG |
| look | HRAOBG | traffic | TRAFBG |
| luck | HRUBG | trick | TREUBG |
| lurk | HRURBG | truck | TRUBG |
| make | PHAEUBG | walk | WAUBG |
| mark | PHARBG | weak | WAEVG |
| market | PHARBGT | week | WAOEBG |
| pack | PABG | work | WORBG |

Note: AGT is
an easier stroke;
with common
words and mod-
erately hard-to-
write, we some-
times invent an
easier stroke.



BRIEFS

| | | | |
|----------------|-------|---------|------------------|
| account | -BGT | acting | A*BGT --or-- AGT |
| accountant | K-BGT | actor | ARBGT |
| accountable | K-BL | actress | A*RBGT |
| accountability | K-BLT | ago | AG |
| acre | AERBG | | |

BRIEFS - CONTINUED

| | | | |
|---------------|----------|---------------|-----------|
| productive | PR*UFBGT | structural | STRURBLGT |
| prospect | PROBGT | tech | T*EBG |
| prospective | PRO*FBGT | technical | TEBG |
| protect | PREBGT | technically | TEBLG |
| protective | PR*EFBGT | technology | TOELG |
| quickly | KWEUL | technological | TO*ELG |
| react | RAEBGT | technique | TAOEBG |
| reactor | RAERBGT | techniques | TAOEBGS |
| remark | RARBG | tricycle | TROEUBG |
| remarkable | RARBLG | unique | TPHAOEKG |
| second | SEBDG | vehicle | SREBG |
| secondly | SEBLGD | vehicles | SREBGS |
| secretary | SEBGT | weekly | WAOEBLG |
| spectacular | SP-RBGT | victor | SREURBGT |
| speculate | SPAEBGT | victory | SRAERBGT |
| spoken | SPOEPB | working | WORG |
| static | STABGT | worker | WAORBG |
| statistic | ST-BGT | workers | WAORBGS |
| statistics | ST-BGTS | workforce | WOFRS |
| statistical | ST-BLGT | | |
| statistically | ST*BLGT | | |
| structure | STRURBGT | | |

PHRASES

~correct

| | |
|----------------------|---------|
| ; is that correct | STHARG |
| ; isn't that correct | STPHARG |
| that's correct | THAERBG |
| that is correct | THARG |

like~

| | |
|------------|----------|
| like a | HRAEBG |
| like to | HROEUBGT |
| like to be | HROEUBT |

~right

| | |
|--------------------|---------|
| ; is that right | STHART |
| ; isn't that right | STPHART |
| that's right | THAERT |
| that is right | THART |

back to~

| | | | |
|-----------------|------------|--------------------|----------|
| back to | PWAOBGT | golf course | TKPWOFBG |
| back to the | PWAOBGTD | make a | PHAEBG |
| back to work | PWAORBGT | work on | WO*RBG |
| go back to work | TKPWAORBGT | worked on | WO*RBGD |
| | | working on | WO*RG |
| | | in addition | TPHAD |
| | | in addition to | TPHATD |
| | | in addition to the | TPHA*TD |
| | | bank account | PWAEUBGT |
| | | checking account | KHEBGT |
| | | savings account | SAEUBGT |

talk~

| | |
|-------------------|--------|
| talk about | TAUB |
| talks about | TAUBZ |
| talk about the | TAUBT |
| talk about it | TA*UBT |
| talked about | TAUBD |
| talking about | TAUG |
| talking about the | TAUGT |
| talking about it | TA*UGT |

Other

| | |
|--------------------|----------|
| golf course | TKPWOFBG |
| make a | PHAEBG |
| work on | WO*RBG |
| worked on | WO*RBGD |
| working on | WO*RG |
| in addition | TPHAD |
| in addition to | TPHATD |
| in addition to the | TPHA*TD |
| bank account | PWAEUBGT |
| checking account | KHEBGT |
| savings account | SAEUBGT |

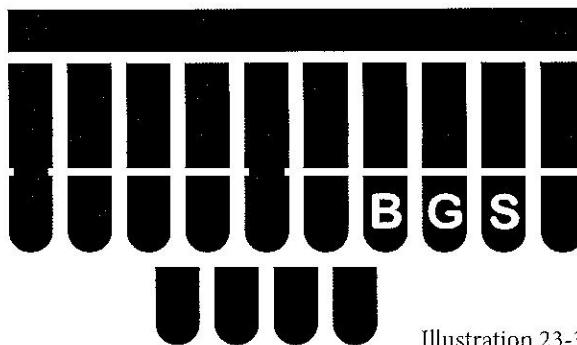


Illustration 23-3

NEW KEY COMBINATION

Final X and -CKS Sound -BGS

WORDS - FINAL -X

| | | | |
|------|----------|-------|---------|
| axe | ABGS | max | PHA*BGS |
| box | PWOBGS | mix | PHEUBGS |
| fax | TPABGS | Rex | REBGS |
| fix | TPEUBGS | six | SEUBGS |
| flex | TPHREBGS | tax | TABGS |
| fox | TPOBGS | taxes | TABGSZ |
| hoax | HOEBGS | wax | WABGS |

WORDS - FINAL -CKS

Remember the first rule on page 139: Use -S to put an -s at the end of -BG words.

| | | | |
|--------|----------|--------|-----------|
| backs | PWABGS | hacks | HABGS |
| barks | PWARBGS | kicks | KEUBGS |
| blocks | PWHROBGS | knocks | TPHOBGS |
| bricks | PWREUBGS | likes | HRAOEUBGS |
| checks | KHEBGS | locks | HROBGS |
| clicks | KHREUBGS | makes | PHAEUBGS |
| clocks | KHROBGS | packs | PABGS |
| ducks | TKUBGS | picks | PEUBGS |
| folks | TPOEBGS | rocks | ROBGS |

WORD PAIRS

| | | | |
|-----------------|-----------|------------|---|
| Alex | ABLGS | instruct | STRUBGT |
| axle | A*BLGS | structure | STRURBGT |
| anxiety | -PBGZ | instructor | STR-RBGT |
| anxious | -PBGS | | |
| background | PW-BGD | | <i>Memory cue: For the missing vowel we can say: "The instructor has no students"!</i> |
| backward | PW*BGD | | |
| bicycle | PWOEUBG | | |
| motorcycle | PHOEUBG | maximum | PHABGS |
| motorbike | PHOEUB | max | PHA*BGS |
| character | KARBGT | Max | PHABGS/PHABGS or |
| characterize | KA*RBGT | | PHA*BGS/PHA*BGS |
| mischaracterize | PHEURBGT | | |
| instruct | STRUBGT | | |
| construct | SKRUBGT | | <i>Memory cue: Since SKR- is underneath STR-, imagine the SKR- is a foundation in construction.</i> |
| creek | KRAOEBG | quickly | KWEUL |
| creak | KRAO*EBG | quill | KW*EUL |
| duck | TKUBG | vehicles | SREBGS |
| deduct | TKUBGT | vex | SR*EBGS |
| duct | TK*UBGT | | |
| deducting | TKUBGT/-G | | |
| folks | TPOEBGS | protect | PREBGT |
| focus | TPO*EBGS | product | PRUBGT |
| like a | HRAEBG | predict | PREUBGT |
| alike | HRA*EBG | prospect | PROBGT |



WRITE-IT-OUT WORDS

| | |
|------------------|---|
| ancillary | APBS/HRAER |
| binoculars | PWAOEUPB/OBG/HRARZ <i>or</i> PWEUPB/OBG/HRARZ |
| bludgeoning | PWHRUPBLG/TPHEUPBG <i>or</i> PWHRUPBLG/OPBG |
| clairvoyance | KHRAEUR/SROEUPBS |
| clairvoyant | KHRAEUR/SROEUPBT |
| cockamamie | KOBG/PHAEUPL |
| convoluted | KOPB/SRAOUTD |
| cyclospora | SAOEUBG/HRO/SPOR/A |
| disingenuous | TKEUS/SKWREPBS |
| ecstatic | EBG/STABGT |
| editrix | ED/EU/TREUBGS |
| encyclopedia | SAOEUBG/PAOED |
| fracas | TPRAEUBG/AS |
| Gandalf | TKPWAPBD/AFL |
| hieroglyphics | HAOEUR/TKPWHREUFBGS |
| incontrovertible | EUPB/KOPBT/SRERBL |
| masculinity | PHAFBG/HREUPBT |
| nincompoop | TPHEUPB/KOPL/PAOP |
| ontological | OPBT/HR-L |
| perpendicular | PERP/TKEUBG |
| picnic | PEUBG/TPHEUBG |
| serendipity | SERPB/TKEUPT |
| serendipitous | SERPB/TKEUPT/OUS |
| tangential | TAPB/SKWREPBT/AL <i>or</i> TAPB/SKWREPBLT |
| tantrum | TAPBT/RUPL |
| Telemundo | TEL/PHAOUPBD/OE |
| unadulterated | UPB/TKULT/RAEUTD |
| widening | WAOEUD/TPHEUPBG |

BRIEFS

| | |
|-------------|------|
| question | *FP |
| questions | *FPZ |
| questioning | *FPG |

Right-Hand Phrase Enders

| | |
|--------------|------|
| ~question | *FP |
| ~questions | *FPZ |
| ~question is | *FPS |

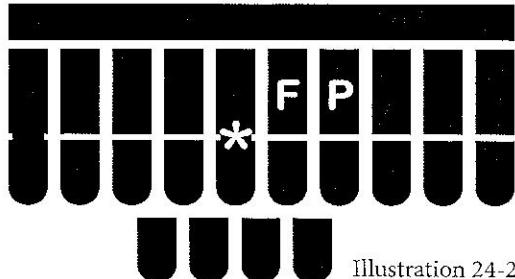


Illustration 24-2

PHRASES

| | |
|------------------|----------|
| ~question (*FP) | |
| my question | PH*FP |
| your question | KWR*FP |
| the question | T*FP |
| that question | THA*FP |
| this question | TH*FP |
| one question | W*UFP |
| another question | TPHO*EFP |

~questions (*FPZ)

| | |
|----------------|---------|
| the questions | T*FPZ |
| my questions | PH*FPZ |
| your questions | KWR*FPZ |
| some questions | SPH*FPZ |

~question is (*FPS)

| | |
|------------------|---------|
| the question is | T*FPS |
| my question is | PH*FPS |
| your question is | KWR*FPS |

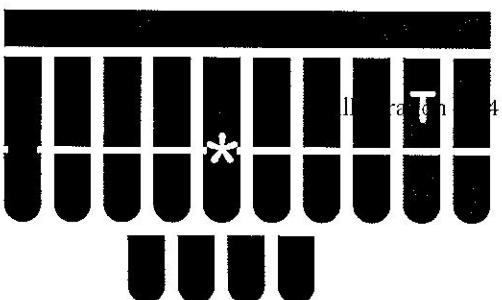
KWR- is Y-, which will be covered on the next page.

PHRASES - CONTINUED

| | | | |
|------------|---------|--------------|----------|
| yes~/no~ | | yes, I am | KWREPL |
| yes, sir | KWRES | yes, it is | KWRETS |
| no, sir | TPHOS | yes, I did | KWREUD |
| yes, ma'am | KWR*EPL | no, I didn't | TPHEUPBT |
| no, ma'am | TPHO*PL | yes, I do | KWRAO |

WORD PAIRS

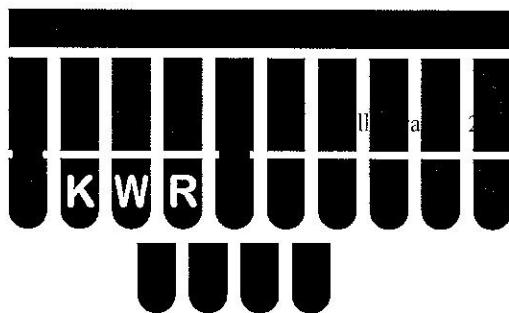
| | | | |
|--------------------|----------|-------|-----------|
| I don't understand | KWROPBD | unit | AOUPBT |
| beyond | KWRO*PBD | unity | AO*UPBT |
| ideas | KWR-DZ | unite | KWRAOUPBT |
| why does | KWR*DZ | | |



Right-Hand Phrase Ender

~tell you

*T



PHRASES

In the phrases below, the Y (KWR-) is taking the place of "I"

I can't~

| | |
|--------------------|----------|
| I can't | KWRA |
| I can't even | KWRAEPB |
| I can't believe | KWRABL |
| I can't believe it | KWRA*BLT |
| I can't tell | KWRAT |
| I can't tell you | KWRA*T |

I didn't~

| | |
|---------------------|----------|
| I didn't | KWREU |
| I didn't know | KWR*EUPB |
| I didn't mean | KWR*EUPL |
| I didn't understand | KWREUPBD |
| I didn't even | KWREUPB |

I didn't want~

| | |
|-----------------------|------------|
| I didn't want | KWREUPT |
| I didn't want to | KWROEUPPT |
| I didn't want to be | KWROEUPBT |
| I didn't want to go | KWROEUPGT |
| I didn't want to do | KWROEUPTD |
| I didn't want to have | KWRO*EUFPT |

I couldn't~

| | |
|---------------------|--------|
| I couldn't | KWRU |
| I couldn't even | KWRUPB |
| I couldn't tell | KWRUT |
| I couldn't tell you | KWR*UT |



WRITE-IT-OUT WORDS

| | |
|-------------|----------------------------------|
| accentuate | ABG/SEPBT/WAEUT |
| ammonia | A/PHOEPB/KWRA |
| anonymity | APB/TPHEUPLT |
| Antioch | APBT/KWROBG |
| antiquated | APBT/KWAEUTD |
| apocalypse | POBG/HREUPS |
| apocalyptic | POBG/HREUPT |
| apologetic | POL/SKWREBGT |
| Aquarius | A/KWAEURS |
| bailiwick | PWAEUL/WEUBG |
| barbaric | PWAR/PWAEURBG |
| Bohemia | PWO/HAOEPL/KWRA |
| Bohemian | PWO/HAOEPL/KWRAPB |
| Byzantine | PWEUZ/TAOEPB |
| Byzantium | PWEUZ/APBT/KWRUPL |
| dyslexia | STKHREBGS/KWRA |
| dyslexic | STKHREBGS/EUBG |
| hernia | HERPB/KWRA |
| inseparable | EUPB/SEP/RABL |
| insomnia | EUPB/SOPL/KWRA or EUPB/SOPL/TPHA |
| longevity | HROPBG/SKWR*EFT |
| persevered | PERS/SRAOERD |
| phobia | TPOEB/KWRA |
| Claudia | KHRAUD/KWRA |
| Lydia | HREUD/KWRA |
| Sonia | SOPB/KWRA |
| Sophia | SOEF/KWRA |
| Tanya | TAPB/KWRA |
| Yuma | KWRAOUPL/A |



Right-Hand Phrase Ender

~him

*FRP

PHRASES

*~him (*FRP)*

| | |
|-------------|------------|
| about him | PW*FRP |
| at him | T*FRP |
| for him | TPO*FRP |
| from him | TPR*FRP |
| on him | O*FRP |
| through him | THRAO*UFRP |
| to him | TO*FRP |
| with him | W*FRP |

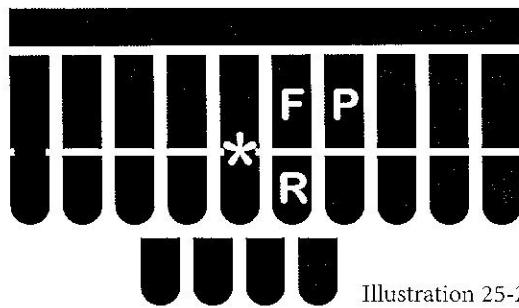


Illustration 25-2



WRITE-IT-OUT WORDS

| | |
|---------------|----------------------------------|
| barricade | PWAEURBGD |
| demographic | TKEPL/TKPWRAFBG |
| dexterity | TKEBGS/TAEURT |
| esoteric | ES/TAEURBG |
| expedite | EBGS/TKAOEUT |
| flummoxes | TPHRUPL/OBGSZ |
| gavage | TKPWA*F/APBLG --or-- TKPWA*FPBLG |
| hammock | HAPL/OBG |
| gobbledygook | TKPWOBLD/TKPWAOBG |
| harbinger | HAR/PWEURPBG |
| infamy | EUPB/TPAEPL |
| lackadaisical | HRABG/TKAEUZ/KAL |
| lavage | HRA*F/APBLG or HRA*FPBLG |
| Macanudo | PHABG/TPHAOUD/OE |
| millenia | PHEUL/EPB/KWRA |
| patriarch | PAEUT/RARBG |
| patriarchal | PAEUT/RARBLG |
| philanthropic | TPEUL/THROP/EUBG |
| Pocahontas | POEBG/HOPBTS |
| studious | STAOUDE/KWRUS |
| thematic | THAOEPL/ABGT |
| victorious | SREUBGT/KWRUS |
| vulpine | SRUL/PAOEUPB |

NUMBERS WRITTEN OUT - CONTINUED

Numbers Punctuation

| | |
|-------|----------|
| ~,~ | KPHA* |
| ~,~ | PO*EUPBT |
| \$~ | TKHRA*R |
| ~,000 | TH*OU |

| | |
|----------------|-------------------------------|
| hundred | HUPB |
| 100 | WHUPB |
| 200 | TWO/HUPB |
| 300 | THRAOE/HUPB |
| 400 | TPOUR/HUPB |
| 500 | TPAO*EUF/HUPB |
| 102 | WHUPB/TWO |
| 234 | TWO/HUPB/THEURT/TPOUR |
| 346 | THRAOE/HUPB/TPOURT/SEUBGS |
| 454 | TPOUR/HUPB/TPEFT/TPOUR |
| 525 | TPAO*EUF/HUPB/TWEPBT/TPAO*EUF |
| 1200 | TWEFL/HUPB |

| | |
|-----------------|----------------|
| thousand | THOU |
| 6,000 | SEUBGS/THOU |
| 7,000 | SEF/THOU |
| 8,000 | AET/THOU |
| 9,000 | TPHAOEUPB/THOU |
| 10,000 | TEPB/THOU |

| | |
|----------------|----------------|
| million | PHEUL |
| one million | WUPB/PHEUL |
| two million | TWO/PHEUL |
| three million | THRAOE/PHEUL |
| four million | TPOUR/PHEUL |
| five million | TPAO*EUF/PHEUL |

| | |
|----------------|-------------------|
| billion | PWHROPB |
| six billion | SEUBGS/PWHROPB |
| seven billion | SEF/PWHROPB |
| eight billion | AET/PWHROPB |
| nine billion | TPHAOEUPB/PWHROPB |
| ten billion | TEPB/PWHROPB |

| | | | |
|-----------------|------------|----------------|----------------|
| trillion | TREUL | three trillion | THRAOE/TREUL |
| one trillion | WUPB/TREUL | four trillion | TPOUR/TREUL |
| two trillion | TWO/TREUL | five trillion | TPAO*EUF/TREUL |

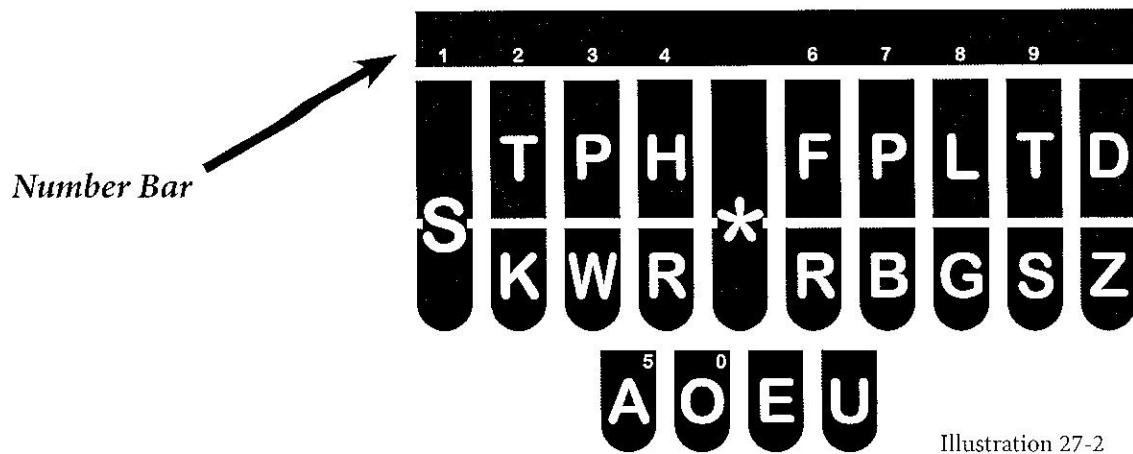


Illustration 27-2

NUMBER BAR

The number bar requires absolute precision. It makes beautiful realtime because you can create exactly the kind of number you want. However, it should only be used at speeds that are easy for the student or court reporter to write. If one tries to use the number bar near one's top speed, wrong numbers will be written but you cannot know what the real number should have been. So, at high speeds, just "write out" the number as shown in the first half of this chapter. That way, you may miss a key or add a key, but the number is still very readable. In summary, the number bar should only be used at comfortable, controlled speeds. To write digits, press the number bar and the corresponding letter key simultaneously.

BASIC NUMBERS

| | Number Bar Finger | | Number Bar Finger | |
|---|----------------------|--------------|----------------------|---------------------------|
| 1 | Number Bar plus S- | left pinkie | 10 | Number Bar plus S- and O |
| 2 | Number Bar plus T- | left ring | 12 | Number Bar plus S- and T- |
| 3 | Number Bar plus P- | left middle | 13 | Number Bar plus S- and P- |
| 4 | Number Bar plus H- | left index | 14 | Number Bar plus S- and H- |
| 5 | Number Bar plus A | right middle | 15 | Number Bar plus S- and A |
| <i>Note: You may use any free finger that you prefer to push down the Number Bar plus the A or O. However, Mark prefers the right middle finger, since it is the longest.</i> | | | | |
| 6 | Number Bar plus -F | right index | 20 | Number Bar plus T- and O |
| 7 | Number Bar plus -P | right middle | 50 | Number Bar plus A and O |
| 8 | Number Bar plus -L | right ring | 46 | Number Bar plus H- and -F |
| 9 | Number Bar plus -T | right pinkie | | two fingers |
| 0 | Number Bar plus O | right middle | | |

ADD “OU” KEYS FOR THOUSAND

| | | |
|--------|-------|---|
| 1,000 | #1OU | Now add an asterisk to double the first digit-- |
| 2,000 | #2OU | 11,000 #1O*U |
| 3,000 | #3OU | 22,000 #2O*U |
| 9,000 | #9OU | 77,000 #O*U7 |
| 15,000 | #15OU | 99,000 #O*U9 |
| 25,000 | #25OU | |

ADD “-DZ” KEYS FOR DOLLARS

| | |
|----------|----------|
| \$10 | #1ODZ |
| \$77 | #E7DZ |
| \$100 | #1OEDZ |
| \$2,000 | #2OUDZ |
| \$3,400 | #34OEDZ |
| \$63,000 | #3O*U6DZ |

ADD “-D” KEY FOR ORDINALS

| | | | |
|------|----------------------------|------|---------------------------|
| 1st | #1-D | 25th | #25-D |
| 2nd | #2-D | 30th | #30-D |
| 3rd | #3-D | 41st | #14*D (* reverses digits) |
| 4th | #4-D | 75th | #5*7D |
| 11th | #1ED (E doubles the digit) | | |
| 22nd | #2ED (E doubles the digit) | | |

ADVANCED

Use the middle finger of the left hand or right hand (whichever one is most free) to hit the W- or -B key to add thousand (,000) to a number stroke where the “OU” cannot work because the “O” is being used already:

| | |
|-----------|---------|
| 10,000 | #1OB |
| \$250,000 | #25OBDZ |
| 900,000 | #WOE9 |
| \$700,000 | #WOE7DZ |
| 230,000 | #23OB |
| \$80,000 | #WO*8DZ |

BRIEFS

| | | | |
|----------|---------|----------|---------|
| belch | PWEFP | kitchen | KEUFFP |
| much | -FP | purchase | PR-FP |
| approach | PROEFP | Rachel | RAEUFFP |
| creature | KRAOEFP | sandwich | SAFPD |
| feature | TPAOEFP | suture | SAOUFP |
| future | TPAOUFP | | |

PHRASES

~much

| | |
|-------------|----------------|
| as much | S-FP |
| as much as | S-FPZ |
| how much | HOUFP |
| inasmuch as | TPH-FPZ --or-- |
| STPH-FPZ | |
| so much | SOFP |
| so much as | SOFPZ |
| that much | THAFTP |
| too much | TAOFP |
| pretty much | PREFP |
| very much | SREFP |

~such~

| | |
|--------------------|------------------|
| as such | S*UFP |
| in such | STPHUFP |
| such a | SAEFP or SAUFP |
| such an | SA*EFP or SA*UFP |
| such as | SUFPZ |
| women and children | WEFP |

~which

| | |
|-------------|--------|
| and which | SKP-FP |
| at which | T-FP |
| for which | TPOFP |
| from which | TPR-FP |
| in which | TPH-FP |
| on which | OFP |
| to which | TOFP |
| under which | UFP |
| with which | W-FP |
| of which | KH-F |



House Related:

| | |
|-------------|--------------------|
| apartment | PARPLT |
| attic | AEBGT |
| back door | PWRAORD |
| front door | TPRAORD |
| backyard | PWA*URD |
| front yard | TPRA*URD |
| driveway | TKROEU |
| back home | PWOEPL |
| basement | PWAEUFPLT |
| bathroom | PW-RPL |
| bedroom | PWR-RPL |
| blackout | PWHROUT |
| boundary | PWROUTRPBD |
| cabin | KAEUB |
| cabinet | KAEUBT |
| ceiling | SAO*ELG |
| cellar | S*ERL --or-- KRERL |
| closet | KHROFT |
| condo | KAO*PBD |
| condominium | KPHEUPL |
| dining room | TKAOEURPL |
| estate | STAET |
| foyer | TPOEUR |
| garage | TKPWWRAPBLG |
| garden | TKPWWRAPBD |
| kitchen | KEUFP |
| laundry | HRA*URPBD |
| living room | HREURPL |
| loft | HRAUFT |
| occupy | OUP |
| occupant | OUPT |
| occupancy | OUPS |
| office | OFS |
| patio | POEUT |
| property | PRORPT |
| real estate | RAE |

| | |
|-------------|---------|
| restroom | R-RPL |
| shingle | SHEUPBL |
| sidewalk | SWAUBG |
| subdivision | SWEUGS |

Memory cue: There are often two people staying in a bedroom, so it needs two R's, but there is usually one person in a bathroom, so one R.

Street Related:

| | |
|------------|------------------|
| crosswalk | KRAUBG or KROFBG |
| driveway | TKROEU |
| expressway | SPROEU |
| freeway | TPROEU |
| highway | HOEU |
| speedway | SPOEU |

Other:

| | |
|-------|------|
| upper | AURP |
|-------|------|

Word Pairs:

| | |
|----------|---------|
| bitch | PWEUFFP |
| by which | PW*EUFP |
| sealing | SAOELG |
| ceiling | SAO*ELG |



WRITE-IT-OUT WORDS

| | |
|--------------|---------------------------------------|
| flagrancy | TPHRAG/RAEPBS --or-- TPHRAG/RAPBS/AOE |
| ketchup | KEFP/UP |
| incalculable | EUPB/KAL/KAOUBL |
| incalculably | EUPB/KAL/KAOUBL/AOE |
| Glenmorangie | TKPWHREPB/PHOR/APBG/AOE |
| macaroni | PHABG/ROEPB |
| macho | PHAFP/OE |
| nacho | TPHAFP/OE |
| Nacogdoches | TPHABG/TKOEFPS |
| politic | POL/TEUBG |
| raconteur | RABG/TAOUR |
| satchel | SAFP/EL |
| vernacular | SRERPB/ABG <i>or</i> SRERPB/KHRAR |
| Waxahchie | WABGS/HAFP |

BRIEFS

| | | | |
|---------|----------|--------------|-----------|
| among | PHUPBG | dangerous | TKAEUPBGS |
| along | HRAOPBG | finger | TPEUPBG |
| bargain | PWARPBG | tremendous | TRE |
| danger | TKAEUPBG | tremendously | TREL |

PHRASES

~long

| | | | |
|-----------|--------|------------|-----------|
| how long | HOUPBG | no longer | TPHORPBG |
| too long | TAOPBG | any longer | TPHEURPBG |
| very long | SREPBG | among us | PHUPBGS |

WORD PAIR

| | |
|------|--------|
| king | KEUPBG |
| King | KEPBG |

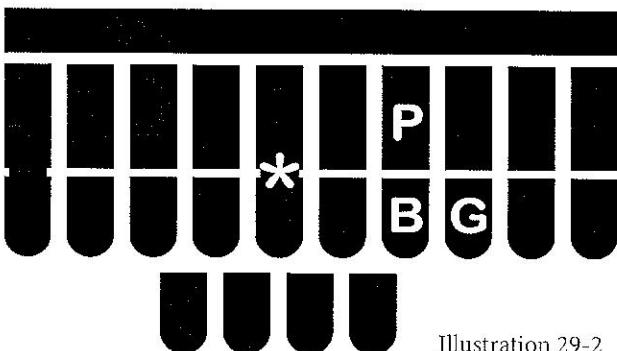


Illustration 29-2

NEW KEY COMBINATION SOUND

Final "nk" Sound *PBG

Rule

Similar to our -BG rule, add -S to put an -s at the end of -nk words.

WORDS

| | | | |
|----------|--------------|---------|------------|
| bank | PWA*PBG | bunk | PW*UPBG |
| banks | PWA*PBGS | chunk | KH*UPBG |
| blank | PWHRA*PBG | crank | KRA*PBG |
| blanket | PWHRA*PBGT | drink | TKR*EUPBG |
| blink | PWHR*EUPBG | drinker | TKR*EURPBG |
| blinkers | PWHR*EURPBGS | drank | TKRA*PBG |
| brink | PWR*EUPBG | drunk | TKR*UPBG |



Right-Hand Phrase Enders

| | |
|-----------|-------|
| ~think | *PBG |
| ~think so | *PBGS |

PHRASES

~think (*PBG)

| | |
|----------------|-----------|
| I think | *EUPBG |
| he thinks | *EPBGS |
| you think | *UPBG |
| if you think | TP*UPBG |
| did you think | TK*UPBG |
| do you think | TKAO*UPBG |
| they think | TH*EPBG |
| to think | TO*PBG |
| I can't think | KWRA*PBG |
| I didn't think | KWR*EUPBG |
| I don't think | KWRO*PBG |

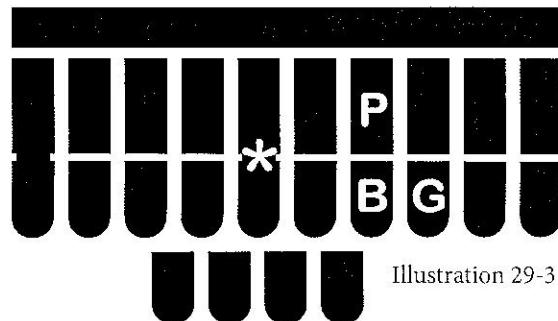


Illustration 29-3

| | |
|--------------------|------------|
| what do you think | WHAO*UPBG |
| where do you think | WRAO*UPBG |
| why do you think | KWRAO*UPBG |
| why did you think | KPWR*UPBG |

~think so (*PBGS)

| | |
|------------------|------------|
| I think so | *EUPBGS |
| I don't think so | KWRO*PBGS |
| you think so | *UPBGS |
| do you think so | TKAO*UPBGS |
| they think so | TH*EPBGS |

WORD PAIRS

| | | | |
|---------------|-----------------|---------------|-----------------|
| did you think | TK*UPBG | funk | TP*UPBG/TP*UPBG |
| dunk | TK*UPBG/TK*UPBG | I can't think | KWRA*PBG |
| frank | TPRA*PBG | yank | KWRA*EUPBG |
| Frank | TPRA*EUPBG | | |



WRITE-IT-OUT WORDS

| | |
|--------------|-------------------------------|
| Abyssinian | AB/SEUPB/KWRAPB |
| apathy | AP/THAOE |
| Dom Perignon | TKOPL/PER/EUPB/KWROPB |
| genitalia | SKWREPB/TAEUL/KWRA |
| hanky-panky | HA*PBG/PA*PBG |
| hunky-dory | H*UPBG/TKOR |
| homeopathy | HOEPL/KWROP/THAOE |
| kunbaya | KAOUPL/PWAOEPU/KWRA |
| Murrieta | PHUR/KWRET/A |
| namby-pamby | TPHAPL/PAPL |
| panoply | PAPB/PHREU --or-- PAPB/PHRAOE |
| permeating | PERPL/KWRAEUGT |
| thalassemia | THAL/SAOEPL/KWRA |

BRIEFS - CONTINUED

| | | | |
|---------------|-------------|-----------|----------|
| element | HR-PLT | statement | STAEUPLT |
| elementary | HR-RPLT | treatment | TRAOEPLT |
| empty | EPLT | | |
| environment | SRAOEURPLT | | |
| environmental | SRAO*EURPLT | | |
| equip | KWAEP | | |
| equipment | KWEUPLT | | |
| involve | SRO*FL | | |
| involving | SRO*FLG | | |
| involvement | SRO*FPLT | | |
| judgment | SKWR-PLT | | |
| measurement | PHERPLT | | |
| monument | PHOUPLT | | |
| monumental | PHO*UPLT | | |
| reimburse | RAOEBS | | |
| reimbursed | RAO*EBS | | |
| reimbursement | TRAOEBS | | |
| requirement | RAOEURPLT | | |
| retirement | RAO*EURPLT | | |
| segment | S*EGT | | |
| shipment | SHEUPLT | | |

WORD PAIRS

| | | | |
|---------------|-------------|------------|----------|
| agree | TKPWRAE | moment | PHOEPLT |
| degree | TKPWRAOE | momentum | PHO*EPLT |
| environment | SRAOEURPLT | monument | PHOUPLT |
| environmental | SRAO*EURPLT | monumental | PHO*UPLT |
| empty | EPLT | | |
| EMT | *EPLT | | |

Note: Asterisk takes word to the "next level."

The diagram consists of three arrows pointing upwards from the asterisked words in the pairs to the next level of the steno code. One arrow points from 'EPLT' to 'PHO*EPLT'. Another arrow points from 'SRAO*EURPLT' to 'PHO*UPLT'. A third arrow points from 'SRAO*EURPLT' to 'PHOUPLT'.

BRIEFS

| | | | |
|-----------|----------|-----------|--------|
| beneath | TPHAO*ET | wealthy | WA*ELT |
| healthy | HA*ELT | worthless | WORLS |
| signature | S*EUGT | worthy | WO*ERT |
| stealthy | STA*ELT | | |

WORD PAIRS

| | | | |
|---------|---------|--------|-------------------|
| segment | S*EGT | Matt | PHA*TD |
| figment | TP*EUGT | | |
| pigment | P*EUGT | 13 | THEURD |
| | | third | TH*EURD |
| pat | PAT | 13th | #13-D or |
| path | PA*T | | TH*EURTD |
| Pat | PA*TD | | |
| | | write | WRAOEUT |
| mat | PHAT | wright | WRAO*EUT |
| math | PHA*T | writhe | WRAO*EUT/WRAO*EUT |

-TH NUMBERS “WRITTEN OUT”

Remember number bar + -D may be used; i.e., 4th #4-D - see Chapter 27.

| | | | |
|---------|--------------------------------|------|---------------|
| fourth | TPO*URT | 20th | TWEPBT/KWR*ET |
| fifth | TP*EUFT | | |
| sixth | S*EUBGT | | |
| seventh | S*EFT | | |
| eighth | A*ET | | |
| ninth | TPHAO*EUPBT | | |
| tenth | T*EPBT | | |
| 11th | HR*EFT | | |
| 12th | TW*EFLT | | |
| 13th | THEURT/TAO*EPBT or TH*FURTD | | |
| 14th | TPO*URD | | |
| 15th | TP*EUFD | | |
| 16th | S*EUBGD | | |
| 17th | S*EFD | | |
| 18th | A*ED | | |
| 19th | TPHAO*EUPBD | | |

BRIEFS

| | | | |
|----------------|------------|----------------|----------|
| artificial | TEURBL | issue | AURB |
| artificially | T*EURBL | occasion | KAEURB |
| astonished | STORBD | occasional | KAEURBL |
| beneficial | PWEURBL | official | TPEURBL |
| beneficiary | PWEURB | partial | PARBL |
| casual | KARBL | partiality | PARBWT |
| casually | KA*RBL | patient | PAEURBT |
| casualty | KARBLT | patiently | PAEURBLT |
| casualties | KARBLTS | patience | PAEURBS |
| cherish | KHERB | potential | POERBL |
| credentials | KRERBLZ | precious | PRERBS |
| conscious | K-RBS | punish | PEURB |
| conscience | K*RBS | punishment | PEURBT |
| conscientious | KOURBS | sacrifice | STPAOEUS |
| consciousness | K-RPBS | sacrificial | STPEURBL |
| subconscious | SK-RBS | selfish | SEURB |
| subconsciously | SK-RBLS | selfishness | SEURBS |
| unconscious | KURBS | specialize | SP-L |
| unconsciously | KURBLS | substantial | STARBL |
| efficient | TPEURBT | suspicious | SPEURBS |
| efficiently | TPEURBLT | tissue | TEURB |
| efficiency | TPEURBS | transit | TRAFPBT |
| especially | SPAEL | trashy | TRAERB |
| essential | SERBL | ultimate | ULT |
| essentially | S*ERBL | unconscionable | SHEPBL |
| factual | TPABLGT | usual | AOURB |
| finish | TPHEURB | usually | AOURBL |
| initial | TPHEURBL | unusual | AO*URB |
| initiate | TPHEURBT | unusually | AO*URBL |
| initiative | TPH*EUFRBT | | |



WRITE-IT-OUT WORDS

| | |
|-----------------|--|
| anthropology | A*PBT/POLG |
| anthropological | A*PBT/PO/HR-L |
| efficacy | EF/KAES |
| efficacious | EF/KAEURBS |
| facetious | TPA/SAOERBS |
| fatuous | TPAT/WUS |
| languish | HRAPBG/WEURB |
| insatiable | EUPB/SAEURB/KWRABL or EUPB/SAEUT/KWRABL |
| momentous | PHOEPLT/OUS |
| mythological | PH*EUT/HR-L |
| plantar fascia | PHRAPBT/AR/TPAERB |
| Pollyannish | POL/KWRAPB/EURB <i>or</i> POL/AOE/APB/EURB |
| surreptitious | SURP/TEURBS |
| tantamount | TAPBT/APLT |

WORDS - CONTINUED

| | | | |
|----------|-----------|----------|-----------|
| singing | SEUPBGDZ | tracking | TRABGDZ |
| smoking | SPHOEBGDZ | trashing | TRARBDZ |
| speaking | SPAOEBGDZ | urging | URPBLGDZ |
| stunning | STUPBDZ | walking | WAUBGDZ |
| sucking | SUBGDZ | washing | WARBDZ |
| talking | TAUBGDZ | wishing | WEURBDZ |
| thanking | THA*PBGDZ | wringing | WREUPBGDZ |

BRIEFS

| | | | |
|----------------|-----------|------------|----------|
| accomplish | PHREURB | packaging | PAPBLGDZ |
| accomplishing | PHREURBDZ | punishing | PEURBDZ |
| accomplishment | PHREURBT | mystery | PH*EURS |
| argue | ARG | needing | -FRBDZ |
| arguing | ARGDZ | relaxing | R-BGDZ |
| finishing | TPHEURBDZ | suggest | SUG |
| organize | ORG | suggesting | SUGDZ |
| organizing | ORGDZ | | |

Rule

To add -s to the more common -DZ -ing words, add the asterisk.

| | | | |
|------------|-------------|------------|----------|
| belongings | PWHRO*PBGDZ | pickings | P*EUBGDZ |
| bookings | PWAO*BGDZ | stabblings | STA*BDZ |
| makings | PHA*EUBGDZ | stockings | STO*BGDZ |
| markings | PHA*RBGDZ | | |

WORD PAIRS

| | | | |
|---------------|-------------|-----------|-------|
| break | PWRAEUBG | organize | ORG |
| brake | PWRA*EUBG | organized | ORGD |
| | | order | ORD |
| breaking | PWRAEUBGDZ | ordering | OERGD |
| braking | PWRA*EUBGDZ | | |
| neighborhoods | TPHAEUBDZ | | |
| neighboring | TPHA*EUBDZ | | |

BRIEFS

| | | | |
|------------------|---------------|------------|----------|
| arrest | RA*ES or RAEF | honesty | HO*EUPBS |
| arrested | RAEFD | publicity | P*UBS |
| artist | A*RS | specialist | SP*ERBLS |
| artistic | AFRBG | | |
| environmentalist | SRAO*EURPLS | | |
| honest | HO*PBS | | |
| honestly | HO*PBLS | | |

PHRASES

| | | | |
|----------------|----------|-------------|-------|
| at least | THRAO*ES | most of | PHOF |
| must be | PHUB | most of the | PHOFT |
| must have | PH*UF | most of us | PHOFS |
| must have been | PH*UFB | most of you | PHOUF |
| must have had | PH*UFD | | |
| just like | SKWR*ULS | | |

WORD PAIRS

| | | | |
|--------|--------|-------|--------|
| mostly | PHOFL | waste | WA*EUS |
| molest | PHO*LS | waist | WA*ES |

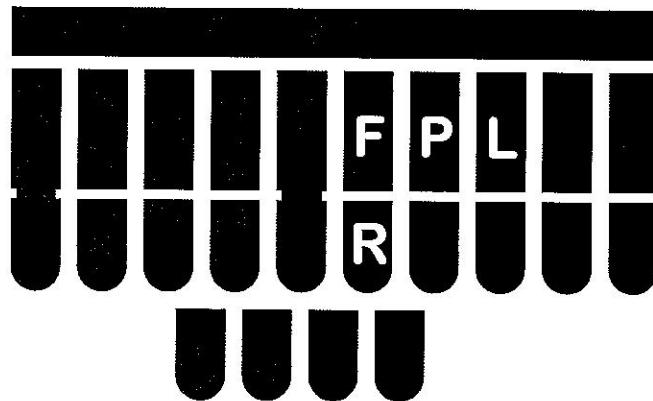


WRITE-IT-OUT WORDS

| | |
|----------------|--|
| animosity | APB/PHO*S |
| antihistamines | AEPBT/H*EUS/PHAOEPBZ |
| bellyaching | PWEL/AOE/AEUBGDZ |
| castigated | KA*S/TKPWAEUTD |
| centrists | SEP/TR*EUSZ |
| congesting | KOPB/SKWR*EGS |
| Costello | KO*S/EL/OE |
| fastidious | TPA*S/EUD/KWRUS --or-- TPAS/TEUD/KWRUS |
| festooned | TP*ES/AOPBD |
| incestuous | EUPB/S*ES/WUS |
| Lancaster | HRAPB/KA*RS |
| postulated | PO*S/HRAEUTD |
| preposterous | PRE/PO*S/ROUS --or-- PRO*URS |
| Rostenkowski | RO*S/KOUS/KEU |
| shellacking | SHEL/ABGDZ |
| unbeknownst | UPB/PWE/TPHO*EPBS |
| veracity | SRER/A*S or SR*ERS |

PHRASES

President Obama PRO*EPL
President Trump PRUFRP



NEW KEY COMBINATION SOUND

Illustration 32-2

Final “-mble” -FRPL
Final “-mple” -FRPL

WORDS - “-MBLE”

| | | | |
|-----------|-----------------|-----------|-----------|
| bumble | PWUFRPL | nimble | TPHEUFRPL |
| crumble | KRUFRPL | rambling | RAFRPLG |
| crumbling | KRUFRPLG | rumble | RUFRPL |
| fumble | TP*UFRPL | scramble | SKRAFRPL |
| gamble | TKPWAFRPL | shambles | SHAFRPLZ |
| gambling | TKPWAFRPLG | stumble | STUFRPL |
| grumble | TKPWRUFRPL | thimble | THEUFRPL |
| humble | HUFRPL | trample | TRAFRPL |
| humbled | HUFRPLD/HUFRPLD | tremble | TREFRPL |
| jumble | SKWRUFRPL | trembling | TREFRPLG |
| mumbled | PHUFRPLD | tumble | TUFRPL |
| mumbling | PHUFRPLG | | |



Right-Hand Phrase Ender

~really

*RL

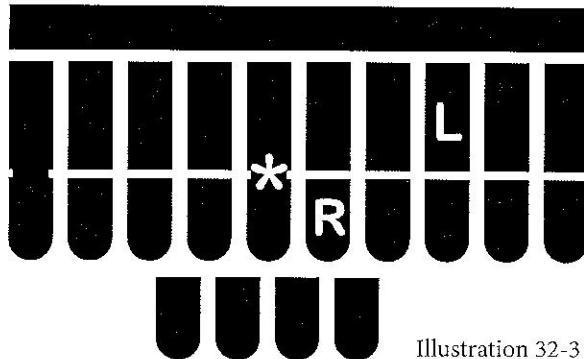


Illustration 32-3

PHRASES

| | |
|-------------|--------|
| I really | *EURL |
| you really | *URL |
| that really | THA*RL |
| it really | T*RL |
| to really | TO*RL |
| he really | *ERL |
| she really | SH*ERL |

| | |
|-------------------|----------|
| I can't really | KWRA*RL |
| I don't really | KWRO*RL |
| I didn't really | KWR*EURL |
| I couldn't really | KWR*URL |



WRITE-IT-OUT WORDS

| | |
|------------|-----------------------------|
| aggregate | AG/TKPWET |
| gratuity | TKPWRA/TAOUT |
| minimize | PHEUPB/PHAOEZ |
| obnoxious | OB/TPHOBGS |
| obsequious | OB/SAOEBG/WUS or OB/SAOEBGS |
| helm | HEL/-PL |
| realm | REL/-PL |
| solemn | SOL/EPL or SHREPL |

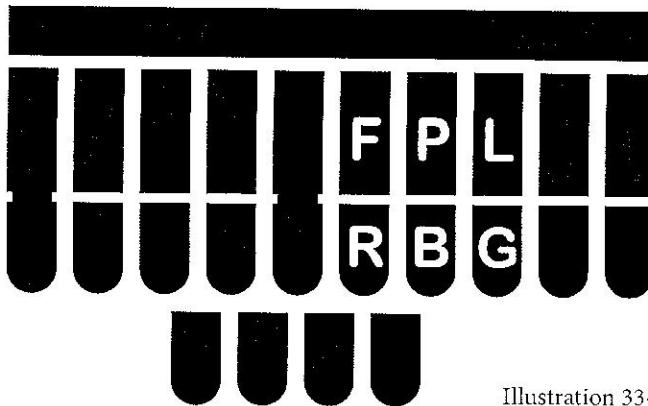


Illustration 33-2

NEW KEY COMBINATION SOUND

Final “-nch” -FRPBLG

WORDS

| | | | |
|----------|--------------|-----------|--------------|
| bench | PWEFRPBLG | launch | HRAUFRPBLG |
| branch | PWRAFRPBLG | launching | HRAUFRPBLGDZ |
| brunch | PWRUFRPBLG | lunch | HRUFRPBLG |
| bunch | PWUFRPBLG | pinch | PEUFRPBLG |
| clench | KHREFRPBLG | pinched | PEUFRPBLGD |
| clinch | KHREUFRPBLG | punch | PUFRPBLG |
| crunch | KRUFRPBLG | quench | KWEFRPBLG |
| drenched | TKREFRPBLGD | ranch | RAFRPBLG |
| finches | TPEUFRPBLGZ | staunch | STAUFRPBLG |
| flinch | TPHREUFRPBLG | stench | STEFRPBLG |
| French | TPREFRPBLG | trench | TREFRPBLG |
| hunch | HUFRPBLG | winch | WEUFRPBLG |
| inch | EUFRPBLG | wrench | WREFRPBLG |

PHRASES

| | | | |
|---------------------------|-----------------------------|-----------------------------------|-----------------------------|
| a bunch of square inch | PWAEUFRPBLG SKWAEUFRPBLG | a whole bunch of a whole bunch | WHAEUFRPBLG WHA*EUFRPBLG |
|---------------------------|-----------------------------|-----------------------------------|-----------------------------|



- CONTINUED

Vehicle-Related - Continued:

| | | | |
|-----------------|------------|---|---------|
| Audi | A*UD | Suzuki | SAOUBG |
| BMW | PW-PBL | Toyota | TOEUT |
| Buick | PWAOUBG | Volkswagen | SROEBGS |
| Cadillac | KALD | Yamaha | KWRAEPL |
| Chevrolet | SH*EFLT | <i>Note: This is B-M plus scooting the right middle finger down to the -B, which is a mirror image of W-.</i> | |
| Chevy | SHA*EF | | |
| Chrysler | KRAOEURLS | | |
| Dodge | TKO*PBLG | | |
| Ford | TPORD | | |
| GM | TKPW*PL | | |
| GMC | TKPW*BG | | |
| General Motors | SKWROERTS | | |
| Harley | HAERL | | |
| Harley-Davidson | HAERLDZ | | |
| Honda | HAOPBD | | |
| Hyundai | H*UPBD | | |
| Jaguar | SKWRA*URG | | |
| Kawasaki | KAUS | | |
| Kia | KAE | | |
| Lexus | HREBGSSZ | | |
| Lincoln | HRO*EPBG | <i>Note: This is PHERDZ + B-.</i> | |
| Mazda | PHA*EDZ | | |
| Mercedes | PHERDZ | | |
| Mercedes-Benz | PWHERDZ | | |
| Mitsubishi | PHEUBTS | | |
| Nissan | TPHEUPBS | | |
| Plymouth | PHR*EUPLT | | |
| Pontiac | POEUBG | | |
| Porsche | PO*RB | | |
| Rolls-Royce | ROLZ/ROEUS | | |

WORD PAIR

| | |
|------------|-----------|
| dashboard | TKAORBD |
| blackboard | PWHRAORBD |
| floorboard | TPHRAORBD |

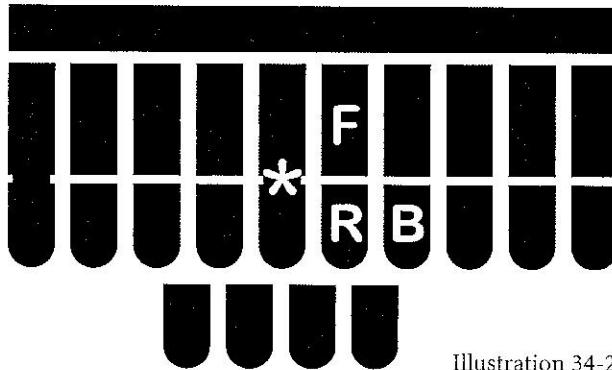


Illustration 34-2

NEW KEY COMBINATION SOUND

Final “-rve” *FRB

WORDS

| | |
|---------|-----------|
| carve | KA*FRB |
| carved | KA*FRBD |
| curve | K*UFRB |
| dwarves | TKWA*FRBZ |
| nerve | TPH*EFRB |
| serve | S*EFRB |
| serves | S*EFRBZ |
| scarves | SKA*FRBZ |
| starve | STA*FRB |
| swerve | SW*EFRB |

BRIEFS

| | | | |
|----------|---------|------------|----------|
| conserve | K*EFRB | conserving | K*EFRBG |
| preserve | PR*EFRB | perserving | PR*EFRBG |
| reserve | R*EFRB | reserving | R*EFRBG |
| server | SA*EFRB | serving | S*EFRBG |



active -

| | |
|------------|--------|
| active | TEUF |
| actively | TEUFL |
| activity | TEUFT |
| activism | TEUFPL |
| activist | T*EUFS |
| activate | TAEFT |
| activated | TAEFTD |
| activating | TAEFGT |

CONTRACTION

it'll EULGTS

BRIEFS

| | |
|---------------|-------------|
| fundamental | TPUPBLGTS |
| fundamentally | TP*UPBLGTS |
| incident | EUPBT |
| incidental | EUPBLGTS |
| incidentally | *EUPBLGTS |
| incidents | EUPBTS |
| incidence | EUPBS |
| orient | OEURPBT |
| oriented | OEURPBTD |
| orienting | OEURPBGT |
| oriental | OEURPBLGTS |
| Oriental | O*EURPBLGTS |
| society | SOEUT |
| societies | SOEUTS |
| societal | SOEULGTS |
| submit | SPHEUT |
| submittal | SPHEULGTS |
| submission | SPHEUGS |
| upset | UPS |

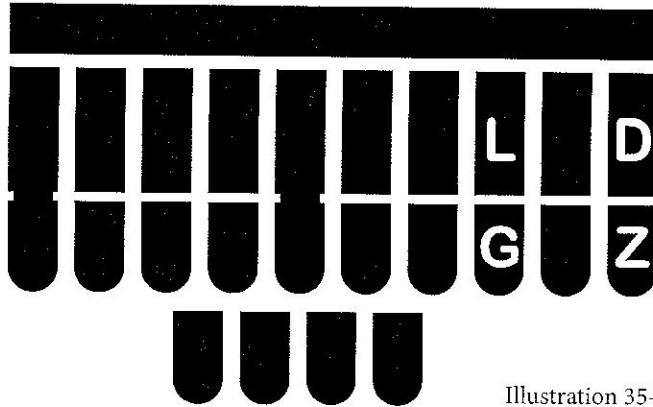


Illustration 35-3

NEW KEY COMBINATION SOUND

Final “-iddle” Sound -LGDZ

WORDS

| | | | |
|---------|-------------|----------|------------|
| bridal | PWRAOEULGDZ | middle | PHEULGDZ |
| bundle | PWUPBLGDZ | model | PHOLGDZ |
| candle | KAPBLGDZ | muddle | PHULGDZ |
| coddle | KOLGDZ | needle | TPHAOELGDZ |
| cradle | KRAEULGDZ | noodle | TPHAOLGDZ |
| curlle | KULGDZ | paddle | PALGDZ |
| doodle | TKAOLGDZ | pedal | PELGDZ |
| dwindle | TKWEUPBLGDZ | piddle | PEULGDZ |
| feudal | TPAOULGDZ | poodle | PAOLGDZ |
| fiddle | TPEULGDZ | puddle | PULGDZ |
| fondle | TPOPBLGDZ | riddle | REULGDZ |
| handle | HAPBLGDZ | saddle | SALGDZ |
| huddle | HULGDZ | sandal | SAPBLGDZ |
| hurdle | HURLGDZ | scandal | SKAPBLGDZ |
| idle | AOEULGDZ | straddle | STRALGDZ |
| kindle | KEUPBLGDZ | swindle | SWEUPBLGDZ |
| ladle | HRAEULGDZ | tidal | TAOEULGDZ |
| medal | PHELGDZ | vandal | SRAPBLGDZ |

WORD PAIRS

bridal PWRAOEULGDZ
bridle PWRAO*EULGDZ

pedal PELGDZ
peddle P*ELGDZ
petal PELGTS

societies SOEUTS
so it's SO*EUTS

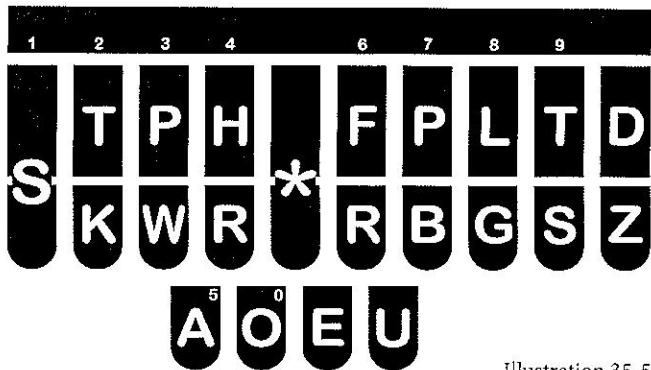


Illustration 35-5

STATE NAMES

STATES

| | | | |
|---------------|-------------|------------------|-----------|
| Alabama | PWAEPPL | Nebraska | TPHEB |
| Alaska | HRAFBG | Nevada | TPH*EF |
| Arizona | AERPBZ | New Hampshire | HAFRPS |
| Arkansas | ARPBS | New Jersey | TPH-PBLG |
| California | KAEFL | New Mexico | TPH-PL |
| Colorado | KAORLD | New York | TPHORBG |
| Connecticut | KR*T | North Carolina | TPHOERBG |
| Delaware | TKWAEUR | North Dakota | TPH-D |
| Florida | TPHRA | Ohio | HAE |
| Georgia | SKWRAORPBLG | Oklahoma | OBLG |
| Hawaii | HAU | Oregon | TPHOERG |
| Idaho | TKHO | Pennsylvania | P*F |
| Illinois | TPHOEUS | Rhode Island | RAO*EULD |
| Indiana | SPWAEPB | South Carolina | SOERBG |
| Iowa | WOEU | South Dakota | S-D |
| Kansas | KAEPBS | Tennessee | TAEPBS |
| Kentucky | KAEPBT | Texas | T-BGS |
| Louisiana | HRAOUPBZ | Utah | HAUT |
| Maine | PHA*EPB | Vermont | SRERPLT |
| Maryland | PHAEURPBLL | Virginia | SRAERPBLG |
| Massachusetts | PHAFPS | Washington | WARBT |
| Michigan | PHEURB | West Virginia | W*F |
| Minnesota | PHAOPBS | Wisconsin | WEUS |
| Mississippi | PHEUPLS | Wyoming | WAOEUPLG |
| Missouri | PHOURS | | |
| Montana | PH-PBT | Washington, D.C. | WARBTS |

BRIEFS - CONTINUED

| | | | |
|-----------------|----------------------|---------------|-----------|
| multiply | PH-P | resignation | R*PBGS |
| multiplication | PH-PGS | register | REPBLG |
| multiple | PHEUPLT | registration | REPBLGS |
| national | TPHARBL | reject | R-PBLG |
| nationality | TPHARBLT | rejection | R-PBLGS |
| notify | TPHOEUF | resume | RAOUBL |
| notification | TPHOEUFGS | resumption | RUPLGS |
| opposition | O*PGS | revolution | R*EFGS |
| organization | ORGS | revolutionary | RA*EFGS |
| participation | PARPGS | satisfy | SAE |
| passionate | PARBT | satisfactory | SAER |
| perception | PERPGS | satisfaction | SAEGS |
| permission | PERPLGS | sensation | SEPBGS |
| policy | POEFL | sensational | SEPBLGS |
| possess | POSZ | situation | SWAEUGS |
| possession | POEGS | situational | SWAEURBL |
| position | POGS | starvation | STA*FRBGS |
| preparation | PR-PGS | subjection | SUPBLGS |
| preservation | PR*EFRBGS | submission | SPHEUGS |
| prestigious | PRAOEPBLGS | suspicious | SPEURBS |
| presume | PRAOUBL | suspicion | SPEUGS |
| presumption | PRUPLGS | taxation | TAFGS |
| proffer | PROFR | television | TWEUGS |
| profess | PROFS | tradition | TRAGS |
| profession | PROFGS | traditional | TRARBL |
| professional | PROEFL | traditionally | TRA*RBL |
| professor | PROEFR | transition | TREUGS |
| project | PROPBGL | transitional | TREURBL |
| projection | PROPBGLS | translate | TR-LT |
| proportion | PRORPGS | translator | TR-RLT |
| proportional | PRORPLGS | translation | TR-GS |
| proposition | PROPGS --or-- P-RPGS | transmit | TR-PLT |
| qualification | KWAUFGS | transmittal | TR*PLT |
| rational | RARBL | transmitting | TR-PLGT |
| rationally | RA*RBL | transmission | TR-PLGS |
| rationalization | RARBLGS | vacation | SRAEUGS |
| recognition | ROEUGS | variation | SRAERGS |
| recommendation | REPLGS | | |



"-shun" words written with -GS require you to write a separate stroke for -G or -D.

Example:

rationed RAGS/-D
rationing RAGS/-G

Exception:

mentioned PH*EPBGS
mentioning PHEPBGDZ



Rule Examples - Continued

| | | | |
|-------------|----------|----------------|------------------|
| indicate | KAEUT | present | PREPB |
| indicative | KA*EUFT | presentation | PREPBGS |
| indication | KAEUGS | promote | PROEPLT |
| | | promotion | PROEPLGS |
| limit | HREUPLT | | |
| limitation | HREUPLGS | regular | REG |
| | | regulate | REGT |
| motive | PHO*EF | regulator | RERGT |
| motivate | PHO*EFT | regulatory | ROEURGT |
| motivation | PHO*EFGS | regulation | REGS |
| | | regularity | REG/TEU or REUGT |
| negotiate | TPH-GT | | |
| negotiation | TPH-GS | represent | REPT |
| | | representation | REP GS |
| operate | PRAEUT | | |
| operation | PRAEUGS | transcript | TREUPT |
| operational | PRAEURBL | transcription | TREUPGS |
| orient | OEURPBT | transport | TR-PT |
| orientation | OEURPBGS | transportation | TR-PGS |
| pollute | PHRAOUT | valuate | SRAULT |
| pollution | PHRAOUGS | valuation | SRAULGS |
| populate | POPT | violate | SRAOEULT |
| population | POPGS | violation | SRAOEULGS |

WORD PAIRS

| | | | |
|-------------------|-----------|-----------------|------------|
| accumulate | KAOUPLT | I appreciate it | PRAO*EURBT |
| could you tell me | KAOUPL | | |
| would you tell me | WAOUPLT | limit | HREUPLT |
| can you tell me | KUPLT | eliminate | HR*EUPLT |
| clarity | KHRAEURT | | |
| calculator | KHRA*EURT | limitation | HREUPLGS |
| | | elimination | HR*EUPLGS |
| facility | TPEULT | | |
| faculty | TPULT | manager | PH-RG |
| fatality | TPALT | administering | PH*RG |
| facilitate | TPAELT | | |
| affiliate | AEFLT | occasion | KAEURB |
| facilitation | TPAELGS | indication | KAEUGS |
| affiliation | AEFLGS | | |
| I appreciate | PRAOEURBT | | |

Note: We call these the Big Five. Practice them together.



Rule

On "-ction" words -BGZ add -S to put an -s at the end.

Examples:

| | | | |
|---------|-------|-------------|--------|
| action | ABGZ | transact | TR-BGT |
| actions | ABGSZ | transacting | TR*BGT |

transaction
transactions

TR-BGZ
TR-BGSZ



Rule

"-ction" words written with -BGZ require you to write a separate stroke for -G or -D.

Example:

| | |
|------------|----------|
| auctioned | AUBGZ/-D |
| auctioning | AUBGZ/-G |



Rule

For words whose steno ends in -T, in order to write the -tion version of the word, drop the T and write -Z.

Examples:

| | | | |
|------------|---------|-------------|---------|
| act | ABGT | elect | HRAEBGT |
| action | ABGZ | election | HRAEBGZ |
| attract | TRAEBGT | instruct | STRUBGT |
| attraction | TRAEBGZ | instruction | STRUBGZ |
| collect | KHREBGT | locate | HROEBGT |
| collection | KHREBGZ | location | HROEBGZ |
| connect | KEBGT | protect | PREBGT |
| connection | KEBGZ | protection | PREBGZ |
| correct | KREBGT | react | RAEBGT |
| correction | KREBGZ | reaction | RAEBGZ |
| direct | TKREBGT | restrict | REUBGT |
| direction | TKREBGZ | restriction | REUBGZ |
| | | select | SHREBGT |
| | | selection | SHREBGZ |

WORD PAIRS

| | | | |
|--------------|-----------|---|-----------|
| bulge | PWULG | in this case | TPHEUBG |
| buckle | PW*ULG | nick | TPH*EUBG |
| contribution | KR-BZ | Nick | TPH*EUBGD |
| distribution | TKR-BZ | <i>Often the -D can resolve a conflict problem.</i> | |
| haggle | HALG | proffer | PROFR |
| hackle | HA*LG | professor | PROEFR |
| Google | TKPWAOLG | signifigantly | SEULG |
| googol | TKPWAO*LG | sickle | S*EULG |
| in the case | TPHEBG | | |
| neck | TPH*EBG | | |





WRITE-IT-OUT WORDS

| | |
|---------------|--|
| acetylation | A/SELGTS/AEUGS |
| adulation | AD/HRAEUGS |
| amalgamation | A/PHAL/TKPWAPLGS --or-- APL/AL/TKPWAPLGS |
| amplification | AFRPL/TPEUBGZ |
| alliteration | A/HREUT/RAEUGS |
| annunciation | A/TPHUPBS/KWRAEUGS or A/TPHUPBGS |
| contrition | KOPB/TREUGS |
| degradation | TKEG/TKAEUGS |
| emancipation | PHAPBS/PAEUGS |
| enunciation | AO*E/TPHUPBS/KWRAEUGS or AO*E/TPHUPBGS |
| gratification | TKPWRAT/TPEUBGZ |
| inclinations | EUPB/KHREUPBGSZ |
| inculcation | EUPB/KUL/KAEUGS |
| insemination | EUPB/SEPL/TPHAEUGS |
| iterative | EUT/RA*EUFT |
| iteration | EUT/RAEUGS |
| mortification | PHORT/TPEUBGZ |
| obfuscation | OB/TPAOU/SKAEUGS --or-- OB/TPAOUS/KAEUGS |
| obsession | OB/SEGS |
| perpetuation | PER/PET/WAEUGS |
| promulgation | PROPL/TKPWAEUGS |
| proportionate | PRORPGS/ET |
| propulsion | PRO/PULGS |
| ramifications | RAPL/TPEUBGSZ |
| recitation | RES/TAEUGS |
| rectification | REBGT/TPEUBGZ |
| repercussions | REP/ER/KUGSZ --or-- REP/KUGSZ |
| retaliation | RE/TALGS |
| theoretician | THAOER/TEUGS |

WORDS - "SUP-, SEP-, SURP-"

| | | | |
|----------------------|-----------|--------------|------------|
| separate (verb) | SPRAEUT | supposedly | SPOEFLD |
| separate (adjective) | SPRET | supposing | SPOEFG |
| separately | SPRELT | supreme | SPRAOEPL |
| separates | SPRAEUTS | surplus | SPHRUS |
| separation | SPRAEUGS | surpluses | SPHRUSZ |
| supplement | SPHREPLT | surprise | SPRAOEUZ |
| supplier | SPHRAOEUR | surprises | SPRAOEUSZ |
| supply | SPHRAOEU | surprised | SPRAOEUSD |
| supplying | SPHRAOEUG | surprising | SPRAOEUFG |
| suppose | SPOEZ | surprisingly | SPRAOEUFLG |

F pretends it's an -S.

BRIEFS - "SUP-, SEP-, SURP-"

| | | |
|-------------|------------------|--|
| super | SPR- | |
| superior | SPR-R | |
| superiority | SPR-RT | |
| suppress | SPR*EF or SPR*ES | |
| surpass | SPAF |  <i>The asterisk distinguishes from "express."</i> |
| support | S-PT | |
| supporter | S-RPT | |

PHRASES

supposed~

| | | | |
|------------------|---------|-----------------|--------|
| supposed to | SPOEFT | <i>used to~</i> | |
| supposed to be | SPOEFBT | used to | AOUFT |
| supposed to go | SPOEGT | used to be | AOUBT |
| supposed to have | SPO*EFT | used to go | AOUGT |
| supposed to do | SPOEFTD | used to have | AO*UFT |

| | |
|--------------|--------|
| used to | AOUFT |
| used to be | AOUBT |
| used to go | AOUGT |
| used to have | AO*UFT |
| used to do | AOUFTD |

~has to

| | |
|-------------|-------|
| has to | HAFD |
| has to be | HAFBD |
| has to go | HAFGD |
| has to do | HAFTD |
| has to have | HA*FD |

Rule

For words that end in -D steno, insert -T to add -ed to the end. Examples below.

| | | | |
|-----------|--------------|--------------|-----------|
| ascend | AFPB | guarded | TKPWAURTD |
| ascended | AFPBTD | hand | HAPBD |
| avoided | SRAOTD | handed | HAPBTD |
| blind | PWHRAOEUPBD | head | HED |
| blinded | PWHRAOEUPBTD | headed | HETD |
| crowd | KROUD | land | HRAPBD |
| crowded | KROUTD | landed | HRAPBTD |
| descend | TKEFPBD | load | HROED |
| descended | TKEFPBTD | loaded | HROETD |
| evidence | *EFD | sound | SOUPBD |
| evidenced | *EFTD | sounded | SOUPBTD |
| explode | SPHROED | surround | SROUPBD |
| exploded | SPHROETD | surrounded | SROUPBTD |
| explosion | SPHROEGS | surrounding | SROUPBGD |
| fund | TPUPBD | surroundings | SROUPBGDZ |
| funded | TPUPBTD | wound | WAOUPBD |
| guard | TKPWAURD | wounded | WAOUPBTD |

Rule

To add -ive to a word, simply add *F to the stroke. Examples below.

| | | | |
|--------------|------------|--------------|----------|
| attractive | TRA*EFBGT | informative | TPH*F |
| effective | TP*EFBGT | objective | O*FB |
| effectively | TP*EFBLGT | reactive | RA*FEBGT |
| expanse | SPAPBS | respective | R*FP |
| expansive | SPA*FPBS | respectively | R*FPL |
| expense | SPEPBS | supportive | S*FPT |
| expensive | SP*EFPBS | subjective | S*UFPBLG |
| exploitative | SPHRO*EUFT | | |

WORD PAIRS

| | | | |
|---------------|-------------|--------------|------------|
| insure | STPHAOUR | insulate | STPHAOULT |
| assure | SHAUR | | |
| assuring | SHAURG | insight | STPHAOEUT |
| ensure | STPHAUR | incite | STPHAO*EUT |
| insurance | STPHAOURPBS | insane | STPHAEUPB |
| assurance | SHAURPBS | sanity | SA*PBT |
| assurances | SHAURPBSZ | insanity | STPHAPBT |
| inspire | SPOEUR | health care | H-BG |
| inspiring | SPOEURG | child care | KHAOEUBG |
| inspiration | SPOEURGS | day care | TKAEUBG |
| inspirational | SPOEURBL | | |
| instant | STPHAPBT | incept | STPHEPT |
| constant | STAPBT | intercept | STPH*EPT |
| instantly | STPHAPBLT | inception | STPHEPGS |
| constantly | STAPBLT | interception | STPH*EPGS |
| insult | STPHULT | | |

Memory cue: Mark imagines the asterisk to be a football, as in, "He made an interception!"



WRITE-IT-OUT WORDS

| | |
|-------------|--|
| amplifies | AFRPL/TPAOEZU |
| anecdotal | APB/TKOELGTS |
| anecdote | APB/TKOET |
| astigmatism | A/STEUG/PHA/TEUFPL --or-- A/STEUG/TEUFPL |
| digitizing | TKEUPBLG/TAOEUFG |
| Eisenhower | AOEUFPB/HOUR |
| enchilada | EFRPBLG/HRAD/A |
| expediency | SPAOEPBS/AOE |
| haphazard | HAP/HAFRD |
| perplexed | PER/PHREFD |
| reminiscing | REPL/TPHEUFG |
| risqué | R*EUFBG/AEU |
| sanitizer | SAPB/TAOEUZ/ER --or-- SAPB/TAO*EUFR |
| skepticism | SKEPT/SEUFPL |

BRIEFS - “COMP-”

| | | | |
|----------------|----------|-----------------|------------|
| companion | KPAPB | complimentary | KPHREURPLT |
| comparison | KPAEURS | complementary | KPHRERPLT |
| compatible | KPABL | comprehend | KPREPBDS |
| compatibility | KPABLTT | comprehension | KPREPBGS |
| incompatible | KPA*BL | comprehensible | KPREPBLS |
| incompatiblity | KPA*BLTT | comprehensive | KPR*EFPBS |
| competent | KPE | comprehensively | KPR*EFPBLS |
| competence | KPEPBS | compromise | KPHAOEUF |
| competition | KPEGS | accompany | KPAO |
| competitor | KP*ERT | accompanied | KPAOD |
| competitive | KP*EFT | | |

WORDS - “EX-”

| | | | |
|--------------|-----------|------------|-----------|
| exact | KPABGT | excision | KPEUGS |
| exaggerate | KPAPBLG | excite | KPAOEUT |
| exaggerating | KPAPBLGDZ | exciting | KPAOEUGT |
| exaggeration | KPAPBLGS | excitement | KPAOEUPLT |
| exam | KPAPL | excited | KPAOEUTD |
| example | KPAFRPL | exec | KPEBG |
| exceed | KPAOED | exempt | KPEPLT |
| exceeding | KPAOEGD | exemption | KPEPLGS |
| exceedingly | KPAOELGD | exert | KPERT |
| excel | KP*EL | exerted | KPERTD |
| excellent | KPHREPBT | exertion | KPERGS |
| excellence | KPHREPBS | exhaust | KPA*US |
| except | KPEPT | exhaustive | KPA*UFS |
| exception | KPEPGS | exhaustion | KPAUGS |
| excerpt | KPERPT | exhibit | KPEUBT |
| excess | KPES | exile | KPAO*EUL |
| excessive | KP*EFS | exist | KP*EUS |
| excessively | KP*EFLS | existence | KPEUFPBS |
| excise | KPAOEUZ | exit | KPEUT |

BRIEFS “EX-”

| | | | |
|-------------|--------|-----------------|----------|
| exactly | KPAEL | exhibition | KPWEUGS |
| examine | KP- | expect | KP-P |
| examiner | KP-R | expected | KP-PD |
| examination | KP-GS | expectation | KP-PGS |
| executive | KPEBGT | extraordinary | KPROERD |
| exercise | KPERZ | extraordinarily | KPROERLD |

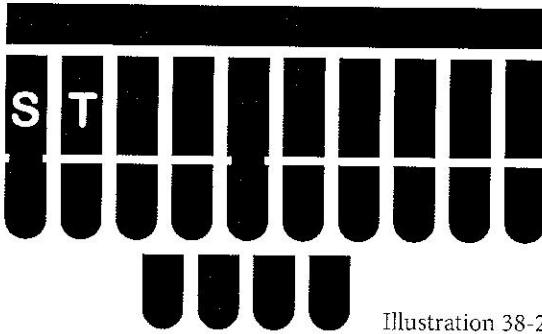


Illustration 38-2

NEW KEY COMBINATION SOUND

Initial "ext-" ST-

WORDS

| | | | |
|-------------|-----------|-----------------|-----------|
| extend | STEPBD | extraordinary | STROERD |
| extended | STEPBTD | extraordinarily | STROERLD |
| extension | STEPBGS | extract | STRABGT |
| extensive | ST*EFPBS | extracting | STRA*BGT |
| extensively | ST*EFPBLS | extraction | STRABGZ |
| extent | STEPBT | extractions | STRABGSZ |
| external | STERPBL | extreme | STRAOEPL |
| extort | STORT | extrude | STRAOUD |
| extortion | STORGS | extrusion | STRAOUGS |
| extra | STRA | extrusive | STRAO*UFS |
| extras | STRAZ | | |

BRIEFS

| | |
|--------------|---------|
| exterior | STR-R |
| extinguish | STEURB |
| extinguisher | STREURB |

WORD PAIR

| | |
|-----------|------------|
| extreme | STRAOEPL |
| stream | STRAO*EPL |
| extremely | STRAOEPLD |
| streamed | STRAO*EPLD |

Here the -D resolves a conflict.



This stroke is "K" plus "nine."

Animals -

| | | | |
|--------------|------------|--------------|-------------|
| alligator | TKPWAEURLT | lion | HROEUPB |
| amphibian | AFB | lizard | HREUFRD |
| animal | AEPBL | mammal | PH-PL |
| beaver | PWAO*EFR | penguin | PEPBG |
| buffalo | PWUFL | pony | POEPB |
| canine | TKPHAOEUPB | reptile | R-PLT |
| --or-- | KAOEUPB | rhinoceros | RAOEUPBS |
| chicken | KHAEBG | squirrel | SKWEURL |
| coyote | KOEUT | tiger | T-RG |
| crocodile | KROBGD | turkey | TEURBG |
| dinosaur | TKAOEUPBS | veterinarian | SRAERPBT |
| elephant | HR-FT | veterinary | SRA*ERPBT |
| feline | TPHRAOEUPB | wolf | WOFL |
| hamster | HA*RPLS | | |
| hippopotamus | HEUP/POTS | zebra | STKPWHRAOEB |
| horse | HORS | | |
| leopard | HREPD | | |



WORD PAIR

| | |
|--------|---------|
| muscle | PHUFL |
| muzzle | PH*UFL |
| muffle | PHUF/EL |



WRITE-IT-OUT WORDS

| | |
|--------------|----------------------------------|
| compliancy | KPHRAOEUPBS/AOE |
| exacerbated | KPAS/PWAEUTD |
| exacerbation | KPAS/PWAEUGS |
| exemplar | KPEPL/PHRAR --or-- KPEFRP/HRAR |
| exemplary | KPEPL/PHRAER --or-- KPEFRP/HRAER |

WORDS - "CONV-"

| | | |
|--------------|-----------|--|
| convection | KWEBGZ | |
| convene | KWAOEPB | |
| convent | KWEPBT | |
| convention | KWEPBGS | |
| conventional | KWEPBLGS | |
| converge | KWERPBLG | |
| convergence | KWERPBLGS | |
| converse | KWERS | |
| conversely | KWERLIS | |
| conversion | KWERGGS | |
| convert | KWERT | |
| convex | KWEBGS | |
| convey | KWAEU | |
| conveyor | KWAEUR | |
| convict | KWEUBGT | |
| conviction | KWEUBGZ | |
| convince | KWEUPBS | |
| convoy | KWOEU | |
| convulse | KWULS | |
| convulsive | KW*UFLS | |
| convulsion | KWULGS | |

*Here we are simply pulling the -L into the KWEPBGS stroke.
Always tuck in the -L when you can!*



BRIEFS - "CONV-"

| | | | |
|-------------|----------|----------------|---------|
| convenient | KWAOEPBT | conversation | K*FRGS |
| convenience | KWAOEPBS | conversational | K*FRLGS |
| convertible | KWERBL | | |

PHRASE

conventional wisdom KWEPLGSZ

This is simply conventional plus -Z



WORD PAIRS - "CONV-"

| | | | |
|----------|------------|---------------|-----------|
| convene | KWAOEPB | convenience | KWAOEPBS |
| queen | KWAO*EPB | inconvenience | KWAO*EPBS |
| queens | KWAO*EPBZ | convenient | KWAOEPBT |
| Queens | KWAO*EPBSZ | inconvenient | KWAO*EPBT |
| confided | KWAOEUTD | convection | KWEBGZ |
| quieted | KWAO*EUTD | confection | KW*EBGZ |